Hot Keys

Printable desktop reference for Windows and Mac

FONT & TEXT MANIPULATION

	Windows	Mac
Font style	Alt + H + FF + up or down arrow + enter	Alt + H + FF + up or down arrow + enter
Font size	Alt + H + FS + up or down arrow / specific number + enter	Option + H + FS + up or down arrow / specific number + enter
Font color	Alt + H + FC + arrow to scroll for color + enter	Command + H + FC + arrow for color + enter
Bold	Ctrl + B	Command + B
Italic	Ctrl + I	Command + I
Underline	Ctrl + U	Command + U
Increase font size	Ctrl + Shift + >	Command + Shift + >
Decrease font size	Ctrl + Shift + <	Command + Shift + <
All capital / all lowercase	Ctrl + Shift + A	FN + shift + F3
Highlight text	Ctrl + Shift + left or right arrow	Command + Shift + left or right arrow
Add superscript	Ctrl + Shift + =	Ctrl + Shift + Command + +
Add subscript	Ctrl + Shift + =	Ctrl + Shift + Command + -

ALIGNMENT & SPACING

	Windows	Mac
Align left	Alt + H + AL	Option + H + AL
Align right	Alt + H + AR	Option + H + AR
Align center	Alt + H + AC	Option + H + AC

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practice, visit creativeslideware.com

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ALIGNMENT & SPACING (CONT.)

	Windows	Mac
Align justified	Alt + H + AJ	Option + H + AJ
Text indentation	Alt + H + PG + R + enter number / scroll + enter	Option + H + PG + R + enter number / scroll + enter
Spacing before text	Alt + H + PG + B + enter number / scroll + enter	Option + H + PG + B + enter number / scroll + enter
Spacing after text	Alt + H + PG + F + enter number / scroll + enter	Option + H + PG + F + enter number / scroll + enter
Align items top	Alt + H + G + A + T	Option + H + G + A + T
Align items bottom	Alt + H + G + A + B	Option + H + G + A + B
Align items middle	Alt + H + G + A + M	Option + H + G + A + M
Horizontally distribute	Alt + G + A + H	Option + G + A + H
Align items center	Alt + H + G + A + C	Option + H + G + A + C
Vertically distribute	Alt + G + A + V	Option + G + A + V
Resizing objects	Shift + arrow keys	Shift + arrow keys
Group	Alt + H + G + G	Option + H + G + G
Ungroup	Alt + H + G + U	Option + H + G + U
Sent to front	Alt + H + G + R	Option + H + G + R
Send to back	Alt + H + G + K	Option + H + G + K
Send forwards	Alt + H + G + F	Option + H + G + F
Send backwards	Alt + H + G + B	Option + H + G + B

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THE BASICS

Cut	Select item + Ctrl + X	Select item + Command + X
Copy	Select item + Ctrl + C	Select item + Command + C
Paste	Select item + Ctrl + V	Select item + Command + V
Select all	Ctrl + A	Command + A
Duplicate	Ctrl + D	Command + D
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Command + Y

THE MOST IMPORTANT

Save	Ctrl + S	Command + S

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