

# Adobe Experience Manager 6.4 (Windows) cheat sheet

## Adaptive Form Editor

Alt + Enter	Open Properties browser for the selected adaptive form component
Ctrl + Alt + W	Close Properties browser for the selected adaptive form component
Ctrl + S	Save changes in the Properties browser for the selected adaptive form component
Ctrl + Alt + Enter	Edit rule for the selected adaptive form component
Ctrl + Shift + M	Toggle between Preview and the currently selected mode (for example, Edit, Scaffolding, etc.)
Ctrl + Z	Undo last change
Ctrl + Y	Redo last change
Shift + Left click	Select multiple components
Ctrl + C	Copy selected component
Ctrl + X	Cut selected component(s). The cut component does not disappear until it is pasted to the new location.
Ctrl + V	Paste component(s)
Ctrl + Del or Ctrl + Backspace	Delete selected component(s)
Ctrl + B	Make text bold while using Rich Text Editor component in Preview mode
Ctrl + I	Italicize text while using Rich Text Editor component in Preview mode
Ctrl + U	Make text bold while using Rich Text Editor component in Preview mode

## Theme Editor

Alt + Enter	Open properties browser for the selected component in a theme
Ctrl + Alt + W	Close properties browser for the selected component in a theme
Ctrl + Z	Undo last change
Ctrl + Y	Redo last change

Ctrl + S	Save changes in the Properties browser for the selected component in a theme
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## Content Browser

Ctrl + A then Right arrow	Expand all accordions in the Form Objects tree of the Content browser when in focus
Ctrl + A then Left arrow	Collapse all accordions in the Form Objects tree of the Content browser when in focus
Right arrow	Expand the selected accordion in the Form Objects tree
Left arrow	Collapse selected accordion in the Form Objects tree
Down arrow	Select the next item in the Forms Objects tree
Up arrow	Select the previous item in the Forms Objects tree

## Correspondence Management

This section lists various keyboards and accessibility shortcuts that you can use in Correspondence Management text editor. You can use these shortcuts while you are:

Creating or editing a Text asset

Editing a text module after tapping the relevant Edit icon ( edittextmodule) when creating a correspondence.

Text selection and moving the cursor around:

Ctrl + Shift + Right arrow	Select current word
Ctrl + Shift + Left arrow	Select previous word
Ctrl + Shift + Up arrow	Extend a selection to the beginning of a paragraph
Ctrl + Shift + Down arrow	Extend a selection to the end of a paragraph
Ctrl + A	Select all the text in the text editor
Ctrl + Right arrow	Move the cursor to the beginning of the next word
Ctrl + Left arrow	Move the cursor to the beginning of the previous word

Ctrl + Down arrow	Move the cursor to the next paragraph.
Ctrl + Up arrow	Move the cursor to the previous paragraph.
Shift + Left arrow	Select text one by one character in back direction
Shift + Right arrow	Select text one by one character in forward direction
Shift + Up arrow	Select text one by one paragraph in back direction
Shift + Down arrow	Select text one by one paragraph in forward direction
Shift + Page Up	Select text until starting from current position of page
Shift + Page Down	Select text until ending from end position of page
Page Down	Move cursor to end of page
Page Up	Move cursor to the start of page
Shift + Ctrl + End	Select text from current position to the end (of the module)
Shift + Ctrl + Home	Select text from current position to the start (of the module)
Ctrl + Home	Move cursor to the starting position
Ctrl + End	Move cursor to the ending position

## Text alignment:

Ctrl + E	Make a paragraph center aligned
Ctrl + L	Make a paragraph left aligned
Ctrl + R	Make a paragraph right aligned
Ctrl + J	Make a paragraph justified

## Undo and redo actions:

Ctrl + Z	Undo
Ctrl + Y	Redo

## Changing font size:

Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size

## Deleting a word:

Ctrl + Backspace	Delete word to left of cursor
Ctrl + Del	Delete word to right of cursor

## Copy and paste:

Ctrl + V or Shift + Insert	Paste text
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Ctrl + X	Cut the selected text
Ctrl + C	Copy the selected text

## Formatting:

Ctrl + Alt + B or Ctrl + B	Make letters bold
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Ctrl + Alt + I or Ctrl + I  
+ I

Ctrl + Alt + U or Ctrl + U	Underline letters
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Source: AEM Forms Keyboard Shortcuts

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More information: [defkey.com/adobe-experience-manager-6-4-shortcuts](https://defkey.com/adobe-experience-manager-6-4-shortcuts)

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