



Keyboard shortcuts can be used instead of toolbar buttons or menu selections. For learners who require alternative computer access, keyboard commands provide access to **First Author** using alternate keyboards, special on-screen keyboards, and scanning setups for switch users or communication devices compatible with computer input.

PLANNING SCREEN

Manage Files (File Menu)

Windows

Ctrl + N

Create New User

Ctrl + Shift + I

Import

Ctrl + Shift + E

Export

Alt + P

Create Topic

Ctrl + Q

Quit

Macintosh

⌘ + N

⌘ + Shift + I

⌘ + Shift + E

⌥ + P

⌘ + Q

Manage Topics (Edit Menu)

Windows

Alt + D OR Delete

Delete

Ctrl + A

Select All

Ctrl + F

Find

Macintosh

⌥ + D OR Delete

⌘ + A

⌘ + F

Other Keyboard Shortcuts

Windows

F1

Open Help

Macintosh

F1



PLANNING SCREEN

Change Display (View Menu)

Windows

- Alt + T
- Alt + U
- Alt + V
- Ctrl + Alt + S
- Ctrl +]
- Ctrl + [
- Ctrl + H
- Alt + A

- Sort Alphabetically
- Sort Recent Saved
- Sort By Date Created
- Shuffle
- Zoom In
- Zoom Out
- Show Topic Button
- Hide All Folder

Macintosh

- Opt + T
- Opt + U
- Opt + V
- ⌘ + Opt + S
- ⌘ +]
- ⌘ + [
- ⌘ + H
- Opt + A

Use Text-to-Speech (Speech Menu)

Windows

- Ctrl + D
- Ctrl + R
- Ctrl + ;
- Ctrl + Shift + O
- Ctrl + /

- Speak On / Off
- Speak Menu
- Speak Toolbar / Dialog Box
- Speak Topic Captions
- Voice Settings

Macintosh

- ⌘ + D
- ⌘ + R
- ⌘ + ;
- ⌘ + Shift + O
- ⌘ + /



CREATE TOPIC SCREEN

Manage Files (File Menu)

Windows

Ctrl + Alt +]

Ctrl + S

Alt + ,

Ctrl + Shift + {

Ctrl + Shift + W

Ctrl + Q

Open Picture ...

Save

Save As

Back

Write

Quit

Macintosh

⌘ + Opt +]

⌘ + S

Opt + ,

⌘ + Shift + {

⌘ + Shift + W

⌘ + Q

Manage Web Settings (Tools Menu)

Windows

Alt + W

Web Settings

Macintosh

Opt + W

Other Keyboard Shortcuts

Windows

F1

Ctrl + Shift + S

Ctrl + Click

Open Help

Search
(for Images and Words)

Edit word(s) in Word Bank

Macintosh

F1

⌘ + Shift + S

⌘ + Click



COMPOSING SCREEN

Manage File (File Menu)

Windows

Ctrl + S

Alt + ,

Ctrl + Shift + {

Ctrl + J

Ctrl + Shift + E

Ctrl + P

Ctrl + Q

Save

Save As ...

Back

Publish

Export As ...

Print

Quit

Macintosh

⌘ + S

⌥ + ,

⌘ + Shift + {

⌘ + J

⌘ + Shift + E

⌘ + P

⌘ + Q

Edit Your Work (Edit Menu)

Windows

Ctrl + Z

Ctrl + Y

Ctrl + X

Ctrl + C

Ctrl + V

Alt + D OR Delete

Ctrl + A

Undo

Redo

Cut

Copy

Paste

Clear

Select All

Macintosh

⌘ + Z

⌘ + Y

⌘ + X

⌘ + C

⌘ + V

⌥ + D OR Delete

⌘ + A





COMPOSING SCREEN

Edit Your Work (Edit Menu)

Windows

Macintosh

Ctrl + F

Find

⌘ + F

Ctrl + Home

Move to Beginning

⌘ + Home

Ctrl + End

Move to End

⌘ + End

Change Display (Text Menu)

Windows

Macintosh

Alt + F

Font

Opt + F

Ctrl + ,

Align Left

⌘ + ,

Ctrl + Alt + -

Align Right

⌘ + Alt + -

Ctrl + Alt + /

Align Center

⌘ + Alt + /

Ctrl +]

Grow

⌘ +]

Ctrl + [

Shrink

⌘ + [

Ctrl + ' (apostrophe)

Set Colors

⌘ + ' (apostrophe)














COMPOSING SCREEN

Manage Speech and Highlight (Speech Menu)

Windows

Macintosh

Ctrl + D	Speak On / Off	 + D
Ctrl + R	Speak Menu	 + R
Ctrl + ;	Speak Toolbar	 + ;
Ctrl + Shift + H	Highlight Word by Word	 + Shift + H
Ctrl + T	Speak	 + T
Ctrl + K	Speak Letters	 + K
Ctrl + E	Speak Words	 + E
Ctrl + M	Speak Sentence	 + M
Ctrl + \	Speak Paragraph	 + \
Ctrl + /	Voice Settings	 + /
Ctrl + `	Pronunciations	 + `

Access Writing Tools (Tools Menu)

Windows

Macintosh

Alt + C	Co:Writer	Opt + C
Alt + K	OnScreen Keyboard	Opt + K





COMPOSING SCREEN

Other Keyboard Shortcuts

Windows

F1

Open Help

Ctrl

+

Right Click

Edit word(s) in Word Bank

Macintosh

F1



+

Right Click

PUBLISHING SCREEN

Manage Files (File Menu)

Windows

Ctrl

+

Shift

+



Back

Ctrl

+

P

Print

Ctrl

+

Q

Quit

Macintosh



Shift

+



+

P



+

Q

View Work (View Menu)

Windows

Ctrl

+

Shift

+



Book Cover

Ctrl

+

Shift

+



White Cover

Ctrl

+

Shift

+



Next Page

Ctrl

+

Shift

+



Previous Page

Macintosh



Shift

+



Shift

+



Shift

+



Shift

+





PUBLISHING SCREEN

Hear Writing Read Aloud (Speech Menu)

Windows

Ctrl + **Shift** + **T**

Read All

Macintosh

⌘ + **Shift** + **T**

Text Settings (Text Menu)

Windows

Alt + **F**

Font

Ctrl + **'**

Set Color

Macintosh

Opt + **F**

⌘ + **'**

