



Draw Guide

Appendix A
Keyboard Shortcuts

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Contributors

To This Edition

Peter Schofield

To Previous Editions

Peter Schofield

Jean Hollis Weber

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



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Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this document. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu	LibreOffice > Preferences	Access setup options
Right-click	Control +click or right-click depending on computer setup	Open a context menu
Ctrl (Control)	⌘ (Command)	Used with other keys
F5	Shift + ⌘ + F5	Open the Navigator
F11	⌘ + T	Open the sidebar Styles deck

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Introduction

You can use LibreOffice without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although LibreOffice has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” or “accessibility” keywords.

In addition to using the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Draw functions or your own macros and save them for use with Draw only, or with the entire LibreOffice suite.

To adapt shortcut keys to your needs, use the Customize dialog as described in this section.

Tips on using macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
Right-click	Control+click and/or right-click depending on computer setup	Open a context menu
Ctrl (Control)	⌘ (Command)	Used with other keys
F5	Shift+⌘+F5	Open the Navigator
F11	⌘+T	Open the Styles deck in the Sidebar



Note

Some of the shortcut keys in this appendix may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice in **Tools > Customize > Keyboard**, or in your computer system. For more information on customizing LibreOffice, see the *Getting Started Guide*.

Draw-specific function keys and keyboard shortcuts

Function keys

Shortcut keys	Effect
F1	Opens LibreOffice Draw Help
F2	Enters text mode, to add or edit text.
F3	Enters group to edit individual objects.
Shift+F3	Opens the Duplicate dialog.
Ctrl+F3	Exits a group.
F4	Opens the Position and Size dialog.
F5	Opens the Navigator.
F7	Check spelling.
Ctrl+F7	Opens the thesaurus.
F8	Turns Edit Points on/off.
Ctrl+Shift+F8	Fits text to frame.
Shift+F10	Opens context menu of a selected object.
F11	Opens the Styles and Formatting dialog.

Shortcut keys for drawings

Shortcut Keys	Effect
Plus (+) key	Zooms in.
Minus (-) key	Zooms out.
Multiple (×) Key (number pad)	Zooms to fit entire page in screen.
Divide (÷) Key (number pad)	Zooms in on the current selection.
Ctrl+Shift+G	Groups selected objects.
Shift+Ctrl+Alt+A	Ungroups selected group.
Ctrl+Shift+K	Combines selected objects.
Ctrl+Alt+Shift+K	Un-combines selected objects.
Ctrl+Shift+Plus (+) key	Brings current selection to front.

Shortcut Keys	Effect
Ctrl+Plus (+) key	Brings current selection forward.
Ctrl+Minus (-) key	Sends current selection backward.
Ctrl+Shift+Minus (-) key	Sends current selection to back.
Page Up	Switches to previous page.
Page Down	Switches to next page.
Ctrl+Page Up	Switches to previous layer.
Ctrl+Page Down	Switches to next layer.
Arrow Key	Moves the selected object in the direction of the arrow key.
Ctrl+Arrow Key	Moves the page view in the direction of the arrow key.
Ctrl+click while dragging an object.	Creates a copy of the object being dragged when mouse button is released. Note that this shortcut key works only when the Copy when moving option in LibreOffice > Preferences > LibreOffice Draw > General is enabled (this option is enabled by default).
Ctrl+Enter with keyboard focus (F6) on a drawing object icon on Tools bar.	Inserts a drawing object of default size into the center of the current view.
Shift+F10	Opens the context menu for the selected object.
F2	Enters text mode.
Enter	Enters text mode if a text object is selected.
Ctrl+Enter	Enters text mode if a text object is selected. If there are no text objects or if you have cycled through all of the text objects on the page, a new page is inserted.
Alt	Press the Alt key and drag with the mouse to draw or resize an object from the center of the object outward.
Alt + click on an object	Selects the object behind the currently selected object.
Alt+Shift + click on an object	Selects the object in front of the currently selected object.
Shift key while selecting an object	Adds or removes object to or from the selection.
Shift key while moving an object	Constrains the movement of the selected object by multiples of 45 degrees.
Shift key while dragging to create or resize an object	Constrains the size to keep the object aspect ratio.

Shortcut Keys	Effect
Tab	Cycles through the objects on the page in the order in which they were created.
Shift+Tab	Cycles through the objects on the page in the reverse-order in which they were created.
Esc	Exits current mode.

Page Pane navigation

Shortcut Keys	Effect
Home/End	Sets the focus to the first/last page.
Left/Right arrow keys or Page Up/Page Down	Sets the focus to the next/previous page.
Enter	Creates a new page.

General function keys and keyboard shortcuts

Opening menus and menu items

Shortcut Keys	Result
Alt+<?>	<p>Opens a menu where <?> is the underlined character of the menu you want to open. For example, Alt+F opens the File menu.</p> <p>With the menu open, menu items have underlined characters. To access these menu items directly, press the underlined character key. Where two menu items have the same underlined character, press the character key again to move to the next item.</p> <p>If an item in a menu has no underlined character, you need to click it directly.</p>
Esc	Closes an open menu.
F6	<p>Repeatedly pressing F6 switches the focus and circles through the following objects:</p> <ul style="list-style-type: none"> Menu bar Every toolbar from top to bottom and from left to right Every free window from left to right Document
Shift+F6	Switches through objects in the opposite direction.
Ctrl+F6	Switches the focus to the document.
F10 or Alt	Switches to the Menu bar and back.

Accessing menu commands

Press **Alt** or **F6** or **F10** to select the first item on the menu bar (the File menu). With the **right-arrow**, the next menu to the right is selected; with the **left-arrow**, the previous menu. The **Home** and **End** keys select the first and the last item on the Menu bar.

The **down-arrow** opens a selected menu. An additional **down-arrow** or **up-arrow** moves the selection through the menu commands. The **right-arrow** opens any existing submenus.

Press **Enter** to execute the selected menu command.

Accessing toolbar commands

Press **F6** repeatedly until the first icon on the toolbar is selected. Use the **right** and **left arrows** to select an icon on a horizontal toolbar. Similarly, use the **up** and **down arrows** to select an icon on a vertical toolbar. The **Home** key selects the first icon on a toolbar and the **End** key, the last.

Press **Enter** to activate the selected icon. If the selected icon normally requires a consecutive mouse action, such as inserting a rectangle, then pressing the **Enter** key is not sufficient; in these cases, press **Ctrl+Enter**.

- Press **Ctrl+Enter** on an icon to create a draw object. The draw object will be placed into the middle of the view, with a predefined size.
- Press **Ctrl+Enter** on the Selection tool to select the first draw object in the document. If you want to edit, size, or move the selected draw object, first use **Ctrl+F6** to move the focus into the document.

Navigating and selecting with the keyboard

You can navigate through a document and make selections with the keyboard.

- To move the cursor, press the key or key combination given in the following table.
- To select the characters under the moving cursor, additionally hold down the **Shift** key when you move the cursor.

Key	Function	Plus Ctrl key
Right, left arrow keys	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
Up, down arrow keys	Moves the cursor up or down one line.	(Ctrl+Alt) Moves the current paragraph up or down.
Home	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
End	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document.
PgUp	Scrolls up one page.	Moves the cursor to the header.
PgDn	Scroll down one page.	Moves the cursor to the footer.

Controlling dialogs

When you open any dialog, one element (such as a button, an option field, an entry in a list box, or a checkbox) is highlighted or indicated by a dotted box around the field or button name. This element is said to have the focus on it.

Shortcut Keys	Result
Enter	Activates selected button. In most cases where no button is selected, Enter is equivalent to clicking OK .
Esc	Closes dialog without saving any changes made while it was open. In most cases, Esc is equivalent to clicking Cancel . When an open drop-down list is selected, Esc closes the list.
Spacebar	Checks an empty checkbox. Clears a checked checkbox.
Up, down arrow keys	Moves focus up and down a list. Increases or decreases value of a variable. Moves focus vertically within a section of dialog.
Left, right arrow keys	Moves focus horizontally within a section of a dialog.
Tab	Advances focus to the next section or element of a dialog.
Shift+Tab	Returns focus to the previous section or element in a dialog.
Alt+Down Arrow	Shows items in a drop-down list.

Getting help

Shortcut Keys	Result
F1	Opens the LibreOffice Help dialog. In LibreOffice Help: jumps to the first help page of the selected tab.
Shift+F1	Turns the cursor into the What's This? question mark. Shows the tip for an item underneath the cursor.
Shift+F2	Shows tip for a selected item.
Esc	In LibreOffice Help: goes up one level.

Managing documents

Shortcut Keys	Result
Ctrl+F4 or Alt+F4	Closes the current document. Closes LibreOffice when the last open document is closed.
Ctrl+O	Launches the Open dialog to open a document.
Ctrl+S	Saves the current document. If you are working on a previously unsaved file, the shortcut launches the Save As dialog.
Ctrl+N	Creates a new document.

Shortcut Keys	Result
Shift+Ctrl+N	Opens the Templates and Documents dialog.
Ctrl+P	Opens the Print dialog to print the document.
Ctrl+Q	Closes the application.
Del	In the Save and Open dialogs, deletes the selected files or folders. Items can be retrieved from the Recycle Bin (Trash).
Shift+Del	In the Save and Open dialogs, deletes the selected files or folders. Items are permanently deleted: they can not be retrieved from the Recycle Bin (Trash).
Backspace	In the Save and Open dialogs, shows contents of the parent folder of the current directory.

Editing

Shortcut Keys	Result
Ctrl+X	Cuts selected items.
Ctrl+C	Copies selected items to the clipboard.
Ctrl+V	Pastes copied or cut items from the clipboard.
Ctrl+Shift+V	Opens the Paste Special dialog.
Ctrl+A	Selects all.
Ctrl+Z	Undoes last action.
Ctrl+Y	Redoes last action.
Ctrl+Shift+Y	Repeats last command.
Ctrl+F	Opens the Find dialog
Ctrl+H	Opens the Find & Replace dialog.
Ctrl+Shift+F	Searches for the last entered search term.
Ctrl+Shift+R	Refreshes (redraws) the document view.
Ctrl+Shift+I	Shows or hides the cursor in read-only text.

Selecting rows and columns in tables

Shortcut keys	Result
Spacebar	Toggles row selection, except when the row is in edit mode.

Shortcut keys	Result
Ctrl+Spacebar	Toggles row selection.
Shift+Spacebar	Selects the current column.
Ctrl+Page Up	Moves pointer to the first row.
Ctrl+Page Down	Moves pointer to the last row.

Defining keyboard shortcuts

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own keyboard shortcuts. See the *Getting Started Guide* for more information on defining keyboard shortcuts.

Further reading

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the key words “shortcut keys” or “accessibility”.