








# Fact Sheet 12 - Edit Commands

The editing icons available on the editor window are as follows:

	Copies the highlighted item to the clipboard.
	Cuts the highlighted item to the clipboard.
	Pastes the clipboard contents into the editor.
	Undo the last action.
	Redo the last action
	Removes all formatting from the highlighted text.
	Removes any embedded word formats from text that has been imported from Microsoft Word.

There are a number of Keyboard Shortcuts that will work whilst within the editor. To access these press the Ctrl key on the keyboard and tap the other letter at the same time.

Ctrl A	Selects all	Ctrl N	No action
Ctrl B	Bold	Ctrl O	Opens a file or folder
Ctrl C	Copy	Ctrl P	Print
Ctrl D	No action	Ctrl Q	No action
Ctrl E	Centre Justify	Ctrl R	R to L text Direction
Ctrl F	Find	Ctrl S	Strikethrough
Ctrl G	No action	Ctrl T	No action
Ctrl H	Opens Web History	Ctrl U	Underline
Ctrl I	Italic	Ctrl V	Paste
Ctrl J	Full Justify	Ctrl W	Closes the web browser window
Ctrl K	Insert Hyperlink	Ctrl X	Cut
Ctrl L	L to R Text Direction	Ctrl Y	Redo last action
Ctrl M	Insert New Paragraph	Ctrl Z	Undo last action