

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 Os X Guide

Richard Hill



Mac OS X Guide:

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 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

Mac OS X Lion Pocket Guide Chris Seibold, 2011-08-16 Mac OS X Lion Pocket Guide goes right to the heart of Lion with details on system preferences built in applications and utilities You'll find configuration tips keyboard shortcuts guides for troubleshooting lots of step by step instructions and many other features all in an easy to read format

The Rough Guide to Macs & OS X Snow Leopard Peter Buckley, 2009-11-02 The Rough Guide to Macs OS X 10.6 Snow Leopard is the essential companion to your Apple computer Packed full of handy advice and covering laptops as well as desktops the guide will help you choose a Mac and get the best deal import files and emails from an old Mac or PC master the finer points of OSX Snow Leopard and much more User friendly for novices and experts alike The Rough Guide to Macs OS X 10.6 Snow Leopard demystifies the jargon of today's digital world giving practical advice on all aspects of your Mac from keeping your documents and data secure to downloading music and making the most of your iPod Find out how to turn your Mac into a TV make music and edit photos with iLife and go wireless with AirPort and Bluetooth as well as all the latest tips and tricks on loading up the very best software and running windows on your Mac with Boot Camp The Rough Guide to Macs OS X 10.6 Snow Leopard will even help you stay afloat when all goes wrong Whether you already have a Mac or you're thinking of buying one you need this guide

Mac OS X Little Black Book Gene Steinberg, 2001 This Mac guide provides detailed instruction on installation and step by step information on setting up user preferences It introduces the new Finder with various preferences and shortcuts and advises on how to organize the Mac desktop for maximum efficiency

A Beginner's Guide to Using Mac OS X (10.10) Yosemite Katie Morris, 2014-10-28 Apple Maps Robert Downey Jr Detroit These are a few examples of great things that just needed some hard work and a fresh look to really explode After OS X Mavericks was met with indifference many worried that future OS X updates would continue to be a steady stream of minor upgrades and tweaks Continuing the new naming convention of Californian locations the new iteration will be dubbed Yosemite after California's beloved national park with no relation to a

certain Looney Tunes character With OS X Yosemite Apple is showing the world that OS X is not doomed to incremental upgrades and diligently went through everything feature by feature pixel by pixel to create a totally new and improved makeover for an old friend If you've used any OS X version before there's no way you'll feel totally lost as you forage through Yosemite but your computer will definitely look and feel like a brand new system There are many new changes both aesthetic and mechanical and this guide will take you through it all whether you're an OS X spring chicken or a grizzled Mac veteran If this is your first Apple computer congrats on making the jump by the way we will also detail how to switch everything over from your old PC and show you the differences between Windows and Mac If you are ready to learn the ins and outs of OS X Yosemite grab a fresh cup of coffee decaf if it's late and let's get to work

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

The Complete Beginners Guide to Mac OS X Sierra (Version 10.12) Scott La Counte, 2016-09-20 Every year or so you hear the big pitch Windows is finally going to be awesome again The new update is big grander and a huge overhaul And then it comes and it's more buggy weirder and less functional than the version that came before That's probably what made you consider making the switch you're tired of the excuses and you want a computer that just works 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 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 This book is based off of OS Sierra released September 20 2016

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 Power User's Guide** Brian Proffitt,2002 **Mac OS X Unwired** Tom Negrino,Dori Smith,2003-11-24 Learn the basics of wireless computing from the reasons why you d want to go wireless in the first place to setting up your wireless network or accessing wireless services on the road Mac OS X Unwired is a one stop wireless information source for technically savvy Mac OS X users Whether you re considering wireless as a supplement or alternative to cable and DSL or using wireless to network computers in your home or office this book will show you the full spectrum view of wireless capabilities of Mac OS X and how to take advantage of them *MacMost.com Guide to Switching to the Mac* Gary Rosenzweig,2009-09-25 Switching to the Mac Awesome You ve got company lots of it And with this book you ve got help too all the help you ll ever need MacMost com founder Gary Rosenzweig quickly gets you comfy with your new Mac demonstrates the Mac way to perform every common Windows task and shows how to do more with Macs than you ever could in Windows way more It s all here everything from choosing the right Mac to creating your own videos and DVDs Rosenzweig covers the latest Macs and the new Mac OS X 10.6 Snow Leopard operating system Best of all he focuses on what today s computer users need to know including loads of coverage of using your Mac on the Web Every Mac switcher needs a friendly Mac expert to show them the ropes With this book you ve got yours Discover what s different about your Mac s hardware and software and what s similar too Navigate the Finder and learn how Mac files are organized Make the most of the Mac s built in applications Move your stuff from your PC to your new Mac Use Safari Mac s great built in Web browser Set up Mac email instant messaging and audio and video chatting Share back up and archive your files Choose and use Mac business and productivity applications Organize your music and buy new songs with iTunes Import manage edit and share your photos Create awesome videos with iMovie QuickTime and iDVD Run Windows on your Mac if you must Keep your Mac up to date and running smoothly *Mac OS X 10.6 Snow Leopard* Maria Langer,2009-09-25 The latest update of this best selling Visual QuickStart Guide will have you up and running in no time with Snow Leopard the fastest and most reliable version of the Mac OS X ever Respected best selling author Maria Langer will take you through all of Mac OS X s groundbreaking capabilities and new features With plenty of screenshots to clearly illustrate techniques this reasonably priced guide is a great reference to the essentials of Mac OS X 10.6 Snow Leopard Get up and running in no time with the best selling Visual QuickStart guides The key to their worldwide popularity concise step by step explanations of core tools and techniques in a task based reference format with plenty of screenshots to keep you on track as you work Apple

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some handy tips and tricks that even serious Mac users may not know and some basic maintenance that will keep your Mac happy and healthy for years to come Finally we ll cover a number of free third party apps that will help you get the most out of your Mac and OS X Sierra Along the way we ll give you lots of screenshots tips and practice so that you can feel confident competent and comfortable with your new Mac Congratulations on choosing Mac now let s get started

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