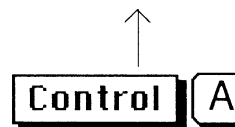


USA GEOGRAPH QUICK REFERENCE CARD FOR TEACHERS

MENUS

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

Maps	Data	Report	Management
Overview Map Apple 1 Fifty States Map Apple 2 Region Map... Apple 3 Close-up Map... Apple 4 Blank Map Apple B Theme Map... Apple L Compare... Contrast... USA Quartiles... Equal Steps Map... Hide Boundaries Apple H Show Key Apple K	Clear Selection Search... Apple Y Select Places... Find... Apple F Find Next Apple J Sort... Apple R Show Categories... Arrange Categories... Resize Categories... Abbreviate Category Names Show English Units Apple E Show Metric Units Apple U	Add Section... Apple + Replace Section... Remove Sections... [Section Name] [Section Name] [Section Name] [Section Name] [Section Name]	Set Preferences... Add Category... Edit Category... Remove Category...



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

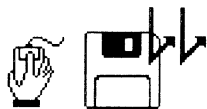
COMMONLY USED SHORTCUTS AND COMMANDS



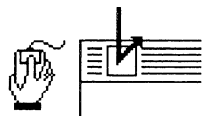
means one mouse "click"



means "double-click"



opens an icon



closes a window



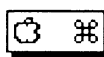
selects an item (state, option, etc.)



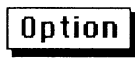
toggles between data tables and data cards



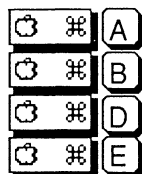
selects or de-selects an item without de-selecting anything else



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* state boundaries



displays a distribution table



displays a map *Key*



displays a theme map of your choice



displays *Maps*



Prints the window currently on the screen



Quits the program



prints a *Report*



Saves a document



displays a data *Table*



shows metric *Units* of measurement



begins a search procedure



undoes the last thing done



adds a section to the report



provides access to help screens



interrupts printing



displays the Overview Map



displays the Fifty States Map



allows you to choose a region to view



allows you to choose a state or territory to view