Assigning shortcut keys

In addition to using the built-in keyboard shortcuts, you can define others. You can assign shortcuts to standard LibreOffice functions or your own macros and save them for use with Writer or with the entire LibreOffice suite.

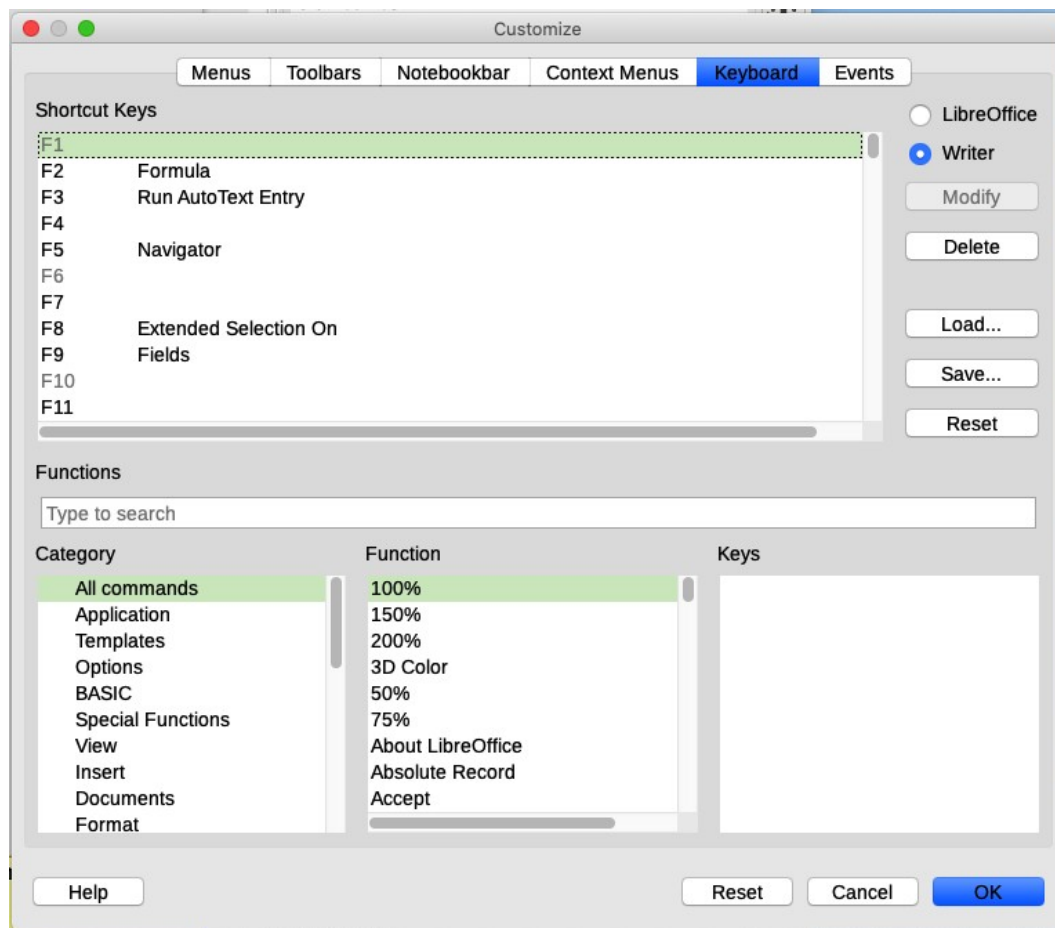To adapt shortcut keys to your needs, use the *Keyboard* tab of the Customize dialog (Figure 460).

Figure 460: Defining keyboard shortcuts for applying styles

1) Choose whether to have the shortcut key assignment available in all components of LibreOffice or only in Writer.

2) Select the desired shortcut key in the *Shortcut Keys* list at the top of the page.

3) Select the required function from the *Category* and *Function* lists.

4) Click the **Modify** button. The selection now appears in the *Keys* list on the lower right.

5) Click **OK** to accept the change.

Repeat as required.

> ⚠ **Caution**
>
> Avoid reassigning your operating system's predefined shortcut keys.

> ✅ **Note**
>
> Shortcut keys that are grayed-out in the listing on the Customize dialog, such as *F1* and *F10*, are not available for reassignment.