



# Tech Info Library

## GS/OS 6.0.1: Text Editing Shortcuts (6/93)

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### TOPIC -----

When editing text (for example, in the Teach application, or in the Comment card of an Icon Info window in the Finder), try these shortcuts.

### DISCUSSION -----

#### Navigating and Selecting Text

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Add the Shift key to this group of key combinations to select the intervening text:

- Command-Left Arrow moves left a word at a time.
- Command-Right Arrow moves right a word at a time.
  
- Option-Left Arrow moves to the beginning of the line.
- Option-Right Arrow moves to the end of the line.
  
- Command-Up Arrow moves to the top of the page.
- Command-Down Arrow moves to the bottom of the page.
  
- Option-Up Arrow moves to the beginning of the document.
- Option-Down Arrow moves to the end of the document.

Clicking the mouse moves the insertion point; dragging selects by character. Double-clicking selects a word; dragging extends the selection by words. Triple-clicking selects a line; dragging extends the selection by lines.

#### Deleting Text

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Delete (or Control-D) removes the current selection. If there's no selection, it removes the character to the left of the insertion point.

Clear removes the current selection.

Control-F removes the character to the right of the insertion point. If there's a selected portion of text, it removes the selection.

Control-Y removes all characters from the insertion point to the end of the line.

Control-X, -C, and -V are Cut, Copy, and Paste. You can use these even in unusual cases where the Edit menu isn't available.

#### Keyboard Translation

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If you choose Standard in the General Control Panel's Translation menu, you can type special characters by holding down the Option key.

Most of the special characters are easily viewable if you have Video Keyboard installed (use the Installer script Special Aids: VideoKeyboard). Choose Video Keyboard from the Apple menu, and then hold down Option, or Option and Shift.

Certain characters begin two-character sequences: Option-e puts an accent over the next letter, Option-` puts an (`) accent over the next character, Option-i puts a caret (^) over the next character, and Option-n puts a tilde (~) over the next character.

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