



# Operation Manual

## Keyboard Shortcuts: Chalkboard

## Table of Contents

<b>Keyboard Shortcuts</b> .....	<b>1</b>
<b>Shortcut Keys: Chalkboard</b> .....	<b>1</b>
Copy & Paste .....	1
Change Player Label Font.....	1
Group File Names .....	1
Retrieve Player.....	2
Rotate Block.....	2
Snap First Connector Point to Player.....	2

# Keyboard Shortcuts

---

## Keyboard Shortcuts

There are several keyboard shortcuts that work in Coach's Office chalkboard and playbook programs. This document is a quick reference on what they are and how to use them.

### Shortcut Keys: Chalkboard

- Copy (player route): <Ctrl><C>
- Paste (player route): <Ctrl><V>
- Font: <Ctrl><F>
- Group (file names): <Ctrl><G>
- Retrieve (player): <Ctrl><R>
- Rotate (block): <click connector dot> then <right arrow>
- Snap (first connector to player): <Ctrl><S>

#### *Copy & Paste*

Use copy and paste to duplicate a player's route.

- Click to select a player.
- Click <Ctrl> <C> to copy the player's route.
- Click the player to receive the duplicate route.
- Click <Ctrl><V> to paste the route to the selected player.

#### *Change Player Label Font*

The player label font can be changed for all players in the offense and defense. One reason to change the defense font may be to make a greater distinction between the T label for Player T and the offensive player block. The program default font is Arial. A good alternative font is Times.

- Change the font for all the defensive or offensive players' labels. Click a defensive or offensive player. Click <Ctrl> <F>.
- Choose a font in the *Select Font for Defensive Players* dialog box. Click Okay. (figure 1)
- All the labels for the selected player type are changed (to Times).



figure 1

#### *Group File Names*

The chalkboard dropdown box groups the file names by the hierarchy listed above. The list can be lengthy and scroll down the screen. If this is the case, the list can be minimized to include a specific group by using the software's keyboard control for Group, <Ctrl><G>.

- Define a group display. Click <Ctrl> <G>.
- Click the formation type. (i.e. Offensive Formation) (figure 2)
- Enter keyword. (i.e. Left)
- Click Okay.

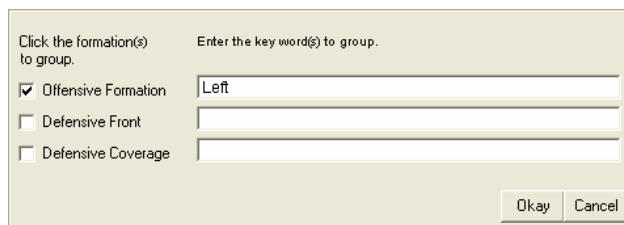


figure 2

- The offense and defense can be grouped at the same time by clicking the checkbox and entering the keyword.
- Display the full list. Click <Ctrl> <G>. Click the checkbox of the formation to deselect it.
- Delete the keyword(s) next to the formation. Click Okay.

### *Retrieve Player*

There are 12 possible offensive players, 8 front, and 4 coverage. In the player attribute popup list, a player can be hidden by choosing Hide. If you need more players than are displayed on the chalkboard, select the player type and retrieve a player, one at a time, until the maximum is reached.

- Retrieve a hidden player. Click the player type – offense or defense. Click the <Ctrl> <R>.
- If there is an available player for that type, the player appears toward the top, left of the chalkboard.
- All retrieved players reappear in the same area of the chalkboard and then can be moved into position. They do not reappear in the position they were in when hidden.

### *Rotate Block*

Rotate the perpendicular end line of the block to better define the block.

- Rotate the block. Position the mouse over the end connector dot until it turns green. Do not click the mouse. (i.e. block M) (figure 3)
- Click the right keyboard arrow to rotate the perpendicular block line up. Click as many times as necessary to get the block in the desired position. (figure 3)

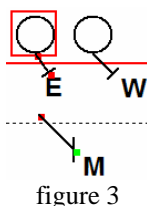


figure 3

### *Snap First Connector Point to Player*

When placing connect-the-dot routes, the first connector dot may not be close enough to the player's symbol.

- Select the player. Click <Ctrl><S> to snap the first connector to the edge of the player's symbol.