

Keyboard shortcuts for Worksheet Crafter

WORKSHEET

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

GENERAL

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

MOVE, ALIGN, SPREAD

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

LAYERS

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

GROUPS

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

OWN IMAGES AND SOUNDS

Add own image to worksheet	Alt + B + E
Rename selected own image in content browser	F2

TEXTS

Increase font size	Ctrl + +
Decrease font size	Ctrl + -
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + Shift + L
Align Center	Ctrl + Shift + C
Align Right	Ctrl + Shift + R
Justify	Ctrl + Shift + B
Text Format Painter	Ctrl + Alt + C
Search and Replace	Ctrl + 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	Ctrl + Alt + 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)	Ctrl + F3
Preview interactive worksheet	F5
Hide or show right sidebar (*Property Editor, Content Browser,...)	Alt + F5