

# 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

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

BACKSPACE	Delete current line and move cursor to previous line
CTRL+;	Paragraph or simple item in list (toggle)
ENTER (press at end of <dd> tag containing text)	Add another definition <dd> to definition list
ENTER (press at end of empty <dd> tag)	Add new term <dt> to definition list
ENTER (press x2 on last line)	Exit bulleted or numbered list
ENTER (press x3 on last line)	Exit definition 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+L	eLearning 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

## Open User Interface Elements

ALT+W	Window ribbon
CTRL+` (grave accent)	Toggle XML Editor and Internal Text Editor
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 (primary TOC)
CTRL+F9	Target Editor (primary target)
CTRL+F12	Formatting window pane
CTRL+J	Content Explorer

## Open User Interface Elements

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 (primary page layout)
CTRL+SHIFT+F9	Stylesheet Editor (primary stylesheet)
CTRL+SHIFT+H	Style Picker
CTRL+SHIFT+J	File List window pane
CTRL+SHIFT+O	Messages window pane

## Open User Interface Elements

CTRL+SHIFT+P	Properties dialog (for the open topic, template 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 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

SHIFT+END Content between cursor and end of line

SHIFT+HOME Content between cursor and beginning of line

SHIFT+LEFT Previous character

## Select

SHIFT+PAGE DOWN	Content between cursor and next portion of screen (Web Layout)
SHIFT+PAGE UP	Content between cursor and previous portion of screen (Web Layout)
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	Move block elements and table rows down or up
ALT+SHIFT+UP	

## Miscellaneous

CTRL+=	Increase Internal Text Editor font size
CTRL+-	Decrease Internal Text Editor font size
CTRL+0	Reset Internal Text Editor font size
CTRL+ALT+;	Record macro
CTRL+P	Print
CTRL+SHIFT+E	Track changes
CTRL+TAB	Tab between user interface elements

F5	Refresh
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# 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

Edit	
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
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Cross-Reference	CTRL+SHIFT+R
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Equation	CTRL+E
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Glossary Term Link	CTRL+SHIFT+T
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Hyperlink	CTRL+K
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Image	CTRL+G
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Index Keyword	F10
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QR Code	CTRL+SHIFT+Q
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Snippet	CTRL+R
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Variable	CTRL+SHIFT+V
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## Lists

Add Another Definition <dd> to Definition List	ENTER (press at end of <dd> tag containing text)
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Add New Term <dt> to Definition List	ENTER (press at end of empty <dd> tag)
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Create Paragraph or Simple Item in List (Toggle)	CTRL+;
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Exit Bulleted or Numbered List	ENTER (press x2 on last line)
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Indent List Item	TAB
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Outdent List Item	SHIFT+TAB
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Remove List Tag and Convert to Paragraph	
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## Open User Interface Elements

Add File Dialog	CTRL+T
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Attributes Window Pane	SHIFT+F12
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Build Menu	ALT+B
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Character Dialog	SHIFT+F11
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Concepts Window Pane	SHIFT+F9
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Condition Tags Dialog	CTRL+SHIFT+C
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Content Explorer	CTRL+J
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Context-Sensitive Help Topic	F1
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Dynamic Help Window Pane	CTRL+F3
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Edit Menu	ALT+E
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## Open User Interface Elements

eLearning Ribbon	ALT+L
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File Drop-Down (Ribbon)	ALT+F
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File Elements Window Pane	CTRL+N
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File List Window Pane	CTRL+SHIFT+J
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File Menu	ALT+F
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Font Properties Dialog	CTRL+SHIFT+B
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Format Menu	ALT+O
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Formatting Window Pane	CTRL+F12
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Help Menu	ALT+H
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Help Ribbon	ALT+E
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Home Ribbon	ALT+H
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## Open User Interface Elements

Index Window Pane	F9
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Insert Menu	ALT+I
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Insert Ribbon	ALT+N
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Messages Window	CTRL+SHIFT+O
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Open File in XML Editor	CTRL+F2
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Open File Linked to TOC item	CTRL+DOUBLE-CLICK
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Open Project	CTRL+O
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Page Layout Editor	CTRL+SHIFT+F8
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Primary page layout

Paragraph Properties Dialog or Cell Properties Dialog	ALT+CTRL+B
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Preview	CTRL+W
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## Open User Interface Elements

Topic for primary target

Project Menu	ALT+P
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Project Ribbon	ALT+P
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Project Organizer	CTRL+[
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Properties Dialog	F4
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For selected file from Content Explorer or Project Organizer

Properties Dialog	CTRL+SHIFT+P
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For the open topic, template page, or snippet

Quick Launch Bar	CTRL+Q
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Review Menu	ALT+R
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Review Ribbon	ALT+R
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Open User Interface Elements	
Source Control Ribbon	ALT+S
Spell Check Window Pane	F7
Style Picker	CTRL+SHIFT+H
Styles Window Pane	F12
Stylesheet Editor Primary stylesheet	CTRL+SHIFT+F9
Table Menu	ALT+A
Table Ribbon	ALT+B
Target Editor Primary target	CTRL+F9
Thesaurus Window Pane	SHIFT+F7
TOC Editor	CTRL+F8

Open User Interface Elements	
Primary TOC	
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 End of Block	CTRL+SHIFT+DOWN
Content Between Cursor and End of Line	SHIFT+END
Content Between Cursor and Next Portion of Screen	SHIFT+PAGE DOWN
If Web Layout view	

## Select

Content Between Cursor and Previous Portion of Screen	SHIFT+PAGE UP
If Web Layout view	
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
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Decrease Internal Text Editor Font Size	CTRL+-
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Increase Internal Text Editor Font Size	CTRL+=
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Move Block Elements and Table Rows Down or Up	ALT+SHIFT+DOWN ALT+SHIFT+UP
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Print	CTRL+P
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Quick Access Buttons	ALT+1-9
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Record Macro	CTRL+ALT+;
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Refresh	F5
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Reset Internal Text Editor Font Size	CTRL+0
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## Miscellaneous

Tab Between User Interface Elements	CTRL+TAB
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Track Changes	CTRL+SHIFT+E
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# 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