

Mac OS X Keyboard Shortcuts

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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-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 = Goto Folder

Command-K = Connect to server

Command-M = Minimize

Option-Command-M = 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-* = White 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 palletete

Command-T = Show font pallette

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