

# My Very Crafty Keyboard Shortcuts

Here are some of the KEYboard Shortcuts that will get you started as a PRO in no time when designing. My favorite is "G" to turn on and off the grid lines! Happy Crafting!

#### View

Show Design Page: Shift+D

Show Grid: G

Show Grid Panel: F4

Show Page Panel: Fl

Print Border: Shift+P

Cut Border: Shift+L

Center of Rotation: O

Registration Marks Window: F3

Media Layout View: Shift+V

#### **Edit**

Copy: Ctrl+C

Paste: Ctrl+V

Cut: Ctrl+X

Undo: Ctrl+Z

Redo: Ctrl+Shift+Z

Select All: Ctrl+A

Deselect All: Ctrl+Shift+A

## File

New Document: Ctrl+N

Open Document: Ctrl+O

Save Document: Ctrl+S

Save As: Ctrl+Shift+S

Print: Ctrl+P Quit: Ctrl+Q

## **Tools**

Select Tool: V

Edit Points Tool: A

Line Tool: \

Rectangle Tool: R

Rounded Rectangle Tool: Shift+R

Ellipse Tool: E

Polygon Tool: P

Curve Tool: C

Freehand Tool: F

Smooth Freehand Tool: Shift+F

Arc Tool: Shift+A

Regular Polygon Tool: Shift+P

Text Tool: T

Eraser Tool: Shift+E

Knife Tool: K

Eyedropper Tool: I

Eyedropper with Sample: Ctrl+Click

# **Object**

Group: Ctrl+G

Ungroup: Ctrl+Shift+G

Make Compound Path: Ctrl+E

Release Compound Path: Ctrl+Shift+E