# 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 |