

# 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)<br>/ - (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       | → |