



memoQ 10.5 cheat sheet

Translation editor

Ctrl + M	Add Comment
Ctrl + O	Add Non-translatable
Ctrl + F then Ctrl + F or Ctrl + H then Ctrl + H	Advanced find and replace
Ctrl + Shift + O	AutoCorrect
Ctrl + F4	Close Active Document (without opening another one)
Ctrl + C	Copy (copy text to the clipboard without cutting it)
Ctrl + Enter	Confirm (store the source segment and the target segment in the primary translation memory (if there's any), and set the segment's status to confirmed)
Ctrl + Shift + U	Confirm and Update Rows (invoke the Confirm and update rows dialog).
Ctrl + Shift + R	Confirm Without Update (without storing the source segment and the target segment in the primary translation memory)
F9	Copy Next Tag Sequence
Ctrl + Shift + T	Copy Selection To Target
Ctrl + Shift + S	Copy Source To Target
Ctrl + X or Shift + Del	Cut
Ctrl + Del	Delete To End Of Segment
Ctrl + Alt + Enter	Directly edit the resource entry highlighted in the Translation results pane
Ctrl + Shift + D	Display All Hits/Display Filtered Hits (switch between full and filtered lists in the Translation results pane of the translation editor)
F2	Edit Source
Ctrl + W	Edit Warnings (invoke a pop-up window where you can see the list of warnings belonging to the segment and set them to ignore)
Ctrl + Shift + F	Filter for Selected Text / Clear Text Filter

Ctrl + F	Find... (open the Quick find window)
Ctrl + G	Go to Next (go through the segment types you specify under Go to Next Settings)
Ctrl + Shift + G	Go to Next Settings (invoke the Go to Next Segment dialog and specify the segment types to jump to when pressing Ctrl + G)
F4	Insert Assembled Hit
Ctrl + Space	Insert Current Hit
Ctrl + -	Insert En Dash
Ctrl + Shift + E	Insert Non-breaking Space
Ctrl + Shift + I	Insert Symbol
Ctrl + [1 - 9]	Insert the target alternative of the hit corresponding to the number on the Translation results pane into the current target segment of the translation (can be used only for the first 9 hits)
Ctrl + J	Join Segments
Ctrl + Alt + L	Lock Special... (set the status of segments of the selected type to locked)
Ctrl + Shift + L	Lock/Unlock Segments
Ctrl + L	Lock/Unlock Several Segments At Once
Ctrl + P	Look Up Term (invoke the Look up term dialog)
Ctrl + Shift + M	Mark selected text
Ctrl + Down arrow	Move down in the Translation results pane
Ctrl + Up arrow	Move up in the Translation results pane
Ctrl + Shift + B	Move selected text left by one word
Ctrl + Shift + N	Move selected text right by one word
Down arrow	Navigate down
Page Down	Navigate down by one view
Ctrl + Tab	Navigate through the open tabs

Up arrow	Navigate up
Ctrl + Up arrow	Navigate up in the Translation results pane
Page Up	Navigate up by one view
Alt + I	Overwrite the target side of the current segment in the translation grid with the target text displayed in the target text field of the Concordance dialog
Ctrl + V or Shift + Insert	Paste
Ctrl + Y	Redo
Shift + Enter	Reject
Ctrl + H	Replace...(opens Quick find with the replace options)
Ctrl + Shift + E	Revert To Earlier Version
F3	Scan Segment (if Automatically scan segments is not enabled in the Automatic lookup and insertion dialog)
F6	Search For Selection Fragment
F5	Search Fragment From Cursor
Ctrl + A	Select All Text
Ctrl + Shift + A	Select All Segments (both on the source and the target side)
Ctrl + Alt + 1	Show the translation editor in the classic layout, with the Translation results pane on the right
Ctrl + Alt + 2	Show the translation editor with the Translation results pane on top
F7	Spelling (invoke the Spelling dialog)
Ctrl + T	Split Segment
Tab	Switch from the source side to the target side and vice versa
F11	Switch To Next Layout (toggle between the Default layout and Results On Top layout of the translation editor)
Ctrl + Shift + M	Toggle Text Marking Mode
Ctrl + Z	Undo
Ctrl + Alt + U	Unlock Special...(unlock

segments of the selected types)

Ctrl + Alt + Enter View/Edit Current Hit

Formatting

These shortcuts will mainly work in the translation editor.

Alt + F6 Arrange Tags

Ctrl + B Bold text (set a selected part of the text bold or – if it is already bold – to remove the bold formatting)

F2 Edit Source

F9 Insert tag

If you select text before pressing F9, memoQ overwrites selected text with a tag.

Ctrl + F9 Edit Inline Tag

Ctrl + Shift + - Format subscript

Ctrl + - Format superscript

Alt + F8 Insert All Tags

Ctrl + I Italics (set a selected part of the text italic or – if it is already italic – to remove the italic formatting)

Ctrl + F8 Remove All Tags

F6 Tag Insertion

Shift + F3 Toggle Case (toggle between first cap, all caps and small cap mode for the selected part of the target segment)

Ctrl + U Underline (set a selected part of the text underlined or – if it is already underlined – remove the underline formatting)

Concordance

Ctrl + K Open the Concordance window from the translation editor

Alt + S Insert Selected Text in the current target cell in the translation editor

Resolve errors and warnings

Ctrl + Up arrow Move To Previous Item

Ctrl + Down arrow Move To Next Item

Ctrl + Space	Ignore And Move To Next
Ctrl + Shift + E	Apply automatic corrections
Ctrl + Shift + I	Ignore All Warnings Of This Kind
Ctrl + Shift + R	Refresh Data

Find/replace

Ctrl + F	Find text
Ctrl + H	Replace text
Ctrl + Up arrow	Move To Previous Item
Ctrl + Down arrow	Move To Next Item
Ctrl + Space	Replace

Alignment editor

Ctrl + L	Create Synchro Link
Ctrl + O	Create Cross Link (link two segments in different grid rows)
Ctrl + L	Create Review Link
Ctrl + Shift + C	Confirm All Auto Links (confirm all segment links automatically created by memoQ's alignment function)
Ctrl + Shift + I	Mark As Insertion (tell memoQ's alignment function to stop looking for a corresponding pair for the segment in question)
Ctrl + R	Remove Link or Insertion (remove a link between two segments or an insertion)
Ctrl + Shift + R	Run Aligner (have memoQ process the document pair again)

Term base editor

Ctrl + A	Add Term (add a new variant to the highlighted entry in the term base)
Ctrl + E	Create Term Base Entry (open the Add new term window)
Ctrl + Q	Quick Create Term Base Entry (without entering additional information)
Ctrl + D	Delete Selected TB Entries
Ctrl + N	New TB Entry

Ctrl + Enter	Merge/Commit Current
Ctrl + Alt + Enter	Merge/Commit All
Ctrl + Space	Mark As Master
Ctrl + Alt + Space	Mark For Merge
Ctrl + Shift + D	Mark For Deletion
Ctrl + Shift + S	Mark To Skip

If you have several term bases attached to your project which are ranked, you can use a shortcut to do the same as Ctrl+Q, but instead of whatever is the current target term base, the term will be added to the term base ranked 1-9, for example:

Add Term To Term Base Ranked 3 will add the term to the term base ranked third in Project home > Term bases.

Term extractor

Ctrl + Enter	Accept As Term
Ctrl + D	Drop Term
Ctrl + Shift + A	Select All Rows
Ctrl + G	Toggle Hits And Term Base
Ctrl + J	Merge Candidates
Ctrl + T	Unmerge Candidate
Ctrl + M	Prefix Merge & Hide
Ctrl + L	Hide/Unhide Shorter
Ctrl + W	Add As Stopword
F3	Look Up Terms Now
Ctrl + A	Select All Text

Translation memory editor

Ctrl + N	New TM Entry
Ctrl + D	Delete Selected TM Entries
Ctrl + Shift + F	Filter for Selected Text / Clear Text Filter
Ctrl + M	Flag TM Entry
Ctrl + G	Jump to Next Flagged
Ctrl + Enter	Merge current
Ctrl + Shift + R	Merge selection
Ctrl + Space	Mark as master
Ctrl + Alt + Space	Mark for merge
Ctrl + Shift + D	Mark for deletion
Ctrl + Shift + S	Mark to skip

Ctrl + S Save Changes

General

Ctrl + S	Save All (save everything that was not saved in the last five seconds)
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F1	Help
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Ctrl + Shift + Q	Open the memoQ TM Search tool
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Ctrl + Alt + C	In the memoQ TM Search tool, copies target to clipboard
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Ctrl + Shift + C	In the memoQ TM Search tool, copies source to clipboard
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Ctrl + F1	Hide or expand the ribbons
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More information: defkey.com/ga/memoq-10-shortcuts

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