

Keyboard shortcuts in the article editor

Write articles

Keep your hands on the keyboard while you write. These shortcuts work in the article editor on a Mac and on Windows.

Who can do this: Owners, Admins and Editors · **Plans:** All plans

Format text

Select the text first.

Action	Mac	Windows
Bold	⌘B	Ctrl+B
Italic	⌘I	Ctrl+I
Underline	⌘U	Ctrl+U

Strikethrough	⌘⇧S	Ctrl+Shift+S
Inline code	⌘E	Ctrl+E
Clear all formatting	⌘\	Ctrl+\

Headings, lists and quotes

Put the cursor in the paragraph you want to change. Press the same shortcut again to turn it back into normal text.

Action	Mac	Windows
Heading 2	⌘⇧2	Ctrl+Alt+2
Heading 3	⌘⇧3	Ctrl+Alt+3
Heading 4	⌘⇧4	Ctrl+Alt+4
Normal text	⌘⇧0	Ctrl+Alt+0

Bulleted list	⌘ ↑ 8	Ctrl+Shift+8
Numbered list	⌘ ↑ 7	Ctrl+Shift+7
Task list	⌘ ↑ 9	Ctrl+Shift+9
Blockquote	⌘ ↑ B	Ctrl+Shift+B
Indent or outdent a list item	Tab / Shift+Tab	Tab / Shift+Tab
New line in the same paragraph	Shift+Enter	Shift+Enter

Insert blocks

Action	Key
Open the insert menu	/ on an empty line
Move through the menu	↑ and ↓

Insert the highlighted block	Enter
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Close the menu and keep the / as text	Esc
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Tables and code blocks

Action	Mac	Windows
Next table cell (in the last cell, adds a row)	Tab	Tab
Previous table cell	Shift+Tab	Shift+Tab
Indent inside a code block (four spaces)	Tab	Tab
Leave a code block	⌘Enter	Ctrl+Enter

Save, search and undo

Action	Mac	Windows
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Save draft	⌘S	Ctrl+S
Search your articles	⌘K	Ctrl+K
Undo	⌘Z	Ctrl+Z
Redo	⌘↑Z	Ctrl+Shift+Z or Ctrl+Y
Post a team comment (in the comment box)	⌘Enter	Ctrl+Enter

On a published article, ⌘S (Ctrl+S) never publishes anything. A message reminds you to click **Update** when you're ready, or to unpublish the article while you work.

Markdown shortcuts

Type these at the start of a line, followed by a space:

Type	To get
##, ### or ####	Heading 2, Heading 3 or Heading 4
- or *	Bulleted list

1.	Numbered list
[]	Task list
>	Blockquote
```	Code block
--- (no space needed)	Divider

Inside a line, wrap words in ****** for bold, *** for italic, ~~~~~~ for strikethrough or backticks for inline code. A web address followed by a space turns into a link.

## Links

There's no keyboard shortcut for links, and ⌘K opens article search instead. Select the words and click **Link** in the toolbar, or paste a web address over the selected words.

## Related articles

- [Format text](#)
- [Add headings, lists and other blocks](#)