











1. Basic Hypercard Information

Commands Which Are Used in Almost All Macintosh Programs

Command key:  **(on either side of the Space Bar)**

	+ Q	Quit from a program
	+ N	New file (inside Hypercard: "New card")
	+ O	Open file or program (double-clicking on the icon also does this)
	+ W	Close file (clicking in upper-left hand square also does this)
	+ S	Save (but use "Save As" if you want to use a new file name)
	+ Z	Undo the last thing you did
	+ X	Cut selected area
	+ C	Copy selected area
	+ V	Paste selected area
	+ P	Print

Basic Hypercard Terms:

Card: everything on one screen at one time. When you go to the next screen, you are going to the next card.

Stack: a group of "cards" put together in one file.

Each Hypercard "stack" is really a data file.


To run a Hypercard stack, you must have the Hypercard program and the "Home" stack on the hard drive or on the floppy disk (They do not have to be in the same folder).

Button: an area of the screen which can contain some instructions for the computer

Field: an area of the screen which contains text

Basic Functions:

To see the menu bar: type  + Space Bar



To hide the menu bar: type  + Space Bar

To raise the user access level so that you can work with the Tools:





1. Double-click on the "Home Stack."
2. From the "Go" menu at the top, select "Last" to go to the last card of the Home stack.
3. Click on Level 5, "Scripting," to give yourself full access to all the functions of Hypercard.
4. From the "File" menu at the top, select "Open Stack..."
5. Select the name of the stack that you are working on and click on "Open."



To make a new card easily:

1. Find a card in the stack that is similar to the one you want to make
2. From the "Edit" menu, select "Copy card." This will copy the card into memory.
3. Go to the card immediately before the place where you want the new card to be
4. Type  +  to paste the card into the stack
5. Modify the new card as you like

To delete a card:

- (1) go to the card that you wish to delete
- (2) from the "Edit" menu, select "Delete card." It will be permanently gone (unless your very next step is  +  to undo what you just did!)

To change the order of cards:

- (1) go to the card that you wish to move
- (2) from the "Edit" menu, select "Cut card." This will remove the card from the stack and copy it into memory.
- (3) go to the card immediately before the place where you want the card to be
- (4) type  +  to paste the card into the stack

To change the text in a text field:

- (1) make sure you are in Browse mode:



- (2) click the mouse inside the text field to the right of the text.
- (3) delete the text
- (4) type in the new text

To change the characteristics of a text field (area, font size, etc.):

- (1) make sure you are in Field mode:



2. double click on the actual field to change its options


To change a button:

1. make sure you are in Button mode:



2. double click on the actual button to change its options

“Shortcut” keystrokes to change easily from one mode to another:

To go to “Browse” mode:  + “tab” key one time

To go to “Button” mode:  + “tab” key two times

To go to “Field” mode:  + “tab” key three times