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**MODULE 16**

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**QUICK COMMANDS**

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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 -	=	<u>underline</u>
Look =	=	<del>strikethrough</del>
Look u	=	superscript <sup>4</sup> points
Look d	=	subscript <sub>4</sub> 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.

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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

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- ) Save the document under the title: <Proposal-1>
  
- ) Print the document.
  
- ) Use the Quick Commands to position the caret.
  
- ) Quit.