



# Mac Keyboard Shortcuts

<b>Files</b>		<b>Editing</b>	
New (new document, new window, etc.)	⌘ N	Undo	⌘ Z
Open	⌘ O	Redo	⌘ Shift Z
Save	⌘ S	Cut	⌘ X
Save As...	⌘ Shift S	Copy	⌘ C
Show Info / Get Info / Properties	⌘ I	Paste	⌘ V
Page Setup	⌘ Shift P	Past and Match Style	⌘ Option Shift V
Print	⌘ P	Select All	⌘ A
<b>Windows</b>		Deselect All (Select None)	⌘ Shift A
Close Current Window	⌘ W	Delete Entire Word	Option Delete
Close All Windows	⌘ Option W	<b>Text Formatting</b>	
Minimize to Dock	⌘ M	Show Fonts	⌘ T
Cycle to Next Window	⌘ `	Bold	⌘ B
Cycle to Previous Window	⌘ Shift `	Italic	⌘ I
<b>Programs</b>		Underline	⌘ U
Quit	⌘ Q	Align Left	⌘ Shift [
Hide	⌘ H	Align Right	⌘ Shift ]
Hide Others	⌘ Option H	Align Center	⌘ Shift \
Preferences	⌘ ,	Justify	⌘ Option Shift \
Cycle Through Programs	⌘ Tab	Increase Indent Level	⌘ ]
<b>Finder (Desktop) Shortcuts</b>		Decrease Indent Level	⌘ [
Go to Home folder	⌘ Shift H	Increase Text Size	⌘ +
Go to Desktop folder	⌘ Shift D	Decrease Text Size	⌘ -
Go to Network	⌘ Shift K	<b>Dialog Box Shortcuts</b>	
Go to Applications folder	⌘ Shift A	Cancel	Escape or ⌘ .
Go to Utilities folder	⌘ Shift U	Save (or default button highlighted in blue)	Return
Connect to Server	⌘ K	Don't Save	⌘ D
Move Selection to Trash	⌘ Delete	<b>Other</b>	
Empty Trash	⌘ Shift Delete	Take a Screenshot (saved as on Desktop)	⌘ Shift 3
Eject	⌘ E	Zoom In	⌘ Option +
Back (Previous Folder)	⌘ [	Zoom Out	⌘ Option -
Back (Forward Folder)	⌘ ]	Search (Spotlight)	⌘ Spacebar