

Please note : This help page is not for the latest version of Enterprise Architect. The [latest help can be found here](#).

Keyboard Shortcuts

You can display the Enterprise Architect dialogs, windows and views, or initiate processes, using menu options and Toolbar icons. In many cases, you can also access these facilities by pressing individual keyboard keys or combinations of keys, as shortcuts. This table lists the default keyboard shortcut for each of the functions. You can also display the key combinations on the 'Help Keyboard' dialog.

The shortcuts described here are operations on the model. When a diagram is open, you can use special quick-keys that make navigating and editing the diagram simple and fast. These quick-keys are described in the *Diagram Shortcuts* Help topic.

Access

Ribbon	Start > Help > Help > Open Keyboard Accelerator Map
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Notes

- There are additional shortcuts using the keyboard and mouse in combination
- If necessary, you can change the keyboard shortcuts using the 'Keyboard' tab of the 'Customize' dialog

Learn more

- [Diagram Shortcuts](#)
- [Keyboard-Mouse Shortcuts](#)
- [Customize Keyboard Shortcuts](#)

Opening Projects

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Shortcut	Operation	See also
Ctrl+N	Create a new Enterprise Architect project.	Create a Project File Based Repositories
Ctrl+O	Open an Enterprise Architect project.	Managing Connections to Projects
Ctrl+Shift+F11	Reload the current project.	Share Enterprise Architect Projects

Adding Objects to the Project

Shortcut	Operation	See also
Ctrl+Shift+M	Add a new model to the project, using the Model Wizard .	Model Wizard
Ctrl+Insert	Add a new diagram to a Package.	Add new diagrams
Ctrl+M	Add a new element to a Package.	Add Elements Directly To Packages
Shift+F3 or Ctrl+click	Create a new element of the same type as the last.	Create Elements
Ctrl+Shift+T	Add a Tagged Value to an element.	Quick Start - Add Tagged Value To Elements
Ctrl+Shift+F9	Add an attribute to an element.	Attributes
Ctrl+Shift+F10	Add an operation to an element.	Define Properties of Operations

Ctrl+F11	Add other types of feature to an element.	Insert Testing Features Insert Maintenance Feature
Insert key	Insert a new feature after the current selection.	Insert New Feature

Locating Information

Shortcut	Operation	See also
Ctrl+F, Ctrl+Alt+A	Search for items in the project (search in the model).	Model Search
Ctrl+Shift+F	Opens the Find in Files window at the 'Find File' tab, which you use as a File System Explorer to quickly locate specific files.	Find File
Ctrl+Shift+Alt+F	Search files for data names and structures.	Search in Files
Alt+G	Locate the selected element in the Project Browser .	Finding Elements Element Menu
Shift+Alt+G	Locate a selected object in the Project Browser .	Diagram Menu - Project Browser
Ctrl+U	Locate diagrams in which the element is used.	Show Element Use

Copying and Pasting

Ctrl+Space	Add a single element to the clipboard list.
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Ctrl+C	Copy text, or element ID for pasting an element on a diagram as a link.
Ctrl+Shift+C	Copy an element, multiple elements or a Package plus any underlying structure to the clipboard for duplication in a target Package.
Ctrl+X	Cut the selected text.
Ctrl+V	Paste text.

Viewing Information in Windows

Shortcut	Operation	See also
Alt+0	Display the Project Browser .	The Project Browser
Alt+1 or Ctrl+2	View the Properties window .	Properties Window
Alt+2	View the Project Glossary .	Model Glossary
Alt+4	View the Maintenance window , in Default mode.	Working on Maintenance Items
Alt+5	Display the Diagram Toolbox .	Diagram Toolbox
Alt+6	Open the Resources window.	Resources Window
Alt+9	View the Element Browser .	The Element Browser

Alt+Enter	Display the element ' Properties ' dialog at the 'General' tab.	Properties Dialog
Alt+\	Move focus to the Diagram View from a docked window.	Diagram View
Enter key	View the element ' Properties ' dialog (when the element is selected).	Properties Dialog
Ctrl+Shift+1 or Ctrl+3	View the Notes window .	Notes
Ctrl+Shift+2	View the element Relationships window.	The Relationships Window
Ctrl+Shift+3	Display the Responsibilities window .	Responsibilities
Ctrl+Shift+4	View the Traceability window .	The Traceability Window
Ctrl+Shift+5	Display Model Views .	Model Views
Ctrl+Shift+6	View the Tagged Values window .	Tagged Values
Ctrl+Shift+7	View the Resource Allocation window .	Resource Allocation
Ctrl+Shift+8	View the System Output window.	The System Output Window
Ctrl+Alt+R	View the Package Browser (Package Contents).	Package Browser

Ctrl+Alt+U	Open the Team Library.	Team Library
Ctrl+Alt+W	View the Web Browser .	The Web Browser
F9	Display the Features window at the 'Attributes' tab.	Attributes
F10	Display the Features window at the 'Operations' tab.	Define Properties of Operations
Ctrl+Shift+O	Set focus to the current window.	
Shift+Alt+Enter	Make the current view occupy the full screen space.	
Ctrl+F4	Close the current window.	
Ctrl+Shift+F4	Autohide the current window.	Autohide Windows

Generating Documentation

Shortcut	Operation	See also
F8	Generate documents and reports.	Document Reports
Shift+F8	Generate a Web Report in HTML.	Web Reports
Ctrl+Shift+F8	Generate a 'Diagrams Only' report.	Diagrams Only Report

Deleting Objects from the Project

Shortcut	Operation	See also
Ctrl+Delete	Delete selected element(s) from the model (from the Project Browser and any diagram in which the element occurs).	Delete Elements from Diagram and Model Delete Elements From Your Model
Ctrl+Shift+Delete	Delete the selected feature from the model.	In-place Editing Tasks

Checking Spelling

Shortcut	Operation	See also
Ctrl+Shift+F7	Spell check the current Package.	Using the Spell Checker
Ctrl+F7	Spell check the model.	

Performing Code Engineering

Shortcut	Operation	See also
Ctrl+Shift+P	Edit code generation templates.	The Code Template Editor The Code Template Editor in MDG Development Code and Transform Templates
Alt+7	Open the Source Code window .	Editing Source Code

Ctrl+Alt+Y	Open a source directory.	Compare Editors Editing Source Code
Ctrl+Alt+O	Open a source file.	Compare Editors
Ctrl+Shift+U	Import a source directory.	Import a Directory Structure
Ctrl+Alt+K	Generate Package source code.	Generate a Package
Ctrl+Alt+M	Synchronize Package contents.	Update Package Contents
F11	Generate code on a selected element.	Generate a Single Class
F7	Synchronize the current element.	Element Options in the Project Browser Operation or Attribute Menu - Project Browser Update Package Contents Importing Source Code
Shift+F11	Batch generate selected elements.	Generate a Group of Classes
Ctrl+R	Batch synchronize selected elements.	
Ctrl+E or F12	View source code in the default external editor.	
Ctrl+Alt+H	Edit Transformation templates.	Write Transformations

		Edit Transformation Templates
Ctrl+H or Ctrl+Alt+F	Transform selected elements.	Transform Elements
Ctrl+Shift+H	Transform the current Package	

Exchanging Data

Shortcut	Operation	See also
Shift+F9	Check project data integrity.	Check Project Data Integrity
Ctrl+Alt+V	Validate the current Package.	Model Validation
Ctrl+Alt+I	Import a Package from XMI.	Import from XMI
Ctrl+Alt+E	Export a Package to XMI.	Export to XMI
Ctrl+Alt+C	Import and export to data CSV files.	CSV Import and Export

Performing **Visual** Execution Analysis

Shortcut	Operation	See also
Ctrl+Shift+J	Create a Workbench Instance of a Class.	Create & Delete Workbench Instances
		Managing Analyzer Scripts

Shift+F12	Manage Analyzer Scripts on the Execution Analyzer window .	
Ctrl+Shift+F12	Create a Build Script.	Build Scripts
Ctrl+Alt+N	Create a Run Script.	Run Script
Ctrl+Alt+T	Create a Test Script.	Test Scripts
Ctrl+Shift+Alt+F12	Create a Deployment script.	Deploy Script
Alt+8	Open the Debugger window .	Debugging
F6	Start a Debug session.	Run the Debugger
Shift+F6	Step Into a function call.	
Alt+F6	Step Over a function call.	
Ctrl+F6	Step Out of a function call.	
Ctrl+Alt+F6	Stop the debug session.	

Other Operations

Shortcut	Operation	See also

Ctrl+Alt+B	Manage Baselines.	Manage Baselines
Ctrl+Alt+P	Configure Package Control.	Configure Controlled Package
Ctrl+Shift+L	Open a 'Lock <item>' dialog for the selected Package, diagram or element.	Manage Your Own Locks
F5	Refresh the selected Package in the Project Browser .	Set Diagram Properties
Ctrl+Alt+D	Create a Linked Document on an element.	Create Linked Document on an Element
Ctrl+Shift+Y	Specify which element features are visible on a diagram.	Feature Visibility
Ctrl+Shift+B	Manage structural (embedded) elements.	Manage Structural Elements
Ctrl+I	Set an element's parent or implement interface(s).	Set Element Parent
Ctrl+Shift+O	Override inherited features.	Override Parent Operations
Ctrl+J	Set cross references to other elements and diagrams.	Set Up Cross References
Ctrl+Shift+E or F4	Configure an element's default appearance.	Set an Element's Default Appearance
Ctrl+Shift+W	Select an alternative image for an element.	Using the Image Manager

F2	Edit the selected property value.	In-place Editing Tasks
Ctrl+F9	Configure system options.	Local Options

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