

Dropbox Paper cheat sheet

Formatting

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Alt + S	Strikethrough
Ctrl + E	Highlight
Ctrl + K	Link

Insert

@	Mention person (@Christina)
+	Link to doc (+ Meeting Notes)
:	Emoji 🍌
#hashtag	#hashtag
/dateSpace	Dates
/datetimeSpace	Dates
/timeSpace	Times

Markdown formatting

# then Space	Large header
# then # then Space	Medium header
# then # then # then Space	Small header
1 then . then Space	1. Numbered list
* then Space	Bulleted list
[then] then Space	Task list
> then Space	Blockquote
italic	Italic
bold	Bold
~Strikethrough~	Strikethrough
```	Code block
`code`	code
---	Divider
\$\$\LaTeX\$\$	LATEX

## Block formatting

Ctrl + Alt + 1	Large header
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Ctrl + Alt + 2	Medium header
Ctrl + Alt + 3	Small header
Ctrl + Shift + 7	1. Numbered list
Ctrl + Shift + 8	Bulleted list
Ctrl + Shift + C	Task list
Ctrl + Shift + >	Blockquote
Ctrl + Alt + C	Code block

## Editing

Ctrl + F	Find and replace
Ctrl + G	Find next
Ctrl + Shift + G	Find previous
Ctrl + Enter	Check/uncheck checkbox
Tab	Indent
Shift + Tab	Unindent
Ctrl + Shift + Up arrow	Move line up
Ctrl + Shift + Down arrow	Move line down
Ctrl + Alt + M	Add a comment
Ctrl + Enter	Post comment
Ctrl + Z	Undo
Ctrl + Y	Redo

## Application

Ctrl + Alt + N	Create new doc
Ctrl + Shift + P	Present
Ctrl + Shift + S	Share
Ctrl + Shift + O	Search docs
Ctrl + Shift + /	Show these keyboard shortcuts

## Formatting text (Mac)

After highlighting a text in Paper, you will see the formatting toolbar. This toolbar allows you to format text by clicking its buttons or using following keyboard shortcuts:

Cmd + B	Bold text
Cmd + Option + S	Strikethrough
Cmd + E	Highlight text in blue
Cmd + K	Hyperlink

# then Space	Insert a large header* (h1)
# then # then Space	Insert a medium header (h2)*
# then # then # then Space	Insert a small header (h3)
- then Space	Bulleted list
[ then ] then Space	Create to-do
Cmd + Option + M	Add comment
Cmd + Shift + 7	Convert a bulleted list to a numbered list
Cmd + Shift + C or Cmd + Shift + C	Convert a bulleted list to a task list
Cmd + /	Show full list of keyboard shortcuts

* The large and medium header can be collapsed by hovering over the text and clicking the arrow to the left. This feature isn't available in Mozilla Firefox.

*Last modification: 30/8/2021 11:23:01 AM*

*More information:* [defkey.com/ur/dropbox-paper-shortcuts](https://defkey.com/ur/dropbox-paper-shortcuts)

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