# LibreOffice Draw cheat sheet

### Function keys for drawings

F2	Add or edit text
F3	Opens group to edit individual objects
Ctrl + F3	Close group editor
Shift + F3	Opens the Duplicate dialog
F4	Opens the Position and Size dialog
F5	Opens the Navigator
F7	Checks spelling
Ctrl + F7	Opens the Thesaurus
F8	Edit points on/off
Ctrl + Shift + F8	Fits to frame
F11	Opens Styles and Formatting window

### Drawings

+	Zooms in
-	Zooms out
Num *	Zooms to fit entire page in screen
Num /	Zooms in on the current selection
Ctrl + Shift + G	Groups selected objects
Shift + Ctrl + Alt + A	Ungroups selected group
Ctrl + Shift + K	Combines selected objects
Ctrl + Alt + Shift + K	Uncombines selected objects
Ctrl + Shift + +	Bring to front
Ctrl + +	Bring forward
Ctrl + -	Send backward
Ctrl + Shift + -	Send to back

#### Shortcut keys specific to drawings

Page Up	Switch to previous page
Page Down	Switch to next page
Ctrl + Page Up	Switch to previous layer
Ctrl + Page Down	Switch to next layer
Arrow keys	Moves the selected object in the

	direction of the arrow key
Ctrl + Arrow keys	Moves the page view in the
Cur + Anow Reys	direction of the arrow key
Ctrl + Left click	(while dragging an object) Note: this shortcut key works only when the Copy when moving option in Tools - Options - LibreOffice Draw - General is enabled (it is enabled by default). Creates a copy of the dragged object when mouse button is released
Ctrl + Enter	with keyboard focus (F6) on a drawing object icon on Tools bar Inserts a drawing object of default size into the center of the current view
Shift + F10	Opens the context menu for the selected object
F2	Enters text mode
Enter	Enters text mode if a text object is selected
Ctrl + Enter	Enters text mode if a text object is selected. If there are no text objects or if you have cycled through all of the text objects on the page, a new page is inserted
Alt	Press the Alt key and drag with the mouse to draw or resize an object from the center of the object outward
Alt + Left click	on an object Selects the object behind the currently selected object
Alt + Shift + Left click	an object Selects the object in front of the currently selected object
Shift	key while selecting an object Adds or removes object to or from the selection
Shift + Move the mouse	(drag while moving an object) The movement of the selected object is constrained by multiples of 45 degrees
Shift + Move the mouse	(drag while creating or resizing an object) Constrains the size to keep the object's aspect ratio

Tab	Cycles through the objects on the page in the order in which they were created
Shift + Tab	Cycles through the objects on the page in the reverse-order in which they were created
Esc	Exits current mode

## Navigating in the Slide Sorter

Home or End	Set the focus to the first/last slide
Left arrow / Right arrow	Set the focus to the next/previous slide
Page Up	/Down Set the focus to the next/previous slide
Enter	Change to Normal Mode with the active slide

Source: LibreOffice support

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More information: defkey.com/libreoffice-draw-shortcuts

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