

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
F2	Edit object text
Movie Recording	
END PAUSE	Stop
PRINT SCREEN	Screen capture This lets you force a screen capture during a movie recording.
SHIFT+END	Abort

SHIFT+PAUSE	Pause
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Open User Interface Elements	
ALT+CTRL+F1	TOC pane for online Help
ALT+C	Collection ribbon
ALT+E	Help ribbon
ALT+F	File drop-down
ALT+F1	Index pane for online Help
ALT+H	Home ribbon
ALT+M	Movie ribbon
ALT+R	Frame ribbon
ALT+SHIFT+F2	Index Results window pane for online Help

Open User Interface Elements

ALT+T	Tools ribbon
ALT+V	View ribbon
ALT+W	Window ribbon
CTRL+F1	Search pane for online Help
CTRL+F3	Dynamic Help window pane
CTRL+J	Frames window pane
CTRL+O	Open movie or collection
CTRL+T	Timeline window pane
CTRL+W	Movies window pane
F1	Context-sensitive Help topic
F4	Properties window pane
F7	Spell Check window pane

Output

CTRL+F6	Publish
F6	Build
SHIFT+F6	View
Miscellaneous	
ALT+F4	Close application
CTRL++	Zoom in
CTRL+-	Zoom out
CTRL+0	Zoom 100%
CTRL+A	Select all
CTRL+P	Print
CTRL+SHIFT	Preview Mode
CTRL+TAB	Tab between user interface elements
F5	Refresh

Miscellaneous

SPACE	Hand Mode
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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
Edit Object Text	F2
Italic	CTRL+I
Paste	CTRL+V or SHIFT+INSERT
Save	CTRL+S
Save All	CTRL+SHIFT+S
Underline	CTRL+U
Undo	CTRL+Z

Movie Recording	
Abort	SHIFT+END
Pause	SHIFT+PAUSE
Screen Capture	PRINT SCREEN
Stop	END PAUSE
Open User Interface Elements	
Collection Ribbon	ALT+C
Context-Sensitive Help Topic	F1
Dynamic Help Window Pane	CTRL+F3
File Drop-Down (Ribbon)	ALT+F
Frame Ribbon	ALT+R
Frames Window Pane	CTRL+J

Open User Interface Elements	
Help Ribbon	ALT+E
Home Ribbon	ALT+H
Index Pane for Online Help	ALT+F1
Index Results Window Pane for Online Help	ALT+SHIFT+F2
Messages Window Pane	CTRL+SHIFT+O
Movie Ribbon	ALT+M
Movies Window Pane	CTRL+W
Open Movie or Collection	CTRL+O
Properties Window Pane	F4
Search Pane for Online Help	CTRL+F1
Spell Check Window Pane	F7

Open User Interface Elements

Spell Check Window Pane	F7
Timeline Window Pane	CTRL+T
TOC Pane for Online Help	ALT+CTRL+F1
Tools Ribbon	ALT+T
View Ribbon	ALT+V
Window Ribbon	ALT+W
Output	
Build	F6
Publish	CTRL+F6
View	SHIFT+F6
Miscellaneous	
Close Application	ALT+F4
Hand Mode	SPACE

Miscellaneous

Preview Mode	CTRL+SHIFT
Print	CTRL+P
Refresh	F5
Select All	CTRL+A
Tab Between User Interface Elements	CTRL+TAB
Zoom 100%	CTRL+0
Zoom In	CTRL++
Zoom Out	CTRL+-