

ENCYCLOPEDIA

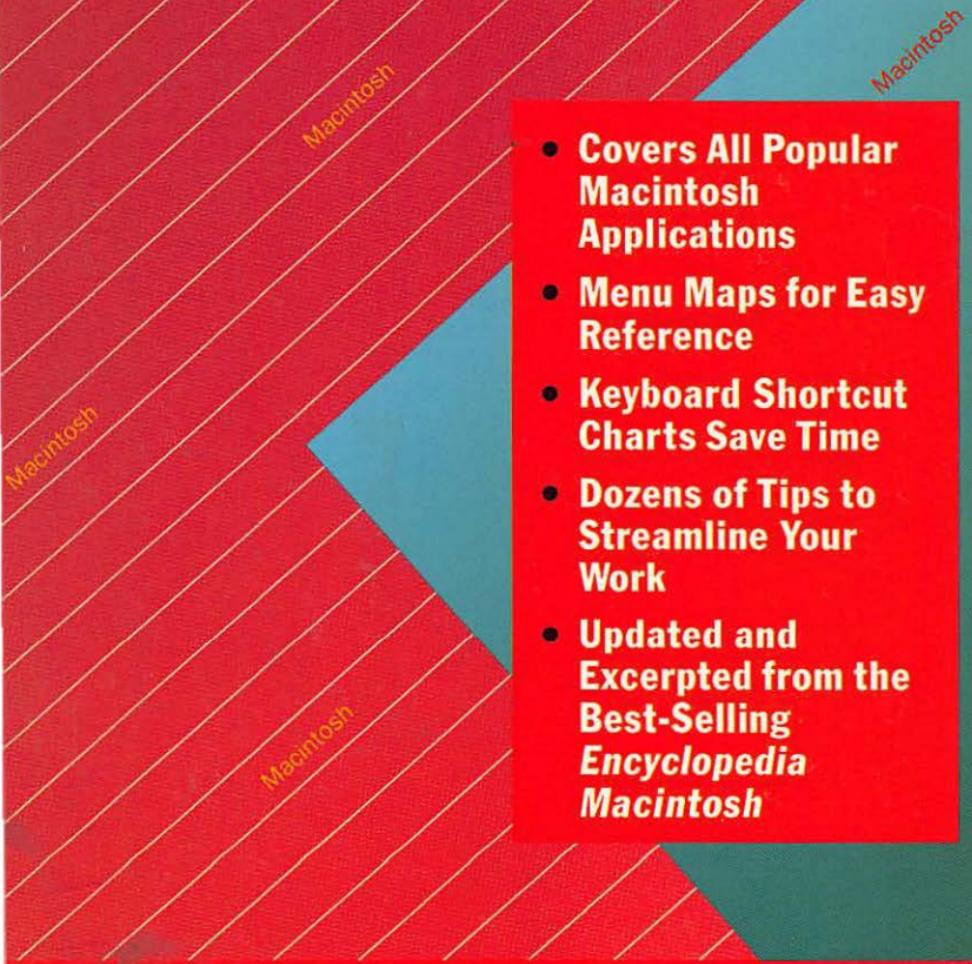
MACINTOSH® SOFTWARE

INSTANT

REFERENCE

Craig Danuloff Deke McClelland

- **Covers All Popular Macintosh Applications**
- **Menu Maps for Easy Reference**
- **Keyboard Shortcut Charts Save Time**
- **Dozens of Tips to Streamline Your Work**
- **Updated and Excerpted from the Best-Selling *Encyclopedia Macintosh***



S Y B E X P R O M P T E R™ S E R I E S

Character Reference

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, $\hat{\wedge}$ represents the SHIFT key and $\hat{\wedge}\hat{\wedge}$ 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*).

A with ring accent	å	Std	$\hat{\wedge}A$
Acute accent	'	Std	$\hat{\wedge}E^*$
Apostrophe	'	Std	$\hat{\wedge}\hat{\wedge}]$
Arrow, bidirectional	\leftrightarrow	Sym	$\hat{\wedge}E, _$
Arrow, down	\downarrow	Sym	$\hat{\wedge}\hat{\wedge}0$
Arrow, left	\leftarrow	Sym	$\hat{\wedge}U, _$
Arrow, right	\rightarrow	Sym	$\hat{\wedge}\hat{\wedge}'$
Arrow, up	\uparrow	Sym	$\hat{\wedge}\hat{\wedge}-$
Box with drop shadow	□	Zap	0
Bullet	•	Std	$\hat{\wedge}8$
C with cedilla	ç	Std	$\hat{\wedge}C$
Cent	¢	Std	$\hat{\wedge}4$
Check mark	✓	Zap	4
Circumflex diacritic	^	Std	$\hat{\wedge}I^*$
Copyright	©	Std	$\hat{\wedge}G$
Dagger	†	Std	$\hat{\wedge}T$
Degree	°	Std	$\hat{\wedge}\hat{\wedge}8$
Diaeresis or umlaut	“	Std	$\hat{\wedge}U^*$
Diesis	‡	Std	$\hat{\wedge}\hat{\wedge}7$

Divide	+	Std	~ /
Ellipsis	Std	~ ;
Em dash	—	Std	↑ ~ -
En dash or minus	-	Std	~ -
Exclamation point, inverted	¡	Std	~ 1
Fraction slash	/	Std	↑ ~ 1
Grave accent	`	Std	~ ~ *
Greater than or equal	≥	Std	~ .
Infinity	∞	Std	~ 5
Leaf	¤	Zap	~ S
Less than or equal	≤	Std	~ ,
Minutes or feet	'	Sym	~ 4
Multiply	×	Sym	~ Y
N with tilde	ñ	Std	~ N, N
Not equal	≠	Std	~ -
Plus or minus	±	Std	↑ ~ -
Pound sterling	£	Std	~ 3
Question mark, inverted	¿	Std	↑ ~ /
Quotation mark, close	"	Std	↑ ~ [
Quotation mark, open	"	Std	~ [
Registered trademark	®	Std	~ R
Seconds or inches	"	Sym	~ ,
Section	§	Std	~ 6
Trademark	™	Std	~ 2
X mark	✗	Zap	8
Yen	¥	Std	~ Y

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

Encyclopedia
Macintosh
Software
Instant Reference



Encyclopedia Macintosh® Software Instant Reference

**Craig Danuloff
Deke McClelland**



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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 book shelf.

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

Drawing Software

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.

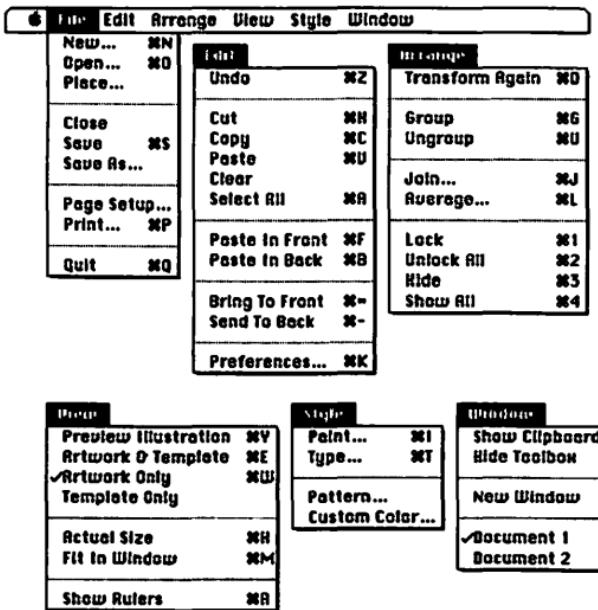
Adobe Illustrator 88

Toolbox

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

Adobe Illustrator 88

Menus



Adobe Illustrator 88

Keyboard Equivalents (1 of 4)

Actual view size (100%)	⌘H
Arrow tool, select temporarily	⌘
Artwork and template displayed	⌘E
Artwork displayed only (key line)	⌘W
Average location of elements	⌘L
Bring to front	⌘=
Cancel screen preview	⌘.
Circle, create	⇧ ⌘ ⌂ "oval tool
Circle, draw from center	⇧ ⌘ ⌂ "oval tool
Clear element	⌫
Clone element	⌃ ⌂ "arrow tool
Copy element	⌘C
Copy with PICT preview	⌘⌘C
Corner point, add BCH	⌃ ⌂ " on existing corner point "pen tool
Corner point, create	⌂ "pen tool
Cut element	⌘X
Demagnify view size	⌘⌫ ⌂
Ellipse, draw from center	⌃ ⌂ "oval tool
Extend a path	⌃ ⌂ "freehand tool

⌘ command	← return	▤ keypad key
⇧ shift	⌘ enter	— space bar
⌃ option	⌃ escape	F1 function key
⌂ control	⌫ delete	🖱 mouse click
➡ tab	⌦ fwd. delete	⌃ ⌂ mouse drag

Adobe Illustrator 88

Keyboard Equivalents (2 of 4)

Fit in window	⌘M
Freehand tool, access when pen selected	^K
Group elements	⌘G
Hand tool, select temporarily	—
Hide element	⌘3
Insert point in path	↖ ↗ "scissors tool
Join two points	⌘J
Lock element	⌘1
Magnify view size	⌘— ⌘K
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	  "/rectangle tool
REFLECT dialog box, access	  "/reflect tool
Reflect vertically/horizontally	  "/reflect tool
Rotate by 45°	  "/rotate tool
ROTATE dialog box, access	  "/rotate tool
Rulers, show/hide	 R
Save illustration	 S
SCALE dialog box, access	  "/scale tool
Scale proportionally	  "/scale tool
Select all elements	 A
Select entire path	  "/arrow tool
Send to back	 -
SHEAR dialog box, access	  "/shear tool
Shear vertically/horizontally	  "/shear tool
Show all hidden elements	 4
Smooth point, create	  "/pen tool
Smooth point, delete BCH	  on existing smooth point "/pen tool
Square, create	  "/rectangle tool
Square, draw from center	  "/rectangle tool

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



Adobe Illustrator 88

Keyboard Equivalents (4 of 4)

Transform again (duplicate)	⌘D
Type/edit selected text block	⌘T
Undo/redo last operation	⌘Z
Ungroup elements	⌘U
Unlock all locked elements	⌘2
Zoom in tool, select temporarily	⌘-
Zoom out tool, select temporarily	⌘~

Accurate for Adobe Illustrator 88, version 1.9.3

⌘ command	← return	█ keypad key
⇧ shift	⎵ enter	▬ space bar
⌥ option	⤷ escape	F1 function key
⌃ control	⤸ delete	🖱 mouse click
⇥ tab	⤹ fwd. delete	🖱 mouse drag

Adobe Illustrator 88

Ten Hottest Tips

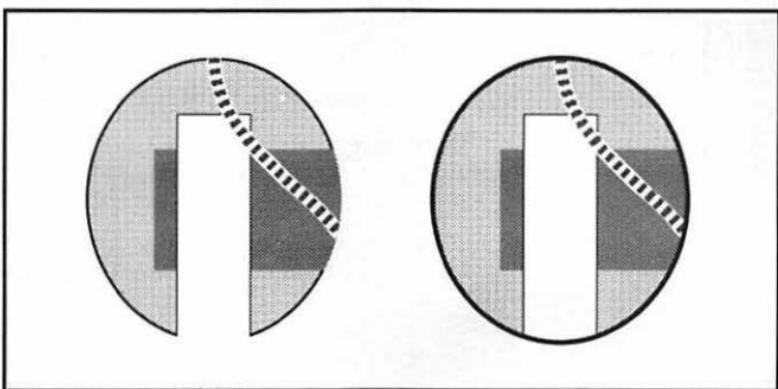
- ◊ **Editing rectangles and circles.** You may ungroup any simple shape created with the rectangle or ellipse tool. This allows you to manipulate each point in the shape individually or perform other manipulations.
- ◊ **Adjusting the placement of templates.** Templates in Illustrator always appear 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 o 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.

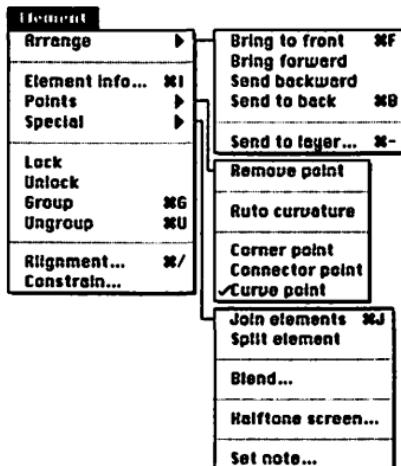
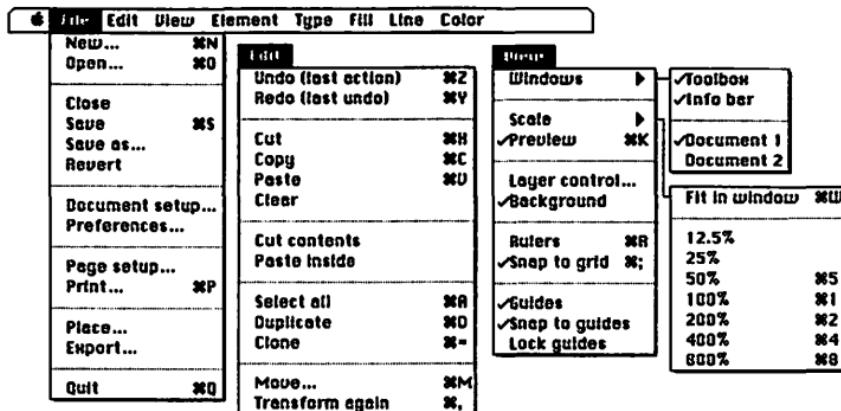
Aldus FreeHand

Toolbox

	Arrow	→ to select, ⌘→ to move
	Rectangle	→ to draw rectangle
	Ellipse	→ to draw ellipse
	Freehand	→ to draw freehand line, ⌘→ to erase
	Knife	→ to split segment
	Corner	→ to create corner point
	Rotate	→ to rotate, ⌘→ to display dialog
	Scale	→ to scale, ⌘→ to display dialog
	Trace	→ to trace bit-mapped image
	Type	→ to create block of type (not used to edit)
	Rnd. corner	→ to draw rectangle with round corners
	Line	→ to draw straight line
	Combination	→ for corner point, ⌘→ for curve point
	Curve	→ to create curve point
	Connector	→ to create connector (tangent) point
	Reflect	→ to flip, ⌘→ to display dialog
	Skew	→ to slant, ⌘→ to display dialog
	Zoom	→ to magnify page, ⌘→ to demagnify

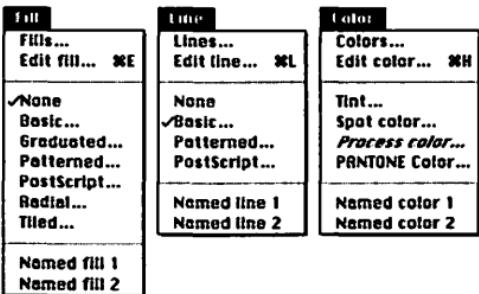
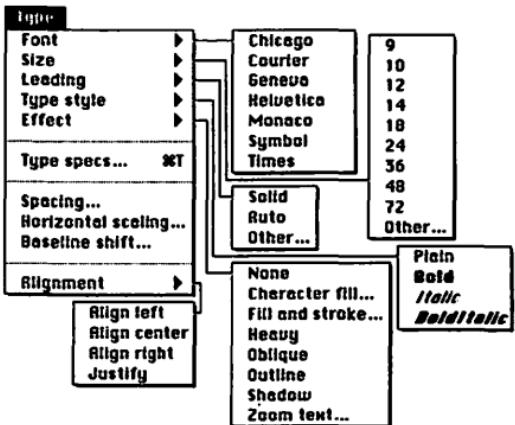
Aldus FreeHand

Menus



Aldus FreeHand

Menus



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	⇧ ⌘ ↗ "ellipse tool
Circle, draw from center	⇧ ⌘ ↗ "ellipse tool
Clear element	⌫
Clone element	⌘=
Combination tool, select	6
Compress type	↖ ↗ "corner handle "arrow
Connector point, add BCH	↖ ↗ on existing connector point "arrow tool
Connector point, create	↗ "connector tool
Connector tool, select	0
Copy element	⌘C
Corner point, add BCH	↖ ↗ on existing corner point "arrow tool or ↖ ↗ "combination tool
Corner point, create	↗ "corner tool or ↖ "combination tool
Corner tool, select	9

⌘ command	← return	█ keypad key
⇧ shift	⌘ enter	— space bar
⌃ option	⌃ escape	F1 function key
⌃ control	⌫ delete	↗ mouse click
➡ tab	➡ fwd. delete	---- mouse drag

 **Aldus FreeHand**
Keyboard Equivalents (2 of 5)

Curve point, create	 <i>w/curve tool</i>
	<i>or</i>  <i>w/combination tool</i>
Curve tool, select	8
Cut element	 ⌘X
Demagnify view size	 ⌘M
Deselect all elements	 ⌘I
Deselect all points, paths remain selected	~
Distribute elements	 ⌘D
Duplicate last transformation	 ⌘D
Edit color	 ⌘H
Edit fill	 ⌘E
Edit line (stroke)	 ⌘L
Edit type	 ⌘I or 
Eight times actual view size (800%)	 ⌘8
Element info (custom dialog)	 ⌘I or  
Ellipse, draw from center	  <i>w/ellipse tool</i>
Ellipse tool, select	3
Expand type	  <i>w/arrow</i>
Extend a path	 <i>w/freehand tool</i>
Fit in window	 ⌘W
Four times actual view size (400%)	 ⌘4
FREEHAND dialog box, access	  <i>freehand icon</i>
Freehand tool, select	5
Group elements	 ⌘G
Half actual view size (50%)	 ⌘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 $\frac{1}{10}$ em	⌘↑←
Kern type, delete $\frac{1}{100}$ em	⌘↖ or ⌘←
Kern type, insert $\frac{1}{10}$ em	⌘↑→
Kern type, insert $\frac{1}{100}$ em	⌘↖ or ⌘→
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	⌘—→
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

Aldus FreeHand

Keyboard Equivalents (4 of 5)

Open existing document	⌘O
Paste element	⌘V
Perpendicular line, create	⇧ ⌘ ↗ "line tool"
Preview mode, toggle	⌘K
Print document	⌘P
Quit Aldus FreeHand	⌘Q
Rectangle, draw from center	↖ ↗ "rectangle tool"
Rectangle tool, select	1
Redo last undone operation	⌘Y
REFLECT dialog box, access	↖ ↗ "reflect tool"
Reflect vertically/horizontally	⇧ ⌘ ↗ "reflect tool"
Rewrap type	⌿ ↗ corner handle "arrow"
Rotate by 45°	⇧ ⌘ ↗ "rotate tool"
ROTATE dialog box, access	↖ ↗ "rotate tool"
Round corner tool, select	2
Rulers, show/hide	⌘R
Save an illustration	⌘S
SCALE dialog box, access	↖ ↗ "scale tool"
Scale grouped element	⌿ ↗ handle "arrow"
Scale paint or TIFF image for optimal printing	↖ ↗ handle "arrow"
Scale proportionally	⇧ ⌘ ↗ "scale tool"
Scale type	⇧ ↗ ↗ corner handle "arrow"
Select all elements on active layer	⌘A
Select entire words	↖ ↗ word, ⌿ ↗ 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

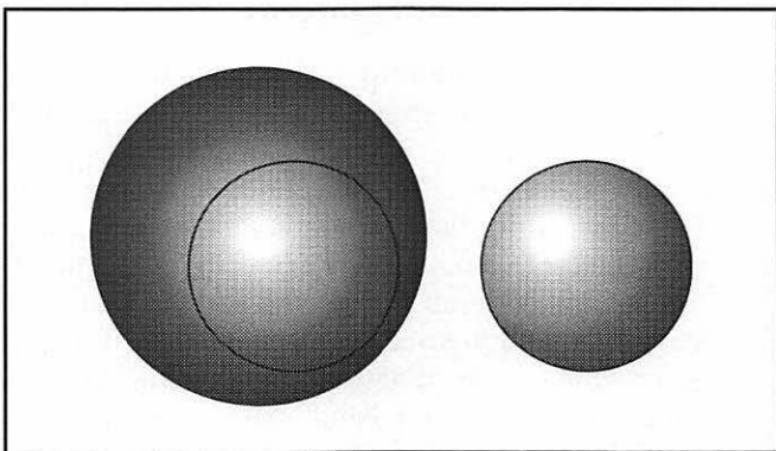
⌘ command	← return	█ keypad key
↑ shift	↖ enter	- space bar
↖ option	↙ escape	F1 function key
⤒ control	⤓ delete	↖ mouse click
⤔ tab	⤕ fwd. delete	⤖ mouse drag

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, marquéeing 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

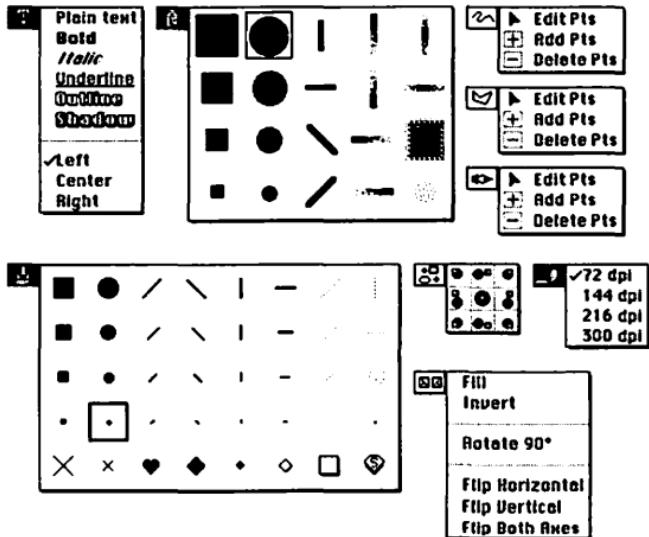
Toolbox

	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

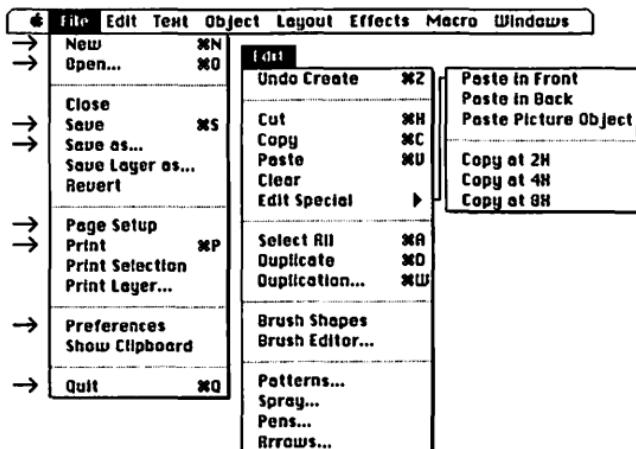
* Applicable to bit maps only

 **Canvas**

Tool Menus ( tool icon to display)



Menus

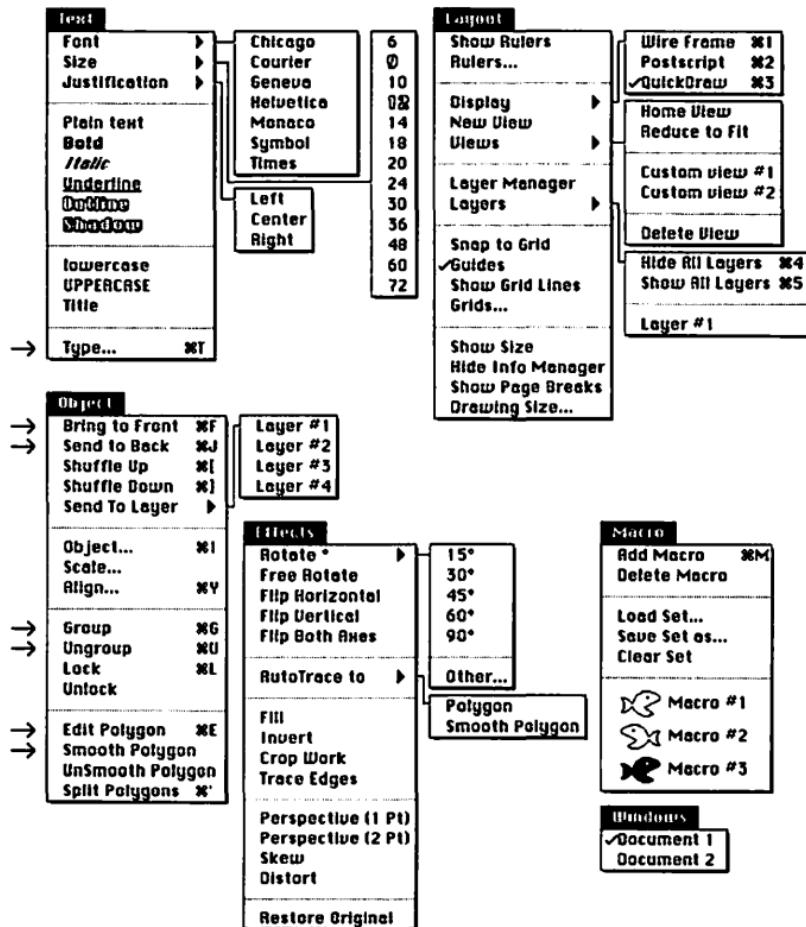


→ indicates commands that also appear in Canvas DA



Canvas

Menus



→ indicates commands that also appear in Canvas DA



Canvas

Keyboard Equivalents (1 of 4)

Access last drawing tool used	⌘
Add point to polygon	↖ ↗ while editing
Add selected element to macros*	⌘A
Alignment manager	⌘Y* or alignment icon
B old text	⌘↑B
Bring to front	⌘F
Cancel screen redraw	⌘.
Circle, create	↑ ↗ "oval tool
Circle, draw from center	↑↖ ↗ "oval tool
Clear element	⌫
Clone bit map	↖ ↗ element (element must be lassoed or marqued)
Clone object	↖ ↗ "arrow tool
Compress type	⌘ ↗ handle "arrow
Copy element	⌘C
Crop bit map	↖ ↗ handle "arrow
Cut element	⌘X
Delete point from polygon	↑↖ ↗ while editing
Draw with bit map	⌘↖ ↗ element (element must be lassoed or marqued)
Duplicate element	⌘D
Duplication manager*	⌘W
Edit polygon	⌘E or ↗ polygon icon
Ellipse, draw from center	↖ ↗ "oval tool
Expand type	⌘ ↗ handle "arrow
Group elements	⌘G



Canvas

Keyboard Equivalents (2 of 4)

Hand tool, select temporarily	—
Hide all layers except current*	⌘4
Home view (upper left of layer #1)	⌘↖H
Increase type size by one point	⌘↑>
Italic text	⌘↑I
Lock element	⌘L
Magnify/demagnify view size	⌘↖ "pencil
Move bit map 45°	⇧ ↗ "element (element must be lassoed or marqued)
Move element single pixel	→, ↓, ←, or ↑
Move element 10 pixels	⌘→, ↓, ←, or ↑
Move element 50 pixels	⌥→, ↓, ←, or ↑
Move object 45°	⇧ ↗ "arrow
New document, create	⌘N
Object manager*	⌘I
Open ellipse	⌘↖ arc icon, ↗ round handle
Open existing document	⌘O

* 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)*	⌘2
Print document	⌘P
Quarter circle, create	⇧ ⌄ "arc tool
QuickDraw display (normal)*	⌘3
Quit Canvas	⌘Q
Rectangle, draw from center	⌃ ⌄ "rectangle tool
Redraw screen image	⌘K
Reduce to fit (in window)	⌘⌘R
Reduce type size by one point	⌘⇧<
Rewrap type	⌃ ⌄ handle "arrow
Rotate element 90°*	⌘R
Save drawing	⌘S
Scale bit map	⌘ ⌄ corner of marqued 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*	⌘5

 **Canvas**
Keyboard Equivalents (4 of 4)

Shrink marquee to bit map	 ⌘ ⌂ /marquee
Shuffle down (backward)	 ⌘]
Shuffle up (forward)	 ⌘ [
Smooth polygon	 ⌘ ⌂ ~
Split/bind polygon*	 ⌘ '
Square, create	 ⌘ ⌂ ⌂ /rectangle tool
Square, draw from center	 ⌘ ⌂ ⌂ ⌂ /rectangle tool
Switch to custom view number [#]	 ⌘ ⌂ [#]
Type size, change	 ⌘ ⌂ type icon
Type, edit specifications	 ⌘ T or  type icon
Typeface, change	 ⌘ ⌂ type icon
Underline text	 ⌘ ⌂ U
Undo/redo last operation	 ⌘ Z
Ungroup elements	 ⌘ U
Unsmooth polygon	 ⌘ ⌂ ~
Wire-frame display (key line)*	 ⌘ 1

* Not available in Canvas DA

Accurate for Canvas, version 2.1

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



MacDraw II

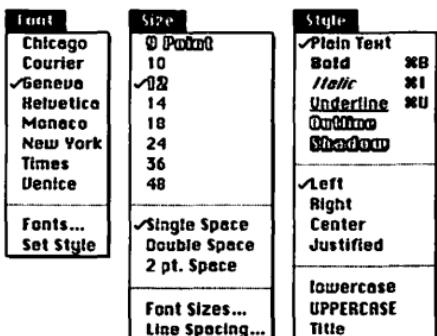
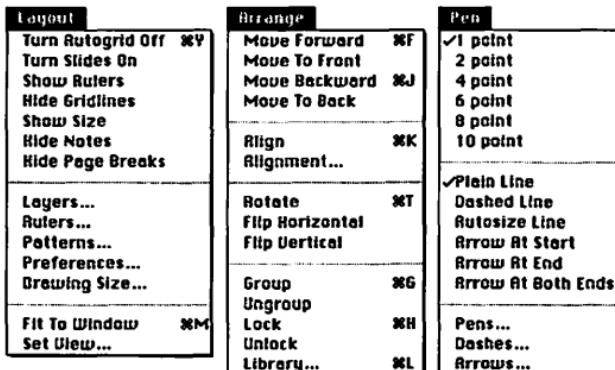
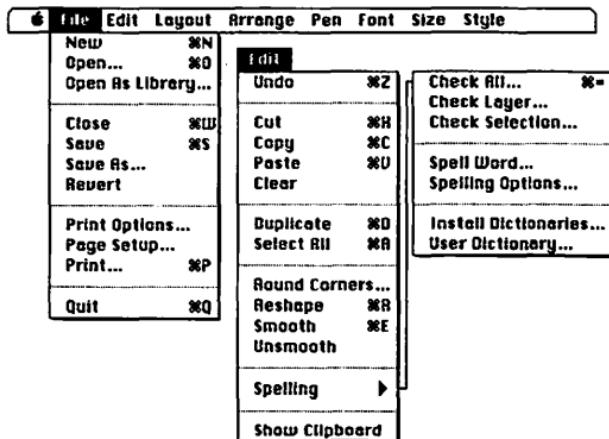
Toolbox

	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



 **MacDraw II**
Keyboard Equivalents (1 of 3)

Access last tool used	 or 
Add point to polygon	 during reshape
Bold text	
Change default setting	
Change rulers	 ruler number box
Check all spelling	
Check spelling of selection	
Circle, create	 
Clear element	
Close document	
Copy element	
Current view size/100%, toggle	 
Cut element	
Delete point from polygon	 during reshape
Demagnify view size	 
Down one layer/previous slide	
Duplicate element	
Fit to window view size	
Group elements	
Help	 / or HELP
Italic text	
Lock element	
Magnify view size	 
Move backward	
Move forward	

 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	↖ ↗ ↙ ↘ / <i>polygon tool</i>
Open as library	⌘ ⌘ O
Open existing document	⌘ O
Page setup	⌘ ⌘ P
Paste element	⌘ V
Perpendicular line, create	↑ → ↗ / <i>line tool</i>
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 / <i>arrow</i>
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

 MacDraw II

Keyboard Equivalents (3 of 3)

Save as different name or location	 ⌘S
Save drawing	 ⌘S
Scale object	 ⌘ ⌂ handle w/arrow
Select all elements in document	 ⌘ ⌂ A
Select all elements on active layer	 ⌘ A
Select element on other layer	 ⌘ ⌂ w/arrow
Select tool permanently	 ⌘ ⌂ tool icon
Smooth polygon	 ⌘ E
Square, create	 ⌘ ⌂ w/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

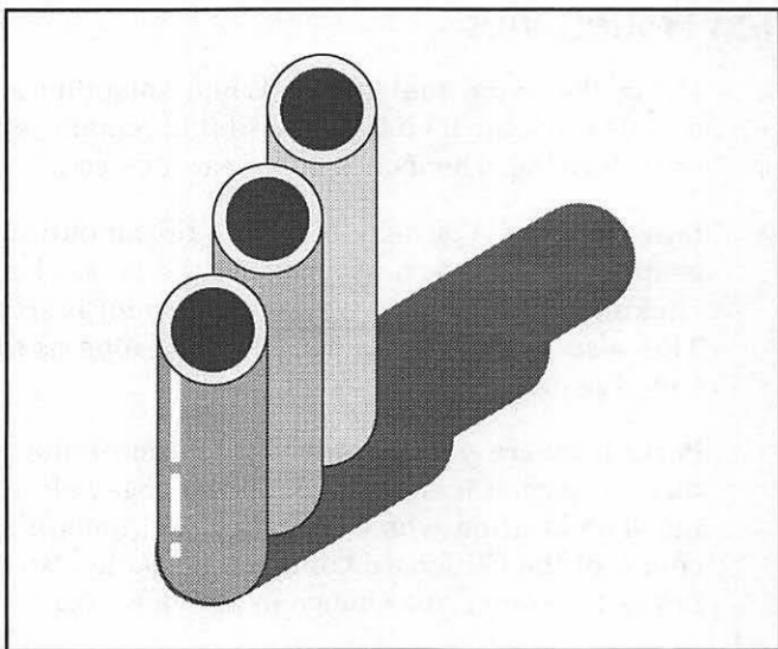
 command	 return	 keypad key
 shift	 enter	 space bar
 option	 escape	F1 function key
 control	 delete	 mouse click
 tab	 fwd. delete	 mouse drag

 **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



Arrow	→ to select, ⌘→ to move
2-layer select	→ to select images on both layers
Hand	→ to move page in window
Type	→ to set text origin, ⌘→ across to edit
Perp. line	→ to draw horizontal or vertical line
Line	→ to draw straight line at any angle
Rectangle	→ to draw rectangle
Round corner	→ to draw rectangle with round corners
Oval	→ to draw ellipse
Polygon	→ to create corners for geometric polygon
Multigon	→ to draw equilateral polygons
Arc	→ to draw quarter ellipse
Freehand	→ to draw freehand lines
Marquee*	→ to select rectangular bit map
Free select*	→ to select free-form portion of bit map
Oval select*	→ to select elliptical portion of bit map
Poly select*	→ to select polygonal portion of bit map
Lasso*	→ to select irregular portion of bit map
Free bit map*	→ to draw free-form bit-mapped lines
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

* Applicable to bit maps only



SuperPaint

Menus

File

- New... ⌘N
- Open... ⌘O
- Close ⌘W
- Save ⌘S
- Save As...
- Revert to Saved
- Place...
- Export...
- Document Size...
- Page Setup...
- Print... ⌘P
- Quit ⌘Q

Edit

- Undo ⌘Z
- Cut ⌘H
- Copy ⌘C
- Paste ⌘V
- Clear ⌘B
- Select All ⌘A
- Cut to Drawing ⌘Y
- Copy to Drawing
- Duplicate ⌘D
- Replicate...
- Align to Grid
- Nudge ▶

View

- Hide Back Layer ⌘L
- Hide Floating Windows ⌘H
- Window Shapes ▶
- Floating Windows ▶
- Tile
- Stack
- Overlap
- Full Screen ⌘F
- Zoom In ⌘E
- Zoom Out ⌘W
- Hide Page Breaks
- Color Preview ⌘K
- ✓Document 1 ⌘1
- Document 2 ⌘2

Transform

- Scale Selection...
- Rotate Selection...
- Flip Horizontal
- Flip Vertical
- Rotate Left
- Rotate Right
- Free Rotate
- Slt
- Stretch
- Distort
- Perspective
- Remove Transformations

Options

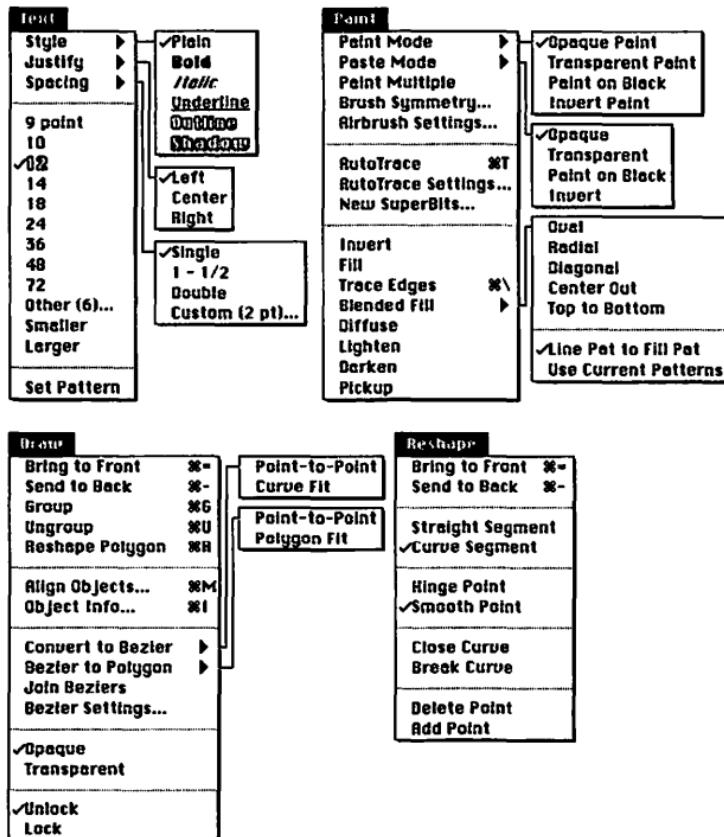
- Line Styles ▶
- ✓Paint from Corner
- Paint from Center
- Grid & Rulers...
- Arrows...
- Dashes...
- Patterns...
- Brush Shapes...
- Multigon Sides...
- Round Corners...
- Preferences...
- Capture Defaults

Text

- ✓No Arrows
- Arrow on Start
- Arrow on End
- Arrows on Both
- ✓Not Dashed
- Dashed

SuperPaint

Menus



PAINT, DRAW, and RESHAPE menus alternate based on state of selection

SuperPaint

Keyboard Equivalents (1 of 5)

Actual view size (100%)	⌘ ⌘ R
Actual view size/fat bits, toggle	⌘ ⌘ w/pencil or  pencil icon
Actual/fit in window, toggle	 hand icon
Align objects	⌘ M
Align objects, apply current settings	☞ choose ALIGN OBJECTS
Autotrace bit map	⌘ T
Begin marquee on existing marquee	→ I ---  /marquee
Begin text block on existing marquee	⌘ ⌘ w/type tool
Bold text	⌘ ⌘ B
Bring to front	⌘ =
Center text	⌘ ⌘ C
Change current layer	⌘ /
Circle, create	↑ ---  /oval tool
Clear element	✉
Clone bit map	☞ ---  element
	(element must be lassoed or marqued)
Close all documents	☞ choose CLOSE or  Close box
Close current document	⌘ J
Compress type	⌘ ---  handle w/arrow
Copy element	⌘ C
Custom leading, apply current setting	☞ choose CUSTOM (# pt)
Custom type size, apply current setting	☞ choose OTHER (# pt)

SuperPaint

Keyboard Equivalents (2 of 5)

Cut element	⌘X
Cut to drawing/painting layer	⌘Y
Draw with bit map	⌘↖ ⌈element (element must be lassoed or marqued)
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

⌘ 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 (3 of 5)

Hinge/smooth point, toggle	  <i>w/arrow</i>
Increase type size by 1 point	 
Insert point in path	  <i>w/arrow</i>
Italic text	 
Lasso without tightening	  <i>w/lasso</i>
Left-justify text	 
Lines at 30° angles, create	  <i>w/line tool or polygon tool</i>
Magnify to 800% actual view size	 
Move bit map 45°	  <i>element</i> <i>(element must be lassoed or marqued)</i>
Move element single pixel	    <i>, or</i>
Move object 45°	  <i>w/arrow</i>
New document, create	 
New page size	  <i>choose NEW</i>
Object info	 
Open existing document	 
Outline text	 
Paste element	 
Perpendicular lines, create	  <i>w/perpendicular line tool</i> <i>or</i>   <i>w/line tool or polygon tool</i>
Perspective, apply one side at a time	<i>choose PERSPECTIVE</i> ,  
Plain text	 
Print document	 

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  point,   another
 Select/deselect additional point  
 Send to back 
 Set width of text block  
 Shadow text  
 Shrink marquee to bit map  
 Square, create  
 Tighten marquee to bit map  
 Trace edges with
shadow effect 
 choose TRACE EDGES
 Trace edges without expanding  choose TRACE EDGES
 Transparent pattern  
 Underline text  
 Undo/redo last operation  Z or 
 Ungroup elements 
 Zoom in 
 Zoom out 

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



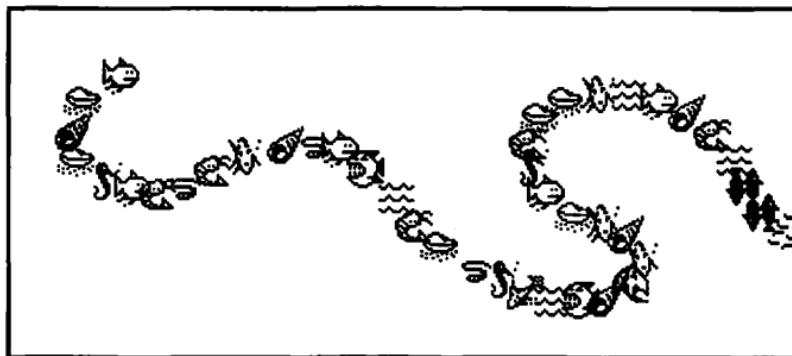
SuperPaint

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 SICN 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.

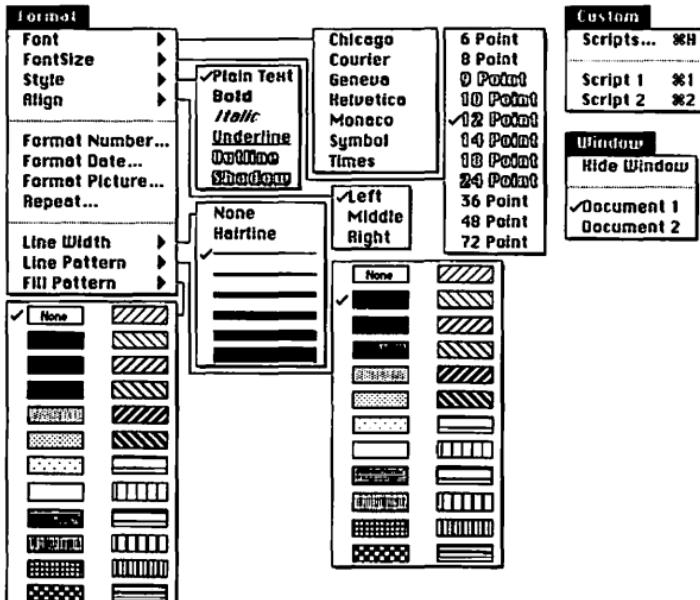
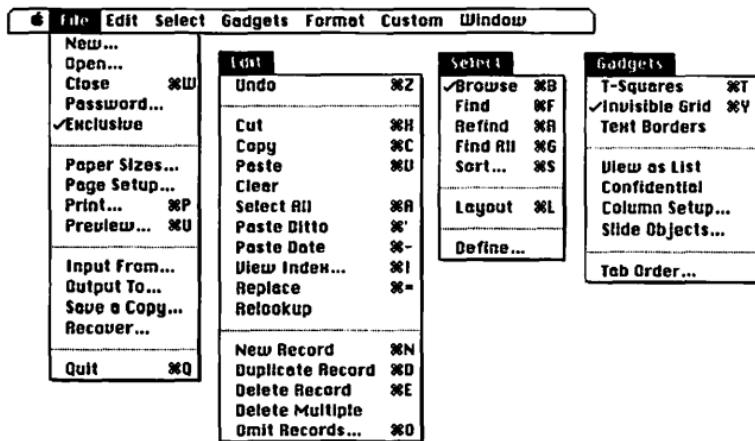
The common metaphor used to describe file managers is the index-card catalog. But unlike the simple index cards on which you might keep your favorite recipes or the names and phone numbers of your friends and colleagues, file managers provide the tools to quickly generate custom reports, sort data on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

Menus



FileMaker II

Keyboard Equivalents (1 of 4)

Addition*	+
Bold text	⌘ ⌘ B
Browse records	⌘ B
Cancel operation	⌘ .
Clear data or object	☒ or ☒ ☒
Clear entire field	⌘ ⌘ ☒ ☒
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	→
Display next record, layout, or request	⌘ →
Display preceding record, layout, or request	⌘ ⌘ → or ⌘ ⇵ →
Division*	/
Duplicate record, layout, or request	⌘ D
Equal to*	=
Exponential (to power of...)*	^

FileMaker II

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	⌘---→ object
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

⌘ command	← return	█ keypad key
⇧ shift	⇥ enter	— space bar
⌥ option	⌃ escape	F1 function key
⌖ control	⌫ delete	🖱 mouse click
➡ tab	⌦ fwd. delete	---→ mouse drag

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	↑ → I or ↙ → I
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

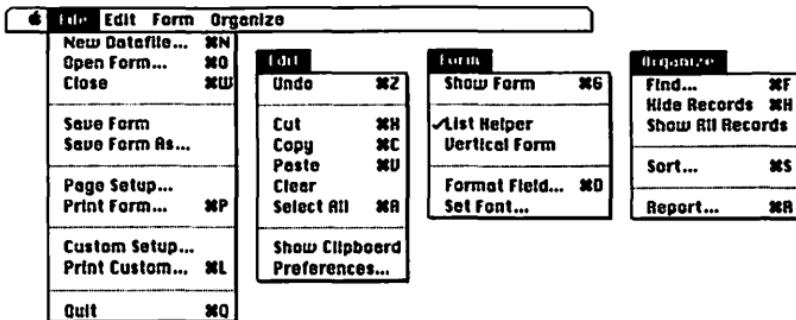
Accurate for FileMaker II, version 1.0

⌘ 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



 **Microsoft File**
Keyboard Equivalents (1 of 3)

Addition [*]	+
Clear field or record	□
Clear field or record unconditionally (bypass dialog)	⌘⌫
Copy field or record	⌘C
Cut field or record	⌘X
Division [*]	/
Equal to [*]	=
Find records matching specified criteria	⌘F
FORM TYPE dialog, select date field	D
FORM TYPE dialog, select number field	N
FORM TYPE dialog, select picture field	P
FORM TYPE dialog, select text field	T
Format field, label, or heading	↖ ↘
Greater than [*]	>
Greater than or equal [*]	>=
Help	⌘/
Hide selected records	⌘H

* For use in computation fields or dialogs

⌘ command	← return	█ keypad key
⇧ shift	⌃ enter	— space bar
⌥ option	⤵ escape	F1 function key
⌖ control	⌦ delete	↖ mouse click
➡ tab	⌦ fwd. delete	↖ ↗ mouse drag

 **Microsoft File**
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 [‡]	*

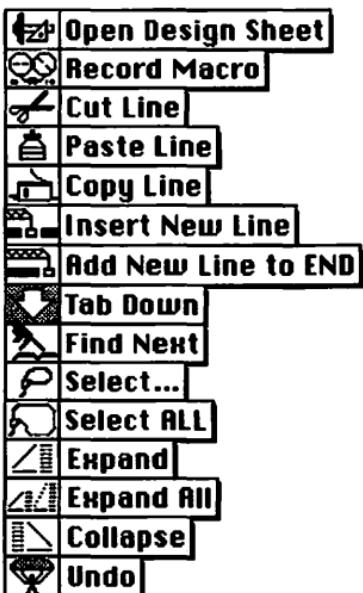
* For use in computation fields or dialogs
Accurate for Microsoft File, version 2.00a

⌘ command	← return	⌨ keypad key
⇧ shift	⇥ enter	— space bar
⌥ option	⌃ escape	F1 function key
⌃ control	⌫ delete	🖱 mouse click
→ tab	⌦ fwd. delete	🖱 mouse drag

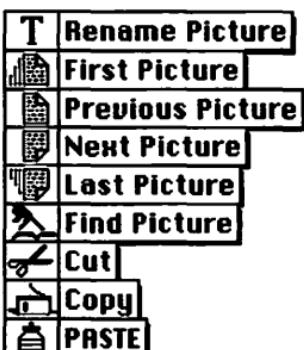


Panorama

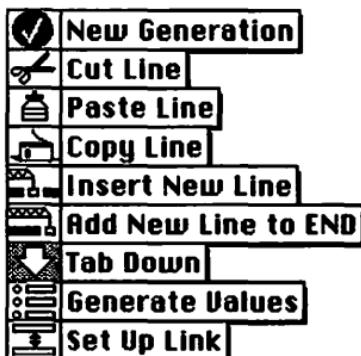
Icon Bars (with pop-up menus displayed)



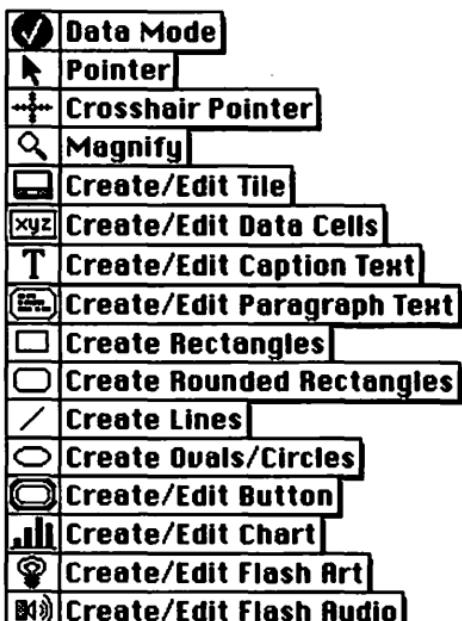
This icon bar appears in the Data Sheet mode.



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.



Panorama

Menus

File

- New Window
- Open Window
- Arrange Windows
- Rename Window...
- Delete Window
- Open File... ⌘O
- Close File
- Save ⌘S
- Save As...
- Revert to Saved
- Page Setup...
- Preview
- Print...
- Quit ⌘Q

Edit

- Form
- Macro
- Cross Tab
- Forms
- Macros
- Cross Tabs
- Flash Art
- Data Sheet
- Stack Windows
- Title Windows
- Data Entry Window
- Untitled
- Undo ⌘Z
- Cut ⌘X
- Copy ⌘C
- Paste ⌘V
- Clear
- Add New Line to End ⌘E
- Create Sequenced Line Items...
- Show Clipboard
- Style & Color...

Font

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

Size

- 0 point
- 10
- 12 ✓
- 14
- 18
- 24
- 36
- 48
- Other...

Search

- Find... ⌘F
- Find Next ⌘N
- Change...
- Select... ⌘H
- Select Fewer... ⌘L
- Select Additional... ⌘M
- Select All ⌘A
- Select Reverse
- Remove Unselected
- Count Selected Records

Sort

- Sort Up ⌘U
- Sort Up Within
- Sort Down ⌘D
- Sort Down Within
- Group Up ⌘G
- Group Down
- Group
- Remove Summaries...
- Remove Detail...

Math

- Total ⌘T
- Average ⌘J
- Count
- Minimum
- Maximum
- Running Total
- Running Difference
- Equation... ⌘E
- Fill...
- Empty Fill...
- Sequence...
- Propagate ⌘P
- Unpropagate
- Propagate Up
- Unpropagate Up

Outline

- Collapse
- Expand
- Expand All
- Collapse to Level...

Macro

- Macro 1
- Macro 2

 **Panorama**
Form Window Menus

File

- Undo ⌘Z
- Cut ⌘H
- Copy ⌘C
- Paste ⌘V
- Clear
- Duplicate ⌘D
- Dimensions...
- Nudge Up ⌘Y
- Nudge Down ⌘M
- Nudge Left ⌘J
- Nudge Right ⌘K
- Select All Objects ⌘A
- Fast Drag
- Show Clipboard

Edit

- Arrange
- Font
- Size
- Style
- Fill
- Pen
- Lines
- Color

Arrange

- Bring to Front ⌘=
- Send to Back ⌘-
- Group ⌘G
- Ungroup ⌘U
- Align Objects...
- Grid...
- Lock
- Unlock
- Ignore Locked Objects

Font

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

Size

- 9 point
- 10
- 12
- 14
- 16
- 20
- 36
- 48
- Other...

Style

- ✓Plain Text ⌘P
- Bold ⌘B
- Italic ⌘I
- Underline
- Outline
- Shadow
- ✓Left Justify
- Center
- Right
- Output Pattern...

Fill

None	White
Black	Black
Grey	Grey
Diagonal	Diagonal
Horizontal	Horizontal
Vertical	Vertical
Wavy	Wavy
Checkered	Checkered
Stippled	Stippled
Wavy Stippled	Wavy Stippled
Wavy Checkered	Wavy Checkered
Wavy Diagonal	Wavy Diagonal
Wavy Horizontal	Wavy Horizontal
Wavy Vertical	Wavy Vertical

Pen

None	White
Black	Black
Grey	Grey
Diagonal	Diagonal
Horizontal	Horizontal
Vertical	Vertical
Wavy	Wavy
Checkered	Checkered
Stippled	Stippled
Wavy Stippled	Wavy Stippled
Wavy Checkered	Wavy Checkered
Wavy Diagonal	Wavy Diagonal
Wavy Horizontal	Wavy Horizontal
Wavy Vertical	Wavy Vertical

Lines

None	White
Black	Black
Grey	Grey
Diagonal	Diagonal
Horizontal	Horizontal
Vertical	Vertical
Wavy	Wavy
Checkered	Checkered
Stippled	Stippled
Wavy Stippled	Wavy Stippled
Wavy Checkered	Wavy Checkered
Wavy Diagonal	Wavy Diagonal
Wavy Horizontal	Wavy Horizontal
Wavy Vertical	Wavy Vertical

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.....	☒
Clone cell or object	☞ <i>w/ pointer icon</i>
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

⌘ command	← return	█ keypad key
⇧ shift	↖ enter	▬ space bar
⌥ option	⤵ escape	F1 function key
⌃ control	☒ delete	🖱 mouse click
⇥ tab	☒ fwd. delete	⤷🖱 mouse drag

 **Panorama**
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*	➡
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 ➡
Move one cell left	↑➡
Move one cell right	➡
Move one cell up	⌘ tab down icon and ⌘➡
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	⌘O
Paste cell or object	⌘V
Percentage [*]	%
Placeholder character [*]	Ω(⌘Z)
Plain text in form	⌘P
Plural unit variable [*]	~
Print document	⌘P
Propagate (fill down)	⌘P
Protect document (set user level)	⌘` choose ABOUT PANORAMA
Quit Panorama	⌘Q
Save document	⌘S
Scratch memory, change	⌘ when launching (⌘` icon at Finder)
Select additional cells ("and" operator)	⌘M
Select all cells or objects (displays hidden cells)	⌘A
Select cells matching specified criteria, hide others	⌘H

* 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

 **Panorama**
Keyboard Equivalents (4 of 4)

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

* 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	 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

File Edit Go Tools Objects

New Stack...	
Open Stack... ⌘O	
Save a Copy...	
<hr/>	
Compact Stack	
Protect Stack...	
Delete Stack...	
<hr/>	
Page Setup...	
Print Card ⌘P	
Print Stack...	
Print Report...	
<hr/>	
Quit HyperCard ⌘Q	

Edit	
Undo ⌘Z	
Cut ⌘H	
Copy ⌘C	
Paste ⌘U	
Clear	
<hr/>	
New Card ⌘N	
Delete Card	
Cut Card	
Copy Card	
<hr/>	
Text Style... ⌘T	
Background ⌘B	

Go	
Back ⌘~	
Home ⌘H	
Help ⌘?.	
Recent ⌘R	
<hr/>	
First ⌘I	
Prev ⌘J	
Next ⌘K	
Last ⌘L	
<hr/>	
Find... ⌘F	
Message ⌘M	

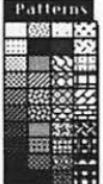
Tools



Objects	
Button Info...	
Field Info...	
Card Info...	
Bknd Info...	
Stack Info...	
<hr/>	
Bring Closer ⌘+	
Send Farther ⌘-	
<hr/>	
New Button	
New Field	
New Background	

Paint	
Select ⌘S	
Select All ⌘A	
<hr/>	
Fill	
Invert	
Pickup	
Darken	
Lighten	
Trace Edges	
Rotate Left	
Rotate Right	
Flip Vertical	
Flip Horizontal	
<hr/>	
Opaque	
Transparent	
<hr/>	
Keep ⌘K	
Revert	

Options	
Grid	
FatBits	
Power Keys	
<hr/>	
Line Size...	
Brush Shape...	
Edit Pattern...	
Polygon Sides...	
<hr/>	
Draw Filled	
Draw Centered	
Draw Multiple	

Patterns	
	

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	⌘B
Black pattern, select [‡]	B
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) [†]	↖D
Change number of sides in equilateral polygon [‡]	 regular polygon icon
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

⌘ 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 (2 of 6)

Clear object	
Clone selected button	⌘---
Clone selected field	⌘---
Clone selected picture [†]	⌘---
COMPACT STACK, show command	⌘
Copy object	⌘C
Cut object	⌘X
Darken selection [†]	D
DELETE STACK, show command	⌘
Draw filled shape [†]	
Draw from center/corner, toggle [†]	C
Draw multiple shapes, toggle [†]	M
Draw with selected picture [†]	⌘---
Edit button script	⌘ or
Edit current background script	⌘B
Edit current card script	⌘C
Edit field script	⌘ or
Edit pattern [†]	
Edit stack script	⌘S
Erase entire card [†]	
Erase opaque (hide background) [†]	⌘---
Erase with paintbrush or spraypaint tool [†]	⌘---
Field and button locations, show temporarily [†]	⌘
Field tool, select	⌘→ → →
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	⌘---
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

⌘ 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 (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 [†]	↑ ⌘→ <i>w/line tool or polygon tool</i>
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	⌘→ <i>w/button tool</i>
New card, create	⌘N
New field, create	⌘→ <i>w/field tool</i>
Next card in stack, advance to	⌘3 or ⌘←
Opaque areas, show temporarily as black [†]	⌘0
Opaque selection [†]	0
Open existing stack	⌘O or ⌘→ appropriate button in Home
Paste miniature of copied card	⌘↑V
Paste object	⌘V
Pattern palette, display at cursor position [†]	→I
Patterned lines, create [†]	⌘→ <i>w/line tool</i>
Perpendicular lines, create [†]	↑ ⌘→ <i>w/any painting tool or eraser tool</i>
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 **⌘`Q**

Quit from application launched

by HyperCard back to HyperCard **⌘Q**

Quit HyperCard **⌘Q**

Recent (display thumbnails of last 42 cards) **⌘R**

Reduce leading **⌘↖ or ⌘⇧↖** *or ⌘↖ 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** *w/button tool*

Scale field[‡] **---> corner** *w/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 [†]	E
Transparent selection [†]	T
Type style specifications	 T
Undo/redo last operation	 Z or ~ [*] or 
White pattern, select [†]	W

[†] Exclusively applicable to the browse mode

^{*} Specifically for use when a painting tool is selected
Accurate for HyperCard, version 1.2.2

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

 **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.

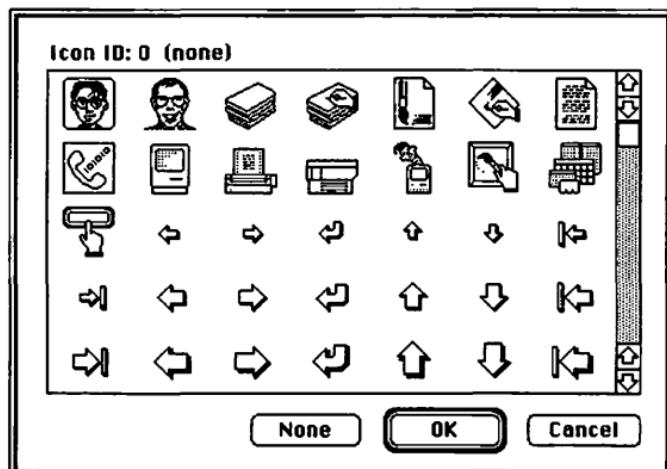
- ◊ **Finder substitute.** Any stack, including Home, can serve as a substitute for the Finder, providing a custom way station between running applications. First, set up a macro that launches HyperCard and opens the

appropriate stack every time your computer boots up. You can accomplish this using CE Software's Quick-Timer 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, $\frac{1}{42}$ 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		Browse
	Get info		Get info
	Show foreground		Show foreground
	Show background		Show background
	Paint tool palette		Button icon indicator
	Button		Transparent button
	Text field		Opaque button
	Word processing field		Rectangular button
	Database field		Shadow button
	Draw object		Round corner button
	Paint object		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		Browse
	Get info		Get info
	Show foreground		Show foreground
	Show background		Show background
	Field icon indicator		Draw object icon indicator
	Transparent field		Rectangle
	Opaque field		Round corner
	Rectangular field		Oval
	Shadow field		Diagonal line up
	Scrolling field		Diagonal line down
	Lock/unlock text		Horizontal line
	Show/hide lines		Vertical line
	Wide margins		Show/hide name
	Link to		Auto-highlight
			Link to
			Pattern
			Name/outline color
			Foreground color
			Background color

■ Spinnaker Plus

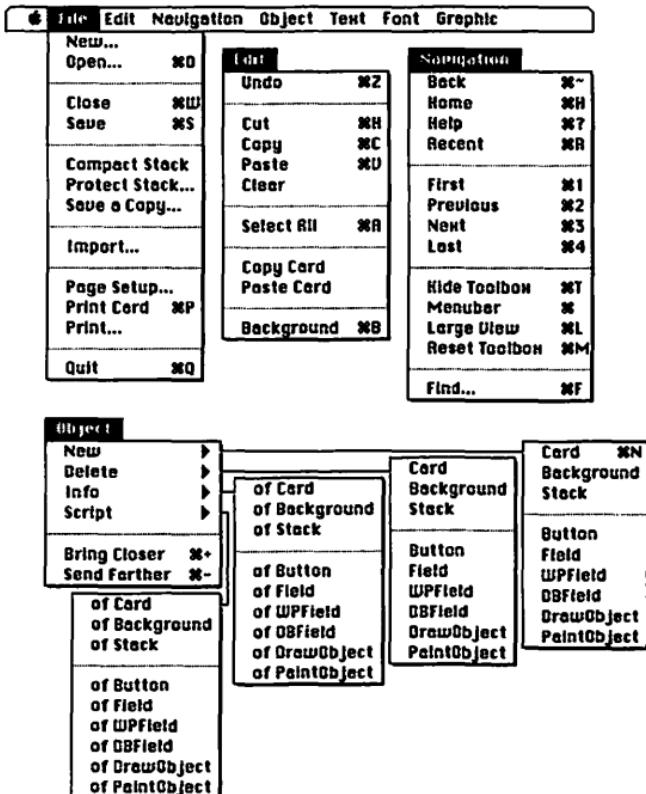
Paint Object Icon Bar



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

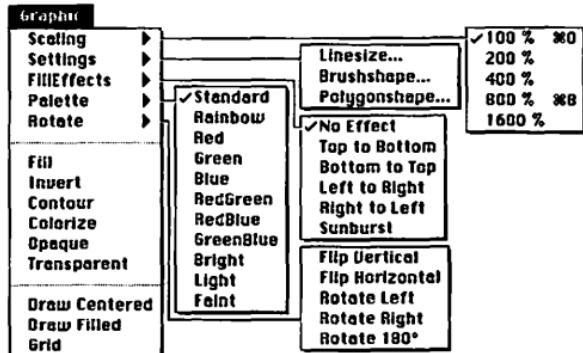
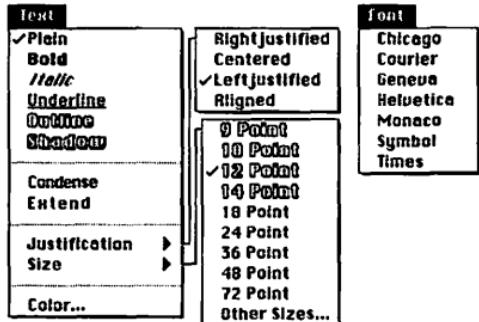
Spinnaker Plus

Menus



Spinnaker Plus

Menus



Spinnaker Plus

Keyboard Equivalents (1 of 5)

Actual view size (100%)*	⌘0
	or 	<i>pencil icon</i>
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*	
Button icon, select	⌘→ →
Button locations, show temporarily	⌘↖
Cancel current operation	⌘.
Change number of sides in equilateral polygon*	
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 
- Edit field script *or*  *in field*
- Edit script of selected object 
- Edit stack script  or  *in card*
- Eight times actual view size (800%)[‡] 
- Erase entire layer[‡] 
- Erase opaque (hide background)[‡]  " /eraser icon
or  " /icon
- Erase with paintbrush
or spraypaint icon[‡]  " /icon
- Field and button locations,
show temporarily 
- Field icon, select 

[‡] Specifically for use when a paint object icon is selected

⌘ command	↔ return	█ keypad key
⇧ shift	⎿ enter	▬ space bar
⌥ option	⌃ escape	F1 function key
⌃ control	⌫ delete	↑ mouse click
➡ tab	⌦ fwd. delete	--- mouse drag

Spinnaker Plus

Keyboard Equivalents (3 of 5)

Find specified field text	⌘F
First card in stack, go to	⌘1 or ⌘←
Format script	→
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 [*]	↖↖ <i>line icon</i>
Lines at 15° angles, create [*]	↑ ↗↖ " <i>/line icon</i> or <i>polygon icon</i>
Magnify view size [*]	↖↖ <i>pencil icon</i>
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	↖↖ <i>button icon</i>
New card, create	⌘N
New field, create	↖↖ <i>field icon</i>
Next card in stack, advance to	⌘3 or ↗↖

Spinnaker Plus

Keyboard Equivalents (4 of 5)

Open existing stack	⌘O
	or ⌘ click appropriate button in Home
Paste object	⌘V
Patterned lines, create [*]	�权 "line tool
Perpendicular lines, create [*]	上权 "any painting icon or eraser
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	权 "corner "button icon
Scale field	权 "corner "field icon
Scale proportionally [*]	⌘上权 "marquee corner
Scale selected picture [*]	⌘权 "marquee corner

* Specifically for use when a paint object icon is selected

⌘ command	← return	█ keypad key
⇧ shift	⌘ enter	— space bar
⌥ option	⤵ escape	F1 function key
⌃ control	⤶ delete	🖱 mouse click
⇥ tab	⤷ fwd. delete	权 mouse drag

Spinnaker Plus

Keyboard Equivalents (5 of 5)

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

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



SuperCard/SuperEdit

Drawing & Painting Toolboxes

	Arrow	to select object, to move
	Type	to set text origin, ⌘ 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, to move
	Tr. rect. button	to draw transparent button
	Reg. rect. button	to draw opaque button
	Shad rect. button	to draw button w/shadow
	Tr. poly. button	to draw transparent polygon button
	Reg. poly. button	to draw opaque polygon button
	Shad. poly. button	to draw polygon button w/shadow
	Rnd. corn. button	to draw button w/round corners
	Shad. r. c. button	to draw round button w/shadow
	Radio button	to create radio button
	Check box button	to create check box button
	Autotrace button	to trace bit map w/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

File Edit Windows View Arrange Objects

- New
- Open...
- Close ⌘W
- Close All
- Save ⌘S
- Save as...
- Compact
- Convert Stack...
- Import Resources...
- Import Graphics...
- Build Standalone
- Page Setup...
- Print... ⌘P
- Run ⌘R
- Quit ⌘Q

Edit

- Undo ⌘Z
- Cut ⌘H
- Copy ⌘C
- Paste ⌘U
- Clear
- Duplicate ⌘D
- Select All ⌘A
- Object Script ⌘E
- Object Info... ⌘I
- Card Script
- Card Info...

Windows

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

View

- Bkgd ⌘B
- Card ⌘K
- Draw Tools
- Paint Tools
- Button Tools
- Field Tools
- Hide Bkgd
- Gray Bkgd
- Show Bkgd
- Show Invisibles
- Hide Invisibles
- First Card ⌘1
- Prev Card ⌘2
- Next Card ⌘3
- Last Card ⌘4

Arrange

- Send To Back ⌘-
- Bring To Front ⌘+
- Nudge ►
- Align Objects... ⌘M
- Scale Selection...
- Group ⌘G
- Ungroup ⌘U
- Lock
- Unlock

Up
Down
Left
Right

Objects

- Insert
- Zoom Bits
- Rotate Polygon
- Reshape Polygon
- Reshape Arc
- Flip Horizontal
- Flip Vertical
- Rotate Left
- Rotate Right
- Brush Shapes...
- Select Colors...
- Edit Patterns...
- Text Style... ⌘T
- Select... ⌘F

Script

- Set Text Font...
- Set Tab Size...
- Comment ⌘J
- Uncomment ⌘I
- Find... ⌘F
- Find Again ⌘L
- Replace... ⌘H
- Replace All ⌘Y
- Replace & Find ⌘J
- Revert... ⌘M



SuperCard/SuperEdit

Overview Menus

Edit		Item		Edit		Options	
Undo	⌘Z	Windows	⌘I	Undo	⌘Z	Replace Bkgd...	
Cut	⌘H	Menus	⌘R	Cut	⌘H	Select...	⌘F
Copy	⌘C	Resources	⌘U	Copy	⌘C		
Paste	⌘V			Paste	⌘U		
Clear				Clear			
Duplicate	⌘D			Duplicate	⌘D		
Select All	⌘A			Select All	⌘A		
		New Window	⌘N	New Card	⌘N		
		Open Window	⌘O	Open Card	⌘O		
		Window Script	⌘E	Card Script	⌘E		
		Window Info...	⌘I	Card Info...	⌘I		
		Project Script		New Bkgd			
		Project Info...		Open Bkgd			
		Menu Script		Bkgd Script			
		Menu Info...		Bkgd Info...			

Edit		Options	
Undo	⌘Z	Select...	⌘F
Cut	⌘H		‡
Copy	⌘C		
Paste	⌘U		
Clear			
Duplicate	⌘D		
Select All	⌘A		
New Item	⌘N		
Item Script	⌘E		
Item Info...	⌘I		
Menu Script			
Menu Info...			

- * 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	⌃ ⌘ ⌛ ⌛ ↕	/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	corner handle "w/arrow tool
Cut object	⌘X
Display card info	⌘I from window overview
Display item info	⌘I from menu overview or item object listing
Display next toolbox	
Display preceding toolbox	
Display selected object info	⌘I or object
Display window, menu, or resource info	⌘I from project overview
Draw with selected 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	
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	←
Last card in stack, advance to	⌘4 or →*



SuperCard/SuperEdit

Keyboard Equivalents (3 of 5)

- Line break in script 
- Lines at 30° angles, create   " / line tool or polygon tool
- Lock open pattern palette temporarily  line or fill indicator
- Make selected element transparent  " / lasso tool
- Menus, display in project overview   menu icon
- Move selected object in 45° direction  
- New card  N from window overview or  info bar
- New menu  N from project overview or  menu icon
- New menu item  N from menu overview or  info bar
- New resource  N from project overview or  resource icon
- New window  N from project overview or  window icon
- Next card in stack, advance to  3 or → *
- Nudge selected object →, ↓, ←, or ↑
- Open card  O from window overview
or  card object listing
- Open menu  O from project overview
or  menu object listing
- Open resource  O from project overview
or  resource object listing

 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 (4 of 5)

Open window	⌘O from project overview or window object listing
Paint only over black areas (erase overlay mode)	$\text{⌘} \text{---} \text{→}$ "any paint tool
Paint only over white areas (transparent overlay).....	"any paint tool
Paste object	⌘V
Perpendicular lines, create	$\text{---} \text{→}$ "perp. line tool or $\text{---} \text{→}$ "line tool or polygon tool or any painting tool or eraser
Previous card in stack, go to	⌘2 or \leftarrow^*
Print window	⌘P
Quit SuperEdit/SuperCard	⌘Q
Replace all occurrences of specified scripting text	⌘Y
Replace selected scripting text and find next occurrence	⌘J
Replace selected scripting text	⌘H
Resources, display in project overview	⌘3 or
Revert to original scripting text	⌘M
Run project in SuperCard	⌘R
Save project	⌘S
Scale bit map	$\text{---} \text{→}$ arrow tool
Scale bit map proportionally	$\text{⌘} \square \text{---} \text{→}$ corner handle "arrow tool
Scale object proportionally	$\text{⌘} \square \text{---} \text{→}$ corner handle
Scale object vertically or horizontally	$\square \text{---} \text{→}$ corner handle
Select all objects	⌘A or
Select entire bit map	



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	↑ ↗ "rectangle tool
Text style specifications	⌘T or type tool icon
Tighten marquee to bit map	↖ ↗ "marquee
Toggle between button toolbox and field toolbox	↖ ↗ toolbox icon
Toggle between paint toolbox and draw toolbox	↖ ↗ toolbox icon
Uncomment selected scripting text	⌘[
Undo/redo last operation	⌘Z
Ungroup object	⌘U
Windows, display in project overview	⌘1 or window icon

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

Accurate for SuperEdit, 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

Page Layout

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.

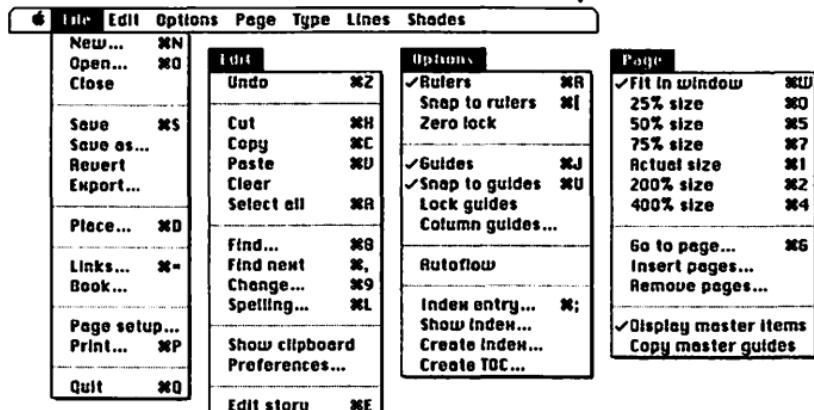


Aldus PageMaker

Toolbox

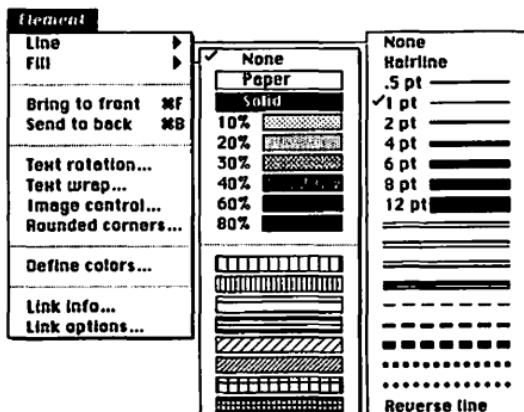
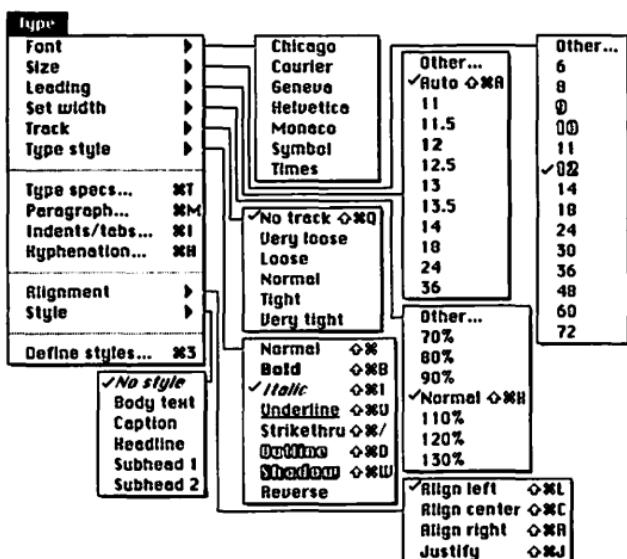
	Arrow	→ to select element, ⌘→ to move
	Diag. line	→→ to draw straight line at any angle
	Perp. line	→→ to draw straight line at 45° angle
	Type	→ to set text origin, ⌘→ across type to edit
	Rectangle	→→ to draw rectangle
	Rnd. corner	→→ to draw rectangle with round corners
	Oval	→→ to draw ellipse
	Cropping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

Menus



Aldus PageMaker

Menus





Aldus PageMaker

Keyboard Equivalents (1 of 7)

Actual size/200%, toggle	⌘↑↖↗
Actual size/fit in window, toggle	⌘↖↗
Actual view size (100%)	⌘1 or ⌘↖↗
Align text centered	⌘⇧C
Align text flush-left	⌘⇧L
Align text flush-right	⌘⇧R
All caps text	⌘⇧K
Arrow tool, select	↑F1
Arrow tool/current tool, toggle	⌘_
Automatic leading	⌘⇧A
Automatic text flow, access in manual mode	⌘↖
Bold text	⌘⇧B
Bring to front	⌘F
Cancel out of nested dialog boxes	↖↗ CANCEL button
Change all pages to same view size	↖ choose view size command
Change specified text (search and replace)	⌘9
Circle, create	↑"/oval tool
Clear element	☒ or ☒☒
Clear kerning	⌘↖K, ☒☒, or ⌘⇧↖↗
Color palette, show/hide	⌘K
Copy element	⌘C or F3
Cropping tool, select	↑F8
Cut element	⌘X, ☒., or F2
Define style sheet	⌘3



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	---	△ F2
Duplicate element	---	⌘ ⌘ V
Edit color	⌘ ↴	<i>name in Color palette</i>
Edit layout (exit story editor)	⌘ E	
Edit selected text in story editor	⌘ E	
Edit style sheet	⌘ ↴	<i>name in Style palette</i>
Filters, display list of installed	⌘ choose	<i>ABOUT PAGEMAKER</i>
Find next occurrence of specified text	⌘ ,	
Find specified text	⌘ 8	
Fit in window view size	⌘ W	
Force justified text	⌘ □ F	
Four times actual size (400%)	⌘ 4	
Go to next page	⌘ →	
Go to preceding page	⌘ □ →	
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

 Aldus PageMaker

Keyboard Equivalents (3 of 7)

Half actual view size (50%)	⌘5
Hand tool, access temporarily	⌥→
Hand tool, constrain	⇧⌥→
Hyphenation specifications	⌘H
Increase type size	⌘↑>
Increase type size 1 point only	⌘↑⌥>
Indent/tab stop specifications	⌘I
Index entry, create	⌘;
Index entry, fast	⌘↑;
Interrupt automatic text flow	→
Italic text	⌘↑I
Justify text	⌘↑J
Kern type, delete $\frac{1}{25}$ em	⌘↖ or ⌘←
Kern type, insert $\frac{1}{25}$ em	⌘↑↖ or ⌘→
Kern type, delete $\frac{1}{100}$ em	⌥↖ or ⌘↑←
Kern type, insert $\frac{1}{100}$ em	⇧⌥↖ or ⌘↑→
Line break	↑←
Links to text and graphic files, modify	⌘=
Manual text flow, access in automatic mode	⌘↖
Move in 45° direction	↑→ w/arrow tool
Move left indent independently of first line indent	↑→ marker in INDENTS/TABS dialog box
Move text cursor down one line	↓ or □ 2
Move text cursor down one screen	□ 3 or PAGE DOWN
Move text cursor left one letter	← or □ 4
Move text cursor left one word	⌥← or ⌘□ 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	⌘↑ or  8
Move to beginning of current sentence	⌘  7
Move to beginning of current story	⌘  9 or HOME
Move to beginning of next paragraph	⌘↓ 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

⌘ command	← return	 keypad key
⇧ shift	↖ enter	— space bar
⌥ option	⌫ escape	F1 function key
⌃ control	⌦ delete	🖱 mouse click
➡ tab	⌦ fwd. delete	➡ mouse drag

 **Aldus PageMaker**
Keyboard Equivalents (5 of 7)

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

⌘ command	← return	█ keypad key
↑ shift	↖ enter	— space bar
↖ option	↙ escape	F1 function key
↗ control	⌫ delete	↖ mouse click
→ tab	⌦ fwd. delete	--- ↗ mouse drag



Aldus PageMaker

Keyboard Equivalents (7 of 7)

- Square, create   *rectangle tool*
 Strikethru text 
 Style palette, show/hide 
 Subscript text 
 Super fit in window  *choose FIT IN WINDOW*
 Superscript text 
 Three-quarters actual view size (75%) 
 Toolbox, show/hide 
 Twice actual view size (200%)  *2 or ⌘↑⌘←*
 Type specifications 
 Type tool, select   F4
 Underline text 
 Undo/redo last operation 

Accurate for Aldus PageMaker, version 4.0

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

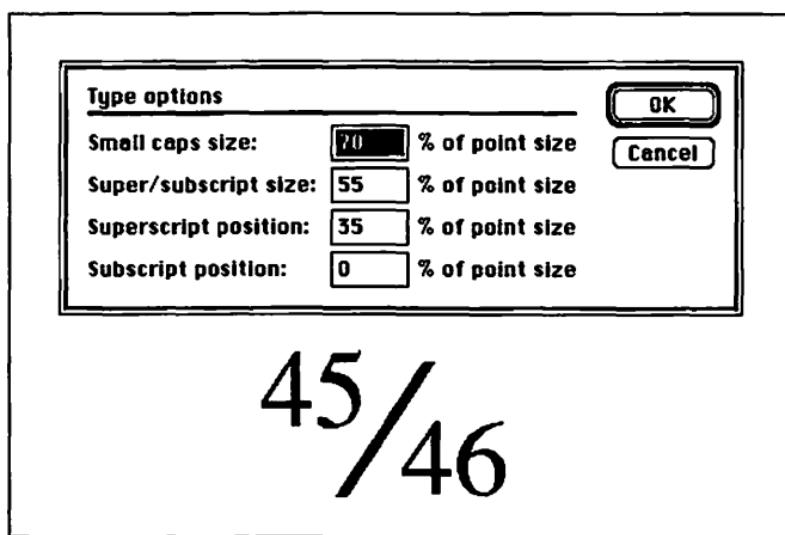
In PageMaker's defense, however, the program provides a shortcut to the surface. To escape nested dialog boxes, press the OPTION key as you click the OK or CANCEL button. All five dialog boxes will close and PageMaker will either record or cancel your changes, depending on the button clicked.

- ◊ **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 $\frac{1}{2}$, $\frac{5}{8}$, 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!

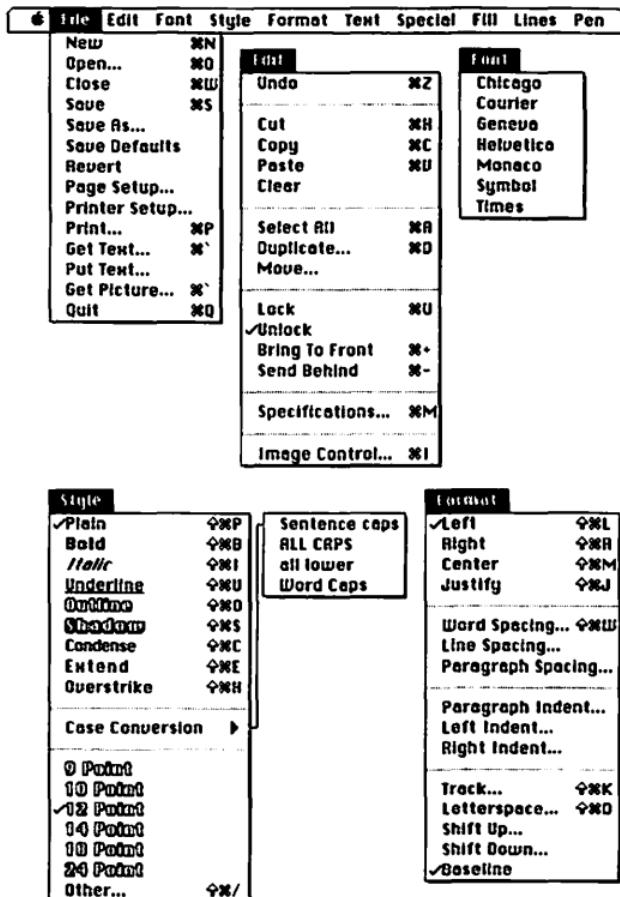
Toolbox



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

Ready, Set, Go!

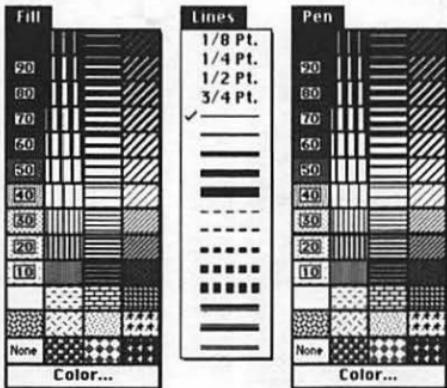
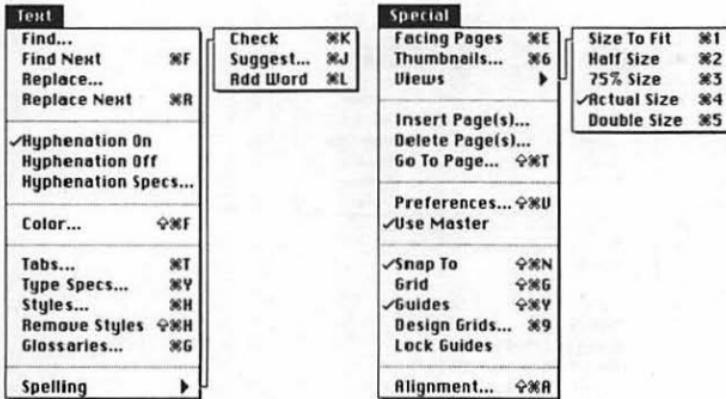
Menus





Ready, Set, Go!

Menus



Ready, Set, Go!

Keyboard Equivalents (1 of 5)

Actual size/size to fit, toggle	⌘ ⇧ ↵
Actual view size (100%)	⌘ 4
Actual/double view size, toggle	⌘ ⇧ ⇩ ↵
Add selected word to user dictionary	⌘ L
ALIGNMENT dialog, display	⌘ ⇧ A
Arrow tool, select	⌘ ⇧ ⇩ A
 Bold text	⌘ ⇧ B
Bring to front	⌘ =
 Center text (middle-justify)	⌘ ⇧ M
Check spelling	⌘ K
Circle, create	⇧ ⌘ ⌂ ⌄ oval tool
Clear element	⌫
COLOR SELECTION dialog, display	⌘ ⇧ F
Condensed text	⌘ ⇧ C
Copy element	⌘ C
Cropping tool, select	⌘ ⇧ ⇩ C
Cut element	⌘ X
 Design grids, display dialog	⌘ 9
Diagonal line tool, select	⌘ ⇧ ⇩ D
Double view size (200%)	⌘ 5

⌘ 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, <i>glossary character</i>
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	⇧ ↩ <i>w/link tool</i>
Italic text	⌘⇧I
Justify text (full justification)	⌘⇧J

Ready, Set, Go!

Keyboard Equivalents (3 of 5)

KERN dialog, display	⌘ ⌘/type tool, ⌘ ⌘ K
Left-justify text	⌘ ⌘ L
Linking tool, select	⌘ ⌘ ⇧ L
Link two existing chains	⌘ ⌘ "link tool in first chain, ⌘ ⇧ ⌘ in second
Lock element	⌘ ⌘ U
New document, create	⌘ ⌘ N
Open existing document	⌘ ⌘ O
Other type size	⌘ ⌘ /
Outline text	⌘ ⌘ D
Oval tool, select	⌘ ⌘ ⇧ O
Overstrike text	⌘ ⌘ X
Page number character, current page	⌘ ⌘ ⇧ 3
Page number character, next page	⌘ ⌘ ⇧ 5
Page number character, next page in text chain	⌘ ⌘ ⇧ 7
Page number character, preceding page	⌘ ⌘ ⇧ 4
Page number character, preceding page in text chain	⌘ ⌘ ⇧ 6
Page number character, total pages in document	⌘ ⌘ ⇧ 8

⌘ 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 (4 of 5)

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



Ready, Set, Go!

Keyboard Equivalents (5 of 5)

SPECIFICATIONS dialog,	
display for each selection	⌘M
Split chain in two	⌘↑ ↴ "link tool
Square, create	⇧ ⌘ ↗ "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	⌃ ↗ "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

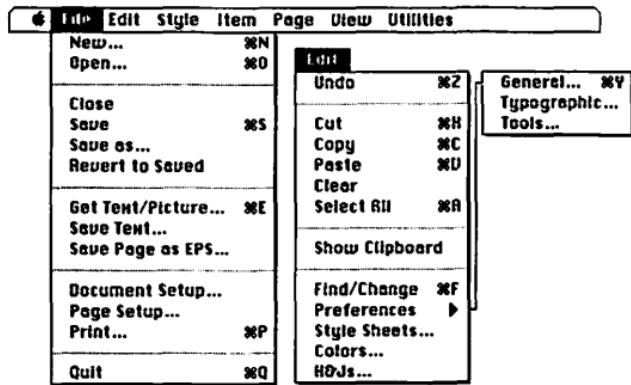
⌘ command	← return	⌨ keypad key
⇧ shift	↖ enter	▬ space bar
⌥ option	⇞ escape	F1 function key
⌃ control	⇟ delete	🖱 mouse click
➡ tab	⇟ fwd. delete	▬🖱 mouse drag



QuarkXPress

Toolbox

	Mover	→ to select element, ⌘→ to move
	Editing	→ 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**



QuarkXPress

Menus

Style

- Color
- Shade
- Negative 0%
- ✓ Normal Contrast ⌘N
- High Contrast ⌘H
- Posterized ⌘P
- Other Contrast... ⌘C
- ✓ Normal Screen
- 60-Line Line Screen/0°
- 30-Line Line Screen/45°
- 20-Line Dot Screen/45°
- Other Screen... ⌘S

Item

- Modify... ⌘M
- Frame... ⌘B
- Runaround... ⌘T
- Duplicate ⌘D
- Step and Repeat...
- Delete ⌘K
- Group ⌘G
- Ungroup ⌘U
- Constrain
- Lock ⌘L
- Send to Back
- Bring to Front
- Space/RAlign...
- Picture Box Shape
- Reshape Polygon

Style

- Line Style
- Endcaps
- Width
- Color
- Shade
- ✓ Other...
- 0%
- 10%
- 20%
- 30%
- 40%
- 50%
- 60%
- 70%
- 80%
- 90%
- ✓ 100%

Page

- ✓ Document A - Master A
- Insert...
- Delete...
- Move...
- Master Guides...
- Section...
- Previous
- Next
- First
- Last
- Go to... ⌘J
- Display

View

- Fit in Window ⌘0
- 50%
- 75%
- Actual Size ⌘1
- 200%
- Thumbnails
- ✓ Hide Guides
- ✓ Snap to Guides
- Hide Rulers ⌘R
- Show Invisibles ⌘I
- ✓ Hide Tools
- Hide Measurements
- Hide Document Layout

Utilities

- Check Spelling
- Auxiliary Dictionary...
- Edit Auxiliary...
- Suggested Hyphenation... ⌘H
- Hyphenation Exceptions...
- Library...
- Font Usage...
- Picture Usage...
- Tracking Edit...
- Kerning Table Edit...

Word... ⌘W

Story...

Document...

 **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	⇧ ⌘ ⌂ ↵ <i>w/oval tool</i>
Clear element	⌫
Copy element	⌘ C or F3
Copy paragraph formats to selected text block	⇧ ⇄ ↵ <i>formatted text block</i>
Cut element	⌘ X or F2
Delete all tabs	⌫ <i>tab ruler</i>
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	☒ 
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%	⌘]
Increase leading 1 point	⌘⇧'
Increase leading $\frac{1}{10}$ 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 $\frac{1}{20}$ em	⌘↑[
Kern type, delete $\frac{1}{200}$ em	⌘↑↖[
Kern type, insert $\frac{1}{20}$ em	⌘↑]
Kern type, insert $\frac{1}{200}$ 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	F1 function key
˄ control	⌫ delete	🖱 mouse click
→ tab	⌦ fwd. delete	---→ mouse drag

 **QuarkXPress**
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	⌘ ⇧ D
Page number character, current page	⌘ 3
Page number character, next page	⌘ 4
Page number character, preceding page	⌘ 2
Page setup	⌘ ⇤ P
Paste element	⌘ V or F4
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

 **QuarkXPress**
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	↑↖→ corner handle
Scale box to square	↑→ corner handle
Scale picture to fill box exactly	⌘↑F
Scale picture to fill box proportionally	⌘↑↖F
Scale picture with box	⌘→ corner handle
Scale picture with box proportionally	⌘↑↖→ corner handle
Scale picture with box to square	⌘↑→ 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	→ ↵ ↶ ↷ ⌘/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)	⌘ ⌥ D
Strikethru text	⌘ ⇧ /
Subscript text	⌘ ⇧ -
Suggest hyphenation for single word	⌘ H
Superior text	⌘ ⇧ V
Superscript text	⌘ ⇧ =
Symbol font, 1 character	⌘ ⇧ Q, <i>character key</i>
Tab stop specifications	⌘ ⇧ T
Twice actual view size (200%)	⌘ ⌥ →
Underline text	⌘ ⇧ U
Undo/redo last operation	⌘ Z or F1
Ungroup elements	⌘ U
Word-only underline text	⌘ ⇧ W
Zapf Dingbats, 1 character	⌘ ⇧ Z, <i>character key</i>

Accurate for QuarkXPress, version 3.0

⌘ command	← return	█ keypad key
↑ shift	↖ enter	— space bar
⌥ option	⇞ escape	F1 function key
⌃ control	⇟ delete	→ mouse click
⇥ tab	⇟ fwd. delete	↔ mouse drag

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

 T	Type	↑ to set origin for text block
 Z	Zoom	↑ to magnify page, ⌘↑ to demagnify
 H	Hand	---↑ to move page with respect to window
 C	Charcoal	---↑ to sketch in pattern of loose pixels
 A	Airbrush	---↑ to generate random spray of pixels
 AT	Autotrace	↑ to trace bit-mapped image
 P	Paint can	---↑ to fill an area with current pattern
 M	Marquee	---↑ to select rectangular portion of painting
 L	Lasso	---↑ to select irregular portion of painting
 R	Rectangle	---↑ to draw rectangle
 P	Polygon	↑ to create corners for geometric polygon
 RC	Rnd. corner	---↑ to draw rectangle with round corners
 F	Freehand	---↑ to draw free-form shape
 O	Oval	---↑ to draw ellipse
 L	Line	---↑ to draw straight line at any angle
 PB	Paintbrush	---↑ to draw free-form lines in brush shape
 P	Pencil	---↑ to draw or delete free-form lines
 E	Eraser	---↑ to delete general portions of bit map

DeskPaint

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

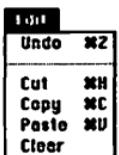
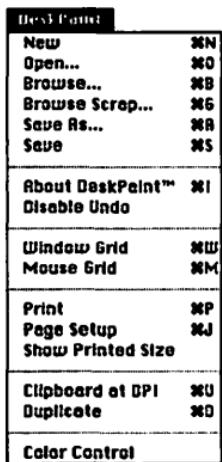
Darken selected whites to current pattern

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	O
Circle, create	↑---  oval tool
Clear element	☒
Copy element	⌘C
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 
Help	↑/ or  lasso icon

DeskPaint

Keyboard Equivalents (2 of 4)

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

⌘ command	← return	█ keypad key
↑ shift	↖ enter	— space bar
↖ option	↙ escape	F1 function key
↗ control	↘ delete	→ mouse click
➡ tab	⬅ fwd. delete	----→ mouse drag

 **DeskPaint**
Keyboard Equivalents (3 of 4)

Paste element (unscaled)	⌘V (⌘U)
Patterned lines and outlines	 pattern icon
Pencil tool, select	D
Perpendicular lines, create	↑ → <i>w/any painting tool or eraser</i>
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)	↑ 
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	⌘R w/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

⌘ command	← return	█ keypad key
↑ shift	↖ enter	— space bar
⌥ option	⤵ escape	F1 function key
⌃ control	⤶ delete	→ mouse click
→ tab	⤷ fwd. delete	---→ mouse drag



FullPaint

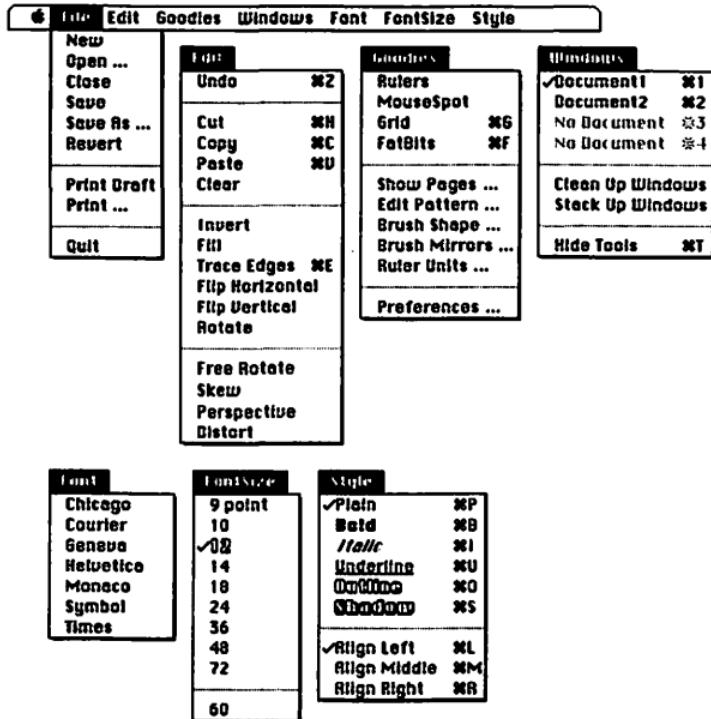
Toolbox

	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





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	⌘X
Clone selected element	⌘-
Copy element	⌘C
Cut element	⌘X
 Draw with selected element	⌘- element
Edit brush shape	⌘- paintbrush icon
Edit pattern	⌘- pattern icon
Erase window	⌘- eraser icon
 Fat-bits view size (800%)	⌘F
Fill with transparent pattern	⌘ choose FILL
Grab pattern off page (gridded)	⌘ while <i>PATTERN dialog displayed</i>
Grab pattern off page (nongridded)	⌘ while <i>PATTERN dialog displayed</i>

 **FullPaint**
Keyboard Equivalents (2 of 3)

Grid, activate/deactivate	⌘G
Hand tool, select temporarily	⌥ ⌘ pencil
Help	⌘H or 
Increase type size	⌘>
Italic text	⌘I
Lasso without tightening	 ⌘--- 
Lines at 45° angles, create	 ⇧ ⌘--- 
MEASURING UNITS dialog, display	 ⌘--- 
Move palette	 --- 
Move selected element in 45° direction	 ⇧ ⌘--- 
Outline text	⌘0
Paste element in center of window	⌘V
Paste element in upper-left corner	⌘⌥V
Patterned lines, create	 --- 
Perpendicular lines, create	 --- 
Plain text	⌘P
Reduce type size	⌘<
Scale proportionally	⌘⇧--- 
Scale selected element	⌘--- 

⌘ command	← return	 keypad key
⇧ shift	⇥ enter	— space bar
⌥ option	⌫ escape	F1 function key
⌃ control	⌦ delete	 mouse click
⇥ tab	⌦ fwd. delete	 mouse drag

 **FullPaint**
Keyboard Equivalents (3 of 3)

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

Accurate for FullPaint, version 1.0SE

$\text{\textcircled{w}}$ command	\leftarrow return	 keypad key
 shift	 enter	 space bar
 option	 escape	F1 function key
 control	 delete	 mouse click
 tab	 fwd. delete	 mouse drag



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

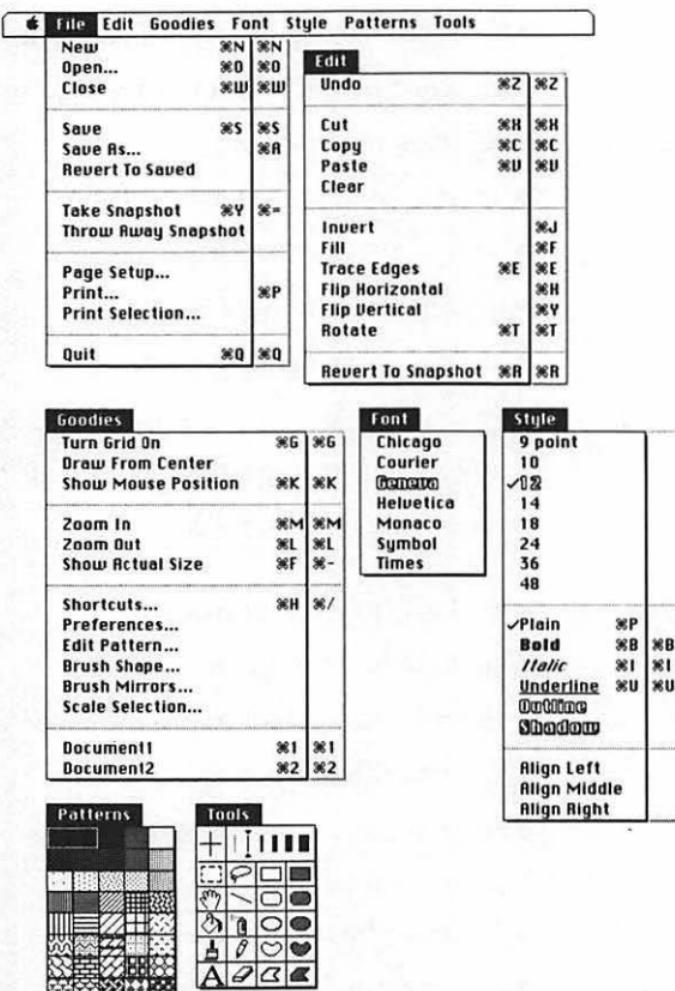


Rectangle	→ → to draw transparent rectangle
Fill rectangle	→ → to draw filled rectangle
Rnd. corner	→ → to draw transparent round rectangle
Fill rnd. corner	→ → to draw filled round rectangle
Oval	→ → to draw transparent ellipse
Fill oval	→ → to draw filled ellipse
Freehand	→ → to draw transparent free-form 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 ⌘U  oval tool
 Clear selected element ⌘X
 Clone selected element ⌘C
 Close current document ⌘W
 Copy element ⌘C
 Cut element ⌘X
 Draw from center  any shape tool icon
 Draw with selected element ⌘V  element
 Edit pattern  pattern icon
 Erase entire document ⌘E  eraser icon
 Erase window  eraser icon
 Fill beyond current window ⌘F  paint can
 Grab pattern off page  with PATTERN dialog displayed
 Hand tool, select temporarily ⌘H

⌘ command	← return	█ keypad key
⇧ shift	⇨ enter	▬ space bar
⌥ option	⇨ escape	F1 function key
⌃ control	⌦ delete	🖱 mouse click
⇥ tab	⌦ fwd. delete	➡ mouse drag

 **MacPaint**
Keyboard Equivalents (2 of 3)

Increase leading	⌘`
Increase type size	⌘>
Italic text	⌘I
Make selected element transparent	→ ---↑
Move selected element in 45° direction	↑---→
Move window	⌘---→ <i>w/ hand tool</i>
New document, create	⌘N
Open existing document	⌘O or ⌘ on launch
Paste element	⌘V
Pattern palette, display at cursor position	P
Patterned lines, create	⌘---→ <i>w/ line tool</i>
Perpendicular lines, create	↑---→ <i>w/ any painting tool</i>
Plain text	⌘P
Quit MacPaint	⌘Q
Reduce leading	⌘`
Reduce type size	⌘<
Revert document to snapshot	⌘R or ⌘↑ <i>eraser icon</i>
Revert to snapshot selectively	⌘---→ <i>w/ eraser</i>
Revert window to snapshot	⌘↑ <i>eraser icon</i>
Rotate selected element by 90°	⌘T
Save painting	⌘S
Scale proportionally	⌘↑---→ <i>marquee corner</i>
Scale selected element	⌘---→ <i>marquee corner</i>
Select document	↑ <i>lasso or marquee icon</i>
Select window	→ <i>lasso or marquee icon</i>
Shapes with patterned outlines, create	⌘---→ <i>w/ any shape tool</i>

 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

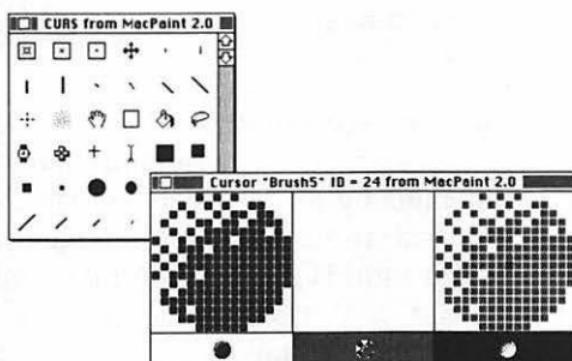
⌘ command	← return	█ keypad key
↑ shift	↖ enter	— space bar
↖ option	↙ escape	F1 function key
↖ control	⌫ delete	→ mouse click
→ tab	⌦ fwd. delete	---→ mouse drag

 **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.

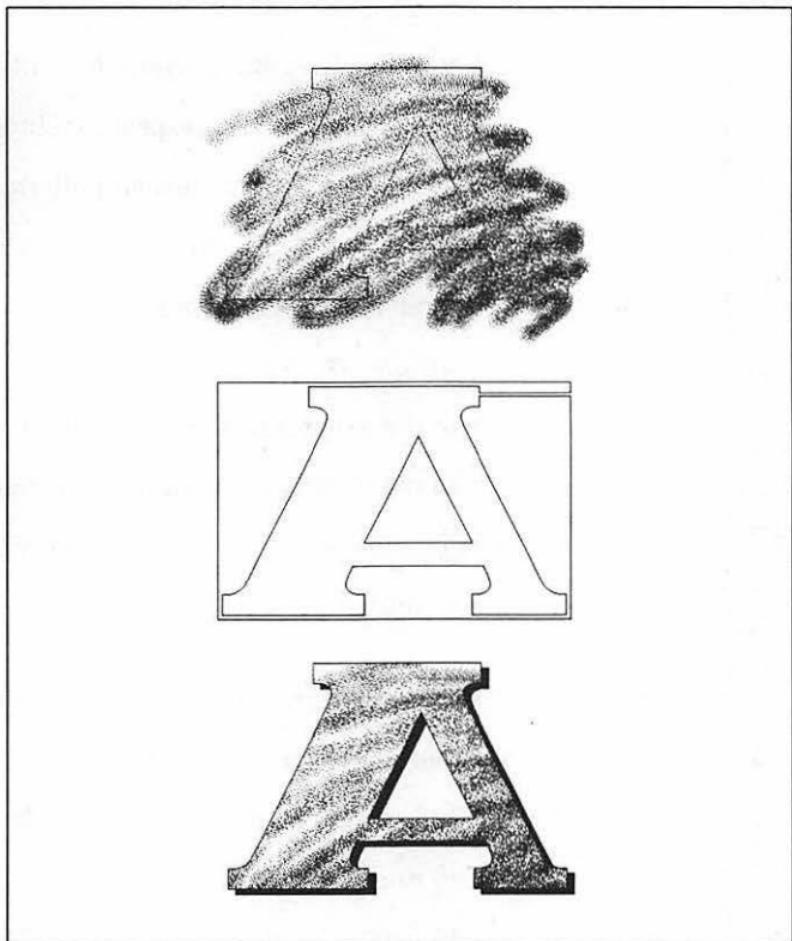
- ◆ **Changing keyboard equivalents.** One of the more dubious features of MacPaint is its old-style use of keyboard equivalents. COMMAND-P makes text plain instead of printing, and many frequently used commands are ignored. We recommend using ResEdit to change the keyboard equivalents in the MENU resource 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

File Edit Options Mask Brush Effects

Edit

- Undo ⌘Z
- Cut ⌘H
- Copy ⌘C
- Copy using ▶
- Paste ⌘U
- Clear ⌘B
- Select Last ⌘L
- Dynamic Effects ▶
- QuickEdit Colors... ⌘E

- Soft Edges
- Transparency
- No Background
- Flip Horizontal
- Flip Vertical
- Mirror Horizontal
- Mirror Vertical
- Rotate Left
- Rotate Right
- Distort
- Free Rotate
- Perspective
- Slant
- Arch
- Double Arch
- Balloon

Options

- Show Coordinates ⌘A
- Turn Grid On ⌘G
-
- Airbrush...
- Brushes...
- Colors...
- Fill Effects...
- Fractality...
- Patterns...
- Polygons...
- Shadowing...
- Similarity...
- Effects Setup...
-
- Preferences... ⌘Y
-
- Overview...
- Pose... ⌘F

Mask

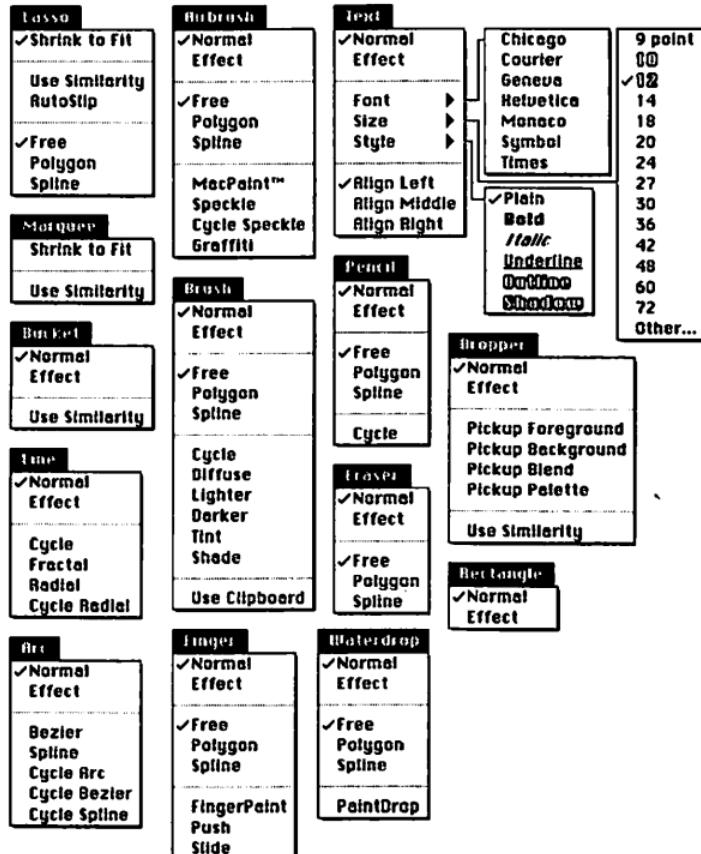
- Use Mask ⌘U
- Add Last To Mask ⌘I
-
- Clear
- Reverse
-
- Hollow
- Thicken
- Thin
-
- Show Mask ⌘K

Effects

- Apply Fill Effect ⌘R
-
- ✓ Fill Effect
- Shadow
- Fill & Shadow
-
- Invert
- Fill
- Sprinkle
- Trace Edges ..
-
- Smooth
- Sharpen
- Lighten
- Darken
- Tint
-
- Diffuse
- Emboss
- Mosaic
- Posterize
- Warp

PixelPaint Professional

Menus



The menu to the left of the Effects menu changes depending on the currently selected tool



PixelPaint Professional

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	 ⌘B or 
Clone selected element	 ⌘C
Close current document	 ⌘W
Color palette, customize	 color selector

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

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	O
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 ↗ w/lasso
Line fractility, alter	↖ ↘ line icon
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	↖ ↘ regular polygon icon
Open existing document	⌘O
Outline text	⌘O while type tool selected
Overview view size	↖ ↘ hand icon
Paint can (fill tool), select	F
Paint small speckles	ℓ ↗ ↖ ↗ ↖ w/spraypaint tool when SPECKLE effect active
Paintbrush tool, select	B
Paste element	⌘V
Pattern, edit	↖ ↘ pattern in dialog
Pattern, select	↖ ↘ pattern selector
Patterned lines, create	ℓ ↗ ↖ ↗ ↖ w/line tool, arc tool, or pencil (except in fat bits)

⌘ command	← return	█ keypad key
⇧ shift	↖ enter	— space bar
⌥ option	⇞ escape	F1 function key
⌃ control	⇟ delete	↖ mouse click
➡ tab	⇟ fwd. delete	↗ ↖ ↗ ↖ mouse drag

 **PixelPaint Professional**
Keyboard Equivalents (4 of 5)

Pencil tool, select
Perpendicular lines, create	⬆️ ➡️ ⌂ /any painting tool or eraser
Plain text	⌘P while type tool selected
Polygon tool, select	P
Pose, display painting only	⌘F
Pose momentarily	⌘F while CAPS LOCK down
PREFERENCES dialog, display	⌘Y
Print document	⌘P
Quarter circle, create	⬆️ ➡️ ⌂ /arc tool
QuickEdit color box, display	⌘E
Quit PixelPaint Professional	⌘Q
Rectangle tool, select	R
Reduce type size	⌘<
Regular polygon tool, select	Y
Round corner tool, select	D
Save painting	⌘S
Scale proportionally	⌘⬆️ ➡️ ⌂ marquee corner
Scale selected element	⌘ ➡️ ⌂ marquee corner
Select entire contiguous color	⌘ ⌂ ⌂ /lasso
Select last element selected	⌘L
Select multiple noncontiguous areas	⬆️ ➡️ ⌂ ⌂ ⌂ /lasso or marquee
Select window	⬆️ ⌂ ⌂ marquee icon
Set line weight	⬆️ ⌂ line weight selector
Shadow text	⌘S while type tool selected
Shapes with patterned outlines, create	➡️ ⌂ ⌂ ⌂ /any shape tool

 **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 ⌘Y
Use mask	⌘U
Zoom in	⌘→ "pencil
Zoom out	⌘← "pencil

Accurate for PixelPaint Professional, 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

8 Studio/8

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, ↘ to end curve

8 Studio/8

Menus

File

- New ⌘N
- Open... ⌘O
- Close ⌘W
- Save ⌘S
- Save As...
- Save a Copy...
- Revert to Saved
- Document Size...
- Print Preview...
- Page Setup...
- Print... ⌘P
- Quit ⌘Q

Edit

- Undo ⌘Z
- Cut ⌘H
- Copy ⌘C
- Paste ⌘V
- Clear
- Select All
- Paste With Color
- Duplicate ⌘D
- Preferences...

Text

- Font ►
- Size ►
- Style ►
- Choose Font...
- ✓Align Left
- Align Middle
- Align Right

Chicago	9
Courier	10
Geneva	✓12
Helvetica	14
Monaco	18
Symbol	24
Times	36
Plain Text	48
Bold	72
<i>Italic</i>	96
Underline	
Outline	
Shadow	
Condense	
Extend	

Brush

- Lost Object -> Brush ⌘B
- Trace With Brush ⌘T
- Load Brush...
- Save Brush...
- Choose Brush...
- Edit Airbrush...
- Brush Handles...
- Single Color ⌘I
- ✓Point ⌘2
- Neon ⌘3
- Tint ⌘4
- Darker ⌘5
- Lighter ⌘6
- Keep Darker ⌘7
- Keep Lighter ⌘8
- Blend ⌘9
- Watercolor
- Color Mixing
- Slide ⌘0
- Smear ⌘-
- Smooth ⌘-

Mask

- Turn Mask Off ⌘M
- Mask Selection Only
- Add Selection to Mask
- Mask Color...
- Remask Color ⌘K
- Load Mask...
- Save Mask...
- Invert Mask ⌘I
- Show Mask
- Clear Mask

Color

- Manual Slip Colors...
- Define Gradients...
- Define Cycle Colors...
- Cycling on ⌘G
- Replace Colors...
- Foreground <-> Background
- Tint Level ►
- Customize Palette...
- Switch Palette...
- Edit Color...
- Add Color...
- Color Picker...

Low
✓Medium
High

Goodies

- Multi Drawing
- Cross-Hair
- ✓Magnifying Glass ⌘U
- Magnify Grid ►
- Show Draft Page ⌘J
- Copy To Draft Page
- Release Draft Page
- Transparent Page
- Define Grid...
- Show Grid
- Set Origin ►
- Regular Poly ►
- Units ►
- Round Corners...
- Edit Pattern...

✓None	✓3
White	4
Black	5
Coordinate...	6
Perspective...	7
Inch	8
Cm	9
✓Pixel	10
Pica	

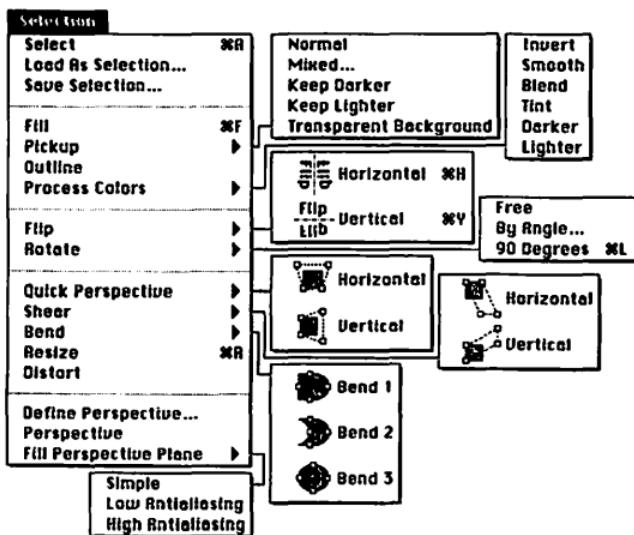
✓Degrees
Radians

Windows

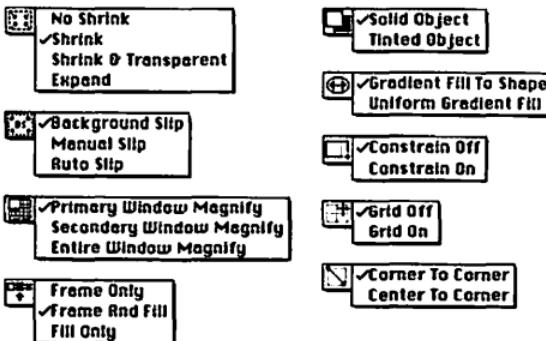
- Hide Aux Windows ⌘E
- Hide Tools Window
- Show 16 Colors Window
- Show Coordinates
- ✓Document1
- Document2

8 Studio/8

Menus



Tool Modifiers



8 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
 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

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

8 Studio/8

Keyboard Equivalents (2 of 6)

Change selection to brush (or vice versa)	⌘B
Circle, create	↑ ⌘ ⌂ ⌄ "oval tool"
Clear element	⌫
Clear screen	⌫ ⌂ eraser icon
Clone selected element	⌃ ⌂ ⌄
Close current document	⌘W
Color cycling, activate/deactivate	⌘G
Constrain modifier, toggle	■ 1
Copy element	⌘C
Corner point with	
Bézier handles, create	⌃ ⌂ in Bézier edit mode
Corner/center modifier, toggle	■ 3
Curve tool, select	C
Curves at 15° inclines, create	↑ ⌘ ⌄ "curve tool or Bézier tool"
Cut element	⌘X
Darken on-screen colors beneath brush	⌘5
Display hidden menu bar	↔ or ⌈
Draw with element	⌘B , ⌘ ⌄ "paintbrush"
Duplicate element	⌘D
Edit on-screen color	⌃ ⌂ color "pickup tool"
Eight times actual view size (800%)	8
Ellipses at 15° angles, create	↑ ⌘ ⌄ "rotate oval tool"
End Bézier curve	⌃ ⌂ "Bézier curve tool"
Equilateral polygons at 15° angles, create	↑ ⌘ ⌄ "regular polygon tool"
Erase to previous color	↑ or ↓, ⌘ ⌄ "pencil"
Eraser tool, select	E

8 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	↑ ↗ ↘ ↙ /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

8 Studio/8

Keyboard Equivalents (4 of 6)

Magnify grid, toggle	=
Magnify modifier, toggle	9
Magnify to 600% actual size	%/pencil
Magnifying glass, toggle	M
Marquee tool, select	S
Mask, activate/deactivate	M
Modify airbrush	airbrush icon
Modify corners	rounded corner icon
Move selected element in 45° direction	↗
Move selected element regardless of cursor location	↗
Move text block	↗ when text block active
Neon brush	3
New document, create	N
Open existing document	O
Oval tool, select	O
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
Perpendicular lines, create	%/any painting tool or eraser
Pickup tool, toggle	I
Polygon edit mode, enter	%/polygon tool when closing a shape
Polygon edit mode, exit	any tool icon or E
Polygon selection tool, select	X
Polygon tool, select	P

8 Studio/8

Keyboard Equivalents (5 of 6)

Print document	⌘P
Quit Studio/8	⌘Q
Rectangle tool, select	R
Regular polygon tool, select	Y
Remask color	⌘K
Reset all modifiers to original settings	⌘□
Resize selected element, free	⌘R , → corner
Rewrap type	→ corner when text block active
Rotate element by 90°	⌘L
Rotated oval tool, select	W
Rounded corner tool, select	D
Save painting	⌘S
Select background color	↖ ↗ "pickup tool
Select foreground color	↖ ↗ "pickup tool
Select frame color	⌘↖ ↗ "pickup tool
Select last selected element	⌘A
Select multiple noncontiguous areas	⌘→ "any selection tool
Set magnification	1, 2, 4, 6, or 8
Show draft page/document	⌘J
Shrink/expand modifier, toggle	□ 7

⌘ 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 (6 of 6)

Single-color brush	⌘1
Six times actual view size (600%)	6
Slide on-screen colors beneath brush	⌘0
Slip colors modifier, toggle	■ 8
Smear on-screen colors beneath brush	⌘-
Smooth on-screen colors beneath brush	⌘=
Solid/tinted modifier, toggle	■ 5
Special pencil mode, toggle	↑ or ↓ when pencil is selected
Square, create	□ ⌘ "rectangle tool
Tint level, toggle	* or ■ *
Tint on-screen colors beneath brush	⌘4
Trace with brush	⌘T
Twice actual view size (200%)	2
Type tool, select	T
Undo/redo last operation	⌘Z
Window size, toggle	-

Accurate for Studio/8, 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

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.

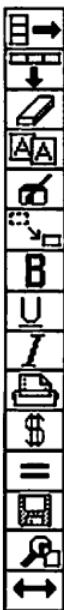
It took several years before a professional spreadsheet for the Macintosh appeared, but when it did there was no disputing that the Macintosh could perform serious business computing. The engineers designing Excel, the story goes, were told to build the best spreadsheet program available on any personal 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
Σ	Sum of a range
✓	Square root
<	Less than
>	Greater than
1	One
,	Comma
⬅	Backspace (delete)
.	Period

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

Full Impact

Standard Menus

File

- New Document... ⌘N
- Open... ⌘O
- Open Links...
- Close ⌘W
- Close Document
- Save ⌘S
- Save As...
- Revert To Saved
- Get Range Info... ⌘I
- Get View Info...
- Get Document Info...
- Modify Icon Bar...
- Custom ⌘ Keys...
- Page Setup...
- Print... ⌘P
- Quit ⌘Q

Edit

- Undo ⌘Z
- Cut ⌘H
- Copy ⌘C
- Paste ⌘V
- Clear ⌘E
- Paste Special...
- Select All ⌘A
- Show Clipboard
- Insert...
- Delete...
- Move ⌘M
- Fill Right ⌘R
- Fill Down ⌘D
- Incremented Fill...
- Sort...
- Table...
- Extract...

Format

- Font
- Style
- Size
- Alignment
- General
- Currency
- Percent
- Fixed
- Scientific
- Logical
- Date & Time...
- Formula
- Decimal Places...
- Custom
- Commas

Plain Text
 Bold
 Italic
 Underline
 Outline
 Shadow

Left
 Center
 Right
 Repeating

6 Point
 9 Point
 10 Point
 12 Point
 14 Point
 18 Point
 24 Point
 36 Point

Modify Format...

Format 1
 Format 2

Chicago
 Courier
 Geneva
 Helvetica
 Monaco
 Symbol
 Times

Display

- Recalc Now ⌘=
- Recalc Options...
- Named Ranges...
- Freeze Horizontal
- Freeze Vertical
- Set Page Break
- Page Layout...
- Hide Grid
- Hide Headings
- Reduce
- Enlarge
- Zoom
- Go To ⌘G
- Switch Icon Bar

Draw

- Fill Pattern
- Line Pattern
- Lines
- Line
- Rectangle
- Rounded Rectangle
- Dual
- Border
- Paragraph
- Chart
- Bring To Front
- Send To Back
- Snap To Grid
- Split
- Group
- Ungroup
- Align Objects...
- Enable Buttons

None

Black
 Magenta
 Green
 Cyan
 Red
 Blue
 Yellow

Pie Chart
 Stacked Bar
 Bar Chart
 Line Chart
 Scatter Chart
 Area Chart
 High-Low Chart
 3D Bar Chart
 3D Surface Chart
 Overlay Chart

Views

- New View...
- Delete View...
- Document 1
- Document 2

View1

- View1
- View2
- View3

View2

- View1
- View2
- View3

Macros

- New Macro...
- Delete Macro
- Record Macro
- Run Macro
- Duplicate Into
- Check Syntax
- Find
- Font Size
- Resource Tools...
- Global
- Document 1
- Document 2

Global1
 Global2

 Local1
 Local2

 Global...
 Document 1
 Document 2

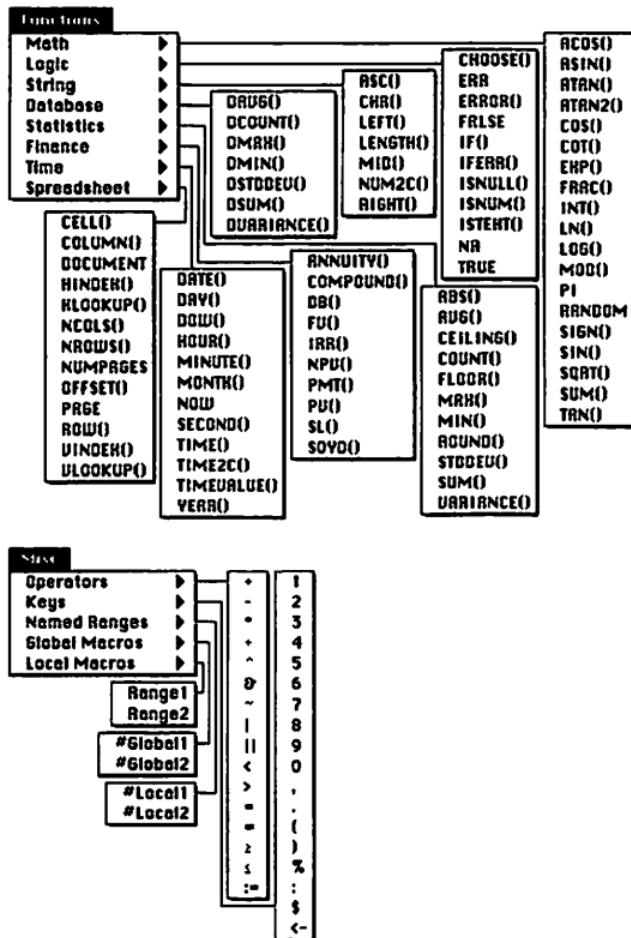
Find, Replace...
 Find Again
 Find Selection

 Find, then Replace
 Replace, then Find

9 Point
 10 Point
 12 Point
 14 Point
 18 Point

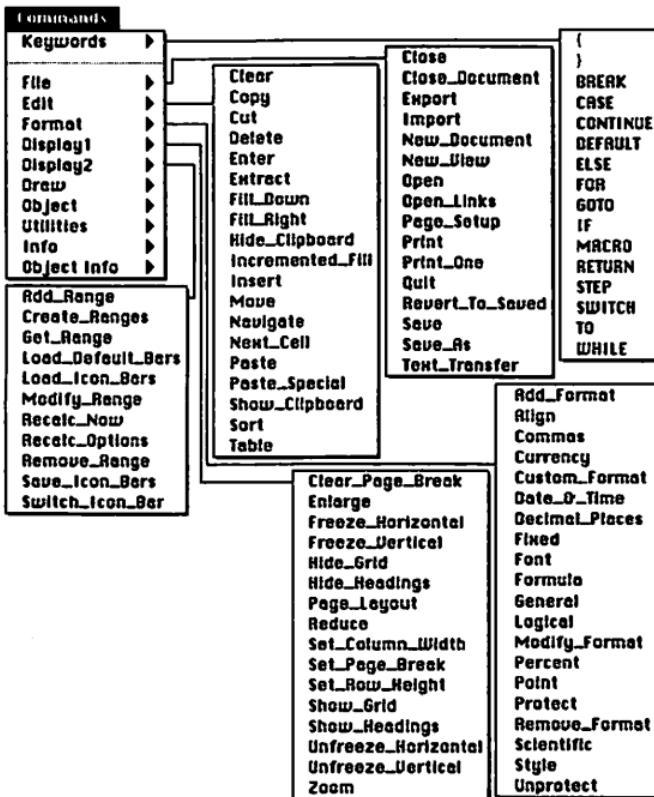
Full Impact

Formula and Macro Menus



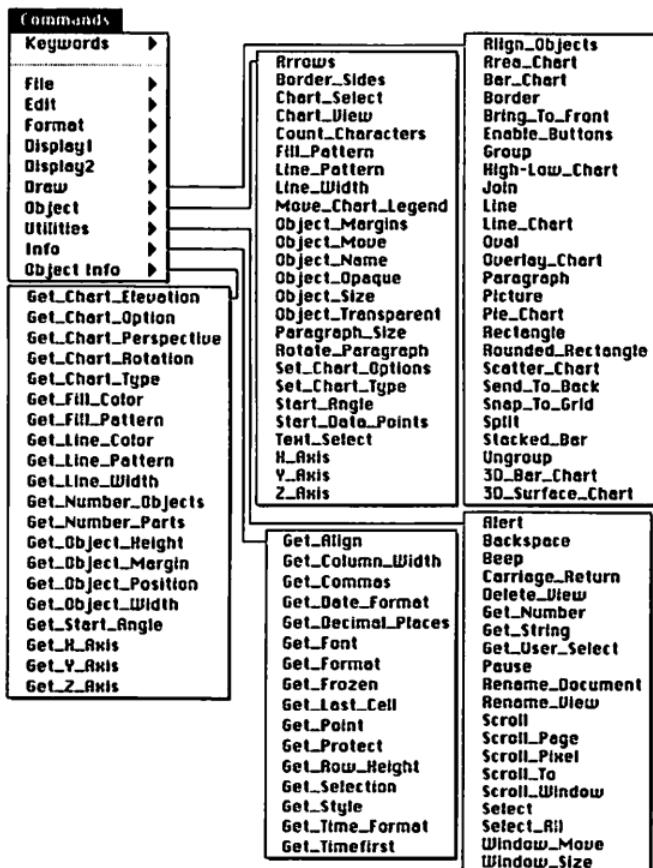
◆ Full Impact

Commands Menu



Full Impact

Commands Menu



 **Full Impact**
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	↖↑
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 [‡]	(and)
Concatenation [‡]	
Copy cells or formula	⌘C
Cut cells or formula	⌘X
Display date	↖ clock while time displayed
Display time	↖ clock while date displayed
Division [‡]	/
Enter numbers or functions as text [‡]	"
Equal to [‡]	=
Exponential (to power of ...) [‡]	^
Extend selection range.....	⇧ ⌘ ↗ 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 [*]	~
Logical or [*]	
Modify icon	⌘ ↩ on icon
Move one cell down	↓
Move one cell left	↑ ➡
Move one cell right	➡
Move one cell up	↑ ↵
Move selection	⌘ ↵ to set destination, ⌘ M
Multiplication [*]	*
New document, create	⌘ N
Not equal to [*]	≠ (⌘ =)

* 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)

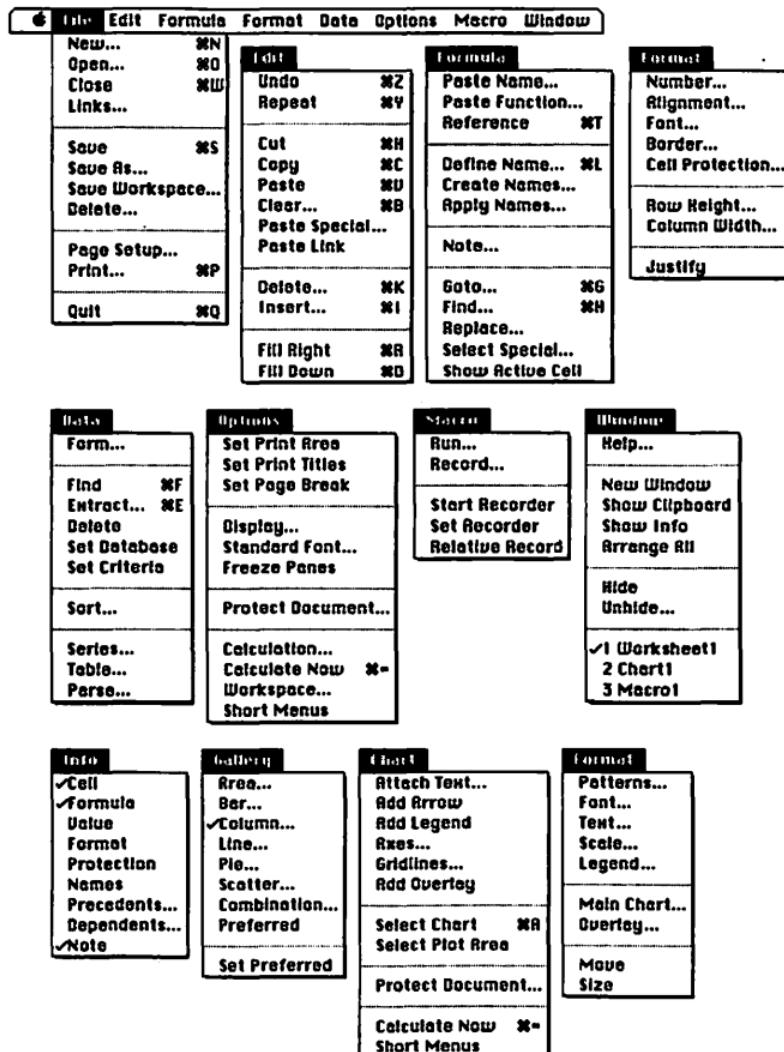
Open existing document	⌘O
Paste cells or formula	⌘V
Percentage [‡]	%
Print document	⌘P
Quit Full Impact	⌘Q
Range [‡]	:
Recalculate now	⌘=
Save spreadsheet	⌘S
Select all cells	⌘A
Select entire worksheet	 corner box
Select noncontiguous ranges	⌘- ⌘- ⌘-  across cells
Select row or column	 row or cell heading
Subtraction/negation [‡]	-
Undo/redo last operation	⌘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

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

Microsoft Excel

Menus



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	⌘U
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	⌘⇧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)

Copy picture	$\text{⌘}\text{C}$
Copy value from cell above [*]	$\text{⌘}\text{V}$
Create names	$\text{⌘}\text{F3}$
Cut cells or formula	⌘X or F2
Define name of selected cells	$\text{⌘L}\text{a}\text{⌘F3}$
Delete selected cells	⌘D
Display formulae/values, toggle	⌘F
Division [*]	/
Enter current date [*]	⌘Y
Enter current time [*]	⌘B
Equal to [*]	=
Establish formula as array [*]	{and}
Exponential (to power of ...) [*]	^
Extend selection range	↑ → across cells
Extract records from database	⌘E

* 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

Microsoft Excel

Keyboard Equivalents (3 of 6)

Fill down	⌘D
Fill left	⌘↑R
Fill right	⌘R
Fill up	⌘↑D
Find cell, display dialog	⌘J or ⌘F5
Find next cell	⌘H or F7
Find next record in database	⌘F
Find previous cell	⌘↑H or ⌘F7
Find previous record in database	⌘↑F
Go to cell or named area	⌘G or F5
Greater than [*]	>
Greater than or equal [*]	>=
Help	⌘/ or HELP
Help, context-sensitive	⇧F1
Insert one cell at a time	↖ ↗ on cell
Insert paragraph break in note	↖ ↪
Insert selected number of cells	⌘I
Intersection [*]	—
Italic text	⌘↑I
Less than [*]	<
Less than or equal [*]	<=
Maximize active window	⌘F10
Move active window	⌘F7
Move one cell down	↓
Move one cell left or to previous field	↖ ↙
Move one cell right or to next field	↖ ↛

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, \$#,##0.00	⌘↑↖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

⌘ command	↔ return	█ keypad key
↑ shift	↖ enter	— space bar
↖ option	⤓ escape	F1 function key
⤒ control	⤔ delete	⤕ mouse click
⤑ tab	⤖ fwd. delete	⤗ mouse drag

Microsoft Excel

Keyboard Equivalents (5 of 6)

Open existing document	⌘O or ⌘F12
Paste cells or formula	⌘V or F4
Paste function	⇧F3
Paste special	⌘⇧V
Percentage [‡]	%
Plain text.....	⌘⇧P
Print document	⌘P or ⌘⇧F12
Quit Microsoft Excel	⌘Q
Range [‡]	:
Reference, convert formula	⌘T
Repeat last operation	⌘Y
Restore window size	⌘F5
Save as different name or location	⌘⇧S or F12
Save spreadsheet	⌘S or ⌘F12
Search for ? or * characters [‡]	~? or ~*
Select all cells	⌘A
Select chart	⌘A
Select entire column	⌘—
Select entire row	⇧—
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	⌘⇧]
Select special, all levels precedents	⌘⇧[
Select special, column differences	⌘⇧\
Select special, current region	⌘*

Microsoft Excel

Keyboard Equivalents (6 of 6)

Select special, direct dependents	⌘]
Select special, direct precedents	⌘[
Select special, notes	⌘⇧0
Select special, row differences	⌘\
Shadow text	⌘⇧W
Show information	⌘F2
Size active window	⌘F8
Subtraction/negation [†]	-
Text operator [†]	&
Underline text	⌘⇧U
Undo/redo last operation	⌘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

⌘ command	← return	█ keypad key
⇧ shift	→ enter	— space bar
⌥ option	⤵ escape	F1 function key
⌃ control	⤶ delete	🖱 mouse click
⇥ tab	⤷ fwd. delete	⤸ mouse drag

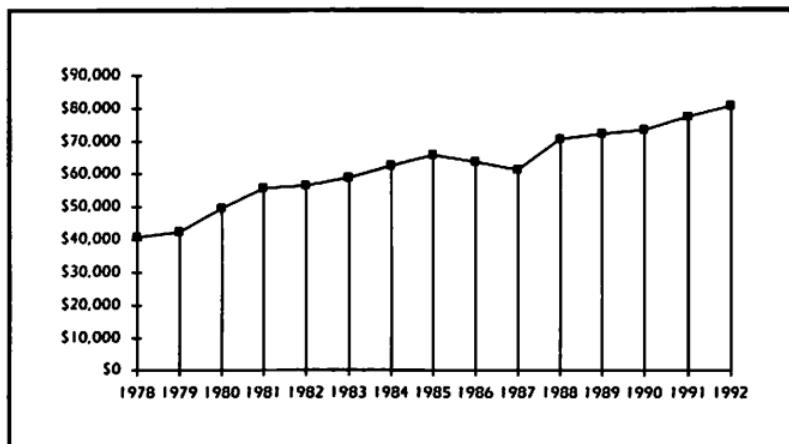
» Microsoft Excel

Ten Hottest Tips

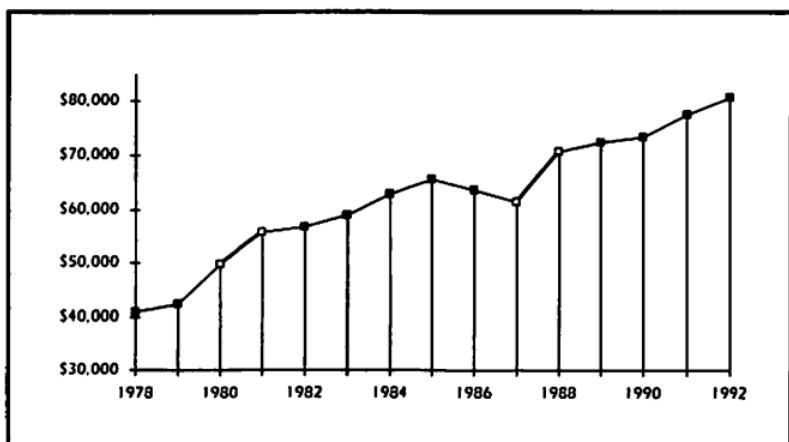
- ◊ **Enough help already.** Excel 2.2 provides a Help bar at the bottom of your screen, a particularly convenient learning tool for new users. As your cursor passes over a command, the Help bar displays a short blurb of information about it. However, for experienced users, this bar just takes up much-needed 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

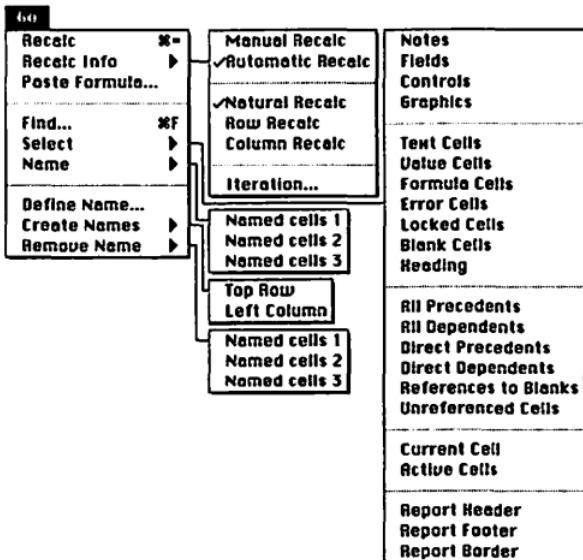
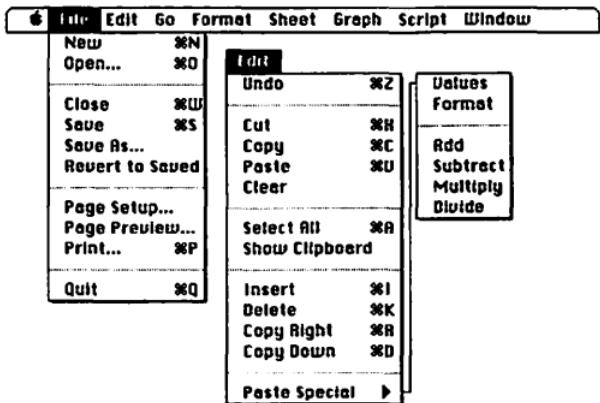
Toolbox

	Worksheet	↑ to select single cell, ⌘+↑ to select range
	Object	↑ to select object, ⌘+↑ to move
	Button	---↑ to create button and define size
	Text	---↑ to create text field, ⌘---↑ to align to grid
	Chart	---↑ to draw chart, ⌘---↑ to align to grid
	Line	---↑ to draw straight line
	Arc	---↑ to draw quarter ellipse
	Oval	---↑ to draw ellipse
	Rectangle	---↑ to draw rectangle
	Poly	↑ to create corners for polygon



Wingz

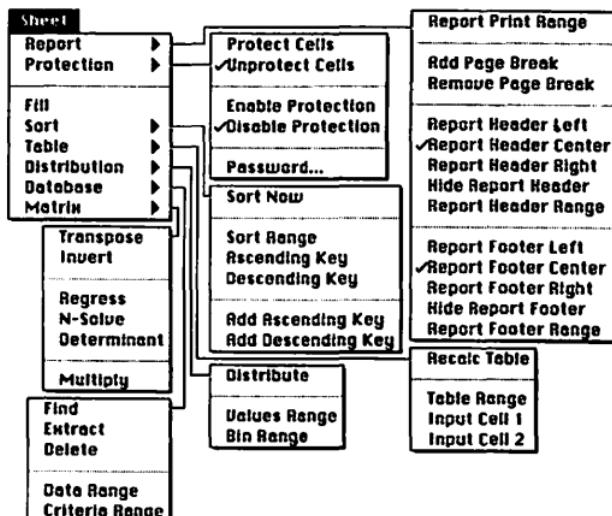
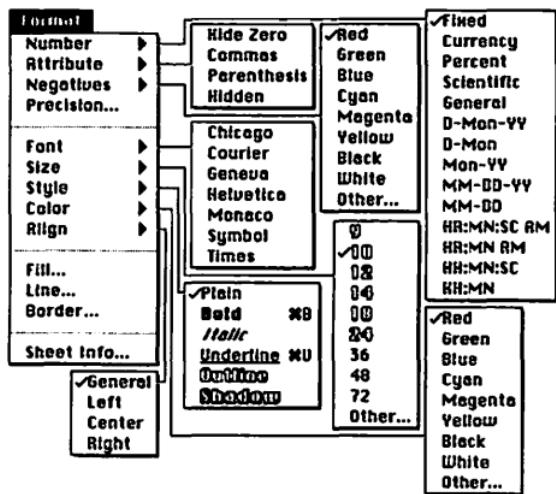
Menus





Wingz

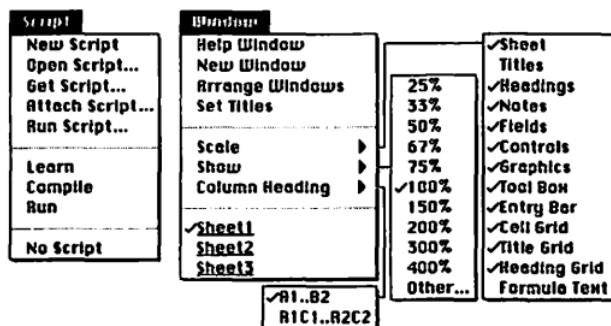
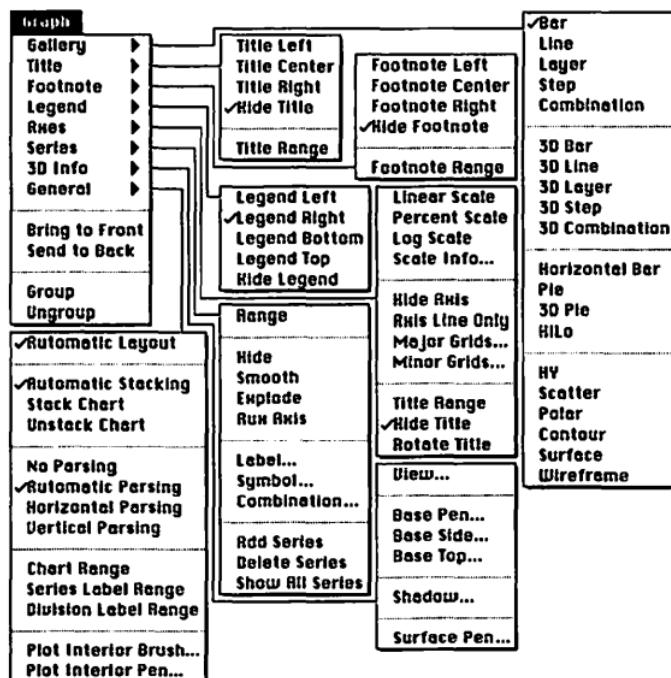
Menus





Wingz

Menus



 **Wingz**

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	→ <i>navigator arrow</i>
Go up one window	PAGE UP
Greater than [*]	>
Greater than or equal [*]	>=
Insert selected number of cells	⌘ I
Less than [*]	<
Less than or equal [*]	<=
Move one cell down	↓ ←
Move one cell left	↑ →
Move one cell right	→ ↓
Move one cell up	↑ ←
Multiplication [*]	*
New document, create	⌘ N
Not equal to [*]	<>

* 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

 **Wingz**
Keyboard Equivalents (3 of 3)

Open existing document	⌘O
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	█ keypad key
⇧ shift	↖ enter	— space bar
⌥ option	⌫ escape	F1 function key
⌃ control	⌦ delete	↖ mouse click
⇥ tab	⌦ fwd. delete	↖ mouse drag

Word Processors

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.

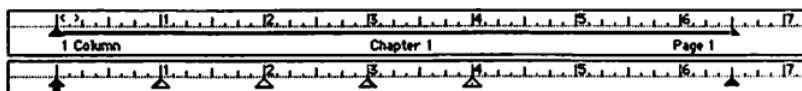
Microsoft Word's dominance of the word processing market is at least partly due to the fact that it was the original high-end word processor. However, familiarity alone has not sustained Word this long. Word 4.0 offers an incredibly rich set of features, many of which can be customized to an extent previously 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



- | | |
|-----------------------|----------------------|
| ▲ First-line indent | ▲ Left tab marker |
| ▲ Left indent marker | ▲ Center tab marker |
| ▲ Right indent marker | ▲ Right tab marker |
| ◀ Column width marker | ▲ Decimal tab marker |
| < Delete column icon | |
| > Add column icon | |

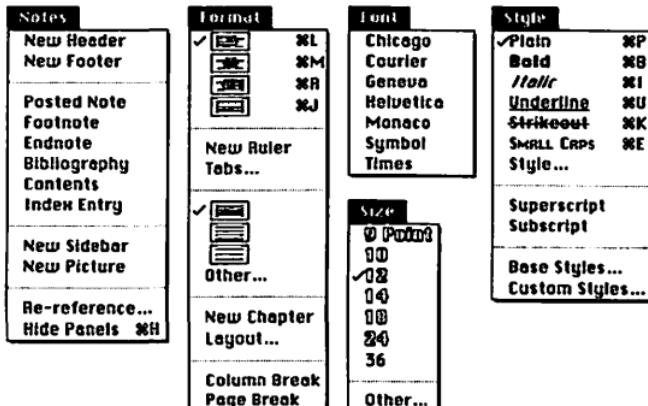
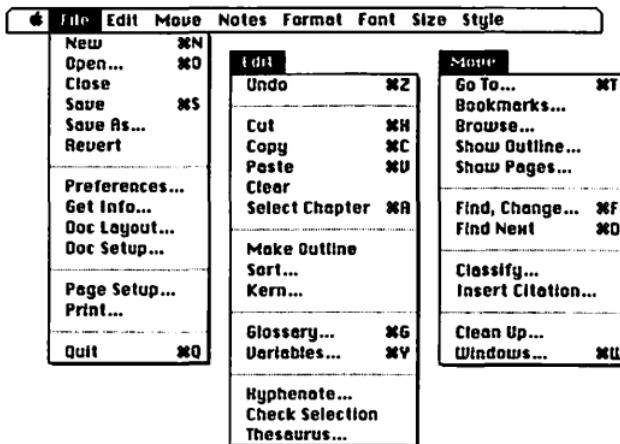
Margin Icons

	Header		Sidebar
	Footer		Picture
	Posted note		Tab ruler
	Footnote		Chapter ruler
	Endnote		Classification marker
	Bibliography entry		Column break
	Contents		Page break
	Index entry		Multiple icons

In the icon-bar display mode, double-clicking an icon opens the respective note panel

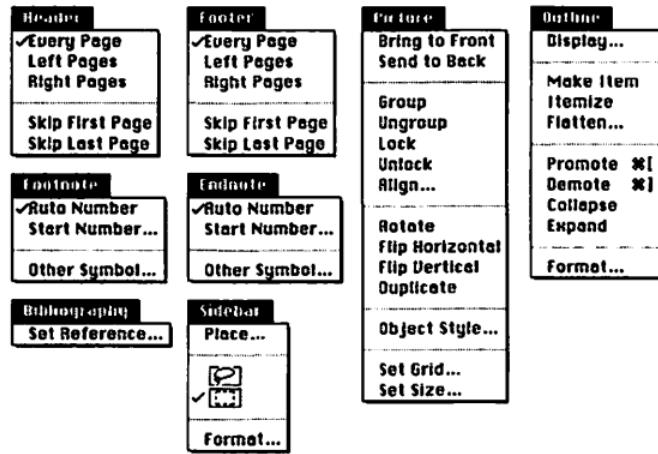
◆ FullWrite Professional

Menus



◆ FullWrite Professional

Note Panel Menus



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	⌘↖4
AFFECT menu in FIND AND CHANGE dialog, display	⌘↖3
Bézier control handles, display to edit [†]	⌘↖ Bezier path "arrow tool"
Bibliography menu, display (if available)	⌘9
Bold text	⌘B
Cancel operation	⌘.
Center text (middle-justify)	⌘M
Change all option-box values to specific unit of measure	⌘↖ measure abbreviation
Change current option-box value to specific unit of measure	↖ measure abbreviation
Change then find next occurrence of text	⌘↑D
Change then find preceding occurrence of text	⌘↑↖D
Circle, create [†]	▷ ⌘ ↗ "oval tool"
Clean up windows again	↖ choose CLEAN UP
Clear element	✖
Close Bézier path [†]	↖ ⌘ ↗ "Bézier curve tool"
Close current note panel and open next note of same type	⌘/
Close current note panel and open preceding note of same type	⌘/
Close current note panel	↖ Close box or ⌘~
Close current ruler	↖ choose NEW RULER
Column rule, activate/deactivate	▷ ⌘ ↗ column rule
Column rule, edit for facing pages	↖ ⌘ ↗ column rule
Column rule, edit for single page	⌘↖ ⌘ ↗ column rule

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Keyboard Equivalents (2 of 8)

Copy additional elements (append to Clipboard)	⌘ ↑ C
Copy character formatting to selected text	⌘ ◀ <i>formatted text block</i>
Copy element	⌘ C
Crop bit map [†]	⌘ --- ▶ <i>corner handle</i>
Curve point to corner point, toggle [†]	⇧ ▶ <i>w/arrow tool</i>
Cut element	⌘ X
Delete next letter	⌘ ⌫ or ☒
Delete next word	⌘ ⌫ ☒
Delete preceding letter	☒
Delete preceding word	☒ ☒
EDIT menu, display	⌘ 2
End Bézier line [†]	⌘ ▶ <i>w/Bézier curve tool</i>
ENDNOTE menu, display (if available)	⌘ 9
ENTRY menu in GLOSSARY dialog, display	⌘ ☒ 2
Extend selection incrementally to next phrase	⌘ ↑ ▶ I, <i>literal phrase</i> , ←
Extend selection incrementally to preceding phrase	⌘ ↑ ☒ ▶ I, <i>literal phrase</i> , ←

[†] 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	drag mouse drag

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Keyboard Equivalents (3 of 8)

FILE menu, display	⌘1
FILE menu in GLOSSARY dialog, display	⌘⌥1
Find and change specified text	⌘F
Find next occurrence of text	⌘D
Find preceding occurrence of text	⌘⌥D
FONT menu, display	⌘6
FOOTER menu, display (if available)	⌘9
FOOTNOTE menu, display (if available)	⌘9
FORMAT menu, display	⌘5
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)	⌘9
Help	HELP
Increase type size	⌘⌥=
Index selected text	⌥ choose INDEX
Italic text	⌘I
Justify text (full justification)	⌘J
Kern type, delete $\frac{1}{20}$ em	⌘-
Kern type, insert $\frac{1}{20}$ em	⌘=
Left-justify text	⌘L
LOOK menu in FIND AND CHANGE dialog, display	⌘⌥1
MATCH menu in FIND AND CHANGE dialog, display	⌘⌥2

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Keyboard Equivalents (4 of 8)

Move down one line	↓, □ 2, or ⌘`;
Move element by grid increment [†]	↖→, ↓, ←, or ↑
Move element single pixel [†]	→, ↓, ←, or ↑
Move left one letter	←, □ 4, or ⌘`K
Move left one word	↖←, ⌘□4, or ⌘`H
MOVE menu, display	⌘3
Move right one letter	→, □ 6, or ⌘`L
Move right one word	↖→, ⌘□6, or ⌘`'
Move to beginning of current paragraph	↖↑ or ⌘□8
Move to beginning of document	⌘□7
Move to beginning of next paragraph	↖↓ or ⌘□2
Move to end of document	⌘□1
Move up one line	↑, □ 8, or ⌘`J
New bookmark, create	↖ choose BOOKMARK
New document, create	⌘N
New plain document	⌘`N
Next window (bring second window to front)	⌘`W
NOTES menu, display	⌘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 ^t	↑ ⌘line tool
PICTURE menu, display (if available)	⌘9
Plain text	⌘P
Print current page	⌘↖P
Pull object ahead ^t	⎿ choose BRING TO FRONT
Push object behind ^t	⎿ choose SEND TO BACK
Quarter circle, create ^t	↑ ⌘arc tool
Quit FullWrite Professional	⌘Q

◆ FullWrite Professional

Keyboard Equivalents (6 of 8)

Reduce type size	⌘ ~
Remove style discriminately.....	⌥ choose style command
Return character (¶) (in search)*.....	⇧ \leftarrow
Right-justify text	⌘R
Save document	⌘S
Scroll down one line.....	⌥ \square 3, ⌥ PAGE UP, or ⌘ \\
Scroll down one page	\square 3, PAGE DOWN, or ⌘ \\
Scroll to beginning of document	\square 7 or HOME
Scroll to end of document	\square 1 or END
Scroll up one line	⌥ \square 9, ⌥ PAGE UP, or ⌘ / \\
Scroll up one page	\square 9, PAGE UP, or ⌘ / \\
Search incrementally for next phrase	$\text{⌘} \rightarrow$, literal phrase, \leftarrow
Search incrementally for preceding phrase	⌘ $\text{~} \rightarrow$, literal phrase, \leftarrow
Select all text in chapter	⌘A
Select entire paragraph	↑ ↓ → in paragraph
Select entire word	↑ ↓ word
Select next letter	$\text{⌘} \rightarrow$, ⌘ \square 6, or ⌘ / \\
Select next object, deselect current selection*.....	→

* Exclusively applicable to drawing in the Picture panel

⌘ command	\leftarrow return	\square keypad key
⇧ shift	~ enter	$-$ space bar
⌥ option	ESC escape	F1 function key
⌘ control	⌫ delete	↑ mouse click
→ tab	⌦ fwd. delete	--- → mouse drag

◆ FullWrite Professional

Keyboard Equivalents (7 of 8)

Select next object, retain current selection ^t	↑→
Select next word	⌘→, ⌘↖6, or ⌘↑↖'
Select preceding letter	⌘←, ⌘↖4, or ⌘↑↖K
Select preceding object, deselect current selection ^t	↖→
Select preceding object, retain current selection ^t	↑↖→
Select preceding word	⌘↖←, ⌘↖4, or ⌘↑↖H
Select to beginning of current then preceding paragraphs	⌘↖↑ or ⌘↖↖8
Select to beginning of current then preceding sentences	⌘↑, ⌘↖8, or ⌘↑↖J
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
SIDE BAR menu, display (if available)	⌘9
SIZE menu, display	⌘7
Small caps text	⌘E
Square, create ^t	↑ ⌘ ⌂ rectangle tool
Strikeout text	⌘K
STYLE menu, display	⌘8
Subscript, specify	↖ choose SUBSCRIPT
Subscript text 1 point	⌘↖-
Superscript, specify	↖ choose SUPERSCRIPT
Superscript text 1 point	⌘↖=
Tab character (in search) [*]	↑→
Underline text	⌘U
Undo/redo last operation	⌘Z

◆ FullWrite Professional

Keyboard Equivalents (8 of 8)

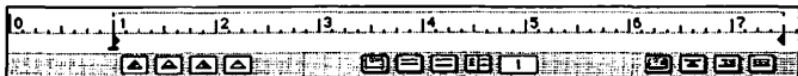
Variable control (page numbers, etc.)	⌘Y
Variable, insert into text	⌘Y , <i>variable name</i> , ↵
Wild card for a single character [†]	<i>i</i> (⇧⌿/)
Wild card for a single word [‡]	≈ (⌿X)
Window, bring any open document to front	⌘W , <i>window name</i> , ↵
Windows control (bring to front, etc.)	⌘W
Zoom window to full screen	⌿ Z <i>Zoom box</i>

[†] Exclusively applicable to drawing in the Picture panel

[‡] Specifically for use in the FIND/REPLACE dialog box

Accurate for FullWrite Professional, 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

 **MacWrite**
Ruler

- | | |
|--|---|
|  First-line indent |  Single-spacing icon |
|  Left indent marker |  1 1/2-spacing icon |
|  Right indent marker |  Double-spacing icon |
|  Left tab marker |  Decrease leading icon |
|  Center tab marker |  Increase leading icon |
|  Right tab marker |  Align-left icon |
|  Character tab marker |  Align-center icon |
| |  Align-right icon |
| |  Justify icon |



MacWrite

Menus

File

- New ⌘N
- Open... ⌘O
- Close ⌘W
- Save ⌘S
- Save As...
- Revert to Saved
- Insert File... ⌘ ⌥I
- Open Merge Data File...
- Insert Merge Field... ⌘ ⌥M
- Merge...
- Page Setup...
- Print... ⌘P
- Quit ⌘Q

Edit

- Undo ⌘Z
- Cut ⌘X
- Copy ⌘C
- Paste ⌘V
- Clear
- Select All ⌘A
- Find/Change... ⌘F
- Insert Date ⌘ ⌥R
- Insert Time ⌘ ⌥T
- Insert Page # ⌘ ⌥P

Font

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

Size

- 7 pt
- 9 pt
- 10 pt
- 12 pt
- 14 pt
- 16 pt
- 24 pt
- 36 pt
- 48 pt
- 60 pt
- 72 pt
- Other... ⌘ ⌥O

Style

- Plain Text ⌘T
- Bold ⌘B
- Italic* ⌘I
- Strike-Through ⌘J
- Outline ⌘E
- Shadow ⌘M
- Underline ⌘U
- Word Underline ⌘ ⌥U
- Double Underline ⌘ ⌥L
- Superscript ⌘ ⌥+
- Subscript ⌘ ⌥-

Format

- Hide Ruler ⌘H
- Page...
- Paragraph...
- Tab...
- Character... ⌘ ⌥D
- Copy Ruler ⌘ ⌥C
- Apply Ruler ⌘ ⌥U
- Scale Picture...
- Insert Header
- Insert Footer
- Insert Footnote ⌘ ⌥F
- Insert Page Break
- Insert Column Break

Spelling

- Check All... ⌘=
- Check Main Body... ⌘Y
- Check Selection... ⌘K
- Spell Word... ⌘V
- Spelling Options...
- Install Dictionaries...
- User Dictionary...
- Auto Hyphenate
- Hyph. Exceptions...

Print

- Show Invisibles ⌘;
- Show Page Guides ⌘G
- Hide Pictures
- Reduced Size ⌘R
- Side By Side
- Document



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)*	⌘↑← 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

⌘ 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 (3 of 5)

Move to beginning of document	⌘↓
Move to beginning of next paragraph	⌘↖↓
Move to end of current line	⌘→
Move to end of document	⌘↑
Move up one line	↑
New document, create	⌘N
Nonbreaking en space	⌘؏-
Nonbreaking en space (in search)*	⌘؏- or ⌘S (؏6)
Nonbreaking hyphen	⌘؏-
Open existing document	⌘O
Optional hyphen	⌘-
Optional hyphen (in search)*	⌘- or ⌘-
Other type size	⌘↑0
Outline text	⌘E
Page break	⇪↖ or ⌘⇪C
Page-break character (in search)*	⌘⇪↖ or ⌘b
Paragraph break	← or ⌘M
Paragraph-break character (in search)*	⌘← or ⌘p
Paste element	⌘V or F4
Plain text	⌘T
Print document	⌘P
Quit MacWrite II	⌘Q
Reduce type size	⌘↑<
Reduce type size 1 point	⌘↑؏<
Save as different name or location	⌘↑S
Save document	⌘S

MacWrite

Keyboard Equivalents (4 of 5)

- Scroll down one screen $\wedge L$ or PAGE DOWN
 Scroll to beginning of document $\wedge A$ or HOME
 Scroll to end of document $\wedge D$ or END
 Scroll to last page of document $\wedge \wedge D$ or $\wedge \wedge END$
 Scroll to top of next page $\wedge \wedge L$ or $\wedge \wedge$ PAGE DOWN
 Scroll to top of preceding page $\wedge \wedge K$ or $\wedge \wedge$ PAGE UP
 Scroll up one screen $\wedge K$ or PAGE UP
 Select all text to beginning of document $\text{⌘}\wedge\wedge\wedge$
 Select all text in current document $\text{⌘}A$ or  in text
 Select all text to end of document $\text{⌘}\wedge\wedge\downarrow$
 Select entire line  in line
 Select entire paragraph  in paragraph
 Select entire word  word
 Select next letter $\wedge\rightarrow$
 Select next word $\wedge\wedge\rightarrow$
 Select preceding letter $\wedge\leftarrow$
 Select preceding word $\wedge\wedge\leftarrow$
 Select to beginning of current then preceding lines $\text{⌘}\wedge\leftarrow$
 Select to beginning of current then preceding paragraphs ... $\wedge\wedge\leftarrow$

* Specifically for use in the FIND/CHANGE dialog box

⌘ command	\leftarrow return	 keypad key
\wedge shift	$\wedge\wedge$ enter	— space bar
$\wedge\wedge$ option	 escape	F1 function key
$\wedge\wedge\wedge$ control	 delete	 mouse click
$\rightarrow\wedge$ tab	 fwd. delete	---  mouse drag

 MacWrite

Keyboard Equivalents (5 of 5)

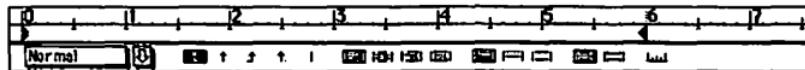
Select to end of current then succeeding lines	⌘→
Select to end of current then succeeding paragraphs	⇧↖↓
Shadow text	⌘M
Show/hide invisibles (¶s, spaces)	⌘;
Show/hide page guides	⌘G
Show/hide rulers	⌘H
Spell word (suggest)	⌘Y
Standard (breaking) en space	⌘_
Strikethru text	⌘J
Style sheet number [#], apply	⌘[#]
Subscript text	⌘⇧-
Superscript text	⌘⇧=
Tab character (in search) [*]	⌘→I or \t
Time character (in search) [*]	⌘↖T or \t (↖T)
Underline text	⌘U
Undo/redo last operation	⌘Z or F1
Wild card for a single character [*]	⌘8 or *
Word-only underline text	⌘⇧U

^{*} 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
→I tab	⤸ fwd. delete	⤹ mouse drag

Microsoft Word

Ruler



- | | | |
|-------------------------|--|----------------------|
| ▶ First-line indent | | Align-left icon |
| ◀ Left indent marker | | Align-center icon |
| ◀ Right indent marker | | Align-right icon |
| ↑ Left tab marker | | Justify icon |
| ↑ Center tab marker | | Single-spacing icon |
| ↑ Right tab marker | | 1 ½-spacing icon |
| ↑ Decimal tab marker | | Double-spacing icon |
| Vertical-bar tab marker | | Close paragraph icon |
| | | Open paragraph icon |
| | | Scroll ruler icon |



Microsoft Word

Menus

File		Edit	Format	Font	Document	Utilities	Window
New	⌘N						
Open...	⌘O						
Close	⌘W						
Save	⌘S						
Save As...	⌘F7						
Delete...							
Print Preview...	⌘I						
Print Merge...							
Page Setup...	⌘F8						
Print...	⌘P						
Open Mail...							
Send Mail...							
Quit	⌘Q						
		Edit			Format		
		Undo ⌘Z			Show Ruler ⌘R		
		Cut ⌘H			Character...	⌘D	
		Copy ⌘C			Paragraph...	⌘M	
		Paste ⌘U			Section...	⌘F14	
		Clear ⌘A			Document...	⌘F14	
		Edit Again ⌘A			Cells...		
		Table...			Position...		
		Glossary...	⌘K		Styles...		
		Show ¶	⌘V		Define Styles...	⌘T	
		Paste Link ⌘F4			✓Plain Text ⌘O2		
		Update Link ⌘F3			Bold ⌘OB		
		Short Menus			<i>Italic</i> ⌘OI		
		Preferences...			<u>Underline</u> ⌘OU		
		Commands...			Outline ⌘OD		
					Shadow ⌘OW		
Font		Document		Utilities		Window	
9 Point		Open Header...		Find... ⌘F		Help...	
10 Point		Open Footer...		Find Again ⌘G		Show Clipboard	
✓12 Point		Footnote...		Change... ⌘H		New Window ⌘F5	
14 Point		Repaginate Now ⌘J		Go To... ⌘G		✓Document 1	
16 Point		Outlining ⌘U		Go Back ⌘Z		Document 2	
18 Point		Page View ⌘B					
24 Point		Insert Page Break ⌘W					
		Insert Graphics					
		Insert Table...					
		Insert Index Entry					
		Insert TOC Entry					

Microsoft Word

Keyboard Equivalents (1 of 9)

Activate menu bar	⌘→ 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 , <i>font name or number</i> , ↵
Change specified text (search and replace)	⌘H
Change style	⌘↑S , <i>style name or number</i> , ↵
Character specifications	⌘D or F14
Clear element	
Close document	⌘W
Copy as PICT image	⌘↖D
Copy element	⌘C or F3

* Specifically for use in the FIND or 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

 **Microsoft Word**
Keyboard Equivalents (2 of 9)

Copy paragraph format	
to destination	⌘V, or ⌘F4, ⌘→ phrase, ←
Copy to destination	⌘C or ⌘F3, ⌘ point in text, ←
Cut element	⌘X or F2
Define style sheets	⌘T
Delete next letter	⌘F or ⌘
Delete next word	⌘G
Delete preceding letter	⌃
Delete preceding word	⌘⌃
Document menu, display	⌘►I, 5
Document specifications (real page setup)	⌘F14
Dotted underline text	⌘⇧\ or ⌘F12
Double-space text	⌘⇧Y
Double-underline text	⌘⇧[or ⌘F12
Edit link	⌃F2
EDIT menu, display	⌘►I, 2
Enter character via ASCII code	⌘Q, ASCII number, ←
Extend selection to character	⌘⇧H or ⌘ - , character key
FILE menu, display	⌘►I, 1
Find next format	⌘R
Find specified text	⌘F
Find text again (next occurrence)	⌘A
First line indent, nudge ½ inch	⌘⇧F
FONT menu, display	⌘►I, 4
Footnote, reference	⌘E

Microsoft Word

Keyboard Equivalents (3 of 9)

FORMAT menu, display	⌘I, 3
Formula character (.)	⌘↖\
Formula character (in search)*	^\ ^V
 GLOSSARY dialog, display	⌘K
Glossary phrase, insert into text	⌘¤, <i>glossary name</i> , ↩
Go back to preceding location	⌘↖Z or ⌘0
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

⌘ command	← return	█ keypad key
⇧ shift	↖ enter	— space bar
↖ option	⤵ escape	F1 function key
⌃ control	⤷ delete	🖱 mouse click
➡ tab	⤸ fwd. delete	⤹ mouse drag

 **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, ⌘↖, 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 ⌘↖Y
Move to beginning of current sentence	⌘□ 7
Move to beginning of document	⌘□ 9
Move to beginning of next paragraph	⌘↓, ⌘□ 2, or ⌘↖B
Move to bottom of window	END
Move to destination	⌘↖X or ↑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 $\text{⌘}\text{↑}\text{P}$
- Open any file ↑ choose OPEN or $\text{↑}\text{F6}$
- Open existing document $\text{⌘}\text{O}$ or F6
- Open space text (12 points before ¶) $\text{⌘}\text{↑}\text{O}$
- Optional hyphen $\text{⌘}-$
- Optional hyphen character (in search)* $\text{^}-$
- Outline, collapse all topics $\text{■} -$ or $\text{⌘}\text{⌘T}, -$
- Outline, collapse selected topic only $\text{⌘■} -$
- Outline, demote topic \rightarrow or $\text{⌘}\text{⌘T}, \text{L}$ or $\text{■} 6$
- Outline, demote topic to body text $\text{⌘}\rightarrow$ or $\text{⌘}\text{⌘T}, >$
- Outline, display all $\text{■}*$ or $\text{⌘}\text{⌘T}, \text{A}$
- Outline, display first line only $\text{■}=$ or $\text{⌘}\text{⌘T}, \text{B}$
- Outline, display formatting $\text{■}/$ or $\text{⌘}\text{⌘T}, \text{F}$
- Outline, display topics
down to specified level $\text{⌘}\text{⌘T}, \text{number key}$
- Outline, expand all topics $\text{■}+$ or $\text{⌘}\text{⌘T}, \$$
- Outline, move topic down ↓ or $\text{⌘}\text{⌘T}, ,$ or $\text{■} 2$
- Outline, move topic up ↑ or $\text{⌘}\text{⌘T}, 0$ or $\text{■} 8$

* Specifically for use in the FIND or CHANGE dialog box

⌘ command	\leftarrow return	■ keypad key
↑ shift	↖ enter	— space bar
⌥ option	⤵ escape	F1 function key
⌃ control	⤷ delete	🖱 mouse click
⤶ tab	⤸ fwd. delete	⤹ mouse drag



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	⌘↑— 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	⇧F7
Save document	⌘S or F7
Scroll down one line	⌘↓
Scroll up one line	⌘↖[
Section break	⌘⏏
Section specifications	⌃F14
Select all text from cursor location to beginning of document	⌘↑◻9
Select all text from cursor location to end of document	⌘↑◻3
Select all text in document	⌘↖ in left margin or ⌃↖M
Select current then preceding paragraphs	⌘↑↑ or ⌃↑◻8
Select current then succeeding paragraphs	⌘↑↓ or ⌃↑◻2
Select entire line of text	→ in left margin
Select entire word	→ word
Select next letter	↑→ or ↑◻6
Select next word	⌘↑→ or ⌃↑◻6

* Specifically for use in the FIND or 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



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 ⌘↗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	↖→I
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 →I
Table, move to preceding cell	←, ↑→I, or ⌘↖ 9
Table, select entire column	↖→A
Table, select entire row	↖↖A

 **Microsoft Word**
Keyboard Equivalents (9 of 9)

Table, select entire table	⌘⬆️ ↵
Underline text	⌘⇧U or F12
Undo/redo last operation	⌘Z or F1
Update link	⌥F3
UTILITIES menu, display	⌘➡️I, 6
White space (nonword) character*	^W
Wild card for a single character*	?
WINDOWS menu, display	⌘➡️I, 7
Word count	⌥F15
Word-only underline text	⌘⇧] or ⌘F12

* Specifically for use in the FIND or CHANGE dialog box
Accurate for Microsoft Word, version 4.0

⌘ command	↔ return	█ keypad key
⇧ shift	↖ enter	— space bar
⌥ option	⤷ escape	F1 function key
⌃ control	⤸ delete	🖱 mouse click
➡️ tab	⤹ fwd. delete	➡️ 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(a²+b²) 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

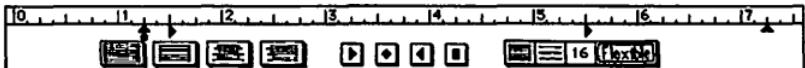
Alice
Meg
Teddy
Mike } quarterfinals team

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 Multi-Finder, 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

Macintosh Menus:

File	Edit	Format	Font	Style	Window
New ⌘N	Undo ⌘Z	Plain Text ⌘T	Chicago ⌘B	Bold ⌘B	Clean Up... ⌘-
Open... ⌘O	Cut ⌘H	Italic ⌘I	Courier ⌘C	Italic ⌘I	Send Behind ⌘-
Close ⌘W	Copy ⌘C	Underline ⌘U	Geneva ⌘G	Underline ⌘U	Show Clipboard ⌘A
Save ⌘S	Paste ⌘V	Outline ⌘L	Helvetica ⌘H	Outline ⌘L	Hide Ruler ⌘R
Save As...	Clear ⌘U	Shadow ⌘D	Monaco ⌘M	Shadow ⌘D	Check Spelling ⌘E
Revert to Saved	Copy Ruler ⌘1	Condense ⌘N	Symphony ⌘P	Condense ⌘N	Find/Replace ⌘F
Revert to Backup	Paste Ruler ⌘2	Extend ⌘X	Times ⌘T	Extend ⌘X	Ruler ⌘R
Preferences...	Copy Font/Size/Style ⌘3				Document 1 ⌘D
Page Setup... ⌘KP	Paste Font/Size/Style ⌘4				Document 2 ⌘D
Print... ⌘P	Find/Replace... ⌘F				
Merge... ⌘M	Check Spelling... ⌘E				
Quit ⌘Q	Count... ⌘W				
	Change Case... ⌘SH				
	Select All ⌘A				

Format	Font	Style	Window
Insert Soft Hyphen ⌘-	Chicago ⌘B	Plain Text ⌘T	Clean Up... ⌘-
Indent Left to Tab ⌘I	Courier ⌘C	Italic ⌘I	Send Behind ⌘-
Indent Right to Tab ⌘J	Geneva ⌘G	Underline ⌘U	Show Clipboard ⌘A
Insert New Header ⌘KH	Helvetica ⌘H	Outline ⌘L	Hide Ruler ⌘R
Insert New Footer ⌘KF	Monaco ⌘M	Shadow ⌘D	Check Spelling ⌘E
Insert New Footnote ⌘KN	Symphony ⌘P	Condense ⌘N	Find/Replace ⌘F
Insert Page #	Times ⌘T	Extend ⌘X	Ruler ⌘R
Insert Time...			Document 1 ⌘D
Insert Date...			Document 2 ⌘D
Insert Page Break ⌘KB			
Keep on Same Page ⌘KK			
Allow to Cross Page ⌘KA			

Font	Style	Window
9 Point ⌘9	Superscript ⌘H	Clean Up... ⌘-
10 Point ⌘A	Subscript ⌘L	Send Behind ⌘-
12 Point ⌘B		Show Clipboard ⌘A
14 Point ⌘C		Hide Ruler ⌘R
16 Point ⌘D		Check Spelling ⌘E
20 Point ⌘E		Find/Replace ⌘F
24 Point ⌘F		Ruler ⌘R
36 Point ⌘G		Document 1 ⌘D
48 Point ⌘H		Document 2 ⌘D
60 Point ⌘I		
72 Point ⌘J		
Other... ⌘O		
Smaller ⌘9		
Larger ⌘O		
11 Point ⌘I		



WriteNow

Keyboard Equivalents (1 of 4)

Allow selected paragraph to cross page	⌘↑A
Bold text	⌘B
Cancel operation	⌘. or ⌘Z
Caret or circumflex character (in search)*	^A
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	⇧ choose 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	↑→
Select next word	↑↖→
Select preceding letter	↑←
Select preceding word	↑↖←
Send current window to back	⌘=
Show/hide ¶ markers	⌘Y
Show/hide rulers	⌘R
Show/hide spaces	⌘_
Subscript text 1 point	⌘L
Superscript text 1 point	⌘H
Tab character (in search) [*]	↖→I or ^t
Underline text	⌘U
Undo/redo last operation	⌘Z
View footnotes	⌘K
View headers/footers	⌘J
View page	⌘D
Wild card for a single character [*]	?

* Specifically for use in the FIND/REPLACE dialog box

Accurate for WriteNow, version 2.2

⌘ 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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