

Appendix D: Keyboard Commands

Keyboard commands. These are the commonly used commands that can be used at anytime. In addition, you can add customized keyboard commands of your own. See *Using Shortcuts* in the *Web Studio Workspace* chapter.

General

<i>ctrl + n</i>	Opens a new web site
<i>ctrl + o</i>	Opens an existing web site
<i>ctrl + w</i>	Closes the active (or currently viewed) window
<i>ctrl + s</i>	Saves the web site to your hard drive
F12	Save Web Site As command
<i>ctrl + p</i>	Prints the web page
<i>ctrl + q</i>	Quits or exits Web Studio

Edit

<i>ctrl + z</i>	Undo last command
<i>ctrl + y</i>	Redo
<i>ctrl + c</i>	Copy
<i>ctrl + x</i>	Cuts
<i>ctrl + b</i>	Bold
<i>ctrl + v</i>	Paste
<i>ctrl + alt + v</i>	Paste in Place
<i>Delete</i>	Removes object
<i>ctrl + a</i>	Select All
<i>ctrl + click</i>	Creates a duplicate of an object directly underneath the object.
<i>ctrl + click on object handle</i>	Does a high quality resize or interpolation
<i>shift + click</i>	Select multiple objects

Graphics

<i>"c" + click on selection handle</i>	Cropping: <i>click</i> and <i>drag</i> the handle to crop the graphic.
<i>ctrl + click on selection handle</i>	Performs a resample or high quality interpolation on the graphic that was resized. does a high-quality resize
<i>ctrl + click on graphic</i>	Creates a duplicate of an object directly underneath the object.
<i>shift + click on corner selection handle</i>	Allows the object to be resized in two directions at once

Website

F5	Previews web site in Web Studio browser
F6	Previews the current page in the Web Studio browser
<i>ctrl + double-click on a link</i>	Launches an internet browser and goes to the link that was double-clicked on. Useful for testing links

Text

<i>ctrl + b</i>	Turns Bold on and off
<i>ctrl + i</i>	Turns Italic on and off
<i>ctrl + u</i>	Underlines or removes underline
<i>ctrl + d</i>	Brings up the <i>Font</i> dialog if text or a text object is selected
<i>ctrl + e</i>	Opens the <i>Edit HTML Source</i> dialog
<i>ctrl + f</i>	Opens the <i>Search and Replace</i> dialog
<i>ctrl + l</i>	Left justifies selected paragraphs of text
<i>ctrl + r</i>	Right justifies selected paragraphs of text

<i>Home</i>	Moves the text cursor to the start of the current line of text
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<i>End</i>	Moves the text cursor to the end of the current line of text
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<i>shift + left arrow</i>	Selects text to the left of the cursor
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<i>shift + right arrow</i>	Selects text to the right of the cursor
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<i>ctrl + end</i>	Moves the text cursor to the end of the text in the object
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<i>ctrl + home</i>	Moves the text cursor to the beginning of the text object
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<i>ctrl + space</i>	Changes selected text to plain
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<i>ctrl + down arrow</i>	Moves the text cursor to the next paragraph
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<i>ctrl + up arrow</i>	Moves the text cursor to the previous paragraph
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<i>ctrl + click on selected text object</i>	Creates a clone of object beneath the original. <i>Drag</i> the new object from beneath after <i>clicking</i> and before releasing the mouse button
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Objects

<i>alt + down arrow</i>	Aligns bottoms of selected objects
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<i>alt + left arrow</i>	Aligns left sides of selected objects
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<i>alt + right arrow</i>	Aligns right sides of selected objects
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<i>alt + up arrow</i>	Aligns tops of selected objects
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<i>alt + =</i>	Moves objects forwards
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<i>alt + [</i>	Moves object to the back
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<i>alt +]</i>	Moves object to the front
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<i>ctrl + T</i>	makes an object transparent or non-transparent if previously transparent
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<i>arrow keys</i>	Moves selected objects up, down, left, right one pixel at a time
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<i>arrow keys</i>	Holding an arrow key moves objects continuously
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<i>arrow keys + shift key</i>	Moves selected objects up, down, left, right 10 pixels at a time
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<i>p</i>	Pushes the objects under a selected object down the page.
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<i>p + shift key</i>	Pushes 10 pixels at a time.
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<i>u</i>	Pulls the objects under a selected object up the page.
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<i>u + shift key</i>	Pulls 10 pixels at a time
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<i>ctrl + space commands</i>	Spaces objects so that there is only one pixel of space between them.
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<i>ctrl + shift + space commands</i>	Spaces objects so that they touch with no space in between them.
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<i>l + click on selected object</i>	Aligns selected objects left
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<i>r + click on selected object</i>	Aligns selected objects right
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<i>f + click on an object</i>	Brings object to the front
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<i>b + click on an object</i>	Sends object to the back
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<i>e + click on selected object</i>	Makes all objects equal to size of first object selected
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Appendix E: Hot Keys

These keys are described in the manual when performing certain functions.

Key	Use	Explanation
c	Cropping	Select an object, hold down the <i>c</i> key and then <i>drag</i> a handle to crop.
p	Push objects down the page	Select an object. Press the <i>p</i> key. The objects under the selection are pushed down the page.
u	Pull objects up the page	Select an object. Press the <i>u</i> key. The objects under the selection are pulled up the page.
b	Send to back	Select an object. Press the <i>b</i> key and the object is sent to the back of the layers.
f	Bring to front	Select an object. Press the <i>f</i> key and the object is brought to the front of the layers.
g	Change a Protected Graphic to a normal graphic	Select the Protected Graphic. Press and hold the <i>g</i> key. Click on the Protected Graphic again to change it.