



# DocuSign cheat sheet

## Recipient fields (Windows)

Ctrl + Shift + , or Ctrl + Shift + .	Change recipient
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Del	Delete
Ctrl + D	Duplicate
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + G	Select fields on current page
Ctrl + A	Select all fields
Ctrl + S	Save
Esc	Cancel
Arrow keys	Move
Ctrl + Shift + S	Search placed fields
Enter	Add field
Tab	Tab forward through fields
Shift + Tab	Tab backward through fields
Ctrl + Shift + L	Focus on Fields palette
Ctrl + Shift + E	Focus on Properties panel
Ctrl + Shift + D	Focus on Document thumbnails
Ctrl + Alt + S	Show Shortcuts

## Recipient fields (Mac)

Cmd + Shift + , or Cmd + Shift + .	Change recipient
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Del	Delete
Cmd + D	Duplicate
Cmd + Z	Undo
Cmd + Y	Redo
Cmd + G	Select fields on current page
Cmd + A	Select all fields
Cmd + S	Save
Esc	Cancel
Arrow keys	Move

Cmd + Shift + S      Search placed fields

Enter                  Add field

Tab                    Tab forward through fields

Shift + Tab            Tab backward through fields

Cmd + Shift + L      Focus on Fields palette

Cmd + Shift + E      Focus on Properties panel

Cmd + Shift + D      Focus on Document thumbnails

Cmd + Option + S    Show Shortcuts

*Last modification: 2021/01/21 13:01:27*

*More information: [defkey.com/ja/docusign-shortcuts](https://defkey.com/ja/docusign-shortcuts)*

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