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| Shortcut | Description |
| F3 | Opens the Find Text dialog |
| F4 | Place the focus on the selected object’s shallow copy |
| F5 | Refresh the attribute columns of objects for a shallow copy |
| F6 | Force an Auto Save |
| F7 | Opens the Spell Check dialog. Only active if the object is in edit mode |
| F8 | Multiple shallow copies. Place a shallow copy of the selection in the clipboard. |
| F 10 | Moves the Tab focus to the File menu |
| Insert | Add field to composite shape |
| Ctrl + F4 | Close the active diagram |
| Ctrl + A | Select all shapes on the canvas |
| Ctrl + C | Copy selected shapes |
| Ctrl + O | Opens the Open Diagram dialog |
| Ctrl + P | Opens the Print Preview dialog |
| Ctrl + S | Save Active Diagram |
| Ctrl + V | Paste the clipboard content |
| Ctrl + X | Cut selected shapes / Opens "Action to be Taken" Window - Remove/ Delete |
| Ctrl + Z | Undo |
| Ctrl + Y | Redo |
| Ctrl + Scroll Up/Down | Zoom In/Out of the active diagram |
| Ctrl + Drag (Left Mouse Button) | Copy selected shape(s). Release Left Mouse button before Ctrl |
| Ctrl + Shift + Drag (Left Mouse Button) | Copy selected shape(s), Horizontally or Vertically. |
| Left Mouse Button + Drag | Move selected shape(s) |
| Ctrl + Shift + Left Mouse Button | Zoom In |
| Ctrl + Shift + Right Mouse Button | Zoom Out |
| Ctrl + Scroll Up/Down | Zoom In/Out of the active Zoom view |
| Shift + Scroll Up/Down | Pan Left and Right in the Zoom View |
| Ctrl + Space Bar + Right Click on Name | 1. Start Typing in Object value 2. Ctrl + Space Bar – Retrieve matching instances from the database 3. Select item - Right Click - Creates a Shallow Copy |
| Ctrl + Space Bar + Left Click on Name | 1. Start Typing in Object value 2. Ctrl + Space Bar – Retrieve matching instances from the database 3. Select item - Right Click - Creates a Copy |
| Shift + Delete | Permanently Delete Selected Object without opening "Action to be Taken" Window |
| NOTE:  All menu items (and their sub-items) can be accessed by holding the Alt button. Menu items’ shortcut keys will then be underlined. | |