

Type	Shortcut	Alternate	Function
Alphanumeric	A to Z, 0-9		Round robin select matching object or list item
Arrow keys	Up, Down, Left, Right, selected object(s)		Move selected object(s) up, down, left, right
Arrow keys	Up, Down, Left, Right, NO selected object(s)		Scroll canvas up, down, left, right
Arrow keys	Ctrl+Arrow keys		Fine object movement; object(s) or canvas
Arrow keys	Alt+Left Arrow		Spread objects on canvas
Arrow keys	Alt+Right Arrow		Compact objects on canvas
Arrow keys	Alt+Up Arrow	Shift+]	Grow object size
Arrow keys	Alt+Down Arrow	Shift+[	Shrink object size
Double-click	Ctrl+Double-click		Launch object's related URL
Double-click	Ctrl+Double-click on model in Explorer		Drills down to sub-models (model tabs)
Double-click	Ctrl+Double-click on sub-model in Explorer		Drills down to individual model elements
Double-click	Double-click on canvas		Insert object with properties
Double-click	Double-click on object or effect		Edit properties of object or effect
Double-click	Double-click on object or effect		Invoke object or effect properties dialog
Double-click	Shift+Double-click		Open object's related model
Drag	Alt+Drag text from external application to canvas		Create object with name of text
Drag	Drag between windows (tiled or cascade)		Copy objects between windows
Drag	Drag from edge of one object to another		Via a dialog, insert an effect between two objects
Drag	Drag from edge of one object to blank area of canvas		Via a dialog, insert an effect and a new object
Drag	Drag models, sub-models and model elements to canvas		Inserts reusable model elements to current model
Drag	Drag object handles		Change size of object
Drag	Drag objects from Toolbox-Palette to canvas		Create new objects
Drag	Drag over a group of objects and/or effects		Select the group of objects and/or effects
Drag	Drag tags to canvas		Create a new tagged agent
Drag	Drag tags to objects		Tag the existing object
Drag	Drag text from external application to canvas		Create object with full text in object notes
Drag	Drag URL from web browser address bar to canvas		Creates an object having that related URL
Drag	Drag URL from web browser address bar to object		Sets the related URL of that object
Drag	Hold Ctrl and drag selected object(s)		Copy selected object(s)

Type	Shortcut	Alternate	Function
Drag	Hold Ctrl when resizing grid using its handles		Resizes grid maintaining object's grid cell positions
Drag	Hold Ctrl while dragging out an effect from object		Inserts the reversed effect
Drag	Hold Shift while dragging out an effect from object		Inserts the counter effect
Drag	Hold Shift+Ctrl while dragging out an effect from object		Inserts the counter and reversed effect
Drag	Shift+Drag object handles		Change size retaining aspect ratio
Mouse wheel	Ctrl+Mouse wheel		Zoom canvas in/out
Mouse wheel	Mouse wheel		Slide canvas view up/down
Mouse wheel	Shift+Mouse wheel		Slide canvas view left/right
Right mouse	Right mouse in panels		Invoke panel context menu for additional functions
Right mouse	Right mouse on any panel tab		Invoke tab sub-menu for additional functions
Right mouse	Right mouse on files in Explorer		Invoke sub-menu for additional functions
Right mouse	Right mouse on object(s) or effect(s)		Invoke context menu additional properties
Scroll	Home		Scroll to left hand side of canvas
Scroll	End		Scroll to right hand side of canvas
Scroll	Page Up		Scroll canvas up
Scroll	Page Down		Scroll canvas down
Select	Hold down the Ctrl key		Select/deselect objects or effects
Select	Hold down the Shift key		Extend the selected set of objects or effects
Select	Select object and then click on object text		Edit text of object
Select	Select the effect arrowhead		Add or edit an optional effect label
Shortcut	Alt+0		Cause(s) of highlighted object(s)
Shortcut	Alt+1		Effects(s) of highlighted object(s)
Shortcut	Alt+2		
Shortcut	Alt+3		
Shortcut	Alt+4		
Shortcut	Alt+5		
Shortcut	Alt+6		
Shortcut	Alt+7		
Shortcut	Alt+8		

Type	Shortcut	Alternate	Function
Shortcut	Alt+9		
Shortcut	Alt+F1		
Shortcut	Alt+F2		
Shortcut	Alt+F3		
Shortcut	Alt+F4		Exit application
Shortcut	Alt+F5		
Shortcut	Alt+F6		
Shortcut	Alt+F7		
Shortcut	Alt+F8		
Shortcut	Alt+F9		
Shortcut	Alt+F10		
Shortcut	Alt+F11		Enter/leave Full Screen mode
Shortcut	Alt+F12		
Shortcut	Alt+BkSp		
Shortcut	Alt+Home		Start presentation  <
Shortcut	Alt+Page Down		Previous, step back <
Shortcut	Alt+Page Up		Next step, step forward >
Shortcut	Alt+End		End, All >
Shortcut	Ctrl+0		More harmful; decrease ideality randomly
Shortcut	Ctrl+1		More useful; increase ideality randomly
Shortcut	Ctrl+2		
Shortcut	Ctrl+3		
Shortcut	Ctrl+4		
Shortcut	Ctrl+5		
Shortcut	Ctrl+6		
Shortcut	Ctrl+7		
Shortcut	Ctrl+8		
Shortcut	Ctrl+9		
Shortcut	Ctrl+F1		Submit feedback, report bugs

Type	Shortcut	Alternate	Function
Shortcut	Ctrl+F2		
Shortcut	Ctrl+F3		
Shortcut	Ctrl+F4	Ctrl+Shift+F4	Close current document with option to save changes
Shortcut	Ctrl+F5	Ctrl+Plus(+), Ctrl+Shift+Plus(+)	Zoom in
Shortcut	Ctrl+F6	Ctrl+Shift+F6, Ctrl+TAB	Cycle open documents / windows
Shortcut	Ctrl+F7		Open object's related document / file
Shortcut	Ctrl+F8	Ctrl+Double click	Launch object's related URL
Shortcut	Ctrl+F9		Create model tab from name of selected object
Shortcut	Ctrl+F10		
Shortcut	Ctrl+F11		Zoom to fit
Shortcut	Ctrl+F12		
Shortcut	Ctrl+A		Select All
Shortcut	Ctrl+B		Web browser
Shortcut	Ctrl+C		Copy
Shortcut	Ctrl+D		
Shortcut	Ctrl+E		Open/close Explorer panel
Shortcut	Ctrl+F		Find
Shortcut	Ctrl+G	Ctrl+]	Grow font size
Shortcut	Ctrl+H		Insert Harmful
Shortcut	Ctrl+I		Save as opaque image
Shortcut	Ctrl+J		Insert Conjunction
Shortcut	Ctrl+K		Open/close Creativity panel
Shortcut	Ctrl+L		Draw text
Shortcut	Ctrl+M		Pan and Zoom
Shortcut	Ctrl+N		New document
Shortcut	Ctrl+O		Open document
Shortcut	Ctrl+P		Print
Shortcut	Ctrl+Q		
Shortcut	Ctrl+R		Open/close Notes panel

Type	Shortcut	Alternate	Function
Shortcut	Ctrl+S		Save
Shortcut	Ctrl+T		Open/close Toolbox panel
Shortcut	Ctrl+U		Insert Useful
Shortcut	Ctrl+V		Paste object(s) from clipboard
Shortcut	Ctrl+V		Creates one object for each line of text in clipboard
Shortcut	Ctrl+W		
Shortcut	Ctrl+X		Cut
Shortcut	Ctrl+Y		Redo
Shortcut	Ctrl+Z		Undo
Shortcut	Ctrl+Shift+0		Clear highlighted objects
Shortcut	Ctrl+Shift+1		Invert selection
Shortcut	Ctrl+Shift+2		Select grid with handles
Shortcut	Ctrl+Shift+3		Select 'like' me
Shortcut	Ctrl+Shift+4		Select exact match
Shortcut	Ctrl+Shift+5		Select causes
Shortcut	Ctrl+Shift+6		Select implications
Shortcut	Ctrl+Shift+7		
Shortcut	Ctrl+Shift+8		Insert Action
Shortcut	Ctrl+Shift+9		
Shortcut	Ctrl+Shift+F1		
Shortcut	Ctrl+Shift+F2		
Shortcut	Ctrl+Shift+F3		
Shortcut	Ctrl+Shift+F4		Close current model with option to save changes
Shortcut	Ctrl+Shift+F5	Ctrl+Minus(-), Ctrl+Shift+Minus(-)	Zoom out
Shortcut	Ctrl+Shift+F6		
Shortcut	Ctrl+Shift+F7		
Shortcut	Ctrl+Shift+F8		
Shortcut	Ctrl+Shift+F9		
Shortcut	Ctrl+Shift+F10		

Type	Shortcut	Alternate	Function
Shortcut	Ctrl+Shift+F11		
Shortcut	Ctrl+Shift+F12		
Shortcut	Ctrl+Shift+A		Select All with Grid
Shortcut	Ctrl+Shift+B		Insert Balloon Comment
Shortcut	Ctrl+Shift+C		Insert Comment
Shortcut	Ctrl+Shift+D		Insert Default
Shortcut	Ctrl+Shift+E		Multi-edit tool
Shortcut	Ctrl+Shift+F		
Shortcut	Ctrl+Shift+G	Ctrl+[	Shrink font size
Shortcut	Ctrl+Shift+H		Highlight tool
Shortcut	Ctrl+Shift+I		Highlight tool using default pattern
Shortcut	Ctrl+Shift+J		
Shortcut	Ctrl+Shift+K		Insert Knowledge
Shortcut	Ctrl+Shift+L		Laser pointer tool
Shortcut	Ctrl+Shift+M		Same sizes
Shortcut	Ctrl+Shift+N		Insert Neutral
Shortcut	Ctrl+Shift+O		
Shortcut	Ctrl+Shift+P		Pen tool
Shortcut	Ctrl+Shift+Q		
Shortcut	Ctrl+Shift+R		Open/close Reports panel
Shortcut	Ctrl+Shift+S		Save As
Shortcut	Ctrl+Shift+T		
Shortcut	Ctrl+Shift+U		
Shortcut	Ctrl+Shift+V		
Shortcut	Ctrl+Shift+W		
Shortcut	Ctrl+Shift+X		
Shortcut	Ctrl+Shift+Y		
Shortcut	Ctrl+Shift+Z		Fisheye zoom
Shortcut	DEL	Shift+DEL, Ctrl+DEL	Delete selected objects/text

Type	Shortcut	Alternate	Function
Shortcut	ESC		Escape from tools or dialogs
Shortcut	INSERT		From a selected file in Explorer, Open the file
Shortcut	INSERT		From a 'drilled down' sub-model, Add to canvas
Shortcut	INSERT		From a 'drilled down' model element, Add to canvas
Shortcut	INSERT		Insert object on canvas from the Toolbox - Palette
Shortcut	INSERT		From any Panel treeview, Insert <whatever> on canvas
Shortcut	INSERT		From Toolbox, Grids tab, Add grid on canvas
Shortcut	Shift+DEL		Delete selected objects/text
Shortcut	F1		Help contents
Shortcut	F2		Enter edit mode, e.g. edit selected object's text
Shortcut	F2 in a panel		Show/hide an editor sub-panel, if any, e.g. rules
Shortcut	F3		
Shortcut	F4		
Shortcut	F5		In a Reports panel/tab, Refresh Report
Shortcut	F5		In a Toolbox panel/tab, Reload Library
Shortcut	F6		
Shortcut	F7		
Shortcut	F8		Search the web using selected object(s) and effect(s)
Shortcut	F9		Open most recent document
Shortcut	F10		
Shortcut	F11		Toggle between Canvas only/All panels visible
Shortcut	F12		Toggle creativity/ideation engine On/Off
Shortcut	Shift+F1		Hover panes (additional help) on/off
Shortcut	Shift+F2		
Shortcut	Shift+F3		
Shortcut	Shift+F4		
Shortcut	Shift+F5		Trim canvas
Shortcut	Shift+F6		
Shortcut	Shift+F7		

Type	Shortcut	Alternate	Function
Shortcut	Shift+F8		
Shortcut	Shift+F9		
Shortcut	Shift+F10		
Shortcut	Shift+F11		Zoom normal (100%)
Shortcut	Shift+F12		
Special	Shift+ENTER		Newline where ENTER would have a completion action