


























# Keyboard Shortcuts

	CUT	Ctrl	+	X		ZOOM IN	Ctrl	+	+		
	COPY	Ctrl	+	C		ZOOM OUT	Ctrl	+	-		
	PASTE	Ctrl	+	V		VIEW 100%	Ctrl	+	0		
	PASTE WITHOUT FORMATTING	Ctrl	+	Shift	+	V		SPLIT SCREEN RIGHT	Alt	+	]
	UNDO	Ctrl	+	Z		SPLIT SCREEN LEFT	Alt	+	[		
	REDO	Ctrl	+	Y		BOLD	Ctrl	+	B		
	RELOAD	Ctrl	+	R		ITALIC	Ctrl	+	I		
	FIND	Ctrl	+	F		UNDERLINE	Ctrl	+	U		
	NEW	Ctrl	+	N		REOPEN TAB	Ctrl	+	Shift	+	T
	OPEN	Ctrl	+	O		LOCK	Ctrl	+	Shift	+	L
	CLOSE	Ctrl	+	W		SCREENSHOT	Ctrl	+			
	SELECT ALL	Ctrl	+	A		SELECTED AREA SCREENSHOT	Ctrl	+	Shift	+	