



PC Shortcut Keys

File Operations	
Create a new map	Ctrl + N
Create a new map from template	Ctrl + Shift + N
Open a map	Ctrl + O
Close active map	Ctrl + W Ctrl + Shift + F4
Save	Ctrl + S
Save As...	F12
Print	Ctrl + P
Map preferences	Ctrl + ,
Help	F1

Formatting	
Bold	Ctrl + B
Italic	Ctrl + I
Decrease font size	Ctrl + [
Increase font size	Ctrl +]
Font colour	Ctrl + Shift + F
Branch colour	Ctrl + Shift + C
Pin branch	Ctrl + Shift + P
Unpin branch	Ctrl + Shift + U
Toggle pin	Alt + Click
Branch order swapping	Alt + Arrow key

Basic Operations	
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Spell check	F7
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Delete	Delete Backspace
Edit	F2 Ctrl + Space
Delete branch and keep children	Alt + Delete
Paste branch and keep formatting	Ctrl + Shift + V

Navigation	
Select a branch	Mouse click
Select all siblings	Ctrl + Shift + A
Select below only	Shift + END
Select above only	Shift + HOME
Select branch, descendants and relationships	Shift + F3
Select multiple branches	Ctrl + Mouse click
Select all branches	Ctrl + A
Select and add to selection	Shift + Arrow keys
Select area	Ctrl + Mouse drag
Move to neighbouring branch	Arrow keys
Move to top sibling	HOME
Move to bottom sibling	END

Adding Elements	
Insert child branch	Insert Ctrl + Enter Tab
Insert sibling branch	Enter
Insert parent branch	Ctrl + Insert
Insert branch after	Ctrl + Shift + I
Insert box branch	Shift + Insert Shift + Ctrl + Enter Shift + Tab
Insert sibling box branch	Shift + Enter
Insert parent box branch	Shift + Ctrl + Insert
Insert boundary	Ctrl + Shift + B
Insert floating text	Alt + F
Insert hyperlink	Ctrl + K
Insert comments (review)	Ctrl + F11

Map Levels & Filtering	
Focus on	F3
Focus out	F4
Show levels 1 .. 9	Shift + Alt + 1 Shift + Alt + 2 .. up to .. Shift + Alt + 9
Show all levels	Shift + Alt + . (period)
Expand current selection	Shift + Alt + Up Arrow
Collapse current selection	Shift + Alt + Down Arrow
Remove filter	Ctrl + Shift + Alt + A

Interface	
Show notes panel	Ctrl + T

Show tasks panel	Ctrl + E
Show links panel	Ctrl + K

View	
Zoom in	Ctrl + =
Zoom out	Ctrl + -
Zoom to fit map to screen	Ctrl + F5
Zoom to actual size	Ctrl + 0
Condense all	Shift + Alt + C
Show next map	Ctrl + Tab
Show previous map	Ctrl + Shift + Tab
Collapse ribbon bar	Ctrl + F1

Presentation	
Begin presentation	F5
Stop presentation	Ctrl + W
Slide selection	Arrow keys
Slide add to selection	Shift + Arrow keys
Select all	Ctrl + A
Next slide	N Right arrow Down arrow Space Enter
Previous slide	P Left arrow Up arrow Backspace
Next map	Ctrl + N
Previous map	Ctrl + P
White screen	W
Black screen	B
Flip screen	F
Presenter/Presentation view switch	V