

Use keyboard shortcuts in the editor

Key combinations that copy, undo, preview, publish and format text without reaching for the mouse.

Shortcuts do the same jobs as the buttons, only faster. You don't need any of them, but a few save real time once you're editing every week. On a Windows computer, use the keys as written. On a Mac, press **Command** where it says **Ctrl**, and **Option** where it says **Alt**. So Ctrl+P on Windows is Command+P on a Mac.

Around the page

To do this	Press
Copy	Ctrl+C
Paste	Ctrl+V
Duplicate	Ctrl+D
Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Move an item backward	Ctrl+[
Move an item forward	Ctrl+]
Nudge an item 1 pixel	Arrow keys
Nudge an item 10 pixels	Shift + arrow keys
Open search	Ctrl+K
Open the panel of items you can add	Ctrl+Shift+F
Save a backup of your site	Ctrl+S

Previewing and publishing

To do this	Press
Preview your site	Ctrl+P
Preview in the device view you're on	Ctrl+Alt+T
Publish	Ctrl+Shift+P

If you don't see a **Publish** button, tell us and we'll publish it for you.

While you type

These work when you're editing text.

To do this	Press
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Align text	Ctrl+R, Ctrl+E or Ctrl+L (right, center, left)
Remove formatting	Ctrl+0

Tips

- Check what's selected before you press a shortcut, so it works on the item you mean.
- The arrow keys are handy for small nudges.
- Pressed the wrong keys? Ctrl+Z undoes the last change.

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. We reply within one business day. See [Request a change](#).

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