# Formatting & Hot Key Cheat-Sheet

- Module 2: Download 2

If you've read over the previous download titled: "Blog Post Writing Checklist", great! This is the perfect addition to that download.

In this PDF I'm going to show you some excellent (FREE) tools you can use to speed up your post writing workflow and also teach you a few common "Hot Keys" or "Keyboard Shortcuts" that you can use to write more efficiently.

## Free Tools

If you look at a blog post on Goats On The Road, like our [Start a Blog Guide](#) that you likely read to start your blog, you'll see that we have a bunch of cool elements in the post. There are boxes and toggle items and carousels. This can be created using a plugin.

### Shortcodes Ultimate Plugin

These elements are actually very simple to add using the Thrive Architect Plugin which I introduced in Module 1, but even if you haven't purchased Thrive yet, you can get a few of these features for free using the Shortcodes Ultimate plugin.

If you've watched the first video in this course, you'll likely remember how to search for new plugins in the WordPress plugin directory and upload them to your site. If you forgot, no problem, you can go back and watch now. I'll wait ;)

Okay, now that you're refreshed… go and search for Shortcodes Ultimate in the directory and activate it on your site. Now when your editing a post in WordPress you'll see a button at the top that says "Add Shortcode". When you click that you'll see dozens of options for cool styling you can add with shortcodes!

Now keep in mind that shortcodes will slow down your site and sometimes they stop working randomly, so I still recommend getting Thrive Architect which uses a far better system, but this could at least give you an idea of how to style a blog post without Thrive.

## Tiny MCE SpellCheck

This is a plugin that will help you proofread your articles. Most Bluehost blogs come standard with this plugin, which is great, but if you don't see a little button that looks like this in your edit post screen: 

When you click that, TinyMCE will underline any words the plugins think might be misspelled. It isn't the most accurate grammar checker and doesn't do too well with proper names however, so make sure you still proofread your content before hitting publish!

## Yoast SEO

This is a bit more advanced, but I've included it in Module 1 of this course under the "10 Plugins You Should Download Now" PDF because it's great for getting more traffic to your site. There are plenty of tutorials on Goats On The Road and on other websites, plus we're covering it more in the Ameteur Blogger Course so I won't get too much into it now.

# Paid Tools

## Thrive Architect

I've already talked about why I love Thrive Architect and other Thrive tools in the first module inside the free download: "Introducing Thrive" PDF, so I won't get too much into it here, but it allows you to edit your posts and pages using drag-and-drop functionality, making it super easy to make professional looking pages on your site.

# Hot Keys

There are quite a few keyboard shortcuts that can really speed up your workflow. Now that you're working for yourself and you're on your way to becoming a professional blogger, time is money! The less time you spend writing posts and formatting them, the more time you have to expand your brand and travel around the world! I recommend remembering these shortcuts:

Note: For PC change Command for Control

- **Command+K:** - Insert link into highlighted text
- **Command+C:** Copy
- **Command+V:** Paste
- **Command+Z:** Undo
- **Command+Shift+Z:** Redo
- **Command+B**: Bold
- **Command+I**: Italic

- **Command+U**: Underline
- **Command+Option+L**: Align text left
- **Command+Option+C**: Align text center
- **Command+Option+R**: Align text right
- **Command+Option+2:** H2 tag
- **Command+Option+3**: H3 tag
- **Command+Option+4**: H4 tag
- **Command+Shift+Arrow (right or left):** Highlight text in row (right or left)
- **Option+Shift+Arrow (right or left):** Highlight word (right or left)
- **Shift+Arrow (right or left):** Highlight character (right or left)