# Keyboard Card Cutting Guide---Raleigh

## Step by Step

### Phase 1: Prepare Your Styles

#### 1. Close all Verbatim documents except this one.

#### 2. Select an underlined portion of the “card” below.

Cutting cards with your keyboard is infinitely superior to cutting cards with your mouse.

#### 3. Click styles.



#### 4. Right click on “Underline.” It should have a box around it indicating the text you’ve selected is in that style.



#### 5. Select “Modify…”



#### 6. Select “New documents based on this template.” It should deselect “Only in this document.” Then click Ok.



#### 7. Save the file either by clicking ctrl + S or the save button at the top. It should prompt you with this:



#### 8. Click “yes” to answer “Do you also want to save changes to the document template?”

#### The underline style should now be saved to your Verbatim template!9. To save the emphasis style to your Verbatim, repeat steps 2-8 with an emphasized portion of the “card” below. The style should be titled “Emphasis.”

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### Phase 2: Bind Your Keys

#### Now that you have saved both underline and emphasis styles to your Verbatim, you can bind the styles to your keyboard.

Before we bind the keys, practice using the ctrl + shift + arrow key functions. Holding ctrl while clicking the right and left arrow keys allows you to move word by word. Holding shift while clicking the right and left arrow keys allows you to select character by character. Holding ctrl AND shift allows you to select word by word, the best way to cut cards efficiently. Try using each of these functions on the AI-generated paragraph below.

Cutting cards with a keyboard is significantly faster and more efficient than using a mouse or trackpad because it minimizes the physical movement and cognitive load involved in the process. Keyboard shortcuts allow for quick, precise actions without the need to switch between devices or reposition your hands, which can disrupt workflow. This method also reduces the likelihood of errors, as it eliminates the need for precise cursor placement and clicking, which can be time-consuming and prone to mistakes. Overall, using the keyboard streamlines the task, enhancing both speed and productivity.

Now that you are familiar with selecting text with your keyboard, think about which keys naturally work for you to bind to emphasis and underline. Common options include ctrl + down arrow as underline/the up arrow as emphasize or ctrl + slash key as underline/period as emphasize. You want to make sure you put ctrl before your chosen key to avoid stripping the key or its intended use (i.e., you still want to be able to use the up/down arrow keys and the slash/period keys when using Verbatim!) You should choose two keys that are close to your arrow keys, so it is easy to emphasize/underline quickly.

Now that you’ve chosen your two keys to bind to underline/emphasis, follow these steps to bind them.

1. Click file at the top right of your screen.

2. Click options. Then click Customize Ribbon. You should see this screen.



#### 3. At the bottom of “Customize Ribbon,” you should see “Keyboard shortcuts: Customize.” Click “Customize.”

#### 4. Before binding your keys, make sure you save changes in the right template. Click the dropdown menu and select “Debate.”



#### 5. In the “Categories” section, select “Macros” at the bottom of the list of categories. Debate formatting styles should appear on the right, from which you should select our underlining style “Underline”.6. Next, you’ll want to assign your new keys to the style. Put your cursor in the box marked “Press new shortcut key:” and type the keys you’d like the style to be binded to.

#### 7. Click “assign” and your key should be binded.

#### 8. Repeat the same process with “Emphasis”. It will be under “Styles” not “Macros”

#### 9. Now that both styles are binded to your chosen keys in the verbatim function, you can close out of the customization window and return to this word document.

#### 10. Just like when we saved the styles to Verbatim, after you’ve binded the keys make sure you save the document by clicking ctrl + S or the save button at the top. It should ask you this question:



#### Again, you should click yes!

### Phase 3: Practice!

####  Now your Verbatim is ready to cut cards with your keyboard. I’ve attached another AI-generated text that you can practice cutting with your keyboard.

#### Here’s a YouTube video demonstrating what cutting with a keyboard looks like on your screen.

<https://youtu.be/atFKBad_EcM>

#### Remember:

#### To move by word (to skip over words you don’t want to underline), ctrl + right/left arrow.

#### To select by word, ctrl + shift + right/left arrow.

#### When you’ve selected the words you want to underline/emphasize, release the shift key and click the key you’ve binded with ctrl to underline/emphasize the text. Your finger should remain on ctrl the whole process.

#### To select by character (usually used to correct mistakes in cutting or emphasize letters for acronyms), shift + right/left arrow. You’ll have to reclick ctrl once you’ve selected the letter/s to underline/emphasize it.

Using a keyboard to cut cards is markedly faster and more efficient than using a mouse or trackpad because it reduces the physical effort and time required to execute commands. When using a keyboard, you can rely on shortcuts that allow you to cut, copy, and paste cards with just a few key presses. This eliminates the need to move your hand between the mouse or trackpad and the keyboard, which can disrupt your flow and slow you down. Additionally, keyboard shortcuts are designed to be intuitive, making it easy to perform repetitive tasks quickly without the need for precise cursor placement.

In contrast, cutting cards with a mouse or trackpad involves a series of steps that can be cumbersome and time-consuming. You need to carefully position the cursor over the card, right-click to open the context menu, and then select the "Cut" option. This process requires more precision and hand-eye coordination, which can lead to errors or accidental clicks, especially when dealing with large volumes of cards. Moreover, the reliance on the mouse or trackpad for such tasks can contribute to physical strain, particularly in the wrist and hand, which can impact productivity over time.

Efficiency is further enhanced by the ability to perform multiple actions simultaneously with the keyboard. For example, you can navigate through your deck, select multiple cards, and execute commands all without lifting your hands from the keyboard. This seamless workflow allows for greater focus and speed, especially when dealing with complex or time-sensitive tasks. Overall, cutting cards with the keyboard is a more streamlined and effective approach that optimizes both time and energy, making it the preferred method for professionals and anyone looking to maximize productivity.