Part 3

Command Reference

The Command Reference chapters serve as an encyclopedia of the commands in Concurrence. Each chapter covers a different menu, and details each command found there.

In the headings in this section, the name of a command is often followed by a character in parentheses—the command's keyboard alternative. *Holding down the Command key and typing the keyboard alternative is the same as choosing the command from its menu.*

Please note that some standard commands and menus, such as the Hide and Quit commands, or the Windows and Services menus, are not documented here. For help with these commands and menus, refer to the NEXTSTEP User's Guide.

Part 3

Command Reference

Chapter 16 Info

Info Panel 181
License 181
Manual 182
Samples 182
Suggestion 183
Preferences 184

Chapter 17 Document

Open (o) 189
New (n) 189
New from Template and Find Template (N) 190
Save (s) and Save As (S) 190
Save To (T) and Save All 191
Revert to Saved (u) 192
Prepare for Mailing 192
Close (W) 192

Chapter 18 Edit

Cut/Copy/Paste/Delete 193
Link 194
Undo (z) and Redo (Z) 194
Spelling/Check Spelling 195

Chapter 19 Insert Token

Using the Insert Token Menu 197
Using the Token Palette 198

Chapter 20 Find

Find Panel (f) 199
Find Next/Find Previous 201
Enter Selection (e) 201
Jump to Selection (j) 201

Chapter 21 Select

On Selecting... 203
Select All (a) 205
Select Siblings (+) 205
Select Peers 205
Select Children 205
Select Descendants (A) 206

Chapter 22 Format

Font 207
Font Panel (t) 207
Text 208
Copy/Paste All Masters 208
Copy Style (5)/Paste Style (6) 209
Save Style 209
Page/Slide/Notes Layout 209

Chapter 23 Arrange

Group (G) and Ungroup (U) 211
Lock (l) and Unlock (L) 212
Flip Vertical/Flip Horizontal 212
Bring to Front/Send to Back 213

Chapter 24 Grid

Grid Panel (#) 215
Show/Hide Grid 216
Turn Snap Off/On (,) 216
Align To Grid ($) 216
Size To Grid (%) 216

Chapter 25 Align

Align Panel 217
Align Row, Align Column, Align Even Row (R), and Align Even Column 218

Chapter 26 Topics/Slides

New Topic/New Slide 219
Speaker Notes 220
Expand (E)/Collapse (C) 220
Move 220
Clone (k) 221
Follow Master (M) 221
Start/Don't Start New Page 222
Don't Wrap Text/Wrap Text 222
Skip/Don't Skip 222

Chapter 27 Views

View Browser (B) 223
New Slide Show/Outline 224
New Outline Here (H) 224
Duplicate View 225
Focus (J) And Unfocus (K) 225
Show/Don't Show Pages 225

Chapter 28 Tools

Attachments 227
Colors 228
Characters 229
Raise Palettes 229
Palettes 230
Slide Show 231
Show/Hide Buttons 231
Show/Hide Slide Tools 232
Show/Hide Line Numbers 232

Chapter 29 Inspector

Inspector (I) 235
Topic Label Inspector 236
Symbol Inspector 237
Line Inspector 238
Style Inspector 238
Size & Place Inspector 240
Slide Inspector 242
Transition Inspector 243
Slide Bundle Inspector 244
Sound Inspector 244