metabuilder SHORTCUT LIST

DISCON Specialists
Architecting Business Solutions

Shortcut	Description
F3	Opens the Find Text dialog
F4	Place the focus on the selected object's shallow copy
F5	Refresh the attribute columns of objects for a shallow copy
F6	Force an Auto Save
F7	Opens the Spell Check dialog. Only active if the object is in edit mode
F8	Multiple shallow copies. Place a shallow copy of the selection in the clipboard.
F 10	Moves the Tab focus to the File menu
Insert	Add field to composite shape
Ctrl + F4	Close the active diagram
Ctrl + A	Select all shapes on the canvas
Ctrl + C	Copy selected shapes
Ctrl + O	Opens the Open Diagram dialog
Ctrl + P	Opens the Print Preview dialog
Ctrl + S	Save Active Diagram
Ctrl + V	Paste the clipboard content
Ctrl + X	Cut selected shapes / Opens "Action to be Taken" Window - Remove/ Delete
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + Scroll Up/Down	Zoom In/Out of the active diagram
Ctrl + Drag (Left Mouse Button)	Copy selected shape(s). Release Left Mouse button before Ctrl
Ctrl + Shift + Drag (Left Mouse Button)	Copy selected shape(s), Horizontally or Vertically.
Left Mouse Button + Drag	Move selected shape(s)
Ctrl + Shift + Left Mouse Button	Zoom In
Ctrl + Shift + Right Mouse Button	Zoom Out
Ctrl + Scroll Up/Down	Zoom In/Out of the active Zoom view
Shift + Scroll Up/Down	Pan Left and Right in the Zoom View
Ctrl + Space Bar + Right Click on Name	1. Start Typing in Object value 2. Ctrl + Space Bar – Retrieve matching instances from the database 3. Select item - Right Click - Creates a Shallow Copy
Ctrl + Space Bar + Left Click on Name	1. Start Typing in Object value 2. Ctrl + Space Bar – Retrieve matching instances from the database 3. Select item - Right Click - Creates a Copy
Shift + Delete	Permanently Delete Selected Object without opening "Action to be Taken" Window

NOTE:
All menu items (and their sub-items) can be accessed by holding the Alt button. Menu items' shortcut keys will then be underlined.