

## Keyboard Shortcuts - 2020

⌘	Command Key (CMD)	^	Control Key (CTL)
⌥	Option Key (OPT)	→	Tab Key (TAB)
⇧	Shift Key (SHIFT)	⌫	Escape Key (ESC)
→ ← ↓ ↑	Arrow Keys	⌫	Delete Key (DEL)

⌘	Command Key (CMD)	^	Control Key (CTL)
⌥	Option Key (OPT)	→	Tab Key (TAB)
⇧	Shift Key (SHIFT)	⌫	Escape Key (ESC)
→ ← ↓ ↑	Arrow Keys	⌫	Delete Key (DEL)

### WORKING WITH LISTS

Select contiguous items	Select 1st item, SHIFT+click on last item.
Select individual items	Select 1st item, CMD+click to select each additional item.

### STARTUP KEYS

Hold these keys down while powering up.

⌥	Startup Manager - select startup disk
⌘ R	Recovery Mode
⌥ ⌘ R	Recovery Mode via the net
⇧	Safe Mode
⌘ V	Verbose Mode
⌘ S	Single User Mode
D	Run Diagnostics
⌥ D	Run Diagnostics via the net
⌥ ⌘ P R	Reset NVRAM
⇧ ^ ⌥	Reset the SMC

⌘ S	Save	⌘ ⌥ S	Save As
⌘ Z	Undo	⌥ ⌘ ESC	Force Quit
⌘ A	Select All	⌘ N	New
⌘ X	Cut	⌘ O	Open
⌘ C	Copy	⌘ Q	Quit
⌘ V	Paste	⌘ W	Close
ESC	Cancel action	⌘ P	Print
⌥ ⇧ ⌘ V	Paste - match style	⌘ ⌫	Move to trash
⌘ B	Bold	⇧ ⌘ [	Align Left
⌘ I	Italic	⇧ ⌘ ]	Align Right
⌘ U	Underline	⇧ ⌘ \	Align Center
⌘ ,	App Preferences	⌘ +	Enlarge text/page
⌘ F	Find	⌘ -	Shrink text/page
⌥ ⌘ W	Close window	⌥ ⌘ M	Minimize window
⇧ ⌘ 5	Screenshot (select)	⇧ ⌘ 4	Screenshot (area)

## More Shortcuts

<b>SEARCH FOR FILES AND INFORMATION</b>	
⌘ SPACEBAR	Open Spotlight search field
⇧ ⌘ SPACEBAR	Open Finder search field
⌘ F	Find (in any application)
SPACEBAR	Use Quick Look to view file contents
<b>COPY AND MOVE FILES</b>	
Select Files	Select files to be copied/moved
⌘ C > ⌘ V	Paste a copy of the selection
⌘ C > ⌘ ⇧ V	Move the selection
<b>GET HELP</b>	
⇧ ⌘ /	Open application help
⌘ ,	Open application preferences
<b>TEXT SHORTCUTS</b>	
⇧ ← ⇧ →	Go to the previous/next word
⇧ ↑ ⇧ ↓	Go to the previous/next paragraph
⌘ ← ⌘ →	Go to the start/end of the line
⌘ ↑ ⌘ ↓	Go to the start/end of the document
⇧ → ⇧ ←	Jump by word
⇧ ↓ ⇧ ↑	Jump paragraph
Add ⇧ to any of the above to select the text	

## Links and Resources

### LINKS

Ocala Mac User Group	<a href="https://ocalamug.org">https://ocalamug.org</a>
Contact OMUG	<a href="mailto:ocalamug@gmail.com">ocalamug@gmail.com</a>
MacHelp Website	<a href="https://tech42.us">https://tech42.us</a>

### USER GUIDES

Apps on your Mac	<a href="https://apple.co/2FdOsF1">https://apple.co/2FdOsF1</a>
Pages User Guide	<a href="https://apple.co/2F2wbdp">https://apple.co/2F2wbdp</a>
Numbers User Guide	<a href="https://apple.co/2ZkCUIY1">https://apple.co/2ZkCUIY1</a>
Keynote User Guide	<a href="https://apple.co/2F254z4">https://apple.co/2F254z4</a>
Use Photos on your Mac	<a href="https://apple.co/2F2ymxJ">https://apple.co/2F2ymxJ</a>
iPhone User Guide	<a href="https://apple.co/2Zdum5d">https://apple.co/2Zdum5d</a>
iPad User Guide	<a href="https://apple.co/2F0HDX6">https://apple.co/2F0HDX6</a>
Apple Watch User Guide	<a href="https://apple.co/2Zcol8K">https://apple.co/2Zcol8K</a>
Apple TV User Guide	<a href="https://apple.co/2F2yRrB">https://apple.co/2F2yRrB</a>
HomePod User Guide	<a href="https://apple.co/2Zj1cBM">https://apple.co/2Zj1cBM</a>

### APPLE

Technical Specs	<a href="https://apple.co/2F3ofbV">https://apple.co/2F3ofbV</a>
Computer Manuals	<a href="https://apple.co/2ZikRBO">https://apple.co/2ZikRBO</a>
Mac Support	<a href="https://apple.co/2FdPEZ1">https://apple.co/2FdPEZ1</a>
Apple Support Groups	<a href="https://apple.co/2Zj1zMG">https://apple.co/2Zj1zMG</a>
What is an Apple ID?	<a href="https://apple.co/2F2Ep5i">https://apple.co/2F2Ep5i</a>
EverythingMac	<a href="https://tinyurl.com/y4ldt85y">https://tinyurl.com/y4ldt85y</a>