

**SDL Trados Studio 2009 – Keyboard Shortcuts**  
**Editor Menu**

Action	Shortcut
Activate Row	Alt+Home
Active Document Settings	
Add Comment	Ctrl+Shift+N
Add New Term	
Auto-scroll Source Document	
Browse	
Change Case	Shift+F3
Change tag display mode	Ctrl+Alt+D
Check Spelling	F7
Clear Draft Segments	Alt+Shift+Del
Clear Selected Tag Formatting	Ctrl+Space
Clear Tag Formatting	Ctrl+Alt+Space
Clear Target Segment	Alt+Del
Close	Ctrl+F4
Close All	Ctrl+Shift+F4
Comments	
Concordance Search	F3
Concordance Search	
Confirm and Move to Next Segment	Ctrl+Alt+Enter
Confirm and Move to Next Unconfirmed Segment	Alt+Add
Confirmation Statistics	
Copy All Source to Target	Alt+Shift+Ins
Copy Source to Target	Ctrl+Ins, Alt+Ins
Delete All Messages	
Delete to End of Row	Ctrl+D
Delete To Next Tag	Ctrl+Shift+D
Edit Comment	
External Refresh	Ctrl+Shift+R
Focus Next Row	Alt+Down
Focus Previous Row	Alt+Up
Go To	Ctrl+G
Go to Next Comment	Ctrl+M
Go To Next Source Segment Formatting	Ctrl+Alt+Right
Go to Previous Comment	Ctrl+Shift+M
Go To Previous Source Segment Formatting	Ctrl+Alt+Left
In Source	
In Target	
Internal Refresh	Ctrl+R
Lock Segment	Ctrl+L
Lock Selection	
Lookup Translations	Ctrl+Shift+T
Merge Segments	Ctrl+Alt+S
Messages	
Move to Next Segment	Ctrl+Down
Move to Previous Segment	Ctrl+Up

Open Document	Ctrl+Shift+O
Perform Concordance Search	Enter
Preview	
Protect Tags	
QuickInsert Closing Tag	Ctrl+OemPeriod
QuickPlace	Ctrl+Alt+Down, Ctrl+Oemcomma
Refresh Filters	
Reject Segment	Ctrl+Shift+Enter
Repeat Go To	Ctrl+J
Reset Filters	
Restore Tags	Ctrl+Shift+G
Review or Sign-off Complete	
Save	Ctrl+S
Save All	Ctrl+Shift+S
Save As	F12
Save Copy As	
Save Source As	
Save Target As	Shift+F12
Scroll source to target selection	
Select All	Ctrl+A
Select Next Row	Alt+Shift+Down
Select Next Row Content	Ctrl+Shift+Down
Select Previous Row	Alt+Shift+Up
Select Previous Row Content	Ctrl+Shift+Up
Select Row	Alt+Space
Show Preview	
Show Translated Terms	Ctrl+Shift+L
Show Whitespace Characters	
Source Concordance Search	Ctrl+F3
Split Segment	Alt+Shift+T
Target Concordance Search	Ctrl+Shift+F3
Term Recognition	
Termbase Search	
Termbase Viewer	
Toggle between Source and Target	F6
Toggle formatting tag display	Ctrl+Shift+H
Translation Results	
Verify	F8
View Default	Ctrl+Shift+D
View Internally Default	Ctrl+E
View Internally Source	Ctrl+Q
View Internally Source and Target	
View Internally Target	Ctrl+K
View Source	Ctrl+Shift+Y
View Source and Target	Ctrl+Shift+B
View Target	Ctrl+Shift+P