

The Basic Lineup

There are often keyboard shortcuts listed next to many of the actions you find under a menu (i.e. *Copy, Paste, Print*, etc.). Below are the symbols used to start those keyboard shortcuts:

⌘	Command key	⇧	Shift Key
⌃	Control key	⇧	Caps Lock
⌥	Option key	Fn	Function Key

NOTE: A good guideline for making the transition to a Mac (aka, joining the Light Side of the Force) is to know that where you used to press *Control* on a PC keyboard, you now press *Command* (⌘). This is not a hard and fast rule, but something to keep in the back of your mind.

Their Greatest Hits

Here are some of the most common keyboard shortcuts you will use. Like most keyboard setups, the keys should be pressed and held (+) in the order they appear. (For example, don't press the *Command* key, then let it go to press the *Option* key, etc.).

Greatest Hits: Volume One includes:

⌘C	Command + C	Copy
⌘X	Command + X	Cut
⌘V	Command + V	Paste
⌘P	Command + P	Print
⌘N	Command + N	New
⌘W	Command + W	Close Window
⌘A	Command + A	Select All
⌘H	Command + H	Hide (<i>current app</i>)
⌘M	Command + M	Minimize (<i>current app</i>)
⌘Q	Command + Q	Quit (<i>current app</i>)
⌘Z	Command + Z	Undo

NOTE: This last item leads into a great example of a “fundamental keyboard difference” (such as it is). The old PC keyboard layout would have you press Control Y to “Redo”; on a Mac, you simply press ⇧⌘Z or (Shift+Command+Z).

Greatest Hits: Volume Two (The Safari Years) includes:

⌘D	Command + D	Bookmark
⌘⌥B	Command + Option + B	Edit (<i>Manage</i>) Bookmarks
⌘T	Command + T	Open New Tab
⇧⌘→ or ⇧⌘←	Shift + Command + Arrow	Move to the next open tab (→) or jump to the previous tab (←)
⌘click	Command + click	Open link in new tab

NOTE: These keyboard shortcuts are specifically for *Safari*; similar processes exist in Chrome and Firefox, but are different keys.

Live in the Finder

Some of the Finder keyboard shortcuts that lead to nifty Mac things include:

space	Space Bar	Preview file (pop up window displays full contents of selected file without having to open the application itself)
⌘T	Command + T	New Finder tab (instead of multiple folder windows)
⇧⌘3	Shift + Command + 3	Capture (take a picture of) the current screen as a file on the desktop; titled “Screenshot” followed by a timestamp. *
⌥⌘L	Option + Command + L	Go to “Downloads” folder
⌘tab	Command + Tab	Cycle through open applications (switch quickly between apps) *
⌘delete	Command + Delete	Move item to trash
⌘+	Control + Command + N	Create a new folder with the selected files
⇧⌘4	Shift + Command + 4	Capture (take a picture of) a selection of the screen as a file on the desktop; usually titled “Screenshot” with a timestamp. *
⌘space	Command + Space Bar	Spotlight search (quickly search your computer for whatever you type in next) *
⌘`	Command + ` (tilde)	Cycle through open windows (in current application) *

Collector's Edition

Some other helpful navigational/operational items...

- ♦ **“Right Click”** (*It's not dead yet!*)
 - ⌘ + click (*Control* + click) OR two-fingered tap OR
 - right-side of trackpad (if Trackpad is set up that way)
- ♦ **Gestures** (*Check your Trackpad system prefs!*)
 - Four fingers swipe up → *Mission Control*
 - Three fingers tap on highlighted text → *Look Up*
- ♦ **Tags** (*Organization that literally transcends folders!*)
 - Select file(s), then *Control* + space (or File > Tags...)
 - Type in a tag (i.e. Handout, Test, [Course Name])
 - Press return, and repeat as often as desired. Get specific!
- ♦ **PDFs! PDFs for all!** (*Universally accessible documents*)
 - File > Print > PDF (BOTTOM LEFT) > Save As PDF...
 - Designate the destination of your PDFs, on your terms!
File > Print > PDF > Edit Menu > (+)
(then select your desired folder)
- ♦ **Emojis & Symbols Palette** (*Because we all need to 😊*)
 - ⌘space (*Control* + *Command* + space bar)
 - Double-click on the character you wish to insert
- ♦ **Pages, Keynote, Numbers** (*Like Office but better*)
 - Explore on your own or contact me about meeting for a walk-through.