

Corel Ventura 7 Keyboard Shortcuts

Special Characters	
Copyright	Ctrl + Alt + C
Discretionary Hyphen	Ctrl + Shift + H
Double Opening Quote	Shift + " "
Double Closing Quote	Alt+ Shift + " "
Em Dash	Alt + Shift + _
Em Space	Ctrl + Shift + M
En Dash	Alt + -
En Space	Ctrl + Shift + N
Figure Space	Ctrl + Alt + F
Line Break	Shift + Enter
Nonbreaking Space	Ctrl + Spacebar
Insert Page Break	Ctrl + Enter
Registered	Ctrl + Alt + R
Single Opening Quote	'
Single Closing Quote	Alt + '
Thin Space	Ctrl + T
Trademark	Alt + Ctrl + T
Ellipsis	Alt + Period
Text Attributes & Alignment	
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Double Underline	Ctrl + Shift + D
Normal	Ctrl + M
Uppercase	Ctrl + Shift + U
Center Align	Ctrl + E
Justified	Ctrl + J
Left Align	Ctrl + L
Right Align	Ctrl + R
Subscript	Ctrl + =
Superscript	Alt + =
Editing Keys	
Delete	Delete
Cut	Ctrl + X, Shift + Del
Copy	Ctrl + C, Ctrl + Ins
Paste	Ctrl + V, Shift + Ins
Redo	Ctrl + Y
Undo	Ctrl + Z
Repeat	Ctrl + Alt + Y
Kern Looser	Ctrl + [
Kern Tighter	Ctrl +]
Decrease Interline Spacing	Ctrl + Shift + {
Increase Interline Spacing	Ctrl + Shift + }
Decrease Font Size	Ctrl + Shift + -
Increase Font Size	Ctrl + Shift + =

Cursor Movement	
Go to Page	Ctrl + G
Move one character left or right	Left Arrow or Right Arrow
Move to the end of a line – places cursor at the end of the line	End
Move to the beginning of a line – places cursor at the start of line	Home
One word left	Ctrl + Left Arrow
One word right	Ctrl + Right Arrow
One paragraph up	Ctrl + Up Arrow
One paragraph down	Ctrl + Down arrow
Beginning of chapter	Alt + Home
End of chapter	Alt + End
Down one screen	PgDown
Up one screen	PgUp
Down one page (keeps the location on the page and turns the page)	Ctrl + PgDown
Up one page (keeps the location on the page and turns the page)	Ctrl + PgUp
Next Chapter	Alt + PgDn
Previous chapter	Alt + PgUp
Beginning of Publication (not to beginning of document)	Ctrl + Home
End of Publication (not to end of document)	Ctrl + End - Move to the end of document
Go to the previous pub window	Ctrl + Shift + F6
Go to next publication window	Ctrl + F6
To the previous frame or object	Tab
To the next frame or object	Shift + Tab
Selection of Text	
Select a Word	Double-click
Select to the beginning of a word	Ctrl + Shift + Left arrow
Select to the end of a word – includes space after word	Ctrl + Shift + Right arrow
Select to beginning of paragraph	Ctrl + Shift + Up arrow
Select to end of paragraph	Ctrl + Shift + Down arrow
Select text to beginning of file/chapter	Ctrl + Shift + Home
Select text end of file/chapter	Ctrl + Shift + End
Select one line up	Shift+Up arrow
Select one line down	Shift + Down Arrow
Select from insertion point to end of entry	Shift + End
Select all	Ctrl + A
Delete one word to the left	Ctrl + Backspace
Delete one word to the right	Ctrl + Delete
Delete Pages	Alt + D
Zoom and View	
Copy Editor	Alt + F10
Page Layout	Alt + F11
Master Page	Alt + F12
Refresh Window	Ctrl + W
Previous Dialog	F7
Split Window	Ctrl + Alt + S

Zoom In	F2
Zoom out	F3
Zoom to Actual Size	F4
Zoom to whole page	F5
Facing Page Zoom	F6 (must press F6 again to change to another Zoom size)
Zoom dialog	Shift + F2
Zoom to Selected	Shift + F6
Close the window	Ctrl + F1
Switch to the next window	Ctrl + F6
Show Column Guides	Ctrl + Alt + G
Show Tabs and Returns	Ctrl + H
Show/Hide Frame Borders	Ctrl + K
Snap to Grid	Ctrl + Q

Node Editing

Add Node	Alt + Shift + A
Delete Node	Alt + Shift + D
Delete the selected node	- (minus key) in Node edit
Add a node to selected point on the curve	+ (plus key) in Node edit
Constrain the movement of a node or control point to multiples of 90 degrees	CTRL while moving the curve in Node edit
Select multiple nodes	SHIFT + CLICK the nodes
Select the start node of a curve	HOME in Node edit
Select the end node of a curve	END in Node edit
Select the last subpath in the curve	END in Node edit
Select the first subpath in the curve	HOME in Node edit
Nudge selected node(s) left	Left Arrow in Node edit
Nudge selected node(s) right	Right Arrow in Node edit
Nudge selected node(s) up	Up Arrow in Node edit
Nudge selected node(s) down	Down Arrow in Node edit
Delete the selected subpath	DEL in Node edit
Toggle selection of last subpath on and off	SHIFT + CTRL and press END in Node edit
Toggle selection of first subpath on and off	SHIFT + CTRL and press HOME in Node edit
Select all nodes on a path or subpath	SHIFT + CTRL in Node edit
Toggle selection of end node on and off	SHIFT + END in Node edit
Toggle selection of start node on and off	SHIFT + HOME in Node edit
Shift current node selections backwards along the curve	SHIFT + TAB in Node edit
Shift current node selections forward along the curve	TAB in Node edit

Alignment of Objects

Alignment	Ctrl + Alt + A
Group	Alt + G
Ungroup	Alt + U
Order - To Front	Shift + F11
Order - To Back	Shift + F12
Order - Forward one	Ctrl + F11
Order - Back one	Ctrl + F12

Objects/Graphics

Convert to Curves	Ctrl + Shift + V
Constrain	Ctrl key while drawing graphics provides constraint
Edit Artistic Text	Ctrl + Shift + E
Object Properties	Alt + Enter

Toolbox

Fountain Fill	Alt + F3
Outline Attributes	Alt + F5
Drawing frames or graphics allow multiple objects to be drawn	Alt + Draw (unless using the Options setting)

Tagging

Select Non-Contiguous Paras	Ctrl + Alt + Click
Tag List	Ctrl + Shift + T
Manage Overrides	Ctrl + F10
Add Paragraph Tag	Ctrl + Shift + B
Font List	Ctrl + Shift + F
Font Size	Ctrl + Shift + P
Paragraph Properties	(Alt+Enter when selected)
Selection Properties	(Alt+Enter when selected)
Tag1	Ctrl + 0
Tag2	Ctrl + 1
Tag3	Ctrl + 2
Tag4	Ctrl + 3
Tag5	Ctrl + 4
Tag6	Ctrl + 5
Tag7	Ctrl + 6
Tag8	Ctrl + 7
Tag9	Ctrl + 8
Tag10	Ctrl + 9

Menus & Dialogs

New	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P
Cancel	ESC
Exit	Alt + F4
Close publication window	Ctrl + F4
Import Picture	F8 Select Picture
Import Text	F9 Select Text
Find & Replace	Ctrl + F
Spelling	Ctrl + F8
Edit Item	Ctrl + D
Insert Hidden Text	Alt + Shift + H
Ruling & Lines	Shift + F8
Options	Ctrl + Shift + O
Update Auto Numbering	Ctrl + F2
Hyphenation Dialog	Ctrl + Alt + H
Text	Ctrl + Shift + S (or Alt + Enter when selected)
Frame	Ctrl + F7 (or Alt + Enter when selected)
Format Table	Ctrl + F9 (or Alt+Enter when selected)
New paragraphs in table cell	ENTER in table cell
Help Topics	F1
Help Screen/Menu Help	Shift + F1
Right-Mouse (Display Pop-Up Menu)	Shift + F10