

Keyboard shortcuts - hold **command** (⌘) *plus*:

A – select all

B – bold

I – italic

U – underline

delete - send to trash

C – copy

X – cut

V – paste

Q – Quit app

option + escape - Force Quit

N – new window or file

S – save

O – open

I – information

space – Spotlight

, – Prefs

P – print

F – find

Z – undo

T – new tab

Gary Hays

360-356-4365

gary@inhometechservices.com

www.inhometechservices.com



How to select items in a list

- To select **individual items** - hold ⌘ as you click them
- To select **a portion** - click the first item, then shift + click on the last item
- To select the **whole** list use ⌘ + A

Advanced Keyboard Shortcuts

(+ = at the same time)

- ⌘ + tab select or quit (Q) open applications
- ⌘ + ~ move through open windows within the current application
- ⌘ + shift + 5 open the Screenshot app

Finder

- ⌘ + shift + A - Applications folder
- ⌘ + shift + U - Utilities folder
- ⌘ + shift + O - Documents folder
- ⌘ + shift + D - Desktop folder
- ⌘ + shift + H - Home folder
- ⌘ + shift + C - Computer folder

Spacebar - Quick Look to view a file without opening it

<https://support.apple.com/en-us/HT201236>