

## Mac Keyboard Shortcuts (May work differently in newer OS X's)

### To Do This ..... Press

Create a new folder.....	⌘-⇧-N
New Finder window or Email message.....	⌘-N
Switch Application.....	⌘-Tab
Find.....	⌘-F
Select All.....	⌘-A
Bold.....	⌘-B
Italic.....	⌘-I
Copy.....	⌘-C
Cut.....	⌘-X
Paste.....	⌘-V
Print.....	⌘-P
Duplicate.....	⌘-D
Undo.....	⌘-Z
Quit.....	⌘-Q
Refresh.....	⌘-R (Web)
Save.....	⌘-S
Save As.....	⇧-⌘-S
Close window.....	⌘-W
Close all windows.....	⌘-⇧-W
Show or Hide Dock.....	⌘-⇧-D
Hide Applications.....	⌘-H
Empty Trash (without warning).....	⇧-⌘-⌘-⌫
Empty Trash (with warning).....	⇧-⌘-⌘
Move an item to the Trash.....	⌘-⌘
Force Quit.....	⌘-⇧-⌘
Eject Disk.....	⌘-E
Sleep.....	⌘-⇧-⏏
Quit all programs and restart.....	⌘-⇧-⏏
Screen capture selection.....	⌘-⇧-4
Screen capture a window.....	⌘-⇧-4, spacebar, click
Take a picture of the whole screen.....	⌘-⇧-3
Copy an item being dragged.....	⌘-Drag
Move item to new location (not copying).....	⌘-Drag
Select multiple files not next to each other.....	⌘-Click
Select multiple files next to each other.....	⇧-Click
Move back thru windows or web pages.....	⌘-[
Move forward thru windows or web pages.....	⌘-]
Exit full screen mode.....	⌘

#### LEGEND

Command ... ⌘

Delete..... ⌫

Option..... ⌥

Shift..... ⇧

Escape..... ⌫

Eject..... ⏏