100+ Keyboard shortcuts to move faster in TextPad

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Keystroke	Function
Alt + 0	Activate the Clip Library
Alt + C	Open the Configure drop-down menu
Alt + F	Open the File drop-down menu
Alt + E	Open the Edit drop-down menu
Alt + H	Open the Help drop-down menu
Alt + M	Open the Macros drop-down menu
Alt + S	Open the Search drop-down menu
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Open the Window drop
Alt + F3	Open Windows Explorer
Alt + F4	Close TextPad
Alt + Enter	Document Properties
Ctrl + A	Select All
Ctrl + B	Move the cursor to the beginning of a word
Ctrl + C	Copy
Ctrl + D	Move the cursor to the end of a word
Ctrl + E	Center align text
Ctrl + F	Find Next
Ctrl + G	Go To a specific line
Ctrl + I	Increase indent
Ctrl + J	Join selected lines
Ctrl + K	Reverse case of selected text
Ctrl + L	Change selected text to lower case
Ctrl + M	Find matching { } [ ] or <>
Ctrl + N	Create a new document
Ctrl + O	Open a file
Ctrl + P	Print
Ctrl + Q	Prefix key for two key commands - Ctrl + Q + [second key]
Ctrl + R	Play the scratch macro

Keystroke	Function
Ctrl + S	Save
Ctrl + T	Transpose the lines or characters on either side of the cursor
Ctrl + U	Change selected text to upper case
Ctrl + V	Paste
Ctrl + W	Move cursor forward to start of the next word
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + F1	Show document statistics on status bar
Ctrl + F2	Set/Clear a bookmark on the current line
Ctrl + F3	Open/close the Clip Library pane
Ctrl + F4	Close the active window
Ctrl + F5	Find in Files
Ctrl + F6	Activate the next window
Ctrl + F7	Playback Macro
Ctrl + F8	Replace next
Ctrl + F9	Compare
Ctrl + F10	Insert Date and/or Time
Ctrl + F11	Command Results
Ctrl + Break	Stop tool currently running in the Command window
Ctrl + Q, B	Switch between block select and normal select mode
Ctrl + Q, E	Switch between read-only and edit mode
Ctrl + Q, H	Show/Hide the horizontal scroll bar
Ctrl + Q, I	Show/Hide visible spaces, tabs, and paragraphs
Ctrl + Q, L	Show/Hide line numbers
Ctrl + Q, P	Preferences
Ctrl + Q, R	Set right margin and the current cursor position
Ctrl + Q, S	Selection mode
Ctrl + Q, Y	Synchronize Scrolling
Ctrl + Q, V	Show/Hide the vertical scroll bar
Ctrl + Q, W	Word Wrap
Shift + F1	Help cursor
Shift + F2	Clear all bookmarks

Keystroke	Function
Shift + F4	Jump Previous
Shift + F6	Activate the previous window
Shift + F10	Open Document menu
Shift + F11	Search Results
Shift + Ctrl + B	Select text to the left of cursor position back to the beginning of the word
Shift + Ctrl + C	Append selected to text to existing text on the clipboard
Shift + Ctrl + D	Select text to the right of cursor position forward to the end of the word
Shift + Ctrl + E	Right align text
Shift + Ctrl + F	Find Previous
Shift + Ctrl + I	Reduce indent
Shift + Ctrl + J	Reformat the selected line(s)
Shift + Ctrl + L	Insert a page break
Shift + Ctrl + M	Select matching { } [ ] or <>
Shift + Ctrl + O	Quick Open File
Shift + Ctrl + P	Print Preview
Shift + Ctrl + R	Record a new macro
Shift + Ctrl + S	Save all open documents
Shift + Ctrl + T	Transpose the words on either side of the cursor
Shift + Ctrl + U	Change the first character of selected text to uppercase and the rest to lower case.
Shift + Ctrl + V	Open a file and insert its contents at the current cursor position
Shift + Ctrl + W	Select forward to the beginning of the next word
Shift + Ctrl + X	Cut and append selected text to the existing text on the clipboard
Shift + Ctrl + Y	Redo All
Shift + Ctrl + Z	Undo All
F1	Open TextPad Help
F2	Move to next bookmark
F3	Manage Files
F4	Jump Next
F5	Find
F6	Activate the next window
F7	Check spelling
F8	Replace
F9	Sort Selected Lines

Keystroke	Function
F10	Activate the main menu bar
F11	Open/close the Document Selector pane
F12	Save As

[Bill Detwiler](#) *is a Section Editor for CNET Networks where he works on the TechRepublic.com team. Previously he worked as a Technical Support Associate and Information Technology Manager in the social research and energy industries. Bill is a Microsoft Certified Professional with experience in Windows administration, data management, and desktop support. He has bachelor's and master's degrees in the Administration of Justice from the University of Louisville, where he guest lectures on high-tech and computer crime.*

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Version history

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