

### File Menu Command Shortcuts

Press...	For...
Ctrl+N	Equivalent to New on the File menu.
Ctrl+O	Equivalent to Open... on the File menu.
Ctrl+Shift+O	Equivalent to Open in Server... on the File menu.
Ctrl+S	Equivalent to Save on the File menu.
F12	Equivalent to Save As... on the File menu.
Ctrl+P	Equivalent to Print... on the File menu.
Ctrl+Shift+P	Equivalent to Print As PDF... on the File menu.
Ctrl+E	Equivalent to Edit Script... on the File menu.
Ctrl+R	Equivalent to Reload on the File menu.
Ctrl+Shift+R	Equivalent to Partial Reload on the File menu.
Ctrl+T	Equivalent to Table Viewer... on the File menu.

### Edit Menu Command Shortcuts

Press...	For...
Ctrl+Z	Equivalent to Undo Layout Change on the Edit menu.
Ctrl+Y	Equivalent to Redo Layout Change on the Edit menu.
Ctrl+X	Equivalent to Cut on the Edit menu.
Ctrl+C	Equivalent to Copy on the Edit menu.
Ctrl+V	Equivalent to Paste on the Edit menu.
Del	Equivalent to Remove on the Edit menu.
Ctrl+A	Equivalent to Activate All on the Edit menu.
Ctrl+F	Equivalent to Search on the Edit menu.
Ctrl+Shift+F	Equivalent to Advanced Search on the Edit menu.

### View Menu Command Shortcuts

Press...	For...
Ctrl+Q	Equivalent to Current Selections... on the View menu.
Ctrl+G	Toggles layout design grid on or off.

### Selections Menu Commands Shortcuts

Press...	For...
Shift+Left arrow	Equivalent to Back on the Selections menu.
Shift+Right arrow	Equivalent to Forward on the Selections menu.
Ctrl+Shift+L	Equivalent to Lock on the Selections menu (locks all selections).
Ctrl+Shift+U	Equivalent to Unlock on the Selections menu (unlocks all selections).
Ctrl+Shift+D	Equivalent to Clear on the Selections menu (clears all selections).

### Settings Menu Command Shortcuts

Press...	For...
Ctrl+Alt+U	Equivalent to User Preferences... on the Settings menu.
Ctrl+Alt+D	Equivalent to Document Properties... on the Settings menu.
Ctrl+Alt+S	Equivalent to Sheet Properties... on the Settings menu.
Ctrl+Alt+V	Equivalent to Variable Overview... on the Settings menu.
Ctrl+Alt+E	Equivalent to Expression Overview... on the Settings menu.

### Bookmarks Menu Command Shortcuts

Press...	For...
Ctrl+B	Equivalent to Add Bookmark... on the Bookmarks menu.
Ctrl+Shift+B	Equivalent to More... on the Bookmarks menu.

### Tools Menu Command Shortcuts

Press...	For...
Ctrl+M	Equivalent to Edit Module... on the Tools menu.
Ctrl+Alt+A	Equivalent to Alerts... on the Tools menu.

### Object Menu Command Shortcuts (List box, Statistics box and Open Multi Box)

Press...	For...
Ctrl+Shift+L	Equivalent to Lock on the Object menu (locks selections in active object).
Ctrl+Shift+U	Equivalent to Unlock on the Object menu (unlocks selections in active object).
Ctrl+Shift+D	Equivalent to Clear on the Object menu (clears selections in active object).
Alt+Enter	Equivalent to Properties... on the Object menu (opens the Properties dialog of an active object).

### Script Keyboard Shortcuts

Press...	For...
Ctrl+G	Go to line number in the script.
Ctrl+K,C	Comment lines in script.
Ctrl+K,U	Uncomment lines in script.
Ctrl+Q,T,A	Add tab in script.
Ctrl+Q,T,P	Promote active tab.
Ctrl+Q,T,D	Demote active tab.
Ctrl+Q,T,N	Rename active tab.
Ctrl+Q,T,R	Remove active tab.
Ctrl+Q,Q	Creates an autogenerated script.
Ctrl+Q,U,I	Opens Unicode input utility.
Ctrl+Q,J,P,G	Creates a script for reading attributes from jpeg files.
Ctrl+Q,M,P,3	Creates a script for reading attributes from mp3 files.
Ctrl+Q,W,M,A	Creates a script for reading attributes from wma files.

### F Key Keyboard Shortcuts

Press...	For...
F1	Activates context sensitive help.
F3	Enters search mode if a searchable object is activated.
F6	Activates the immediate left sheet tab of the currently active tab.
F7	Activates the immediate right sheet tab of the currently active tab.
F12	Equivalent to Save As... on the File menu.
Ctrl+F6	Activates the leftmost sheet tab.
Ctrl+F7	Activates the rightmost sheet tab.