Key Shortcuts

There are keyboard shortcuts for many HTML.edit commands. You can also click the Palette Help button on the Tool Palette for a display of all command key shortcuts.

Navigation
âŒ˜Ó or home   Go to Index
âŒ˜Ô or end   Go to Preferences
âŒ˜Ø   Go To Document…
âŒ˜⚓   Go Back (to last place you were*)
âŒ˜Shift-M   Go To Selected Master Header
âŒ˜Shift-F   Go To Selected Master Footer

General
âŒ˜? or help   HTML.edit Help
âŒ˜A   Select Text of Current Field
Shift-Enter   Select the Current Line
âŒ˜F   Find
âŒ˜G   Find Again
âŒ˜Shift-T   Show/Hide HTML Tool Palette
âŒ˜Shift-D   Reset Selected Text to Default Font
âŒ˜E   Show/Hide Scroll Window
âŒ˜Option-I   Show Info Window
âŒ˜Option-L   Show/Hide Clip Library Window
âŒ˜M   Show/Hide Message Box
âŒ˜R   Replace…
âŒ˜Option-R   Show/Hide Ruler
âŒ˜N   New Document
âŒ˜O   Import (Open) Text File
âŒ˜S   Export (Save) Document to Text File
âŒ˜P   Print Text (Header, Body & Footer)
âŒ˜J   Preview Using WWW Browser
âŒ˜Z   Undo Typing or Last Command
                 Delete Forward

HTML
âŒ˜1-6   Selected Heading Level
âŒ˜H   Current Heading Level <Hn>
âŒ˜7   Link to Previous Document**
âŒ˜8   Link to Next Document**
âŒ˜9   Link to Selected Document**
âŒ˜-   HTML Comment (Command-Minus)
âŒ˜+   Uncomment (Command-Plus)
âŒ˜"   Insert Quote Entity (`"`)
âŒ˜I   Insert Image Tags

âŒ˜K   Remove HTML Tags
âŒ˜L   HTML List Item <LI> (for use within <UL> or <OL>)
âŒ˜D   HTML Table Cell <TD>
âŒ˜Y   HTML Table Row <TR>
âŒ˜Option-S   Insert All Structural Tags
âŒ˜Shift-L   Begin TouchLink™
âŒ˜Shift-A   HyperText Link using Anchor Utility
âŒ˜Option-A   Quick HyperText Link
âŒ˜Shift-N   Named Anchor using Anchor Utility
âŒ˜Option-N   Quick Named Anchor
âŒ˜Shift-B   HTML Bold
âŒ˜Shift-I   HTML Italic
âŒ˜Shift-P   HTML Preformatted
âŒ˜Shift-U   HTML Underline
âŒ˜Shift-E   HTML Emphasis
âŒ˜Shift-S   HTML Strong Emphasis
âŒ˜Shift-C   HTML Citation
Control-Delete   Remove Surrounding Tags

Control-Shift-B, I, U, T, C, E***, S, P, 1-6 & Delete
Adds the same tags as the âŒ˜-shifted counterpart, but removes the immediately-surrounding tags. This works for the physical style, semantic style and heading level shortcuts listed above. For example, selecting the word "golden" and typing Control-Shift-E would change

```
This is a <B>golden</B> day.
```

to

```
This is a <EM>golden</EM> day.
```

Typing Control-Delete removes the tags immediately surrounding the text selection. If the start and end tags do not match properly (tag attributes are ignored), HTML.edit will beep.

*   works in Help window, too.
**   if length of selected text is zero, holding down the Option key while choosing the command inserts the TITLE of the target document as hypertext for link. See Anchor Menu for more info.
***   for consistency sake, I list the Control-key shortcuts as always Control-Shift-[key]. In actuality, all but Control-Shift-E work without the shift key. Control-E is unfortunately the same as hitting the Help button on keyboards equipped with such a button.

Back to HTML Help, on to Sizing Windows, or return to HTML.edit Features.