

### Document Shortcuts (copy)

**Option-Command-V** : Paste the copied style to the selected item.

**Option-Command-T**: Show or hide a toolbar in the app.

**Option-Command-C**: Copy the formatting settings of the selected item to the Clipboard.

**Fn-Delete**: Forward delete on keyboards that don't have a Forward Delete key. Or use Control-D.

**Option-Command-F**: Go to the search field.

**Control-Command-D**: Show or hide the definition of the selected word.

**Shift-Command-Colon (:)**: Display the Spelling and Grammar window.

**Command-K**: Add a web link.

**Command-B**: Boldface the selected text, or turn boldfacing on or off.

**Command-U**: Underline the selected text, or turn underlining on or off.

**Command-I**: Italicize the selected text, or turn italics on or off.

### Favorite Shortcuts

Command +	Command	Control +
<b>Shift + R:</b>	<b>+ Shift +</b>	<b>Shift + Tab:</b>
Screen	<b>S:</b> Save	Previous Tab
Refresh		

Command +	Command	Control +
<b>Spacebar:</b>	<b>+ N:</b> New	<b>Tab:</b> Next
Spotlight	Window	Tab
Search		

Command	Option + Shift
<b>+ T:</b> New	<b>+ Command</b>
Tab	<b>+ W:</b> Close
	All

Command +
<b>W:</b> Close tab



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