

Keyboard Shortcuts

Everyone is looking for ways to save time when working online. The table below provides some keyboard strokes (shortcuts), Internet shortcuts, and browser shortcuts that might be of use.

These shortcuts will work for most versions of Firefox, or Internet Explorer. Macintosh users should press the "command" key instead of the "control" key. Some of these shortcuts will work in Google Chrome, but not all of them.

Shortcut	Description
Ctrl + D	Add a page to bookmarks/favorites
Ctrl + B	Display the bookmark folder
Ctrl + N	Open a new browser window
Ctrl + W	Close a browser window
Ctrl + H	Open the "history" bar
Ctrl + R	Reload the current page
Ctrl + A	Select all text on a page
Ctrl + O	Go to a new location
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo typing
Ctrl + P	Print the current page
Ctrl + S	Save the current page. The Save As window will display.
Ctrl + F	Find a word or phrase on a Web page
Tab	Move to a new link on a Web page
Shift + Tab	Move back to a previous link on a Web page
Esc	Stop a page from loading
Space	Scroll to the end of a Web page
Alt + <—	Back
Alt + —>	Forward
Shift + mouse wheel (if you have a scrolling mouse)	Move forward and backward between Web pages
Ctrl + mouse wheel (if you have a scrolling mouse)	Increase and decrease font size on a web page
F5	Refresh the page
F10	Go to your menu options
F11	Remove the top browser bars so more of the page can be viewed (click again to get them back)