



# SmartDraw cheat sheet

## Windows

Ctrl + Wheel up and wheel down	Zoom in and out of your diagram
Ctrl + Arrow keys	Adds a shape in the direction of the arrow on specific diagram types like flowcharts, organizational charts, and mind maps
Alt	Override the snapping behavior for grow, move, rotate, and draw commands. For example, hold down the alt key to move a symbol away from a line in an engineering diagram.
Shift	Makes movement occur only horizontally and vertically, rotate in 45 degree increments, and grow is set to be proportional only
Ctrl + Move the mouse	drag Duplicates a shape or group of shapes
Ctrl + G	Group Objects
Ctrl + Shift + G	Ungroup Objects
Del	Delete Selected Object(s)
Ctrl + A	Select All
Ctrl + B	Bold Text
Ctrl + C	Copy Selected Object(s)
Ctrl + D	Duplicate Selected Object(s)
Ctrl + I	Italicize Text
Ctrl + K	Insert Hyperlink
Ctrl + S	Open Save As dialog
Ctrl + U	Underline Text
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Space + Left click + Move the mouse	(drag) Pan the work area

## MacOS

Ctrl + Wheel up and wheel down	Zoom in and out of your diagram
Ctrl + Arrow keys	Adds a shape in the direction of

the arrow on specific diagram types like flowcharts, organizational charts, and mind maps

Alt	Override the snapping behavior for grow, move, rotate, and draw commands. For example, hold down the alt key to move a symbol away from a line in an engineering diagram.
Shift	Makes movement occur only horizontally and vertically, rotate in 45 degree increments, and grow is set to be proportional only
Cmd + G	Group Objects
Cmd + Shift + G	Ungroup Objects
Del	Delete Selected Object(s)
Cmd + A	Select All
Cmd + B	Bold Text
Cmd + C	Copy Selected Object(s)
Cmd + D	Duplicate Selected Object(s)
Cmd + I	Italicize Text
Cmd + K	Insert Hyperlink
Cmd + S	Open Save As dialog
Cmd + U	Underline Text
Cmd + V	Paste
Cmd + X	Cut
Cmd + Y	Redo
Cmd + Z	Undo

Space + Left click + Move the mouse

Source: [smartdraw.zendesk.com](https://smartdraw.zendesk.com)

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More information: [defkey.com/fil/smartdraw-shortcuts](https://defkey.com/fil/smartdraw-shortcuts)

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