

Ted4 shortcuts

F1 - help
F4 - open last
F5 - refresh geometry
F9 - insert tag
F10 - insert @
F12 - send to

Refresh

Ctrl+F5 - Refresh all

Text

Spacebar – in Fred4 to start editing
Double click – in Fred4 to edit on page
Shift+F6 - Spell check
Shift+F10 - Character map
Shift+Ctrl+A - All capitals
Shift+Ctrl+K - Small capitals
Shift+Ctrl+T - Toggle case
Shift+Ctrl+U - Upper case
Ctrl+C - Copy to clipboard
Alt+C - Copy all to clipboard
Ctrl+V - Paste
Ctrl+Z - Undo
Shift+Ctrl+Z - Undo all
Ctrl+Y - Redo
Ctrl+S - Save
Ctrl+Q - Edit article notes
Ctrl+minus - Discretionary hyphen
Alt+minus - Long dash
Ctrl+F - Find in text
Ctrl+G - Find next
Ctrl+H - Find and replace
Ctrl+click - Select sentence
Shift+Alt+Click - Select paragraph
Ctrl+A - Select all in text
Esc or Ctrl+W - end editing

Palettes and dialogue boxes

Alt+N - Toggle Navigator
Shift+Alt+P - Display preferences
Ctrl+M - Toggle paragraph palette
Ctrl+T - Toggle control palette
Ctrl+Alt+T - Toggle text palette

Fred4 shortcuts

Quick selection

Alt+drag - Hand grabber

Ctrl+2 - Zoom tool

Viewing pages

F4 - Open last page(s)

Ctrl+W - Close page

T - Tracking mode

Home - First page

End - Last page

Page up - Previous page

Page down - Next page

+ - Zoom in

- Zoom out

Ctrl+1 - Zoom fit

Ctrl+2 - Zoom marquee

Ctrl+3 - Zoom percentage

Ctrl+4 - Zoom fit width

Ctrl+5 - Zoom fit all

Ctrl+6 - Zoom fit all width

Ctrl+7 - Zoom article

Ctrl+8 - Zoom selection

Other

F5 - Refresh text

Ctrl+F5 - Refresh all

Ctrl+S - Save