



Accessibility in Microsoft® PhotoDraw™ 2000

White Paper



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For the latest information, please see <http://www.microsoft.com/office/>

Introduction

Microsoft® PhotoDraw™ business graphics software is a graphics application designed for business users in general and Microsoft Office users in particular. Similar to other Office products, PhotoDraw includes accessibility features that make reading text and viewing screen displays easier for people who are blind or have low vision. These accessibility features also make working with objects, menus, toolbars, and workpanes easier for people with limited dexterity.

[Use keyboard shortcuts](#) Many PhotoDraw features and commands are available directly from the keyboard.

[Choose pan and zoom options](#) You can pan the workspace and change the zoom level of your picture on the screen.

[Use Microsoft IntelliMouse™](#) If you use the Microsoft IntelliMouse or Microsoft IntelliMouse TrackBall pointing device, you can scroll, pan, and zoom directly from the mouse. For example, you can zoom in or out of the picture area by rotating the Intellimouse wheel forward or backward.

[Enlarge toolbar buttons](#) You can make toolbar buttons larger so that they're easier to see and use.

[View pictures in high-contrast black and white](#) You can use colors and fonts that are especially easy to view on display screens.

[Use the built-in accessibility features of Microsoft Clip Gallery and HTML Help](#) Microsoft Clip Gallery features keyboard support, screen reader support, and large clip previews; HTML Help features hyperlinks so that users can move more easily through topics.

Note If your system uses the Microsoft Windows® 95 operating system or later, you can set or change system accessibility options. For example, by turning on the Windows MouseKeys feature, you can use the numeric keypad to move the mouse pointer and to click, double-click, and drag. To set or change accessibility options, point to **Settings** on the Windows **Start** menu, and then

click **Control Panel**. Double-click **Accessibility Options**, click the tab you want, and then select the options you want. For Help on an option, click the question mark button, and then click the option.

For more information

Download accessible documentation for Microsoft products (link to ASCII text version of manual)

[Tell us what you think](#)

Accessibility features in PhotoDraw 2000

Keyboard support for most features

Microsoft PhotoDraw 2000 includes keyboard access to all features, either via access keys or the TAB key, in order to set focus to controls and execute commands:

Tab order and navigation keys

When working in PhotoDraw workpanes and dialog boxes, press the TAB key to move from one control to another in a left-to-right and top-to-bottom direction. Pressing F6 or Shift+F6 moves the keyboard focus among the workpane, the picture area, and the picture list.

Each PhotoDraw menu, including the main menu and the visual menu, has been assigned access keys indicated as underlined letters. Press ALT+ the underlined access key to drop down menus and select commands from them.

Note Access keys on workpanes will be added to future versions of PhotoDraw if it becomes a popular user request. Also, the Position Picture and Replace commands do not support keyboard interaction, but they do support MouseKeys.

Documentation of keyboard support in online Help

The keyboard interface for PhotoDraw is fully documented in online Help. You can display these Help topics at any time by choosing **Keyboard Shortcuts** from the **Help** menu, or by pressing F1 to open Help and then searching for these topics.

Customization of keys and colors

PhotoDraw lets you customize the following options:

- To change the nudge amount in the workspace when the arrow keys are used to move the selected object, or to change the function of the Intellimouse wheel, choose **Options** from the **Tools** menu, and then change the **Mouse and keyboard** settings on the **General** tab of the **Options** dialog box.
- To change the color of the view finder in the **Pan and Zoom** window, choose **Options** from the **Tools** menu, and then change the **Pan and Zoom view finder color** on the **View** tab of the **Options** dialog box.
- To change the color of the picture area, choose **Picture Setup** from the **File** menu, and then change the **Color** setting on the **Active Picture** tab for the open picture, or on the **New Picture Defaults** tab for all future pictures.
- To show shortcut keys in tooltips, choose **Options** from the **Tools** menu, and then set the **Show shortcut keys in ScreenTips** option on the **Toolbars** tab of the **Options** dialog box.

Support of Windows Accessibility Options

By default, PhotoDraw 2000 uses the same display settings as Office 97 and Office 2000. You can change the default display settings by choosing options in the Windows Control Panel:

- To enlarge the font, select the **Display** icon, and then choose the **Large Fonts** setting on the **Settings** tab of the **Display Properties** dialog box.
- To change the desktop color scheme, select the **Display** icon, and then choose one of the **High Contrast** settings on the **Appearance** tab of the **Display Properties** dialog box.
- To enlarge desktop icons, select the **Display** icon, and then select the **Use large icons** option on the **Plus!** tab of the **Display Properties** dialog box.
- To set any of the system-wide accessibility options, select the **Accessibility Options** icon, and then choose the desired options in the **Accessibility Properties** dialog box.

ToolTips

ToolTips appear on most PhotoDraw graphical controls and unlabeled controls. For example, when the pointer hovers over a picture button or any unlabeled galleries, a ToolTip appears. Context-sensitive Help can also be displayed for the majority of controls by tabbing to a control and then pressing SHIFT+F10 or CTRL+SHIFT+F10.

Note You can increase the font size in ToolTips to make them easier to read by following these steps:

1. In the Windows Control Panel, select the **Display** icon.
2. On the **Appearance** tab of the **Display Properties** dialog box, select **ToolTip** in the **Item** list.
3. Increase the font size in the **Size** list, or select a different color in the **Color** list.

Microsoft Clip Gallery and HTML Help

Improvements to Clip Gallery and the introduction of HTML Help in Microsoft PhotoDraw as well as Office 2000 offer the following features:

- **Search support in Clip Gallery** Improved natural language query and the new Find Similar feature increase access to Clip Gallery with a reduced number of keystrokes.
- **Keyboard support for Clip Gallery** Because features in Clip Gallery can be accessed via the keyboard, they are more accessible to users who have difficulty using the mouse.
- **Clip Gallery screen-reader support** In PhotoDraw 2000, the Clip Gallery allows screen readers to read ToolTips, clip captions and other text.
- **Large clip previews in Clip Gallery** Increased size of large clip previews makes clip viewing easier for those with low vision.
- **HTML Help** In PhotoDraw 2000 users can use hyperlinks to move through Help, which makes it more navigable for those who are blind or have low vision.

Planned improvements for future versions of PhotoDraw

Microsoft Active Accessibility support of menus and toolbars

By supporting Microsoft Active Accessibility™ programming interfaces, PhotoDraw would give third-party vendors access to menus and toolbars (third-party access would include the ability to navigate to a toolbar and its individual controls, move a toolbar, and get the name of a control when it has keyboard focus).

In addition, third party vendors would also be able to access these controls:

- Visual menu
- Picture list
- Object list
- Workspace (picture area and scratch area)
- Pan and Zoom window
- Floating toolbars
- Fly-out menus in toolbars (shapes, arrows, curves, order, flip/rotate, fill color, line color, line width, line style)
- Galleries and color boxes in workpanes

Keyboard access to the workspace

Scrolling the workspace

In PhotoDraw 2000, the picture area and scratch area can be scrolled only by clicking inside the scrollbars that border the workspace. The ability to page up and down in the workspace will be featured in the next-version.

Manipulating and replacing objects

In PhotoDraw 2000, you must work with a mouse to use the Position Picture and Replace commands, to move the pictures guides, and to move or resize the shapes used to crop, cut out, or erase part of an object. Future versions of PhotoDraw will include keyboard support for these tasks.

Reordering objects in the object list

While PhotoDraw 2000 users can use keyboard shortcuts to select multiple objects in the object list, they must use a mouse to change an object's front-to-back order.

Color selection

The Eyedropper tool that appears in several PhotoDraw 2000 workpanes lets users change the active color by clicking anywhere on the desktop. In future versions of PhotoDraw, users will be able to position the Eyedropper by using the arrows keys.

Note: While the True Color matrix requires the use of the mouse to select a color, the sliders and text boxes on the **True Color** tab of the **More Colors** dialog box allow you to use the keyboard to specify a color.

Consistent read-out of selection

Many but not all controls in PhotoDraw 2000 use hidden text labels to accurately identify the control that has the keyboard focus to accessibility aids. The implementation of these labels will be reviewed for accuracy and extended to all controls in future versions.

In addition, future versions of PhotoDraw will broadcast changes in the selection focus, error messages, and soft alerts.

Tell us what you think

Microsoft is dedicated to providing more support for people with disabilities. To send us suggestions about what we can do to make PhotoDraw more accessible, click WRITE US on the Microsoft toolbar, then click Send in a wish.

How to make Microsoft PhotoDraw 2000 easier to view and access

Use keyboard shortcuts

PhotoDraw provides keyboard support for most common tasks. Read more about:

- [Keys for deleting and copying objects](#)
- [Keys for selecting objects](#)
- [Keys for working with pictures](#)
- [Keys for working with menus](#)
- [Keys for working with toolbars](#)
- [Keys for working in windows and dialog boxes](#)
- [Keys for working in the Open and Save dialog boxes](#)
- [Keys for working in the text window](#)
- [Keys for modifying selected text objects](#)
- [Keyboard-mouse combinations](#)
- [Keys for working with Help](#)
- [Function keys](#)
- [Keys for working with the picture list and object list](#)
- [Microsoft IntelliMouse support](#)
- [Keys for working with selected objects](#)

Choose pan and zoom options

When you need to make a precise selection (for example, when you fix a small scratch in a photograph or cut out an area in an object), it's often best to zoom in on the area you're working on. To quickly change the view, click the arrow next to the **Zoom** box on the toolbar, and then select a zoom percentage. You can also use the **Pan and Zoom** window and the commands on the **View** menu to:

- [Zoom in and out by using the Pan and Zoom window](#)
- [Pan the workspace by using the Pan and Zoom window](#)
- [Scroll and zoom by using the Microsoft IntelliMouse pointing device](#)
- [Zoom to show a selected object](#)
- [Zoom to show the picture area](#)

- [Zoom to show all objects in the picture and scratch areas](#)

View pictures in high-contrast black and white

High contrast is an accessibility feature that uses colors and fonts designed for easy screen reading.

- 1. On the Windows Start menu, point to Settings, and then click Control Panel.**
- 2. Double-click the Accessibility Options icon.**
- 3. On the Display tab, click Use High Contrast.**
- 4. Click OK.**

The PhotoDraw workspace, menus, and toolbars appear in high-contrast black and white.

Notes

- High contrast is a screen-only setting; it does not apply to the printed picture.
- Windows NT® operating system version 4.0 does not support picture display in high-contrast black and white.

Enlarge toolbar buttons

On the **Tools** menu, click **Options**, and then click the **Toolbars** tab. Select the **Large Icons** box.

Notes

- When you select or clear the **Large Icons** box, the setting affects all Microsoft Office programs.
- When you select or clear the **Large Icons** box, this setting does not affect icons that appear in online Help.

Choose pan and zoom options in Microsoft PhotoDraw 2000

Zoom in and out by using the Pan and Zoom window

1. On the **View** menu, make sure **Pan and Zoom** is checked.
2. In the **Pan and Zoom** window, do one of the following:
 - To zoom in on a picture, drag the **Zoom** slider toward the top.
 - To zoom out, drag the **Zoom** slider toward the bottom.

Tip If you're using the Microsoft IntelliMouse pointing device, you can use it to zoom in or out of the workspace.

Pan the workspace by using the Pan and Zoom window

1. On the **View** menu, make sure **Pan and Zoom** is checked.
2. In the **Pan and Zoom** window, drag the view finder to the area you want to see.

Tip If you're using the Microsoft IntelliMouse pointing device, you can use it to pan the workspace.

Scroll and zoom by using the Microsoft IntelliMouse pointing device

You can move around and zoom in on the workspace by using the Microsoft IntelliMouse pointing device. For information about changing options and viewing troubleshooting tips for the Microsoft IntelliMouse, see the IntelliPoint Online User's Guide. (In most cases, you can find the User's Guide by clicking the Windows **Start** button, pointing to **Programs**, and then pointing to **Microsoft Input Devices**.)

To	Do this
Pan the workspace in any direction.	Hold down the wheel button and drag the pointer away from the origin mark in the direction you want to scroll. To speed up scrolling, drag away from the origin mark; to slow down scrolling, drag toward the origin mark.
Zoom in or out on the workspace.	Rotate the IntelliMouse wheel forward or back.

Tips

- By default, rotating the wheel button in the workspace zooms instead of scrolls. If you use the Microsoft IntelliMouse pointing device to scroll more often than you use it to zoom, you can set the wheel button to scroll by default. On the **Tools** menu, click **Options**, click the **General** tab, and then click **Scroll** under **Mouse and keyboard**.
- You can press the CTRL key while rotating the wheel to quickly switch between zooming and panning.

Zoom to show a selected object

1. On the workspace or in the object list, select the object you want to zoom to.
2. On the toolbar, click the arrow next to the **Zoom** box.
3. Click **Selection**.

Zoom to show the picture area

- On the toolbar, click the arrow next to the **Zoom** box.
- Click **Fit Picture Area**.

Zoom to show all objects in the picture and scratch areas

- On the toolbar, click the arrow next to the **Zoom** box.
- Click **Fit All**.

Keyboard shortcuts in Microsoft PhotoDraw 2000

Keys for deleting and copying objects

Press	To
DELETE	Delete the selected object
CTRL+X	Cut the selected object
CTRL+C	Copy the selected object
CTRL+V	Paste the cut or copied object
CTRL+Z	Undo the last action

Keys for selecting objects

Press	To select
F6 to activate the workspace, then TAB (to move backward in the stack) or SHIFT+TAB (to move forward in the stack) until the object you want is selected	An object in the workspace other than the one selected
CTRL+TAB	Next toolbar
CTRL+SHIFT+TAB	Previous toolbar
CTRL+A	Select all the objects in the picture
* CTRL+DOWN ARROW	Move selected object backward in the picture
* CTRL+UP ARROW	Move selected object forward in the picture
* CTRL+G	Group the selected objects

**denotes keys that are specific to PhotoDraw 2000.*

Keys for working with pictures

Press	To
CTRL+N	Create a new picture
CTRL+D	Make a copy of the selected object
CTRL+O	Open a picture
CTRL+W	Close a picture
CTRL+P	Print a picture
CTRL+S	Save a picture
ALT+F4	Quit PhotoDraw
CTRL+Z	Undo a completed action or cancel an action in progress
CTRL+Y	Redo or repeat an action
F6	Switch to the next pane (clockwise)
SHIFT+F6	Switch to the previous pane (counterclockwise)
ALT+ENTER	Display the properties of the selected picture
* SPACEBAR	Hide focus outline, resize handles, and picture guides
RIGHT ARROW or LEFT ARROW	Nudge the picture or object that is selected in the workspace one unit to the right or left
UP ARROW or DOWN ARROW	Nudge the picture or object that is selected in the workspace one unit up or down
SHIFT+RIGHT ARROW or LEFT ARROW	Nudge the picture or object that is selected in the workspace one grid to the right or left
SHIFT+UP ARROW or DOWN ARROW	Nudge the picture or object that is selected in the workspace one grid up or down
* PLUS SIGN (+ on numeric keypad)	Zoom in one level
* MINUS SIGN (- on numeric keypad)	Zoom out one level

** denotes keys that are specific to PhotoDraw 2000.*

Keys for working with menus

You can choose any menu command by using the keyboard. To do this, press ALT, followed by the letter underlined in the menu name, and then press the letter underlined in the command name. For example, to duplicate a selected object, press ALT+E, and then press D.

Press	To
SHIFT+F10	Display a shortcut menu that shows a list of commands relevant to the selected object
ALT+SPACEBAR	Display the program Control menu
DOWN ARROW or UP ARROW	Select the next or previous menu command
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right, or switch between a submenu and its main menu
SHIFT+F10	Display a pop-up menu

Keys for working with toolbars

Press	To
F10	Activate the menu bar
CTRL+TAB	Select the next toolbar
CTRL+SHIFT+TAB	Select the previous toolbar
TAB or SHIFT+TAB	Select the next or previous button or menu on the active toolbar
ENTER	Open the selected menu; perform the action assigned to the selected button; enter text in the selected text box; select an option in a list box or on a menu
ENTER	Enter text in the selected text box
ENTER	Enter numbers in the selected box
Arrow keys	Move through options in a list box or on a menu
ALT	Activate visible floater menus
* ALT+F or ALT+F+F	Carry out Finish command on floater menus

* denotes keys that are specific to PhotoDraw 2000.

Keys for working in windows and dialog boxes

Press	In a window to
ALT+TAB	Switch to the next program
ALT+SHIFT+TAB	Switch to the previous program
CTRL+ESC	Display the Windows Start menu
CTRL+W	Close the active picture window
CTRL+F5	Restore the active picture window
CTRL+F6	Switch to the next picture window
CTRL+SHIFT+F6	Switch to the previous picture window
F6	Switch to the next window pane in the clockwise direction
SHIFT+F6	Switch to the next window pane in the counterclockwise direction
ALT+0	Select the folder list in the Open or Save As dialog box (File menu)
The arrow keys	Select a folder in the Open or Save As dialog box (File menu)
ALT+ <i>number</i> (1 for the leftmost button, 2 for the next, and so on)	Select a toolbar button in the Open or Save As dialog box (File menu)
SHIFT +CTRL+F12	Carry out the Print command (File menu)
CTRL+F12	Carry out the Open command (File menu)
F12	Carry out the Save As command (File menu)
CTRL+TAB	Switch to the next toolbar (including the visual menu)
CTRL+SHIFT+TAB	Switch to the previous toolbar (including the visual menu)
F5	Update the files visible in the Open or Save As dialog box (File menu)

Press	In a dialog box to
CTRL+TAB	Switch to the next tab in a dialog box
CTRL+SHIFT+TAB	Switch to the previous tab in a dialog box
The TAB key	Move to the next option or option group
SHIFT+TAB	Move to the previous option or option group
The arrow keys	Move between options in a selected drop-down list box or between some options in a group of options
SPACEBAR	Perform the action assigned to the selected button; select or clear the check box
The first letter of the option name	Move to an option in a selected drop-down list box
ALT+the letter underlined in the option name	Select an option; select or clear a check box
ALT+DOWN ARROW	Open a selected drop-down list box
ENTER	Perform the action assigned to a default button in a dialog box

Press	In a text box to
HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW	Move one character to the left
RIGHT ARROW	Move one character to the right
CTRL+LEFT ARROW	Move one word to the left
CTRL+RIGHT ARROW	Move one word to the right
SHIFT+HOME	Select from the insertion point to the beginning of the entry
SHIFT+END	Select from the insertion point to the end of the entry
SHIFT+LEFT ARROW	Select or cancel the selection one character to the left
SHIFT+RIGHT ARROW	Select or cancel the selection one character to the right
CTRL+SHIFT+LEFT ARROW	Select or cancel the selection one word to the left
CTRL+SHIFT+RIGHT ARROW	Select or cancel the selection one word to the right
TAB	Move to next control option
SHIFT+TAB	Move to previous control option
F6 or SHIFT+F6	Send focus to the workpane

Keys for working in the Open and Save dialog boxes

Press	To
ALT+0	Select the folder list in the Open or Save dialog box (File menu)
ALT+1	Go to the previous folder
ALT+2	Open your World Wide Web search page

Keys for working in the text window

Press	To
LEFT ARROW	Move one character to the left
RIGHT ARROW	Move one character to the right
UP ARROW	Move one line up
DOWN ARROW	Move one line down
CTRL+LEFT ARROW	Move one word to the left
CTRL+RIGHT ARROW	Move one word to the right
END	Move to the end of a line
HOME	Move to the beginning of a line
CTRL+END	Move to the end of a text box
CTRL+HOME	Move to the beginning of a text box
BACKSPACE	Delete one character to the left in the text window
CTRL+BACKSPACE	Delete one word to the left in the text window
DELETE	Delete one character to the right in the text window
SHIFT+RIGHT ARROW	Select one character to the right
SHIFT+LEFT ARROW	Select one character to the left
CTRL+SHIFT+RIGHT ARROW	Move to the end of a word
CTRL+SHIFT+LEFT ARROW	Move to the beginning of a word
SHIFT+UP ARROW	Move one line up
SHIFT+DOWN ARROW	Move one line down

Keys for modifying selected text objects

Press	To
CTRL+B	Apply or remove bold formatting
CTRL+I	Apply italic formatting
CTRL+E	Center lines of text within a text object
CTRL+L	Left-align text within a text object
CTRL+R	Right-align text within a text object

Keyboard-mouse combinations

For drawing an AutoShape

To	Hold down
* Draw a perfect square, circle, or other shape that can be inscribed within a square	SHIFT and drag
* Draw an AutoShape from its center outward	CTRL and drag
* Temporarily turn the snap-to-grid feature on or off as you draw	ALT and drag

* *denotes combinations that are specific to PhotoDraw 2000.*

For drawing a line

To	Hold down
* Draw a line at an angle that's a multiple of 15 degrees	SHIFT and drag
* Draw a line from its center outward	CTRL and drag

* *denotes combinations that are specific to PhotoDraw 2000.*

For moving an object

To	Hold down
Move an object horizontally or vertically	SHIFT and drag
Copy an object	CTRL and drag

For moving a line

To	Hold down
Lengthen or shorten a line while maintaining its orientation	SHIFT and drag the end point
Reposition a line about its center	CTRL and drag the end point

For resizing an object or picture

To	Hold down
* Skew an object	CTRL+ALT and drag the resize handle
Resize the object or picture from its center outward	CTRL and drag any resize handle

* *denotes combinations that are specific to PhotoDraw 2000.*

For cropping a picture

On the **Cut & Crop** menu, click **Crop**, and then click a crop shape in the workpane.

To	Hold down
* Move the crop shape horizontally or vertically	SHIFT and drag
* Define the crop shape area from the center outward	CTRL and drag any cropping handle

* *denotes combinations that are specific to PhotoDraw 2000.*

For rotating an object

Drag the rotate handle on an object.

To rotate an object	Hold down
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* In 15-degree increments	SHIFT and drag the rotate handle
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* *denotes combinations that are specific to PhotoDraw 2000.*

Keys for working with Help

Press	To
ALT+SPACEBAR	Display the program Control menu
F5	Refresh the Help topic

In the navigation pane

Press	To
CTRL+TAB	Switch to the next tab
ALT+C	Switch to the Contents tab
ALT+A	Switch to the Answer Wizard tab
ALT+I	Switch to the Index tab
ENTER	Open a selected book or Help
DOWN ARROW	Select the next book or Help topic
UP ARROW	Select the previous book or Help topic

In the topic pane

Press	To
ALT+RIGHT ARROW	Go to the next Help topic
ALT+LEFT ARROW	Go to the previous Help topic
END	Move to the end of a Help topic
CTRL+P	Print the active Help topic
CTRL+A	Select the entire Help topic
CTRL+C	Copy the selected items to the Clipboard

Function keys

Press	To
F1	Display Help
SHIFT+F1	Display What's This?
F2	Show or hide the workspace
SHIFT+F2	Show or hide the workspace
F3	Show or hide the picture list
CTRL+F4	Close the active window
ALT+F4	Quit PhotoDraw
ALT+SHIFT+F4	Quit PhotoDraw
F6	Move clockwise to the next pane
SHIFT+F6	Move counterclockwise to the previous pane
F9	Activate the picture list
F10	Activate the menu bar
* F11	Carry out Fit to Picture Area command (View menu)
CTRL+F12	Carry out Open command (File menu)
SHIFT+CTRL+F12	Carry out Print command (File menu)
F12 or SHIFT F12	Carry out Save As command (File menu)
SHIFT+F10	Activate the shortcut menu
CTRL+SHIFT+F10	Activate the shortcut menu

* denotes keys that are specific to PhotoDraw 2000.

Keys for working with the picture list and object list

Press	To
* F9	Activate the picture list
F6	Move clockwise to the next pane
SHIFT F6	Move counterclockwise to the previous pane
* F3	Show or hide picture list
UP ARROW	Send the focus to the next picture up in the picture list, or send the focus to the next object up in the object list
DOWN ARROW	Send the focus to the next picture down in the picture list, or send the focus to the next object down in the object list
SPACE BAR	Select an object or picture
LEFT ARROW	Move between the picture list and object list
LEFT ARROW (twice)	Close the object list
RIGHT ARROW	Open the object list for the picture that has the focus in the picture list

* denotes keys that are specific to PhotoDraw 2000.

Microsoft IntelliMouse support

Action	To
Rotate the wheel forward	Zoom in on the workspace
Rotate the wheel backward	Zoom out on the workspace
Hold down the wheel while moving the mouse forward	Scroll up the workspace
Hold down the wheel while moving the mouse backward	Scroll down the workspace
Click the wheel while moving the mouse	Pan the workspace in all directions

Keys for working with selected objects

Action	To
*CTRL+DOWN ARROW	Move a selected object backward in the picture
* CTRL+UP ARROW	Move a selected object forward in the picture
* CTRL+G	Group the selected objects
* <i>denotes keys that are specific to PhotoDraw 2000.</i>	

For more information: <http://www.microsoft.com/office/>



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