



macOS keyboard shortcuts



⌘ = Command key; ⌥ = Option key; ⇧ = Shift key; ⌘ = Control key
Cmd + C, X, or V Copy, cut, paste to or from the Clipboard
Cmd + Z (or add Shift) Undo or redo the previous command
Cmd + A Select All items
Cmd + F Find items in a document or open a Find window
Cmd + G (or Shift) Find Again: Find the next or previous occurrence
Cmd + H Hide the windows of the front app
Cmd + Opt + H Hide all other apps
Cmd + M Minimize the front window to the Dock
Cmd + N New: Open a new document or window
Cmd + O Open the selected item or a file
Cmd + P Print the current document
Cmd + S Save the current document
Cmd + W (or Opt) Close the front window or all windows of the app
Cmd + Q Quit the app
Opt + Cmd + Esc Force Quit
Cmd + Shift + Opt + Esc hold for 3 secs to force quit just the front app
Cmd + Spacebar Show or hide the Spotlight search field
Cmd + Opt + Spacebar Perform a Spotlight search from Finder
Spacebar Use Quick Look to preview the item
Cmd + Tab Switch to the next app among open apps
Shift + Cmd + Tilde (~) Switch to the next window of the front app
Shift + Cmd + 3 Take a screenshot of the entire screen
Cmd + Comma (,) Open preferences for the front app
Cmd + D Duplicate the selected files
Cmd + E Eject the selected disk or volume
Cmd + F Start a Spotlight search in the Finder window
Cmd + I Show the Get Info window for a selected file
Shift + Cmd + C Open the Computer window
Shift + Cmd + D Open the desktop folder
Shift + Cmd + F Open the All My Files window

Shift + Cmd + G Open a Go to Folder window
Shift + Cmd + H Open the Home folder of the current user
Shift + Cmd + I Open iCloud Drive
Shift + Cmd + K Open the Network window
Opt + Cmd + L Open the Downloads folder
Shift + Cmd + O Open the Documents folder
Shift + Cmd + R Open the AirDrop window
Ctrl + Shift + Cmd + T Add selected Finder item to the Dock
Shift + Cmd + U Open the Utilities folder
Opt + Cmd + D Show or hide the Dock
Control + Cmd + T Add the selected item to the sidebar
Cmd + J Show View Options
Cmd + K Open the Connect to Server window
Cmd + L Make an alias of the selected item
Cmd + N Open a new Finder window
Shift + Cmd + N Create a new folder
Opt + Cmd + N Create a new Smart Folder
Cmd + R Show the original file for the selected alias
Cmd + T Show or hide tab bar when one Finder tab is open
Ctrl + Cmd + Power Force your Mac to restart
Ctrl + Shift + Power Put your display to sleep
Hold Shift Start up in safe mode
Hold Option Start up to Startup Manager for other startup disks
Hold C Start up from CD, DVD, or thumb drive with OS
Hold D Start up from the built-in Apple Diagnostics utility
Hold Cmd + R Start up from the macOS Recovery system
Hold Opt + Cmd + P + R Reset NVRAM (or PRAM)
Hold Cmd + S Start up in single-user mode
Hold T Start up in target disk mode
Hold X Start up from macOS; not Windows partition





macOS option key characters



Alphabetical Order Symbol

Option + A	(ring) å
Option + B	(integral) ∫
Option + C	(cedille) ç
Option + D	(partial derivative) ∂
Option + E	(acute accent) áéíóú
Option + F	(Dutch florin) f
Option + G	(copyright) ©
Option + H	(dot above) `
Option + I	(circumflex) âêîôû
Option + J	(delta, difference, increment) Δ
Option + K	(degree) °
Option + L	(not) ¬
Option + M	(micro) μ
Option + N	(tilde) ñãẽõ
Option + O	(o with stroke, phi) ø
Option + P	(pi) π
Option + Q	(ash ligature) œ
Option + R	(registered) ®
Option + S	(sharp S) ß
Option + T	(dagger) †
Option + U	(umlaut, dieresis) ü
Option + V	(square root radical) √
Option + W	(summation) Σ
Option + X	(approximately) ≈
Option + Y	(Japanese yen) ¥
Option + Z	(omega, ohm) Ω

Option Key Symbol

Option + `	(grave) àèìòù
Option + 1	(upside down exclamation) ¡
Option + 2	(trademark) ™
Option + 3	(pound) £
Option + 4	(cent) ¢
Option + 5	(infinity) ∞
Option + 6	(section) §
Option + 7	(paragraph pilcrow) ¶
Option + 8	(bullet) •
Option + 9	(feminine ordinal) º
Option + 0	(masculine ordinal) º
Option + -	(en-dash) –
Option + =	(not equal) ≠
Option + [	(left double quote) “
Option +]	(left single quote) ’
Option + \	(left double guillemet) «
Option + ;	(ellipsis) …
Option + '	(ash ligature) æ
Option + <	(less than or equal) ≤
Option + >	(greater than or equal) ≥
Option + /	(division) ÷

Shift Option Key Symbol

Shift + Option + 1	(fraction slash) ⁄
Shift + Option + 2	(euro) €
Shift + Option + 3	(single left guillemet) <

Shift + Option + 4	(single right guillemet) >
Shift + Option + 5	(ligature) fi
Shift + Option + 6	(ligature) fl
Shift + Option + 7	(double dagger) ‡
Shift + Option + 8	(degree) °
Shift + Option + 9	(middle dot) ·
Shift + Option + 0	(low-9 quote mark) ,
Shift + Option + -	(em dash) —
Shift + Option + =	(plus minus) ±
Shift + Option + [	(right double quote) ”
Shift + Option +]	(right single quote) ’
Shift + Option + \	(right dbl guillemet) »
Shift + Option + <	(macron) ¯
Shift + Option + >	(breve) ˘
Shift + Option + /	(inverted question) ¿

Shift Option Alphabetical Symbol

Shift + Option + B	(dotless i) ï
Shift + Option + D	(circumflex i) î
Shift + Option + E	(acute accent) ´
Shift + Option + F	(dieresis i) î
Shift + Option + G	(double acute accent) ¨
Shift + Option + R	(per mille) ‰
Shift + Option + T	(caron) ˇ
Shift + Option + V	(lozenge) ◇
Shift + Option + W	(low-9 quote mark) „
Shift + Option + X	(ogonek) ˛

