

# Basic OS X Keyboard Shortcuts

## Modifier Keys

These are labelled different ways on different keyboards. Here are their names and common keyboard labels:

Command = Cmd =  = ⌘	Shift = ⇧
Option = Opt = ⌥	Control = Cntl = ^

## Useful Shortcuts

These should work in virtually all programs, though there are exceptions to almost every rule:

⇧ ⌘? Help	⌘Q Quit program
⌘N New window/document	⌘X Cut
⌘O Open existing document	⌘C Copy
⌘S Save document	⌘V Paste
⇧ ⌘S Save document as...	
⌘P Print document	⌘A Select all
⌘Z Undo	⌘F Find...
⌘Y or ⇧ ⌘Z Redo	⌘G Find same again
⌘← Move to start of line	⌘Tab Switch programs
⌘→ Move to end of line	
⌘↑ Move to top of document	⌘M Minimize window
⌘↓ Move to bottom of document	⌘W Close window
⌥← Move to start of word	⌘` Next window in current program
⌥→ Move to end of word	
⌥↑ Move to top of paragraph	⌘H Hide program
⌥↓ Move to bottom of paragraph	⌥⌘H Hide all other programs
	⌘, Open Preferences
⌘⇧= Increase text size	⌥⌘Escape Force quit (for quitting a frozen application)
⌘⇧- Decrease text size	⌘⇧Q Log out

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