

Command	Shortcut
Confirm All Auto Links	Ctrl+Shift+C
Create Cross Link	Ctrl+O
Create Review Link	
Create Synchro Link	
Export To TM	
Mark As Insertion	
Remove All Auto Links	
Remove Link or Insertion	Ctrl+R
Run Aligner	Ctrl+Shift+R

Command	Shortcut
Confirm	Ctrl+Enter
Confirm Without Update	Ctrl+Shift+Enter
Move To Next	Ctrl+Down
Move To Previous	Ctrl+Up
Replace in selected rows	
Replace this	Ctrl+Space

Command	Shortcut
Special character — (EM DASH)	Ctrl+Alt+OemMinus
Special character – (EN DASH)	Ctrl+OemMinus
Special character (Left-To-Right Mark)	
Special character - (NON-BREAKING HYPHEN)	Ctrl+Shift+OemMinus
Special character (Right-To-Left Mark)	
Special character (NO-BREAK SPACE)	Ctrl+Shift+Space

Command	Shortcut
Add Term To Term Base Ranked 1	
Add Term To Term Base Ranked 2	
Add Term To Term Base Ranked 3	
Add Term To Term Base Ranked 4	
Add Term To Term Base Ranked 5	
Add Term To Term Base Ranked 6	
Add Term To Term Base Ranked 7	
Add Term To Term Base Ranked 8	
Add Term To Term Base Ranked 9	
Add To LiveDocs	
Advanced	
Assign	
Auto-Assign	
Back Up	
Change Export Path	
Change Workflow Status	
Check Out From Server	
Check Out Local Copy	
Check Out Read-Only Local Copy	
Clear Change Marks...	
Clear Translations...	
Close Active Document	Ctrl+F4
Close Project	
Commands.Finances	
Confirm And Update...	Ctrl+Shift+U

Copy full path  
Copy relative path  
Copy Source To Target Where  
Empty...  
Create Snapshot...  
Create View  
Deliver To Customer Portal  
Edit Distance...  
Export (Dialog)  
Export (Stored Path)  
Export Active Document As Plain  
Text  
Export Bilingual  
Export Changes To Word  
Export Document As HTML  
Extract Terms...  
Find Abbreviations...  
Find Next F5  
Find... Ctrl+F  
Get Changes From Content  
Source  
History/Reports...  
Import  
Import Folder Structure  
Import Localized Images  
Import Package  
Import Reviewed Document  
Import Update Package  
Import With Options...  
Launch Project  
Link To Customer Request  
LiveDocs  
Lock/Unlock Segments... Ctrl+L  
Log Time for a Role and  
Distribute it Among Documents  
Log Time for All Open  
Documents  
Log Time for Document  
LQA Reports...  
Manage Logins...  
Move To Recycle Bin  
Muses  
New Online Project  
New Online Project From  
Template  
New Project From Template...  
New Project...  
Omniscien Technologies  
Open  
Open Communication Tab...  
Open in WebTrans  
Open Local Copy  
Open Task Tracker...  
Options...  
People  
Populate Number-Only  
Segments...  
Prepare Image Localization  
Package

Pre-Translate...	
Project Overview	
Project Settings	
Publish On Server	
Redo	Ctrl+Y
Reimport...	
Remove	
Replace...	Ctrl+H
Resolve Errors and Warnings...	
Resource Console...	
Restore	
Restore Connection To Server	
Review Changes And Conflicts...	
Run QA...	
Send Translation To Content Source	
Server Administrator...	
Slice	
Specify Export Settings	
Statistics	
Term Bases	
Transcribe Images	
Translate	
Translation Documents	
Translation Memories	
Turn Off Autopilot	
Turn Off Logging Popups for This Project	
Undo	Ctrl+Z
View Recycle Bin	
Views	
Wrap Up Project	
X-Translate...	

Command	Shortcut
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Command	Shortcut
Apply Auto Correction	Ctrl+Alt+Space
Confirm	Ctrl+Enter
Confirm Without Update	Ctrl+Shift+Enter
Export Report	
Ignore All For This Row	
Ignore All Of This Kind	
Ignore And Move To Next	Ctrl+Space
Next	Ctrl+Down
Previous	Ctrl+Up
Refresh Data	Ctrl+Shift+R

Command	Shortcut
Accept And Move To Next	
Accept This Change	
Add Non-Translatable	Ctrl+Alt+N
Add Term...	Ctrl+E
Arrange Tags	Alt+F6
Bold	Ctrl+B
Concordance...	Ctrl+K
Copy	Ctrl+C
Copy Next Tag Sequence	F9

Copy Selection To Target	Ctrl+Shift+T
Copy Source To Target	Ctrl+Shift+S
Cut	Ctrl+X
Delete To End Of Segment	
Down In Horizontal Editing Control	Alt+Down
Edit Inline Tag	Ctrl+F9
Filtered	
Final	
Insert All Tags	Alt+F8
Insert New Inline Tag	
Insert Symbol...	Ctrl+Shift+I
Italic	Ctrl+I
Join	Ctrl+J
Long	
Look Up Term...	Ctrl+P
Medium	
memoQ Web Search...	Ctrl+F3
Move Selected Words Left	Ctrl+Shift+B
Move Selected Words Right	Ctrl+Shift+N
Next	
Non-Printing Characters	
Paste	Ctrl+V
Previous	
Quick Add Term	Ctrl+Q
Quick Insert Tag	Ctrl+F10
Reject And Move To Next	
Reject This Change	
Remove All Tags	Ctrl+F8
Select All Text	Ctrl+A
Short	
Show Changes	
Split	Ctrl+T
Subscript	Ctrl+Shift+Add
Superscript	Ctrl+Add
Toggle Case	Shift+F3
Toggle Insert/Overwrite Mode	Insert
Track Changes	Ctrl+Shift+X
Underline	Ctrl+U
Up In Horizontal Editing Control	Alt+Up
Command	Shortcut
Approve Current Entry	
Back To Normal Edit Mode	
Delete Selected TB Entries	Ctrl+D
Export Term Base	
Filter	
Import Term Base	
Mark As Master	Ctrl+M
Mark For Deletion	Ctrl+Shift+D
Mark For Merge	Ctrl+Shift+M
Mark To Skip	Ctrl+Shift+P
Merge Current	Ctrl+Shift+C
Merge Selection	Ctrl+Shift+Enter
New TB Entry	Ctrl+N
Properties...	
Show Duplicates	
Show Entry History	

## Tidy Up View

Command	Shortcut
Accept As Term	Ctrl+Enter
Add As Stopword	Ctrl+W
Drop Term	Ctrl+D
Export To TaaS	
Export To Term Base	
Filter	Ctrl+Shift+F
Go To	Ctrl+Space
Hide/Unhide Shorter	
Look Up Terms Now	F3
Merge Candidates	
Next Row	Ctrl+Down
Prefix Merge Hide	Ctrl+M
Previous Row	Ctrl+Up
Re-Sort Now	
Restart Session	
Select All Rows	Ctrl+Shift+A
Toggle Hits And Term Base	Ctrl+G
Unmerge Candidate	

Command	Shortcut
Back To Editor	
Clear Flags	
Delete Selected TM Entries	Ctrl+D
Export	
Filter In Source Or Target	Ctrl+Shift+F
Filter/Sort	
Flag All TM Entries	
Flag TM Entry	Ctrl+M
Import	
Jump To Next Flagged	Ctrl+G
Mark As Master	Ctrl+Alt+M
Mark For Deletion	Ctrl+Shift+D
Mark For Merge	Ctrl+Shift+M
Mark To Skip	Ctrl+Shift+P
Merge Current	Ctrl+Shift+C
Merge Selection	Ctrl+Shift+Enter
New TM Entry	Ctrl+N
Properties...	
Remove All Tags	
Remove Duplicates	
Remove Selected Tags	
Replace Metadata	
Save Changes	Ctrl+S

Command	Shortcut
Add Abbreviation...	
Against Last Delivered Version	
Against Last Inserted Match	
Against Last Received Version	
AutoCorrect Settings	Ctrl+Shift+O
Automatic Lookup And Insertion Settings	
Auto-Propagation Settings	
Change Segment Status...	
Comments...	Ctrl+M

Confirm	Ctrl+Enter
Confirm Without Update	Ctrl+Shift+Enter
Custom...	
Delete Current Hit	
Display All Hits	
Edit Source	F2
Errors And Warnings...	Ctrl+W
Go To Next	Ctrl+G
Go To Next Settings	Ctrl+Shift+G
Insert 10th Hit From The Hit List	Ctrl+0
Insert 11th Hit From The Hit List	Ctrl+Shift+1
Insert 12th Hit From The Hit List	Ctrl+Shift+2
Insert 13th Hit From The Hit List	Ctrl+Shift+3
Insert 14th Hit From The Hit List	Ctrl+Shift+4
Insert 15th Hit From The Hit List	Ctrl+Shift+5
Insert 16th Hit From The Hit List	Ctrl+Shift+6
Insert 17th Hit From The Hit List	Ctrl+Shift+7
Insert 18th Hit From The Hit List	Ctrl+Shift+8
Insert 19th Hit From The Hit List	Ctrl+Shift+9
Insert 1st Hit From The Hit List	Ctrl+1
Insert 2nd Hit From The Hit List	Ctrl+2
Insert 3rd Hit From The Hit List	Ctrl+3
Insert 4th Hit From The Hit List	Ctrl+4
Insert 5th Hit From The Hit List	Ctrl+5
Insert 6th Hit From The Hit List	Ctrl+6
Insert 7th Hit From The Hit List	Ctrl+7
Insert 8th Hit From The Hit List	Ctrl+8
Insert 9th Hit From The Hit List	Ctrl+9
Insert Assembled Hit	F4
Insert Current Hit	Ctrl+Space
Lock/Unlock	Ctrl+Shift+L
Move Down In Translation Hit List	Ctrl+Down
Move Up In Translation Hit List	Ctrl+Up
Off	
Predictive Typing And AutoPick Settings	
Regex Tagger...	
Reject	Shift+Enter
Reset Current Layout	
Revert Source	
Revert To Earlier Version	Ctrl+Shift+E
Row History...	
Save Current Document	Ctrl+S
Scan Segment	F3
Search In Source Or Target	Ctrl+Shift+F
Select All Segments	Ctrl+Shift+A
Set Role To Reviewer 1	
Set Role To Reviewer 2	
Set Role To Translator	
Show Active Row Anywhere	
Show Active Row In The Middle (Horizontal)	
Show Active Row In The Middle (Left/Right)	
Spell Check...	F7
Switch Current Layout To Default	
Switch Current Layout To Results On Top	
Switch To Next Layout	F11

Switch View Pane Content	F10
Switch View Pane Content To Comments	
Switch View Pane Content To Errors And Warnings	
Switch View Pane Content To Preview	
Toggle On-the-fly Spelling	
Toggle Show Highlights	
Toggle Showing Tooltips For Marked Text	
Toggle Tag Insertion Mode	F6
Toggle Text Marking Mode	Ctrl+Shift+M
Toggle View Pane Display	
View/Edit Current Hit	Ctrl+Alt+Enter