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- Tutorials by Nitin provides you <u>Canva</u> Shortcuts in high quality pdf download format also.

Basic Canva Shortcuts

Undo: **Ctrl** + **Z**

Redo: Ctrl + Y

Save: Ctrl + S

Select all: Ctrl + A

Show or hide sidebar: Ctrl + /

Add text: \mathbf{T}

Add rectangle: R

Add line: L



Add circle: C
Add link: Ctrl + K
Add emoji (Canva Docs and comments only): Win + ;
Add empty page: Ctrl + Enter
Delete empty page: Ctrl + Backspace
Navigate to toolbar: Ctrl + F1
Skip to canvas: Ctrl + F2
Quick actions shortcut: / or Ctrl + E
Element shortcuts
Delete selected elements: Backspace or Delete
Group elements: Ctrl + G
Ungroup elements: Ctrl + Shift + G
Lock element: Alt + Shift + L
Arrange elements forward: Ctrl +]
Arrange elements backward: Ctrl + [
Arrange elements to front: Alt + Ctrl +]
Arrange elements to back: Alt + Ctrl + [
Tidy up elements: Alt + Shift + T
Select next/previous elements: Tab or Shift + Tab



Text shortcuts Open font menu: Shift + Ctrl + F Find and replace: Ctrl + F Bold text: **Ctrl** + **B** Italicize text: **Ctrl** + **I** Underline: Ctrl + U Uppercase: **Shift** + **Ctrl** + **K** Left align: Shift + Ctrl + L Centre align: Shift + Ctrl + C Right align: **Shift + Ctrl + R** Justify text: **Shift + Ctrl + J** Increase font size by one: **Shift + Ctrl + .** Decrease font size by one: **Shift + Ctrl + ,** Decrease line spacing: Alt + Ctrl + Down Increase line spacing: **Alt** + **Ctrl** + **Up** Increase letter spacing: Alt + Ctrl + . Decrease letter spacing: Alt + Ctrl + , Anchor text to top: **Ctrl** + **Shift** + **H** Anchor text to middle: Ctrl + Shift + M



- Anchor text to bottom: **Ctrl** + **Shift** + **B**
- Numbered list: Ctrl + Shift + 7
- Bulleted list: Ctrl + Shift + 8
- Copy text style: Alt + Ctrl + C
- Paste text style: Alt + Ctrl + V

Also Read: <u>Figma shortcut keys pdf</u>

- Video shortcuts
- Play/pause video: Space
- Mute/unmute video: ${\bf M}$
- Loop video: Alt + Ctrl + L
- Zoom keyboard shortcuts
- Zoom in: Ctrl + +
- Zoom out: **Ctrl** + -
- Zoom to actual size: **Ctrl + 0**
- Zoom to fit: Alt + Ctrl + 0
- Zoom to fill: Shift + Ctrl + 0
- Page view keyboard shortcuts
- Show rulers and guides: Shift + R
- Scrolling view: Alt + Ctrl + 1



Thumbnail view: Alt + Ctrl + 2
Grid view: Alt + Ctrl + 3
Presentation mode: Alt + Ctrl + P
Comment shortcuts
Next comment: N
Previous comment: Shift + N
Focus on comment in selection: Ctrl + 5
Add and edit comments
Add comment: $Alt + Ctrl + N$
Add emoji to a comment: Shift + ;
Start new line in your comment: Enter or Shift + Enter
Submit comment: Command + Enter
Desktop app shortcuts
Quit the whole Canva app: Alt + F4
Reload the whole app: Ctrl + R
Close the current tab: $\mathbf{Ctrl} + \mathbf{W}$
Select next tab: Ctrl + PageDown or Ctrl + Tab
Select previous tab: Ctrl + PageUp or Ctrl + Shift + Tab
Re-open last closed tab: Ctrl + Shift + T
Create new design: Ctrl + T



Switch tabs to focus on a design tab from 1-8: Ctrl + 1...8

Switch to the last tab: Ctrl + 9

Open the Home page: Ctrl + Shift + H

Zoom in app interface: Ctrl + Shift + +

Zoom out app interface: Ctrl + Shift + -

Close window: Alt + F4

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How do I duplicate an element quickly in Canva?

Use Use Ctrl + D (Windows) or Cmd + D (Mac) to instantly duplicate selected items.

What is the shortcut to add text in Canva?

Press the T key. A text box will appear on the canvas automatically.

Is there a shortcut to add a shape like a circle or rectangle?

Yes! Press C for Circle, R for Rectangle, and L for Line.

How can I group or ungroup elements using the keyboard?

```
Select the elements, then press Ctrl + G (Group) or Ctrl + Shift + G (Ungroup). On Mac, use Cmd instead of Ctrl.
```

What is the shortcut to open quick actions in Canva?

 $\ensuremath{\mathsf{Press}}$ / (forward slash). This opens the quick search/action bar where you can add elements, search, etc.

Is there a shortcut to zoom in or out on the Canva editor?

Yes: Ctrl + + to zoom in, Ctrl + - to zoom out. Press Ctrl + 0 to reset to 100%. (Mac: Cmd + + / - / 0)



How to bring forward or send backward an element using shortcuts?

Use Ctrl +] (bring forward), Ctrl + [(send backward). On Mac, use Cmd +] and Cmd + [.





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