

Notes:

When you print this out from Adobe PDF, be sure the "Shrink..." and "Expand..." options are **deselected** and the "auto-rotate..." option **is selected**.

It is recommended that you print this on stiff paper (photo-quality paper would be good).

If you print on paper with a regular surface, you might consider covering the template with transparent shipping tape to prevent it from getting smudged up with use.

We suggest you cut out the parts that fit around the keys using a metal straightedge and razor knife ("Xacto"). Be careful not to cut yourself - we don't want to lose RUG members (or any genealogists, for that matter).

SHFT CTL	HELP	F2 MACRO LIST	F3 MACRO LIST PREV RPT. ENTRY	F4 MACRO NEW	SHFT CTL	F5 MACRO EDIT REC.	F6 MACRO WINDOW DEL. REC.	F7 MACRO WINDOW<> ENL. MEMO	F8 MACRO	SHFT CTL	F9 MACRO OK - CLOSE	F10 MACRO FIND	F11 MACRO CALENDAR	F12 MACRO EXHIB. LOG RESCH. LOG	SHFT CTL		
Cut out this area use this one if your F1-F12 distance is 9.5 inches					Cut out this area					© RUG of Arlington, VA	Cut out this area						
Accent Ctl+A Birth tag Ctl+B		Bookm Mgr Ctl+K Burial tag Ctl+U		Death tag Ctl+D Family view Ctl+Y		History tag Ctl+H ID jump Ctl+I		Last Subject Ctl+L Last Bookmark Ctl+S		Marriage tag Ctl+M Name Var tag Ctl+V		New Project Ctl+N Open Project Ctl+O		Person View Ctl+P Rel. Calc Ctl+R		Tree View Ctl+T Timelines Ctl+\	

Accent Ctl+A Birth tag Ctl+B		Bookm Mgr Ctl+K Burial tag Ctl+U		Death tag Ctl+D Family view Ctl+Y		History tag Ctl+H ID jump Ctl+I		Last Subject Ctl+L Last Bookmark Ctl+S		Marriage tag Ctl+M Name Var tag Ctl+V		New Project Ctl+N Open Project Ctl+O		Person View Ctl+P Rel. Calc Ctl+R		Tree View Ctl+T Timelines Ctl+\	
SHFT CTL	HELP	F2 MACRO LIST	F3 MACRO LIST PREV. RPT. ENTRY	F4 MACRO NEW	F5 MACRO. EDIT REC.	F6 MACRO WINDOW DEL. REC.	F7 MACRO WINDOW<> ENL. MEMO	F8 MACRO	F9 MACRO OK - CLOSE	F10 MACRO FIND	F11 MACRO CALENDAR	F12 MACRO EXHIB. LOG RESCH. LOG	SHFT CTL				
LAPTOP VERSION - USE THIS ONE IF F1-F12 DISTANCE IS 8.2 INCHES WITH A SLIGHT EXTRA SPACE AFTER F4 AND F8 . Stick this part behind function keys.																	

Accent Ctl+A Birth tag Ctl+B		Bookm Mgr Ctl+K Burial tag Ctl+U		Death tag Ctl+D Family view Ctl+Y		History tag Ctl+H ID jump Ctl+I		Last Subject Ctl+L Last Bookmark Ctl+S		Marriage tag Ctl+M Name Var tag Ctl+V		New Project Ctl+N Open Project Ctl+O		Person View Ctl+P Rel. Calc Ctl+R		Tree View Ctl+T Timelines Ctl+\	
SHFT CTL	HELP	F2 MACRO LIST	F3 MACRO LIST PREV. RPT. ENTRY	F4 MACRO NEW	F5 MACRO EDIT REC.	F6 MACRO WINDOW DEL. REC.	F7 MACRO WINDOW<> ENL. MEMO	F8 MACRO	F9 MACRO OK - CLOSE	F10 MACRO FIND	F11 MACRO CALENDAR	F12 MACRO EXHIB. LOG RESCH. LOG	SHFT CTL				
LAPTOP VERSION - USE THIS ONE IF F1-F12 DISTANCE IS 7.6 INCHES. Stick this part behind function keys.																	

HELP	F2 Macro List	F3 Macro List Prev. Rpt. Entry	F4 Macro New	F5 Macro Edit Record	SHFT Ctl	SHFT Ctl	F6 Macro Window Del. Rec.	F7 Macro Window <> Enl. Memo	F8 Macro	F9 Macro OK - Close	F10 Macro Find	F11 Macro Calendar	F12 Macro Exhib. Log Resch. Log	Shift Ctl			
Use this one for the Microsoft Natural Keyboard. Cut on double line, cut out this area Compliments of Vern Clark						cut out this area											
Accent Ctl+A Birth Tag Ctl+B		Bookm Mgr Ctl+K Burial Tag Ctl+U		Death Tag Ctl+D Family Fiew Ctl+Y		History Tag Ctl+H ID Jump Ctl+I		Last Subject Ctl+L Last Bookm Ctl+S		Marriage Tag Ctl+M NameVar Tag Ctl+V		New Project Ctl+N Open Project Ctl+O		Person View Ctl+P Rel. Calc. Ctl+R		Tree View Ctl+T Timelines Ctl+\	