

# 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
DEL	Delete
F8	Last action in XML Editor

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

Insert Characters	
F11	Quick character
SHIFT+SPACE	Non-breaking space

Insert Elements	
CTRL+E	Equation
CTRL+G	Image
CTRL+K	Hyperlink
CTRL+SHIFT+K	Bookmark
CTRL+SHIFT+Q	Insert QR Code
CTRL+SHIFT+R	Cross-reference
CTRL+SHIFT+V	Variable
F10	Index keyword

Lists	
CTRL+;	Paragraph item in 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+N	Insert ribbon
ALT+R	Review ribbon
ALT+T	Tools ribbon
ALT+V	View ribbon
ALT+W	Window ribbon
CTRL+F3	Dynamic Help window pane
CTRL+F12	Formatting window pane
CTRL+N	Find Elements window pane

Open User Interface Elements	
CTRL+O	Open file
CTRL+Q	Quick Launch Bar
CTRL+SHIFT+B	Font Properties dialog
CTRL+SHIFT+C	Condition Tags dialog
CTRL+SHIFT+H	Style Picker
CTRL+SHIFT+O	Messages window pane
CTRL+SHIFT+P	Properties dialog
F1	Context-sensitive Help topic
F7	Spell Check window pane
F9	Index window pane
F12	Styles window pane
SHIFT+F9	Concepts window pane
SHIFT+F11	Character dialog
SHIFT+F12	Attributes window pane

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

Select	
CTRL+SHIFT+UP	Content between cursor and beginning of block
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
SHIFT+LEFT	Previous character
SHIFT+PAGE DOWN	Content between cursor and next portion of screen (if Web Layout view)
SHIFT+PAGE UP	Content between cursor and previous portion of screen (if Web Layout view)
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 ALT+SHIFT+UP	Move block elements and table rows down or up
CTRL+P	Print
CTRL+TAB	Tab between user interface elements
F5	Refresh

# 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
Underline	CTRL+U
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

Insert Elements	
Bookmark	CTRL+SHIFT+K
Cross-Reference	CTRL+SHIFT+R
Equation	CTRL+E
Hyperlink	CTRL+K
Image	CTRL+G
Index Keyword	F10
QR Code	CTRL+SHIFT+Q
Variable	CTRL+SHIFT+V

Lists	
Create Paragraph Item in List	CTRL+;
Indent List Item	TAB
Outdent List Item	SHIFT+TAB
Remove List Tag and Convert to Paragraph	

Open User Interface Elements	
Attributes Window Pane	SHIFT+F12
Character Dialog	SHIFT+F11
Concepts Window Pane	SHIFT+F9
Condition Tags Dialog	CTRL+SHIFT+C
Context-Sensitive Help Topic	F1
Dynamic Help Window Pane	CTRL+F3
Edit Menu	ALT+E
File Drop-Down (Ribbon)	ALT+F
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
Index Window Pane	F9
Insert Menu	ALT+I
Insert Ribbon	ALT+N

Open User Interface Elements	
Messages Window Pane	CTRL+SHIFT+O
Open File	CTRL+O
Paragraph Properties Dialog or Cell Properties Dialog	ALT+CTRL+B
Properties Dialog	CTRL+SHIFT+P
Quick Launch Bar	CTRL+Q
Review Ribbon	ALT+R
Spell Check Window Pane	F7
Style Picker	CTRL+SHIFT+H
Styles Window Pane	F12
Table Menu	ALT+A
Table Ribbon	ALT+B
Tools Menu	ALT+T
Tools Ribbon	ALT+T
View Menu	ALT+V
View Ribbon	ALT+V
Window Menu	ALT+W
Window Ribbon	ALT+W

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

Select	
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 If Web Layout view	SHIFT+PAGE DOWN
Content Between Cursor and Previous Portion of Screen If Web Layout view	SHIFT+PAGE UP
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
Move Block Elements and Table Rows Down or Up	ALT+SHIFT+DOWN ALT+SHIFT+UP

Miscellaneous	
Print	CTRL+P
Quick Access Buttons	ALT+1-9
Refresh	F5
Tab Between User Interface Elements	CTRL+TAB

# 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