

Mac OS X Leopard: 200+ Keyboard Shortcuts

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Frontmatter

This list of Mac OS X Leopard: 200+ Keyboard Shortcuts first appeared on line at <http://www.usingmac.com/2007/11/21/mac-os-x-leopard-200-productivity-booster-hotkeys> in November 2007. It is reproduced here in table form.

Navigation note

Navigation of this book is at the first navigation level for main subject areas. Second navigation level for secondary subject. Phrase level for table contents. Each table has a caption. There are no page numbers.

Production note

This digital talking book was produced by Greg Kearney for the National Federation of the Blind of Wyoming, October 2007 Computer-generated voices courtesy of Apple Inc.

General

Global command that work in most applications.

Keys Pressed	Command
Command-C	Copy files
Command-V	Paste files
Option-Drag	Copy files to new location
Command-Drag	Move and auto-align icons
Command-Delete	Delete
Command-Option-Drag	Make alias
Command-Shift-Delete	Empty trash
Command-Shift-Option-Delete	Empty trash without warning
Tab	Select next field
Shift-Tab	Select previous field
Return	Perform default action
Escape	Close dialog box
Page Up	Scroll up list
Up Arrow	Select item above
Page Down	Scroll down list
Down Arrow	Select item below
Command-Shift-G	Open 'Go to Folder' dialog
Command-Period[.]	Close dialog box

Exposé, Space, Dashboard and the System

Command that function with in the Exposé, Space, Dashboard and the System.

Keys Pressed	Command
F8	Toggle Space
Shift-F8	Toggle Space in slow motion
F9	Show all open windows
Shift-F9	Show all open windows in slow motion
F10	Show all open windows for an application
Shift-F10	Show all open windows for an application in slow motion
F11	Hide all windows
Shift-F11	Hide all windows in slow motion
F12	Open/close Dashboard
Shift-F12	Slowly open/close Dashboard
Option-Mouse Hover	Reveal the close button of widget
Shift-Click Close Button	Animate closing widget in slow motion
Command-H	Hide application
Command-Option-H	Hide other applications
Command-Q	Quit application
Command-Shift-Q	Quit all applications and log out
Command-Option-Shift-Q	Log out without warning
Command-Tab	Switch to next application
Command-Shift-Tab	Switch to previous application
Option-Drag	Adjust volume (on sound volume slider)

Command-Drag	Arrange menu bar items
Option-Click	Switch window and hide current window
Control-Click	Open contextual menu
Command-Control-D	See word definition (with mouse hover)

Issue: System Freeze and Power

Command that deal with system freezes and power issues.

Keys Pressed	Command
Command-Period[.]	Stop process
Command-Option-Escape	Open Force Quit
Power Key	Turn off
Command-Option-Shift-Power Key	Force shut down
Command-Control-Power Key	Force restart

Full Keyboard Access

Command that Full Keyboard Access turned on.

Keys Pressed	Command
Control-F1	Turn on/off full keyboard access
Control-F2	Focusing menu bar
Control-F3	Focusing Dock
Control-F4	Move to next window
Control-F5	Move to toolbar
Control-F6	Move to a floating window

Control-F7	Toggle keyboard access mode
Control-F8	Focusing status menu in menu bar
Command-Accent	Switch to next window within application
Command-Shift-Accent	Switch to previous window within application
Command-Option-Accent	Move to sidebar
Command-Option-T	Toggle on/off character palette

Finder

Commands that function with in the Finder.

Keys Pressed	Command
Command-Click on Title	See the path enclosing folders
Command-Double-Click (on folder)	Open folder in new window
Option-Double-Click (on folder)	Open folder in new window and close current window
Command-1	Switch to icon view
Command-2	Switch to list view
Command-Option-Right Arrow	Expand folder
Left Arrow	Close folder
Command-Down Arrow	Open selected folder or document or starts the selected application
Command-Option-Down Arrow	Open selected folder in new window and close current folder
Command-Shift-Option-Down Arrow	Open selected folder in new window and close current folder in slow motion
Command-Up Arrow	Show enclosing folder
Command-Option-Up Arrow	Show enclosing folder and close current folder

Command-3	Switch to column view
Command-4	Switch to coverflow view
Command-Y	Toggle Quick Look mode
Command-Option-Y	Toggle Slideshow mode
Command-Shift-H	Open home folder
Command-Option-Shift-Up Arrow	Move focus to Desktop
Command-Shift-I	Open iDisk
Command-Shift-D	Open Desktop
Command-Shift-C	Open Computer area
Command-Shift-K	Open Network
Command-Shift-A	Open Applications
Double-Click on Title	Minimize window
Command-M	Minimize window
Option-Click on button	Apply action to all windows in active application
Hold-Scroll Bar	Scroll quickly

QuickLook

Command related to the QuickLook functions.

Keys Pressed	Command
Spacebar	Open QuickLook on current selected item
Command-Plus [+]	Zoom in (some items)
Command-Minus [-]	Zoom out (some items)

Search: Spotlight

Command that function while using Spotlight.

Keys Pressed	Command
Command-Spacebar	Activate/deactivate Spotlight
Command-Option-Spacebar	Open Spotlight window
Command-Return	Open the top hit
Command-Down Arrow	Move to next category
Command-Up Arrow	Move to previous category
Command-Click	Open selected item in Finder
Escape	Close Spotlight

Utility: Print Screen

Command that permit the printing of the screen or the saving of images of the screen.

Keys Pressed	Command
Command-Shift-3	Take snapshot of the whole screen
Command-Shift-4	Take snapshot of the selected area
Command-Shift-4-Spacebar	Take picture of a window
Escape	Cancel
Hold Spacebar after Drawing the region	Move the selected area
Hold Option	Resize selected area
Hold Shift	Resize selected area horizontally or vertically

Application: Dock

Command that function with the applications dock.

Keys Pressed	Command
Drag the separator	Resize Dock
Option-Drag	Resize Dock to fixed size
Control-Click	Show Dock's contextual menu
Control-Click on icon	Show item's contextual menu
Command-Click	Open the icon's enclosing folder
Option-Click	Switch to another and hide current application
Command-Option-Click	Switch to another application and hide all other applications
Command-Option-Drop	Force application to open files
Command-Option-D	Hide/unhide Dock

Preference: Universal Access

Command that function with various Universal Access preferences.

Keys Pressed	Command
Command-Option-8	Turn zoom on/off
Command-Option-Equal[=]	Zoom in
Control-Scroll Up	Zoom in
Command-Option-Hyphen[-]	Zoom out
Control-Scroll Down	Zoom out
Command-Option-Control-8	Invert color (try this on those iMacs in Apple Store)

Control-Option-Command-Comma[,]	Reduce contrast
Control-Option-Command-Period[.]	Increase contrast
Command-F5	Toggle VoiceOver
Shift-Shift-Shift-Shift-Shift (5 times)	Toggle Sticky Keys
Option-Option-Option-Option-Option (5 times)	Toggle mouse keys

Boot: Start Up

These shortcuts only available during start up.

Command that control boot up functions of the Macintosh. Generally held down at startup.

Keys Pressed	Command
Shift	Prevent automatic login
Shift	Enter safe mode (hold down after startup tone and release after you see the progress indicator)
Shift	Prevent opening Login Items (after login)
C	Boot from CD
N	Boot from default NetBook disk
T	Start up in Target Disk Mode
Option	Select startup disk
Command-X	Start up using Mac OS X
Hold Mouse Button	Eject removable discs
Command-Option-P-R	Reset parameter RAM
Command-V	Verbose mode (detailed status message)
Command-S	Single user mode

Browser: Safari

Command that function with in the Safari web browser.

Keys Pressed	Command
Command-Option-F	Move to Google Search Box
Option-Up Arrow	Scroll Up
Option-Down Arrow	Scroll Down
Command-Click Link	Open in new tab and stay in current tab
Command-Shift-Click Link	Open and go to new tab
Command-Option-Click Link	Open in new window
Option-Click Close Button	Close other tabs
Command-Shift-]	Select next tab
Command-Shift-[Select previous tab
Command-Shift-H	Go to homepage
Command-Shift-K	Toggle Block Pop-up Windows
Command-Option-E	Empty Cache
Command-Option-R	Reload page without Caching
Command-F	Search term in webpage
Command-M	Minimize Safari
Shift-Click Button	Animate slow motion effect
Command-Plus[+]	Increase font size
Command-Hyphen[-]	Reduce font size
Command-0	Original font size

Music: iTunes

Command that function with iTunes.

Keys Pressed	Command
Return/Space	Play
Option-Right Arrow	Select next album
Option-Left Arrow	Select previous album
Command-Right Arrow	Play next song
Command-Left Arrow	Play previous song
Option-Click on Shuffle Button	Reshuffle
Command-Option-Down Arrow	Mute
Command-E	Eject CD
Command-T	Turn on/off visualizer
Command-F	Turn on/off full screen mode
Command-1	View iTunes window
Command-2	View equalizer mode

Terminal

Command that function with the Terminal application.

Keys Pressed	Command
Double-Click	Select word
Triple-Click	Select line
Drag item to Terminal	Add the complete path to that item

Command-N	Create new shell window
Command-Shift-N	Enter new command
Command-Shift-K	Connect to a server
Command-Option-S	Save text
Command-Option-Shift-S	Save selected text
Command-I	Show terminal inspector
Command-T	Create new tab
Control-C	Break

Mail: Hello from Cupertino

Command that function with the Mail application.

Keys Pressed	Command
Command-N	New message
Command-Shift-N	Get new mail
Command-Option-N	Open new viewer window
Command-0	Open activity window
Command-Shift-D	Send mail
Command-Shift-Y	Add senders to address book
Command-E	Use selected text to find
Command-C while selecting message	Copy entire text of a message
Command-Click on upper-right corner toolbar button	Switch different toolbar display
Command-Single Quote[']	Increase quote level
Command-Option-Single Quote[']	Decrease quote level
Command-Shift-E	Redirect message

Command-Shift-F	Forward message
Hold Option when deleting message	Prevent next message from being automatically marked as read
Command-Shift-R	Reply to all
Command-Shift-B	Bounce to sender
Command-Shift-T	Convert message to rich text or plain text
Command-Left Brace[{}]	Align left
Command-Vertical Bar[]	Align center
Command-Right Brace[}]	Align right
Command-Colon[:]	Check spelling
Command-Semicolon[;]	Flag misspelling of selected word

Front Row

Command that function with Front Row a media application similar to AppleTV.

Keys Pressed	Command
Command-Esc	Open/close Front Row or return to previous menu
Spacebar, Return	Select item in a menu
Up Arrow, Down Arrow	Change volume
Right Arrow, Left Arrow	Go to next or previous selection

Address Book

Command that function with the Address Book.

Keys Pressed	Command
Command-1	View card and columns
Command-2	View only card
Command-3	View directories
Command-Right Bracket[']	Next card
Command-Left Bracker['[Previous card
Command-Vertical Line[]	Merge selected cards
Command-Backslash[\]	Set as company card