

Mac OS X Keystrokes factsheet (side a)

SYSTEM STARTUP

- **Command-s** » Start up in Single-User mode
- **Command-v** » Start up in Verbose mode
- **Shift** » Start up in Safe Boot mode and temporarily disable login items
- **c** » Start up from a bootable CD
- **n** » (Attempt to) Start up from a compatible network server (NetBoot)
- **t** » Start up in FireWire Target Disk mode
- **x** » Force Mac OS X startup
- **Command-Option-Shift-Delete** » Bypass the primary startup volume and seek a different startup volume (f.i. an external disk or CD)
- **Command-Option-p-r** » Startup to zap the PRAM

SYSTEM SHUTDOWN

- **Control-Eject** » Restart, Sleep, Shutdown dialog box
- **Command-Option-Eject** or **Command-Option-Power** or **Control-Option-Power** » Sleep
- **Control-Command-Eject** » Quit all applications and restart

REMARKS

- **'Command'** also known as **'Apple key'** (⌘; the Apple key symbol disappeared from keyboards released on august 7th 2007 and later)
- **'Option'** also known as **'Alt'** Function also known as **Fn**



MENU

- **Command-Shift-q** » Apple Menu Log out
- **Command-Shift-Option-q** » Apple Menu Log out immediately
- **Command-Shift-Delete** » Finder Menu Empty Trash
- **Command-Shift-Option-Delete** » Finder Menu Empty Trash without dialog
- **Command-h** » Finder Menu Hide Finder
- **Command-Option-h** » Finder Menu Hide Others
- **Command-n** » File Menu New Finder window
- **Command-Shift-n** » File Menu New Folder
- **Command-o** » File Menu Open
- **Command-s** » File Menu Save
- **Command-Shift-s** » File Menu Save as
- **Command-p** » File Menu Print
- **Command-w** » File Menu Close Window
- **Command-Option-w** » File Menu Close all Windows
- **Command-i** » File Menu Get Info
- **Command-Option-i** » File Menu Show Attributes Inspector
- **Command-d** » File Menu Duplicate
- **Command-l** » File Menu Make Alias
- **Command-r** » File Menu Show original
- **Command-t** » File Menu Add to Favorites
- **Command-Delete** » File Menu Move to Trash
- **Command-e** » File Menu Eject
- **Command-f** » File Menu Find
- **Command-z** » Edit Menu Undo
- **Command-x** » Edit Menu Cut
- **Command-c** » Edit Menu Copy
- **Command-v** » Edit Menu Paste
- **Command-a** » Edit Menu Select All
- **Command-1** » View Menu View as Icons
- **Command-2** » View Menu View as List
- **Command-3** » View Menu View as Columns
- **Command-b** » View Menu Hide Toolbar
- **Command-j** » View Menu Show View Options
- **Command-]** » Go Menu Back
- **Command-]** » Go Menu Forward
- **Command-Shift-c** » Go Menu Computer
- **Command-Shift-h** » Go Menu Home
- **Command-Shift-i** » Go Menu iDisk
- **Command-Shift-a** » Go Menu Applications
- **Command-Shift-f** » Go Menu Favorites
- **Command-Shift-g** » Go Menu Goto Folder
- **Command-k** » Go Menu Connect to Server
- **Command-m** » Window Menu Minimize Window
- **Command-?** » Help Menu Open Mac Help
- **Command-Space** » Open Spotlight (Mac OS X 10.4 or later)
- **Command-Option-Space** » Open Spotlight Guide (Mac OS X 10.4 or later)

GENERAL

Edit

- **Command-x** » Cut
- **Command-c** » Copy
- **Command-v** » Paste

Arrange

- **Option+Shift+Command+b** » Send Backwards
- **Option+Shift+Command+f** » Bring to front

Single button mouse or use of touch-pad

- **Control-Mouse click** » Right Click

Hide/show cursor

- **Control-Option-d** » hide cursor; **Move the mouse** » show the cursor again

KEY	SYMBOL	KEY	SYMBOL
Apple (Command)	⌘	Delete	⌫
Option	⌥	Forward Delete	⌫
Enter	↵	Page Up	⌞
Control	⌃	Page Down	⌟
Shift	⇧	Top (Home)	⇧⌞
Return	↵	End	⇧⌟
Left Arrow	←	Escape (Esc)	⌫
Right Arrow	→		
Delete	⌫		

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UNIVERSAL ACCESS

Zoom

- **Command-Option-8** » Enable/disable Zoom
- **Command-Option-+** (plus) » Zoom in
- **Command-Option--** (minus) » Zoom out
- **Control-Option-Command-8** » Switch to White on Black

Mac OS X 10.4.8 (or later)

- **Control-Mouse scroll wheel forward** » Zoom in
- **Control-Mouse scroll wheel backward** » Zoom out

When Full Keyboard Access is turned on, use the key combinations listed in the table below from the Finder:

- **Control-F2** » Full Keyboard Access Highlight Menu
- **Control-F3** » Full Keyboard Access Highlight Dock
- **Control-F4** » Full Keyboard Access Highlight active window or window just behind it
- **Control-F5** » Full Keyboard Access Highlight Toolbar
- **Control-F6** » Full Keyboard Access Highlight Utility window (palette)

MAC OS X MOUSE-EMULATION KEYSTROKES

When Mouse Keys is activated, the numeric keypad acts as if using a mouse. If numeric keypad is not available use the Function (Fn) key. N.B. Turn on Mouse Keys **via the Universal Access** preference pane.

- 8 » Move Up
- 2 » Move Down
- 4 » Move Left
- 6 » Move Right
- 1, 3, 7, 7 » Move Diagonally
- 5 » Press Mouse Button

0 » Hold Mouse Button and . (period key on keypad) » Release Mouse Button (only when Hold Mouse was activated)

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Mac OS X Keystrokes factsheet (side b)

TEXT EDITING

- **Command-Left** » Go to beginning of line
- **Command-Right** » Go to end of line
- **Command-Up** » Go to beginning of document
- **Command-Down** » Go to end of document
- **Command-Shift-Right** » Select from cursor until end of line
- **Control-Shift-Down** » Select from cursor until end of document

For all Cocoa programs use the Unix-based navigation keystrokes

- **Control-a** » Move your insertion point to the beginning of the paragraph
- **Control-e** » Deposit your insertion point at the end of the paragraph
- **Control-d** » Forward delete
- **Control-k** » Delete all text from the insertion point to the right end of the line
- **Control-o** » Insert a paragraph break, but leaves the insertion point where it was, above the break
- **Control-t** » Move the insertion point one letter to the right and along with it drags whichever letter was to its left
- **Control-Delete** » Delete the entire word to the left of the insertion point

FINDER

- **Command-w** » Close Window
- **Command-Option-w** » Close all Windows
- **Command-Right Arrow** » Expand folder (list view)
- **Command-Option-Right Arrow** » Expand folder and nested subfolders (list view)
- **Command-Left Arrow** » Collapse Folder (list view)
- **Command-Option-Up Arrow** » Open parent folder and close current window
- **Command-Up Arrow** » Move up one directory
- **Control-Drag** » Copy to new location
- **Command-Drag** or **Option-Drag** » Move to new location without copying
- **Command-Option-Drag** » Make an alias in any folder
- **Command-L** » Create an alias in the current folder
- **Command-Shift-A** » Jump to Applications folder
- **Command-Shift-U** » Jump to Utilities folder
- **Command-Shift-H** » Jump to Home folder
- **Command-O** » Opens highlighted application
- **Command-Option-O** » Closes the Finder window and opens the highlighted application
- **Command-Shift-B** » send file from Finder directly to Blue Tooth device (**NEW!**)
- **Command-Option-I** » opens Show Attributes Inspector and shows info about current file. When another file is selected the info is served in the Inspector window. (**NEW!**)
- **Option + click desktop** » Top application becomes hidden (**NEW!**)
- **Option** » Quicklook icon in the toolbar changes from eye to arrow. Thus: **Option + click the quicklook icon** serves fullscreen quicklook on a black desktop. (**NEW!**)

VARIOUS #1

Desktop (for non aluminum keyboard)

- **F10** » Exposé of all active windows for the current application
- **F11** » Reveals the Desktop by moving all windows aside temporarily
- **F12** » Opens Dashboard (Mac OS X 10.4 or later)

Desktop (aluminum keyboard)

- **F3** » Exposé of all active windows for the current application
- **Control-F3** » show all windows from the current application
- **Command-F3** » Reveals the Desktop by moving all windows aside temporarily
- **F4** » Opens Dashboard (Mac OS X 10.4 or later)

Dock

- **Command-Option-d** » Show Dock (when Dock Hiding is on)
- **Command-Tab** » Switch applications

Dialog box

- **Command-Option-esc** » Force Quit dialog box

SCREEN CAPTURE

- **Command-Shift-3** » Make a screendump of the whole screen, save to disk
- **Command-Shift-4** » Make a screendump of (crosshair) selection, save to disk
- **Command-Shift-3** while selecting press **Control** » Make a screendump, place in Clipboard
- **Command-Shift-4** while selecting press **Control** » Make a screendump of (crosshair) selection, place in Clipboard
- **Command-Shift-4 together with Spacebar** » Select window, then Make a screendump of the selected window
- **Command-Shift-4 together with Spacebar while selecting press Control** » Select window, then Make a screendump of the selected window, place in Clipboard

Mac OS X Leopard Exclusive

Begin taking a screenshot by pressing Shift-Command-4, then start dragging. Then press and hold the following keys while still dragging to modify the selection before letting go and taking the shot:

- **Space Bar** » moves the selection while maintaining the current size
- **Shift** » locks the x or y axis, depending on which direction you move the mouse after holding the Shift key down (for example, hold Shift and move up or down to keep your selection the same width, or press and hold Shift and move left or right to keep your selection the same height.)
- **Option** » changes your selection mode to resize from the center out as opposed to from one corner to another.

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SPOTLIGHT

Spotlight search results can -instead of directly be opened in the appropriate application- revealed in the finder window without the need of showing all results in the Spotlight window first.

Here is how to do it:

- **Hold down the Command key** and click on an entry in the drop-down list of Spotlight's matches.
Result: A new Finder window opens

VARIOUS #2

Window toolbar

- **Command-click window toolbar button** (in the upper right corner, for instance Mail or Finder) » Cycle through available views for the window's toolbar (dependant on the nature of the Finder or application window)gets the definition of the word under the cursor

Switch applications

- **Command-~** or **Command-^** » Cycle through windows in application or Finder (if more than one window is open)

Page navigation

- **Page Up** or **Control-Up Arrow** » Move up one page
- **Page Down** or **Control-Down Arrow** » Move down one page

Trash

- **Command-Backspace** » Move selected item(s) to Thrash
- **Command-Shift-Backspace** » Remove items in Thrash permanently

Extras

- **Command-Control-d** » gets the definition of the word under the cursor