Enterprise Architect

User Guide Series

Keyboard Shortcuts

Are there keyboard shortcuts in Sparx Systems Enterprise Architect? You can display Enterprise Architect dialogs, windows and views, navigate the model, perform operations on objects and work in diagrams, using keyboard keys individually or together.

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Keyboard Shortcuts

You can display the Enterprise Architect dialogs, windows and views, or initiate processes, using menu options and Toolbar icons. In many cases, you can also access these facilities by pressing individual keyboard keys or combinations of keys, as shortcuts. The tables in this topic show the default keyboard shortcut for each of the functions. You can also display the key combinations on the 'Help Keyboard' dialog (the Keyboard Accelerator Map).

The shortcuts described here are operations on the model. When a diagram is open, you can use special quick-keys that make navigating and editing the diagram simple and fast. These quick-keys are described in the *Diagram Shortcuts* Help topic.

Access

Ribbon	Start > Help > Help > Open Keyboard Accelerator Map

Notes

- The 'Help Keyboard' dialog shows the functions that have shortcut keys; it does not list functions that have no shortcuts

- There are additional shortcuts using the keyboard and mouse in combination
- If necessary, you can change the keyboard shortcuts using the 'Keyboard' tab of the 'Customize' dialog

Opening Projects

Shortcut	Operation
Ctrl+N	Create an object of the same type as the current selection in the window or diagram. Otherwise, the 'New Project' dialog displays through which you can create a new Enterprise Architect (.qea, .eap or .feap) project.
Ctrl+O	Open an Enterprise Architect project.
Ctrl+Shift+F 11	Reload the current project.

Adding Objects to the Project

Shortcut	Operation
	Add a new model to the project, using the

Ctrl+Shift+M	Model Builder.
Ctrl+Insert	Add a new diagram to a Package.
Ctrl+M	Add a new element to a Package.
Shift+F3 or Ctrl+click	Create a new element of the same type as the last, on the diagram.
Ctrl+Shift+F 9	Add an attribute to an element.
Ctrl+Shift+F 10	Add an operation to an element.
Ctrl+F11	Add other types of feature to an element.
Insert key	Insert a new feature after the current selection.

Locating Information

Shortcut	Operation
Ctrl+F, Ctrl+Alt+A	Search for items in the project (search in the model).

Ctrl+Shift+F	Opens the Find in Files window at the 'Find File' tab, which you use as a File System Explorer to quickly locate specific files.
Ctrl+Shift+Alt+F	Search files for data names and structures.
Alt+G	Locate the selected element in the Browser window.
Shift+Alt+G	Locate a selected object in the Browser window.
Ctrl+Alt+G	Locates, in the Browser window, the classifier for an object or instance, or the call operation for an Action element.
Ctrl+U	Locate diagrams in which the element is used.

Copying and Pasting

Ctrl+C	Copy text, or element ID for pasting an

	element on a diagram as a link.
Ctrl+Shift+C	Copy an element, multiple elements or a Package plus any underlying structure to the clipboard for duplication in a target Package.
Ctrl+X	Cut the selected text.
Ctrl+V	Paste text.

Viewing Information in Windows

Shortcut	Operation
Alt+1	Displays the Design Window Selector, which provides access to the windows for locating, creating and working on objects on the model, including within diagrams.
Alt+2	Displays the Properties quick-access window, which provides access to the element Properties, Features, and Responsibility windows and dialogs, and a number of other tools for working on objects within an element.

Alt+3	Displays the Collaborate quick-access window, which provides access to the Collaboration facilities such as Discussions, Reviews, Journal entries, personal conversations and information concerning the overall model.
Alt+4	Displays the Execute quick access panel, which provides access to the Simulation, Source Code, Visual Analysis and Process Execution windows and tabs.
Alt+5	Displays the Construct quick-access panel, which gives access to tools for managing resources, changes, testing and project metrics.
Alt+6	Displays the Publish quick access panel, which provides access to facilities for generating static and dynamic reports, exchanging models in part or entire, and keeping the model data accurate and up to date.
Alt+7	Displays the Workspace quick access panel, which provides access to the defined workspaces for Design and Construction, Software and Simulation and User Layouts.

Alt+8	Displays the Debug window.
Alt+9	Opens the Relationship Matrix.
Alt+0	Displays the Feature Matrix for the currently-selected element.
Alt+Enter	Displays the element 'Properties' dialog at the 'General' tab.
Alt+\	Moves focus to the Diagram View from a docked window.
Ctrl+Space	Displays the Quick Notes window for the selected object.
Ctrl+1	Displays the Browser window.
Ctrl+Enter or Ctrl+2	Displays the Properties window.
Ctrl+3	Opens the Notes window.
Ctrl+4	Displays the Responsibility window.
Ctrl+5	Displays the Features window (defaulted to the 'Attributes' tab).

Ctrl+6	Displays the Summary window for the selected object (not for Views, Model Packages, diagrams, instances or connectors).
Ctrl+7	Opens the Traceability window.
Ctrl+8	Displays the Maintenance window (defaulted to the 'Changes' tab).
Ctrl+9	Display the Discuss & Review window at the 'Discussions' tab.
Ctrl+0	Displays the Specification Manager view.
Enter key	In the 'Project' tab of the Browser window, displays the context menu for the object. In the 'Details' tab of the Inspector window, displays the 'Properties' dialog for the object, feature or property, or the equivalent 'Details' dialog.
Ctrl+F4	Closes the current window.
Ctrl+Shift+1	Displays the Portals window.
Ctrl+Shift+2	Opens the element Relationships window.

Ctrl+Shift+3	Displays the Diagram Toolbox.
Ctrl+Shift+4	Displays the Pan and Zoom window.
Ctrl+Shift+5	Displays the Database Builder.
Ctrl+Shift+6	Displays the Schema Composer.
Ctrl+Shift+7	Opens the Resource Allocation window.
Ctrl+Shift+8	Opens the System Output window.
Ctrl+Shift+9	Displays the Scripting window.
Ctrl+Shift+0	Displays the work area full screen, and restore full screen to partitioned, multi-window.
Ctrl+Shift+F 4	Auto hides the current window.
Ctrl+Alt+R	Opens the Package Browser (Package Contents).
Ctrl+Alt+U	In the Browser Window, opens the Library window.
	Displays the Features window at the

F9	'Attributes' tab.
F10	Displays the Features window at the 'Operations' tab.
Shift+Enter	Displays the special properties of certain types of object or, if there are no special properties, displays the 'Properties' dialog. If used in the 'Details' tab of the Inspector window, the selected item is displayed in a window.

Generating Documentation

Shortcut	Operation
F8	Opens the 'Generate Documentation' dialog for creating documents and reports.
Shift+F8	Opens the 'Publish as HTML' dialog for generating a web report in HTML.
Ctrl+Shift+F 8	Generates a 'Diagrams Only' report.

Deleting Objects from the Project

Shortcut	Operation
Ctrl+Delete	Deletes the selected element(s) from the model (from the Browser window and any diagram in which the element occurs).
Ctrl+Shift+Delete	Deletes the selected feature from the model.

Checking Spelling

Shortcut	Operation
Ctrl+Shift+F7	Spell checks the current Package.
Ctrl+F7	Spell checks the model.

Performing Code Engineering

Shortcut	Operation
Ctrl+Shift+P	Edit code generation templates.
Alt+7	Open the Source Code window.
Ctrl+Alt+Y	Opens a source directory.
Ctrl+Alt+O	Opens a source file.
Ctrl+Shift+U	Imports a source directory.
Ctrl+Alt+K	Generates Package source code.
Ctrl+Alt+M	Synchronizes Package contents.
F11	Generates code on a selected element.
F7	Synchronizes the current element.
Shift+F11	Batch generates selected elements.
Ctrl+R	Batch synchronizes selected elements.
Ctrl+E or F12	Displays source code in the code editor.
Ctrl+Alt+H	Edit Transformation templates.

Ctrl+H or Ctrl+Alt+F	Transforms selected elements.
Ctrl+Shift+H	Transforms the current Package
Ctrl+Shift+I	Indents the cursor/line one tab setting in the code editor.

Exchanging Data

Shortcut	Operation
Ctrl+Alt+I	Import a Package from XML.
Ctrl+Alt+E	Export a Package to XML.
Ctrl+Alt+C	Import and export to data CSV files.

Performing Visual Execution Analysis

Shortcut	Operation
Ctrl+Shift+J	Create a Workbench Instance of a Class.

Shift+F12	Manage Analyzer Scripts on the Execution Analyzer window.
Ctrl+Shift+F 12	Create a Build Script.
Ctrl+Alt+N	Create a Run Script.
Ctrl+Alt+T	Create a Test Script.
Ctrl+Shift+A lt+F12	Create a Deployment script.
Alt+8	Open the Debug window.
F6	Start a Debug session.
Shift+F6	Step Into a function call.
Alt+F6	Step Over a function call.
Ctrl+F6	Step Out of a function call.
Ctrl+Alt+F6	Stop the debug session.

Other Operations

Shortcut	Operation
Shift+F9	Check project data integrity.
Ctrl+Alt+B	Manage Baselines.
Ctrl+Alt+D	Create a Linked Document on an element.
Ctrl+Alt+P	Configure Package Control.
Ctrl+Alt+V	Validate the current Package.
Ctrl+Shift+`	Switches focus to the active view from any window. For example, if you are reviewing something in the Specification Manager and open a dialog on an item, using this key combination returns focus to the Specification Manager.
Ctrl+Shift+B	Manage structural (embedded) elements.
Ctrl+Shift+E or F4	Configure an element's default appearance.
Ctrl+Shift+L	Open a 'Lock <item>' dialog for the selected Package, diagram or element.

Ctrl+Shift+O	Override inherited features.
Ctrl+Shift+W	Select an alternative image for an element.
Ctrl+Shift+Y	Specify which element features are visible on a diagram.
Ctrl+F9	Configure system options.
Ctrl+I	Set an element's parent or implement interface(s).
Ctrl+J	Set cross references to other elements and diagrams.
Ctrl+L	Locate and set the classifier for an object. Also loads a controlled Package from its XML file.
Ctrl+S	Saves changes, mainly in diagrams, but also saves a controlled Package to its XML file and saves and reverse engineers a generated code file to the model
Ctrl+Z	Reverses changes to the content of diagrams, Notes, documents and templates.

F2	Edit the selected property value.
F5	Refresh the selected Package in the Browser window.

Keyboard-Mouse Shortcuts

When you work on an aspect of your model within a diagram, there are a number of operations you can perform quickly using a combination of keyboard keys and the computer mouse.

Keyboard/mouse combinations

Action	Shortcut
Create an element of the same type as was last created on the diagram.	Ctrl+click
Make a duplicate of an existing diagram element.	Ctrl+Shift+hold left mouse button and drag to a new location on the diagram
Display the element 'Properties' dialog for the	Ctrl+click

element shown in the scenario 'Context References' tab.	
Select a number of individual objects for an operation.	Ctrl+click each object
Select a range of objects for an operation.	Shift+click on the first and last object in the range
Move the selected elements along the horizontal axis or vertical axis.	Shift+hold left mouse button and drag
Create a bend in and change the direction	Shift+hold left mouse button and drag

of the connector line.	
Add or remove a bend-point from a connector.	Ctrl+click or Shift+click on the connector at the point to add or remove
Move elements in a section of the diagram ('Sweeper') in any direction, including diagonally.	Alt+hold left mouse button and drag
Zoom in to or zoom out of the diagram.	Ctrl+ mouse scroll wheel
Scroll the diagram horizontally.	Shift+mouse scroll wheel

Diagram Shortcuts

When you have a diagram open, you can use a set of single or combination keyboard keys to move between, select and operate on the elements and connectors within the diagram.

Selecting and Marking Elements

Quick Key	Operation
Enter, comma (,) or period (.)	When no element is currently selected, select the element nearest the top left corner of the diagram or of the section of diagram in view.
. (period)	When an element is selected, change selection to the nearest child element closest to the top left of the selected parent element, on the diagram.
, (comma)	When an element is selected, change selection to the parent element of the selected child element, on the diagram
Arrow keys	Select the next element on the diagram above, below, to the left or to the right of the current element; when moving left or right, the selection tends to be upwards

	rather than downwards.
S	Keep an element selected as you move to another element (using the keyboard arrow keys), so that you can select multiple elements using the keyboard.
Q, F (element name) or F2 (property)	If no element property is selected, highlight the element name for in-place editing. If you have selected an element property, enable it for in-place editing.
F	Select the first editable feature of the item in focus. This is generally the element name but if you select a Tagged Value that has multiple system-defined values (such as the SearchName tag) you can cycle through the list of values to obtain the correct one.
Shift+Space	Bookmark the current element with a red marker.
/	Toggle selection between the current (source) element and its connector.

Inserting Objects, and Cutting and Pasting

Quick Key	Operation
Ctrl+V or Shift+Insert	Paste element(s) from the clipboard as links to the original element(s). The 'Paste <element name>' dialog displays; simply click on the OK button to paste the element.
Ctrl+Shift+V	Paste a diagram element as a duplicate copy of the original element. The 'Paste as New' dialog displays.
Insert or Spacebar	Displays the 'Toolbox Shortcut' menu, from which you can select to create and add an element of one of a wide range of types.
Ctrl+Shift+Insert	Paste an element into the diagram as a metafile image held on the clipboard.
F3	Create a new connector of the same type as the last.
W	Add a way-point to the current connector. (This does not act on every line style.)

| Ctrl+Shift+I | Hide or show selected connectors. |

Positioning Elements

Quick Key	Operation
Alt	Press or tap this key when moving a child element in its parent element on the diagram, to toggle between: • Confining the child element to the parent and • Allowing the child element to be dragged outside the borders of the parent element, thus breaking the child-parent relationship Under Linux or Windows VM, do not *hold* the Alt key down, as this is linked to other behaviors.
Alt+Z	Automatically size selected elements.
Alt+-	Space elements evenly, horizontally.
Alt+=	Space elements evenly, vertically.
Shift+arrow	Move elements by small increments.

keys	
Ctrl+arrow keys	Resize a selected element by small increments.
Ctrl+Alt+Down	Align the bottom edges of selected elements.
Ctrl+Alt+Up	Align the top edges of selected elements.
Ctrl+Alt+Left	Align the left boundaries of selected elements.
Ctrl+Alt+Right	Align the right boundaries of selected elements.

Saving and Undoing Changes

Quick Key	Operation
Ctrl+Z	Undo a change.
Ctrl+Y	Redo an undone change.
Ctrl+S	Save changes to a diagram.

Ctrl+T	Save an image to file.
Ctrl+B	Save an image to the clipboard.

Deletions

Quick Key	Operation
Delete key or Ctrl+D	Delete selected element(s) in a diagram, but not from the model.
Ctrl+Delete	Delete selected element(s) in the diagram from the diagram and from the model.

Displaying Details in Other Windows

Quick Key	Operation
N	Open and/or shift focus to the Notes window.
P	Open and/or shift focus to the Properties window.

R	Open and/or shift focus to the Relationships window.
E	Display the Responsibility window
V	Display the Properties window
Z	If the Inline Specification Manager window is open, set focus to that window.
O	When you have selected an operation, open the Features window at the 'Operations' tab.
A	When you have selected an attribute, open the Features window at the 'Attributes' tab.
G	Display the 'Generate Code' dialog for the selected element, to generate code from it.
Y	Synchronize the code generated from the selected element with the element content.
M	Display the 'New Element' dialog to create a new element.

Ctrl+Shift+N	View the Pan and Zoom window.

Displaying Portals Windows

Quick Key	Operation
1	Display the **Recent Places** portal
2	Display the **Workspaces** portal
3	Display the **Perspectives** portal
4	Display the **Windows** portal
5	Display the **Extend** portal
6	Display the **Execute** portal
7	Display the **Guidebook** portal
8	Display the **Learning** portal

Printing a Diagram

Quick Key	Operation
Ctrl+P	Print the active diagram.