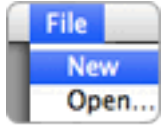# Mac Keyboard Shortcuts

Menu Symbols

Menu Symbol	Key on Keyboard
⌘	Command/Apple Key (like Control on a PC) Also written as Cmd
⌥	Option (like Alt on a PC)
⇧	Shift
⌃	Control (Control-click = Right-click)
⇥	Tab
↩	Return
⌤	Enter (on Number Pad)
⏏	Eject
↺	Escape
⇞	Page Up
⇟	Page Down
↖	Home
↘	End
←↑→↓	Arrow Keys
⌫	Delete Left (like Backspace on a PC)
⌦	Delete Right (also called Forward Delete)

Finder

Action	Keystroke
Open Sidebar item in a new window	Cmd-Click
Switch Finder views (Icon, List, Column, Cover Flow)	Cmd-1, Cmd-2, Cmd-3, Cmd-4
In List view, expand a folder	Right Arrow
In List view, collapse a folder	Left Arrow
Rename the selected file/folder	Press Return (or Enter)
Go into selected folder or open the selected file	Cmd-Down Arrow

Go to parent folder	Cmd-Up Arrow
Go Back	Cmd-[(that's left bracket)
Go Forward	Cmd-] (that's right bracket)
Select the next icon in Icon and List views	Tab (Shift-Tab reverses direction)
Alternate columns in Column View	Tab (Shift-Tab reverses direction)
Instantly show long file name (for names condensed with a "...")	Hold Option while mousing over long filename
Resize one column to fit the longest file name	Double-Click column resize widget
Resize all columns to fit their longest file names	Option Double-Click resize widget
Copy and Paste files	Cmd-C, then Cmd-V
Move a file instead of copying. (Copies to the destination and removes it from the original disk.)	Cmd-Drag file to disk
Move selected files to the Trash	Cmd-Delete
Empty the Trash (with warning)	Cmd-Shift-Delete
Empty the Trash (without warning)	Cmd-Opt-Shift-Delete
Cancel a drag-n-drop action while in the midst of dragging	Esc
Show Inspector (a single, live refreshing Info window)	Cmd-Opt-I
Undo the last action (such as rename file, copy file, etc.)	Cmd-Z
Hide/Show Sidebar (on the left)	Cmd-Opt-T
Move or Remove item in toolbar (at the top of the window). Works in most programs.	Cmd-Drag
Open Quick Look (Mac OS 10.5+)	With file selected, tap Spacebar (or Cmd-Y)
Zoom In/Out on a Quick Look Preview	Cmd-Plus(+) or Cmd-Minus(-)
Find by File Name (Mac OS 10.5+)	Cmd-Shift-F

App Switcher

Action	Keystroke
Quickly switch between 2 apps (like InDesign & Photoshop)	Press Cmd-Tab to switch to last used app. Press Cmd-Tab again to switch back. NOTE: Press keys quickly and do NOT hold.
Switch between apps	Press Cmd-Tab & continue holding Cmd. While holding Cmd, to choose which app you want to switch to you can: press Tab (several times if needed) to scroll right press tilde(~) or Shift-Tab to scroll left use the left/right arrow keys aim with the mouse use end/home key to go to first/last app
Quit an app in the app switcher	When in the app switcher you're already holding Cmd, so hit Q to quit selected app.
Hide an app in the app switcher	In the app switcher you're already holding Cmd, so hit H to hide selected app.
Cancel the app switcher	In the app switcher you're already holding Cmd, so hit Esc or period(.)

Dock

Action	Keystroke
Hide all other applications (except the one you're clicking on)	Command-Option click an App's icon in Dock
Reveal a Dock item's location in the Finder	Command Click on the icon in the Dock
Move and a Dock item to somewhere else on the hard drive	Command Drag the icon from the Dock to new destination
Force a file to open in a specific app	While dragging the file onto an app's icon in the Dock, hold Command-Option
When in an app's Dock menu, change	Hold Option while in Dock menu

the Quit to Force Quit	
Force the Dock to only resize to non-interpolated icon sizes	Hold Option while dragging Dock separator
Move Dock to left, bottom, right side of screen	Hold Shift and drag Dock divider
Change the icon size of a stack	Cmd-plus(+) or Cmd-minus(-)
Temporarily turn magnification on/off	Hold Control-Shift (Mac OS 10.5+)

Working with Text Some only work in Cocoa apps like Safari, Mail, TextEdit, etc.

Action	Keystroke
Go to end of line	Cmd-right arrow
Go to beginning of line	Cmd-left arrow
Go to end of all the text	Cmd-down arrow
Go to beginning of all the text	Cmd-up arrow
Go to end of current or next word	Option-right arrow
Go to beginning of current or previous word	Option-left arrow
Add Shift to the above keystrokes to make a selection to that point.	
On Laptops: Delete Text to the right of the cursor (like the Del key on a full keyboard)	Function(fn)-Delete
Non-touching (Discontinuous) text selections	Command-drag
Select non-linear areas	Option-drag
Delete entire word to the left	Opt-Delete
Look up word in dictionary	Position mouse over a word and hold Cmd-Ctrl-D
Auto completion word	Start typing the word. Press Esc (or F5) to open suggested word list
Switch to Outline Mode in TextEdit	Press Option-Tab to convert the current line into a list item Press Return to create another list item