

Most common shortcut keys

The following table outlines the most commonly used shortcut keys:

What do you want to do?	Shortcut keys	
	Windows	OS X
Open the Find dialog	Ctrl+Shift+F	Cmd+Shift+F
Open the Quick Find dialog	Ctrl+Alt+F	Cmd+Alt+F
Open the Find and Replace dialog	Ctrl+R	Cmd+R
Remove both symbols from an active diagram and element from the model	Ctrl+D	Cmd+D
Remove only a symbol from an active diagram, but not the model element	Delete	Del
Select all shapes on an active diagram	Ctrl+A	Cmd+A
Select an element in the Containment tree	Alt+B	Alt+B
Add more symbols to selection	Shift+Left mouse button	Shift+Left mouse button
Select elements of the same type	Alt+Left mouse button	Alt+Left mouse button
Open a list of possible elements to assign when typing on a symbol	Ctrl+Spacebar	Ctrl+Spacebar
Add a new line in the compartment of a shape, for example, create an attribute for a class	Shift+Enter	Shift+Enter
Open element's Specification window	Enter	Enter
Open element's Symbol Properties dialog	Alt+Enter	Alt+Enter
Open the Report Wizard	Ctrl+Shift+G	Cmd+Shift+G
See the list of recently opened diagrams	F12	–
Cut a selected item	Ctrl+X	Cmd+X
Copy a shape or text	Ctrl+C	Cmd+C
Copy a shape	Drag the shape to the empty place on the diagram, while holding down Ctrl	–
Paste	Ctrl+V	Cmd+V
Paste with new data	Ctrl+E	Cmd+E
Save	Ctrl+S	Cmd+S
Commit changes to the server	Ctrl+K	Cmd+K
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Cmd+Y
Print	Ctrl+P	Cmd+P
Assign a shortcut key to print a report	Alt+ number 1 to 9	Alt+ number 1 to 9
Turn on the Full Screen mode	F11	–
Open a recently closed diagram	Ctrl+Shift+T	–
Paste a symbol style	Ctrl+Shift+V	Cmd+Shift+V
Reverse path direction	Draw the path while holding down Alt	Draw the path while holding down Alt

Related pages

- [Assigning shortcut keys](#)