

# 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	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

**Peter Bargh**



## Mac Quick Keys Guide:

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**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 consider unofficial

*A Practical Guide to Localization* Bert Esselink, 2000-01-01 Translation technology has evolved quickly with a large number of translation tools available In this revised addition much content has been added about translating and engineering HTML and XML documents multilingual web sites and HTML based online help systems Other major changes include the addition of chapters on internationalization software quality assurance desktop publishing and localization support There is a focus on translators who want to learn about localization and translation technology

**LibreOffice 4.1 Calc Guide** LibreOffice Documentation Team, 2013-09-01 LibreOffice is a freely available full featured office suite It runs on Windows Linux and Mac OS X computers Calc is the spreadsheet component of LibreOffice This book covers the main features of Calc This book was written by volunteers from the LibreOffice community Profits from the sale of this book will be used to benefit the community Free PDFs of this book and its individual chapters are available from <http://www.libreoffice.org/get-help/documentation>

**Que's Little Mac Book** Que Corporation, 1992 The complete pocket guide to using the Mac Revised to cover System 7 and the new Macintosh computers The ideal companion to The Big Mac Book 3rd Ed Alphabetical topic listings make information easy to find

**Mac OS Monterey-Mojave Keyboard Shortcuts Quick Reference Guide** TeachUcomp, 2022-07-28 Designed with the busy professional in mind this 2 page quick reference guide provides 216 keyboard shortcuts for macOS When you need to find a shortcut you will find it right at your fingertips with this macOS Keyboard Shortcuts Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Shortcuts work with Mac OS Monterey Big Sur Catalina and Mojave

*Adobe Creative Suite 6 Design and Web Premium All-in-One For Dummies* Jennifer Smith, Christopher Smith, Fred Gerantabee, 2012-06-05 The must have book on the leading suite of software for graphic and web designers Fully revised and

updated this hands on resource offers a one stop learning opportunity through eight minibooks dedicated to each product inside Adobe s Design Web Premium Suite The minibooks include Adobe Creative Suite Basics InDesign Illustrator Photoshop Acrobat Dreamweaver Flash Fireworks The book contains information on new image enhancements to After Effects 64 bit versions of Illustrator and Flash Professional and a new tool dubbed Helium that will enable designers to create content using HTML5 and CSS3 Offers the depth needed by novices and long time professionals Covers the key features and tools users need to master individual programs to their fullest capacities Helps designers to be more creative and productive Filled with tips and techniques for using the 8 design programs This popular package gives designers a full review of the most popular design and development tools on the market      *LibreOffice 4.0 Impress Guide* LibreOffice Documentation Team,2013 LibreOffice is the free libre and open source personal productivity suite from The Document Foundation It runs on Windows Macintosh and GNU Linux Back cover      *The Little Mac 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      **Macworld Guide to ClarisWorks 2** Steven A. Schwartz,1993 New for today s most popular Macintosh application a hands on introduction that leads the new user step by step through ClarisWorks s fundamental tasks Schwartz covers using the ClarisWorks modules word processor graphics database spreadsheet and communications Plus integrating the modules to create templates for business stationery master bookkeeping technologies and more      **The Rough Guide to the Internet** Peter Buckley,Duncan Clark,Professor and Chairman Department of Psychiatry and Behavioral Health Peter Buckley,Angus Kennedy,2006-09 This multi million selling Rough Guide is the ultimate Internet handbook for novices and experts alike Written in plain English it covers everything from getting online for the first time to advanced tips and tricks Broadband do you need it what flavour to choose Google tips master the art of searching Your own site or blog build and publish Mobile Internet get your laptop online Networking share your connection P2P file sharing legalities and practicalities Security avoid viruses and hackers Communication from email to Internet phone calls Going wireless Wi Fi Bluetooth and more Music and video start downloading Top surfing the world s best websites Help how to get it when you need it Book jacket      [Help!](#) Ralph Wilson,1991 Answering questions about software and hardware is a full time job for hundreds of thousands of people IBM alone has over 20 000 full time technical support personnel This is a book about and for the technical support industry It describes how to set up and manage a technical support operation covers techniques for handling support questions by phone and explains how to estimate the cost of a technical support operation The book includes profiles of successful technical support operations at companies such as WordPerfect Corporation      **Complete Mac Handbook** Jim Heid,1991 The ultimate Mac book a hands on guide to using understanding and expanding Mac machines and software This up to date handbook features System 7 0 Word desktop publishing HyperCard upgrading and more      [Photoshop 7.0 A to Z](#) Peter Bargh,2002 Provides simple explanations of the modes tools

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