



# LAZY WRITER REFERENCE CARD

This Reference Card gives you a quick look at Lazy Writer commands; for a thorough understanding, read the manual.

NOTE: All CLEAR key commands work by pressing CLEAR first, then, with CLEAR depressed, press the other key.

## TEXT ENTRY

### EDITING FUNCTIONS AVAILABLE FROM TEXT ENTRY

#### CLEAR + :

- ↑ - scrolls up
- ;- display all underlining as broken lines, all capitalized letters as "#", and all line feeds as down arrows
- c - changes the case of whatever letter the cursor is on
- d - delete character
- e - deletes all text below cursor
- h - displays "help" file
- i - insert
- l - load a file
- p - go to Printer Menu
- s - save a file
- u - underline
- v - sets video width
- any number - activates X-Key command stored on that number
- x - executes last used x-key
- BREAK - go to Directory extension

### OTHER FUNCTIONS AVAILABLE FROM TEXT ENTRY

- CLEAR + various keys - print non-standard characters not found on the keyboard (see chart in manual)
- SHIFT + SPACE BAR - place a mandatory space
- ENTER - moves cursor to end of text
- ENTER - at end of text, makes carriage return for new paragraph
- ↓ - overwrites with carriage return (ASCII 10)
- ↑ - puts you in Edit
- - at end of text, moves cursor to next tab setting
- ← - backspace through text
- SHIFT + CLEAR - type in all capitals

## EDITING COMMANDS

### SCROLLING

- ↑ - enter Edit, scroll up, move cursor up
- ↓ - scroll down, move cursor down
- a - prints next screen
- q - adds line at bottom
- Q - adds line at top
- z - scroll down one page
- Z - scrolls up one page
- SHIFT + ↑ - moves cursor to beginning of text
- ENTER + ENTER (pressed twice) - moves cursor to end of text

## CURSOR MOVES

- ← - moves cursor to left
- - moves cursor to right
- SHIFT + → or ← - speed cursor movement to that character
- / + any character - moves cursor forward to that character
- ? + any character - moves cursor backward to that character
- SPACE BAR or w - moves cursor one word
- - moves cursor one sentence
- p - moves cursor one paragraph
- @ - moves cursor one video line
- SHIFT + @ - moves cursor back one video line
- SHIFT + SPACE BAR or w - moves cursor backward one word
- SHIFT + . - moves cursor backward one sentence
- SHIFT + P - moves cursor backward one paragraph
- CLEAR + ↑ - moves cursor to top of page in formatted text
- CLEAR + ↓ - moves cursor to bottom of page in formatted text

## TABS

- t - tabset prompt
- and ← - move cursor to desired tabset position
- t + t - sets tab at cursor position
- ENTER - enters tabset position into memory
- t + CLEAR + ENTER - clears tabs and sets paragraph indent to 6
- ENTER + → - indent command for new character
- t + c + any character - fills space between tabs with that character
- BREAK - exits tabset prompt

## OVERTYPING

- NOTE: you cannot overtype a carriage return
- o - overtyping prompt
- all arrows - move cursor
- ENTER or BREAK - exit overtyping

## INSERTING

- i + CLEAR + l - load a file from insert
- i - simple insert
- l - open insert
- l or i + ↓ - inserting empty lines (adds a carriage return)
- ← - backspace
- - move to next tab (works only after starting new line)
- i + CLEAR + u - underlining blank spaces
- SHIFT + → - inserts ASCII 9
- ↑ - inserts square bracket
- BREAK - cancels insert
- ENTER - complete insert

## DELETING

- D + : -
- d - deletes character cursor is on
- SPACE BAR or w - deletes word
- - deletes sentence
- p - deletes paragraph
- / + any character - deletes all material to this character
- b - deletes marked block of text
- ( - removes block move markers
- = - deletes all hyphens
- u - deletes all contiguous underlining
- U - global delete of underlining
- - deletes hyphen in paragraph containing cursor
- ↓ - deletes a video line of text
- ENTER - completes above types of delete
- BREAK - cancels delete (works only if pressed before you have pressed ENTER)
- CLEAR + e (OR SHIFT + !) - deletes text to bottom of file
- CLEAR + ↑ - deletes to top of file
- F + word - deletes to the Find word
- @ - deletes to end of video line

### UNDERLINING

- ;- reveals capitals, line feeds, underlining
- u - deletes all contiguous underlining
- d + U - global delete of underlining
- u - underlines (or makes bold face or double-wide) from cursor position
- CLEAR + u - turns on and off underlining with cursor move

### FIND AND REPLACE

- F - define find word or phrase
- f - go to next occurrence of find word
- r - replace found word
- R - replace all instances of find word
- F + SHIFT + @ - case independent find
- < - replace symbol (example, replace "dog" with "cat": dog < cat)
- CLEAR + @ - wild card find

### BLOCK MOVES

- ( ) - marking text for block move
- b + ENTER - move block
- B + ENTER - copy block
- d + ( - delete block move markers beyond cursor position
- b or B + word or symbol + ENTER - move or copy named block

### CASE

- # - convert case, entire file
- c - change case
- C - autocap
- ;- reveals capitals, as well as underlining, and line feeds
- SHIFT + CLEAR - shiftlock + unlock for capitals (insert, Text, Entry, overtyping)

### VIDEO WIDTH

- (resets to 64 after disk operation)
- v - video width prompt
- number + ENTER - sets video width

## HYPHENS

Set video width to the same width plus one you'll use to print text.

= - with cursor in line below the short line, cursor moves to the last place you can hyphenate

- - inserts hyphen at cursor position

d + = - deletes all hyphens

d + - - deletes hyphens from paragraph containing cursor.

Hyphenation is also available from FORMATTER extension

## X-KEYS (Multi-Function Command)

### Define X-Key

X - define x-key command

SHIFT + ← - backspace through definition

SHIFT + → - move cursor through definition

any series of keystrokes - makes command

N as last command character - creates prompt for number of executions

CLEAR G as last command characters - causes command to execute until end of text

k - puts count on bottom of screen

CLEAR + k - stops count

SHIFT + ENTER - completes x-key command

## Store X-Key

% - save x-key command on disk

& - load x-key command from disk

## Execute X-Key

x or number key - execute x-key command

SHIFT + BREAK - exit prompt "Which Command Key?"

SHIFT + ↓ - exit prompt "Command Key Set-up?" (doesn't change command previously stored)

## REMEMBER CURSOR

M - marks cursor position

m - returns cursor to marked spot

## HELP

h - list help file

## REPEATING KEYS

Almost all keys repeat when held down

CLEAR + r - disable and enable repeating keys

## FILE MANAGEMENT

\* - go to DOS

I - load from disk

s - save to disk

L - list from disk

CLEAR + BREAK - go to Directory

CLEAR + ENTER - go to FORMATTER

CLEAR + z - leaves zero byte at end of text

Load extensions from the Directory - press "e" and enter the name of the extension

## BREAK KEY FUNCTIONS

BREAK - enter Edit, exit Edit. Also, abort the following functions: insert, delete, overtype, tab set, X-key prompt "Which Command Key?", load and save. From the Directory extension, pressing BREAK will return you to your text.

## PRINTER COMMANDS

### MENU COMMANDS

\*\*Getting to Printer Menu — CLEAR + P

#### MAIN MENU

Press a Letter Key — Enter a Number

LEFT MARGIN - press l

RIGHT MARGIN - press r

WIDTH OF TEXT - press w

PAGE WIDTH - press p

PAGE LINES (works with software formfeed) - press P

NUMBER OF LINES - PRESS n

DOWN LINE FEEDS - press d

COPIES - press c and enter the number of copies you want

#### TOGGLE BETWEEN "OFF" AND "ON"

UPPER CASE - press u

OUTPUT PRINTER COMMANDS - press o

JUSTIFY TEXT - press j

STOP AT PAGE END - press s

SOFTWARE FORMFEED - press ↓

#### AUXILIARY MENU

Press "m" from main menu to see Auxiliary Menu. The following functions work from either menu:

FORMATTED SAVE - press S

EXIT TO DOS - press \*

GO TO RS232 COMMUNICATIONS - press capital @

#### NOT ON MENU

CLEAR + ↓ - sends form feed to printer

↑ - sets software formfeed to top of page

MARGIN - press M

#### TEXT COMMANDS MARGIN COMMANDS

NON-PRINTING COMMENTS can be used after > ' follow these with a number representing characters

PAGE WIDTH - > p

TEXT WIDTH - > w

ABSOLUTE MARGIN - > a

LEFT MARGIN - > l

RIGHT MARGIN - > r

MARGIN - > m

CENTER A BLOCK OF TEXT - > c

CENTER A TITLE OR INDIVIDUAL LINE OF TEXT - > t

INDENT - > i

REVERSE INDENT - > R

TERMINATES TITLE - > X

(does not need to be followed by a number)

#### APPEARANCE OF TEXT

PAGE LENGTH (used with software formfeed) - > P

DOWN LINE FEED - > d (followed by a number)

DOUBLE-WIDE - > D (see manual)

NUMBER OF LINES ON A PAGE - > N (followed by a number)

FORM FEED - > f

JUSTIFY - > j

SENDING CHARACTERS TO PRINTER AS TYPED - > \$ (followed by a number)

ESCAPE CODE - > e (usually followed by "f" and a decimal number)

UPPER CASE - > u

BOLD FACE - > b (followed by the number of strikes you want)

PRODUCE GRAPHICS - > g

STOP THE PRINTER - > s

VERTICAL CENTERING (used with P and N) - > v

SPREAD TEXT - > S

CHAIN FILES TOGETHER FOR PRINTING - > \* (followed by file

name) - can be used at end of previous file or in new file of file

names to be chained (LIST CHAIN)

EQUATE KEYBOARD CHARACTER WITH ANOTHER ONE NOT ON

KEYBOARD - > " (followed by the character from the keyboard)

EMBEDDED COMMAND - command with asterisk (\*) immediately

before and after command

CONTROL CODES - > (followed by decimal number)

SEND A CHARACTER - > \$ (followed by the character you want sent)

NOTE: "off" may follow justify, Reverse indent, bold face, Double-wide, upper case, graphics, header, or Footer.

Example: " > justify off"

#### HEADER/FOOTER COMMANDS

You may write any text between "> h" or "> F" and the "> X" terminator

INTRODUCE A HEADER - > h (may be followed by a number)

INTRODUCE A FOOTER - > F (may be followed by a number)

INITIALIZE PAGE NUMBERING - > n (followed by a number if you want page numbering to begin with a number other than one)

PRINT ON ODD PAGES ONLY - > o

PRINT ON EVEN PAGES ONLY - > x

TERMINATE HEADER/FOOTER - > x