

# Common Mac Keyboard Shortcuts

The 20 shortcuts that save the most time, grouped by task

## KEY SYMBOLS



Command



Shift



Option



Control



Spacebar



Tab

## EDIT

		<b>Copy</b>	Copy selected text or item	
		<b>Cut</b>	Remove selection to clipboard	
		<b>Paste</b>	Paste from clipboard	
		<b>Undo</b>	Undo last action	
			<b>Redo</b>	Redo last undone step

## SELECT & FIND

		<b>Select All</b>	Select everything at once
		<b>Find</b>	Search in the current document
		<b>Find Next</b>	Jump to the next search result

## FILES & DOCUMENTS

		<b>Save</b>	Save the current document	
			<b>Save As</b>	Save a copy with a new name
		<b>New</b>	Open a new document or window	
		<b>Print</b>	Open the Print dialog	

## APPS & WINDOWS

		<b>Switch Apps</b>	Cycle through open applications
		<b>Quit</b>	Close the current application
		<b>Close</b>	Close the current window or tab
		<b>Minimise</b>	Send window to the Dock
		<b>Hide</b>	Hide app windows from view

## SYSTEM

		<b>Spotlight</b>	Search everything on your Mac	
			<b>Screenshot</b>	Capture the full screen
			<b>Screenshot</b>	Drag to capture a selected area
		<b>Preferences</b>	Open the current app's settings	

## TEXT CURSOR

		<b>Line Start</b>	Jump to start of the line
		<b>Line End</b>	Jump to end of the line
		<b>Word Left</b>	Jump one word to the left