



KEYBOARD SHORTCUTS CHEATSHEET

COPY	cmd/ctrl	C	PASTE	cmd/ctrl	V
ADD TEXT		T	BOLD TEXT	cmd/ctrl	B
ITALIC TEXT	cmd/ctrl	I	UNDERLINE TEXT	cmd/ctrl	U
INCREASE FONT SIZE			cmd/ctrl	shift	>
COPY TEXT STYLE			cmd/ctrl	option/alt	C
PASTE TEXT STYLE			cmd/ctrl	option/alt	V
CHANGE TO UPPERCASE			cmd/ctrl	SHIFT	K
ALIGN TEXT TO LEFT			cmd/ctrl	SHIFT	L
ALIGN TEXT TO RIGHT			cmd/ctrl	SHIFT	R
ALIGN TEXT TO CENTER			cmd/ctrl	SHIFT	C
INSERT A LINK				cmd/ctrl	K



KEYBOARD SHORTCUTS CHEATSHEET

GROUP ELEMENTS	cmd/ctrl	G	UNGROUP ELEMENTS	cmd/ctrl	shift	V
UNDO	cmd/ctrl	Z	REDO	cmd/ctrl	shift	Z
DELETE	delete		SELECT ALL	cmd/ctrl		A
ZOOM IN	cmd/ctrl	+	ZOOM OUT	cmd/ctrl		-
ZOOM TO FIT	cmd/ctrl	opt/alt	0	ZOOM TO 100%	cmd/ctrl	0
ADJUST GRID PADDING		shift	option/alt	+	OR	-
TIDY UP ELEMENTS				option/alt		T
RESIZE PROPORTIONALLY		shift		+		DRAG OBJECT
SELECT MULTIPLE ELEMENTS		shift		+		SELECT OBJECTS
QUICK COPY ELEMENTS		option/alt		+		DRAG OBJECT



KEYBOARD SHORTCUTS CHEATSHEET

SEND ELEMENTS
FORWARD

cmd/ctrl

]

SEND ELEMENTS
BACKWARD

cmd/ctrl

[

SEND ELEMENTS
TO FRONT

cmd/ctrl

option/alt

]

SEND ELEMENTS
TO BACK

cmd/ctrl

option/alt

[

SEARCH TEXT
AND REPLACE

cmd/ctrl

F

ADD A LINE

L

ADD A RECTANGLE

R

ADD A CIRCLE

C

ADD A NEW PAGE

cmd/ctrl

return

DELETE AN EMPTY PAGE

cmd/ctrl

delete

ADDING ANY ELEMENTS
SEARCH ANYTHING YOU WANT!

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