

## Short cut keys for power users

Task	Keys	Action	U or W
<b>Align</b>	<b>Ctrl L, Ctrl E, Ctrl R, Ctrl J</b>	With pointer in the relevant para, Ctrl L for left, Ctrl E for centre, Ctrl R for right Ctrl J justify	<b>W</b>
<b>Bold, italic and underline</b>	<b>Ctrl B, Ctrl I, Ctrl U</b>	Select the text then <b>Ctrl B, Ctrl I, or Ctrl U</b> (also undoes if you repeat the action)	<b>W</b>
<b>Breaks</b>	<b>Enter</b>	Starts a new paragraph ( <i>enter</i> is same thing as <i>carriage return</i> )	<b>W</b>
	<b>Ctrl Enter</b>	Starts a new page	<b>W</b>
	<b>Shift Enter</b>	Starts a new line	<b>W</b>
<b>Cancel</b>	<b>Esc</b>	Cancels the command you are making	<b>U</b>
<b>Cut, copy and paste</b>	<b>Ctrl X, Ctrl C, Ctrl V</b>	Ctrl X, cuts, Ctrl C, copies selected text to pasteboard, Ctrl V enters text on pasteboard (remains on pasteboard until you copy something else or close the document, so you can paste again and again) You can copy from anywhere and paste into your document, filename etc.	<b>U</b>
<b>Find</b>	<b>Ctrl F</b>	Brings up <i>find</i> dialog box	<b>U</b>
<b>Go to</b>	<b>Home, Ctrl Home</b>	<b>Home sends cursor to</b> beginning of line, <b>Ctrl + Home</b> to the beginning of the document	<b>U</b>
	<b>End, Ctrl End</b>	<b>End sends cursor to</b> beginning of line, <b>Ctrl + End</b> to the beginning of the document	<b>U</b>
<b>Jump</b>	<b>Tab</b>	Jumps to next entry or item: <b>Tab</b> (e.g. in a form or a list but not in text)	<b>U</b>
<b>Jump</b>	<b>Ctrl G</b>	Brings up dialog were you can jump to a specific line or page number	<b>W</b>
<b>Print</b>	<b>Ctrl P</b>	Brings up printer dialog box:	<b>U</b>
<b>Select all</b>	<b>Ctrl A</b>	Selects the whole text in document or field	<b>U</b>
<b>Select from cursor</b>	<b>Shift + arrow keys</b>	<b>Select from cursor: Shift</b> plus arrow keys (also works with <b>Home</b> etc.)	<b>U</b>
<b>Show non-print characters</b>	<b>Ctrl + Shift + *</b>	<b>Ctrl + Shift + *</b> will show or hide non printing characters such as <i>carriage return</i>	<b>W</b>
<b>Undo and redo</b>	<b>Ctrl Z, Ctrl Y</b>	Undoes last command (may be able to repeat multiple times)	<b>U</b>
	<b>Ctrl Y</b>	Redoes what you have just undone	<b>U</b>

U means widely applicable, W means for word processing only

## Short cut keys for power users

The table below is in the order of the keys

Task	Keys	Action	U or W
Show non-print characters	Ctrl + Shift + *	Ctrl + Shift + * will show or hide non printing characters such as <i>carriage return</i>	W
Select all	Ctrl A	Selects the whole text in document or field	U
Bold	Ctrl B	Select the text then <b>Ctrl B</b> (also undoes if you repeat the action)	W
copy	Ctrl C	Copies selected text to pasteboard, (remains on pasteboard until you copy something else or close the document, so you can paste again and again)	U
Align	Ctrl E	With pointer in the relevant para, Ctrl E for centre align	W
Breaks page	Ctrl Enter	Starts a new page	W
Find	Ctrl F	Brings up <i>find</i> dialog box	U
Jump	Ctrl G	Brings up dialog were you can jump to a specific line or page number	W
Italic	Ctrl I	Select the text then <b>Ctrl I</b> (also undoes if you repeat the action)	W
Align	Ctrl J	With pointer in the relevant para, Ctrl J for justify	W
Align	Ctrl L	With pointer in the relevant para, Ctrl L for left align	W
Print	Ctrl P	Brings up printer dialog box:	U
Align	Ctrl R	With pointer in the relevant para, Ctrl R for right align	W
Underline	Ctrl U	Select the text then <b>Ctrl U</b> (also undoes if you repeat the action)	W
Paste	Ctrl V	Pastes selected text from pasteboard, (text remains on pasteboard until you copy something else or close the document, so you can paste again and again)	U
Cut	Ctrl X	Cuts selected text to pasteboard, (remains on pasteboard until you copy	U
Redo	Ctrl Y	Redoes what you have just undone	U
Undo	Ctrl Z	Undoes last command (may be able to repeat multiple times)	U
	End, Ctrl End	<b>End sends cursor to</b> beginning of line, <b>Ctrl + End</b> to the beginning of the doc	U
Breaks	Enter	Starts a new paragraph ( <i>enter</i> is same thing as <i>carriage return</i> )	W
Cancel	Esc	Cancel the command you are making	U
Go to	Home, Ctrl Home	<b>Home sends cursor to</b> beginning of line, <b>Ctrl + Home</b> to the beginning of the document	U
Select from cursor	Shift + arrow keys	<b>Select from cursor: Shift</b> plus arrow keys (also works with <b>Home</b> etc.)	U
new line	Shift Enter	Starts a new line	W
Jump	Tab	Jumps to next entry or item: <b>Tab</b> (e.g. in a form or a list but not in text)	U