Keyboard shortcuts

Here you will find tables containing all the keyboard shortcuts that are supported by tts performance suite.

1 Keyboard shortcuts in the Local Workspace

Shortcut	Function
Ctrl + N	New document
Ctrl + O	Open selected document
F10	Open the User Preferences (settings)
Ctrl +D	Duplicate document
Alt + ↵	Access the properties of the selected document

2 Keyboard shortcuts in the Document Editor

General shortcuts	Function
F1	Access manual (Help)
Ctrl + S	Save
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Delete	Delete
Ctrl + ⇧ + G	Insert outline into Step list
Alt + Delete	Merge screenshot with previous one
Alt + F4	Exit Document Editor
F4	Export documentation

Strg + G	Group objects / Ungroup
F12	Reload XML resources
Ctrl + F9	Edit QuickAccess signatures
Alt + ↵	Open document properties
Alt + X	Insert textbox
Alt + T	Insert table
Alt + I	Insert image
Alt + C	Edit Comment and Feedback text
Ctrl + ⇧ + Delete	Delete reference
F5	Start Play mode
⇧ + F5	Play animation to check it

Text editing and formatting	**Function**
(Ctrl +) ⇧ + arrow key	Select text
Ctrl + ⇧ + F	Format selected text as bold
Ctrl + ⇧ + K	Format selected text as italics
Ctrl + ⇧ + U	Format selected text as underlined
Ctrl + L	Align left
Ctrl + E	Align centered
Ctrl + R	Align right
Ctrl + B	Justify
F2	Input text
Ctrl + F	Find (/Replace)
Ctrl + K	Insert hyperlink
Alt + ⇧ + V	Paste text from clipboard without formatting
Ctrl ⇧ -	Insert soft hyphen

The following editing rules apply in the documentation: The arrow keys can be used to move the cursor about freely within a textbox. However, it is not possible to exit a textbox via the arrow keys. To get the cursor to jump from one textbox to the next, use the Ctrl + ↑ (arrow key that points up) or Ctrl + ↓ (arrow key that points down) shortcut.

The Documentation view allows you to select several text modules (such as textboxes) with a click of the mouse. The procedure is the same as that for making a multiple selection in Windows – simply keep the Ctrl or the ⇧ (Shift) key pressed.

3 Navigation in tables

In **Tables**, the arrow keys (← → ↑ ↓) can be used to jump to one of the adjacent cells. Furthermore, the Tab key ⇥ can be used to move the cursor to the respective next cell (the cell's content is then automatically selected). The ⇧ + ⇥ shortcut takes you back to the previous cell in the table and selects its content. If the cursor is positioned in the last column of the final row of a table, pressing the Tab key ⇥ again inserts a new row at the bottom of the table.

4 Managing lists

Shortcut	**displays / switches list**
Alt + ⇧ + S	Step list
Alt + ⇧ + T	Task list
Alt + ⇧ + M	Presentation objects (step)
Alt + ⇧ + O	All presentation objects
Alt + ⇧ + I	All interaction objects
Alt + ⇧ + N	Interactions
Alt + ⇧ + K	Page interaction objects
Alt + ⇧ + C	Console
Alt + ⇧ + H	Path Editor
Alt + ⇧ + E	Triggers
Alt + ⇧ + P	Properties view
Alt + ⇧ + R	All images

Alt + ⇧ + X	All texts

In the **Step list**, the Page Up and Page Down (Page Up / Page Down) keys can be used to navigate to the previous / next step. You can move to the first or last step by pressing the Pos1 or End key.

To move an **outline element** up a level, use the Alt + ⇧ + ← shortcut. To move an outline element down a level, press Alt + ⇧ + →.

5 Other shortcuts

If you press the Print key during a **recording**, an **additional screenshot** will be included in the documentation and in the e-learning. To record a **touch interaction**, use the ⇧ + Ctrl + # shortcut (it's possible to change this shortcut in the Recorder section of the User Preferences).

To **pause** an ongoing **recording**, press the Pause/Break key. To continue the recording, press the Pause/Break key again. This little trick can be very helpful because the focus then always remains on the window to be recorded and lists or menus remain open – all of which would not happen if you were to click the Pause button in the Recorder window. The User Preferences also allow you to define a shortcut via which you can end the recording (default setting: Ctrl + Alt + End).

During a manual **ReRecording**, you can have the tool carry out the next interaction by using the ⇧ + Pause/Break shortcut.

The following rules apply when moving objects via the keyboard:

- Press arrow key ← → ↑ ↓ : Moves an object by several (10) pixels.
- Simultaneously pressing Ctrl + arrow key: Moves an object 1 pixel.

To perform the page interaction in the simulation, press the Ctrl + A shortcut (**perform interaction**).