Utility Commands

These are some of our favorite “Utility Commands” and come from a variety of sources. Please use and share these as desired. We only ask that you do not sell them or use them for other commercial purposes.

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| Command Name | Action |
| Field <1-99> | Selects a field defined by squared brackets containing a 2-digit number, i.e. [01], [02], etc. |
| Close Without Saving | Issues command to close a document without saving it. Works in most but not all word processing windows. |
| List <1-100> | Used for creating lists and has effect of pressing a return or enter key followed by the stated number and a period. |
| Double List <1-100> | Similar to the List <1-100> command but presses the enter key twice to give an extra line between each number. |
| Sub <icalphabet> | Used in creating outlines and in conjunction with List <1-100> command. This command places alphabetical characters a – z using the terminology alpha, bravo, Charlie and places a single tab command in front of the letter to indent it. |
| Sub <1-20> | Used with the List <1-100> and sub <icalphabet> command in creating outlines and places the spoken letter on the next line with two preceding tab commands. |