

Shortcut Key Assignments for new-stsp-template

===== Styles =====

Alt+C.....wiComment

Alt+1.....1 Heading 1 Style

Alt+P.....spParagraph Style

Alt+H.....spHeading Style

Alt+L.....spNumList1 Style

Alt+B.....spBullet1 Style

Alt+Ctrl+P.....ssParagraph Style

Alt+Ctrl+N.....ssParagraphNumber Style

Alt+U.....spUndefined Style

Alt+S.....spSmall Style

Alt+W.....wiWebLink Style

Alt+Ctrl+T.....spTableTitle Style

Alt+T.....spTable Style

Alt+I.....ssBidItem Style

Alt+V.....spVersion Style

===== Convert Bid Item Tables =====

Alt+R.....Convert bid item table to tabbed ssBidItem styled bid items

Alt+M.....Convert tabbed ssBidItem styled bid items to a table

===== Insert Form Fields =====

Alt+F.....Insert a legacy text form field **F11 to move to next field**

Alt+Ctrl+X.....Insert a list box form field **Select from drop-down** **Tab to move to next field**

Alt+X.....Insert a combo box form field **Select from drop-down or edit** **Tab to move to next field**

===== Useful Shortcuts =====

Ctrl+spacebar.....Restore underlying character settings

Ctrl+Q.....Restore underlying paragraph settings