

**Cursor movement**

Up	<b>CTRL ↑</b>
Down	<b>CTRL ↓</b>
Left	<b>CTRL ←</b>
Right	<b>CTRL →</b>
Top of file	<b>SELECT T</b>
Bottom of file	<b>SELECT B</b>
Up one screen	<b>OPTION ↑</b>
Down one screen	<b>OPTION ↓</b>

*Create and Edit only*

Beginning of line	<b>CTRL A</b>
End of line	<b>CTRL Z</b>
Next TAB stop	<b>TAB</b>

*Print Preview only*

Left 28 spaces	<b>OPTION ←</b>
Right 28 spaces	<b>OPTION →</b>
Left margin	<b>RETURN</b>

**Underline**

New text	⌘ before and after text
Text previously entered	<b>CTRL U</b> changes ordinary text to underlined or vice versa

**Upper and lowercase characters**

<i>New text</i>	
All uppercase	<b>SHIFT CAPS LOWR</b>
Return to lowercase	<b>CAPS LOWR</b>
<i>Text previously entered</i>	
Change to uppercase or lowercase	<b>CTRL CAPS LOWR</b>

**Paragraphs**

Begin paragraph	<b>CTRL P</b>
End paragraph	<b>RETURN</b>

**Delete text**

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

**Text blocks**

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

**Search and replace**

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

**TABS**

Clear TAB stops	<b>CTRL TAB</b>
Set TAB stop at cursor	<b>SELECT TAB</b>

**Free memory check**

**OPTION F**

**Print preview**

**OPTION P**

**Halt printing**

**BREAK**

**Return to menu**

**ESC**

## 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 uppercase</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>

<b>Page eject</b>	<b>CTRL E</b> where page break is desired
<b>Page length</b>	<b>CTRL Y</b> (for continuous printout, set top and bottom margins at <b>0</b> )
<b>Page numbering</b>	<b>@ (SHIFT 8)</b> in header or footer; for starting page number other than 1, <b>CTRL Q</b> after <b>RETURN</b> that concludes header or footer, then desired page number
<b>Page wait</b>	<b>CTRL W</b>
<b>Paragraph indentation</b>	<b>CTRL I</b>
<b>Paragraph spacing</b>	<b>CTRL D</b>
<b>Printer controls</b>	<b>CTRL 0</b> and decimal code
<b>Print styles</b>	
10 CPI	<b>CTRL G</b> and <b>1</b>
Condensed (16.7 CPI)	<b>CTRL G</b> and <b>2</b>
Proportional spacing	<b>CTRL G</b> and <b>3</b>
<b>Right margin</b>	<b>CTRL R</b>
<b>Section headings</b>	<b>SELECT H</b> , section level number (1–9), heading text, and <b>RETURN</b>
<b>Subscripts</b>	<b>SELECT ↓</b> before, <b>SELECT ↑</b> after
<b>Superscripts</b>	<b>SELECT ↑</b> before, <b>SELECT ↓</b> after
<b>Top margin</b>	<b>CTRL T</b>