ATARI *Writer* quick reference

Formatting commands
Enter value, where appropriate, following command.

Bottom margin	**CTRL B**
Block text right	**CTRL C CTRL C** before each line, **RETURN** after
Center text	**CTRL C** before each line, **RETURN** after
Chain print files	**CTRL V** at bottom of file, followed by **D** (and drive number if other than 1), colon, filename to be chained *in uppercase,* and **RETURN**

Double-column printing:

2nd col. left margin	**CTRL M**
2nd col. right margin	**CTRL N**
Elongated print	**SELECT E** before and after text
Form printing	**OPTION INSERT** for each blank in form
Headers and footers	**CTRL H** for header, **CTRL F** for footer, then text and **RETURN** for each line
Justified and nonjustified margins	**CTRL J** and **1** (justified) or **0** (nonjustified)
Left margin	**CTRL L**
Line spacing	**CTRL S**
Merge files	**OPTION L**
Page eject	**CTRL E** where page break is desired
Page length	**CTRL Y** (for continuous printout, set top and bottom margins at **0**)
Page numbering	@ (**SHIFT 8**) in header or footer; for starting page number other than 1, **CTRL Q** after **RETURN** that concludes header or footer, then desired page number
Page wait	**CTRL W**
Paragraph indentation	**CTRL I**
Paragraph spacing	**CTRL D**
Printer controls	**CTRL O** and decimal code
Print styles	
10 CPI	**CTRL G** and **1**
Condensed (16.7 CPI)	**CTRL G** and **2**
Proportional spacing	**CTRL G** and **3**
Right margin	**CTRL R**
Section headings	**SELECT H**, section level number (1-9), heading text, and **RETURN**
Subscripts	**SELECT** ↓ before, **SELECT** ↑ after
Superscripts	**SELECT** ↑ before, **SELECT** ↓ after
Top margin	**CTRL T**

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Cursor movement

Up	**CTRL** ↑
Down	**CTRL** ↓
Left	**CTRL** ←
Right	**CTRL** →
Top of file	**SELECT T**
Bottom of file	**SELECT B**
Up one screen	**OPTION** ↑
Down one screen	**OPTION** ↓

Create and Edit only

Beginning of line	**CTRL A**
End of line	**CTRL Z**
Next TAB stop	**TAB**

Print Preview only

Left 28 spaces	**OPTION** ←
Right 28 spaces	**OPTION** →
Left margin	**RETURN**

Underline

New text	⅄ before and after text
Text previously entered	**CTRL U** changes ordinary text to underlined or vice versa

Upper and lowercase characters

New text

All uppercase	**SHIFT CAPS LOWR**
Return to lowercase	**CAPS LOWR**

Text previously entered

Change to uppercase or lowercase	**CTRL CAPS LOWR**

Paragraphs

Begin paragraph	**CTRL P**
End paragraph	**RETURN**

Delete text

Character left of cursor	**DELETE BACK S**
Character above cursor	**CTRL DELETE BACK S**
To end of line	**SHIFT DELETE BACK S**
To end of file	**SELECT DELETE BACK S**
Restore last deleted text (character, line, or block)	**START INSERT**

Text blocks

CTRL X at beginning and end of text block, then—

Delete block	**OPTION DELETE BACK S**
Duplicate block	Position cursor at new location, **OPTION D**
Move block	Position cursor at new location, **OPTION M**

Search and replace

SELECT S, then follow prompts in Message Window; **BREAK** cancels search

TABS

Clear TAB stops	**CTRL TAB**
Set TAB stop at cursor	**SELECT TAB**

Free memory check

OPTION F

Print preview

OPTION P

Halt printing

BREAK

Return to menu

ESC

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C061255 REV. B