

# Inspiration<sup>®</sup>

## Inspiration 10 Keyboard Shortcut and Dragon Commands Guide

For productivity and accessibility





## Using keyboard shortcuts

Keyboard shortcuts can save you time and make it easier to edit your documents. Additionally, keyboard shortcuts can be used with speech-to-text software such as Dragon Naturally Speaking to control Inspiration 10.

Some common commands, such as opening and closing documents and turning on the Listen tool, are the same no matter what type of document you are working on. Other commands are available only for a specific type of document. There are keyboard shortcuts for all Inspiration commands. The following are lists of keyboard shortcuts organized by the circumstances in which they are available.

## Getting Started using Inspiration with Dragon Naturally Speaking

### Navigating the Starter Screen



To move forward through the options, use the command **Press Tab**. To move backward, use the command **Press Shift Tab**. To select an item, use the command **Press Enter**.

### Selecting Menu items

You can navigate through menu items using Dragon's global commands such as, **Click** and **Press Enter**.

### Using Keyboard Shortcut Commands

To use the following list of keyboard shortcuts, use the command **Press** and then the shortcut command.

When using keyboard shortcuts that include the left, right, up and down arrow key, leave out the word 'Arrow'. For example, if the keyboard shortcut command is **Shift – Left Arrow**, say **Press Shift – Left**.

## Shortcuts for common commands

To:	Keyboard Shortcut
Open Starter screen	Control – N
Create new document	Control – Shift – N
Open existing document	Control – O
Close active window	Control – W
Minimize window	Control – M
Symbols palette show/hide	Control – 8
Toolbars show/hide	Control – Shift – T
Save current document	Control – S
Print	Control – P
Print preview	Control – Semicolon (;)
Quit/Exit Inspiration	Control – Q or Alt + F4
Undo	Control – Z
Redo	Control – Shift – Z
Cut	Control – X
Copy	Control – C or Control – Insert
Paste	Control – V or Shift – Insert
Paste Date	Control – Zero (0)
Clear	Backspace or Delete
Find	Control – F
Find next	Control – Shift – F
Spell check	Control – Shift – S
Help	F1 or Control – Shift – Question Mark (?)

## Shortcuts for viewing documents

To:	Keyboard Shortcut
Switch between views	Control – T
Zoom in	Control – Equal Sign (=)
Zoom out	Control – Hyphen
Fit document to window (Diagram View and Map View only)	Control – E
Show specified number of levels	Control – Shift – 8
Focus in on selected area of document while hiding other elements*	Control – Shift – X
Focus out to show entire document*	Control – Shift – Y
Subtopics show/hide	Control – Shift – H

\*Not available in Map View or outlines made from mind maps

## Shortcuts for using the Listen tool

To use these shortcuts, the Listen tool must be made available in Preferences.

To:	Keyboard Shortcut
Turn Listen tool on/off	Control – Shift – D
Read text in current selection	Control – D

## Shortcuts for selecting, editing and formatting text

### Shortcuts for selecting text

When editing text, you can use these shortcuts to select text.

To:	Keyboard Shortcut
Extend selection to beginning of topic	Control – Shift – Home
Extend selection to end of topic	Control – Shift – End
Extend selection to beginning of line	Shift – Home
Extend selection to end of line	Shift – End
Extend selection left one character	Shift – Left Arrow
Extend selection right one character	Shift – Right Arrow
Extend selection left one word	Control – Shift – Left Arrow
Extend selection right one word	Control – Shift – Right Arrow
Extend selection up one line	Shift – Up Arrow
Extend selection down one line	Shift – Down Arrow
Extend selection up one paragraph	Control – Shift – Up Arrow
Extend selection down one paragraph	Control – Shift – Down Arrow
End text editing	Esc or Shift – Enter

### Shortcuts for editing text

When editing text, you can use these shortcuts to move the insertion point in text.

To move the insertion point to:	Keyboard Shortcut
Beginning of topic	Control – Home
End of topic	Control – End
Beginning of line	Home
End of line	End
Left one character	Left Arrow
Right one character	Right Arrow
Left one word	Control – Left Arrow
Right one word	Control – Right Arrow
Up one line	Up Arrow
Down one line	Down Arrow
Up one paragraph	Control – Up Arrow
Down one paragraph	Control – Down Arrow

(Continued...)

To:	Keyboard Shortcut
End text editing	Esc or Shift – Enter
Split notes text and add text in front of the cursor to the topic text (Outline View only)	Control – E

### Shortcuts for formatting text

When editing text, you can use these shortcuts to move the insertion point in text.

To apply:	Keyboard Shortcut
Plain	Control – Shift – P
Bold	Control – B
Italic	Control – I
Underline	Control – U
Left align	Control – Shift – L
Centre align	Control – Shift – C
Right align	Control – Shift – R
Increase font size	Control – Shift – Right Angle Bracket (>)
Decrease font size	Control – Shift – Left Angle Bracket (<)
Superscript	Control – Shift – 1
Subscript	Control – Shift – 2
Original text style (Revert to Style)	Control – Shift – E

#### 1.1.1. SHORTCUTS FOR INSERTING HYPERLINKS

### Shortcuts for inserting hyperlinks

To:	Keyboard Shortcut
Insert hyperlink	Control – Shift – 6

### Shortcuts for working with notes

To:	Keyboard Shortcut
Add a note to the selected symbol or topic	Control – Y
Hide or show a note	Control – Y
Re-size note	Control – L
End text editing and select the note	Esc
Deselect note and select the note's symbol or topic	Esc

## Shortcuts for using the Symbols palette

To start:	Keyboard Shortcut
Symbol search	Control – Slash (/)

To display:	Keyboard Shortcut
Next library on symbols palette	Control – Period
Previous library on symbols palette	Control – Comma

To add:	Keyboard Shortcut
Oval symbol	Control – 1
Rectangle symbol	Control – 2
Rounded rectangle symbol	Control – 3
Text-only symbol	Control – 4
Cloud symbol	Control – 5
Custom strip symbol	Control – 6

## Shortcuts for navigating in Diagram and Map View

You can use the following keyboard commands to move around in your document when you are not in text editing. When the grid is off, movements still occur relative to the grid height and width. For finer control when navigating, we recommend setting the grid height and width to 0.25 in (.64 cm).

To:	Keyboard Shortcut
Scroll left one grid box	Command – Shift – Left Arrow
Scroll right one grid box	Command – Shift – Right Arrow
Scroll up one grid box	Command – Shift – Up Arrow
Scroll down one grid box	Command – Shift – Down Arrow
Scroll to top left	Control – Home
Scroll to bottom right	Control – End
Scroll up one page	Page Up
Scroll down one page	Page Down
Scroll left one page	Control – Page Up
Scroll right one page	Control – Page Down
Scroll to selection	Control – 9
Move crosshair one grid box left	Control – Shift – Left Arrow
Move crosshair one grid box right	Control – Shift – Right Arrow
Move crosshair one grid box up	Control – Shift – Up Arrow
Move crosshair one grid box down	Control – Shift – Down Arrow

## Shortcuts for selecting and moving objects in Diagram View

You can use the following keyboard commands to select objects in your diagram when you are not in text editing. When the grid is off, movements still occur relative to the grid width and height. To select objects such as links with the arrow keys, we recommend setting the grid width and height to 0.25 in (0.64 cm).

To:	Keyboard Shortcut
Select all objects	Control – A
Select this level	Control – Shift – A
Select first main idea	Home
Select nearest symbol left	Shift – Left Arrow
Select nearest symbol right	Shift – Right Arrow
Select nearest symbol up	Shift – Up Arrow
Select nearest symbol down	Shift – Down Arrow
Nudge selected symbols left one pixel	Left Arrow
Nudge selected symbols right one pixel	Right Arrow
Nudge selected symbols up one pixel	Up Arrow
Nudge selected symbols down one pixel	Down Arrow
Move selected symbols left one grid box	Control – Shift – Left Arrow
Move selected symbols right one grid box	Control – Shift – Right Arrow
Move selected symbols up one grid box	Control – Shift – Up Arrow
Move selected symbols down one grid box	Control – Shift – Down Arrow
Group selected diagram objects	Control – G
Arrange diagram	Control – 7

## Shortcuts for selecting and moving objects in Map View

You can use the following keyboard commands to select objects in your mind map when you are not in text editing. When the grid is off, movements still occur relative to the grid width and height. To select objects such as links with the arrow keys, we recommend setting the grid width and height to 0.25 in (.64 cm).

To:	Keyboard Shortcut
Select all objects	Control – A
Select this level	Control – Shift – A
Select central idea	Home
Select parent topic or subtopic left	Shift – Left Arrow
Select parent topic or subtopic right	Shift – Right Arrow
Select nearest sibling topic up	Shift – Up Arrow
Select nearest sibling topic down	Shift – Down Arrow
Nudge selected topics left one pixel	Left Arrow
Nudge selected topics right one pixel	Right Arrow

(Continued...)

### (Shortcuts for editing text Continued...)

To:	Keyboard Shortcut
Nudge selected topics up one pixel	Up Arrow
Nudge selected topics down one pixel	Down Arrow
Move selected topics left one grid box	Control – Shift – Left Arrow
Move selected topics right one grid box	Control – Shift – Right Arrow
Move selected topics up one grid box	Control – Shift – Up Arrow
Move selected topics down one grid box	Control – Shift – Down Arrow

### 1.1.2. SHORTCUTS FOR FORMATTING OBJECTS IN DIAGRAM VIEW

#### Shortcuts for formatting objects in Diagram View

To:	Keyboard Shortcut
Set default look of symbols, links or notes	Control – J
Apply default look to symbols, links or notes	Control – Shift – J
Paste symbol size	Control – Shift – V

#### Shortcuts for adding symbols in Diagram View

When a symbol is selected, these commands make new symbols in relationship to the selected symbol.

With a symbol selected:	Keyboard Shortcut
Make a symbol to the left	Control – Left Arrow
Make a symbol to the right	Control – Right Arrow
Make a symbol above	Control – Up Arrow
Make a symbol below	Control – Down Arrow

With a symbol selected or when in text editing:	Keyboard Shortcut
Turn on RapidFire	Control – R
Create a new symbol where you click, linked to the currently selected symbol	Control – click

With no selection:	Keyboard Shortcut
Select any open space (crosshair showing in workspace)	Type any text character



## Shortcuts for adding topics in Map View

When a topic is selected, these commands make a new topic in relationship to the selected topic.

With a symbol selected:	Keyboard Shortcut
Add a subtopic to the currently selected topic	Tab or Control – K or Control – Arrow key
Add a topic at the same level of the currently selected topic	Shift – Tab
Make a symbol above	Control – Up Arrow
Make a symbol below	Control – Down Arrow
Turn on RapidFire	Control – R

With no selection:	Keyboard Shortcut
Select any open space (crosshair showing in workspace)	Type any text character

## Shortcuts for adding links in Diagram View

To:	Keyboard Shortcut
Turn Link tool on/off	Control – Backslash (\)
Move link target point when link tool is on	Arrow keys
Select origin and target symbols when link tool is on	Enter

## Shortcuts for creating relationships in Map View

To:	Keyboard Shortcut
Turn Relate tool on/off	Control – Backslash (\)
Move relationship target point when relate tool is on	Arrow keys
Select origin and target symbols when relate tool is on	Enter

## Shortcuts for navigating in Outline View

To:	Keyboard Shortcut
Scroll to top	Control – Home
Scroll to bottom	Control – End
Scroll to selection	Control – 9

## Shortcuts for selecting and moving topics in Outline View

In Outline View, if you select a topic instead of text, the keys have the following effect.

To:	Keyboard Shortcut
Select all topics	Control – A
Select first main or central idea	Home
Select subtopics	Control – Shift – M
Select this level	Control – Shift – A
Select previous topic	Up Arrow
Select next topic	Down Arrow
Select next topic above at same level	Control – Up Arrow
Select next topic below at same level	Control – Down Arrow
Select superior topic	Control – Left Arrow
Select superior topic and hide	Control – Shift – Left Arrow
Select inferior topic and show it	Control – Shift – Right Arrow
Select inferior topic	Control – Right Arrow
Move topic left (Move Left)	Control – L or Shift – Left Arrow
Move topic right (Move Right)	Control – R or Shift – Right Arrow
Move topic up (Flip Up)	Control – Apostrophe (') or Shift – Up Arrow
Move topic down (Flip Down)	Control – Slash (/) or Shift – Down Arrow
Promote subtopics	Control – Left Bracket ([)
Demote topics	Control – Right Bracket (])
Split notes text and add text in front of the cursor to the topic text	Control – E
Re-sort Outline View using DiagramSync	Control – Shift – 3

## Shortcuts for adding topics in Outline View

To:	Keyboard Shortcut
Add topic	Control – G
Insert subtopic	Control – K
Insert higher level topic	Control – J
Smart topic insert	Control – Shift – G
Split topic	Control – Back Quote (`)
Split notes text and add text in front of the cursor to the topic text	Control – E

## Shortcuts for Presentation Manager

These keyboard shortcuts are not optimised for Dragon Naturally Speaking.

To:	Keyboard Shortcut
Add a container	Control – K
Insert a talking point	Control – G
Move talking point left	Control – L
Move talking point right	Control – R
Select first slide or thumbnail (when Slide Sorter or a gallery is active)	Home
Select last slide or thumbnail (when Slide Sorter or a gallery is active)	End
Revert text to theme style	Control – Shift – E
Go back to previous view	Control – T

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