

COMMON MAC OS X KEYBOARD SHORTCUTS

⌘	Command	↵	Enter	⌫	Delete (Backward)	↑	Up Arrow
⇧	Shift	⇧	Caps Lock	⌫	Delete (Forward)	⇧	Page Up
⌥	Option	⌥	Escape	→	Right Arrow	⇧	Page Down
⌘	Control	⏏	Eject	←	Left Arrow	⌘	Home
↵	Return	⇧	Tab	↓	Down Arrow	⇧	End

Action	Keys
GENERAL	
Copy	⌘ C
Paste	⌘ V
Cut	⌘ X
Undo	⌘ Z
Copy to new location	⌥ Drag
Move and auto align icons	⌘ Drag
Select all	⌘ A
Deselect all	⌘ ⌥ A
Delete	⌘ ⌫
Empty trash	⌘ ⇧ ⌫
Empty trash without dialog	⌘ ⇧ ⌥ ⌫
Select next field	⇧
Randomly select many items	⌘ click items
Select many items in a row	⇧ click 1st item then last item
Close dialog box	⌥
Make alias	⌘ ⌥ Drag
Show original of alias	⌘ R
Open Mac Help	⌘ ⇧ ?

COMMON MAC OS X KEYBOARD SHORTCUTS

Action	Keys
Switch open application	⌘ → cycle forward
Switch open application	⌘ ⇐ cycle backward
Increase volume	⌘ up arrow
Decrease volume	⌘ down arrow
FINDER, WINDOW	
Open home folder	⌘ ⇧ H
Open applications	⌘ ⇧ A
Quit application	⌘ Q
Quit all applications and log out	⌘ ⇧ Q
Open desktop folder	⌘ ⇧ D
Open selected item	⌘ O
Close item or window	⌘ W
Close all windows in an application without quitting	⌘ ⌘ W
Minimize window	⌘ M or double click on title
Minimize all windows	⌘ ⌘ M
New Finder window	⌘ N
New folder	⌘ ⇧ N
Back	⌘ [
Forward	⌘]
Open search dialog	⌘ F
Open folder in new window	⌘ double click on folder
Open folder in new window and close current window	⌘ double click on folder
Switch to icon view	⌘ 1
Switch to list view	⌘ 2

COMMON MAC OS X KEYBOARD SHORTCUTS

Action	Keys
Switch to column view	⌘ 3
Switch to cover flow view	⌘ 4
Toggle quick look view	⌘ Y
Open quick look on selected item	Spacebar
Expand folder (list and cover flow view)	⌘ ⇧ right arrow
Path name of item	⌘ click title
Toggle Toolbar in Finder windows	⌘ ⇧ T
Select next icon	arrow keys
Select item by it's 1st letter	letter
Zoom in	⌘ +
Zoom out	⌘ -
Add to Sidebar	⌘ T
DOCK	
Resize dock	Drag separator
Resize dock to fixed size	⇧ Drag separator
Hide/unhide dock	⌘ ⇧ D
See open windows in an application	Press application's icon
Keep an open application in the dock	Press application's icon and select Keep in Dock from pop-up menu
Quit an open application from the dock	Press application's icon and select Quit from pop-up menu
Force quit an open application	⇧ press application's icon and select Force Quit from pop-up menu
DIALOGS	
Select next field if dialog	→
Cancel dialog and close	⌘ or ⌘ . (period)

COMMON MAC OS X KEYBOARD SHORTCUTS

Action	Keys
Select default button	↵
START UP	
Start up from CD	C
Select start up disk	⌘
Start up computer in target disk mode via FireWire	T
Eject removable disks	Hold down mouse
SHUT DOWN	
Restart	⌘ ^ ⏻
Sleep	^ ⏻ or ⌘ ⌥ ⏻
Shut down	^ ⏻ or ⌘ ⌥ ^ ⏻
Log out	⌘ ⏪ Q
Log out without warning	⌘ ⏪ ⌥ Q
FREEZES	
Stop process	⌘ . (period)
Open force quit	⌘ ⌥ ⏹
Force shut down	⌘ ⌥ ⏪ power key
Force restart	⌘ ^ power key
SYSTEM, DASHBOARD	
Open iDisk	⌘ ⏪ i
Hide application	⌘ H
Hide other applications	⌘ ⌥ H
View contextual menu for item	^ click item
Open/close dashboard	F12

COMMON MAC OS X KEYBOARD SHORTCUTS

Action	Keys
Toggle on/off character palette	⌘ `
SCREEN PICTURES	
Take picture of whole screen	⌘ ⇧ 3
Take picture of selected area	⌘ ⇧ 4
Take picture of dock, window, menu bar or other area	⌘ ⇧ 4 spacebar
Cancel	⌘ ⌫
SPOTLIGHT (SEARCH)	
Activate/deactivate spotlight	⌘ spacebar
Open spotlight window	⌘ ` spacebar
Open selected item in finder	⌘ click
Close spotlight	⌘ ⌫
SPECIAL CHARACTERS, ACCENTS	
Copyright ©	⌘ G
Register ®	⌘ R
TradeMark ™	⌘ 2
Cent ¢	⌘ 4
Yen ¥	⌘ Y
British Pound £	⌘ 3
Euro €	⌘ ⇧ 2
é	⌘ e
ñ	⌘ n
ü	⌘ u
î	⌘ i

COMMON MAC OS X KEYBOARD SHORTCUTS

Action	Keys
SAFARI (BROWSER)	
Activate to Google search box	⌘ ⌘ F
Scroll up	⌘ up arrow
Scroll down	⌘ down arrow
Open in new window	⌘ ⌘ click link
Open in new tab	⌘ click link
Close other tabs	⌘ click close button
Select next tab	⌘ ⬆]
Select previous tab	⌘ ⬆ [
Go to homepage	⌘ ⬆ H
Reload page without caching	⌘ ⌘ R
Minimize Safari	⌘ M
iTUNES (MUSIC)	
Play	⏪ or spacebar
Eject CD	⌘ E
Play next song	⌘ right arrow
Play previous song	⌘ left arrow
Reshuffle a playlist	⌘ click on shuffle button
Select next playlist	⌘ down arrow
Select previous playlist	⌘ up arrow
Create new playlist	⌘ N
Create new playlist with selected songs	⌘ ⬆ N
iPHOTO	
Import photos	⌘ ⬆ i

COMMON MAC OS X KEYBOARD SHORTCUTS

Action	Keys
Export photos	⌘ ⇧ E
Show photo image and camera info	⌘ i
Create new empty album	⌘ ⇧ N
Create new album from selection	⌘ N
Duplicate photo	⌘ D
Remove photo from album	⌘ X
Open photo in edit view	Double click photo
Select all photos	⌘ A
Deselect all photos	⌘ ⇧ A or click outside photo
MAIL	
New Message	⌘ N
Get new mail	⌘ ⇧ N
Send again	⌘ ⇧ D
Add senders to address book	⌘ ⇧ Y
Forward message	⌘ ⇧ F
Reply to all	⌘ ⇧ R
Reply	⌘ R