

Sway (web) cheat sheet

Frequently used shortcuts

Ctrl + F6	Move forward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Shift + Ctrl + F6	Move backward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Esc	Cancel the current action, remove the current selection, or exit the Play mode.
Ctrl + C	Copy text
Ctrl + X	Cut text
Ctrl + V	Paste text
Del	Delete the selected Card and all of its contents
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Alt + Shift + V	Switch to the Accessibility view
Alt + Shift + P	Turn on Play mode
Alt + Shift + S	Share the current Sway
Ctrl + +	Zoom in
Ctrl + -	Zoom out

Navigate in Sway with only the keyboard

Ctrl + F6	Move forward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Shift + Ctrl + F6	Move backward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Alt + Shift + I	Open the Insert pane
Alt + Shift + G	Open the Styles pane

Format text and cards

Ctrl + B	Apply bold formatting to the text
Ctrl + I	Apply italic formatting to the text
Ctrl + Alt + 1	Apply a heading style to the text
Ctrl + .	Start or continue a bulleted list
Ctrl + /	Start or continue a numbered list
Ctrl + K	Add or edit a hyperlink
Ctrl + Left click	Follow a hyperlink
Ctrl + G	Group all cards in a Card selection
Ctrl + Shift + G	Ungroup all cards in a Card selection
Ctrl + C	Copy all cards in a Card selection
Ctrl + X	Cut all cards in a Card selection
Ctrl + V	Paste all cards in a Card selection

Select and navigate in text

Shift + Left arrow	Select a character to the left
Shift + Right arrow	Select a character to the right
Ctrl + Shift + Left arrow	Select left, one word at a time
Ctrl + Shift + Right arrow	Select right, one word at a time
Shift + Up arrow	Select up, one line at a time
Shift + Down arrow	Select down, one line at a time
Ctrl + Shift + Up arrow	Select up, one paragraph at a time
Ctrl + Shift + Down arrow	Select down, one paragraph at a time
Ctrl + Left arrow	Go to the previous word
Ctrl + Right arrow	Go to the next word
Ctrl + Up arrow	Go to the start of the paragraph
Ctrl + Down arrow	Go to the start of the next paragraph

Interact with cards

Space	Select the current Card
Down arrow	Move focus to the next Card
Up arrow	Move focus to the previous Card
Right arrow	Expand the selected Group or

Section

Left arrow	Collapse the selected Group or Section
Alt + Shift + Up arrow	Move the current Card up in the Storyline
Alt + Shift + Down arrow	Move the current Card down in the Storyline

Play a Sway

When you preview or play your Sway, use these keyboard shortcuts to navigate.

Left arrow	Go to the previous image
Right arrow	Go to the next image
Esc or Alt + Left arrow	Exit the slideshow

View a comparison

When you play a Sway that includes a comparison, use these keyboard shortcuts to control the divider line.

Tab	key Move the focus to the divider line
Left arrow	Slide left by chunks
Right arrow	Slide right by chunks
Alt + Left arrow	Slide left by pixels
Alt + Right arrow	Slide right by pixels
Ctrl + Left arrow	Snap left
Ctrl + Right arrow	Snap right

Source: Sway documentation

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More information: defkey.com/sway-web-shortcuts

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