

# Inpage Shortcuts

Platform: Windows/English

| To move cursor                     |                                                                |
|------------------------------------|----------------------------------------------------------------|
| Arrow Left / Arrow Right           | Go one charactor left / one character right                    |
| Ctrl+Arrow Left / Ctrl+Arrow Right | Go one Word left / one word right                              |
| Arrow Up                           | To go upper or previous line                                   |
| Arrow Down                         | To go next line                                                |
| Alt+Arrow Up                       | To move previous text to the beginning of the box              |
| Alt+Arrow Down                     | To move to the next text box                                   |
| Ctrl+Arrow Up                      | To go to the begining of the current or the previous paragraph |
| Ctrl+Arrow Down                    | To go to the beginnig of the next paragraph                    |
| Home                               | To go to the beginning of the line                             |
| End                                | To go to the end of the line                                   |
| Ctrl+Home                          | To go to the beggining of the text                             |
| Ctrl+End                           | To go to the end of the text                                   |
| Double Click                       | To select one word                                             |
| Tripple Click                      | To select complete paragraph                                   |

| For Editing                |                                         |
|----------------------------|-----------------------------------------|
| Ctrl+Space                 | To switch between english and urdu mode |
| Back Space                 | To Delete previous charactor            |
| Ctrl+ Back Space           | To Delete Previous word                 |
| Delete                     | To delete next word                     |
| Ctrl+Delete                | To delete next character                |
| Ctrl+x                     | To cut selected text                    |
| Ctrl+c                     | To copy selected text                   |
| Ctrl+v                     | To paste text                           |
| Ctrl+ Z , Alt + Back space | To undo last action                     |
| Ctrl+a                     | To select all text                      |
| Ctrl+f                     | To find text                            |
| Ctrl+r                     | To replace text                         |

| For formatting |                                            |
|----------------|--------------------------------------------|
| Ctrl+b         | To bold the selected text                  |
| Ctrl+i         | To italic the selected text                |
| Ctrl+Alt+l     | To align text left side                    |
| Ctrl+Alt+r     | To align text right side                   |
| Ctrl+Alt+j     | To align text from both sides              |
| Ctrl+Alt+f     | To force align from both sides             |
| Ctrl+Alt+t     | To switch between text and tab mode        |
| Ctrl+t         | To make style sheets                       |
| Ctrl+h         | To open dialog box of cheractor            |
| Ctrl+g         | To open dialog box of paragraph            |
| Ctrl+F5        | To increase space between selected text    |
| Ctrl+F6        | To decrease space between selected text    |
| Ctrl+F7        | To move upward baseline of selected text   |
| Ctrl+F8        | To move downward baseline of selected text |
| Ctrl+F9        | To decrease font size of selected text     |
| Ctrl+F10       | To increase font text of selected text     |

| For Page Movement    |                              |
|----------------------|------------------------------|
| Page Up              | To go one screen upward      |
| Page Down            | To go down one screen        |
| Ctrl+Page Up         | To go one screen left        |
| Ctrl+Page Down       | To go one screen right       |
| Shift+Page Up        | To move screen up one line   |
| Ctrl+Shift+Page Up   | To move screen left one line |
| Ctrl+Shift+Page Down | To move screen left one line |

| For Page Change |                                            |
|-----------------|--------------------------------------------|
| `Alt +Page Up   | To go to previous of text                  |
| Alt+Page Down   | To go to next pageof text                  |
| Alt+Home        | To go the first page of the text           |
| Alt+End         | To go the last page of the text            |
| Alt+Enter       | To switch between master page and document |

| Page Editing |                 |
|--------------|-----------------|
| Alt+Delete   | To delete pages |
| Alt+Insert   | To insert pages |

| For Editing of Objects |                                  |
|------------------------|----------------------------------|
| Ctrl+a                 | To select all objects            |
| Shift+ Mouse Click     | To select or deselect objects    |
| Delete                 | ` To delete Selected objects     |
| Ctrl+x                 | To cut selected objects          |
| Ctrl+c                 | To copy selected objects         |
| Ctrl+v                 | To paste objects                 |
| Ctrl+z                 | To undo last action              |
| Arrow Keys             | To move selected Objects         |
| Ctrl+Arrow Keys        | To move selected objects slowley |

| To Change Picture |                                            |
|-------------------|--------------------------------------------|
| Arrow Keys        | To move picture                            |
| Ctrl+Arrow Keys   | To move selected objetcs to least distance |
| Delete            | To delete selected objects                 |
| Ctrl+x            | To cut the selected objects                |
| ` Ctrl +c         | To copy selected objects                   |
| Ctrl+v            | To paste selected Objects                  |

| For changing zoom or view |                                |
|---------------------------|--------------------------------|
| F5                        | To fit text in document window |
| F6                        | To view 50% zoom of text       |
| F7                        | To view 100% Zoom of text      |
| F8                        | To view 200% zoom of text      |

| For File Releated |                                            |
|-------------------|--------------------------------------------|
| Ctrl+n            | For new document                           |
| Ctrl+o            | To open document                           |
| Ctrl+s            | To save document                           |
| Ctrl+Alt+s        | To save as open document                   |
| Ctrl+p            | To print Document                          |
| Ctrl+Alt+p        | To open dialog box of pint setup           |
| Ctrl+F4           | To close document                          |
| Alt+F4            | To quit application after closing document |
| Ctrl+y            | To import text or picture                  |
| Ctrl+Alt+y        | To export text or picture                  |

# Inpage Shortcuts

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|                                |                   |
|--------------------------------|-------------------|
| Double click on<br>picture box | To import picture |
|--------------------------------|-------------------|

| For Tools Selection |                                         |
|---------------------|-----------------------------------------|
| Shift+F2            | To select textbox tool                  |
| Shift+F3            | To select title text box tool           |
| Shift+F4            | To select link text box tool            |
| Shift+F5            | To select picture box tool              |
| Shift+F6            | To select round picture box tool        |
| Shift+F7            | To select curved picture box tool       |
| Shift+F9            | To select graphics box tool             |
| Shift+F10           | To select round graphics box tool       |
| Shift+F11           | To select round edges graphics box tool |
| Shift+F12           | To select line tool                     |