

Re: Creating keyboard shortcut keys and normal.dot

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2004-05/2282.html>

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See my previous post for what I think is a general solution for you. Here I'll try to answer some of your specific questions.

> *** Now I'm trying to create keyboard shortcut keys. I went to the tools menu, clicked customize, clicked keyboard, In the same changes box I clicked the name of the document I was working on (maybe I should of clicked normal.dot??), I clicked on the style I had created (quote) in the Categories box, click the category that contains the command or other item. In the Press new shortcut key box, I tried to type the letter q, which is what I want to use on the keyboard, however it would not let me type anything. Am I doing this wrong?

>
>

You may be thinking of shortcuts in the style dropdown rather than traditional keyboard shortcuts. (I don't think you want to apply your quote style everytime you press the letter q on your keyboard.) A style shortcut is created by modifying the style. In the box with the style name, click after the name, press the comma and then type a shortcut such as "q." Then, when you click in the style box and type q and Enter, you'll get your style. For more on styles and their names, see <http://addbalance.com/usersguide/styles.htm>.

You can apply a keyboard shortcut (not in the styles menu) to a style the way you were, but usually people add a Ctrl or Alt modifier if they want to be able to use the keyboard for typing.

Hope this helps,

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Charles Kenyon

Word New User FAQ & Web Directory: <http://addbalance.com/word>
Intermediate User's Guide to Microsoft Word (supplemented version of Microsoft's Legal Users' Guide) <http://addbalance.com/usersguide>
See also the MVP FAQ: <http://www.mvps.org/word> which is awesome!

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microsoft.public.word.docmanagement: Re: Creating keyboard shortcut keys and normal.dot
from my ignorance and your wisdom.