

# macOS® Keyboard Shortcuts

TEACHU**COMP**, 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	[Left Bracket]
Align Right	[Right Bracket]
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	F5 ↓
Page setup window	P
Page Up: Scroll up one page	F5 ↑
Paste & Match surrounding style	V
Paste Style: Apply copied style	V
Save As dialog or Duplicate document	S
Scroll to start of document	F5 ←
Scroll to end of document	F5 →
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
Move item to different volume	(Hold and drag)
Open AirDrop window	R
Open Computer window	C
Open Connect to Server window	K

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# Mac Quick Keys Guide

**Jim Heid**



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