If you're like me, you like bacon. Also, if you're like me, you type a lot. As attorneys, we are working on our computers constantly. Without them we wouldn't get much accomplished. But, if you're like me (there's a pattern here), you're not the world's fastest typist. I have a low WPM (words per minute) score. My last test was around 35 WPM—below the national average. Honestly, I don't even use my left pinky when I type. But I still manage to get my documents drafted or edited in a timely manner. One of the ways I do this is by using keyboard shortcuts to navigate text.

Sometimes, when you're drafting a multi-paragraph document, you miss a few things. It happens to the best of us. You take a break from typing and start to review your progress only to notice a few misspelled words or some errant punctuation a few lines prior. You take your hands off of your keyboard, grab the mouse, move the cursor to the appropriate spot, click, make your edits, grab the mouse again, move the cursor back to the end, and click so you can resume your typing. My fingers are cramping just typing those steps. But there is an easier way.

By using a few modified keystrokes, you can quickly get to almost any spot on the page in seconds, and without ever reaching

Ed. note: still looking for that bacon emoji

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for your mouse. The obvious keys to use are the “Home” and “End” keys. They move your cursor to the beginning and end of a line of text, respectively. This a quick way to get back to the beginning of a numbered line if you need to insert another entry into your list, for example. But if you hold “Ctrl” and press either of those keys, you will be taken to the beginning or end of the document, respectively. So, when you are done making a mid-paragraph edit, hold “Ctrl” and press “End” and you will be taken to the end of the text, ready to resume typing.

The “Ctrl” key can also help you navigate quickly through the midst of a paragraph. For those who don’t use the mouse to move back a few words, most of you likely press the left, right, up and down arrows to get to where you need to make your edit. If you have typed the sentence “Bacon is my favorite food.” and you *gasp* misspell b-a-c-o-n, it would take twenty-one keystrokes with the left arrow key to get back to “bacon” from the end of the sentence. However, if you hold “Ctrl” and press the left arrow key, you’ll get there in five key strokes. Pressing “Ctrl” causes your cursor to navigate one word per keystroke, rather than one character. Similarly, Ctrl + Right Arrow will move you to the beginning of each successive paragraph, rather than each line.

There are also ways to select and eliminate larger amounts of text if you need to make edits beyond a character or two. If you want to select a paragraph, line, or a few words, simply add the “Shift” key to the mix. Any of the previously mentioned shortcuts plus the “Shift” key will select the text as you go. If you want to change “Bacon is my favorite food” to “Bacon is the key to world peace,” hold Ctrl + Shift, and press the left arrow three times. You can then begin typing the new text, and it will overwrite what was selected. Alternatively, you could delete the old text before you begin typing your edits.

Using “Ctrl” also modifies the “Backspace” and “Delete” keys in the same manner. If you accidentally repeated a word or phrase, or need to shorten a sentence, Ctrl + Backspace will eliminate one word per keystroke. This is especially useful when the autocorrect option fails and retyping is faster than spellcheck. If you just need to move a word or two around, you can also select the text and press Ctrl + “x” to cut the word, navigate to its new home, and press Ctrl + “v” to paste it. Finally, try selecting words and paragraphs by double and triple clicking the mouse respectively.

Now that you’ve learned how to save a ton of time navigating your document, you have plenty of extra time to make bacon. I’m happy to share.

Joe Shinaver is a self-proclaimed legal tech geek. Joe has worked in the technology field for more than 12 years and has been practicing law since May, 2016. If you have any questions about the technology in this article, or have a topic you’d like discussed here, feel free to contact Joe at 567-343-5453 or jwshinaver@shinaverlaw.com.

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