

## Keyboard Tips to Support Writing and Proofreading!

As writers, editors and proofreaders we spend hours a day in front of a computer screen, typing away and then often spending almost as long playing about with the text to ensure it looks good on the page. At the end of a hard day's work, fiddling about with the formatting of text, tables or illustrations can be very frustrating; especially if it becomes a long and painful process.

Fortunately there are little handy shortcuts that can be used on most standard PC keyboards which help take the sting out of document or text formatting. Whilst most people know how to carry out these functions by using the top menu (or ribbon as it is now known), this article explains how to carry out these functions using the keyboard; rendering the whole process much quicker and easier to complete.

So as most individuals write, edit and proofread in Word, let's look at formatting in this programme. The box below explains the function name, the purpose of the function, and the keyboard shortcut for a variety of rules that will help speed up your text formatting. Please note that these shortcuts work with Microsoft Word 2002, 2003 and 2007. There are many keyboard shortcuts available to the user, and the list below simply highlights those that would be of greater benefit to you as a writer or proof reader:

Function Name	Purpose of the Function	Keyboard Shortcut
Select All	Selects all of the text in a document	Ctrl + A
Save	Saves a document	Ctrl + S
Save As	Allows you to save the document with a different name or file type	F12 button
Repeat	Undertakes exactly the same task that you have just completed (i.e. inserting rows into a table)	Ctrl + Y
Bold	Makes selected text or text from this point onwards bold	Ctrl + B
Italic	Makes selected text or text from this point onwards italic	Ctrl + I
Underline	Makes selected text or text from this point onwards underlined	Ctrl + U
Word Underline	Underlines a selected word or the proceeding word	Ctrl + Shift + W
Cut	Removes selected text	Ctrl + X
Copy	Copies selected text	Ctrl + C
Paste	Pastes copied or cut text	Ctrl + V

New	Opens up a new / blank document	Ctrl + N
Open	Opens up your folders to allow you to access a previously saved document	Ctrl + O
Help	Commences the help function on your PC	F1 button
Find / Replace	Allows you to find a word or sentence, or replace a particular word, phrase or sentence with another (Limited for Ltd – for example)	Ctrl + F (or F5 button)
Merge	Allows you to merge fields, cells, columns or rows	Alt + Shift + F
Print	Opens up the print options for a document	Ctrl + P

Don't give the Editor the chance to put your manuscript on the slush pile or in the bin - use the [expert proofreading services](#) of Words Worth Reading Ltd to ensure every word counts.