

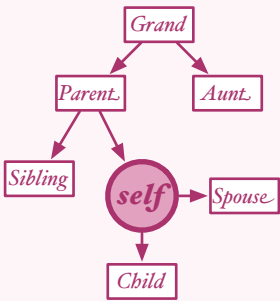
File Menu		
New		⌘N
Template Chooser		⇧⌘N
Open...		⌘O
Close		⌘W
Close All		⌘⌥W
Save		⌘S
Save As...		⇧⌘S
Export...		⌘⌥E
Page Setup...		⇧⌘P
Print...		⌘P

Edit Menu		
Undo		⌘Z
Redo		⇧⌘Z
Cut		⌘X
Copy		⌘C
Paste		⌘V
Duplicate		⌘D
Select All		⌘A
Select None		⌘⌥A
Outlining		▶
Mouseless Editing		▶
Canvases		⌘⌥N
New Canvas		▶
Tables		▶
Find		⌘F
Find...		⌘G
Find Next		⇧⌘D
Find Previous		⌘E
Enter Selection		⌘J
Scroll to Selection		
Spelling and Grammar		⌘:
Spelling and Grammar		⌘;
Check Document Now		

View Menu		
Start Presentation		⌘⌘P
Zoom		▶
Extras		
Grid		⌘\
Rulers		⌘R
Sidebars		
Canvases		⌘⌘1
Outline		⌘⌘2
List		⌘⌘3
Display Canvas		
Next Canvas		⌘>
Previous Canvas		⌘<

Font		
Bold		⌘B
Italic		⌘I
Underline		⌘U
Bigger		⌘+
Smaller		⌘-
Copy Style		⌘⌥C
Paste Style		⌘⌥V

Outlining		
Use these with the outline view to quickly put items on the appropriate levels.		
Add Child		⌘}
Add Sibling		⌘'
Add Aunt		⌘{
Add Parent		⌘;
Add Spouse		⌘/
Indent		⌘]
Outdent		⌘[



Mouseless Editing		
Use these commands to quickly select an existing shape, or create a new shape, relative to the shape already selected.		
<div> <div>Above ⌘↑</div> <div>Left ⌘←</div> <div>Right ⌘→</div> <div>Below ⌘↓</div> </div> <div> <div>Above ⌘⌥↑</div> <div>Left ⌘⌥←</div> <div>Right ⌘⌥→</div> <div>Below ⌘⌥↓</div> </div>		
Select	Create	

Tables		
Insert Row		⌘↔
Insert Column		⌘⌥↔

Zoom		
Zoom In		⌘⌘=
Zoom Out		⌘⌘-
Zoom to Actual Size		⌘⌘0
Zoom to Selection		⌘⌘J

⌘	Command	⇧	Shift	⌘	Option
⌥	Control	↩	Return	⌘	Delete

Format Menu		
Font		▶
Text		▶
Copy Object Style		⌘⌥C
Paste Object Style		⌘⌥V

Arrange Menu		
Bring to Front		⇧⌘F
Bring Forward		⌘⌥F
Send to Back		⇧⌘B
Send Backward		⌘⌥B
Lock		⌘L
Unlock		⌘⌥L
Group		⇧⌘G
Ungroup		⇧⌘U
Make Table		⇧⌘T
Grid		▶

Inspectors Menu		
Show/Hide Inspectors		⇧⌘I
Style		⌘1
Properties		⌘2
Canvas		⌘3
Document		⌘4
Colors		⇧⌘C
Fonts		⌘T

Window Menu		
Show Tool Palette		⌘⌥T
Close Window		⌘W
Minimize Window		⌘M

Help Menu		
OmniGraffle Help		⌘?

Outline View		
New Item		↩
Indent Item		Tab
Outdent Item		⇧-Tab
Edit Item Text		Esc

Text		
Align Left		⌘{
Center		⌘
Align Right		⌘}
Align Top		⌘⌥{
Center Vertically		⌘⌥
Align Bottom		⌘⌥}

Grid		
Snap to Grid		⌘⌘\
Align Objects to Grid		⌘⌘[

Default Hot Keys		
Hold a hot key to temporarily activate the tool. These hot keys can be changed in the Tool Palette preferences. Press number keys to switch between tools.		
v	s	c
t	e	d
w	r	m
z	Space	b

Diagramming Tool		
Add child		Click
Add Sibling		⌘-click
Add Parent		⇧-click

Rubber Stamp Tool		
Absorb an object		⌘-click
Stamp an object		Click

Style Brush Tool		
Absorb a style		⌘-click
Paint a style		Click

Magnet Tool		
Create a magnet		Click
Delete a magnet		⌘-click

Zoom Tool		
Zoom in		Click
Zoom out		⌘-click
Zoom to area		Drag
Zoom to actual size		⇧-click the tool in the palette

Selection Tool		
Select an object		Click
Select multiple objects		Click the canvas and drag a box
Add to or remove from the selection		⌘-click or ⇧-click
Move an object		Drag
Move orthogonally		Hold ⇧ while dragging
Reverse smart guides setting		Hold ⌘ while dragging
Resize an object		Select, then drag the resize handles
Resize and keep aspect ratio		Select, then ⇧-drag a resize handle
Resize from center		Select, then ⌘-drag a resize handle
Rotate an object		Select, then ⌘-drag a resize handle
Duplicate an object		⌘-drag
Create child of selected object		⌘-click the canvas
Create sibling of selected object		⌘⌥-click the canvas
Edit a shape's text		Double-click
Add a text label to a line		Double-click (depending on preferences)
Select control point		Select object then click point
Select point behind resize handle		⌘⌥-click
Add bezier handles to point		⌘-drag the point
Move one bezier handle at a time		⌘-drag the handle
Add point to line		⌘-double-click (depending on preferences)
Add point to custom shape		Double-click the edge

Shape Tool		
Create a shape		Drag
Create with equal height/width		⇧-drag
Create from center		⌘-drag

Line Tool		
Add a point		Click (depending on preferences)
Create semiorthogonally		⇧-click
Delete last point created		⌘
Finish creating line		Double-click (depending on preferences)

Text Tool		
Edit a shape's text		Click the shape
Create a shape to contain text		Click or drag on the canvas
Add text label to a line		Click the line

Pen Tool		
Create a point		Click
Create semiorthogonally		⇧-click
Create a point with bezier handles		Drag
Restrict handles to 45° increments		⇧-drag
Delete last point created		⌘
Finish creating a shape		Double-click or ↩



OmniGraffle 5

Keyboard Shortcuts

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