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## Keyboard shortcuts

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

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

## Other controls

| Task | Instructions |
| --- | --- |
| Enter a new line | Press the Enter key (PC) or return key (Mac) |
| Add emojis 😊 | Select the Insert menu button (located in the top menu bar), then select Emoji 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.

## Enter your comments below: