

# Keyboard shortcuts in Process Template Editor

| Macintosh Keyboard Shortcut | Windows Keyboard Shortcut | Description                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ⌘ + Delete                  | Ctrl + Delete             | Destroys the selected process template or process template group                                                                                                                                                                                                                                                                                       |
| ⌘ + RETURN                  | Ctrl + Enter              | Opens the selected process template                                                                                                                                                                                                                                                                                                                    |
| ⌘ + C                       | Ctrl + C                  | Copies the selected process template                                                                                                                                                                                                                                                                                                                   |
| ⌘ + N                       | Ctrl + N                  | When a process template type, process template group, or process template is selected, opens a new process template of the same type.<br>For example, select an existing archive process template or archive process template group, and then press Ctrl + N. A new archive process template opens with the default archive process template settings. |
| ⌘ + Q                       | Ctrl + Q                  | Quits Workshop                                                                                                                                                                                                                                                                                                                                         |
| ⌘ + R                       | Ctrl + R                  | Refreshes the current window                                                                                                                                                                                                                                                                                                                           |
| ⌘ + V                       | Ctrl + V                  | Pastes a copied process template into the selected process template group                                                                                                                                                                                                                                                                              |
| ⌘ + W                       | Ctrl + W                  | Closes the Process Template Editor window                                                                                                                                                                                                                                                                                                              |
| ⌘ + X                       | Ctrl + X                  | Removes the selected process template                                                                                                                                                                                                                                                                                                                  |