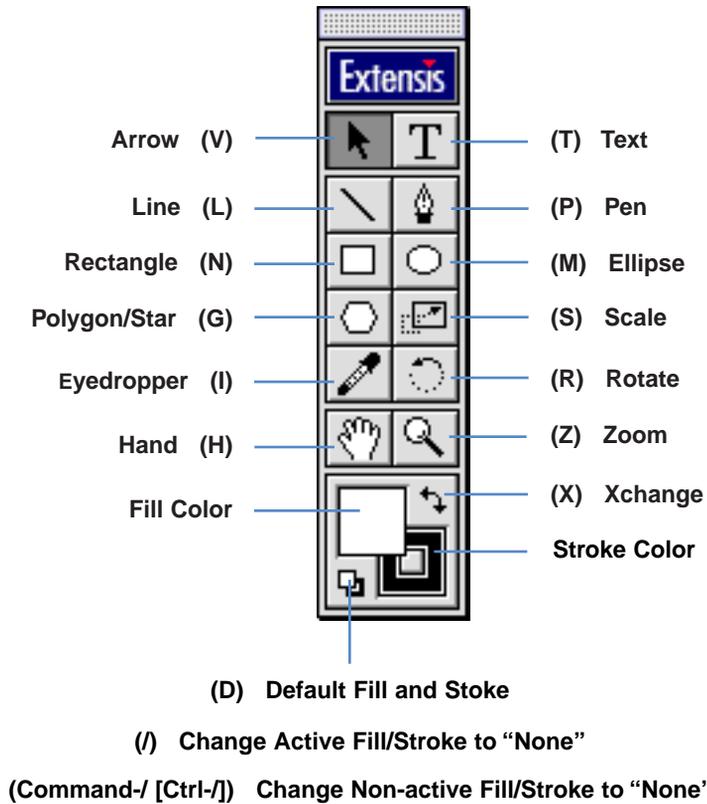


Extensis™ PhotoGraphics™

Version 1.0 for Macintosh® and Windows®

QUICK REFERENCE CARD

Toolbox



Paths

	WITH THE PEN TOOL ACTIVE	WITH THE ARROW TOOL ACTIVE
Place Straight Corner points	Click (👉) to start path, then click (👉) to add additional points	na
Place Smooth anchor points	Click (👉) and drag control handle to start path, then click and drag (👉) to add anchor points	na
Create a different path	Command [Ctrl] click (👉) to de-select current path, then click (👉) to create a new start point or Move cursor off path, then press Command-Option [Ctrl+Alt] (👉) to place a new start point or Close path, then click (👉) to start a new path	na
Close a path	Click over start point (👉)	na
Select a path/object	Command [Ctrl] click (👉) a de-selected path	Click (👉) path or object
Select a path/object for edit	Option [Alt] click (👉) selected path	Command [Ctrl] click (👉) path/object
Convert or Revert a point	Command [Ctrl] click (↶) anchor point or Command [Ctrl] click (↶) a point	Command [Ctrl] click (↶) anchor point or Command [Ctrl] click (↶) a point
Make a Curved Corner point	Command [Ctrl] click (↶) to unlink the control handles on a Smooth point. Drag a handle to change curve direction.	Command [Ctrl] click (↶) to unlink the control handles on a Smooth point. Drag a handle to change curve direction.
Make a Combination Corner point	Command [Ctrl] click (↶) to unlink control handles on a Smooth point, then press Option [Alt] while clicking (👉) one control handle to delete it.	Command [Ctrl] click (↶) to unlink the control handles on a Smooth point, press Option [Alt] while clicking (👉) one control handle to delete it.
De-select current path	Command [Ctrl] click (👉)	Click (👉) off of path
Add a point	Option [Alt] click on an existing path (👉)	Option [Alt] click on an existing path (👉)
Move path/object	Command [Ctrl] click (👉), then drag	Drag (👉)
Delete a point	Option [Alt] click (👉) over a point	Option [Alt] click (👉) over a point
Unlink a control handle	Command [Ctrl] click (↶) control point	Command [Ctrl] click (↶) control point
Delete a control handle	Option [Alt] click (👉) control point	Option [Alt] click (👉) control point
Move a point or anchor point	Command-Option [Ctrl+Alt] while dragging (👉) point	Drag (👉) point
Adjust curve	Drag (👉) control handle	Drag (👉) control handle

Multiple Undo/Redo

	MACINTOSH	WINDOWS
Undo	Command-Z	Ctrl+Z
Redo	Command-Y	Ctrl+Y

Editing

	MACINTOSH	WINDOWS
Cut	Command-X	Ctrl+X
Copy	Command-C	Ctrl+C
Paste	Command-V	Ctrl+V
Paste in Front	Command-F	Ctrl+F
Paste in Back	Command-B	Ctrl+B
Duplicate	Command-D	Ctrl+D
Select All	Command-A	Ctrl+A
Select None	Command-Shift-A	Ctrl+Shift+A

Zooming and Panning

	MACINTOSH	WINDOWS
Temporarily Select Hand tool	Spacebar	Spacebar
Zoom In	Command-Spacebar-click	Ctrl+Spacebar+click
	Command-“+”	Ctrl+“+”
Zoom Out	Option-Spacebar-click	Alt+Spacebar+click
	Command-“-”	Ctrl+“-”
Zoom to 100%	Command-Option-0 (zero)	Ctrl+Alt+0 (zero)
Fit image in window	Command-0 (zero)	Ctrl+0 (zero)

Drawings

	MACINTOSH	WINDOWS
New Drawing	Command-N	Ctrl+N
Open from Image	Command-O	Ctrl+O
Open Last Applied	Command-Shift-O	Ctrl+Shift+O
Save with Image	Command-S	Ctrl+S
Save As...	Command-Shift-S	Ctrl+Shift+S
Revert	F12	F12
Cancel/Quit	Command-Q	Ctrl+Q or Alt+F4

Show/Hide Palettes

	MACINTOSH	WINDOWS
Options	F5	F5
Color	F6	F6
Layers	F7	F7
Text	F8	F8
Toolbox	F9	F9
Control Bar	F11	F11
Show or Hide all palettes	Tab	Tab
Show or Hide all palettes except Toolbox	Shift-tab	Shift+tab

Views

	MACINTOSH	WINDOWS
View Composite Layer	Command-L	Ctrl+L
Show/Hide Edges	Command-H	Ctrl+H
Show/Hide Rulers	Command-R	Ctrl+R
Show/Hide Guides	Command-;	Ctrl+;
Lock/Unlock Guides	Command-Option-;	Ctrl+Alt+;
Snap to Guides	Command-Option-Shift-;	Ctrl+Alt+Shift+;
Preferences	Command-K	Ctrl+K

Graphics

	MACINTOSH	WINDOWS
Bring Forward	Command-]	Ctrl+]
Bring to Front	Command-Option-]	Ctrl+Alt+]
Send Backward	Command-[Ctrl+[
Send to Back	Command-Option-[Ctrl+Alt+[
Group	Command-G	Ctrl+G
Ungroup	Command-Option-G	Ctrl+Alt+G
Lock	Command-1	Ctrl+1
Unlock All	Command-Option-1	Ctrl+Alt+1
Hide	Command-2	Ctrl+2
Show All	Command-Option-2	Ctrl+Alt+2
Offset	Command-Option-O	Ctrl+Alt+O
Scale	Command-Option-S	Ctrl+Alt+S
Rotate	Command-Option-R	Ctrl+Alt+R
Flip Horizontal	Command-Option-H	Ctrl+Alt+H
Flip Vertical	Command-Option-V	Ctrl+Alt+V
Rotate 90° Clockwise	Command-Option->	Ctrl+Alt+>
Rotate 90° Counterclockwise	Command-Option-<	Ctrl+Alt+<
Rotate 180°	Command-Option-/	Ctrl+Alt+/
Nudge Left 1 point	← (left arrow key)	← (left arrow key)
Nudge Left 10 points	Shift+←	Shift+←
Nudge Right 1 point	→ (right arrow key)	→ (right arrow key)
Nudge Right 10 points	Shift+→	Shift+→
Nudge Up 1 point	↑ (up arrow key)	↑ (up arrow key)
Nudge Up 10 points	Shift+↑	Shift+↑
Nudge Down 1 point	↓ (down arrow key)	↓ (down arrow key)
Nudge Down 10 points	Shift+↓	Shift+↓

Text

	MACINTOSH	WINDOWS
Normal (plain) text	Command-Shift-T	Ctrl+Shift+T
Bold	Command-Shift-B	Ctrl+Shift+B
Italics	Command-Shift-I	Ctrl+Shift+I
Underline	Command-Shift-U	Ctrl+Shift+U
Left Justification	Command-Shift-L	Ctrl+Shift+L
Center Justification	Command-Shift-C	Ctrl+Shift+C
Right Justification	Command-Shift-R	Ctrl+Shift+R
Forced Justification	Command-Shift-J	Ctrl+Shift+J
Increase Font 1 point	Command-Shift->	Ctrl+Shift+>
Decrease Font 1 point	Command-Shift-<	Ctrl+Shift+<
Increase Leading 1 point	Command-Shift-”	Ctrl+Shift+”
Decrease Leading 1 point	Command-Shift-:	Ctrl+Shift+:
Increase Baseline Shift 1 point	Command-Shift-“+”	Ctrl+Shift+“+”
Decrease Baseline Shift 1 point	Command-Shift-“-”	Ctrl+Shift+“-”
Increase Horizontal Scaling 1%	Command-Shift-→ (r arrow)	Ctrl+Shift+→ (right arrow)
Increase Horizontal Scaling 5%	Command-Option-Shift-→	Ctrl+Alt+Shift+→
Decrease Horizontal Scaling 1%	Command-Shift-← (l arrow)	Ctrl+Shift+← (left arrow)
Decrease Horizontal Scaling 5%	Command-Option-Shift-←	Ctrl+Alt+Shift+←
Increase Vertical Scaling 1%	Command-Shift-↑ (up arrow)	Ctrl+Shift+↑ (up arrow)
Increase Vertical Scaling 5%	Command-Option-Shift-↑	Ctrl+Alt+Shift+↑
Decrease Vertical Scaling 1%	Command-Shift-↓ (dn arrow)	Ctrl+Shift+↓ (down arrow)
Decrease Vertical Scaling 5%	Command-Option-Shift-↓	Ctrl+Alt+Shift+↓
Increase Kerning/Tracking 1/200 em	Command-}	Ctrl+}
Increase Kerning/Tracking 1/20 em	Command-Option-}	Ctrl+Alt+}
Decrease Kerning/Tracking 1/200 em	Command-{	Ctrl+{
Decrease Kerning/Tracking 1/20 em	Command-Option-{	Ctrl+Alt+{