



Enterprise Architect

User Guide Series

# Keyboard Shortcuts

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Date: 19/05/2017

Version: 1.0

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# 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.

## 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
- When a diagram is open, you can use special quick-keys that make navigating and editing the diagram simple and fast
- If necessary, you can change the keyboard shortcuts using the 'Keyboard' tab of the 'Customize' dialog

## Operations and keyboard shortcuts

Shortcut	Operation
Ctrl+N	Create a new Enterprise Architect project.
Ctrl+O	Open an Enterprise Architect project.
Ctrl+Shift+F11	Reload the current project.
Ctrl+P	Print the active diagram.
Ctrl+Z	Undo a change.
Ctrl+Y	Redo an undone change.
Ctrl+F, Ctrl+Alt+A	Search for items in the project (Search in Model).
Ctrl+Shift+Alt+F	Search files for data names and structures.
Shift+Insert	Paste element(s) from the clipboard as links to the original element(s).
Ctrl+Shift+V	Paste an element as new.
Ctrl+Shift+Insert	Paste an element as a metafile image from the clipboard.

Shift+F3 or Ctrl+click	Create a new element of the same type as the last.
F3	Create a new connector of the same type as the last.
Ctrl+Space	Add a single element to the clipboard list.
Shift+Space	Bookmark the current element with a red marker.
Delete key or Ctrl+D	Delete selected element(s) in a diagram.
Ctrl+Delete	Delete selected element(s) from the model (in a diagram OR the Project Browser).
Alt+0	Display the Project Browser.
Ctrl+Alt+R	View the Package Browser (Package Contents).
Ctrl+Shift+5	Display Model Views.
Ctrl+Shift+3	Display the Scenarios & Requirements view.
Ctrl+Shift+4	View the Traceability window.
Alt+1	View the Properties window.
Ctrl+Shift+1	View the Notes window.
Ctrl+Shift+6	View the Tagged Values window.
Ctrl+Alt+W	View the Web Browser.
Ctrl+Shift+8	View the System Output window.
Ctrl+Shift+M	Add a new model to the project, using the Model Wizard.
Ctrl+Alt+U	Open the Team Review.
Alt+2	View the Project Glossary.
Ctrl+Alt+B	Manage Baselines.
Ctrl+Alt+P	Configure Package Control.
Ctrl+Shift+L	Open a 'Lock <item>' dialog for the selected Package, diagram or element.
Ctrl+Alt+V	Validate the current Package.
F8	Generate documents and reports.
Shift+F8	Generate a Web Report in HTML.
Ctrl+Shift+F8	Generate a Diagrams-Only report.

Ctrl+Alt+I	Import a Package from XMI.
Ctrl+Alt+E	Export a Package to XMI.
Ctrl+Alt+C	Import and export to data CSV files.
Ctrl+Insert	Add a new diagram to a Package.
F5	Edit diagram properties.
Shift+Alt+G	Locate a selected object in the Project Browser.
Alt+5	Display the Diagram Toolbox.
Ctrl+Shift+N	View the Pan and Zoom window.
Ctrl+Shift+I	Set the visibility of connectors.
Ctrl+S	Save changes to a diagram.
Ctrl+T	Save an image to file.
Ctrl+B	Save an image to the clipboard.
Alt+Enter	Display the element 'Properties' dialog at the 'General' tab.
Alt+G	Locate the selected element in the Project Browser.
Ctrl+U	Locate diagrams in which the element is used.
Alt+9	View the Element Browser.
Ctrl+Shift+2	View the element Relationships window.
Ctrl+Alt+D	Create a Linked Document on an element.
F9	Display the 'Features' dialog at the 'Attributes' tab.
F10	Display the 'Features' dialog at the 'Operations' tab.
Ctrl+Shift+Y	Specify which element features are visible on a diagram.
Alt+4	View the Maintenance window, in Default mode.
Ctrl+Shift+B	Manage structural (embedded) elements.
Ctrl+I	Set an element's parent or implement interface(s).
Ctrl+Shift+O	Override inherited features.

Ctrl+Shift+T	Add a Tagged Value to an element.
Ctrl+J	Set cross references to other elements and diagrams.
Ctrl+Shift+E or F4	Configure an element's default appearance.
Alt+Z	Automatically size selected elements.
Ctrl+Shift+W	Select an alternative image for an element.
F2	Edit the selected property value.
Ctrl+Shift+F9	Add an attribute to an element.
Ctrl+Shift+F10	Add an operation to an element.
Ctrl+F11	Add other types of feature to an element.
Insert key	Insert a new feature after the current selection.
Ctrl+Shift+Delete	Delete the selected feature from the model.
Alt+-	Space elements evenly, horizontally.
Alt+=	Space elements evenly, vertically.
Ctrl+Shift+J	Create a Workbench Instance of a Class.
Alt+\	Move focus to the Diagram View from a docked window.
Enter key	View the element 'Properties' dialog (when the element is selected).
Shift+arrow keys	Move elements by small increments.
Ctrl+arrow keys	Resize a selected element by small increments.
Ctrl+Alt+Down	Align the bottom edges of selected elements.
Ctrl+Alt+Up	Align the top edges of selected elements.
Ctrl+Alt+Left	Align the left boundaries of selected elements.
Ctrl+Alt+Right	Align the right boundaries of selected elements.
Shift+F12	Manage Analyzer Scripts on the Execution Analyzer window.
Ctrl+Shift+F12	Create a Build Script.
Ctrl+Alt+N	Create a Run Script.
Ctrl+Alt+T	Create a Test Script.

Ctrl+Shift+Alt+F12	Create a Deployment script.
Alt+8	Open the Debugger window.
F6	Start a Debug session.
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.
Ctrl+Alt+O	Open a source file.
Ctrl+Shift+P	Edit code generation templates.
Ctrl+Alt+H	Edit Transformation templates.
Alt+6	Open the Resources window.
Ctrl+F9	Configure system options.
Ctrl+Shift+F7	Spell check the current Package.
Ctrl+F7	Spell check the model.
Ctrl+H or Ctrl+Alt+F	Transform selected elements.
Ctrl+Shift+H	Transform the current Package
Ctrl+Alt+K	Generate Package source code.
Ctrl+Alt+M	Synchronize Package contents.
Ctrl+Shift+U	Import a source directory.
F11	Generate code on a selected element.
F7	Synchronize the current element.
Shift+F11	Batch generate selected elements.
Ctrl+R	Batch synchronize selected elements.
Ctrl+Alt+Y	Open a source directory.
Alt+7	View the Source Code window.

Ctrl+E or F12	View source code in the default external editor.
Shift+F9	Check project data integrity.
Shift+Alt+Enter	Make the current view occupy the full screen space.
Ctrl+Shift+0	Set focus to the current window.
Ctrl+F4	Close the current window.
Ctrl+Shift+F4	Autohide the current window.
Ctrl+M	Add a new element to Package.
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+V	Paste text.
Ctrl+X	Cut text, or an element in a diagram.



## Keyboard-Mouse Shortcuts

When you work on an aspect of your model within a diagram, there are a number of operations you can perform quickly using a combination of keyboard keys and the computer mouse.

### Keyboard/mouse combinations

Action	Shortcut
Create an element of the same type as was last created on the diagram.	Ctrl+click
Display the element 'Properties' dialog for the element shown in the scenario 'Context References' tab.	Ctrl+click
Select a number of individual objects for an operation.	Ctrl+click each object
Select a range of objects for an operation.	Shift+click on the first and last object in the range
Move the selected elements along the horizontal axis or vertical axis.	Shift+hold left mouse button and drag
Create a bend in and change the direction of the connector line.	Shift+hold left mouse button and drag
Move the selected elements in any direction, including diagonally.	Alt+hold left mouse button and drag
Zoom in to or zoom out of the diagram.	Ctrl+ mouse scroll wheel
Pan the diagram horizontally or vertically.	Ctrl+Shift+hold left mouse button and drag

