# Keyboard shortcuts

The table below lists all the keyboard shortcuts provided by MindView.

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| **Keyboard shortcut** | **Description** |
| **Enter** | Add a new branch at the same level as the selected branch |
| **[Option] Enter** | Add a new sub-branch to the selected branch |
| **[Shift] Enter** | Add a pre-branch to the selected branch |
| **Delete** | Delete the selected branch or element |
| **Up** | Select the branch placed above the currently selected branch |
| **[Option] Up** | Move the selected branch up (Mind Map, Left/Right and Outline views only) |
| **Down** | Select the branch placed below the currently selected branch |
| **[Option] Down** | Move the selected branch down (Mind Map, Left/Right and Outline views only) |
| **Left** | Select the branch to the left of the currently selected branch in the map. In the Outline view, collapse the selected branch. |
| **[Option] Left** | Move the selected branch left (Top Down view only) |
| **Right** | Select the branch to the right of the currently selected branch in the map. In the Outline view, expand the selected branch. |
| **[Option] Right** | Move the selected branch right (Top Down view only) |
| **[Option] [Command] 1** | Mind Map view |
| **[Option] [Command] 2** | Top down view |
| **[Option] [Command] 3** | Left/Right view |
| **[Option] [Command] 4** | Outline view |
| **[Option] [Command] 5** | Timeline view |
| **[Command] A** | Select all |
| **[Command] B** | Make selected text bold |
| **[Command] I** | Italicize selected text |
| **[Command] U** | Underline selected text |
| **[Command] +** | Increase size of selected text |
| **[Command] -** | Decrease size of selected text |
| **[Command] Right** | Expand or collapse the sub-branches below the selected branch. |
| **[Shift] [Command] C** | Show Colors dialog |
| **[Command] ?** | Help |
| **Spacebar** | Edit the name of the selected branch or the selected floating comment |
| **[Option] [Command] B** | Toggle Brainstorm mode |
| **[Option] [Command] =** | Resize the map so that it fits entirely in the workspace |
| **[Command] :** | Spelling dialog |
| **[Command] ;** | Spell check the selected element |
| **[Command] ,** | Preferences dialog |
| **[Command] E** | Export dialog |
| **[Option] [Command] E** | Display text note editor panel or window |
| **[Option] [Command] F** | Toggle Full Screen mode |
| **[Option] [Command] O** | Display overview panel or window |
| **[Option] [Command] N** | Insert or edit a pop-up comment on the selected branch |
| **[Option] [Command] [** | Specify a start time for the selected branch |
| **[Option] [Command] ]** | Specify an end time for the selected branch |
| **[Command] F** | Find and replace text in document |
| **[Command] G** | Find next |
| **[Shift] [Command] G** | Find previous |
| **[Command] M** | Minimize window |
| **[Option] [Command] M** | Open the Multimedia Catalog |
| **[Command] N** | Create a new document |
| **[Command] W** | Close the active document |
| **[Command] O** | Open and browse for an existing document |
| **[Command] P** | Print the active document |
| **[Shift] [Command] P** | Print preview |
| **[Command] S** | Save the active document |
| **[Shift] [Command] S** | Save the active document under a new name |
| **[Option] [Command] T** | Special characters |
| **[Command] Z** | Undo the last action |
| **[Shift] [Command] Z** | Reverse the last Undo |
| **[Command] C** | Copy the selected data to the clipboard |
| **[Option] [Command] C** | Copy style to the clipboard |
| **[Command] X** | Cut the selected data to the clipboard |
| **[Command] V** | Paste the data contained in the clipboard to the selected destination |
| **[Option] [Command] V** | Paste style from the clipboard |
| **[Command] =** | Zoom to Fit |
| **[Shift] [Command] >** | Zoom in |
| **[Shift] [Command] <** | Zoom out |
| **[Command]** ` | Switch between open documents |