

OS X Shortcuts

For Beginners and Advanced Users

Swiss Keyboard Layout

Stefan Aebischer

www.aebischers.com | aebischers@me.com

Version 1.0 - Spring 2010

Contents

Table of Contents	1
1 Introduction	2
1.1 Swiss Keyboard Layout	3
1.2 Special Keys	4
2 Basic Shortcuts	5
2.1 Getting started	5
2.2 Special Characters	6
2.3 Additional Shortcuts	8
3 Application specific Shortcuts	10
3.1 Finder	10
3.2 iTunes	11
3.3 Safari	12
3.4 Mail	13
4 Advanced Shortcuts	14
4.1 Text Processing	14
4.2 OS X Startup	14
4.3 OS X Shutdown	15
5 Conclusion	15
5.1 Menubar	15
5.2 More Shortcuts	16

1 Introduction

Using the keyboard to navigate and perform various tasks can be a great timesaver in Mac OS X. Keyboard shortcuts and commands can be used to a great extent in mobile computing to speed up tasks that would take longer to do with the mouse. After reading this document you'll hardly ever use your mouse or trackpad again.

You will learn how to:

- move Items from one Application to another without Drag and Drop
- close Documents without clicking on the close button
- take a Screenshot of your Screen and save the file as an png on the desktop

All this magic behavior is done by pressing one or more special keys - also called Modifier keys - at the same time. To become a real Apple Geek you must learn those Keyboard shortcuts by heart.

1.1 Swiss Keyboard Layout

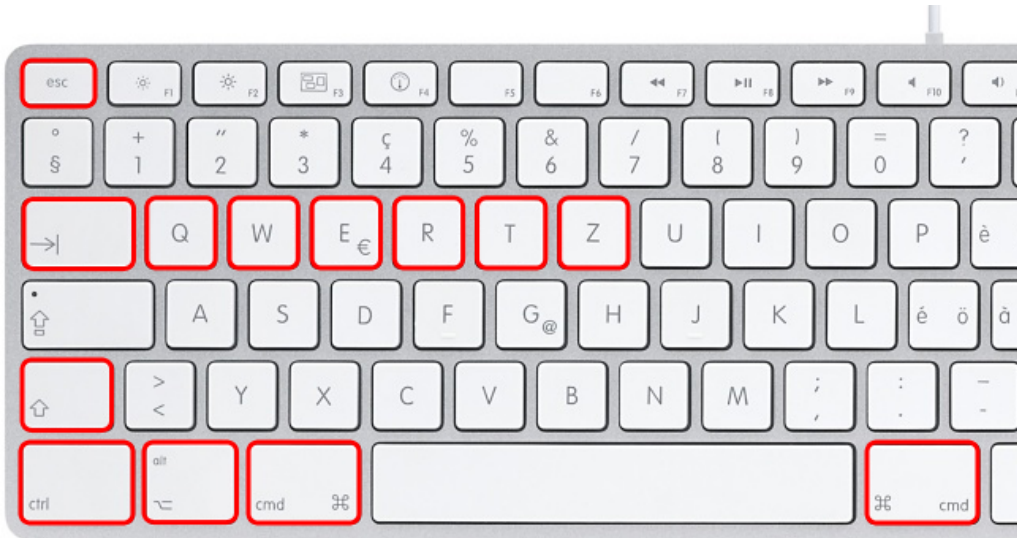


Figure 1: Swiss Keyboard Layout

The Swiss Keyboard is a QWERTZ Keyboard, called after the first six letters at the top left of the keyboard: Q, W, E, R, T and Z. It differs from the QWERTY layout by interchanging the "Z" and "Y" keys. This is more convenient since "Z" is much more used in the German language than "Y" and "T" and "Z" often appear next to each other in many German Words (Katze, Satz, schwitzen).

1.2 Special Keys

There are several "special" keys on a computer keyboard. Most of the Windows Keys and Shortcuts exists on the Mac. Meaning

Key	Function
⌘	The command keys - also well known as the Apple Keys - are on each side of the space bar and are easily reachable by the thumb fingers. Almost every Mac OS keyboard shortcut is based on the command key. We will use them a lot.
⌥	The Alt key used to change (alternate) the function of other pressed keys. By holding down the Alt key you can also print out almost every special characters (see chapter 3)
⇧	As many of you may have noticed, the Shift key is used to type capital letters. There are 2 shift keys on a Mac keyboard which are easily reachable by the little fingers. The shift key also perform some special operations in conjunction with another modifier key.
Tab	In Text processing Applications such as Microsoft Word or TextEdit the Tabulator key is used to advance the cursor to the next tab stop. You will see that it has another purpose in many "switch something" shortcuts.
Ctrl	The control key is less used in Mac OS and almost never performs any function when it is pressed by itself. It will perform a special operation in conjunction with another modifier key.
Fn	We typically find the Fn (Function)Key in compact keyboard layouts like laptops. It combines keys which are normally kept separate such as the delete key (FN - Backspace). If you have Fn on your keyboard the F1 - F12 keys are usually occupied with some Multimedia or System Control Functions. You must hold the Fn key to use the underlying (normal) F1-F12 functions.
Esc	The Esc (Escape) key is mostly used to stop, cancel or abort an action or dialog.

2 Basic Shortcuts

2.1 Getting started

Let's start with some basic shortcuts. How to type. I've listed the most requested shortcuts from Ex-Windows Users:

Task	Windows	Mac
C <u>o</u> py	Ctrl - C	⌘ - C
C <u>u</u> t	Ctrl - X	⌘ - X
P <u>a</u> ste	Ctrl - V	⌘ - V
U <u>n</u> do	Ctrl - Z	⌘ - Z
S <u>e</u> lect <u>A</u> ll	Ctrl - A	⌘ - A
S <u>a</u> ve	Ctrl - S	⌘ - S
O <u>o</u> pen	Ctrl - O (within Application), Enter (in Windows Explorer), Context - O (on the Desktop)	⌘ - O
C <u>l</u> ose (Document, File, Window)	Ctrl - F4	⌘ - W
C <u>l</u> ose all (Documents, Files, Window) within Application	Shift - Alt - F4	⌘ - ⌘ - W
Q <u>u</u> it Application	Alt - F4	⌘ - Q
N <u>e</u> w Folder	Context - W - F	⌘ - ⌘ - N
E <u>j</u> ect/Disconnect (CD/DVD, USB-Stick, Network)		⌘ - E
D <u>e</u> lete File/Folder (send to Bin/-Trash)	Delete	Delete or ⌘ - Backspace
E <u>m</u> pty Bin/Trash		⌘ - ⌘ - Backspace
T <u>a</u> s <u>k</u> Manager	Ctrl - Alt - Delete	⌘ - ⌘ - ^{esc}

2.2 Special Characters

Well, you may want to know how to type the @ (at) character on a Swiss Keyboard. As you might have seen it is located near the center of the keyboard, more precise on the "G" key. You can type the "at" by holding down the Alt (⌘) key.

Here are some other special characters often used in Switzerland.

They all make use of the ⌘ key.

⌘ - G	@ (at)
⌘ - 3	#
⌘ - 5	[
⌘ - 6]
⌘ - 7	
⌘ - 8	{
⌘ - 9	}
⌘ - ⌘ - 7	\ (Backslash)
⌘ - N	~ (Tilde)
⌘ - S	ß (Double S)

2.3 Additional Shortcuts

⇧ - ⌘ - Z	Redo
⇧ - ⌘ - S	Save as
⌘ - U	Revert to saved
⌘ - P	Print
⇧ - ⌘ - P	Print with Setup
⌘ - O	Open a Document/File
⌘ - N	New Window / Document
⌘ - W	Close the Window / Document
⇧ - ⌘ - W	Close ALL Windows / Documents of that Programm
⌘ - D	Don't Save (within Close Dialog)
⌘ - M	Minimize Application
⌘ - H	Hide Application
⇧ - ⌘ - H	Hide all other Applications
⌘ - Space	Spotlight Search
⌘ - ,	Preferences
⌘ - ?	Help
⌘ - .	Cancel (Close Dialog Box)
Ctrl - ⌘	Front Row
⇧ - (Ctrl) - ⌘ - 3	Screenshot (entire screen), the result will be copied into the clipboard (like on Windows...) <i>You can save the screenshot as a png file to the Desktop without holding the Ctrl key</i>
⇧ - (Ctrl) - ⌘ - 4	Screenshot of an arbitrary area (drag a rectangle), the result will be copied into the clipboard (like on Windows...) <i>You can save the screenshot as a png file to the Desktop without holding the Ctrl key</i>
⇧ - (Ctrl) - ⌘ - 4, then press the Space Bar	Take a Screenshot of any window (choose a window), the result will be copied into the clipboard (like on Windows...) <i>You can save the screenshot as a png file to the Desktop without holding the Ctrl key</i>
⌘ - Tab	Switch between Applications (to the right)
⇧ - ⌘ - Tab	Switch between Applications (to the left)
⌘ - ⌘ - Esc	Force Quit / End Task Dialog

3 Application specific Shortcuts

3.1 Finder

→	Highlight next File/Folder
Space Bar	Preview selected File / Folder (Quicklook)
Enter	Rename
⌘ - D	Duplicate
⌘ - O	
⌘ - ↓	Open File/Folder
⌘ - [Go Back
⌘ -]	Go Forward
⌘ - ⇧ - N	New Folder
⌘ - Backspace	Move File/Folder to Trash
⌘ - ⇧ - Backspace	Empty Trash
⌘ - ⌘ - ⇧ - Backspace	Empty Trash without Dialog
⌘ - F	Find
⌘ - E	Eject / Disconnect (CD, DVD, USB Stick, Network Drive)
⌘ - 1	Icon View
⌘ - 2	List View
⌘ - 3	Column View
⌘ - 4	Cover Flow View
⌘ - ⌘ - D	Show/Hide the Dock
⌘ - L	Make Alias
⌘ - R	Show Original
⌘ - I	Get Info
⌘ - T	Add to Favorites
⌘ - ⌘ - I	Alternate Get Info (Change whatever you click on)
⌘ - ⌘ - Y	Display Item in Fullscreen Mode
⌘ - ↑	Move up one Directory
⌘ - ⇧ - C	Open Computer Folder
⌘ - ⇧ - D	Open Desktop Folder
⌘ - ⇧ - A	Open Applications Folder
⌘ - ⇧ - U	Open Utilities Folder
⌘ - ⇧ - H	Open Home Folder
⌘ - ⇧ - K	Go to network
⌘ - K	Connect to server

3.2 iTunes

Spacebar	Play/Pause
→	Next Track
←	Previous Track
⌘ - .	Stop
⌘ - N	New (empty) Playlist
⇧ - ⌘ - N	New Playlist from Selection
⌘ - ⌘ - N	New Smart Playlist
⌘ - R	Reveal (Show) File in Finder
⌘ - L	Show current Song
⌘ - J	Show View Options
⇧ - ⌘ - 1	Show/Hide iTunes
⇧ - ⌘ - 2	Show/Hide Equalizer
⇧ - ⌘ - 3	View as List
⇧ - ⌘ - 4	View as Grid
⇧ - ⌘ - 5	View in Cover Flow
⌘ - B	Show/Hide Browser
⌘ - G	Show/Hide Artwork Column
⇧ - ⌘ - G	Show/Hide Genius Sidebar
⌘ - T	Show/Hide Visualizer
⇧ - ⌘ - H	Open iTunes Store

3.3 Safari

⌘ - N	New Window
⌘ - T	New Tab
⌘ - L	Jump to the Url
⌘ - R	Reload Page
⌘ - O	Open File
⌘ - [Back
⌘ -]	Forward
Ctrl - → ⇧ - ⌘ - →	next tab
⇧ - Ctrl - → ⇧ - ⌘ - ←	previous tab
⌘ - ⌘ - U	View Source
⇧ - ⌘ - A	Autofill Form
⇧ - ⌘ - H	Home
⌘ - ⌘ - L	Show Downloads Window
⌘ - ⌘ - A	Show Activity Window
⇧ - ⌘ - B	Show All Bookmarks
⌘ - D	Add Bookmark
⇧ - ⌘ - N	Add new Bookmark Folder
⇧ - ⌘ - 1	Show Top Sites (Safari 4)
⌘ - /	Show/Hide Status Bar
⌘ -	Show/Hide Tool Bar
⇧ - ⌘ - T	Show/Hide Tab Bar
⌘ - i	Mail Contents of the Page
⇧ - ⌘ - i	Mail Link of the Page
⇧ - ⌘ - J	Show Javascript Console

3.4 Mail

⌘ - N	New Message
⌘ - R	Reply
⇧ - ⌘ - F	Forward Message
Backspace	Delete Message
⌘ - 1	Go To In
⌘ - 2	Go To Out
⌘ - 3	Go To Drafts
⌘ - 4	Go To Sent
⌘ - 5	Go To Trash
⌘ - 6	Go To Junk

4 Advanced Shortcuts

Shortcuts for Advanced Users, Programmers and System Administrators.

4.1 Text Processing

Ctrl - H	Backspace delete (right-to-left)
Ctrl - D	Forward delete
Ctrl - A	Go to the beginning of the line
Ctrl - E	Go to the end of the line
Ctrl - B	Back (left) one character
Ctrl - F	Forward (right) one character
Ctrl - P	Previous line (up)
Ctrl - N	Next line (down)
Ctrl - V	Page down
Ctrl - T	Transpose two characters (typo)
Ctrl - K	Kill / delete text between the cursor and the end of the line

4.2 OS X Startup

Must be pressed after turning on the machine.

⌘	Select startup volume (OS X, Windows, CD/DVD, Network)
⌘ - E	Eject CD/DVD
⇧	Safe Boot Mode
⌘ - V	Verbose Mode
⌘ - ⌘ - O - F	Open Firmware Console

4.3 OS X Shutdown

⌘ - ⌘ - Ctrl - Eject	Shut Down the Machine (prompts to save open Documents)
⌘ - Ctrl - Eject	Restart the Machine (prompts to save open Documents)
⌘ - ⌘ - Eject	Sleep
Ctrl - Eject Power button	Shut Down - Restart Sleep Dialog

5 Conclusion

Since there can literally be hundreds of different keyboard shortcuts throughout the operating system, shortcuts should meet two requirements to cut down on learning time:

Easy to remember Consistent between applications

Ideally, all keyboard shortcuts should meet these requirements, so that the user will only need to learn a shortcut once. Then, they can then use that shortcut throughout the entire system. Both operating systems list keyboard shortcuts next to their corresponding menu items.

5.1 Menubar

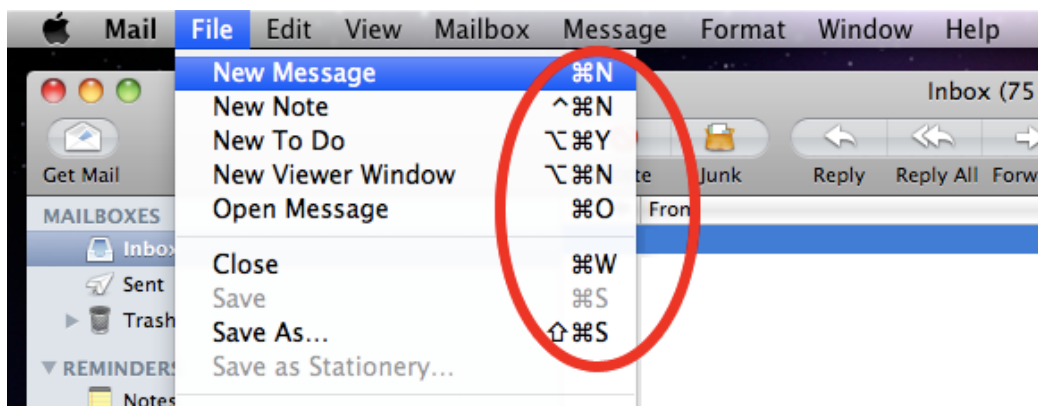


Figure 2: Shortcuts in the Menubar

5.2 More Shortcuts

Apple	http://support.apple.com/kb/HT1343
Rixstep	http://rixstep.com/2/20040510,00.shtml
Usingmac	http://www.usingmac.com/2007/11/21/mac-os-x-leopard-200-productivity-booster-hotkeys
Google Search	http://www.google.ch/search?hl=en&q=os+x+keyboard+shortcuts