



PerfectTablePlan v6.2 cheat sheet

General

Ctrl + 1	Add guests task
Ctrl + 2	Proximity task
Ctrl + 3	Add tables task
Ctrl + 4	Assign seats task
Ctrl + 5	Print task
Ctrl + A	Select all (but not hidden items)
Ctrl + B	Numbers and Budget
Ctrl + C	Copy
Alt + C	Collapse all in Groups pane or Schematic pane
Ctrl + D	Show selected in Floor Plan pane
Ctrl + Alt + D	Show selected in Table Plan pane
Ctrl + Alt + Shift + D	Show selected in Schematic plan pane
Ctrl + Shift + D	Show selected in Guests plan pane
Alt + Shift + D	Show selected in Groups plan pane
Ctrl + E	Export
Ctrl + F	Find in Guests, Groups, Floor plan, Schematic or Proximity pane
Ctrl + G	Insert single guest
Ctrl + Alt + G	Insert guest couple
Ctrl + Shift + G	Insert guest family
Ctrl + Alt + Shift + G	Insert guest group
Ctrl + H	Insert E-shaped table
Ctrl + Shift + H	Insert serpentine table
Ctrl + I	Import
Ctrl + Shift + I	Event Information
Ctrl + J	Quick insert guests
Ctrl + K	Lock selected guests
Shift + Ctrl + K	Unlock selected guests
Ctrl + L	Auto Assign Seats
Ctrl + M	Insert custom table
Ctrl + N	New plan
Ctrl + O	Open plan

Ctrl + Shift + O	Open Recent
Ctrl + P	Print
Ctrl + R	Insert rectangular table
Ctrl + Alt + R	Insert banquet table
Ctrl + Shift + R	Insert head table
Ctrl + S	Save plan
Ctrl + Shift + S	Save plan as
Ctrl + T	Insert circular table
Ctrl + Alt + T	Insert semi-circular table
Ctrl + Shift + T	Insert oval table
Ctrl + Alt + Shift + T	Insert row of seats
Ctrl + U	Unassign guest
Ctrl + V	Paste
Ctrl + W	Close window
Ctrl + X	Cut
Alt + X	Expand all in Groups pane or Schematic pane
Ctrl + Y	Redo
Ctrl + Z	Undo
F1	Context sensitive help
Shift + F1	What's this help
Ctrl + F4 or Alt + F4	Close window
F5	Refresh
Ctrl + F12	Credits
Alt	Move focus to menu bar
Ctrl + + / Ctrl + -	Zoom in/zoom out
Ctrl + *	RSVP declined
Ctrl + \	RSVP unset
Backspace	Delete
Ctrl + [/Ctrl +]	Previous/next table, guest, group in the Floor Plan pane, Table Plan pane, Proximity pane, Table Properties window, Guest Properties window or Group Properties window
Ctrl + {/Ctrl + }	Shuffle the selected guests 1 seat anti-clockwise/clockwise
Ctrl + ,	Preferences
Del	Delete
Esc	Close window

Ctrl + /	RSVP accepted
Home/End	Go to start of line
End	Go to end of line
Left arrow / Right arrow	Move selected items in Floor Plan pane. Moves 1 grid position if grid snap on. Otherwise moves 5 cm / 2 inches per key press.
Shift + Left arrow / Right arrow	Move selected items in Floor Plan pane. Moves 1 grid position if grid snap on. Otherwise moves 1 cm / 0.4 inch per key press.
Alt + Left arrow / Right arrow	Select next/previous table in Floor Plan or Table Plan pane
Context menu key	Show context menu
Ctrl + .	Globally add/remove "." from titles e.g. "Mr" "Mr."
Ctrl + Shift + .	Rotate selected item 45 degrees clockwise in Floor Plan
Ctrl + ;	Add an extra seat in the position of the selected seat(s)
Alt + Space	Window menu
Space	Toggle current checkbox/press current button
Tab	Next field
Shift + Tab	Previous field
Ctrl + Tab	Next tab
Ctrl + Shift + Tab	Previous tab
Up arrow / Down arrow	Move selected items in Floor Plan pane. Moves 1 grid position if grid snap on. Otherwise moves 5 cm / 2 inches per key press
Shift + Up arrow / Down arrow	Move selected items in Floor Plan pane. Moves 1 grid position if grid snap on. Otherwise moves 1 cm / 0.4 inch per key press
Alt + Up arrow / Down arrow	Select next/previous seat in Floor Plan or Table Plan pane

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More information: defkey.com/az/perfecttableplan-v6-2-shortcuts

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