Mac shortcuts

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| **Common actions** | |
| Copy | **⌘ + c** |
| Cut | **⌘ + x** |
| Paste | **⌘ + v** |
| Paste without formatting | **⌘ + Shift + v** |
| Undo | **⌘ + z** |
| Redo | **⌘ + Shift + z** |
| Insert or edit link | **⌘ + k** |
| Open link | **Option + Enter** |
| Show common keyboard shortcuts | **⌘ + /** |
| Save *Every change is automatically saved in Drive* | **⌘ + s** |
| Print | **⌘ + p** |
| Open | **⌘ + o** |
| Find | **⌘ + f** |
| Find and replace | **⌘ + Shift + h** |
| Find again | **⌘ + g** |
| Find previous | **⌘ + Shift + g** |
| Hide the menus (compact mode) | **Ctrl + Shift + f** |
| Insert page break | **⌘ + Enter** |
| Search the menus | **Option + / Ctrl + Option + z** *Mozilla Firefox:* **Ctrl + ~** |
| **Text formatting** | |
| Bold | **⌘ + b** |
| Italicize | **⌘ + i** |
| Underline | **⌘ + u** |
| Strikethrough | **⌘ + Shift + x** |
| Superscript | **⌘ + .** |
| Subscript | **⌘ + ,** |
| Copy text formatting | **⌘ + Option + c** |
| Paste text formatting | **⌘ + Option + v** |
| Clear text formatting | **⌘ + \** |
| Increase font size | **⌘ + Shift + >** |
| Decrease font size | **⌘ + Shift + <** |
| **Paragraph formatting** | |
| Increase paragraph indentation | **⌘ + ]** |
| Decrease paragraph indentation | **⌘ + [** |
| Apply normal text style | **⌘ + Option + o** |
| Apply heading style [1-6] | **⌘ + Option +** [1-6] |
| Left align | **⌘ + Shift + l** |
| Center align | **⌘ + Shift + e** |
| Right align | **⌘ + Shift + r** |
| Justify | **⌘ + Shift + j** |
| Numbered list | **⌘ + Shift + 7** |
| Bulleted list | **⌘ + Shift + 8** |
| **Images and drawings** | |
| Resize larger | **⌘ + Ctrl + k** |
| Resize larger horizontally | **⌘ + Ctrl + b** |
| Resize larger vertically | **⌘ + Ctrl + i** |
| Resize smaller | **⌘ + Ctrl + j** |
| Resize smaller horizontally | **⌘ + Ctrl + w** |
| Resize smaller vertically | **⌘ + Ctrl + q** |
| Rotate clockwise by 15° | **Option + Right arrow** |
| Rotate counterclockwise by 15° | **Option + Left arrow** |
| Rotate counterclockwise by 1° | **Option + Shift + Left arrow** |
| Rotate clockwise by 1° | **Option + Shift + Right arrow** |
| Close drawing editor | **⌘ + Esc Shift + Esc** |
| **Comments and footnotes** | |
| Insert comment | **⌘ + Option + m** |
| Open discussion thread | **⌘ + Option + Shift + a** |
| Enter current comment | **Ctrl + Enter** |
| Insert footnote | **⌘ + Option + f** |
| Move to current footnote | holding **Ctrl + ⌘**, press **e** then **f** |
| Move to next footnote | holding **Ctrl + ⌘**, press **n** then **f** |
| Move to previous footnote | holding **Ctrl + ⌘**, press **p** then **f** |
| **Menus** | |
| Context (right-click) menu | **⌘ + Shift + \** |
| File menu | **Ctrl + Option + f** |
| Edit menu | **Ctrl + Option + e** |
| View menu | **Ctrl + Option + v** |
| Insert menu | **Ctrl + Option + i** |
| Format menu | **Ctrl + Option + o** |
| Tools menu | **Ctrl + Option + t** |
| Table menu | **Ctrl + Option + b** |
| Help menu | **Ctrl + Option + h** |
| Accessibility menu *(present when screen reader support is enabled)* | **Ctrl + Option + a** |
| Input Tools menu *(available in documents in non-Latin languages)* | **⌘ + Option + Shift + k** |
| Toggle input controls *(available in documents in non-Latin languages)* | **⌘ + Shift + k** |
| Show your browser's context menu | **Shift + right-click** |
| **Text selection with keyboard** | |
| Select all | **⌘ + a** |
| Extend selection one character | **Shift + Left**/**right arrow** |
| Extend selection one line | **Shift + Up**/**down arrow** |
| Extend selection to the beginning of the line | **Shift + Fn + Left arrow** |
| Extend selection one paragraph | **Option + Shift + Up/Down arrow** |
| Extend selection to the end of the line | **Shift + Fn + Right arrow** |
| Extend selection to the beginning of the document | **⌘ + Shift + Up arrow** |
| Extend selection to the end of the document | **⌘ + Shift + Down arrow** |
| Select current list item | holding **Ctrl + ⌘ + Shift**, press **e**then **i** |
| Select all list items at current level | holding **Ctrl + ⌘ + Shift,** press **e**then **o** |
| **Text selection with mouse** | |
| Select word | Double-click |
| Extend selection one word at a time | Double-click + drag |
| Select paragraph | Triple-click |
| Extend selection one paragraph at a time | Triple-click + drag |
| **Screen reader support** | |
| Enable screen reader support [*Learn more about using Google Docs with a screen reader*](https://support.google.com/docs/answer/1632201) | **Option + ⌘ + z** |
| Speak selection | **Ctrl + ⌘ + x** |
| Speak from cursor location | **Ctrl + ⌘ + r** |
| Announce cursor location | holding **Ctrl + ⌘**, press **a** then **l** |
| Announce formatting at cursor location | holding **Ctrl + ⌘**, press **a** then **f** |
| Speak the table column and row header | holding **Ctrl + ⌘** **+ Shift**, press **t**then **h** |
| Speak the table cell location | holding **Ctrl + ⌘ + Shift**, press **t**then **n** |
| Speak the table row header | holding **Ctrl + ⌘ + Shift**, press **t**then **r** |
| Speak the table column header | holding **Ctrl + ⌘ + Shift**, press **t**then **c** |

Navigation shortcuts

Two groups of shortcuts below help you move quickly through your document or table:

* Move to the next or previous item with **Ctrl + ⌘ + n** or **Ctrl + ⌘ + p** followed by another key.
* Move quickly around a table with **Ctrl + ⌘ + Shift + t** followed by another key.

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| **Document navigation** | |
| Move to next heading | holding **Ctrl + ⌘**, press **n** then **h** |
| Move to previous heading | holding **Ctrl + ⌘**, press **p** then **h** |
| Move to next heading [1-6] | holding **Ctrl + ⌘**, press **n** then [1-6] |
| Move to previous heading [1-6] | holding **Ctrl + ⌘**, press **p** then [1-6] |
| Move to next media *(image or drawing)* | holding **Ctrl + ⌘**, press **n**then **g** |
| Move to previous media *(image or drawing)* | holding **Ctrl + ⌘**, press **p** then **g** |
| Move to next list | holding **Ctrl + ⌘**, press **n** then **o** |
| Move to previous list | holding **Ctrl + ⌘**, press **p** then **o** |
| Move to next item in the current list | holding **Ctrl + ⌘**, press **n** then **i** |
| Move to previous item in the current list | holding **Ctrl + ⌘**, press **p** then **i** |
| Move to next link | holding **Ctrl + ⌘**, press **n** then **l** |
| Move to previous link | holding **Ctrl + ⌘**, press **p** then **l** |
| Move to next bookmark | holding **Ctrl + ⌘**, press **n** then **b** |
| Move to previous bookmark | holding **Ctrl + ⌘**, press **p** then **b** |
| Move to next formatting change | holding **Ctrl + ⌘**, press **n** then **w** |
| Move to previous formatting change | holding **Ctrl + ⌘**, press **p** then **w** |
| Move to the next edit *(while viewing revision history or new changes)* | holding **Ctrl + ⌘**, press **n** then **r** |
| Move to the previous edit *(while viewing revision history or new changes)* | holding **Ctrl + ⌘**, press **p** then **r** |
| **Table navigation** | |
| Move to the start of the table | holding **Ctrl + ⌘ + Shift**, press **t** then **s** |
| Move to the end of the table | holding **Ctrl + ⌘ + Shift**, press **t** then **d** |
| Move to the start of the table column | holding **Ctrl + ⌘ + Shift**, press **t** then **i** |
| Move to the end of the table column | holding **Ctrl + ⌘ + Shift**, press **t** then **k** |
| Move to the next table column | holding **Ctrl + ⌘ + Shift**, press **t** then **b** |
| Move to the previous table column | holding **Ctrl + ⌘ + Shift**, press **t** then **v** |
| Move to the start of the table row | holding **Ctrl + ⌘ + Shift**, press **t** then **j** |
| Move to the end of the table row | holding **Ctrl + ⌘ + Shift**, press **t** then **l** |
| Move to the next table row | holding **Ctrl + ⌘ + Shift**, press **t** then **m** |
| Move to the previous table row | holding **Ctrl + ⌘ + Shift**, press **t** then **g** |
| Exit table | holding **Ctrl + ⌘ + Shift**, press **t** then **e** |
| Move to the next table | holding **Ctrl + ⌘ + Shift**, press **n**then **t** |
| Move to the previous table | holding **Ctrl + ⌘ + Shift,** press **p**then **t** |
| **Other tools and navigation** | |
| Open revision history | **⌘ + Option + Shift + h** |
| Open Explore tool | **⌘ + Option + Shift + i** |
| Open dictionary | **⌘ + Shift + y** |
| Word count | **⌘ + Shift + c** |
| Start voice typing *(available in Chrome browsers)* | **⌘ + Shift + s** |
| Page up | **Fn + Up arrow** |
| Page down | **Fn + Down arrow** |
| Move to next misspelling | **⌘ + '** |
| Move to previous misspelling | **⌘ + ;** |
| Insert or move to header | holding **Ctrl + ⌘**, press **o** then **h** |
| Insert or move to footer | holding **Ctrl + ⌘**, press **o** then **f** |
| Move focus to popup *(for links, bookmarks, and images)* | holding **Ctrl + ⌘**, press **e** then **p** |
| Move focus out of document text | **⌘ + Option + Shift + m** |
| Return focus to document text | **Esc** |
| Focus containing webpage *(such as when using Docs in Google+ Hangouts)* | **Ctrl + Shift + Esc** |