Canvas Tools

Selection tools

Selection

Lasso selection

Direct edit lasso selection

Direct group selection

Direct edit selection

Hyperlink pointer

Rectangle

Rectangle

Rounded Rectangle

Gridmaker

Cube

Multigon

EasyShapes

Oval

Oval

Arc

Circle 3 Points

Arc 3 Points

Circle Radius

Arc Radius

Concentric Circles

Spiral

Painting

Paint Brush

Pencil

Eraser

Marker

Airbrush

Neon

Bucket

Blend

Blur

Sharpen

Rubber Stamp

Smudge

Dodge

Burn

Sponge

Transparency

Sprite

Radial Transparency

Directional Transparency

Rectangular Transparency

Elliptical Transparency

Line

Line

Kinked

Smooth Kinked

Basic

Dogleg Connector

Polygon

Smooth Polygon

Connection Point

Path

Path

Polygon

Smooth Polygon

Freehand

Push

Reshape

Auto Curve

Other

Hand

Magnifying Glass

Color Dropper

Camera

Smart Vector Fill

Dimensioning

Linear

Baseline

Chain

Angle

Perpendicular

Object Side

Radius

Diameter

Center

Area

Perimeter

Text

Text

Text Object

Text Link

Text Unlink

Link Info

Text Path

Text Form Field

Text Section

Text Format Brush

Markup

Markup Highlighter

Markup Pen

Circle Redline

Rectangle Redline

Basic Annotation

Multiple Sources

Multiple Notes

Flowchart

Speaker Notes

Miscellaneous

Knife

Scissor

Slice Creator

Page Crop

Web Button

Animated GIF

Calendar

Create OLE/Active X Control

Vector Gradient

Registration Mark

3D View

Canvas Menus

File	Edit	Text	Object	Path
New...	Undo	Font	Align	Edit Path
Open...	Redo	Size	Arrange	Live Curve Editing
Close	Again	Style	Move...	Join
Browse with ACDSee...	Cut	Justification	Scale...	Smart Join...
Place...	Copy	Leading	Scale by Area/Perimeter...	Fit Bezier...
Save	Paste	Kerning	Group	Reduce Points...
Save As...	Clear	Insert	Ungroup	Add Points...
Revert	Copy Special	Insert Picture	Make Composite	Smooth
Save To Web...	Paste Into	Rules...	Break Composite	Unsmooth
Automation	Paste Special...	Spell Checker	Lock	Perspective
Configuration Center...	Paste Attributes...	Type...	Unlock	Convert To Paths
Customize...	Paste & Replace Selection	Wrap	Hide Selected Objects	Convert To Simple Paths
Symbol Library...	Calibration		Show Selected Objects	Outline Path Stroke
Print Area	Find		Create Chart	Object Path Editor...
Page Setup...	Select All		Clipping Path	Math expression 2-D plot
Print Preview...	Invert Selection		SpriteLayers	Geometric Export...
Print...	Duplicate		SpriteEffects	Geometric Import...
Properties...	Duplicate with Transform		Convert To Lens	
Exit	Replicate		Attributes...	
	Replace Ink Attributes...		Set Default Attributes	
	Replicate and Position...		Edit	
	Sequences...		Options	
	Insert Object...		Object Specs...	
	Links...		Object Properties Table View...	
			Object Properties...	
			Select by property...	
			Statistics by property...	
			Convert Macro File...	
			Export As Symbol...	

Layout	Effects	Image	GIS	Window	Help
Display	Rotate Right	Mode	Import...	Palettes	Canvas Help
Display Options...	Rotate Left	Select	Export...	Toolbox	Getting Started
Document Layout...	Hor-izontalize	Area	GIS Document Settings...	Docking Bar	Show/Hide Canvas Assistant
Sheets	Freeform	Proxy	GIS Positioning...	Show/Hide Toolbar	Show/Hide Dynamic Help
Layers	Flip	Filter	Choose Reference Point	Show/Hide Properties Bar	Manage acdID Account
Views	Bind Text	Adjust	Tag selection as	Show Startup...	Check for Updates and Messages
Document Scale	Bind To Path	Histogram...	Object Properties...	Tile Across	Product Support and Resources
Column Guides...	Blend...	Image Measurement...	Object Properties Table View...	Tile Down	Customer Support
Document Setup...	Colorize...	Calculate...	Select by property...	Stack	ACDSee Products
Grids and Guides...	Combine...	Add Visibility Mask	Label by property...	Arrange Icons	ACDSee Community
Rulers...	Envelope...	Import...	Visualize data...		Facebook
Slide Show...	Extrude...	Export	Create Graticule...		Twitter
Smart Mouse...	Fractalize...	TWAIN Import	Statistics by property...		Verify Document...
Snap To	Offset Path...	Auto Trace...			About Canvas...
	Shadow...	DSC information (EXIF)			
	Remove Effects	Image Warp			
		Path to Selection			
		Selection to Path...			
		Show Channels			
		Trim to Path			

Canvas Shortcuts

Viewing and navigating

Action	Shortcut
Scroll with the Hand tool	Hold down the Spacebar and drag in the layout area
Zoom in	Ctrl+ Alt+ Plus (+) Ctrl+Spacebar and click
Zoom out	Ctrl + Alt + Minus (-) Ctrl+Spacebar+Shift-click
Open a context menu	Click right mouse button

Drawing and creating objects

Action	Shortcut
Snap to 45-degree angles	Hold down Shift as you drag
Draw from the center	Press Ctrl and drag
Copy object	Press Ctrl and drag object
Make multiple copies of objects	Press Ctrl+Alt and drag
Copy and resize selected objects	Begin to drag a handle and then press and hold Ctrl
Copy an object in Freeform mode while rotating or skewing	Press Ctrl as you drag
Select the previous tool	Hold down Alt

Selecting objects

Action	Shortcut
Select all objects created by a particular tool	Select the tool, press Ctrl + A
Select objects touched by a selection box	Ctrl-drag with Selection tool
Select object behind other objects	Tab-click where objects overlap
Select object on another layer	Press Tab and click object (can be combined with other selection shortcuts)

Miscellaneous shortcuts

Action	Shortcut
Exit edit mode	Press Escape or click outside of the object
Apply the current fill ink	Ctrl-click vector or text object with the Color Dropper tool
Apply the current pen ink	Ctrl-right-click vector or text object with the Color Dropper tool

Text and typography

Action	Shortcut
Scale all text in a selected text object	Press Alt and drag a handle on the text object
Open the Type palette	Ctrl + T or double-click Text tool icon
Force a line break without creating a new paragraph (insert a soft return)	Press Shift+Return
Move insertion point to...	
Start of word	Ctrl + left arrow key
End of word	Ctrl + right arrow key
Start of a line	Ctrl+up arrow key
End of line	Ctrl+down arrow key
Up 3 lines on the left margin	Press Page Up key
Down 3 lines on the right margin	Press Page Down key
Select...	
One character to right or left	Hold down Shift and press right or left arrow key
To end or beginning of word	Shift+Ctrl+right arrow key Shift+Ctrl+left arrow key
To beginning of line	Shift+Ctrl+up arrow
To end of line	Shift+Ctrl+down arrow
One line above or below insertion point	Shift+up arrow Shift+down arrow
Three lines above or below insertion point	Shift+Page Up Shift+Page Down
One word	Double-click the word
From insertion point	Shift-click at end of selection
One line	Triple-click the line
All text in a text object	With the insertion point in the text, press Ctrl+A

Painting and editing images

Action	Shortcut
In paint edit mode, set foreground color to black and background color to white	Press C
Swap foreground and background colors	Press X
Set the opacity for a painting tool (if applicable)	Press a number key while the tool is selected; click the tool again
Crop a paint object (hard crop)	Press Ctrl and drag a handle on the selected paint object with the Selection (arrow) tool
Constrain brush strokes to straight horizontal or vertical movement	Press Shift while you drag a painting tool
Switch temporarily to the Color Dropper while using a painting tool	Press Alt
Apply a channel mask to an object, or put an object's channel mask in edit mode	Press Ctrl and double-click the object
Place a paint object in edit mode when another paint object is in edit mode	Press Tab and click the paint object while a painting tool is selected

Channels palette

Operation	Shortcut
Add a channel to the current selection	Press Shift and drag the channel to the Selection button, or press Alt+Shift and click the channel
Replace an alpha channel with the current selection	Drag from the Selection button to the channel
Add the current selection to an existing alpha channel	Press Shift and drag from the Selection button to the channel
Create a new channel	Click the New Channel button
Delete an alpha channel	Drag the channel to the trash can icon
Duplicate a channel	Drag the channel to the New Channel button
Load a channel as a selection	Drag the channel to the Selection button, or Alt-click the channel
Move an alpha channel in the palette	Drag the channel up or down in the list
Save the current selection in a new channel	Click the Selection button
Select the intersection of the current selection and a channel	Press Shift+Ctrl and drag the channel to the Selection button, or press Shift+Ctrl+Alt and click the channel
Subtract a channel from the current selection	Ctrl-drag the channel to the Selection button, or press Ctrl+Alt and click the channel
Subtract the current selection from a channel	Press Ctrl and drag from the Selection button to the channel
Make a channel active	Press Ctrl and a number key. Press zero to select the composite channel

Selecting painting tools

Tool	Key (press with paint object in edit mode)	Tool	Key (press with paint object in edit mode)
Airbrush	A	Marquee, Oval Marquee, Row Selection, Column Selection	M
Blur	F	Pencil	P
Blend	G	Paintbrush	B
Bucket	K	Remote Move	V
Burn	N	Rubber Stamp	S
Dodge	O	Sharpen	R
Eraser	E	Smudge	U
Lasso	L	Sponge	D
Marker	H	Wand	W
Neon	T		

Editing vector paths

Action	Shortcut
Place selected path in edit mode	Press Ctrl+E
Use the pop-up menu to edit an anchor point or path segment	Right-button click the path with Selection tool
Add an anchor point to a segment	Press Ctrl and click a segment
Delete an anchor point	Press Ctrl+Shift and click the anchor point
Move an anchor point as you place it	Without releasing the mouse button as you set the anchor point, press the Spacebar and drag to move the anchor point
Change the length of both tangent lines of an anchor point at once	Press Ctrl and drag either tangent line handle
Change an anchor point from smooth to cusp	Press Tab and drag either tangent line handle
Change a cusp point with two tangent lines to a smooth point	Press Tab and click a tangent line handle to align the tangent line with the other tangent line
Add a tangent line to an anchor point that does not have two tangent lines	Press Tab and drag from the anchor point
Delete one or both tangent lines from an anchor point	Press tab and click the anchor point
Close an open path	Select an endpoint, then select the Curve or Polygon tool and click the other endpoint. Press Alt and click either endpoint with the Selection tool
Change the length of a tangent line without changing the angle	Press Ctrl+Alt and drag the tangent line handle
Reshape the segment you drag and the adjacent segments	Press Alt and drag the segment