COMMON SHORTCUTS

These shortcuts are practically universal. That means that many of them will work in **several different programs**; for example, your browser, Microsoft Office, Adobe Photoshop, and much, much more. They're a great place to start if you're new to keyboard shortcuts. To find out if they work in *your* favorite programs, give them a try.

- **Copy:** CTRL+C (Windows) or COMMAND+C (Mac)
- **Cut:** CTRL+X (Windows) or COMMAND+X (Mac)
- **Paste:** CTRL+V (Windows) or COMMAND+V (Mac)
- **Undo:** CTRL+Z (Windows) or COMMAND+Z (Mac)
- **Redo:** CTRL+Y (Windows) or COMMAND+Y or SHIFT+COMMAND+Z (Mac)
- **Find:** CTRL+F (Windows) or COMMAND+F (Mac)
- **Save:** CTRL+S (Windows) or COMMAND+S (Mac)
- **Print:** CTRL+P (Windows) or COMMAND+P (Mac)
- **Close active item:** CTRL+W (Windows) or COMMAND+W (Mac)
- **Quit active program:** ALT+F4 (Windows) or COMMAND+Q (Mac)

FOR YOUR BROWSER

These shortcuts are designed specifically for your **browser**. Because every browser is different, the shortcuts' effectiveness may vary—but you're bound to find a few that work for you. Don't forget, you can still use some of the **common shortcuts** above in your browser.

- **New window:** CTRL+N (Windows) or COMMAND+N (Mac)
- **New tab:** CTRL+T (Windows) or COMMAND+T (Mac)
- **Refresh page:** CTRL+R (Windows) or COMMAND+R (Mac)
- **Top of page:** HOME (Windows) or COMMAND+UP ARROW (Mac)
- **Bottom of page:** END (Windows) or COMMAND+DOWN ARROW (Mac)
- **Downloads:** CTRL+J (Windows) or COMMAND+J (Mac)
- **Bookmarks:** CTRL+B (Windows) or COMMAND+B (Mac)
- **History:** CTRL+H (Windows only)

FOR TEXT

Below are some shortcuts that will come in handy when you're working with **text**; for example, in Microsoft Office, Text Wrangler—even web editors like Gmail or WordPress. Again, they may not be compatible with every program, but once you know how they work, they can save you a lot of time and effort.

- **Select all:** CTRL+A (Windows) or COMMAND+A (Mac)
- **Bold:** CTRL+B (Windows) or COMMAND+B (Mac)
- **Italic:** CTRL+I (Windows) or COMMAND+I (Mac)
- **Underline:** CTRL+U (Windows) or COMMAND+U (Mac)

- **Beginning of next word:** CTRL+RIGHT ARROW
- **Beginning of previous word:** CTRL+LEFT ARROW
- **Beginning of next paragraph:** CTRL+DOWN ARROW
- **Beginning of previous paragraph:** CTRL+UP ARROW

MAC ONLY

- **End of current line:** COMMAND+RIGHT ARROW
- **Beginning of current line:** COMMAND+LEFT ARROW
- **End of document:** COMMAND+DOWN ARROW
- **Beginning of document:** COMMAND+UP ARROW

MAC KEYBOARD SYMBOLS

⌘   Command key
^   Control key
⌥   Option key
⇧   Shift Key
⇪   Caps Lock
fn   Function Key