

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

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Cmd + S	Open Save As dialog
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Cmd + V	Paste
Cmd + X	Cut
Cmd + Y	Redo
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Space + Left click + Move the mouse

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More information: defkey.com/smartdraw-shortcuts

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