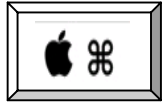
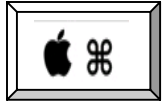


MAC KEYBOARD SHORTCUTS

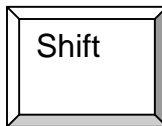


| | | |
|----------|--------------------|--|
| + | Option + Esc | Force quit |
| | Tab | cycles through open applications |
| | F4 | close document |
| | Control + F2 | control the menu bar with the keyboard |
| | Control + F3 | control the dock with the keyboard |
| | Left, right arrows | Back/forward on web |

NOTE: The following shortcuts apply primarily to Microsoft Office applications for the Mac



| | | | | |
|----------|---|------------------|------------|----------------|
| + | A | select all | S | save |
| | B | bold font | T | hanging indent |
| | C | copy | U | underline |
| | D | change font | V | paste |
| | E | center alignment | W | closes file |
| | F | find | X | cut |
| | G | find next | Y | redo |
| | H | replace | Z | undo |
| | I | italic font | 1 | single space |
| | J | justify | 2 | double space |
| | L | left alignment | 5 | 1.5 space |
| | M | minimize | / | Help menu |
| | N | new document | Home | top |
| | O | open file | End | bottom |
| | P | print | F2 | Print Preview |
| | Q | quit | Option + L | Spell check |
| | R | right alignment | Option + R | Grammar check |



| | | |
|----------|------------|---|
| + | ⌘ + Return | page break |
| | Tab | moves cursor backward |
| | Page up | highlights cursor position to the beginning of the line |
| | Page down | highlights cursor position to the end of the line |

Other Keys

| | | | |
|----|---------------------|--------|---------------|
| F1 | undo | Option | Shortcut menu |
| F7 | spell/grammar check | | |

NOTE: Custom keyboard shortcuts can be created by going to:
Tools → Customize → Keyboard

More Mac OS shortcuts → <http://docs.info.apple.com/article.html?artnum=75459>

**Stanford University
Environmental Health and Safety**

For more ergonomics information,
go to <http://ergostanford.stanford.edu>
or call 723 – 0448

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