Notebook Shortcuts

To view text window keyboard navigation shortcuts, see **Text Window Navigation** on page II-51.

Action	Shortcut (*Macintosh*)	Shortcut (*Windows*)
To revisit a previously-viewed location	Press Cmd-Option-Left Arrow (Go Back) or Cmd-Option-Right Arrow (Go Forward).	Press Alt+Left Arrow (Go Back) or Alt+Right Arrow (Go Forward).
To get a contextual menu of commonly-used actions	Press Control and click in the body of the notebook window.	Right-click the body of the notebook window.
To execute commands in a notebook window	Select the commands or click in the line containing the commands and press Control-Return or Control-Enter.	Select the commands or click in the line containing the commands and press Ctrl+Enter.
To display the Find dialog	Press Command-F.	Press Ctrl+F.
To find the same text again	Press Command-G.	Press Ctrl+G.
To find again but in the reverse direction	Press Command-Shift-G.	Press Ctrl+Shift+G.
To find selected text	Press Command-E and Command-G.	Press Ctrl+H.
To find the selected text but in the reverse direction	Press Command-E and Command-Shift-G.	Press Ctrl+Shift+H.
To select a word	Double-click.	Double-click.
To select an entire line	Triple-click.	Triple-click.
To change a named ruler without using the Redefine Ruler dialog	Press Command while adjusting the icons in the ruler.	Press Ctrl while adjusting the icons in the ruler.
To find the next occurrence of a ruler	Press Option while selecting a ruler from the pop-up menu.	Press Alt while selecting a ruler from the pop-up menu.
To find the previous occurrence of a ruler	Press Shift-Option while selecting a ruler from the pop-up menu.	Press Shift+Alt while selecting a ruler from the pop-up menu.
To get miscellaneous information on notebook	Click the document icon in the bottom-left corner of the window.	Click the document icon in the bottom-left corner of the window.
To generate Notebook commands that will recreate the selected text	Press Option and choose Copy from the Edit menu. This puts the commands in the Clipboard for text and text formats.	Press Alt and choose Copy from the Edit menu. This puts the commands in the Clipboard for text and text formats.
	Press Option-Shift while copying to also generate document and ruler commands.	Press Alt+Shift while copying to also generate document and ruler commands.
To nudge a picture by one point up or down	Select the picture and press Control-Up Arrow or Control-Down Arrow.	Select the picture and press Alt+Up Arrow or Alt+Down Arrow.
To save all modified standalone procedure files	When a procedure window is active, choose File→Save All Standalone Procedure Files.	When a procedure window is active, choose File→Save All Standalone Procedure Files.