

How to Set and Use Short Cut Keys and Quick Keys to Format Proposal Documents

The proposal environment is very fast paced. To keep up with the pace we must make ourselves faster and more efficient. Using the mouse to select text or to navigate menus may not seem like it is taking up a lot of time however all those half-seconds add up and can impede our speed. We must use every shortcut key (standard Word shortcuts for frequently used commands such as “Copy” or “Paste”) and set all styles on quick keys (user-created short cut keys specifically referencing a user-defined style).

Step 1. Review “StandardShortCuts.doc.” Become familiar with all standard shortcut keys.

Practice using them. **HINT:** On a Mac most short cuts are CMMD + whatever. On a PC those came short cut keys are CTRL + whatever. Such as CMMD + C and CTRL + C are both shortcut keys for the “Copy” command.

Step 2. After you have correctly set up and uniquely named your styles you must also assign them quick keys. To create quick keys to go “Home> Style,” in the “Styles” list right click your Unique Identifier Heading 1 style then click “Modify.” Click the “Format” drop-down list in the bottom left and choose “Short Cut Keys.” In the “Press New Short Cut Key” text box hit CTRL + 1, then hit “Assign,” then “Ok” and “Apply” to have them take effect.

NOTE: If you are working on a document that will be viewed on multiple machines and by multiple people “Save changes in” the document rather than “Normal.dot” (this is in the bottom drop down menu).

Step 3. Test your styles. To format an entire paragraph you DO NOT have to select the text with your mouse, simply put your curser in the paragraph and hit the quick key associated with the text style you are formatting. The entire line, paragraph or word will instantly be formatted!

Quick Key Set Up: Set all your style-based quick keys in the following way. Other desktop publishers may come after you in a document and so will need immediate and standardized access to your documents. (For Mac substitute CTRL for ALT)

Quick Key (for Right-Handed)	Style
ALT + `	Unique Identifier Normal
ALT + 1	Unique Identifier Heading 1
ALT + 2	Unique Identifier Heading 2
ALT + 3	Unique Identifier Heading 3
ALT + 4	Unique Identifier Heading 4
ALT + 5	Unique Identifier Heading 5
ALT + 6	Unique Identifier Heading 6
ALT + 7	Unique Identifier Heading 7
ALT + 8	Unique Identifier Heading 8
ALT + Q	Unique Identifier Bullet
ALT + W	Unique Identifier Bullet LAST
ALT + Z	Unique Identifier Table Text
ALT + X	Unique Identifier Table Header

Quick Key (for Right-Handed)	Style
ALT + C	Unique Identifier Table Bullet
ALT + A	Unique Identifier Figure Caption
ALT + S	Unique Identifier Table Caption

NOTE: You may need more or less keys depending on your document's particular list of styles.

If you have additional styles (such as Resume Text Styles, Past Performance Styles, etc.) continue to use the "ALT +" standard and pick a letter or number key not already on the list. You may also want (or need) to add more combinations (if necessary) such as "ALT + SHIFT +" etc. Quick keys are set up for the left hand to allow a right handed person to select text or insert a cursor with the right mouse hand while hitting the quick key with the left. If you are left handed please set the keys as follows. Notice the heading styles are still set to correspond with the numbering system while the other styles are the exact opposite of the right-handed styles to maintain speed, allowing the left hand to mouse.

Quick Key (for Left-Handed)	Style
ALT + +	Unique Identifier Normal
ALT + 1	Unique Identifier Heading 1
ALT + 2	Unique Identifier Heading 2
ALT + 3	Unique Identifier Heading 3
ALT + 4	Unique Identifier Heading 4
ALT + 5	Unique Identifier Heading 5
ALT + 6	Unique Identifier Heading 6
ALT + 7	Unique Identifier Heading 7
ALT + 8	Unique Identifier Heading 8
ALT +]	Unique Identifier Bullet
ALT + [Unique Identifier Bullet LAST
ALT + /	Unique Identifier Table Text
ALT + .	Unique Identifier Table Header
ALT + ,	Unique Identifier Table Bullet
ALT + '	Unique Identifier Figure Caption
ALT + ;	Unique Identifier Table Caption

ADDITIONAL Shortcut Keys: In addition to the standard shortcut keys there are a few other essential time saving keys. Each version of Word slightly modifies the standard configuration so it is good to first check if these are set already and if necessary reset.

Step 1. Go to the Office Button and click the "Word Options" button at the bottom. Navigate to "Customize" and click the "Customize" button next to "Keyboard Shortcuts." From there confirm the following are true. If they are not true, please assign the correct key sequence by hitting the sequence in the "Press New Short Cut Key" text box and then "Assign." Make sure the changes are saved in "Normal.dot" which will save the changes to your hard drive and make them accessible in every document you open.

Description	Command	Shortcut Key
Inserts a picture from file (i.e., when you need to insert a tiff)	Insert>InsertPicture	CTRL + 8
Opens the Font Menu, good for changing the font spacing for specific instances	Format>FormatFont	CTRL + D
Opens the Paragraph Menu, good for changing line spacing or pagination for specific instances	Format>FormatParagraph	CTRL+M