

OfficeVision/400 Word Processing Quick Reference—Press F5 to use:

Description	Abbreviation	Description	Abbreviation
Format Displays		Move column	cm
Document Format	d	Copy column	cc
Line Spacing/Justification	dl	Delete column	cd
Margins and Tabs	dm	Reference areas	ra
Page Layout/Paper Options	dp	Multiple Text Columns	
Typestyle Color	dt	Define multiple text columns	mtc
Format Change Options	fco	Return to single text column	stc
Line Spacing/Justification	l	Start next related text column	ntc
Labels Format	lb	Type text in multiple columns	mce**
Margins and Tabs	m	Query	q
Page Layout/Paper Options	p	Notepad	
Typestyle/Color	t	Notepad menu	np
Reset Format	rf	Copy to notepad	npc
Document Footnote Format	dff	Copy and add to notepad	npca
Display Current Format	dcf	Move to notepad	npm
Search/Replace - Formats	srf	Move and add to notepad	npma
Alternate Format	a	Recall from notepad	npr
Line Spacing/Justification	al	Sort	s
Margins and Tabs	am	Cursor Draw**	
Page Layout/Paper Options	ap	Change draw character	cdc**
Typestyle/Color	at	Cursor Draw menu	cdm**
Alternative Footnote Format	aff	Draw with cursor	dwc**
Header/Footer Displays		Erase with cursor	ewc**
Footer	f	Spell Functions	
Even Footer	ef	Spell options	so
Odd Footer	of	Dictionary options	do
Header	h	Add current word to dictionary	aw
Even Header	eh	Spell aid for current word	sp
Odd Header	oh	Synonyms for current word	sy
Even/Odd header/footer	eo	Grade level synonym	gsy
Document Footer	df	Check document	ck
Document Even Footer	def	Check document and prompt	ckp
Document Odd Footer	dof	Check lines on screen	cks
Document Header	dh	Remove error marks	re
Document Even Header	deh	User dictionary	ud
Document Odd Header	doh	Exit Requests	
Document Even/Odd Header/Footer	deo	Exit and save	es
Alternate Footer	af	Exit, save, and print	esp
Alternate Even Footer	aef	Exit, without saving	ens
Alternate Odd Footer	aof	Other Functions	
Alternate Header	ah	Outline Heading Selection	dohs
Alternate Even Header	aeH	Outline Heading Definition	doh0-doh6
Alternate Odd Header	aoh	Get Graphic	gg
Alt. Even/Odd Header/Footer	aeo	Text Month Names	mn
Page/Line Requests		Display Function Keys	k
Go to page 5	5	Change Display Size(toggle)	ds*
Go to line 5 of the current page	/5	Display Codes(toggle)	dc**
Go to line 5 of page 6	6/5	Instructions	
Put line where cursor is at top of display	/	Average	.avg
Go ahead 5 lines	+5	Begin Conditional Text	.bct
Go back 5 lines	-5	End Conditional Text	.ect
Go to the beginning of document	0	Begin Keep	.bk
Go to the end of document	9999	End Keep	.ek
Column Mode		Begin Overstrike	.bo
Turn column mode on/off	c*	End Overstrike	.eo
Table Layout		Begin Running Heading	.brh
Create/revise column layout	tl	End Running Heading	.erh
Insert new column	ci	Cancel Running Heading	.crh
Revise column	cr	Change Font	.cf

Description	Abbreviation	Description	Abbreviation
Color	.color		
Count	.cnt		
Data Field	.dfh		
Document ID	.docid		
Enter Current Date	.date		
Form Field	.ff		
Footnote	.fn		
Graphic	.gr		
Help Label	.help		
Outline Heading Levels	.h		
Outline Heading Text	.ht0-.ht6		
Include	.inc		
High	.high		
Index Entry	.ie		
Index	.ix		
Low	.low		
Numbered List Item	.nl		
Start New Page	.pa		
Page Number	.pn		
Required Backspace	.rbs		
Run a CL Command	.run		
Set a Variable	.set		
Skip	.sk		
Skip to Line	.stl		
System Page Number	.spn		
System Time	.time		
Table of Contents	.toc		
Total	.tot		
Zero Index Carrier Return	.zicr		
Comment	.		
Data Field	.&		
Print Variable	.&&		
Code Requests			
Begin bold	bb		
Begin underline	bu		
Begin underline/bold	bub		
End bold or underline	e		
Carrier return	car		
Center	ct		
Copy	cpy**		
Delete	dlt**		
Half index down	hd		
Half index up	hu		
Menu size - options(toggle)	ms***		
Move	mov**		
Page end	pe		
Repeat find	rpf**		
Required carrier return	rcr		
Required space	rs		
Required tab	rt		
Roll up/down(toggle)	roll		
Start new page,	snp		
Stop code	sc		
Syllable hyphen	sh		
Symbol	sym		
Tab	tab		
Top of Split Display	ts		
Bottom of Split Display	bs		
Word underline	wu		
		Send Note Requests	
		Forward	fwd
		Send	snd
		Mail reference (toggle)	mr
		ALT KEYS	
		Insert symbols	Alt + A
		Begin bold	Alt + B
		Begin underline	Alt + U
		Center	Alt + C
		End bold/underline	Alt + J
		Half index down	Alt + H
		Half index up	Alt + Y
		Next stop code	Alt + N
		Next text column	Alt + D
		Required page end	Alt + R
		Start new page	Alt + P
		Stop code	Alt + S
		Word Underline	Alt + W
		Carrier Return	Alt + Field Exit
		Required Space	Alt + Spacebar
		Required Tab	Alt + Tab
		CURSOR MOVEMENT KEYS	
		PCTA Editor:	
		Top of Page	Alt + ↑
		Bottom of Page	Alt + ↓
		End of Line	Alt + →
		Beginning of Line	Alt + ←
		Host Editor:	
		Top of Page	Shift + ↑
		Bottom of Page	Shift + ↓
		End of Line	Shift + →
		Beginning of Line	Shift + ←
		* Host Editor Only	
		** PCTA Editor Only	
		*** Basic Editor Only	
		Toggle = Toggles Edit Option	
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