

Shortcut

Major Shortcuts

	Windows	Mac
Copy	Ctrl + C	Cmd + C
Cut	Ctrl + X	Cmd + X
Paste	Ctrl + V	Cmd + V
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y Ctrl + Shift + Z	Cmd + Y Cmd + Shift + Z
Insert Hyperlink (Modify)	Ctrl + K	Cmd + K
Open Hyperlink	Alt + Enter	Option + Enter
Print	Ctrl + P	Cmd + P
Open	Ctrl + O	Cmd + O
Find and Replace	Ctrl + F	Cmd + F
Page Break	Ctrl + Enter	Cmd + Enter
Delete (Left)	Backspace	Backspace(delete)
Delete (Right)	Delete	Delete(fn delete)
Delete a Word (Left)	Ctrl + Backspace	none
Delete a Word (Right)	Ctrl + Delete	none
Delete a Line (Left)	none	Cmd + Backspace(delete)

Formatting

	Windows	Mac
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Strikethrough	Ctrl + Shift + 5	Cmd + Shift + X
Superscript	Ctrl + .	Cmd + Option + .
Subscript	Ctrl + ,	Cmd + Option + ,
Copy Formatting	Ctrl + Alt + C	Cmd + Option + C
Paste Formatting	Ctrl + Alt + V	Cmd + Option + V
Clear Formatting	Ctrl + \	Cmd + \
Grow Font	Ctrl + Shift + .	Cmd + Shift + .
Shrink Font	Ctrl + Shift + ,	Cmd + Shift + ,

Paragraph Style

	Windows	Mac
Increase Indent	Ctrl +]	Cmd +]

Decrease Indent	Ctrl + [Cmd + [
Apply Body	Ctrl + Alt + 0	Cmd + Option + 0
Apply Heading Style (H1~H6)	Ctrl + Alt + [1-6]	Cmd + Option + [1-6]
Left Align	Ctrl + Shift + L	Cmd + Shift + L
Center Align	Ctrl + Shift + E	Cmd + Shift + E
Right Align	Ctrl + Shift + R	Cmd + Shift + R
Justify Align	Ctrl + Shift + J	Cmd + Shift + J
Bulleted List	Ctrl + Alt + 7	Cmd + Option + 7
Numbered List	Ctrl + Alt + 8	Cmd + Option + 8
Increase letter spacing	Alt + Shift + W	Option + Shift + W
Decrease letter spacing	Alt + Shift + N	Option + Shift + N

Image

	Windows	Mac
Increase Size	Ctrl + Alt + K	Ctrl + Option + K
Increase Width	Ctrl + Alt + B	Ctrl + Option + B
Increase Height	Ctrl + Alt + I	Ctrl + Option + I
Decrease Size	Ctrl + Alt + J	Ctrl + Option + J
Decrease Width	Ctrl + Alt + W	Ctrl + Option + W
Decrease Height	Ctrl + Alt + Q	Ctrl + Option + Q
Rotate Right 90 Degrees	Alt + Right	Cmd + Option + Right
Rotate Left 90 Degrees	Alt + Left	Cmd + Option + Left

Table

	Windows	Mac
Move the Caret to the Next Cell	Tab	Tab
Move the Caret to the Previous Cell	Shift + Tab	Shift + Tab
Insert Row Below	Ctrl + Shift + Enter	Cmd + Shift + Enter
Delete Row	Ctrl + Shift + Backspace	Cmd + Shift + Backspace

Selection

	Windows	Mac
Select All	Ctrl + A	Cmd + A
Expand the Selection a Letter Leftward	Shift + Left	Shift + Left
Expand the Selection a Letter Rightward	Shift + Right	Shift + Right
Expand the Selection a Line Upward	Shift + Up	Shift + Up
Expand the Selection a Line Downward	Shift + Down	Shift + Down
Expand the Selection a Word Leftward	Ctrl + Shift + Left	Option + Shift + Left

Expand the Selection a Word Rightward	Ctrl + Shift + Right	Option + Shift + Right
Expand the Selection to the Beginning of the Line	Shift + Home	Cmd + Shift + Left
Expand the Selection to the End of the Line	Shift + End	Cmd + Shift + Right
Expand the Selection to the Beginning of the Paragraph	Ctrl + Shift + Up	Option + Shift + Up
Expand the Selection to the End of the Paragraph	Ctrl + Shift + Down	Option + Shift + Down
Expand the Selection a Page Upward	Shift + PageUp	Shift + Fn + Up
Expand the Selection a Page Downward	Shift + PageDown	Shift + Fn + Down
Expand the Selection to the Beginning of the Document	Ctrl + Shift + Home	Cmd + Shift + Up
Expand the Selection to the End of the Document	Ctrl + Shift + End	Cmd + Shift + Down
Select a single cell in a table RELEASE 2.12.0 OR ABOVE	Ctrl + Shift + S	Cmd + Shift + S

Caret

	Windows	Mac
Move the Caret to the Beginning of the Line	Home	Cmd + Left
Move the Caret to the End of the Line	End	Cmd + Right
Move the Caret a Word Leftward	Ctrl + Left	Option + Left
Move the Caret a Word Rightward	Ctrl + Right	Option + Right
Move the Caret to the Beginning of the Current Paragraph or the Previous Paragraph	Ctrl + Up	Option + Up
Move the Caret to the Beginning of the Next Paragraph	Ctrl + Down	Option + Down
Move the Caret to the Beginning of the Document	Ctrl + Home	Cmd + Up
Move the Caret to the End of the Document	Ctrl + End	Cmd + Down
Move the Caret a Page Upward	PageDown	Fn + Down
Move the Caret a Page Downward	PageUp	Fn + Up

Menu

	Windows	Mac
File menu	Alt + Shift + F	Option + Shift + F
Edit menu	Alt + Shift + E	Option + Shift + E
View menu	Alt + Shift + V	Option + Shift + V
Insert menu	Alt + Shift + I	Option + Shift + I
Format menu	Alt + Shift + O	Option + Shift + O
Paragraph menu	Alt + Shift + P	Option + Shift + P
Table menu	Alt + Shift + B	Option + Shift + B
Tools menu	Alt + Shift + T	Option + Shift + T
Help menu	Alt + Shift + H	Option + Shift + H

Others

	Windows	Mac
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Shortcuts Guide	Ctrl + /	Cmd + /
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