


































































# Rational DOORS® Buttons

## Module Buttons












Button	Function and any (keyboard shortcut)	Toolbar
	Compare baselines	Baseline
	Copy baseline	Baseline
	Create new baseline	Baseline
	View baselines	Baseline
	Copy (CTRL+C)	Clipboard
	Cut (CTRL+X)	Clipboard
	Paste (CTRL+V)	Clipboard
	Edit selected column properties	Column
	Insert new column	Column
	Remove selected column	Column
	Auto indent main column	Column Alignment
	Center column	Column Alignment
	Justify column	Column Alignment
	Left align column	Column Alignment
	Right align column	Column Alignment
	Accept changes (CTRL+M)	Commit

Button	Function and any (keyboard shortcut)	Toolbar
	Discard changes (ESC)	Commit
	Create new discussion for module	Discussion
	Create new discussion for object	Discussion
	View discussions for module	Discussion
	View discussions for object	Discussion
	Apply Filtering to Explorer	Display
	Filter on/off	Display
	Filter properties	Display
	Graphics mode on/off	Display
	Module explorer on/off	Display
	Outlining mode on/off	Display
	Reapply filter	Display
	Sorting on/off	Display
	Edit mode exclusive edit	Edit Mode
	Edit mode read only	Edit Mode
	Edit mode shareable edit	Edit Mode
	Export to Word	Export
<b>B</b>	Bold (CTRL+B)	Formatting
	Bullets	Formatting
	Decrease indent	Formatting
	Increase indent	Formatting
<b><i>I</i></b>	Italics (CTRL+I)	Formatting
<b><del>abc</del></b>	Strikethrough (CTRL+SHIFT+S)	Formatting

Button	Function and any (keyboard shortcut)	Toolbar
	Underline (CTRL+U)	Formatting
	Clear link start	Link
	Make link from start (SHIFT+CTRL+F)	Link
	Make link to start (SHIFT+CTRL+M)	Link
	Make new external link	Link
	Start link (CTRL+I)	Link
	Edit module properties	Module
	Print (CTRL+P)	Module
	Save (CTRL+S)	Module
	Find (CTRL+F)	Navigation
	Find next (F3)	Navigation
	Find previous (SHIFT+F3)	Navigation
	Go to (CTRL+G)	Navigation
	Delete object (DELETE)	Object
	Demote object (CTRL+ALT+RIGHT)	Object
	Edit object properties (CTRL+E)	Object
	New object at this level (CTRL+N)	Object
	New object below (CTRL+L)	Object
	Promote object (CTRL+ALT+LEFT)	Object
	Edit object heading (CTRL+H)	Object Edit
	Edit object text (CTRL+T)	Object Edit
	Swap heading and text	Object Edit
	Check spelling (CTRL+K)	Spelling

Button	Function and any (keyboard shortcut)	Toolbar
	Edit table properties	Table
	Insert table	Table
	Insert table column	Table
	Insert table row	Table

## Database buttons

Button	Function and any (keyboard shortcut)
	Create new folder
	Create new project
	Navigate up one level
	Add to favorites
	Manage users and groups
	Create new formal module (CTRL+M)
	Create new link module (CTRL+L)
	Open module read only (CTRL+R)
	Open module shareable edit (CTRL+S)
	Open module exclusive edit (CTRL+E)
	Delete (DELETE)

# Keyboard shortcuts

This chapter describes the keyboard shortcuts you can use instead of clicking menu options with your mouse:

- CTRL keys
- Rich text
- Function keys
- Keypad keys
- Navigation Keys

## CTRL keys

Keys	Context	Description
CTRL+A	Formal module	Edits the attribute in the next column.
CTRL+C	database explorer	Copies the currently selected items to the database explorer clipboard.
	Formal module	Copies the currently selected objects to the module's object clipboard. If you're editing an object, it copies the currently selected text to the system clipboard.
CTRL+D	database explorer	Creates a new descriptive module.
	Formal module	Discards a data change during an edit (deletes the edits you made to the current object).
	Link module	Deletes a link.
CTRL+E	database explorer	Opens the selected module in Exclusive edit mode

<b>Keys</b>	<b>Context</b>	<b>Description</b>
	Formal module	Displays the object properties sheet, so you can edit objects.
	Link module	Displays the Edit Link Object sheet if a link is selected.
CTRL+F	database explorer	Creates a new formal module.
	Formal module	Finds text in the module.
CTRL+G	Formal module	Goes to a particular object in the module.
CTRL+H	Formal module	Edits the <b>Object Heading</b> attribute for the current object.
CTRL+I	database explorer	Moves focus between the toolbar, favorites, location, database explorer pane and Contents pane.
	Formal module	Starts a link.
CTRL+K	Formal module	Runs the spelling checker.
CTRL+L	database explorer	Creates a new link module.
	Formal module	Creates a new object one level below the current object.
	Link module	Creates a new linkset.
CTRL+M	Formal module	Makes a data change (accepts the edits you made to the current object; they are stored in memory).
CTRL+N	Formal module	Creates a new object at the same level as the current object.
	Link module	Creates a new link.
CTRL+O	database explorer	Opens the <b>Customize Toolbars</b> dialog box.
	Any module	Opens the <b>Customize Toolbars</b> dialog box.

Keys	Context	Description
	Formal module	Displays the object properties sheet, so you can edit objects.
	Link module	Displays the Edit Link Object sheet if a link is selected.
CTRL+F	database explorer	Creates a new formal module.
	Formal module	Finds text in the module.
CTRL+G	Formal module	Goes to a particular object in the module.
CTRL+H	Formal module	Edits the <b>Object Heading</b> attribute for the current object.
CTRL+I	database explorer	Moves focus between the toolbar, favorites, location, database explorer pane and Contents pane.
	Formal module	Starts a link.
CTRL+K	Formal module	Runs the spelling checker.
CTRL+L	database explorer	Creates a new link module.
	Formal module	Creates a new object one level below the current object.
	Link module	Creates a new linkset.
CTRL+M	Formal module	Makes a data change (accepts the edits you made to the current object; they are stored in memory).
CTRL+N	Formal module	Creates a new object at the same level as the current object.
	Link module	Creates a new link.
CTRL+O	database explorer	Opens the <b>Customize Toolbars</b> dialog box.
	Any module	Opens the <b>Customize Toolbars</b> dialog box.

<b>Keys</b>	<b>Context</b>	<b>Description</b>
CTRL+RETURN	database explorer	Opens selected module in default edit mode.
	Formal module	Creates an object at the same level as the current object, when you're editing in-place.
CTRL+LEFT ARROW	Formal module	Goes to the current object's parent. If you're editing text, moves the insertion point one word to the left
CTRL+RIGHT ARROW	Formal module	Goes to the current object's first child. If you're editing text, moves the insertion point one word to the right
CTRL+HOME	Formal Module	When editing text, moves the insertion point to the start of the attribute
CTRL+END	Formal Module	When editing text, moves the insertion point to the end of the attribute.
CTRL+ Double-click on attribute	Formal Module	Goes to <b>Edit Value</b> editor of that attribute
RETURN	Formal Module	When editing attributes goes to same attribute for the next object (for enumerated lists only)
CTRL+Right SHIFT	Formal Module	When in-place editing, right aligns the attribute value for right-to-left reading order.
CTRL+Left SHIFT	Formal Module	When in-place editing, left aligns the attribute value for left-to-right reading order.
CTRL+SHIFT+F	Formal Module	When a link start is defined, creates a link from the start object

Keys	Context	Description
CTRL+SHIFT+M	Formal Module	When a link start is defined, creates a link to the start object.
CTRL+SHIFT+ENTER	Formal Module	When in-place editing, inserts a soft return.

## Rich text

The functions in the following table are only available when you are editing attributes of type Text or String in a formal module:

Keys	Description
CTRL+B	Makes the currently selected text <b>bold</b> .
CTRL+I	Makes the currently selected text <i>italic</i> .
CTRL+U	Makes the currently selected text <u>underlined</u> .
CTRL+SHIFT+S	Makes the currently selected text <del>striketrough</del> .

## Navigation Keys

The following table lists the navigation key shortcuts:

Press	To
INSERT	Create an object one level below the current object.
CTRL+INSERT	Create an object at the same level as the current object.
HOME	Go to the first object in the module.
END	Go to the last object in the module.
CTRL+HOME	If you are editing text, moves the insertion point to the start of the attribute.

<b>Press</b>	<b>To</b>
CTRL+END	If you are editing text, moves the insertion point to the end of the attribute.
PAGE UP	If you're in Document mode, scroll up one screen. If you're in Graphics mode, rotate the tree clockwise through 90 degrees.
PAGE DOWN	If you're in Document mode, scroll down one screen. If you're in Graphics mode, rotates the objects clockwise.
UP ARROW	If you're in Document mode, go to the next or previous object.
DOWN ARROW	If you're in Graphics mode, move up or down the tree hierarchy.
CTRL+UP ARROW, CTRL+DOWN ARROW	Move from the current object to the sibling above or below it. If the focus is on the left pane of the Module Explorer, they scroll. If you are editing text, moves the insertion point to the start or end of the attribute.
CTRL+SHIFT+UP ARROW, CTRL+SHIFT+DOWN ARROW	Scrolls smoothly through the module contents.
CTRL+LEFT ARROW, CTRL+RIGHT ARROW	Go to the current objects parent (left arrow) or first child (right arrow). If the focus is on the left pane of the Module Explorer, they scroll. If you are editing text, moves the insertion point to the start or end of the previous or next word.
SHIFT+RETURN	If you're in document mode, edit the current object in-place. If you're already editing the current object, goes to the next object. It does nothing if you are in Graphics mode, or if the focus is on the left pane of the Module Explorer.
MENU	In the database explorer and in module windows, displays the context menu (equivalent to right-clicking or SHIFT+F10).

Produkt:

# DOORS<sup>®</sup> START-UP TRAINING



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