

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.

## How to read the key diagrams

A line extending from a key symbol means that you must hold down that key while pressing the keys below the line. The blue color means hold a USE FRONT key and press the key with the indicated blue label on its front. The rose color means press a LEAP key. Some examples follow:

<b>PAGE</b> ...	Press the PAGE key as many times as needed
<b>DOCUMENT</b>	Hold SHIFT, press DOCUMENT (PAGE key)
<b>LEAP</b>	Press either LEAP key
<b>&lt;- LEAP</b>   <b>LEAP -&gt;</b>	Press both LEAP keys
<b>LEAP</b>   <b>USE FRONT</b>	Hold down a LEAP key, and while holding it, press and release USE FRONT key
<b>COPY</b>	Hold down a USE FRONT key, and while holding it, press the COPY key

## Problems

## Solutions

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

## 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

## 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 ...

## 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 character(s)
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

## 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



## Highlighting (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 <b>&lt;- LEAP LEAP -&gt;</b>
Unhighlight	<b>&lt;- LEAP</b> to beginning of highlight
Unhighlight	<b>LEAP -&gt;</b> to end of highlight
Adjust end of highlight	Unhighlight <b>LEAP</b> ... <b>&lt;- LEAP LEAP -&gt;</b>

## 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	<b>UNDO</b>
Copy text	Highlight text <b>COPY</b>
Undo copy	<b>UNDO</b>

## Checking and correcting spelling

Find misspelled word	<b>LEAP SPELL CHECK LEAP</b>
Correct misspelled word	<b>&lt;- LEAP LEAP -&gt;</b> <b>ERASE</b> retype word
Add to dictionary	Highlight word(s) <b>ADD SPELLING</b>

## 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) <b>LOCK</b>
Unlock document(s)	Highlight document(s) <b>LOCK</b>

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

## 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	<b>UNDERLINE</b>
Bold	Highlight text	<b>BOLD</b>
Capitalize	Highlight text	<b>CAPS</b>

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

## 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 <b>PRINT</b>
Print document	<b>&lt;- LEAP</b> <b>DOCUMENT</b> <b>LEAP AGAIN</b> <b>&lt;- LEAP</b> <b>LEAP -&gt;</b> <b>PRINT</b>
Print single sheet	<b>SETUP</b> Set <i>Pause between sheets</i> to <i>Yes</i>
Set up printer	<b>SETUP</b>



## 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**, variable **name:expression**.

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

## 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	<b>SORT</b>
Reverse sort	Highlight list or table	<b>SHIFT</b> <b>SORT</b>

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

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

## 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 (see Leaping within a specified area, page 3).

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

## 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	<b>SET UP</b> Change <b>First page number</b> to 0
Type title	Leap to initial document character, creep forward once, type title <b>PAGE</b>
Scroll title	<b>TITLES</b> <b>LEAP</b>