

# Keyboard Shortcuts for OS X

## Shortcuts for freezes

Action	Shortcut
Stop a process	⌘-period (.)
Force an application to quit	⌘-Option-Escape
Turn off your computer	Power key
Force some computers to shut down or restart	⌘-Option-Shift-Power key
Force the computer to restart	⌘-Control-Power key

## Shortcuts for dialogs

Action	Shortcut
Select the next area of the dialog	Tab
Click the default button	Return or Enter
Close the dialog (either)	Escape
	⌘-period (.)
Select folders above or below the current item (Save and Open dialogs)	Up Arrow and Down Arrow
Scroll list up	Page up
Scroll list down	Page down
Open Go To Folder dialog to specify a path	⌘-Shift-G

## Shortcuts for menus

Action	Shortcut
Move to the menu bar	Control-F2
Move from menu to menu	Left and Right Arrow keys
Move to menu items in the selected menu	Up and Down Arrow keys

Jump to a menu item in the selected menu	Type its name
Select a menu item	Return

## Shortcuts for Spotlight

Use these shortcuts to search for items with Spotlight. You can change them in Spotlight preferences.

Action	Shortcut
Open the Spotlight menu	Command-Space
Open the Spotlight window	Command-Option-Space

Use these shortcuts to select items in the Spotlight menu.

Action	Shortcut
Open the top hit	Command-Return
Move to the first item in the next category	Command-Up Arrow
Move to the first item in the previous category	Command-Down Arrow
Move to the first item in the menu	Control-Up Arrow
Move to the last item in the menu	Control-Down Arrow
Display an item in the Finder	Command-click it

## Shortcuts for starting up your computer

Action	Shortcut
Prevent automatic login	When you see the progress indicator (looks like a spinning gear), hold down the left Shift key.
Prevent Login Items and Finder windows from opening when logging in	After clicking the Login button at the login screen, hold down the Shift key.
Start up from a CD	C
Start up from the default NetBoot disk image	N
Start up in Target Disk Mode	T

Select a startup disk (on some computers)	Option (To open the optical drive when choosing a startup disk, press Command-period.)
Start up using Mac OS X rather than Mac OS 9 (if both are on the same volume)	⌘-X
Eject removable disks	Hold down the mouse button.
Reset Parameter RAM	⌘-Option-P-R
Show detailed status messages (verbose mode)	⌘-V
Start up in single user mode	⌘-S
Start up in Safe Mode (Only essential Mac OS X items are started. Some features and applications might not work correctly.)	Hold down the Shift key immediately after the startup tone, and release when you see the progress indicator (looks like a spinning gear).

## Shortcuts for the Dock

Action	Shortcut
Change the size of the Dock	Drag the dividing line in the Dock
See the Dock shortcuts menu	Control-click the Dock background
See open windows in an application	Press the application's icon
Add an open application to the Dock	Press its icon and choose Keep In Dock from the pop-up menu
See an item in the Finder	⌘-click the item's icon in the Dock  Press its icon and choose Show In Finder from the pop-up menu
Switch to another application and hide the current application	Option-click the icon in the Dock
Switch to another application and hide all other applications	⌘-Option-click the icon in the Dock
Quit an open application	Press its icon and choose Quit from the pop-up menu
Force quit an application	Option-press the application icon in the Dock, then choose Force Quit from the pop-up menu
Force an application to open a document	⌘-Option-drag the document icon to the icon in the Dock

## Shortcuts for the Finder Searches

Action	Shortcut
Move to the search field in a Finder window	⌘-Option-F
Define a search using multiple criteria	⌘-F

## Selecting Icons

Action	Shortcut
Select the next icon	Arrow keys
Select an icon by the first letter of its name	Letter key
Select the next alphabetic item in a window	Tab
Select the previous alphabetic item in a window	Shift-Tab
Select a group of icons	Drag the pointer across the icons
Add an icon to the selection	Shift-click
Select adjacent icons in a list	Shift-click
Select or deselect non-adjacent icons in a list	⌘-click
Select the name of the icon	Return

## Copy and move items in the Finder.

Action	Shortcut
Align icons as you drag them	⌘-drag
Copy a file instead of moving it, leaving a copy in the original location	Option-drag the file's icon to new location
Move a file from one volume to another, removing the file from the original location	Command-drag the file's icon to new location
Make an alias to a file instead of moving it	⌘-Option-drag the file's icon

## Open folders in the Finder.

Action	Shortcut
See the pathname of the current window	?-click window's title
	Choose an item from the pop-up menu to open it
Open a folder in a separate window	?-double-click
Open a folder in a separate window, closing the current window	?-Option-double-click

### Open folders in icon and list views.

Action	Shortcut
In list view, open the selected folder	Right arrow
In list view, open each level of folders within the selected folder	⌘-Option-Right Arrow
In list view, open all folders within the selected folder	Option-click the disclosure triangle
In list view, close the selected folder	Left Arrow
In list or icon view, open the selected folder	⌘-Down Arrow
In list or icon view, show the folder containing the current folder	⌘-Up Arrow
	If no Finder windows are open, opens a window showing your home folder
Open a new window showing the folder that contains the current folder and close the current window	⌘-Option-Up Arrow
Open a new window showing the contents of the current folder and close the current window	⌘-Option-Down Arrow
Make the desktop active	⌘-Shift-Up Arrow

### Open special folders in the Finder.

Action	Shortcut
Open your home folder	?-Shift-H
	?-Up Arrow (in some cases)

Open your iDisk	?-Shift-I
Open the Desktop folder	?-Shift-D
Open the Computer area	?-Shift-C
Open the Network browser	?-Shift-K
Open the Applications folder	?-Shift-A

## Review the folders that have been displayed in a window.

Action	Shortcut
Go to the previous folder	⌘-Left Bracket (])
Go to the next folder	⌘-Right Bracket ([)

## Move items to the Trash and empty it.

Action	Shortcut
Move the selected item to the Trash	⌘-Delete
Empty the Trash	⌘-Shift-Delete
Empty the Trash without any warning or when it contains locked files	⌘-Shift-Option-Delete
	Hold down the Option key, then choose Finder > Empty Trash

## Shortcuts for the system

Note: You can change the shortcuts for Exposé and Dashboard. Open System Preferences and click Exposé. To change the Spotlight shortcut, open Spotlight preferences.

Action	Shortcut
Start a Spotlight search	⌘-Space bar
Open the Spotlight window	⌘-Option-Space bar
Use Exposé to show all the open windows	F9 (default setting)
Use Exposé to show all the open windows in an application	F10 (default setting)
Use Exposé to hide all the open windows and show the desktop	F11 (default setting)
Show Dashboard	F12 (default setting)

Switch to the previous application	⌘-Tab
Switch to an open application	Hold down ⌘-Tab until the application is selected, then release the keys
	To reverse the order, also hold down the Shift key
	Press H to hide the application
See the definition for a word	Press Q to quit the selected application Move the cursor over the word and press Command-Control-D
See the shortcut (contextual) menu for an item	Control-click the item
Make a window active and hide the current program	Option-click a window
Choose a folder that contains the current folder or document	Option-click Dock icon ⌘-click the window title, then choose a folder from the pop-up menu
Arrange status menus	⌘-drag status menu icon
Change the alert volume	Option-drag the sound volume slider in the menu bar

## Shortcuts for windows

Action	Shortcut
Make the next window in the current application active	⌘-`
Make the previous window in the current application active	⌘-~
Minimize a window	Double-click the titlebar
Drag a window without making it active	⌘-drag window
Close all windows in the active application	Option-click the close button
Minimize all windows in the active application	Option-click the minimize button
Enlarge all windows in the active application	Option-click the zoom button
Hide the previous program	Option-click a window
	Option-click a Dock icon
Move a window without making it active	⌘-drag the window

Choose a folder that contains the current folder or document	⌘-click the window title, then choose a folder from the pop-up menu
File pathname of document in window (Finder and some other applications)	⌘-click the window's title
Scroll quickly through a long document	Press and hold in the scroll bar
Momentarily switch between "Scroll to here" and "Jump to page"	Option-click in the scroll bar

## Symbols for special keys

The symbols below appear in menus and represent special keys that are used in keyboard shortcuts. Some of these symbols also appear in the help. If you turn on Sticky Keys in the Keyboard pane of Universal Access preferences, you see the Command, Shift, Option, and Control key symbols on your screen when you press these keys.

Key	Symbol
Command	⌘
Shift	⇧
Option	⌥
Enter	↵
Return	↩
Control	⌞
Up Arrow	↑
Down Arrow	↓
Right Arrow	→
Left Arrow	←
Page Up	⇞
Page Down	⇟
Top (Home)	↶
Escape (Esc)	⌫
End	↷
Delete	⌫



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## Shortcuts for taking pictures of the screen

You can use keyboard shortcuts to take pictures of the screen in Mac OS X.

To take a picture of the whole screen, press Command–Shift–3.

To take a picture of part of the screen, press Command–Shift–4, then drag to select the area you want in the picture.

To take a picture of a window, the menu bar, the Dock, or other area, press Command–Shift–4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click. If you decide you want to drag to select the area, press the Space bar again.

If you press Command–Shift–4 and decide you don't want to take the screen shot, press the Escape key.

Screen shots are saved as files on the desktop. If you want to put the screen shot in the Clipboard, rather than create a file, hold down the Control key when you press the other keys. You can then paste the picture into a document.

You can also take pictures of the screen using the Grab application (in the Utilities folder).

Some applications, such as DVD Player, may not let you take pictures of the screen.