5.3 Cheat sheet: Desktop

Users guide [+]

5 Tipps and Tricks [+]

5.3 Cheat sheet: Desktop

The desktop from cmsWorks makes the work with different input windows possible and provides the search and different views to the contents.

Below the listing of the schortcuts, icons and actions that are possible in each case.

General Desktop Actions

In the desktop there are general shortcuts that work at every point on the desktop.

Alt + H	Activate the main menu
Alt + W, ESC	Closes the active window
Alt + Q	Changes to the next window
Ctrl + Shift + E	Opens the cmsExplorer
Ctrl + Shift + S	Opens the general search
Ctrl + Shift + L	Opens the window of the last changed documents
Ctrl + Shift + M	Opens the window of my last changed documents

Possible actions in the desktop

Workbook

The Workbook is a tool to rediscover contents and windows of the desktop. The shortcuts of the Workbook can be used on the desktop at any time. They open the appropriate view of the Workbook.

Alt + 1	Windows
Alt + 2	Favorites
Alt + 3	Recently visited
Alt + 4	Edited
Alt + 5	Changed
Alt + 6	All changes
Alt + 7	Publications

Shortcuts to access the different tabs of the Workbook