



Keyboard Shortcuts for Mac OS X

Action	Shortcut
Change the size of the Dock	Drag the dividing line in the Dock.
See the Dock shortcuts menu	Control-click the Dock background.
Switch to another application and hide all other applications	Command-Option-click the icon in the Dock.
Define a search using multiple criteria	Command-F
Copy a file instead of moving it, leaving a copy in the original location	Option-drag the file's icon to new location.
Make an alias to a file instead of moving it	Command-Option-drag the file's icon
Start a Spotlight search	Command-Space bar
Open the Spotlight window	Command-Option-Space bar
Display an item in the Finder	Command-click it.
Use Exposé to show all the open windows	F9 (default setting)
Use Exposé to show all the open windows in an application	F10 (default setting)
Use Exposé to hide all the open windows and show the desktop	F11 (default setting)
Show Dashboard	F12 (default setting)
Switch to the previous application	Command-Tab
Note: To change the Spotlight and Exposé shortcuts, open Preferences.	
See the definition for a word	Move the cursor over the word and press Command-Control-D.
See the shortcut (contextual) menu for an item	Control-click the item.
Minimize a window	Double-click the title bar.
File pathname of document in window (Finder and some other applications)	Command-click the window's title.

Startups and Freezes

Action	Shortcut
Start up from a CD	C
Start up from the default NetBoot disk image	N
Start up in Target Disk Mode	T
Eject removable disks	Hold down the mouse button.
Reset Parameter RAM	Command-Option-P-R
Stop a process	Command-period (.)
Force an application to quit	Command-Option-Escape
Turn off your computer	Power key
Force the computer to restart	Command-Control-Power key

Shortcuts for Taking Pictures of the Screen

Action	Shortcut
To take a picture of the whole screen	Command- Shift-3
To take a picture of part of the screen	Command- Shift-4, then drag to select the area you want in the picture.
To take a picture of a window, the menu bar, the Dock, or another area, press Command-Shift-4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click.	
Screen shots are saved as files on the desktop. If you want to put the screen shot on the Clipboard rather than create a file, hold down the Control key when you press the other keys. You can then paste the picture into a document.	
You can also take pictures of the screen using the Grab application (in the Utilities folder). Some applications, such as DVD Player, may not let you take pictures of the screen.	

Symbols for Special Keys

Action	Shortcut
Command	
Shift	
Option	
Enter	
Return	
Control	
Up Arrow	
Down Arrow	
Right Arrow	
Left Arrow	
Page Up	
Page Down	
Top (Home)	
Escape (Esc)	
End	
Delete	
Forward Delete	