

Mac keyboard shortcuts

By pressing a combination of keys, you can do things that normally need a mouse, trackpad, or other input device.

To use a keyboard shortcut, hold down one or more modifier keys while pressing the last key of the shortcut. If you're used to Windows keyboard shortcuts, many are the same on Macs, with Option instead of Alt and Command instead of Ctrl. Mac menus and keyboards often use symbols for certain keys, including the **modifier keys**:

- Command ⌘
- Shift ⇧
- Option ⌥
- Control ⌘
- Caps Lock ⌕
- Function Fn

Some Mac keyboards and shortcuts use special keys in the top row, which include icons for volume, display brightness, and other functions. Press the icon key to perform that function, or combine it with the Fn key to use it as an F1, F2, F3, etc.

Cut, copy, paste, and other common shortcuts

Shortcut	Description
Command-X	Cut: Remove 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 : Open a Find window, or find items in a document.
Command-N	New : Open an 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-Option-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-Shift-Tilde (~)	Switch windows : Switch to the next most recently used window of the front app.
Command-Shift-3	Screenshot : Take a screenshot of the entire screen.

Sleep, log out, and shut down shortcuts

Shortcut	Description
Power button	Tap to turn on your Mac or wake your Mac from sleep.

	Hold for 1.5 seconds while your Mac is awake to display a dialog asking if you want to restart, sleep, or shut down.
	Hold for 5 seconds to force your Mac to turn off.