

Mac OS X Keyboard Shortcuts

Shortcuts to use during system startup:

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

Shortcuts to use with the Finder window:

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

Shortcuts to use with the Apple Menu

Shift-Command-Q	Log out
Shift-Option-Command-Q	Log out instantly

Shortcuts to use with the Finder Menu

Shift-Command-Delete	Empty trash
Option-Shift-Command-Delete	Empty trash immediately
Command-H	Hide Finder
Option-Command-H	Hide others
Command-N	New Finder window

Shortcuts to use with the File Menu

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

Shortcuts to use with the View Menu

Command-1	Icon View
Command-2	List View
Command-3	Column View
Command-B	Hide Toolbar
Command-8	Hide Toolbar
Command-J	View Options

Shortcuts to use with the Go Menu

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

Shortcuts to use with the Help Menu:

Command-?	Help
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Shortcuts to use for Universal Access:

Option-Command-*	Turn zoom on
Option-Command-+	Zoom in
Option-Command--	Zoom out
Control-Option-Command-*	Write on black

Shortcuts to use with Full Keyboard Access

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

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

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

Shortcuts to use anytime:

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

Apple Keyboard Commands Cheat Sheet

William E. Harper



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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Switching to the Mac: The Missing Manual, Mavericks Edition David Pogue, 2014-02-05

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Switching to a Mac For Dummies Arnold Reinhold, 2011-09-07

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