

Use keyboard shortcuts

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Speed up your work and use shortcuts to perform common actions.

Kontent.ai allows power users to perform the most common actions without lifting their hands off the keyboard.

Rich text editor shortcuts

When [composing content in the rich text editor](#), you can use the following shortcuts:

Action	Windows	Mac
Undo	Ctrl + Z	⌘ + Z
Redo	Ctrl + Y	⌘ + Shift + Z
Copy	Ctrl + C	⌘ + C
Paste	Ctrl + V	⌘ + V
Paste text without formatting	Ctrl + Shift + V	⌘ + Shift + V
Insert a line break	Shift + Enter	Shift + Enter
Insert a non-breaking space	Ctrl + Shift + Space	⌘ + Space
Move through the text by blocks	Ctrl + ↑↓ arrows	
Styling		
Make text bold	Ctrl + B	⌘ + B
Italicize text	Ctrl + I	⌘ + I
Make text monospaced	Ctrl + Shift + M	⌘ + Shift + M
Type text in superscript	Ctrl + Shift + .	⌘ + Shift + .
Type text in subscript	Ctrl + Shift + ,	⌘ + Shift + ,
Headings and paragraphs		
Add a H1 heading	Ctrl + Alt + 1	Ctrl + ⌘ + 1
Add a H2 heading	Ctrl + Alt + 2	Ctrl + ⌘ + 2
Add a H3 heading	Ctrl + Alt + 3	Ctrl + ⌘ + 3

Add a H4 heading	Ctrl + Alt + 4	Ctrl + ⌘ + 4
Add a H5 heading	Ctrl + Alt + 5	Ctrl + ⌘ + 5
Add a H6 heading	Ctrl + Alt + 6	Ctrl + ⌘ + 6
Add a paragraph	Ctrl + Alt + 0	Ctrl + ⌘ + 0
Switch between H1-H6 headings and a paragraph	Ctrl + Alt + H	Ctrl + ⌘ + H
Lists		
Create an unordered list	Ctrl + Alt + U	Ctrl + ⌘ + U
Create an ordered list	Ctrl + Alt + O	Ctrl + ⌘ + O
Indent a nested list	Tab	Tab
Unindent a nested list	Shift + Tab	Shift + Tab
Insert...		
Comment	Ctrl + Alt + M	Ctrl + ⌘ + M
Suggestion	Ctrl + Alt + S	Ctrl + ⌘ + S
Component	Ctrl + Alt + C	Ctrl + ⌘ + C
Existing item	Ctrl + Alt + I	Ctrl + ⌘ + I
Insert/Remove a weblink	Ctrl + K	⌘ + K
Table	Ctrl + Alt + T	Ctrl + ⌘ + T
Asset	Ctrl + Alt + A	Ctrl + ⌘ + A

Markdown shorthands in the rich text editor

In addition to using [keyboard shortcuts](#), you can also use markdown-like shorthands to quickly create headings or list items.

```
Rich text

Lorem Ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet

Consectetur adipiscing elit

Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua
```

When you type the following markdown shorthands at the beginning of a line of text, the line of text will change its formatting according to these rules:

Shorthand	Changes formatting to...
#	H1 Heading
##	H2 Heading
###	H3 Heading
####	H4 Heading
#####	H5 Heading
#####	H6 Heading
1.	Numbered list item
1)	Numbered list item
-	Unordered list item
*	Unordered list item

When you type the following markdown shorthands around a part of your text, the text inside the shorthand characters gets formatted according to these rules:

Shorthand	Changes formatting to...
your text	Bold
your text	<i>Italic</i>
`your text`	Monospaced

These format changes can be undone by Ctrl + Z (⌘ + Z on Mac).

Editing items and content types

When [editing content items](#) or [content types](#), you can use the following shortcuts:

Action	Windows	Mac
Select element below	Tab	Tab
Select element above	Shift + Tab	Shift + Tab
Start editing Rich text element	Enter	Enter
Stop editing Rich text element	Esc	Esc

Editing comments

When [editing comments](#), you can use:

Action	Windows	Mac
Post comment	Ctrl + Enter	⌘ + Enter
Discard comment	Esc	Esc

Sidebars, Bar items, Drop-downs

Action	Windows	Mac
Confirm	Enter	Enter
Cancel	Esc	Esc

Modal windows

When [inserting assets](#) or [inserting content items](#), you can use:

Action	Windows	Mac
Confirm selection	Enter	Enter
Cancel	Esc	Esc
Insert asset or item	Double-click	Double-click