**Pages Shortcut Keys**

The following are shortcut keys for those students using Pages on their Apple Computers. Remember though that SD43 computers are not able to open Pages Documents – be sure to export your document as a MS Word file before sending it to a teacher or posting to your blog.

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| **Moving around within a document** | |
| Action | Shortcut |
| Move one character to the left | Left Arrow |
| Move one character to the right | Right Arrow |
| Move to the line above | Up Arrow |
| Move to the line below | Down Arrow |
| Move to the beginning of current or previous word | Option-Left Arrow |
| Move to the end of current or next word | Option-Right Arrow |
| Move to the beginning of the current line | Command-Left Arrow |
| Move to the end of the current line | Command-Right Arrow |
| Move to the beginning of the current paragraph | Option-Up Arrow |
| Move to the end of the current paragraph | Option-Down Arrow |
| Move to the beginning of the document | Command-Up Arrow, Home |
| Move to the end of the document | Command-Down Arrow, End |
| **Selecting text** | |
| Action | Shortcut |
| Select one or more characters | Click in front of the first character and drag across the characters you want to select |
| Select a word | Double-click the word |
| Select a paragraph | Triple-click in the paragraph |
| Select all inline text and objects | Command-A |
| Deselect all all inline text and objects | Shift-Command-A |
| Extend text selection to insertion point | Click in the text, then Shift-click the end point. |
| Extend selection one character to the right | Shift-Right Arrow |
| Extend selection one character to the left | Shift-Left Arrow |
| Extend selection to end of current word | Shift-Option-Right Arrow |
| Extend selection to beginning of current word | Shift-Option-Left Arrow |
| Extend selection to end of current line | Shift-Command-Right Arrow |
| Extend selection to beginning of current line | Shift-Command-Left Arrow |
| Extend selection to the line above | Shift-Up Arrow |
| Extend selection to the line below | Shift-Down Arrow |
| Extend selection to beginning of the current paragraph | Shift-Option-Up Arrow |
| Extend selection to end of the current paragraph | Shift-Option-Down Arrow |
| Extend selection to end of text | Shift-Command-Down Arrow or  Shift-End |
| Extend selection to beginning of text | Shift-Command-Up Arrow or  Shift-Home |
| Select multiple words or blocks of text that are not next to each other | Select the first text you want, and then select additional text while holding down the Command key |
| **Formatting text** | |
| Action | Shortcut |
| Show fonts | Command-T |
| Show styles | Shift-Command-T |
| Bold | Command-B |
| Italic | Command-I |
| Underline | Command-U |
| Delete previous character or selection | Delete |
| Delete the next character or selection | Del (not available on all keyboards) |
| Make font size bigger | Command-plus sign (+) |
| Make font size smaller | Command-minus sign (-) |
| Make text superscript | Control-Command-plus sign (+) |
| Make text subscript | Control-Command-minus sign (-) |
| Align text flush left | Command-{ |
| Center text | Command-| |
| Align text flush right | Command-} |
| Align text flush left and flush right (justify) | Option-Command-| |
| Decrease list indent level | Command-[ |
| Increase list indent level | Command-] |
| Cut | Command-X |
| Copy | Command-C |
| Copy paragraph style | Option-Command-C |
| Copy character style | Option-Shift-Command-C |
| Paste | Command-V |
| Paste character or paragraph style | Option-Command-V |
| Paste and match style of destination text | Option-Shift-Command-V |
| Insert non-breaking space | Option-Space bar |
| Insert line break (soft return) | Shift-Return |
| Insert page break | Command-Enter |
| Insert paragraph break | Return |
| **Manipulating fixed objects** | |
| Action | Shortcut |
| "Draw" a fixed shape, table, or chart | Option-click the Objects toolbar button; choose Shapes, Table, or Chart; then drag to size |
| Select all fixed objects | Command-A |
| Deselect all fixed objects | Command-Shift-A |
| Add or remove selected object to previously selected object(s) | Command-click, Shift-click |
| Add or remove selected range to previously selected range | Shift-drag, Command-drag |
| Move selected object one point | Arrow key |
| Move selected object ten points | Shift-Arrow key |
| Send object to the back | Shift-Command-B |
| Send object one layer back | Option-Command-B |
| Bring object to the front | Shift-Command-F |
| Bring object one layer forward | Option-Shift-Command-F |
| Move object to section master | Control-Option-Command-M |
| Group objects | Option-Command-G |
| Ungroup objects | Option-Shift-Command-G |
| Lock objects | Command-L |
| Unlock objects | Option-Command-L |
| Duplicate object | Option-drag |
| Constrain movement of object to 45º | Shift-drag |
| Resize object | Drag handle |
| Resize object from center | Option-drag handle |
| Constrain aspect ratio when resizing object from center | Option-Shift-drag handle |
| Constrain aspect ratio when resizing object | Shift-drag handle |
| Rotate object | Command-drag handle |
| Rotate object 45º | Shift-Command-drag handle |
| Turn off alignment guides | Command-drag |
| Mask or unmask object | Shift-Command-M |
| Exit mask mode | Return, Command-Return, Enter, double-click |
| Reenter mask mode | Double-click the masked image |
| Open shortcut menu for selected item | Control-click |
| Exit text edit mode and select object | Command-Return |
| Copy selected object | Command-C |
| Paste selected object | Command-V |
| Cut selected object | Command-X |
| **Working with tables** | |
| Action | Shortcut |
| Select all table borders or cell content, depending on initial selection | Command-A |
| Copy contents of selected cells or whole table, if table is selected | Command-C |
| Cut contents of selected cells or whole table, if table is selected | Command-X |
| Paste the selection that was last copied | Command-V |
| Delete selection (whole table, border or border segment, or contents of selected cells) | Delete |
| Constrain the movement of the table and snap to guides | Shift-drag table |
| Duplicate table | Option-Shift-drag table |
| Switch contents of selected cell with contents of destination cell | Drag selected cell to another cell |
| Copy contents of selected cell into destination cell | Option-drag selected cell to another cell |
| Extend selection from selected cell to destination cell | Shift-click |
| Select or deselect multiple cells that are not next to each other | Command-click cells |
| Stop editing text and select cell | Command-Return or Command-click the cell (in text edit mode) |
| Select entire row or column border | Click border of selected table or double-click border of unselected table |
| Select or deselect border segment | Option-click |
| Select or deselect multiple cell borders | Shift-click or Command-click border |
| Move row or column border or border segment to new position | Drag border or border segment |
| Move table, border, or segment one pixel | Arrow keys |
| Move table, border, or segment ten pixels | Shift-Arrow keys |
| Select next cell to the left, right, up, or down | Arrow keys (in cell selection mode) |
| Extend cell selection by one cell | Shift-Arrow keys (in cell selection mode) |
| Select text in next cell | Tab |
| Select text in previous cell | Shift-Tab |
| Stop editing cell and select the table | Command-Return (in cell selection mode) |
| Create a table by dragging | Option-click Table toolbar button then drag to size |
| Insert a Tab | Option-Tab (in text edit mode) |
| **Editing chart data** | |
| Action | Shortcut |
| Show or hide Chart Data Editor | Shift-Command-D |
| Complete a cell entry and move the selection down | Return |
| Complete a cell entry and move the selection up | Shift-Return |
| Complete a cell entry and move the selection to the right | Tab |
| Complete a cell entry and move the selection to the left | Shift-Tab |
| Delete the character to the left of the insertion point, or delete the selection | Delete |
| Move one character left, right, to the beginning of text (up), or to the end of text (down) | Arrows keys (in text edit mode) |
| Complete a cell entry and select the cell | Enter |
| Move one cell in a given direction | Arrows keys (in cell selection mode) |
| Move to the beginning of the row | Home |
| Move to the last filled cell to the right in the current row | End |
| Extend the selection by one cell | Shift-Arrow keys |
| Extend the selection to the beginning of the row | Shift-Home |
| Extend the selection to the end of the row | Shift-End |
| **General** | |
| Action | Shortcut |
| Open new document (You can choose the type of document you want to open in Pages Preferences.) | Command-N |
| Open existing document | Command-O |
| Save | Command-S |
| Save as | Shift-Command-S |
| Print | Command-P |
| Page setup | Shift-Command-P |
| Find | Command-F |
| Find next | Command-G |
| Find previous | Shift-Command-G |
| Use selection for find | Command-E |
| Scroll to found selection | Command-J |
| Check spelling | Command-semi-colon (;) |
| Show Spelling window | Command-colon (:) |
| Zoom in | Command-> |
| Zoom out | Command-< |
| Close window | Command-W |
| Minimize window | Command-M |
| Show preferences | Command-comma (,) |
| Show Inspector window | Option-Command-I |
| Show document rulers | Command-R |
| Show layout | Command-Shift-L |
| Show formatting characters (invisibles) | Command-Shift-I |
| Show Colors window | Shift-Command-C |
| Pages Help | Command-? |
| Hide Pages | Command-H |
| Hide other windows | Option-Command-H |
| Quit Pages | Command-Q |