

WordPress cheat sheet

Visual Post Editor

These shortcuts work in WordPress' Visual tab. The formatting buttons in this rich text editor works like Microsoft Word's formatting and styling options.

On Mac, replace Ctrl with Command key.

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + K	Insert/edit link
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + A	Select all
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + 1	Insert heading with specified number. Ctrl+1 adds h1, Ctrl+2 adds h2

On Mac, use "Ctrl + Option + letter" instead of "Alt + Shift + letter"

Alt + Shift + N	Check spelling
Alt + Shift + L	Align left
Alt + Shift + C	Align center
Alt + Shift + R	Align right
Alt + Shift + D	Strikethrough
Alt + Shift + U	Unordered list
Alt + Shift + A	Insert link
Alt + Shift + S	Remove link
Alt + Shift + Q	Quote
Alt + Shift + M	Insert image
Alt + Shift + W	Full screen, distraction free writing mode
Alt + Shift + P	Insert Page Break tag
Alt + Shift + H	Rich text editor help

You can also type * or - to start an unordered list.

To start an ordered list, type 1. or 1)

There are more shortcuts which it activated by typing:

H2

H3

H4

H5

H6

> transform text into blockquote

--- horizontal line

` `` transform text into code block

Plain text editor

Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + P	Print
Alt + Shift + P	Publish
Alt + Shift + F	Full screen mode

Comments screen

If you get lots of comments for your posts, you can use keyboard shortcuts to quickly approve or unapprove comments. However to use these shortcuts, you need to enable them first. To do this, go to Users > Your Profile and check the Keyboard Shortcuts checkbox.

It may take some time to get used to these shortcuts but in long run, they'll speed up the approval process and let you save time.

J	Next comment (moves the current selection down)
K	Previous comment (moves the current selection up)
A	Approve comment
U	Unapprove comment
D	Delete comment
R	Reply comment
Q	Quick edit a comment
Z	Restore Comment from Trash or Undo if you Delete a comment

You can select multiple comments by pressing X and moving with J or K keys. When you've selected multiple comments, use shortcuts below to perform batch actions.

Shift + A	Approve checked comments
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Shift + D	Delete checked comments
Shift + U	Unapprove selected comments
Shift + T	Move selected comments to trash
Shift + Z	Restore selected comments from trash

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More information: defkey.com/zh/wordpress-shortcuts

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