

Command	Keystroke Shortcut	Notes
Copy	⌘ + C	
Cut	⌘ + X	
Paste	⌘ + V	
Open	⌘ + O	
New	⌘ + N	Open a new window
Print	⌘ + P	
Quit	⌘ + Q	Closes a window, not a folder
Save	⌘ + S	
Select All	⌘ + A	
Close a document, file, window	⌘ + W	
Undo	⌘ + Z	Does not undo selection
Zoom a window (bigger) Un-zoom (smaller)	⌘ + + ⌘ + -	Handy for reading websites
Eject an external HD, memkey or DVD	⌘ + E	
Delete highlighted item (file or folder)	⌘ + ⌫ (Command + Delete)	
To start the SPOTLIGHT	⌘ + Space Bar	
To open the Application folder	⌘ + ⇧ + A	
To “open” the desktop (as with Finder)	⌘ + ⇧ + D	
To close a folder	⌘ + ⬆ ⌘ + W	
To open a folder	⌘ + ⬇ ⌘ + O	

Same Keystroke Shortcuts seem to work in Windows, but use Ctrl (Control) key instead of the ⌘ (Command) key on the MAC.

⌘	Command key
⌫	Delete
⌥	Option (alt)
⌫	Escape (esc)
⇧	Shift
⌘	Control (ctrl)
⏏	Eject key
⬆ ⬇	Up and Down arrow keys

To start an “APPLICATION SWITCHER”, when several programs are open, hold down the command key ⌘ and start pressing the TAB key.



You will cycle through the open apps.

**\*\* If the windows of the apps have been minimized, it will not work (i.e. it will not “switch”). So when using the SWITCHER, do not minimize the app windows!!**

When selecting random items (files, folders) hold down the ⌘ key (Ctrl in windows). For multiple consecutive items (shift in windows and also in the MAC) but only in List, Column or Cover Flow views.

To create a **Shortcut (Alias)**, hold down Option + Command while drag & drop: ⌥ + ⌘ while drag & drop

Good place for lots of shortcuts (MAC TIPS & TRICKS)

<http://www.danrodney.com/mac/>

Keyboard Shortcut to open Finder: Command + Tab, cycle to the Finder icon, then Command + N (open the Finder in a new window).

Here is better way:

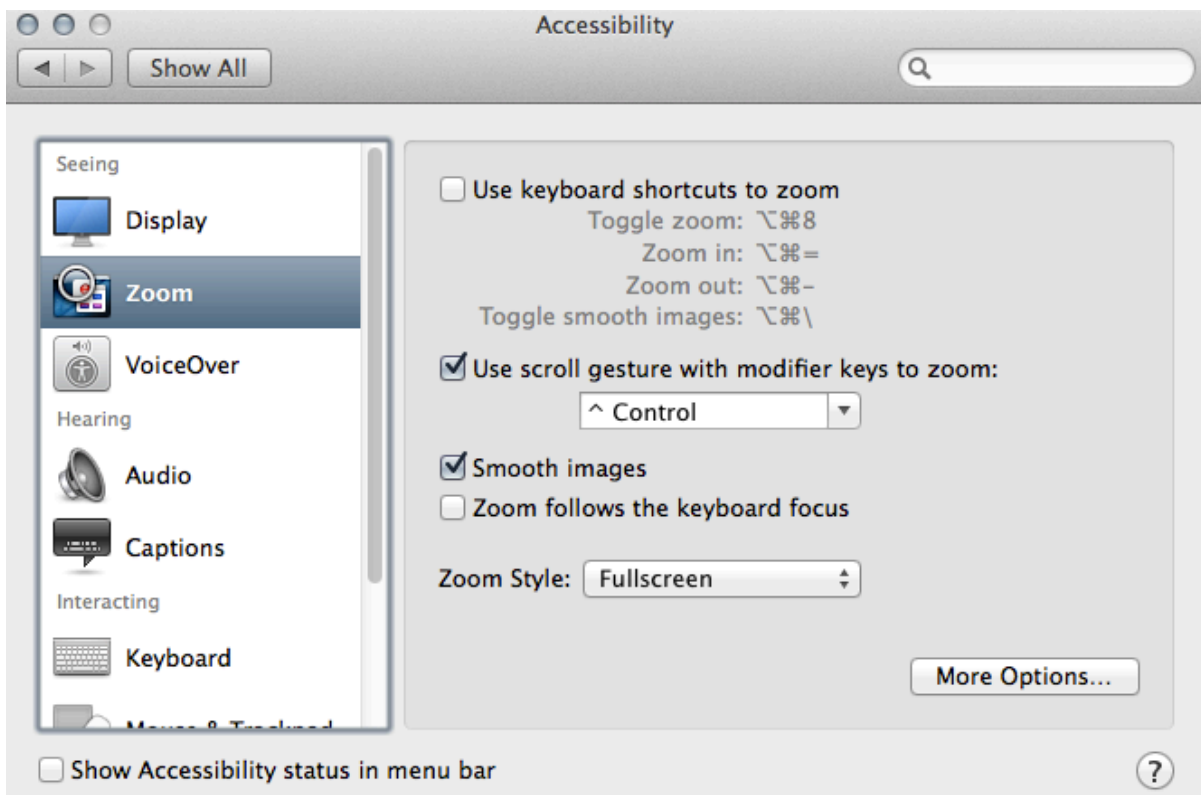
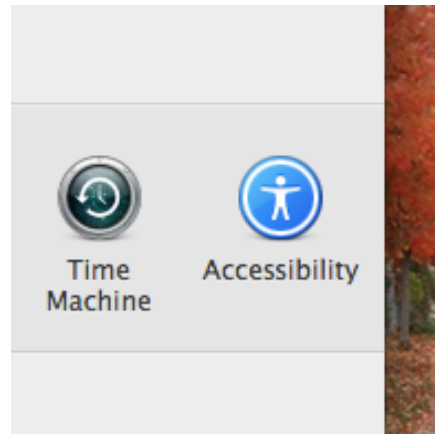
Since Finder is normally at the top of your dock (first on the left),

So ⌘ + N (Command + N) opens the Finder (in a new window)  
(everybody seems to be missing this simple and VERY OBVIOUS answer)

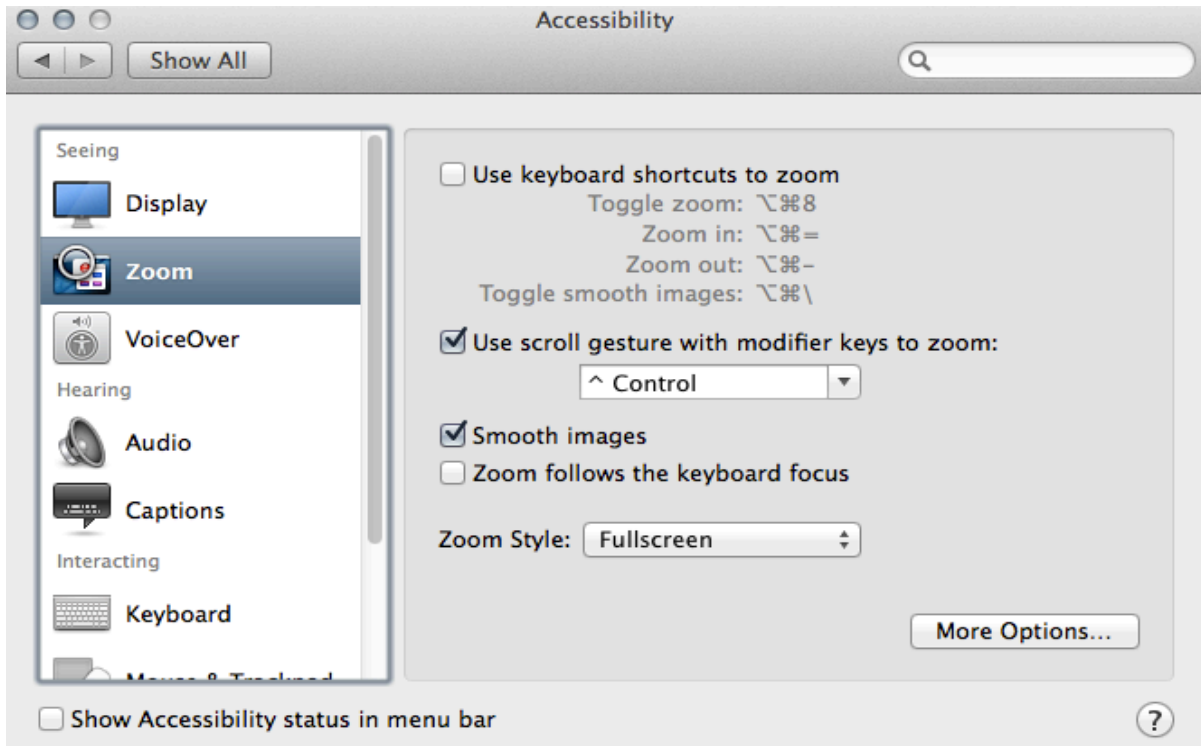
**To magnify the screen** (the ⌘ + + works just for websites)  
press the **control** key ( ^ ) and move two fingers on the trackpad up and down.

But you have to set it up first (or make sure it is set up the way you want)

Click the Apple icon (upper left) > System Preferences > **Accessibility**  
(which is **Universal Access** in older OS)

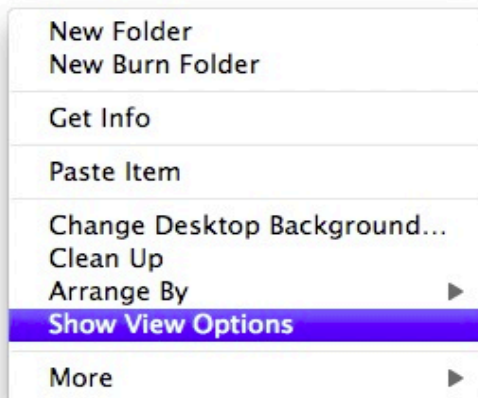


Also, you may have to go to **More Options** to see and configure more settings.



**To change the size of icons in a folder (or desktop (which is a folder)):**

- Press CTRL + Click at any blank place at your desktop and choose "Show View Options"



- Adjust your icon size from the scroller, and you can even adjust the text size if you want

