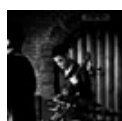


INTRODUCTION

CONTROL	COMMAND
ALT	OPTION
Windows/Start	Apple/COMMAND
BACKSPACE	DELETE
DELETE	DEL
SHIFT	SHIFT
ENTER	RETURN

System Shortcuts

Backward delete	BACKSPACE	DELETE
Capture whole screen to Clipboard	PRINT SCREEN	COMMAND+CONTROL+SHIFT+3
Capture front most window	ALT+PRINT SCREEN	COMMAND+SHIFT+3
Close active window	CONTROL+W	COMMAND+W
Copy a file/folder	CONTROL+ drag icon	OPTION+ drag icon
Copy to Clipboard	CONTROL+C	COMMAND+C
Create an alias or shortcut	Mouse right-click, then select Create Shortcut	Select item, then COMMAND+L
Delete to Clipboard	CONTROL+X	COMMAND+X
Exit a dialog box without changes	ESC	ESC
Find/Search	CONTROL+F	COMMAND+F
Force exit from unresponsive application	CONTROL+ALT+DELETE	COMMAND+OPTION+ESC
Forward delete	DELETE	DEL (Mac notebooks: Function (fn)+DELETE)
View item information or properties	ALT+ENTER	COMMAND+I
Log off Current User	Windows logo key +L	COMMAND+SHIFT+Q
Maximize window	CONTROL+F10	CONTROL+F3, then UP ARROW or DOWN ARROW to select minimized windows on Dock, then ENTER
Minimize windows	Windows logo key +M	COMMAND+M
New folder	CONTROL+N	COMMAND+SHIFT+N
Open file	CONTROL+O	COMMAND+O
Paste Clipboard content	CONTROL+V	COMMAND+V
Print	CONTROL+P	COMMAND+P
Exit/quit program	ALT+F4	COMMAND+Q
Rename file/folder	Select item, then F2	Select item, then ENTER
Save file	CONTROL+S	COMMAND+S
Select all items	CONTROL+A	COMMAND+A
Select more than one item in a list	CONTROL, then click each item	COMMAND, then click each item

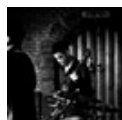


System Shortcuts (cont)

Send items to Recycle Bin/Trash	Select items, then DELETE	Select items, then COMMAND+DELETE
Send/receive e-mail	CONTROL+K	COMMAND+K
Shut down	Windows logo key +U+U	COMMAND+OPTION+CONTROL+Eject key
Switch to next window	CONTROL+F6	COMMAND+~
Switch to previous window	CONTROL+SHIFT+F6	COMMAND+SHIFT+~
Toggle through open applications	ALT+TAB	COMMAND+TAB
Type special characters	ALT+ character key	OPTION+ character key
Undo	CONTROL+Z	COMMAND+Z
Capture selection to Clipboard		COMMAND+CONTROL+SHIFT+4

Microsoft Office / iWork

All Caps	CONTROL+SHIFT+A	COMMAND+SHIFT+A
Bold	CONTROL+B	COMMAND+B
Extend selection word left	CONTROL+SHIFT+LEFT ARROW	OPTION+SHIFT+LEFT ARROW
Extend selection word right	CONTROL+SHIFT+RIGHT ARROW	OPTION+SHIFT+RIGHT ARROW
Font menu	CONTROL+D	COMMAND+D (Office) or COMMAND+T (iWork)
Italic	CONTROL+I	COMMAND+I
Move to beginning of current or previous word	CONTROL+LEFT ARROW	OPTION+LEFT ARROW
Move to end of current or next word	CONTROL+RIGHT ARROW	OPTION+RIGHT ARROW
Move to beginning of current line	CONTROL+HOME	OPTION+HOME or CONTROL+A
Move to end of current line	CONTROL+END	OPTION+END or CONTROL+E
New document, new e-mail message, and so on	CONTROL+N	COMMAND+N
Underline	CONTROL+U	COMMAND+U



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