

Mac Basics handout / OASIS 7/2/12

Changing the way your Mac starts up

Startup keys

Hold down this key for this effect while booting:

C *Boot from CD or DVD*

Shift *Boot into Safe Mode*

Shutdown keys

Ctrl-Option-Command-Eject *Shut down*

Moving and copying actions

Drag from one location to another, same drive	<i>Move</i>
With Command key held down	<i>Move</i>
With Option key held down	<i>Copy</i>

Drag from one location to another drive	<i>Copy</i>
With Command key held down	<i>Move</i>
With Option key held down	<i>Copy</i>

Duplicating

Select item and press Command-D

Renaming

Select item, press Return, type new name, press Return

Deleting

Drag to the Trash

Press Command-Delete