



Keyboard Shortcuts

April 2004

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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.

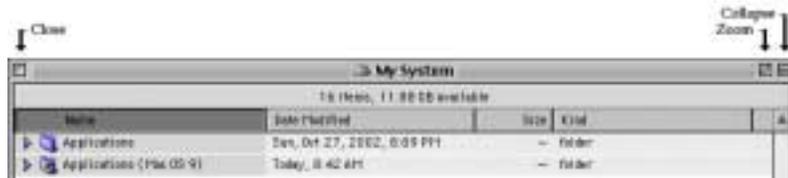
Key	Symbol
Command	
Shift	
Option	
Control	
Return	
Delete	
Forward Delete	
Enter	
Up Arrow	
Down Arrow	
Left Arrow	
Right Arrow	
Home	
End	
Page Up	
Page Down	

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. Or check those shortcuts that you find helpful.

Setting custom global keyboard shortcuts for OS X users:

Keyboard shortcuts allow you to quickly perform tasks on your computer by pressing keys on your keyboard. You can disable or change many of the computer's "global" keyboard shortcuts, which are shortcuts that work the same in all applications (for example, taking a screen capture by pressing Command Shift 3). Changing or disabling a shortcut may be useful if, for example, one of the global shortcuts is used by a specific application for a different purpose. In this case, you can either disable the shortcut that you do not need, or assign it a different key combination.

1. Choose Apple menu > System Preferences and click Keyboard & Mouse.
2. Click Keyboard Shortcuts.
3. To disable a shortcut, deselect the checkbox next to its description in the list.
4. To change the key combination for a shortcut, select the character in the Shortcut list. Type a new shortcut by holding down the key combination that you want to use instead. *Tip: You cannot use each type of key (for example, a letter key) more than once in a key combination.*
5. Quit and restart any applications you are using for the new keyboard shortcut to take effect.

Web Sites

The following sites contain much information about keyboard shortcuts:

<<http://docs.info.apple.com/article.html?artnum=75459>>

<<http://davespicks.com/writing/programming/mackkeys.html>>

and for resetting the Power Management Unit on laptops:

<<http://docs.info.apple.com/article.html?artnum=14449>>

Crashes, Freezes, and Hangs

Cancel a process

Command + . (period)



Cancel an operation in progress.

Force an application to quit

Command + Option + Escape



Force a program to quit. Unsaved work will be lost.

Force some computers to Restart or Shutdown

Command + Option + Shift + Power Key



Force a restart or shutdown. Unsaved work will be lost.

Reset Power Manager (PowerBook 500)

Command + Option + Control + Power Key



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



Force the computer to restart. Unsaved work will be lost.

Dialog Box

Click the default button

Enter OR Return



Close the dialog

Escape OR Command + . (period)



Don't save

Command + d



"Don't save" in Save/Cancel/Don't Save dialog box.

Move down one page

Control + Down Arrow



Scroll the list down one screen

Page Down



Scroll the list up one screen

Page Up



Select the next field of the dialog box

Tab



Dock

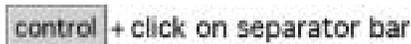
Activate application and hide other applications

Command + Option



Bring up Dock options and preferences.

Control + click on the separator bar



Copy Dock icons [OS X 10.3]

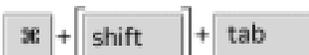
Command + [Option] + drag



Command-click on a file in the dock, and drag it to a desired application to open the file or attach it to an e-mail. To create an alias in a folder, press the command + option keys while dragging the icon from the Dock to the folder. To create a copy of the file in a selected folder, command-click on the Dock icon, drag it out of the Dock, press the option key, release the command key, and then let go.

Cycle forward/backward through open applications

Command + [Shift] + Tab



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



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.

Force application to open dropped item

Command + Option + drag into dock



Force Quit replaces Quit in contextual menu

Control + Option



Menu choices vary per application or file.

Force Quit replaces Quit in menu

Option



Hide an application that you have selected via Application Switcher

Command + h



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



Move the Dock

Shift + drag



When used on Dock separator, Dock may be dragged on screen (left, bottom, right).

Prevent the icons from moving

Command + drag



Good for drag & drop applications.

Resize the Dock

Drag on the separator bar

Drag on the separator bar

Resize the dock to common sizes

Option + drag



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



Reveals contextual menu for item

Control



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

Press

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. Also reveals open windows for applications.

Toggle the Dock (hide/display)

Command + Option + d



Handy when you want the dock out of the way of a large window.

Finder

About MacOS Team

Command + Option + Control + Shift + Apple Menu



About The Finder

Option + About This Computer



Adds an alias of the selected item to Favorites Folder or Sidebar

Command + t



Change sound volume quietly

Shift



Pressing the volume keys normally causes an alert sound. Use the shift key to avoid playing the sound

Connect to server

Command + k



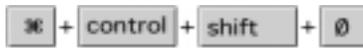
Create a new window

Command + n



Cycle down the hard drive

Command + Control + Shift + 0 (zero)



Conserve energy. This is primarily for laptops.

Delete locked items in the 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

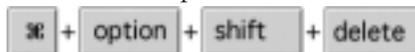
Command + Shift + Delete



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.

Empty Trash without dialog

Command + Option + Shift + Delete



This is affected by a check box in Finder > Preferences...

Find File or Folder

Command + [Option] + f



With Option, Jump to the search field in a Finder window.
Without Option, call up Find Dialog box — use for multiple search criteria.

Hide Finder windows

Command + h



Hide windows of other open applications

Command + Option + h



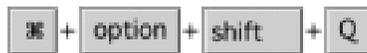
Log out

Command + Shift + q



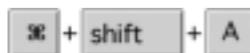
Log out immediately

Command + Option + Shift + q



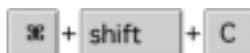
Open Application Folder

Command + Shift + a



Open Computer Directory Folder

Command + Shift + c



Open Favorites Folder

Command + Shift + f



Open Home Folder

Command + Shift + h



Open iDisk

Command + Shift + i



Open some folder to be specified

Command + Shift + g



Brings up Dialog Box

Select the startup disk

Command + Shift + Up Arrow



Makes the startup disk active.

Finder Utilities About This Computer

Invoke a pop-up menu

Control

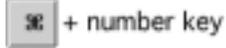


Launch the About This Computer window from the Finder Apple Menu. Control + click on the icon of an item in the list invokes a pop-up menu. Can be used to switch applications.

Finder Utilities Apple System Profiler

Select one of the tabs

Command + number key



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

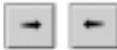
Drag

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



Finder Utilities Application Switcher

Activate next program

Command + [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



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



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

Move the Control Strip along the left or right side of the screen

Option + drag

 + drag

Remove a module from the Strip

Option + drag CS module to trash

 + drag CS module to trash

Reorders modules on the Strip

Option + drag CS module within strip

 + drag CS module within strip

Finder Utilities Date & Time

Brings up Date & Time Control Panel

Option + click on Menu Bar clock

 + click on Menu Bar clock

Finder Utilities Desktop Picture

Moves desktop picture

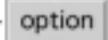
Option + Arrow Keys + Desktop Picture Control Panel

 + Arrow Keys + Desktop Picture Control Panel

Finder Utilities Memory Control Panel

Enable/Disable Startup Memory Tests

Command + Option while launching Memory Control Panel.

 +  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

 + 

Finder Utilities Stickies

Launch Stickies

Command + 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



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



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.

Click the Cancel button

Esc



Click the default button or perform the default action

Enter or Return



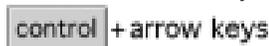
Close a menu without choosing an item

Esc



Highlight a control adjacent to the text box

Control + Arrow Keys



Highlight a tool palette then each palette in order

Control + F6 OR Control + u



Highlight next control

Tab



Highlight next control when a text box is selected

Control + Tab



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

Arrow Keys



Highlight the Dock

Control + F3 OR Control + d



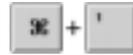
Highlight the menu bar

Control + F2 OR Control + m



Highlight the next window
in the active application

Command + ' (apostrophe)



Highlight the toolbar

Control + F5 OR Control + t



Select the highlighted item

Space Bar



Toggle Easy Access Mouse Keys On/Off

Command + Shift + Clear



Use the number pad to control the cursor.

Toggle Full Keyboard Access on/off

Control + F1



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



Cut

Command + x



End

fn + Right Arrow



Forward delete

fn + Delete



Help

Command + ?



Home

fn + Left Arrow



Move the cursor one word left or right

Option + Left arrow OR Option + Right Arrow



New

Command + n



This applies to applications.

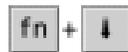
Non breaking words

Option + Space Bar



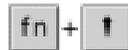
Page down

fn + Down Arrow



Page Up

fn + Up Arrow



Paste

Command + v



Print

Command + p



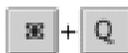
Print All

Command + Option + p



Quit a running application

Command + q



Save

Command + s



Save All

Command + Option + s



Save as

Command + Shift + s



Select All

Command + a



Start a new line but not a new paragraph

Shift + Return



Undo

Command + z



Icons, Files, & Folders

Add an icon to the selection

Shift + click



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

Align icons

Command + drag



Copy an icon (file)

Option + drag



Create a new folder [OS X]

Command + Shift + n



Create an alias

Command + I



Duplicate

Command + d



Get Info

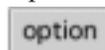
Command + [Option] + i



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 Attributes Inspector, which displays info about the other selected icons without opening a new window.

Hide current application and switch

Option



Unclutters your desktop.

In List view, close a folder

Option + Left Arrow



In List view, open a folder

Option + Right Arrow



In List view, open all the folders
in the selected folder

Command + Option + Right Arrow



Make an alias [OS 9]

Command + m (on selected folders or files)



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 an alias where mouse button is released

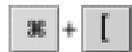
Command + Option + drag



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



Use Shift to highlight the previous icon in the alphabet

Move icons

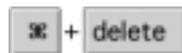
Command + drag



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



Open a folder in a separate window.

Command + double-click



This is for those who have not checked the Finder > Preferences > Always open ... box.

Open the contextual menu

Control



Opens a spring loaded folder immediately

Space Bar



when moving a file or folder into it.

Put Away

Command + 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



This is the Put Away shortcut.

Select a group of icons

Drag

Drag

Select or deselect non-adjacent icons

Command



This works in List view also.

Select the icon above, below, to the left, or to the right of the selected icon

Arrow Keys



Select the name of an icon

Return



Used to select the name in order to copy / modify it.

Show the original to an alias

Command + r



Sometimes it's handy to find the original file and its related documents.

Menu

Apple menu

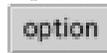
Option



Eliminates the "Are You Sure" Dialog Box for Restart, Shut Down, and Log Out

File menu

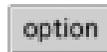
Option



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



Changes "Clean Up" to "Clean Up Selection"

Window menu

Option



Changes "Minimize Window" to "Minimize All Windows" and "Bring All to Front" to "Arrange in Front"

Miscellaneous

Adjust Classic memory use

Option



When the Classic pane is selected in System Preferences, three buttons are displayed near the top. Hold down the option key while you click on the Memory/Versions button. An Adjust Memory button will appear at the bottom of the window. Click on it, and a sheet drops down from which you can adjust the relative amounts of Application memory and Temporary memory used in Classic. Moving the slider toward the Temporary end should solve your memory woes.

Auto detect a newly connected display

Command + F2

 + 

Works on Ti Powerbooks

Brighten display

F15



Cubes & G4 iMacs

Call up Application Switcher [OS X]

Command + [Shift] + Tab

 +  + 

Press and release quickly to cycle between two most recently used applications. Hold the Command key down and tap the Tab key (or use the mouse) to select an active application. Press H to hide the currently selected application, M to minimize it, and Q to quit it. Pressing the shift key cycles through the applications in the opposite direction.

Detect displays on Mac OS X

Command + F1

 + 

Toggle between video mirroring and extended desktop mode (works on Ti Powerbooks)

Dim display

F14



Cubes & G4 iMacs

Launches the Sound Pane of System Preferences

Option + Mute

 + 

Navigate the System Preferences

Letter(s) + Space Bar

Letter(s) + 

Open System Preferences. Type the first letters of the pane you want to open. Press the space bar. The system opens the first pane with that selection of letters.

Open Sound preference pane	Option + Volume  + volume key
Quits a running 'stay-open' script	Command + Shift + q  +  + 
Rearrange menu extras [OS X]	Command + drag  + drag
Rebuild chooser cache of printer driver information [OS 9]	Command + Option (when opening chooser)  + 
Search the Internet [OS 9]	Command + h  + 
Send message	Option + double click on connected user in file sharing monitor  + double click on connected user
Switch keyboards / script systems	Command + Space Bar  +  If more than one is installed
Toggle video mirroring on Mac OS X	Command + F2  + 
User Mode or Configurations - Uninstall (installers)	Command + k  +  In some control panels and installers
Open / Save Dialog Box	
Change current location to the desktop	Command + Shift + Up Arrow  +  + 
Close the Dialog Box	Command + .(period)  + 
Collapse the selected folder or volume	Command + Left Arrow  +  If you are at the top level of a partition, switches to the next partition.

Create a new folder

Option + n



Save only

Display the next location
in chronological sequence

Option + Right Arrow



Similar to the "Forward" command in a Web browser.

Display the previous location
in chronological sequence

Option + Left Arrow



Similar to the "Back" command in a Web browser.

Drag contents of column up and down.

Command + Option



Clicking selects items under the cursor; you can select multiple discontinuous items.

Expand the selected folder or volume

Command + Right Arrow



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



In OS X, moves to the next/previous folder.

Move to the bottom of the list

End



Move to the next keyboard focus item

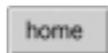
Tab



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



Move up one level in the file hierarchy

Command + Up Arrow

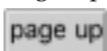


Open the file

Return



Open only

Open the selected folder or volume	Command + Down Arrow 
Open the selected folder or volume	Command + o 
Replace in “Do you want to replace this file” dialog [OS X]	Command + r 
Save	Option + s  Save only
Scroll the list down one screen	Page Down 
Scroll the list up one screen	Page Up 
Select all files that can be opened	Command + a  Open only
Select an item whose name begins with the letters typed	Letter keys Letter keys 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 
Switch to the desktop	Command + d 
Removable Media	
Add session numbers (;1, ;2, etc) to ISO 9660 CD filenames [OS 9]	Option  on disk mount
Bypass opening the media on the desktop	Option + insert the media  + 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 
Eject a floppy	Command + Shift + 1  For machines with two floppies, also use Command + Shift + 2
Eject and leave behind	Command + Option + e (selected disk) 
Eject CD/DVD	F12  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 
Erase a floppy upon insertion	Command + Option + Tab 
Show each session on an ISO 9660 CD as a volume [OS X]	Option  on disk mount
Quit all applications and restart/shutdown	Command + [Option] + Control + Eject  Use Option to shut down fast

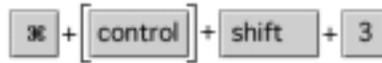
Screen Pictures

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  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  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



Shut Down / Sleep / Restart

Bring up dialog for shutdown, sleep or restart

Control + Eject OR Power Key



Fast shutdown

Command + Control + Option + Power Key



Force sleep

Command + Option + Power key



Put late model PowerBooks
& Desktops to sleep

Command + Option + Eject



Put your computer to sleep [OS 9]

Command + Shift + 0 (zero)



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.

Sleep/Restart Dialog

Cancel

Command + . (period)



Cancel

Escape OR Power Key



Restart

r



Shut Down

Return OR Enter



Sleep

s



Start Up

Boot from a specific SCSI ID #

Command + Option + Shift + Delete + #

 +  +  +  + number

Boot from CD

c



Boot from network server

n



Hold down until Mac logo, will attempt to boot from network server (using BOOTP or TFTP).

Boot from ROM [OS 9]

Command + Option + x + o

 +  +  + 

Boot into Classic

Command + Option

 + 

Hold down until 2nd chime, will boot into Mac OS 9.

Boot into Open Firmware

Command + Option + o + f

 +  +  + 

Open Firmware is a cross-platform firmware standard for controlling hardware and is used by all PCI-based Mac OS computers. Open Firmware is used mainly by Apple hardware developers and rarely is there a need to start up into Open Firmware.

Boot into OS X (if Classic is on the same disk)

x



Boot into single user mode [OS X]

Command + s

 + 

For network administrators. Provides access to the command line.

Bring up debugger

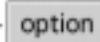
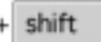
Command + Eject OR Command + Power Key

 +  OR  + 

Bring up debugger, if debugger installed.

Bypass the startup disk and boot from another volume, external drive, or CD.

Command + Option + Shift + Delete

 +  +  + 

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 [Classic only]

Shift



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

 after Extensions have loaded

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



Disables login items [OS X 10.1.3 and later]

Shift



Also disables non-essential kernel extensions (safe boot mode.) Holding Shift down after the list of services begins to appear disables auto login. Holding Shift after you've logged on disables login items. If you are logging in, hold down the shift key after you log in.

Eject removable media

Mouse down

Mouse down

May not eject CDs on early machines.

Force an AV monitor to be recognized

Command + Option + a + v



Force PowerBooks to reset the screen

r



Force Quadra AV machines to use TV as a monitor

Command + Option + t + v



Force the internal hard disk to be the startup device

d



Get a graphical easter egg

Command + Option + c + i



Mac IIfx only; set date to 20 Sep 1989 to get a graphical easter egg

Get a graphical easter egg

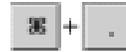
Command + Option + f + x



Mac IIx only; set date to 19 Mar 1990 to get a graphical easter egg

Open the CD tray when choosing a system.

Command + . (period)



When system picker is active, open the CD tray. See "Select boot drive"

Put FireWire machine into FireWire Target Disk mode

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



If you hold down the Option key at startup, you get the system picker screen that allows you select the System Folder 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 [OS X]

Command + v



Show Unix console messages during start up

v



Zap PRAM

Command + Option + p + r



Clear PRAM (Parameter Random Access Memory). Hold down until second chime. May help cure a sick computer.

Start Up after display of Happy Mac icon

Break into MacsBug as soon as it is loaded

Control



Disable extensions, except MacsBug

Option + Shift



Disable extensions, including MacsBug

Shift



Start extension manager at start up

Space Bar



For more advanced users who want to juggle their extensions when pressed for memory or who are looking for extension conflicts.

Start Up as Finder starts

Do not launch any Startup Items [OS 9]

Shift



Do not open Finder windows

Option



This shortcut also puts away tabbed folders

Do not open Finder windows [OS X]

Shift



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

Rebuild Desktop

Command + 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.

Highlight Dock

Control + F3



Highlight Menu

Control + F2



Highlight Toolbar

Control + F5



Highlight Utility window (palette)

Control + F6



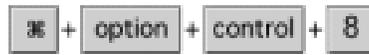
Highlight Window (active)
or next window behind it

Control + F4



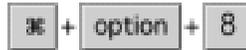
Switch to white-on-black or black-on-white

Command + Option + Control + 8



Toggle zoom on or off

Command + Option + 8



Turn Full Keyboard Access on or off

Control + F1



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
Press Shift 5 times

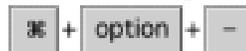
Zoom in

Command + Option + +



Zoom out

Command + Option + -



Hold Mouse Button

0



Move Diagonally

1, 3, 7, and 9



Move Down

2



Move Left

4



Move Left

6



Move Up

8



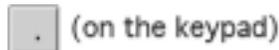
Press Mouse Button

5



Release Mouse Button (use after pressing 0)

. (period on keypad)



Window menu

Close window

Command



Expand selection and close other windows

Command + Option



Expand selection and minimize other windows

Control



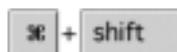
Make selection active and expand all open windows

Option + Control



Put away a pop-up window

Command + 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



Make desktop the active window, select parent volume.

Align an icon to the nearest grid point

Command + drag icon



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.

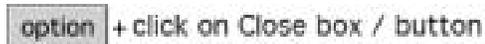
Change an open pop-up window to a normal Finder window

Command + Shift + w



Close all open windows

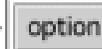
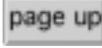
Option + click on Close box or button (red)



Does not close popups.

Close all windows and remove pop-up tabs	Command + Option + Shift + w  +  +  + 
Close Finder Window	Command + [Option] + w  +  +  Using the Option key causes all finder windows to close.
Close window in which folder resides	Option + double click on folder  + double click on folder
Closes the active Finder window	Command + [Shift] + w  +  +  Shift: close all Finder windows.
Collapse the window(s) of an application	[Option] + double click on Title Bar  + double click on Title Bar Use option to close all windows of the application. Works with true Cocoa-built application (and some Carbon apps).
Collapse/ minimize all disk and folder windows	Option + click on Collapse/ Minimize button (yellow)  + click on Collapse Box 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  +  +  Using the Option key causes all folders to be fully collapsed.
Copy to new location	Option + drag item to another directory or desktop  + drag item to another directory or desktop
Cycle forward/backward through an application's open document windows.	Command + [Shift] + ~ (Tilde)  +  + 
Cycle through application toolbar options	Command + click on Toolbar button  + click on Toolbar button This functions on OS X 10.2 applications, such as Mail or Preview, that have a toolbar.
Display a pop up list of parent folder hierarchy	Command + [Option] + click on window's title  +  + click on window's title Works in Finder and most applications. Select an entry to jump to that level in the hierarchy.

Dock all windows of an application	Option + Minimize button [yellow]  + Minimize (yellow) Button
Dock all windows of application	Option + Minimize (yellow) Button  + click on Zoom Box
Enlarge all windows in the active application.	Option + click on Zoom button (green)  + click on Zoom Box
Expand/collapse all folders	Option + click on disclosure triangle  + click on disclosure triangle In list view
Expands hierarchal view of selected folders in list view	Command + [Option] + Right Arrow  +  +  Using the Option key causes all folders to be fully expanded.
Full screen view	Option + Shift + click Zoom button (green)  +  + click Zoom Box
Hide the windows of the previous program	Option + click on the window/Dock icon  + click on the window/Dock icon
Hide the windows of the previous program	Option + switch programs  + switch programs Switch by clicking on a window or Dock icon
Minimize a window in the dock	Command + m  + 
Minimize All Windows	Command + Option + m  +  + 
Move Inactive Window	Command + drag the window  + drag the window Requires application support. 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  List view

Move to the top of the list	Home  List view
Open	Command + o  + 
Open selected item	Command + [Option] + Down Arrow  +  +  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  + double click
Open the parent folder	Command + [Option] + Up Arrow  +  +  The Option key also closes the current window. On Mac OS X, when nothing is selected and no windows are open, open User directory.
Pan the contents of a Finder window	Command + drag in an empty area of the window  + drag in an empty area of the window
Resize all column-view columns [OS X 10.3]	Option 
Scroll left/right	Shift  Use with scroll-wheel mouse.
Scroll the list down one screen	Page Down  List view
Scroll the list up one screen	Control + Up Arrow  + 
Scroll the list up one screen	Page Up  List view

Select an icon whose name begins with the letters typed

Letter keys

Letter keys

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 (green)

 + Zoom Button

Toggle scroll bar action

Option



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

 + 

This is the same as clicking on the Toolbar button (the button on the upper right of a folder window.)

View as Columns

Command + 3

 + 

View as Icons

Command + 1

 + 

View as List

Command + 2

 + 

View Window options

Command + j

 + 

Window shade all open Finder windows

Option + window shade

 + window shade
