

## Mac OS X Shortcuts

### Shortcuts for Dialog boxes

Action	Key Commands
Close the Dialog box	Esc
Move to next area of Dialog box	Tab
Scroll list down	Page Down
Scroll list up	Page Up
Select the default button	Return

### Shortcuts for Finder windows

Action	Key Commands
Close all Finder windows	Option – click Close button
Cycle forward through opened Dock items	Apple - Tab
Cycle backward through opened Dock items	Apple - Shift - Tab
Display list of parent folders	Apple – click on window title
Hide all opened programs when switching programs or Toggle visibility of Dock	Apple – Option – click on Dock icon
Hide last program used	Option – click on Dock icon
Launch Spotlight	Apple - F
Minimize all Finder windows	Option – click Minimize button
Move inactive Finder window	Apple – drag window

### Shortcuts for working with Files and Folders / Icons

Action	Key Commands
Align Icons to the nearest grid-point	Apple – drag Icons
Close a Folder (in List view)	Option – left arrow
Close all Folders (in List view)	Apple – Option - left arrow
Copy Icon	Option – drag Icon
Create alias without alias in the name	Apple – Option – drag Icon
Open a Folder (in List view)	Option – right arrow
Open all Folders (in List view)	Apple – Option - right arrow
Open Folder in separate window	Apple – double-click Folder

## Shortcuts for when your computer freezes

Action	Key Commands
Force quite an application	Apple – Option – Esc and select the application from the dialog box
Stop a running process	Apple - period