

Mac OS X Leopard: 200+ Productivity Booster Keyboard Shortcuts

Productivity

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Over 1,000 OS X Keyboard Shortcuts, Best OS X Keyboard Shortcuts Guide.
www.osxkeyboardshortcuts.com

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Keyboard Shortcuts

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1	Cmd-C	Copy files
2	Cmd-V	Paste files
3	Option-Drag	Copy files to new location
4	Cmd-Drag	Move and auto-align icons
5	Cmd-Delete	Delete
6	Cmd-Option-Drag	Make alias
7	Cmd-Shift-Delete	Empty trash
8	Cmd-Shift-Option-Delete	Empty trash without warning

9	Tab	Select next field
10	Shift+Tab	Select previous field
11	Return	Perform default action
12	Escape	Close dialog box
13	Page Up	Scroll up list
14	Up Arrow	Select item above
15	Page Down	Scroll down list
16	Down Arrow	Select item below
17	Cmd+Shift+G	Open 'Go to Folder' dialog
18	Cmd+Period[.]	Close dialog box

Exposé, Space, Dashboard and the System



19	F8	Toggle Space
20	Shift+F8	Toggle Space in slow motion
21	F9	Show all open windows
22	Shift+F9	Show all open windows in slow motion
23	F10	Show all open windows for an application
24	Shift+F10	Show all open windows for an application in slow motion
25	F11	Hide all windows
26	Shift+F11	Hide all windows in slow motion
27	F12	Open/close Dashboard
28	Shift+F12	Slowly open/close Dashboard
29	Option+Mouse Hover	Reveal the close button of widget
30	Shift+Click Close Button	Animate closing widget in slow motion
31	Cmd+H	Hide application
32	Cmd+Option+H	Hide other applications
33	Cmd+Q	Quit application
34	Cmd+Shift+Q	Quit all applications and log out
35	Cmd+Option+Shift+Q	Log out without warning
36	Cmd+Tab	Switch to next application
37	Cmd+Shift+Tab	Switch to previous application
38	Option+Drag	Adjust volume (on sound volume slider)
39	Cmd+Drag	Arrange menu bar items
40	Option+Click	Switch window and hide current window
41	Control+Click	Open contextual menu

Issue: Freeze



43	Cmd-Period[.]	Stop process
44	Cmd-Option-Escape	Open Force Quit
45	Power Key	Turn off
46	Cmd-Option-Shift-Power Key	Force shut down
47	Cmd-Control-Power Key	Force restart

Full Keyboard Access

48	Control-F1	Turn on/off full keyboard access
49	Control-F2	Focusing menu bar
50	Control-F3	Focusing Dock
51	Control-F4	Move to next window
52	Control-F5	Move to toolbar
53	Control-F6	Move to a floating window
54	Control-F7	Toggle keyboard access mode
55	Control-F8	Focusing status menu in menu bar
56	Cmd-Accent[']	Switch to next window within application
57	Cmd-Shift-Accent[']	Switch to previous window within application
58	Cmd-Option-Accent[']	Move to sidebar
59	Cmd-Option-T	Toggle on/off character palette

Finder



60	Cmd-Click on Title	See the path enclosing folders
61	Cmd-Double-Click (on folder)	Open folder in new window

62	Option-Double-Click (on folder)	Open folder in new window and close current window
63	Cmd-1	Switch to icon view
64	Cmd-2	Switch to list view
65	Cmd-Option-Right Arrow	Expand folder
66	Left Arrow	Close folder
67	Cmd-Down Arrow	Open selected folder
68	Cmd-Option-Down Arrow	Open selected folder in new window and close current folder
69	Cmd-Shift-Option-Down Arrow	Open selected folder in new window and close current folder in slow motion
70	Cmd-Up Arrow	Show enclosing folder
71	Cmd-Option-Up Arrow	Show enclosing folder and close current folder
72	Cmd-3	Switch to column view
73	Cmd-4	Switch to coverflow view
74	Cmd-Y	Toggle Quick Look mode
75	Cmd-Option-Y	Toggle Slideshow mode
76	Cmd-Shift-H	Open home folder
77	Cmd-Option-Shift-Up Arrow	Move focus to Desktop
78	Cmd-Shift-I	Open iDisk
79	Cmd-Shift-D	Open Desktop
80	Cmd-Shift-C	Open Computer area
81	Cmd-Shift-K	Open Network
82	Cmd-Shift-A	Open Applications
83	Double-Click on Title	Minimize window
84	Cmd-M	Minimize window
85	Option-Click on button	Apply action to all windows in active application
86	Hold-Scroll Bar	Scroll quickly

Search: Spotlight



87	Cmd-Spacebar	Activate/deactivate Spotlight
88	Cmd-Option-Spacebar	Open Spotlight window
89	Cmd-Return	Open the top hit
90	Cmd-Down Arrow	Move to next category
91	Cmd-Up Arrow	Move to previous category
92	Cmd-Click	Open selected item in Finder
93	Escape	Close Spotlight

Utility: Print Screen



94	Cmd-Shift-3	Take snapshot of the whole screen
95	Cmd-Shift-4	Take snapshot of the selected area
96	Cmd-Shift-4-Spacebar	Take picture of a window
97	Escape	Cancel
98	Hold Spacebar after Drawing the region	Move the selected area
99	Hold Option	Resize selected area
100	Hold Shift	Resize selected area horizontally or vertically

Application: Dock



101	Drag the separator	Resize Dock
102	Option-Drag	Resize Dock to fixed size
103	Control-Click	Show Dock's contextual menu
104	Control-Click on icon	Show item's contextual menu
105	Cmd-Click	Open the icon's enclosing folder
106	Option-Click	Switch to another and hide current application
107	Cmd-Option-Click	Switch to another application and hide all other applications
108	Cmd-Option-Drop	Force application to open files
109	Cmd-Option-D	Hide/unhide Dock

Preference: Universal Access



110	Cmd-Option-8	Turn zoom on/off
111	Cmd-Option-Equal[=]	Zoom in
112	Control-Scroll Up	Zoom in
113	Cmd-Option-Hyphen[-]	Zoom out
114	Control-Scroll Down	Zoom out
115	Cmd-Option-Control-8	Invert color (try this on those iMacs in Apple Store)
116	Control-Option-Cmd-Comma[,]	Reduce contrast
117	Control-Option-Cmd-Period[.]	Increase contrast
118	Cmd-F5	Toggle VoiceOver
119	Shift-Shift-Shift-Shift-Shift (5 times)	Toggle Sticky Keys
120	Option-Option-Option-Option-Option (5 times)	Toggle mouse keys

Boot: Start Up



These shortcuts only available during start up.

121	Shift	Prevent automatic login
122	Shift	Enter safe mode (hold down after startup tone and release after you see the progress indicator)
123	Shift	Prevent opening Login Items (after login)
124	C	Boot from CD
125	N	Boot from default NetBook disk
126	T	Start up in Target Disk Mode
127	Option	Select startup disk
128	Cmd-X	Start up using Mac OS X
	Hold	
129	Mouse	Eject removable discs

Button

Cmd-

130 Option-P- R Reset parameter RAM

131 Cmd-V Verbose mode (detailed status message)

132 Cmd-S Single user mode

Browser: Safari



133	Cmd-Option-F	Move to Google Search Box
134	Option-Up Arrow	Scroll Up
135	Option-Down Arrow	Scroll Down
136	Cmd-Click Link	Open in new tab and stay in current tab
137	Cmd-Shift-Click Link	Open and go to new tab
138	Cmd-Option-Click Link	Open in new window
139	Option-Click Close Button	Close other tabs
140	Cmd-Shift-]	Select next tab
141	Cmd-Shift-[Select previous tab
142	Cmd-Shift-H	Go to homepage
143	Cmd-Shift-K	Toggle Block Pop-up Windows
144	Cmd-Option-E	Empty Cache
145	Cmd-Option-R	Reload page without Caching
146	Cmd-F	Search term in webpage
147	Cmd-M	Minimize Safari
148	Shift-Click Button	Animate slow motion effect
149	Cmd-Plus[+]	Increase font size
150	Cmd-Hyphen[-]	Reduce font size
151	Cmd-0	Original font size

Music: iTunes



152	Return/Space	Play
153	Option-Right Arrow	Select next album
154	Option-Left Arrow	Select previous album
155	Cmd-Right Arrow	Play next song
156	Cmd-Left Arrow	Play previous song
157	Option-Click on Shuffle Button	Reshuffle
158	Cmd-Option-Down Arrow	Mute
159	Cmd-E	Eject CD
160	Cmd-T	Turn on/off visualizer
161	Cmd-F	Turn on/off full screen mode
162	Cmd-1	View iTunes window
163	Cmd-2	View equalizer mode

Terminal



164	Double-Click	Select word
165	Triple-Click	Select line
166	Drag item to Terminal	Add the complete path to that item
167	Cmd-N	Create new shell window
168	Cmd-Shift-N	Enter new command
169	Cmd-Shift-K	Connect to a server
170	Cmd-Option-S	Save text
171	Cmd-Option-Shift-S	Save selected text
172	Cmd-I	Show terminal inspector
173	Cmd-T	Create new tab
174	Control-C	Break



175	Cmd-N	New message
176	Cmd-Shift-N	Get new mail
177	Cmd-Option-N	Open new viewer window
178	Cmd-O	Open activity window
179	Cmd-Shift-Y	Add senders to address book
180	Cmd-E	Use selected text to find
181	Cmd-C while selecting message	Copy entire text of a message
182	Cmd-Click on upper-right corner toolbar button	Switch different toolbar display
183	Cmd-Single Quote[']	Increase quote level
184	Cmd-Option-Single Quote[']	Decrease quote level
185	Cmd-Shift-E	Redirect message
186	Cmd-Shift-F	Forward message
187	Hold Option when deleting message	Prevent next message from being automatically marked as read
188	Cmd-Shift-R	Reply to all
189	Cmd-Shift-B	Bounce to sender
190	Cmd-Shift-T	Convert message to rich text or plain text
191	Cmd-Left Brace[[]]	Align left
192	Cmd-Vertical Bar[]	Align center
193	Cmd-Right Brace[)]]	Align right
194	Cmd-Colon[:]	Check spelling
195	Cmd-Semicolon[:;]	Flag misspelling of selected word

Front Row



196	Cmd-ESC	menu
197	Spacebar, Return	Select item in a menu
198	Up Arrow, Down Arrow	Change volume
199	Right Arrow, Left Arrow	Go to next or previous selection

Address Book



200	Cmd-1	View card and columns
201	Cmd-2	View only card
202	Cmd-3	View directories
203	Cmd-Right Bracket[']	Next card
204	Cmd-Left Bracker['[']	Previous card
205	Cmd-Vertical Line[]	Merge selected cards
206	Cmd-Backslash[\]	Set as company card

Image Editor: Adobe Photoshop



207	Cmd-Shift-M	Edit in ImageReady
208	Cmd-Option-W	Close all
209	Cmd-Option-S	Save as
210	Cmd-Option-Shift-S	Save for Web
211	Cmd-Option-Shift-I	File info
212	Cmd-Option-P	Print with Preview
213	Cmd-Option-Shift-P	Print one copy
214	Cmd-Shift-F	Fade
215	Cmd-Shift-C	Copy merged

216	Cmd-Shift-V	Paste into
217	Shift-F5	Fill with color
218	Cmd-Shift-T	Transform Again
219	Cmd-Option-Shift-K	Show keyboard shortcuts
220	Cmd-L	Adjust levels
221	Cmd-M	Adjust curves
222	Cmd-B	Adjust color balance
223	Cmd-U	Adjust hue/saturation
224	Cmd-Option-C	Change canvas size
225	Cmd-Shift-N	Create new layer
226	Cmd-J	Layer via copy
227	Cmd-Shift-J	Layer via cut
228	Cmd-Option-G	Create/release clipping mask
229	Cmd-G	Group layers
230	Cmd-Shift-E	Merge visible
231	Cmd-Shift-I	Select inverse
232	Cmd-Option-A	Select all layers
233	Shift-F6	Select feather (Cmd-Option-D has been assigned to hide Dock)
234	Cmd-Option-V	Filter vanishing point
235	Cmd-Plus[+]	Zoom in
236	Cmd-0	Fit on screen
237	Cmd-Option-0	Display actual pixels
238	Cmd-Single Quote[']	Show grid
239	Cmd-Semicolon[;]	Show guides
240	Cmd-R	Show rulers

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133 COMMENTS (RSS)

DEMON
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2007 Time:
04:15 AM

I am missing one shortcut by the mail app. If your write a mail and want to send it without touching the mouse press: command + shift + d.

1

Matt Myers

Fantastic list! Definitely going to bookmark this one.