

The following shortcut keys are available in Family Tree Maker 2008. The table below shows each shortcut key combination with its availability in version 16 and any comments about where or how it is available.

### Key

no = The feature was in v16 but there was no shortcut for it

na = “Not applicable” because the feature the shortcut refers to was not in v16

Shortcut	Description	v16	Availability Comments
F1	Context Help	same	
F2	People Index dialog	same	Available in “People”, “Publish”, and “Web Search” workspaces
Alt + F4	Exit	same	
Ctrl + O	Open	same	
Ctrl + X	Cut	same	Available with focus in a text field
Ctrl + C	Copy	same	Available with focus in a text field
Ctrl + V	Paste	same	Available with focus in a text field
Ctrl + Shift + Del	Delete	same	Available with focus in a text field
Ctrl + A	Select All Text	no	Available with focus in a text field
Alt + Left Arrow	Navigate back	same	
Alt + Right	Navigate forward	same	
Ctrl + B	Add bookmark	same	
Ctrl + S	Add new source	same	Available with focus in a fact field or when a fact is selected in the “Person” tab.
Ctrl + Shift + S	Link to existing source	na	Available with focus in a fact field or when a fact is selected in the “Person” tab.
Ctrl + M	Add new media item	no	Available from within a media context
Ctrl + Shift + M	Link to existing media item	na	Available from within a media context
Ctrl + T	Add new task	same	Available from within the task context
Ctrl + Z	Undo	no	
Ctrl + Y	Redo	no	
Ctrl + Shift + F10	Context menu	limited	Displays the context menu for the selected item
Ctrl + 1	Plan workspace	na	
Ctrl + 2	People workspace	na	
Ctrl + 3	Places workspace	na	
Ctrl + 4	Media workspace	na	
Ctrl + 5	Sources workspace	na	
Ctrl + 6	Publish workspace	na	
Ctrl + 7	Web Search workspace	na	
Ctrl + Pg Dn	Next tab	na	Switches to the next workspace tab
Ctrl + Pg Up	Previous tab	na	Switches to the previous workspace tab
Ctrl + Shift + Pg Dn	Next sub-panel tab	na	Available when focus is in a sub-panel (notes, media, tasks, sources, links)
Ctrl + Shift + Pg Up	Previous sub-panel tab	na	Available when focus is in a sub-panel (notes, media, tasks, sources, links)

### **Other keyboard functions**

- With focus in the pedigree or family panel, the left, right, up, and down arrow keys move the selection accordingly
- With focus in the pedigree or family panel, pressing the Tab key will move focus to the right edit panel for entering information about the selected person

- With a child selected and focus in the family panel, pressing Enter moves the child to the parent position and shows him/her in the pedigree
- As a general rule Ctrl + Tab will move focus clockwise from left panel to center-top panel to right panel, to center bottom panel.
- Family Tree Maker 2008 has also expanded Alt key mnemonic access to a much greater extent than v16 did. Every workspace in 2008 has a number of mnemonic access keys. Pressing the Alt key causes an underscore to appear below the mnemonic character in the label for the control to which it provides access. Some mnemonic access keys are available in every workspace. These are listed in the table below.

Shortcut	Description	In v16	Availability & Comments
Alt + A	Add	no	Add a person, media item, or source depending on context
Alt + D	Delete	no	Deletes a person, place, media item or source depending on context
Alt + P	Print	Ctrl + P	Print options are context sensitive
Alt + S	Share	no	Share options are context sensitive
Alt + F	File menu	same	
Alt + E	Edit menu	same	
Alt + V	View menu	same	
Alt + R	Person menu	Alt + P	Available in "People" workspace
Alt + C	Place menu	na	Available in "Places" workspace
Alt + M	Media menu	na	Available in "Media" workspace
Alt + U	Source menu	na	Available in "Sources" workspace
Alt + T	Tools menu	same	
Alt + H	Help menu	same	

Each workspace in Family Tree Maker 2008 has additional access keys specific to that view. For example, in the People workspace, pressing Alt + N moves focus to the "Name" field in the right panel; pressing Alt + C displays the "Customize View" dialog; Alt + I moves focus to the "Find" field above the index, and so on. Previous versions of Family Tree Maker did not provide this kind of keyboard access to the main interface.