

Karlen Communications

Customize Keyboard Shortcuts in Word



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Introduction

This how to booklet walks you through customizing keyboard shortcuts for a Heading level that currently does not have a keyboard shortcut in Word: Heading 4.

Headings 1 through 3 do have keyboard commands and in OneNote Headings 1 through 6 have keyboard commands, but in Word, only Headings 1 through 3 have keyboard commands. The additional keyboard command support has been requested from Microsoft for Word and the keyboard commands I'm suggesting are not currently assigned.

Let's compare the two applications:

Word	OneNote
Ctrl + Alt + number 1 for Heading 1	Ctrl + Alt + number 1 for Heading 1
Ctrl + Alt + 2 for Heading 2	Ctrl + Alt + 2 for Heading 2
Ctrl + Alt + 3 for Heading 3	Ctrl + Alt + 3 for Heading 3
None	Ctrl + Alt + 4 for Heading 4
None	Ctrl + Alt + 5 for Heading 5
None	Ctrl + Alt + 6 for Heading 6

Creating a Keyboard Shortcut

Word does let you customize keyboard commands to some extent although there are keyboard commands that can't be changed.

To add a keyboard command for Heading 4:

1. In the document you want to be able to use the keyboard command, create a Heading and apply the Heading 4 style.
 - a. I do this in case the Heading level I want to assign the keyboard command for is not currently in the list of headings once I get to where I can customize it.
 - b. I do this by using the Quick Access Toolbar or QAT on which I have added the Apply Styles Pane for easy access to styles (Appendix A).
2. Press Alt + F, T for File/Backstage area, Options. This opens a dialog with the list of categories of options on the left and the options for that category on the right.
3. Press the letter C for Customize Ribbon. This opens the list of Ribbon tools to the right of the list of categories.
4. Press Alt + T for the Customize button next to Keyboard Shortcuts. This opens a dialog with the keyboard shortcuts that are assigned and those that aren't.
5. On the left in this dialog are categories of tools. Press S for Styles. There is more than one item that begins with this letter so keep pressing it until you find Styles.

6. Press Tab to move into the list of Styles.
7. Press H until you find Heading 4.
8. Press Tab twice until you are in the “Press new shortcut key” edit box.
9. Press Ctrl + Alt + 4 just as you want to use it to apply a Heading 4 style.
10. The keyboard command will appear in the edit box and you can review it with your adaptive technology.
11. Tab to the list of places you want to be able to use this keyboard command. The default is in the Normal document template. If this is where you want to use it, move to the next step, we are verifying that this is correct.
12. Press Alt + A to activate the Assign button and the keyboard command/shortcut will be assigned.
13. Focus should now be on the Close button so you can press Enter to activate it. If focus is not on the close button, press Tab until it is and then activate it.

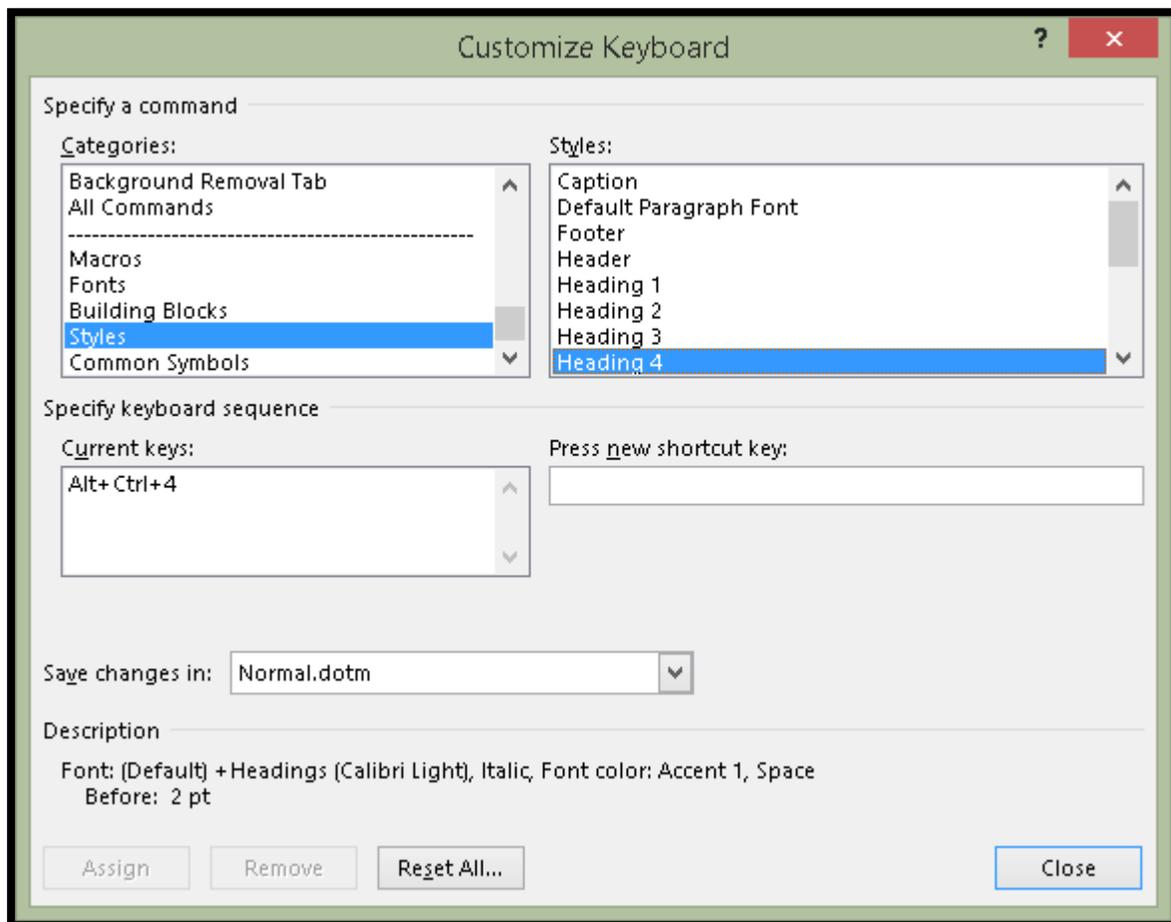


Figure 1 Customize Shortcuts dialog in Word.

You can now use Ctrl + Alt + 4 to apply a Heading 4 style in any document based on the Normal template. This should not have to be redone unless the Normal document becomes corrupted and must be recreated.

For some reason, when I go back and try to review what I've done after Assigning the keyboard command, it doesn't show as being assigned, however, it really is. I suggest that in order to verify that it has been assigned, you try it and see if it works.

You can create keyboard commands or shortcuts for Heading 5 and Heading 6 using this same technique.

Appendix A: Putting Items on the Quick Access Toolbar

You can add other tools to the QAT or Quick Access Toolbar using the keyboard. In the sample below, we'll add the ASP or Apply Styles Pane to the QAT. Use this same process to add other tools to the QAT. The ASP is the most accessible way to format and structure text. It is a tool you'll use for every document.

To customize the QAT:

1. Press Alt + F, T for File, Backstage area, Options. A dialog will open with a list of categories on the left and options for those categories on the right.
2. Press Q for Quick Access Toolbar in Word 2013. It might be C for Customize Quick Access Toolbar in Word 2007 or 2010.
3. Press Tab to move into the customizable options.
4. The focus will be in the "Choose commands from..." list box.
5. Press Alt + Down Arrow to expand the list.
6. Choose "Commands not on the Ribbon."
7. Press Tab to move into the list of commands.
8. Use first character navigation or the Up and Down Arrows to find "Style."
 - a. There are a couple of style based options so make sure you choose the "Style" tool.
9. Once Style is selected, press Alt + A to add it to the list of commands in the QAT.
 - a. If you press Tab you will put focus on the Add button if you prefer this method.
10. Pressing Tab again moves you to the list box where you can choose to have the customized items on the QAT displayed for all documents or for just the current document. I recommend that you have the QAT tools available for all documents.
11. Press Tab which will move focus to the list of commands currently on the QAT.
12. Pressing Tab again moves you to the "Reset" button where the original QAT items can be restored.
13. Moving through the options to customize the QAT, pressing Tab again will let you move a selected item in the list of QAT tools up.
 - a. The "Move UP" and "Move Down" buttons are icons with arrows pointing either up or down so there is no keyboard command to move directly to them. Visually they are to the right of the list of items currently on the QAT.
14. Pressing Tab from the "Move UP" button will move focus to the "Move Down" button where you can move the selected item down in the list.
15. If you want to remove an item from the QAT, select it and press Alt + R. You could also Tab to the Remove button.
16. Once you've added the Style tool to the QAT, Tab to and activate the OK button.

You are returned to the document and the new tools are added to the QAT.

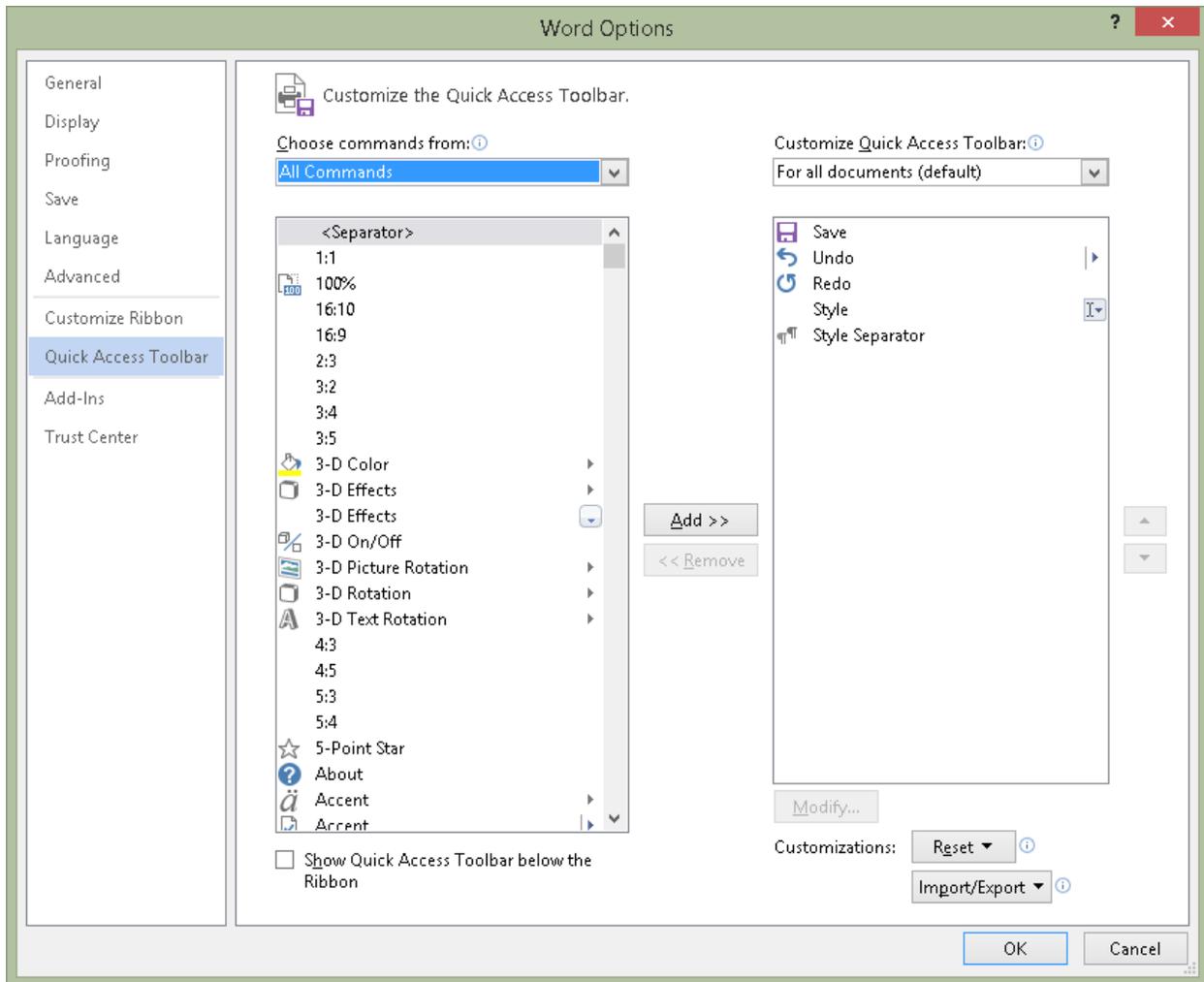


Figure 2 Quick Access Toolbar or QAT customization dialog.

You access the tools in numerical order. For example on my computer the Style tool is the fourth item on the QAT so pressing Alt + 4 will take me directly to the Style tool. When you move tools up or down in the current list of QAT tools in the Customize dialog, you affect the number you would need to press to move directly to that tool. For example, if I moved the Style tool down one place in the list, Alt + 5 would put focus on it not Alt + 4.