

Canva 2026 keyboard shortcuts windows

BASIC SHORTCUTS

Undo	Ctrl + Z
Redo	Ctrl + Y
Save	Ctrl + S
Select all	Ctrl + A
Add text	T
Add rectangle	R
Add line	L
Add circle	C
Add link	Ctrl + K
Add emoji (Canva Docs and comments only)	Shift + ;
Add empty page	Ctrl + Enter
Delete empty page	Ctrl + Backspace
Navigate to toolbar	Ctrl + F1
Skip to canvas	Ctrl + F2
Canva Assistant shortcut	/ or Ctrl + E

ELEMENT SHORTCUTS

Delete selected elements	Backspace or Delete
Group elements	Ctrl + G
Ungroup elements	Ctrl + Shift + G
Lock element	Alt + Shift + L
Arrange elements forward	Ctrl +]
Arrange elements backward	Ctrl + [
Arrange elements to front	Alt + Ctrl +]
Arrange elements to back	Alt + Ctrl + [
Tidy up elements	Alt + Shift + T
Select next/previous elements	Tab or Shift + Tab

VIDEO SHORTCUTS

Play/pause video	Space
Mute/unmute video	M
Loop video	Alt + Ctrl + L

ZOOMING SHORTCUTS

Zoom in	Ctrl + +
Zoom out	Ctrl + -
Zoom to actual size	Ctrl + 0
Zoom to fit	Alt + Ctrl + 0
Zoom to fill	Shift + Ctrl + 0

EDIT TEXT SHORTCUTS

Open font menu	Shift + Ctrl + F
Find and replace	Ctrl + F
Bold text	Ctrl + B
Italicize text	Ctrl + I
Underline	Ctrl + U
Uppercase	Shift + Ctrl + K
Left align	Shift + Ctrl + L
Center align	Shift + Ctrl + C
Right align	Shift + Ctrl + R
Justify text	Shift + Ctrl + J
Decrease font size by one	Shift + Ctrl + ,
Increase font size by one	Shift + Command + .
Decrease line spacing	Alt + Ctrl + Down
Increase line spacing	Alt + Ctrl + Up
Decrease letter spacing	Alt + Ctrl + ,
Increase letter spacing	Alt + Ctrl + .
Anchor text to top	Ctrl + Shift + H
Anchor text to middle	Ctrl + Shift + M
Anchor text to bottom	Ctrl + Shift + B
Numbered list	Ctrl + Shift + 7
Bulleted list	Ctrl + Shift + 8
Copy text style	Alt + Ctrl + C
Paste text style	Alt + Ctrl + V



VIEW SHORTCUTS

Toggle rulers and guides	Shift + R
Toggle sidebar	Ctrl + /
Scrolling view	Alt + Ctrl + 1
Thumbnail view	Alt + Ctrl + 2
Grid view	Alt + Ctrl + 3
Presentation mode	Alt + Ctrl + P

COMMENT SHORTCUTS

Add comment	Alt + Ctrl + N
Add emoji	Shift + ;
Next comment	N
Previous comment	Shift + N
Focus on comment in selection	Ctrl + 5

DESKTOP APP SHORTCUTS

Quit the whole Canva app	Alt + F4
Reload the whole app	Ctrl + R
Close the current tab	Ctrl + W
Select next tab	Ctrl + PageDown or Ctrl + Tab
Select previous tab	Ctrl + PageUp or Ctrl + Shift + Tab
Re-open last closed tab	Ctrl + Shift + T
Create new design	Ctrl + T
Switch tabs to focus on a design tab	Ctrl + 1...8
Switch to the last tab	Ctrl + 9
Open the Home page	Ctrl + Shift + H
Zoom in app interface	Ctrl + Shift + +
Zoom out app interface	Ctrl + Shift + -
Close window	Alt + F4

LIVE WEBPAGE

<https://www.canva.com/help/canva-keyboard-shortcuts/>



Canva 2025 keyboard shortcuts macOS

BASIC MENU

Undo	Command-Z
Redo	Command-Y
Save	Command-S
Select all	Command-A
Add text	T
Add rectangle	R
Add line	L
Add circle	C
Add link	Command-K
Add emoji (Canva Docs and comments only)	Shift + ;
Add empty page	Command-Return
Delete empty page	Command-Delete
Navigate to toolbar	Command-F1
Skip to canvas	Command-F2
Canva Assistant shortcut	/ or Command-E

ELEMENT SHORTCUTS

Delete selected elements	Delete
Group elements	Command-G
Ungroup elements	Command-Shift-G
Lock element	Option-Shift-L
Arrange elements forward	Command-]
Arrange elements backward	Command-[
Arrange elements to front	Option-Command-]
Arrange elements to back	Option-Command-[
Tidy up elements	Option-Shift-T
Select next/previous elements	Tab or Shift + Tab

VIDEO SHORTCUTS

Play/pause video	Space
Mute/unmute video	M
Loop video	Option-Command-L

ZOOMING SHORTCUTS

Zoom in	Command++
Zoom out	Command--
Zoom to actual size	Command-0
Zoom to fit	Option-Command-0
Zoom to fill	Shift-Command-0

EDIT TEXT SHORTCUTS

Open font menu	Shift-Command-F
Find and replace	Command-F
Bold text	Command-B
Italicize text	Command-I
Underline	Command-U
Uppercase	Shift-Command-K
Left align	Shift-Command-L
Center align	Shift-Command-C
Right align	Shift-Command-R
Justify text	Shift-Command-J
Decrease font size by one	Shift-Command-,
Increase font size by one	Shift-Command.=
Decrease line spacing	Option-Command-Down
Increase line spacing	Option-Command-Up
Decrease letter spacing	Option-Command,
Increase letter spacing	Option-Command.=
Anchor text to top	Command-Shift-H
Anchor text to middle	Command-Shift-M
Anchor text to bottom	Command-Shift-B
Numbered list	Command-Shift-7
Bulleted list	Command-Shift-8
Copy text style	Option-Command-C
Paste text style	Option-Command-V



VIEW SHORTCUTS

Toggle rulers and guides	Shift-R
Toggle sidebar	Command-/
Scrolling view	Option-Command-1
Thumbnail view	Option-Command-2
Grid view	Option-Command-3
Presentation mode	Option-Command-P

COMMENT SHORTCUTS

Add comment	Option-Command-N
Add emoji	Shift + ;
Next comment	N
Previous comment	Shift-N
Focus on comment in selection	Command-5

DESKTOP APP SHORTCUTS

Quit the whole Canva app	Command-Q
Reload the whole app	Command-R
Enter full-screen mode	^-Command-F
Close the current tab	Command-W
Select next tab	Option-Command-Right
Select previous tab	Option-Command-Left
Re-open last closed tab	Command-Shift-T
Create new design	Command-T
Switch tabs to focus on a design tab	Command-1...8
Switch to the last tab	Command-9
Open the Settings page	Command-,
Open the Home page	Command-Shift-H
Zoom in app interface	Command-Shift++
Zoom out app interface	Command-Shift--
Reset app interface scaling to default	Shift-Command-0
Close window	Shift-Command-W

