

Tips and Tricks  
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One of the most popular Tips and Tricks columns has been Keyboard Shortcuts. Here is a reprint of the shortcuts from a previous newsletter.

Single Space	Ctrl	1
Double Space	Ctrl	2
Select All	Ctrl	A
New Document	Ctrl	N
Insert Page Break	Ctrl	Enter
Check Spelling	F7	
Highlight/Select a Word		Double click on word
Highlight/Select a Paragraph		Triple click on paragraph
Previous/Next Word	Ctrl	← →
Copy	Ctrl	C
Paste	Ctrl	V
Open a Thesaurus	Shift	F7
Draw a Line		Type --- and then hit Enter
Draw a Double Line		Type === and then hit Enter
Draw a Dotted Line		Type *** and then hit Enter