# Empower Your Presentations
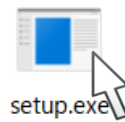## Unlock Your PowerPoint Potential

XKEY

▶ **700+ Shortcuts** assignable

▶ **Export/Import** Share your recommended settings with others

▶ **40+ Convenient Features** High-speed formatting tools and a library of special shapes

▶ **Convert Shortcut List to Excel** Ideal for memorizing shortcuts
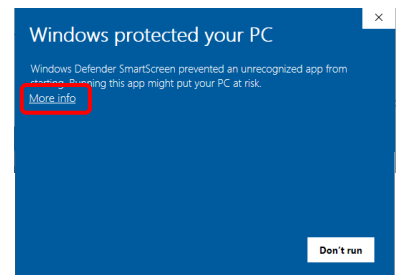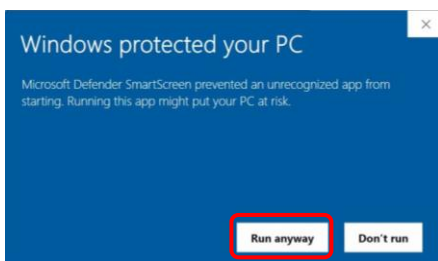
How to install

① Download Xkey from the website (https://xkey.infiniticlips.com/en/download).

XKey | Application
Download XKey for a full experience
Download
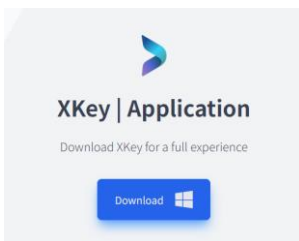
② Double-click the setup.exe file saved in the download folder to run it.

setup.exe

③ If this screen appears, click "More Info." The "Run" button will appear.

Windows protected your PC

Windows Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

More info

Don't run

④ Click the "Run" button to install.

Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

Run anyway   Don't run

⑤ Restart PowerPoint and confirm that the "Xkey" ribbon is displayed.

View   Developer   Help   XKey

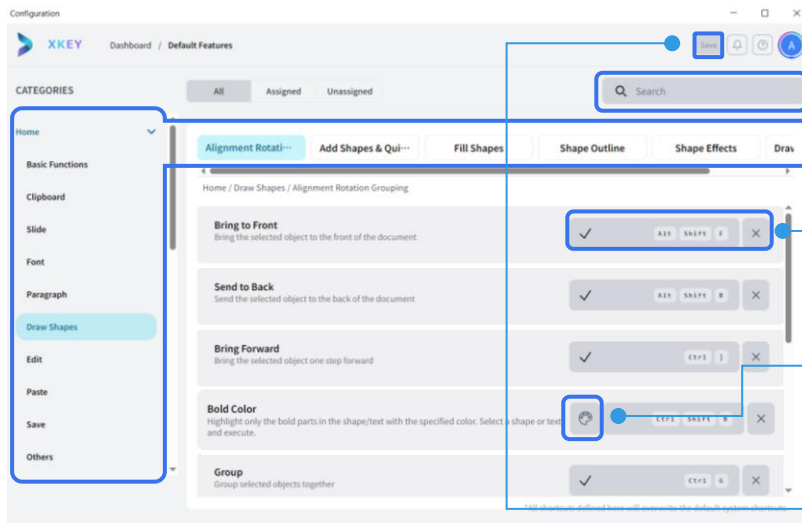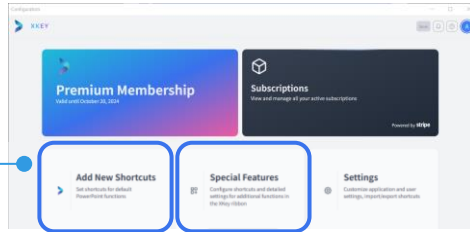Shapes Arrange O
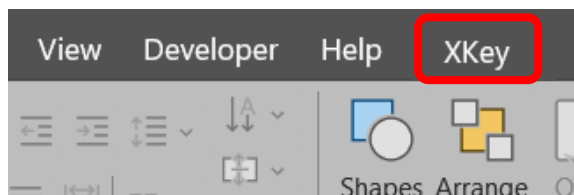
How to Use

Xkey Ribbon

Xkey Settings. Manage shortcuts and app settings

Xkey Additional Features. For details, refer to pages 4 and 5

How to Add Shortcuts and Configure Additional Features

1 To assign a shortcut to a default feature, select "Add Shortcut." To assign a shortcut to an additional feature, select "Additional Feature Settings."

**2** Find the feature you want to assign a shortcut to from the category list or by keyword search.

3 In the window of the feature you want to assign a shortcut to, press the key to set the shortcut.

4 If there are configurable elements for the additional feature, click the icon and configure the settings.

5 After assigning a shortcut, click "Save" to confirm.

Import Shortcuts

1 Choose "Settings" from the dashboard.
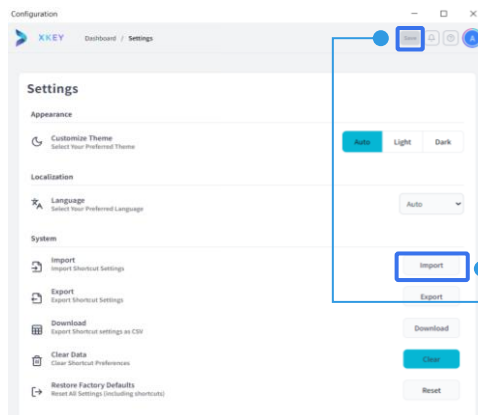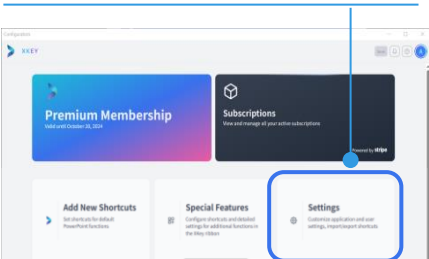
1 Select "Imoport."

2 Select the import file (.json file). Recommended settings can be downloaded from the website.

3 After assigning a shortcut, click "Save" to confirm.

Download the shortcuts list

Similar to shortcut import, choose "Settings" from the dashboard and click "Download." The CSV file will be saved in the download folder.

Xkey Additional Features (1/3)

Function Name	Detail	How to use
Formatting / Positioning		
Same Size	Adjust the size of the selected shapes to match the first selected shape.	Select multiple shapes and execute.
Same Width	Adjust the width of the selected shapes to match the first selected shape.	Select multiple shapes and execute.
Same Height	Adjust the height of the selected shapes to match the first selected shape.	Select multiple shapes and execute.
Toggle Weight	Toggle the border thickness of the selected shapes between 0.5pt, 0.75pt, 1.5pt, and 3pt.	Select one or multiple shapes/lines and execute.
Toggle Style	Toggle the border style of the selected shapes between solid line, small dotted line, medium dotted line, and large dotted line.	Select one or multiple shapes/lines and execute.
Toggle Line Color	Toggle the line color of the selected shapes between Text1 → BackGround1 → Text2 → BackGround2 → Accent1 → Accent2.	Select one or multiple shapes/lines and execute.
Toggle Arrow	Toggle the line ends between left arrow, right arrow, both arrows, left dot, right dot, and none.	Select one or multiple lines and execute.
Psition Copy	Copy the position information of the selected shape.	Select one shape and execute.
Position Paste	Apply the copied position information to the selected shapes.	Select one or multiple shapes and execute.
Toggle Color	Toggle the shape color between Accent1 to Accent6.	Select one or multiple shapes and execute.
Select Similar	Select shapes similar to the currently selected shape.	Select one shape and execute.
Switch Position	Swap the positions of the two shapes.	Select two shapes and execute.
Text tool		
Toggle Autofit	Toggle "Adjust shape size to fit text" / "No auto-adjustment".	Select one or multiple shapes and execute.
Toggle Wrap Text	Toggle "Wrap text within shape" / "Do not wrap".	Select one or multiple shapes and execute.
Increase Margin	Increase the margin by 0.035cm.	Select one or multiple shapes and execute.
Decrease Margin	Decrease the margin by 0.035cm.	Select one or multiple shapes and execute.
Toggle Default Margin	Toggle between margins for text boxes and shapes.	Select one or more shapes and execute.
Increase Line Spacing	Increase paragraph line spacing by 3pt.	Select a shape or text and execute.
Decrease Line Spacing	Decrease paragraph line spacing by 3pt.	Select a shape or text and execute.
Bold Color	Highlight only the bold parts in the shape/text with the specified color.	Select a shape or text and execute.
Toggle Text Alignment	Toggle the vertical text alignment between top → middle → bottom.	Select one or multiple shapes/lines and execute.

# Xkey Additional Features (2/3)

Function Name	Detail	How to use
Convert to Defalut Textbox	Apply the default text box formatting defined in the slide master.	Select a shape or text and execute.
Add Default Textbox	Insert a formatted text box defined in the slide master.	-
Insert		
Add Title Box	Insert a title box (text box + underline).	-
Add Footnote	Add footnote.	Select text and execute.
Add Source	Add a textbox at the bottom of the page to enter sources	-
Add Special Shape	Add the selected special shape.	-
Add Shape	Add a frequently used shapes	-
Add Sticky Note	Add a note to the top right.	-
Add Legend	Add a legend.	-
Default Bullet	Apply the default bullet points defined in the slide master.	Other formatting is maintained. Select a shape or text and execute.
Other Useful Tools		
Split Textbox	Split the selected text box into multiple text boxes at the line breaks.	Select one shape and execute.
Merge Textbox	Merge the selected text boxes into one text box.	Select multiple shapes and execute.
Group Horizontally	Group shapes that are aligned at the same height (Top or Middle alignment).	Select multiple shapes and execute.
Group Vertically	Group shapes that are aligned at the same horizontal position (Left or Center alignment).	Select multiple shapes and execute.
Excel Copy	Copy the text of the selected shapes to the clipboard in a format that can be pasted into Excel.	Select multiple shapes and execute.
1D Copy	Copy the text of the selected shapes to the clipboard in a format that can be pasted into a single column in Excel.	Select multiple shapes and execute.
Send to Appendix	Move the selected slide to the end of the document. In addition, if a slide titled "Appendix" does not exist, create one.	Select slidse and execute.
Table to Box	Convert the table into text boxes with one cell per text box.	You can choose to format the first row/column as titles. Select a table and execute.
Remove All Sticky	Remove all notes in the document.	-

Xkey Additional Features (3/3)

How to Use Add Special Shapes
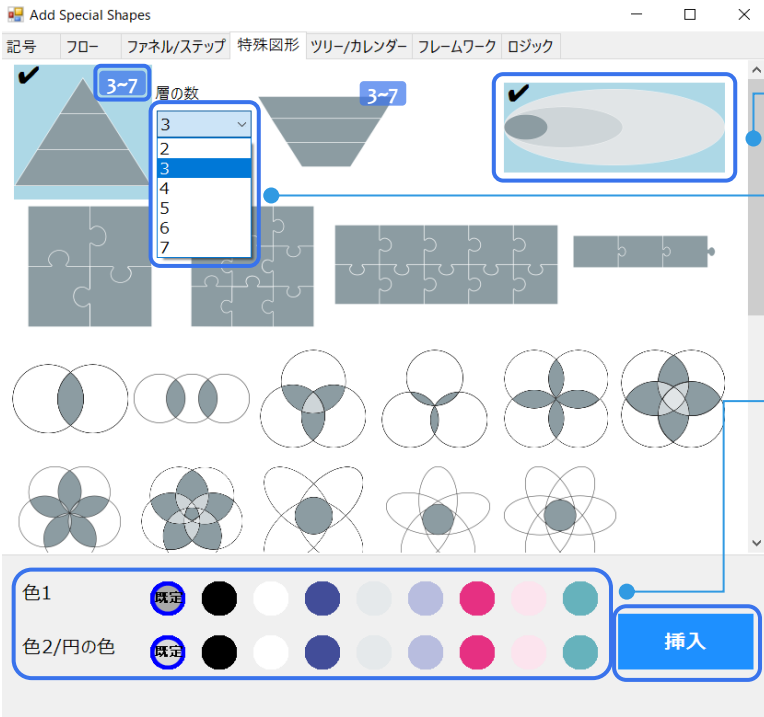
1 Select the shape you want to insert (multiple selections are allowed)

2 The numbers shown in the top right allow you to select the number of steps or layers; you can choose a number from the dropdown

3 The parts displayed as Dark Gray ▪ = Color1 and the parts displayed as Light Gray ▫ = Color 2 can be changed to colors selected from the color palette.

Color1   Color2

4 When you click Insert, all the selected shapes will be inserted.
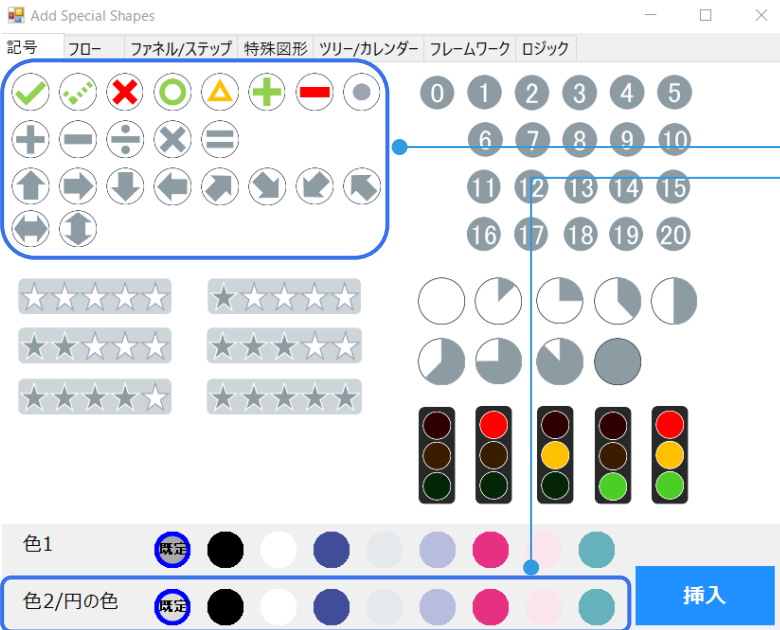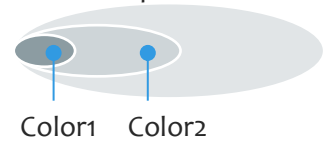
Point

For symbols with circles (inserted from "Symbol" tab), Color 1 will be the color of the symbol, and Color 2 will be the color of the background circle.

Shortcuts list in the Recommended Setting

Function Name	Shortcuts	Function Name	Shortcuts
Additional Shortcuts for PowerPoint Default Functions			
Reset Slide	Ctrl + Alt + R	Align Center Horizontally	Ctrl + Alt + C
Bring to Front	Alt + Shift + F	Align Right	Ctrl + Alt + →
Send to Back	Alt + Shift + B	Align Top	Ctrl + Alt + ↑
Paste Text Only	Ctrl + Alt + T	Align Center Vertically	Ctrl + Alt + M
Normal View	Ctrl + 5	Align Bottom	Ctrl + Alt + ↓
Slide Sorter View	Ctrl + 4	Distribute Horizontally	Alt + Shift + H
Align Left	Ctrl + Alt + ←	Distribute Vertically	Alt + Shift + V
Shortcuts for Xkey Additional Features			
Same Size	Ctrl + Alt +Shift +E	Default Bullet	Ctrl + Shift +T
Same Width	Ctrl + Alt + E	Convert to Defalut Textbox	Ctrl + Alt +Shift + T
Same Height	Ctrl + Shift + E	Send to Appendix	Ctrl + Alt +Shift + A
Toggle Weight	Ctrl + Alt +B	Add Default Textbox	Alt + Shift +Q
Toggle Style	Ctrl + Alt +D	Add Title Box	Ctrl + 1
Toggle Arrow	Ctrl + Alt +A	Add Footnote	Ctrl + Alt + F
Toggle Line Color	Ctcl+Shift+C	Add Source	Ctrl + Alt + S
Psition Copy	Ctrl + Alt +Shift + C	Add Sticky Note	Ctrl + 0
Position Paste	Ctrl + Alt +Shift + V	Add Legend	Ctrl + Alt + L
Toggle Color	Alt + Shift + A	AddRectangle	Ctrl + Shift + 1
Select Similar	Ctrl + Alt +Shift + S	AddCircle	Ctrl + Shift + 3
Switch Position	Ctrl + Alt +P	AddOval	Ctrl + 3
Toggle Autofit	Ctrl + 8	AddHorizontalArrowLine	Ctrl + 2
Toggle Wrap Text	Ctrl + 7	AddVerticalLine	Ctrl + Shift + 2
Toggle Default Margin	Ctrl + Alt +Shift + M	AddArrow	Ctrl + Alt + 2
Increase Line Spacing	Ctrl + Shift + L	Split Textbox	Ctrl + Alt +J
Decrease Line Spacing	Ctrl + Alt +Shift + L	Merge Textbox	Ctrl + Alt +Shift + J
Bold Color	Ctrl + Shift + B		

FYI）PowerPoint default shortcuts

Function Name	Shortcuts	Function Name	Shortcuts
PowerPoint default shortcuts			
New	Ctrl + N	Italic	Ctrl + I
Open	Ctrl + O	Underline	Ctrl + U
Save	Ctrl + S	Change Case	Ctrl + F3
Print	Ctrl + P	Decrease Indent	Alt + Shift + ←
Print Preview	Ctrl + F2	Increase Indent	Alt + Shift + →
Undo	Ctrl + Z	Bring Forward	Ctrl + [
Redo	Ctrl + Y	Send Backward	Ctrl +]
Repeat Last Action	F4	Group Objects	Ctrl + G
Cut	Ctrl + X	Ungroup Objects	Ctrl + Shift + G
Copy	Ctrl + C	Regroup	Ctrl + Shift + J
Paste	Ctrl + V	Find	Ctrl + F
Duplicate	Ctrl + D	Replace	Ctrl + H
Format Painter	Ctrl + Shift + C	Select All	Ctrl + A
Paste Format	Ctrl + Shift + V	Save a Copy	Ctrl + Shift + S
New Slide	Ctrl + M	Subscript	Ctrl + Shift + +
Duplicate Slide	Ctrl + Shift + D	Superscript	Ctrl + +
Increase Font Size	Ctrl + Shift + .	Start Slide Show from Beginning	F5
Decrease Font Size	Ctrl + Shift + ,	Start Slide Show from Current Slide	Shift + F5
Bold	Ctrl + B	Close	Ctrl + Q