

The Children's Writing & Publishing Center™

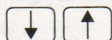
READY REFERENCE CARD

SPECIAL KEYS*

WORKING WITH THE PROGRAM



Moves the highlighting in menus left, right, down, or up; cycles through menu choices.



Selects highlighted menu choices.

Mouse

Selects menu choices to which the mouse arrow on the screen is pointing when the mouse button is clicked.



Takes you back to a previous menu, stops the current activity, returns you to the Workspace from the Menu Bar.



Displays a Help menu.



Displays the File menu.



Displays the Font menu.



Displays the Picture menu.



Displays the Next menu.



Displays the Print menu.

WORKING WITH WORDS



Moves the cursor over text.



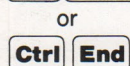
Moves the cursor to the beginning or end of a line.



Moves the cursor forward or backward a screen at a time.





Moves the cursor to the beginning or end of the text you are working on.







*For a complete list of all the keys, see page 88 of the User's Guide.

SPECIAL KEYS *(continued)*

WORKING WITH WORDS *(continued)*

Caps Lock	When down, capitalizes every letter you type.
Backspace	Erases the character to the left of the cursor.
Delete	Erases the character the cursor is on.
 Enter	Ends a paragraph and starts a new line, inserts blank lines.
Spacebar	Inserts a space in text.
Shift	Capitalizes the next letter you type, lets you type the top character shown on a key.
Tab	Moves the cursor to the right one tab space.
Alt C	In the Body Workspace, begins and ends Cutting of text.
Alt E	Shows and hides Enter key markers ().
Alt F	For changing the Font of text already typed in the Body.
Alt L	Turns off Alt M (centering), moves text Left to the beginning of the line.
Alt M	Turns on centering, moves text to the Middle of the line.
Alt P	In the Body Workspace, Pastes cut text where the cursor is.
Alt U	Begins and ends typing of Underlined text.
Alt V	Shows a small View of the entire document.
Mouse	Moves the cursor to the arrow location when the mouse button is pressed.

WORKING WITH PICTURES

 	Moves the selected picture in the Workspace.
 	
PgDn or PgUp	Moves the selected picture down or up in the Body Workspace more quickly than the arrow keys.
F	Flips the selected picture one of four ways.

PICTURES

PREDESIGNED HEADING

(for Heading
Workspace only)

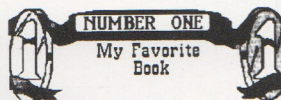
A Time
for Thanks



Autumn



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Award

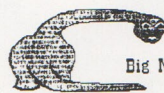
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Baby Animals

Baby Chick

140



Big News

Big News



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Happy
Birthday

Birthday

142



A Good Book to
Worm Through



Bookworm

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Happy
Holiday
Wishes

Christmas



144



A Day at
the Circus

Circus

145



The Great
Detective
Caper

Detective

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Front Page
NEWS

Extra Extra



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Mostly
Ghostly
Story

Ghost

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A Page
from History

History

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Happy
Mother's
Day

Mother's Day



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The
World
of
Music

Music



151



The
Great
Experiment

Science

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My Adventures
in the Snow

Snow

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Space Travel

Space

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Sports News

Sports

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Buzzing
About
Spring

Spring

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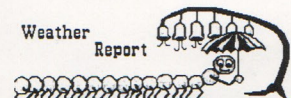
My
Secret
Valentine

Valentine



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Weather
Report



Weather

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Out of This World











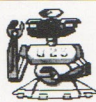








NEWS

World






















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PICTURES *(continued)*

ADVENTURE










ADVENTURE														
	Castle	1		Diver	2		Dragon	3		Earth	4			
	Fairy	5		Jet	6		Knight	7		Monster	8		Pirate	9
	Police Car	10		Robot	11		Ship	12		Shuttle	13		Space	14
	Spy	15		Teepees	16		Wagon	17		Witch	18		Wizard	19

ANIMALS

	Alligator	20		Bear	21		Bird	22		Cat 1	23			
	Cat 2	24		Deer	25		Dinosaur	26		Dog 1	27		Dog 2	28
	Elephant	29		Fish 1	30		Fish 2	31		Fish 3	32		Horse	33
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	Seal	39		Snake	40		Tiger	41		Turtle	42		Whale	43

GOING PLACES



GOING PLACES

	Beach	44		Boat 1	45		Boat 2	46		Camping	47			
	Car	48		Carnival	49		Motorcycle	50		Mountains	51		Picnic	52









PICTURES (continued)

GOING PLACES















(continued)

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HOLIDAYS

	New Year	63		St. Patrick	64		Thanksgiving	65		Valentine	66
	Christmas	59		Easter	60		Halloween	61		Hanukkah	62

PEOPLE

	Baby	67		Boy	68		Clown	69		Cowboy	70			
	Dancer	71		Doctor	72		Girl	73		Indian	74		Man	75
	Pals	76		Soldier	77		Teacher 1	78		Teacher 2	79		Woman	80

SPORTS

	Baseball	81		Basketball	82		Bowling	83		Cheerleader	84			
	Fishing	85		Football	86		Golf	87		Gymnast 1	88		Gymnast 2	89
	Hockey	90		Ice Skater	91		Runners	92		Skates	93		Skier	94
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PICTURES (continued)

THINGS

														
Anything	98	Award 1	99	Award 2	100	Balloons	101							
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	Flag	112		Flower	113		Gift	114		Hamburger	115		Hot Dog	116
	House	117		Letter	118		Moon	119		Newsletter	120		Palette	121
	Pencil	122		Pizza	123		Rainbow	124		Report	125		School	126
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