

# GEOS Keyboard Shortcuts

Compiled by Brian Mills  
For  
geoCLUB

## DeskTop Version 2.0

- G A** Open Drive 'A'
- G B** Open Drive 'B'
- G C** Close disk
- G D** Delete selected files
- G E** Erase disk in current drive  
(same as a short NEW)
- G F** Format disk in current drive
- G G** *not implemented*
- G H** Duplicate selected file(s)
- G I** Select Input driver
- G J** *not implemented*
- G K** Copy disk from current drive  
( A to B or B to A )
- G L** *not implemented*
- G M** Rename selected file(s)
- G N** Rename disk in current drive
- G O** Open disk in current drive
- G P** Print selected file
- G Q** Display info on selected file
- G R** Reset the DeskTop
- G S** Append page after the page  
is opened on the DeskTop
- G T** Delete the opened page on the  
DeskTop ( will delete files )
- G U** Undo deleted file  
( file listed under trashcan )
- G V** Validate disk in current drive
- G W** Select all files on all pages
- G X** Select all files on current page
- G Y** Select all border files
- G Z** Open selected file
- G** Hold down to select/deselect  
multiple files
- G 1 to G 8** Select file on current page  
( 1-4 / 5-8 )
- G Shift A** Swap Drive 'C' with Drive 'A'
- G Shift B** Swap Drive 'C' with Drive 'B'
- G Shift 1 to G Shift 8** Select a border file
- 1 to 9 & 0** Move to page 1 thru 10
- Shift 1 to Shift 8** Move to page 11 thru 18
- RUN/STOP** Aborts multi-file operations
- Shift up CRSR** Go to previous page
- Down CRSR** Go to next page

## GeoWrite Version 2.1

- G A** Left justify
- G B** Selects text in boldface
- G C** Copies selected portion of  
document into text scrap
- G D** Double line space
- G E** Center justify
- G F** Opens/closes footer screen
- G G** Go to page
- G H** Opens/closes header screen
- G I** Selects text in italics
- G J** Full justify
- G K** Single line space
- G L** Page break
- G M** One and half line space
- G N** Finds and highlights next  
instance of item entered  
in Search For dialog box
- G O** Sets text in outline
- G P** Sets text in plain style
- G R** Right justify
- G S** Opens search/replace  
operation
- G T** Paste text scrap contents
- G U** Sets text in underline
- G V** Highlights current page
- G W** Paste photo scrap
- G X** Removes selected portion of  
document into photo scrap
- G <-** Previous page
- G +** Next page
- G >** Sets text in superscript
- G <** Sets text in subscript



# GeoPublish

## Keyboard Shortcuts

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<b>G L</b>	Go to Page Layout mode
<b>G M</b>	Go to Master Page mode
<b>G G</b>	Go to Page Graphics mode
<b>G &lt;-</b>	Go to previous page
<b>G +</b>	Go to next page
<b>G 1-9</b>	Go to pages 1 - 9
<b>G Z</b>	Enter zoom mode
<b>G P</b>	Enter preview mode
<b>G A</b>	Display Graphic Attribute Dialog Box
<b>G T</b>	Toggle toolbox mode ON/OFF
<b>G S</b>	Toggle snap mode ON/OFF
<b>G R</b>	Toggle ratchet mode ON/OFF

The EDITOR mode has its own keyboard shortcuts :-



### Editor Menu

<b>G X</b>	Cut
<b>G C</b>	Copy
<b>G T</b>	Paste Text
<b>G W</b>	Paste Picture

### Page (Region) Menu

<b>G &lt;-</b>	previous page (region)
<b>G +</b>	next page (region)
<b>G G</b>	go to page (region)
<b>G L</b>	page (region) break

### Ruler

<b>G A</b>	left justify
<b>G E</b>	centre justify
<b>G R</b>	right justify
<b>G J</b>	full justify
<b>G K</b>	single space
<b>G M</b>	one and a half space
<b>G D</b>	double space

### Options Menu

<b>G V</b>	Select page
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### Style Menu

<b>G P</b>	plain text
<b>G B</b>	bold text
<b>G I</b>	italic text
<b>G O</b>	outline text
<b>G U</b>	underline
<b>G &gt; or .</b>	superscript
<b>G &lt; or ,</b>	subscript

### Additional Characters

<b>G [ or :</b>	{
<b>G ] or ;</b>	}
<b>G †</b>	
<b>G .</b>	—
<b>G /</b>	√
<b>G *</b>	~
<b>G @</b>	•