

# FocusWriter cheat sheet

## General

Ctrl + 1	Go to first document
Ctrl + 2 or Ctrl + 3 or Ctrl + 4 or Ctrl + 5 or Ctrl + 6 or Ctrl + 7 or Ctrl + 8 or Ctrl + 9	Go to 2nd document
Ctrl + 0	Go to last document
Ctrl + N	Create a new document
Ctrl + O	Open
F5	Refresh
Ctrl + _	Underscore
Ctrl + U	Underline
Ctrl + ^	Superscript
Ctrl + K	Strikethrough
Ctrl + F	Find
Ctrl + H	Find and replace
F3	Find next
Shift + F3	Find previous
Ctrl + Q	Quit
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + >	Increase indent
Ctrl + <	Decrease indent
Ctrl + J	Justift
Ctrl + I	Italic
Ctrl + B	Bold
Ctrl + F4	Close
Ctrl + S	Save
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Shift + V	Paste without formatting
Ctrl + P	Print
Ctrl + A	Select all
Ctrl + M	Minimize
Ctrl + Shift + `	Turn off focus
Ctrl + {	Align right
Ctrl +	Center text
Ctrl + Tab	Go to next document

Ctrl + Shift + Tab Go to previous document

Ctrl + Shift + 2 Focus to three lines

Ctrl + Shift + 3 Focus to the paragraph

F11 Full screen

Ctrl + D Close notification

*Last modification: 11/11/2019 8:10:21 PM*

*More information: [defkey.com/focuswriter-shortcuts](https://defkey.com/focuswriter-shortcuts)*

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