



Selected Keyboard Shortcuts: in Leopard

NOTE: If you're working on a laptop computer, press the Fn key in combination with the other keys listed here; for example, press Fn-Control-F2.

* My favorite shortcuts!

Expose

*	Use Exposé to show all the open windows	F9 (on a laptop use Fn and F9)
	Use Exposé to show all the open windows in an application	F10 (on a laptop use Fn and 10)
*	Use Exposé to hide all the open windows and show the desktop	F11 (on a laptop use Fn and F11)
*	Switch to an open application	<ul style="list-style-type: none"> • Hold down ⌘-Tab until the application is selected, then release the keys • To reverse the order, also hold down the Shift key • Press H to hide the application • Press Q to quit the selected application
	Use Dictionary to see the definition for a word in an application	Move the cursor over the word and press ⌘-Control-D

To change the shortcuts for Exposé, choose File > System Preferences, click Exposé & Spaces, and then click Exposé.

Finder

	Copy a file instead of moving it, leaving a copy in the original location	Option-drag the file's icon to new location
	Move a file from one volume to another, removing the file from the original location	Command-drag the file's icon to new location
	Copy a file using the keyboard	Select the file and press ⌘-C. Then open the new location and press ⌘-V
	View the contents of a file or folder without opening it or starting an application	Select the item and press Space bar.

Spotlight

*	Open the Spotlight menu to start a search	⌘-Space bar
	Open the Spotlight window	⌘-Option-Space bar

Empty Trash

★	Move the selected item to the Trash	⌘-Delete
	Empty the Trash	⌘-Shift-Delete
	Empty the Trash without any warning or when it contains locked files	⌘-Shift-Option-Delete Hold down the Option key, then choose Finder > Empty Trash

Spotlight

★	Open the Spotlight menu to start a search	⌘-Space bar
	Open the Spotlight window	⌘-Option-Space bar

Dock

Change the size of the Dock	Place the cursor on the separator in the Dock until the arrows appear, and then drag the Dock to make it larger or smaller
See a Dock item's shortcut menu	Control-click the Dock background near the item's icon
See an item in the Finder	⌘-click the item's icon in the Dock
Switch to another application and hide the current application	Option-click the icon in the Dock
Switch to another application and hide all other applications	⌘-Option-click the icon in the Dock
Force an application to quit	Option-press and hold the mouse button over the application icon in the Dock, then choose Force Quit from the pop-up menu
Force an application to open a document	⌘-Option-drag the document icon to the application icon in the Dock

Universal Access - turn on these features in System Preferences > Universal Access

★	Zoom the screen to see larger text	⌘-Option-+ (plus sign)
	Unzoom the screen to put it back to normal	⌘-Option-- (minus sign)

Shortcuts for taking pictures of the screen

	Take a picture of the whole screen	⌘-Shift-3
*	Take a picture of part of the screen	⌘-Shift-4, and then drag the crosshair pointer to select the area To cancel, press Escape
	Take a picture of a window or the menu bar	⌘-Shift-4, press the Space Bar, move the camera pointer over the area to highlight it, and then click.
	Take a picture of a menu	Click the menu to display the menu commands, press ⌘-Shift-4, and do one of the following: <ul style="list-style-type: none">• To take a picture of the menu without its title, press the Space Bar, move the camera pointer over the menu to highlight it, and then click.• To take a picture of the menu and its title, drag the crosshair pointer over the area.• To cancel, press Escape

Screen shots are saved as files on the desktop. If you want to put the screen shot in the Clipboard (rather than create a file) hold down the Control key when you press the other keys. You can then paste the picture into a document.

When you're selecting an area after pressing ⌘-Shift-4, you can modify the selection by doing one of the following:

- To move the selection rectangle, hold down the Space bar.
- To constrain the selection rectangle horizontally or vertically, hold down the Shift key.
- To resize the selection rectangle around the center of the selection, hold down the Option key.
- You can also take pictures of the screen using the *Grab* application (in the Utilities folder in the Applications folder).

Some applications, such as DVD Player, may not let you take pictures of the screen.