Sondertasten;¬Keyboard and Shortcuts Summary

NEXTSTEP runs on different platforms that use different keyboards,
so it also uses several sets of special keys. The following table
shows which keys are used on which platform and how they
correspond:

Platform	Special Keys		€€€€€€€€€€€€€€ €€€€€€€
Intel PCs	left *Alt* key	right *Alt* key	*Ctrl* key
NeXT	*Command* key	*Alt* key	*Ctrl* key
Sun Sparc	*Diamond* key	*Alt* key	*Ctrl* key
HP PA-Risc	left *Alt* key	right *Alt* key	*Ctrl* key
Online Manual	**Command key**	**Alternate key**	**Ctrl key**

±±±
When referring to keys in the online manual, the fatted terms are
used. Depending on the platform and keyboard you are using, you
have to translate the keys according to the table above.

Using the mouse buttons

The mouse buttons are used for many different purposes. Generally three different kinds of clicking are available: single-, double- and triple-clicks. Holding down one of the special keys changes the function when pressing a mouse button.

Below is a brief overview of how to manipulate element handles using   the left mouse button combined with a special key:

Special key(s)	Function€€€€€€€€€€€€€€€€€€€€€€€€€€€€ €€€€€€€€€€€€€€€€€€€€€€€€
<Alternate>	Change size proportionally ;../WorkingIntro/Cursorform.rtfd;prop;¬
<Ctrl> <Alternate>	Change size symmetrically from the center ;../WorkingIntro/Cursorform.rtfd;center; ¬
<Ctrl>	Rotate Element ;../WorkingIntro/Cursorform.rtfd;rotate; ¬
<Shift> <Alternate>	Skew element ;¬;../WorkingIntro/Cursorform.rtfd;ske w;¬

<Shift> <Ctrl>	Select element in a group without entering the group ;../WorkingIntro/Cursorform.rtfd;group;¬

When clicking inside an element with the left mouse button, holding down special keys lets you perform the following functions:

Special key(s)	Function€€
<Alternate>	Move only horizontally or only vertically ;../WorkingIntro/Cursorform.rtfd;prop;¬
<Command>	Toggles the page view between 100% and last zoom factor ;../WorkingIntro/Cursorform.rtfd;zoomcursor;¬
<Command> Double-click	Scales page so that the element fills the complete working area ;../WorkingIntro/Cursorform.rtfd;zoomcursor;¬

A complete discussion about using special keys to modify the size, shape, and location of elements can be found in the chapter <Work

Modes and Cursor Shapes> (;../WorkingIntro/Cursorform.rtfd;Modus Element Ùndern;¬).

Note: If your mouse doesn't work as described here, the settings in NEXTSTEP's *Mouse Preferences* may not be correct. Please refer to the chapter <Right Mouse Button> (;RightMouseButton.rtfd;;¬).

Shortcuts Summary
Many of the commands in OneVision menus can be executed by keyboard shortcuts. A shortcut always consists of a combination of the *Command* key plus a second key from the keyboard. If a shortcut exists, this second key is always added in the menu bar on the right side.

s.tiff ¬
Figure: Example for a shortcut.

Shortcut key(s)	Command€€
<a>	Select all elements
<Shift> <a>	Deselect all elements
<b>	Bold on/off
<Shift> <b>	Order element to background
<c>	Copy selected element(s) to pasteboard
<Shift> <c>	Open color selection panel
<d>	Duplicate selected element(s)
<h>	Hide OneVision

<Shift> <f>	Order element to front
<i>	Italic on/off
<Shift> <i>	Open Element Inspector
<l>	Leave Group
<Shift> <m>	Open Module Controller
<n>	Add new document page
<Shift> <n>	Create new document
<o>	Open document
<p>	Print document
<Shift> <p>	Open page layout panel
<q>	Quit OneVision
<r>	Delete selected element(s)
<Shift> <r>	Redo
<s>	Save current document
<Shift> <s>	Save current document with a new name
<t>	Open font selection panel
<v>	Copy selected element(s) from pasteboard
<w>	Close window
<x>	Cut selected elements and copy them to pasteboard
<z>	Revert from Undo buffer
<Shift> <z>	Fill Undo buffer
<1>	Copy current ruler settings to pasteboard
<2>	Paste ruler settings from pasteboard to current text frame
<3>	Copy current text attributes to pasteboard
<4>	Paste font from clipboard to current text

<9>	Group selected element(s)
<0>	Ungroup selected group(s)
<Shift> <?>	Online help
<Shift> <+>	Go to next page
<Shift> <->	Go to previous page
<Shift> <(>	Enter group
<>*	Turn Super Mode On/Off
<Del>	Delete selected element(s)
<Ctrl> <Arrow right / left>	
	Manuel kerning (coarse)
<Shift> <Ctrl> <Arrow right / left>	
	Manual kerning (fine)
<Alternate> <Arrow up / down / right / left>	
	Moves the selected element up / down / right / left by a defined distance
<Alternate> <Shift> <Arrow up / down / right / left>	
	Moves the selected element up / down / right / left by a defined distance

OneVisionType;¬Special Keys in OneVision-Type
Some shortcuts only work when processing text in the ªEdit Elementº mode of OneVision-Type:

<Alternate> <Space>	Insert fixed space
<Shift> <Arrow right / left>	
Moves cursor to start or end of paragraph	

<Shift> <Arrow up / down>

Move cursor to last line of previous frame or first line of next frame

<Alternate> <Arrow right / left>

Extends or reduces the current selection by one character

<Alternate> <Ctrl><Arrow right / left>

Extends or reduces the current selection by one word

<Ctrl> <Arrow right / left>

Manuel kerning (coarse)

<Shift> <Ctrl> <Arrow right / left>

Manual kerning (fine)

<Ctrl> <Esc>   Forces a frame break
(;../../DTPElement/TextSpecialTool.rtfd;Rahmenumbruch;¬)

<Esc>   Inserts hyphenation
(;../../DTPElement/TextSpecialTool.rtfd;Trennung;¬)

<Ctrl>   <->   Inserts hyphenation
(;../../DTPElement/TextSpecialTool.rtfd;Trennung;¬) as above

<Ctrl> <Return>   Inserts a soft return
(;../../DTPElement/TextSpecialTool.rtfd;weicher Umbruch;¬)

OneVisionArt;¬Special Keyboard Combinations in OneVision-Art

The following keyboard combinations are only available in the ªEdit Elementº mode of   OneVision-Art. The are only effective when used together with the left mouse button pressed. You also have to distinguish between the *Arrow* and the *Pencil* function. For some combinations the result depends on whether one or more points are selected, and whether you hit a point by clicking with the mouse or not. A detailed description of the individual combinations can be found in the chapter <Mouse Functions and Keyboard Combinations> (;../../NewVektorElement/mouse-function.rtfd;;¬).

Function Key		Action	Result
Pencil	-	Click	an anchor point for a new straight line is created
Pencil	<Alternate>	Click	an anchor point for a curve is created
Pencil	<Alternate>	Drag	an anchor point for a curve is created; as long as you don't release the left mouse button, you can move the control point
Arrow	-	Click	the point you click on becomes selected; if you click at a spot where no point is located, all selected points become deselected
Arrow	-	Drag	all selected points are moved; if

			no point is hit, a selection frame is drawn and all points inside the frame become selected after releasing the mouse button, selected points outside the frame become deselected
Arrow	<Shift>	Click	the selection of a point is toggled
Arrow	<Shift>	Drag	a selection frame is drawn and all points inside the frame become selected after releasing the mouse button, selected points outside the frame remain selected
Arrow	<Alternate>	Click	if the clicked point is an anchor point of a curve it becomes selected together with the control points; all other points become deselected
Arrow	<Alternate>	Drag	control points are moved tangentially; if no point is hit a cut line is drawn for inserting new points
Arrow	<Alternate><Shift>	Drag	control points are moved tangentially and proportionally; if no point is hit a cut line is drawn for dividing the path into

			subpaths
Arrow	<Ctrl>	Click	all points on a subpath become selected
Arrow	<Ctrl><Shift>		
		Click	the selection of all points on a subpaths is toggled
Arrow	-	Double-click	the *Coordinate Inspector* panel is opened

Next: ;BibliographyEnglish.rtf;;¬   Bibliography of English
Literature
            ;Bibliography.rtf;;¬   Bibliography of German Literature