

# Mac OS X Keyboard Shortcuts

## Shortcuts to use during system startup:

|                                    |                                                   |
|------------------------------------|---------------------------------------------------|
| <b>X</b>                           | Force your Mac to startup                         |
| <b>Option-Command-Shift-Delete</b> | Boot from a secondary drive, such as CD or floppy |
| <b>C</b>                           | Boot from CD                                      |
| <b>N</b>                           | Boot from a network server                        |
| <b>T</b>                           | Boot in Firewire target disk mode                 |
| <b>Shift</b>                       | Boot in safe mode                                 |
| <b>Command V</b>                   | Boot in Verbose mode                              |
| <b>Command S</b>                   | Boot in Single User mode                          |

## Shortcuts to use with the Finder window:

|                                   |                                                  |
|-----------------------------------|--------------------------------------------------|
| <b>Command-W</b>                  | Close window                                     |
| <b>Option-Command-W</b>           | Close all windows                                |
| <b>Command-Right Arrow</b>        | Expand folder in list view                       |
| <b>Option-Command-Right Arrow</b> | Expand folder and nested subfolders in list view |
| <b>Command-Left Arrow</b>         | Collapse folder in list view                     |
| <b>Option-Command-Up Arrow</b>    | Open parent folder and close current window      |

## Shortcuts to use with the Apple Menu

|                               |                   |
|-------------------------------|-------------------|
| <b>Shift-Command-Q</b>        | Log out           |
| <b>Shift-Option-Command-Q</b> | Log out instantly |

## Shortcuts to use with the Finder Menu

|                                    |                         |
|------------------------------------|-------------------------|
| <b>Shift-Command-Delete</b>        | Empty trash             |
| <b>Option-Shift-Command-Delete</b> | Empty trash immediately |
| <b>Command-H</b>                   | Hide Finder             |
| <b>Option-Command-H</b>            | Hide others             |
| <b>Command-N</b>                   | New Finder window       |

## Shortcuts to use with the File Menu

|                         |                           |
|-------------------------|---------------------------|
| <b>Shift-Command-N</b>  | New Folder                |
| <b>Command-O</b>        | Open                      |
| <b>Command-S</b>        | Save                      |
| <b>Shift-Command-S</b>  | Save As                   |
| <b>Command-P</b>        | Print                     |
| <b>Command-W</b>        | Close Window              |
| <b>Option-Command-W</b> | Close All Windows         |
| <b>Command-I</b>        | Get Info                  |
| <b>Option-Command-I</b> | Show Attributes Inspector |
| <b>Command-D</b>        | Duplicate                 |
| <b>Command-L</b>        | Make Alias                |
| <b>Command-R</b>        | Show original             |
| <b>Command-Delete</b>   | Move to trash             |
| <b>Command-E</b>        | Eject                     |
| <b>Command-F</b>        | Find                      |
| <b>Command-Z</b>        | Undo                      |
| <b>Command-X</b>        | Cut                       |
| <b>Command-C</b>        | Copy                      |
| <b>Command-V</b>        | Paste                     |
| <b>Command-A</b>        | Select All                |

## Shortcuts to use with the View Menu

|                  |              |
|------------------|--------------|
| <b>Command-1</b> | Icon View    |
| <b>Command-2</b> | List View    |
| <b>Command-3</b> | Column View  |
| <b>Command-B</b> | Hide Toolbar |
| <b>Command-I</b> | View Options |
| <b>Command-J</b> | Hide Toolbar |
| <b>Command-K</b> | View Options |

## Shortcuts to use with the Go Menu

|                        |                             |
|------------------------|-----------------------------|
| <b>Command-[</b>       | Back                        |
| <b>Command-]</b>       | Forward                     |
| <b>Shift-Command-C</b> | Computer                    |
| <b>Shift-Command-H</b> | Home                        |
| <b>Shift-Command-I</b> | iDisk                       |
| <b>Shift-Command-A</b> | Applications                |
| <b>Shift-Command-F</b> | Favorites                   |
| <b>Shift-Command-G</b> | Go to Folder                |
| <b>Command-K</b>       | Connect to server           |
| <b>Command-M</b>       | Minimize                    |
| <b>Command-M</b>       | Option-Minimize all windows |

## Shortcuts to use with the Help Menu:

|                  |      |
|------------------|------|
| <b>Command-?</b> | Help |
|------------------|------|

## Shortcuts to use for Universal Access:

|                                 |                |
|---------------------------------|----------------|
| <b>Option-Command-*</b>         | Turn zoom on   |
| <b>Option-Command-+</b>         | Zoom in        |
| <b>Option-Command--</b>         | Zoom out       |
| <b>Control-Option-Command-*</b> | Write on black |

## Shortcuts to use with Full Keyboard Access

|                   |                                    |
|-------------------|------------------------------------|
| <b>Control-F1</b> | Turn on Full Keyboard Access       |
| <b>Control-F2</b> | Highlight Menu                     |
| <b>Control-F3</b> | Highlight Dock                     |
| <b>Control-F4</b> | Highlight window                   |
| <b>Control-F5</b> | Highlight toolbar                  |
| <b>Control-F6</b> | Highlight utility window (palette) |

## Shortcuts to use when MouseKeys is enabled from the Universal Access Menu:

|          |                                                              |
|----------|--------------------------------------------------------------|
| <b>8</b> | move mouse pointer up                                        |
| <b>2</b> | move mouse pointer down                                      |
| <b>4</b> | move mouse pointer left                                      |
| <b>6</b> | move mouse pointer right                                     |
| <b>1</b> | move mouse pointer towards bottom left corner of the screen  |
| <b>3</b> | move mouse pointer towards bottom right corner of the screen |
| <b>7</b> | move mouse pointer towards top left corner of the screen     |
| <b>9</b> | move mouse pointer towards top right corner of the screen    |
| <b>5</b> | click and release                                            |
| <b>0</b> | click and hold                                               |
| <b>-</b> | release                                                      |

## Shortcuts to use anytime:

|                                        |                                                |
|----------------------------------------|------------------------------------------------|
| <b>Option-Command-D</b>                | Toggle Dock                                    |
| <b>Command-Tab</b>                     | Switch windows                                 |
| <b>Tab</b>                             | highlight next item                            |
| <b>Command-Up Arrow</b>                | Move up one folder                             |
| <b>Command-Down Arrow</b>              | Move down one folder                           |
| <b>Page Up or Control-Up Arrow</b>     | Move up one page                               |
| <b>Page Down or Control-Down Arrow</b> | Move down one page                             |
| <b>Option-Drag</b>                     | Copy to new location                           |
| <b>Option-Command-Drag</b>             | Move alias in new location                     |
| <b>Command-Drag</b>                    | Move to new location                           |
| <b>Shift-Command-C</b>                 | Show color palette                             |
| <b>Command-I</b>                       | Show font palette                              |
| <b>Command-Shift-3</b>                 | Take a screenshot of the entire screen         |
| <b>Command-Shift-4</b>                 | Take a screenshot of whatever is selected      |
| <b>Command-Shift-4, then Spacebar</b>  | Take a screenshot of the selected window       |
| <b>Option-Command-esc</b>              | Force Quit                                     |
| <b>Control-Eject</b>                   | Restart, Sleep, or Shutdown                    |
| <b>Control-Command-Eject</b>           | Quit all programs and restart                  |
| <b>Option-Command-Eject</b>            | Sleep                                          |
| <b>Option-Command-Power</b>            | Sleep                                          |
| <b>Command-~</b>                       | Cycle through windows in application or Finder |

# Apple Keyboard Commands Cheat Sheet

**SJ Ball**



## **Apple Keyboard Commands Cheat Sheet:**

*macOS Tahoe For Dummies* Guy Hart-Davis, 2025-11-18 Get up to speed on the latest macOS updates and features macOS Tahoe For Dummies is your up to date guide to the operating system that brings your Mac computer to life Experienced macOS expert and educator Guy Hart Davis walks you through a comprehensive set of instructions for navigating your Mac's features and capabilities Whether you've just jumped on the Mac bandwagon or you're a long time Apple user you'll benefit from the step by step walkthroughs of how to organize your files and photos connect with friends using Messages and FaceTime and securing your data against external threats and accidental loss Navigate the new Liquid Glass interface and organize files and media Listen to music watch movies and enjoy your photos Use powerful macOS system tools Troubleshoot common issues that macOS users run into and learn how to get support Protect yourself against hackers phishing attacks and other dangers macOS Tahoe For Dummies is the essential guide for new and experienced Mac users looking to get the most out of their macOS powered computer and take advantage of the latest features and updates Apple has packed into macOS Tahoe

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