

Fred4 shortcuts

Objects

D or Ctrl+right+click - Duplicate

S - Split into default columns

Shift+S - Split dialogue box

1 to 9 - Split into amount

Shift 1 to 9 - Split into head and columns

Ctrl+period - Increase width

Alt+period - Decrease width

Shift+Ctrl+period - Increase width more

Shift+Alt+period - Decrease width

Ctrl+comma - Increase height

Alt+comma - Decrease height

Ctrl+question - Increase all

Alt+question - Decrease all

Shift+Ctrl+question - Increase all more

Shift+Alt+question - Decrease all more

Shift+Ctrl+H - Stretch to page height

Shift+Ctrl+W - Stretch to page width

Shift+Ctrl+T - Stretch to top of page

Shift+Ctrl+B - Stretch to bottom of page

Shift+Ctrl+L - Stretch to left margin

Shift+Ctrl+R - Stretch to right margin

Shift+right - Extend right by 1 column

Shift+Alt+right - Extend right by 1 point

Shift+Ctrl+left - Extend left by 1 column

Shift+Ctrl+Alt+left - Extend left by 1 point
Shift+down - Extend bottom by 1 vg
Shift+Alt+down - Extend bottom by 1 point
Shift+Ctrl+up - Extend top by 1 vg
Shift+Ctrl+Alt+up - Extend by 1 point
Shift+left - shrink right by 1 column
Shift+Alt+left - Shrink right by 1 point
Shift+Ctrl+right - Shrink left by 1 column
Shift+Ctrl+Alt+right - Shrink left by 1 point
Shift+up - Shrink bottom by 1 vg
Shift+Alt+up - Shrink bottom by 1 point
Shift+Ctrl+down - Shrink top by 1 vg
Shift+Ctrl+Alt+down - Shrink top by 1 point

Quick selection

Alt+drag - Hand grabber
Ctrl+2 - Zoom tool
P - Polygon tool
R - Rotate tool
V - Rule tool
B - Box tool dialogue
Shift+B - Box default
Shift+Alt+B - Unbox
F - Frame tool
H - Head and body tool
I - Image box tool (placeholder)
L - Link

U - Unlink

A – Article panel (tree)

Shift+F - Frame below

Shift+I - Image

Shift+Ctrl+I - Image over columns

Alt+A - Rule above

Alt+B - Rule below

Alt+L - Rule left

Alt+R - Rule right

Ctrl+Alt+left - Rule to centre

Ctrl+Alt+right - Rule to centre

Shift+Ctrl+F - Pull quote at pointer

Ctrl+H - Replace with another

Ctrl+R - Text wrap

Moving objects

Click - Select

Ctrl+click - Select underlying

Ctrl+A - Select all

Shift+A or Shift+right click - Select article

Shift+Ctrl+A - Select linked frames

Z - Unselect

Tab - Select next

Shift+Tab - Select previous

Ctrl+B - Move to bottom of stack

Ctrl+F - Move to top of stack

Down - Move down 1 nudge

Alt+Down - Move down 1 point
Ctrl+Down - Move down 2 nudges
Up - Move up 1 nudge
Alt+Up - Move up 1 point
Ctrl+Up - Move up 2 nudges
Left - Move left 1 column
Ctrl+left - Move left 1/2 column
Ctrl+Alt+left - Move left 1/2 gutter
Alt+left - Move left 1 point
Right - Move right 1 column
Ctrl+right - Move right 1/2 column
Ctrl+Alt+Right - Move right 1/2 gutter
Alt+right - Move right 1 point

Alignment

Shift+Ctrl+T - Vertically top
Shift+Ctrl+B - Vertically bottom
Shift+Ctrl+C - Horizontally centred
Shift+Ctrl+V - Vertically centre
Shift+Ctrl+L - Left
Shift+Ctrl+R - Right
Shift+Ctrl+G - To grid
Shift+M - To closest module
Shift+C - To closest column
Shift+N - To nudge

Images

Shift+I - Insert image

Shift+Alt+plus or Shift+rotate backwards - Zoom image in

Shift+Alt+minus or Shift+ rotate forwards - Zoom image out

Ctrl+? - Increase all

Alt+? - Decrease all

Shift+Ctrl+? - Increase all more

Shift+Alt+? - Decrease all more

Double click - Crop tool

Viewing pages

F4 - Open last page(s)

Shift+F4 - Open last object(s)

Ctrl+W - Close page

E - View type labels

T - Tracking mode

F10 - Toggle view

F3 - Redraw

Home - First page

End - Last page

Page up - Previous page

Page down - Next page

F12 - Show linked

+ - Zoom in

- Zoom out

Ctrl+1 - Zoom fit

Ctrl+2 - Zoom marquee
Ctrl+3 - Zoom percentage
Ctrl+4 - Zoom fit width
Ctrl+5 - Zoom fit all
Ctrl+6 - Zoom fit all width
Ctrl+7 - Zoom article
Ctrl+8 - Zoom selection
A - Toggle article palette
O - Crop dialogue box
Alt+N - Toggle Navigator
Shift+Alt+P - Display preferences
Ctrl+N - New article
Ctrl+M - Toggle paragraph palette
Ctrl+T - Toggle control palette

Page editing

F7 - Fit frames to text
Select image, point edge and then press F8 - Fit article by picture

Other

F5 - Refresh text
Ctrl+F5 - Refresh all
Ctrl+S - Save
Backspace - Clear current
F2 - Select format
F6 - Browse libraries
Alt+N - Stickies