

# Mac keyboard shortcuts

By pressing a combination of keys, you can do things that normally need a mouse, trackpad, or other input device.

To use a keyboard shortcut, hold down one or more modifier keys while pressing the last key of the shortcut. For example, to use the shortcut Command-C (copy), hold down Command, press C, then release both keys. Mac menus and keyboards often use [symbols for certain keys](#), including the modifier keys:

- Command ⌘
- Shift ⇧
- Option ⌥
- Control ^
- Caps Lock ⌵
- Fn

If you're using a keyboard made for Windows PCs, use the Alt key instead of Option, and the Windows logo key instead of Command. Some Mac keyboards and shortcuts use [special keys in the top row](#), which include icons for volume, display brightness, and other functions. Press the icon key to perform that function, or combine it with the Fn key to use it as an F1, F2, F3, or other standard function key.

To learn more shortcuts, check the menus of the app you're using. Every app can have its own shortcuts, and shortcuts that work in one app may not work in another.

## Cut, copy, paste, and other common shortcuts

Shortcut	Description
Command-X	<b>Cut:</b> Remove the selected item and copy it to the Clipboard.
Command-C	<b>Copy</b> the selected item to the Clipboard. This also works for files in the Finder.
Command-V	<b>Paste</b> the contents of the Clipboard into the current document or app. This also works for files in the Finder.
Command-Z	<b>Undo</b> the previous command. You can then press Command-Shift-Z to <b>Redo</b> , reversing the undo command. In some apps, you can undo and redo multiple commands.

Command-A	<b>Select All</b> items.
Command-F	<b>Find:</b> Open a Find window, or find items in a document.
Command-G	<b>Find Again:</b> Find the next occurrence of the item previously found. To find the previous occurrence, press Command-Shift-G.
Command-H	<b>Hide</b> the windows of the front app. To view the front app but hide all other apps, press Command-Option-H.
Command-M	<b>Minimize</b> the front window to the Dock. To minimize all windows of the front app, press Command-Option-M.
Command-N	<b>New:</b> Open an new document or window.
Command-O	<b>Open</b> the selected item, or open a dialog to select a file to open.
Command-P	<b>Print</b> the current document.
Command-S	<b>Save</b> the current document.
Command-W	<b>Close</b> the front window. To close all windows of the app, press Command-Option-W.
Command-Q	<b>Quit</b> the app.
Command-Option-Esc	<b>Force Quit:</b> Choose an app to <a href="#">force quit</a> . Or press Command-Shift-Option-Esc and hold for 3 seconds to force just the front app to quit.
Command-Space bar	<b>Spotlight:</b> Show or hide the <a href="#">Spotlight</a> search field. To perform a Spotlight search from a Finder window, press Command-Option-Space bar.
Space bar	<b>Quick Look:</b> Use <a href="#">Quick Look</a> to preview the selected item.
Command-Tab	<b>Switch apps:</b> Switch to the next most recently used app among your open apps.

Command-Shift-Tilde (~)	<b>Switch windows:</b> Switch to the next most recently used window of the front app.
Command-Shift-3	<b>Screenshot:</b> Take a screenshot of the entire screen. <a href="#">Learn more screenshot shortcuts.</a>
Command-Comma (,)	<b>Preferences:</b> Open preferences for the front app.

## Sleep, log out, and shut down shortcuts

Shortcut	Description
Power button	Tap to turn on your Mac or wake your Mac from sleep.
	Hold for 1.5 seconds while your Mac is awake to display a dialog asking if you want to restart, sleep, or shut down.
	Hold for 5 seconds to force your Mac to turn off.
Command-Control-Power button	Force your Mac to restart.
Command-Option-Power button	Put your Mac to sleep.
Shift-Control-Power button	Put your displays to sleep.
Command-Control-Power button	Quit all apps, then restart your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.
Command-Option-Control-Power button	Quit all apps, then shut down your Mac. If any open documents have unsaved changes, you'll be asked whether you want to save them.
Command-Shift-Q	Log out of your OS X user account. You'll be asked to confirm.
Command-Shift-Option-Q	Log out of your OS X user account immediately, without being asked to confirm.

# Document shortcuts

Shortcut	Description
Command-B	Boldface the selected text, or turn boldfacing on or off.
Command-I	Italicize the selected text, or turn italics on or off.
Command-U	Underline the selected text, or turn underlining on or off.
Command-T	Show or hide the Fonts window.
Command-D	Select the Desktop folder from within an Open dialog or Save dialog.
Command-Control-D	Show or hide the definition of the selected word.
Command-Shift-Colon (:)	Display the Spelling and Grammar window.
Command-Semicolon (;)	Find misspelled words in the document.
Option-Delete	Delete the word to the left of the insertion point.
Control-H	Delete the character to the left of the insertion point. Or use Delete.
Control-D	Delete the character to the right of the insertion point. Or use Fn-Delete.
Fn-Delete	Forward delete on keyboards that don't have a Forward Delete  key. Or use Control-D.
Control-K	Delete the text between the insertion point and the end of the line or paragraph.
Command-Delete	Select Delete or Don't Save in a dialog that contains a Delete or Don't Save button.
Fn-Up Arrow	Page Up: Scroll up one page.

Fn–Down Arrow	Page Down: Scroll down one page.
Fn–Left Arrow	Home: Scroll to the beginning of a document.
Fn–Right Arrow	End: Scroll to the end of a document.
Command–Up Arrow	Move the insertion point to the beginning of the document.
Command–Down Arrow	Move the insertion point to the end of the document.
Command–Left Arrow	Move the insertion point to the beginning of the current line.
Command–Right Arrow	Move the insertion point to the end of the current line.
Option–Left Arrow	Move the insertion point to the beginning of the previous word.
Option–Right Arrow	Move the insertion point to the end of the next word.
Command–Shift–Up Arrow	Select the text between the insertion point and the beginning of the document.
Command–Shift–Down Arrow	Select the text between the insertion point and the end of the document.
Command–Shift–Left Arrow	Select the text between the insertion point and the beginning of the current line.
Command–Shift–Right Arrow	Select the text between the insertion point and the end of the current line.
Shift–Up Arrow	Extend text selection to the nearest character at the same horizontal location on the line above.
Shift–Down Arrow	Extend text selection to the nearest character at the same horizontal location on the line below.
Shift–Left Arrow	Extend text selection one character to the left.

Shift–Right Arrow	Extend text selection one character to the right.
Shift–Option–Up Arrow	Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.
Shift–Option–Down Arrow	Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.
Shift–Option–Left Arrow	Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.
Shift–Option–Right Arrow	Extend text selection to the end of the current word, then to the end of the following word if pressed again.
Control-A	Move to the beginning of the line or paragraph.
Control-E	Move to the end of a line or paragraph.
Control-F	Move one character forward.
Control-B	Move one character backward.
Control-L	Center the cursor or selection in the visible area.
Control-P	Move up one line.
Control-N	Move down one line.
Control-O	Insert a new line after the insertion point.
Control-T	Swap the character behind the insertion point with the character in front of the insertion point.
Command– Left Curly Bracket ({} )	Left align.

Command– Right Curly Bracket (})	Right align.
Command–Shift– Vertical bar ( )	Center align.
Command-Option-F	Go to the search field.
Command-Option-T	Show or hide a toolbar in the app.
Command-Option-C	Copy Style: Copy the formatting settings of the selected item to the Clipboard.
Command-Option-V	Paste Style: Apply the copied style to the selected item.
Command-Shift-Option-V	Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.
Command-Option-I	Show or hide the inspector window.
Command-Shift-P	Page setup: Display a window for selecting document settings.
Command-Shift-S	Display the Save As dialog, or duplicate the current document.
Command–Shift– Minus sign (-)	Decrease the size of the selected item.
Command–Shift– Plus sign (+)	Increase the size of the selected item. Command–Equal sign (=) performs the same function.
Command–Shift– Question mark (?)	Open the Help menu.