Keyboard Shortcuts

Keyboard shortcuts can help you perform common actions quicker when writing documents. A few helpful shortcuts on Windows include the following (for Mac, substitute CTRL for the COMMAND key):

- **CTRL + Z** = Undo
- **CTRL + A** = Select All
- **CTRL + C** = Copy
- **CTRL + V** = Paste
- **CTRL + SHIFT + V** = Paste Without Formatting
- **CTRL + B** = Bold Text
- **CTRL + U** = Underline Text
- **CTRL + I** = Italicize Text
- **CTRL + SHIFT + PrtSc** (Windows) = Copy a portion of your screen for pasting
- **CMD + SHIFT + 4** (Mac) = Copy a portion of your screen for pasting

♡ Tip **CTRL + A** is especially helpful to select all text if you are trying to remove all formatting in a given text box.