

PGS.KEY

Copyright © 1996 SoftLogik Publishing Corporation

COLLABORATORS

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

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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 2.02.1. 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 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 or EPS object must be selected with the Reshape tool to shift or scale the contents within its frame.

Move contents of frame Shortcut

Shift left Left Arrow

Shift right Right Arrow

Shift up Up Arrow

Shift down Down Arrow

Center contents in frame Ctrl C

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

Move frame only 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 move 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 Ctrl F

Scale and maintain aspect Shift Ctrl 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

Nudge 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 Ctrl Left Arrow

End of line Ctrl Right Arrow

Start of column Ctrl Alt Up Arrow

End of column Ctrl Alt Down Arrow

Start of frame Ctrl Alt Left Arrow

End of frame Ctrl Alt Right 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

Last Used Shift Ctrl 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

GENERAL SHORTCUTS

Choose Cancel in a requester Esc