

ENTERING / EDITING TEXT

POSITIONING CURSOR: Move pointer to exact text position and click once. A flashing vertical bar cursor appears.

HIGHLIGHTING TEXT: Text can be highlighted (reverse video) by moving the pointer across text while fire button is depressed. Highlighted text can be cut, copied, or changed.

ENTERING TEXT: Position cursor, then type.

INSERTING TEXT: Position cursor then type or use Paste from edit menu to insert previously cut or copied text. HINT: Text in following pages may also be affected (takes time). Adding page breaks may increase speed.

DELETING TEXT: DEL key deletes previous character 'Cut' from options will delete highlighted text C-X

COPYING TEXT:

1. Highlight text then select 'copy' from edit C-C
2. Position cursor for insert.
3. Select 'paste' from edit menu. C-T

MOVING TEXT:

1. Highlight text and select 'cut' from edit menu.
2. Position cursor for insert.
3. Select 'paste' from edit menu. C-T

INSERTING GRAPHICS
(from geoPaint)

1. Copy image to Photo Scrap (in geoPaint).
2. Position cursor at top left of image.
3. Paste image from edit menu C-W

HINT 1 - Hide pictures when spread is needed (options menu).

HINT 2 - Use photo manager for multiple images.

RULER

M = Margin indicator (select with pointer to move).
△ = Tab marker shows tab stop - 8 max.)

Setting: Position pointer on ruler and click.

Removing: Select with pointer and move to top half and click.

Changing: Select with pointer then move (click to drop).

NOTE: To TAB to next position press CTRL I (press both keys).

PAGES

INSERTING: Position cursor, select 'insert page break' C-L

DELETING: Position cursor to top left of page following page break then press DEL key.

SHOW PAGE: Select Preview from file Menu (displays whole page).

MOVING WINDOW: Click scrolling arrows (top center of screen) or... Drag window outline in page indicator box or... Move cursor to side of window.

NEXT PAGE: Select Next Page from options menu. C+

PREVIOUS PAGE: Select Previous Page from options menu. C-

CHOOSE PAGE: Select Goto Page from options menu. C-G

FONTS

BSW -
California -
Cory -
Dwinelle -
Roma -
University -

STYLES

plain C-P
bold C-B
italic C-I
outline C-O
underline C-U

NOTE: Groups of text can be changed or highlighted before FONT or STYLE.

geoWrite

OTHER CHARACTERS FROM KEYBOARD

C- Gives _
C+ Gives |
C* Gives ~
C@ Gives \
C; Gives }
C: Gives {
C/ Gives \

ERASER

Activate / de-activate with click.

Double click ICON to erase window.

In pixel mode, eraser / covers 4 pixels.

RULER

Use to measure distance. 1st click starts - 2nd click finishes

geoPaint

SELECT REGION:

Define a region - 1st click defines start
- 2nd click defines opposite corner.

Edit (Command Line)
-Cut = Remove region to photo scrap C-X
-Copy = Copy region to photo scrap C-C
-Paste = Copy photo scrap to region C-W

Status Box (edit mode)
-MOVE, COPY = Position cursor within region and click, reposition and click again.



MOVE WINDOW Use joystick to move window - click to stop.



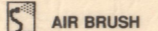
PENCIL Use to draw freehand (thin line). Click = ON/OFF (In pixel mode, it will draw opposite of starting pixel).



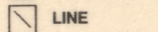
FAUCET Use to fill an enclosed area with selected pattern & color. Click starts filling



PAINT BRUSH Use to paint with selected pattern & color. Select brush type from options menu. Click = start / stop



AIR BRUSH Use to 'spray' selected pattern & color. Click = start / stop



LINE Use to draw straight lines. Click = start / stop



SQUARES & RECTANGLES 1st click defines start - 2nd click finishes
SQUARES & RECTANGLES Same as above but filled with pattern and color



CIRCLES 1st click defines start - 2nd click finishes
CIRCLES Same as above but filled with pattern and color



FILL PATTERN Use to change fill pattern. Click ICON then click pattern.



UNDO Undo last operation only.



COLOR Select canvas and paint color.



TEXT Steps:
1. Open (size) a text region: 1st click defines start 2nd click defines opposite corner
2. Use same procedure as geoWrite & Font selection.

Change position of text region: Move I beam outside text region, click and redefine corners.

Edit menu: Cut = Removes text region and places it in Text Scrap.
Copy = Copies text region to Text Scrap.
Paste = Copies Text Scrap to text region.

CLOSE TEXT REGION: Click any drawing ICON. This makes text permanent.

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