

# M\*Modal Editor cheat sheet

## Insert

Ctrl + G	Incomplete marker
F8	Template
Ctrl + K	Bookmark
Ctrl + D	Provider's full name
Ctrl + Alt + D	Provider's last name
Ctrl + A	Address
Ctrl + W	Symbol

## Character formatting

Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline

## Formatting

Ctrl + N	Toggle section
Ctrl + Shift + N	Toggle sub-section
Ctrl + L	Toggle list
Ctrl + M	Indent list
Ctrl + Shift + M	Outdent list

## Navigation

Right arrow	One character right
Left arrow	One character left
Down arrow	One line down
Up arrow	One line up
Ctrl + Right arrow	One word right
Ctrl + Left arrow	One word left
End	Move to end of line
Home	Move to start of line
Ctrl + Up arrow	Move paragraph up
Ctrl + Down arrow	Move paragraph down
Ctrl + Home	Move to start of report
Ctrl + End	Move to end of report
Page Up	Scroll up
Page Down	Scroll down

## Select

Shift + Left arrow	One character left
Shift + Right arrow	One character right
Ctrl + Shift + Left arrow	One word left
Ctrl + Shift + Right arrow	One word right
Shift + Down arrow	One line down
Shift + Up arrow	One line up
Ctrl + Shift + Down arrow	One paragraph down
Ctrl + Shift + Up arrow	One paragraph up
Ctrl + Shift + Home	To start of report
Ctrl + Shift + End	To end of report
Shift + Home	To start of line
Shift + End	To end of line

## Edit

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + Del	Delete word right
Ctrl + Backspace	Delete word left
Ctrl + Shift + U	Toggle case
Ctrl + F	Find text
Ctrl + Alt + I	Find incomplete marker

## Audio

F12	Toggle playback
Ctrl + F12	Attach highlight & cursor
Ctrl + Shift + F12	Move highlight to cursor
Ctrl + Shift + R	Rewind
Ctrl + Shift + F	Fast forward
Ctrl + E	Decrease speed
Ctrl + R	Normal speed
Ctrl + T	Increase speed

## Expandtype

F7	Quick add
Ctrl + F7	Lookup
Ctrl + Shift + F7	Maintenance

## Other

F2	View report data screen
F3	Spell check
F5	Print preview
F6	Lookup previous report
F8	Template search
F9	View ccs
Ctrl + F8	View instructions
Ctrl + F9	View report notes
F10	Save and exit

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More information: [defkey.com/m-modal-editor-shortcuts](https://defkey.com/m-modal-editor-shortcuts)

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