Apple Macintosh Shortcut Keys and Tips

('Classic' Mac OS)

These shortcuts apply to Mac OS 8 or newer, except as indicated below. Most of them also apply to earlier versions, and many also work in Mac OS X. 'Option' is the key labelled 'Alt' on many keyboards.

Commands

New document	Command (⌘)-N
Open document	⌘-O
Save	⌘-S
Print	⌘-P
Find	⌘-F
Select All	⌘-A
Cut	⌘-X
Copy	⌘-C
Paste	⌘-V
Undo	⌘-Z
Switch Application (Mac OS 8.5 and up)	⌘-Tab
Quit Application	⌘-Q
Close window	⌘-W
Close all open windows	⌘-Option-W
Stop/Cancel	⌘-. (full-stop)
To click 'OK' in dialogue boxes	Press Return key

Navigation

Go up a level in Open/Save dialogue boxes	⌘-up arrow
Go to Desktop in Open/Save dialogue boxes	⌘-D
Scroll up	Page Up
Scroll down	Page Down
Jump to a file or folder in window list	Type first letters of name
Open selected folder in window list/ dialogue box	⌘-O

Finder

New folder	⌘-Nwww.
Open folder	⌘-O
Move item to Trash/ Wastebasket	⌘-Backspace
Empty Trash (Mac OS9 and up)	⌘-SHIFT-Backspace
Put Away	⌘-Y
Make Alias	⌘-M
Duplicate (file or folder)	⌘-D
Cycle through icons on Desktop or in window	Tab Use ⌘-O to open selected item
Launch selected application (alternative to double-clicking)	⌘-O

Formatting

Bold	⌘-B
Italics	⌘-I
Underline	⌘-U

Extras

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OS X (10.1) Finder Shortcuts (where new or different from above)

New Window	⌘-N	New Folder	⌘-SHIFT-N
Hide/Show Dock	⌘-Option-D	Hide Finder toolbar	⌘-B
Copy selected Finder items	⌘-C	Paste Finder items	⌘-V
Hide application and its windows	⌘-H	Connect to a server	⌘-K
Undo last Finder item	⌘-Z	Minimise window	⌘-M
Logout	⌘-SHIFT-Q		
Open 'Computer' folder	⌘-Option-C		
Open your 'Home' folder	⌘-Option-H		
Open 'Applications' folder	⌘-Option-A		
Force Quit dialogue box	⌘-Option-Esc, then use arrow keys to select application, hit Return (this can be done safely, no need to restart afterwards).		

**In OSX dialogue boxes, the pulsing blue button
can always be selected by pressing Return**

Slowing down the mouse:

This can greatly reduce muscle tension in your hand.

1. Open the "Mouse" Control Panel.
2. Choose a setting at the left-hand end of the scale to reduce the speed of the mouse pointer.

TIP: if you have one of the new Apple Pro mice (the type with no button – you 'click' the entire mouse), you can vary the force needed to generate a click by turning a ring underneath the mouse. See your computer handbook for details.

Slowing down the keyboard:

1. Open the "Keyboard" Control Panel.
2. Move the 'Key Repeat Rate' slider towards the left.
3. Move the 'Delay Until Repeat' slider towards the right.

TIP: In Mac OS 9, the Function (F1-F15) keys can be customised to suit your needs. Select this option in the Keyboard control panel. For example, you can launch frequently-used items.

'Sticky Keys':

If you find it awkward to hold the shift key down while pressing another key, you can set up 'sticky keys' so that, for example, 'The' is typed by pressing 'SHIFT, t, h, e' in sequence. To do this, install the "Easy Access" Control Panel (found on the Mac OS CD-ROM in the "Universal Access" folder). Then set 'Sticky Keys' to 'On'.

'Mouse Keys':

If you want to avoid using the mouse, but still need to move the pointer, use Mouse Keys instead. In the "Easy Access" Control Panel (see above), set 'Mouse Keys' to 'On' and adjust the speed settings to suit. You can turn the Mouse Keys on or off by pressing ⌘-SHIFT-Clear.

Note for Mac OSX users: the equivalent software, 'Universal Access', is located in System Preferences. It offers the same adjustments to the keyboard and mouse.

Adjust your screen:

Open the "Monitors"/ "Monitors and Sound" Control Panel (the name may vary depending on your version of the Mac OS; it's 'Displays' in OSX System Preferences). Choose from the "Recommended" frequencies and resolutions, depending on the capabilities of your monitor and graphics card; consult your IT department or the manual for details. To minimise flicker, choose the fastest *refresh rate* you can, at least 75Hz, and ideally 85Hz or higher (a 'flat panel' LCD screen will not suffer from flicker). To fit more onto your display, choose a higher *resolution*, for example 1024 by 768 pixels on a 17-inch monitor. If filenames and other text are now too small to read easily, increase the size of the font used by the Finder, and/or change the font itself.

Choose your own shortcuts:

Many programs, for example Microsoft Office, allow you to set up your own keyboard shortcuts for common tasks, so experiment to find the combinations that are easiest to remember. You can also use keyboard shortcuts to insert frequently-used items of text such as your company name, standard paragraphs, or your name and title at the end of a letter.

Macs are widely used in graphic design and publishing. There are plenty of keyboard shortcuts in such programs as Quark XPress, PageMaker, Photoshop, Illustrator, and Freehand. Professional designers are likely to be aware of them, but users new to the field, or those who work with these programs only occasionally, will find it helpful to familiarise themselves with the options. Note that enabling the Function Keys feature in Mac OS9 (see above) overrides a program's own Function Key shortcuts (e.g. F7 to Hide/Show Guides in Quark).