



# 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)<br>Delete the next character or selection    |
| Option + Del               | Delete the word before the insertion point                                    |
| Option + ForwardDel        | (not available on all keyboards)<br>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)<br>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)<br>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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