



Apple Pages cheat sheet

Moving around within a document

Left arrow	Move one character to the left
Right arrow	Move one character to the right
Control + B	Move one character backward (works for left-to-right and right-to-left text)
Control + F	Move one character forward (works for left-to-right and right-to-left text)
Up arrow	Move to the line above
Down arrow	Move to the line below
Control + Option + B	Move to the beginning of the current or previous word
Option + Left arrow	Move to the left edge of the current word (works for left-to-right and right-to-left text)
Control + Option + F	Move to the end of the current or next word
Option + Right arrow	Move to the right edge of the current word (works for left-to-right and right-to-left text)
Cmd + Up arrow	Move the insertion point to the beginning of the current text area (document, text box, shape, or table cell)
Cmd + Down arrow	Move the insertion point to the bottom of the current text area (document, text box, shape, or table cell)
Control + A or Option + Up arrow	Move to the beginning of the paragraph
Control + E or Option + Down arrow	Move to the end of the paragraph
Cmd + Left arrow	Move to the left edge of the current line
Cmd + Right arrow	Move to the right edge of the current line
Page Up	Scroll up the page
Page Down	Scroll down the page
Option + Page Up	Scroll one page up and move the insertion point
Control + V or Option + Page	Scroll one page down and move the insertion point

Down

Home or Fn + Up arrow	Move to the beginning of the document without moving the insertion point
End or Fn + Down arrow	Move to the end of the document without moving the insertion point
Control + L	Center the insertion point in the center of the application window

Selecting text

To select one or more characters, click in front of the first character and drag across the characters you want to select

Double click	(double click the word) Select a word
Click three times (rapidly)	(triple click the paragraph) Select a paragraph
Cmd + A	Select all objects and text
Shift + Cmd + A	Deselect all objects and text
Click in the text, then Shift + click in another location in the text to extend the text selection	
Shift + Right arrow	Extend the selection one character to the right
Shift + Left arrow	Extend the selection one character to the left
Option + Shift + Right arrow	Extend the selection to the end of the current word, then to the end of subsequent words
Option + Shift + Left arrow	Extend the selection to the beginning of the current word
Shift + Cmd + Right arrow	Extend the selection to the end of the current line
Shift + Cmd + Left arrow	Extend the selection to the beginning of the current line
Shift + Up arrow	Extend the selection to the line above
Shift + Down arrow	Extend the selection to the line below
Option + Shift + Up arrow	Extend the selection to the beginning of the current paragraph
Option + Shift + Down arrow	Extend the selection to the end of the current paragraph

Shift + Cmd + Up arrow	Extend the selection to the beginning of the text
Shift + Cmd + Down arrow	Extend the selection to the end of the text

Formatting text

Cmd + T	Show the Fonts window
Shift + Cmd + C	Show the Colors window
Cmd + B	Apply boldface to selected text
Cmd + I	Apply italic to selected text
Cmd + U	Apply underline to selected text
Control + H	Delete the previous character or selection
Control + D	Delete the next character or selection
ForwardDel	(not available on all keyboards) Delete the next character or selection
Option + Del	Delete the word before the insertion point
Option + ForwardDel	(not available on all keyboards) Delete the word after the insertion point
Control + K	Delete the text between the insertion point and the next paragraph break
Cmd + +	Make the font size bigger
Cmd + -	Make the font size smaller
Option + Cmd + Left arrow	Decrease (tighten) the space between selected characters
Option + Cmd + Right arrow	Increase (loosen) the space between selected characters
Control + Shift + Cmd + +	Make the text superscript
Control + Cmd + -	Make the text subscript
Option + Cmd + E	Insert an equation
Cmd + {	Align the text flush left
Cmd +	Center the text
Cmd + }	Align the text flush right
Option + Cmd +	Align the text flush left and flush right (justify)
Cmd + [	Decrease the indent level of a block of text or a list item

Cmd +]	Increase the indent level of a block of text or a list item
Shift + Tab	Decrease the indent level of a list item
Tab	Increase the indent level of a list item
Cmd + K	Add a hyperlink to text
Cmd + X	Cut the selection
Cmd + C	Copy the selection
Option + Cmd + C	Copy the paragraph style
Cmd + V	Paste the selection
Option + Cmd + V	Paste the paragraph style
Option + Shift + Cmd + V	Paste and match the style of the destination text
Option + Cmd + C	Copy the graphic style of text
Option + Cmd + V	Paste the graphic style of text
Shift + Left click + Move the mouse	Add a range to (or remove it from) the selection
Option + Space	Insert a nonbreaking space
Shift + Enter	Insert a line break (soft return)
Enter	Insert a paragraph break
Control + O	Insert a new line after the insertion point
Fn + Cmd + Enter	Insert a page break
Control + Cmd + Space	Enter special characters
Control + T	Transpose the characters on either side of the insertion point
Shift + Cmd + E	Add an EndNote bibliography

A shortcut key can be assigned for applying a paragraph, character, or list style using your own shortcut

Using editing tools

Del	Delete the previous character or selection
Fn + Del	Delete the next character or selection
ForwardDel	(not available on all keyboards) Delete the next character or selection
Cmd + F	Find
Cmd + G	Find next

Shift + Cmd + G	Find previous
Cmd + E	Place the selected text in the Find & Replace text field.
Enter	Replace text
Cmd + J	Scroll the window to show the selected text or object
Esc	Hide the Find window
Control + Cmd + D	Look up the word at the insertion point
Option + Esc	Display a list of words to complete the selected word
Cmd + ;	(;) Check spelling and grammar
Shift + Cmd + Colon	(;) Show the “Spelling and Grammar” window
Shift + Cmd + H	Highlight text
Shift + Cmd + K	Open a new comment for the selected text, object, or table cell
Cmd + Enter	Save a new comment
Option + Cmd + K	Show the next comment
Option + Shift + Cmd + K	Show the previous comment
Option + Cmd + A	Accept a change (when change tracking is on)
Option + Cmd + R	Reject a change (when change tracking is on)
Shift + Cmd + W	Show or hide word count

Manipulating objects

Cmd + A	Select all objects
Shift + Cmd + A	Deselect all objects
To select objects by dragging, in page + layout documents, drag from a blank part of the page around objects. Option + drag to select objects outward from the starting point	
Option + Cmd + scroll	(for Magic Mouse or a trackpad) Scroll zoom
Cmd + Left click + Move the mouse	Add or remove objects from the selection
Shift + Tab	Select the previous object on the page
Cmd + Left click or Shift + Left click	Select or deselect additional objects
Move the mouse +	Move selected objects

Left click	
Press	an arrow key Move the selected object one point
Shift + Arrow keys	Move the selected object ten points
Arrow keys	Move the selected object one screen pixel
Shift + Arrow keys	Move the selected object ten screen pixels
Option + Cmd + C	Copy the graphic style
Option + Cmd + V	Paste the graphic style
Option + Left click	(Option-click the shape style in the sidebar on the right side of the Pages window) Apply the shape style but not its text style
Shift + Cmd + B	Send the selected object to the back
Option + Shift + Cmd + B	Send the selected object one layer back
Shift + Cmd + F	Bring the selected object to the front
Option + Shift + Cmd + F	Bring the selected object one layer forward
Option + Cmd + G	Group selected objects
Option + Shift + Cmd + G	Ungroup selected objects
Double click	(double click the object) Select an object in a group
Tab	Select the next object in a group
Shift + Tab	Select the previous object in a group
To end editing an object then select the group, select an object in the group, then press Command + Return	
Cmd + L	Lock selected objects
Option + Cmd + L	Unlock selected objects
Option + Arrow keys or Option + Left click + Move the mouse	Duplicate the object
Shift + Left click + Move the mouse	Constrain the movement of the object horizontally, vertically, or diagonally (45°)
Left click + Move the mouse	(drag a selection handle) Resize the object

Cmd + Move the mouse	Disable alignment guides while moving or resizing an object
Option + Left click + Move the mouse	(drag a selection handle) Resize the object from the center
Shift + Left click + Move the mouse	(drag a selection handle) Constrain the aspect ratio when resizing the object
Option + Shift + Left click + Move the mouse	(drag a selection handle) Constrain the aspect ratio when resizing the object from the center
Cmd + Left click + Move the mouse	(drag a selection handle) Rotate the object
Shift	(press Shift while rotating) Rotate the object 45°
Option + Cmd + Left click + Move the mouse	(drag a selection handle) Rotate the object around the opposite handle (instead of the center)
Option + Shift + Cmd + Left click + Move the mouse	(drag a selection handle) Rotate the object 45° around the opposite handle (instead of the center)
Shift + Cmd + M	Mask or unmask the image
Enter or Enter or Double click	Hide image mask controls
Double click	(doubleclick the masked image) Show image mask controls
Control + Left click	Open the shortcut menu for the selected item
Cmd + Enter	Exit text editing and select the object
Shift + Cmd + V	Choose an object to insert
Control + Option + Cmd + T	Define the selected text as a text placeholder
Control + Option + Cmd + I	Define the image or movie as a media placeholder

Working with editable shapes

Double click	(doubleclick the edge of the shape) Make a custom shape editable
Option + Shift + Cmd + P	Draw a custom shape with the Pen tool
Left click then Del	Delete a point of an editable shape

Cmd + Left click + Move the mouse	(drag the midpoint of a line) Add a sharp point to an editable shape
Left click + Move the mouse	(drag the midpoint of a line) Add a smooth point to an editable shape
Option + Left click + Move the mouse	(drag the midpoint of a line) Add a Bézier point to an editable shape
Double click	(doubleclick the curved point) Change a curve point of an editable shape into a corner point

Working with tables

Option + Up arrow	Add a row above the selected cells
Option + Down arrow	Add a row below the selected cells
Option + Right arrow	Add a column to the right of the selected cells
Option + Left arrow	Add a column to the left of the selected cells
Option + Enter	Insert a row at the bottom of the table

To select an entire row or column, click the table, then click the letter for the column or the number for the row

Shift + Up arrow or Shift + Down arrow	Select additional rows
Shift + Right arrow or Shift + Left arrow	Select additional columns
Shift + Left click	Select additional cells
Double click	To select only body cells in a row or column, double click the letter for the column or the number for the row

To move the cell selection to the beginning of the next row, select a cell in the rightmost column then press Tab

Esc	(sürüklerken) Stop the reordering of rows or columns
Cmd + Enter	Select a table from a cell selection

Cmd + A	(after selecting a cell) Select all content in a table
Del	Delete the selected table, or the contents of selected cells
To copy the contents of the selected cell into the destination cell, press a cell then Option + drag it to another cell	
Option + Cmd + C	Copy cell style
Option + Cmd + V	Paste cell style
Option + Shift + Cmd + V	Paste and preserve the style of the destination cell
Shift + Left click	(click in the destination cell) Extend the selection from the selected cell to the destination cell
Cmd + Left click	(click a selected or unselected cell) Add a cell to (or remove it from) the selection
Enter or Enter	(in a selected cell) Begin text editing
Option + Cmd + U	Auto align cell content
Cmd + Enter	Stop editing the cell and select the cell
Cmd + Enter then Enter	Stop editing the cell and select the table
Arrow keys	Move the selected table one point
Shift + Arrow keys	Move the selected table ten points
Shift + Left click + Move the mouse	(drag the table) Constrain the movement of the table horizontally, vertically, or diagonally (45°)
To resize all columns in a table proportionately, select the table, then Shift + drag a resize handle	
Arrow keys	(on a selected cell) Select the next cell to the left, right, up, or down
Shift + Arrow keys	(on a selected cell) Extend the cell selection by one cell
Tab	Select the next cell
Shift + Tab	Select the previous cell
Option + Tab	Insert a tab when editing text or a formula
Control + Enter	Insert a line break (soft return)

	when editing text in a cell
Enter	Insert a paragraph break (hard return) when editing text in a cell
=	Open the Formula Editor for the selected nonformula cell
Double click	Open the Formula Editor for the cell containing a formula or formatted number
Enter or Tab	In the Formula Editor, commit changes
Esc	In the Formula Editor, discard changes

Creating cell references in formulas

Option + Arrow keys	Navigate to and select a single cell
Option + Shift + Arrow keys	Extend or shrink a selected cell reference
Press Option + Cmd + Arrow keys	Navigate to and select the first or last cell in a row or column
Cmd + K or Shift + Cmd + K	Specify absolute and relative attributes of selected cell references
Option + Cmd + K or Option + Shift + Cmd + K	Specify absolute and relative attributes of the first and last cells of selected cell references

Editing chart data

Shift + Cmd + D	Show or hide the Chart Data editor
Enter	Complete a cell entry and move the selection down
Shift + Enter	Complete a cell entry and move the selection up
Tab	Complete a cell entry and move the selection to the right
Shift + Tab	Complete a cell entry and move the selection to the left
Left arrow / Right arrow	Move one character to the left or right
Up arrow / Down arrow	Move to the beginning of text or to the end of text

To move the chart legend one point, select the legend, then press an arrow key

To move the chart legend ten points, select the legend, then hold down Shift and press an arrow key

General

Fn then Fn	Start dictation
Cmd + N	Open the template chooser
Option + Cmd + N	Open the template chooser and show the Language pop-up menu
Esc	Close the template chooser
Cmd + O	Open an existing document
Cmd + S	Save a document
Option + Shift + Cmd + S	Save As
Shift + Cmd + S	Duplicate a document
Cmd + P	Print a document
Shift + Cmd + ?	Open Pages Help
Cmd + W	Close a window
Option + Cmd + W	Close all windows
Cmd + M	Minimize a window
Option + Cmd + M	Minimize all windows
Control + Cmd + F	Enter full-screen view
Cmd + >	Zoom in
Cmd + <	Zoom out
Shift + Cmd + 0	Zoom to selection
Cmd + 0	Return to actual size
Shift + Cmd + T	Show or hide the tab bar
Option + Cmd + P	Show page thumbnails
Cmd + R	Show or hide the ruler
Shift + Cmd + P	Open the page setup window
Shift + Cmd + L	Show or hide layout boundaries
Shift + Cmd + I	Show formatting characters (invisibles)
Shift + Cmd + V	Choose a file to insert
Shift + Cmd + C	Show the Colors window
Option + Cmd + T	Hide or show the toolbar
Cmd + Left click + Move the mouse	Rearrange an item in the toolbar
Cmd + Left click + Move the mouse	(drag item outside of the toolbar) Remove an item from the toolbar
Option + Cmd + I	Hide or show sidebars on the

	right side of the Pages window
Control + `	Open the next tab in the sidebar
Shift + Control + `	Open the previous tab in the sidebar
Cmd + H	Hide Pages
Option + Cmd + H	Hide windows of other applications
Cmd + Z	Undo the last action
Shift + Cmd + Z	Redo the last action
Cmd + ,	Open Pages Preferences
Cmd + Q	Quit Pages
Option + Cmd + Q	Quit Pages and keep windows open

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More information: defkey.com/apple-pages-shortcuts

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