

"EVERYTHING APPLE"

MACSWEST
A COMPUTERS WEST USER GROUP



Nick's Abbreviated Keyboard Short Cuts

Action	Short Cut
Undo	Command + Z
Copy	Command + C
Paste	Command + V
New	Command + N
Save	Command + S
Print	Command + P
Hide	Command + H
Quit	Command + Q
Close Window	Command + W
Move to Trash	Command + Delete

On A Good Day - Short Cuts

Action	Short Cut
Paste & Match Style	Shift + Command + Option + V
Screen Shot	Shift + Command + 3
Area of Screen to Desktop	Shift + Command + 4
Area of Screen to Clipboard	Shift + Command + Control + 4
Find	Command + F
Cut	Command + X
Open	Command + O
Bold	Command + B
Underline	Command + U
Italic	Command + I