

# Keyboard Shortcuts

|                                                                                     |                          |      |   |       |                                                                                     |                          |                                                                                   |                    |                                                                                       |   |                                                                                       |
|-------------------------------------------------------------------------------------|--------------------------|------|---|-------|-------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------|
|    | CUT                      | Ctrl | + | X     |    | ZOOM IN                  | Ctrl                                                                              | +                  | +                                                                                     |   |                                                                                       |
|    | COPY                     | Ctrl | + | C     |    | ZOOM OUT                 | Ctrl                                                                              | +                  | -                                                                                     |   |                                                                                       |
|    | PASTE                    | Ctrl | + | V     |    | VIEW 100%                | Ctrl                                                                              | +                  | 0                                                                                     |   |                                                                                       |
|    | PASTE WITHOUT FORMATTING | Ctrl | + | Shift | +                                                                                   | V                        |  | SPLIT SCREEN RIGHT | Alt                                                                                   | + | ]                                                                                     |
|    | UNDO                     | Ctrl | + | Z     |    | SPLIT SCREEN LEFT        | Alt                                                                               | +                  | [                                                                                     |   |                                                                                       |
|    | REDO                     | Ctrl | + | Y     |    | BOLD                     | Ctrl                                                                              | +                  | B                                                                                     |   |                                                                                       |
|    | RELOAD                   | Ctrl | + | R     |    | ITALIC                   | Ctrl                                                                              | +                  | I                                                                                     |   |                                                                                       |
|    | FIND                     | Ctrl | + | F     |    | UNDERLINE                | Ctrl                                                                              | +                  | U                                                                                     |   |                                                                                       |
|   | NEW                      | Ctrl | + | N     |   | REOPEN TAB               | Ctrl                                                                              | +                  | Shift                                                                                 | + | T                                                                                     |
|  | OPEN                     | Ctrl | + | O     |  | LOCK                     | Ctrl                                                                              | +                  | Shift                                                                                 | + | L                                                                                     |
|  | CLOSE                    | Ctrl | + | W     |  | SCREENSHOT               | Ctrl                                                                              | +                  |  |   |                                                                                       |
|  | SELECT ALL               | Ctrl | + | A     |  | SELECTED AREA SCREENSHOT | Ctrl                                                                              | +                  | Shift                                                                                 | + |  |