

# The Most Useful Mac Keyboard Shortcuts to Know



## Global Shortcuts

<b>Shift + Cmd + 3</b>	Take <b>screenshot</b> of entire screen
<b>Shift + Cmd + 4</b>	Take screenshot of selected region
<b>Shift + Cmd + 4, then Space</b>	Take screenshot of selected window
<b>Shift + Cmd + Q</b>	Log out
<b>Shift + Cmd + Option + Q</b>	Log out instantly
<b>Cmd + A</b>	Select all
<b>Cmd + C</b>	Copy
<b>Cmd + F</b>	Find
<b>Cmd + H</b>	<b>Hide current window</b>
<b>Cmd + M</b>	Minimize current window
<b>Cmd + O</b>	Open
<b>Cmd + P</b>	<b>Print</b>
<b>Cmd + S</b>	Save
<b>Cmd + V</b>	Paste (copy)
<b>Cmd + W</b>	Close current window
<b>Cmd + Z</b>	Undo
<b>Cmd + ?</b>	Help
<b>Cmd + Comma</b>	Open Preferences for current app
<b>Cmd + Space</b>	Open <b>Spotlight search</b>
<b>Cmd + Tab</b>	Switch to the next open app
<b>Cmd + Tilde</b>	Switch to the next window in the current app
<b>Cmd + Option + H</b>	Hide all other windows
<b>Cmd + Option + M</b>	Minimize all windows
<b>Cmd + Option + W</b>	Close all windows
<b>Cmd + Option + V</b>	<b>Paste</b> (cut)
<b>Cmd + Option + Esc</b>	Force quit
<b>Cmd + Option + Eject</b>	Sleep
<b>Cmd + Control + Eject</b>	Quit all apps and restart
<b>Control + Eject</b>	Choose between Sleep, Restart, or Shutdown

## Startup Shortcuts

<b>D</b>	Boot to Apple Diagnostics
<b>N</b>	Boot from a network server
<b>T</b>	Boot in Target Disk Mode
<b>Shift</b>	<b>Boot in Safe Mode</b>
<b>Cmd + R</b>	Boot to macOS Recovery
<b>Cmd + S</b>	Boot in Single-User Mode
<b>Cmd + V</b>	Boot in Verbose Mode
<b>Cmd + Option + P + R</b>	Reset NVRAM or PRAM
<b>Option</b>	Boot to Startup Manager and pick other startup disks if available

## Finder Shortcuts

<b>Enter</b>	<b>Rename selected file or folder</b>
<b>Space</b>	Open preview of selected file
<b>Shift + Cmd + G</b>	Go to folder...
<b>Shift + Cmd + N</b>	Create new folder
<b>Shift + Cmd + Delete</b>	Empty the trash
<b>Shift + Cmd + Option + Delete</b>	Empty the trash immediately
<b>Cmd + 1</b>	Icon View
<b>Cmd + 2</b>	List View
<b>Cmd + 3</b>	Column View
<b>Cmd + D</b>	Duplicate selected file or folder
<b>Cmd + I</b>	Get info
<b>Cmd + J</b>	View options
<b>Cmd + N</b>	Open new <b>Finder window</b>
<b>Cmd + T</b>	Open new Finder tab
<b>Cmd + [</b>	Back
<b>Cmd + ]</b>	Forward
<b>Cmd + Delete</b>	Move to trash
<b>Cmd + Up</b>	Move up one folder
<b>Cmd + Down</b>	Move down one folder
<b>Cmd + Option + I</b>	Show Attributes Inspector