

Canvas 5 Quick Reference

Viewing shortcuts

To do this	Mac OS	Windows
Fit document to window	Option+Command+R	Ctrl+Alt+R
Refresh the screen display	Command+K	F5
Show/Hide grids	Shift+Option+Command+G	Shift+F9
Show/Hide rulers	Shift+Option+Command+R	Shift+F10
Show/Hide size	Shift+Option+Command+S	Shift+F8
Use the Hand tool to scroll	Space Bar-drag	Space Bar-drag
View on-line Help	Help key	F1
View top-left corner of document at 100%	Option+Command+H	Ctrl+Alt+H
Zoom in or zoom out	Option+Command+Plus (in) Option+Command+Hyphen (out)	Ctrl+Alt+ Plus (in) Ctrl+Alt+Hyphen (out)

Command shortcuts

To do this	Mac OS	Windows
Create a new document	Command+N	Ctrl+N
Open a document	Command+O	Ctrl+O
Clear (delete) selected items	Option+Command+X	Del
Close a document	Command+W	Ctrl+F4
Print current document	Command+P	Ctrl+P
Save the current document	Command+S	Ctrl+S
Use the Save As command to save a document	Option+Command+S	Shift+Ctrl+S
Undo last action	Command+Z	Ctrl+Z
Redo last action	Shift+Command+Z	Shift+Ctrl+Z
Repeat the last action	Command+=	Ctrl+=
Quit the Canvas application	Command+Q	Alt+F4

Image-editing shortcuts

Working with selection & painting tools	Mac OS	Windows
Add to a selection	Shift-drag the Marquee or Lasso tool, or Shift-click the Wand tool	Shift-drag the Marquee or Lasso tool, or Shift-click the Wand tool
Constrain brush strokes to 45 degree angles	Shift-drag a painting tool	Shift-drag a painting tool
Float a copy of the current selection	Option-drag the selection with the Marquee or Lasso tool	Alt-drag the selection with the Marquee or Lasso tool
Select all pixels in an image	Command+A	Ctrl+A
Subtract from a selection	Command-drag the Marquee or Lasso tool, or Shift-click the Wand tool	Ctrl-drag the Marquee or Lasso tool, or Shift-click the Wand tool

In the Image Channels palette	Mac OS	Windows
To duplicate a channel	Drag the channel to the New button	Drag the channel to the New button
To load a channel as a selection	Option-click the channel in the palette	Alt-click the channel in the palette

Layer navigation shortcuts

To do this	Mac OS	Windows
Copy selected objects to a different layer in the same slide	Shift+Choose Arrange>Copy to Layer in the Object menu	Shift+Choose Arrange>Copy to Layer in the Object menu
Go to next layer and make active layer invisible	Option-click a layer in the Layer Info palette or Option-click the up or down arrow in the Layers bar	Alt-click a layer in the Layer Info palette or Alt-click the up or down arrow in the Layers bar
Go to next visible layer without making current layer invisible	Click the up or down arrow in the Layers bar	Click the up or down arrow in the Layers bar
Move selected objects to a different layer in the same slide	Shift+Choose Arrange Send to Layer in the Object menu	Shift+Choose Arrange Send to Layer in the Object menu

Object manipulation shortcuts

To do this	Mac OS	Windows
Check object specifications	Command+I	F7
Group selected objects together	Command+G	Ctrl+G
Lock selected objects	Command+L	Ctrl+L
Move object along a horizontal or vertical axis	Shift-drag the object	Shift-drag the object
Move selected objects up a level in the stacking order	Command+ [	Ctrl+ [
Move selected objects down a level in the stacking order	Command+]	Ctrl+]
Put selected objects on top of stacking order	Command+F	Ctrl+F
Put selected objects on bottom of stacking order	Command+J	Ctrl+J
Select all objects	Command+A	Ctrl+A
Select all objects touched by the selection marquee	Option-drag the Selection tool	Alt-drag the Selection tool
Select object hidden behind another object	Control-click where the objects overlap	Ctrl-click where the objects overlap
Ungroup selected objects	Command+U	Ctrl+U
Unlock selected objects	Option+Command+L	Ctrl+K

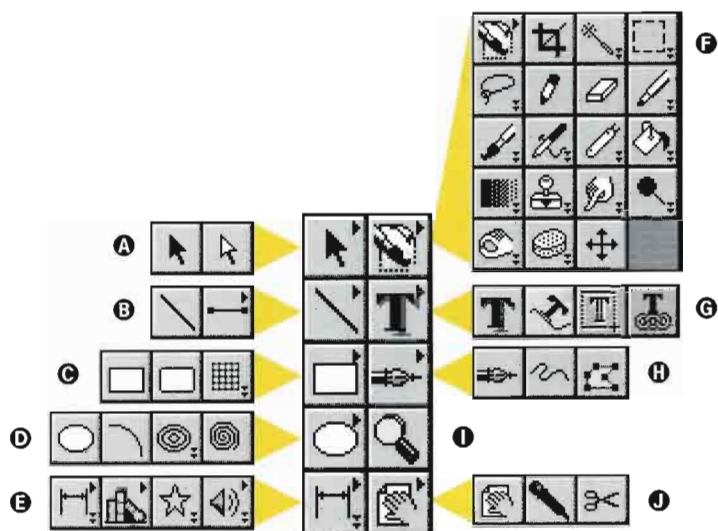
Text and typography shortcuts

To do this	Mac OS	Windows
Align type to the right	Shift+Command+R	Shift+Ctrl+R
Align type to the left	Shift+Command+L	Shift+Ctrl+L
Align type in the center of the line	Shift+Command+C	Shift+Ctrl+C
Drag to scale text size	Command+drag selection handle of text object	Alt+drag selection handle of text object
Full-justify type	Shift+Command+F	Shift+Ctrl+F
Increase the size of type	Shift+Command+ >	Shift+Ctrl+ >
Loosen line spacing in a paragraph	Shift+Command+Down Arrow	Shift+Alt+Down Arrow
Loosen the space between characters	Shift+Command+Right Arrow	Shift+Alt+Right Arrow
Open the Type palette	Command+T	Ctrl+T
Move insertion point to end (Right) or beginning (Left) of word	Option+right arrow key or Option+left arrow key	Ctrl+right arrow key or Ctrl+left arrow key
Reduce the size of type	Shift+Command+<	Shift+Ctrl+<
Remove all styles from selected type	Shift+Command+P	Shift+Ctrl+P
Select a line in a paragraph	Triple-click in the line	Triple-click in the line
Select a word in a text block	Double-click the word	Double-click the word
Select all type between the insertion point and another location	Shift-click in the new location	Hold the right button and click in the new location
Select all type in a text object	Click the text object with the Text tool and press Command+A	Click the text object with the Text tool and press Ctrl+A
Tighten line spacing in a paragraph	Shift+Command+Up Arrow	Shift+Alt+Up Arrow
Tighten the spacing between characters	Shift+Command+Left Arrow	Shift+Alt+Left Arrow
Type text within an object	Select the object and begin typing	Select the object and begin typing

Drawing and editing shortcuts

To do this	Mac OS	Windows
Constrain drawn object to 45 degree angles	Shift-drag	Shift-drag
Copy an object to the Clipboard	Command+C	Ctrl+C
Copy an object without Canvas comments	Shift+Copy Without Comments in Edit menu	N/A
Cut an object	Command+X	Ctrl+X
Cut an object without Canvas comments	Shift+Cut Without Comments in Edit menu	N/A
Drag a copy of the selected object away from the original	Option-drag	Ctrl-drag
Drag multiple copies of the selected object away from the original	Option+Command-drag	Ctrl+Alt-drag
Draw object from center	Option-drag	Alt-drag
Duplicate object without using the clipboard	Command+D	Ctrl+D
Edit path	Command+E	Ctrl+E
Paste an object from the Clipboard	Command+V	Ctrl+V
Paste an object without Canvas comments	Shift+Paste Without Comments in Edit menu	N/A
Put an object in edit mode	Double-click the object	Double-click the object
Put an object in freeform mode	Option+Command+F or click the object twice	Ctrl+Alt+F or click the object twice
Retain the last-selected tool	Command	Alt
Rotate selected objects	Command+R	Ctrl+R
Show path edit pop-up menu at a point or segment	Command-drag	Right-button click

Canvas 5 tools



A Selection tools

Selection, Direct Selection

B Line tools

Line, Smart Lines

C Rectangle tools

Rectangle, Rounded Rectangle, GridMaker

D Oval tools

Oval, Arc, Concentric Circles, Spiral

E Object tools

Dimensioning, Gallery, Multigon, Sounder

F Paint tools

Paint Object Creator, Crop, Wand, Marquee, Lasso, Pencil, Eraser, Marker, Paintbrush, Airbrush, Neon, Bucket, Blend, Rubber Stamp, Smudge, Dodge, Burn, Sponge, Remote Move

G Text tools

Text, Path Text, Text Object, Text Link

H Path tools

Curve, Freehand, Polygon

I Magnifying glass tool

J Effects tools

Hand, Color Dropper, Scissors