

Shortcut Keys

Application Shortcuts

Comparison provides you with shortcuts to easily navigate and perform actions within the application. You can see the list of keyboard shortcuts by clicking the Shortcuts link at the bottom left of every page.

The shortcuts list may vary depending on the user's permission and the current page. For example, the shortcuts below are for the Project Manager.

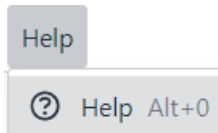


When the user is in the evaluation, shortcuts for navigating the evaluation and accepting judgments (when applicable) will be included in the list (see highlighted):



Rich text editor Shortcuts

You can use the rich text editor shortcuts to easily perform formatting options/actions within the editor. You can see the complete list by clicking the Help menu on the editor, or by pressing Alt+0:



Action	Shortcut
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Select all	Ctrl + A
Redo	Ctrl + Y or Ctrl + Shift + Z
Undo	Ctrl + Z
Header 1	Shift + Alt + 1
Header 2	Shift + Alt + 2
Header 3	Shift + Alt + 3
Header 4	Shift + Alt + 4
Header 5	Shift + Alt + 5
Header 6	Shift + Alt + 6
Paragraph	Shift + Alt + 7
Div	Shift + Alt + 8
Address	Shift + Alt + 9
Open help dialog	Alt + 0
Focus to menubar	Alt + F9

Action	Shortcut
Focus to toolbar	Alt + F10
Focus to element path	Alt + F11
Focus to contextual toolbar	Ctrl + F9
Open popup menu for split buttons	Shift + Enter
Insert link (if link plugin activated)	Ctrl + K
Save (if save plugin activated)	Ctrl + S
Find (if searchreplace plugin activated)	Ctrl + F
Switch to or from fullscreen mode	Ctrl + Shift + F
