

Mac shortcuts

来源 : <https://support.apple.com/en-us/HT201236>

Cut, copy, paste and other common shortcuts :

Command-X : cut 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.

Command-Shift-Z : redo, reverse the undo command.

Command-A : Select all items.

Command-F : find items in a document or open a Find window.

Command-G : find again: find the next occurrence of the item previously found.

Command-Shift-G : find the previous occurrence.

Command-H : hide the windows of the front app.

Command-Option-H : view the front app but hide all other apps.

Command-M : minimize the front window to the Dock.

Command-Option-M : minimize all windows of the front app.

Command-N : new: open a 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.

Command-Option-W : close all windows of the app.

Command-Q : quit the app.

Command-Option-Esc : force quit

Command-Shift-Option-Esc and hold for 3 seconds : force quit just the front app.

Command-Space bar : switch between input language sources

Ctrl-Space bar : Spotlight

Command-Space bar : Spotlight: show or hide the Spotlight search field.

Command-Option-Space bar : perform a Spotlight search from a Finder window.

Space bar : quick look: preview the selected item.

Command-Tab : 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.

Command-Comma(,) : preferences: open preferences for the front app.

Sleep, log out and shut down shortcuts :

Power button : turn on your Mac or wake your Mac from sleep.

Power button and hold for 1.5 seconds : display a dialog asking if you want to sleep, restart, or shutdown while your Mac is awake.

Control-Power button : same as the last one.

Control-Media Eject : same as the last one.

Power button and hold for 5 seconds : force your Mac to turn off.

Control-Command-Power button : force your Mac to restart.

Control-Shift-Power button : put your displays to sleep.

Control-Shift-Media Eject : same the last one.

Control-Command-Media Eject : quit all apps, then restart your Mac.

Control-Option-Command-Power button : same as the last one.

Control-Option-Command-Media Eject : same as the last one.

Shift-Command-Q : log out of your MacOS user account.

Option-Shift-Command-Q : log out of your MacOS user account immediately without being asked to confirm.

Document shortcuts :

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.

Control-Command-D : show or hide the definition of the selected word.

Shift-Command-Colon (:) : display the Spelling and Grammar window.

Command-Semicolon (;) : find misspelled words in the documents.

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 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.

Shift-Command-Up arrow : select the text between the insertion point and the beginning of the document.

Shift-Command-Down arrow : select the text between the insertion point and the beginning of the document.

Shift-Command-Left arrow : select the text between the insertion point and the beginning of the current line.

Shift-Command-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 locaion 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 the text selection one character to the left.

Shift-Right arrow : extend text selection one character to the right.

Option-Shift-Up arrow : extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.

Option-Shift-Down arrow : extend text selection to the end of the current paragraph, then to the en of the following.

Option-Shift-Left arrow : extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.

Option-Shift-Right arrow : extend text selection tot 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 charater 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.

Contrl-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.

Shift-Command-Vertical bar (|) : center align.

Option-Command-F : go to the search field.

Option-Command-T : show or hide a toolbar in the app.

Option-Command-C : copy style: copy the formatting settings of the selected item to the clipboard.

Option-Command-V : Paste style: apply the copied style to the selected item.

Option-Shift-Command : paste and match style: apply the style of the surrounding content to the item pated within that content.

Option-Command-I : show or hide the inspector window.

Shift-Comand-P : page setup: display a window for selecting document settings.

Shift-Command-S : display the save as dialog, or duplicate the current document.

Shift-Command-Minus sign (-) : decrease the size of the selected item.

Shift-Command-Plus sign (+) : increase the size of the selected item.

Command-Equal sign (=) : same as the last one.

Shift-Command-Question mark (?) : open the help menu.

Finder shortcuts :

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.

Shift-Command-C : Open the Computer window.

Shift-Command-D : Open the Desktop folder.

Shift-Command-F : Open the All My Files window.

Shift-Command-G : Open a Go to Folder window.

Shift-Command-H : Open the Home folder of the current macOS user account.

Shift-Command-I : Open iCloud Drive.

Shift-Command-K : Open the network window.

Option-Command-L : open the Downloads folder.

Shift-Command-O : open the Documents folder.

Shift-Command-R : open the AirDrop window.

Shift-Command-T : add selected Finder item to the Dock (OS X Mountain Lion or earlier)

Control-Shift-Command-T : add selected Finder item to the Dock (OS X Mavericks or later)

Shift-Command-U : open the Utilities folder.

Option-Command-D : show or hide the Dock. This often works even when you're not in the Finder.

Control-Command-T : add the selected item to the sidebar (OS X Mavericks or later)

Option-Command-P : Hide or show the path bar in Finder windows.

Option-Command-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.

Shift-Command-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.

Shift-Command-T : show or hide a Finder tab.

Option-Command-T : show or hide the toolbar when a single tab is open in the current Finder window.

Option-Command-V : move: move the files in the Clipboard from their original location to the current location.

Option-Command-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 Bracketed ([) : go to the previous folder.

Command-Right Bracketed (]) : 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.

Shift-Command-Delete : empty the Trash.

Option-Shift-Command-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.

Command key while dragging : move the dragged item to another volume or location. The pointer changes while you drag the item.

Option key while dragging : copy the dragged item. The pointer changes while you drag the item.

Option-Command while dragging : make an alias of the dragged item. The pointer changes while you drag the item.

Option-click a disclosure triangle : open all folders within the selected folder. This works only when in list view.

Command-click a window title : see the folders that contain the current folder.

