

# 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
<b>Find and Replace</b>	
CTRL+F	Quick Find widget
CTRL+H	Quick Replace widget
CTRL+SHIFT+F	Find/Replace in Files
F3	Find next
<b>Insert Characters</b>	
ALT+CTRL+.	Ellipsis ...
ALT+CTRL+C	Copyright ©

### Insert Characters

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

## Open User Interface Elements

<b>ALT+E</b>	Help ribbon
<b>ALT+F</b>	File drop-down (ribbon mode)
<b>ALT+H</b>	Home ribbon
<b>ALT+R</b>	Resources ribbon
<b>ALT+T</b>	Tools ribbon
<b>ALT+V</b>	View ribbon
<b>ALT+W</b>	Window ribbon
<b>CTRL+F3</b>	Dynamic Help window pane
<b>CTRL+O</b>	Open project
<b>CTRL+Q</b>	Quick Launch Bar
<b>CTRL+R</b>	File List window pane
<b>CTRL+SHIFT+N</b>	Start New Project Wizard
<b>CTRL+SHIFT+O</b>	Messages window pane

## Open User Interface Elements

<b>F1</b>	Context-sensitive Help topic
<b>F4</b>	Properties dialog
<b>F7</b>	Spell Check window pane
<b>SHIFT+F7</b>	Thesaurus window pane
<b>SHIFT+F11</b>	Character dialog
<b>Position Cursor</b>	
<b>CTRL+LEFT</b>	Beginning of previous word
<b>CTRL+RIGHT</b>	Beginning of next word
<b>END</b>	End of line
<b>HOME</b>	Beginning of line
<b>Select</b>	
<b>CTRL+A</b>	All

## Select

<b>CTRL+SHIFT+LEFT</b>	Previous word
<b>CTRL+SHIFT+RIGHT</b>	Next word
<b>SHIFT+CLICK</b>	Content between current & new position of cursor
<b>SHIFT+END</b>	Content between cursor and end of line
<b>SHIFT+HOME</b>	Content between cursor and beginning of line
<b>SHIFT+LEFT</b>	Previous character
<b>SHIFT+RIGHT</b>	Next character
<b>Translation</b>	
<b>ALT+SHIFT+U</b>	Upload translation (file) to database
<b>ALT+U</b>	Upload translation (selection) to database
<b>CTRL+,</b>	Add next number

## Translation

<b>CTRL+1 through 0</b>	Suggestions—copy and replace
<b>CTRL+DELETE</b>	Clear target segment
<b>CTRL+DOWN</b>	Move focus to next segment
<b>CTRL+G</b>	Move focus between source segment and target segment
<b>CTRL+K</b>	Copy source to target
<b>CTRL+M</b>	Toggle live preview on/off
<b>CTRL+N</b>	Add next tag
<b>CTRL+SHIFT+DOWN</b>	Confirm and move next
<b>CTRL+SHIFT+K</b>	Join segments
<b>CTRL+SHIFT+UP</b>	Confirm and go back
<b>CTRL+T</b>	Split segment

## Translation

<b>CTRL+UP</b>	Move focus to previous segment
<b>CTRL+W</b>	Styles (inline)—open drop-down
<b>ENTER</b>	Confirm
<b>Miscellaneous</b>	
<b>ALT+1-9</b>	Quick Access buttons
<b>ALT+F4</b>	Close application
<b>ALT+SHIFT+DOWN</b> <b>ALT+SHIFT+UP</b>	Move block elements and table rows down or up
<b>CTRL+TAB</b>	Tab between user interface elements
<b>F5</b>	Refresh

# According to Tasks

## Edit

<b>Bold</b>	CTRL+B
<b>Copy</b>	CTRL+C or CTRL+INSERT
<b>Cut</b>	CTRL+X or SHIFT+DELETE
<b>Delete</b>	DEL
<b>Italic</b>	CTRL+I
<b>Paste</b>	CTRL+V or SHIFT+INSERT
<b>Save</b>	CTRL+S
<b>Save All</b>	CTRL+SHIFT+S
<b>Underline</b>	CTRL+U
<b>Undo</b>	CTRL+Z

## Find and Replace

<b>Find and Replace in Files Window Pane</b>	CTRL+SHIFT+F
<b>Find Next</b>	F3
<b>Quick Find Widget</b>	CTRL+F
<b>Quick Replace Widget</b>	CTRL+H

## Insert Characters

<b>Copyright ©</b>	ALT+CTRL+C
<b>Ellipsis ...</b>	ALT+CTRL+.
<b>Em dash –</b>	ALT+CTRL+NUM -
<b>En dash -</b>	CTRL+NUM -
<b>Non-breaking Hyphen</b>	CTRL+SHIFT+-
<b>Non-breaking Space</b>	SHIFT+SPACE
<b>Quick Character</b>	F11
<b>Registered ®</b>	ALT+CTRL+R
<b>Trademark ™</b>	ALT+CTRL+T

## Open User Interface Elements

Character Dialog	SHIFT+F11
Context-Sensitive Help Topic	F1
Dynamic Help Window Pane	CTRL+F3
File Drop-Down (Ribbon)	ALT+F
File List Window Pane	CTRL+R
Help Ribbon	ALT+E
Home Ribbon	ALT+H
Messages Window Pane	CTRL+SHIFT+O
Open Project	CTRL+O
Properties Dialog	F4
Quick Launch Bar	CTRL+Q
Resources Ribbon	ALT+R

## Open User Interface Elements

Spell Check Window Pane	F7
Start New Project Wizard	CTRL+SHIFT+N
Thesaurus Window Pane	SHIFT+F7
Tools Ribbon	ALT+T
View Ribbon	ALT+V
Window Ribbon	ALT+W
<b>Position Cursor</b>	
Beginning of Line	HOME
Beginning of Next Word	CTRL+RIGHT
Beginning of Previous Word	CTRL+LEFT
End of Line	END

## Select

All	CTRL+A
Content Between Current Position of Cursor and New Position	SHIFT+CLICK
Content Between Cursor and Beginning of Line	SHIFT+HOME
Content Between Cursor and End of Line	SHIFT+END
Next Character	SHIFT+RIGHT
Next Word	CTRL+SHIFT+RIGHT
Previous Character	SHIFT+LEFT
Previous Word	CTRL+SHIFT+LEFT
<b>Translation</b>	
Add Next Number	CTRL+,
Add Next Tag	CTRL+N

## Translation

<b>Clear Target Segment</b>	CTRL+DELETE
<b>Confirm</b>	ENTER
<b>Confirm and Go Back</b>	CTRL+SHIFT+UP
<b>Confirm and Move Next</b>	CTRL+SHIFT+DOWN
<b>Copy Source to Target</b>	CTRL+K
<b>Join Segments</b>	CTRL+SHIFT+K
<b>Move Focus Between Source Segment and Target Segment</b>	CTRL+G
<b>Move Focus to Next Segment</b>	CTRL+DOWN
<b>Move Focus to Previous Segment</b>	CTRL+UP
<b>Split Segment</b>	CTRL+T
<b>Styles (Inline)—Open Drop-Down</b>	CTRL+W

## Translation

<b>Suggestions—Copy and Replace</b>	CTRL+1 through 0
<b>Toggle Live Preview</b>	CTRL+M
<b>Upload Translation (File) to Database</b>	ALT+SHIFT+U
<b>Upload Translation (Selection) to Database</b>	ALT+U
<b>Miscellaneous</b>	
<b>Close Application</b>	ALT+F4
<b>Move Block Elements and Table Rows Down or Up</b>	ALT+SHIFT+DOWN ALT+SHIFT+UP
<b>Quick Access Buttons</b>	ALT+1-9
<b>Refresh</b>	F5
<b>Tab Between User Interface Elements</b>	CTRL+TAB