

MAC TIPS

Short Cuts for YOU to use!

There are always many way to do things on a Mac:
menu items, keystrokes, clicking

Here are some keyboard shortcuts I need and use
all the time when I'm working on my Mac.



- Command (⌘) Delete (⌘) Moves selected items to the Trash.
- Command (⌘) O Opens the selected items, into their default applications if they're files.
- Command (⌘) c Copies what you've selected.
- Command (⌘) v Pastes whatever you've copied.
- Command (⌘) s Saves what you are working on.
- Press the Spacebar to "Quick Look" at a file.
- Select an item and press Return (↵) To select the filename and edit it.
- Command (⌘) N Makes a new window.
- Command (⌘) Shift (⇧) N Makes a new folder.
- Command (⌘) I Gets Info on a selected file or folder.
- Command (⌘) Shift (⇧) U Opens the Utilities folder.
- Command (⌘) Shift (⇧) A Opens the Applications folder.
- Command (⌘) A Selects everything in the window.
- Command (⌘) Option (⌥) A *Deselects* everything in a window.
- Option (⌥) 8 Makes a bullet! •••• ;)
- Command (⌘) Option (⌥) esc Force quits an application.
- Command (⌘) Option (⌥) Eject Puts the computer in Sleep Mode.
- Command (⌘) Shift (⇧) Q Instant log out.
- Command (⌘) Control (^) Eject Restarts the computer.
- Option (⌥) Shift (⇧) k Makes an Apple Logo! 🍏 🍏 🍏