

MAC LESSON #98

KEYBOARD SHORTCUTS IN FINDER

In the Mac Operating System the Finder is an application used to launch and manipulate files and other applications. The Finder handles such common tasks as creating, deleting, moving and copying files and folders. The Finder is always active and is automatically launched as soon as you log onto the system.

Here are some Finder keyboard shortcuts I think you will find very useful.

SHORTCUT	WHAT IT DOES
COMMAND+O	Opens the selected item
COMMAND+N	Opens a new Folder window
COMMAND+I	Displays information about the selected item
COMMAND+DELETE	Sends the selected item(s) to the Trash
COMMAND+E	Ejects disk or un-mounts volume
COMMAND+OPTION+ESC	Brings up the Force Quit Applications list
COMMAND+SPACE BAR	Calls up Spotlight on OS X 10.4 for searching
SHIFT+COMMAND+A	Opens the Applications folder
SHIFT+COMMAND+N	Creates a new folder in the current window
SHIFT+COMMAND+O	Log out the current user
SHIFT+COMMAND+U	Opens the Utilities folder

