

## EDIT COMMANDS

### THE WRITER'S TOOL REFERENCE CARD

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#### TO START THE WRITER'S TOOL

- (1) Computer OFF, Disk Drive ON
- (2) Insert The Writer's Tool Cartridge
- (3) Insert The Writer's Tool Disk
- (4) Turn Computer ON
- (5) Wait 30 seconds for Initialization
- (6) Begin Text Entry and Editing

#### TO SAVE TEXT TO DISK

Press **OPTION** then **D**  
then **S** then **Filename**

#### TO LOAD TEXT FROM DISK

Press **OPTION** then **D**  
then **L** then **Filename**

#### TO PRINT TEXT

Press **OPTION** then **P**  
then **P** again

#### TO SEARCH FOR phrase

Press **OPTION** then **S**  
then /  
then type **phrase**  
then **RETURN**  
(**CTRL-S** to continue search)

#### CURSOR MOVEMENT

CTRL-←,→ Cursor Left, Right  
CTRL-↑,↓ Cursor Up, Down

TAB Cursor to next 5th column

CTRL-A,Z Beginning, End of line  
CTRL-W Next Word

CTRL-B,E Beginning, End of text  
CTRL-F,R Page Forward, Reverse  
(text up, down)

CTRL-S Continue Search

#### INSERT COMMANDS

CTRL-INS Insert a blank space  
SHFT-INS Insert a blank line

SHFT-CTRL-INS Insert available space  
SHFT-CTRL-H Insert a header block

CTRL-U Insert last deleted line

#### DELETE COMMANDS

DEL(BACKS) Backspace & delete char.  
CTRL-DEL Delete char. at cursor  
SHFT-DEL Delete screen line

SHFT-CTRL-DEL Delete line w/o beep

CTRL-U Undelete last deleted line  
CTRL-J Delete space to next character  
CTRL-X Delete marked block

#### FONT MODIFIER INSERTION

SHFT-CTRL-E Emphasized print on/off  
SHFT-CTRL-D Double-strike on/off  
SHFT-CTRL-I Italics on/off  
SHFT-CTRL-W Double-Wide on/off  
SHFT-CTRL-U Underline on/off  
SHFT-CTRL-↑ Superscript on/off  
SHFT-CTRL-↓ Subscript on/off

#### BLOCK COMMANDS

CTRL-M Mark a block (insert marker)  
CTRL-C Copy a marked block  
CTRL-X Delete a marked block

#### TEXT ENTRY MODES

CTRL-T Typeover mode on  
CTRL-I Insert mode on

#### CASE CONVERSION (of previously entered text)

CTRL-L Convert to lower case  
CTRL-K Convert to upper case

#### KEYBOARD COMMANDS

SHFT-CAPS Caps-lock  
CAPS/LOWR Caps-Unlock  
CTRL-CAPS Cursor exchange on/off  
▣ or ∩ Inverse video on/off

#### DISPLAY COMMANDS

START Toggle word-wrap on/off  
SELECT Change typeover cursor  
SHFT-CLR Erase status line display  
CTRL-? Restore status line

## MAIN MENU FUNCTIONS

#### MAIN MENU ACCESS

OPTION or CTRL-O displays Main Menu

#### FUNCTION NAMES

SEARCH Search, Search & Replace  
DISKIO Load, Save, Delete disk files  
PRINT Print, Link, Merge, Change  
CLEAR Erase text before/after cursor

#### PRINT PREVIEW

[.]Vnn[RET] Prints to screen pages with  
numbers less than nn.  
Pages with numbers equal  
to, or greater than, nn  
are printed on the printer  
(enter from Print System)

## PRINT FORMAT

#### CHARACTERS WITH FORMAT FUNCTIONS

<RET> End of paragraph or blank line  
ESC TAB Print head to next tab column  
/ Split justify  
| Soft Hyphen  
■ Hard space  
# Replaced by page number when  
present in header or footer

#### COMMAND LINES(brackets excluded)

[.]format command(s)[RET]  
[!]non-printing comment[RET]  
[:]H[RET] Marks start of header  
[:]F[RET] Marks start of footer  
[:][RET] End of header or footer  
[@][RET] Print pause

#### VERTICAL FORMAT COMMANDS

Pnn Set page length to nn/6 inches  
Sn Set line spacing option  
(1=single, 2=double, 3=1.5, 4=1/2)  
Bnn Begin footer on line nn  
E Eject page  
Gnn Group next nn print lines  
(conditional page eject)

#### HORIZONTAL FORMAT COMMANDS

Fn Select Font n (1=Pica, 2=Elite,  
3=Compressed, 4,5=variable)  
Mnn Set left margin to nn spaces  
Inn Indent nn spaces  
Lnn Set line length to nn spaces  
Tn,m Set tabs at print columns n,m  
Xnn Set space between double-  
columns to nn spaces (nn=0  
selects single-column printing)  
C Center next text line  
A Alternate sides of following  
split-justified line on even pgs.

#### OTHER FORMAT COMMANDS

D Reset to default format  
Nnn Set first page number to nn  
Wn Set wait option to n  
(0=continuous, 1=single sheet)