



Keyboard Shortcuts and Mouse Options for Editing JMC Forms

Macintosh

Double-click to edit text in a text box

Drag-select for selecting multiple items

Shift-click select for selecting and deselecting multiple items

Drag-resize by grabbing lower-right corner handle and dragging

Drag item to relocate

Apple-F to make the rectangle of an item fit the text it contains

Apple-click to force one item behind another (if overlap)

Apple-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)

Shift-Apple-D to duplicate selected item(s) to the right (increment curricular or attendance items)

Apple-A to select all items in the report card

Apple-arrow to align the selected items (Apple-right arrow is align right, Apple-up arrow is align top, etc.)

Delete key to delete selected item(s)

Windows

Double-click to edit text in a text box

Drag-select for selecting multiple items

Shift-click select for selecting and deselecting multiple items

Drag-resize by grabbing lower-right corner handle and dragging

Drag item to relocate

Ctrl-F to make the rectangle of an item fit the text it contains

Alt-click to force one item behind another (if overlap)

Ctrl-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)

Shift-Ctrl-D to duplicate selected item(s) to the right (increment curricular or attendance items)

Ctrl-A to select all items in the report card

Ctrl-arrow to align the selected items (Ctrl-right arrow is align right, Ctrl-up arrow is align top, etc.)

Backspace key to delete selected item(s)