

RoboHelp 7 Keyboard Shortcuts

Note: To use certain shortcut keys, you must select text or image first, as marked with an asterisk (*).

Task	Shortcut keys
Basic operations	
Open project	Ctrl+O (letter O, not number 0)
Save all	Ctrl+S
Undo	Ctrl+Z or Alt+Backspace
Redo	Ctrl+Y
Cut	Ctrl+X Shift+Delete
Copy	Ctrl+C
Paste	Ctrl+V Shift+Insert
Delete	Delete button
Select all	Ctrl+A
Find	Ctrl+F
Find-and-Replace	Ctrl+H
Go to bookmark	F5
Print active pane (topic, ToC, Index or Glossary)	Ctrl+P
Help	F1
Spell check active pane	F7
Thesaurus*	Shift+F7
View/Hide Paragraph markers	Ctrl+Shift+8
Preview (topic, skin, etc.)	Ctrl+W
Insert hyperlink*	Ctrl+K*
Insert image	Ctrl+G
Edit Image*	Ctrl+E
Insert text-only popup*	Ctrl+Alt+P
Open Project Settings dialog	Ctrl+Shift+?
Open Topic Properties dialog	Alt+Enter
Display Project Manager (RH6)	Not available in RH7
Display ToC Composer (RH6)	Not available in RH7
Display Index Designer (RH6)	Not available in RH7
Display Glossary Designer (RH6)	Not available in RH7
Display Tools tab (RH6)	Not available in RH7
Display Conditional Build Tag dialog*	Ctrl+N
Generate/Compile Primary Layout	Ctrl+M
View Primary Layout	Ctrl+R
Close active topic pane	Alt+W+W+C
View Topic List	Alt+V+P+L

Task	Shortcut keys
Text formatting in Design Editor	
Bold	Ctrl+B
Italicize	Ctrl+I
Underline	Ctrl+U
Format – Paragraph menu	Ctrl+Shift+D
Format – Font menu	Ctrl+D
Font change	Ctrl+Shift+F
Increase font size to next size in menu*	Ctrl+Shift+>
Decrease font size to previous size in menu*	Ctrl+Shift+<
Increase font size by 1 point*	Ctrl+]
Decrease font size by 1 point*	Ctrl+[
Styles in Design Editor	
Apply a style*	Ctrl+Shift+S
Apply the Normal style	Ctrl+Shift+N
Apply a Bullets or Numbering style	Ctrl+Shift+L
Apply Heading 1*	Alt+Ctrl+1
Apply Heading 2*	Alt+Ctrl+2
Apply Heading 3*	Alt+Ctrl+3
ToC Composer	
New Topic	Ctrl+T
New Book**	Ctrl+Shift+B
New Page (inserts a link to an existing topic)	Ctrl+Shift+P
Move book or topic up in the ToC**	Alt+Shift+Up Arrow
Move book or topic down in the ToC**	Alt+Shift+Down Arrow
Move book or topic to the left in the ToC**	Alt+Shift+Left Arrow
Move book or topic to the right in the ToC**	Alt+Shift+Right Arrow
Rename	F2
Index Designer	
Change index keyword to lowercase	Ctrl+L
Change first letter of index keyword to uppercase	Ctrl+J
Insert sub-keyword	Ctrl+Shift+I
Rename	F2
Version Control	
Refresh version status on File Status tab	F5
Get Latest Version	Ctrl+Alt+G
Check Out	Ctrl+Alt+K
Check In	Ctrl+Alt+U
Show History	Ctrl+Alt+H
Show Differences	Ctrl+Alt+F
Version Control Properties	Ctrl+Alt+Enter

* **Select text first**

** **Focus in ToC**