

# KompoZer cheat sheet

## General

Ctrl + O	Open File
Ctrl + N	Open New Page/Template
Ctrl + T	Open New Tab
Ctrl + S	Save File
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + A	Select All
Ctrl + W	Close Window
Ctrl + Del	Delete Next Word
Page Up	Go Up One Page
Page Down	Go Down One Page
Up arrow	Go Up One Line
Down arrow	Go Down One Line
Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + F	Find
Ctrl + G or F3	Find Again
Ctrl + Shift + F	Find Previous
Shift + F10 or Ctrl + Space	Open Context Menu
F10	(Controlled through keyboard preference in Control Panel) Open Main Menu (switches to the first drop-down menu at the top of the window)
Home + Left arrow or Ctrl + A	Move to beginning of line (in a text editing field)
End + Right arrow or Ctrl + E	Move to end of line (in a text editing field)
Ctrl + Page Down	Switch to Next Tab (when using Tabbed Browsing with more than one tab)
Ctrl + Page Up	Switch to Previous Tab (when using Tabbed Browsing with more than one tab)
Ctrl + W	Close Tab
Ctrl + Q	Exit KompoZer

## Composition shortcuts

Ctrl + Shift + L	Open Web Location
Ctrl + Shift + S	Publish
Ctrl + -	Text Zoom - Smaller
Ctrl + +	Text Zoom - Larger
Ctrl + O	Text Zoom - 100%
Ctrl + L	Insert/Edit Link
Ctrl + B	Text style Bold
Ctrl + I	Text style Italic
Ctrl + U	Text style Underline
Ctrl + [	Increase Indent
Ctrl + ]	Decrease Indent
Ctrl + Shift + Y	Discontinue Text Styles
Ctrl + Shift + K	Discontinue Link
Ctrl + Move the mouse	Select Row/Column
Ctrl + Left arrow	(drag to select block of cells, or continue clicking to select individual cells) Select Cells(s)
F9	Site Manager
Ctrl + K	Start Spell Check

## Help window

Tab	Navigate Links within Content Pane (right pane)
F9	Toggle the visibility of Sidebar
Ctrl + = or Ctrl + Shift + +	Increase Text Size
Ctrl + -	Decrease Text Size
F6	Switch between Content Pane and Search/Contents/Index/Glossary (toggle)
Up arrow / Down arrow	Navigate Index Terms (while Index Pane is selected)
Up arrow / Down arrow	Scroll Pane (Content, Table of Contents, or Index)
Left arrow / Right arrow	Expand/Collapse Table of Contents Tree Structure
Ctrl + P	Print Page
Alt + Left arrow	Go Back to Previous Page
Alt + Right arrow	Go Forward One Page
Ctrl + W	Close KompoZer Help Window

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

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