

# 6 WORD SHORTCUTS EVERY WRITER SHOULD KNOW

1

## Navigating your text

**CTRL + arrows**

Move faster around your document, jumping to the next word or paragraph.

2

## Pick up where you left off

**Shift + F5**

Moves the cursor to the location of the previous revision, including the last revision before a document was closed (if you do it right after opening the document).

3

## Delete whole words

**Ctrl + Backspace, Ctrl + Delete**

Deletes a whole word to the left or right, saving you from hitting that key a bunch of times, or holding it down (too long, by accident).

4

## Apply headings

**Ctrl + Alt + 1, 2, or 3**

Applying styled headings to things like chapter headings means you can format them all at once with fewer clicks, navigate your document easily in the Navigation pane, and generate a useful Table of Contents to help your reader find their way around.

5

## Insert a page break

**Ctrl + Enter**

Use page breaks before new chapters to make sure each chapter appears on a fresh page.

6

## Insert a comment

**Ctrl + Alt + M**

Add a note to yourself, or to your editor. This is especially helpful when revising!



# 6 WORD SHORTCUTS EVERY WRITER SHOULD KNOW

1

## Navigating your text

**Option + left and right arrows, ⌘ + up and down arrows**

Move faster around your document, jumping to the next word or paragraph.

2

## Pick up where you left off

**Shift + F5**

Moves the cursor to the location of the previous revision, including the last revision before a document was closed (if you do it right after opening the document).

3

## Create a hanging indent

**⌘ + T**

Makes the first line of the paragraph indented. Use ⌘ + Shift + T to remove it.

4

## Apply headings

**⌘ + Option + 1, 2, or 3**

Applying styled headings to things like chapter headings means you can format them all at once with fewer clicks, navigate your document easily in the Navigation pane, and generate a useful Table of Contents to help your reader find their way around.

5

## Insert a page break

**⌘ + Return**

Use page breaks before new chapters to make sure each chapter appears on a fresh page.

6

## Insert a comment

**⌘ + Option + A**

Add a note to yourself, or to your editor. This is especially helpful when revising!

