MICROSOFT®

Microsoft® Word

Word Processing Program

Quick Reference Guide

### For Apple® Macintosh™

To Edit

Selecting Text

Insertion point	Click at the desired point.
Character	Drag across it.
Word	Double-click any character in the word.
Previous word	Hold Shift key and press Backspace key.
Line of text	Click in selection bar to left of line.
Sentence	Press Command key and click anywhere in sentence.
Paragraph	Move into selection bar next to any line in paragraph. Double-click.
Part of paragraph	Click in selection bar next to first line you want to select. Drag across rest. Or, extend selection.
Entire document	Move into selection bar. Hold down Command key and click.
Extend selection	Move pointer from original selection to end of text you want to select. Shift-click.
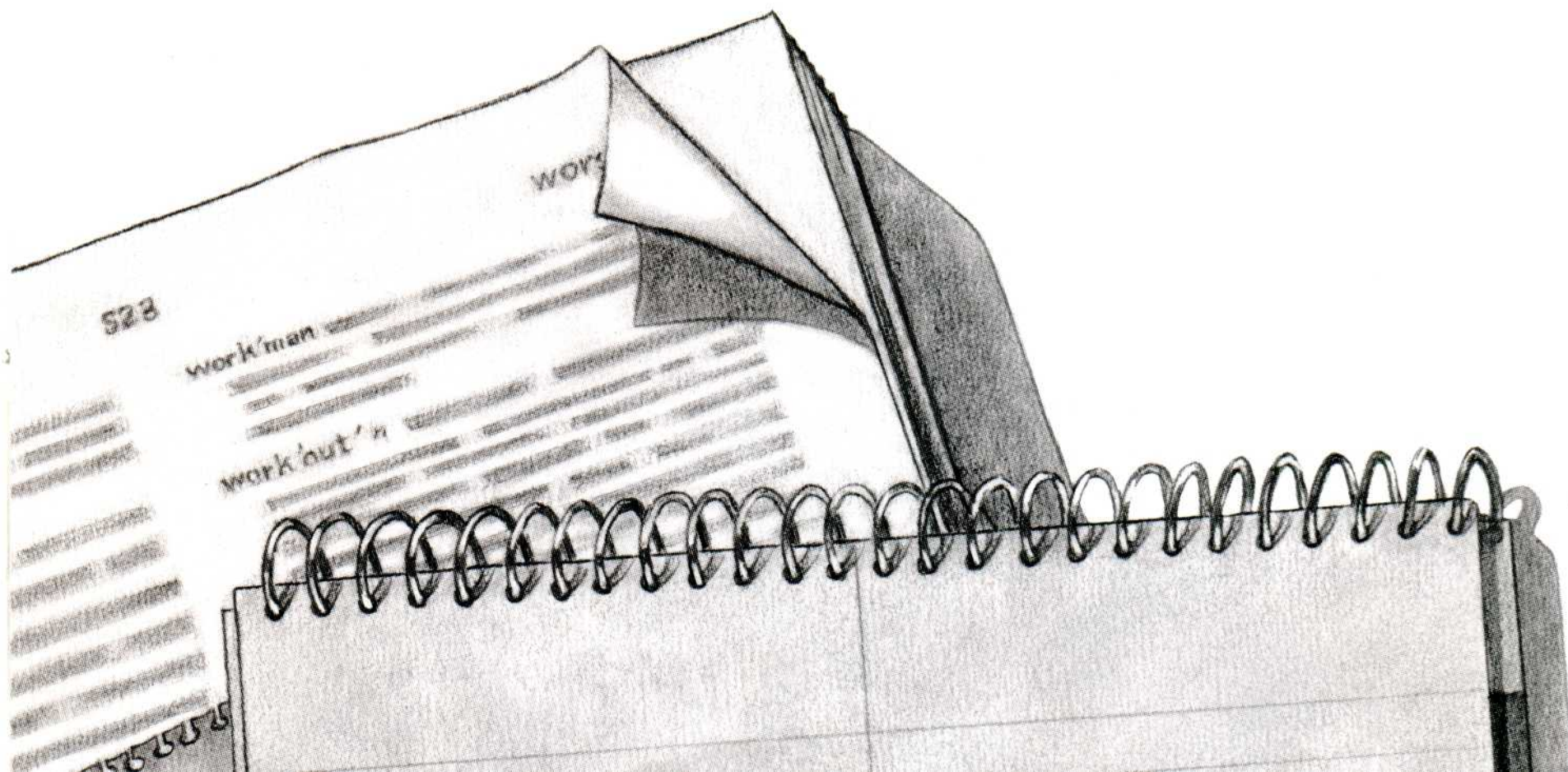
Deleting Text

To Delete:	To Clipboard	Permanently
One character	■ Select character & choose Cut command.	■ Backspace over it. ■ Select & type new character over it.
Text	■ Select text & choose Cut command.	■ Select text & press Backspace key. ■ Select & type over it. ■ Select text & choose Clear command.
Entire document	■ Select document & choose Cut command.	■ Select document & press Backspace key. ■ Select document and choose Clear command. ■ Select document and start typing.

Copying Text

1 Select text.
2 Choose Copy command.
3 Select insertion point.
4 Choose Paste command.

Moving Text

1 Select text.
2 Choose Cut command.
3 Select insertion point.
4 Choose Paste command.

Key Sequences

Commands

Starting and Stopping	New	⌘ - N
	Open	⌘ - O
	Close	⌘ - W
	Print	⌘ - P
	Save	⌘ - S
	Quit	⌘ - Q
Editing	Undo	⌘ - Z
	Clear	⌘ - B
	Cut	⌘ - X
	Copy	⌘ - C
	Paste	⌘ - V
	Find	⌘ - F
	Change	⌘ - H
	Go To	⌘ - G
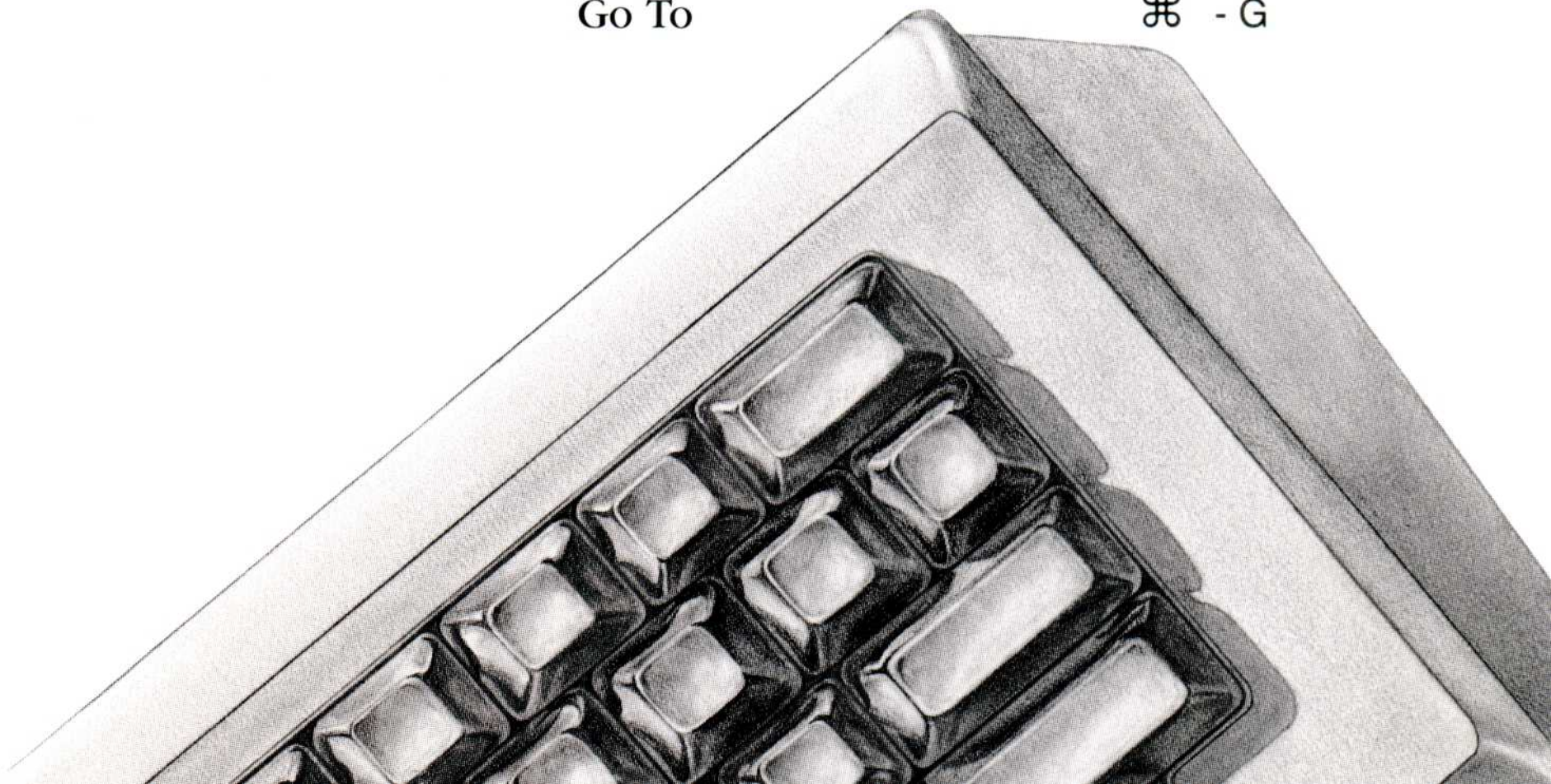
	Show Ruler	⌘ - R
	Show ¶	⌘ - Y
Formatting	Tabs	⌘ - T
	Footnote	⌘ - E
	Formats (Character)	⌘ - D
	Repaginate	⌘ - J

Editing Keys

Nonbreaking fixed-size space	⌘ - spacebar
New page	Shift-Enter
New line	Shift-Return
Optional hyphen	⌘ - hyphen
Expand glossary name	⌘ - Backspace
Again key	⌘ - A
Start new division	⌘ - Enter
Insert leading "merge print" quote («)	Option-Backslash
Insert trailing "merge print" quote (»)	Shift-Option-Backslash

Character Formats

Erase character formats (except font)	⌘ - Shift - spacebar
Boldface	⌘ - Shift - B
Italic	⌘ - Shift - I
Underline	⌘ - Shift - U
Shadow	⌘ - Shift - S
Outline	⌘ - Shift - D
Superscript	⌘ - Shift - =
Subscript	⌘ - Shift - hyphen
Small Caps	⌘ - Shift - K
Decrease font size	⌘ - Shift - <
Increase font size	⌘ - Shift - >
Font change	⌘ - Shift - E - *number*

The numbers for the fonts are:

0 Chicago
1 New York
2 Geneva
3 Monaco
4 Dover
5 Dover PS

Paragraph Formats

Erase paragraph formats (normal)	⌘ - Shift - P
Left aligned	⌘ - Shift - L
Right aligned	⌘ - Shift - R
Centered	⌘ - Shift - C
Justified	⌘ - Shift - J
Open space	⌘ - Shift - O
Indent first line .5″	⌘ - Shift - F
Nest paragraph .5″	⌘ - Shift - N
Unnest paragraph	⌘ - Shift - M
Hanging indent	⌘ - Shift - T

Note Command-Shift-P also returns picture to unscaled size.

Mouse Copy and Move

|	
Moves text	Option - Shift - click
Copies text	Option - click
Copies formatting	Option - ⌘ - click

Merge Instructions

Surround each instruction with «». These special characters are international quotation marks.

- Press Option-Backslash to get «.

- Press Shift-Option-Backslash to get ».

The following instructions can be inserted into the main document:

- **«ASK field = ?prompt»**

  Field is any individual data item. Prompt is a prompt you specify. The first question mark after the equal sign is required. This instruction prompts you for the contents of the field when the form document is printed.
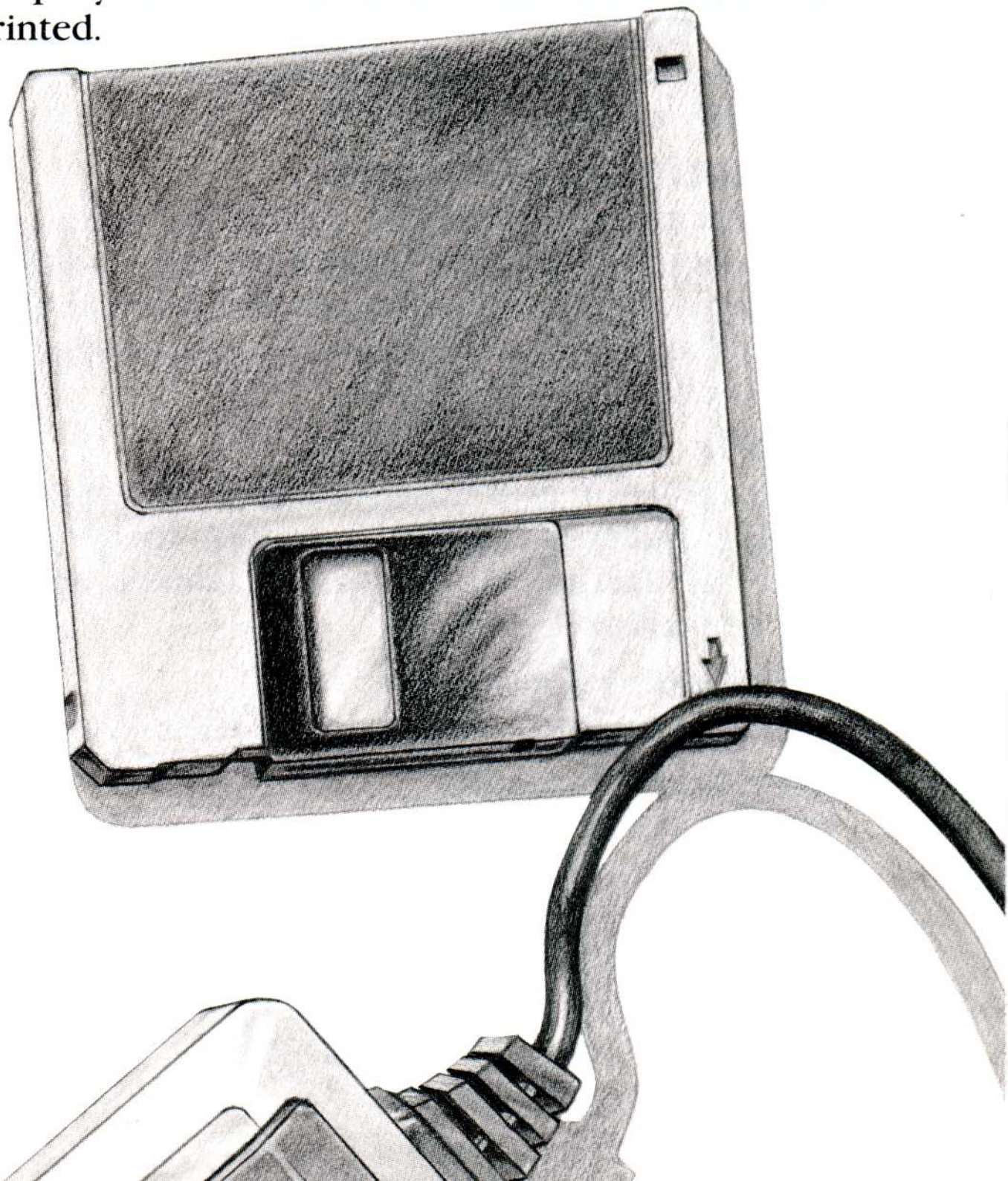
- **«DATA merge document»**

  Type the name of the merge document you want combined with the main document.

- **«IF field = data»text...«ENDIF»**

  This instruction sets up a condition under which the text you specify will be printed if the information in the merge document meets a certain condition.

- **«IF field = data»text...«ELSE»text...«ENDIF»**

  This instruction specifies a condition under which the first text will be used; if this condition is not met, then the text following «ELSE» is used. «ENDIF» marks the end of the conditional instruction. Field is the name of the field—for example, name. Data is the corresponding information in the merge document.

- **«IF operator value»text...«ELSE»text...«ENDIF»**

  This instruction is used like the previous one, except that you can use a mathematical comparison operator other than the equal sign to specify a condition.

- **«INCLUDE document name»**

  This instruction inserts the text of the document named in the instruction into the main document. The second document will be inserted at the location where the INCLUDE instruction is encountered. (The number of documents you can include is limited by disk space only.)

- **«NEXT»**

  This instruction uses the next data record immediately instead of waiting until the next copy is printed. This is useful if you want to print your data out as a list in one document, instead of merging the data into a form letter.

- **«SET field = information»**

  Sets a field equal to information that will not vary from copy to copy.

- **«SET field = ?prompt»**

  This instruction sets a prompt that you will see whenever the field is encountered.

MICROSOFT®

Microsoft Corporation
10700 Northup Way
Box 97200
Bellevue, WA 98009

Part No. 034-096-008