

CHEAT SHEET // ANALYZER 9

Shortcuts



According to Keys

Edit	
CTRL+B	Bold
CTRL+C or CTRL+INSERT	Copy
CTRL+I	Italic
CTRL+S	Save
CTRL+SHIFT+S	Save all
CTRL+U	Underline
CTRL+V or SHIFT+INSERT	Paste
CTRL+X or SHIFT+DEL	Cut
CTRL+Z	Undo
DEL	Delete
Find and Replace	
CTRL+F	Quick Find widget
CTRL+H	Quick Replace widget

Find and Replace	
CTRL+SHIFT+F	Find/Replace in Files
F3	Find next
Insert Characters	
ALT+CTRL+.	Ellipsis ...
ALT+CTRL+C	Copyright ©
ALT+CTRL+NUM -	Em dash —
ALT+CTRL+R	Registered ®
ALT+CTRL+T	Trademark ™
CTRL+NUM -	En dash –
CTRL+SHIFT+-	Non-breaking hyphen
F11	Quick character
SHIFT+SPACE	Non-breaking space

Insert Elements	
CTRL+G	Image
CTRL+K	Hyperlink
CTRL+SHIFT+Q	Insert QR Code
CTRL+SHIFT+R	Cross-reference
F10	Index keyword
Lists	
CTRL+;	Paragraph item in list
SHIFT+TAB	Outdent list item
TAB	Indent list item

Open User Interface Elements	
ALT+CTRL+B	Paragraph Properties dialog or Cell Properties dialog  You must have one or more table cells selected first in order to open the Cell Properties Dialog.
ALT+CTRL+F1	TOC pane for online Help
ALT+E	Edit menu Help ribbon
ALT+F	File menu (tool strip) File drop-down (ribbon) Undefined File Tags window pane
ALT+F1	Index Pane for online Help
ALT+H	Help menu Home ribbon
ALT+S	Source Control ribbon
ALT+SHIFT+F2	Index Results window pane for online Help
ALT+T	Tools menu Tools ribbon
ALT+V	View menu View ribbon

Open User Interface Elements	
ALT+W	Window menu Window ribbon
CTRL+` (grave accent)	XML Editor and Internal Text Editor (toggle)
CTRL+E	Find Elements window pane
CTRL+F1	Search pane for online Help
CTRL+F3	Dynamic Help window pane
CTRL+O	Open project
CTRL+SHIFT+B	Font Properties dialog
CTRL+SHIFT+C	Chart window pane
CTRL+SHIFT+I	Instant Messages window pane
CTRL+SHIFT+J	File List window pane
CTRL+SHIFT+O	Messages window pane
CTRL+SHIFT+P	Properties dialog For the open topic, master page, or snippet
F1	Context-sensitive Help topic
F4	Properties dialog
F7	Spell Check window pane

Open User Interface Elements	
F9	Index window pane
F12	Styles window pane
SHIFT+F9	Concepts window pane
SHIFT+F11	Character dialog

Position Cursor	
CTRL+DOWN	Beginning of next block
CTRL+LEFT	Beginning of previous word
CTRL+RIGHT	Beginning of next word
CTRL+UP	Beginning of previous block
END	End of line
HOME	Beginning of line

Select	
CTRL+A	All
CTRL+SHIFT+DOWN	Content between cursor and end of block
CTRL+SHIFT+LEFT	Previous word
CTRL+SHIFT+RIGHT	Next word

Select	
CTRL+SHIFT+UP	Content between cursor and beginning of block
SHIFT+CLICK	Content between current & new position of cursor
SHIFT+END	Content between cursor and end of line
SHIFT+HOME	Content between cursor and beginning of line
SHIFT+LEFT	Previous character
SHIFT+RIGHT	Next character
SHIFT+TAB	Previous table cell
TAB	Next table cell

Miscellaneous	
ALT+1-9	Quick Access buttons
ALT+F4	Close application
ALT+SHIFT+DOWN ALT+SHIFT+UP	Move block elements and table rows down or up
CTRL+P	Print
CTRL+SHIFT+E	Track changes

Miscellaneous	
CTRL+TAB	Tab between user interface elements
F5	Refresh

# According to Tasks

Edit	
Bold	CTRL+B
Copy	CTRL+C or CTRL+INSERT
Cut	CTRL+X or SHIFT+DELETE
Delete	DEL
Italic	CTRL+I
Paste	CTRL+V or SHIFT+INSERT
Save	CTRL+S
Save All	CTRL+SHIFT+S
Underline	CTRL+U
Undo	CTRL+Z
Find and Replace	
Find and Replace in Files Window Pane	CTRL+SHIFT+F
Find Next	F3
Quick Find Widget	CTRL+F
Quick Replace Widget	CTRL+H

Insert Characters	
Copyright ©	ALT+CTRL+C
Ellipsis ...	ALT+CTRL+.
Em dash —	ALT+CTRL+NUM -
En dash –	CTRL+NUM -
Non-breaking Hyphen	CTRL+SHIFT+-
Non-breaking Space	SHIFT+SPACE
Quick Character	F11
Registered ®	ALT+CTRL+R
Trademark ™	ALT+CTRL+T
Insert Elements	
Cross-Reference	CTRL+SHIFT+R
Hyperlink	CTRL+K
Image	CTRL+G
Index Keyword	F10

Lists	
Create Paragraph Item in List	CTRL+;
Indent List Item	TAB
Outdent List Item	SHIFT+TAB
Remove List Tag and Convert to Paragraph	

Open User Interface Elements	
Character Dialog	SHIFT+F11
Chart Window Pane	CTRL+SHIFT+C
Concepts Window Pane	SHIFT+F9
Context-sensitive Help Topic	F1
Dynamic Help Window Pane	CTRL+F3
Edit Menu	ALT+E
File Drop-Down (Ribbon)	ALT+F
File List Window Pane	CTRL+SHIFT+J
File Menu	ALT+F
Find Elements Window Pane	CTRL+E
Font Properties Dialog	CTRL+SHIFT+B
Help Menu	ALT+H
Help Ribbon	ALT+E
Home Ribbon	ALT+H
Index Pane for Online Help	ALT+F1
Index Results Window Pane for Online Help	ALT+SHIFT+F2
Index Window Pane	F9

Open User Interface Elements	
Instant Messages Window Pane	CTRL+SHIFT+I
Messages Window Pane	CTRL+SHIFT+O
Open Project	CTRL+O
Paragraph Properties Dialog or Cell Properties Dialog  You must have one or more table cells selected first in order to open the Cell Properties Dialog.	ALT+CTRL+B
Properties Dialog	F4
Properties Dialog  For the open topic, master page, or snippet	CTRL+SHIFT+P
Search Pane for Online Help	CTRL+F1
Source Control Ribbon	ALT+S
Spell Check Window Pane	F7
Styles Window Pane	F12
TOC pane for Online Help	ALT+CTRL+F1
Tools Menu	ALT+T
Tools Ribbon	ALT+T

Open User Interface Elements	
Undefined File Tags Window Pane	ALT+F
View Menu	ALT+V
View Ribbon	ALT+V
Window Menu	ALT+W
Window Ribbon	ALT+W
XML Editor and Internal Text Editor (Toggle)	CTRL+` (grave accent)

Position Cursor	
Beginning of Line	HOME
Beginning of Next Block	CTRL+DOWN
Beginning of Next Word	CTRL+RIGHT
Beginning of Previous Block	CTRL+UP
Beginning of Previous Word	CTRL+LEFT
End of Line	END

Select	
All	CTRL+A
Content Between Current Position of Cursor and New Position	SHIFT+CLICK
Content Between Cursor and Beginning of Block	CTRL+SHIFT+UP
Content Between Cursor and Beginning of Line	SHIFT+HOME
Content Between Cursor and End of Block	CTRL+SHIFT+DOWN
Content Between Cursor and End of Line	SHIFT+END
Next Character	SHIFT+RIGHT
Next Table Cell	TAB
Next Word	CTRL+SHIFT+RIGHT
Previous Character	SHIFT+LEFT
Previous Table Cell	SHIFT+TAB
Previous Word	CTRL+SHIFT+LEFT

Miscellaneous	
Close Application	ALT+F4
Move Block Elements and Table Rows Down or Up	ALT+SHIFT+DOWN ALT+SHIFT+UP
Print	CTRL+P
Quick Access Buttons	ALT+1-9
Refresh	F5
Tab Between User Interface Elements	CTRL+TAB
Track Changes	CTRL+SHIFT+E