# Keyboard Shortcuts

## April 2003

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## Introduction

This is a list of all known (by me) Mac keyboard shortcuts. It contains shortcuts only for the Finder and its utilities, not for third party applications.

These shortcuts are not universal; that is, whether the shortcuts function properly depends on which Mac and which system you are using.

With that out of the way, we'll start with a list of symbols used by Apple to denote the command keys used in shortcuts.

| Key | Symbol |
| --- | --- |
| Command | ⌘ |
| Shift | ⇧ |
| Option | ⌥ |
| Control | ⌃ |
| Return | ↩ |
| Delete | ⌫ |
| Forward Delete | ⌦ |
| Enter | ⌤ |
| Up Arrow | ↑ |
| Down Arrow | ↓ |
| Left Arrow | ← |
| Right Arrow | → |
| Home | ↖ |
| End | ↘ |
| Page Up | ⇞ |
| Page Down | ⇟ |

The "+" symbol means that keys are held down together. The brackets "[...]" indicates an optional keypress. To "press" means to hold down the mouse button for a short time.

Some explanations:

## Windows

A Classic Window generally has a title bar that contains, from left to right, a Close Box, a title, a Zoom Box, and a Collapse box.
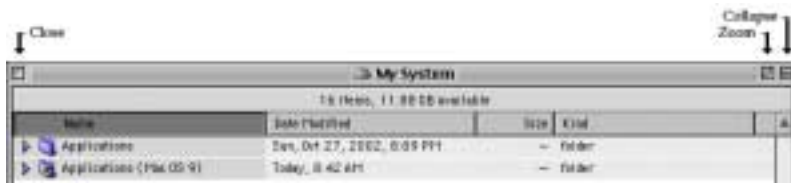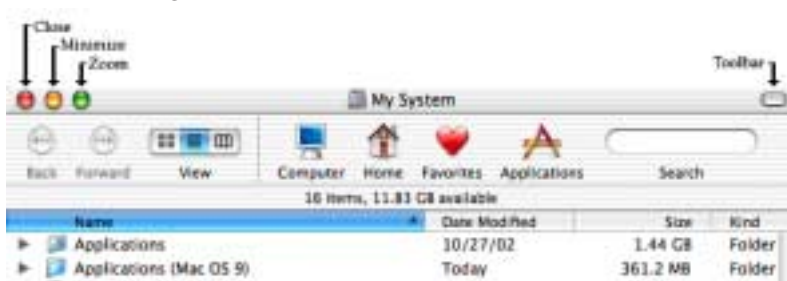
An OS X Window generally has three buttons on the left (Close - red, Minimize - yellow, and Zoom - green), a title, and one button on the right (Toolbar).

## A Dialog Box

is window in which the user is expected to fill in fields, check boxes or radio buttons, or click on buttons to provide a program with his/her choices.

## Pop-up windows

start life as a regular Classic Finder window. Either a) select View / as a Pop-up window or b) pull the window to the bottom of the screen until the window name becomes a tab. Pop-up windows are used to keep oft used folders handy. In OS X, folders in the dock can be pop-up (hold the button down while selecting the folder or control-click the folder) or opened to a regular window (by clicking on the folder.)

## Tabbed folders

appear at the bottom of your Classic screen as a tab with a name. They are the same as a pop-up window.

## Crashes, Freezes, and Hangs

• A crash is the sudden failure of a program. There may be a message.

• A freeze is the failure of the system. There usually isn't a message. The only way to restart is to press the Restart button (not the Power Key.)

• A hang occurs when the computer is waiting for an event that will never occur.

Ultimately, the effect is pretty much the same. The system has to be restarted and any unsaved data is lost. Sometimes it is possible to survive a crash, but it is highly recommended that other open applications be closed and the system restarted.


Suggestion: to avoid information overload, mark out shortcuts that do not work on your Mac with your system.

## Crashes, Freezes, and Hangs
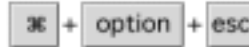
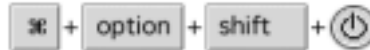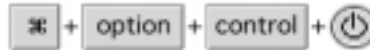| | |
|---|---|
| Cancel a process | Command + . (period)<br><br>⌘ + .<br><br>Cancel an operation in progress. |
| Force an application to quit | Command + Option + Escape<br><br>⌘ + option + esc<br><br>Force a program to quit. Unsaved work will be lost. |
| Force some computers to Restart or Shutdown | Command + Option + Shift + Power Key<br><br>⌘ + option + shift + ⏻<br><br>Force a restart or shutdown. Unsaved work will be lost. |
| Reset Power Manager (PowerBook 500) | Command + Option + Control + Power Key<br><br>⌘ + option + control + ⏻<br><br>Hold keys for 5 to 10 seconds. Over time, the settings in the Power Manager may become unusable, which can result in operational anomalies with the computer. Examples would be not powering on, not waking from sleep, not charging the battery, or not seeing the AC Adapter, among others. See Apple Knowledge Base article 14449 for other laptops. |
| Restart some computers | Command + Control + Power Key<br><br>⌘ + control + ⏻<br><br>Force the computer to restart. Unsaved work will be lost. |

## Dialog Box

| | |
|---|---|
| Click the default button | Enter OR Return<br><br>enter OR return |
| Close the dialog | Escape OR Command + . (period)<br><br>esc OR ⌘ + . |
| Don't save | Command + d<br><br>⌘ + D<br><br>"Don't save" in Save/Cancel/Don't Save dialog box. |
| Move down one page | Control + Down Arrow<br><br>⌘ + ↓ |
| Scroll the list down one screen | Page Down<br><br>page down |

| | |
|---|---|
| Scroll the list up one screen | Page Up<br>`page up` |
| Select the next field of the dialog box | Tab<br>`tab` |
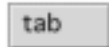
## Dock

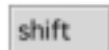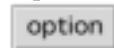| | |
|---|---|
| Activate application<br>and hide other applications | Command + Option<br>`⌘` + `option` |
| Cycle forward/backward<br>through open applications | Command + [Shift] + Tab<br>`⌘` + `shift` + `tab`<br>Keep the Command key pressed continuously, while pressing and releasing the Tab key as desired. This is the OS X version of Application Switcher. This will toggle between the two most recently used programs if the Command key is released each time. |
| De-minimize window in slow motion | Shift<br>`shift`<br>This applies to minimized windows only. The item is de-minimized in slow motion. You can see the item minimized in slow motion by pressing Shift while minimizing it. |
| Display contextual menu | Control<br>`control`<br>Click on white area in Dock |
| Force application to open dropped item | Command + Option + drag into dock<br>`⌘` + `option` + drag into dock |
| Force Quit replaces Quit in contextual menu | Control + Option<br>`control` + `option`<br>Menu choices vary per application or file. |
| Force Quit replaces Quit in menu | Option<br>`option` |
| Hide an application that you have selected<br>via Application Switcher | Command + h<br>`⌘` + `H`<br>The Command key must be held continuously from the time your selection is made until you press H. After hiding an application, you must select another via Application Switcher, or it will return to the foreground when you release Command. |

| | |
|---|---|
| Hide the current foremost application while switching | Option<br>`option` |
| Move the Dock | Shift + drag<br>`shift` + drag<br>When used on Dock separator, Dock may be dragged on screen (left, bottom, right). |
| Prevent the icons from moving | Command + drag<br>`⌘` + drag<br>Good for drag & drop applications. |
| Resize the Dock | Drag on the separator bar<br>Drag on the separator bar |
| Resize the dock to common sizes | Option + drag<br>`option` + drag<br>When used on Dock separator, resizes Dock to common icon sizes (128 by 128, 64 by 64, 32 by 32, 16 by 16). |
| Reveal in Finder | Command<br>`⌘` |
| Reveals contextual menu for item | Control<br>`control`<br>Menu choices vary per application or file. When used on Dock separator, it reveals Dock preferences. There you can turn magnification and hiding on or off, change the position of the Dock on screen, and change the minimization effect. Choose Dock Preferences to see more options. |
| Reveals contextual menu for item | Press<br>Press<br>Show in Finder is always present. Other menu choices vary per application or file. If the item is a folder, it opens the folder as a pop-up until the next click. |
| Toggle the Dock (hide/display) | Command + Option + d<br>`⌘` + `option` + `D`<br>Handy when you want the dock out of the way of a large window. |

## Finder

| | |
|---|---|
| About MacOS Team | Command + Option + Control + Shift + Apple Menu<br>`⌘` + `option` + `control` + `shift` + Apple Menu |

| About The Finder | Option + About This Computer |
| --- | --- |
| | `option` + About This Computer |

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| Add selected item to Favorites Folder | Command + t |
| --- | --- |
| | `⌘` + `T` |
| | Places an alias of the item in the Favorites Folder. |

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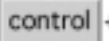| Change sound volume quietly | Shift |
| --- | --- |
| | `shift` |
| | Pressing the volume keys normally causes an alert sound. Use the shift key to avoid playing the sound |

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| Connect to server | Command + k |
| --- | --- |
| | `⌘` + `K` |

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| Create a new window | Command + n |
| --- | --- |
| | `⌘` + `N` |

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| Cycle down the hard drive | Command + Control + Shift + 0 (zero) |
| --- | --- |
| | `⌘` + `control` + `shift` + `0` |
| | Conserve energy. This is primarily for laptops. |

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| Delete locked items in the Trash | Option + Empty Trash |
| --- | --- |
| | `option` + Empty Trash |
| | Files that have been locked in the Get Info dialog box (Command + I) will not be emptied from the trash using the normal Empty the Trash command. They must be unlocked or use this shortcut. If menu item Empty Trash is selected and the "Warn before emptying" in Trash's Get Info is checked, the warning will be bypassed. |

---

| Empty the Trash | Command + Shift + Delete |
| --- | --- |
| | `⌘` + `shift` + `delete` |
| | Deletes files. It may be possible to recover these files if you act immediately and run a recovery program, otherwise they have gone to bit heaven. |

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| Empty Trash without dialog | Command + Option + Shift + Delete |
| --- | --- |
| | `⌘` + `option` + `shift` + `delete` |
| | This is affected by a check box in Finder > Preferences... |

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| Find File or Folder | Command + f |
| --- | --- |
| | `⌘` + `F` |

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| | |
|---|---|
| Hide Finder windows | Command + h <br> ⌘ + H |
| Hide windows of other open applications | Command + Option + h <br> ⌘ + option + H |
| Log out | Command + Shift + q <br> ⌘ + shift + Q |
| Log out immediately | Command + Option + Shift + q <br> ⌘ + option + shift + Q |
| Open Application Folder | Command + Shift + a <br> ⌘ + shift + A |
| Open Computer Directory Folder | Command + Shift + c <br> ⌘ + shift + C |
| Open Favorites Folder | Command + Shift + f <br> ⌘ + shift + F |
| Open Home Folder | Command + Shift + h <br> ⌘ + shift + H |
| Open iDisk | Command + Shift + i <br> ⌘ + option + I |
| Open some specified Folder | Command + Shift + g <br> ⌘ + shift + G <br> Brings up Dialog Box |
| Select the startup disk | Command + Shift + Up Arrow <br> ⌘ + shift + ↑ <br> Makes the startup disk active. |
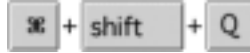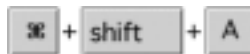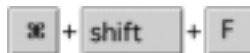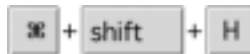
## Finder Utilities About This Computer

| | |
|---|---|
| Invoke a pop-up menu | Control <br> control <br> Launch the About This Computer window from the Finder Apple Menu. Control + click on the icon of an item in the list invokes a pop-up menu. Can be used to switch applications. |

## Finder Utilities Apple System Profiler

| | |
|---|---|
| Select one of the tabs | Command + number key |
| | ⌘ + number key |

## Finder Utilities AppleCD Audio Player

*While not a shortcut, my favorite discovery is to enter a name for the CD. Forever after (until you initialize your hard drive) that name will appear as the name of the CD when it mounts on your desktop.*

| | |
|---|---|
| Adjust the volume | Up Arrow, Down Arrow |
| | ↓ ↑ |
| Create a play list | Drag |
| | Drag |
| | Press the Prog button. Name the tracks, if desired, and drag them from the tracks column to the playlist column as desired. |
| Select the next or previous selection | Right Arrow, Left Arrow |
| | → ← |
| Toggle pause play | Space Bar |
| | space |

## Finder Utilities Application Switcher

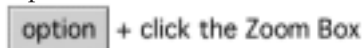| | |
|---|---|
| Activate next program | Command + [Shift] + Tab |
| | ⌘ + shift + tab |
| | Activate the next [or previous] program in the list. The Application Switcher is the rightmost icon on the menu bar. The "Command" and "Tab" are negotiable. Open Mac Help in the Help Menu and modify the keyboard shortcuts to something more suitable. |
| Change the orientation | Option + Shift + click Zoom Box |
| | option + shift + click Zoom Box |
| | Toggle the orientation of the menu items on the tear off palette between vertical and horizontal. |
| Toggle between large and small icons | Option + click the Zoom Box |
| | option + click the Zoom Box |
| | This applies to the tear off palette. Fully open the menu and continue dragging. The menu will tear off and appear on your desktop as a window. |

## Finder Utilities Control Strip

| | |
|---|---|
| Relocate the Control Strip along the left or right side of the screen | Option + drag |
| | option + drag |

| | |
|---|---|
| Remove a module from the Strip | Option + drag CS module to trash |
| | option + drag CS module to trash |
| Reorders modules on the Strip | Option + drag CS module within strip |
| | option + drag CS module within strip |

## Finder Utilities Date & Time

| | |
|---|---|
| Brings up Date & Time Control Panel | Option + click on Menu Bar clock |
| | option + click on Menu Bar clock |

## Finder Utilities Desktop Picture

| | |
|---|---|
| Moves desktop picture | Option + Arrow Keys + Desktop Picture Control Panel |
| | option + Arrow Keys + Desktop Picture Control Panel |

## Finder Utilities Memory Control Panel

| | |
|---|---|
| Enable/Disable Startup Memory Tests | Command + Option while launching Memory Control Panel. |
| | ⌘ + option while launching Memory Control Panel |

The Mac runs a memory test at each startup. The more RAM you have, the longer this check takes. To disable this memory test, hold down the Command and Option keys when opening the Memory control panel. When you do, you'll see the option to switch the memory test on or off.

## Finder Utilities Sherlock

| | |
|---|---|
| Finds next item with search term | Command + g |
| | ⌘ + G |

## Finder Utilities Stickies

| | |
|---|---|
| Launch Stickies | Command + Shift + y |
| | ⌘ + shift + Y |
| Move to the beginning | Command + Up Arrow |
| | ⌘ + ↑ |
| Move to the beginning of a line | Command + Left Arrow |
| | ⌘ + ← |
| Move to the end | Command + Down Arrow |
| | ⌘ + ↓ |
| Move to the end of a line | Command + Right Arrow |
| | ⌘ + → |

## Finder Utilities View Options

Open Desktop View Option Dialog Box

Command + j

⌘ + J

Click on the desktop or an icon. The icon and top line of the
dialog box indicate the desktop, partition, or folder being
affected.

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## Full Keyboard Access

*In OS X, System Preferences / Keyboard / Full Keyboard Access allows the user to set modifier keys for Full Keyboard
Access. Use F.K.A. to perform many actions on your computer without using the mouse. Using the keyboard, you can select
icons in the Dock and buttons in the Finder window toolbar. In some OS X applications, you can choose menu commands or
select options in windows, dialogs, or palettes.*

Access all  controls

Control + f7

⌘ + f7

Access all  controls in the current dialog if you select the option
to highlight only text boxes and lists in the System Preferences >
Keyboard > Full Keyboard Access pane.

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Click the Cancel button

Esc

esc

Click the default button or perform the default action        Enter or
Return

---

Close a menu without choosing an item

Esc

esc

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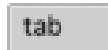Highlight a control adjacent to the text box

Control + arrow keys

⌘ + arrow keys

---

Highlight a tool palette
then each palette in order

Control + f6 (or u)

⌘ + f6 OR U

---

Highlight next control

Tab

tab

---

Highlight next control
when a text box is selected

Control + Tab

control + tab

Highlight the adjacent item in a list, tab group, or menu  Arrow
keys

---

Highlight the Dock

Control + f3 (or d)

⌘ + f3 OR D

---

| | |
|---|---|
| Highlight the menu bar | Control + f2 (or m) |
| | ⌘ + f 2 OR M |
| Highlight the next window in the active application | Command + ' (apostrophe) |
| | ⌘ + ' |
| Highlight the toolbar | Control + f5 (or t) |
| | ⌘ + f 5 OR T |
| Move sliders and spin buttons. | Arrow keys |
| | → ← ↓ ↑ |
| Reverse the order of moving the highlight | Shift + another key |
| | shift |
| | For example, Shift + Tab |
| Select the highlighted item | Space |
| | space |
| Toggle Easy Access Mouse Keys On/Off | Command + Shift + Clear |
| | ⌘ + shift + clear |
| | Use the number pad to control the cursor. |
| Toggle Full Keyboard Access on/off | Control + f1 |
| | ⌘ + f 1 |
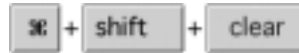
## General

*Apple expects all applications to conform to their standards. This next group of shortcuts should work in the Finder and in most applications.*

| | |
|---|---|
| Copy selected or highlighted icons | Command + c |
| | ⌘ + C |
| Cut | Command + x |
| | ⌘ + X |
| Forward delete | fn + Delete |
| | fn + delete |
| Help | Command + ? |
| | ⌘ + ? |

| | |
|---|---|
| Move the cursor one word left or right | Option + Left arrow, Option + Right Arrow |
| | option + →    option + ← |
| New | Command + n |
| | ⌘ + N |
| | This applies to applications. |
| Non breaking words | Option + Space Bar |
| | option + space |
| Paste | Command + v |
| | ⌘ + V |
| Print | Command + p |
| | ⌘ + P |
| Print All | Command + Option + p |
| | ⌘ + option + P |
| Quit a running application | Command + q |
| | ⌘ + Q |
| Save | Command + s |
| | ⌘ + S |
| Save All | Command + Option + s |
| | ⌘ + option + S |
| Save as | Command + Shift + S |
| | ⌘ + shift + S |
| Select All | Command + a |
| | ⌘ + A |
| Start a new line but not a new paragraph | Shift + Return |
| | shift + return |
| Undo | Command + z |
| | ⌘ + Z |
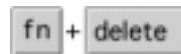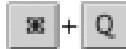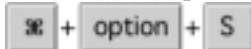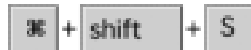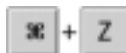
## Icons, Files, & Folders

Add an icon to the selection | Shift + click
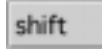
`shift`

To exclude an icon or file name, shift + click it again.

---

Align icons | Command + drag

`⌘` + drag

---

Copy an icon | Option + drag

`option` + drag

---

Create a new folder | Command + Shift + n

`⌘` + `shift` + `N`

OS X

---

Create an alias | Command + l

`⌘` + `L`

---

Duplicate (folders and files) | Command + d

`⌘` + `D`

---

Get Info | Command + [Option] + i

`⌘` + `option` + `I`

This dialog box allows you to lock/unlock documents and change "minimum" and "preferred" size of applications. Increasing these sizes may sooth cranky programs or eliminate "out-of-memory" problems. The Option opens the Inspector, which displays info about the other selected icons without opening a new window.

---

Hide current application and switch | Option

`option`

Unclutters your desktop.

---

In List view, close a folder | Option + Left Arrow

`option` + `←`

---

In List view, open a folder | Option + Right Arrow

`option` + `→`

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In List view, open all the folders in the selected folder | Command + Option + Right Arrow

`⌘` + `option` + `→`

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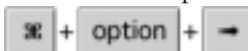
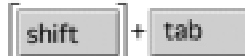| | |
|---|---|
| Make Alias | Command + m (on selected folders or files) |
| | ⌘ + M |
| | An alias is a small file that points to another item. When you open an alias, it opens the original item that the alias points to. |
| Make Alias where mouse button is released | Command + Option + drag |
| | ⌘ + option + drag |
| | This is the most efficient way to create an alias in another partition or your desktop. |
| Move back through the hierarchy of folders | Command + [ |
| | ⌘ + [ |
| Move forward through the hierarchy of folders | Command + ] |
| | ⌘ + ] |
| Move from icon to icon alphabetically | [Shift] + Tab |
| | shift + tab |
| | Use Shift to highlight the previous icon in the alphabet |
| Move icons | Command + drag |
| | ⌘ + drag |
| | Use this option to move icons from a folder or from the desktop. It removes the original icon after copying it. |
| Move to Trash | Command + Delete |
| | ⌘ + delete |
| Open a folder in a separate window. | Command + double-click |
| | ⌘ + double-click |
| | This is for those who have not checked the Finder > Preferences > Always open ... box. |
| Open the contextual menu | Control |
| | control |
| Put Away | Command + y |
| | ⌘ + Y |
| | When your project is finished, put real files and aliases back in their original folders. This doesn't work for aliases created by dragging. |

| | |
|---|---|
| Put Away (retrieve) an object in the trash | Command + y<br>⌘ + Y<br>This is the Put Away shortcut. |
| Select a group of icons | Drag<br>Drag |
| Select or deselect non-adjacent icons | Command<br>⌘<br>This works in List view also. |
| Select the icon above, below, to the left, or to the right of the selected icon | Arrow Keys<br>→ ← ↓ ↑ |
| Select the name of an icon | Return<br>return<br>Used to select the name in order to copy/modify it. |
| Show the original to an alias | Command + r<br>⌘ + R<br>Sometimes it's handy to find the original file and its related documents. |
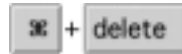
## Menu
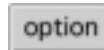
| | |
|---|---|
| Apple menu | Option<br>option<br>Eliminates the "Are You Sure" Dialog Box for Restart, Shut Down, and Log Out |
| File menu | Option<br>option<br>Changes "Open With" to "Always Open With", "Close Window" to "Close All", and "Get Info" to "Show Inspector". The Inspector is similar to Get Info except that it allows the user to redirect the information by clicking on another file, folder, or partition. |
| View menu | Option<br>option<br>Changes "Clean Up" to "Clean Up Selection" |
| Window menu | Option<br>option<br>Changes "Minimize Window" to "Minimize All Windows" and "Bring All to Front" to "Arrange in Front" |
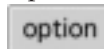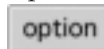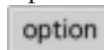
## Miscellaneous

Brighten display

f15

f 15

Cubes & G4 iMacs

---

Detect displays on Mac OS X

Command + f1

⌘ + f 1

---

Dim display

f14

f 14

Cubes & G4 iMacs

---

Launches the Sound Pane
of System Preferences

Option + Mute

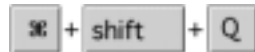option + mute

---

Open Sound preference pane

Option + Volume

option + volume key

---
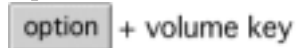
Quits a running 'stay-open' script

Command + Shift + q

⌘ + shift + Q

---

Search the Internet

Command + h

⌘ + H

OS 9 only

---

Send message

Option + double click on connected user in file sharing monitor

option + double click on connected user

---

Switch keyboards/script systems

Command + Space Bar

⌘ + space

If more than one is installed

---

Toggle video mirroring on Mac OS X

Command + f2

⌘ + f 2

---

User Mode or Configurations
- Uninstall (installers)

Command + k

⌘ + K

In some control panels and installers

## Open / Save Dialog Box

Change current location to the desktop

Command + Shift + Up Arrow

⌘ + shift + ↑

---

| | |
|---|---|
| Close the Dialog Box | Command +  .(period)<br>⌘ + . |
| Collapse the selected folder or volume | Command + Left Arrow<br>⌘ + ←<br>If you are at the top level of a partition, switches to the next partition. |
| Create a new folder | Option + n<br>option + N<br>Save only |
| Display the next location<br>in chronological sequence | Option + Right Arrow<br>option + →<br>Similar to the "Forward" command in a Web browser. |
| Display the previous location<br>in chronological sequence | Option + Left Arrow<br>option + ←<br>Similar to the "Back" command in a Web browser. |
| Drag contents of column up and down. | Command + Option<br>⌘ + option<br>Clicking selects items under the cursor; you can select multiple discontinuous items. |
| Expand the selected folder or volume | Command + Right Arrow<br>⌘ + →<br>If you are at the top level of a partition, switches to the previous partition. |
| Move to next or previous item in the list | Up Arrow, Down Arrow<br>↑   ↓<br>In OS X, moves to the next/previous folder. |
| Move to the bottom of the list | End<br>end |
| Move to the next keyboard focus item | Tab<br>tab<br>Save only: toggles between the field contain the list of items and the field contain the current file name. |

| | |
|---|---|
| Move to the top of the list | Home<br>`home` |
| Move up one level in the file hierarchy | Command + Up Arrow<br>`⌘` + `↑` |
| Open the file | Return<br>`return`<br>Open only |
| Open the selected folder or volume | Command + Down Arrow<br>`⌘` + `↓` |
| Open the selected folder or volume | Command + o<br>`⌘` + `O` |
| Save | Option + s<br>`option` + `S`<br>Save only |
| Scroll the list down one screen | Page Down<br>`page down` |
| Scroll the list up one screen | Page Up<br>`page up` |
| Select all files that can be opened | Command + a<br>`⌘` + `A`<br>Open only |
| Select an item whose name begins with the letters typed | Letter keys<br>`Letter keys`<br>Setting the Insertion Point Blinking in the General Controls Control Panel affects how many letters can be utilized. Slower allows more letters to be used. |
| Select the original of an alias | Command + Option + o<br>`⌘` + `option` + `O` |
| Switch to the desktop | Command + d<br>`⌘` + `D` |
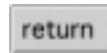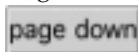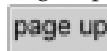
## Removable Media

Bypass opening the media on the desktop

Option + insert the media

option + insert the media

This shortcut causes the Mac to bypass the long pause while it checks the media. In many cases, the media can still be used even though you can't see it on the desktop.

---

Eject

Command + e

⌘ + E

---

Eject a floppy

Command + Shift + 1

⌘ + shift + 1

For machines with two floppies, also use Command + Shift + 2

---

Eject and leave behind

Command + Option + e (selected disk)

⌘ + option + E

---

Eject CD/DVD

f12

f 12

Eject CD/DVD (must be held down on 10.1.2 or later). If the device can be dismounted, it is. If not, nothing happens.

---

Eject selected removable media

Command + y

⌘ + Y

---

Erase a floppy upon insertion

Command + Option + Tab

⌘ + option + tab

---

Quit all applications and restart/shutdown

Command + [Option] + Control + Eject

⌘ + option + control + eject

Use Option to shut down

---

## Screen Pictures

*The files are saved in your startup volume as "Picture" + consecutive numbers. Use the Control key to save the picture to the Clipboard.*

Create a picture file of a portion of the screen

Command + [Control] + Shift + 4

⌘ + control + shift + 4

Press and release the key combination, then drag across the part of the screen that you want to save. Press Space to highlight a window; move the camera icon to highlight other windows, the Dock or the menu bar. Press Esc key to cancel.

| Create a picture file of a window | Command + [Control] + Shift + Caps Lock+ 4 |
| | ⌘ + control + shift + caps lock + 4 |
| | Press and release the key combination, then click in the window that you want saved. |

| Create a picture file of the entire screen | Command + [Control] + Shift + 3 |
| | ⌘ + control + shift + 3 |
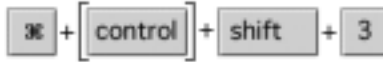
## Shut Down / Sleep / Restart

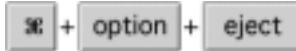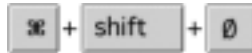| Bring up dialog for shutdown, sleep or restart | Control + Eject OR Power Key |
| | control + eject OR ⏻ |

| Force sleep | Command + Option + Power key |
| | ⌘ + option + ⏻ |

| Put late model PowerBooks & Desktops to sleep | Command + Option + Eject |
| | ⌘ + option + eject |

| Put your computer to sleep | Command + Shift + 0 (zero) |
| | ⌘ + shift + 0 |
| | Put late model PowerBooks & Desktops to sleep. No longer works in OS X. On Macs with three floppy drives (Mac SE) they eject the third floppy disk. |

| Quick sleep or shutdown | Power Key |
| | ⏻ |
| | On newer Macs, press the Power Key to put the Mac to sleep. Press the power key for 5 seconds to shutdown. Close all open files before you do this. |

| Quit all applications and restart / shut down | Command + [Option] + Control + Eject |
| | ⌘ + option + control + eject |
| | Use Option to shut down. Depending upon the machine, Command may not be required |
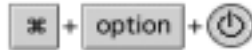
## Sleep/Restart Dialog

| Cancel | Command + . (period) |
| | ⌘ + . |

| Cancel | Escape OR Power Key |
| | esc OR ⏻ |

| | |
|---|---|
| Restart | r ![R](R key) |
| Shut Down | Return OR Enter ![return](return key) OR ![enter](enter key) |
| Sleep | s ![S](S key) |

## Start Up

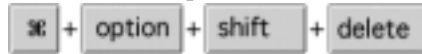| | |
|---|---|
| Boot from a specific SCSI ID # | Command + Option + Shift + Delete + # ![command](command key) + ![option](option key) + ![shift](shift key) + ![delete](delete key) |
| Boot from CD | c ![C](C key) |
| Boot from network server | n ![N](N key) Hold down until Mac logo, will attempt to boot from network server (using BOOTP or TFTP). |
| Boot from ROM | Command + Option + x + o ![command](command key) + ![option](option key) + ![X](X key) + ![O](O key) Mac Classic only |
| Boot into Classic | Command + Option ![command](command key) + ![option](option key) Hold down until 2nd chime, will boot into Mac OS 9. |
| Boot into OS X (if Classic is on the same disk) | x ![X](X key) |
| Boot into single user mode | Command + s ![command](command key) + ![S](S key) For network administrators. |
| Bring up debugger | Command + Eject OR Command + Power Key ![command](command key) + ![eject](eject key) OR ![command](command key) + ![power](power key) Bring up debugger, if debugger installed. |

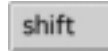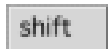| | |
|---|---|
| Bypass the startup disk and boot from another volume, external drive, or CD. | Command + Option + Shift + Delete<br><br>⌘ + option + shift + delete<br><br>This is handy if you want to keep different systems on your computer: an old system (System 8.6) to run old programs (SuperPaint that won't run properly on the new systems) or a very clean copy of your working system in case the working copy goes South. |
| Disable Extensions | Shift<br><br>shift<br><br>For real emergencies, to find out if your Mac will still boot. If your machine doesn't boot, you may have a hardware problem or a startup disk in bad need of repair. |
| Disable Startup Items | Shift after Extensions have loaded as your Desktop appears<br><br>shift after Extensions have loaded<br><br>These are items thrown into your Startup Items folder. Maybe you don't really want to wait while the QT movie of your kids plays and those Applescripts rearrange your desktop. This will bypass the nonessential stuff. This also works for OS X. |
| Disable Virtual Memory | Command<br><br>⌘ |
| Disables login items | Shift<br><br>shift<br><br>OS X 10.1.3 and later. Also disables non-essential kernel extensions (safe boot mode.) If you are logging in, hold down the shift key after you log in. |
| Eject removable media | Mouse down<br>Mouse down |
| Force an AV monitor to be recognized | Command + Option + a + v<br><br>⌘ + option + A + V |
| Force PowerBooks to reset the screen | r<br><br>R |
| Force Quadra AV machines to use TV as a monitor | Command + Option + t + v<br><br>⌘ + option + T + V |
| Force the internal hard disk to be the startup device | d<br><br>D |

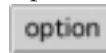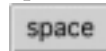| | |
|---|---|
| Get a graphical easter egg | Command + Option + c + i |
| | ⌘ + option + C + I |
| | Mac IIci only; set date to 20 Sep 1989 to get a graphical easter egg |
| Get a graphical easter egg | Command + Option + f + x |
| | ⌘ + option + F + X |
| | Mac IIfx only; set date to 19 Mar 1990 to get a graphical easter egg |
| Put FireWire machine into FireWire Target Disk mode | t |
| | T |
| | If you have two Macs connected via a FireWire cable, the Mac for which you hold down the T key will show up as an external FireWire drive on the desktop of the other Mac. |
| Select boot drive | Option |
| | option |
| | If you hold down the Option key at startup, you get the screen that allows you select the System Folder and partition that you wish to use as the startup system/partition. If you press down Command-period while this screen is visible, the internal CD tray ejects, allowing you to insert a (bootable) CD. If you then close the tray and click the Rescan icon, the CD will show up - so you can select it as the startup volume. Convenient for those times that you wish to startup from a CD after a system crash. Only works when systems are on differing partitions or drives. |
| Show console messages during boot | Command + v |
| | ⌘ + V |
| Show Unix console messages during start up | v |
| | V |
| Start extension manager at start up | Space Bar |
| | space |
| | For more advanced users who want to juggle their extensions when pressed for memory or who find extension conflicts. |
| Zap PRAM | Command + Option + p + r |
| | ⌘ + option + P + R |
| | Clear PRAM (Parameter Random Access Memory). May help cure a sick computer. |

## Start Up after display of Happy Mac icon
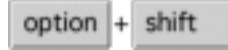
Break into MacsBug as soon as it is loaded        Control

`control`

---
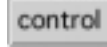
Disable extensions, except MacsBug        Option + Shift
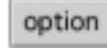
`option` + `shift`

---

## Start Up as Finder starts

Closes all Finder windows        Option
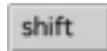
`option`

This shortcut also puts away tabbed folders

---

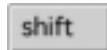Closes all Finder windows        Shift

`shift`

The windows' states aren't changed to closed, so they will be reopened if you reboot again.
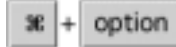
---

Do not launch any Startup Items        Shift

`shift`

---

Rebuild Desktop        Command + Option

`⌘` + `option`

Should be done every Monday. Invisible files in each partition contain information about the files in that partition. These invisible files need to be optimized or recreated periodically.

---

## Universal Access

*Use these shortcuts to turn on or off Universal Access features when Allow Universal Access Shortcuts is selected in the Universal Access preferences. The Zoom In and Zoom out features are really great for examining small pictures or small type.*

*When Mouse Keys is on, you can use the numeric keypad to move the mouse. If your computer doesn't have a numeric keypad, use the Fn (function) key.8 Move Up2 Move Down4 Move Left6 Move Right1, 3, 7, and 9 Move Diagonally5 Press Mouse Button0 Hold Mouse Button. (period on keypad) Release Mouse Button (use after pressing 0)*

Highlight Window (active)        Control + F4
or next window behind it

`control` + `f 4`

---

Switch to white-on-black or black-on-white        Command + Option + Control + 8

`⌘` + `option` + `control` + `8`

---

Turn Full Keyboard Access on or off        Control + F1

`control` + `f 1`

---

Turn Mouse Keys on or off        Press the Option key five times

Press Option 5 times

---

| | |
|---|---|
| Turn Sticky Keys on or off | Press the Shift key five times<br>Press Shift 5 times |
| Turn zoom on or off | Command + Option + 8<br>⌘ + option + 8 |
| Zoom in | Command + Option + +<br>⌘ + option + + |
| Zoom out | Command + Option + -<br>⌘ + option + – |

## Window menu

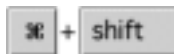| | |
|---|---|
| Close window | Command<br>⌘ |
| Expand selection and close other windows | Command + Option<br>⌘ + option |
| Expand selection and minimize other windows | Control<br>control |
| Make selection active<br>and expand all open windows | Option + Control<br>option + control |
| Put away a pop-up window | Command + Shift<br>⌘ + shift |
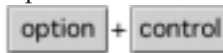
## Windows

*A Classic Window generally has a title bar that contains, from left to right, a Close Box, a title, a Zoom Box, and a Collapse box . An OS X Window generally has three buttons on the left (Close - red, Minimize - yellow, and Zoom - green), a title, and one button on the right (Toolbar).*
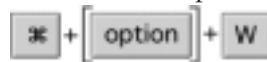
| | |
|---|---|
| Activate the desktop | Command + Option + Shift + Up Arrow<br>⌘ + option + shift + ↑<br><br>Make desktop the active window, select parent volume. |
| Align an icon to the nearest grid point | Command + drag icon<br>⌘ + drag icon<br><br>Icons can be made to snap to grid in the View > View Option... menu. Otherwise use this shortcut to align them. On the other hand, if the grid option is on, use this to move icons anywhere. |

| | |
|---|---|
| Change an open pop-up window to a normal Finder window | Command + Shift + w <br><br> ⌘ + shift + W |
| Close all open windows | Option + click on Close Box <br><br> option + click on Close Box <br><br> Does not close popups. |
| Close all windows and remove pop-up tabs | Command + Option + Shift + w <br><br> ⌘ + option + shift + W |
| Close Finder Window | Command + [Option] + w <br><br> ⌘ + option + W <br><br> Using the Option key causes all finder windows to close. |
| Close window in which folder resides | Option + double click on folder <br><br> option + double click on folder |
| Closes the active Finder window | Command + [Shift] + w <br><br> ⌘ + shift + W <br><br> Shift: close all Finder windows. |
| Collapse all application windows in a particular application | Option + double click on Title Bar <br><br> option + double click on Title Bar |
| Collapse/minimize all disk and folder windows | Option + click on Collapse/Minimize Box <br><br> option + click on Collapse Box <br><br> The collapse box is the rightmost box on a window's title bar. In OS X, the minimize button is the middle (sort-of-orange-yellow) button. |
| Collapses hierarchal view of selected folders in list view | Command + [Option] + Left Arrow <br><br> ⌘ + option + ← <br><br> Using the Option key causes all folders to be fully collapsed. |
| Copy to new location | Option + drag item to another directory or desktop <br><br> option + drag item to another directory or desktop |
| Cycle forward/backward through an application's open document windows. | Command + [Shift] + ~ (Tilde) <br><br> ⌘ + shift + ~ |

| | |
|---|---|
| Cycle through application toolbar options | Command + click on Toolbar button<br>⌘ + click on Toolbar button<br>This functions on OS X 10.2 applications, such as Mail or Preview, that have a toolbar. |
| Display a pop up list of parent folders | Command + click on window's title<br>⌘ + click on window's title |
| Dock all windows of application | Option + Minimize (yellow) Button<br>option + Minimize (yellow) Button |
| Enlarge a window to its full size | Option + click on Zoom Box<br>option + click on Zoom Box |
| Expand/collapse all folders | Opton + click on disclosure triangle<br>option + click on Zoom Box<br>In list view |
| Expands hierarchal view<br>of selected folders in list view | Command + [Option] + Right Arrow<br>⌘ + option + →<br>Using the Option key causes all folders to be fully expanded. |
| Full screen view | Option + Shift + click Zoom Box<br>option + shift + click Zoom Box |
| Hide the windows of the previous program | Option + click on the window/Dock icon<br>option + click on the window/Dock icon |
| Hide the windows of the previous program | Option + switch programs<br>option + switch programs<br>Switch by clicking on a window or Dock icon |
| Minimize a window in the dock | Command + m<br>⌘ + M |
| Minimize All Windows | Command + Option + m<br>⌘ + drag the window |
| Move Inactive Window | Command + drag the window<br>⌘ + drag the window<br>Use this to move windows out of the way, or use the window shades feature. In Classic, double click the bar at the top of a window to roll it up. Enable this feature in the Options panel of the Appearance Control Panel. |

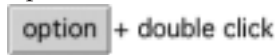| | |
|---|---|
| Move to the bottom of the list | End |
| | `end` |
| | List view |
| Move to the top of the list | Home |
| | `home` |
| | List view |
| Open | Command + o |
| | `⌘` + `O` |
| Open selected item | Command + [Option] + Down Arrow |
| | `⌘` + `option` + `↓` |
| | Open selected item. On Mac OS X, when nothing is selected and no windows are open, open the desktop folder. Option closes current folder. |
| Open the file and close the folder | Option + double click |
| | `option` + double click |
| Open the parent folder | Command + [Option] + Up Arrow |
| | `⌘` + `option` + `↑` |
| | The Option key also closes the current window. On Mac OS X, when nothing is selected and no windows are open, open User directory. |
| Scroll a Finder window | Command + drag in an empty area of the window |
| | `⌘` + drag in an empty area of the window |
| | Scrolls without going to scroll bar. |
| Scroll left/right | Shift |
| | `shift` |
| | Use with scroll-wheel mouse. |
| Scroll the list down one screen | Page Down |
| | `page down` |
| | List view |
| Scroll the list up one screen | Control + Up Arrow |
| | `⌘` + `↑` |
| Scroll the list up one screen | Page Up |
| | `page up` |
| | List view |

| | |
|---|---|
| Select an icon whose name begins with the letters typed | Letter keys<br>Letter keys<br>Setting the Insertion Point Blinking in the General Controls Control Panel affects how many letters can be utilized. Slower allows more letters to be used. |
| Toggle between full screen and manually sized  screen | Option + Zoom Button<br>option + Zoom Button |
| Toggle scroll bar action | Option<br>option<br>In General Preference, select "Jump to the next page" or "Scroll to here". The option key temporarily  causes the alternate action. |
| Toggle Window toolbar | Command + b<br>⌘ + B<br>This is the same as clicking on the Toolbar button (the right button on a folder window.) |
| View as Columns | Command + 3<br>⌘ + 3 |
| View as Icons | Command + 1<br>⌘ + 1 |
| View as List | Command + 2<br>⌘ + 2 |
| View Window options | Command + j<br>⌘ + J |
| Window shade all open Finder windows | Option + window shade<br>option + window shade |