

Hotkeys

Process Designer hot keys

Version 8.0



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The table below lists keyboard shortcuts that you can use in the Process Designer.

Hot keys	Notes
Ctrl + C	Copy selected process element(s) in the Process Designer working area to clipboard
Ctrl + V	Paste element(s) from clipboard to the current position of your cursor in the Process Designer working area
Ctrl + A	Select all processes in the Process Designer working area
Ctrl + F	Search for process element(s).
Ctrl + Enter	Run Process
F1	Open help
Ctrl + L	Open process log
Ctrl + K	Show source code
Ctrl + M	Show metadata
Del	Delete selected element(s) in the Process Designer working area
Drag with the left mouse button	Navigate the canvas in the Process Designer working area.
Shift + drag with the left mouse button	Select multiple elements in the Process Designer working area via a selection box.
Ctrl + left click	Select multiple elements by clicking on them.
Mouse wheel	Scroll the canvas in the Process Designer working area up/down.
Shift + mouse wheel	Scroll the canvas in the Process Designer working area right/left.
Ctrl + mouse wheel	Zoom the diagram in and out. If you place the mouse cursor over the diagram, only the diagram will be zoomed.
Ctrl + Enter Shift + Enter Alt + Enter	Insert line break when entering element captions on the working area or in the setup area.