

# Menu shortcuts - Windows OS-based computers

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

Close the software		Ctrl	Q
Save this job		Ctrl	S
Save this job as...		Shift+Ctrl	S
Add a new empty press run (sheetfed)		Ctrl	T
Duplicate this press run	Select a press run (sheetfed or web type)	Shift+Ctrl	T
Open the Licensing Control dialog box		Ctrl	U
Ungroup	Select a page group	Shift+Ctrl	U
Paste	Select an object	Ctrl	V
Close this job	Save current job	Ctrl	W
Cut	Select an object	Ctrl	X
Undo (if action is undoable)		Ctrl	Z
<b>Align selected objects:</b>			
Align left		Shift	←
Align top		Shift	↑
Align right		Shift	→
Align bottom		Shift	↓
Redo		Shift+Ctrl	Z
<b>Expand a resource pane:</b>			
Expand the <b>Media</b> list		Ctrl	1
Expand the <b>Stock</b> list		Ctrl	2
Expand the <b>Marks</b> list		Ctrl	3
Expand the <b>Layouts</b> pane		Ctrl	4
Expand the <b>AutoGang</b> pane		Ctrl	5
<b>Zoom:</b>			
Zoom in/out	Optional: Select an object	Ctrl	+ (plus) / - (minus)

Fit in window		Ctrl	0
View at actual dimensions	Select an object	Alt+Ctrl	0
<b>Other keyboard shortcuts</b>			
Help (user guide and other information)		Ctrl	?
Display next press run		Shift+Ctrl	>
Display previous press run		Shift+Ctrl	<
<b>Show or hide a user interface region:</b>			
Show or hide the lists of job assets at the left side.		Ctrl	←
Show or hide the workspace and list areas of the center region.		Ctrl	↓
Show or hide the properties of selected job elements at the right side.		Ctrl	→