



## COMMON KEYBOARD SHORTCUTS AVAILABLE IN MOST APPLICATIONS

Keyboard shortcuts are an easy way to increase your efficiency on the computer. There are many shortcuts that are universal in most applications (that is you can use them in almost any program you're in).

These shortcuts working in most text based applications. To use any shortcut, hold down the CONTROL (CTRL) - or OPEN APPLE for Macintosh - and press the noted letter key. *ie. to create a new file hold down the CONTROL (CTRL) key and press the letter N.*

*NOTE: In Windows, use the CONTROL or CTRL button. On a Macintosh, use the OPEN APPLE button instead of control.*

<b>FUNCTION</b>	<b>MENU ITEM</b>	<b>SHORTCUT</b>	<b>EFFECT</b>
New.....	FILE-NEW.....	CTRL - N.....	Creates a new blank document
Close.....	FILE-CLOSE.....	CTRL - W.....	Closes the current document
Open.....	FILE-OPEN.....	CTRL - O.....	Open an existing document
Save.....	FILE-SAVE.....	CTRL - S.....	Save the current document
Print.....	FILE-PRINT.....	CTRL - P.....	Print the current document
Undo.....	EDIT-UNDO.....	CTRL - U.....	Undo the last edit
Copy.....	EDIT-COPY.....	CTRL - C.....	Copies the selected text
Paste.....	EDIT-PASTE.....	CTRL - V.....	Pastes the text/image from clipboard
Cut.....	EDIT-CUT.....	CTRL - X.....	Cuts the highlighted text from the page into the clipboard
Select All.....	EDIT-SELECT ALL.....	CTRL - A.....	Selects all text in the document

**TEXT PROPERTIES** (for PageMaker or InDesign, also hold down the SHIFT key.)

Bold.....	VARIES.....	CTRL - B.....	Turns the highlighted text bold
Italic.....	VARIES.....	CTRL - I.....	Turns the highlighted text italic
Underline.....	VARIES.....	CTRL - U.....	Underlines the highlighted text