

# Default keyboard shortcuts

Adobe RoboHelp HTML provides shortcuts to help you quickly work in documents without using the mouse. Use these shortcuts in Design Editor. Additional keyboard shortcuts appear next to the command names in menus.

*NOTE: To use certain shortcuts, you must select text first. Those cases are marked with an asterisk (\*).*

Task	Keyboard shortcut
<b>Basic operations</b>	
New project	CTRL + Alt + N
Open project	CTRL+O (letter O)
Close project	CTRL + Alt + C
Rename Project	Ctrl + Alt + R
Options	Shift + Control + T
Save Component	Ctrl + Alt + S
Save All	CTRL+S
Undo	CTRL+Z
Redo	CTRL+Y
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Delete	Delete button
Close All	CTRL+Alt+X
Exit	Shift + Ctrl + X
Select all	CTRL+A
Find	CTRL+F
Replace	CTRL+H
Find and Replace In Files	CTRL+SHIFT+F

## Default keyboard shortcuts

Task	Keyboard shortcut
Go to bookmark	F5
Print from active pane	CTRL+P
Page Setup	Ctrl + Alt + U
Help	F1
Spell check active pane	F7
Thesaurus	SHIFT+F7
Create a topic	CTRL+T
Duplicate a topic	CTRL+D
Edit item	CTRL+E
Close a topic	CTRL+F4
Open a linked topic in a new tab	CTRL+click
Rename	F2
Paragraph markers	CTRL+SHIFT+8
Preview topic	CTRL+W
Insert hypertext link*	CTRL+K*
Insert image	CTRL+G
Insert text-only pop-up*	CTRL+ALT+P
Open Project Settings dialog	CTRL+SHIFT+/ 
Open Topic Properties dialog	ALT+ENTER
Display Conditional Build Tag dialog*	CTRL+N
Next tab	CTRL+PAGE DOWN
Previous tab	CTRL+PAGE UP
<b>Update</b>	
Update	CTRL+F5
Update All	CTRL+ALT+F5

Task	Keyboard shortcut
Force Update	CTRL+SHIFT F5
Force Update All	CTRL+SHIFT+ALT+F5
Manage document	Ctrl + Alt + D
<b>Text formatting in Design Editor</b>	
Bold	CTRL+B
Italicize	CTRL+I
Underline	CTRL+U
Format – Paragraph menu	CTRL+SHIFT+D
Format – Font menu	CTRL+D
Apply Font	CTRL+SHIFT+ALT+F
Increase font size to next size in menu*	CTRL+SHIFT+>
Decrease font size to previous size in menu*	CTRL+SHIFT+<
Increase font size by 1 point*	CTRL+]
Decrease font size by 1 point*	CTRL+[
<b>Styles in Design Editor</b>	
Apply a style*	CTRL+SHIFT+S
Apply the Normal style	CTRL+SHIFT+N
Apply a Bullets or Numbering style	CTRL+SHIFT+L
Apply Heading 1*	ALT+CTRL+1
Apply Heading 2*	ALT+CTRL+2
Apply Heading 3*	ALT+CTRL+3
<b>TOC pod</b>	
Move book or topic up in the table of contents	CTRL+Up Arrow
Move book or topic down in the table of contents	CTRL+Down Arrow
Move book or topic to the left in the table of contents	CTRL+Left Arrow

Task	Keyboard shortcut
Move book or topic to the right in the table of contents	CTRL+Right Arrow
<b>Index pod</b>	
Change index keyword to lowercase	CTRL+L
Change first letter of index keyword to uppercase	CTRL+J
<b>Review Pane</b>	
Add a review comment	CTRL+ALT+M
<b>Screen Layout Editor</b>	
Preview the open screen layout	CTRL+W
<b>Version Control</b>	
Refresh version status on File Status tab	F5

\*Select text first.