

# Tutorial TVG

## TVG Usage:

- **Ctrl + F** / **Ctrl + R** / **Ctrl + T**
  - f = Focus on text window.
  - r = Focus on entry box.
  - t = Focus on List box.
- **Ctrl + I** = Insert button
  - To insert words by the row that chosen on list box.
    - It will appear on top of the row.
- **Ctrl + W** = Write button
  - 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 + U** = 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].
- +  = Down button
  - To move a row down that chosen on the list box down to the next row by 1.
- +  = Printing button
  - 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].
- +  = 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].
- +  = 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
  - 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 + O` = Arrange button
  - The function mostly used on background for arranging display.
    - Helpful for clearing chosen highlighted 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`

- 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 `Ctrl + N` || Mac `Cmd + N` = CPP button
  - To move or copied any rows to another row within existing rows.
  - 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.
  - Can be use in Editor mode as well.
- **ctrl + 6** = Create File
  - To create a new tvg text file that still empty.
    - Will not be able to open existing file.
- **ctrl + 7** = Editor
  - 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
  - To convert the tvg text note to editor's format for easy editing.

- Usually for long rows is advisable.
- 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 + j` = 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
  - 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.
  - 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.
  - Folded childs are retain even after changing file.
- `Ctrl + Shift + U` = 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
  - 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 formatting 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~~
- **Ctrl + 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 clicking on the check box in html~~
- `Ctrl + Shift + Q` = →
- `Ctrl + Shift + W` = ←
- `Ctrl + Shift + E` = ↔
- `Ctrl + Shift + R` = ±
- `Ctrl + Shift + T` = ™
- `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.
  - Can use Wrap function to unwrapped.
- on = For Checked
  - By default will insert ✓ or >>**[DONE]**<<.
  - With **on** will insert checked-box **[x]** at beginning of a text line.