THE WRITER'S TOOL
REFERENCE CARD

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EDIT COMMANDS

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 Typewriter mode on
CTRL-I Insert mode on

CASE CONVERSION
(apply to 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
CT.:L-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][][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
Fnn Select Font n (1=Pica, 2=Elite,
3=Compressed, 4=variable)
Mnn Set left margin to nn spaces
Imm Indent nn spaces
Lnn Set line length to nn spaces
Tnm Set tabs at print columns n,m
Xnn Set space between double-
columns to nn spaces (n=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