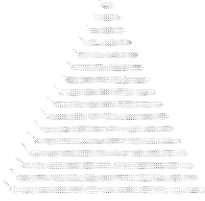# Quick Reference Guide

FILEVISION® IV

Keyboard shortcuts

- Double-click the symbol tool to use the **Symbol Editor**.

- Double-click the shade preview box to use the **Shade Editor**.

- Double-click the rounded rectangle tool to use the **RoundRect Editor**.

- Double-click the **record icon** to look at the current record. This is the same as clicking the **Info** button for that object.

- Double-click an object to get Info on it, or to link to another file. This depends on what choices have been made on the **Change Layout or Add Type's Options** dialog.

- Double-click on the field name in an Info record to get the **Field Setup** dialog.

- Double-click on a field in the Print Layout to get the **Statistics** dialog for that field.

- Hold down the Command key (⌘)while clicking the mini page scroller to center the drawing page.

- Press the caps lock key down before moving or stretching Grouped objects to see the outlines of each Grouped or Gathered object during the move.

- Hold down the Command key (⌘) while moving an object to align it if **Alignment** (from the Grid & Rulers dialog) is off or to temporarily turn **Alignment** off if currently on.

Special key combinations

Holding down the **Shift** key

- While selecting objects keeps all currently selected objects.
- While holding down the **Command** key (⌘) and choosing **Group** from the **Edit** menu creates a pop-up.
- While holding down the **Option** key and stretching an object will stretch it proportionately.
- While clicking **Next** or **Prev** will bring the object selected into the drawing window viewing area for the selected graphic.
- While holding down the **Command** key (⌘) and clicking the page miniature will center the drawing window.
- When choosing **Find...** or **Find Same** from the **Access** menu will bring the object into view, if found.
- When choosing a Type from the **Types** menu will change the Type of the currently selected object(s).
- While drawing won't deselect the drawing tool when the mouse button is released.

Holding down the **Option** key

- While stretching an object will limit stretching to a square.
- With the straight line tool will draw only 0°, 45°, and 90° lines.
- With the polygon tool will draw only 0°, 45°, and 90° lines.
- With the rectangle or round rectangle tools will draw only squares or rounded squares.
- With the oval tool will draw only circles.
- With the arc tool will draw only circular arcs.
- While moving an object will move it only on a horizontal or vertical plane in the direction you started the move.
- While stretching or shrinking an object will stretch or shrink it only horizontally or vertically.
- During reshaping other than arcs will move handles only horizontally or vertically.
- During reshaping arcs will constrain the arc angle to 45° angle click stops.
- With **Copy** from the **Edit** menu will copy the layout from the Type layout display, the print format from the Print layout display, or symbol or shade palettes while editing symbols or shades.
- While changing any text attribute on the **Text** menu from the Info page, Type layout or Print layout display will change all fields to the selected text attribute.
- While clicking on any Filevision IV graphic, text, symbol, line or shaded object will load that object's attributes into the tool box, text menu or symbol and shade palettes.

If you press and hold the Command key (⌘) while pressing one of these keys, you'll activate the menu item or control shown on the following chart. The up arrow and Command key symbol (⇧⌘) indicates that the Shift key is also held down while applying the Command key chord.

Command key chord chart	
⌘ - A	**Add** a new record while working in the Info page or,
⌘ - A	**Append** a field to the exchange file field list if in Import/Export Text…
⇧⌘ - B	send the currently selected object(s) or complete Type to the **Back**
⌘ - B	**Clear** the object(s) or text selected without placing a copy in the Clipboard
⌘ - C	**Copy** the currently selected object or selected text to the Clipboard
⌘ - D	move to the **Drawing** page if currently working in the Info page
⌘ - E	display the **Preferences…** dialog box or,
⌘ - E	set to **Export** text if working with Import/Export Text…
⌘ - F	display the **Find…** dialog box
⇧⌘ - F	bring the currently selected object(s) or Type to the **Front**
⌘ - G	**Group** all selected objects or a record with a graphic object or,
⌘ - G	**Start** Import or Export from Import/Export Text…
⌘ - H	display the **Highlight** dialog
⇧⌘ - H	**Hide** All/Selected of the current Type or selected objects of the Type
⌘ - I	move to the **Info** page if currently working in the drawing page
⌘ - J	**Cancel** all **Highlighting**
⌘ - K	Hide the mini page
⌘ - L	**Load** Import/Export setup file if working in Import/Export Text…
⌘ - M	Format a Numeric Print Layout field with a Dollar sign
⌘ - N	create a **New** Filevision IV file or,
⌘ - N	start **New** Setup if working in Import/Export Text…
⇧⌘ - N	go to **Next** record (object)
⌘ - O	**Open** an existing Filevision IV or Business Filevision file.
⌘ - P	move to the **Print Records…** Print Library dialog
⇧⌘ - P	go to the **Previous** record
⌘ - Q	**Quit** if working in Filevision IV or Import/Export Text…
⌘ - R	Show/Hide **Rulers** in any window or,
⌘ - R	select **Records** if working in Import/Export Text…
⇧⌘ - R	**Reshape** the selected line, rectangle or arc
⌘ - S	**Save** the current file or,
⌘ - S	**Save** the current **Setup** if working in Import/Export Text…
⇧⌘ - S	**Find Same** using the last Find criteria
⌘ - T	Hide/Show the **tool box** or,
⌘ - T	**Translate** if working in Import/Export Text…
⇧⌘ - T	**Gather** all selected objects for temporary grouping
⌘ - U	print the current **Page** or,
⌘ - U	convert to **Upper case** if working in Import/Export Text…
⌘ - V	**Paste** the contents of the Clipboard
⌘ - W	**Highlight Selected** if working on the drawing page or,
⌘ - W	toggle from highlighted to not highlighted if working in the Info page
⌘ - X	**Cut** (delete) the currently selected object or text (you can also use the delete key)
⌘ - Y	**Duplicate** the current record
⌘ - Z	**Undo/Redo** the last edit

⌘ - 1	set drawing page to Actual size (**100%**) or
⌘ - 1	import or export text to an **ASCII** file if working in Import/Export Text…
⌘ - 2	zoom drawing page to **200%** size or,
⌘ - 2	import or export text to a **DIF** file if working in Import/Export Text…
⌘ - 3	zoom drawing page to **33%** size or,
⌘ - 3	import or export text to a **SDF** file if working in Import/Export Text…
⌘ - 4	import or export text to a **SYLK** file if working in Import/Export Text…
⌘ - 5	zoom drawing page to **50%** size
⌘ - 6	Align **Left** in the current text field
⌘ - 7	Align **Middle** (center) in the current text field
⌘ - 8	Align **Right** in the current text field
⌘ - 9	set field to **Numeric** in Print layout
⌘ - 0	set field to **Alphabetic** in Print layout
⌘ - =	select **Field Setup** dialog
⌘ - ;	**Return to** last file linked from or last file closed
⌘ - ,	set field to print **Commas** in Print layout
⌘ - .	set field **Decimal** places in Print layout
⌘ - -	select the report **Statistics** dialog or,
⌘ - -	**Select fields** to import or export in Import/Export Text…
⌘ - ?	enter context sensitive help