# VivaDesigner 10: Keyboard and mouse commands (Windows)

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# Program Control

## Program

| | |
|---|---|
| Quit | Alt + F4 |
| Quit | Ctrl + Q |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Style Sheets | Ctrl + Alt + Shift + S |
| Colors & Blends | Ctrl + Alt + 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 | Ctrl + F9 |
| Page Palette | Ctrl + F10 |
| Style Sheets Palette | Ctrl + F11 |
| Trapping Palette | Ctrl + F12 |
| Search & Replace Palette | Ctrl + F |
| Change Tracking | Ctrl + C |
| Colors Palette | Ctrl + 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 | Ctrl + Z |
| Redo | Ctrl + Y |
| Select All | Ctrl + A |
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + 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 | Ctrl + P |
| Document Setup | Ctrl + Alt + Shift + P |
| New | Ctrl + N |
| Open | Ctrl + O |
| Save | Ctrl + S |
| Save As | Ctrl + Alt + S |
| Revert to Saved | Ctrl + Alt + Shift + Z |
| Close | Ctrl + W |

## Document Views

| | |
|---|---|
| 400% | Ctrl + 4 |
| 200% | Ctrl + 2 |
| 75% | Ctrl + 7 |
| 50% | Ctrl + 5 |
| Enlarge by 5% | Ctrl + Alt + Mouse scroll wheel |
| Reduce by 5% | Ctrl + Alt + Mouse scroll wheel |
| Fit Page in Window | Ctrl + 0 |
| Fit Spread in Window | Ctrl + 8 |
| Enlarge Selection | Ctrl + Alt + Mouse-click + Drag Mouse |
| Reduce Selection | Ctrl + Alt + Shift + Mouse-click + Drag Mouse |
| Original Size | Ctrl + 1 |
| Zoom Factor | Ctrl + Alt + V |
| Page width | Ctrl + 3 |
| Enlarge (Zoom in) | Ctrl + Alt + Mouse-click |
| Enlarge (Zoom in) | Ctrl + + |
| Reduce (Zoom out) | Ctrl + Alt + Shift + Mouse-click |
| Reduce (Zoom out) | Ctrl + - |
| 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 | Alt + Page Down |
| Next Page | Navigation bar + Click symbol for “Next Page” |
| Previous Page | Navigation bar + Click symbol for “Previous Page” |
| Go to previous page | Alt + Page Up |

## Document Ruler

| | |
|---|---|
| Show/Hide Ruler | Ctrl + 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 | Ctrl + L |
| Guide Objects selectable | Ctrl + Alt + Shift + G |
| Show/Hide Guide Objects | Ctrl + G |
| Show/Hide Smart Guides | Ctrl + Alt + Shift + U |

## Presentation

| | |
|---|---|
| Presentation Mode | Ctrl + 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) | Ctrl + Shift + T |
| Change into Text Object | Ctrl + Shift + T |
| Create Rectangular Picture Object | Ctrl + Shift + B |
| Change into Picture Object | Ctrl + Shift + B |
| Create Rectangular Graphic Object | Graphic Rightangle Tool + Mouse-click + Drag Mouse |
| Create Rectangular Graphic Object | Ctrl + Shift + G |
| Change into Graphic Object | Ctrl + 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 + Control + Mouse-click + Drag Mouse |
| Create Alias | Ctrl + * |
| Pointed control handle (Break tangent) | Mouse on control handle + Control + Shift + Drag Mouse |
| Add new Sizing Handle | Mouse on sizing handle + Alt + Click on line/curve segment |
| Delete Selection Handle | Alt + Shift + Click on selection handle |

## Select

| | |
|---|---|
| Select All | Ctrl + A |
| Graphic Object | Mouse-click |
| Text Object | Ctrl + Mouse-click |
| Text Object | Click on frame |
| Text Object | Esc |
| Picture Object | Ctrl + Object + Mouse-click |
| Picture Object | Object Pointer + Mouse-click |
| Picture Object | Esc |
| Table Object | Ctrl + Mouse-click |
| Table Object | Click on frame |
| Select Hidden Objects | Ctrl + Alt + Shift + Windows + Mouse-click |

## Size

| | |
|---|---|
| Resize object | Mouse on Sizing Handle + Mouse-click + Drag Mouse |
| Resize object proportionally with image content | Mouse on Corner Sizing Handle + Ctrl + Shift + Drag Mouse |
| 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 | Ctrl + Drag Mouse + Mouse-click |

## Level

| | |
|---|---|
| Send Forward | Ctrl + Alt + Numeric Keypad + |
| Send Backward | Ctrl + Alt + Numeric Keypad - |
| Send to Front | Ctrl + Shift + Numeric Keypad + |
| Send to Back | Ctrl + 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/Distribute (2 objects or more) | Ctrl + , |

## Safety

| | |
|---|---|
| Lock | Ctrl + Shift + L |
| Unlock | Ctrl + Alt + Shift + L |
| Protect | Ctrl + Shift + H |
| Cancel Protection | Ctrl + Alt + Shift + H |

## General

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

## Special

| | |
|---|---|
| Special Object Specifications | Ctrl + Alt + M |
| Group | Ctrl + G |
| Ungroup | Ctrl + U |
| Group Mode Active | Ctrl + Alt + U |
| Duplicate | Ctrl + D |
| Split | Ctrl + Alt + Shift + T |
| Run Around | Ctrl + T |

## Linking

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

# Images

## Size

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

## Align & Move

| | |
|---|---|
| Center | Ctrl + Shift + Z |
| Left | Ctrl + Shift + G |
| Right | Ctrl + 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 | Ctrl + E |
| Import | Slider + Click icon "Import" |
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Clear or Delete | Del |

# Text

## Set Insertion Point

| | |
|---|---|
| Previous Character | Arrow left |
| Next Character | Arrow right |
| Previous Line | Arrow up |
| Next Line | Arrow down |
| Previous Word | Ctrl + Arrow left |
| Next Word | Ctrl + Arrow right |
| Previous Paragraph | Ctrl + Arrow up |
| Next Paragraph | Ctrl + Arrow down |
| Beginning of Line | Home |
| End of Line | End |
| Beginning of Text | Ctrl + Home |
| End of Text | Ctrl + End |

## Select Text

| | |
|---|---|
| Word | Cursor + Double-click |
| Line | Cursor + Triple-click |
| Sentence | Cursor + Four clicks |
| Paragraph | Cursor + Five clicks |
| Select All | Ctrl + 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 | Ctrl + Shift + Arrow left |
| Previous Word | Ctrl + Shift + Arrow right |
| Until Beginning of the Paragraph | Ctrl + Shift + Arrow up |
| Until End of the Paragraph | Ctrl + Shift + Arrow down |

## Edit Text

| | |
|---|---|
| Delete Selection/Previous Character | Backspace |
| Delete Next Character | Del |
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |

## Insert Invisibles

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

## Insert Special Characters

| | |
|---|---|
| Insert Special Character | Click with secondary mouse button |
| Bullet | Alt + 8 |
| Horizontal Ellipsis | Alt + Ü |
| Copyright Symbol | Alt + G |
| Trademark Symbol | Alt + 2 |
| Section sign | Alt + 6 |
| Registered Symbol | Alt + R |

## Insert Variables

| | |
|---|---|
| Footnote | Alt + F |
| Page Number | Ctrl + Alt + N |

## Insert Breaks

| | |
|---|---|
| Paragraph Break | Return |
| Forced Line Break | Shift + Return |
| Layout Break | Alt + Shift + Return |
| Object Break | Shift + Enter |
| Text Column Break | Enter |

## Notes

| | |
|---|---|
| Insert Note | Alt + N |

## Styles

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

## Alignment

| | |
|---|---|
| Alignment Left/Top | Ctrl + Shift + L |
| Alignment Right/Bottom | Ctrl + Shift + R |
| Center Alignment | Ctrl + Shift + C |
| Justified Alignment | Ctrl + Shift + J |

## Hyphenation/Spell Checking

| | |
|---|---|
| Non-breaking hyphen | Ctrl + Alt + - |
| Non-breaking hyphen | Alt + - |
| Em Dash | Alt + Shift + Numeric Keypad - |
| En Dash | Numeric Keypad - |

## General

| | |
|---|---|
| Search & Replace | Ctrl + F |
| Import | Ctrl + E |

## Guides

| | |
|---|---|
| Show/Hide Invisibles | Ctrl + I |