

IMindMap 8

PC Shortcut Keys



File Operations	Create a new map	Ctrl + N
	Open a map	Ctrl + O
	Close active map	Ctrl + W Ctrl + Shift + F4
	Save	Ctrl + S
	Save As...	F12
	Print	Ctrl + P
	Map preferences	Ctrl + ,
	Help	F1
Formatting	Bold	Ctrl + B
	Italic	Ctrl + I
	Decrease font size	Ctrl + [
	Increase font size	Ctrl +]
	Font colour	Ctrl + Shift + F
	Branch colour	Ctrl + Shift + C
	Pin branch	Ctrl + Shift + P
	Unpin branch	Ctrl + Shift + U
	Toggle pin	Alt + Click
	Branch order swapping	Alt + Arrow Key
Basic Operations	Undo	Ctrl + Z
	Redo	Ctrl + Y
	Find	Ctrl + F
	Spell check	F7
	Copy	Ctrl + C
	Cut	Ctrl + X
	Paste	Ctrl + V
	Delete branch	Delete
	Edit branch text	F2 Ctrl + Space
Navigation	Select a branch	Mouse Click
	Select all siblings	Ctrl + Shift + A
	Select (below only)	Shift + END
	Select (above only)	Shift + HOME
	Select branch, descendants and relationships	Shift + F3
	Select multiple branches	Ctrl + Click
	Select all items in workspace	Ctrl + A
	Move to neighbouring branch	Arrow keys
	Move to top sibling	Home
	Move to bottom sibling	End
Adding Objects	Insert child branch	Insert Ctrl + Enter

		Tab
	Insert sibling branch	Enter
	Insert parent branch	Ctrl + Insert
	Insert branch after	Ctrl + Shift + I
	Insert box branch	Shift + Insert Shift + Ctrl + Enter Shift + Tab
	Insert sibling box branch	Shift + Enter
	Insert parent box branch	Shift + Ctrl + Insert
	Insert boundary	Ctrl + Shift + B
	Insert floating text	Alt + F
	Insert hyperlink	Ctrl + K
	Insert comments (review)	Ctrl + F11
Map Levels & Filtering	Focus on	F3
	Focus out	F4
	Show levels 1 to 9	Shift + Alt + 1 Shift + Alt + 2 Shift + Alt + 3 up to... Shift + Alt + 9
	Show all levels	Shift + Alt + . (period)
	Remove filter	Ctrl + Shift + Alt + A
Interface	Show branch notes	Ctrl + T
	Show side panel	Ctrl + E
	Show expand / collapse ribbon	Ctrl + F1
Views	Zoom inwards	Ctrl + =
	Zoom outwards	Ctrl + -
	Zoom fit map to screen	Ctrl + F5
	Zoom to actual size	Ctrl + 0
	Condense all	Shift + Alt + C
Presentation View	Screen to white	W
	Screen to black	B