**Windows**

**Menu navigation**

Open "View" menu alt+1

Open "Sources" menu alt+2

Open "Pretranslation" menu alt+3

Open "Machine Translation" menu alt+4

Open "Export" menu alt+5

Open "Settings" menu alt+6

Open "Document information" menu alt+7

Open "QA check" menu alt+8

Open "Terminology" menu alt+9

Open "Help" menu alt+h

Open "Find and Replace" dialogue box alt+ctrl+f

Navigate to next top menu
(If one of top menu is active) right

Navigate to previous top menu
(If one of top menu is active) left

Open "Shortcuts" page alt+f1

Move cursor to main menu bar (eLUNa logo) alt+0

Move cursor to "Free-text search" menu alt+ctrl+s

Close current pane esc

Decrease font size alt+-

Increase font size alt++ or alt+shift+=

**Segment navigation**

Save current segment, go to next untranslated segment ctrl+return

Save current segment, go to next segment alt+ctrl+return

Save current segment, go to previous segment alt+ctrl+p

Save current segment, do not go to another segment ctrl+shift+return

Save current segment as tentative, go to next untranslated segment ctrl+q

Save current segment as tentative, go to next tentative segment alt+shift+t

Open/close segment alt+ctrl+o

Go to segment number (...) ctrl+alt+0
 +(segmtnumber)

Load segments PageDown

Load full document shift+end

Go to the segment after the last edited segment alt+shift+r

Move up one segment alt+shift+up or alt+ctrl+up

Move down one segment alt+shift+down or alt+ctrl+down

Move cursor between source and target alt+s+left/right

Move cursor one word to the left/right ctrl+left/right

Move cursor to the beginning/end of the segment ctrl+up/down

**Segment actions**

Toggle between Text editor and Text Editor bar ctrl+m

Add comment alt+c or alt+ctrl+c

Use original text ctrl+insert or ctrl+windows

Launch LookUp search for selected text F2

Launch UNTERM search for selected text F4

Launch eLuna search for selected text F9

Open comments associated with Text alt+return

Close all comment boxes shift+ctrl+x

Toggle through terminology to be inserted alt+down/up

Delete all text in segment alt+del

Reset segment alt+ctrl+r

Toggle between results in the Discovery and Terminology panels alt+k

Open Shared Terms dialog with selected text as a Source Term alt+g

Open show more panel alt+m

**Segment formatting**

Undo ctrl+z

Redo ctrl+y

Bold ctrl+b

Italic ctrl+i

Underline ctrl+u

Strikethrough alt+shift+5

Subscript ctrl+=

Superscript ctrl+shift+=

Insert non-breaking hyphen ctrl+shift+\_

Insert non-breaking space ctrl+shift+space

Insert – alt+shift+-

Insert — alt+ctrl+-

Insert ß ctrl+s

Toggle case of selected text alt+f3

**Mac**

Open the Help menu Alt+Fn+F1

Open the menus in the main bar Alt+Fn+0 to 7

Save and go to next untranslated segment Fn + ctrl + Enter

Delete current text Alt + Fn + Del

Lookup Fn+F2

Bold cmd+ b

Italics cmd+ i

Undo typing cmd+ z

Validate segment, open next (2 strokes) cmd+DownArrow ctrl+option+Enter

Validate segment, open next, only when cursor is
at the beginning or the end of the segment (1 stroke) ctrl+option+Enter

Save segment as tentative, open next ctrl+option+
 DownArrow

Insert text of original ctrl+cmd+return

Go to end of document shift+fn+
 RightArrow