

ATLAS.ti 8 Windows + Mac Keyboard Shortcuts

ATLAS.ti 8 Windows + Mac: Keyboard Shortcuts

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List of Existing or Reserved Keyboard Shortcuts

A reserved keyboard shortcut is one that is not currently implemented, but that is reserved for implementation in a future version. Those are denoted with [R] for "reserved," or [NI] for "not (yet) implemented" as of this writing.

	Windows	Mac	Notes
General			
Save project	CTRL+S	Cmd+s	
Quit program	ALT+F4	Cmd+Q	Windows: In the welcome screen window
Window Handling			
Close active tab/window	CTRL+F4	Cmd+w	
Forward cycle between main windows or tabs (managers, documents etc.)	CTRL+TAB		
Backward cycle between main windows or tabs.	CTRL+SHIFT+TAB		
Project			
New project	CTRL+N	Cmd+n	
Open project	CTRL+O	Cmd+o	
Close project	ALT+F4		Windows: In the main project window
General			
Undo	CTRL+Z	Cmd+z	
Redo	CTRL+Y	Cmd+Shift+z	
Delete selected item	DEL	Delete	Delete on Mac is Backspace; in Windows; it is the standard DEL key Windows: In managers and lists where specifically enabled
Rename selected item	F2	ENTER	Windows: In managers and lists where specifically enabled
Select all items	CTRL+A	Cmd+a	Mac: In all lists, when they have keyboard focus.
Deselect all	Up or Down cursor key	Cmd+Shift+a	
Default Action	ENTER		Default Action in lists, normally open the item
Coding			
Create free quotation	CTRL+H	Cmd+h	Only in doc editor
Create free code	CTRL+K	Cmd+k	Everywhere
Open coding	CTRL+J	Cmd+j	Anywhere a quotation can be selected and have focus (doc editor, managers, networks)
Quick coding	CTRL+L	Cmd+l	Everywhere a quotation can be selected and have focus
In Vivo Coding	CTRL+SHIFT+V	Cmd+Shift+v	Only in doc editor
Document Viewer			
Zoom In	CTRL+ +	Cmd++	
Zoom out	CTRL+ -	Cmd+-	
Zoom to default (100%)	CTRL+0		

	Windows	Mac	Notes
Select All	CTRL+A	Cmd+a	Mac: Only in documents with text. In PDFs, selects all text on current page. Windows: Only in documents with text.
Clear Selection	Any cursor key	Cmd+Shift+a	
Search in current Document	CTRL+F	Cmd+F	Only in text, PDF, and geo docs
Print	[R]CTRL+P	Cmd+p	
Multimedia Document Viewer			
Play / Pause	Space, PLAYPAUSE, F4	Space	Windows: PLAYPAUSE is a special key on some multimedia keyboards. F4 is emulated by the "Cleware F4 transcription pedal"
Play	P, SHIFT+P, PLAY		Windows: PLAY is a special key on some multimedia keyboards.
Pause	Pause		Windows: Pause is the pause key on 102-keyboards near the print-screen and scroll-lock leys.
Stop	S, SHIFT+S, STOP		Windows: STOP is a special key on some multimedia keyboards.
Skip-Back	BROWSER_BA CK, PREV_TRACK		Windows: PREV_TRACK is a special key on some multimedia keyboards. BROWSER_BACK is a special browsing key on some keyboards.
Skip-Forward	BROWSER_FO RWARD, NEXT_TRACK		Windows: NEXT_TRACK is a special key on some multimedia keyboards. BROWSER_FORWARD is a special browsing key on some keyboards.
Small step back	LEFT (cursor key)		
Small step forward	RIGHT(cursor key)		
Medium step back	CTRL+LEFT		
Medium step forward	CTRL+RIGHT		
Large step back	PAGE-UP		
Large step forward	PAGE-DOWN		
Playback rate to 1x (normal speed)	*		
Increase playback rate	+		
Decrease playback rate	-		
Fast Forward		hold down RIGHT (cursor key)	Mac: Behaves like holding down "F.Fwd" on a tape deck with cue/review functionality: Speeds up playback so you can hear where you are until you release it. Eases into speedup (gradually increases speed).
Rewind		hold down LEFT (cursor key)	Mac: See above.
Set In-Point	, (comma)	< or , (comma)	
Create Quotation from In-Point	. (dot)	> or . (dot)	
Imports			
Import document	CTRL+SHIFT+I (letter i)	Cmd+Shift+i	

	Windows	Mac	Notes
Managers			
Show Document Manager	CTRL+1	Cmd+1	Opens a new manager or brings the existing into view.
New Document Manager	N/A	Cmd+Alt+1	Forces a new manager, even if one already exists.
Show Document Group Manager	CTRL+SHIFT+1	Cmd+Shift+1	Opens a new manager or brings the existing into view.
New Document Group Manager	N/A	Cmd+Shift+Alt+1	
Show Quotation Manager	CTRL+2	Cmd+2	Opens a new manager or brings the existing into view.
New Quotation Manager	N/A	Cmd+Alt+2	Forces a new manager, even if one already exists.
Show Code Manager	CTRL+3	Cmd+3	Opens a new manager or brings the existing into view.
New Code Manager	N/A	Cmd+Alt+3	Forces a new manager, even if one already exists.
Show Code Group Manager	CTRL+SHIFT+3	Cmd+Shift+3	Opens a new manager or brings the existing into view. Mac: Conflict with system "take screenshot" feature. System takes precedence.
New Code Group Manager	N/A	Cmd+Shift+Alt+3	
Show Memo Manager	CTRL+4	Cmd+4	Opens a new manager or brings the existing into view.
New Memo Manager	N/A	Cmd+Alt+4	Forces a new manager, even if one already exists.
Show Memo Group Manager	CTRL+SHIFT+4	Cmd+Shift+4	Opens a new manager or brings the existing into view. Mac: Conflict with system "take screenshot" feature. System takes precedence.
New Memo Group Manager	N/A	Cmd+Shift+Alt+4	
Show Network Manager	CTRL+5	Cmd+5	Opens a new manager or brings the existing into view.
New Network Manager	N/A	Cmd+Alt+5	Forces a new manager, even if one already exists.
Show Network Group Manager	CTRL+SHIFT+5	Cmd+Shift+5	Opens a new manager or brings the existing into view.
New Network Group Manager	N/A	Cmd+Shift+Alt+5	
Show Hyperlink Manager	CTRL+6	Cmd+6	Opens a new manager or brings the existing into view. Windows: Links Manager manages both Code-Code and Hyperlinks
New Hyperlink Manager	N/A	Cmd+Alt+6	Forces a new manager, even if one already exists.

	Windows	Mac	Notes
Show Hyperlink Relation Manager	CTRL+SHIFT+6	Cmd+Shift+6	Opens a new manager or brings the existing into view. Windows: Relation Manager manages both Code-Code and Hyperlinks Types
New Hyperlink Relation Manager	N/A	Cmd+Shift+Alt+6	
Show Code-Code Link Manager	CTRL+6	Cmd+7	Windows: Links Manager manages both Code-Code and Hyperlinks
New Code-Code Link Manager	N/A	Cmd+Alt+7	
Show Code-Code Link Relation Manager	CTRL+SHIFT+6	Cmd+Shift+7	Windows: Relation Manager manages both Code-Code and Hyperlinks Types
New Code-Code Link Relation Manager	N/A	Cmd+Shift+Alt+7	
Quotation Manager			
Open coding	CTRL+J		
Quick coding	CTRL+L		
Other Windows or Tools			
Show Project Explorer		Ctrl+0	May change because it collides with a common system shortcut
New Project Explorer	N/A	Ctrl+Alt+0	
Show Code Forest	[N]	Ctrl+1	Deemed as seldom used shortcut and will probably be phased out as a primary shortcut.
New Code Forest	N/A	Ctrl+Alt+1	
Show Code Tree	[N]	Ctrl+2	Deemed as seldom used shortcut and will probably be phased out as a primary shortcut.
New Code Tree	N/A	Ctrl+Alt+2	
Analysis Tools			
Open Word Cruncher	[N]	Cmd+8	Deemed as seldom used shortcut and will probably be phased out as a primary shortcut.
New Word Cruncher	N/A	Cmd+Alt+8	
Open Code Cooccurrence Table	[N]	Cmd+9	Deemed as seldom used shortcut and will probably be phased out as a primary shortcut.
New Code Cooccurrence Table	N/A	Cmd+Alt+9	
Open Code Document Table	[N]	Cmd+0	Deemed as seldom used shortcut and will probably be phased out as a primary shortcut.
New Code Document Table	N/A	Cmd+Alt+0	
Network Editor			
Zoom In	CTRL+ +		
Zoom out	CTRL+ -		
Zoom to default (100%)	CTRL+0		
Select All	[R] CTRL+A	Cmd+a	Selects all nodes