

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 | ↵ |
| Soft | Shift ↵ |
| 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 | ↵ |
| 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 | Alt A | Character | ← |
| Hard | - (hyphen) | Edit | Alt E | Command | Ctrl ↑ |
| Nonbreaking hard* | - (minus) | File | Alt F | Help/Error message | Ctrl F1 |
| Index, record entry | Ctrl Shift E | Format | Alt M | Line | ↑ |
| Insert | | Help | Alt H | Page | Alt PgUp |
| Character code* | Ctrl Alt ## | Insert | Alt I | Paragraph | Alt ↑ |
| Index entry | Ctrl Shift E | Proof | Alt P | Screen | PgUp |
| Menu | Alt I | View | Alt V | Tab | Shift Tab |
| Stop code | Ctrl Shift X | Window | Alt W | Window | Shift F6 |
| Table row | Shift + | Move selected text | Ctrl M | Word | Ctrl ← |
| Text macro | F2 | New | | Print | Ctrl P |
| Total | Alt = | Line | Shift ← | Proof menu | Alt P |
| Insert/replace toggle | Ins | Page | Ctrl Shift ← | Record keystrokes | Ctrl K |
| Italics | Ctrl I | Paragraph | ← | Replace | Ctrl R |
| Keyword | Ctrl Shift K | Next | | Required page end | Ctrl Shift ← |
| Line | | Character | → | Restore session | Ctrl L |
| Beginning of current | Home | Command in stack | Ctrl ↓ | Run macro | Shift F9 |
| Beginning of next | ↓ Home | File | Ctrl Alt Shift N | Save | |
| Beginning of previous | ↑ Home | Line | ↓ | File | Ctrl S |
| Delete to end of | Alt Del | Page | Alt PgDn | Macro | Alt F9 |
| End of | End | Paragraph | Alt ↓ | Screen | |
| New | Shift ← | Screen | PgDn | Bottom of | Alt End |
| Next | ↓ | Stop Code | Ctrl Shift N | Down one line | Ctrl PgDn |
| Previous | ↑ | Tab | Ctrl Tab | Next | PgDn |
| Scroll up one | Ctrl PgUp | Window | F6 | Top of | Alt Home |
| Scroll down one | Ctrl PgDn | Word | Ctrl → | Up one line | Ctrl PgUp |
| List | | Nonbreaking | | Previous | PgUp |
| Command stack | Ctrl F5 | Hyphen* | - | Search | Ctrl F |
| Macros | Ctrl F9 | Space | Ctrl Shift Spacebar | Search and Replace | Ctrl R |
| Select options | Ctrl F3 | Normal text | Ctrl N | Select | |
| Text macros | Ctrl F2 | Open file | Ctrl O | Begin/end | F3 |
| Windows | Ctrl F6 | Outline | | Column | Alt F3 |
| Log session | Ctrl L | Insert outline level | Ctrl Q | Paragraph | F4 |
| Macro | | Remove outline level | Ctrl Shift Q | Release | Esc |
| List | Ctrl F9 | Page | | Sentence | Shift F4 |
| Record keystrokes | Ctrl K | New | Ctrl Shift ← | Word | Ctrl Shift → |
| Run | Shift F9 | Next | Alt PgDn | Selected text | |
| Save | Alt F9 | Previous | Alt PgUp | Copy | Ctrl C |
| Manage printing | Ctrl J | Paragraph | | Delete | Shift F12 or Alt Shift F2 |
| Marker | | Delete | Ctrl F12 or Ctrl Alt F2 | Extend | Shift F3 |
| Edit | Shift F1 | New | ← | Move | Ctrl M |
| Show/hide | Shift F11 or Alt Shift F1 | Next | Alt ↓ | Options | Ctrl F3 |
| Memopad | Ctrl Shift M | Previous | Alt ↑ | Sentence | |
| | | Select | F4 | Delete | Alt F12 |
| | | Paste from clipboard | Shift Ins | Select | Shift F4 |

| 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.