

East Carolina University – Common OS X Keyboard Shortcuts

Find more at <http://docs.info.apple.com/article.html?artnum=75459>



Symbols seen on Mac menus

In The Finder		
Apple+Option+Shift+Delete	⌘+⇧+⌘+⌫	Deletes trash immediately
Apple+Shift+Delete	⌘+⇧+⌫	Deletes trash
Apple+Delete on item	⌘+⌫	Sends it to the trash
Apple+L	⌘+L	Make alias
Apple+R	⌘+R	Do this on an alias and it goes directly to the original
Apple+T	⌘+T	Moves item to Sidebar
Apple+Option+Drag	⌘+⇧, drag	Makes alias of item in another location
Option+Drag	⇧, drag	Copies item to another location
Apple+Option+D	⌘+⇧+D	Toggle the dock between show and hide
Apple+tab	⌘+⇧	Cycle through applications
Apple + Option +Esc	⌘+⇧+esc	Display Force Quit window
Apple+K	⌘+K	Connect to server
Apple+Shift+Q	⌘+⇧+Q	
Finder Window		
Apple+1	⌘+1	Changes the window view to icons
Apple+2	⌘+2	Changes the window view to a list
Apple+3	⌘+3	Changes the window view to columns
Apple+right arrow	⌘+→	Expands selected folder
Apple+Option+right arrow	⌘+⇧+→	Expands selected folder and all its subfolders

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Apple+left arrow	⌘+←	Collapses selected folder
Apple+Option+left arrow	⌘+⌥+←	Collapses selected folder and all its subfolders
Apple+up arrow	⌘+↑	Moves up one directory level of selected directory
Apple+down arrow	⌘+↓	Moves down one directory level of selected directory
Apple+M	⌘+M	Minimizes window to the Dock
Apple+W	⌘+W	Closes the window
Apple+Option+W	⌘+⌥+W	Closes all windows in the active application
Apple+(accent grave)	⌘+`	Cycles through the windows of an active selection each time its clicked
At Startup		
Press and hold C	C	Starts machine up from a CD
Press and hold N	N	Starts machine up from a bootable network server
Press and hold T	T	Starts machine up in FireWire Target Disk Mode
Press and hold Apple+Option+Shift+Delete	⌘+⌥+⇧+⌫	Starts machine up from a different startup volume if its present
Press and hold Option	⌥	Allows you to select which disk to boot from
OS X Special Characters		
Option+8	⌥+8	• (Bullet)
Option+G	⌥+G	© (Copyright)
Option+2	⌥+2	™ (trademark)
Option+R	⌥+R	® (Registered)
Option+\$	⌥+\$	¢ (cents)
Option+Shift+2	⌥+⇧+2	€ (euro)
Option+Shift+8	⌥+⇧+8	° (degree)
Option+;	⌥+;	… (ellipsis)
Option+hyphen	⌥+-	- (en dash)
Option+Shift+hyphen	⌥+⇧+-	— (em dash)