


























# Essential Mac Keyboard Shortcuts

## The Edit Menu







		Undo
		Cut
		Copy
		Paste

## Manage Open Applications




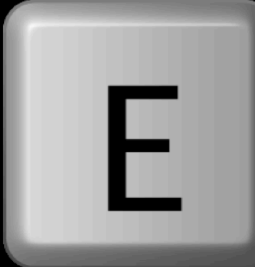
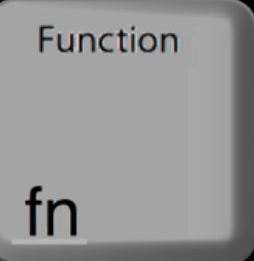

 command	 option	 escape	Force quit applications.
 command	 option	 W	Close all windows in the application without quitting.
 command	 option	 M	Minimize all windows of an application to the dock.
 command	 option	 D	Show or Hide the Dock
 command	 tab		Cycle Through Open Applications <i>*Keep Holding Command and Press Q to quit, or H to Hide (minimize)</i>
 command	 shift	 tab	Cycle Backwards Through Open Applications <i>*Keep Holding Command and Press Q to quit, or H to Hide (minimize)</i>







## Take a Screenshot

  	Screenshot - Whole Screen
  	Screenshot - Selection

## Navigate Text

 	Move to the beginning of a line or paragraph.
 	Move to the end of a line or paragraph.
 	Delete text from right to left.

## Find Files and Applications

	Open Finder - Search Files
	Open Finder - Search Applications
	Delete Files
	Open / Close Spotlight Search Field

### Swipe Like a Boss - Handy Trackpad Swipes

- **Double Tap with 2 Fingers** = zoom
- **Pinch 2 Fingers** = zoom in
- **Spread 2 Fingers** = zoom out
- **2 Fingers Right or Left** = forward/back in web browsers and some documents
- **3 Fingers Left or Right** = switch between full-screen apps
- **3 Fingers Up** = Mission Control - see everything that's open - makes switching windows/ applications quick
- **Spread Thumb and 3 Fingers Apart** = reveal the desktop
- **Tap a Word with 3 Fingers** = open the pop-up dictionary/thesaurus

