

# MAC OS KEYBOARD SHORTCUTS

## MODIFIER KEYS

- **# Command (or Cmd) 分**-Shift
  - **V** Option (or Alt)
- Control (or Ctrl) 슈-Caps Lock **fn** (function)

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FINDER COMMANDS	
₩F	Find
ЖY or space	Quick look
<mark>₩ Ж</mark>	Create new folder
<b>£</b>	Go to parent folder
<mark>₩ В</mark>	Go to AirDrop
₩ X	Move to trash
分 ೫ <∑	Empty trash
<b>╲ Ж space</b>	New Search window
ЖN	New Finder window

#### **APP COMMANDS**

ЖQ Quit

Contractory

ЖH

 $\mathcal{T}$   $\mathcal{H}$ 

- **H** N New window/document ж O Open file Close window/document **W K ℋ**S Save document て分第S Save as Ж, Preferences (settings) ЖH Hide app
  - $\mathcal{T} \mathfrak{H} \mathfrak{H}$ Hide other apps
  - **~ 彩 F** Toggle full screen

**SCREEN CAPTURE 公**第3 Screen **公**第4 Area 公 第 5 Capture and recording controls Add ^ to save to clipboard instead of file (for Paste) Space to select window instead of area

**H** R

#### New Finder window tab

### **APP SWITCHING**

公 ℃ → | Go to previous app Ж , Next window in app  $\mathcal{T}$  **# D** HIde/Show Dock ₩→1 Go to next app

#### **APP COMMANDS** ЖQ Quit ₩ N New window/document жO Open file ЖW Close window/document ж S Save document Ж, Preferences (settings) Hide app Hide other apps

<u>OTHERS</u> **# space** Spotlight 第 space(hold) Siri 第、公V Paste and match style ж x/c/v Cut/Copy/Paste ЖA Select all

**∧ ℋ F** Toggle full screen

#### **MULTI TOUCH GESTURES** = one finger

**CLICK -** you will feel a response **TAP -** a light touch **DOUBLE TAP** Smart zoom SWIPE Scroll page

> CLICK Secondary/right click **SWIPE** Change between full screen apps **SPREAD** Show Desktop **PINCH** Show Launchpad

