

MORE™

*The fastest way to organize
and present your ideas*

QUICK REFERENCE GUIDE

**NOTE: WHERE -X- APPEARS IN
THE KEYBOARD SHORTCUTS, USE THE
COMMAND/APPLE/SPLAT KEY.**

ADDITIONAL COMMAND KEYS

Option-⌘-w	Closes all open windows
Option-⌘-s	Saves all open windows
Option-⌘-k	Displays Quick Find dialog box
Option-⌘-f	Bypasses Search window and finds the next occurrence of the highlighted text
Option-⌘-; <i>(semicolon)</i>	Stamps current time and bypasses Time Stamp dialog box
Option-⌘-' <i>(apostrophe)</i>	Stamps current date and bypasses Date Stamp dialog box
Option-⌘-y	Toggles between displaying and concealing invisible characters
Option-⌘-o <i>(zero)</i>	Sends the active document window to the back of other document windows (does not affect dialogs)
⌘-l <i>(or Shift -Tab)</i>	Moves headline left
⌘-r <i>(or Tab)</i>	Moves headline right
⌘-m <i>or</i> <i>(⌘-click on a label)</i>	Marks or unmarks the selected headline
Option-⌘-g	Gathers all marked headlines and bypasses Gather dialog box
Option-⌘-= <i>(Equal sign)</i>	Performs calculations on the selected headline and bypasses Calculate dialog box
Option-Click on the title bar	Window is sent behind other open windows
⌘-?	Brings up the help window with help information on the selected menu item
⌘-Spacebar	Enters drop-down menu mode
Double-click on view icon	Brings up the Document Options dialog box
Option-⌘-a	Brings up the Select dialog

EDITING TEXT

Return	If the insertion point is within a headline and the insertion of carriage returns and tabs is not specified in Program Options, Return creates a new headline. Otherwise, Return splits the headline into two separate headlines. In text windows or caption text, Return always inserts a carriage return at the insertion point.
⌘-Return	If the insertion point is within a headline and the insertion of carriage returns and tabs is specified in Program Options, Command-Return creates a new headline. Otherwise, Command-Return splits the headline into two separate headlines. In text windows or caption text, Command-Return always inserts a carriage return at the insertion point.
Shift-Return	If the insertion point is within a headline and the insertion of carriage returns and tabs is not specified in Program Options, Shift-Return inserts a new headline above the current headline. Otherwise, Shift-Return splits the headline into two separate headlines.
Option-Return	If the insertion point is within a headline, Option-Return inserts a carriage return at the insertion point.
Tab	If a headline is selected and the insertion of carriage returns and tabs is not specified in Program Options, Tab moves the selected headline one level to the right. Otherwise, Tab moves the insertion point to the next tab stop. In text windows or caption text boxes, Tab inserts a Tab stop at the insertion point.
Option-Tab	If a headline is selected and the insertion of carriage returns and tabs is specified in Program Options, Option-Tab moves the headline to the right.
Double-click on word	Selects the word
Triple-click on text	Selects the entire sentence
Option-Delete	Selects text backwards one word at a time
Option-Shift-Delete	Selects text forward one word at a time
Delete	If the text insertion cursor is at the beginning of a headline and the insertion of carriage returns and tabs is specified in Program Options, Delete joins the current headline with the one above it. Otherwise, Delete deletes backwards, one character at a time.

⌘-Delete	If the text insertion cursor is at the beginning of a headline and the insertion of carriage returns and tabs is not specified in Program Options, Command-Delete joins the current headline with the one above it.
Shift-Delete	Deletes forward, one character at a time
Shift-⌘-Delete	If the text insertion cursor is at the end of a headline and the insertion of carriage returns and tabs is not specified in Program Options, Command-Shift-Delete joins the current headline with the one below it.
Option-Spacebar	Inserts a non-breaking space character at the insertion point
Clear	Deletes currently selected text
Shift-> or <	Extends the selection in the specified direction one character
⌘-> or <	Moves the cursor to the next word in the specified direction (extends the current selection when the Shift key is held down)
Option-u or d	Moves the cursor to the next or previous headline that resides on the same level as the currently selected headline
Option-< or >	Moves the cursor to the beginning or end of the currently selected headline. Then moves the cursor to the beginning of the selected headline's parent headline or moves the cursor to the end of the selected headline's last subhead.
Enter	Opens or closes a new or existing comment window below the selected headline (toggles the Text tool in Bullet Chart view)
Shift-Enter	Opens or closes a new or existing comment window in hoisted view
Double-click a tab well on the text ruler	Displays the Set Tabs dialog box
Double-click a line spacing icon on the text ruler	Displays the Custom Line Spacing dialog box
Double-click a paragraph spacing icon on the text ruler	Displays the Custom Outline Spacing dialog box

MOUSE COMMANDS FOR THE SELECTION BAR

Click on the selection bar

Selects the headline across from the point clicked on the selection bar

Drag up or down the selection bar

Selects all the headlines across from the selected area of the selection bar

Shift-click on selection bar

Selects headlines across from points clicked without deselecting previously selected headlines

Double-click on selection bar

Selects all subheads of headline across from the point clicked on the selection bar

Triple-click on selection bar

Selects the headline across from the point clicked on the selection bar and all of its subheads. Triple-click next to the Home headline to select all headlines in the document.

Option-click on selection bar

Selects the headline across from the point clicked on the selection bar and any of its siblings

Option-double-click on selection bar

Selects all headlines on the same level as the headline across from the point clicked on the selection bar

MOUSE COMMANDS IN HEADLINES

Press and hold mouse button on label or outside headline and drag

Drags selected headline to another place in the outline. Hold down the Option key to inhibit expanding when depositing headlines under a collapsed headline

Double-click to the left or right of a headline

Expands or collapses next level of subheadlines

Shift double-click to right or left of a headline

Expands or collapses all subheadlines

Option-⌘- (period)

Collapses the selected headline to its parent

Option-double-click to the right or left of a wrapped headline

Folds or unfolds the headline

Shift-Option double-click to right or left of a headline

Folds and unfolds all headlines in the suboutline

Option-⌘-- (*minus*)

Dehoists all hoisted headlines

Double-click on the comment window structure symbol

Expands or collapses a comment window underneath the headline

Shift-double-click on the comment window structure symbol

Expands or collapses all comment windows in the suboutline. Hold down Shift key to expand or collapse all existing comment windows

Option-double-click on the comment window structure symbol

Hoists the comment window underneath the headline

Option-double-click inside a comment window

Collapses the comment window

Option-⌘-double-click on a headline

Selects all headlines in the outline that are on the same level as the headline

Option-⌘-` (*grave symbol*)

Selects the next occurrence of the selected cloned headline

⌘-click on the label area of a headline

Marks or unmarks the headline

STYLING TEXT IN MORE***Hold down Option key while choosing a character style from the Format menu******Applies the character format to the selected headline and all of its subheads*****Shift-⌘-[** Applies the next font listed in the Font submenu to the selected text**Shift-⌘-]** Applies the previous font listed in the Font submenu to the selected text**Shift-⌘-.** (*period*) Increases the font size of the selected text to the next higher installed point size**Shift-⌘-,** (*comma*) Decreases the font size of the selected text to the next lower installed point size

Shift-⌘-b	Turns on and turns off bold style for selected text
Shift-⌘-i	Turns on and turns off italic style for selected text
Shift-⌘-o	Turns on and turns off outline style for selected text
Shift-⌘-u	Turns on and turns off underline style for selected text
Shift-⌘-s	Turns on and turns off shadow style for selected text
Shift-⌘-p	Removes styling from selected text

KEYBOARD COMMANDS IN BULLET CHARTS

Shift-⌘-Return <i>or</i> Home <i>or</i> ⌘ <	Displays first chart
⌘-Return <i>or</i> End <i>or</i> ⌘ >	Displays last chart
> <i>or</i> Return	Displays next chart
< <i>or</i> Shift-Return	Displays previous chart
Enter	Toggles the Text tool; if a single text object is selected, enters editing mode
Spacebar	Begins slide show bypassing Slide Show dialog. Press the spacebar again to stop slide show and return to regular bullet chart view.
Tab	Selects the next selectable object displayed in the chart, beginning with current selection and proceeding to the backmost object
Shift-Tab	Selects the next selectable object displayed in the chart, beginning with current selection and proceeding to the frontmost object
Option-Tab	Selects the next selectable text object displayed in the chart, beginning with the frontmost text object
Option-< <i>or</i> > arrow keys	Nudge selection one pixel in the direction of the arrow key

**MOUSE COMMANDS IN
BULLET CHARTS****Double-click a drawing tool or hold down the Command key**

Keeps the drawing tool active after you draw an object. Hold down the Command key to activate the last drawing tool used

Double-click the corner where horizontal and vertical rules intersect

Displays the Document Options dialog box, where you can select a unit of measure or specify other document options

Shift-drag to resize (or resize after double-clicking a handle)

Sizes a selected object proportionally

Shift-drag to move

Constrains an object to move on a horizontal, vertical, or diagonal axis

Option-drag to resize

Sizes a selected object from its center

Option-drag to move

Toggles the current state of Auto Grid Snap while moving the object

Option-shift-drag to resize

Sizes a selected object proportionally, from the center

Double-click on a text object (while not in the text edit mode)

Displays the text layout dialog box

Option-double-click on a text object

Sets automatic width and height

Double-click within a frame

Displays the Frame Size dialog box

Option-double-click within a frame

Specifies automatic sizing for the frame

Option-click on a polygon line segment with the Polygon or Bezier tool active

Adds a new point to the polygon or Bezier object

Option-click on a polygon point with the Polygon or Bezier tool active

Deletes or adds a point from the polygon or Bezier object

Option when placing a layout

Retains the current set of draw objects

TREE CHARTS

Shift-⌘-; (*semi-colon*) and **Shift-⌘-'** (*apostrophe*)
Cycles among four tree chart orientations

Double-click on a node
Displays the Size and Gap dialog box

Double-click the corner where horizontal and vertical rules intersect
Displays the Document Options dialog box, where you can select a unit of measure or specify other document options

RULE SHORTCUTS

Option-⌘-x
Cuts the rule set attached to the selected headline

Option-⌘-c
Copys the rule set attached to the selected headline

Option-⌘-b
Clears the rule set attached to the selected headline

Option key with Clear Font Formats, Clear Size Formats, Clear Style Formats, or Clear Color Formats
Clears all font, style, size, or color rules attached to the selected headline

Option key with Font, Style Formats, Size, or Color commands
Creates a Level 0-999 rule for the selected headline. Otherwise, MORE creates no rule, and just changes the format at the insertion point, or the format of the highlighted text.

Option-Shift-⌘-, (*comma*) or **Option-Shift-⌘-.** (*period*)
Creates a Level 0-999 font size rule, and changes the font size of the selected headline, and its suboutline

Option-Shift-⌘-[or]
Creates a Level 0-999 font size rule, and changes the font size of the selected headline, and its suboutline

NAVIGATING IN SLIDE SHOWS**Click outside chart text** *or* >

Displays the next chart, or the next build of the same chart

Double-click outside the chart text *or* <

Displays the previous chart or build

Double-click on a chart subhead

Displays the chart on which that subhead is the title if Smart Mouse Navigation is selected in the Slide Show Options

Double-click on a chart title

Displays the chart on which that title appears as a subhead if Smart Mouse Navigation is selected in the Slide Show Options

Single-click on a subhead

Displays the headline in full intensity, if that chart is a build

1-9 (*enter a number*)

Highlights that subhead, if that chart is a build. Type a number then press Enter to navigate to that subhead's slide, if any. Type a 0 (zero) to go to the chart's title.

⌘- (*period*) *or* **esc** *or* **Spacebar**

Exits a slide show

**BULLET CHART VIEW AND SLIDE SHOW
COMMANDS THAT WORK WITH THE
KODAK PRESENTATION REMOTE**

, (<i>comma</i>)	Blank all audience monitors
. (<i>period</i>)	Black all audience monitors
[(<i>left bracket</i>)	Go to slide of current subhead
] (<i>right bracket</i>)	Go to parent of current title
+ (<i>Plus</i>)	When not in slide show, enters slide show. When in slide show, pauses or resumes the slide show
- (<i>minus</i>)	Exit slide show
* (<i>asterisk</i>)	Displays “Go to Chart” dialog box
Enter	Go to selected subhead or enter chart number. If not in slide show, toggles text tool
1-9 (<i>enter a number</i>)	Highlights that subhead, if that chart is a build. Type a number then press Enter to navigate to that subhead’s slide, if any. Type a 0 (zero) to go to the chart’s title.

BULLET CHART VIEW TOOLS

<i>Selection tool</i>			<i>Text tool</i>
<i>Rectangle tool</i>			<i>Oval tool</i>
<i>Rounded Rectangle tool</i>			<i>Line tool</i>
<i>Polygon tool</i>			<i>Bezier tool</i>
<i>Object Formats tool</i>			<i>Fill tool</i>
<i>Edge Style tool</i>			<i>Edge Pattern tool</i>
<i>Shadow Style tool</i>			<i>Shadow Pattern tool</i>
<i>Line Style tool</i>			<i>Line Pattern tool</i>
<i>Frame Style tool</i>			<i>Background Pattern tool</i>
<i>Zoom In tool</i>			
<i>Zoom Out tool</i>			
<i>Magnification Indicator</i>			
<i>"Go To" Chart tool</i>			
<i>Previous Chart arrow</i>			
<i>Next Chart arrow</i>			
<i>Chart Number indicator</i>			

25%
50%
✓100%
200%
400%

















Reduce To Fit

Magnification Pop-up

Master Chart
Go To Chart...
Find Chart...

Chart Number pop-up menu

TREE CHART VIEW TOOLS

<i>Cluster tool</i>		<i>Staff tool</i>	
<i>Object Formats tool</i>		<i>Fill tool</i>	
<i>Edge Style tool</i>		<i>Edge Pattern tool</i>	
<i>Shadow Style tool</i>		<i>Shadow Pattern tool</i>	
<i>Line Style tool</i>		<i>Line Pattern tool</i>	
<i>Node Style tool</i>		<i>Line Shape tool</i>	
<i>Orientation tool</i>		<i>Background Pattern tool</i>	
<i>Zoom Out tool</i>		<i>Zoom In tool</i>	

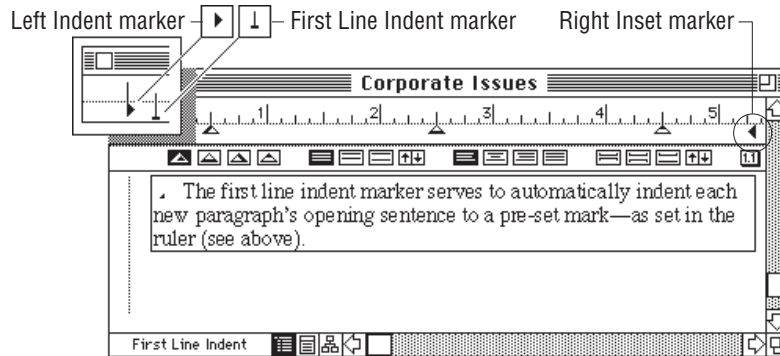
Magnification Indicator

100%	25%
	50%
	✓100%
	200%
	400%
Reduce To Fit	

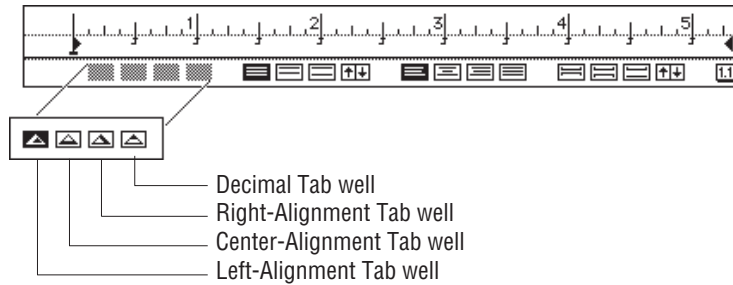
Magnification Pop-up

RULER ICONS AND TOOLS

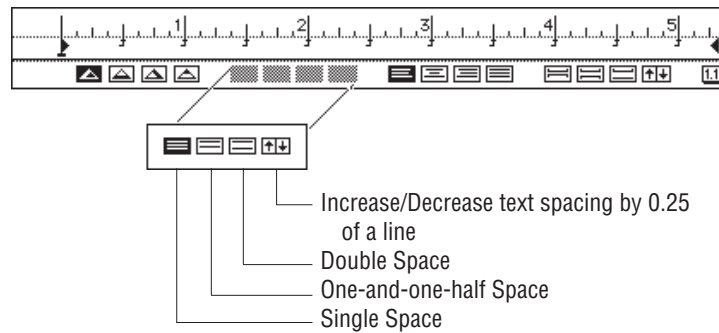
LEFT INDENT AND FIRST-LINE INDENT MARKERS



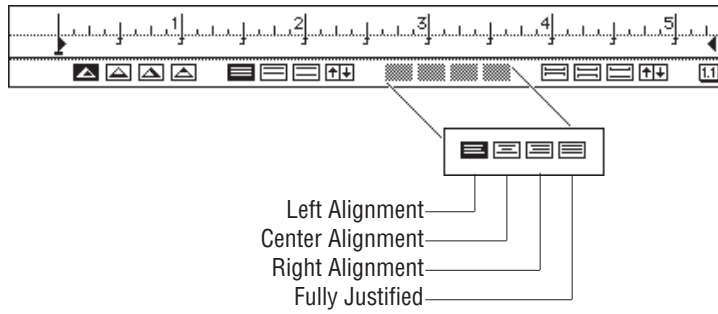
TAB WELLS



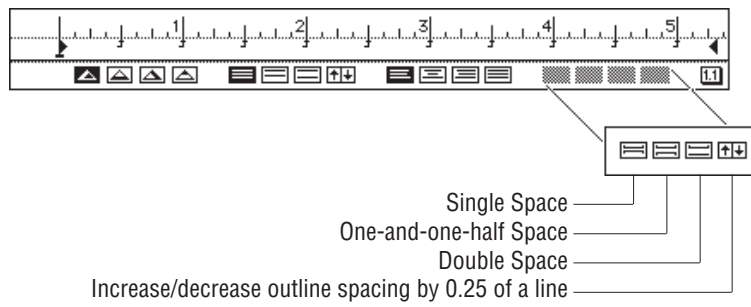
TEXT SPACING



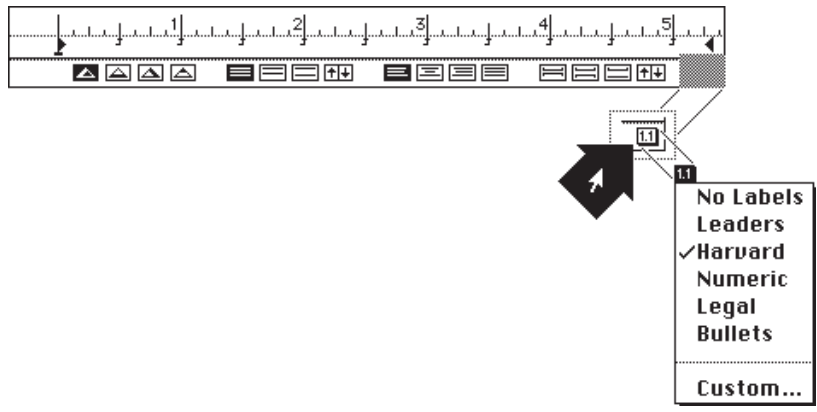
TEXT ALIGNMENT



OUTLINE SPACING



LABELING



ing by 0.25

PRINT OPTIONS ICONS

Page Setup Options icon



Print icon



"Go To" Headline icon



Page Break icon

NOTE:

The "Go To" Headline icon is not available in Tree Chart view. The Page Break icon is not available in Bullet Chart view or Tree Chart view.