

Keyboard Shortcuts for Macintosh Computers

General Application and Finder Shortcuts

Apple-Q	Quits program
Apple-P	Print
Apple-S	Save
Apple-N	New document in program New folder in Finder
Apple-W	Closes document in program Closes folder in Finder
Apple-O	Open dialog box appears in program Opens folder in Finder
Apple-C	Copies selected text or graphic in program
Apple-V	Pastes copied text or graphic in program
Apple-X	Cuts selected text or graphic in program
Apple-A	Selects All text or all graphics in program
Apple-Z	Undo last action (mistake) in program
Apple-E	Eject disk (floppy or CD,DVD)
Apple-Y	Moves selected disk or mounted server to Trash (to be ejected or disconnected)
Apple-delete	Moves selected file or folder in Finder to Trash

AppleWorks (and some other WP programs)

Apple-B	Bold text
Apple-U	<u>Underlined</u> text
Apple-I	<i>Italicized</i> text
Apple-T	Reverts styled text back to plain
Apple-shift-S	Save as... dialog box opens
Apple-Shift- arrowkey	Selects text in the direction of the arrowkey being pressed (letter by letter across, line by line up and down)
Apple-Shift-O	Allows change of font size to any number
Apple- (straight slash) (above return)	Moves insertion point to center of page
Apple-[(left bracket)	Moves text insertion point to left edge
Apple-] (right bracket)	Moves text insertion point to right edge
Apple-G	Groups selected drawn objects to act as one object
Apple-shift-G	Ungroups selected drawn objects back to

their original component parts

Apple-H	Locks selected drawn objects to page
Apple-shift-H	Unlocks selected drawn objects to page
Enterkey	In WP file, creates a page break
Apple-=	Check spelling

Spanish Characters (AppleWorks and most programs)

option-e, then vowel	Places accent mark over next vowel typed (applies to á, é, í, ó, ú)
option-n, then n	Places ~ over n to make ñ
option-shift-?	Makes ¿ (inverted question mark)
option-1	Makes ¡ (inverted exclamation mark)

Other special keys can be found by experimenting with KeyCaps program in Apple Menu, such as:

ü, å, , ™, ©, ø, ÷, •, °, , , ,
, , ¬, †, ´, ®, œ, , ß, f, ç, µ,