

Mac Shortcuts

General Keyboard Shortcuts

Using Keyboard Shortcuts

Keyboard shortcuts are useful for computer users who want to improve efficiency and lower the risk of repetitive stress injuries by minimizing the need to use the mouse. (They are also known as Keyboard Commands, Hot Keys, Quick Keys, or Shortcut Keys.) Bear in mind that while some functions must be performed by using the mouse, this may be optional with others. Experiment with various methods and find those that suit you and your work style best.

Generally, use **two hands** when using shortcuts. Remember, the <⌘> and <control> keys are on both sides of the keyboard so you don't have to reach across your body to press them.

Hint: Most applications will list the keyboard shortcuts in the various menus. Microsoft and some other software companies have comprehensive listings of the keyboard shortcuts available for specific applications. Go to the Help menu and look up the topic **Keyboard Shortcuts**, **Keyboard Commands** or a related subject.

Commands from the File Menu

New	⌘ + N
Open	⌘ + O
Close	⌘ + W
Print	⌘ + P
Find	⌘ + F
Get Info	⌘ + I
Put Away	⌘ + Y

Commands from the Edit Menu

Copy	⌘ + C
Cut	⌘ + X
Paste	⌘ + V
Select All	⌘ + A
Undo	⌘ + Z

Common to Many Applications

New	⌘ + N
Open	⌘ + O
Close	⌘ + W
Save	⌘ + S
Print	⌘ + P
Quit	⌘ + Q

Ejecting Disks

After selecting disk	⌘ + Y
Force ejecting disk	⌘ + E
When <i>all</i> else fails	⌘ + SHIFT + 1
(Use this with <i>extreme</i> caution! It can cause damage.)	

TIP: The <control> key can be used in conjunction with the mouse in many applications to substitute for the right mouse button found on PCs.