

# Keyboard Shortcuts

## MAC VERSION

⇧ = SHIFT

⌘ = COMMAND

← → = ARROWS

A+B = PRESS A AND B

AB = PRESS A THEN B

CATEGORY	FUNCTION	MAC
Page Commands	Save	⌘ + S
Selection	Select All	⌘ + A
	Deselect All	ESC
	Add to Selection	⇧ + Drag Marquee
	Toggle Select	⇧ + Click
	Select Object Inside a group	Double Click
ClipBoard	Cut	⌘ + X
	Copy	⌘ + C
	Paste	⌘ + V
	Paste a colour	Paste colour code while selected
Undo/Redo	Undo	⌘ + Z
	Redo	⌘ + ⇧ + Z
Duplicating	With Mouse	OPT + Drag
	With Keyboard	⇧ + ⌘ + D
Grouping	Group Selected Objects	⌘ + OPT + G
	Ungroup Selected Objects	⇧ + ⌘ + OPT + G
Stacking Order	Move Forward	M F
	Move Backward	M B
	Move to Front	⇧ ⌘ + F
	Move to Back	⇧ ⌘ + B
Locking	Lock Objects to Background	⌘ + OPT + L
	Unlock Objects	⇧ + ⌘ + OPT + L

<b>Hiding</b>	Hide Objects at Runtime	⌘ + OPT + H
	Un-Hide Objects at Runtime	⇧ + ⌘ + OPT + H
<b>Alignment / Distribution</b>	Align Top, Bottom, Middle	A T A B A M
	Align Left, Right, Center	A L A R A C
	Align Width, Height	A W A H
	Distribute Horizontally	D H
	Distribute Vertically	D V
<b>Images / Attachment</b>	Add/ Upload	Drag in or Paste
	Replace an Image	⇧ + Drag in
	Set Image As Favicon	F A V
<b>Constraining the Mouse</b>	Constrain Drag Up/ Down or Left/Right	⇧ + Drag
	Constrain rotation to 45 degrees	⇧ + ⌘ + Drag
	Disable Object Snapping During Drag	⌘
<b>Resizing</b>	Aspect Ratio on/Off	⇧ + Resize
	Mirrored Resize	OPT + Resize
<b>Rotating</b>	Rotate	⌘ + Drag
	Rotate 45'	⇧ + [
	Rotate 90' Clockwise	R ►
	Rotate 90' Counter Clockwise	R ◀
	Reset Rotation	R O
<b>Nudging</b>	Up, Down, Left, Right	▲ ▼ ◀ ▶
	Rotate 1 Degree	[ ]
	Font Size	Select text box and press “-” “+”
<b>Hyperlinks</b>	Make Object a Link	⇧ + Drag & Drop URL over object or Paste URL on object
<b>Developer Tools</b>	Add Google Font By Name	N F
	Open the Head Editor	E H
	Open the Body Editor	E B
	Open Javascript Editor	J S