

## Blocking Text

### Define a block

1. Position cursor at start of block
2. Press **CTRL S**
3. Position cursor at end of text
4. Press **CTRL E**

or

1. Position cursor at start of block
2. Press **CTRL X**
3. Type **W, S, G, P,** or **E**
4. Type **B** or press **BREAK**

### Start block-actions

	<b>CTRL B</b>
adjust block	<b>A</b>
copy block	<b>C</b>
delete block	<b>D</b>
freeze or unfreeze block	<b>F</b>
hyphenate block	<b>H</b>
change block linespacing	<b>L</b>
move block	<b>M</b>
print block	<b>P</b>
search block	<b>S</b>

## Viewing Formatting Codes

Turn on/off video display of tabs, paragraph markers, print codes

**CTRL V**

## Editing with Blocks

### Adjust a block to a new format line

1. Define a block of text
2. Position cursor on paragraph using new format line
3. Use block-action command **A**

### Copy a block of text

1. Define a block of text
2. Use block-action command **C**
3. Position cursor at desired location
4. Press **CTRL R**

### Delete a block of text

1. Define a block of text
2. Use block-action command **D**

### Freeze text from reformatting

1. Define a block of text
2. Use block-action command **F**

## Printing

### Print document

1. Press **CTRL P**
2. Answer the Print prompts
3. Press **ENTER**

### Print block of text

1. Define a block of text
2. Use block-action command **P**
3. Answer Print prompts
4. Press **ENTER**

### Interrupt printing

**BREAK**

### Hyphenate a block of text

1. Define a block of text
2. Use block-action command **H**

### Change linespacing of a block

1. Define a block of text
2. Use block-action command **L**
3. Type new linespacing value (+ represents half line)

### Move a block of text

1. Define a block of text
2. Use block-action command **M**
3. Position cursor at desired location
4. Press **CTRL R**

### Search for text within a block

1. Define a block of text
2. Use block-action command **S**
3. Type the search characters
4. Press **ENTER**

### Begin and end (Print control codes)

underscore	<b>CLEAR -</b>
double underscore	<b>CLEAR =</b>
bold print	<b>CLEAR +</b>
strike through	<b>CLEAR /</b>

Advance one half line for subscript **CLEAR -**

Reverse one half line for superscript **CLEAR +**

Pause printer **CLEAR ?**

Move to top of form **CLEAR >**

## Programming and Executing User Keys

### Program a user key

1. Press **CTRL U** to begin programming
2. Type the user key number (0-9)
3. Type up to 127 keystrokes
4. Press **CTRL U** to end programming and store sequence

### Execute a user key

1. Position cursor where key sequence is to begin
2. Press **CTRL** and the user key number at the same time

## Using Headers and Footers

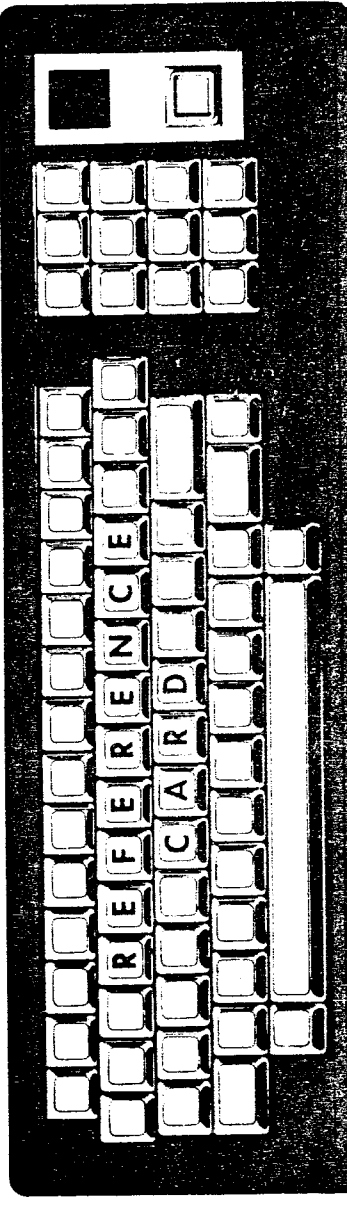
### Set up header and footer page

1. Press any arrow key, **H** or **F**
2. Type **E** or **O** for even or odd page printing
3. Type header or footer text
4. Type **CLEAR P** (use lowercase p) to indicate location of auto page number
5. Press any arrow key, **N** or **L** and answer the prompts to return to the document

## Getting Help

Access the Help screen **CTRL H**

# Superscript



## TRSDOS Commands and Start Up

Duplicate a disk  
Begin using SuperSCRIPT  
Copy a file to another disk  
Erase a file from a disk

## Opening and Closing a Document

Open a document  
Write to disk without quitting  
Quit document return to Main Menu

## Setting Margins and Tabs

Set margin width  
Move to next tab  
Move to next tab and treat as align tab  
Move to indent tab

Edit tab line  
Clear tab or margin  
Save tab line  
Recall a tab line  
Lock in tab line  
Cancel tab line edit

## Moving the Cursor

## Simple Editing

Replace character  
Capital mode  
Center paragraph  
Force new page  
Insert two or more spaces  
Insert text  
Delete a character

## Searching Text

## Blocking Text

Define a block of text  
Start block-actions

## Viewing Formatting Codes

## Editing with Blocks

Adjust a block to a new format line  
Copy a block of text  
Delete a block of text  
Freeze text from reformatting  
Hyphenate a block of text  
Change linespacing of a block  
Move a block of text  
Search for text within a block

## Printing

Print document  
Print block of text  
Interrupt printing  
Begin and End (Print control codes)

## Programming and Executing User Keys

## Using Headers and Footers

## Getting Help

## TRSDOS Commands and Start Up

### Duplicate a disk

1. At TRSDOS Ready, type **BACKUP**
2. Press **ENTER**
3. Answer the prompts

### Begin using SuperSCRIPT

1. At TRSDOS Ready, type **SCRIPTSIT**
2. Press **ENTER**

### Copy a file to another disk

1. At TRSDOS Ready, type **COPY** filename **d** (Where "d" is the drive number)

### Erase a file from a disk

1. At TRSDOS Ready, type **KILL** filename
2. Press **ENTER**

## Opening and Closing a Document

### Open a document

1. Display the Main Menu
2. Press **O**
3. Type the document name
4. Press **ENTER**
5. Select the Open Document options
6. Press **ENTER**

### Write to disk without quitting

**CTRL W**

### Quit document, return to Main Menu

**CTRL Q**

## Setting Margins and Tabs

### Set margin width

1. Position cursor at new margin
2. Press **CTRL M**
3. Type **L**, **R**, or **I**

### Move to next tab

**SHIFT -**

### Move to next tab and treat as align tab

**CTRL A**

### Move to indent tab

**ENTER**

### Edit tab line

**CTRL T**

### After pressing **CTRL T**,

#### Set left margin

**I**

#### right margin

**O**

#### indent tab

**I**

#### regular or align tab

**T** or **+**

### Clear tab or margin

**-** or **SPACE BAR**

### Save tab line

1. Type **S**
2. Type tab line number (**0-9**, or **S**)

### Recall a tab line

1. Type **R**
2. Type tab line number (**0-9**)

### Lock in tab line

**ENTER**

### Cancel tab line edit

**BREAK**

## Moving the Cursor

### Move cursor

right one space **=**

left one space **=**

up one line **I**

down one line **I**

to next tab **SHIFT -**

to left margin **SHIFT -**

to beginning of document **SHIFT I**

to end of document **SHIFT I**

to footer page **ARROW F**

to header page **ARROW H**

### Move cursor to previous

word **I** or **=W**

paragraph **I** or **=G**

page **I** or **=P**

video page **I** or **=V**

### Move cursor to next

word **I** or **=W**

paragraph **I** or **=G**

page **I** or **=P**

video page **=** or **=V**

### Move cursor to specific

line number **ARROW L**

page number **ARROW N**

characters **ARROW S**

## Simple Editing

### Replace Character

1. Position cursor on character
2. Type new character

### Capital mode

**SHIFT CTRL**

### Center paragraph

**CTRL C**

### Force new page

**CTRL N**

### Insert two or more spaces

**SHIFT SPACE BAR**

### Insert text

1. Position cursor for insert
2. Press **CTRL I**
3. Type text
4. Press **BREAK** or **CTRL D**

### Delete a character

1. Position cursor for delete
2. Press **CTRL D**

## Searching Text

### Search and replace specified characters from current cursor position

1. Press **CTRL G**
2. Answer the Global Search and Replace prompts
3. Press **ENTER**
4. Answer the prompts, if any