

Rather than reaching for your mouse to click on the toolbar, use these access keys. Windows and Linux use Ctrl + letter. Macintosh uses Command + letter.

| Letter | Action | Letter | Action |
|---------------|------------------|---------------|---------------|
| c | Copy | v | Paste |
| a | Select all | x | Cut |
| z | Undo | y | Redo |
| b | Bold | i | Italic |
| u | Underline | 1 | Heading 1 |
| 2 | Heading 2 | 3 | Heading 3 |
| 4 | Heading 4 | 5 | Heading 5 |
| 6 | Heading 6 | 9 | Address |
| k | Insert/edit link | | |

The following shortcuts use different access keys: Alt + Shift + letter.

| Letter | Action | Letter | Action |
|---------------|-------------------------------|---------------|-----------------|
| n | Check Spelling | l | Align Left |
| j | Justify Text | c | Align Center |
| d | Strikethrough | r | Align Right |
| u | • List | a | Insert link |
| o | 1. List | s | Remove link |
| q | Quote | m | Insert Image |
| w | Distraction Free Writing mode | t | Insert More Tag |
| p | Insert Page Break tag | h | Help |
| x | Add/remove code tag | | |

Editor width in Distraction Free Writing mode:

Alt + Wider **Alt - Narrower**

Alt 0 Default width