



**LibreOffice**  
The Document Foundation

## Draw Guide

# *Appendix A*

## *Keyboard Shortcuts*

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## Introduction

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You can use LibreOffice without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although LibreOffice has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” or “accessibility” keywords.

In addition to using the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Draw functions or your own macros and save them for use with Draw only, or with the entire LibreOffice suite.

To adapt shortcut keys to your needs, use the Customize dialog as described in this section.

## Tips for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Accesses setup options.
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer setup	Opens a context menu.
<i>Ctrl (Control)</i>	⌘ ( <i>Command</i> )	Used with other keys.
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator.
<i>F11</i>	⌘+T	Opens the Styles and Formatting dialog.

### Note

Some of the shortcut keys in this appendix may be assigned to your desktop system. Keys that are assigned to the desktop system are not available to LibreOffice. Try to assign different keys either for LibreOffice in **Tools > Customize > Keyboard**, or in your computer system. For more information on customizing LibreOffice, see the *Getting Started Guide*.

## Draw-specific function keys and keyboard shortcuts

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### Function keys

<b>Shortcut Keys</b>	<b>Effect</b>
<i>F1</i>	Opens LibreOffice Draw Help.
<i>F2</i>	Enters text mode, to add or edit text.
<i>F3</i>	Enters group to edit individual objects.
<i>Shift+F3</i>	Opens the Duplicate dialog.
<i>Ctrl+F3</i>	Exits a group.
<i>F4</i>	Opens the Position and Size dialog.
<i>F5</i>	Opens the Navigator.
<i>F7</i>	Check spelling.
<i>Ctrl+F7</i>	Opens the thesaurus.
<i>F8</i>	Turns Edit points on/off.
<i>Ctrl+Shift+F8</i>	Fits text to frame.
<i>Shift+F10</i>	Opens context menu of a selected object.
<i>F11</i>	Opens the Styles and Formatting dialog.

### Shortcut keys for drawings

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Plus (+) key</i>	Zooms in.
<i>Minus (-) key</i>	Zooms out.
<i>Multiple (×) Key (number pad)</i>	Zooms to fit entire page in screen.
<i>Divide (÷) Key (number pad)</i>	Zooms in on the current selection.
<i>Ctrl+Shift+G</i>	Groups selected objects.
<i>Shift+Ctrl+Alt+A</i>	Ungroups selected group.
<i>Ctrl+Shift+K</i>	Combines selected objects.
<i>Ctrl+Alt+Shift+K</i>	Un-combines selected objects.
<i>Ctrl+Shift+Plus (+) key</i>	Brings current selection to front.
<i>Ctrl+Plus (+) key</i>	Brings current selection forward.
<i>Ctrl+Minus (-) key</i>	Sends current selection backward.
<i>Ctrl+Shift+Minus (-) key</i>	Sends current selection to back.
<i>Page Up</i>	Switches to previous page.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Page Down</i>	Switches to next page.
<i>Ctrl+Page Up</i>	Switches to previous layer.
<i>Ctrl+Page Down</i>	Switches to next layer.
<i>Arrow Key</i>	Moves the selected object in the direction of the arrow key.
<i>Ctrl+Arrow Key</i>	Moves the page view in the direction of the arrow key.
<i>Ctrl+click</i> while dragging an object.	Creates a copy of the object being dragged when mouse button is released. Note that this shortcut key works only when the <b>Copy when moving</b> option in <b>LibreOffice &gt; Preferences &gt; LibreOffice Draw &gt; General</b> is enabled (this option is enabled by default).
<i>Ctrl+Enter</i> with keyboard focus ( <i>F6</i> ) on a drawing object icon on Tools bar.	Inserts a drawing object of default size into the center of the current view.
<i>Shift+F10</i>	Opens the context menu for the selected object.
<i>F2</i>	Enters text mode.
<i>Enter</i>	Enters text mode if a text object is selected.
<i>Ctrl+Enter</i>	Enters text mode if a text object is selected. If there are no text objects or if you have cycled through all of the text objects on the page, a new page is inserted.
<i>Alt</i>	Press the <i>Alt</i> key and drag with the mouse to draw or resize an object from the center of the object outward.
<i>Alt + click</i> on an object	Selects the object behind the currently selected object.
<i>Alt+Shift + click</i> on an object	Selects the object in front of the currently selected object.
<i>Shift</i> key while selecting an object	Adds or removes object to or from the selection.
<i>Shift</i> key while moving an object	Constrains the movement of the selected object by multiples of 45 degrees.
<i>Shift</i> key while dragging to create or resize an object	Constrains the size to keep the object aspect ratio.
<i>Tab</i>	Cycles through the objects on the page in the order in which they were created.
<i>Shift+Tab</i>	Cycles through the objects on the page in the reverse-order in which they were created.
<i>Esc</i>	Exits current mode.

## Page Pane navigation

Shortcut Keys	Effect
<i>Home/End</i>	Sets the focus to the first/last page.
<i>Left/Right arrow keys or Page Up/Page Down</i>	Sets the focus to the next/previous page.
<i>Enter</i>	Creates a new page.

## General function keys and keyboard shortcuts

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### Opening menus and menu items

Shortcut Keys	Result
<i>Alt+&lt;?&gt;</i>	Opens a menu where <?> is the underlined character of the menu you want to open. For example, <i>Alt+F</i> opens the File menu. With the menu open, menu items have underlined characters. To access these menu items directly, press the underlined character key. Where two menu items have the same underlined character, press the character key again to move to the next item. If an item in a menu has no underlined character, you need to click it directly.
<i>Esc</i>	Closes an open menu.
<i>F6</i>	Repeatedly pressing <i>F6</i> switches the focus and circles through the following objects: <ul style="list-style-type: none"><li>• Menu bar</li><li>• Every toolbar from top to bottom and from left to right</li><li>• Every free window from left to right</li><li>• Document</li></ul>
<i>Shift+F6</i>	Switches through objects in the opposite direction.
<i>Ctrl+F6</i>	Switches the focus to the document.
<i>F10 or Alt</i>	Switches to the Menu bar and back.
<i>Esc</i>	Closes an open menu.

### Accessing menu commands

Press *Alt* or *F6* or *F10* to select the first item on the menu bar (the **File** menu). With the *right-arrow*, the next menu to the right is selected; with the *left-arrow*, the previous menu. The *Home* and *End* keys select the first and the last item on the Menu bar.

The *down-arrow* opens a selected menu. An additional *down-arrow* or *up-arrow* moves the selection through the menu commands. The *right-arrow* opens any existing submenus.

Press *Enter* to execute the selected menu command.

## Accessing toolbar commands

Press *F6* repeatedly until the first icon on the toolbar is selected. Use the right and left arrows to select an icon on a horizontal toolbar. Similarly, use the up and down arrows to select an icon on a vertical toolbar. The *Home* key selects the first icon on a toolbar and the *End* key, the last.

Press *Enter* to activate the selected icon. If the selected icon normally requires a consecutive mouse action, such as inserting a rectangle, then pressing the *Enter* key is not sufficient; in these cases, press *Ctrl+Enter*.

- Press *Ctrl+Enter* on an icon to create a draw object. The draw object will be placed into the middle of the view, with a predefined size.
- Press *Ctrl+Enter* on the Selection tool to select the first draw object in the document. If you want to edit, size, or move the selected draw object, first use *Ctrl+F6* to move the focus into the document.

## Navigating and selecting with the keyboard

You can navigate through a document and make selections with the keyboard.

- To move the cursor, press the key or key combination given in the following table.
- To select the characters under the moving cursor, additionally hold down the *Shift* key when you move the cursor.

<b>Key</b>	<b>Function</b>	<b>Plus Ctrl key</b>
<i>Right, left arrow keys</i>	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
<i>Up, down arrow keys</i>	Moves the cursor up or down one line.	( <i>Ctrl+Alt</i> ) Moves the current paragraph up or down.
<i>Home</i>	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
<i>End</i>	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document.
<i>PgUp</i>	Scrolls up one page.	Moves the cursor to the header.
<i>PgDn</i>	Scroll down one page.	Moves the cursor to the footer.

## Controlling dialogs

When you open any dialog, one element (such as a button, an option field, an entry in a list box, or a checkbox) is highlighted or indicated by a dotted box around the field or button name. This element is said to have the focus on it.

<b>Shortcut Keys</b>	<b>Result</b>
<i>Enter</i>	Activates selected button. In most cases where no button is selected, <i>Enter</i> is equivalent to clicking <b>OK</b> .
<i>Esc</i>	Closes dialog without saving any changes made while it was open. In most cases, <i>Esc</i> is equivalent to clicking <b>Cancel</b> . When an open drop-down list is selected, <i>Esc</i> closes the list.
<i>Spacebar</i>	Checks an empty checkbox. Clears a checked checkbox.

<b>Shortcut Keys</b>	<b>Result</b>
<i>Up, down arrow keys</i>	Moves focus up and down a list. Increases or decreases value of a variable. Moves focus vertically within a section of dialog.
<i>Left, right arrow keys</i>	Moves focus horizontally within a section of a dialog.
<i>Tab</i>	Advances focus to the next section or element of a dialog.
<i>Shift+Tab</i>	Returns focus to the previous section or element in a dialog.
<i>Alt+Down Arrow</i>	Shows items in a drop-down list.

## Getting help

<b>Shortcut Keys</b>	<b>Result</b>
<i>F1</i>	Opens the LibreOffice Help dialog. In LibreOffice Help: jumps to the first help page of the selected tab.
<i>Shift+F1</i>	Turns the cursor into the <i>What's This?</i> question mark. Shows the tip for an item underneath the cursor.
<i>Shift+F2</i>	Shows tip for a selected item.
<i>Esc</i>	In LibreOffice Help: goes up one level.

## Managing documents

<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+F4</i> or <i>Alt+F4</i>	Closes the current document. Closes LibreOffice when the last open document is closed.
<i>Ctrl+O</i>	Launches the Open dialog to open a document.
<i>Ctrl+S</i>	Saves the current document. If you are working on a previously unsaved file, the shortcut launches the Save As dialog.
<i>Ctrl+N</i>	Creates a new document.
<i>Shift+Ctrl+N</i>	Opens the Templates and Documents dialog.
<i>Ctrl+P</i>	Opens the Print dialog to print the document.
<i>Ctrl+Q</i>	Closes the application.
<i>Del</i>	In the Save and Open dialogs, deletes the selected files or folders. Items can be retrieved from the Recycle Bin (Trash).
<i>Shift+Del</i>	In the Save and Open dialogs, deletes the selected files or folders. Items are permanently deleted: they can not be retrieved from the Recycle Bin.
<i>Backspace</i>	In the Save and Open dialogs, shows contents of the current directory's parent folder.

## Editing

<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+X</i>	Cuts selected items.
<i>Ctrl+C</i>	Copies selected items to the clipboard.
<i>Ctrl+V</i>	Pastes copied or cut items from the clipboard.
<i>Ctrl+Shift+V</i>	Opens the Paste Special dialog.
<i>Ctrl+A</i>	Selects all.
<i>Ctrl+Z</i>	Undoes last action.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+Shift+Y</i>	Repeats last command.
<i>Ctrl+F</i>	Opens the Find dialog
<i>Ctrl+H</i>	Opens the Find & Replace dialog.
<i>Ctrl+Shift+F</i>	Searches for the last entered search term.
<i>Ctrl+Shift+R</i>	Refreshes (redraws) the document view.
<i>Ctrl+Shift+I</i>	Shows or hides the cursor in read-only text.

## Selecting rows and columns in tables

<b>Shortcut keys</b>	<b>Result</b>
<i>Spacebar</i>	Toggles row selection, except when the row is in edit mode.
<i>Ctrl+Spacebar</i>	Toggles row selection.
<i>Shift+Spacebar</i>	Selects the current column.
<i>Ctrl+Page Up</i>	Moves pointer to the first row.
<i>Ctrl+Page Down</i>	Moves pointer to the last row.

## Defining keyboard shortcuts

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In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own keyboard shortcuts. See the *Getting Started Guide* for more information on defining keyboard shortcuts.

## Further reading

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For help with LibreOffice keyboard shortcuts, or using LibreOffice with a keyboard only, search the LibreOffice Help using the key words “shortcut keys” or “accessibility”.