

Freeway 7 Keyboard Shortcuts

Freeway menu

 	Preferences...
 H	Hide Freeway
  H	Hide Others
 Q	Quit Freeway

File menu

 N	New...
 O	Open...
  O	Open Backup...
 W	Close
  W	Close All
 S	Save
  S	Save As...
 E	Import Text.../Import...
  E	Export...
  	Document Setup...
 P	Publish Site
  P	Publish Everything
  B	Preview (in default browser)
 U	Upload...

Edit menu

 Z	Undo/Redo
 X	Cut
 C	Copy
  C	Copy Content
    C	Copy as Picture (externalize the clipboard)
 V	Paste

 B	Delete Content
 A	Select All
 K	Hyperlink...
   K	Follow Link.../Check Link...
  A	Anchor...
 F	Find...
 G	Find Next
  G	Find Previous
  H	Find Previous Selection
 R	Replace...
 T	Replace Next
  T	Replace Previous
 L	Spelling...
 J	Add Action...
  E	Styles...

Page menu

  N	New Pages...
  F	Form Setup...

Item menu

  T	Transform... <small>FW Pro only</small>
   M	Modify.../Modify Text... <small>FW Pro only</small>
  D	Fit Box to Content
  X	Extended...
  L	Lock
   L	Unlock
 =	Bring to Front
 -	Send to Back
 /	Align to Grid <small>FW Pro only</small>

KEY:  = Alt  = Command  = Control  = Tab  = Arrow keys (Up, Left, Down and Right)

Note: Although capital letters are used here, you should use lower-case for all shortcuts

	Group/Ungroup
	Align...
	Distribute...
	Duplicate...
	Graphic: Original Size
	Graphic: Pixel Size
	Graphic: Center
	Graphic: Scale to Box
	Graphic: Scale Up
	Graphic: Scale Down
	Table: Join Cells
	Custom Padding...
	Custom Margin...

Style menu

	Size: Other...
	Size: Next Size
	Size: Previous Size
	Size: Grow Size
	Size: Shrink Size
	Type Style: Plain
	Type Style: Bold
	Type Style: Italic
	Type Style: Underline
	Type Style: Word Underline
	Type Style: Outline
	Width: Other...
	Width: Increase Width by 5%
	Width: Decrease Width by 5%
	Width: Increase Width by 1%
	Width: Decrease Width by 1%
	Spacing: Increase Spacing by 5%
	Spacing: Decrease Spacing by 5%
	Spacing: Increase Spacing by 1%
	Spacing: Decrease Spacing by 1%
	Baseline: Raise Baseline by 5%

	Baseline: Lower Baseline by 5%
	Baseline: Raise Baseline by 1%
	Baseline: Lower Baseline by 1%
	Alignment: Left
	Alignment: Right
	Alignment: Justified
	Alignment: Forced
	List: Increase indent
	List: Decrease indent
	Leading: Other...
	Leading: Increase Leading by 1px or 10%
	Leading: Decrease Leading by 1px or 10%
	Leading: Increase Leading by 1/10th px or 1%
	Leading: Decrease Leading by 1/10th px or 1%

Insert menu

	Break (to next box in text flow)
	New Line
	Rule
	HTML item
	Graphic item

View menu

	Zoom...
	Actual Size
	Fit in Window
	Invisibles
	Outlines
	Titles
	Guides
	Graphics Preview
	HTML layout
	Back
	Forward

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	Master Page
	Next Page
	Previous Page
	Preview in Freeway
	Next Media Type
	Previous Media Type
	Next Sibling
	Previous Sibling
	Select Child
	Select Parent
	Hide/Show Rulers
	Hide/Show Site panel
	Hide/Show Media Tabs

Window menu

	New Window <small>FW Pro only</small>
	Inspector
	Styles and Colors <small>FW Pro only</small>
	Actions
	Show/Hide Palettes

Selecting combined graphic items

click an item	Selects all combined items* or its enclosing bounds
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*If the items are grouped so that they become children of a graphic, -clicking will select the enclosing item.

Selecting and editing text

	Place text cursor in selected box
	Highlight next character
	Highlight previous character
	Highlight to next line
	Highlight to previous line
	Highlight text to beginning of next word
	Highlight text to beginning of previous word

	Highlight text to beginning of next paragraph
	Highlight text to beginning of current paragraph
	Moves to beginning of next word
	Moves to beginning of previous word
	Moves to end of current paragraph
	Moves to beginning of current paragraph
	Moves to beginning of line
	Moves to end of line
	Moves to beginning of text box
	Moves to end of text box
	Delete next character

Manipulating items

Shortcut	Command
Hold then draw	Constrain box shape to square/circle
Start drawing then hold	Draw from center
Arrow keys	Move box by nudge distance
+ Arrow keys	Move box by 1/10th nudge distance (minimum 1px)
+ Arrow keys	Resize box in direction of arrow by nudge distance
+	Resize box in direction of arrow by 1/10th nudge distance (minimum 1px)
Drag handle and	Constrain shape of box to square circle
Drag handle and	Constrain proportions of box (and scale graphic content)
	Fit box to content
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 <small>FW Pro only</small>

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Start drag with **Skew** tool and then hold  **Skew and clone box** FW Pro only

Start drag with **Mirror** tool and then hold  **Mirror and clone box** FW Pro only

Shift click box Add box to selection/Remove box from selection

Manipulating graphic items

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

Manipulating tables

Shortcut	Command
 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;  Shift -click another cell; then type  Delete	Join cells
Point to border between two rows or columns so cursor changes to resizing cursor; drag to desired size	Resize a row or column (affects overall table size)

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 Insert a row or column between two rows or columns

 **B** Delete contents of selected cells

Dialog boxes and palettes

Shortcut	Command
Return or Enter	OK in a dialog box
esc	Cancel in a dialog box
→	Highlight next field in dialog box palette
Shift →	Highlight previous field in dialog box/palette
 click on color in palette	Displays Color dialog box <small>FW Pro only</small>
 click on highlighted style in Styles & Colors palette	Removes the style from the currently selected text or item <small>FW Pro only</small>
 click on style name in Styles & Colors palette	Edit style name <small>FW Pro only</small>
 click on name in Site panel	Edit name
 click on color name in Styles & Colors palette	Edit color name <small>FW Pro only</small>
 ctrl →	Show Tools palette and select next tool <small>FW Pro only</small>
 ctrl Shift →	Show Tools palette and select previous tool <small>FW Pro only</small>

Zoom control

Shortcut	Command
ctrl Shift click or ctrl Shift drag	Zoom in
ctrl Shift  click	Zoom out

Special text characters

Shortcut	Command
 -	En dash
Shift  -	Em dash

KEY:  = Alt  = Command **ctrl** = Control **→** = Tab

    = Arrow keys (Up, Left, Down and Right)

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 then type a space	Non-breaking space
 Shift Return	Start a new list block at the current list indent level.
 [“ (open double quote)
Shift ]	” (close double quote)
]	' (open single quote)
Shift ]	' (apostrophe or close single quote)

General

Shortcut	Command
ctrl click an object	Displays a popup contextual menu of commands relating to the object.
