Pocket Writer 2
Quick Reference Chart

Key	Action
< f1 >	enters/exits insert mode
< f2 >	end of file
< f3 >	forward one word
< f4 >	backward one word
< f5 > or < ESC >	enter/leave formatting menu
< f6 >	reformat text
< f7 > or < HELP >	get help
< f8 > or < SHIFT > < HELP >	exit help
< CRSR right >	right one character
< CRSR left >	left one character
< CTRL > < CRSR right >	to last character in line
< CTRL > < CRSR left >	to first character in line
< CRSR down >	down one line
< CRSR up >	up one line
< CTRL > < CRSR down >	down one screen
< CTRL > < CRSR up >	up one screen
< ← > or < TAB >	forward one tab
< SHIFT > < ← >	back one tab
< CTRL > < ← >	set/clear tab at cursor
< CTRL > < SHIFT > < ← >	clear all tabs
< HOME >	top left of screen
< HOME > again	top of file
< DEL >	delete one character
< INST >	insert one space
< CLR >, y, < RETURN >	clear (erase) text from current line to end
< CAPS LOCK >	enters/exits capitals mode (128)
< SHIFT > +	[
< SHIFT > −	]
< SHIFT > £	|
< SHIFT > @	`
< SHIFT > *	−
< SHIFT > ↑	~
< CTRL > 1	é
< CTRL > 2	è
< CTRL > 3	ë
< CTRL > 4	à
< CTRL > 5	ä
< CTRL > 6	ù
< CTRL > 7	ö
< CTRL > 8	ï
< CTRL > 9	û
< CTRL > 0	ç
< CTRL > < SHIFT > 0 to 9	redefined characters
< CTRL > < f1 >	change text color
< CTRL > < f2 >	change tab line color
< CTRL > < f3 >	change background color
< CTRL > < f4 >	change border color (64 only)
< CTRL > < f5 >	change help/format menu color
CTRL < f6 >	change color of text in help area (64 only)
CTRL < f7 >	change superscript color (64 only)
CTRL < f8 >	change subscript color (64 only)
CTRL a	alter file type (between text and sequential)
CTRL b	defines range as a block after < CTRL > r
CTRL b	starts/ends boldface or boldfaces range/
CTRL B	turns bell on/off
CTRL c	copies range (inserts current memorized range)
CTRL C	turns capitals on/off (64 only)
< CTRL > d	(highlighting present) deletes range, or finishes defining range and deletes
< CTRL > d, then l w s or p	(highlighting not present) deletes current letter, word, sentence or paragraph
< CTRL > D	change device number (printer, and in 64, drive)
< CTRL > e	turn edit delete on/off (reverse deletion direction)
< CTRL > f	restores format of linked file to original
< CTRL > g	go to page
< CTRL > G	turns global mode on/off
< CTRL > h	turns help on/off
< CTRL > H	dumps help memory
< CTRL > i	starts/ends italics or italicizes range/removes italic from range
< CTRL > k	clears current range from memory
< CTRL > m	moves range (if no range highlighted, inserts current memorized range)
< CTRL > M	displays bytes of memory free
< CTRL > n	enters/exits numeric mode
< CTRL > r	starts or ends definition of range, clears highlighted range
< CTRL > R	loads GEOS file
< CTRL > s	sorts block range in alphanumeric order
< CTRL > S	sorts block range in reverse alphanumeric order
< CTRL > t, then l w s or p	transposes current letter, word, sentence or paragraph with the previous same element
< CTRL > u	starts/ends underline or underlines range/ removes underlines from range
< CTRL > v	creates merge variable
< CTRL > V	alters video display between 25 and 50 lines (128 only)
< CTRL > w	turns automatic wordwrap in insert mode on/off
< CTRL > W	counts words
< CTRL > +	starts/ends superscript or makes range superscript/non-superscript
< CTRL > −	starts/ends subscript or makes range subscript/non-subscript
< CTRL > < SHIFT > +	capitalizes range
< CTRL > < SHIFT > −	makes range lower case
< CTRL > *	alters cursor type
< CTRL > =	adds column in block range
< CTRL > < SHIFT > =	adds row in block range
⌖	shifts mode or exits current function
⌖ , c	disk command: then c to copy files
	n to format a disk
	r to rename files
	s to scratch files)
< ⌖ >, d < ⌖ >, 0 to 9	directory of all drives present
< ⌖ >, D (< ⌖ >, 3 for 64)	loads directory of all drives present into memory
< ⌖ >, e	edit mode
< ⌖ >, f	find (and optional replace)
< ⌖ >, F	continue previous find
< ⌖ >, i	installs printer file
< ⌖ >, j	joins file at end of current file
< ⌖ >, J	joins file at cursor in current file
< ⌖ >, l	loads file
< ⌖ >, p	prints from line cursor is on
< ⌖ >, P	prints from line cursor is on using options
< ⌖ >, q	quits the program

Pocket Filer™ 2

Create Module

< f1 >	enters a field marker
< f2 >	moves to the bottom of the file
< f5 > or < ESC >	to define field options from the first field
< f6 >	to define field options from the current field
< CRSR right >	moves right one character
< CRSR left >	moves left one character
< CTRL > < CRSR right >	moves to the last character in the line
< CTRL > < CRSR left >	moves to the first character in the line
< RETURN >	moves to beginning of next line
< CRSR down >	moves down one line
< CRSR up >	moves up one line
< CTRL > < CRSR down >	moves down one screen
< CTRL > < CRSR up >	moves up one screen
< HOME >	moves to the top left of the screen
< HOME > again	moves to the top of the file
< f2 >	moves to the bottom of the file.
< CTRL > < DEL >	deletes (erase) the current line
< CTRL > < INST >	inserts a blank line above the current line
< CTRL > a	to alter the file type and mode (between *Pocket Filer*, Sequential and *Datafax*)
< CTRL > b	creates a line or box on the screen joining the first and last co-ordinates of a highlighted range
< CTRL > c	copies a highlighted range
< CTRL > d	deletes a highlighted range, or finishes defining range and deletes it
< CTRL > m	moves a highlighted range
< CTRL > P	prints the current file
< CTRL > r	starts or ends definition of a range; clears a highlighted range
< ⌂ >, s	to save the current file
< ⌂ >, v	to verify the current file with one on the disk

Report Module

cursor movement	same as in Create
text manipulation	same as in Create (but no ranges)
< f1 >	drops a field in the report layout
< f2 >	deletes the current field or display position in the report layout
< f3 >	defines a display position (press once, move cursor to desired size, press again)
< f5 > or < ESC >	switches between the report and screen layouts
< CTRL > f	fixes/unfixes the current field or display position to begin at the current column
< CTRL > M	displays bytes of memory free
< CTRL > P	prints the current layout
< CTRL > s	eliminates/reinstates trailing spaces in the current field or display position
< ⌂ >, C	obtains a calculator on the command line
< ⌂ >, I	to load a layout with settings
< ⌂ >, L	to load a layout with previous loaded layout's settings
< ⌂ >, s	to save the current layout
< ⌂ >, v	to verify the current layout with one on disk
< ⌂ >, p	prints a report using current option settings

Enter/Edit Module

< CTRL > < CRSR right >	moves to the end of text in a field
< CTRL > < CRSR left > or < HOME >	moves to the beginning of text in a field
< CRSR down > or < RETURN >	moves forward one field
< CRSR up >	moves backward one field
< CTRL > < CRSR down >	moves to the end of the record
< HOME > twice	moves to the beginning of the record
< CTRL > J	sets the current field as the "jump" field
< CTRL > j	moves to the jump field
< f1 >	moves forward one record
< f3 >	moves back one record
< f2 >	moves to the last occupied record
< f4 >	moves to the first record
< f6 >	enters current date/time in date/time fields
< CTRL > f	displays the minimum number of free records on the current storage disk
< CTRL > g	to go to a specific record (by number)
< CTRL > I	turns automatic index update on/off
< CTRL > m	memorizes the current record
< CTRL > M	enters memorized data in the current record
< CTRL > p	to obtain the password table
< CTRL > P	prints the current record
< CTRL > s	to search for a record. Then enter criteria and press < f5 > or < ESC > to start the search, or < CTRL > < DEL > to delete all records matching the criteria
< CTRL > u	updates new or changed records onto the current storage disk (on the 128)
< CTRL > x	deletes (erases) to the end of a field
< CTRL > y	deletes (erases) to the beginning of a field
< CTRL > < DEL >	to delete the current record (irreversibly)
< RESTORE >	restores the current field to its text when the cursor entered it
< SHIFT > < RESTORE >	restores the current record to its data when loaded
< ⌂ >	exits the current record, saving any changes
< ⌂ >, C or < CTRL > c	obtains a calculator on the command line
< ⌂ >, s	to sort a database alphanumerically by creating an index. Then press < f1 > to select a field to sort by < f3 > to deselect a field to sort by < f5 > to start the sort
< ⌂ >, S	to physically sort a database according to an index

File Utilities Module

RESTRUCTURE:

< DEL >	deletes a character from the current field
< CTRL >	expands the current field by one character
< CTRL > < DEL >	deletes the current entire field
< CTRL > < INST >	adds a one-character field between the current field and the one above
< f3 >	picks up or drops a field between the current field and the one above
< f5 > or < ESC >	starts updating the file