

# Windows Keyboard

sft = Shift

sb = Spacebar

## File Menu

New.....Ctrl+n  
Open.....Ctrl+o  
Close.....Ctrl+w  
Save.....Ctrl+s  
Place.....Ctrl+i  
Import Text.....Ctrl+j  
Print Setup.....Ctrl+alt+p  
Print.....Ctrl+p  
Exit.....Ctrl+q

## Arrange Menu

Bring To Front.....Ctrl+sft+f  
Send To Back.....Ctrl+sft+b  
Move Forward.....Ctrl+sft+f10  
Move Backward.....Ctrl+sft+f9  
Fit Text Block.....Ctrl+b  
Flip Horizontal.....Ctrl+sft+f11  
Flip Vertical.....Ctrl+sft+f12  
Group.....Ctrl+g  
Ungroup.....Ctrl+u  
Cent. H On Page....Ctrl+h  
Cent. H On Spread.Ctrl+sft+h  
Cent. V On Page....Ctrl+y  
Cent. V On Spread.Ctrl+sft+y

## Document Menu

Check Spelling.....Ctrl+l  
Check Selection.....Ctrl+alt+l

## Edit Menu

Undo.....Ctrl+z  
Redo.....Ctrl+sft+z  
Cut.....Ctrl+x  
Copy.....Ctrl+c  
Paste.....Ctrl+v  
Paste In Place.....Ctrl+sft+v  
Select All.....Ctrl+a  
Duplicate.....Ctrl+d  
Duplicate Again....Ctrl+sft+d  
Make Matrix.....Ctrl+m  
Copy Type Spec....Ctrl+g  
Paste Type Spec...Ctrl+d  
Copy Para. Spec....Ctrl+sft+g  
Paste Para. Spec...Ctrl+sft+d

## Style Menu

Plain Text.....Ctrl+sft+p  
Bold.....Ctrl+sft+b  
Italic.....Ctrl+sft+i  
Underline.....Ctrl+sft+u  
Word Underline.....Ctrl+alt+u  
Outline.....Ctrl+sft+o  
Shadow.....Ctrl+sft+s  
Superior.....Ctrl+sft+f7  
Inferior.....Ctrl+sft+f8  
Upper Case.....Ctrl+alt+f5  
Lower Case.....Ctrl+alt+f6  
Title.....Ctrl+alt+f7  
Small Caps.....Ctrl+alt+f8

## View Menu

Actual Size.....Ctrl+t  
Fit In Window.....Ctrl+f  
Enlarge.....Ctrl+e  
Reduce.....Ctrl+r  
Rulers.....Ctrl+alt+r

# Commands

Ctrl = Control

alt=alt

rt = Return

## Elements Menu

Fill Gradient.....Ctrl+sft+g  
Pen Weight.....Ctrl+alt+w  
Frame Type.....Ctrl+alt+t  
Open Element.....Ctrl+alt+o  
Mask Graphic.....Ctrl+alt+m  
Arrowheads.....Ctrl+alt+a  
Fill Texture.....Ctrl+sft+t  
Shadow Options....Ctrl+sft+s  
Shadow Texture....Ctrl+sft+alt+t  
Shadow Gradient...Ctrl+sft+alt+g

## Format Menu

Hyphenation.....Ctrl+sft+f9  
Copy Fit.....Ctrl+sft+f10  
Character.....Ctrl+sft+a  
Paragraph.....Ctrl+sft+f  
Discre. Hyphen.....Ctrl+f9  
Choose Font.....Ctrl+alt+c  
Size/Leading.....Ctrl+f11  
Tracking.....Ctrl+k  
Make Style Model. .Ctrl+alt+m  
Horizontal Scale...Ctrl+h  
Vertical Offset.....Ctrl+y  
Word Space.....Ctrl+m

## Window Menu

New Window.....Ctrl+sft+n

## Character

Em Space.....Ctrl+sft+sb  
En Space .....Sft+sb  
Thin Space .....Ctrl+sb  
Quad Space .....Sft+tab  
New Line .....Sft+rt

## Text

Reduce By 1 .....alt+<  
Reduce By 2 .....alt+sft+<  
Increase By 1 .....alt+>  
Increase By 2 .....alt+sft+>

## Tools Palette

Arrow Tool.....A  
Text Tool.....T  
Containment Tool.....C  
Cropping Tool.....X  
Reshaping Tool.....M  
Rotate Tool.....R  
Skew Tool.....K  
Flip Tool.....F  
Rectangle Tool.....Q  
Oval Tool.....O  
Starburst Tool.....S  
Polygon Tool.....N  
Line Tool.....L  
Border Tool.....B  
Drawing Tool.....D  
Path Tool.....P  
Zoom In Tool.....Z  
Zoom Out Tool.....U  
Scrolling Hand Tool.....H

