

Butter Your Typing Proficiency with Keyboard Shortcuts



Fun!

Edit text like professional butters do—except it's fun.

With Cryptic Butter!

- ✓ Use **DELETE** to delete text ahead of the cursor.
- ✓ Use **INSERT** to toggle overwriting text.
- ✓ Use **SHIFT** to capitalise words, only using Caps Lock when necessary.
- ✓ Use **MENU KEY** to swiftly access the context menu (arrows to navigate).
- ✓ Use **TAB** (or SHIFT+TAB) to cycle the focus without using the mouse.

The Basics Checklist

Tip

Chose between using the mouse, keyboard, or both for performing an action based on what is the quickest in the current situation.

E.g. use the keyboard when both hands are on it, or if you have one hand on the mouse and another on the keyboard, use both. In the latter case, you could use the context menu (secondary click) or a shortcut such as SHIFT+CLICK (to select text).

Rule of Thumb

CTRL increases the increment by which the cursor is moved.

SHIFT selects text as you move the cursor. This applies to the mouse as well.

Example

Position the cursor somewhere in the text. Next, hold SHIFT and click somewhere else with the mouse. This way, there is no need to hold down the mouse button.

Mouse Actions

DOUBLE CLICK to select a word.

TRIPLE CLICK to select the whole paragraph/line.

Remember

While these are the conventional, widely-used shortcuts, there might be some exceptions for certain applications.

E.g. to copy using the Linux terminal, you would use CTRL+SHIFT+C rather than CTRL+C.

Name	Shortcut	Description
Clipboard and Memory		
Copy	CTRL+C	Copy selected text to clipboard.
Paste	CTRL+V	Paste contents of clipboard.
Cut	CTRL+X	Copy then delete selected text.
Undo	CTRL+Z	Undo your last action.
Redo	CTRL+Y	Redo the last undo.

Navigation and Selecting Text		
Select All	CTRL+A	Select all text in a text field.
Find	CTRL+F	Search for text in a text file or webpage etc.
Big Backspace	CTRL+BACKSP	Erase words going backwards.
Elite Delete	CTRL+DELETE	Erase words going forwards.
<i>Use SHIFT with any of the below shortcuts to select text.</i>		
Home	HOME	Jump the cursor to the beginning of a line.
House	CTRL+HOME	Jump the cursor to the beginning of a text.
End	END	Jump the cursor to the end of a line.
Doom	CTRL+END	Jump the cursor to the end of a text.
Move	ARROW	Move the cursor by one character horizontally, or one line vertically.
Groove	CTRL+ARROW	Move the cursor by one word horizontally, or one paragraph vertically.

Formatting Text		
Bold	CTRL+B	Make the text bold or reverse.
Italic	CTRL+I	Italicise the text or reverse.
Underline	CTRL+U	Underline the text or reverse.
Hyperlink	CTRL+K	Create a hyperlink.

File Actions		
Save	CTRL+S	Save the current file.
Open	CTRL+O	Open a file.
Print	CTRL+P	Print the current file.
New	CTRL+N	Create a new file.