

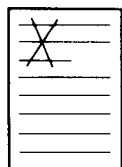
The  
**HOMESWORD**<sup>TM</sup>  
The Personal Word Processor

**REFERENCE CARD**

A handy reminder of frequently used commands.

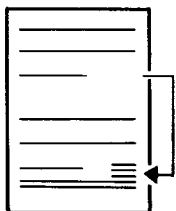


# EDIT

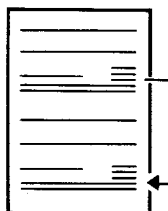


## EDIT

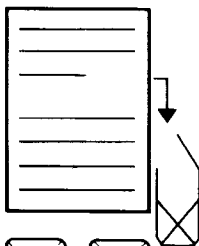
Move text



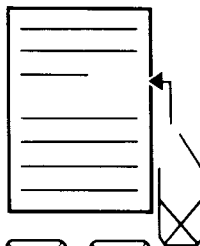
Copy text



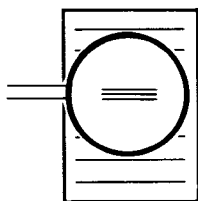
Erase text



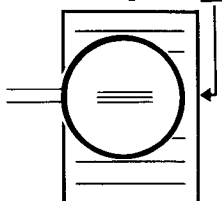
Insert erased text



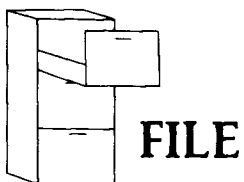
Find



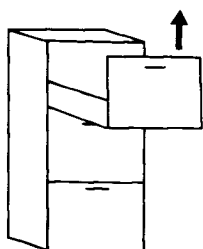
Find and replace ≡



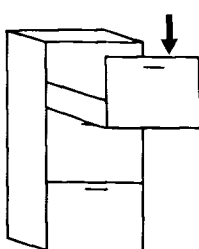
# FILE



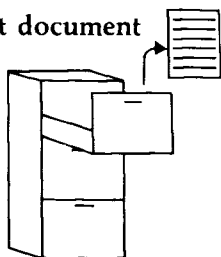
Get document



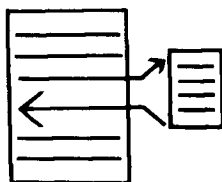
Save document



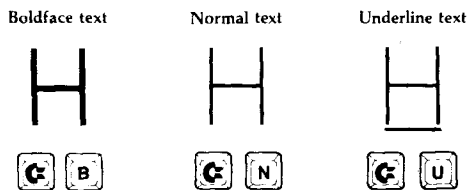
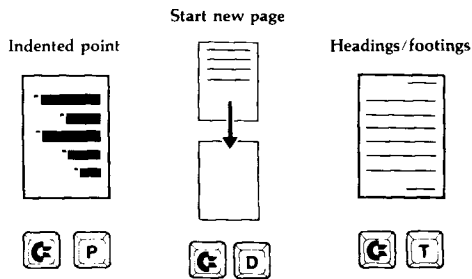
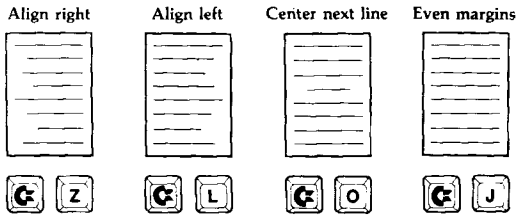
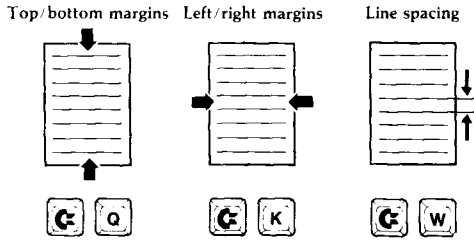
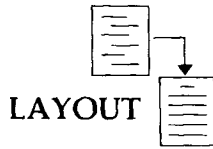
Insert document



Include document



# LAYOUT



# KEY MOVES

When you're typing, you can move the cursor in many ways:



moves the cursor one space forward



moves the cursor one space back



moves the cursor down one line



moves the cursor up one line



erases the letter just behind the cursor



capitalizes the next letter



capitalizes all letters until you press to unlock it

If you want to move quickly through your text to make changes:



jump back a word



jump forward a word



erase the next word



If you want to quickly erase a whole line as it reads on the screen:





erase the whole line



# KEY MOVES



If you want to read over your text

  move back one screen page



  move forward one screen page



If you want to find something quickly in the file and you don't know whether it's near the beginning or end of the file:

  move to the top of the file

  move to the bottom of the file

If you want to get back or forward through your text as it will be printed out on the page:

  move forward one printed page

  move back one printed page

If you want to move to your next set tab, for paragraph indentation and such:

 tab key



If you want to change what you've written without erasing--if you want to type right over a line of writing:



  change mode

(To get back to "normal" typing, press CTRL C again and you're back)

If you know and love computers well, you might be interested in:

To use ASCII codes:

  displays ASCII value of a character

  inserts special ASCII characters