

## Using Hot Keys














### Hot Keys

Many of the actions on your computer may be done in multiple ways: Menu, Button, Hot Keys. What follows is a list of some of the more common ones.

Note: On a PC, use the Control key instead of the Command/Apple key to achieve the same results.



Some basic ones are:

New	 N
Save	 S
Save As	Shift  S
Print	 P
Copy	 C
Cut	 X
Paste	 V
Duplicate	 D
Undo	 Z
Close	 W
Select All	 A
Quit	 Q
Log Out	Shift  Q