

Helpful Mac Tips & Shortcuts (for PC users)



Mac OS X Keyboard symbols

Get familiar with keyboard shortcuts on your Mac. Some of the most familiar shortcuts are:

⌘ Command

The Apple/Command key is the main modifier on your Mac. Contrary to its Windows counterpart, the Windows key, the Command key does much of the work that the Control key does on a Windows PC. So don't go hitting the Apple key expecting a system menu to pop up out of nowhere, because it ain't gonna happen. Instead, plan on using this for your most common keyboard shortcuts.

⌘ Control

Like I said above, the Control key on the Mac isn't used in the same way as the Control key on a Windows PC. I use it most often when I'm "right-clicking" on my Mac - often

referred to as Ctrl-Click. The Ctrl key also comes in handy in a lot of other ways, like the Ctrl-Tab tab switching in Firefox.

⌥ Option

I use the Alt/Option key most often to skip words in a document (and highlight words when used in conjunction with the Shift key) - much like the Ctrl-Arrow functions work on a PC. Like the Mac Control Shortcut, the Option key finds its way into your shortcut workflow here and there (for example, it's also very handy for accenting letters), but not as often as the Command key.



Though Command, Control, and Option are the three main modifiers/symbols you'll see on your Mac, you'll certainly stumble onto several other cryptic communiqués when you're trying to figure out a new shortcut, like the wacky Escape symbol and the big upcase Shift arrow. For a more comprehensive list of the Mac's keyboard symbols, check out this [handy reference table](#).

Keyboard shortcuts

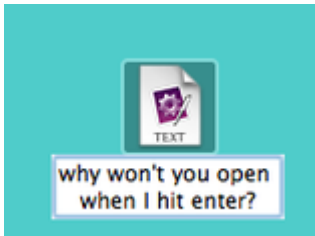
Luckily, when it comes to the actual keyboard shortcuts, a lot of the shortcuts on your Mac are the same as they are on your Windows PC; generally you can just swap Command for Control for a lot of the standards. For example, the Ctrl-C/X/V for Copy/Cut/Paste become Cmd-C/X/V. Simple, right?

Some of the less obvious shortcuts.

- **Force Quit:** When a program freezes up on your Windows PC and you want to force it closed, you hit Ctrl-Alt-Delete. On your Mac, you'll hit Cmd-Alt-Escape. This brings up the Force Quit dialog - a similar tool to the task manager for the purpose of closing unresponsive apps.



- **Minimize/Hide:** You can minimize a window to the dock from your keyboard by pressing Cmd-M. Alternatively, you can also Hide an application by pressing Cmd-H. The difference between a Minimize and a Hide is that hiding an application hides every window of that app, and it does not push anything to the Dock. Instead, all application windows disappear from your view until you switch back to the application. In my experience, the benefit of using Hide over Minimize is that you can Cmd-Tab back to a hidden application and it will be restored to your screen; if you Minimize a window and then Cmd-Tab to the app, the window will remain minimized to the Dock.



- **Opening the selected file:** Chances are you've opened a file or program on your Windows desktop by selecting the file and then hitting the Enter key to launch it. If you're anything like me, you do this a lot. The problem is, when you try doing the same thing on your Mac, your Mac thinks you want to rename the

file instead of open it (don't ask me why). If you want to open the file, you have to hit Cmd-O (for open).

- **Backspace vs. Delete:** On Macs, the Backspace key as you know it is called Delete. And the Delete key deletes from right to left, just like the Backspace key. If you want to delete text from left to right (à la the Windows Delete key), you have to press Function-Delete (particularly if you're on a laptop). Finally, if you want to delete a file or folder from the comfort of your keyboard, select the file and press Cmd-Delete. It'll go straight to the Trash.
- **Closing windows and apps:** In the Windows environment, whenever you close the last open window from a program, that program quits. Things work differently in the Mac world.



Cmd-W will close the active window (incidentally, Ctrl-W will also close most - but not all - Windows apps), however - unlike the Windows world - once you've closed the last window of an application, the app continues to run. If you actually want to quit a Mac app, you hit Cmd-Q (for Quit). When you first start working on a Mac, you'll want to keep this in mind so you don't end up wasting your system memory on several apps you're not using.

Reference: <http://lifehacker.com/224674/hack-attack-a-guide-for-switching-to-a-mac>

Here are some other very useful keyboard shortcuts for Mac

1. Quickly turn off display

Ever had a coworker peeking over your shoulders while you were at work? It can be quite annoying. I can't offer to change human nature, but here's a keyboard shortcut that will help. To quickly turn off your display and blank your Mac screen hit the following keyboard combination:

Ctrl + Shift + eject

The moment you hit this key combination your screen will go blank. To switch your display back on just move the mouse on hit some keys on your keyboard.

2. Zoom in and out of your display

To zoom into your Mac's display hold down the **Ctrl** key and scroll the mouse up and down. You can do this on the trackpad by using two fingers and sliding them up and down. I find this useful at times when I want to look at something in greater detail, and especially when I want to make an online video appear in full screen.

3. Quick reboot

There are a number of ways you can reboot your Mac, and well, being a Mac it does not usually need frequent reboots. However, in case you ever feel the need for it here's a keyboard shortcut to reboot your computer. Hit the following key combination:

Cmd + Alt + Ctrl + eject

Mind you, be careful with this one. It will immediately begin the reboot process and not ask you before going ahead.

4. Log out

To log out use the following keyboard shortcut:

Ctrl + Alt + Shift + Q

This will log you out of your current session.

5. Put your Mac to sleep

I rarely shut down my MacBook. I just shut the lid and it goes to sleep, and stays in this state of hibernation until I open the lid again. The MacBook seems to handle this really well, it recovers real quickly from the sleep and it also seems to preserve the battery. To put your Mac to sleep you can use the following shortcut:

Cmd + Alt + eject

6. Take a screenshot of your screen

To take a screenshot of your entire display hit the key combination **Cmd + Shift + 3**. This will capture whatever is on your display and dump it in an image file on your Desktop folder. You can optionally take this screenshot and instead of saving it to a file you can save it to the clipboard so you can paste it somewhere. For this use the key combination **Cmd + Ctrl + Shift + 3**.

7. Take a screenshot of an application window

In the previous tip we learned how to take a screenshot of the entire display. You can also take a screenshot of a single application window. This is particularly useful when writing about applications. It saves you a lot of time in that you do not have to trim the image. To do this hit the key combination **Cmd + Shift + 4 + Space Bar**. Enter the first three keys and then hit the Space Bar. Hover over the cursor over the application window that you want a screenshot of and click on it. It will save the screenshot as a file on your Desktop folder. Like with the previous tip you can also just save the screenshot in your clipboard by using the key combination **Cmd + Ctrl + Shift + 4 + Space Bar**.

8. Take a screenshot of a selected area

So you can take a screenshot of your entire display and of an application window. The folks at Apple didn't stop there. You can also select an area that you want to take a screenshot of. When you hit the key combination **Cmd + Shift + 4** you can click and drag your mouse over the area of which you want a screenshot. The screenshot is saved on your Desktop folder as an image file. Like with the previous two tips you can use the key combination **Cmd + Ctrl + Shift + 4** to save the screenshot to the clipboard.

Reference:

<http://www.switchingtomac.com/tutorials/>

other helpful guides:

<http://www.apple.com/support/switch101>