

## RoboHelp Keyboard Shortcuts

A comprehensive list of all the keyboard shortcuts in Adobe RoboHelp.

Adobe RoboHelp provides shortcuts to help you quickly navigate and work on documents. Know the keyboard shortcuts that appear next to command names in menus and the ones not included in menus.

### Keys for project and file operations

The following Ctrl key combinations provide shortcuts to many of the frequently used commands.

Use these keys	To do this
Alt + Ctrl + N	New project
Ctrl + O	Open project
Alt + Ctrl + S	Save
Ctrl + S	Save all
Ctrl + F4	Close active editor
Alt + Ctrl + C	Close project
Ctrl + Shift + /	Project settings
Ctrl + Q	Exit application
Ctrl + W	Open topic preview

Ctrl + R	Open Source view
Ctrl + E	Open Author view
Ctrl + F	Find files
Ctrl + Alt + F	Recent files
Ctrl + H	Find and replace text in topics and Table of Contents (Author and Source views, and Table of Contents panel)
Ctrl + Alt + C	Close project
Shift + F10	Open context menu

## Keys for editing

You can use shortcut keys to perform certain functions within the editing environment of RoboHelp. The following section lists the shortcut keys available to increase your productivity.

Use these keys	To do this
Ctrl + Z	Undo
Ctrl + Y, Ctrl + Shift + Z	Redo
Ctrl + X, Shift + Del	Cut
Ctrl + C	Copy
Ctrl + V, Shift + Insert	Paste
Ctrl + A	Select all
Ctrl + Shift + T	Application preferences
Shift + Arrow	Select text by letters
Ctrl + Shift + Arrow	Select text by words
Shift + Home	Select text from the cursor to the beginning of the line
Shift + End	Select text from the cursor to the end of the line

Ctrl + Shift + Home	Select text from the cursor to the beginning of the document
Ctrl + Shift + End	Select text from the cursor to the end of the document
Shift + Page Down	Select text downwards from the cursor to the length of the editing area
Shift + Page Up	Select text upwards from the cursor to the length of the editing area
Ctrl + Shift + C	Copy inline formatting from a text fragment and enable sticky mode
Ctrl + Shift + V	Apply the copied inline formatting to a text fragment
Esc	Disable sticky mode
Shift + Ctrl + V	Paste as plain text
Tab	Indent a list
Shift + Tab	Outdent a list
Ctrl + B	Make text bold
Delete	Delete contextually
Ctrl + Alt + L	Auto indent Source view

Ctrl + Space	Show options in Source view
Ctrl + Up Arrow	Move selected Table of Contents items up
Ctrl + Down Arrow	Move selected Table of Contents items down
Ctrl + Left Arrow	Move selected Table of Contents items left
Ctrl + Right Arrow	Move selected Table of Contents items right

## Keys for applying Heading styles

The following shortcut keys can be used to quickly apply heading styles for clear and consistent formatting:

Ctrl + Alt + 1	Apply Heading 1 style
Ctrl + Alt + 2	Apply Heading 2 style
Ctrl + Alt + 3	Apply Heading 3 style
Ctrl + Alt + 4	Apply Heading 4 style
Ctrl + Alt + 5	Apply Heading 5 style
Ctrl + Alt + 6	Apply Heading 6 style
Ctrl + Alt + N	Converts the text to normal paragraph text

## Keys for insertion of items

The following shortcuts make it easier for you to perform insert actions:

Use these keys	To do this
Ctrl + 1	Insert a variable
Ctrl + 2	Insert a snippet
Ctrl + 3	Insert a field
Ctrl + G	Insert an image
Ctrl + K	Insert a hyperlink

## Keys for navigation

The following keys help provide an easier and quicker method of navigating and executing commands.

Use these keys	To do this
Home	Jump to the beginning of the line
Ctrl + Home	Jump to the beginning of the document
End	Jump to the end of the line
Ctrl + End	Jump to the end of the document
Page Down	Scroll down the length of the editing area in a document
Page Up	Scroll up the length of the editing area in a document
Ctrl + Page Up	Switch to the next open tab in RoboHelp workspace
Ctrl + Page Down	Switch to the previous open tab in RoboHelp workspace



## Keys for other functions

Some shortcut keys serve as function keys and are used as single key commands:

Use these keys	To do this
F11	Toggle full screen
F1	Online Help