# **Belvu User Manual**

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# **Revision History**

Revision	Date	Author
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## Introduction

This manual explains how to configure, run and use Belvu. Belvu is a multiple sequence alignment viewer and phylogenetic tool. It has an extensive set of user-configurable modes to color residues by conservation or by residue type, and some basic alignment editing capabilities. It can generate distance matrices between sequences and construct distance-based trees, either graphically or as part of a phylogenetic software pipeline.

## Key features include:

- Residues can be coloured by conservation, with user-configurable cutoffs and colours.
- Residues can be coloured by residue type (user-configurable).
- Colour schemes can be imported or exported.
- Swissprot (or PIR) entries can be fetched by double clicking.
- The position in the alignment can be easily tracked.
- Simple editing commands for rows and columns is supported (although Belvu is not intended to be a full editor).
- The alignment can be saved in Stockholm, Selex, MSF or FASTA format.
- Distance matrices between sequences can be generated using a variety of distance metrics.
- Distance matrices can be imported or exported.
- Trees can be constructed based on various distance-based tree reconstruction algorithms.
- Trees can be saved in New Hampshire format.
- Belvu can perform bootstrap phylogenetic reconstruction.
- Belvu can be used as a graphical tree viewer, or as a command-line tool for use in phylogenetic software pipelines.

Belvu is maintained by the Wellcome Trust Sanger Institute and is available as part of the SeqTools package. The software can be downloaded from the Sanger Institute's website: <a href="http://www.sanger.ac.uk/resources/software/seqtools/">http://www.sanger.ac.uk/resources/software/seqtools/</a>.

# **Getting Started**

## **Running Belvu**

As a minimum, Belvu takes the following required arguments:

```
dotter <alignment file>
```

where <alignment\_file> is a file or pipe containing the multiple alignment in Stockholm, Selex, MSF or aligned-Fasta format (see below).

Run 'belvu' without any arguments to see brief usage information, or, for more detailed help, run:

```
belvu --help
```

## **File formats**

Belvu currently supports Stockholm (Mul/Pfam), Selex, MSF and aligned- and unaligned Fasta formats. Belvu will automatically detect which file format is supplied. The 'raw' file format can also be used, but you must pass a raw file using the `-r` argument because Belvu cannot detect this format automatically.

#### Selex

Selex is the native format used by Sean Eddy's HMM package HMMER. For details, see: <a href="http://www.psc.edu/general/software/packages/hmmer/manual/node46.html">http://www.psc.edu/general/software/packages/hmmer/manual/node46.html</a>.

Each line contains a name, followed by the aligned sequence. A space, dash, underscore, or period denotes a gap. If the alignment is too long to fit on one line, the alignment is split into multiple blocks, separated by blank lines. The number of sequences, their order, and their names must be the same in every block (even if a sequence has no residues in a given block!) Other blank lines are ignored. You can add comments to the file on lines starting with a #.

```
seq1 ACGACGACGACG.
seq2 ..GGGAAAGG.GA
seq3 UUU..AAAUUU.A
seq1 ..ACG
seq2 AAGGG
seq3 AA...UUU
```

#### **Stockholm**

Also known as "Mul" or "Pfam" format, Stockholm is the native format used by Pfam and Rfam to disseminate protein and RNA sequence alignments. The file must start with a line giving the format version, and end with `//`. It has one domain per line:

```
# STOCKHOLM 1.0
<sequence_name>/<start>-<end> <sequence>
...
//
```

The residues must be aligned and gaps should be represented by dots. Markup lines can also be included; see <a href="http://en.wikipedia.org/wiki/Stockholm\_format">http://en.wikipedia.org/wiki/Stockholm\_format</a> for more details.

#### **MSF**

Note on the MSF format: The "..... Check: .." line has to come before the first line that does not start with a space. The only legal exception is the line "PileUp of:" from GCG programs.

The sequence names can include coordinates, e.g.

```
<name>/<start>-<end>
```

#### **Fasta**

In Fasta format, the sequence name is on a line starting with `>`, and the sequence on the following line(s). Input files for Belvu must be in aligned-Fasta format, where gaps are included so that each sequence is the same length.

```
>seq1
ACGACGACGACG.
..ACG
>seq2
..GGGAAAGG.GA
```

#### AAGGG

Belvu does not accept unaligned-Fasta files as input, but can output the sequences in unaligned Fasta format (i.e. with gaps removed)

#### Raw

The raw file format is as follows. Raw files must be passed using the `-r` command line argument because Belvu cannot detect this file format automatically.

```
<name> <sequence> <name> <sequence>
```

# **The Belvu Windows**

#### **Main window**

The main Belvu window contains the alignments. Residues are coloured by conservation or by residue type; use the Color menu to change the colour scheme.

Eile   Edit   Color   Settings   Sort   Help	<b>9 0 0</b>					X Belv	vu – PFO	2171_see	d.selex				
YQ53_CAEEL   650   977   DILVGIAR.EKKPD.VHDILKYFEESIGQTIQICQTYDKMMGGQGRQTIDNVMRKFNLKCGGTNFFVETPNAVRGKAVC, Q21691_CAEEL   673   1001   TIVFGIIA.EKRPD.WHDILKYFEESIGQTIQISSETADKFMRDHGGKQTIDNVIRKLNPKCGGTNFLIDVPESVGHRVVC   048771_ARATH   542   860   FILCILPERKTSDI.YGPWKKICLTEEGIHTQCICPIKISDQYLTNVLLKINSKLGGINS.LLGIEYSYNIPLI   Q292VD5_ARATH   577   885   FILCVLPDKKNSDI.YGPWKKKICLTEEGIHTQCICPIKISDQYLTNVLLKINSKLGGINS.MLSVERTPAFTVI   TAG76_CAEEL   660   966   CIIVVLQS.KNSDI.YMTVKEQSDIVHGIMSQCVLMKNVSRPTPATCANIVLKLNMKMGGIN.SRIVADKITNKYL   016720_CAEEL   566   867   LIVVVLPG.KNSDI.YMTVKEQSDIVHGIMSQCVLMKNVSRPTPATCANIVLKLNMKMGGIN.SRIVADKITNKYL   TAG76_CAEEL   566   867   LIVVVLPG.KNSDI.YMTVKEQSDIVHGIMSQCVLMKNVSRPTPATCANIVLKLNMKMGGIN.SRIVADKITNKYL   TAG76_CAEEL   567   946   LLLAILPD.NNGSL.YGDLKRICETELGLISQCCLTKHVFKISKQYLANVSLKINVKMGGRNT.VLVDAISCRIPLV   A601_SCHPD.NNGSL.YGDLKRICETELGLISQCCLTKHVFKISKQYLANVSLKINVKMGGRNT.VLVDAISCRIPLV   A601_SCHPD.NNGSL.YGDLKRYLCOMPVPSQVITLKVIAPRQQ.KPTGLMSIATKVVIQMNAKLMGAPMQVVIPLPINLD.DNGSSSTREEK.YSCIKKRTCVDRPVPSQVVITLKVIAPRQQ.KPTGLMSIATKVVIQMNAKLMGAPMQVVIPLPINLD.DNGSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS	<u>F</u> ile <u>E</u> dit <u>C</u> ol	lor <u>S</u> ettir	ngs S <u>o</u> rt	<u>H</u> elp	<b>X</b> 🗑	® åz	[⊕(	⊋ ◎ 。	Column 67:	Q21691_CA	EEL/673-1001	K = 728 (1	match)
Q21691_CAEEL 673 1001 TIVFGIIA.EKRPD.MHDILKYFEEKLGQQTIQISSETADKFMRDHGGKQTIDNVIRKLNPKCGGTNFLIDVPESVGHRVVC 04877_ARATH 542 860 FILCILPERKTSDI.YGPWKKICLTEEGIHTQCICPIKISDQYLTNVLLKINSKLGGINS.LLGIEYSYNIPLI Q2VD5_ARATH 577 885 FILCVLPDKKNSDL.YGPWKKKNLTEFGIVTQCMAPTREPHDV	(21x412)			10	20		30	40	50	60		80	90
	Q21691_CAEEL   048771_ARATH   74676_CAEEL   016720_CAEEL   016720_CAEEL   PINH_ARATH   AG01_SCHPO   076922_DROME   PIWI_DROME   017567_CAEEL   0167434_AQUAB   021495_CAEEL   016386_CAEEL   002095_CAEEL   019645_CAEEL   023415_CAEEL   023415_CAEEL	673 1001 542 860 577 885 660 966 566 867 625 946 5500 799 555 852 538 829 355 847 110 406 426 699 4419 694 554 847 574 878 674 966 40 350	TIVFGIIAF FILCULPE FILCULPE CIIVVLQS LIVVLPS LIVALS LIVVLPS LIVALS INVOLASS GIMLVLPS GIMLVLPS GIMLVLPS GIVLPTS GIVLPTS QLIFFVW PVLFILO KFAFVIT KFAFVIT KFAFVIT	A. EKRPD.  CRKTSDI.  CRKTSDI.  CKKNSDI.  CKNSDI.  CNNGSL.  CNNGSL.	MHDILKY YGPWKKI YGPWKKK YMTVKEQ YAEVKRV YGSIKKV YSSIKKR YDSIKKY YYDAIKKY YYALKSY YYEILK YKSFLY WHTEIKC YHQIKA IHECLKF LHKKYKA	FEEKLGC CLTEEG NLTEFG SDIVHG GDTVLG CETELG CNTMLG TCVDRP GYVDRA LCVECP LCTDCP LINS QLFDLK DFVKREQETS LEQEFD LEQKYD LEQKSMI	QQTIQIS IHTQCIC IHTQCIC IHTQCVQ IMSQCVL IATQCVQ LISQCCL VPSQCAI VPSQVVT VPTQVVT IPNQCVN IPSQCVVI IPSQFMR IIISQNIL LLKKMIP LNNQSFR LLTQDIR VPTQHVR IVIQDMK MVIQDMK MVIQDMK	QQTVDKM SETADKF PIKI PIKI PTRQPND MKNVSRP AKNAIRT TKHVFKI SKHILQS LKVIAPR LKTTKNR LKTTKNR LKTLGKQ APTLGKQ APTLGCC APTLGC	MG	. GQGGRQTID . DHGGKQTID . SDQYLT . QYLT . TPATCA . TPQTLS . SKQYLA . KPQYCA KPTGMSIAT IENKNLGSIVL . VMAIAT . TFYYD . GYMTN KNENKFVLL . DFAQT . QQNTRK . QPQTILL . GGRAYDLTLC . DGKRLTLE	NVIRKLNPKCGGT NVLLKINSKLGGI NIVLKLNMKMGGI NICLKMNVKLGGV NLCLKMNVKLGGV KVVIQMNAKLMGA KIAIQLNCKLGYT KVVIQMICKTGGA KIALQMICKTGGA KIALQMICKTGGA KIALQMICKTGGA KIALQMICKTGGA KIALQMICKTGGA NILVQFVSKLGGK NLLIQIMGKLGIK NILVQFVSKLGGK NLIIQIMGKLGIK NILVQFVSKLGGK NLIIQIMGKLGIK NITMKKTMKLGGL NINKTMKLGGL NINKTMKLGGL	NFLIDVPE NS. LLGIE NS. MLSVE N. SRIVA NS. ILLPN NS. ILLPN NT. SILLPN NT. SILL	SVGHRVVC YSYNIPLI RTPAFTVI DKITNKYL VRPRI ISCRIPLV SNPL IPL IPL VDPEK SKTPYDY. IEGKVDAETWGVFEAF
4			1										<u>•</u>

Figure 1: Alignment window in colour-by-conservation mode

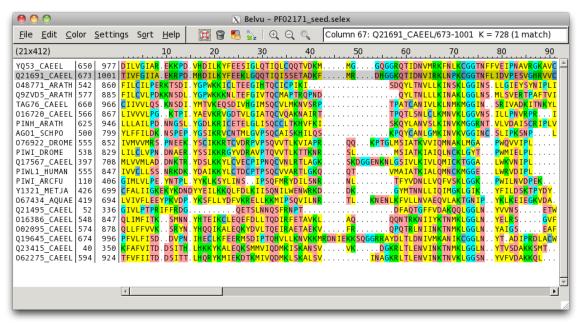


Figure 2: Alignment window in colour-by-residue mode

At the top of the alignment list is a header displaying the number of sequences and alignment length, e.g.

(21x412)

means there are 21 sequences and the alignment length is 412.

The alignment list contains the following columns:

Name	The sequence name
Start	The start coordinate in the match sequence
End	The end coordinate in the match sequence
Score	Only displayed if a scores file was loaded; displays the score of the sequence
Sequence	Displays the sequence data

#### **Selections**

Click on a row to select that alignment. Details about the selected row will be shown in the feedback box on the toolbar. If there are other sequences with the same name, their names will be highlighted in the alignment list (but only the clicked row will have the whole row highlighted). The number of matches is shown

in brackets in the feedback box.

If you clicked within the sequence area, a column will also be selected; the column number (1-based from the left) that you clicked will be shown in the feedback box, along with the residue and the sequence coordinate at that column for the selected sequence.

Middle-click in the alignment in order to select a column; the current column will be highlighted while the middle button remains pressed and you can drag to other columns to see column information dynamically. When you release the mouse button, the display will scroll so that it is centered on the selected column.

### **Fetching sequences**

Double-click on a row in the alignment to fetch that sequence; the program used to fetch sequences must be specified in the BELVU\_FETCH environment variable before Belvu is opened, e.g. in a C shell terminal:

```
setenv BELVU FETCH 'pfetch -F'
```

#### **Toolbar**

The toolbar contains shortcuts to several of the menu items, as well as a feedback area displaying information about the currently-selected row and/or column.



The toolbar buttons are as follows:

Help	Display the help pages. See the Help menu
Remove many sequences	Start the mode that allows you to double-click to remove sequences. Click again or press Esc to cancel this mode. See the Edit menu
Edit current colour scheme	Edit the current colour scheme (see the Color menu)
Sort alphabetically	Sort sequences by name (see the Sort menu)
Zoom in	Increase the font size in the alignment list
Zoom out	Decrease the font size in the alignment list
Find	Open the Find dialog

The feedback area on the toolbar displays the following information:

Column <column>:</column>	If a column is selected, this displays the column number (1-based from the left-most column)
<name>/<start>-<end></end></start></name>	If a sequence is selected, this displays the sequence name and its start/end coordinates
<residue> = <coord></coord></residue>	If a column and sequence are selected, this displays the residue and coordinate of that column within that sequence
( <n> match[s])</n>	If a sequence is selected, this shows the number of sequences in the alignment with the same name (1 => only the current sequence has that name)

### **Find dialog**

The Find dialog allows you to search for sequences by name. Open it by clicking on the toolbar icon or by using the keyboard shortcut Ctrl-F.

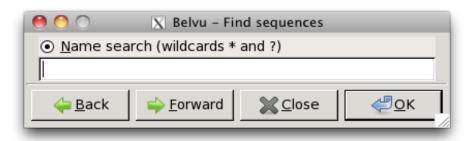


Figure 4: Find-sequences dialog

Enter the text you wish to search for. The text can include the wildcards '\*' (for any amount of any character) or '?' (for one occurrence of any character).

Hit OK to close the dialog and search. If found, the first matching result will be highlighted in the alignment list. Alternatively, click Forward or Back on the Find dialog to perform a search forwards or backwards from the last search result. (These operations will start from the beginning of the list if there was no previous search result.)

#### **Tree**

The tree window can be opened from the main window using the 'Show tree' option on the File menu. The tree window will show a distance-based phylogenetic tree of the current alignment using the default settings. To edit the tree settings

before calculating the tree, first select the 'Tree settings' option from the File menu.

Click on a sequence name to select a sequence in the tree; the sequence will be highlighted in both the tree and the main window.

Click on a branch to either swap the nodes or re-root the tree from that branch; see the Tree settings section for more details.

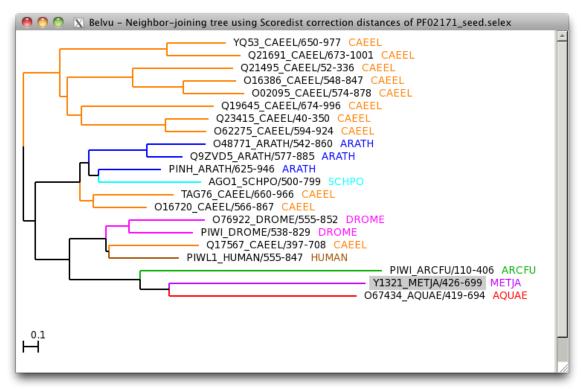


Figure 5: Tree window

#### Tree menu

The tree menu can be accessed by right-clicking anywhere in the tree window.

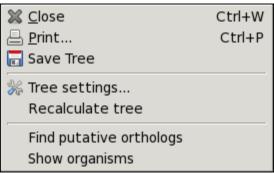


Figure 6: Tree menu

The options on the tree menu are as follows:

Close	Close the tree window (the tree will not be deleted and can be
-------	--

opened again without recalculating)

**Print** Print the tree window

**Save Tree** Save the tree in New Hampshire format

**Tree settings** Open the tree settings dialog

**Recalculate tree** Forces the tree to be recalculated; this is required after the

alignment has changed and the tree is now invalid (e.g. if rows

have been deleted)

Find putative orthologs Highlights putative orthologs in the tree and outputs their

details to the terminal

**Show organisms** Opens a window showing the list of organisms, and outputs the

number of organisms to the terminal

## **Organisms window**

Select 'Show organisms' from the right-click menu in the tree to display the organisms window, which lists all of the organisms in the alignment:



Figure 7: Organisms window

## **Tree settings**

To open the tree-settings dialog, use the 'Tree settings' option from the File menu on the main window or from the right-click menu on the tree window.

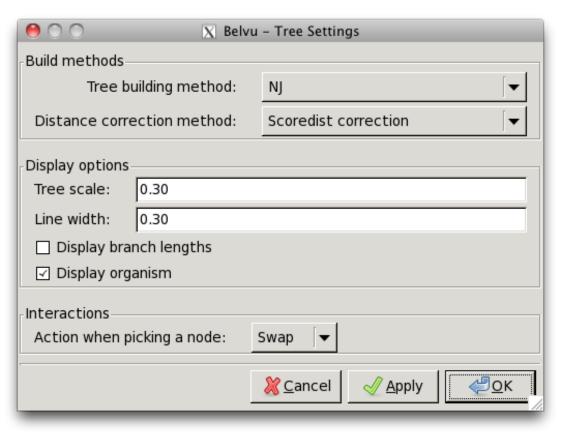


Figure 8: Tree settings dialog

The options are as follows. Note that changing the tree building method or distance correction method will force the tree to be recalculated, which may take a long time for large alignments.

Tree building method	Choose whether the tree should be built using the neighbour-joining or UPGMA method
Distance correction method	Select the distance-correction method to use
Tree scale	Adjust the horizontal scale used to draw the tree; set a smaller number to decrease the width of the tree or a larger number to increase it.
Line width	Set the line width to use for the branches $(0.1 \Rightarrow 1 \text{ pixel})$
Display branch lengths	Whether to label branches with their lengths
Display organism	Whether to display the organism next to the sequence name
Action when picking a node	Swap: when you click a branch, its two child nodes will be swapped Reroot: when you click a branch, the tree will be re-rooted with that node as the root Note: to revert to the original tree, select the 'Recalculate tree' option from the right-click menu

# **Conservation plot**

To display the conservation profile, select 'Show conservation plot' from the File menu. The conservation profile window will open displaying a plot of the conservation (vertical axis) against the column numbers (horizontal axis). The average conservation is shown as a red line.

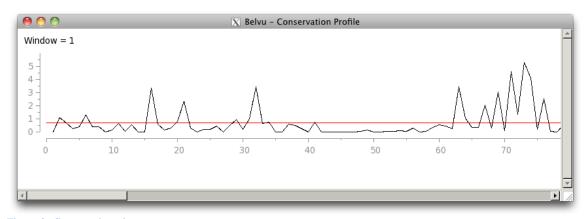


Figure 9: Conservation plot

## **Conservation plot menu**

Right-click anywhere on the conservation plot to display the menu:



Figure 10: Conservation plot menu

## The options are:

**Close** Close the conservation plot window

Print Print the conservation plot
Plot settings Show the plot settings dialog

## **Conservation plot settings**

Select the 'Plot settings' option from the right-click menu on the conservation plot to show the plot settings dialog:

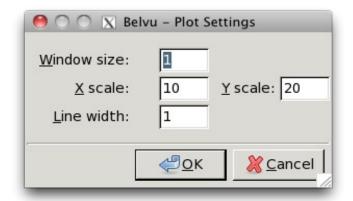


Figure 11: Conservation plot settings

## The options are:

Window size	Specify the size of the sliding window used to smooth out the
	curve: set a larger value for a smoother curve. The minimum

value is 1, which means no smoothing is done

**X scale** Adjust the scale of the horizontal axis; set a smaller value to

compress the scale or a larger value to expand it

Y scale Adjust the scale of the vertical axis; set a smaller value to

compress the scale or a larger value to expand it Set the line width to use for the drawing, in pixels

Line width

## Main menu

The main menu can be accessed via the menu-bar at the top of the main window. Right-clicking in the main window is a shortcut to the File menu.

Note that menus with a dotted line at the top can be "torn off" by clicking on the dotted line. A torn-off menu will stay visible on top of the Belvu window and can be repositioned by dragging its header bar. Click the dotted line again to get rid of it.

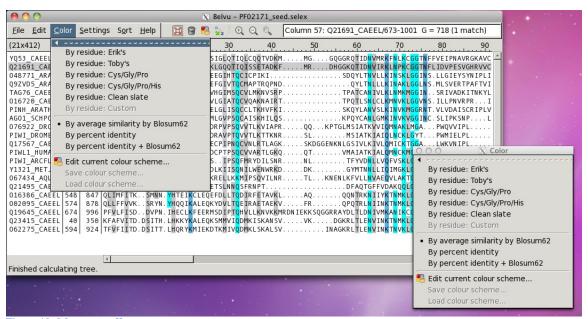


Figure 12: Menu tear-offs

## File menu

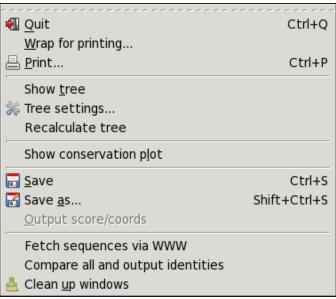


Figure 13: File menu

Quit	Quit Belvu (close all windows and exit)
Wrap for printing	Open a window showing a wrapped alignment, suitable for printing
Print	Print the current window (note that you should use the print option from the wrapped-alignment window to print the wrapped view)
Show tree	Open the tree window; calculates the tree if it has not yet been calculated
Tree settings	Edit the settings used to calculate and display the tree
Recalculate tree	Use this to recalculate the tree after making changes that invalidate it, e.g. deleting rows
Show conservation plot	Show the conservation plot window
Save	Save the alignment in the current format
Save as	Save the alignment; allows you to select a different file format and choose whether coordinates should be saved and what separator character to use
Output score/coords	Only applicable if scores are loaded; outputs the score and coordinates of the currently-selected sequence to the terminal
Fetch sequences via WWW	Enables fetching of sequences over HTTP
Compare all and output	Compares each sequence against each other and outputs

**identities** their identity and score to the terminal, along with some

summary information about the maximum, minimum and

mean score and identity

Clean up windows Close all windows opened by this instance of Belvu (does

not close the main window)

#### **Edit menu**

Remove highlighted line

Remove many sequences...

Remove gappy sequences...

Remove partial sequences

Make non-redundant...

Remove outliers...

Remove sequences by score...

Remove columns...

<- Remove columns left of selection (inclusive)</p>

Remove columns right of selection (inclusive) ->

Remove columns by conservation...

Remove gappy columns...

✓ Automatically remove empty columns

Read labels of highlighted sequence and spread them

Select gap character...

Hide highlighted line

Unhide all hidden lines

Figure 14: Edit menu

**Remove highlighted line** Remove the currently-selected line

**Remove many sequences** Enables a mode where you can double-click on sequences

to remove them. The cursor will change to indicate that you are in this mode. Select the option again, press the Esc key,

or right-click to cancel this mode

**Remove gappy sequences** Remove sequences that have more than a given percentage

of gaps

**Remove partial sequences** Removes partial sequences

Make non-redundant Remove sequences that are more than a given percentage

identical to any other

**Remove outliers** Remove sequences that are less than a given percentage

identical to any other

Remove sequences by score Only applicable if scores are loaded; remove sequences that

have a score lower than a given threshold

**Remove columns** Remove a specific range of columns

Remove columns left of selection

Removes the columns to the left of the currently-selected column (which is displayed in the feedback box on the toolbar, if a column is selected). The operation is inclusive, so the currently-selected column will be removed as well

Remove columns right of selection

Removes the columns to the right of the currently-selected column. The operation is inclusive, so the currently-selected

column will be removed as well

Remove columns by conservation

empty columns

Remove columns with a maximum conservation between

specified values

Remove gappy columns
Automatically remove

Remove columns with more than a given percentage of gaps After deleting sequences, columns that are left empty are

automatically removed if this option is enabled

Read labels of highlighted sequence and spread them

Undocumented

Select gap character Change the character used to display gaps in the alignment

**Hide highlighted line** Hides the currently-selected line

**Unhide all lines** Show all lines that were previously hidden

#### **Color menu**

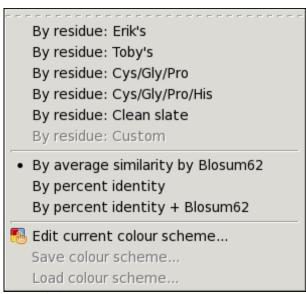


Figure 15: Color menu

Erik's

Use Erik's original built-in residue colour scheme

**Toby's** Another built-in residue colour scheme

**Cys/Gly/Pro** A colour-by-residue scheme where only cystine, glycine and

proline are highlighted

Cys/Gly/Pro/His A colour-by-residue scheme where only cystine, glycine,

proline and histidine are highlighted

Clear all colours; used for when you want to create a new

colour scheme starting with all colours being white

**Custom** This option will become enabled when a residue colour

scheme has been customised by editing it or loading it from file; if you change to a different colour scheme, you can toggle back to the custom colour scheme by selecting this

option

By average similarity by

Blosum62

A colour-by-conservation scheme colouring by average

similarity by Blosum62

By percent identity A colour-by-conservation scheme colouring by percent

identity

By percent identity +

Blosum62

A colour-by-conservation scheme colouring by both percent

identity and average similarity by Blosum62

**Edit current colour scheme** Edit the current colour scheme. If in colour-by-residue

mode, allows you to edit the residue colours; if in colourby-conservation mode, allows you to edit the thresholds and

colours for the different levels of conservation

**Save colour scheme** Only applicable in colour-by-residue mode; save the

current colour scheme to file

**Load colour scheme** Only applicable in colour-by-residue mode; load a colour

scheme from file

# **Settings menu**

Only colour residues above %ID threshold Set %ID threshold...

Ignore gaps in conservation calculation

Exclude highlighted from calculations Use gray shades (for printing)

Display colors (faster without)
 Highlight lowercase characters

Figure 16: Settings menu

Only colour residues above Only applicable in colour-by-residue mode; only colour

%ID threshold residues that have a percent identity above the threshold

specified by the 'Set %ID threshold' menu option

calculation

**Ignore gaps in conservation** Only applicable in colour-by-conservation mode; ignore

gaps when calculating the conservation

**Exclude highlighted from** 

calculations

Exclude the currently-selected row from colour calculations

Use gray shades Only applicable to colour-by-conservation mode; use grey

shades (suitable for printing)

**Display colours** Whether to show colours or not (faster without)

**Highlight lowercase** characters

Highlights lowercase characters

# Help menu



Figure 17: Help menu

Help Show the help pages Show the 'About' dialog **About** 

# **Keyboard shortcuts**

Recommended shortcuts (consistent with other SeqTools programs):

, Scroll one column left
. Scroll one column right
Ctrl-, Scroll one page left
Ctrl-. Scroll one page right
Shift-Ctrl-, Scroll to leftmost column
Shift-Ctrl-. Scroll to rightmost column

PageUpScroll one page upPageDownScroll one page downCtrl-upScroll one row upCtrl-downScroll one row down

HomeScroll to top of alignment listEndScroll to bottom of alignment list

Ctrl-W Close the current window. If this is the main window, it

quits the application

**Ctrl-Q** Quit the application

Ctrl-S Save the alignment in the current format Shift-Ctrl-S Save the alignment in a different format

Ctrl-PPrint the current windowCtrl-HOpen the Help pagesCtrl-FFind sequences

t Toggle between colour-by-residue and colour-by-

conservation mode

= (equal) Zoom in - (minus) Zoom out

#### Old-style Belvu shortcuts:

Scroll one page left **Left-arrow Right-arrow** Scroll one page right Scroll one column left Ctrl-left Ctrl-right Scroll one column right Scroll one page up **Up-arrow** Down-arrow Scroll one page down Insert Scroll to leftmost column **Delete** Scroll to rightmost column