

Just for Macs: Shortcuts and tips

The Macintosh computer has a bevy of keyboard shortcuts designed to save you time and effort. Here's a clip-and-save sampler of those that work on OS X. For more keyboard shortcuts, open the Help file on your Mac's menu bar and search for "shortcuts."



TO ESCAPE A FREEZE OR LOCKUP

Action	Shortcut
Stop a process	Apple + period
Force-quit an application	Apple + Option + Escape
Force computer to restart	Apple + Ctrl + Power key
Turn off computer	Power key

FOR TAKING PHOTOS OF A MAC'S SCREEN

Captures	Format	Shortcut
Screen	PDF file	Apple + Shift + 3
Part of the screen	PDF file	Apple + Shift + 4

START-UP OPTIONS

Action	Shortcut
Start in secure mode	Shift (after startup beep)
Open login window	Shift (when screen turns blue)
Close open windows	Shift (during login)
Start up from a CD	C key
Select startup disk	Option

FINDER SHORTCUTS

Action	Shortcut
Hide Finder	Apple + h
Hide others	Apple + Option + h
Get Info	Apple + i
Find	Apple + f
Eject	Apple + e
Show View Options	Apple + j
Go to Computer	Apple + Shift + c
Go to Home	Apple + Shift + h
Go to Applications	Apple + Shift + a
Go to folder	Apple + Shift + g
Connect to server	Apple + k
Log out	Apple + Shift + q

WORKING WITH FILES/FOLDERS

Action	Shortcut
Copy an item	Option drag
Duplicate	Apple + d
Create Alias (drag)	Apple + Option + drag
Create Alias (Command)	Apple + I (lower-case L)
Show original	Apple + r
Add to Favorites	Apple + t
Open folder in	Apple + double-click separate window
Open item	Apple + down arrow
Close folder (go to folder above)	Apple + up arrow
Open folder (in list view)	Option + right arrow
Close folder (in list view)	Option + left arrow
Delete item	Apple + delete

WORKING WITH YOUR WINDOWS/ICONS

Action	Shortcut
New Finder window	Apple + n
Close front window	Apple + w
Minimize front window	Apple + m
View files as icons	Apple + 1
View files as list	Apple + 2
View files as column	Apple + 3

WORKING WITH THE OS X DOCK/FUNCTION KEYS

Action	Shortcut
Show item in Finder	Apple + click dock item
Hide or show Dock	Apple + option + d
Hide application	Option + click application item

Action	Shortcut
Menu bar	Ctrl + F2
Dock	Ctrl + F3
Browse windows	Ctrl + F4
Utility window	Ctrl + F6

Sources: Dispatch research, Apple