



A QUICK AND EASY GUIDE TO

# Confluence shortcuts

Who doesn't love a good hack? Get more done in Confluence with these fast and simple shortcut commands. Maybe you'll even discover a new one!



GENERAL

MAC

WINDOWS

Go to your dashboard

The dashboard gives you quick access to your recently worked, recently visited, and pages you've saved for later

G D

G D

See your recently viewed pages

G R

G R

Open and close the sidebar

Make finding your way easy

[

[

Open notifications

G N

G N



PAGE ACTIONS

Watch this page

Stay up to date on new edits, comments, and page additions to this page

W

W

Add a comment

M

M

Create a page

C

C

Edit a page or blog post

E

E

Share this page

S

S



EDIT MODE

Add a date

/ /

/ /

Mention your colleagues

@

@

Open up macro browser

{

{

Insert wiki markup or markdown

Bulk insert markup/markdown

⌘ ⌘ D

Ctrl ⌘ D

Preview the page you're working on

⌘ ⌘ E

Ctrl ⌘ E

Create a numbered list

⌘ ⌘ 7

Ctrl ⌘ 7

Make a bulleted list

⌘ ⌘ 8

Ctrl ⌘ 8

Insert a file or image

⌘ M

Ctrl M

Insert a link

Link just about anywhere: to a webpage, another Confluence page, or an image

⌘ K

Ctrl K

Undo the most recent action

⌘ Z

Ctrl Z

Redo an action that was done

⌘ ⌘ Z

Ctrl Y



SEE ALL

See all keyboard shortcuts

Forget a shortcut? The complete guide is only a click away

⌘ ⌘ /

Ctrl ⌘ /