



CANVA SHORTCUTS

TEXT ESSENTIALS

ADD TEXT	CAPS LOCK T
UPPERCASE	CTRL + SHIFT + K
BOLD	CTRL + B
ITALIC	CTRL + I
LEFT ALIGN TEXT	CTRL + SHIFT + L
CENTRE ALIGN TEXT	CTRL + SHIFT + C
RIGHT ALIGN TEXT	CTRL + SHIFT + R
JUSTIFY TEXT	CTRL + SHIFT + J
ANCHOR TEXT TO THE TOP	CTRL + SHIFT + H
ANCHOR TEXT TO THE MIDDLE	CTRL + SHIFT + M
ANCHOR TEXT TO THE BOTTOM	CTRL + SHIFT + B
INCREASE CHARACTER SPACING	CTRL + ALT + ,
DECREASE CHARACTER SPACING	CTRL + ALT + ,
INCREASE FONT SIZE (BY ONE POINT)	CTRL + SHIFT + ,
DECREASE FONT SIZE (BY ONE POINT)	CTRL + SHIFT + ,

SHORTCUTS FOR VISUAL ELEMENTS

ADD A RECTANGLE	CAPS LOCK R
ADD A CIRCLE	CAPS LOCK C
ADD A LINE	CAPS LOCK L
MOVE SELECTION ONE PIXEL UP	↑ (ARROW KEY)
MOVE SELECTION ONE PIXEL DOWN	↓ (ARROW KEY)
MOVE SELECTION ONE PIXEL LEFT	← (ARROW KEY)
MOVE SELECTION ONE PIXEL RIGHT	→ (ARROW KEY)
MOVE SELECTION TEN PIXELS UP	SHIFT + ↑ (ARROW KEY)
MOVE SELECTION TEN PIXELS DOWN	SHIFT + ↓ (ARROW KEY)
MOVE SELECTION TEN PIXELS LEFT	SHIFT + ← (ARROW KEY)
MOVE SELECTION TEN PIXELS RIGHT	SHIFT + → (ARROW KEY)
CONSTRAIN THE PROPORTIONS OF AN IMAGE AS YOU RESIZE	SHIFT

ESSENTIAL KEYBOARD SHORTCUTS

SAVE	CTRL + S
UNDO	CTRL + Z
REDO	CTRL + Y
COPY	CTRL + C
PASTE	CTRL + V
GROUP ELEMENTS	CTRL + G
UNGROUP ELEMENTS	CTRL + SHIFT + G
ALIGN GROUPED TEXT BOXES	CTRL + SHIFT + J
MOVE ELEMENT TO THE BACK	CTRL + ALT + [
MOVE ELEMENT TO THE FRONT	CTRL + ALT +]
MOVE ELEMENT BACKWARDS	CTRL + [
MOVE ELEMENT FORWARDS	CTRL +]
SELECT AN ELEMENT THAT IS BEHIND	CTRL + MOUSE CLICK
SELECT SEVERAL OBJECTS	SHIFT + MOUSE CLICK
SELECT ALL	CTRL + A
DUPLICATE OBJECTS	ALT + CLICK & DRAG
DUPLICATE	CTRL + D
SELECT NEXT	TAB
SELECT PREVIOUS	SHIFT + TAB
DESELECT	ESC KEY
ADD A LINK	CTRL + K
ADD A PAGE	CTRL + ENTER
DELETE A PAGE	CTRL + BACKSPACE
ZOOM IN	CTRL + [PLUS SIGN]
ZOOM OUT	CTRL -
ZOOM TO ACTUAL SIZE	CTRL + 0
ZOOM TO FIT	CTRL + ALT + 0
ZOOM TO FILL	CTRL + SHIFT + 0
ADD COMMENT	CTRL + ALT + N
NEXT COMMENT	CAPS LOCK N
PREVIOUS COMMENT	SHIFT + N
LOCK AN ELEMENT TO PREVENT EDITING	ALT + SHIFT + L
COPY STYLE	CTRL + ALT + C
PASTE STYLE	CTRL + ALT + V