

NO-FILE COMMANDS

Description	Command	Section
Open Document file	D	1
Rename file	E (^ KE)	1
File directory on/off	F (^ KF)	1
Set help level	H (^ JH)	1
Change logged disk	L (^ KL)	1
Run MailMerge (optional)	M	9-12
Open non-document	N	6
Copy file	O (^ KO)	1
Print file	P (^ KP)	7, 8
Run program	R	1
Run SpellStar (optional)	S	1, 13
Exit to operating system	X	1
Delete file	Y (^ KJ)	1

HELP MENUS

Description	Command	Section
Help menu	^ J	2
Block menu	^ K	2
Onscreen menu	^ O	2
Print menu	^ P	2
Quick menu	^ Q	2

CURSOR MOVEMENT

Description	Command	Section
Right character	^ D	3
Left character	^ S	3
Up line	^ E	3
Down line	^ X	3
Right word	^ F	3
Left word	^ A	3
Tab right	^ I	3, 4, 6
Top of screen	^ QE	3
Bottom of screen	^ QX	3
Beginning of file	^ QR	3
End of file	^ QC	3
Right end line	^ QD	3
Left side screen	^ QS	3
Block beginning	^ QB	3
Block end	^ QK	3
Find misspelling	^ QL	13
Position before previous command	^ QP	3
Start of last find/replace	^ QV	3
To marker 0-9	^ Q0-Q9	5

SCROLLING

Description	Command	Section
Down line	^ W	3
Up line	^ Z	3
Up screenful	^ C	3
Down screenful	^ R	3
Continuous up scroll	^ QZ	3
Continuous down scroll	^ QW	3

BASIC EDITING COMMANDS

Description	Command	Section
Delete character	^ G	3
Delete character left	DEL	3
Delete word right	^ T	3
Delete line	^ Y	3
Delete to end of line	^ QY	3
Delete to beg. of line	^ QDEL	3
Insert on/off	^ V	3
Insert carriage return (blank line)	^ N	3
Reform paragraph	^ B	4

FORMATTING

Description	Command	Section
Paragraph tab	^ OG	4
Variable tabbing on/off	^ OV	4, 6
Center line	^ OC	4
Left margin set	^ OL	4
Right margin set	^ OR	4
Margin release	^ OX	4
Set margins and tabs from file line	^ OF	4
Tab set	^ OI	4
Tab clear	^ ON	4
Justification on/off	^ OJ	4
Line space setting	^ OS	4
Page break display on/off	^ OP	4
Ruler display on/off	^ OT	2, 4
Word wrap on/off	^ OW	4
Print control display on/off	^ OD	4
Hyphen help on/off	^ OH	4
Soft hyphen entry on/off	^ OE	4

FILE/BLOCK OPERATION

Description	Command	Section
Column mode on/off	^ KN	6
Mark block beg.	^ KB	6
Mark block end	^ KK	6
Hide/display block	^ KH	6
Copy block	^ KC	6
Delete block	^ KY	6
Move block	^ KV	6
Write block to file	^ KW	6
Set/hide marker 0-9	^ K0-K9	5
Read file into text	^ KR	6
Copy file	^ KO	6
Rename file	^ KE	6

SEARCH & REPLACE

Description	Command	Section
Find string	^ QF	5
Find & replace	^ QA	5
Find/replace again	^ L	5

SAVING FILES

Description	Command	Section
Save and resume	^ KS	3
Save, done edit	^ KD	3
Save, exit to system	^ KX	3
Abandon edit	^ KQ	3

PRINTER CONTROLS

Description	Command	Section
Alternate pitch (12)	^ PA	7
Boldface beg./end	^ PB	7
Double strike beg./end	^ PD	7
Non-break space	^ PO	4, 7
Overprint next char.	^ PH	4, 7
Overprint next line	^ P RETURN	4, 7
Print pause	^ PC	7
Ribbon color change	^ PY	7
Standard pitch (10)	^ PN	7
Strikeout beg./end	^ PX	7
Subscript beg./end	^ PV	7
Superscript beg./end	^ PT	7
Underscore beg./end	^ PS	7
Phantom space	^ PF	7
Phantom rubout	^ PG	7
User printer controls	^ P Q, W, E, R	7

