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To type, just type. All typed text is inserted. Line endings and page endings are automatic. Use <RETURN> to end paragraphs. <PAGE> forces a page to end. <SHIFT> + <DOCUMENT> begins a new document. If you make a mistake, press <ERASE> to backspace over it. The blinking cursor shows you where text will be inserted; the solid highlight accompanying the cursor shows what <ERASE> will erase.

To move the cursor, hold down a <LEAP> key, type whatever you want the cursor to find — a character, a word or phrase — let go of the <LEAP> key after cursor leaps. After cursor movement, <ERASE> erases text to the right of the cursor <UNDO> can undo leaping, erasing and most commands.

To highlight some text you want to do something with (such as print or erase), leap from one end of it to the other, then press both <LEAP> keys. To unhighlight, press and release either <LEAP> key. To adjust the highlight, tap either <LEAP> key repeatedly as needed, then press both <LEAP> keys again.

Commands do things to highlighted text. For example, highlighted text disappears if you press <ERASE>. Labels on key fronts show other commands. To use these, hold down <USE FRONT>, and, while you hold it, press command.

For more information: hold <USE FRONT>, press <EXPLAIN>, and then the key you want to know about. For example, to find out about “COPY”, hold <USE FRONT>, and while holding it, press <EXPLAIN> and then <COPY>.

PAGE CHARACTER, DOCUMENT CHARACTER, <TITLES> COMMAND

A page character, the lowercase character on this key, forces a new page to begin. You can also type it at the beginning of a paragraph to force the paragraph onto the next page.

A document character, the uppercase character on this key, begins new documents. Document character cause page numbers after them to start over (1, 2, 3, etc.). Page and document characters can be erased or leaped to.

The <TITLES> command allows you to view the titles of all documents in the Cat. First, type the title, then a page character, then use the <SETUP> command to set the “First page number” to 0. Begin typing the document itself after the page character (or, if you are not titling the document, directly after the document character). When you use <TITLES>, as many titles as will fit appear on-screen as long as you continue to hold <USE FRONT>. Scroll through the titles by tapping a <LEAP> key while you hold <USE FRONT>.

<DOCUMENT>/<PAGE> is very useful in leaping. Leap to another page by pressing and holding <←LEAP> or <LEAP→> and pressing <PAGE>. Use <LEAP AGAIN> to leap page-by-page. Leap to another document by pressing and holding <←LEAP> or <LEAP→> and pressing <DOCUMENT>. Use <LEAP AGAIN> to leap document-by-document.

To leap to the beginning or the end of an entire text, hold the appropriate LEAP key and tap <PAGE> a few times (usually two or three).

THE <LEAP> KEYS: LEAP BACKWARD <←LEAP> and LEAP FORWARD <LEAP→>

To move the cursor, hold down a <LEAP> key and type what you want to find.

Leap to a single character or use longer patterns (words, phrases). If the cursor cannot leap to what you type, it rebounds to its starting point and stays there. Let go and start over. Left <LEAP> key leaps “backward” — to text you would read before you came to the cursor. Right <LEAP> key leaps “forward” — to text that comes after cursor. If the first instance of what you leap to is not the one you want, keep holding <LEAP> (or hold it again if you’ve let go), and press either <USE FRONT>. The cursor will <LEAP AGAIN> to the next example of pattern (from “e” to “e”, for example).

To creep character-by-character, tap repeatedly on a single <LEAP> key.

To extend the highlight, press both <LEAP> keys after leaping. Unhighlight at the beginning or end of highlighted area by pressing and releasing <←LEAP> or <LEAP→>. To adjust the borders of the highlight, creep, rehighlight.

To move text, highlight it, leap to new location, then let go of <LEAP> key. Highlighted text leaps to the new cursor position. If the move is not OK, leap to better location or press <UNDO>. When you are satisfied with the move, press and release a <LEAP> key to unhighlight.

To scroll, leap to <RETURN> + <RETURN> and use <LEAP AGAIN>, or scroll one line at a time by holding <SHIFT> and tapping a <LEAP> key. Scroll once, then use <LEAP AGAIN> (hold <LEAP> key, press <USE FRONT>) to scroll continuously.

If you leap to the wrong place, let go of the <LEAP> key, then press <UNDO>.

⟨LOCAL LEAP⟩

⟨LOCAL LEAP⟩ keeps the cursor from leaping outside of one or more selected documents. Global leap (the usual range of leaping) sets no limits. Using ⟨LOCAL LEAP⟩ switches local leaping on and off. “LOCAL” appears on the ruler while ⟨LOCAL LEAP⟩ is on.

With ⟨LOCAL LEAP⟩ on, it is impossible to leap beyond the document characters at either end of the document or documents forming the local leap region.

To limit cursor movement to one document, use the ⟨LOCAL LEAP⟩ command while the cursor is inside the document. To confine the cursor to several documents, extend the highlight, then use the command. The cursor will be limited to the documents touched by the highlight.

⟨LOCAL LEAP⟩ is useful in conjunction with the ⟨LEARN⟩ command to prevent ⟨LEARN⟩ re-enactments from going beyond the document you want to change.

CAUTION! Be careful not to use leaping for information retrieval when ⟨LOCAL LEAP⟩ is on. You may fail to find what you are looking for and mistakenly conclude that it is not there! Shut off L⟨LOCAL LEAP⟩ right after using it.

⟨UNDO⟩ cancels command.

⟨COPY⟩

⟨COPY⟩ duplicates the text covered in your last leap. Leap from one end to the other of the text you want to copy, then use ⟨COPY⟩. The text covered in your leap will highlight automatically and the copy will appear.

The copy remains highlighted so you can move it elsewhere (by leaping to a new location and letting go of the ⟨LEAP⟩ key). After you move the text, unhighlight it by pressing and releasing either ⟨LEAP⟩ key.

If you copy text with calculations, the copied calculations will not be active (you will not be able to unpocket the underlying expressions, and the values will not change when you use ⟨CALC⟩). But if you highlight and ⟨CALC⟩ the results, unpocketing the underlying expressions before copying the text, the copied calculations will be active, that is, they will respond to new calculation values.

⟨UNDO⟩ makes the copy disappear. You can bring the copy back again by pressing ⟨UNDO⟩ a second time.

<ERASE>

This key always erases whatever is in the highlight (the solid portion of the cursor). If you've been typing, the cursor is wide (highlight trails cursor) and **<ERASE>** works like **<BACKSPACE>** on a typewriter, except that it erases the letters as it backs up. If you've leaped or creeped, the cursor is narrow (cursor and highlight on same character) and **<ERASE>** erases the letters in front of the cursor. **<ERASE>** autorepeats if held down.

If you are backspacing and want to erase forward, press and release either **<LEAP>** key. If you are erasing forward and want to backspace, press **<SPACE BAR>** (or any other typing key).

To erase two or more characters at once, leap from one end to the other of what you want to erase, press both **<LEAP>** keys to highlight it, then **<ERASE>**.

<UNDO> brings back whatever you have erased, but use it right after erasing or you lose this option.

Pressing **<ERASE>** after **<USE FRONT>** + **<SHIFT>** + **<DISK>** erases a disk.

<UNDO> (top of the key)

<UNDO> cancels the last operation. Use it to undo a leap, a text erasure, a text move, and most commands. <UNDO> can itself be undone. The effect of <UNDO> is described in relation to each command.

<SPELL CHECK LEAP> (front of the key)

This command searches for misspelled words using the Cat's 90,000-word spelling dictionary and any other words you add to your personal spelling dictionary with the <ADD SPELLING> command.

Hold down a <LEAP> key, then press <SPELL CHECK LEAP>. The machine will scan your text in the direction indicated by the <LEAP> key until it comes to a possible misspelled word. The cursor stops on any questionable word.

To erase the word you've leaped to, press both <LEAP> keys, then <ERASE>.

Note that you cannot add letters to the leap pattern when a <SPELL CHECK LEAP> is in progress. <SPELL CHECK LEAP> can take time. To interrupt it, press any key.

⟨DISK⟩

⟨DISK⟩ records or plays back information on disks and always chooses the right operation automatically (if you've used computers, record and playback correspond to "save" and "load"). Everything will work perfectly if you do the following: **Always use the ⟨DISK⟩ command before you take a disk out of the drive (recording your text); always use the ⟨DISK⟩ command when you put a new disk in the drive (plays back the new text).**

If you get a beep when using ⟨DISK⟩, use ⟨EXPLAIN⟩ to find out why. When the disk in the drive differs from the text on the screen, you will see a sample of what's on the disk as long as you hold down ⟨USE FRONT⟩. It's a good idea to use ⟨DISK⟩ frequently while you work to keep your disk up-to-date.

To transfer text between disks (copy up), use ⟨DISK⟩ to record the text, then highlight the text you want to transfer. Change disks in the drive and use the ⟨DISK⟩ command to play back. The new text appears on-screen with a copy of the highlighted text from first disk. Unhighlight, then use the ⟨DISK⟩ command to record the combined text on the second disk.

To create a backup disk as an insurance policy against loss or damage, place a blank disk in the drive, then hold ⟨USE FRONT⟩ and ⟨SHIFT⟩, and, while holding them both, press ⟨DISK⟩. Make as many backup disks as you like.

To erase a disk, place it in the drive and press ⟨USE FRONT⟩ + ⟨SHIFT⟩ + ⟨DISK⟩. Some of the text will show on the screen. If you are sure you want to make that disk blank, press ⟨ERASE⟩. The old text will be destroyed.

WARNING: NEVER UNPLUG, POWER-OFF, OR REMOVE A DISK WHILE THE DISK LIGHT IS ON!

⟨LEARN⟩

Enables you to “teach” the Cat to perform a set of keystrokes. The keystroke sequence is assigned to a number and re-enacted each time you hold ⟨USE FRONT⟩ and tap that number. Here’s how to set up a ⟨LEARN⟩ command:

- 1 Press ⟨USE FRONT⟩ + ⟨LEARN⟩, and then a single-digit number (1, 2, 3, ..., 0).
- 2 Release ⟨USE FRONT⟩ and do an example of what you want the Cat to do.
- 3 Press ⟨USE FRONT⟩ + ⟨LEARN⟩ to end the learning process.
- 4 To re-enact the learned keystroke, hold ⟨USE FRONT⟩, tap the number key.

To repeat the learned sequence over and over, omit Step 3.

Example: To replace “cat” with “dog” in the entire text:

- 1 Press ⟨USE FRONT⟩ + ⟨LEARN⟩ + ⟨1⟩.
- 2 Do it once: Leap to “cat”, ⟨ERASE⟩, ⟨ERASE⟩, ⟨ERASE⟩, type “dog”.
- 3 Press ⟨USE FRONT⟩ + ⟨1⟩.

The Cat re-enacts the keystroke sequence over and over until it reaches the end of the text or runs out of cats to replace.

To store text:

- 1 Highlight the text you want to learn.
- 2 Press ⟨USE FRONT⟩ + ⟨LEARN⟩ + ⟨digit⟩ + ⟨LEARN⟩.
- 3 To insert the phrase in the text, press ⟨USE FRONT⟩ + ⟨digit⟩.

To interrupt the Cat while it is re-enacting, press ⟨SHIFT⟩.

⟨CAPS⟩

⟨CAPS⟩ can capitalize or uncapitalize your text. Leap from one end to the other end of the text you want to capitalize, then use the ⟨CAPS⟩ command. You can use ⟨LOCK⟩ if you want to type all-capital letters. Press ⟨SHIFT⟩ to turn off ⟨LOCK⟩ when you are done.

Highlighting is automatic. As soon as you use the command, the text covered in your leap will highlight and change to uppercase characters, whatever case they were before.

If you want to make all the characters lowercase, use the ⟨CAPS⟩ command again.

To add capitalized text in the middle of other text, capitalized or not:

- 1** Leap to the point you want to add the text.
- 2** Type the new text (it will not be capitalized).
- 3** Use the ⟨CAPS⟩ command. The text you just typed will highlight and become capitalized.

⟨UNDO⟩ restores the text to the way it was before you used the command.

◀BOLD▶

◀BOLD▶ can add or remove boldface emphasis to your text. Leap from one end to the other of the text you want to make boldface, then use the ▶BOLD command.

Highlighting is automatic. As soon as you use the command, the text covered in your leap will highlight and become bold.

If you want to remove the boldface use the ▶BOLD command again.

Any text you type in the middle of other bold text is automatically bold.

◀UNDO▶ restores the text to the way it was before you used the command.

⟨UNDERLINE⟩

⟨UNDERLINE⟩ can underline or remove underlining from your text. Leap from one end to the other of the text you want to underline, then use the ⟨UNDERLINE⟩ command.

Highlighting is automatic. As soon as you use the command, the text covered in your leap will highlight and become underlined.

If you want to remove underlining, use the ⟨UNDERLINE⟩ command again.

Any text you type in the middle of other underlined text is automatically underlined.

⟨UNDO⟩ restores the text to the way it was before you used the command.

<TAB> and <SET/CLEAR TAB>

When you press <TAB>, the cursor moves to the next tab stop and a tab character fills the space. You can leap to tab characters, erase them, or move them. Use tab stops to align text in vertical columns. Regular tabs (small triangle on ruler) align the text along the first characters in the column. Decimal tabs (dot) align text along the last characters or decimal points.

The <SET/CLEAR TAB> command sets and clears tab stops. The command affects the paragraph the cursor is in, or, if the highlight is extended, all the highlighted paragraphs. Use the <SET/CLEAR TAB> command and keep holding <USE FRONT> when the set line appears.

Set tab stop: Use the <LEAP> keys to move the set line to the desired column, then press <SET/CLEAR TAB> as needed to set normal, decimal, and clear stop.

Clear tab stop: Press <SPACE BAR> to position the set line on the desired tab stop. Press <SET/CLEAR TAB> to clear the tab stop.

To clear all tabs, let go and hold <USE FRONT>, press <SET/CLEAR TAB>, <ERASE>.

To reset to initial tab stops, hold <USE FRONT> and <SHIFT>, and, while you hold, press <SET/CLEAR TAB>.

<UNDO> restores tab settings to the way they were before you used the <SET/CLEAR TAB> command, no matter how many tabs you have changed.

⟨LINE SPACE⟩

⟨LINE SPACE⟩ sets single, 1-1/2, or double-spaced text. You can also use it to set the line spacing on text you haven't yet typed. The line spacing is indicated on the rule (under "6"). To use this command:

- 1** Highlight the text you wish to affect (no highlighting necessary if you only want to change the paragraph the cursor is in). If you want to set the line spacing for text that you have not typed yet, prepare by typing a return character.
- 2** Use the ⟨LINE SPACE⟩ command and all highlighted paragraphs change. If more than one type of line spacing is present in the highlighted text, all paragraphs change to match the line spacing of the last paragraph.
- 3** Press the ⟨LINE SPACE⟩ command again and all paragraphs will change to the next spacing.

When you release ⟨USE FRONT⟩, the highlight goes back to normal.

Once you set the line spacing in one paragraph, or even the return character on a blank line, you can continue with the same line spacing in that paragraph or on that line. Pressing ⟨RETURN⟩ will start a new paragraph with the same spacing as the one you are in.

⟨UNDO⟩ restores the line spacing to what it was before you used the command.

HOW TO CHANGE MARGINS AND INDENTS

- 1 Highlight the paragraphs you wish to affect (no highlighting is necessary if you only want to adjust the paragraph the cursor is in).
- 2 Use **◀LEFT MARGIN**, **◀RIGHT MARGIN** and **◀INDENT** commands. A vertical line appears and remains on-screen as long as you continue to hold down **◀USE FRONT**. Hold down **◀USE FRONT** throughout the time you use the commands. You can use several commands before you let go.
- 3 While you hold **◀USE FRONT**, tap repeatedly on a **◀LEAP** key to move the line left or right. To speed up the movement of the line, press and hold the **◀LEAP** key. The ruler shows the character position of your setting.
- 4 When you're happy with the position of the line, release the **◀LEAP** key, then press the next command key you want to use. The highlighted text instantly matches the line as you go on to adjust the indent or the other margin.
- 5 When you release **◀USE FRONT**, the highlight goes away and you are done.

One paragraph can be the model for the paragraphs above it: Set up the last paragraph in the group exactly the way you want it, highlight all paragraphs (the model paragraph last), then hold **◀USE FRONT**, press and release each **◀MARGIN** key, then release **◀USE FRONT**.

◀UNDO returns the text to the way it was before you used the command.

PARAGRAPH STYLE

Use this command to switch between Left Flush, Centered, Right Flush, or Justified text. The style of the paragraph containing the cursor is indicated on the ruler (below the "5"). To use this command:

- 1 Highlight the paragraphs you wish to affect (no highlighting necessary if you only want to change the paragraph the cursor is in).
- 2 Use the **⌘ STYLE** command and all highlighted paragraphs change style to match the style of the last paragraph.
- 3 Press the **⌘ STYLE** key again and all paragraphs will change to the next style.

If you continue holding **⌘ USE FRONT**, you can use **⌘ LEFT MARGIN**, **⌘ RIGHT MARGIN**, **⌘ INDENT**, **⌘ SET/CLEAR TAB**, and **⌘ LINE SPACE**. When you release **⌘ USE FRONT**, the highlight goes back to normal.

⌘ UNDO restores the text to the way it was before you used the command.

⟨SEND CONTROL⟩

⟨SEND CONTROL⟩ can send control characters — special characters used to control computer communications.

Use the ⟨SEND CONTROL⟩ command, and continue to hold ⟨USE FRONT⟩: Every letter key pressed now sends a control character. Release ⟨USE FRONT⟩ to continue with normal typing. ⟨SPACE BAR⟩ sends a “break;” ⟨TAB⟩ sends “ESC.”

This command does nothing unless a connection has been established with another machine that uses control characters.

If you are connected to another Cat, sending a CONTROL-E character will prompt the other Cat to identify itself, thus verifying the connection.

Sending a CONTROL-S will cause many computers to stop sending text. Sending CONTROL-Q will make them resume sending.

Sending a CONTROL-G will cause the Cat and most computers to “beep.” The beep can be used to get the attention of the person at the other end of the line.

◀PRINT▶

To print, highlight the text you want to print, then use the ◀PRINT▶ command. You can carry on with your writing as soon as the highlight and the “PRINT” indicator on the ruler disappear, even while the printer is running.

To stop printing while the “PRINT” indicator is still on, press a ◀SHIFT▶ key. If the indicator and the highlight are off, stop printing by using the ◀PRINT▶ command again.

To restart printing after stopping it, press ◀UNDO▶.

If you have attached two printers, use the ◀SETUP▶ command to tell the Cat what kind of alternate printer you have. Print on the alternate printer by holding ◀USE FRONT▶ and ◀SHIFT▶, and, while holding them both, pressing the ◀PRINT▶ key.

⟨CALC⟩

This command lets you calculations right in the middle of your text. Type the problem, highlight it, and use the ⟨CALC⟩ command. Results of calculations have a dotted underline to distinguish them from ordinary typed text (the underline doesn't print). You can retrieve the calculations underlying the result by placing the cursor anywhere on the underlined result and using the ⟨CALC⟩ command. This is called “unpocketing.”

⟨CALC⟩ can do + (addition), **-** (subtraction), ***** (multiplication), **/** (division), **%** (percent), **sqrt** (square root), **sum** (add a tabbed column of numbers), **avg** (average a tabbed column of numbers). Use parentheses to ensure that certain operations are performed first. For example: $(25,0100)*(16/4) + 25 = 75$

Named variables may be used to link calculations. For example, if you type, highlight and ⟨CALC⟩: price:5.95 , the word “price” can be used in calculating various quantities: $price*10 = 59.50$, for example. To change “price”, place the cursor on the original underlined 5.95, and use the ⟨CALC⟩ command. The variable name and number “price:5.95” pops out. Alter the number, then highlight and ⟨CALC⟩ the entire resulting expression. All calculations affected by “price” will change.

Use “use ()” to identify the positions of entries in a table by column and row (relative to the column and row of the calculation). For example, $use(2 -1) * use(3 0)$ means “multiply the number in the 2nd column to the right and the first row up by the number in the 3rd column in the same row.”

⟨UNDO⟩ has no effect on calculations.

<SORT>

<SORT> enables a rearrange text in numerical and alphabetical order.

To sort, highlight all of the text you want to sort (from the first character of the first line to the last return), and give the **<SORT>** command.

To sort on other than the first column, the last character of the highlight should be in the desired column, then use **<SORT>**. **<USE FRONT> + <SORT>** sorts in numerical and alphabetical order (largest last). For example: 1, 2, 3, ... a, b, c, ... **<USE FRONT> + <SHIFT> + <SORT>** sorts in reverse numerical and alphabetical order (largest first). For example, z, y, x, ... 3, 2, 1.

The **<SETUP>** command can be used to change the definition of an item you want to sort. You can sort addresses instead of lines in a table, for example, after adjusting the "Breaks between records" to "2" with **<SETUP>**.

<UNDO> restores the text to its original, unsorted order.

<SETUP>

<SETUP> tells the Cat how to format documents and what printers or modems are attached. When you change a document setup, the changes apply to the document the cursor is in, or to all highlighted documents if the highlight is extended.

When you press **<USE FRONT> + <SETUP>**, a table of setup information appears on-screen. Some are numbers; others are multiple-choice. Don't let go of **<USE FRONT>** until you are done setting up.

While holding **<USE FRONT>**, select the item to change by tapping **<SPACE BAR>**. The selected item switches to boldface. Press the **<LEAP>** keys to select alternate choices.

Setup information takes more than one screen. If you press **<SETUP>** again, the next list is displayed.

<USE FRONT> + <SHIFT> + <SETUP> resets all setup values to their initial values.

<UNDO> does not cancel adjustments made during setup.