

# Mac OS Shortcuts

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## Selecting tools

Tool	Keystroke
Article	A
Crop	C
Form	F
Hand	H
Link	L
Movie	M
Pencil	N
TouchUp object	O
Notes tool	S
TouchUp text	T
Highlight text	U
Text select tool	V
Zoom in tool	Z
Zoom out tool	Shift + Z
Hidden Pencil tools: line, rectangle, ellipse	Shift + N
Hidden Notes tools: text comment, audio comment, stamp, file comment	Shift + S
Hidden Text Select tools: column select, graphics select, table select	Shift + V
Hidden Highlight tools: strikethrough, underline	Shift + U
Hidden TouchUp Text tools: touch up object	Shift + T
Graphics Select	G

## Navigation

Result	Keystroke
Previous screen	Page Up
Next screen	Page Down
Temporarily select hand tool	Spacebar
First page	Home
Last page	End
Delete/clear	Del
Previous page	Left Arrow
Next page	Right Arrow
Scroll up	Up Arrow
Scroll down	Down Arrow
Show/Hide full screen	Cmd + L
Go to page	Cmd + N
Previous page	Left Arrow
Go to Previous View	Cmd + Left Arrow
Go to Next View	Cmd + Right Arrow
Next page	Right Arrow
First page	Shift + Cmd + Page Up
Last page	Shift + Cmd + Page Down
Go to Previous Document	Option + Shift + Left Arrow
Go to Next Document	Option + Shift + Right Arrow
First page	Shift + Cmd + Up Arrow
Last page	Shift + Cmd + Down Arrow
Next tab in Navigation pane, Next toolbar in menu mode, Next tab in tabbed dialog boxes, Next window in document view	Cmd + Tab

## Function Keys

Result	Keystroke
Help	F1
Show/Hide bookmarks	F5
Next pane	F6
Spell check	F7
Show/Hide toolbars	F8
Find/Find Again	Cmd + F, Cmd + G
Context menus	Control + click
In Navigation pane, goes to document view and leaves Navigation pane open	Shift + F6
Next secondary window	Option + F6
Show/Hide thumbnails	F4
Show/Hide Menu Bar	F9

## Editing Documents

Result	Keystroke
Select all	Cmd + A
Copy	Cmd + C
Zoom to	Cmd + M
Open	Cmd + O
Print	Cmd + P
Quit	Cmd + Q
Rotate page(s)	Cmd + R
Save	Cmd + S
Crop page(s)	Cmd + T
Paste	Cmd + V
Close	Cmd + W
Cut	Cmd + X
Undo	Cmd + Z

Result	Keystroke
Fit in window	Cmd + 0
Actual size	Cmd + 1
Fit width	Cmd + 2
Fit visible	Cmd + 3
Zoom-in	Cmd + +
Zoom-out	Cmd + -
Previous (search)	Cmd + [
Next (search)	Cmd + ]
Zoom in temporarily	Cmd + Spacebar
Zoom out temporarily	Option + Cmd + Spacebar
Deselect all	Shift + Cmd + A
Delete page(s)	Shift + Cmd + D
Insert page(s)	Shift + Cmd + I
Page setup	Shift + Cmd + P
Save as	Shift + Cmd + S
Word Assistant	Shift + Cmd + W
Use local fonts	Shift + Cmd + Y
Show/Hide Grid	Cmd + U
Snap to Grid	Shift + Cmd + U
Proof Colors	Cmd + Y
Rotate Clockwise	Shift + Cmd + +
Rotate Counterclockwise	Shift + Cmd + -
Add New bookmark	Cmd + B

## Searching

Result	Keystroke
Find	Cmd + F
Find again	Cmd + G
Find first suspect	Cmd + H
Query	Shift + Cmd + F
Search results	Shift + Cmd + G
Previous document (search)	Shift + Cmd + [
Next document (search)	Shift + Cmd + ]

## Document Information and Preferences

Result	Keystroke
Document Summary dialog box	Cmd + D
General preferences dialog box	Cmd + K

## Windows

Result	Keystroke
Cascade	Shift + Cmd + J
Tile horizontally	Shift + Cmd + K
Tile vertically	Shift + Cmd + L
Close all	Option + Cmd + W

## Miscellaneous

Result	Keystroke
Open Web Page	Shift + Cmd + O
Summarize comments	Shift + Cmd + T
Select Indexes	Shift + Cmd + X