

Appendix 2

Summary of Word processor Editing Commands

Block, Copy	Function + [G]
Block, Delete	Function + [Del]
Block, Move	Function + [M]
Block, Mark	Function + [G, G]
Centre line	Function + [C]
Clear block markers	Function + [K]
Control codes, insert	Function + [K] (i b u c e l p q s or t)
Control codes, show/hide	Function + [S]
Convert to upper case	Function + [U]
Convert to lower case	Function + [L]
Copy default ruler (first active ruler)	Function + [D]
Copy previous ruler but one	Function + [R]
Delete all text in document	Function + [Del]
Delete one word back	Function + [Del]
Delete one word forwards	Function + [Del]
Delete line	Function + [D]
Delete to start of line	Function + [Del]
Delete to end of line	Function + [Del]
Find text	Function + [F]
Find next occurrence	Function + [G]
Find previous occurrence	Function + [B]
Find and Replace	Function + [R]

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Move to end of document	Function + [E]
Move to start of document	Function + [H]
Move to last position	Function + [L]
Move to next tab	Function + [Tab]
Move one page back	Function + [G, G]
Move one page forward	Function + [G, G]
Move back one paragraph	Function + [P]
Move forward one paragraph	Function + [P]
Move back one word	Function + [Del]
Move forward one word	Function + [Del]
Multiple markers, insert	Function + [M]
Multiple markers, go to	Function + [M] ([G] forwards [B] back)
Non-break hyphen	Function + [N, Hyphen]
Non-break space	Function + [N, Spacebar]
Program mode - absolute line/ character number display.	Function + [P] + [X]
Ruler line, Show	Function + [V, R]
Ruler line, switch to default	Function + [D]
Ruler line, copy previous	Function + [R]
Soft hyphen	Function + [H]
Space, Insert	Function + [Spacebar]
Space, non-break	Function + [N, Spacebar]
Spaces, show/hide	Function + [V, S]
Spell check document	Function + [S]
Spell check from cursor	Function + [S]

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Finish what you are doing	Function + [Esc]
Go to specified Line, Page or Column	Function + [G] (Ln, Pn, Cn)
Hyphen, non-break	Function + [N, Hyphen]
Hyphen, soft	Function + [H]
Insert date	Function + [D]
Insert line	Function + [I, G]
Insert on/off	Function + [S]
Insert page break	Function + [P, X]
Insert special character	Function + [K]
Insert time	Function + [T]
Justification on/off	Function + [J]
Line drawing on/off	Function + [L] + [L]
Line drawing, double	Function + [L] + [D]
Line drawing, select character	Function + [L] + [C]
Macro, use a	Function + (user defined key)
Markers, insert or go to	Function + [M] (0 to 9 ? L R] or [)
Move back 6 lines	Function + [Del]
Move forward 6 lines	Function + [Del]
Move block	Function + [M]
Move to start of marked block	Function + [M] + [G]
Move to end of marked block	Function + [M] + [L]
Move to end of line	Function + [Del]
Move to start of line	Function + [Del]
Move to start of next line	Function + [Del]

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Spell check word	Function + [S]
Status line, on/off	Function + [S, B]
Swap (transpose) two characters	Function + [A]
Tabs and returns, show/hide	Function + [V, T]
Undo last block/line delete operation	Function + [U]
Word count	Function + [W]
Word wrap on/off	Function + [W]

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