JANE KEYBOARD REFERENCE CHART

Keys Used By All Jane Programs

Pressing the key(s) indicated selects the picture or performs the function listed.

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Keys That Select Jane Programs

Key(s)	Selects
CTRL-F5	
CTRL-F3	
CTRL-F1	

Keys That Select Pictures and Tools

C=	the picture you're pointing to
CLR HOME	
F1	
F3	
F5	
F7	

Keys That Move a Tool Around the Screen

Key(s)	Function
RETURN	Moves the tool you're using to the next most logical place on the screen
↑	Moves the tool up
↓	Moves the tool down
→	Moves the tool right
←	Moves the tool left
CTRL-↑	Scrolls up one page
CTRL-↓	Scrolls down one page
CTRL-→	Scrolls to right side of page
CTRL-←	Scrolls to left of page
TAB	Moves tool 5 spaces to right

Keys That Perform General Tasks

Key(s)	Function
HELP	
CTRL-INST DEL	
CTRL-CLR HOME	
CTRL-F7	
CTRL-RESTORE	
RUN STOP	The same as selecting EXIT
INST DEL	Deletes characters to the left of tool.

Keys Used Differently By Each Jane Program

	CTRL-←	CTRL-1	CTRL-2	CTRL-3	CTRL-4	CTRL-5	CTRL-6	CTRL-7	CTRL-8	CTRL-9
JaneWrite					abc	abc	abc	abc	2^2	2_2
JaneCalc	=	clear	+	−	X	÷	%	(	)	SUM
JaneList										

	CTRL-0	CTRL-+	CTRL-−	CTRL-£	CTRL-R		CTRL-C	CTRL-D	CTRL-T	CTRL-Y
JaneWrite					Moves hand to ruler	C= margin triangle C=-→ moves ▼ right C=-← moves ▼ left				TAB
JaneCalc	avg	cnt	min	max	Selects the row function		Selects the column function	Moves the hand to display bar	Allows you to enter a numeric label	
JaneList										

Helpful Hints for Using Jane

All Programs

- The cursor may be placed anywhere on the vertical or horizontal scroll bars and proportional scrolling will result, i.e. halfway between single and double arrows will result in scrolling 5-6 vertical lines or 10-12 character positions.
- If you interrupt printing, be sure to turn your printer off and then on to clear the printer buffer before you print anything else.
- Jane can display four kinds of accents (see the list in the manual) but many printers are not capable of printing accents. Please check your printer manual.
- If you have an MPS 1000 printer, choose OTHER as your printer selection.

JaneWrite

- To go from one document to another, instead of selecting STOP, choose the JaneWrite picture. After saving your document, the JaneWrite directory will appear. You can then create a new document or load an existing one.
- The insert arrow will move the entire line down. After you're done inserting text, realign the text with the hand.
- When realigning text, highlight one paragraph at a time.
- The pointer on the left side of the screen is the end of page marker.
- To underline a space, use SHIFT -(dash).

JaneCalc

- The insert arrow is used to insert the results of equations into a cell, not insert space in existing text.
- When typing an equation into a cell, start with a plus sign (+). This tells Jane it's an equation, not a label.

JaneList

- JaneList will keep increasing the size of the category if you keep typing. Add as much information as you want. The number of cards you can fit into one list will vary with the amount of information you type in.