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## Keyboard shortcuts

Task	Keyboard keys
Copy	Ctrl + C
Paste	Ctrl + V
Increase font size	Cmd + Shift + . [Command Shift Period]
Decrease font size	Cmd + Shift + , [Command Shift Comma]
Zoom-in page	Cmd + Option + + [Command Option Plus]
Zoom-out page	Cmd + Option + - [Command Option Minus]

For a complete list of keyboard shortcuts, press Cmd + /

## Other controls

Task	Instructions
Enter a new line	Press the <b>Enter</b> key (PC) or <b>return</b> key (Mac)
Add emojis 😊	Select the <b>Insert</b> menu button (located in the top menu bar), then select <b>Emoji</b> and search for the emoji you want  Or, to search for and add emojis quickly, press the colon key (:) to choose from a list of emojis.

### Adding comments

- On a new line, please add your name or initials and your comment beside it.
  - To have your words read out loud during the meeting, type “ROL” (Read OutLoud) in front of or after your message.
  - Use any font, colour, and font size that you’d like.
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Enter your comments below:

