

Mac keyboard shortcuts

By pressing certain key combinations, you can take actions that normally require a mouse or trackpad. Every app can have its own shortcuts, and shortcuts that work in one app might not work in another.

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Using keyboard shortcuts

Keyboard shortcuts use one or more of these modifier keys, which in menus are [abbreviated using symbols](#):

- Fn (Function) or Globe 
- Control (or Ctrl) ^
- Option (or Alt) \
- Shift ⇧
- Command (or Cmd) ⌘
- Esc (Escape) ⌥

To use a shortcut, press and hold the modifier keys, then press the last key of the shortcut. For example, to use Command-C, press and hold the Command key, then the C key, then release both keys. (On keyboards made for Windows PCs, press the Alt key instead of Option, and the Ctrl key or Windows logo key instead of Command.)

The keys in the top row of many Apple keyboards have special symbols and functions, such as for brightness , Mission Control , and more. To use these keys as F1, F2, F3, or other standard function keys, combine them with the Fn (Function) or Globe  key. Some of them can be combined with the Option key to quickly open certain system settings.

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. You can then press Shift-Command-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 items in a document or open a Find window.
- **Command-G:** Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Shift-Command-G.
- **Command-H:** Hide the windows of the front app. To view the front app but hide all other apps, press Option-Command-H.
- **Command-M:** Minimize the front window to the Dock. To minimize all windows of the front app, press Option-Command-M.
- **Command-O:** Open the selected item, or open a dialog to select a file to open.
- **Command-P:** Open a print dialog so that you can print the current document.
- **Command-Q:** Quit the current app.
- **Command-S:** Save the current document.
- **Command-T:** Open a new tab.
- **Command-W:** Close the front window. To close all windows of the app, press Option-Command-W.
- **Option-Command-Esc:** [Force quit](#) an app.
- **Command-Space bar:** Show or hide the [Spotlight](#) search field. To perform a Spotlight search from a Finder window, press **Option-Command-Space bar**. (In some versions of macOS, if you [use multiple input sources](#) to type in different languages, these shortcuts change input sources. Learn how to [change a conflicting keyboard shortcut](#).)
- **Control-Command-Space bar or Fn-E:** Show the Character Viewer, from which you can choose [emoji and other symbols](#).
- **Control-Command-F:** Use or stop using the app in full screen, if supported by the app.
- **Space bar:** Use [Quick Look](#) to preview the selected item.
- **Command-Tab:** Switch to the next most recently used app among your open apps.
- **Command-Grave accent (`):** Switch between the windows of the app you're using. (The character on the second key varies by keyboard. It's generally the key above the Tab key and to the left of the number 1.)
- **Shift-Command-5:** In [macOS Mojave or later](#), take a screenshot or make a screen recording. Or use Shift-Command-3 or Shift-Command-4 for screenshots. [Learn more about screenshots](#).
- **Shift-Command-N:** Create a new empty folder in the Finder.
- **Control-Command-N:** Create a new folder that contains the currently selected items.
- **Command-Comma (,):** Open settings (preferences) for the front app.
- **Fn-Q:** Create a [Quick Note](#).

Sleep, log out, and shut down shortcuts

You might need to press and hold some of these shortcuts for slightly longer than other shortcuts. This helps you to avoid using them unintentionally.

- **Power button:**
 - Press to turn on your Mac or wake it from sleep.
 - Press and hold to force your Mac to turn off, such as when your Mac isn't responding and you can't choose Shut Down from the Apple menu .
 - On keyboards with Touch ID, press to lock your screen.
 - On built-in keyboards without Touch ID, press and hold for 1.5 seconds to put your Mac to sleep. Or press Option–Command–Power button.
- **Control–Shift–Power button:** On built-in keyboards without Touch ID, put your displays to sleep.
- **Control–Power button:** On built-in keyboards without Touch ID, show a dialog asking whether you want to restart, sleep, or shut down.
- **Control–Command–Power button:** On built-in keyboards without Touch ID, force your Mac to restart, without prompting to save any open and unsaved documents.
- **Control–Option–Command–Power button:** On built-in keyboards without Touch ID, quit all apps, then shut down your Mac. If any open documents have unsaved changes, you will be asked whether you want to save them. This is equivalent to choosing restart from the Apple menu .
- **Control–Command–Q:** Lock your screen.
- **Shift–Command–Q:** Log out of your macOS user account. You will be asked to confirm. To log out immediately without confirming, press Option–Shift–Command–Q.
- **Option key while choosing Log Out, Shut Down, or Restart from the Apple menu :** Complete the action without showing a confirmation dialog.

Finder and system 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.
- **Command–R:** (1) When an alias is selected in the Finder: show the original file for the selected alias. (2) In some apps, such as Calendar or Safari, refresh or reload the page. (3) In Software Update, check for software updates again.
- **Shift–Command–C:** Open the Computer window.
- **Shift–Command–D:** Open the desktop folder.
- **Shift–Command–F:** Open the Recents window, showing all of the files you viewed or changed recently.
- **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–N:** Create a new folder.
- **Shift–Command–O:** Open the Documents folder.
- **Shift–Command–P:** Show or hide the Preview pane in Finder windows.

- **Shift-Command-R:** Open the AirDrop window.
- **Shift-Command-T:** Show or hide the tab bar in Finder windows.
- **Control-Shift-Command-T:** Add selected Finder item to the Dock (OS X Mavericks or later).
- **Control-Shift:** Press and hold while accessing the Dock to use or stop using Dock magnification.
- **Shift-Command-U:** Open the Utilities folder.
- **Option-Command-D:** Show or hide the Dock.
- **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.
- **Control-Command-A:** Make an alias of the selected item.
- **Command-N:** Open a new Finder window.
- **Option-Command-N:** Create a new Smart Folder.
- **Command-T:** Show or hide the tab bar when a single tab is open in the current Finder window.
- **Option-Command-T:** Show or hide the toolbar when a single tab is open in the current Finder window.
- **Option-Command-V:** Move the files in the Clipboard from their original location to the current location.
- **Command-Y:** Use Quick Look to preview the selected files.
- **Option-Command-Y:** View a Quick Look slideshow of 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 in a gallery.
- **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.
- **Control-Command-Up Arrow:** Open the folder that contains the current folder in a new window.
- **Command-Down Arrow:** Open the selected item.
- **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.
- **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-Brightness Down:** Turn video mirroring on or off when your Mac is connected to more than one display.
- **Option-Brightness Up:** Open Displays settings. This works with either Brightness key.
- **Control-Brightness Up or Control-Brightness Down:** Change the brightness of your external display, if supported by your display.
- **Option-Shift-Brightness Up or Option-Shift-Brightness Down:** Adjust the display brightness in

smaller steps. Add the Control key to this shortcut to make the adjustment on your external display, if supported by your display.

- **Option–Mission Control:** Open Mission Control settings.
- **Command–Mission Control or Fn–H or Fn–F11:** Show the desktop.
- **Control–Up Arrow:** Open Mission Control.
- **Control–Down Arrow:** Show all windows of the front app.
- **Option–Volume Up:** Open Sound settings. This works with any of the volume keys.
- **Option–Shift–Volume Up or Option–Shift–Volume Down:** Adjust the sound volume in smaller steps.
- **Option–Keyboard Brightness Up:** Open Keyboard settings. This works with either Keyboard Brightness key.
- **Option–Shift–Keyboard Brightness Up or Option–Shift–Keyboard Brightness Down:** Adjust the keyboard brightness in smaller steps.
- **Option key while double-clicking:** Open the item in a separate window, then close the original window.
- **Command key while double-clicking:** Open a folder in a separate tab or window.
- **Command key while dragging to another volume:** Move the dragged item to the other volume, instead of copying it.
- **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.
- **Command or Shift while selecting an item:** [Select multiple items in the Finder](#).
- **Fn–A:** Show or hide the Dock.
- **Fn–C:** Show or hide Control Center.
- **Fn–D:** Start or stop dictation. You may be able to set a different dictation shortcut in [Keyboard settings](#).
- **Fn–N:** Show or hide Notification Center.
- **Fn–Shift–A:** Show or hide Apps (macOS Tahoe 26 or later) or Launchpad (earlier versions of macOS).
- **Fn–Fn:** Open the Character Viewer.
- **Command + Command (press twice):** Open or close Type to Siri.
- **Control–Space bar and Control–Option–Space bar:** Select the previous or next input source, if you [use multiple input sources](#) to type in different languages.²
- [Window-tiling shortcuts](#)
- Click the Go menu in the Finder menu bar to see shortcuts for opening many commonly used folders, such as Applications, Documents, Downloads, Utilities, and iCloud Drive.

Text-editing shortcuts

The behavior of these shortcuts may vary with the app you're using.

- **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-K:** Add a web link.
- **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 (:):** Show 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:** Cut the selected text, or the text between the insertion point and the end of the paragraph, and copy it to a clipboard that is available only to the app from which it was cut. You can then use **Control-Y** paste the content of this clipboard into the same app.
- **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.
- **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 end 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 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.
- **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 end of the following paragraph if pressed again.

- **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 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.
- **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-V:** Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.
- **Option-Command-I:** Show or hide the inspector window.
- **Shift-Command-P:** Page setup: Show a window for selecting document settings.
- **Shift-Command-S:** Show 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 (=) performs the same function.
- **Shift-Command-Question mark (?):** Open the Help menu.
- [Use emoji and symbols](#)

Accessibility shortcuts

Vision shortcuts

To use these vision shortcuts, first choose System Settings (or System Preferences) from the Apple menu ⓘ, then click Keyboard. Click Keyboard Shortcuts, select Accessibility on the left, then select "Invert colors" and "Contrast" on the right.

- **Control-Option-Command-8:** Invert colors.

- **Control-Option-Command-Comma (,)** and **Control-Option-Command-Period (.)**: Reduce contrast and increase contrast.

Keyboard focus shortcuts

Use the following shortcuts to change keyboard focus. To use some of them, first choose System Settings (or System Preferences) from the Apple menu , then click Keyboard. Click Keyboard Shortcuts, select Keyboard on the left, then select the shortcut to enable it.

- **Control-F2 or Fn-Control-F2**: Move focus to the menu bar. You can then use the arrow keys to navigate the menu, press Return to open a selected menu or choose a selected menu item, or type the menu item's name to jump to that item in the selected menu.
- **Control-F3 or Fn-Control-F3**: Move focus to the Dock.
- **Control-F4 or Fn-Control-F4**: Move focus to the active window or next window.
- **Control-F5 or Fn-Control-F5**: Move focus to the window toolbar.
- **Control-F6 or Fn-Control-F6**: Move focus to the floating window.
- **Control-Shift-F6**: Move focus to the previous panel.
- **Control-F7 or Fn-Control-F7**: Change the way Tab moves focus—between navigation of all controls on the screen, or only text boxes and lists.
- **Control-F8 or Fn-Control-F8**: Move focus to the status menu in the menu bar
- **Command-Grave accent (`)**: Activate the next open window in the front app.
- **Shift-Command-Grave accent (`)**: Activate the previous open window in the front app
- **Option-Command-Grave accent (`)**: Move the focus to the window drawer.
- **Tab and Shift-Tab**: Move to next control, move to previous control.
- **Control-Tab**: Move to the next control when a text field is selected.
- **Control-Shift-Tab**: Move to the previous grouping of controls.
- **Arrow keys**: Move to the adjacent item in a list, tab group, or menu, or move sliders and adjusters (Up Arrow to increase values, Down Arrow to decrease values)
- **Control-Arrow keys**: Move to a control adjacent to the text field.

Other accessibility shortcuts

- **Option-Command-F5 or triple-press Touch ID**: Show the [Accessibility Shortcuts panel](#).
- [VoiceOver commands](#) (when using VoiceOver, you might need to [make VoiceOver ignore the next key press](#) before you can use certain keyboard shortcuts)
- [Use Mouse Keys to control the pointer with your keyboard](#)
- [Use a spoken command for a keyboard shortcut](#)

App-specific shortcuts

- [Apple TV app shortcuts](#)
- [App Store shortcuts](#)
- [Calendar shortcuts](#)
- [Contacts shortcuts](#)

- [Contacts shortcuts](#)
- [Disk Utility shortcuts](#)
- [Find My shortcuts](#)
- [iMovie shortcuts](#)
- [Keynote shortcuts](#)
- [Mail shortcuts](#)
- [Maps shortcuts](#)
- [Messages shortcuts](#)
- [Music shortcuts](#)
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- [Safari shortcuts](#)
- [Spotlight shortcuts](#)
- [Terminal shortcuts](#)
- [Voice Memos shortcuts](#)

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- [Change the behavior of the modifier keys](#)
- [Mac startup key combinations](#)
- [Use Multi-Touch gestures on Mac](#)

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