

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 |
| Reorder elements/properties in a list, tree, and Specification window | Ctrl+Up | Alt+Up |
| | Ctrl+Down | Alt+Down |

Related pages

- [Assigning shortcut keys](#)