

Word—Shortcuts

General Keyboard Shortcuts

Command = ⌘

Option = ⌥

Shift = ⇧

Control = ⌘

⇧+Return Create soft return (line break)

⇧+Enter (on keypad) Create page break

⌘+Enter Create section break

⌥+spacebar or

⌥+⇧+spacebar Create nonbreaking space

⌘+hyphen Create optional hyphen

⌘+⇧+hyphen Create nonbreaking hyphen

⌘+C Copy selected text or object

⌘+X Cut selected text or object

⌘+V Paste text or object

⌘+⇧+C Copy formats

⌘+⇧+V Paste formats

⌘+Z Undo the last action

⌘+Y Redo the last action

⌘+8 Display nonprinting characters

⌘+D Change the formatting of characters
(Font command, Format menu)

⌘+⇧+> Increase the font size

⌘+⇧+< Decrease the font size

⌘+] Increase font size by 1 point

⌘+[Decrease font size by 1 point

⌘+I Apply italic formatting

⌘+B Apply bold formatting

⌘+⌥ Apply underline

⇧+F3 Change the case of letters
(rotates through options)

⌘+⇧+A Format letters as all capitals
(only works on lowercase letters)

⌘+⇧+K Format letters as small capitals
(only works on lowercase letters)

⌘+⌥+M Change the formatting of paragraphs
(Paragraph command, Format menu)

⌘+L Left align a paragraph

⌘+R Right align a paragraph

⌘+E Center a paragraph

⌘+J Justify a paragraph

Find/Replace Terms

To find special characters, type these codes into the Find dialog box (use ⇧+6 to get the carat character). The Find/Replace dialog box can be accessed by typing ⌘+F or by selecting either Find or Replace from the Edit menu.

To search for: **Type:**

paragraph break (hard return) ^p

line break (soft return) ^l

tab ^t

nonbreaking space ^s

optional hyphen ^_

nonbreaking hyphen ^~

section break ^b

column break ^n

manual page break ^m

any digit ^?

any number ^#

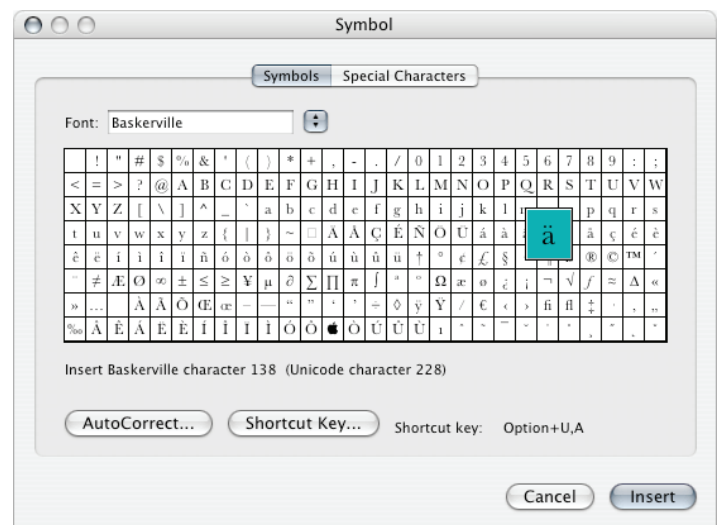
any letter ^\$

footnote mark ^f

(last four work only in Find box, not Replace)

Special Characters

For a fairly comprehensive list of the keystrokes for special characters in most Mac fonts, see *Type Book* pp. 229–30. (These keystrokes should work in most programs, so what you learn now can be used in Adobe InDesign, Quark XPress, email, or other programs.) You can also access characters by selecting Insert: Symbol and specifying which font to use. If you click on a character, it will show an enlarged view and tell you what key combination will access that character. If you double click, it will insert the character where your cursor is in the text.



Selecting Text and Moving the Cursor

Select text by holding down Shift and pressing the key that moves the insertion point.

Press

⇧+right arrow

⇧+left arrow

⌘+⇧+right arrow

⌘+⇧+left arrow

⇧+End *

⇧+Home

⇧+down arrow

⇧+up arrow

⌘+⇧+down arrow

⌘+⇧+up arrow

⇧+Page Down

⇧+Page UP

⌘+⇧+Home

⌘+⇧+End *

⌘+⌘+⇧+Page Down

⌘+A

To extend a selection

One character to the right

One character to the left

To the end of a word

To the beginning of a word

To the end of a line

To the beginning of a line

One line down

One line up

To the end of a paragraph

To the beginning of a paragraph

One screen down

One screen up

To the beginning of a document

To the end of a document

To the end of a window

To include the entire document
(select all)

(*The End key is not available on all keyboards.)

Tip: If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down Shift. For example, ⌘+right arrow moves the insertion point to the next word, and ⌘+⇧+right arrow selects the text from the insertion point to the beginning of the next word. (In other words, remove the Shift from the above commands to move the cursor instead of selecting text.) Some of these commands will work in InDesign and other Macintosh programs.