

Short Cut Keys

CTRL + A = SELECT ALL

CTRL + B = BOLD

CTRL + I = ITALICS

CTRL + U = UNDERLINE

CTRL + G = GROUP

CTRL + S = SAVE

CTRL + X = CUT

CTRL + C = COPY

CTRL + V = PASTE

CTRL + Z = UNDO

C = CIRCLE

L = LINE

R = SQUARE

T = TEXT BOX

HOME = START OF DOCUMENT

END = END OF DOCUMENT

SHIFT + CLICK = TO SELECT MULTIPLE ELEMENTS

USE ARROW KEYS TO MOVE ELEMENTS