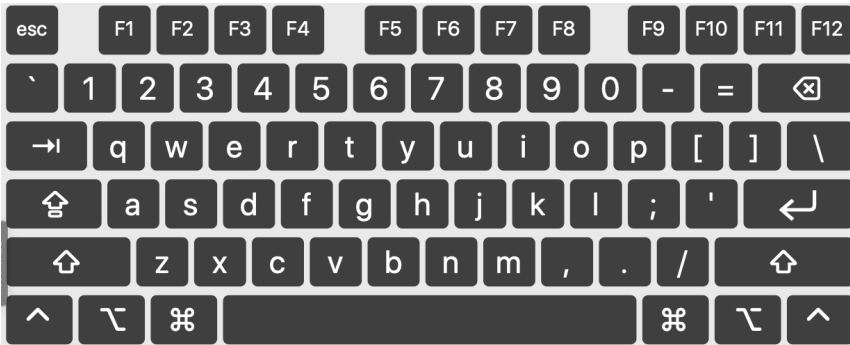


Keyboard Shortcuts - 2019

⌘	Command Key	^	Control Key
⌥	Option Key	→	Tab Key
⇧	Shift Key	↻	Escape Key
→ ← ↓ ↑	Arrow Keys	⌫	Delete Key

⌘	Command Key	^	Control Key
⌥	Option Key	→	Tab Key
⇧	Shift Key	↻	Escape Key
→ ← ↓ ↑	Arrow Keys	⌫	Delete Key



⌘ S	Save	⌘ ⌥ S	Save As
⌘ Z	Undo	⌘ N	New
⌘ A	Select All	⌘ O	Open
⌘ X	Cut	⌘ Q	Quit
⌘ C	Copy	⌘ W	Close
⌘ V	Paste	⌘ P	Print
ESC	Cancel action	⌘ ⌫	Move to trash
⌘ B	Bold	⇧ ⌘ [Align Left
⌘ I	Italic	⇧ ⌘]	Align Right
⌘ U	Underline	⇧ ⌘ \	Align Center
⌘ ,	Preferences	⌘ +	Enlarge text/page
⌘ F	Find	⌘ -	Shrink text/page
⌥ ⌘ W	Close window	⌘ Space	Search
⌥ ⌘ M	Minimize window	⌥ ↓ ↑	Jump paragraph
⌥ ⇧ ⌘ V	Paste-match style	⌥ → ←	Jump by word
⇧ ⌘ 5	Screenshot (select)	⇧ ⌘ 4	Screenshot (area)

Startup Keys

Hold these keys down while powering up.

⌥	Boot to Startup Manager - select disk
⌘ R	Recovery Mode
⌥ ⌘ R	Recovery Mode via the net
⇧	Safe Mode
⌘ V	Verbose Mode
⌘ S	Single User Mode
D	Run Diagnostics
⌥ D	Run Diagnostics via the net
⌥ ⌘ P R	Reset NVRAM
⇧ ^ ⌥	Reset the SMC

More Shortcuts

⌘ SPACE	Open Spotlight search field
⇧ ⌘ SPACE	Open Finder search field
⇧ ⌘ ESC	Force Quit
⌘ F	Find (in any application)
⌘ G	Find next
⌘ SPACE (hold)	Open Siri
⇧ ⌘ /	Open application help
⌘ ,	Open application preferences
⇧ ⌘ Y	Sticky note with selection
⇧ ← ⇧ →	Go to the previous/next word
⇧ ↑ ⇧ ↓	Go to the previous/next paragraph
⌘ ← ⌘ →	Go to the start/end of the line
⌘ ↑ ⌘ ↓	Go to the start/end of the document
Add ⇧ to any of the above to select the text	

Links and Resources

LINKS

Ocala Mac User Group	https://ocalamug.org
Contact OMUG	ocalamug@gmail.com
MacHelp Website	https://machelp.tech

USER GUIDES

Apps on your Mac	https://apple.co/2FdOsF1
Pages User Guide	https://apple.co/2F2wbdp
Numbers User Guide	https://apple.co/2ZkCUIY1
Keynote User Guide	https://apple.co/2F254z4
Use Photos on your Mac	https://apple.co/2F2ymxJ
iPhone User Guide	https://apple.co/2Zdum5d
iPad User Guide	https://apple.co/2F0HDX6
Apple Watch User Guide	https://apple.co/2Zcol8K
Apple TV User Guide	https://apple.co/2F2yRrB
HomePod User Guide	https://apple.co/2Zj1cBM

APPLE

Technical Specs	https://apple.co/2F3ofbV
Computer Manuals	https://apple.co/2ZikRBO
Mac Support	https://apple.co/2FdPEZ1
Apple Support Groups	https://apple.co/2Zj1zMG
What is an Apple ID?	https://apple.co/2F2Ep5i