



List of DocMoto shortcuts:

To	Press
Create New Folders	Shift + cmd + N
Edit Folder Properties	Shift + cmd + E
Create Document from Master	Shift + cmd + C
Add Existing File(s) to a folder within DocMoto	Shift + cmd + F
Check-Out to Edit (Lock)	Shift + cmd + O
Check-In to Confirm Changes	Shift + cmd + I
Version History	Shift + cmd + H
Quick Look	Space
Subscribe (watch items and be notified of changes)	Shift + cmd + S
Unsubscribe	Shift + cmd + U
Permissions	Shift + cmd + P
Print	cmd + P
Rename	Shift + cmd + R
Refresh (view)	cmd + R
Refresh All	alt + cmd + R

To	Press
Show in Finder (this option is only available to checked-out files/folders)	cmd + F
Move to Trash	cmd + <-
Back (navigation)	cmd + [
Forward (navigation)	cmd +]
DocMoto - Preferences	cmd + ,
Quit DocMoto	cmd + Q

Notes: The shortcuts list above are the most commonly used functions within DocMoto. There are a few functions that as yet have not been assigned a shortcut (they will be in due course). I have included these in the table below.

To	Press
Add to Favourites	Not Assigned
Mail as Attachment	Not Assigned
Update Document Tags	Not Assigned
Print Special	Not Assigned