Short Cut Keys:

- Ctrl + A = select all on the page
- Ctrl + C = copy
- Ctrl + X = cut … WARNING if you don't paste the material it will be gone for good!!
- Ctrl + V = paste
- Ctrl + B = bold
- Ctrl + I = italics
- Ctrl + U = underline
- Ctrl + S = save … a good idea to do often while typing long documents!