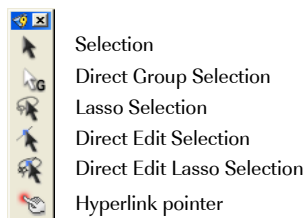


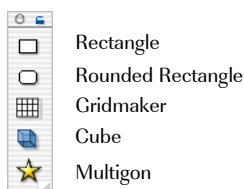
## Tools

---

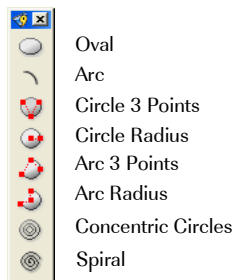
### Selection tools



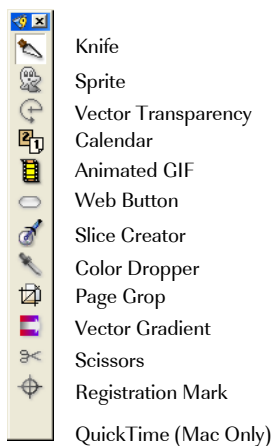
### Rectangle tools



### Oval tools



### Object tools



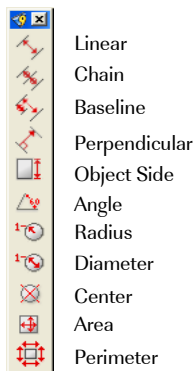
### View tools



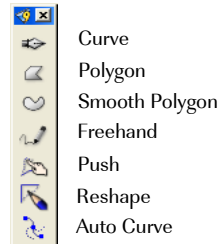
### Painting tools



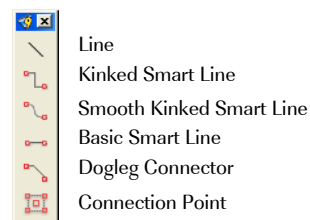
### Dimensioning tools



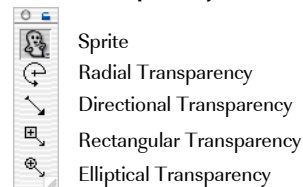
### Path tools



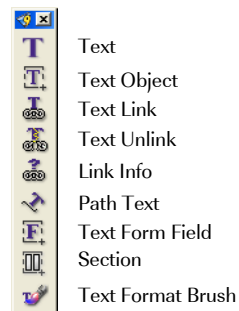
### Line tools



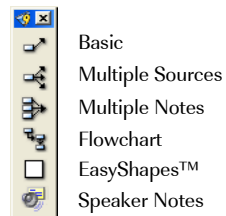
### Vector Transparency tools



### Text tools



### Annotations tools



# Quick Reference Card

## Canvas

### *Viewing and navigating*

Action	Mac OS shortcut	Windows shortcut
Scroll with the Hand tool	Hold down the Spacebar and drag in the layout area	
Zoom in	Option+Cmd+Plus Option+Tab and click Cmd+Spacebar and click	Ctrl+Alt+Plus (+) Ctrl+Spacebar and click
Zoom out	Option+Cmd+Minus (-) Option+Tab+Shift and click Cmd+Spacebar+Shift -click	Ctrl+Alt+Minus (-) Ctrl+Spacebar+Shift-click
Open a context menu	Press Ctrl and click	Click right mouse button

### *Drawing and creating objects*

Action	Mac OS shortcut	Windows shortcut
Snap to 45-degree angles	Hold down Shift as you drag	Hold down Shift as you drag
Draw from the center	Press Option and drag	Press Ctrl and drag
Copy object	Press Option and drag object	Press Ctrl and drag object
Make multiple copies of objects	Press Option+Cmd and drag	Press Ctrl+Alt and drag
Copy and resize selected objects	Begin to drag a handle and then press and hold Option	Begin to drag a handle and then press and hold Ctrl
Copy an object in Freeform mode while rotating or skewing	Press Option as you drag	Press Ctrl as you drag
Select the previous tool	Hold down Cmd	Hold down Alt

### *Selecting objects*

Action	Mac OS shortcut	Windows shortcut
Select all objects created by a particular tool	Select the tool, press Cmd+A	Select the tool, press Ctrl+A
Select objects touched by a selection box	Option-drag with Selection tool	Ctrl-drag with Selection tool
Select object behind other objects	Tab-click where objects overlap	Tab-click where objects overlap
Select object on another layer	Press Tab and click object (can be combined with other selection shortcuts)	

### *Miscellaneous shortcuts*

Action	Shortcut
Exit edit mode	Press Escape or click outside of the object
Apply the current fill ink	Ctrl-click vector or text object with the Color Dropper tool
Apply the current pen ink	Mac: Ctrl+Option-click vector or text object with the Color Dropper tool Windows: Ctrl-right-click vector or text object with the Color Dropper tool

## *Text and typography*

Action	Mac OS shortcut	Windows shortcut
Scale all text in a selected text object	Press Cmd and drag a handle on the text object	Press Alt and drag a handle on the text object
Open the Type palette	Cmd+T or double-click Text tool icon	Ctrl+T or double-click Text tool icon
Force a line break without creating a new paragraph (insert a soft return)	Press Shift+Return	Press Shift+Return

### **Move insertion point to...**

Start of word	Option+left arrow key	Ctrl+left arrow key
End of word	Option+right arrow key	Ctrl+right arrow key
Start of a line	Option+up arrow key	Ctrl+up arrow key
End of line	Option+down arrow key	Ctrl+down arrow key
Up 3 lines on the left margin	Press Page Up key	Press Page Up key
Down 3 lines on the right margin	Press Page Down key	Press Page Down key

### **Select...**

One character to right or left	Hold down Shift and press right or left arrow key	
To end or beginning of word	Shift+Option+right arrow key Shift+Option+left arrow key	Shift+Ctrl+right arrow key Shift+Ctrl+left arrow key
To beginning of line	Shift+Option+up arrow	Shift+Ctrl+up arrow
To end of line	Shift+Option+down arrow	Shift+Ctrl+down arrow
One line above or below insertion point	Shift+up arrow Shift+down arrow	Shift+up arrow Shift+down arrow
Three lines above or below insertion point	Shift+Page Up Shift+Page Down	Shift+Page Up Shift+Page Down
One word	Double-click the word	Double-click the word
From insertion point	Shift-click at end of selection	Shift-click at end of selection
One line	Triple-click the line	Triple-click the line
All text in a text object	With the insertion point in the text, press Cmd+A	With the insertion point in the text, press Ctrl+A

## *Painting and editing images*

Action	Shortcut
In paint edit mode, set foreground color to black and background color to white	Press C
Swap foreground and background colors	Press X
Set the opacity for a painting tool (if applicable)	Press a number key while the tool is selected; click the tool again
Crop a paint object (hard crop)	Press Ctrl and drag a handle on the selected paint object with the Selection (arrow) tool

Action	Shortcut
Constrain brush strokes to straight horizontal or vertical movement	Press Shift while you drag a painting tool
Switch temporarily to the Color Dropper while using a painting tool	Press Option (Mac) or Alt (Windows)
Apply a channel mask to an object, or put an object's channel mask in edit mode	Mac: Press Option and double-click the object Windows: Press Ctrl and double-click the object
Place a paint object in edit mode when another paint object is in edit mode	Press Tab and click the paint object while a painting tool is selected

## *Channels palette*

Operation	Shortcut
Add a channel to the current selection	Press Shift and drag the channel to the Selection button, or Press Option+Shift and click the channel (Mac) Press Alt+Shift and click the channel (Windows)
Replace an alpha channel with the current selection	Drag from the Selection button to the channel
Add the current selection to an existing alpha channel	Press Shift and drag from the Selection button to the channel
Create a new channel	Click the New Channel button
Delete an alpha channel	Drag the channel to the trash can icon
Duplicate a channel	Drag the channel to the New Channel button
Load a channel as a selection	Drag the channel to the Selection button, or Option-click the channel (Mac) Alt-click the channel (Windows)
Move an alpha channel in the palette	Drag the channel up or down in the list
Save the current selection in a new channel	Click the Selection button
Select the intersection of the current selection and a channel	Mac: Press Shift+Cmd and drag the channel to the Selection button, or press Shift+Cmd+Option and click the channel Windows: Press Shift+Ctrl and drag the channel to the Selection button, or press Shift+Ctrl+Alt and click the channel
Subtract a channel from the current selection	Mac: Cmd-drag the channel to the Selection button, or Press Cmd+Option and click the channel Windows: Ctrl-drag the channel to the Selection button, or Press Ctrl+Alt and click the channel
Subtract the current selection from a channel	Press Cmd (Mac) or Ctrl (Windows) and drag from the Selection button to the channel
Make a channel active	Press Cmd (Mac) or Ctrl (Windows) and a number key. Press zero to select the composite channel

## Selecting painting tools

Tool	Key (press with paint object in edit mode)	Tool	Key (press with paint object in edit mode)
Airbrush	A	Marquee, Oval Marquee, Row Selection, Column Selection	M
Blur	F	Pencil	P
Blend	G	Paintbrush	B
Bucket	K	Remote Move	V
Burn	N	Rubber Stamp	S
Dodge	O	Sharpen	R
Eraser	E	Smudge	U
Lasso	L	Sponge	D
Marker	H	Wand	W
Neon	T		

## Editing vector paths

Action	Shortcut
Place selected path in edit mode	Press Cmd+E (Mac) or Ctrl+E (Windows)
Use the pop-up menu to edit an anchor point or path segment	Mac: Ctrl-click the path with the Selection tool Windows: Right-button click the path with Selection tool
Add an anchor point to a segment	Press Option (Mac) or Ctrl (Windows) and click a segment
Delete an anchor point	Press Option+Shift (Mac) or Ctrl+Shift (Windows) and click the anchor point
Move an anchor point as you place it	Without releasing the mouse button as you set the anchor point, press the Spacebar and drag to move the anchor point
Change the length of both tangent lines of an anchor point at once	Press Option (Mac) or Ctrl (Windows) and drag either tangent line handle
Change an anchor point from smooth to cusp	Press Tab and drag either tangent line handle
Change a cusp point with two tangent lines to a smooth point	Press Tab and click a tangent line handle to align the tangent line with the other tangent line
Add a tangent line to an anchor point that does not have two tangent lines	Press Tab and drag from the anchor point
Delete one or both tangent lines from an anchor point	Press tab and click the anchor point
Close an open path	Select an endpoint, then select the Curve or Polygon tool and click the other endpoint. (Windows only: Press Alt and click either endpoint with the Selection tool)
Change the length of a tangent line without changing the angle	Mac: Press Cmd+Option and drag the tangent line handle Windows: Press Ctrl+Alt and drag the tangent line handle
Reshape the segment you drag and the adjacent segments	Press Cmd (Mac) or Alt (Windows) and drag the segment

## Menu commands

**M** Mac only   **W** Windows only   > submenu

File	Edit	Text	Object	Layout
New...	Undo	Font >	Edit >	Display >
Open...	Redo	Size >	Object Specs...	Display Options...
Close	Again	Style >	Options >	Sheets/Pages/Slides >
Place Image...	Cut	Justification >	Arrange >	Document Layout...
Place...	Copy	Leading >	Align >	Layers >
Save	Paste	Kerning >	Move...	Views >
Save As...	Clear	Insert >	Scale...	Rulers
Collect for Output...	Paste Into	Insert Picture	Group	Set Document Scale
Revert	Copy Special >	Rules...	Ungroup	Grids...
Save to Web...(W)	Paste Special... (W)	Spell Checker >	Lock	Column Guides...
Configuration Center*	Paste Attributes...	Type...	Unlock	Document Setup...
Customize...*	Calibration >	Wrap >	Path >	Slide Show...
Symbol Library*	Find...		Clipping Path >	Smart Mouse...
Print Area	Select All		SpriteLayers >	Snap To >
Page Setup...	Duplicate		Sprite Effects >	
Printer Setup...	Duplicate w/ Transform			
Print Preview...	Replicate...			
Print...	Insert Object... (W)			
Properties...	Links... (W)			
Exit (W) *				

Effects	Image	Window	Help
Rotate Right >	Mode >	Palettes >	License Manager
Rotate Left >	Select >	Toolbox >	Electronic Manual
Horizontalize	Area >	Docking Bar >	Find help on (W)
Freeform	Proxy >	Hide Toolbar	About Canvas (W)*
Flip >	Filter >	Hide Status bar (M)	Canvas 9 Online
Bind Text	Adjust >	Hide Properties bar	Online Knowledgebase
Bind Group	Calculate...	Hide Dynamic Help	Check Document
Blend...	Add Visibility Mask	Tile Across	Check For Updates...(M)
Colorize...	Import >	Tile Down	About Plug-in (W)*
Combine...	Export >	Stack	Update Canvas (W)
Envelope...	Acquire Plug-ins	Tile (M)	
Extrude...	Auto Trace...	Arrange Icons (W)	
Fractalize...	Path to Selection		
Offset Path...	Selection to Path...		
Shadow...	Show/Hide Channels		
Remove Effects			

\*These menu commands are located in the Canvas menu in Mac OS X.