
















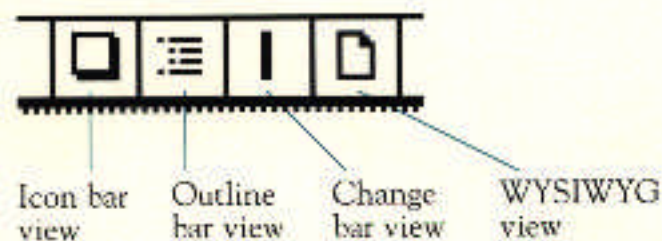
FullWrite Professional™ Quick Reference Card

Icons and Views

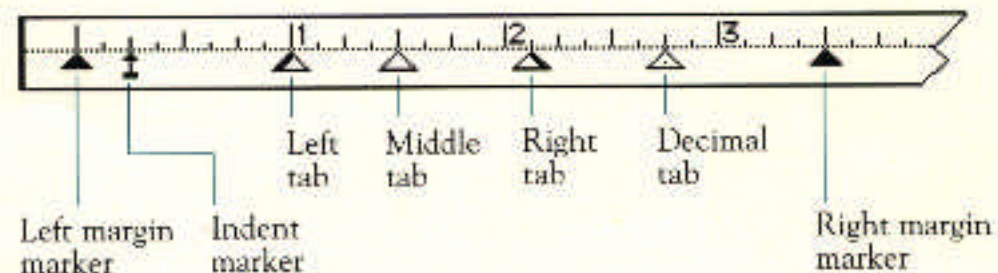
Icon Bar Icons

	Chapter icon		Posted note		Index entry
	Tab ruler icon		Endnote		Sidebar
	Classification mark		Footnote		Picture
	Header		Bibliography entry		Column break
	Footer		Contents entry		Page break
					Ellipsis (multiple icons)

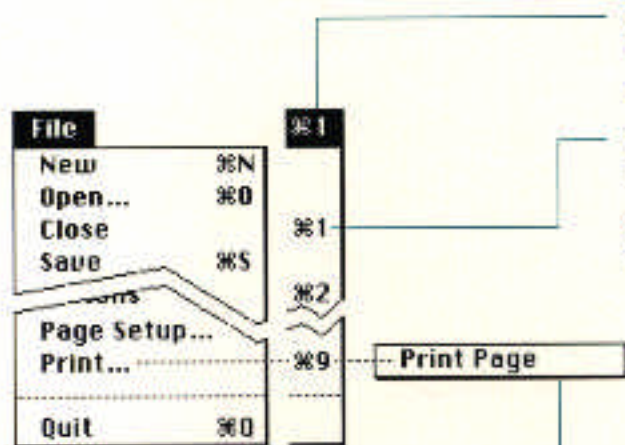
Document View Icons



Tabs and Indents



Menus and Dialog Boxes



WalkDown Menus

Open a WalkDown menu:

Press Command key (⌘) and the WalkDown menu number

Choose menu command:

Press ⌘ and the WalkDown command number

Close a WalkDown menu:

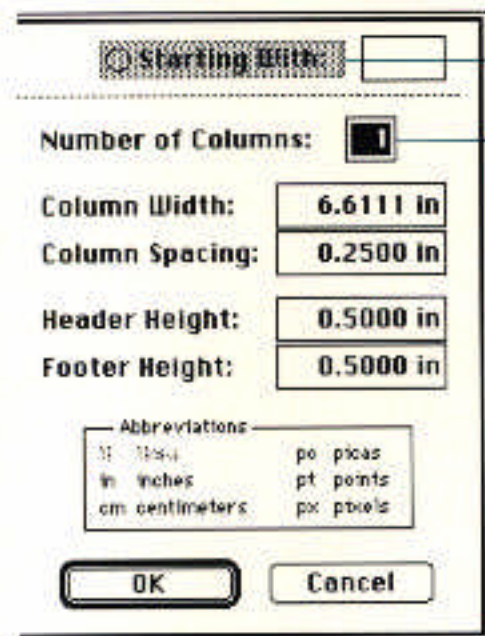
Type ⌘- or **Delete**

⌘ - Key Equivalents

Hold down the Command key (⌘) while pressing the appropriate letter.

Auxiliary Commands

Hold down the Option, Shift, or Option and Shift key(s) while pressing the Command key (⌘) and the appropriate letter or number (if using WalkDown menus).



WalkDown Dialog Boxes

⌘-Tab turns on the WalkDown dialog box controls.

With WalkDown on:

Use **Tab** or cursor keys to move the highlight bar.

Select an option: Press **Return**

With WalkDown off:

Use **Tab** to move to text boxes

Keyboard Shortcuts for Alert Boxes

⌘-Y Select Yes

⌘-N Select No








⌘-C Select Cancel

⌘-O Select OK

File		⌘ 1	Option
New	⌘N		New (plain)
Open...	⌘O		
Close		⌘1	
Save	⌘S		
Save As...		⌘2	
Revert		⌘3	
Preferences...		⌘4	
Get Info...		⌘5	
Doc Layout...		⌘6	
Doc Setup...		⌘7	
Page Setup...		⌘8	
Print...		⌘9	Print Page
Quit	⌘Q		

Edit		⌘ 2	Option
Undo	⌘Z		
Cut	⌘H		
Copy	⌘C		
Paste	⌘U		Paste Swap
Clear		⌘1	
Select Chapter	⌘A		
Make Outline		⌘2	
Sort...		⌘3	
Kern...		⌘4	
Glossary...	⌘G		
Variables...	⌘V		
Hyphenate...		⌘5	Never Hyphenate
Check Spelling		⌘6	Check Forward...
Thesaurus...		⌘7	

Notes		⌘ 4	Option
New Header	⌘1		
New Footer	⌘2		
Posted Note		⌘3	
Footnote		⌘4	
Endnote		⌘5	
Bibliography		⌘6	
Contents		⌘7	
Index Entry		⌘8	Index Selection
New Sidebar		⌘9	
New Picture		⌘0	
Re-reference...		⌘-	
Hide Panels	⌘H		

Format		⌘ 5	Option
	⌘L		
	⌘M		
	⌘R		
	⌘J		
New Ruler		⌘1	Close Rulers
Tabs...		⌘2	
		⌘3	
		⌘4	
		⌘5	
Other...		⌘6	
New Chapter Layout...		⌘7	
		⌘8	
Column Break		⌘9	
Page Break		⌘0	

Shift

Cut
Append
Copy
Append

Move		⌘3
Go To...	⌘T	
Bookmarks...		⌘1
Browse...		⌘2
Show Outline...		⌘3
Show Pages...		⌘4

Find, Change...	⌘F	
Find Next		⌘D

Classify...		⌘5
Insert Citation...		⌘6

Clean Up...		⌘7
Windows...	⌘W	

Option

New Bookmark...

Shift

Option-Shift

Find Previous / Change, Find Nxt / Change, Find Pru

Clean Up Again
Next Window

Font	⌘6
Athens	⌘1
Calro	⌘2
Chicago	⌘3
Courier	⌘4
Geneva	⌘5
Goudy	⌘6
Helvetica	⌘7
Los Angeles	⌘8
Mobile	⌘9
Monaco	⌘0
San Francisco	⌘-
Symbol	⌘-
Times	
Venice	

Size	⌘7
9 Point	⌘1
10	⌘2
12	⌘3
14	⌘4
18	⌘5
24	⌘6
36	⌘7
Other...	⌘8

Style	⌘8	Option
Plain	⌘P	Base Style
Bold	⌘B	
<i>Italic</i>	⌘I	
<u>Underline</u>	⌘U	
Strikeout	⌘K	
SMALL CAPS	⌘E	
Style...	⌘1	

Superscript	⌘2	Superscript...
Subscript	⌘3	Subscript...

Base Styles...	⌘4	
Custom Styles...	⌘5	

CustomStyle A	⌘6	CustomStyle A...
CustomStyle B	⌘7	CustomStyle B...

Note: Your system fonts may differ from those listed above

Cursor Keys and Special Keys

Navigating with Cursor Keys

Option - ←	Move to beginning of word in which insertion point is located (otherwise to beginning of previous word)
Option - →	Move to end of word in which insertion point is located (otherwise to end of next word)
Option - ↑	Move to beginning of paragraph in which insertion point is located (otherwise to beginning of previous paragraph)
Option - ↓	Move to end of paragraph in which insertion point is located (otherwise to beginning of next paragraph)

Keyboard Shortcuts for Text Selection

⌘ - ←	Select or deselect character to left of insertion point
⌘ - →	Select or deselect character to right of insertion point
⌘ - ↑	Select or deselect sentence above insertion point
⌘ - ↓	Select or deselect sentence below insertion point
⌘ - Option - ←	Select or deselect word to left of insertion point
⌘ - Option - →	Select or deselect word to right of insertion point
⌘ - Option - ↑	Select or deselect to beginning of paragraph above insertion point
⌘ - Option - ↓	Select or deselect to end of paragraph below insertion point

Keyboard Shortcuts Using Special Keys

⌘ - Home	Move insertion point to beginning of text
⌘ - End	Move insertion point to end of text
Home	Scroll to beginning of document
End	Scroll to end of document
PageUp	Scroll to previous screen
PageDown	Scroll to next screen


Note: The Special Keys are found only on the Extended Keyboard.

Deleting and Scrolling

Deleting

Delete	One character or selection left of cursor
⌘ - Delete	One character right of cursor
Option - Delete	One word left of cursor
⌘ - Option - Delete	One word right of cursor

Scrolling

Option	Convert pointer to hand tool 
⌘ - \	Down half an inch
⌘ - Shift - \	Up half an inch
⌘ - Option - \	Down one full screen
⌘ - Option - Shift - \	Up one full screen

Style Shortcuts

Kerning

⌘ - -	Subtract 0.05 ems between two characters
⌘ - =	Insert 0.05 ems between two characters

Changing Font Sizes

⌘ - Option -	Decrease font size of selected text to the next standard size
⌘ - Option =	Increase font size of selected text to the next standard size

Superscripting and Subscripting

⌘ - Shift -	Subscript a selection by 1 point
⌘ - Shift +	Superscript a selection by 1 point

Note: When kerning, the cursor must be between the two characters to be kerned. In order to change the superscript, subscript, or font size of a character or word, that character or word must be selected.

Double-Click Actions

Double-click in Document	Access
Page number box	Go To dialog box
Outline view icon	Outline Display dialog box
Change bar view icon	Change Bar dialog box
Chapter ruler	Layout dialog box
Column rules	Column rule style selector
Tabs on tab ruler	Tabs dialog box
Margins/Indents (tab ruler)	Margins and Indent dialog box

Double-click in Dialog Box	Insert
Glossary entry name	Glossary entry
Variable name	Variable
Bookmark name	Bookmark

Searching

Incremental Searching

⌘ - Tab	Begin or end forward search
⌘ - Option - Tab	Begin or end reverse search
Enter the text string and	
Tab	Next occurrence of the text string
⌘ - .	Return to starting point
Delete	Retrace last step in search
	Note: An incremental search cannot be executed while a dialog box is open.

Special Characters

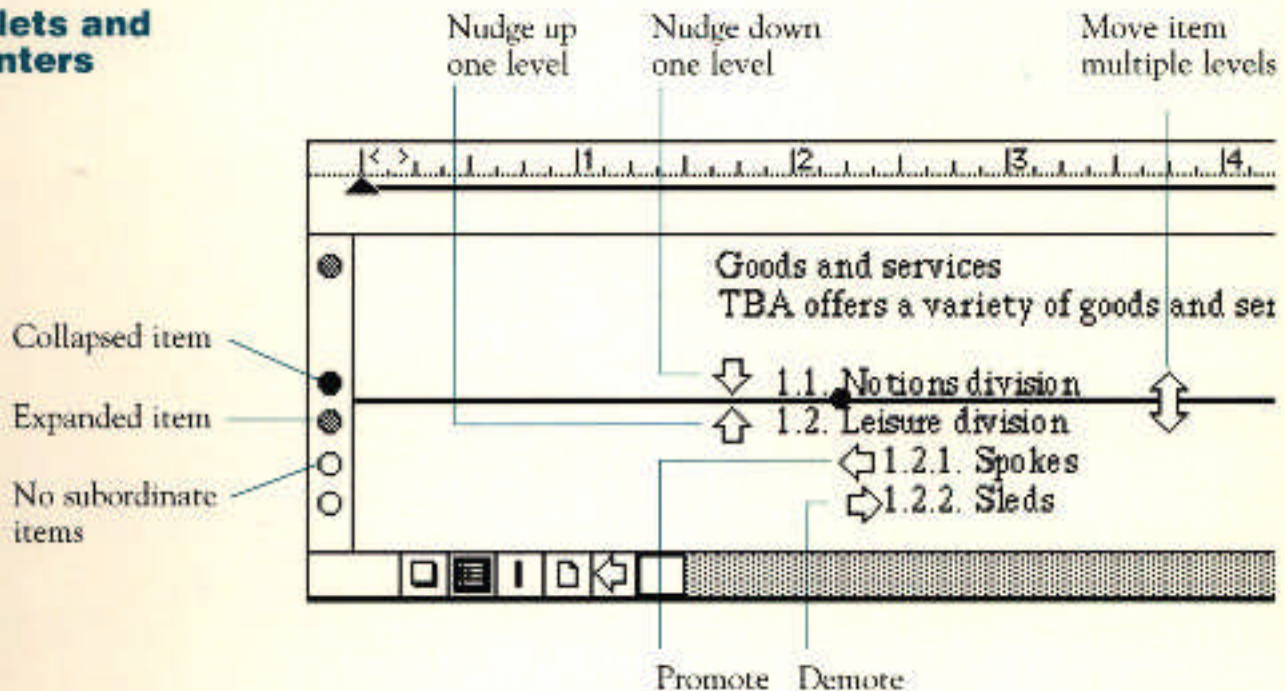
Shift - Tab	Tab character (»)
Shift - Return	Return character (¶)
Option - Shift - ?	Single character wildcard (¿)
Option - X	Multi-character wildcard (≈)

Using the Outliner

Keyboard Shortcuts

⌘ - Return	Make an item
⌘ - [Promote an item
⌘ -]	Demote an item
⌘ - Option - Return	Create new item subordinate to current item
⌘ - Shift - Return	Create new item superior to current item

Bullets and Pointers



Outline Menu

Outline	⌘	Option
Display...	⌘1	
Make Item	⌘2	Make Item...
Itemize	⌘3	
Flatten...	⌘4	
Promote	⌘5	
Demote	⌘6	
Collapse...	⌘7	Collapse...
Expand...	⌘8	Expand...
Format...	⌘9	