

Keyboard Shortcuts

July 8, 2014

Shortcut Keys

⇧	shift key (SHIFT)
⌘	command key (CMD)
⌘	control key (CTRL)
⌥	option key (OPT)
→	tab key (TAB)
⌫	escape key (ESCAPE)

Every Mac user should know these common shortcuts cold, because they're useful in nearly every app.

⌘ S Save

⌘ Z Undo

⌘ F Find

⌘ A Select All

⌘ X Cut

⌘ C Copy

⌘ V Paste

⌘ B Bold

⌘ I Italic

⌘ U Underline

⌘ N New

⌘ O Open

⌘ P Print

⌘ Q Quit

⌘ W Close

⌘ , Preferences

Return Click the default (highlighted) button in any dialog

Esc Cancel the current action

Startup Shortcuts: Hold key(s) down while starting your computer

⌘ S - Start in Single User Mode.

⇧ - Start in Safe Mode.

Shutdown Shortcuts:

⌘ ⇧ EJECT - Put Computer To Sleep.

^ EJECT - Opens Restart / Sleep / Shutdown Dialogue.

Screenshot Shortcuts:

⌘ ⇧ 3 - Screenshot Of Whole Screen

⌘ ⇧ 4 - Screenshot Of Selected Area

Spotlight/Application Changing Shortcuts:

⌘ Space - Open Spotlight Search Field

⌘ Tab - Change to Next Most Recently Used Application

F9 - Tile / Un-tile Open Windows