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Keyboard Shortcuts

Keyboard shortcuts are incredibly useful, and when used correctly, will help save time and preserve sanity.

The table below offers a list of suggested Keyboard Shortcuts. Some of these were default, but most of them needed to be created. When you are customizing your keyboard, and "Press a new Keyboard Shortcut", it will tell you if the shortcut you have input has already been assigned. If it has, you can either leave it as is, and choose another keyboard shortcut, or you can Assign it to the command. If you do this, you must navigate to the Command for which it was already assigned to, and remove the keyboard shortcut from this command.

> Make sure you hit "Assign", and not just "OK" after inputting a new keyboard shortcut.

You will be able to assign many keyboard shortcuts using the `Tools>Customize Keyboard…` dialog. If you want to assign a shortcut to a style that you have created, then you will need to access the dialog through the drop-down menu in the Modify Styles dialog box.

Below is an example list of shortcuts. You may prefer different shortcuts. Command + Option + 4/5/6/7/8/9/0 may be unassigned, and therefore easy to apply.

	Command	Windows Shortcut	Mac Shortcut
Styles	Heading 1	Alt+Ctrl+1	Command + Option + 1
	Heading 2	Alt+Ctrl+2	Command + Option + 2
	Heading 3	Alt+Ctrl+3	Command + Option + 3
	Normal		Command + Option + 4
	Blockquote (DAISY)		Command + Option + 5
	Emphasis		Command + Option + i
	Strong		Command + Option + s
	Language		Command + Option + 8
	Clear Formatting		Command + Option + x
Inserting	Insert Endnote		Command + Option + e
	Insert Picture (Opens dialog)		Command + Shift + i
Tools & Views	Advanced Find and Replace		Command + Option + f
	Navigation Pane		Command + Option + 0 (zero)
	Styles Pane		Command + Option + S