

MindWrite™

Word Processing, Outlining and Document Management

QUICK REFERENCE

A C C E S S T E C H N O L O G Y , I N C .

MindWrite 2.0

⌘-Key Equivalents and Other Shortcuts

WINDOWS AND DOCUMENTS

Close File	<i>click close box of original document window</i>
Close Window	⌘- -
Duplicate Window	⌘-=
Just Print	⌘-/
New document	⌘-N
New document without Stationery	⌘-Option-N
Open	⌘-O
Page Setup	⌘-,
Cancel Printing	⌘-.
Revert to Saved	⌘-Shift-R
Save	⌘-S
Save As	⌘-Shift-S
Send Active Window to Back	⌘-Option-W
Show Pagination	⌘-2
Wrap to Fit Ruler/Window	⌘-W
Zoom	⌘-Shift-Z

SCROLLING

Display active text at top of screen	⌘-\ <i>or click in gray area under scroll box</i>
Display beginning of document	⌘-Shift-,
Display end of document	⌘-Shift-.
Display next page*	⌘-\
Display next screen	⌘-\
Display page number*	⌘-' <i>or click on page number displayed in lower-left corner of window</i>
Display previous page*	⌘-Option-\
Display previous screen	⌘-Option-\
Return to insertion point	⌘-l

*When pagination is shown

MOVING INSERTION POINT WITH ARROW KEYS

Go to next character	→
Go to previous character	←
Go to next line	↓
Go to previous line	↑
Go to beginning of next word	Option-→

Go to beginning of word	Option-←
Go to beginning of paragraph	Option-↑
Go to beginning of next paragraph	Option-↓
Go to beginning of line	⌘-←
Go to end of line	⌘-→
Go to beginning of family (parent)	⌘-↑
Go to beginning of next family (peer)	⌘-↓
Go to beginning of sentence	⌘-Option-←
Go to beginning of next sentence	⌘-Option-→
Go to beginning of document	⌘-Option-↑
Go to end of document	⌘-Option-↓

SELECTING

Select a family	<i>click by parent in left margin</i>
Select a paragraph	<i>click in left margin</i>
Select a parent	<i>Option-click in the left margin</i>
Select a range of adjoining items	<i>drag Arrow in left margin</i>
Select a word	<i>double-click with I-beam</i>
Select All	⌘-A
Select disjoint items	<i>Shift-click with Arrow in left margin</i>
Select disjoint ranges	<i>Shift-drag with Arrow in left margin</i>
Select multiple words	<i>double-click drag with I-beam</i>
Select	⌘-Shift-A

SELECTING WITH ARROW KEYS

Select next character	Shift-→
Select previous character	Shift-←
Select to next line	Shift-↓
Select to previous line	Shift-↑
Select to beginning of next word	Option-Shift-→
Select to beginning of word	Option-Shift-←
Select to beginning of paragraph	Option-Shift-↑
Select to beginning of next paragraph	Option-Shift-↓
Select to beginning of line	⌘-Shift-←
Select to end of line	⌘-Shift-→
Select to beginning of family	⌘-Shift-↑
Select to beginning of next family	⌘-Shift-↓
Select to beginning of sentence	⌘-Option-Shift-←
Select to beginning of next sentence	⌘-Option-Shift-→
Select to beginning of document	⌘-Option-Shift-↑
Select to end of document	⌘-Option-Shift-↓

EDITING

Copy to Clipboard	⌘-C
Cut to Clipboard	⌘-X
Paste from Clipboard	⌘-V
Remove character left	<i>Backspace</i>
Remove character right	⌘-D
Remove word left	<i>Option-Backspace</i>
Remove word right	⌘-Option-D
Show Clipboard	⌘-4
Undo	⌘-Z

SEARCHING

Change	⌘-G
Change, Then Find	⌘-J
Check Spelling	⌘-K
Find Next	⌘-E
Find Previous	⌘-Y
Find	⌘-F
Mark	⌘-Shift-M
Stop search in progress	⌘-.
Word Count	⌘-Shift-W

ARRANGING

Convert to Heading/Convert to Paragraph (Unlabeled)	⌘-H
Convert to Paragraph (Bullet)	⌘-8
Convert to Paragraph (Numbered)	⌘-3
Hide all or show first level of subordinates	<i>double-click to the left of parent</i>
Hide All Subordinates	⌘-0 (zero)
Move family to new location	<i>drag parent with Hand</i>
Move item to new location	<i>drag with Hand</i>
Move Left	⌘-L
Move Right	⌘-R
Rearrange sequence	<i>Shift-click with Arrow the items in the order you want them to appear, then drag to new location with Hand</i>
Show All Subordinates	⌘-9
Show First Line Only/Show All Lines	⌘-5
Show/Hide Level One Labels	⌘-Shift-L
Use Formatted Heading Labels/Diamonds	⌘-Shift-N

FORMATTING

Add a blank line at the end of a paragraph	<i>Shift-Return</i>
Add a non-breaking space	<i>Shift-space</i>
Align Center	<i>⌘-M</i>
Force a line break without ending paragraph	<i>Shift-Return</i>
Insert Page Break	<i>⌘-Shift-P</i>
Insert Ruler	<i>⌘-6</i>
Move a picture right or left	<i>drag middle-right handle</i>
Open Footer	<i>⌘-Shift-F</i>
Open Header	<i>⌘-Shift-H</i>
Resize a picture proportionally	<i>Shift-drag lower-right handle</i>
Return a picture to its original size and location	<i>Click upper-left handle</i>
Show Rulers	<i>⌘-7</i>

FONT STYLE

Bold	<i>⌘-B</i>
Italic	<i>⌘-I</i>
Plain Text	<i>⌘-T</i>
Superscript	<i>⌘-Shift-[</i>
Subscript	<i>⌘-Shift-]</i>
Underline	<i>⌘-U</i>

QUICK KEY SHORTCUTS

These shortcuts work when the insertion point precedes the first character in a paragraph. You can disable them with a Preferences command.

Move Left	<i>press the comma key, with or without Shift (, or <)</i>
Move Right	<i>press the period key, with or without Shift (. or >)</i>
Convert to Paragraph (Unlabeled) or	<i>press the slash key, with or without Shift (/ or ?)</i>

