

COMMAND KEYS

- ⌘ A Select all objects in a window
- ⌘ B Bold text
- ⌘ C Copy a highlighted item
- ⌘ D Duplicate a highlighted file or folder
- ⌘-option-D Hide and Unhide the Dock
- ⌘-shift-D open World Book Dictionary
- ⌘ E Remove Server or Eject CD, disk or thumb drive
- ⌘ F File a file
- ⌘ I Italicize text or Get Information on a file
- ⌘ L Make an alias
- ⌘ N New window in Finder and new document in applications
- ⌘-shift-N Create a folder
- ⌘-shift-K Bring up the network list of servers
- ⌘ O Open a file
- ⌘ P Print a file
- ⌘ Q Quit a program
- ⌘-shift-Q Log Out
- ⌘ R Find original from an Alias
- ⌘ U Underline text
- ⌘ V Paste a copied item
- ⌘ W Close a window
- ⌘-option-W Close all open windows
- ⌘ X Cut a highlighted item
- ⌘ Z Undo the previous command
- ⌘ (delete) Throw file in Trash
- ⌘ (period) Cancel a command
- ⌘ ? Help
- ⌘ (option) (esc) Force quit
- ⌘1 Change view to Icons
- ⌘2 Change view to List
- ⌘3 Change view to Columns
- ⌘ ` Cycle through Windows on Screen

*** **Note***** Right clicking on the mouse can bring up these and other options. *** **Note*****