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Keyboard and Mouse Short-cuts

This appendix lists all the default keyboard and mouse short-cuts. They may be redefined if required using the Macros facility *(17.3)*. In the short-cut definitions that follow, the symbol ^ is used to represent the Ctrl key and ⇑ is used to represent Shift.

Caret Movement

← →	Caret left/right one character
↑ ↓	Caret up/down one line
⇑← ⇑→	Caret left/right one word
⇑↑ ⇑↓	Caret up/down one paragraph
^← ^→	Caret to start/end of line
^↑ ^↓	Caret to start/end of text story
^⇑↑ ^⇑↓	Scroll up/down through story

Page Movement

Page Up	Scroll up one screen
Page Down	Scroll down one screen
⇑Page Up	Move to start of previous page
⇑Page Down	Move to start of next page
^Page Up	Move to start of first page in chapter
^Page Down	Move to start of last page in chapter
Home	Move to start of first page in document
⇑Home	Move to start of last page in document

Deleting Text

Delete	Delete character to right of caret
Backspace	Delete character to left of caret
⇑Delete	Delete word at caret
⇑Backspace	Delete previous word
^Delete	Delete from caret to end of line
^Backspace	Delete from caret to start of line
^⇑Delete	Delete line of text

Selecting Text

Click and drag	Select text region
1 left click	Clear selection
2 left clicks	Select word + following spaces
⇑2 left clicks	Select word only
3 left clicks	Select line
4 left clicks	Select paragraph
5 left clicks	Select story
1 right click	Extend/reduce selection
⇑1 left click	Extend/reduce selection

Drag & Drop

To drag and drop text, first select the text then press the left mouse button and drag it to the required insertion point.

To drag and drop a picture, first double-click to select the picture then press Alt and drag the picture to a suitable frame.

To drag and drop (move) an object within a page, press and hold down the left button, pause and then drag to the required position. Alternatively press Control and drag with the right button. For drag and drop between pages or documents see the next paragraph.

The following operations apply when dragging to within the same document:

Left drag	Move text
Alt Left and drag	Move object or picture
⇑ Left and drag	Copy text
Alt⇑ Left and drag	Copy text, object or picture

The following operations apply when dragging to another document:

Left and drag	Copy text
⇑ Left and drag	Move text
Alt Lfet and drag	Copy object or picture
Alt⇑ Left and drag	Move text, object or picture

Text Size, Kerning & Scale

^ < ^ >	Decrease/increase font size by 1pt
^⇑< ^⇑>	Decrease/increase font size through range
^; ^'	Decrease/increase kerning or tracking by 1/1000 em
^⇑; ^⇑'	Decrease/increase kerning or tracking by 1/100 em
^[^]	Decrease/increase horizontal scale by 1%
^⇑[^⇑]	Decrease/increase horizontal scale by 5%

Key Presses in Dialogue Boxes

⇑Tab	Move caret to previous writable icon
Tab	Move caret to next writable icon
Return	Same as clicking OK
Escape	Same as clicking **Cancel**

When using 'bump' arrows for increasing and decreasing values, Shift can be used to increase the step size by a factor of 10.

Selecting Objects

Left Click on an object to select it, deselecting any other objects.

Left Click Ctrl on an object to add or remove it from the selection.

Press Ctrl Shift and drag a rectangle around a number of objects to be selected.

Press Ctrl Shift and double-click to select objects hidden beneath other objects.

Working with Objects

When drawing, moving or resizing objects:

← →	Nudge pointer left or right
↑ ↓	Nudge pointer up or down
Escape	Cancel the operation

When drawing objects:

Press ⇑	To constrain rectangle or ellipse to a perfect square or circle

When moving objects:

Press ⇑	To constrain movement to horizontal or vertical

When resizing objects:

Press ^	To maintain original aspect ratio of object
Press ⇑	To constrain shape to a perfect square

Working with Pictures

Double-click on a picture to select it.

A selected picture may be moved by dragging. Press Shift to constrain movement to horizontal or vertical.

A selected picture may be resized by dragging the handles on the Resize gadget.

A selected picture may be rotated using the Rotate tool.

Right Click on a picture to deselect it.

Triple-click on picture to open **Modify picture** dialogue box.

Function keys

	Key	**Key with Ctrl**
F1	Help	Body text
F2		
F3		
F4		
F5		
F6	Modify text/picture	
F7	Modify object	
F8		
F9		
F10		
F11	Characters (see Misc menu)	
F12	Single shift font change	

Keys with Ctrl and Ctrl Shift

	Ctrl	Ctrl Shift
A	Select All	…
B	Bold	Clip Board
C	Copy	Edit master page
D	Insert Date	Duplicate
E	Centre	Edit style
F	Find/Replace	Font menu
G	Goto page	Grid lock
H	Object sHape	Object backwards
I	Italic	Show Invisibles
J	Justify	…
K	Delete object	Group/Ungroup
L	Left align	Remove effects
M	Show/Hide Print Margin	Merge command
N	New document	Normal
O	Open document	View Options
P	Print dialogue box	Preferences
Q	Remove styles	Swap char pair
R	Right align	Show Rulers
S	Save document	Swap case
T	Open Thesaurus	Text flow
U	Underline	Object forwards
V	Paste selection	ReVerse
W	Spellcheck Word	Select Word
X	Cut selection	Return to caret
Y	Redo	…
Z	Undo	Zoom options
+	Subscript	Superscript
-	Discretionary hyphen	Hard hyphen
1	100% zoom	…
2	200% zoom	…
3	150% zoom	…
4	400% zoom	…
5	50% zoom	…
6	Variable zoom	…
7	…	…
8	…	…
9	shift baseline down 1%	down by 5%
0	shift baseline up 1%	up by 5%
<	decrease font size by 1pt	36pt ---> 8pt
>	increase font size by 1pt	8pt ---> 36pt

When a line has been selected:

>	increase line width with 5mm
<	decrease line width with 5mm

Miscellaneous Key Presses

Return	New paragraph
⇑Return	New line
^Return	New page, frame or column
Tab	Insert tab character
^Tab	Display Tab/Indent ruler
Insert	Paste contents of clipboard
^Insert	Insert filename
⇑Insert	Insert file path
^Space	Non-breaking space
Ctrl Shift -	Non-breaking (hard) hyphen
Ctrl -	Soft hyphen (discretionary)