MultiScribe GS Quick Reference Card

Keyboard Command Equivalents

■ **File Menu**

New	⌘N	Opens a new, empty document window.
Open	⌘O	Reads a document on disk.
Close	⌘K	Closes the active document window.
Save	⌘S	Saves a document on the disk.
Save As	⌘A	Saves a document on the disk with a specified name and pathname.
Print	⌘P	Produces a printed copy of the active document.
Quit	⌘Q	Quits MultiScribe GS .

■ **Edit Menu**

Undo	⌘Z	Undoes the effects of a delete.
Cut	⌘X	Cuts selected text and places it on the Clipboard.
Copy	⌘C	Copies selected text to the Clipboard.
Paste	⌘V	Places the contents of the Clipboard into a document at the insertion point.

■ **Search Menu**

Find	⌘F	Finds specified text in a document.
Replace	⌘R	Replaces specified text with different text.
Go To Page #	⌘G	Moves the insertion point to the top of the specified page.

■ **Format Menu**

Insert Ruler	⌘Y	Places a ruler in a document at the insertion point.
Show Rulers/ Hide Rulers	⌘M	Displays or hides the rulers in the active document.
Insert Page Break	⌘-	Places a page break in a document at the insertion point.
Set Page #	⌘=	Sets the number of the first page in a document, renumbering subsequent pages.

■ **Style Menu**

Plain Text	⌘T	Changes a selection to plain text.
Bold	⌘B	Changes a selection to bold text.
<u>Underline</u>	⌘U	Changes a selection to underlined text.
Super^{script}	⌘H	Changes a selection to superscripted text.
Sub$_{script}$	⌘L	Changes a selection to subscripted text.

Formatting with Rulers

You format text in MultiScribe GS using rulers. Select the settings on a ruler by dragging tabs, the indentation marker, and the margin markers to the desired location on the inch scale and by clicking the appropriate line spacing and alignment buttons.

The **inch scale** lets you determine where to place tabs and margins.

The **left margin marker** sets the left margin of your document.

The **indentation marker** sets the indentation of the first line of each paragraph.

You'll get the tabs from the **tab well**.

Line spacing boxes let you set line spacing of text to zero-, single-, 1 1/2-, and double-spacing.

Tabs define where the *tab* key will move the insertion point when pressed.

Text alignment boxes let you set the alignment of text to left, center, right, and full justification.

The **right margin marker** sets the right margin of your document.
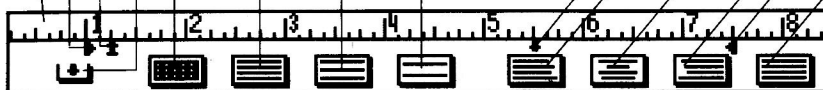
Moving the Insertion Point

With the Mouse

■ Use the mouse to position the I-beam pointer at the place in your document where you want to move the insertion point and click the mouse button to select the insertion point.

■ When you select something by dragging across it, the insertion point is placed at the end of the selection.

■ When you select a word by double-clicking it, the insertion point is placed at the beginning of the selection — the beginning of the word.

■ When you select a line of text by triple-clicking it, the insertion point is placed at the beginning of the selection — the beginning of the line.

■ When you select an entire document with the Select All command, the insertion point is placed at the beginning of the selection — the beginning of the document.

With Keyboard Commands

Moving the Insertion Point with the Arrow Keys

↑ key	Moves insertion point up one line
↓ key	Moves insertion point down one line
←key	Moves insertion point one character to the left
→ key	Moves insertion point one character to the right

Moving the Insertion Point with the ⌘ and Arrow Keys

Pressing the arrow keys in combination with the ⌘ key moves the insertion point to the extreme edges of the part of a document displayed in the document window. If the document window is at its full size, these edges are the top, bottom, and sides of the monitor screen.

⌘↑ keys	Move insertion point to top of document window
⌘↓ keys	Move insertion point to bottom of document window
⌘←keys	Move insertion point to left margin of the current line
⌘→keys	Move insertion point to right margin of the current line

Moving the Insertion Point with the *option* and Arrow Keys

option-← keys	Move insertion point to beginning of current or previous word
option-→ keys	Move insertion point to beginning of next word

⌘1-⌘9 keys

Pressing the ⌘ key in combination with any number key from 1 to 9 moves the insertion point to the place in the document represented by the number you press. Pressing ⌘1 moves the insertion point to the beginning of the document; pressing ⌘5 moves the insertion point to the middle of the document, etc.

Scrolling a Document

With the Mouse

To Scroll Up or Down

Click on the appropriate arrow on the top or bottom of the scroll bar

To Scroll Up or Down One Windowfull

Click inside the scroll bar above or below the scroll box

With Keyboard Commands

⌂> Scrolls text up, moving the insertion point forward in the document and the scroll box down in the scroll bar.

⌂< Scrolls text down, moving the insertion point backward in the document and the scroll bar up in the scroll bar.

Selecting

With the Mouse

To select text (and rulers, page breaks, and pictures)	Click on the place where you want to begin the selection and drag until all the desired material is selected
To select a word	Double-click the mouse button on the word you want to select
To select a line of text	Triple-click the mouse button on the line of text you want to select
To select text a word at a time	Holding down the *shift* key, drag the mouse over the text you want to select.

With Keyboard Commands

shift-↑ keys	select one line up
shift-↓ keys	select one line down
shift-← keys	select one character to left
shift-→ keys	select one character to right
shift-⌂-↑ keys	select to top of document
shift-⌂-↓ keys	select to bottom of document
shift-⌂-← keys	select to right margin
shift-⌂-→ keys	select to left margin
shift-option-← keys	select to beginning of previous word
shift-option-→ keys	select to beginning of next word

Deleting

With the Mouse

Select the material to be deleted and press *delete*. To delete a selection and place it on the Clipboard, select the material to be placed on the Clipboard and choose Cut from the Edit Menu or press ⌂X.

With Keyboard Commands

Pressing the *delete* key deletes one character at a time with each keypress or a selection with a single keypress

MultiScribe GS offers three special commands for deleting text using the *control* key:

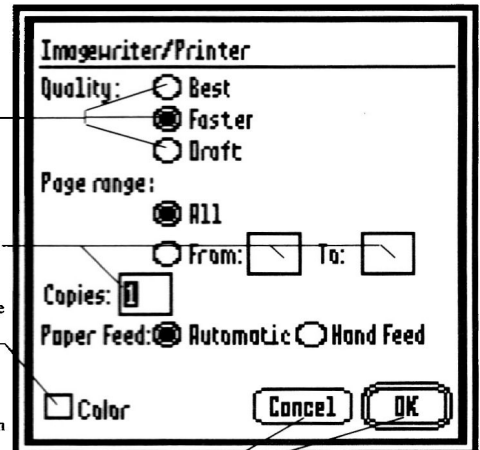|	
control-F	Delete next character after the insertion point (forward delete)
control-W	Delete current word (word on which insertion point is located)
control-L	Delete current line (line on which insertion point is located)

Dialog Boxes

Whenever you perform a task that requires more information or a decision on your part, MultiScribe GS displays a **dialog box**. Dialog boxes use a number of devices to gather information from you; these are explained below.

Radio buttons are mutually exclusive and are used for specifying one option from a group of options. Clicking on one radio button disables the button previously clicked.

Input bars let you type in information needed by the program to complete the operation.

Check boxes act like toggle switches (on/off), allowing you to turn an option on and off. Check boxes in a group are not mutually exclusive and can be combined, like the style options on the Style Menu.

Imagewriter/Printer

Quality: ○ Best ● Faster ○ Draft

Page range: ● All ○ From: [ ] To: [ ]

Copies: [1]

Paper Feed: ● Automatic ○ Hand Feed

☐ Color   [Cancel] [OK]

Clicking a **button** performs the action indicated by the buttons label. Buttons are usually used for confirming (OK) or cancelling (Cancel) an operation. If a button on a dialog box has a thicker outline than the others, it is the **default button** and can be chosen by pressing *return*.

Different Pointer Shapes Used by MultiScribe GS

The **arrow** pointer is used to choose commands from the menu bar, specify option settings, activate windows, and scroll with the scroll bar.

The **I-beam** is shaped somewhat like the insertion point and is used to select the insertion point and to select text for editing, deleting, and replacing.

The **wristwatch** appears when MultiScribe GS performs an action which takes a few moments to complete.