

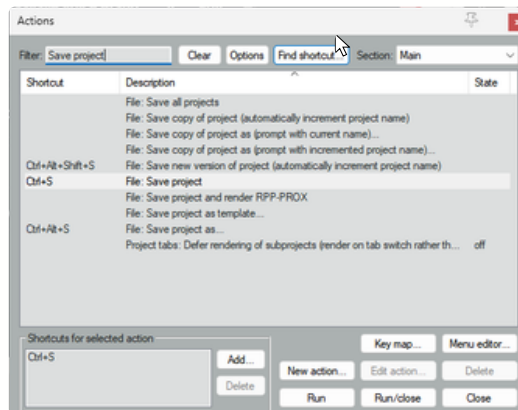


*To open the **Actions List** Press **?** on your keyboard or go to **Actions > Show action list**

FINDING ACTIONS AND SHORTCUTS

To Find a Shortcut from an Action:

- Open the **Actions List***
- Type the action name in the **Filter box** (e.g., 'save project')
- The keyboard shortcut will appear next to the action in the list

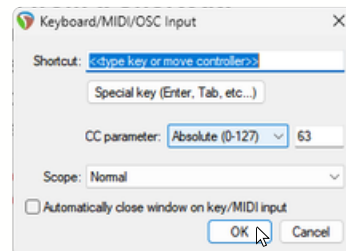


To Find an Action from a Shortcut:

- Open the **Actions List***
- Click the '**Find shortcut**' button.
- Hit the keyboard shortcut you want to identify (e.g., 'Ctrl+S')
- The action will appear next to the keyboard shortcut in the list.

CREATING YOUR OWN KEYBOARD SHORTCUTS

- Open the **Actions List***
- Select the action you want to customise.
- Click the **Add** button at the bottom of the window.
- Hit the new keyboard shortcut you want to use.
 - A pop-up will appear if the shortcut is already in use. You can choose to **Override** or **Cancel**
- Click **OK** to confirm.



CREATING A CUSTOM ACTION (THE 'SECRET SAUCE')

- Open the **Actions List***.
- Click **New action...** and select **New custom action...**
- In the Create Custom Action editor, locate and double-click the actions you want to add them to the right-hand side list.
- Give your custom action a name.
- Click **OK**.
- Your new custom action will now appear in the main Actions List as '**Custom: [your action name]**'.
- Select this action and click the **Add** button to assign a keyboard shortcut.
- Click **OK** to save.

