in the typing area, reference card information can be seen by pressing 

\[ \text{SHIFT} \quad \text{CTRL} \quad \\ H \quad \text{II/II+) or } \quad \text{CTRL} \quad H \quad (IIe) \]

II/II+ without shift key modification

CTRL \[ R \]

The following are the direct keyboard equivalents to the icons. You may use these in the typing area as you become familiar with HomeWord.

To use the following keyboard equivalents on the Apple II/II+, press the shift key and the control key, and hold them down while pressing the appropriate letter key. (The computer must have a shift key modification to use these commands.)

\[ \text{SHIFT} \quad \text{CTRL} \quad \]

When using the Apple II/e, press the open apple key, and hold it down while pressing the appropriate letter key.

File Functions
A - insert document into text
G - get (load) document
H - help
I - include file
S - save document

Edit Functions
C - copy text
E - erase text
F - find text
M - insert erased text
R - find and replace text
Y - move text

Layout Functions
B - boldface text
D - start new page
J - even margins
K - set left/right margins
L - align text to the left
N - normal text (boldface/underline off)
O - center next line
P - indent point
Q - set top/bottom margins
T - headings/footings
U - underline text
W - set line spacing
Z - align text to the right

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Reference Card

While in the typing area, you may use these commands. If the control key is indicated, press it down and hold it down while you press the appropriate letter key.

Cursor Movement:

By Character

\[ \text{CTRL} \quad \]

- delete character under cursor
\[ \text{CTRL} \quad \]

- backspace delete
\[ \text{DELETE} \quad \]

- backspace delete (II/e only)
\[ \quad \]

- move cursor back one space
\[ \quad \]

- move cursor forward one space

By Word

\[ \text{CTRL} \quad \]

- skip word forward
\[ \text{CTRL} \quad \]

- skip word backward
\[ \text{CTRL} \quad \]

- delete next word

By Line

\[ \text{CTRL} \quad Z \quad \text{or} \quad J \quad \]

- move down one line
\[ \quad I \quad \]

- move down one line (II/e only)
\[ \quad A \quad \text{or} \quad K \quad \]

- move up one line
\[ \quad I \quad \text{or} \quad L \quad \]

- delete screen line

By Screen

\[ \text{CTRL} \quad \]

- move back one screen page
\[ \text{CTRL} \quad \]

- move forward one screen page
\[ \text{CTRL} \quad T \quad \]

- move to beginning of file
\[ \text{CTRL} \quad B \quad \]

- move to end of file

By Page (True Formatted Page)

\[ \text{CTRL} \quad F \quad \]

- Move forward one page
\[ \text{CTRL} \quad G \quad \]

- Move back one page

Miscellaneous Functions

\[ \text{CTRL} \quad V \quad \]

- display ASCII value of a character
\[ \text{CTRL} \quad C \quad \]

- toggle insert/change mode
\[ \text{CTRL} \quad I \quad \]

- tab key
\[ \quad \text{TAB} \quad \]

- tab key (II/e only)
\[ \text{CTRL} \quad S \quad \]

- capitalize (shift) next character

Note: Pressing CTRL S twice "locks" capital letters. Pressing a third time unlocks capitals.

\[ \text{CTRL} \quad X \quad \]

- insert special ASCII characters