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Apple cheat sheet

Arnold Reinhold You've made the switch to Mac OS X Lion from some versions of Windows. Mac OS X is easy to recognize, but Windows users can find a few of their keys and navigation elements a little cryptic at first glance. Use this Cheat sheet to find out Mac OS X keyboard characters and shortcuts and master multi-touch gestures to control the new Mac with its trackpad. Using shortcuts in Mac OSX means recognizing some important keys, such as Control, Shift, Escape, and more. The symbols of these Mac keys don't look the same as on the Windows keyboard. Mac menus show shortcuts when they are available using the following standard characters for special keys: Most Windows keys are shortcuts that require you to press Ctrl and letter, work on a Mac if you click on the command key (one with a four-leaf clover symbol) on the Mac instead of Ctrl. So Team-C is a copy, Team-X is cut, Team-V - this inset, team- and so on. Some shortcuts that are unique to the Mac include the following: The Mac keyboard has key features, much like the Windows keyboard, but the keys are probably a matter of different commands in Mac OS X than in Windows. On the Mac, the commands assigned to the key function vary depending on the size of the keyboard and the manufacturer. Check the keyboard and flight control in system preferences for your settings. The table shows typical default commands for functional keys in Mac OS X Lion. (Note: These commands only work on Apple-labeled keyboards, with the exception of the Turn on VoiceOver command, which works on any keyboard.) Multi-Touch gestures steps that you make on the Mac trackpad to send mac OS X commands, mainly to navigate the Mac OS X interface. like Control-click) Three-finger swipe switch space or open application Three fingers double tap Look word in the dictionary or on Wikipedia Four thumb swipes up Show Flight Control Four Fingers Swipe Down Show All Windows for the current app Four Thumbs Pinch Show Launchpad Four Fingers Spread Show Desktop Desktop Windows users who have made the transition to Mac OS X have new clicks , keyboard techniques, and touchpad (trackpad) gestures to learn. Take a look at some of the top tips for working on the Mac: For the right click when using a single-button mouse button, hold control and then press the button. To press the right button on your laptop or track pad, tap the two fingers on the trackpad. Control-click also works. The top row on Mac keyboards is used for controls such as sound volume and brightness. To use them as functional keys, hold the Fn key Preferences@@ - . The keyboard preference panel also has a full list of shortcuts. Usually the last window of the app you close close the app itself. Apple apps and many third-party Mac apps automatically save you edits while running and tracking different versions. To rename the file in the Finder window, click on the file name once, and then click Return. The file name becomes editable. When your Mac powers up, it usually uses the system on its internal hard drive unless you change that behavior by selecting Preferences@@ - Startup disk. You can also change what your Mac does by holding the following keys or key combinations during launch. Print these keys to the download option because they are especially useful to have when your Mac is having problems. By clicking on certain key combinations, you can do things that normally need a mouse, trackpad, or other input device. To use the keyboard shortcut, click and hold one or more modifier keys, then click on the last key of the shortcut. For example, use Command-C (copy), press and hold the command key, then key C, and then release both keys. The Mac and keyboard menu often uses symbols for specific keys, including modifier keys: Command (or Cmd) ⌘ Shift ⇧ Option (or Alt) ⌥ Control (or Ctrl) ^ On keyboards made for Windows PCs, use the Alt key instead of option and the Windows Command logo key instead of Windows Command. Some keys on some Apple keyboards have special symbols and features such as display brightness, keyboard brightness, flight control, and more. If these features are not available on the keyboard, you can play some of them by creating your own shortcuts. To use these keys as F1, F2, F3 or other standard function keys, combine them with the Fn. Team-X key: Cut out the selected item and copy it to the clipboard. Command-C: Copy the selected item to the clipboard. This also works for files in Finder. Team-V: Insert Clipboard content into your current document or app. This also works for files in Finder. Command-B: Cancel the previous command. Then you can click Shift-Command-I on Redo, reversing the cancellation command. In some apps, you can cancel and re-hunt multiple commands. Team-A: Choose all the elements. Command-F: Find items in the document or open the Find window. Team-G: Find it again: find the following appearance of an item previously found. To find the previous phenomenon, click Shift-Command-G. Command-H: Hide the windows of the front app. To view the front of the app, but hide all other apps, click Option-Command-H. Team-M: Minimize the front window in the dock. To minimize all front-side windows, click Option-Command-M. Team-O: Open the selected item or open a conversation to select the file to open. Team-P: Print the current document. Command-S: Save the current document. Team-T: new tab. Command-W: Close the front window. To close all the app windows, click Option-Command-W. Option-Command-Esc: The power to get out of the app. Command-Space Bar: Show or hide the Spotlight search box. To search Spotlight from the Finder window, click Bar. (If you use multiple input sources to enter in different languages, these shortcuts change input sources instead of Spotlight. Learn how to change the conflicting keyboard shortcut.) Bar Control-Command-Space: Show the viewer the characters from which to choose emoji and other characters. Control-Command-F: Use the full-screen app if supported by the app. Space Bar: Use a quick look to view your chosen item. Command-Tab: Switch to the next last app you use among your open apps. Shift-Command-5: In macOS Mojave or later take a screenshot or record the screen. Or use Shift-Command-3 or Shift-Command-4 for screenshots. Find out more about screenshots. Shift-Command-N: Create a new folder in Finder. Comma command: Open preferences for the front-facing app. You may have to click and hold some of these shortcuts a little longer than other shortcuts. This will help you avoid inadvertent use of them. Power button: Click to turn on the Mac or wake it up from sleep. Tap and hold for 1.5 seconds to put the Mac to sleep. Control-Shift-Power or Control-Shift-Media Eject button: Put your displays to sleep. Control-Power or Control-Media Eject button: Display a dialogue asking if you want to restart, get some sleep or turn off. Control-Command-Power button: Make your Mac restart without prompting you to keep documents open and unsupained. Office-Command-Media Eject : Get out of all applications and then restart the Mac. If any open documents have been made in an incositive way, you are asked if you want to keep them. Control-Option-Command-Power or Control-Option-Command-Media Eject: Stop all apps and then turn off your Mac. If any open documents have been made in an incositive way, you are asked if you want to keep them. Office-Command-W: Immediately blocking the screen. Shift-Command-W: Log out of your macOS user account. You'll be asked to confirm. To get out immediately without confirming, click Option-Shift-Command-W. Not applicable to touch ID. Team-D: Duplicate selected files. Team-E: Ejection of selected disk or volume. Command-F: Start the spotlight in the Finder window. Team-I: Show the Get Info window for the selected file. Team-R: (1) When a pseudonym is selected in Finder: show the original file for the chosen alias. (2) Some apps, such as Calendar or Safari, update or reboot the page. (3) In the software update preferences, check the software update again. Shift-Command-C: Open the computer window. Shift-Command-D: Open your desktop folder. Shift-Command-F: Open the Recents window showing all the files you've been browsing or changed lately. Shift-Command-G: Open the window To the folder. Shift-Command-H: Open the home folder of your current macOS account. Shift-Command-I: Open iCloud Drive. Shift-Command-K: Open the network window. Option-Command-L: Open download download Shift-Command-N: Create a new folder. Shift-Command-O: Open the document folder. Shift-Command-P: Show or hide the preview panel in Finder windows. Shift-Command-R: Open the AirDrop window. Shift-Command-T: Show or hide the tab bar in Finder windows. Control-Shift-Command-T: Add selected Finder item to the Dock (OS X Mavericks or later) Shift-Command-U: Open the Utility folder. Option-Command-D: Show or hide the dock. Control-Command-T: Add the selected item to the sidebar (OS X Mavericks or later). Option-Command-P: Hide or show the path bar in Finder windows. Option-Command-S: Hide or show the sidebar in Finder windows. Team-Slash (/): Hide or show the status bar in Finder windows. Team-J: Show viewing options. Team-K: Open the Connect to Server window. Office-Command-A: Make a pseudonym of the chosen item. Team-N: Open a new Finder window. Option-Command-N: Create a new Smart Folder. Command-T: Show or hide the tab bar when one tab is open in the current Finder window. Option-Command-T: Show or hide the toolbar when one tab is open in the current Finder window. Option-Command-V: Move files to Clipboard from your original location to your current location. Team-Y: Use a quick look to view selected files. Option-Team-Y: View a quick-look slideshow of selected files. Team-1: View items in the Finder window as icons. Team-2: View items in the Finder window as a list. Team 3: View items in the Finder window in columns. Team 4: View items in the Finder window in the gallery. Command-left bracket (to): Go to the previous folder. Command-right bracket (to): Go to the next folder. Command-Up Arrow: Open a folder that contains your current folder. Command-Control-Up Arrow: Open a folder that contains the current folder in the new window. Team-Down Arrow: Open the selected item. Right Arrow: Open the chosen folder. This only works when in the list view. Left Arrow: Close your chosen folder. This only works when in the list view. Removal command: Move the selected item to the basket. Shift-Command-Delete: Empty basket. Option-Shift-Command-Delete: Empty basket without confirmation dialogue. Brightness Down: Turn on or off the video when your Mac is connected to more than one display. Option-Brightness Up: Open preference displays. This works with any brightness key. Control-Brightness Up or Control-Brightness Down: Change the brightness of the external display with the support of the display. Option-Shift-Brightness Up or Option-Shift-Brightness Down: Adjust the brightness of the display in smaller steps. Add the Control key to this label to adjust the external display if it's supported by the display. Option -Flight Control: Open flight control preferences. Mission Show your desktop. Control-Down Arrow: Show all the windows of the front app. Option-Volume Up: Open Sound preferences. This works with any of the key to volume. Option-Shift-Volume Up or or Down: Adjust the volume of the sound in smaller steps. Option-Keyboard Brightness Up: Open Keyboard Preferences. This works with any key brightness keyboard. Option-Shift-Keyboard Brightness up or option-Shift-keyboard brightness down: Adjust the brightness of the keyboard in smaller steps. Double-pressed option key: Open the item in a separate window, then close the original window. Team key on double tap: Open the folder in a separate tab or window. The command key when dragging in another volume: Move the dragged item to another volume instead of copying it. Option key while dragging: Copy the drag. The pointer changes while the item is being dragged. Option-Command during drag: Make a pseudonym for the drag element. The pointer changes while the item is being dragged. Option-click disclosure triangle: Open all folders in your chosen folder. This only works when in the list view. Team click of the window header: See folders containing the current folder. Learn how to use Command or Shift to select multiple items in Finder. Tap the Go menu at the Finder menu bar to see the shortcuts for opening many widely used folders such as apps, documents, downloads, utilities and iCloud Drive. The behavior of these labels can vary depending on the app you're using. Command-B: Boldface selected text, or turn on or off boldfacing. Command-I: Italicize the selected text, or turn on or off italics. Command-K: Add a web link. Command-U: Emphasize the selected text or turn it on or off. Command-T: Show or hide the font window. Team-D: Choose a Desktop folder from an open dialogue or save dialogue. Office-Command-D: Show or hide the definition of the chosen word. Shift-Command-Colon (:): Spell and Grammar Window Display. Control-H: Remove the symbol to the left of the insertion point. Or use Delete. Control-D: Remove the symbol to the right of the insertion point. Or use Fn-Delete. Fn-Delete: Forward remove on keyboards that don't have Forward Delete keys. Or use Control-D. Control-K: Remove the text between the insertion point and the end of a line or paragraph. Fn-Up Arrow: Page Up: Scroll one page. Fn-Down Arrow: Page Down: Scroll down one page. Fn-Left Arrow: Home: Scroll to the top of the document. Fn-right arrow: End: Scroll through the document. Command-Up Arrow: Move the insertion point to the beginning of the document. Team-Down Arrow: Move the insertion point at the end of the document. Command-and-left arrow: move the insert point to the beginning of the current line. Command-right arrow: Move the insert point to the end of the current line. Option -Left Arrow: Move insertion to the beginning of the previous word. Option-Right Arrow: Move the insertion point to the end of the next word. Shift-Command-Up Arrow: Select text between insert insert and the beginning of the document. Shift-Command-Down Arrow: Choose the text between the insertion point and the end of the document. Shift-Command-Left Arrow: Choose the text between the insert point and the beginning of the current line. Shift-Command-Right Arrow: Choose the text between the insert point and the end of the current line. Shift-Up Arrow: Expand your text selection to the nearest symbol in the same horizontal location on the line above. Shift-Down Arrow: Expand your text selection to the nearest character in the same horizontal location on the line below. Shift-Left Arrow: Expand the choice of text of one character to the left. Shift-Right Arrow: Expand the choice of text with one symbol to the right. Option-Shift-Up Arrow: Expand the text selection to the start of the current item and then the beginning of the next paragraph if pressed again. Option-Shift-Down Arrow: Expand the text selection to the end of the current item and then to the end of the next paragraph if pressed again. Option-Shift-Left Arrow: Expand the text selection to the beginning of the current word, then start the next word when clicking again. Option-Shift-Right Arrow: Expand the text selection to the end of the current word and then to the end of the next word if pressed again. Control-A: Go to the top of a line or paragraph. Control-E: Move to the end of a line or paragraph. Control-F: Move one character forward. Control-B: Move one character back. Control-L: Center cursor or selection in the visible area. Control-P: Move up one line. Control-N: Move down one line. Control-O: Insert a new line after the insertion point. Control-T: Change the symbol behind the insertion point with the character in front of the insert point. Command-left curly brace (C): Left alignment. Command-right curly bracket (C): Right alignment. Shift-Command-Vertical Bar (C): Alignment Center. Option-Command-F: Go to the search box. Option-Command-T: Show or hide the toolbar in the app. Option-Command-C: Copy Style: Copy the formatting settings for your chosen item in Clipboard. Option-Command-V: Insert Style: Apply copied style to your chosen item. Option-Shift-Command-V: Insert and style: apply the style of the surrounding content to the element, sticking to that content. Option-Command-I: Show or hide the inspector's window. Shift-Command-P: Set up a page: Display a window to select document settings. Shift-Command-S: Display saving in dialogue or duplicate the current document. Shift-Command-Minus sign (-): Reducing the size of the selected item. Shift-Command-Plus (C): Increase the size of the selected item. The command-equal sign (=) performs the same function. Shift-Command-Issue sign (?): Open the help menu. For more shortcuts, check out the shortcuts shown in your app menu. Each app can have its own shortcuts, and shortcuts that work in one app may not work in another. Thank you for your feedback. Feedback.