



madcap  
**FLARE**<sup>™</sup>

# **Shortcuts**

**Version 6.1**

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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.

<b>View the List According to Tasks</b> .....	<b>2</b>
<b>View the List According to Shortcut Keys</b> .....	<b>7</b>

## 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
<b>Attributes window pane</b>	SHIFT+F12
<b>Bold</b>	CTRL+B
<b>Browse sequence item - open link</b>	CTRL+Double-Click <div style="border: 1px solid black; background-color: #e0f0e0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> 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>
<b>Bookmark - insert</b>	CTRL+SHIFT+K
<b>Build the primary target</b>	F6
<b>Cell Properties dialog</b> You must have one or more table cells selected first.	CTRL+ALT+B
<b>Cell - select next</b> 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
<b>Cell - select previous</b> This selects the previous cell in a table.	SHIFT+TAB
<b>Character - insert quick character</b>	F11
<b>Close application</b>	ALT+F4

<b>Task</b>	<b>Shortcut</b>
<b>Close active file or window pane</b>	CTRL+F4
<b>Concept window pane</b>	SHIFT+F9
<b>Content Explorer</b>	CTRL+J
<b>Copy</b>	CTRL+C CTRL+INSERT
<b>Cross-reference - insert</b>	CTRL+SHIFT+R
<b>Cursor - move left</b> This moves the cursor to the next word to the left.	CTRL+Left Arrow
<b>Cursor - move right</b> This moves the cursor to the next word to the right.	CTRL+Right Arrow
<b>Cut</b>	CTRL+X SHIFT+DELETE
<b>Delete</b>	DEL
<b>Document Dock pane - move document</b> This moves the active document from its current location to Document Dock pane.	CTRL+SHIFT+D
<b>Dynamic Help window pane</b>	CTRL+F3
<b>File List window pane</b>	CTRL+SHIFT+J
<b>Find - populate</b> 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
<b>Find and Replace window pane</b>	CTRL+F
<b>Find in Files window pane</b>	CTRL+ALT+F
<b>Find next</b>	F3
<b>Font Properties dialog</b>	CTRL+SHIFT+B
<b>Glossary term link - insert</b>	CTRL+SHIFT+T
<b>Help</b>	F1

<b>Task</b>	<b>Shortcut</b>
<b>Hyperlink - insert</b>	CTRL+K
<b>Index keyword - insert</b> This inserts the selected text as an index key-word.	F10
<b>Index pane for the online Help</b>	ALT+F1
<b>Index Results window pane for the online Help</b>	ALT+SHIFT+F2
<b>Index window pane</b>	F9
<b>Instant Messages window pane</b>	CTRL+SHIFT+I
<b>IntelliSense - list frequent phrases</b>	CTRL+2
<b>IntelliSense - list matches</b>	CTRL+1
<b>IntelliSense - list variables</b>	CTRL+3
<b>Italic</b>	CTRL+I
<b>Load find selection</b>	CTRL+G
<b>Local Formatting window pane</b>	CTRL+F12
<b>Messages window pane</b>	CTRL+SHIFT+O
<b>Non-breaking space</b>	SHIFT+SPACE
<b>Open</b>	CTRL+O
<b>Page layout - open master</b>	CTRL+SHIFT+F8
<b>Paragraph Properties dialog</b>	CTRL+ALT+B
<b>Paste</b>	CTRL+V SHIFT+INSERT
<b>Print</b>	CTRL+P
<b>Project Organizer</b>	CTRL+W
<b>Properties - file</b> This opens the properties dialog for the selected file.	F4


Task	Shortcut
<b>Properties- topic</b> This opens the properties dialog for the open topic, master page, or snippet.	CTRL+SHIFT+P
<b>Publish the primary target</b>	CTRL+F6
<b>Redo</b>	CTRL+Y
<b>Refresh</b>	F5
<b>Save</b>	CTRL+S
<b>Save all</b>	CTRL+SHIFT+S
<b>Search pane for the online Help</b>	CTRL+F1
<b>Select all</b>	CTRL+A
<b>Select next word to the left</b>	CTRL+SHIFT+Left Arrow
<b>Select next word to the right</b>	CTRL+SHIFT+Right Arrow
<b>Spell Check window pane</b>	F7
<b>Style - pick</b>	CTRL+SHIFT+H
<b>Style sheet - open master</b>	CTRL+SHIFT+F9
<b>Styles window pane</b>	F12
<b>Tab between UI elements</b> 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)
<b>Target - open primary target</b>	CTRL+F9
<b>Text - select</b> 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.	SHIFT
<b>TOC - open master</b>	CTRL+F8

Task	Shortcut
<b>TOC item - open link</b>	<p data-bbox="824 338 1065 365">CTRL+Double-Click</p> <div data-bbox="824 405 1398 894" style="border: 1px solid black; background-color: #e0ffe0; padding: 5px;"> <p><b>Note:</b> 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>
<b>TOC pane for the online Help</b>	CTRL+ALT+F1
<b>Topic - create new</b>	CTRL+T
<b>Underline</b>	CTRL+U
<b>Undo</b>	CTRL+Z
<b>View the primary target output</b>	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
<b>1, 2, 3, etc.</b> <b>CTRL+1</b> <b>CTRL+2</b> <b>CTRL+3</b>	IntelliSense - list matches IntelliSense - list frequent phrases IntelliSense - list variables
<b>A</b> <b>CTRL+A</b> <b>CTRL+SHIFT+A</b>	Select all Copy window and context menu
<b>Arrows</b> <b>CTRL+Left Arrow</b>  <b>CTRL+Right Arrow</b>  <b>CTRL+SHIFT+Left Arrow</b>  <b>CTRL+SHIFT+Right Arrow</b>	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>B</b> <b>CTRL+B</b>  <b>CTRL+ALT+B</b>  <b>CTRL+SHIFT+B</b>	Bold Paragraph Properties dialog Cell Properties dialog (You must have one or more table cells selected first.) Font Properties dialog
<b>C</b> <b>CTRL+C</b>  <b>CTRL+SHIFT+C</b>	Copy Copy menu drop-down
<b>D</b> <b>CTRL+SHIFT+D</b>	Document Dock pane - move document This moves the active document from its current location to Document Dock pane.

Shortcut	Task
<b>DEL</b> <b>SHIFT+DELETE</b>	Delete Cut
<b>Double-Click</b> <b>CTRL+Double-Click</b>	Open file linked to TOC item  <div style="border: 1px solid black; background-color: #e0ffe0; padding: 5px;"> <p><b>Note:</b> 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>
<b>F</b> <b>CTRL+SHIFT+F</b>  <b>CTRL+ALT+F</b> <b>CTRL+F</b>	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
<b>F1</b> <b>ALT+F1</b> <b>CTRL+ALT+F1</b> <b>CTRL+F1</b>	Help Index pane for the online Help TOC pane for the online Help Search pane for the online Help
<b>F2</b> <b>ALT+SHIFT+F2</b>	Index Results window pane for the online Help
<b>F3</b> <b>CTRL+F3</b>	Find next Dynamic Help window pane
<b>F4</b>  <b>ALT+F4</b> <b>CTRL+F4</b>	Properties - file This opens the properties dialog for the selected file.  Close application Close active file or window pane

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

Shortcut	Task
<b>K</b> <b>CTRL+K</b> <b>CTRL+SHIFT+K</b>	Hyperlink - insert Bookmark - insert
<b>O</b> <b>CTRL+O</b> <b>CTRL+SHIFT+O</b>	Open Messages window pane
<b>P</b> <b>CTRL+P</b> <b>CTRL+SHIFT+P</b>	Print Properties - topic This opens the properties dialog for the open topic, master page, or snippet.
<b>R</b> <b>CTRL+SHIFT+R</b>	Cross-reference - insert
<b>S</b> <b>CTRL+S</b> <b>CTRL+SHIFT+S</b>	Save Save all
<b>SPACE</b>  <b>SHIFT+SPACE</b>	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
<b>T</b> <b>CTRL+T</b> <b>CTRL+SHIFT+T</b>	Topic - create new Glossary term link - insert
<b>TAB</b>  <b>CTRL+TAB</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 between elements

Shortcut	Task
<b>CTRL+SHIFT+TAB</b>  <b>SHIFT+TAB</b>	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.
<b>U</b> <b>CTRL+U</b>	Underline
<b>V</b> <b>CTRL+V</b>	Paste
<b>W</b> <b>CTRL+W</b>	Project Organizer
<b>X</b> <b>CTRL+X</b>	Cut
<b>Y</b> <b>CTRL+Y</b>	Redo
<b>Z</b> <b>CTRL+Z</b>	Undo

