

5.2 Cheat sheet: cmsExplorer

cmsExplorer cheat sheet

The cmsExplorer shows folders and documents and is basic tool to create, change and to navigate through the content structure. Use **Tab** to switch between the folder tree and the document list.

Below the listing of the shortcuts, icons and actions that are respectively possible.

Users guide

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	Alt+N New folder	Creates a new sub folder
	F2 Rename folder	
	Entf Delete folder	Removes the folder only if no subfolders and documents are left
	Ctrl+C Copy	Copy the folder into clipboard
	Ctrl+X Cut	"Cut" the folder from its origin place and prepare a folder-move
	Ctrl+V Insert	Move a formerly cut folder or insert/move documents from clipboard
	Favor	Remember this folder in the Favorites

Actions on folders in the cmsExplorer window

	Enter Open	Open the document window or put the already opened document window up front
	Favor	Add the document to the users favorites
	cmsExplorer	Open a new cmsExplorer window selecting the document
	Preview	Open a new browser window with the preview of the website
	Alt+N New document	Create a new document
	F2 Rename	Rename the document
	Del Delete latest version	Delete the latest version and activate the version before
	Alt+Del Destroy	Delete all versions
	Ctrl+C Copy	Copy the document into the clipboard
	Ctrl+X Cut	Prepare a move to another folder
	Ctrl+V Paste	Move or copy the document from clipboard
	Approve	Approve the document for publication
	Publish	Publish the document and maybe all approved referenced documents

Actions with documents in the cmsExplorer