

# GOOGLE GMAIL KEYBOARD SHORTCUTS

Press <shift> / to bring up the shortcut menu

## COMPOSE & CHAT

<Shift> + <Esc> : Focus main window  
<Esc> : Focus latest chat or compose  
<Ctrl> + . : Advance to next chat or compose  
<Ctrl> + , : Advance to previous chat or compose

<⌘> + <Enter> : Send

<⌘> + <Shift> + c : Add Cc recipients  
<⌘> + <Shift> + b : Add Bcc recipients  
<⌘> + <Shift> + f : Access custom from  
<⌘> + <Shift> + d : Discard draft

<⌘> + k : Insert a link

<⌘> + ; : Go to previous misspelled word  
<⌘> + ' : Go to next misspelled word  
<⌘> + <Shift> + ' : Open spelling suggestions

<⌘> + <⌘> + . : Go to next section  
<⌘> + <⌘> + , : Go to previous section

## FORMATTING

<⌘> + z : Undo  
<⌘> + y : Redo

<⌘> + <Shift> + 5 : Previous font  
<⌘> + <Shift> + 6 : Next font

<⌘> + <Shift> + - : Decrease text size  
<⌘> + <Shift> + + : Increase text size

<⌘> + b : Bold  
<⌘> + i : Italics  
<⌘> + u : Underline

<⌘> + <Shift> + 7 : Numbered list  
<⌘> + <Shift> + 8 : Bulleted list

<⌘> + <Shift> + 9 : Quote

<⌘> + [ : Indent less  
<⌘> + ] : Indent more

<⌘> + <Shift> + l : Align left  
<⌘> + <Shift> + e : Align center  
<⌘> + <Shift> + r : Align right

<⌘> + <Shift> + , : Set right-to-left  
<⌘> + <Shift> + . : Set left-to-right

<⌘> + <Shift> + x : Strikethrough

<⌘> + \ : Remove formatting