**Accordance Keyboard Shortcuts**

Default settings for Windows   
(use Command instead of Ctrl; Option instead of Alt for Mac)

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| --- | --- |
| **COMMAND** | **SHORTCUT** |
| **File Menu** |  |
| New Search Tab | Ctrl+N |
| New Workspace |  |
| New Simple Construct | Ctrl+1 |
| New Greek Construct | Ctrl+2 |
| New Hebrew Construct | Ctrl+3 |
| Duplicate | Ctrl+D |
| Open | Ctrl+O |
| Close All Windows |  |
| Save | Ctrl+S |
| Save As |  |
| Save Active Tab |  |
| Save Session |  |
| Page Setup | Ctrl+P |
| Print Settings | Ctrl+AIt |
| Print | Ctrl+P |
| Print Selection |  |
|  |  |
| **User Files** |  |
| New Paper |  |
| New Stack |  |
| New User Tool |  |
| Import User Tool |  |
| Merge User Tool |  |
| New User Notes File |  |
| Merge User Notes |  |
| Import Bible Text |  |
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| **Edit Menu** |  |
| Undo | Ctrl+Z |
| Redo | Ctrl+Y |
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste and Match Style | Ctrl+AIt+Shift+V |
| Delete | Ctrl Backspace |
| Select All | Ctrl+A |
|  |  |
| **Copy As Menu** |  |
| Copy As No Superscript |  |
| Copy As Citation | Ctrl+Alt+C |
| Copy As Bibliography |  |
| Copy As Reference | Ctrl+Alt+R |
| Copy As Transliteration |  |
| Copy As Lexical Forms |  |
| Copy As Interlinear | Ctrl+AIt+I |
| Copy As Instant Details |  |
| Copy As Resource Link |  |
| Copy As URL |  |
| Copy Style Only | Ctrl+[ |
| Paste Style Only | Ctrl+] |
|  |  |
| **Search Menu** |  |
| Enter Words / Inflected Forms | Ctrl+J |
| Enter Topics |  |
| Define Range | Ctrl+; |
| Toggle Search | Ctrl+W |
| Search for Words | Ctrl+V |
| Search for Verses | Ctrl+R |
| Find/RepIace | Ctrl+F |
| Check Spelling | Ctrl+: |
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|  |  |
| **Commands and Tags Menu** |  |
| AND | Ctrl+Shift+ |
| OR | Ctrl+Shift+O |
| NOT | Ctrl+Shift+N |
| XOR | Ctrl+Shift+X |
| FOLLOWED BY | Ctrl+Shlft+B |
| PRECEDED BY | Ctrl+Shlft+P |
| WITHIN | Ctrl+Shift+W |
| LINK | Ctrl+Shlft+L |
| CONTENTS | Ctrl+Shift+L |
| HITS | Ctrl+Shift+H |
| INFER | Ctrl+Shlft+I |
| FUZZY | Ctrl+Shlft+J |
| MERGE | Ctrl+Shift+M |
| RANGE | Ctrl+Shift+R |
| COUNT | Ctrl+Shift+U |
| KEY | Ctrl+Shift+K |
| TOPIC | Ctrl+Shift+T |
| STYLE | Ctrl+Shift+S |
| FIELD | Ctrl+Shlft+F |
| ANY Tag | Ctrl+Shift+Y |
| Tag Entry | Ctrl+Shift+G |
|  |  |
| **Display Menu** |  |
| Set Tab Display | Ctrl+T |
| Show Text As Paragraphs |  |
| Show Text As Paragraphs With Space |  |
| Show Text As Separate Verses |  |
| Show Text As Separate Verses With Space |  |
| Hide Verse References |  |
| Zoom In / Increase Text Size | Ctrl++ |
| Zoom Out / Decrease Text Size | Ctrl+- |
| Increase All Pane Font Sizes | Ctrl+AIt++ |
| Decrease All Pane Font Sizes | Ctrl+AIt+- |
| List All B00k Names |  |
| List Text Differences |  |
| Define Highlight Styles | Ctrl+H |
| Show Font Bar |  |
| Adjust Context Menu |  |
| Set Context to None |  |
| Set Context to I |  |
| Set Context to 2 |  |
| Set Context to 3 |  |
| Set Context to 4 |  |
| Set Context to 5 |  |
| Set Context to 9 |  |
| Set Context to All |  |
| Decrease Context | Ctrl+< |
| Increase Context | Ctrl+> |
| Toggle Context | Ctrl+/ |
|  |  |
| **Define Background Layers** |  |
| Last Dialog | Ctrl+L |
| Define Atlas Site Layers |  |
| Define Atlas Custom Sites |  |
| Define Atlas Region Layers |  |
| Define Atlas Route Layers |  |
| Define Atlas User Layers |  |
| Define Atlas Site Sets |  |
| Define Atlas Region Sets |  |
| Define Atlas Route Sets |  |
| Define Atlas User Layer Sets |  |
| Define Timeline Region Layers |  |
| Define Timeline Item Layers |  |
| Define Timeline Custom Lists |  |
| Define Timeline User Items |  |
|  |  |
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| **Selection Menu** |  |
| Bookmark Selection | Ctrl+7 |
| Remove All Marks | Ctrl+AIt+7 |
| Repeat Highlight | Ctrl+8 |
| Clear Highlight |  |
| Add Selection to Stack | Ctrl+AIt+K |
| Add Selection to Reference List | Ctrl+R |
| Add Marked Verses to Reference List |  |
| Remove Selected Verses | Ctrl+AIt+X |
| Edit User Note / Tool / Layer | Ctrl+U |
| Make Link | Ctrl+L |
| Auto Link | Ctrl+Shift+L |
| Group | Ctrl+G |
| Ungroup | Ctrl+Shift+G |
|  |  |
| **Amplify Menu** |  |
| Search Current Resource | Ctrl+4 |
| Search Back |  |
| Context | Ctrl+5 |
| Parsing |  |
| Diagram |  |
| Speak | Ctrl+9 |
| Word Chart |  |
| Utilities Menu |  |
| Check for App Update |  |
| Check for Content Updates |  |
| Easy Install |  |
| Sync with Mobile Device |  |
| Sync with Dropbox |  |
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| **Window Menu** |  |
| Library | Ctrl+Alt+1 |
| Instant Details | Ctrl+Alt+2 |
| Highlights | Ctrl+Alt+3 |
| Characters | Ctrl+Alt+4 |
| Default Devotional |  |
| Show All | Ctrl+0 |
| Hide | Ctrl+\ |
| Tile Windows | Ctrl+I |
| Stack Windows |  |
| Set Workspace Name |  |
| Get Verses | Ctrl+Alt+A |
| Slide Show | Ctrl+Alt+S |
| Window Help | Ctrl+Alt+? |
| Show Analytics | Ctrl+’ |
| Add To Favorites |  |
| Hide Toolbar | Ctrl+AIt+0 |
| Customize Toolbar |  |
|  |  |
| **Tabs and Zones** |  |
| Select Next Tab | Ctrl+} |
| Select Previous Tab | Ctrl+{ |
| Detach Tab | Ctrl+Alt+T |
| Recycle Contents | Ctrl+K |
| Set Active Tab Name | Ctrl+Alt+N |
| Select Next Zone | Ctrl+AIt+] |
| Select Previous Zone | Ctrl+AIt+[ |
| Detach Zone | Ctrl+Alt+Z |
| Magnify Zone | Ctrl+Alt+M |