OPENING MENU COMMANDS

Description	Command
Change logged disk drive	L

Commands To Open A File

Open a document file	D
Open a non-document file	N

File Commands

Print a file	P
Delete a file	Y
Copy a file	O*

System Commands

Transmit a file	T
Receive a file	C*
Exit to system	X

* Does not ask before writing over existing file.

OTHER MENUS

Description	Command
(From Main Menu Only)	
Block Menu	^K
Onscreen Menu	^O
Print Menu	^P
Quick Menu	^Q
(Space bar returns you to your file.)	
Main Menu	HELP
System Display	CTRL/HELP

MOVE CURSOR

Description	Command
Right one character	^D
Left one character	^S
Up one line	^E
Down one line	^X
Right one word	^F or CTRL/→
Left one word	^A or CTRL/←
To tab right with insert OFF	^I or TAB
To top of screen	^QE
To bottom of screen	^QX
To top of file	^QR
To end of file	^QC
To right end of line	^QD
To left end of line	^QS
To top of block	^QB
To end of block	^QK
To position before previous command	^QP
To start of last find/replace	^QV
Find/replace text again	^L
To marker 0-9	^Q0-Q9

SCROLL (MOVE SCREEN)

Description	Command
Up one line	^W or SHIFT/↑
Down one line	^Z or SHIFT/↓
Up one screen	^R or CTRL/↑
Down one screen	^C or CTRL/↓
Up screen continuously	^Q^Q^W
Down screen continuously	^Q^Q^Z

FORMAT

Description	Command
Variable tabbing ON/OFF	^OV
Center text	^OC
Set left margin	^OL
Set right margin	^OR
Release margins	^OX
Set margins and tabs from text line	^OF
Set tabs	^OI
Clear tabs	^ON
Justification ON/OFF	^OJ
Set line spacing	^OS
Page break display ON/OFF	^OP
Ruler display ON/OFF	^OT
Word wrap ON/OFF	^OW
Print control display	Always on
Re-form paragraph	^B

DELETE AND INSERT

Description	Command
Delete character	^G
Delete character left	DEL
Delete word right	^T
Delete line	^Y
Delete to end of line	^QY
Delete to beginning of line	^Q DEL
Delete a block	^KY
Delete a file	^KJ
Insert ON/OFF	^V
Insert carriage return (blank line)	^N

FIND AND REPLACE

Description	Command
Find text	^QF
Find and replace text	^QA
Find/replace text again	^L
Cursor to start of last find/replace	^QV

SAVE FILES

Description	Command
Save and resume edit	^KS
Save and return to Opening Menu	^KD
Save and exit to system	^KX
Abandon file without saving	^KQ

MISCELLANEOUS

Description	Command
Repeat following command or character	^QQ
Interrupt command	^U

FILE AND BLOCK OPERATIONS

Description	Command
Mark/unmark block beginning	^KB
Mark/unmark block end	^KK
Hide/show marked block	^KH
Copy block	^KC
Delete block	^KY
Move block	^KV
Write block into another file	^KW*
Read file into document	^KR
Set/remove marker 0-9	^K0-9
Print file	^KP
Delete file	^KJ
Change logged disk drive	^KL

*Does not ask before writing over existing file.