

Tex-Edit Plus takes full advantage of Apple's extended keyboard:

- Forward delete, home, end, page up, page down and cursor keys are active.
- The F1-F4 keys invoke the standard undo, cut, copy and paste commands.

Moving the cursor:

- Option-left/right arrow moves the cursor one word at a time.
- Command-left/right arrow moves the cursor to the beginning/end of the line.
- Option-up/down arrow moves the cursor to the beginning/end of the page.
- Command-up/down arrow moves the cursor to the beginning/end of the document.
- Option-page up moves the cursor to the top of the previous screenful of text.
- Option-page down moves the cursor to the bottom of the next screenful of text.

Extending the selection:

- Shift-arrow extends a selection.
- Shift-option-left/right arrow extends the selection one word at a time.
- Shift-command-left/right arrow extends the selection to the beginning/end of the line.
- Shift-option-up/down arrow extends the selection to the beginning/end of the page.
- Shift-command-up/down arrow extends the selection to the beginning/end of the document.
- Shift-option-page up extends the selection to the top of the previous screenful of text.
- Shift-option-page down extends the selection to the bottom of the next screenful of text.

Other keyboard shortcuts:

- Option-delete will delete the previous word.
- Option-forward delete will delete the next word.
- Enter/return will activate the default (outlined) button in dialogs.
- Esc/command-period will activate the Cancel button in dialogs.
- All other pushbuttons have command key equivalents based on the first letter in the name of the button.

Miscellaneous tips:

- The watch cursor will spin during any time-consuming, interruptible operations. Use command-period to interrupt the operation.
- To edit the text in a SimpleText read-only (ttr) document, simply select and copy the text into a new document.
- Open any file by dragging it onto Tex-Edit Plus.
- To move a styled Tex-Edit Plus document into another word processor without losing style information, use the clipboard to copy and paste the entire document.
- Triple click to select a line.
- Quadruple click to select a paragraph.
- Option-click on a close box to close all windows.
- To delete all occurrences of a string, use the Find/Replace dialog. Just leave the replace field blank and choose Replace All.
- Count the number of occurrences of any given string using the Find/Replace dialog. Enter a wild run character in the Replace with box, then choose Replace All and note the number of replacements.
- To see all non-printing characters, use the included ASCII fonts.
- Tex-Edit's PICT handling abilities are handy when it comes to cropping screen shots (Command-shift-3) for use in other programs (e.g., Word). Just click-and-drag a selection marquee and choose Copy.
- If you run out of memory during a PICT copy operation, try keeping the entire selection marquee visible.
- If you notice a delay when opening or resizing large documents, make sure the text is left justified and Use real tabs is off.
- A document can be read in the background if Auto-Highlighting is off. You may use all of Tex-Edit's

normal editing functions during the reading session.

- To “nest” quoted text (make a quote of a quote), use the Block Options dialog to increase the line length a little before issuing the Block Format command the second time.
- To avoid misaligned columns and indents in printouts, leave “Font Substitution” off (in the Page Setup dialog) or use real tabs instead of spaces.
- All numeric dialog fields have up/down arrow buttons that allow quick adjustment between allowable field values.