

MACREX EDITING KEYSTROKES

(Need another help file? Try [Macrex Help Contents](#). Macrex help keys <CTRL><ALT>F1 or <CTRL><ALT>F10)

See also [structure of an index entry](#), [keystroke shortcuts](#), [inspect and edit help](#) and [SupportedCharacters](#)

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Moving cursor while editing and entry

Key	Name	Action
→	<RIGHT-ARROW>	Moves cursor right
←	<LEFT-ARROW>	Moves cursor left
↑	<UP-ARROW>	Moves cursor to beginning of entry
	<HOME>	Moves cursor to beginning of entry
↓	<DOWN-ARROW>	Moves cursor to end of entry
	<END>	Moves cursor to end of entry
<CTRL>→	<CTRL><RIGHT-ARROW>	Moves cursor word right
<CTRL>←	<CTRL><LEFT-ARROW>	Moves cursor word left
<ALT>→	<ALT><RIGHT-ARROW>	Moves cursor one heading right
<ALT>←	<ALT><LEFT-ARROW>	Moves cursor one heading left
<INSERT>	Insert key	Toggles Insert On/Off, see also <ALT>3, <ALT>4 for use in macros
	MOUSE CLICK	Positions the text cursor on the mouse pointer

Changing the text while editing an entry

	Delete Key	Deletes the character under the cursor
<CTRL>G	Control + G	Deletes the character under

		the cursor
<BCKSPC>	Back Space	Deletes the character to the left of the cursor
<CTRL>T	Control + T	Deletes to the end of the word on which the cursor is positioned
<CTRL>	Control Delete	Delete to the end of the word on which the cursor is positioned
F6	Function key 6	Delete to the end of the word on which the cursor is positioned
<CTRL>H	Control + H	Deletes the whole of the heading in which the cursor is currently positioned
<ESCAPE>	Escape key	Deletes everything to the right of the cursor and completes the edit if the entry
<CTRL>F	Yank	Allows you to pull a word of heading from another entry
F5	Yank	Allows you to pull a word of heading from another entry
<CTRL>V	Paste	Pastes any text on the windows clipboard into the current entry
<ALT>L	Alt + L	Converts the character at the cursor position to lower case
<ALT><SHIFT>L	Alt + Shift + L	Converts the character at the cursor position to upper case
<CTRL><ALT>L	Control + Alt + L	Capitalises first non-ignored word of current heading (see notes)
<SHIFT><CTRL><ALT>L	Control + Alt + Shift + L	Capitalises all non-ignored words in current heading (see notes)

Moving around the index (Inspect and Edit / Add on Edit Screens)

Key	Name	Action
<CTRL>↑	<CTRL><UP-ARROW>	Page up
<PgUp>	<PAGE-UP>	Page up
<CTRL>↓	<CTRL><DOWN-ARROW>	Page down
<PgDn>	<PAGE-DOWN>	Page down
	<CTRL><PgUp>	To top of index

	<CTRL><HOME>	To top of index
	<CTRL><PgDn>	To end of index
	<CTRL><END>	To end of index
<ALT>↑	<ALT><UP-ARROW>	Scroll one line up
Grey -	- key on numeric keypad	Scroll one line up
<ALT>↓	<ALT><DOWN-ARROW>	Scroll one line down
Grey +	+ key on numeric keypad	Scroll one line down
<CTRL><SHIFT>L	<CTRL><SHIFT>L	Go to a line number (prompts for the number)
<ALT>L	<ALT>L	Store the current top line number (can be used in macros)
<ALT><SHIFT>L	<ALT><SHIFT>L	Go to the stored top line number

Keystrokes while using the authority list (click [here](#) for information on the Authority / Autocomplete Options)

Key	Name	Action
<SHIFT>↓	<SHIFT><DOWN-ARROW>	Moves the highlighted heading down
<SHIFT>↑	<SHIFT><UP-ARROW>	Moves the highlighted heading up
<END>	<END>	Copies the highlighted heading into the current entry, depending on the option setting
<SHIFT><END>	<SHIFT><END>	Copies the highlighted heading into the current entry
<CTRL><SHIFT>E	<CTRL><SHIFT>E	Copies the highlighted heading into the current entry (for Macs under parallels)
<SHIFT><PgUp>	<SHIFT><PgUp>	Scrolls the contents up
<SHIFT><PgDn>	<SHIFT><PgDn>	Scrolls the contents down
<CTRL><Insert>	<CTRL><INS>	Temporarily hides the autocomplete window
<ALT><SHIFT>↓	<ALT><SHIFT><DOWN-ARROW>	Moves the autocomplete window down
<ALT><SHIFT>↑	<ALT><SHIFT><UP-ARROW>	Moves the autocomplete window up
<ALT><SHIFT>←	<ALT><SHIFT><LEFT-ARROW>	Moves the autocomplete window left
<ALT><SHIFT>→	<ALT><SHIFT><RIGHT-ARROW>	Moves the autocomplete window right

Keystrokes while navigating menus

Popup menus

Use arrow keys and the press <ENTER> or

Press the **highlighted** letter for the option you want to select or
Click on the item you want with the **mouse**

Drop down menus

Use arrow keys and the press <ENTER> or

For the top line press the <ALT><SHIFT> and the **highlighted** letter for the option you want to select or

For the drop down menus press the <ALT> and the **highlighted** letter for the option you want to select or

Click on the item you want with the **mouse**

All other menus

Press the letter or number indicating the option you want to select or

Click anywhere on text of the item you want with the **mouse**

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