

Corel Ventura™ 5 Keyboard Shortcuts

Function	Shortcut
Special Characters	
Copyright Mark	Ctrl + Shift + C
Discretionary Hyphen	Ctrl + Shift + H
Em Dash	Ctrl + Alt + M
Em Space	Ctrl + Shift + M
En Dash	Ctrl + Alt + N
En Space	Ctrl + Shift + N
Figure Space	Ctrl + Shift + F
Non-Breaking Space	Ctrl + Shift + Spacebar
Quote (Open)	Ctrl + Alt + Q
Quote (Closed)	Ctrl + Alt + C
Registered Trademark	Ctrl + Shift + R
Thin Space	Ctrl + Shift + T
Trademark	Ctrl + Shift + 2
Line Break	Ctrl + Enter
Select Underlying Objects	Ctrl + Mouse + Select
Navigating Through a Document	
Move to Beginning of Text Line (Text Tool only)	Home
Move to End of Text Line (Text Tool only)	End
Go to First Page	Ctrl + Home
Go to Last Page	Ctrl + End
Go to Next Page/Screen	PgDn
Go to Previous Page/Screen	PgUp
Go to Page	Ctrl + G
To Front (Pick Tool only)	Shift + PgUp
To Back (Pick Tool only)	Shift + PgDn
Select All (Graphics)	N/A
Go to Next Chapter	Alt + PgDn
Go to Previous Chapter	Alt + PgUp
Toolbox Keys	
Change from Text tool to Pick Tool	Ctrl + Space
Zoom In	F2
Zoom Out	F3
Zoom to Whole Page	Shift + F4
Zoom Dialog	Shift + F2
Enlarged View	N/A

Function	Shortcut
Normal View	N/A
Reduced View	N/A
Freeform Text Tool	F8
Tagged Text Tool	Shift + F8
Text Tool	N/A
Outline Tool (Line Attributes) (graphic selected)	F12
Outline Tool (Line Color) (graphic selected)	Shift + F12
Fill Tool (Uniform Fill)	Shift + F11
Fill Tool (Fountain Fill)	F11
Double-clicking inside a frame with the Pick Tool activated changes the current tool to the last Text Tool selected (Freeform or Tagged)	
Alt + mouse click with the Pick Tool enabled selects behind objects	
Double-clicking inside a table with the Pick Tool activated changes the current tool to the last Text Tool selected (Freeform or Tagged); the cursor becomes a cross when over a table with the Pick Tool selected.	
Tag/Text Formatting	
Bold Selected Text	Ctrl + B
Italicize Selected Text	Ctrl + I
Underscore Selected Text	Ctrl + U
Normal Text	Ctrl + M
Insert Soft Return	Shift + Enter
Paragraph Settings Dialog	Ctrl + T
Selected Text	Ctrl + Shift + Y
Manage Overrides	Shift + F10
Manage Tag List	Shift + F9
Add New Tag	N/A
Update Auto-Numbering	Ctrl + F2
Edit Marker	Ctrl + D
Refresh Window	Ctrl + W
Show/Hide Tabs & Returns	Ctrl + H
Show/Hide Column Guides	Ctrl + Alt + G
Snap to Grid	Ctrl + Y
Increase Point Size of Selected Text	Ctrl + Alt + U
Decrease Point Size of Selected Text	Ctrl + Alt + J
Increase Kerning Space of Selected Text	Ctrl + Alt + I
Decrease Kerning Space of Selected Text	Ctrl + Alt + K
Increase Interline Spacing (½ pt. each time)	Ctrl + Alt + O

Function	Shortcut
Decrease Interline Spacing (½ pt. each time)	Ctrl + Alt + 9
Extend Selection by 1 Page/Screen Up (Only with Text Tool and in the Copy Editor)	Shift + PgUp
Extend Selection by 1 Page/Screen Up (Only with Text Tool and in the Copy Editor)	Shift + PgDn
Roll-Up Keys	
Mosaic Roll-Up	Alt + F1
Files Roll-Up	Alt + F2
Tags Roll-Up	Alt + F3
Character Roll-Up	Alt + F5
Cross References Roll-Up	Alt + F6
Index Entries Roll-Up	Alt + F7
Placement Roll-Up	Alt + F8
Node Edit Roll-Up	Alt + F9
Table Settings	Ctrl + F9
Quick Format Roll-Up	Ctrl + Q
Dialog Box Keys	
Chapter Settings Dialog	F5
Frame Settings Dialog	F6
Recall Last Dialog or Last Menu Selection	F7
Find & Replace	Ctrl + F3
Spell Check	Ctrl + F5
Preferences	Ctrl + J
Ruling Lines	Ctrl + F8
Align Dialog	Ctrl + A
File Menu Keys	
New	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Load Text	F9
Load Graphic	F10
Print	Ctrl + P
Exit	Alt + F4

Function	Shortcut
Edit Menu	
Undo	Ctrl + Z or Alt + Bksp
Redo	Alt + Return
Cut	Ctrl + X or Shift + Del
Copy	Ctrl + C or Ctrl + Ins
Paste	Ctrl + V or Shift + Ins
Delete	Del
Text Ribbon and Text Selection Keys	
Font Selection	Ctrl + F
Point Size	Ctrl + Shift + P
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Normal	Ctrl + M
Left Align	Ctrl + L
Center Align	Ctrl + E
Right Align	Ctrl + R
Tag Selection	Ctrl + Alt + T
<p>ALT key with either Freeform or Tagged Text tool activated selects the paragraph. Hold the ALT key and click to select several non-contiguous paragraphs. Hold the ALT key and drag the mouse to select several contiguous paragraphs; the shape of the cursor changes temporarily.</p> <p>CTRL + mouse click with either Freeform or Tagged Text tool selects the whole sentence. Only one sentence selected at a time; if you click a second sentence, the first one is deselected.</p> <p>CTRL and drag selects multiple contiguous sentences.</p>	
Graphic Keys	
<p>Holding down the CTRL key while drawing graphics constrains the graphic.</p> <p>Pressing the CTRL key and clicking the mouse button pans a graphic in a frame.</p> <p>Holding down the SHIFT key while drawing frames or graphics draws multiple objects.</p>	

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