

B.1 Common Shortcuts

- In most of input forms, you can use the <Enter(Mac OS: Return)> key to save or execute it.
- While the overlay appears, press the <Esc> key to make the overlay disappear.

B.2 Editor Shortcuts

B.2.1 Normal Mode Shortcuts

The normal mode means that you are not editing any element at all, so using mouse or keyboard, you can freely select any element.

Table B-1 Normal Mode Shortcuts

Windows	Linux	Mac	Descriptions
Enter	Enter	Return	Editing a selected element.
Delete	Delete	Delete	Deleting a selected element.
Up	Up	Up	An element above the currently selected element will be selected. If there is no element selected, then the first element showing up on the screen will be selected.

Windows	Linux	Mac	Descriptions
Down	Down	Down	An element below the currently selected element will be selected. If there is no element selected, then the first element showing up on the screen will be selected.
Page Up	Page Up	Page Up	After scrolling up as high as the screen height, the last element will be selected. If there is no element selected, then the first element showing up on the screen will be selected.
P a g e Down	P a g e Down	P a g e Down	After scrolling down as low as the screen height, the first element will be selected. If there is no element selected, then the first element showing up on the screen will be selected.
Home	Home	Home	The first element will be selected.
End	End	End	The last element will be selected.
Ctrl + A	Ctrl + A	Command + A	All the elements will be selected.
Left	Left	Left	Hide all the elements located below the heading.
Right	Right	Right	Unhide all the elements located below the heading.
Tab	Tab	Tab	If your selected element is a heading, then the heading level will be lowered to one level below. For instance, if you press this key after selecting an element with Heading 1, it will be changed to Heading 2.
Shift + Tab	Shift + Tab	Shift + Tab	If your selected element is a heading, then the heading level will be raised to one level above. For instance, if you press this shortcut after selecting an element with a Heading 2, it will be changed to Heading 1.
Ctrl + I	Alt + I	Command + I	A text element will be inserted. If there is an element selected, it will be added after this element, otherwise, your text element will be added at the end.
Ctrl + Alt + I	Ctrl + Alt + I	Command + Alt + I	A text element will be inserted. If there is an element selected, it will be added before this element, otherwise, your text element will be added at the top.
Ctrl + C	Ctrl + C	Command + C	Your selected elements will be copied.
Ctrl + V	Ctrl + V	Command + V	Your copied elements will be pasted.
Esc	Esc	Esc	When adding an element or moving an element to another position by dragging and dropping, press this key to cancel it.

Windows	Linux	Mac	Descriptions
Ctrl + Z	Ctrl + Z	Command + Z	Undo
Ctrl + Y	Ctrl + Y	Command + Y	Redo
Ctrl + F	Ctrl + F	Command + F	Opening up the Find and Replace panel.

B.2.2 Editing Mode Shortcuts

The editing mode means that a user is currently editing a specific element.

B.2.2.1 Editing Mode Common Shortcuts

The following shortcuts can be used when editing all types of elements.

Table B-2 Editing Mode Common Shortcuts

Windows	Linux	Mac	Descriptions
Ctrl + S	Ctrl + S	Command + S	Saving the changes and switching to the normal mode.
Esc	Esc	Esc	Switching from the element editing mode to the normal mode.
Ctrl + Space	Alt + /	Alt + /	Place your cursor on the element editor and press the this shortcut. Then the context menu where you can perform tasks in the editor toolbar will appear. Using the directional key, select your task and press the <Enter> key to configure it.
Ctrl + Z	Ctrl + Z	Command + Z	Undo
Ctrl + Y	Ctrl + Y	Command + Y	Redo

B.2.2.2 Text Editor Shortcuts

When editing text elements, you can use the following shortcuts.

Table B-3 Text Editor Shortcuts

Windows	Linux	Mac	Descriptions
Ctrl + 0	Ctrl + 0	Ctrl + 0	Selecting “Normal” as element type.
Ctrl + 1	Ctrl + 1	Ctrl + 1	Selecting “Heading 1” as an element type.
Ctrl + 2	Ctrl + 2	Ctrl + 2	Selecting “Heading 2” as an element type.
Ctrl + 3	Ctrl + 3	Ctrl + 3	Selecting “Heading 3” as an element type.
Ctrl + 4	Ctrl + 4	Ctrl + 4	Selecting “Heading 4” as an element type.
Ctrl + 5	Ctrl + 5	Ctrl + 5	Selecting “Heading 5” as an element type.
Ctrl + 6	Ctrl + 6	Ctrl + 6	Selecting “Code” as an element type.
Ctrl + /	Ctrl + /	Command + /	Place your cursor on the text editor and press this shortcut. Then the context menu where you can select a desirable element type will appear. Using the directional key, select your element type and press the <Enter> key to configure it.

B.2.2.3 Table Editor Shortcuts

When editing table elements, you can use the following shortcuts.

Table B-4 Table Editor Shortcuts

Windows	Linux	Mac	Descriptions
Tab	Tab	Tab	Moving the cursor location to the right cell. If there is no cell on the right, then the cursor will be moved to the left-most cell of the next line.
Shift + Tab	Shift + Tab	Shift + Tab	Moving the cursor location to the left cell. If there is no cell on the left, then the cursor will be moved to the right-most cell of the previous line.
Ctrl + X	Ctrl + X	Command + X	Cutting the content of selected cells.
Ctrl + C	Ctrl + C	CMD + C	Copying the content of selected cells.
Ctrl + V	Ctrl + V	Command + V	Pasting the content of copied or cut cells.
Backspace	Backspace	-	Deleting the content of selected cells.
Delete	Delete	Delete	Deleting the content of selected cells.
Up	Up	Up	Moving the cursor to the above cell.

Windows	Linux	Mac	Descriptions
Down	Down	Down	Moving the cursor to the below cell.
Left	Left	Left	Moving the cursor location to the left cell. If there is no cell on the left, then the cursor will be moved to the right-most cell of the previous line.
Right	Right	Right	Moving the cursor location to the right cell. If there is no cell on the right, then the cursor will be moved to the left-most cell of the next line.

B.3 PDF Page Layout Shortcuts

When editing the PDF page layout, you can use the following shortcuts.

Table B-5 PDF Page Layout Shortcuts

Windows	Linux	Mac	Descriptions
Ctrl + C	Ctrl + C	Command + C	Copying a selected item.
Ctrl + V	Ctrl + V	Command + V	Pasting a selected item.
Delete	Delete	Delete	Deleting a selected item.
Up	Up	Up	Moving a selected item to 1px higher.
Down	Down	Down	Moving a selected item to 1px lower.
Left	Left	Left	Moving a selected item to the left by 1px.
Right	Right	Right	Moving a selected item to the right by 1px.