ATARI®

Microsoft® Write

A word-processing program for all
MEGA™ and ST™ computers

Quick Reference Guide

EDITING

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Selecting Text

Insertion point	Click at desired point.
Character	Drag across it.
Word	Double-click on any character in the word.
Previous word	Press [Shift] and hold [Alternate] and press [Backspace].
Line of text	Click in the invisible selection bar to the left of line.
Sentence	Press [Control] and click anywhere in sentence.
Paragraph	Move into the invisible selection bar next to any line in paragraph. Double-click.
Part of paragraph	Click in selection bar next to first line you want to select. Drag across rest. Or, extend selection.
Entire document	Move into selection bar. Hold down [Control] and click.
Extend selection	Move pointer from original selection to end of text you want to select. [Shift] click.

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Deleting Text

To Delete:	To Clipboard	Permanently
One character	Select character and choose Cut command.	Backspace over it.
Text	Select text and choose Cut command	Select text and press [Backspace].
Entire document	Select document and choose Cut command.	Select document and press [Backspace].
		Select document and choose Clear command.
		Select document and begin typing.

Copying and Moving Text

1. Select text.
2. Choose Copy command to copy text; choose Cut command to move text.
3. Select insertion point.
4. Choose Paste command.

KEY SEQUENCES

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Commands

About Write	[Help]	
Starting and	New	[Control] [N]
Stopping	Open	[Control] [O]
	Close	[Control] [W]
	Print	[Control] [P]
	Save	[Control] [S]
	Quit	[Control] [Q]
Editing	Undo	[Undo]
	Clear	[Control] [B]
	Cut	[Control] [X]
	Copy	[Control] [C]
	Paste	[Control] [V]
	Show Ruler	[Control] [R]
	Show ¶	[Control] [Y]
	Find	[Control] [F]
	Change	[Control] [H]
	Go To	[Control] [G]
Formatting	Formats (Character)	[Control] [D]
	Formats (Paragraph)	[Control] [M]
	Tabs	[Control] [T]
	Footnote	[Control] [E]
	Repaginate	[Control] [J]

The Function Keys

Find Next	[F1]
Repeat Last Edit	[F2]
New Window	[F3]
Open Window	[F4]
Close Window	[F5]
Save Document	[F6]
Print Document	[F7]
Show/Hide Ruler	[F8]
Repaginate	[F9]
Quit	[F10]

Editing Keys

Nonbreaking fixed-sized space	[Control] [Spacebar]
New page	[Shift] [Control] [Return]
New line	[Shift] [Return]
Optional hyphen	[Control] [-] (hyphen)
Expand glossary name	[Control] [Backspace]
Again key	[Control] [A]
Start new division	[Control] [Return]
Insert leading "print merge" quote («)	[Alternate] [[ ] (left bracket)
Insert trailing "print merge" quote (»)	[Alternate] [ ]] (right bracket)

Character Formats

Plain Text	[Alternate] [Spacebar]
Boldface	[Alternate] [B]
Italic	[Alternate] [I]
Underline	[Alternate] [U]
Outline	[Alternate] [D]
Superscript	[Alternate] [=]
Subscript	[Alternate] [–]
Decrease font size	[Alternate] [<]
Increase font size	[Alternate] [>]
Font change	[Alternate] [E] [number]

The numbers for the fonts are:

1. System
2. Swiss
3. Dutch
4. Typewriter

Note: Fonts 2, 3, and 4 are available only with GDOS installed.

Paragraph Formats

Normal	[Alternate] [P]
Left aligned	[Alternate] [L]
Right aligned	[Alternate] [R]
Centered	[Alternate] [C]
Justified	[Alternate] [J]
Open space	[Alternate] [O]
Indent first line 0.5-inch	[Alternate] [F]
Nest paragraph 0.5-inch	[Alternate] [N]
Unnest paragraph	[Alternate] [M]
Hanging indent	[Alternate] [T]

Mouse Copy and Move

Moves text	[Alternate] [Shift] Click
Copies text	[Alternate] Click
Copies formatting	[Alternate] [Control] Click

Keyboard Control

Line Up	[up arrow]
Scroll Up	[Control] [up arrow]
Top of Screen	[Delete] [up arrow]
Page Up	[Insert]
Top of Document	[Delete] [Insert]
Line Down	[down arrow]
Scroll Down	[Control] [down arrow]
Bottom of Screen	[Delete] [down arrow]
Page Down	[Clr/Home]
End of Document	[Delete] [Clr/Home]
Character Left	[left arrow]
Beginning of Line	[Delete] [left arrow]
Word Left	[Control] [left arrow]
Sentence Left	[Delete] [Control] [left arrow]
Character Right	[right arrow]
End of Line	[Delete] [right arrow]
Word Right	[Control] [right arrow]
Sentence Right	[Delete] [Control] [right arrow]

PRINT MERGE INSTRUCTIONS

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Surround each instruction with « ». These special characters are international quotation marks.

Press [Alternate] [[ ] (left bracket) to get «.
Press [Alternate] [ ]] (right bracket) to get ».

The following instructions can be inserted into the main document:

«ASK field = ?prompt»

Field is any individual data item. Prompt is a prompt you specify. The first question mark after the equal sign is required. This instruction prompts you for the contents of the field when the form document is printed.

«DATA merge document»

Type the name of the merge document you want combined with the main document.

«IF field = data»text…«ENDIF»

This instruction sets up a condition under which the text you specify will be printed if the information in the merge document meets a certain condition.

«IF field = data»text…«ELSE»text…«ENDIF»

This instruction specifies a condition under which the first text will be used; if this condition is not met, then the text following «ELSE» is used. «ENDIF» marks the end of the conditional instruction. Field is the name of the field—for example, name. Data is the corresponding information in the merge document.

«IF field operator value»text...«ELSE»text...«ENDIF»

This instruction is used like the previous one, except that you can use a mathematical comparison operator other than the equal sign to specify a condition.

«INCLUDE filename.doc»

This instruction inserts the text of the document named in the instruction into the main document. The second document will be inserted at the location where the INCLUDE instruction is encountered. (The number of documents you can include is limited by disk space only.)

«NEXT»

This instruction uses the next data record immediately, instead of waiting until the next copy is printed. This is useful if you want to print your data out as a list in one document, instead of merging the data into a form letter.

«SET field = information»

Sets a field equal to information that will not vary from copy to copy.

«SET field = ?prompt»

This instruction sets a prompt that you will see whenever the field is encountered.

C300237-001 Rev. A