# Polaris Commands/Hot Keys

## Word Processor Commands/Editing Commands

Save As - Space + S

Save – Enter + S OR Control + S

· Tab (F3) to change file type if you wish to save in a file format different from .docx

· Change file type using scroll buttons and TAB (F3) to confirm

Create New Document: Enter+ N

Begin/Start Selection – Enter + B

· Push cursor router key where you want to start selection, then press Enter+B

· Move cursor to end of text to be selected

· Use editing command to completed desired function

Copy – Enter + C

Cut – Enter + X

Paste – Enter + V

Select All- Enter + A

Delete (selected text) — Enter +D

Spell Check — Enter+ K

Math Mode Toggle On/Off — Backspace + M

. The Polaris supports both Nemeth and UEB Math entry. You can switch between Nemeth and UEB Math entry in Settings from within the Word Processor.

## Close Document or Application- Space + Z

General Navigation Commands/Hot Keys:

Move to the next item line – Space+ Dot 4

Move to the previous item or line – Space + Dot 1

Go to the top of the document – Space + Dots 1,2,3

Go to the bottom of the document – Space + Dot 4, 5, 6

Close Application Dialogue Box - F1 +F4

* Allows you to close all open applications. Use Tab (F3) to navigate between the files or applications you want to close.
* Use the Spacebar to select the applications you want to close.
* Use Tab to navigate to Close All, then press Enter

## Notes:

· File Manager is the main “Program” menu of the Polaris. It has menus that can be access with hot keys, commands, and initial letter navigation.

· Word Processor – Default file format is .docx. Use Tab (F3) to change the file format and where it is saved. By default, documents are saved in the documents folder on the flashdisk (hard drive) of the Polaris.

· Global Option- Submenu within Polaris Settings menu.

Finding Documents on the Polaris

 • Open File Manager F1 then ENTER

 • Choose your drive and press ENTER (use scroll buttons to move between drives)

• Choose your folder by pressing the first letter of the folder name or using your scroll keys (press ENTER if applicable)

• Choose your document by pressing the first letter of the document name or using your scroll keys (press ENTER if applicable)

BACKSPACE+C (DOTS1+4) to launch Search for Text Dialog Box (to search for file when you are in the drive in which you want to search for the file).