

KEYBOARD SHORTCUT

CHEAT SHEET

Chrome / Firefox / Safari

- Cmd** + **N** Open in New Window
- Cmd** + **T** New Tab
- Cmd** + **W** Close Tab
- Cmd** + **Shift** + **T** Open Most Recently Closed Tab
- Cmd** + **Click Link** Open Navigation Item or Link in a New Tab
- Cmd** + **L** Place Cursor In Address Bar
- Cmd** + **F** Find
*When using an app like Google Docs that uses Cmd + F, try **Cmd** + **Shift** + **G** for Find Previous*
- Cmd** + **Shift** + **Delete** **Chrome/Firefox:** Clear Browsing Data
- Cmd** + **Opt** + **E** **Safari:** Empty Caches
- Cmd** + **Shift** + **R** **Chrome/Firefox:** Reload Page Without Cache
- Shift** + **Click Reload** **Safari:** Reload Page Without Cache
- Cmd** + **Shift** + **N** **Chrome/Safari:** Open Incognito/Private Browsing Window
See how a page appears without logging in
- Cmd** + **Shift** + **P** **Firefox:** Open Private Browsing Window
- Cmd** + **Opt** + **U** **Chrome/Safari:** View Source
*Then **Cmd** + **F** to find and highlight items*
- Cmd** + **U** **Firefox:** View Source
- Cmd** + **Opt** + **I** Developer Tools

Mac/Windows

CONVERSION KEY

Mac		Windows
Ctrl	=	Ctrl
Opt	=	Alt
Cmd	=	Windows
Delete	=	Backspace
Return	=	Enter

Gmail

E Archive Message and Return to Inbox

Shift + **U** Mark Unread

Google Docs

Cmd + **K** Insert Link

Cmd + **Shift** + **C** Word Count

Cmd + **Opt** + **M** Insert Comment

Cmd + **F** Find

Cmd + **Shift** + **H** Find and Replace

Ctrl + **Opt** + **I** Open the *Insert* Menu

Dropbox (web browser)

? Show Keyboard Shortcuts

/ Search

F2 Rename File

Return Download or Open File

Adobe Acrobat

Cmd + **6** Place Sticky Note on PDF

Cmd + **L** Full Screen View

Cmd + **0** Fit Page in Window

Cmd + **+** Zoom In

Cmd + **-** Zoom Out

Mac/Windows

CONVERSION KEY

Mac		Windows
Ctrl	=	Ctrl
Opt	=	Alt
Cmd	=	Windows
Delete	=	Backspace
Return	=	Enter

Bonus Shortcuts

Cmd + Opt + Shift + V

Mac: Paste
Without Formatting

Ctrl + Shift + V

Windows: Paste
Without Formatting

Cmd + Shift + 4

Mac: Screenshot
*Use crosshairs to select area OR
press Spacebar to select a window*

Windows + PrtScn

Windows: Screenshot

Cmd + Ctrl + F

Mac: Full Screen View

F11

Windows: Full Screen View

Mac/Windows

CONVERSION KEY

Mac	=	Windows
Ctrl	=	Ctrl
Opt	=	Alt
Cmd	=	Windows
Delete	=	Backspace
Return	=	Enter