

macOS® Keyboard Shortcuts

TEACHU**COMP**, 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	↓
Page setup window	P
Page Up: Scroll up one page	↑
Paste & Match surrounding style	V
Paste Style: Apply copied style	V
Save As dialog or Duplicate document	S
Scroll to start of document	←
Scroll to end of document	→
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

Jim Heid



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 [Computer Shortcuts \(Speedy Study Guides\)](#) MDK Publishing,2015-04-28 Toggle between programs and lessen your time at the computer but without sacrificing the quality of your work This is very much possible through the use of computer shortcuts But with many shortcut key combination performing different functions you will need a guide to be reminded of all those This quick study guide offers a refresher on all computer shortcuts

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production quality standards In January 2000 Bert joined Lionbridge to head up their European globalization consulting services [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

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Table of Contents Mac Quick Keys Guide

1. Understanding the eBook Mac Quick Keys Guide
 - The Rise of Digital Reading Mac Quick Keys Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Mac Quick Keys Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Mac Quick Keys Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Mac Quick Keys Guide
 - Personalized Recommendations
 - Mac Quick Keys Guide User Reviews and Ratings
 - Mac Quick Keys Guide and Bestseller Lists

5. Accessing Mac Quick Keys Guide Free and Paid eBooks
 - Mac Quick Keys Guide Public Domain eBooks
 - Mac Quick Keys Guide eBook Subscription Services
 - Mac Quick Keys Guide Budget-Friendly Options
6. Navigating Mac Quick Keys Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Mac Quick Keys Guide Compatibility with Devices
 - Mac Quick Keys Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Mac Quick Keys Guide
 - Highlighting and Note-Taking Mac Quick Keys Guide
 - Interactive Elements Mac Quick Keys Guide
8. Staying Engaged with Mac Quick Keys Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Mac Quick Keys Guide
9. Balancing eBooks and Physical Books Mac Quick Keys Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Mac Quick Keys Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Mac Quick Keys Guide
 - Setting Reading Goals Mac Quick Keys Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Mac Quick Keys Guide
 - Fact-Checking eBook Content of Mac Quick Keys Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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