



# TextRoom cheat sheet

## General

F1	Help screen
F2	Options and Settings screen
F3	About
F5	Check Spelling
F6	Scratchpad
F7	MiniFlo
F8	GetAWord
F9	MusicRoom
F10	Export to Google Docs
F11	Fullscreen on/off
Esc	Quit or exit fullscreen, close About and Help dialogs
Ctrl + M	Minimize TextRoom
Ctrl + Q	Quit
-	
Ctrl + N	New
Ctrl + O	Open
Ctrl + S	Save
Ctrl + Shift + S	Save as
Ctrl + P	Print
Ctrl + Alt + I	Insert image
-	
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select all
Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
-	
Ctrl + W	Change the current format
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Up arrow / Down arrow	Change font size
Ctrl + R	Align right
Ctrl + L	Align left
Ctrl + J	Align justify

Ctrl + E	Align center
-	
Shift + F4	Go back to cursor position
Ctrl + F	Find
F4	Find next
Ctrl + F4	Find previous
-	
Ctrl + D	Insert date
Ctrl + T	Insert time

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More information: [defkey.com/zh/textroom-shortcuts](https://defkey.com/zh/textroom-shortcuts)

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