




































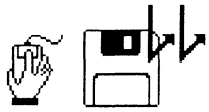
USA GEOGRAPH QUICK REFERENCE CARD FOR STUDENTS

MENUS

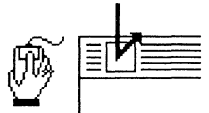
<div>  </div> <div> About USA GeoGraph... Help...  ? MECC Key Caps </div>	<div>File</div> <div> New  N Open...  O Close  W Save  S Save As... Export Data... Choose Printer... Page Setup... Printing Options... Print Report...  R Print Window...  P Quit  Q </div>	<div>Edit</div> <div> Undo  Z Cut  H Copy  C Paste  U Clear </div>	<div>Display</div> <div> Display Map  M Display Data Cards  D Display Data Table  T Display Graph  G Display Distribution  I Restore Window Position </div>
<div>Maps</div> <div> Overview Map  1 Fifty States Map  2 Region Map...  3 Close-up Map...  4 Blank Map  B Theme Map...  L Compare... Contrast... USA Quartiles... Equal Steps Map... Hide Boundaries  H Show Key  K </div>	<div>Data</div> <div> Clear Selection Search...  Y Select Places... Find...  F Find Next  J Sort...  R Show Categories... Arrange Categories... Resize Categories... Abbreviate Category Names Show English Units  E Show Metric Units  U </div>	<div>Report</div> <div> Add Section...  + Replace Section... Remove Sections... [Section Name] [Section Name] [Section Name] [Section Name] [Section Name] </div>	

COMMONLY USED SHORTCUTS AND COMMANDS

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



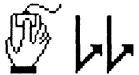
opens an icon



closes a window



selects an item (state, option, etc.)



toggles between data tables and data cards



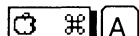
selects or de-selects an item without de-selecting anything else



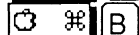
zooms in on a map;
toggles between data tables and data cards



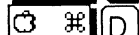
zooms out from a map



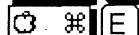
Arranges (sorts) the current database selection



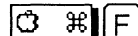
restores a map to "**B**lank" status



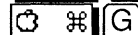
displays **D**ata cards



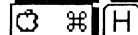
shows **E**nglish units of measurement



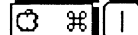
Finds the next occurrence of an item in the database



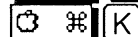
displays **G**raphs



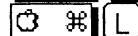
shows or **H**ides state boundaries



displays a distribution table



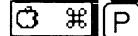
displays a map **K**ey



displays a theme map of your choice



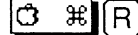
displays **M**aps



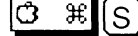
Prints the window currently on the screen



Quits the program



prints a **R**eport



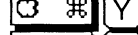
Saves a document



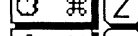
displays a data **T**able



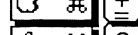
shows metric **U**nits of measurement



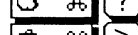
begins a search procedure



undoes the last thing done



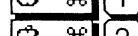
adds a section to the report



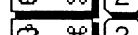
provides access to help screens



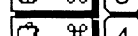
interrupts printing



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