

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
Editing Items			
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