

Introduction

Many content management systems (CMS), on-line forums and social spaces use rich text editors that also allow for an HTML or mark up view. Examples of these systems include Moodle, Wordpress, Facebook, etc.

Some use the freely available fckeditor (<http://docs.fckeditor.net>) and others TinyMCE (<http://tinymce.moxiecode.com>) – Many of the commands are similar to the ones used with Windows so there are not many to learn unless you wish to automatically add heading tags or other HTML tags e.g. ctrl+1-6 h1-h6

(Some browsers may not allow all these keyboard shortcuts, some clash with assistive technologies and some alter the way they work in comparison to the menu buttons on the editor.)

Keyboard Shortcuts

CTRL + B	changes fonts to bold
CTRL + I	changes fonts to italic
CTRL + U	underlines fonts
CTRL + Z	Undo
CTRL + Y	Redo

CTRL + C	Highlighted text or graphics copied to the clipboard
CTRL + V	pastes the data from the clipboard
CTRL + X	cuts the highlighted area

CTRL + L	opens a window that allows you to add a hyperlink
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CTRL + ALT + ENTER

Used in a toggle fashion this combination allows you to view and edit content in the browser window

CTRL + TAB	Used in a toggle fashion this combination allows you to view and edit source code
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CTRL + S	Saves the document
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Additional Resources

- **Wordpress Keyboard Shortcuts** from Web Blog tools collection
<http://weblogtoolscollection.com/archives/2007/07/22/wordpress-keyboard-shortcuts/>
- **Google Reader Keyboard Shortcuts**
<http://www.google.com/support/reader/bin/answer.py?answer=69973>
- **Blogger Keyboard Shortcuts**
<http://help.blogger.com/bin/answer.py?hl=en&answer=42197>
- **230+ Keyboard Shortcuts for Top Web Services**
<http://mashable.com/2007/06/29/keyboard-shortcuts/>