

# MARK5

## Shortkeys

### Editor shortkeys

<b>Ctrl+A</b>	Select all
<b>Ctrl+B</b>	Bold
<b>Ctrl+C</b>	Copy
<b>Ctrl+E</b>	Center
<b>Ctrl+H</b>	Replace
<b>Ctrl+I</b>	Italic
<b>Ctrl+L</b>	Align left
<b>Ctrl+O</b>	Open a file
<b>Ctrl+R</b>	Align right
<b>Ctrl+T</b>	Insert template
<b>Ctrl+U</b>	Underline
<b>Ctrl+V</b>	Paste
<b>Ctrl+X</b>	Cut
<b>Ctrl+Z</b>	Undo
<b>Ctrl+S</b>	Save document

### F-keys

<b>F1</b>	Help
<b>F2</b>	Create new e-mail
<b>Alt+F2</b>	Add external document
<b>F3+F4</b>	Scroll between e-mails
<b>F5</b>	Edit/send document
<b>F6</b>	Reply e-mail
<b>Alt+F6</b>	Reply all
<b>F7</b>	Forward e-mail
<b>F8</b>	Search
<b>F9</b>	Show actions
<b>F12</b>	Opens Tasks

### CTRL-keys

<b>Ctrl+I</b>	Internal messages
<b>Ctrl+M</b>	New internal message
<b>Ctrl+F</b>	Find a specific word within an e-mail
<b>Ctrl+O</b>	Add comment to document
<b>Ctrl+P</b>	Print document
<b>Ctrl+Q</b>	File document to folder
<b>Ctrl+R</b>	Document access rights
<b>Ctrl+S</b>	Document transmit status
<b>Ctrl+T</b>	Edit template (s)
<b>Ctrl+W</b>	Copy document to own worktray
<b>Ctrl+Y</b>	Copy document to user worktray
<b>Ctrl+(arrow)</b>	Up/down Scroll up and down within an e-mail
<b>Ctrl+Space</b>	Mark document as read
<b>Ctrl+Home</b>	Jump to latest document received
<b>Ctrl+Page Up/Down</b>	Jump between several documents
<b>Ctrl+End</b>	Jump to the very first document received
<b>Ctrl+shift+up/down</b>	Move folder up/down

### Other short keys

<b>Alt+C</b>	Open category window
<b>Alt+S</b>	Search for Folder
<b>Ctrl+Tab</b>	Tab between tabs