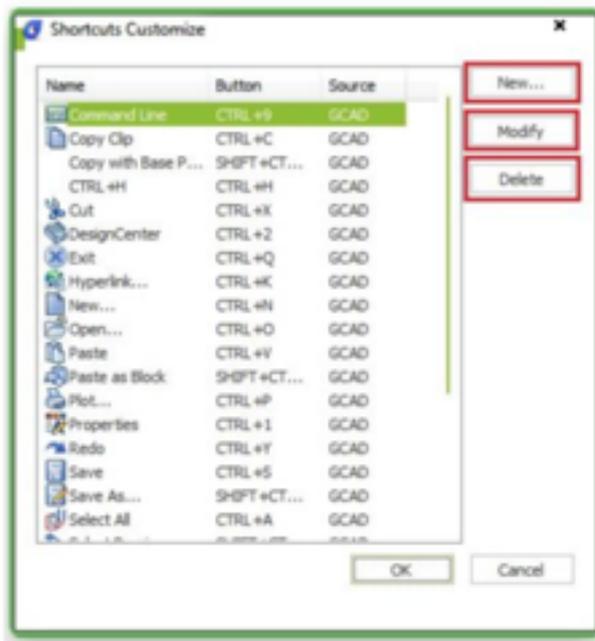# How do I customize command shortcuts easily and faster?

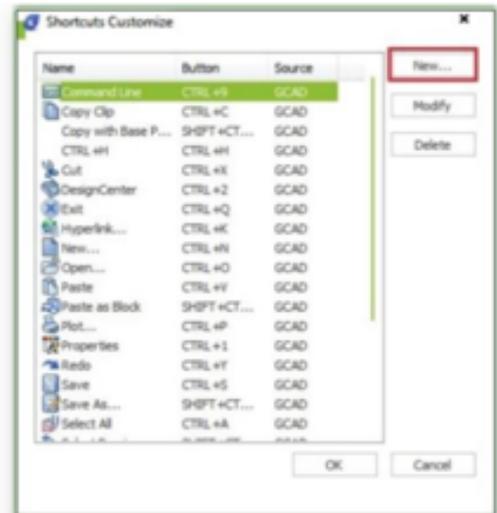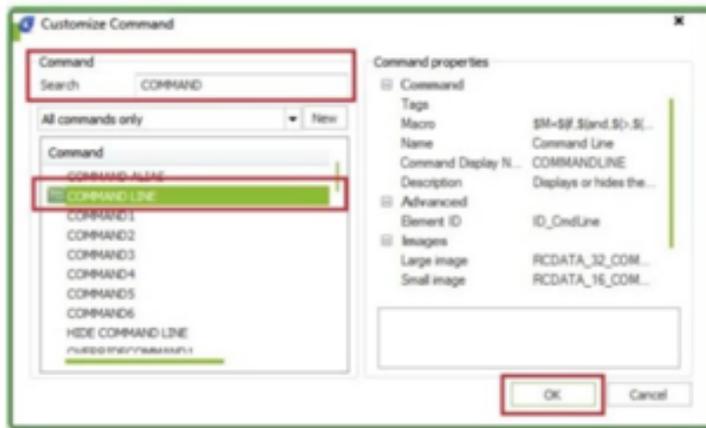1107 kbadmin April 3, 2016 [Tips & Tricks](#) 0 9081

A faster way to invoke a command is customize its shortcut. The CUSTACC command allows you to customize,
delete or modify existing command shortcuts. To access this command go through the menu bar, under tools,
select customize and choose Shortcuts Customize. After that, the shortcut customize window will pop up. As
you can see, there is a list of shortcuts command that you can easily modify, delete or even make a new one
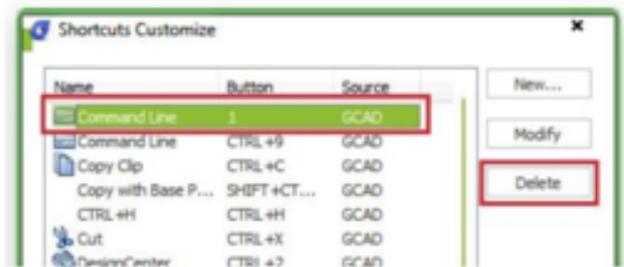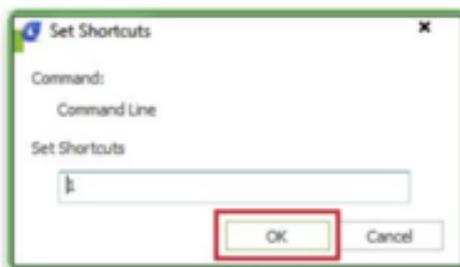over an existing one.

If you want to create a new one, just click the New button and the customize command window will pop up.
Then you can search the command or select one from the command list. For example, you can input
"command line" and then select the requested command. Notice that by selecting the requested command, at
the right side of the window, will display the command properties. After selecting the command, press the OK
button.

Then the set shortcuts window will pop up. You can input the desire keyword(s). For example, you can input the
number 1. If you want to delete a created shortcut command, invoke the command CUSTACC and then select
the delete button from the Shortcut Customize window.