

ATARIWRITER PLUS QUICK REFERENCE



Cursor Movement

Up	[Control] [↑]
Down	[Control] [↓]
Left	[Control] [←]
Right	[Control] [→]
Top-of-File/Bank	[Select] [T]
Bottom-of-File/Bank	[Select] [B]
Go to Next Bank	[Start] [B]
Page Up	[Option] [↑]
Page Down	[Option] [↓]
Beginning of Line	[Control] [A]
End of Line	[Control] [Z]
Next Tab Stop	[Tab]
Next Word	[Select] [←] (left) [Select] [→] (right)

Print Preview Only:

Left 28 Spaces	[Option] [←]
Right 28 Spaces	[Option] [→]
Left Margin	[Return]

Deletion

Backspace (delete character left of cursor)	[Delete/Bk Sp]
Character at Cursor	[Control] [Delete/Bk Sp]
Erase Failsafe Buffer	[Start] [E]
Free Memory Clean-Up	[Option] [F]
To End of Line	[Shift] [Delete/Bk Sp]
To End of File/Bank	[Select] [Delete/Bk Sp]
Restore Last Deleted Line	[Shift] [Insert]
Restore Last Deleted Block	[Option] [X]

Text Blocks

Alphabetize	[Option] [B] to mark the beginning, then:
Count Words	[Option] [A] at the end
Delete Block	[Option] [W] at the end [Option] [Delete/Bk Sp] at the end

Duplicate Block	[Option] [E] at the end; then position the cursor at new location and press [Option] [X]
Move Block	[Option] [Delete/Bk Sp] at the end; then position the cursor at new location and press [Option] [X]
Save Portion of File	[Option] [S] at the end

Search and Replace

Search	[Start] [S] then enter SEARCH STRING and press [Return]; [Select] [S] picks out first occurrence
Replace	[Start] [R] then enter REPLACE STRING and press [Return]; [Select] [R] replaces next occurrence
Global Replace	[Option] [G]
Reverse Search	[Select] [U] searches first occurrence



Mail Merge



Data Base Merge Character	[Option] [M] then field number, [Return]
Delete Field	[Shift] [Delete Bk/Sp]
Delete Character Space (from a field)	[Control] [Delete Bk/Sp]
Insert Field	[Shift] [Insert]
Insert Character Space (within a field)	[Control] [Insert]

Other Commands

Abort and Return to Edit	[Break] except while printing
Beep Off/On	[Control] [B] main menus only
Escape Character	[Shift] [Esc] [Esc]
Halt Printing	[Esc] or [Break]
Insert/Type-Over Mode	[Control] [Insert]
Print Preview	[Option] [P]
Return to Main Menu	[Esc] or [Reset]
Save ASCII	[Control] [S] main menu only

Print Formatting and Styling

Block Text Right	[Control] [C] [Control] [C] before each line, [Return] after
Bold Print	[Select] [.] before and after text
Bottom Margin	[Control] [B]
Center Text	[Control] [C]
Chain Print Files	[Control] [V] at bottom of file, then D: (include drive number if other than 1), filename to be chained in UPPERCASE, [Return]
Change Number of Columns	[Option] [C]
Double-Column Printing:	
2nd Left Margin	[Control] [M]
2nd Right Margin	[Control] [N]
Elongated Print	[Select] [E] before and after text
Form Printing	[Option] [Insert] for each blank in the file
Headers and Footers	[Control] [H] for header, [Control] [F] for footer, then text and [Return] for each line (two lines maximum)
International Characters	[] or [], then the control character for desired international character (consult your printer manual)
Justification	[Control] [J] then 1 (justified right) or 0 (ragged right)
Left Margin	[Control] [L]
Line Spacing	[Control] [S]
Merge File	[Option] [L]
Page Eject	[Control] [E] where page eject is desired
Page Length	[Control] [Y]
Page Numbering	[Shift] [8] (@) in header or footer; for starting page other than 1, [Control] [Q] then the desired page number
Page Wait	[Control] [W]
Paragraph Beginning	[Control] [P]
Paragraph Ending	[Return]

Paragraph Indentation	[Control] [I]
Paragraph Spacing	[Control] [D]
Printer Control Codes	[Control] [O] and decimal code
Right Margin	[Control] [R]
Type Font:	
Pica	[Control] [G] 1
Condensed	[Control] [G] 2
Proportional	[Control] [G] 3
Superscripts	[Control] [G] 4
(XMM801 only)	
Subscripts	[Control] [G] 5
(XMM801 only)	
Elite	[Control] [G] 6
Section Headings	[Select] [H], section level number (1-9), heading text, [Return]
Subscripts	[Select] [↓] before, [Select] [↑] after
Superscripts	[Select] [↑] before, [Select] [↓] after
Tabs Clear	[Control] [Tab] all tabs [Start] [Tab] one tab
Tab Set at Cursor Position	[Select] [Tab]
Top Margin	[Control] [T]
Underlining:	
New Text	[] or [] then enter text
Text Previously Entered	[Control] [U] changes text to underlined or vice versa
Upper-/Lowercase	[Caps]
Change Character to Upper- or Lowercase	[Control] [Caps]

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