

Level Up Your Efficiency with These Keyboard Shortcuts



In addition to keyboard shortcuts, here's a list of our favorite trackpad shortcuts!

- **One finger tap or click:** Left-click on a traditional mouse
- **Two finger tap or click:** Right-click on a traditional mouse
- **Swipe two fingers up:** Scroll down
- **Swipe two fingers down:** Scroll up
- **Swipe two fingers right:** Show the previous browser page
- **Swipe two fingers left:** Show the next browser page
- **Pinch from big to small:** Zoom out
- **Pinch from small to big:** Zoom in
- **Swipe three fingers up:** Show every app that's currently open

Function	Windows	Mac
See previously copied items in your clipboard history (Windows only)	Win+V	
Switch to the next most recently used open app	Alt+Tab	Cmd+Tab
Select all text or items in the active window	Ctrl+A	Cmd+A
Zoom in	Ctrl+=	Option+Cmd+=
Zoom out	Ctrl+-	Option+Cmd+-
Copy	Ctrl+C	Cmd+C
Paste	Ctrl+V	Cmd+V
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Shift+Cmd+Z
Add a link to a document	Ctrl+K	Cmd+K
Find	Ctrl+F	Cmd+F
Find text and replace it with other text (Windows only)	Ctrl+H	
Print	Ctrl+P	Cmd+P
Open a link in new browser tab	Ctrl+ click the link	Cmd+click the link
Browser reload/refresh	Ctrl+R	Cmd+R
Open a new browser tab	Ctrl+T	Cmd+T
Enter/exit full screen mode	F11	Ctrl+Cmd+F
Close program	Alt+F4	Cmd+Q