

Macintosh Keyboard Shortcuts

FILE MANAGEMENT	
Apple+N	New Finder window <i>or New Blank Page in Some Applications</i>
Shift+Apple+N	New Folder <i>Must Be In Finder Window For It to Work</i>
Apple+O	Open Another Existing Document
Apple+S	Save
Shift+Apple+S	Save as
Apple+P	Print
Apple+W	Close Window
Apple+Option+W	Close all Windows
Apple+I	Get Info
Option+Apple+I	Show Attributes Inspector <i>Limited use - varies by application.</i>
Apple+D	Duplicate
Apple+Q	Close Application
Apple+L	Make Alias
Apple+R	Show Original
Apple+T	Add to Favorites <i>Deprecated</i>
Apple+Delete	Move Highlighted Items to Trash
Apple+E	Eject
Apple+F	Find
EDITING	
Apple+Z	Undo
Apple+X	Cut
Apple+C	Copy
Apple+V	Paste
Apple+A	Select All
Apple+ {	Align Left <i>Only Works in Some Applications</i>
Apple+ }	Align Right <i>Only Works in Some Applications</i>
Apple+ (pipe)	Align Center <i>Only Works in Some Applications</i>
Apple+ ; (semicolon)	Check Spelling <i>Only Works in Some Applications</i>
Shift+Apple+C	Show Colors palette in application <i>Only Works in Some Applications</i>
Apple+T	Show Font palette in application <i>Only Works in Some Applications</i>
KEYBOARD SHORTCUT	DESCRIPTION
MENU COMMANDS	
Shift+Apple+Q	Log out
Shift+Option Apple+Q	Log out immediately
Shift+Apple+Delete	Empty Trash
Apple+H	Hide Active Application <i>Doesn't Work With Adobe Applications</i>
Option+Apple+H	Hide All But The Active Application
Control+Eject	Shut Down, Sleep, or Restart Options
Apple+Control+Eject	Quit all applications and Restart
Apple+ . (period)	Stop a process
Apple+ , (comma)	Open Preferences for Active Application
Option+Apple+D	Show/Hide Dock
Control+Up Arrow	Move up one page
Control+Down Arrow	Move down one page
Option+Apple+Esc	Force Quit

Macintosh Keyboard Shortcuts

CONTROLLING WINDOWS	
Apple+N	New Window
Apple+T	New Tab <i>If the Application supports Tabs</i>
Apple+M	Minimize Window
Option+Apple+M	Minimize All Windows
GETTING HELP	
Apple+ ?	Open Mac Help
UNIVERSAL ACCESS	
Option+Apple+ * (asterisk)	Turn on Zoom
Option+Apple+ =	Zoom in
Option+Apple+ -	Zoom out
Control+Option+Apple+ *	Switch to White on Black
COMBINE KEYBOARD WITH MOUSE	
Option+Drag	Copy to new location
Option+Apple+Drag	Make alias in new location
Apple+Drag	Move to new location without copying
SCREEN SHOTS	
Apple+Shift+3	Take a picture of the screen <i>will leave a .png file on desktop</i>
Apple+Shift+4	Take a picture of the selection <i>will leave a .png file on desktop</i>
Apple+Shift+4, Control	Take a picture of the selection, place in clipboard
Apple+Shift+4, Spacebar	Take a picture of the selected window <i>will leave a .png file on desktop</i>