


Keyboard Shortcuts

WINDOWS VERSION








 = SHIFT

CTRL = CONTROL

 = ARROWS

A+B = PRESS A AND B

AB = PRESS A THEN B

CATEGORY	FUNCTION	WINDOWS
Page Commands	Save	CTRL + S
Selection	Select All	CTRL + A
	Deselect All	ESC
	Add to Selection	 + Drag Marquee
	Toggle Select	 + Click
	Select Object Inside a group	Double Click
ClipBoard	Cut	CTRL + X
	Copy	CTRL + C
	Paste	CTRL + V
	Paste a colour	Paste colour code while selected
Undo/Redo	Undo	CTRL + Z
	Redo	CTRL + Y
Duplicating	With Mouse	CTRL + Drag
	With Keyboard	 + CTRL + D
Grouping	Group selected objects	CTRL + ALT + G
	Ungroup selected objects	 + CTRL + ALT + G
Stacking Order	Move Forward	M F
	Move Backward	M B
	Move to Front	M  + F
	Move to Back	M  + B
Locking	Lock Objects to background	CTRL + ALT + L
	Unlock Objects	 + CTRL + ALT + L

Hiding	Hide Objects at Runtime	CTRL + ALT + H
	Un-Hide Objects at Runtime	CTRL + ALT + H
Alignment / Distribution	Align Top, Bottom, Middle	A T A B A M
	Align Left, Right, Center	A L A R A C
	Align Width, Height	A W A H
	Distribute Horizontally	D H
	Distribute Vertically	D V
Images / Attachment	Add/ Upload	Drag in or Paste
	Replace an Image	⇧ + Drag in
	Set Image As Favicon	F A V
Constraining the Mouse	Constrain Drag Up/ Down or Left/Right	⇧ + Drag
	Constrain Rotation to 45 Degrees	⇧ + ALT + Drag
Resizing	Aspect Ratio on/Off	⇧ + Resize
	Mirrored Resize	⇧ + ALT + Resize
Rotating	Rotate	⇧ + Drag
	Rotate 45'	⇧ +]
	Rotate 90' Clockwise	R ►
	Rotate 90' Counter Clockwise	R ◀
	Reset Rotation	R O
Nudging	Up, Down, Left, Right	▲ ▼ ◀ ▶
	Rotate 1 degree	[]
	Font Size	Select text box and press “-” “+”
Hyperlinks	Make Object a Link	CTRL + Drag & Drop URL over object or Paste URL on object
Developer Tools	Add Google Font By Name	N F
	Open the Head Editor	E H
	Open the Body Editor	E B
	Open Javascript Editor	J S