





















MAC KEYBOARD SHORTCUTS

 A	SELECT ALL (images or characters in an application or icons on a desktop)
 B	BOLD
 C	COPY (highlighted item)
 D	DUPLICATE (make a duplicate file)
 F	FIND/CHANGE (a selected word within a file or a file)
 I	ITALIC
 J	INSERT PAGE BREAK
 M	MAKE AN ALIAS
 N	NEW (create new document, folder, page)
 O	OPEN (file, application, folder)
 P	PRINT
 Q	QUIT (an active application)
 S	SAVE (saves changes; works as "Save As" if saving for the first time)
 T	PLAIN TEXT
 U	UNDERLINE (copied or cut item)
 W	CLOSE (active window but doesn't quit application)
 X	CUT (highlighted item)
 Y	PUT AWAY (puts files in original places)
 Z	UNDO (last text or action)

 **SHIFT 3** (To save a snapshot of the screen)

TAB (Moves cursor to right)

SHIFT TAB (Moves cursor to left)

 Open KeyCaps from Apple Menu, then press Option, Option Shift, or  to reveal hidden characters

PC KEYBOARD SHORTCUTS

I. BASIC COMMANDS

Ctrl A (Select All)

Selects or highlights (A)ll of the text in the current window or application.

Ctrl C (Copy Text)

Copies currently selected or highlighted text to the windows clipboard.

Ctrl V (Paste)

Pastes the contents of the windows clipboard into the currently selected document.

Ctrl X (Cuts Text)

Cuts/erases the currently selected or highlighted text and copies to the windows clipboard

Ctrl Z (Undo)

Allows a user to take back the last action taken. Such as deleting a word, changing a word and SOMETIMES even deleting a file.

Ctrl P (Print Command)

When in a word processor or other application pressing Ctrl-P will present you with the Print Document Dialog Box.

Ctrl- Esc (Start Menu)

Pressing the Control and Escape Key brings up the Start Menu in Windows 95

Alt-Tab (Switch Applications on Task Bar)

You can switch between open windows and applications easily by holding down the Alt key and "tapping" the Tab key (hold the Alt Key down pressing the Tab key once or twice). You will first be given a choice of open windows, for every press of the tab key it will cycle through to the next available window. Whatever icon you release the Alt key on is what window you will be in.

SHIFT while inserting the CD-ROM

Bypass Autoplay when inserting a CD-Rom

Ctrl-Arrow Left Cursor

Left one word

Ctrl-Arrow Right Cursor

Right one word

Ctrl-Home

Beginning of File

Ctrl-End

End of File

II. SHORTCUT KEYS FOR PROPERTIES DIALOG BOXES

TAB

Move forward through options

SHIFT+TAB

Move backward through options

CTRL+TAB

Move forward through tabs

CTRL+SHIFT+TAB

Move backward through tabs

III. SHORTCUT KEYS FOR THE DESKTOP, MY COMPUTER AND WINDOWS EXPLORER

When an item is selected, you can use the following shortcut keys.

F1	See help on the selected dialog box
F2	Rename an item
F3	Find a folder or file
SHIFT+DEL	Delete immediately without placing the item in the Recycle Bin
ALT+ENTER or ALT + double-click	View item properties
CTRL while dragging the file	Copy a file
CTRL+SHIFT while dragging the file	Create a shortcut
CTRL+A	Select all
F5	Refresh a window
BACKSPACE	View the folder one level up
SHIFT while clicking the Close button	Close the selected folder and all its parent folders

ALTERNATE KEYBOARD SYMBOLS

Here is a sampling of symbols in both the Mac and Windows environments. For more on a Mac, consult Key Caps under the File menu. Remember that key combinations are not necessarily the same in all fonts.

I. ALTERNATE CHARACTERS IN MAC ENVIRONMENT

`	option ` (next to the space bar) and then the letter	≈	option X
~	option N and then type the letter	≤	option ,/<
..	option U and then type the letter	≥	option ./>
^	option I and then type the letter	÷	option //?
¡	option 1	√	option V
¿	shift option //?	±	shift option =
—	(M dash) option - (hyphen)	∞	option 5
-	(N dash) option - (hyphen)	∑	option W
...	option ;	🍏	shift option K
°	shift option 8 (...hmmm... ° is option K)	™	option 2
¢	option 4	®	option R
≠	option =	©	option G
		¶	option 7

II. ALTERNATE CHARACTERS IN WINDOWS ENVIRONMENT

- Press the Num Lock key to toggle the numeric keypad on.
- Hold the Alt key down while you press the number on the numeric keypad. Release the Alt key and the character appears.

130 é
138 è
136 ê
133 à
131 â
140 î
147 ô
135 ç

Numeric key pad	0149	0150	0151	0169	none	0162	0147
Result	•	en dash	em dash	©	™	¢	"
Numeric key pad	0161	0191	0186	0174	0145	0146	0148
Result	¡	¿	°	®	‘	’	”