

MadCap MovieSync

Shortcuts Guide

Version 5



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CHAPTER 1

Shortcuts—According to Tasks

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

Task	Shortcut
Bold	CTRL+B
Close application	ALT+F4
Copy	CTRL+C CTRL+INSERT
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
Dynamic Help window pane	CTRL+F3

Task	Shortcut
Help	F1
Index pane for the online Help	ALT+F1
Index Results window pane for the online Help	ALT+SHIFT+F2
Italic	CTRL+I
Messages window pane	CTRL+SHIFT+O
Non-breaking space	SHIFT+SPACE
Open	CTRL+O
Paste	CTRL+V SHIFT+INSERT
Print	CTRL+P
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+L- eft Arrow
Select next word to the right	CTRL+SHIFT+Ri- ght Arrow

Task	Shortcut
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)
Text - edit	F2
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.	SHIFT
TOC pane for the online Help	CTRL+ALT+F1
Underline	CTRL+U
Undo	CTRL+Z

CHAPTER 2

Shortcuts—According to Keys

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

Shortcut	Task
A	
CTRL+A	Select all
Arrows	
CTRL+Left Arrow	Cursor - move left This moves the cursor to the next word to the left.
CTRL+Right Arrow	Cursor - move right This moves the cursor to the next word to the right.
CTRL+SHIFT+Left Arrow	Select next word to the left
CTRL+SHIFT+Right Arrow	Select next word to the right
B	
CTRL+B	Bold
C	
CTRL+C	Copy

Shortcut	Task
CTRL+SHIFT+C	Copy menu drop-down
DEL	Delete
SHIFT+DELETE	Cut
F1	Help
ALT+F1	Index pane for the online Help
CTRL+ALT+F1	TOC pane for the online Help
CTRL+F1	Search pane for the online Help
F2	Edit text
ALT+SHIFT+F2	Index Results window pane for the online Help
F3	Dynamic Help window pane
CTRL+F3	
F4	
ALT+F4	Close application
CTRL+F4	Close active file or window pane
F5	Refresh
I	
CTRL+I	Italic
INSERT	
CTRL+INSERT	Copy
SHIFT+INSERT	Paste
O	
CTRL+O	Open

Shortcut	Task
CTRL+SHIFT+O	Messages window pane
P CTRL+P CTRL+SHIFT+P	Print Properties - document This opens the properties dialog for the open document.
S CTRL+S CTRL+SHIFT+S	Save Save all
SPACEBAR SHIFT+SPACEBAR	Non-breaking space
TAB CTRL+TAB CTRL+SHIFT+TAB SHIFT+TAB	Tab between 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. Cell - select previous This selects the previous cell in a table.
U CTRL+U	Underline

Shortcut	Task
V ALT+V CTRL+V	View menu Paste
X CTRL+X	Cut
Y CTRL+Y	Redo
Z CTRL+Z	Undo

APPENDIX

PDF Guides

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Getting Started



What's New



Shortcuts



