

# Ultra Edit 2024.1 cheat sheet

## Document navigation

Ctrl + Up arrow	Scroll up one line keeping cursor in view
Ctrl + Down arrow	Scroll down one line keeping cursor in view
F4	Toggle focus between active file and Tree View if shown
Alt + Right arrow	Position cursor at first not space character of next paragraph
Alt + Left arrow	Position cursor at first not space character of current paragraph (if positioned mid-paragraph) or previous paragraph
Alt + Page Up	Position cursor beginning of first line in of the display
Alt + Page Down	Position cursor beginning of last line in of the display
Alt + Num -	Position line with cursor at top of window
Alt + Num +	Position line with cursor at bottom of window
Alt + Num *	Position line with cursor at center of window
Ctrl + Num 1	Position the cursor at the end of the previous word
Ctrl + Num 2	Position the cursor at the end of the next word
Ctrl + F6	Make the next document window active
Ctrl + Shift + F6	Make the previous document window active

## Select/Delete/Insert

Ctrl + Shift + Left arrow / Right arrow	Selects the word preceding (or following) the cursor
Ctrl + Backspace	Delete the word preceding the cursor
Ctrl + Del	Delete the word following the cursor
Ctrl + I	Insert a literal character at the cursor position
Insert	Toggle between Insert and Overstrike mode

## Hex Mode

Ctrl + H	Toggle HEX editing mode
Ctrl + D	Insert or delete characters in HEX editing mode

## Bookmark Shortcut

Ctrl + F2	Toggle bookmark on and off
F2	Goto next bookmark

## File menu

Ctrl + N	Create a new document file
Ctrl + O	Open an existing document file
Ctrl + Q	Open an existing document without showing File Open dialog
Ctrl + F4	Close an existing document file
Ctrl + S	Save the active document
F12	Save the active document as a new file
Ctrl + P	Print the active document

## Edit menu

Ctrl + X	Cut text from the document into the clipboard
Ctrl + C	Copy text from the document into the clipboard
Ctrl + V	Paste text from the clipboard into the active document
Ctrl + [0 - 9]	Select active clipboard
Ctrl + A	Select All text in the active document
Ctrl + Z	Undo the last action if possible
Ctrl + Y	Reverse the last Undo action if possible
Ctrl + J	Select the current word (same as double click)
Ctrl + E	Delete line the cursor is on
Ctrl + F11	Delete from the cursor to start of line
Ctrl + F12	Delete from the cursor to end of line
Ctrl + W	Toggle Word Wrap on/off

F7	Insert time/date at cursor
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F10	Execute Windows Program
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## Search menu

Alt + F3 or Ctrl + F	Find a character string
Ctrl + F3	Repeat last find toward beginning of file
F3	Repeat last find toward end of file
Ctrl + B	Find matching brace (,[,{ or },,])
Ctrl + R	Find and replace a character string with another
Ctrl + G	Goto the specified line (or HEX address)

## Help menu

Shift + F1	Invoke the context help command and cursor
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Source: Ultraedit Support

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*More information:* [defkey.com/mg/ultra-edit-2024-shortcuts](https://defkey.com/mg/ultra-edit-2024-shortcuts)

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## View menu

Ctrl + U	Toggle File Tree View
Ctrl + F8	Toggle Tag List

## Format menu

Ctrl + T	Reformat the current paragraph or selected text
Ctrl + F5	Convert selected text to lower case
Alt + F5	Convert selected text to Upper case
F5	Capitalize first character of each word in selected text
Shift + F5	Invert case of all characters in selected text
Ctrl + K	Invoke the spelling checker
Alt + C	Toggle column/block mode on and off

## Macro menu

Ctrl + M	Replay a macro
Ctrl + L	Replay a macro the specified number of times

## DOS menu

F9	Run DOS Window command
Ctrl + F9	Repeat last DOS Window command