

MacBook Basics

Meet Your Keyboard

⌘ Command **Most shortcuts**

⌥ Option **Extra choices**

⌘ Control **System shortcuts**

⇧ Shift **Add-on key**

Fn **Function key**

Delete **Remove text/files**

Return **Start a new line**

On a Mac, ⌘ Command is the key used most often for shortcuts.

Everyday Essentials

Search ⌘ Space

Copy ⌘ C

Paste ⌘ V

Undo ⌘ Z

Save ⌘ S

Print ⌘ P

Switch Apps ⌘ Tab

Lock Mac ⌘ Q

Force Quit ⌥ ⌘ Esc

If an app is stuck, try Force Quit before restarting your Mac.

Screenshots + Files

Fast ways to capture, find, preview, and manage everyday files.

Screenshots

Entire Screen

 3

Captures everything.

Part of Screen

 4

Drag to select the area.

Screenshot Toolbar

 5

Recommended: all screenshot and recording options.

Copy Instead of Save

Hold **^ Control**
Add **^ Control**, then paste into email or a document.

Files & Finder

Find a file	 Space
Preview a file	Spacebar
Open Downloads	  L
Move file to Trash	 Delete
Sign a PDF	Preview > Markup > Signature
New Finder Tab	 T

For screenshots, learn  5 first. It opens the full screenshot toolbar.

When Something Doesn't Work

Simple fixes, plus a few useful features to try later.

Try This First

App freezes

⌘ Esc

Choose the app, then Force Quit.

Can't find a file

⌘ Space

Type part of its name.

Text is too small

⌘ +

Works in many apps and browsers.

Closed something

File > Open Recent

Many apps list recent files here.

More Things Your Mac Can Do

Preview files

Select a file, then press Spacebar.

Finder tabs

Press ⌘ T in Finder.

AirDrop

[Send files to another Apple device.](#)

Sign PDFs

Use Preview > Markup > Signature.

Trackpad gestures

[Learn a few when you are ready.](#)

You do not need to learn everything at once. Keep this page nearby.

Quick Reference

Print this page again if you want a separate desk card.

Most Used Shortcuts

Spotlight Search	⌘ Space	Lock Screen	⌘ Q
Copy	⌘ C	Preview File	Spacebar
Paste	⌘ V	Downloads	⇧⌘ L
Undo	⌘ Z	New Tab	⌘ T
Save	⌘ S	Close Window	⌘ W
Print	⌘ P	Quit App	⌘ Command + Q
Screenshot Toolbar	⇧⌘ 5	Find on Page	⌘ F
Force Quit	⇧⌘ Esc	Move to Trash	⌘ Delete

Best first shortcuts: Search, Copy, Paste, Save, Screenshot Toolbar, and Force Quit.