

# Shortcuts to use during system startup:

Force your Mac to startup Boot from a secondary Option-Command drive, such as CD or floppy -Shift-Delete Boot from CD C

Boot from a network server

Boot in Firewire target disk mode

Shift Boot in safe mode Command V Boot in Verbose mode Boot in Single User mode Command S

## Shortcuts to use with the Finder window:

Command-W Option-Command-W Command-Right Arrow Option-Command-Right Arrow Command-Left Arrow

Option-Command-Up Arrow

Close window Close all windows Expand folder in list view

Expand folder and nested subfolders in list view

Collapse folder in list view

Open parent folder and close current window

# Shortcuts to use with the Apple Menu

Shift-Command-Q

N

T

Shift-Option-Command-Q

Log out

Log out instantly

## Shortcuts to use with the Finder Menu

Shift-Command-Delete

Option-Shift-Command-Delete

Command-H

Option-Command-H

Command-N

Empty trash

Empty trash immediately

Hide Finder Hide others

New Finder window

# Shortcuts to use with the File Menu

New Folder Shift-Command-N Command-0 Open Command-S Save Shift-Command-S Save As Command-P Print

Command-W Close Window Option-Command-W Close All Windows

Command-I Get Info

Option-Command-I Show Attributes Inspector

Command-D Duplicate Command-L Make Alias Command-R Show original Command-Delete Move to trash

**Eject** Command-E Command-F Find Command-Z Undo Command-X Cut Command-C Copy Command-V Paste Command-A Select All

## Shortcuts to use with the View Menu

Icon View Command-1 Command-2 List View Command-3 Column View

Command-B Hide Toolbar Command-J View Options

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# Shortcuts to use with the Go Menu

Command-[ Back Command-1 Forward Shift-Command-C Computer Shift-Command-H Home Shift-Command-I iDisk

Shift-Command-A **Applications** Shift-Command-F **Favorites** Shift-Command-G Go to Folder Command-K Connect to server Command-M Minimize Option-Minimize all windows Command-M

#### Shortcuts to use with the Help Menu:

Command-? Help

#### Shortcuts to use for Universal Access:

Option-Command-\* Turn zoom on Option-Command-+ 700m in Option-Command-Zoom out Control-Option-Command-\* White on black

## Shortcuts to use with Full Keyboard Access

Control-FI Turn on Full Keyboard Access Control-F2 Highlight Menu Control-F3 Highlight Dock Control-F4 Highlight window Control-F5 Highlight toolbar

Control-F6 Highlight utility window (palette)

### Shortcuts to use when MouseKeys is enabled from the Universal Access Menu:

8	move mouse pointer up
2	move mouse pointer down
4	move mouse pointer left
6	move mouse pointer right
1	move mouse pointer towards bottom left corner of the screen
3	move mouse pointer towards bottom right corner of the screen
7	move mouse pointer towards top left corner of the screen
9	move mouse pointer towards top right corner of the screen
5	click and release
0	click and hold
	release

Toggle Dock

Switch windows

highlight next item

Move up one folder

Move up one page

Move down one folder

Copy to new location

Move to new location

Show color pallete

Show font pallete

Force Quit

Make alias in new location

#### Shortcuts to use anytime:

Option-Command-D Command-Tab Tab Command-Up Arrow Command-Down Arrow Page Up or Control-Up Arrow Page Down or Control-Down Arrow Move down one page

Option-Drag Option-Command-Drag Command-Drag Shift-Command-C

Command-T Command-Shift-3 Command-Shift-4

Command-Shift-4, then Spacebar Option-Command-esc Control-Eject Control-Command-Eject

Option-Command-Power Command-

Restart, Sleep, or Shutdown Option-Command-Eject

Quit all programs and restart

Cycle through windows in application or finder

Take a screenshot of the entire screen

Take a screenshot of whatever is selected

Take a screenshot of the selected window