

Keyboard Shorts in Canva

Who knew Canva had keyboard shortcuts?

Coffee, Creativity & Canva

Unleash Your Imagination



Shortcuts for Windows

Shortcutting Your Text Formatting

1. Add a text box: T
2. Bold text: Control-B
3. Italicized text: Control-I
4. Underline text: Control-U
5. Change text to uppercase: Control-Shift-K
6. Left align text: Control-Shift-L
7. Right align text: Control-Shift-R
8. Center align text: Control-Shift-C
9. Anchor text to top of text box: Shift-Control-H
10. Anchor text to middle of text box: Shift-Control-M
11. Anchor text to bottom of text box: Shift-Control-B
12. Increase font size: Control-Shift-.
13. Decrease font size: Control-Shift-,
14. Increase letter spacing: Alt-Control-.
15. Decrease letter spacing: Alt-Control-,
16. Increase line spacing: Alt-Up Arrow Key
17. Decrease line spacing: Alt-Down Arrow Key
18. Find/Replace text: Control-F
19. Open Font Menu: Control-Shift-F
20. Copy style: Control-Alt-C
21. Paste style: Control-Alt-V

Quick Tips for Elements

1. Add a line: L
2. Add a rectangle: R
3. Add a circle: C
4. Canva Assistant: /
5. Group elements: Control-G
6. Ungroup elements: Control-Shift-G
7. Select all elements: Control-A
8. Select multiple elements: Shift-Click
9. Deselect element: ESC key
10. Delete element: Delete or Backspace
11. Send elements backward: Control-[
12. Send elements forward: Control-]
13. Send elements to back: Control-Alt-[
14. Send elements to front: Control-Alt-]
15. Select element behind another element: Control-Click
16. Constrain proportions while resizing: Shift-Drag Corners
17. Resize element from center point: Alt-Drag Corners
18. Resize element inside of bounding box: Double Click- Drag
19. Move element by 10 pixels: Shift-Arrow Keys
20. Rotate element or text counter clockwise: Comma



21. Rotate element or text clockwise: Period
22. Rotate element or text counter clockwise 15°: <
23. Rotate element or text clockwise 15°: >
24. View distance from other elements: Alt-Move Cursor
25. Lock/Unlock element: Alt-Shift-L
26. Tidy Up: Alt-Shift-T

Quick Keys: Unleashing Your Keyboard's Hidden Superpowers!

1. Copy: Control-C
2. Paste: Control-V
3. Duplicate: Control-D
4. Quick Copy: Alt-Drag
5. Undo an action: Control-Z
6. Redo an action: Control-Shift-Z
7. Save: Control-S
8. Add a new page: Control-Return Key
9. Delete empty page: Control-Delete Key
10. Add a comment: Alt-Control-M
11. Next comment: N
12. Previous comment: Shift-N
13. Add emoji (Canva Docs and comments only): Shift-;



Quick & Snappy: Presentation/Video Hacks

1. Present in full-screen mode: Alt-Control-P
2. Exit from full-screen mode: Esc
3. Presentations, to shush crowd: Q
4. Presentations, play Drumroll: D
5. Presentations, drop Confetti: C
6. Presentations, for Bubbles: O
7. Presentations, to Blur presentation: B
8. Mute or unmute video: M
9. Loop video: Alt-Shift-L
10. Play or pause video: Spacebar
11. Split video: S

NAVIGATION SHORTCUTS: Because who has time to get lost?

1. Open Left Sidebar: Control-/
2. Open Layers Panel: Alt-1
3. Show/Hide Rulers: Shift-R
4. Show scrolling view: Alt-Control-1
5. Show thumbnail view: Alt-Control-2
6. Show Grid view: Alt-Control-3
7. Lock/Unlock Guides: Alt-Control-;
8. Go to the first page: Home or Enter
9. Go to the last page: End
10. Scroll up through pages: Page Up or Arrow Up

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11. Scroll down through pages: Page Down or Spacebar or Arrow Down
12. Zoom in: Control-Plus Sign
13. Zoom out: Control-Minus Sign
14. Zoom 100%: Control-0
15. Zoom to fit: Control-Alt-0
16. Zoom to fill: Shift-Control-0

Keyboard Quickies for Your Desktop – Who wouldn't love a shortcut?

1. Quit the whole Canva app: Control-Q
2. Reload the whole app: Control-R
3. Enter full-screen mode: ^-Control-F
4. Close the current tab: Control-W
5. Select next tab: Alt-Control-Right
6. Select previous tab: Alt-Control-Left
7. Re-open last closed tab: Control-Shift-T
8. Create new design: Control-T
9. Switch tabs to focus on a design tab from 1-8: Control-1...8
10. Switch to the last tab: Control-9
11. Open the Settings page: Control-,
12. Open the Home page: Control-Shift-H
13. Zoom in app interface: Control-Shift-+
14. Zoom out app interface: Control-Shift--
15. Reset app interface scaling to default: Shift-Control-0
16. Close window: Shift-Control-W

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