

Canon Cat Quick Reference Card
The Advanced WORK Processor

Welcome to the Canon Cat. On this page you will find instant help for common problems. The following pages show how to use the Cat's many abilities.*

(i) *How to read the key diagrams*

A plus sign after a key symbol means that you must hold down that key while pressing the keys after the plus sign. Some examples follow:

⟨PAGE⟩ ...	Press the ⟨PAGE⟩ key as many times as needed
⟨DOCUMENT⟩	Hold ⟨SHIFT⟩, press ⟨DOCUMENT⟩ (⟨PAGE⟩ key)
⟨LEAP⟩	Press either ⟨LEAP⟩ key
⟨←LEAP⟩ + ⟨LEAP→⟩	Press both ⟨LEAP⟩ keys
⟨LEAP⟩ + ⟨USE FRONT⟩	Hold down a ⟨LEAP⟩ key, and while holding it, press and release ⟨USE FRONT⟩ key
⟨COPY⟩	Hold down a ⟨USE FRONT⟩ key, and while holding it, press the ⟨COPY⟩ key

(ii) *Problems*

Solutions

Just used wrong command	⟨UNDO⟩
Cat goes beep	⟨EXPLAIN⟩ will tell you why and what to do
Forgot how to use a key	⟨EXPLAIN⟩ + key
Cursor won't move	Let go of ⟨LEAP⟩ and try again
Need to leap farther	⟨LEAP AGAIN⟩
Erasing to the right	⟨SPACE BAR⟩ then try again
Dark screen	Press any key to wake up the Cat
Command taking too long	Press any key to stop its action

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(iii) *Typing*

Just turn on the Cat and type. The blinking cursor shows where the next character you type will appear. New lines begin automatically when you reach the right margin, so don't press the **<RETURN>** key until you get to the end of a paragraph. Page endings and page numbering are automatic. Held-down keys repeat automatically. Use the **<ERASE>** key to correct mistakes. **<KB I/II>** activates the left or right pair of symbols on keys with four symbols (I = left pair; II = right pair).

Start a new line	<RETURN>
Add a blank line	<RETURN> <RETURN>
Force the end of a page	<PAGE>
Start a new document	<DOCUMENT>
Turn Shift Lock on	<LOCK>
Turn Shift Lock off	<SHIFT>
Change the keyboard setting	<KB I/II> (ruler shows current setting)
Insert text	Leap where you want to insert, then type

(iv) *Erasing*

The highlight (solid rectangle next to blinking cursor) shows what will be erased when you press the **<ERASE>** key. Erasing automatically works in the correct direction. After typing, **<ERASE>** causes the cursor to backspace, erasing as it goes. After a leap or creep, **<ERASE>** works forward, erasing the letter or word you leaped to. To erase a lot of text all at once, leap from one end of it to the other, press both **<LEAP>** keys (the text highlights), then press the **<ERASE>** key.

Erase a mistake while typing	<ERASE> ...
Erase a mistake later	Leap to mistake <ERASE> ...
Erase a lot of text	Highlight text <ERASE>
Recover erased text	<UNDO> (immediately)
Erase recent typing	<←LEAP> + <LEAP→> <ERASE>
Switch to backward erase	<SPACE BAR> <ERASE> ...
Switch to forward erase	<LEAP> <ERASE> ...

(v) *Leaping (moving the cursor)*

Hold down a <LEAP> key, and, **while holding it**, type the character you want to move to, and, if necessary, a few of the characters that follow it. Let go of the <LEAP> key when the cursor arrives. The left <LEAP> key moves the cursor backward; the right <LEAP> key moves the cursor forward. To leap to the next occurrence of what you just leaped to, hold down a <LEAP> key and press a <USE FRONT> key. The cursor returns to its starting place if what you type cannot be found.

Leap	<LEAP> + characters
Get back from leap	<UNDO>
Leap again	<LEAP> + <USE FRONT> ...
Find information	<LEAP> + any word anywhere <i>unless local leap is on</i>
Word-by-word	<LEAP> + <SPACE BAR> + <USE FRONT> ...
Sentence-by-sentence	<LEAP> + <.> + <USE FRONT> ...
Paragraph-by-paragraph	<LEAP> + <RETURN> + <RETURN> + <USE FRONT> ...
Page-by-page	<LEAP> + <PAGE> + <USE FRONT> ...
Document-by-document	<LEAP> + <DOCUMENT> + <USE FRONT> ...
Leap to capital letters	<LEAP> + <SHIFT> + character(s)
Leap to end of text	<LEAP→> + <PAGE> ...
Leap to beginning	<←LEAP> + <PAGE> ...
Creep a short distance	<LEAP> ...
Scroll up	<SHIFT> + <LEAP> <←LEAP> + <USE FRONT>
Scroll down	<SHIFT> + <LEAP> <LEAP→> + <USE FRONT>

(vi) *Leaping within a specified area*

<LOCAL LEAP> restricts leaping to one or more adjacent documents. This enables you to restrict the range of <LEARN> or <SPELL CHECK LEAP>.

Restrict leaping	Highlight document(s) <LOCAL LEAP>
Unrestrict leaping	Highlight document(s) <LOCAL LEAP>

(vii) *Highlighting text (marking text for change)*

If you press both <LEAP> keys after leaping, all the text covered in your leap will be highlighted. Pressing <ERASE> causes all the highlighted text to disappear. Using a command usually affects only the highlighted text.

Highlight text	Leap to one end of text, let go, leap to other end <←LEAP> + <LEAP→>
Unhighlight	<←LEAP> to beginning of highlight
Unhighlight	<LEAP→> to end of highlight
Adjust end of highlight	Unhighlight <LEAP> ... <←LEAP> + <LEAP→>
Highlight just typed text	<←LEAP> + <LEAP→>

(viii) *Moving text, copying text*

To move text, highlight it and leap to the spot where the highlighted text should be inserted. If the move is OK, unhighlight to complete the move. If the move is not OK, leap to a better location and the highlighted text will follow. Copied text is left highlighted so you can move it.

Move text	Highlight text, let go, leap, let go, unhighlight
Undo move	<UNDO>
Copy text	Highlight text <COPY>
Undo copy	<UNDO>

(ix) *Checking and correcting spelling*

Find misspelled word	<LEAP> + <SPELL CHECK LEAP>
Correct misspelled word	<←LEAP> + <LEAP→> <ERASE> retype word
Add to dictionary	Highlight word(s) <ADD SPELLING>

(x) *Protecting documents against changes*

You can leap about in a locked document or copy it, but you cannot change the text. Locked documents have gray borders.

Lock document(s)	Highlight document(s) <LOCK>
Unlock document(s)	Highlight document(s) <LOCK>

(i) *Customizing paragraph appearance*

Use the following commands to adjust the margins, indents and general appearance of paragraphs. You can use several commands during one press of the **<USE FRONT>** key. The vertical set line shows the exact setting on the ruler; use the **<LEAP>** keys to move the set line. The **<SPACE BAR>** moves the set line to existing tabs. The change takes place when you release the **<USE FRONT>** key. The ruler shows the settings of the paragraph the cursor is in. A round dot is a decimal tab. To change only one paragraph, use the commands without highlighting.

Change left margin	Highlight paragraph(s) <LEFT MARGIN> + <LEAP>
Change right margin	Highlight paragraph(s) <RIGHT MARGIN> + <LEAP>
Reset initial margin	Highlight paragraph(s) <SHIFT> + <MARGIN>
Change indent	Highlight paragraph(s) <INDENT> + <LEAP>
Reset initial indent	Highlight paragraph(s) <SHIFT> + <INDENT>
Set up table	Leap or creep to column <SET CLEAR TAB> ... repeat
Set/clear tabs	Highlight paragraph(s), then hold <USE FRONT> , and <SET CLEAR TAB> + <LEAP> ... <SET CLEAR TAB> ...
Clear all tabs	Highlight paragraph(s) <SET CLEAR TAB> + <ERASE>
Center a title	Type title, highlight it <¶ STYLE> ...
Left or right flush text	Highlight paragraph(s) <¶ STYLE> ...
Justify text	Highlight paragraph(s) <¶ STYLE> ...
Change line spacing	Highlight paragraph(s) <SPACING> ...
Undo changes	<UNDO>

(ii) *Underlining, bold, capitalizing*

Use one or more of these commands on one press of the **<USE FRONT>** key. They can also remove underlining, bold, or capitalization. When you type in the middle of underlined or bold text, the new text will be underlined or bold.

Underline	Highlight text <UNDERLINE>
Bold	Highlight text <BOLD>
Capitalize	Highlight text <CAPS>

(i) *Recording and playing back text on disks*

One command, <DISK>, records (saves) and plays back (loads) text on disks. Always use the <DISK> command just before you take a disk out of the drive; always use the <DISK> command just after you put a disk in. If <DISK> can't act safely, it gives you a warning beep and does nothing — it will never inadvertently lose your text. If you try to record on the wrong disk, <DISK> lets you “peek” at the text on the disk in the drive as long as you hold down the <USE FRONT> key. Never remove a disk when the disk drive light is on. A few minutes after you stop using the Cat, <DISK> automatically tries to record your text, then darkens the screen.

Record text to disk	<DISK> (be sure to use <DISK> often)
Record to blank disk	Put in disk <DISK>
Play back text from disk	<DISK>
Change disks	<DISK> take out disk, put in new disk <DISK>
Move text between disks	<DISK> highlight text you want to move, take out disk, put in new disk <DISK>
Start new disk	<DISK> take out disk, put in blank disk, erase some or all text if desired <DISK>
Make backup disk	<DISK> take out disk, put in blank disk <SHIFT> + <DISK>
Update backup disk	<DISK>
Erase disk	<SHIFT> + <DISK> + <ERASE>
Force playback	Erase entire text, take out disk, put in new disk <DISK>

(ii) *Printing*

The text will look the same on paper as it does on the screen. To print everything on a page, leap from page character to page character before highlighting.

Print text	Highlight text <PRINT>
Print document	<←LEAP> + <DOCUMENT> <LEAP AGAIN>
	<←LEAP> + <LEAP→> <PRINT>
Print single sheet	<SETUP> Set Pause between sheets to Yes
Set up printer	<SETUP>

(i) *Calculating*

To perform a calculation, type it, highlight it, then use the <CALC> command. For example, if you type, highlight, and <CALC> 3 + 4, then 7 will appear on the screen with a dotted underline to show that it is the result of a calculation. Functions: add +, subtract -, multiply *, divide /, square root **sqrt**, percent %, column total **sum**, column **average** and, variable **name:expression**.

Calculate result	Highlight problem <CALC>
Recover problem	Leap to result <CALC>
Change problem	Leap to result <CALC> edit problem <CALC>

(ii) *Putting text in alphabetical/numerical order*

Items in a list must be separated by returns. Columns in a table must be separated by tabs.

Sort	Highlight list or table <SORT>
Reverse sort	Highlight list or table <SHIFT> + <SORT>

(iii) *Exchanging information over the telephone*

Always use the <PHONE> command at the beginning and end of a call, no matter how short the call is. The <SEND> command features automatic highlighting. Receiving is automatic. You can type while receiving.

Dial number	Highlight number <PHONE>
Hang up	<PHONE>
Answer call from a Cat	<PHONE>
Send text over phone	Highlight text <SEND>
Send reply	Type reply <SEND>
Send control character	<SEND CONTROL> + character ...
Switch voice-to-machine	<i>You use <PHONE> and wait for whistle,</i> <i>they use <PHONE></i>
Switch machine-to-voice	Lift handset <PHONE>
Set up modem	<SETUP>
Set up auto-answer	<SETUP>

(i) *Teaching the Cat to repeat your commands*

Whenever you find yourself doing something over and over again, it is time to use the <LEARN> command. <LEARN> enables the Cat to memorize a set of keystrokes, and re-enact them on command. Up to ten <LEARN> commands may be stored on the digit keys 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

Learn keystrokes	<LEARN> + digit, type ... <LEARN>
Re-enact keystrokes	<USE FRONT> + digit
Automatic repeat	<LEARN> + digit, type ... <USE FRONT> + same digit
Stop re-enactment	Press any key

(ii) *Searching and replacing*

To replace all examples of one word or phrase with another, use an automatically repeating <LEARN> command as described below. The cursor will stop when it reaches the end of the text or the end of the local leap region.

Search and replace	Leap to the beginning of the text to be changed <LEARN> + digit Leap forward to what you want to replace <ERASE> ... retype <USE FRONT> + digit
Restrict range of search	Highlight document(s) <LOCAL LEAP>

(iii) *Titling documents*

The <TITLES> command shows you all title pages from all titled documents in your text. Documents are normally untitled. To give a document a title, you must first use the <SETUP> command and set **First page number** to **0** (zero).

Set up a title page	<SETUP> Change First page number to 0
Type title	Leap to initial document character, creep forward once, type title <PAGE>
Scroll title	<TITLES> + <LEAP>