

Keyboard Short Cuts

PC

Control + A = highlight everything (select all)
Control + C = copy
Control + V = paste
Control + X = cut
Control + S = save (always SAVE AS first...especially if you are saving to your flash drive!)
Control + P = print
Control + N = new page (new document)
Control + Z = undo your last action

To Save Your Work

1. To a Flash drive:
File...Save as.... title your document...select where you want to save it (your flash drive)...click SAVE.
2. To Google Docs:
Sign into to your Google Drive account, click the button next to "create" and upload your document to your drive.
3. E-mail it to yourself or me:
Sign into your e-mail account. Click "Compose" to create a new message. Click on "Attachments." Find and select your document. Click "Attach to Message." Type in either your own or my e-mail address. Click Send.

Mac

Command+ A = highlight everything (select all)
Command+ C = copy
Command+ V = paste
Command+ X = cut
Command+ S = save (always SAVE AS first...especially if you are saving to your flash drive!)
Command+ P = print
Command+ N = new page (new document)
Command+ Z = undo your last action

To Double Space

1. On a PC:
Format....Paragraph...Line Spacing...Double
2. On a Mac:
View...Formatting Palette...Alignment and Spacing...Double