



Text Editing Shortcuts for macOS

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GENERAL

⌘ N	New document
⌘ W	Close document
⌘ O	Open file
⌘ S	Save document
⌘ Q	Quit
⌘ H	Hide app
⌘ M	Minimize window
⌘ F	Full screen
⌘ P	Print

WORK WITH TEXT

Hold ⇧ + ..	Selecting text
⌘ A	Select All
⌘ C	Copy selected
⌘ V	Paste selected
⌘ X	Cut selected
⌘ Z	Undo the previous command
⌘ F	Search in File

EDIT TEXT

⌘ B	Boldface text on or off
⌘ I	Italicize text on or off
⌘ U	Underline text on or off
⌘ K	Add a web link
⌘ ⌥ C	Copy style
⌘ ⌥ V	Paste Style
⇧ ⌘ ⌥ V	Paste and Match Style
⌘ T	Show Fonts
⇧ ⌘ C	Show Colours
⌘ Space	Insert symbol or emoji
⌘ I	Inspector window
⇧ ⌘ H	Highlight
⇧ ⌘ K	Comment

ARRANGE TEXT

⇧ ⌘ ⌥ F	Bring Forward
⇧ ⌘ F	Bring to Front
⇧ ⌘ B	Send Backwards
⇧ ⌘ B	Send to Back

DELETE

⌘	Delete previous character
Fn ⌘	Delete next character
⌘	Delete previous word
Fn ⌘	Delete next word
⌘	Delete back to start of line
⌘ K	Delete to end of paragraph

MOVE & SCROLL

← →	Move by character
⌘ ← →	Move by word
⌘ ← →	Move to start or end of line
Fn ← →	Scroll to start or end of doc
↓ ↑	Move up or down by line
⌘ ↓ ↑	Move by paragraph
⌘ ↓ ↑	Jump to start or end of doc
Fn ↓ ↑	Scroll by screen
Hold ⇧ with any of these to select text while moving	
With text selected, just start typing to replace	



Command

Shift

Option

Control

Return

Delete

Escape

Eject

Caps Lock

Tab

