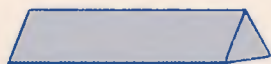


Instructions for assembling a table-top reference card:



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.

<p>MOVING, DUPLICATING, DELETING BLOCKS</p> <p>Cursor to end of file F1 > Cursor to top of file F1 < Move block CTRL B Delete file SHIFT ↓ OF TEXT Mark beginning CTRL E Mark end and delete CLR/HOME Insert block F1 + Duplicate block F1 - Mark beginning F1 B Mark end F1 T Insert block CTRL I Delete block CTRL I Mark beginning CTRL I Mark end CTRL I Insert block CTRL I Delete block CTRL I FIND AND REPLACE Mark beginning F1 M Mark end and delete F1 M Find F1 D Define phrase F1 F Find phrase F1 F Replace F1 R Define replacement F1 R Replace phrase F1 R Exit find or replace RUNN/STOP</p>	<p>DELETING CHARACTERS AND LINES</p> <p>Cursor right SHIFT → Cursor up F3 S Cursor down F6 Cursor to beginning of line F8 Cursor to end of line SHIFT ← Top/Bottom of screen F1 I Page down F1 E Page up F1 U Bottom of file F1 E Top of file F1 U Tab Cursor F1 U Clear tab F1 E Restore deleted line F1 X Delete right of cursor F1 A Delete left of cursor F1 S Delete line F1 X Delete deleted line F1 Ø Insert space SHIFT INST/DEL Insert line SHIFT I</p>	<p>SELECTING SCREEN WIDTH AND COLOR</p> <p>Change screen width F3 S Screen color F6 Character intensity F8</p> <p>SELECTING TYPING MODE</p> <p>Toggle Insert/Type-Over mode F1 I</p> <p>MAIN MENU</p> <p>Status Window F1 U</p> <p>DISK COMMANDS FOR LOADING AND SAVING FILES</p> <p>Load File F1 L Save File F1 S Append File F1 X Extract File F1 Ø</p> <p>VIEWING DISK CATALOG</p> <p>Cursor left SHIFT ←</p>
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EDITING AND DISK COMMANDS

PRINTING

FORMATTING COMMANDS FOR ARRANGING TEXT ON THE PRINTED PAGE

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

Right margin RMn	Center text C	Bold B
Left margin LMn	Block text right BR	Elongated E
Top margin TMn	Page numbering PN	Subscript I
Bottom margin BMn	Set page numbering IN	Superscript R
Page length PLn	Header H	Condensed (Elite) EL
Line spacing LSn	Even header EH	Standard (Pica) PI
Justify right margin J	Odd header OH	Proportional PR
Unjustify right margin NJ	Footer F	Need <i>n</i> lines for following table Nn
Eject page EJ	Even Footer EF	Tabs-define for printed page TWn
Relative margins	Odd Footer OF	Tabs-indicate T
Increase right margin RM-n	PRINT FEATURES AND TYPE STYLE COMMANDS	DATABASE ACCESS
Decrease right margin RM+n	Chain files CF Ø:	Open file OP
Increase left margin LM+n	Underline U	Read file RE
Decrease left margin LM-n	Italics I	Skip file SK
Indent TN+n, TM-n		

EDITING AND DISK COMMANDS

SELECTING SCREEN WIDTH AND COLOR

Change screen width	f3 S
Screen color	f6
Character intensity	f8

SELECTING TYPING MODE

Toggle Insert/Type-Over mode	f1 I
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MAIN MENU

	f1 E
--	------

STATUS WINDOW

	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	SHIFT ↑
Cursor down	↓
Cursor to beginning of line	CTRL B
Cursor to end of line	CTRL E
Top/Bottom of screen	CLR/HOME
Page down	f1 +
Page up	f1 -
Bottom of file	f1 B
Top of file	f1 T
Tab Cursor	CTRL I
Set tab	CTRL ↑
Clear tab	CTRL ↓

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

	SHIFT INST/DEL
--	----------------

Insert line

	SHIFT ↑
--	---------

MOVING, DUPLICATING, DELETING BLOCKS OF TEXT

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

Move block

Mark beginning	f1 M
Mark end and delete	f1 D
Insert block	f3 C

Duplicate block

Mark beginning	f1 M
Mark end	f1 C
Insert block	f3 C

Delete block

Mark beginning	f1 M
Mark end and delete	f1 D

FIND AND REPLACE

Find	
Define phrase	f1 F
Find phrase	f3 F

Replace

Define replacement phrase	f1 R
Replace phrase	f3 R
Exit search or replace	RUN/STOP

PRINTING

FORMATTING COMMANDS FOR ARRANGING TEXT ON THE PRINTED PAGE.

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

Right margin	RM <i>n</i>
Left margin	LM <i>n</i>
Top margin	TM <i>n</i>
Bottom margin	BM <i>n</i>
Page length	PL <i>n</i>
Line spacing	LS <i>n</i>
Justify right margin	J
Unjustify right margin	NJ
Eject page	EJ

Relative margins

Increase right margin	RM- <i>n</i>
Decrease right margin	RM+ <i>n</i>
Increase left margin	LM+ <i>n</i>
Decrease left margin	LM- <i>n</i>

Indent	IN+ <i>n</i> , IN- <i>n</i>
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Center text	C
-------------	---

Block text right	BR
------------------	----

Page numbering	PN
----------------	----

Set page numbering	P <i>n</i>
--------------------	------------

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 <i>n</i> lines for following table	N <i>n</i>
---	------------

Tab-define for printed page	TW <i>n</i>
-----------------------------	-------------

Tab-indicate	T
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DATABASE ACCESS

Open file	OPØ:
-----------	------

Read file	RE
-----------	----

Skip file	SK
-----------	----