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Y E A R B O O K S

Keyboard Shortcuts for Yearbooks! 2009 Desktop

KEYS	ACTION
CTRL z	Undo
CTRL a	Select All
CTRL d	Delete (on student list screen)
CTRL p	Make a PDF (from everywhere but the Page edit screen)
CTRL s	Save (on page edit screen)
CTRL f	Move To Front
CTRL b	Move to back
CTRL + (or =)	ZOOM IN
CTRL -	ZOOM OUT
CTRL 1	ZOOM 75%
CTRL 2	ZOOM 100%
Ctrl PageUp	Prev Page
Ctrl PageDown	Next Page
PageDown	Scroll down a page
PageUp	Scroll up a page
Home	Scroll to top of a list
End	Scroll to end of a list
Alt right arrow	Scroll Right
Alt left arrow	Scroll Left
Alt down arrow	Scroll Down
Alt Up Arrow	Scroll Up
Esc	Close Page Editor (Go to Page Ladder)
Shift left, right, up and down arrow	Move an object left, right, up and down (one pica at a time)
left, right, up and down arrows	Move an object left, right, up and down (small increment)
Ctrl left and up arrow	Shrink size of candid picture
Ctrl right and down arrow	Increase size of candid picture
<i>When you add text</i>	
CTRL X	Cut
CTRL C	Copy
CTRL V	Paste