



Frequently Used Keyboard Shortcuts

Key	Function to
+	Open a new Notebook
+	Search current page
+ +	Search within all open notebooks
+ +	Show/Exit full screen mode
	Open selected link
+	Create a new Page
+ +	Jump to the title of the page
+ +	Close current notebook
+	Move one Word to the right
+	Move one Word to the left
+	Zoom in
+	Zoom out
+	Reset Zoom
+ +	Sync this notebook
+	Sync all notebooks
+	Move to the end of the line
+	Move to the beginning of the line
+	Move up one paragraph
+	Move down one paragraph
+	Undo previous action
+	Redo action
+ +	Go to next section
+ +	Go to previous section

Format Notes

Key	Function to
+	Select all Text/Items
+ +	Increase the paragraph indent
+ +	Decrease the paragraph indent
+ +	Move the selected image or object up
+ +	Move the selected image or object down
+ +	Copy selected formatting
+ +	Paste selected formatting
+	Indent the selected list item
+	Decrease indent of the selected list item
+	Line break without starting new paragraph
+	Delete Word to the left
+	Delete Word to the right
+	Copy selected Text/Item
+	Paste Content of the clipboard
+	Insert current Date
+ +	Insert current Date + Time
+ +	Insert Emoji
+	Convert selected text to Math Equation
2x	Press fn key twice to start dictation



Tables

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

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

- 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.
 - Press `Command+Spacebar`, type system preferences, and press Return.
- In the System Preferences, select Accessibility.
- In the Accessibility dialog box, select the Navigation tab.
- Select the Enable Full Keyboard Access checkbox.