

Paterson Playbook Editor

Life Plan: Tips & Tricks

Mouse-less Navigation & Chart Completion:

- Use **TAB** to navigate between chart fields.
- Use the **UP AND DOWN ARROW KEYS** to select an item from the status indicator wheel.



- Use the **SPACEBAR** to cycle through Controllability options in the Four Helpful Lists chart.



Rich Text Editor Formatting Capabilities

These abilities are available in selective charts.

- Highlight text to use the toolbar for additional formatting options (italics, bold, underline, preset header formats, and bulleted/numbered lists).



- Use the following keywords to insert a status indicator in a generic chart or other chart with a rich text editor:

- | | |
|------------------|-----------------|
| ◆ [green] | ◆ [green-down] |
| ◆ [green-yellow] | ◆ [yellow-up] |
| ◆ [yellow] | ◆ [yellow-down] |
| ◆ [yellow-red] | ◆ [yellow-flat] |
| ◆ [red] | ◆ [red-up] |
| ◆ [green-up] | ◆ [red-down] |
| ◆ [green-flat] | ◆ [red-flat] |

- To delete a status indicator once you've navigated away from that text field, highlight the image and then use the **BACKSPACE** key.