LawCuts — Keyboard Shortcuts Guide

LawCuts

LawCuts shortcuts can be used in any program that supports the use of symbols.

Legal Symbols

§ (section)	Ctrl + Alt + S
¶ (paragraph)	Ctrl + Alt + P
– (en dash)	Ctrl + Alt + –
— (em dash)	Ctrl + Alt + =
. . . (ellipsis)	Ctrl + Alt + .
© (copyright)	Ctrl + Alt + C
® (registered)	Ctrl + Alt + R
℗ (sound recording)	Ctrl + Alt + U
™ (trademark)	Ctrl + Alt + T
℠ (service mark)	Ctrl + Alt + W
Δ (delta)	Ctrl + Alt + D
π (pi)	Ctrl + Alt + I
" (left double quote)	Ctrl + Alt + Shift + ;
" (right double quote)	Ctrl + Alt + Shift + '
' (left single quote)	Ctrl + Alt + '
' (right single quote)	Ctrl + Alt + ;

Other Symbols

¿	Ctrl + Alt + ?
× (multiply)	Ctrl + Alt + X
º (degree)	Ctrl + Alt + O (letter)
Ø	Ctrl + Alt + 0 (num.)
√ (check / square root)	Ctrl + Alt + [
≈	Ctrl + Alt +]
≠	Ctrl + Alt + \

Currency Symbols

€ (euro)	Ctrl + Alt + E
£ (pound, or lbs.)	Ctrl + Alt + L
¥ (yen)	Ctrl + Alt + Y
¢ (cent)	Ctrl + Alt + N

Microsoft Word

File Options

New document	Ctrl + N
Save document	Ctrl + S
Save as	F12
Open document	Ctrl + O
Close window	Ctrl + W
Print document	Ctrl + P
Find / Replace	Ctrl + F / H
Copy / Paste	Ctrl + C/V
Cut	Ctrl + X
Undo / Redo	Ctrl + Z/Y

Insert

Insert date	Alt + Shift + D
Insert time	Alt + Shift + T
Insert page break	Ctrl + Enter
Insert line break	Shift + Enter

Review

Track changes on/off	Ctrl + Shift + E
Insert comment	Ctrl + Alt + M
Spell check	F7
Go to misspelled word	Alt + F7

Format

Small Caps	Ctrl + Shift + K
All CAPS	Ctrl + Shift + A
Italics / Bold / Underline	Ctrl + I / B / U
Font size ↑/↓	Ctrl + Shift + > /<
Apply heading 1/2/3 style	Ctrl + Alt + 1/2/3
Cycle styles	Alt + Shift + ←/→
1x / 2x / 1.5x spacing	Ctrl + 1 / 2 / 5
Center / left / right-align text	Ctrl + E/L/R
Copy / Paste format	Ctrl + Shift + C / V

Navigation

Select all	Ctrl + A
Jump over words	Ctrl + ←/→
Jump through ¶s	Ctrl + ↑/↓
Go to beginning/end of line	Home/End
Go to begin/end of doc	Ctrl + Home/End
Go to top of next/prev page	Ctrl + PgUp/Down
Go to top/bottom of window	Ctrl + Alt + PgUp/Down
Go to most recent edit	Shift + F5
Move paragraph ↑/↓	Alt + Shift + ↑/↓
Select text vertically	Hold Alt + drag mouse

Citations

Insert footnote	Ctrl + Alt + F
Insert endnote	Ctrl + Alt + D
Mark citation	Alt + Shift + I
Mark TOC entry	Alt + Shift + O
Mark index entry	Alt + Shift + X