

1 Page of the Best Hot Keys for MacOS Productivity

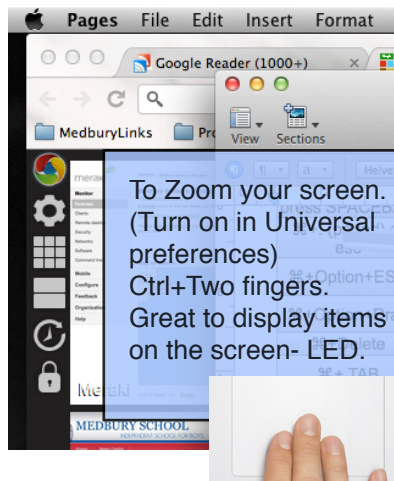
A selection of Favourite Shortcut keys for day-to-day users. + means hold down first key and press next key.

These keys apply in Finder/Windows. Some apply in Programs.

⌘ + SPACEBAR	Start Spotlight	Option + click	Select item/s one by one
⌘+Shift+4	Select snapshot area (+Ctrl for clipboard copy)	Shift+ click	Select or add to selection in a contiguous group
⌘+Shift+3	Snapshot screen	⌘+ ↓ or ↑ or ← or →	Open folder down, up, left or right
⌘+Shift+4 then press SPACEBAR	Snapshot window you click on	⌘+Shift +N	New Folder
⌘+. (period) or esc	Cancel current operation	CTRL+ Click Selection	Bring up context sensitive menu
⌘+Option+ESC	Force Quit current program causing probs	Option over the item	Instantly show long file name (those with “...” in filename)
⌘+Option+Drag	Make alias of selected icon/item	TAB	Highlight/move to next item
⌘+Delete	Delete selected file	⌘+Delete	Delete File
⌘+ TAB	Rotate to next program/window	Spacebar over item	Preview in 10.5
⌘+Shift+TAB	Rotate back to next program/ window	⌘+ E	Eject CD or Mounted drive
⌘+ `	Cycle through windows of current application/Finder	⌘+ Shift + Q	Log Out
Press letter in window	Move to file/program in window with that letter	Option + click on file window title or folder	Show a path of where the item is saved
Option + double click on folder	Opens new folder while closing the root folder	Option + ⌘ + + +	Zoom in (use - for opposite)
Option+click on close box	Close all windows	Option + esc	Read text (requires Universal Access for Assisive Devices)
Option+click on collapse box	Collapse all windows	⌘+ I	Get info on item Turn on inspector: Option+⌘+I
⌘+W	Shut window	⌘+ K	Connect to Server
⌘+Opt+W	Shut all windows		

These keys apply in many Programs and some in Finder

⌘+Z	Undo	Shift+Return	Page Break
⌘+S	Save	⌘+Shift+S	Save as
⌘+C	Copy	⌘+D	Duplicate item
⌘+V	Paste	⌘+A	Select All
⌘+X	Cut	⌘+P	Print
⌘+F	Find	⌘+Q	Quit Prog
⌘+H	Replace	⌘+O	Open
		⌘+Shift+D	Go to Desktop
		Option+Space bar	Speak Text*



More keys here:
[Macrumours HotKey List](#)
[Multi-gestures Click here](#)

Text Keys

⌘+→	Go to end of line	⌘+Shift+T	Open up last closed tab
⌘+←	Go to beginning of line	⌘+T	Open new tab
⌘+↓	Go to end of all the text	⌘+ n	Open New Window
⌘+↑	Go to beginning of all the text	⌘+ Shift + b	Show or hide bookmarks bar
Option+→	Go to end of current, next word	⌘+ y	Open history
⌘+←	Go to beginning of current or previous word	⌘+F	Find - locate keyword on page

Internet Browser Keys