Shortcut Keystrokes in OS X
by Phil Russell

Is this you?
- You close a window or document by clicking the close box at upper left of the window or document.
- You create a new folder by mousing to the File menu and selecting New Folder.
- To re-save a document after making changes, you use Save from the File menu.
- To empty the Trash you use Empty Trash from the Finder menu.

If any part of that is how you do things, this article is for you.

Here is what you should be doing. For any action for which there is a keystroke shortcut, the only time you go to the menu is to learn that keystroke.

I call this process "Punish Yourself." Here is how Punish Yourself works.

Let's say you need a new folder. You go to the File menu and see New Folder there. You observe the symbols for Shift and Command to the right of New Folder. Do not use that menu. Slide out of the menu and use that keystroke, **Command + Shift + N**.

So why not just observe the shortcut keystroke and remember to use it instead of the menu next time? No no no! You won't remember. Using Punish Yourself it will only take four or five times to the menu, punishing yourself, and you will learn the shortcut.

You do not have to use Punish Yourself for every action for which there is a shortcut keystroke. I do not choose to memorize **Command + H** for Home and **Command + K** for Network. However, if you use Home and Network a lot, you should Punish Yourself until the shortcut becomes automatic.

A lot of the keystrokes are hidden in the instructions, preferences and other locations. There are some very handy shortcuts you should be using. For example, **F9** displays all open windows. This allows you to click on the window you wish to be working with, or click **F9** again and you are back to where you were.

Using **F10** displays all open windows in your current application. And if you would like to see your Desktop, clearing away all open windows, click **F11**. Click again and you are back to where you were. These **F9**, **F10** and **F11** shortcuts can be changed to suit you. For instance, I too often click **F9** by mistake, so I changed it to **F12**. Where do you do this? Open System Preferences, click on Exposé and you can change any of the Exposé keystrokes, Fig. 1.
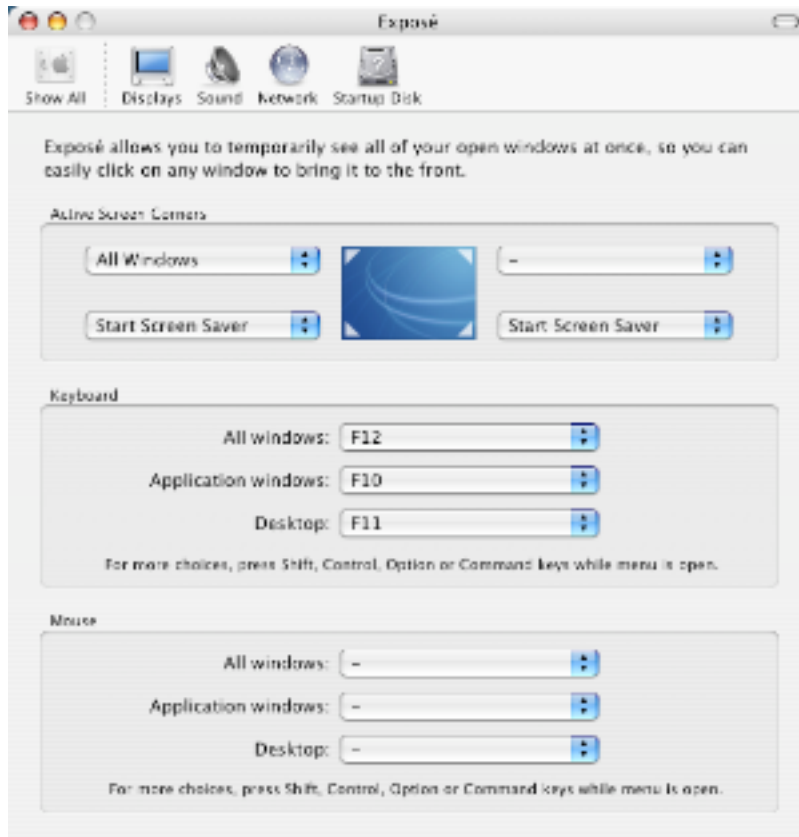
Fig. 1. Exposé Shortcuts

An interesting keystroke is **Command + Tab.** Hold down the Command key and just click -- do not hold -- the Tab key. A version of the Dock appears with all open applications spread across the screen. Tap the Tab key and you move across the Dock, one application per tap. When you the application you want is selected, let go of the Command key and it comes to the front.

Did you know that you can zoom your entire screen larger in several steps? Click **Command + Option + +**. Of course using minus (**-**) instead of plus (**+**) reduces it. If this does not work, you have disabled the Zoom and Reduce shortcuts. To get them back, click **Command + Option + 8**, Fig. 2.
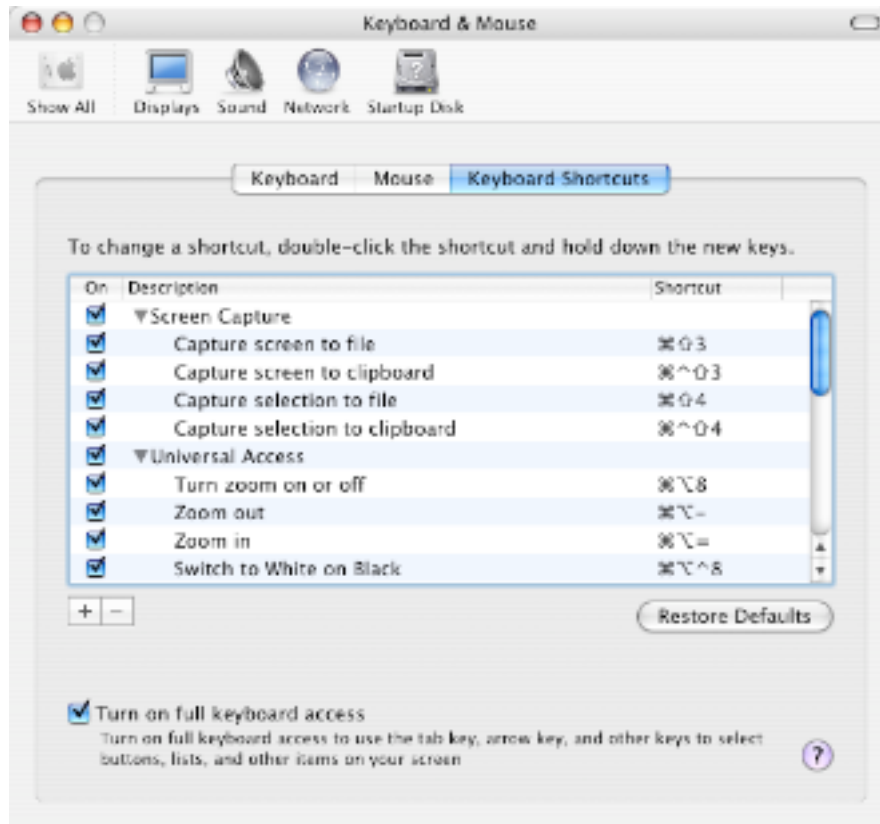
Fig 2. Keyboard and Mouse shortcuts

Many applications come with a ton of keyboard shortcuts. Look for them. In the case of Default Folder, a popular utility for OS X, here is their Hot Key choices, which you can change as you wish. Find it by opening Default Folder in System Preferences, Fig. 3.
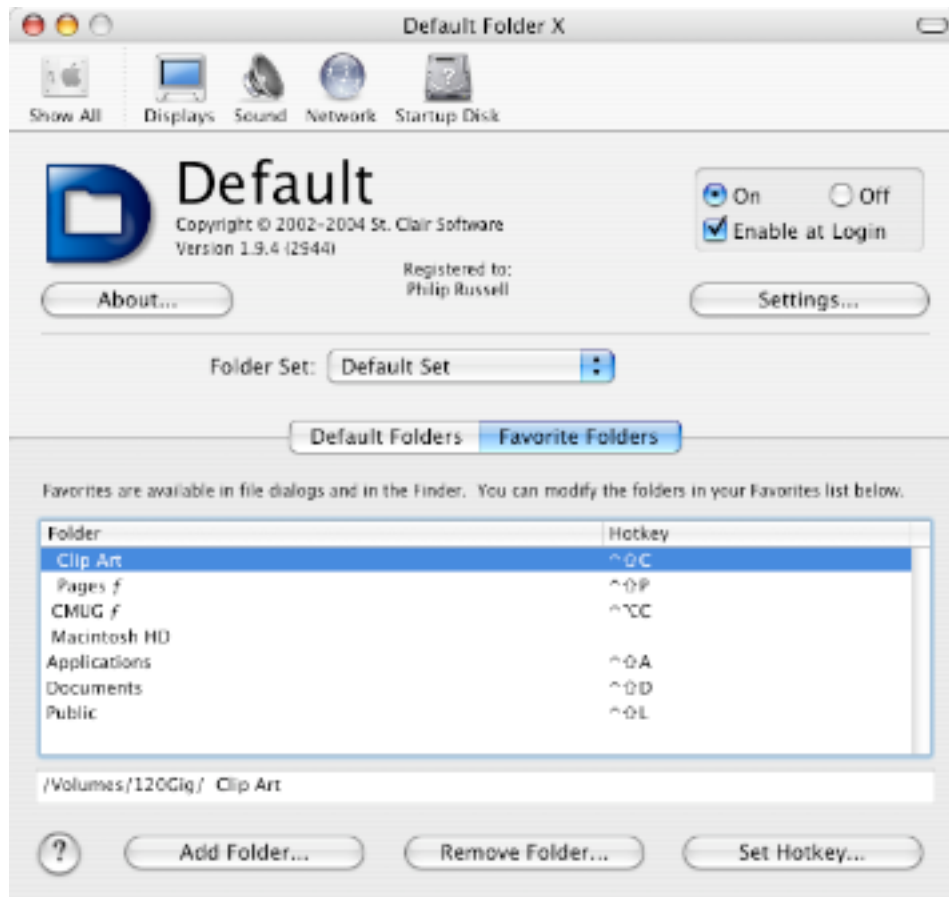
Fig. 3. Default Folder shortcuts

If I were to give you a complete list of shortcuts, I would have to denude the Siuslaw National Forest of trees to make enough paper to print them all. So go looking for shortcuts.

Before I quit, here is one you MUST try. Open a relatively small window on your Desktop. Hold down the Shift key and click the orange (middle) glow button in the menu. I won't tell you what happens. Just try it. When it is in the Dock, Shift click on it in the Dock and watch what happens.

To help you get started in finding shortcuts you might want to use, here is what I got when I went to Mac Help and typed in shortcut as the keyword, Fig. 4. Trust me, this is not the ONLY place to find shortcuts. Look around. It is worth it.

Fig. 4. Mac Help search for shortcuts

What follows is a very small list of some useful shortcuts. Have fun trying those you find you will be using daily and Punish Yourself and learn them. Before you start going through the list, remember that this is an extremely short list of Macintosh keyboard shortcuts. This list is just to get you started.

Keyboard Shortcuts In Mac OS X

Dock Keystrokes
Cmd-click a Dock icon - Opens to the original item's icon in the Finder.

Opt + D - Toggle Dock Hiding On/Off
Click-hold on Dock item - Reveals contextual menu
Cmd + Opt-click icon - Opens item clicked and hides other open items
Control-click icon - Reveals a contextual menu for item
Control-click on Dock separator - reveals Dock preferences
Opt-click - Force Quit will replace Quit in menu
Shift-click - minimized windows are expanded slow motion (dramatic)
Shift-click minimize button in open window minimizes in slow motion
Shift-drag Dock separator - changes Dock position left, right, & bottom
Opt-drag Dock separator up and down - changes size of icons
Cmd + Tab - Cycles forward through Dock icons of open applications (keep Cmd
    key pressed continuously & press and release Tab key)
Cmd + Shift + Tab - Cycles backward through Dock icons of open apps
Cmd + H - Hides app selected in Dock using Cmd-Shift-Tab (when app to hide
    highlights, release tab key & hit H key while hold down the Cmd key)
Cmd + Q - Quit an application.
Cmd + Opt + D - Hide or Show the Dock
Cmd + M - Minimize window to the Dock

Finder Keystrokes
Cmd + Shift + Delete - Empty Trash
Cmd + H - Hide Finder or any active application.
Cmd + Shift + 3 - captures whole screen to desktop
Cmd + Shift + 4 - drag a box around what you want to capture
Cmd + Ctrl + Shift + 3 - captures whole screen to clipboard
Cmd + Ctrl + Shift + 4 - box you capture is saved to clipboard
Cmd + period - stop a process. This sometimes woks
Cmd + Opt + Escape - open the Force Quit dialog
Cmd + option + Shift + Power key -some computers shutdown/restart

Menu Keystrokes - File Menu
Cmd + N - New Finder Window
Cmd + Shift + N - New Folder
Cmd + O - Open
Cmd + W - Close Window
Cmd + I - Show Info
Cmd + D - Duplicate
Cmd + L - Make Alias
Cmd + R - Show original item
Cmd + T - Add to Favorites
Cmd + Delete - move highlighted item to Trash
Cmd + E - Eject
Cmd + F - Find (invokes Find, not Sherlock, in 1.2+)

Menu Keystrokes - Edit Menu
Cmd + Z - Undo

Cmd + X - Cut
Cmd + C - Copy
Cmd + V - Paste
Cmd + A - Select All

Menu Keystrokes - View Menu
Cmd + B - minimize Finder Toolbar
Cmd + 1 - Displays items in an open window as icons
Cmd + 2 - Displays items in an open window as list
Cmd + 3 - Displays items in an open window as columns
Cmd + J - Shows View options

Menu Keystrokes - Go Menu
Cmd + Shift + C - Go to Computer Directory
Cmd + Shift + H - Go to Home Directory
Cmd + Shift + I - Go to your iDisk
Cmd + Shift + F - Go to your Favorites Directory
Cmd + Shift + A - Go to Applications Directory
Cmd + Shift + G - Go to Folder
Cmd + K - Connect to Server

Other Keystrokes
Control + Opt + Cmd + 8 - Invert screen colors.
Opt + Cmd + Eject - sleep immediately
Control + Cmd + Eject - shutdown and reboot immediately
Control + Eject - shutdown/restart dialog box (like old power key did)
Cmd + Opt+ Eject (or large power button on CPU) - Deep Sleep
Cmd + Control + Eject - Instant restart
Shift + Cmd + Q - Log out with confirmation
Shift + Cmd + Opt + Q - Log out w/o confirmation
Shift + Cmd + Opt + Control + Q - Force log out w/o confirmation
Mouse button down - eject CD at startup
Cmd + Opt-drag file onto icon of an app forces that app to open the file
Cmd + ? - Mac Help
Opt - hold down to change width of individual column in column view
Cmd + Shift + Q - Logout