

A T A R I S T - W R I T E R
H E L P S H E E T

FORMAT BLOCK (Top of page)

CONTROL-

- "B" - Bottom margin "L"
- Left margin
- "D" - Paragraph spacing "R"
- Right margin
- "G" - Change font "S"
- Line spacing
- 0=pica 1=bold 2=condensed "T"
- Top margin
- 4=italics 8=elite "Y"
- Page length
- "I" - Paragraph indentation "M"
- DbL. column left margin
- "J" - Justification toggle "N"
- DbL. column right margin

FUNCTION KEYS

- F1 - Go to end of file SHIFT
- F1 - Go to start of file
- F2 - Insert block SHIFT
- F2 - Move block
- F3 - Uppercase Toggle SHIFT
- F3 - Underline On/Off
- F4 - Set tab SHIFT
- F4 - Clear tab

F5	- Delete block	SHIFT
F5	- Set block marks	
F6	- Forward search	SHIFT
F6	- Reverse search	
F7	- Query replace	SHIFT
F7	- Global replace	
F8	- Merge file	SHIFT
F8	- Save block	
F9	- Form printing insertion	SHIFT
F9	- Expanded print toggle	
F10	- Subscript	SHIFT
F10	- Superscript	

OTHER COMMANDS

Cursor	CONTROL-A or CONTROL-[LEFT ARROW] - beginning of line
	CONTROL-C - Center line of text
text	CONTROL-CC - Block right line of text
	CONTROL-E - Page eject
	CONTROL-F - Footer
	CONTROL-H - Header
Insert	CONTROL-K - Abort search or replace/ comment in text
code	CONTROL-O - Enter printer control code
	CONTROL-P - Paragraph mark
numbering	CONTROL-Q-number - Page # to start numbering from
	CONTROL-U - Section heading, level

CONTROL-V-Filespec - Chain print
Filespec
CONTROL-W - Page wait
CONTROL-Z or CONTROL-[RIGHT ARROW] -
Cursor end of line
@ - Replaced with page
number in header or footer
CONTROL-DELETE - Delete to end of
file
SHIFT-DELETE - Delete to end of
line
UNDO - Restores a deleted block
of text
INSERT - Toggles between Insert
and Type-Over modes
CLR HOME - Delete file in buffer
CONTROL-TAB - Clear all tab stops
SHIFT-TAB - Restores default tab
stops
SHIFT-[UP ARROW] - Up one page
SHIFT-[DOWN ARROW] - Down one page
ALT-X - Toggles between normal and
international characters
CONTROL-(keypad) * - Prints delta
character
CONTROL-(keypad) minus - Prints
overscore character
CONTROL-CLR HOME - Toggles deadkey
mode (" , ' ~ , ` , ^ , / , - , _)