Ideas to Check Out
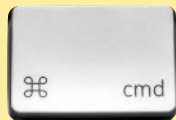
Need a wired keyboard?

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Mac keyboard shortcuts

This collection of keyboard shortcuts for macOS can help users get the most from their iMacs, MacBook Pro and MacBook laptops. I'm sure most Mac users know *Command-C* means copy and *Command-V* means paste, but there's a host of other useful shortcuts that make a Mac user's life much easier.

Esc
Never underestimate the power of the Esc key to get you out of trouble. Say you're taking a screen shot and managed to select part of your screen for that shot, only to discover it's the wrong part – tap Esc and you won't need to worry about it. That's basically the principle of Esc. Use it to cancel a previous command.

Command-W
Closes the active window you are currently in. Use Option-Command-W to close all currently active app windows.

Command – Comma (,)
This is one of the least-known keyboard commands on a Mac, but it's super useful. It works like this: You are working in an app, and you want to open the application's Preferences or Settings. You can navigate to the Menu bar if you like and scroll through to access the Preferences or Settings. Or you can simply press **Command-,** (comma) to get to them in the fastest possible time.

Command-Shift-A
Select this combination when in Finder/Desktop view to get to your Applications folder, or replace the **A** with **U** to open your Utilities folder in a new Finder window (or **D** for Desktop, **H** for Home or **I** to access iCloud Drive).

Command-Space
The combination that can change your life, *Command-Space* invokes Spotlight, just depress these keys and start typing your query.

Command-Tab
Open application switcher, keeping Command pressed, use Tab to navigate to the app you hope to use. (Sometimes you will see the presenters use this during a presentation).

Fn Key

Press the function (fn) key **twice** to launch Dictation on your Mac, start speaking, and press **fn** once when finished.

Control - Command - Space

Want to insert emoji or other symbols into what you write? Use Control-Command-Space to open the Character Viewer where you can select and use such symbols.

Command-P

Do you open a document before printing it through the File menu? Do this instead: Select the document in Finder and press Command-P. The item will open and the Print dialog will appear. You can also tap Command-P to print the current item when in most any app.

Option + Command + Esc

In the event an application freezes or hangs up you may want to try this: Tap *Option-Command-Esc* to Force Quit the rogue app. It's not always a magic bullet, but sometimes an application restart is all you need to get your system moving again.

Safari tips

There are lots of keyboard tips for the Safari browser:

- Command + I: Open new email message with content of a page.
- Command + Shift + I: Open new email message containing only the URL of a page.
- Spacebar: To move your window down one screen.
- Shift+Spacebar: To move your window up one screen.
- Command + Y: Open/close the History window.

Some Others

- **Command-Z**: Undo the previous command. You can then press Shift-Command-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands.
- **Command-F**: Find items in a document or open a Find window.
- **Command-G**: Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Shift-Command-G.
- **Command-H**: Hide the windows of the front app. To view the front app but hide all other apps, press Option-Command-H.
- **Command-M**: Minimize the front window to the Dock. To minimize all windows of the front app, press Option-Command-M.
- **Command-O:** Open the selected item, or open a dialog to select a file to open.
- **Shift-Command-5**: In macOS Mojave or later, take a screenshot or make a screen recording. Or use Shift-Command-3 or Shift-Command-4 for screenshots.
- **Shift-Command-N:** Create a new folder in the Finder.