# Příkazy a jejich klávesové zkratky k použití při překladu a jeho editaci.

<https://wiki.memsource.com/wiki/Memsource_Editor_User_Manual#Editor_Commands>

Ve dvojicích si projděte jednotlivé příkazy. Žlutou zaznačte ty, které Vám přijdou důležité, šedou ty, kterým nerozumíte. Případně se kdykoli ptejte.

# Keyboard Shortcuts

A complete list of keyboard shortcuts in Memsource Editor is available here: [Keyboard Shortcuts page](https://wiki.memsource.com/wiki/Keyboard_Shortcuts)

# Editor Commands

Editor commands can be launched either from the menu, quick access buttons at the top of the application or keyboard shortcuts.

## Edit

[Ctrl+Enter](https://wiki.memsource.com/wiki/File:Confirmed.png) **Confirm** (Ctrl+Enter)

* Confirms segment as translated and saves it into TM

[Ctrl+Shift+Enter](https://wiki.memsource.com/wiki/File:Unconfirm.png) **Unconfirm** (Ctrl+Shift+Enter)

* Unconfirms a segment

[Ctrl+Insert or Cmd+Shift+i](https://wiki.memsource.com/wiki/File:Copy-source.png) **Copy Source to Target** (Ctrl+Insert or Cmd+Shift+I on Mac)

* Copies text in the source segment to the target segment and also works for any selection of the source text

[Ctrl+D](https://wiki.memsource.com/wiki/File:Delete-target.png) **Delete Target** (Ctrl+D)

* Deletes text in target segment

[F8](https://wiki.memsource.com/wiki/File:Insert-tag.png) **Insert Tag** (F8)

* Insert tags; when inserting {1>paired tags<1}, first select the text to get enclosed in tags and only then hit the **Insert Tag** command. In this way both tags will be inserted at once around the selected text.

[Ctrl+Shift+F8](https://wiki.memsource.com/wiki/File:Insert-tag.png) **Insert All Tags** (Ctrl+Shift+F8)

* Insert all tags from the source segment at the cursor position in the target segment.

**Create Custom Tag** (Alt+F8)

* Creates an arbitrary unpaired tag in target (supported for XLIFF, HTML and XML source files), to edit press F2 first.

**Create Custom Paired Tag** (Alt+Shift+F8)

* Creates an arbitrary paired tag in target (supported for XLIFF, HTML and XML source files), to edit press F2 first.

**Expand Tags** (Ctrl+Shift+T)

* Expands tags and displays tag content (supported for XLIFF, HTML and XML source files)

**Remove All Tags** (Ctrl+F8)

* Remove all tags from the target

**Toggle Case** (Shift+F3)

* Toggles upper case to lower case and vice versa

**Insert symbol**

**Insert Non-breaking Space** (Ctrl+Shift+Space)

* Inserts a non-breaking space

**Insert Non-breaking Hypen**

* Inserts a non-breaking Hypen

**Insert New Line** (Shift+Enter)

* Inserts a line break

**Undo** (Ctrl+Z)

* Undo last action

**Redo** (Ctrl+Y)

* Redo last action

[Ctrl+E](https://wiki.memsource.com/wiki/File:Split.png) **Split Segment** (Ctrl+E)

* Splits a segment in two, the cursor has to be in the **source** segment to split

[Ctrl+J](https://wiki.memsource.com/wiki/File:Merge.png) **Join Segment** (Ctrl+J)

* Joins the selected segment with the segment below

[Ctrl+L](https://wiki.memsource.com/wiki/File:Lock-segment.png) **Lock/Unlock Segment** (Ctrl+L)

* Locks or unlocks the selected segment

**Repetition Exception**

* Marks a repetition as a [repetition exception](https://wiki.memsource.com/wiki/MemSource_Editor_User_Manual#Repetition_Exception)

**Select All Segments** (Ctrl+Shift+A)

* Selects all segments

[Ctrl+ArrowUp](https://wiki.memsource.com/wiki/File:Move-up.png) **CAT Results Move Up** (Ctrl+ArrowUp or Cmd+Up on Mac)

* Moves the cursor up to the next result in the CAT pane

[Ctrl+ArrowDown](https://wiki.memsource.com/wiki/File:Move-down.png) **CAT Results Move Down** (Ctrl+ArrowDown or Cmd+Down on Mac)

* Moves the cursor down to the next result in the CAT pane

[Ctrl+Space](https://wiki.memsource.com/wiki/File:Insert.png) **CAT Results Insert** (Ctrl+Space or Cmd+Ctrl+Space on Mac)

* Inserts the selected TM or TB match in the appropriate segment

**CAT Results Insert from**

* E.g. Ctrl+1 to insert match no. 1 in the appropriate segment

**Move to First Segment** (Ctrl+Home)

* Moves the cursor to the first segment

**Move to Last Segment** (Ctrl+End)

* Moves the cursor to the last segment

[Ctrl+Tab](https://wiki.memsource.com/wiki/File:Move.png) **Toggle Cursor Source/Target** (Ctrl+Tab)

* Moves cursor between source and target

**Edit Source** (F2)

* Press to edit the source text (e.g. where a typing error needs to be corrected)

**Edit Comment** (Ctrl+M)

* Press to edit comment

## Tools

**Find** (Ctrl+F)

* Opens the [Find](https://wiki.memsource.com/wiki/Memsource_Editor_User_Manual#Find_.26_Replace) window

**Find/Replace** (Ctrl+H)

* Opens the [Find & Replace](https://wiki.memsource.com/wiki/Memsource_Editor_User_Manual#Find_.26_Replace) window

**Find Next** (F3)

* Finds next

**Find Previous** (Alt+F3)

* Finds previous

**Filter** (Ctrl+Shift+F)

* Filters segments with the selected text

[Ctrl+T](https://wiki.memsource.com/wiki/File:Add-term.png) **Add Term** (CTRL+T (ALT+T))

* Adds the selected text to a term base (hit Enter to save the new terms, hit Esc to close the new term window)

[Ctrl+K](https://wiki.memsource.com/wiki/File:Search.png) **Search\* TM/TB** (CTRL+K)

* Searches the project translation memories and term bases for the selected word or phrase using [wildcard search](https://wiki.memsource.com/wiki/Wildcard_search)

[Ctrl+Shift+K](https://wiki.memsource.com/wiki/File:Search.png) **Search TM/TB** (CTRL+SHIFT+K)

* Searches the project translation memories and term bases for the selected word or phrase using exact search (in quotes)

**Spellcheck** (F7)

* Launches spellchecker

**Run QA** (F9)

* Launches Quality Assurance Check

**Context Note (Atl + N)**

* show/hide Context Note window at the bottom of the Editor.

**Preview** (Offers real-time preview of the translated segment. Available only for specific file formats: Microsoft Word, HTML, XML with XSL template and DITA.)

* Disable
* Source
* Target

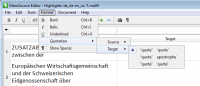
**Go to Segment (CTRL+G)**

* Jumps to segment with specified number

**Preferences**

* Opens [Preferences](https://wiki.memsource.com/wiki/MemSource_Editor_User_Manual#Preferences) window

## Format

[](https://wiki.memsource.com/wiki/File:Quotation.png)

Quotation settings

**Bold**

* Ctrl+B

**Italic**

* Ctrl+I

**Underline**

* Ctrl+U

**Subscript**

* Ctrl+-

**Superscript**

* Ctrl+Shift+-

**Quotation**

* Select [quotation settings](https://wiki.memsource.com/images/8/8c/Quotation.png)

**Show spaces**

* Toggle to display hidden characters (such as space, non-break space, new line)

## Document

[View Original](https://wiki.memsource.com/wiki/File:View-original.png) **View Original**

* Opens the original (source) file

[Preview Translation](https://wiki.memsource.com/wiki/File:Preview-translation.png) **Preview Translation**

* Opens the translated (target) file

[Upload to Server](https://wiki.memsource.com/wiki/File:Upload-translation.png) **Upload to Server**

* Uploads all translated (confirmed and unconfirmed) segments to server; only confirmed segments are saved to the translation memory

[Export to DOCX](https://wiki.memsource.com/wiki/File:Convert-to-docx.png) **Export to Bilingual DOCX**

* Converts an MXLIFF file to a bilingual DOCX file

[Import from DOCX](https://wiki.memsource.com/wiki/File:Convert-to-docx.png) **Import from Bilingual DOCX**

* Converts a DOCX file to a bilingual MXLIFF file