



Enterprise Architect

User Guide Series

# Keyboard Shortcuts

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# Keyboard Shortcuts

You can display the Enterprise Architect dialogs, windows and views, or initiate processes, using menu options and Toolbar icons. In many cases, you can also access these facilities by pressing individual keyboard keys or combinations of keys, as shortcuts. This table lists the default keyboard shortcut for each of the functions. You can also display the key combinations on the 'Help Keyboard' dialog.

The shortcuts described here are operations on the model. When a diagram is open, you can use special quick-keys that make navigating and editing the diagram simple and fast. These quick-keys are described in the *Diagram Shortcuts* Help topic.

## Access

Ribbon	Start > Help > Help > Open Keyboard Accelerator Map
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## Notes

- There are additional shortcuts using the keyboard and mouse in combination
- If necessary, you can change the keyboard shortcuts using the 'Keyboard' tab of the 'Customize' dialog

## Opening Projects

Shortcut	Operation
Ctrl+N	Create a new Enterprise Architect project.
Ctrl+O	Open an Enterprise Architect project.
Ctrl+Shift+F11	Reload the current project.

## Adding Objects to the Project

Shortcut	Operation
Ctrl+Shift+M	Add a new model to the project, using the Model Wizard.
Ctrl+Insert	Add a new diagram to a Package.
Ctrl+M	Add a new element to a Package.
Shift+F3 or Ctrl+click	Create a new element of the same type as the last.

Ctrl+Shift+T	Add a Tagged Value to an element.
Ctrl+Shift+F9	Add an attribute to an element.
Ctrl+Shift+F10	Add an operation to an element.
Ctrl+F11	Add other types of feature to an element.
Insert key	Insert a new feature after the current selection.

## Locating Information

Shortcut	Operation
Ctrl+F, Ctrl+Alt+A	Search for items in the project (search in the model).
Ctrl+Shift+F	Opens the Find in Files window at the 'Find File' tab, which you use as a File System Explorer to quickly locate specific files.
Ctrl+Shift+Alt+F	Search files for data names and structures.
Alt+G	Locate the selected element in the Project Browser.
Shift+Alt+G	Locate a selected object in the Project Browser.
Ctrl+U	Locate diagrams in which the element is used.

## Copying and Pasting

Ctrl+Space	Add a single element to the clipboard list.
Ctrl+C	Copy text, or element ID for pasting an element on a diagram as a link.
Ctrl+Shift+C	Copy an element, multiple elements or a Package plus any underlying structure to the clipboard for duplication in a target Package.
Ctrl+X	Cut the selected text.
Ctrl+V	Paste text.

## Viewing Information in Windows

Shortcut	Operation
Alt+0	Display the Project Browser.
Alt+1 or Ctrl+2	View the Properties window.
Alt+2	View the Project Glossary.
Alt+4	View the Maintenance window, in Default mode.
Alt+5	Display the Diagram Toolbox.
Alt+6	Open the Resources window.
Alt+9	View the Element Browser.
Alt+Enter	Display the element 'Properties' dialog at the 'General' tab.
Alt+\	Move focus to the Diagram View from a docked window.
Enter key	View the element 'Properties' dialog (when the element is selected).
Ctrl+Shift+1 or Ctrl+3	View the Notes window.
Ctrl+Shift+2	View the element Relationships window.
Ctrl+Shift+3	Display the Responsibilities window.
Ctrl+Shift+4	View the Traceability window.
Ctrl+Shift+5	Display Model Views.
Ctrl+Shift+6	View the Tagged Values window.
Ctrl+Shift+7	View the Resource Allocation window.
Ctrl+Shift+8	View the System Output window.
Ctrl+Alt+R	View the Package Browser (Package Contents).
Ctrl+Alt+U	Open the Team Library.
Ctrl+Alt+W	View the Web Browser.
F9	Display the Features window at the 'Attributes' tab.
F10	Display the Features window at the 'Operations' tab.
Ctrl+Shift+0	Set focus to the current window.

Shift+Alt+Enter	Make the current view occupy the full screen space.
Ctrl+F4	Close the current window.
Ctrl+Shift+F4	Autohide the current window.

## Generating Documentation

Shortcut	Operation
F8	Generate documents and reports.
Shift+F8	Generate a Web Report in HTML.
Ctrl+Shift+F8	Generate a 'Diagrams Only' report.

## Deleting Objects from the Project

Shortcut	Operation
Ctrl+Delete	Delete selected element(s) from the model (from the Project Browser and any diagram in which the element occurs).
Ctrl+Shift+Delete	Delete the selected feature from the model.

## Checking Spelling

Shortcut	Operation
Ctrl+Shift+F7	Spell check the current Package.
Ctrl+F7	Spell check the model.

## Performing Code Engineering

Shortcut	Operation
Ctrl+Shift+P	Edit code generation templates.

Alt+7	Open the Source Code window.
Ctrl+Alt+Y	Open a source directory.
Ctrl+Alt+O	Open a source file.
Ctrl+Shift+U	Import a source directory.
Ctrl+Alt+K	Generate Package source code.
Ctrl+Alt+M	Synchronize Package contents.
F11	Generate code on a selected element.
F7	Synchronize the current element.
Shift+F11	Batch generate selected elements.
Ctrl+R	Batch synchronize selected elements.
Ctrl+E or F12	View source code in the default external editor.
Ctrl+Alt+H	Edit Transformation templates.
Ctrl+H or Ctrl+Alt+F	Transform selected elements.
Ctrl+Shift+H	Transform the current Package

## Exchanging Data

Shortcut	Operation
Shift+F9	Check project data integrity.
Ctrl+Alt+V	Validate the current Package.
Ctrl+Alt+I	Import a Package from XMI.
Ctrl+Alt+E	Export a Package to XMI.
Ctrl+Alt+C	Import and export to data CSV files.

## Performing Visual Execution Analysis

Shortcut	Operation
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Ctrl+Shift+J	Create a Workbench Instance of a Class.
Shift+F12	Manage Analyzer Scripts on the Execution Analyzer window.
Ctrl+Shift+F12	Create a Build Script.
Ctrl+Alt+N	Create a Run Script.
Ctrl+Alt+T	Create a Test Script.
Ctrl+Shift+Alt+F12	Create a Deployment script.
Alt+8	Open the Debugger window.
F6	Start a Debug session.
Shift+F6	Step Into a function call.
Alt+F6	Step Over a function call.
Ctrl+F6	Step Out of a function call.
Ctrl+Alt+F6	Stop the debug session.

## Other Operations

Shortcut	Operation
Ctrl+Alt+B	Manage Baselines.
Ctrl+Alt+P	Configure Package Control.
Ctrl+Shift+L	Open a 'Lock <item>' dialog for the selected Package, diagram or element.
F5	Refresh the selected Package in the Project Browser.
Ctrl+Alt+D	Create a Linked Document on an element.
Ctrl+Shift+Y	Specify which element features are visible on a diagram.
Ctrl+Shift+B	Manage structural (embedded) elements.
Ctrl+I	Set an element's parent or implement interface(s).
Ctrl+Shift+O	Override inherited features.
Ctrl+J	Set cross references to other elements and diagrams.



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Ctrl+Shift+E or F4	Configure an element's default appearance.
Ctrl+Shift+W	Select an alternative image for an element.
F2	Edit the selected property value.
Ctrl+F9	Configure system options.

## Keyboard-Mouse Shortcuts

When you work on an aspect of your model within a diagram, there are a number of operations you can perform quickly using a combination of keyboard keys and the computer mouse.

### Keyboard/mouse combinations

Action	Shortcut
Create an element of the same type as was last created on the diagram.	Ctrl+click
Display the element 'Properties' dialog for the element shown in the scenario 'Context References' tab.	Ctrl+click
Select a number of individual objects for an operation.	Ctrl+click each object
Select a range of objects for an operation.	Shift+click on the first and last object in the range
Move the selected elements along the horizontal axis or vertical axis.	Shift+hold left mouse button and drag
Create a bend in and change the direction of the connector line.	Shift+hold left mouse button and drag
Move the selected elements in any direction, including diagonally.	Alt+hold left mouse button and drag
Zoom in to or zoom out of the diagram.	Ctrl+ mouse scroll wheel
Pan the diagram horizontally or vertically.	Ctrl+Shift+hold left mouse button and drag

