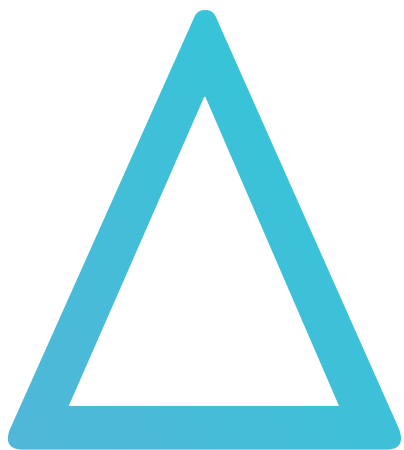
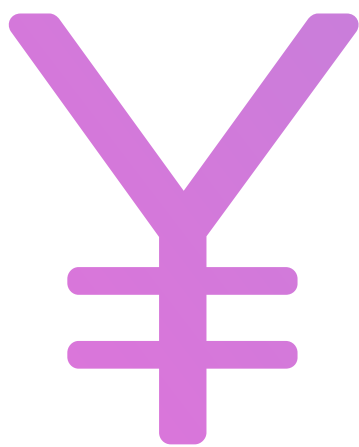




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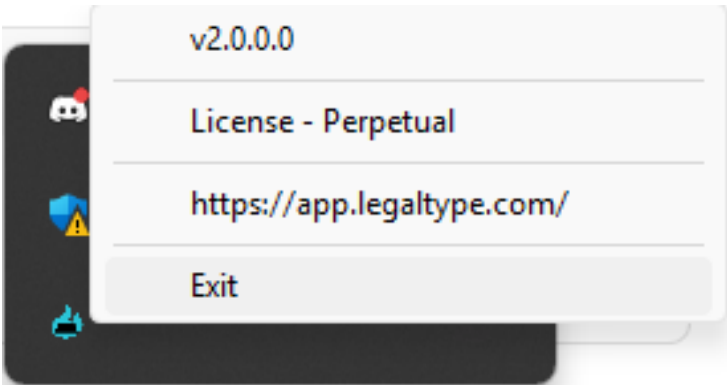
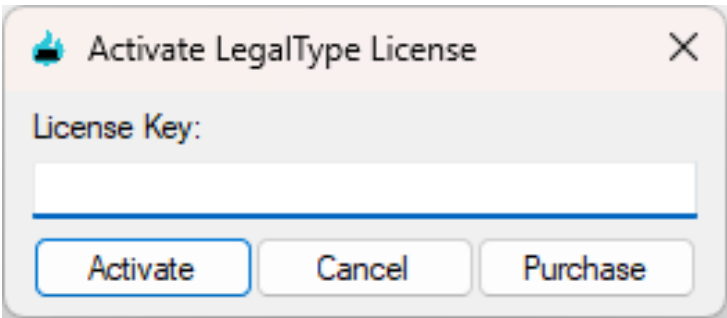
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BASICS

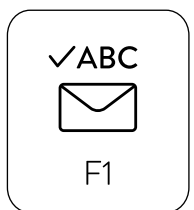

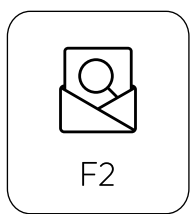
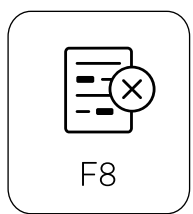
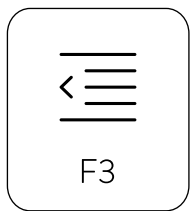
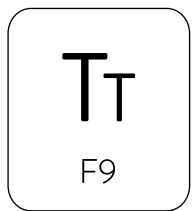
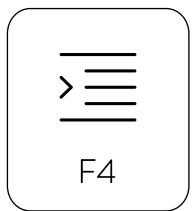
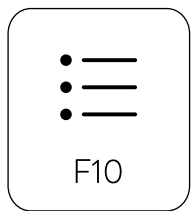
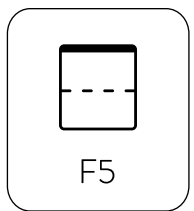


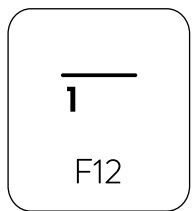
Learning to use LegalType is easy. Master LegalType in 3 minutes or get [live help](#).

1. Visit app.legaltype.com and purchase or register your new LegalType license. All keyboard purchases come with a promo code.
2. Download the legaltype.exe or legaltype.msi file. Enter your license key, and it will instantly start running.
3. A keycap that looks like this:  will appear at the bottom righthand corner of your screen. Right click on it to exit the application at any time.



WINDOWS AND OUTLOOK HOTKEYS

Use Fn Lock to activate or disable these functions.

	Activate Spell Check Inside of Outlook		Accept Tracked Changes in Word
	Search Inside of Outlook		Reject Tracked Changes in Word
	Indent Left		Activate Small Caps
	Indent Right		Insert Bullet List
	Split Screen in Word		Insert Comment
	Turn on Track Changes in Word		Insert Footnote

ALT GR SYMBOLS

Alt Gr (or Alt Right key) activates symbols printed in the bottom righthand corner of the keycap (i.e. Alt Gr + D = Δ).

Symbol	Construction
§	Alt gr + s
©	Alt gr + c
™	Alt gr + t
®	Alt gr + r
Δ	Alt gr + d
π	Alt gr + p
¶	Alt gr + z
✓	Alt gr + j
•	Alt gr + k
€	Alt gr + e

Symbol	Construction
£	Alt gr + l
¥	Alt gr + y
—	Alt gr + ,
–	Alt gr + Shift + ,
°	Alt gr + o
Crypto Keys	
฿	Alt gr + b
Ð	Alt gr + Shift + d
Ξ	Alt gr + Shift + e
₱	Alt gr + a

CITATION ABBREVIATIONS

Word	Construction
Accord	R Ctrl + a
But see	R Ctrl + b
Cf.	R Ctrl + c
e.g.	R Ctrl + e
See generally	R Ctrl + g
Id.	R Ctrl + i

Word	Construction
per curium	R Ctrl + p
See	R Ctrl + s
See also	R Ctrl + l
But cf.	R Ctrl + 2
Contra	R Ctrl + 3

OTHER SHORTCUTS

Symbol	Construction
B	Ctrl + b
I	Ctrl + i

Symbol	Construction
U	Ctrl + u