

Windows

CTRL and A Selects all the items in the active window.

CTRL and C Copies the item or items to the Clipboard and can be pasted using CTRL and V.

CTRL and F Displays the Find all files dialog box.

CTRL and G Displays the Go to folder dialog box.

CTRL and N Displays the New dialog box.

CTRL and O Displays the Open dialog box.

CTRL and P Displays the Print dialog box.

CTRL and S Displays the Save dialog box.

CTRL and V Pastes the copied item or items from the Clipboard.

CTRL and X Cuts the item or items selected to the Clipboard.

CTRL and Z Undoes the last action.

CTRL and F4 Closes the active document window.

CTRL while dragging an item Copy the selected item

CTRL+SHIFT with arrow keys Highlight a block of text

CTRL+F4 Close the active document

CTRL+ESC Display the Start menu

CTRL and F6 Opens the next document window in the active application.

ALT+ENTER View the properties for the selected item

ALT+F4 Close the active item, or quit the active program

ALT+SPACEBAR Open the shortcut menu for the active window

ALT+TAB Switch between the open items

ALT+ESC Cycle through items in the order that they had been opened

F1 key Gives help on the active window or selected item.

F2 key Rename the selected item

F3 key Search for a file or a folder

F4 key Display the Address bar list in My Computer or Windows Explorer

F5 key Update the active window

F6 key Cycle through the screen elements in a window or on the desktop

F10 key Activate the menu bar in the active program

Windows Logo Display or hide the Start menu

Windows Logo+BREAK Display the System Properties dialog box

Windows Logo+D Display the desktop

Windows Logo+M Minimize all of the windows

Windows Logo+SHIFT+M Restore the minimized windows

Windows Logo+E Open My Computer

Windows Logo+F Search for a file or a folder

CTRL+Windows Logo+F Search for computers

Windows Logo+F1 Display Windows Help

Windows Logo+ L Lock the keyboard

Windows Logo+R Open the Run dialog box

Windows Logo+U Open Utility Manager

TAB Move forward through the options

SHIFT+TAB Move backward through the options

CTRL+TAB Move forward through the tabs

CTRL+SHIFT+TAB Move backward through the tabs
 ALT+Underlined letter Perform the corresponding command or select the corresponding option
 ENTER Perform the command for the active option or button
 SPACEBAR Select or clear the check box if the active option is a check box
 F1 key Display Help
 F4 key Display the items in the active list
 Arrow keys Select a button if the active option is a group of option buttons
 BACKSPACE Open a folder one level up if a folder is selected in the Save As or Open dialog box
 END Display the bottom of the active window
 HOME Display the top of the active window
 NUM LOCK+Asterisk sign (*) Display all of the subfolders that are under the selected folder
 NUM LOCK+Plus sign (+) Display the contents of the selected folder
 NUM LOCK+Minus sign (-) Collapse the selected folder
 LEFT ARROW Collapse the current selection if it is expanded, or select the parent folder
 RIGHT ARROW Display the current selection if it is collapsed, or select the first subfolder

Mac

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 Log out
Shift-Option-Command-Q	Apple Menu Log out immediately
Shift-Command-Delete	Finder Menu Empty Trash
Option-Shift-Command-Delete	Finder Menu Empty Trash without dialog
Command-H	Finder Menu Hide Finder
Option-Command-H	Finder Menu Hide Others
Command-N	File Menu New Finder window
Shift-Command-N	File Menu New Folder
Command-O	File Menu Open
Command-S	File Menu Save
Shift-Command-S	File Menu

	Save as
Command-P	File Menu Print
Command-W	File Menu Close Window
Option-Command-W	File Menu Close all Windows
Command-I	File Menu Get Info
Option-Command-I	File Menu Show Attributes Inspector
Command-D	File Menu Duplicate
Command-L	File Menu Make Alias
Command-R	File Menu Show original
Command-T	File Menu Add to Favorites
Command-Delete	File Menu Move to Trash
Command-E	File Menu Eject
Command-F	File Menu Find
Command-Z	Edit Menu Undo
Command-X	Edit Menu Cut
Command-C	Edit Menu Copy
Command-V	Edit Menu Paste
Command-A	Edit Menu Select All
Command-1	View Menu View as Icons

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

Universal Access and [VoiceOver](#)

Keyboard shortcut	Description
Option-Command-* (asterisk)	Turn on Zoom
Option-Command++ (plus)	Zoom in
Option-Command-- (minus)	Zoom out
Control-Option- Command-* (asterisk)	Switch to White on Black
Control-F1	Turn on Full Keyboard Access 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 Highlight Menu
Control-F3	Full Keyboard Access Highlight Dock
Control-F4	Full Keyboard Access Highlight Window (active) or next window behind it
Control-F5	Full Keyboard Access Highlight Toolbar
Control-F6	Full Keyboard Access 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-; 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)