

Adobe Contribute CS3 Keyboard Shortcuts

File menu

Ctrl+N	Create a page
Ctrl+O	Open a file on your computer
Ctrl+W	Close draft
Ctrl+E	Edit page
Ctrl+Shift+S	Send for review
Ctrl+Shift+P	Publish
Ctrl+Shift+E	Edit page source in external application
Ctrl+S	Save without publishing
Ctrl+Shift+L	Save for later
F12	Preview in browser
Ctrl+P	Print
Ctrl+Q	Exit/Quit

Edit menu

Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Shift+V	Paste as text
Delete	Clear
Ctrl+A	Select all
Ctrl+F	Find

View menu

F4	Open or close sidebar
Ctrl+Shift+D	Open Draft Console
Ctrl+Shift+B	Open the browser
Alt+Left	Back
Alt+Right	Forward
F5	Refresh browser
Ctrl+Shift+O	Select file on website

Insert menu

Ctrl+Alt+I	Insert an image from your computer
Ctrl+Alt+T	Insert a table
Ctrl+Alt+L	Insert a link to a web page
Ctrl+Alt+A	Insert a section anchor
Shift+Enter	Add a line break
Ctrl+Shift+Space	Add a non-breaking space

Format menu

F7	Check spelling
Ctrl+B	Make selected text bold
Ctrl+I	Make selected text italic
Ctrl+U	Underline selected text
Ctrl+Alt+Shift+L	Set left alignment
Ctrl+Alt+Shift+C	Set center alignment
Ctrl+Alt+Shift+R	Set right alignment
Ctrl+Alt+Shift+J	Set justified alignment
Ctrl+Alt+]]	Indent a paragraph

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Ctrl+Alt+[Outdent a paragraph
Ctrl+Alt+K	Add a keyword or description
Ctrl+J	Set page properties
Table menu	
Ctrl+T	Select a table
Ctrl+Alt+T	Insert a table
Ctrl+Alt+M	Merge selected cells
Ctrl+Alt+S	Split selected cell
Ctrl+M	Insert a row
Ctrl+Shift+A	Insert a column
Ctrl+Shift+T	Show table properties
Working with blog entries	
Ctrl+Shift+R	Refresh blog entries in the Entries list
Working in templates	
Ctrl+Alt+E	Move to the next editable region
Ctrl+Shift+Alt+E	Move to the previous editable region
Editing text	
Enter	Create a paragraph
Shift+Enter	Insert a line break
Spacebar	Insert a space
Ctrl+Shift+Space	Insert a non-breaking space
Drag selected item to new location	Move text or object to another place in the page
Double-click the word	Select a word
Triple-click a word in the paragraph	Select a paragraph
Ctrl+Alt+]]	Indent paragraph
Ctrl+Alt+[Outdent paragraph
Ctrl+Shift+Alt+L	Align left
Ctrl+Shift+Alt+C	Align center
Ctrl+Shift+Alt+R	Align right
Working in tables	
Ctrl+A	Select cell (with insertion point inside the cell)
Tab	Move to the next cell
Shift+Tab	Move to the previous cell
Ctrl+M	Insert a row (above current)
Tab in the last cell	Add a row at end of table
Ctrl+Shift+A	Insert a column
Ctrl+Alt+M	Merge selected table cells
Ctrl+Alt+S	Split table cell
Working with images	
Ctrl+Alt+I	Insert an image
Double-click image	Change image properties
Getting help	
F1	Open online help
Alt+Home	Open the Start Page

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts