Publish▼It! 4™

For Apple //e (enhanced), //c, //c Plus and //GS computers

File
Page
🍎

Edit
Objects

Font
Special

Format
Help

Reference Card

FILE

New File...	🍎 Z
Open File...	🍎 O
Save File...	🍎 S
Save File as...	🍎 A
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Import Text File...	
Import AppleWorks File...	
Import Bank St. File...	
Import ProDOS Picture...	
Import DOS 3.3 Picture...	
Format Disk...	
Delete File...	
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EDIT

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Copy	🍎 C
Paste	🍎 V
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Find...	
Find Next	🍎 F
Replace...	
Replace and Find	🍎 R
Hyphenate	

FONT

Select Font...	🍎 W
Next Size	🍎 N
Next Typeface	🍎 T
✓ Plain	🍎 Y
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Italic	🍎 I
Underline	🍎 U
Outline	
Shadow	
Superscript	🍎 H
Subscript	🍎 L
Color...	
Tab Leaders	

FORMAT

Justification...	
Spacing...	
Margins/Indent...	
Kern...	

PAGE

Justification...	
Spacing...	
Margins/Indent...	
Tabs...	
Frame Borders...	
Go to Page	🍎 G
Set Page Size...	
Insert Page	🍎 J
Delete Page	🍎 D

OBJECTS

Cut	🍎 X
Copy	🍎 C
Paste	🍎 V
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Move to Back	
Show Specifications...	🍎 M
Align...	
Set Line weight...	
Set Pen Pattern...	
Set Fill Pattern...	

SPECIAL

✓ Show Full Size	🍎 1
Show Double Size	🍎 2
Show Half Size	🍎 3
Size to Fit	🍎 4
✓ Snap to Guides	
Select Guides...	
✓ Show Column Outlines	
✓ Show Rulers	
✓ Show Pictures	
Select Unit Measure...	
Define Pattern...	

HELP

Text...	
Objects	
Color	
Files...	
Print...	
Page Layout...	
Column Links...	
Read me...	

🍎

About Publish It! 4...
Status...
Select Printer...
Select Interface...
Install Font...
De-Install Font...
Save Settings

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tool by clicking on it. Tools are deselected automatically when you choose another.

To create an object, first click on the desired tool and then move to the spot on the page where you want to place the upper left corner of the object. Press the mouse button and drag to where you want the lower right corner, then release the button.

Several objects drawn on a single page may overlap each other. Each object is actually on a single plane, with the most recently created object on top.

The Pointer—selects, positions or resizes objects. The Pointer is also used to define groups. Use it to select a frame before importing text or a picture. All objects may be moved, overlayed or underlayed, resized or deleted by using this tool.

The I-Beam Tool—used to select the insertion point for text and to highlight text for editing or formatting changes. To enter text, select the I-Beam tool and click the pointer (now an I-Beam) on the text column in which you want to work. The text insertion point will appear and you can begin typing. To import text, select this tool and click on the text column you want the file to be placed in. Then choose Import Text File from the FILE menu (or Import AppleWorks File or Import Bank Street Writer File).

The Graphics Frame Tool—to create, position or size graphic frames. Before you can insert pictures on a page, you must create graphic frames to house the artwork. Graphic frames appear as shaded boxes on the screen.

The Text Tool—select to create text columns. As long as the Text Tool is active, every drag in the Work Area will start a new text column. A text column is a defined region on the screen which resembles an empty box or frame (if you have column outlines turned on).
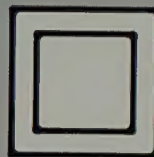
on each column in the sequence you want your text to flow. When you finish creating the chain, click on 🔳 again to complete the link. To unlink columns, double click on the column you want unlinked using this tool then click on 🔳.
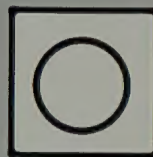
The Line Tool—to draw horizontal or vertical lines.

The Filled Box Tool—to create squares or rectangles with right angle corners.

**The Rounded Corner Box Tool**—to create squares or rectangles with rounded corners.

The Circle Tool—to create circles.

The Page Numbering Tool—used to create a page number for the current page. Click on ⊞, then click anywhere in your document. An object containing a "#" will be created. This object cannot be resized, but it can be repositioned with the Pointer and you can always change the font size. The page will be given a sequential number during printing.
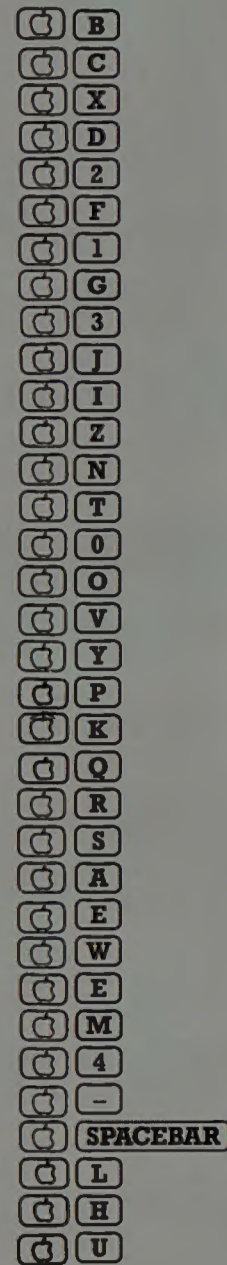
Left Paging Arrow—Click on this to move to the previous page of your current document. The current page number is shown after the document title.
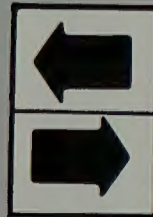
Right Paging Arrow—Click on this to move to the next page of your current document. To add pages at the end of the document, click on the Right Paging Arrow when at the last page. Click again and you will be asked how many pages you want to add and whether the pages will be blank, with the current page layout, or layout links.

another key. These two keys, pressed together, perform the same function as pulling down and selecting certain menu options.

Bold (FONT)	⌘ B
Copy (EDIT and OBJECTS)	⌘ C
Cut (EDIT and OBJECTS)	⌘ X
Delete Page (PAGE)	⌘ D
Double size (SPECIAL)	⌘ 2
Find next (EDIT)	⌘ F
Full size (SPECIAL)	⌘ 1
Go to page	⌘ G
Half size (SPECIAL)	⌘ 3
Insert page (PAGE)	⌘ J
Italics (FONT)	⌘ I
New File (FILE)	⌘ Z
Next size (FONT)	⌘ N
Next type face (FONT)	⌘ T
Number space	⌘ 0
Open File (FILE)	⌘ O
Paste (EDIT and OBJECTS)	⌘ V
Plain (FONT)	⌘ Y
Print (FILE)	⌘ P
Preview (FILE)	⌘ K
Quit (FILE)	⌘ Q
Replace and Find (EDIT)	⌘ R
Save File (FILE)	⌘ S
Save File as (FILE)	⌘ A
Select All (OBJECTS)	⌘ E
Select Font (FONT)	⌘ W
Select to End (EDIT)	⌘ E
Show Specifications (OBJECTS)	⌘ M
Size-to-fit (SPECIAL)	⌘ 4
Soft Hyphen	⌘ —
Sticky Space	⌘ SPACEBAR
Subscript (FONT)	⌘ L
Superscript (FONT)	⌘ H
Underline (FONT)	⌘ U

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