

Must-use shortcuts

- ⌘ TAB Switch between applications
- ⌘ ' Switch between windows from one application
- ⌘ C Copy
- ⌘ V Paste
- ⌘ X Cut
- ⌘ Z Undo
- ⌘ ⇧ Z Redo

Text navigation

- ⬅ ▶ ▲ ▼ Move one position or line
- ⌘ ◀ or ▶ Beginning or end of line
- ⌘ ▲ or ▼ Beginning or end of document
- ⌘ ⌘ ◀ or ▶ Next or previous word

Combine with ⇧ to highlight

Form navigation

- TAB Next form item
- ⇧ TAB Previous form item
- Enter Activate the glowing button

In applications

- ⌘ N New document/ email/...
- ⌘ O Open
- ⌘ S Save
- ⌘ P Print
- ⌘ F Find
- ⌘ B Bold
- ⌘ U Underline
- ⌘ I Italic

- ⌘ W Close window
- ⌘ Q Close application
- ⌘ R Reload / refresh
- ⌘ A Select all
- ⌘ , Preferences

Browser

- ⌘ D Add bookmark
- ⌘ L Addressbar
- ⌘ T New tab
- ⌘ W Close tab
- ⌘ ⇧ T Undo close tab
- ⌘ N New window
- ⌘ ◀ Back (previous page)
- ⌘ ▶ Forward (next page)
- ⌘ ⇧ ◀ ▶ Switch between tabs in Safari
- ⌘ ⌘ ◀ ▶ Switch between tabs in Firefox & Chrome

Mail

- ⌘ N New message
- ⌘ R Reply
- ⌘ F Forward
- ⌘ ⇧ A Add attachment
- ⌘ ⇧ D Send message
- ⌘ 1 Go to inbox
- ⌘ ⌘ L Apply rules

Finder

- ⌘ ⇧ N New folder
- ⌘ O Open
- Enter Rename
- Space QuickLook
- ⌘ I Info

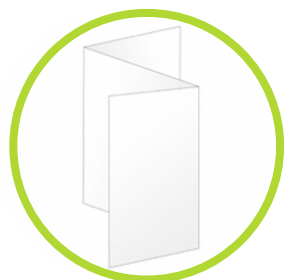
Zoom in

- ⌘ + Zoom in or increase font size
- ⌘ - Zoom out or decrease font size
- ⌘ ^ scroll Zoom in

Diacritical marks

- ⌘ E Followed by e makes é
- ⌘ ' Followed by e makes è
- ⌘ I Followed by e makes ê
- ⌘ U Followed by e makes ë

And if you can't already, learn touch typing.



duplex print, fold three times



and put it under your keyboard



Share with others? Apple, Windows, Dutch and English versions available at www.slimmerwerkencoach.nl/shortcuts



Odd, but useful

- ⌘ F1 Screen settings
- ⌘ F10 Sound settings
- ⇧ F11 Decrease volume without 'pop'
- ⇧ F12 Increase volume without 'pop'
- ⌘ F1 Switch between mirrored displays and extended desktop in case of multiple displays
- ^ ⌘ D Hide cursor
- ⌘ ⇧ ⌘ V Paste and match style

Press and hold ⌘ to 'highlight drag' a text selection

⌘ return spotlight results to show in finder

Operating system functions

- ⌘ space Find with spotlight
- ⌘ ⌘ space Spotlight search in new window
- ⌘ ⌘ esc Force quit application
- ⌘ ⇧ 3 Full screen screenshot to desktop
- ⌘ ⇧ 4 Screenshot of selection to desktop
- ⌘ ⇧ 4 space Screenshot of window to desktop

Combine screenshot shortcuts with ^ to copy the screenshot to the clipboard, paste it into place with ⌘ V.

Tips

- Use spaces to do different work in their own space without distractions.
- Still want to use a mouse to select text?
 - Double click on a word
 - Triple click on a sentence
- Use tab, enter and space to quickly deal with dialog boxes (activate this feature in System Preferences > Keyboard > All controls).
 - Tab: go to next button or form item
 - Space: activate selected button
 - Enter: activate 'glowing' button
- Use Textexpander to automagically write reoccurring text.
- Add your own shortcuts or modify existing ones at System Preferences > Keyboard.

Which button is which

- ⌘ Command (cmd, on pre-2009 keyboards there is also a 🍏 on it, so a lot of people will call this key the 'Apple key')
- ⌘ Option (alt)
- ⇧ Shift
- ^ Control (ctrl)
- TAB →|
- ← Backspace
- fn ← Delete (especially handy on laptops)

Custom keyboard shortcuts / your own

Save shortcut tips from colleagues (or find them with the Google search term 'keyboard+application name').

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