

TEMPLOT2 version 2.11a KEYBOARD SHORTCUTS -DRAWING PAD MENUS

For laptop users there are some alternatives to the number-pad shortcuts :

ADD key (*zoom in*) is also on **SHIFT+CTRL-EQUALS (=)**

SUBTRACT key (*zoom out*) is also on **SHIFT+CTRL-MINUS (-)**

MULTIPLY key (*peg onto notch*) is also on **SHIFT+CTRL-QUOTE (')**

DIVIDE key (*notch under peg*) is also on **SHIFT+CTRL-SLASH (/)**

KEYBOARD	FUNCTION	DETAILS
HOME key	HIDE THE CONTROL TEMPLATE (toggle)	hide the control template to show background items only on the pad (toggle HOME key to show again, or press F12 to reset)
ENTER key	HIDE THE CONTROL TEMPLATE (toggle) Same operation as the HOME Key above	hide the control template to show background items only on the pad (toggle ENTER key to show again, or press F12 to reset)
END key	HIDE TEMPLATE NAME LABELS (toggle)	hide all the template name labels to show background items only on the pad (toggle END key to show all name labels again)
CTRL + ENTER key	HIDE TEMPLATE NAME LABELS (toggle) Same operation as the END Key above	hide all the template name labels to show background items only on the pad (toggle CTRL + ENTER key to show all name labels again)
CTRL + HOME key	HIDE ALL BACKGROUND TEMPLATES (toggle)	hide all background templates (toggle CTRL + HOME key to show all the background templates again)
SHIFT + HOME key	HIDE ALL BACKGROUND SHAPES (toggle)	hide all background shapes (toggle CTRL + HOME key to show all the background shapes again)
SHIFT + CTRL + HOME key	HIDE ALL GROUPED TEMPLATES (toggle)	hide all grouped templates (toggle SHIFT + CTRL + HOME key to show all the grouped templates again)
SPACE-BAR key	PAD VIEW TO FIT THE CONTROL TEMPLATE	zoom the pad view to fit the control template only
BACK-SPACE key	REPEAT LAST ACTION	repeat the most recently used mouse action
CTRL + A	GROUP SELECT ALL	select all stored templates as members of a group
CTRL + B	STORAGE BOX	show the Storage Box window
CTRL + C	METRIC/SCALE CALCULATOR	show the metric/scale calculator
CTRL + D	RE-DO CHANGES	cycle the roll-back register forwards (cancel CTRL + U, UNDO) split exit track from the control turnout
CTRL + E	MAKE SEPARATE EXIT TRACK	template to form a separate plain-track template
CTRL + F	MAKE SEPARATE APPROACH TRACK	split approach track from the control turnout template to form a separate plain-track template
CTRL + G	MAKE SPLIT AT PEG	split the control plain-track template into two separate templates
CTRL + H	SWAP HAND	swap the control template to the opposite hand (i.e. flip entire template, see also CTRL + X)
CTRL + I	INSERT TURNOUT IN PLAIN TRACK	convert the control plain track template to a turnout template on the same alignment
CTRL + J	JOTTER (toggle)	show or hide the jotter window for your jottings
CTRL + K	CONVERT TURNOUT TO HALFDIAMOND	convert the control turnout template to a half-diamond template on the same alignment
CTRL + L	CONVERT TO PLAIN TRACK	convert the control turnout template to a plain track template on the same alignment
CTRL + M	MINT FROM THE CONTROL	restore the control template to mint condition
CTRL + N	SWAP TEMPLATE END-FOR-END (Also used as SWAP FACING - TRAILING)	swap the control template end-for-end on the same alignment (convert a facing turnout to or from a trailing turnout)
CTRL + O	OMIT RAILS & JOINT MARKS	Opens menu to allow the removal of individual rails and joint marks, to select tick or un-tick boxes as appropriate
CTRL + P	PARK THE CONTROL # 1	park a copy of the control template in parking bay # 1

CTRL + Q	QUICK SET...	show the quick-set window to quickly set a new mint template
CTRL + R	RETRIEVE PARKED # 1	retrieve the control template from the copy in parking bay # 1
CTRL + S	BACKGROUND SHAPES	show the Background Shapes window to add, modify or delete shapes, labels and scanned images
CTRL + T	CONVERT HALF-DIAMOND TO TURNOUT	convert the control half-diamond template to a turnout template on the same alignment
CTRL + U	UNDO CHANGES	cycle the roll-back register backwards (cancel CTRL + D, RE-DO)
CTRL + V	STORE & BACKGROUND	add a copy of the control template to the storage box and copy it to the pad background
CTRL + W	INSERT HALF-DIAMOND IN PLAIN TRACK	convert the control plain track template to a half-diamond template on the same alignment
CTRL + X	INVERT HANDING	swap the hand of the control template and invert the curving (i.e swap TS and MS with the main road curving-line preserved, see also CTRL + H)
CTRL + Y	GROUP SELECT NONE (also CANCEL GROUPING)	de-select all stored templates from a group also cancels all grouped templates on the trackpad
CTRL + Z	UNDO DELETED TEMPLATE	restores the most recently deleted stored template back to the storage box and background drawing.
CTRL + DELETE	CLEAR ALL TEMPLATES	clear (delete) all stored templates and the background drawing
The following CTRL+number Shortcuts use the number keys on the main keyboard only (not the key pad numbers)		
CTRL + 1	PEG ON RAIL-JOINT	set the fixing peg at the toe rail-joint for turnouts, or the joint end for plain track
CTRL + 2	PEG ON TP (toggle)	set the fixing peg at the toe-point (switch blade tips) (repeat to toggle alignment to main-road or turnout-road)
CTRL + 3	PEG ON DP (toggle)	set the fixing peg at the deflection-point (repeat to toggle alignment to main-road or turnout-road)
CTRL + 4	PEG ON FP (toggle)	set the fixing peg at the fine-point (gauge-line intersection) (repeat to toggle alignment to main-road or turnout-road)
CTRL + 5	PEG ON TXP	set the fixing peg at the turnout-side crossover mid-point
CTRL + 6	PEG ON TVJP	set the fixing peg at the turnout-side vee joint (vee splice rail end)
CTRL + 7	PEG ON MXP	set the fixing peg at the main-side crossover mid-point
CTRL + 8	PEG ON MVJP	set the fixing peg at the main-side vee joint (vee point rail end)
CTRL + 9	PEG ON LENGTH	set the fixing peg at the full template length of the main-road side only, irrespective of length of rails on the turnout side
CTRL + 0	RESET PEG ONTO TEMPLATE DATUM	reset the fixing peg on the template datum
CTRL + END	PEG ON RAIL JOINTS (repeating)	set the fixing peg on plain-track rail joints, which includes incrementing to each joint along a track panel length
F1	HELP BUTTONS AND BARS	open help texts (where available)
F2	INFO (toggle)	toggle the information panel on or off, for the control template only

F3 or F4	ADJUST PLAIN-TRACK LENGTH	MOUSE ACTION adjusts the length of a plaintrack template
F3	ADJUST TURNOUT APPROACH LENGTH	MOUSE ACTION adjusts the length of approach track for a turnout template and modifies the overall length accordingly
F4	ADJUST OVERALL TURNOUT LENGTH	MOUSE ACTION adjusts the overall length of a turnout template, adding exit track accordingly
F5	ADJUST TURNOUT SIZE	MOUSE ACTION adjusts the turnout size (switch size and V-crossing angle)
F6	ADJUST CURVING	MOUSE ACTION adjusts the curving-line radius in the main road
F7	SHIFT POSITION	MOUSE ACTION moves the template across the pad
F8	ROTATE AROUND PEG	MOUSE ACTION rotates the template around its fixing peg
F9	ADJUST 'V' CROSSING ANGLE	MOUSE ACTION adjusts the V-crossing angle
F10	ADJUST 'K' CROSSING ANGLE	MOUSE ACTION adjusts the K-crossing angle
F11	PRINT THE CONTROL TEMPLATE	print the control template pages only (including any background templates which they contain)
F12	REDRAW + SHOW THE CONTROL Also RESET MOUSE RESPONSE	reset and re-draw template; cancel mouse actions sets mouse action response rate to NORMAL
CTRL + F1 or 1 key	SPOT ZOOM AND LOCK	MOUSE ACTION zooms on the spot (pad remains on existing centre)
CTRL + F2 or 2 key	SHOW ZOOM & PAN MENU	Brings up the zoom and panning controls menu
CTRL + F3 or 3 key	ADJUST BLANKING LENGTH	MOUSE ACTION blanks off part of the control template (from the Ctrl-0 datum end) this function is used for turnouts and diamonds
CTRL + F4 or 4 key	ROLL RAILS AND SLEEPERS	MOUSE ACTION rolls the rail lengths along the control plain-track template (moves rail joints)
CTRL + F5 or 5 key	ORBIT RADIAL CENTRE	MOUSE ACTION orbits the radial centre (swings the control template along the curving line) (previously called SWING)
CTRL + F6 or 6 key	SNAKE THROUGH PEG	MOUSE ACTION slides the template through the peg position (curving-line is fixed, see also SHIFT + F9 SLIDE THROUGH PEG)
CTRL + F7 or 7 key	ADJUST SLEW AMOUNT	MOUSE ACTION adjusts the amount of sideways slew
CTRL + F8 or 8 key	MOVE PEG	MOUSE ACTION moves the fixing peg within the control template
CTRL + F9 or 9 key	ROAM ALONG LENGTH	MOUSE ACTION moves the position of the turnout within the control template (adjust approach and exit track lengths equally) (previously called MAINTAIN LENGTH)
CTRL + F10 or 0 key	SWELL CURVING RADIUS	MOUSE ACTION swells (bulges) the main-road radius for the control template between fixed ends
CTRL + F11	PRINT ENTIRE PAD	print the entire pad in pages including all background templates
CTRL + F12	ADJUST TURNOUT-ROAD EXIT	Adjusts the length of the turnout-road exit rails (this allows the TS exit rails to be made longer than the MS exit rails if required or can adjust turnout side 'Vee' rail independently)
SHIFT + F1	MAKE DIAMOND-CROSSING	duplicate the control half-diamond and adjust it to form a diamond-crossing
SHIFT + F2	MAKE SIMPLE CROSSOVER	duplicate the control turnout and adjust it to form a double-track crossover

SHIFT + F3	MAKE DOUBLE-TRACK TS	create plain track on the Turnout-Side of the control template for double-track with the track centres spaced at the dimension of the data entry of the adjacent track centres information for the control template
SHIFT + F4	MAKE DOUBLE-TRACK MS	create plain track on the Main-Side for of the control template for double-track with the track centres spaced at the dimension of the data entry of the adjacent track centres information for the control template
SHIFT + F5	CALIBRATE PRINTER	perform the printer calibration process
SHIFT + F6	ROTATE GROUP 180 DEGS	rotate the selected group of templates through 180 degs around the notch
SHIFT + F7	CYCLE NOTCH	cycle the pegging notch through its recent locations
SHIFT + F8	ROTATE THE CONTROL 180 DEGS	rotate the control template through 180 degrees around its fixing peg
SHIFT + F9	SLIDE THROUGH PEG	MOUSE ACTION slides the template through the peg position in either direction (the curving-line slides, see also CTRL + F6 SNAKE)
SHIFT + F10	SHOVE TIMBERS	show the shove-timbers controls (menu)
SHIFT + F11	ADJUST 'V' CROSSING ENTRY STRAIGHT	MOUSE ACTION adjusts the turnout crossing entry straight
SHIFT + F12	ADJUST GAUNT TURNOUT OFFSET	MOUSE ACTION adjusts the offset of a gaunt turnout
SHIFT+CTRL + F1	1st TRANSITION RADIUS	mouse actions apply to 1st transition radius
SHIFT+CTRL + F2	2nd TRANSITION RADIUS	mouse actions apply to 2nd transition radius
SHIFT+CTRL + F3	ADJUST TRANSITION START	MOUSE ACTION adjusts the transition zone start point, this being the point marked by the straight line at the back of the indicator arrow
SHIFT+CTRL + F4	ADJUST TRANSITION LENGTH	MOUSE ACTION adjusts the length of the transition zone
SHIFT+CTRL + F5	ADJUST SLEWING START	MOUSE ACTION adjusts the slewing zone start point
SHIFT+CTRL + F6	ADJUST SLEWING LENGTH	MOUSE ACTION adjusts the length of the slewing zone
SHIFT+CTRL + F7	SHIFT GROUP	MOUSE ACTION shifts the selected group of templates across the pad
SHIFT+CTRL + F8	ROTATE GROUP	MOUSE ACTION rotates the selected group of templates around the notch
SHIFT+CTRL + F9 or . Key (full stop, period key)	ADJUST CHECK & WING RAILS	shows the adjustment menu for the check & wing rails Adjustments can be made either by direct measurement data inputs, or by MOUSE ACTION
SHIFT+CTRL + F10	MOVE PAGE ORIGIN	MOUSE ACTION moves the printed page margins to fit the drawing
SHIFT+CTRL + F11	FULL MOUSE DRAW (SLOW)	show complete control template during mouse actions
SHIFT+CTRL + F12	SKELETON MOUSE DRAW (FAST)	show skeleton control template during mouse actions
NUMPAD 2,4,6,8 keys	MOVE MOUSE POINTER SQUARE	use the number-pad keys instead of the mouse for mouse actions (square moves)
NUMPAD 1,3,7,9 keys	MOVE MOUSE POINTER DIAGONAL	use the number-pad keys instead of the mouse for mouse actions (diagonal moves)
NUMPAD 5 key	CLICK MOUSE	make a mouse click with the key instead of the mouse button
CTRL + \	RESET NOTCH ON GRID ORIGIN	resets the notch onto the grid origin of the pad
CTRL + - (minus key)	SHORTEN BY ONE SLEEPER	shorten the length of approach track or plain track by one sleeper (CTRL + minus key)

CTRL + =	EXTEND TO NEXT SLEEPER	extend the length of approach track or plain track by one sleeper (CTRL + equal key)
CTRL + /	SNAP EXIT TRACK TO SLEEPER	snap the length of exit track to the centre of the end sleeper
CTRL + [SHORTEN EXIT BY ONE SLEEPER	shorten the length of exit track by one sleeper
CTRL +]	EXTEND EXIT TO NEXT SLEEPER	extend the length of exit track by one sleeper
CTRL + ` (top left key)	SNAP TURNOUT LENGTH TO VEE JOINT	snap the turnout length to the end of the vee point rail (TVJP) (CTRL + ` (top left) key)
SHIFT+CTRL + ` (top left key)	SNAP TO PEG	snap the length of the template to the control peg position (SHIFT+CTRL + ` (top left) key)
CTRL + . (full-stop, period key)	CROSS-HAIRS MOUSE POINTER	change the mouse pointer to cross-hairs for accurate measuring and location (CTRL + full-stop, period key)
ADD key	ZOOM IN (SPOT EXPLODE)	zoom in one normal step (number-pad + key)
SUBTRACT key	ZOOM OUT (SPOT SHRINK)	zoom out one normal step (number-pad - key)
CTRL + ADD	ZOOM IN SLOW	zoom in one small step (CTRL+ number-pad + key)
CTRL + SUBTRACT	ZOOM OUT SLOW	zoom out one small step (CTRL+ number-pad - key)
MULTIPLY key	SHIFT PEG ONTO NOTCH	shift the control template to engage its fixing peg on the notch (number-pad * key)
DIVIDE key	MOVE NOTCH UNDER PEG	move the pegging notch under the control template's fixing peg (number-pad / key)
SHIFT+CTRL+ =	ZOOM IN	same as ADD key above (Shift+Ctrl+equals key)
SHIFT+CTRL+ - (minus key)	ZOOM OUT	same as SUBTRACT key above (Shift+Ctrl+minus key)
SHIFT+CTRL+ ' (quote key)	SHIFT PEG ONTO NOTCH	same as MULTIPLY key above (Shift+Ctrl+quote key)
SHIFT+CTRL+ /	MOVE NOTCH UNDER PEG	same as DIVIDE key above (Shift+Ctrl+forward slash key)
DECIMAL key	PAD VIEW CENTRED ON PEG	same as SHIFT + F9 above (number-pad . key)
CTRL + DECIMAL key	PAD VIEW CENTRED ON NOTCH	centralize the pad view on the pegging notch (CTRL + number-pad . key)
NUMPAD 0 key	EXAMINE PEG (toggle)	centralize the pad view on the fixing peg and zoom in close (toggle to zoom back out)
INSERT key	STORE & BACKGROUND	add a copy of the control template to the storage box and copy it to the pad background (same as CTRL + V above)
CTRL + INSERT	OFF-SCREEN REFRESH	select off-screen refresh mode (slow)
SHIFT + INSERT	ON-SCREEN REFRESH	select on-screen refresh mode (fast)
PAGE UP key	ZOOM TO FIT ALL BACKGROUND TEMPLATES	zoom to fit the background template onto the screen view
PAGE DOWN key	ZOOM TO FIT ALL GROUPED TEMPLATES	zoom to fit the grouped template onto the screen view
CTRL + PAGE UP	LENGTH-FREE MODE	template length changes with turnout size
CTRL + PAGE DOWN	LENGTH-LOCKED MODE	template length is fixed regardless of turnout size
CTRL + NUMPAD 0	PEG MOVES FREE	moving the fixing peg with the CTRL + F8 MOVE PEG mouse action will be free of constraints
CTRL + NUMPAD 1	PEG ON RUNNING RAIL 1 (MS)	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along rail 1

CTRL + NUMPAD 2	PEG ON TURNOUT-ROAD CROSSING RAIL 2	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along rail 2
CTRL + NUMPAD 3	PEG ON MAIN-ROAD CROSSING RAIL 3	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along rail 3
CTRL + NUMPAD 4	PEG ON RUNNING RAIL 4 (TS)	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along rail 4
CTRL + NUMPAD 5	PEG ON ADJACENT TRACK-CENTRE MS	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along the adjacent track (main-side) centre-line
CTRL + NUMPAD 6	PEG ON ADJACENT TRACK-CENTRE TS	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along the adjacent track (turnout-side) centre-line
CTRL + NUMPAD 7	PEG ON DOUBLE TRACK CENTRE TS	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along the double-track (turnout-side) centre-line
CTRL + NUMPAD 8	PEG ON MS-CENTRE	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along the main-road centre-line
CTRL + NUMPAD 9	PEG ON TS-CENTRE	the CTRL + F8 MOVE PEG mouse action will move the fixing peg along the turnout-road centre-line
@ Key	EXTRA-FINE ADJUST	set extra-fine mouse action response rate
% Key	FINE ADJUST	set fine mouse action response rate
! Key	COARSE ADJUST	set coarse mouse action response rate
< Key	PAPER BUNCHING ON	turn paper-bunching on
> Key	PAPER BUNCHING OFF	reset paper-bunching off
- Key (minus key)	1st TRANSITION RADIUS	same as SHIFT+CTRL + F1 above
= Key (equal key)	2nd TRANSITION RADIUS	same as SHIFT+CTRL + F2 above
[Key	ADJUST TRANSITION START	same as SHIFT+CTRL + F3 above
] Key	ADJUST TRANSITION LENGTH	same as SHIFT+CTRL + F4 above
' Key (quote key)	ADJUST SLEWING START	same as SHIFT+CTRL + F5 above
# Key (hash key)	ADJUST SLEWING LENGTH	same as SHIFT+CTRL + F6 above
\ Key (back slash key)	SHIFT GROUP	same as SHIFT+CTRL + F7 above
/ Key (forward slash key)	ROTATE GROUP	same as SHIFT+CTRL + F8 above
DELETE key	HIDE MOUSE ACTION PANEL (toggle)	hide the mouse action panel without cancelling the mouse action (toggle)
; Key (semi-colon key)	TOGGLE MOUSE DRAW	toggles SHIFT+CTRL + F11 or + F12 above
. Key (full stop, period key)	MOVE SPACING-RING	MOUSE ACTION moves the spacing-ring tool (same as SHIFT+CTRL + F9)
` Key (top-left key)	PAD VIEW TO FIT BACKGROUND	same as SHIFT + F12 above
, Key (comma key)	SHOVE TIMBERS	same as SHIFT + F10 above

SHIFT key or **CAPS-LOCK** key : If the Shift key is held down, or the Caps Lock is ON, background templates will be highlighted as the mouse pointer passes over their *name labels*, and a click on the label will show the pop-up menu for the template. The pop-up menu is also available by clicking anywhere on the template.

The number-pad shortcuts will work only if **NUMLOCK** is ON and properly initialised. This may require **NUMLOCK** to be pressed OFF and then ON again. (This is a feature of some Windows Accessibility functions, not Templot).

If you use the Windows Accessibility MouseKeys function it should be set to apply when **NUMLOCK** is OFF, otherwise the number-pad shortcuts will

not work. To change the setting click **Start > Settings > Control Panel > Accessibility Options > Mouse > Settings**. A function similar to MouseKeys is available within Templot (when **NUMLOCK** is ON) for use with the mouse actions, as shown in the list.

This list contains only the *drawing pad* menu items for which there is a keyboard shortcut. There are many other menu items not listed here. The *control room* and *storage box* windows each have their own menus and a different set of shortcuts.

To print this list click **File > Print** in this window. If the list does not fit within the page width click **View > Text Size** in this window and select a smaller size, or **Ctrl-Roll** (Ctrl+ mouse roller).

*This list can also be printed in a different format from within the Templot program. Click the **help > show shortcut keys list** menu item, and then click the **print** button.*