

Instructions for assembling a table-top reference card:



1) Use your scissors to cut along the dotted lines on the reverse side of this card at both top and bottom.

2) Fold card along the scored lines. Join back ends together at the cuts by sliding one half of one end under the top of the other end.

EDITING AND DISK COMMANDS

SELECTING SCREEN WIDTH AND COLOR

Change screen width SELECT S
Screen color SELECT 1, 1
Character intensity SELECT ←, →

SELECTING TYPING MODE

Toggle Insert/Type-Over mode OPTION I

MAIN MENU

OPTION E

STATUS WINDOW

OPTION U

DISK COMMANDS FOR LOADING AND SAVING FILES

Load File OPTION L
Save File OPTION S
Append File OPTION A
Extract File OPTION X

VIEWING DISK CATALOG

OPTION + drive #

CURSOR MOVEMENT

Cursor left CTRL ←

Cursor right
Cursor up
Cursor down
Cursor to beginning of line
Cursor to end of line
Top/Bottom of screen
Page down
Page up
Bottom of file
Top of file
Tab Cursor
Set tab
Clear tab

DELETING CHARACTERS AND LINES

Delete left of cursor DEL/BACK S
Delete right of cursor CTRL DEL/BACK S
Delete line CTRL D
Restore deleted line CTRL R

Insert space

Insert line CTRL INSERT

SHIFT INSERT

CTRL →

CTRL I

CTRL I

OPTION →

OPTION →

OPTION H

OPTION I

OPTION I

OPTION B

OPTION T

TAB

SHIFT TAB

CTRL TAB

MOVING, DUPLICATING, DELETING BLOCKS OF TEXT

Delete file Cursor to end of file OPTION >
Cursor to top of file OPTION <

Move block

Mark beginning OPTION M

Mark end and delete OPTION D

Insert block SELECT C

Duplicate block

Mark beginning OPTION M

Mark end OPTION C

Insert block SELECT C

Delete block

Mark beginning OPTION M

Mark end and delete OPTION D

SEARCH AND REPLACE

Search

Define phrase OPTION F

Search for phrase SELECT F

Replace

Define phrase OPTION R

Replace phrase SELECT R

Exit search or replace BREAK

PRINTING

FORMATTING COMMANDS FOR ARRANGING TEXT ON THE PRINTED PAGE

Use ATARI key to type these commands in inverse video (can be upper- or lowercase). Follow commands with a number (n) where indicated.

Right margin rm n

Left margin lm n

Top margin tm n

Bottom margin bm n

Page length pl n

Line spacing ls n

Justify right margin j

Unjustify right margin nj

Eject page ej

Relative margins

Increase right margin rm -n

Decrease right margin rm +n

Increase left margin lm +n

Decrease left margin lm -n

Indent in +n, in -n

Center text c

Block text right br

Page numbering @

Set page numbering p/n

Header h

Even header eh

Odd header oh

Footer f

Even Footer ef

Odd Footer of

PRINT FEATURES AND TYPE STYLE COMMANDS

Chain files cf

Underline u

Italics i

Bold b

Elongated e

Subscript ESC CTRL 1

Superscript ESC CTRL 1

Condensed (Elite) el

Standard (Pica) pi

Proportional pr

Need n lines for following table n n

Tabs-define for printed page t n

Tabs-indicate ESC TAB

DATABASE ACCESS

Open file op

Read file re

Skip file sk

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EDITING AND DISK COMMANDS

SELECTING SCREEN WIDTH AND COLOR

Change screen width **f3 S**
Screen color **f8**
Character intensity **f6**

SELECTING TYPING MODE

Toggle Insert/Type-Over mode **f1 I**

MAIN MENU

STATUS WINDOW **f1 E**
f1 U

DISK COMMANDS FOR LOADING AND SAVING FILES

Load File **f1 L**
Save File **f1 S**
Append File **f1 A**
Extract File **f1 X**

VIEWING DISK CATALOG

f1 Ø

CURSOR MOVEMENT

Cursor left **SHIFT ←**

Cursor right
Cursor up
Cursor down
Cursor to beginning of line
Cursor to end of line
Top/Bottom of screen
Page down
Page up
Bottom of file
Top of file
Tab Cursor
Set tab
Clear tab

DELETING CHARACTERS AND LINES

Delete left of cursor **INST/DEL**
Delete right of cursor **CTRL G**
Delete line **CTRL D**
Restore deleted line **CTRL R**

Insert space

Insert line **SHIFT INST/DEL**

SHIFT ↑
SHIFT ↓

CTRL B

CTRL E

CLR/HOME

f1 +

f1 -

f1 B

f1 T

CTRL I

CTRL !

CTRL !

MOVING, DUPLICATING, DELETING BLOCKS OF TEXT

Delete file **f1 >**
Cursor to end of file **f1 <**
Cursor to top of file

Move block

Mark beginning **f1 M**

Mark end and delete **f1 D**

Insert block **f3 C**

Duplicate block **f1 M**

Mark beginning **f1 C**

Mark end **f3 C**

Insert block

Delete block **f1 M**

Mark beginning **f1 D**

Mark end and delete

FIND AND REPLACE

Find **f1 F**

Define phrase **f3 F**

Find phrase

Replace **f1 R**

Define replacement **f3 R**

Replace phrase **RUN/STOP**

Exit find or replace

PRINTING

FORMATTING COMMANDS FOR ARRANGING TEXT ON THE PRINTED PAGE

Use COMMODORE key to type these commands in inverse video. Follow commands with a number (n) where indicated.

Right margin **RMn**

Left margin **LMn**

Top margin **TMn**

Bottom margin **BMn**

Page length **PLn**

Line spacing **LSn**

Justify right margin **J**

Unjustify right margin **NJ**

Eject page **EJ**

Relative margins

Increase right margin **RM-n**

Decrease right margin **RM+n**

Increase left margin **LM+n**

Decrease left margin **LM-n**

Indent **IN+n, IN-n**

Center text **C**

Block text right **BR**

Page numbering **PN**

Set page numbering **PN**

Header **H**

Even header **EH**

Odd header **OH**

Footer **F**

Even Footer **EF**

Odd Footer **OF**

PRINT FEATURES AND TYPE STYLE COMMANDS

Chain files **CFØ:**

Underline **U**

Italics **I**

Bold **B**

Elongated **E**

Subscript **L**

Superscript **R**

Condensed (Elite) **EL**

Standard (Pica) **PI**

Proportional **PR**

Need n lines for following table **Nn**

Tabs-define for printed page **TWn**

Tabs-indicate **T**

DATABASE ACCESS

Open file **OP**

Read file **RE**

Skip file **SK**