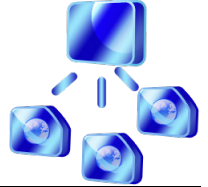




Keyboard Shortcuts



Drawing Management Keys

File Management	
New drawing	Ctrl + N
Open	Ctrl + O
Open page dialog box	Shift + F4
Close	Ctrl + W or Ctrl + F4
Save	Ctrl + S
Print Preview	Ctrl + F2
Print	Ctrl + P
Exit	Alt + F4
Editing	
Undo	Ctrl + Z
Redo	Ctrl + Y
Repeat	F4
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Special	Ctrl + Alt + V
Select All	Ctrl + A
Duplicate	Ctrl + D
Find	Ctrl + F
Pointer Tool	Ctrl + 1
Text Tool	Ctrl + 2
Connector Tool	Ctrl + 3

Navigation Keys

Action	Key
Go to next page	Ctrl + PageDown
Go to previous page	Ctrl + PageUp
Move selected object(s)	Arrow Keys
Move from shape to shape	Tab
Switch between stencils	F6

Formatting Keys

Action	Key
Bold	Ctrl + B
Italics	Ctrl + I
Underline (continuous)	Ctrl + U
Increase font size	Ctrl + Shift + . (period)
Decrease font size	Ctrl + Shift + , (comma)
Superscript	Ctrl + Shift + +
Subscript	Ctrl + =
Align left	Ctrl + Shift + L
Align center	Ctrl + Shift + C
Align right	Ctrl + Shift + R
Align justify	Ctrl + Shift + J
Align bottom	Ctrl + Shift + V
Align middle	Ctrl + Shift + M
Align top	Ctrl + Shift + T
Format Text dialog box	F11 (Format Text > Font)
Indents	Shift + F11 (Format Text > Paragraph)
Format Painter	Ctrl + Shift + P
Fill Color	F3 (Format > Fill)
Line formatting	Shift + F3 (Format > Line)
Small caps	Ctrl + Shift + K

Microsoft Visio 365, 2019, 2016 & 2013 Keyboard Shortcuts

Working with Shapes & Graphics

Action	Key
Group	Ctrl + Shift + G
Ungroup	Ctrl + Shift + U
Align Shapes	F8
Bring to Front	Ctrl + Shift + F
Send to Back	Ctrl + Shift + B
Toggle Glue	F9
Toggle Snap	Shift + F9
Snap and Glue	Alt + F9
Select multiple shapes	Hold Shift and click on each
To copy and position a shape	Hold Ctrl while dragging a shape
To draw a proportional shape such as a square; "constrain"	Hold Shift while drawing
Flip Horizontal	Ctrl + H
Flip Vertical	Ctrl + J
Rotate Right	Ctrl + R
Rotate Left	Ctrl + L
Crop tool	Ctrl + Shift + 2
Activates the Ellipse tool	Ctrl + 9
Activates the Rectangle tool	Ctrl + 8
Activates the Arc tool	Ctrl + 7
Activates the Line tool	Ctrl + 6
Activates the Freeform tool	Ctrl + 5
Activates the Pencil tool used to draw lines and arcs	Ctrl + 4

Printing & Viewing Keys

Action	Key
Zoom actual size (100%)	Ctrl + Shift + I
Zoom to whole page	Ctrl + W
Zoom in	Ctrl + Shift + left click
Zoom into selected area	Ctrl + Shift + drag a selection region
Zoom out	Ctrl + Shift + right click
Task pane	Ctrl + F1
Full screen	F5
Cascade	Alt + F7
Pan page (nothing selected)	Arrow Keys or Ctrl + Shift + right drag

Helpful Function Keys

Action	Key
Activate main menu	F10 or Alt
Activate shortcut menu	Shift + F10
Close active document	Ctrl + F4
Close Visio	Alt + F4
Field	Ctrl + F9
Help	F1
Insert hyperlink	Ctrl + K
Maximize document window	Ctrl + F10
Maximize Visio window	Alt + F10
Next document window	Ctrl + F6
Open	Ctrl + F12
Previous document window	Ctrl + Shift + F6
Print (also Ctrl + P)	Ctrl + Shift + F12
Repeat Find or Go To	Shift + F4
Repeat previous command	F4
Run Macros	Alt + F8
Save	Shift + F12
Save As	F12
Spelling	F7
Visual Basic Editor	Alt + F11