

IMPORTANT CHARACTERS

SYMBOLS				ARROWS	
✓	Ctrl-Alt-Shift-C / F12	✗	Ctrl-Alt-Shift-X / F11	→	Alt - Shift - →
°	Ctrl-Alt-Shift-0	½	Ctrl-Alt-Shift-2	←	Alt - Shift - ←
ā	Alt-Shift-A	Ā	Ctrl-Alt-Shift-A	↑	Alt - Shift - ↑
ē	Alt-Shift-E	Ē	Ctrl-Alt-Shift-E	↓	Alt - Shift - ↓
ī	Alt-Shift-I	Ī	Ctrl-Alt-Shift-I	↕	Ctrl - Alt - ↓
ō	Alt-Shift-O	Ō	Ctrl-Alt-Shift-O	↕	Ctrl - Alt - ↑
ū	Alt-Shift-U	Ū	Ctrl-Alt-Shift-U		
ȳ	Alt-Shift-Y	Ȳ	Ctrl-Alt-Shift-Y		

FONT FORMATTING

FONT COLOR	
Black	Ctrl-Shift-B
Red	Ctrl-Shift-R
Blue	Ctrl-Shift-L
Green	Ctrl-Shift-G
Purple	Ctrl-Shift-P
White	Ctrl-Shift-W
Yellow	Ctrl-Shift-Y

FONT SPACING		
Discipulī linguae Latinae optimī sunt.	(normal)	Ctrl-Shift-S, 0
Discipulī linguae Latinae optimī sunt.	(slightly loose)	Ctrl-Shift-S, 1
Discipulī linguae Latinae optimī sunt.	(loose)	Ctrl-Shift-S, 2
Discipulī linguae Latinae optimī sunt.	(loosest)	Ctrl-Shift-S, 3

FONT STYLE	
Bigger	Ctrl-Shift- >
Smaller	Ctrl-Shift- <
TITLE	Ctrl-Alt-Shift-T
Normal	Ctrl-Space
ALL CAPS	Ctrl-Shift-A
SMALL CAPS	Ctrl-Shift-K
Crossed out	Ctrl-Alt-X
Big (16pt)	Alt-Shift-6
Remove Hyperlinks	Ctrl-Shift-X, H

UNDERLINE COLOR		UNDERLINE STYLE	
<u>Black</u> (default)	Ctrl-Shift-U, B	<u>Single</u> (default)	Ctrl-Shift-U, -
<u>Red</u>	Ctrl-Shift-U, R	<u>Double</u>	Ctrl-Shift-U, =
<u>Blue</u>	Ctrl-Shift-U, L	<u>Single Wavy</u>	Ctrl-Shift-U, _
<u>Green</u>	Ctrl-Shift-U, G	<u>Double Wavy</u>	Ctrl-Shift-U, +
<u>Purple</u>	Ctrl-Shift-U, P	<u>Thick</u>	Ctrl-Shift-U, .
<u>Aqua</u>	Ctrl-Shift-U, A	To remove any kind of underlining, hit Ctrl-U.	
<u>Gray</u>	Ctrl-Shift-U, F		
<u>Yellow</u>	Ctrl-Shift-U, Y		

BOX TYPE		BOX COLOR	
Solid	Alt-J, <Color>	Black	B
Dashed	Ctrl-Alt-J, <Color>	Red	R
Dot/Dash	Ctrl-Shift-J, <Color>	Blue	L
Dotted	Ctrl-Alt-Shift-J, <Color>	Green	G
None	Alt-J, N Ctrl-Alt-J, N Alt-Shift-J, N Ctrl-Alt-Shift-J, N	Purple	P
		Aqua	A
		Gray	F
		Gold	Y

TABLE FORMATTING

ADDING		SELECTING		DELETING		SHADING COLOR	
Row Above	Ctrl-Shift-I, A	Row	Ctrl-Alt-R	Row	Ctrl-Shift-X, R	None	Ctrl-Shift-S, N
Row Below	Ctrl-Shift-I, B	Col.	Ctrl-Alt-C	Col.	Ctrl-Shift-X, C	Blue	Ctrl-Shift-S, L
Col. Left	Ctrl-Shift-I, L	Table	Ctrl-Alt-T	Table	Ctrl-Shift-X, T	Red	Ctrl-Shift-S, R
Col. Right	Ctrl-Shift-I, R	Cell	Ctrl-Alt-E			Green	Ctrl-Shift-S, G
						Yellow	Ctrl-Shift-S, Y
						Purple	Ctrl-Shift-S, P
						Gray	Ctrl-Shift-S, F
						Black	Ctrl-Shift-S, B

Note: You can also shade text! It will look like highlighting. ←

Increase **Top & Bottom** Padding: **Alt-Shift-`** Increase **Top** Padding: **Alt-`**
 Decrease **Top & Bottom** Padding: **Alt-Shift-;** Decrease **Top** Padding: **Alt-;**

Text	Text	Text
Text	If your table is too tight...	Text
Text	Text	Text

If you have a table with the text aligned at the bottom...
 Text
 Text
 Text

Text	Text	Text
Text	Change top/bottom padding	Text
Text	Text	Text

You can change the top padding.
 Text
 Text
 Text

NOTE: Increase **Left/Right** Padding: **Ctrl-Alt-Shift-`** | Decrease **Left/Right** Padding: **Ctrl-Alt-Shift-;**

BORDERS (Note: you can use borders on text, too. For example, the line below this is just a bottom border.)

ADD/REMOVE BORDER		BORDER COLOR		BORDER STYLE	
Top	Ctrl-Alt-B, T	Black (default)	Ctrl-Alt-Shift-B, B	Single (default)	Ctrl-Alt-B, -
Bottom	Ctrl-Alt-B, B	Red	Ctrl-Alt-Shift-B, R	Double	Ctrl-Alt -B, =
Left	Ctrl-Alt-B, L	Blue	Ctrl-Alt-Shift-B, L	Single Wavy	Ctrl-Alt -B, _
Right	Ctrl-Alt-B, R	Green	Ctrl-Alt-Shift-B, G	Double Wavy	Ctrl-Alt -B, +
Vertical	Ctrl-Alt-B, V	Purple	Ctrl-Alt-Shift-B, P	Thin Border	Ctrl-Alt -B, ,
Horizontal	Ctrl-Alt-B, H	Aqua	Ctrl-Alt-Shift-B, A	Thicker Border	Ctrl-Alt -B, .
All	Ctrl-Alt-B, A	Gray	Ctrl-Alt-Shift-B, F	If you want to change an existing border, make the color/style changes then reapply the border.	
None	Ctrl-Alt-B, N	Yellow	Ctrl-Alt-Shift-B, Y		
Cross Out	Ctrl-Alt-B, X				
Outer Box	Ctrl-Alt-B, O				

LATIN TEMPLATE GUIDE

TEXT ALIGNMENT		
Text: Ctrl-Alt-Num 7	Text Ctrl-Alt-Num 8	Text Ctrl-Alt-Num 9
Text Ctrl-Alt-Num 4	Text Ctrl-Alt-Num 5	Text Ctrl-Alt-Num 6
Text Ctrl-Alt-Num 1	Text Ctrl-Alt-Num 2	Text Ctrl-Alt-Num 3

TABLE ALIGNMENT	
Left	Ctrl-Shift-T, L
Center	Ctrl-Shift-T, C
Right	Ctrl-Shift-T, R

TABLE SIZING	
Fit to Window	Ctrl-Shift-T, W
Fit to Contents	Ctrl-Shift-T, O
Fix Width at Current Value	Ctrl-Shift-T, F
Equalize Column Widths	Ctrl-Shift-T, E
Expand Column	Ctrl-Alt- +
Shrink Column	Ctrl-Alt- -

MISCELLANEOUS	
Hide/Show Gridlines	F3
Sort Alphabetically	Ctrl-Shift-T, A
Reverse Alphabetize	Ctrl-Shift-T, Z
Merge Cells	Ctrl-Shift-M
Split Cells	Ctrl-Shift-P
Insert 1-Column Table	Ctrl-Shift-T, Space
Insert 2-Column Table	Ctrl-Shift-T, 2
Insert X-Column Table	Ctrl-Shift-T, ?
Put highlighted text in left column of two-column table	Ctrl-Shift-T, Shift-2

CONVERTING TABLE TO TEXT	
Table to Text (paragraph)	Alt-Shift- -, P
Table to Text (tab)	Alt-Shift- -, T
Table to Text (comma)	Alt-Shift- -, ,
Table to Text (colon)	Alt-Shift- -, :
Table to Text (space)	Alt-Shift- -, Space
Table to Text (custom)	Alt-Shift- -, ?

CONVERTING TEXT TO TABLE	
Text to Table (paragraph)	Alt-Shift- #, P
Text to Table (tab)	Alt-Shift- #, T
Text to Table (comma)	Alt-Shift- #, ,
Text to Table (colon)	Alt-Shift- #, :
Text to Table (space)	Alt-Shift- #, Space
Text to Table (custom)	Alt-Shift- #, ?
Puts selected text in 1-column table.	Alt-Shift- #, 3
Puts selected text in 1-column table with border.	Alt-Shift- #, Shift-3

DISPLAY

ZOOMING	
100%	Alt-Shift-1
150%	Alt-Shift-5
Whole Page View	Alt-Shift-W
2 Page View	Alt-Shift-2
Text Width	Alt-Shift-T
Page Width	Alt-Shift-G
Zoom In	Alt-Shift- .
Zoom Out	Alt-Shift- ,

VIEW	
Normal	Ctrl-Alt-Shift-N
Print Layout	Ctrl-Alt-Shift-P
Show Spelling	Ctrl-Shift-S, S
Hide Spelling	Ctrl-Shift-S, H
Toggle Spelling	F4
Turn off "Track Changes"	F9

MISCELLANEOUS	
Refresh Screen	F5
Go to top	Ctrl-Home
Go to end	Ctrl-End
Select All	Ctrl-A
Cut	Ctrl-X
Copy	Ctrl-C
Paste	Ctrl-V

POETRY TABLES

To get a table like this for marking the meter in lines of poetry, select the line (or lines) then hit: **Alt-Shift-M, Y**.

- ∪ ∪ | - ∪ ∪ | - - | - - | - ∪ ∪ | - ∪
 Arma virumque cano Troiae qui primus ab oris
 - ∪ ∪ | - | - ∪ ∪ | - - | - ∪ ∪ | - ∪
 Italiam fato profugus Laviniaque venit

To restore the original lines of poetry without extra lines for scansion, put the cursor anywhere in the table and hit: **Alt-Shift-M, N**.

To convert single or multiple lines of text to this format, select lines and hit: **Ctrl-Alt-B, 1**.

- | | |
|--|--|
| <p>1 Arma virumque cano, Troiae <u>qui</u> primus ab oris
 <i>Translation</i></p> | <p><u>Comments</u> - use underline style/color to call attention to specific words</p> |
| <p>2 Italiam, <u>fato</u> profugus, Laviniaque venit
 <i>Translation</i></p> | <p><u>Comments</u> - use underline style/color to call attention to specific words</p> |
| <p>3 litora, multum ille et terris iactatus et alto
 <i>Translation</i></p> | <p>Comments - use shading colors to call attention to specific words</p> |
| <p>4 vi superum saevae memorem Iunonis ob iram;
 <i>Translation</i></p> | <p>Comments - use shading colors to call attention to specific words</p> |

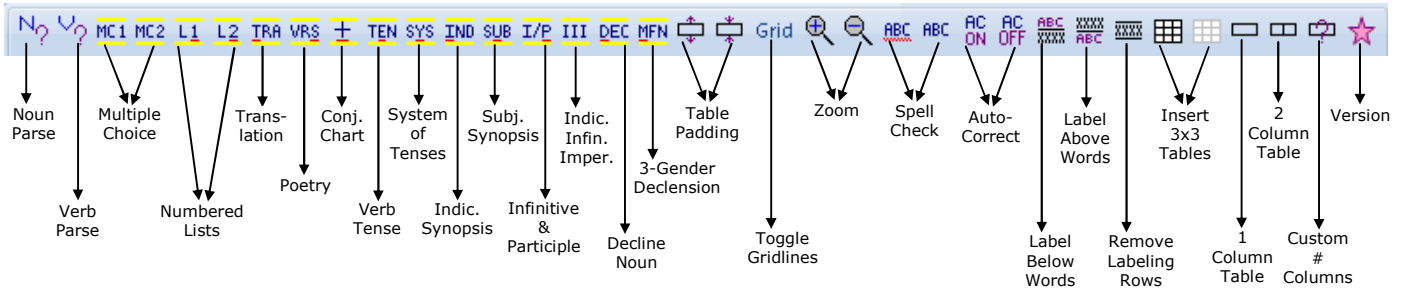
To convert single or multiple lines of text to this format, select lines and hit: **Ctrl-Alt-B, 2**.

- | | |
|---|---|
| <p>1 Arma virumque cano, Troiae qui primus ab oris
 <i>Homework Translation</i>
 <i>Correct Translation</i></p> | <p>Comments - use box style/color to call attention to certain words</p> |
| <p>2 Italiam, fato profugus, Laviniaque venit
 <i>Homework Translation</i>
 <i>Correct Translation</i></p> | <p>Comments - use box style/color to call attention to certain words</p> |
| <p>3 litora, multum ille et terris iactatus et alto
 <i>Homework Translation</i>
 <i>Correct Translation</i></p> | <p>Comments - use box style/color to call attention to certain words</p> |
| <p>4 vi superum saevae memorem Iunonis ob iram;
 <i>Homework Translation</i>
 <i>Correct Translation</i></p> | <p>Comments - use box style/color to call attention to certain words</p> |

WORD-BY-WORD READING

To reveal a passage one word at a time, place the cursor anywhere in the passage and hit **F10**. The passage will disappear except for the first word. Keep hitting F10, and the passage will be revealed one word at a time, and when the end of the passage is reached, the word "end" will appear in red. Hit F10 one more time and "end" will disappear, leaving you with the original passage.

TOOLBAR



NOTE: You can activate any of the buttons between L1 and MFN by hitting **Ctrl-Shift-I** then the red-underlined letter/number on the button (e.g., Ctrl-Shift-I, D inserts a noun declension chart).

FORMS THAT CAN BE INSERTED INTO DOCUMENT

Numbered Line: **Ctrl-Shift-I, Space** (I use this when I am writing multiple sentences for translation. Otherwise, if you try to create a standard numbered list of sentences then label each one, the numbers will disappear).

1.

Parsing Charts: use toolbar buttons

N?		CASE	NUMBER	GENDER
1.				
2.				

V?		PERSON	NUMBER	TENSE	VOICE	MOOD
1.						
2.						

1.	MC1	Multiple Choice Question #1	A. Answer 1	C. Answer 3
			B. Answer 2	D. Answer 4

2.	MC2	Multiple Choice Question #1	A. Answer 1	B. Answer 2	C. Answer 3	D. Answer 4
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L1 **LIST 1** (**Ctrl-Shift-I, 1** inserts a 10-row list, and **Ctrl-Shift-I, Shift-1** allows you to specify the # of rows.)

1.	farmer (principal parts)	<u>agricola, agricolae, m.</u>
2.	farmer (acc. sing.)	<u>agricolam</u>

L2 **LIST 2** (**Ctrl-Shift-I, 2**)

1.	ambulabam	<u>1st person singular imperfect active indicative</u>
	<i>Translation:</i>	<u>I was walking</u>
2.	Flee, children!	<u>2nd person plural present active imperative</u>
	<i>Translation:</i>	<u>fugite</u>

TR SENTENCE TRANSLATION FORM (Ctrl-Shift-I, T)

1. Sentence to be translated...

Translation

VRS POETRY VERSES FORM (Ctrl-Shift-I, S)

1 Verses of poetry - Verses of poetry - Verses of poetry - <i>Translation</i>	Comments
2 Verses of poetry - Verses of poetry - Verses of poetry - <i>Translation</i>	Comments
3 Verses of poetry - Verses of poetry - Verses of poetry - <i>Translation</i>	Comments

± (Ctrl-Shift-I, +)
**CONJUGATION
COMPARISON**

PRESENT ACTIVE
INDICATIVE
3rd PL. ACT.

spectant	tenent
dūcunt	audiunt
capiunt	

TEN (Ctrl-Shift-I, E)
VERB TENSE

amō, amāre, amāvī, amātus (to love)	
	Form: Desired Tense
1 st S.	forms
2 nd S.	forms
3 rd S.	forms
1 st P.	forms
2 nd P.	forms
3 rd P.	forms

SYS (Ctrl-Shift-I, Y)
VERB SYSTEM

amō, amāre, amāvī, amātus (to love)		
Tense:	Tense:	Tense:
Tense 1	Tense 2	Tense 3
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms

IND (Ctrl-Shift-I, I)
**INDICATIVE
FORMS**

amō, amāre, amāvī, amātus (to love)	
Present	forms
Imperfect	forms
Future	forms
Perfect	forms
Pluperfect	forms
Future Perfect	forms

SUB (Ctrl-Shift-I, U)
**SUBJUNCTIVE
FORMS**

amō, amāre, amāvī, amātus (to love)	
Present	forms
Imperfect	forms
Perfect	forms
Pluperfect	forms

I/P (Ctrl-Shift-I, P)
**INFINITIVE/PARTICIPLE
FORMS**

amō, amāre, amāvī, amātus (to love)		
	ACTIVE	PASSIVE
Present	forms	forms
Perfect	forms	forms
Future	forms	forms

III (Ctrl-Shift-I, Shift-I) 3-MOOD VERB CHART		
PRESENT	IMPERFECT	FUTURE
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
PERFECT	PLUPERFECT	FUTURE PERFECT
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
forms	forms	forms
IMPERATIVE	X	INFINITIVE
forms		forms
forms		forms


DEC (Ctrl-Shift-I, D)
NOUN DECLENSION


puella, puellae, f. (girl)		
	Singular	Plural
<i>Nom.</i>	forms	forms
<i>Gen.</i>	forms	forms
<i>Dat.</i>	forms	forms
<i>Acc.</i>	forms	forms
<i>Abl.</i>	forms	forms
<i>Voc.</i>	Vocative Row: Alt-Shift-V	

MFN (Ctrl-Shift-I, M)
3-GENDER DECLENSION

	SINGULAR			PLURAL		
	Masculine	Feminine	Neuter	Masculine	Feminine	Neuter
<i>Nom.</i>	forms	forms	forms	forms	forms	forms
<i>Gen.</i>	forms	forms	forms	forms	forms	forms
<i>Dat.</i>	forms	forms	forms	forms	forms	forms
<i>Acc.</i>	forms	forms	forms	forms	forms	forms
<i>Abl.</i>	forms	forms	forms	forms	forms	forms

TABLES

 (Ctrl-Shift-T, -)	
3x3 TABLE WITHOUT BORDERS	

 (Ctrl-Shift-T, +)	
3x3 TABLE WITH BORDERS	

ALTERNATE NOUN AND VERB CHARTS

2 nouns side by side: **Ctrl-Shift-I, Shift-D**

	<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
<i>Nom.</i>				
<i>Gen.</i>				
<i>Dat.</i>				
<i>Acc.</i>				
<i>Abl.</i>				
<i>Voc.</i>				

1 Verb Tense (Infin., Imper., 3 Indic. Forms): **Ctrl-Shift-V, 1**

<i>Infinitive</i>			
<i>Imper. S.</i>			
<i>Imper. P.</i>			

4 Verb Tenses (Infin., Imper., 1 Indic. form for each tense): **Ctrl-Shift-V, 4**

<i>Infinitive</i>			
<i>Pres.</i>			
<i>Imperf.</i>			
<i>Perf.</i>			
<i>Plup.</i>			
<i>Imper. S.</i>			
<i>Imper. P.</i>			

6 Verb Tenses (Infin., Imper., 1 Indic. form for each tense): **Ctrl-Shift-V, 6**

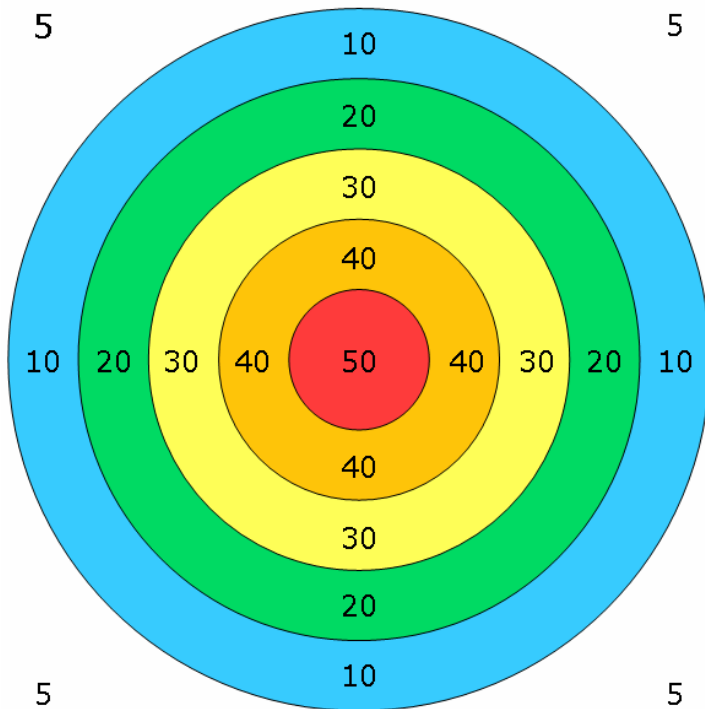
<i>Infinitive</i>			
<i>Pres.</i>			
<i>Imperf.</i>			
<i>Fut.</i>			
<i>Perf.</i>			
<i>Plup.</i>			
<i>Fut. Perf.</i>			
<i>Imper. S.</i>			
<i>Imper. P.</i>			

GAMES

GAME SHEET (Click here then press F8)	Show Question: F6 Hide Question: F7			HIDDEN SHEET (Click here then press F8)
CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5
100	100	100	100	100
200	200	200	200	200
300	300	300	400	300
400	400	400	400	400
500	500	500	500	500

Ctrl-Shift-I, J

Set up your own Jeopardy board. Click on "Game Sheet" then hit F8 to edit the categories and point values. Click "Hidden Sheet" then hit F8 to edit the questions. In order to play the game, put the cursor in the cell whose question you'd like to reveal and hit F6. After the question has been answered, hit F7. Do not move the cursor between hitting F6 and F7.



Ctrl-Shift-I, O

Students throw a ball at this projected game board then answer a question in order to earn the point value of the section they hit. I often use the white section on the right to type some element of the question and/or the answer.