

# vecta.io cheat sheet

## Drawing tools

On Mac, use Option instead of Alt.

Alt + 1	Cycle through pointer and pan tool
Alt + 2	Cycle through rectangle tool and ellipse tool
Alt + 3	Cycle through path, arc, curve and freeform tool
Alt + 4	Cycle through connectors and connection point tool
Alt + 5	Cycle through format, color and formula tools
Alt + A	Text block tool
Esc	Clear selection and change to pointer tool

## Shape operations

On Mac, use Option instead of Alt.

G	Group
Alt + G	Ungroup
J	Join
Alt + J	Trim
Alt + V	Flip vertical
Alt + H	Flip horizontal
Alt + F	Fragment
Alt + U	Union
Alt + D	Difference
Alt + I	Intersect
Alt + L	Flatten
Alt + R	Repeat transformation
Alt + Left click	(click on path) Add point to path
Alt + E + Left click	(click on shape) Open hyperlink
F2	Edit text

## Editor

On Mac, use Cmd instead of Ctrl.

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo

Ctrl + Y	Redo
Ctrl + B	Bold
Ctrl + U	Underline
Ctrl + I	Italics
Ctrl + F	Find and replace text
Ctrl + D	Duplicate
Ctrl + Q	Zoom to fit page
Ctrl + O	Open drawing

## Moving and resizing

Ctrl + [	Arrange backward
Ctrl + ]	Arrange forward
Ctrl + Shift + [	Send to back
Ctrl + Shift + ]	Bring to front
Ctrl + A	Select all shapes
Alt + Arrow keys	Move in 10% of grid interval
Shift + Left click	(click handles) Aspect ratio resizing
Alt + Left click	(click handles) Center resizing
Shift + Ctrl + Left click	(click handles) Proportional resizing
Ctrl + Alt + Left click	(click handles) Offset path
Shift + Alt + Left click	(click handles) Aspect ratio center resizing
Shift + Alt + Ctrl + Left click	(click handles) Proportional center resizing

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Last modification: 12/1/2021 9:15:25 PM

More information: [defkey.com/vecta-io-shortcuts](https://defkey.com/vecta-io-shortcuts)

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