Keyboard shortcuts in the editor

Versioning

Includes functions of the application up to version	**7.2.4**
Current translate5 version	**7.3.2**

Version	Published	Changed By	Comment
CURRENT (v. 4)	**Apr 11, 2024 16:24**	Marion Gubler	updated to versio
v. 3	Feb 17, 2024 19:41	Marion Gubler	
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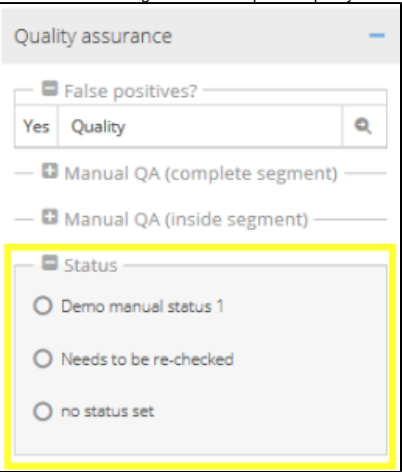
Go to Page History

ℹ️ Please note: These keyboard shortcuts are only supported by the following modern browsers: Firefox, Chrome, Safari, and Microsoft Edge.

Short description	Keyboard shortcut	Icon	Context	Function
Take over TM /MT match	CTRL + 1, 2, 3, ... n		Opened segment, language resources linked to current task.	Copies the match with the corresponding ID into the opened segment and deletes the previously existing content (if applicable). ℹ️ If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard.
Open segment for editing	F2		No segment opened, editable segment selected.	Opens the selected segment for editing.
			No segment opened, cursor not on a segment line, but somewhere in the editor area.	Opens the first editable column of the active segment row. I.e. if the source language column is editable and the first column from the left, the source language segment is activated for editing.
Run a concordance search	F3		Task open in the editor.	Places the cursor in the search field of the concordance search. If text is selected in the target segment, this also triggers the target language concordance search for the selected text. If text in the source language is selected, the concordance search is carried out for the source language. Both regardless of whether the segment in question is open for editing or not.
Call up synonym search	ALT + F3		Task open in the editor.	Opens the synonym search window and puts the cursor into the search field. If more than four characters are selected in the editor, translate5 directly executes a synonym search for the selected text. ℹ️ Synonym search is only available with an active Microsoft Translator licence.
Start spell check	F7		Open segment (only for the SpellCheck plug-in).	Starts the spell checker if the automatic spell checker is deactivated (as is the case by default for the East Asian languages ZH, JA, KO and VI).

Show replacement suggestions	CTRL + R		Open segment (only for the SpellCheck plug-in), cursor placed within a word that was underlined by the spell check.	Displays a list of replacement suggestions for the spelling error.
Save and change status	CTRL + S	✔	Open segment.	Saves the current segment, changes its status and closes it. No other segment is opened afterwards.
Save, change status and open next (with filter)	CTRL + ENTER	⬇	Open segment.	Saves the current segment, changes its status, closes it and opens the next segment of the currently filtered display. Segments that have already been edited and/or confirmed by a user during the current workflow step, segments hidden by the current filtering and locked segmentsare skipped.
Save, change status and open next	CTRL + ALT + ENTER	⬇	Open segment.	Saves the current segment, changes its status, closes it and opens the next segment. Locked segments are skipped.
Save, change status and open previous	CTRL + ALT + SHIFT + ENTER	⬆	Open segment.	Saves the current segment, changes its status, closes it and opens the previous segment. Locked segments are skipped.
Undo editing	CTRL + Z		Open segment.	Undoes the most recent editing (browser-dependent).
Restore	CTRL + Y		Open segment.	Restores editing (browser-dependent).
One line down	DOWN (down arrow key)		No segment open.	Activates next line, but does not open a segment.
One line up	UP (up arrow key)		No segment open.	Activates previous line, but does not open a segment.
Discard and open previous (with filter)	ALT + PAGE-UP	⬆	Open segment.	Opens previous segment of the currently filtered display without saving the current segment or changing its status. Segments that have already been edited and/or confirmed by a user during the current workflow step, segments hidden by the current filtering and locked segments are skipped.
Discard and open next (with filter)	ALT + PAGE-DOWN	⬇	Open segment.	Opens the next segment of the currently filtered display without saving the current segment or changing its status. Segments that have already been edited and/or confirmed by a user during the current workflow step, segments hidden by the current filtering and locked segments are skipped.
Discard and open previous	CTRL + ALT + UP (up arrow key)	⬆	Open segment.	Opens previous segment without saving the current segment or changing its status.
Discard and open next	CTRL + ALT + DOWN (down arrow key)	⬇	Open segment.	Opens next segment without saving the current segment or changing its status.
Column to the left without saving and without status change	CTRL + ALT + LEFT (left arrow key)	⬅	Open segment.	Opens the previous column of the same row for editing, without saving the current segment or changing its status when switching between columns. However, saves the segment when it is in the first column, as the previous segment is opened (same behaviour as with the arrow keys). Useful in scenarios with multiple editable columns, where the import is based on a CSV file with multilingual content. For further information, please visit the following page: CSV.
Column to the right without saving and without status change	CTRL + ALT + RIGHT (right arrow key)	➡	Open segment.	Opens the following column of the same row for editing, without saving the current segment or changing its status when switching between columns. However, saves the segment when it is in the first column, as the previous segment is opened (same behaviour as with the arrow keys). Useful in scenarios with multiple editable columns, where the import is based on a CSV file with multilingual content. For further information, please visit the following page: CSV.
Add/remove false positive flag	CTRL + ALT + 1, 2, 3, ... n		Selected segment.	Activates/deactivates the false positive flag of the QA errors reported for the selected segment in the order in which they occur in the segment. The changes are visible in the segment itself, but also in the quality assurance area of the right-hand editor panel. If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard. For ID 10, use 0.
Cancel segment editing (without saving)	ESC	✖	Open segment.	Cancels the editing of a segment without saving changes.
Close pop-up window			Open pop-up window.	Closes any open pop-up window.

Reset segment to initial content	ALT + DEL	⤵	Open segment.	Resets the segment content to the status right after import.
Bookmark current segment	CTRL + D	⭐	Selected/open segment.	Adds/removes bookmark for the active segment.
Lock segment	CTRL + L	🔓	Selected segment.	Locks/unlocks the selected segment. Normal users cannot edit locked segments. ℹ️ This function is only available to project managers.
Jump to segment	CTRL + G		No segment open.	Opens the "Go to segment" window in which a segment ID can be entered. When a segment is selected, its segment ID is automatically entered when opening the window.
Focus on active segment	CTRL + G		Open segment.	Scrolls through the segment table to the position of the currently opened segment if the user has previously scrolled away from the segment.
Add segment comment	ALT + C		Selected/open segment.	(Opens selected segment and) opens the "Comments for the current segment" section in the right-hand editor panel and places the cursor in the input field for the segment comment.
Assign segment status	ALT + S, release, + 1, 2, 3, ... n		Open segment.	Assigns the status 1 to n to the active segment (according to the order of the statuses listed in the Status section of the right-hand editor panel's quality assurance area. ℹ️ If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard.
Copy-paste	CTRL + C, then CTRL + V		Open segment.	Copy and paste the selected content. Pasting to the target segment: • If the marked and copied text comes from the source segment of the same segment line: with tags. • Otherwise: without tags. Paste matches WITH tags to the target segment: Use the corresponding keyboard shortcut or double-click on the match with the language resource in the "Matches and concordance search"-panel.
Copy source to target	CTRL + INS or CTRL + . (full stop)		Open segment.	Copies the content of the source segment (including tags) into the active target segment.
Copy tags 1 to 10 from the source segment into the target segment	CTRL + , (comma), release + 1, 2, 3, ... 10		Open segment.	Copies individual tags (tag ID 1 to 10) from the source segment into the active target segment. The numbers refer to the number associated with the Short tag view numbering of the tags. The first time an ID is used, the opening tag is inserted; the second time the same ID is used, the closing tag is inserted. A tag (pair) can therefore only be copy-pasted once per segment with this keyboard shortcut. ℹ️ For ID 10, use 0. ℹ️ To insert a tag pair that encloses one or more words, you can select the corresponding word(s) and then insert the tag pair using the keyboard shortcut. ℹ️ If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard.

Copy tags 11 to 20 from the source segment into the target segment	CTRL + SHIFT + , (comma), release + 1, 2, 3, ... 10		Open segment.	Copies individual tags (tag ID 11 to 20) from the source segment into the active target segment. The numbers refer to the number associated with the Short tag view numbering of the tags **plus 10**. The first time an ID is used, the opening tag is inserted; the second time the same ID is used, the closing tag is inserted. A tag (pair) can therefore only be copy-pasted once per segment with this keyboard shortcut. ℹ For ID 11, 1 must be used, for 12, 2, for 20, 0, etc. ℹ To insert a tag pair that encloses one or more words, you can select the corresponding word(s) and then insert the tag pair using the keyboard shortcut. ℹ If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard.
Create terminology proposal	CTRL + SHIFT + F7		Open segment. At least one word marked in the source or target segment.	Opens the terminology proposition editor and pre-fills it with the selected word(s). Words can be selected either in a source or in a target segment or in both.
Mark text with MQM tags (1-10)	ALT + 1, 2, 3 ... n		Open segment.	Inserts the MQM tag (ID 1 to 10) with the specified ID at the cursor position. ℹ For ID 10, use 0. ℹ To mark one or more words with an MQM tag, you can select the relevant word(s) and then insert the MQM tag using the keyboard shortcut. ℹ If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard.
Mark text with MQM tags (11-20)	ALT + SHIFT + 1, 2, 3, ... n		Open segment.	Inserts the MQM tag (ID 11 to 20) with the specified ID at the cursor position. ℹ For ID 11, 1 must be used, for 12, 2, for 20, 0, etc. ℹ To mark one or more words with an MQM tag, you can select the relevant word(s) and then insert the MQM tag using the keyboard shortcut. ℹ If entering the ID with the number pad does not work, use the numbers above the letters on your keyboard.
Open the " Search and replace" window	CTRL + F	🔍	Task open in the editor.	Opens the "Search and replace" window with the "Search" window active.
Open the "Search and replace" window	CTRL + H	🔍	Task open in the editor.	Opens the "Search and replace" window with the "Replace" window active.
Enlarge font	CTRL + +	🔍	Task open in the editor.	Increases the font size in the segment table.
Reduce font size	CTRL + -	🔍	Task open in the editor.	Reduces the font size in the segment table.
Add annotation	CTRL + ALT + A	📍	In the visual view.	By clicking in the Visual area afterwards, an annotation is added and the "New annotation" window appears. Visit the Comments and annotations page for more information on how to distinguish between annotating and commenting. 🧩 For this functionality, you need the Visual plug-in.
Open/close annotation	CTRL + ALT + C	⤢		Opens or closes annotations, so that either the annotation texts are visible or only the annotation icons. 🧩 For this functionality, you need the Visual plug-in.
Show/hide annotations	CTRL + ALT + H	👁		Shows or hides the annotation icons in the Visual view. 🧩 For this functionality, you need the Visual plug-in.

Accept change	CTRL + SHIFT + F9		Open segment, cursor on tracked change.	Accepts the tracked change. Only active if "track changes" was active for the preceding workflow step and the current user has the right to accept changes. ⓘ This button is only active if a segment is open for editing and the cursor is placed in the area of a tracked change.
Accept change and move to next	CTRL + F9		Open segment, cursor on tracked change.	Accepts the current tracked change and then moves to the next tracked change. Only active if "track changes" was active for the preceding workflow step and the current user has the right to accept changes. ⓘ This button is only active if a segment is open for editing and the cursor is placed in the area of a tracked change.
Reject change	ALT + SHIFT + F9		Open segment, cursor on tracked change.	Rejects the current tracked change. Only active if "track changes" was active for the preceding workflow step and the current user has the right to accept changes. ⓘ This button is only active if a segment is open for editing and the cursor is placed in the area of a tracked change.
Discard change and move to next	ALT + F9		Open segment, cursor on tracked change.	Rejects the current tracked change and then moves to the next tracked change. Only active if "track changes" was active for the preceding workflow step and the current user has the right to accept changes. ⓘ This button is only active if a segment is open for editing and the cursor is placed in the area of a tracked change.