Mac OS X Keyboard Shortcuts

Shortcuts to use during system startup:

Force your Mac to startup Option-Command Boot from a secondary drive, such as CD or floppy Shift-Delete Boot from CD C Boot from a network server M Boot in Firewire target disk mode SHARE Boot in safe mode Boot in Verbose mode Command V Command 5 Boot in Single User mode

Shortcuts to use with the Finder window:

| Command-W | Close window |
|----------------------------|---|
| | |
| Option-Command-W | Clase all windows |
| Command-Right Arrow | Expand folder in list view |
| Option-Command-Right Arrow | Exposed 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 trosh |
|-----------------------------|-------------------------|
| 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

| New Folder |
|---------------------------|
| Open |
| Save |
| Save As |
| Print |
| Close Window |
| Close All Windows |
| Get Info |
| Show Attributes Inspector |
| Duplicate |
| Make Alias |
| Show original |
| Move to trash |
| Elect |
| Find |
| Undo |
| Cut |
| Copy |
| Poste |
| 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-J View Options |
| Command-8 | Hide Toolbar |
| Command-J | View Options |
| | |

Shortcuts to use with the Go Menu

| Command-[| Bock | |
|-----------------|----------------------|--|
| 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 Option- | |
| Command-M | Minimize all windows | |
| | | |

Shortcuts to use with the Help Menu:

Control-Option-Command.* White on black

Command-9

| Shortcuts to use | for Universal Access: |
|------------------|-----------------------|
| Option-Command-* | Turn zoom on |
| Option-Command-+ | Zoom in |
| Option-Command- | Zoom out |

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Shortcuts to use with Full Keyboard Access

| Shoricuts to u | se with ruil Keyboard Access |
|----------------|------------------------------------|
| Control-FI | 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 comer of the screen |
| 5 | click and release |
| 0 | click and hold |

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Shortcuts to use anytime:

Option-Command-D

| The Control of the Co | CANADAM INCAMAN |
|--|---|
| Command-Tab | Switch windows |
| Tob | 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-Drog | Copy to new location |
| Cotion-Command Orga | Make alias in new location |
| Command-Drag | Maye to new location |
| 3hith-Command-C | Show color pollete |
| Commond-I | Show font polete |
| Command Shift 3 | Take a screenshot of the entire screen |
| Commond-Shift-4 | Take a screenshal of whatever's selected |
| Command Shift 4, then Spacebox | Take a screenshot of the selected window. |
| Option-Command-esc | Force Quit |
| Control Elect | Restort, Sleep, or Shutdown |
| Control-Command Elect | Quit all programs and restart |
| Option-Command-Eject | Seep |
| Option-Command Power | Seep |
| ATT AND ADDRESS OF THE PARTY OF | Principal States and a decider of the property of the States of |

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