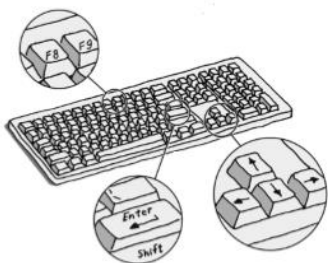




Keyboard Shortcuts

Mac

Command and + (zoom in to enlarge)
Command and A (select all)
Command and B (bold)
Command and C (copy)
Command and down arrow (bottom)
Command and F (find)
Command and F3 (show Desktop)
Command and G (find next)
Command and I (italic font)
Command and M (minimize)
Command and N (new document or window)
Command and O (open file)
Command and P (print)
Command and Q (quit)
Command and S (save)
Command and Shift + 3 (capture the screen)
Command and U (underline)
Command and up arrow (top)
Command and V (paste)
Command and X (cut)
Command and Z (undo)
Option and F1 (open display options)
Option and F10 (open sound options)



PC

ALT and F4 (close the active item, or quit the active program)
ALT and Tab (switch between the open items)
CTRL and A (select all)
CTRL and C (copy)
CTRL and Down Arrow (move the insertion point to the beginning of the next paragraph)
CTRL and ESC (display the Start menu)
CTRL and Left Arrow (move the insertion point to the beginning of the previous word)
CTRL and Right Arrow (move the insertion point to the beginning of the next word)
CTRL and Up Arrow (move the insertion point to the beginning of the previous paragraph)
CTRL and V (paste)
CTRL and X (cut)
CTRL and Z (undo)
F2 key (rename the selected item)
F3 key (search for a file or a folder)
F10 key (activate the Menu Bar in the active program)
Windows Logo (display or hide the Start menu)
Windows Logo and D (display the Desktop)
Windows Logo and F (search for a file or a folder)