Edraw Max 9.4 cheat sheet

Ctrl shortcuts

Ctrl + A	Select all the shapes in active drawing
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + F	Flip the selected shape or shapes vertically
Ctrl + L	Rotate the selected shape or shapes left 90 degree
Ctrl + M	Flip the selected shape or shapes horizontally
Ctrl + N	Create a new document
Ctrl + O	Open a document
Ctrl + P	Print the active document
Ctrl + R	Rotate the selected shape or shapes right 90 degree
Ctrl + S	Save the active document
Ctrl + W	Close the active document
Ctrl + Up arrow	Move active page up
Ctrl + Down arrow	Move active page down
Ctrl + Left arrow	Move active page left
Ctrl + Right arrow	Move active page right

Alt shortcuts

Alt + E	Set shape protection properties
Alt + F	Fills and shadows
Alt + G	Set shape geometry data
Alt + L	Line formatting
Alt + T	Text formatting
Alt + Up arrow	Bring the selected shape or shapes forward in the position stack
Alt + Down arrow	Bring the selected shape or shapes backward in the position stack
Alt + Backspace	Undo text editing

Shift shortcuts

Shift + Del	Cut text
Shift + Insert	Paste text
Shift + Up arrow	Move the selected shapes up with bigger step
Shift + Down arrow	Move the selected shapes down with bigger step
Shift + Left arrow	Move the selected shapes left with bigger step
Shift + Right arrow	Move the selected shapes right with bigger step

Function keys

F1	Open help
F3	Activate the selection tool
F5	Enter full screen
F6	Set shape custom properties
Esc	Finish full screen, editing and other dialogs
Up arrow	Move the selected shapes up, move the active page up if no selection
Down arrow	Move the selected shapes down, move the active page down if no selection
Left arrow	Move the selected shapes left, move the active page left if no selection
Right arrow	Move the selected shapes right, move the active page right if no selection

Ctrl + Alt shortcuts

Ctrl + Shift + A	Activate the arc tool, used to insert arcs
Ctrl + Shift + B	Activate the curve tool, used to insert curves
Ctrl + Shift + C	Activate the connector tool, used to insert connectors
Ctrl + Shift + D	Open the distribute dialog
Ctrl + Shift + E	Activate the ellipse tool, used to insert ellipses
Ctrl + Shift + F	Activate the freehand tool, used to insert freehand curves

Ctrl + Shift + G	Group the selected shapes to a group shape
Ctrl + Shift + H	Make the selected shapes same height
Ctrl + Shift + I	Open the align dialog
Ctrl + Shift + L	Activate the line tool, used to insert lines
Ctrl + Shift + M	Make the selected shapes same angle
Ctrl + Shift + N	Activate the connection points tool
Ctrl + Shift + O	Insert a OLE object
Ctrl + Shift + P	Insert a picture
Ctrl + Shift + R	Activate the rectangle tool, used to insert rectangles
Ctrl + Shift + S	Activate the sector tool, used to insert sectors
Ctrl + Shift + T	Activate the text tool, used to insert texts
Ctrl + Shift + U	Ungroup the selected group shape
Ctrl + Shift + W	Make the selected shapes same width
Ctrl + Shift + Y	Insert a symbol
Ctrl + Shift + Z	Make the selected shapes same size
Shift + Ctrl + Left arrow	Rotate the selected shapes left
Shift + Ctrl + Right arrow	Rotate the selected shapes right

Shift + Alt shortcuts

Alt + Shift + L	Open the library pane
Alt + Shift + M	Open the sample pane
Alt + Shift + S	Open the style pane
Alt + Shift + Up arrow	Bring the selected shape or shapes to top in the position stack
Alt + Shift + Down arrow	Bring the selected shape or shapes to bottom in the position stack

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Last modification: 12/15/2019 1:21:38 PM

More information: *defkey.com/edraw-max-shortcuts*

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