



Canva (Mac) cheat sheet

Moving elements

Ctrl + /	Toggle object panel
?	Toggle assistant
Arrow keys	Move selection by 1 pixel
Shift + Arrow keys	Move selection by 10 pixels
Cmd + [	Arrange element backward
Cmd +]	Arrange element forward
Cmd + Option + [	Arrange element to back
Cmd + Option +]	Arrange element to front
Cmd + Left click	(click on overlapping elements) Select the element on behind
Esc	Deselect element

Text

T	Add text
Shift + Cmd + K	Transform text to uppercase
Cmd + B	Bold text
Cmd + I	Italicized text
Shift + Cmd + F	Open font menu
Shift + Cmd + ,	Decrease font size by one point
Shift + Cmd + .	Increase font size by one point
Shift + Cmd + L	Left align text
Shift + Cmd + C	Center align text
Shift + Cmd + R	Right align text
Shift + Cmd + H	Anchor text normally (top)
Shift + Cmd + M	Anchor text to middle
Shift + Cmd + B	Anchor text to bottom
Option + Up arrow / Down arrow	Increase or decrease line spacing
Option + Cmd + Up arrow / Down arrow	Arrange element to back or front
Shift + Cmd + J	Align text boxes (works with grouped text boxes)

Other useful shortcuts

Cmd + S	Save
Cmd + Z	Undo
Cmd + Y or Shift + Cmd + Z	Redo

Del Delete the content of the
selection

Cmd + /	Toggle object panel
Cmd + G	Group elements
Shift + Cmd + G	Ungroup elements
Cmd + A	Select all
Cmd + D	Duplicate
Tab	Select next
Shift + Tab	Select previous
R	Add rectangle
Cmd + Enter	Add empty page
Cmd + Del	Delete empty page
Cmd + +	Zoom in
Cmd + -	Zoom out
L	Add line
Cmd + 0	Zoom to actual size
Option + Cmd + 0	Zoom to fit
Shift + Cmd + 0	Zoom to fill

Source: Canva

Last modification: 2019/11/11 20:10:43

More information: defkey.com/ja/canva-mac-shortcuts

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