



**LibreOffice**  
The Document Foundation

## Writer Guide

# *Appendix A* *Keyboard Shortcuts*

*Using Writer Without a Mouse*

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## Introduction

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You can use LibreOffice without requiring a pointing device, such as a mouse or touchpad, by using its built-in keyboard shortcuts.

LibreOffice has a general set of keyboard shortcuts, available in all components, and a component-specific set directly related to the work of that component. This appendix lists the default set for Writer. For general shortcuts, see Appendix A of the *Getting Started* guide.

For help with LibreOffice's 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 define your own. See Chapter 16, Customizing Writer, for instructions.

### Note

Some of the shortcuts listed here may not work if your operating system uses the same shortcuts for other tasks.

To get around this problem, assign different keys to these shortcuts by reconfiguring either LibreOffice (see Chapter 16) or your operating system (see system documentation).

## Tip 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>
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer system	Open a context menu
<i>Ctrl (Control)</i>	⌘ (Command)	Used with other keys
<i>F5</i>	Shift+⌘+F5	Open the Navigator
<i>F11</i>	⌘+T	Open the Styles and Formatting window

## Opening menus and menu items

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Shortcut Keys	Result
<i>Alt+&lt;?&gt;</i>	<p>Opens a menu where &lt;?&gt; is the underlined character of the menu you want to open. For example, <i>Alt+F</i> opens the menu <b>F</b>ile.</p> <p>With the menu open, you will again find underlined characters. You can access these menu items directly by simply pressing the underlined character key. Where two menu items have the same underlined character, press the character key again to move to the next item.</p> <p><i>Example:</i> to access the Printer Settings item of the File menu after opening it, press <i>R</i> twice to move from the initial Digital Signatures selection to Printer Settings.</p> <p><i>Exception:</i> Language in the Tools menu has no underlined characters.</p>
<i>F6</i>	<p>Repeatedly pressing <i>F6</i> switches the focus and circles through the following objects:</p> <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</i> or <i>Alt</i>	Switches to the Menu bar and back.
<i>Esc</i>	Closes an open menu.

### Accessing a menu command

Press *Alt* or *F6* or *F10* to select the first item on the menu bar (the **F**ile 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* and *up-arrow* moves the selection through the menu commands. The *right-arrow* opens any existing submenus.

Press *Enter* to execute the selected menu command.

### Executing a toolbar command

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 execute the selected icon. If the selected icon normally demands 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 for creating a draw object. A 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.

If a toolbar is longer than can be displayed on screen, it shows an icon at the right or lower edge. Select the toolbar and press *PageUp* or *PageDown* to display the remaining icons.

## 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.

Key	Function	Plus Ctrl key
<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.

Shortcut Keys	Result
<i>Enter</i>	Activates the selected button. In most cases where no button is selected, Enter is equivalent to clicking <b>OK</b> .
<i>Esc</i>	Closes the dialog without saving any changes made while it was open. In most cases, Esc is equivalent to clicking Cancel. When an open drop-down list is selected, Esc closes the list.
<i>Spacebar</i>	Toggles a checkbox on or off.
<i>Up, down arrow keys</i>	Moves the focus up and down a list. Increases or decreases the value of a variable. Moves the focus vertically within a section of a dialog.
<i>Right, left arrow keys</i>	Moves the focus horizontally within a section of a dialog.
<i>Tab</i>	Advances the focus to the next section or element of a dialog.

<b>Shortcut Keys</b>	<b>Result</b>
<i>Shift+Tab</i>	Returns the focus to the previous section or element in a dialog.
<i>Alt+Down-arrow</i>	Shows items in a drop-down list.

## Macros

<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+*</i> (multiplication sign: on number pad only)	Runs a macro field.
<i>Shift+Ctrl+Q</i>	Stops a running macro.

## Shortcut keys for controlling documents and windows

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+O</i>	Opens a document.
<i>Ctrl+S</i>	Saves the current document.
<i>Ctrl+N</i>	Creates a new document.
<i>Ctrl+Shift+N</i>	Opens Templates and Documents dialog.
<i>Ctrl+P</i>	Opens the Print dialog.
<i>Ctrl+F</i>	Activates the Find toolbar.
<i>Ctrl+H</i>	Opens the Find & Replace dialog.
<i>Ctrl+Shift+F</i>	Searches for the last entered search term.
<i>Ctrl+Shift+J</i>	Toggles the view between full-screen mode and normal mode.
<i>Ctrl+Shift+R</i>	Redraws the document view.
<i>Ctrl+Shift+I</i>	Enables or disables the selection cursor in read-only text.
<i>F1</i>	Starts the LibreOffice Help. In the LibreOffice Help: jumps to main help page.
<i>Shift+F1</i>	Opens Context Help.
<i>Shift+F2</i>	Turns on Extended Tips for the currently selected command, icon or control.
<i>F6</i>	Sets focus in next subwindow (for example, document/data source view).

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+F6</i>	Sets focus in previous subwindow.
<i>F10</i>	Activates the first menu (File menu).
<i>Shift+F10</i>	Opens the context menu.
<i>Ctrl+F4</i> or <i>Alt+F4</i>	Closes the current document (closes LibreOffice when the last open document is closed).
<i>Ctrl+Q</i>	Exits application.

## Function keys for Writer

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<b>Shortcut keys</b>	<b>Effect</b>
<i>F1</i>	Opens Writer Help at the Home page. Pressing <i>F1</i> again opens the home page of the active tab.
<i>Shift+F1</i>	Enables the extended help tips under the mouse pointer until the next click.
<i>F2</i>	Opens or closes the Formula Bar.
<i>Ctrl+F2</i>	Opens the Fields dialog.
<i>Shift+F2</i>	Displays tips for the currently selected command, icon, or control.
<i>F3</i>	Inserts the AutoText entry corresponding to the typed shortcut.
<i>Ctrl+F3</i>	Opens the AutoText dialog, where you can edit an AutoText entry or create a new entry from the selected text.
<i>F4</i>	Opens or closes the View Data Sources window.
<i>Shift+F4</i>	Selects the next frame.
<i>F5</i>	Opens or closes the Navigator.
<i>Ctrl+Shift+F5</i>	Opens the Navigator with cursor in page number field.
<i>F7</i>	Starts the spelling and grammar checker.
<i>Ctrl+F7</i>	Opens the Thesaurus.
<i>F8</i>	Turns Extension Selection mode on or off.
<i>Ctrl+F8</i>	Turns field shadings on or off.
<i>Shift+F8</i>	Turns Multiple Selection mode on or off.
<i>Ctrl+Shift+F8</i>	Turns Block Selection mode on or off.
<i>F9</i>	Updates fields.

<b>Shortcut keys</b>	<b>Effect</b>
<i>Ctrl+F9</i>	Shows or hides field names.
<i>Shift+F9</i>	Calculates Table.
<i>Ctrl+Shift+F9</i>	Opens a dialog for editing input fields and lists.
<i>F10</i>	See “Opening menus and menu items” on page 5 for details.
<i>Ctrl+F10</i>	Displays or hides non-printing characters.
<i>F11</i>	Opens or closes the Styles and Formatting window.
<i>Shift+F11</i>	Creates a new style from a selection.
<i>Ctrl+Shift+F11</i>	Updates a style.
<i>F12</i>	Turns paragraph numbering on or off.
<i>Ctrl+F12</i>	Inserts or edits a table.
<i>Shift+F12</i>	Turns bullets on or off.
<i>Ctrl+Shift+F12</i>	Turns numbering/bullets off.

## Shortcut keys for Writer

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	Selects all content in a document, unless the cursor is in a table (see “Shortcut keys for tables” on page 12).
<i>Ctrl+D</i>	Double underlines selected text or text typed afterward. Press again to turn off.
<i>Ctrl+E</i>	Centers the paragraph.
<i>Ctrl+F</i>	Opens the Find toolbar.
<i>Ctrl+H</i>	Opens the Find and Replace dialog.
<i>Ctrl+J</i>	Justifies the paragraph.
<i>Ctrl+L</i>	Aligns the paragraph to the left.
<i>Ctrl+R</i>	Align the paragraph to the right.
<i>Ctrl+M</i>	Removes direct formatting from the selected text or objects (as in Format > Clear Direct Formatting).
<i>Ctrl+[</i>	Decreases the size of the selected text.
<i>Ctrl+]</i>	Increases the size of the selected text.
<i>Ctrl+Shift+B</i>	Subscripts selected text or text typed afterward. Press again to turn off.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Shift+P</i>	Superscripts selected text or text typed afterward. Press again to turn off.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+Plus Key(+)</i>	Calculates the selected text and copies the result to the clipboard.
<i>Ctrl+Hyphen(-)</i>	Inserts a conditional hyphen.
<i>Ctrl+Shift+Hyphen (-)</i>	Inserts a non-breaking hyphen (not used for hyphenation).
<i>Ctrl+Shift+X</i>	Stops applying direct character formats whilst typing, from the cursor point onward.
<i>Ctrl+/ (slash)</i>	Inserts a no-width optional line break.
<i>Ctrl+Shift+Space</i>	Inserts a non-breaking space (not used for hyphenation and not expanded if text is justified).
<i>Shift+Enter</i>	Inserts a line break without paragraph change.
<i>Ctrl+Enter</i>	Inserts a page break.
<i>Ctrl+Shift+Enter</i>	Inserts a column break in multi-column texts.
<i>Alt+Enter</i>	Inserts a new paragraph without numbering.
<i>Alt+Enter</i>	Inserts a new paragraph directly before or after a section or a table.
<i>Arrow Left</i>	Moves cursor to left.
<i>Shift+Arrow Left</i>	Moves cursor with selection to the left.
<i>Ctrl+Arrow Left</i>	Goes to beginning of word.
<i>Ctrl+Shift+Arrow Left</i>	Selects to the left word by word.
<i>Arrow Right</i>	Moves cursor to right.
<i>Shift+Arrow Right</i>	Moves cursor with selection to the right.
<i>Ctrl+Arrow Right</i>	Goes to start of next word.
<i>Ctrl+Shift+Arrow Right</i>	Selects to the right word by word.
<i>Arrow Up</i>	Moves up one line.
<i>Shift+Arrow Up</i>	Selects lines in an upwards direction.
<i>Arrow Down</i>	Moves cursor down one line.
<i>Shift+Arrow Down</i>	Selects lines in a downward direction.
<i>Home</i>	Goes to beginning of line.
<i>Shift+Home</i>	Goes and selects to the beginning of a line.
<i>End</i>	Goes to end of line.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Shift+End</i>	Goes and selects to end of line.
<i>Ctrl+Home</i>	Goes to start of document.
<i>Ctrl+Shift+Home</i>	Goes and selects text to start of document.
<i>Ctrl+End</i>	Goes to end of document.
<i>Ctrl+Shift+End</i>	Goes and selects text to end of document.
<i>Ctrl+PageUp</i>	Switches cursor between text and header.
<i>Ctrl+PageDown</i>	Switches cursor between text and footer.
<i>Insert</i>	Turns Insert mode on or off.
<i>PageUp</i>	Moves up one screen page.
<i>Shift+PageUp</i>	Moves up one screen page with selection.
<i>PageDown</i>	Moves down one screen page.
<i>Shift+PageDown</i>	Moves down one screen page with selection.
<i>Ctrl+Del</i>	Deletes text to end of word.
<i>Ctrl+Backspace</i>	Deletes text to beginning of word.
<i>Ctrl+Shift+Del</i>	Deletes text to end of sentence.
<i>Ctrl+Shift+Backspace</i>	Deletes text to beginning of sentence.
<i>Ctrl+Tab</i>	Uses next suggestion with automatic word completion.
<i>Ctrl+Shift+Tab</i>	Use previous suggestion with automatic word completion.
<i>Alt+W</i>	In the spelling checker dialog: Calls back the original unknown word into the text box.
<i>Ctrl+double-click or Ctrl+Shift+F10</i>	Docks or undocks the Navigator, Styles and Formatting window, or other windows.

## Shortcut keys for tables

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<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+A</i>	If the active cell is empty, <i>Ctrl+A</i> selects the whole table; otherwise, it selects the contents of the active cell. Press <i>Ctrl+A</i> a second time to select the entire table.
<i>Ctrl+Home</i>	<p>If the active cell is empty, <i>Ctrl+Home</i> moves the cursor to the beginning of the table. Press <i>Ctrl+Home</i> again to move the cursor to the beginning of document.</p> <p>If the active cell is not empty, <i>Ctrl+Home</i> moves the cursor to the beginning of the active cell. A second press of <i>Ctrl+Home</i> moves the cursor to the beginning of the current table. A third press moves the cursor to the beginning of the document.</p>
<i>Ctrl+End</i>	<p>If the active cell is empty, <i>Ctrl+End</i> moves the cursor to the end of the table. Press <i>Ctrl+End</i> again to move the cursor to the end of document.</p> <p>If the active cell is not empty, <i>Ctrl+End</i> moves the cursor to the end of the active cell. A second press of <i>Ctrl+End</i> moves the cursor to the end of the current table. A third press moves the cursor to the end of the document.</p>
<i>Ctrl+Tab</i>	Inserts a tab stop (only in tables). Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.
<i>Ctrl+Shift+Arrow Up</i>	Jumps to start of table.
<i>Ctrl+Shift+Arrow Down</i>	Jumps to end of table.
<i>Alt+Arrow keys</i>	Increases or decreases the size of the column or row on the right or bottom cell edge.
<i>Alt+Shift+Arrow keys</i>	Increases or decreases the size of the column or row on the left or top cell edge.
<i>Ctrl+Alt+Shift+Arrow keys</i>	Like <i>Alt</i> , but modifies only the active cell.
<i>Alt+Insert</i>	Provides 3 seconds in Insert mode, during which time pressing an arrow key inserts a row or column, or <i>Ctrl+Arrow Key</i> inserts a cell.
<i>Alt+Del</i>	Provides 3 seconds in Delete mode, during which time pressing an arrow key deletes a row or column, or <i>Ctrl+Arrow Key</i> merges the active cell with the neighboring cell.
<i>Ctrl+Shift+T</i>	Removes cell protection from all selected tables. If no table is selected, then cell protection is removed from all of the tables in the document.
<i>Ctrl+Shift+Del</i>	If nothing is selected, the contents of the next cell are deleted. If cells are selected, the whole row(s) of the selection are deleted. If all rows are selected completely or partially, the entire table is deleted.

## Shortcut keys for paragraphs and heading levels

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<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+0</i> (zero)	Applies Text Body paragraph style.
<i>Ctrl+1</i>	Applies Heading 1 paragraph style.
<i>Ctrl+2</i>	Applies Heading 2 paragraph style.
<i>Ctrl+3</i>	Applies Heading 3 paragraph style.
<i>Ctrl+4</i>	Applies Heading 4 paragraph style.
<i>Ctrl+5</i>	Applies Heading 5 paragraph style.
<i>Ctrl+Alt+Up Arrow</i> or <i>Ctrl+Up Arrow</i>	Moves the active paragraph or selected paragraphs up one paragraph.
<i>Ctrl+Alt+Down Arrow</i> or <i>Ctrl+Down Arrow</i>	Moves the active paragraph or selected paragraphs down one paragraph.
<i>Tab</i>	When the cursor is at the beginning of the heading text, moves a heading in format <i>Heading X</i> ( $X = 1-9$ ) down one level in the outline. Does not affect the applied paragraph style.
<i>Shift+Tab</i>	When the cursor is at the beginning of the heading text, moves a heading in format <i>Heading X</i> ( $X = 2-10$ ) up one level in the outline. Does not affect the applied paragraph style.
<i>Ctrl+Tab</i>	At the start of a heading: Inserts a tab stop. Depending on the Window Manager in use, <i>Alt+Tab</i> may be used instead.

## Shortcut keys for moving and resizing frames, graphics, and objects

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<b>Shortcut Keys</b>	<b>Effect</b>
<i>Esc</i>	Cursor is inside a text frame and no text is selected: <i>Esc</i> selects the text frame. Text frame is selected: <i>Esc</i> clears the cursor from the text frame.
<i>F2</i> or <i>Enter</i> or any key that produces a character on screen	If a text frame is selected: positions the cursor to the end of the text in the text frame. If you press any key that produces a character on screen, and the document is in edit mode, the character is appended to the text.
<i>Alt+Arrow Keys</i>	Moves the selected object.
<i>Alt+Ctrl+Arrow Keys</i>	Resizes an object by moving the lower right corner.
<i>Alt+Ctrl+Shift+Arrow Keys</i>	Resizes an object by moving the top left corner.

<b>Shortcut Keys</b>	<b>Effect</b>
<i>Ctrl+Tab</i>	Selects the anchor of an object (in Edit Points mode).

## Shortcut keys in the Gallery

<b>Shortcut keys</b>	<b>Result</b>
<i>Tab</i>	Moves between areas.
<i>Shift+Tab</i>	Moves between areas (backwards)

## Shortcut keys in the New Theme area of the Gallery

<b>Shortcut keys</b>	<b>Result</b>
<i>Up Arrow</i>	Moves the selection up.
<i>Down Arrow</i>	Moves the selection down.
<i>Ctrl+Enter</i>	Opens the Properties dialog.
<i>Shift+F10</i>	Opens a context menu.
<i>Ctrl+U</i>	Refreshes the selected theme.
<i>Ctrl+R</i>	Opens the Enter Title dialog.
<i>Ctrl+D</i>	Deletes the selected theme.
<i>Insert</i>	Inserts a new theme.

## Shortcut keys in the Gallery preview area

<b>Shortcut keys</b>	<b>Result</b>
<i>Home</i>	Jumps to the first entry.
<i>End</i>	Jumps to the last entry.
<i>Left Arrow</i>	Selects the next Gallery element on the left.
<i>Right Arrow</i>	Selects the next Gallery element on the right.
<i>Up Arrow</i>	Selects the next Gallery element above.
<i>Down Arrow</i>	Selects the next Gallery element below.
<i>Page Up</i>	Scroll up one screen.

<b>Shortcut keys</b>	<b>Result</b>
<i>Page Down</i>	Scroll down one screen.
<i>Ctrl+Shift+Insert</i>	Inserts the selected object as a linked object into the current document.
<i>Ctrl+I</i>	Inserts a copy of the selected object into the current document.
<i>Ctrl+T</i>	Opens the Enter Title dialog.
<i>Ctrl+P</i>	Switches between themes view and object view.
<i>Spacebar</i>	Switches between themes view and object view.
<i>Enter</i>	Switches between themes view and object view.
Step backward (only in object view)	Switches back to main overview.

## Selecting rows and columns in a database table (opened by F4)

<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.

## Shortcut keys for drawing objects

<b>Shortcut keys</b>	<b>Result</b>
Select the toolbar with <i>F6</i> . Use the <i>Down Arrow</i> and <i>Right Arrow</i> to select the desired toolbar icon and press <i>Ctrl+Enter</i> .	Inserts a Drawing Object.
Select the document with <i>Ctrl+F6</i> and press <i>Tab</i> .	Selects a Drawing Object.
<i>Tab</i>	Selects the next Drawing Object.
<i>Shift+Tab</i>	Selects the previous Drawing Object.
<i>Ctrl+Home</i>	Selects the first Drawing Object.
<i>Ctrl+End</i>	Selects the last Drawing Object.

<b>Shortcut keys</b>	<b>Result</b>
<i>Esc</i>	Ends Drawing Object selection.
<i>Esc</i> (in Handle Selection Mode)	Exit Handle Selection Mode and return to Object Selection Mode.
<i>Up/Down/Left/Right Arrow</i>	Move the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other).
<i>Alt+Up/Down/Left/Right Arrow</i>	Moves the selected Drawing Object one pixel (in Selection Mode). Re-sizes a Drawing Object (in Handle Selection Mode). Rotates a Drawing Object (in Rotation Mode). Opens the properties dialog for a Drawing Object. Activates the Point Selection mode for the selected drawing object.
<i>Spacebar</i>	Select a point of a drawing object (in Point Selection mode) / Cancel selection. The selected point blinks once per second.
<i>Shift+Spacebar</i>	Select an additional point in Point Selection mode.
<i>Ctrl+Tab</i>	Select the next point of the drawing object (Point Selection mode). In Rotation mode, the center of rotation can also be selected.
<i>Ctrl+Shift+Tab</i>	Select the previous point of the drawing object (Point Selection mode).
<i>Ctrl+Enter</i>	A new drawing object with default size is placed in the center of the current view.
<i>Ctrl+Enter</i> at the Selection icon	Activates the first drawing object in the document.
<i>Esc</i>	Leave the Point Selection mode. The drawing object is selected afterwards. Edit a point of a drawing object (Point Edit mode).
Any text or numerical key	If a drawing object is selected, switches to edit mode and places the cursor at the end of the text in the drawing object. A printable character is inserted.
<i>Alt</i> key while creating or scaling a graphic object	The position of the object's center is fixed.
<i>Shift</i> key while creating or scaling a graphic object	The ratio of the object's width to height is fixed.