

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 2nd 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”