

## Basic OS X Keyboard Shortcuts

### Modifier Keys

These are labelled different ways on different keyboards. Here are their names and common keyboard labels:

Command = Cmd =  = ⌘	Shift = ⇧
Option = Opt = ⌥	Control = Cntl = ^

### Useful Shortcuts

These should work in virtually all programs, though there are exceptions to almost every rule:

⇧ ⌘ ? Help	⌘ Q Quit program
⌘ N New window/document	⌘ X Cut
⌘ O Open existing document	⌘ C Copy
⌘ S Save document	⌘ V Paste
⇧ ⌘ S Save document as...	
⌘ P Print document	⌘ A Select all
⌘ Z Undo	⌘ F Find...
⌘ Y or ⇧ ⌘ Z Redo	⌘ G Find same again
⌘ ← Move to start of line	⌘ Tab Switch programs
⌘ → Move to end of line	
⌘ ↑ Move to top of document	⌘ M Minimize window
⌘ ↓ Move to bottom of document	⌘ W Close window
	⌘ Next window in current program
⌥ ← Move to start of word	
⌥ → Move to end of word	
⌥ ↑ Move to top of paragraph	⌘ H Hide program
⌥ ↓ Move to bottom of paragraph	⌥ ⌘ H Hide all other programs
	⌘, Open Preferences
⌘ ⇧ = Increase text size	⌥ ⌘ Escape Force quit (for quitting a frozen application)
⌘ ⇧ - Decrease text size	⌘ ⇧ Q Log out

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### Useful Shortcuts

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⇧ ⌘ ? Help	⌘ Q Quit program
⌘ N New window/document	⌘ X Cut
⌘ O Open existing document	⌘ C Copy
⌘ S Save document	⌘ V Paste
⇧ ⌘ S Save document as...	
⌘ P Print document	⌘ A Select all
⌘ Z Undo	⌘ F Find...
⌘ Y or ⇧ ⌘ Z Redo	⌘ G Find same again
⌘ ← Move to start of line	⌘ Tab Switch programs
⌘ → Move to end of line	
⌘ ↑ Move to top of document	⌘ M Minimize window
⌘ ↓ Move to bottom of document	⌘ W Close window
	⌘ Next window in current program
⌥ ← Move to start of word	
⌥ → Move to end of word	
⌥ ↑ Move to top of paragraph	⌘ H Hide program
⌥ ↓ Move to bottom of paragraph	⌥ ⌘ H Hide all other programs
	⌘, Open Preferences
⌘ ⇧ = Increase text size	⌥ ⌘ Escape Force quit (for quitting a frozen application)
⌘ ⇧ - Decrease text size	⌘ ⇧ Q Log out

# Mac Os X Keyboard Shortcuts

**Todd Stauffer, Kirk McElhearn**



## Mac OS X Keyboard Shortcuts:

*The Complete Idiot's Guide to Mac OS X* Kate Binder, 2001 A guide to Mac computing essentials showcases the updated features of OS X covering installation integration applications networking and troubleshooting **The Mac OS X Command Line** Kirk McElhearn, 2006-09-18 The Mac command line offers a faster easier way to accomplish many tasks It s also the medium for many commands that aren t accessible using the GUI The Mac OS X Command Line is a clear concise tutorial style introduction to all the major functionality provided by the command line It s also packed with information the experienced users need including little known shortcuts and several chapters devoted to advanced topics This is a book to get you started but also a book you won t soon outgrow Mac OS X Power Tools Dan Frakes, 2006-02-20 Dan Frakes Mac OS X Power Tools is an essential and approachable guide for getting the most from Mac OS X Christopher Breen Mac 911 Columnist MacWorld Magazine Mac Expert Dan Frakes Turns You Into a Power User The latest version of Mac OS X v10 3 Panther is here and noted expert Dan Frakes has once again worked day and night to discover and document the best ways for Mac users of all levels of experience to get things done This completely revised and updated second edition of Mac OS X Power Tools provides tips shortcuts and step by step solutions to equip you with the most essential insights and knowledge With this book at your side and your Mac in front of you you ll understand Mac OS X like never before saving time avoiding headaches and transforming OS X into one very productive cat Coverage includes Understanding user accounts and permissions Taking control of the startup and login processes Embracing and extending Finder functionality Using the Dock and Dock replacements Working with applications Streamlining Mac OS and third party installations Making the most of Classic Improving Web surfing and network connectivity Sharing files and connecting to servers Taking advantage of OS X s advanced printing architecture Strengthening system security Keeping Mac OS X in tip top shape Controlling your Mac remotely Taking advantage of OS X s Unix base Visit the author s website at [www.macosxpowertools.com](http://www.macosxpowertools.com) MasteringTM Mac® OS X Todd Stauffer, Kirk McElhearn, 2006-02-20 Covers OS X v 10 3 Panther On the Prowl for In Depth Step by Step Mac OS X Coverage Your Search Is Over Whether you re new to the Mac upgrading from a previous Mac OS version or converting from Windows or Unix Mastering Mac OS X Third Edition is your one stop resource for Apple s powerhouse operating system Filled with detailed explanations step by step instructions and thorough examples for newbies and old timers alike this book answers all your questions and shows you how to take advantage of every aspect of Mac OS X Expert authors Stauffer and McElhearn divulge their Mac OS X troubleshooting and problem solving know how Over 900 pages of coverage includes Personalizing Mac OS X Dock Desktop and Finder Using the latest features including iChat AV FontBook FileVault and Expos Encrypting data storing passwords and using built in applications Connecting to troubleshooting and securing your Internet connection Using automating and securing e mail from viruses Using QuickTime 6 QuickTime Pro and iMovie to play edit and export movie files Burning audio and data CDs and playing MP3s Internet radio and DVD movies

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**Mac OS X: The Missing Manual, Tiger Edition** David Pogue, 2005-07-12 You can set your watch to it As soon as Apple comes out with another version of Mac OS X David Pogue hits the streets with another meticulous Missing Manual to cover it with a wealth of detail The new Mac OS X 10.4 better known as Tiger is faster than its predecessors but nothing's too fast for Pogue and Mac OS X The Missing Manual There are many reasons why this is the most popular computer book of all time With its hallmark objectivity the Tiger Edition thoroughly explores the latest features to grace the Mac OS Which ones work well and which do not What should you look for This book tackles Spotlight an enhanced search feature that helps you find anything on your computer iChat AV for videoconferencing Automator for automating repetitive manual or batch tasks and the hundreds of smaller tweaks and changes good and bad that Apple's marketing never bothers to mention Mac OS X The Missing Manual Tiger Edition is the authoritative book that's ideal for every user including people coming to the Mac for the first time Our guide offers an ideal introduction that demystifies the Dock the unfamiliar Mac OS X folder structure and the entirely new Mail application There are also mini manuals on iLife applications such as iMovie iDVD and iPhoto those much heralded digital media programs and a tutorial for Safari Mac's own web browser And plenty more learn to configure Mac OS X using the System Preferences application keep your Mac secure with FileVault and learn about Tiger's enhanced Firewall capabilities If you're so inclined this Missing Manual also offers an easy introduction to the Terminal application for issuing basic Unix commands There's something new on practically every page and David Pogue brings his celebrated wit and expertise to every one of them Mac's brought a new cat to town and we have a great new way to tame it

**The Little Mac OS X** Robin Williams, 2003 No other author documents the Mac OS the way Robin Williams does In The Robin Williams Mac OS X Book Jaguar Edition updated to include Mac OS X 10.2 she brings her inimitable approach to Apple's radically redesigned OS eschewing jargon for straightforward explanations and a good dose of humor It's an approach that works equally as well for newcomers looking for a gentle introduction to the Macintosh as it does for experienced Mac users upgrading to Mac OS X 10.2 This practical how to guide covers all of the exciting new features in Mac OS X 10.2 including the revamped Finder new instant messaging client global address book spam blocking

email program QuickTime 6 Sherlock 3 and more Robin doesn't neglect the basics either You'll find logical easy to follow sections on how to use your Mac for a variety of everyday tasks printing sending email exchanging files and surfing the Web And for those frustrating moments When Things Go Wrong Robin has compiled a troubleshooting guide for common Mac snafus See for yourself why Robin's books have won her millions of fans      *Mac OS X Hints* Rob Griffiths,2003 Presented in an easy to follow cross referenced format Mac OS X Hints allows Mac users to get the most out of Mac OS X 10.2      *Mac OS X Lion For Dummies* Bob LeVitus,2011-08-04 The bestselling Mac guide updated for the latest Mac OS X and now in full color Mac OS X Lion represents a new era in the Mac operating system This friendly guide is fully updated for the latest Mac OS X and provides everything new Mac users and users upgrading to Mac OS X Lion need to know A bestseller in previous editions Mac OS X Lion For Dummies covers all the cool stuff and prepares you for the quirks So whether it's your first Mac or just an OS upgrade you'll learn to tame your Lion with the expert advice of Bob Dr Mac LeVitus and Dummies Covers using the Finder customizing Lion adding widgets to the Dashboard organizing and managing files and folders searching with Spotlight and working with Spaces Explores browsing the web with Safari using Apple Mail and iCal connecting a printer performing backups with Time Machine troubleshooting and setting up a network Walks readers through the new features of Mac OS X Lion including FaceTime Photo Booth Launchpad Mission Control Full screen apps and more Gets you up and running with iTunes downloading fun apps from the Mac App Store and staying entertained with videos photos and other multimedia You'll make your Lion roar with the friendly advice in Mac OS X Lion For Dummies      *Macintosh Switcher's Guide* Robert Standefer,2004 Designed for Windows users ready to make the switch this book covers the beginnings of Apple and Macintosh how to turn Windows skills into Macintosh skills and other topics important to a new Mac user coming from the Windows world      Mac OS X Leopard Pocket Guide Chuck Toporek,2007-11-06 No matter how much Mac experience you have Mac OS X Leopard requires that you get reacquainted This little guide is packed with more than 300 tips and techniques to help you do just that You get all details you need to learn Leopard's new features configure your system and get the most out of your Mac Pronto Mac OS X Leopard Pocket Guide offers an easy to read format for users of all levels If you're a Mac newcomer there's a Survival Guide that explains how to adapt and a chapter on Mac OS X's key features Experienced Mac users can go right to the heart of Leopard with chapters on system preferences applications and utilities and configuring In all plenty of tables concise descriptions and step by step instructions explain What's new in Leopard including the Time Machine How to use Leopard's totally revamped Finder All about Spaces and how to quickly flip between them How to search for and find things with Spotlight How to use Leopard's enhanced Parental Controls Handy keyboard shortcuts to help you be more efficient Quick tips for setting up and configuring your Mac to make it your own If you're ready to tame Apple's new cat this is the guide you want      **Special Edition Using MAC OS X** Brad Miser,2003 From using the basic features of Mac OS X and its applications working with multimedia the Internet and peripherals to administering mixed

networks this book provides readers with the information they need to become savvy on Mac OS X version 10.2 Topic selection focuses on the practical rather than the theoretical The information in the book is designed to be applicable in regular daily use of the Mac to accomplish specific tasks with the theme of learn by doing This updated edition of Special Edition Using Mac OS X reflects the major update version 10.2 represents Updated coverage includes new and revised interfaces additional email security features better Mac to Windows networking Bluetooth enabled mobile computing new and revised applications iPhoto iDVD iChat iCal iSync QuickTime 6 in support of the new MPEG 4 format Inkwell for handwriting recognition plus so much more

**Mac OS X Tiger For Dummies** Bob LeVitus, 2005-05-25 Covers the new features of Mac OS X version 10.4 with information on such topics as Finder file management Sherlock printing applications and file sharing

**Mac OS X Snow Leopard Bible** Galen Gruman, Mark Hattersley, 2009-08-11 Tame the very latest Mac OS X cat Snow Leopard 10.6 Snow Leopard moves faster and roars louder than its predecessor and this comprehensive guide shows you all the ways to get the most out of this powerful new cat Explore everything from its muscular handling of applications and streaming media to its new game changing support of Microsoft's ActiveSync technology Get set up on Snow Leopard 10.6 learn professional level security tools and discover secret tricks and workarounds with this essential guide Install set up secure and explore Mac OS X 10.6 Snow Leopard Connect to a network work with MobileMe and share files Meet Grand Central Dispatch and jet propel your apps with parallel processing Get up to speed on Open CL for faster general performance Run Windows applications and exchange files with Windows PCs Go beyond the basics with AppleScript the Automator and Unix commands

**Mac OS X Snow Leopard Pocket Guide** Chris Seibold, 2009-09-09 Whether you're new to the Mac or a longtime user this handy book is the quickest way to get up to speed on Snow Leopard Packed with concise information in an easy to read format Mac OS X Snow Leopard Pocket Guide covers what you need to know and is an ideal resource for problem solving on the fly This book goes right to the heart of Snow Leopard with details on system preferences built in applications and utilities You'll also find configuration tips keyboard shortcuts guides for troubleshooting lots of step by step instructions and more Learn about new features and changes since the original Leopard release Get quick tips for setting up and customizing your Mac's configuration Solve problems with the handy reference to the fundamentals of the Finder Dock and more Understand how to manage user accounts Work more efficiently using keyboard shortcuts Take advantage of MobileMe Apple's online suite of services and tools

Mac OS X for Windows Users David Coursey, 2003 Windows guru and CNET commentator Coursey draws on the experiences of real world switchers to frame his own straightforward instructions on how to use Mac OS X There's a lot involved in moving to a new operating system but readers will find everything they need to get up to speed quickly as well as understand the subtle and not so subtle differences between the systems

**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're 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's something new on practically every page of this new edition and David Pogue brings his celebrated wit and expertise to every one of them Mac's brought a new cat to town and Mac OS X The Missing Manual Leopard Edition is a great new way to tame it

### **Real World Adobe Photoshop CS4 for Photographers**

Conrad Chavez, David Blatner, 2008-12-11 This edition of Real World Photoshop is more tightly focused for the needs and demands of the professional digital photographers From acquiring images to using an efficient processing workflow to maintaining image quality and final output quality all within the powerful feature set of Adobe Photoshop CS4 and Photoshop Extended CS4 Coverage of new features includes live non destructive corrections in the Adjustments panel re editable feathered density controlled masks enhanced auto align auto blend 360 degree panoramas and more The book's new focus helps readers understand the core workflow tasks main print and web output options as well as the commercial printing information necessary to hand off images for prepress Essentials information on file formats color settings image adjustment fundamentals sharpness detail noise reduction and image storage and output is also included Photoshop Extended is covered where it relates specifically to photographers



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