

## PRO Shortcuts and Codes

### Shortcuts when editing a text box

Keyboard shortcuts can speed up the task of moving through a PRO screen and of moving text from an external document into a PRO screen.

| <b>Key(s)</b>      | <b>Action</b>  |
|--------------------|--|
| <b>TAB</b>         | Move forward to the next field on the screen.  |
| <b>SHIFT + TAB</b> | Move backwards to the previous field on the screen.  |
| <b>Ctrl + C</b>    | Copy the highlighted item to your computer's clipboard.  |
| <b>Ctrl + V</b>    | Paste the contents of your computer's clipboard starting at the position where you have clicked in a text box. |

**Note** Any text that you **highlight** in an external document, such as Word, can be dragged directly to a text box in a PRO screen.

If you need to insert special characters or symbols into a text box, refer to the following link:

[http://en.wikipedia.org/wiki/List\\_of\\_Unicode\\_characters](http://en.wikipedia.org/wiki/List_of_Unicode_characters)

### Using HTML Codes

When generating your reports, PRO automatically formats the styles of titles of publications and presentations. However, it may occasionally be necessary to enter formatting codes for italic, subscript, and superscript, as shown below.

| <b>Style</b>                   | <b>Tag</b>   |
|--------------------------------|--|
| <b>Italic</b><br>Example       | <code>&lt;i&gt;your text&lt;/i&gt;</code><br><br>To create this appearance:<br>...cited in <i>Elements of Style</i> by Strunk and White<br><br>Type this:<br>...cited in <code>&lt;i&gt;Elements of Style&lt;/i&gt;</code> by Strunk and White |
| <b>Subscript</b><br>Example:   | <code>&lt;sub&gt;symbol&lt;/sub&gt;</code><br><br>To create this appearance:<br>... increased opacity $R_j$ by a factor of<br><br>Type this:<br>... increased opacity <code>R&lt;sub&gt;j&lt;/sub&gt;</code> by a factor of                    |
| <b>Superscript</b><br>Example: | <code>&lt;sup&gt;symbol&lt;/sup&gt;</code><br><br>To create this appearance:<br>...where $G^n$ represents...<br><br>Type this:<br>...where <code>G&lt;sup&gt;n&lt;/sup&gt;</code> represents...  |

To ensure the appearance of the automatic formatting in your reports, we discourage the use of ALL CAPS or using HTML tags to insert bold or underlining.