

Mac OS X Keyboard Shortcuts

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Top Two Keyboard Shortcuts before the computer starts up:

Rule #1: the Command key is the Apple Key!

Rule #2: when performing the keyboard commands 01 through 12, usually you should hold down all keys except the last one listed, and then press the last one listed. For example, in 05, hold the Command and Shift keys, and then press the right arrow key on the keyboard.

- (a). "Hold down the C Key" - used ONLY for starting up from a CD that you can start up from, such as a diagnostic program or Mac OS X system upgrade. Insert the CD, turn off the computer, turn on the computer, and immediately press the letter C on the keyboard, and keep it down until you're sure the computer started up from the CD. (Your Desktop will probably look different, or a program might prompt you for some input.)
- (b). "Command - Option - P - R" - hold these four keys resetting the memory inside the PRAM chip, a small chip which sometimes gets confused, and gets in the way of a proper startup. You then may have to reset some Date and Time settings.

Top 12 Keyboard Shortcuts once the computer starts up.

Most underused:

01. "Ctrl - click" - holding down the Control key and clicking on various items - file and folder icons, the Desktop, whatever, to see what pops up - is the missing right-click mouse button for Mac users that PC users say we don't have.

Most used, in order:

02. "Command - click" - do this on an internet location (a URL, such as "http://") in many, many programs, and it will open your browser to that page EVEN if the URL takes up more than one line. This trick requires ICeCoffEE, available free at:

<http://web.sabi.net/nriley/software>

Just download the right version for your operating system.

- 03. "Command - Tab" - move between open programs
- 04. "Command - ` (grave accent, above the Tab key)" - cycle between open windows in many programs
- 05. "Command - Shift - right arrow" - cycle through different tabs while using tabbed browsing in Safari
- 06. "Option-Click" in Safari or other internet browser. When you see a link that you know is an Adobe Acrobat document (.pdf), graphics file (.jpg, .gif, .png), or a sound file (.mp3), hold down the option key, and click on the file or link, and it will directly download the file to your computer. Then you can open it conveniently when you're not on the internet.

07. "Click and hold" on an icon in the Dock, and a menu pops up, such as Keep In Dock, or Show In Finder
08. "F9, F10, F11" - Expose features (in Mac OS X 10.3 and newer) to change window real estate
09. "Command - Option - W" - close all open windows in the Finder and Safari
10. "Command - Shift - 3" - take a picture of the entire screen, gets saved as a PDF (in Mac OS X 10.2 and newer)
11. "Command - Shift - 4" - take a picture of the screen selection, gets saved as a PDF (in Mac OS X 10.2 and newer) For a full-fledged screen capture program, get Snapz Pro X, available at:

<http://www.ambrosiasw.com/utilities/snapzprox/>

12. "Command - . (period)" - often cancels or stops what you just told the computer to do

Background:

Dan Frakes' Keyboard Control Page

<http://homepage.mac.com/frakes/MOSXPT/content/keyboard.html>

Mac OS X keyboard shortcuts

<http://docs.info.apple.com/article.html?artnum=75459>

Mac OS X: Shortcuts for Windows

<http://docs.info.apple.com/article.html?artnum=61474>

Mac OS X: How to use the keyboard to perform actions

<http://docs.info.apple.com/article.html?artnum=61529>

Mac OS X: Shortcuts for taking pictures of the screen

<http://docs.info.apple.com/article.html?artnum=61544>

Mac OS X 10.1: Additional Features of the Dock

<http://docs.info.apple.com/article.html?artnum=106743>

Mac OS: Press X Key During Startup to Select Mac OS X on Single-Volume Installations

<http://docs.info.apple.com/article.html?artnum=106696>

Startup Manager: How to Select a Startup Volume

<http://docs.info.apple.com/article.html?artnum=106178>

Using full keyboard access shortcuts with Safari 2.0 (Mac OS X 10.4 - Tiger)

<http://docs.info.apple.com/article.html?path=Safari/2.0/en/ibr1067.html>

Using full keyboard access shortcuts with Safari 1.2

<http://docs.info.apple.com/article.html?artnum=151239>