

## LATIN TEMPLATE SHORTCUT KEYS

✓: Keystroke is a default MS Word shortcut key

℞: Keystroke is a LatinTemplate shortcut key

	<b>Keystroke: FUNCTION KEYS</b>	<b>Function</b>
℞	F3	Table: Toggle hide/show gridlines
℞	F4	Toggle hide/show spelling
℞	F5	Refresh screen
℞	F6	Show Jeopardy question
℞	F7	Hide Jeopardy question
℞	F8	Show Jeopardy game sheet
℞	F10	Word-by-word reading
℞	F11	Symbol: ✖
℞	F12	Symbol: ✓
	<b>Keystroke: CTRL</b>	<b>Function</b>
✓	Ctrl-A	Select all text in document
✓	Ctrl-B	Font Style: Bold
✓	Ctrl-C	Copy
✓	Ctrl-D	Format Font
✓	Ctrl-E	Center align paragraph
✓	Ctrl-F	Find
✓	Ctrl-G	Goto Page #
✓	Ctrl-H	Find/Replace
✓	Ctrl-I	Font Style: Italic
✓	Ctrl-J	Justify paragraph
✓	Ctrl-K	Insert Hyperlink
✓	Ctrl-L	Left align paragraph
✓	Ctrl-N	New document
✓	Ctrl-O	Open
✓	Ctrl-P	Print
✓	Ctrl-Q	Reset default paragraph settings
✓	Ctrl-R	Right align paragraph
✓	Ctrl-S	Save
✓	Ctrl-U	Font Style: Underline
✓	Ctrl-V	Paste
✓	Ctrl-W	Close
✓	Ctrl-X	Cut
✓	Ctrl-Y	Redo
✓	Ctrl-Z	Undo
✓	Ctrl-Space	Reset default font settings
✓	Ctrl-End	Move cursor to end of document
✓	Ctrl-Home	Move cursor to beginning of document
	<b>Keystroke: ALT</b>	<b>Function</b>
℞	Alt-J, <B / R / L / G / P / A / F / Y >	<span style="border: 1px solid black; padding: 2px;">Solid box</span>
℞	Alt-J, N	No box around text
℞	Alt- `	Table: Increase top padding
℞	Alt- ;	Table: Decrease top padding
℞	Alt- ]	Increase Paragraph Spacing After
℞	Alt- [	Decrease Paragraph Spacing After


## LATIN TEMPLATE SHORTCUT KEYS

	<b>Keystroke: CTRL-SHIFT</b>	<b>Function</b>
✓	Ctrl-Shift-A	Font Style: ALL CAPS
↻	Ctrl-Shift-B	Font Color: Black
↻	Ctrl-Shift-G	Font Color: Green
↻	Ctrl-Shift-I, =	Insert Chart: Conjugation Quadrants
↻	Ctrl-Shift-I, =	Insert Chart: Numbered Line
↻	Ctrl-Shift-I, 1	Insert Chart: List 1 (10 rows)
↻	Ctrl-Shift-I, Shift-1	Insert Chart: List 1 (specify # of rows)
↻	Ctrl-Shift-I, 2	Insert Chart: List 2
↻	Ctrl-Shift-I, 9	Symbol: Parentheses around selection
↻	Ctrl-Shift-I, Shift-9	Symbol: Curly Brackets around selection
↻	Ctrl-Shift-I, A	Table: Insert row above
↻	Ctrl-Shift-I, B	Table: Insert row below
↻	Ctrl-Shift-I, D	Insert Chart: Noun Declension (1 noun)
↻	Ctrl-Shift-I, Shift-D	Insert Chart: Noun Declension (2 nouns)
↻	Ctrl-Shift-I, E	Insert Chart: Verb Tense
↻	Ctrl-Shift-I, I	Insert Chart: Indicative Chart
↻	Ctrl-Shift-I, Shift-I	Insert Chart: Big Indicative, Imperative, Infinitive Chart
↻	Ctrl-Shift-I, J	Begin new Jeopardy Game
↻	Ctrl-Shift-I, L	Table: Insert column left
↻	Ctrl-Shift-I, M	Insert Chart: Masc./Fem./Neut. Chart
↻	Ctrl-Shift-I, O	Begin new bullseye game
↻	Ctrl-Shift-I, P	Insert Chart: Infinitive/Participle Chart
↻	Ctrl-Shift-I, R	Table: Insert column right
↻	Ctrl-Shift-I, S	Insert Chart: Poetry Lines
↻	Ctrl-Shift-I, Shift-I	Insert Chart: Ind., Inf., Imp. Chart
↻	Ctrl-Shift-I, T	Insert Chart: Translation Line
↻	Ctrl-Shift-I, U	Insert Chart: Subjunctive Chart
↻	Ctrl-Shift-I, Y	Insert Chart: System of Tenses
↻	Ctrl-Shift-J, <B / R / L / G / P / A / F / Y >	Dot/Dash Box
↻	Ctrl-Shift-J, N	No box around text
✓	Ctrl-Shift-K	Font Style: SMALL CAPS
↻	Ctrl-Shift-L	Font Color: Blue
↻	Ctrl-Shift-P	Font Color: Purple
↻	Ctrl-Shift-R	Font Color: Red
↻	Ctrl-Shift-S, B	Shading: Black
↻	Ctrl-Shift-S, F	Shading: Gray
↻	Ctrl-Shift-S, G	Shading: Green
↻	Ctrl-Shift-S, H	Spelling: Hide
↻	Ctrl-Shift-S, L	Shading: Blue
↻	Ctrl-Shift-S, N	Shading: None
↻	Ctrl-Shift-S, P	Shading: Purple
↻	Ctrl-Shift-S, R	Shading: Red
↻	Ctrl-Shift-S, S	Spelling: Show
↻	Ctrl-Shift-S, Y	Shading: Yellow
↻	Ctrl-Shift-S, ↓	Shading: Every other line (gray)
↻	Ctrl-Shift-T, Space	Table: 1 column

## LATIN TEMPLATE SHORTCUT KEYS

⇧	Ctrl-Shift-T, 2	Table: 2 columns
⇧	Ctrl-Shift-T, Shift-2	Table: put highlighted content in left col. of 2-col. table
⇧	Ctrl-Shift-T, 3	Table: 3 columns
⇧	Ctrl-Shift-T, ?	Table: Custom # of columns
⇧	Ctrl-Shift-T, A	Alphabetize
⇧	Ctrl-Shift-T, C	Table: Center align
⇧	Ctrl-Shift-T, E	Table: Equalize column width
⇧	Ctrl-Shift-T, F	Table: Fixed column width
⇧	Ctrl-Shift-T, L	Table: Left align
⇧	Ctrl-Shift-T, O	Table: Fit column width to contents
⇧	Ctrl-Shift-T, R	Table: Right align
⇧	Ctrl-Shift-T, T or Ctrl-Shift-T, ↓	Table: Translation Labeling (below)
⇧	Ctrl-Shift-T, ↑	Table: Translation Labeling (above)
⇧	Ctrl-Shift-T, Shift-T	Table: Translation Labeling (above & below)
⇧	Ctrl-Shift-T, U	Table: Translation Labeling - Undo
⇧	Ctrl-Shift-T, W	Table: Fit width to window width
⇧	Ctrl-Shift-T, Z	Reverse alphabetize
⇧	Ctrl-Shift-T, Space	Table: 1 column
⇧	Ctrl-Shift-T, \	Table: Translation Labeling lines
⇧	Ctrl-Shift-T, =	Insert Table: 3x3 with borders
⇧	Ctrl-Shift-T, -	Insert Table: 3x3 without borders
⇧	Ctrl-Shift-U, -	Underline Style: Single
⇧	Ctrl-Shift-U, ,	Underline Style: Regular thickness
⇧	Ctrl-Shift-U, .	Underline Style: Thicker
⇧	Ctrl-Shift-U, _	Underline Style: Single wavy
⇧	Ctrl-Shift-U, +	Underline Style: Double Wavy
⇧	Ctrl-Shift-U, =	Underline Style: Double
⇧	Ctrl-Shift-U, A	Underline Color: Aqua
⇧	Ctrl-Shift-U, B	Underline Color: Black
⇧	Ctrl-Shift-U, F	Underline Color: Gray
⇧	Ctrl-Shift-U, G	Underline Color: Green
⇧	Ctrl-Shift-U, L	Underline Color: Blue
⇧	Ctrl-Shift-U, P	Underline Color: Purple
⇧	Ctrl-Shift-U, R	Underline Color: Red
⇧	Ctrl-Shift-U, Y	Underline Color: Yellow
⇧	Ctrl-Shift-V, 1	Insert Chart: 1-Tense Verb Chart
⇧	Ctrl-Shift-V, 4	Insert Chart: 4-Tense Verb Chart
⇧	Ctrl-Shift-V, 6	Insert Chart: 6-Tense Verb Chart
⇧	Ctrl-Shift-W	Font Color: White
⇧	Ctrl-Shift-X, 9	Symbol: Remove parentheses around selection
⇧	Ctrl-Shift-X, H	Remove Hyperlinks
⇧	Ctrl-Shift-X, L	Table: Delete column
⇧	Ctrl-Shift-X, R	Table: Delete row
⇧	Ctrl-Shift-X, T	Table: Delete table
⇧	Ctrl-Shift-Y	Font Color: Yellow


## LATIN TEMPLATE SHORTCUT KEYS

	<b>Keystroke: CTRL-ALT</b>	<b>Function</b>
↻	Ctrl-Alt-B, -	Border Style: Single
↻	Ctrl-Alt-B, ,	Border Style: Regular thickness
↻	Ctrl-Alt-B, .	Border Style: Thicker
↻	Ctrl-Alt-B, _	Border Style: Single wavy
↻	Ctrl-Alt-B, +	Border Style: Double Wavy
↻	Ctrl-Alt-B, =	Border Style: Double
↻	Ctrl-Alt-B, 1	Convert poem to workbook style #1
↻	Ctrl-Alt-B, 2	Convert poem to workbook style #2
↻	Ctrl-Alt-B, A	Draw in all borders in table
↻	Ctrl-Alt-B, B	Apply Border: Bottom
↻	Ctrl-Alt-B, H	Apply Border: Horizontal
↻	Ctrl-Alt-B, L	Apply Border: Left
↻	Ctrl-Alt-B, N	Remove all borders in table
↻	Ctrl-Alt-B, O	Draw box around perimeter of selection
↻	Ctrl-Alt-B, R	Apply Border: Right
↻	Ctrl-Alt-B, T	Apply Border: Top
↻	Ctrl-Alt-B, V	Apply Border: Vertical
↻	Ctrl-Alt-B, X	Apply Border: Crossout
↻	Ctrl-Alt-E	Table: Select cell
↻	Ctrl-Alt-J, <B / R / L / G / P / A / F / Y >	 Dashed box
↻	Ctrl-Alt-J, N	No box around text
↻	Ctrl-Alt-L	Table: Select column
↻	Ctrl-Alt-Num 1	Table: Text align bottom left
↻	Ctrl-Alt-Num 2	Table: Text align bottom center
↻	Ctrl-Alt-Num 3	Table: Text align bottom right
↻	Ctrl-Alt-Num 4	Table: Text align middle left
↻	Ctrl-Alt-Num 5	Table: Text align middle center
↻	Ctrl-Alt-Num 6	Table: Text align middle right
↻	Ctrl-Alt-Num 7	Table: Text align top left
↻	Ctrl-Alt-Num 8	Table: Text align top center
↻	Ctrl-Alt-Num 9	Table: Text align top right
↻	Ctrl-Alt-R	Table: Select row
↻	Ctrl-Alt-T	Table: Select table
↻	Ctrl-Alt-X	Font Style: Strikethrough
↻	Ctrl-Alt- +	Increase column width
↻	Ctrl-Alt- -	Decrease column width
↻	Ctrl-Alt- \	Table: Add red border to right of selected cell

## LATIN TEMPLATE SHORTCUT KEYS

	<b>Keystroke: ALT-SHIFT</b>	<b>Function</b>
↻	Alt-Shift-1	Zoom: 100%
↻	Alt-Shift-2	Zoom: 2 pages
↻	Alt-Shift-5	Zoom: 150%
↻	Alt-Shit-6	16 point font
↻	Alt-Shift-A	Symbol: ā
↻	Alt-Shift-E	Symbol: ē
↻	Alt-Shift-I	Symbol: ī
↻	Alt-Shift-M, N	Table: Remove rows for meter labeling from poem
↻	Alt-Shift-M, Y	Table: Convert poem to table & add rows for meter labeling
↻	Alt-Shift-N, I	List: Insert numbering
↻	Alt-Shift-N, N	List: No numbering
↻	Alt-Shift-N, T	List: Convert numbers to plain text
↻	Alt-Shift-O	Symbol: ō
↻	Alt-Shift-G	Zoom: Page Width
↻	Alt-Shift-T	Zoom: Text Width
↻	Alt-Shift-U	Symbol: ū
↻	Alt-Shift-V	Add vocative line to noun chart
↻	Alt-Shift - →	Symbol: →
↻	Alt-Shift - ←	Symbol: ←
↻	Alt-Shift - ↑	Symbol: ↑
↻	Alt-Shift - ↓	Symbol: ↓
↻	Alt-Shift- `	Table: Increase top & bottom padding
↻	Alt-Shift- ;	Table: Decrease top & bottom padding
↻	Alt-Shift- ]	Increase Paragraph Spacing Before
↻	Alt-Shift- [	Decrease Paragraph Spacing Before
↻	Alt-Shift- -, Space	Table to Text (space delimiter)
↻	Alt-Shift- -, ,	Table to Text (comma delimiter)
↻	Alt-Shift- -, :	Table to Text (colon delimiter)
↻	Alt-Shift- -, ?	Table to Text (custom delimiter)
↻	Alt-Shift- -, P	Table to Text (paragraph delimiter)
↻	Alt-Shift- -, T	Table to Text (tab delimiter)
↻	Alt-Shift- <	Zoom Out
↻	Alt-Shift- >	Zoom In
↻	Alt-Shift-#, Space	Text to Table (space delimiter)
↻	Alt-Shift-#, ,	Text to Table (comma delimiter)
↻	Alt-Shift-#, :	Text to Table (colon delimiter)
↻	Alt-Shift-#, ?	Text to Table (custom delimiter)
↻	Alt-Shift-#, 3	Text to Table (inserts selected text into 1 column table)
↻	Alt-Shift-#, P	Text to Table (paragraph delimiter)
↻	Alt-Shift-#, T	Text to Table (tab delimiter)
↻	Alt-Shift-#, #	Text to Table: Convert text to 1-column table
↻	Alt-Shift- #, Shift-#	Text to Table: Convert text to 1-column table w/border

## LATIN TEMPLATE SHORTCUT KEYS

	<b>Keystroke: CTRL-ALT-SHIFT</b>	<b>Function</b>
⌘	Ctrl-Alt-Shift-0	Symbol: °
⌘	Ctrl-Alt-Shift-2	Symbol: ½
⌘	Ctrl-Alt-Shift-A	Symbol: Ā
⌘	Ctrl-Alt-Shift-B, A	Border Color: Aqua
⌘	Ctrl-Alt-Shift-B, B	Border Color: Black
⌘	Ctrl-Alt-Shift-B, F	Border Color: Gray
⌘	Ctrl-Alt-Shift-B, G	Border Color: Green
⌘	Ctrl-Alt-Shift-B, L	Border Color: Blue
⌘	Ctrl-Alt-Shift-B, P	Border Color: Purple
⌘	Ctrl-Alt-Shift-B, R	Border Color: Red
⌘	Ctrl-Alt-Shift-B, Y	Border Color: Yellow
⌘	Ctrl-Alt-Shift-C	Symbol: ✓
⌘	Ctrl-Alt-Shift-E	Symbol: Ē
⌘	Ctrl-Alt-Shift-F	View: Full Screen
⌘	Ctrl-Alt-Shift-H	Highlight Search
⌘	Ctrl-Alt-Shift-I	Symbol: Ī
⌘	Ctrl-Alt-Shift-J, <B / R / L / G / P / A / F / Y >	
⌘	Ctrl-Alt-Shift-J, N	No box around text
⌘	Ctrl-Alt-Shift-N	Page View: Normal
⌘	Ctrl-Alt-Shift-O	Symbol: Ō
⌘	Ctrl-Alt-Shift-P	Page View: PrintLayout
⌘	Ctrl-Alt-Shift-T	Font Style: TITLE
⌘	Ctrl-Alt-Shift-U	Symbol: Ū
⌘	Ctrl-Alt-Shift-X	Symbol: ✖
⌘	Ctrl-Alt-Shift- `	Table: Increase left/right margins
⌘	Ctrl-Alt-Shift- ;	Table: Decrease left/right margins