



SHORTCUT	ON MAC	ON PC
Copy	Command + C	Control + C
Open New Document	Command + N	Control + N
Paste	Command + V	Control + V
Paste without Formatting	Control + Command + V	Shift + Control + V
Copy and Image Save	Control + Click	Control + C
Make Text Bold	Command + B	Control + B
Make Text Italic	Command + I	Control + I
Underline Text	Command + U	Control + U
Undo an Action	Command + Z	Control + Z
Redo an Action	Command + Y	Control + Y
Select All	Command + A	Control + A
Print	Command + P	Control + P
Hide Active Window	Command + H	Control + H
Minimize Active Window	Command + M	Control + M
Take Screenshot of Entire Desktop	Shift + Command + 3	Print Screen Button
Take Screenshot of a Specific Area	Shift + Command + 4	Windows Key + Shift + S
Add Emojis	Control + Command + Spacebar	Windows Key + . (Period)