

MAXQDA Shortcuts

Getting Around MAXQDA

Alt + Q	Open the logbook.
Ctrl + B	Open the Code Matrix Browser.
Ctrl + O	Open the Code Relations Browser.

Working with the Document System

Double-Click	Open a document.
Shift + Double-Click	Open a document in a new tab.
Ctrl + Left-Click	Activate/Deactivate a document.
Ctrl + Drag & Drop	Create a copy of a document.
Ctrl + Shift + T	Import a new document.
Alt + T	Import a new document into the selected document group.
Ctrl + M	Create a memo for the selected document.
Ctrl + T	Create a new text in the Document System and open in the Document Browser. The Document Browser is set to Edit Mode, and the cursor is positioned at the beginning of the text.

Coding

Alt + L	Code the selected text segment with the most recently used code.
Ctrl + W	Create a new code for the selected text segment.
Ctrl + Q	Code the selected text segment with the code showing in the Quick List.
Ctrl + I	Create and assign a new in-vivo code using the first 32 characters of the selected text.
Ctrl + L	Insert an internal link in the selected text segment. The segment will be linked to another segment in that or another document. Highlight the second text segment and press Ctrl+L again to complete the link.

Organizing the Code System

Drag & Drop	Transform a code into a subcode of another code.
Shift + Drag & Drop	Move a code on the same level or to a higher level.
Ctrl + Drag & Drop	Create a copy of a code.
Ctrl + Left-Click	Activate/Deactivate a code.
Alt + N	Create a new code at the selected level.

Adding Attributes (in Variable List View)

Ctrl + R	Insert a new variable.
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Working with Audio and Video (with Media Player Activated)

F3	Insert a new time stamp.
F4	Play/Pause the media file.