

## Safari

- ⌘↑ Scroll screen contents upwards
- ⌘↓ Scroll screen contents downwards
- Spacebar Skip to next page on screen
- ⌘⌘F Jump cursor into search field
- ⌘↵ Open link in new tab
- ⇧⌘→ Move to next tab
- ⇧⌘← Back to previous tab

## Keycap names

- ⌘ Command-key, Appel, Command, cmd
- ctrl ^ Control, Ctrl
- ⇧ Shift
- esc Escape
- ⌕ Caps Lock
- fn Function-key
- ↵ Return-key
- Tab
- ⇧ Shift
- ⌘ alt Option-key, alt

## System Boot

- ⌘ Click Eject CD/DVD
- T FireWire/Thunderbolt Target Disk Mode
- R OS X Recovery
- ⌘⌘PR Parameter RAM reset to factory default
- ⇧ Safe mode
- ⌘S Single-user mode
- C Start from CD/DVD
- D Start Apple Hardware Tests (from DVD or preinstalled in system)
- ⌘ Startup Manager
- ⌘V Verbose mode

## Spread the help

Our PDF is available for free at <http://www.apfelwerk.de/shortcuts-eng.pdf>  
Your friends would appreciate your help in forwarding them our guide.

## About Apfelwerk

Our job starts where you give up. But we are also available for you before things get that bad. Whether you need help with a single Mac, or an office full, or even Mac servers, we offer specialized and personalized assistance in and around the Stuttgart-area.

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# Shortcuts.

System and keyboard shortcuts  
for Mac OS X

Apfelwerk GmbH & Co. KG  
Apple Support und Werkstatt

Version 1.2 - November 2013

## Screen shots

- ⇧⌘3 Save entire screen(s)
- ⇧⌘4 With click and drag of desired area, saved as a snapshot
- ⇧⌘4 With click and drag of desired area
- ⌘4 While holding ctrl, saved as a snapshot
- ⌘4 In clipboard
- ⇧⌘4 With spacebar hover over desired window and click, window saved as a snapshot

## Basics

- ⌘A Select everything
  - ⌘X Cut
  - ⌘V Paste
  - ⌘W Close window
  - ⌘C Copy
  - ⌘Q Quit program
  - ⌘S Save
  - ⌘F Search
  - ⌘Z Undo
- Close all open windows ⌘⌘W
- Display window with icon view ⌘1
- Display window with list view ⌘2
- Display window with column view ⌘3
- Display window with Cover Flow view ⌘4
- Highligthed word opens Google search ⇧⌘L
- List view: open all child folders ⇧⇧
- List view: close all child folders ⇧⇧⇧
- List view: open selected folder ⇧⇧⇧⇧
- List view: close selected folder ⇧⇧⇧⇧⇧
- List view: jump to first item ⇧⇧⇧⇧⇧⇧
- List view: jump to last item ⇧⇧⇧⇧⇧⇧⇧
- Switch to next open window ⌘⇧
- Switch to next open window, reversed ⇧⌘⇧
- Hide program ⌘H
- Right mouse click (secondary-click) ⇧⌘⇧
- Switch between open programs ⇧⇧⇧
- Switch to next program, reversed ⇧⇧⇧⇧

## Finder

## Special characters

- ⌘R © Copyright
- ⌘/ ÷ Division
- ⌘: … Ellipsis
- ⌘" " Begin double quotation marks
- ⌘' ' Begin single quotation marks
- ⌘2 ™ Trademark
- ⌘4 ¢ Cents
- ⌘5 ∞ Infinity
- ⌘2 € Euro
- ⌘8 ° degree
- ⌘K Ⓚ

## Virtual Windows

- ⌘⇧H Go to home folder
- ⌘⇧C Go to computer
- ⌘⇧O Go to documents
- ⌘⇧A Go to applications
- ⌘⇧D Go to desktop
- ⌘K Connect to Server
- ⇧⇧⇧ Open object
- ⇧⇧⇧ Open the parent folder

## Various

- ⇧⌘? Apple Help Menu
- ctrl ⇩ Shutdown pop-up window
- ⇧⇧ Activate window + hide all others
- ⌘⇧ esc Force quit dialog box
- ctrl ⇧ Force restart
- ⇧⇧⇧ Spacebar Open Finder search window
- ⇧⇧⇧ Spacebar Activate Spotlight menu item
- ⌘. Stop a process/action
- fn → Forward delete

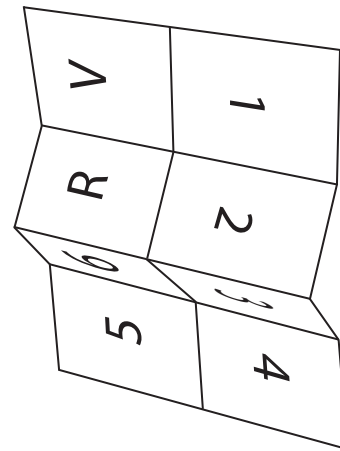
## Menu Commands

# Shortcuts.

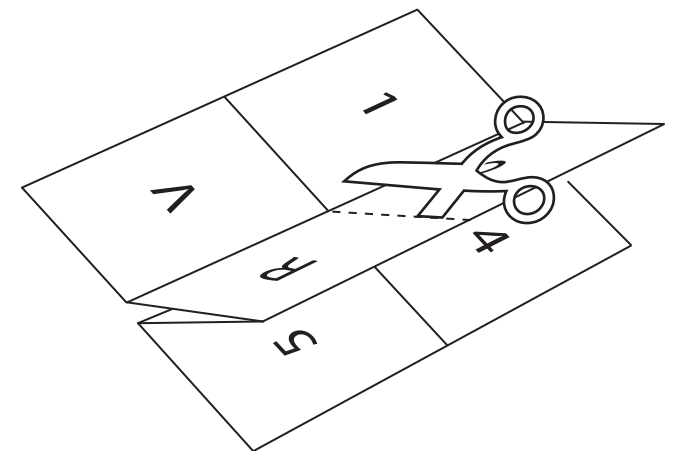
Folding directions

F	1
R	2
9	3
5	4

1. Start with the cover page on the top-left

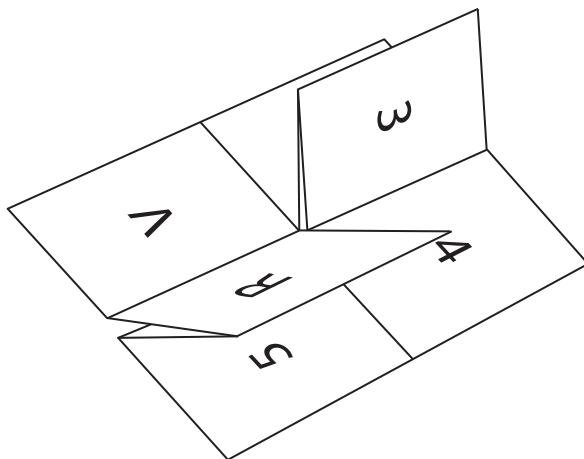


2. Fold three times

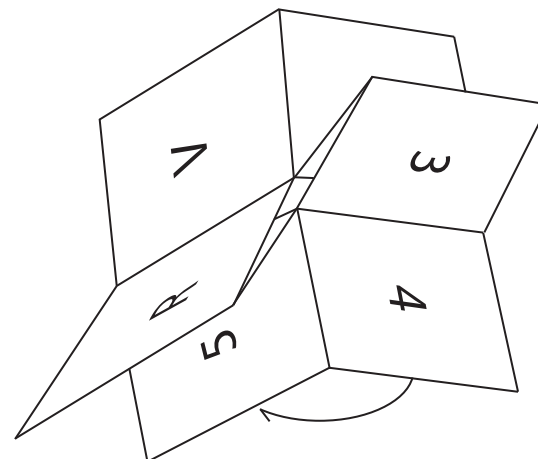


3. Cut along the dotted line

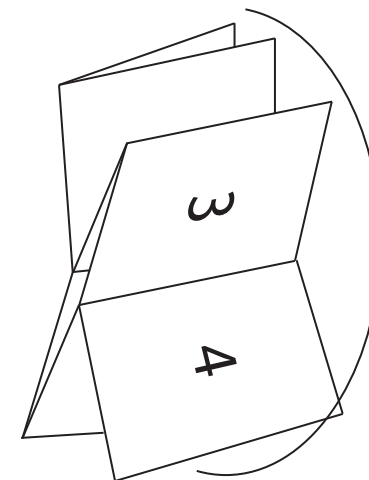
4. Fold the middle pages to opposite sides



5. Fold the back sides together



6. Fold horizontally



7. All done. Enjoy!

