



**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. The tables in this topic show the default keyboard shortcut for each of the functions. You can also display the key combinations on the 'Help Keyboard' dialog (the Keyboard Accelerator Map).

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

- The 'Help Keyboard' dialog shows the functions that have shortcut keys; it does not list functions that have no shortcuts
- 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 an object of the same type as the current selection in the window or diagram. Otherwise, the 'New Project' dialog displays through which you can create a new Enterprise Architect (.eap or .feap) 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, on the diagram.
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 Browser window.
Shift+Alt+G	Locate a selected object in the Browser window.
Ctrl+Alt+G	Locates, in the Browser window, the classifier for an object or instance, or the call operation for an Action element.
Ctrl+U	Locate diagrams in which the element is used.

## Copying and Pasting

Shortcut	Operation
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+1	Displays the Design quick-access panel, which provides access to the Common windows, Detail windows and Tools windows and tabs.
Alt+2	Displays the Share quick-access panel, which provides access to the Collaborate, Publishing and Construction (Project Management) windows and tabs.
Alt+3	Displays the Run quick access panel, which provides access to the Simulation, Analysis and Execution windows and tabs.
Alt+4	Displays the Workspace quick access panel, which provides access to the defined workspaces for Design and Construction, Software and Simulation and User Layouts.
Alt+5	Displays the Element Tools quick access panel, which provides access to the element Properties, Features, and Responsibilities windows and dialogs.
Alt+6	Opens the 'Resources' tab of the Browser window.
Alt+7	Displays the Element Code Editor for the selected element.
Alt+8	Displays the Debug window.
Alt+9	Opens the Relationship Matrix.
Alt+0	Displays the Feature Matrix for the currently-selected element.
Alt+Enter	Displays the element 'Properties' dialog at the 'General' tab.
Alt+\	Moves focus to the Diagram View from a docked window.
Ctrl+Space	Displays the Quick Notes window for the selected object.
Ctrl+1	Displays the Browser window.
Ctrl+Enter or Ctrl+2	Displays the Properties window.
Ctrl+3	Opens the Notes window.
Ctrl+4	Displays the Responsibilities window.
Ctrl+5	Displays the Features window (defaulted to the 'Attributes' tab).
Ctrl+6	Displays the Summary window for the selected object (not for Views, Model Packages, diagrams, instances or connectors).
Ctrl+7	Opens the Traceability window.

Ctrl+8	Displays the Maintenance window (defaulted to the 'Changes' tab).
Ctrl+9	Display the Collaborate window at the 'Discussions' tab.
Ctrl+0	Displays the Specification Manager view.
Enter key	In the 'Project' tab of the Browser window, displays the context menu for the object. In the 'Details' tab of the Inspector window, displays the 'Properties' dialog for the object, feature or property, or the equivalent 'Details' dialog.
Ctrl+F4	Closes the current window.
Ctrl+Shift+1	Displays the Portals window.
Ctrl+Shift+2	Opens the element Relationships window.
Ctrl+Shift+3	Displays the Diagram Toolbox.
Ctrl+Shift+4	Displays the Pan and Zoom window.
Ctrl+Shift+5	Displays the Database Builder.
Ctrl+Shift+6	Displays the Schema Composer.
Ctrl+Shift+7	Opens the Resource Allocation window.
Ctrl+Shift+8	Opens the System Output window.
Ctrl+Shift+9	Displays the Scripting window.
Ctrl+Shift+0	Displays the work area full screen, and restore full screen to partitioned, multi-window.
Ctrl+Shift+F4	Auto hides the current window.
Ctrl+Alt+R	Opens the Package Browser (Package Contents).
Ctrl+Alt+U	In the Browser Window, opens the Library window.
F9	Displays the Features window at the 'Attributes' tab.
F10	Displays the Features window at the 'Operations' tab.
Shift+Enter	Displays the special properties of certain types of object or, if there are no special properties, displays the 'Properties' dialog. If used in the 'Details' tab of the Inspector window, the selected item is displayed in a window.

## Generating Documentation

Shortcut	Operation
F8	Opens the 'Generate Documentation' dialog for creating documents and reports.
Shift+F8	Opens the 'Publish as HTML' dialog for generating a web report in HTML.
Ctrl+Shift+F8	Generates a 'Diagrams Only' report.

## Deleting Objects from the Project

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

## Checking Spelling

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

## Performing Code Engineering

Shortcut	Operation
Ctrl+Shift+P	Edit code generation templates.
Alt+7	Open the Source Code window.
Ctrl+Alt+Y	Opens a source directory.
Ctrl+Alt+O	Opens a source file.
Ctrl+Shift+U	Imports a source directory.
Ctrl+Alt+K	Generates Package source code.

Ctrl+Alt+M	Synchronizes Package contents.
F11	Generates code on a selected element.
F7	Synchronizes the current element.
Shift+F11	Batch generates selected elements.
Ctrl+R	Batch synchronizes selected elements.
Ctrl+E or F12	Displays source code in the code editor.
Ctrl+Alt+H	Edit Transformation templates.
Ctrl+H or Ctrl+Alt+F	Transforms selected elements.
Ctrl+Shift+H	Transforms the current Package
Ctrl+Shift+I	Indents the cursor/line one tab setting in the code editor.

## Exchanging Data

Shortcut	Operation
Ctrl+Alt+I	Import a Package from XML.
Ctrl+Alt+E	Export a Package to XML.
Ctrl+Alt+C	Import and export to data CSV files.

## Performing Visual Execution Analysis

Shortcut	Operation
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 Debug 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
Shift+F9	Check project data integrity.
Ctrl+Alt+B	Manage Baselines.
Ctrl+Alt+D	Create a Linked Document on an element.
Ctrl+Alt+P	Configure Package Control.
Ctrl+Alt+V	Validate the current Package.
Ctrl+Shift+`	Switches focus to the active view from any window. For example, if you are reviewing something in the Specification Manager and open a dialog on an item, using this key combination returns focus to the Specification Manager.
Ctrl+Shift+B	Manage structural (embedded) elements.
Ctrl+Shift+E or F4	Configure an element's default appearance.
Ctrl+Shift+L	Open a 'Lock <item>' dialog for the selected Package, diagram or element.
Ctrl+Shift+O	Override inherited features.
Ctrl+Shift+W	Select an alternative image for an element.
Ctrl+Shift+Y	Specify which element features are visible on a diagram.
Ctrl+F9	Configure system options.
Ctrl+I	Set an element's parent or implement interface(s).
Ctrl+J	Set cross references to other elements and diagrams.

Ctrl+L	Locate and set the classifier for an object. Also loads a controlled Package from its XML file.
Ctrl+S	Saves changes, mainly in diagrams, but also saves a controlled Package to its XML file and saves and reverse engineers a generated code file to the model
Ctrl+Z	Reverses changes to the content of diagrams, Notes, documents and templates.
F2	Edit the selected property value.
F5	Refresh the selected Package in the Browser window.

## 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
Make a duplicate of an existing diagram element.	Ctrl+Shift+hold left mouse button and drag to a new location on the diagram
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
Add or remove a bend-point from a connector.	Ctrl+click or Shift+click on the connector at the point to add or remove
Move elements in a section of the diagram ('Sweeper') 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
Scroll the diagram horizontally.	Shift+mouse scroll wheel



