The Mac allows you to access many characters that are not shown on the keyboard. The following list shows the key combination and font required to create some of the most popular of these characters. In this chart, ⌘ represents the shift key and ⌘ represents option. Most characters are included in any font that uses Apple’s standard keyboard layout (Std), such as Times and Helvetica. Other characters are included in the specialty fonts Symbol (Sym) and Zapf Dingbats (Zap).

<table>
<thead>
<tr>
<th>Character</th>
<th>Key</th>
<th>Font</th>
</tr>
</thead>
<tbody>
<tr>
<td>A with ring accent</td>
<td>â</td>
<td>Std</td>
</tr>
<tr>
<td>Acute accent</td>
<td>'</td>
<td>Std</td>
</tr>
<tr>
<td>Apostrophe</td>
<td>'</td>
<td>Std</td>
</tr>
<tr>
<td>Arrow, bidirectional</td>
<td>⇔</td>
<td>Sym</td>
</tr>
<tr>
<td>Arrow, down</td>
<td>⇩</td>
<td>Sym</td>
</tr>
<tr>
<td>Arrow, left</td>
<td>⇩</td>
<td>Sym</td>
</tr>
<tr>
<td>Arrow, right</td>
<td>⇩</td>
<td>Sym</td>
</tr>
<tr>
<td>Arrow, up</td>
<td>⇪</td>
<td>Sym</td>
</tr>
<tr>
<td>Box with drop shadow</td>
<td>⊝</td>
<td>Zap</td>
</tr>
<tr>
<td>Bullet</td>
<td>•</td>
<td>Std</td>
</tr>
<tr>
<td>C with cedilla</td>
<td>ç</td>
<td>Std</td>
</tr>
<tr>
<td>Cent</td>
<td>ç</td>
<td>Std</td>
</tr>
<tr>
<td>Check mark</td>
<td>✓</td>
<td>Zap</td>
</tr>
<tr>
<td>Circumflex diacritic</td>
<td>^</td>
<td>Std</td>
</tr>
<tr>
<td>Copyright</td>
<td>©</td>
<td>Std</td>
</tr>
<tr>
<td>Dagger</td>
<td>†</td>
<td>Std</td>
</tr>
<tr>
<td>Degree</td>
<td>°</td>
<td>Std</td>
</tr>
<tr>
<td>Diaeresis or umlaut</td>
<td>″</td>
<td>Std</td>
</tr>
<tr>
<td>Diesis</td>
<td>‿</td>
<td>Std</td>
</tr>
<tr>
<td>Symbol</td>
<td>Font</td>
<td>Code</td>
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<tr>
<td>------------------------------------</td>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>Divide</td>
<td>Std</td>
<td>5/</td>
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<tr>
<td>Ellipsis</td>
<td>Std</td>
<td>;</td>
</tr>
<tr>
<td>Em dash</td>
<td>Std</td>
<td>-:</td>
</tr>
<tr>
<td>En dash or minus</td>
<td>Std</td>
<td>-£</td>
</tr>
<tr>
<td>Exclamation point, inverted</td>
<td>Std</td>
<td>£1</td>
</tr>
<tr>
<td>Fraction slash</td>
<td>Std</td>
<td>/£</td>
</tr>
<tr>
<td>Grave accent</td>
<td>Std</td>
<td>~£</td>
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<tr>
<td>Greater than or equal</td>
<td>Std</td>
<td>££</td>
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<tr>
<td>Infinity</td>
<td>Std</td>
<td>££5</td>
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<tr>
<td>Leaf</td>
<td>Zap</td>
<td>££S</td>
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<tr>
<td>Less than or equal</td>
<td>Std</td>
<td>££4</td>
</tr>
<tr>
<td>Minutes or feet</td>
<td>Sym</td>
<td>££Y</td>
</tr>
<tr>
<td>Multiply</td>
<td>Sym</td>
<td>8£</td>
</tr>
<tr>
<td>N with tilde</td>
<td>Std</td>
<td>8N, N</td>
</tr>
<tr>
<td>Not equal</td>
<td>Std</td>
<td>£££</td>
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<tr>
<td>Plus or minus</td>
<td>Std</td>
<td>££££</td>
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<td>Pound sterling</td>
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<td>££3</td>
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<td>Quotation mark, close</td>
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<td>Quotation mark, open</td>
<td>Std</td>
<td>£££[</td>
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<td>Registered trademark</td>
<td>Std</td>
<td>£££R</td>
</tr>
<tr>
<td>Seconds or inches</td>
<td>Sym</td>
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<td>Section</td>
<td>Std</td>
<td>£££6</td>
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<tr>
<td>Trademark</td>
<td>Std</td>
<td>£££2</td>
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<tr>
<td>X mark</td>
<td>Zap</td>
<td>8£</td>
</tr>
<tr>
<td>Yen</td>
<td>Std</td>
<td>£££Y</td>
</tr>
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</table>

* Accent will appear over next character entered (A, E, I, O, U, or Y)
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Introduction

The Macintosh is an easy-to-use computer, offering a completely intuitive graphic interface that virtually eliminates the need to learn to use powerful software. Right? Now about that swamp land...

Most major Macintosh applications offer up to 100 menu commands, and an even larger number of keyboard equivalents. And most Mac users have a word processor, a spreadsheet, a database, a few graphics programs, and HyperCard—each of which they use with some frequency. This means that the average Mac user is regularly faced with over 500 menu commands and more than 1000 keyboard equivalents!

Of course, menu commands and keyboard equivalents aren’t bad in and of themselves. After all, they give us access to the software power that makes us love the Macintosh. If only there was a quick way to reference all of this information...

And so we present the Encyclopedia Macintosh Software Instant Reference—a book designed to help you take advantage of all the computing power your Mac software provides, without making you spend your evenings memorizing user manuals. It is also a great tool for learning about software applications that you do not currently own, allowing you to become familiar with the features these applications provide, so you can decide whether they are worth purchasing.

In this book you will find complete menu maps and keyboard shortcut charts for all of the most popular Macintosh software applications. In addition, brief descriptions of the
palette tools that each application provides are included, and for some applications, we have listed our ten favorite software tips.

Altogether, this skinny little book could replace about four feet worth of software manuals that are now sitting on your bookshelf.

Much of the information in this book was first presented in Encyclopedia Macintosh, the 782-page guide that has become the resource for Macintosh power users. But the large format of that book, and the vast amount of other information it contains, make Encyclopedia Macintosh more difficult to use as a quick reference than the conveniently-sized book you are now holding. In addition, we have updated much of the information contained in this book to reflect the latest versions of each software application.

If you already own Encyclopedia Macintosh, we hope you enjoy the convenient format and updated information that the Encyclopedia Macintosh Software Instant Reference provides. If you don’t already own Encyclopedia Macintosh, turn around and go back to the bookstore...

Happy Mac’ing

Craig Danuloff & Deke McClelland
The immediate success of graphics software defined the Macintosh computer in its early years. Using mice rather than keyboards as their primary means of interface, computer artists were able to create images using a collection of lines and shapes as their raw materials. The process was so intuitive that people who had never considered themselves artists soon found themselves doodling as freely and successfully in graphics programs as they had previously in phone books or in the margins of lecture notes.

Since then, the number of graphics software packages seems to multiply daily. Chances are, you own several varieties of graphics software yourself, whereas you may own only one spreadsheet, word processor, and page-layout program.

Because of its popularity, we have chosen to divide graphics software into two categories: painting software, such as MacPaint and PixelPaint, which you use to edit bit-mapped images by coloring individual dots on your computer screen; and drawing software, such as MacDraw and Adobe Illustrator, which provide tools for building images from mathematically exact straight lines and curves. Drawing software is the subject of this entry; painting software is covered later in this book.

Taken to their extreme, drawing applications are small but versatile CAD programs, in which you may create images so smooth and precise that they tend to appear more real than life. Any graphic object can be lifted off the page, stretched or reshaped, and then set down again according to your personal whims or requirements. Advanced applications even make it possible to define intermediary shapes between shapes, making
it easy to draw transitional images or create custom gradations.

But despite the increased power of modern drawing programs, there is still no single graphics program that can fulfill all the needs of all Macintosh artists. And new forms of graphic manipulation, such as drafting, architectural design, and three-dimensional animation, are making completely new tools necessary.

Among the drawing programs covered in this entry are several long-time classics. The oldest of these, MacDraw, has been designed for users who require a structured drawing environment. Although in many respects a remnant of the Mac's early days, MacDraw continues as an important tool for object-oriented drawing.

SuperPaint is one of the many programs that emerged in the generation after MacPaint. Its elegant mixture of bit-mapped and object-oriented tools has allowed it to endure while many others faded into oblivion.

Canvas, originally lost in a crowd of MacDraw clones, has grown and distinguished itself with frequent upgrades that have resulted in the most comprehensive set of graphic tools available in a single application.

Adobe Illustrator 88 and Aldus FreeHand have received most of the attention in the past two years, bringing superior curve handling and free-form drawing sophistication to Macintosh graphic tools.
Adobe Illustrator 88

Toolbox

Arrow - to select, \( \rightarrow \) to move, \( \Rightarrow \) to clone
Hand - \( \rightarrow \) to move page with respect to window
Zoom - \( \times \) to magnify page, \( \times \& \) to demagnify
Type - \( \& \) to create block of type (not used to edit)
Freehand - \( \rightarrow \) to draw freehand line, \( \Rightarrow \) to erase
Autotrace - \( \& \) to trace bit-mapped template image
Pen - \( \& \) for corner point, \( \Rightarrow \) for smooth point
Rectangle - \( \rightarrow \) to draw rectangle, \( \& \) to enter dimensions
Oval - \( \rightarrow \) to draw ellipse, \( \& \) to enter dimensions
Blend - \( \& \) on each of two points to create blends
Scale - \( \& \) then \( \rightarrow \) to scale, \( \& \times \) to display dialog
Rotate - \( \& \) then \( \rightarrow \) to rotate, \( \& \times \) to display dialog
Reflect - \( \& \) then \( \& \) again to flip, \( \& \times \) to display dialog
Shear - \( \& \) then \( \rightarrow \) to slant, \( \& \times \) to display dialog
Scissors - \( \& \) to split segment, \( \& \times \) to insert point
Measure - \( \& \) on each of two points to display distance
Page - \( \& \) to determine lower-left corner of page
**Adobe Illustrator 88**

**Menus**

### Menus

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<th>Edit</th>
<th>Arrange</th>
<th>View</th>
<th>Style</th>
<th>Window</th>
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</thead>
<tbody>
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<td>Untuck</td>
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<tr>
<td>Open...</td>
<td>Untuck</td>
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<td>Place...</td>
<td>Cut</td>
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<td>Copy</td>
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<td>Close</td>
<td>Paste</td>
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<td>Save</td>
<td>Clear</td>
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<td>Save As...</td>
<td>Select A</td>
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<tr>
<td>Page Setup</td>
<td>Paste In</td>
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<tr>
<td>Print...</td>
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<td>Quit</td>
<td>Paste In</td>
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<td>Back</td>
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<tr>
<td></td>
<td>Preferences</td>
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</tr>
</tbody>
</table>

### Preferences

- Actual Size
- Fit In Window
- Show Rulers

### Preview

- Illustration
- Artwork & Template
- Artwork Only
- Template Only

### Style

- Paint
- Type
- Pattern
- Custom Color

### Window

- Show Clipboard
- Hide Toolbox
- New Window
- Document 1
  - Document 2
Adobe Illustrator 88

Keyboard Equivalents (1 of 4)

Actual view size (100%) ......................................................... xtypeh
Arrow tool, select temporarily ................................................... xtype
Artwork and template displayed ............................................... xtype
Artwork displayed only (key line) ............................................. xtypw
Average location of elements .................................................. xtyp
Bring to front ......................................................................... xtyp
Cancel screen preview ............................................................. xtyp
Circle, create ........................................................................... xtre
Circle, draw from center ......................................................... xtre
Clear element ........................................................................... xtre
Clone element ........................................................................... xtre
Copy element ............................................................................ xtc
Copy with PICT preview ........................................................... xtc
Corner point, add BCH ............................................................. xtre
Corner point, create ................................................................. xtre
Cut element ............................................................................... xtx
Demagnify view size ................................................................. xtx
Ellipse, draw from center ......................................................... xtre
Extend a path ............................................................................ xtre

<table>
<thead>
<tr>
<th>xtyp</th>
<th>command</th>
<th>return</th>
<th>xtc</th>
<th>keypad key</th>
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<tr>
<td>xtype</td>
<td>shift</td>
<td>enter</td>
<td></td>
<td>space bar</td>
</tr>
<tr>
<td>xtype</td>
<td>option</td>
<td>escape</td>
<td></td>
<td>function key</td>
</tr>
<tr>
<td>xtype</td>
<td>control</td>
<td>delete</td>
<td></td>
<td>mouse click</td>
</tr>
<tr>
<td>xtype</td>
<td>tab</td>
<td>fwd. delete</td>
<td></td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Keyboard Equivalents (2 of 4)

Fit in window .........................................................⌘ M
Freehand tool, access when pen selected ......................... ⌃
Group elements ............................................................... ⌘ G
Hand tool, select temporarily ........................................... ⌘-
Hide element ................................................................. ⌘ 3
Insert point in path .................................................. ⌘ 8 /scissors tool
Join two points ............................................................. ⌘ J
Lock element ................................................................. ⌘ 1
Magnify view size ....................................................... ⌘ - ⌘
Move 45° ................................................................... ⌘ - ⌘ /arrow tool
Move dialog box, access .............................................. ⌘ / arrow icon
Move element specified distance .............................. →, ↓, ←, or ↑
New document, create ................................................... ⌘ N
Open existing document ................................................ ⌘ O
Open with a new template ............................................ ⌘ ⌘ O
Paint an element with stroke and fill .......................... ⌘ I
Paste element ............................................................... ⌘ V
Paste in back of selected element ................................. ⌘ B
Paste in front of selected element ................................. ⌘ F
Perpendicular line, create ........................................... ⌃, ⌘ /pen tool
Preferences, specify .................................................... ⌘ K
Preview illustration ...................................................... ⌘ Y
Print document ............................................................ ⌘ P
Quit Adobe Illustrator 88 ............................................ ⌘ Q
Adobe Illustrator 88

Keyboard Equivalents (3 of 4)

Rectangle, draw from center ......................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
REFLECT dialog box, access ........................................ \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Reflect vertically/horizontally ..................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Rotate by 45° ................................................................ \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
ROTATE dialog box, access ........................................ \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Rulers, show/hide .......................................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Save illustration .............................................................. \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
SCALE dialog box, access ........................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Scale proportionally ....................................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Select all elements ......................................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Select entire path ......................................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Send to back .................................................................. \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
SHEAR dialog box, access ......................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Shear vertically/horizontally ...................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Show all hidden elements ............................................ \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Smooth point, create .................................................. \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Smooth point, delete BCH ......................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Square, create ............................................................ \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Square, draw from center ........................................... \( \text{command} \) \( \text{shift} \) \( \text{control} \) \( \text{esc} \) \( \text{mouse click} \) \( \text{mouse drag} \)
Adobe Illustrator 88

Keyboard Equivalents (4 of 4)

Transform again (duplicate) .......................................................
Type/edit selected text block .......................................................
Undo/redo last operation ...........................................................
Ungroup elements .................................................................
Unlock all locked elements .....................................................
Zoom in tool, select temporarily .............................................
Zoom out tool, select temporarily ...........................................

Accurate for Adobe Illustrator 88, version 1.9.3

<table>
<thead>
<tr>
<th>Key</th>
<th>Equivalent</th>
</tr>
</thead>
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<tr>
<td><code>command</code></td>
<td>← return</td>
</tr>
<tr>
<td><code>shift</code></td>
<td>↘ enter</td>
</tr>
<tr>
<td><code>option</code></td>
<td>Φ escape</td>
</tr>
<tr>
<td><code>control</code></td>
<td>⊗ delete</td>
</tr>
<tr>
<td><code>tab</code></td>
<td>⊠ fwd. delete</td>
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<tr>
<td><code>keypad key</code></td>
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<tr>
<td><code>space bar</code></td>
<td></td>
</tr>
<tr>
<td><code>F1</code></td>
<td>function key</td>
</tr>
<tr>
<td><code>mouse click</code></td>
<td></td>
</tr>
<tr>
<td><code>mouse drag</code></td>
<td></td>
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</tbody>
</table>
Adobe Illustrator 88

Ten Hottest Tips

- **Editing rectangles and circles.** You may ungroup any simple shape created with the rectangle or ellipse tool. This allows you to manipulate each point in the shape individually or perform other manipulations.

- **Adjusting the placement of templates.** Templates in Illustrator always appear positioned relative to the center page tile (page 5) exactly as they are positioned relative to the MacPaint page. If you want to adjust the location of a template, or rotate or scale it, you must do so in MacPaint (or more conveniently, DeskPaint) before creating a new Illustrator document.

- **Faking a grid.** There are no grids in Illustrator. To set up a false grid that affects the movement of elements only, choose the Preferences command and change the cursor arrow distance to the grid increment you desire. Then use the arrow keys to move elements into the correct positions.

- **Changing point identity.** To change an existing corner point to a smooth point (or vice versa), first click on the point with the scissors tool to split it into two endpoints. Next, choose the Join command and select the “Smooth point” or “Corner point” option from the resulting dialog.

- **Creating tick marks to simulate custom rulers.** You may use the blend tool to create a series of tick marks that may be used for lining up elements or that may act as custom rulers. To establish the first and last marks in the series, draw a single vertical tick mark with the pen tool and option-drag a clone horizontally to an opposite location. Then select both elements, click on
each with the blend tool, and specify a number of steps in the Blend dialog. If, after the blend is completed, you decide you need more or fewer tick marks, delete the blends and try again. Once you are satisfied with your horizontal series of tick marks, select them all, option-click with the rotate tool at the base of the first tick mark, enter 90°, and click the Copy button to establish an identical vertical series of tick marks.

**Easy bar charts.** To create a bar chart, begin by drawing a series of “dummy” bars with a consistent height and width. First, click with the rectangle tool and enter the height and width you desire. Keep in mind that the height should represent an even number of units, such as 10, 100, 1000, and so on, based on the magnitude of your chart. Option-drag this rectangle horizontally with the arrow tool to create a second bar, and choose Transform Again repeatedly to create additional bars. Now you may change each bar to its proper height by option-clicking with the scale tool and entering a vertical enlargement value. For example, if your dummy bar represented 10,000 units and you needed to scale it to represent 15,460, you would enter a value of 154.6%.

**The ruler origin determines the placement of paste elements.** When transferring elements between documents using the Paste In Front or Paste In Back command to retain vertical and horizontal placement, you may find that the pasted element lands in a different spot than you anticipated. This is because both commands operate in relation to the ruler origin. If placement is important, make sure that the location of the ruler origin in the “cut from” document is the same as in the “paste to” document.

**Round dashes.** Illustrator allows you to create dashed lines by entering values in the Paint dialog. If you select the rounded caps icon, your dashes will have
rounded ends. To create a series of perfectly round dashes, select the rounded caps icon, enter 0 for the first "Dashed" option, and then enter a gap value that is a few points larger than the line weight, so that the round dots don't touch.

- **The ruler origin also affects tile placement.** Pattern tiles are positioned and transformed relative to the ruler origin. If you change the ruler origin at any time, you run the risk of affecting the placement of patterns within filled elements. If you want a pattern to begin exactly at some point within a shape, you may move the ruler origin to that location.

- **Stroking a clipping path.** When you create a clipping path in Illustrator, you may notice in the preview mode that the elements that fill the path overlap not only the fill but also the stroke of the masking object. To retain the stroke, copy the masking object and paste it in front of the foremost fill element. Then choose the Paint command, choose "None" for the fill, and deselect the "Mask" option. Finally, group all elements that make up the clipping path (including the foremost stroked element) to finish the effect.

The fill elements of a clipping path will overlap the stroke of the masking object as shown on the left. In the second example, we copy the stroke and paste it in front.
Aldus FreeHand

Toolbox

Arrow  \( \rightarrow \) to select, \( \leftarrow \) to move
Rectangle  \( \rightarrow \) to draw rectangle
Ellipse  \( \rightarrow \) to draw ellipse
Freehand  \( \rightarrow \) to draw freehand line, \( \leftarrow \) to erase
Knife  \( \rightarrow \) to split segment
Corner  \( \rightarrow \) to create corner point
Rotate  \( \rightarrow \) to rotate, \( \leftarrow \) to display dialog
Scale  \( \rightarrow \) to scale, \( \leftarrow \) to display dialog
Trace  \( \rightarrow \) to trace bit-mapped image

Type  \( \rightarrow \) to create block of type (not used to edit)
Rnd. corner  \( \rightarrow \) to draw rectangle with round corners
Line  \( \rightarrow \) to draw straight line
Combination  \( \rightarrow \) for corner point, \( \rightarrow \) for curve point
Curve  \( \rightarrow \) to create curve point
Connector  \( \rightarrow \) to create connector (tangent) point
Reflect  \( \rightarrow \) to flip, \( \rightarrow \) to display dialog
Skew  \( \rightarrow \) to slant, \( \rightarrow \) to display dialog
Zoom  \( \rightarrow \) to magnify page, \( \rightarrow \) to demagnify
Aldus FreeHand

Menus
Menus

Aldus FreeHand

Type
- Fast
- Size
- Leading
- Type style
- Effect
- Type specs...
- Spacing...
- Horizontal scaling...
- Baseline shift...
- Alignment
  - Align left
  - Align center
  - Align right
  - Justify

Chicago
- Courier
- Geneva
- Helvetica
- Monaco
- Symbol
- Times

Solid
- Auto
- Other...

None
- Character fill...
- Fill and stroke...
- Heavy
- Oblique
- Outline
- Shadow
- Zoom text...

Plain
- Bold
- Italic
- Bold/Italic

Fill
- Fill...
- Edit fill...
- Basic...
- Graduated...
- Patterned...
- PostScript...
- Radial...
- Tiled...
- Named fill 1
- Named fill 2

Line
- Lines...
- Edit line...
- Basic...
- Patterned...
- PostScript...
- Named line 1
- Named line 2

Color
- Colors...
- Edit color...
- None
- Tint...
- Spot color...
- Process color...
- PANTONE Color...
- Named color 1
- Named color 2
Aldus FreeHand

Keyboard Equivalents (1 of 5)

Actual view size (100%) ........................................... §1
Align elements ................................................................. §/
Arrow tool, select temporarily .................................. §
Bring to front ................................................................... §F
Cancel screen preview .................................................. §
Circle, create .............................................................. §Q· §/ "ellipse tool
Circle, draw from center ........................................... §Q· §/ "ellipse tool
Clear element .............................................................. §
Clone element .............................................................. §=e
Combination tool, select ............................................. §6
Compress type .............................................................. §Q· " corner handle "/arrow
Connector point, add BCH ......................................... §Q· " on existing
connector point "/arrow tool
Connector point, create .............................................. § "/connector tool
Connector tool, select ................................................ §0
Copy element .............................................................. §E C
Corner point, add BCH ............................................. §Q· " on existing corner point
"/arrow tool or §Q· "/combination tool
Corner point, create ................................................ § "/corner tool
or § "/combination tool
Corner tool, select .................................................... §9
Aldus FreeHand

Keyboard Equivalents (2 of 5)

Curve point, create ................................................................. / curve tool
or / curve tool combination tool

Curve tool, select ........................................................................ 8

Cut element .............................................................................. &=X

Demagnify view size ..................................................................... &< T

Deselect all elements .................................................................. &l

Deselect all points, paths remain selected ................................... ~

Distribute elements ..................................................................... &/ D

Duplicate last transformation ..................................................... &D

Edit color ................................................................................... &E H

Edit fill ....................................................................................... &E E

Edit line (stroke) ......................................................................... &E L

Edit type ..................................................................................... &I or &I

Eight times actual view size (800%) ........................................ &I or &I

Ellipse, draw from center .......................................................... / ellipse tool

Ellipse tool, select ...................................................................... 3

Expand type .................................................................................. & corner handle & arrow

Extend a path ............................................................................. & freehand tool

Fit in window ............................................................................... &W 4

Four times actual view size (400%) .......................................... &W 4

FREEHAND dialog box, access .................................................. & freehand icon 5

Freehand tool, select .................................................................... 5

Group elements ........................................................................... &G

Half actual view size (50%) ....................................................... &S 5

Hand tool, select temporarily .................................................... -=
Aldus FreeHand

Keyboard Equivalents (3 of 5)

Insert point in path .......................................................... \ "/any point tool
Join two points ...................................................................... \ J
Join type to a path ............................................................... \ J
Kern type, delete 1/10 em ..................................................... \ 1/10 or \ 1/10
Kern type, delete 1/100 em ..................................................... \ 1/100 or \ 1/100
Kern type, insert 1/10 em ..................................................... \ 1/10 ->
Kern type, insert 1/100 em .................................................... \ 1/100 ->
Key line mode, toggle ......................................................... \ K
Knife tool, select ................................................................. 7
Leading, adjust ...................................................................... \ top handle "/arrow
Letter spacing, adjust ........................................................... \ side handle "/arrow
Line tool, select ................................................................. 4
Magnify view size .................................................................... \ "/arrow tool
Move 45° .............................................................................. \ "/arrow tool
Move dialog box, access ....................................................... \ M
Move information bar ............................................................ \ "/arrow tool
Move point while creating .................................................... \ "/point tool
 or \ "/combination tool
New document, create ......................................................... \ N

\ command \ return \ keypad key
\ shift \ enter \ space bar
\ option \ escape \ F1 function key
\ control \ delete \ mouse click
\ tab \ fwd. delete \ mouse drag
Keyboard Equivalents (4 of 5)

Open existing document ............................................................âte
Paste element .............................................................................çV
Perpendicular line, create ................................................... ç'll/line tool
Preview mode, toggle ..............................................................çK
Print document ...........................................................................çP
Quit Aldus FreeHand ...................................................................çQ

Rectangle, draw from center ........................................... ç'/'rectangle tool
Rectangle tool, select ............................................................... ç
Redo last undone operation ....................................................çY
REFLECT dialog box, access ........................................... ç''/reflect tool
Reflect vertically/horizontally ................................................. ç''/reflect tool
Rewrap type ............................................................................. ç'corner handle 'arrow
Rotate by 45° ........................................................................... ç''/rotate tool
ROTATE dialog box, access ........................................... ç''/rotate tool
Round corner tool, select ............................................................... ç
Rulers, show/hide .................................................................... çR

Save an illustration .................................................................... çS
SCALE dialog box, access ................................................... ç''/scale tool
Scale grouped element ............................................................. ç'handle 'arrow
Scale paint or TIFF image for optimal printing ....................... ç'corner handle 'arrow
Scale proportionally ................................................................. ç''/scale tool
Scale type ............................................................................. ç'corner handle 'arrow
Select all elements on active layer ........................................... çA
Select entire words ............................................................... ç'word, ç' over others
Aldus FreeHand

Keyboard Equivalents (5 of 5)

Send to back ................................................................................................. B
Send to layer .................................................................................................. -
Skew dialog box, access ........................................................................... / shear tool
Skew vertically/horizontally ................................................... / shear tool
Snap to grid (activate grid) ................................................................. ;
Square, create ................................................................................../ rectangle tool
Square, draw from center ................................................................. / rectangle tool

TRACE dialog box, access ................................................... trace icon
Transform again ...................................................................................... ,
Twice actual view size (200%) ................................................................. 2
Type specifications .................................................................................... T
Type tool, select .......................................................................................... A

Undo last operation .................................................................................... Z
Ungroup elements ....................................................................................... U

Word spacing, adjust ................................................................................. side handle
Zoom in tool, select temporarily ............................................................... -
Zoom out tool, select temporarily ............................................................. ~-

Accurate for Aldus FreeHand, version 2.02

<table>
<thead>
<tr>
<th>Command</th>
<th>Return</th>
<th>Keypad Key</th>
<th>Space Bar</th>
<th>Function Key</th>
<th>Mouse Click</th>
<th>Mouse Drag</th>
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</table>
Aldus FreeHand

Ten Hottest Tips

◊ **Trying to select that evasive element.** One of the most irritating features of FreeHand is that you cannot select an element while a larger element is selected in back of it. Therefore, when selecting multiple elements, always start at the foremost, smallest element and work backward. If you need to deselect an element but there is no empty place to click without demagnifying the view size, simply press the **TAB** key. This deselects all elements.

◊ **Selecting multiple paths without highlighting their points.** When selecting multiple elements—but not all elements—on a page, the simplest method is to marquee by dragging with the arrow tool. In FreeHand, however, marqueeing selects paths and their points, slowing down the screen refresh speed. In such a case, press the tilde key (~) to deselect points while leaving their respective paths selected.

◊ **Ungrouping simple shapes.** As in Illustrator, you may ungroup any simple shape created with the rectangle or ellipse tool. This allows you to manipulate each point in the shape individually or perform other manipulations.

◊ **Moving the information bar.** You may relocate the information bar by dragging it to a new location.

◊ **Determining the center of a radial fill.** Gradient fills defined using the **RADIAL** command must always begin in the center of a path. If you want to create a highlight that begins elsewhere, draw a larger shape that completely covers your path, and fill it with a radial gradation. Then position the center of the shape relative to
your path. When you are satisfied, cut the shape, select your original path, and choose the Paste Inside command. This clips the radial fill so that the highlight begins at the location defined by the larger shape.

Radial fills in FreeHand always emanate from the center of a shape. To alter this, paste a large shape filled with a radial gradation into a smaller clipping path.

- **Quickly accessing element information.** In version 1.0, you could double-click an element to produce the appropriate information dialog box. To the dismay of many users, however, you could just as easily display the dialog if you selected an element and then clicked again to begin dragging it. The problem has been remedied in version 2.0, but this somehow went undocumented. You must now press the Option key when double-clicking.

- **Aligning to a locked element.** Never try to align elements by hand or by using the grid; it isn’t worth the effort. Instead, first lock one element that you wish to remain stationary. Then select the elements you wish to line up in relation to the locked element—avoid selecting individual points—and choose the Alignment command.
• **Saving default settings:** To customize FreeHand's default settings, create a new document, change any settings you desire, and save the document as an application template called Aldus FreeHand Defaults. This replaces the existing defaults file that the application consults when creating any new document.

• **Predefined PostScript fill and stroke routines.** FreeHand's UserPrep and Advanced UserPrep files contain definitions for easy-to-access PostScript fill and stroke procedures. Try this out: Select a shape, choose **PostScript** from the **FILL** menu, and type “0 255 noise” into the large entry area. PostScript procedures don't appear correctly on the screen, so you'll have to print your illustration to see how it looks. (If you get an error, check to see that the UserPrep file is in the same folder as FreeHand.) Next, try selecting a line and choosing **PostScript** from the **LINE** menu. Type “{ball} 15 15 0 0 newrope” and see how that prints. Other procedures may be accessed by changing the name of the Advanced UserPrep file to “UserPrep.” Then you may try typing “[coarse-gravel] 0 texture” into the **PostScript FILL** dialog, and printing it out. Over 40 procedures are available. To learn more, open the Advanced UserPrep file in a word processor and read the first few pages. All of the text preceded by percent signs (%) describes how the various procedures may be applied.

• **Coloring a PostScript fill or stroke.** To apply a process color to a PostScript effect, enter numbers in brackets where you would normally include 0 or 1 to specify the gray value. For example, “{ball} 15 15 0 [.5 .4 .3 .2] newrope” means to color the line with 50 percent cyan, 40 percent magenta, 30 percent yellow, and 20 percent black. “{ball} 15 15 0 [.5 (purple)] newrope” applies a 50 percent tint of the spot color “purple” (defined in the current document) to the same line.
Canvas

Toolbox

Arrow  ⬆️ to select, ⬇️ to move, ⇐ to clone
Type  ⬇️ to set text origin, ⬇️ across type to edit
Line  ⬇️ to draw straight line
Rectangle  ⬇️ to draw rectangle
Rnd. corner  ⬇️ to draw rectangle with round corners
Oval  ⬇️ to draw ellipse
Arc  ⬇️ to draw quarter ellipse
Freeform  ⬇️ to draw smoothed polygon
Polygon  ⬆️ to create corners for geometric polygon
Bézier curve  ⬆️ for corner point, ⬇️ for smooth point
Alignment  ⬆️ on icon to align elements via dialog

Lasso*  ⬆️ to select irregular portion of bit map
Marquee*  ⬆️ to select rectangular portion of bit map
Airbrush*  ⬆️ to generate random spray of pixels
Paintbrush*  ⬆️ to draw free-form lines in brush shape
Paint can*  ⬆️ to fill area with current pattern
Pencil*  ⬆️ to draw or delete free-form lines
Eraser*  ⬆️ to delete general portions of bit map
Bit-map edit  ⬆️ to determine size of new bit map
Hand  ⬆️ to move page with respect to window
Zoom  ⬆️ to magnify page, ⬇️ to demagnify
Effects  ⬆️ on icon to display menu of commands

* Applicable to bit maps only
**Drawing Software**

**Canvas**

**Tool Menus** (工具图标 to display)

- **Plain text**
- **Bold**
- **Italic**
- **Underline**
- **Strike**
- **Left**
- **Center**
- **Right**

- **Text**
- **Add Pts**
- **Delete Pts**

- **Menus**

- **Edit**
  - New...
  - Open...
  - Close
  - Save
  - Save as...
  - Save Layer as...
  - Revert
  - Page Setup
  - Print
  - Print Selection
  - Print Layer...
  - Preferences
  - Show Clipboard
  - Quit

- **Edit**
  - Undo Create
  - Cut
  - Copy
  - Paste
  - Clear
  - Edit Special
  - Select All
  - Duplicate
  - Duplication...
  - Brush Shapes
  - Brush Editor...
  - Patterns...
  - Spray...
  - Pens...
  - Arrows...

- **Windows**
  - Paste in Front
  - Paste in Back
  - Paste Picture Object
  - Copy at 2X
  - Copy at 4X
  - Copy at 8X

→ indicates commands that also appear in Canvas DA
→ indicates commands that also appear in Canvas DA
Canvas

Keyboard Equivalents (1 of 4)

Access last drawing tool used ......................................................................................... 
Add point to polygon ...........................................................................................................
Add selected element to macros* ........................................................................................ 
Alignment manager ............................................................................................................
Bold text ............................................................................................................................... 
Bring to front ....................................................................................................................... 
Cancel screen redraw .......................................................................................................... 
Circle, create ......................................................................................................................
Circle, draw from center ....................................................................................................
Clear element .....................................................................................................................
Clone bit map ....................................................................................................................
Clone object ......................................................................................................................
Compress type ...................................................................................................................
Copy element ....................................................................................................................
Crop bit map ......................................................................................................................
Cut element ....................................................................................................................... 
Delete point from polygon ............................................................................................... 
Draw with bit map ..............................................................................................................
Duplicate element .............................................................................................................
Duplication manager* ....................................................................................................... 
Edit polygon ......................................................................................................................
Ellipse, draw from center ................................................................................................
Expand type ....................................................................................................................... 
Group elements .................................................................................................................

* Element must be lassoed or marqued.
Canvas

Keyboard Equivalents (2 of 4)

Hand tool, select temporarily .................................................................
Hide all layers except current* ............................................................
Home view (upper left of layer #1) ......................................................
Increase type size by one point ......................................................
Italic text ..................................................................................
Lock element ..............................................................................
Magnify/demagnify view size .........................................................
Move bit map 45° ...........................................................................
(element must be lassoed or marqued)
Move element single pixel ...........................................
Move element 10 pixels ....................................................
Move element 50 pixels ........................................................
Move object 45° ...........................................................................
New document, create ..............................................................
Object manager* ...........................................................................
Open ellipse .................................................................
Open existing document ............................................................

* Not available in Canvas DA

command ← return  keypad key
shift ← enter  space bar
option  escape  F1  function key
control  delete  mouse click
tab  fwd. delete  mouse drag
Canvas

Keyboard Equivalents (3 of 4)

Paste element ................................................................. &v
Peel away ruler .................................................. " on ruler "/arrow
Perpendicular lines, create ................................... "/line tool
Plain text ................................................................. &p
PostScript display (print preview)* ......................... &p
Print document ............................................................ &p
Quarter circle, create ........................................... "/arc tool
QuickDraw display (normal)* ............................................. &q
Quit Canvas .............................................................. &q
Rectangle, draw from center ...................................... "/rectangle tool
Redraw screen image .................................................... &k
Reduce to fit (in window) ............................................. &rs
Reduce type size by one point ...................................... &<
Rewrap type ............................................................. " handle "/arrow
Rotate element 90°* .................................................... &r
Save drawing ............................................................. &s
Scale bit map ............................................................. corner of marqueeed image
Scale object ............................................................. " handle "/arrow
Scale type ............................................................. " handle "/arrow
Select all elements on active layer ......................... &a
Select contiguous area in bit map .................. "/lasso
Select entire bit map .................................................. marquee icon
Select entire words .................................................. word, " over others
Select irregular white space .................................. " "/lasso
Send to back ............................................................. &j
Set width of text block ........................................... "/type tool
Show all layers* ......................................................... &s
Keyboard Equivalents (4 of 4)

Shrink marquee to bit map .................................................. ﾂ→ "marquee
Shuffle down (backward) ...................................................... ﾂ]
Shuffle up (forward) .................................................................. ﾂ]
Smooth polygon ...................................................................... ﾂ〜
Split/bind polygon* .................................................................. ﾂ〜
Square, create ................................................................. ﾂ→ "rectangle tool
Square, draw from center .................................................. ﾂ〜 "rectangle tool
Switch to custom view number [#] ........................................... ﾂ〜[#]

Type size, change ................................................................. ﾂ↑ type icon
Type, edit specifications ...................................................... ﾂT or ﾂ type icon
Typeface, change ................................................................. ﾂ type icon

Underline text ........................................................................... ﾂU
Undo/redo last operation ......................................................... ﾂZ
Ungroup elements .................................................................... ﾂU
Unsmooth polygon .................................................................. ﾂ〜

Wire-frame display (key line)* ................................................... ﾂ1

* Not available in Canvas DA
Accurate for Canvas, version 2.1
MacDraw II

Toolbox

Arrow • to select element, ▼▼ to move
Type • to set text origin, ▼▼ across type to edit
Line ▼▼ to draw straight line
Rectangle ▼▼ to draw rectangle
Rnd. corner ▼▼ to draw rectangle with round corners
Oval ▼▼ to draw ellipse
Arc ▼▼ to draw quarter ellipse
Freeform ▼▼ to draw smoothed polygon
Polygon • to create corners for geometric polygon
Note • to determine placement of stick-on note
MacDraw II

Menus

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<th>File</th>
<th>Edit</th>
<th>Layout</th>
<th>Arrange</th>
<th>Pen</th>
<th>Font</th>
<th>Size</th>
<th>Style</th>
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<th>Round Corners...</th>
<th>Reshape</th>
<th>Smooth</th>
<th>Unsmooth</th>
<th>Spelling</th>
<th>Install Dictionaries...</th>
<th>User Dictionary...</th>
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Layout

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<th>Turn Slides On</th>
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<th>Show Size</th>
<th>Hide Page Breaks</th>
<th>Lagers...</th>
<th>Rulers...</th>
<th>Patterns...</th>
<th>Preferences...</th>
<th>Drawing Size...</th>
<th>Fit To Window</th>
<th>Set View...</th>
</tr>
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Arrange

<table>
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<tr>
<th>Move Forward</th>
<th>Move To Front</th>
<th>Move Backward</th>
<th>Move To Back</th>
<th>Align</th>
<th>Alignment...</th>
<th>Rotate</th>
<th>Flip Horizontal</th>
<th>Flip Vertical</th>
<th>Group</th>
<th>Ungroup</th>
<th>Lock</th>
<th>Unlock</th>
<th>Library...</th>
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Pen

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<tr>
<th>1 point</th>
<th>2 point</th>
<th>4 point</th>
<th>6 point</th>
<th>8 point</th>
<th>10 point</th>
<th>Plain Line</th>
<th>Dashed Line</th>
<th>Autosize Line</th>
<th>Arrow At Start</th>
<th>Arrow At End</th>
<th>Arrow At Both Ends</th>
<th>Pens...</th>
<th>Dashes...</th>
<th>Arrows...</th>
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Font

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<th>Courier</th>
<th>Geneva</th>
<th>Helvetica</th>
<th>Monaco</th>
<th>New York</th>
<th>Times</th>
<th>Venice</th>
<th>Fonts...</th>
<th>Set Style</th>
<th>Size</th>
<th></th>
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<th></th>
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<td>Title</td>
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</tr>
</tbody>
</table>
MacDraw II

Keyboard Equivalents (1 of 3)

Access last tool used .......................................................... ` or ~
Add point to polygon ......................................................... during reshape

Bold text ...................................................................................... ⌘ B

Change default setting ...................................................... ⌘ choose command

Change rulers ........................................................................... ⌘ ruler number box

Check all spelling ...................................................................... ⌘ =

Check spelling of selection ..................................................... ⌘ ⌃ =

Circle, create ............................................................................ ⌘ ~ " oval tool

Clear element ............................................................................... ⌘

Close document .......................................................................... ⌘ W

Copy element ............................................................................... ⌘ C

Current view size/100%, toggle ................................................ ⌘ ⌃ M

Cut element ................................................................................ ⌘ X

Delete point from polygon ..................................................... ⌘ ~ during reshape

Demagnify view size .................................................................. ⌘ ←

Down one layer/previous slide ................................................ ⌘ ↓

Duplicate element .................................................................... ⌘ D

Fit to window view size ............................................................ ⌘ M

Group elements .......................................................................... ⌘ G

Help ....................................................................................... ⌘ / or HELP

Italic text .................................................................................. ⌘ I

Lock element ............................................................................... ⌘ H

Magnify view size ...................................................................... ⌘ →

Move backward ......................................................................... ⌘ J

Move forward ............................................................................. ⌘ F
MacDraw II

Keyboard Equivalents (2 of 3)

Move to back .......................................................... ⌘J
Move to front .......................................................... ⌘F
Move window to back ............................................. ⌘W

New document, create ........................................... ⌘N
New layer or slide, create ....................................... ⌘N
Nonsmoothing corner ........................................... ⌘/polygon tool

Open as library ..................................................... ⌘O
Open existing document ....................................... ⌘O

Page setup ............................................................ ⌘P
Paste element ......................................................... ⌘V
Perpendicular line, create ..................................... ⌘/line tool
PREFERENCES dialog, access ............................... ⌘center icon
Print document ...................................................... ⌘P
Print one copy ....................................................... ⌘P

Quit MacDraw II ................................................... ⌘Q

Rescale when pasting ............................................. ⌘V
Reshape polygon .................................................... ⌘R
Rewrap type ......................................................... ⌘handle ⌘/arrow
Rotate element 45° ............................................... ⌘/during rotation
RULERS dialog, access ......................................... ⌘on ruler

command return keypad key
⇧ shift enter space bar
⌥ option escape F1 function key
⌘ control delete mouse click
⇥ tab fwd. delete mouse drag
Keyboard Equivalents (3 of 3)

Save as different name or location ...........................................⌘ S
Save drawing ............................................................................ ⌘ S
Scale object ........................................................................... ⌘ + handle ⌘/arrow
Select all elements in document ............................................. ⌘ A
Select all elements on active layer ........................................... ⌘ A
Select element on other layer ............................................... ⌘ + ⌘/arrow
Select tool permanently ...................................................... ⌘ tool icon
Smooth polygon ............................................................... ⌘ E
Square, create ................................................................. ⌘ + rectangle tool
Switch to custom view number [#] ...................................... ⌘ [ #]

Turn autogrid on/off ............................................................. ⌘ Y

Underline text ...................................................................... ⌘ U
Undo/redo last operation ..................................................... ⌘ Z
Ungroup elements ............................................................. ⌘ + G
Unlock element .................................................................... ⌘ + H
Unsmooth polygon ............................................................. ⌘ + E
Up one layer/next slide ....................................................... ⌘ ↑

View element while transforming ......................................... ⌘ ~

Accurate for MacDraw II, version 1.1

| ⌘ | command | ← | return | ⌘ | keypad key |
| ⌘ | shift | ← | enter | ⌘ | space bar |
| ⌘ | option | ⚪ | escape | F1 | function key |
| ⌘ | control | ⚪ | delete | ⌘ | mouse click |
| ⌘ | tab | ⚪ | fwd. delete | ⌘ | mouse drag |
MacDraw II

Ten Hottest Tips

♦ **Using the same tool twice.** When selecting a tool, double-click the icon if you wish it to remain selected after drawing. The icon will appear reversed.

♦ **Line patterns.** You may fill a line or the outline of a shape with a pattern by pressing the **OPTION** key and clicking on the pattern while the element is selected. This also works for coloring text, as long as the selected pattern is a solid color.

♦ **Paste it where you want it.** To determine the placement of pasted images, click on the page before pasting. The location where you click will determine the center of the Clipboard contents. Clicking also determines the center of a change in the view size.

♦ **Editing the Scrapbook.** MacDraw may be used to edit any image saved to the Scrapbook, regardless of where it originated. Text saved to the Scrapbook may be edited, even if it was saved with other graphic elements.

♦ **Choosing a view.** Name the most common view sizes you use by choosing the **SET VIEW** command. View names are listed at the bottom of the **LAYOUT** menu and may be accessed from the keyboard (**COMMAND-1**, **COMMAND-2**, and so on). You might save this document as “Stationery” and use it to create other images.

♦ **Selective printing.** MacDraw always prints all layers up to and including the current layer. If you only want to print one layer, send that layer to the bottom, go down to it, and print.

♦ **Drawing cylinders.** To draw a cylindrical object like a pipe, column, or can, select the “Round ends” option
in the ROUND CORNERS dialog box. Then draw the object with the round-corner tool.

You can create cylindrical objects like these smokestacks by selecting "Round ends" in the ROUND CORNERS dialog.

- **Creating many-sided lines.** To prevent a polygon from closing when creating points close to the first point, press the OPTION key.

- **Creating pie charts.** To create a pie chart, draw an arc with the arc tool and choose the RESHAPE command. The current pattern will fill the arc as though a slice of pie has been taken from it.

- **Sharp corners in a smoothed polygon.** For sharp corners in a smoothed shape or line, overlap one point onto its neighbor. To make two points coincident while creating a shape, option-double-click with the polygon tool.
**SuperPaint**

**Toolbox**

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrow</td>
<td>✂️ to select, ⚡️ to move</td>
</tr>
<tr>
<td>2-layer select</td>
<td>⚡️ to select images on both layers</td>
</tr>
<tr>
<td>Hand</td>
<td>⚡️ to move page in window</td>
</tr>
<tr>
<td>Type</td>
<td>✂️ to set text origin, ⚡️ across to edit</td>
</tr>
<tr>
<td>Perp. line</td>
<td>⚡️ to draw horizontal or vertical line</td>
</tr>
<tr>
<td>Line</td>
<td>⚡️ to draw straight line at any angle</td>
</tr>
<tr>
<td>Rectangle</td>
<td>⚡️ to draw rectangle</td>
</tr>
<tr>
<td>Round corner</td>
<td>⚡️ to draw rectangle with round corners</td>
</tr>
<tr>
<td>Oval</td>
<td>⚡️ to draw ellipse</td>
</tr>
<tr>
<td>Polygon</td>
<td>✂️ to create corners for geometric polygon</td>
</tr>
<tr>
<td>Multigon</td>
<td>⚡️ to draw equilateral polygons</td>
</tr>
<tr>
<td>Arc</td>
<td>⚡️ to draw quarter ellipse</td>
</tr>
<tr>
<td>Freehand</td>
<td>⚡️ to draw freehand lines</td>
</tr>
<tr>
<td>Marquee*</td>
<td>⚡️ to select rectangular bit map</td>
</tr>
<tr>
<td>Free select*</td>
<td>⚡️ to select free-form portion of bit map</td>
</tr>
<tr>
<td>Oval select*</td>
<td>⚡️ to select elliptical portion of bit map</td>
</tr>
<tr>
<td>Poly select*</td>
<td>⚡️ to select polygonal portion of bit map</td>
</tr>
<tr>
<td>Lasso*</td>
<td>⚡️ to select irregular portion of bit map</td>
</tr>
<tr>
<td>Free bit map*</td>
<td>⚡️ to draw free-form bit-mapped lines</td>
</tr>
<tr>
<td>Paintbrush*</td>
<td>⚡️ to draw free-form lines in brush shape</td>
</tr>
<tr>
<td>Paint can*</td>
<td>⚡️ to fill area with current pattern</td>
</tr>
<tr>
<td>Pencil*</td>
<td>⚡️ to draw or delete free-form lines</td>
</tr>
<tr>
<td>Eraser*</td>
<td>⚡️ to delete general portions of bit map</td>
</tr>
</tbody>
</table>

* Applicable to bit maps only
## SuperPaint

### Menus

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<tr>
<th>File</th>
<th>Edit</th>
<th>Options</th>
<th>View</th>
<th>Draw</th>
<th>Transform</th>
<th>Font</th>
<th>Text</th>
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<tbody>
<tr>
<td>New...</td>
<td>MN</td>
<td>Undo</td>
<td>MZ</td>
<td>Cut</td>
<td>Move</td>
<td>&amp;</td>
<td></td>
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<tr>
<td>Open...</td>
<td>NO</td>
<td>Copy</td>
<td>M C Clear</td>
<td>Clear</td>
<td>Clear</td>
<td>&amp;</td>
<td></td>
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<tr>
<td>Close</td>
<td>NJ</td>
<td>Paste</td>
<td>MU</td>
<td>Select All</td>
<td>Select All</td>
<td>&amp;</td>
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<td>Save to Saved</td>
<td>NS</td>
<td>Cut to Drawing</td>
<td>MV</td>
<td>Cut to Drawing</td>
<td>Cut to Drawing</td>
<td>&amp;</td>
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<td>Save As...</td>
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<td>Duplicate</td>
<td>MD</td>
<td>Duplicate</td>
<td>Duplicate</td>
<td>&amp;</td>
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<td>Replicate</td>
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<td>Print...</td>
<td>KP</td>
<td>Align to Grid</td>
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<td>Quit</td>
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</tbody>
</table>

### Tools:
- V: Vertical
- S: Square
- H: Horizontal

### Patterns:
- V: Vertical
- S: Square
- H: Horizontal

### Preferences:
- Capture Defaults
- preferences... Capture Defaults

### Line Styles:
- No Arrows
- Arrows on Start
- Arrows on End
- Arrows on Both
- Not Dashed
- Dashed

### Grid & Rulers:
- Grid & Rulers...
- Arrows...
- Dashes...
- Patterns...
- Brush Shapes...
- Multigon Sides...
- Round Corners...

### Document:
- Document 1
- Document 2

### Hide Tools
- Hide Tools

### Hide Patterns
- Hide Patterns

### Show Coordinates
- Show Coordinates
SuperPaint

Menus

Paint, Draw, and Reshape menus alternate based on state of selection.
SuperPaint

Keyboard Equivalents (1 of 5)

Actual view size (100%) .................................................. 
Actual view size/fat bits, toggle ........................................ 
Actual/fit in window, toggle ............................................
Align objects ........................................................................
Align objects, apply current settings..............................
Autotrace bit map ............................................................
Begin marquee on existing marquee ................................
Begin text block on existing marquee ................................
Bold text .............................................................................
Bring to front ......................................................................
Center text .........................................................................
Change current layer ....................................................... 
Circle, create ......................................................................
Clear element ......................................................................
Clone bit map .................................................................
Close all documents .........................................................
Close current document ...................................................
Compress type ............................................................... 
Copy element .....................................................................
Custom leading, apply current setting..........................
Custom type size, apply current setting.........................

*SuperPaint*
SuperPaint

Keyboard Equivalents (2 of 5)

Cut element ........................................................................................................... X
Cut to drawing/painting layer ................................................................................ Y
Draw with bit map ................................................................................................. X element
(element must be lassoed or marqueed)
Duplicate element ................................................................................................... D
Erase with half-sized cursor ................................................................................... "/eraser
Expand type ............................................................................................................. handle "/arrow
Fill visible bit map only ...................................................................................... "/paint can
Fit in window .......................................................................................................... W
Free rotate around opposite corner .................................................................... choose FREE ROTATE, "
Free rotate by 5° .................................................................................................. choose FREE ROTATE, 
Free rotate by 15° ............................................................................................... choose FREE ROTATE,
Full screen ............................................................................................................ F
Grid, activate/deactivate ....................................................................................... G
Grid, show/hide ..................................................................................................... V
Group elements ...................................................................................................... G
Hand tool, select temporarily ................................................................................
Hide/show all palettes ............................................................................................ H
Hide/show back layer .............................................................................................. L

<table>
<thead>
<tr>
<th>Command</th>
<th>Equivalent</th>
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<tbody>
<tr>
<td>command</td>
<td>return</td>
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<tr>
<td>shift</td>
<td>enter</td>
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<td>option</td>
<td>escape</td>
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<tr>
<td>control</td>
<td>delete</td>
</tr>
<tr>
<td>tab</td>
<td>fwd. delete</td>
</tr>
</tbody>
</table>
SuperPaint

Keyboard Equivalents (3 of 5)

Hinge/smooth point, toggle ......................................... ` ` point `/ arrow
Increase type size by 1 point ........................................... \ >
Insert point in path ..................................................... \ `/ arrow
Italic text ........................................................................ \ ` ` I

Lasso without tightening ................................................ \ `/ lasso
Left-justify text ................................................................ \ ` ` L

Lines at 30° angles, create ........................................... \ `/ line tool
or polygon tool

Magnify to 800% actual view size ................................... \ ` ` E

Move bit map 45° .......................................................... \ ` ` element
(element must be lassoed or marqued)

Move element single pixel ......................................... →, ↓, ←, or ↑

Move object 45° .......................................................... \ `/ arrow

New document, create .................................................. \ N

New page size .................................................................. \ choose New

Object info ........................................................................ \ ` ` I

Open existing document .................................................. \ O

Outline text ...................................................................... \ ` ` O

Paste element .................................................................. \ V

Perpendicular lines, create ......................................... `/ perpendicular line tool
or \ `/ line tool or polygon tool

Perspective, apply one side at a time ......................... choose PERSPECTIVE, \ ` ` P

Plain text ......................................................................... \ ` ` P

Print document .................................................................. \ P
SuperPaint

Keyboard Equivalents (4 of 5)

Quarter circle, create .............................................. ⌘ arc tool
Quit SuperPaint .......................................................... % Q
Reduce type size by 1 point ........................................... % ⊳<
Reshape polygon .......................................................... % R
Rewrap type ............................................................. ⌘ handle ~/arrow
Right-justify text ........................................................ % ⊳ R
Rotate element, apply current settings ......................... ⌘ choose Rotate Selection
Rulers, show/hide ...................................................... % ⊳ M

Save all documents .................................................... ⌘ choose Save
Save drawing ................................................................ % S
Scale bit map ............................................................. ⌘ corner of marqued image
Scale element, apply current settings ......................... ⌘ choose Scale Selection
Scale object ............................................................. ⌘ handle ~/arrow
Scale type .............................................................. ⌘ handle ~/arrow
Select all elements on current layer ............................ % A
Select contiguous area in bit map ................................. ⌘ ~/lasso
Select contiguous white area ...................................... ⌘ ~/lasso
Select entire bit map ................................................... ⌘ any selection icon
Select entire words ................................................... ⌘ word, ⌘ over others

% command ← return ▼ keypad key
⇧ shift ← enter ← space bar
⌥ option ← escape F1 function key
⌥ control ← delete ⌘ mouse click
⌥ tab ← fwd. delete ⌘ mouse drag
SuperPaint

Keyboard Equivalents (5 of 5)

Select range of points .............................................. command point, shift another
Select/deselect additional point ........................................ command / arrow
Send to back ........................................................................ command / arrow
Set width of text block ......................................................... command type tool
Shadow text ........................................................................ command / arrow
Shrink marquee to bit map ..................................................... command / marquee
Square, create ................................................................. command / rectangle tool
Tighten marquee to bit map .................................................... command / marquee
Trace edges with shadow effect .............................................. command choose TRACE EDGES
Trace edges without expanding ............................................. command choose TRACE EDGES
Transparent pattern ............................................................. command / paintbrush
Underline text ........................................................................ command U
Undo/redo last operation ......................................................... command Z or U
Ungroup elements .................................................................. command U
Zoom in .................................................................................... command E
Zoom out .................................................................................... command W

Accurate for SuperPaint, version 2.0

command return keypad key
shift enter space bar
option escape F1 function key
control delete mouse click
tab fwd. delete mouse drag
SuperPaint

Ten Hottest Tips

- **Getting the grabber hand while editing text.** Like many programs, SuperPaint allows you to access the hand tool at any time by pressing the space bar. But to access the hand tool while in the middle of entering text, press `COMMAND-SPACEBAR`.

- **Closing all windows.** To close all open windows, press `OPTION` and choose the `CLOSE` command or click in the Close box. To save all open windows, press the `OPTION` key and choose `SAVE`.

- **Consistent custom leading.** You may apply the current custom line spacing (leading) or type size to selected text by pressing `OPTION` when choosing the `CUSTOM` or `OTHER` command from the `TEXT` menu.

- **Inverting a pattern.** To invert a pattern, double-click the pattern to bring up the `EDIT PATTERNS` dialog. Then press the `COMMAND` key and click once in the pattern editing box (the right-hand of the two boxes).

- **Adjustable airbrush technique.** The effects of painting with the airbrush tool may be altered while painting, much as if you were using a real airbrush. To increase or decrease the flow rate, for example, press the period or comma key. To enlarge or reduce the spray area, press the plus or minus key. To specify a round nozzle, press the `R` key; to paint with a fading cursor, press the `F` key; and so on.
What does this plug-in do? To determine the purpose of any plug-in tool or command, choose ABOUT SUPERPAINT and click the PLUG-INS button in the resulting dialog box. This will produce a scrolling list of currently available plug-ins. Select a plug-in name and click on ABOUT to discover information on using and editing the tool.

Reducing a bit map without gumming it up. When reducing a bit-mapped image, first transfer it to the drawing layer by choosing the Cut To DRAWING command so that it becomes a “SuperBits” object. Then go to the drawing layer (by clicking the compass icon in the toolbox) and reduce the bit map by dragging at one of the corner handles. This allows you to reduce the bit map without losing pixels, effectively increasing the resolution.

Editing a high-resolution painting. To edit the pixels in a SuperBits image, choose Edit SUPERBITS from the Draw menu.

Repetitious plug-in tools. The Sprinkles plug-in in the SP Pouch folder actually includes six tools, all of which, except Bubblemaker, are duplicates of tools in the Other Plug-Ins folder. Use ResEdit to open Sprinkles and delete all references to tools other than Bubblemaker to avoid repetitious tools in your palette.

Creating your own plug-ins. Any plug-in tool that contains a CURS resource (short for cursor) operates by laying down a random pattern of icons. You may create your own custom plug-ins by duplicating a plug-in file, such as Snowflakes, and opening the duplicate
in ResEdit. Then open the CURS resource and edit each of the icons as you see fit. You should also edit the SIGN resource to determine the appearance of the tool in the SuperPaint palette. You may even change the author's name in the TEXT resource so that your name will appear in the ABOUT dialog box.

We created this sea life plug-in tool by editing the CURS resource of an existing plug-in with ResEdit.
File Managers

File management has neither the glamor of computer graphics and desktop publishing, nor the obvious necessity of word processing. As a result, file management on the Mac is often ignored.

But when properly used, file managers make it easy to organize large amounts of data, turning data into information and enabling you to make informed decisions and manage complex tasks.

The common metaphor used to describe file managers is the index-card catalog. But unlike the simple index cards on which you might keep your favorite recipes or the names and phone numbers of your friends and colleagues, file managers provide the tools to quickly generate custom reports, sort data on multiple fields, and import and export data to and from other computer systems or software packages.

The problem with file-management software, as a software category, is that it does not provide instant gratification. In order to benefit from an electronic filing system, you must construct the system, input or capture the data, and define the reports and information that the system will generate. These tasks are dull at best.

But the payoff of this effort is substantial. A working database system is the model of productivity, rewarding your initial design efforts every time you print a report, look up some data, or generate a merge file to be used in the mailing of a form letter.
FileMaker II

Keyboard Equivalents (1 of 4)

Addition* ................................................................. +

Bold text ................................................................. ⌘ B
Browse records ........................................................ ⌘ B

Cancel operation ...................................................... ⌘ .
Clear data or object ................................................ ⌘ or ⌘ ⌘
Clear entire field .................................................... ⌘ U
Close document ....................................................... ⌘ W
Concatenation* ....................................................... &
Copy data or object ................................................ ⌘ C
Current date* .......................................................... / 
Current time* ......................................................... : :
Cut data or object ................................................... ⌘ X

DEFINE dialog, select calculation field ....................... ⌘ C
DEFINE dialog, select date field ............................... ⌘ D
DEFINE dialog, select number field ........................... ⌘ N
DEFINE dialog, select picture field ............................ ⌘ P
DEFINE dialog, select summary field ........................ ⌘ S
DEFINE dialog, select text field ............................... ⌘ T
Delete record, layout, or request .............................. ⌘ E
Delete record, layout, or request, BYPASS dialog ........ ⌘ ⌘ E
Display all fields in tab group in layout .................... ⌘ I
Display next record, layout, or request ..................... ⌘ ⌘ I
Display preceding record, layout, or request ............... ⌘ ⌘ I
Division* ................................................................. /
Duplicate record, layout, or request ......................... ⌘ D

Equal to* ................................................................. =
Exponential (to power of...)* ..................................... ^
Keyboard Equivalents (2 of 4)

Find all records matching specified criteria and add them to browsing routine ...........................................⌘G
Find records matching specified criteria .................................................................⌘F
Format date ..............................................................................................................⌘⇧D
Format number ..........................................................................................................⌘⇧N

Greater than* ...............................................................................................................>  
Greater than or equal* .................................................................................................≥
Grid, activate/deactivate ..............................................................................................⌘Y
Grid, deactivate temporarily ..........................................................................................⌘····lt
Grid, realign to object .................................................................................................⌘····object

Hard space character (forces two words to be read as one)* ..............................................~

Help .............................................................................................................................⌘/

Italic text .....................................................................................................................⌘⇧I

Layout mode, access .....................................................................................................⌘L
Left-justify text ..............................................................................................................⌘⇧L
Less than* ....................................................................................................................<
Less than or equal* ......................................................................................................≤

* For use in calculation formulas or fields
FileMaker II

Keyboard Equivalents (3 of 4)

Middle-justify (center) text .................................................... ⌘ M
Move object vertically or horizontally .................................... ⇧ ⤴
Move to next field in record ................................................... ⌘ ⤴
Move to preceding field in record ......................................... ⤷ ⤴ or ⇧ ⤷
Multiplication* .............................................................................. *

New record, layout, or request ................................................... ⌘ N
Not equal to* .................................................................................... ≠

Omit records from browsing routine ........................................... ⌘ O
Omit records from browsing routine, bypass dialog (omit current record only) ........................................... ⌘ ⤳ O
Open existing document ............................................................ ⌘ O

Page number* .............................................................................. # #
Paste current date ...................................................................... ⌘ ⤷
Paste data or object .................................................................... ⌘ V
Paste ditto (paste data from same field in last record) ............. ⌘ ' 
Paste ditto, tab to next field ..................................................... ⌘ ⤷ ' 
Percentage* ...................................................................................... %
Plain text ................................................................................... ⌘ ⤴ P
Preview document ..................................................................... ⌘ U
Print document .......................................................................... ⌘ P
Print document, bypass dialog .................................................. ⌘ ⤳ P
Quit FileMaker II ............................................................................. ⌘ Q

Range* ............................................................................................. ...
Record number* .......................................................................... @@
Refind (repeat find request with specified changes) .................. ⌘ F
FileMaker II

Keyboard Equivalents (4 of 4)

Replace data in same field in other records with data from current field ...................................................... ⌘ =

Return character† ....................................................... ⌘ (⌘ 7)

Right-justify text .......................................................... ⌘ ⇧ R

Run script (macro) number [#] .................................................. ⌘ [#]

Script most recent actions (create macro) .................................. ⌘ H

Select all data in current field or all objects in layout .......................................................... ⌘ A

Sort order of records .......................................................... ⌘ S

Subtraction/negation† ................................................................ -. ⌘

T squares (display vertical and horizontal guidelines in layout mode) .................................................. ⌘ T

Text constant† ................................................................... " " around text

Underline text ....................................................................... ⌘ ⇧ U

Undo/redo last operation ........................................................... ⌘ Z

* For use in calculation formulas or fields

Accurate for FileMaker II, version 1.0

| ⌘ command | ← return | ← keypad key |
| ⌘ shift | ← enter | ← space bar |
| ⌘ option | ← escape | F1 function key |
| ⌘ control | ← delete | ← mouse click |
| ⌘ tab | ← fwd. delete | ← mouse drag |
# Microsoft File

## Menus

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Form</th>
<th>Organize</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Datafile</td>
<td>MN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Form</td>
<td>MG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td>MN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save Form</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Save Form As</td>
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<tr>
<td>Page Setup</td>
<td>MP</td>
<td></td>
<td></td>
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<tr>
<td>Print Form</td>
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<tr>
<td>Custom Setup</td>
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<td>Print Custom</td>
<td>ML</td>
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<tr>
<td>Quit</td>
<td>MQ</td>
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<th>Edit</th>
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<td>Undo</td>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>Cut</td>
<td>MN</td>
<td></td>
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<tr>
<td>Copy</td>
<td>MC</td>
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</tr>
<tr>
<td>Paste</td>
<td>MU</td>
<td></td>
</tr>
<tr>
<td>Clear</td>
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<tr>
<td>Select All</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>Show Clipboard</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
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<tbody>
<tr>
<td>Show Form</td>
<td>MG</td>
<td></td>
</tr>
<tr>
<td>List Helper</td>
<td></td>
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</tr>
<tr>
<td>Vertical Form</td>
<td></td>
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<tr>
<td>Format Field</td>
<td>MD</td>
<td></td>
</tr>
<tr>
<td>Set Font</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organize</th>
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</thead>
<tbody>
<tr>
<td>Find</td>
<td>MF</td>
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<tr>
<td>Hide Records</td>
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<tr>
<td>Show All Records</td>
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<tr>
<td>Sort</td>
<td>MS</td>
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<tr>
<td>Report</td>
<td>MR</td>
<td></td>
</tr>
</tbody>
</table>
**Microsoft File**

**Keyboard Equivalents (1 of 3)**

<table>
<thead>
<tr>
<th>Action</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition*</td>
<td>+</td>
</tr>
<tr>
<td>Clear field or record</td>
<td>≡</td>
</tr>
<tr>
<td>Clear field or record unconditionally (bypass dialog)</td>
<td>≡ ≡</td>
</tr>
<tr>
<td>Copy field or record</td>
<td>鱒</td>
</tr>
<tr>
<td>Cut field or record</td>
<td>鱒</td>
</tr>
<tr>
<td>Division*</td>
<td>/</td>
</tr>
<tr>
<td>Equal to*</td>
<td>=</td>
</tr>
<tr>
<td>Find records matching specified criteria</td>
<td>≡ F</td>
</tr>
<tr>
<td><strong>FORM TYPE</strong> dialog, select date field</td>
<td>D</td>
</tr>
<tr>
<td><strong>FORM TYPE</strong> dialog, select number field</td>
<td>N</td>
</tr>
<tr>
<td><strong>FORM TYPE</strong> dialog, select picture field</td>
<td>P</td>
</tr>
<tr>
<td><strong>FORM TYPE</strong> dialog, select text field</td>
<td>T</td>
</tr>
<tr>
<td>Format field, label, or heading</td>
<td>！</td>
</tr>
<tr>
<td>Greater than*</td>
<td>&gt;</td>
</tr>
<tr>
<td>Greater than or equal*</td>
<td>&gt;=</td>
</tr>
<tr>
<td>Help</td>
<td>≡ /</td>
</tr>
<tr>
<td>Hide selected records</td>
<td>≡ H</td>
</tr>
</tbody>
</table>

* For use in computation fields or dialogs

<table>
<thead>
<tr>
<th>Command</th>
<th>Return</th>
<th>Keypad Key</th>
<th>Shift</th>
<th>Enter</th>
<th>Space Bar</th>
<th>Option</th>
<th>Escape</th>
<th>F1 Function Key</th>
<th>Control</th>
<th>Delete</th>
<th>fwd. delete</th>
<th>Mouse Click</th>
<th>Mouse Drag</th>
</tr>
</thead>
</table>
Keyboard Equivalents (2 of 3)

Less than* ................................................................. <
Less than or equal* .................................................. <=

Move field in back of other field ..................................<
Move field vertically or horizontally ..................................%
Move to first field in next record ..................................<
Move to first field in preceding record ........................... 
Move to next field in record ........................................... \ or \ 
Move to preceding field in record ................................. \ \ or \ 
Move to record one screen down ...................................
Move to record one screen up ........................................
Move to same field in next record ............................... % % %
Move to same field in preceding record ........................ % % 
Multiplication* .......................................................... *

New document .......................................................... % % N
Not equal to* ....................................................... <> or > <

Open alternate view of current form .................. % T or \ \ ruler
Open alternate view of current record ......................... % T or \ \ record number
Open existing document ........................................... % % O
Paste current date .................................................. % -
Paste current time .................................................. % ;
Paste data from same field in last record .................... % ' 
Paste field or record ................................................ % V
Percentage* ............................................................ %
Print document ........................................................ % P
Print document to custom paper size ........................ % L
Microsoft File

Keyboard Equivalents (3 of 3)

Quit Microsoft File ................................................................. % Q

Range* .................................................................................... —
Report summary of records .................................................. % R

Select all data in current field
or all fields in form .............................................................. % A
Send field or label to back ...................................................... ~
Sort order of records .............................................................. % S
Subtraction/negation* ............................................................. —

Undo/redo last operation ....................................................... % Z

Wild card for a single character* .............................................. ?
Wild card for any number of characters* ............................... *

* For use in computation fields or dialogs
Accurate for Microsoft File, version 2.00a

<table>
<thead>
<tr>
<th>% command</th>
<th>← return</th>
<th>¹ keypad key</th>
<th>← space bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>↑ shift</td>
<td>← enter</td>
<td>² escape</td>
<td>↓ function key</td>
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<tr>
<td>≪ option</td>
<td>³ delete</td>
<td>↑ mouse click</td>
<td>→ mouse drag</td>
</tr>
<tr>
<td>⇄ control</td>
<td>¹ fwd. delete</td>
<td>&quot; mouse drag</td>
<td></td>
</tr>
</tbody>
</table>
Panorama

Icon Bars (with pop-up menus displayed)

This icon bar appears in the Data Sheet mode.

This icon bar appears in the Flash Art mode.

This icon bar appears in the Design Sheet mode.

This icon bar appears in the Graphics mode.
## Form Window Menus

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Arrange</th>
<th>Font</th>
<th>Size</th>
<th>Style</th>
<th>Fill</th>
<th>Pen</th>
<th>Lines</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
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<td>KH</td>
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<td>Dimensions...</td>
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<tr>
<td>Nudge Up</td>
<td>KY</td>
<td></td>
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<td></td>
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<tr>
<td>Nudge Down</td>
<td>KM</td>
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<td></td>
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<tr>
<td>Nudge Left</td>
<td>KJ</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Nudge Right</td>
<td>KK</td>
<td></td>
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<tr>
<td>Select All Objects</td>
<td>KR</td>
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<td>Fast Drag</td>
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<tr>
<td>Show Clipboard</td>
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</tr>
</tbody>
</table>

### Arrange

- Bring to Front: MX
- Send to Back: MX-
- Group: MG
- Ungroup: MU
- Align Objects...
- Grid...
- Lock
- Unlock
- Ignore Locked Objects
- Auto Cell Layout...
- Fixed Size
- Expandable
- Expand/Shrink

### Font

- Chicago
- Courier
- Geneva
- Helvetica
- Monaco
- Symbol
- Times

### Size

- 9 point
- 10
- 12
- 14
- 16
- 18
- 20
- 24
- 28
- 36
- 40

### Other...

### Style

- Plain Text: XP
- Bold: X8
- Italic: X1
- Underline
- Doubleline
- Shadow
- Left Justify
- Center
- Right

### Fill

### Pen

### Color

- Black
- Red
- Green
- Blue
- Cyan
- Magenta
- Yellow
Panorama

Keyboard Equivalents (1 of 4)

Add new line to end of Data Sheet ............................................. ☛E
Addition‡.................................................................................. +
Average column of cells ......................................................... ☛J

Bold text in form ................................................................. ☛B
Bring to front ................................................................. ☛=

Cancel formula or operation ............................................. ☛.
Clear field or record .......................................................... ☛X
Clone cell or object .......................................................... ☛„/pointer icon
Conditional expression‡ .......................................................... ?
Confirm formula ................................................................. ☛<
Copy cell or object ............................................................. ☛C
Cut cell or object ............................................................... ☛X

Ditto character (copy data from cell above)‡ .................................. "
Division‡ ..................................................................................... /
Duplicate cell or object ..................................................... ☛D

Equal to‡ ..................................................................................... =
Equation, fill column with result ......................................... ☛= Exponential (to power of...)‡ .......................................................... ^

‡ For use in the formula bar or macro editor
Keyboard Equivalents (2 of 4)

Find cells matching specified criteria ............................................ `F
Find next cell matching same criteria ............................................ `N
Greater than † ........................................................................... >
Greater than or equal † .............................................................. ≥
Group cells up (sort rows into groups and create subtotals) ........... `G
Group objects ............................................................................ `G
Indent line in macro † .................................................................. `l
Integer division † ........................................................................ \ 
Isolate field names with spaces or punctuation † .................. " and » (\ and \)
Italic text in form ................................................................. `I
Less than † ............................................................................... <
Less than or equal † ................................................................. ≤
Merge equation into paragraph † ........................................ { and }
Move one cell down ................................................... or tab down icon and `l
Move one cell left ............................................................... `l
Move one cell right .................................................................. `l
Move one cell up .................................................................... `l
Multiplication † ...................................................................... *
Not equal to † .......................................................................... ≠
Nudge selected object down .................................................. `M
Nudge selected object left ...................................................... `J
Nudge selected object right ................................................... `K
Nudge selected object up ....................................................... `Y
Number variable † ................................................................... #
Panorama

Keyboard Equivalents (3 of 4)

Open existing document ............................................................ ag0
Paste cell or object ...................................................................... agv
Percentage* .............................................................................. ag%
Placeholder character* ........................................................... agΩ(~Z)
Plain text in form ........................................................................ agP
Plural unit variable* ...................................................................... ag~
Print document ........................................................................... agP
Propagate (fill down) .................................................................. agP
Protect document (set user level) ................................. ag~ choose ABOUT PANORAMA
Quit Panorama ............................................................................ agQ
Save document ............................................................................ agS
Scratch memory, change ...................................................... when launching ag (~Panorama icon at Finder)
Select additional cells (“and” operator) .................................... agM
Select all cells or objects (displays hidden cells) ...................... agA
Select cells matching specified criteria, hide others ............... agH

* For use in the formula bar or macro editor

<table>
<thead>
<tr>
<th>Command</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>ag</td>
<td>command</td>
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<tr>
<td>ag</td>
<td>shift</td>
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<td>ag</td>
<td>control</td>
</tr>
<tr>
<td>ag</td>
<td>tab</td>
</tr>
<tr>
<td>ag</td>
<td>keypad key</td>
</tr>
<tr>
<td>ag</td>
<td>function key</td>
</tr>
<tr>
<td>ag</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Panorama

Keyboard Equivalents (4 of 4)

Select entire line* .............................................................. line
Select entire word* ............................................................ word
Select fewer cells (“or” operator) ........................................... L
Send to back ...........................................................................-
Sort up (ascending order, A–Z) .............................................. U
Sort up (descending order, Z–A) ............................................. D
Sounds like* ...........................................................................= (~X)
Spell out numbers variable* .................................................. $ (~6)
Subtraction/negation* .......................................................... -
Total column of cells ............................................................. T
Undo/redo last operation ...................................................... Z
Ungroup object ..................................................................... U

* For use in the formula bar or macro editor

Accurate for Panorama, version 1.5

| % | command | ← | return | ♯ | keypad key |
|⁻ | shift | ↵ | enter | ← | space bar |
| ≈ | option | ☰ | escape | F1 | function key |
| ≈ | control | ☸ | delete | ⏎ | mouse click |
| → | tab | ☺ | fwd. delete | ⌃ | mouse drag |
HyperCard/text

It is hard to tell if HyperCard has been a success, a failure, or neither. After the incredible hype upon its introduction, it was expected that HyperCard stacks would pervade the Macintosh world. But to date no commercial stacks have had very much success, and with few exceptions even public-domain and shareware stacks are uninteresting.

So why are we still talking about HyperCard (and its competitors)? One reason is that HyperCard has proven to be a tremendous success as a customizable front end to mainframes and other computers. Another is that although HyperCard is not a complete hypertext system, it is an excellent way to organize and distribute large amounts of information.

A number of video disks driven by HyperCard are now available, and tremendous examples of HyperCard use have been produced by Apple Computer as means of distributing information to software developers. Our own HyperCard version of *Encyclopedia Macintosh* has also been recognized for providing electronic access to the complete text and graphics of a 750-page book.

Others areas where HyperCard is having an impact is with individual users who need certain types of custom software, or who wish to learn about programming. These areas aren’t highly publicized, but benefit dramatically from the availability of HyperCard. If you’re a Macintosh user who has never tried HyperCard, your time would be well-spent going through the HyperCard tutorials and learning enough so that
you can design and build your own stack. You may or may not find that there are custom applications for which you can use HyperCard, but you will definitely learn an important lesson about how the Macintosh works and how software is created—and about the future of personal computing.
HyperCard

Tools

Browse  button to activate, field to enter type
Button   to select button, to draw button
Field    to select field, to draw field

Marquee  to select rectangular portion of painting
Lasso    to select irregular portion of painting
Pencil   to draw or delete free-form lines
Paintbrush to draw free-form lines in brush shape
Eraser   to delete general portions of bit map
Line     to draw straight line at any angle
Spraypaint to generate pattern of loose pixels
Paint can to fill an area with current pattern
Rectangle to draw rectangle
Rnd. corner to draw rectangle with round corners
Oval     to draw ellipse
Freehand to draw free-form lines in line weight
Reg. polygon to draw equilateral polygon
Polygon to create corners for geometric polygon
Type     to create block of type (not used to edit)
HyperCard

Menus

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<th>File</th>
<th>Edit</th>
<th>Go</th>
<th>Tools</th>
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</thead>
<tbody>
<tr>
<td>New Stack</td>
<td>Undo</td>
<td>Back</td>
<td></td>
</tr>
<tr>
<td>Open Stack</td>
<td>Cut</td>
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<tr>
<td>Save a Copy</td>
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<td>Compact Stack</td>
<td>Paste</td>
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<td>Protect Stack</td>
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<td>Print Stack</td>
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<tr>
<td>Print Report</td>
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<td></td>
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<tr>
<td>Quit HyperCard</td>
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<tr>
<td>Background</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Objects</th>
<th>Paint</th>
<th>Options</th>
<th>Patterns</th>
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<tbody>
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<td>Grid</td>
<td>Grid</td>
</tr>
<tr>
<td>Field Info</td>
<td>Select All</td>
<td>FatBits</td>
<td>FatBits</td>
</tr>
<tr>
<td>Card Info</td>
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<td>Power Keys</td>
<td>Power Keys</td>
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<tr>
<td>Bknd Info</td>
<td>Invert</td>
<td>Line Size</td>
<td>Line Size</td>
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<tr>
<td>Stack Info</td>
<td>Pickup</td>
<td>Brush Shape</td>
<td>Brush Shape</td>
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<tr>
<td>Bring Closer</td>
<td>Darken</td>
<td>Edit Pattern</td>
<td>Edit Pattern</td>
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<tr>
<td>Send Farther</td>
<td>Lighten</td>
<td>Polygon Sides</td>
<td>Polygon Sides</td>
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<tr>
<td>New Button</td>
<td>Trace Edges</td>
<td>Draw Filled</td>
<td>Draw Filled</td>
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<tr>
<td>New Field</td>
<td>Rotate Left</td>
<td>Draw Centered</td>
<td>Draw Centered</td>
</tr>
<tr>
<td>New Background</td>
<td>Rotate Right</td>
<td>Draw Multiple</td>
<td>Draw Multiple</td>
</tr>
</tbody>
</table>

Opaque
Transparent

Keep
Revert

PAINT, OPTIONS, and PATTERNS menus appear only when a painting tool is selected
HyperCard

Keyboard Equivalents (1 of 6)

Actual size/fat bits, toggle* .... pencil icon or pencil tool
Advance cursor to next field* .................................................................

Back, retrace through cards viewed so far .............................................. ~ or or or ~
Background/card, toggle .................................................................
Black pattern, select* ........................................................................
Bring closer (forward) ........................................................................
Browse tool, select .................................................................
Brush shape, select* .......................................................... paintbrush icon
Button locations, show temporarily* ..................................................
Button tool, select .................................................................

Cancel current operation ........................................................................
Card pictures, show temporarily (hide background)* ..........................
Change number of sides in equilateral polygon* ................................
Change to next typeface .................................................................
Change to previous typeface ............................................................
Circle, create* ............................................................................. oval tool

* Exclusively applicable to the browse mode
+ Specifically for use when a painting tool is selected
HyperCard

Keyboard Equivalents (2 of 6)

Clear object .......................................................................................... ⌘
Clone selected button ................................................................. ⌘/button tool
Clone selected field ......................................................................... ⌘/field tool
Clone selected picture* ......................................................... ⌘/picture
COMPACT STACK, show command ...................................... ⌘ File menu
Copy object ........................................................................................ ⌘C
Cut object .............................................................................................. ⌘X

Darken selection* .............................................................................. ⌘D
DELETE STACK, show command .................................................... ⌘ File menu
Draw filled shape* .................................. ⌘/shape tool icon (except reg. polygon)
Draw from center/corner, toggle* .................................................... ⌘C
Draw multiple shapes, toggle* ...................................................... ⌘M
Draw with selected picture* ...................................................... ⌘/picture

Edit button script .......... ⌘/button tool or ⌘/browse tool
Edit current background script .............................................. ⌘B
Edit current card script ............................................................. ⌘C
Edit field script .......... ⌘/field tool or ⌘/browse tool
Edit pattern* ............................................................... ⌘/pattern icon
Edit stack script ................................................................. ⌘S
Erase entire card* .............................................................................. ⌘eraser icon
Erase opaque (hide background)* .............................................. ⌘/eraser tool
Erase with paintbrush or spraypaint tool* ................................... ⌘/tool

Field and button locations, show temporarily* ....................... ⌘Meta
Field tool, select ............................................................................... ⌘I
Fill selection* .................................................................................. F
Find specified field text ................................................................. ⌘F
First card in stack, go to .............................................................. ⌘1 or ⌘←
HyperCard

Keyboard Equivalents (3 of 6)

Flip selection horizontally* ............................................................ H
Flip selection vertically* ................................................................. V
Forward through retraced cards .................................................... ⚪

Grab multiple words of field text while in message box .................. ⚪ field text
Grab pattern off page (gridded)* .................................................... ⚪ while PATTERN dialog displayed
Grab single word of field text while in message box .................... ⚪ field text
Grid, activate/deactivate* ............................................................... G

Help stack, go to ........................................................................... ⚪/
Home, close current stack ............................................................ ⚪ H

Increase leading ................... ⚪ or ⚪ in version 1.2 or later
Increase type size ........................................................................... ⚪ >
Invert selection* ........................................................................... I

Keep (save) picture on current card* ............................................. ⚪ K
Lasso entire enclosed shape* ......................................................... ⚪ / lasso tool

* Exclusively applicable to the browse mode
* Specifically for use when a painting tool is selected
HyperCard

Keyboard Equivalents (4 of 6)

Last card in stack, advance to ........................................... §4 or §→
Lighten selection‡ ........................................................................... L
Line weight, select‡ ................................................................. 1, 2, 3, 4, 6, 8
Lines at 15° angles, create‡ ............................................... \— "/line tool or polygon tool
Mark current card for quick return
(may mark multiple cards) ........................................................... §↓
Menu bar, show/hide ................................................................. §←
Message box, display ................................................................. §M
Move selected picture in 45° direction‡ ...................................... §— "
New button, create ................................................................. §— "/button tool
New card, create ........................................................................... §N
New field, create ......................................................................... §— "/field tool
Next card in stack, advance to ........................................... §3 or §←
Opaque areas, show temporarily as black‡ ................................... §0
Opaque selection‡ .......................................................................... 0
Open existing stack .......... §0 or § appropriate button in Home
Paste miniature of copied card ................................................... §0 V
Paste object .................................................................................. §V
Pattern palette, display at cursor position‡ ..................................... \— "
Patterned lines, create‡ .............................................................. \— "/line tool
Perpendicular lines, create‡ ...................................................... \— "/any painting tool
or eraser tool
Pickup pattern behind selection‡ .................................................. P
Previous card in stack, go to ................................................... §2 or §←
Print card ..................................................................................... §P
PROTECT Stack, show command ................................................... § File menu
HyperCard

Keyboard Equivalents (5 of 6)

Quick return to marked card
(return to most recently marked card first) ...................................... \[⌘ ⇧ \]
Quit from application launched
by HyperCard back to Finder ........................................................... \[⌘ ⌃ \]
Quit from application launched
by HyperCard back to HyperCard .................................................. \[⌘ \]
Quit HyperCard ............................................................................. \[⌘ \]

Recent (display thumbnails of last 42 cards) ...................................... \[⌘ R]
Reduce leading ............................................................... \[⌘ ⇥] or \[⌘ ⇨ \] in version 1.2 or later
Reduce type size ........................................................................... \[⌘ <
Revert to last picture saved with KEEP command* ......................... \[⌘ R
Rotate selection left (90° counterclockwise)* ................................. \[⌘ \]
Rotate selection right (90° clockwise)* .......................................... \[⌘ \]
Scale button* .............................................................................. \[⌘ \] corner\^/button tool
Scale field* ................................................................................... \[⌘ \] corner\^/field tool
Scale proportionally* ............................................................... \[⌘ ⇨] marquee corner
Scale selected picture* ................................................................... \[⌘ \] marquee corner
Select all images* ........................................................................ \[⌘ A or A

* Exclusively applicable to the browse mode
* Specifically for use when a painting tool is selected

| \[⌘] command | ⌬ return | \[⌘] keypad key |
| \[⇧] shift | ⌘ enter | ⌘ space bar |
| \[⌥] option | ⌘ escape | F1 function key |
| \[⌘] control | ⌘ delete | \[⌘] mouse click |
| \[⌘] tab | ⌘ fwd. delete | \[⌘] mouse drag |
HyperCard

Keyboard Equivalents (6 of 6)

Select all pictures on card†................................. lasso or marquee icon
Select most recent image drawn†.......................... S or S
Send farther (behind) ...........................................
Shapes with patterned outlines, create ............... any shape tool
Shrink marquee to picture† ................................... marquee
Square, create ............................................... rectangle tool

Tear off menus ........................................... Tools or Patterns menu
Toolbox, display at cursor position ....................
Trace edges of selection† ..................................
Transparent selection‡ ....................................
Type style specifications ...................................

Undo/redo last operation ................................... Z or ~ or function key
White pattern, select‡ ....................................

† Exclusively applicable to the browse mode
‡ Specifically for use when a painting tool is selected

Accurate for HyperCard, version 1.2.2

<table>
<thead>
<tr>
<th>command</th>
<th>return</th>
<th>keypad key</th>
</tr>
</thead>
<tbody>
<tr>
<td>shift</td>
<td>enter</td>
<td>space bar</td>
</tr>
<tr>
<td>option</td>
<td>escape</td>
<td>F1 function key</td>
</tr>
<tr>
<td>control</td>
<td>delete</td>
<td>mouse click</td>
</tr>
<tr>
<td>tab</td>
<td>fwd. delete</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
HyperCard

16 Hottest Tips

◊ **Saving disk space.** Choose Compact Stack from the File menu to rewrite the current stack, thereby decreasing its size on disk.

◊ **The versatile tilde.** To return to the most recently displayed card, even if it was in a different stack, you have only to press the tilde key (~). Luckily, this doesn't prevent you from accessing the tilde or grave accent (') character. To get the tilde, press SHIFT-TILDE. To get the grave, press OPTION-TILDE followed by the character over which you want it to appear. If you want to produce the grave accent by itself, press OPTION-TILDE followed by the space bar.

◊ **Tool equivalents.** You may display the toolbox by pressing OPTION-TAB. If you want to select the browse tool (the one with the pointing finger), press COMMAND-TAB. You may also select the button and field tools from the keyboard by pressing the TAB key multiple times in a row. For example, to get the button tool, hold down COMMAND and press TAB twice; and to get the field tool, hold down COMMAND and press TAB three times.

◊ **Drawing new buttons and fields.** To create a new button or field, select the button or field tool and command-drag.

◊ **Accessing scripts quickly.** Shift-double-clicking a button or field with the button or field tool will bring up the script for that object. Pressing COMMAND and OPTION while clicking a button with the browse tool brings up the button script; command-shift-option-clicking a field brings up the field script. In addition,
COMMAND-OPTION-C brings up the script for the current card, COMMAND-OPTION-B displays the background script, and COMMAND-OPTION-S brings up the stack script.

◊ **Not-so-smart quotes.** If you create documents as often as we do, you may be accustomed to pressing OPTION-[ and SHIFT-OPTION-[ when you want to access opening and closing quotation marks (" and "). Unfortunately, if you try to use the opening and closing quotes in a script or message-box command, HyperCard will return an error. You must always use the straight double quote ("). We wrote this hint for ourselves as much as for anyone else. Believe it or not, almost every time we use HyperCard, we make this same mistake, and it takes us several minutes to figure out what we were doing wrong. You’re probably smart enough to know better.

◊ **Font problems?** Here’s another one for the “so smart we’re dumb” crowd. If you’re like us, you’ve cleared your System file of all but the most essential screen fonts—Geneva 9-point and 12-point, Monaco 9-point, and Chicago 12-point—and relegated the rest to suitcases that you open with MasterJuggler or Suitcase. If the type across the top of the first Home card and elsewhere in the stack looks awful, it’s because you don’t have Times 18-point open. Since we don’t use this font elsewhere, we’ve loaded it into HyperCard directly. Simply launch Apple’s Font/DA Mover utility, option-click the Open button (which allows you to select from non-suitcase files), and select HyperCard. Then copy Times 18-point from one of your original System disks to the HyperCard application.

◊ **I can’t change the user level!** Most people already know this one, but if you’ve never run into it before, maybe we can help you avoid a traumatic experience. When you set the user mode to “browsing” or “typing,” you lose three commands from the File menu: Compact
STACK, PROTECT STACK, and DELETE STACK. This can seem like a big problem if you need to get to the dialog box required to raise the user level. But by pressing COMMAND while displaying the File menu, you cause the commands to reappear.

Test your stacks in all modes. Everyone tries to test their stacks the best they can before throwing them to the masses. But many programmers overlook testing their stacks in any but the “scripting” user mode. If you plan to distribute your stack in another mode, such as “browsing,” so as to discourage alterations, you should experiment with every feature of your stack in that mode. Some of the most common problems in using stacks arise when a programmer forgets to account for the user mode.

Dialing the phone without wearing out your fingers. The “dial” command is an integral part of the HyperTalk language. This means that you can dial phone numbers in any stack. You can even dial a number on a touch-tone phone just by holding your receiver up to your Mac’s speaker. When using the “dial” command in the message box or elsewhere outside of the Phone stack, do not use hyphens. Just type all seven numbers (or eight, ten, or eleven for long distance) in a row.

If your phone isn’t sensitive enough to pick up tones emitted from your Mac’s speaker, try turning up the volume from the Control Panel, or use a modem. A modem doesn’t always have to blurt high-pitched noises into the phone. Sometimes, you can just use it to dial the phone. After it dials, pick up an extension and proceed normally.

Finder substitute. Any stack, including Home, can serve as a substitute for the Finder, providing a custom way station between running applications. First, set up a macro that launches HyperCard and opens the
appropriate stack every time your computer boots up. You can accomplish this using CE Software's Quick­Timer or Affinity's Tempo II with Autoboot. Your stack should contain buttons that allow you to launch your favorite applications. A sample button script might read "open "MacDraw"."

When you quit an application run from a HyperCard stack, you are returned to that stack, completing the stack-as-Finder metaphor. If you want to quit an application all the way back to the Finder, thus quitting HyperCard, press COMMAND-OPTION-Q.

**Capturing thumbnails.** When you choose the RECENT command, you display tiny thumbnail shots of the 42 most recent cards you've been to, including those in other stacks. You can also capture these thumbnails for use in your stack—as a visual table of contents, for example. First choose COPY CARD from the Edit menu. Notice that when you display the Edit menu now, the PASTE command reads PASTE CARD. If you press the shift key and display the Edit menu, the same command reads PASTE PICTURE. By choosing this command, you paste a tiny bit-map thumbnail, 1/42 of the real size. Or, simply press SHIFT-COMMAND-V.

**Grabbing field text.** In the message box, you can lift a word of type in a field by command-clicking the word. This is especially useful if you want to perform your own search command through a stack. Press COMMAND-M to display the message box. Then press COMMAND-F to insert a "find" command with the text-entry cursor set between the two quotes. If you want to search for a word in a field in the current card, command-click the word and it will automatically appear between the two quotes in the message box. If you want to search for more than one word, command-drag. Pressing RETURN will highlight the entry in the current card, so you'll have to press RETURN twice to search other cards.
Creating custom icons. Making custom button icons for HyperCard stacks is a very simple process if you have Apple's ResEdit utility. In ResEdit, open the HyperCard application, and then double-click on the ICON resource, displaying all button icons currently used by HyperCard. To create your own button, you may edit an existing button that you don't use very often, such as Bill Atkinson's face. Double-click the icon and an editing window appears, allowing you to turn on and off pixels as you would in MacPaint's "fat-bits" mode. If you don't want to lose any existing icons, select an icon and choose the DUPLICATE command from the EDIT menu. This creates two identical button icons, one of which you may edit by double-clicking. You may also want to change the icon name after closing the edit window by choosing GET INFO from the FILE menu for a selected icon.

By duplicating the icon for Bill's face and editing it, we were able to create our own button icon representing one of our faces.

If you want your button icons to appear correctly for users running different HyperCard applications on their own machines, you must install the icon in your stack.
as well. While still in ResEdit, copy the button in the HyperCard application ICON resource. Then open your stack. You will probably get an Alert box warning you that no resource fork exists for the file you're trying to open and that proceeding will create one. Allow this to happen by clicking OK. Then choose Paste. A new ICON resource appears with your custom icon inside.

- **Function problems.** Many functions ("mouseClick," "clickLoc," and so on) intercept more information than you might expect. For example, an "on returnKey" or "on enterKey" routine is commonly used to capture strings entered by the user for a "find" routine or some related purpose. However, the "returnKey" or "enterKey" function toggles when the respective key is pressed, even in the message box. Since the message box is generally used to enter literal commands, you may want to include a modifier in your code. A bit of extra code such as "if message empty then..." filters out commands entered into the message box.

Incidentally, if you don't want users taking advantage of the message box, you can intercept all messages as well using the "returnKey" and "enterKey" functions.

- **Anyone can forget a password.** HyperCard's getting old these days. We created our first stack over three years ago, and have barely touched it since. In the meantime, of course, we managed to completely forget the password. We even had it written down somewhere.

Some would say it serves us right for not sharing information. But luckily, some smart guys named Ned Hovath and Allan Foster wrote Deprotect, a utility that gets rid of your password entirely. You can even get rid of other people's passwords with it.
Spinnaker Plus

Browse & Button Icon Bars

- Browse
- Get info
- Show foreground
- Show background
- Paint tool palette
- Button
- Text field
- Word processing field
- Database field
- Draw object
- Paint object

- Browse
- Get info
- Show foreground
- Show background
- Button icon indicator
- Transparent button
- Opaque button
- Rectangular button
- Shadow button
- Round corner button
- Check box button
- Radio button
- Show/hide name
- Auto highlight
- Get icon
- Link to
- Foreground color
- Background color
Spinnaker Plus

Field & Draw Object Icon Bars

- Browse
- Get info
- Show foreground
- Show background
- Field icon indicator
- Transparent field
- Opaque field
- Rectangular field
- Shadow field
- Scrolling field
- Lock/unlock text
- Show/hide lines
- Wide margins
- Link to

- Browse
- Get info
- Show foreground
- Show background
- Draw object icon indicator
- Rectangle
- Round corner
- Oval
- Diagonal line up
- Diagonal line down
- Horizontal line
- Vertical line
- Show/hide name
- Auto-highlight
- Link to
- Pattern
- Name/outline color
- Foreground color
- Background color
Spinnaker Plus

Paint Object Icon Bar

Browse
Get info
Show foreground
Show background
Paint object icon indicator
Hand
Marquee
Lasso
Pencil
Brush
Eraser
Line
Spraypaint
Paint can
Type
Rectangle
Round corner
Oval
Freehand
Regular polygon
Polygon
Pattern
Foreground color
Background color
Spinnaker Plus

Menus

- New...
- Open...
- Close
- Save
- Compact Stack
- Protect Stack...
- Save a Copy...
- Import...
- Page Setup...
- Print Card
- Print...
- Quit

Edit
- Undo
- Cut
- Copy
- Paste
- Clear
- Select All
- Copy Card
- Paste Card
- Background

Navigate
- Back
- Home
- Help
- Recent
- First
- Previous
- Next
- Last
- Hide Toolbox
- Menubar
- Large View
- Reset Toolbox
- Find...

Object
- New
- Delete
- Info
- Script
- Bring Closer
- Send Farther

of Card
of Background
of Stack
of Button
of Field
of WPField
of DBField
of DrawObject
of PaintObject

Card Background
Stack
- Button
- Field
- WPField
- DBField
- DrawObject
- PaintObject

Background
Stack

HyperCard/Hypertext
## Spinnaker Plus

### Menus

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<th>Text</th>
<th>Right Justified</th>
<th>Left Justified</th>
<th>Aligned</th>
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<tr>
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<tr>
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<td>Underline</td>
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<td>Shadow</td>
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<td>Condense</td>
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<th>Bottom to Top</th>
<th>Left to Right</th>
<th>Right to Left</th>
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<td>Rotate Right</td>
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<td>Rotate 180°</td>
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</tbody>
</table>
Keyboard Equivalents (1 of 5)

Actual view size (100%)* .......................................................... ±0
  or pencil icon

Advance cursor to next field ................................................. →↓

Back (retrace through cards viewed so far) ................................ . · ☐ or ☐↓ or ☐~

Background/card, toggle ..................................................... ±B

Bring closer (forward) ............................................................ ±-

Browse icon, select ............................................................. ±↑↓

Brush shape, select* ............................................................ paintbrush icon

Button icon, select .............................................................. ±↑↓↑↓↓↓

Button locations, show temporarily .................................... ±

Cancel current operation ..................................................... ± .

Change number of sides in equilateral polygon* ................. regular polygon icon

Change to next typeface ..................................................... ±↑

Change to previous typeface .............................................. ±↓

Circle, create* ................................................................. oval icon

Clear object ........................................................................... ±

Clone selected button ....................................................... button icon

Clone selected field ............................................................ field icon

Clone selected picture* ........................................................ picture

Close stack or script ............................................................ ±W

Colorize black and gray images* ......................................... eraser icon

Copy object .......................................................................... ±C

Cut object ............................................................................. ±X
Spinnaker Plus

Keyboard Equivalents (2 of 5)

Draw filled shape\* .................................................. \shape icon
(except regular polygon)

Edit button script .................................................. \ in button
Edit current background script ................................. \ or \ in card

Edit current card script .......................................... \ C
Edit field script .................................................. \ or \ in field
Edit script of selected object ................................. \ get info icon
Edit stack script .................................................. \ S

Eight times actual view size (800%)\* ......................... \ Eight times actual view size (800%)
Erase entire layer\* .................................................. \ eraser icon

Erase opaque (hide background)\* .......................... \ eraser icon

Erase with paintbrush
or spraypaint icon\* .................................................. \ eraser icon

Field and button locations,
show temporarily .................................................. \ Field icon, select

\* Specifically for use when a paint object icon is selected

<table>
<thead>
<tr>
<th>-keyboard key</th>
<th>return</th>
<th>keypad key</th>
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</thead>
<tbody>
<tr>
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<td>return</td>
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<td>\shift</td>
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<td>\option</td>
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<td>escape</td>
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<td>\control</td>
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<td>delete</td>
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<tr>
<td>\tab</td>
<td></td>
<td>fwd. delete</td>
</tr>
</tbody>
</table>

\* Specific for use when a paint object icon is selected
Spinnaker Plus

Keyboard Equivalents (3 of 5)

Find specified field text .............................................................. % F
First card in stack, go to .................................................. % 1 or % ←
Format script ................................................................................ % I
Format script and close window ........................................ % ↑
Forward through retraced cards ........................................ % ↑
Help stack, go to ........................................................................ % /
Home, close current stack ........................................................ % H
Increase type size in field ........................................................... % >
Large full-screen/normal view, toggle ....................................... % L
Last card in stack, advance to ........................................... % 4 or % →
Line weight, select* .................................................... line icon
Lines at 15° angles, create* ............................................... line icon
Magnify view size* ...................................................... pencil icon
Menu bar, show/hide ............................................................... % ←
Move selected picture in 45° direction* ..................................... % ←
Move to beginning of current line of script .............................. % ←
Move to beginning of script ................................................... % ↑
Move to end of current line of script ........................................ % →
Move to end of script ............................................................ % ↓
New button, create ...................................................... button icon
New card, create ................................................................. % N
New field, create ................................................................. field icon
Next card in stack, advance to ............................................... % 3 or % →
Spinnaker Plus

Keyboard Equivalents (4 of 5)

Open existing stack ................................................................. %O
  or ✐ appropriate button in Home
Paste object .............................................................................. %V
Patterned lines, create* ......................................................... ~····~t
Perpendicular lines, create* ................................................... {}····~t
  w
Previous card in stack, go to .............................................. %2 or ←
Print card ................................................................................. %P
Quit Spinnaker Plus .............................................................. %Q
Recent (display thumbnails of last 42 cards) ......................... %R
Reduce type size in field ....................................................... %<
Reset icon bar to normal location ......................................... %M
Save stack or script ............................................................... %S
SCALE button ............................................................... ~····~t corner w/ button icon
Scale field ............................................................... ~····~t corner w/ field icon
Scale proportionally* ...................................................... % & ~····~t marquee corner
Scale selected picture* ..................................................... % & ~····~t marquee corner

* Specifically for use when a paint object icon is selected
Spinnaker Plus

Keyboard Equivalents (5 of 5)

Select all ...................................................................................... Æ A
Select all pictures
in current layer*............................................................... lasso or marquee icon
Send farther (behind)............................................................................. Æ -
Shapes with patterned
outlines, create*.............................................................. Ê "any shape icon
Show/hide icon bar ............................................................................... Ê T
Square, create*...................................................... Ê "rectangle icon
Tint on-screen colors*.................................................................... Ê "eraser icon
Undo/redo last operation .............................................................. Ê Z

* Specifically for use when a paint object icon is selected
Accurate for Spinnaker Plus, version 2.0

<table>
<thead>
<tr>
<th>Æ</th>
<th>command</th>
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<th>return</th>
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<th>keypad key</th>
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<td>fwd. delete</td>
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<td>mouse drag</td>
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</tbody>
</table>
SuperCard/SuperEdit

Drawing & Painting Toolboxes

- **Arrow**: ✂️ to select object, ✂️ to move
- **Type**: ✂️ to set text origin, ✂️ across type to edit
- **Perp. line**: ✂️ to draw horizontal or vertical line
- **Line**: ✂️ to draw straight line at any angle
- **Rectangle**: ✂️ to draw rectangle
- **Rnd. corner**: ✂️ to draw rectangle with round corners
- **Oval**: ✂️ to draw ellipse
- **Polygon**: ✂️ to create corners for geometric polygon
- **Arc**: ✂️ to draw quarter ellipse
- **Freehand**: ✂️ to draw free-form lines in line weight
- **Autotrace**: ✂️ to trace bit-mapped image
- **Marquee**: ✂️ to select rectangular portion of bit map
- **Lasso**: ✂️ to select irregular portion of bit map
- **Pencil**: ✂️ to draw or delete free-form lines
- **Eraser**: ✂️ to delete general portions of bit map
- **Type**: ✂️ to create block of type (not used to edit)
- **Paintbrush**: ✂️ to draw free-form lines in brush shape
- **Spraypaint**: ✂️ to generate pattern of loose pixels
- **Paint can**: ✂️ to fill an area with current pattern
SuperCard/SuperEdit

Button & Field Toolboxes

Arrow
- to select object, \( \text{to move} \)

Tr. rect. button
- to draw transparent button

Reg. rect. button
- to draw opaque button

Shad rect. button
- to draw button \( \checkmark \) shadow

Tr. poly. button
- to draw transparent polygon button

Reg. poly. button
- to draw opaque polygon button

Shad. poly. button
- to draw polygon button \( \checkmark \) shadow

Rnd. corn. button
- to draw button \( \checkmark \) round corners

Shad. r. c. button
- to draw round button \( \checkmark \) shadow

Radio button
- to create radio button

Check box button
- to create check box button

Autotrace button
- to trace bit map \( \checkmark \) polygon button

Transparent field
- to create transparent field

Regular field
- to create opaque field

Shadow field
- to create field with drop shadow

Scrolling field
- to create field with scroll bars
# SuperCard/SuperEdit

## Menus

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<td>Page Setup...</td>
<td>Print...</td>
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<td>Quit</td>
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### Edit Menu

- **Undo** (Z)
- **Cut** (X)
- **Copy** (C)
- **Paste** (U)
- **Clear**
- **Duplicate** (D)
- **Select All** (A)
- **Object Script** (E)
- **Object Info** (I)
- **Card Script**
- **Card Info**

### Windows Menu

- **Project "Untitled - 1"**
- **Window "Untitled" ID = 100**
- **Menu "Untitled" ID = 100**
- **Card "Untitled" ID = 101**

### Arrange Menu

- **Send To Back** (Z)
- **Bring To Front** (Z)
- **Nudge**
- **Align Objects...** (Z)
- **Scale Selection...**
- **Group** (G)
- **Ungroup** (U)
- **Lock**
- **Unlock**

### Objects Menu

- **Invert**
- **Zoom In**
- **Rotate Polygon**
- **Reshape Polygon**
- **Reshape Arc**
- **Flip Horizontal**
- **Flip Vertical**
- **Rotate Left**
- **Rotate Right**
- **Brush Shapes...**
- **Select Colors...**
- **Edit Patterns...**
- **Text Style...** (T)
- **Select...** (T)

### Script Menu

- **Set Text Font...**
- **Set Tab Size...**
- **Comment** (I)
- **Uncomment** (I)
- **Find...** (F)
- **Find Again** (X)
- **Replace...** (X)
- **Replace All** (Y)
- **Replace & Find** (X)
- **Revert...** (M)

### Group Menu

- **Hide Background**
- **Ungroup**
- **Gray Background**
- **Unhide Background**
- **Show Invisible Objects**
- **Unhide Invisible Objects**
- **First Card** (1)
- **Prev Card** (2)
- **Next Card** (3)
- **Last Card** (4)
**SuperCard/SuperEdit**

Overview Menus

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<tr>
<td>Project Info...</td>
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</table>

* Available in the project overview
† Available in the window overview
‡ Available in the menu overview
SuperCard/SuperEdit

Keyboard Equivalents (1 of 5)

Actual size/zoom bits, toggle...........................................⌘/pencil tool
Align objects ..............................................................................⌘M
Align objects, apply current settings ...........................................⌘⌥M
Automatic script indent, activate/deactivate..............................⌘±
Autotrace bit map by marqueeing ..........................................⌘autotrace tool
Autotrace bit map with freehand or polygon drawing tools ...........⌘autotrace tool
Autotrace interior of bit map ....................................................⌘autotrace tool

Background, display for current card .........................................⌘B
Bring to front ...............................................................................⌘=
Brush shape, select .................................................................⌘ paintbrush icon
Card, display instead of background ..........................................⌘K
Circle, create .............................................................................⌘/oval tool
Clear object ..................................................................................⌘
Clone selected bit map ...............................................................⌘ bit map
Comment on selected scripting text ...........................................⌘]
Constrain rounded button to 20 by 60 pixels .............................⌘rounded button tool
Copy object ..................................................................................⌘C
Create new opaque bit map .........................................................⌘/any paint tool
Create new transparent bit map ..................................................⌘/any paint tool

| ⌘ | command | ← | return | ⌘ | keypad key |
|──|---------|----|--------|──|------------|
| ⌃ | shift | ↵ | enter | ⌘ | space bar |
| ⊗ | option | ⌡ | escape | F1 | function key |
| ⌃ | control | ⌘ | delete | ⌘ | mouse click |
| ⌘ | tab | ⌘ | fwd. delete | ⌘ | mouse drag |
SuperCard/SuperEdit

Keyboard Equivalents (2 of 5)

Crop bit map ........................................... \_\_ corne r h an de \^/ arrow tool
Cut object ........................................................... \_\_ X

Display card info .................................. \^ I from window overview
Display item info ............................... \^ I from menu overview
or \^ \^ \^ tool box i con
Display next toolbox ............................ \^ toolbox icon
Display preceding toolbox ...................... \^ \^ \^ tool box i con
Display selected object info .................. \^ I or \^ \^ object
Display window, menu, or resource info .. \^ I from project overview
Draw with selected bit map .................. \^ \^ \^ \^ bit map
Duplicate objects ...................................... \^ D

Edit card script .................................. \^ E from window overview
Edit item script .................................. \^ E from menu overview
or \^ \^ \^ \^ item object listing
or \^ \^ \^ \^ choose command*
Edit selected button or field script ....... \^ E or \^ \^ \^ object
Edit window or menu script .................. \^ E from project overview
Erase entire bit map ............................. \^ \^ eraser icon

Find scripting text again (next occurrence) .................................. \^ L
Find specified scripting text .................... \^ F
First card in stack, go to ...................... \^ 1 or \^ ←*

Group objects ........................................... \^ G

Highlight multiple items in an overview listing ........ \^ \^ \^ items
Lasso without tightening ...................... \^ \^ \^ \^ \^ \^ lasso tool
Last card in stack, advance to .............. \^ 4 or \^ →*
SuperCard/SuperEdit

Keyboard Equivalents (3 of 5)

- Line break in script ........................................... \[
- Lines at 30° angles, create ........... \[ \uparrow \downarrow \\] with line tool or polygon tool
- Lock open pattern palette temporarily .... \[ \uparrow \downarrow \] line or fill indicator
- Make selected element transparent temporarily .... \[ \uparrow \downarrow \] lasso tool
- Menus, display in project overview ........... \[ \uparrow \downarrow \] menu icon
- Move selected object in 45° direction ................ \[ \uparrow \downarrow \]
- New card ........................................... \[ \uparrow \downarrow \] from window overview or \[ \uparrow \downarrow \] info bar
- New menu ........................................... \[ \uparrow \downarrow \] from project overview or \[ \uparrow \downarrow \] menu icon
- New menu item ................................... \[ \uparrow \downarrow \] from menu overview or \[ \uparrow \downarrow \] info bar
- New resource ........................................ \[ \uparrow \downarrow \] from project overview or \[ \uparrow \downarrow \] resource icon
- New window ........................................ \[ \uparrow \downarrow \] from project overview or \[ \uparrow \downarrow \] window icon
- Next card in stack, advance to ................... \[ \uparrow \downarrow \] from project overview or \[ \uparrow \downarrow \] resource object listing
- Nudge selected object ........................................ \[ \uparrow \downarrow \], \[ \downarrow \], \[ \leftarrow \], or \[ \uparrow \]
- Open card ........................................... \[ \uparrow \downarrow \] from window overview or \[ \uparrow \downarrow \] card object listing
- Open menu ........................................... \[ \uparrow \downarrow \] from project overview or \[ \uparrow \downarrow \] menu object listing
- Open resource ........................................ \[ \uparrow \downarrow \] from project overview or \[ \uparrow \downarrow \] resource object listing

<table>
<thead>
<tr>
<th>Command</th>
<th>Return</th>
<th>Keypad Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift</td>
<td>Enter</td>
<td>Space Bar</td>
</tr>
<tr>
<td>Option</td>
<td>Escape</td>
<td>F1 Function Key</td>
</tr>
<tr>
<td>Control</td>
<td>Delete</td>
<td>Mouse Click</td>
</tr>
<tr>
<td>Tab</td>
<td>Fwd. Delete</td>
<td>Mouse Drag</td>
</tr>
</tbody>
</table>
SuperCard/SuperEdit

Keyboard Equivalents (4 of 5)

Open window .............................................................. 3€0 from project overview
or 3€ window object listing

Paint only over black areas
(erase overlay mode) .............................................. 3€ "/ any paint tool

Paint only over white areas
(transparent overlay) .............................................. 3€ "/ any paint tool

Paste object .............................................................. 3€V

Perpendicular lines, create ...................................... 3€ "/ perp. line tool
or 3€ "/ line tool or polygon tool
or any painting tool or eraser

Previous card in stack, go to ..................................... 3€2 or ←*

Print window ............................................................. 3€P

Quit SuperEdit/SuperCard ........................................... 3€Q

Replace all occurrences of specified scripting text .......... 3€Y

Replace selected scripting text and find next occurrence ...... 3€J

Replace selected scripting text ....................................... 3€H

Resources, display in project overview ......................... 3€3 or 3€ resource icon

Revert to original scripting text ..................................... 3€M

Run project in SuperCard ............................................ 3€R

Save project .............................................................. 3€S

Scale bit map ......................................................... 3€ corner handle "/arrow tool

Scale bit map proportionally ..................................... 3€ corner handle "/arrow tool

Scale object proportionally ....................................... 3€ corner handle

Scale object vertically or horizontally ........................ 3€ corner handle

Select all objects ...................................................... 3€A or 3€ arrow tool icon

Select entire bit map .................................................. 3€ marquee icon
SuperCard/SuperEdit

Keyboard Equivalents (5 of 5)

Select specified objects ...................................... $F from any overview
Send to back ........................................................................ $-
Shrink marquee to bit map .......................................... $" "/marquee
Square, create ....................................................... $\cap "$/rectangle tool

Text style specifications ...................................... $T or $\cap type tool icon
Tighten marquee to bit map ....................................... $\cap "$/marquee
Toggle between button toolbox and field toolbox .............................................. $\cap toolbox icon
Toggle between paint toolbox and draw toolbox .............................................. $\cap toolbox icon

Uncomment selected scripting text ......................................... $]\ ]
Undo/redo last operation .................................................. $]Z
Ungroup object ........................................................................ $]U
Windows, display in project overview .......... $]1 or $I window icon

Equivalents are applicable to SuperEdit in the layout overview, unless otherwise noted

Accurate for SuperEdit, version 1.0

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
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<td>$\leftarrow$ tab</td>
<td>fwd. delete</td>
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<td>$\uparrow$</td>
<td>keypad key</td>
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<tr>
<td>$\downarrow$ space bar</td>
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<td>$\uparrow$ F1</td>
<td>function key</td>
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<tr>
<td>$\downarrow$ mouse click</td>
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<tr>
<td>$\leftarrow$ mouse drag</td>
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Desktop publishing may have saved the Macintosh at a time when the machine was having something of an identity crisis. Now that the Mac is safely heading for middle age, however, it is page-layout software that is having an identity crisis.

The root of the problem is that the tremendous growth the page-layout market enjoyed has resulted in a number of legitimate market segments, and the page-layout programs are beginning to have a difficult time being all things to all people.

At the low end is the threat from word processing. Word-processing software continues to infringe on the domain of page layout by adding features that allow precise control over the placement of text and graphics. To save this market, page-layout programs must offer enough significant features to justify their own existence, while maintaining the ease of use that the casual desktop publisher requires.

In the middle ground, page-layout programs must survive the features war that has most recently resulted in PageMaker 4.0 and QuarkXpress 3.0. Power publishers want lots of gee-whiz features (even if they aren’t going to use them very often).

At the high end, hordes of specialized publishers stand ready to produce thousands and thousands of pages, but they require professional-quality indexing, reliable cross-referencing and figure numbering, version-management tools, and other features that are currently in the “close but no cigar” stage of implementation on the desktop.
Aldus PageMaker remains the clear leader among page-layout applications, and version 4.0 puts PageMaker in the best position to address the market segmentation it is facing. The strengths of PageMaker remain its intuitive user interface, its highly stable printing capabilities, and the tremendous technical support and end-user services provided by the Aldus Corporation. The enhancements offered in version 4.0 by no means answer every prayer of most PageMaker users, but solid improvements in typography and long-document production are evident.

QuarkXpress entered the desktop publishing market almost two years after PageMaker, and quickly gained a small but vocal following by offering typographic control and by appealing to the antibandwagon instincts of the artistic crowd. With version 3.0, Quark continues to trade in glitzy features, although the significance of these features has decreased dramatically in the face of PageMaker 4.0. The best features of XPress are its support for multiple master pages, and the measurement palette that allows you to view and edit element attributes. The program, however, still suffers from a counterintuitive interface and a notorious history of instability and incompatibility.
Aldus PageMaker

Toolbox

Arrow ⌘ to select element, ⌘ to move
Diag. line ⌘ to draw straight line at any angle
Perp. line ⌘ to draw straight line at 45° angle
Type ⌘ to set text origin, ⌘ across type to edit
Rectangle ⌘ to draw rectangle
Rnd. corner ⌘ to draw rectangle with round corners
Oval ⌘ to draw ellipse
Cropping ⌘ handle to trim portions of graphic

Menus
Aldus PageMaker

Keyboard Equivalents (1 of 7)

Actual size/200%, toggle ....................................................
Actual size/fit in window, toggle ...........................................
Actual view size (100%) ......................................................
Align text centered ...............................................................
Align text flush-left ...............................................................
Align text flush-right ............................................................
All caps text .................................................................
Arrow tool, select ...............................................................  
Arrow tool/current tool, toggle ..............................................
Automatic leading .............................................................
Automatic text flow, access in manual mode ..........................
Bold text ............................................................................
Bring to front ......................................................................
Cancel out of nested dialog boxes ......................................
Change all pages to same view size .................................
Change specified text (search and replace) .........................
Circle, create .................................................................
Clear element ...................................................................
Clear kerning ...................................................................
Color palette, show/hide ....................................................
Copy element ....................................................................
Cropping tool, select .......................................................  
Cut element ....................................................................... 
Define style sheet .............................................................
Aldus PageMaker

Keyboard Equivalents (2 of 7)

Determine column width of text block ........................................... \%/type tool or text flow icon
Determine dimensions of imported graphic ........................................................... \%/placing icon
Diagonal line tool, select .................................................................................. \^{F}2
Duplicate element ......................................................................................... \^{V}

Edit color ................................................. \^{name in Color palette}
Edit layout (exit story editor) .............................................................. \^{E}
Edit selected text in story editor .......................................................... \^{E}
Edit style sheet ................................................................. \^{name in Style palette}

Filters, display list of installed......... \~ choose ABOUT PAGEMAKER
Find next occurrence of specified text ........................................ \%,
Find specified text ........................................................................ \%%
Fit in window view size ................................................................ \%%
Force justified text ........................................................................ \^{F}
Four times actual size (400%) ........................................................ \%%

Go to next page ........................................................................ \^{l}
Go to preceding page ................................................................ \^{u}^{l}
Go to specified page ................................................................ \^{G}
Guides, show/hide ........................................................................ \^{J}

\% command \% return \% keypad key
\% shift \% enter \% space bar
\% option \% escape \% F1 function key
\% control \% delete \% mouse click
\% tab \% fwd. delete \% mouse drag

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Page Layout 105
Aldus PageMaker

Keyboard Equivalents (3 of 7)

Half actual view size (50%) ............................................................. 365
Hand tool, access temporarily ....................................................... 3
Hand tool, constrain ................................................................. 3
Hyphenation specifications ...................................................... 3

Increase type size ..................................................................... 3
Increase type size 1 point only ............................................... 3
Indent/tab stop specifications .................................................. 3
Index entry, create .................................................................. 3
Index entry, fast ...................................................................... 3
Interrupt automatic text flow ................................................... 3
Italic text .................................................................................. 3

Justify text ............................................................................... 3

Kern type, delete \textfrac{1}{25} em ............................................... 3 or 3
Kern type, insert \textfrac{1}{25} em .................................................. 3 or 3
Kern type, delete \textfrac{1}{100} em ............................................... 3 or 3
Kern type, insert \textfrac{1}{100} em .............................................. 3 or 3

Line break ............................................................................... 3

Links to text and graphic files, modify ...................................... 3

Manual text flow, access in automatic mode ............................. 3
Move in 45° direction .......................................................... \textarrow tool
Move left indent independently
of first line indent ........ \textarrow marker in INDENTS/TABS dialog box
Move text cursor down one line ........................................... 3 or \textarrow 2
Move text cursor down one screen ........................................ 3 or PAGE DOWN
Move text cursor left one letter ........................................... \textarrow or \textarrow 4
Move text cursor left one word ........................................... 3 or \textarrow 4
Aldus PageMaker

Keyboard Equivalents (4 of 7)

Move text cursor right one letter .................................... → or 6
Move text cursor right one word ................................... → or 6
Move text cursor up one line ........................................... ↑ or 8
Move text cursor up one screen ................................... 9 or PAGE UP
Move to beginning of current line ..................................... 7
Move to beginning of current paragraph .......................... 9↑ or 8
Move to beginning of current sentence ........................... 7
Move to beginning of current story ................................. 9 or HOME
Move to beginning of next paragraph ............................. 9↓ or 2
Move to end of current line ............................................. 1
Move to end of current sentence ..................................... 1
Move to end of current story ............................................ 3 or END

New document, create ............................................................. N
No tracking (deactivate tracking) ................................. Q
Nonbreaking em space character ......................................... M
Nonbreaking en space character ......................................... N
Nonbreaking hyphen .............................................................–
Nonbreaking slash ................................................................./
Nonbreaking thin space character ....................................... T

<table>
<thead>
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<tbody>
<tr>
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<tr>
<td>control</td>
<td>delete</td>
<td>mouse click</td>
</tr>
<tr>
<td>tab</td>
<td>fwd. delete</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Aldus PageMaker

Keyboard Equivalents (5 of 7)

Normal (plain) text ................................................................. $\text{Ctrl} -$
Normal (square) horizontal spacing ........................................ $\text{Ctrl} X$
OK out of nested dialog boxes ........................................... $\text{Esc} \text{ OK button}$
Open existing document ...................................................... $\text{Ctrl} O$
Optional hyphen ................................................................. $\text{Ctrl} -$
Outline text ....................................................................... $\text{Ctrl} D$
Oval tool, select ................................................................. $\text{Ctrl} F7$
Page number character ....................................................... $\text{Ctrl} P$
Paragraph specifications ................................................... $\text{Ctrl} M$
Paste element ..................................................................... $\text{Ctrl} V, \text{ Ctrl} 0, \text{ or } F4$
Perpendicular line tool, select ............................................ $\text{F3}$
Place text or graphic document ........................................... $\text{Ctrl} D$
Print document .................................................................... $\text{Ctrl} P$
Quit Aldus PageMaker ........................................................... $\text{Ctrl} Q$
Rectangle tool, select .......................................................... $\text{F5}$
Reduce type size ................................................................. $\text{Ctrl} <$
Reduce type size 1 point only ............................................. $\text{Ctrl} <$
Revert to last mini-save .................................................... $\text{F5}$
choose Revert
Rounded corner tool, select ................................................ $\text{F6}$
Ruler guide, create ............................................................. from ruler
Rulers, show/hide .............................................................. $\text{Ctrl} R$
Save document .................................................................... $\text{Ctrl} S$
Scale bit map proportionally to optimal resolution ............... $\text{Ctrl} \text{ arrow} \text{ corner handle}$
Scale proportionally ............................................................ $\text{F5} \text{ arrow} \text{ corner handle}$
Aldus PageMaker

Keyboard Equivalents (6 of 7)

Select all elements on page and pasteboard .................................. ⌘ A
Select all text from cursor location
to beginning of story .............................................................. ⌘ ⇧ ⌥ 9
Select all text from cursor location
to end of story ........................................................................ ⌘ ⇧ ⌥ 3
Select all text in story .................................................................. ⌘ / type tool, ⌘ A
Select current then preceding paragraphs ................................⋯ ⌘ ⇧ ⌥ or ⌘ ⇧ ⌥ 8
Select current then succeeding paragraphs ................................⋯ ⌘ ⇧ ⌥ or ⌘ ⇧ ⌥ 2
Select entire paragraph .............................................................. ⌘ ⌘ / type tool
Select entire word ....................................................................... ⌘ ⌘ / type tool
Select image behind current selection .......................................... ⌘%
Select next letter ........................................................................ ⌘ → or ⌘ ⇧ 6
Select next word ......................................................................... ⌘ ⇧ → or ⌘ ⇧ ⌥ 6
Select preceding letter ............................................................... ⌘ ← or ⌘ ⇧ ⌥ 4
Select preceding word ............................................................... ⌘ ⇧ ← or ⌘ ⇧ ⌥ 4
Semiautomatic text flow, access temporarily ................................ ⌘ ⌘
Send to back ................................................................................ ⌘ B
Shadow text ................................................................................ ⌘ ⇧ W
Small caps text ........................................................................... ⌘ ⇧ H
Snap to guides, activate/deactivate ............................................. ⌘ U
Snap to rulers, activate/deactivate .............................................. ⌘ [
Aldus PageMaker

Keyboard Equivalents (7 of 7)

Square, create ............................................. \square
Strikethru text .......................................................... \strike
Style palette, show/hide ........................................ \style
Subscript text .............................................................. \ subscript
Super fit in window .................................................. \ choose Fit in Window
Superscript text .......................................................... \ superscript

Three-quarters actual view size (75%) ................................ \three-quarters
Toolbox, show/hide .................................................. \toolbox
Twice actual view size (200%) ................................ \twice
Type specifications .......................................................... \ type
Type tool, select .................................................. \ type

Underline text .......................................................... \ underline
Undo/redo last operation ................................................ \ undo

Accurate for Aldus PageMaker, version 4.0

<table>
<thead>
<tr>
<th>%</th>
<th>command</th>
<th>←</th>
<th>return</th>
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<tbody>
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<td>⇧</td>
<td>shift</td>
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<td>control</td>
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<td>delete</td>
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<tr>
<td>⇧I</td>
<td>tab</td>
<td>◯</td>
<td>fwd. delete</td>
</tr>
</tbody>
</table>

- keypad key
- space bar
- F1 function key
- mouse click
- mouse drag
Aldus PageMaker

Ten Hottest Tips

◊ Toolbox in the way? If you need more room on screen and you own an extended keyboard (with function keys and so on), you can get rid of the toolbox and access all tools from the keyboard. This is especially useful for SE’s and other computers with small monitors. To get the arrow tool, press SHIFT-F1. Press SHIFT-F2 for the diagonal line tool, SHIFT-F3 for the perpendicular line tool, SHIFT-F4 for the type tool, and so on in the order they appear in the toolbox.

◊ Using the pasteboard. When you transfer an element from one page to another, the usual temptation is to cut the element, turn the page, and paste. Unfortunately, elements can jostle a little when sent to the Clipboard, especially if multiple elements are involved. To avoid this problem, drag the selected elements onto the pasteboard (the area around your pages), and then change pages and drag the elements off the pasteboard. Elements on the pasteboard appear no matter what page you are on.

◊ SAVE as shrinks file sizes. PageMaker saves time during a save by simply tagging any changes to the end of a file. Unfortunately, this means that every time you open a file and make changes, it takes up more room on your disk or hard drive, even if you don’t add any elements or pages to your document. To reduce the size of a file (especially when archiving), you must rebuild the file on disk by choosing the SAVE AS command and saving over the old version of the file. (Your disk or drive must have an amount of free space equal to the size of your file to complete a SAVE AS operation.)
Escaping the nest. Unfortunately, a trend has developed in advanced Macintosh software interfaces toward an excessive use of dialog boxes within dialog boxes, known as nested dialog boxes. For example, if you want to edit the position of a paragraph rule in a style sheet in PageMaker, you choose the Define Styles command to display the Define Styles dialog box, click the Edit button to display the Edit Style dialog box, click the Para button to display the Paragraph Specifications dialog box, click the Rules button to display the Paragraph Rules dialog box, and click the Options button to display the Paragraph Rule Options dialog box. That's five dialog boxes deep! (Some kind of award is in order.) But the worst part about diving to the floor of the dialog abyss is the prospect of having to swim back out again. You have to press the Return key five times or repeatedly click OK to escape the dialog boxes and instruct PageMaker to record your changes. Click the Cancel button just once, and you'll have to take the plunge all over again.

In PageMaker's defense, however, the program provides a shortcut to the surface. To escape nested dialog boxes, press the Option key as you click the OK or Cancel button. All five dialog boxes will close and PageMaker will either record or cancel your changes, depending on the button clicked.

Layers of elements. A problem that arises in any object-oriented application is trying to get to elements that are buried behind other elements. PageMaker allows you to select a completely covered element, however, by command-clicking with the arrow tool. The first command-click selects the foremost element, the second click selects the next element down, and so forth, right on down the layering order.
Incidentally, this is also a useful method for selecting elements when column guides or ruler guides are getting in the way. If your guides are configured in front of your elements (as set by choosing the Preferences command from the Edit menu), command-click to access an element—such as a 1-point line—covered by a guide.

Editing the graphic boundary without wrapping. To wrap type around a graphic, you must click on a graphic boundary created with the Text Wrap command, as explained earlier in this section. If you have ever done this, you probably realize how frustrating it can be to have to wait for the text to rewrap every time you move a handle. By pressing the space bar, however, you can delay the rewrapping process, allowing you to manipulate many handles without waiting. When you release the space bar, the text will rewrap.

Default text wraps. If you're like us, you get tired of entering the same values over and over again into the Text Wrap dialog box. However, if you enter a default set of wrapping values, not only will all placed graphics get wrapping boundaries, but so will all lines or shapes created in PageMaker. To create default values that only appear when you want them to, choose Text Wrap from the Options menu while no element is selected. Then select the second "Wrap option" icon, select the "Text flow" icon of your choice, and enter the values you want to apply to graphics most often. Now, instead of clicking the OK button, click the first "Wrap option" icon and then click OK. From now on, when you import drawings, they will appear without boundaries. But when you choose Text Wrap and click the second "Wrap option" icon, all of your default settings will appear.
Fast and easy fractions. PageMaker 4.0 makes it possible to create perfect fractions, regardless of whether it's \( \frac{1}{2} \), \( \frac{5}{6} \), or \( \frac{999}{1000} \). First, make sure to use the real fraction symbol—accessed by pressing `SHIFT-OPTION-1`—rather than the standard slash. Then superscript the numerator (top number) and subscript the denominator (bottom number). Select the entire fraction with the type tool and press `COMMAND-T` to display the **Type Specifications** dialog box. Then click the **Options** button to display the **Type Options** dialog. Change the last three options to 55, 35, and 0, so that the subscripted characters sit exactly on the baseline and are identical in size to the superscripts. If you intend to use fractions often, assign these specifications to a style sheet for easy access.

Set the superscript and subscript options in the **Type Options** dialog box to the values shown above to create perfect fractions.
Importing tabloid graphics. PageMaker won’t let you import a graphic larger than the current document size. If you try, the graphic will automatically be reduced to fit. If you want to import a tabloid illustration (11 by 17 inches) for use in a two-page spread, create a new document with tabloid page size. Then place the graphic, choose the CuT command, close the file without saving, open the file where you want to import the graphic, and paste. This method even works for TIFF files, which must tag the original graphic document.

Scaling bit-mapped graphics. This tip is not a suggestion; it’s a must for manipulating bit-mapped graphics. All bit maps are locked into a certain resolution, whether it’s 72 dots per inch, as in the case of MacPaint artwork, or higher. The resolution of a bit map rarely jibes with that of your printer, producing moiré patterns. If you press the command key when dragging at a corner handle of a painting, PageMaker automatically scales the bit map to a percentage compatible with the printer. Note that you must have the APD for your final output device selected in the Print to dialog for this operation to work successfully. In other words, if you intend to eventually print to a Linotype, select the Linotype APD even if you are currently printing proofs to a laser printer.
Ready, Set, Go!

Toolbox

Arrow  ᴷ to select element, ᵃ to move
Hand    ᵃ to move pages in window
Type    ᵃ to create text block (not used to edit)
Text-entry ᵃ to set origin in block, ᵃ across to edit
Linking ᵃ each text block in link, ᴷ to end link
Picture ᵃ to create picture block
Cropping ᵃ to set origin in picture block
Rectangle ᵃ to draw rectangle
Rnd. corner ᵃ to draw rectangle with round corners
Oval    ᵃ to draw ellipse
Perp. line ᵃ to draw straight line at 45° angle
Diag. line ᵃ to draw straight line at any angle
Ready, Set, Go!

Menus

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<th>Style</th>
<th>Format</th>
<th>Text</th>
<th>Special</th>
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<td>Quit</td>
<td>MQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Edit**

|      |       |      |       |        |      |         |      |       |     |
| Undo | Z2    |      |       |        |      |         |      |       |     |
| Cut  | X8    |      |       |        |      |         |      |       |     |
| Copy | XC    |      |       |        |      |         |      |       |     |
| Paste| MU    |      |       |        |      |         |      |       |     |
| Clear|       |      |       |        |      |         |      |       |     |
| Select All | RA  |      |       |        |      |         |      |       |     |
| Duplicate... | MD  |      |       |        |      |         |      |       |     |
| Move... |      |      |       |        |      |         |      |       |     |
| Lock  | MU    |      |       |        |      |         |      |       |     |
| Unlock|      |      |       |        |      |         |      |       |     |
| Bring To Front | X+ |      |       |        |      |         |      |       |     |
| Send Behind | X-  |      |       |        |      |         |      |       |     |
| Specifications... | XM |      |       |        |      |         |      |       |     |
| Image Control... | MI  |      |       |        |      |         |      |       |     |

**Type**

| Plain | MP |      |       |        |      |         |      |       |     |
| Bold  | MB |      |       |        |      |         |      |       |     |
| Italic| MI |      |       |        |      |         |      |       |     |
| Underline | MU |      |       |        |      |         |      |       |     |
| Outline | MO |      |       |        |      |         |      |       |     |
| Shadow | MS |      |       |        |      |         |      |       |     |
| Condense | MC |      |       |        |      |         |      |       |     |
| Extend | ME |      |       |        |      |         |      |       |     |
| Overstrike | MH |      |       |        |      |         |      |       |     |

**Case Conversion**

|      |     |       |        |        |      |         |      |       |     |
| 0 Point |      |       |        |        |      |         |      |       |     |
| 10 Point |      |       |        |        |      |         |      |       |     |
| 12 Point |      |       |        |        |      |         |      |       |     |
| 14 Point |      |       |        |        |      |         |      |       |     |
| 16 Point |      |       |        |        |      |         |      |       |     |
| Other... | MK |      |       |        |        |      |         |      |       |     |

**Font**

|      |       |      |       |        |      |         |      |       |     |
| Chicago |      |      |       |        |      |         |      |       |     |
| Courier |      |      |       |        |      |         |      |       |     |
| Geneva  |      |      |       |        |      |         |      |       |     |
| Helvetica|      |      |       |        |      |         |      |       |     |
| Monaco  |      |      |       |        |      |         |      |       |     |
| Symbol  |      |      |       |        |      |         |      |       |     |
| Times   |      |      |       |        |      |         |      |       |     |

**Format**

|      |       |      |       |        |      |         |      |       |     |
| Sentence caps |      | ALL CAPS |       |        |      |         |      |       |     |
| all lower |      | Word Caps |       |        |      |         |      |       |     |
| Left  | MK |      |       |        |      |         |      |       |     |
| Right | MR |      |       |        |      |         |      |       |     |
| Center| RM |      |       |        |      |         |      |       |     |
| Justify|      |      |       |        |      |         |      |       |     |
| Word Spacing... |  KM |      |       |        |      |         |      |       |     |
| Line Spacing... |      |      |       |        |      |         |      |       |     |
| Paragraph Spacing... |      |      |       |        |      |         |      |       |     |
| Paragraph Indent... |      |      |       |        |      |         |      |       |     |
| Left Indent... |      |      |       |        |      |         |      |       |     |
| Right Indent... |      |      |       |        |      |         |      |       |     |
| Track... | KG |      |       |        |      |         |      |       |     |
| Letterspace... | KD |      |       |        |      |         |      |       |     |
| Shift Up... |      |      |       |        |      |         |      |       |     |
| Shift Down... |      |      |       |        |      |         |      |       |     |
| Baseline |      |      |       |        |      |         |      |       |     |
Ready, Set, Go!

Menus

- Find...
- Find Next
- Replace...
- Replace Next
- Hyphenation On
- Hyphenation Off
- Hyphenation Specs...
- Color...
- Tabs...
- Type Specs...
- Styles...
- Remove Styles
- Glossaries...
- Spelling

Special

- Check...
- Suggest...
- Add Word
- Insert Pages...
- Delete Page(s)...  
- Go To Page...
- Preferences...
- Snap To...
- Grid...
- Guides...
- Design Grids...
- Lock Guides
- Alignment...

Size To Fit: 1
Half Size: 2
75% Size: 3
Actual Size: 4
Double Size: 5

Fill

<table>
<thead>
<tr>
<th>1/8 Pl.</th>
<th>1/4 Pl.</th>
<th>1/2 Pl.</th>
<th>3/4 Pl.</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>180</td>
<td>240</td>
<td>300</td>
</tr>
<tr>
<td>90</td>
<td>160</td>
<td>220</td>
<td>280</td>
</tr>
<tr>
<td>80</td>
<td>150</td>
<td>210</td>
<td>270</td>
</tr>
<tr>
<td>70</td>
<td>140</td>
<td>200</td>
<td>260</td>
</tr>
<tr>
<td>60</td>
<td>130</td>
<td>190</td>
<td>250</td>
</tr>
<tr>
<td>50</td>
<td>120</td>
<td>180</td>
<td>240</td>
</tr>
<tr>
<td>40</td>
<td>110</td>
<td>170</td>
<td>230</td>
</tr>
<tr>
<td>30</td>
<td>100</td>
<td>160</td>
<td>220</td>
</tr>
<tr>
<td>20</td>
<td>90</td>
<td>150</td>
<td>210</td>
</tr>
<tr>
<td>10</td>
<td>80</td>
<td>140</td>
<td>200</td>
</tr>
<tr>
<td>None</td>
<td>70</td>
<td>130</td>
<td>190</td>
</tr>
</tbody>
</table>

Color...
Ready, Set, Go!

Keyboard Equivalents (1 of 5)

Actual size/size to fit, toggle .................................................. ⌘①-
Actual view size (100%) .............................................................. ⌘4
Actual/double view size, toggle ................................................. ⌘①-
Add selected word to user dictionary ....................................... ⌘①-
ALIGNMENT dialog, display ..................................................... ⌘①-
Arrow tool, select ..................................................................... ⌘①-
Exact text .................................................................................. ⌘②-
Bring to front ............................................................................. ⌘②-
Center text (middle-justify) ....................................................... ⌘②-
Check spelling .......................................................................... ⌘②-
Circle, create ............................................................................ ⌘②-
Clear element ............................................................................. ⌘②-
COLOR SELECTION dialog, display ....................................... ⌘②-
Condensed text ......................................................................... ⌘②-
Copy element ............................................................................ ⌘②-
Cropping tool, select ............................................................... ⌘②-
Cut element ................................................................................ ⌘②-
Design grids, display dialog ...................................................... ⌘②-
Diagonal line tool, select ......................................................... ⌘②-
Double view size (200%) ........................................................... ⌘②-

command    ← return    ⌘ keypad key
shift        ← enter    → space bar
option       ← escape    ← F1 function key
control      ← delete    ← mouse click
tab          ← fwd. delete ← mouse drag
Ready, Set, Go!

Keyboard Equivalents (2 of 5)

**DUPLICATE** dialog, display .................................................. ⌘ D
Extended text ........................................................................... ⌘ E
Facing pages, display ................................................................. ⌘ E
Find next occurrence of specified text ...................................... ⌘ F
Get picture (when picture block selected) .................................. ⌘ ' 
Get text (when text block selected) ........................................... ⌘ ' 
**GLOSSARIES** dialog, display ................................................... ⌘ G
Glossary, current date ............................................................... ⌘ G, D
Glossary, current date, abbreviated ......................................... ⌘ G, ⇤ D
Glossary, current day and date ................................................. ⌘ G, ⇤ D
Glossary, current time with seconds ....................................... ⌘ G, ⇤ T
Glossary, current time without seconds ................................... ⌘ G, T
Glossary phrase, insert into text ................................................ ⌘ G, glossary character
Go to next page .......................................................................... ⌘ 8
Go to preceding page ................................................................. ⌘ 7
Go to specified page ................................................................. ⌘ ⇤ T
Grid, activate (guides off) or deactivate .................................... ⌘ ⇤ G
Guides, activate (grid off) or deactivate .................................... ⌘ ⇤ Y
Half actual view size (50%) ........................................................ ⌘ 2
Hand tool, access temporarily .................................................... ⌘
Hand tool, select ....................................................................... ⌘ ⇤ H
Insert text block into chain preceding current block ............... ⌘ ⌘ /link tool
Italic text .................................................................................. ⌘ I
Justify text (full justification) ..................................................... ⌘ J
Ready, Set, Go!

Keyboard Equivalents (3 of 5)

Kern dialog, display ............................................................... \ "type tool, \u2116 \u2192 \u2192

Left-justify text ........................................................................ \u2116 \u2192 \u2192

Linking tool, select ...................................................................... \u2116 \u2192 \u2192

Link two existing chains ......................................................... \ "link tool
in first chain, \u2116 \u2192 \u2192 in second

Lock element ............................................................................. \u2192 \u2192 \u2192

New document, create ................................................................ \u2116 \u2192 \u2192 \u2192

Open existing document ........................................................... \u2116 \u2192 \u2192 \u2192

Other type size ........................................................................... \u2116 \u2192 \u2192 \u2192

Outline text .............................................................................. \u2116 \u2192 \u2192 \u2192

Oval tool, select .......................................................................... \u2116 \u2192 \u2192 \u2192

Overstrike text ............................................................................ \u2116 \u2192 \u2192 \u2192

Page number character, current page .................................... \u2116 \u2192 \u2192 \u2192 \u2192 \u2192

Page number character, next page ......................................... \u2116 \u2192 \u2192 \u2192 \u2192 \u2192

Page number character, next page in text chain .................... \u2116 \u2192 \u2192 \u2192 \u2192 \u2192

Page number character, preceding page ................................. \u2116 \u2192 \u2192 \u2192 \u2192 \u2192

Page number character, preceding page in text chain ............ \u2116 \u2192 \u2192 \u2192 \u2192 \u2192

Page number character, total pages in document .................... \u2116 \u2192 \u2192 \u2192 \u2192 \u2192

\%  command  \u2192  return  \%  keypad key
\%  shift  \u2192  \p  enter  \%  space bar
\%  option  \p  escape  \%  F1  function key
\%  control  \p  delete  \%  mouse click
\%  tab  \p  fwd. delete  \%  mouse drag
Ready, Set, Go!

Keyboard Equivalents (4 of 5)

Paste element .............................................................. Enter
Perpendicular line tool, select ........................................... Shift+Enter
Picture tool, select ....................................................... Enter
Plain text ................................................................. Enter
PREFERENCES dialog, display .................................... Shift+Enter
Print document ............................................................ Enter
Quit Ready, Set, Go! ....................................................... Shift+Q
Rectangle tool, select ................................................... Shift+B
Remove styles ............................................................. Shift+H
Replace next occurrence of specified text ................. Shift+R
Right-justify text ......................................................... Shift+R
Rounded corner tool, select .......................................... Shift+Q
Save document ........................................................... Shift+S
Select all elements ..................................................... Shift+A
Select all text in chain ................................................ Shift+Shift+text entry tool, Shift+A
Select entire line of type ................................................ Shift+Shift+text entry tool
Select entire paragraph .............................................. Shift+Shift+text entry tool
Select entire word with following space .................... Shift+Shift+text entry tool
Select entire word without space ................................ Shift+Shift+text entry tool
Select text in block .................................................... Shift+Shift+text entry tool, Shift+A
Send to back ............................................................... Shift-
Shadow text .............................................................. Shift+S
Size to fit (fit in window) ............................................ Shift+1
Snap to guides, activate/deactivate ......................... Shift+N
Ready, Set, Go!

Keyboard Equivalents (5 of 5)

**Specifications** dialog,
display for each selection ..............................................................⌘ M

Split chain in two .........................................................⌘ ⌘ w/link tool

Square, create ............................................................⌘ ⌘ r/rectangle tool

Style sheet dialog, display ..............................................................⌘ H

Suggest spelling for misspelled word ......................................................⌘ J

Tab stop specifications ..............................................................⌘ T

Text entry (insertion) tool, select ......................................................⌘ ⌘ I

Three-quarters actual view size (75%) ......................................................⌘ 3

Thumbnails, view ..............................................................................⌘ 6

Track dialog, display ..............................................................⌘ ⌘ t/type tool, ⌘ ⌘ K

Type specifications ..............................................................................⌘ Y

Type tool, select ..............................................................................⌘ ⌘ T

Underline text ..............................................................................⌘ ⌘ U

Undo/redo last operation ......................................................................⌘ Z

Word spacing dialog, display ..............................................................⌘ ⌘ W

---

*Accurate for Ready, Set, Go!, version 4.5a*

<table>
<thead>
<tr>
<th>Command</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>⌘</td>
<td>command</td>
<td>return</td>
</tr>
<tr>
<td>⌘ shift</td>
<td>shift</td>
<td>enter</td>
</tr>
<tr>
<td>⌘ option</td>
<td>option</td>
<td>escape</td>
</tr>
<tr>
<td>⌘ control</td>
<td>control</td>
<td>delete</td>
</tr>
<tr>
<td>⌘ tab</td>
<td>tab</td>
<td>fwd. delete</td>
</tr>
</tbody>
</table>
QuarkXPress

Toolbox

- **Mover**: ↬ to select element, ↗ to move
- **Editing**: ↬ to insert type, ↗ to move graphic in box
- **Rotation**: ↗ to rotate text and picture boxes
- **Zoom**: ↬ to magnify page, ↵ to demagnify
- **Type**: ↗ to create text block (not used to edit)
- **Rect. picture**: ↗ to draw rectangular picture block
- **Rnd. picture**: ↗ to draw rounded picture block
- **Oval picture**: ↗ to draw elliptical picture block
- **Poly. picture**: ↗ to draw polygonal picture block
- **Orthog. line**: ↗ to draw straight line at 45° angle
- **Diag. line**: ↗ to draw straight line at any angle
- **Linking**: ↬ text block to add to current link
- **Unlinking**: ↬ tailfeathers to remove link
# QuarkXPress

## Menus

<table>
<thead>
<tr>
<th>Menu</th>
<th>Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>New...</td>
<td>MN</td>
<td>Create a new document</td>
</tr>
<tr>
<td>Open...</td>
<td>MO</td>
<td>Open an existing document</td>
</tr>
<tr>
<td>Close</td>
<td></td>
<td>Close the current document</td>
</tr>
<tr>
<td>Save</td>
<td>MS</td>
<td>Save the current document</td>
</tr>
<tr>
<td>Save as...</td>
<td></td>
<td>Save the current document as a different file</td>
</tr>
<tr>
<td>Revert to Saved</td>
<td></td>
<td>Revert the document to a previously saved version</td>
</tr>
<tr>
<td>Get Text/Picture...</td>
<td>ME</td>
<td>Import text or images into the document</td>
</tr>
<tr>
<td>Save Text...</td>
<td></td>
<td>Save the text content of the document</td>
</tr>
<tr>
<td>Save Page as EPS...</td>
<td></td>
<td>Save the page as an Encapsulated PostScript (EPS) file</td>
</tr>
<tr>
<td>Document Setup...</td>
<td></td>
<td>Set up the document's appearance</td>
</tr>
<tr>
<td>Page Setup...</td>
<td></td>
<td>Set up the page's appearance</td>
</tr>
<tr>
<td>Print...</td>
<td>MP</td>
<td>Print the document</td>
</tr>
<tr>
<td>Quit</td>
<td>MQ</td>
<td>Exit QuarkXPress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edit</th>
<th>Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
<td>MZ</td>
<td>Undo the previous action</td>
</tr>
<tr>
<td>Cut</td>
<td>MH</td>
<td>Cut the selected text</td>
</tr>
<tr>
<td>Copy</td>
<td>MC</td>
<td>Copy the selected text</td>
</tr>
<tr>
<td>Paste</td>
<td>MU</td>
<td>Paste the copied text</td>
</tr>
<tr>
<td>Clear</td>
<td></td>
<td>Clear the clipboard</td>
</tr>
<tr>
<td>Select All</td>
<td>MA</td>
<td>Select all text</td>
</tr>
<tr>
<td>Show Clipboard</td>
<td></td>
<td>Show the clipboard contents</td>
</tr>
<tr>
<td>Find/Change</td>
<td>MF</td>
<td>Find and change text</td>
</tr>
<tr>
<td>Preferences</td>
<td></td>
<td>Set preferences</td>
</tr>
<tr>
<td>Style Sheets</td>
<td></td>
<td>Set style sheets</td>
</tr>
<tr>
<td>Colors</td>
<td></td>
<td>Set colors</td>
</tr>
<tr>
<td>HDJs</td>
<td></td>
<td>Set HDJs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Utilities</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style Sheets</td>
<td>Set style sheets</td>
</tr>
<tr>
<td>Colors</td>
<td>Set colors</td>
</tr>
<tr>
<td>Find/Change</td>
<td>Find and change text</td>
</tr>
<tr>
<td>Preferences</td>
<td>Set preferences</td>
</tr>
<tr>
<td>Style Sheets</td>
<td>Set style sheets</td>
</tr>
<tr>
<td>Colors</td>
<td>Set colors</td>
</tr>
<tr>
<td>HDJs</td>
<td>Set HDJs</td>
</tr>
</tbody>
</table>
### Menus

#### Style

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>Black, Blue, Cyan, Green, Magenta, Red, Registration, White, Yellow</td>
</tr>
<tr>
<td>Shade</td>
<td>Other...</td>
</tr>
<tr>
<td>Negative</td>
<td>Negatile...</td>
</tr>
<tr>
<td>Normal Contrast</td>
<td>Normal...</td>
</tr>
<tr>
<td>High Contrast</td>
<td>High...</td>
</tr>
<tr>
<td>Posterized</td>
<td>Posterized...</td>
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<tr>
<td>Other Contrast</td>
<td>Other...</td>
</tr>
</tbody>
</table>

#### Line Style

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Style</td>
<td>Line Style...</td>
</tr>
<tr>
<td>Endcaps</td>
<td>Endcaps...</td>
</tr>
<tr>
<td>Width</td>
<td>Width...</td>
</tr>
<tr>
<td>Color</td>
<td>Color...</td>
</tr>
<tr>
<td>Shade</td>
<td>Shade...</td>
</tr>
</tbody>
</table>

#### View

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit in Window</td>
<td>Fit in Window...</td>
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<tr>
<td>50%</td>
<td>50%...</td>
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<tr>
<td>75%</td>
<td>75%...</td>
</tr>
<tr>
<td>Actual Size</td>
<td>Actual Size...</td>
</tr>
<tr>
<td>100%</td>
<td>100%...</td>
</tr>
<tr>
<td>Thumbnails</td>
<td>Thumbnails...</td>
</tr>
</tbody>
</table>

#### Utilities

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Spelling</td>
<td>Check Spelling...</td>
</tr>
<tr>
<td>Auxiliary Dictionary</td>
<td>Auxiliary Dictionary...</td>
</tr>
<tr>
<td>Edit Auxiliary</td>
<td>Edit Auxiliary...</td>
</tr>
<tr>
<td>Suggested Hyphenation</td>
<td>Suggested Hyphenation...</td>
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<tr>
<td>Hyphenation Exceptions</td>
<td>Hyphenation Exceptions...</td>
</tr>
<tr>
<td>Library</td>
<td>Library...</td>
</tr>
<tr>
<td>Font Usage</td>
<td>Font Usage...</td>
</tr>
<tr>
<td>Picture Usage</td>
<td>Picture Usage...</td>
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<tr>
<td>Tracking Edit</td>
<td>Tracking Edit...</td>
</tr>
<tr>
<td>Kerning Table Edit</td>
<td>Kerning Table Edit...</td>
</tr>
</tbody>
</table>

#### Page

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert...</td>
<td>Insert...</td>
</tr>
<tr>
<td>Delete...</td>
<td>Delete...</td>
</tr>
<tr>
<td>Move...</td>
<td>Move...</td>
</tr>
<tr>
<td>Master Guides</td>
<td>Master Guides...</td>
</tr>
<tr>
<td>Section...</td>
<td>Section...</td>
</tr>
<tr>
<td>Previous</td>
<td>Previous...</td>
</tr>
<tr>
<td>Next</td>
<td>Next...</td>
</tr>
<tr>
<td>Last</td>
<td>Last...</td>
</tr>
<tr>
<td>Go to...</td>
<td>Go to...</td>
</tr>
<tr>
<td>Display...</td>
<td>Display...</td>
</tr>
</tbody>
</table>

#### Document

<table>
<thead>
<tr>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word...</td>
<td>Word...</td>
</tr>
<tr>
<td>Story...</td>
<td>Story...</td>
</tr>
<tr>
<td>Document...</td>
<td>Document...</td>
</tr>
</tbody>
</table>
QuarkXPress

Keyboard Equivalents (1 of 8)

Actual size/200%, toggle ......................................................... ☐ ☐
Actual size/fit in window, toggle .............................................. ☐
Actual view size (100%) ............................................................ ☐1
All caps text ............................................................................. ☐ ☐ K

Bold text .................................................................................. ☐ ☐ B

Center picture .......................................................................... ☐ ☐ M
Center text ................................................................................ ☐ ☐ C
Character specifications ......................................................... ☐ ☐ D
Check spelling for single word .................................................... ☐ ☐ W
Check word count and spelling for story ................................... ☐ ☐ W
Circle, create ...........................................................................畚 "/oval tool
Clear element ............................................................................. ☐
Copy element ........................................................................... ☐ C or F3
Copy paragraph formats to selected text block ......................... ☐ ☐ formated text block
Cut element ................................................................................ ☐ X or F2

Delete all tabs ........................................................................... ☐ tab ruler
Delete next letter ........................................................................ ☐ ☐ or ☐
Delete next word ...................................................................... ☐ ☐ ☐

command ← return ☐ keypad key
shift ← enter ☐ space bar
 option ← escape F1 ☐ function key
control ← delete ☐ mouse click
 tab ← fwd. delete ☐ mouse drag
**QuarkXPress**

**Keyboard Equivalents (2 of 8)**

Delete preceding letter ................................................................. <
Delete preceding word ................................................................. ⌘<
Delete ruler guides ................................................................. ⌘ruler
Delete selected pictures and lines ............................................... ⌘K
Demagnify view size ................................................................. ⌘-
Duplicate element ........................................................................ ⌘D
Find specified text and change ...................................................... ⌘F
Fit in window view size ............................................................... ⌘0
Formatting specifications ............................................................. ⌘F
Frame specifications ..................................................................... ⌘F

**GENERAL PREFERENCES** dialog box, display ................................ ⌘Y
Get text/picture ........................................................................... ⌘E
Go to first page ........................................................................... ⌘HOME
Go to last page ............................................................................. ⌘END
Go to next page ........................................................................... ⌘PAGE DOWN
Go to preceding page ................................................................. ⌘PAGE UP
Go to specified page ..................................................................... ⌘J
Group elements ........................................................................... ⌘G

Help ............................................................................................. ⌘/ or HELP
High-contrast picture style .......................................................... ⌘H

Import picture at 72 dpi ......................................................... ⌘ during import
Increase baseline shift 1 point .................................................. ⌘−
Increase horizontal text scaling 5% .............................................. ⌘J
Increase leading 1 point ............................................................. ⌘'
Increase leading 1/10 point ........................................................ ⌘'
QuarkXPress

Keyboard Equivalents (3 of 8)

Increase line weight ................................................... ⌘ ⌘
Increase line weight 1 point only ................................ ⌘ ⌘ ⌘
Increase picture scaling 5% ........................................ ⌘ ⌘ ⌘
Increase type size ..................................................... ⌘ ⌘
Increase type size 1 point only .................................... ⌘ ⌘ ⌘
Indent here character .............................................. ⌘ \
Italic text ............................................................... ⌘ ⌘ I

Justify text (full justification) ..................................... ⌘ ⌘ J

Kern type, delete ½ em ............................................. ⌘ [
Kern type, delete ½ em ............................................. ⌘ ⌘ [
Kern type, insert ½ em ............................................. ⌘ ]
Kern type, insert ½ em ............................................. ⌘ ⌘ []

Leading specifications ............................................. ⌘ ⌘ E
Left-justify text ...................................................... ⌘ ⌘ L
Line break ............................................................ ⌘ ←
Lock/unlock element .............................................. ⌘ L

Magnify view size .................................................... ⌘ ⌘ ⌘ ⌘
Modify picture or line specifications ............................. ⌘ ⌘ M
Move element in 45° direction ................................. ⌘ → "/mover tool
Move element in group .......................................... ⌘ ← "/editing tool

%  command      ←  return     ⌥  keypad key
⇧  shift        ←  enter      ←  space bar
⌥  option       ←  escape     ⌘  function key
⌃  control      ←  delete     ⌘  mouse click
⌥  tab          ←  fwd. delete ⌘  mouse drag
Keyboard Equivalents (4 of 8)

Move selected element 0.1 point ........................................... →, ↓, ←, or ↑
Move selected element 1 point .............................................. →, ↓, ←, or ↑
Move text cursor down one line .............................................. ↓
Move text cursor left one letter ............................................. ←
Move text cursor left one word ............................................ ￼←
Move text cursor right one letter .......................................... →
Move text cursor right one word ......................................... ￼→
Move text cursor up one line ................................................. ↑
Move to beginning of current line ......................................... ￼←
Move to beginning of current paragraph ................................. ￼↑
Move to beginning of current story ....................................... ￼↑
Move to end of current line .................................................. ￼→
Move to end of current paragraph ......................................... ￼↓
Move to end of current story ................................................ ￼↓
Mover tool, access temporarily .............................................. ￼·–·~

Negative picture style ......................................................... ￼↑⁻
New column ........................................................................ ￼⁻
New document, create ....................................................... ￼N
New picture box ................................................................. ￼⁻⁻
Nonbreaking en space character ......................................... ￼⁻⁻
Nonbreaking hyphen .......................................................... ￼⁻
Nonbreaking thin space character ........................................ ￼⁻
Normal contrast picture style ............................................... ￼⁻⁻N
Open existing document ...................................................... ￼O
Optional hyphen ................................................................. ￼⁻
Optional line break ............................................................. ￼⁻
QuarkXPress

Keyboard Equivalents (5 of 8)

Other contrast picture style .........................................................⌘C
Other line weight ..............................................................................
Other screen picture style .................................................................⌘S
Other type size ..............................................................................⌘\-
Outline text .................................................................................
Page number character, current page ..............................................⌘3
Page number character, next page ..................................................⌘4
Page number character, preceding page ........................................⌘\2
Page setup .................................................................................⌘~P
Paste element ..................................................................................
Plain text .....................................................................................⌘P
Posterized contrast picture style ....................................................⌘P
Print document ..............................................................................⌘P
Quit QuarkXPress .........................................................................⌘Q
Reduce baseline shift 1 point .......................................................⌘\~-
Reduce horizontal text scaling 5% ..................................................⌘[
Reduce leading 1 point ...................................................................⌘;
Reduce leading \(\frac{1}{10}\) point .........................................................⌘~;

command ➔ return ➔ keypad key
shift ➔ enter ➔ space bar
option ➔ escape ➔ F1 function key
control ➔ delete ➔ mouse click
tab ➔ fwd. delete ➔ mouse drag
Keyboard Equivalents (6 of 8)

Reduce line weight ................................................................. ⌘ + <
Reduce line weight 1 point only ............................................ ⌘ + ⌘ + <
Reduce picture scaling 5% ....................................................... ⌘ + ⌘ + <
Reduce type size .................................................................... ⌘ + <
Reduce type size 1 point only ............................................. ⌘ + ⌘ + <
Right-justify text .................................................................... ⌘ + R
Ruler guide, create ................................................................. ⌘ + from ruler
Ruler specifications ................................................................. ⌘ + N
Run type around graphic ........................................................ ⌘ + T
Save as different name or location ......................................... ⌘ + S
Save document ........................................................................ ⌘ + S
Scale box proportionally ......................................................... ⌘ + arrow corner handle
Scale box to square ................................................................. ⌘ + arrow corner handle
Scale picture to fill box exactly ................................................ ⌘ + F
Scale picture to fill box proportionally ....................................... ⌘ + ⌘ + F
Scale picture with box ............................................................. ⌘ + arrow corner handle
Scale picture with box proportionally ..................................... ⌘ + ⌘ + arrow corner handle
Scale picture with box to square ............................................... ⌘ + ⌘ + arrow corner handle
Select all elements ................................................................. ⌘ + A
Select all text from cursor location to beginning of story ..... ⌘ + ⌘ + ↑
Select all text from cursor location to end of story ................ ⌘ + ⌘ + ↓
Select all text in chain .......................................................... Option + type tool
**QuarkXPress**

Keyboard Equivalents (7 of 8)

Select current then preceding paragraphs ........................................... ⌘↑
Select current then succeeding paragraphs ......................................... ⌘↓
Select entire line of type .................................................................... "/type tool
Select entire paragraph ........................................................................ "/type tool
Select entire word ............................................................................. "/type tool
Select next letter ................................................................................ ⌥→
Select next word ................................................................................ ⌥←
Select preceding letter ....................................................................... ⌥←
Select preceding word ....................................................................... ⌥→
Select tool above current tool ............................................................. ⌥→
Select tool below current tool ............................................................. ⌥←
Select tool, permanently .................................................................... ⌥ tool icon
Shadow text ......................................................................................... ⌥ S
Show/hide invisible elements ................................................................. ⌥ I
Show/hide measurements ...................................................................... ⌥ M
Show/hide rulers .................................................................................. ⌥ R
Small caps text ..................................................................................... ⌥ H
Square, create ..................................................................................... ⌥ "/rectangle tool

| ⌥ command | ← return | ⌥ keypad key |
| ⌥ shift  | ← enter  | ← space bar |
| ⌥ option | ← escape  | ⌥ F1 function key |
| ⌥ control | ← delete | ⌥ mouse click |
| ⌥ tab  | ← fwd. delete | ⌥ mouse drag |
QuarkXPress

Keyboard Equivalents (8 of 8)

Step and repeat (duplication technique) .................................................. \( \text{command} + \text{D} \)
Strikethru text .................................................................................... \( \text{command} + / \)
Subscript text ...................................................................................... \( \text{command} + - \)
Suggest hyphenation for single word .................................................. \( \text{command} + H \)
Superior text ....................................................................................... \( \text{command} + V \)
Superscript text .................................................................................. \( \text{command} + = \)
Symbol font, 1 character ............................................................. \( \text{command} + Q, \text{character key} \)
Tab stop specifications .................................................................. \( \text{command} + T \)
Twice actual view size (200%) .................................................... \( \text{command} + \text{~} \)
Underline text .................................................................................. \( \text{command} + U \)
Undo/redo last operation ................................................................... \( \text{command} + Z \) or F1
Ungroup elements ............................................................................. \( \text{command} + U \)
Word-only underline text ............................................................... \( \text{command} + W \)
Zapf Dingbats, 1 character .......................................................... \( \text{command} + Z, \text{character key} \)

Accurate for QuarkXPress, version 3.0

<table>
<thead>
<tr>
<th>%</th>
<th>command</th>
<th>( \rightarrow )</th>
<th>return</th>
<th>%</th>
<th>keypad key</th>
</tr>
</thead>
<tbody>
<tr>
<td>~</td>
<td>shift</td>
<td>( \leftarrow )</td>
<td>enter</td>
<td>%</td>
<td>space bar</td>
</tr>
<tr>
<td>~</td>
<td>option</td>
<td>( \text{escape} )</td>
<td>escape</td>
<td>F1</td>
<td>function key</td>
</tr>
<tr>
<td>%</td>
<td>control</td>
<td>( \text{delete} )</td>
<td>delete</td>
<td>%</td>
<td>mouse click</td>
</tr>
<tr>
<td>%</td>
<td>tab</td>
<td>( \text{fwd. delete} )</td>
<td>fwd. delete</td>
<td>%</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Painting Software

Why own a painting program? With the continued enhancements of drawing programs such as Adobe Illustrator and Aldus FreeHand, you may think the era of jagged artwork has come to an end.

But in fact, it is unlikely that painting software will ever completely outlive its functionality. For starters, painting programs like MacPaint and DeskPaint are great sketching tools. Unlike drawing programs, which require you to think in terms of Bézier control handles, line caps, and intermediary blends, paint programs provide simple, straightforward tools like pencils and erasers. And since little interpretation is required by your software, these tools work just like their real-life counterparts. Your screen displays the results of your mouse movements instantaneously. This allows you to draw, see what you’ve drawn, and make alterations, all in the time it takes the appropriate neurons to fire in your brain.

Fine, painting programs are easy to use, but what about the jagged results? Unfortunately, we are too quick to malign aging technology. Many people fail to see that jagged edges are as much an attribute of painting software as a detriment. Like the haphazard dots in a Jackson Pollock painting, loose pixels can be used to create random spraypainting effects and eye-catching mezzotints. Not even the most advanced drawing software can make such claims.

On the high end, color painting programs offer capabilities that far exceed those of any other branch of software. Taken to their extreme, 24- and 32-bit programs like PixelPaint Professional become photographic microprocessing laboratories, complete with
tools for enhancing images; adjusting hue, lightness, and contrast; and merging foregrounds with backgrounds to produce exciting double exposures.

If you're nonetheless wary of jagged edges, you can sketch your ideas in a painting program, and then trace them in a drawing program. Or, you can create large monochrome paintings that will later be shrunk down in a page-layout program or a word processor.

When using color painting software, you may blend colors to lessen the contrast between pixels, almost eliminating the appearance of jagged edges entirely. Color applications are useful even if you own a monochrome printer, such as a LaserWriter, since they allow you to create gradual transitions between shades of gray.
DeskPaint

Toolbox

Type \* to set origin for text block
Zoom \* to magnify page, \* to demagnify
Hand \* to move page with respect to window
Charcoal \* to sketch in pattern of loose pixels
Airbrush \* to generate random spray of pixels
Autotrace \* to trace bit-mapped image
Paint can \* to fill an area with current pattern
Marquee \* to select rectangular portion of painting
Lasso \* to select irregular portion of painting

Rectangle \* to draw rectangle
Polygon \* to create corners for geometric polygon
Rnd. corner \* to draw rectangle with round corners
Freehand \* to draw free-form shape
Oval \* to draw ellipse
Line \* to draw straight line at any angle
Paintbrush \* to draw free-form lines in brush shape
Pencil \* to draw or delete free-form lines
Eraser \* to delete general portions of bit map
Transformation Icons (marquee image to display)

Display standard painting tools
Stretch selected image*
Skew selected image*
Apply one-point perspective*
Apply two-point perspective*
Distort selected image*
Trace edges of selected image
Invert selected image
Free-rotate selected image*

Crop selected image
Duplicate selected image
Scale selected image by percentage
Rotate selected image 90° clockwise
Rotate selected image 90° counterclockwise
Flip selected image vertically
Flip selected image horizontally
Darken selected whites to current pattern
Lighten selected blacks to current pattern

* Displays handles at the corners of the marquee that produce the desired effect when dragged
DeskPaint

Menus

DeskPaint uses the active application’s Edit menu

* Type menus appear when type icon is selected
DeskPaint

Keyboard Equivalents (1 of 4)

Actual size/fat bits, toggle ................................................. pencil icon
Airbrush tool, select ............................................................... A
Autotrace tool, select .............................................................. K
Browse Scrapbook .................................................................. G
Browse through folder of graphics ........................................... B
Brush shape, select ................................................................. line width
Charcoal tool, select ............................................................... 0
Circle, create ........................................................................ oval tool
Clear element ........................................................................ C
Copy element .......................................................................... X
Cut element ........................................................................... X
Demagnify view size .............................................................. R, -, or hand icon
Draw from center ................................................................. any shape tool
Duplicate element .................................................................. D
Edit pattern ............................................................................ pattern icon
Erase entire document .......................................................... eraser icon
Erase overlay mode (BIC) ....................................................... tool icon
Eraser tool, select ................................................................. E
Freehand tool, select ............................................................. P
Hand tool, select ................................................................... H or lasso icon
Help ....................................................................................... / or lasso icon
DeskPaint

Keyboard Equivalents (2 of 4)

Increase type size 1 pt .................................................................  \textasciitilde{} + size arrow
Increase type size 2 pts ................................................................. \textasciitilde{} + size arrow
Increase type size 10 pts ............................................................... \textasciitilde{} + size arrow
Inverse overlay mode (\textasciitilde{}	extasciitilde{} copy) .................. \textasciitilde{} + tool icon
Inverse-erase mode (\textasciitilde{}	extasciitilde{} BIC) ......................... \textasciitilde{} + tool icon
Inverse-reverse mode (\textasciitilde{}	extasciitilde{} XOR) ....................... \textasciitilde{} + tool icon
Inverse-transparent (\textasciitilde{} OR) ........................................ \textasciitilde{} tool icon
Lasso tool, select ................................................................. Q
Line tool, select ................................................................. X
Magnify view size .........................................................  \textasciitilde{} E, \textasciitilde{} =, or \textasciitilde{} zoom icon
Marquee tool, select ............................................................. S
Mouse grid, activate/deactivate ............................................... \textasciitilde{} M
Move selected element in 45° direction ................................ \textasciitilde{} tool icon
New document, create .......................................................... \textasciitilde{} N
Open existing document ......................................................... \textasciitilde{} O
Oval tool, select ................................................................. C
Page setup .................................................................  \textasciitilde{} J
Paint can (fill tool), select ...................................................... \textasciitilde{} F
Paintbrush tool, select ....................................................... \textasciitilde{} B

\begin{tabular}{|c|c|c|}
\hline
\textasciitilde{} & command & \textasciitilde{} return \\
\hline
\textasciitilde{} & shift & \textasciitilde{} enter \\
\hline
\textasciitilde{} & option & \textasciitilde{} escape \\
\hline
\textasciitilde{} & control & \textasciitilde{} delete \\
\hline
\textasciitilde{} & tab & \textasciitilde{} fwd. delete \\
\hline
\end{tabular}
DeskPaint

Keyboard Equivalents (3 of 4)

Paste element (unscaled) ................................................. ⌘ V (⌘ U)
Patterned lines and outlines ............................................. ⌨️ pattern icon
Pencil tool, select ............................................................... D
Perpendicular lines, create .................................................. ↵ ↵ ↵ any painting tool or eraser
Polygon tool, select ............................................................. G
Print document ................................................................. ⌘ P

Rectangle tool, select ......................................................... R
Reduce type size 1 pt ......................................................... ⌘ " size arrow
Reduce type size 2 pts ....................................................... ⌘ ◀ ◀<
Reduce type size 10 pts .................................................... ⌨️ " size arrow
Reverse overlay mode (XOR) ............................................. ⌘ tool icon
Round corner tool, select ................................................... W

Save as different name or location .................................... ⌨️ A
Save painting .................................................................... ⌨️ S
Scale selected element ..................................................... ⌨️ new marquee
Scale selected element to 50% .......................................... ⌨️ ◀
Scale selected element to 200% ........................................ ⌨️ ◀>
Scale selected element to last percentage ......................... ⌨️ ~
Select contiguous image ................................................... ⌨️ "lasso
Select entire document .................................................... ⌨️ marquee icon
DeskPaint

Keyboard Equivalents (4 of 4)

Show/hide pattern palette ........................................... →
Show/hide toolbox ................................................... ← or /
Single-pixel brush shape ........................................... ⇨ "paintbrush
Smudge on-screen image ........................................... ⇨ "charcoal tool or airbrush
Square, create ...................................................... ⇨ "rectangle tool
Transparent overlay mode (OR) .................................... ⇨ "tool icon
Type tool, select .................................................... T
Undo/redo last operation ........................................... ⇨ Z
Window grid, show/hide ............................................. ⇨ W
Zoom tool, select .................................................... Z

Accurate for DeskPaint, version 2.0

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>⇨ command</td>
<td>return</td>
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<tr>
<td>⇨ shift</td>
<td>enter</td>
</tr>
<tr>
<td>⇨ option</td>
<td>escape</td>
</tr>
<tr>
<td>⇨ control</td>
<td>delete</td>
</tr>
<tr>
<td>⇨ tab</td>
<td>fwd. delete</td>
</tr>
<tr>
<td>◄ keypad key</td>
<td></td>
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<tr>
<td>← space bar</td>
<td></td>
</tr>
<tr>
<td>F1 function key</td>
<td></td>
</tr>
<tr>
<td>¶ mouse click</td>
<td></td>
</tr>
<tr>
<td>← mouse drag</td>
<td></td>
</tr>
</tbody>
</table>
FullPaint

Toolbox

- Lasso: to select irregular part of painting
- Marquee: to select rectangular part of painting
- Hand: to move page in window
- Type: to set origin for text block
- Paint can: to fill an area with current pattern
- Spraypaint: to generate pattern of loose pixels
- Paintbrush: to draw lines in brush shape
- Pencil: to draw or delete free-form lines
- Eraser: to delete general portions of bit map
- Line: to draw straight line at any angle
- Rectangle: to draw transparent rectangle
- Fill rectangle: to draw filled rectangle
- Rnd. corner: to draw transparent round rectangle
- Fill rnd. corner: to draw filled round rectangle
- Oval: to draw transparent ellipse
- Fill oval: to draw filled ellipse
- Freehand: to draw transparent free-form shape
- Fill freehand: to draw filled free-form shape
- Polygon: to create corners of transparent polygon
- Fill polygon: to create corners of filled polygon
## FullPaint

### Menus

<table>
<thead>
<tr>
<th>New</th>
<th>Edit</th>
<th>Goodies</th>
<th>Windows</th>
<th>Font</th>
<th>Font Size</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open ...</td>
<td>Undo</td>
<td>Rulers</td>
<td>Document1</td>
<td>Plain</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Close</td>
<td>Cut</td>
<td>MouseSpot</td>
<td>Document2</td>
<td>Bold</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Save</td>
<td>Copy</td>
<td>Grid</td>
<td>No Document</td>
<td>Italic</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Save As ...</td>
<td>Paste</td>
<td>FatBits</td>
<td>G-3</td>
<td>Underline</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Revert</td>
<td>Clear</td>
<td>Show Pages ...</td>
<td>G-3</td>
<td>Outline</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Print Draft</td>
<td>Insert</td>
<td>Edit Pattern ...</td>
<td>SI</td>
<td>Shadow</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Print ...</td>
<td>Trace Edges</td>
<td>Brush Shape ...</td>
<td>SI</td>
<td>Align Left</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Quit</td>
<td>Fill</td>
<td>Brush Mirrors ...</td>
<td>SI</td>
<td>Align Middle</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ruler Units ...</td>
<td>SI</td>
<td>Align Right</td>
<td><strong>M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preferences ...</td>
<td>SI</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fonts:**
- Chicago
- Courier
- Geneva
- Helvetica
- Monaco
- Symbol
- Times

**Font Sizes:**
- 6 point
- 9 point
- 10
- 12
- 14
- 16
- 18
- 24
- 32
- 36
- 40
- 48
- 72
- 90

**Styles:**
- Plain
- Bold
- Italic
- Underline
- Outline
- Shadow
- Align Left
- Align Middle
- Align Right
FullPaint

Keyboard Equivalents (1 of 3)

Actual size/fat bits, toggle ............ pencil icon or \pencil
Actual/fit in window, toggle .................. hand icon
Align text left .................................................. L
Align text middle ........................................... M
Align text right ................................................ R
Autoscrolling selection ....................... marquee tool

Bold text ....................................................... B
Brush shape, select ........................................ paintbrush icon

Change to next typeface ................................ >
Change to previous typeface ........................... <
Circle, create ............................................... oval tool

Clean up toolbox and palettes .................. W

Clear element .................................................
Clone selected element ..............................
Copy element .................................................. C

Cut element ....................................................

Draw with selected element ...................... element

Edit brush shape ........................................... paintbrush icon
Edit pattern ............................................... pattern icon

Erase window ............................................... eraser icon

Fat-bits view size (800%) ..............................
Fill with transparent pattern ......................... choose Fill

Grab pattern off page (gridded) .................. while PATTERN dialog displayed
Grab pattern off page (nongridded) ............. while PATTERN dialog displayed
Keyboard Equivalents (2 of 3)

Grid, activate/deactivate ......................................................... fn G

Hand tool, select temporarily ................................................. \ ''/ pencil

Help ............................................................................................... fn or \ question mark icon

Increase type size ........................................................................ fn >

Italic text ...................................................................................... fn I

Lasso without tightening ......................................................... \ '''' ''/ lasso

Lines at 45° angles, create ...................................................... \ '''' ''/ line tool or polygon tool

Move palette .................................................................................. fn

Move selected element in 45° direction ........................................ fn

Outline text .................................................................................... fn O

Paste element in center of window ............................................. fn V

Paste element in upper-left corner ............................................. fn V

Patterned lines, create ......................................................... \ '''' ''/ line tool

Perpendicular lines, create ......................................................... \ '''' ''/ any painting tool or eraser

Plain text ......................................................................................... fn P

Reduce type size .............................................................................. fn <

Scale proportionally ........................................................................ fn \ ''' '' marquee corner

Scale selected element .................................................................. fn \ ''' '' marquee corner

% command ← return

\ shift ← enter

% option ← escape

\ control ← delete

† tab ← fwd. delete

# keypad key

\ escape F1 function key

\ mouse click

--- mouse drag
FullPaint

Keyboard Equivalents (3 of 3)

Select contiguous image .................................................. " lasso
Select entire document .................................................. marquee icon
Select window .............................................................. lasso or marquee icon
Shadow text ...................................................................... S
Shapes with patterned outlines, create ..... "/any shape tool
Show/hide menu bar .......................................................... A
Show/hide toolbox and palettes ........................................... T or
Shrink marquee to bit map ............................................... marquee
Square, create .............................................................. rectangle tool
Switch to document number [#] ........................................... [#]
Trace edges of selected element ........................................ E
Trace edges with shadow effect ......................................... E
Transparent patterns, create .............................................. paintbrush
or spraypaint tool
Transparent shapes, create .............................................. any filled shape tool
Transparent straight lines, create .................................... line tool
Underline text .................................................................. U
Undo/redo last operation .................................................. Z or ~

Accurate for FullPaint, version 1.0SE

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<td>⇧</td>
<td>mouse click</td>
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<tr>
<td>⇧</td>
<td>mouse drag</td>
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</table>
MacPaint

Toolbox

Marquee ▶️ to select rectangular part of painting
Lasso ▶️ to select irregular part of painting
Hand ▶️ to move page in window
Line ▶️ to draw straight line at any angle
Paint can ▶️ to fill an area with current pattern
Spraypaint ▶️ to generate pattern of loose pixels
Paintbrush ▶️ to draw lines in brush shape
Pencil ▶️ to draw or delete free-form lines
Eraser ▶️ to delete general portions of bit map
Type ▶️ to set origin for text block

Rectangle ▶️ to draw transparent rectangle
Fill rectangle ▶️ to draw filled rectangle
Rnd. corner ▶️ to draw transparent round rectangle
Fill rnd. corner ▶️ to draw filled round rectangle
Oval ▶️ to draw transparent ellipse
Fill oval ▶️ to draw filled ellipse
Freehand ▶️ to draw transparent free-form shape
Fill freehand ▶️ to draw filled free-form shape
Polygon ▶️ to create corners of transparent polygon
Fill polygon ▶️ to create corners of filled polygon
MacPaint

Menus

The second columns of keyboard equivalents represent our recommended ResEdit alterations to the MENU resource as explained in “Ten Hottest Tips” later in this entry.
MacPaint

Keyboard Equivalents (1 of 3)

Actual size/fat bits, toggle .............................................. pencil icon
Actual/fit in window, toggle ............................................. hand icon
Bold text .............................................................................. B
Brush shape, select ...................................................... paintbrush icon
Change typeface ......................................................... or
Circle, create ........................................................ oval tool
Clear selected element ........................................... Clear
Clone selected element .................................................. Clone
Close current document ............................................... Close
Copy element ................................................................ Copy
Cut element ........................................................................ Cut
Draw from center .................................................. any shape tool icon
Draw with selected element ................................ element
Edit pattern ........................................................ pattern icon
Erase entire document ........................................ eraser icon
Erase window ........................................................ eraser icon
Fill beyond current window .................................. w/paint can
Grab pattern off page .................................. with PATTERN dialog displayed
Hand tool, select temporarily ........................................... 

<table>
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<tr>
<th>Command</th>
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<th>Keypad Key</th>
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</thead>
<tbody>
<tr>
<td>Control</td>
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<td>Delete</td>
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<tr>
<td>Option</td>
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<tr>
<td>Shift</td>
<td>Return</td>
<td>Space Bar</td>
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<tr>
<td>Tab</td>
<td>fwd. delete</td>
<td>Mouse Click</td>
</tr>
<tr>
<td>Tab</td>
<td>fnd delete</td>
<td>Mouse Drag</td>
</tr>
</tbody>
</table>
MacPaint

Keyboard Equivalents (2 of 3)

Increase leading ................................................................. ₤upyter
Increase type size ................................................................. ₤py:
Italic text ................................................................................ ₤py:

Make selected element transparent ........................................ ₤py:
Move selected element in 45° direction ................................ ₤py:
Move window ............................................................................. ₤py:

New document, create ......................................................... ₤py:
Open existing document ..................................................... ₤py:
Paste element ........................................................................... ₤py:
Pattern palette, display at cursor position ................................ ₤py:
Patterned lines, create ......................................................... ₤py:
Perpendicular lines, create ................................................... ₤py:
Plain text .................................................................................. ₤py:

Quit MacPaint .......................................................................... ₤py:
Reduce leading .......................................................................... ₤py:
Reduce type size ......................................................................... ₤py:
Revert document to snapshot ............................................ ₤py:
Revert to snapshot selectively ................................................... ₤py:
Revert window to snapshot ................................................... ₤py:

Rotate selected element by 90° ............................................. ₤py:
Save painting ............................................................................ ₤py:
Scale proportionally ......................................................... ₤py:
Scale selected element ....................................................... ₤py:
Select document ....................................................................... ₤py:
Select window ........................................................................... ₤py:
Shapes with patterned outlines, create ................................ ₤py:

Hand tool .................................................................................
MacPaint

Keyboard Equivalents (3 of 3)

Shortcuts screen, display ............................................................... ⌘ H
Show/hide actual-size window ......................................................... ⌘ F
Show/hide mouse-position indicator ................................................ ⌘ K
Shrink marquee to bit map .............................................................. ⌘ ~ "marquee
Square, create ............................................................................. ⌘ + "rectangle tool
Switch to document number [#] ..................................................... ⌘ [#]

Take snapshot .............................................................................. ⌘ Y
Tear off menus ................................................................. "PATTERNS or TOOLS menu
Toolbox, display at cursor position ................................................ ⌘ T
Trace edges of selected element .................................................... ⌘ E
Trace edges with shadow effect ..................................................... ⌘ "E
Transparent shapes, create ......................................................... ⌘ " any filled shape tool
Transparent patterns, create ....................................................... ⌘ " paintbrush tool
Turn grid on/off ........................................................................... ⌘ G

Underline text ............................................................................. ⌘ U
Undo/redo last operation .............................................................. ⌘ Z or ~ ~ or ⌘

Zoom in ......................................................................................... ⌘ M or ⌘ " pencil
Zoom out ......................................................................................... ⌘ L or ⌘ " pencil

Accurate for MacPaint, version 2.0

| ⌘ command | ← return | ⌘ keypad key |
| ⌘ shift | ← enter | ← space bar |
| ⌘ option | ⌘ escape | F1 function key |
| ⌘ control | ⌘ delete | ⌘ mouse click |
| ⌘ tab | ⌘ fwd. delete | ⌘ mouse drag |
MacPaint

Ten Hottest Tips

◇ **Erasing in various sizes.** One of MacPaint's biggest drawbacks is that you can't change the size of the eraser icon. But you can erase in different sizes by using the paintbrush in combination with a white pattern. Or, you may select a blank area with the marquee tool and command-option-drag the selection. The size of your marquee acts as the size of the eraser.

◇ **Erasing sizable areas.** To erase large areas, but not the entire screen, lasso or marquee an image and press the BACKSPACE or DELETE key.

◇ **Patterned lines.** You may create a line or outline in the current pattern by pressing the COMMAND key when drawing with the line tool or one of the shape tools.

◇ **Filling text.** To fill multiple elements with a similar pattern, such as separate letters in a line of text, don't click each element with the paint can. Simply lasso the elements and choose the FILL command from the EDIT menu. If there are any enclosed white areas in your elements (such as the inside of the letter O), erase "holes" into them with the pencil tool so they don't become selected.

◇ **Thickening a line.** The TRACE EDGES command is extremely useful for making existing elements heavier or thicker. To thicken a line, select it with the marquee tool and choose TRACE EDGES. Then select the paint can and click inside the hollow line to fill it in.
Transparent patterns. To fill a shape with a transparent pattern, press *COMMAND* and *OPTION* while dragging with one of the filled shape tools. To make a selection transparent, press the *TAB* key.

Making type bolder. This technique may also be used to make some type bolder. Marquee a large letter and choose Trace Edges two or three times. Then erase some breaks in the extraneous outlines inside the letter. Clicking inside the letter with the paint can completes the process as before.

Editing brush shapes. Many competing painting programs allow you to edit brush shapes to create a custom paintbrush cursor. Alas, MacPaint is behind on this feature too. But if you really want to change a brush shape (for the long run, that is), you may do so using ResEdit. Opening MacPaint's CURS resource will display the many cursor shapes that MacPaint uses. The last six rows of these include brush shapes. Note that editing any one of these cursors will change the respective brush shape when you draw with it, although the cursor will look the same as it did before the change in the Brush Shape dialog box.

*ResEdit allows you to edit any of MacPaint's brush shapes via the CURS resource. However, this will not change the appearance of the cursor in the dialog box displayed by double-clicking the paintbrush tool.*
Changing keyboard equivalents. One of the more dubious features of MacPaint is its old-style use of keyboard equivalents. COMMAND-P makes text plain instead of printing, and many frequently used commands are ignored. We recommend using ResEdit to change the keyboard equivalents in the MENU resource as follows:

- **Save as**  ⌘A
- **Take Snapshot**  ⌘= (leaving ⌘Y open)
- **Print**  ⌘P
- **Invert**  ⌘J (⌘I is already taken)
- **Fill**  ⌘F
- **Flip Horizontal**  ⌘H
- **Flip Vertical**  ⌘Y
- **Show Actual Size**  ⌘-
- **Shortcuts**  ⌘/ (it's like HELP, after all)
- **Plain**  Delete (MacPaint ain't no word processor)

The results of these changes are shown in "Menus" earlier in this entry.

Creating spraypaint cookie cutters. In the real world, professional artists use masking tape and stencils to limit the area affected by an airbrush. In MacPaint, you have no such feature to create crisp edges when using the spraypaint tool. However, you may create a "cookie cutter" that will mask an area after it is spraypainted. The trick is to create two copies of the image you want to paint, one you actually spraypaint (without worrying about staying in the lines) and one that you make into a cookie cutter. To create a cookie cutter, draw a rectangle around your image. Then
create a tunnel into it as shown in the following figure, allowing paint to "leak" into the image but not into the surrounding area.

The images above demonstrate the steps in applying the cookie cutter technique. First, we copy our image and apply spraypaint to it. Second, we paste the unspray-painted image, draw a rectangle around it, and draw a tunnel connecting the rectangle and image to create a cookie cutter. Third, we drag the cookie cutter over the spraypainted image, masking away the excess spraypaint to create a crisp and textural finished piece of artwork.
PixelPaint Professional

Toolbox

- Lasso ➔ to select irregular portion of painting
- Hand ➔ to move page with respect to window
- Paint can ➔ to fill an area with current pattern
- Paintbrush ➔ to draw free-form lines in brush shape
- Dropper ➔ to grab colors off the page
- Waterdrop ➔ to dilute colors in painting
- Line ➔ to draw straight line at any angle
- Rectangle ➔ to draw transparent or filled rectangle
- Polygon ➔ to create corners for geometric polygon
- Reg. polygon ➔ to draw equilateral polygon
- Marquee ➔ to select rectangular portion of painting
- Type ➔ to set origin for text block
- Airbrush ➔ to generate pattern of loose pixels
- Pencil ➔ to draw or delete free-form lines
- Eraser ➔ to delete general portions of bit map
- Finger ➔ to smear colors in painting
- Arc ➔ to draw quarter ellipse
- Rnd. corner ➔ to draw rounded rectangle
- Freehand ➔ to draw free-form shape in line weight
- Oval ➔ to draw ellipse
## PixelPaint Professional

### Menus

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<td>Warp</td>
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The menu to the left of the Effects menu changes depending on the currently selected tool.
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Keyboard Equivalents (1 of 5)

Actual size/fat bits, toggle ........................................ pencil icon
Add last image drawn to mask ........................................... I
Airbrush properties, alter ........................................... airbrush icon
Airbrush tool, select .......................................................... A
Align text left ........................................... L while type tool selected
Align text middle (centered) ........................................... M while type tool selected
Align text right .......................................................... R while type tool selected
Apply fill effect to selection ........................................... R
Arc tool, select .......................................................... C
Bold text .................................................. B while type tool selected
Brush shape, edit .................................................. brush shape in dialog
Brush shape, select .................................................. paintbrush icon
Cancel operation .......................................................... . or 
Change to next typeface .................................................. >
Change to previous typeface ........................................... <
Circle, create .......................................................... oval tool
Clear element .......................................................... or 
Clone selected element ..................................................
Close current document .................................................. W
Color palette, customize ........................................... color selector

<table>
<thead>
<tr>
<th>Command</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>command</td>
<td>return</td>
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<tr>
<td>shift</td>
<td>enter</td>
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<td>option</td>
<td>escape</td>
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<td>control</td>
<td>delete</td>
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<tr>
<td>tab</td>
<td>fwd. delete</td>
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PixelPaint Professional

Keyboard Equivalents (2 of 5)

Copy element ....................................................................... & C
Cut element ........................................................................... & X
Cycle colors ........................................................................ & ^ while CAPS LOCK down
Decrease scrolling speed ....................................................... & ^ scroll arrow
Detailer box, display .............................................................. & ~ "/dropper
Draw with selected element ................................................ & ~ "/ element
Dropper tool, select ............................................................... ~
Erase to white ...................................................................... & ~ "/eraser
Erase window ....................................................................... & ~ "/eraser icon
Eraser tool, select ............................................................... E
Exchange foreground and background colors ....................... & ~ "/spraypaint tool or paintbrush
Fill effects, alter ................................................................... & ~ "/paint can icon
or shape tool icon (except regular polygon)
Filled oval tool, select ......................................................... 0
Finger tool, select ................................................................. ]
Grab background color off page ...................................... & ^ "/dropper
Grab blend color off page ................................................... & ~ "/dropper
Grab foreground color off page ......................................... & ~ "/dropper
Hand tool (grabber), select ................................................ G
Hand tool, select temporarily in fat bits ................................. <
Help ................................................................................... ! H
Increase type size ................................................................... & >
Italic text ............................................................................. ! I while type tool selected
Lasso tool, select ................................................................. L
PixelPaint Professional

Keyboard Equivalents (3 of 5)

Lasso with marquee tool ............................................................  L
Lasso without tightening ..........................................................  L
Line fractility, alter ................................................................  L
Marquee tool, select ................................................................  S
Merge images from different files ...........................................  M
Move selected element in 45° direction ....................................  ^
New document, create ..............................................................  N
Number of equilateral polygon sides, select .........................  N
Open existing document ...........................................................  O
Outline text .............................................................................  O
Overview view size ...................................................................  I
Paint can (fill tool), select .......................................................  F
Paint small speckles ................................................................  F
Paintbrush tool, select ............................................................  B
Paste element .........................................................................  V
Pattern, edit ...........................................................................  P
Pattern, select .........................................................................  P
Patterned lines, create ............................................................  L

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<td><code>command</code></td>
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<td>← enter</td>
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<tr>
<td><code>option</code></td>
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<td><code>control</code></td>
<td>delete</td>
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<tr>
<td><code>tab</code></td>
<td>fwd. delete</td>
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PixelPaint Professional

Keyboard Equivalents (4 of 5)

Pencil tool, select .................................................................
Perpendicular lines, create ...................................................
Plain text ..............................................................................
Polygon tool, select ..............................................................
Pose, display painting only ...................................................
Pose momentarily ..............................................................
Preferences dialog, display ...............................................;
Print document ..................................................................
Quarter circle, create .......................................................;
QuickEdit color box, display .............................................;
Quit PixelPaint Professional ............................................;
Rectangle tool, select .........................................................;
Reduce type size ................................................................;
Regular polygon tool, select ...............................................;
Round corner tool, select ....................................................;
Save painting .....................................................................;
Scale proportionally .........................................................;
Scale selected element ......................................................;
Select entire contiguous color ...........................................
Select last element selected ................................................
Select multiple noncontiguous areas ...............................;
Select window ....................................................................
Set line weight ..................................................................;
Shadow text .......................................................................;
Shapes with patterned outlines, create .............................;
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PixelPaint Professional

Keyboard Equivalents (5 of 5)

Show mask ............................................................................................⌘K
Show/hide cursor coordinates .................................................................⌘A
Shrink marquee to bit map .................................................................⌘····⌘/marquee
Square, create ............................................................................... ⌘····⌘/rectangle tool

Turn grid on/off ............................................................................... ⌘G
Type tool, select .................................................................................. T

Underline text ............................................................................... ⌘U while type tool selected
Undo/redo last operation ................................................................... ⌘Z or ⌘
Use mask ....................................................................................... ⌘U

Zoom in ........................................................................................... ⌘⌘/pencil
Zoom out ........................................................................................ ⌘⇧⌘/pencil

Accurate for PixelPaint Professional, version 1.0

| ⌘ command | return |
| ⌘ shift | enter |
| ⌘ option | escape |
| ⌘ control | delete |
| tab | fwd. delete |
| keypad key | space bar |
| F1 function key | mouse click |
| mouse drag |
Toolbox

Lasso       • to select irregular portion of painting
Marquee    • to select rectangular portion of painting
Poly select • to select polygonal portion of painting
Type        ¤ to set origin for text block
Hand       • to move page in window
Eraser      • to delete general portions of bit map
Airbrush    • to generate random spray of pixels
Paint can    • to fill an area with current pattern
Dropper     ¤ to grab colors off the page
Paintbrush  • to draw free-form lines in brush shape
Pencil      • to draw or delete free-form lines
Line        • to draw straight line at any angle

Rectangle    • to draw rectangle according to modifier
Rnd. corner  • to draw rounded rectangle
Oval         • to draw ellipse
Rotated oval • to draw ellipse then • to rotate
Reg. polygon • to create equilateral polygon
Polygon      ¤ to create corners for geometric polygon
Freehand     • to draw free-form shape in line weight
Curve        • to draw line then move mouse to bend
Bézier       • for smooth point, Ú• to end curve
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Menus

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Menus

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<td>Fill, Pickup, Outline, Process Colors</td>
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<td>Load As Selection...</td>
<td>Horizontal, Vertical</td>
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<td>Save Selection...</td>
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<td>Load Rs Selection...</td>
<td>Keep Darker, Keep Lighter</td>
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<tr>
<td>Keep Darker</td>
<td>Invert Smooth Blend Tint Darker Lighter</td>
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<tr>
<td>Keep Lighter</td>
<td>Keep Darker, Keep Lighter</td>
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<tr>
<td>Transparent Background</td>
<td>Flip, Vertical</td>
</tr>
</tbody>
</table>

Tool Modifiers

- No Shrink
- Shrink
- Shrink & Transparent
- Expand
- Background Slip
- Manual Slip
- Auto Slip
- Primary Window Magnify
- Secondary Window Magnify
- Entire Window Magnify
- Frame Only
- Frame And Fill
- Fill Only
- Solid Object
- Tinted Object
- Gradient Fill To Shape
- Uniform Gradient Fill
- Constrain Off
- Constrain On
- Grid Off
- Grid On
- Corner To Corner
- Center To Corner
Studio/8

Keyboard Equivalents (1 of 6)

Actual size/600%, toggle ................................................. pencil icon
Actual view size (100%) ....................................................... 1
Add point to curve ............................................................... in Bézier edit mode
Add point to polygon ......................................................... in poly. edit mode
Airbrush tool, select ............................................................ A
Bézier edit mode, exit ......................................................... any tool icon or ➔
Bézier tool, select ............................................................. Z
Blend on-screen colors beneath brush ................................... 9
Brush shape, change ......................................................... paintbrush icon
Cancel command and revert ............................................... or
Cancel operation ................................................................. 9.
Center area in 600% view size .............................................. pencil
Change background color/pattern ...................................... or ➔
Change brush setting ......................................................... ↑ or ↓ when airbrush or paintbrush is selected
Change fill color/pattern ..................................................... or ➔
Change fill pattern ............................................................ [ or ]
Change frame color/pattern ............................................... or ➔
Change frame pattern ....................................................... [ or ]
Change number of polygon sides ...................................... ↑ or ↓ when regular polygon tool is selected

<table>
<thead>
<tr>
<th>Command</th>
<th>Action</th>
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<tr>
<td>⌘ command</td>
<td>return</td>
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<tr>
<td>⌘ shift</td>
<td>enter</td>
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<tr>
<td>⌘ option</td>
<td>escape</td>
</tr>
<tr>
<td>⌘ control</td>
<td>delete</td>
</tr>
<tr>
<td>⌘ tab</td>
<td>fwd. delete</td>
</tr>
</tbody>
</table>

keypad key  space bar  function key  mouse click  mouse drag
Studio/8

Keyboard Equivalents (2 of 6)

Change selection to brush (or vice versa) ............................................. 
Circle, create .............................................................................
Clear element ................................................................................
Clear screen ...................................................................................
Clone selected element ..................................................................
Close current document ..................................................................
Color cycling, activate/deactivate ..................................................
Constrain modifier, toggle ..............................................................
Copy element ..................................................................................
Corner point with
Bézier handles, create ......................................................... in Bézier edit mode
Corner/center modifier, toggle .....................................................
Curve tool, select .......................................................................... 
Curves at 15° inclines, create ......................................................
Cut element ................................................................................... 
Darken on-screen colors beneath brush ......................................
Display hidden menu bar ..............................................................
Draw with element ....................................................................... 
Duplicate element ...........................................................................
Edit on-screen color ..................................................................... color /pickup tool
Eight times actual view size (800%) .............................................
Ellipses at 15° angles, create ......................................................
End Bézier curve ........................................................................
Equilateral polygons at 15° angles, create ...................................
Erase to previous color ............................................................... 
Eraser tool, select ...........................................................................
Studio/8

Keyboard Equivalents (3 of 6)

Fill selection ................................................................. ⌘ F
Flip element horizontally ............................................ ⌘ H
Flip element vertically ............................................... ⌘ Y
Four times actual view size (400%) .............................. 4
Frame/fill modifier, toggle ......................................... ⌘ 4
Freehand tool, select ................................................... H
Gradient fill modifier, toggle ...................................... ⌘ 6
Grid modifier, toggle ..................................................... 2
Hand tool (grabber), select .......................................... G
Help ................................................................................. ⌘ /
Hide auxiliary windows ............................................. ⌘ E
Invert mask .................................................................... ⌘ I
Keep darker (paint over only if darker) ........................... ⌘ 7
Keep lighter (paint over only if lighter) ........................... ⌘ 8
Lasso tool, select .......................................................... L
Lighten on-screen colors beneath brush ...................... ⌘ 6
Line tool, select ........................................................... \Lines at 15° angles, create .......... ⇧ ⌘ ← w/line tool or polygon tool

% command ← return ⌘ keypad key
⇧ shift ← enter ≀ space bar
⌥ option ⌘ escape F1 function key
⌥ control ⌘ delete ➦ mouse click
⌥ tab ⇧ fwd. delete ⏯ mouse drag
Studio/8

Keyboard Equivalents (4 of 6)

Magnify grid, toggle ............................................................... ⌘ =
Magnify modifier, toggle .......................................................... ⌘ 9
Magnify to 600% actual size ...................................................... ⌘ 600%
pencil
Magnifying glass, toggle ........................................................... ⌘ U
Marquee tool, select ................................................................. S
Mask, activate/deactivate ......................................................... ⌘ M
Modify airbrush ........................................................................ ⌘ airbrush icon
Modify corners ......................................................................... ⌘ rounded corner icon
Move selected element in 45° direction .................................... ⌨ 45°
Move selected element regardless of cursor location .............. ⌨ any
Move text block ........................................................................ ⌨ when text block active

Neon brush .............................................................................. ⌘ 3
New document, create .............................................................. ⌘ N
Open existing document ........................................................... ⌘ 0
Oval tool, select ........................................................................ 0

Paint can (fill tool), select .......................................................... F
Paint continuous strokes ......................................................... ⌨ "/paintbrush
Paint with brush normally ....................................................... ⌘ 2
Paintbrush tool, select ............................................................. B
Paste element ........................................................................... ⌘ V
Pencil tool, select ...................................................................... ⌨ any painting tool or eraser
Perpendicular lines, create ..................................................... ⌨ "/any painting tool or eraser
Pickup tool, toggle ................................................................. ⌨ 1
Polygon edit mode, enter ........................................................ ⌨ "/polygon tool
when closing a polygon tool
Polygon edit mode, exit ........................................................ ⌨ any tool icon or ⌨ 1
Polygon selection tool, select ................................................ X
Polygon tool, select ............................................................... ⌨ P
Painting Software

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Keyboard Equivalents (5 of 6)

Print document ................................................................. 96 P
Quit Studio/8 ........................................................................... 96 Q

Rectangle tool, select ......................................................... R
Regular polygon tool, select ................................................. Y
Remask color ........................................................................ 96 K
Reset all modifiers to original settings ............................ 96 R, "corner"
Resize selected element, free ........................................ 96 R, "corner when text block active"

Rewrap type ................................................................. "corner when text block active"
Rotate element by 90° ................................................ 96 L

Rotated oval tool, select ..................................................... W
Rounded corner tool, select ................................................ D

Save painting ........................................................................ 96 S
Select background color ................................................... "/pickup tool
Select foreground color .................................................. "/pickup tool
Select frame color ....................................................... "/pickup tool
Select last selected element ........................................ 96 A

Select multiple noncontiguous areas .......... "any selection tool"
Set magnification ......................................................... 1, 2, 4, 6, or 8
Show draft page/document ........................................ 96 J

Shrink/expand modifier, toggle ........................................ 96 7

Aliases:
command ← return
shift ← enter
option ← escape
control ← delete
tab ← fwd. delete
keypad key
space bar
function key
mouse click
mouse drag
8 Studio/8

Keyboard Equivalents (6 of 6)

Single-color brush ................................................................. 3C
Six times actual view size (600%) ........................................... 6
Slide on-screen colors beneath brush ................................... 3C0
Slip colors modifier, toggle ..................................................... 8
Smear on-screen colors beneath brush .................................. 3C-
Smooth on-screen colors beneath brush .............................. 3C=
Solid/tinted modifier, toggle ............................................... 5
Special pencil mode, toggle .................................................. 1 or J, when pencil is selected
Square, create ................................................................. 0

Tint level, toggle................................................................. * or ⌘*
Tint on-screen colors beneath brush ................................... 3C4
Trace with brush ............................................................ 3CT
Twice actual view size (200%) ............................................... 2
Type tool, select ............................................................... T

Undo/redo last operation ................................................... 3CZ

Window size, toggle ........................................................... 2

Accurate for Studio/8, version 1.0

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<tr>
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<td>control</td>
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<tr>
<td>⌘</td>
<td>tab</td>
<td>←</td>
<td>fwd. delete</td>
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</table>

⌥ keypad key
⌥ space bar
⌥ option F1 function key
⌥ mouse click
⌥ mouse drag
Spreadsheets

Ever since SuperCalc became the first big software hit on the Apple II, the measure of any computer, in business terms, has been the spreadsheet. Lotus 1-2-3 was instrumental in the success of the IBM PC, so when the Macintosh was released everyone was very interested in seeing which spreadsheet would define the business capabilities of the Macintosh.

It took several years before a professional spreadsheet for the Macintosh appeared, but when it did there was no disputing that the Macintosh could perform serious business computing. The engineers designing Excel, the story goes, were told to build the best spreadsheet program available on any personal computer. They were not told which computer they were supposed to use to accomplish this task. Fortunately for us, they decided that the Macintosh was their platform of choice.

The amazing thing about Excel is that not only is it the undisputed leader of its category, but with a few minor exceptions, everyone is perfectly happy about this situation. Excel is so powerful and so well designed that it has avoided the competitive pressures that have befallen other category-leading packages like Aldus PageMaker and Microsoft Word.

Not until the introduction of Informix's Wingz did Excel see any type of real competition. Taken on its own merits, Wingz is a fine product, but most users do not find the product's graphic strength a compelling enough reason to give up Excel.
Full Impact

Icon Bars

FILL RIGHT from Edit menu
FILL DOWN from Edit menu
CLEAR from Edit menu
COPY from Edit menu
PASTE from Edit menu
MOVE from Edit menu
BOLD from Format menu
UNDERLINE from Format menu
ITALIC from Format menu
PRINT from File menu
CURRENCY from Format menu
RECALC NOW from Display menu
SAVE from File menu
GET [Element] INFO from File menu
SWITCH ICON BAR from Display menu

REDUCE from Display menu
ENLARGE from Display menu
ZOOM from Display menu
PARAGRAPH from Draw menu
PIE CHART from Draw menu
3D BAR CHART from Draw menu
BAR CHART from Draw menu
LINE CHART from Draw menu
SCATTER CHART from Draw menu
HIGH-LOW CHART from Draw menu
LINE from Draw menu
RECTANGLE from Draw menu
ROUNDED RECTANGLE from Draw menu
OVAL from Draw menu
SWITCH ICON BAR from Display menu
Full Impact

Formula and Macro Icon Bar

- Addition
- Subtraction
- Multiplication
- Division
- Exponentiation (to the power of)
- Open parenthesis
- Close parenthesis
- Sum of a range
- Square root
- Less than
- Greater than
- One
- Comma
- Backspace (delete)
- Period

Clicking an icon in an icon bar is a substitute for choosing the command listed.
Full Impact

Standard Menus
Full Impact

Formula and Macro Menus
### Commands Menu

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</tbody>
</table>

*Keywords are commands that can be used in spreadsheets to perform various actions.*
Full Impact

Keyboard Equivalents (1 of 3)

Absolute reference* ................................................................................ $
Accept formula, activate next cell down ............................................ \downarrow
Accept formula, activate next cell left ................................................ \leftarrow
Accept formula, activate next cell right ............................................. \rightarrow
Accept formula, activate next cell up ................................................ \uparrow
Activate formula bar ............................................................................ \( cell \)
Activate selection box ........................................................................ \$G
Addition* ................................................................................................ +
Argument separator* ........................................................................... ,
Assignment* ......................................................................................... :
Cancel operation ................................................................................... \%
Clear selected cells ............................................................................... \$E
Close document or macro window ....................................................... \$W
Compute enclosed operators first* ......................................................... \( \text{and} \)
Concatenation* ..................................................................................... ||
Copy cells or formula ........................................................................... \$C
Cut cells or formula ................................................................. \~ \( \text{across cells} \)
Display date ......................................................................................... \( \text{clock while time displayed} \)
Display time ........................................................................................ \( \text{clock while date displayed} \)
Division* ............................................................................................... /
Enter numbers or functions as text* ..................................................... "
Equal to* ................................................................................................. =
Exponential (to power of ...)* .............................................................. ^
Extend selection range .......................................................................... \( \text{across cells} \)
Fill down ................................................................................................. \$D
Fill right ................................................................................................. \$R
# Full Impact

## Keyboard Equivalents (2 of 3)

Get information on selected element ........................................... \[ I \]
Go to specified cell ..................................................................... \[ G \]
Greater than\* ................................................................................. >
Greater than or equal\* ........................................................ \[ ~ (>) \]
Less than\* ................................................................................ <
Less than or equal\* ................................................................ \[ (~<) \]
Logical and\* ................................................................................ &
Logical not\* ............................................................................. \[ \neg \]
Logical or\* ................................................................................ | 

Modify icon ................................................................................ \[ \text{on icon} \]
Move one cell down ..................................................................... \[ \leftarrow \]
Move one cell left ........................................................................ \[ \uparrow \leftarrow \]
Move one cell right ..................................................................... \[ \rightarrow \]
Move one cell up ......................................................................... \[ \uparrow \leftrightarrow \]
Move selection ........................................................................... \[ \text{set destination, M} \]
Multiplication\* .......................................................................... \[ * \]

New document, create ............................................................. \[ N \]
Not equal to\* ............................................................................ \[ \neq \]

* Specifically for use in the formula bar or macro editor

| \[ command \] | return | \[ keypad key \] |
| \[ shift \] | \[ enter \] | \[ space bar \] |
| \[ option \] | \[ escape \] | \[ F1 \ function key \] |
| \[ control \] | \[ delete \] | \[ mouse click \] |
| \[ tab \] | \[ fwd. delete \] | \[ mouse drag \] |
Full Impact

Keyboard Equivalents (3 of 3)

Open existing document ............................................................ .Escape O
Paste cells or formula ................................................................. .Escape V
Percentage* ...................................................................................... %
Print document ........................................................................... .Escape P
Quit Full Impact ........................................................................ .Escape Q
Range* .............................................................................................. :
Recalculate now ........................................................................... 292.Equals=
Save spreadsheet ........................................................................ 292.S
Select all cells ............................................................................. 292.A
Select entire worksheet .............................................................. 292.corner box
Select noncontiguous ranges ..................................................... 292.across cells
Select row or column ............................................................... 292.row or cell heading
Subtraction/negation* ..................................................................... -
Undo/redo last operation .............................................................. 292.Z
Wild card for a single character* .................................................... ?
Wild card for any number of characters* ........................................ *

* Specifically for use in the formula bar or macro editor
Accurate for Full Impact, version 2.0

| 0  | command | ← | return | 0  | keypad key |
| 1  | shift   | ← | enter  | <  | space bar |
| 2  | option  | 0  | escape | F1 | function key |
| 3  | control | ← | delete | 0  | mouse click |
| 4  | tab     | 0  | fwd. delete | 0  | mouse drag |
# Microsoft Excel

## Menus

<table>
<thead>
<tr>
<th>Menu</th>
<th>Options</th>
<th>Formulas</th>
<th>Tools</th>
<th>Gridlines</th>
<th>Data</th>
<th>Charts</th>
<th>Format</th>
<th>Window</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>New...</td>
<td>Edit</td>
<td>Edit Name...</td>
<td>Paste Name...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Name...</td>
<td>Paste Function...</td>
<td>Paste Name...</td>
</tr>
<tr>
<td></td>
<td>Open...</td>
<td>Formulas</td>
<td>Undo</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Date</td>
<td>Repeat</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Links...</td>
<td>Options</td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Save...</td>
<td>Macro</td>
<td>Clear</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Save As...</td>
<td>Tools</td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Save Workspace...</td>
<td>Format</td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Delete...</td>
<td>Window</td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
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<tr>
<td></td>
<td>Page Setup...</td>
<td></td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Print...</td>
<td></td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
<tr>
<td></td>
<td>Quit</td>
<td>Macro</td>
<td>Paste</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
<td>Paste Function...</td>
</tr>
</tbody>
</table>

### The INFO menu appears only when you choose Show Info

The GALLERY, CHART, and FORMAT menus appear as shown above when a chart is the active window.
**Microsoft Excel**

**Keyboard Equivalents (1 of 6)**

- Absolute reference*: $
- Activate formula bar: F10 or /
- Activate menu bar: F10 or /
- Activate next pane: F6
- Activate next window: M or F6
- Activate previous pane: F6
- Activate previous window: M or F6
- Addition*: +
- Apply array formula: or ~
- Apply formula to all selected cells: or ~
- Begin formula*: =
- Bold text: or B
- Border, bottom: \(\)
- Border, left: \(\)
- Border, outline: \(\)
- Border, right: \(\)
- Border, top: \(\)
- Calculate document: F9
- Calculate now: = or F9
- Cancel formula: Z or .
- Cancel operation: or .
- Carry out operation: ~
- Clear selected cells: B
- Close all open documents: choose Close
- Close document: W or F4
- Compute enclosed operators first*: ( and )
- Copy cells or formula: C or F3
Microsoft Excel

Keyboard Equivalents (2 of 6)

<table>
<thead>
<tr>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + C</td>
<td>Copy picture</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Copy value from cell above*</td>
</tr>
<tr>
<td>F3</td>
<td>Create names</td>
</tr>
<tr>
<td>X or F2</td>
<td>Cut cells or formula</td>
</tr>
<tr>
<td>Ctrl + L or F3</td>
<td>Define name of selected cells</td>
</tr>
<tr>
<td>F3</td>
<td>Delete selected cells</td>
</tr>
<tr>
<td></td>
<td>Display formulae/values, toggle</td>
</tr>
<tr>
<td>/</td>
<td>Division*</td>
</tr>
<tr>
<td></td>
<td>Enter current date*</td>
</tr>
<tr>
<td></td>
<td>Enter current time*</td>
</tr>
<tr>
<td>=</td>
<td>Equal to*</td>
</tr>
<tr>
<td>{ and }</td>
<td>Establish formula as array*</td>
</tr>
<tr>
<td>^</td>
<td>Exponential (to power of ...)*</td>
</tr>
<tr>
<td></td>
<td>Extend selection range</td>
</tr>
<tr>
<td></td>
<td>Extract records from database</td>
</tr>
</tbody>
</table>

* Specifically for use in the formula bar or macro editor
Microsoft Excel

Keyboard Equivalents (3 of 6)

Fill down ..................................................................................... (Function Key) D
Fill left ..................................................................................... (Function Key) L
Fill right ..................................................................................... (Function Key) R
Fill up ..................................................................................... (Function Key) U
Find cell, display dialog ..................................................... (Function Key) J or F5
Find next cell .......................................................................... (Function Key) H or F7
Find next record in database .................................................. (Function Key) F
Find previous cell .................................................................... (Function Key) H or F7
Find previous record in database ........................................... (Function Key) F
Go to cell or named area ..................................................... (Function Key) G or F5
Greater than* .............................................................................. >
Greater than or equal* .............................................................. >=
Help .................................................................................. (Function Key) 1 or HELP
Help, context-sensitive ............................................................ (Function Key) F1
Insert one cell at a time ..................................................... (Function Key) on cell
Insert paragraph break in note ........................................... (Function Key) Insert
Insert selected number of cells .............................................. (Function Key) I
Intersection* .............................................................................. -
Italic text .................................................................................. (Function Key) I
Less than* .................................................................................... <
Less than or equal* ............................................................... <=
Maximize active window .................................................... (Function Key) F10
Move active window .......................................................... (Function Key) F7
Move one cell down .............................................................. (Function Key) Down Arrow
Move one cell left or to previous field .............................. (Function Key) Left Arrow
Move one cell right or to next field ................................. (Function Key) Right Arrow
Microsoft Excel

Keyboard Equivalents (4 of 6)

Move one cell up ........................................................................... ⬆
Move to next record ....................................................................... ⬇
Move to previous record ............................................................ ⬇
Multiplication* ...................................................................................

New chart, create ..................................................................... F11
New document, display dialog ................................................... ⌘ N
New macro sheet, create ........................................................... ⌘ F11
New worksheet, create ............................................................ ⌘ F11
Not equal to* ..................................................................................<>
Note selected cells ...................................................................... ⌘ N or ⬆ F2
Number format, $#,###.00 ........................................................... ⌘ 4
Number format, 0% ...................................................................... ⌘ 5
Number format, 0.00 ..................................................................... ⌘ 1
Number format, 0.00E+00 ........................................................... ⌘ 6
Number format, d-mmm-yy ........................................................ ⌘ 3
Number format, general ............................................................ ⌘ ~
Number format, h:mm AM/PM .................................................... ⌘ 2
Number lock, activate/deactivate .............................................. ⬆ ⌘ ⌘

* Specifically for use in the formula bar or macro editor
Microsoft Excel

Keyboard Equivalents (5 of 6)

Open existing document ............................................ vrir or 0 F12
Paste cells or formula ................................................... 3V or F4
Paste function ............................................................. 3 F3
Paste special ............................................................... 3 V
Percentage† ................................................................. %
Plain text† ..................................................................... 3 P
Print document ........................................................... 3 P or 3 F12
Quit Microsoft Excel ..................................................... 3 Q
Range† ........................................................................... :
Reference, convert formula .......................................... 3 T
Repeat last operation ................................................... 3 Y
Restore window size ..................................................... 3 F5
Save as different name or location ............................ 3 S or 0 F12
Save spreadsheet ......................................................... 3 S or 0 F12
Search for ? or * characters† ....................................... ~? or ~*
Select all cells ............................................................ 3 A
Select chart ................................................................. 3 A
Select entire column .................................................... 3-
Select entire row ........................................................... 3-
Select entire worksheet .............................................. corner box
Select noncontiguous ranges ...................................... across cells
Select range of cells ................................................... across cells
Select row or column .................................................. row or cell heading
Select special, all levels dependents ......................... 3 []
Select special, all levels precedents ......................... 3 [
Select special, column differences ........................... 3 \nSelect special, current region .................................... 3 *
**Microsoft Excel**

**Keyboard Equivalents (6 of 6)**

Select special, direct dependents ............................................. \[\]
Select special, direct precedents ........................................... \[\]
Select special, notes ................................................................. \(\uparrow\)0
Select special, row differences ................................................... \(\uparrow\)
Shadow text ............................................................................ \(\uparrow\)W
Show information ....................................................................... \(\uparrow\)F2
Size active window .................................................................... \(\uparrow\)F8
Subtraction/negation* ............................................................... –
Text operator* ........................................................................... &
Underline text ........................................................................... \(\uparrow\)\(\uparrow\)U
Undo/redo last operation ......................................................... \(\uparrow\)Z or F1
Union* ...................................................................................... ;
Wild card for a single character* .............................................. ?
Wild card for any number of characters* .................................... *

* Specifically for use in the formula bar or macro editor
**Accurate for Microsoft Excel, version 2.2**

\begin{tabular}{|c|c|}
\hline
\$ & command \\
\hline
\(\uparrow\) & shift \\
\(\downarrow\) & option \\
\& & control \\
\(\rightarrow\) & tab \\
\hline
\hline
\(\leftrightarrow\) & return \\
\(\leftarrow\) & enter \\
\(\rightarrow\) & escape \\
\(\left\uparrow\) & delete \\
\(\rightarrow\) & fwd. delete \\
\hline
\hline
\end{tabular}

\begin{tabular}{|c|}
\hline
\(\rightarrow\) & keypad key \\
\hline
\(\left\uparrow\) & space bar \\
\hline
F1 & function key \\
\hline
\(\uparrow\) & mouse click \\
\hline
\(\rightarrow\) & mouse drag \\
\hline
\end{tabular}
Microsoft Excel

Ten Hottest Tips

- **Enough help already.** Excel 2.2 provides a Help bar at the bottom of your screen, a particularly convenient learning tool for new users. As your cursor passes over a command, the Help bar displays a short blurb of information about it. However, for experienced users, this bar just takes up much-needed screen space. To dispense with it, choose the **WORKSPACE** command from the **OPTIONS** menu, and deselect the “Status bar” option from the resulting dialog box.

- **Columns with headlines.** To create nonscrolling headlines at the top of your columns, drag downward on the black split bar located above the up arrow on the vertical scroll bar. This allows you to split the window into two separate scrolling areas. There is another split bar to the left of the left scroll arrow, allowing you to establish nonscrolling row labels.

- **Turn off automatic calculation.** To save time when entering values into a worksheet that performs frequent calculations (such as our checkbook example), choose the **CALCULATION** command from the **OPTIONS** menu and set the calculation to Manual. This way, your worksheet will only be updated when you choose the **CALCULATE NOW** command (or press **COMMAND-=`**).

- **Editing number formats.** Excel not only provides you with a wide variety of number formatting choices, but it also allows you to edit these choices. For example, if you select the “m/d/yy” date option in the **FORMAT NUMBER** dialog box, the cell entry “5/9” will be displayed as “5/9/91” (assuming 1991 is the current year).
However, by adding an extra \( m \) and \( d \) to the “Format” option at the bottom of the FORMAT NUMBER dialog box so that the format reads “mm/dd/yy,” you change your display to “05/09/91.” Or, if you prefer hyphens to slashes, you may edit the option to read “mm-dd-yy.”

- **Transfer utilities.** Do not try to transfer to another application, whether using QuicKeys, On Cue, or some other launching utility, while entering information into a cell. Excel requires that you escape the formula bar before any closing or saving operation may be performed. Sometimes you must even close the current document before a launching utility will respond.

- **Botched formulae.** When entering a complicated formula, it is very easy to make mistakes. However, Excel cannot implement the formula, and therefore will not let you escape the formula bar, unless it’s perfect. Even an extra parenthesis can bog it down. If you’re totally confused and tired of dealing with a botched formula, you may escape the formula bar without losing what you’ve done so far simply by deleting the equal sign at the formula’s beginning. Then relax and come back to it later.

- **Making better looking charts.** Basically, a chart with too many labels or too many tick marks looks like a big mess. Since Excel doesn’t offer many interesting charting features anyway, you might as well make your charts as clean and simple as possible by eliminating excess dates and values. Also, if you’re dealing with large numbers, there’s no sense in making your value bars cross at zero. For example, if the lowest sales figure for your department was $35,000, your chart will be more dynamic if the lowest value charted is $30,000 rather than $0.
Although this chart is passable—you can plainly see how well this department has done each year since 1978—we could make it more dramatic by enhancing some details and eliminating others.

Here, we have simplified our chart by eliminating every other date, and made it more dramatic by selecting $30,000 as the starting value rather than $0. We have also highlighted our best growth years by adding thicker lines and hollow points.

Exporting charts. No matter how hard you try, charting in Excel is a miserable experience. It's unnecessarily laborious, and the results are generally dismal. If
you're willing to spend a little more time (but not that much more, considering how long it takes to get a chart created in the first place), you can enhance your charts by exporting them into a drawing program such as MacDraw II. Simply select the entire chart (COMMAND-A), copy it, choose SCRAPBOOK from the APPLE menu, and paste. This converts the chart into the PICT graphic format used by MacDraw and supported by high-end drawing applications such as Aldus FreeHand. Pasting to the Scrapbook is also the only way you can transfer a chart to a page-layout program to garnish the documentation.

- **Eliminating the extra zeros.** If you're designing worksheets with numbers ranging well into the thousands or millions (or even billions in the case of our friends in defense contracting), you might want to take advantage of Excel's rounding feature. Commas at the end of a number format instruct Excel to drop three digits apiece from the end of a cell value. So by entering “0,” in the FORMAT NUMBER dialog, you instruct Excel to display the cell value 10,734,650 as “10,735”. Adding another comma to the format (so that it reads “0,,”) displays the same number as “11” and so on. A decimal point may also be added to retain significant digits; in this way, the format “0.00,” displays our cell value as “10.73”.

- **Buying ready-made worksheets.** If you require a worksheet for a specific purpose, such as payroll analysis or real-estate management, but can't spare the time (or consider yourself unable) to carry out the design, you can probably locate a predesigned worksheet for a nominal fee. The largest clearinghouse for such products is Heizer Software's Excellent Exchange, which offers worksheets and templates for as low as $5.00. (Average prices are right around $20.)
Wingz

Toolbox

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet</td>
<td>✉️ to select single cell, ✍️ to select range</td>
</tr>
<tr>
<td>Object</td>
<td>✉️ to select object, ✍️ to move</td>
</tr>
<tr>
<td>Button</td>
<td>✍️ to create button and define size</td>
</tr>
<tr>
<td>Text</td>
<td>✍️ to create text field, ✋ to align to grid</td>
</tr>
<tr>
<td>Chart</td>
<td>✍️ to draw chart, ✋ to align to grid</td>
</tr>
<tr>
<td>Line</td>
<td>✍️ to draw straight line</td>
</tr>
<tr>
<td>Arc</td>
<td>✍️ to draw quarter ellipse</td>
</tr>
<tr>
<td>Oval</td>
<td>✍️ to draw ellipse</td>
</tr>
<tr>
<td>Rectangle</td>
<td>✍️ to draw rectangle</td>
</tr>
<tr>
<td>Poly</td>
<td>✉️ to create corners for polygon</td>
</tr>
</tbody>
</table>
Menus
Keyboard Equivalents (1 of 3)

Absolute reference* ................................................................. $
Accept formula, activate next cell down .................................. ↓
Accept formula, activate next cell left ....................................... ←
Accept formula, activate next cell right ................................... →
Accept formula, activate next cell up ....................................... ↑
Access last object tool ............................................................ ⌃←→
Addition* .................................................................................... +
Apply grid to object .............................................................. ⌃€..... "any object tool
Argument separator* ............................................................... ,
Begin formula* ............................................................................ =
Cancel formula .......................................................................... ⌃ ⌃
Clear ...................................................................................... ⌃ £
Close document ........................................................................ ⌃ €W
Compute enclosed operators first* ........................................... ( and )
Copy cells or formula ............................................................. ⌃€C or F3
Cut cells or formula ............................................................... ⌃€X or F2
Delete selected cells ............................................................... ⌃€K
Division* ................................................................................... /
Enter numbers or functions as text* ....................................... "
Equal to* .................................................................................... =
Execute HyperScript command from formula bar ..... ⌃← or ⌃→
Exponential (to power of ...)* .................................................. ^
Extend selection range .......................................................... ⌃←→ across cells
Fill down .................................................................................. ⌃€D
Fill right ................................................................................... ⌃€R
Find cell or named area .......................................................... ⌃€F
Wingz

Keyboard Equivalents (2 of 3)

Go down one window ........................................................ PAGE DOWN
Go to cell A1 ........................................................................ HOME
Go to cell AVLH32768 ......................................................... END
Go to first or last active cell ............................................... " navigator arrow
Go up one window ................................................................ PAGE UP
Greater than* .............................................................................. >
Greater than or equal* ...................................................... >=

Insert selected number of cells ....................................... 931
Less than* .............................................................................. <
Less than or equal* .......................................................... <=

Move one cell down .............................................................. <
Move one cell left ............................................................... 001
Move one cell right ............................................................. 01
Move one cell up .................................................................. 01
Multiplication* ........................................................................ *

New document, create ....................................................... 93N
Not equal to* ........................................................................... <>

* Specifically for use in the formula bar or macro editor

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>command</td>
</tr>
<tr>
<td>⌃</td>
<td>shift</td>
</tr>
<tr>
<td>⌃</td>
<td>option</td>
</tr>
<tr>
<td>⌃</td>
<td>control</td>
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<tr>
<td>⌃</td>
<td>tab</td>
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<td>⇤</td>
<td>return</td>
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<td>enter</td>
</tr>
<tr>
<td>⇤</td>
<td>escape</td>
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<tr>
<td>⇤</td>
<td>delete</td>
</tr>
<tr>
<td>⇤</td>
<td>fwd. delete</td>
</tr>
<tr>
<td>⇤</td>
<td>keypad key</td>
</tr>
<tr>
<td>⇤</td>
<td>space bar</td>
</tr>
<tr>
<td>⇤</td>
<td>function key</td>
</tr>
<tr>
<td>⇤</td>
<td>mouse click</td>
</tr>
<tr>
<td>⇤</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Wingz

Keyboard Equivalents (3 of 3)

Open existing document ............................................................ %0
Paste cells or formula ........................................................ %V or F4
Percentage‡ ................................................................. %
Print document ....................................................................... %P
Quit Wingz ............................................................................. %Q
Range‡ ..............................................................................
Recalculate now ....................................................................... %=
Save spreadsheet ....................................................................... %S
Select all cells ........................................................................ %A
Select entire worksheet ....................................................... corner box
Select noncontiguous ranges ........................................... across cells
Select range of cells ....................................................... across cells
Select row or column................................................... row or cell heading
Subtraction/negation‡ .............................................................. -

Text operator‡....................................................................... &

Undo/redo last operation ........................................................ %Z or F1

‡ Specifically for use in the formula bar or macro editor

Accurate for Wingz, version 1.1

| % command | ← | return |
| ——— | ——— | ——— |
| ↑ | shift | ← | enter |
| ~ | option | ✡ | escape |
| ♀ | control | ✡ | delete |
| → | tab | ✡ | fwd. delete |
| ——— | ——— | ——— | ——— |

keypad key | space bar | function key | mouse click | mouse drag
More people use the terms "love" and "hate" to describe word processing software packages than any other kind of application. A popular word processor, whether it be Microsoft Word, WriteNow, or MacWrite, has its own band of devotees and detractors, often displaying inspired levels of emotion.

Word processing, like writing itself, appears to be a very personal experience, where comfort with the command structure and user interface are very important to the user. As the entries in this section illustrate, there are dramatic differences between the commands available in each of the popular word processing packages. You can also get a sense of the user interface distinctions: the way that menus are arranged, the organization of keyboard equivalents, and the visual layout of the writing area, rulers, and menu commands.

Microsoft Word's dominance of the word processing market is at least partly due to the fact that it was the original high-end word processor. However, familiarity alone has not sustained Word this long. Word 4.0 offers an incredibly rich set of features, many of which can be customized to an extent previously unexplored by other software packages. (Word lets you add or delete menu commands, and completely customize its keyboard equivalents.)

WriteNow gained favor partly because it was the first serious alternative to Microsoft Word, but also because it implemented its features in a way that many users found to be more Mac-like. Recent upgrades have added a number of advanced features to WriteNow, and have continued to improve on its already impressive processing speed.
MacWrite II has gained wide respect for its mix of features and ease-of-use, especially from veteran Macintosh users who had long given up on MacWrite before Claris rewrote it as MacWrite II. MacWrite II is better suited for more casual word processing, either as an occasional alternative to the power of Word or WriteNow, or as the primary word processor for someone who never finds themselves in need of advanced features.
# FullWrite Professional

## Ruler

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>↑</td>
<td>First-line indent</td>
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<td>▲</td>
<td>Left indent marker</td>
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<td>▼</td>
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<td>▲</td>
<td>Column width marker</td>
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<td>&lt;</td>
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<td>&gt;</td>
<td>Add column icon</td>
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<td>Left tab marker</td>
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<td>Center tab marker</td>
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## Margin Icons

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<td>Multiple icons</td>
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*In the icon-bar display mode, double-clicking an icon opens the respective note panel*
# FullWrite Professional

## Menus

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Move</th>
<th>Notes</th>
<th>Format</th>
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<td>Underline</td>
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<td>Strikeout</td>
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<td>SMALL CAPS</td>
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<td>Style...</td>
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| Base Styles... |       |
| Custom Styles... |     |

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</tbody>
</table>
FullWrite Professional

Note Panel Menus

- Header
  - Every Page
  - Left Pages
  - Right Pages
  - Skip First Page
  - Skip Last Page

- Footer
  - Every Page
  - Left Pages
  - Right Pages
  - Skip First Page
  - Skip Last Page

- Font
  - Auto Number
  - Start Number...
  - Other Symbol...

- Endnote
  - Auto Number
  - Start Number...
  - Other Symbol...

- Bibliography
  - Set Reference...
  - Place...
  - Format...
  - Object Style...
  - Set Grid...
  - Set Size...

- Outline
  - Display...
  - Make Item
  - Itemize
  - Flatten...
  - Promote
  - Demote
  - Collapse
  - Expand
  - Format...

The far right menu changes depending on the currently displayed note panel.
FullWrite Professional

Keyboard Equivalents (1 of 8)

Access last tool used† .................................................................
ACTION menu in FIND AND CHANGE dialog, display ..................¥ donor
AFFECT menu in FIND AND CHANGE dialog, display ..................¥ donor

Bézier control handles, display to edit† ........................................¥ donor Bezier path w/arrow tool
Bibliography menu, display (if available) ........................................¥ donor
Bold text ......................................................................................¥ donor

Cancel operation ...........................................................................¥ donor
Center text (middle-justify) ........................................................¥ donor
Change all option-box values to specific unit of measure ............¥ donor measure abbreviation
Change current option-box value to specific unit of measure ......¥ donor measure abbreviation
Change then find next occurrence of text .................................¥ donor
Change then find preceding occurrence of text ........................¥ donor
Circle, create† .............................................................................¥ donor oval tool
Clean up windows again .........................................................¥ donor choose Clean Up
Clear element ...............................................................................¥ donor
Close Bézier path† ......................................................................¥ donor Bézier curve tool
Close current note panel and open next note of same type ..........¥ donor
Close current note panel and open preceding note of same type ...............................................................¥ donor
Close current note panel ..............................................................¥ donor Close box or ¥ donor
Close current ruler ......................................................................¥ donor choose New Ruler
Column rule, activate/deactivate ..............................................¥ donor column rule
Column rule, edit for facing pages .............................................¥ donor column rule
Column rule, edit for single page ...............................................¥ donor column rule
FullWrite Professional

Keyboard Equivalents (2 of 8)

Copy additional elements (append to Clipboard): \( \text{⌘} \text{C} \)
Copy character formatting to selected text: \( \text{⌘} \text{ formatted text block} \)
Copy element: \( \text{⌘} \text{C} \)
Crop bit map: \( \text{⌘} \text{ corner handle} \)
Curve point to corner point, toggle: \( \text{⌥} \text{/ arrow tool} \)
Cut element: \( \text{⌘} \text{X} \)
Delete next letter: \( \text{⌘} \text{ or } \text{⌫} \)
Delete next word: \( \text{⌘} \text{ } \text{⌫} \)
Delete preceding letter: \( \text{⌘} \text{ } \text{⌫} \)
Delete preceding word: \( \text{⌘} \text{ } \text{⌫} \)

EDIT menu, display: \( \text{⌘} \text{2} \)
End Bézier line: \( \text{⌘} \text{/ Bézier curve tool} \)
ENDNOTE menu, display (if available): \( \text{⌘} \text{9} \)
ENTRY menu in GLOSSARY dialog, display: \( \text{⌘} \text{~2} \)

Extend selection incrementally to next phrase: \( \text{⌘} \text{avorites, literal phrase, } \leftarrow \)
Extend selection incrementally to preceding phrase: \( \text{⌘} \text{itives, literal phrase, } \leftarrow \)

\(^\dagger\) Exclusively applicable to drawing in the Picture panel

\begin{table}
\begin{tabular}{|c|c|c|}
\hline
\text{⌘} & command & return \\
\hline
\text{⇧} & shift & enter \\
\hline
\text{⌥} & option & escape \\
\hline
\text{⌃} & control & delete \\
\hline
\text{⌘} & tab & fwd. delete \\
\hline
\end{tabular}
\end{table}
FullWrite Professional

Keyboard Equivalents (3 of 8)

FILE menu, display ................................................................. ● F1
FILE menu in GLOSSARY dialog, display ................................ ● F1
Find and change specified text ................................................ ● F
Find next occurrence of text .................................................... ● F0
Find preceding occurrence of text .......................................... ● F0
FONT menu, display ................................................................. ● F6
FOOTER menu, display (if available) ........................................ ● F9
FOOTNOTE menu, display (if available) ................................... ● F9
FORMAT menu, display ............................................................ ● F5
GLOSSARY dialog, display ....................................................... ● G
Glossary phrase, insert into text ................................................ ● G, glossary name, ←
Go to specified page ............................................................... ● T or ↓ page number box
Hand tool, select temporarily‡ ................................................... ●
HEADER menu, display (if available) ........................................ ● F9
Help ........................................................................................... ● HELP
Increase type size ....................................................................... ● =
Index selected text ..................................................................... ● choose INDEX
Italic text .................................................................................. ● I
Justify text (full justification) ..................................................... ● J
Kern type, delete 1/20 em ......................................................... ● -
Kern type, insert 1/20 em ........................................................... ● =
Left-justify text .......................................................................... ● L
LOOK menu in FIND AND CHANGE dialog, display .................... ● L1
MATCH menu in FIND AND CHANGE dialog, display .............. ● L2
FullWrite Professional

Keyboard Equivalents (4 of 8)

Move down one line ............................................................ \( \downarrow \), \( \Rightarrow 2 \), or \( \Rightarrow K \);
Move element by grid increment† ........................................ \( \Rightarrow \), \( \downarrow \), \( \Rightarrow \), or \( \Rightarrow \)
Move element single pixel† ............................................. \( \Rightarrow \), \( \downarrow \), \( \Rightarrow \), or \( \Rightarrow \)
Move left one letter ........................................................... \( \Rightarrow \), \( \Rightarrow 4 \), or \( \Rightarrow K \)
Move left one word .......................................................... \( \Rightarrow \), \( \Rightarrow 4 \), or \( \Rightarrow H \)
Move menu, display .......................................................... \( \Rightarrow 3 \)
Move right one letter ....................................................... \( \Rightarrow \), \( \Rightarrow 6 \), or \( \Rightarrow L \)
Move right one word ....................................................... \( \Rightarrow \), \( \Rightarrow 6 \), or \( \Rightarrow ' \)
Move to beginning of current paragraph.............................. \( \Rightarrow \) or \( \Rightarrow 8 \)
Move to beginning of document .......................................... \( \Rightarrow 7 \)
Move to beginning of next paragraph ................................. \( \Rightarrow \) or \( \Rightarrow 2 \)
Move to end of document .................................................. \( \Rightarrow 1 \)
Move up one line ............................................................. \( \Rightarrow \), \( \Rightarrow 8 \), or \( \Rightarrow J \)

New bookmark, create ........................................... \( \Rightarrow \) choose Bookmark
New document, create .................................................. \( \Rightarrow N \)
New plain document ..................................................... \( \Rightarrow n N \)
Next window (bring second window to front) ...................... \( \Rightarrow W \)

Notes menu, display .......................................................... \( \Rightarrow 4 \)

† Exclusively applicable to drawing in the Picture panel

| ⌘ command | ← return | ⌘ keypad key |
| ⌃ shift | ↵ enter | ⌘ space bar |
| ⌘ option | ⌘ escape | ⌘ F1 function key |
| ⌘ control | ⌘ delete | ⌘ mouse click |
| ⌥ tab | ⌘ fwd. delete | ⌫ mouse drag |
FullWrite Professional

Keyboard Equivalents (5 of 8)

Open existing document ............................................................. $0
Open first note panel in current section ................................... $~
Open next note panel .............................................................. $~
Open preceding note panel ................................................... $~
Optional hyphen ........................................................................ $-
Outline, collapse topics to specified level .... $ choose Collapse
Outline, demote all topics at same level as selection ........ $]
Outline, demote topic ............................................................ $]
Outline, expand topics to specified level ........ $ choose Expand
Outline, make item (new topic) .............................................. $~
Outline, make new item at specified level .... $ choose Make Item
Outline, make new subordinate item .................................... $~
Outline, make new superior item ........................................... $~
Outline menu, display (if available) ....................................... $9
Outline, promote all topics at same level as selection .......... $]
Outline, promote topic ........................................................... $]
Paste element ........................................................................... $V
Paste swap (exchange selection "/Clipboard contents) .......... $~V
Perpendicular line, create† .................................................... $ \line tool
Picture menu, display (if available) ...................................... $9
Plain text ................................................................................. $P
Print current page ................................................................... $P
Pull object ahead† .................................................. $ choose Bring to Front
Push object behind† ...................................................... $ choose Send to Back
Quarter circle, create† ......................................................... $ \arc tool
Quit FullWrite Professional .................................................... $Q
FullWrite Professional

Keyboard Equivalents (6 of 8)

Reduce type size ................................................................. & €-
Remove style indiscriminately ................................... & choose style command
Return character (¶) (in search)† ....................................... & ~
Right-justify text ................................................................. & R
Save document ........................................................................ & S
Scroll down one line ......................................................... & 3, PAGE UP, or & \ Scroll down one page ......................................................... & 3, PAGE DOWN, or & \ Scroll to beginning of document ....................................... & 7 or HOME Scroll to end of document ................................................ & 1 or END Scroll up one line ................................................................. & 9, PAGE UP, or & \ Scroll up one page ................................................................. & 9, PAGE UP, or & \ Search incrementally for next phrase ........ & +1, literal phrase, ← Search incrementally for preceding phrase .................. & +1, literal phrase, ← Select all text in chapter ................................................................. & A Select entire paragraph ........................................................... & & in paragraph Select entire word ................................................................. & & word Select next letter ................................................................. & →, & 6, or & + & L Select next object, deselect current selection† ...................................... & !

† Exclusively applicable to drawing in the Picture panel
FullWrite Professional

Keyboard Equivalents (7 of 8)

Select next object, retain current selection† ................................. ⌘→
Select next word ........................................................................... ⌘→6, or ⌘→
Select preceding letter .................................................................. ⌘←, ⌘→4, or ⌘←
Select preceding object, deselect current selection† ..................... ⌘←
Select preceding object, retain current selection† ....................... ⌘←
Select preceding word ................................................................... ⌘←, ⌘→4, or ⌘←
Select to beginning of current then preceding paragraphs .................. ⌘↑ or ⌘→8
Select to beginning of current then preceding sentences .................. ⌘↑, ⌘→8, or ⌘←
Select to end of current then succeeding paragraphs ..................... ⌘↓ or ⌘→2
Select to end of current then succeeding sentences ..................... ⌘↓, ⌘→2, or ⌘←;
Show/hide open note panels .......................................................... ⌘H
SIDEBAR menu, display (if available) .............................................. ⌘9
SIZE menu, display ...................................................................... ⌘7
Small caps text ............................................................................ ⌘E
Square, create† ............................................................................ ⌘ K/rectangle tool
Strikeout text ................................................................................ ⌘K
STYLE menu, display .................................................................. ⌘8
Subscript, specify ................................................................. ⌘ choose Subscript
Subscript text 1 point ................................................................. ⌘ K-
Superscript, specify ............................................................... ⌘ choose Superscript
Superscript text 1 point ............................................................... ⌘ K=
Tab character (in search)† ........................................................ ⌘ →
Underline text ............................................................................. ⌘U
Undo/redo last operation .............................................................. ⌘Z
FullWrite Professional

Keyboard Equivalents (8 of 8)

Variable control (page numbers, etc.) ........................................... xtype
Variable, insert into text .................................................. xtype, variable name, ←

Wild card for a single character* ........................................... * (<> %1)
Wild card for a single word* .................................................. * (<> %X)

Window, bring any
open document to front .................................................. xwin, window name, ←
Windows control (bring to front, etc.) ........................................ xwin

Zoom window to full screen ........................................... & Zoom box

* Exclusively applicable to drawing in the Picture panel
* Specifically for use in the FIND/REPLACE dialog box
Accurate for FullWrite Professional, version 1.1

| x command | ← return | % keypad key |
| ← shift | ← enter | ← space bar |
| % option | ☞ escape | F1 function key |
| ☞ control | ☞ delete | ☞ mouse click |
| ← tab | ← fwd. delete | ← mouse drag |
MacWrite

Ruler

First-line indent
Left indent marker
Right indent marker
Left tab marker
Center tab marker
Right tab marker
Character tab marker

Single-spacing icon
1 1/2-spacing icon
Double-spacing icon
Decrease leading icon
Increase leading icon
Align-left icon
Align-center icon
Align-right icon
Justify icon
MacWrite

Menus

### Menus

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Font</th>
<th>Size</th>
<th>Style</th>
<th>Format</th>
<th>Spelling</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>MN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td>MW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save As...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revert to Saved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insert File...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M1</td>
</tr>
<tr>
<td>Open Merged Data File...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M1</td>
</tr>
<tr>
<td>Insert Merged Field...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M1</td>
</tr>
<tr>
<td>Merge...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Setup...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NP</td>
</tr>
<tr>
<td>Print...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quit</td>
<td>MO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Font

- Chicago
- Courier
- Geneva
- Helvetica
- Monaco
- ZapfChancery
- Times

### Size

- 7 pt
- 9 pt
- 11 pt
- 12 pt
- 14 pt
- 10 pt
- 12 pt
- 16 pt
- 18 pt
- 20 pt
- 24 pt
- 36 pt
- 48 pt
- 60 pt
- 72 pt

### Style

- Plain Text
- Bold
- Italic
- Strike-Through
- Outline
- Shadow
- Underline
- Word Underline
- Double Underline
- Superscript
- Subscript
- Color
- Custom...

### Format

- Page Ruler
- Paragraph Ruler
- Tab Ruler
- Character Ruler
- Copy Ruler
- Apply Ruler
- Scale Picture
- Insert Header
- Insert Footer
- Insert Footnote
- Insert Page Break
- Insert Column Break

### Spelling

- Check All...
- Check Main Body...
- Check Selection...
- Spell Word...
- Spelling Options...
- Install Dictionaries...
- User Dictionary...
- Auto Hyphenate
- Hyph. Exceptions...
MacWrite

Keyboard Equivalents (1 of 5)

Actual/reduced size, toggle ............................................................ ```R
Apply ruler (paragraph formatting) ....................................................... ```V
Backslash (in search)* ................................................................... \ \ 
Bold text ...................................................................................... ```B
Bring next window to front .......................................................... ```W
Character specifications ................................................................ ```D
Check spelling of all text .............................................................. ```=
Check spelling of selected text ..................................................... ```K
Column break ........................................................................... ~ or \c
Column break character (in search)* ........................................... ```\ or \c
Copy element ........................................................................... ```C or F3
Copy ruler (paragraph formatting) .................................................. ```C
Custom style sheet ....................................................................... ```D
Cut element ................................................................................ ```X or F2
Date character, abbreviated (in search)* ...................................... ```A or \a
Date character, long (in search)* .................................................. ```L or \l
Date character, short (in search)* ................................................ ```S or \s
Delete next letter ........................................................................... \...
Delete next word ........................................................................... \...
Delete preceding letter .................................................................. \...
Delete preceding word ................................................................... \...
Double-underline text ..................................................................... ```L
Find/change specified text ............................................................ ```F
Footnote character (in search)* ..................................................... ```F or \f (```F)
Graphic character (in search)* ..................................................... ```G or \g
Help ........................................................................................ ```/
MacWrite

Keyboard Equivalents (2 of 5)

Increase type size ................................................................. ⌘+>
Increase type size 1 point ................................................... ⌘+≈>
Insert current date ............................................................. ⌘+A
Insert current page number ............................................... ⌘+P
Insert current time ............................................................. ⌘+T
Insert footnote ................................................................. ⌘+F
Insert text or graphic file .................................................. ⌘+I
Italic text ...................................................................................... ⌘+I

Line break .............................................................................. ⌘← or ⌘+M
Line-break character (in search)* ........................................ ⌘M or \n
Merge break character (in search)* ...................................... ⌘M or \m
Merge form letter with data file .......................................... ⌘+M
Move down one line ............................................................. ↓
Move left one letter ............................................................. ←
Move left one word ............................................................... ⇦ ←
Move right one letter .......................................................... →
Move right one word ........................................................... ⇦ →
Move to beginning of current line ..................................... ⌘←
Move to beginning of current paragraph ......................... ⌘↑

* Specifically for use in the Find/Change dialog box
MacWrite

Keyboard Equivalents (3 of 5)

Move to beginning of document .................................................. $\downarrow$
Move to beginning of next paragraph ......................................... $\downarrow$
Move to end of current line ......................................................... $\rightarrow$
Move to end of document ............................................................ $\uparrow$
Move up one line ........................................................................... $\uparrow$

New document, create ................................................................. $\uparrow$N
Nonbreaking en space ............................................................... $\uparrow$-
Nonbreaking en space (in search)* ........................................ $\uparrow$- or $\backslash$ $\leftarrow$ (\leftarrow 6)
Nonbreaking hyphen ................................................................. $\uparrow$-

Open existing document ............................................................... $\uparrow$O
Optional hyphen .......................................................................... $\uparrow$-
Optional hyphen (in search)* .................................................. $\uparrow$ or $\backslash$
Other type size ............................................................................. $\uparrow$-
Outline text .................................................................................. $\uparrow$E

Page break ................................................................................... $\uparrow$ or $\leftarrow$C
Page-break character (in search)* .............................................. $\uparrow$ or $\backslash$M
Paragraph break ........................................................................ $\leftarrow$ or $\uparrow$M
Paragraph-break character (in search)* .................................. $\leftarrow$ or $\backslash$P
Paste element ............................................................................... $\backslash V$ or F4
Plain text .................................................................................... $\uparrow$T
Print document ............................................................................. $\uparrow$P
Quit MacWrite II ........................................................................ $\uparrow$Q

Reduce type size ......................................................................... $\uparrow$<
Reduce type size 1 point ........................................................... $\uparrow$<

Save as different name or location ............................................. $\uparrow$S
Save document ............................................................................ $\uparrow$S
MacWrite

Keyboard Equivalents (4 of 5)

Scroll down one screen ........................................... ⏯️ L or PAGE DOWN
Scroll to beginning of document ..................................... ⏯️ A or HOME
Scroll to end of document ............................................. ⏯️ D or END
Scroll to last page of document ...................................... ⏯️ ↑ D or ↑ END
Scroll to top of next page ............................................ ⏯️ ↑ L or ↑ PAGE DOWN
Scroll to top of preceding page ..................................... ⏯️ ↑ K or ↑ PAGE UP
Scroll up one screen .................................................... ⏯️ K or PAGE UP
Select all text to beginning of document ............................. ⏯️ ⏯️ ↑
Select all text in current document ................................. ⏯️ A or ⏯️ ⏯️ ⏯️ ⏯️ in text
Select all text to end of document ..................................... ⏯️ ⏯️ ↓
Select entire line ........................................................... ⏯️ ⏯️ ⏯️ ⏯️ in line
Select entire paragraph ............................................... ⏯️ ⏯️ ⏯️ ⏯️ in paragraph
Select entire word .......................................................... ⏯️ ⏯️ word
Select next letter ............................................................. ⏯️ →
Select next word .............................................................. ⏯️ ⏯️ →
Select preceding letter ..................................................... ⏯️ ←
Select preceding word .................................................... ⏯️ ⏯️ ←
Select to beginning of current then preceding lines ............. ⏯️ ⏯️ ←
Select to beginning of current then preceding paragraphs ... ⏯️ ⏯️ ⏯️ ↑

* Specifically for use in the FIND/CHANGE dialog box

| ⏯️ command | ← return | ⏯️ keypad key |
| shift | ← enter | ← space bar |
| ⏯️ option | ← escape | F1 function key |
| ⏯️ control | ← delete | 🎨 mouse click |
| ⏯️ tab | ← fwd. delete | ⏯️ mouse drag |
MacWrite

Keyboard Equivalents (5 of 5)

Select to end of current then succeeding lines ....................... 
Select to end of current then succeeding paragraphs .......... 
Shadow text ................................................................. 
Show/hide invisibles (¶s, spaces) ....................................... 
Show/hide page guides ..................................................... 
Show/hide rulers ............................................................ 
Spell word (suggest) ....................................................... 
Standard (breaking) en space ........................................... 
Strikethru text .............................................................. 
Style sheet number [#], apply .......................................... 
Subscript text ............................................................... 
Superscript text ............................................................
Tab character (in search)* ............................................... 
Time character (in search)* ............................................ 
Underline text ............................................................. 
Undo/redo last operation ............................................... 
Wild card for a single character* ................................... 
Word-only underline text ..............................................

* Specifically for use in the FIND/CHANGE dialog box
Microsoft Word

Ruler

- First-line indent
- Left indent marker
- Right indent marker
- Left tab marker
- Center tab marker
- Right tab marker
- Decimal tab marker
- Vertical-bar tab marker

- Align-left icon
- Align-center icon
- Align-right icon
- Justify icon
- Single-spacing icon
- 1½-spacing icon
- Double-spacing icon
- Close paragraph icon
- Open paragraph icon
- Scroll ruler icon
# Microsoft Word

## Menus

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Format</th>
<th>Font</th>
<th>Document</th>
<th>Utilities</th>
<th>Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Open...</td>
<td>Save</td>
<td>Save As...</td>
<td>Delete...</td>
<td>Print Preview...</td>
<td>Print Merge...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edit</th>
<th>Format</th>
<th>Font</th>
<th>Document</th>
<th>Utilities</th>
<th>Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
<td>Show Ruler</td>
<td>New</td>
<td>Open Header...</td>
<td>Header Styles...</td>
<td>Show Clipboard</td>
</tr>
<tr>
<td>Cut</td>
<td>Character...</td>
<td>12 Point</td>
<td>Open Footer...</td>
<td>Footer Styles...</td>
<td>New Window</td>
</tr>
<tr>
<td>Copy</td>
<td>Paragraph...</td>
<td>18 Point</td>
<td>Footnote...</td>
<td>Outline Styles...</td>
<td>New Document 1</td>
</tr>
<tr>
<td>Paste</td>
<td>Section...</td>
<td>Chicago</td>
<td>Repaginate Now</td>
<td>Page Break Styles...</td>
<td>New Document 2</td>
</tr>
<tr>
<td>Clear</td>
<td>Document...</td>
<td>Courier</td>
<td>Outlining</td>
<td>Page Break Graphics</td>
<td>Calculate</td>
</tr>
<tr>
<td>Edit Again</td>
<td>Cells...</td>
<td>Geneva</td>
<td>Page View</td>
<td>Insert Graphics</td>
<td>Renumber</td>
</tr>
<tr>
<td>Table...</td>
<td>Position...</td>
<td>Helvetica</td>
<td>Insert Table...</td>
<td>Insert Index Entry</td>
<td>Sort</td>
</tr>
<tr>
<td>Dictionary...</td>
<td>Styles...</td>
<td>Monaco</td>
<td>Insert Index Entry</td>
<td>Insert TOC Entry</td>
<td></td>
</tr>
<tr>
<td>Glossary...</td>
<td>Define Styles...</td>
<td>Symbol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show #</td>
<td>Plain Text...</td>
<td>Times</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Font Styles

- Plain
- Bold
- Italic
- Underline
- Hyphenate
- Spellings

## Document Layout

- Open Header...
- Open Footer...
- Footnote...
- Repaginate Now...
- Outlining...
- Page View...
- Insert Page Break...
- Insert Graphics...
- Insert Table...
- Insert Index Entry...
- Insert TOC Entry...
Microsoft Word

Keyboard Equivalents (1 of 9)

Activate menu bar ...........................................................⌘ l or ⌘ ..
Add to menu .................................................................⌘ -, item to add
Again (repeat last operation) ............................................⌘ A
All caps text .................................................................⌘ ⇧ K or ⇧ F10
Bold text .................................................................⌘ ⇧ B or F10
Calculate ...........................................................................⌘ =
Cancel operation ............................................................⌘.
Caret or circumflex character (in search)* .........................^^
Center text .................................................................⌘ ⇧ C
Change font .................................................................⌘ ⇧ E, font name or number, ⇧
Change specified text (search and replace) .......................⌘ H
Change style .................................................................⌘ ⇧ S, style name or number, ⇧
Character specifications ..................................................⌘ D or F14
Clear element ...................................................................⌘ X
Close document .............................................................⌘ W
Copy as PICT image.........................................................⌘ ⇧ D
Copy element .................................................................⌘ C or F3

* Specifically for use in the Find or Change dialog box

<table>
<thead>
<tr>
<th>⌘</th>
<th>command</th>
<th>⌘ =</th>
<th>return</th>
<th>⌘</th>
<th>keypad key</th>
</tr>
</thead>
<tbody>
<tr>
<td>⇧</td>
<td>shift</td>
<td>⇧ ⇧</td>
<td>enter</td>
<td>⇧</td>
<td>space bar</td>
</tr>
<tr>
<td>⇧</td>
<td>option</td>
<td>⇧ ⇧</td>
<td>escape</td>
<td>F1</td>
<td>function key</td>
</tr>
<tr>
<td>⇧</td>
<td>control</td>
<td>⇧ ⇧</td>
<td>delete</td>
<td>⇧</td>
<td>mouse click</td>
</tr>
<tr>
<td>⌘</td>
<td>tab</td>
<td>⇧ ⇧</td>
<td>fwd. delete</td>
<td>⌘</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Microsoft Word

Keyboard Equivalents (2 of 9)

Copy paragraph format
to destination ........................................... Ctrl V, or Ctrl F4, phrase, ←
Copy to destination ...................................... Ctrl C or Ctrl F3, point in text, ←
Cut element ............................................................ Ctrl X or F2

Define style sheets ...................................................... Ctrl T
Delete next letter ..................................................... Ctrl F or Del
Delete next word ..................................................... Ctrl G
Delete preceding letter .......................................... ←
Delete preceding word ............................................ →
Document menu, display ........................................... Ctrl M...
Document specifications (real page setup) ................. Ctrl F14
Dotted underline text .............................................. Ctrl [ or Ctrl F12
Double-space text .................................................. Ctrl Y
Double-underline text ............................................. Ctrl [ or Ctrl F12

Edit link .................................................................. Ctrl F2
EDIT menu, display .................................................. Ctrl M...
Enter character via ASCII code ...................... Ctrl Q, ASCII number, ←
Extend selection to character ....................... Ctrl H or Shift, character key

FILE menu, display ................................................... Ctrl M...
Find next format ...................................................... Ctrl R
Find specified text ..................................................... Ctrl F
Find text again (next occurrence) ....................... Ctrl A
First line indent, nudge ½ inch ......................... Ctrl ↑ F
FONT menu, display .................................................. Ctrl M...
Footnote, reference .................................................. Ctrl E
Microsoft Word

Keyboard Equivalents (3 of 9)

FORMAT menu, display ...............................................................„I, 3
Formula character (\) .................................................................„\
Formula character (in search)* ....................................................„\

GLOSSARY dialog, display .........................................................„K
Glossary phrase, insert into text ................................„, glossary name, „
Go back to preceding location ................................„Z or „O
Go to specified page ....................................................................„G

Hanging indent, nudge ½ inch ....................................................„T
Help ..................................................................................„/ or HELP
Hidden text ................................................................„X or „F9

HYPHENATION dialog, display .....................................................„F15

Increase type size ................................................................„>
Italic text ................................................................„I or „F11

Justify text (full justification) .......................................................„J
Left-justify text .................................................................„L
Left margin indent, nudge ½ inch (nest) ................................„N
Left margin indent, nudge back (unnest) ................................„M

* Specifically for use in the FIND or CHANGE dialog box
Microsoft Word

Keyboard Equivalents (4 of 9)

Line break .............................................................. ⏎
Line-break character (in search)* ...................................... ^n

Move down one line ................................................. ↓ or 2
Move down one screen ................................................... 3, P, or PAGE DOWN
Move left one letter .................................................... ← or 4
Move left one word ...................................................... ← or 4
Move right one letter ................................................... → or 6
Move right one word ..................................................... → or 6
Move to beginning of current line ..................................... 7
Move to beginning of current paragraph ....................... ↑, 8, or P
Move to beginning of current sentence ................................. 7
Move to beginning of document ........................................ 9
Move to beginning of next paragraph .............................. ↓, 2, or ↓
Move to bottom of window ................................................ END
Move to destination ........................................... END, F2, point in text, ←
Move to end of current line ................................................ 1
Move to end of current sentence ....................................... 1
Move to end of document ................................................. 3
Move to top of window .................................................. 5 or HOME
Move up one line ........................................................... ↑ or 8
Move up one screen ....................................................... 9, P, or PAGE UP

New document, create ................................................. N or F5
New window, create ..................................................... F5
Nonbreaking hyphen ..................................................... ~
Nonbreaking hyphen (in search)* ...................................... ~
Nonbreaking space character ........................................... ~
Nonbreaking space character (in search)* .............................. ~s
Microsoft Word

Keyboard Equivalents (5 of 9)

Normal style sheet, change selection ................................................. F9
Open any file .................................................................  choose OPEN or F6
Open existing document .............................................................. F0 or F6
Open space text (12 points before ¶) .......................................... \ or F0
Optional hyphen ............................................................................. ~
Optional hyphen character (in search)* ......................................... ^-
Outline, collapse all topics ......................................................... \ ~ or F5 T, -
Outline, collapse selected topic only ......................................... \ ~ or F5 T, ~
Outline, demote topic ................................................................... \ or F5 T, L or 6
Outline, demote topic to body text ............................................... \ or F5 T, >
Outline, display all ........................................................................ \ * or F5 T, A
Outline, display first line only ...................................................... \ = or F5 T, B
Outline, display formatting ............................................................. \ / or F5 T, F
Outline, display topics down to specified level ............................ \ T, number key
Outline, expand all topics ............................................................... \ + or F5 T, $
Outline, move topic down ............................................................. \ or F5 T, , or \ 2
Outline, move topic up ................................................................... \ or F5 T, 0 or \ 8

* Specifically for use in the FIND or CHANGE dialog box
Microsoft Word

Keyboard Equivalents (6 of 9)

Outline, promote topic .................................................. ← or ⌘ T, K or ⌘ 4
Outline text ...................................................................... ⌘ D or ⌘ F11
Outlining mode .................................................................. ⌘ U or ⌘ F13

Page break ........................................................................... ⌘ ⌘
Page break character (in search)* .......................................... ⌘ d
Page setup .......................................................................... ⌘ F8
Page view ........................................................................... ⌘ B or F13
Paragraph break above row in table .................................... ⌘ ⌘
Paragraph break character (¶) (in search)* .............................. ⌘ p
Paragraph break in front of cursor ....................................... ⌘ ⌘
Paragraph break with same style sheet ................................. ⌘ ⌘
Paragraph specifications .................................................. ⌘ M or ⌘ F14
Paste element ...................................................................... ⌘ V or F4
Paste link ............................................................................ ⌘ F4
Plain for current style sheet .............................................. ⌘ Z or ⌘ F9
Plain text ............................................................................ ⌘ Z or ⌘ F9
Print document ................................................................... ⌘ P or F8
Print preview ....................................................................... ⌘ I or ⌘ F13

Question mark character (in search)* ........................................... ⌘ ?
Quit Microsoft Word ........................................................... ⌘ Q

Reduce type size ................................................................... ⌘ <
Remove from menu .......................................................... ⌘ , choose command
Renumber pages .................................................................. ⌘ F15
Repaginate now .................................................................. ⌘ J
Right-justify text .................................................................. ⌘ R
Microsoft Word

Keyboard Equivalents (7 of 9)

Save as different name or location ................................................. Ctrl F7
Save document .............................................................................. Ctrl S or F7
Scroll down one line .................................................................. F5
Scroll up one line ...................................................................... F6
Section break .............................................................................. Ctrl F13
Section specifications ............................................................... Ctrl F14
Select all text from cursor location to beginning of document .................................................................................. Ctrl Shift 9
Select all text from cursor location to end of document .......................................................................................................................... Ctrl Shift 3
Select all text in document ...................................................... Ctrl F in left margin or Ctrl M
Select current then preceding paragraphs .................................................. Ctrl F8
Select current then succeeding paragraphs .................................. Ctrl F9
Select entire line of text ............................................................. Ctrl Tab in left margin
Select entire word ...................................................................... Ctrl Word
Select next letter ....................................................................... Ctrl or Shift 6
Select next word ........................................................................ Ctrl or Shift 6

* Specifically for use in the FIND or CHANGE dialog box

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esc</td>
<td>return</td>
</tr>
<tr>
<td>Shift</td>
<td>enter</td>
</tr>
<tr>
<td>Option</td>
<td>escape</td>
</tr>
<tr>
<td>Control</td>
<td>delete</td>
</tr>
<tr>
<td>Tab</td>
<td>fwd. delete</td>
</tr>
<tr>
<td>Keypad</td>
<td></td>
</tr>
<tr>
<td>Space</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>Mouse</td>
<td>mouse click</td>
</tr>
<tr>
<td>Drag</td>
<td>mouse drag</td>
</tr>
</tbody>
</table>
Microsoft Word

Keyboard Equivalents (8 of 9)

Select preceding letter ............................................. ⇧← or ⇧ 4
Select preceding word ............................................. ⇧ ↑ or ⇧ ⇧ 4
Shadow text ................................................................. ⇧ W or ⇧ F11
Show/hide ¶ markers and spaces .................................. ⇧ Y
Show/hide rulers ......................................................... ⇧ R
Small caps text ......................................................... ⇧ H or ⇧ F10
Sort in descending order ............................................. ⇧, choose Sort
Spelling, check ........................................................... ⇧ L or ⇧ F15
Split window in half ........................................... ⇧ S or ⇧ split bar
Split window to display footnote .................... ⇧ S or ⇧ split bar
Strikethru text ............................................................... ⇧ /
Subscript text .............................................................. ⇧ _
Superscript text ............................................................. ⇧ ^
Symbol font, change selection ..................................... ⇧ Q

Tab character (in search) ................................. ^ t
Tab character inside cell ........................................... ^ l
Table, move one cell down ...................................... ↓ or ⇧ 2
Table, move one cell left ......................................... ⇧ 4
Table, move one cell right ........................................ ⇧ 6
Table, move one cell up .......................................... ↑ or ⇧ 8
Table, move to next cell ........................................ → or ⇧ 3 or ⇧ 1
Table, move to preceding cell ......................... ←, ⇧ l, or ⇧ 9
Table, select entire column ....................................... ⇧ l
Table, select entire row ................................................... l l
Microsoft Word

Keyboard Equivalents (9 of 9)

Table, select entire table .......................................................... 
Underline text ................................................................. \u03c9 △ U or F12
Undo/redo last operation ................................................. \u03c9 Z or F1
Update link ........................................................................ \u03c9 F3
Utilities menu, display ...................................................... \u03c9 F1, 6

White space (nonword) character* ........................................... ^w
Wild card for a single character* ........................................... ?
Windows menu, display .................................................... \u03c9 F1, 7
Word count ............................................................................ \u03c9 F15
Word-only underline text ................................................... \u03c9 △ ] or \u03c9 F12

* Specifically for use in the Find or Change dialog box
Accurate for Microsoft Word, version 4.0

| \u03c9 | command | \u2192 | return | \u21e7 | keypad key |
| \u21b2 | shift | \u21e7 | enter | \u21e7 | space bar |
| \u21b5 | option | \u2606 | escape | \u21e7 | function key |
| \u23ce | control | \u260f | delete | \u21e7 | mouse click |
| \u23e9 | tab | \u2607 | fwd. delete | \u21e7 | mouse drag |
Microsoft Word

Ten Hottest Tips

Searching for unusual characters. The Change command under the Edit menu can be used to locate and replace nonstandard characters. For example, you may eliminate double spaces in a document by searching for two spaces and replacing them with one. To search for a carriage return, enter ^p in the “Find” option. To locate a tab, enter ^t. To find a circumflex or caret (^), enter ^^. Other search strings are included in the Microsoft Word Quick Reference.

Document setup. Both Word 3.0 and Word 4.0 provide special Document Setup dialog boxes that you access by clicking the Document button in the otherwise useless Page Setup dialog. To display this dialog in version 3.0, press shift and choose the Page Setup command from the File menu. To access this dialog directly in version 4.0, choose the Document command from the Format menu or press command-F14.

Splitting the window in half. Like most Microsoft products, Word allows you to split the window into two separately scrolling parts by dragging at the black split bar at the top of the vertical scroll bar. If you want to quickly split the window in half, simply press command-option-s or double-click on the split bar.

Going back to where you left off. The Go Back command under the Utilities menu can be extremely useful in long documents, eliminating much tedious scrolling back and forth. For example, choosing Go Back will return your cursor to the last place you were working after copying some text in another portion of the document. Also, if you press command-option-z (the
keyboard equivalent for the command) immediately upon opening a Word file, you will be sent to the exact spot where you left off last session.

- **Trashing temp files.** Microsoft Word has a habit of cluttering System folders with Word Temp files. They only take up 1K apiece, but it's easy to accumulate them over time. An init called Temperament by John Rotenstein, available on most bulletin-board systems, automatically gets rid of all these files every time you restart your computer.

- **Putting Word Finder where it belongs.** The version of Word Finder included with Microsoft Word versions 3.0 and 4.0 cannot be opened in any other application, so there's no sense in cluttering up your Apple menu in other programs. We recommend installing the Word Finder DA into Word instead of your System. To accomplish this, option-click on the Open button in the Font/DA Mover; this allows you to open applications and other files. Then select Microsoft Word and copy Word Finder as you would any other DA.

- **Multiple menu configurations.** Normally, when you use the Command command to add or subtract commands or to change keyboard equivalents, all changes are saved to a file called Word Settings (4) in your System folder. You may, however, save a changed set of commands under a different file name if you choose. Although Word automatically uses the Word Settings (4) configuration when launching, you can open a different set of commands at any time.

- **Summing up.** Not only does Word allow you to create charts, but you may also perform some calculations. For example, if you have a table full of figures, you can find their sum by selecting the column and pressing Command-=. Word adds up all numbers it finds and
displays the sum in the page-number box at the bottom of the window. The sum is also sent to the Clipboard so you can paste it in your document. You may also add numbers included in a selected paragraph. If you only want to add numbers in one column or selective numbers in a paragraph, you may option-drag to marquee an area of text and then press COMMAND-=.

**Mathematical expressions.** Word’s formula generator allows you to express fractions quickly and easily, without having to perform a lot of tedious superscripting and kerning. To activate Word’s formula-formatting abilities, you simply press COMMAND-OPTION-BACKSLASH (\), which creates the \ character. Then type a one-letter command followed by an argument. For example, to create the fraction

\[
\frac{1}{4}
\]

you simply type .\F(1,4) where F is the command letter for *fraction*. To create the radical expression

\[
\sqrt{a^2+b^2}
\]

type .\R(a^2+b^2) where the 2s are manually superscripted.

Now here’s the best one as well as the most complicated. To create a bracketed series such as

\[
\text{Alice} \hspace{1em} \text{Meg} \hspace{1em} \text{Teddy} \hspace{1em} \text{Mike} \; \{ \text{quarterfinals team} \}
\]

type “.\B.\RC.\}(.\A.\AC(Alice,Meg,Teddy,Mike)) quarterfinals team” where B is the bracket command, RC aligns the bracket on the right side of the argument, and } represents the kind of bracket to be used. In
parentheses, the $A$ tells Word that the following is an array of text to be set in a column, and $AC$ centers the column.

(Expressions will only be displayed correctly on screen when the Hide ¶ command is chosen. Also, the Symbol screen font must be available in your System for the square-root expression to be printed accurately.)

- **Updating worksheets and graphics.** If you use MultiFinder, Word's QuickSwitch feature allows you to update graphics and worksheets pasted in from other applications. For example, if you copy a worksheet from Excel and choose the Paste Link command in Word, a link is created between the Word and Excel documents. If you later make changes to the worksheet in Excel, you may update the table in your Word file by selecting the table and choosing the Update Link command from the Edit menu. If you want to edit the worksheet while in Word, press the shift key to change Update Link to Edit Link and choose the command. This will automatically transfer you to the Excel document.
WriteNow

Ruler

- First-line indent
- Left indent marker
- Right indent marker
- Left tab marker
- Center tab marker
- Right tab marker
- Decimal tab marker

Align-left icon
Align-center icon
Align-right icon
Justify icon
Reduce leading icon
Increase leading icon
## WriteNow

### Menus

<table>
<thead>
<tr>
<th>Edit</th>
<th>View</th>
<th>Format</th>
<th>Font</th>
<th>Size</th>
<th>Style</th>
<th>Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>MN</td>
<td>NQ</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
</tr>
<tr>
<td>Open</td>
<td>MN</td>
<td>NQ</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
</tr>
<tr>
<td>Close</td>
<td>NQ</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
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<tr>
<td>Save</td>
<td>NQ</td>
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<td>MN</td>
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</tr>
<tr>
<td>Save As...</td>
<td>MN</td>
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<td>MN</td>
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<tr>
<td>Revert to Saved</td>
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<td>Preferences...</td>
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<td>MN</td>
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<tr>
<td>Page Setup...</td>
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<td>Print...</td>
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<td>Merge...</td>
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<tr>
<td>Quit</td>
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<td>Undo</td>
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<td>Copy</td>
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<tr>
<td>Paste</td>
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<tr>
<td>Clear</td>
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<tr>
<td>Copy Ruler</td>
<td>MN</td>
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<td>MN</td>
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<tr>
<td>Paste Ruler</td>
<td>MN</td>
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<td>MN</td>
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<tr>
<td>Copy Font/Size/Style</td>
<td>MN</td>
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<td>MN</td>
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</tr>
<tr>
<td>Paste Font/Size/Style</td>
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<td>MN</td>
<td>MN</td>
</tr>
<tr>
<td>Find/Replace...</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
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<td>MN</td>
<td>MN</td>
</tr>
<tr>
<td>Check Spelling...</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
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</tr>
<tr>
<td>Count...</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
</tr>
<tr>
<td>Change Case...</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
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<tr>
<td>Select All</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
<td>MN</td>
</tr>
</tbody>
</table>

### Font

- Chicago
- Courier
- Geneva
- Helvetica
- Monaco
- Symbol
- Times

### Size

- 6 Point
- 8 Point
- 10 Point
- 12 Point
- 14 Point
- 16 Point
- 18 Point
- 20 Point
- 24 Point
- 30 Point
- 36 Point
- 40 Point
- 48 Point
- 60 Point
- 72 Point

### Style

- Bold
- Italic
- Underline
- Outline
- Shadow
- Shadow
- Condense
- Extend
- Superscript
- Subscript

### Window

- Clean Up...
- Send Behind
- Show Clipboard
- Hide Ruler
- Check Spelling
- Find/Replace
- Ruler
- Document 1
- Document 2

### Insert

- Insert Soft Hyphen
- Indent Left to Tab
- Indent Right to Tab
- Insert New Header
- Insert New Footer
- Insert New Footnote
- Insert Page #
- Insert Time...
- Insert Date...
- Insert Page Break
- Keep on Same Page
- Allow to Cross Page

### Size

- 36 Point
- 48 Point
- 60 Point
- 72 Point

### Other...

- Smaller
- Larger
- 11 Point
WriteNow

Keyboard Equivalents (1 of 4)

Allow selected paragraph to cross page ........................................... \& A

Bold text ....................................................................................... \& B

Cancel operation ........................................................................ \& or \&

Caret or circumflex character (in search)* ................................... \&

Center text ............................................................................... \& C

Change case of type (lowercase/uppercase) .................................. \& W

Check spelling/next word ......................................................... \& E

Clear element ........................................................................... \&

Close all open documents ....................................................... \& Close box

Close document ......................................................................... \& W

Compact document (rewrite) .................................................. \& choose SAVE

Copy element ........................................................................... \& C

Copy font, size, and style (text formatting) ................................ \& 3

Copy ruler (paragraph formatting) ........................................... \& 1

Cut element ............................................................................. \& X

Find/replace specified text or find next occurrence .................... \& F

Fixed/flexible leading, toggle .................................................. \& X

Globally change identically formatted paragraphs ..................... \& change ruler settings

Globally change identically formatted text ................................ \& choose font, style, or size command

Go to selection (display cursor location) ................................... \& G

Go to specified page ................................................................. \& G

Increase leading ....................................................................... \& I

Increase type size 1 point ....................................................... \& 0

Indents, move left one tab stop ................................................ \& [

Indents, move right one tab stop ............................................ \& ]
**WriteNow**

**Keyboard Equivalents (2 of 4)**

Insert new footer .......................................................................................... ⌘ F
Insert new footnote ....................................................................................... ⌘ N
Insert new header .......................................................................................... ⌘ H
Italic text ....................................................................................................... ⌘ I

Justify text (full justification) ........................................................................ ⌘ J
Keep selected paragraph on same page ......................................................... ⌘ K
Left-justify text ............................................................................................. ⌘ L

Maintain relative paragraph indentation while reformatting ...................... ⌘ change ruler settings
Merge form letter with data file ..................................................................... ⌘ M

Move down one line ....................................................................................... ↓
Move left one letter ...................................................................................... ←
Move left one word ....................................................................................... ⇧ ←
Move right one letter .................................................................................... →
Move right one word ..................................................................................... ⇧ →
Move to beginning of current line ................................................................ ⇧ ←
Move to bottom of window ........................................................................... ⌘ ↓
Move to end of current line .......................................................................... ⌘ →

* Specifically for use in the FIND/REPLACE dialog box

| ⌘ command | ← return | ☑ keypad key |
| ☑ shift | ← enter | ¬ space bar |
| ☑ option | ← escape | F1 function key |
| ☑ control | ← delete | mouse click |
| ☑ tab | ← fwd. delete | ⤐ mouse drag |
WriteNow

Keyboard Equivalents (3 of 4)

Move to top of window ............................................................... ⌘ ⌃ ↑
Move up one line ....................................................................... ↑
New document, create .............................................................. ⌘ ⌃ N
New document, override stationery ..................................... ⌘ choose New
Open existing document .......................................................... ⌘ ⌃ O
Optional hyphen ....................................................................... ⌘ -
Other type size ........................................................................ ⌘ 8
Page break ................................................................................ ⌘ ⌃ B
Page setup ................................................................................ ⌘ ⌃ P
Paste element .......................................................................... ⌘ V
Paste font, size, and style (text formatting) .......................... ⌘ 4
Paste ruler (paragraph formatting) ....................................... ⌘ 2
Plain text ................................................................................ ⌘ T
Print document ........................................................................ ⌘ P
Question mark character (in search)* ..................................... ^?
Quit WriteNow .......................................................................... ⌘ ⌃ Q
Reduce leading ......................................................................... ⌘ ⌃ D
Reduce type size 1 point ......................................................... ⌘ 9
Return character (¶)(in search)* ........................................... ⌘ ← or ^ r
Right-justify text ..................................................................... ⌘ ⌃ R
Save document .......................................................................... ⌘ S
Scale picture back to original size ........................................... ⌘ ⌃ picture
Scale picture freely ................................................................. ⌘ ⌃ corner
Scale picture proportionally .................................................. ⌘ ⌃ corner
Select all text in document ..................................................... ⌘ ⌃ A
Select entire word .................................................................... ⌘ ⌃ word
WriteNow

Keyboard Equivalents (4 of 4)

Select next letter ................................................................. \rightarrow
Select next word .................................................................. \rightarrow
Select preceding letter ........................................................... \leftarrow
Select preceding word ............................................................ \leftarrow
Send current window to back ............................................... \rightarrow
Show/hide ¶ markers .............................................................. \show/hide
Show/hide rulers .................................................................. \show/hide
Show/hide spaces .................................................................. \show/hide
Subscript text 1 point ............................................................ \subscript
Superscript text 1 point .......................................................... \superscript
Tab character (in search)* .................................................. \tab
Underline text ........................................................................ \underline
Undo/redo last operation ...................................................... \undo/redo
View footnotes ....................................................................... \view
View headers/footers ............................................................ \view
View page ............................................................................. \view
Wild card for a single character* .............................................. ?

* Specifically for use in the FIND/REPLACE dialog box

Accurate for WriteNow, version 2.2

<table>
<thead>
<tr>
<th>\ command</th>
<th>← return</th>
<th>\ keypad key</th>
</tr>
</thead>
<tbody>
<tr>
<td>\ shift</td>
<td>← enter</td>
<td>\ space bar</td>
</tr>
<tr>
<td>\ option</td>
<td>← escape</td>
<td>F1 function key</td>
</tr>
<tr>
<td>\ control</td>
<td>← delete</td>
<td>\ mouse click</td>
</tr>
<tr>
<td>\ tab</td>
<td>← fwd. delete</td>
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ENCYCLOPEDIA
MACINTOSH SOFTWARE
INSTANT
REFERENCE

Here's the popular quick-reference guide to Macintosh applications—from our hot selling Encyclopedia Macintosh—now in a handy, compact volume designed for frequent daily use.

Turn here for tips and reminders on every top-rated Macintosh program—24 applications in all—for Drawing, Painting, Page Layout, File Management, HyperCard / HyperText, Spreadsheets, and Word Processing. For each program, you'll find:

• detailed menu maps
• complete keyboard equivalents, alphabetized by function
• the top ten tips for making the most of your software

About the Authors:
Craig Danuloff and Deke McClelland have co-authored many books on computing, including SYBEX's bestselling Encyclopedia Macintosh:

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—Bay Area Computer Currents