

## Arc View Control Keys

### Project

Ctrl+N	Creates New Project
Ctrl+S	Save Project
Ctrl+R	Rename Project
Delete	Delete Selected Document
Ctrl+P	Show Symbol Window

### View

Ctrl+S	Save Project
Ctrl+Z	Undo Graphics Edit
Ctrl+Y	Redo Graphics Edit
Ctrl+X	Cut Selected Graphics to Clipboard
Ctrl+C	Copy Selected Graphics to Clipboard
Delete	Delete Selected Graphics
Ctrl+V	Paste Contents of Clipboard
Ctrl+P	Show Symbol Window
Ctrl+T	Add Theme
Ctrl+F	Find Feature using Text String
Ctrl+A	Align Selected Graphics
Ctrl+G	Groups Selected Graphics
Ctrl+U	Un-groups Selected Graphics
Ctrl+Q	Displays Query Builder Dialogue Box
Ctrl+L	Auto Label

### Tables

Ctrl+S	Save Project
Ctrl+P	Show Symbol Window
Ctrl+X	Cut Selected Cell to Clipboard
Ctrl+C	Copy Selected Cell to Clipboard
Ctrl+V	Pastes Contents of Clipboard
Ctrl+Z	Undo Last Edit on Table
Ctrl+Y	Redo Last Edit on Table
Ctrl+A	Add New Record to Table
Ctrl+F	Find Row in Table using Text String
Ctrl+Q	Displays Query Builder Dialogue Box
Ctrl+J	Joins Two Tables

## **Charts**

Ctrl+S Save Project  
Ctrl+P Show Symbol Window  
Ctrl+F Find Row in Table using Text String

## **Layout**

Ctrl+S Save Project  
Ctrl+P Show Symbol Window  
Ctrl+Z Undo Last Edit  
Ctrl+X Cut Selected Graphics to Clipboard  
Ctrl+C Copy Selected Graphics to Clipboard  
Delete Delete Selected Graphics  
Ctrl+V Paste Contents of Clipboard  
Ctrl+A Align Selected Graphics  
Ctrl+G Group Selected Graphics  
Ctrl+U Un-group Selected Graphics

## **Scripts**

Ctrl+S Save Project  
Ctrl+P Show Symbol Window  
Ctrl+Z Undo Last Change to Script  
F3 Finds Next Occurrence of the String  
Ctrl+X Cut Selection to Clipboard  
Ctrl+C Copy Selected to Clipboard  
Ctrl+V Pastes Contents of Clipboard  
Ctrl+U Deletes Text from Cursor to Left Margin  
F8 Step Through the Compiled Script one Request at a Time  
F5 Run Script  
Ctrl+E Examine Variable Values