

UMCA HANDBOOK – SHORTCUT KEYS

FIND = Ctrl F

Type the word in the box and then click on next or hit enter to go to the next place in the document where the word is found.

Alt < = Takes you back to the position you were previously at in the Table of Contents.

Ctrl Home = GETTING BACK TO TOP OF DOCUMENT

If you pick a chapter/section in the Table of Contents and want to get back to the top of the document press Ctrl and then the Home key and it will take you back to the beginning of the document.

To get to the end of the document press Ctrl and then the End key and it will take you to the end of the document.

HYPERLINKS

In the document there are hyperlinks to sections of the Utah Code Annotated. Click on the hyperlink to get to that section and then click the x in the tab at the top of the page to get back to the Handbook.

Ctrl PgUp and Ctrl PgDn

Moves you up or down a complete page at a time.

Ctrl > = Moves the cursor word by word to the right.

Ctrl < = Moves the cursor word by word to the left.