

PGS.KEY

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|---------------|---------------------------|----------------|------------------|
| | <i>TITLE :</i> PGS.KEY | | |
| <i>ACTION</i> | <i>NAME</i> | <i>DATE</i> | <i>SIGNATURE</i> |
| WRITTEN BY | | March 28, 2025 | |

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| REVISION HISTORY |
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| NUMBER | DATE | DESCRIPTION | NAME |
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Contents

| | | |
|----------|------------------------------|----------|
| 1 | PGS.KEY | 1 |
| 1.1 | Keyboard Shortcuts | 1 |

Chapter 1

PGS.KEY

1.1 Keyboard Shortcuts

MENU COMMANDS

Keyboard shortcuts for menu commands are shown in the menus. Most menu shortcuts use the Right Amiga key, which is represented by the A symbol in the menu. To use one of these shortcuts, hold down the Right Amiga key and press the character shown in the menu.

Type menu commands followed by a caret ^ symbol and then a character can be executed by pressing the character while holding down the Ctrl key. Object menu commands followed by a single character can be executed by pressing the character without holding down a qualifier key. (If the Object menu shortcut is uppercase, Shift must be held down.)

Only Right Amiga keyboard equivalents can be shown in the menus with AmigaDOS 2.0 2.1. The Type and Object menu keyboard equivalents will not be visible although they will still function.

| Type | | Object | |
|--------------------|-----|--------------|---|
| Style Tags | ^ Y | Style Tags | y |
| Attributes | ^ A | Edit | e |
| Font | ^ F | Information | i |
| Normal | ^ N | Line/Fill | l |
| Bold | ^ B | Trapping | T |
| Italic | ^ I | Text Wrap | w |
| Underline | ^ U | Text Anchor | A |
| Outline | ^ O | Duplicate | d |
| Reverse | ^ R | Transform | t |
| Shadow | ^ H | Rotate | r |
| Small Caps | ^ M | Move | M |
| Superscript | ^ P | Move to Page | p |
| Subscript | ^ S | Align | a |
| Heavier | ^ 1 | Distribute | D |
| Lighter | ^ 2 | Split Paths | s |
| Larger | ^ 3 | Merge Paths | m |
| Smaller | ^ 4 | Group | g |
| Line/Fill | ^ L | Ungroup | u |
| Tabs | ^ T | Lock | L |
| Insert Soft Hyphen | ^ - | Unlock | U |

| | | | |
|-----------------------|-----|------------------|---|
| Uppercase | ^ 5 | Make Drawing | K |
| Lowercase | ^ 6 | Add to Drawing | S |
| Capitalized | ^ 7 | Dissolve Drawing | W |
| Page # | ^ 8 | Bring to Front | f |
| Previous Frame Page # | ^ 9 | Bring Forward | F |
| Next Frame Page # | ^ 0 | Send to Back | b |
| | | Send Backward | B |

OBJECT EDITING SHORTCUTS

Nudging objects: Object(s) must be selected with the Object or Reshape tool to nudge them.

| | |
|--|-------------|
| Nudge objects | Shortcut |
| Nudge left | Left Arrow |
| Nudget right | Right Arrow |
| Nudge up | Up Arrow |
| Nudge down | Down Arrow |
| * hold down a Shift key to move by 10% of the nudge amount | |

Move and scale contents of a frame: A picture, drawing, EPS object, compound object, or group must be selected with the Reshape tool to shift or scale the contents within its frame.

| | |
|---|------------------|
| Shift contents of frame | Shortcut |
| Shift left | Ctrl Left Arrow |
| Shift right | Ctrl Right Arrow |
| Shift up | Ctrl Up Arrow |
| Shift down | Ctrl Down Arrow |
| Center contents in frame | Shift Ctrl C |
| * hold down a Shift key to shift by 10% of the nudge amount | |

| | |
|---------------------------|----------------------|
| Scale contents of frame | Shortcut |
| Increase by 5% | Alt Up Arrow |
| Increase by 1% | Shift Alt Up Arrow |
| Decrease by 1% | Shift Alt Down Arrow |
| Increase by 5% | Alt Down Arrow |
| Scale to fit in frame | Shift Ctrl F |
| Scale and maintain aspect | Shift Alt F |

Path point editing: You can edit the points in a path with the keyboard when at least one point in a path is selected with the Reshape tool.

| | |
|--------------------------|----------------|
| Select and delete points | Shortcut |
| Select next point | Alt Up Arrow |
| Select previous point | Alt Down Arrow |
| Delete selected points | Del |

| | |
|--------------|-------------|
| Nudge points | Shortcut |
| Nudge left | Left Arrow |
| Nudget right | Right Arrow |
| Nudge up | Up Arrow |
| Nudge down | Down Arrow |

* hold down a Shift key to move by 10% of the nudge amount

TEXT EDITING SHORTCUTS

Moving the insertion point: You can move the insertion point when it has been placed into a text object with the Text tool by using the keyboard.

| Move the insertion point to | Shortcut |
|-----------------------------|----------------------|
| Previous character | Left Arrow |
| Next character | Right Arrow |
| Previous word | Alt Left Arrow |
| Next word | Alt Right Arrow |
| Previous line | Up Arrow |
| Next line | Down Arrow |
| Previous paragraph | Alt Up Arrow |
| Next paragraph | Alt Down Arrow |
| Start of line | Shift Left Arrow |
| End of line | Shift Right Arrow |
| Start of column | Shift Up Arrow |
| End of column | Shift Down Arrow |
| Start of frame | Shift Alt Up Arrow |
| End of frame | Shift Alt Down Arrow |
| Start of article | Ctrl Up Arrow |
| End of article | Ctrl Down Arrow |

Text selection and deletion: To select text with the keyboard, you must start a block at the insertion point, move the insertion point with the arrow keys (see above), and end the block.

| Select text | Shortcut |
|---------------------------|----------|
| Start block | Ctrl W |
| End block | Ctrl Q |
| Start an additional block | Ctrl Z |

| Delete text | Shortcut |
|--------------------|---------------|
| Previous character | Backspace |
| Next character | Del |
| Selected text | Del |
| Previous word | Alt Backspace |
| Next word | Alt Del |

Text Size: Use these shortcuts to change the text size.

| Set type size | Shortcut |
|------------------------------|------------------|
| Increase to next listed size | Shift Ctrl > |
| Increase by 1 pt | Alt Shift Ctrl > |
| Decrease by 1 pt | Alt Shift Ctrl < |
| Decrease to next listed size | Shift Ctrl < |

| Set horizontal scale | Shortcut |
|----------------------|--------------|
| Increase by 5% | Shift Ctrl } |

| | |
|----------------|------------------|
| Increase by 1% | Alt Shift Ctrl } |
| Decrease by 1% | Alt Shift Ctrl { |
| Decrease by 5% | Shift Ctrl { |

Kerning, tracking and leading: When a block of text is selected, using the kerning and tracking shortcuts will set the tracking. When the insertion point is between two characters, these shortcuts will manually kern the characters.

The leading shortcuts change the leading in different amounts, depending on whether relative or fixed leading is selected.

| | |
|-------------------------|------------|
| Set kerning or tracking | Shortcut |
| Increase by 0.05em | Ctrl] |
| Increase by 0.01em | Alt Ctrl] |
| Decrease by 0.01em | Alt Ctrl [|
| Decrease by 0.05em | Ctrl [|

| | |
|-------------------------|------------|
| Set leading | Shortcut |
| Increase by 1 pt / 5% | Ctrl ; |
| Increase by 0.5 pt / 1% | Alt Ctrl ; |
| Decrease by 0.5 pt / 1% | Alt Ctrl ' |
| Decrease by 1 pt / 5% | Ctrl ' |

Breaks and indents: You can specify where text should be broken into paragraphs and columns with break and indent controls. The insertion point must be placed in a text object to insert these.

| | |
|------------------|--------------|
| Insert control | Shortcut |
| Right indent tab | Shift Tab |
| Indent here | Ctrl \ |
| New paragraph | Return |
| New line | Shift Return |
| Column break | Enter |
| Page break | Shift Enter |

TOOLBOX AND TOOLBAR SHORTCUTS

Keyboard shortcuts for some toolbox and toolbar features allow you to perform common operations without removing your hands from the keyboard.

| | |
|-----------------------|---------------|
| Function | Shortcut |
| Next tool | Alt Tab |
| Previous tool | Shift Alt Tab |
| Activate Edit palette | Ctrl E |
| Go to Page | Ctrl G |
| First Page | Shift Ctrl J |
| Previous Page | Ctrl J |
| Next Page | Ctrl K |
| Last Page | Shift Ctrl K |
