



Getting Started Guide

Appendix A
Keyboard Shortcuts

OpenOffice.org

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Introduction

You can use OpenOffice.org (OOo) without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects, can all be accomplished with only a keyboard.

OOo has a general set of keyboard shortcuts, available in all components, and a component-specific set directly related to the work of that component (Writer, Calc, Impress, Draw and Base). This document describes the general set: the component specific shortcuts are fully described in the appropriate appendix of the relevant component guide.

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

Assigning shortcut keys

In addition to using the built-in keyboard shortcuts (listed later in this Appendix), you can define your own. You can assign shortcuts to standard OOo functions or your own macros and save them for use with the entire OpenOffice.org suite.

Caution



Be careful when reassigning your operating system's or OOo's predefined shortcut keys. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to the OOo defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

To adapt shortcut keys to your needs, use the Customize dialog, as described below.

- 1) Select **Tools > Customize > Keyboard**. The Customize dialog (Figure 1) opens.
- 2) To have the shortcut key assignment available in all components of OpenOffice.org select the **OpenOffice.org** button.
- 3) Next select the required function from the *Category* and *Function* lists.
- 4) Now select the desired shortcut keys in the *Shortcut keys* list and click the **Modify** button at the upper right.
- 5) Click **OK** to accept the change. Now the chosen shortcut keys will execute the function chosen in step 3 above whenever they are pressed.

Notes

1. All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. If the *Keys* list is empty, it indicates that the chosen key combination is free for use. If it were not, and you wished to reassign a shortcut key combination that is already in use, you must first **Delete** the existing *Key*.
2. Shortcut keys that are greyed-out in the listing on the Customize dialog, such as *F1* and *F10*, are not available for reassignment.

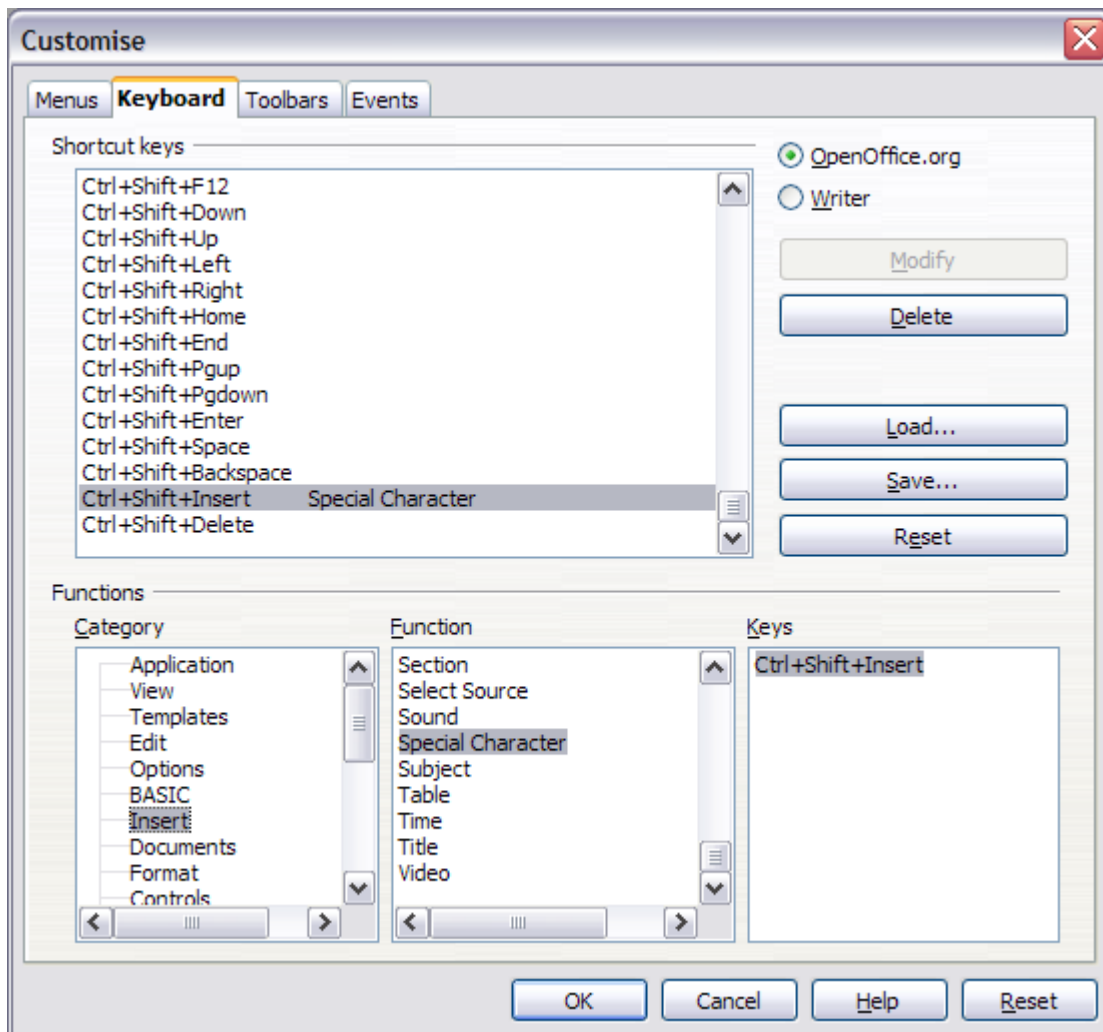


Figure 1: Customise dialog

Saving changes to a file

Changes to the shortcut key assignments (and other configurations) can be saved in a keyboard configuration file for use at a later time, thus permitting you to create and apply different configurations as the need arises. To save keyboard shortcuts to a file:

- 1) After making your keyboard shortcut assignments, click the **Save** button near the bottom right of the Customize dialog (Figure 1).
- 2) In the Save Keyboard Configuration dialog, select *All files* from the **Save as Type** list.
- 3) Next enter a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation dialog will appear if you are about to overwrite an existing file, otherwise there will be no feedback and the file will be saved.

Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button near the bottom right of the Customize dialog (Figure 1), and then select the configuration file from the Load Keyboard Configuration dialog.

Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button near the bottom right of the Customize dialog (Figure 1). Use this feature with care as no confirmation dialog will be displayed; the defaults will be set without any further notice or user input.

Running macros

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. For information on macros, see Chapter 17 (Getting started with macros).

Keyboard shortcuts using the function keys

Shortcut Keys	Result
<i>F1</i>	Starts the OpenOffice.org Help. In the OpenOffice.org Help: jumps to main help page.
<i>Shift + F1</i>	Activates Extended Tips for the mouse pointer, which turns into a question mark. Move the pointer over an item (command, icon or control) to view the extended tip.
<i>Shift+F2</i>	Displays an extended tip for the item (command, icon or control) currently selected by using the keyboard.
<i>Ctrl+F4 or Alt+F4</i>	Closes the current document (close OpenOffice.org when the last open document is closed).
<i>F6</i>	Sets focus in next sub-window (for example, document/data source view).
<i>Shift+F6</i>	Sets focus in previous sub-window.
<i>F10</i>	Activates the first menu (File menu).
<i>Shift+F10</i>	Opens the context menu.
<i>Ctrl+F11</i>	Opens the Style Catalogue

General shortcut keys for OpenOffice.org

Shortcut Keys	Result
<i>Enter key</i>	Activates the focused button in a dialog.
<i>Esc</i>	Terminates the action or dialog. If in OpenOffice.org Help: goes up one level.
<i>Spacebar</i>	Toggles the focused check box in a dialog.
<i>Arrow keys</i>	Changes the active control field in an option section of a dialog.
<i>Tab</i>	Advances focus to the next section or element in a dialog.
<i>Shift + Tab</i>	Moves the focus to the previous section or element in a dialog.
<i>Alt+Down Arrow</i>	Opens the list of the control field currently selected in a dialog. These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.
<i>Del</i>	Deletes the selected items into the recycle bin.
<i>Shift+Del</i>	Deletes the selected items without putting them in the recycle bin.
<i>Backspace</i>	When a folder is shown: goes up one level (goes back).
<i>Ctrl+Shift+Spacebar</i>	Removes direct formatting from selected text or objects (as in Format > Default Formatting).
<i>Ctrl + Tab</i>	When positioned at the start of a header, a tab is inserted.
<i>Enter (if an OLE object is selected)</i>	Activates the selected OLE object.
<i>Enter (if a drawing object or text object is selected)</i>	Activates text input mode.
<i>Ctrl + O</i>	Opens a document.
<i>Ctrl + S</i>	Saves the current document.
<i>Ctrl + N</i>	Creates a new document.
<i>Shift+Ctrl+N</i>	Opens Templates and Documents dialog.
<i>Ctrl + P</i>	Prints document.
<i>Ctrl + Q</i>	Exits application.
<i>Ctrl + X</i>	Cuts out the selected elements.
<i>Ctrl + C</i>	Copies the selected items.
<i>Ctrl + V</i>	Pastes 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.

Shortcut Keys	Result
<i>Ctrl + Y</i>	Redoes last action.
<i>Ctrl+F</i>	Calls the Find & Replace dialog.
<i>Ctrl+Shift+F</i>	Searches for the last entered search term.
<i>Ctrl+Shift+J</i>	Toggles the view between fullscreen mode and normal mode in Writer or Calc.
<i>Ctrl+Shift+R</i>	Redraws the document view.
<i>Ctrl+Shift+I</i>	Enable or disable the selection cursor in read-only text.
<i>Ctrl+I</i>	Applies the Italic attribute to the selected area. If the cursor is positioned in a word, this word is also marked in italic.
<i>Ctrl+B</i>	Applies The Bold attribute to the selected area. If the cursor is positioned in a word, this word is also put in bold.
<i>Ctrl+U</i>	Applies the Underlined attribute to the selected area. If the cursor is positioned in a word, this word is also underlined.

Shortcut keys in the Gallery

Shortcut Keys	Result
<i>Tab</i>	Moves between areas.
<i>Shift+Tab</i>	Moves between areas (backwards).

Shortcut keys in the New Theme area of the Gallery

Shortcut keys	Result
<i>Up arrow</i>	Moves the selection up.
<i>Down arrow</i>	Moves the selection down.
<i>Ctrl+Enter</i>	Opens the Properties dialog.
<i>Shift+F10</i>	Opens a context menu.
<i>Ctrl+U</i>	Refreshes the selected theme.
<i>Ctrl+R</i>	Opens the Enter Title dialog.
<i>Ctrl+D</i>	Deletes the selected theme.
<i>Insert</i>	Inserts a new theme.

Shortcut keys in the Gallery preview area

Shortcut keys	Result
<i>Home</i>	Jumps to the first entry.
<i>End</i>	Jumps to the last entry.
<i>Left Arrow</i>	Selects the next Gallery element on the left.
<i>Right Arrow</i>	Selects the next Gallery element on the right.
<i>Up Arrow</i>	Selects the next Gallery element above.
<i>Down Arrow</i>	Selects the next Gallery element below.
<i>Page Up</i>	Scrolls up one screen.
<i>Page Down</i>	Scrolls down one screen.
<i>Ctrl+Shift+Insert</i>	Inserts the selected object as a linked object into the current document.
<i>Ctrl+I</i>	Inserts a copy of the selected object into the current document.
<i>Ctrl+T</i>	Opens the Enter Title dialog.
<i>Ctrl+P</i>	Switches between themes view and object view.
<i>Spacebar</i>	Switches between themes view and object view.
<i>Enter</i>	Switches between themes view and object view.
<i>Step backward</i>	Switches back to main overview (only in object view).

Selecting rows and columns in a database table (opened by F4)

Shortcut keys	Result
<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+PgUp</i>	Moves pointer to the first row
<i>Ctrl+PgDn</i>	Moves pointer to the last row

Shortcut keys for drawing objects

Shortcut keys	Result
<i>Select the toolbar with F6. Use the Down Arrow and Right Arrow to select the desired toolbar icon and press Ctrl+Enter</i>	Inserts a Drawing Object.
<i>Select the document with Ctrl+F6 and press 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 (in Handle Selection Mode)</i>	Exits Handle Selection Mode and returns to Object Selection Mode.
<i>Up/down/left/right arrow</i>	Moves the selected point (the snap-to-grid functions are temporarily disabled, but end points still snap to each other).
<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>	Selects a point of a drawing object (in Point Selection mode) or cancels the selection. The selected point blinks once per second.
<i>Shift+Spacebar</i>	Selects an additional point in Point Selection mode.
<i>Ctrl+Tab</i>	Selects the next point of the drawing object (Point Selection mode). In Rotation mode, the centre of rotation can also be selected.
<i>Shift+Ctrl+Tab</i>	Selects the previous point of the drawing object (Point Selection mode).
<i>Ctrl+Enter</i>	Places a new drawing object with default size in the centre of the current view.
<i>Ctrl+Enter at the Selection icon</i>	Activates the first drawing object in the document.

<i>Esc</i>	Leaves the Point Selection mode. The drawing object is selected afterwards. Edits a point of a drawing object (Point Edit mode).
<i>Any text or numerical key</i>	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.