

⇧ shift

⌘ control

⌥ option

⌘ command

→ tab

⌘ delete

⏻/⏪ power

⌘ esc

Finder Commands

⌘ space	Spotlight search
⌥ ⌘ space	Open new search window
⌘ ⌘	Move to trash
⇧ ⌘ ⌘	Empty trash
⌥ ⇧ ⌘ ⌘	Empty trash, no prompt
⌘ N	New Finder window
⇧ ⌘ N	Create new folder
⌘ I	Get file info
⌥ ⌘ I	Show file inspector
⌘ Y or space	Quick Look
⌘ E	Eject selected volume
⌘ J	Show view options
⌘ K	Connect to server
⇧ ⌘ A	Go to Applications folder
⇧ ⌘ C	Go to the top level Computer folder
⌘ ↑	Open enclosing folder
⌘ F	Search for files and folders

Text Editing

⌘ ←	⌘ →	Go to the start/end of the line	
⌘ ↑	⌘ ↓	Go to the start/end of the document	
⌥ ←	⌥ →	Go to the previous/next word	
⌥ ↑	⌥ ↓	Go to the previous/next paragraph	
(Add ⇧ with any of the above to select)			
⌘X	⌘C	⌘V	Cut / Copy / Paste
⌘ A			Select all
⇧ ⌘ L	⇧ ⌘ Y	With selection: web search / sticky note	

Power Shortcuts

⌥ ⌘ ⏻	Sleep
⌘ ⏻	Restart
⌥ ⌘ ⏻	Shut down
⇧ ⌘ ⏻	Sleep display
⌘ ⏻	Power options dialog

Screen Capture

⇧ ⌘ 3	Screen to file
⌘ ⇧ ⌘ 3	Screen to clipboard
⇧ ⌘ 4	Area to file (then space to get window)
⌘ ⇧ ⌘ 4	Area to clipboard (then space to get window)

Mission Control

⌘ ↑	View Mission Control	
⌘ ↓	Show app's windows	
F11	Show desktop	
F12	Show Dashboard	
⌘ ←	⌘ →	Move between spaces
→	Show windows for next app after ⌘ ↓	
spacebar	Enlarge window under cursor after ⌘ ↑	

Keyboard Control Focus

⌘ F1	Turn keyboard control on/off	
⌘ F2	⌘ F3	Focus on menu bar/Dock
⌘ F4	⌘ F5	Focus on window/window toolbar

Then, use ← → ↑ ↓ to navigate, space to select, ⌘ to exit

Switching Applications and Windows

⌘ →	Advance to next app
⌘ `	Next window in current app
⌥ ⌘ D	Hide/Show Dock

Accessibility Controls

⌥ ⌘ 8	Toggle zoom feature (turn on to use zoom)	
⌥ ⌘ =	⌥ ⌘ -	Zoom in / out (also ⌘ and mouse scroll)
⌥ ⌘ F5	Show accessibility controls	

Application Commands

⌘ N	New window	⌘ ,	App preferences
⌘ O	Open file	⌘ H	Hide app
⌘ W	Close window	⌥ ⌘ H	Hide others
⌘ S	Save	⌘ T	Show fonts panel
⌥ ⇧ ⌘ S	Save As	⇧ ⌘ C	Show colors panel
⌘ P	Print	⇧ ⌘ /	Help
⌘ Q	Quit	⌘ F	Full screen mode
⌥ ⌘ Q	Close and quit	⌘ M	Minimize

Startup Keys

⌥	Choose boot volume
⌥ ⌘ P R	Reset PRAM
⌘ S	Single user mode boot
⌘ R	Disk Utility and Internet recovery
T	Go into Target disk mode

Note: Keyboard shortcuts can be disabled or customized in the System Preferences.

See <http://macmost.com/j-keyshort> for more shortcuts and to learn how to create your own.

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