

# Keyboard Shortcuts

# FOR THE MAC

What Does This ⌘ Mean?



Switching between the keyboard and the mouse can waste time and cause mistakes. Learn the common shortcut keys to quickly and easily navigate. **For each of the shortcuts below, you should hold down the ⌘ key, and tap the key after the +.**

<p>Create a new...</p> <p>⌘ + N</p>	<p>Highlight / Select all</p> <p>⌘ + A</p>	<p>Copy</p> <p>⌘ + C</p>	<p>Cut</p> <p>⌘ + X</p>	<p>Highlight selectively (like in a list)</p> <p>⌘</p> <p>Click on the first item, then hold command, click selectively on the others, and let go of command</p>
<p>Paste</p> <p>⌘ + V</p> <p><b>Pro tip:</b> You can repeat this action for multiple pastes!</p>	<p>Undo</p> <p>⌘ + Z</p> <p><b>Pro tip:</b> You can repeat this action for multiple undos!</p>	<p>Delete a file</p> <p>⌘ + delete</p>	<p>Find</p> <p>⌘ + F</p> <p><b>Pro tip:</b> Can be used in conjunction with "and Replace"</p>	<p>Highlight multiple selections</p> <p>shift</p> <p>Click on the first item, then hold down shift, click on the last item (like bookends), let go of shift</p>
<p>Print</p> <p>⌘ + P</p>	<p>Bold</p> <p>⌘ + B</p>	<p>Italic</p> <p>⌘ + I</p>	<p>Underline</p> <p>⌘ + U</p>	
<p>Go to the beginning of a line</p> <p>⌘ + left arrow</p>	<p>Go to the end of a line</p> <p>⌘ + right arrow</p>	<p>Make font in browser bigger</p> <p>⌘ + plus sign</p>	<p>Make font in browser smaller</p> <p>⌘ + minus sign</p>	
<p>Take a screen shot</p> <p>⌘ + shift + 4</p>	<p>Close window</p> <p>⌘ + W</p>	<p>Quit an application</p> <p>⌘ + Q</p>	<p>Indent the cursor to the right OR Move to the next form field</p> <p>tab</p>	<p>Move between open programs</p> <p>⌘ + tab</p> <p><b>Pro tip:</b> Keep pressing tab before letting go of Command to cycle through all open program options</p>



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