



Top 12 Keyboard Shortcuts for Busy Professionals

Most people are familiar with holding down the Ctrl key and pressing C to copy selected text, and Ctrl V to paste that text somewhere else. And many use keyboard shortcuts to format text, such as Ctrl B to make selected text bold. And of course, hitting Ctrl S (to save your work) is – or should be – a frequent, automatic behavior. Another other commonly use shortcut is Ctrl A, to select everything in the current window.

But there are dozens of lesser-known keyboard shortcuts that will make a BIG difference in your efficiency and save you hundreds of hours over time. Here are 12 of them, including several that are particularly useful to boosting your productivity as an attorney.

(These are for Windows and will work for most applications. Mac users have the same functionality, but you may have to search for “Mac keyboard shortcuts” to get the correct keystroke combinations.)

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Switch between open items (programs, windows) and your desktop. Great for navigating between items when you have several items open and/or minimized at once: **Alt Tab**

Find text within the open window (works in browsers too): **Ctrl F**

Split the screen so you can keep one section of a document visible while scrolling through or working on another part. Make sure to try this one; it’s great: **Ctrl Alt S**

Insert date; great for phone call notes, etc: **Alt Shift D**

Insert time: **Alt Shift T**

Spell check: **F7**

Bring up a thesaurus with synonyms for the highlighted word: **Shift F7**

Toggles case between all caps, all lower case, and mixed case; great for legal docs; great for fixing text you’ve accidentally typed with caps lock on: **Shift F3**

Converts text to small caps (great for citations): **Ctrl Shift K**

Insert footnote automatically (and keeps them numbered correctly): **Ctrl Alt F**

Undo the previous action; when you want to undo a move, a formatting action, etc: **Ctrl Z**

Redo the previous action: **Ctrl Y**



Switch between open items = **Alt Tab**

Find text in the open window = **Ctrl F**

Split the screen = **Ctrl Alt S**

Date insert = **Alt Shift D**

Time insert = **Alt Shift T**

Spell check = **F7**

Thesaurus = **Shift F7**

Toggles case = **Shift F3**

Convert text to small caps = **Ctrl Shift K**

Footnote insert = **Ctrl Alt F**

Undo previous action = **Ctrl Z**

Redo previous action = **Ctrl Y**