

CUT AND PASTE™ COMMAND SUMMARY

TO START

1. Start up the PROGRAM disk as you would any other. Replace it with a DOCUMENT disk when prompted to do so and press **RETURN**.
2. To work on a document, use the arrow keys to select the document name, then press **ESC** (to turn on the command menu) and **RETURN** (to do the Load command). To begin a new document select the document name BLANK before pressing **ESC** and **RETURN**.

TO USE THE COMMAND MENU (the second line from the bottom of the screen)

ESC turns the menu on.

← **→** select commands.

RETURN does the selected command.

ESC turns the menu off without doing a command.

KEYBOARD COMMANDS (for menu commands see side 2)

TO ENTER AND DELETE TEXT

← **→** **|** **|** move the cursor without disturbing the text.

DELETE – erases the character to the left of the cursor.

RETURN – ends a paragraph.

TAB – moves the cursor to the next tab stop, inserting spaces in the process (tab stops are preset every five spaces).

CONTROL - **N** – indent the left margin 5 spaces to the right.

CONTROL - **R** – reset the left margin 5 spaces to the left.

TO EDIT TEXT

CONTROL - **A** (for anchor) followed by **←** or **|** – marks text for changing.

(**←** or **|** erases the marking)

CONTROL - **C** – “cut” marked text into the buffer.

CONTROL - **P** – “pastes” down a marked copy of the buffer contents.

If there's already marked text in a document, 1) **CONTROL** - **P** replaces it with a marked copy of the buffer contents, 2) simply typing will type over it, 3) **CONTROL** - **A** turns the marking off.

TO MOVE RAPIDLY IN A DOCUMENT

CONTROL - **S** – moves the cursor to the start of a document.

CONTROL - **E** – moves the cursor to the end of a document.

CONTROL - **F** – “pages” forward one screen-full of text in a document.

CONTROL - **B** – “pages” backwards one screen-full of text in a document.

TO TELL THE PRINTER TO START A NEW PAGE

– – – – on a line by itself, causes the printer to begin a new page.

CAPACITY INFORMATION

When you have a document on the screen, the number in the upper right hand corner tells how many characters you can still fit into the computer's memory. (For an approximate translation of characters into words, divide by 5.) To see what the maximum possible document size is, make sure the buffer is empty and load BLANK.

When you have a catalog on the screen, the number in the upper right hand corner tells how many blocks of space are left on the disk. One block holds 1024 characters (approximately 200 words).

Manual Page No. CUT AND PASTE MENU COMMANDS (ESC turns on menu; arrows select commands; Return does selected command.)

- 2 LOAD – loads selected catalog document into memory.
- 3 SAVE – copies the document in memory onto a document disk.
- SAVE SAME – saves a document under the same name you last used to save it.
- SAVE NEW – saves a document under a new name after opening a place in the catalog for you to type in the name you want. Document names cannot be longer than 12 characters.
- 6 – 8 PRINT – lets you set your margins (in inches), number your pages, etc., then print either the document in memory or the catalog, whichever was on the screen when you selected Print.
- QUIT – erases the document in memory, returns you to the prompt that asks for a document disk.
- CATALOG – puts on the screen a listing of the contents of the document disk in the drive.
- DOCUMENT – puts the document currently in memory on the screen.
- 4 – 5 CUT – cuts into the buffer whatever has been marked using **CONTROL-A** (for anchor) and the right and down arrow keys. **CONTROL-C** also does cut.
- 4 – 5 PASTE – puts down a marked copy of whatever was last cut into the buffer. **CONTROL-A** removes the marking highlight. **CONTROL-P** also does paste.
- 9 INDENT – moves the left margin 5 spaces to the right. **CONTROL-N** also does indent.
- 9 UNINDENT – cancels the last indent command by moving the left margin back 5 spaces to the left. **CONTROL-R** (for reset) also does unindent.
- BUFFER – lets you see what's in the buffer and decide whether to empty it. (Note: The buffer contents will not look the same as when they are pasted down. Indents, if any, will not show; words may appear split across 2 lines; the display will automatically scroll to the end of the material.)
- 10 DELETE – deletes the selected document name from the catalog and the document from the disk.
- 10 RENAME – lets you give a document a new name.
- 10 COPY-DISK – lets you make another copy of an existing document disk. (It's a good idea to write protect the disk you want to make a copy of before using this command. The disk you want to copy to must have been formatted.)
- 10 FORMAT-DISK – lets you create a new document disk.
- 11 DRIVE 2 – lets you switch between two disk drives.
- 6 SETUP – lets you customize your Cut and Paste settings for your monitor and printer.