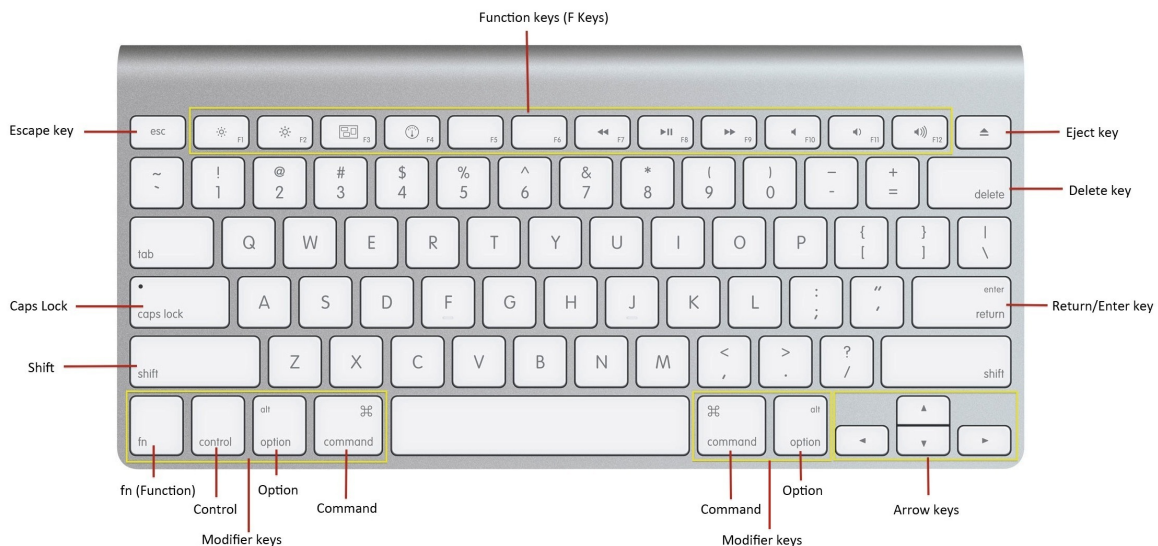


OS X Keyboard Shortcuts

Startup shortcuts

Press the key or key combination until the expected function occurs/appears (for example, hold Option during startup until Startup Manager appears, or Shift until "Safe Boot" appears). **Tip:** If a startup function doesn't work and you use a third-party keyboard, try again with an Apple keyboard.

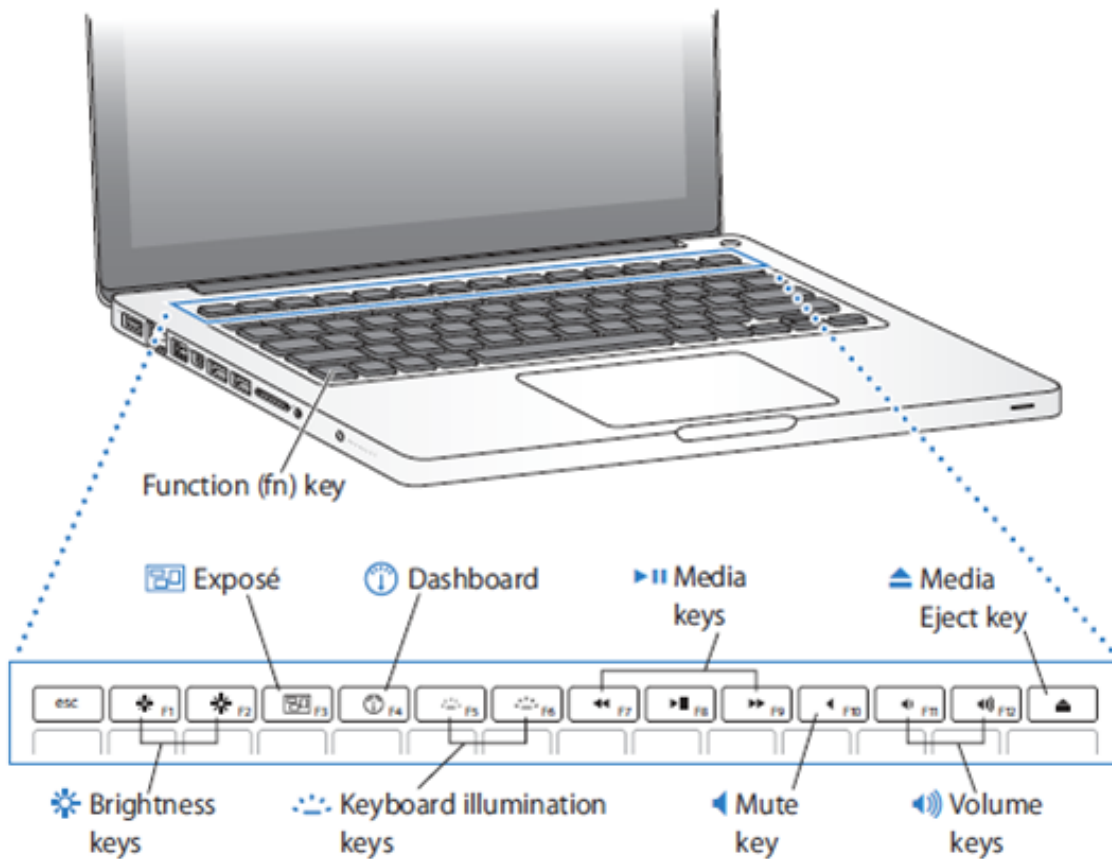
Key or key combination	What it does
Option	Display all bootable volumes (Startup Manager)
Shift	Perform a Safe Boot (start up in Safe Mode)
Left Shift	Prevent automatic login
C	Start from bootable media (DVD, CD, USB thumb drive, and so forth)
T	Start in FireWire target disk mode
N	Start from NetBoot server
X	Force Mac OS X startup (if non-Mac OS X startup volumes are present)
D	Use Apple Hardware Test
Command-R	Use Recovery (OS X Lion or later)
Command-V	Start in Verbose Mode
Command-S	Start in Single User Mode
Command-Option-P-R	Reset NVRAM / parameter RAM
Hold down the Media Eject (⏏) key or F12 key, or mouse or trackpad button	Eject removable discs



OS X Keyboard Shortcuts

Sleep and shut down shortcuts

Key or key combination	What it does
Power button	Turn off your Mac or put it to sleep
Hold down the power button	Force your Mac to shut down
Command-Control-power button	Force your Mac to restart
Control-Media Eject (⏏)	Show restart/sleep/shutdown dialog
Command-Option-Media Eject (⏏)	Put the computer to sleep
Command-Control-Media Eject (⏏)	Quit all applications (after giving you a chance to save changes to open documents), then restart the computer
Command-Option-Control-Media Eject (⏏)	Quit all applications (after giving you a chance to save changes to open documents), then shut down the computer
Shift-Control-Media Eject (⏏)	Put all displays to sleep



OS X Keyboard Shortcuts

Finder keyboard shortcuts

Key combination	What it does
Command-A	Select all items in the front Finder window (or desktop if no window is open)
Command-Option-A	Deselect all items
Command-Shift-A	Open the Applications folder
Command-C	Copy selected item/text to the Clipboard
Command-Shift-C	Open the Computer window
Command-D	Duplicate selected item
Command-Shift-D	Open desktop folder
Command-E	Eject
Command-F	Find any matching Spotlight attribute
Command-Shift-F	Find Spotlight file name matches
Command-Option-F	Navigate to the search field in an already-open Spotlight window
Command-Shift-G	Go to Folder
Command-Shift-H	Open the Home folder of the currently logged-in user account
Command-I	Get Info
Command-Option-I	Show Inspector
Command-Control-I	Get Summary Info
Command-Shift-I	Open iDisk



OS X Keyboard Shortcuts

Command-Z	Undo / Redo
Command-1	View as Icon
Command-2	View as List
Command-3	View as Columns
Command-4	View as Cover Flow (Mac OS X v10.5 or later)
Command-Comma (,)	Open Finder preferences
Command-Accent (`) (the Accent key above Tab key on a US English keyboard layout)	Cycle through open Finder windows
Command-Shift-Question Mark (?)	Open Mac Help
Command-Left Bracket ([)	Go to the previous folder
Command-Right Bracket (])	Go to the next folder
Command-Up Arrow	Open the folder that contains the current folder
Command-Control-Up Arrow	Open the folder that contains the current folder in a new window
Command-Down Arrow	Open highlighted item
Command-Shift-Up Arrow	Make the desktop active
Right Arrow (in List view)	Open the selected folder
Left Arrow (in List view)	Close the selected folder
Option-click the disclosure triangle (in List view)	Open all folders within the selected folder
Option-double-click	Open a folder in a separate window, closing the current window
Command-double-click	Open a folder in a separate window
Command-click the window title	See the folders that contain the current window

OS X Keyboard Shortcuts

Command-Tab	Switch application-cycle forward
Command-Shift-Tab	Switch application-cycle backward
Command-Delete	Move to Trash
Command-Shift-Delete	Empty Trash
Command-Shift-Option-Delete	Empty Trash without confirmation dialog
Space bar (or Command-Y)	Quick Look (Mac OS X v10.5 or later)
Command key while dragging	Move dragged item to other volume/location (pointer icon changes while key is held--see this article)
Option key while dragging	Copy dragged item (pointer icon changes while key is held--see this article)
Command-Option key combination while dragging	Make alias of dragged item (pointer icon changes while key is held--see this article)



OS X Keyboard Shortcuts

Application and other OS X shortcuts

Note: Some applications may not support all of the following application key combinations.

Key combination	What it does
Command-Space bar	Show or hide the Spotlight search field (if multiple languages are installed, may rotate through enabled script systems)
Control-A	Move to beginning of line/paragraph
Control-B	Move one character backward
Control-D	Delete the character in front of the cursor
Control-E	Move to end of line/paragraph
Control-F	Move one character forward
Control-H	Delete the character behind the cursor
Control-K	Delete from the character in front of the cursor to the end of the line/paragraph
Control-L	Center the cursor/selection in the visible area
Control-N	Move down one line
Control-O	Insert a new line after the cursor
Control-P	Move up one line
Control-T	Transpose the character behind the cursor and the character in front of the cursor
Control-V	Move down one page
Option-Delete	Delete the word that is left of the cursor, as well as any spaces or punctuation after the word
Command-Option-Space bar	Show the Spotlight search results window (if multiple languages are installed, may rotate through keyboard layouts and input methods within a script)
Command-Tab	Move forward to the next most recently used application in a list of open applications

OS X Keyboard Shortcuts

Command-Shift-Tab	Move backward through a list of open applications (sorted by recent use)
Shift-Tab	Navigate through controls in a reverse direction
Control-Tab	Move focus to the next grouping of controls in a dialog or the next table (when Tab moves to the next cell)
Shift-Control-Tab	Move focus to the previous grouping of controls
Command-esc	Open Front Row (if installed)
Option-Media Eject (⏏)	Eject from secondary optical media drive (if one is installed)
Fn-Delete	Forward Delete (on a portable Mac's built-in keyboard)
Control-F1	Toggle full keyboard access on or off
Control-F2	Move focus to the menu bar
Control-F3	Move focus to the Dock
Control-F4	Move focus to the active (or next) window
Shift-Control-F4	Move focus to the previously active window
Control-F5	Move focus to the toolbar.
Control-F6	Move focus to the first (or next) panel
Shift-Control-F6	Move focus to the previous panel
Control-F7	Temporarily override the current keyboard access mode in windows and dialogs
Control-F8	Move to the status menus in the menu bar
F9	Tile or untile all open windows
F10	Tile or untile all open windows in the currently active application
F11	Hide or show all open windows
F12	Hide or display Dashboard
Command-Accent (``)	Activate the next open window in the frontmost application
Command-Shift-Accent (``)	Activate the previous open window in the frontmost application
Command-Option-Accent (``)	Move focus to the window drawer
Command-Minus (-)	Decrease the size of the selected item

OS X Keyboard Shortcuts

Command-{	Left-align a selection
Command-}	Right-align a selection
Command-	Center-align a selection
Command-Colon (:)	Display the Spelling window
Command-Semicolon (;)	Find misspelled words in the document
Command-Comma (,)	Open the front application's preferences window (if it supports this keyboard shortcut)
Command-Option-Control-Comma (,)	Decrease screen contrast
Command-Option-Control-Period (.)	Increase screen contrast
Command-Question Mark (?)	Open the application's help in Help Viewer
Command-Option-/	Turn font smoothing on or off
Command-Shift-=	Increase the size of the selected item
Command-Shift-3	Capture the screen to a file
Command-Shift-Control-3	Capture the screen to the Clipboard
Command-Shift-4	Capture a selection to a file
Command-Shift-Control-4	Capture a selection to the Clipboard
Command-A	Highlight every item in a document or window, or all characters in a text field
Command-B	Boldface the selected text or toggle boldfaced text on and off
Command-C	Copy the selected data to the Clipboard
Command-Shift-C	Display the Colors window
Command-Option-C	Copy the style of the selected text
Command-Control-C	Copy the formatting settings of the selected item and store on the Clipboard
Command-Option-D	Show or hide the Dock
Command-Control-D	Display the definition of the selected word in the Dictionary application
	Selects the Desktop folder in Open and Save dialogs

OS X Keyboard Shortcuts

Command-D	Selects the Desktop folder in Open and Save dialogs <i>or</i> Selects "Don't Save" in dialogs that contain a Don't Save button, in Mac OS X v10.6.8 and earlier
Command-Delete	Selects "Don't Save" in dialogs that contain a Don't Save button, in OS X Lion and Mountain Lion
Command-E	Use the selection for a find
Command-F	Open a Find window
Command-Option-F	Move to the search field control
Command-G	Find the next occurrence of the selection
Command-Shift-G	Find the previous occurrence of the selection
Command-H	Hide the windows of the currently running application
Command-Option-H	Hide the windows of all other running applications
Command-I	Italicize the selected text or toggle italic text on or off
Command-Option-I	Display an inspector window
Command-J	Scroll to a selection
Command-M	Minimize the active window to the Dock
Command-Option-M	Minimize all windows of the active application to the Dock
Command-N	Create a new document in the frontmost application
Command-O	Display a dialog for choosing a document to open in the frontmost application
Command-P	Display the Print dialog
Command-Shift-P	Display a dialog for specifying printing parameters (Page Setup)
Command-Q	Quit the frontmost application
Command-S	Save the active document
Command-Shift-S	Display the Save As dialog
Command-T	Display the Fonts window
Command-Option-T	Show or hide a toolbar
Command-U	Underline the selected text or turn underlining on or off

OS X Keyboard Shortcuts

Command-V	Paste the Clipboard contents at the insertion point
Command-Option-V	Apply the style of one object to the selected object (Paste Style)
Command-Shift-Option-V	Apply the style of the surrounding text to the inserted object (Paste and Match Style)
Command-Control-V	Apply formatting settings to the selected object (Paste Ruler Command)
Command-W	Close the frontmost window
Command-Shift-W	Close a file and its associated windows
Command-Option-W	Close all windows in the application without quitting it
Command-X	Remove the selection and store in the Clipboard
Command-Z	Undo previous command (some applications allow for multiple Undos)
Command-Shift-Z	Redo previous command (some applications allow for multiple Redos)
Control-Right Arrow	Move focus to another value or cell within a view, such as a table
Control-Left Arrow	Move focus to another value or cell within a view, such as a table
Control-Down Arrow	Move focus to another value or cell within a view, such as a table
Control-Up Arrow	Move focus to another value or cell within a view, such as a table
Command-Right Arrow	Move the text insertion point to the end of the current line
Command-Left Arrow	Move the text insertion point to the beginning of the current line
Command-Down Arrow	Move the text insertion point to the end of the document
Command-Up Arrow	Move the text insertion point to the beginning of the document
Option-Right Arrow	Move the text insertion point to the end of the next word
Option-Left Arrow	Move the text insertion point to the beginning of the previous word
Command-Shift-Right Arrow	Select text between the insertion point and the end of the current line (*)
Command-Shift-Left Arrow	Select text between the insertion point and the beginning of the current line (*)
Shift-Right Arrow	Extend text selection one character to the right (*)
Shift-Left Arrow	Extend text selection one character to the left (*)
Command-Shift-Up Arrow	Select text between the insertion point and the beginning of the document (*)

OS X Keyboard Shortcuts

App of the Week Remote (Free)



This is really good app to wirelessly control of ur media content in iTunes on ur Mac and Pc .

Sales Pitch of the week

Make a two way conversation not a lecture:

Nervous sales people often want to make their sales pitch and just run away as soon as possible. They often get caught in talking for ages and then asking the killer question "Are you interested?"

- 1 Looking at it from the customer's point of view, the impression you give would be that you really don't care about what the customer needs and all you want is your sale.
- 2 Be patient and identify & ask the customer right questions about their needs & interests and their past experience with similar products creates a positive impact and puts them to comfort field to interact and close the sale.