Keyboard Shortcuts to Customize
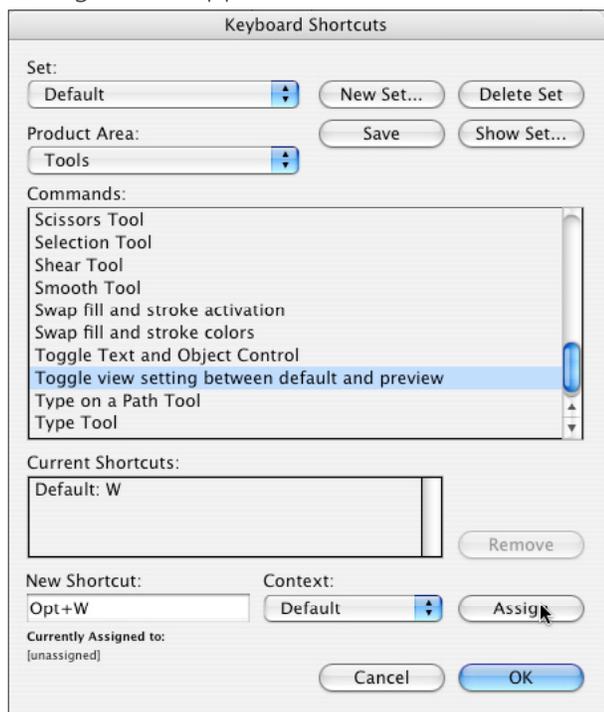for questions contact Diane Burns (info@dianeburns.com)

There's one keyboard shortcut that everyone should create. This shortcut will allow you to switch to Preview mode while working in text. I like to assign "Option-W" to this command, because it's similar to the default KBSC, and it is not used by any other command.

Switch to Preview mode when in text

1. First, select the Edit menu > Keyboard Shortcuts command.

2. In the pop-up menu labeled "Product Area," choose "Tools."

3. Scroll down to "Toggle view setting between default and preview."

4. Under "New Shortcut," hold down the Option key as you press the letter "w."

5. Click the "Assign" button.

6. Click "OK" and start to use your new, fabulous shortcut!

Dialog should appear as follow:

Result after you click "Assign"