MODULE 16   QUICK COMMANDS

This module explains Quick Commands. These are used to make some of the changes which you have been making through menus.

PREREQUISITES

Completion of Modules 1   10.

OBJECTIVES

At the end of this module you will have learned:

   1. How to use Quick Commands during input.

   2. How to use Quick Commands when editing.

QUICK COMMANDS

Quick Commands allow you to activate menu commands without marking a menu option.
Quick Commands use the Com or Look key with another keyboard key. Ask your on-site
administrator for a copy of all the quick commands.

You have already used the Com key while typing d to open the Display Menu. You can
open the Print menu by holding down the Com key and touching the p key.

For menus:

   Com d   =   Opens the Display menu

   Com p   =   Opens the Print menu

You can position the caret by using Quick Commands:

   Com a   =   Positions the caret to the right of a character, word, or
                       paragraph

   Com i   =   Positions the caret to the left of a character, word, or
                       paragraph

   Com l   =   Positions the caret at the top of the screen

   Com f   =   Positions the caret in the "find" bracket (when Main menu
                       is visible)

   Com g   =   Positions the caret in the"Get" bracket (when Main menu
                       is visible)

   Com s   =   Positions the caret in the Subst bracket (when Main menu
                       is visible)

When editing, you may change some of the looks of text by selecting the text you want
changed and holding down the Look key while typing the appropriate key two times.
To cancel the instruction, hold down the Look and Shift keys while typing the
character two times.

When you are inserting text, you may press the Look key with a keyboard key to invoke a
command. All keys following the Look command will have that characteristic. To cancel
the command, use the Look plus the Shift key plus the same character. For example, to
type a word bold while inserting text, hold down the Look key and type a b. When you
want to quit typing bold characters, hold down the Look key, the Shift key, and type a b

```
Look b        =     bold

Look i        =     italic

Look -        =     underline

Look =        =     strikethrough

Look u        =     superscript 4 points

Look d        =     subscript 4 points
```

To cancel these commands you use the same keys plus the Shift key.

```
Look shift b=     not bold

Look shift i=     not italic

Look shift -=     not underlined

Look shift ==     not strikethrough

Look shift u=     not superscript

Look shift d=     not subscript
```

To change fonts while you are typing:

```
Look 0        =     TimesRoman 10

Look 1        =     TimesRoman 8

Look 2        =     TimesRoman 12

Look 3        =     TimesRoman 18

Look 4        =     Helvetica 10

Look 5        =     Helvetica 8
```

```
Look 6        =      Helvetica 12

Look 7        =      Helvetica 18

Look 8        =      Elite 10

Look 9        =      Symbols 10
```

TO CANCEL ANY FONTS   =   LOOK SHIFT 0

When editing, you may change the looks by selecting the text you want changed and holding down the Look key while typing the appropriate key two times. To cancel the instruction, hold down the Look and Shift keys while typing the character two times.

To format paragraphs during input, you may use the following Quick Commands.

```
Look l        =      flush left margin    Cancel with new command

Look r        =      flush right margin    Cancel with new command

Look c        =      centered paragraph    Cancel with new command

Look j        =      justified margin    Cancel with new command

Look o        =      open paragraph (1/6 inch above the paragraph)    Cancel
                     with Look Shift oo

Look q        =      open paragraph 1/12 inch    Cancel with Look Shift qq
```

When editing, you may change the looks by selecting the text you want changed, hold down the Look key and type the appropriate character two times. To cancel, hold down the Look and Shift keys while typing the character twice.

) Type the following document using Quick Commands: Use the editing
commands if you need to revise.

THE   NAME OF YOUR COMPANY

DEPARTMENT NAME

MARKETING PROPOSAL

FOR

A Client

This proposal is being submitted per your request of July 5, 1980. It is presented in
same format as the Request for Proposal we received.

The following information is not pertinent to the specifications: "The heating
requirements for the facility. There are no maximum heating requirements for this type
product.

The formula for the fluid is $H^3M_2P^6O$. It may be purchased at any hardware store or we
can supply it.

SECTION I

To meet the required delivery date, we have shipped to our warehouse in San Francisco,
California the parts which are not shipped with the base system. The installation time
for these parts is approximately two hours. This meets the requirements.

Submitted by,

XEROX CORPORATION

YOUR   NAME

) Save the document under the title: <Proposal-1>

) Print the document.

) Use the Quick Commands to position the caret.

) Quit.