FRONT

Shaded function key labels are available for customer's own customization use.

FRONTPAGE 2000

✂ Cut off along this line. ✂

PAGES SHORTCUTS

CREATE HYPERLINK	Ctrl	K
FIND TEXT	Ctrl	F
REPLACE TEXT	Ctrl	H
CYCLE between PAGES	Ctrl	TAB
NON PRINT. CHARACTER	Ctrl	Shift	8
REVIEW IN BROWSER	Ctrl	Shift	B
SHOW HTML TAGS	Ctrl	/
NEW PAGE	Ctrl	N
OPEN PAGE	Ctrl	O
PRINT PAGE	Ctrl	P
SAVE PAGE	Ctrl	S

MISC. SHORTCUTS

CREATE THUMBNAIL	Ctrl	T
CANCEL	Esc	
CONTROL MENU	Alt	Space
CYCLE OPTIONS	TAB	
CYCLE between TASKS	Alt	TAB
HYPHEN, NON-BREAKING	Ctrl	-
SPACE, NON-BREAKING	Ctrl	Shift	SPACE

EDITING SHORTCUTS

COPY SELECTED	Ctrl	C
CUT SELECTED	Ctrl	X
PASTE from CLIPBOARD	Ctrl	V
UNDO	Ctrl	Z
REDO	Ctrl	Y
REPLACE TEXT	Ctrl	H
SELECT ALL	Ctrl	A
CAPTURE SCREEN	PrtSc	
CAPTURE WINDOW	Alt	PrtSc

FRONTPAGE 2000 FORMATTING

ALIGN, LEFT/RIGHT/CENT./JUST	Ctrl L/R/E/[]
BOLD / ITALIC / UNDERLINE	Ctrl B/I/U
FONT SIZE, DECREASE / INCR.	Ctrl Shift <>/>
FORMATTING, COPY / PASTE	Ctrl Shift C/V
FORMATTING, CHAR. - REMOVE	Ctrl SPACE
FORMATTING, PARA. - REMOVE	Ctrl Q
INDENT FROM LEFT / RIGHT	Ctrl M/Shift M
SHOW HTML TAGS	Ctrl /
STYLE, HEADING X (x = 1- 6)	Ctrl Alt X
STYLE, NORMAL / LIST	Ctrl Shift N/L
SUPERSCRIPT / SUBSCRIPT	Ctrl +/-

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NEXT FIELD			CLOSE FRONTPAGE	Alt				MACROS	Alt			VISUAL BASIC
F1			CLOSE PAGE	Ctrl	RESTORE DOC. WINDOW	NEXT DOC. WINDOW	F7		Ctrl		F10	
CONTEXT HELP				Shift	F5		THESAURUS		Shift		SHORTCUT MENU	
HELP	F2	F3	F4	EKHO STRIP	REFRESH PAGE	F6	SPELLING	F8	EKHO STRIP	F9	MENU BAR	F11

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Go to the beginning of the document	Ctrl+HOME
Go to the end of the document	Ctrl+END
Select to the beginning of the document	Ctrl+Shift+HOME
Select to the end of the document	Ctrl+Shift+END

Use shaded areas on front for your own custom macros.

TIPS:

♦ By double-clicking the **Format Painter** button, you can apply the **same formatting repeatedly** throughout your document until you click the **Format Painter** button again to turn it off.

♦ **Creating a picture bulleted list.**
Select the items you want to add picture bullets to. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab. Click **Picture**, and then click the **Pictures** tab. Select and insert the picture bullet you want.

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Apply self-adhesive colored dots from office supply store to CTRL, ALT, Shift keys.