

## Canva Shortcut Keys List

### Basic Shortcuts

CTRL/CMD + A	Select All
ESC	deselect
DELETE or BACKSPACE	delete element
CTRL/CMD + C OR V	Copy/Paste
CTRL/CMD + Z	Undo last action
CTRL/CMD + Shift + Z	Redo last action
TAB key	Previous/Next
CTRL/CMD and +Key	Zoom in
CTRL/CMD and - Key	Zoom out
CTRL/CMD + S	Save file
Spacebar	Play or Pause a Video

### Advanced Keyboard Shortcuts List

CANVA KEYBOARD SHORTCUT	ACTION OR TASK
CTRL/CMD + G	Group Elements
CTRL/CMD + Shift + G	Ungroup Elements
CTRL/CMD + ] or [	Move an element
CTRL/CMD + ALT/Option + [ or ]	Move all the way to the front or
Arrow Keys (L or R)	Nudge an element by 1px
Shift + Arrow Keys (L or R)	Move element by 10px
CTRL/CMD + Shift + K	Change text to uppercase or
CTRL/CMD + U	Underline text
CTRL/CMD + B	Bold Text
CTRL/CMD + i	Change text to italics
CTRL/CMD + L, R, or C	Align text to the left, right, or
CTRL/CMD + ALT/Opt + H, M, or B	Align text to the top (default),
R, C, or L	Create a rectangle, circle, or line
T	Create a text box
Shift + CTRL/CMD + < or >	Increase or decrease font size
CTRL/CMD + Enter or Delete	Add or delete a new page
CTRL/CMD + Shift + J	Align a group of text boxes
ALT/Option + UP or DOWN arrow	Line Spacing
CTRL/CMD + / or ?	Open or close the Search
CTRL/CMD + ALT/Opt + C or V	Copy or Paste a Text Style
CTRL/CMD + ALT/Opt + L	Loop Video
ALT/Opt + Shift + T	Tidy Up
ALT/Opt + Shift + L	Lock / Unlock for editing
M	Mute or unmute a video
Shift + R	Toggle Rulers on/off

?	Open up help. Hint: search
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## Complete List of Canva Keys Shortcuts

Copy	Cmd/Ctrl + C
Paste	Cmd/Ctrl + V
Quick Copy	Alt/Option + Drag
Add a text box	T key
Bold text	Cmd/ctrl + B
Italicized text	Cmd/ctrl + I
Underline text	Cmd/Ctrl + U
Increase font size	Cmd/Ctrl + Shift + >
Decrease font size	Cmd/Ctrl + Shift + <
Copy text style	Cmd/Ctrl + Option/Alt +C
Paste text style	Cmd/Ctrl + Option/Alt +V
Convert text to uppercase	Cmd/ctrl + Shift + K
Align text to the left	Cmd/ctrl + shift + L
Align text to the right	: Cmd/ctrl + shift + R
Align text in the center	Cmd/ctrl + shift + C
Group elements	Cmd/Ctrl + G
Ungroup elements	Cmd/Ctrl + Shift + G
Duplicate elements	Cmd/ctrl + D
Select all elements	Cmd/ctrl + A
Deselect element	ESC key
Delete element	Delete key
Send elements backward	Cmd/ctrl + [
Send elements forward	Cmd/ctrl + ]
Send elements to back	Cmd/ctrl +Option/Alt + [
Send elements to front	Cmd/ctrl + Option/Alt + ]
Add a line to your template	L key
Add a rectangle to your template	R key
Add a circle to your template	C key
Constrain proportions while resizing	Shift + Drag Corners
Scale element relative to it's Center Point	Alt + Drag Side Handles
Zoom in on your template	Cmd/ctrl + "+"
Zoom out of your template	Cmd/ctrl + "-"
Zoom 100%	Cmd/ctrl + 0
Zoom to fit	Cmd/ctrl + Option/Alt+0
Undo an action	Cmd/ctrl + Z
Redo an action	Cmd/ctrl + Shift
Add a new page	Cmd/Ctrl + Return Key
Delete empty page	Cmd/Ctrl + Delete key
Add a comment	Cmd/Ctrl + Option/ Alt+M
Select multiple elements	Shift + Click