

# UltraEdit Cheat Sheet

## Document Navigation

**Ctrl+Up** Scroll up one line keeping cursor in view  
**Ctrl+Down** Scroll down one line keeping cursor in view  
**F4** Toggle focus between active file and Tree View if shown  
**Alt+Right** Position cursor at first not space character of next paragraph  
**Alt+Left** Position cursor at first not space character of current paragraph (if positioned mid-paragraph) or previous paragraph  
**Alt+Page Up** Position cursor beginning of first line in of the display  
**Alt+Page Down** Position cursor beginning of last line in of the display  
**Alt+'-' \*NM** Position line with cursor at top of window  
**Alt+'+' \*NM** Position line with cursor at bottom of window  
**Alt+'"' \*NM** Position line with cursor at center of window  
**Ctrl+'1' \*NM** Position the cursor at the end of the previous word  
**Ctrl+'2' \*NM** Position the cursor at the end of the next word  
**Ctrl+F6** Make the next document window active  
**Ctrl+Shift+F6** Make the previous document window active

## Search Menu

**Alt+F3 or Ctrl+F** Find a character string  
**Ctrl+F3** Repeat last find toward beginning of file  
**F3** Repeat last find toward end of file  
**Ctrl+B** Find matching brace ([, { or }, ], )  
**Ctrl+R** Find and replace a character string with another  
**Ctrl+G** Goto the specified line (or HEX address)

## View Menu

**Ctrl+U** Toggle File Tree View  
**Ctrl+F8** Toggle Tag List

## Format Menu

**Ctrl+T** Reformat the current paragraph or selected text  
**Ctrl+F5** Convert selected text to lower case  
**ALT+F5** Convert selected text to Upper case  
**F5** Capitalize first character of each word in selected text  
**Shift+F5** Invert case of all characters in selected text  
**Ctrl+K** Invoke the spelling checker  
**ALT+C** Toggle column/block mode on and off

## Select/Delete/Insert

**Ctrl+Left+Shift (or Right)** Selects the word preceding (or following) the cursor  
**Ctrl+Backspace** Delete the word preceding the cursor  
**Ctrl+Delete** Delete the word following the cursor  
**Ctrl+I** Insert a literal character at the cursor position  
**INS** Toggle between Insert and Overstrike mode

## Bookmarks

**Ctrl+F2** Toggle bookmark on and off  
**F2** Goto next bookmark

## File Menu

**Ctrl+N** Create a new document file  
**Ctrl+O** Open an existing document file  
**Ctrl+Q** Open an existing document without showing File Open dialog  
**Ctrl+F4** Close an existing document file  
**Ctrl+S** Save the active document  
**F12** Save the active document as a new file  
**Ctrl+P** Print the active document

## Edit Menu

**Ctrl+X** Cut text from the document into the clipboard  
**Ctrl+C** Copy text from the document into the clipboard  
**Ctrl+V** Paste text from the clipboard into the active document  
**Ctrl+0-9** Select active clipboard  
**Ctrl+A** Select All text in the active document  
**Ctrl+Z** Undo the last action if possible  
**Ctrl+Y** Reverse the last Undo action if possible  
**Ctrl+J** Select the current word (same as double click)  
**Ctrl+E** Delete line the cursor is on  
**Ctrl+F11** Delete from the cursor to start of line  
**Ctrl+F12** Delete from the cursor to end of line  
**Ctrl+W** Toggle Word Wrap on/off  
**F7** Insert time/date at cursor

## DOS Menu

**F9** Run DOS Window command  
**Ctrl+F9** Repeat last DOS Window command  
**F10** Execute Windows Program

## Macro Menu

**Ctrl+M** Replay a macro  
**Ctrl+L** Replay a macro the specified number of times