

COMMON KEYBOARD SHORTCUTS

[CTRL] – A	Select “all” on a page
[CTRL] – B	Apply “ bold ” to selection
[CTRL] – C	Copy the selection
[CTRL] – F	Find particular text on a page
[CTRL] – I	Apply “ <i>italics</i> ” to selection
[CTRL] – O	Same as File > Open
[CTRL] – P	Print
[CTRL] – R	Refresh the current page
[CTRL] – S	Saves the current file
[CTRL] – U	Apply “ <u>underlining</u> ” to selection
[CTRL] – V	Paste the contents of the clipboard (works with the “Copy” and “Cut” commands)
[CTRL] – W	Same as File > Close
[CTRL] – X	Cut the selection
[CTRL] – Y	Redo the last action
[CTRL] – Z	Undo the last action
[ALT] – F4	Closes the current program
[ALT] – Tab	Toggles user through all open programs, and allows user to choose one
[Home]	Move to beginning of current line
[End]	Move to end of current line
[CTRL] – Home	Return to the “Home” position (upper left) of window
[CTRL] – End	Move to the “End” position (lower right) of window
[Tab]	Move forward to tab through fields
[SHIFT] – Tab	Move backward when tabbing through fields