**Mac Keyboard Shortcuts**

**Generic Shortcuts**

* **Command+X**: Cut
* **Command+C**: Copy
* **Command+V**: Paste
* **Command+Z**: Undo the previous command
* **Shift+Command+Z**: Redo the previous command
* **Command+A**: Select all items
* **Command+F**: Find items in a document or open a Find window.
* **Command+M**: Minimize the front window to the Dock
* **Command+O:** Open
* **Command+P**: Print
* **Command+S**: Save
* **Command+T**: Open a new tab
* **Command+W**: Close the front window
* **Option+Command+Esc**: [Force quit](https://support.apple.com/HT201276) an app
* **Command–Space bar**: Show or hide the [Spotlight](https://support.apple.com/kb/HT201744) search field
* **Control–Command–Space bar**: Show the Character Viewer
* **Control+Command+F**: Use the app in full screen
* **Command+Tab**: Switch to the next most recently used app among your open apps.
* **Shift+Command+3**: Take a screenshot of the entire screen

**Finder and System Shortcuts**

* **Command+D**: Duplicate the selected files.
* **Command+E**: Eject the selected disk or volume.
* **Command+F**: Start a Spotlight search in the Finder window.
* **Command+I**: Show the Get Info window for a selected file.
* **Shift+Command+C**: Open the Computer window.
* **Shift+Command+D**: Open the desktop folder.
* **Shift+Command+I**: Open iCloud Drive.
* **Shift+Command+K**: Open the Network window.
* **Option+Command+L**: Open the Downloads folder.
* **Shift+Command+N:** Create a new folder.
* **Shift+Command+O**: Open the Documents folder.
* **Shift+Command+R**: Open the AirDrop window.
* **Shift+Command+U**: Open the Utilities folder.
* **Command+J**: Show View Options.
* **Command+K**: Open the Connect to Server window.
* **Option+Command+V**: Move: Move the files in the Clipboard from their original location to the current location.
* **Command–Left Bracket ([)**: Go to the previous folder.
* **Command–Right Bracket (])**: Go to the next folder.
* **Command–Down Arrow**: Open the selected item.
* **Command+Delete**: Move the selected item to the Trash.
* **Shift+Command+Delete**: Empty the Trash.
* **Command–Brightness Up**: Turn [target display mode](https://support.apple.com/kb/HT204592) on or off.
* **Command–Brightness Down**: Turn [video mirroring](https://support.apple.com/kb/HT202351#mirroring) on or off when your Mac is connected to more than one display.
* **Option–Brightness Up**: Open Displays preferences. This works with either Brightness key.
* **Control–Brightness Up** or **Control–Brightness Down**: Change the brightness of your external display, if supported by your display.
* **Option–Volume Up**: Open Sound preferences. This works with any of the volume keys.
* **Option–Keyboard Brightness Up**: Open Keyboard preferences. This works with either Keyboard Brightness key.
* **Command key while double+clicking**: Open a folder in a separate tab or window.
* **Command key while dragging to another volume**: Move the dragged item to the other volume, instead of copying it.
* **Option key while dragging**: Copy the dragged item. The pointer changes while you drag the item.
* **Option+click a disclosure triangle**: Open all folders within the selected folder. This works only when in list view.
* **Command+click a window title**: See the folders that contain the current folder.

**Document Shortcuts**

* **Command+B**: Boldface the selected text
* **Command+I**: Italicize the selected text
* **Command+U**: Underline the selected text
* **Command+D**: Select the Desktop folder from within an Open dialog or Save dialog
* **Command+Semicolon (;)**: Find misspelled words in the document.
* **Option+Delete**: Delete the word to the left of the insertion point.
* **Control+H**: Delete the character to the left of the insertion point
* **Control+D**: Delete the character to the right of the insertion point
* **Fn–Up Arrow**: Page Up: Scroll up one page
* **Fn–Down Arrow**: Page Down: Scroll down one page
* **Fn–Left Arrow:**Home: Scroll to the beginning of a document
* **Fn–Right Arrow**: End: Scroll to the end of a document
* **Control+A**: Move to the beginning of the 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 backward
* **Control+P**: Move up one line.
* **Control+N**: Move down one line
* **Command–Left Curly Bracket ({)**: Left align
* **Command–Right Curly Bracket (})**: Right align
* **Shift–Command–Vertical bar (|)**: Center align
* **Option+Command+F**: Go to the search field
* **Option+Command+T**: Show or hide a toolbar in the app
* **Shift+Command+P**:  Page setup: Display a window for selecting document settings
* **Shift–Command–Minus sign (+)**: Decrease the size of the selected item
* **Shift–Command–Plus sign (+)**: Increase the size of the selected item
* **Shift–Command–Question mark (?)**: Open the Help menu

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