

## File Handling Hot Keys

Alt	Access Menu
Alt + Q	File Capture
Ctrl + N	New File
Ctrl + O	Open File
Ctrl + P	Print
Ctrl + S	Save File
Ctrl + X	Exit
Ctrl + V	Save As

## Edit Hot Keys

Alt + Bksp	Undo
Ctrl + Bksp	Redo
Ctrl + D	Duplicate
Ctrl + Ins	Copy
Ctrl + L	Edit Path
Ctrl + T	Edit Text
Ctrl + Y	Edit Font
Del	Clear
Shft + Del	Cut
Shft + Ins	Paste
Shft + F3	Select none
Alt + F3	Reverse Select
Alt + D	Redraw
Ctrl + A	Selects All

## Layout Hot Keys

Alt + K	Alignment
Ctrl + K	Align
Ctrl + G	Group
Alt + G	UnGroup

Shft + (arrow key) = Nudges 5 pixcels at a time  
Arrow key = Nudges 1 pixcel at a time  
Shft + (+ key) and drag Object from center = Duplicates Object opening  
Selecting + Ctrl key = Moves Horizontal or Vertical  
Move Select Arrow on Object(s) outside = Selects it!  
Shft + Objects = Selects all Objects  
Shft + already selected Objects = Deselects  
Tab Key = Toggles to each Object and selects  
Shft + Tab Key = Reverse Toggle each Object  
Spacebar = Activates select arrow  
Move arrow to outside of selected object = Deselect Object  
Select object double click for nodes select all nodes then hit U then Delete key it will Delete ½ of Nodes Selected

## Arrange Hot Keys

Ctrl + F	Move to Front
Ctrl + B	Move to Back
Ctrl + U	Forward
Ctrl + L	Backward
Ctrl + R	Reverse
Ctrl + Z	Make Path
Alt + Z	Break Path
Alt + B	Convert text to Graphics

## Plotting Hot Keys

Alt + P Plot

## Option Hot Keys

Ctrl + W	Snap To Grid
Alt + W	Use Guides
Ctrl + C	Print Capture
Alt + S	Show Fill
Alt + N	Show Thick line
Alt + R	Show Rulers
Alt + M	Show Bitmaps Outline
Alt + J	Show Tool Paths

## Engrave Lab Function Keys

F1	Help
F2	Disable all colors but the palette color selected
F3	Select All
F4	Redraw Screen
F5	Zoom Tool
F6	Zoom out Tool
F7	Zoom to selected objects
F8	Zoom to sign Blank
F9	Zoom Previous
F10	Select the Menu Bar

## Access to Engrave Lab from Help Menu

Alt + M Access the Information about your system  
Alt + S Access the System Editor  
Alt + I access information on the SignLab Application you are