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| --- | --- |
| **Command** | **Shortcut** |
| Accept all | ⌃+⌥+A |
| Add checked segment to memory and go to next segment | ⌃+⇧+⏎ |
| Add checked segment to memory and go to next unchecked segment | ⌃+⇧+\ |
| Add fragment to memory |  |
| Add segment note | ⌃+⌥+N |
| Add segment to memory and go to next segment | ⌃+⌥+↓ |
| Add segment to memory and go to next untranslated segment | ⌃+⏎ |
| Add selection to abbreviations | ⌃+⇧+M |
| Add selection to non-translatable fragments | ⌃+⌥+P |
| Add selection to text shortcuts | ⌃+⇧+A |
| Add term to glossary | F16 |
| Adjust end punctuation | ⌥+↑ |
| Adjust start punctuation | ⌃+[ |
| All segments | ⌃+⇧+K |
| Alternative translation | ⌃+⌥+T |
| Bold | ⌘+B |
| Bookmark segment | ⌃+⌥+B |
| Change case | ⌃+= |
| Change to title case | ⌃+⇧+= |
| Clipboard history | ⌃+⇧+C |
| Close active tab | ⌃+W |
| Close all tabs | ⌃+⇧+W |
| Cycle focus between segment editors | F12 |
| Default scope | ⌃+⇧+G |
| Delete to the end of segment | ⌃+U |
| Desktop search tool | ⌃+⇧+F8 |
| Documents... | ⌘+D |
| Export current document | ⌃+⌥+↘ |
| Find in page | ⌘+⌥+F |
| Find... | ⌘+F |
| Focus current tab | ⌃+/ |
| Full screen | F11 |
| Glossaries | ⌃+⇧+F10 |
| Hide segment boundary tags |  |
| Hide tag details | ⌃+⌥+T |
| Hide toolbars | ⌃+⇧+H |
| Highlight |  |
| Insert auto-assembling | ⌃+⌥+4 |
| Insert fuzzy match 1 | ⌃+⌥+1 |
| Insert fuzzy match 2 | ⌃+⌥+2 |
| Insert fuzzy match 3 | ⌃+⌥+3 |
| Insert non-breaking hyphen | ⌃+⇧+- |
| Insert non-breaking space | ⌃+⇧+␣ |
| Insert soft return | ⇧+⏎ |
| Italic | ⌘+I |
| Join segments | ⌃+⌥+↑ |
| List auto-assembling and fuzzy matches | F1 |
| List non-translatable fragments | F4 |
| List subsegment matches | F2 |
| List tags | F3 |
| Memory source segments | ⌃+⇧+F4 |
| Memory target segments | ⌃+⇧+F5 |
| Merge adjacent tags |  |
| Mouse tag placement | ⌃+F3 |
| Move to the next segment | ⌃+⌥+→ |
| Move to the previous segment | ⌃+⌥+← |
| MT services | ⌃+⇧+F9 |
| New document... | ⌃+⇧+N |
| New project... | ⌘+N |
| Open image document... | ⌃+⇧+I |
| Open memory... | ⌥+⇧+O |
| Open project folder... | ⌘+O |
| Preview current document | ⌃+⌥+D |
| Print | ⌘+P |
| Project source segments | ⌃+⇧+F2 |
| Project statistics | ⌃+E |
| Project target segments | ⌃+⇧+F3 |
| Quick search... | ⌘+⇧+F |
| Record/list selected words | F5 |
| Reject all | ⌘+⌥+A |
| Reload glossary | ⌃+⇧+L |
| Remove defined character to the left | ⌃+⇧+, |
| Remove defined characters | ⌃+⇧+. |
| Remove from auto-completion list | ⌃+⇧+R |
| Remove tags | ⌃+⇧+/ |
| Repeat last QA check | ⌃+L |
| Replace characters at source transfer | ⌃+⌥+R |
| Replace with alternative spelling | ⌃+␣ |
| Request focus in target segment editor | ⌃+⇧+F12 |
| Resource | ⌃+⇧+F1 |
| Save all memories | ⌥+⇧+S |
| Save project | ⌘+S |
| Select next tab | ⌃+. |
| Select previous tab | ⌃+, |
| Show alternative spelling | ⌃+⇧+S |
| Show invisible characters | ⌃+⇧+V |
| Split segment | ⌃+⌥+S |
| Subscript | ⌃+⇧+B |
| Suggest phrase | ⌃+↓ |
| Superscript | ⌃+⇧+P |
| Surround with characters 1 | ⌃+⇧+' |
| Surround with characters 2 | ⌃+⇧+] |
| Surround with characters 3 | ⌃+⇧+[ |
| Total Recall source segments | ⌃+⇧+F6 |
| Total Recall target segments | ⌃+⇧+F7 |
| Transfer Amazon Translate MT | ⌃+⌥+A |
| Transfer current tag | ⌃+⌥+9 |
| Transfer DeepL MT | ⌃+⌥+E |
| Transfer Google MT | ⌃+⌥+K |
| Transfer IBM Watson MT | ⌃+⌥+W |
| Transfer Microsoft MT | ⌃+⌥+M |
| Transfer MT from web page | ⌃+⌥+V |
| Transfer MyMemory MT |  |
| Transfer source segment | ⌃+⌥+I |
| Transfer Yandex MT |  |
| Translate selected fragment | ⌃+⌥+⏎ |
| Transpose selection to the left | ⌃+⇧+T |
| Transpose selection to the right | ⌃+T |
| Underline | ⌘+U |
| Zoom + (⇧+⏎) | ⌃+⇧+U |
| Zoom - (⌃+⇧+Y) | ⌃+⇧+Y |