

Corel WordPerfect 2020 Shortcut Guide for the Court of Appeals

1) Most important shortcuts

Alt+O =Open a document
Ctrl+P =Print current document

...

Alt+X =Insert temporary text

...

Ctrl+F7 =Create a footnote. Note that this is a customized feature for inserting footnotes as easily as possible. If you have text selected when pressing Ctrl+F7, that text will be placed in the footnote for you. This comes in handy when you have decided that text in the document really belongs in a footnote. If no text is selected, a new, blank footnote is created. (added 1/4/99)

2) Frequently handy shortcuts

Alt+A =Judgment line.

Alt+C ="OCGA § "

Alt+F =File pull-down menu

Alt+H =Help pull-down menu

Alt+I =Insert menu (Court features that insert opinions, text, etc.)

Alt+J ="Jackson v. Virginia, 443 U. S. 307 (99 SC 2781, 61 LE2d 560) (1979)"

Alt+K =Citation inserter (allows you to concentrate on accuracy rather than typing & formatting—especially helpful for those unfortunate souls who must put their citations into footnotes)

Alt+Y =Attach another judge's opinion to the current document

Ctrl+S =Open Save Dialogue

Ctrl+Shift+V = Paste Simple (see Ctrl+V in Windows shortcuts for details)

3) Quickcorrect shortcuts (type these as words and press the space bar)

(Important note: The change won't occur until after you press the space bar.)

ff ="SE2d"

gg ="Ga. App."

rr ="¶"

ss ="§"

vv =" . . ."

cv ="OCGA §"

4) Other pull-down shortcuts

Alt+E=Edit pull-down menu

Alt+T=Tools pull-down menu

Alt+U=Court pull-down menu

5) Eliminated shortcuts replaced by quick corrects

Alt+G (better shortcut is "gg" (see above))

Alt+R (better shortcut is "rr" (see above))

Alt+S (better shortcut is "ss" (see above))

Alt+V (better shortcut is "vv" (see above))

6) Customizable

Alt+B (record your own macro and name it Altb.wcm to make Alt+B function any way you like!)