

## Keyboard Saving Shortcuts

- **Use the Manual**
  - **CMD ?** opens the Manual or moves it to the front.
  - Search for “Shortcuts” where it says, “search the manual” (go to top)
  - **CMD F** to get computer to search for text on the page
  - Click Manual TOC, Search Appendices for “Shortcuts”
- **Command Key +**
  - Font Size **+**, - Increases/decreases size of font in Family View
  - **CMD 1-9** Choose View to use
  - **CMD P** takes snapshot of family Card, Tree View, or multi-media item
  - Sources: **S** – Sources in list window, then **CMD U**– Show Usage
  - **CMD “,”** brings up Preferences panel
  - Panels: **F** Find, **M** Mark, **T** Tree, **L** List
  - **H** Hide Reunion, **W** Close Reunion, **Q** Quit Reunion
  - Tree View: **T** – Tree View, **B** – Locate Starting Box in Tree View
- **Other Keyboard Shortcuts**
  - Next Husband/Wife **OPTION H, W**
  - Next Marked Person **SHIFT CMD [, ]**
  - Special Characters in Text fields **HOLD DOWN KEY**
- **Sidebar Shortcuts**
  - **HOME/END** – moves list of Names or Sources to the Top/Bottom
  - **Pg Up/Dn** – Scrolls up or down
  - **Shift CMD** – **First letter** goes to most Sidebars
- **Key + Click Shortcuts**
  - **Option Sidebar Item** Opens most in List View (or click on gold icon)
  - **Tree View** – **Control-Click person** to show menu of people options
- **Panel and Dialog Window People Sidebar**
  - Change Panels: **CMD 1,2,3,4,5**; **ENTER** = Done
- **Editing Text in fields**
  - **OPTION CMD V**: Paste Plain Text (Notes and Logs)
  - **CMD**: Select All **A**, Copy **C**, Paste **V**, Cut **X**, Undo **Z**,
  - **CMD**: Bold **B**, Underline **U**, Italic **I**, Plain **T**
- **Letter Key Shortcuts from Family Card will Add People**
  - New male child **nmc**
  - New female child **nfc**
  - New Husband **nh**
  - New Wife **nw**

## People SideBar – How to Find People

- Last Name, First Name
- “,” First Name
- Person ID, good for going to Number 1 (you)

## Two Person Chart Made Easy

- Click People Sidebar
- Click Find (or CMD F)
- Navigate to person, Drag to Person 1
- Navigate to 2<sup>nd</sup> person, Drag to Person 2
- Click “Find Relationship” and Click “Create Chart”

## Navigation Shortcuts

- Shortcut Bar, Bookmarks, Home, Tree View

## How To Efficiently Drag Photos to Charts

Drag Chart to a person box to size it, to reduce the size

## Relatives

- Find Your Person
- Click Relatives
- Drag to top of Relatives Bar

## Islands

- Click Islands
- View People in Island
- Discuss concept of islands

## Preferred Wife

- Go to multiple-married person up on family Card
- Click the Person button (red triangle)
- Click Spouses and Children
- Click Edit Spouses
- Select Preferred Spouse box

## Sort Children

- Go to person with two or more children, Click “+ Children” button, Click “Sort”