

MOUSE SHORTCUTS

Mouse shortcuts make it easier to work with objects and text in Publisher. They are used to select text, to resize and rotate objects, move or copy text or objects. The table below provides a list of some of these shortcuts. In order to do the drag-and-drop method of moving text or objects, the feature must be turned on. To do this, click **Tools** on the **Menu Bar** and then selection **Options** on the **Menu Bar**. Click the **Edit** tab and then make sure a check mark is in the **Drag and Drop text editing** check box.

To	Do This
Select a word and move it	Double-click the word, release the mouse button, and then click the word and drag while holding down the left mouse button.
Select a paragraph	Click inside the paragraph, and then triple-click
Select a sentence	Click and drag with the left mouse button
Disproportionately resize a picture or object frame	Hold down the Shift key and drag a left, right, up, or down Resize handle
Proportionately resize any other frame	Hold down the Shift key and drag one of the corner Resize handles
Resize an object, keeping its center	Hold down Ctrl and drag a Resize handle
Move text by dragging	Select the text, release the mouse button, and then click the text and drag while holding down the left mouse button
Copy text by dragging	Select the text, release the mouse button, and then click the text and drag while holding down the Ctrl key and the left mouse button
Copy an object	Select the object, and drag while holding down Ctrl and the left mouse button.
Select or cancel selection of an object	Hold down Ctrl and click the object