# Shortcut Keys and Icons in Popup Card Studio

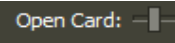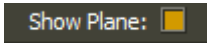April 10, 2015       Compiled by Sandy McCauley

| Shortcut | Icon | Description |
|---|---|---|

## Basic Maneuvering Tools

| Shortcut | Icon | Description |
|---|---|---|
| Ctrl+Q | | Reset zoom and project orientation |
| Roll mouse wheel OR Shift +Drag with right mouse button pressed | | Zoom in and out |
| Drag with right mouse button presssed | | Freely rotate card project |
| Ctrl +Drag with right mouse button presssed | | Freely move card project |
| Shift + Left/Right Arrow Key | Open Card: | Open and shut the card |
| Ctrl+E | Show Plane: | Show or Hide the plane |
| Ctrl+roll mouse wheel | | Moves the plane one increment (snap position) at a time |
| Ctrl+Shift +roll mouse wheel | | Moves the plane to next object location |
| Spacebar | | Toggle the plane from bottom to back |
| Shift + Q | Snap: | Change snap position |

## Selecting Shapes

| Shortcut | Icon | Description |
|---|---|---|
| Ctrl+A | | Select all objects on current plane |
| D + click on shape | | Select that shape and be taken to that shape's plane location. |
| Esc | | Select none |
| Shift | | Hold Shift and click on shapes on same plane to add to selection |

## Duplicating Shapes

| Shortcut | Icon | Description |
|---|---|---|
| Ctrl+C | | Copy to clipboard |
| Ctrl+V | | Paste from clipboard |
| Ctrl+Shift+drag | | Create a duplicate of selected shape(s) |
| Ctrl+D | | Create duplicate copies of selected shape(s) |

## Cutting/Deleting Shapes

| Shortcut | Icon | Description |
|---|---|---|
| Ctrl+X | | Cut to clipboard |
| Delete | | Delete selected shape(s) |

**File Functions**

| | | |
|---|---|---|
| Ctrl+N |  | Open a new file/project |
| Ctrl+O |  | Open an existing .mtc file/project |
| Ctrl+S |  | Save a file/project |
| Ctrl+P | | Print |
| Ctrl+Shift+P | | Print Preview |
| Ctrl+Z / Ctrl Y |  | Undo last action  /  Redo last action |
| Ctrl+Tab | | Go to next window/project |
| Ctrl + F6 | | Go to next pane (when two or four panes are invoked) |
| Ctrl+F4 | | Close current project |
| Alt+F4 | | Close all projects and PCS, as well |
| |  | View Notes |

**Tools Toolbar**

| | | |
|---|---|---|
| F1 |  | Selection Tool |
| F2 |  | Bezier/Straight Line Tool |
| F3 |  | Text Tool |
| F4 |  | Cropping Tool |
| F5 |  | Eraser Tool |
| F6 |  | Library |

**Modify Tools**

| | | |
|---|---|---|
| Ctrl + A |  | Select All shapes on that plane |
| Ctrl + M |  | Horizontally mirror selected shape(s) |
| Ctrl + F |  | Vertically flip selected shape(s) |
| Ctrl + G |  | Rotate selected shape(s) 90 degrees clockwise |
| Ctrl + Shift + K |  | Flip Opposite Side / Crop |
| Ctrl + T |  | Split |

| Ctrl + L | | Layer |
|---|---|---|
| Ctrl + B | | Break |
| Ctrl + R | | Black Out |
| Ctrl + J | | Join |
| Ctrl + W | | Weld |
| Ctrl + U | | Boolean Join |
| Ctrl + H | | Shadow |
| Ctrl + I | | Fold |
| Ctrl + D | | Duplicate |
| Shift + H | | Hinge |
| Shift + C | | Color |
| Shift + L | | Line Style |

**Z Order Tools**

| End | | Move shape to bottom |
|---|---|---|
| Page Down | | Move shape down |
| Page Up | | Move shape up |
| Home | | Move shape to top |

**Align and Distribute Tools**

| L / V / R | | Align Left / Center Vertically / Align Right |
|---|---|---|
| T / H / B | | Align Top / Center Horizontally / Align Bottom |
| ] | | Arrange shapes with equal horizonatal spacing |
| C | | Moves shapes to align with center vertical axis |
| P | | Align to bottom of the plane |
| S | | Stack (center the shapes) |
| [ | | Arrange shapes with equal vertical spacing |