Keyboard shortcuts: procedures

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Context

Click the element’s name field. The bar at the bottom of the page displays the shortcuts available for the active level.

Starting point

Step 2 — name field of the relevant level

Prerequisites

- Place the cursor in the corresponding field.

Reference

Shortcut	Action
Ctrl + -	Delete the procedure

Shortcut	Action
Ctrl + +	Insert a procedure after
Ctrl + Shift + +	Create a new task
Ctrl + I	Add another name to the procedure
Ctrl + Enter	Duplicate the procedure
Ctrl + Shift + Enter	Split the procedure
Ctrl + Up / Down	Go to the previous / next procedure
Ctrl + Shift + Up / Down	Move the procedure up / down
Ctrl + Space	Hide or show tasks
Ctrl + Left	Go to the parent surface
Ctrl + Right	Go to a child task

Expected result

Commands apply to the active level.

Remember

- Shift is the capital-letter key. Up, Down, Left and Right refer to the arrow keys.
- Shortcuts depend on the active field. The bar in your version is the reference, particularly for Add another name and Split.

See also

- Create and move elements with the mouse

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