

# OpenOffice Draw Keyboard Shortcuts

## General

<b>Enter</b>	Activates the focused button in a dialog.
<b>Esc</b>	Terminates the action or dialog. If in OpenOffice.org Help: goes up one level.
<b>Spacebar</b>	Toggles the focused check box in a dialog.
<b>Arrow Keys</b>	Changes the active control field in an option section of a dialog.
<b>Tab</b>	Advances focus to the next section or element in a dialog
<b>Shift + Tab</b>	Moves the focus to the previous section or element in a dialog
<b>Alt + Down Arrow</b>	Opens the list of the control field currently selected in a dialog. These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.
<b>Delete</b>	Deletes the selected items into the recycle bin
<b>Shift + Delete</b>	Deletes the selected items without putting them in the recycle bin.
<b>Ctrl + O</b>	Opens a document.
<b>Ctrl + S</b>	Saves the current document
<b>Ctrl + N</b>	Creates a new document.
<b>Ctrl + P</b>	Prints document.
<b>Ctrl + C</b>	Copies the selected items.
<b>Ctrl + Shift + V</b>	Opens the Paste Special dialog

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