

**PGS.KEY**

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	<i>TITLE :</i> PGS.KEY		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		August 23, 2022	

**REVISION HISTORY**

NUMBER	DATE	DESCRIPTION	NAME

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# Chapter 1

## PGS.KEY

### 1.1 Keyboard Shortcuts

#### MENU COMMANDS

Keyboard shortcuts for menu commands are shown in the menus. Most menu shortcuts use the Right Amiga key, which is represented by the A symbol in the menu. To use one of these shortcuts, hold down the Right Amiga key and press the character shown in the menu.

Type menu commands followed by a caret ^ symbol and then a character can be executed by pressing the character while holding down the Ctrl key. Object menu commands followed by a single character can be executed by pressing the character without holding down a qualifier key. (If the Object menu shortcut is uppercase, Shift must be held down.)

Only Right Amiga keyboard equivalents can be shown in the menus with AmigaDOS 2.0 2.1. The Type and Object menu keyboard equivalents will not be visible although they will still function.

Type		Object	
Style Tags	^ Y	Style Tags	y
Attributes	^ A	Edit	e
Font	^ F	Information	i
Normal	^ N	Line/Fill	l
Bold	^ B	Trapping	T
Italic	^ I	Text Wrap	w
Underline	^ U	Text Anchor	A
Outline	^ O	Duplicate	d
Reverse	^ R	Transform	t
Shadow	^ H	Rotate	r
Small Caps	^ M	Move	M
Superscript	^ P	Move to Page	p
Subscript	^ S	Align	a
Heavier	^ 1	Distribute	D
Lighter	^ 2	Split Paths	s
Larger	^ 3	Merge Paths	m
Smaller	^ 4	Group	g
Tabs	^ T	Ungroup	u
Insert Soft Hyphen	^ -	Lock	L
Uppercase	^ 5	Unlock	U

Lowercase	^ 6	Make Drawing	K
Capitalized	^ 7	Add to Drawing	S
Page #	^ 8	Dissolve Drawing	W
Previous Frame Page #	^ 9	Bring to Front	f
Next Frame Page #	^ 0	Bring Forward	F
		Send Backward	b
		Send to back	B

#### OBJECT EDITING SHORTCUTS

Nudging objects: Object(s) must be selected with the Object or Reshape tool to nudge them.

Nudge objects	Shortcut
Nudge left	Left Arrow
Nudget right	Right Arrow
Nudge up	Up Arrow
Nudge down	Down Arrow
* hold down a Shift key to move by 10% of the nudge amount	

Move and scale contents of a frame: A picture, drawing, EPS object, compound object, or group must be selected with the Reshape tool to shift or scale the contents within its frame.

Shift contents of frame	Shortcut
Shift left	Ctrl Left Arrow
Shift right	Ctrl Right Arrow
Shift up	Ctrl Up Arrow
Shift down	Ctrl Down Arrow
Center contents in frame	Shift Ctrl C
* hold down a Shift key to shift by 10% of the nudge amount	

Scale contents of frame	Shortcut
Increase by 5%	Alt Up Arrow
Increase by 1%	Shift Alt Up Arrow
Decrease by 1%	Shift Alt Down Arrow
Increase by 5%	Alt Down Arrow
Scale to fit in frame	Shift Ctrl F
Scale and maintain aspect	Shift Alt F

Path point editing: You can edit the points in a path with the keyboard when at least one point in a path is selected with the Reshape tool.

Select and delete points	Shortcut
Select next point	Alt Up Arrow
Select previous point	Alt Down Arrow
Delete selected points	Del

Nudge points	Shortcut
Nudge left	Left Arrow
Nudget right	Right Arrow
Nudge up	Up Arrow
Nudge down	Down Arrow

\* hold down a Shift key to move by 10% of the nudge amount

#### TEXT EDITING SHORTCUTS

Moving the insertion point: You can move the insertion point when it has been placed into a text object with the Text tool by using the keyboard.

Move the insertion point to	Shortcut
Previous character	Left Arrow
Next character	Right Arrow
Previous word	Alt Left Arrow
Next word	Alt Right Arrow
Previous line	Up Arrow
Next line	Down Arrow
Previous paragraph	Alt Up Arrow
Next paragraph	Alt Down Arrow
Start of line	Shift Left Arrow
End of line	Shift Right Arrow
Start of column	Shift Up Arrow
End of column	Shift Down Arrow
Start of frame	Shift Alt Up Arrow
End of frame	Shift Alt Down Arrow
Start of article	Ctrl Up Arrow
End of article	Ctrl Down Arrow

Text selection and deletion: To select text with the keyboard, you must start a block at the insertion point, move the insertion point with the arrow keys (see above), and end the block.

Select text	Shortcut
Start block	Ctrl W
End block	Ctrl Q
Start an additional block	Ctrl Z

Delete text	Shortcut
Previous character	Backspace
Next character	Del
Selected text	Del
Previous word	Alt Backspace
Next word	Alt Del

Text Size: Use these shortcuts to change the text size.

Set type size	Shortcut
Increase to next listed size	Shift Ctrl >
Increase by 1 pt	Alt Shift Ctrl >
Decrease by 1 pt	Alt Shift Ctrl <
Decrease to next listed size	Shift Ctrl <

Set horizontal scale	Shortcut
Increase by 5%	Shift Ctrl }

Increase by 1%	Alt Shift Ctrl }
Decrease by 1%	Alt Shift Ctrl {
Decrease by 5%	Shift Ctrl {

Kerning, tracking and leading: When a block of text is selected, using the kerning and tracking shortcuts will set the tracking. When the insertion point is between two characters, these shortcuts will manually kern the characters.

The leading shortcuts change the leading in different amounts, depending on whether relative or fixed leading is selected.

Set kerning or tracking	Shortcut
Increase by 0.05em	Ctrl ]
Increase by 0.01em	Alt Ctrl ]
Decrease by 0.01em	Alt Ctrl [
Decrease by 0.05em	Ctrl [

Set leading	Shortcut
Increase by 1 pt / 5%	Ctrl ;
Increase by 0.5 pt / 1%	Alt Ctrl ;
Decrease by 0.5 pt / 1%	Alt Ctrl '
Decrease by 1 pt / 5%	Ctrl '

Breaks and indents: You can specify where text should be broken into paragraphs and columns with break and indent controls. The insertion point must be placed in a text object to insert these.

Insert control	Shortcut
Right indent tab	Shift Tab
Indent here	Ctrl \
New paragraph	Return
New line	Shift Return
Column break	Enter
Page break	Shift Enter

#### TOOLBOX AND TOOLBAR SHORTCUTS

Keyboard shortcuts for some toolbox and toolbar features allow you to perform common operations without removing your hands from the keyboard.

Function	Shortcut
Next tool	Alt Tab
Previous tool	Shift Alt Tab
Activate Edit palette	Ctrl E
Go to Page	Ctrl G
First Page	Shift Ctrl J
Previous Page	Ctrl J
Next Page	Ctrl K
Last Page	Shift Ctrl K

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