

SHORTCUTS TO KNOW

DIGITAL IMAGING – MR. DE DIOS

All Caps	Ctrl+Shift+A	Converts all selected text into CAPITAL letters
App Maximize	Alt+F10	Maximizes & resets application window
Apply List Bullet	Ctrl+Shift+L	Applies a (●) bullet to beginning of sentence/text
Bold	Ctrl+B	Makes the selected text bold
Cancel	Esc	Cancel/Cancel out
Center Paragraph	Ctrl+E	Centers line text or paragraph
Copy	Ctrl+C	Copies (to the Clipboard) selected text or graphic
Copy	Ctrl+Insert(Drag)	Copies by clicking & dragging while holding Ctrl
Cut	Ctrl+X	Cuts (to the Clipboard) selected text or graphic
Doc Close	Ctrl+W	Closes the Document currently active (open)
Font	Ctrl+D	Opens the Font settings window
Font Size Select	Ctrl+Shift+P	Selects Font size drop menu to change the font size
Go Back	Alt+Ctrl+Z	Step backward, useful when working with graphics
Help	F1	Opens the application's help menu
Italic	Ctrl+I	Converts selected text into <i>italic format</i>
Justify Paragraph	Ctrl+J	It justifies a paragraph to fit between the margins
Left Paragraph	Ctrl+L	Paragraph/text starts at the left margin
Normal Style	Ctrl+Shift+N	It clears any formatting by applying the default one
Open	Ctrl+O	It launches the "open new document" window
Paste	Ctrl+V	Pastes the last "Copy" or "Cut" item in Clipboard
Print	Ctrl+P	Prints active (open) document by default printer
Print Preview	Ctrl+F2	Opens the Print Preview Window
Redo or Repeat	Ctrl+Y	Re-does any "Undo"
Right Paragraph	Ctrl+R	Paragraph/text starts at the right margin
Save	Ctrl+S	Saves the active current document
Save As	F12	Saves as (different document) the active document
Select All	Ctrl+A	Selects all text/documents etc in document/window
Small Caps	Ctrl+Shift+K	Makes the selected text SMALL CAPITAL LETTERS
Subscript	Ctrl+=	Makes the selected text _{Subscript} (Subscript)
Superscript	Ctrl+Shift+=	Makes the selected text ^{Superscript} (Superscript)
Symbol Font	Ctrl+Shift+Q	Converts selected text into symbol (symbol font)
Underline	Ctrl+Shift+U	It underlines the selected text
Undo	Ctrl+Z	To Undo changes made to a document. (step back)
Word Count List	Ctrl+Shift+G	It gives you a word count on the selected text
Copy Screen shot	Alt+Print Screen	Takes a snapshot (picture) of the current window
Zoom in <i>Image PS</i>	Ctrl+= <i>Ctrl+(+)</i>	Zooms in to see detail when working with graphics
Zoom out <i>Image PS</i>	Ctrl+- <i>Ctrl+(-)</i>	Zooms out of picture when working with graphics
Insert a © symbol	Alt+0169	Inserts a "Copyright" © symbol.
Insert a ® symbol	Alt+0174	Inserts a "Registered" ® symbol.
Insert a ™ symbol	Alt+0153	Inserts a "Trademark" ™ symbol.