



Handy Reference Card #1

Core Mac OS X Keyboard Shortcuts

Top 25 Keyboard Shortcuts

Action	Press
Cut	⌘ X
Copy	⌘ C
Paste	⌘ V
Undo	⌘ Z
Select All	⌘ A
Move to Trash	⌘ ⌫
Find	⌘ F
Open	⌘ O
Print	⌘ P
Save	⌘ S
New Window	⌘ N
Close Window	⌘ W
Quit Application	⌘ Q
Switch Application	⌘ ⇧
Move to next Window in the active Application	⌘ '
Force Quit	⌘ ⌘
Get Dictionary description of a word in any of the Cocoa (Mac native) Applications	⌘ D whilst cursor is over word
Create a Text Clipping on the Desktop	Select text then click and drag to Desktop
Get Info	⌘ I
Take a Picture of the Screen	⇧ ⌘ 3
Take a Picture of the Selection	⇧ ⌘ 4
Take a Picture of the Selected Window	⇧ ⌘ 4 then spacebar
Show/Hide The Dock	⌘ D
In Dashboard, Show/Hide Widget Dock	⌘ =
Cycle to the next/previous “page” of widgets in Widget Dock	⌘ hover over a widget

⌘ command ⌫ delete ⌥ option ⌘ escape ⌘ control ⌘ eject ⇧ shift ⇧ tab

Handy Symbols

Symbol	Name	Shortcut
≤	Lesser than or equal to	⌘,
≥	Greater than or equal to	⌘.
÷	Division	⌘/
≠	Not equal to	⌘=
√	Square root radical	⌘V
≈	Approximately	⌘X
±	Plus/minus	⌘⇧=
°	Degree	⌘⇧8
¢	Cent sign	⌘4
©	Copyright	⌘G
®	Registered	⌘R
•	Dot	⌘8
™	Trademark	⌘2

Handy Startup Keys

Action	Press & Hold During Startup
Start up from an optical disk (CD)	C
Start up from the Diagnostic volume of the Install DVD	D
Start up from a NetBoot server	N
Start up in Target Disk Mode (on computers that offer this feature)	T
Start up in Verbose mode	⌘V
Start up in Single-user mode	⌘S
Reset the Parameter RAM (PRAM) (hold down until second chime)	⌘⇧PR
Boot into Open Firmware	⌘⇧OF
Start up in Safe Boot mode and temporarily disable login items and non-essential kernel extension files (Mac OS X 10.2 and later)	⇧
Access Startup Manager (to select an operating system)	⌘
Eject removable media	Click and hold mouse

⌘ command ⌘ delete ⌘ option ⌘ escape ^ control ⌘ eject ⇧ shift → tab