



Keyboard shortcuts for Worksheet Crafter

WORKSHEET

New Paper Worksheet	Cmd + N
Open document	Cmd + O
Save	Cmd + S
Print	Cmd + P
Zoom in	Cmd + Opt + +
Zoom out	Cmd + Opt + -
Zoom 100%	Cmd + 0

GENERAL

Select all items on the current page	Cmd + A
Undo	Cmd + Z
Redo	Cmd + Shift + Z
Cut selection	Cmd + X
Copy selection	Cmd + C
Paste	Cmd + V
Duplicate selection	Cmd + D
Duplicate selection ("Drag to copy")	Cmd + Mouse

MOVE, ALIGN, SPREAD

Move item in 5mm steps	← / ↑ / ↓ / →
Move item in 1mm steps	Opt + ← / ↑ / ↓ / →
Move or scale item in 1mm steps	Opt + Mouse
Align selection at top	Opt + Shift + ↑
Align selection at bottom	Opt + Shift + ↓
Align selection at left	Opt + Shift + ←
Align selection at right	Opt + Shift + →
Center selection horizontally	Cmd + Opt + I
Distribute selection horizontally	Cmd + Opt + H
Distribute selection horizontally on page	Cmd + Shift + H
Distribute selection vertically	Cmd + Opt + V
Distribute selection vertically on page	Cmd + Shift + V
Set to same size	Cmd + Opt + S

LAYERS

Show Layer Management	Cmd + E
Bring to front	Cmd + Shift + [
Bring one layer forward	Cmd + [
Send one layer backward	Cmd +]
Send to background	Cmd + Shift +]

GROUPS

Group selection	Cmd + G
Ungroup selected layer(s)	Cmd + Shift + G

OWN IMAGES AND SOUNDS

Rename selected own image in content browser	F2
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TEXTS

Increase font size	Cmd + +
Decrease font size	Cmd + -
Bold	Cmd + B
Italic	Cmd + I
Underline	Cmd + U
Align Left	Cmd + Shift + L
Align Center	Cmd + Shift + C
Align Right	Cmd + Shift + R
Justify	Cmd + Shift + B
Text Format Painter	Cmd + Opt + C
Search and Replace	Cmd + F

MATH GRID

Add blank row above	Shift + Enter
Delete previous character and move up the following ones (*if your cursor is at the beginning of a row the complete previous row will be deleted)	Shift + Backspace
Add a blank space at the current position and move up the following characters	Shift + Space Key

GEOBOARD

Move rubber band - up	Num Pad 8
Move rubber band - down	Num Pad 2
Move rubber band - left	Num Pad 4
Move rubber band - right	Num Pad 6
Rotate rubber band - clockwise	Num Pad 9
Rotate rubber band - anti clockwise	Num Pad 7
Scale rubber band up	Num Pad +
Scale rubber band down	Num Pad -

MARKETPLACE

Open marketplace	Cmd + Opt + T
Close marketplace	Esc
Gallery view: Select Worksheet	← / ↑ / ↓ / →
Gallery view: Download selected Worksheet	Enter
Gallery view: Open/Close full page preview (*if available for this worksheet)	Space Key
Page preview: View next page	→
Page preview: View previous page	←

WORKSHEET CRAFTER

Open User Manual	F1
Auto-generate a new variation for the selected exercise (*only if exercise generator is enabled)	F3
Auto-generate a new variation for all exercises (*only if exercise generator is enabled)	Cmd + F3
Preview interactive worksheet	F5
Hide or show right sidebar (*Property Editor, Content Browser,...)	Opt + F5