





































<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  Function Key			
Activate the next open window in the frontmost application	Command-`		✓
Activate the previous open window in the frontmost application	Shift-Command-`		✓
Add to Favorites	Shift-Command-T	✓	
Add to Sidebar	Command-T	✓	
Apply formatting settings to the selected object (Paste Ruler Command)	Control-Command-V		✓
Apply the style of one object to the selected object (Paste Style)	Option-Command-V		✓
Apply the style of the surrounding text to the inserted object (Paste and Match Style)	Option-Shift-Command-V		✓
Back	Command-[✓	
Boldface the selected text or toggle boldfaced text on and off	Command-B		✓
Capture a selection to a file	Shift-Command-4		✓
Capture a selection to the Clipboard	Shift-Control-Command-4		✓
Capture the screen to a file	Shift-Command-3		✓
Capture the screen to the Clipboard (Printscreen)	Shift-Control-Command-3		✓
Center the cursor/selection in the visible area	Control-L		✓
Center-align a selection	Command-		✓
Close a file and its associated windows	Shift-Command-W		✓







Task to perform	Key Combination	Finder	App
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Close all windows	Option-Command-W	✓	
Close all windows in the application without quitting it	Option-Command-W		✓
Close the frontmost window	Command-W		✓
Close window	Command-W	✓	
Connect to Server	Command-K	✓	
Copy dragged item (pointer icon changes while key is held)	Option key while dragging	✓	
Copy selected item/text to the Clipboard	Command-C	✓	
Copy the formatting settings of the selected item and store on the Clipboard	Control-Command-C		✓
Copy the selected data to the Clipboard	Command-C		✓
Copy the style of the selected text	Option-Command-C		✓
Create a new document in the frontmost application	Command-N		✓
Cut	Command-X	✓	
Cycle through open Finder windows	Command-` (Above the tab key)	✓	
Decrease screen contrast	Option-Control-Command-,		✓
Decrease the size of the selected item	Command- - (minus)		✓
Delete from the character in front of the cursor to the end of the line/paragraph	Control-K		✓







Task to perform	Key Combination	Finder	App
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Delete the character behind the cursor	Control-H		✓
Delete the character in front of the cursor	Control-D		✓
Delete the word that is left of the cursor and any spaces or punctuation after word	Option-Delete		✓
Deselect all items	Option-Command-A	✓	
Display a dialog for choosing a document to open in the frontmost application	Command-O		✓
Display a dialog for specifying printing parameters (Page Setup)	Shift-Command-P		✓
Display an inspector window	Option-Command-I		✓
Display the Colors window	Shift-Command-C		✓
Display the definition of the selected word in the Dictionary application	Command-Control-D		✓
Display the Fonts window	Command-T		✓
Display the Print dialog	Command-P		✓
Display the Save As dialog	Shift-Command-S		✓
Display the Spelling window	Command-:		✓
Duplicate selected item	Command-D	✓	
Eject	Command-E	✓	
Eject from secondary optical media drive (if one is installed)	Option-Eject		✓







<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Empty Trash	Shift-Command-Delete	✓	
Empty Trash without confirmation dialog	Option-Shift-Command-Delete	✓	
Extend text selection one character to the left (*)	Shift-Left Arrow		✓
Extend text selection one character to the right (*)	Shift-Right Arrow		✓
Extend text selection to end of current paragraph, then to end of following again	Shift-Option-Down Arrow		✓
Extend text selection to end of current word, then to end of following word again	Shift-Option-Right Arrow		✓
Extend text selection to start of current word, then beginning of following word again	Shift-Option-Left Arrow		✓
Extend text selection to the line above, to nearest character same horizontal location	Shift-Up Arrow		✓
Extend text selection to the line below, to nearest character same horizontal location	Shift-Down Arrow		✓
Extend text selection to the start of current paragraph, then to start of following again	Shift-Option-Up Arrow		✓
Find any matching Spotlight attribute	Command-F	✓	
Find misspelled words in the document	Command-;		✓
Find Spotlight file name matches	Shift-Command-F	✓	
Find the next occurrence of the selection	Command-G		✓
Find the previous occurrence of the selection	Shift-Command-G		✓
Force Quit	Option-Command-esc		✓







<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Force Quit front-most application	Option-Shift-Command-Esc (hold 3 seconds)	✓	
Forward	Command-]	✓	
Forward Delete (on portable Macs' built-in keyboard)	fn-Delete		✓
Get Info	Command-I	✓	
Get Summary Info	Control-Command-I	✓	
Go to Folder	Shift-Command-G	✓	
Hide or display Dashboard	F12		✓
Hide or show all open windows	F11		✓
Hide the windows of all other running applications	Option-Command-H		✓
Hide the windows of the currently running application	Command-H		✓
Hide Toolbar / Show Toolbar in Finder windows	Option-Command-T	✓	
Highlight every item in a document or window, or all characters in a text field	Command-A		✓
Increase screen contrast	Option-Control-Command-.		✓
Increase the size of the selected item	Shift-Command-=		✓
Insert a new line after the cursor	Control-O		✓
Italicize the selected text or toggle italic text on or off	Command-I		✓







<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Left-align a selection	Command-{'		✓
Log Out	Shift-Command-Q	✓	
Log Out immediately	Option-Shift-Command-Q	✓	
Make alias of dragged item (pointer icon changes while key is held)	Option-Command key combination while dragging	✓	
Make alias of the selected item	Command-L	✓	
Minimize all windows	Option-Command-M	✓	
Minimize all windows of the active application to the Dock	Option-Command-M		✓
Minimize the active window to the Dock	Command-M		✓
Minimize window	Command-M	✓	
Move backward through a list of open applications (sorted by recent use)	Shift-Command-Tab		✓
Move down one line	Control-N		✓
Move down one page	Control-V		✓
Move dragged item to other volume/location (pointer icon changes while key is held)	Command key while dragging	✓	
Move focus to another value or cell within a view, such as a table	Control-Right Arrow		✓
Move focus to another value or cell within a view, such as a table	Control-Left Arrow		✓
Move focus to another value or cell within a view, such as a table	Control-Down Arrow		✓







<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Move focus to another value or cell within a view, such as a table	Control-Up Arrow		✓
Move focus to the active (or next) window	Control-F4		✓
Move focus to the Dock	Control-F3		✓
Move focus to the first (or next) panel	Control-F6		✓
Move focus to the menu bar	Control-F2		✓
Move focus to the next grouping of controls in a dialog or the next table	Control-Tab		✓
Move focus to the previous grouping of controls	Shift-Control-Tab		✓
Move focus to the previous panel	Shift-Control-F6		✓
Move focus to the previously active window	Shift-Control-F4		✓
Move focus to the toolbar.	Control-F5		✓
Move focus to the window drawer	Option-Command-`		✓
Move forward to the next most recently used application in list of open applications	Command-Tab		✓
Move one character backward	Control-B		✓
Move one character forward	Control-F		✓
Move the text insertion point to the beginning of the current line	Command-Left Arrow		✓
Move the text insertion point to the beginning of the document	Command-Up Arrow		✓

<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Move the text insertion point to the beginning of the previous word	Option–Left Arrow		✓
Move the text insertion point to the end of the current line	Command–Right Arrow		✓
Move the text insertion point to the end of the document	Command–Down Arrow		✓
Move the text insertion point to the end of the next word	Option–Right Arrow		✓
Move to beginning of line/paragraph	Control–A		✓
Move to end of line/paragraph	Control–E		✓
Move to the search field control	Option–Command–F		✓
Move to Trash	Command–Delete	✓	
Move up one line	Control–P		✓
Navigate through controls in a reverse direction	Shift–Tab		✓
Navigate to the search field in an already–open Spotlight window	Option–Command–F	✓	
New Finder window	Command–N	✓	
New folder	Shift–Command–N	✓	
New Smart Folder	Option–Command–N	✓	
Open a Find window	Command–F		✓
Open desktop folder	Shift–Command–D	✓	

<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Open enclosed folder	Command-Up Arrow	✓	
Open enclosed folder in a new window	Control-Command-Up Arrow	✓	
Open Finder preferences	Command-, (Command and comma key)	✓	
Open Front Row (if installed)	Command-esc		✓
Open highlighted item	Command-Down Arrow	✓	
Open iDisk	Shift-Command-I	✓	
Open Mac Help	Command-Shift-?	✓	
Open Network window	Shift-Command-K	✓	
Open selected item	Command-O	✓	
Open the application's help in Help Viewer	Command-?		✓
Open the Applications folder	Shift-Command-A	✓	
Open the Computer window	Shift-Command-C	✓	
Open the front application's preferences window	Command-,		✓
Open the Home folder of the currently logged-in user account	Shift-Command-H	✓	
Open Utilities folder	Shift-Command-U	✓	
Paste	Command-V	✓	

<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Paste the Clipboard contents at the insertion point	Command-V		✓
Put the computer to sleep	Option-Command-Eject		✓
Quick Look (Mac OS X v10.5 or later)	Spacebar (or Command-Y)	✓	
Quit all applications (will give you a chance to save), then shut down the computer	Control Option-Command-Eject		✓
Quit all applications (you can save changes to open documents), then restart	Control-Command-Eject		✓
Quit the frontmost application	Command-Q		✓
Redo previous command (some applications allow for multiple Redos)	Shift-Command-Z		✓
Remove the selection and store in the Clipboard	Command-X		✓
Right-align a selection	Command-}		✓
Save the active document	Command-S		✓
Scroll to a selection	Command-J		✓
Select all items in the front Finder window (or desktop if no window is open)	Command-A	✓	
Select text between the insertion point and the beginning of the current line (*)	Shift-Command-Left Arrow		✓
Select text between the insertion point and the beginning of the document (*)	Shift-Command-Up Arrow		✓
Select text between the insertion point and the end of the current line (*)	Shift-Command-Right Arrow		✓
Select text between the insertion point and the end of the document (*)	Shift-Command-Down Arrow		✓

<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Selects "Don't Save" in dialogs that contain a Don't Save button	Command-Delete		✓
Selects the Desktop folder in Open and Save dialogs	Command-D		✓
Show Inspector	Option-Command-I	✓	
Show or hide a toolbar	Option-Command-T		✓
Show or hide the Dock	Option-Command-D		✓
Show or hide the Spotlight search field	Command-Space		✓
Show original (of alias)	Command-R	✓	
Show shutdown dialog	Control-Eject		✓
Show the Spotlight search results window	Option-Command-Space		✓
Show View Options	Command-J	✓	
Slideshow (Mac OS X v10.5 or later)	Option-Command-Y	✓	
Switch application--cycle backward	Shift-Command-Tab	✓	
Switch application--cycle forward	Command-Tab	✓	
Temporarily override the current keyboard access mode in windows and dialogs	Control-F7		✓
Tile or untile all open windows	F9		✓
Tile or untile all open windows in the currently active application	F10		✓

<i>Task to perform</i>	<i>Key Combination</i>	<i>Finder</i>	<i>App</i>
 Command Key,  Caps Lock,  Option Key,  Shift Key,  Control Key,  fn Function Key			
Toggle between the current and previous input sources	Control-Space		✓
Toggle full keyboard access on or off	Control-F1		✓
Toggle through all enabled input sources	Option-Control-Space		✓
Transpose the character behind the cursor and the character in front of the cursor	Control-T		✓
Turn font smoothing on or off	Option-Command-/		✓
Underline the selected text or turn underlining on or off	Command-U		✓
Undo / Redo	Command-Z	✓	
Undo previous command (some applications allow for multiple Undos)	Command-Z		✓
Use the selection for a find	Command-E		✓
View as Columns	Command-3	✓	
View as Cover Flow (Mac OS X v10.5 or later)	Command-4	✓	
View as Icon	Command-1	✓	
View as List	Command-2	✓	