

## Keyboard Shortcuts

Shortcut commands	Task
Cmd-C	Copy
Cmd-X	Cut
Cmd-V	Paste
Cmd-P	Print
Cmd-Option-P	Print with Preview
Cmd-Option-Shift-P	Print one copy
Cmd-D	Duplicate
Cmd-Z	Undo
Cmd-S	Save
Cmd-A	Select All
Cmd-I	Get Info
Cmd-Q	Quit
Cmd-F	Find
Cmd-W	Close window
Cmd-Option-W	Close all open windows
<b>Cmd-L</b>	<b>Highlight URL (in web browser)</b>
Cmd-tab	view open applications & switch between them
<b>Cmd-Shift-A</b>	<b>Open the Applications folder</b>
<b>Cmd-Shift-H</b>	<b>Open your home folder</b>
Cmd-Shift-Delete	Empty the trash with warning message
Cmd-Shift- Option-Delete	Empty the trash without warning or when it contains locked files
Cmd-Drag	Move and auto-align icons
Option-Drag	Copies files to a new location
<b>Cmd-Shift-G</b>	<b>Open 'Go to Folder' dialog</b>
Cmd-Option-Drag	Make alias
Drag the dock separator	Resize Dock



Shortcut commands	Task
Cmd-Option-D	Hide/unhide Dock
Up Arrow to Page Up	Scroll up list
Cmd-Option-T	Toggle on/off character palette
Cmd-Shift-N	Create a new folder
<b>Shortcut command for freezes</b>	
Cmd-period (.)	Stops a process
Cmd-Option-esc	Force an application to quit
Power Key	Turn off your computer
Cmd-Option-Shift-Power Key	Force shutdown
Cmd-Control-Power Key	Force restart
<b>Shortcut commands for taking pictures of your screen</b>	
Cmd-Shift-3	Take a picture of the whole screen
Cmd-Shift-4, then drag the crosshair pointer to select the area	Take a picture of part of the screen
Cmd-Shift-4-Spacebar	Take a picture of a window
<b>Safari</b>	
Cmd +	increases window size
Cmd -	decrease the window size
Cmd-M	Minimizes Safari to dock
Cmd-Shift-H	Go to homepage
Cmd-Option-F	move to Google search box



Caps Lock (⇧) Key:	⇧ Caps Lock
Control (^) Key:	^ Control
Option (⌘) Key:	⌘ Option
Command (⌘) Key:	⌘ Command