

# Signature

## Quick Reference

Version 1.0

XYQUEST

### Starting Signature

To start Signature from the DOS prompt:

- 1 Change your directory to the directory where Signature is installed on your computer.
- 2 Type sig and press Enter.  
The title screen appears briefly, then disappears, leaving the main Signature screen.

### Logging onto Signature on a LAN

If you are working on a LAN, your network administrator assigned you a logon name, or user name. Your administrator may also have assigned you a password. You use this information to log on to the program.

After you start Signature, the command line contains the LOGON command, and the cursor is in place for you to complete the procedure below.

To log on to Signature:

- 1 Type *name,password* where *name* is your user name, and *password* is your password, if you have one. Be sure to type a comma between the logon name and the password, not a space.
- 2 Press Enter.  
Signature logs you on and loads any customized settings you may have. The action bar reappears. Now you can create and edit documents and use any of Signature's features.

### Logging Off Signature on a LAN

If you are working on a LAN, you should log off Signature before you exit the program.

If you do not log off, and someone else starts using Signature on the workstation you were using, they will be working under your logon name. Therefore, it is a good idea to log off Signature before you exit.

To log off Signature:

- 1 Close all open files.
- 2 Press F5.  
The cursor moves to the command line, which replaces the action bar.
- 3 Type logoff and press Enter.  
The message Logoff accepted appears. Continue with the procedure below for exiting Signature completely.

### Exiting Signature

To exit Signature:

- 1 Select Exit from the File menu (F10, F, X).  
If you have any files open that you have edited, a dialog box appears asking what you want to do with these files.
- 2 Select the action you want to take from the dialog box.
- 3 Press Enter.  
Signature returns you to DOS.

### Signature Menu Map

#### File

New...	^ O
Open...	^ F4
Close	^ S
Database...	
Save	
Save As...	
Import	
Manage Files	
Document Info...	
Go to DOS	
Print...	^ P
Printer Setup...	
Manage Jobs...	^ J
Exit	Alt F4

Text...  
Spreadsheet...  
Database...  
Graphic...  
Manage Links...

Files...  
Directories...

#### Edit

Cut	Sh Del
Copy	^ Ins
Paste	Sh Ins
Delete	Sh F12
Undelete	F12
Select...	
Change Case	^ H
Protect...	
Search...	^ F
Replace...	^ R
Go To Page...	^ G
Bookmark	
Edit Marker	F11

Set  
Go To  
^ Sh B  
^ Sh G

#### View

Graphic View	Sh F8
Draft View	F8
Expanded View	^ F8
Zoom	
Hide Page Breaks	Alt F8
Hide Markers...	Sh F11
Hide/Show Ruler	
Command Line	F5

Other...  
200%  
150%  
100%  
50%  
Full Width  
Full Page  
Two Pages  
^ V

#### Format

Margins...	
Indents/Tabs...	
Line Spacing...	
Alignment	
Keep Together	
Typeface	
Type Size...	^ Sh P
Type Style	
Styles	
Page Setup	
Columns...	
Header/Footer	

Left  
Center  
Right  
Justify  
^ Sh L  
^ Sh C  
^ Sh R  
^ Sh J

Keep Together  
Allow to Break

DCA Typefaces...  
10CPI  
COURIER10\*  
DUTCH\*  
STANDARD  
SWISS\*

Normal  
Bold  
Italic  
Underline  
Strikethru  
Superscript  
Subscript  
Forms Mode  
Special...  
Color...  
^ N  
^ B  
^ I  
^ U  
^ /

Apply Style...  
Define By Example...  
Edit Style...  
^ Sh S

Portrait...  
Landscape...  
Envelope...

#### Proof

Spell...	F7
Spell Options	
Thesaurus...	
Expand Abbrev	Sh F7
Hyphenation	^ X
Word Count...	
Redlining...	
Compare Files...	

Personal Dict...  
Main Dict...  
Auto-Check  
Batch Spell...  
Alt F7

Begin  
End  
Insert...  
Options...

#### Options

Insert Page Break	
Insert Date/Time...	
Insert Other	
Table	
Frame...	
Borders	
Footnotes	
Text Macros	
Outline	
Numbered List	
Line Numbering	
Cross-Reference	
Table of Contents	
Index	

Page Number...  
Filename  
Counter...  
Leader...  
Label...  
Special Character...

Create...  
Insert Row  
Delete Row

Apply Standard...  
Edit Border...  
Define Custom...  
Apply Custom...  
Turn off

Create...  
Edit...  
Options...

Define...  
Options...  
^ F2

Insert Level  
Prev Level  
Define...  
End  
^ Q  
^ Sh Q

Insert Number...  
Define...  
Edit...

Define...  
Begin  
End

Insert Label...  
Refer to Label...

Mark Entry  
Generate...  
Options...  
^ Sh E

Mark Entry  
Generate...  
Options...  
^ Sh E

#### Advanced

Calculate...	
Draw	
Memo Pad	^ Sh D
Sort	
Stop Codes	
Assemble Doc	
Mail Merge	
Forms	
Macros	
Preferences	

Open  
Define...  
^ Sh M

File...  
Block...

Insert...  
Next Code  
^ Sh X  
^ Sh N

Insert Para...  
Generate Doc...

Insert Field...  
Create ID...  
Options...

To Screen...  
To Printer...  
To File...

New...  
Open...  
Layout...

Record...  
Run  
^ K  
Sh F9

Save to Key...  
Run Key...  
F2

Save to File...  
Run File...  
^ F9

Defaults...  
Files...

#### Window

Resize...	
Arrange...	
Maximize	
Move	
Next Window	F6

#### Help

Index...	
General Help...	
Keyboard Help...	
Using Help...	
Tutorial...	
Copyright...	

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Signature Functions and Keys

**Note:** Type styles are additive. For example, to get bold italics, press **Ctrl + B**, then **Ctrl + I**.

If you press **Shift +** any navigation key sequence (for example, **PgUp**, **Alt + End**), Signature selects the text as the cursor moves.

Function	Key Sequence
Action bar	
Action bar/window toggle	<b>F10</b>
To command line	<b>F5</b>
From command line	<b>F10</b>
Advanced menu	<b>Alt + A</b>
Alignment	
Center	<b>Ctrl + Shift + C</b>
Justify	<b>Ctrl + Shift + J</b>
Left	<b>Ctrl + Shift + L</b>
Right	<b>Ctrl + Shift + R</b>
Apply style	<b>Ctrl + Shift + S</b>
Auto-check on/off	<b>Alt + F7</b>
Begin/end select	<b>F3</b>
Beginning	
of file	<b>Ctrl + Home</b>
of line	<b>Home</b>
of next line	<b>Alt + Enter</b>
Bold	<b>Ctrl + B</b>
Bookmark	
Go to bookmark	<b>Ctrl + Shift + G</b>
Set bookmark	<b>Ctrl + Shift + B</b>
Bottom of file	<b>Ctrl + End</b>
Bottom of screen	<b>Alt + End</b>
Calculate	
Add*	<b>Alt + +</b>
Divide*	<b>Alt + /</b>
Insert a total	<b>Alt + =</b>
Multiply*	<b>Alt + *</b>
Subtract*	<b>Alt + -</b>
Carriage return	
Hard	<b>Enter</b>
Soft	<b>Shift + Enter</b>
Cancel selection	<b>Esc</b>
Change case	<b>Ctrl + H</b>

Function	Key Sequence
Character	
Code, insert	<b>Ctrl + Alt + ##</b>
Delete	<b>Del</b>
Delete previous	<b>Backspace</b>
Next	<b>→</b>
Previous	<b>←</b>
Check spelling	<b>F7</b>
Clipboard	
Append to	<b>Ctrl + Shift + Ins</b>
Copy to	<b>Ctrl + Ins</b>
Cut	<b>Shift + Del</b>
Cut and append to	<b>Ctrl + Shift + Del</b>
Paste from	<b>Shift + Ins</b>
Close file	<b>Ctrl + F4</b>
Command line	
Clear command line	<b>F5</b>
Command line/window toggle	<b>Shift + F5</b>
From action bar	<b>F5</b>
To action bar	<b>F10</b>
Command stack	
List	<b>Ctrl + F5</b>
Next command	<b>Ctrl + ↓</b>
Previous command	<b>Ctrl + ↑</b>
Compare files	
Find difference	<b>Ctrl + -</b>
Find match	<b>Ctrl + +</b>
Copy	
Selected text	<b>Ctrl + C</b>
To clipboard	<b>Ctrl + Ins</b>
Cut to clipboard	<b>Shift + Del</b>
Cut and append	<b>Ctrl + Shift + Del</b>
Date and time, display	<b>Ctrl + Alt + Shift + T</b>
Define text macro	<b>Shift + F2</b>
Delete	
Character	<b>Del</b>
Paragraph	<b>Ctrl + F12 or Ctrl + Alt + F2</b>
Previous character	<b>Backspace</b>
Previous word	<b>Ctrl + Backspace</b>
Selected text	<b>Shift + F12 or Alt + Shift + F2</b>
Table row*	<b>Shift + -</b>
To end of line	<b>Alt + Del</b>
Word	<b>Ctrl + Del</b>
Deselect	<b>Esc</b>

Function	Key Sequence
Dialog box	
Activate	<b>Enter</b>
Exit	<b>Esc</b>
Most recent used	<b>Shift + F10</b>
Move to next option	<b>Tab</b>
Document compare	
Find next difference	<b>Ctrl + - (minus)</b>
Find next match	<b>Ctrl + + (plus)</b>
Draft view	
With page breaks	<b>F8</b>
Without page breaks	<b>Alt + F8</b>
Draw with cursor	<b>Ctrl + Shift + D</b>
Edit	
Markers	<b>F11 or Alt + F1</b>
Menu	<b>Alt + E</b>
Next file	<b>Ctrl + Alt + Shift + N</b>
End of line	<b>End</b>
Execute command	<b>F9</b>
Exit Signature	<b>Alt + F4</b>
Expand abbreviation	<b>Ctrl + X</b>
Expanded view	<b>Ctrl + F8</b>
Extend selection	<b>Shift + F3</b>
File	
Bottom of	<b>Ctrl + End</b>
Close	<b>Ctrl + F4</b>
Edit next file	<b>Ctrl + Alt + Shift + N</b>
Menu	<b>Alt + F</b>
Open	<b>Ctrl + O</b>
Save	<b>Ctrl + S</b>
Top of	<b>Ctrl + Home</b>
Print	<b>Ctrl + P</b>
Fix spelling errors	<b>Ctrl + E</b>
Format menu	<b>Alt + M</b>
Graphic view	<b>Shift + F8</b>
Go to	
Bookmark	<b>Ctrl + Shift + G</b>
Page	<b>Ctrl + G</b>
Window	<b>Ctrl + Shift + #</b>
Help	
Context-sensitive help	<b>F1</b>
Help for last error message	<b>Ctrl + F1</b>
Help menu	<b>Alt + H</b>
Hide	
Markers	<b>Shift + F11 or Alt + Shift + F1</b>
Page breaks	<b>Alt + F8</b>

Function	Key Sequence
Hyphen	
Soft	<b>~ (tilde)</b>
Hard	<b>- (hyphen)</b>
Nonbreaking hard*	<b>- (minus)</b>
Index, record entry	<b>Ctrl + Shift + E</b>
Insert	
Character code	<b>Ctrl + Alt + ##</b>
Index entry	<b>Ctrl + Shift + E</b>
Stop code	<b>Ctrl + Shift + X</b>
Table row	<b>Shift + +</b>
Text macro	<b>F2</b>
Total	<b>Alt + =</b>
Insert/replace toggle	<b>Ins</b>
Italics	<b>Ctrl + I</b>
Keyword	<b>Ctrl + Shift + K</b>
Line	
Beginning of current	<b>Home</b>
Beginning of next	<b>Alt + Enter or ↓, Home</b>
Beginning of previous	<b>↑, Home</b>
Delete to end of	<b>Alt + Del</b>
End of	<b>End</b>
New	<b>Shift + Enter</b>
Next	<b>↓</b>
Previous	<b>↑</b>
Scroll up one	<b>Ctrl + PgUp</b>
Scroll down one	<b>Ctrl + PgDn</b>
List	
Command stack	<b>Ctrl + F5</b>
Macros	<b>Ctrl + F9</b>
Select options	<b>Ctrl + F3</b>
Text macros	<b>Ctrl + F2</b>
Windows	<b>Ctrl + F6</b>
Macro	
List	<b>Ctrl + F9</b>
Record keystrokes	<b>Ctrl + K</b>
Run	<b>Shift + F9</b>
Save	<b>Alt + F9</b>
Manage printing	<b>Ctrl + J</b>
Marker	
Edit	<b>F11 or Alt + F1</b>
Show/hide	<b>Shift + F11 or Alt + Shift + F1</b>
Memopad	<b>Ctrl + Shift + M</b>

Function	Key Sequence
Menu	
Advanced	<b>Alt + A</b>
Edit	<b>Alt + E</b>
File	<b>Alt + F</b>
Format	<b>Alt + M</b>
Help	<b>Alt + H</b>
Options	<b>Alt + O</b>
Proof	<b>Alt + P</b>
View	<b>Alt + V</b>
Window	<b>Alt + W</b>
Move selected text	<b>Ctrl + M</b>
New	
Line	<b>Shift + Enter</b>
Page	<b>Ctrl + Shift + Enter</b>
Paragraph	<b>Enter</b>
Next	
Character	<b>→</b>
Command in stack	<b>Ctrl + ↓</b>
File	<b>Ctrl + Alt + Shift + N</b>
Line	<b>↓</b>
Page	<b>Alt + PgDn</b>
Paragraph	<b>Alt + ↓</b>
Screen	<b>PgDn</b>
Stop Code	<b>Ctrl + Shift + N</b>
Tab	<b>Ctrl + Tab</b>
Window	<b>F6</b>
Word	<b>Ctrl + →</b>
Nonbreaking	
Hyphen*	<b>-</b>
Space	<b>Ctrl + Shift + Spacebar</b>
Normal text	<b>Ctrl + N</b>
Open file	<b>Ctrl + O</b>
Options menu	<b>Alt + O</b>
Outline	
Insert outline level	<b>Ctrl + Q</b>
Remove outline level	<b>Ctrl + Shift + Q</b>
Page	
New	<b>Ctrl + Shift + Enter</b>
Next	<b>Alt + PgDn</b>
Previous	<b>Alt + PgUp</b>
Paragraph	
Delete	<b>Ctrl + F12 or Ctrl + Alt + F2</b>
New	<b>Enter</b>
Next	<b>Alt + ↓</b>
Previous	<b>Alt + ↑</b>
Select	<b>F4</b>
Paste from clipboard	<b>Shift + Ins</b>

Function	Key Sequence
Previous	
Character	<b>←</b>
Command	<b>Ctrl + ↑</b>
Help/Error message	<b>Ctrl + F1</b>
Line	<b>↑</b>
Page	<b>Alt + PgUp</b>
Paragraph	<b>Alt + ↑</b>
Screen	<b>PgUp</b>
Tab	<b>Shift + Tab</b>
Window	<b>Shift + F6</b>
Word	<b>Ctrl + ←</b>
Print	<b>Ctrl + P</b>
Proof menu	<b>Alt + P</b>
Record keystrokes	<b>Ctrl + K</b>
Replace	<b>Ctrl + R</b>
Required page end	<b>Ctrl + Shift + Enter</b>
Run macro	<b>Shift + F9</b>
Save file	<b>Ctrl + S</b>
Save macro	<b>Alt + F9</b>
Screen	
Bottom of	<b>Alt + End</b>
Down one line	<b>Ctrl + PgDn</b>
Next	<b>PgDn</b>
Top of	<b>Alt + Home</b>
Up one line	<b>Ctrl + PgUp</b>
Previous	<b>PgUp</b>
Search	<b>Ctrl + F</b>
Search and Replace	<b>Ctrl + R</b>
Select	
Begin/end	<b>F3</b>
Column	<b>Alt + F3</b>
Extend	<b>Shift + F3</b>
Paragraph	<b>F4</b>
Release	<b>Esc</b>
Sentence	<b>Shift + F4</b>
Word	<b>Ctrl + Shift + →</b>
Selected text	
Copy	<b>Ctrl + C</b>
Delete	<b>Shift + F12 or Alt + Shift + F2</b>
Move	<b>Ctrl + M</b>
Options	<b>Ctrl + F3</b>
Set bookmark	<b>Ctrl + Shift + B</b>
Show	
Markers	<b>Shift + F11 or Alt + Shift + F1</b>
Page Breaks	<b>F8</b>

Function	Key Sequence
Spell	
Check	<b>F7</b>
Auto-check	<b>Alt + F7</b>
Check word	<b>Ctrl + F7</b>
Stop code	
Insert	<b>Ctrl + Shift + X</b>
Next	<b>Ctrl + Shift + N</b>
Strikethru	<b>Ctrl + /</b>
Styles, apply	<b>Ctrl + Shift + S</b>
Subscript*	<b>Ctrl + -</b>
Superscript*	<b>Ctrl + +</b>
Tab	
Insert tab	<b>Tab</b>
Next tab	<b>Ctrl + Tab</b>
Previous tab	<b>Shift + Tab</b>
Table	
Delete row of cells*	<b>Shift + -</b>
Insert row of cells*	<b>Shift + +</b>
Next cell in table	<b>Alt + →</b>
Previous cell in table	<b>Alt + ←</b>
Text macro	
Define	<b>Shift + F2</b>
Insert	<b>F2</b>
List	<b>Ctrl + F2</b>
Thesaurus	<b>Shift + F7</b>
Top of file	<b>Ctrl + Home</b>
Top of screen	<b>Alt + Home</b>
Type size	<b>Ctrl + Shift + P</b>
Type specifications	<b>Ctrl + T</b>
Undelete	<b>F12 or Alt + F2</b>
Underline	<b>Ctrl + U</b>
View	
Draft (w/page breaks)	<b>F8</b>
Draft (w/o page breaks)	<b>Alt + F8</b>
Expanded	<b>Ctrl + F8</b>
Full Page	<b>Ctrl + V</b>
Graphic	<b>Shift + F8</b>
Menu	<b>Alt + V</b>

Function	Key Sequence
Wildcard characters	
Any string	<b>Alt + Shift + W</b>
Enter	<b>Alt + Shift + Enter</b>
Linefeed	<b>Alt + Shift + F</b>
Lone carriage return	<b>Alt + Shift + R</b>
Not	<b>Alt + Shift + -</b>
Or	<b>Alt + Shift + O</b>
Single alpha-numeric	<b>Alt + Shift + A</b>
Single character	<b>Alt + Shift + X</b>
Single letter	<b>Alt + Shift + L</b>
Single number	<b>Alt + Shift + N</b>
Single sentence separator	<b>Alt + Shift + .</b>
Single word separator	<b>Alt + Shift + S</b>
Tab	<b>Alt + Shift + Tab</b>
Window	
Action bar/window toggle	<b>F10</b>
Command line/window toggle	<b>Shift + F5</b>
Go to window	<b>Ctrl + Shift + Window #</b>
List	<b>Ctrl + F6</b>
Next	<b>F6</b>
Menu	<b>Alt + W</b>
Previous	<b>Shift + F6</b>
Toggle between	<b>Alt + F6</b>
Word	
Delete previous	<b>Ctrl + Backspace</b>
Delete	<b>Ctrl + Del</b>
Next	<b>Ctrl + →</b>
Previous	<b>Ctrl + ←</b>
Select	<b>Ctrl + Shift + →</b>
Spell check	<b>Ctrl + F7</b>
Overstrike	<b>Alt + Ins</b>

\* Use the keys on the numeric keypad.