Basics

| | Maria asset | Select | |
|-------------------------|--|----------------------------------|--|
| release-1 | Move caret. Select text. | Select | |
| drag-1 Alt-drag-1 | Inside the selection, drag the selection. Outside the selection, select the element clicked upon then drag it. | 9 | ent containing the caret is said to be <i>implicitly selected</i> . Most commands her an element has been implicitly or explicitly selected. |
| Shift-click-1 | Extend node selection if any, text selection otherwise. | Ctrl-click-1 | Select the node clicked upon. Repeating this action without moving the mouse |
| double-click-1 | Select word. | | selects its parent, then its grand-parent, etc. |
| triple-click-1 | Select all the characters of the text node. | Ctrl-UP | Select parent. |
| press-3 | Show the Edit popup menu. | Ctrl-DOWN | Select child. |
| Drop | If the data being dropped is an URL or an absolute filename, then open the | Ctrl+Shift-UP | Select preceding sibling. |
| | corresponding document. Otherwise, unless the drop target implements a | Ctrl+Shift-DOWN | Select following sibling. |
| | specific behavior (e.g. an external link element), display a popup menu allowing | ESCAPE LEFT | Extend selection to preceding sibling. |
| | to copy or move the data being dropped. | ESCAPE RIGHT ☆ | Extend selection to following sibling. |
| RIGHT | Move caret to following character. | ESCAPE DOWN | Select all children. |
| LEFT | Move caret to preceding character. | ESCAPE ESCAPE | Cancel selection. |
| DOWN | Move caret to following line. | Alt-LEFT | Go back in the navigation history. |
| UP | Move caret to preceding line. | Alt-RIGHT | Go forward in the navigation history. |
| END | Move caret to end of line. | T. 1% | |
| | Move caret to beginning of line. Move caret to following word. | Edit | |
| Ctrl-RIGHT Ctrl-LEFT | Move caret to preceding word. | click-2 | Move caret to the location clicked upon, then paste last selected characters |
| | Move caret to following text node. | | before caret position. Corresponding option must have been turned on. |
| Shift-TAB | Move caret to preceding text node. | Ctrl-Z | Undo last change. |
| Shift-RIGHT | Extend text selection to following character. | Ctrl-Y | Undo last undo (redo). |
| Shift-LEFT | Extend text selection to preceding character. | Ctrl-A | Repeat last repeatable command. |
| Shift-DOWN | Extend text selection to following line. | Ctrl+Shift-A | Show command history. Allows to select and repeat a command. |
| Shift-UP | Extend text selection to preceding line. | Ctrl-X | Cut selected text or nodes. |
| Shift-END | Extend text selection to end of line. | Ctrl-C | Copy selected text or nodes. |
| Shift-HOME | Extend text selection to beginning of line. | Ctrl+Shift-P ☆ | Copy explicit text or node selection as plain text. |
| Ctrl+Shift-RIGHT | Extend text selection to following word. | Ctrl-U | Paste before selected nodes. |
| Ctrl+Shift-LEFT | Extend text selection to preceding word. | Ctrl-V | Paste replacing selected nodes if any. Otherwise paste at caret position. |
| Ctrl-TAB | Insert a tab character if the element preserves space characters. Otherwise, | Ctrl-W | Paste after selected nodes. |
| | no effect. | Ctrl-K | Delete selected text or nodes. |
| ENTER | Insert a newline character if the element preserves space characters. Otherwise, | Ctrl-R | Replace selected nodes by an element or a text node. |
| | no effect. | Ctrl-H | Insert an element or a text node before selected nodes. |
| Ctrl-SPACE | Insert non-breaking space. | Ctrl-I | Insert an element or a text node at caret position. |
| DELETE | Delete selection if any, character following caret otherwise. | Ctrl-J | Insert an element or a text node after selected nodes. |
| BACK_SPACE | Delete selection if any, character preceding caret otherwise. | | Insert a text node after selected nodes. |
| Ctrl-DELETE | Delete selection if any, word following caret otherwise. | Shift-INSERT | Insert a text node before selected nodes. |
| Ctrl-BACK_SPACE | Delete selection if any, word preceding caret otherwise. | Ctrl-INSERT Ctrl+Shift-INSERT | Insert same element after selected element. Insert same element before selected element. |
| File | | ESCAPE INSERT | Switches from insert mode to overwrite mode and the other way around. |
| I IIC | | Ctrl-T | Convert selected text or nodes to another element or to plain text. |
| Ctrl-N | New document. | Ctrl+Shift-T | Wrap selected text or nodes into a new parent element. |
| Ctrl-O | Open document. | ESCAPE 1 | Converts selected text to lower case. If no text is selected, operates on word |
| Ctrl+Shift-O | Open folder containing last opened document. | | containing caret. |
| Ctrl-S | Save document. | ESCAPE u | Converts selected text to upper case. |
| Ctrl-P | Print document. | | |

| ESCAPE c | Changes the first letter of all words found in selected text to upper case. | Tab | |
|---|--|---|--|
| ESCAPE n **** Inserts at caret position a character specified using its entity name (e.g. mdash). Modular documents | | Ctrl+Shift-W Alt-PAGE_UP Alt-PAGE_DOWN | Close current document tab. Switch to preceding document tab. Switch to following document tab. |
| Ctrl+Shift-C | Copy a <i>reference</i> to selected elements. (After that, you can paste this reference elsewhere to build a modular document.) Using the Include tool, insert an element reference at caret position. Switch to window containing referencing document (the modular document), if any. | Help | Switch to following document tab. |
| Ctrl+Shift-I Ctrl+Shift-B | | F1 Shift-F1 | Show help browser. Show content model of selected element. |
| Ctrl+Shift-E | Switch to window containing referenced document (the module). Open this document if needed to. | If an XHTML document is opened | |
| Search | | Shift-ENTER F5 | Insert a br element at caret position. Preview the document being edited in the Web browser. |
| Ctrl-F Ctrl+Shift-F | Search text using the "Search" tool. Search text backwards. | If a DocBook 5+ document or an assembly is opened | |
| Ctrl-M Ctrl+Shift-M Ctrl-G Ctrl+Shift-G | Search/replace text. Search/replace text backwards. Repeat previous search. Repeat previous search backwards. | Ctrl+Alt-C | Copies to the clipboard a reference to the selected nodes. Useful when the reference is intended to be pasted to <i>several different locations</i> in the same document. |
| ESCAPE s | Search text. Mainly useful when recording macros. | If an XHTML, DocBook document or a DITA topic is opened | |
| ESCAPE f ESCAPE r ESCAPE R ESCAPE g ESCAPE G ESCAPE h ESCAPE h ESCAPE H ESCAPE X | Find element. Find and replace element. Find and replace element backwards. Find next element. Find previous element. Replace next element. Replace previous element. Select nodes by evaluating an XPath expression returning a nodeset. Mainly | Ctrl+Alt-click-1 Alt-drag-1 Drop ENTER | Follow link clicked upon. Inside an external link, drag its target URL. Inside an image, drag its source URL. Onto an image, change its source. Onto an external link, change its target. Insert a newline character if possible. Otherwise, if caret is at the beginning of a paragraph, list item or a few other kinds of block, insert same block before. Otherwise, if caret is at the end of a block, insert same block after. Otherwise, split block. |
| | useful when recording macros. | DELETE | Delete selection if any. Otherwise, if caret is at the end of a paragraph, list item or a few other kinds of block, join with following block. Otherwise, delete char- |
| View Ctrl-L Ctrl+Shift-L Ctrl-wheel | Rebuild document view (deep redraw). Center selection on screen. Changes the size of the text in the document view. | BACK_SPACE | acter following caret. Delete selection if any. Otherwise, if caret is at the beginning of a paragraph, list item or a few other kinds of block, join with preceding block. Otherwise, delete character preceding caret. |
| Tools | onlarges the size of the text in the document view. | Ctrl-ENTER | Add same block after the paragraph, list item or a few other kinds of block which is the ancestor of selected node. |
| Ctrl-E Ctrl+Shift-V Ctrl+Shift-H | Edit the attributes of selected element. Check document validity. Open element or attribute content in helper application. | Ctrl+Shift-ENTER | Add same block before the paragraph, list item or a few other kinds of block which is the ancestor of selected node.Convert a paragraph to a list item and a list item to a paragraph, the new element having a lesser nesting level than the original one. |
| Ctrl+Shift-D ESCAPE m ESCAPE q ESCAPE p ESCAPE x | DescriptionEdit document in helper application.mStart/stop recording of macro.GCancel recording of macro.pExecute (replay) recorded macro. | Alt+Shift-RIGHT Alt+Shift-UP Alt+Shift-DOWN | Convert a paragraph to a list item and a list item to a paragraph, the new ele- ment having a greater nesting level than the original one. Swap <i>explicitly selected node</i> with its preceding sibling (move up). Swap <i>explicitly selected node</i> with its following sibling (move down). |