Scribus cheat sheet

Interface Actions

F1	Display the Help Manual
F2	Toggle display of the Properties Palette
F3	Toggle display of the Style Manager
F6	Toggle display of the Layers Manager
Context menu key	Display the Context Menu

File Actions

Ctrl + N	Create a new document
Ctrl + Alt + N	Create a new document from a Template
Ctrl + O	Open an existing document
Ctrl + F4	Close the current document
Ctrl + S	Save the current document
Ctrl + Shift + S	Save the current document with a different name
Ctrl + Alt + S	Save the current document as a Template
Ctrl + Alt + P	Print Preview
Ctrl + P	Print the current document
Ctrl + Shift + E	Export the document (or page) as an image
Ctrl + Q	Quit Scribus

Edit Actions

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo last action
Ctrl + Y	Redo last undone action
Ctrl + A	Select All
Ctrl + Alt + A	Advanced Select All
Ctrl + Shift + A	Deselect All
R	Rotate the currently selected item (drag to rotate)

Some interesting things about the Copy, Cut, and Paste functions is that they do not just apply to text. If you copy an object, like a text frame, image frame, or shape for example, you can then paste these on another page, and it will be placed with the same X-Pos, Y-pos it had in the original location. You can also use graphics inside a body of text, something called inline graphics, if you paste while in Edit Contents mode in the text frame. Weirder still is that you can copy/cut and paste a text frame that might include inline graphics as inline graphics itself.

Related Mouse Actions

Ctrl	Constrain angle to 15 degree steps while rotating

Item Actions

Del or Left arrow or Ctrl + K	Delete selected object(s)
Ctrl + D	Duplicate selected object(s)
Ctrl + Shift + D	Duplicate selected object(s) multiple times
Ctrl + G	Group multiple objects together
Ctrl + Shift + G	Ungroup objects
Home	Raise object to the highest level
Ctrl + Home	Raise object to the next level up
Ctrl + End	Lower object to the next level down
End	Lower object to the lowest level
Ctrl + L	Toggle the locking of the currently selected object
Ctrl + Shift + L	Toggle the locking of the size of the currently selected object

Related Mouse Actions

Ctrl	Constrain object to vertical/horizontal axis after dragging has started
Ctrl	Resize proportionally after dragging by a handle has started
Shift + Left click	Add object to selection set
Ctrl + Left click	Select object on next level down under currently selected object
Ctrl + Shift + Left click + Move the mouse	Move object under the currently selected object

Text Actions

T	Insert new text frame

E	Edit text frame contents (inline editing)
Ctrl + T	Edit text frame contents with the Story Editor
Ctrl + I	Import text from external file
N	Link text frame to another text frame
U	Unlink text frame from other text frames
Ctrl + F	Search (and Replace) text
Shift + F7	Spellcheck

Related Mouse Actions

Ctrl + Wheel up and wheel down	Scroll list of fonts in font drop-down list a page at a time

Inline Text Editing Mode

Shift + Enter	Insert Line Break (start new line without starting a new paragraph)
Ctrl + Enter	Insert Frame Break (force text to jump to the next linked frame)
Ctrl + Shift + Enter	Insert Column Break (force text to jump to the next column)
Ctrl + Up arrow	Move to the start of the current paragraph
Ctrl + Down arrow	Move to the end of the current paragraph
Ctrl + Page Up	Move to the start of the current text frame
Ctrl + Page Down	Move to the end of the current text frame

Related Mouse Actions

Double click	Select the whole word where double-clicked
Ctrl + Double click	Select the whole paragraph where double-clicked

Special Characters

Ctrl + Alt + -	Insert non-breaking hyphen
Ctrl + Space	Insert non-breaking space
Ctrl + Alt + Shift + P	Insert page number
Ctrl + Shift + -	Insert soft (smart) hyphen

Ctrl + Shift + U	Start special unicode sequence

Image Actions

I	Insert new image frame
Ctrl + I	Import image into frame
Ctrl + E	Change image effects
Ctrl + Shift + C	Copy image contents
Ctrl + Shift + V	Paste image contents
Ctrl + Alt + Shift + V	Paste image contents (absolute location)
Y	Eyedropper (get colour from image)
Alt + Up arrow	Resize image smaller (in image edit mode on free scaling image only)
Alt + Down arrow	Resize image larger (in image edit mode on free scaling image only)

Related Mouse Actions

Double click	On an image frame, enters image editing mode (frame must be set to free scaling first).

Graphics Actions

B	Insert new bezier line/curve
F	Insert new freehand line
L	Insert new line
S	Insert new shape (shape defaults to the last shape drawn, or a rectangle if the first shape drawn)
P	Insert new polygon
A	Insert new table frame
D	Insert new render frame (a rendering engine - e.g. LaTeX - must be installed first)

Related Mouse Actions

Ctrl	Constrain angle to 15 degree steps while drawing a line

View Actions

Z	Zoom to drawn area

Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + 1	Zoom to 100%
Ctrl + 0	Zoom to fit height of page
F11	Toggle display of all guides (including rulers)
F12	Toggle display of all palettes (except "Align and Distribute")
Ctrl + Shift + R	Toggle display of rulers

Related Mouse Actions

Ctrl + Wheel up and wheel down	Zoom IN or OUT (may not work on OS X).

Adjustment Actions

Arrow keys	Move selected item(s) by 1 unit in arrow key direction
Shift + Arrow keys	Move selected item(s) by 0.1 units in arrow key direction
Ctrl + Arrow keys	Move selected item(s) by 10 units in arrow key direction
Ctrl + Shift + Arrow keys	Move selected item(s) by 0.01 units in arrow key direction
Alt + Arrow keys	Resize selected item(s) outwards by 1 unit in arrow key direction
Alt + Shift + Arrow keys	Resize selected item(s) inwards by 1 unit in arrow key direction

Source: Scribus wiki

Last modification: 3/23/2022 3:16:13 PM

More information: *defkey.com/scribus-shortcuts*

Customize this PDF...