Keyboard Shortcuts

In XperienCentral you can use keyboard shortcuts to perform a wide variety of actions in order to save time and work more efficiently. Many of the common tasks that you regularly perform can be accomplished using a keyboard shortcut.

> ⚠ **Notes:**
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> - Some keyboard shortcuts may not be available due to the permissions assigned to your role.
> - Some keyboard shortcuts are dependent on a specific widget being present in a sidebar.

In This Topic

- Global Keyboard Shortcuts
- Editor Keyboard Shortcuts
- Navigation Keyboard Shortcuts

Global Keyboard Shortcuts

The following global keyboard shortcuts are active when the focus is in the Workspace. They are not available when another panel has focus or when you are editing a content item in the Editor.

Shortcut	Description
/	Puts the focus on the Quick Search field in the top middle part of the Editor.
Shift-/	Shows a summary of all keyboard shortcuts.
[	Toggles the right sidebar open and closed.
]	Toggles the left sidebar open and closed.
Shift-a	Creates a new article in the Content Repository.
c	Toggles the Configuration menu open and closed.
Shift-d	Creates a new Download.
e	Opens the current item for editing in the Editor.
End	Moves to the end of the current line.
Home	Moves to the beginning of the current line.
Shift-i	Creates a new image in the Content Repository.
m	Toggles My Settings open and closed.
n	Creates new content. The Create Content Widget must be present in one of the sidebars in order for this keyboard shortcut to work.
Shift-p	Creates a new page in the Site Structure Widget.
s	Opens Advanced Search.
Alt-s and Ctrl-s	Saves changes in Configuration menu panels. If the Configuration menu is not open, Alt-s and Ctrl-s opens the Advanced Search panel.
v	Opens the Properties panel for the current item to the Versions tab.
x	Opens My Content Items.

Editor Keyboard Shortcuts

The following keyboard shortcuts are available when you are working in the Editor.

Shortcut	Description
Ctrl-a	Selects all content.
Ctrl-b	Toggles bold font formatting on and off.
Ctrl-c	Copies the current selection.
Ctrl-e	Aligns text center.
Ctrl-i	Toggles italic font formatting on and off.
Ctrl-k	Creates a hyperlink.
Ctrl-l	Aligns text left.
Ctrl-Alt-l	Toggles numbered list on and off.
Ctrl-Shift-l	Toggles bulleted list on and off.
Ctrl-m	Inserts an image.
Ctrl-r	Aligns text right.
Alt-s and Ctrl-s	Saves changes.
Ctrl-Shift-s	Toggles strikethrough font formatting on and off.
Ctrl-u	Toggles underline font formatting on and off.
Ctrl-v	Pastes content from the Clipboard.
Ctrl-x	Cuts the current selection.
Ctrl-y	Redoes the last change.
Ctrl-z	Undoes the last change.
Ctrl-Shift-z	Redoes the last change.
Ctrl-0	Starts a new paragraph or changes selection into a paragraph.
Ctrl-1	Turns on or changes the current selection to Heading 1.
Ctrl-2	Turns on or changes the current selection to Heading 2.
Ctrl-3	Turns on or changes the current selection to Heading 3.
Ctrl-4	Turns on or changes the current selection to Heading 4.
Ctrl-5	Turns on or changes the current selection to Heading 5.
Ctrl-6	Turns on or changes the current selection to Heading 6.
Esc	Exits the Editor. If you have unsaved changes, you will be prompted to save or discard any modifications you have made.

Navigation Keyboard Shortcuts

The following keyboard shortcuts are available for navigating around in various parts of XperienCentral,

Shortcut	Description
Arrow up/Arrow down	Moves the focus up or down in the list of results in Quick and Advanced Search. An item must first be selected before you can navigate through the list.
Enter/Space	Performs the following tasks in the following situations: • Opens a link or presses a button when it has focus. • Opens a panel or a menu when it is selected. • Opens a search result when it is selected. • Presses a button when it has focus.
Esc	Performs the following tasks in the following situations: • Deselects an element when it has the focus. • Closes a pop-up and discards any changes. • Exits the Editor. If you have unsaved changes, you will be asked whether you want to save or discard any modifications that you have made.
Tab	Moves the focus from left to right and up to down through a series of selectable fields.
Shift-Tab	Moves the focus from right to left and down to up through a series of selectable fields.

Back to top