

Tip Sheet for Editing in Medianet Using the Number Pad and Key Combinations

The following editing tips are not exhaustive of the editing possibilities in Medianet, but they can save you time when you are entering or changing an annotation in Medianet. The keys mentioned are on a standard PC keyboard with a number pad. Some of the keys might be different on a Mac.

Here is what the number pad on a PC looks like:

Num Lock	/	*	-
7 Home	8	9 PgUp	+
4	5	6	
1 End	2	3 PgDn	Enter
0 Ins		. Del	

These editing shortcuts assume that you have a VAX terminal emulator set to at least VT-220.

When you are in full-screen edit mode in Medianet, such as when you are adding an annotation using the “S” option, the number keypad at the right of the keyboard is an editing keypad. The keys are no longer what they say on them. (To type numbers, you must use the keys across the top of the keyboard.)

The key in the upper left corner of the keypad, labeled “Num Lock,” is called, in VAX parlance, the Gold Key. It is the first key to be pressed in some of the combinations you can use for editing. You do not need to hold down the Gold Key while you press another key for a combination. You simply press and release the Gold Key and then press and release another key.

1. To delete an entire line, position the cursor at the beginning of the line and then press the – key on the keypad.
2. To move the cursor to the end of a line, press the 2 key.
3. To move the cursor to the beginning of the next line, press the 0 key.
4. To move the cursor to the bottom of the buffer, press Gold-4.
5. To move the cursor to the top of the buffer, press Gold-5.
6. To select a portion of a document to delete or to move, first press the Del key then use the arrow keys to the left of the keypad to highlight text. Then press the 6 key. This will cut the text and place it in memory for pasting elsewhere if desired.
7. To insert stored text, position the cursor at the insertion point and then press Gold-6.
8. To reformat an entire paragraph so that all the text wraps correctly, position the cursor anywhere in the paragraph and then press Gold-8. USE THIS COMBINATOIN WITH CAUTION!

Other helpful keys or key combinations:

The Page Up and Page Down keys to the left of the number pad act as their names imply.

Spell checking may be invoked with Gold-S.

You may toggle between Insert Mode and Overstrike Mode with CTRL-A (must be pressed together).

CTRL-N will end the editing session without saving any changes.

CTRL-Z saves and exits.

Further help is available by pressing the / key on the number pad when you are in editing mode.