

## GETTING STARTED

FILES	switch or create outlines
(if outline file open)	
CLOSE	close current outline file
RETURN	continue with current outline
(if no outline file open)	
EXISTS	open an existing outline
(if more than two floppies)	
BROWSE	consider outlines, one by one
SPECIFY	enter drive number from keyboard
LAST	re-open outline in drivex
(if hard disk system)	
BROWSE	consider outlines, one by one
ENTER	enter name of outline from keyboard
LAST	re-open "last filename"
NEW	create a new outline

## GETTING AROUND

EXPAND	reveal hidden text
BOTH	expand both pgf and sub-heads
SUBHEADS	expand only the sub-heads
PARAGRAPH	expand only the paragraph
COLLAPSE	hide text from view
BOTH	collapse both pgf and sub-heads
SUBHEADS	collapse only the sub-heads
PARAGRAPH	collapse only the paragraph
KEYWORD	search outline for a pattern
SEARCH	search for a keyword pattern
XCHANGE	replace one pattern with another
WINDOW	fine-tune the window position
ARROW KEYS	move bar, menu, or flashing cursor
UP ARROW	move cursor up
DOWN ARROW	move cursor down
LEFT ARROW	move cursor left
RIGHT ARROW	move cursor right
DIRECTION COMMANDS	move bar cursor
UP	move bar cursor up at same level
DOWN	move bar cursor down at same level
LEFT	move bar cursor to a higher level
RIGHT	move bar cursor to a deeper level
SPACE <space bar >	reposition screen window

## ADDING INFORMATION

NEW	add a headline or paragraph
UP	make new headline at same level up
DOWN	make new headline at same level down
LEFT	make new headline at higher level
RIGHT	make new headline at deeper level
PARAGRAPH	make a new paragraph
EDIT	text editor for paragraphs
MODE	do a series of 'NEW'S
EDIT	text editor for headlines

## REORGANIZING

MOVE	restructure outline
UP	outline stays at same level
DOWN	outline stays at same level
LEFT	outline moves to a higher level
RIGHT	outline moves to a deeper level
MODE	do a series of MOVE'S
	destroy or restore text
OUTLINE	delete entire outline
PARAGRAPH	delete only the paragraph
RESTORE	undo the last outline deletion
	more ThinkTank commands
COPY	duplicate an outline
ALPHA	alphabetize sub-heads
PROMOTE	move all sub-heads left
MERGE	combine two paragraphs
DELETE	copied paragraph is deleted
COPY	copied paragraph remains

## PRINTING & PORTING"

PORT	send or receive text
PRINTER	send to printer
STRUCTURED	ThinkTank can read this style
PLAIN	suitable for a word processor
FORMATTED	use format settings
TEXIFILE	send/receive thru Pascal file
SEND	send text to textfile
STRUCTURED	ThinkTank can read this style
PLAIN	suitable for a word processor
FORMATTED	use format settings
RECEIVE	receive text from textfile

## EDITING TEXT

EDIT	edit a headline or paragraph
HEADLINE	text editor for headlines
	text editor for paragraphs
INSERT	add new text at cursor position
DELETE	delete chars, toward the bottom
BACKSPACE	delete chars, toward the top
TYPEOVER	type over existing text
FIND	find a pattern in the text
XCHANGE	replace one pattern with another
BROWSE	replace selectively, with browsing
ALL	replace all, from cursor on
PAGE	scroll display a page at a time
GOTO	go directly to the top or bottom
SELECT	choose a command from select menu
START	start a new selection at cursor
FINISH	return to normal cursor motion
UNDO	cancel selection without deleting
DELETE	delete the selected text
COPY	make a copy of the selected text
	exit to the top-level commands
SAVE	write changes to disk, then exit
UNDO	exit without saving changes
RETURN	return to the text editing commands

## SPECIAL FEATURES

EXTRA	more ThinkTank commands
DATE	change the system date
UTILITIES	system configuration utilities
KEYS	change keystroke definitions
DISK	change disk configuration
MENU	change display of specialist menu
	special features
DISK-MANAGER#	format, copy or list a floppy disk

## NOTES

ESCAPE	escape valve" throughout ThinkTank
RETURN	reading" key at top level only

# =APPLE II-+ and IIe versions only

## KEYSTROKE CONFIGURATION CHART

COMMAND	Dorkey	yours	II+	IIe	III
editor commands					
DELETE			^D	^D	^D
REVERSE-DELETE			^B	^B	^B
			^I	^I	^I
TYPEOVER			^T	^T	^T
WORDRIGHV			^R	^R	^R
WORDLEFT			^L	^L	^L
PAGE			^P	^P	^P
GOTO			^G	^G	^G
FIND			^F	^F	^F
SHOW-MENU			/	/	/
XCHANGE			^X	^X	^X
XCHANGE-ALL			^A	^A	^A
			^S	^S	^S
CANCEL-SELECT			^N	^N	^N
SELECTION			^C	^C	^C
others					
<ESCAPE>					
<RETURN>					
left arrow					
right arrow					
up arrow			^O		
down arrow			^K	^Y	
underscore			^Z		
left bracket			^J	typeahead	^V ^V ^V
QUIETthespeaker~			^Q	^Q	^Q
RECALL last entry			^E	^E	^E
not on ThinkTank menus (and not reconfigurable)					
PERCENT space left	%	%	%	%	%
a headline display	*	*	*	*	*
CAPITALIZE (shift)	\				
(shift-lock)			^...^		

\* = on keystroke configuration menus only