

VivaDesigner 10: Keyboard and mouse commands (Windows)

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

Entri 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
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Module Palette

Show/Hide function area	Double-click area name
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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 + o
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 + i
Zoom Factor	Ctrl + Alt + V
Page width	Ctrl + 3
Enlarge	Ctrl + Alt + Mouse-click
Reduce	Ctrl + Alt + Shift + Mouse-click
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	Rightangle/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
Unlink Text Objects	Unlink Text + 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

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
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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 + -
Hard 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
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