

MORE™

QUICK REFERENCE GUIDE

for Macintosh™ and Macintosh Plus computers

Cmd = Command key

*For details on the Preferences command, see Appendix A in the User's Guide.

FILE MENU

- Cmd N** Create a new outline window
- Cmd O** Open an existing outline
- Cmd W** Close an outline window
- Cmd S** Save the active outline window
- Cmd P** Print the selected outline
- Cmd Q** Quit MORE and return to the Finder

EDIT MENU

- Cmd X** Cut the selection to the Clipboard
- Cmd C** Copy the selection to the Clipboard
- Cmd V** Paste the contents of the Clipboard
- Cmd B** Clear the selection (deletes, without placing on Clipboard)
- Cmd A** Select all the text in a headline or document
- Cmd K** Search the outline for a string or a pattern
- Cmd F** Find the next occurrence of a string or a pattern
- Cmd Y** Change the selection with the replacement string
- Cmd T** Dial the telephone number in the selected headline
- Cmd ;** Enter the time into the selected headline or document
- Cmd '** Enter the date into the selected headline or document

VIEW MENU

- Cmd , (comma)** Expand the subheadlines of the selected headline
- Cmd . (period)** Collapse the subheadlines of the selected headline
- Cmd E** Expand all the subheadlines of the selected headline
- Cmd H** Hoist the selected headline
- Cmd - (minus)** De-hoist the last hoisted headline
- Cmd J** Switch between Outline View and Tree Chart
- Cmd I** Switch between Outline View and Bullet Chart

REORGANIZE MENU

- Cmd L OR Shift Tab** Move the selected headline out one level, left
Cmd R OR Tab Move the selected headline in one level, right
Cmd U Move the selected headline up, at the same level
Cmd D Move the selected headline down, at the same level
Cmd M Mark and unmark the selected headline
Cmd G Gather all marked headlines
Cmd ` Clone the selected headline
Cmd / Promote the subheadlines of the selected headline

CHANGING FONT, SIZE, & STYLE

Available in Headlines, Documents, Tree Charts, & Bullet Charts

- Cmd Shift [** Change to the previous font on the System disk
Cmd Shift] Change to the next font on the System disk
Cmd Shift , (comma) Decrease the font size
Cmd Shift . (period) Increase the font size
Cmd Shift B Bold headlines at selected level, or entire Tree Chart
Cmd Shift I Italicize headlines at selected level, or entire Tree Chart
Cmd Shift O Outline headlines at selected level, or entire Tree Chart
Cmd Shift U Underline headlines at selected level, or entire Tree Chart
Cmd Shift S Shadow headlines at selected level, or entire Tree Chart

HEADLINES

Mouse Commands in Headlines

- Click on headline text** Select the headline, and insertion point
Double-click left or right of headline box Expand and collapse subheadlines
Shift Click on headline text Extend the selection of text in the headline
Double-click on the leader character of headline Open a new or existing window underneath the headline
Cmd Shift Click on headline Mark and unmark the headline

Mouse Commands in Headlines Chosen with the Preference "Drag on headline selects text"

- Drag on headline** Select text in the headline
Option Drag on headline Move the headline to a new location
Double-click on headline Select one word in the headline
Option Double-click on headline Expand and collapse subheadlines
Triple-click on headline Select the text of the whole headline

Mouse Commands in Headlines Chosen with the Preference "Drag on headline reorganizes"

- Drag on headline** Move the headline to a new location
Option Drag on headline Select text in the headline
Double-click on headline Expand and collapse subheadlines
Option Double-click on headline Select one word in the headline
Option Triple-click on headline Select the text of the whole headline

Keyboard Commands in Headlines

Return	Insert a new headline
Backspace	Delete text, one character at a time, going backward
Shift Backspace	Delete text, one character at a time, going forward
Option Backspace	Select text in the headline, to the beginning of the previous word
Option Shift Backspace	Select text in the headline, to the end of the next word
Enter	Open or close a new or existing small window underneath a headline
Shift Enter	Open or close a new or existing full-screen window underneath a headline
Cmd Shift B	Bold headlines at selected level
Cmd Shift I	Italicize headlines at selected level
Cmd Shift O	Outline headlines at selected level
Cmd Shift U	Underline headlines at selected level
Cmd Shift S	Shadow headlines at selected level

Moving the Cursor in Headlines

Cmd Return	Move cursor down to the end of the next headline
Cmd Shift Return	Move cursor up to the end of the previous headline
Cmd Backspace	Move cursor one character backward
Cmd Shift Backspace	Move cursor one character forward

*Moving the Cursor in Headlines, with the Preference "Cmd 1-8 Move Cursor"**

Cmd 1	Move cursor one character left
Cmd 2	Move cursor one character right
Cmd 3	Move cursor up to the previous headline
Cmd 4	Move cursor down to the next headline
Cmd 5	Move cursor to the Home headline
Cmd 6	Move cursor to the last expanded headline
Cmd 7	Move cursor up one screen
Cmd 8	Move cursor down one screen

*Note: with the Preference "Cmd 1-8 Select Windows" chosen, the keyboard commands Option Cmd 1-8 move the cursor as listed above.

Moving the Cursor in Headlines, on the Macintosh Plus keyboard

	↑	Move cursor up to the previous headline
	↓	Move cursor down to the next headline
	←	Move cursor left one character
	→	Move cursor right one character
Cmd	↑	Move cursor up one screen
Cmd	↓	Move cursor down one screen
Cmd	←	Move cursor left one word
Cmd	→	Move cursor right one word
Cmd Shift	↑	Move cursor to the Home headline
Cmd Shift	↓	Move cursor to the end of the last expanded headline
Cmd Shift	←	Move cursor to the beginning of the headline, and then to the previous headline, one level higher
Cmd Shift	→	Move cursor to the end of the headline, and then to the last subheadline, expanding if necessary

DOCUMENT WINDOWS

Mouse Commands in Document Windows

- Click** Select the insertion point
- Drag** Select text
- Shift Click** Extend the selection of text
- Double-click** Select one word
- Triple-click** Select one sentence

Keyboard Commands in Document Windows

- Return** Insert a "hard" carriage return
- Backspace** Delete text, one character at a time, going backward
- Shift Backspace** Delete text, one character at a time, going forward
- Option Backspace** Extend the selection of text to the previous word
- Option Shift Backspace** Extend the selection of text to the next word

Moving the Cursor in Document Windows

- Cmd Return** Move cursor down one line
- Cmd Shift Return** Move cursor up one line
- Cmd Backspace** Move cursor one character backward
- Cmd Shift Backspace** Move cursor one character forward

Moving the Cursor in Document Windows, with the Preference "Cmd 1-8 Move Cursor"

- Cmd 1** Move cursor left one character
- Cmd 2** Move cursor right one character
- Cmd 3** Move cursor up one line
- Cmd 4** Move cursor down one line
- Cmd 5** Move cursor to the beginning of the document window
- Cmd 6** Move cursor to the end of the document window
- Cmd 7** Move cursor up one screen
- Cmd 8** Move cursor down one screen

*Note: with the Preference "Cmd 1-8 Select Windows" chosen, the keyboard commands Option Cmd 1-8 move the cursor as listed above.

Moving the Cursor in Document Windows, on the Macintosh Plus keyboard

- ↑ Move cursor up one line
- ↓ Move cursor down one line
- ← Move cursor left one character
- Move cursor right one character
- Cmd ↑** Move cursor up one screen
- Cmd ↓** Move cursor down one screen
- Cmd ←** Move cursor left one word
- Cmd →** Move cursor right one word
- Cmd Shift ↑** Move cursor to the beginning of the document window
- Cmd Shift ↓** Move cursor to the end of the document window
- Cmd Shift ←** Move cursor to the beginning of the sentence
- Cmd Shift →** Move cursor to the end of the sentence

BULLET CHARTS

Mouse Commands in Bullet Charts

- Click** Move to the next chart
- Press and hold down mouse button** Stop the Bullet Chart, and return to the outline

Keyboard Commands in Bullet Charts

- Cmd I** Begin the Bullet Chart; stop the Bullet Chart and return to the outline
- Cmd . (period)** Stop the Bullet Chart, and return to the outline
- Space Bar** Adjust the display of the palette, menu, and arrows in the Bullet Chart
- Cmd Shift B** Bold the title and then the text in the chart
- Cmd Shift I** Italicize the title and then the text in the chart
- Cmd Shift O** Outline the title and then the text in the chart
- Cmd Shift U** Underline the title and then the text in the chart
- Cmd Shift S** Shadow the title and then the text in the chart

Moving Around the Bullet Chart

- Return** Go to the next chart, regardless of level in the outline
- Shift Return** Go to the previous chart, regardless of level in the outline
- . (period)** Go to the next chart, regardless of level in the outline
- , (comma)** Go to the previous chart, regardless of level in the outline
- Cmd U** Go to the previous chart, at the same level in the outline
- Cmd D** Go to the next chart, at the same level in the outline
- Cmd L** Go to the previous chart, one level higher in the outline
- Cmd R** Go to the next chart, one level deeper in the outline

Moving Around the Bullet Chart, on the Macintosh Plus keyboard

- ←** Go to the previous chart, regardless of level in the outline
- Go to the next chart, regardless of level in the outline
- ↑** Go to the previous chart, regardless of level in the outline
- ↓** Go to the next chart, regardless of level in the outline
- Clear** Stop the Bullet Chart, and return to the outline

TREE CHARTS

Keyboard Commands in Tree Charts

- Cmd J** Display the expanded headlines beneath the selected headline as a Tree Chart; switch back to Outline View from the Tree Chart
- Cmd Shift L** Align text in the tree to the left
- Cmd Shift R** Align text in the tree to the right
- Cmd Shift M** Align text in the tree to the center
- Cmd Shift B** Bold all the text in the tree
- Cmd Shift I** Italicize all the text in the tree
- Cmd Shift O** Outline all the text in the tree
- Cmd Shift U** Underline all the text in the tree
- Cmd Shift S** Shadow all the text in the tree
- Cmd Shift ;** Toggle between right and left horizontal orientations
- Cmd Shift ' (apostrophe)** Toggle between top and bottom vertical orientations