

# Corel Ventura 8 Keyboard Shortcuts

Special Characters	
Copyright	Ctrl Alt C
Discretionary Hyphen	Ctrl Shift H
Double Opening Quote	Ctrl "
Double Closing Quote	Alt "
Ellipsis	Alt .
Em Dash	Alt _
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	Ctrl '
Single Closing Quote	Alt '
Thin Space	Ctrl T
Trademark	Ctrl Alt T
Text Attributes & Alignment	
Bold	Ctrl B
Italic	Ctrl I
Underline	Ctrl U
Double Underline	Alt Shift D
Normal	Ctrl M
Uppercase	Ctrl Shift U
Center Align	Ctrl E
Justified (Last Line Left)	Ctrl J
Left Align	Ctrl L
Right Align	Ctrl R
Subscript	Ctrl =
Superscript	Ctrl +
Editing Keys	
Delete	Delete
Cut	Ctrl X, Shift Del
Copy	Ctrl C, Ctrl Ins
Duplicate	Ctrl Shift Ins
Paste	Ctrl V, Shift Ins
Redo	Ctrl Shift Z
Undo	Ctrl Z or Alt Backspace
Repeat	Ctrl Alt Y
Kern Looser	Ctrl ]
Kern Tighter	Ctrl [
Decrease Interline Spacing*	Ctrl Shift {
Increase Interline Spacing*	Ctrl Shift }
Decrease Font Size	Ctrl <
Increase Font Size	Ctrl >

Cursor Movement	
Go to Page	Ctrl G
Go to Next screen	PgDn
Go to Previous screen	PgUp
Select Next screen	Shift PgDn
Select Previous screen	Shift PgUp
Go to Next page	Ctrl PgDown
Go to Previous page )	Ctrl PgUp
Move one character left or right	Left Arrow or Right Arrow
Move to the end of a line	End
Move to the beginning of a 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
Go to Beginning of chapter	Alt Home
Go to End of chapter	Alt End
Go to Next Chapter	Alt PgDn
Go to Previous Chapter	Alt PgUp
Go to Beginning of Publication	Ctrl Home
End of Publication	Ctrl End
Go to the previous pub window	Ctrl Tab
Go to next publication window	Ctrl Shift Tab
Go to the previous frame or object	Tab (while object selected)
Go to the next frame or object	Shift Tab (while object selected)
Selection of Text	
Select a Word	Double-click
Select to the beginning of a word	Ctrl Shift Left arrow
Select to end of word – includes space	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	Shift End
Select all	Ctrl A
Delete one word to the left	Ctrl Backspace
Delete one word to the right	Ctrl Delete
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 Page	F5

Facing Page Zoom	F6 (F6 again for another Zoom size)
Zoom dialog	Shift F2
Zoom to Selected	Shift F6
Show Column Guides	Ctrl Alt G
Show/Hide Frame Borders	Ctrl K
Hide This Picture	Ctrl H
Snap to Grid	Ctrl Y

### Insert Menu & Other Items

Insert Symbol	Ctrl Shift Y
Insert Number/Cross Reference	Ctrl Shift C
Insert Date & Time	Ctrl Shift D
Insert Equation	Ctrl Shift Q
Insert Footnote	Ctrl Shift F
Insert Endnote	Ctrl Shift E
Insert Index Entry	Ctrl Shift I
Insert Marker	Ctrl Shift K
Insert Variable Marker	Ctrl Shift V
Insert Hyperlink	Ctrl Shift L
Insert Hidden Text	Ctrl Shift J
Object	Ctrl Shift O
Insert Pages	Alt Shift I
Delete Pages	Alt D

### Alignment of Objects

Frame/Graphic 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
Align Left	Alt 1
Align Right	Alt 2
Align Top	Alt 3
Align Bottom	Alt 4
Center Vertical	Alt 5
Center Horizontal	Alt 6
Space Across	Alt 7
Space Down	Alt 8

### Objects/Graphics

Convert to Curves	Ctrl Q
Constrain	Ctrl while drawing object
Draw Object From Center out	Shift while drawing object
Edit Artistic Text	Ctrl Shift T
Object Properties	Alt Enter
Copy Object Right	Ctrl Shift Right Arrow
Copy Object Left	Ctrl Shift Left Arrow
Copy Object Down	Ctrl Shift Down Arrow
Copy Object Up	Ctrl Shift Up Arrow

### Toolbox

Frame Tools	Alt L
Uniform Fill	Shift F3
Fountain Fill	Alt F3
Outline Color	Shift F5
Outline Properties	Alt F5
Drawing multiple frames or graphics	Alt While Drawing

### Tagging

Tag Window	Shift F9
Paragraph Tag List	Ctrl Shift G
Lock Page Tag Objects	Ctrl Alt P
Select Non-Contiguous Paras	Ctrl Alt Click
New Paragraph Tag	Ctrl Shift P
Update Paragraph Tag	Ctrl Alt O
Manage Paragraph Properties (Overrides)	Ctrl F10
Font List	Alt Shift F
Paragraph Properties	(Alt Enter when selected)
Selection Properties	(Alt Enter when selected)
Tag1 through Tag 10	Ctrl O through Ctrl 9

### Menus, Dialogs & Windows

New Publication	Ctrl N
New Chapter	Ctrl Shift W
Open	Ctrl O
Save	Ctrl S
Print	Ctrl P
Cancel	ESC
Exit	Alt F4
Close publication window	Ctrl F4
Tag Window	Shift F9
Acquire from CorelSCAN	Ctrl Alt Q
Split Window	Ctrl Alt S
Import Picture	F8
Import Text	F9
Find & Replace	Ctrl F
Export Picture	Ctrl Alt X
Spell Check	Ctrl F8
Edit Item	Ctrl D
Options	Ctrl J
Hyphenation Dialog	Ctrl Alt H
Text Properties	Ctrl Shift S (Alt Enter when sel)
Frame Properties	Ctrl F7 (Alt Enter when selected)
Format Table	Ctrl F9 (or Alt Enter when selected)
New Table	Alt Shift T
Selection Properties	Alt Enter
Publication Properties	Ctrl Shift B
Tracking and Kerning	Alt K
Page Numbering	Alt N
Table of Contents/Index	Ctrl Shift X
Update Auto Numbering	Ctrl F2
Help Topics	F1
What's This	Shift F1
Right-Mouse (Display Pop-Up Menu)	Shift F10

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 curve	+ (plus key) in Node edit
Constrain movement of node or control point to multiples of 90 degrees	CTRL while moving the curve
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/off	SHIFT CTRL and END in Node edit
Toggle selection of first subpath on/off	SHIFT CTRL and 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	SHIFT TAB in Node edit
Shift current node selection forward	TAB in Node edit