

To do this	Type this	While in (Software Location)
Open File Menu	Alt+F	Main Interface
Open View Menu	Alt+V	Main Interface
Open Tools Menu	Alt+T	Main Interface
Open Help Menu	Alt+H	Main Interface
Open Help Contents	F1	Main Interface
Open Advanced Search	Ctrl+F	Main Interface
Create a New Course	Ctrl+Shift+C	Main Interface
Create a New Brief	Ctrl+Shift+B	Main Interface
Create a New Note	Ctrl+Shift+N	Main Interface
Create a New Source	Ctrl+Shift+S	Main Interface
Create a New Statute	Ctrl+Shift+T	Main Interface
Create a New Outline	Ctrl+Shift+O	Main Interface
Create a New Multiple-Choice Quiz	Ctrl+Shift+Q	Main Interface
Create a New Fill-in-blank Quiz	Ctrl+Shift+K	Main Interface
Create a New Flashcard Set	Ctrl+Shift+H	Main Interface
Create a New Project	Ctrl+Shift+P	Main Interface
Create a New Folder	Ctrl+Shift+F	Main Interface
Create a New Judge	Ctrl+Shift+J	Main Interface
Create a New Jurisdiction	Ctrl+Shift+D	Main Interface
Move cursor to next word processing field	Ctrl+TAB	A Brief Document
Move cursor to previous word processing field	Ctrl+Shift+TAB	A Brief Document
Open File Menu	Alt+F	A Brief, Note, Source, or Statute Document
Open Edit Menu	Alt+E	A Brief, Note, Source, or Statute Document
Open View Menu	Alt+V	A Brief, Note, Source, or Statute Document
Open Insert menu	Alt+I	A Brief, Note, Source, or Statute Document
Open Paragraph Menu	Alt+P	A Brief, Note, Source, or Statute Document
Open Table Menu	Alt+T	A Brief, Note, Source, or Statute Document
Open Help Menu	Alt+H	A Brief, Note, Source, or Statute Document
Open Help Contents	F1	A Brief, Note, Source, or Statute Document
New blank document	Ctrl+N	A Brief, Note, Source, or Statute Document
Save	Ctrl+S	A Brief, Note, Source, or Statute Document
Close	Ctrl+Q	A Brief, Note, Source, or Statute Document
Print	Ctrl+P	A Brief, Note, Source, or Statute Document
Printer Setup	Shift+F4	A Brief, Note, Source, or Statute Document
Undo	Ctrl+Z	A Brief, Note, Source, or Statute Document
Redo	Ctrl+Y	A Brief, Note, Source, or Statute Document
Cut	Ctrl+X	A Brief, Note, Source, or Statute Document
Copy	Ctrl+C	A Brief, Note, Source, or Statute Document
Paste	Ctrl+V	A Brief, Note, Source, or Statute Document
Select All	Ctrl+A	A Brief, Note, Source, or Statute Document
Find	Ctrl+F	A Brief, Note, Source, or Statute Document
Replace	Ctrl+H	A Brief, Note, Source, or Statute Document
Jump to Line	F10	A Brief, Note, Source, or Statute Document
Find Next Change	Ctrl+Shift+N	A Brief, Note, Source, or Statute Document
Find Previous Change	Ctrl+Shift+P	A Brief, Note, Source, or Statute Document
Insert Legal Concept	Ctrl+Alt+L	A Brief, Note, Source, or Statute Document
Insert Plaintiff symbol	Ctrl+Alt+P	A Brief, Note, Source, or Statute Document
Insert Defendant symbol	Ctrl+Alt+D	A Brief, Note, Source, or Statute Document
Insert Section symbol	Ctrl+Alt+S	A Brief, Note, Source, or Statute Document
Insert Page Break	Ctrl+Enter	A Brief, Note, Source, or Statute Document
Insert Bookmark	Ctrl+Alt+B	A Brief, Note, Source, or Statute Document
Normal Text	Ctrl+1	A Brief, Note, Source, or Statute Document
Bold Text	Ctrl+B	A Brief, Note, Source, or Statute Document
Italic	Ctrl+I	A Brief, Note, Source, or Statute Document
Underline	Ctrl+U	A Brief, Note, Source, or Statute Document
Double Underline	Ctrl+Alt+U	A Brief, Note, Source, or Statute Document
Subscript	Ctrl+=	A Brief, Note, Source, or Statute Document
Superscript	Ctrl+Shift+=	A Brief, Note, Source, or Statute Document
Highlight	Ctrl+Shift+H	A Brief, Note, Source, or Statute Document
Align Center	Ctrl+E	A Brief, Note, Source, or Statute Document
Align Left	Ctrl+L	A Brief, Note, Source, or Statute Document
Align Right	Ctrl+R	A Brief, Note, Source, or Statute Document
Justify	Ctrl+J	A Brief, Note, Source, or Statute Document
Apply List style (bullets and numbering)	Ctrl+Shift+L	A Brief, Note, Source, or Statute Document
Indent paragraph from left	Ctrl+M	A Brief, Note, Source, or Statute Document
Decrease indent	Ctrl+Shift+M	A Brief, Note, Source, or Statute Document
Insert Hanging Indent	Ctrl+T	A Brief, Note, Source, or Statute Document
Remove Hanging Indent	Ctrl+Shift+T	A Brief, Note, Source, or Statute Document
Normal Paragraph style	Ctrl+Shift+1	A Brief, Note, Source, or Statute Document