



madcap
FLARETM

Shortcuts

Version 5.0

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Shortcuts

The following keyboard shortcuts can be used to perform different tasks in MadCap Flare. Two tables are provided—one for viewing the shortcuts according to tasks and the other for viewing them according to shortcut keys.

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View The List According To Tasks


The following table lists the tasks in the first column and the associated shortcuts in the second column.

Task	Shortcut
Attributes window pane	SHIFT+F12
Bold	CTRL+B
Browse sequence item - open link	CTRL+Double-Click Note: You can use the toggle button  on the right side of the local toolbar in a TOC or browse sequence if you want to reverse the normal double-click behavior. The default behavior (without the toggle button selected) is that double-clicking an item will open the properties dialog, and holding down the CTRL key while double-clicking will open the file linked to the item. If you activate the toggle button, this behavior is reversed; double-clicking an item opens the file linked to it, and holding the CTRL key while double-clicking will open the properties dialog.
Bookmark - insert	CTRL+SHIFT+K
Build the primary target	F6
Cell Properties dialog You must have one or more table cells selected first.	CTRL+ALT+B
Cell - select next This selects the next cell in a table. When you press TAB in the last row of a table, a new row is added.	TAB
Cell - select previous This selects the previous cell in a table.	SHIFT+TAB
Character - insert quick character	F11

Task	Shortcut
Close application	ALT+F4
Close active file or window pane	CTRL+F4
Concept Entry window pane	SHIFT+F9
Content Explorer	CTRL+J
Copy	CTRL+C CTRL+INSERT
Cross-reference - insert	CTRL+SHIFT+R
Cursor - move left This moves the cursor to the next word to the left.	CTRL+Left Arrow
Cursor - move right This moves the cursor to the next word to the right.	CTRL+Right Arrow
Cut	CTRL+X SHIFT+DELETE
Delete	DEL
Document Dock pane - move document This moves the active document from its current location to Document Dock pane.	CTRL+SHIFT+D
Dynamic Help window pane	CTRL+F3
File List window pane	CTRL+SHIFT+J
Find - populate This populates the "Find what" field in the Find and Replace window pane or Find in Files window pane with the text that you currently have selected in the document.	CTRL+SHIFT+F
Find and Replace window pane	CTRL+F
Find in Files window pane	CTRL+ALT+F
Find next	F3
Font Properties dialog	CTRL+SHIFT+B

Task	Shortcut
Glossary term link - insert	CTRL+SHIFT+T
Help	F1
Hyperlink - insert	CTRL+K
Index Entry window pane	F9
Index keyword - insert This inserts the selected text as an index key-word.	F10
Index pane for the online Help	ALT+F1
Index Results window pane for the online Help	ALT+SHIFT+F2
Instant Messages window pane	CTRL+SHIFT+I
IntelliSense - list frequent phrases	CTRL+2
IntelliSense - list matches	CTRL+1
IntelliSense - list variables	CTRL+3
Italic	CTRL+I
Load find selection	CTRL+G
Local Formatting window pane	CTRL+F12
Messages window pane	CTRL+SHIFT+O
Non-breaking space	SHIFT+SPACE
Open	CTRL+O
Page layout - open master	CTRL+SHIFT+F8
Paragraph Properties dialog	CTRL+ALT+B
Paste	CTRL+V SHIFT+INSERT
Print	CTRL+P
Project Organizer	CTRL+W


Task	Shortcut
Properties - file This opens the properties dialog for the selected file.	F4
Properties- topic This opens the properties dialog for the open topic, master page, or snippet.	CTRL+SHIFT+P
Publish the primary target	CTRL+F6
Redo	CTRL+Y
Refresh	F5
Save	CTRL+S
Save all	CTRL+SHIFT+S
Search pane for the online Help	CTRL+F1
Select all	CTRL+A
Select next word to the left	CTRL+SHIFT+Left Arrow
Select next word to the right	CTRL+SHIFT+Right Arrow
Spell Check window pane	F7
Style - pick	CTRL+SHIFT+H
Style sheet - open master	CTRL+SHIFT+F9
Styles window pane	F12
Tab between UI elements This opens a popup displaying icons of the various files and window panes that are currently open in the user interface. Therefore, you can easily move from element to element. By pressing CTRL+TAB, you can tab forward through the icons. By pressing CTRL+SHIFT+TAB, you can tab backwards through the icons. When you release the keys, the element associated with the selected icon opens.	CTRL+TAB (Tab forward) CTRL+SHIFT+TAB (Tab in reverse)
Target - open primary target	CTRL+F9

Task	Shortcut
<p>Text - select This selects the text between the cursor (before you pressed SHIFT) and the new location of the cursor when you click the mouse button again.</p>	SHIFT
<p>TOC - open master</p>	CTRL+F8
<p>TOC item - open link</p>	<p>CTRL+Double-Click</p> <div data-bbox="824 617 1403 1125" style="border: 1px solid black; background-color: #e0f0e0; padding: 5px;"> <p>Note: You can use the toggle button  on the right side of the local toolbar in a TOC or browse sequence if you want to reverse the normal double-click behavior. The default behavior (without the toggle button selected) is that double-clicking an item will open the properties dialog, and holding down the CTRL key while double-clicking will open the file linked to the item. If you activate the toggle button, this behavior is reversed; double-clicking an item opens the file linked to it, and holding the CTRL key while double-clicking will open the properties dialog.</p> </div>
<p>TOC pane for the online Help</p>	CTRL+ALT+F1
<p>Topic - create new</p>	CTRL+T
<p>Underline</p>	CTRL+U
<p>Undo</p>	CTRL+Z
<p>View the primary target output</p>	SHIFT+F6

View The List According To Shortcut Keys

The following table lists the shortcuts in the first column and the associated tasks in the second column.

Shortcut	Task
1, 2, 3, etc. CTRL+1 CTRL+2 CTRL+3	IntelliSense - list matches IntelliSense - list frequent phrases IntelliSense - list variables
A CTRL+A CTRL+SHIFT+A	Select all Copy window and context menu
Arrows CTRL+Left Arrow CTRL+Right Arrow CTRL+SHIFT+Left Arrow CTRL+SHIFT+Right Arrow	Cursor - move left This moves the cursor to the next word to the left. Cursor - move right This moves the cursor to the next word to the right. Select next word to the left Select next word to the right
B CTRL+B CTRL+ALT+B CTRL+SHIFT+B	Bold Paragraph Properties dialog Cell Properties dialog (You must have one or more table cells selected first.) Font Properties dialog
C CTRL+C CTRL+SHIFT+C	Copy Copy menu drop-down
D CTRL+SHIFT+D	Document Dock pane - move document This moves the active document from its current location to Document Dock pane.

Shortcut	Task
DEL SHIFT+DELETE	Delete Cut
Double-Click CTRL+Double-Click	Open file linked to TOC item <div style="border: 1px solid black; background-color: #e0ffe0; padding: 5px; margin-top: 10px;"> <p>Note: You can use the toggle button  on the right side of the local toolbar in a TOC or browse sequence if you want to reverse the normal double-click behavior. The default behavior (without the toggle button selected) is that double-clicking an item will open the properties dialog, and holding down the CTRL key while double-clicking will open the file linked to the item. If you activate the toggle button, this behavior is reversed; double-clicking an item opens the file linked to it, and holding the CTRL key while double-clicking will open the properties dialog.</p> </div>
F CTRL+SHIFT+F CTRL+ALT+F CTRL+F	Find - populate This populates the "Find what" field in the Find and Replace window pane or Find in Files window pane with the text that you currently have selected in the document. Find in Files window pane Find and Replace window pane
F1 ALT+F1 CTRL+ALT+F1 CTRL+F1	Help Index pane for the online Help TOC pane for the online Help Search pane for the online Help
F2 ALT+SHIFT+F2	Index Results window pane for the online Help
F3 CTRL+F3	Find next Dynamic Help window pane
F4 ALT+F4 CTRL+F4	Properties - file This opens the properties dialog for the selected file. Close application Close active file or window pane

Shortcut	Task
F5	Refresh
F6 CTRL+F6 SHIFT+F6	Build the primary target Publish the primary target View the primary target output
F7	Spell Check window pane
F8 CTRL+F8 CTRL+SHIFT+F8	TOC - open master Page layout - open master
F9 CTRL+F9 CTRL+SHIFT+F9	Index Entry window pane Target - open primary target Style sheet - open master
F10	Index keyword - insert This inserts the selected text as an index keyword.
F11	Character - insert quick character
F12 CTRL+F12 SHIFT+F12	Styles window pane Local Formatting window pane Attributes window pane
G CTRL+G	Load find selection
H CTRL+SHIFT+H	Pick Style
I CTRL+I CTRL+SHIFT+I	Italic Instant Messages window pane
INSERT CTRL+INSERT SHIFT+INSERT	Copy Paste
J CTRL+J CTRL+SHIFT+J	Content Explorer File List window pane

Shortcut	Task
K CTRL+K CTRL+SHIFT+K	Hyperlink - insert Bookmark - insert
O CTRL+O CTRL+SHIFT+O	Open Messages window pane
P CTRL+P CTRL+SHIFT+P	Print Properties - topic This opens the properties dialog for the open topic, master page, or snippet.
R CTRL+SHIFT+R	Cross-reference - insert
S CTRL+S CTRL+SHIFT+S	Save Save all
SPACE SHIFT+SPACE	Text - select This selects the text between the cursor (before you pressed SHIFT) and the new location of the cursor when you click the mouse button again. Non-breaking space
T CTRL+T CTRL+SHIFT+T	Topic - create new Glossary term link - insert
TAB CTRL+TAB	Cell - select next This selects the next cell in a table. When you press TAB in the last row of a table, a new row is added. Tab between elements

Shortcut	Task
CTRL+SHIFT+TAB SHIFT+TAB	This opens a popup displaying icons of the various files and window panes that are currently open in the user interface. Therefore, you can easily move from element to element. By pressing CTRL+TAB, you can tab forward through the icons. By pressing CTRL+SHIFT+TAB, you can tab backwards through the icons. When you release the keys, the element associated with the selected icon opens. Cell - select previous This selects the previous cell in a table.
U CTRL+U	Underline
V CTRL+V	Paste
W CTRL+W	Project Organizer
X CTRL+X	Cut
Y CTRL+Y	Redo
Z CTRL+Z	Undo

