

# Jama Connect cheat sheet

## General navigation

Esc	Closes an open window
Tab	Navigates from field to field in List or Single Item View
Enter	Selects a highlighted button, or opens a selected item
Arrow keys	Scroll through items, tags, releases, baselines or test plans in the left panel

## Inline editing in List View

Esc	Cancels unsaved changes
Tab	Moves cursor between editable fields
Enter	Saves changes and moves to next item in list

## Rich text accessibility

Use the following shortcuts in fields that use the rich text editor:

Alt + 0	Opens window with accessibility instructions
Alt + F10	Enters the toolbar or the tab list of the currently open dialog window
Ctrl + Right click	Access native browser spell check menu
Tab	Move to the right between groups of toolbar buttons
Shift + Tab	Move to the left between groups of toolbar buttons
Right arrow	Move to the next button to the right
Left arrow	Move to the next button to the left
Enter	Activates a selected button or menu option

## Rich text navigation

Home	Jumps to the beginning of the line
Ctrl + Home	Jumps to the beginning of the document

End	Jumps to the end of the line
Ctrl + End	Jumps to the end of the document
Page Down	Scrolls down the document by the length of the editing area
Page Up	Scrolls up the document by the length of the editing area
Ctrl + L	Opens the link window

## Rich text writing and formatting

Use the following shortcuts in fields that use the rich text editor:

Shift + Enter	Adds a line break
Ctrl + Z	Undo the last change
Ctrl + Y	Redo the last change
Ctrl + C	Copies a text fragment to the clipboard
Ctrl + V or Shift + Insert	Pastes a text fragment from the clipboard
Ctrl + X or Shift + Del	Cuts a text fragment to the clipboard
Ctrl + B	Applies or removes bold formatting
Ctrl + I	Applies or removes italic formatting
Ctrl + U	Applies or removes underline
Ctrl + A	Selects all field contents
Shift + Arrow keys	Selects text letter by letter
Ctrl + Shift + Arrow keys	Selects text word by word
Shift + End	Selects a text fragment from the cursor to the end of the line.
Shift + Home	Selects a text fragment from the beginning of the line to the cursor.
Ctrl + Shift + End	Selects a text fragment from the cursor to the end of the document
Ctrl + Shift + Home	Selects a text fragment from the beginning of the document to the cursor
Shift + Page Down	Selects a text fragment of approximately the length of the editing area, starting from the

	cursor and going down
Shift + Page Up	Selects a text fragment of approximately the length of the editing area, starting from the cursor and going up

## Review navigation

Use the following shortcuts in fields that use the rich text editor:

Tab	Move from one highlighted comment to another
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Source: Jamasoftware

*Last modification: 12/24/2020 7:33:12 AM*

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

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