

# macOS® Keyboard Shortcuts

TEACHUComp, 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	[
Align Right	]
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	Fn ↓
Page setup window	P
Page Up: Scroll up one page	Fn ↑
Paste & Match surrounding style	V
Paste Style: Apply copied style	V
Save As dialog or Duplicate document	S
Scroll to start of document	Fn ←
Scroll to end of document	Fn →
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	I
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

**Lingjun Ying**



## Mac Quick Keys Guide:

**The Complete Beginners Guide to Mac OS X El Capitan** Scott La Counte, 2015-10-10 Whether you are a new convert to Mac still thinking about making the switch or just want to learn more about Macs this book will guide you through the Mac OS and help you see how making the switch really isn't the great leap that you once thought it was While this book was written for anyone new to Mac it is especially geared for people who are switching to Mac from Windows This book will show you the basics and show you how to do the common day tasks you know on Windows like right clicking It will also show you how to get your Mac in sync with your iPad or iPhone and how to do everyday tasks like change background find files and performance tweaks to keep your Mac running like new Please note while every effort has been made to ensure accuracy this book is not endorsed by Apple and should be considered unofficial

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Book Neil J. Salkind,1991 The complete guide to using the Mac shows how to use the finder desk accessories fonts graphics and HyperCard Also offers advice on networking and how to upgrade a Mac system **Sibelius** Thomas Rudolph,Vincent

Leonard,2011-01-01 Technical Reference Master Sibelius music notation software step by step with the most complete how to guide available Now fully updated with new examples and descriptions of features in Sibelius 6 this essential reference is designed for both novices and experienced musicians composers producers and arrangers containing a variety of examples from single line melodies to complex scores Written by two proven trainers and expert authors in the field of music notation software this book will be a constant reference for all of your Sibelius questions and needs Mac OS X Leopard: The Missing Manual

David Pogue,2007-12-07 With Leopard Apple has unleashed the greatest version of Mac OS X yet and David Pogue is back with another meticulous Missing Manual to cover the operating system with a wealth of detail The new Mac OS X 10.5 better known as Leopard is faster than its predecessors but nothing is too fast for Pogue and this Missing Manual It is just one of reasons this is the most popular computer book of all time Mac OS X The Missing Manual Leopard Edition is the authoritative book for Mac users of all technical levels and experience If you are new to the Mac this book gives you a crystal clear jargon free introduction to the Dock the Mac OS X folder structure and the Mail application There are also mini manuals on iLife applications such as iMovie iDVD and iPhoto and a tutorial for Safari Mac's web browser This Missing Manual is amusing and fun to read but Pogue doesn't take his subject lightly Which new Leopard features work well and which do not What should you look for What should you avoid Mac OS X The Missing Manual Leopard Edition offers an objective and straightforward instruction for using Leopard's totally revamped Finder Spaces to group your windows and organize your Mac tasks Quick Look to view files before you open them The Time Machine Leopard's new backup feature Spotlight to search for and find anything in your Mac Front Row a new way to enjoy music photos and videos Enhanced Parental Controls that come with Leopard Quick tips for setting up and configuring your Mac to make it your own There is

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