

CROSS PRODUCT KEYBOARD SHORTCUTS

for Adobe® Power Core Products

PROFORCESOFTWARE

e POWERING THE REAL ESTATE BUSINESS

Result	Mac Action	Windows Action
--------	------------	----------------

File Menu

New	⌘ N	Ctrl+N
Open	⌘ O	Ctrl+O
Close	⌘ W	Ctrl+W
Save	⌘ S	Ctrl+S
Save As	⇧ ⌘ S	Shift+Ctrl+S
Save a Copy	⌘ S NA	Alt+Ctrl+S NA
Page/Document Setup	⇧ ⌘ P	Shift+Ctrl+P
Print	⌘ P	Ctrl+P
Preferences	⌘ K	Ctrl+K
Quit/Exit	⌘ Q	Ctrl+Q

Edit/Select Menu

Undo	⌘ Z	Ctrl+Z
Redo	⌘ Z ⇧ ⌘ Z ⌘ Z	Ctrl+Z Shift+Ctrl+Z Ctrl+Z
Cut	⌘ X	Ctrl+X
Copy	⌘ C	Ctrl+C
Paste	⌘ V	Ctrl+V
Select All	⌘ A	Ctrl+A
Deselect All	⌘ D ⇧ ⌘ A	Ctrl+D Shift+Ctrl+A

Result	Mac Action	Windows Action
--------	------------	----------------

Layer/Object/Element Menu

Bring To Front	NA ⇧ ⌘]	NA Shift+Ctrl+]]
Bring Forward	NA ⌘]	NA Ctrl+]]
Send Backward	NA ⌘ [NA Ctrl+[[
Send To Back	NA ⇧ ⌘ [NA Shift+Ctrl+[[
Group*	⌘ G	Ctrl+G
Ungroup*	⇧ ⌘ G	Shift+Ctrl+G

* For Photoshop, groups layers, not objects

View Menu

Zoom In	⌘ +	Ctrl++
Zoom Out	⌘ -	Ctrl+-
Fit In Window/Screen	⌘ 0	Ctrl+0
Actual Size	⌘ 0 ⌘ 1	Alt+Ctrl+0 Ctrl+1
Hide/Show Edges	⌘ H NA	Ctrl+H NA
Hide/Show Rulers	⌘ R	Ctrl+R
Hide/Show Guides	⌘ ;	Ctrl+;
Lock Guides	⌘ ;	Alt+Ctrl+;
Snap To Guides	⇧ ⌘ ; NA ⇧ ⌘ ;	Shift+Ctrl+; NA Shift+Ctrl+;
Show Grid	⌘ " NA	Ctrl+" NA
Snap To Grid	⇧ ⌘ " NA	Shift+Ctrl+" NA

⌘ Command key

⌘ Option key

⇧ Shift key

⬇ ⬆ ⬇ ⬇ Arrow keys

Result	Mac Action		Windows Action	
Type				
Character	T+click	⌘ T	T+click	Ctrl+T
Paragraph	NA	⌘ M	NA	Ctrl+M
Align left	NA	⇧ ⌘ L	NA	Shift+Ctrl+L
Align center	NA	⇧ ⌘ C	NA	Shift+Ctrl+C
Align right	NA	⇧ ⌘ R	NA	Shift+Ctrl+R
Justify	NA	⇧ ⌘ J	NA	Shift+Ctrl+J
Force justify	NA	⇧ ⌘ F	NA	Shift+Ctrl+F
Decrease/increase point size	NA	⇧ ⌘ < >	NA	Shift+Ctrl+< >
Decrease/increase kerning	NA	⌘ ⇧ []	NA	Alt+[]
Select paragraph	NA	Triple-click word	NA	Triple-click word
Select word*	Double-click word		Double-click word	
Move left/right one character*	[]		[]	
Move up/down one line*	↓ ↑		↓ ↑	
Move left/right one word*	⌘ []		Ctrl+[]	
Move up/down one paragraph	NA	⌘ ↓ ↑	NA	Ctrl+↓ ↑

* For Photoshop, must be in the Type Tool dialog

Viewing

Hand tool	Spacebar	⌘ drag	Spacebar	Alt+drag
Zoom tool +	⌘ Spacebar		Ctrl+Spacebar	
Zoom tool -	⌘ ⇧ Spacebar		Ctrl+Alt+Spacebar	
Set view to 100%	Double-click Zoom tool		Double-click Zoom tool	
Fit artwork in window/screen	Double-click Hand tool		Double-click Hand tool	

Result	Mac Action		Windows Action	
Palette Shortcuts				
Hide/show all palettes	Tab		Tab	
Hide/show all but tool palette	⇧ Tab		Shift+Tab	
Collapse/expand palette	Double-click palette tab		Double-click palette tab	
Bring up tool options	Double-click tool		Double-click tool	
Highlight next text field**	Tab		Tab	
Highlight previous text field**	⇧ Tab		Shift+Tab	
Apply value, keep text box active	⇧ Enter/Return		Shift+Enter/Return	

** Cursor must be in text field

Layers Palette

Layer options	Double-click layer		Double-click layer	
Hide/show layer	Click eyeball column		Click eyeball column	
Hide/show others	⌘ -click eyeball		Alt-click eyeball	
Lock/unlock layer	NA	Click pencil column	NA	Click pencil column

Other Shortcuts

Move selection	[] ↓ ↑		[] ↓ ↑	
Constrain movement to multiples of 45°	⇧ drag		Shift+drag	
Copy selection	⌘ drag	NA	Alt+drag	NA
Convert between horizontal/vertical guide when dragging guide from rulers	⌘	NA	Alt	NA