
Key Combinations

Key	Function
Ctrl+A	Selects all the objects on the page, or all the text if the cursor is flashing in a text box, the Command Center, or the Procedures page.
Ctrl+Break	Stops all processes.
Ctrl+C	Copies the selection.
Ctrl+D	Activates the Command Center.
Ctrl+F	Toggles between the Procedures page and the current page.
Ctrl+L	Opens a line.
Ctrl+N	Opens a new project. Opens the Save Changes Before Closing box if changes have been made to the current project.
Ctrl+O	Opens a project file. Opens the Save Changes Before Closing box if changes have been made to the current project.
Ctrl+P	Prints the current page. If the current page is the Procedures page, all the procedures are printed.
Ctrl+S	Saves the project. Opens the Save Project As dialog box if the project hasn't been named.
Ctrl+U	Activates the page.
Ctrl+V	Pastes the Clipboard.
Ctrl+X	Cuts the selection.
Ctrl+Z	Undoes the last action.
Del	Clear
Alt+E	Pulls down the Edit menu.
Alt+F	Pulls down the File menu.
Alt+G	Pulls down the Gadgets menu.
Alt+H	Pulls down the Help menu.
Alt+P	Pulls down the Pages menu.
Alt+T	Pulls down the Text menu.
F1	Opens Help information on the word closest to the blinking cursor.
Right mouse button	Opens the dialog box of the object clicked on.