



 Smart Bar

CMD + SPACE

CMD + K

Insertion

Insert Textbox

T

Insert Rectangle

R

Insert Rounded Rectangle

U

Insert Oval

O

Insert Chevron

C

Insert Pentagon

P

Insert Triangle

G

Insert Parallelogram

M

Insert Icon

I

Insert New Slide

N

Orphan Features / Special Features

Enclose Icons

E

Fix Slide Colors

Q

Save Slide

\

Remove Margins

OPTION + .

Paste Content Only

CMD + SHIFT + T

Copy Formatting

CMD + SHIFT + C

Paste Formatting

CMD + SHIFT + V

Distribution

Distribute Vertically

D + V

Distribute Horizontally

D + H

Increase Vertical Spacing

V +

Increase Horizontal Spacing

H +

Decrease Vertical Spacing

V -

Decrease Horizontal Spacing

H -

Alignment

Align Left

A + L

Aign Right

A + R

Align Top

A + T

Align Bottom

A + B

Align Middle

A + M

Align Process

A + P

Align Center

A + C

Align Matrix

A + X

Align Shape Angle

A + A

Align Central

A + Z

Splitting and Merging

Merge Textboxes

. + T

Swapping

Swap Shapes

/

Swap Text

CMD + /

AI Editing Functions

Add Right Column

CMD + 2

Add Bottom Row

CMD + 3

Del Right Column

OPTION + 2

Del Bottom Row

OPTION + 3

Add Right TK

CMD + 4

Add Bottom TK

CMD + 5

Add Top TK

CMD + 6

Add Left TK

CMD + 7

Sizing

Make Same Width

S + W

Make Same Height

S + H

Make Same Size

S + S

Special Features with Control Panels

Translate

L

Email Slides

[

Saved Slides

;

Font Size Edit

Increase Font Size

CMD +]

Decrease Font Size

CMD + [

Sending Through Dimensions

Send Shape Backwards

CMD + SHIFT +]

Send Shape Forwards

CMD + SHIFT + [