

CHEAT SHEET // LINGO 12

Shortcuts

According to Keys

| Edit                      |           |
|---------------------------|-----------|
| CTRL+B                    | Bold      |
| CTRL+C or<br>CTRL+INSERT  | Copy      |
| CTRL+I                    | Italic    |
| CTRL+S                    | Save      |
| CTRL+SHIFT+S              | Save all  |
| CTRL+U                    | Underline |
| CTRL+V or<br>SHIFT+INSERT | Paste     |

| Edit                |                       |
|---------------------|-----------------------|
| CTRL+X or SHIFT+DEL | Cut                   |
| CTRL+Z              | Undo                  |
| DEL                 | Delete                |
| 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     |

| Open User Interface Elements |                              |
|------------------------------|------------------------------|
| ALT+E                        | Help ribbon                  |
| ALT+F                        | File drop-down (ribbon mode) |
| ALT+H                        | Home ribbon                  |
| ALT+R                        | Resources ribbon             |
| ALT+T                        | Tools ribbon                 |
| ALT+V                        | View ribbon                  |
| ALT+W                        | Window ribbon                |
| CTRL+F3                      | Dynamic Help window pane     |
| CTRL+O                       | Open project                 |
| CTRL+Q                       | Quick Launch Bar             |

| Open User Interface Elements |                              |
|------------------------------|------------------------------|
| CTRL+R                       | File List window pane        |
| CTRL+SHIFT+N                 | Start New Project Wizard     |
| CTRL+SHIFT+O                 | Messages window pane         |
| F1                           | Context-sensitive Help topic |
| F4                           | Properties dialog            |
| F7                           | Spell Check window pane      |
| SHIFT+F7                     | Thesaurus window pane        |
| SHIFT+F11                    | Character dialog             |
| Position Cursor              |                              |
| CTRL+LEFT                    | Beginning of previous word   |

| Position Cursor  |                                                  |
|------------------|--------------------------------------------------|
| CTRL+RIGHT       | Beginning of next word                           |
| END              | End of line                                      |
| HOME             | Beginning of line                                |
| Select           |                                                  |
| CTRL+A           | All                                              |
| CTRL+SHIFT+LEFT  | Previous word                                    |
| CTRL+SHIFT+RIGHT | Next word                                        |
| 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     |

| Select           |                                            |
|------------------|--------------------------------------------|
| SHIFT+LEFT       | Previous character                         |
| SHIFT+RIGHT      | Next character                             |
| Translation      |                                            |
| ALT+SHIFT+U      | Upload translation (file) to database      |
| ALT+U            | Upload translation (selection) to database |
| CTRL+,           | Add next number                            |
| CTRL+1 through 0 | Suggestions—copy and replace               |
| CTRL+DELETE      | Clear target segment                       |
| CTRL+DOWN        | Move focus to next segment                 |
| CTRL+G           | Move focus between                         |

| Translation     |                                   |
|-----------------|-----------------------------------|
|                 | source segment and target segment |
| CTRL+K          | Copy source to target             |
| CTRL+M          | Toggle live preview on/off        |
| CTRL+N          | Add next tag                      |
| CTRL+SHIFT+DOWN | Confirm and move next             |
| CTRL+SHIFT+K    | Join segments                     |
| CTRL+SHIFT+UP   | Confirm and go back               |
| CTRL+T          | Split segment                     |
| CTRL+UP         | Move focus to previous segment    |
| CTRL+W          | Styles (inline)—open drop-down    |

| Translation                    |                                               |
|--------------------------------|-----------------------------------------------|
| ENTER                          | Confirm                                       |
| Miscellaneous                  |                                               |
| ALT+1-9                        | Quick Access buttons                          |
| ALT+F4                         | Close application                             |
| ALT+SHIFT+DOWN<br>ALT+SHIFT+UP | Move block elements and table rows down or up |
| 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 |
| Save      | CTRL+S                    |
| Save All  | CTRL+SHIFT+S              |
| Underline | CTRL+U                    |

| Edit                                  |              |
|---------------------------------------|--------------|
| Undo                                  | CTRL+Z       |
| Find and Replace                      |              |
| Find and Replace in Files Window Pane | CTRL+SHIFT+F |
| 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     |

| 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           |

| Open User Interface Elements |              |
|------------------------------|--------------|
| Quick Launch Bar             | CTRL+Q       |
| Resources Ribbon             | ALT+R        |
| 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        |
| Position Cursor              |              |
| Beginning of Line            | HOME         |
| Beginning of Next Word       | CTRL+RIGHT   |

| Position Cursor                                             |                  |
|-------------------------------------------------------------|------------------|
| 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 |

| Select                |                 |
|-----------------------|-----------------|
| Previous Character    | SHIFT+LEFT      |
| Previous Word         | CTRL+SHIFT+LEFT |
| Translation           |                 |
| Add Next Number       | CTRL+,          |
| Add Next Tag          | CTRL+N          |
| Clear Target Segment  | CTRL+DELETE     |
| Confirm               | ENTER           |
| Confirm and Go Back   | CTRL+SHIFT+UP   |
| Confirm and Move Next | CTRL+SHIFT+DOWN |
| Copy Source to Target | CTRL+K          |
| Join Segments         | CTRL+SHIFT+K    |

| Translation                                          |                  |
|------------------------------------------------------|------------------|
| Move Focus Between Source Segment and Target Segment | CTRL+G           |
| Move Focus to Next Segment                           | CTRL+DOWN        |
| Move Focus to Previous Segment                       | CTRL+UP          |
| Split Segment                                        | CTRL+T           |
| Styles (Inline)—Open Drop-Down                       | CTRL+W           |
| Suggestions—Copy and Replace                         | CTRL+1 through 0 |
| Toggle Live Preview                                  | CTRL+M           |
| Upload Translation (File) to Database                | ALT+SHIFT+U      |
| Upload Translation                                   | ALT+U            |

| Translation                                   |                                |
|-----------------------------------------------|--------------------------------|
| (Selection) to Database                       |                                |
| Miscellaneous                                 |                                |
| Close Application                             | ALT+F4                         |
| Move Block Elements and Table Rows Down or Up | ALT+SHIFT+DOWN<br>ALT+SHIFT+UP |
| Quick Access Buttons                          | ALT+1-9                        |
| Refresh                                       | F5                             |
| Tab Between User Interface Elements           | CTRL+TAB                       |