# Enterprise Architect

## User Guide Series

# Keyboard Shortcuts

Author: Sparx Systems

Date: 15/07/2016

Version: 1.0

CREATED WITH ENTERPRISE ARCHITECT

# Table of Contents

# 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.

## Access

| Ribbon | Start > Help > Help > Open Keyboard Accelerator Map |
|--------|------------------------------------------------------|
| Menu   | Help \| Keyboard Accelerator Map                     |

## Notes

- There are additional shortcuts using the keyboard and mouse in combination
- When a diagram is open, you can use special quick-keys that make navigating and editing the diagram simple and fast
- If necessary, you can change the keyboard shortcuts using the 'Keyboard' tab of the 'Customize' dialog

## Operations and keyboard shortcuts

| Shortcut | Operation |
|----------|-----------|
| Ctrl+N | Create a new Enterprise Architect project. |
| Ctrl+O | Open an Enterprise Architect project. |
| Ctrl+Shift+F11 | Reload the current project. |
| Ctrl+P | Print the active diagram. |
| Ctrl+Z | Undo a change. |
| Ctrl+Y | Redo an undone change. |
| Ctrl+F, Ctrl+Alt+A | Search for items in the project (**Search in Model**). |
| Ctrl+Shift+Alt+F | Search files for data names and structures. |
| Shift+Insert | Paste element(s) from the clipboard as links to the original element(s). |
| Ctrl+Shift+V | Paste an element as new. |
|  |  |

| | |
|---|---|
| Ctrl+Shift+Insert | Paste an element as a metafile image from the clipboard. |
| Shift+F3  or Ctrl+click | Create a new element of the same type as the last. |
| F3 | Create a new connector of the same type as the last. |
| Ctrl+Space | Add a single element to the clipboard list. |
| Shift+Space | Bookmark the current element with a red marker. |
| Delete key or Ctrl+D | Delete selected element(s) in a diagram. |
| Ctrl+Delete | Delete selected element(s) from the model (in a diagram OR the **Project Browser**). |
| Alt+0 | Display the **Project Browser**. |
| Ctrl+Alt+R | View the **Package Browser** (Package Contents). |
| Ctrl+Shift+5 | Display **Model Views**. |
| Ctrl+Shift+3 | Display the Scenarios & Requirements view. |
| Ctrl+Shift+4 | View the **Traceability window**. |
| Alt+1 | View the **Properties window**. |
| Ctrl+Shift+1 | View the **Notes window**. |
| Ctrl+Shift+6 | View the **Tagged Values** window. |
| Ctrl+Alt+W | View the **Web Browser**. |
| Ctrl+Shift+8 | View the **System Output** window. |
| Ctrl+Shift+M | Add a new model to the project, using the **Model Wizard**. |
| Ctrl+Alt+U | Open the **Team Review**. |
| Alt+2 | View the **Project Glossary**. |
| 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. |
| Ctrl+Alt+V | **Validate** the current Package. |
| F8 | Generate documents and reports. |
| Shift+F8 | Generate a Web Report in HTML. |

| | |
|---|---|
| Ctrl+Shift+F8 | Generate a Diagrams-Only report. |
| 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. |
| Ctrl+Insert | Add a new diagram to a Package. |
| F5 | Edit diagram properties. |
| Shift+Alt+G | Locate a selected object in the **Project Browser**. |
| Alt+5 | Display the **Diagram Toolbox**. |
| Ctrl+Shift+N | View the Pan & Zoom window. |
| Ctrl+Shift+I | Set the visibility of connectors. |
| Ctrl+S | Save changes to a diagram. |
| Ctrl+T | Save an image to file. |
| Ctrl+B | Save an image to the clipboard. |
| Alt+Enter | Display the element 'Properties' dialog at the 'General' tab. |
| Alt+G | Locate the selected element in the **Project Browser**. |
| Ctrl+U | Locate diagrams in which the element is used. |
| Alt+9 | View the **Element Browser**. |
| Ctrl+Shift+2 | View the element Relationships window. |
| Ctrl+Alt+D | Create a Linked Document on an element. |
| F9 | Display the 'Features' dialog at the 'Attributes' tab. |
| F10 | Display the 'Features' dialog at the 'Operations' tab. |
| Ctrl+Shift+Y | Specify which element features are visible on a diagram. |
| Alt+4 | View the **Maintenance window**, in Default mode. |
| 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+Shift+T | Add a **Tagged Value** to an element. |
| Ctrl+J | Set cross references to other elements and diagrams. |
| Ctrl+Shift+E or F4 | Configure an element's default appearance. |
| Alt+Z | Automatically size selected elements. |
| Ctrl+Shift+W | Select an alternative image for an element. |
| F2 | Edit the selected property value. |
| 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. |
| Ctrl+Shift+Delete | Delete the selected feature from the model. |
| Alt+- | Space elements evenly, horizontally. |
| Alt+= | Space elements evenly, vertically. |
| Ctrl+Shift+J | Create a Workbench Instance of a Class. |
| Alt+\ | Move focus to the **Diagram View** from a docked window. |
| Enter key | View the element 'Properties' dialog (when the element is selected). |
| Shift+arrow keys | Move elements by small increments. |
| Ctrl+arrow keys | Resize a selected element by small increments. |
| Ctrl+Alt+Down | Align the bottom edges of selected elements. |
| Ctrl+Alt+Up | Align the top edges of selected elements. |
| Ctrl+Alt+Left | Align the left boundaries of selected elements. |
| Ctrl+Alt+Right | Align the right boundaries of selected elements. |
| 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. |
| Ctrl+Alt+O | Open a source file. |
| Ctrl+Shift+P | Edit code generation templates. |
| Ctrl+Alt+H | Edit Transformation templates. |
| Alt+6 | Open the Resources window. |
| Ctrl+F9 | Configure system options. |
| Ctrl+Shift+F7 | Spell check the current Package. |
| Ctrl+F7 | Spell check the model. |
| Ctrl+H or Ctrl+Alt+F | Transform selected elements. |
| Ctrl+Shift+H | Transform the current Package |
| Ctrl+Alt+K | Generate Package source code. |
| Ctrl+Alt+M | Synchronize Package contents. |
| Ctrl+Shift+U | Import a source directory. |
| 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+Alt+Y | Open a source directory. |
| | |

| | |
|---|---|
| Alt+7 | View the **Source Code window**. |
| Ctrl+E or F12 | View source code in the default external editor. |
| Shift+F9 | Check project data integrity. |
| Shift+Alt+Enter | Make the current view occupy the full screen space. |
| Ctrl+Shift+0 | Set focus to the current window. |
| Ctrl+F4 | Close the current window. |
| Ctrl+Shift+F4 | Autohide the current window. |
| Alt+F1 | View the Learning Center. |
| Ctrl+M | Add a new element to Package. |
| Ctrl+C | Copy text. |
| Ctrl+V | Paste text. |
| Ctrl+X | Cut text, or an element in a diagram. |

# 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** 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 |