

# 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-I | View Options |
| 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 |
|-----------|------|

## 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             | Make 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

**Joacim Rocklöv**



## **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

Mac OS X Tiger Timesaving Techniques For Dummies 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

*Apple Training Series* Kevin M. White, 2009-10-15 The only Apple certified book on Mac OS X v10.6 this revised best seller will take you deep inside the latest

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**Mac OS 9** David Pogue,2000 Provides clearer more personable and better written instructions than usual for making sense of Mac OS 9 from such basics as using menus and reducing window clutter to more advanced topics such as learning how to connect Macs together and the Mac OS 9 s self updating software feature Annotation copyrighted by Book News Inc Portland OR

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## **Table of Contents Apple Keyboard Commands Cheat Sheet**

1. Understanding the eBook Apple Keyboard Commands Cheat Sheet
  - The Rise of Digital Reading Apple Keyboard Commands Cheat Sheet
  - Advantages of eBooks Over Traditional Books
2. Identifying Apple Keyboard Commands Cheat Sheet
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Apple Keyboard Commands Cheat Sheet
  - User-Friendly Interface
4. Exploring eBook Recommendations from Apple Keyboard Commands Cheat Sheet
  - Personalized Recommendations
  - Apple Keyboard Commands Cheat Sheet User Reviews and Ratings
  - Apple Keyboard Commands Cheat Sheet and Bestseller Lists
5. Accessing Apple Keyboard Commands Cheat Sheet Free and Paid eBooks

- Apple Keyboard Commands Cheat Sheet Public Domain eBooks
  - Apple Keyboard Commands Cheat Sheet eBook Subscription Services
  - Apple Keyboard Commands Cheat Sheet Budget-Friendly Options
6. Navigating Apple Keyboard Commands Cheat Sheet eBook Formats
    - ePub, PDF, MOBI, and More
    - Apple Keyboard Commands Cheat Sheet Compatibility with Devices
    - Apple Keyboard Commands Cheat Sheet Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Apple Keyboard Commands Cheat Sheet
    - Highlighting and Note-Taking Apple Keyboard Commands Cheat Sheet
    - Interactive Elements Apple Keyboard Commands Cheat Sheet
  8. Staying Engaged with Apple Keyboard Commands Cheat Sheet
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Apple Keyboard Commands Cheat Sheet
  9. Balancing eBooks and Physical Books Apple Keyboard Commands Cheat Sheet
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Apple Keyboard Commands Cheat Sheet
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Apple Keyboard Commands Cheat Sheet
    - Setting Reading Goals Apple Keyboard Commands Cheat Sheet
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Apple Keyboard Commands Cheat Sheet
    - Fact-Checking eBook Content of Apple Keyboard Commands Cheat Sheet
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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