

# Editor Keyboard Shortcuts

## Brief Overview

The article covers the keyboard shortcuts available for both Mac and Windows users in the Editor. Using shortcuts will allow you to perform a variety of tasks faster and more efficiently.

## Limitations

Keyboard shortcut defined in the operating system have precedence over Editor shortcut with the same key binding.

Editor shortcuts			
Action	Mac	Windows	Notes
Create new folder	⌘ + Shift + N	Ctrl + Shift + N	
Delete selected items	Delete / fn + backspace (depending on whether the keyboard has or has not the Delete button)	Delete	Does not apply when folders are selected
Open Editor settings	⌘ + Shift + S	Ctrl + Shift + S	
Go to Grid view	⌘ + G	Ctrl + G	Change from the List view to Grid
Focus into the search field	⌘ + F	Ctrl + F	
Preview (quick preview)	⌘ + P	Ctrl + P	
Publish	⌘ + Shift + P	Ctrl + Shift + P	Only when items are selected
Select / deselect all displayed items	⌘ + Shift + A	Ctrl + Shift + A	Selecting from the first to the last you tick
Grid view shortcuts			
Action	Mac	Windows	Notes
Focus into the search field	⌘ + F	Ctrl + F	

Preview	⌘ + P	Ctrl + P	Only when items are selected
Publish	⌘ + Shift + P	Ctrl + Shift + P	Only when items are selected
Go to List view	⌘ + L	Ctrl + L	Change from the Grid view to List
<b>Editing Items</b>			
Action	Mac	Windows	Notes
Save	⌘ + S	Ctrl + S	Not relevant for: ActionBot
Play	⌘ + P	Ctrl + P	Not relevant for: Launchers ActionBot
Delete selected Smart Walk-Thru steps/SmartTips	Delete / fn + backspace (depending on whether the keyboard has or has not the Delete button)	Delete	Only for: Smart Walk-Thru SmartTips
From SmartTip to next selected	Shift	Shift	
Find a step (Smart Walk-Thru)	⌘ + F	Ctrl + F	Focusing on the selected step