# Mac OS X keyboard shortcuts

Learn about common Mac OS X keyboard shortcuts.

**Startup**

| Keystroke | Description |
| --- | --- |
| Press X during startup | Force Mac OS X startup |
| Press Option-Command-Shift-Delete during startup | Bypass primary startup volume and seek a different startup volume (such as a CD or external disk) |
| Press C during startup | Start up from a CD that has a system folder |
| Press N during startup | Attempt to start up from a compatible network server (NetBoot) |
| Press T during startup | Start up in FireWire Target Disk mode |
| Press Shift during startup | start up in Safe Boot mode and temporarily disable login items and non-essential kernel extension files (Mac OS X 10.2 and later) |
| Press Command-V during startup | Start up in Verbose mode. |
| Press Command-S during startup | Start up in Single-User mode |

**Finder window**

| Keyboard shortcut | Description |
| --- | --- |
| Command-W | Close Window |
| Option-Command-W | Close all Windows |
| Command-Right Arrow | Expand folder (list view) |
| Option-Command-Right Arrow | Expand folder and nested subfolders (list view) |
| Command-Left Arrow | Collapse Folder (list view) |
| Option-Command-Up Arrow | Open parent folder and close current window |

**Menu commands**

| Keyboard shortcut | Description |
| --- | --- |
| Shift-Command-Q | Apple Menu<br>    Log out |
| Shift-Option-Command-Q | Apple Menu<br>    Log out immediately |
| Shift-Command-Delete | Finder Menu<br>    Empty Trash |
| Option-Shift-Command-Delete | Finder Menu<br>    Empty Trash without dialog |
| Command-H | Finder Menu |

|  | Hide Finder |
| Option-Command-H | Finder Menu<br>Hide Others |
| Command-N | File Menu<br>New Finder window |
| Shift-Command-N | File Menu<br>New Folder |
| Command-O | File Menu<br>Open |
| Command-S | File Menu<br>Save |
| Shift-Command-S | File Menu<br>Save as |
| Command-P | File Menu<br>Print |
| Command-W | File Menu<br>Close Window |
| Option-Command-W | File Menu<br>Close all Windows |
| Command-I | File Menu<br>Get Info |
| Option-Command-I | File Menu<br>Show Attributes Inspector |
| Command-D | File Menu<br>Duplicate |
| Command-L | File Menu<br>Make Alias |
| Command-R | File Menu<br>Show original |
| Command-T | File Menu<br>Add to Favorites (Mac OS X 10.2.8 or earlier), Add to Sidebar (Mac OS X 10.3 or later—use Shift-Command-T for Add to Favorites) |
| Command-Delete | File Menu<br>Move to Trash |
| Command-E | File Menu<br>Eject |
| Command-F | File Menu<br>Find |
| Command-Z | Edit Menu<br>Undo |
| Command-X | Edit Menu<br>Cut |
| Command-C | Edit Menu<br>Copy |

| Command-V | Edit Menu<br>Paste |
|---|---|
| Command-A | Edit Menu<br>Select All |
| Command-1 | View Menu<br>View as Icons |
| Command-2 | View Menu<br>View as List |
| Command-3 | View Menu<br>View as Columns |
| Command-B | View Menu<br>Hide Toolbar |
| Command-J | View Menu<br>Show View Options |
| Command - [ | Go Menu<br>Back |
| Command - ] | Go Menu<br>Forward |
| Shift-Command-C | Go Menu<br>Computer |
| Shift-Command-H | Go Menu<br>Home |
| Shift-Command-I | Go Menu<br>iDisk |
| Shift-Command-A | Go Menu<br>Applications |
| Shift-Command-F | Go Menu<br>Favorites |
| Shift-Command-G | Go Menu<br>Goto Folder |
| Command-K | Go Menu<br>Connect to Server |
| Command-M | Window Menu<br>Minimize Window |
| Option-Command-M | Window Menu<br>Minimize All Windows |
| Command-? | Help Menu<br>Open Mac Help |
| Command-Space | Open Spotlight (Mac OS X 10.4 or later) |

**Universal Access and VoiceOver**

**Keyboard shortcut**                                        **Description**

| | |
|---|---|
| Option-Command-8 | Turn on Zoom |
| Option-Command-+ (plus) | Zoom in |
| Option-Command-- (minus) | Zoom out |
| Control-Option-Command-8 | Switch to White on Black |
| Control-F1 | Turn on Full Keyboard Access<br>When Full Keyboard Access is turned on, you can use the key combinations listed in the table below from the Finder. |
| Control-F2 | Full Keyboard Access<br>    Highlight Menu |
| Control-F3 | Full Keyboard Access<br>    Highlight Dock |
| Control-F4 | Full Keyboard Access<br>    Highlight Window (active) or next window behind it |
| Control-F5 | Full Keyboard Access<br>    Highlight Toolbar |
| Control-F6 | Full Keyboard Access<br>    Highlight Utility window (palette) |
| Command-F5 or fn-Command-F5 | Turn VoiceOver on or off (Mac OS X 10.4 or later) |
| Control-Option-F8 or fn-Control-Option-F8 | Open VoiceOver Utility (Mac OS X 10.4 or later) |
| Control-Option-F7 or fn-Control-option-F7 | Display VoiceOver menu (Mac OS X 10.4 or later) |
| Control-Option-;<br>or fn-Control-option-; | Enable/disable VoiceOver Control-Option lock (Mac OS X 10.4 or later) |

The Universal Access preference pane allows you to turn on Mouse Keys. When Mouse Keys is on, you can use the numeric keypad to move the mouse. If your computer doesn't have a numeric keypad, use the Fn (function) key.

**Mouse Keys**

| Keystroke | Description |
|---|---|
| 8 | Move Up |
| 2 | Move Down |
| 4 | Move Left |
| 6 | Move Right |
| 1, 3, 7, and 9 | Move Diagonally |
| 5 | Press Mouse Button |
| 0 | Hold Mouse Button |
| . (period on keypad) | Release Mouse Button (use after pressing 0) |

**Other Commands**

| Keystroke | Description |
|---|---|

| | |
|---|---|
| Option-Command-D | Show/Hide Dock |
| Command-Tab | Switch application |
| tab | Highlight next item |
| Command-Up Arrow | Move up one directory |
| Command-Down Arrow | Move down one directory |
| Page Up or Control-Up Arrow | Move up one page |
| Page Down or Control-Down Arrow | Move down one page |
| Option-Drag | Copy to new location |
| Option-Command-Drag | Make alias in new location |
| Command-Drag | Move to new location without copying |
| Shift-Command-C | Show Colors palette in application |
| Command-T | Show Font palette in application |
| Command-Shift-3 | Take a picture of the screen |
| Command-Shift-4 | Take a picture of the selection |
| Command-Shift-4, then press Control while selecting | Take a picture of the screen, place in Clipboard |
| Command-Shift-4, then Spacebar | Take a picture of the selected window |
| Option-Command-esc | Force Quit |
| Control-Eject | Restart, Sleep, Shutdown dialog box |
| Control-Command-Eject | Quit all applications and restart |
| Option-Command-Eject **or** Option-Command-Power | Sleep |
| Command-click window toolbar button (upper right corner) | Cycle through available views for the window's toolbar (dependant on the nature of the Finder or application window) |
| Command-` | Cycle through windows in application or Finder (if more than one window is open) |
| Function-Delete (PowerBook, iBook only) | Forward Delete (delete the character to the right of your cursor) |

**Related documents**

| | |
|---|---|
| 61466 | Mac OS X: Shortcuts for Activating Full Keyboard Access |
| 61529 | Mac OS X: How to Use the Keyboard to Perform Actions |
| 106178 | Startup Manager: How to Select a Startup Volume |
| 61530 | Mac OS X: Alternative Ways to Control Your Computer |
| 61544 | Mac OS X: Shortcuts for Taking Pictures of the Screen |
| 106567 | Mac OS: Apple Pro Keyboard Shortcuts for Shut Down and Restart |
| 75294 | iPhoto 1.1.1: Additional Keyboard Shortcuts |
| 107081 | Mac OS X 10.2: Kotoeri Keyboard Shortcuts Have Changed |
| 61474 | Mac OS X: Shortcuts for Windows |
| 106743 | Mac OS X 10.1: Additional Features of the Dock |
| 61494 | Mac OS X: Speech – How to Add a Spoken Command for Keyboard Shortcut |

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