

# MAC Computer Shortcuts

Note: These reference guides do not take the place of assignment guidelines

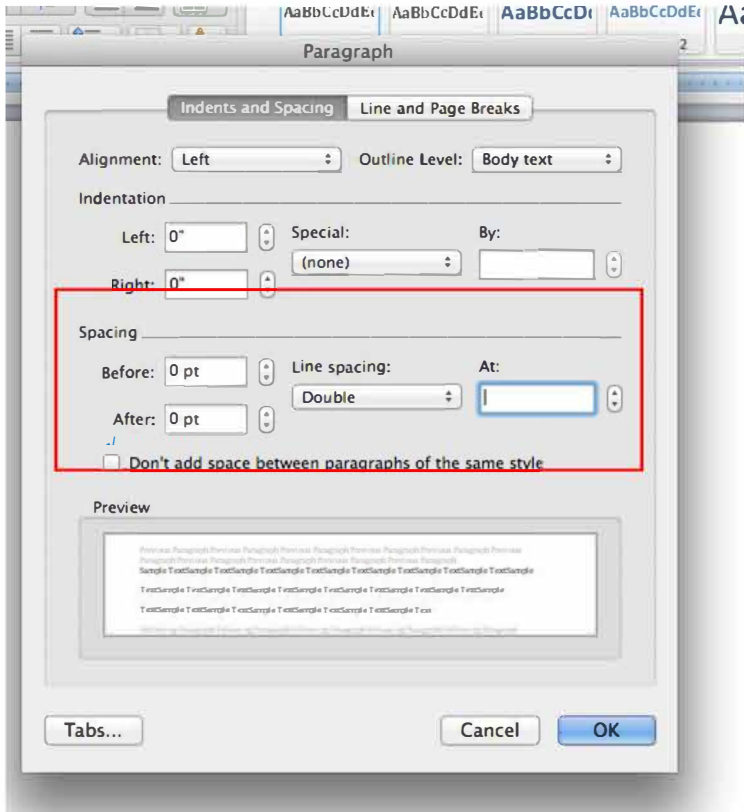


How to...	On Mac:
Shortcut keys:	
Copy	⌘(command) + C
Paste	⌘+ V
Undo	⌘+ Z
Select all	⌘+ A
Save	⌘+ S
<b>Bold</b>	⌘+ B
Dictionary	Highlight Word + ⌘+Option + D
Find	⌘+ F
<i>Italics</i>	⌘+ I
<u>Underline</u>	⌘+ U
Help	Click on Help.
Save As	Shift + ⌘+ S
Running head	View→ Header and Footer→ Click within the header area→ Type in header where needed.
Hanging indent	⌘+ T <i>or</i> Drag the lower triangle on the horizontal ruler to set where the first line of the paragraph starts.
Margins	Formatting Palette→ Document Margins→ Enter margin sizes.
Header	View→ Header and Footer→ Click within the Header area
Footer	View→ Header and Footer→ Click within the Footer area
Page numbers	Insert→ Page Numbers→ Choose your preferences
Different page numbers	Insert→ Page Numbers→ Format→ Select (where it says page numbering) "start at" ... ...and then select the page at which you want to start the numbering.
Different header on 1st page	View→ Header and Footer→ Click within the Header area→Header and Footer→ Select "Different First Page"
Footnotes	⌘+ Option + F
Endnotes	⌘+ Option + E
Spacing and basic formatting	Format→ Paragraph→ Don't Add Space Before and After/Paragraph of the Same Style→ Okay (See other side of Handout for image)

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## Spacing and Basic Formatting:



## Keyboard Symbols:

