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Quick Reference

C:\XY4

1 2



XyWrite[™]
4.0

STARTING XYWRITE

To start XyWrite from the DOS prompt:

1. Change your directory to the directory where XyWrite is installed on your computer.
2. Type editor and press **[Enter]**.

The title screen appears briefly, then disappears, leaving the main XyWrite screen.

LOGGING ONTO XYWRITE ON A LAN

If you are working on a LAN, your network administrator assigned you a logon name, or user name. Your administrator may also have assigned you a password. You use this information to log on to the program.

After you start XyWrite, the command line contains the LOGON command, and the cursor is in place for you to complete the procedure below.

To log on to XyWrite:

1. Type *name,password*

where *name* is your user name, and *password* is your password, if you have one.

Be sure to type a comma between the logon name and the password, not a space.

2. Press **[Enter]**.

XyWrite logs you on and loads any customized settings you may have. The action bar reappears. Now you can create and edit documents and use any of XyWrite's features.

LOGGING OFF XYWRITE ON A LAN

If you are working on a LAN, you should log off XyWrite before you exit the program. If you do not log off, and someone else starts using XyWrite on the workstation you were using, they will be working under your logon name. Therefore, it is a good idea to log off XyWrite before you exit.

To log off XyWrite:

1. Close all open files.
2. Press **[F10]**.

The cursor moves to the command line, which replaces the action bar.

1. Type *logoff* and press **[Enter]**.

The message *Logoff accepted* appears. Continue with the procedure below for exiting XyWrite completely.

EXITING XYWRITE

To exit XyWrite:

1. Choose Exit from the File menu (**[F10]**, F, X).

If you have any files open that you have edited, a message appears asking what you want to do with these files.

2. Choose the action you want to take.

XyWrite closes the open files and returns you to DOS.

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XYWRITE FUNCTIONS AND KEYS































































































































































































NOTE: Type styles are additive. For example, to get bold italics, press **Ctrl**B, then **Ctrl**I.

If you press **Shift** and any navigation key sequence (for example, **PgUp**, **Alt** **End**), XyWrite selects the text as the cursor moves.

Function	Key Sequence
Action bar	
Action bar/window toggle	F10
To command line	F5
From command line	F10
Advanced menu	Alt A
Alignment	
Center	Ctrl Shift C
Justify	Ctrl Shift J
Left	Ctrl Shift L
Right	Ctrl Shift R
Apply style	Ctrl Shift S
Assign text to macro key	Shift F2
Auto-check on/off	Alt F7
Auto-replace	Ctrl Shift A
Begin/end select	F3
Beginning	
of file	Ctrl Home
of line	Home
Bookmark	
Go to bookmark	Ctrl Shift G
Set bookmark	Ctrl Shift B
Bottom of file	Ctrl End
Bottom of screen	Alt End
Calculate	
Add*	Alt +
Divide*	Alt /
Insert a total	Alt =
Multiply*	Alt *
Subtract*	Alt -
Carriage return	
Hard	Ctrl J
Soft	Shift Ctrl J
Cancel selection	Esc
Change case	Ctrl H , Ctrl \

Function	Key Sequence
Character	
Code, insert*	Ctrl Alt ##
Delete	Del
Delete previous	Backspace
Next	→
Previous	←
Check spelling	F7
Clipboard	
Append to	Ctrl Shift Ins
Copy to	Ctrl Ins
Cut	Shift Del
Cut and append to	Ctrl Shift Del
Paste from	Shift Ins
Close	
File	Ctrl F4
Marker	Shift F1
Command line	
Clear command line	F5
Command line/text area toggle	Shift F5
From action bar	F5
To action bar	F10
Command stack	
List	Ctrl F5
Next command	Ctrl ↓
Previous command	Ctrl ↑
Compare files	
Find difference	Ctrl -
Find match	Ctrl +
Copy	
Selected text	Ctrl C
To clipboard	Ctrl Ins
Cut to clipboard	Shift Del
Cut and append	Ctrl Shift Del
Date and time, display	Ctrl Alt Shift D
Define text macro	Shift F2
Delete	
Character	Del
Paragraph	Ctrl F12 or Ctrl Alt F2
Previous character	Backspace
Previous word	Ctrl Backspace
Selected text	Shift F12 or Alt Shift F2
Sentence	Alt F12
Table row*	Shift -
To end of line	Alt Del
Word	Ctrl Del

Function	Key Sequence
Deselect	Esc
Dialog box	
Activate	Ctrl J
Exit	Esc
Most recent used	Shift F10
Move to next option	Tab
Document compare	
Find next difference	Ctrl -
Find next match	Ctrl +
Draft view	Alt F8
Draw with cursor	Ctrl Shift D
Edit	
Markers	F11 or Alt F1
Menu	Alt E
Next file	Ctrl Alt Shift N
End of line	End
Execute command	F9
Exit XyWrite	Alt F4
Expand abbreviation	Ctrl
Expanded view	Ctrl F8
Extend selection	Shift F3
File	
Bottom of	Ctrl End
Close	Ctrl F4
Edit next file	Ctrl Alt Shift N
Menu	Alt F
Open	Ctrl O
Save	Ctrl S
Top of	Ctrl Home
Print	Ctrl P
Fix spelling errors	Ctrl E
Format menu	Alt M
Formatted view	F8
Graphic view	Shift F8
Go to	
Bookmark	Ctrl Shift G
Page	Ctrl G
Window	Ctrl Shift #
Help	
Context-sensitive help	F1
Help for last error message	Ctrl F1
Help menu	Alt H
Hide	
Markers (toggle)	Shift F11 or Alt Shift F1
Page breaks	Alt F8

Function	Key Sequence	Function	Key Sequence	Function	Key Sequence
Hyphen		Menu		Previous	
Soft	~ (tilde)	Advanced	 A	Character	
Hard	- (hyphen)	Edit	 E	Command	 
Nonbreaking hard*	- (minus)	File	 F	Help/Error message	 
Index, record entry	  E	Format	 M	Line	
Insert		Help	 H	Page	 
Character code*	  ##	Insert	 I	Paragraph	 
Index entry	  E	Proof	 P	Screen	
Menu	 I	View	 V	Tab	 
Stop code	  X	Window	 W	Window	 
Table row	 +	Move selected text	 M	Word	 
Text macro		New		Print	 P
Total	 =	Line	 	Proof menu	 P
Insert/replace toggle		Page	  	Record keystrokes	 K
Italics	 I	Paragraph		Replace	 R
Keyword	  K	Next		Required page end	  
Line		Character		Restore session	 L
Beginning of current		Command in stack	 	Run macro	 
Beginning of next	 	File	   N	Save	
Beginning of previous	 	Line		File	 S
Delete to end of	 	Page	 	Macro	 
End of		Paragraph	 	Screen	
New	 	Screen		Bottom of	 
Next		Stop Code	  N	Down one line	 
Previous		Tab	 	Next	
Scroll up one	 	Window		Top of	 
Scroll down one	 	Word	 	Up one line	 
List		Nonbreaking		Previous	
Command stack	 	Hyphen*	-	Search	 F
Macros	 	Space	  	Search and Replace	 R
Select options	 	Normal text	 N	Select	
Text macros	 	Open file	 O	Begin/end	
Windows	 	Outline		Column	 
Log session	 L	Insert outline level	 Q	Paragraph	
Macro		Remove outline level	  Q	Release	
List	 	Page		Sentence	 
Record keystrokes	 K	New	  	Word	  
Run	 	Next	 	Selected text	
Save	 	Previous	 	Copy	 C
Manage printing	 J	Paragraph		Delete	  or   
Marker		Delete	  or   	Extend	 
Edit	 	New		Move	 M
Show/hide	  or   	Next	 	Options	 
Memopad	  M	Previous	 	Sentence	
		Select		Delete	 
		Paste from clipboard	 	Select	 

Function	Key Sequence
Set bookmark	Ctrl Shift B
Show	
Markers	Shift F11 or Alt Shift F1
Page Breaks	F8
Spell	
Check	F7
Auto-check	Alt F7
Auto-replace	Ctrl Shift A
Check word	Ctrl F7
Stop code	
Insert	Ctrl Shift X
Next	Ctrl Shift N
Strikethru	Ctrl /
Styles, apply	Ctrl Shift S
Subscript*	Ctrl -
Superscript*	Ctrl +
Tab	
Insert tab	Tab
Next tab	Ctrl Tab
Previous tab	Shift Tab
Table	
Delete row of cells*	Shift -
Insert row of cells*	Shift +
Next cell in table	Alt →
Previous cell in table	Alt ←
Text macro	
Define	Shift F2
Insert	F2
List	Ctrl F2
Thesaurus	Shift F7
Transpose	
Character	~C (or ~1)
Paragraph	~P (or ~4)
Sentence	~S (or ~3)
Word	~W (or ~2)
Top of file	Ctrl Home
Top of screen	Alt Home
Type size	Ctrl Shift P
Type specifications	Ctrl T
Undelete	F12 or Alt F2
Underline	Ctrl U

Function	Key Sequence
View	
Draft	Alt F8
Expanded	Ctrl F8
Formatted	F8
Full Page	Ctrl V
Graphic	Shift F8
Menu	Alt V
Wildcard characters	
Any string	Alt Shift W
Enter	Alt Shift ↵
Line feed	Alt Shift F
Lone carriage return	Alt Shift R
Not	Alt Shift -
Or	Alt Shift O
Single alpha-numeric	Alt Shift A
Single character	Alt Shift X
Single letter	Alt Shift L
Single number	Alt Shift N
Single sentence separator	Alt Shift .
Single word separator	Alt Shift S
Tab	Alt Shift Tab
Window	
Action bar/window	F10
toggle	
Command line/window	Shift F5
toggle	
Go to window	Ctrl Shift + Window #
List	Ctrl F6
Next	F6
Menu	Alt W
Previous	Shift F6
Toggle between	Alt F6
Word	
Delete previous	Ctrl Backspace
Delete	Ctrl Del
Next	Ctrl →
Previous	Ctrl ←
Select	Ctrl Shift →
Spell check	Ctrl F7
Overstrike	Alt Ins

*Use the keys on the numeric keypad.