

Mac keyboard shortcuts

 support.apple.com/en-gb/HT201236

Cut, copy, paste, and other common shortcuts

| Shortcut | Description |
|-------------------------|---|
| Command-X | Cut the selected item and copy it to the Clipboard. |
| Command-C | Copy the selected item to the Clipboard. This also works for files in the Finder. |
| Command-V | Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder. |
| Command-Z | Undo the previous command. You can then press Command-Shift-Z to Redo , reversing the undo command. In some apps, you can undo and redo multiple commands. |
| Command-A | Select All items. |
| Command-F | Find items in a document or open a Find window. |
| Command-G | Find Again : Find the next occurrence of the item previously found. To find the previous occurrence, press Command-Shift-G. |
| Command-H | Hide the windows of the front app. To view the front app but hide all other apps, press Command-Option-H. |
| Command-M | Minimize the front window to the Dock. To minimize all windows of the front app, press Command-Option-M. |
| Command-N | New : Open a new document or window. |
| Command-O | Open the selected item, or open a dialog to select a file to open. |
| Command-P | Print the current document. |
| Command-S | Save the current document. |
| Command-W | Close the front window. To close all windows of the app, press Command-Option-W. |
| Command-Q | Quit the app. |
| Option-Command-Esc | Force Quit : Choose an app to force quit . Or press Command-Shift-Option-Esc and hold for 3 seconds to force just the front app to quit. |
| Command-Space bar | Spotlight : Show or hide the Spotlight search field. To perform a Spotlight search from a Finder window, press Command-Option-Space bar. If you use multiple input sources to type in different languages, these shortcuts change input sources instead of showing Spotlight . |
| Space bar | Quick Look : Use Quick Look to preview the selected item. |
| Command-Tab | Switch apps : Switch to the next most recently used app among your open apps. |
| Shift-Command-Tilde (~) | Switch windows : Switch to the next most recently used window of the front app. |
| Shift-Command-3 | Screenshot : Take a screenshot of the entire screen. Learn more screenshot shortcuts . |
| Command-Comma (,) | Preferences : Open preferences for the front app. |