

# Jarte PLUS - Quick Reference Card

## Document Actions

Open	Ctrl + O
Open Favorite	Shift + Ctrl + O
Save	Ctrl + S
Save As	Shift + Ctrl + S
Print	Ctrl + P
Quick Print	Shift + Ctrl + P
Close	Ctrl + F4 or Ctrl + W
Close All	Shift + Ctrl + F4
Next Document Tab	Ctrl + Tab
Previous Document Tab	Shift + Ctrl + Tab
Previously Active Document Tab	F8
Undo	Ctrl + Z
Redo	Shift + Ctrl + Z
Spell Check	F7
Background Spell Check	Shift + F7
Zoom In	Ctrl + [ or Ctrl + Scroll Wheel
Zoom Out	Ctrl + ] or Ctrl + Scroll Wheel
Word Count	Ctrl + M

## Bookmarks

Set Bookmark	Ctrl + F2
Delete Bookmark	Shift + Ctrl + F2
Go to Next Bookmark	F2
Go to Previous Bookmark	Shift + F2

## Clipboard Actions

Copy	Ctrl + C or Ctrl + MMB <sup>1</sup>
Cut	Ctrl + X or Shift + Ctrl + MMB <sup>1</sup>
Paste	Ctrl + V or MMB <sup>1</sup>
Paste Plain	Shift + Ctrl + V or Shift + MMB <sup>1</sup>
Clip List Menu	F4
Copy Saved Clip	Ctrl + 0 thru Ctrl + 9

<sup>1</sup> Available if option "Middle Mouse Button Paste" is enabled

## Font Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Increase Font Size	Shift + Ctrl + ↑
Decrease Font Size	Shift + Ctrl + ↓
Toggle Smart Quotes	Shift + Ctrl + '
Repeat Previous Format Brush or Highlighter	Ctrl + G

## Paragraph Formatting

Align Left	Shift + Ctrl + L
Center	Shift + Ctrl + C
Align Right	Shift + Ctrl + R
Justify	Shift + Ctrl + J
Increase Indentation	Shift + Ctrl + I
Decrease Indentation	Shift + Ctrl + D

## Select Text

Select one character to the right	Shift + →
Select one character to the left	Shift + ←
Select one word to the right	Shift + Ctrl + →
Select one word to the left	Shift + Ctrl + ←
Select to the beginning of the line	Shift + Home
Select to the end of the line	Shift + End
Select to one line up	Shift + ↑
Select to one line down	Shift + ↓
Select to one screen up	Shift + Page Up
Select to one screen down	Shift + Page Down
Select to the top	Shift + Ctrl + Home
Select to the bottom	Shift + Ctrl + End
Select All	Ctrl + A
Select from insertion point to click	Shift + Left Mouse Button

## Move Insertion Point

Move one character to the right	→
Move one character to the left	←
Move one word to the right	Ctrl + →
Move one word to the left	Ctrl + ←
Move to the beginning of the line	Home
Move to the end of the line	End
Move one line up	↑
Move one line down	↓
Move one screen up	Page Up
Move one screen down	Page Down
Move to the top	Ctrl + Home
Move to the bottom	Ctrl + End
Move to the last edit location	Shift + Ctrl + Backspace

## Insert and Delete

Insert Page Break	Ctrl + Enter
Insert Date (long date format)	F5
Insert Date (short date format)	Shift + F5
Delete one character to the right	Delete
Delete one character to the left	Backspace
Delete one word to the right	Ctrl + Delete
Delete one word to the left	Ctrl + Backspace
Delete Paragraph	Ctrl + Y

## Search and Replace

Show Find Bar	Ctrl + F
Close Find Bar	Shift + Ctrl + F
Find / Find Again	F3
Show Replace Bar	Ctrl + R
Close Replace Bar	Shift + Ctrl + R

## Other Shortcuts

Exit Program	Alt + F4
Help	F1
Show / Hide Side Tool Panel	F11
Open Web or E-mail Address	F6
Move Selected Text	Drag-and-Drop
Copy Selected Text	Ctrl + Drag-and-Drop
Attached Note	Ctrl + N
Dictionary Lookup	Ctrl + D
Thesaurus Lookup	Ctrl + T
Hot Connect	Alt + F7 (default)