

# Keyboard Shortcuts for OS X

Action	Shortcut
Change the size of the Dock	Drag the dividing line in the Dock
See the Dock shortcuts menu	Control-click the Dock background
Switch to another application and hide all other applications	⌘-Option-click the icon in the Dock
Define a search using multiple criteria	⌘-F
Copy a file instead of moving it, leaving a copy in the original location	Option-drag the file's icon to new location
Make an alias to a file instead of moving it	⌘-Option-drag the file's icon
Start a Spotlight search	⌘-Space bar
Open the Spotlight window	⌘-Option-Space bar
Display an item in the Finder	Command-click it
Use Exposé to show all the open windows	F9 (default setting)
Use Exposé to show all the open windows in an application	F10 (default setting)
Use Exposé to hide all the open windows and show the desktop	F11 (default setting)
Show Dashboard	F12 (default setting)
Switch to the previous application	⌘-Tab
NOTE: To change the Spotlight and Exposé shortcuts, open preferences.	
See the definition for a word	Move the cursor over the word and press Command-Control-D
See the shortcut (contextual) menu for an item	Control-click the item

Minimize a window

Double-click the titlebar

File pathname of document in window (Finder and some other applications)

⌘-click the window's title

Start up & Freezes	Shortcut
Start up from a CD	C
Start up from the default NetBoot disk image	N
Start up in Target Disk Mode	T
Eject removable disks	Hold down the mouse button.
Reset Parameter RAM	⌘-Option-P-R
Stop a process	⌘-period (.)
Force an application to quit	⌘-Option-Escape
Turn off your computer	Power key
Force the computer to restart	⌘-Control-Power key

## Shortcuts for taking pictures of the screen

To take a picture of the whole screen

⌘- Shift-3

To take a picture of part of the screen









⌘- Shift-4, then drag to select the area you want in the picture.

To take a picture of a window, the menu bar, the Dock, or other area, press ⌘- Shift-4, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click.

Screen shots are saved as files on the desktop. If you want to put the screen shot in the Clipboard, rather than create a file, hold down the Control key when you press the other keys. You can then paste the picture into a document.

You can also take pictures of the screen using the Grab application (in the Utilities folder). Some applications, such as DVD Player, may not let you take pictures of the screen.

## Symbols for special keys

Command	
Shift	
Option	
Enter	
Return	
Control	
Up Arrow	
Down Arrow	
Right Arrow	
Left Arrow	
Page Up	
Page Down	
Top (Home)	
Escape (Esc)	
End	
Delete	
Forward Delete	