

**Formatting commands**

Enter value, where appropriate, following command.

<b>Bottom margin</b>	<b>CTRL B</b>
<b>Block text right</b>	<b>CTRL C CTRL C</b> before each line, <b>RETURN</b> after
<b>Center text</b>	<b>CTRL C</b> before each line, <b>RETURN</b> after
<b>Chain print files</b>	<b>CTRL V</b> at bottom of file, followed by <b>D</b> (and drive number if other than 1), colon, filename to be chained <i>in upper-case</i> , and <b>RETURN</b>
<b>Double-column printing:</b>	
2nd col. left margin	<b>CTRL M</b>
2nd col. right margin	<b>CTRL N</b>
<b>Elongated print</b>	<b>SELECT E</b> before and after text
<b>Form printing</b>	<b>OPTION INSERT</b> for each blank in form
<b>Headers and footers</b>	<b>CTRL H</b> for header, <b>CTRL F</b> for footer, then text and <b>RETURN</b> for each line
<b>Justified and nonjustified margins</b>	<b>CTRL J</b> and <b>1</b> (justified) or <b>0</b> (nonjustified)
<b>Left margin</b>	<b>CTRL L</b>
<b>Line spacing</b>	<b>CTRL S</b>
<b>Merge files</b>	<b>OPTION L</b>

**Page eject**

**CTRL E** where page break is desired

**Page length**

**CTRL Y** (for continuous printout, set top and bottom margins at **0**)

**Page numbering**

**@ (SHIFT 8)** in header or footer; for starting page number other than 1, **CTRL Q** after **RETURN** that concludes header or footer, then desired page number

**Page wait**

**CTRL W**

**Paragraph indentation**

**CTRL I**

**Paragraph spacing**

**CTRL D**

**Printer controls**

**CTRL O** and decimal code

**Print styles**

*underline ctrl 015 starts  
ctrl 014 stops*

10 CPI

**CTRL G** and **1**

Condensed (16.7 CPI)

**CTRL G** and **2**

(Proportional spacing)

**CTRL G** and **3**

*Emphasis Turn on*  
**Right margin**

**CTRL R**

**Section headings**

**SELECT H**, section level number (1-9), heading text, and **RETURN**

**Subscripts**

**SELECT ↓** before, **SELECT ↑** after

**Superscripts**

**SELECT ↑** before, **SELECT ↓** after

**Top margin**

**CTRL T**

**Cursor movement**

Up **CTRL ↑**  
 Down **CTRL ↓**  
 Left **CTRL ←**  
 Right **CTRL →**  
 Top of file **SELECT T**  
 Bottom of file **SELECT B**  
 Up one screen **OPTION ↑**  
 Down one screen **OPTION ↓**

*Create and Edit only*

Beginning of line **CTRL A**  
 End of line **CTRL Z**  
 Next TAB stop **TAB**

*Print Preview only*

Left 28 spaces **OPTION ←**  
 Right 28 spaces **OPTION →**  
 Left margin **RETURN**

**Underline**

New text **⌘** before and after text  
 Text previously entered **CTRL U** changes ordinary text to underlined or vice versa

**Upper and lowercase characters**

*New text*  
 All uppercase **SHIFT CAPS LOWR**  
 Return to lowercase **CAPS LOWR**  
  
*Text previously entered*  
 Change to uppercase or lowercase **CTRL CAPS LOWR**

**Paragraphs**

Begin paragraph **CTRL P**  
 End paragraph **RETURN**

**Delete text**

Character left of cursor **DELETE BACK S**  
 Character above cursor **CTRL DELETE BACK S**  
 To end of line **SHIFT DELETE BACK S**  
 To end of file **SELECT DELETE BACK S**  
 Restore last deleted text (character, line, or block) **START INSERT**

**Text blocks**

**CTRL X** at beginning and end of text block, then—  
 Delete block **OPTION DELETE BACK S**  
 Duplicate block Position cursor at new location, **OPTION D**  
 Move block Position cursor at new location, **OPTION M**

**Search and replace**

**SELECT S**, then follow prompts in Message Window; **BREAK** cancels search

**TABS**

Clear TAB stops **CTRL TAB**  
 Set TAB stop at cursor **SELECT TAB**

**Free memory check**

**OPTION F** (while in Edit mode)

**Print preview**

**OPTION P**

**Halt printing**

**BREAK**

**Return to menu**

**ESC**