

# Freeway 6 keyboard shortcuts



## Freeway menu

<b>⌘ .</b>	Preferences...
<b>⌘ H</b>	Hide Freeway
<b>⌘ ⇧ H</b>	Hide Others
<b>⌘ Q</b>	Quit Freeway

## File menu

<b>⌘ N</b>	New...
<b>⌘ O</b>	Open...
<b>⌘ ⇧ O</b>	Open Backup...
<b>⌘ W</b>	Close
<b>⌘ ⇧ W</b>	Close All
<b>⌘ S</b>	Save
<b>⌘ Shift S</b>	Save As...
<b>⌘ E</b>	Import Text.../Import...
<b>⌘ ⇧ E</b>	Export...
<b>⌘ P</b>	Publish Site
<b>⌘ ⌘ P</b>	Publish Everything
<b>⌘ ⇧ B</b>	Preview (in default browser)
<b>⌘ U</b>	Upload...

## Edit menu

<b>⌘ Z</b>	Undo/Redo
<b>⌘ X</b>	Cut
<b>⌘ C</b>	Copy
<b>⌘ ⇧ C</b>	Copy Content
<b>⌘ Shift ⇧ C</b>	Copy as Picture (externalize the clipboard)
<b>⌘ V</b>	Paste
<b>⌘ B</b>	Clear Content
<b>⌘ A</b>	Select All
<b>⌘ K</b>	Hyperlink...
<b>⌘ Shift ⇧ K</b>	Follow Link.../Check Link...
<b>⌘ Shift A</b>	Anchor...
<b>⌘ F</b>	Find...
<b>⌘ G</b>	Find Next
<b>⌘ Shift G</b>	Find Previous
<b>⌘ ⌘ H</b>	Find Previous Selection
<b>⌘ R</b>	Replace...
<b>⌘ T</b>	Replace Next
<b>⌘ Shift T</b>	Replace Previous
<b>⌘ L</b>	Spelling...

## Page menu

<b>⌘ ⇧ N</b>	New Pages...
<b>⌘ ⇧ F</b>	Form Setup...

## Item menu

<b>⌘ ⇧ T</b>	Transform... Freeway 4 Pro Only
<b>⌘ ⇧ Shift M</b>	Modify.../Modify Text... <b>Freeway 6 Pro only</b>
<b>⌘ ⇧ X</b>	Extended...
<b>⌘ ⇧ L</b>	Lock
<b>⌘ Shift ⇧ L</b>	Unlock
<b>⌘ =</b>	Bring to Front
<b>⌘ -</b>	Send to Back
<b>⌘ /</b>	Align to Grid Freeway 4 Pro Only
<b>⌘ ⇧ G</b>	Group/Ungroup
<b>⌘ Y</b>	Align...
<b>⌘ T</b>	Distribute...
<b>⌘ D</b>	Duplicate...
<b>⌘ Shift K</b>	Graphic: Original Size
<b>⌘ Shift D</b>	Graphic: Fit Box to Graphic
<b>⌘ Shift M</b>	Graphic: Center
<b>⌘ Shift F</b>	Graphic: Scale to Box
<b>⌘ Shift ⇧ .</b>	Graphic: Scale Up
<b>⌘ Shift ⇧</b>	Graphic: Scale Down
<b>⌘ Delete</b>	Table: Join Cells

## Style menu

<b>⌘ Shift \</b>	Size: Other...
<b>⌘ Shift .</b>	Size: Next Size
<b>⌘ Shift</b>	Size: Previous Size
<b>⌘ Shift ⇧ .</b>	Size: Grow Size
<b>⌘ Shift ⇧</b>	Size: Shrink Size
<b>⌘ Shift P</b>	Type Style: Plain
<b>⌘ Shift B</b>	Type Style: Bold
<b>⌘ Shift I</b>	Type Style: Italic
<b>⌘ Shift U</b>	Type Style: Underline
<b>⌘ Shift W</b>	Type Style: Word Underline
<b>⌘ Shift O</b>	Type Style: Outline
<b>⌘ Shift ⇧ \</b>	Width: Other...
<b>⌘ Shift 9</b>	Width: Increase Width by 5%
<b>⌘ Shift 0</b>	Width: Decrease Width by 5%
<b>⌘ Shift ⇧ 9</b>	Width: Increase Width by 1%
<b>⌘ Shift ⇧ 0</b>	Width: Decrease Width by 1%

<b>Shift J</b>	Spacing: Increase Spacing by 5%
<b>Shift L</b>	Spacing: Decrease Spacing by 5%
<b>Shift ⌘ J</b>	Spacing: Increase Spacing by 1%
<b>Shift ⌘ L</b>	Spacing: Decrease Spacing by 1%
<b>Shift =</b>	Baseline: Raise Baseline by 5%
<b>Shift -</b>	Baseline: Lower Baseline by 5%
<b>Shift ⌘ =</b>	Baseline: Raise Baseline by 1%
<b>Shift ⌘ -</b>	Baseline: Lower Baseline by 1%
<b>Shift L</b>	Alignment: Left
<b>Shift R</b>	Alignment: Right
<b>Shift J</b>	Alignment: Justified
<b>Shift ⌘ J</b>	Alignment: Forced
<b>Shift E</b>	Leading: Other...
<b>Shift I</b>	Leading: Increase Leading by 1px or 10%
<b>Shift ;</b>	Leading: Decrease Leading by 1px or 10%
<b>Shift ⌘ I</b>	Leading: Increase Leading by 1/10thpx or 1%
<b>Shift ⌘ ;</b>	Leading: Decrease Leading by 1/10thpx or 1%

## Insert menu

<b>Enter</b>	Break (to next box in text flow)
<b>Shift Return</b>	New Line
<b>Shift Return</b>	Rule

## View menu

<b>⌘ Z</b>	Zoom...
<b>1</b>	Actual Size
<b>0</b>	Fit in Window
<b>Shift ⌘ I</b>	Invisibles
<b>Shift ⌘ O</b>	Outlines
<b>Shift ⌘ T</b>	Titles
<b>Shift ⌘ G</b>	Guides
<b>Shift ⌘ P</b>	Graphics Preview
<b>Shift ⌘ H</b>	HTML layout
<b>I</b>	Back
<b>J</b>	Forward
<b>⌘ M</b>	Master Page
<b>⌘ P</b>	Preview in Freeway
<b>⌘ R</b>	Hide/Show Rulers
<b>⌘ S</b>	Hide/Show Site panel

## Window menu

<b>Shift N</b>	New Window <b>Freeway 6 Pro only</b>
<b>⌘ I</b>	Inspector
<b>⌘ Y</b>	Styles and Colors <b>Freeway 6 Pro only</b>
<b>⌘ A</b>	Actions

<b>Shift H</b>	Show/Hide Palettes
<b>M</b>	Minimize window

## Selecting combined graphic items

**Shift**-click an item      Selects all combined items\* or its enclosing bounds

\*If the items are grouped so that they become children of a graphic, **Shift**-clicking will select the enclosing item.

## Selecting and editing text

<b>Return</b>	Place text cursor in selected box
<b>Shift →</b>	Highlight next character
<b>Shift ←</b>	Highlight previous character
<b>Shift ↓</b>	Highlight to next line
<b>Shift ↑</b>	Highlight to previous line
<b>Shift ⌘ →</b>	Highlight text to beginning of next word
<b>Shift ⌘ ←</b>	Highlight text to beginning of previous word
<b>Shift ⌘ ↓</b>	Highlight text to beginning of next paragraph
<b>Shift ⌘ ↑</b>	Highlight text to beginning of current paragraph
<b>⌘ →</b>	Moves to beginning of next word
<b>⌘ ←</b>	Moves to beginning of previous word
<b>⌘ ↓</b>	Moves to end of current paragraph
<b>⌘ ↑</b>	Moves to beginning of current paragraph
<b>←</b>	Moves to beginning of line
<b>→</b>	Moves to end of line
<b>↑</b>	Moves to beginning of text box
<b>↓</b>	Moves to end of text box
<b>Shift Delete</b>	Delete next character

## Editing lists

<b>⌘ →</b>	Increase list indent
<b>⌘ ←</b>	Decrease list indent
<b>⌘ Shift Return</b>	Create new list block at same indent level

## Manipulating items

Hold <b>Shift</b> then draw	Constrain box shape to square/circle
Start drawing then hold <b>⌘</b>	Draw from center
Arrow keys <b>↑←↓→</b>	Move box by nudge distance
<b>⌘</b> +Arrow keys <b>↑←↓→</b>	Move box by 1/10th nudge distance (minimum 1px)
<b>Shift</b> +Arrow keys <b>↑←↓→</b>	Resize box in direction of arrow by nudge distance
<b>Shift</b> <b>⌘</b> <b>⌘</b> <b>↑←↓→</b>	Resize box in direction of arrow by 1/10th nudge distance (minimum 1px)
Drag handle and <b>Shift</b>	Constrain shape of box to square/circle

Drag handle and <b>Shift</b>	Constrain proportions of box (and scale graphic content)
<b>Shift</b> <b>D</b>	Fit box to graphic
<b>Shift</b> -drag	Move with horizontal and vertical constraints
Start drag with Select tool and then hold	Move and clone box
Start drag with Rotate tool and then hold	Rotate and clone box <b>Freeway 6 Pro only</b>
Start drag with Skew tool and then hold	Skew and clone box <b>Freeway 6 Pro only</b>
Start drag with Mirror tool and then hold	Mirror and clone box <b>Freeway 6 Pro only</b>
<b>Shift</b> -click box	Add box to selection/Remove box from selection

## Manipulating graphic items

<b>T</b>	Display Transform dialog <b>Freeway 6 Pro only</b>
<b>Shift</b> <b>K</b>	Restore graphic to original size
<b>Shift</b> <b>D</b>	Fit box to graphic
<b>Shift</b> <b>M</b>	Center graphic in box
<b>Shift</b> <b>F</b>	Scale graphic exactly to box
<b>Shift</b> <b>K</b>	Scale graphic to pixel size
<b>Shift</b> <b>F</b>	Scale graphic to box maintaining proportions
<b>Shift</b> <b>.</b>	Increase scaling of contents of box by 5%
<b>Shift</b>	Decrease scaling of contents of box by 5%
Start resizing box then hold <b>ctrl</b>	Temporarily set graphic behavior to Preserve Size
Start resizing box then hold	Temporarily set graphic behavior to Scale
Start resizing box then hold	Temporarily set graphic behavior to Scale and Pad
Start resizing box then	Temporarily set graphic behavior to Scale and Trim

## Manipulating tables

click on cell	Select a cell
click on an already selected cell	Select a table
click anywhere on a table and begin dragging	Move a table
Select a cell; <b>Shift</b> -click another cell; then type <b>Delete</b>	Join cells
With resizing cursor, -drag border between two rows or columns	Resize a row or column (overall table size will not change)
With resizing shape, -drag border between two rows or columns	Insert a row or column
<b>B</b>	Clear contents of selected cells

## Dialog boxes and palettes

<b>Return</b> or <b>Enter</b>	OK in a dialog box
<b>esc</b>	Cancel in a dialog box
	Highlight next field in dialog box/palette
<b>Shift</b>	Highlight previous field in dialog box/palette
	Decrease field value by 1
	Increase field value by 1
<b>Shift</b>	Decrease field value by 10
<b>Shift</b>	Increase field value by 10
-click on color in palette	Displays Color dialog box <b>Freeway 6 Pro only</b>
-click on highlighted style in Styles palette	Removes the style from the currently selected text or item <b>Freeway 6 Pro only</b>
-click on style name in Styles palette	Edit style name <b>Freeway 6 Pro only</b>
-click on name in Site panel	Edit name
-click on color name in Colors palette	Edit color name <b>Freeway 6 Pro only</b>
<b>ctrl</b>	Show Tools palette and select next tool <b>Freeway 6 Pro only</b>
<b>ctrl</b> <b>Shift</b>	Show Tools palette and select previous tool <b>Freeway 6 Pro only</b>

## Zoom control

<b>ctrl</b> <b>Shift</b> -click or <b>ctrl</b> <b>Shift</b> -drag	Zoom in
<b>Shift</b> -click	Zoom out

## Special text characters

<b>-</b>	En dash
<b>Shift</b> <b>-</b>	Em dash
<b>Shift</b>	Non-breaking space
<b>[</b>	"
<b>Shift</b> <b>[</b>	"
<b>]</b>	'
<b>Shift</b> <b>]</b>	'

## Preview

<b>+</b>	Increase text size
<b>-</b>	Decrease text size

## General

<b>ctrl</b> -click an object	Displays a pop-up contextual menu of commands relating to the object. (Same as a right-click if your mouse supports it.)
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