

Visio Keyboard Shortcuts

Menu commands

CTRL+SHIFT+I	Actual Size
F8	Align Shapes
CTRL+SHIFT+F	Bring to Front
ALT+F7	Cascade
CTRL+C	Copy
CTRL+X	Cut
CTRL+BACKSPACE	Delete previous word
CTRL+D	Duplicate
CTRL+F9	Field
F3	Fill
CTRL+H	Flip Horizontal
CTRL+J	Flip Vertical
F11	Display Text dialog box, Font tab
F9	Toggle Glue on or off
CTRL+G	Group
CTRL+SHIFT+G	Group
F1	Display Help
CTRL+K	Insert hyperlink
SHIFT+F3	Line
ALT+F8	Macros
CTRL+N	Open new drawing based on open drawing
CTRL+O	Open
CTRL+F4	Close drawing file
ALT+F5	Restore the size of the program window.
ALT+F10	Maximize program window
F5	Full Screen view
SHIFT+F4	Go To Page
SHIFT+F11	Display Text dialog box, Paragraph tab
CTRL+V	Paste
CTRL+P	Print
CTRL+F2	Print Preview
SHIFT+F5	Display Page Setup dialog box, Print Setup tab
CTRL+ALT+P	Display Reorder Pages dialog box
ALT+SHIFT+BACKSPACE	Redo
CTRL+Y	Redo
F4	Repeat
CTRL+F	Find
CTRL+L	Rotate Left
CTRL+R	Rotate Right
CTRL+S	Save
F12	Save As
ALT+F12	Save Workspace
CTRL+A	Select All
CTRL+SHIFT+B	Send to Back
SHIFT+F9	Toggle Snap on or off
ALT+F9	Snap & Glue
F7	Spelling checker
CTRL+F11	Display Text dialog box, Tabs tab
SHIFT+F7	Tile Horizontally
CTRL+SHIFT+F7	Tile Vertically
CTRL+Z	Undo
ALT+BACKSPACE	Undo
CTRL+SHIFT+U	Ungroup
ALT+F11	Open Microsoft Visual Basic Editor
ALT+Q	Close Microsoft Visual Basic Editor and Return to V
CTRL+W	Display entire page
F6	Zoom

Tip

To activate the menu bar, press ALT or F10.

Page Navigation

TAB	Navigate shapes
SHIFT+TAB	Navigate shapes in reverse order
ENTER	When you are using the TAB key to navigate shapes, Enter will edit the text of the shape you have selected
Shift + Enter	When you are using the TAB key to navigate shapes, Shift + Enter will deselect a shape
CTRL+ALT+F6	Cycle focus from the drawing window through all anchored windows and back to the document window
CTRL+TAB	Cycle focus through merged windows
SHIFT+CTRL+TAB	Cycle focus through merged windows in reverse order

Hyperlink navigation in full-screen view

After you add hyperlinks to shapes or pages, use these keyboard shortcuts to navigate between Microsoft Visio and another program or page when you are in full-screen view.

CTRL+RIGHT ARROW	Forward
CTRL+LEFT ARROW	Back
CTRL+PAGE DOWN	Next Page
(Not on the numeric keypad.)	
CTRL+PAGE UP	Previous Page
(Not on the numeric keypad.)	

Drawing tools

CTRL+7	Arc tool
CTRL+SHIFT+1	Connection Point tool
CTRL+3	Connector tool
CTRL+SHIFT+2	Crop tool
CTRL+9	Ellipse tool
CTRL+5	Freeform tool
CTRL+6	Line tool
CTRL+4	Pencil tool
CTRL+1	Pointer tool
CTRL+8	Rectangle tool
CTRL+0 (zero)	Rotation tool
CTRL+SHIFT+3	Stamp tool
CTRL+2	Text tool
CTRL+SHIFT+4	Text Block tool

Zooming

CTRL+SHIFT+click	Zoom in
CTRL+SHIFT+right-click	Zoom out
CTRL+SHIFT+drag a rectangle	Zoom in on a selected area
CTRL+SHIFT, right-click, and drag the page	Pan
ARROW KEYS	Nudge a selected shape (Scroll Lock must be turned off.)

Tip

To toggle between text edit and shape selection mode, press F2.

Formatting text

CTRL+B	These shortcuts toggle formatting on & off.
CTRL+I	Bold
CTRL+U	Italic
CTRL+SHIFT+D	Underline
CTRL+SHIFT+A	Double underline
CTRL+SHIFT+K	All caps
CTRL+SHIFT+,	Small caps
CTRL+SHIFT+.	Decrease font size
CTRL+=	Increase font size
CTRL+SHIFT+=	Subscript
	Superscript

Aligning text

CTRL+SHIFT+L	Align text left
CTRL+SHIFT+C	Center text horizontally
CTRL+SHIFT+R	Align text right
CTRL+SHIFT+J	Justify text horizontally
CTRL+SHIFT+T	Top-align text
CTRL+SHIFT+M	Center text vertically
CTRL+SHIFT+V	Bottom-align text

Shapes in a stencil

ARROW KEYS	Move from shape to shape to the end of a row or column
HOME	Move to first shape in a stencil
END	Move to last shape in a stencil
PAGE UP	Move to top shape in a column
PAGE DOWN	Move to bottom shape in a column
CTRL+C	Copy shape(s) to the Clipboard
CTRL+V	Paste Clipboard contents into the drawing
CTRL+A	Select all shapes in the stencil
ESC	Deselect all shapes in the stencil

CTRL+ENTER Insert selected shape(s) into drawing

Stencil in edit mode

DELETE	Delete master(s) from stencil
CTRL+X	Cut master(s) to the Clipboard
F2	Rename master

Fields in text

CTRL+SHIFT+H	Height field
CTRL+SHIFT+W	Width field

Special text characters

CTRL+LEFT BRACKET	Beginning single-quote
CTRL+RIGHT BRACKET	Ending single-quote
CTRL+SHIFT+LEFT BRACKET	Beginning double-quote
CTRL+SHIFT+RIGHT BRACKET	Ending double-quote
CTRL+SHIFT+8	Bullet
CTRL+ALT+=	En dash
CTRL+SHIFT+ALT+=	Em dash
CTRL+HYPHEN	Discretionary hyphen
CTRL+SHIFT+HYPHEN	Nonbreaking hyphen
CTRL+SHIFT+FORWARD SLASH	Nonbreaking slash
CTRL+SHIFT+BACKSLASH	Nonbreaking backslash
CTRL+SHIFT+6	Section marker
CTRL+SHIFT+7	Paragraph marker
CTRL+SHIFT+ALT+C	Copyright symbol
CTRL+SHIFT+ALT+R	Registered trademark