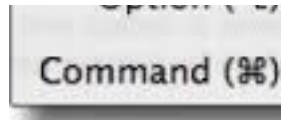# KEYBOARD SHORTCUTS

Whether you are using a MAC or a PC the shortcuts are the same. The key is to remember which command to use.

The **MAC** uses the **Command Feature**

The **PC** uses the **Control Feature**

Both instruments use the same keystrokes as shown below

MAC-KEYBOARD SHORTCUTS	PC-KEYBOARD SHORTCUTS
COMMAND-A=**SELECT ALL**	CTRL A=**SELECT ALL**
COMMAND-B=**BOLD**	CTRL-B=**BOLD**
COMMAND-C=**COPY**	CTRL C=**COPY**
COMMAND-D=**SELECT FONT**	CTRL D=**SELECT FONT**
COMMAND- D=**SELECT FONT**	CTRL D=**SELECT FONT**
COMMAND-N=**NEW**	CTRL N=**NEW**
COMMAND-O=**OPEN**	CTRL O=**OPEN**
COMMAND-P-**PRINT**	CTRL P-**PRINT**
COMMAND-Q=**QUIT**	CTRL Q=**QUIT**
COMMAND-S=**SAVE**	CTRL S=**SAVE**
COMMAND-T=**TAB**	CTRL T=**TAB**
COMMAND-U=**UNDERLINE**	CTRL U=**UNDERLINE**
COMMAND-V=**PASTE**	CTRL V=**PASTE**
COMMAND-X=**CUT**	CTRL X=**CUT**
COMMAND-Z-**UNDO**	CTRL Z-**UNDO**

Printing your screen on a MAC and PC is different too. The commands for that are as follows:

MAC-Printing Screen Directions	PC Printing Screen Directions
Command Shift #3-Captures entire screen	Print Screen Button-Click
Command Shift #4 Only captures that image	