

## Page Layout Shortcuts

Action	Shortcut ( <i>Macintosh</i> )	Shortcut ( <i>Windows</i> )
Change the layout magnification	Click the magnification readout in the lower-left corner of the layout window.	Click the magnification readout in the lower-left corner of the layout window.
Modify layout object properties	Select the arrow tool in Layout mode and double-click the object.	Select the arrow tool in Layout mode and double-click the object.
Edit an existing annotation	Select the annotation tool in the Layout mode and click in the annotation.	Select the annotation tool in the Layout mode and click in the annotation.
Bring up a graph or table window	Select corresponding object in the layout layer and then double-click the name of the object in the info panel.	Select corresponding object in the layout layer and then double-click the name of the object in the info panel.
Auto-size a picture or annotation object to 100%	Select arrow tool in Layout mode, press Option and double-click the picture or annotation object.	Select arrow tool in Layout mode, press Alt and double-click the picture or annotation object.
Auto-size a table object to an integral number of rows and columns	Select arrow tool in Layout mode, press Option and double-click the table object.	Select arrow tool in Layout mode, press Alt and double-click the table object.
Constrain the resizing direction or dragging an object	Press Shift while resizing or dragging the object.  You must press Shift after clicking the object - otherwise the Shift-click will deselect it.	Press Shift while resizing or dragging the object.  You must press Shift after clicking the object - otherwise the Shift-click will deselect it.
Copy, cut, or clear multiple layout objects	Use the arrow tool or marquee tool to select the objects, then choose copy, cut or clear from the Edit menu.	Use the arrow tool or marquee tool to select the objects, then choose copy, cut or clear from the Edit menu.
Export a subset of the layout via the clipboard	Using the marquee tool, select a page area, then choose Export Graphics from the Edit menu.	Using the marquee tool, select a page area, then choose Export Graphics from the Edit menu.
Export a subset of the layout via the a graphics file	Using the marquee tool, select a page area and then choose Save Graphics from the File menu.	Using the marquee tool, select a page area and then choose Save Graphics from the File menu.
Drawing tool shortcuts	See Chapter III-3, <b>Drawing</b> .	See Chapter III-3, <b>Drawing</b> .

## **Chapter II-18 — Page Layouts**

---