



**LibreOffice**  
Community



## Draw Guide 7.2

# *Appendix A, Keyboard Shortcuts*

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Other versions of LibreOffice may differ in appearance and functionality.

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## Introduction

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LibreOffice can be used without requiring a pointing device, such as a mouse or trackball, by using the keyboard shortcuts that are available in Draw. 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 using keyboard shortcuts. Although LibreOffice has an extensive set of keyboard shortcuts, each LibreOffice module has keyboard shortcuts that are specific to that module.

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 keyboard shortcuts that are listed in this appendix, keyboard shortcuts can also be defined. Assign keyboard shortcuts to standard Impress functions or macros and save them for use with Draw only, or with the other modules in LibreOffice. To customize keyboard shortcuts, see the *Getting Started Guide* for more information.



### Note

Some keyboard shortcuts are not available for computers using macOS and are indicated in the following tables by a blank cell.

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## Draw function key and keyboard shortcuts

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### Draw function keys

| <b>Windows<br/>Linux</b> | <b>macOS</b>      | <b>Effect</b>  |
|--------------------------|-------------------|--|
| <i>F1</i>                | <i>F1</i>         | Opens LibreOffice Draw help.   |
| <i>F2</i>                | <i>F2</i>         | Switches to text edit mode and opens the Text Formatting toolbar.                            |
| <i>F3</i>                | <i>F3</i>         | Enters a group of objects for editing.   |
| <i>Shift + F3</i>        | <i>Shift + F3</i> | Opens the Duplicate dialog of a selected object.   |
| <i>Ctrl + F3</i>         | ⌘ + <i>F3</i>     | Exits a group of objects.  |
| <i>F4</i>                | <i>F4</i>         | Opens the Position and Size dialog of a selected object.                                     |
| <i>F5</i>                | <i>F5</i>         | Opens the Navigator.   |
| <i>F6</i>                | <i>F6</i>         | Forward navigation of the emphasis within the on screen elements.                            |
| <i>Shift + F6</i>        | <i>Shift + F6</i> | Backward navigation of the emphasis within the on screen elements.                           |
| <i>F7</i>                | <i>F7</i>         | Starts the spelling checker. Only available in text editing mode.                            |
| <i>Shift + F7</i>        | <i>Shift + F7</i> | Switches on or off the automatic spell checking. Only available in text editing mode.        |
| <i>Ctrl + F7</i>         | ⌘ + <i>F7</i>     | Opens the Thesaurus dialog for the language being used. Only available in text editing mode. |
| <i>F8</i>                | <i>F8</i>         | Opens the Edit Points toolbar.   |

| <b>Windows<br/>Linux</b> | <b>macOS</b>          | <b>Effect</b>                                |
|--------------------------|-----------------------|--|
| <i>Ctrl + Shift + F8</i> | <i>⌘ + Shift + F8</i> | Fits text to frame of a selected object.     |
| <i>Shift + F10</i>       | <i>Shift + F10</i>    | Opens the context menu of a selected object. |
| <i>F11</i>               | <i>⌘ + T</i>          | Opens the Styles deck on the Sidebar.        |

## Draw keyboard shortcuts

| <b>Windows<br/>Linux</b>            | <b>macOS</b>                      | <b>Effect</b>   |
|-------------------------------------|-----------------------------------|---|
| <i>Plus (+)</i>                     |                                   | Zooms in.   |
| <i>Minus (-)</i>                    |                                   | Zooms out.  |
| <i>Times (×) on<br/>number pad</i>  |                                   | Fits the drawing to fill the Workspace view.  |
| <i>Divide (÷) on<br/>number pad</i> |                                   | Zooms in on the selected object.  |
| <i>Ctrl + Shift + G</i>             | <i>⌘ + Shift + G</i>              | Groups selected objects.  |
| <i>Shift + Ctrl + Alt<br/>+ G</i>   | <i>⌘ + Shift<br/>+ Option + G</i> | Ungroups selected group.  |
| <i>Ctrl + click</i>                 | <i>⌘ + click</i>                  | Enters a group to edit individual objects in the group. Click outside the group to return to normal view. |
| <i>Ctrl + Shift + K</i>             | <i>⌘ + Shift + K</i>              | Combines selected objects.  |
| <i>Ctrl + Shift + Alt<br/>+ K</i>   | <i>⌘ + Shift<br/>+ Option + K</i> | Splits a selected object that has been combined from a group of two or more objects.                      |
| <i>Ctrl + +</i>                     | <i>⌘ + +</i>                      | Brings current selection forward.   |
| <i>Ctrl + Shift + +</i>             | <i>⌘ + Shift + +</i>              | Brings current selection to the front.  |
| <i>Ctrl + -</i>                     | <i>⌘ + -</i>                      | Sends current selection backward.   |
| <i>Ctrl + Shift + -</i>             | <i>⌘ + Shift + -</i>              | Sends current selection to the back.  |
| <i>Page Up</i>                      |                                   | Switches to previous page. No function on the first page.   |
| <i>Page Down</i>                    |                                   | Switches to next page. No function on the last page.  |
| <i>Ctrl+Page Up</i>                 |                                   | Switches to previous layer.   |
| <i>Ctrl+Page Down</i>               |                                   | Switches to next layer.   |
| <i>Arrow</i>                        | <i>Arrow</i>                      | Moves a selected object in the direction of the arrow.  |
| <i>Ctrl+Arrow</i>                   | <i>Ctrl+Arrow</i>                 | Moves the page view in the direction of the arrow.  |
| <i>Left Arrow</i>                   | <i>Left Arrow</i>                 | With Pages Pane selected, switches to the previous page in a drawing. No function on the first page.      |
| <i>Right Arrow</i>                  | <i>Right Arrow</i>                | With Pages Pane selected, switches to the next page in a drawing. No function on the last page.           |

| <b>Windows<br/>Linux</b> | <b>macOS</b>          | <b>Effect</b>   |
|--------------------------|-----------------------|---|
| <i>Shift</i>             | <i>Shift</i>          | When selecting objects, adds or removes object to or from a selection of objects.   |
| <i>Shift</i>             | <i>Shift</i>          | Hold down <i>Shift</i> then click and drag a selection handle when resizing an object to maintain the proportions of the object.  |
| <i>Shift</i>             | <i>Shift</i>          | Hold down the <i>Shift</i> key while moving a selected object to constrain the movement in multiples of 45 degrees.   |
| <i>Shift</i>             | <i>Shift</i>          | Hold down the <i>Shift</i> key before selecting several adjacent objects or characters. Click at the start of a selection, move to the end of the selection.  |
| <i>Ctrl</i>              | ⌘                     | Hold down the <i>Ctrl</i> (⌘) key, then click and drag a selected object to create a copy of the object. Note that this shortcut works only when the <b>Copy when moving option</b> in <b>LibreOffice &gt; Preferences &gt; LibreOffice Draw &gt; General</b> is enabled (this option is enabled by default). |
| <i>Alt</i>               | <i>Option</i>         | Hold down the <i>Alt</i> ( <i>Option</i> ) key and draw or resize an object from the centre of the object.  |
| <i>Alt</i>               | <i>Option</i>         | Hold down the <i>Alt</i> ( <i>Option</i> ) key when selecting an object that is behind the currently selected object.   |
| <i>Alt+ Shift</i>        | <i>Option + Shift</i> | Hold down the <i>Alt</i> ( <i>Option</i> ) + <i>Shift</i> keys when selecting an object that is in front of the currently selected object.  |
| <i>Tab</i>               | <i>Tab</i>            | Selects objects in the order in which they were created.  |
| <i>Shift + Tab</i>       | <i>Shift + Tab</i>    | Selects objects in the reverse order in which they were created.  |
| <i>Esc</i>               | <i>Esc</i>            | Exits current mode.   |
| <i>Enter</i>             | <i>Enter</i>          | Enters text mode if a text object in the drawing is selected.   |
| <i>Ctrl + Enter</i>      | ⌘ + <i>Enter</i>      | Inserts a new page after the selected page in a drawing.  |
| <i>Home/End</i>          |                       | Selects the first/last page in a drawing.   |

## Editing text keyboard shortcuts

| <b>Windows<br/>Linux</b>    | <b>macOS</b>                    | <b>Effect</b>   |
|-----------------------------|---------------------------------|---|
| <i>Ctrl + -</i>             | ⌘ + -                           | Inserts a custom hyphen (soft hyphen) in text at the cursor position.   |
| <i>Ctrl + Shift + -</i>     | ⌘ + <i>Shift</i> + -            | Inserts a non-breaking hyphen (hard hyphen) in text at the cursor position.                                   |
| <i>Ctrl + Shift + Space</i> | ⌘ + <i>Shift</i> + <i>Space</i> | Inserts a non-breaking space, which is not used for hyphenation and is not expanded if the text is justified. |
| <i>Shift + Enter</i>        | <i>Shift</i> + <i>Enter</i>     | Inserts a line break without paragraph change.  |

| <b>Windows<br/>Linux</b>          | <b>macOS</b>                        | <b>Effect</b>   |
|-----------------------------------|-------------------------------------|---|
| <i>Left arrow</i>                 | <i>Left arrow</i>                   | Moves the cursor one character to the left.   |
| <i>Shift + Left arrow</i>         | <i>Shift + Left arrow</i>           | Moves the cursor one character to the left and selects the character.   |
| <i>Ctrl + Left arrow</i>          | <i>Option + Left arrow</i>          | Moves the cursor to the beginning of the previous word.   |
| <i>Ctrl + Shift + Left arrow</i>  | <i>Option + Shift + Left arrow</i>  | Moves the cursor to the left and selects the word on the left.  |
| <i>Right arrow</i>                | <i>Right arrow</i>                  | Moves the cursor one character to the right.  |
| <i>Shift + Right arrow</i>        | <i>Shift + Right arrow</i>          | Moves the cursor one character to the right and selects the character.  |
| <i>Ctrl + Right arrow</i>         | <i>Option + Right arrow</i>         | Moves the cursor to the beginning of the next word.   |
| <i>Ctrl + Shift + Right arrow</i> | <i>Option + Shift + Right arrow</i> | Moves the cursor to the right and selects the word on the right.  |
| <i>Up arrow</i>                   | <i>Up arrow</i>                     | Moves the cursor up one line.   |
| <i>Shift + Up arrow</i>           | <i>Shift + Up arrow</i>             | Moves the cursor up one line in the text and selects the lines of text.   |
| <i>Ctrl + Up arrow</i>            | <i>Option + Up arrow</i>            | Moves the cursor to the beginning of the paragraph.   |
| <i>Ctrl + Shift + Up arrow</i>    | <i>Option + Shift + Up arrow</i>    | Moves the cursor to the beginning of the paragraph. Selects the text in the paragraph from the cursor position to the beginning of the paragraph. |
| <i>Down arrow</i>                 | <i>Down arrow</i>                   | Moves the cursor down one line.   |
| <i>Shift + Down arrow</i>         | <i>Shift + Down arrow</i>           | Moves the cursor down one line in the text and selects the lines of text.   |
| <i>Ctrl + Down arrow</i>          | <i>⌘ + Down arrow</i>               | Moves the cursor to the end of the paragraph.   |
| <i>Ctrl + Shift + Down arrow</i>  | <i>Opt + Shift + Down arrow</i>     | Moves the cursor to the end of the paragraph. Selects the text in the paragraph from the cursor position to the end of the paragraph.             |
| <i>Home</i>                       |                                     | Moves the cursor to the beginning of the line.  |
| <i>Shift + Home</i>               |                                     | Moves the cursor to the beginning of the line and selects the text from the cursor position.  |
| <i>Ctrl + Home</i>                |                                     | Moves the cursor to the beginning of the text block on the slide.   |
| <i>End</i>                        |                                     | Moves the cursor to the end of the line.  |
| <i>Shift + End</i>                |                                     | Moves the cursor to the end of the line and selects the text from the cursor position.  |
| <i>Ctrl + End</i>                 |                                     | Moves the cursor to the end of the text block on the slide.   |

| <i>Windows<br/>Linux</i>        | <i>macOS</i>                        | <i>Effect</i>   |
|---------------------------------|-------------------------------------|---|
| <i>Ctrl + Del</i>               |                                     | Deletes the text from the cursor position to the end of the word.           |
| <i>Ctrl + Shift + Del</i>       |                                     | Deletes the text from the cursor position to the end of the sentence.       |
| <i>Ctrl + Backspace</i>         | <b>⌘</b> + <i>Backspace</i>         | Deletes the text from the cursor position to the beginning of the word.     |
| <i>Ctrl + Shift + Backspace</i> | <b>⌘</b> + <i>Shift + Backspace</i> | Deletes the text from the cursor position to the beginning of the sentence. |

## Menu function key and keyboard shortcuts

The function key and keyboard shortcuts listed in the following tables are available in each menu category on the Menu bar. The tables give the menu item or sub-item, operating system validity, and the effect or purpose of the shortcut.

### Note

The menus listed below are in the same order as displayed on the Menu bar from left to right.

### File menu

| <i>Menu item or sub-item</i> | <i>Windows<br/>Linux</i> | <i>macOS</i>                | <i>Effect</i>  |
|------------------------------|--------------------------|-----------------------------|--|
| Open                         | <i>Ctrl + O</i>          | <b>⌘</b> + <i>O</i>         | Opens the <b>Open</b> file browser allowing navigation to a folder and file selection.                           |
| Save                         | <i>Ctrl + S</i>          | <b>⌘</b> + <i>S</i>         | Saves the open drawing.  |
| Save As                      | <i>Ctrl + Shift + S</i>  | <b>⌘</b> + <i>Shift + S</i> | Opens the <b>Save as</b> file browser allowing navigation to a folder and saving the open drawing as a new file. |
| Print                        | <i>Ctrl + P</i>          | <b>⌘</b> + <i>P</i>         | Opens the <b>Print</b> dialog allowing selection of how the drawing is printed.                                  |

### Edit Menu

| <i>Menu item or sub-item</i> | <i>Windows<br/>Linux</i> | <i>macOS</i>        | <i>Effect</i>   |
|------------------------------|--------------------------|---------------------|---|
| Undo                         | <i>Ctrl + Z</i>          | <b>⌘</b> + <i>Z</i> | Undoes the previous editing action.                         |
| Redo                         | <i>Ctrl + Y</i>          | <b>⌘</b> + <i>Y</i> | Reverses the action of the last <b>Undo</b> command.        |
| Cut                          | <i>Ctrl + X</i>          | <b>⌘</b> + <i>X</i> | Deletes the selected object and places it on the clipboard. |
| Copy                         | <i>Ctrl + C</i>          | <b>⌘</b> + <i>C</i> | Copies the selected object to the clipboard.                |



| <b>Menu item or sub-item</b>     | <b>Windows Linux</b>    | <b>macOS</b>  | <b>Effect</b>  |
|----------------------------------|-------------------------|---------------|--|
| Paste                            | <i>Ctrl + V</i>         | ⌘ + V         | Places the object on the clipboard into the drawing.   |
| Paste Special<br>> Paste Special | <i>Ctrl + Shift + V</i> | ⌘ + Shift + V | Pastes the contents of the clipboard at the cursor position in a format that is specified using the Paste Special dialog.  |
| Select All                       | <i>Ctrl + A</i>         | ⌘ + A         | Selects all objects in a drawing.  |
| Points                           | <i>F8</i>               | <i>F8</i>     | Opens the Edit Points toolbar if there is an object on the drawing that uses editable points, for example a freeform line. |

## View menu

| <b>Menu item or sub-item</b> | <b>Windows Linux</b>    | <b>macOS</b>  | <b>Effect</b>  |
|------------------------------|-------------------------|---------------|--|
| Rulers                       | <i>Ctrl + Shift + R</i> | ⌘ + Shift + R | Switches the rulers off and on in the Workspace.       |
| Sidebar                      | <i>Ctrl + F5</i>        |               | Opens or closes the Sidebar.                           |
| Styles                       | <i>F11</i>              | ⌘ + T         | Opens or closes the <b>Styles</b> deck on the Sidebar. |
| Navigator                    | <i>F5</i>               | <i>F5</i>     | Opens the <b>Navigator</b> .                           |

## Insert menu

| <b>Menu item or sub-item</b>                   | <b>Windows Linux</b>        | <b>macOS</b>               | <b>Effect</b>   |
|--|-----------------------------|----------------------------|---|
| Text Box                                       | <i>F2</i>                   | <i>F2</i>                  | Switches to text edit mode and opens the Text Formatting toolbar. |
| Hyperlink                                      | <i>Ctrl + K</i>             | ⌘ + K                      | Opens the Hyperlink dialog.                                       |
| Comment  | <i>Ctrl + Alt + C</i>       | ⌘ + Option + C             | Inserts a new comment box onto the selected page.                 |
| Formatting Mark > Insert non-breaking space    | <i>Ctrl + Shift + Space</i> | ⌘ + Shift + Space          | Inserts a non-breaking space at the cursor position.              |
| Formatting Mark > Insert Narrow No-break Space | <i>Alt + Shift + Space</i>  | <i>Alt + Shift + Space</i> | Inserts a narrow non-breaking space at the cursor position.       |
| Formatting Mark > No-width Optional Break      | <i>Ctrl + /</i>             | ⌘ + /                      | Inserts a narrow no-width optional break at the cursor position.  |

## Format menu

| <b>Menu item or sub-item</b> | <b>Windows Linux</b>    | <b>macOS</b>         | <b>Effect</b>  |
|------------------------------|-------------------------|----------------------|--|
| Text > Bold                  | <i>Ctrl + B</i>         | ⌘ + <i>B</i>         | Applies <b>Bold</b> format to selected text.                                       |
| Text > Italic                | <i>Ctrl + I</i>         | ⌘ + <i>I</i>         | Applies <i>Italic</i> format to selected text.                                     |
| Text > Superscript           | <i>Ctrl + Shift + P</i> | ⌘ + <i>Shift + P</i> | Reduces the font size of the selected text and raises the text above the baseline. |
| Text > Subscript             | <i>Ctrl + Shift + B</i> | ⌘ + <i>Shift + B</i> | Reduces the font size of the selected text and lowers the text below the baseline. |
| Text > Increase Size         | <i>Ctrl + ]</i>         | ⌘ + <i>]</i>         | Increases the point size of selected text.   |
| Text > Decrease Size         | <i>Ctrl + [</i>         | ⌘ + <i>[</i>         | Decreases the point size of selected text.   |
| Spacing > Line Spacing 1     | <i>Ctrl + 1</i>         | ⌘ + <i>1</i>         | Sets the line spacing in a paragraph to a single line.                             |
| Spacing Line Spacing 5       | <i>Ctrl + 5</i>         | ⌘ + <i>5</i>         | Sets the line spacing in a paragraph to one and half lines.                        |
| Spacing > Line Spacing 2     | <i>Ctrl + 2</i>         | ⌘ + <i>2</i>         | Sets the line spacing in a paragraph to two lines.                                 |
| Align Text > Left            | <i>Ctrl + L</i>         | ⌘ + <i>L</i>         | Sets the paragraph alignment to left aligned.                                      |
| Align Text > Center          | <i>Ctrl + E</i>         | ⌘ + <i>E</i>         | Sets the paragraph alignment to center aligned.                                    |
| Align Text > Right           | <i>Ctrl + R</i>         | ⌘ + <i>R</i>         | Sets the paragraph alignment to right aligned.                                     |
| Align Text > Justified       | <i>Ctrl + J</i>         | ⌘ + <i>J</i>         | Sets the paragraph alignment to justified.   |
| Clear Direct Formatting      | <i>Ctrl + M</i>         | <i>Ctrl + M</i>      | Removes direct formatting that has been applied without using styles.              |
| Styles > Manage Styles       | <i>F11</i>              | ⌘ + <i>T</i>         | Opens or closes the Styles deck on the Sidebar.                                    |
| Position and Size            | <i>F4</i>               | <i>F4</i>            | Opens the Position and Size dialog of a selected object.                           |

## Shape menu

| <b>Menu item or sub-item</b> | <b>Windows Linux</b>    | <b>macOS</b>         | <b>Effect</b>   |
|------------------------------|-------------------------|----------------------|---|
| Arrange > Bring to Front     | <i>Ctrl + Shift + +</i> | ⌘ + <i>Shift + +</i> | Moves a selected object to the front of other objects.  |
| Arrange > Bring Forward      | <i>Ctrl + +</i>         | ⌘ + <i>+</i>         | Moves a selected object in front of the forward object. |

| <b>Menu item or sub-item</b> | <b>Windows Linux</b>          | <b>macOS</b>           | <b>Effect</b>   |
|------------------------------|-------------------------------|------------------------|---|
| Arrange > Send Backward      | <i>Ctrl + -</i>               | ⌘ + -                  | Moves a selected object behind the backward object.   |
| Arrange > Send to Back       | <i>Ctrl + Shift + -</i>       | ⌘ + Shift + -          | Moves a selected object to the back of other objects.   |
| Group > Group                | <i>Ctrl + Shift + G</i>       | ⌘ + Shift + G          | Groups selected objects.  |
| Group > Ungroup              | <i>Ctrl + Alt + Shift + G</i> | ⌘ + Option + Shift + G | Ungroups selected group.  |
| Group > Enter Group          | <i>F3</i>                     | <i>F3</i>              | Enters a group of objects for editing.  |
| Group > Exit Group           | <i>Ctrl + F3</i>              | ⌘ + F3                 | Exits a group of objects.   |
| Duplicate                    | <i>Shift + F3</i>             | <i>Shift + F3</i>      | When an object is selected, opens the Duplicate dialog, which provides options for duplicating the selected object. |

## Tools menu

| <b>Menu item or sub-item</b> | <b>Windows Linux</b>  | <b>macOS</b>      | <b>Effect</b>  |
|------------------------------|-----------------------|-------------------|--|
| Spelling                     | <i>F7</i>             |                   | Starts spelling checker. Only available in text editing mode.                                |
| Automatic Spell Checking     | <i>Shift + F7</i>     | <i>Shift + F7</i> | Switches on or off the automatic spell checking. Only available in text editing mode.        |
| Thesaurus                    | <i>Ctrl + F7</i>      | ⌘ + F7            | Opens the thesaurus dialog for the language being used. Only available in text editing mode. |
| Extension Manager            | <i>Ctrl + Alt + E</i> | ⌘ + Alt + E       | Opens the Extension Manager dialog.  |
| Options                      | <i>Alt + F12</i>      |                   | Opens the Options LibreOffice dialog.  |

## Windows menu

| <b>Menu item or sub-item</b> | <b>Windows Linux</b> | <b>macOS</b> | <b>Effect</b>   |
|------------------------------|----------------------|--------------|---|
| Closes Window                | <i>Ctrl + W</i>      | ⌘ + W        | Closes the active window. If there is only one window, closes Draw. |

## Help menu

| Menu item or sub-item | Windows<br>Linux | macOS     | Effect  |
|-----------------------|------------------|-----------|---|
| LibreOffice Help      | <i>F1</i>        | <i>F1</i> | Opens your browser application at the LibreOffice Help pages. |

## General function key and keyboard shortcuts

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### Opening menus and menu items

| Windows<br>Linux       | macOS             | Effect  |
|------------------------|-------------------|---|
| <i>Alt + &lt;?&gt;</i> |                   | Press the <i>Alt</i> key first, then select the underlined character of the menu to be opened. The <i>&lt;?&gt;</i> is the underlined character in the menu. For example, <i>Alt+F</i> opens the File menu.<br><br>With the menu open, menu items have an underlined character. 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.<br><br>If an item in a menu has no underlined character, click on the menu item directly. |
| <i>Esc</i>             | <i>Esc</i>        | Closes an open menu.  |
| <i>F6</i>              | <i>F6</i>         | Repeatedly pressing <i>F6</i> cycles the focus through the following objects:<br>Menu bar (Windows and Linux operating systems only)<br>Each toolbar from top to bottom and from left to right<br>Each free window from left to right<br>Drawing  |
| <i>Shift + F6</i>      | <i>Shift + F6</i> | Repeatedly pressing <i>Shift+F6</i> cycles the focus in the opposite direction.   |
| <i>Ctrl + F6</i>       | <i>Ctrl + F6</i>  | Cycles the focus back to the drawing.   |
| <i>F10</i>             |                   | Switches the access on or off for the Menu bar.   |

### Accessing Menu bar commands

- Press *F6* to select the first item on the Menu bar (the File menu).
- Press the right arrow to select the next menu to the right.
- Press the left arrow to select the previous menu to the left.
- Press the *Home* and *End* keys to select the first or last item on the Menu bar.
- Press the down arrow to open a selected menu. An additional press on the down arrow or up arrow moves the selection through the menu commands.
- Press the right arrow to open any submenus on the selected menu. Submenus are indicated by a triangle ► next to the menu item.
- Press *Enter* to execute the selected menu command.

## Accessing toolbar commands

- Press F6 repeatedly until the first tool on a toolbar is selected.
- Use the right and left arrows to select a tool on a horizontal toolbar, or the up and down arrows to select a tool on a vertical toolbar.
- Press the *Home* key to select the first tool on a toolbar, or the *End* key to select the last tool on a toolbar.
- Press *Enter* to activate the selected tool.
- Press the right arrow to open any sub-toolbar on the selected toolbar. Sub-toolbars are indicated by a triangle ▼ next to the tool.
- Keep pressing the right arrow to select a tool on a sub-toolbar.
- Press *Ctrl+Enter* to insert the selected draw object. The draw object is placed in the center of the drawing, with a predefined size.

## Controlling dialogs

When any dialog is opened, one element (for example a button or option field) indicates it has focus by highlighting, a check mark, or a dotted box around the field or button name.

| <b>Windows<br/>Linux</b>        | <b>Effect</b>  |
|---------------------------------|--|
| <i>Enter</i>                    | Activates the selected option. Where no option is selected, <i>Enter</i> is the equivalent to clicking on <b>OK</b> .                    |
| <i>Esc</i>                      | Closes a dialog without saving any changes made while it was open, the equivalent to selecting <b>Cancel</b> .                           |
| <i>Up or down arrow keys</i>    | Moves focus up and down a list.<br>Increases or decreases the value of a variable.<br>Moves focus vertically within a section of dialog. |
| <i>Left or right arrow keys</i> | Moves focus horizontally within a section of a dialog.   |
| <i>Tab</i>                      | Advances focus to the next section or element of a dialog.   |
| <i>Shift + Tab</i>              | Moves the focus to the previous section or element in a dialog.  |
| <i>Alt + Down Arrow</i>         | Shows the options available in a drop-down list.   |
| <i>Spacebar</i>                 | Checks or selects an empty checkbox.<br>Clears or deselects a checked checkbox.  |

## Toolbar function key and keyboard shortcuts

Draw provides several toolbars for the creation and editing of drawings. Some tools on the Draw toolbars can be activated using a function key or keyboard shortcut.

### **Note**

The Draw toolbars are listed in the same order displayed in the context menu that is opened by going to **View > Toolbars** on the Menu bar.

## Drawing

| <b>Tool name</b> | <b>Windows<br/>Linux<br/>macOS</b> | <b>Effect</b>  |
|------------------|------------------------------------|--|
| Insert Text Box  | <i>F2</i>                          | Switches to text edit mode and opens the Text Formatting toolbar.  |
| Edit Points      | <i>F8</i>                          | Opens the Edit Points toolbar if there is an object on the drawing that uses editable points, for example a freeform line. |

## Find

| <b>Tool name</b> | <b>Windows<br/>Linux</b> | <b>macOS</b>          | <b>Effect</b>  |
|------------------|--------------------------|-----------------------|--|
| Find and Replace | <i>Ctrl + H</i>          | ⌘ + <i>Option + H</i> | Finds and replaces all instances of text in a drawing. |

## Form Design

| <b>Tool name</b> | <b>Windows<br/>Linux</b>      | <b>macOS</b>                  | <b>Effect</b>  |
|------------------|-------------------------------|-------------------------------|--|
| Bring to Front   | <i>Ctrl + Shift + +</i>       | ⌘ + <i>Shift + +</i>          | Moves a selected object to the front of other objects. |
| Send to Back     | <i>Ctrl + Shift + -</i>       | ⌘ + <i>Shift + -</i>          | Moves a selected object to the back of other objects.  |
| Group            | <i>Ctrl + Shift + G</i>       | ⌘ + <i>Shift + G</i>          | Groups selected objects.                               |
| Ungroup          | <i>Ctrl + Alt + Shift + G</i> | ⌘ + <i>Option + Shift + G</i> | Ungroups selected group.                               |
| Enter Group      | <i>F3</i>                     | <i>F3</i>                     | Enters a group of objects for editing.                 |
| Exit Group       | <i>Ctrl + F3</i>              | ⌘ + <i>F3</i>                 | Exits a group of objects.                              |

## Image

| <b>Tool name</b>  | <b>Windows<br/>Linux</b> | <b>macOS</b>         | <b>Effect</b>  |
|-------------------|--------------------------|----------------------|--|
| Position and Size | <i>F4</i>                | <i>F4</i>            | Opens the Position and Size dialog of a selected object. |
| Bring to Front    | <i>Ctrl + Shift + +</i>  | ⌘ + <i>Shift + +</i> | Moves a selected object to the front of other objects.   |
| Bring Forward     | <i>Ctrl + +</i>          | ⌘ + +                | Moves a selected object in front of the forward object.  |
| Send Backward     | <i>Ctrl + -</i>          | ⌘ + -                | Moves a selected object behind the backward object.      |
| Send to Back      | <i>Ctrl + Shift + -</i>  | ⌘ + <i>Shift + -</i> | Moves a selected object to the back of other objects.    |

## Line and Filling

| <i>Tool name</i>  | <i>Windows<br/>Linux</i> | <i>macOS</i>         | <i>Effect</i>  |
|-------------------|--------------------------|----------------------|--|
| Position and Size | <i>F4</i>                | <i>F4</i>            | Opens the Position and Size dialog of a selected object. |
| Bring to Front    | <i>Ctrl + Shift + +</i>  | <i>⌘ + Shift + +</i> | Moves a selected object to the front of other objects.   |
| Bring Forward     | <i>Ctrl + +</i>          | <i>⌘ + +</i>         | Moves a selected object in front of the forward object.  |
| Send Backward     | <i>Ctrl + -</i>          | <i>⌘ + -</i>         | Moves a selected object behind the backward object.      |
| Send to Back      | <i>Ctrl + Shift + -</i>  | <i>⌘ + Shift + -</i> | Moves a selected object to the back of other objects.    |
| Styles            | <i>F11</i>               | <i>⌘ + T</i>         | Opens the Styles deck on the Sidebar.                    |

## Standard

| <i>Tool name</i> | <i>Windows<br/>Linux</i> | <i>macOS</i>         | <i>Effect</i>   |
|------------------|--------------------------|----------------------|---|
| New              | <i>Ctrl + N</i>          | <i>⌘ + N</i>         | Opens a new drawing.  |
| Templates        | <i>Ctrl + Shift + N</i>  | <i>⌘ + Shift + N</i> | Opens the Templates dialog to create a new drawing using a template.                    |
| Open             | <i>Ctrl + O</i>          | <i>⌘ + O</i>         | Opens the Open file browser to allow navigation to a folder and selection of a drawing. |
| Save             | <i>Ctrl + S</i>          | <i>⌘ + S</i>         | Saves the open document.  |
| Save As          | <i>Ctrl + Shift + S</i>  | <i>⌘ + Shift + S</i> | Opens the Save as file browser to save the open drawing as a new drawing.               |
| Edit Mode        | <i>Ctrl + Shift + M</i>  | <i>⌘ + Shift + M</i> | Switches on edit mode when a drawing is in read only mode.                              |
| Print            | <i>Ctrl + P</i>          | <i>⌘ + P</i>         | Opens the Print dialog to select how to print the drawing.                              |
| Cut              | <i>Ctrl + X</i>          | <i>⌘ + X</i>         | Deletes the selected object and places it on the clipboard.                             |
| Copy             | <i>Ctrl + C</i>          | <i>⌘ + C</i>         | Copies the selected object to the clipboard.  |
| Paste            | <i>Ctrl + V</i>          | <i>⌘ + V</i>         | Places the object on the clipboard into the document.                                   |
| Clear            | <i>Ctrl + M</i>          | <i>Ctrl + M</i>      | Removes direct formatting that has been applied without using styles.                   |
| Undo             | <i>Ctrl + Z</i>          | <i>⌘ + Z</i>         | Undoes the previous editing action.   |
| Redo             | <i>Ctrl + Y</i>          | <i>⌘ + Y</i>         | Reverses the action of the last <b>Undo</b> command.                                    |

| <i>Tool name</i>  | <i>Windows<br/>Linux</i> | <i>macOS</i>      | <i>Effect</i>  |
|-------------------|--------------------------|-------------------|--|
| Spelling          | <i>F7</i>                | <i>F7</i>         | Starts the spelling checker. Only available in text editing mode.  |
| Auto Spellcheck   | <i>Shift + F7</i>        | <i>Shift + F7</i> | Switches on or off the automatic spell checking. Only available in text editing mode.                                      |
| Text Box          | <i>F2</i>                | <i>F2</i>         | Switches to text edit mode and opens the Text Formatting toolbar.  |
| Insert Hyperlink  | <i>Ctrl + K</i>          | <i>⌘ + K</i>      | Opens the Hyperlink dialog.  |
| Position and Size | <i>F4</i>                | <i>F4</i>         | Opens the Position and Size dialog of a selected object.   |
| Edit Points       | <i>F8</i>                | <i>F8</i>         | Opens the Edit Points toolbar if there is an object on the drawing that uses editable points, for example a freeform line. |

## Standard (Viewing Mode)

| <i>Tool name</i> | <i>Windows<br/>Linux</i> | <i>macOS</i>          | <i>Effect</i>   |
|------------------|--------------------------|-----------------------|---|
| Save As          | <i>Ctrl + Shift + S</i>  | <i>⌘ + Shift + S</i>  | Opens the Save as file browser so you can save the open document as a new document. |
| Edit Mode        | <i>Ctrl + Shift + M</i>  | <i>⌘ + Shift + M</i>  | Switches on edit mode when a document is in read only mode.                         |
| Print            | <i>Ctrl + P</i>          | <i>⌘ + P</i>          | Opens the Print dialog so that you can select how you want to print the document.   |
| Copy             | <i>Ctrl + C</i>          | <i>⌘ + C</i>          | Copies the selected object to the clipboard.  |
| Find and Replace | <i>Ctrl + H</i>          | <i>⌘ + Option + F</i> | Opens the Find and Replace dialog.  |

## Text Formatting

| <i>Tool name</i> | <i>Windows<br/>Linux</i> | <i>macOS</i>            | <i>Effect</i>  |
|------------------|--------------------------|-------------------------|--|
| Increase         | <i>Ctrl + ]</i>          | <i>⌘ + ]</i>            | Increases the point size of selected text.   |
| Decrease         | <i>Ctrl + [</i>          | <i>⌘ + [</i>            | Decreases the point size of selected text.   |
| Bold             | <i>Ctrl + B</i>          | <i>⌘ + B</i>            | Applies <b>Bold</b> format to selected text.                                       |
| Italic           | <i>Ctrl + I</i>          | <i>⌘ + I</i>            | Applies <i>Italic</i> format to selected text.                                     |
| Superscript      | <i>Ctrl + Shift + P</i>  | <i>Ctrl + Shift + P</i> | Reduces the font size of the selected text and raises the text above the baseline. |



| <b>Tool name</b> | <b>Windows<br/>Linux</b> | <b>macOS</b>            | <b>Effect</b>  |
|------------------|--------------------------|-------------------------|--|
| Subscript        | <i>Ctrl + Shift + B</i>  | <i>Ctrl + Shift + B</i> | Reduces the font size of the selected text and lowers the text below the baseline. |
| Clear            | <i>Ctrl + M</i>          | <i>Ctrl + M</i>         | Removes direct formatting that has been applied without using styles.              |
| Left             | <i>Ctrl + L</i>          | ⌘ + <i>L</i>            | Sets the paragraph alignment to left aligned.                                      |
| Center           | <i>Ctrl + E</i>          | ⌘ + <i>E</i>            | Sets the paragraph alignment to center aligned.                                    |
| Right            | <i>Ctrl + R</i>          | ⌘ + <i>R</i>            | Sets the paragraph alignment to right aligned.                                     |
| Justified        | <i>Ctrl + J</i>          | ⌘ + <i>J</i>            | Sets the paragraph alignment to justified.   |
| Select All       | <i>Ctrl + A</i>          | ⌘ + <i>A</i>            | Selects all the text in a text box.  |