

## VivaDesigner 9: 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 |
|-------------------|-------------------------------------------|

## 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 + 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  | Pos 1              |
| End of Line        | 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  | 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 + -                 |
| 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 |
|----------------------|----------|