

Shortcuts



According to Keys

Capture	
CTRL+SHIFT+A	Active window
CTRL+SHIFT+C	Active window without frame
CTRL+SHIFT+F	Full screen
CTRL+SHIFT+R	Region
CTRL+SHIFT+W	Window
F11	Last capture
SHIFT+F11	Restore last capture region

Edit	
CTRL+B	Bold
CTRL+C or CTRL+INSERT	Copy
CTRL+I	Italic
CTRL+LEFT or CTRL+RIGHT	Rotate object (1 degree at a time)

Edit	
CTRL+S	Save
CTRL+SHIFT+S	Save all
CTRL+U	Underline
CTRL+V or SHIFT+INSERT	Paste
CTRL+X or SHIFT+DEL	Cut
CTRL+Z	Undo
DEL	Delete
F2	Edit object text

Open User Interface Elements	
ALT+C	Capture menu
ALT+D	Edit ribbon
ALT+E	Help ribbon

Open User Interface Elements	
ALT+E	Edit menu
ALT+F	File drop-down (ribbon)
ALT+F	File menu
ALT+F1	Index pane for online Help
ALT+H	Help menu
ALT+I	Insert menu
ALT+O	Object ribbon
ALT+O	Object menu
ALT+SHIFT+F2	Index Results window pane
ALT+T	Tools menu
ALT+V	View menu
ALT+W	Window menu
ALT+W	Window ribbon

Open User Interface Elements	
CTRL+ALT+F1	TOC pane for online Help
CTRL+F1	Search pane for online Help
CTRL+F3	Dynamic Help window pane
CTRL+J	Configure Hot Keys dialog
CTRL+N	Create New Image dialog
CTRL+O	Open image
CTRL+SHIFT+O	Messages window pane
CTRL+SHIFT+P	Properties dialog
F1	Context-sensitive Help topic
F4	Object Properties dialog
F7	Spell Check window pane

Miscellaneous	
[Decrease eraser size
[Decrease pencil size
]	Increase eraser size
]	Increase pencil size
ALT+1-9	Quick Access buttons
ALT+F4	Close application
CTRL++	Zoom in
CTRL+-	Zoom out
CTRL+0	Zoom 100%
CTRL+A	Select all
CTRL+P	Print
CTRL+TAB	Tab between user interface elements
F5	Refresh
SPACE	Hand Mode

According to Tasks

Capture	
Active Window	CTRL+SHIFT+A
Active Window Without Frame	CTRL+SHIFT+C
Full Screen	CTRL+SHIFT+F
Last Capture	F11
Region	CTRL+SHIFT+R
Restore Last Capture Region	SHIFT+F11
Window	CTRL+SHIFT+W

Edit	
Bold	CTRL+B
Copy	CTRL+C or CTRL+INSERT
Cut	CTRL+X or SHIFT+DELETE
Delete	DEL
Edit Object Text	F2
Italic	CTRL+I

Edit	
Paste	CTRL+V or SHIFT+INSERT
Rotate Object (1 degree at a time)	CTRL+LEFT or CTRL+RIGHT
Save	CTRL+S
Save All	CTRL+SHIFT+S
Underline	CTRL+U
Undo	CTRL+Z

Open User Interface Elements	
Capture Menu	ALT+C
Configure Hot Keys Dialog	CTRL+J
Context-sensitive Help Topic	F1
Create New Image Dialog	CTRL+N
Dynamic Help Window Pane	CTRL+F3
Edit Menu	ALT+E
Edit Ribbon	ALT+D

Open User Interface Elements	
File Drop-Down (Ribbon)	ALT+F
File Menu	ALT+F
Help Menu	ALT+H
Help Ribbon	ALT+E
Index Pane for Online Help	ALT+F1
Index Results Window Pane for Online Help	ALT+SHIFT+F2
Insert Menu	ALT+I
Messages Window Pane	CTRL+SHIFT+O
Object Menu	ALT+O
Object Properties Dialog	F4
Object Ribbon	ALT+O
Open Image	CTRL+O
Properties Dialog	CTRL+SHIFT+P
Search Pane for Online Help	CTRL+F1
Spell Check Window Pane	F7

Open User Interface Elements	
TOC Pane for Online Help	CTRL+ALT+F1
Tools Menu	ALT+T
View Menu	ALT+V
View Ribbon	ALT+V
Window Menu	ALT+W
Window Ribbon	ALT+W

Miscellaneous	
Tab Between User Interface Elements	CTRL+TAB
Zoom 100%	CTRL+0
Zoom In	CTRL++
Zoom Out	CTRL+-

Miscellaneous	
Close Application	ALT+F4
Decrease Eraser Size	[
Decrease Pencil Size	[
Increase Eraser Size]
Increase Pencil Size]
Hand Mode	SPACE
Print	CTRL+P
Quick Access Buttons	ALT+1-9
Refresh	F5
Select All	CTRL+A