

# WORLD GEOGRAPH QUICK REFERENCE CARD FOR STUDENTS



## MENUS




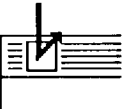























Apple	File	Edit	Display
About World GeoGraph... Help... ? MECC Key Caps	New ⌘N Open... ⌘O Close ⌘W Save ⌘S Save As... Export Data... Choose Printer... Page Setup... Printing Options... Print Report... ⌘R Print Window... ⌘P Quit ⌘Q	Undo ⌘Z Cut ⌘H Copy ⌘C Paste ⌘U	Display Map ⌘M Display Data Cards ⌘D Display Data Table ⌘T Display Graph ⌘G Display Distribution ⌘I Restore Window Position



































































  

Maps	Data	Report
World Map ⌘1 Continent Map... ⌘2 Region Map... ⌘3 Locate Nation... ⌘L Blank Map ⌘B Theme Map... Compare... World Quartiles... Hide Boundaries ⌘H Show Key ⌘K	Clear Selection Search... ⌘Y Select Nations... Find... ⌘F Find Next ⌘J Sort... ⌘A Show Categories... Arrange Categories... Resize Categories... Show English Units ⌘E Show Metric Units ⌘U	Add Section... ⌘+ Replace Section... Remove Sections... [Section Name] [Section Name] [Section Name] [Section Name] [Section Name]

## COMMONLY USED SHORTCUTS AND COMMANDS

 means one mouse "click"     
  means "double-click"

- 

opens an icon
- 

closes a window
- 

selects an item (nation, option, etc.)
- 


selects an entire continent on a map;  
toggles between data tables and data cards
- 


selects or de-selects an item without  
de-selecting anything else
- 


zooms in on a map;  
toggles between data tables and data cards
- 



zooms out from a map
  
- 

Arranges (sorts) the current database selection
- 

restores a map to "Blank" status
- 

displays *Data* cards
- 

shows *English* units of measurement

- 


*F* Finds the next occurrence of an item in the database
- 


displays *Graphs*
- 


shows or *Hides* nation boundaries
- 


displays a distribution table
- 


displays a map *Key*
- 


*L* Locates a nation of your choice
- 


displays *Maps*
- 


*P* Prints the window currently on the screen
- 


*Q* Quits the program
- 


prints a *Report*
- 


*S* Saves a document
- 


displays a data *Table*
- 


shows metric *Units* of measurement
- 


*W* closes a document without quitting the program
- 


begins a search procedure
- 


*Z* undoes the last thing done
- 


adds a section to the report
- 


provides access to help screens
- 


interrupts printing
- 


displays the world map
- 


allows you to choose which continent to view
- 


allows you to choose which region to view