

## Master Keyboard Shortcut List

### Editing Shortcuts

CMD+A	Select All text in a document
CMD+C	Copy text
CMD+V	Paste text
CMD+X	Cut text
CMD+Z	Undo last edit
CMD+SHFT+Z	Redo last edit
CMD+S	Save document
CMD+P	Print document
CMD+F	Find text in active document
FNC+Delete	Forward delete (on laptop keyboard)

CMD+→	Go to the end of a line
CMD+←	Go to the beginning of a line
CMD+↓	Go to the end of text
CMD+↑	Go to beginning of text

OPT+ →	Go to the end of current word
OPT+←	Go to beginning of current word
OPT+↓	Go to the end of paragraph
OPT+↑	Go to beginning of paragraph

CMD+CTRL+D	Look up word in dictionary
Type word+ESC	Auto complete word from suggested word list

### Essential Shortcuts

CMD+OPT+ESC	Force Quit
CMD+OPT+D	Hide / show the Dock
CMD+Del:	Move selected item to Trash
CMD+Space	Open spotlight window
CMD+OPT+Space:	Open spotlight search field
Space	Use QuickLook to view document
CMD+I	Get information about an item
Esc	Cancel dialogs; close pull-down menus
CMD+N:	Create new document
CMD+O:	Open a document
CMD+SHFT+/ /	Show help menu
CMD+Q:	Quit active application
CMD+, (comma)	Open preferences for active application
CMD+SHFT+4	Take picture of selection
CMD+SHFT+3	Take picture of screen

### **Email Shortcuts**

CMD+I	Mail contents of current webpage (in Safari)
CMD+SHFT+I	Mail link to current webpage (in Safari)
CMD+N	Opens a new message
CMD+1	Opens the inbox (try also, Command-2, -3, -4)
CMD+SHFT+M	Closes and opens the mailbox drawer on the left
CMD+Option+F	Jumps the cursor up to the search field
CMD+Shift+A	Attaches a file to a message
CMD+Shift+V	Paste as quotation
CMD+Shift+D	Send message
CMD+Shift+F	Forward message
CMD+R	Reply to message

### **Safari Shortcuts**

CMD+L	Jump to address bar
CMD+OPT+F	Jump to search bar
CMD+R	Reload page
CMD+T	New tab
CMD+Click	Open link in new tab
CMD+OPT+W	Close other tabs
CMD+Shift+]	Select next tab
CMD+Shift+[	Select previous tab
CMD+OPT+K	Mark page as snapback
CMD+OPT+P	Navigate to snapback page
CMD+OPT+S	Snapback to search result
CMD+Shift+K	Block pop-up windows

### **Finder Shortcuts**

CMD+TAB:	Navigate to other open applications
CMD+O:	Open selected item
OPT+Drag:	Copy file to a new location
CMD+OPT+W:	Close all windows
CMD+OPT+M:	Minimize all windows
CMD+OPT+D:	Show/Hide Dock

### **Other Useful Shortcuts**

CMD+Click:	Right-click
CMD+E:	Eject CD or DVD
CMD+SHFT+Q:	Log out
CMD+OPT+Eject:	Enter Sleep Mode
CMD+CTRL+Eject	Quit all applications and restart
CMD+SHFT+Delete	Empty trash
CMD+T	Show fonts palette in some applications
CMD+SHFT+C	Show colors palette in some applications

## Spotlight Shortcuts

CMD+SPACE	Open Spotlight menu
CMD+OPT+SPACE	Open Spotlight in the Finder
ESC	Clear Spotlight search box
ESC+ESC	Close Spotlight menu
RETURN	Open first search item
↑ or ↓	Navigate search results
CMD+RETURN	Open to location of first search item in Finder
CMD+I	Get Info on search item
CMD	Show Quick Look Preview of Spotlight results
CMD+OPT	Show path/location of search result
CMD+ ↑	Jump categories in search results
CMD+ ↓	Jump categories in search results

## Create Your Own Shortcuts

1. Open System Preferences
2. Select Keyboard > Keyboard Shortcuts
3. Select Application Shortcuts from menu
4. Click the "+" button and fill out the fields as required

## Key Symbols

⌘	CMD = command or Apple key
⌥	OPT = option or alt key
⌘	CTRL = control key
Esc	ESC = escape key
⇧	SHFT = shift key

## Apple's List of Keyboard Shortcuts

[http://support.apple.com/kb/HT1343?viewlocale=en\\_US&locale=en\\_US](http://support.apple.com/kb/HT1343?viewlocale=en_US&locale=en_US)

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