

## Text shortcuts

Rulers (required for viewing and setting margins and tabs).

Move cursor one character up, down, left or right.

Move the text cursor to the next tab position.

Move the text cursor to the start of the line.

Move the text cursor to the end of the line.

Move the text cursor right one word.

Move the text cursor left one word.

Move the text cursor to beginning of the text object.

Move the text cursor to the end of the text object.

Selects all characters in a text object.

Apply the Bold attribute.

Apply the Italic attribute.

Apply the Underline attribute.

Copy the selected region of text to the clipboard.

Selects all characters contained in the line.

Paste text at text cursor position.

Swap the case between upper and lower case.

Open Find/Replace dialog.

Please note: when not in the Text tool, most of these shortcuts have a different action.

Ctrl+⇧+R

⇐⇧⇨⇩⇧⇨

Tab

Home

End

Ctrl+⇧→

Ctrl+⇧←

Ctrl+Home

Ctrl+End

Ctrl+End

Ctrl+B

Ctrl+I

Ctrl+U

Ctrl+C

Ctrl+L

Ctrl+V

Ctrl+W

Ctrl+F

Ctrl+⇧+>

Ctrl+⇧+<

Ctrl+⇧+L

Ctrl+⇧+-

⇧+Home

⇧+End

Alt+⇨

Alt+⇩

Ctrl+Alt+B

Ctrl+Alt+C

Ctrl+Alt+T

Ctrl+Alt+R

Ctrl+Space

Ctrl+Alt+.

Ctrl+Return

Ctrl+⇧+Return

Increase size of selected text.

Decrease size of selected text.

Add a paragraph of Lorem Ipsum text.

Add a hard hyphen.

Select all text between the cursor

position and the start of the line.

Select all text between the cursor

position and the end of the line.

Increase kerning/tracking.

Decrease kerning/tracking.

Add a bullet "•"

Add a copyright symbol "©"

Add a trademark symbol "™"

Add a registered symbol "®"

Add a hard space. " "

Add an ellipsis "..."

Insert page break

Insert column break

## Galleries

Color

Fonts

Name

Page & Layout

Designs

Bitmap

Fill

Frame

F9

⇧+F9

⇧+Ctrl+F9

F10

⇧+F10

F11

⇧+F11

⇧+F12

## Zooming

Zoom in (enlarge)

Zoom out (reduce)

Ctrl + mousewheel

Zoom to 100% - 400%

Previous zoom

Zoom to selection

Zoom to drawing

Zoom to page

Ctrl + + on the num keypad

Ctrl + - on the num keypad

Zoom in and out

1, 2, 3, 4 except in text tool

Ctrl+R

Ctrl+⇧+Z

Ctrl+⇧+J

Ctrl+⇧+P

# Xara

Quick Reference Card

### Useful websites

Xara corporate website

Xara support site

Useful tips & tutorials

Community forums

xara.com

support.xara.com

xaraxone.com

talkgraphics.com

# XARA DESIGNER PRO X9

## Tools

F2 or V  
Selector

F8 or T  
Text

Ctrl+F2  
Shadow

F3 or N  
Freehand  
& Brush

⇧+F2  
QuickShape

Ctrl+F3  
Bevel

F4  
Shape  
Editor

⇧+F3 or M  
Rectangle

Ctrl+F5  
Live  
Effects

⇧+B  
Shape  
Builder

⇧+F4 or L  
Ellipse

Ctrl+F6 or P  
Photo  
tools

⇧+E  
Shape  
Eraser

⇧+F6  
Mould

Ctrl+F7  
Contour

F6  
Transparency

⇧+F7 or Z  
Zoom

E  
Extrude

F7 or W  
Blend

⇧+F8 or H  
Push

G  
Fill

Useable for Xara Designer Pro X9





## Object handling tips


### Selecting objects (using Selector tool, F2)

Toggle between rotate & scale mode	Double-click
Add or remove from selection	⇧+click
Select object inside a group	Ctrl+click
Select an object under	Alt+click
Select all objects inside rectangle	Drag on page
Nudge selection	←→↓↑
Nudge 5x distance	←→↓↑+Ctrl
Nudge 10x distance	←→↓↑+⇧
Nudge 1/5th distance	←→↓↑+Ctrl+⇧

### While dragging objects

Drop a copy	Right-click
Turn off/on solid drag	Tab
Constrain angle/direction	Ctrl
Push page	Mouse-wheel
Move object without clicking	Ctrl+Alt
Toggle Snap to Objects	S
Toggle Angle Snapping	A
Toggle Snap inside Groups	G
Prevent object moving under pointer	⇧
Add to selection	⇧+drag
Select next object	Tab
Select previous object	⇧+Tab

### Line/shape editing (Shape Editor tool, F4)

Add/remove control points	⇧+click
Select all control points in rectangle	Drag on page
Delete selected control points	Delete
Close shape	Escape
Move selected control points	←→↓↑
Add new control point	Click on line
Move curve	Drag on curve
Toggle between cusp & smooth join	Double click
Simplify (remove) control points	

### Freehand tool

Sketch mode on/off	S
Trace mode on/off	T
Commit line to current position	Space

## Object handling shortcuts

Select all	Ctrl+A
Select new object	Tab
Delete selected objects	Delete
Clear selection	Esc
Group objects	Ctrl+G
Ungroup objects	Ctrl+U
Apply soft group	Ctrl+Alt+G
Remove soft group	Ctrl+Alt+U
Clone object	Ctrl+K
Bring object to front	Ctrl+F
Put object to back	Ctrl+B
Move object forwards	Ctrl+⇧+F
Move object backwards	Ctrl+⇧+B
Move object to Layer in front	Ctrl+⇧+U
Move object to Layer behind	Ctrl+⇧+D
Apply clipview	Q
Clear clipview	Alt+Q
Duplicate object with offset	Ctrl+Alt+D
Move to next frame	Ctrl+⇧+U
Move to previous frame	Ctrl+⇧+D
Paste in same position	Ctrl+⇧+V
Paste attributes	Ctrl+⇧+A
Create bitmap copy	Ctrl+⇧+C
Create Live Copy	Ctrl+⇧+Alt+C
Add shapes	Ctrl+1
Subtract shapes	Ctrl+2
Intersect shapes	Ctrl+3
Slice shapes	Ctrl+4
Convert to editable shapes	Ctrl+⇧+S
Open alignment dialog box	Ctrl+⇧+L
Flatten PhotoGroup	Alt+Ctrl+⇧+F
Turn solo mode on/off	Ctrl+Alt+S
Erase background	Ctrl+⇧+Alt+P

## Page handling options

New document	Ctrl+N
New animation	Ctrl+⇧+N
Open document	Ctrl+O
Switch document	Ctrl+Tab
Print document	Ctrl+P
Save document	Ctrl+S
Close document	Ctrl+W
Import	Ctrl+Alt+I
Export	Ctrl+⇧+E
Show grid	#
Show guides	1 on numeric keypad
Snap to grid	. on numeric keypad
Snap to guides	2 on numeric keypad
Snap to objects	* on numeric keypad
Full screen	8 on numeric keypad
Multi-page/single page view	⇧+Alt+P
Show Rulers	Ctrl+⇧+R
Undo	Ctrl+Z
Redo	Ctrl+Y
Delete Page	Delete
Move Page Up	PageUp
Move Page Down	PageDown
Move Current Page up	⇧+Ctrl+Page Up
Move Current Page down	⇧+Ctrl+Page Down
Delete Current Page	⇧+Ctrl+Delete
Show Push dialog	Ctrl+⇧+H
Toggle Push on selection	Ctrl+H
Repeat on All Pages	Ctrl+⇧+Alt+R
Stop updating	Ctrl+⇧+Alt+O
Preview website	F5
Preview current web page	⇧+F5
Web properties	Ctrl+⇧+W
Color editor	Ctrl+E

## Working with Masks / Regions

Mask mode on	Ctrl+M	Toggle opacity mask clipping	Ctrl+Alt+C
Clear mask or region	Ctrl+D	Toggle opacity mask mapping	
Invert mask or region	Ctrl+⇧+I	of colors to transparency	Ctrl+Alt+A
Paste as opacity mask	Ctrl+⇧+M	Region painter tool	Alt+F3
Erase background	Ctrl+⇧+Alt+P	Freehand region tool	Alt+F5
Ungroup opacity mask	Ctrl+Alt+M	Rectangle region tool	Alt+F6
Invert opacity mask	Ctrl+Alt+V	Mask painter tool	Alt+F7

