



CSGD 254 PHOTOSHOP I

SEP 13–DEC 06, 2016 | FOX BUILDING, ROOM 421 | TUESDAY 6:30p–9:45p

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KEYBOARD SHORTCUTS

Universal Keyboard Shortcuts

Keyboard shortcuts are used by the pros so they can work efficiently with their computers running Mac OS or Windows. Operating systems have tons of shortcuts to assist you with performing various tasks. Learning which shortcuts to memorize comes with experience, especially when you find yourself doing repetitive tasks. The first shortcuts to learn are the **everyday shortcuts** – the ones that help you be productive on the computer. The following is a short list of everyday shortcuts...

MENU ITEMS	MAC OS	WINDOWS
Select All	Command + A	Control + A
Close Window	Command + W	Control + W
Copy	Command + C	Control + C
Cut	Command + X	Control + X
Find	Command + F	Control + F
New Finder Window	Command + N	Control + N
Open	Command + O	Control + O
Paste	Command + V	Control + V
Print	Command + P	Control + P
Quit	Command + Q	Control + Q
Save	Command + S	Control + S
Undo	Command + Z	Control + Z

Twelve Must-know Mac OS Keyboard Shortcuts for Special Characters

The following shortcuts are **special characters** worth memorizing to allow you to be productive and type like the pros!

NAME	SYMBOL	MAC OS
Acute Accent (résumé)	´	Option + E (followed by key press for vowel)
Bullet	•	Option + 8
Cents	¢	Option + 4
Copyright Symbol	©	Option + G
Degree Symbol (90 °F)	°	Option + K
Ellipsis (She said she was a dancer...)	...	Option + ; (semicolon)
Em Dash (long dash—width of an M, used to separate thoughts)	—	Option + Shift + - (hyphen)
En Dash (wide dash, width of an N, indicates range: Monday–Friday, 6–9 pm)	–	Option + - (hyphen)
Eñe (Spanish character with a tilde over n: año, El Niño)	ñ	Option + N (followed by N)
Italicized f in f/stop	f	Option + F
Registered Trademark Symbol (officially used to mark one's property)	®	Option + R
Trademark Symbol (unregistered, used to mark one's property)	™	Option + 2

Tip: Use the menu, **Apple > System Preferences...** and select **Keyboard** in the second row to enable the **Show Keyboard & Character Viewers in menu bar** feature. You'll be able to use the Keyboard Viewer to see where special characters live on the keyboard and the Character Viewer to select and insert special characters into your documents!

Bonus Tip: The Apple symbol (Apple) can be typed using Option + Shift + K (not available in all fonts).