

Keyboard Tips

⌘ command key

⌥ option key

⇧ shift key

→ ← ↓ ↑ keyboard arrow keys


Navigation

⌥ ←	⌥ →	Go to the previous/next word
⌥ ↑	⌥ ↓	Go to the previous/next paragraph
⌘ ←	⌘ →	Go to the start/end of the line
⌘ ↑	⌘ ↓	Go to the start/end of the document
Add ⇧ to any of the above to select the text		

Shortcuts

⌘ A	Select All	⌘ ⇧ [Align Left
⌘ X	Cut	⌘ ⇧]	Align Right
⌘ C	Copy	⌘ ⇧ \	Align Center
⌘ V	Paste	⌘ +	Enlarge text/page
⌘ S	Save	⌘ -	Shrink text/page

⌘ B	Bold	⌘ N	New
⌘ I	Italic	⌘ O	Open
⌘ U	Underline	⌘ Q	Quit
⌘ ,	Preferences	⌘ W	Close
⌘ F	Find	ESC	Cancel action

⌘ ⌥ W	Close window	⌥ A	Deselect All
⌘ ⌥ M	Minimize window	⌥ ↓ ↑	Jump paragraph
⌘ ⌥ ESC	Force Quit	⌥ → ←	Jump by word
⌘ ⌥ ⇧ V	Paste-match style	⌥ CLK 	System Info