

SPELLING AND THESAURUS (Chapter 3)

†	Ctrl	A	Turn on Auto-Check/Correct
†	Ctrl	R	Turn on Auto-Replacement
†	Ctrl	S	Spell Check One Word
†	Ctrl	F	Fix Last Misspelling
†	Ctrl	T	Display a List of Synonyms

SEARCH CHARACTERS (Chapter 3)

Ctrl	↵	Return (Enter)	
Alt	Shift	L	Any Single Letter (A-Z)
Alt	Shift	N	Any Single-Digit Number (0-9)
Alt	Shift	A	Any Single Letter or Number
Alt	Shift	X	Any Single Character
Alt	Shift	S	Any Single Separator
Alt	Shift	W	Any String of Characters

CHARACTER MODES (Chapter 4)

Ctrl	0	Reset to current mode
Ctrl	1	Normal Mode
Ctrl	2	Bold Mode
Ctrl	3	Underline Mode
Ctrl	4	Reverse Mode
Ctrl	5	Bold Underline Mode
Ctrl	6	Bold Reverse Mode
Ctrl	7	Superscript Mode
Ctrl	8	Subscript Mode

MEMORY USAGE (Chapter 6)

†	Ctrl	M	Display Memory Usage Menu
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FILING COMMANDS

These are immediate commands.

FILE COMMANDS (Chapter 2)

CM	NEW	filename,existingfile	Create a new file
CM	ABORT		Clear a file from screen
*	CM	APPEND filename,targetfile	Append one file to another
CM	CALL	filename	Call a file to the screen
*	CM	COPY filename,targetfile	Copy a file
CM	ERASE	filename	(Same as DEL)
*	CM	ERNV filename	Erase, no verify
*	CM	FIND filename	Find a file
CM	MERGE	filename	Merge one file into current file
*	CM	RENAME oldname,newname	Rename a file
CM	SAVE	filename	Save a file to disk
CM	SAVEDEF	filename	Save a defined block
CM	STORE	filename	Save a file and clear screen
*	CM	TREE d:	Display directories on disk

SYSTEM COMMANDS (Chapter 2)

CM	d;d1;...	Select default drive	
*	CM	CM d,w,p	Display drive, path & window
CM	CHDIR	path	Change directory
CM	DIR	globalname	Display the directory
*	CM	DIRL globalname	Display the directory with text
*	CM	DSORT f,e,s,d,r,h	Sort the directory
		(filename, extension, size, date, reverse, header)	
CM	MKDIR	path	Make directory
CM	RMDIR	path	Remove directory
CM	DOS	/C command	Run DOS
CM	DO	path\program filename	Run Another Program
CM	QUIT		Quit XyWrite

PRINTER COMMANDS (Chapter 2)

CM	TYPE	filename,m-n,P	Print to printer
CM	TYPES	filename,m-n	Print to screen
CM	TYPEF	filename,targetfile,m-n	Print to disk
CM	TYPE	@filename,,P	Print a list of files
CM	KILTYP	Q	Stop the printer
CM	WAIT		Wait for printing to stop

(@filename = file containing a list of filenames)
(m-n = range of pages)

EDITING COMMANDS

These are immediate commands.

SEARCH COMMANDS (Chapter 3)

*	CM	SEARCHA range/string/	Search Through a Range of Files
*	CM	SEARCHBA /string/	Search a File
CM	CVA	/string1/string2/	Change With Verify
CM	CHA	/string1/string2/	Change, No Verify
CM	CIA	/string1/string2/	Change Invisible

(range = filename1,filename2,...)
(A suffix = absolute case match; B suffix = backward search)
(string1 is the text to be searched for, string2 is the text which replaces string1)

CM	GO	m-n	Go to Page-Line No.
CM	JMP	p	Go to Character No.

SAVE/GET COMMANDS (Chapter 3)

CM	LDSGT	filename	Load Save/Get File
CM	STSGT	filename	Store Save/Gets to File
CM	CLRSGT		Clear All Save/Gets from Memory
*	CM	REMOVE #	Remove Save/Get from Memory
CM	IS	#	Insert Save/Get Text

(# = A-Z or 0-9)

WINDOW COMMANDS (Chapter 3)

*	CM	WINDOW #,left,top,width,length	Open a Window
CM	RMVSCR		Close a Window

(# = 1-9)

SPELLING COMMANDS (Chapter 3)

†	CM	SPELL filename,targetfile	Spell Check a File
†	CM	SPELL @filename,targetfile	Spell Check a List of Files
†	CM	CORRECT filename	Correct a File

WORD COUNT COMMANDS (Chapter 3)

†	CM	WC	Count Words Forward
†	CM	WCB	Count Words Backward

SORT COMMAND (Chapter 3)

†	CM	SORT filename,targetfile	Arrange List of Words
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FORMATTING COMMANDS

The following commands are embedded commands. Except for character modes, these commands appear embedded in text as triangles (▲).

CASE COMMANDS (Chapter 4)

CM	UC	Uppercase
CM	LC	Lowercase
CM	CC	Change Case
CM	AU	Automatic Uppercase

ALIGNMENT (Chapter 4)

CM	FL	Flush Left	
CM	FC	Flush Center	
CM	FR	Flush Right	
CM	JU	Justify	
CM	NJ	No Justify	
*	CM	HY ON/OFF	Hyphenation

CHARACTER MODES (Chapter 4)

CM	MD	NM	Normal Mode
CM	MD	BO	Bold Mode
CM	MD	UL	Underline Mode
CM	MD	RV	Reverse Mode
CM	MD	BU	Bold Underline Mode
CM	MD	BR	Bold Reverse Mode
CM	MD	SU	Superscript Mode
CM	MD	SD	Subscript Mode

DATE & TIME (Chapter 4)

CM	TM	Soft Time	
CM	DA	form	Soft Date
*	CM	NOW	Fixed Time
*	CM	TODAY	Fixed Date

(form = Mmmm d, yyyy for example)

FOOTNOTES (Chapter 4)

CM	FN	Footnote	
CM	FS	Footnote Separator	
CM	FW	Footnote Wrap Separ.	
CM	DF	Dump Footnote	
CM	NF	No Footnotes	
CM	SF	n	Set Footnote Number
*	CM	FM	Footnote Format

HEADERS & FOOTERS (Chapter 4)

CM	RH/RHE/RHO	Running Header	
CM	RF/RFE/RFO	Running Footer	
CM	PN	Page Number	
*	CM	FP	Final Page Number
CM	SP	n	Set Page Number

NUMBERING (Chapter 4)

*	CM	DC #=n1.n2.n3...n0	Define Counter
*	CM	C #	Counter Commands (C0 to C9)
*	CM	REP label	Refer to Page Number
*	CM	REC label	Refer to Chapter Number
*	CM	REF label	Refer to Counter Number
*	CM	LB label	Label

PAGE WIDTH (Chapter 4)

CM	LM	n	Left Margin
CM	RM	n	Right Margin
CM	OF	n	Offset
CM	IP	m,n	Indent Paragraph
CM	TS	n1,n2,...	Tab Set
CM	TR		Tab Reset

REFERENCE CARD

XYWRITE WORD PROCESSOR

PAGE LENGTH (Chapter 4)

CM PL <i>nm,max,min</i>	Page Length
CM FD <i>n</i>	Form Depth
CM TP <i>n</i>	Top Margin
CM BT <i>n</i>	Bottom Margin
CM PG <i>n</i>	Page Break
CM NB	Non-Breakable Block
CM BB	Breakable Block
CM WD <i>n</i>	Widow
CM OP <i>n</i>	Orphan

PRINTER CONTROLS (Chapter 4)

CM PA <i>message</i>	Pause
CM PR <i>message</i>	Prompt
CM AP	AutoPause
CM NP	No Pause
† CM PI	Printer Insert
† CM IN	Include "Foreign" File
* CM PC <i>n</i>	Printer Control

STYLES (Chapter 4)

* CM SS <i>name,nm-n,nm=n,...</i>	Save Style
* CM US <i>name</i>	Use Style
* CM NS	Next Style
* CM PS	Previous Style

VERTICAL SPACING (Chapter 4)

* CM AL <i>n</i>	Automatic Leading
* CM EL <i>n</i>	Extra Leading
* CM LL <i>p,l</i>	Line Leading
CM LS <i>n</i>	Line Spacing

SPECIAL FEATURES

The Special Feature commands are a mixture of immediate commands and embedded commands. Check the *Reference Guide* for specific information.

COLUMNS (Chapter 5)

* CM CT <i>offset,w1/s1,w2/s2,...</i>	Column Table
* CM SN <i>c1,c2,c3,c4,c5,c6</i>	Snaking

FILL-IN FORMS (Chapter 5)

CM NEF <i>workform,masterform</i>	Create a New Form
CM CAF <i>workform</i>	Call a Form

MAIL MERGE (Chapter 5)

CM TYPE <i>datafile+mainfile,P</i>	Merge & Print to Printer
CM TYPEF <i>datafile+mainfile,targetfile</i>	Merge & Print to File
CM TYPES <i>datafile+mainfile</i>	Merge & Print to Screen
CM FI <i>field1,field2,...</i>	Field Identification
CM PF <i>field</i>	Put Field

REDLINING (Chapter 5)

† CM RED	Toggle Redlining On/Off
† CM PE/PEV	Put in Edits
† CM CE/CEV	Remove Edits

TABLE OF CONTENTS & INDEX (Chapter 5)

CM X#	Text Marker (X1-X9)
CM T#	Table of Contents (T1-T9)
CM I#	Index (I1-I9)
CM SR IX	Place Marked Text
CM SR PN	Place Page Number
* CM SR CH	Place Chapter Number
CM LD <i>n</i>	Leading
* CM NI	No Index
* CM EX	Suppress Page Number
* CM IL <i>text</i>	Index Label
* CM IB <i>n</i>	Index Break
CM IX# <i>filename,targetfile</i>	Extract Index to a File
CM TX# <i>filename,targetfile</i>	Extract TOC to a File
CM IX# <i>@filename,targetfile</i>	Extract Index for a List
CM TX# <i>@filename,targetfile</i>	Extract TOC for a List

(# = 1-9, @filename = file containing a list of filenames)

USER PROGRAMMING (Chapter 5)

CM NEP <i>filename</i>	Creating a New Program File
CM CAP <i>filename</i>	Calling a Program File
CM RUN <i>filename,n</i>	Run a Program
CM P <i>comment</i>	Pause During Execution
* CM LDPM <i>filename,#</i>	Load a Program onto a Save/Get
* CM FUNC <i>fc</i>	Execute the Function Call
† CM PFUNC <i>fc</i>	Enter Function Call in Program File

(# = A-Z or 0-9, fc = Function Call)

ADVANCED USER PROGRAMMING

See Chapter 5 of the *Reference Guide*.

CUSTOMIZING COMMANDS (Chapter 6)

† CM LOAD <i>filename,filename,...</i>	Load Customization File
CM LDHELP <i>filename</i>	Load Help File
* CM LDDICT <i>filename</i>	Load Hyphen Exception File
CM LDKBD <i>filename</i>	Load Keyboard File
CM LDPRN <i>filename</i>	Load Printer File
* CM LDSORT <i>filename</i>	Load Sort File

FUNCTION CALLS, PRINTER SETTINGS & DEFAULT SETTINGS

For information on these subjects, refer to Chapter 6 of the *Reference Guide*.

NETWORK COMMANDS

These commands apply only to "XyWrite III Plus for Networks." If you have this version, refer to Chapter 7 of the *Reference Guide* for more information.

CM LOGIN <i>user,password</i>	Gain Access to XyWrite
CM LOGOUT	Sign Off of XyWrite
CM READ <i>filename</i>	Display File for Reading Only
CM SETP <i>filename</i>	Set a Printer

LEGEND

BOLD=required * = XyWrite III or III Plus only
 LIGHT=optional † = XyWrite III Plus only

NOTE: Any command which uses a *filename* allows you to specify a *drive (d:)* and *path* ahead of the filename. Thus, the CALL command could be entered as: CALL *d:path/filename*

Chapter number references on this card refer to the *Reference Guide*.

KEYS

Some of the most commonly used keys are listed here.

HELP (Chapter 6)

Alt F9	Help
† F6	A La Carte menus
† Shift F6	Display Last A La Carte screen

CURSOR KEYS – UP AND DOWN (Chapter 3)

↑ , ↓	Move One Line Up, Down
Ctrl ↑ , Ctrl ↓	Scroll Text One Line Up, Down
Home , End	Move to Top, Bottom of Screen
PgUp , PgDn	Move One Screen Up, Down
Alt PgUp , Alt PgDn	Move One Formatted Page Up, Down
Ctrl Home , Ctrl End	Move to Top, Bottom of Document

CURSOR KEYS – LEFT AND RIGHT (Chapter 3)

← , →	Move One Character Left, Right
Alt ← , Alt →	Move One Word Left, Right
Ctrl ← , Ctrl →	Move to Left End of Line, Right End

TAB KEYS (Chapter 3)

* Alt Tab	Display Tab Menu
Ctrl Tab	Move Cursor to the Next Tab
Tab	Move Cursor and Text to Next Tab

COMMAND LINE KEYS (Chapter 3)

F5	Clear the Command Line
F9	Execute Command on Command Line
F10	Switch Between Command Line/Text

DEFINE KEYS (Chapter 3)

F1	Begin/End Block Define
Alt F1	Begin Column Define
F2 #	Save Defined Block
F3	Release Defined Block
F4	Define Line
Ctrl F4	Define Sentence
Shift F4	Define Paragraph
Alt F4	Define Word
Alt F6	Delete Defined Block
F7	Copy Defined Block
F8	Move Defined Block

EXPANDED DISPLAY (Chapter 3)

Ctrl F9	Switch Between Normal/Expanded
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PAGE NUMBER DISPLAY (Chapter 3)

Shift F9	Turn on Page-Line (P-L) Indicator
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WINDOWS (Chapter 3)

* Ctrl F10	Display Window Menu
Alt F10	Switch Between Last Two Windows
* Shift F10	Switch Through All Windows
* Shift Ctrl <i>n</i>	Switch to Window <i>n</i>

COMPARE FILES (Chapter 3)

* Ctrl ←	Find Difference Between Two Files
* Ctrl →	Find Match Between Two Files