














WORDFAST FUNCTIONS – QUICK KEY, BY ABC

BackColor (<i>Ctrl+Alt+B</i>)	Blackens the segment to make light fonts more visible
CloseSegment (<i>Shift+Alt+End</i>)	Close the current segment without adding it to the TM.
 Contexts (<i>Ctrl+Alt+C</i>)	Searches TM to find TUs containing phrase (select/type in)
 CopyPlaceable (<i>Ctrl+Alt+Down</i>)	Drops placeable/glossary translation into target segment
 CopySource (<i>Alt+Insert</i>)	Copy the unchanged source text into the target segment.
CopySourceFormat (<i>Ctrl+Alt+Insert</i>)	Formats target text the same as in source text (e.g. font)
CopyTM (<i>Shift+Alt+Insert</i>)	Translated segment shown above text → target segment
CopyToTarget (<i>Alt+F12</i>)	Copy selected text from any source into target segment.
DeleteTarget (<i>Ctrl+Alt+X</i>)	Delete all the text in the target segment.
DeleteTU (<i>Ctrl+Alt+Backspace</i>)	Delete the TU that produced a suggested translation.
 Dictionary1 (<i>Ctrl+Alt+D</i>)	Look up a word in currently active external dictionary #1.
Dictionary2 (<i>Ctrl+Alt+F</i>)	Look up a word in currently active external dictionary #2.
 EditMemory (<i>Alt+M</i>)	Open the translation memory editor.
EditTerm (<i>Ctrl+Alt+Enter</i>)	Opens glossary window to edit placeable (select first)
 EndTranslation (<i>Alt+End</i>)	Close (end) a translation session (e.g. before closing doc.)
 ExpandSegment (<i>Alt+PageDown</i>)	Puts the next segment in with the current one.
Force Segment (<i>Shift+Alt+Down</i>)	Go to segment where cursor is placed (e.g. skip a section)
 Glossary (<i>Ctrl+Alt+T</i>)	Finds selected source word in dropdown glossary
MarkTerm (<i>Ctrl+Alt+T</i>)	Add term to a glossary (mark first source, then target)
 Memory (<i>Ctrl+Alt+M</i>)	Displays similar target and source stored in TM, above text
MemoryMode (<i>Shift+Alt+M</i>)	Work with / without using the TM
MTMode (<i>Ctrl+Alt+A</i>)	Toggles machine translation mode on and off
NextMatch (<i>Alt+Right</i>)	Choose next of several TUs that match source text
 NextPlaceable (<i>Ctrl+Alt+Right</i>)	Move right within placeables in source segment
 NextSegment (<i>Alt+Down</i>)	Go to the next segment (from cursor) / Open first segment
PandoraBox (<i>Ctrl+Alt+P</i>)	Turn off (and on) all commands entered in <i>Pandora's box</i>
PreviousMatch (<i>Alt+Left</i>)	Choose previous of several TUs that match source text
 PreviousPlaceable (<i>Ctrl+Alt+Left</i>)	Move left within placeables in source segment
PreviousSegment (<i>Alt+Up</i>)	Return to the previous segment
Provisional (<i>F10</i>)	Opened segment is marked as “provisional”, to check later
 QualityCheck (<i>Shift+Ctrl+Q</i>)	Checks spelling, spacing, differences to glossary
 QuickClean (<i>Ctrl+Alt+Q</i>)	Quickly cleans up, no memory update / report
 Reference (<i>Ctrl+Alt+N</i>)	Phrase search in reference folder chosen in Setup
Relink	Links document back to Excel (etc) file after Unlink function
Restart (<i>Alt+Home</i>)	Resume a reopened translation where last worked on
RestoreSegment (<i>Alt+Delete</i>)	Cancel segment, returns it to unsegmented state
SeeTerm (<i>Ctrl+Alt+Up</i>)	All source words become placeables, to drop down “as is”
ShowAll (<i>Ctrl+Comma</i>)	Turn on and off preview of target text only
ShrinkLeft (<i>Ctrl+Alt+L</i>)	Skips translation of 1 st letter / no. at start of segment
 ShrinkSegment (<i>Alt+PageUp</i>)	Reverts any use of Expand Segment function (see above)
 TranslateUntilNoMatch (<i>Ctrl+Shift+PageDown</i>)	Auto translates any part with a 100% match in memory
Unlink	Unlinks document from Excel (etc) file it is linked to
 Wordfast	Open Wordfast setup window