

## **F8: THE SECRET HIGHLIGHTING KEY**

You may be aware of the wonders of the Shift key when it comes to mouseless highlighting. In other words, if you want to highlight a selection of text in a word processing document, you know that you can hold down the Shift key while you use your cursor keys (up arrow, down arrow, up arrow, and down arrow) to move around with the highlighting function activated

Instead of the old Shift + arrows keys, try the **F8 key** instead. It's one of the best kept secrets in keyboarding.

Once you hit this key, the highlighting function is active and you don't need to keep holding down the key.

First, **place your cursor at the beginning of the section** to be highlighted, just **hit F8 once**, let it go and then **use the directional keys** (arrows, home, end, page up and page down) to highlight.

The highlight is "anchored" to the location of the cursor when you hit the F8 key and from there, you can highlight in any direction. When you no longer need the highlight or need to move the "anchor" position, just hit the **Esc key**.

Instantly, the highlight feature will be turned off and you're back to work as usual!