

APPENDIX A

HOT KEYS AND SHORTCUTS

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This appendix lists a wealth of keyboard shortcuts and editing tricks that are designed to help you work more efficiently in SignLab.

Keyboard Menu Shortcuts

Please note that the SignLab menus have keyboard shortcuts (not listed here) that will reduce your editing time. These shortcuts are listed next to each menu item, and these shortcuts can be customized (added, changed, deleted) by choosing **Customize Shortcuts** under the **Options** menu.

Function Keys

The function keys in SignLab operate as follows:

- **[F1]** Help
- **[F2]** Disable all Shop Palette color layers except the current target layer
- **[F3]** Select all objects
- **[F4]** Refresh the workspace
- **[F5]** Zoom marquee
- **[F6]** Zoom out
- **[Shift+F6]** Zoom in
- **[F7]** Zoom to selected object
- **[F8]** Zoom to Sign Blank
- **[F9]** Toggle between current and previous zoom levels
- **[F10]** Select the menu bar
- **[F11]** Pan workspace toward current mouse position

Align Selected Shapes

To align selected shapes quickly, use the following hot keys:

- [Alt + 1] Align shapes along **left** edge of bounds
- [Alt + 2] Center shapes **vertically**
- [Alt + 3] Align shapes along **right** edge of bounds
- [Alt + 4] Align shapes along **top** edge of bounds
- [Alt + 5] Center shapes **horizontally**
- [Alt + 6] Align shapes along **bottom** edge of bounds
- [Alt + 7] Center shapes both **horizontally and vertically**

Align Shapes to the Sign Blank

To align shapes to the sign blank, use the following hot keys:

- **[Alt + Insert]** Align with **top** edge of sign blank
- **[Alt + Home]** Center **vertically** along width of sign blank
- **[Alt + Page Up]** Align with **bottom** of sign blank
- **[Alt + Delete]** Align with **left** edge of sign blank
- **[Alt + End]** Center **horizontally** along height of sign blank
- **[Alt + Page Down]** Align with **right** edge of sign blank

Guidelines

When dragging shapes, guidelines are used for precise alignment. A shape will "snap" to the location when it is dragged over a guideline.

- When there is no selection, right-clicking on the workspace will open the **Edit Guides** dialog.
- Under the **Options** menu, choosing **Guides | Edit Guides** will open the **Edit Guides** dialog.
- Right-clicking a ruler will create a guide.
- For a selected shape, press **[Shift]** and right-click the shape nubs to create guides (not when editing a parametric shape).
- To add guides when node editing, press **[Shift]** and right-click the node.
- When dragging a guide, press **[Shift]** to constrain the guide to the nearest ruler increments.
- To remove a guide, press **[Shift]** and right-click the guide (when there are no objects selected).

Node Editing

When node editing a polygon or polyarc object, clicking the fill region of another object will switch node editing to the other shape. When node editing an object that overlaps another object, hold the [ALT] key to prevent the accidental selection of the underlying object.

The Node Palette

When editing a polygon or polyarc object, pressing the right-mouse button will access the **Node Palette**, which provides commonly used tools for changing node type, joining and breaking nodes, and setting the start point and direction for routers and engravers.

Please note that since polyarc objects are composed only of curve nodes, the Node Palette will not allow you to change the node type for polyarcs.



Node Palette when editing a polygon object.



Node Palette when editing a polyarc object. Note that changing the node type is not available.

Polygon Editing Hot Keys

In addition to the **Node Palette**, the following keyboard hot keys are available when editing polygon objects:

- **(A) Add node** – Create node at current cursor location.
- **(C) Change node** – Cycle type of selected node. Type will cycle through Corner, Curve, and Tangent.
- **(R) Remove** – Delete the selected node.
- **(L) Locate origin** – Set grid origin to selected node.
- **(G) Grid dimensions** – Set the grid size as the distance between the selected node and the grid origin.
- **(S) Snap to intersection** – Move selected node to the nearest grid intersection.
- **(H) Snap to horizontal grid line** – Move node to the nearest horizontal grid line.
- **(V) Snap to vertical grid line** – Move node to the nearest vertical grid line.
- **(J) Join** – Join two nodes with a connecting line.
- **(B) Break** – Break contour at selected node.
- **[F3]** – Select all nodes.
- **[ALT + F3]** – Inverse selects all nodes.
- **(U) Alternate Select** – Select every other node of currently selected nodes.
- **(D) Deselect** – Clear the current node selection.
- **(O) Create perfect circle** – Form nodes into a perfect circle.
- **(T) Toggle start point** – Set the start point for routing or engraving this object.

- **(K) Click** – Select the node under the mouse cursor.






Polyarc Editing Hot Keys

In addition to the **Node Palette**, the following keyboard hot keys are available when editing polygon objects:

- **(A) Add node** – Create node at current cursor location.
- **(R) Remove** – Delete selected node.
- **(L) Locate origin** – Set grid origin to selected node.
- **(G) Grid dimensions** – Set the grid size as the distance between the selected node and the grid origin.
- **(S) Snap to intersection** – Move selected node to nearest grid intersection.
- **(H) Snap to horizontal grid line** – Move selected node to nearest horizontal grid line.
- **(V) Snap to vertical grid line** – Move selected node to nearest vertical grid line.
- **(J) Join** – Join two nodes with a connecting line.
- **(B) Break** – Break contour at selected node.
- **[F3]** – Select all nodes.
- **[ALT + F3]** – Inverse selects all nodes.
- **(U) Alternate Select** – Select every other node of currently selected nodes.
- **(T) Toggle start point** – Set start point for routing or engraving this object.

The Grid and Align Palette

Press the **[Control]** key and right-click the workspace to display the **Align Palette**, which is used to align shapes with respect to the grid. Typically, these tools are applied to shape nubs, though they may also be used when node editing.

-  **Set Origin:** Set the grid origin to selected location.
-  **Resize Grid:** Resize the grid increments based on the distance between the selected location and the grid origin.
-  **Snap to Grid Intersection:** Move the shape, such that the nub is at the nearest grid intersection.
-  **Snap Vertically:** Move the shape, such that the nub is at the nearest horizontal grid line.
-  **Snap Horizontally:** Move the shape, such that the nub is at the nearest vertical grid line.

From the **Options** menu, the **Reset Origin** command will set the grid size according to the **General Preferences** setting. This is useful when the **Set Origin** or **Resize Grid** commands have been used.

Color Palette Tips

When clicking a color in the Shop or Job Palettes, additional tools are activated by pressing the **[Shift]**, **[Control]**, or **[Alt]** keys. The following table summarizes these modifiers:

- **Left-click** – Set fill color of current object
- **Right-click** – Set line style color of current object
- **[Shift] + Left-click** – Select all objects of that fill color
- **[Control] + Left-click** – Disable the color plate. All objects with that fill color will appear as dashed outlines.
- **[Alt] + Left-click** – Disable all color plates, except for the plate that was clicked

You can also use these modifiers with the **Sheet Layer** and **Halftone Palettes**.

Job Palette Substitutions

In addition to listing colors, the **Job Palette** can be used to perform global search-and-replace of colors, primers, halftones, etc.

Set all red shapes to a blue fill color

1. Suppose that you have several red shapes
2. In the Job Palette, click the ellipsis button and choose **Color View** from the context menu
3. Note that the red color appears in the Job Palette
4. From the Shop Palette, drag a blue color plate and drop it onto the red Job Palette color

Replace all shades of a spot color

1. Suppose that you have five shapes with different tints of a gold spot color, say 100%, 80%, 60%, 40%, and 20% tint
2. In the Job Palette, click the ellipsis button and choose **Foil View** from the context menu
3. Note that the Job Palette lists the different shades of gold as a single color plate
4. From the Shop Palette, drag a green spot color and drop it onto the gold Job Palette color

Selecting and Manipulating Shapes

To select a shape, click within the fill area of the shape. If **Show Fills** is off (under the **View** menu), then select the shape by clicking along its contour.

If the **[ALT]** key is used as a modifier key, then the shape will only become selected by clicking along its contour. This is a useful means of differentiating from between several clustered shapes.

Sweep Selecting Objects

A sweep select is simply a quick means of selecting several objects by surrounding the objects with a marquee. Modifier keys may also be used as follows:

Shift-sweep Select

Add the objects to the current selection.

Control-sweep Select

All objects that fall within bounds of the marquee will become selected. The current editing operation (if any) will be applied to the objects.

Alt-sweep Select

For small objects that are within the area of a larger object, use **[ALT]** + marquee to select the small objects without selecting the larger object.