

Keyboard Shortcuts for Notes App in Mac

By: www.webnotes.com

Shortcut	Action
⌘ ,	Open Notes settings or preferences
⌘ ;	Spell check note
⌘ :	Open Spelling and Grammar dialog
⌘ '	Create block quote
⌘ [	Outdent list item
⌘]	Indent list item
⌘ {	Align text left
⌘ }	Align text right
⌘ ↑ ,	Zoom out
⌘ ↑ .	Zoom in
⌘ ↑ +	Increase font size
⌘ ↑ ⌫	Move selected folder to Recently Deleted
⌘ ↑ 0	Reset to actual zoom size
⌘ ↑ 7	Create a bulleted list
⌘ ↑ 8	Create a dashed list
⌘ ↑ 9	Create a numbered list
⌘ ↑ A	Add attachment (photo, video, or document)
⌘ ↑ B	Create to body text
⌘ ↑ C	Open Colors dialog
⌘ ↑ D	Duplicate folder
⌘ ↑ E	Highlight text
⌘ ↑ F	Find and replace text
⌘ ↑ G	Find previous match
⌘ ↑ H	Highlight selected text to heading

Shortcut	Action
⌘ ↑ J	Create subheading
⌘ ↑ L	Create a checklist
⌘ ↑ M	Change to monostyled text.
⌘ ↑ N	Create a new folder
⌘ ↑ T	Change the text to title
⌘ ↑ U	Mark the item checked
⌘ ↑ Z	Redo last undone action
⌘ +	Increase font size
⌘	Align text center
⌘ ^ ↑	Move the item up
⌘ ^ ↓	Move the item down
⌘ ^ I	View highlights
⌘ ^ K	View Note activities
⌘ ^ V	Open Paste Special dialog box
⌘ ^ Z	Maximize the app window
⌘ ⇧ [	Go to previous note
⌘ ⇧]	Go to next note
⌘ ⇧ ←	Collapse a section
⌘ ⇧ →	Expand a section
⌘ ⇧ ↑ ←	Collapse all sections in a note
⌘ ⇧ ↑ →	Expand all sections in a note
⌘ ⇧ ↑ V	Paste from clipboard and match style
⌘ ⇧ C	Copy style
⌘ ⇧ F	Search and find note list
⌘ ⇧ G	Go to a page, section, bookmark, etc.
⌘ ⇧ H	Hide all other apps
⌘ ⇧ M	Minimize the Notes window
⌘ ⇧ N	Create a new folder

Shortcut	Action
⌘ ⇧ P	Pin or unpin the note
⌘ ⇧ T	Create a 2x2 table
⌘ ⇧ V	Paste style
⌘ ⇧ W	Close all open notes windows
⌘ ⌫	Move the selected note to the Recently Deleted folder
⌘ 1	Show all notes as a list
⌘ 2	Show notes as a gallery
⌘ 3	Show attachments browser
⌘ A	Select all content
⌘ B	Bold selected text
⌘ C	Copy the selected content
⌘ D	Duplicate the current note
⌘ E	Search with selected text
⌘ F	Search and find text
⌘ G	Find next match
⌘ H	Hide Notes app
⌘ I	Italicize selected text
⌘ J	Jump to selection when searching
⌘ K	Insert a hyperlink
⌘ M	Minimize the app window
⌘ N	Create a new note
⌘ P	Print the selected note
⌘ Q	Quit app
⌘ S	Save the current note
⌘ T	Show Fonts dialog
⌘ U	Underline selected text
⌘ V	Paste content from clipboard
⌘ W	Close the current note window

Shortcut	Action
⌘ X	Cut the selected content
⌘ Z	Undo last action
⌘ -	Decrease font size
Fn / Globe ^ ←	Move app window to left half
Fn / Globe ^ →	Move app window to right half
Fn / Globe ^ ↑	Move app window to upper half
Fn / Globe ^ ↓	Move app window to lower half
Fn / Globe ^ ⇧ ←	Arrange Notes and another app left and right
Fn / Globe ^ ⇧ →	Arrange Notes and another app right and left
Fn / Globe ^ ⇧ ↑	Arrange Notes and another app top and bottom
Fn / Globe ^ ⇧ ↓	Arrange Notes and another app bottom and top
Fn / Globe ^ C	Center the app window
Fn / Globe ^ F	Fill the app window on the screen
Fn / Globe F	Toggle full screen mode
Fn or Globe E	Open emoji & symbols panel
Fn or Globe Q	Create a quick note

