

Here are some of the command keys in a typical MAC keyboard.

⌘ - Command

⇧ - Shift

⌥ - Option

⌘ - Control

⌕ - Caps Lock

Fn - Function Key

Cut, copy, paste, and other common shortcuts

Shortcut	Description
Command(⌘)-X	Cut : Remove the selected item and copy it to the Clipboard.
Command(⌘)-C	Copy the selected item to the Clipboard. This also works for files in the Finder.
Command(⌘)-V	Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.
Command(⌘)-Z	Undo the previous command. You can then press Command-Shift-Z to Redo , reversing the undo command. In some apps, you can undo and redo multiple commands.
Command(⌘)-A	Select All items.

Command(⌘)-F	Find: Open a Find window, or find items in a document.
Command(⌘)-G	Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Command-Shift-G.
Command(⌘)-H	Hide the windows of the front app. To view the front app but hide all other apps, press Command-Option-H.
Command(⌘)-M	Minimize the front window to the Dock. To minimize all windows of the front app, press Command-Option-M.
Command(⌘)-N	New: Open an new document or window.
Command(⌘)-O	Open the selected item, or open a dialog to select a file to open.
Command(⌘)-P	Print the current document.
Command(⌘)-S	Save the current document.
Command(⌘)-W	Close the front window. To close all windows of the app, press Command-Option-W.
Command(⌘)-Q	Quit the app.
Command(⌘)-Option-Esc	Force Quit: Choose an app to force quit . Or press Command-Shift-Option-Esc and hold for 3 seconds to force just the front app to quit.

Command(⌘)-Space bar	Spotlight: Show or hide the Spotlight search field. To perform a Spotlight search from a Finder window, press Command-Option-Space bar. If you use multiple input sources to type in different languages, these shortcuts change input sources instead of showing Spotlight .
Space bar	Quick Look: Use Quick Look to preview the selected item.
Command(⌘)-Tab	Switch apps: Switch to the next most recently used app among your open apps.
Command(⌘)-Shift-Tilde (~)	Switch windows: Switch to the next most recently used window of the front app.
Command(⌘)-Shift-3	Screenshot: Take a screenshot of the entire screen. Learn more screenshot shortcuts .
Command(⌘)-Command (,)ma (,)	Preferences: Open preferences for the front app.

Finder shortcuts

Shortcut	Description
Command-D	Duplicate the selected files.
Command-E	Eject the selected disk or volume.
Command-F	Start a Spotlight search in the Finder window.

Command-I	Show the Get Info window for a selected file.
Command-Shift-C	Open the Computer window.
Command-Shift-D	Open the desktop folder.
Command-Shift-F	Open the All My Files window.
Command-Shift-G	Open a Go to Folder window.
Command-Shift-H	Open the Home folder of the current OS X user account.
Command-Shift-I	Open iCloud Drive .
Command-Shift-K	Open the Network window.
Command-Option-L	Open the Downloads folder.
Command-Shift-O	Open the Documents folder.
Command-Shift-R	Open the AirDrop window.
Command-Shift-T	Add selected Finder item to the Dock (OS X Mountain Lion or earlier)
Command-Shift-Cont rol-T	Add selected Finder item to the Dock (OS X Mavericks or later)
Command-Shift-U	Open the Utilities folder.
Command-Option-D	Show or hide the Dock . This often works even when you're not in the Finder.

Command-Control-T	Add the selected item to the sidebar (OS X Mavericks or later).
Command-Option-P	Hide or show the path bar in Finder windows.
Command-Option-S	Hide or show the Sidebar in Finder windows.
Command-Slash (/)	Hide or show the status bar in Finder windows.
Command-J	Show View Options.
Command-K	Open the Connect to Server window.
Command-L	Make an alias of the selected item.
Command-N	Open a new Finder window.
Command-Shift-N	Create a new folder.
Command-Option-N	Create a new Smart Folder.
Command-R	Show the original file for the selected alias.
Command-T	Show or hide the tab bar when a single tab is open in the current Finder window.
Command-Shift-T	Show or hide a Finder tab.
Command-Option-T	Show or hide the toolbar when a single tab is open in the current Finder window.
Command-Option-V	Move: Move the files in the Clipboard from their original location to the current location.

Command-Option-Y	View a Quick Look slideshow of the selected files.
Command-Y	Use Quick Look to preview the selected files.
Command-1	View the items in the Finder window as icons.
Command-2	View the items in a Finder window as a list.
Command-3	View the items in a Finder window in columns.
Command-4	View the items in a Finder window with Cover Flow.
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 the selected item.
Command-Mission Control	Show the desktop. This works even when you're not in the Finder.
Command-Brightness Up	Turn Target Display Mode on or off.

Command-Brightness Down	Turn display mirroring on or off when your Mac is connected to more than one display.
Right Arrow	Open the selected folder. This works only when in list view.
Left Arrow	Close the selected folder. This works only when in list view.
Option-double-click	Open a folder in a separate window and close the current window.
Command-double-click	Open a folder in a separate tab or window.
Command-Delete	Move the selected item to the Trash.
Command-Shift-Delete	Empty the Trash.
Command-Shift-Option-Delete	Empty the Trash without confirmation dialog.
Command-Y	Use Quick Look to preview the files.
Option-Brightness Up	Open Displays preferences. This works with either Brightness key.
Option-Mission Control	Open Mission Control preferences.
Option-Volume Up	Open Sound preferences. This works with any of the volume keys.

<i>Command key while dragging</i>	Move the dragged item to another volume or location. The pointer changes while you drag the item.
<i>Option key while dragging</i>	Copy the dragged item. The pointer changes while you drag the item.
<i>Command-Option while dragging</i>	Make an alias of the dragged item. The pointer changes while you drag the item.
<i>Option-click a disclosure triangle</i>	Open all folders within the selected folder. This works only when in list view.
<i>Command-click a window title</i>	See the folders that contain the current folder.


Sleep, log out, and shut down shortcuts

Shortcut	Description
Power button	Tap to turn on your Mac or wake your Mac from sleep.
	Hold for 1.5 seconds while your Mac is awake to display a dialog asking if you want to restart, sleep, or shut down. If you don't want to wait 1.5 seconds, press Control–Power button or Control–Media Eject .
	Hold for 5 seconds to force your Mac to turn off.
Command(⌘)–Control–Power button	Force your Mac to restart.

Shift-Control-(Power button or Media Eject)	Put your displays to sleep.
Command(⌘)-Control-Media Eject	Quit all apps, then restart your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.
Command(⌘)-Option-Control-(Power button or Media Eject)	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.
Command(⌘)-Shift-Q	Log out of your OS X user account. You'll be asked to confirm.
Command(⌘)-Shift-Option-Q	Log out of your OS X user account immediately, without being asked to confirm.

Document shortcuts

Shortcut	Description
Command-B	Boldface the selected text, or turn boldfacing on or off.
Command-I	Italicize the selected text, or turn italics on or off.
Command-U	Underline the selected text, or turn underlining on or off.
Command-T	Show or hide the Fonts window.

Command-D	Select the Desktop folder from within an Open dialog or Save dialog.
Command-Control-D	Show or hide the definition of the selected word.
Command-Shift-Colon (:)	Display the Spelling and Grammar window.
Command-Semicolon (;)	Find misspelled words in the document.
Option-Delete	Delete the word to the left of the insertion point.
Control-H	Delete the character to the left of the insertion point. Or use Delete.
Control-D	Delete the character to the right of the insertion point. Or use Fn-Delete.
Fn-Delete	Forward delete on keyboards that don't have a Forward Delete  key. Or use Control-D.
Control-K	Delete the text between the insertion point and the end of the line or paragraph.
Command-Delete	Select Delete or Don't Save in a dialog that contains a Delete or Don't Save button.
Fn-Up Arrow	Page Up: Scroll up one page.
Fn-Down Arrow	Page Down: Scroll down one page.

Fn-Left Arrow	Home: Scroll to the beginning of a document.
Fn-Right Arrow	End: Scroll to the end of a document.
Command-Up Arrow	Move the insertion point to the beginning of the document.
Command-Down Arrow	Move the insertion point to the end of the document.
Command-Left Arrow	Move the insertion point to the beginning of the current line.
Command-Right Arrow	Move the insertion point to the end of the current line.
Option-Left Arrow	Move the insertion point to the beginning of the previous word.
Option-Right Arrow	Move the insertion point to the end of the next word.
Command-Shift-Up Arrow	Select the text between the insertion point and the beginning of the document.
Command-Shift-Down Arrow	Select the text between the insertion point and the end of the document.
Command-Shift-Left Arrow	Select the text between the insertion point and the beginning of the current line.
Command-Shift-Right Arrow	Select the text between the insertion point and the end of the current line.

Shift-Up Arrow	Extend text selection to the nearest character at the same horizontal location on the line above.
Shift-Down Arrow	Extend text selection to the nearest character at the same horizontal location on the line below.
Shift-Left Arrow	Extend text selection one character to the left.
Shift-Right Arrow	Extend text selection one character to the right.
Shift-Option-Up Arrow	Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.
Shift-Option-Down Arrow	Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.
Shift-Option-Left Arrow	Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.
Shift-Option-Right Arrow	Extend text selection to the end of the current word, then to the end of the following word if pressed again.
Control-A	Move to the beginning of the line or paragraph.
Control-E	Move to the end of a line or paragraph.
Control-F	Move one character forward.
Control-B	Move one character backward.

Control-L	Center the cursor or selection in the visible area.
Control-P	Move up one line.
Control-N	Move down one line.
Control-O	Insert a new line after the insertion point.
Control-T	Swap the character behind the insertion point with the character in front of the insertion point.
Command-Left Curly Bracket ({)	Left align.
Command-Right Curly Bracket (})	Right align.
Command-Shift-Vertical bar ()	Center align.
Command-Option-F	Go to the search field.
Command-Option-T	Show or hide a toolbar in the app.
Command-Option-C	Copy Style: Copy the formatting settings of the selected item to the Clipboard.
Command-Option-V	Paste Style: Apply the copied style to the selected item.
Command-Shift-Option-V	Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.

Command-Option-I	Show or hide the inspector window.
Command-Shift-P	Page setup: Display a window for selecting document settings.
Command-Shift-S	Display the Save As dialog, or duplicate the current document.
Command-Shift-Minus sign (-)	Decrease the size of the selected item.
Command-Shift-Plus sign (+)	Increase the size of the selected item. Command-Equal sign (=) performs the same function.
Command-Shift-Question mark (?)	Open the Help menu.