

NMS-Edit Section Editor *Shortcuts*

Here are some tips to help you get started using the Section Editor of NMS-Edit Professional. **** What's NEW ****

Open a Section for Editing

- Double-click the section in the File List or right-click the section and select a language.
- When opening a structured master for the first time, in the dialog box if desired, select 'Private' to edit out public sector text automatically, or vice-versa.

Shortcut Keys in the Section Editor

Commands on the menu:

- F3 (Newline): Add a new blank line below the cursor
- Ctrl + F3 (Delete Line): Delete the line that the cursor is on
- Ctrl + 'D' (Duplicate): Duplicate the line that the cursor is on (useful for tables)
- Ctrl + 'F' (Find...): Search for text beyond the cursor position
- Ctrl + 'G' (Find Next): Search for the same text string again
- F5 (Refresh): Redisplay the screen.
- F8 (Print Preview): Preview the document before printing

Commands not assigned a menu cmd:

- Ctrl + 'Enter' (Split): move the remainder of the line to a new line. If the cursor is at the end of a line, add a blank line.
- Shift + 'Spacebar':
If the cursor is at the period of a paragraph number, add an indent to the paragraph.
If the cursor is in whitespace after the paragraph number, insert a tab if one is missing (the '...' character).
Insert a tab character to separate columns in a \$COLS table.
- Shift + 'Backspace': If the cursor is at the period of a paragraph number, remove an indent from the paragraph.
- **F5 (Refresh): Redisplay the screen.**

Locate a Paragraph by its Number

- Use Shift + F1 (Find Paragraph).

Find Options Fields

- Use Ctrl + 'O' (Next Option) to find the next option field after the cursor position.
- Select an Option with the mouse by double-clicking the first word.

Add a New Paragraph

- Use F3 (Newline) to add a single blank line for the new paragraph if needed.
- Tab to position the cursor at a tab stop. (NMS-Edit uses the position of the number to determine the style of the paragraph.)
- Type a '.' and a number, and type the text.
** Do not space to the text, use tab key **

Delete a Paragraph or an Article

- Double-Click the number to select the text.
- Press the Delete or Backspace keys.

Select a Line of Text

- **Double-click the line at the left margin.**

Select an Article Title or Paragraph

- Double-click the article or para number.
- **(Ctrl + Double-click selects only one para.)**

Copy Text

- Press the Copy-to-Clipboard button in the toolbar.
- If in NMS Format, Paste the text in the same location as the text was copied from. An entire article copied from column 1 is pasted into the left column, or paragraph text copied from the right column is pasted at a tab stop.
- If in CSC format, Paste the text in the new location (column 1 or a tab stop).

Print a Section

- Use the File menu 'Print...' command.

Add a New Table (two ways)

- For a simple table, type the text at tab positions on the line.
If the text begins to wrap to the previous line:
 - Type '\$table' into an empty line before the table.
 - Type the table text into the section using tab stops to mark the columns.
 - Type '\$end' into an empty line after the table.
- For a more complex table, use the new Table Insert command.
Enter the table text directly into the dialog:
 - Set the number of columns and rows of text that you desire.
 - Bold or underline the header. Click on the header to edit it below.
 - Type the columns of text at the bottom once you have selected a row.Edit the table directly once it is added to the section.

Add a Footer using Insert... Footer

- Add a Global footer to the section. Or, add a footer at the cursor position for subsequent pages.
Text in the three fields is automatically justified.
Edit or format the footer directly once it is added to the section.

Insert Special Characters into the Section

- Run Insert Character from the Edit menu, or use a shortcut key below.

Symbol	Keys	Notes
Superscript Numbers	CTRL + SHIFT + [...]	[1-7, 9, 0, -]
Subscript Numbers	CTRL + [...]	[1-6, 9, 0]
Degree	CTRL + SHIFT + D	
Half	CTRL + SHIFT + F	
Quarter	CTRL + SHIFT + Q	
«	ALT + 174	
»	ALT + 175	
Plus-Minus	CTRL + SHIFT + P	
Micro	ALT + 230	
Phase	CTRL + SHIFT + E	
Hard Space	CTRL + SHIFT + <SPACE>	