


Cut, copy, paste, and other common shortcuts

Keys	Description
⌘ Z	Undo the previous command. You can then press ⌘ ⇧ Z to Redo, reversing the undo ⌘. In some apps, you can undo and redo multiple commands.
⌘ F	Find items in a document or open a Find window.
⌘ G	Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press ⌘ ⇧ G.
⌘ H	Hide the windows of the front app. To view the front app but hide all other apps, press ⌘ ⌵ H.
⌘ M	Minimize the front window to the Dock. To minimize all windows of the front app, press ⌘ ⌵ M.
⌘ N	New: Open an new document or window.
⌘ O	Open the selected item, or open a dialog to select a file to open.
⌘ W	Close the front window. To close all windows of the app, press ⌘ ⌵ W.
⌘ Q	Quit the app.
⌵ ⌘ ⌵	Force Quit: Choose an app to force quit . Or press ⌘ ⇧ ⌵ ⌵ and hold for 3 seconds to force just the front app to quit.
⌘ _	Spotlight: Show or hide the Spotlight search field. To perform a Spotlight search from a Finder window, press ⌘ ⌵ _. If you use multiple input sources to type in different languages, these shortcuts change input sources instead of showing Spotlight .
_	Quick Look: Use Quick Look to preview the selected item.
⌘ Tab	Switch apps: Switch to the next most recently used app among your open apps.
⇧ ⌘ ~	Switch windows: Switch to the next most recently used window of the front app.
⇧ ⌘ 3	Screenshot: Take a screenshot of the entire screen. Learn more screenshot shortcuts .
⌘ ,	Preferences: Open preferences for the front app.

Sleep, log out, and shut down shortcuts

Keys	Description
	Press to turn on your Mac or wake your Mac from sleep. Press and hold for 1.5 seconds while your Mac is awake to display a dialog asking if you want to sleep, restart, or shut down. If you don't want to wait 1.5 seconds, press ^ ⏻ or ^ ⏻.# Press and hold for 5 seconds to force your Mac to turn off.
^ ⌘ ⏻	Force your Mac to restart. Doesn't apply to keyboards that have a Touch Bar (#)

^ ⏏ ⏻ or ^ ⏏ 🔌	Put your displays to sleep. Doesn't apply to keyboards that have a Touch Bar (#)
^ ⌘ 🔌	Quit all apps, then restart your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.#
^ ⌘ ⌘ ⏻ or ^ ⌘ ⌘ 🔌	Quit all apps, then shut down your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.#
⏏ ⌘ Q	Log out of your macOS user account. You'll be asked to confirm.
⌘ ⏏ ⌘ Q	Log out of your macOS user account immediately, without being asked to confirm.

Document shortcuts

Keys	Description
⌘ T	Show or hide the Fonts window.
⌘ D	Select the Desktop folder from within an Open dialog or Save dialog.
^ ⌘ D	Show or hide the definition of the selected word.
⏏ ⌘ :	Display the Spelling and Grammar window.
⌘ ;	Find misspelled words in the document.
⌘ ⌘	⌘ the word to the left of the insertion point.
^ H	⌘ the character to the left of the insertion point. Or use ⌘.
^ D	⌘ the character to the right of the insertion point. Or use Fn ⌘.
Fn ⌘	Forward ⌘ on keyboards that don't have a Forward ⌘ key. Or use ^ D.
^ K	⌘ the text between the insertion point and the end of the line or paragraph.
⌘ ⌘	Select ⌘ or Don't Save in a dialog that contains a ⌘ or Don't Save button.
Fn ↑	Page Up: Scroll up one page.
Fn ↓	Page Down: Scroll down one page.
Fn ←	Home: Scroll to the beginning of a document.
Fn →	End: Scroll to the end of a document.
⌘ ↑	Move the insertion point to the beginning of the document.
⌘ ↓	Move the insertion point to the end of the document.
⌘ ←	Move the insertion point to the beginning of the current line.









































⌘ →	Move the insertion point to the end of the current line.
⌘ ←	Move the insertion point to the beginning of the previous word.
⌘ →	Move the insertion point to the end of the next word.
⌘ ⌘ ↑	Select the text between the insertion point and the beginning of the document.
⌘ ⌘ ↓	Select the text between the insertion point and the end of the document.
⌘ ⌘ ←	Select the text between the insertion point and the beginning of the current line.
⌘ ⌘ →	Select the text between the insertion point and the end of the current line.
⌘ ↑	Extend text selection to the nearest character at the same horizontal location on the line above.
⌘ ↓	Extend text selection to the nearest character at the same horizontal location on the line below.
⌘ ←	Extend text selection one character to the left.
⌘ →	Extend text selection one character to the right.
⌘ ⌘ ↑	Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.
⌘ ⌘ ↓	Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.
⌘ ⌘ ←	Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.
⌘ ⌘ →	Extend text selection to the end of the current word, then to the end of the following word if pressed again.
⌘ A	Move to the beginning of the line or paragraph.
⌘ E	Move to the end of a line or paragraph.
⌘ F	Move one character forward.
⌘ B	Move one character backward.
⌘ L	Center the cursor or selection in the visible area.
⌘ P	Move up one line.
⌘ N	Move down one line.
⌘ O	Insert a new line after the insertion point.
⌘ T	Swap the character behind the insertion point with the character in front of the insertion point.

⌘ {	Left align.
⌘ }	Right align.
⇧ ⌘	Center align.
⌘ ⌘ F	Go to the search field.
⌘ ⌘ T	Show or hide a toolbar in the app.
⌘ ⌘ C	Copy Style: Copy the formatting settings of the selected item to the Clipboard.
⌘ ⌘ V	Paste Style: Apply the copied style to the selected item.
⌘ ⇧ ⌘ V	Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.
⌘ ⌘ I	Show or hide the inspector window.
⇧ ⌘ P	Page setup: Display a window for selecting document settings.
⇧ ⌘ S	Display the Save As dialog, or duplicate the current document.
⇧ ⌘ -	Decrease the size of the selected item.
⇧ ⌘ +	Increase the size of the selected item. ⌘ = performs the same function.
⇧ ⌘	Open the Help menu.

Finder shortcuts

Keys	Description
⌘ D	Duplicate the selected files.
⌘ E	Eject the selected disk or volume.
⌘ F	Start a Spotlight search in the Finder window.
⌘ I	Show the Get Info window for a selected file.
⇧ ⌘ C	Open the Computer window.
⇧ ⌘ D	Open the desktop folder.
⇧ ⌘ F	Open the All My Files window.
⇧ ⌘ G	Open a Go to Folder window.
⇧ ⌘ H	Open the Home folder of the current macOS user account.
⇧ ⌘ I	Open iCloud Drive .
⇧ ⌘ K	Open the Network window.
⌘ ⌘ L	Open the Downloads folder.

⇧ ⌘ O	Open the Documents folder.
⇧ ⌘ R	Open the AirDrop window.
⇧ ⇧ ⌘ T	Add selected Finder item to the Dock (OS X Mavericks or later)
⇧ ⌘ U	Open the Utilities folder.
⌘ ⌘ D	Show or hide the Dock . This often works even when you're not in the Finder.
⇧ ⌘ T	Add the selected item to the sidebar (OS X Mavericks or later).
⌘ ⌘ P	Hide or show the path bar in Finder windows.
⌘ ⌘ S	Hide or show the Sidebar in Finder windows.
⌘ /	Hide or show the status bar in Finder windows.
⌘ J	Show View Options.
⌘ K	Open the Connect to Server window.
⌘ L	Make an alias of the selected item.
⌘ N	Open a new Finder window.
⇧ ⌘ N	Create a new folder.
⌘ ⌘ N	Create a new Smart Folder.
⌘ R	Show the original file for the selected alias.
⌘ T	Show or hide the tab bar when a single tab is open in the current Finder window.
⇧ ⌘ T	Show or hide a Finder tab.
⌘ ⌘ T	Show or hide the toolbar when a single tab is open in the current Finder window.
⌘ ⌘ V	Move: Move the files in the Clipboard from their original location to the current location.
⌘ ⌘ Y	View a Quick Look slideshow of the selected files.
⌘ Y	Use Quick Look to preview the selected files.
⌘ 1	View the items in the Finder window as icons.
⌘ 2	View the items in a Finder window as a list.
⌘ 3	View the items in a Finder window in columns.
⌘ 4	View the items in a Finder window with Cover Flow.
⌘ [Go to the previous folder.
⌘]	Go to the next folder.

 ↑	Open the folder that contains the current folder.
 ^ ↑	Open the folder that contains the current folder in a new window.
 ↓	Open the selected item.
 	Show the desktop. This works even when you're not in the Finder.
 	Turn Target Display Mode on or off.
 	Turn display mirroring on or off when your Mac is connected to more than one display.
→	Open the selected folder. This works only when in list view.
←	Close the selected folder. This works only when in list view.
 	Open a folder in a separate window and close the current window.
 	Open a folder in a separate tab or window.
 	Move the selected item to the Trash.
  	Empty the Trash.
   	Empty the Trash without confirmation dialog.
 Y	Use Quick Look to preview the files.
 	Open Displays preferences. This works with either Brightness key.
 	Open Mission Control preferences.
 	Open Sound preferences. This works with any of the volume keys.
 	Move the dragged item to another volume or location. The pointer changes while you drag the item.
 	Copy the dragged item. The pointer changes while you drag the item.
  	Make an alias of the dragged item. The pointer changes while you drag the item.
 	Open all folders within the selected folder. This works only when in list view.
 	See the folders that contain the current folder.