

KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

# BE MORE EFFICIENT WITH

Canva  
KEYBOARD

Shortcuts

SWIPE



Nadia Fernandez



The Website Designer  
small businesses Rely On



REPOST



SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

If you're still designing the slow way...

→ **I DON'T WANT TO HEAR IT**



I WILL HELP YOU SPEED UP YOUR WORKFLOW WITH THIS POST  
(YOU CAN THANK ME LATER)

SWIPE



GO OPEN

Canva

**AND TAKE NOTES**



Nadia Fernandez



The Website Designer  
small businesses Rely On



REPOST



SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

## ADD ELEMENTS FAST

- T = Text box
- R = Rectangle
- C = Circle
- L = Line

## MOVE + ALIGN FASTER

- Shift + Arrows = Move faster
- Cmd/Ctrl + ; = Toggle guides
- Alt + Drag = Quick copy
- Shift + Click = Select multiple

SWIPE



## TEXT FORMATTING

- Cmd/Ctrl + B = Bold
- Cmd/Ctrl + I = Italic
- Cmd/Ctrl + U = Underline
- Cmd/Ctrl + Shift + K = Uppercase
- Cmd/Ctrl + Alt + C/V = Copy/Paste text style



Nadia Fernandez



The Website Designer  
small businesses Rely On



REPOST



SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

## ORGANIZE ELEMENTS

- Cmd/Ctrl + G = Group
- Cmd/Ctrl + Shift + G = Ungroup
- Cmd/Ctrl + [ / = Send Backward / Forward
- Cmd/Ctrl + Alt + [ / = Send to Back / Front

## PAGES + COMMENTS

- Cmd/Ctrl + Enter = Add new page
- Cmd/Ctrl + Delete = Delete page
- Cmd/Ctrl + Alt + M = Add comment
- Cmd/Ctrl + S = Save

**SWIPE****Nadia Fernandez**The Website Designer  
small businesses Rely On**REPOST**SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

**OK, THOSE WERE COOL... BUT YOU WANT THE WHOLE LIST RIGHT?**

**KEEP SLIDING**

### 1. BASIC ACTIONS

- Add text box: T
- Add rectangle: R
- Add line: L
- Add circle: C
- Copy: Cmd/Ctrl + C
- Paste: Cmd/Ctrl + V
- Duplicate: Cmd/Ctrl + D
- Undo: Cmd/Ctrl + Z
- Redo: Cmd/Ctrl + Shift + Z
- Delete: Delete
- Select all: Cmd/Ctrl + A
- Deselect: Esc

**SWIPE**



**Nadia Fernandez**



The Website Designer  
small businesses Rely On



**REPOST**



SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

**2. TEXT FORMATTING**

- Bold: Cmd/Ctrl + B
- Italic: Cmd/Ctrl + I
- Underline: Cmd/Ctrl + U
- Increase font size: Cmd/Ctrl + Shift + >
- Decrease font size: Cmd/Ctrl + Shift + <
- Uppercase: Cmd/Ctrl + Shift + K
- Align left: Cmd/Ctrl + Shift + L
- Align center: Cmd/Ctrl + Shift + C
- Align right: Cmd/Ctrl + Shift + R
- Copy text style: Cmd/Ctrl + Alt + C
- Paste text style: Cmd/Ctrl + Alt + V

**3. PAGE & FILE MANAGEMENT**

- Add new page: Cmd/Ctrl + Enter
- Delete page: Cmd/Ctrl + Delete
- Save: Cmd/Ctrl + S
- Add comment: Cmd/Ctrl + Alt + M
- Find and replace text: Cmd/Ctrl + F

SWIPE

**Nadia Fernandez**The Website Designer  
small businesses Rely On**REPOST**SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

**4. ELEMENT CONTROL**

- Group elements: Cmd/Ctrl + G
- Ungroup elements: Cmd/Ctrl + Shift + G
- Send backward: Cmd/Ctrl + [
- Bring forward: Cmd/Ctrl + ]
- Send to back: Cmd/Ctrl + Alt + [
- Bring to front: Cmd/Ctrl + Alt + ]
- Quick copy (drag): Alt/Option + Drag
- Select multiple: Shift + Click
- Move faster: Shift + Arrow keys
- Constrain proportions: Shift + Drag corners
- Scale from center: Alt/Option + Drag side handles

**SWIPE****5. ZOOM & VIEW**

- Zoom in: Cmd/Ctrl + +
- Zoom out: Cmd/Ctrl + -
- Zoom to 100%: Cmd/Ctrl + 0
- Zoom to fit: Cmd/Ctrl + Alt + 0
- Show guides: Cmd/Ctrl + ;
- Show margins: Cmd/Ctrl + '

**Nadia Fernandez**The Website Designer  
small businesses Rely On**REPOST**SAVE FOR  
LATER



## KEYBOARD SHORTCUTS - CANVA KEYBOARD SHORTCUTS - CANVA KEYBOARD SHO

**6. PRESENTATION MODE**

- Show shortcuts menu: ?
- Blur screen: B
- Confetti: C
- Drumroll: D
- Mic drop: M
- Bubbles: O
- Shush: Q
- Curtain: U
- Clear effects: X

**SWIPE**

Pick **3 shortcuts** from this long list  
 Try them in your next design  
 You'll design **smarter & faster**

**WHICH ONE DO YOU ALREADY USE?**

**Nadia Fernandez**

The Website Designer  
 small businesses Rely On

**REPOST**

SAVE FOR  
 LATER

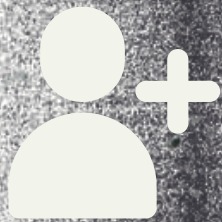




**NADIA FERNANDEZ**

Website Designer  
& Fractional CMO

**LET'S CONNECT!**



**FOLLOW**



**REPOST**



**Nadia Fernandez**



The Website Designer  
small businesses Rely On



**REPOST**



**SAVE FOR  
LATER**