# Flare keyboard shortcuts

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|---|---|
| **Alt+Ctrl+B** | Open the Cell or Paragraph Properties dialog box |
| **Alt+Ctrl+S** | Save as |
| **Alt+1-9** | Quick Access buttons |
| **Ctrl+F6** | Publish the primary target |
| **Ctrl+F8** | Open the 'master' TOC |
| **Ctrl+A** | Select all |
| **Ctrl+B** | Bold |
| **Ctrl+C** | Copy |
| **Ctrl+F** | Open the Quick Find widget |
| **Ctrl+G** | Insert a graphic |
| **Ctrl+I** | Italic |
| **Ctrl+J** | Open the Content Explorer |
| **Ctrl+K** | Insert a hyperlink |
| **Ctrl+O** | Open a new project |
| **Ctrl+R** | Insert a snippet |
| **Ctrl+S** | Save |
| **Ctrl+T** | Create a new file |
| **Ctrl+U** | Underline |
| **Ctrl+V** | Paste |
| **Ctrl+W** | Preview the primary target |
| **Ctrl+X** | Cut |
| **Ctrl+Y** | Redo |
| **Ctrl+Z** | Undo |
| **Ctrl+←** | Move one word left |
| **Ctrl+→** | Move one word right |
| **Ctrl+Shift+B** | Open the Font Properties dialog box |
| **Ctrl+Shift+E** | Track changes |
| **Ctrl+Shift+F** | Open the Find and Replace in Files window |
| **Ctrl+Shift+H** | Open the Style Picker |
| **Ctrl+Shift+J** | Open the File List |
| **Ctrl+Shift+K** | Insert a bookmark |
| **Ctrl+Shift+P** | Open the Properties dialog box from the XML Editor |
| **Ctrl+Shift+R** | Insert a cross reference |
| **Ctrl+Shift+S** | Save all |
| **Ctrl+Shift+T** | Insert a glossary term link |
| **Ctrl+Shift+V** | Insert a variable |
| **Ctrl+Shift+←** | Select the word to the left |
| **Ctrl+Shift+→** | Select the word to the right |
| **F1** | Open a context-sensitive help topic |
| **F3** | Find next |
| **F4** | Open the Properties dialog box from the Content Explorer |
| **F5** | Refresh |
| **F6** | Build the primary target |
| **F7** | Open the Spell Check window |
| **F9** | Open the Index Entry window |
| **F10** | Insert the selected text as an index keyword |
| **F11** | Insert quick character |
| **F12** | Open the Style window |
| **Shift+F6** | Open the primary target |
| **Shift+Space** | Insert a non-breaking space |

From the book ***MadCap Flare 2024: The Definitive Guide***
Available at **www.clickstart.net**

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