

Menu shortcuts - Mac OS

Keyboard symbols:

- Command ⌘
- Shift ⇧
- Option ⌥
- Control ^

To do this:	First:	Then press these keys:	
Select all same-type objects	Select an object	⌘	A
Select all		⌘	A
Locate and add files	Open or start a job	Control+ ⌘	A
Generate the job's AutoGang list	Set up the Files list	Option+ ⌘	A
Insert new web (at your current active Press Run)		⌘	B
Duplicate web (at your current active Press Run)		Shift+ ⌘	B
Copy	Select an object	⌘	C
Duplicate or step and repeat	Select an object	⌘	D
Auto-center a page in the width and height of a stock		Control+ ⌘	D
Flip the sheet in the workspace	Display the press run	⌘	F
Group	Select pages	⌘	G
Ungroup	Select a page group	Shift+ ⌘	G
Generate press runs	Define the product intent (part and section properties)	Option+ ⌘	G
Access Layout Details		⌘	I
Access Job Notes		⌘	J
Lock	Select an object	⌘	L
Unlock	Select a locked object	Shift+ ⌘	L
Start a new job		⌘	N
Locate and open a job		⌘	O
Open the Print dialog box		⌘	P

Open the Print Job Layout Report dialog box		Shift+ ⌘	P
Close the software		⌘	Q
Save this job		⌘	S
Save this job as...		Shift+ ⌘	S
Add a new empty press run (sheetfed)		⌘	T
Duplicate this press run	Select a press run (sheetfed or web type)	Shift+ ⌘	T
Open the Licensing Control dialog box		⌘	U
Paste		⌘	V
Close this job	Save current job	⌘	W
Cut	Select an object	⌘	X
Undo (if action is undoable)		⌘	Z
Redo		Shift+ ⌘	Z
Align selected objects:			
Align left		Shift	←
Align top		Shift	↑
Align right		Shift	→
Align bottom		Shift	↓
Expand a resource pane:			
Expand the Media list		⌘	1
Expand the Stock list		⌘	2
Expand the Marks list		⌘	3
Expand the Layouts pane		⌘	4
Expand the AutoGang pane		⌘	5
Zoom:			
Zoom in/out	Optional: Select an object	⌘	+ (plus) / - (minus)
Fit in window		⌘	0
View at actual dimensions	Select an object	Option+ ⌘	0

Other keyboard shortcuts			
Open the Preferences dialog box		⌘	,(comma)
Help (user guide and other information)		⌘	?
Display next press run		Shift+ ⌘	>
Display previous press run		Shift+ ⌘	<
Show or hide a user interface region:			
Show or hide the lists of job assets at the left side.		⌘	←
Show or hide the workspace and list areas of the center region.		⌘	↓
Show or hide the properties of selected job elements at the right side.		⌘	→