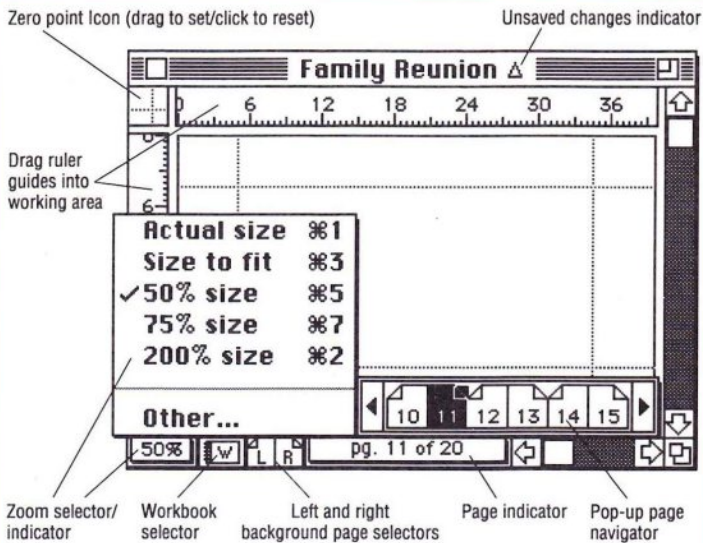


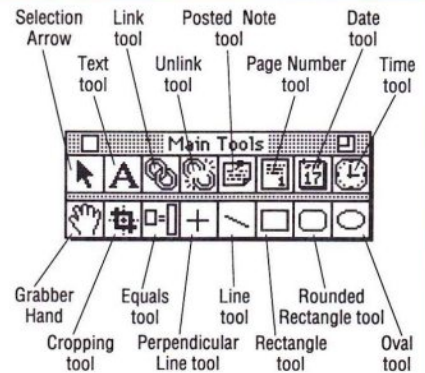
Personal Press™

Quick Reference Card

publication window



main tools palette

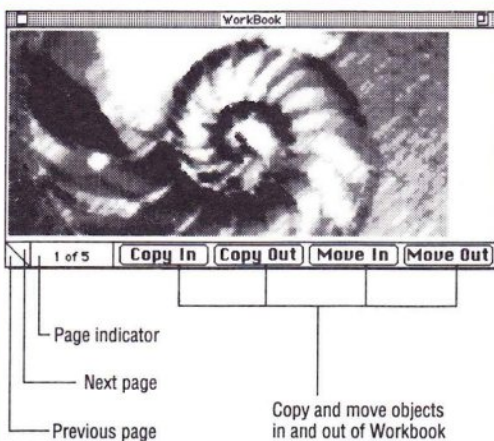


Double-click Text, Posted Note, Page Number, Date, and Time tools to display corresponding dialog boxes.

Double-click drawing tools to display Patterns & Lines palette.

Double-click Link Tool or Unlink Tool to display the Link Navigator.

workbook



command-key shortcuts

⌘	1	2	3	4	5	6	7	8	9	0	-	=
Cancel dialog	Actual size	200% size	Size to fit		50% size	75% size					Send to back	Bring to front
⌘	W	E	R	T	Y	U	I	O	P	[	]	
Quit	Close	Place text	Show tabs ruler	Text settings	Find and replace		Object info	Open publication	Print	Shuffle back	Shuffle forward	
A	S	D	F	G	H	J	K	L	'			
Select all	Save	Duplicate	Find again	Go to page	Hyphenation on/off	Place graphic	Character spacing	Check spelling	Select next			
Z	X	C	V	B	N	M	,	.	?			
Undo	Cut	Copy	Paste	New	Align objects		Cancel dialog/printing		Help			

working with text

To move insertion point to...

A specific spot
Previous character
Next character
Previous line
Next line
Previous word
Next word
Previous paragraph
Next paragraph
Start of line
End of line
Start of text object
End of text object
Start of sentence
Next sentence
Previous text object
Next text object

Press...

Position the pointer and click
←
→
↑
↓
Command - ←
Command - →
Command - ↑
Command - ↓
Option - ←
Option - →
Option - ↑
Option - ↓
Command - Option - ←
Command - Option - →
↑ or ←
↓ or →

To select...

Word
Paragraph
All the text in the text object
A range of text
An entire story chain
Previous character
Next character
Previous line
Next line
Previous word
Next word
To beginning of line
To end of line
To beginning of text object
To end of text object
Start of story chain
End of story chain

Do this...

Double - Click
Triple - Click
Quadruple - Click
Shift - Click
Command - A with text cursor in story chain
Shift - ←
Shift - →
Shift - ↑
Shift - ↓
Command - Shift - ←
Command - Shift - →
Option - Shift - ←
Option - Shift - →
Option - Shift - ↑
Option - Shift - ↓
Command - Option - Shift - ↑
Command - Option - Shift - ↓

To delete...

Previous character or selection
Next character

To change format to...

Plain
Bold
Italic
Underline
Outline
Shadow
Condensed
Extended
lower case
UPPER CASE

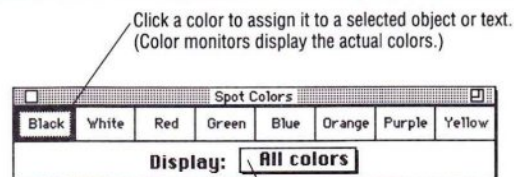
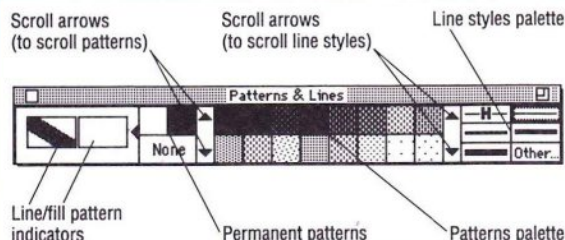
To align paragraph to...

Left
Center
Right
Full Justify

To...

Insert end of column character
Transpose the two characters to the left of insertion point
Decrease the size of selected text by one point
Increase the size of selected text by one point
Decrease the line spacing (leading) of selected paragraphs by one point
Increase the line spacing (leading) of selected paragraphs by one point
Make text object expand or contract so all of text will fit in the object
Make text object expand or contract so all of text will fit in the object

more palettes



link navigator

Press...

Delete or Backspace
Option - Delete

Press...

Command - Shift - P
Command - Shift - B
Command - Shift - I
Command - Shift - U
Command - Shift - O
Command - Shift - S
Command - Shift - [
Command - Shift -]
Command - Shift - ;
Command - Shift - K

Press...

Command - Shift - L
Command - Shift - C
Command - Shift - R
Command - Shift - J

Press...

Enter

Command - Option - T

Command - Shift - <

Command - Shift - >

Command - Option - <

Command - Option - >

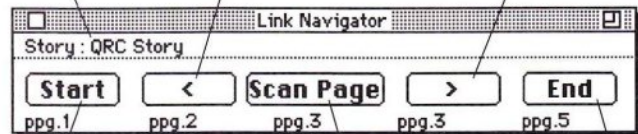
Command - = while typing

Option - Click object with Selection Arrow

Name of selected story chain

Go to previous link in story chain

Go to next link in story chain



Go to start of story chain

Press to scan links in story chain on current page

Go to end of story chain

tabs ruler

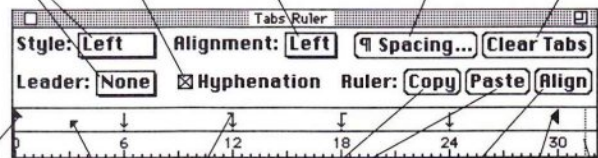
Tab and leader style

Paragraph hyphenation

Paragraph alignment

Spacing before and after paragraph(s)

Clear tabs in paragraph(s)



First line indent

Indent of all lines except first

Tab marker

Copy/paste paragraph format

Align ruler to text in paragraph

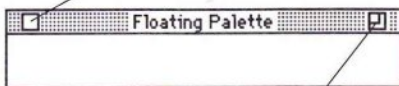
Right indent

Right edge of text

Option - drag to move both indents

Option - click Clear Tabs to clear tabs and reset the margins

Click to close floating palette;
Option-click to close all palettes

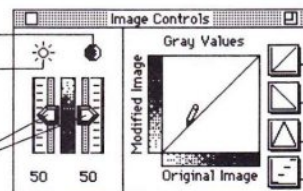


Click to change size of floating palette;
Option-click to change the size of all palettes

Contrast

Brightness

Press Shift to constrain movements to increments of 10



Normal

Invert

Special Effect

Posterize

Press Shift to constrain pencil to horiz. or 45°. Press Shift-Option to constrain pencil to 30° increments.

menu shortcuts

	Press...
Help	Command - ?
File	
New	Command - N
Open Publication	Command - O
Close	Command - W
Save	Command - S
Place Text	Command - E
Place Graphic	Command - J
Print	Command - P
Quit	Command - Q
Edit	
Undo	Command - Z
Cut	Command - X
Copy	Command - C
Paste	Command - V
Select All	Command - A
Find	Command - Option - F
Find Again	Command - F
Find & Replace	Command - Y
Duplicate	Command - D
Text	
Text Settings	Command - T
Character Spacing	Command - K
Hyphenation On	Command - H
Show Tabs Ruler	Command - R
Page	
Actual size	Command - 1
Size to fit	Command - 3
50% size	Command - 5
75% size	Command - 7
200% size	Command - 2
Go to Page	Command - G
Display Guides	Command - U
Objects	
Object Info	Command - I
Bring to Front	Command - =
Send to Back	Command - -
Shuffle Forward	Command -]
Shuffle Back	Command - [
Select Next	Command - '
Align Objects	Command - M
Options	
Check Spelling	Command - L

working with objects

To constrain...

Rectangles to squares
 Rounded rectangles to rounded squares
 Ovals to circles
 Posted Note tool to create squares
 Page Number tool to create squares
 Date tool to create squares
 Time tool to create squares
 Movement to horizontal or vertical
 Free Rotate to 45° increments
 Resizing proportionately
 Resizing to best printing sizes
 Cropping proportionately

Lines to 45° increments

To...

Create one text object on top of another
 To resize current text object
 Go to next page
 Go to previous page
 Show/Hide Grid
 Repeat last menu command
 Delete selected objects
 Activate OK button in dialogs & alerts
 Activate Cancel button in dialogs & alerts
 Stop printing
 Move a locked object
 Alternate between Actual size and Size to fit
 Alternate between Actual size and 200% size
 Display Object Info dialog box
 Restore placed graphic to original size
 Nudge selected object one pixel
 Make all selected objects the same size as first object selected
 Insert current date, time or page number while editing text
 Resize an object from its center
 Apply the attributes of one object to another

Make two objects equal in size and shape

Press...

Shift while using Rectangle tool
 Shift while using Rounded Rectangle tool
 Shift while using Oval tool
 Shift while using Posted Note tool
 Shift while using Page Number tool
 Shift while using Date tool
 Shift while using Time tool
 Shift while dragging object
 Shift while rotating object
 Shift while dragging corner handle of object
 Option while dragging corner handle of object
 Shift while dragging corner handle of object with Cropping tool
 Shift while using Line tool

Press...

Command while dragging Text tool
 Option while dragging its boundry
 Command - Tab
 Command - Shift - Tab
 Command - Shift - G
 Command - Option - R
 Delete or Backspace
 Return or Enter
 Command - . or Escape or ~
 Command - .
 Option and drag object
 Command - Option - Click
 Command - Option - Shift - Click
 Command - Click an object
 Option - Click with Selection Arrow or Cropping tool
 ← → ↓ ↑
 Option - =
 Option - Click Date, Time or Page Number tool
 Command while resizing object
 1) Click with the Equals tool the object whose attributes you want to pick up
 2) Press Command and click with the Equals tool the object you want to change
 1) Click with the Equals tool the object whose size and shape you want to pick up
 2) Press Shift and click with the Equals tool the object you want to change