



## FINDER COMMANDS

⌘ N	New Finder Window
⌘ T	Open new finder tab
⇧ ⌘ N	Create new folder
⌘ C	Copy the selected files
⌘ V	Paste the files in the folder
⇧ ⌘ V	Move selected files
⌘ Z	Undo the previous command
⌘ A	Select All items.
⌘ D	Duplicate the selected files
⌘ ⌫	Delete selected file
⌘ F	Search in Finder
⌘ I	Get file Info
⌘ J	Show view options
Space	Quick look at the selected file
⌘ 1 – ⌘ 4	Switch finder view
⇧ ⌘ P	Show / hide Preview
⇧ ⌘ P	Go to top level

## SAFARI

⌘ N	Open New window
⌘ T	Open New tab
⌘ R	Reload page
⇧ ⌘ N	New private window
⌘ N	New Tab Group
⇧ ⌘ H	Return Home
⇧ ⌘ B	Show / Hide Favourites
⇧ ⌘ \	Show all tabs
⌘ D	Save bookmark
⇧ ⌘ D	Reading List

## APP SWITCHER

⌘ ⇧ →	While in App Switcher continue to hold ⌘ and...
⌘ ⇧ →	Go to next app
⇧ ⌘ ⇧ →	Go to previous app
Q	Quit selected app
H	Hide selected app
⇧ ⌘ D	Show / Hide Dock

## SCREENSHOT TOOL

⇧ ⌘ 3	Full screen photo
⇧ ⌘ 4	Photo of selected area
⇧ ⌘ 5	Capture and recording tools
Add ^ save to clipboard instead of a file	

## TEXT EDITING

⌘ B	Boldface text on or off
⌘ I	Italicize text on or off
⌘ U	Underline text on or off
⌘ C / ⌘ V / ⌘ X	Copy / Paste / Cut
⇧ ⌘ C / ⇧ ⌘ V	Copy style / Paste style
⇧ ⇧ ⌘ V	Paste and Match Style
⌘ A	Select all
Hold ⇧ + arrows	Selecting text
⌘ T	Show Fonts
⇧ ⌘ C	Show Colours
⌘ Space	Insert symbol or emoji
⌫ / Fn ⌫	Delete previous/next symbol
⇧ ⌫ / Fn ⇧ ⌫	Delete previous/next word

## APP COMMANDS

⌘ N	New window / document
⌘ W	Close window / document
⌘ O	Open file
⌘ S	Save document
⌘ Q	Quit
⌘ H	Hide app
⌘ M	Minimize window
⌘ F	Full screen
⌘ P	Print
⌘ ,	App preferences

## SPOTLIGHT AND SYSTEM

⌘ Space	Spotlight search
↩	Open selected result
⌘ R	Open result location
⌘ Space(Hold)	Siri
⌘ ⇧ Esc	Force quit apps
⇧ ⌘ Q / ⌘ Q	Log out / Lock screen
F11	Show Desktop



Command

Shift

Option

Control

Return

Delete

Escape

Eject

Caps Lock

Tab