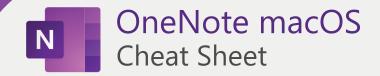




Frequently Used Keyboard Shortcuts

Format Notes

Key	Function to	Key	Function to
# +O	Open a new Notebook	# + A	Select all Text/Items
# + F	Search current page	# + option + →	Increase the paragraph indent
# + option +	F Search within all open notebooks	₩ + option + ←	Decrease the paragraph indent
# + control +	F Show/Exit full screen mode	₩ + option + ↑	Move the selected image or object up
return	Open selected link	₩ + option + ↓	Move the selected image or object down
# + N	Create a new Page	# + option + C	Copy selected formatting
# + shift + T	Jump to the title of the page	₩ + option + V	Paste selected formatting
₩ + shift + W	Close current notebook	# +]	Indent the selected list item
option + →	Move one Word to the right] + [Decrease indent of the selected list item
option + ←	Move one Word to the left	shift + return	Line break without starting new paragraph
# + +	Zoom in	option + delete	Delete Word to the left
# + -	Zoom out	option + backspace	Delete Word to the right
# + 0	Reset Zoom	# + C	Copy selected Text/Item
₩ + shift + S	Sync this notebook	# + V	Paste Content of the clipboard
₩ + S	Sync all notebooks	# D	Insert current Date
₩ + →	Move to the end of the line	# + shift + D	Insert current Date + Time
₩+←	Move to the beginning of the line	# control + space	Insert Emoji
₩ + ↑	Move up one paragraph	control + =	Convert selected text to Math Equation
₩+↓	Move down one paragraph	fn 2x	Press fn key twice to start dictation
# + Z	Undo previous action		
# + Y	Redo action		
# + shift + }	Go to next section		
# + shift + {	Go to previous section		



Tables

Key	Function to	
return	Create table row when at the end cell of a table	
光 + return	Create a table row below the current row	
option + return	Create another paragraph in the same cell	
# control + R	Create a column to the right of the current column	
# control + L	Create a column to the left of the current column	

You may need to enable full keyboard access to use all the keyboard shortcuts

- 1. Open System Preferences and do the following:
 - Press Control+F2 to move the focus to the menu bar, and then press Spacebar.
 Press the Down arrow key until you reach the System Preferences option, and then press Spacebar.
 - b. Press Command+Spacebar, type system preferences, and press Return.
- 2. In the System Preferences, select Accessibility.
- 3. In the Accessibility dialog box, select the Navigation tab.
- 4. Select the Enable Full Keyboard Access checkbox.