Keyboard Shortcuts

	Main	Alt+Q	
Align Bottom	Main	B	Aligns selected objects to the bottom
Align Centers Horizontally	Main	E	Horizontally aligns the centers of the selected objects
Align Centers Vertically	Main	C	Vertically aligns the centers of the selected objects
Align Left	Main	L	Aligns selected objects to the left
Align Right	Main	R	Aligns selected objects to the right
Align To Baseline	Main	Alt+F12	Aligns text to the baseline
Align Top	Main	T	Aligns selected objects to the top
Artistic Media	Main	I	Add artistic brush, spray, and calligraphic effects by using freehand st
Back One	Main	Ctrl+PgDn	Back One
Bold	Text Editing	Ctrl+B	Make the text bold.
Bold	Table Text Editing	Ctrl+B	Make the text bold.
Break Apart	Main	Ctrl+K	Break the object apart to create multiple objects and paths.
Brightness/Contrast/Intensity...	Main	Ctrl+B	Brightness/Contrast/Intensity
Bring up Property Bar	Main	Ctrl+Enter	Brings up the Property Bar and gives focus to the first visible item that
Center	Text Editing	Ctrl+E	Center text within the bounding box.
Center	Table Text Editing	Ctrl+E	Center text within the bounding box.
Center to Page	Main	P	Aligns the centers of the selected objects to page
Change Case...	Text Editing	Shift+F3	Changes the case of selected text
Change Case...	Table Text Editing	Shift+F3	Changes the case of selected text
Character Formatting	Main	Ctrl+T	Change the properties of text characters.
Color Balance...	Main	Ctrl+Shift+B	Color Balance
Column/Frame Break	Text Editing	Ctrl+Enter	Column/Frame Break
Column/Frame Break	Table Text Editing	Ctrl+Enter	Column/Frame Break
Combine	Main	Ctrl+L	Combine objects into a single object with common properties.
Contour	Main	Ctrl+F9	Opens the Contour Docker Window
Convert	Main	Ctrl+F8	Converts artistic text to paragraph text or vice versa
Convert Outline To Object	Main	Ctrl+Shift+Q	Converts an outline to an object
Convert To Curves	Main	Ctrl+Q	Allow the object to be modified by using the shape tools.
Copy	Main	Ctrl+C	Place copies of one or more objects on the Clipboard.
Copy	Main	Ctrl+Insert	Place copies of one or more objects on the Clipboard.
Cut	Main	Ctrl+X	Move one or more objects to the Clipboard.
Cut	Main	Shift+Delete	Move one or more objects to the Clipboard.
Delete	Main	Delete	Deletes the selected object(s)
Delete Character to Right	Text Editing	Delete	Deletes the character to the right of the text caret

Keyboard Shortcuts

Delete Character to Right	Table Text Editing	Delete	Deletes the character to the right of the text caret
Delete Word to Right	Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Delete Word to Right	Table Text Editing	Ctrl+Delete	Deletes the word to the right of the text caret
Distribute Bottom	Main	Shift+B	Distributes selected objects to the bottom
Distribute Centers Horizontally	Main	Shift+E	Horizontally Distributes the centers of the
Distribute Centers Vertically	Main	Shift+C	Vertically Distributes the centers of the selected objects
Distribute Left	Main	Shift+L	Distributes selected objects to the left
Distribute Right	Main	Shift+R	Distributes selected objects to the right
Distribute Spacing Horizontally	Main	Shift+P	Horizontally Distributes the space betwe
Distribute Spacing Vertically	Main	Shift+A	Vertically Distributes the space between the selected objects
Distribute Top	Main	Shift+T	Distributes selected objects to the top
Duplicate	Main	Ctrl+D	Duplicates the selected object(s) and offsets by a specified amount
Dynamic Guides	Main	Alt+Shift+D	Align objects with other objects by using dynamic guidelines.
Edit Text...	Main	Ctrl+Shift+T	Modify text by using a text editor.
Ellipse	Main	F7	Draw circles and ellipses by dragging in the drawing window.
Em Dash	Text Editing	Alt+_	Em Dash
Em Dash	Table Text Editing	Alt+_	Em Dash
Em Space	Text Editing	Ctrl+Shift+M	Em Space
Em Space	Table Text Editing	Ctrl+Shift+M	Em Space
En Dash	Text Editing	Alt+-	En Dash
En Dash	Table Text Editing	Alt+-	En Dash
En Space	Text Editing	Ctrl+Shift+N	En Space
En Space	Table Text Editing	Ctrl+Shift+N	En Space
Envelope	Main	Ctrl+F7	Opens the Envelope Docker Window
Eraser	Main	X	Remove unwanted areas in a drawing.
Exit	Main	Alt+F4	Exits CorelDRAW and prompts to save the active drawing
Expand Selection	Table Editing	Ctrl+A	Expand Selection
Expand Selection	Table Text Editing	Ctrl+A	Expand Selection
Export...	Main	Ctrl+E	Save a duplicate of the document to a different file format.
Find Objects...	Main	Ctrl+F	Selects object(s) by specified properties
Find Text...	Text Editing	Alt+F3	Finds the specified text in the drawing
Find Text...	Table Text Editing	Alt+F3	Finds the specified text in the drawing
Font List	Text Editing	Ctrl+Shift+F	Choose a typeface for new or selected text.
Font List	Table Text Editing	Ctrl+Shift+F	Choose a typeface for new or selected text.
Font Size Decrease	Text Editing	Ctrl+NUMPAD2	Decreases font size to previous point size

Keyboard Shortcuts

Font Size Decrease	Table Text Editing	Ctrl+NUMPAD2	Decreases font size to previous point size
Font Size Decrease	Main	Ctrl+NUMPAD2	Decreases font size to previous point size
Font Size Increase	Text Editing	Ctrl+NUMPAD8	Increases font size to next point size
Font Size Increase	Table Text Editing	Ctrl+NUMPAD8	Increases font size to next point size
Font Size Increase	Main	Ctrl+NUMPAD8	Increases font size to next point size
Font Size List	Text Editing	Ctrl+Shift+P	Specify the font size.
Font Size List	Table Text Editing	Ctrl+Shift+P	Specify the font size.
Font Size Next Combo Size	Text Editing	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Font Size Next Combo Size	Table Text Editing	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Font Size Next Combo Size	Main	Ctrl+NUMPAD6	Increase font size to next setting in Font Size List
Font Size Previous Combo Size	Text Editing	Ctrl+NUMPAD4	Decrease font size to previous setting av
Font Size Previous Combo Size	Table Text Editing	Ctrl+NUMPAD4	Decrease font size to previous setting av
Font Size Previous Combo Size	Main	Ctrl+NUMPAD4	Decrease font size to previous setting av
Font Weight List	Text Editing	Ctrl+Shift+W	Shows a list of all the available/active font weights
Font Weight List	Table Text Editing	Ctrl+Shift+W	Shows a list of all the available/active font weights
Force Justify	Text Editing	Ctrl+H	Align all text with both the left and right sides of the bounding box.
Force Justify	Table Text Editing	Ctrl+H	Align all text with both the left and right sides of the bounding box.
Forward One	Main	Ctrl+PgUp	Forward One
Fountain Fill	Main	F11	Fill an object with a gradient of colors or shades.
Freehand	Main	F5	Draw curves and straight line segments.
Full Justify	Text Editing	Ctrl+J	Align all text, excluding the last line, with both the left and right sides o
Full Justify	Table Text Editing	Ctrl+J	Align all text, excluding the last line, with both the left and right sides o
Full-Screen Preview	Main	F9	Displays a full-screen preview of the drawing
Graph Paper	Main	D	Draw a grid.
Graphic and Text Styles	Main	Ctrl+F5	Opens the Graphic and Text Styles Docker Window
Group	Main	Ctrl+G	Group objects while preserving their individual attributes.
HTML Font Size List	Text Editing	Ctrl+Shift+H	Shows a list of all the available/active HTML font sizes
HTML Font Size List	Table Text Editing	Ctrl+Shift+H	Shows a list of all the available/active HTML font sizes
Horizontal Text	Main	Ctrl+,	Changes the text to horizontal direction
Hue/Saturation/Lightness...	Main	Ctrl+Shift+U	Hue/Saturation/Lightness
Import...	Main	Ctrl+I	Import a file into the active document.
Insert Symbol Character	Main	Ctrl+F11	Opens the Insert Character Docker Window
Interactive Fill	Main	G	Create a fill dynamically by using markers in the drawing window and
Italic	Text Editing	Ctrl+I	Make the text italic.
Italic	Table Text Editing	Ctrl+I	Make the text italic.

Keyboard Shortcuts

Join Curves	Main	Ctrl+Shift+J	Join curves using endpoint tolerance
Left	Text Editing	Ctrl+L	Align text with the left side of the bounding box.
Left	Table Text Editing	Ctrl+L	Align text with the left side of the bounding box.
Lens	Main	Alt+F3	Opens the Lens Docker Window
Macro Editor...	Main	Alt+F11	Macro Editor...
Macro Manager	Main	Alt+Shift+F11	Macro Manager
Merge Cells	Table Editing	Ctrl+M	Merge cells into one cell.
Mesh Fill	Main	M	Fill an object by blending multiple colors or shades arranged over a m
Micro Nudge Anchor Down	Anchor Editing	Ctrl+DnArrow	Micro Nudge Anchor Down
Micro Nudge Anchor Left	Anchor Editing	Ctrl+LeftArrow	Micro Nudge Anchor Left
Micro Nudge Anchor Right	Anchor Editing	Ctrl+RightArrow	Micro Nudge Anchor Right
Micro Nudge Anchor Up	Anchor Editing	Ctrl+UpArrow	Micro Nudge Anchor Up
Micro Nudge Down	Main	Ctrl+DnArrow	Nudges the object downward by the Micro Nudge factor
Micro Nudge Left	Main	Ctrl+LeftArrow	Nudges the object to the left by the Micro Nudge factor
Micro Nudge Right	Main	Ctrl+RightArrow	Nudges the object to the right by the Micro Nudge factor
Micro Nudge Up	Main	Ctrl+UpArrow	Nudges the object upward by the Micro Nudge factor
Move Down	Table Editing	DnArrow	Move Down
Move Down 1 Frame	Text Editing	PgDn	Moves the text caret down 1 frame
Move Down 1 Frame	Table Text Editing	PgDn	Moves the text caret down 1 frame
Move Down 1 Line	Text Editing	DnArrow	Moves the text caret down 1 line
Move Down 1 Line	Table Text Editing	DnArrow	Moves the text caret down 1 line
Move Down 1 Paragraph	Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Move Down 1 Paragraph	Table Text Editing	Ctrl+DnArrow	Moves the text caret down 1 paragraph
Move Left	Table Editing	LeftArrow	Move Left
Move Left 1 Character	Text Editing	LeftArrow	Moves the text caret left 1 character
Move Left 1 Character	Table Text Editing	LeftArrow	Moves the text caret left 1 character
Move Left 1 Word	Text Editing	Ctrl+LeftArrow	Moves the text caret left 1 word
Move Left 1 Word	Table Text Editing	Ctrl+LeftArrow	Moves the text caret left 1 word
Move Right	Table Editing	RightArrow	Move Right
Move Right 1 Character	Text Editing	RightArrow	Moves the text caret right 1 character
Move Right 1 Character	Table Text Editing	RightArrow	Moves the text caret right 1 character
Move Right 1 Word	Text Editing	Ctrl+RightArrow	Moves the text caret right 1 word
Move Right 1 Word	Table Text Editing	Ctrl+RightArrow	Moves the text caret right 1 word
Move Up	Table Editing	UpArrow	Move Up
Move Up 1 Frame	Text Editing	PgUp	Moves the text caret up 1 frame

Keyboard Shortcuts

Move Up 1 Frame	Table Text Editing	PgUp	Moves the text caret up 1 frame
Move Up 1 Line	Text Editing	UpArrow	Moves the text caret up 1 line
Move Up 1 Line	Table Text Editing	UpArrow	Moves the text caret up 1 line
Move Up 1 Paragraph	Text Editing	Ctrl+UpArrow	Moves the text caret up 1 paragraph
Move Up 1 Paragraph	Table Text Editing	Ctrl+UpArrow	Moves the text caret up 1 paragraph
Move to Beginning of Frame	Text Editing	Ctrl+Home	Moves the text caret to the beginning of the frame
Move to Beginning of Frame	Table Text Editing	Ctrl+Home	Moves the text caret to the beginning of the frame
Move to Beginning of Line	Text Editing	Home	Moves the text caret to the beginning of the line
Move to Beginning of Line	Table Text Editing	Home	Moves the text caret to the beginning of the line
Move to Beginning of Text	Text Editing	Ctrl+PgUp	Moves the text caret to the beginning of the text
Move to Beginning of Text	Table Text Editing	Ctrl+PgUp	Moves the text caret to the beginning of the text
Move to End of Frame	Text Editing	Ctrl+End	Moves the text caret to the end of the frame
Move to End of Frame	Table Text Editing	Ctrl+End	Moves the text caret to the end of the frame
Move to End of Line	Text Editing	End	Moves the text caret to the end of the line
Move to End of Line	Table Text Editing	End	Moves the text caret to the end of the line
Move to End of Text	Text Editing	Ctrl+PgDn	Moves the text caret to the end of the text
Move to End of Text	Table Text Editing	Ctrl+PgDn	Moves the text caret to the end of the text
Navigator	Main	N	Brings up the Navigator window allowing you to navigate to any object
New...	Main	Ctrl+N	Start a new document.
Next Page	Main	PgDn	Goes to the next page
Non-breaking Hyphen	Text Editing	Ctrl+Shift+-	Non-breaking Hyphen
Non-breaking Hyphen	Text Editing	Ctrl+_	Non-breaking Hyphen
Non-breaking Hyphen	Table Text Editing	Ctrl+Shift+-	Non-breaking Hyphen
Non-breaking Hyphen	Table Text Editing	Ctrl+_	Non-breaking Hyphen
Non-breaking Hyphen	Main	Ctrl+Shift+-	Non-breaking Hyphen
Non-breaking Hyphen	Main	Ctrl+_	Non-breaking Hyphen
Non-breaking Space	Text Editing	Ctrl+Shift+Space	Non-breaking Space
Non-breaking Space	Table Text Editing	Ctrl+Shift+Space	Non-breaking Space
None	Text Editing	Ctrl+N	Do not align text with the bounding box.
None	Table Text Editing	Ctrl+N	Do not align text with the bounding box.
Nudge Anchor Down	Anchor Editing	DnArrow	Nudge Anchor Down
Nudge Anchor Left	Anchor Editing	LeftArrow	Nudge Anchor Left
Nudge Anchor Right	Anchor Editing	RightArrow	Nudge Anchor Right
Nudge Anchor Up	Anchor Editing	UpArrow	Nudge Anchor Up
Nudge Down	Main	DnArrow	Nudges the object downward

Keyboard Shortcuts

Nudge Left	Main	LeftArrow	Nudges the object to the left
Nudge Right	Main	RightArrow	Nudges the object to the right
Nudge Up	Main	UpArrow	Nudges the object upward
Open...	Main	Ctrl+O	Open an existing document by browsing to the folder where the docur
Optional Hyphen	Text Editing	Ctrl+-	Optional Hyphen
Optional Hyphen	Table Text Editing	Ctrl+-	Optional Hyphen
Optional Hyphen	Main	Ctrl+-	Optional Hyphen
Options...	Main	Ctrl+J	Set your workspace preferences.
Outline Color	Main	Shift+F12	Choose the outline color by using color viewers and color palettes.
Outline Pen	Main	F12	Set outline properties such as line thickness, corner shape, and arrow
Pan	Main	H	Drag hidden areas of a drawing into view without changing the zoom l
Pan Down	Main	Alt+DnArrow	
Pan Left	Main	Alt+LeftArrow	
Pan Right	Main	Alt+RightArrow	
Pan Up	Main	Alt+UpArrow	
Paste	Main	Ctrl+V	Place the Clipboard contents in the document.
Paste	Main	Shift+Insert	Place the Clipboard contents in the document.
Polygon	Main	Y	Draw polygons by dragging in the drawing window.
Position	Main	Alt+F7	Opens the Position Docker Window
Previous Page	Main	PgUp	Goes to the previous page
Print...	Main	Ctrl+P	Choose printing options, and print the active document.
Properties	Main	Alt+Enter	Allows the properties of an object to be viewed and edited
Record Temporary Macro	Main	Ctrl+Shift+R	Record Temporary Macro
Rectangle	Main	F6	Draw squares and rectangles by dragging in the drawing window.
Redo %s	Main	Ctrl+Shift+Z	Reapply the last undone action.
Refresh Window	Main	Ctrl+W	Redraws the drawing window
Repeat %s	Main	Ctrl+R	Repeats the last operation
Right	Text Editing	Ctrl+R	Align text with the right side of the bounding box.
Right	Table Text Editing	Ctrl+R	Align text with the right side of the bounding box.
Rotate	Main	Alt+F8	Opens the Rotate Docker Window
Run Temporary Macro	Main	Ctrl+Shift+P	Run Temporary Macro
Sample Mesh Fill Color	Main	Ctrl+Shift+E	Sample a color from the desktop to apply to the selected nodes.
Save As...	Main	Ctrl+Shift+S	Saves the active drawing with a new name
Save...	Main	Ctrl+S	Save the active document.
Scale	Main	Alt+F9	Opens the Scale Docker Window

Keyboard Shortcuts

Select All Anchors	Anchor Editing	Ctrl+A	Select All Anchors
Select Down	Table Editing	Shift+DnArrow	Select Down
Select Down 1 Frame	Text Editing	Shift+PgDn	Selects text downwards by 1 frame
Select Down 1 Frame	Table Text Editing	Shift+PgDn	Selects text downwards by 1 frame
Select Down 1 Line	Text Editing	Shift+DnArrow	Selects text downwards by 1 line
Select Down 1 Line	Table Text Editing	Shift+DnArrow	Selects text downwards by 1 line
Select Down 1 Paragraph	Text Editing	Ctrl+Shift+DnArrow	Selects text downwards by 1 paragraph
Select Down 1 Paragraph	Table Text Editing	Ctrl+Shift+DnArrow	Selects text downwards by 1 paragraph
Select Left	Table Editing	Shift+LeftArrow	Select Left
Select Left 1 Character	Text Editing	Shift+LeftArrow	Selects the character to the left of the text caret
Select Left 1 Character	Table Text Editing	Shift+LeftArrow	Selects the character to the left of the text caret
Select Left 1 Word	Text Editing	Ctrl+Shift+LeftArrow	Selects the word to the left of the text caret
Select Left 1 Word	Table Text Editing	Ctrl+Shift+LeftArrow	Selects the word to the left of the text caret
Select Right	Table Editing	Shift+RightArrow	Select Right
Select Right 1 Character	Text Editing	Shift+RightArrow	Selects the character to the right of the text caret
Select Right 1 Character	Table Text Editing	Shift+RightArrow	Selects the character to the right of the text caret
Select Right 1 Word	Text Editing	Ctrl+Shift+RightArrow	Selects the word to the right of the text caret
Select Right 1 Word	Table Text Editing	Ctrl+Shift+RightArrow	Selects the word to the right of the text caret
Select Up	Table Editing	Shift+UpArrow	Select Up
Select Up 1 Frame	Text Editing	Shift+PgUp	Selects text upwards by 1 frame
Select Up 1 Frame	Table Text Editing	Shift+PgUp	Selects text upwards by 1 frame
Select Up 1 Line	Text Editing	Shift+UpArrow	Selects text upwards by 1 line
Select Up 1 Line	Table Text Editing	Shift+UpArrow	Selects text upwards by 1 line
Select Up 1 Paragraph	Text Editing	Ctrl+Shift+UpArrow	Selects text upwards by 1 paragraph
Select Up 1 Paragraph	Table Text Editing	Ctrl+Shift+UpArrow	Selects text upwards by 1 paragraph
Select all objects	Main	Ctrl+A	
Select to Beginning of Frame	Text Editing	Ctrl+Shift+Home	Selects text to the beginning of the frame
Select to Beginning of Frame	Table Text Editing	Ctrl+Shift+Home	Selects text to the beginning of the frame
Select to Beginning of Line	Text Editing	Shift+Home	Selects text to the beginning of the line
Select to Beginning of Line	Table Text Editing	Shift+Home	Selects text to the beginning of the line
Select to Beginning of Text	Text Editing	Ctrl+Shift+PgUp	Selects text to the beginning of the text
Select to Beginning of Text	Table Text Editing	Ctrl+Shift+PgUp	Selects text to the beginning of the text
Select to End of Frame	Text Editing	Ctrl+Shift+End	Selects text to the end of the frame
Select to End of Frame	Table Text Editing	Ctrl+Shift+End	Selects text to the end of the frame
Select to End of Line	Text Editing	Shift+End	Selects text to the end of the line

Keyboard Shortcuts

Select to End of Line	Table Text Editing	Shift+End	Selects text to the end of the line
Select to End of Text	Text Editing	Ctrl+Shift+PgDn	Selects text to the end of the text
Select to End of Text	Table Text Editing	Ctrl+Shift+PgDn	Selects text to the end of the text
Shape	Main	F10	Edit a curve object or text character by manipulating nodes.
Show Non-Printing Characters	Text Editing	Ctrl+Shift+C	Shows non-printing characters
Show Non-Printing Characters	Table Text Editing	Ctrl+Shift+C	Shows non-printing characters
Size	Main	Alt+F10	Opens the Size Docker Window
Small Capitals	Text Editing	Ctrl+Shift+K	Reduce the size of uppercase letters in the text.
Small Capitals	Table Text Editing	Ctrl+Shift+K	Reduce the size of uppercase letters in the text.
Smart Drawing	Main	Shift+S	Convert freehand strokes to basic shapes or smoothed curves.
Snap to Grid	Main	Ctrl+Y	Align objects with the grid.
Snap to Objects	Main	Alt+Z	Align objects with other objects in the document.
Spell Check...	Main	Ctrl+F12	Opens the Spell Checker; checks the spelling of the selected text
Spiral	Main	A	Draw symmetrical and logarithmic spirals.
Step and Repeat...	Main	Ctrl+Shift+D	Shows Step and Repeat docker
Stop Recording	Main	Ctrl+Shift+O	Stop Recording
Style List	Text Editing	Ctrl+Shift+S	Shows a list of all the styles in the drawing
Style List	Table Text Editing	Ctrl+Shift+S	Shows a list of all the styles in the drawing
Super Nudge Anchor Down	Anchor Editing	Shift+DnArrow	Super Nudge Anchor Down
Super Nudge Anchor Left	Anchor Editing	Shift+LeftArrow	Super Nudge Anchor Left
Super Nudge Anchor Right	Anchor Editing	Shift+RightArrow	Super Nudge Anchor Right
Super Nudge Anchor Up	Anchor Editing	Shift+UpArrow	Super Nudge Anchor Up
Super Nudge Down	Main	Shift+DnArrow	Nudges the object downward by the Super Nudge factor
Super Nudge Left	Main	Shift+LeftArrow	Nudges the object to the left by the Super Nudge factor
Super Nudge Right	Main	Shift+RightArrow	Nudges the object to the right by the Super Nudge factor
Super Nudge Up	Main	Shift+UpArrow	Nudges the object upward by the Super Nudge factor
Symbol Manager	Main	Ctrl+F3	Symbol Manager Docker
Table	Table Editing	Delete	Delete the selected table
Text	Text Editing	Ctrl+F10	Opens the Options dialog with the Text options page selected
Text	Table Text Editing	Ctrl+F10	Opens the Options dialog with the Text options page selected
Text	Main	F8	Add and edit paragraph and artistic text.
To Back Of Layer	Main	Shift+PgDn	Move the object to the back of the layer.
To Back Of Page	Main	Ctrl+End	To Back Of Page
To Front Of Layer	Main	Shift+PgUp	Move the object to the front of the layer.
To Front Of Page	Main	Ctrl+Home	To Front Of Page

Keyboard Shortcuts

Toggle Pick State	Main	Ctrl+Space	Toggles between the current tool and the Pick tool
Toggle View	Main	Shift+F9	Toggles between the last two used view qualities
Underline	Text Editing	Ctrl+U	Underline the text.
Underline	Table Text Editing	Ctrl+U	Underline the text.
Undo %s	Main	Ctrl+Z	Cancel the previous action.
Undo %s	Main	Alt+Backspace	Cancel the previous action.
Ungroup	Main	Ctrl+U	Break a group into individual objects or groups.
Uniform Fill	Main	Shift+F11	Choose a solid fill color for an object by using color palettes, color view
Use bullets	Main	Ctrl+M	Add or remove a bulleted-list format.
Use drop cap	Text Editing	Ctrl+Shift+D	Add or remove a drop cap.
Use drop cap	Table Text Editing	Ctrl+Shift+D	Add or remove a drop cap.
VSTA Editor...	Main	Alt+Shift+F12	VSTA Editor...
Vertical Text	Main	Ctrl+.	Changes the text to vertical
View Manager	Main	Ctrl+F2	Opens the View Manager Docker Window
What's This?	Main	Shift+F1	What's This? Help
Zoom	Main	Z	Change the magnification level of the document window.
Zoom One-Shot	Main	F2	
Zoom Out	Main	F3	Decrease the magnification level to view a larger portion of the docum
Zoom To Fit	Main	F4	Adjust the magnification level to include all objects
Zoom To Page	Main	Shift+F4	Adjust the magnification level to fit the entire page.
Zoom To Selection	Main	Shift+F2	Magnify only the selected object.
¼ Em Space	Text Editing	Ctrl+Alt+Space	¼ Em Space
¼ Em Space	Table Text Editing	Ctrl+Alt+Space	¼ Em Space