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Shortcut keys

Shortcut keys for HoTMetaL PRO menu items are indicated on their respective menus. All menus, menu items, and dialog box controls are accessible by pressing the Alt key and the *underlined letter* (also called an 'access key' or 'mnemonic') associated with that control. HoTMetaL PRO Editor and Information Manager also support shortcut keys for window and dialog box navigation.

HoTMetaL PRO 3.0 users please note: most HoTMetaL PRO Editor keyboard shortcuts of the form Ctrl+letter , for HoTMetaL PRO-specific functions, have been replaced by Ctrl+Shift+sameletter ; for example, Ctrl+I (Insert Element) is now Ctrl+Shift+I . Keyboard shortcuts for standard functions such as Cut and Paste have not changed.

File commands (Editor)

These shortcut keys give you access to file manipulation commands in the HoTMetaL PRO Editor.

Create a new document from a template	Ctrl+N
Open a document	Ctrl+O
Open a recently-opened document	Alt+F+number
Close a document	Ctrl+W, Ctrl+F4
Save a document	Ctrl+S
Quit the HoTMetaL PRO Editor	Ctrl+Q, Alt+F4
Preview in a browser	Ctrl+M
Access online help	F1

Editing commands (Editor)

These shortcut keys give you access to common editing operations in the HoTMetaL PRO Editor.

Find and Replace	Ctrl+F
Find Next	F3
Undo an action	Ctrl+Z, Alt+Backspace
Redo an action	Ctrl+Y
Cancel an action	Esc
Spell checking	F7
Thesaurus	Shift+F7
Turn Rules Checking On/Off	Ctrl+Shift+K
Check HTML	F9

Switching between views and display modes (Editor)

These shortcut keys switch between HoTMetaL PRO Editor's three editing views, and display invisible characters, the editor styles dialog, and the Visual Dynamic Keyboard.

Toggle between WYSIWYG view and Tags On view	Ctrl+Space
Switch to HTML Source view	Ctrl+Alt+H
Switch to Tags On view	Ctrl+Alt+T
Switch to WYSIWYG view	Ctrl+Alt+W
Display invisible characters	Ctrl+Alt+I
Change editor display styles	Ctrl+Shift+B
Turn On/Off Visual Dynamic Keyboard	Ctrl+T

Inserting, deleting, and moving text and markup (Editor)

These shortcut keys enable you to perform common editing operations on text and markup in the HoTMetaL PRO Editor.

Delete one character to the left	Backspace
Delete one character to the right	Delete
Cut selection (copy to clipboard)	Ctrl+X, Shift+Delete
Delete selection (don't copy to clipboard)	Delete
Copy selection	Ctrl+C, Ctrl+Insert
Paste from clipboard	Ctrl+V, Shift+Insert
Insert a link	Ctrl+K
Insert a bookmark	Ctrl+G
Insert a break (BR element)	Shift+Enter
Insert non-breaking space ( )	Ctrl+Shift+Space

Insert special character	Ctrl+Shift+E
Insert Tab character in a table cell	Ctrl+Tab
Display the Attribute Inspector	F6
Split element	Enter, Ctrl+Shift+P
Join to preceding	Backspace, Ctrl+Shift+J
Remove markup	Ctrl+Shift+D
Change element	Ctrl+Shift+L
Insert element	Ctrl+Shift+I
Insert a comment	F8

Formatting characters (Editor)

These shortcut keys perform character formatting in the HoTMetaL PRO Editor.

Increase the font size	Ctrl+Shift+>
Decrease the font size	Ctrl+Shift+<
Apply bold formatting	Ctrl+B
Apply an underline	Ctrl+U
Apply italic formatting	Ctrl+I

Formatting paragraphs (Editor)

These shortcut keys perform paragraph (block) formatting in the HoTMetaL PRO Editor.

Center a paragraph	Ctrl+E
Left align a paragraph	Ctrl+L
Right align a paragraph	Ctrl+R
Demote selected list items to sub-list	Tab
Promote selected list items out of list	Shift+Tab

Moving around in a document (Editor)

These shortcuts move the insertion point in the HoTMetaL PRO Editor document window. See the next section for shortcuts for moving around in tables.

Scroll to insertion point or selection	F4
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl+Left Arrow
One word to the right	Ctrl+Right Arrow
One paragraph up	Ctrl+Up Arrow
One paragraph down	Ctrl+Down Arrow
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
Up one screen (scrolling)	Page Up
Down one screen (scrolling)	Page Down

To the end of a document	Ctrl+End
To the beginning of a document	Ctrl+Home

Moving around in tables (Editor)

These shortcuts move the insertion point in tables in the HoTMetaL PRO Editor. See the previous section for shortcuts for moving around in the rest of the document window.

Next cell in a row	Tab, Right Arrow
Previous cell in a row	Shift+Tab, Left Arrow
First cell in a row	Alt+Home
Last cell in a row	Alt+End
First cell in a column	Alt+Page Up
Last cell in a column	Alt+Page Down
Previous row	Up Arrow
Next row	Down Arrow

Making and extending selections (Editor)

These shortcut keys enable you to make or extend selections (highlighted text or markup) in the HoTMetaL PRO Editor.

One character to the right	Shift+Right Arrow
One character to the left	Shift+Left Arrow
To the end of a word	Ctrl+Shift+Right Arrow
To the beginning of a word	Ctrl+Shift+Left Arrow
To the end of a line	Shift+End
To the beginning of a line	Shift+Home

One line down	Shift+Down Arrow
One line up	Shift+Up Arrow
One paragraph down	Shift+Page Down
One paragraph up	Shift+Page Up
To the beginning of a document	Ctrl+Shift+Home
Select the current element	Ctrl+Shift+T
Select the entire document	Ctrl+A
Select the next table cell's contents	Tab
Select the preceding table cell's contents	Shift+Tab

Choosing menu items (Editor and Information Manager)

These shortcuts enable you to choose commands from the HoTMetaL PRO Editor and Information Manager menus.

Show the shortcut (right mouse) menu	Shift+F10
Make the menu bar active	F10
Show the program icon menu (on the program title bar)	Alt+Space
Select the next or previous command on the displayed menu or sub-menu	Down Arrow, Up Arrow
Select the menu to the left or right; or, with a sub-menu visible, switch between the main menu and the sub-menu	Left Arrow or Right Arrow
Close the visible menu and sub-menu at the same time	Alt
Close the visible menu; or, with a sub-menu visible, close the sub-menu only	Esc

Moving between windows and dialog boxes (Editor and Information Manager)

These shortcuts enable you to move between windows, dialog boxes, and documents (Editor only).

Switch to the next active program	Alt+Tab
Switch to the previous active program	Alt+Shift+Tab
Display the next document	Alt+Right arrow
Display the previous document	Alt+Left arrow
Show the Windows Start menu	Ctrl+Esc
Close the active document window	Ctrl+W
Return to document window	Shift+F6
Switch to the next document window	Ctrl+F6, Alt+Left Arrow
Switch to the previous document window	Ctrl+Shift+F6, Alt+Right Arrow
Toggles between the two most recent windows	Alt+F6
Cycles through document and modeless window	Alt+Shift+F6

Navigating in a dialog box (Editor and Information Manager)

These shortcut keys enable you to select and use dialog box controls (controls are groups of one or more related objects, such as a push button, or a group of radio buttons).

Switch to the next tab in a tabbed dialog box	Ctrl+Tab, Ctrl+Page Down
Switch to the previous tab in a tabbed dialog box	Ctrl+Shift+Tab, Ctrl+Page Up
Move to the next control	Tab

Move to the previous control	Shift+Tab
Move to control	Alt+underlined letter
Move between options in the selected drop-down list box	Arrow keys
Move between radio buttons in selected group	Arrow keys
Perform the action assigned to the selected button	Space, Enter
Turn selected check box on or off	Space
Turn any check box on or off	Alt+underlined letter
Move to an option a selected drop-down list box	First letter in option name
Open selected drop-down list box	Alt+Down Arrow
Close selected drop-down list box	Esc
Perform the action assigned to the default button in the dialog box (if no other push button is selected)	Enter
Select a folder in a folder list	Arrow keys
Update the files visible in the Open or Save As dialog box	F5
Cancel the command and close the dialog box	Esc

Working with projects (Information Manager)

These shortcut keys give you access to project-level operations in the Information Manager, and launch the Visual Dynamic Keyboard.

Create a new project from template	Ctrl+N
Open a project	Ctrl+O
Quit the Information Manager	Alt+F4
Find text, tags, and meta-data in project files	Ctrl+F
Replace text, tags, and meta-data in project files	Ctrl+H
Publish a project	Ctrl+Shift+P
Remap links	F5
Launch the Visual Dynamic Keyboard	Ctrl+T

Working with files (Information Manager)

These shortcut keys give you access to file-level operations in the Information Manager.

Cut a file	Ctrl+X
Copy a file	Ctrl+C
Paste a file	Ctrl+V
Delete a file	Delete
File properties (for selected file)	Alt+Enter

Changing views in the Link panel (Information Manager)

These shortcut keys enable you to switch between views in the Information Manager Link panel.

Switch to Web View	Ctrl+Alt+W
Switch to Single File View	Ctrl+Alt+F
Switch to Tree View	Ctrl+Atl+T
Switching between views	Ctrl+Tab

Navigating in the Project panel (Information Manager)

These shortcut keys enable you to move around in the Information Manager Project panel.

Expand a folder	Right Arrow
Contract a folder	Left Arrow
Move down through the file list	Down Arrow
Move up through the file list	Up Arrow
Move to top of project	Home
Move to bottom of project	End