



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!

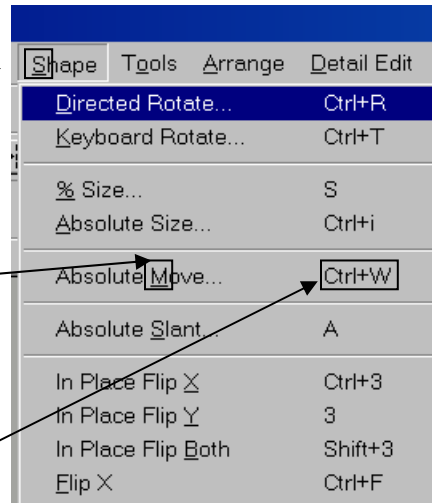
Here is a brief listing of some of the most commonly used functions and their corresponding accelerator keys:

| 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 |

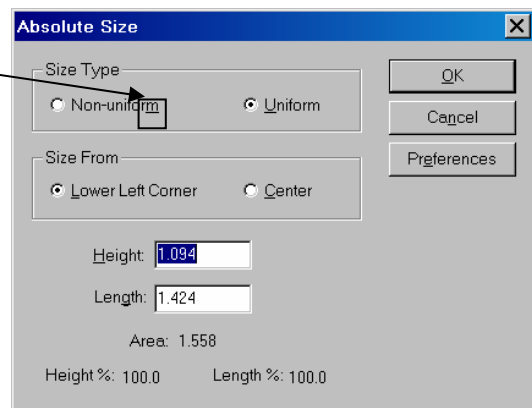
Access Menus, Menu Items and Dialog Box Entries with the Keyboard

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 |