Keyboard and Mouse Shortcuts

Keyboards and Mouse Shortcuts Overview

Shortcut	Description
DEL	Removes selected items.
ESC	Removes selections and closes dialogs. Closing dialogs with the ESC key is the same as clicking Cancel.
Page Up	Moves the model window contents down (the contents of the model window that are further up will be displayed)
Page Down	Moves the model window contents up (the contents of the model window that are further down will be displayed)
Minus key (-)	Reduces the model by 10%
Plus key (+)	Enlarges the model by 10%
Left arrow	Moves the model window contents to the right (the contents of the model window that are further left will be displayed).
Up arrow	Moves the model window contents down (the contents of the model window that are further up will be displayed)
Right arrow	Moves the model window contents to the left (the contents of the model window that are further right will be displayed)
Down arrow	Moves the model window contents up (the contents of the model window that are further down will be displayed)
Ctrl + A	Selects all items
Ctrl + C	Copies selected items to the clipboard. This enables you to paste copied items from the clipboard into models/diagrams. If you paste items into a model, occurrence copies are created.
Ctrl + V	Generates occurrence copies of the selected items in the model
Ctrl + Shift + V	Generates definition copies of the selected items
Ctrl + End	Displays the bottom right pane of the window
Ctrl + F	Opens the Find dialog for you to search the entire database for items (selects search box)
Ctrl + Left Arrow	Moves selected items to the left by increments of one pixel.
Ctrl + Up arrow	Moves selected items upwards by increments of one pixel.
Ctrl + Right arrow	Moves selected items to the right by increments of one pixel.
Ctrl + Down arrow	Moves selected items downwards by increments of one pixel.
Ctrl + Home	Displays the top left pane of the model window.
Ctrl + X	Cuts selected items and copies them to the clipboard.
Shift + Left arrow	Moves selected objects to the left by increments of one gridline.
Shift + Up arrow	Moves selected objects upwards by increments of one gridline.
Shift + Right arrow	Moves selected objects to the right by increments of one gridline.
Shift + Down arrow	Moves selected objects downwards by increments of one gridline.

F2	Selects the object name of a selected object for editing.
Shift + Page Down	Switches to the next tab from left to right.
Shift + Page Up	Switches to the next tab from right to left
Ctrl + Y	Redoes editing steps that were undone.
Ctrl + Z	Undoes preceding editing steps.
Ctrl + D	Closes the active model window
Ctrl + Shift + D	Closes all tabs and opens(switches to) explorer tab.
Ctrl + Left mouse button	Enables you to include individual items in the selection one after the other or remove them from the selection.
Scroll the mouse wheel	Moves the model up or down
Ctrl + Scroll the mouse wheel	Reduces (scrolling down) or enlarges (scrolling up) the zoom factor of the model.
Shift + Scroll the mouse wheel	Moves the model to the right (scrolling up) or left (scrolling down).
Ctrl + `	Opens Explorer tab
Ctrl + 1,2,3......9	Window/Number: When you open models, the first nine models are offered for activation in the Window menu. Press a number to activate the corresponding model and bring it to the foreground.
Ctrl + M	New model