



OMEGA Keyboard Shortcuts Accelerate your Workflow

- This issue of MTSFYI discusses the use of OMEGA keyboard shortcuts or Accelerator Keys to improve productivity.
- Print and post the chart at the end of this issue as a reminder to learn and reinforce keyboard shortcuts.

Save Time, Design More Quickly with Accelerator Keys

Many computer designers use the mouse as the only means to pull down menus, choose functions and move items on the screen. Gerber OMEGA software has an extensive list of “Keyboard Shortcut” or “Accelerator” keys that can help you complete your jobs more quickly.

Instead of moving the mouse to the View menu, clicking on the View menu and clicking on Redraw, you can simply press the F7 key on the keyboard to accomplish the same thing. Pressing the F7 key saves a couple seconds; if you could save 2 seconds for every function you use in OMEGA, the savings can really add up!

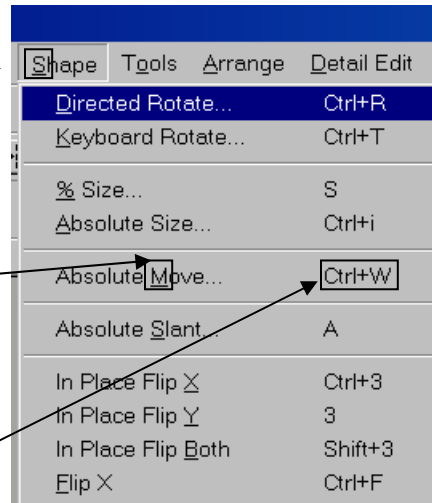
Here is a brief listing of some of the most commonly used functions and their corresponding accelerator keys:

Function	Shortcut	Function	Shortcut
Redraw	F7	Fill dialog box	1 (the number 1, not F1)
Show Filled	F8	Stroke dialog box	2 (the number 2, not F2)
Select All	F2	Output All from Composer to Plot	Shift+F11
Cancel Select	F3	Output Selected from Composer to Plot	Shift+F12
Text on the Worksurface	Shift+T, then click mouse to enter text	Circle tool	Shift+O (the letter O)
Text Dialog Box	T, then click mouse to enter text	Box Tool	Control (CTRL) +B
Ungroup	F5	Selection Pointer	P
Group	F6	Color Selection Pointer	Shift+P

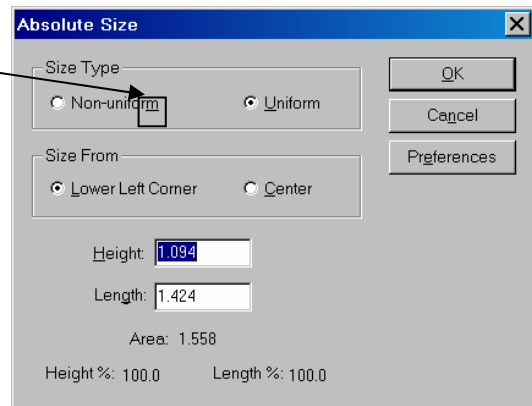
Access Menus, Menu Items and Dialog Box Entries with the Keyboard

You can also access menus and items within menus by using the keyboard. Notice that almost every menu has an underlined letter, and almost every function within a menu has an underlined letter.

- Press the Alt key, then press the underlined letter in the Menu name to pull that menu down. For the Shape menu, **press Alt, then S.**
 - Depending on your operating system settings, you may have to press Alt to see the menu underlines.
- To access an item within a menu, simply press the underlined letter or number. To use Absolute Move, **press the M key** after the menu is showing.
- The letters or function keys to the right of menu items are the keyboard shortcuts or accelerator keys for those items. You can access these functions without going into the menu at all. When designing in Composer, you can use Absolute Move by pressing **Ctrl+W.**



- There are also underlined letters and numbers in dialog boxes. Press the Alt+ the underlined letter or number to access that dialog box item. **Alt+m** accesses Non-uniform in this dialog box.



Tips on Using Shortcut Keys

- When you have to press two keys, such as Shift+F11, press the Shift key first, then the second key.
- Try to use your non-mouse hand to press the accelerator keys instead or removing your hand from the mouse, pressing the key, then putting your hand back on the mouse.
- If you are doing something repetitively, such as creating a box then selecting it, try to memorize the accelerator keys for those repetitive actions. Not only will you save time for that instance, but you will likely remember those accelerator keys forever.
- The menu access rules discussed above are consistent for all Windows programs, so you can save time in other programs too!

Accelerator Reference Charts

- A Composer Accelerator Key Chart is included below.
- The Gerber Omega CD includes complete accelerator key reference charts for Composer and GSPLOT in PDF format so you can print all the charts at once. For Omega 2.1 and later, these are in "CDDrive\Documentation\How To's\
- The OMEGA "Help" System also includes Accelerator key listings. While in Composer or Plot, press F1 then search for the word "accelerator."

ALPHABETICAL COMPOSER ACCELERATOR KEY ASSIGNMENTS

Composer Function	Accelerator	Composer Function	Accelerator
0.5 Degree Rotate	0 (NumPad)		
1 Degree Rotate	1 (NumPad)	Copy to Clipboard	Ctrl + C
2 Degree Rotate	2 (NumPad)	Corner - Round	W
5 Degree Rotate	3 (NumPad)	Corner - Sharpen	V
10 Degree Rotate	4 (NumPad)	Crop Image	- (minus)
15 Degree Rotate	5 (NumPad)	Curve - Start or End	F12
30 Degree Rotate	6 (NumPad)	Curve Smooth - Start or End	F11
45 Degree Rotate	7 (NumPad)	Cut to Clipboard	Ctrl + X
90 Degree Rotate	8 (NumPad)	Cuts OFF	8
180 Degree Rotate	9 (NumPad)	Cuts ON	7
		Delete	Delete
Acquire Image	Shift + F8	Delete	E
Add Lines	Ctrl	Delete Cuts	Ctrl + 8
Add Point	C	Delete Previous Point	Backspace
Align Points Horizontal	Shift + Ctrl + M	Detail Menu	Alt + D
Align Points Vertical	Shift + Ctrl + V	Detail Edit Options	K
Allow Point Grabbing	Shift + U	Detail Edit Selection	D
Allow Point Selection	Ctrl	Dim Image	Ctrl + H
Allow Segment Grabbing	Shift + V	Dimensions, Angular	Ctrl + Alt + A
Allow Segment Selection	Shift + W	Dimensions, Object	Ctrl + Alt + O
Allow Single Segment Delete	Shift + D	Dimensions, Horizontal	Ctrl + Alt + H
Arcline	Shift + Ctrl + N	Dimensions, Vertical	Ctrl + Alt + I
Arrange Menu	Alt + A	Dimensions, Aligned	Ctrl + Alt + L
Assign Fill Color	1	Dimensions, Annotate	Ctrl + Alt + T
Assign Stroke Color	2	Draw Shape	Shift + L
Assign Style	6	Duplicate	Ctrl + 9
Bend Segment	Shift		
Border	B	Edit Menu	Alt + E
Box	Ctrl + B	Edit Fill Halftone	4
Box - Perfect Square	Ctrl	Edit Image	Ctrl + E
Box - Perfect Square from Center	Ctrl + Shift	Edit Stroke Halftone	Shift + Ctrl + 4
Box from Center	Shift	Ellipse/Circle	Shift + O
		Ellipse/Circle - Perfect Circle	Ctrl
Cancel Select	F3	Ellipse/Circle - Perfect Circle from Center	Ctrl + Shift
Change Rotate Direction	- (NumPad)	End Crop Image	Esc or -
Character Slant	Shift + Ctrl + A	End Keyboard Rotate	Esc or Ctrl + T
Character Spacing	Shift + Ctrl + S	End Shape Closed	End
Clipping Path, Select	Ctrl + Alt + F4	End Shape Open	Shift + End
Clipping Path, Make	Ctrl + Alt + C	Extract Style	5
Clipping Path, Release	Ctrl + Alt + R		
Color Selection	Shift + P	File Menu	Alt + F
Combine OFF	9	Fill Off	Ctrl + 1
Combine ON	0 (zero)	Find Intersects	I
		Fixed Length	Shift + Ctrl + X
		Flip X	Ctrl + F
		Flip Y	F
		Font Height	Shift + Ctrl + H
		Font View	Shift + Ctrl + 6

Composer Function	Accelerator	Composer Function	Accelerator
Ghost Segments	Shift + G	Layout Menu	Alt + L
Grid	G	Line Length	Shift + Ctrl + G
Group	F6	Line Rotate	Shift + Ctrl + T
		Line Tool	L
Help	F1	Lock Guide Lines	Ctrl + G
Help Menu	Alt + H	Lock Object	Shift + 4
Hijack Select (F2, Ctrl + A, F2, F3)	Shift + H	Lower Case	Shift + Ctrl + 7
		Make Curve	Shift + F6
Image Fill	Shift + 1	Make Line	Shift + F5
Import	F10	Manual Entry	X
In Front Of	Ctrl Shift + Page Up	Measure Mode	Ctrl + M
In Back Of	Ctrl Shift + Page Down	Minus Kern	<
In Place Flip Both	Shift + 3	Modify Adjacent Segments	Alt
In Place Flip X	Ctrl + 3	Modify Curves vs. Adding Lines	Shift + Y
In Place Flip Y	3	Move	H
Incremental Move	Shift + Ctrl + D	Move - Absolute	Ctrl + W
Inter-line Spacing	Shift + Ctrl + I	Move to Back	Shift + Pg Dn
		Move to Back 1	Ctrl + Pg Dn
Join Open Points	Shift + X	Move to Front	Shift + Pg Up
Join Open Shapes	Shift + J	Move to Front 1	Ctrl + Pg Up
Join Selected Segments	J		
Justify	Shift + F9	New	Ctrl + N
Justify - Center	Shift + Ctrl + C		
Justify - Left	Shift + Ctrl + L	Object Help	Shift + F1
Justify - Right	Shift + Ctrl + R	On - Axis	O
		Open	Ctrl + O
		Output All	Shift + F11
Layer, Collapse All	Shift + Alt + 7	Output by Vinyl	Shift + F10
Layer, Delete	Delete	Output Selected	Shift + F12
Layer, Duplicate	Ctrl + Alt + 9	Output by Layer	Ctrl + Shift + F10
Layer, Expand All	Shift + Alt + 6	Over Lap & Print OFF - Fills	Ctrl + F7
Layer, Hide	Ctrl + Alt + 2	Over Lap & Print OFF - Strokes	Shift + Ctrl + F7
Layer, Hide All	Shift + Alt + 2	Over Lap ON - Fills	Ctrl + F5
Layer, Lock	Ctrl + Alt + 4	Over Lap ON - Strokes	Shift + Ctrl + F5
Layer, Lock All	Shift + Alt + 4	Over Print ON - Fills	Ctrl + F6
Layer, Output	Ctrl + Shift + F10	Over Print ON - Strokes	Shift + Ctrl + F6
Layer, Merge All	Ctrl + Alt + 8		
Layer, Merge Selected	Ctrl + Alt + 7	Paste Back	Ctrl + Alt + V
Layer, New	Ctrl + Alt + N	Paste from Clipboard	Ctrl + V
Layer, Select All	Ctrl + Alt + F2	Plus Kern	>
Layer, Show	Ctrl + Alt + 3	Polygon	* (Shift + 8)
Layer, Show All	Shift + Alt + 6	Primer OFF - Fills	Ctrl + Q
Layer, Unlock	Ctrl + Alt + 5	Primer OFF - Strokes	Shift + Ctrl + Q
Layer, Unlock All	Shift + Alt + 5	Primer ON - Fills	Q
		Primer ON - Strokes	Shift + Q
		Print	Ctrl + P
		Print Output/Order	Ctrl + D

Composer Function	Accelerator	Composer Function	Accelerator
Raster to Vector	Ctrl + F8	Show Print	Ctrl + F11
Redo	Shift + Ctrl + Z	Simulate Left Mouse Button	, (comma)
Redraw	F7	Simulate Right Mouse Button	. (period)
Refresh Job Palette	Shift + Ctrl + J	Size - Absolute	Ctrl + I
Reject Selection	Backspace	Size - Percent	S
Reopen Shape	Shift + N	Slant - Absolute	A
Replace Deleted with Curve	Alt	Slice & Dice	Y
Replace Deleted with Line	Ctrl	Slice & Dice Copy	Shift + C
Replace Deleted with Line or Curve	Shift	Slice & Dice Snap	Ctrl + Y
Reset Line Spacing	Shift + Ctrl + E	Small Text	Shift + S
Retain	R	Smooth Curve	Ctrl + 5
Reverse Select	F4	Smooth Path	M
Rotate - Directed	Ctrl + R	Snap To Guideline	N
Rotate - Keyboard	Ctrl + T	Spacing	Ctrl + F9
		Spell Check	Shift + Ctrl + K
		Stroke Off	Ctrl + 2
Save	Ctrl + S	Superscript	Shift + Ctrl + U
Scan to Vector	Ctrl + J	Suppress Fill Cuts	Shift + F7
Select Menu	Alt + C	Suppress Fill Cuts	Shift + Ctrl + P
Select All	F2 or Ctrl + A	Symmetric Curve	Ctrl + 7
Select by Halftone Fills	Shift + F4		
Select by Process Color Fills	Ctrl + 4	Text	T
Select by Spot Color Fills	Shift + F3	Text Menu	Alt + T
Select by Vinyl	Shift + F2	<u>T</u> ext <u>O</u> n <u>W</u> ork <u>S</u> urface (TOWS)	Shift + T
Select Cut	Ctrl + F2	Title Case	Shift + Ctrl + 9
Select Cut & Print	Shift + Ctrl + F4	Toggle Case	Shift + Ctrl + 0 (zero)
Select Font	Shift + Ctrl + F	Tools Menu	Alt + 0
Select Font Categories	Shift + Ctrl + O		
Select Print	Ctrl + F3	Unconstrain	U
Selection	Esc or P	Undo	Ctrl + Z
Selection Shift Lock	Shift	Ungroup	F5
Set Start Point and Direction	Shift + F	Unlock All	Shift + 6
Shape Menu	Alt + S	Unlock Object	Shift + 5
Sharp Curve	Ctrl + 6	Upper Case	Shift + Ctrl + 8
Show 2nd TOWS Toolbar	Shift + Ctrl + 2		
Show All	Ctrl + F12	View Menu	Alt + V
Show Current Categories	Shift + Ctrl + W		
Show Curve Control Points	Shift + B	Window Menu	Alt + W
Show Cut	Ctrl + F10		
Show Filled/Wireframe	F8	Zoom	Z
Show Image	F9	Zoom In One Level	Ctrl + Shift + Z
		Zoom Out & Select Center	Ctrl + L
		Zoom Out One Level	Ctrl + U
		Zoom To All	Space Bar or
			Ctrl + Space Bar
		Zoom To Selected	Shift + Z