

Main Editing Keystrokes to Focus on When Learning Hyperkeys



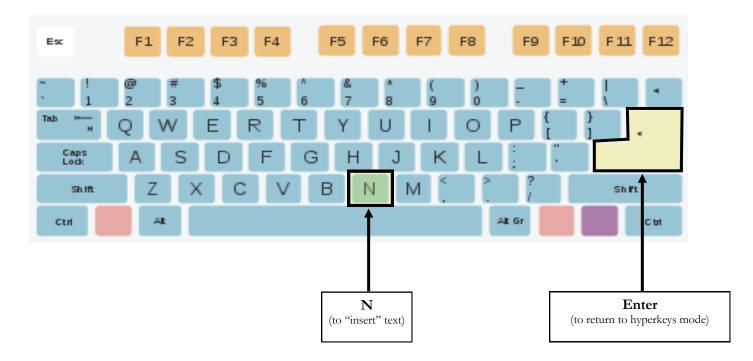
Prepared by Bettye A. Keyes, CCR, CSR, CVR-M, RVR

Toggling In/Out Hyperkeys Mode

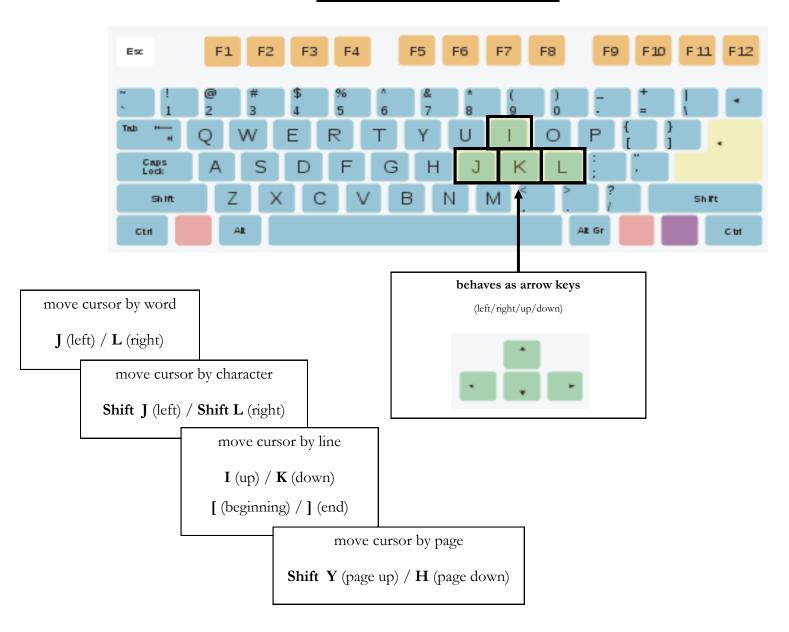
Click the **Hyperkeys** button (or press **Alt Z**) to toggle in and out hyperkeys mode.

Hyperkeys

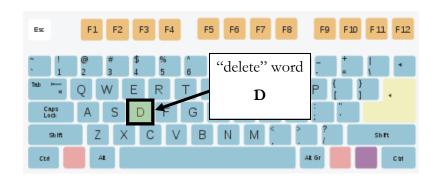
Keyboard Behavior for Typing Text

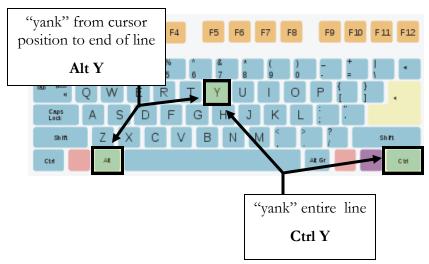


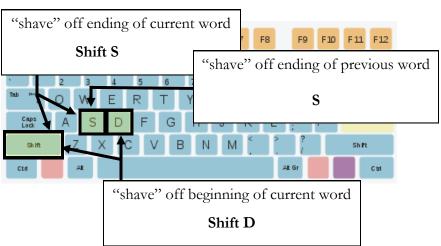
Cursor Movement Functions

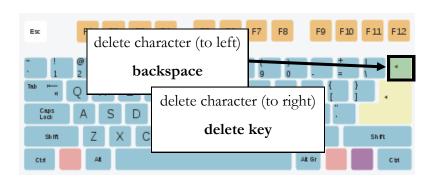


Deleting Text

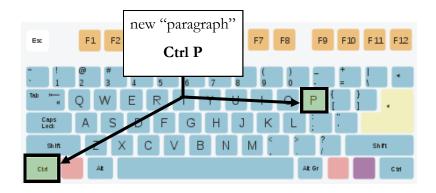


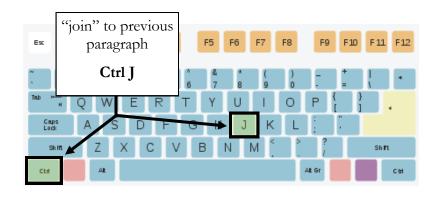


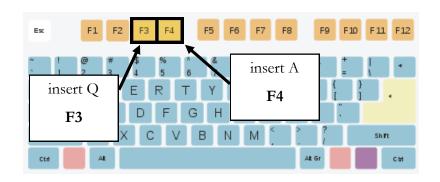


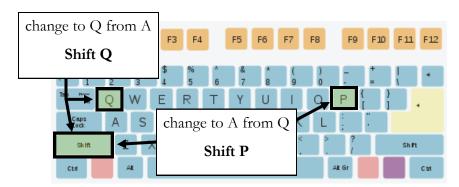


Paragraphs

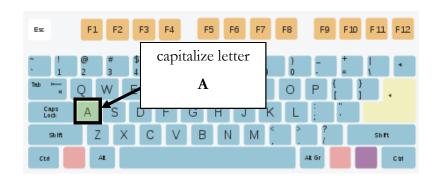


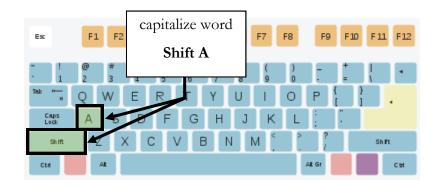


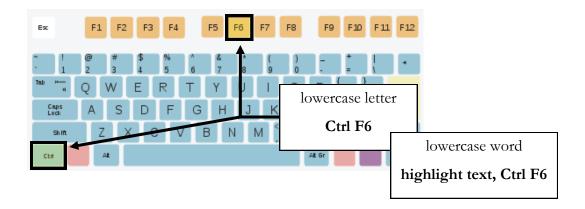




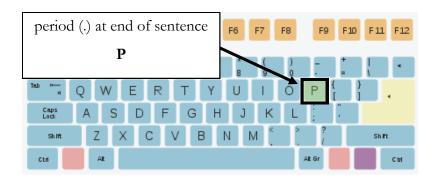
Text Casing

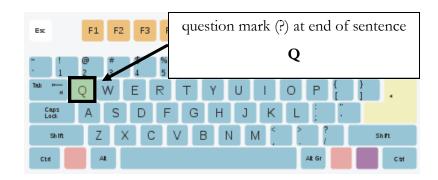


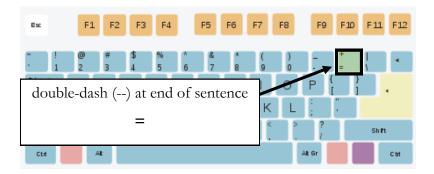




Punctuation



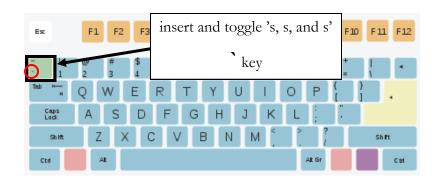


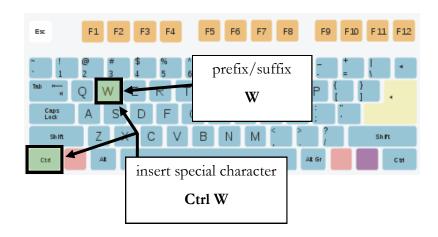


punctuation toggle

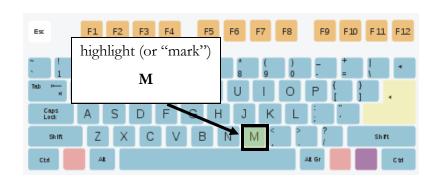
(Place cursor at beginning of word following punctuation insertion point and press punctuation key. Instead of deleting and retyping to change punctuation, toggle among different punctuation marks by pressing different punctuation keys.)

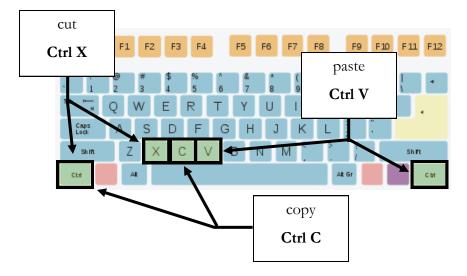
Word Beginnings/Endings



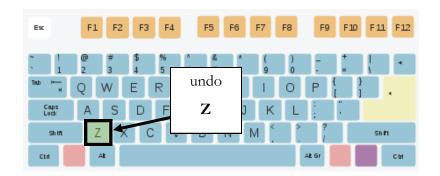


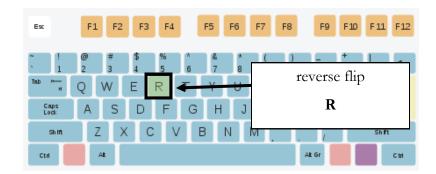
Other Editing Functions

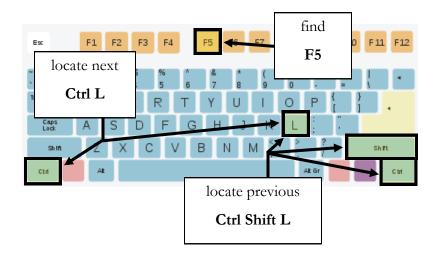




Other Editing Functions (Continued)







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