

Appendix A Key Board Shortcuts

Zoom Shortcuts

F5 and then marquee area	Zoom in on marquee area
<u>Right click</u> while in F5	Zoom out
F6	Zoom out
Shift+F6	Zoom in
F7	Zoom to selected object
F8	Fit viewing area to sign blank
F9	Previous zoom (toggle)
F11	Pan screen based on mouse position

Basic Functions

Ctrl+C	Copy to Windows Clipboard	Edit>Copy
Ctrl+Insert	Copy to Windows Clipboard	Edit>Copy
Ctrl+N	Open a new sign blank	File>New (also 1st icon from left on System toolbar)
Ctrl+O	Open an existing .knk file	File>Open (also 2nd icon from left on System toolbar)
Ctrl+P	Print	File>Print
Ctrl+S	Save the file	File>Save (also 3rd icon from left on System toolbar)
Ctrl+X	Cut to Windows clipboard	Edit>Cut
Shift+Delete	Cut to Windows clipboard	Edit>Cut
Ctrl+V	Paste from Windows clipboard	Edit>Paste
Shift+Insert	Paste from Windows clipboard	Edit>Paste
Ctrl+Y	Redo last action	Edit>Redo (also 2nd icon from right on System toolbar)
Ctrl+Z	Undo last action	Edit>Undo (also 3rd icon from right on System toolbar)
Alt+Backspace	Undo last action	Edit>Undo (also 3rd icon from right on System toolbar)
Ctrl+Backspace	Redo last action	
Ctrl+R	Repeat last action performed	Edit>Repeat

Screen Functions

Alt+I	Toggle instant replay window	View>Show Instant Replay
Alt+M	Toggle showing bitmap outlines	View>Show Bitmap Outlines
Alt+N	Toggle showing line style	View>Show Line Style (also 1st icon from right on Workspace toolbar)
Alt+R	Toggle the ruler guides	View>Show Rulers
Alt+S	Toggle the fill	View>Show Fill (also 2nd icon from right on Workspace toolbar)
Alt+W	Use guides	Options>Guides>Use Guides
F4	Refresh the workspace (redraw)	Edit>Redraw
Alt+D	Refresh the workspace (redraw)	Edit>Redraw
Ctrl+W	Snap to the grid	Options>Grid>Snap to Grid (also 3rd icon from left on Workspace toolbar)
<u>Right click</u> screen	Open Edit Guides window	Options>Guides>Edit Guides
<u>Right click</u> up or down arrow on setting in Smart Bar	Open default increment setting for that particular parameter	
<u>Right click</u> on any of the 9 bounding boxes of a selected image	A popup menu appears with commonly used functions	

<u>Keystroke</u>	<u>Function</u>	<u>Menu or Screen Location</u>
<u>Manipulating Images</u>		
Ctrl+A or F3	Select all objects	Edit>Select All
Shift+F3	Unselect all objects	Edit>Select None
Alt+F3	Inverse select objects	Edit>Inverse Select
Ctrl+D or Alt click center	Duplicates object	Edit>Duplicate
Ctrl+B	Send object to back	Arrange>Order>To Back
Ctrl+F	Send object to front	Arrange>Order>To Front
Ctrl+L	Send backward	Arrange>Order>Backward
Ctrl+U	Send forward	Arrange>Order>Forward
Ctrl+M	Reverse positions of objects	Arrange>Order>Reverse
Ctrl + move object	Force move vertically or horizontally	
Alt + move object	A copy of the object is moved	
Shift + use arrow keys	Object moves 5 pixels at a time	
Ctrl + drag corner	Object doubles in size	
Right click on selected object	Layout menu pops up	
Delete	Delete (clear) object	Edit>Clear
<u>Layout ShortCuts</u>		
Ctrl+G	Group objects selected	Layout>Group
Alt+G	Ungroup objects selected	Layout>Ungroup
Ctrl+K	Align	Layout>Arrange and Distribute>Align
Alt+K	Alignment	Layout> “ >Alignment
Align to Last Object		
B,T	Align to last object: bottom, top	Layout> “ >Align to Last Object
C	Align to last object: centers vertically	Layout> “ >Align to Last Object
E	Align to last object: centers horizontally	Layout> “ >Align to Last Object
L,R	Align to last object: left, right	Layout> “ >Align to Last Object
Align to Selected		
Alt+1	Arrange objects to left side	Layout> “ >Align to Selected>Left
Alt+2	Arrange objects vertically	Layout> “ >Align to Selected>Centers Horizontally
Alt+3	Arrange objects to right side	Layout> “ >Align to Selected>Right
Alt+4	Arrange objects to top	Layout> “ >Align to Selected>Top
Alt+5	Arrange objects horizontally	Layout> “ >Align to Selected>Centers Vertically
Alt+6	Arrange objects to bottom	Layout> “ >Align to Selected>Bottom
Alt+7	Make selected objects concentric	
Alt+8	Arrange >2 objects with equal V spacing	Layout> “ >Align to Selected>Equal Vertical Spacing
Alt+9	Arrange >2 objects with equal H spacing	Layout> “ >Align to Selected>Equal Horizontal Spacing
Align to Sign Blank		
Alt+Delete	Align objects to the left	Layout> “ >Align to Sign Blank>Left
Alt+Insert	Align objects to the top	Layout> “ >Align to Sign Blank>Top
Alt+Page Down	Align objects to the right	Layout> “ >Align to Sign Blank>Right
Alt+Page Up	Align objects to the bottom	Layout> “ >Align to Sign Blank>Bottom
Alt+End	Center Horizontally	Layout> “ >Align to Sign Blank>Centers Horizontally
Alt+Home	Center Vertically	Layout> “ >Align to Sign Blank>Centers Vertically
Ctrl+Q	Arrange objects with equal spacing	Layout> “ >Align to Sign Blank>Equal Spacing

<u>Keystroke</u>	<u>Function</u>	<u>Menu or Screen Location</u>
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Editing Vectorized Images

Outside Node Edit Mode

Ctrl+E	Edit path	Edit>Edit Path
Ctrl+T	Edit path	Edit>Edit Path
Ctrl+H	Make path	Arrange>Make Path
Ctrl+J	Break path	Arrange>Break Path
Alt+B	Convert text to graphics	Arrange>Text to Graphics
Alt+C	Clipping	Arrange>Clipping>Clipping
Alt+U	Clear clipping	Arrange>Clipping>Clipping Clear

Inside Node Edit Mode

A	Add node at current location
B	Break contour at the select node
C	Change node: cycle through types
D	Deselect nodes
G	Resize grid dimensions based on node
H	Snap to nearest horizontal grid line
I	Insert nodes equally spaced
J	Join to selected nodes with a line
K	Select node under the mouse cursor
L	Reset origin at selected node
O	Create perfect circle from oval contour
R	Remove selected node
S	Snap to intersection
T	Toggle start point
U	Unselect half of the selected nodes
V	Snap to nearest vertical grid line

Miscellaneous

F1	KNK Reference Guide	Help>Index
F2	Disable all shop colors except current	
Ctrl+F7	Text compose	On left Tools toolbar, select Text Tools, then select 1st icon from left
Ctrl +F8	Frame text compose	On left Tools toolbar, select Text Tools, then select 2nd icon from left
Alt+P	Open the cutting window	Cut>Plot (also 2nd icon from top on Tools toolbar)
SpaceBar	Return to select mode	
F10	Select the menu bar	
Shift+F2	Simplify	Arrange>Simplify

Customizing Hot Keys

The following keystrokes are available to use in creating your own hot keys.

A, D, S	Ctrl+0 thru Ctrl+9 ***
F thru K	Home
M thru Q	End
U thru Z	Page Up
	Page Down

To do this:

- (1) Select **Options>Customize Shortcuts**
- (2) Select menu item from left side.
- (3) Under **Press New Shortcut Key**, enter keystroke you wish to use.
- (4) Click on **Assign** and then **Apply**.

*** Note that in some software updates, one or more of these have been assigned to other functions, such as Layout>Arrange and Distribute>Align to Selected>Equal Vertical Spacing and Equal Horizontal Spacing