Default Application Keyboard Shortcuts
Ubuntu 12.04

LibreOffice Calc file:
http://ubuntuone.com/445iraY9jMpTIQufDJ2cpI

This document collaboratively collects shortcuts of Ubuntu 12.04 default applications. The collected shortcuts will be put into a filterable LibreOffice Calc document and submitted to OMG Ubuntu and for inclusion in the 'Examples' Ubuntu folder (inclusion is not guaranteed).

Anyway, this list can be useful to a lot of people - Precise is a LTS - it's worth the work

Contribute

Licence

This text document is under public domain.
Everyone contributing to it does so under the same conditions.

Rules - What kind of shortcuts should be in this list

This list collects useful shortcuts, but is not a complete list of shortcuts for these applications.

- **Don't be shy - ask for editing right and use the chat!**
- Feel free to add new content, but do not delete content (unless you are really sure it's wrong). Instead, select the word/area you think is wrong and start a discussion: *right click selection → 'Comment'*
- Add shortcuts that might be useful to novice users or that are very handy but unknown to most people.
- Add shortcuts in an useful order - most used first!
- It's better to have a short, easy-to-read list than a super long one.
- Be constructive
- Have fun!

Don't forget to add your name to the contributors' list!

Internet

Firefox

sub-category: Browser
description: Web Browser

Shortcut:	Effect:	Additional Info:
CTRL + T	new tab	
CTRL + W	close tab	
CTRL + SHIFT + T	recover closed tab	
CTRL + TAB	next tab	
CTRL + SHIFT + TAB	previous tab	
ALT + [1-8]	jump to tab [number]	
ALT + 9	jump to the last tab	
CTRL + L	focus url bar	
ESC	stop loading page	
CTRL + K	focus search bar	
CTRL + F	search page	search bar is always visible
/	quick search	search bar is not always visible - CTRL + G → next
CTRL + SHIFT + E	tab groups	organize tasks in tab groups
CTRL + SHIFT + Y	open download window	
CTRL + SHIFT + A	open addon preferences	
CTRL + D	bookmark page	
CTRL + H	history	
ALT + arrow left	back	
ALT + arrow right	forward	
F11	fullscreen	

Shortcut:	Effect:	Additional Info:
CTRL + Q	quit	

Thunderbird

sub-category: E-Mail
description: Mail Client

Shortcut:	Effect:	Additional Info:
CTRL + N	new mail	
CTRL + ENTER	send mail	
CTRL + S	save draft	
CTRL + L	create link	select textarea
CTRL + Q	quit	

Transmission

sub-category: Peer-to-Peer
description: P2P Client

Shortcut:	Effect:	Additional Info:
ALT + C	toggle view	normal, compact
CTRL + E	open torrent folder	
CTRL + P	pause	
ALT + ENTER	torrent properties	
DELETE	remove	
SHIFT + DELETE	delete file and remove	
CTRL + N	new	
CTRL + U	open url	
CTRL + Q	quit	

Empathy

sub-category: Chat
description: Text, Voice & Video Chat Program

Shortcut:	Effect:	Additional Info:
CTRL + F	find account	
F3	history	
CTRL + Q	quit	

Remmina

sub-category: Remote Access
description: Remote Desktop Client

Shortcut:	Effect:	Additional Info:
CTRL + N	new	
CTRL + O	connect	
CTRL + E	edit	
CTRL + D	delete	
CTRL + X	quit	

Ubuntu Desktop

Nautilus

sub-category: File Manager
description: File Manager

Shortcut:	Effect:	Additional Info:
CTRL + T	new tab	
CTRL + W	close tab	or app if all tabs are closed
F2	rename file/folder	
F3	split window	
CTRL + 1	icon view	

CTRL + 2	list view	
CTRL + 3	compact view	
CTRL + SHIFT + N	new folder	
ALT + [number]	tab [number]	
CTRL + L	go to location	view current path / connect to a ssh server...
CTRL + D	add bookmark	bookmarks the folder you are currently into
CTRL + Q	close all nautilus windows	it close all instances!

Dash

sub-category: Desktop
description: Overlay to search for files, applications, music, videos...

Shortcut:	Effect:	Additional Info:
SUPER (Windows key or Apple Command key)	open Dash home lens	press SUPER again to close dash
SUPER + A	application lens	opens dash if it isn't already, can be used to immediately enter applications lens
SUPER + F	file lens	opens dash if it isn't already, can be used to immediately enter files lens
SUPER + M	music lens	opens dash if it isn't already, can be used to immediately enter music lens
CTRL + TAB	switch to next lens	

Launcher

sub-category: Desktop
description: Start and switch between applications

Shortcut:	Effect:	Additional Info:

SUPER (long press)	display Unity shortcuts	
SUPER + [number]	open starter on launcher position [number]	
SUPER + SHIFT + [number]	open new window of app at position [number]	
SUPER + TAB	switch app using the launcher	

Desktop & Windows

sub-category: Desktop
description: Manage multiple workspaces to organize open applications

Shortcut:	Effect:	Additional Info:
CTRL + ALT + D	minimize all windows	
ALT + F4	close window	
CTRL + SUPER + arrow up	maximize window	
CTRL + SUPER + arrow down	un-maximize window	
CTRL + SUPER + arrow left	take 50% of the screen, on the left	
CTRL + SUPER + arrow right	take 50% of the screen, on the right	
ALT + TAB	switch to next window	scope: single workspace
ALT + SHIFT + TAB	switch between window	scope: all workspaces
ALT + `	switch to app instance	scope: single workspace ALT + [the key above tab]
CTRL + ALT + arrow	move to workspace	e.g. arrow down → move to the bottom workspace
ALT + F2	run terminal command	
ALT + SPACE	open window menu	another way to minimize or close a window
CTRL + SHIFT + ALT + arrow	move focused window to	

	workspace	
SUPER + S	workspace overview	
PRINT	screenshot whole desktop	
ALT + PRINT	screenshot focused app	
SHIFT + PRINT	take screenshot of area	

HUD

sub-category: Desktop
description: Search application menus with text

Shortcut:	Effect:	Additional Info:
ALT (tap)	show HUD	type to search app menu
ALT + F10	open traditional app menu	

Gedit

sub-category: Editor
description: Powerful Text Editor

Shortcut:	Effect:	Additional Info:
CTRL + N	new document / tab	
CTRL + W	close document	
CTRL + ALT + N	new tab group	
CTRL + SHIFT + W	close all	
CTRL + S	save	
CTRL + SHIFT + S	save as	
CTRL + SHIFT + L	save all	
CTRL + F	find text	
CTRL + H	find and replace text	
CTRL + I	go to line	i not l

CTRL + C	copy	
CTRL + X	cut	
CTRL + V	paste	
CTRL + Q	quit	

Terminal

sub-category: Command-Line Interface
description: Text Console

Shortcut:	Effect:	Additional Info:
TAB	autocomplete text	2x TAB, to see options
CTRL + SHIFT + V	paste	like CTRL + V in other apps
CTRL + SHIFT + T	new tab	
ALT + [number]	move to tab [number]	
CTRL + D	close tab	or app if all tabs are closed
CTRL + L	clear screen	
CTRL + K	delete text before cursor	
CTRL + R + [text]	find command in history	next → press again CTRL + R
CTRL + A	move cursor to the beginning	
CTRL + E	move cursor to the end	
CTRL + C	kill current task	
CTRL + Z	move task to background	type 'fg' → foreground
~	symbol for the home folder	e.g. 'cd ~/Documents'

Help

sub-category: Desktop
description: Ubuntu Desktop Guide

Shortcut:	Effect:	Additional Info:
CTRL + N	new window	
CTRL + L	focus url bar	type e.g. 'man:ls' to see the ls man page
ALT + arrow left	back	
ALT + arrow right	forward	
CTRL + W	quit	

Media

Totem

sub-category: Video
description: Video Player

Shortcut:	Effect:	Additional Info:
SPACE	pause	
CTRL + H	toggle video controls	
F11	fullscreen	
F9	toggle sidebar	
CTRL + S	take screenshot	
CTRL + Q	quit	

Rhythmbox

sub-category: Audio
description: Audio Player

Shortcut:	Effect:	Additional Info:
CTRL + SPACE	toggle play	
CTRL + F	search	
CTRL + J	jump to playing song	

ALT + arrow right	next song	
ALT + arrow left	last song	
CTRL + U	shuffle	
CTRL + R	repeat	
CTRL + D	small mode (visual)	
CTRL + arrow up	increase volume	
CTRL + arrow down	decrease volume	
ALT + ENTER	edit song metadata	used to fix errors in ID3 tags
CTRL + Q	quit	
F11	party mode / fullscreen	

Shotwell

sub-category: Photography
description: Photo Organizer

Shortcut:	Effect:	Additional Info:
CTRL + I	import photos from folder	
CTRL + N	create new event	events essentially act as folders for your photos
CTRL + F	find	
CTRL + E	enhance	automatically balance color and contrast.
CTRL + T	add tag(s)	
CTRL + M	modify tag(s)	
CTRL + SHIFT + P	publish photo(s)	upload selected photo(s) to facebook or other online sources
F2	rename photo	
F5	start slideshow	

CTRL + Q	quit	

Office

LibreOffice Writer

sub-category: Word Processor
description: Word Processor compatible with Microsoft Office file formats

Shortcut:	Effect:	Additional Info:
CTRL + S	save current document	
CTRL + SHIFT +S	save current document as	create a copy of the file, choosing a new name or location
CTRL + O	open existing document	
CTRL + N	create new document	
CTRL + I	italicize text	
CTRL + B	bold text	
CTRL + U	underline text	
CTRL + ALT + C	add comment	
CTRL + P	print	
CTRL + SHIFT + V	paste text unformatted (spezial)	useful when inserting pre-formatted content, such as from the web
F7	check spelling	
CTRL + F	find text	
CTRL + H	find and replace text	
CTRL + Q	quit	

LibreOffice Calc

sub-category: Spreadsheet Generator
description: Spreadsheet Application (opens Microsoft file formats)

Shortcut:	Effect:	Additional Info:
CTRL + S	save current spreadsheet	
CTRL + SHIFT + S	save current spreadsheet as	create a copy of the file, choosing a new name or location
CTRL + O	open existing spreadsheet	
CTRL + N	create new spreadsheet	
CTRL + F2	insert function	
CTRL + +	insert cell(s)	
CTRL + 1	format cell(s)	
F9	recalculate cell contents	
F11	modify styles and formatting	
CTRL + M	clear formatting	
CTRL + I	italicize text	
CTRL + B	bold text	
CTRL + U	underline text	
CTRL + ALT + C	add comment	
CTRL + P	print	
CTRL + SHIFT + V	paste text unformatted	useful when inserting pre-formatted content, such as from the web
F7	check spelling	
CTRL + F	find text	
CTRL + H	find and replace text	

CTRL + Q	quit	

LibreOffice Impress

sub-category: Presentation Creator
description: Create Presentations (opens Microsoft file formats)

Shortcut:	Effect:	Additional Info:
CTRL + S	save current presentation	
CTRL + SHIFT + S	save current presentation as	create a copy of the file, choosing a new name or location
CTRL + O	open existing presentation	
CTRL + N	create new presentation	
CTRL + I	italicise text	
CTRL + B	bold text	
CTRL + U	underline text	
CTRL + P	print	
CTRL + SHIFT + V	paste unformatted	useful when inserting pre-formatted content, such as from the web
F5	start slideshow	
F7	check spelling	
CTRL + F	find text	
CTRL + H	find and replace text	
CTRL + Q	quit	

LibreOffice Draw

sub-category: Graphics
description: All-Purpose Diagramming and Charting Tool

Shortcut:	Effect:	Additional Info:
CTRL + S	save	
CTRL + SHIFT + S	save as	create a copy of the file, choosing a new name or location
F2	switch to text mod	
+	zoom in	
-	zoom out	
CTRL + SHIFT + G	group	
CTRL + SHIFT + ALT + G	ungroup	
CTRL + SHIFT + K	combine	
CTRL + Q	quit	

Games

AisleRiot Solitaire

sub-category: Card
description: Play many different Solitaire games

Shortcut:	Effect:	Additional Info:
CTRL + N	new game	
CTRL + D	deal	
CTRL + H	hint	
CTRL + O	select game	
CTRL + W	quit	

FreeCell Solitaire

sub-category: Card

description: Solitaire Card game

Shortcut:	Effect:	Additional Info:
CTRL + N	new game	
CTRL + H	hint	
CTRL + W	quit	

Mahjongg

sub-category: Logic
description: Mahjongg Game

Shortcut:	Effect:	Additional Info:
CTRL + N	new game	
CTRL + H	hint	
CTRL + Z	undo	
CTRL + SHIFT + Z	redo	
CTRL + Q	quit	

Sudoku

sub-category: Logic
description: Sudoku Game

Shortcut:	Effect:	Additional Info:
CTRL + N	new game	
CTRL + H	hint	
CTRL + B	reset game	
CTRL + Z	undo	
CTRL + SHIFT + Z	redo	
CTRL + W	quit	

Terminal Applications

less

sub-category: Command-Line Interface
description: Console document viewer - man pages are displayed by less

Shortcut:	Effect:	Additional Info:
Q	quit	lowercase q
/	search	press N or SHIFT + N → next/previous search result
ALT + <	begin	
ALT + >	end	
h	help	

vim

sub-category: Command-Line Interface
description: Text Editor

Shortcut:	Effect:	Additional Info:
ESC	shift to command mode	Vim has following modes: 1. Command Mode 2. Insert Mode 3. Visual Mode
Y	yank (copy) line	
U	undo line	
u	undo line	
yy	yank current line	
y[number]	yank [number] of lines	
I	insert at beginning of current line and enter insert mode	
i	enter Insert mode	

P	paste before	
p	paste after	
D	delete to EOL	EOL → End of Line
dd	delete current line	
d[number]	delete [number] of lines	
v	enter visual mode	Good for manipulating large amount of text.
:w	save	
:new	new file	
:e [filename]	open file [filename]	
:%s/x/y/g	replace x by y filewide	
:h	help	
~	toggle case	
:q	quit	VIM will give error if document has pending changes
:q!	quit without saving	

top

sub-category: Command-Line Interface
description: Console System Monitor

Shortcut:	Effect:	Additional Info:
q	quit	
u	monitor [user] only	
# [number]	set max. tasks displayed	
>	move down	
<	move up	
m	memory info	

k [PID]	kill [PID]	PID = Process ID
r [nice number]	renice	none root: 0 to 19 root: -20 to 19
h	help	

nano

sub-category: Command-Line Interface
description: Simple Text Editor

Shortcut:	Effect:	Additional Info:
CTRL + O ENTER	save	CTRL + O, then ENTER
CTRL + C	cancel	
CTRL + X	quit	

Contributors' List

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