

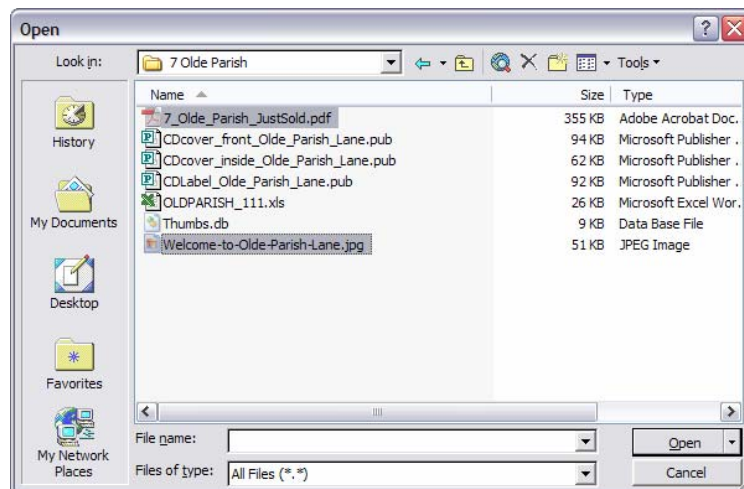
## Useful Keyboard Shortcuts:

For the most part, these shortcuts are generic to all programs on a PC. Obviously there will be more - but these are just general ones that make your pace a bit more productive. Just think of how much time you'd save by hitting Ctrl+A (selecting all) instead of highlighting everything from top to bottom with your mouse, right clicking to get the copy command, and right clicking again to paste!

<b>Ctrl+A</b>	Select All
<b>Ctrl+B</b>	Bold
<b>Ctrl+C</b>	Copy
<b>Ctrl+D</b>	Deselect (PS)*
<b>Ctrl+F</b>	Find
<b>Ctrl+I</b>	Italics
<b>Ctrl+L</b>	Adjusting Levels (PS)*
<b>Ctrl+N</b>	New
<b>Ctrl+O</b>	Open
<b>Ctrl+P</b>	Print
<b>Ctrl+S</b>	Save
<b>Ctrl+T</b>	Scale Resize (PS - hold down the shift key and drag from the corners)*
<b>Ctrl+U</b>	Underline
<b>Ctrl+V</b>	Paste
<b>Ctrl+W</b>	Close individual windows (does not quit program)
<b>Ctrl+X</b>	Cut
<b>Ctrl+Y</b>	Redo
<b>Ctrl+Z</b>	Undo

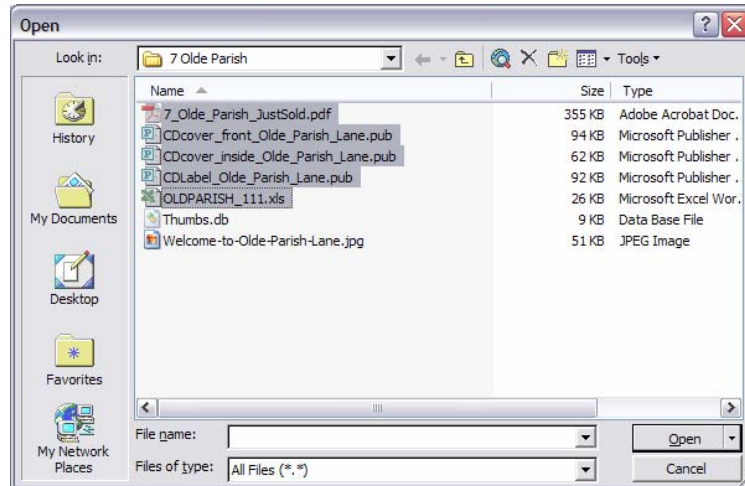
## Other Useful Shortcuts:

**Ctrl** - Hold down the Ctrl key when selecting files



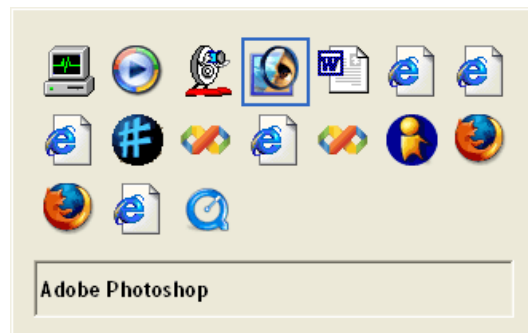
- Allows you to select files that are NOT in order.

**Shift** - Hold down the Shift key when selecting files



- Allows you to select multiple files that are IN ORDER.

**Alt + Tab** - Allows you to toggle between open windows and programs



**Alt + F4** - Quits a program