

# Common MacOS X shortcut keys

## Commonly used by many applications

---

Cmd-c	Copy to clipboard
Cmd-v	Paste from clipboard
Cmd-x	Cut to clipboard
Cmd-f	Find
Cmd-n	New window
Cmd-o	Open
Cmd-w	Close window
Cmd-q	Quit application
tab	Select next item
Shift-tab	Select previous item

---

## General

---

Cmd-tab	Next application
Cmd-Shift-tab	Previous application
Cmd-space	Toggle between last two scripts (System Preferences>International)
Cmd-Opt-d	Toggle <u>d</u> ock
Cmd-Opt-esc	Force Quit Applications dialog
Power	Sleep
Opt-“Empty Trash”	Empty locked files
Cmd-Shift-3	Screen dump to PDF file at desktop
Cmd-Shift-4	User-defined area dump to PDF file at desktop
Cmd-Ctrl-Shift-3	Screen dump to clipboard
Cmd-Ctrl-Shift-4	User-defined area dump to clipboard

---

## Mouse combinations

Trying Option, Shift, and Command while using mouse may bring you nice surprises.

---

Ctrl-click	“right click”
Opt-click	“middle click”
Option click other app	Switch to that app and hide current app
Cmd-drag window	Drag work-behind enabled windows
Opt-yellow -	Dock all windows of the application

---

## Dialogs

Try Cmd with the first character of the labels on the buttons.

---

Esc	Cancel
Cmd-. (period)	Cancel
Enter	Default button
Cmd-d	<u>D</u> on't save (in Save / Cancel / Don't save dialog)
Cmd-r	<u>R</u> eplace (in “Do you want to replace this file” dialog)

---

## The dock

---

Cmd-click	Reveal in finder
Cmd-Opt-click	Activate app and hide other apps
Ctrl-click (or click+hold)	Contextual menu
Cmd-Opt-drag into dock	Force the app you're dropping onto to open the item

---

## Finder

---

Opt-click close	Close all windows (except popups)
Cmd-Opt-w	Close all windows (except popups)
Cmd-Shift-Opt-w	Close all windows (include popups)
Cmd-→	List view: open folder
Cmd-←	List view: close folder
Cmd-Opt-→	List view: open folder, recursive
Cmd-Opt-←	List view: close folder, recursive
Opt-click disclosure triangle	List view: expand/collapse all folders
Cmd-↑	Open parent folder
Cmd-↓	Open selected
Cmd-Opt-↑	Open parent folder, close current folder
Cmd-Opt-↓	Open selected, close current folder
Cmd-Delete	Move selected to trash
Cmd-Shift-Delete	Empty trash
Space	Spring-loaded folders: open immediately
Opt	Disk mount: show each session of an ISO-9660 CD as a volume
Cmd-Shift-q	Logout
Cmd-i	Show info
Opt-drag	Copy file
Cmd-Opt-drag	Make alias

---

## Magic keys at boot time

---

c	Boot from <u>C</u> D
d	Boot from internal hard <u>d</u> isk
n	Boot from <u>n</u> etwork
t	<u>T</u> arget mode, machine becomes a Firewire hard disk
Shift	Safe boot: disable login itmes and nonessential kernel extensions
Cmd-v	<u>V</u> erbose: show console messages

---

## For more details...

- Mac OS X: Keyboard shortcuts, <http://docs.info.apple.com/article.html?artnum=75459>
- Magical Macintosh Key Sequences, <http://davespicks.com/writing/programming/mackeys.html>

— The end —