

Mac Keyboard Shortcuts PDF

(Technastic.com)

Basic Keyboard Shortcuts

1. **Command + 0**: Revert to actual zoom size.
2. **Command + 9**: Zoom to fit.
3. **Command + A**: Select or highlight all items in the front window.
4. **Command + C**: Copy selected item to the clipboard.
5. **Command + Control + D**: See the definition of the highlighted word in the Dictionary app.
6. **Command + Control + Delete**: Define highlighted word.
7. **Command + Control + Power**: Restart your iMac or MacBook without confirmation.
8. **Command + Delete**: Move the selected item to Trash.
9. **Command + E**: Copy the selected text for use with the Find function.
10. **Command + F5**: Turn VoiceOver on or off²
11. **Command + F**: Find
12. **Command + G**: Having found items using the Command+F shortcut, you can use this to navigate through each found item.
13. **Command + Minus(-)**: Zoom out.
14. **Command + Option + Space**: Open Spotlight Finder Search Window.
15. **Command + Spacebar**: Show/hide the Spotlight search field.
16. **Command + Option + F5**: Show Accessibility options.
17. **Command + P**: Print the contents of the current screen.
18. **Command + Plus(+)**: Zoom in.
19. **Command + Q**: Quit
20. **Command + S**: Save a file.
21. **Command + Shift + Delete**: Empty Trash.
22. **Command + Shift + Option + Delete**: Empty the Trash without confirmation.
23. **Command + Shift + P**: Display the dialog box showing page setup parameters for printing.
24. **Command + Space**: Open Spotlight.
25. **Command + V**: Paste
26. **Command + W**: Close window.
27. **Command + X**: Cut
28. **Command + Z**: Undo/Redo
29. **Command + M**: Minimize a window.
30. **Command + Shift + Z**: Undo/Redo
31. **Control + Up arrow** or **F3**: Open Mission Control.
32. **Option + Command + 8**: Turn zoom on or off.
33. **Option + Command + Minus(-)**: Zoom out.
34. **Option + Command + Plus(+)**: Zoom in.
35. **Option + Shift + F1/F2**: Increase or decrease the brightness in smaller steps.
36. **Option + Shift + F11/F12**: Increase or decrease volume in smaller steps.

37. **Command + Option + Control + Comma(,)**: Decrease screen contrast.
38. **Command + Option + Control + Fullstop(.)**: Increase screen contrast.

Screenshot Shortcuts

1. **Command + Shift + 3**: Takes a screenshot of the entire screen.
2. **Command + Shift + 4**: Takes the screenshot of a selected area of the screen or a cropped screenshot.
3. **Command + Shift + 4 + Spacebar + Click on the window**: Takes a screenshot of a specific window.
4. **Command + Shift + 5**: Take a screenshot or record screen (Mojave onwards).
5. **Command + Shift + 6**: Take a screenshot of the Touchbar.
6. **Command + Shift + Control + 3**: Capture the screen to the Clipboard.

Finder Shortcuts

1. **Command + 1**: View Finder window items as icons.
2. **Command + 2**: View Finder window items as a list.
3. **Command + 3**: View Finder window items as columns.
4. **Command + 4**: View Finder window items in the gallery.
5. **Command + Click**: Open the Sidebar item in a Window.
6. **Command + Click the window title**: See the folders that contain the currently open folder.
7. **Command + Comma**: Open preferences for the app you are using.
8. **Command + Control + I**: Get summarized information.
9. **Command + Control + Up Arrow**: Go to the parent folder (opens in a new folder).
10. **Command + D**: Duplicate the selected files.
11. **Command + Double-click**: Open a folder in a separate window.
12. **Command + Up arrow**: Go to the parent folder.
13. **Command + Down Arrow**: Open a highlighted file or app.
14. **Command + E**: Eject
15. **Command + H**: Hide the currently active window.
16. **Command + I**: Get Info about an item.
17. **Command + J**: Show View Options.
18. **Command + K**: Connect to the Server.
19. **Command + L**: Make an alias of the selected item.
20. **Command + Left Bracket ([)**: Return to the previous folder.
21. **Command + Right Bracket (])**: Go to the next folder.
22. **Command + N**: New Finder window.
23. **Command + O**: Open the selected item.
24. **Command + T**: Show or hide the tab bar when a single tab is open in the current Finder window.
25. **Command + Option + A**: Deselect all items.
26. **Command + Option + F**: Go to the search field in an open Spotlight window.

27. **Command + Option + H + M**: Hide all windows except the window in use and minimize it.
28. **Command + Option + H**: Hide all windows except the front window.
29. **Command + Option + I**: Access File Inspector.
30. **Command + Option + M**: Minimize all open windows at once.
31. **Command + Option + T**: Show or hide the Toolbar/Sidebar.
32. **Command + Option + W**: Close all open windows.
33. **Command + Option + Y**: View a slideshow of the selected files.
34. **Command + Option + dragging**: Make an alias of the dragged item.
35. **Command + R**:
 - Show the original file for the selected alias in the Finder.
 - Reload a page while using a web browser or Calendar app.
 - Check for software updates again when the Software Update window is open.
36. **Command + Shift + A**: Open the Applications folder.
37. **Command + Shift + C**: Open the Computer window in Finder.
38. **Command + Shift + D**: Open desktop folder.
39. **Command + Shift + F**: Find Spotlight filename matches.
40. **Command + Shift + G**: Go to Folder.
41. **Command + Shift + H**: Open the Home folder.
42. **Command + Shift + I**: Open iCloud Drive.
43. **Command + Shift + K**: Open Network window.
44. **Command + Shift + N**: New folder
45. **Command + Shift + Option + Q**: Log out instantly.
46. **Command + Shift + Q**: Log out.
47. **Command + Shift + Question Mark (?)**: Open the Help menu.
48. **Command + Shift + T**: Show the Tab Bar.
49. **Command + Shift + U**: Open Utilities folder.
50. **Command + Shift + Up Arrow**: Open the Computer pane in a new Finder window.
51. **Command + T**: Open the current location in a new tab.
52. **Command + Up Arrow**: Open the folder that contains the current folder.
53. **Command + dragging**: Move selected item to another location.
54. **Command + F3**: Show or hide all open windows.
55. **F4**: Open the Launchpad.
56. **Control + F3**: Show the open windows for the front-most application.
57. **Left Arrow (in List view)**: Close the selected folder.
58. **Right Arrow (in List view)**: Expand a folder.
59. **Option + Click the disclosure triangle (in List view)**: Open all folders within the selected folder.
60. **Option + Double-click**: Open a folder in a separate window, closing the current window.
61. **Option + Dragging**: Copy dragged item.
62. **Option + Command + D**: Show or hide the Dock.
63. **Option + Command + L**: Open the Downloads folder.
64. **Option + Command + N**: Create a new Smart Folder.
65. **Option + Command + P**: Hide or show the path bar in the Finder window.
66. **Option + Command + S**: Hide or show the Sidebar in Finder windows.

67. **Option + Command + T**: Show or hide the toolbar when a single tab is open in the current Finder window.
68. **Option + Command + V**: Move the files in the Clipboard from their original location to the current location.
69. **Option + Command + Y**: View a Quick Look slideshow of the selected files.
70. **Option + Command + dragging**: Make an alias of the dragged item. The pointer changes while you drag the item.
71. **Option + Click a disclosure triangle**: Open all folders within the selected folder while in list view.
72. **Spacebar/Command + Y**: Open Quick Look.
73. **Shift + Command + C**: Open the Computer window.
74. **Shift + Command + D**: Open the desktop folder.
75. **Shift + Command + F**: Open the Recents window, showing all of the files you viewed or changed recently.
76. **Shift + Command + G**: Open a Go to Folder window.
77. **Shift + Command + H**: Open the Home folder of the current macOS user account.
78. **Shift + Command + I**: Open iCloud Drive.
79. **Shift + Command + K**: Open the Network window.
80. **Shift + Command + N**: Create a new folder.
81. **Shift + Command + O**: Open the Documents folder.
82. **Shift + Command + P**: Show or hide the Preview pane in Finder windows.
83. **Shift + Command + R**: Open the AirDrop window.
84. **Shift + Command + T**: Show or hide the tab bar in the Finder window.
85. **Shift + Command + U**: Open the Utilities folder.

Startup, Shut down & System Shortcuts

1. **C**: Start from bootable media (DVD, CD, USB device, etc.)
2. **D**: Start Apple Hardware Test.
3. **N**: Start from NetBoot server
4. **T**: Start in FireWire target disk mode.
5. **X**: Force MacOS startup.
6. **Power button**:
 - Press to turn on your Mac or wake it from sleep.
 - Press and hold the Power key for 1.5 seconds to put your Mac to sleep.
 - Hold down the Power button for more than 3 seconds to force your Mac to turn off.
7. **Shift**: Press the Shift key while booting perform a Safe Boot or boot into the Safe Mode.
8. **Command + Option + P + R**: Reset PRAM or NVRAM.
9. **Command + R**: Use Recovery.
10. **Command + S**: Boot into the Single User Mode.
11. **Command + V**: Start in the Verbose Mode.
12. **Control + Command + Q**: Lock the screen.
13. **Control + Command + Media Eject**: Exit all apps and restart your Mac.
14. **Control + Option + Command + Power button**: Quit open apps and shut down computer.

15. **Control + Option + Command + Media Eject**: Close apps and shut down your Mac.
16. **Control + Option + Space bar**: Toggle through enabled input sources.
17. **Control + Command + Power button**: Force restart your Mac.
18. **Control + Power button**: Show options like restart, sleep, or shut down in a dialog box.
19. **Control + Media Eject**: Open the restart, sleep, or shut down dialog box.
20. **Control + Shift + Power button**: Make your Mac sleep.
21. **Control + Shift + Eject**: Put display to sleep.
22. **Hold down the F12 or Eject key**: Eject the removable disc.
23. **Left Shift**: Prevent automatic login.
24. **Option**: Press this key while booting to open Startup Manager.
25. **Option + Command + Power button**: Put your Mac to sleep.
26. **Option + Command + Media Eject**: Put your computer to sleep.
27. **Option-Shift-Command-Q**: Log out of your macOS user account immediately without confirmation.
28. **Shift + Command + Q**: Log out of your macOS user account.
29. **Command + Shift + Option + Esc**: Force Quit the current application.
30. **Command + Shift + C**: Open the Colors window.

Dock Shortcuts

1. **Command + Click on a Dock icon**: Show the location of a Dock item in the Finder.
2. **Command + M**: Minimize the active window to the Dock.
3. **Command + Option + M**: Minimize all open windows to the Dock.
4. **Command + Option**: Click an app icon in the Dock to hide all apps except the app you clicked.
5. **Command + Plus(+)** or **Command + Minus(-)**: Increase or decrease the size of icons in a Dock app stack.
6. **Hold Command + Option and drag a file to an app's icon in the Dock**: Force an app to open a specific type of file.
7. **Hold Control + Shift**: Turn magnification on or off temporarily.
8. **Hold Shift + Drag Dock divider**: Move the Dock to left, right, or the bottom edge of the screen.
9. **Hold the Option key in the Dock menu**: Change the Dock menu's Quit option for an app to Force Quit.
10. **Option + Click another app**: Hide the app you are leaving from the Dock.
11. **Option + Command + D**: Show or hide the Dock.

Safari Shortcuts

1. **Shift + Click a Link**: Add a webpage to Reading List.
2. **Press Escape/Command + Full stop(.)**: Cancel the current Find.
3. **Command + Up/Down arrow**: Scroll to the top-left or bottom-left corner of a webpage.
4. **Command + Comma(,)**: Change Safari preferences.
5. **Command + Left Bracket([)**: Return to the previous webpage.
6. **Command + Right Bracket(])**: Go to the next webpage.

7. **Command + L**: Highlight the Search Field or URL.
8. **Command + F**: Search the active web page.
9. **Command + F + Enter text** and press the following keys to navigate between found items-
 - o **Return**: Move forward.
 - o **Shift + Return**: Move backward.
10. **Command + Click a link**: Open the link in a new Safari tab.
11. **Command + Shift + Click a link**: Open the link in a new tab in the foreground.
12. **Command + Option + Shift + Click a link**: Open the link in a new browser window.
13. **Command + W**: Close the active tab in the browser.
14. **Command + Plus(+)/Minus(-)**: Zoom a website's content in or out.
15. **Option/Shift + Spacebar**: Scroll up a screen. You can also use the Page Up and Down keys for the purpose.
16. **Up/Down arrow**: Scroll up and down.
17. **Left/Right arrow**: Scroll left and right
18. **Hold down the Back key**: See a list of recently visited pages by name.
19. **Press Option + Hold down the Back or Forward key**: See a list of your recently visited pages by the web URL.
20. **Shift + Command + **: Show tab overview.
21. **Shift + Command + H**: Go to the homepage.
22. **Shift + Command + R**: Open Reader.
23. **Shift + Command + T**: Reopen the last Safari tab you closed.
24. **Spacebar/Option + Up arrow**: Scroll up a webpage by one full-screen.
25. **Spacebar/Option + Down arrow**: Scroll down a webpage by one full-screen.
26. **Command + 1, Command + 2, and so on**: You can use **Command + 1-9** to switch between the first 9 Tabs in the Safari browser.
27. **Control + Tab** or **Command + Shift + Right Arrow**: Switch to the Next Tab.
28. **Control + Shift + Tab** or **Command + Shift + Left Arrow**: Switch to the Previous Tab.
29. **Control + Command + 1**: Show or Hide the Bookmarks sidebar
30. **Tab**: Highlight the next field on a webpage.
31. **Option + Tab**: Highlight the next field and clickable items and links on a webpage.

Text and Document Keyboard Shortcuts

1. **Option + Esc**: Open the list of suggested words and enable auto-completion while typing a word.
2. **Option + Delete**: Delete the entire word to the left.
3. **Command + J**: Scroll to selected text.
4. **Command + T**: Display the Fonts window.
5. **Command + Option + Slash(/)**: Turn font smoothing on or off.
6. **Command + Control + Space**: Use this keyboard shortcut to launch the macOS Emoji and symbols panel. You can then select a category and insert emojis, symbols, and special characters into your text.
7. **Hold a key**: Doing so will show you a pop-up with a variety of alternate or special characters of the key you press. For example, if you hold the **A** key, you will be able to

choose from its variations, such as à, á, â, ä, å, etc. You can insert the desired character by pressing the corresponding number key given below each character.

8. **Command + Up arrow:** Jump to the beginning of the whole text.
9. **Command + Down arrow:** Go to the end of the whole text.
10. **Command + Left arrow:** Go to the beginning of the current line.
11. **Command + Right arrow:** Go to the end of a line.
12. **Command + Control+ D:** Lookup a word in the dictionary.
13. **Mouse cursor + 3-Finger Tap on a Word:** Look for a word in the dictionary.
14. **Command + Drag:** Select text.
15. **Command + Shift + Left arrow:** Select text between the cursor position and the beginning of a line.
16. **Command + Shift + Right arrow:** Select text between the cursor position and the end of a line.
17. **Command + Shift + Up arrow:** Select text between the cursor position and the beginning of a document.
18. **Command + Shift + Down arrow:** Select text between the cursor position and the end of a document.
19. **Command + Shift + S:** Duplicate a document. Works like the *Save As...* option.
20. **Option-Command-I:** Show/hide the inspector window.
21. **Option + Drag:** Select the text located in non-linear areas.
22. **Option + Left arrow:** Go to the beginning of the previous or current word.
23. **Option + Right arrow:** Go to end of current or next word.
24. **Option + Command + C:** Copy the style settings of the selected text.
25. **Option + Command + V:** Paste or apply the copied text style settings to the selected item.
26. **Option + Shift + Command + V:** Paste and match the style.
27. **Function(Fn) + Delete:** Delete the text to the right of the cursor (on Macbook). The shortcut works like the **Del** key found on the full-fledged keyboards.
28. **Function(Fn) + Up arrow:** Page Up or scroll up one page.
29. **Function(Fn) + Down arrow:** Page Down or scroll down one page.
30. **Function(Fn) + Left Arrow:** Scroll to the beginning of a document.
31. **Function(Fn) + Right Arrow:** Scroll to the end of a document.
32. By using the following keyboard shortcuts, you can switch to the Outline Mode while using the TextEdit app. Just press-
 - **Option + Tab:** Turn the current line into a list item.
 - **Return:** Create a new list item.
 - **Return (2 times):** Decrease the indent in the current list.
 - **Shift + Tab:** Remove a level of indentation.
 - **Tab at the start of a blank list item:** Indent and create a sublist.
33. **Control + A:** Move to the beginning of the line or paragraph.
34. **Control + B:** Move backward one character.
35. **Control + F:** Move forward one character
36. **Control + E:** Move to the end of a line or paragraph.
37. **Control + K:** Delete the text from the current cursor position to the end of the line.
38. **Control + L:** Center the cursor or selection in the visible area.
39. **Control + H:** Delete the character on the left.

40. **Control + D**: Delete the character on the right.
41. **Control + N**: Move down one line.
42. **Control + P**: Move up one line.
43. **Control + O**: Insert a new line after the insertion point.
44. **Control + Tab**: Move focus to the next grouping of controls in a dialog or the next table (when Tab moves to the next cell)
45. **Control + Up/Down/Left/Right arrow**: Move focus to another value or cell in a table.
46. **Shift + Command + Colon (:)**: Display the Spelling and Grammar window.
47. **Command + Semicolon (;)**: Find misspelled words in a document.
48. **Shift + Command + Plus(+)**: Increase the size of the selected text.
49. **Shift + Command + Minus(-)**: Decrease the size of the selected text.
50. **Shift + Command + Question mark(?)**: Display the Help menu.
51. **Shift + Up arrow**: Extend text selection to the line above.
52. **Shift + Down arrow**: Extend text selection to the line below.
53. **Shift + Left arrow**: Extend text selection one character to the left.
54. **Shift + Right arrow**: Extend text selection one character to the right.
55. **Shift + Option + Up arrow**: Extend text selection to the beginning of the current paragraph. You can repeat the shortcut to select more paragraphs.
56. **Shift + Option + Down arrow**: Extend text selection to the end of the current paragraph.
57. **Shift + Option + Left arrow**: Extend text selection to the beginning of the current word.
58. **Shift + Option + Right arrow**: Extend text selection to the end of the current word.

Text Formatting & Alignment Shortcuts

1. **Command + B**: Make the selected text Bold.
2. **Command + I**: Italicize the selected text.
3. **Command + U**: Underline the selected text.
4. **Command + Backslash(\)**: Align center.
5. **Command + [**: Align left. You can also use *Command + Shift + [* to left-align the selected text.
6. **Command +]**: Align right.
7. **Command + {**: Align left.
8. **Command + }**: Align right.
9. **Shift + Command + Vertical bar (|)**: Align center.
10. **Command + Shift + Backslash(\)**: Justified
11. **Command + Shift + B**: Bold
12. **Command + Shift + I**: Italics
13. **Command + Shift + P**: Plain
14. **Command + Shift + U**: Underline
15. **Command + Shift + Hyphen(-)**: Subscript
16. **Command + Shift + Equals(=)**: Superscript
17. **Option + Shift + >**: Increase text size by one point.
18. **Option + Shift + <**: Decrease text size by one point.
19. **Shift + >**: Set the next greater font size in the menu.
20. **Shift + <**: Set the next smaller font size in the menu.