Picardy commands

Menus

All commands are available from the Edit pane. Commands available from the Preview pane and the New/Edit Item dialogs are indicated.

Menu	Menu item	Keystroke	Preview pane	New/ Edit Item dialog	Toolbar button
File	New Index	Ctrl+N	✓		
	New From Template …		✓		
	Open…	Ctrl+O	✓		
	Save	Ctrl+S	✓		
	Save As…	Ctrl+Shift+S	✓		
	Export…	Ctrl+R	✓		
	Import…		✓		
	Merge…		✓		
	Backups ▶ Go To Backups Delete Backups for This Index Delete All Backups	Ctrl+Shift+O	 ✓ ✓ ✓		
	Print Edit pane		✓		
	Close file	Ctrl+W	✓		
	Exit		✓		
	Recent Files ▶		✓		
Edit	Find…	Ctrl+F	✓		
	Cut	Ctrl+X		✓	
	Copy	Ctrl+C		✓	
	Paste	Ctrl+V		✓	
	Smart Paste	Ctrl+Shift+V		✓	
	Paste Formatted (Word & web only)	Ctrl+Alt+V			
	Undo	Ctrl+Z			
	Redo	Ctrl+Y			
	Bold	Ctrl+B		✓	**B**
	Italic	Ctrl+I		✓	*I*
	Small Caps	Ctrl+M		✓	
	Ignore in Sort	Ctrl+G		✓	
	Use in Sort and Hide	Ctrl+H		✓	

Menu	Menu item	Keystroke	Preview pane	New/ Edit Item dialog	Toolbar button
Item	New item…	Ctrl+K			
	Edit Item…	Edit pane: Ctrl+E Preview pane: Ctrl+Shift+E			
	Select Item	Ctrl+Shift+A			
	Delete Item	Ctrl+Shift+D			
	Toggle Ignore Item	Ctrl+Q			
	Flip Headings	Ctrl+1		✓	
	Duplicate Item	Ctrl+2			
	See to Double-post	Ctrl+3			
	Delete Ignored/Blank Items	Ctrl+4			
	Collapse	Ctrl+5		✓	
	Collapse All Like This	Ctrl+6			
	Duplicate Pages	Ctrl+7			
	Join Headings	Ctrl+8		✓	
	Duplicate and Flip	Ctrl+9			
	Capitalize ▶ Main headings References		✓		
	Uncapitalize ▶ Main headings References		✓		
	Main Headings Format ▶ Bold Italic Plain		✓		
View	Preview	Ctrl+P	✓		
	Preview By Page Number	Ctrl+Shift+P	✓		
	Highlight Items Created Today	Ctrl+Shift+Q	✓		
	Highlight Items Modified Today	Ctrl+Shift+R	✓		
	Scratchpad…		✓		
	Sort Edit Pane		✓		
	Revert Edit Pane		✓		
Tools	Validate Index	Ctrl+L			
	Check Item	Ctrl+Shift+L			
	Error Report		✓		
	Check Spelling	F2			
	Next Mark	F3			
	Previous Mark	F4			
	Check Undifferentiated	F8	✓		
	Statistics		✓		
	Add Highlight ▶ Choose Color…	F7			
	Remove Highlight	Shift+F7			
	Remove All Highlights				
	Find Highlights ▶				
	Show/Hide Highlights				
	Remove Marks		✓		
	Insert/Delete Pages…		✓		
	Character Map…		✓		

Menu	Menu item	Keystroke	Preview pane	New/ Edit Item dialog	Toolbar button
Configuration	Settings…		✓		⚙
	Styles…		✓		AA
	Abbreviations…		✓		
	Realphabetizations…		✓		
	Function Words…		✓		
	Edit User Dictionary…		✓		
	Save As Template …		✓		
	Apply Template …		✓		
Groups	New Group …		✓		
	Delete Group …		✓		
	Add Item to Group				
	Remove Item from Group				
	Edit Group	Ctrl+T	✓		
	Revert to Index	F12	✓		
	Group on Selection				
	Group on Marks		✓		
	Group on Highlights ▶		✓		
	Group on Heading		✓		
	Show/Hide Group ▶		✓		
Clipboard	Invert Name	Ctrl+F1		✓	
	Invert Name and Initialize	Ctrl+F2			
	Invert Name and Initialize (no dots)	Ctrl+F3			
	Split at Commas	Ctrl+F4			
	Split Names at Commas and Invert	Ctrl+F5		✓	
	Pluralize	Ctrl+F6		✓	
	Paste Right-to left name	Ctrl+F7		✓	
	Paste Right-to-left text	Ctrl+F8		✓	
	Double Quotes	Ctrl+"		✓	
	Single Quotes	Ctrl+'		✓	
	Italicize	Ctrl+Shift+I		✓	
	Embolden	Ctrl+Shift+B		✓	
Help	Help File	F1	✓		?
	Commands		✓		
	About		✓		

Context menus

To access the context menus, right click in the appropriate pane.

Menu	Menu Item	Keystroke
Preview pane	View in Edit pane	Ctrl+Right arrow
	Edit	Ctrl+Shift+E
	Open in Bbrowser	
	Select all	Ctrl+A
Edit pane	Cut	
	Copy	
	Paste	
	Undo	
	Redo	
	View in Preview pane	Ctrl + Left arrow
	Add to Dictionary	Ctrl+D
	Insert Abbreviation	
	Select All	Ctrl+A
	Print Edit pane	

Commands

To access the context menus, right click in the appropriate pane.

Command	Menu	Shortcut	Button
Abbreviations			
Define	Configuration		
Insert	Edit pane context menu		
About Picardy	Help		
Acronyms (Abbreviations)	Configuration		
Add			
Highlight	Tools	F7	
Item to group	Groups		
Term to dictionary	Edit pane context menu	Ctrl+D	
Alphabetical display			
Edit pane (Sort)	View		
Preview pane (Preview)	View	Ctrl+P	
Alphabetization			
Edit pane	View		
Hide text	Edit	Ctrl+H, ^…^	
Ignore text	Edit	Ctrl+G, {…}	
Overriding (Realphabetization)	Configuration		
Setting	Configuration → Settings		
As-entered order, Revert to	View		
Backups			
Delete all	File	Ctrl+Shift+O	
Delete for this index	File		
Go to	File		
Set time and folder	Configurations → Settings → Misc		
Blank lines, Delete	Item	Ctrl+4	
Bold text	Edit	Ctrl+B, *…*	**B**
Main headings	Item		
Pasted text	Clipboard	Ctrl+Shift+B	
Capitalize			
Main headings & references	Item		
Small caps	Edit	Ctrl+M, %…%	
Character map	Tools		
Check			
Index (Validate Index)	Tools	Ctrl+L	
Item	Tools	Ctrl+Shift+L	
Spelling. See Spell check			
Undifferentiated page numbers	Tools	F8	
Close file	File	Ctrl+W	
Collapse			
Item	Item	Ctrl+5	
All subheadings	Item	Ctrl+6	
Commands list	Help		
Conjunctions, Ignore	Configuration → Function words		
Copy text	Edit Edit pane context menu	Ctrl+C	
Cross-references			
Capitalize & Uncapitalize	Item		
Format	Configuration → Settings		
See to double-post	Item	Ctrl+3	
Cut text	Edit Edit pane context menu	Ctrl+X	

Command	Menu	Shortcut	Button
Delete			
Backups	File		
Group	Groups		
Ignored/Blank items	Item	Ctrl+4	
Pages	Tools		
Selected item	Item	Ctrl+Shift+D	
Dictionary			
Add term to	Edit pane context menu	Ctrl+D	
Edit	Configuration		
Double-post (See to double-post)	Item	Ctrl+3	
Duplicate			
Item	Item	Ctrl+2	
and Flip headings	Item	Ctrl+9	
Page numbers	Item	Ctrl+7	
Edit item(s)			
From Edit pane	Item	Ctrl+E	
From Preview pane	Preview pane context menu	Ctrl+Shift+E	
Group	Groups	Ctrl+T	
Edit pane			
As-entered order	View		
Print	File; Edit pane context menu		
Sorted order	View		
Style	Configuration → Styles		
View item in (from Preview pane)	Preview pane context menu	Ctrl+Right arrow	
Error tracking			
Export report	Tools		
Validate index	Tools	Ctrl+L	
Validate item	Tools	Ctrl+Shift+L	
Exit	File		
Export index	File	Ctrl+R	
Report	Tools		
Settings	Configuration → Settings		
Filing order. *See* Alphabetization			
Find text	Edit	Ctrl+F	
Flip headings	Item	Ctrl+1	
and Duplicate item	Item	Ctrl+9	
Format text			
Bold	Edit	Ctrl+B	**B**
Italics	Edit	Ctrl+I	*I*
Main headings	Item		
Small caps	Edit	Ctrl+M	
Function words, Ignore	Configuration		
Groups			
Add item	Groups		
Delete group	Groups		
Edit group	Groups	Ctrl+T	
Group on highlights	Groups		
Group on marks	Groups		
Group on selection	Groups		
Hide group	Groups		
New group	Groups		
Remove item	Groups		
Revert to index	Groups	F12	
Show group	Groups		

Command	Menu	Shortcut	Button
Headings			
Capitalize & Uncapitalize	Item		
Collapse subheading	Item	Ctrl+5	
Collapse all subheadings	Item	Ctrl+6	
Flip	Item	Ctrl+1	
Format	Item		
Group on	Groups		
Join	Item	Ctrl+8	
Help	Help	F1	
Hide			
Hide groups	Groups		
Hide highlights	Tools		
Hide text in Sort	Edit	Ctrl+H, ^…^	
Highlight/s			
Add	Tools	F7	
Find	Tools		
Group on	Groups		
Items created today	View	Ctrl+Shift+Q	
Items modified today	View	Ctrl+Shift+R	
Remove	Tools	Shift+F7	
Remove all	Tools		
Show/Hide	Tools		
Ignore			
Delete ignored items	Item	Ctrl+4	
Function words	Configuration		
Item	Item	Ctrl+Q	
In Sort	Edit	Ctrl+G, {…}	
Import index	File		
Indexes			
Backups	File	Ctrl+Shift+O	
Close	File	Ctrl+W	
Export	File	Ctrl+R	
Import	File		
Merge	File		
New	File	Ctrl+N	
New from template	File		
Open	File	Ctrl+O	
Recent	File		
Save	File	Ctrl+S	
Save as	File	Ctrl+Shift+S	
Insert pages	Tools		
Invert name and paste	Clipboard	Ctrl+F1	
and initialize	Clipboard	Ctrl+F2	
and initialize (no dots)	Clipboard	Ctrl+F3	
Italics	Edit	Ctrl+I, _…_	
Main headings	Item		
Pasted text	Clipboard	Ctrl+Shift+I	

Command	Menu	Shortcut	Button
Items			
Add to group	Groups		
Collapse	Item	Ctrl+5	
Collapse all	Item	Ctrl+6	
Delete	Item	Ctrl+Shift+D	
Delete ignored/blank items	Item	Ctrl+4	
Duplicate	Item	Ctrl+2	
Edit	Item	Ctrl+E	
Ignore	Item	Ctrl+Q	
Format main headings	Item		
New	Item	Ctrl+K	
Remove from group	Groups		
Select	Item	Ctrl+Shift+A	
Keyboard shortcuts list	Help → Commands		
Labels *see* Groups; Highlights			
Lists, Split at commas	Clipboard	Ctrl+F4	
Locators, see Page numbers			
Join headings and subheadings	Item	Ctrl+8	
Main headings. *See* Headings			
Marked items			
Go to next	Tools	F3	
Go to previous	Tools	F4	
Group on	Groups		
Remove marks	Tools		
Merge indexes	File		
Names, Paste			
Invert	Clipboard	Ctrl+F1	
Invert and initialize	Clipboard	Ctrl+F2	
Invert and initialize (no dots)	Clipboard	Ctrl+F3	
Right-to-left	Clipboard	Ctrl+F8	
Split at commas and invert	Clipboard	Ctrl+F5	
New group	Groups		
New index	File	Ctrl+N	
New from Template	File		
New item	Item	Ctrl+K	
Next mark	Tools	F3	
Open index	File	Ctrl+O	
Output *See* Export index			
Page numbers			
Check undifferentiated	Tools	Ctrl+F8	
Duplicate	Item	Ctrl+F7	
Format	Configuration → Settings		
Insert/delete	Tools		
Preview by	View	Ctrl+Shift+P	
Separators	Configuration → Settings → Export		
Page number order, Preview pane	View	Ctrl+Shift+P	
Paste name from MS Word & browser	Clipboard	Ctrl+F8	
Invert	Clipboard	Ctrl+F1	
Invert and initialize	Clipboard	Ctrl+F2	
Invert and initialize (no dots)	Clipboard	Ctrl+F3	
Right-to-left	Clipboard	Ctrl+F7	
Split at commas and invert	Clipboard	Ctrl+F5	

Command	Menu	Shortcut	Button
Paste text			
From Picardy item	Edit; Edit pane context menu	Ctrl+V	
From PDF, MS Word or web browser			
Double quotes	Clipboard	Ctrl+"	
Embolden	Clipboard	Ctrl+Shift+B	
Formatted (Word & browser only)	Edit	Ctrl+Alt+V	
Italicize	Clipboard	Ctrl+Shift+I	
Pluralize	Clipboard	Ctrl+F6	
Right-to-left	Clipboard	Ctrl+F8	
Single quotes	Clipboard	Ctrl+'	
Smart	Clipboard	Ctrl+Shift+V	
Pluralize pasted text	Clipboard	Ctrl+F6	
Prepositions, Ignore	Configuration → Function words		
Preview pane			
Go to; Alpha order; Refresh	View	Ctrl+P	
Open in browser	Preview pane context menu		
Page number order	View	Ctrl+Shift+P	
Style	Configuration → Styles		
View item in (from Edit pane)	Right click in Edit pane	Ctrl+Left arrow	
Previous mark	Tools	F4	
Print Edit pane	File		
Quote marks in pasted text			
Double	Clipboard	Ctrl+”	
Single	Cllpboard	Ctrl+’	
Realphabetizations	Configuration		
Recent indexes	File		
Redo (Reverse Undo)	Edit Edit pane context menu	Ctrl+Y	
References			
Capitalize & Uncapitalize	Item		
Format	Configuration → Settings		
See to double-post	Item	Ctrl+3	
Remove item from group	Groups		
Remove marks	Tools		
Revert to index from group	Groups	F12	
Right-to-left text			
Paste name	Clipboard	Ctrl+F7	
Paste text	Clipboard	Ctrl+F8	
Save	File	Ctrl+S	
Save as	File	Ctrl+Shift+S	
Template	Configuration		
Scratchpad	View		
See to double-post	Item	Ctrl+3	
Select item		Ctrl+Shift+A	
Select all items	Right click	Ctrl+A	
Selection, Group on	Groups		
Separators after headings	Configuration → Settings → Export		
Settings	Configuration		
Shortcuts list	Help → Commands		
Show			
Groups	Groups		
Highlights	Tools		
Smart paste	Clipboard	Ctrl+Shift+V	
Small caps	Edit	Ctrl+M, %…%	
Sort order. *See* Alphabetization			

Command	Menu	Shortcut	Button
Spell check			
Check spelling	Tools	F2	abc ✓
Edit dictionary	Configuration		
Language	Configuration → Settings		
Split list and paste			
Names at commas and invert	Clipboard	Ctrl+F5	
Text at commas	Clipboard	Ctrl+F4	
Statistics	Tools		
Styles, Setting	Configuration		AA
Subheadings			
Collapse all	Item	Ctrl+6	
Collapse item	Item	Ctrl+5	
Join with heading	Item	Ctrl+8	
Templates			
Apply	Configuration		
New index from	File		
Save as	Configuration		
Text			
Bold	Edit	Ctrl+B, *…*	**B**
Hide in sort	Edit	Ctrl+H, ^…^	
Ignore in sort	Edit	Ctrl+G, {…}	
Italics	Edit	Ctrl+I, _…_	*I*
Small caps	Edit	Ctrl+M, % %	
Toolbar list	Help → Commands		
Uncapitalize Main headings & references	Item		
Undifferentiated page numbers, Check	Tools	F8	
Undo	Edit Edit pane context menu	Ctrl+Z	↶
Validate			
Index	Tools	Ctrl+L	
Item	Tools	Ctrl+Shift+L	

Keyboard shortcuts

Function Keys

F1	Help	F7	Add Highlight
F2	Check Spelling	F8	Check Undifferentiated
F3	Next Mark	F12	Revert to Index (Groups)
F4	Previous Mark	Shift+F7	Remove Highlight

Control+

A	Select All	1	Flip Heading
B	Bold	2	Duplicate Item
C	Copy	3	See to Double-post
E	Edit Item …	4	Delete Ignored/Blank Items
F	Find …	5	Collapse
G	Ignore in Sort	6	Collapse All Like This
H	Use in Sort and Hide	7	Duplicate Pages
I	Italic	8	Join Headings
K	New Item …	9	Duplicate and Flip
L	Validate Index		
M	Small Caps	F1	Clipboard: Invert Name
N	New Index	F2	Clipboard: Invert Name and Initialize
O	Open …	F3	Clipboard: Invert Name and Initialize (no dots)
P	Preview	F4	Clipboard: Split at Commas
Q	Toggle Ignore Item	F5	Clipboard: Split Names at Commas and Invert
R	Export …	F6	Clipboard: Pluralize
S	Save	F7	Clipboard: Paste Right-to-left Name
T	Edit Group	F8	Clipboard: Paste Right-to-left Text
V	Paste		
W	Close File	"	Clipboard: Double Quotes
X	Cut	'	Clipboard: Single Quotes`
Y	Redo		
Z	Undo		

Control+Shift+

A	Select Item	P	Preview by Page Number
B	Clipboard: Embolden	Q	Highlight Items Created Today
D	Delete Item	R	Highlight Items Modified Today
I	Clipboard: Italicize	S	Save As …
L	Check Item	V	Smart Paste
O	Go To Backups		

Control+Alt+

V	Paste Formatted

Toolbar

New Index CtrlN
Open Ctrl+O
Save Ctrl+S
Save As Ctrl+Shift+S
Import
Export Ctrl+R
Find Ctrl+F
Cut Ctrl-X
Copy Ctrl+C
Paste Ctrl+V
Undo Ctrl+Z
Redo Ctrl+Y
Bold Ctrl+B
Itlics Ctrl+I
New Item Ctrl+K
Edit Item Ctrl+E
Preview Ctrl+P
abc
Check Spelling F2
Next Mark F3
Previous Mark F4
Add Highlight F7
Remove Marks
Settings
Styles
Help Files
Exit

KEYBOARD SHORTCUTS

Edit

New/Edit Item dialog		
	Find…	Ctrl+F
●	**Cut**	Ctrl+X
●	**Copy**	Ctrl+C
●	**Paste**	Ctrl+V
●	**Smart Paste**	Ctrl+Shift+V
	Paste Formatted	Ctrl+Alt+V
	Undo	Ctrl+Z
	Redo	Ctrl+Y
●	**Bold**	Ctrl+B
●	**Italic**	Ctrl+I
●	**Small Caps**	Ctrl+M
●	**Ignore in Sort**	Ctrl+G
●	**Use in Sort and Hide**	Ctrl+H

Item

	New item…	Ctrl+K
	Edit Item…	Ctrl+E
	Select Item	Ctrl+Shift+A
	Delete Item	Ctrl+Shift+D
	Toggle Ignore Item	Ctrl+Q
●	**Flip Headings**	Ctrl+1
	Duplicate Item	Ctrl+2
	See to Double-post	Ctrl+3
	Delete Ignored/Blank Items	Ctrl+4
●	**Collapse**	Ctrl+5
	Collapse All Like This	Ctrl+6
	Duplicate Pages	Ctrl+7
●	**Join Headings**	Ctrl+8
	Duplicate and Flip	Ctrl+9

Groups

	Edit Group	Ctrl+T
	Revert to Index	F12

Clipboard

●	**Invert Name**	Ctrl+F1
●	**Invert Name and Initialize**	Ctrl+F2
●	**Invert Name and Initialize (no dots)**	Ctrl+F3
	Split at Commas	Ctrl+F4
	Split Names at Commas and Invert	Ctrl+F5
●	**Pluralize**	Ctrl+F6
●	**Paste Right-to left name**	Ctrl+F7
●	**Paste Right-to-left text**	Ctrl+F8
●	**Double Quotes**	Ctrl+"
●	**Single Quotes**	Ctrl+'
●	**Italicize**	Ctrl+Shift+I
●	**Embolden**	Ctrl+Shift+B