



Impress Guide

Appendix A
Keyboard Shortcuts

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Introduction

You can use OpenOffice.org (OOo) without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. OOo has its own extensive set of keyboard shortcuts and, in addition, each component provides others which are specific to its function.

For help with OOo's keyboard shortcuts, or using OOo with a keyboard only, search the OOo Help using the "shortcut" or "accessibility" keywords.

As well as using the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the entire OpenOffice.org suite.

To adapt shortcut keys to your needs, use the Customize dialog box as described in this section and in "Customizing keyboard shortcuts" in Chapter 11 (Setting Up and Customizing Impress).

Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

Windows/Linux	Mac equivalent	Effect
Tools > Options menu selection	OpenOffice.org > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Open context menu
<i>Ctrl (Control)</i>	<i>⌘ (Command)</i>	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	<i>⌘+T</i>	Open Styles & Formatting window

Function keys for Impress

Shortcut Keys	Effect
<i>F2</i>	Select text tool
<i>F3</i>	Enter group
<i>Ctrl+F3</i>	Exit group
<i>Shift+F3</i>	Duplicate graphic object
<i>F4</i>	Open Position and Size dialog box
<i>F5</i>	View slide show
<i>Ctrl+Shift+F5</i>	Open Navigator
<i>F7</i>	Start spelling checker
<i>Ctrl+F7</i>	Open thesaurus
<i>F8</i>	Edit points
<i>Ctrl+Shift+F8</i>	Fit text to frame
<i>F11</i>	Open the Styles and Formatting window

Other shortcut keys for Impress

Shortcut Keys	Effect
<i>Arrow key</i>	Move the selected object or the page view in the direction of the arrow.
<i>Ctrl+Arrow key</i>	Move the slide in the normal view.
<i>Shift+drag</i>	Constrain the movement of the selected object horizontally or vertically.
<i>Ctrl+drag</i> (with <i>Copy</i> when moving option active)	Hold down <i>Ctrl</i> and drag an object to create a copy of the object.
<i>Alt key</i>	Hold down <i>Alt</i> to draw or resize objects by dragging from the centre of the object outward.
<i>Alt+click</i>	Select the object behind the currently selected object.
<i>Alt+Shift+click</i>	Select the object in front of the currently selected object.
<i>Shift+click</i>	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down <i>Shift</i> while you click.
<i>Shift+drag</i> (when resizing)	Hold down <i>Shift</i> while dragging to resize an object to maintain the proportions of the object.
<i>Tab</i>	Select objects in the order in which they were created.
<i>Shift+Tab</i>	Select objects in the reverse order in which they were created.
<i>Escape</i>	Exit current mode.
<i>Enter</i>	Activate a place-holder object in a new presentation (only if the frame is selected).
<i>Ctrl+Enter</i>	Move to the next text object on the slide. If there are no text objects on the slide, or if you have reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Shortcut keys in the Normal view

Shortcut Keys	Effect
<i>Plus(+)</i> key	Zoom in.
<i>Minus(-)</i> key	Zoom out.
<i>Times(×)</i> key (number pad)	Fit page in window.
<i>Divide(÷ or /)</i> key (number pad)	Zoom in on current selection.
<i>Shift+Ctrl+G</i>	Group selected objects.
<i>Shift+Ctrl+Alt+A</i>	Ungroup selected group.
<i>Ctrl+click</i>	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
<i>Shift+Ctrl+K</i>	Combine selected objects.
<i>Shift+Ctrl+K</i>	Split selected object. This combination only works on an object that was created by combining two or more objects.
<i>Ctrl+Plus</i> key	Bring to front.
<i>Shift+Ctrl+Plus</i> key	Bring forward.
<i>Ctrl+Minus</i> key	Send backward.
<i>Shift+Ctrl+Minus</i> key	Send to back.

Shortcut keys in slide shows

Shortcut Keys	Effect
<i>Esc</i>	End presentation.
<i>Spacebar</i> or <i>Right arrow</i> or <i>Down arrow</i> or <i>Page Down</i> or <i>Enter</i> or <i>Return</i> or <i>N</i>	Play next effect (if any, else go to next slide).
<i>Alt+Page Down</i>	Go to next slide without playing effects.
<i>[number] + Enter</i>	Type the number of a slide and press <i>Enter</i> to go to the slide.
<i>Left arrow</i> or <i>Up arrow</i> or <i>Page Up</i> or <i>Backspace</i> or <i>P</i>	Play previous effect again. If no previous effect exists on this slide, show previous slide.
<i>Alt+Page Up</i>	Go to the previous slide without playing effects.
<i>Home</i>	Jump to first slide in the slide show.
<i>End</i>	Jump to the last slide in the slide show.
<i>Ctrl+Page Up</i>	Go to the previous slide.
<i>Ctrl+Page Down</i>	Go to the next slide.
<i>B</i> or <i>.</i>	Show black screen until next key or mouse wheel event.
<i>W</i> or <i>,</i>	Show white screen until next key or mouse wheel event.

Navigating in the Slide Sorter

Shortcut Keys	Effect
<i>Escape</i>	Moves the focus to the first slide.
<i>Arrow key</i>	Moves the focus to the next slide.
<i>Spacebar</i>	Makes the slide with the focus the current slide.