



Getting Started Guide

*Appendix A*  
*Keyboard Shortcuts*

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## Introduction

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You can use LibreOffice without requiring a pointing device, such as a mouse or touchpad, by using its built-in keyboard shortcuts.

This appendix lists some of the most common built-in keyboard shortcuts that apply to all components of LibreOffice. For shortcuts specific to Writer, Calc, Impress, Draw, or Base, read the relevant component guide or search the application Help.



### Note

Some of the shortcuts listed here may not work if your operating system uses the same shortcuts for other tasks.

To resolve any conflicts, assign different keys to these shortcuts by reconfiguring either LibreOffice (see Chapter 14) or your operating system (see system documentation).

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## Assistive tools in LibreOffice

In addition to keyboard shortcuts, LibreOffice supports some assistive technology tools like screen magnification software, screen readers, and on-screen keyboards. Please note that except for the Windows platform, accessibility support relies on Java technology for communications with assistive technology tools. This means that the first program startup may take a few seconds longer, because the Java runtime environment has to be started as well.

A current list of supported assistive tools can be found on the Wiki at <http://wiki.documentfoundation.org/Accessibility>.

## Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<b>Windows or Linux</b>	<b>Mac equivalent</b>	<b>Effect</b>
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer system	Opens a context menu
<i>Ctrl (Control)</i>	⌘ ( <i>Command</i> )	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	⌘+T	Opens the Styles and Formatting window

## Getting help

<b>Shortcut Keys</b>	<b>Result</b>
<i>F1</i>	Opens the LibreOffice Help dialog. In LibreOffice Help: jumps to the first help page of the selected tab.
<i>Shift+F1</i>	Turns the cursor into the <i>What's This?</i> question mark. Shows the tip for an item underneath the cursor.
<i>Shift+F2</i>	Shows tip for a selected item.
<i>Esc</i>	In LibreOffice Help: goes up one level.

## General keyboard shortcuts

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### Opening menus and menu items

Shortcut Keys	Result
<i>Alt+&lt;?&gt;</i>	<p>Opens a menu where &lt;?&gt; is the underlined character of the menu you want to open. For example, <i>Alt+F</i> opens the menu <b>File</b>.</p> <p>With the menu open, you will again find underlined characters. You can access these menu items directly by pressing the underlined character key. Where two menu items have the same underlined character, press the character key again to move to the next item.</p> <p>Example: to access the <b>Printer Settings</b> item of the <b>File</b> menu after opening it, press <i>R</i> twice to move from the initial <b>Digital Signatures</b> selection to <b>Printer Settings</b>.</p> <p>There may be instances where an item in a menu has no underlined character. This will have to be clicked directly.</p>
<i>Esc</i>	Closes an open menu.
<i>F6</i>	<p>Repeatedly pressing <i>F6</i> switches the focus and circles through the following objects:</p> <ul style="list-style-type: none"><li>• Menu bar</li><li>• Every toolbar from top to bottom and from left to right</li><li>• Every free window from left to right</li><li>• Document</li></ul>
<i>Shift+F6</i>	Switches through objects in the opposite direction.
<i>Ctrl+F6</i>	Switches the focus to the document.
<i>F10</i> or <i>Alt</i>	Switches to the Menu bar and back.
<i>Esc</i>	Closes an open menu.

### Accessing a menu command

Press *Alt* or *F6* or *F10* to select the first item on the menu bar (the **File** menu). With the *right-arrow*, the next menu to the right is selected; with the *left-arrow*, the previous menu. The *Home* and *End* keys select the first and the last item on the Menu bar.

The *down-arrow* opens a selected menu. An additional *down-arrow* or *up-arrow* moves the selection through the menu commands. The *right-arrow* opens any existing submenus.

Press *Enter* to run the selected menu command.

### Running a toolbar command

Press *F6* repeatedly until the first icon on the toolbar is selected. Use the right and left arrows to select any icon on a horizontal toolbar. Similarly, use the up and down arrows to select any icon on a vertical toolbar. The *Home* key selects the first icon on a toolbar, and the *End* key the last.

Press *Enter* to run the selected icon. If the selected icon normally demands a consecutive mouse action, such as inserting a rectangle, then pressing the *Enter* key is not sufficient: in these cases press *Ctrl+Enter*.

Press *Ctrl+Enter* on an icon for creating a draw object. A draw object will be placed into the middle of the view, with a predefined size.

Press *Ctrl+Enter* on the Selection tool to select the first draw object in the document. If you want to edit, size, or move the selected draw object, first use *Ctrl+F6* to move the focus into the document.

## Navigating and selecting with the keyboard

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You can navigate through a document and make selections with the keyboard.

- To move the cursor, press the key or key combination given in the following table.
- To select the characters under the moving cursor, additionally hold down the *Shift* key when you move the cursor.

<b>Key</b>	<b>Function</b>	<b>Plus Ctrl key</b>
<i>Right, left arrow keys</i>	Moves the cursor one character to the left or to the right.	Moves the cursor one word to the left or to the right.
<i>Up, down arrow keys</i>	Moves the cursor up or down one line.	( <i>Ctrl+Alt</i> ) Moves the cursor up or down one paragraph.
<i>Home</i>	Moves the cursor to the beginning of the current line.	Moves the cursor to the beginning of the document.
<i>End</i>	Moves the cursor to the end of the current line.	Moves the cursor to the end of the document.
<i>PgUp</i>	Scrolls up one page.	Moves the cursor to the header.
<i>PgDn</i>	Scroll down one page.	Moves the cursor to the footer.

## Controlling dialogs

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When you open any dialog, one element (such as a button, an option field, an entry in a list box, or a checkbox) is highlighted or indicated by a dotted box around the field or button name. This element is said to have the focus on it.

<b>Shortcut Keys</b>	<b>Result</b>
<i>Enter</i>	Activates selected button. In most cases where no button is selected, <i>Enter</i> is equivalent to clicking <b>OK</b> .
<i>Esc</i>	Closes dialog without saving any changes made while it was open. In most cases, <i>Esc</i> is equivalent to clicking Cancel. When an open drop-down list is selected, <i>Esc</i> closes the list.
<i>Spacebar</i>	Checks an empty checkbox. Clears a checked checkbox.
<i>Up, down arrow keys</i>	Moves focus up and down a list. Increases or decreases value of a variable. Moves focus vertically within a section of dialog.
<i>Left, right arrow keys</i>	Moves focus horizontally within a section of a dialog.
<i>Tab</i>	Advances focus to the next section or element of a dialog.
<i>Shift+Tab</i>	Returns focus to the previous section or element in a dialog.
<i>Alt+Down Arrow</i>	Shows items in a drop-down list.

## Controlling macros

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<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+*</i> (multiplication sign: on number pad only)	Runs a macro field. (See Chapter 9 for more about macros.)
<i>Shift+Ctrl+Q</i>	Stops a running macro.

## Managing documents

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<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+F4</i> or <i>Alt+F4</i>	Closes the current document. Closes LibreOffice when the last open document is closed.
<i>Ctrl+O</i>	Launches the Open dialog to open a document.
<i>Ctrl+S</i>	Saves the current document. If you are working on a previously unsaved file, the shortcut launches the Save As dialog.
<i>Ctrl+N</i>	Creates a new document.
<i>Shift+Ctrl+N</i>	Opens the Templates and Documents dialog.
<i>Ctrl+P</i>	Opens the Print dialog to print the document.
<i>Ctrl+Q</i>	Closes the application.
<i>Del</i>	In the Save and Open dialogs, deletes the selected files or folders. Items can be retrieved from the Recycle Bin (Trash), if your desktop has one.
<i>Shift+Del</i>	In the Save and Open dialogs, deletes the selected files or folders. Items are permanently deleted: they can not be retrieved from the Recycle Bin.
<i>Backspace</i>	In the Save and Open dialogs, shows contents of the current directory's parent folder.

## Editing

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<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+X</i> , <i>Shift+Del</i>	Cuts selected items.
<i>Ctrl+C</i> , <i>Ctrl+Ins</i>	Copies selected items to the clipboard.
<i>Ctrl+V</i> , <i>Shift+Ins</i>	Pastes copied or cut items from the clipboard.
<i>Ctrl+Shift+V</i>	Opens the Paste Special dialog.
<i>Ctrl+A</i>	Selects all.
<i>Ctrl+Z</i>	Undoes last action.
<i>Ctrl+Y</i>	Redoes last action.
<i>Ctrl+Shift+Y</i>	Repeats last command.
<i>Ctrl+F</i>	Opens the Find dialog

<b>Shortcut Keys</b>	<b>Result</b>
<i>Ctrl+H</i>	Opens the Find & Replace dialog.
<i>Ctrl+Shift+F</i>	Searches for the last entered search term.
<i>Ctrl+Shift+R</i>	Refreshes (redraws) the document view.
<i>Ctrl+Shift+I</i>	Shows or hides the cursor in read-only text.

## Selecting rows and columns in a database table opened by F4

<b>Shortcut keys</b>	<b>Result</b>
<i>Spacebar</i>	Toggles row selection, except when the row is in edit mode.
<i>Ctrl+Spacebar</i>	Toggles row selection.
<i>Shift+Spacebar</i>	Selects the current column.
<i>Ctrl+Page Up</i>	Moves pointer to the first row.
<i>Ctrl+Page Down</i>	Moves pointer to the last row.

## Shortcut keys for drawing objects

<b>Shortcut keys</b>	<b>Result</b>
Select the toolbar with <i>F6</i> . Use the <i>Down Arrow</i> and <i>Right Arrow</i> to select the desired toolbar icon and press <i>Ctrl+Enter</i> .	Inserts a Drawing Object.
Select the document with <i>Ctrl+F6</i> and press <i>Tab</i> .	Selects a Drawing Object.
<i>Tab</i>	Selects the next Drawing Object.
<i>Shift+Tab</i>	Selects the previous Drawing Object.
<i>Ctrl+Home</i>	Selects the first Drawing Object.
<i>Ctrl+End</i>	Selects the last Drawing Object.
<i>Esc</i>	Ends Drawing Object selection.
<i>Esc</i> (in Handle Selection Mode)	Exit Handle Selection Mode and return to Object Selection Mode.
<i>Up/Down/Left/Right Arrow</i>	Move the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other).

<b>Shortcut keys</b>	<b>Result</b>
<i>Alt+Up/Down/Left/Right Arrow</i>	Moves the selected Drawing Object one pixel (in Selection Mode). Re-sizes a Drawing Object (in Handle Selection Mode). Rotates a Drawing Object (in Rotation Mode). Opens the properties dialog for a Drawing Object. Activates the Point Selection mode for the selected drawing object.
<i>Spacebar</i>	Select a point of a drawing object (in Point Selection mode) / Cancel selection. The selected point blinks once per second.
<i>Shift+Spacebar</i>	Select an additional point in Point Selection mode.
<i>Ctrl+Tab</i>	Select the next point of the drawing object (Point Selection mode). In Rotation mode, the center of rotation can also be selected.
<i>Ctrl+Shift+Tab</i>	Select the previous point of the drawing object (Point Selection mode).
<i>Ctrl+Enter</i>	A new drawing object with default size is placed in the center of the current view.
<i>Ctrl+Enter</i> at the Selection icon	Activates the first drawing object in the document.
<i>Esc</i>	Leave the Point Selection mode. The drawing object is selected afterwards. Edit a point of a drawing object (Point Edit mode).
Any text or numerical key	If a drawing object is selected, switches to edit mode and places the cursor at the end of the text in the drawing object. A printable character is inserted.
<i>Alt</i> key while creating or scaling a graphic object	The position of the object's center is fixed.
<i>Shift</i> key while creating or scaling a graphic object	The ratio of the object's width to height is fixed.

## Defining keyboard shortcuts

In addition to using the built-in keyboard shortcuts listed in this Appendix, you can define your own. See Chapter 14, Customizing LibreOffice, for instructions.

## Further reading

For help with LibreOffice's keyboard shortcuts, or using LibreOffice with a keyboard only, search the application Help using the "shortcut keys" or "accessibility" keywords.