## **Tutorial TVG**

## **TVG Usage:**

- [Ctrl+F] / [Ctrl+R] / [Ctrl+T]
  - $\circ$  f = Focus on text window.
  - $\circ$  r = Focus on entry box.
  - $\circ$  t = Focus on List box.
- Ctrl+I = Insert button
  - o To insert words by the row that chosen on list box.
    - It will appear on top of the row.
- Ctrl+w = Write button
  - o To insert sentences in entry box to text window.
    - Need to select the parent/child button for position.
      - If parent the child box is empty.
      - if child, you can choose which position of child you want to put under parent.
- [Ctrl+B] = BackUp button
  - Backing up the file.
    - Max 10.
      - When reach 10, the next one will replace the oldest one.
- Ctrl+L = Load button
  - Load backup file.
    - Write a number that represent the position of a backup file.
- Ctrl+D = Delete button
  - Delete a row on the text window.

- Choose a row in list box first.
- Ctrl+M = Move Child button
  - Moving a child row to next child row.
    - Choose a child in child box first and choose a child row in list box.
      - if smaller to the left, and if bigger to the right.
- Ctrl+s = Insight button
  - Will show you exactly which row that represent the text in text window.
    - When rows created many, is advise to use Insight.
- Ctrl+v = Up button
  - To move a row up that chosen on the list box up to the next row by 1
    - If you want to move few more, just keep pressing [Control+u].
- Ctrl +0 = Down button
  - o To move a row down that chosen on the list box down to the next row by 1.
- [Ctrl]+[P] = Printing button
  - o Can save as pdf in printing mode in browser.
    - The font that you choose in TVG will implement on the html [not all font is applicable].
  - Can preview in stand alone window directly to browser (Clicking on print button and all links are unabled!)
  - Direct printing PDF (only for MacOS X)
- Ctrl+H = Hide Parent button
  - To hide any parent row and all it's child rows in reverse mode (selected parents are not hid).
    - Just display mode in TVG for send note and printing purpose.
    - A json file is created for remembering the rows that are hidden.
      - As long as the json file is not deleted, most functions are locked [unable to edit].

- Ctrl + A = radios button (parent, child)
  - Switching between Parent and Child radio button for positioning.
- Ctrl + E = Paste button
  - Choose a row and paste the words to entry box to be fix.
    - Press Ctrl+w to write back to its position.
- Ctrl+Y = Checked button
  - o To give checked mark (for finished a task).
    - WARNING:
      - Not all computer has same encoding system; if it's not 'utf-8', the Checked button will print 'Done' instead.
- Ctrl+0 = Arrange button
  - The function mostly used on background for arranging display.
    - Helpful for clearing chosen higlighted row in list box.
    - Helpful for avoiding any mistaken editing.
- Ctrl+- = Clear Hide
  - Unhide collections of hidden parent one at a time.
    - Can delete the whole json file so that all hidden appear at once.
- Win Ctrl+Left / Ctrl+Right / Ctrl+Up / Ctrl+Down | | Mac Ctrl+Shift+Left / Ctrl+Shift+Right / Ctrl+Shift+Up / Ctrl+Shift+Down
  - o To move the app windows to user's liking position.
- Shift + Up / Shift + Down
  - To scrolling up and down the text window and list box at the same time.
- Win  $\boxed{\text{Ctrl}+N}$  | | Mac  $\boxed{\text{cmd}+N}$  = CPP button
  - To move or copied any rows to another row within existing rows.
  - o In Hidden Mode, can copy all to new file or another existing file.

- Ctrl+G = Change File
  - Go to another existing file.
- [Ctrl+2] = Look Up
  - Searching any content in note.
    - The row in ListBox will be highlighted [can do editing].
  - Search any row number as well.
    - The row in ListBox will be highlighted. [can do editing].
  - Also can be use in Editor mode.
    - Finding word and replace it directly, one by one.
- Ctrl+3 = Date-Time
  - Stamping date and time on Words field.
  - o Can be use in Editor mode as well.
- Ctrl+6 = Create File
  - o To create a new tvg text file that still empty.
    - Will not be able to open existing file.
- [Ctrl+7] = Editor
  - $\circ$  To be able write and edit on the big screen of TVG.
    - Need to use formats that will apply for editing.
      - For how to use Editor visit for tutorials.
  - Editor now can write at any row that has been selected
    - Select any row before Editor Mode begin
- Ctrl+9 = Un/Wrap
  - Wrapping or Unwrapping the tvg text note for better viewing on long sentences.
- [Ctrl+[] = Ex
  - o To convert the tvg text note to editor's format for easy editing.

- Usually for long rows is adviceable.
- o Can choose a parent only, and edited all with its child in editor mode.
- TAKE NOTE:
  - Do backup in case want to revert back.
- Ctrl+] = Template
  - For saving collections of often use format in Editor mode.
    - Can load back in Editor mode to be use againand-again.
- Ctrl+, = Select font style
  - Change font style on TVG screen and the listbox as well.
- Ctrl+. = Select background color
  - To change color of TVG screen and the listbox as well.
- Ctrl+// = Revert to Original
  - Revert back the color and font back to original.
- Win Ctrl+z | | Mac Cmd+z = Undo in Editor Mode.
- Win Ctrl+Shift+z | | Mac Cmd+Y = Redo in Editor Mode.
- Shift+Enter = To invoke buttons and radios call while in focus
  - Press tab to run over the focus.
- Ctrl+F1 = Call TVG tutorial pdf
  - The pdf will open in default browser.
- Ctrl +F2 = Hide Buttons
  - o The Editor screen will fill up the buttons field.
  - While buttons in hide mode, the keyboard shortcuts are functioning.
- Ctrl+F3 = Compose Email
  - Sending the text by mail.
  - o Or copied formatted text for sending with chat app.

- Ctrl + Shift + F = Fold all childs
  - All childs are folded.
- Ctrl+Shift+s = Fold selected childs
  - Only selected childs are folded.
  - o Folded childs are retain even after changing file.
- Ctrl + Shift + v = Unfolded all childs
  - All childs are unfolded

## Add-On TVG:

- Ctrl+1 = Sum-Up Function
  - Summing up all parent with sign "+"
    - Every each parent will has addition child that state "TOTAL ..." sum
- Ctrl + 4 = Pie-Chart Graph
  - o Create pie-chart for all sub-total and state the total all
- Ctrl+5 = Del-Total
  - Clear all sums "TOTAL ..."
- Ctrl+F4 / Fn+F4 = Expression Calculator
  - Simple calculator
    - The paste button formating the numbers and insert to the editor at the end of a row's line

## Markdown shortcuts:

- Ctrl+Shift+1 = Bold
- Ctrl+Shift+2 = Italic
- Ctrl+Shift+3 = Underline
- Ctrl+Shift+4 = Strikethrough

- Ctr1+Shift+5 = Mark Highlight
- [Ctrl+Shift+6] = [S] [P] [E] [C] [I] [A] [L
- Ctrl + Shift + 7 = TVG link
- Ctrl+Shift+8 = superscript
- Ctrl+Shift+9 = subscript

Ctrl+Shift+0 = Checked markdown that can be checked-off by dicking on the check-box in html

- Ctrl + Shift + Q = →
- |Ctrl + Shift + |W| =  $\leftarrow$
- Ctrl + Shift + E = ↔
- $Ctrl + Shift + R = \pm$
- Ctrl + Shift + T = TM
- Ctrl+Shift+Y = ©
- Ctrl+Shift+I = ®

Win Ctrl+F5 | | Mac Fn+F5 = Configuration:

- multiple = For selection mode
  - In CPP and Fold selected.
  - By default selection is **extended**.
    - Select massively with Shift key and select or unselect individually with Ctrl key.
  - With **multiple**, selection or unselect individually one by one (not massively).
- unreverse = For Hidden selection mode
  - By default is **reverse** selection.
    - Selected parents are not hid, and unselected ones are hid.
  - With unreverse, only selected parents hid.

- word = For Wrap
  - By default words text are not wrapped.
  - With word, words text are wrapped from beginning.
  - o Can use Wrap function to unwrapped.
- on = For Checked
  - ∘ By default will insert ✓ or >>[DONE]<<.</p>
  - With **on** will insert checked-box [x] at beginning of a text line.
- <u>Bible Path</u> = for selecting **Bible** 
  - By default bible is provided KJV
  - o If you need to download extra bibles translation you can visit:
    - BIBLE4U
    - Download the XML zipfile
      - unarchive it to <u>/user\_name/Documents/TVG/Bibles</u> or <u>/user\_name/TVG/Bibles</u>