

# WORLD GEOGRAPH QUICK REFERENCE CARD FOR TEACHERS

## MENUS



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

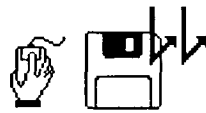
<b>Maps</b>	<b>World Map</b> <b>Apple 1</b> <b>Continent Map...</b> <b>Apple 2</b> <b>Region Map...</b> <b>Apple 3</b> <hr/> <b>Locate Nation...</b> <b>Apple L</b> <hr/> <b>Blank Map</b> <b>Apple B</b> <b>Theme Map...</b> <b>Compare...</b> <b>World Quartiles...</b> <hr/> <b>Hide Boundaries</b> <b>Apple H</b> <b>Show Key</b> <b>Apple K</b>
<b>Data</b>	<b>Clear Selection</b> <b>Search...</b> <b>Apple Y</b> <hr/> <b>Select Nations...</b> <hr/> <b>Find...</b> <b>Apple F</b> <b>Find Next</b> <b>Apple J</b> <b>Sort...</b> <b>Apple R</b> <hr/> <b>Show Categories...</b> <b>Arrange Categories...</b> <b>Resize Categories...</b> <hr/> <b>Show English Units</b> <b>Apple E</b> <b>Show Metric Units</b> <b>Apple U</b>
<b>Report</b>	<b>Add Section...</b> <b>Apple +</b> <b>Replace Section...</b> <b>Remove Sections...</b> <hr/> <b>[Section Name]</b> <b>[Section Name]</b> <b>[Section Name]</b> <b>[Section Name]</b> <b>[Section Name]</b>
<b>Management</b>	<b>Set Preferences...</b> <hr/> <b>Add Category...</b> <b>Edit Category...</b> <b>Remove Category...</b>

**Control** **A**

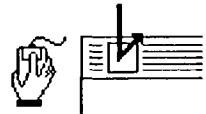
The Management menu is visible only after using the **Control-A** key combination command. After use, it can be hidden the same way.

## COMMONLY USED SHORTCUTS AND COMMANDS

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



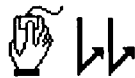
opens an icon



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



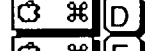
zooms out from a map



Arranges (sorts) the current database selection



restores a map to "Blank" status



displays *Data* cards



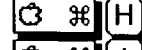
shows *English* units of measurement



*F*inds the next occurrence of an item in the database



displays *Graphs*



shows or *H*ides nation boundaries



displays a distribution table



displays a map *Key*



*L*ocates a nation of your choice



displays *Maps*



*P*rints the window currently on the screen



*Q*uits the program



prints a *R*eport



*S*aves a document



displays a data *T*able



shows metric *U*nits of measurement



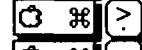
closes a document without quitting the program



begins a search procedure



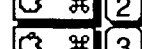
undoes the last thing done



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