

Shortcut Keys

MAC

- Command-X: Cut the selected item and copy it to the Clipboard.
- Command-C: Copy the selected item to the Clipboard. This also works for files in the Finder.
- Command-V: Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.
- Command-Z: Undo the previous command. You can then press Command-Shift-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands.
- Command-A: Select All items.
- Command-F: Find items in a document or open a Find window.
- Command-N: New: Open an new document or window.
- Command-O: Open the selected item, or open a dialog to select a file to open.
- Command-P: Print the current document.
- Command-R: Refresh
- Command-S: Save the current document.
- Command-Q Quit the app.

WINDOWS

- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer
- F1: Help
- F5: Refresh
- CTRL+S: Save
- CTRL+SHIFT+S: Save As
- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+P: Print
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

