# 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 |
| **Insert** | Add a new sub-branch to the selected branch |
| **Shift + Enter** | Add a new branch just before the selected branch |
| **Delete** | Delete the selected branch or element |
| **Up** | Select the branch placed above the currently selected branch |
| **Down** | Select the branch placed below the currently selected branch |
| **Left** | Select the branch to the left of the currently selected branch in the map |
| **Right** | Select the branch to the right of the currently selected branch in the map |
| **F1** | Help |
| **F2** | Edit the name of the selected branch or the selected floating comment |
| **F3** | Toggle Focus Mode on and off |
| **F4** | Resize the map so that it fits entirely in the workspace |
| **F6** | Apply branch focus to restrict the display to the selected branch |
| **Ctrl + Shift + F6** | Remove branch focus to display the entire map again |
| **F7** | Spellcheck the document |
| **Ctrl + F7** | Spellcheck the selected element |
| **F8** | Toggle between selected branch and Text Note editor |
| **Ctrl + F8** | Create a new text note |
| **F9** | Toggle Full Screen Mode on and off |
| **F11** | Insert or edit a pop-up comment on the selected branch |
| **F12** | Specify a start time for the selected branch |
| **Ctrl + F12** | Specify an end time for the selected branch |
| **Ctrl + A** | Select all branches |
| **Ctrl + F** | Find and replace text in document |
| **Ctrl + N** | Create a new document |
| **Ctrl + O** | Open and browse for an existing document |
| **Ctrl + P** | Print the active document |
| **Ctrl + S** | Save the active document |
| **Ctrl + Z** | Undo the last action |
| **Ctrl + Y** | Reverse the last Undo |
| **Ctrl + C** | Copy the selected data to the clipboard |
| **Ctrl + X** | Cut the selected data to the clipboard |
| **Ctrl + V** | Paste the data contained in the clipboard to the selected destination |
| **Ctrl + Shift + C** | Copy the formatting from one element to another with the Format Painter |