MadCap Software

Shortcuts Guide

Flare 10

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CHAPTER 1

Shortcuts—According to Tasks

The following table lists the tasks in the first column and the associated shortcuts in the second column.

Task	Shortcut
Attributes window pane	SHIFT+F12
Block items—move down You can select and move multiple elements. In addition, you can move block items from one parent tag into another. However, you cannot use these commands to move list items outside of lists.	ALT+SHIFT+Down Arrow
Block items—move up You can select and move multiple elements. In addition, you can move block items from one parent tag into another. However, you cannot use these commands to move list items outside of lists.	ALT+SHIFT+Up Arrow
Bold	CTRL+B
Bookmark—insert	CTRL+SHIFT+K
Browse sequence item—open link	CTRL+Double-Click
Build the primary target	F6
Cell Properties dialog You must have one or more table cells selected first.	CTRL+ALT+B
Cell—select next This selects the next cell in a table. When you press TAB in the last row of a table, a new row is added.	TAB
Cell—select previous This selects the previous cell in a table.	SHIFT+TAB
Character—insert quick character	F11
Character dialog	SHIFT+F11
Close application	ALT+F4
Concept window pane	SHIFT+F9

Task	Shortcut
Condition Tags dialog	CTRL+SHIFT+C
Content Explorer	CTRL+J
Copy	CTRL+C CTRL+INSERT
Copyright symbol ©	ALT+CTRL+C
Cross-reference—insert	CTRL+SHIFT+R
Cursor—move left This moves the cursor to the next word to the left.	CTRL+Left Arrow
Cursor—move right This moves the cursor to the next word to the right.	CTRL+Right Arrow
Cursor—place at beginning of line	Home
Cursor—place at end of line	End
Cut	CTRL+X SHIFT+DELETE
Delete	DEL
Dynamic Help window pane	CTRL+F3
Ellipsis …	ALT+CTRL+.
Em dash —	ALT+CTRL+NUM - (minus key in the number pad)
En dash –	CTRL+NUM - (minus key in the number pad)
Equation—insert	CTRL+E

Task	Shortcut
File List window pane	CTRL+SHIFT+J
Find and Replace in Files window pane—populate This opens the Find and Replace in Files window pane, and loads selected text into it.	CTRL+SHIFT+F
Find next	F3
Font Properties dialog	CTRL+SHIFT+B
Formatting window pane	CTRL+F12
Glossary term link—insert	CTRL+SHIFT+T
Help	F1
Hyperlink—insert	CTRL+K
Image—insert	CTRL+G
Index keyword—insert This inserts the selected text as an index keyword.	F10
Index pane for the online Help	ALT+F1
Index Results window pane for the online Help	ALT+SHIFT+F2
Index window pane	F9
Instant Messages window pane	CTRL+SHIFT+I
Internal Text Editor—toggle with XML Editor	CTRL+` (grave accent)
Italic	CTRL+I
Load find selection	CTRL+SHIFT+G
Messages window pane	CTRL+SHIFT+O
Non-breaking hyphen	CTRL+SHIFT+-

Task	Shortcut
Non-breaking space	SHIFT+SPACE
Open	CTRL+O
Open file in XML Editor	CTRL+F2
Page layout—open master	CTRL+SHIFT+F8
Paragraph item in list	CTRL+;
Paragraph Properties dialog	CTRL+ALT+B
Paste	CTRL+V SHIFT+INSERT
Preview topic	CTRL+W
Print	CTRL+P
Project Organizer	CTRL+[
Properties—file This opens the properties dialog for the selected file.	F4
Properties- topic This opens the properties dialog for the open topic, master page, or snippet.	CTRL+SHIFT+P
Publish the primary target	CTRL+F6
QR code—insert	CTRL+Q
Quick Find widget	CTRL+F
Redo	CTRL+Y
Refresh	F5
Registered symbol ®	ALT+CTRL+R

Task	Shortcut
Save	CTRL+S
Save all	CTRL+SHIFT+S
Search pane for the online Help	CTRL+F1
Select all	CTRL+A
Select next word to the left	CTRL+SHIFT+Left Arrow
Select next word to the right	CTRL+SHIFT+Right Arrow
Snippet—insert	CTRL+R
Spell Check window pane	F7
Style—pick	CTRL+SHIFT+H
Stylesheet—open master	CTRL+SHIFT+F9
Styles window pane	F12
Tab between UI elements This opens a popup displaying icons of the various files and window panes that are currently open in the user interface. Therefore, you can easily move from element to element. By pressing CTRL+TAB, you can tab forward through the icons. By pressing CTRL+SHIFT+TAB, you can tab backwards through the icons. When you release the keys, the element associated with the selected icon opens.	CTRL+TAB (Tab forward) CTRL+SHIFT+TAB (Tab in reverse)
Table rows—move down	ALT+SHIFT+Down Arrow
Table rows—move up	ALT+SHIFT+Up Arrow
Target—open primary target	CTRL+F9

Task	Shortcut
Text—select This selects the text between the cursor (before you pressed SHIFT) and the new location of the cursor when you click the mouse button again. You can also hold down the SHIFT key and press arrow keys to select characters to the right or left of the cursor.	SHIFT
Text—select to beginning of line This selects the text from the point where the cursor is placed to the beginning of the line.	Shift+Home
Text—select to end of line This selects the text from the point where the cursor is placed to the end of the line.	Shift+End
TOC—open master	CTRL+F8
TOC item—open link	CTRL+Double-Click
TOC pane for the online Help	CTRL+ALT+F1
Topic—create new	CTRL+T
Track changes	CTRL+SHIFT+E
Trademark symbol ™	ALT+CTRL+T
Underline	CTRL+U
Undo	CTRL+Z
Variable—insert	CTRL+SHIFT+V
View the primary target output	SHIFT+F6
XML Editor—toggle with Internal Text Editor	CTRL+` (grave accent)

CHAPTER 2

Shortcuts—According to Keys

The following table lists the shortcuts in the first column and the associated tasks in the second column.

Shortcut	Task
Misc Keys	
ALT+CTRL+.	…
ALT+CTRL+NUM - (minus key in the number pad)	— (em dash)
CTRL+NUM - (minus key in the number pad)	– (en dash)
CTRL+SHIFT+-	Non-breaking hyphen
CTRL+`	Toggle XML Editor and Internal Text Editor
CTRL+;	Paragraph item in list
CTRL+[	Project Organizer
A	
CTRL+A	Select all
Arrows	
ALT+SHIFT+Down Arrow	Block elements and table rows—move down. You can select and move multiple elements. In addition, you can move block items from one parent tag into another. However, you cannot use these commands to move list items outside of lists.
ALT+SHIFT+Up Arrow	Block elements and table rows—move up. You can select and move multiple elements. In addition, you can move block items from one parent tag into another. However, you cannot use these commands to move list items outside of lists.
CTRL+Left Arrow	Cursor—move left This moves the cursor to the next word to the left.
CTRL+Right Arrow	Cursor—move right This moves the cursor to the next word to the right.
CTRL+SHIFT+Left Arrow	Select next word to the left

Shortcut	Task
CTRL+SHIFT+Right Arrow	Select next word to the right
SHIFT+Left Arrow	Select next character to the left
SHIFT+Right Arrow	Select next character to the right
B	
CTRL+B	Bold
CTRL+ALT+B	Paragraph Properties dialog Cell Properties dialog (You must have one or more table cells selected first.)
CTRL+SHIFT+B	Font Properties dialog
C	
ALT+CTRL+C	©
CTRL+C	Copy
CTRL+SHIFT+C	Condition Tags dialog
DEL	Delete
SHIFT+DELETE	Cut
Double-Click	
CTRL+Double-Click	Open file linked to TOC item
E	
CTRL+E	Insert equation
CTRL+SHIFT+E	Track changes
End	Place cursor at end of line
SHIFT+End	Select content between cursor and end of line

Shortcut	Task
F	
CTRL+F	Quick Find widget
CTRL+SHIFT+F	Find and Replace in Files window pane, and loads selected text into it
F1	Help
ALT+F1	Index pane for the online Help
CTRL+ALT+F1	TOC pane for the online Help
CTRL+F1	Search pane for the online Help
F2	Open file in XML Editor
CTRL+F2	Index Results window pane for the online Help
ALT+SHIFT+F2	
F3	Find next
CTRL+F3	Dynamic Help window pane
F4	Properties—file This opens the properties dialog for the selected file.
ALT+F4	Close application
F5	Refresh
F6	Build the primary target
CTRL+F6	Publish the primary target
SHIFT+F6	View the primary target output
F7	Spell Check window pane
F8	
CTRL+F8	TOC—open master
CTRL+SHIFT+F8	Page layout—open master

Shortcut	Task
F9	Index window pane
CTRL+F9	Target—open primary target
CTRL+SHIFT+F9	Stylesheet—open master
F10	Index keyword—insert This inserts the selected text as an index keyword.
F11	Character—insert quick character
SHIFT+F11	Character dialog
F12	Styles window pane
CTRL+F12	Formatting window pane
SHIFT+F12	Attributes window pane
G	
CTRL+G	Insert image
H	
CTRL+SHIFT+H	Pick Style
Home	Place cursor at beginning of line
SHIFT+Home	Select content between cursor and beginning of line
I	
CTRL+I	Italic
CTRL+SHIFT+I	Instant Messages window pane
INSERT	
CTRL+INSERT	Copy
SHIFT+INSERT	Paste

Shortcut	Task
J	
CTRL+J	Content Explorer
CTRL+SHIFT+J	File List window pane
K	
CTRL+K	Hyperlink—insert
CTRL+SHIFT+K	Bookmark—insert
O	
CTRL+O	Open
CTRL+SHIFT+O	Messages window pane
P	
CTRL+P	Print
CTRL+SHIFT+P	Properties—topic This opens the properties dialog for the open topic, master page, or snippet.
Q	
CTRL+Q	QR code—insert
R	
ALT+CTRL+R	®
CTRL+R	Snippet—insert
CTRL+SHIFT+R	Cross-reference—insert
S	
CTRL+S	Save
CTRL+SHIFT+S	Save all
SPACEBAR	

Shortcut	Task
SHIFT+SPACEBAR	Non-breaking space
T	
ALT+CTRL+T	™
CTRL+T	Topic—create new
CTRL+SHIFT+T	Glossary term link—insert
TAB	Cell—select next This selects the next cell in a table. When you press TAB in the last row of a table, a new row is added.
CTRL+TAB	Tab between elements
CTRL+SHIFT+TAB	This opens a popup displaying icons of the various files and window panes that are currently open in the user interface. Therefore, you can easily move from element to element. By pressing CTRL+TAB, you can tab forward through the icons. By pressing CTRL+SHIFT+TAB, you can tab backwards through the icons. When you release the keys, the element associated with the selected icon opens.
SHIFT+TAB	Cell—select previous This selects the previous cell in a table.
U	
CTRL+U	Underline
V	
ALT+V	View menu
CTRL+V	Paste
CTRL+SHIFT+V	Variable—insert
W	
CTRL+W	Preview topic

Shortcut	Task
X **CTRL+X**	Cut
Y **CTRL+Y**	Redo
Z **CTRL+Z**	Undo

APPENDIX

PDF Guides

The following PDF guides are available for download from the online Help.

Accessibility Guide
Analyzer Guide
Autonumbers Guide
Condition Tags Guide
Context-sensitive Help Guide
DotNet Help Guide
Eclipse Help Guide
Getting Started Guide
Global Project Linking Guide
HTML Help Guide
HTML5 Guide
Images Guide
Importing Guide
Index Guide
Key Features Guide
Language Support Guide
Movies Guide
Navigation Links Guide
Print-based Output Guide
Project Creation Guide
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Templates Guide

Topics Guide

Touring the Workspace Guide

Transition From FrameMaker Guide

Variables Guide

WebHelp Outputs Guide

What's New Guide