

Springboard Publisher™ Menus

Selecting in a Pull-down Menu

Keyboard Users

Pull down menu: ⌘-(number)

Go to command: Arrow keys

Choose command: Return or ⌘-key

Close menu: Esc

⌘-1

About Springboard Publisher™..

System Setup...

Printer Setup...

Scratch Disk Setup...

Import Text

Import Graphics

File ⌘-2

New ⌘N

Open... ⌘O

Close ⌘W

Save ⌘S

Save As...

Rename...

Revert

Print... ⌘P

Delete...

Format Disk...

Quit ⌘Q

Edit ⌘-3

Undo ⌘Z

Cut ⌘X

Copy ⌘C

Paste ⌘V

Clear

Select Page

Select Regular Text

Show Paragraphs

Show Ruler ⌘R

Define Ruler...

Hide Tools

Hide Palette

Mode ⌘-4

Page ⌘H

Text

Graphics

Intuitive Text ⌘G

Reformat ⌘F

Layout ⌘-5

Document...

Columns...

Page Numbering...

Define Text Frame ⌘J

Define Graphics Frame ⌘K

Set Frame Border ⌘L

Bring To Front

Send To Back

Paragraph ⌘-6

Normal

Left

Centered

Right

Justified

Single Space

Double Space

Custom Space...

Formats... ⌘M

Tabs... ⌘T

Font ⌘-7

Gothic

Sans Serif

Serif

Formats ⌘D

FontSize ⌘-8

9 point 24 point

10 point 36 point

12 point 48 point

14 point 72 point

18 point

FontStyle ⌘-9

Plain Text

Bold ⌘B

Italic ⌘I

Underline all ⌘U

Underline words

Underline characters

Outline

Shadow

Superscript

Subscript

Inverse

Graphics ⌘-0

Zoom

Scale ⌘Y

Flip Horizontal

Flip Vertical

Rotate

Trace Edges ⌘E

Invert

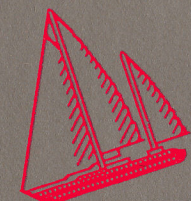
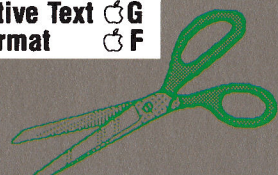
Special Effects...

Mirrors...

Brushes...

Edit Pattern...

Edit Brush...




ABCDE

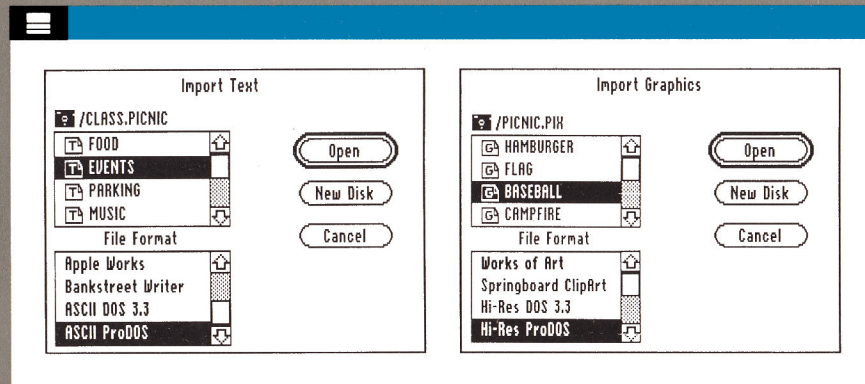


Dialog Boxes

Selecting in a Dialog Box

Keyboard Users

Move within a list: Arrow keys
Move between options: Tab
OK: Return
Cancel: Esc
Select item: 



File

Dot-matrix Printing

Copies: ImageWriter //
Apple Super Serial

Page Range: All From: To:

Paper Feed: Continuous Cut Sheet

Quality: Draft Final

Laser Printing

Copies: LaserWriter II NT
Mark Q. Public

Page Range: All From: To:

Paper Feed: Automatic Manual

Reduce or Enlarge: %

Smoothing Font Substitution

Edit

Define Ruler

Measure

Inch Centimeter Pixel

Layout

Document Layout

Page Size

US Letter US Legal

Margins

Top: in Left: in

Bottom: in Right: in

Columns

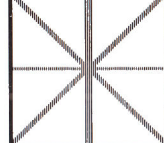
Enter #, Press Return.

Number of Columns:

Gutter Width: in












Graphics

Mirrors



Special Commands

Action	Command	
PAGE LAYOUT		
Create square frame	Tilde-drag	
Borderless frame	⌘-drag	
Move frame in straight line	Tilde-drag	
Create new page	Move scroll box to bottom of scroll bar and click the down arrow.	
Columns	⌘-(number of columns desired)	
WORD PROCESSING		
Selecting text:		
One or more characters	Drag	
Word	Double-click	
Line	Click in left margin	
Sentence	⌘-click sentence	
Paragraph	⌘-click in left margin	
Column/page break	Drag	
Enter column/page break	⌘-Return	
Increase line spacing	⌘-]	
Decrease line spacing	⌘-[
Increase character spacing	⌘-+ (plus)	
Decrease character spacing	⌘-- (minus)	
Increase font size	⌘->	
Decrease font size	⌘-<	
OTHER		
Print screen	⌘-Shift-4	
Turn mouse on and off	Control-X	
MOVING AROUND IN A DOCUMENT		
Go to beginning	Control-B	
Go to end	Control-E	
Go to scroll bar	Control-S	
Small/big arrow steps	Control-C	
Go to a page	Control-P-page#	
MOUSE/KEYBOARD EQUIVALENTS		
Term	Mouse	Keyboard
Drag	Hold down mouse button and move mouse	Hold down ⌘ and press arrow key
Click	Press mouse button	Press ⌘
Double-click	Press mouse button twice in rapid succession	Press ⌘ twice in rapid succession

Tool	Action	Command
GRAPHICS		
 Lasso	Move image Copy and move* Repeated copies*	Drag ⌘-drag ⌘-⌘-drag
 Marquee	Move image Select entire frame Select minimum area Copy and move* Repeated copies*	Drag Double-click ⌘-drag ⌘-drag ⌘-⌘-drag
 Hand	Switch to page mode	Double-click
 Text	Transparent Overlay*	⌘-click ⌘-click
 Paintbrush	Choose new brush Transparent Continuous* Transparent & continuous*	Double-click ⌘-drag ⌘-drag ⌘-⌘-drag
 Pencil	In and out of Zoom Into Zoom at pencil's location Get hand*	Double-click ⌘-click ⌘
 Line	Opaque pattern* Transparent pattern*	⌘-drag ⌘-⌘-drag
 Eraser	Erase contents of frame Get hand*	Double-click ⌘
 Patterns	Edit pattern	Double-click
 Shapes	Black border Black border, transparent pattern Opaque pattern for border and fill* Transparent pattern for border and fill*	drag ⌘-drag ⌘-drag ⌘-⌘-drag
 Other	Go to toolbox Draw/paint straight lines Draw perfect squares and circles Go to palette Go to line widths box Move selection in a straight line	Control-T Tilde-drag Tilde-drag Control-F Control-L Tilde-drag
*Mouse-only feature		Note to Apple IIcs users: ⌘ = Option