

# 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                                 |

# According to Tasks

| Edit                             |                           |
|----------------------------------|---------------------------|
| Bold                             | CTRL+B                    |
| Copy                             | CTRL+C or<br>CTRL+INSERT  |
| Cut                              | CTRL+X or<br>SHIFT+DELETE |
| Delete                           | DEL                       |
| Italic                           | CTRL+I                    |
| Paste                            | CTRL+V or<br>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 |
| 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                                            |                                                  |
|--------------------------------------------------|--------------------------------------------------|
| Add Another Definition <dd> to Definition List   | ENTER (press at end of <dd> tag containing text) |
| Add New Term <dt> to Definition List             | ENTER (press at end of empty <dd> tag)           |
| Create Paragraph or Simple Item in List (Toggle) | CTRL+;                                           |
| Exit Bulleted or Numbered List                   | ENTER (press x2 on last line)                    |
| 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        |

| Open User Interface Elements |              |
|------------------------------|--------------|
| eLearning Ribbon             | ALT+L        |
| 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        |
| Help Ribbon                  | ALT+E        |
| Home Ribbon                  | ALT+H        |

| Open User Interface Elements                          |                   |
|-------------------------------------------------------|-------------------|
| Index Window Pane                                     | F9                |
| Insert Menu                                           | ALT+I             |
| Insert Ribbon                                         | ALT+N             |
| Messages Window                                       | 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                                    | CTRL+SHIFT+F8     |
| Primary page layout                                   |                   |
| Paragraph Properties Dialog or Cell Properties Dialog | ALT+CTRL+B        |
| Preview                                               | CTRL+W            |

| Open User Interface Elements                                 |              |
|--------------------------------------------------------------|--------------|
| Topic for primary target                                     |              |
| Project Menu                                                 | ALT+P        |
| Project Ribbon                                               | ALT+P        |
| Project Organizer                                            | CTRL+[       |
| Properties Dialog                                            | F4           |
| For selected file from Content Explorer or Project Organizer |              |
| Properties Dialog                                            | CTRL+SHIFT+P |
| For the open topic, template page, or snippet                |              |
| Quick Launch Bar                                             | CTRL+Q       |
| Review Menu                                                  | ALT+R        |
| Review Ribbon                                                | ALT+R        |

| 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            | CTRL+SHIFT+F9 |
| Primary stylesheet           |               |
| Table Menu                   | ALT+A         |
| Table Ribbon                 | ALT+B         |
| Target Editor                | CTRL+F9       |
| Primary target               |               |
| 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                         |
| Decrease Internal Text Editor Font Size       | CTRL+-                         |
| Increase Internal Text Editor Font Size       | CTRL+=                         |
| Move Block Elements and Table Rows Down or Up | ALT+SHIFT+DOWN<br>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                         |

| Miscellaneous                       |          |
|-------------------------------------|----------|
| 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 |
|------|----------|
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |