



## Mac Shortcut Keys

<b>File Operations</b>	
Create a new map	⌘ + N
Create a new map from template	⌘ + Shift + N
Open a map	⌘ + O
Close active map	⌘ + W
Save	⌘ + S
Save As...	⌘ + Shift + S
Print	⌘ + P
Options	⌘ + ,
Help	⌘ + /

<b>Formatting</b>	
Bold	⌘ + B
Italic	⌘ + I
Decrease font size	⌘ + Shift + -
Increase font size	⌘ + Shift + +
Align to start of branch	⌘ + Shift + [
Centre	⌘ + Shift + \
Align to end of branch	⌘ + Shift + ]
Justify	Option + ⌘ + \
Pin branch	⌘ + Shift + P
Unpin branch	⌘ + Shift + U
Toggle pin	Option + Click
Branch order swapping	Option + Arrow key

<b>Basic Operations</b>	
Undo	⌘ + Z
Redo	Shift + ⌘ + Z
Find	⌘ + F
Spell check	⌘ + ;
Copy	⌘ + C
Cut	⌘ + X
Paste	⌘ + V
Delete	Delete ⌘ + Delete
Edit	⌘ + Space Ctrl + Space

Paste branch and keep formatting	⌘ + Shift + V
Quit application	⌘ + Q

<b>Navigation</b>	
Select a branch	Mouse click
Select multiple branches	⌘ + Mouse click
Select all central ideas and branches	⌘ + A
Select and add to selection	Shift + Arrow keys
Select area	⌘ + Mouse drag
Move to neighbouring branch	Arrow keys

<b>Adding Elements</b>	
Insert child branch	⌘ + Enter Tab
Insert sibling branch	Enter
Insert parent branch	Option + Enter
Insert box branch	⌘ + Shift + Enter Shift + Tab
Insert sibling box branch	Shift + Enter
Insert parent box branch	Shift + Option + Enter
Insert boundary	⌘ + Shift + B
Insert floating text	Option + F

<b>Map Levels &amp; Filtering</b>	
Focus on	⌘ + Shift + F
Focus out	⌘ + Option + F
Show levels 1 .. 9	⌘ + Option + 1 ⌘ + Option + 2 .. up to .. ⌘ + Option + 9
Expand current selection	⌘ + Option + Up Arrow
Collapse current selection	⌘ + Option + Down Arrow
Remove filter	⌘ + Shift + Option + A

<b>Interface</b>	
Show notes panel	⌘ + Option + N
Show image panel	⌘ + Shift + I
Show icon panel	⌘ + Option + L
Show links panel	⌘ + Shift + K
Show export dialog	⌘ + E
Show export image dialog	⌘ + Shift + Option + S

<b>View</b>	
Zoom in	⌘ + = ⌘ + Up arrow
Zoom out	⌘ + -

	⌘ + Down arrow
Zoom to fit map to screen	F5
Zoom to actual size	⌘ + 0
Condense all	⌘ + Shift + C
Minimise	⌘ + M

<b>Presentation</b>	
Stop presentation	⌘ + W
Slide selection	Arrow keys
Slide add to selection	Shift + Arrow keys
Select all	⌘ + A
Next slide	N Right arrow Down arrow Space Enter
Previous slide	P Left arrow Up arrow Backspace
Next map	⌘ + N
Previous map	⌘ + P
White screen	W
Black screen	B
Flip screen	F
Presenter/Presentation view switch	V