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

| Keys | Action |
|---|---|
| [CRSR ←] | moves the cursor one space forward |
| [SHIFT] [CRSR →] | moves the cursor one space back |
| [CRSR ↓] | moves the cursor down one line |
| [SHIFT] [CRSR ↑] | moves the cursor up one line |
| [INST DEL] | erases the letter just behind the cursor |
| [SHIFT] | capitalizes the next letter |
| [SHIFT LOCK] | capitalizes all letters until you press to unlock it |

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

| Keys | Action |
|---|---|
| [CTRL] [E] | jump back a word |
| [CTRL] [W] | jump forward a word |
| [CTRL] [N] | erase the next word |

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

| Keys | Action |
|---|---|
| [CTRL] [L] | erase the whole line |

If you want to read over your text

| Keys | Action |
|---|---|
| [CTRL] [O] | move back one screen page |
| [CTRL] [P] | 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:

| Keys | Action |
|---|---|
| [CTRL] [T] | move to the top of the file |
| [CTRL] [B] | 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:

| Keys | Action |
|---|---|
| [CTRL] [F] | move forward one printed page |
| [CTRL] [G] | move back one printed page |

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

| Keys | Action |
|---|---|
| [F 3] | tab key |

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

| Keys | Action |
|---|---|
| [CTRL] [C] | 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:

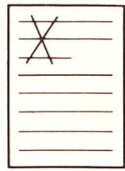| Keys | Action |
|---|---|
| [CTRL] [V] | displays ASCII value of a character |
| [CTRL] [X] | inserts special ASCII characters |

HWD-802

# The
# HOMEWORD™
### The Personal Word Processor

# REFERENCE CARD
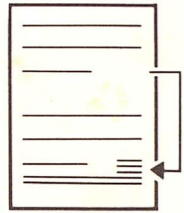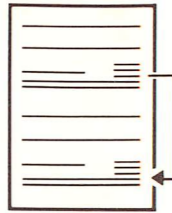A handy reminder of frequently used commands.

Sierra ON-LINE™

## EDIT

### Move text
⌘ Y

### Copy text
⌘ C

### Erase text
⌘ E
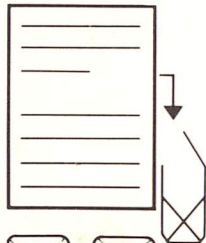
### Insert erased text
⌘ M
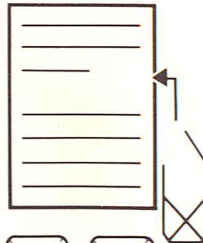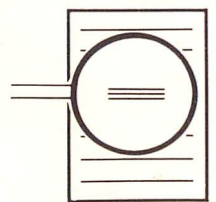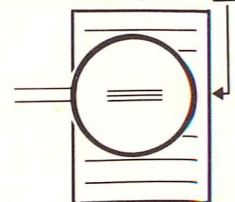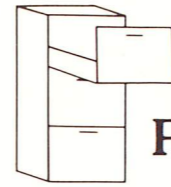
### Find
⌘ F

### Find and replace
⌘ R

## FILE
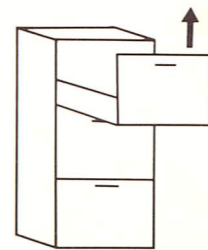
### Get document
⌘ G
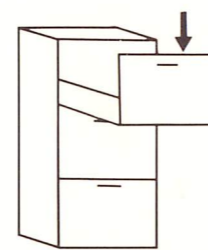
### Save document
⌘ S

### Insert document
⌘ A
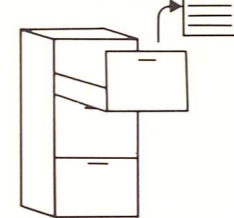
### Include document
⌘ I
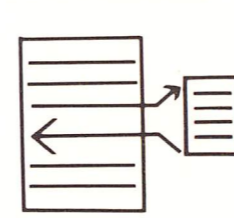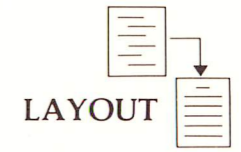
## LAYOUT

### Top/bottom margins
⌘ Q

### Left/right margins
⌘ K

### Line spacing
⌘ W

### Align right
⌘ Z

### Align left
⌘ L

### Center next line
⌘ O

### Even margins
⌘ J

### Indented point
⌘ P

### Start new page
⌘ D

### Headings/footings
⌘ T

### Boldface text
⌘ B

### Normal text
⌘ N

### Underline text
⌘ U