



## MindManager Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy to the Clipboard	Ctrl + C	Most used MindManager Shortcuts
2	Copy as link	Alt + Ctrl + C	Most used MindManager Shortcuts
3	Cut to the Clipboard	Ctrl + X	Most used MindManager Shortcuts
4	Paste contents of the Clipboard	Ctrl + V	Most used MindManager Shortcuts
5	Paste inside	Alt + Ctrl + Shift + V	Most used MindManager Shortcuts
6	Paste as next topic (sibling topic)	Alt + Ctrl + V	Most used MindManager Shortcuts
7	Paste as callout	Ctrl + Shift + V	Most used MindManager Shortcuts
8	Delete topic or object	Delete	Most used MindManager Shortcuts
9	Remove selected topic (but keep subtopics)	Ctrl + Shift + Delete	Most used MindManager Shortcuts
10	Begin edit mode	F2	Topic Text Shortcuts
11	Begin edit mode with cursor at the beginning of the text	Shift + Spacebar	Topic Text Shortcuts
12	Begin edit mode with cursor at the end of the text	Spacebar	Topic Text Shortcuts
13	Enter line break in topic	Shift + Enter	Topic Text Shortcuts
14	Move to beginning of line	Home	Topic Text Shortcuts
15	Move to beginning of topic text	Ctrl + Home	Topic Text Shortcuts
16	Move to end of topic text	Ctrl + End	Topic Text Shortcuts
17	Split topic at cursor location to create new sibling	Alt + Shift + Down Arrow key	Topic Text Shortcuts
18	Split topic at cursor location to create new subtopic	Alt + Shift + Right Arrow key	Topic Text Shortcuts
19	Cancel editing	Esc	Topic Text Shortcuts
20	Split topic as multiple topics	Alt + Ctrl + Enter	Topic Text Shortcuts
21	Split topic as multiple subtopics	Alt + Ctrl + Insert	Topic Text Shortcuts
22	Find	Ctrl + F	Topic Text Shortcuts
23	Find Next	Enter	Topic Text Shortcuts
24	Find Previous	Shift + Enter	Topic Text Shortcuts
25	Enter Find text	Ctrl + G	Topic Text Shortcuts
26	Replace	Ctrl + H	Topic Text Shortcuts
27	Spelling	F7	Topic Text Shortcuts
28	Up one place	Alt + Ctrl + Up Arrow key	Move Topics Shortcuts
29	Down one place	Alt + Ctrl + Down Arrow key	Move Topics Shortcuts
30	To top	Alt + Ctrl + Home	Move Topics Shortcuts
31	To bottom	Alt + Ctrl + End	Move Topics Shortcuts
32	Reset all main topic positions	Alt + Ctrl + Spacebar	Move Topics Shortcuts
33	Balance map	Alt + Ctrl + B	Move Topics Shortcuts
34	Toggle to bold and back	Ctrl + B	Formatting Shortcuts
35	Toggle to italics and back	Ctrl + I	Formatting Shortcuts
36	Toggle to underline and back	Ctrl + U	Formatting Shortcuts
37	Increase font size	Ctrl + Shift + >	Formatting Shortcuts
38	Decrease font size	Ctrl + Shift + <	Formatting Shortcuts
39	Strikethrough text	Ctrl + Shift + S	Formatting Shortcuts
40	Clear formatting	Ctrl + Spacebar	Formatting Shortcuts
41	Fill color	Ctrl + Shift + C	Formatting Shortcuts
42	Font / ink color	Ctrl + Shift + F	Formatting Shortcuts
43	Show Help	F1	Help Shortcuts
44	Windows Commands	*	Help Shortcuts
45	Close a menu or dialog box	Esc	Help Shortcuts
46	Cancel an operation	Esc	Help Shortcuts
47	Close MindManager	Alt + F4	Help Shortcuts
48	Display Windows Task List	Ctrl + Shift + Esc	Help Shortcuts

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