

Macintosh

insanely great!

● Basic Editing Shortcuts

● Editing and Selection Controls

● Creating and Organising Files/Folders

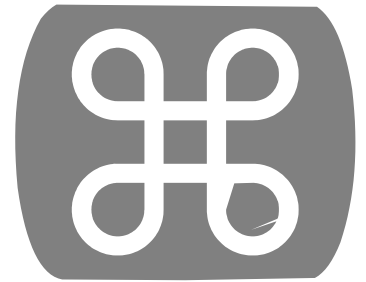
● Saving, Printing, and Output Actions

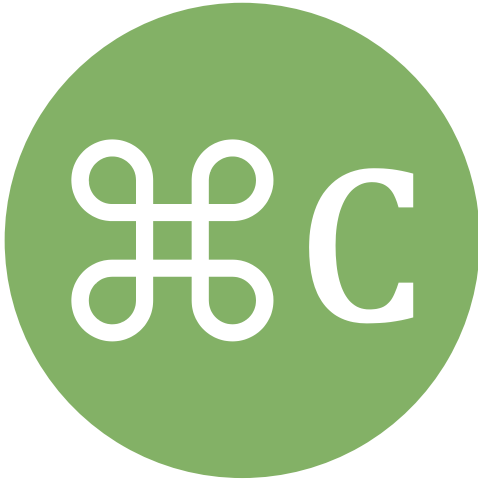
● Window and Tab Management

● File Information and Application Management

● Navigation and Search Shortcuts

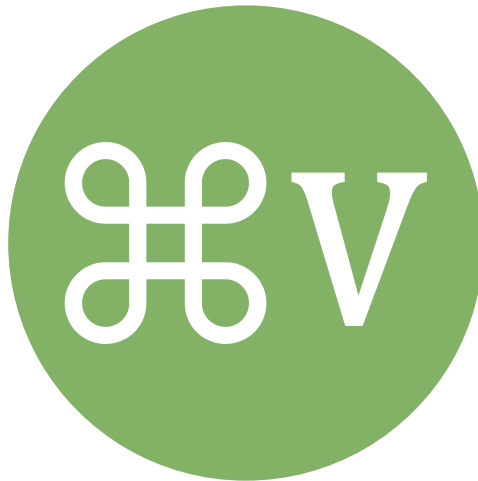
● Page Refresh





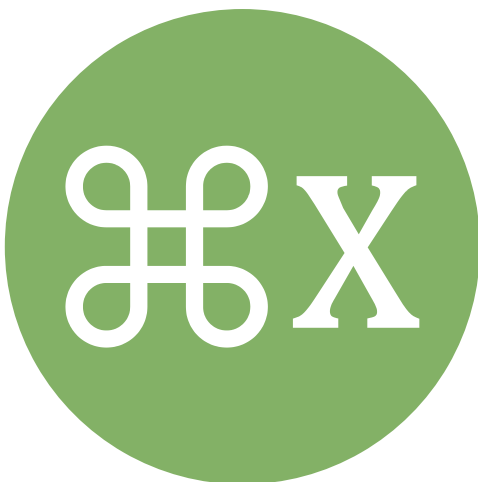
Copy

Copy text from a document to paste elsewhere. (All apps: Text editors, Finder, browsers, etc.)



Paste

Insert copied text into an email or another document (All apps)



Cut

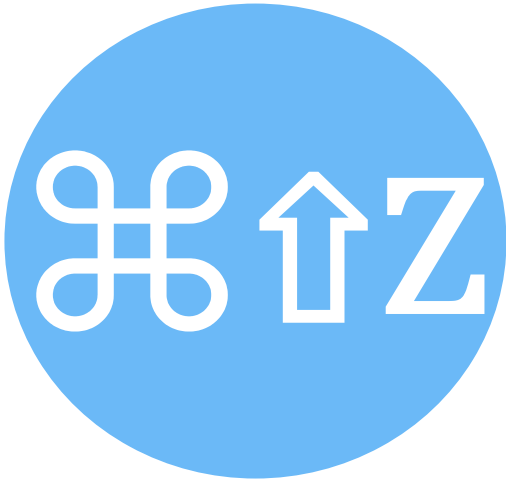
Move a paragraph from one section of a document to another (All apps)



Undo

Bring back text accidentally deleted

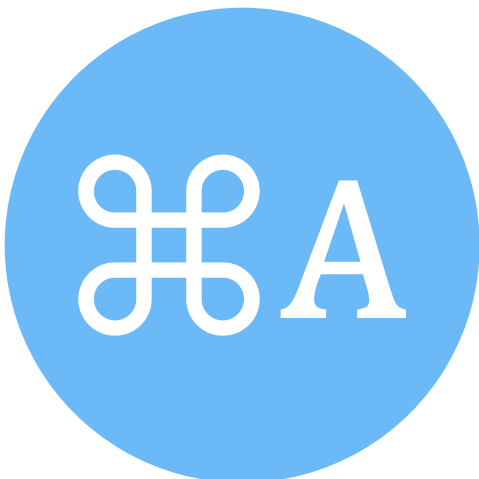
(All apps: Word, Pages, Photoshop, etc.)



Redo

Redo a change you previously undid

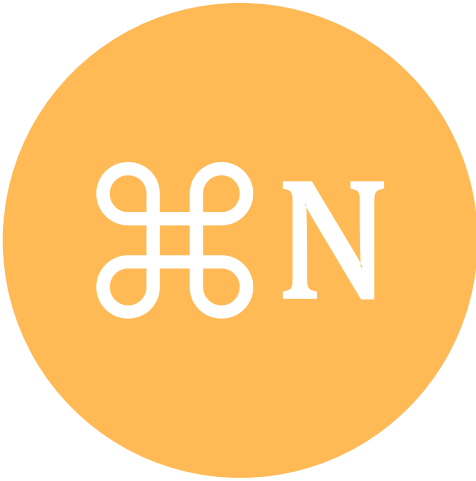
(All apps: Word, Pages, Photoshop, etc.)



Select All

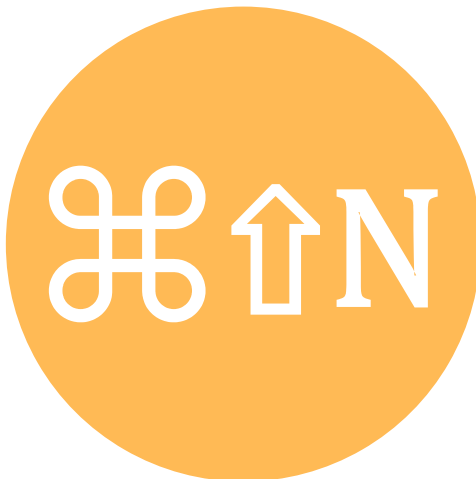
Select an entire document for formatting, copying, or cutting

(All apps)



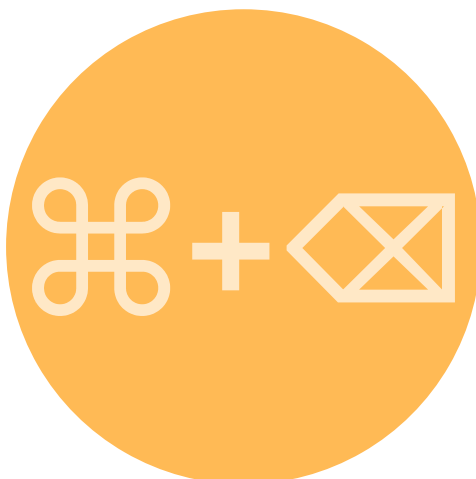
Create New Instance

Open a new finder window to manage files
(Finder, Word, Safari, etc.)



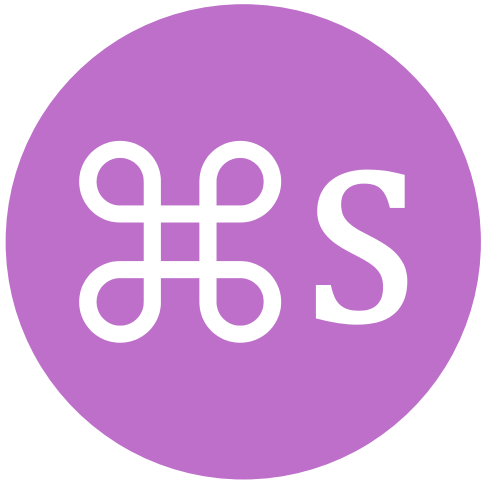
New Folder

Create a new folder for organising files
(Finder)



Delete Item

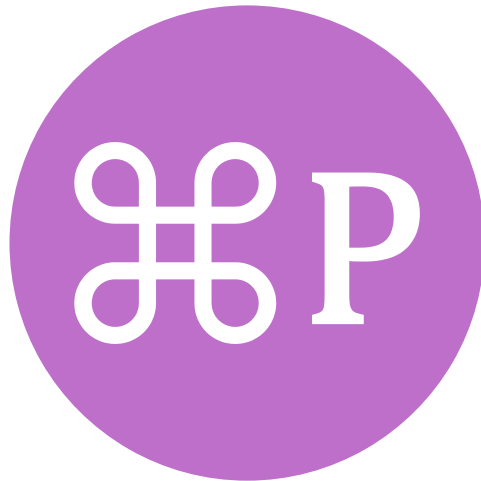
Move unnecessary files to the bin
(Finder)



Save

Frequently save your progress in important documents

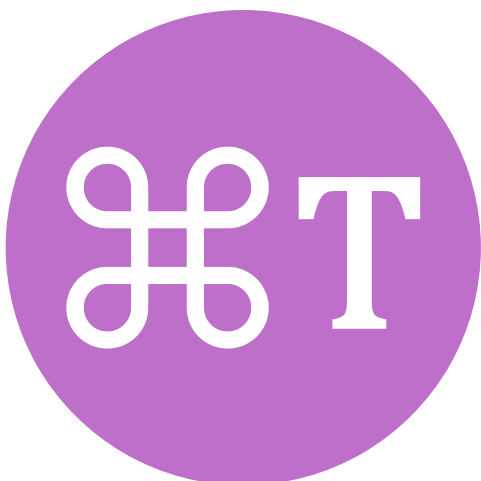
(All document-based apps: Word, Pages, Photoshop, etc.)



Print

Send a document to the printer

(All apps: Word, Safari, Preview, etc.)



New Tab

Open a new tab

(Safari, Chrome, Finder)



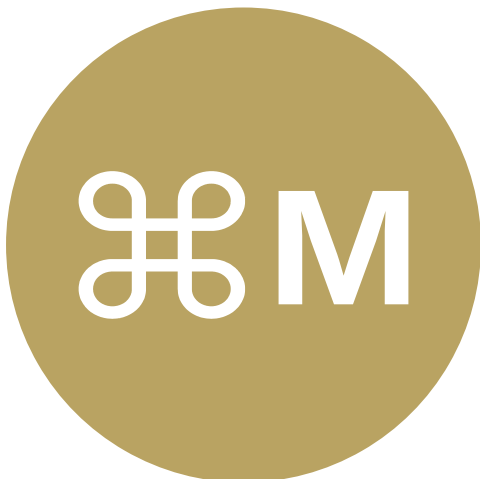
Close Window

Close an active window or tab
(Safari, Chrome, Word, Finder)



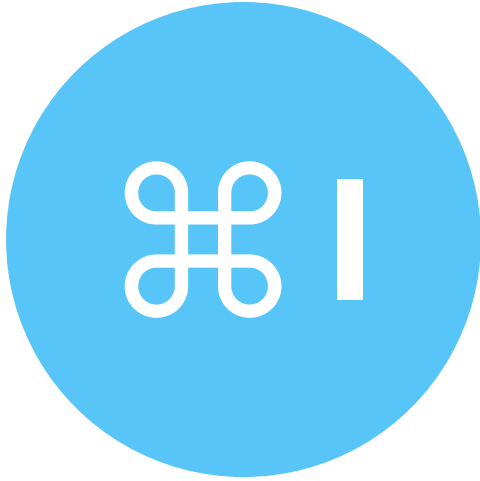
Hide Window

(All apps)



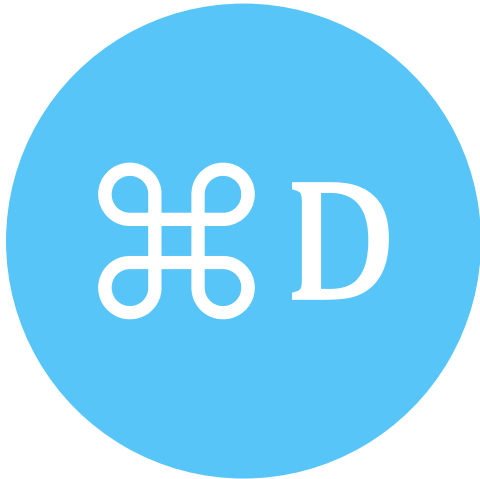
Minimise Window

(All apps)



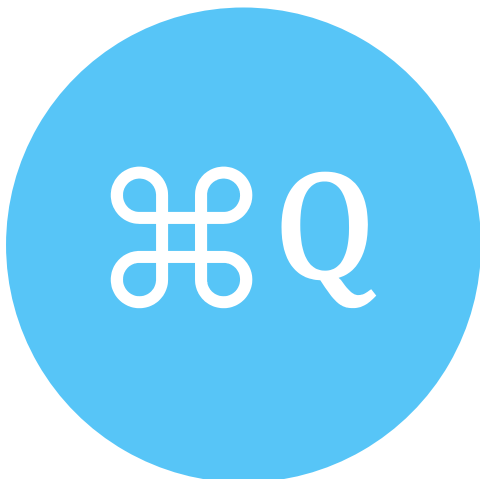
File Information

**View file details like size or permissions
(Finder)**



Duplicate

**Make a copy of a file to edit separately
(Finder, some document apps)**



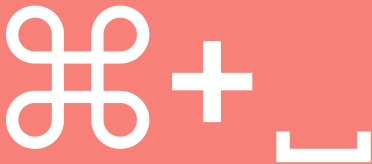
Quit/Close

(All apps)



Highlights Address bar

Quickly type a new web address
(Safari, Chrome)



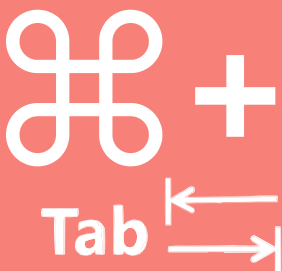
Spotlight Search

Quickly find and open apps, files,
or perform a web search
(macOS system)



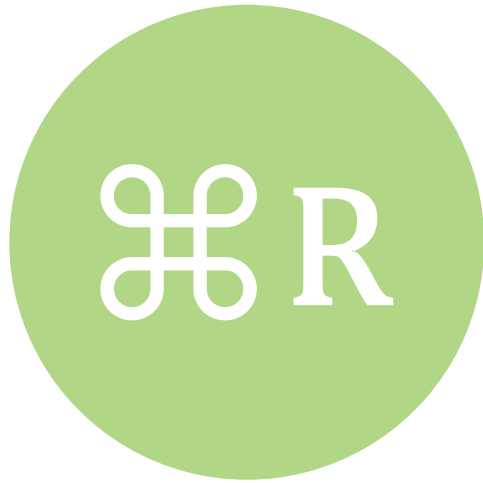
Reopen Last Closed Tab

Reopen a browser tab you
accidentally closed
(Safari, Chrome)



Switch between apps

(macOS System)



Reload

**Reload a webpage
(Safari, Chrome)**