

# Keyboard Shortcuts

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Listed below are useful keyboard shortcuts. Macs have a clipboard that is similar to the PC and functions in much the same way.

PC Users	
<b>Ctrl+Enter</b>	Page Break
<b>Ctrl+1</b>	Single Space
<b>Ctrl+2</b>	Double Space
<b>Ctrl+5</b>	1.5 Space
<b>Ctrl+A</b>	Select All
<b>Ctrl+B</b>	Bold
<b>Ctrl+C</b>	Copy
<b>Ctrl+D</b>	Font
<b>Ctrl+E</b>	Center
<b>Ctrl+F</b>	Find
<b>Ctrl+G</b>	Go To
<b>Ctrl+H</b>	Replace
<b>Ctrl+I</b>	Italic
<b>Ctrl+K</b>	Hyperlink
<b>Ctrl+M</b>	Left Align
<b>Ctrl+N</b>	New Document
<b>Ctrl+O</b>	Open
<b>Ctrl+P</b>	Print
<b>Ctrl+R</b>	Right Align
<b>Ctrl+S</b>	Save
<b>Ctrl+U</b>	Underline
<b>Ctrl+V</b>	Past
<b>Ctrl+W</b>	Close
<b>Ctrl+X</b>	Cut
<b>Ctrl+Y</b>	Repeat/Redo
<b>Ctrl+Z</b>	Undo

Mac Users	
<b>⌘+1</b>	Single Space
<b>⌘+2</b>	Double Space
<b>⌘+5</b>	1.5 Space
<b>⌘+A</b>	Select All
<b>⌘+B</b>	Bold
<b>⌘+C</b>	Copy
<b>⌘+D</b>	Font
<b>⌘+E</b>	Center
<b>⌘+F</b>	Find
<b>⌘+G</b>	Go To
<b>⌘+H</b>	Replace
<b>⌘+I</b>	Italic
<b>⌘+K</b>	Hyperlink
<b>⌘+M</b>	Minimize
<b>⌘+N</b>	New Document
<b>⌘+O</b>	Open
<b>⌘+P</b>	Print
<b>⌘+R</b>	Right Align
<b>⌘+S</b>	Save
<b>⌘+U</b>	Underline
<b>⌘+V</b>	Past
<b>⌘+W</b>	Close
<b>⌘+X</b>	Cut
<b>⌘+Y</b>	Repeat/Redo
<b>⌘+Z</b>	Undo