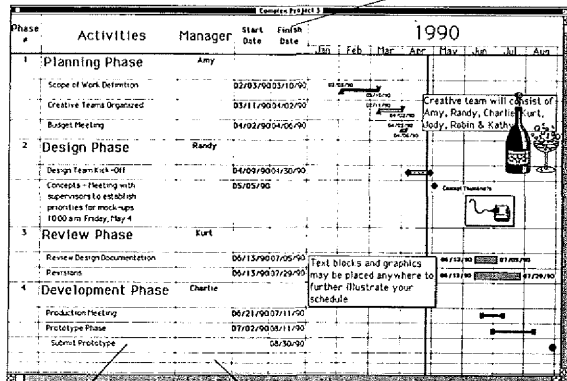
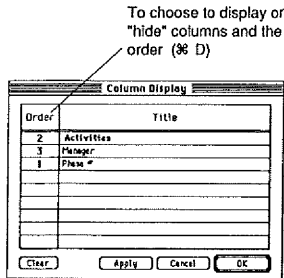
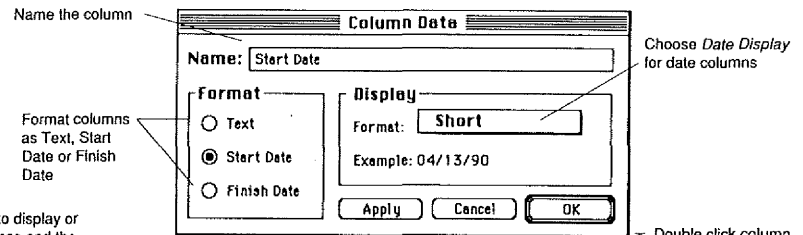




Key Combinations/Short Cuts

Insert Column - With the cursor in the Activity Column heading, hold down the Option Key and click.

Arrow Keys - Move through columns.

Tab Key - Move through columns or indent main activity column.

Enter Key - Move down to next activity within a column.

% and Return Keys - Move down to next activity within a column.

Page Preview has two functions:

- To display the schedule on screen exactly as it will appear when printed.
- To provide a drawing layer over the schedule for headers, footers, and overlays. The drawing layer can contain pictures and text.

Page Map

Shows the layout of all the pages in a schedule. Click to select a page

Drawing Tools

Icons

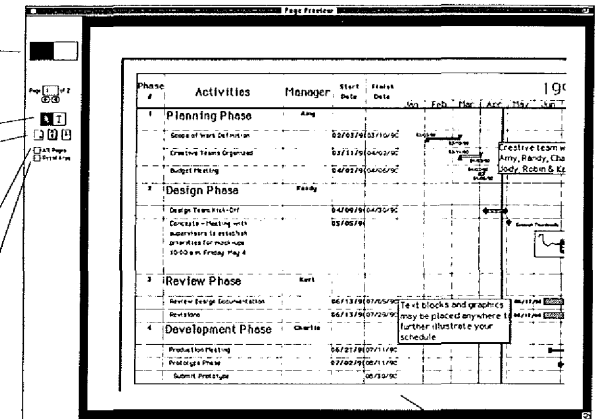
Click to enter Page Number, Current Date, or Current Time

All Pages

Displays all pages of a Wall Chart

Print Area

Shows the maximum printable area



Key Combinations/Short Cuts

Zoom In - When zoomed out, hold down the % Key and click.

Zoom Out - When zoomed in, hold down the % Key and click.

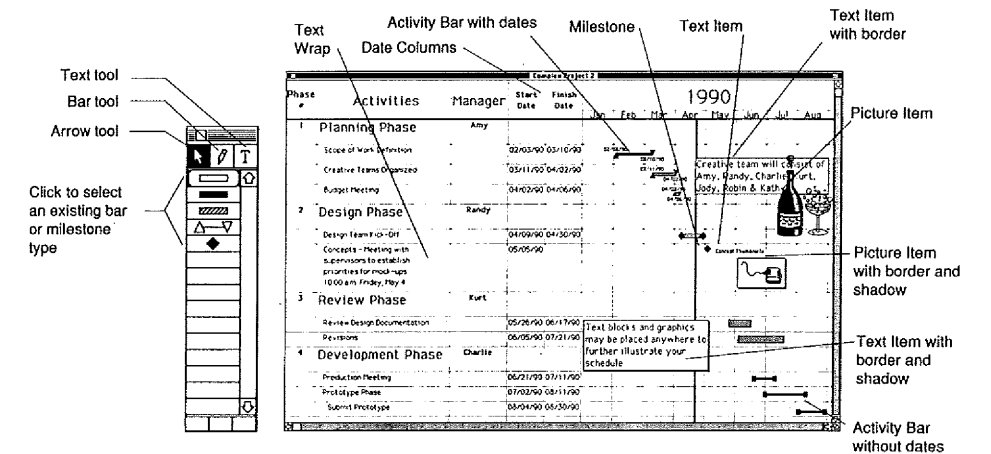
Scroll - When zoomed in, hold down the Option Key and drag.

% V Paste - Paste pictures from the Clipboard.

Copy Page - Select *Copy Page* from the *Edit* Menu and copy the current page display into the Clipboard as a Picture.

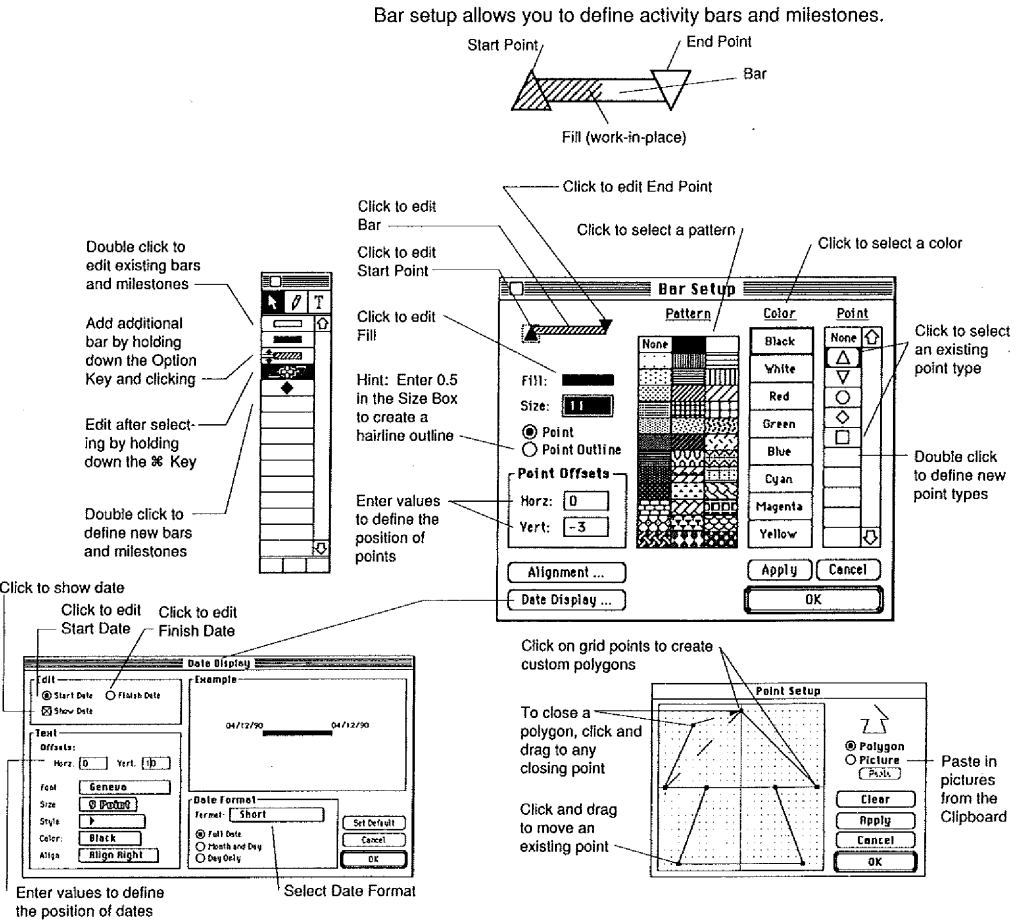
Hints:

- Items can be selected, moved and sized at any time—zoomed in or zoomed out.
- Text can be entered and edited only when the page is zoomed in. The page will automatically zoom in when you use the text tool.
- Items are unique and saved separately with each layout type—Standard and Wall Chart.



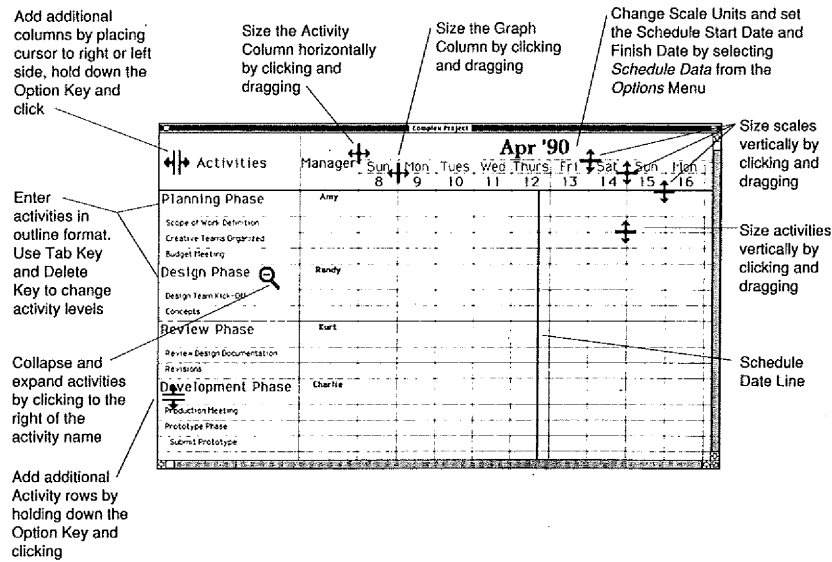
Key Combinations/Short Cuts:

- Select Items** - With the Arrow Tool selected, click an item.
- Draw bars** - With the Bar Tool selected, click and drag in the Graph area.
- Fill bars** - With the Bar Tool selected, hold down the Shift Key and click and drag on an existing bar.
- New text item** - With the Text Tool selected, click on the schedule.
- Edit Text** - With the Text Tool selected, click on an existing text item.
- ⌘ V Paste** - Paste Bars, Text, Pictures, and Activities.



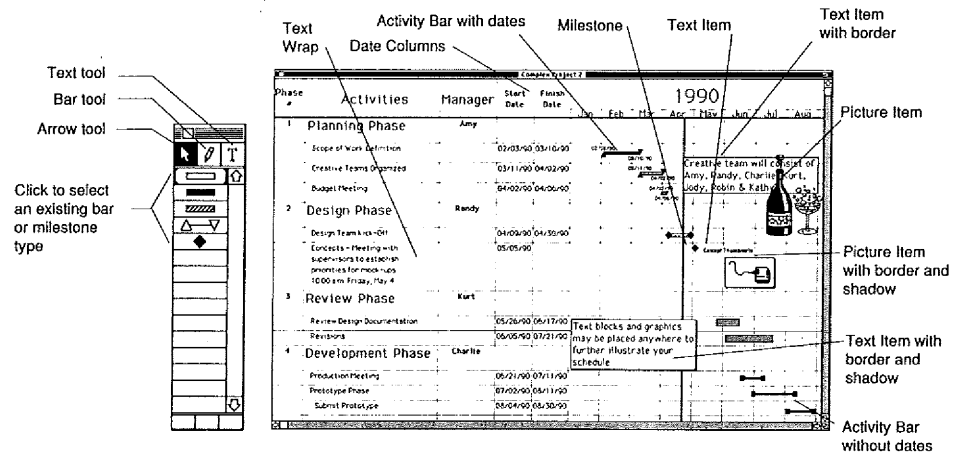
Key Combinations/Short Cuts

- ⇧** **Insert Bar/Point** - With the cursor in the Bar or Point Column, hold down the Option Key and click.
- ⌘** **Select Bar/Point** - Hold down the ⌘ Key and click. Selected bars/ milestones can be cut, copied, and pasted.
- ⌘ and Tab Keys** - Move through Tools.



Key Combinations/Short Cuts:

- Collapse Activity** - Click to the right of an expanded activity name.
- Expand Activity** - Click to the right of a collapsed activity name.
- Scroll Schedule** - With the cursor in the Graph, hold down the Option Key and drag.
- Insert Activity** - With the cursor in the Activity Column, hold down the Option Key and click.
- Insert Column** - With the cursor in the Activity Column heading, hold down the Option Key and click.
- Select Activity** - Hold down the ⌘ Key and click. Selected activities can be cut, copied, pasted, cleared or deleted.



Key Combinations/Short Cuts:

- Select Items** - With the Arrow Tool selected, click an item.
- Draw bars** - With the Bar Tool selected, click and drag in the Graph area.
- Fill bars** - With the Bar Tool selected, hold down the Shift Key and click and drag on an existing bar.
- New text item** - With the Text Tool selected, click on the schedule.
- Edit Text** - With the Text Tool selected, click on an existing text item.
- Paste** - Paste Bars, Text, Pictures, and Activities.

Page Preview has two functions:

- To display the schedule on screen exactly as it will appear when printed.
- To provide a drawing layer over the schedule for headers, footers, and overlays. The drawing layer can contain pictures and text.

Page Map

Shows the layout of all the pages in a schedule. Click to select a page

Drawing Tools

Icons

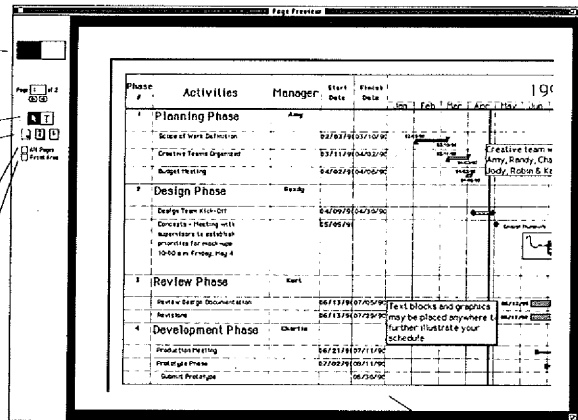
Click to enter Page Number, Current Date, or Current Time

All Pages

Displays all pages of a Wall Chart

Print Area

Shows the maximum printable area



Page Display

Key Combinations/Short Cuts

- Zoom In** - When zoomed out, hold down the **⌘** Key and click.
- Zoom Out** - When zoomed in, hold down the **⌘** Key and click.
- Scroll** - When zoomed in, hold down the Option Key and drag.
- ⌘ V Paste** - Paste pictures from the Clipboard.

Copy Page - Select *Copy Page* from the *Edit* Menu and copy the current page display into the Clipboard as a Picture.

Hints:

- Items can be selected, moved and sized at any time—zoomed in or zoomed out.
- Text can be entered and edited only when the page is zoomed in. The page will automatically zoom in when you use the text tool.
- Items are unique and saved separately with each layout type—Standard and Wall Chart.

File	
New Schedule ...	Creates a new schedule
Open Schedule ... ⌘O	Opens an existing schedule
Open Schedule Format ...	Opens structure (bar types, duration, scale) only—no data
Save Schedule ⌘S	Saves currently selected schedule
Save Schedule As ...	Saves currently selected schedule after naming the file and its destination
Save Backup Schedule As ...	Saves a backup file without it becoming active
Import into Schedule ...	Imports tab delimited ASCII Text
Export from Schedule ...	Exports as tab delimited ASCII Text
Page Setup ...	Options of paper, size, orientation and special effects—can be viewed & changed from Page Preview
Page Options ...	Options about type (wall chart/standard), alignment, margins—can be viewed & changed in Page Preview
Page Preview ... ⌘I	View schedule as it will appear when printed; overlay for placing text and graphics
Print ... ⌘P	Options regarding page range, number of copies, etc.
Quit ⌘Q	Quits the program
✓New-FT Sch	Lists all open schedules in the order created

Color
✓Black
White
Red
Green
Blue
Cyan
Magenta
Yellow

Style	
Proportional	
10	
12	
14	
16	
24	
36	
Other ...	
✓Plain	
Bold	
Italic	
Underline	
Outline	
Shadow	
✓Align Left	Aligns text within a text block or activity
Align Center	
Align Right	

Lists all available fonts on your system

Font
Athens
Arabic
Arabic

Standard items, but also includes *Copy Page* from Page Preview—copies to Clipboard as a Picture

Align	
Grids ...	
Show Grids ⌘H	Defines the units for horizontal and vertical grids
✓Snap to Grids ⌘G	Shows grids as defined
	Causes items to snap to (or be attracted to) defined grids
Bar Alignment ...	Defines alignment parameters for selected bars
Text Alignment ...	Defines alignment parameters for selected text blocks
Picture Alignment ...	Defines alignment parameters for selected pictures
Align	Applies defined alignment rules
Bring to Front ⌘F	Puts a selected object behind all other objects within an activity
Send to Back ⌘B	Brings a selected object in front of all other objects

Options	
Show Tool Box ⌘T	Shows (or hides) Tool Box
Schedule Data ...	Defines parameters of overall schedule—units, dates, grids
Column Display ... ⌘D	Allows for naming and formatting of columns
Column Data ...	Specifies if you want text in one activity row to be viewed in other rows
Activity Data ...	Defines which columns will appear and in what order
Item Data ...	Sets height (pixels) of selected activity rows
Item Border ...	Sets border and/or background for a text box
Schedule Date/Time ...	Sets the current schedule date and time
Display Formats ...	Customizes the way dates, times, and numbers are handled
Preferences ...	Sets the horizontal and vertical scrolling rate

Edit	
Undo ⌘Z	
Cut ⌘H	
Copy ⌘C	
Paste Picture ⌘U	
Clear	
Delete	
Copy Page	