Author-It cheat sheet

General

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + S	Save changes within a topic
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + K	Insert Hyperlink
Ctrl + D	Duplicate
Ctrl + P	Open the properties for selected folder or object when the library explorer has the focus
Ctrl + P	Print a topic when the cursor is in the open topic or the topic is selected in the book's content pane (on premises only)
Ctrl + Q	Opens the Quick Search window
Ctrl + <	Displays previous topic in Editor
Ctrl + >	Displays next topic in Editor
Ctrl + Shift + -	Insert Non-breaking Hyphen
Ctrl + Shift + Space	Insert Non-breaking Space
Ctrl + Shift + 8	Show/Hide Control Characters
Ctrl + Space	Remove Character Style
Ctrl + F1	Expand or Collapse the Ribbon Bar
Alt + Enter	Select text in a topic then use ALT + ENTER to create an embedded topic from the selected text, or Place cursor in topic, use ALT + ENTER to split the topic into two topics, the new topic (with all content after the cursor) is added to the open book.
Alt + F	Opens the File Menu in the Library Explorer or in the Editor (depending which has the focus)
Alt + A	Opens the Author ribbon and displays the keyboard shortcuts in the Library Explorer (when the Explorer has the focus)
Alt + E	Opens the Edit ribbon and displays the keyboard shortcuts in the Editor (when the Editor has the focus)
Alt + Page Down	Minimizes Author screen when running in browser mode.
Alt + Page Up	Maximizes Author screens when running in browser mode. Note that Author will cycle through all open screens.
F1	Help
F5	Refresh
F7	Spell Check
Alt + F4 or Esc	Close Window
Shift + F3	Toggle Case
Del	Delete or Remove Selected Objects or Text

Hold down these keys while you're dragging to specify object positioning when you're dropping an object into a book's content pane or an Index object:

Shift	Insert directly above the object
Alt	Insert demoted, as a child of the object
Ctrl	Insert a copy directly below the object
Ctrl + Shift	Insert a copy directly above the object
Ctrl + Alt	Insert a copy demoted, as a child of the object

Ribbon

Alt	Press Alt to display tab shortcuts. Press again to return focus to the content
Ctrl + F1	Expand / Collapse ribbon

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More information: defkey.com/uk/author-it-shortcuts

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