

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
F8	Last action in XML Editor
Find and Replace	
CTRL+N	Find Elements

Find and Replace	
CTRL+F	Quick Find widget
CTRL+H	Quick Replace widget
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+E	Equation
CTRL+G	Image
CTRL+K	Hyperlink
CTRL+R	Snippet
CTRL+SHIFT+K	Bookmark
CTRL+SHIFT+Q	Insert QR Code
CTRL+SHIFT+R	Cross-reference
CTRL+SHIFT+T	Glossary term link
CTRL+SHIFT+V	Variable
F10	Index keyword

Lists	
CTRL+;	Paragraph item in list
SHIFT+TAB	Outdent list item
TAB	Indent list item
Open User Interface Elements	
ALT+B	Table ribbon
ALT+CTRL+B	Paragraph Properties or Cell Properties dialog
ALT+F	File drop-down
ALT+H	Home ribbon
ALT+N	Insert ribbon
ALT+P	Project ribbon
ALT+R	Review ribbon
ALT+S	Source Control ribbon
ALT+T	Tools ribbon
ALT+V	View ribbon
ALT+W	Window ribbon
CTRL+` (grave accent)	Toggle XML Editor and Internal Text Editor

Open User Interface Elements	
CTRL+[Project Organizer
CTRL+DOUBLE-CLICK	Open file linked to TOC item
CTRL+F2	Open file in XML Editor
CTRL+F3	Dynamic Help window pane
CTRL+F8	TOC Editor (master TOC)
CTRL+F9	Target Editor (primary target)
CTRL+F12	Formatting window pane
CTRL+J	Content Explorer
CTRL+N	Find Elements window pane
CTRL+O	Open project
CTRL+Q	Quick Launch Bar
CTRL+SHIFT+B	Font Properties dialog
CTRL+SHIFT+C	Condition Tags dialog
CTRL+SHIFT+F8	Page Layout Editor (master page layout)
CTRL+SHIFT+F9	Stylesheet Editor (master

Open User Interface Elements	
	stylesheet)
CTRL+SHIFT+H	Style Picker
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)
CTRL+T	Add File dialog
CTRL+W	Preview (topic for primary target)
F1	Context-sensitive Help topic
F4	Properties dialog (for selected file from Content Explorer or Project Organizer)
F7	Spell Check window pane
F9	Index window pane
F12	Styles window pane

Open User Interface Elements	
SHIFT+F7	Thesaurus window pane
SHIFT+F9	Concepts window pane
SHIFT+F11	Character dialog
SHIFT+F12	Attributes window pane
Output	
CTRL+F6	Publish primary target
F6	Build primary target
SHIFT+F6	View primary target output
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
PAGE DOWN	Next portion of screen (if Web Layout view) or next

Position Cursor	
	page (if Print Layout view)
PAGE UP	Previous portion of screen (if Web Layout view) or previous page (if Print Layout view)
Select	
CTRL+A	All
CTRL+SHIFT+DOWN	Content between cursor and end of block
CTRL+SHIFT+LEFT	Previous word
CTRL+SHIFT+RIGHT	Next word
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+PAGE DOWN	Content between cursor

Select	
	and next portion of screen (if Web Layout view)
SHIFT+PAGE UP	Content between cursor and previous portion of screen (if Web Layout view)
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+=	Increase Internal Text Editor font size
CTRL+-	Decrease Internal Text Editor font size
CTRL+0	Reset Internal Text Editor font size

Miscellaneous	
CTRL+ALT+;	Record macro
CTRL+P	Print
CTRL+SHIFT+E	Track changes
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
Repeat Last Action in XML Editor	F8
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 Elements Window Pane	CTRL+N
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	
Bookmark	CTRL+SHIFT+K
Cross-Reference	CTRL+SHIFT+R
Equation	CTRL+E
Glossary Term Link	CTRL+SHIFT+T
Hyperlink	CTRL+K
Image	CTRL+G
Index Keyword	F10
QR Code	CTRL+SHIFT+Q
Snippet	CTRL+R
Variable	CTRL+SHIFT+V
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	
Add File Dialog	CTRL+T
Attributes Window Pane	SHIFT+F12
Build Menu	ALT+B
Character Dialog	SHIFT+F11
Concepts Window Pane	SHIFT+F9
Condition Tags Dialog	CTRL+SHIFT+C
Content Explorer	CTRL+J
Context-sensitive Help Topic	F1
Dynamic Help Window Pane	CTRL+F3
Edit Menu	ALT+E
File Drop-Down (Ribbon)	ALT+F
File Elements Window Pane	CTRL+N
File List Window Pane	CTRL+SHIFT+J
File Menu	ALT+F
Font Properties Dialog	CTRL+SHIFT+B
Format Menu	ALT+O
Formatting Window Pane	CTRL+F12
Help Menu	ALT+H

Open User Interface Elements	
Help Ribbon	ALT+E
Home Ribbon	ALT+H
Index Window Pane	F9
Insert Menu	ALT+I
Insert Ribbon	ALT+N
Instant Messages Window Pane	CTRL+SHIFT+I
Messages Window Pane	CTRL+SHIFT+O
Open File in XML Editor	CTRL+F2
Open File Linked to TOC item	CTRL+DOUBLE-CLICK
Open Project	CTRL+O
Page Layout Editor Master page layout	CTRL+SHIFT+F8
Paragraph Properties Dialog or Cell Properties Dialog	ALT+CTRL+B
Preview Topic for primary target	CTRL+W
Project Menu	ALT+P

Open User Interface Elements	
Project Ribbon	ALT+P
Project Organizer	CTRL+[
Properties Dialog For selected file from Content Explorer or Project Organizer	F4
Properties Dialog For the open topic, master page, or snippet	CTRL+SHIFT+P
Quick Launch Bar	CTRL+Q
Review Menu	ALT+R
Review Ribbon	ALT+R
Source Control Ribbon	ALT+S
Spell Check Window Pane	F7
Style Picker	CTRL+SHIFT+H
Styles Window Pane	F12
Stylesheet Editor Master stylesheet	CTRL+SHIFT+F9
Table Menu	ALT+A
Table Ribbon	ALT+B

Open User Interface Elements	
Target Editor Primary target	CTRL+F9
Thesaurus Window Pane	SHIFT+F7
TOC Editor Master TOC	CTRL+F8
Tools Menu	ALT+T
Tools Ribbon	ALT+T
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)
Output	
CTRL+F6	Publish primary target
F6	Build primary target
SHIFT+F6	View primary target output

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
Next Portion of Screen (if Web Layout view) or Next Page (if Print Layout view)	PAGE DOWN
Previous Portion of Screen (if Web Layout view) or Previous Page (if Print Layout view)	PAGE UP
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	CTRL+SHIFT+DOWN

Select	
End of Block	
Content Between Cursor and End of Line	SHIFT+END
Content Between Cursor and Next Portion of Screen If Web Layout view	SHIFT+PAGE DOWN
Content Between Cursor and Previous Portion of Screen If Web Layout view	SHIFT+PAGE UP
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
Decrease Internal Text Editor Font Size	CTRL+-

Miscellaneous	
Increase Internal Text Editor Font Size	CTRL+=
Move Block Elements and Table Rows Down or Up	ALT+SHIFT+DOWN ALT+SHIFT+UP
Print	CTRL+P
Quick Access Buttons	ALT+1-9
Record Macro	CTRL+ALT+;
Refresh	F5
Reset Internal Text Editor Font Size	CTRL+0
Tab Between User Interface Elements	CTRL+TAB
Track Changes	CTRL+SHIFT+E

Custom Shortcuts

From the Options dialog (**File > Options**), you can create your own custom shortcuts for tasks that you perform frequently. You can use the following tables to keep track of your custom shortcuts.

Task	Shortcut