

# macOS® Keyboard Shortcuts

TEACHUComp, INC.®

...it's all about you

KEY: = Command = Control = Media Eject = Mission Control = Option = Power = Shift

## Common

Character Viewer (Emoji, Symbols)	SPACE
Close active window	W
Close all windows in app	W
Copy selected item	C
Create new folder in Finder	N
Cut selection	X
Find	F
Find next	G
Find previous	G
Force quit app	ESC
Hide all but active app	H
Hide windows of active app	H
Minimize active window to Dock	M
Minimize all windows of active app	M
Open new tab	T
Open preferences for active app	, (Comma)
Open selected item	O
Paste Clipboard contents	V
Print current document	P
Redo previous undo command	Z
Save current document	S
Screenshot: Capture and Record	S
Screenshot: Full Screen	3
Screenshot: Select Area	4
Select all items	A
Show/Hide Spotlight search field	SPACE
Spotlight Search from Finder	SPACE
Switch between open apps	TAB
Undo previous command	Z
Use app in full screen, if supported	F
Use Quick Look on selected item	SPACE

## Documents

Align Center	(Vertical Bar)
Align Left	[
Align Right	]
Boldface selected text, or turn on/off	B
Center cursor or selection in visible area	L
Copy Style: Copy formatting settings	C

Delete character to left of insertion point	H
Delete character to right of insertion point	D
Delete insertion pt. to end of line/paragraph	K
Delete word to left of insertion point	DEL
Extend selection one character left	←
Extend selection one character right	→
Extend selection to end of paragraph	↓
Extend selection to end of word	→
Extend selection to start of paragraph	↑
Extend selection to start of word	←
Help menu	?
Insert new line after insertion point	O
Insert web link	K
Italicize selected text, or turn on/off	I
Move down one line	N
Move insertion point to end of document	↓
Move insertion point to end of line	→
Move insertion point to end of next word	→
Move insertion point to start of document	↑
Move insertion point to start of line	←
Move insertion pt. to start of previous word	←
Move one character backward	B
Move one character forward	F
Move to start of line or paragraph	A
Move to end of line or paragraph	E
Move up one line	P
Page Down: Scroll down one page	Fn ↓
Page setup window	P
Page Up: Scroll up one page	Fn ↑
Paste & Match surrounding style	V
Paste Style: Apply copied style	V
Save As dialog or Duplicate document	S
Scroll to start of document	Fn ←
Scroll to end of document	Fn →
Select Desktop folder in dialog box	D
Select Search field in dialog box	F
Select text: insertion pt. to end of doc	↓
Select text: insertion pt. to end of line	→
Select text: insertion pt. to start of doc	↑
Select text: insertion pt. to start of line	←

Show/Hide definition of selected word	D
Show/Hide Fonts window	T
Show/Hide Inspector window	I
Show/Hide toolbar in an app	T
Size: Decrease size of selected item	-
Size: Increase size of selected item	+
Spellcheck	; (Semicolon)
Spelling and Grammar window	: (Colon)
Swap characters on each side of insertion pt.	T
Underline selected text, or turn on/off	U

## Finder and System

Add selected Finder item to Dock	T
Add selected item to sidebar	T
Adjust display brightness in steps	↑ or ↓
Adjust keyboard brightness in steps	↑ or ↓
Adjust sound volume in steps	↑ or ↓
Close selected folder (list view only)	⌘
Copy dragged item	(Hold and drag)
Create new folder	N
Create new folder with selection	N
Duplicate selected files	D
Eject selected disk or volume	E
Empty Trash	DEL
Empty Trash without confirmation	DEL
Go to next folder	J
Go to previous folder	I
Make alias of dragged item	(Hold and drag)
Make alias of selected item	A
Move Clipboard files to current location	V
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Open Computer window	C
Open Connect to Server window	K

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# Mac Keyboard Shortcuts Cheat Sheet

**Tao Wei**



## Mac Keyboard Shortcuts Cheat Sheet:

**Switching to a Mac For Dummies** Arnold Reinhold, 2011-02-04 Thinking of making the switch from your PC to a Mac Congratulations You're in for a great virus free ride And Switching to Mac For Dummies makes it smoother than you ever imagined From buying the Mac that's right for you to transferring your files to breaking your old Windows habits and learning to do things the much easier Mac way it makes the whole process practically effortless Whether you've been using Windows XP Vista or even Linux you'll find simple straightforward ways to make your transition go smoothly That will leave you plenty of time to get familiar with Mac's prodigious and dynamic OS X capabilities You'll also connect with iLife Mac's amazing integrated software suite that lets you turn your computer into a powerful media center not just for listening and watching but for creating music video and much more Discover how to Decide whether the switch to Mac is right for you Choose the Mac that will change your life Keep and reuse elements of your old setup Go online with your Mac Connect to your home network even that old PC Go media crazy with iTunes iPhoto and more Take advantage of Mac's business capabilities Complete with handy cheat sheet of common Mac shortcuts and commands as well as a glossary of Mac world lingo Switching to Mac For Dummies ensures that your switch will be the smartest thing you ever do **Macs All-in-One For Dummies** Joe Hutsko, Barbara Boyd, 2014-04-17 Your all in one guide to unleashing your Mac's full potential It's a Mac world out there But if you haven't read the instruction manual you may be neglecting some of your computer's coolest features Turn to Macs All in One For Dummies jam packed guide to access the incredible tools within your computer With this fully updated reference you will learn how to use Launchpad and Mission Control protect your Mac back up and restore data with Time Machine sync across devices in iCloud import organize and share photos direct in iMovie compose in GarageBand and so much more The possibilities are endless with such a powerful tool Includes 6 minibooks Mac Basics Online Communications Beyond the Basics Your Mac as a Multimedia Entertainment Center Taking Care of Business and Mac Networking Walks you through setting up and sending e-mail surfing the web with Safari organizing your files and folders connecting to a network creating Reminders and Notifications finding your way with Maps staying organized with Calendar and Notes and customizing your Mac just the way you want it Features updated coverage of OS X Mavericks the latest Macintosh computers the newest versions of iLife and iWork and noteworthy trends and tools on the market for this fourth edition Whether you're new to the Apple craze or a dedicated Mac user from the onset there's something for everyone in this bestselling guide to making friends with your Mac [Switching to the Mac: The Missing Manual, Mavericks Edition](#) David Pogue, 2014-02-05 Ready to move to the Mac This incomparable guide from New York Times columnist and Missing Manuals creator David Pogue helps you make a smooth transition to OS X Mavericks a beautiful machine with a thoroughly reliable system Whether you're using Windows XP Windows 7 or Windows 8 we've got you covered Syncing with iOS If you already have an iPhone or iPad now's the perfect time to switch to OS X with iCloud which allows you to sync Mail Contacts

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Larry Ullman, Marc Liyanage, 2005-07-08 Time the commodity most of us never have enough of Mac OS X Tiger Timesaving Techniques For Dummies is exactly what you need to get more results from every minute you spend with your Mac OS X Tiger Loaded with more than 60 timesaving tricks and techniques this helpful volume gets right to the point and shows you how to streamline dozens of everyday computer functions If you already know your way around Mac OS X Tiger you can discover how to speed up your Mac make searches faster and more efficient optimize your network and a lot more For example you can Create your own keyboard shortcuts Find files faster with Spotlight Save steps with contextual menus Make the most of the address book and iCal Take advantage of Safari RSS feeds Use your iPod for secure encrypted storage Set up a videoconference with iChat AV There are guidelines for customizing OS X to meet your specific needs so your Mac will be well organized even if you aren t And the techniques are organized too by the application or the general concept for which they work You get no nonsense step by step instructions for putting each technique to work After all the whole point of Mac OS X Tiger Timesaving Techniques For Dummies is well saving time These are a few of the places where this book will help you trim the minutes Starting stopping and running your Mac more efficiently Optimizing your interface and customizing the Finder windows and the Dock Organizing managing and finding stuff yours and the computer s Beefing up application performance Using the Internet more efficiently with tips on searching stopping spam using Google and more Making the most of your network Being more efficient with multimedia including boosting productivity with your iPod Maintaining your Mac and keeping it secure Creating your own timesaving techniques with Automator and other slightly advanced tricks You can t help but be more productive with Mac OS X Tiger Timesaving Techniques For Dummies

### **Switching to the Mac:**

**The Missing Manual, Yosemite Edition** David Pogue, 2015-01-22 What makes Windows refugees decide to get a Mac Enthusiastic friends The Apple Stores Great looking laptops A halo effect from the popularity of iPhones and iPads The absence of viruses and spyware The freedom to run Windows on a Mac In any case there s never been a better time to switch to OS X and there s never been a better more authoritative book to help you do it The important stuff you need to know Transfer your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract your

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guided tour of the Mac from Macworld magazine's most respected Macintosh authority Includes 16 new chapters and expanded coverage of all new Mac hardware releases CD contains an audio visual tour of the Macintosh's new multimedia capabilities plus shareware high quality clip art and more *Inside the Apple Macintosh* Jim Heid, Peter Norton, 1989 The year of the Mac was 1988 as corporations and individuals grew to appreciate its power and versatility Like the tremendously successful *Inside the IBM PC* this is a guide for all users of the Mac who want to learn more about its inner workings

**Macromedia Flash MX For Dummies?** Gurdy Leete, Ellen Finkelstein, 2002-04-29 Covers the essentials that new Flash users need to create basic Flash animations including creating Flash ready graphics animating the graphics and adding sound and interactive elements Series features Includes the simple instructions targeting beginning audiences that have pushed the For Dummies series to over 100 million books in print ABOUT THE CD ROM CD includes a trial version of Flash as well as other Macromedia tools including Dreamweaver and Fireworks **Mac OS 9 For Dummies** Bob LeVitus, 1999 Mac OS 9 is a big complicated personal computer operating system Mac OS 9 For Dummies is a not so big not very complicated book that shows you what Mac OS 9 is all about without boring you confusing you or otherwise making you uncomfortable Take a deep breath and get ready to have some fun Whether you're brand spanking new to the Mac or a grizzled old Mac vet discovering the ins and outs of Mac OS 9 will be easy and fun Mac OS 9 For Dummies is ready to help you to Master Mac basics Customize your Mac for multiple users Share resources on a network Save time with simple tweaks Automate with AppleScript Harness the advanced Sherlock 2 search engine This book is chock full of information and advice and explains everything you need to know about Mac OS 9 in language you'll understand It's also supplemented with tips tricks techniques and steps served up in generous quantities Mac OS 9 For Dummies covers all of the following topics and more The startup process revealed Desktop and menu basics File management made simple Memory of all kinds Timesaving tips Helpful control tweaks Introduction to AppleScript Internet surfing Troubleshooting In addition to the wealth of tips tricks and techniques that you'll find in every chapter the most useful element of this book just might be the chapter covering every inch of your System Folder Finally you can figure out just what each file is and why you need it or don't If you think your Mac runs like a champ now just wait'll you see it after spending time with this book *Complete Mac Handbook Plus CD* Jim Heid, 1994 The latest greatest version of the classic Macintosh reference work completely updated to cover the latest developments in the Mac world including Power PC Macs System 7.5 QuickTime 2.0 and the new Apple QuickTake 100 digital camera An all new CD ROM features an interactive multimedia production and hundreds of megabytes of software

Macromedia Flash MX 2004 For Dummies Ellen Finkelstein, Gurdy Leete, 2003-10-24 A guide for the novice to the Flash MX 2004 computer game **Macintosh System 7.5 for Dummies** Bob LeVitus, 1994 The fun and easy way to learn and master Apple's latest and greatest System 7.x This book covers the latest version of Macintosh System software and is liberally laced with illustrations tips insights top ten lists shortcuts and hands on techniques designed to improve productivity

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