

BASIC SHORTCUTS

UNDO: CTRL + Z

REDO: CTRL + Y

SAVE: CTRL + S

SELECT ALL: CTRL + A

ADD TEXT: T

ADD RECTANGLE: R

ADD LINE: L

ADD CIRCLE: C

ADD LINK: CTRL + K

ADD EMOJI (CANVA DOCS AND COMMENTS ONLY): SHIFT + ;

ADD EMPTY PAGE: CTRL + ENTER

DELETE EMPTY PAGE: CTRL + BACKSPACE

NAVIGATE TO TOOLBAR CTRL + F1

SKIP TO CANVAS: CTRL + F2

ELEMENT SHORTCUTS

DELETE SELECTED ELEMENTS: BACKSPACE OR DELETE

GROUP ELEMENTS: CTRL + G

UNGROUP ELEMENTS: CTRL + SHIFT + G

LOCK ELEMENT: ALT + SHIFT + L

ARRANGE ELEMENTS FORWARD: CTRL +]

ARRANGE ELEMENTS BACKWARD: CTRL + [

ARRANGE ELEMENTS TO FRONT: ALT + CTRL +]

ARRANGE ELEMENTS TO BACK: ALT + CTRL + [

TIDY UP ELEMENTS: ALT + SHIFT + T

SELECT NEXT/PREVIOUS ELEMENTS: TAB OR SHIFT + TAB

EDIT TEXT SHORTCUTS

OPEN FONT MENU: SHIFT + CTRL + F

FIND AND REPLACE: CTRL + F

BOLD TEXT: CTRL + B

ITALICIZE TEXT: CTRL + I

UNDERLINE: CTRL + U

UPPERCASE: SHIFT + CTRL + K

LEFT ALIGN: SHIFT + CTRL + L

CENTER ALIGN: SHIFT + CTRL + C

RIGHT ALIGN: SHIFT + CTRL + R

JUSTIFY TEXT: SHIFT + CTRL + J

DECREASE FONT SIZE BY ONE: SHIFT + CTRL + , INCREASE

FONT SIZE BY ONE: SHIFT + COMMAND + .

DECREASE LINE SPACING: ALT + CTRL + DOWN

INCREASE LINE SPACING: ALT + CTRL + UP

DECREASE LETTER SPACING: ALT + CTRL + , INCREASE LETTER
SPACING: ALT + CTRL + .

ANCHOR TEXT TO TOP: CTRL + SHIFT + H

ANCHOR TEXT TO MIDDLE: CTRL + SHIFT + M

ANCHOR TEXT TO BOTTOM: CTRL + SHIFT + B

NUMBERED LIST: CTRL + SHIFT + 7

BULLETED LIST: CTRL + SHIFT + 8

COPY TEXT STYLE: ALT + CTRL + C

PASTE TEXT STYLE: ALT + CTRL + V

ZOOM TO FIT: ALT + CTRL + 0

ZOOM TO FILL: SHIFT + CTRL + 0

VIDEO SHORTCUTS

PLAY/PAUSE VIDEO: SPACE
MUTE/UNMUTE VIDEO: M
LOOP VIDEO: ALT + CTRL + L

ZOOMING SHORTCUTS

ZOOM IN: CTRL + +
ZOOM OUT: CTRL + -
ZOOM TO ACTUAL SIZE: CTRL + 0

VIEW SHORTCUTS

TOGGLE RULERS AND GUIDES: SHIFT + R
TOGGLE SIDEBAR: CTRL + /
SCROLLING VIEW: ALT + CTRL + 1
THUMBNAIL VIEW: ALT + CTRL + 2
GRID VIEW: ALT + CTRL + 3
PRESENTATION MODE: ALT + CTRL + P

COMMENT SHORTCUTS

NEXT COMMENT: N
PREVIOUS COMMENT: SHIFT + N
FOCUS ON COMMENT IN SELECTION: CTRL + 5
ADDING OR EDITING COMMENTS
ADD COMMENT: ALT + CTRL + N
ADD EMOJI TO A COMMENT: SHIFT + ;
START NEW LINE IN YOUR COMMENT: ENTER OR SHIFT + ENTER
SUBMIT COMMENT: COMMAND + ENTER

ADDING OR EDITING COMMENTS

ADD COMMENT: ALT + CTRL + N

ADD EMOJI TO A COMMENT: SHIFT + ;

START NEW LINE IN YOUR COMMENT: ENTER OR SHIFT + ENTER

SUBMIT COMMENT: COMMAND + ENTER

DESKTOP APP SHORTCUTS

QUIT THE WHOLE CANVA APP: ALT + F4

RELOAD THE WHOLE APP: CTRL + R

CLOSE THE CURRENT TAB: CTRL + W

SELECT NEXT TAB: CTRL + PAGEDOWN OR CTRL + TAB

SELECT PREVIOUS TAB: CTRL + PAGEUP OR CTRL + SHIFT + TAB

RE-OPEN LAST CLOSED TAB: CTRL + SHIFT + T

CREATE NEW DESIGN: CTRL + T

SWITCH TABS TO FOCUS ON A DESIGN TAB FROM 1-8: CTRL + 1...8

SWITCH TO THE LAST TAB: CTRL + 9

OPEN THE HOME PAGE: CTRL + SHIFT + H

ZOOM IN APP INTERFACE: CTRL + SHIFT + +

ZOOM OUT APP INTERFACE: CTRL + SHIFT + -

CLOSE WINDOW: ALT + F4