Use MacOS Keyboard Shortcuts

You can use keystroke combinations, called keyboard shortcuts, to perform tasks more quickly on your Mac. Keyboard shortcuts include one or more modifier keys (such as Caps Lock or Control) and a final key, pressed at the same time. For example, instead of moving the pointer to the menu bar to choose **File** > **New Window**, you can press the Command and N keys.

You can change or disable keyboard shortcuts to make them easier to use.

Note: Keyboard shortcuts in apps may vary depending on the language and keyboard layout you're using on your Mac. If the shortcuts below don't work as you expect, look in the app menus in the menu bar to see the correct shortcuts. You can also use the Keyboard Viewer to see your current keyboard layout, known as an input source.

Explore macOS keyboard shortcuts

Keyboard shortcuts appear next to menu items in macOS apps. Many keyboard shortcuts are standard across apps.

Perform tasks using keyboard shortcuts

- Press and hold one or more modifier keys (such as Caps Lock, Command, or Control), then press the last key of the shortcut.

  - For example, to use the Command-V keyboard shortcut to paste copied text, press and hold the Command key at the same time as the V key, then release both keys.

Customize keyboard shortcuts

You can customize some keyboard shortcuts by changing the key combinations.

1. On your Mac, choose **Apple menu** ⌥ > **System Preferences**, click **Keyboard** ⌨, then click **Shortcuts**.

2. In the list on the left, select a category, such as Mission Control or Spotlight.

3. In the list on the right, select the checkbox next to the shortcut that you want to change.

4. Double-click the current key combination, then press the new key combination you want to use.

5. You can't use each type of key (for example, a letter key) more than once in a key combination.

6. Quit and reopen any apps you're using for the new keyboard shortcut to take effect.

7. If you assign a keyboard shortcut that already exists for another command or app, your new shortcut won't work. Find the menu command that's using it, then reassign the keyboard shortcut for that item.

8. If you want to return all the shortcuts to their original keystroke combinations, go to the Shortcuts pane of Keyboard preferences and click Restore Defaults.

Disable a keyboard shortcut

Sometimes an app's keyboard shortcut conflicts with a macOS keyboard shortcut. If this happens, you can disable the macOS keyboard shortcut.

1. On your Mac, choose **Apple menu** ⌥ > **System Preferences**, click **Keyboard** ⌨, then click **Shortcuts**.

2. In the list on the left, select a category, such as Mission Control or Spotlight.

3. In the list on the right, deselect the checkbox next to the shortcut that you want to disable.
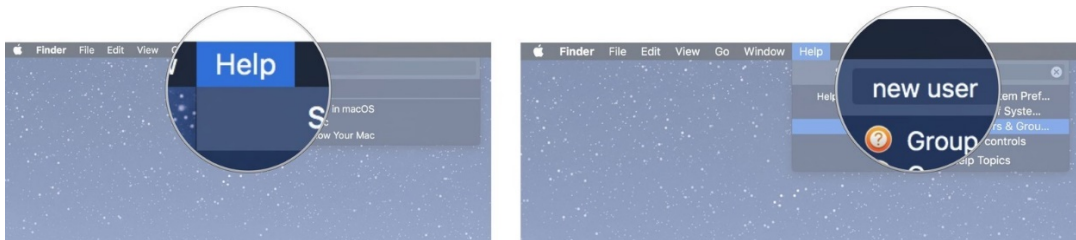
Trackpad Gestures

The trackpad on your Mac uses a variety of gestures to perform useful actions. For more information about these gestures, choose **Apple menu** ⌥ > **System Preferences**, then click **Trackpad**. You can turn a gesture off, change the type of gesture, and learn which gestures work with your Mac.

For a complete list of gestures, see the linked Apple Support Article: Use Multi-Touch Gestures on Your Mac.

Mac Help

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

1. Click **Help** in the menu bar at the top of the screen.

2. Type the subject or issue you'd like help with in the Search field.

3. Click a search result from the list.

4. Click on a related link to open a specific app or program relating to your issue.

Apple Support

Apple has a robust resource library, containing specific help articles for users.

1. To access Apple Support, open a browser and enter the following website: https://support.apple.com/mac/macbook

2. Scroll to the bottom of the page and utilize the "Search for More Topics" query.