



Content Manager Guidance

Keyboard Shortcuts

Do you like learning shortcuts and small ways to streamline the way you do your work? Content Manager offers several **keyboard shortcuts** that can help to cut down on the time needed to perform common tasks.

Creating Records

Ctrl+N Create a new folder or box

Editing

Alt+Enter Open the properties window to edit metadata

Ctrl+C Copy

Ctrl+X Cut

Ctrl+V Paste

Ctrl+Z Undo

Searching

Ctrl+F Open the **Multi-Field Search** window

Ctrl+G Open **Saved Searches**

F6 **Count** search results

F7 **Refine search**

F5 **Refresh** search

Ctrl+F3 **Browse** through records by category

Tagging

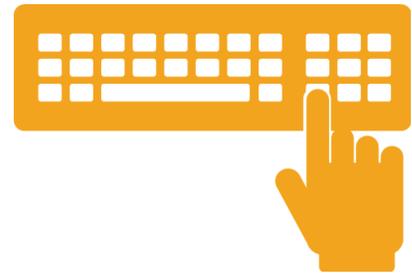
Space Bar Tag current highlighted item

Ctrl+A Tag all

Ctrl+U Untag all

Other

F9 **Close all** open windows



**RECORDS
MANAGEMENT**