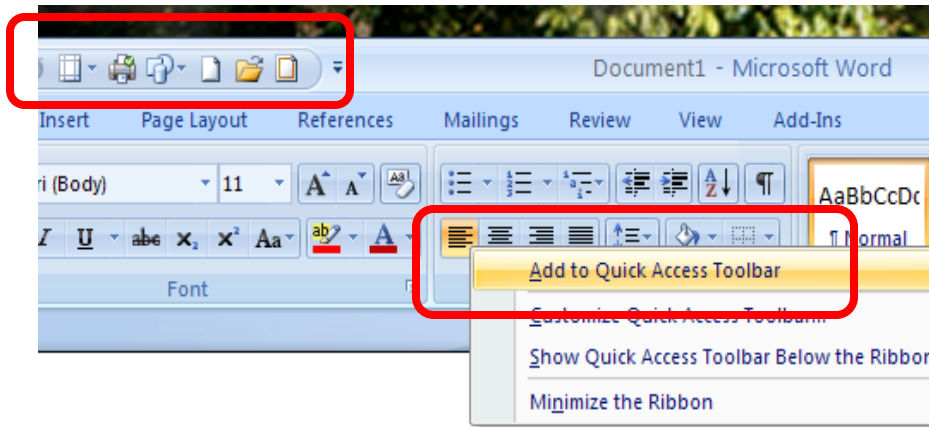


Adding to the Quick Access Toolbar and Accessing via “Alt” Shortcuts



If there is a command you use frequently, right-click on it and choose “Add to Quick Access Toolbar”. This can be done from the icon or the text menus.

It will then appear in the quick access toolbar at the top of the screen.

But wait! It gets better! (well, nerdier)

If you’re a keyboard shortcut person, press the “Alt” key (you don’t have to hold it).

You can then press the number or letter that corresponds to the desired command to activate it.

