VivaDesigner 10: Keyboard and mouse commands (Mac OS X)

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Program Control

Program

Quit	Command + Q
Undo	Command + Z
Redo	Command + Y
Style Sheets	Command + Option + Shift + S
Colors & Blends	Command + Option + C

Measurements in Dialogs/Palettes

Cicero	C
Inch	“
Inch	IN
Decimal Inch	DZ
Em	G
Millimeter	MM
Centimeter	CM
Point Didot	PD
Point Pica	PT
Pica	P
Quart	Q
Percent	%

Mathematical Operations in Dialogs/Palettes

Multiplication	*
Addition	+
Subtraction	-
Division	/

Hide/Show Palettes

Module Palette	Command + F9
Page Palette	Command + F10
Style Sheets Palette	Command + F11
Trapping Palette	Command + F12
Search & Replace Palette	Command + F
Change Tracking	Command + C
Colors Palette	Command + F6

Entriy in Dialogs/Palettes

Select Current Field content	Cursor + Triple-click
Select Next Entry Field	Shift + Tab key
Select Previous Entry Field	Tab key
Select Previous Entry Field	Mouse scroll wheel
Undo	Command + Z
Redo	Command + Y
Select All	Command + A
Cut	Command + X
Copy	Command + F3
Paste	Command + V
Delete Previous Character	Backspace
Delete Next Character	Del
Insert Unicode control character	Click with secondary mouse button

Style Sheet Palette

Edit Style Sheet	Click Name with secondary mouse button
Apply Style	Click Name
Overwrite in story/selection	Double-click Name
Overwrite in story/selection	Click Name with secondary mouse button
Cancel Style Sheet	Click “No Style”

Layer Palette

New Layer	Click layer name with secondary mouse button
Edit Layer	Click layer name with secondary mouse button
Lock/Unlock Layer	Click lock symbol/placeholder
Show/Hide Layer	Click eye symbol/placeholder
Remove Object	Click object name with secondary mouse button
Import Text/Image	Click object name with secondary mouse button

Module Palette Text

Show Font Example	Click palette with secondary mouse button

Module Palette

Show/Hide function area	Double-click area name

Page Palette

New Document Page(s)	Click page symbol with secondary mouse button
Edit Page	Click page symbol with secondary mouse button
Delete Page	Del + Mouse-click on Page Symbol
Move Page	Drag Mouse + Mouse-click on Page Symbol
Show/Hide Page Preview	Click page area with secondary mouse button
New Alias Page	Click Alias page area with secondary mouse button
Rename Alias page	Click Alias page symbol with secondary mouse button
Duplicate Alias page	Click Alias page symbol with secondary mouse button
Lock/Unlock Alias Page	Click Alias page symbol with secondary mouse button

Character Map

Insert Character in Selected Font	Double-click on character symbol
Insert Character in Selected Font	Click on character symbol with secondary mouse button
Insert Character in Text Font	Click on character symbol with secondary mouse button
Add Character to Favorites	Click on character symbol with secondary mouse button
Show/Hide Font Variation	Click on character symbol with secondary mouse button
Show font information	Mouse over Information symbol
Change display mode	Click on list symbol
Show Font Example	Click palette with secondary mouse button

Picture Palette

Open in Image Editing Program	Click on picture name/picture
Open in Vector Illustration Program	Click on image name/symbol with secondary mouse button
Open Parent Folder	Click on image name/symbol with secondary mouse button
Add image to Favorites	Click on picture name/picture with secondary mouse button

Color Palette

Apply Color	Click on color name
Edit Color/Blend	Click on color name with secondary mouse button
Change mode	Click on Fill/Frame symbol
New Color	Click on color name with secondary mouse button
New Blend	Click palette with secondary mouse button
Open Colors & Blends dialog	Click palette with secondary mouse button

Documents

Create/Edit

Print	Command + P
Document Setup	Command + Option + Shift + P
New	Command + N
Open	Command + O
Save	Command + S
Save As	Command + Option + S
Revert to Saved	Command + Option + Shift + Z
Close	Command + W

Document Views

400%	Command + 4
200%	Command + 2
75%	Command + 7
50%	Command + 5
Enlarge by 5%	Command + Option + Mouse scroll wheel
Reduce by 5%	Command + Option + Mouse scroll wheel
Fit Page in Window	Command + 0
Fit Spread in Window	Command + 8
Enlarge Selection	Command + Option + Mouse-click + Drag Mouse
Reduce Selection	Command + Option + Shift + Mouse-click + Drag Mouse
Original Size	Command + 1
Zoom Factor	Command + Option + V
Page width	Command + 3
Enlarge (Zoom in)	Command + Option + Mouse-click
Enlarge (Zoom in)	Command + +
Reduce (Zoom out)	Command + Option + Shift + Mouse-click
Reduce (Zoom out)	Command + -
Move (Page)	Alt + Mouse-click + Drag Mouse

Change View

Go to Bottom of Screen	Page Down
Scroll down	Arrow Down
Go to Top of Screen	Page Up
Scroll up	Arrow Up

Pages

First Page	Navigation bar + Click symbol for “First Page”
Last Page	Navigation bar + Click symbol for “Last Page”
Go to next page	Page Down
Next Page	Navigation bar + Click symbol for “Next Page”
Previous Page	Navigation bar + Click symbol for “Previous Page”
Go to previous page	Page Up

Document Ruler

Show/Hide Ruler	Command + R
Define zero point interactively	Click the Ruler zero point + Drag Mouse
Define zero point numerically	Click the Ruler zero point with secondary mouse button
Reset zero point	Click the Ruler zero point with secondary mouse button

Guides

Show/Hide Guides	Command + L
Guide Objects selectable	Command + Option + Shift + G
Show/Hide Guide Objects	Command + Option + G
Show/Hide Smart Guides	Command + Option + Shift + U

Presentation

Presentation Mode	Command + 9
Quit Presentation Mode	Esc
Quit Presentation Mode	Mouse-click
Enlarge Document View by 10%	+
Enlarge Document View by 10%	Mouse scroll wheel
Reduce Document View by 10%	-
Reduce Document View by 10%	Mouse scroll wheel
Previous Page	Page Up
Previous Page	Arrow up
Next Page	Page Down
Next Page	Arrow down

Objects

Create/Change

Create Rectangular Text Object	Text Rightangle Tool + Mouse-click + Drag Mouse
Create Rectangular Text Object (LTR)	Command + Shift + T
Change into Text Object	Command + Shift + T
Create Rectangular Picture Object	Command + Shift + B
Change into Picture Object	Command + Shift + B
Create Rectangular Graphic Object	Graphic Rightangle Tool + Mouse-click + Drag Mouse
Create Rectangular Graphic Object	Command + Shift + G
Change into Graphic Object	Command + Shift + G
Create Polygon	Polygon Tool + Mouse-click + Drag Mouse
Create Circle/Square	Rectangle/Oval Tool + Mouse-click + Shift + Drag Mouse
Create Line	Line Tool + Mouse-click + Drag Mouse
Create Orthogonal Line	Orthogonal Line Tool + Mouse-click + Drag Mouse
Create Path (Line segments)	Path Tool + Mouse-click
Create Path (Curve segments)	Path Tool + Mouse-click + Drag Mouse
Create Bézier Curve	Path Tool + Drag Mouse + Alt+Click+Drag + Mouse-click
Create Bézier Object	Polygon Tool + Drag Mouse + Click+Drag + Double-click + Mouse-click
Create Tangent/Bézier Curve	Mouse on sizing handle + Command + Mouse-click + Drag Mouse
Create Alias	Command + *
Pointed control handle (Break tangent)	Mouse on control handle + Ctrl + Shift + Drag Mouse
Add new Sizing Handle	Option + Click on line/curve segment
Delete Selection Handle	Option + Shift + Click on selection handle

Select

Select All	Command + A
Graphic Object	Mouse-click
Text Object	Command + Mouse-click
Text Object	Click on frame
Text Object	Esc
Picture Object	Command + Object + Mouse-click
Picture Object	Object Pointer + Mouse-click
Picture Object	Esc
Table Object	Command + Mouse-click
Table Object	Click on frame
Select Hidden Objects	Command + Control + Option + Shift + Mouse-click

Size

Resize object	Mouse on Sizing Handle + Mouse-click + Drag Mouse
Resize object proportionally with image content	Command + Shift + Drag Mouse + Mouse-click
Resize object proportionally with image content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Resize/Shear object with image content	Mouse on Sizing Handle + Ctrl + Mouse-click + Drag Mouse
Resize object proportionally with text content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Resize/Shear object with text content	Mouse on Sizing Handle + Ctrl + Mouse-click + Drag Mouse
Resize object group proportionally with text content	Mouse on Scaling Handle + Mouse-click + Drag Mouse
Smooth Symmetric Control Handles	Command + Drag Mouse + Mouse-click

Level

Send Forward	Command + Option + Numeric Keypad +
Send Backward	Command + Option + Numeric Keypad -
Send to Front	Command + Shift + Numeric Keypad +
Send to Back	Command + Shift + Numeric Keypad -

Position

Nudge to Left	Arrow left
Nudge to Right	Arrow right
Nudge Up	Arrow up
Nudge Down	Arrow down
Move only horizontally/vertically	Shift + Graphic pointer + Drag Mouse + Mouse-click
Rotate via center point	Mouse-click on Rotation symbol + Drag Mouse
Align	Command + ,

Safety

Lock	Command + Shift + L
Unlock	Command + Option + Shift + L
Protect	Command + Shift + H
Cancel Protection	Command + Option + Shift + H

General

Cut	Command + X
Copy	Command + C
Paste	Command + V
Delete	Del
Delete	Backspace
Object Specifications	Command + Double-click object
Object Specifications	Command + M
Object Specifications	Graphic pointer + Double-click frame/selection icon

Special

Special Object Specifications	Command + Option + M
Group	Command + G
Ungroup	Command + U
Group Mode Active	Command + Option + U
Duplicate	Command + D
Split	Command + Option + Shift + T
Run Around	Command + T

Linking

Link Text Objects	Link Text Objects Tool + Mouse-click
Breal Text Chain	Unlink Tool + Mouse-click

Images

Size

Original Size	Command + Option + Numeric Keypad 1
400%	Command + Option + Numeric Keypad 4
200%	Command + Option + Numeric Keypad 2
75%	Command + Option + Numeric Keypad 7
50%	Command + Option + Numeric Keypad 5
Fill Frame proportionally	Command + Option + Numeric Keypad 3
Fill Frame proportionally	Slider + Click icon "Fill Frame Proportionally"
Fit Picture to Frame	Command + Control + =
Fit Picture Proportionally to Frame	Command + Option + Numeric Keypad 0
Increase picture size by 1%	Option + Shift + Mouse scroll wheel
Decrease picture size by 1%	Option + Shift + Mouse scroll wheel
Increase picture size by 5%	Option + Mouse scroll wheel
Decrease picture size by 5%	Option + Mouse scroll wheel
Increase/Decrease picture size	Slider + Click and Drag

Align & Move

Center	Command + Shift + Z
Left	Command + Shift + G
Right	Command + Shift + R
Nudge to Left	Grabber Hand + Drag Mouse
Nudge to Left	Arrow left
Nudge to Right	Grabber Hand + Drag Mouse
Nudge to Right	Arrow right
Nudge Up	Grabber Hand + Drag Mouse
Nudge Up	Arrow up
Nudge Down	Grabber Hand + Drag Mouse
Nudge Down	Arrow down
Move only horizontally/vertically	Shift + Grabber Hand + Drag Mouse + Mouse-click
Mirror horizontally	Slider + Click icon "Mirror Horizontally"
Mirror vertically	Slider + Click icon "Mirror Vertically"
Rotate	Click icon in image + drag

General

Import	Command + E
Import	Slider + Click icon "Import"
Cut	Command + X
Copy	Command + C
Paste	Command + V
Clear or Delete	Del
Clear or Delete	Backspace

Text

Set Insertion Point

Previous Character	Arrow left
Next Character	Arrow right
Previous Line	Arrow up
Next Line	Arrow down
Previous Word	Command + Arrow left
Next Word	Command + Arrow right
Previous Paragraph	Command + Arrow up
Next Paragraph	Command + Arrow down
Beginning of Line	Command + Option + Arrow diagonal left
End of Line	Command + Option + Arrow diagonal right
Beginning of Text	Command + Option + Arrow up
End of Text	Command + Option + Arrow down

Select Text

Word	Cursor + Double-click
Line	Cursor + Triple-click
Sentence	Cursor + Four clicks
Paragraph	Cursor + Five clicks
Select All	Command + A
Select All	Cursor + Six clicks
Left Direction	Shift + Arrow left
Right Direction	Shift + Arrow right
Previous Line	Shift + Arrow up
Next Line	Shift + Arrow down
Next Word	Command + Shift + Arrow left
Previous Word	Command + Shift + Arrow right
Until Beginning of the Paragraph	Command + Shift + Arrow up
Until End of the Paragraph	Command + Shift + Arrow down
Until Beginning of the Text	Command + Option + Shift + Arrow up
Until End of the Text	Command + Option + Shift + Arrow down
Until Beginning of the Line	Command + Option + Shift + Arrow left
Until End of the Line	Command + Option + Shift + Arrow right

Edit Text

Delete Selection/Previous Character	Backspace
Delete Next Character	Del
Cut	Command + X
Copy	Command + C
Paste	Command + V

Insert Invisibles

Space	Spacebar
Non-breaking Space	Command + Option + X
Em Space	Command + Shift + M
En Space	Command + Shift + N
Thin Space (1/8 Em)	Control + Option + Shift + M
Tab	Tab key
Border Tab	Shift + Tab key
Indent here	Command + ´

Insert Special Characters

Insert Special Character	Click with secondary mouse button
Copyright Symbol	Option + G
Trademark Symbol	Option + 2
Registered Symbol	Option + R

Insert Variables

Page Number	Command + Option + N

Insert Breaks

Paragraph Break	Return
Forced Line Break	Shift + Return
Layout Break	Option + Shift + Return
Object Break	Shift + Enter
Text Column Break	Enter

Styles

Normal	Command + Shift + Y
Underline	Command + Shift + U
Strikethrough	Command + Shift + #
Superscript	Command + Shift + Numeric Keypad +
Subscript	Command + Shift + Numeric Keypad -
Small Caps	Command + Shift + H
All Caps	Command + Shift + K

Alignment

Alignment Left/Top	Command + Shift + L
Alignment Right/Bottom	Command + Shift + R
Center Alignment	Command + Shift + C
Justified Alignment	Command + Shift + J

Hyphenation/Spell Checking

Non-breaking hyphen	Command + Option + -
Non-breaking hyphen	Alt + -
Em Dash	Option + Shift + Numeric Keypad -
En Dash	Option + Numeric Keypad -
Discretionary Hyphen	Command + Shift + -

General

Search & Replace	Command + F
Import	Command + E

Guides

Show/Hide Invisibles	Command + I