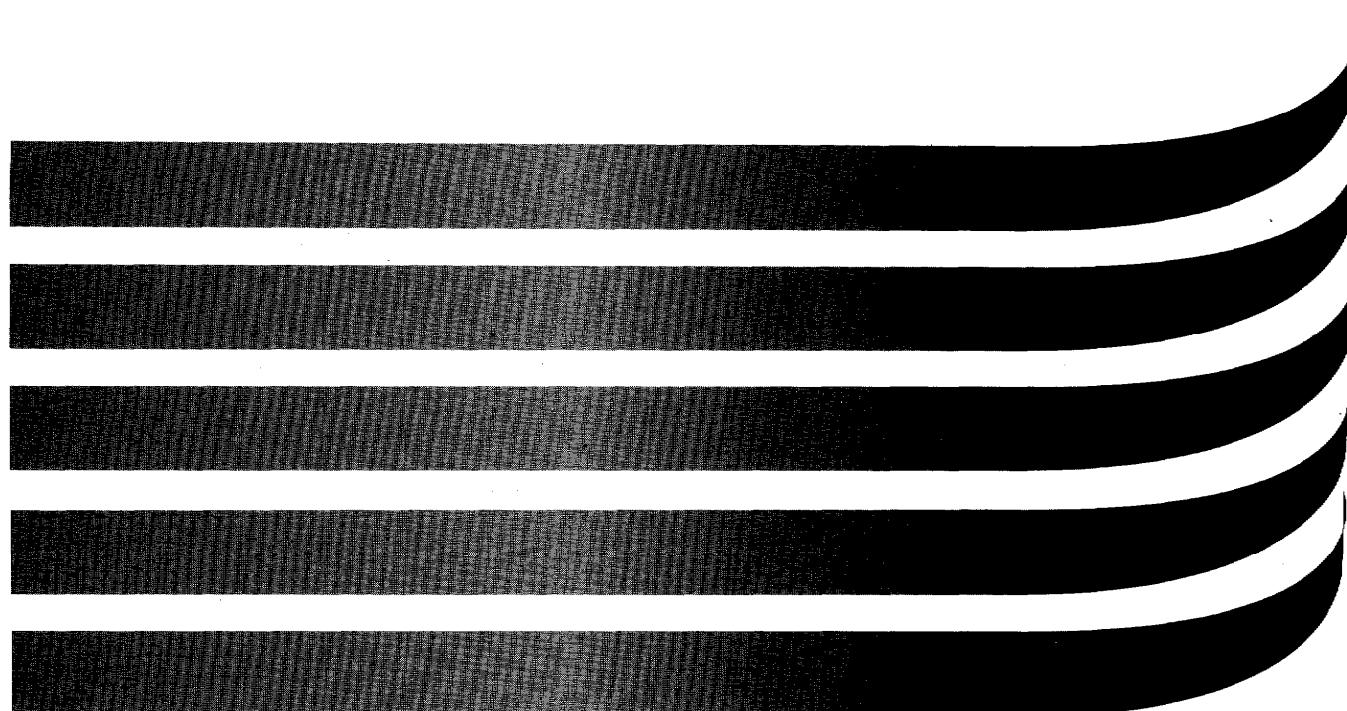


**brother**<sup>®</sup>

# *DESKTOP PUBLISHER*



## Owner's Manual

DP-530CJ  
DP-540CJ  
DP-550CJ  
DP-5040CJ

U.S. English

# Desktop Publisher

## FCC NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency and energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by Brother International Corporation could void the user's authority to operate the equipment.

## DOC NOTICE

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the radio interference regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

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### WARNING – FOR YOUR HEALTH

To Avoid repetitive motion injuries when using this keyboard, we recommend the following steps. Maintain a comfortable, straight wrist position when typing. Take breaks, at least every hour, to stretch hands and arms. Report any pain or other symptoms to your physician.

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## **Contents vi**

# Getting Started

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This chapter provides general information about your Color Inkjet Desktop Publisher and its software. The topics covered are:

- Parts
- Precautions
- Setup
- Paper Feeder
- Inkjet Cartridge
- Diskettes
- Keyboard
- Operation Overview
- Supplemental Programs

The remaining chapters describe each of the programs available on the Desktop Publisher. The Appendix provides clip art samples, technical data, and troubleshooting charts. A Glossary is included that defines terms used throughout the manual.

## How to Use This Manual

*Information in this column describes helpful hints, restrictions, and ways to avoid difficulties.*

Notes are located in the left-hand column. They provide facts that help you use your Desktop Publisher more efficiently. An example note is located to the left of this paragraph.

Please pay close attention to the CAUTION and WARNING notices in this manual. They alert you to potential damage to your Desktop Publisher or danger to yourself. The examples below show you what the CAUTION and WARNING notices look like.



### **CAUTION:**

**Failure to pay attention to caution notices can result in damage to the equipment or loss of valuable data in the memory or on the diskette.**



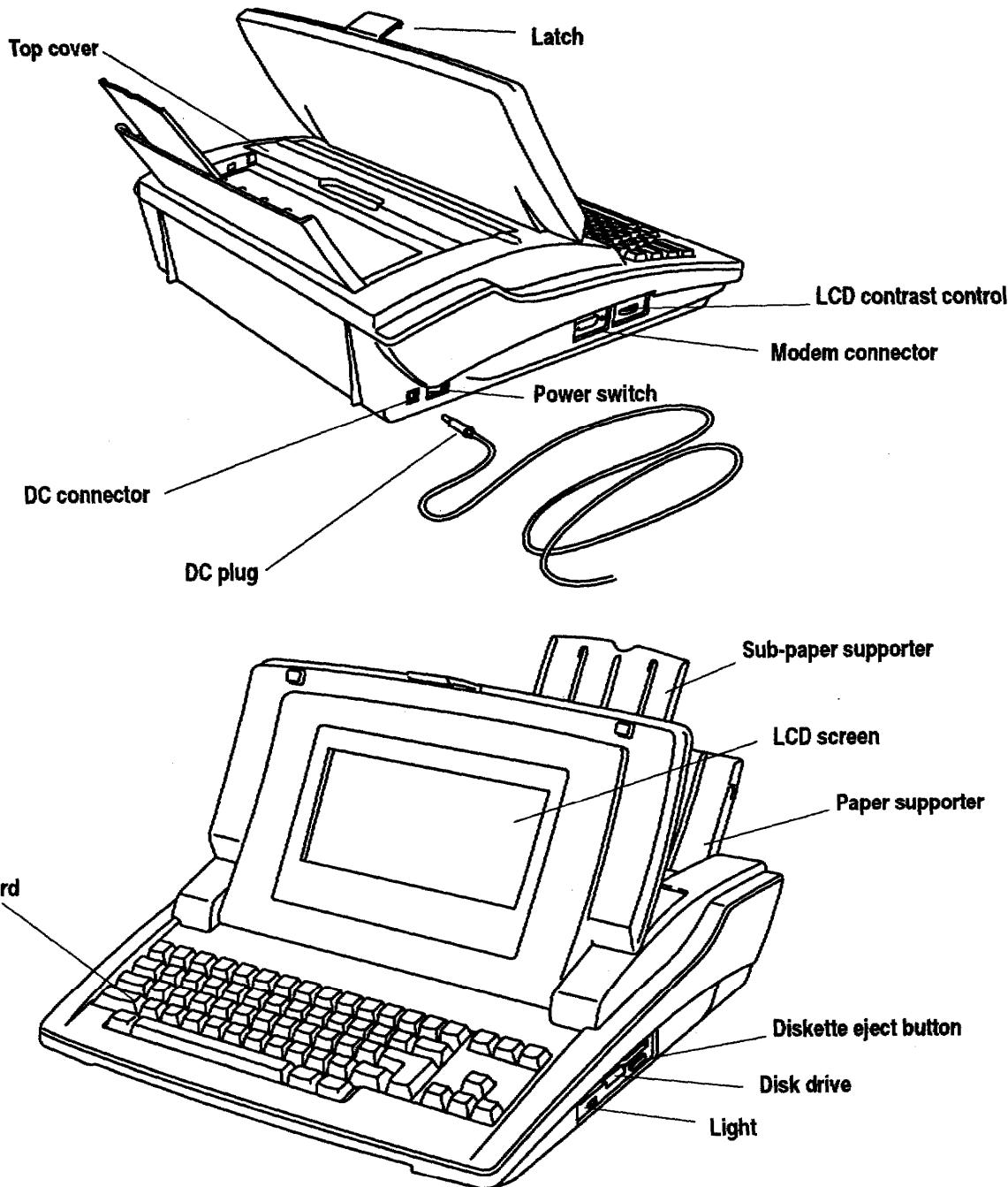
### **WARNING:**

**Warnings are for your safety. Failure to pay attention to warning information can be dangerous to you and others.**

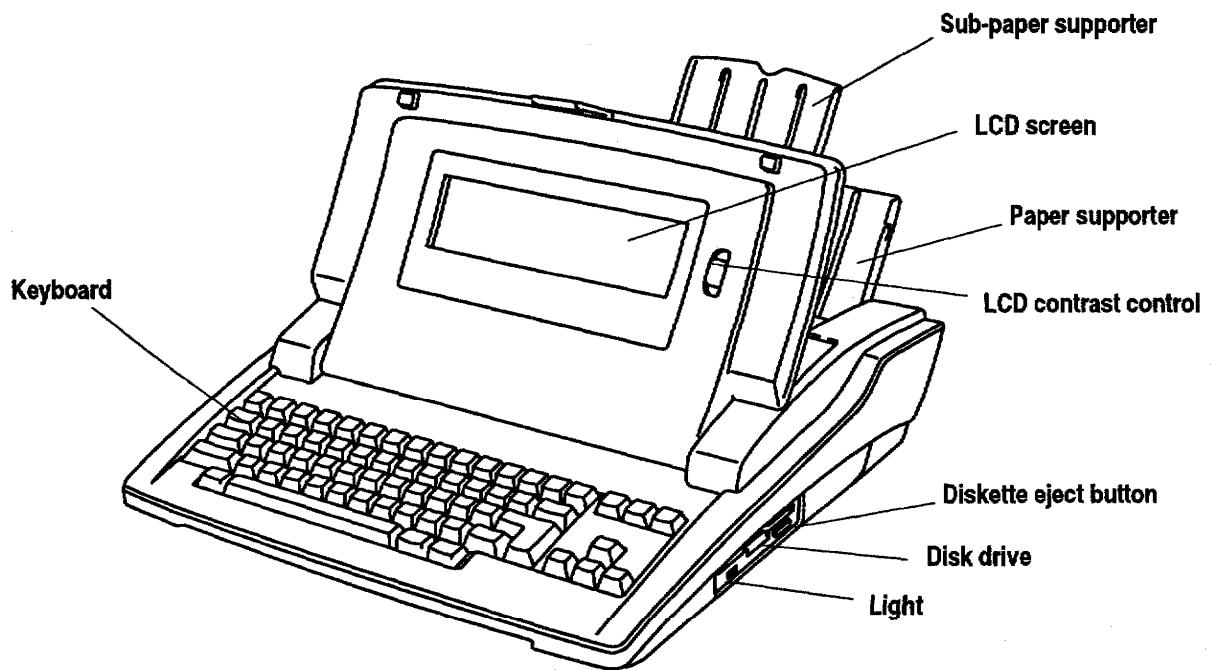
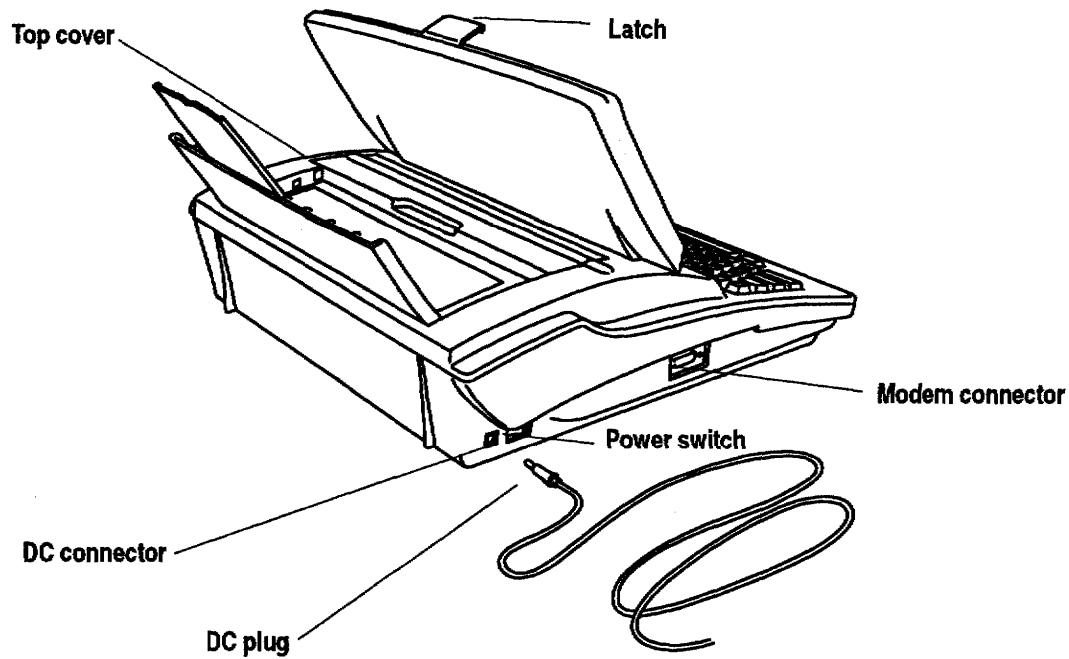
# Parts of Your Desktop Publisher

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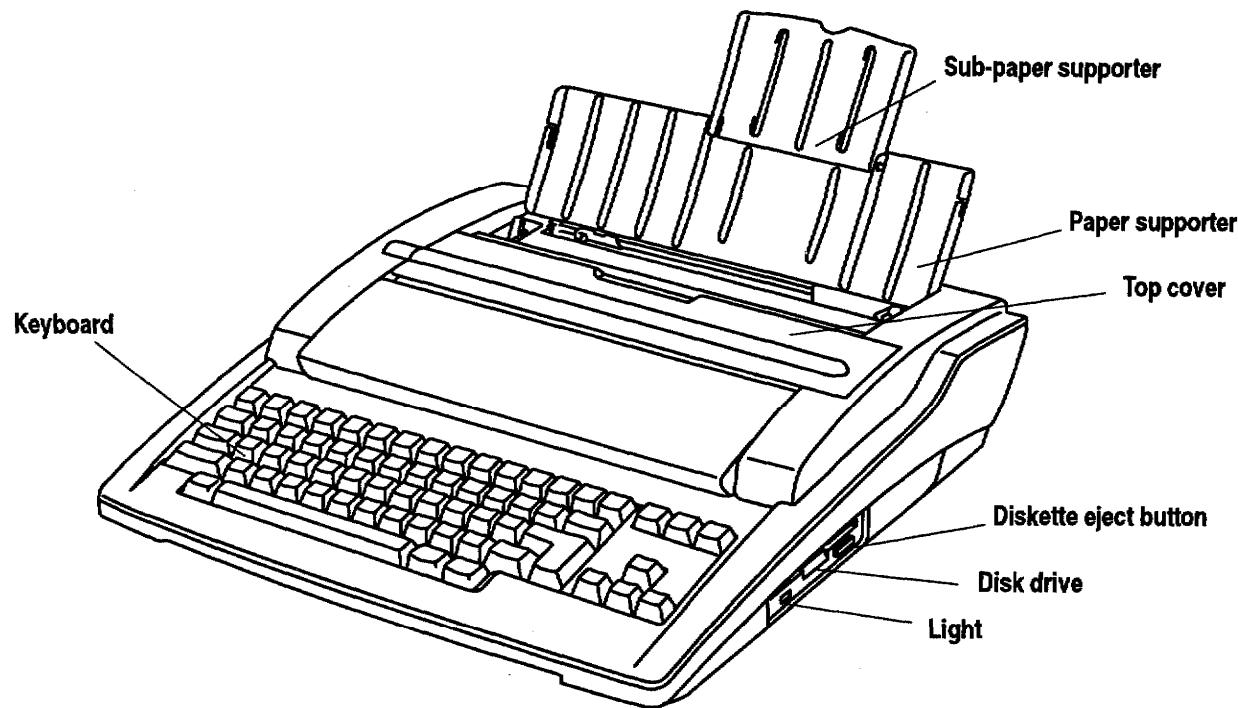
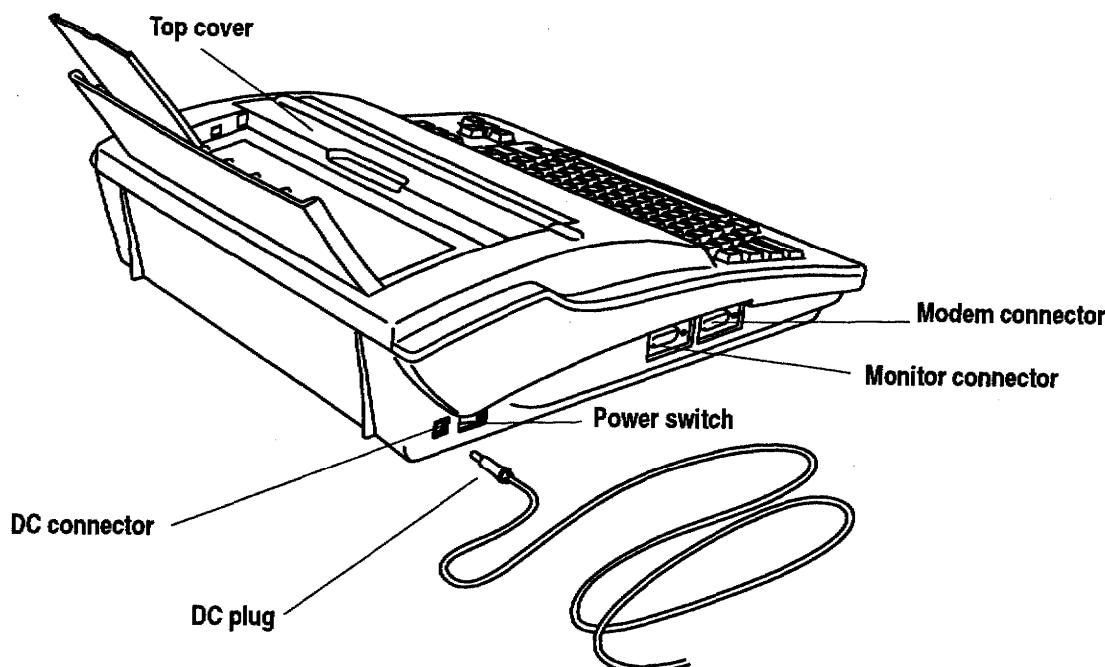
## Model DP-540CJ & DP-550CJ



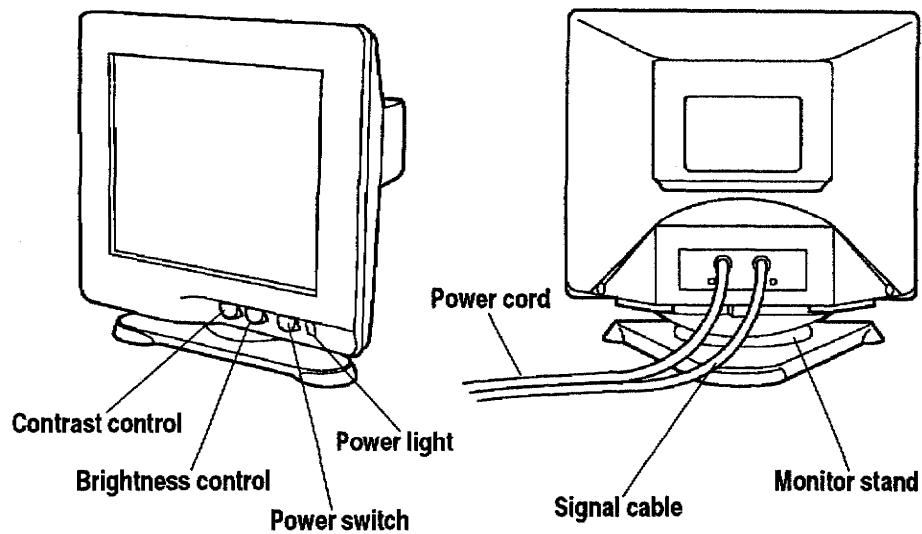
## **Model DP-530CJ**



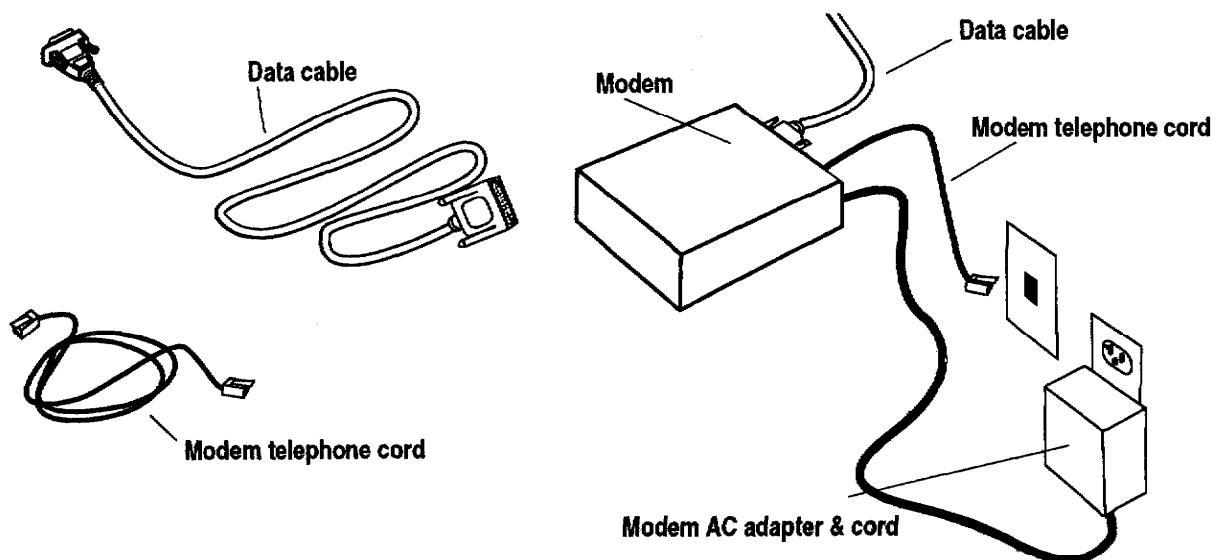
## **Model DP-5040CJ**



## ***Monitor (model DP-5040CJ only)***



## ***Optional Modem (all models)***



## Precautions

---



### **WARNING:**

**Do not try to take apart or repair this equipment yourself. Service should be performed by authorized Brother service personnel only. Warranty will be voided if you take the unit apart.**

### **WARNING:**

**If the glass screen appears to be cracked, do not touch it. You may cut yourself. Carefully wrap the unit in its box and take it to authorized Brother service personnel only.**



### **CAUTION:**

- Do not pull on the power cord. To disconnect it, always grasp the plug itself.**
- Avoid direct exposure of the equipment to sunlight and other sources of heat, excessive moisture, or dust.**
- If you spill any liquid onto the equipment, immediately unplug the system and consult authorized Brother service personnel only.**
- Do not use sprays in the vicinity of the Desktop Publisher. Aerosols are extremely harmful to the disk drive.**
- Unplug the equipment during a thunderstorm.**
- Do not place heavy objects on the keyboard.**
- Keep the back and sides clear of obstructions to prevent overheating.**
- Use only a soft, dry cloth to clean the equipment (do not use chemicals, solvents, or detergents).**
- To avoid electrical interference, do not place the Desktop Publisher close to a radio receiver or television. If the Desktop Publisher is close to a television, the disk drive may not work properly. For the same reason, avoid placing the monitor too close to the Desktop Publisher.**
- If you turn the Desktop Publisher off, wait at least 10 seconds before turning it on again. Failure to wait 10 seconds may disrupt the start-up sequence, resulting in faulty operation and possible hardware damage.**
- Do not turn the Desktop Publisher off while printing.**
- Do not touch any metal parts inside the printer unit. These parts becomes hot in the printing process.**
- Make sure the inkjet cartridge (under the top cover) has moved back to its leftmost position before you turn the power off. If you notice that the cartridge has not moved to its leftmost position, turn the power on again and let the cartridge move to the correct position. Then turn the power off.**

- After installing the inkjet cartridge in the Desktop Publisher, never move the inkjet cartridge from side-to-side with your hands.
- Close the LCD cover gently until you hear the click when transporting or storing the machine.

## Setup

---



**WARNING:**

Do not plug your Desktop Publisher into an electrical outlet until you have completely assembled it.

**WARNING:**

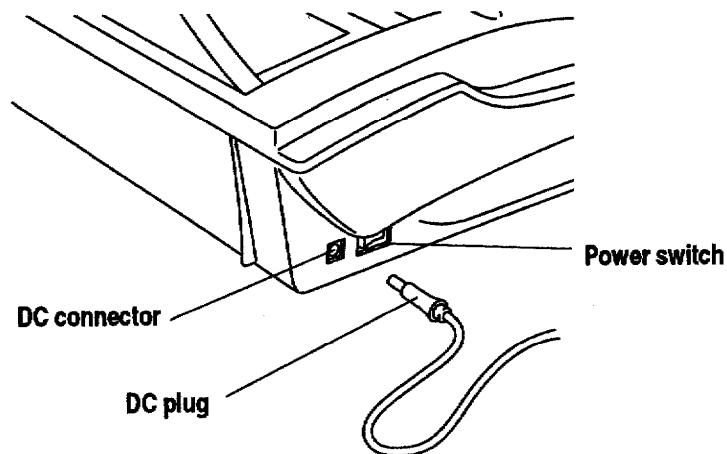
To prevent pinched fingers, keep fingers away from both bottom and sides of the LCD screen when you change your screen's viewing angle.

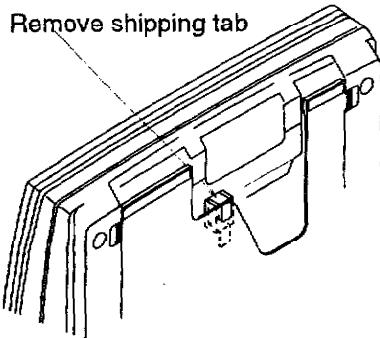
► ***To connect the equipment (models DP-530CJ, DP-540CJ, DP-550CJ):***

1. Pull the cover latch toward you, and lift the screen display to open.



2. Connect the DC plug into the DC connector.





3. Plug the AC adapter into an electrical outlet.
4. Press the power switch on the left rear side of the Desktop Publisher to turn it on. If the Desktop Publisher does not respond, check the AC adapter.
5. For the DP-530CJ model, use the control on the right side of the LCD screen to adjust screen contrast until the characters on the screen are easy to read.  
For the DP-540CJ and DP-550CJ models, use the control on the left side of the machine to adjust the screen contrast until the characters on the screen are easy to read.  
If you do not press any key for five minutes, the screen changes to a "screen saver" to protect the screen. Press any key to remove the screen saver. To return to the previous screen, press **SHIFT** or **CODE**.

## **Attaching the Monitor Stand (model DP-5040CJ only)**



### **WARNING:**

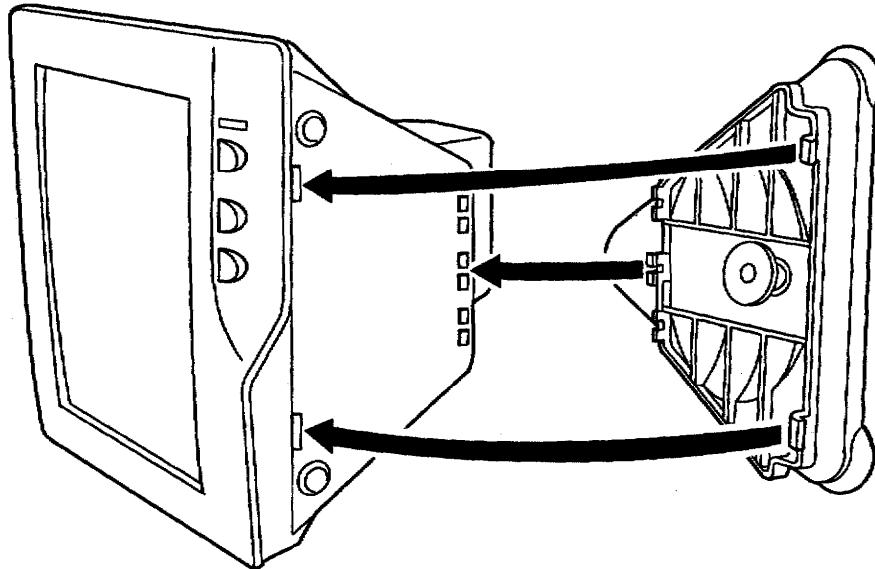
**Do not try to take apart or repair this equipment yourself. Service should be performed by authorized Brother service personnel only. Warranty will be voided if you take the unit apart.**

Before making electrical connections, attach the monitor stand to the monitor as shown below.

### **►To attach the monitor stand to the monitor:**

1. Carefully set the monitor on its side as shown below.
2. Align the hooks on the monitor stand with the matching slots in the base of the monitor.
3. Slide the monitor stand toward the front of the monitor until the stand clicks into the locked position.
4. Set the monitor on its stand.

You can now tilt and rotate the monitor.



## **Connecting the Equipment (model DP-5040CJ only)**



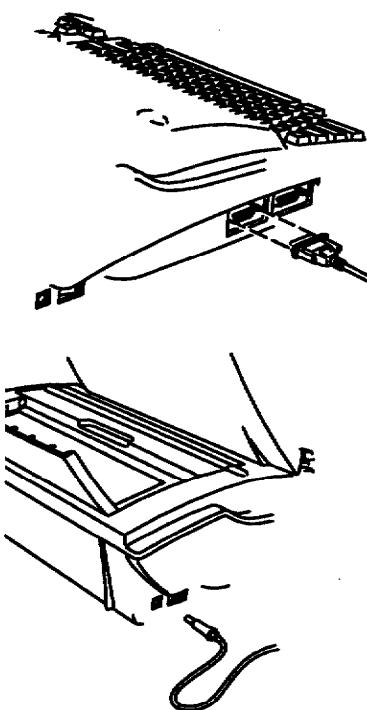
### **CAUTION:**

**Before plugging the Desktop Publisher or monitor into an electrical outlet, connect the monitor and the modem to the Desktop Publisher.**

### **CAUTION:**

**To prevent damage to the monitor, turn off the monitor when you are not using the Desktop Publisher.**

### **Connecting the monitor**



*You can reverse the display from white to black and black to white by pressing CODE + SHIFT + R.*

#### **►To connect the monitor:**

1. Push the monitor signal cable connector into the monitor connector. The monitor connector is located on the left side of the Desktop Publisher.
2. Tighten the monitor signal cable connector's screws into the monitor connector to secure the monitor signal cable.

#### **►To connect the power:**

1. Connect the DC plug into the DC connector.
2. Plug the monitor power cord and the AC adapter power cord into an electrical outlet.
3. Press the power switch to turn on the monitor. If the power light does not glow, check the power cord.
4. Press the power switch located on the left side of the Desktop Publisher to turn it on. If the system does not respond, check the AC adapter.
5. Adjust the screen brightness and contrast with the control knobs on the front of the monitor until the characters on the screen are easy to read. *If you do not press any key for five minutes, the screen changes to a "screen saver" to protect the screen. Press any key to remove the screen saver. To return to the previous screen, press SHIFT or CODE.*

# Connecting the Optional Modem

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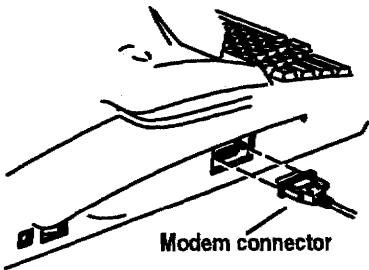
**CAUTION:**

Before plugging the Desktop Publisher into an electrical outlet, connect the modem to the Desktop Publisher.

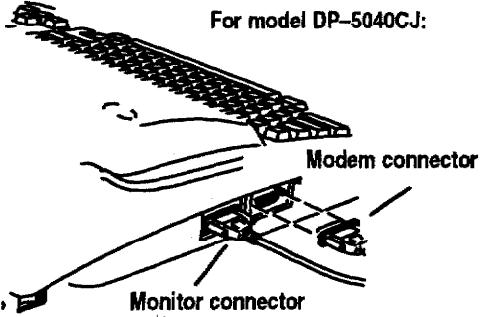
► **To connect the optional modem:**

1. Push the modem data cable into the modem connector and tighten the screws.

For models without monitor:



For model DP-5040CJ:



2. Insert one end of the modem telephone cord into the auxiliary socket of a telephone or into a telephone outlet. Insert the other end into the socket on the modem.

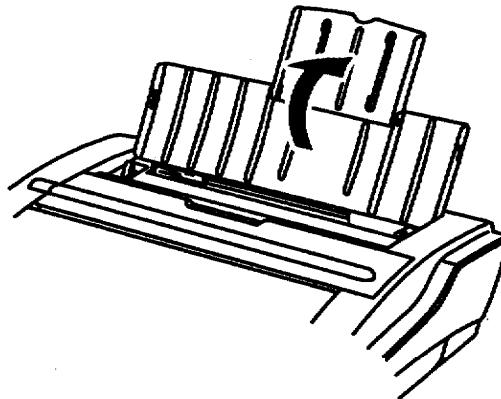
# Paper Feeder

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A paper feeder is built into your Desktop Publisher. The paper feeder allows you to load up to 30 sheets of letter or A4-size paper for automatic feeding.

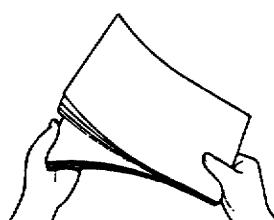
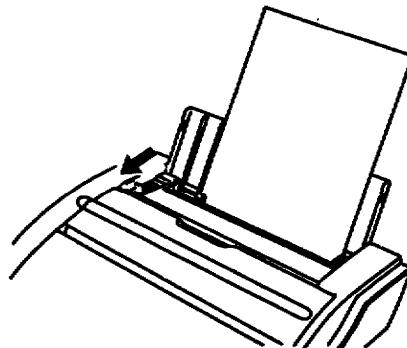
## ►To set up the paper feeder:

1. Flip open the paper support on the back of the machine and pull up the sub paper support.



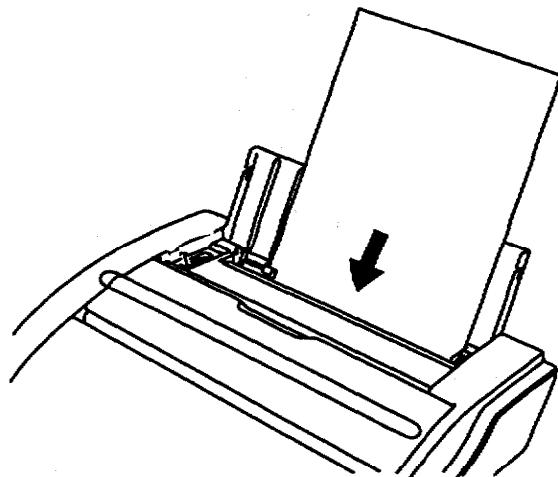
*If you use the transparency or iron-on transfer paper in high temperature or high humidity conditions, place a regular sheet of paper on the back surface of the transparency or iron-on transfer paper before loading them into the paper feeder.*

2. Pull the paper release lever on the left side of the printer toward you as shown above. To print thick (24 lbs.) paper, labels, transparency, iron-on transfer paper, or envelopes, pull the lever on the right side of the printer toward you as shown below:



3. Pick up no more than 30 sheets of letter or A4-size paper.
4. Fan the paper before loading as shown in the illustration on the left.

5. Load the paper into the paper feeder.



*Paper recommendations:  
high quality bond, 16-24 lb.*

*Paper does not feed properly if  
there is too much paper in the  
paper support.*

*Do not exceed the 30-sheet  
limit of letter or A4 paper, or the  
5-set limit of COM10 or DL  
envelopes.*

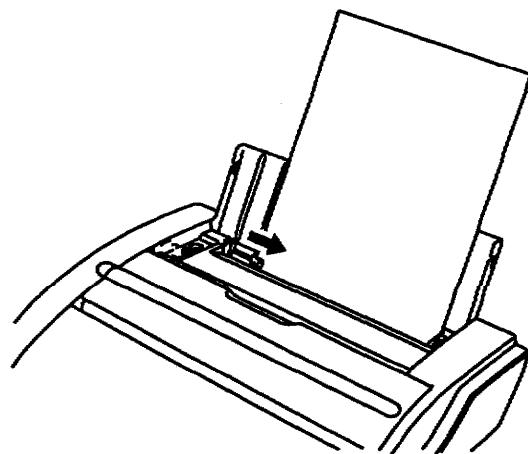
*Avoid using glossy or slick  
paper and envelopes with a  
sticky seal in the paper support,  
because it can cause paper  
jams.*

*Up to 15 printed sheets can be  
stacked in the machine.*

*Remove all paper from the  
machine when you reset the  
paper.*

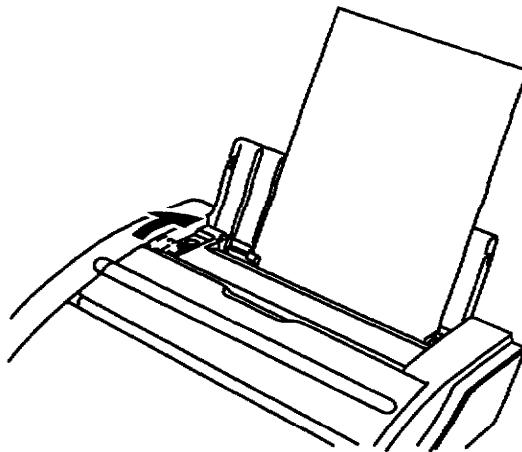
*Use only one type of paper at  
a time.*

6. Align the paper with the right tab and slide the left tab over until it touches the edge of the paper.



7. Tap the left and top edges of the paper stack to align the edges.

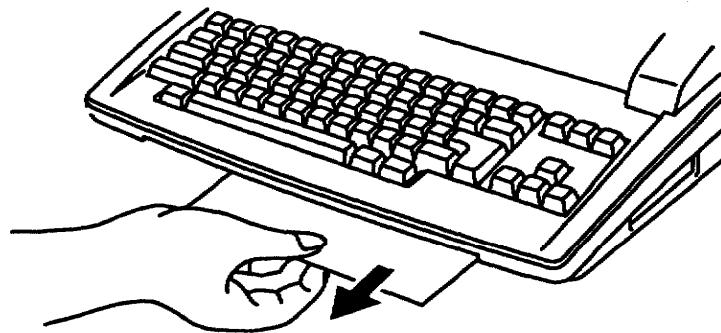
- Push back on the paper release lever (on the left side of the paper feeder) to hold paper tightly against the rollers.



*Up to 10 sheets of letter- or A4-size paper, or up to 5 envelopes, can be stacked in the paper tray.*

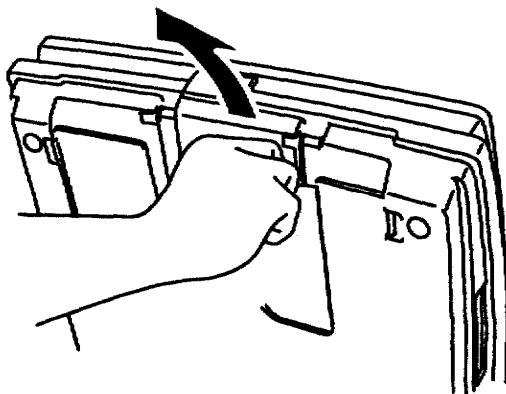
*Pull the sheets toward you as shown below until the edge of the paper exits the machine completely.*

- The paper exits from under the keyboard when printing is completed.

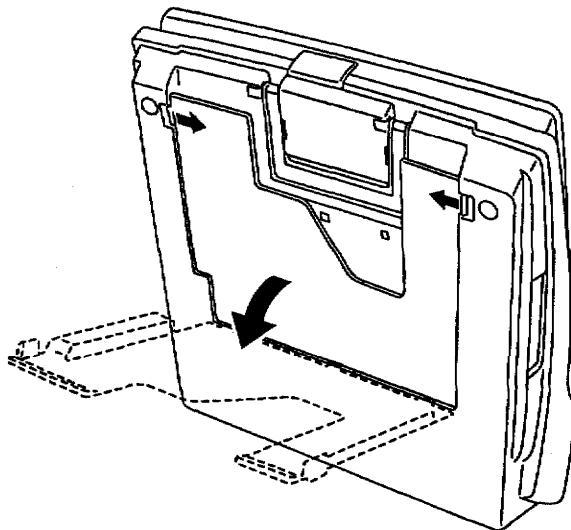


*Be sure to store the handle firmly in its original position while printing. Otherwise, the handle will obstruct the path of the paper and cause it to jam.*

If you use small paper or envelopes, lift up the machine gently and pick up the paper.



If the paper is jammed in the machine, remove the paper from the paper support (after pulling the paper support lever toward you), or open the top cover and remove the jammed paper. If it is still difficult to remove, open the paper tray as shown below:



► **To eject paper from the paper feeder:**

Press **CODE + SHIFT + HELP**. The paper ejects from the front of the Desktop Publisher.

## About Landscape Printing

This machine has landscape printing capability. Select Letter or A4 Landscape in the Page Setup mode (see page 57) when you wish to print the information in this way. The machine automatically switches from Portrait to Landscape mode and back again according to the Page Setup settings.

# Inkjet Cartridge

---



## **WARNING:**

**Keep used and new inkjet cartridges out of reach of children. Avoid contact between cartridge and face, eyes, skin, and clothing.**

Your Desktop Publisher uses a replaceable inkjet cartridge that contains both the print head and ink. Replace the cartridge after approximately 1,000,000 characters (estimate based on using normal text in 12 point, Brougham font with monochrome printhead).

Follow these precautions to ensure maximum life of your inkjet cartridge:



**Use only Brother inkjet cartridges.**

**Use a black cartridge for black text and save the color cartridge for color printing only. The system detects whether you are using black or color ink; you do not need to change any setting when you change cartridges.**

- To prevent a cartridge from drying out, never open the sealed pack until you are ready to install the cartridge.
- Install the cartridge immediately after you remove the tape from it. If you set the cartridge aside for an extended period, the cartridge head may dry out.
- The head of the cartridge is covered with wet ink. Never touch the head of the cartridge and never let it touch any other surface.
- Store the used inkjet cartridge in the cartridge holder to prevent drying.
- To prevent leakage from the print head, do not shake the cartridge after it has been removed from its pack.
- Store the new inkjet cartridge in the same environment as the Desktop Publisher.
- Do not expose cartridges to direct sunlight. Store them at a temperature lower than 40° C (104° F).
- To transport the Desktop Publisher by air, take out the inkjet cartridge and install a new one at your destination.
- To move the unit, handle it carefully. Do not jar or turn it sideways with an inkjet cartridge in place.
- We recommend that you use cartridges within one year of installation to assure high print quality.

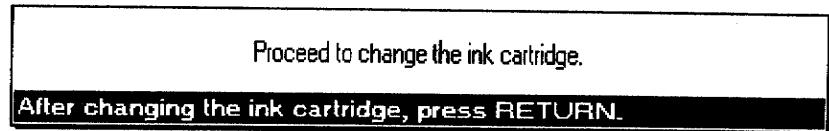
## Installing/Replacing an Inkjet Cartridge

In this section, you will learn how to install an inkjet cartridge and replace a used one.

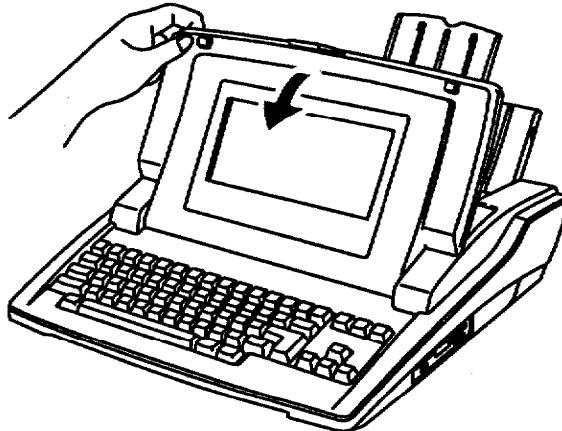
*When you set up your Desktop Publisher for the first time, you need to install the inkjet cartridge.*

### ► To install the first inkjet cartridge:

1. Turn the Desktop Publisher on.
2. Press **CODE+ INK CHG**. The inkjet cartridge bracket moves to its ink change position (right side). **Do not move the cartridge bracket manually from side-to-side.** This message appears:



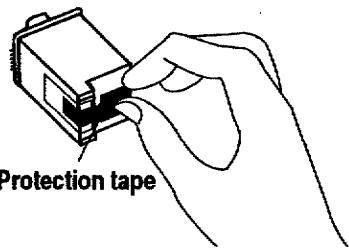
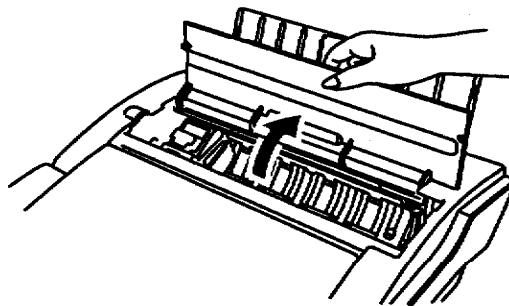
3. Pull the LCD screen display forward (models DP-530CJ, DP-540CJ, and DP-550CJ).



*Place the print head firmly in the cartridge (as shown on the next page) to prevent the ink from drying out. Dust can also get inside the cartridge and cause damage if the print head is not placed securely in the cartridge.*

*You have 5 minutes to install or change the inkjet cartridge before the bracket automatically returns to the left-hand position.*

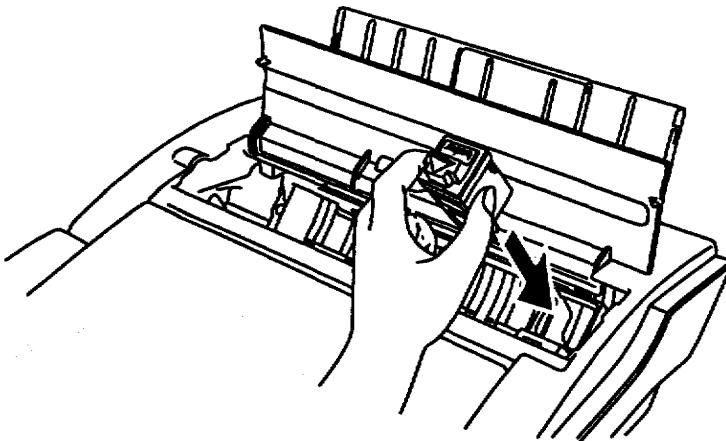
4. Open the top cover.



5. Tear open the inkjet cartridge pack and remove the new cartridge.
6. Carefully remove the protection tape from the print head before installing. Do not shake the inkjet cartridge after the protection tape is removed. Do not remove the metal contacts from the cartridge.

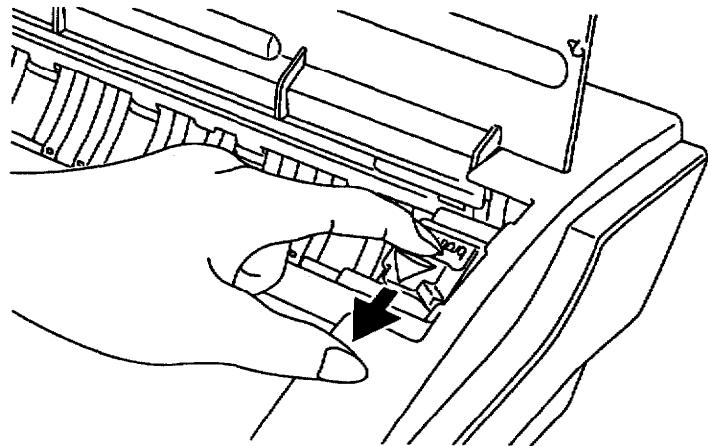
*Keep dust out of the print head by placing it firmly in the cartridge.*

7. Slide the ink cartridge into the inkjet cartridge bracket so that the lettering is upside down.



*You will not be able to print if the cartridge is not correctly locked.*

8. Squeeze the inkjet cartridge bracket and cartridge together until the cartridge snaps under the latch on the bracket.



9. Close the top cover.
10. Close the top cover and lift the LCD screen to normal position.  
(models DP-530CJ, DP-540CJ, DP-550CJ)
11. Lift the LCD screen to normal position.
12. Press **RETURN**. *The inkjet cartridge is ready to use.*

► **To replace a used inkjet cartridge:**

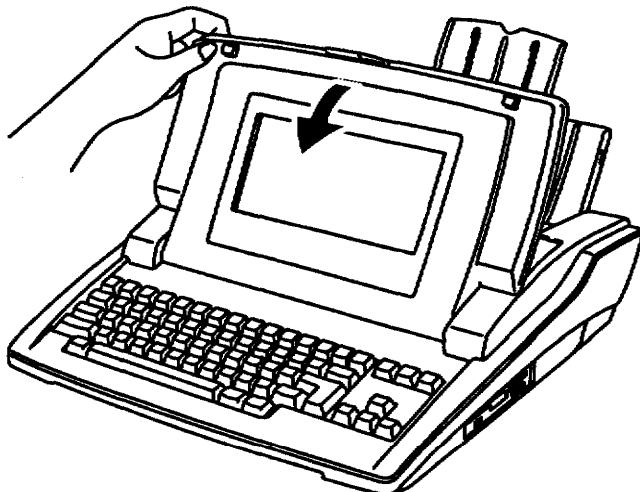
1. Press **CODE+ INK CHG**. *The cartridge moves to the right, which is the ink change position. Do not move the cartridge manually from side-to-side. This message appears:*

Proceed to change the ink cartridge.

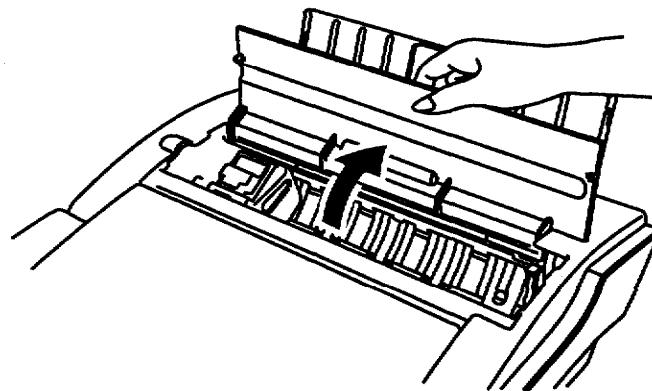
After changing the ink cartridge, press RETURN.

*You have 5 minutes to install or change the inkjet cartridge before the bracket automatically returns to the right-hand position.*

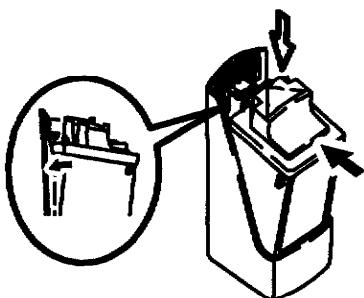
2. For models DP-530CJ, DP-540CJ, and DP-550CJ, pull the LCD display forward.



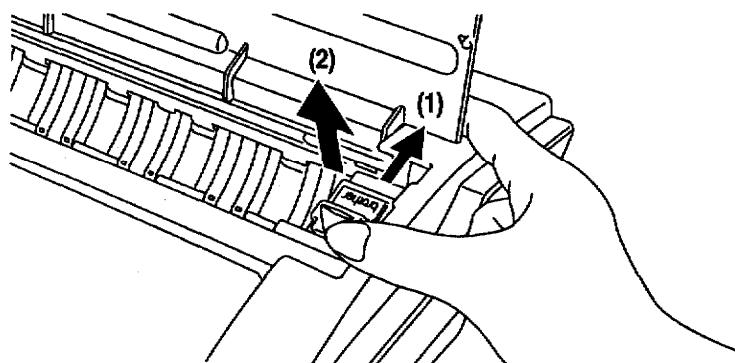
3. Open the top cover.



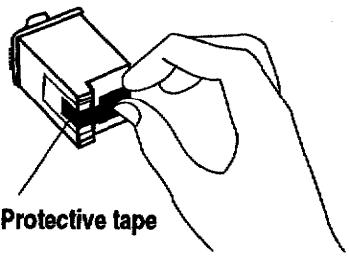
4. Grasp the inkjet cartridge as shown below and push backward (1). Then pull the cartridge straight up (2). **To avoid getting ink on your hands, do not touch the bottom of the cartridge.**



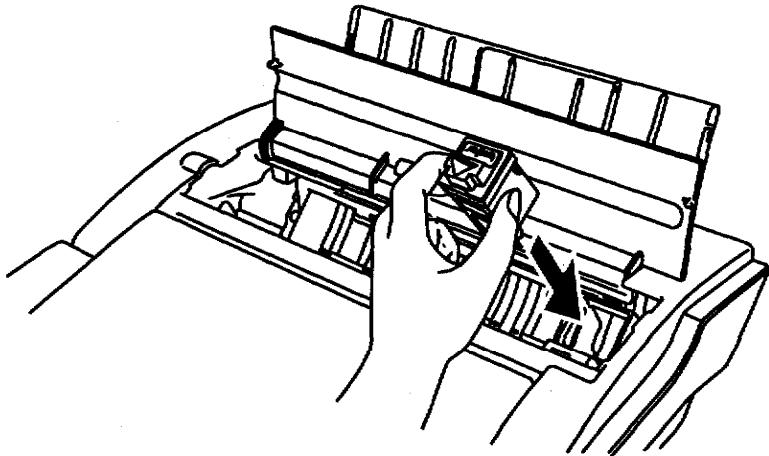
*To protect the head from dust or from drying out, squeeze the inkjet cartridge until you hear a click.*



5. Dispose of the old cartridge immediately, or store it in the cartridge holder as shown on left.
6. Tear open the inkjet cartridge package and remove the new cartridge.

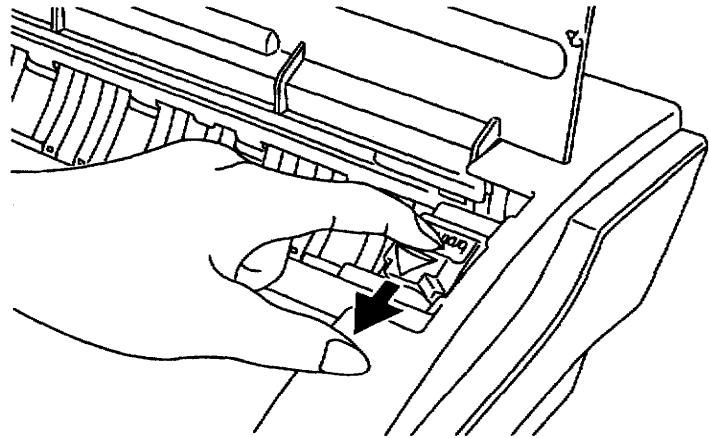


7. Carefully remove the protective tape before installing. Do not shake the inkjet cartridge after the protective tape is removed. Do not remove the metal contacts from the cartridge.
8. Slide the inkjet cartridge into the cartridge bracket.



*You will not be able to print if the cartridge is not correctly locked.*

9. Squeeze the inkjet cartridge bracket and cartridge together until the cartridge snaps under the latch on the bracket.



10. Close the top cover.
11. For models DP-530CJ, DP-540CJ, and DP-550CJ, lift the LCD screen back into place.
12. Press **RETURN**. *The inkjet cartridge is ready to use.*

## Cleaning the Print Head

From time to time, you may need to clean the print head. You should clean the print head when

- the ink on the page looks splotchy or messy.
- blank spaces appear on the page.

To clean the print head automatically, press **CODE + SHIFT + INK CHG**. *The cartridge moves slightly to the right and then back to the left.*

If print quality does not improve after cleaning the print head, please remove the inkjet cartridge and install it again. If print quality is still not good, the problem may be caused by dried ink on the nozzles, contacts, or the print cartridge bracket contacts.

Do not use a paper towel for cleaning because it can leave tiny fibers that clog nozzles and cover contacts.

Do not use a paper towel for cleaning because it can leave tiny fibers that clog nozzles and cover contacts.

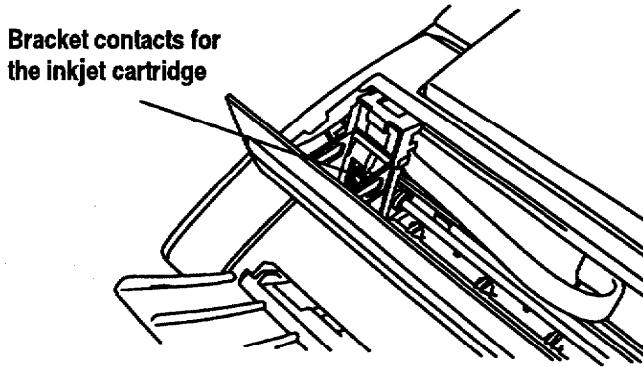
### ► To clean the print nozzles and contacts:

1. Remove the inkjet cartridge. (See instructions on page 17.)
2. Gently clean the entire copper-colored area, including the nozzles and contacts with a clean cloth, dampened with water only. To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.
3. Allow the copper-colored area to dry.
4. Reinstall the inkjet cartridge and press **RETURN**. Then press **CODE + SHIFT + INK CHG** and close the cover.

If the Desktop Publisher is still not printing correctly, clean the bracket contacts in the printer.

### ► To clean the bracket contacts in the printer:

1. Press **CODE + INK CHG** to move the inkjet cartridge bracket to the right side of the printer unit.
2. Without turning the Desktop Publisher off, unplug the DC plug from the DC connector on the left side of the Desktop Publisher. (This keeps the inkjet cartridge in the right-hand position.)
3. Turn the power switch off.
4. Remove the inkjet cartridge. (See page 17.)
5. Use a clean, dry cloth to clean the contacts on the inside of the inkjet cartridge bracket.

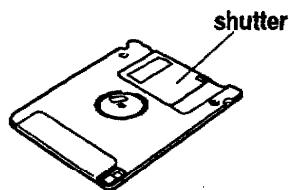


6. Install the inkjet cartridge.
7. Plug the DC plug into the DC connector on the left side of the Desktop Publisher.
8. Turn the power switch on.
9. Press **CODE + SHIFT + INK CHG**

If print quality does not improve after this cleaning process, replace the inkjet cartridge. If print quality still does not improve, your printer may require service. Contact your local authorized Brother service personnel only.

# Diskettes

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Your Desktop Publisher uses both MF-2HD (High Density) and MF-2DD (Double Sided/Double Density) diskettes. The MF-2DD have half the capacity of the MF-2HD. We recommend that you use Brother diskettes.

The slightest damage, such as a scratch or a small amount of dust on a diskette, can easily spoil an entire file and make it unreadable. The protective case of the 3.5 inch diskettes prevents, to some extent, damage to the sensitive diskette surface. (The metallic shutter automatically opens and exposes this sensitive surface only when the diskette is inserted into the drive.) However, additional precautions must be taken to ensure reliable maintenance of your files.



**CAUTION:**

- Never open the shutter of the diskette.
- Never touch the surface of the material inside of the diskette.
- Do not use magnetic materials near the diskette.
- Never expose the diskette to extremely high or low temperatures.

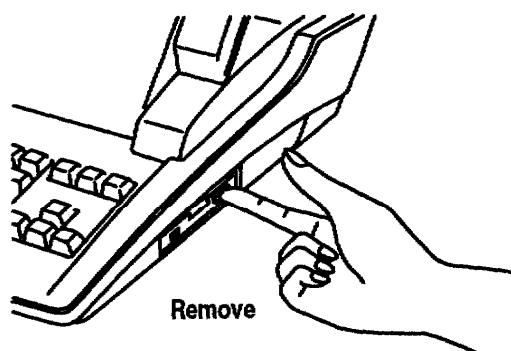
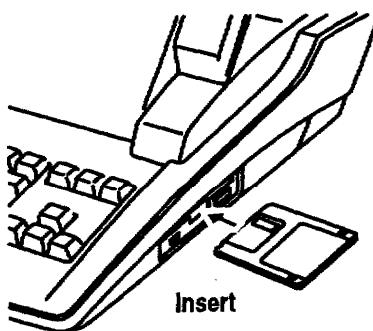
## *Inserting and Removing a Diskette*



**CAUTION:**

Never remove a diskette while a screen message or the LED indicates that a disk operation is in progress.

**To insert a diskette:** Insert the diskette as shown in the illustration below. If you insert it the wrong way, you will feel some resistance.



**To remove a diskette:** Press the eject button.

## **Initializing (Formatting) New Diskettes**



### **CAUTION:**

**Initializing a diskette erases all information on it.**

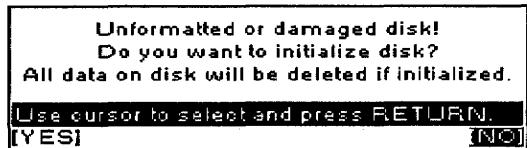
Diskettes must be formatted before they can be used. Some diskettes are already formatted as IBM compatible when you buy them. However, if you buy unformatted diskettes, your Desktop Publisher can format them to be IBM compatible. The diskettes you use on a Desktop Publisher can also be used on a personal computer. This Desktop Publisher can read and write diskettes formatted on a personal computer in the DOS 1.44 Mb (megabyte) format and the DOS 720 kb (kilobyte) format.

When you insert a diskette and try to save a file on it, the Desktop Publisher checks the format of the diskette. An error message tells you what to do if the diskette matches any of the following conditions:

- The diskette is unformatted (new).
- The diskette is formatted, but not with an MS-DOS-compatible format.

### **► To initialize a diskette:**

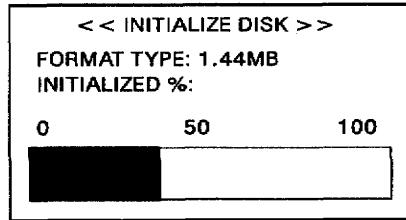
1. Insert a diskette into the disk drive.
2. Create your document and press **MENU** to show the menu bar; choose Save File from the File menu. *This message appears:*



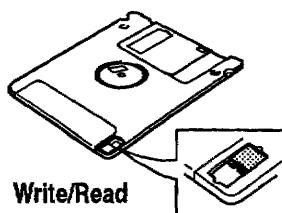
3. Select YES to initialize or NO to exit; press **RETURN**. If you select YES, this dialog box appears:



4. Select the type of format that matches the diskette and press **RETURN** to initialize the diskette. *This dialog box appears:*

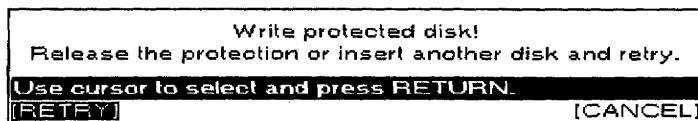


## **Write-Protecting Your Diskettes**



All 3.5 inch diskettes have a switch that protects their contents from accidental erasure. When the switch is in the READ ONLY position, you cannot erase old information or store new information on the diskette. Slide the switch to the READ ONLY position to protect a diskette containing valuable information. (The switch is in the READ ONLY position when it leaves a hole in the diskette cover that you can see through.) You can slide the switch back to the WRITE position when you want to change files or add new files to it.

If you have a diskette in the READ ONLY position, this dialog box appears:



## **Backing Up a Diskette**

The best insurance against losing important information is to make backups (duplicate copies) of important files. To learn how to make backups, see *Making a Backup Copy of a Diskette* on page 143.

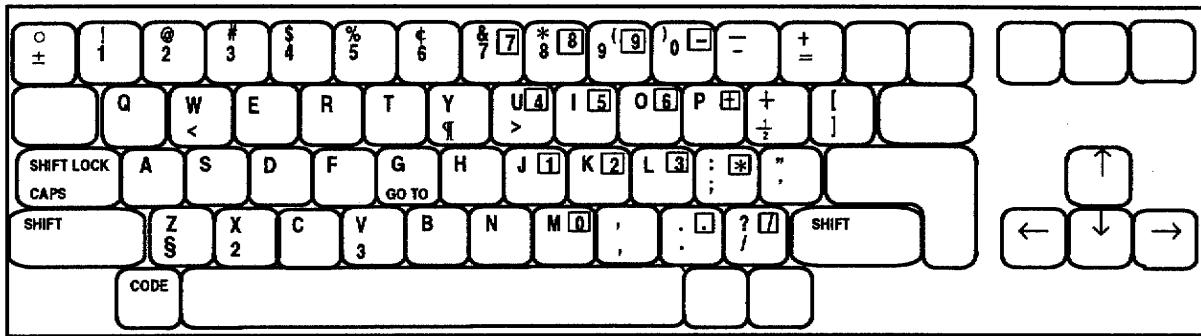
# Keyboard

---

Your keyboard contains both the character keys of a standard typewriter and special function keys. Many keys also have second or third functions that can be accessed when you press the key combined with another key. The plus sign (+) is used with key names to show these key combinations in instructions. When you see these key combinations, press and hold down **SHIFT** or **CODE**; then press the second key. For example, **SHIFT + A** means to press and hold down **SHIFT**, and then press **A**.

## Character Keys and Arrow Keys

The character keys are the keys found on the standard keyboard, and the arrow keys are the keys for moving around in your text.



*The character keys and some function keys automatically repeat if you hold the key down. This is useful when you want to type something like "-----."*

**Letter keys.** Pressing the key alone gives the appropriate lowercase letter. Pressing the same key while holding **SHIFT** down gives the appropriate capital letter (**SHIFT + A** = "A").

**Other character keys.** Pressing the key alone gives the character indicated on the middle of the key (**1** = "1"). Pressing the same key while holding down **SHIFT** gives the character indicated on the upper-left corner of the key (**SHIFT + 1** = "?").

**Special characters.** Characters indicated in green on some keys can be obtained by pressing **CODE** + the key (for example, **CODE + W** = "<").

**Shift Lock mode.** You can type capitals and the special characters above the number keys without holding down **SHIFT**. If you press **SHIFT LOCK**, the **SHIFT** indicator is highlighted at the right of your screen. Now all the characters you type are uppercase, or the special characters above the number keys appear (**A** = "A," **1** = "?"). To release this mode, press **SHIFT**.

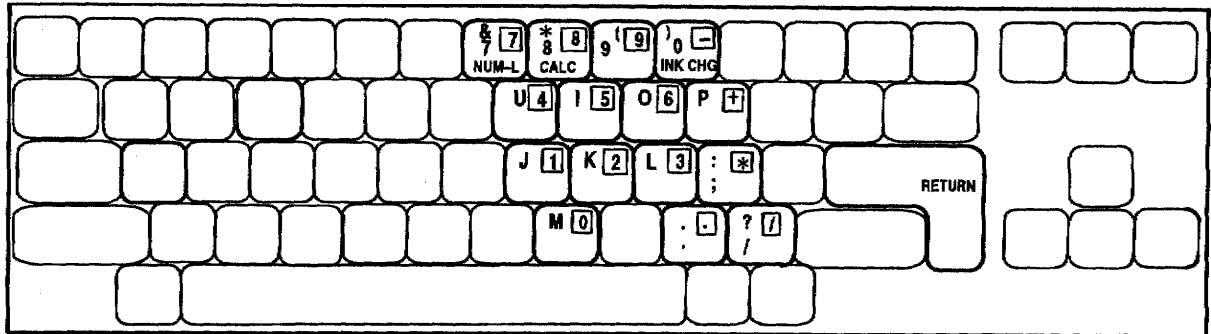
*Pressing SHIFT when in the Caps Lock mode alternates between SHIFT LOCK and Caps Lock.*

**Caps Lock mode.** When you want to type only capital letters and numbers like "ACCT. NO. BC104," press **CODE + CAPS**. The **SHIFT** indicator at the top of the screen changes to **CAPS** (highlighted). Caps Lock mode turns on so that you enter only capital letters. To release this mode, press **CODE + CAPS** again.

**Arrow keys.** Pressing  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , and  $\rightarrow$  allows you to move the text cursor one position in the direction of the arrow on the key.

## Keypad Keys

These keys can be used like a calculator keypad when the Numeric Lock mode is active.



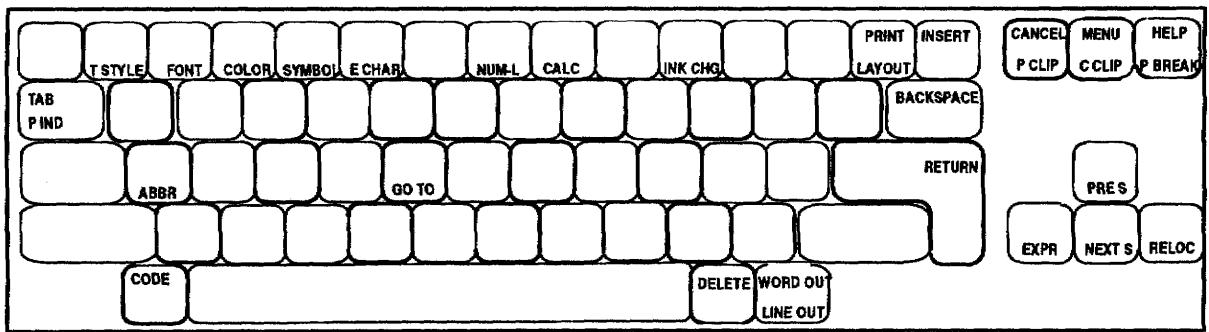
**Numeric Lock mode.** When you need to type numbers only, press **CODE + NUM-L** to lock the keyboard in the number mode. The NUM indicator at the top of the screen is highlighted.

When the NUM indicator is highlighted, you can type the characters in the black boxes on the keys. (See illustration above.)

To release the Numeric Lock mode, press **CODE + NUM-L** again.

## Function Keys

In addition to the normal character keys of a standard typewriter, your keyboard features a number of function keys.



**RETURN**. This is the “action” key. When selecting from a menu or answering a question from the Desktop Publisher, pressing **RETURN** allows you to continue.

**CANCEL**. This is the “exit” key. When selecting from a menu or answering a question from the Desktop Publisher, pressing **CANCEL** allows you to return to the previous step. Each time you find yourself in the middle of an operation you want to stop, press **CANCEL**.

**MENU.** This key allows you to see the menu bar at the top of the screen. Once it appears, select the function you want to start.

**CODE.** You can use functions labeled in green on the keyboard by pressing **CODE**. To start these functions, hold down **CODE** and then press the function key.

Most of the character keys on your keyboard can start a function when pressed together with **CODE**. For example, when you press **CODE + G**, the **GO TO** function is turned on. **GO TO** is printed in green at the bottom of the key.

Many functions, however, are not indicated with green letters. For example, **CODE + J** turns the Justify function on and off in the Word Processing program. Pressing **CODE + HELP** gives you a list of these short-cut functions and an explanation of function keys.

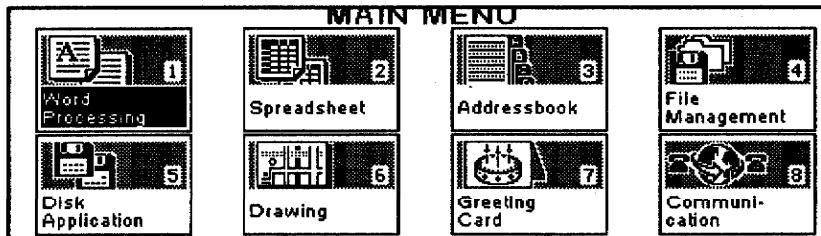
Most noncharacter keys have two names: the upper name indicates the function that starts when you press the key alone, and the lower one indicates the function that starts when you press the key together with **CODE** (example: **HELP** and **CODE + P BREAK**).

## Selecting Programs

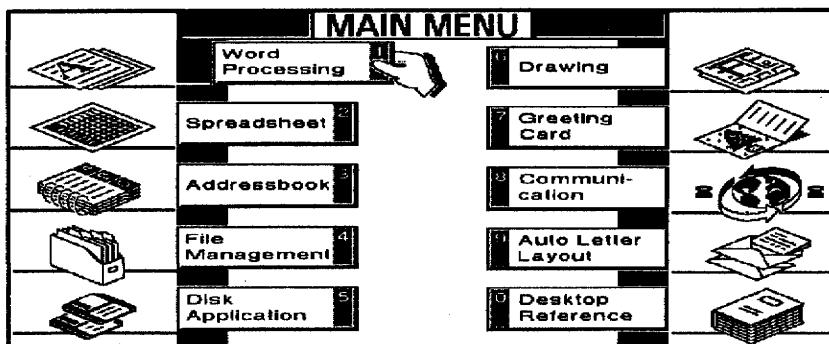
---

### Main Menu

When you turn on the Desktop Publisher model DP-530CJ, this Main Menu appears:



When you turn on the Desktop Publisher model DP-540CJ, DP-550CJ, or DP-5040CJ, this Main Menu appears:



## Program description

A short description of the different programs you can start from the Main Menu follows:

**Word Processing.** Creates and edits documents, complete with tables and graphics.

**Spreadsheet.** Creates and edits numeric tables and makes automatic calculations.

**Addressbook.** Creates and edits lists, such as addresses and phone numbers.

**File Management.** Organizes files on a diskette.

**Disk Application.** Starts additional programs that come with your Desktop Publisher.

**Drawing.** Allows you to create many types of images composed of one or more objects.

**Greeting Card.** Allows you to create many types of greeting cards.

**Communication.** With the optional modem, obtains access to commercial data bases and electronic mail services.

**Auto Letter Layout** (DP-540CJ, DP-550CJ, and DP-5040CJ only). Allows you to automatically select a format for your business or personal letters.

**Desktop Reference** (DP-540CJ, DP-550CJ, and DP-5040CJ only). Provides information about words (spelling, hyphenation, synonyms, and jumble) and maintains our user dictionary.

## Starting a program

There are two ways to start a program. Use the method you find most comfortable.

Press the number key on the icon (1 for Word Processing, etc.).

*OR*

1. Press the arrow keys ( $\leftarrow$ ,  $\rightarrow$ ,  $\uparrow$ , and  $\downarrow$ ) to move to a program icon.
2. Press **RETURN** to start the program. *The program menu appears.*

## Function Menus

All functions in the programs are found in menus. Press **MENU** to show the menu bar at the top of the screen; then select a function to start it.

**Accelerator keys.** Each item of the menu has a single underlined character. You can select items from the menu faster by pressing the corresponding letter on the keyboard.

**Short-cut keys.** With many functions, you can use short-cut keys. For example, the short-cut keys for the Justify function are **CODE + J**. The menu bar does not appear, but the justification function becomes active immediately. The HELP screen gives the list of short-cut keys that can be used in each mode.

## **Dual Display**

While creating or editing a file in Word Processing, Addressbook, or Spreadsheet, you can open another Word Processing, Addressbook, or Spreadsheet file and work simultaneously on both files, even if the files do not belong to the same program.

For example, while working on a Word Processing file, you can open a Spreadsheet file and start working on it. For more information, see Open File for Dual on page 40.

## **Clip Board**

The clip board allows you to store a portion of a file temporarily and paste (copy) it to a different location in the same or another file. If the clipped data is inserted into a different program, the data automatically converts to fit in the target file. For more information, see Clip Board on page 234.

## **Help Windows**

Press **HELP** and a HELP dialog box lists short-cut keys available at that time. After getting your information, press **CANCEL** to close the HELP dialog box.

## **Self Demo**

Press **CODE + D** to see and print out the main features of your Desktop Publisher.

# **Supplemental Programs**

---

Programs compatible with this system come on diskettes and can be started by selecting the Disk Application icon on the Main Menu. The programs on diskette that come with your Desktop Publisher are listed below.

## ***Conversion***

This program allows you to convert documents between different word processing formats and your Desktop Publisher format. For more information, see Conversion in the Appendix.

## ***Tutorial***

This program teaches you how to use Word Processing.

We recommend you look at these programs before you start using Word Processing. See the next page for a sample of a document created with the tutorial. For best results, refer to this sample document as you go through the tutorial. To start the tutorial, see To use the Tutorial on page 160.

## ***Graphic Art Print***

This program allows you to print black and white graphic art images and color graphic art images. For more information, see Using Graphic Art Print on page 155.

## ***Frame Print***

This program allows you to print various frames. For more information, see To Print a Frame on page 158.

## ***Games***

Two games are available for the Desktop Publisher. They are Blackjack and Poker. For more information, see page 161.

This page contains a sample document created with the tutorial program. For best results in creating this sample, refer to this page as you go through the tutorial.

## THE SPRINGFIELD SENTINEL

Published by The Springfield Homeowners Association

### Springfield Welcomes Fred & Leslie Tanner

By Amanda Becker

As you may have heard, the Taylor house at 117 Elm has finally been sold!

Our new neighbors, Fred and Leslie Tanner, said they fell in love with the Taylor house the moment they saw it.

Fred is an Executive Vice-President at Alliance Electronics in Middletown. Because he played college basketball, he plans to get involved with our high school team, the Springfield Sabers. Better not let Coach Wilson hear about that!

Leslie, who studied interior design, hopes to start a small consulting practice out of her home and offer her services to local residents and businesses.

Her first project will be to turn the family room of her home into a combination sunroom/office. In fact, she was already over to Drake's Lumber Yard to order new windows and fixtures.

Their two children, Jenny and Craig, will be attending Springfield elementary starting this fall.

Jenny, who studied ballet and tap, plans to try out for the cheerleading squad. Craig, who won "Best Pre-Teen Player" at the All County Tennis Tournament, plans to try out for the Springfield Elementary tennis team.

Needless to say, we're sure the Tanners will be a welcome asset to our community.

For those of you who haven't met them yet, be sure to keep Sunday, May 29th, open for the annual "Say Hello To Summer" barbecue.

### Springfield Taxes Lowest In County For Third Year In A Row

By Don Addison

Every time we step into a supermarket or department store, it seems as if the price of everything is always going up.

Fortunately, the same can't be said of our property taxes which have remained the county's lowest for three years in a row.

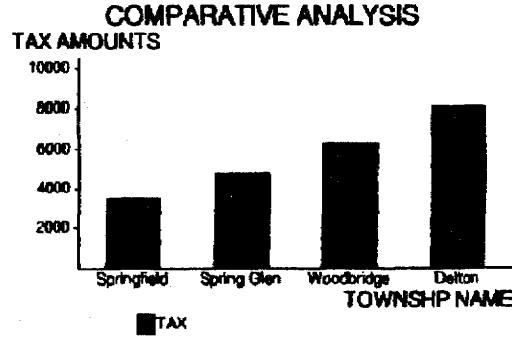
Usually, low property taxes are accompanied by reductions in municipal services like police, fire and garbage disposal. But thanks to the ingenuity of Mayor Joseph Ash and the city council, our level of municipal services has actually increased over the last few years.

"It's a result of all of us working together to maintain the high quality of life that Springfield residents have come to expect. Members of our municipal organizations are all Springfield residents and realize that they are an important part of Springfield's big picture", said Mayor Ash.

Mayor Ash continued by saying that a large part of the thanks also should go to our various committees and councils for their initiative in creating money-raising events.

One particular case that came to mind was the library committee which raised over \$25,000 in their annual "Cycle-Thon". As most of you probably remember, the "Cycle-Thon" took place last fall and had over 300 participants, each with their own "Dollar-A-Mile" sponsor. Because all administrative and promotional costs were donated, all the monies raised were able to go directly to our library.

"Thanks to events like this, we are able to maintain our high level of services without having to increase taxes on our residents", concluded Mayor Ash.



# 1 Word Processing

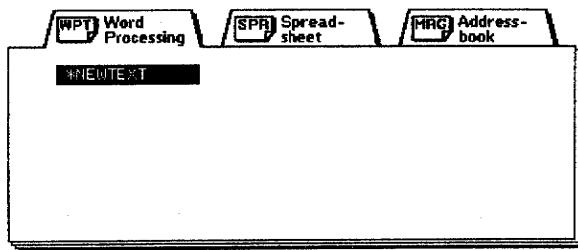
With Word Processing, you can create many documents, from business and personal letters to student papers, newsletters, and fliers. Besides having a wide variety of basic features, Word Processing includes some advanced features also, such as double column printing, merge printing, and dual-screen viewing (you see two files on the screen).

## ► To create a new file:

*You may create your own Word Processing file or use one already made for you. For details, see To Open a Template File on page 240.*

*If you see a message indicating you have an unformatted or damaged diskette, replace the diskette with another, or go to page 22 in Getting Started for instructions on how to initialize a diskette.*

1. From the Main Menu, press 1.



2. Select \*NEWTEXT by pressing RETURN. (Later, you will use the arrow keys to select a file from the list of files and then press RETURN.) *The Input/Edit screen shown on the next page appears.*

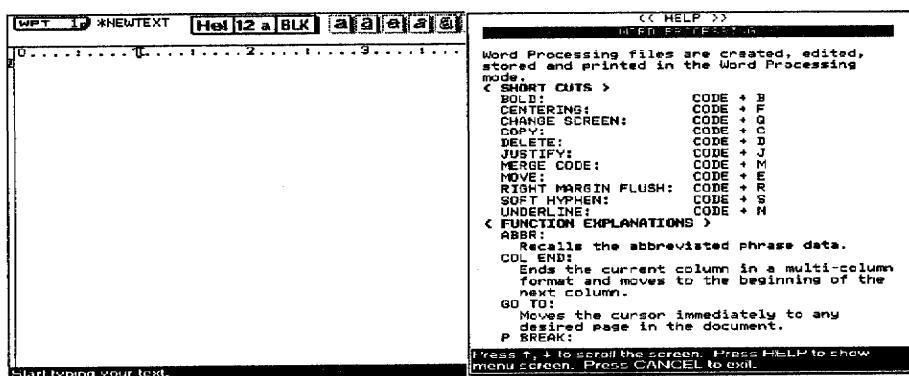
## ► To edit an existing file:

*Remember that you can press HELP to get on-screen help.*

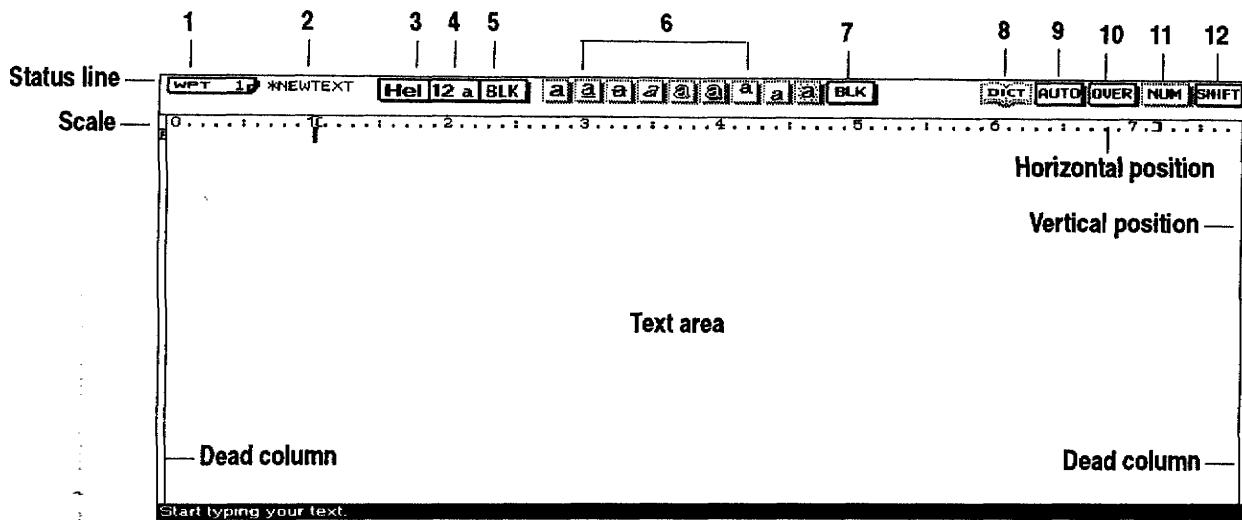
1. Insert the diskette with the file into the disk drive.
2. Press 1.
3. Use the arrow keys to select the file you want; press RETURN. *The Input/Edit screen shown on the next page appears.*

## ► To use the Help Menu:

Press the **HELP** key in the upper right-hand corner of the keyboard to see the keyboard shortcuts and function explanations for each program. Press **CANCEL** to remove the Help Menu from the screen.



# Using the Word Processing Input/Edit Screen



**Status Line.** The status line (across the top of the screen) shows your current settings. Reading from left to right, each item is described below:

- 1 Page Number—Gives the page number where the cursor is placed.
- 2 File Name—Gives the name of the file you are using.
- 3 Font —Gives the font currently being used.
- 4 Font Size—Gives the font size (in points) and Font mode (double width or double height).
- 5 Font Color—Gives the text color.
- 6 Type Styles—Highlighted (framed with a solid line) if active. The available type styles, from left to right, are bold, underline, strike-out, italic, outline, shadow, superscript, subscript, and shading.
- 7 Attribute Color—Gives the attribute color(underline, strike-out, and shading).
- 8 Spell Check—Highlighted (framed with a solid line) when Spell Check is monitoring your typing.
- 9 Auto Return or Justify—Tells you when you are in either the Auto Return (AUTO) or Justify (JUST) mode.
- 10 Insert or Overwrite—Tells you when you are in either Insert (INS) or Overwrite (OVER) mode.
- 11 Numeric Lock—Highlighted (framed with a solid line) when the keyboard is locked in Numeric mode. (The keypad keys will be active. For more information, see page 25 in Getting Started.)
- 12 Capital Lock(CAPS)—Highlighted (framed with a solid line) when the keyboard is in the capital letter (CAPS) mode or in Shift (SHIFT) mode.

*You can remove the scale from your screen to provide more space for your text.  
See Scale Line ON/OFF on page 81.*

*For more information on moving the cursor using arrow and code key combinations, see page 36.*

**Scale.** This scale helps you to determine the position of characters on a page. The numbers indicate the position from the left edge of the paper. Other symbols remind you of format settings: left margin [ ], right margin [ ]], normal tab [↓], center tab [↓] leader tab [↓], and decimal tab [↓].

**Text Area.** Most of this screen is your work area; however, it only shows part of your document at a time. To see the rest of your document, you must use arrow keys (or combinations of arrow keys and the code key) to move the viewing area up, down, left, and right. The only parts of the screen you cannot use are the dead columns (left and right edges of the screen). The Desktop Publisher reserves the left edge for the Format Change symbol [F], Chart symbol [C], Line Framing symbol [L], and the right edge for the symbol that shows the cursor's position. The solid box at the right edge of the window indicates the cursor's line position.

Other symbols appear in the text to remind you of the format functions that you used, but these symbols do not print. Symbols can be turned on or off. For more information, see Function Mark ON/OFF on page 81.

A word processing file cannot exceed approximately 70,000 characters (70 kb). To find out how much space you have remaining in the file, press **MENU**. A box showing the remaining memory available for the file appears. If the file becomes full while typing, you get this message: "Memory full! Press any key to continue." This means that the internal memory is full, and you need to save this file on a diskette and open a new file before you can continue writing your document.

Before saving the file on a diskette, press **BACKSPACE** or **DELETE** to erase the last characters typed to make some memory available. You should repeatedly press **BACKSPACE** or **DELETE** until you no longer get the Memory Full message. Then you can save the file and open a new file to continue writing your document.

# Using Basic Typing Features

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*Try creating a short, simple document and save it on a diskette. For information on saving a file, see Saving A File on page 42.*

*You may also try to print your document. For information about printing, see To Print a Document on page 83.*

Type your text just as you would on a typewriter. The text appears in the window instead of being printed on paper.

If you make a mistake, press **BACKSPACE** or **DELETE** to erase the mistake.

## Word Wrap

Word wrap allows you to type sentences in a paragraph continuously without entering a paragraph break symbol [**¶**]. When a word is going to extend beyond the right margin, the word moves to the next line automatically.

## Hyphen

*After the text is typed and the document formatted, you can use Hyphen Scan to insert soft hyphens automatically. For information, see Hyphen Scan on page 49.*

**Normal hyphen.** Typing a hyphen “-” in a word entered at the right margin automatically sends the characters after the hyphen to the next line. If the document is edited and the hyphenated word fits on the line, the hyphen does not disappear.

**Permanent hyphen.** Use permanent hyphens for words that always require a hyphen (e.g., mother-in-law). Permanent hyphens are entered by pressing **CODE + [-]** and appear as [**H**]. If a permanent hyphen is used in a word, it is treated as a normal character.

**Soft hyphen.** If word wrap moves a long word to the next line and you want to hyphenate that word, insert a soft hyphen by pressing **CODE + S**. The soft hyphen shows in the window as a dotted hyphen [...]. The part of the word before the soft hyphen returns to the end of the previous line if it can fit. If the document is reformatted so that the entire word can fit on the same line, the soft hyphen disappears. If you think your document may change, use a soft hyphen.

## Types of Spaces

**Soft spaces.** Enter soft spaces by pressing the **SPACEBAR**. Soft spaces separate words the same as pressing the spacebar on a typewriter. When your sentence reaches the right margin, word wrap moves all of the words that come after the last soft space to the next line. In Justify mode, the soft spaces are adjusted to produce an even right margin. (See To Justify Text on page 45.)

**Permanent spaces.** Enter permanent spaces by pressing **CODE + SPACEBAR**. They are word separators that link words together. Permanent spaces protect words from being separated on different lines. A permanent space appears as the symbol [ii] and is considered part of the two words it links. If two words separated with a permanent space are entered at the right margin, they automatically move together to the beginning of the next line.

## **Paragraph Break**

At the end of each line of text, Word Processing automatically moves the cursor to the beginning of the next line. This type of return is called a **soft return**.

To mark the end of a paragraph, press **RETURN**. The cursor jumps to the next line. A Return symbol [**↵**], called a **hard return**, appears in the text.

## **Page Break**

The Desktop Publisher automatically divides text into pages according to your specifications. The place of these automatic page breaks is flexible and readjusted for you by the Desktop Publisher if you change the text. In the window, a page break appears as a horizontal line with a page number.

You can also force the Desktop Publisher to start a new page at any point by pressing **CODE + P BREAK**. This inserts a Page Break symbol [**¶**] in the text and creates a new page with the cursor positioned at the beginning of the first line on the new page.

## **Tab and Paragraph Indent**

**Tab.** When you press **TAB**, the cursor moves to the next tab and a Tab symbol [**→**] appears. There are different types of tabs. For information on setting tabs and using them, see To Change Margins & Tabs on page 53.

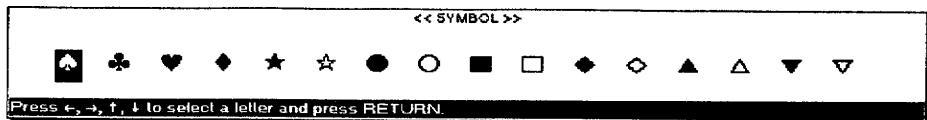
*For information about paragraph indent, see Using a Tab to Create a Paragraph Indent on page 54.*

**Paragraph indent.** When you press **CODE + P IND** the cursor moves to the next tab and a Paragraph Indent symbol [**→**] appears. That place becomes a temporary left margin. The cursor automatically returns to that place, and the entire paragraph is indented until you press **RETURN** to mark the end of the paragraph.

## **Typing Different Characters**

**Special characters on the keyboard.** Most letter keys on the keyboard can be combined with **CODE** to start operations. A few keys, however, are available to type special characters. These keys have the characters printed in green on the key (example: § on the Z key). To type such a character, press **CODE + the character key**.

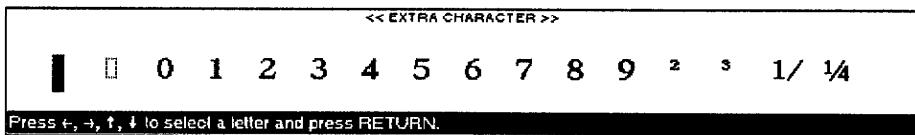
**Symbols.** Press **CODE + SYMBOL** to see the Symbol dialog box:



Use the arrow keys to select a symbol; press **RETURN** to put the symbol in the text.

*For a complete list of extra characters and symbols, see the Extra Character Table in the Appendix.*

**Extra characters.** Press **CODE + E CHAR** to see the Extra Character dialog box:

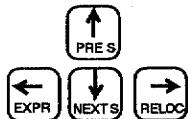


Use the arrow keys to select an extra character; press **RETURN** to put the character in your text.

In addition to the arrow keys, the following keys also move the cursor quickly through the Symbol and Extra Character dialog boxes:

Keys	Cursor Movement
<b>CODE + ←</b>	To the beginning of the line
<b>CODE + →</b>	To the end of the line
<b>CODE + ↑</b>	To the beginning of the previous line
<b>CODE + ↓</b>	To the beginning of the next line

## Moving the Cursor Using Arrow Keys



To change text, you must first know how to move the cursor in the document.

**Moving one space at a time.** The arrow keys  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , and  $\rightarrow$  move the text cursor one space in the direction of the arrow.

**Moving left and right.** **CODE+ EXPR** moves the cursor to the left margin. **CODE + RELOC** moves the cursor to the end of the line.

**Moving one paragraph.** **SHIFT + ←** or **SHIFT + →** moves the cursor to the next return, page break, or Column End symbol in the direction of the arrow on the arrow key.

**Searching for a Format symbol.** **SHIFT + ↑** or **SHIFT + ↓** moves the cursor to the left margin where the Format symbol appears.

**Moving one window at a time.** **CODE + PRE S** moves the cursor back to the previous window, and **CODE + NEXT S** moves it forward to the next window.

**Moving to a specified page.** **CODE + GO TO** moves the cursor to the beginning of any page in the document. *After pressing these keys, a dialog box appears:*

GO TO PAGE:   1  

Type page number and press RETURN or use arrow keys to move to page top, next page top, top or end of file.

Besides these methods for moving the cursor, you can also use the Search function to locate a specific word, phrase, or title in your document. For more information, see To Search for Text on page 45.

Type the page number; press RETURN. The cursor moves to that page.

Instead of typing a page number, you can also press an arrow key. The dialog box disappears, and the cursor moves as indicated in the following table:

Arrow Key	Cursor Movement
CODE + G + ↑	To the beginning of the current or previous page
CODE + G + ↓	To the beginning of the next page
CODE + G + ←	To the beginning of the document
CODE + G + →	To the end of the document

## Search Color Function

**CODE + PRE S** and **CODE + NEXT S** are available for the Search Color function only in the GO TO mode.

The Search Color function can search for the color of characters.

The Color Mark ON/OFF option allows you to recognize the colored characters. For information about Color Mark ON/OFF, see page NO TAG.

If you cannot locate a color, the machine beeps, and the following message appears:

"Other color(s) not found."

To use the Search Color function, press **CODE + GO TO** to open the Go To dialog box; then press **CODE + PRE S** or **CODE + NEXT S** to search for the color of characters in the document.

- **CODE + PRE S** moves the cursor to the first character of a color block.

If the cursor is located in the middle of a color block, pressing **CODE + PRE S** moves the cursor to the first character of the same color block.

Example: The sequence of characters, 1 2 3 4 5 6 7 8 9 0, is divided into two colors, where 1 2 3 4 5 are red and 6 7 8 9 0 are blue. If the cursor is located at 9, pressing **CODE + PRE S** moves the cursor to 6 (the first character in the blue color block).

If the cursor is located at the first character of a color block, pressing **CODE + PRE S** moves the cursor to the first character of a previous color block.

Example: In the same color sequence as in the above example, but now with the cursor located at 6 (first blue character), pressing **CODE + PRE S** moves the cursor to 1 (the first character in the red color block).

- **CODE + PRE S** searches from the cursor location to the top of the page. If the cursor is already at the top, it searches to the top of the previous page.

- **CODE + NEXT S** moves the cursor to the first character of the next color block.

Example: If the sequence of characters, 1 2 3 4 5 6 7 8 9 0, is divided into two colors, where 1 2 3 4 5 are red and 6 7 8 9 0 are blue and the cursor is located at 1, pressing **CODE + NEXT S** moves the cursor to 6 (first blue character).

- **CODE + NEXT S** searches from the cursor location to the top of the next page.

## **Inserting Text**

You can add text in the middle of a document either in Insert or in Overwrite mode.

**Insert mode.** The characters you type are inserted at the cursor, and the rest of the line moves to the right automatically.

**Overwrite mode.** As you type, your new information replaces the existing text.

To change between the Insert and Overwrite modes, press **INSERT**. The indicator on the status line changes accordingly to **OVER** or **INS**.

## **Deleting Text**

**Deleting a character.** Press **BACKSPACE** to delete one character to the left of the cursor. Press **DELETE** to delete the character at the cursor position.

**Deleting a word.** To delete a word, position the cursor on the space immediately following the word and press **WORD OUT**.

**Deleting a line.** To delete a line, position the cursor anywhere after the last character of the line and press **CODE + LINE OUT**.

**Deleting a block of text.** You can delete any amount of text by using Block/Delete. For more information, see To delete a block of text on page 60.

*It is not possible to delete a Return symbol [**↓**] if the two paragraphs have different formats.*

## **Using the File Menu** ——————



Use the File menu to open, save, close, delete, or rename your files; initialize disks; and return to the Main Menu.

- **Create New File.** Opens a new file in the program that is currently selected.
- **Open File.** Saves the current file to diskette and opens another.
- **Save File.** Saves the current file to diskette without closing it.
- **Open File for Dual.** Opens a second file. Both the first and second files appear in the window.
- **Close File.** In *Single mode*, saves the file and returns to the Main Menu. In *Dual mode*, saves and closes current file.
- **File Management.** Opens the File Management window.

## **Tips for Using Files**



### **CAUTION:**

**Do not remove a diskette while the Desktop Publisher is saving a document to the diskette or while the Desktop Publisher is reading a document from the diskette. It could permanently damage the diskette or cause you to lose information.**

- You can open two files at the same time, without the files having to belong to the same program. We will call these files the **first** and the **second** file. The first file is opened with Create New File or Open File; the second file is opened with Open File for Dual.

When you are working in Dual Display, you cannot use Open File for Dual to open a third file. You must close at least one of the files before you can use Open File for Dual.

- File operations are identical in Word Processing, Spreadsheet, and Addressbook. While working with one program, you can use Open File or Open File for Dual to open a file belonging to the same program or to a different program.
- To save the current file, use Save File or Close File.
- You can organize your files in File Management; however, File Copy, Disk Copy, List Print, and Convert are not available. For information, see File Management on page 142.

#### **►To create a new file:**

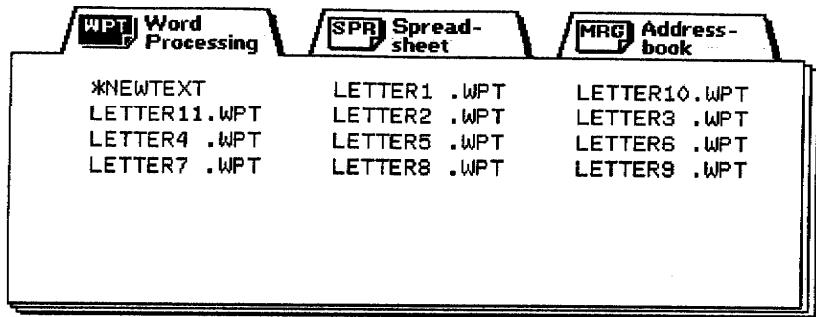
*Create New File opens a new file in the program currently selected.*

1. Press **MENU** to see the menu bar; select Create New File from the File menu. If the current file has not been saved onto the diskette, your Desktop Publisher asks if you want to save it.
2. Select YES, NO, or CANCEL. Press **RETURN**.
  - **YES.** Shows the Save File dialog box. For information, see Saving a File on page 42.
  - **NO.** Closes the current file without saving that file.
  - **CANCEL.** Cancels the function and returns to the previous screen.

#### **►To open a file:**

*Open File opens a Word Processing, Spreadsheet, or Addressbook file.*

1. Press **MENU** to see the menu bar; select Open File from the File menu. If the current file has not been saved onto the diskette, your Desktop Publisher asks if you want to save it.
2. Select YES, NO, or CANCEL. Press **RETURN**.
  - **YES.** Shows the Save File dialog box. For information, see Saving a File on page 42.
  - **NO.** Closes the current file without saving that file.
  - **CANCEL.** Cancels the function and returns to the previous screen. Save and close or just close the file, and the list of files appears:



The file list can show three indexes: Word Processing, Spreadsheet, and Addressbook. *The list of files for the program you are currently using appears before the other indexes with its title highlighted, and this message appears:*

Select mode and press ↓ to select a file.

3. To select, press ← or → to highlight a title; then press ↓. *The cursor moves inside the file list and highlights the file name in the upper left corner. This file name is either \*NEWTEXT, \*NEWDATA, or \*NEWBOOK, each allowing you to start a new file. This message appears:*

Select a file and press RETURN. Press CANCEL to select mode.

4. Press the arrow keys ←, →, ↑, ↓, CODE + ↑, or CODE + ↓ to select a file. Then press RETURN to open the file.

*OR*

Press CANCEL to move the cursor back to the title of the list.

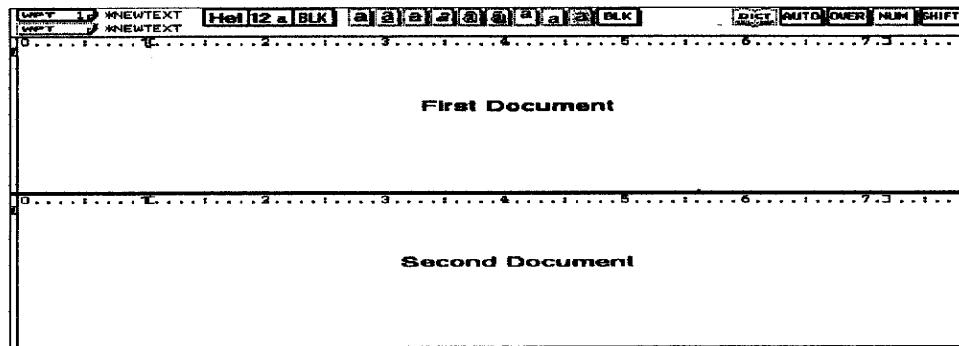
#### ► **To save the current file without closing:**

1. Press MENU to see the menu bar; select Save File from the File menu. *The Save File dialog box appears, with the file name given at the top. For more information, see Saving a File on the next page.*
2. Press RETURN. *The file is saved to diskette.*

## **Open File for Dual**

For copy and paste operations,  
see Clip Board on page 234.

Open File for Dual opens a **second** file in addition to the file you are currently using. In this way, you can easily compare the two files or transfer parts of one file to the other.



See Change screen on page 81.

When a second file is opened, choose Change Screen from the screen menu to move between the two files.

► **To open two files at once:**

1. Press **MENU** to see the menu bar; select Open File for Dual from the File menu. *The list of files appears.* This list can show three indexes: Word Processing, Spreadsheet, and Addressbook. *The list of files for the application you are currently using appears before the other indexes, highlighting the title of the current program. This message appears:*

Select mode and press ↓ to select a file.

2. Press ← or → to select a title; then press ↓. *The cursor moves inside the file list and highlights the file name at the upper left corner. This file name is either \*NEWTEXT, \*NEWDATA, or \*NEWBOOK, which allows you to start a new file. This message appears:*

Select a file and press RETURN. Press CANCEL to select mode.

3. Press the arrow keys ←, →, ↑, ↓, **CODE + ↓**, or **CODE + ↑** to select a file and press **RETURN** to open the file.

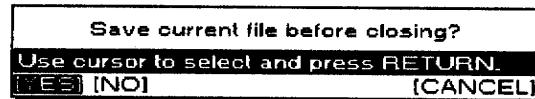
OR

Press **CANCEL** to move the cursor back to the title of the list.

## **Close File**

Close File allows you to return to the Main Menu after saving the file.

Press **MENU** to see the menu bar; select Close File from the File menu.  
*This dialog box appears:*



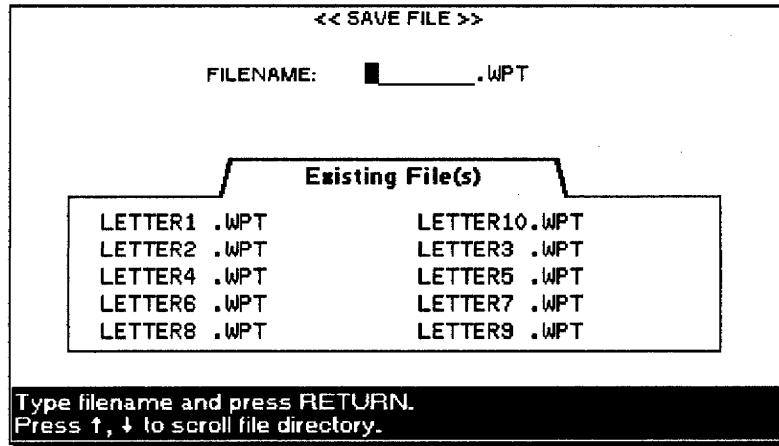
- If you select YES, the Save File dialog box appears. See Saving a File below.
- Type in the file name and press **RETURN**. *The current file is saved and the Main Menu appears.*
- If you select NO, the current file is deleted and the Main Menu appears.
- If you select CANCEL, you return to the current file.

## **Saving a File**

*If you get a message indicating you have an unformatted or damaged disk, replace the diskette with another or go to page 22 in Getting Started for instructions on how to initialize a diskette.*

When Create New File, Open File, Close File, or Save File is selected from the File menu, the Save File dialog box (shown above) appears.

If you try to open another file using Create New File or Open File, Desktop Publisher asks if you want to save your current file. If you select YES, the Save File dialog box appears.



- If you have been working on a new file, the file name is empty and you must type a file name. (See File name conventions below.)
- If your file has already been saved on the diskette, its file name appears.

You can press **RETURN** to save the file with changes.

*OR*

You can also type a new file name to keep both the original and modified versions in separate files.

- The correct file name extension appears in the file name entry field (such as WPT for Word Processing, SPR for Spreadsheet, or MRG for Addressbook), and a list of the files from the same application appears.

## File Name Conventions

- A file name consists of up to eight characters (a beep sounds if you try to enter more). The file name is followed with a period and a three-character extension that is automatically created by the system. You cannot change the extension.
- The Desktop Publisher accepts only the following characters in file names: upper- and lower-case letters of the English alphabet (A-Z and a-z), digits (0 to 9), and the hyphen (-). All others are refused and cause the Desktop Publisher to beep.
- The Desktop Publisher does not distinguish between upper- and lower-case letters. All letters are converted into capitals.

## File Management



Press **MENU** to see the menu bar; select File Management from the File menu. Press **RETURN**. Press **MENU** again to use the File menu to delete or rename files.

- **File Delete.** Erases files from the diskette.
- **Rename.** Changes the name of a file.
- **Exit.** Exits from File Management back to your document.

Use the Disk menu to delete all files, initialize diskettes, and view diskette contents.



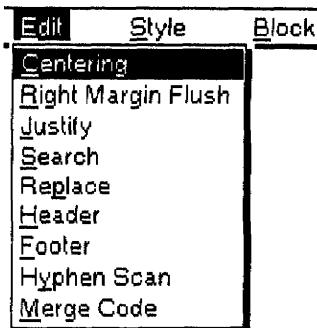
- **Delete All.** Deletes all unprotected files on the diskette.
- **Initialize Disk.** Prepares the diskette to accept Word Processing files, Spreadsheet files, etc.
- **Directory Read.** Reads the list of files on a diskette when this has not been done automatically.

Press **CANCEL** as many times as needed to return to the Input/Edit screen.

For more information, see File Management on page 142.

# Using the Edit Menu

---



Use the Edit Menu to change the appearance of your text, to create headers and footers, or to set up merge codes that generate letters automatically.

- **Centering.** Centers text between the margins
- **Right Margin Flush.** Aligns text flush with the right margin
- **Justify.** Adjusts the space between words evenly so that the last character of a line is aligned with the right margin
- **Search.** Searches the document for a specified string of characters
- **Replace.** Searches the document for a specified string of characters and replaces it with another string
- **Header.** Defines a block of text at the top of a page
- **Footer.** Defines a block of text at the bottom of a page
- **Hyphen Scan.** Scans the text for unhyphenated words that can be divided
- **Merge Code.** Inserts merge codes that will be replaced automatically with information from an Addressbook file during printing

## ► To center text:

1. With the cursor on the line to be centered, press **CODE + F**. A *Centering symbol [|+|]* appears. *The cursor moves to the center of the line.*
2. Type the text; then press **RETURN**. *The text is centered.*

Use one of the following methods to undo centering:

- Delete the Centering symbol [|+|].
- Press **CODE + F** a second time.
- Press **CANCEL**.
- Select Centering from the Edit menu a second time.

## ► To align text Right Margin Flush:

1. With the cursor on the line to be aligned, press **CODE + R**. A *Right Margin Flush symbol [←]* appears. *The cursor moves to the right margin.*
2. Type the text; then press **RETURN**. *The text is aligned with the right margin.*

Use one of the following methods to undo the margin formatting:

- Delete the Right Margin Flush symbol [←].
- Press **CODE + R** a second time.
- Press **CANCEL**.
- Select Right Margin Flush from the Edit menu a second time.

You can adjust the width of blank spaces between words so that the last character of each line is exactly on the right margin.

Any line that ends in a [←] symbol cannot be justified.

The Search function allows you to search for a specified string of characters. Both Spreadsheet and Addressbook use this function in a similar way.

### ► To justify text:

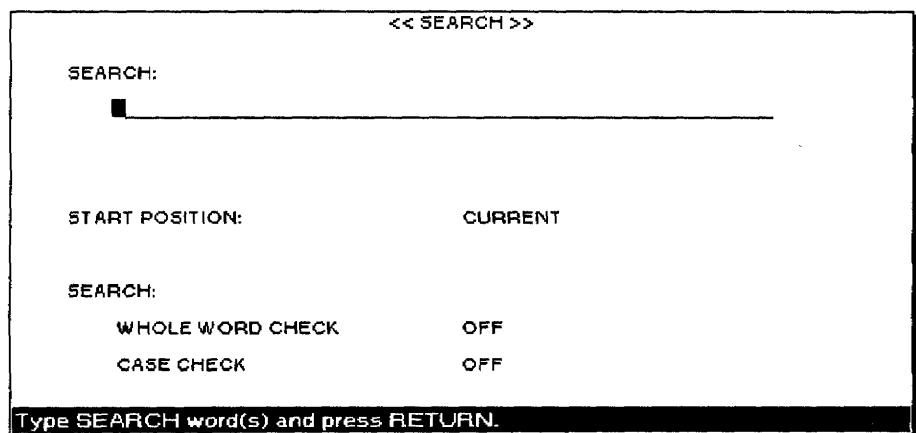
- With the cursor on the paragraph to be justified, press **CODE + J**. The AUTO indicator on the status line changes to JUST.

- To cancel the Justify mode and resume normal typing or to undo justified text, go to step 1. The JUST highlighting changes to AUTO.

When you switch the Justify mode on (or off), a Format Change symbol [ E ] appears in the dead column at the beginning of the paragraph. The Justify mode remains on (or off) from that point to the end of the document or up to the next Format Change symbol.

### ► To search for text:

- Press **MENU** to see the menu bar; select Search from the Edit menu. The Search dialog box appears:



- Type the string to be searched (50 characters maximum).
- Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to select other settings.

- **START POSITION:**

CURRENT—Scans the text from the current cursor position.  
TOP OF FILE—Scans the text from the beginning of the file.

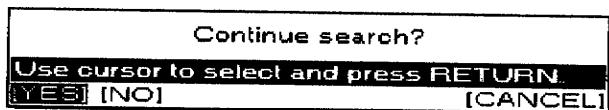
- **SEARCH: WHOLE WORD CHECK**

OFF—Stops scanning if the string is found even inside a word. (For example, "the" will be found in "these").  
ON—Stops scanning only when the string is a word by itself.

- **SEARCH: CASE CHECK**

OFF—Turns off the system's ability to distinguish between upper- and lower-case letters. (For example, if the string is "the," the system stops at "tHe," "THE," etc.)  
ON—Stops only at strings in exactly the same case.

- Press **RETURN** when you have made your selections. The Desktop Publisher starts searching. If an occurrence of the string is found, it is highlighted and a dialog box appears:



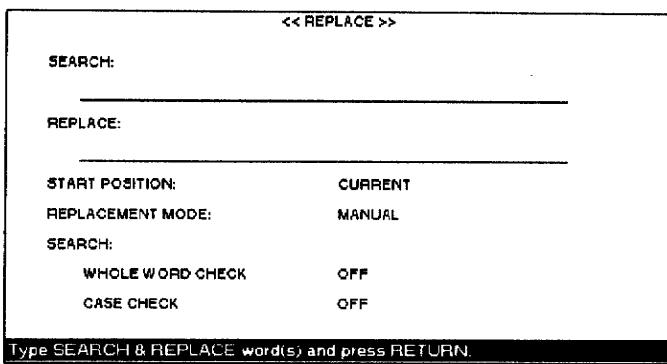
5. Select YES or press **TAB** to start searching again, or select NO to stop. The cursor is positioned on the last searched word if NO is selected. Select CANCEL to end the operation. The cursor returns to the original position. *When the string cannot be found, this message appears:*

Word(s) not found.

*The Replace function searches for a specified string of characters and replaces that string with another string.*

### ► To replace text:

1. Press **MENU** to see the menu bar; select Replace from the Edit menu. *The Replace dialog box appears:*



2. Press **↑** and **↓** to move the cursor to a setting.  
3. Type the search and replace strings (50 characters maximum). Press the **SPACEBAR** to select other settings.

- **START POSITION:**

CURRENT—Scans text from the current cursor position.

TOP OF FILE—Scans text from the beginning of the file.

- **REPLACEMENT MODE:**

MANUAL—Sets the system to ask whether or not to replace each time a string is found.

AUTO—Replaces all occurrences of the string automatically.

- **SEARCH: WHOLE WORD CHECK**

OFF—Stops scanning if the string is found, even inside a word. (For example, "the" will be found in "these").

ON—Stops scanning only when the string is a word by itself.

- **SEARCH: CASE CHECK**

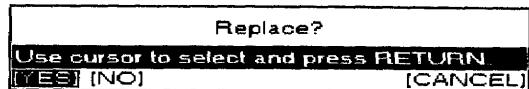
OFF—Turns off the system's ability to distinguish between upper- and lower-case letters. (For example, if the string is "the," the system stops at "tHe," "THE," etc.)

ON—Stops only at strings in exactly the same case.

4. Press **RETURN** when you finish. *The Desktop Publisher starts searching. In AUTO mode, this message appears after all replacements are made:*

Completed.

*In MANUAL mode, when an occurrence of the string is found, it appears inversely, and a dialog box appears:*



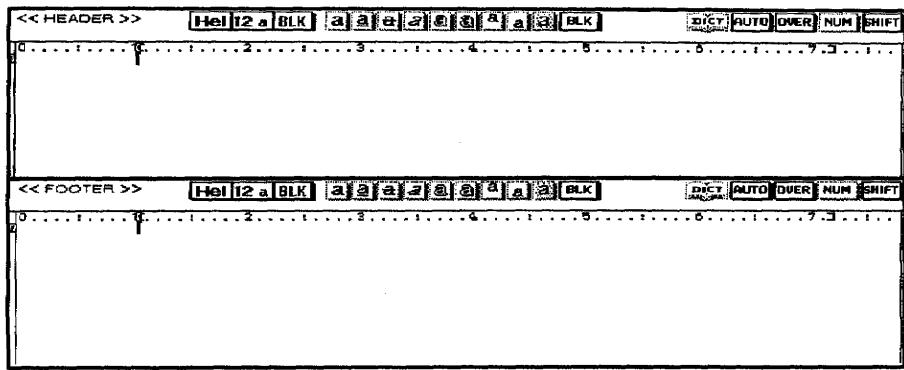
5. Select YES to replace that occurrence and start searching again. Select NO or press TAB to start searching again without replacing. Select CANCEL to end the operation. The cursor returns to the original position. *When the string cannot be found, this message appears:*

Word(s) not found.

### ►To put in headers and footers:

*The Header/Footer functions print a line of text at the top (header) or bottom (footer) of each page of the document.*

1. Press MENU to see the menu bar; select Header or Footer from the Edit menu. *The Header or Footer dialog box appears:*

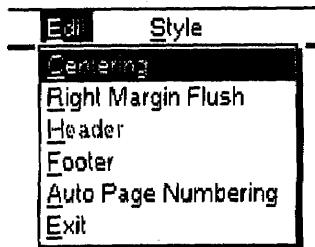


*If you print a header or footer in 36 point type, the page margin cannot be less than 1.17 inches. To change the header/footer margin, see To Set Page Size and Margins on page 57.*

*Before printing your document, do not forget to select YES or NO for header or footer at the Word Processing Print Menu. For information, see To Print a Document on page 83.*

2. Type header and/or footer text to appear on every page. You can use centering, right margin flush, attributes, font type and size, color, margin settings, and tabulation without affecting the layout of the document. However, text must fit on a single line.
3. When finished editing, press MENU to see the menu bar; select Exit from the Edit menu.

## Editing Headers and Footers



Use the following functions from the Edit menu to make changes to the appearance of header/footer text:

- **Centering.** Centers header/footer between the margins
- **Right Margin Flush.** Aligns header/footer flush with the right margin
- **Header.** Opens the Header mode during the Footer mode
- **Footer.** Opens the Footer mode during the Header mode
- **Auto Page Numbering.** Numbers pages in your document

To access Auto Page Numbering from the Edit menu, you must be in the Header or Footer screen.

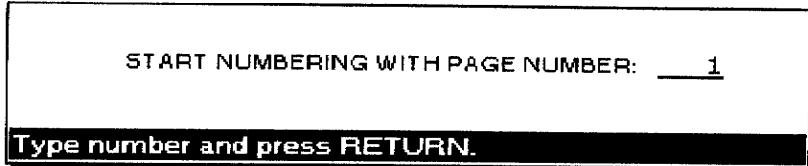
- **Exit.** Exits from the Header or Footer mode to the document File menu

For information on Centering, Right Margin Flush, and Header/Footer, see page 44.

You can number pages in your document automatically.

### ► To put in Auto Page Numbering:

1. Press **MENU** to see the menu bar; select Auto Page Numbering from the Edit menu. This dialog box appears:

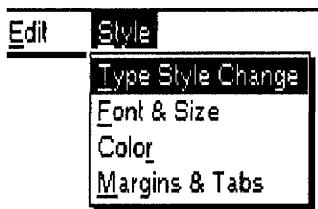


2. Type the number of the first page. Press **RETURN**. The number appears between double quotation marks.

OR

Automatically number pages in your document by including a number between double quotation marks. For example, if your header or footer is Page "1," the first printed page shows Page 1, the second shows Page 2, and so on.

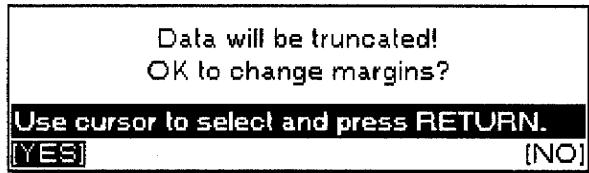
## Style



Use the Style menu to change the appearance of your header or footer text.

- **Type Style Change.** Switches attributes on or off
- **Font & Size.** Select font type, size, and mode
- **Color.** Selects color of characters and attributes
- **Margins & Tabs.** Set left and right margins and tabs

When the text cannot fit on a single line, a dialog box appears:



Select YES or NO; then press **RETURN**.

- **YES.** Changes the margin and truncates (cuts off) text that exceeds the right margin
- **NO.** Does not change the margin

## Hyphen Scan

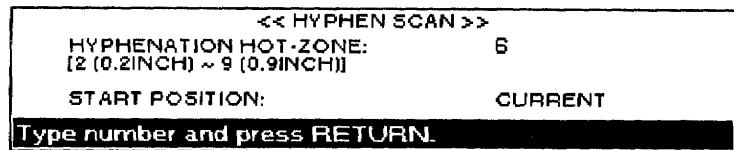
A hyphen inserted with Hyphen Scan is treated as a soft hyphen. When reformatting, if a word containing a soft hyphen fits within the margins, the soft hyphen is deleted.

Since word wrap automatically transfers a word that cannot fit in the current line to the next line, excessively long blank spaces may appear in your document resulting in a poor layout.

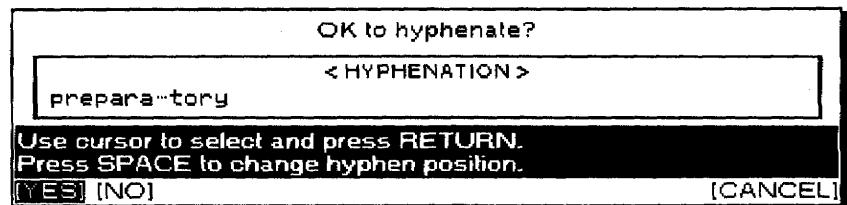
Hyphen Scan automatically detects such long blank spaces and gives you a chance to hyphenate long words. It allows you to type your text without inserting any hyphens manually (except permanent hyphens).

### ► To scan for hyphens:

1. Press **MENU** to see the menu bar; select Hyphen Scan from the Edit menu. *The Hyphen Scan dialog box appears:*



2. Press ↑ and ↓ to move the cursor to a setting.
3. Type the number for the hot-zone width (2–9). Press the **SPACEBAR** to select the start position setting.
  - **HYPHENATION HOT ZONE:**  
2 through 9—Defines the width of the hot-zone.
  - **START POSITION:**  
**CURRENT**—Scans text from the current cursor position.  
**TOP OF FILE**—Scans text from the beginning of the file.
4. Press **RETURN** when you finish. *The Desktop Publisher starts scanning the document. If a word leaves a blank space that is wider than the specified Hyphenation Hot-Zone, the Hyphenation dialog box appears:*



5. The dialog box shows a possible hyphen position for a long word. Press ← and → to select the following items; then press **RETURN**. (You can also press **TAB** instead of selecting NO.)
  - **YES.** Hyphenates the word as shown and resumes scanning.
  - **NO or TAB.** Resumes scanning without hyphenating that word.
  - **CANCEL.** Cancels the function and returns to the original cursor position.
6. To change the hyphen position, press the **SPACEBAR** while showing the Hyphenation dialog box. *The hyphen position changes within the range of possible hyphen positions.*

*Use the Merge Code function to send a similar letter to numerous addresses, with each letter having a different name and address but the same contents. This function prints the same letter continuously, while automatically inserting changing information (such as names and addresses) into the document at the same position.*

## ► To merge text from two documents:

1. Create a file containing the information to be inserted in the letters (the Addressbook file). For information, see Addressbook on page 127. The information to be inserted in a single letter is called a **record**. A record is made of labels that correspond to different pieces of information needed to insert in a single letter (Name, Address, etc.). Organize your Addressbook file logically, with the same label in each record containing the same type of information. Addressbook allows you to mark records for merge printing.
2. Create a Word Processing file containing the text that is common to all the letters (the master document). Wherever variable information is to be inserted in that text, insert a Merge symbol using the Merge function described in this section.
3. Print the Master Document. The text prints as usual until a Merge symbol is encountered. At that point, the program compares the label name that you have inserted with the merge symbol and automatically replaces the Merge symbol with the information contained in the corresponding label of the first marked record.

When the whole document prints, the Desktop Publisher checks the Addressbook file to see if there are more marked records. If there are no more records, merge printing is completed. Otherwise printing of the Master Document starts again using the next marked record of the Addressbook file. The process repeats until all records of the Addressbook file have been used.

## ► To insert merge symbols in your document:

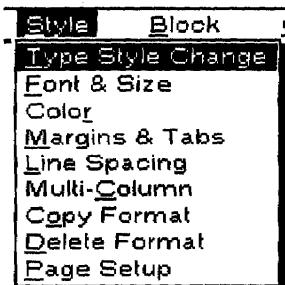
1. Position the cursor in the text where the merged information belongs.
2. Press **CODE + M**. The Merge Code dialog box appears:



3. Type the name of the label (12 characters maximum) corresponding to the Addressbook information you want inserted at this point. Press **RETURN**. The label name is entered as it appears in the Addressbook.
4. Type Last Name, First Name, or one of the other label names at the Merge Code dialog box. The label name, surrounded by merge symbols [**M**], appears in the text.
5. If necessary, set the font type, size, and color as well as the attributes for the label name. During merge printing, the merged information uses those settings.
6. After inserting all merge symbols, you can start merge printing. For information, see To Print a Document on page 83.

*Type the label name exactly as it appears in the Addressbook file. You can use the dual screen function to see the Addressbook file if you do not remember the label names.*

# Using the Style Menu



*Margins & Tabs, Line Spacing, and Multi-Column are applied from the paragraph the cursor is on to the end of the document, or to the next Format Change symbol.*

*Page Setup applies to the entire document.*

*To change the type style of previously typed text, use the Block Menu on the menu bar. For details, see Using the Block menu on page 59.*

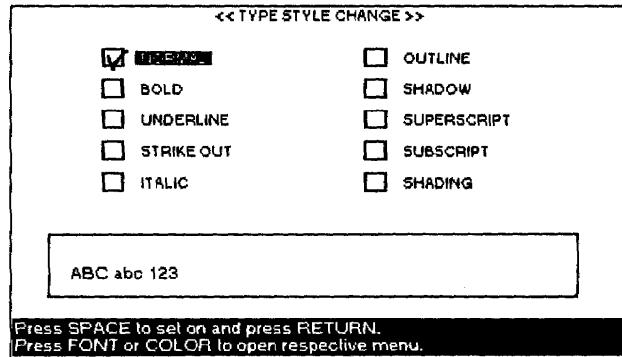
*Underline is an exception to the rule in step 2. Pressing the SPACEBAR once turns Continuous Underline on. Pressing it again turns Word Underline on, and pressing it once more turns underline off. With Continuous Underline, everything is underlined. With Word Underline, spaces between words are not underlined.*

Use the Style Menu to change the appearance of your document:

- **Type Style Change.** Switches attributes on or off
- **Font & Size.** Selects font type, size, and mode
- **Color.** Selects color of characters and attributes
- **Margins & Tabs.** Sets left and right margins and tabs
- **Line Spacing.** Sets the line spacing
- **Multi-Column.** Switches the multi-column layout on or off and sets the column width, number of columns, and column spacing
- **Copy Format.** Copies a Format Change symbol for pasting into the text to change the format from that point
- **Delete Format.** Deletes a Format Change symbol
- **Page Setup.** Selects paper size and orientation and sets top and bottom margins as well as the space for the header and footer

## ► To change type style:

1. Press **CODE + T STYLE**. The Type Style Change dialog box appears:



2. Press the arrow keys to move the cursor to the attribute setting, and press the **SPACEBAR** to turn the attribute on or off. While changing settings, you immediately see the effects of your settings in the box at the bottom of the window.
3. Press **RETURN** when you finish.

You can apply more than one attribute at the same time. There are, however, a few exceptions:

- **NORMAL.** Automatically resets all other attributes to off
- The following attributes cannot be set together; the last setting overwrites the previous one:

**OUTLINE, BOLD, and SHADOW**

**UNDERLINE and SHADOW**

**SUPERSCRIPT and SUBSCRIPT**

Use the following short-cut keys to change attributes without showing the Type Style Change dialog box:

**CODE + B** turns bold on or off.

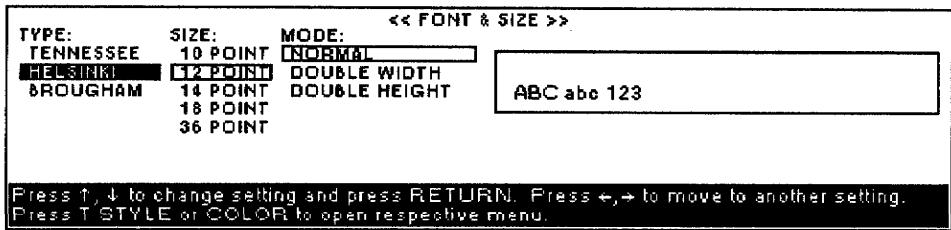
**CODE + N** underlines continuously, underlines each word, or turns off underline.

If you want to change the font, size, and proportion of the character, press **CODE + FONT** to open the Font & Size dialog box from the current Type Style Change dialog box. If you want to change the color of the character, press **CODE + COLOR** to open the Color dialog box directly from the current Type Style Change dialog box.

### ► To change font & size:

To change the font and size of previously typed text, you must use the Block menu on the menu bar. For details, see Using the Block Menu on page 59.

The size 24 point font is available only for Model DP-540CJ and DP-550CJ.



1. Press **CODE + FONT**. The Font & Size dialog box appears for all models similar to the one below:
2. Press ← and → to move from one column to the other. Press ↑ and ↓ to select an option in each column. While setting font and font size, you immediately see an example of the effect of your settings in the box.
3. Press **RETURN** when finished.

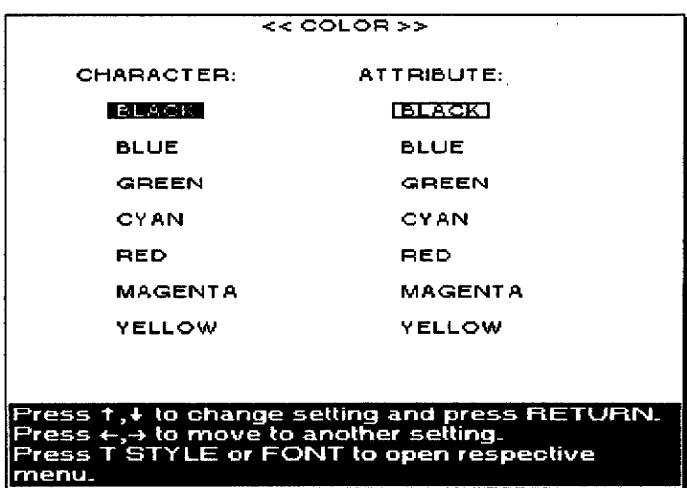
### ► To add color:

To change the color of previously typed text, use the Block menu on the menu bar. For details, see Using the Block menu on page 59.

Only the following three attributes can be colored: Underline, Strikeout, Shading.

To change type style from the Color dialog box, press **CODE + T STYLE** to open the Type Style Change dialog box.

To change font & size from the current Color dialog box, press **CODE + FONT** to open the Font & Size dialog box.



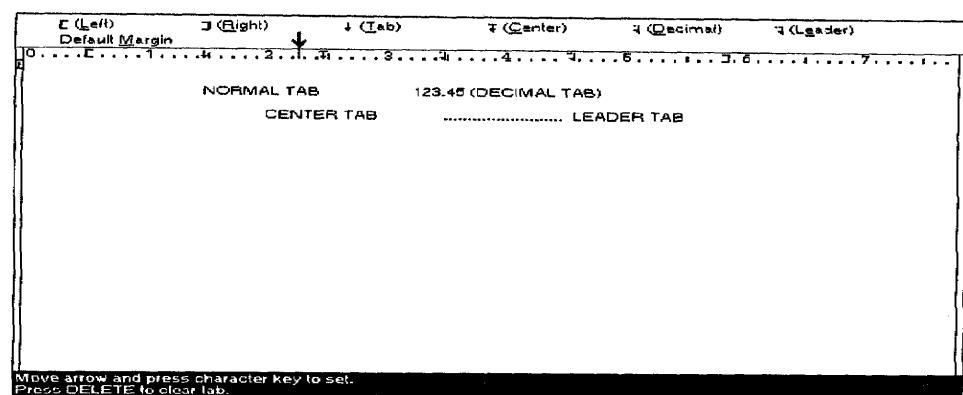
1. Use the arrow keys to move the cursor to a color setting.

## ► To change margins and tabs:

If any of the keys in the following table are pressed to set tabs or margins at a position where a tab or margin has already been set, a **[E]** code appears and the text is reformatted.

To change the margins of the header, footer, or the beginning of the text, select Page Setup from the Style menu and press **RETURN** without changing the paper size.

To reset the other formats, press **M** to reset to the default margin setting in the Margins & Tabs screen.



- Place the cursor on the line where the new format is to begin.

- Press **MENU** to see the menu bar; select Margins & Tabs from the Style menu. This screen appears:

Key	Function
←	Moves the cursor 1/10 inch to the left.
→	Moves the cursor 1/10 inch to the right.
<b>CODE + ←</b>	Moves the cursor to the left margin or to 0.2 inches to the right if the cursor was on the left margin.
<b>CODE + →</b>	Moves the cursor to the right margin or to the right end if the cursor was on the right margin.
<b>SHIFT + ←</b>	Moves the cursor 1/100 inch to the left.
<b>SHIFT + →</b>	Moves the cursor 1/100 inch to the right.
<b>TAB</b>	Moves the cursor to the next tab or to the right margin if there are no other tabs.

- Move the cursor to any position using these keys:

Key	Margin/Tab Settings and Symbols
<b>L</b>	Sets the left margin at the cursor [ ].
<b>R</b>	Sets the right margin at the cursor [ ].
<b>T</b>	Sets a normal tab at the cursor [↓].
<b>C</b>	Sets a center tab at the cursor [↑].
<b>E</b>	Sets a leader tab at the cursor [¶].
<b>D</b>	Sets a decimal tab at the cursor [₹].
<b>M</b>	Resets the left and right margins to the default setting.
<b>DELETE</b>	Clears the tab at the cursor position.
<b>CODE + D</b>	Clears all tabs.

A Format Change symbol **[E]** appears at the beginning of the paragraph where the new format begins. The text reformats from that point to the end of the document or to the next Format Change symbol.

- Press **RETURN** when you finish.

## Using tabs to create a table

You can create a table while typing. Pressing **TAB** moves the cursor to the next tab to the right and shows a Tab symbol [→]. Now type your text. The way the text aligns with the tab depends on the type of tab you have selected.

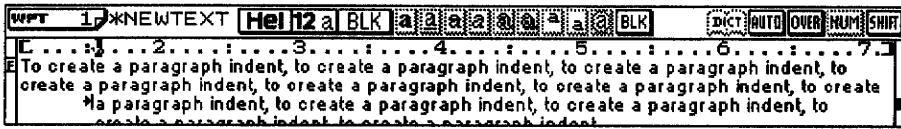
- **Normal tabs.** The text you type is left aligned with the tab.
- **Decimal tabs.** These tabs normally align numbers in a column so that decimal points are vertically aligned. You can also use a decimal tab to align any text to the right. The number you type is right aligned with the tab, and the number moves to the left as you type. When you type the decimal point, it appears at the tab position, and any further digits that you type appear to the right.
- **Center tabs.** The text you type is automatically centered around the tab.
- **Leader tabs.** When you press **TAB**, the next tab is a leader tab that provides a string of periods that begin where you pressed **TAB** and continue to the tab. If you type text from that point, it is left aligned with the tab.

You can also insert Tab symbols in the already typed text to rearrange the text into a table. Press **INSERT** you are not in the Insert mode. Move the cursor just before the text you want to align and press **TAB**. The text is aligned to the tab.

To undo a table format, delete the Tab symbols [→].

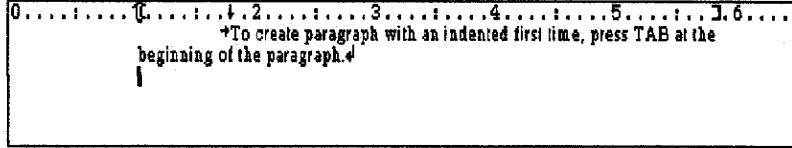
## Using a Tab to Create a Paragraph Indent

Instead of pressing **TAB** to create a new tab, press **CODE + P IND** to create a paragraph indent. *The cursor moves to the next tab, and a Paragraph Indent symbol [→] appears*. The tab becomes a temporary left margin (the text you type wraps to the tab position). When you press **RETURN** to mark the end of the paragraph, the cursor returns to the true left margin. See the example below:



## Using a Tab to Create a Line Indent

To indent the first line of a paragraph, press **TAB** at the beginning of the paragraph to move the first line to the first tab position.



## ►To adjust line spacing:

1. Place the cursor on the line where the new format is to begin.
2. Press **MENU** to see the menu bar; select Line Spacing from the Style menu. Press **RETURN**. *The Line Spacing dialog box appears:*



### • LINE SPACING:

- AUTO1—Sets the line spacing according to the size of the tallest character on the line.
- AUTO2—Sets the line spacing according to the tallest character in a line, plus 1/12 inch.
- AUTO3—Sets the line spacing according to the tallest character in a line, plus 1/6 inch.

	AUTO1	AUTO2	AUTO3
12 points	Aa Aa Aa	Aa Aa Aa	Aa
36 points	Aa Aa Aa	Aa Aa Aa	Aa Aa

3. Choose a setting and press **RETURN**. A *Format Change symbol [F]* appears at the beginning of the paragraph. The text reformats from that point to the end of the document or up to the next Format Change symbol.

## ►To type text using more than one column:

1. After typing your text, place the cursor where you want multi-column to begin.
2. Press **MENU** to see the menu bar; select Multi-Column from the Style menu. *The Multi-Column dialog box appears:*



3. Press **SPACEBAR** to change the setting; press **RETURN** when you finish.

### • MULTI-COLUMN:

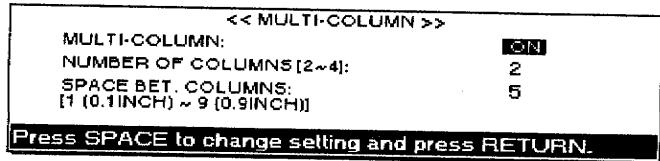
- OFF—Creates a single column.
- ON—Creates up to four columns. *If ON is selected, the Multi-Column dialog box changes as follows:*

*The Multi-Column feature prints your document in newspaper style, with up to four columns of equal width across the page.*

*The margins set for your document must be small enough to accommodate all of the columns and the assigned space between the columns. If the margins are not small enough, the prompt "Incorrect setting!" appears.*

If you set tabs before turning on the Multi-Column mode, only those tabs that are within the width of the first column are used and are applied to the next column.

We recommend that you first type your text using standard margins and format into multi-columns for editing and printing. Typing in the Multi-Column mode requires your Desktop Publisher to perform extensive reformatting with each line you type.



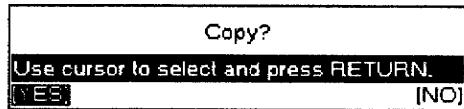
4. Press ↑ and ↓ to move the cursor to a setting; type in the numbers. Press **RETURN** when you finish.
  - **NUMBER OF COLUMNS:** Sets the number of columns.
  - **SPACE BET. COLUMNS:** Sets the space between columns.
5. Press **RETURN**. A *Format Change symbol* [E] appears at the beginning of the paragraph. The text reformats from that point to the end of the document or up to the next Format Change symbol.

### ► To type text in multi-column pages:

1. Set up the multi-column function as described above.
2. Type your text for the first column. When the cursor reaches the end of the first column, it automatically moves to the top of the second column. When the cursor reaches the end of the last column, it moves to the top of the first column on the next page.
  - To move to the next page before reaching the end of the current page, insert a Page Break symbol [¶] by pressing **CODE + P BREAK**.
  - To move to the next column before reaching the end of the current one, insert a Column End symbol [↓] by pressing **CODE + COL END**. If columns of the current page end with a Column End symbol, the cursor moves to the area beneath the columns so that you can continue typing on the current page.
  - If you delete a block that contains the Format Change symbol [E] for the Multi-Column mode, this mode is canceled, but the Column End symbols remain in the text.
  - If you want to move the cursor to the next column, press **CODE + EXPR** or **CODE + RELOC**. The cursor moves to the left column by pressing **CODE + EXPR** when the cursor is on the left margin. The cursor moves to the right column by pressing **CODE + RELOC** when the cursor is at the end of the current line.

### ► To copy and paste formats tagged with the Format Change symbol [E]:

1. Move the cursor to the line that has the Format Change symbol you want to copy.
2. Press **MENU** to see the menu bar; select Copy Format from the Style menu. The arrow cursor appears at the right of the Format Change symbol, and this message appears:



3. Select YES to copy or NO to cancel. If you select YES, this message appears:

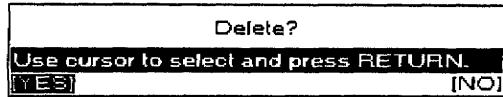
Move cursor to destination of copying and press RETURN.

4. Move the cursor to the destination and press RETURN.

### ► To delete formats tagged with the Format Change symbol [F]:

If you select this function when the Format Change symbol is at the very beginning of the file, the position of the left and right margin is set automatically and all tabs are cleared.

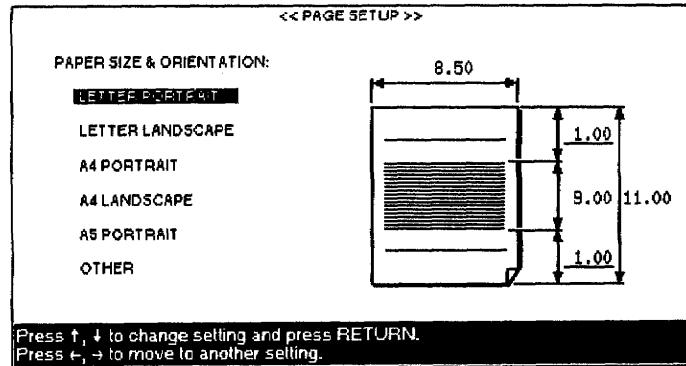
1. Move the cursor to the line that has the Format Change symbol you want to delete.
2. Press MENU to see the menu bar; select Delete Format from the Style menu. The arrow cursor appears at the right of the Format Change symbol and this message appears:



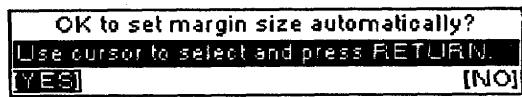
3. Select YES to delete or NO to cancel the function.

### ► To set page size and margins:

1. Press MENU to see the menu bar; select Page Setup from the Style menu. The Page Setup dialog box appears:



2. Press ↑ and ↓ to select the paper size and orientation. This determines the width and length of the paper.
3. Press → to move the cursor to the entry fields and ↑ or ↓ to move to each setting; then type the values in inches. The text area is set automatically.
4. Press RETURN to return to the Input/Edit screen and confirm your settings.
  - If the paper size is set to LETTER PORTRAIT, LETTER LANDSCAPE, A4 PORTRAIT, A4 LANDSCAPE, or A5 PORTRAIT, and the margin at the top of the text or header/footer is not a default, this message appears:



**YES.** Automatically changes the margin settings and returns to the Input/Edit screen.

**NO.** Returns to the Input/Edit screen without changing margin settings.

- If the paper size is set to LETTER PORTRAIT and NO is selected, or if more than 8.5 inch paper width is set in the OTHER option, this message appears:

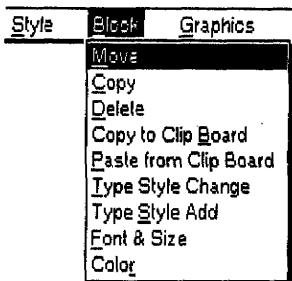
Check margin settings!  
Left margin must be more than 0.2inch.  
Right margin must be less than 8.3inch.  
Press any key to continue.

If the paper is set to either LETTER LANDSCAPE or A4 LANDSCAPE and NO is selected, this message appears:

Check margin settings!  
At least 0.5inch is necessary for  
both left margin and right margin area.  
Press any key to continue.

- If the text entered in the header or footer exceeds the range of the margin due to the automatic margin change, the extra text is deleted from the right end. *Then, when the Header or Footer edit screen appears, the prompt "Data has been truncated." appears.*

# Using the Block Menu



Use the Block menu to change the location or appearance of a block of text:

- **Move.** Moves a block of text to another location
- **Copy.** Copies a block of text to another location (The original location is left unchanged.)
- **Delete.** Erases a block of text
- **Copy to Clip Board.** Copies a block of text to the clip board
- **Paste from Clip Board.** Pastes the contents of the clip board into a document
- **Type Style Change.** Changes the attributes of a block of text
- **Type Style Add.** Adds the attributes of a block of text
- **Font & Size.** Changes the font, size, and proportions of a block of text
- **Color** Changes the color of a block of text

## ► To move a block of text to a new location in the document:

1. Move the cursor to the beginning (or the end) of the block you want to move. Press **CODE + E**. *This message appears:*

Move cursor to end of block to be moved and press RETURN.  
To jump to paragraph end, press SHIFT + ←, SHIFT + →.

2. Move the cursor to the end (or the beginning) of the block. If you want to select paragraphs of text, press SHIFT + ← or SHIFT + →. *The cursor moves to the next return, page break, or Column End symbol in the direction of the arrow key. As the cursor moves, the text is highlighted.*
3. Press **RETURN** when a block is marked. *This message appears:*

Move cursor to destination for blocked text and press RETURN.

4. Move the cursor to the destination for the block and press **RETURN**. *The block is removed from its original location and placed at the new location.*

## ► To copy a block of text to a new location in the document:

1. Move the cursor to the beginning (or the end) of the block you want to copy. Press **CODE + C**. *This message appears:*

Move cursor to end of block to be copied and press RETURN.  
To jump to paragraph end, press SHIFT + ←, SHIFT + →.

2. Move the cursor to the end (or the beginning) of the block. If you want to select paragraphs of text, press SHIFT + ← or SHIFT + →. *The cursor moves to the next return, page break, or Column End symbol in the direction of the arrow key. As the cursor moves, the text is highlighted.*
3. Press **RETURN** when the block is marked. *This message appears:*

If graphics are marked, format change or line framing are included in the marked block, and that information moves together with the text.

Move cursor to destination for blocked text and press RETURN.

4. Move the cursor to where you want to place the block; press RETURN. *The block is copied to the new location without removing the original text.*

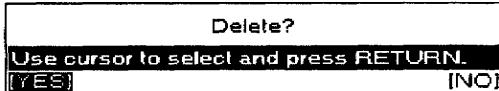
#### ► To delete a block of text:

If graphics, format change, or line framing are included in the marked block, that information is deleted together with the text.

1. Move the cursor to the beginning (or the end) of the block you want to delete.
2. Press CODE + D. This message appears:

Move cursor to end of block to be deleted and press RETURN.  
To jump to paragraph end, press SHIFT + ←, SHIFT + →.

3. Move the cursor to the end (or the beginning) of the block. (If you want to select paragraphs of text, press SHIFT + ← or SHIFT + →.) *The cursor moves to the next return, page break, or Column End symbol in the direction of the arrow key. As the cursor moves, the text is highlighted.*
4. Press RETURN when the block is marked. *The system confirms with:*



5. Select YES to delete the block or NO to cancel. Press RETURN.

## Copy to/Paste from Clip Board

For information on these functions, see Clip Board on page 234.

These functions work the same way as in the Style menu. Type Style Add works the same as Type Style Change. However, using this function is the easiest way to add attributes to a block of text, because the current attributes of the specified block of text are already chosen when you open the Type Style dialog box from the Type Style Add feature.

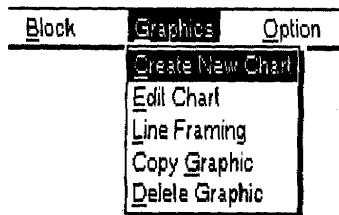
#### ► To change type style, font & size, and color:

1. Press MENU to see the menu bar; select Type Style Change, Type Style Add, Font & Size, or Color from the Block menu.
2. Select the text by moving the cursor to the end of the block where you want to add or change attributes; press RETURN.
3. Press the arrow keys to move the cursor to a setting to change font & size and color, or press SPACEBAR to change type style; press RETURN.

The following are differences between these options and those in the Style menu:

- You cannot use CODE + FONT, CODE + T STYLE, or CODE + COLOR to start these functions in the Block menu. Pressing CODE + FONT when the Type Style Change, Type Style Add, or Color dialog boxes appear switches you to the Font & Size dialog box. Pressing CODE + T STYLE switches you to the Type Style Change dialog box, and CODE + COLOR switches you to the Color dialog box.
- The format change is applied to the selected block only.
- You can select the AS IS setting for each item in the Font & Size and Color dialog boxes to keep the setting as it is.

# Using the Graphics Menu

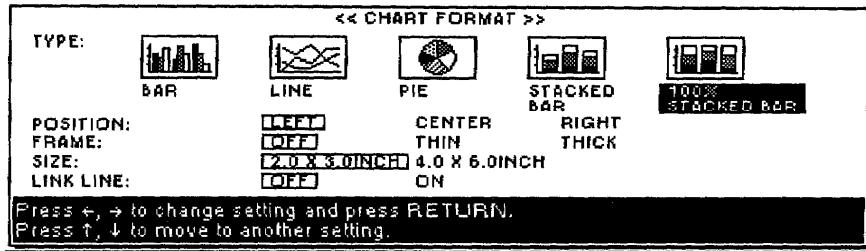


Use the Graphics menu to create and edit charts and frames.

- **Create New Chart.** Creates a chart
- **Edit Chart.** Edits a chart
- **Line Framing.** Creates and edits a graphic frame
- **Copy Graphic.** Copies a chart or frame
- **Delete Graphic.** Deletes a chart or frame

## ► To create a new chart:

1. Move the cursor to a line below where you want to insert a chart.
2. Press **MENU** to see the menu bar; select Create New Chart from the Graphics menu. *The Chart Format dialog box appears:*



3. Press **↑** and **↓** to move from one item to the next. Press **←** and **→** to select an option in each column.
  - **TYPE:** Select BAR, LINE, PIE, STACKED BAR, or 100% STACKED BAR to create the kind of chart you want. An icon shows an example of each kind of chart.
  - **POSITION:** Select LEFT, CENTER, or RIGHT to align the chart with the left margin, to the center between margins, or with the right margin.
  - **FRAME:** Select OFF, THIN, or THICK to create no frame, a thin frame, or a thick frame for your chart.
  - **SIZE:** Select 2.0 x 3.0 inches or 4.0 x 6.0 inches to select one of two sizes for your charts.
  - **Link Line:** Select OFF or ON to show increases and decreases of each item in a Stacked Bar or 100% Stacked Bar chart by adding lines from the boundaries of items in one stack to equivalent ones in the next stack. (Link Line can be selected only when Stacked Bar chart or 100% Stacked Bar chart is selected.)
4. Press **RETURN** when finished. *The following Chart Title dialog box appears:*

## Creating a Bar, Line, Stacked Bar, or 100% Stacked Bar chart

If you select Bar, Line, Stacked Bar, or 100% Stacked Bar, the Chart Title dialog box appears, with the following settings:

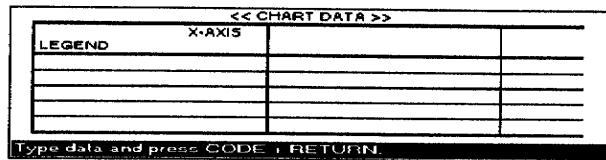
See page 63 for pie chart instructions.

See Chart examples on page 63 for sample bar and line charts.

- **TITLE:** The title of the chart (example: Employees). The maximum length is 30 characters.
- **X-AXIS TITLE:** The title you want on the x-axis (horizontal axis). The maximum length is 20 characters (example: Age).
- **Y-AXIS TITLE:** The title you want on the y-axis (vertical axis). The maximum length is 20 characters.

### ► To create Bar, Line, or Stacked Bar charts or 100% Stacked Bar charts:

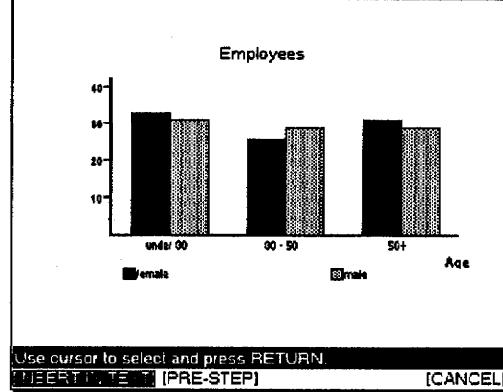
1. Type the title for your bar or line chart and titles for the X/Y axis and press **RETURN**. This *Chart Data* dialog box appears:



If you need to delete while entering information, see *Deleting data* on page 65.

- **LEGEND.** The label you want for each row of information (example: female, male). You can enter a maximum of five labels.
- **X-AXIS.** The information you want to appear on the x-axis, which appears under each bar or line (example: under 30, 30–50, 50+). You can enter a maximum of 12 items. After entering each item, press **TAB** to enter another item.
- **Inside the grid (under LEGEND and X-AXIS).** The numeric information, which appears as bars of relative heights. You can enter a maximum of 12 sets (columns) of five different values. Each value can contain up to 15 digits, a decimal point, and a minus sign.

2. After entering your information in the Chart Title and Chart Data dialog boxes, press **CODE + RETURN**. This *dialog box* appears showing the chart you created with the information you entered:



3. Select an option and press **RETURN**.

- **INSERT IN TEXT.** Inserts the chart into your document. A chart symbol [C] appears in the dead column. The title of the chart and an icon showing the type of chart appear in your document. When you print, the complete chart prints.
- **PRE-STEP.** Returns to the Chart Data dialog box.
- **CANCEL.** Cancels the function. This *dialog box* appears:

OK to delete all CHART DATA?	
Use cursor to select and press RETURN.	
<input type="button" value="YES"/>	<input type="button" value="NO"/>

4. If you select YES, the Create New Chart function is canceled and your information is lost. If you select NO, you return to the Chart Format dialog box.

**Chart examples:** The following sample charts show the relative proportion of employees of a company in three age brackets (under 30, 30-50, and 50+) and separately show the numbers of female and male employees. Use the first row of the grid to show the number of female employees (example: 32, 25, 30) and the second row to show the number of male employees (example: 30, 28, 28).

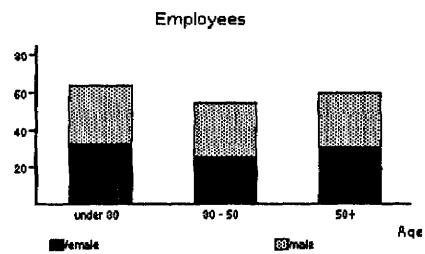
*The sample bar chart contains three clusters of two bars, one cluster for each age bracket.*

*With a stacked bar and 100% stacked bar chart, the two bars of each cluster are stacked one above the other.*

**Bar**



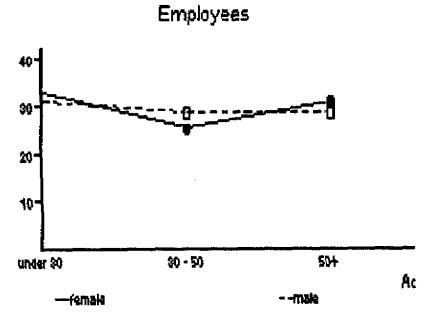
**Stacked Bar**



**100% Stacked Bar**



**Line**



## Creating a Pie chart

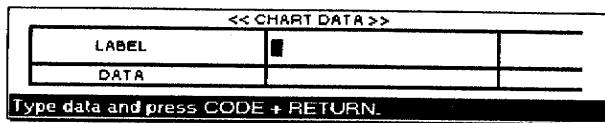
If you select Pie, this Chart Title dialog box appears:

<< CHART TITLE >>	
TITLE: _____	
Type title and press RETURN.	

- **TITLE:** The title of the pie chart (example: Employees). The maximum length is 30 characters.

## ►To create a Pie chart:

1. Type the title for your pie chart and press **RETURN**. This *Chart Data dialog box* appears:

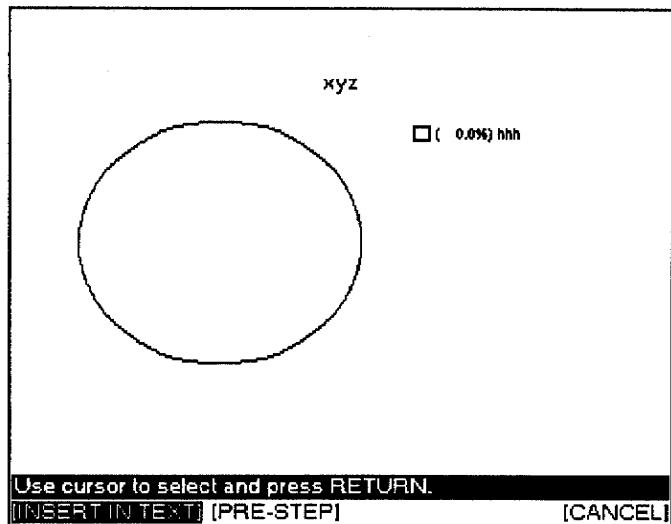


If you need to delete while entering information, see *Deleting data* on page 65.

- **LABEL**. The data you want in each portion of the pie (example: under 30, 30–50, 50+). You can enter a maximum of 12 labels.
- **DATA**. The numeric information, which appear as relative percentages.

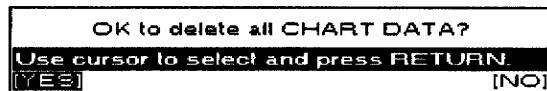
If you use the same example as the bar charts on the previous pages, you cannot show the number of female and male employees separately. Enter the sum of these numbers for each age bracket (62, 53, and 58).

2. After entering your information in the Chart Title and Chart Data dialog boxes, press **CODE + RETURN**. The *dialog box below* appears showing the chart you created with the information you entered:



3. Press ← and → to select an option and press **RETURN**.

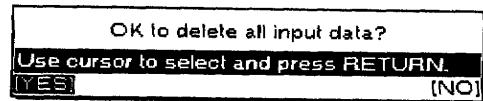
- **INSERT IN TEXT**. Inserts the chart into your document. A chart symbol [C] appears in the dead column. The title of the chart and an icon showing the type of chart appear in your document. When you print, the complete chart prints.
- **PRE-STEP**. Returns to the Chart Data dialog box.
- **CANCEL**. Cancels the function. This *dialog box* appears:



4. If you select YES, the Create New Chart function cancels and your information is lost. If you select NO, you return to the Chart Format dialog box.

## Deleting Data

Press **CODE + D** while entering information to delete only the input information. *This dialog box appears:*



If you select YES, everything within the chart (the legend, x-axis item, and all numeric information) is deleted, but the Chart Data dialog box remains in the window. Select NO to return to the dialog box without deleting.

## Final Points

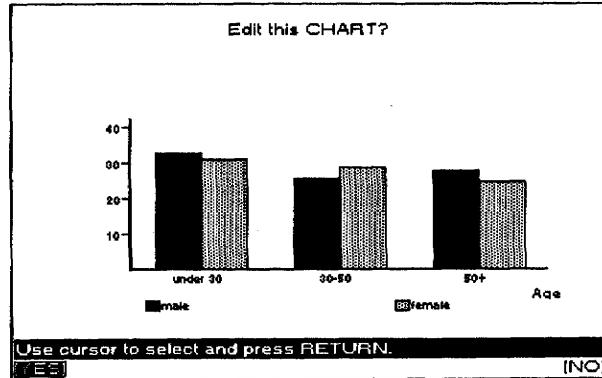
- The numeric information can consist of a maximum of 15 digits (maximum 5 digits after the decimal point).
- Numeric values greater than 10,000 or smaller than 1 are shortened using these symbols:

10,000	10K (thousand)
10,000,000	10M (million)
0.01	10m (milli)
0.00001	10μ (micron)

- Negative values are set as zero.

### ► To edit a chart:

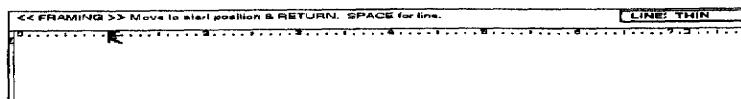
1. Move the cursor to the line with a chart (symbol ) you want to edit.
2. Press **MENU** to see the menu bar; select Edit Chart from the Graphics menu. *The following screen appears:*



3. Select YES to edit the chart or NO to cancel the function. *If you select YES, the Chart Format dialog box appears. Proceed as you would when creating a new chart.*

### ► To create lines and frames within your document:

1. Press **MENU** to see the menu bar; select Line Framing from the Graphics menu. *This dialog box appears:*



*The cursor is replaced with the cursor symbol [↖].*

- 2.. To draw a line, move the arrow to the start position for the line; press **RETURN**. *The previous message is replaced with:*

Move to line end & RETURN to draw. DELETE to undo.

3. Press the arrow keys or **TAB** to move the cursor symbol [↖] to the end position for the line and press **RETURN**. (You can also press **DELETE** to delete the line.)

Keys	Cursor movement
↑	5/60 inch
↓	
←	10/100 inch
→	
<b>SHIFT + ↑</b>	1/60 inch
<b>SHIFT + ↓</b>	
<b>SHIFT + ←</b>	2/100 inch
<b>SHIFT + →</b>	
<b>CODE + ↑</b>	Moves the cursor to the next frame line, left margin, or right margin
<b>CODE + ↓</b>	
<b>CODE + ←</b>	
<b>CODE + →</b>	
<b>TAB</b>	Moves to the next tab, right margin, right edge, or in multi-columns, next column

- After the start position is set and the cursor is moved, a [+] sign appears at that position.
- Move the cursor horizontally for a horizontal line, vertically for a vertical line, or horizontally then vertically to draw a box whose diagonal is defined by the start and end points.
- If you press [.] while moving the cursor horizontally or vertically in the mode to set the end point, a [+] sign appears at the position. When you set the end position, press **RETURN** and you can draw any complex frame.
- You can set frame line thickness by pressing the **SPACEBAR** to alternate between **THIN** or **THICK**.

4. Repeat steps 2 and 3 to draw all the lines.

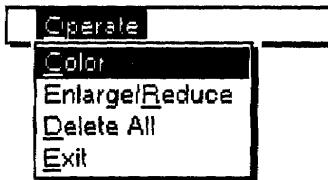
- To change the thickness of an existing line, redraw it with the new thickness.
- A frame cannot contain more than 23 rows or 30 columns. The sample table below has four columns and three rows:


If you try to exceed the limit, this dialog box appears:

Crossed positions full!  
Press any key to continue.

5. When the frame is complete, press **MENU** to see the menu bar; select **Exit** from the Operate menu to return to the Input/Edit screen. A *Frame symbol [L]* appears in the dead column. This symbol contains the format information as well as the frame information. If there already is a Format Change symbol where the Frame symbol is to appear, the Frame symbol replaces the Format Change symbol. You see the Frame symbol at the beginning of the paragraph the cursor was on when you started the Line Framing function.

## Editing a frame



Use the Operate menu to color and edit frames.

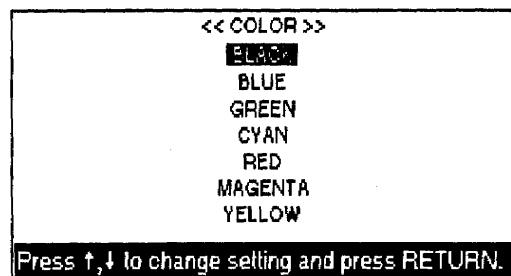
- **Color.** Selects the color of frames
- **Enlarge/Reduce.** Enlarges or reduces frames
- **Delete All.** Deletes all the lines in a frame
- **Exit.** Finishes the Line Framing mode

To edit an existing frame, place the cursor anywhere within the frame text area. Select Line Framing and continue as you would in creating a new frame.

If you place the cursor outside the frame area and start the Line Framing function, the Desktop Publisher assumes that you want to create a new frame.

### ► To select the color of frames:

1. Press **CODE + COLOR**. The Color dialog box appears:



2. Press the arrow keys to move the cursor to a setting.
3. Press **RETURN**.

### ► To enlarge or reduce a frame:

1. Move the cursor to the right bottom corner of the cell which you want to enlarge or reduce.
2. Press **MENU** to see the menu bar; select **Enlarge/Reduce** from the **Operate** menu. *This message appears:*

Cursor to adjust size & RETURN. CODE + ↑, ↓, ←, → moves cursor.

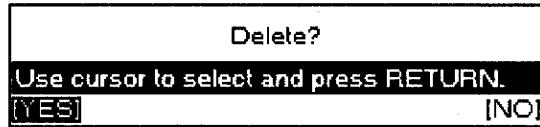
Use the following key combinations to enlarge or reduce frames:

Key	Cursor Movement
←	Reduces the frame $1/10$ inch to the left
→	Enlarges the frame $1/10$ inch to the right
↑	Reduces the frame $1/12$ inch at the top
↓	Enlarges the frame $1/12$ inch at the bottom
SHIFT + ←	Reduces the frame $1/60$ inch to the left
SHIFT + →	Enlarges the frame $1/60$ inch to the right
SHIFT + ↑	Reduces the frame $1/60$ inch at the top
SHIFT + ↓	Enlarges the frame $1/60$ inch at the bottom
CODE + ←	Moves the cursor to the next line without changing the size
CODE + →	Moves the cursor to the next line without changing the size
CODE + ↑	Moves the cursor to the next line without changing the size
CODE + ↓	Moves the cursor to the next line without changing the size

3. Press **RETURN** when finished.

#### ► **To delete all the lines of a frame:**

Press **CODE + D**. This dialog box appears:



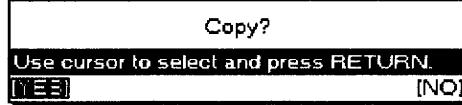
Select YES to delete all of the frame information or NO to cancel.

#### ► **To exit the Line Framing mode:**

Press **CANCEL**.

#### ► **To copy a chart or frame to another location:**

1. Move the cursor to the line with a Chart symbol [C] or Frame symbol [L] to be copied.
2. Press **MENU** to see the menu bar; select Copy Graphic from the Graphics menu. The arrow cursor appears next to the [C] or [L] symbol and this message appears:



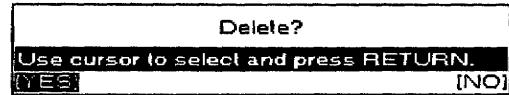
3. Select YES to copy or NO to cancel the function. If YES is selected, this message appears:

Move cursor to destination of copying and press RETURN.

4. Move the cursor to the new location and press RETURN.

► **To delete a chart or frame:**

1. Move the cursor to the line with a Chart symbol [C] or Frame symbol [L] to be deleted.
2. Press MENU to show the menu bar; choose Delete Graphic from the Graphics menu. *The arrow cursor appears next to the [C] or [L] symbol and this message appears:*

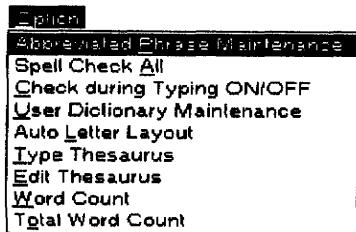


3. Select YES to delete the chart or line or NO to cancel.

If you select Delete Graphic or Copy Graphic when the cursor is not located on the line with a Chart symbol [C] or Frame symbol [L], this message appears:

Format mark does not exist at this position!  
Press any key to continue.

# Using the Option Menu



Use the Option Menu to check spelling, maintain a user dictionary or abbreviated phrase file, or to format a letter with an automatic layout.

- **Abbreviated Phrase Maintenance.** Edits, loads, and saves an Abbreviated Phrase file
- **Spell Check All.** Checks spelling in a file
- **Check during Typing ON/OFF.** Checks spelling while typing
- **User Dictionary Maintenance.** Edits, loads, and saves a User Dictionary file
- **Auto Letter Layout.** Pre-defines formats for your letters
- **Type Thesaurus.** Lists synonyms (another word with the same meaning) for a word
- **Edit Thesaurus** (*below Type Thesaurus on menu*). Lists synonyms for the word at the cursor in a file
- **Word Count.** Checks the document and shows in the window how many words you have used.
- **Total Word Count.** Gives the total number of words in the document.

## Abbreviated Phrase Maintenance

This function allows you to create, edit, print, load, and save an abbreviated phrase file, which is your list of short, often used phrases. The abbreviated phrase function helps you increase your typing speed when you have to type the same phrases repeatedly. You can store the phrases in the abbreviated phrase memory along with a short name for the phrase.

For instance, you can store the phrase United States of America together with the name USA. Once this has been done, all you have to do is enter United States of America in your document and press **CODE + ABBR**. USA is replaced automatically with United States of America. (If you type a name that does not exist in the abbreviated phrase memory and press **CODE + ABBR**, you hear a beep.)

The abbreviated phrase memory can be saved on diskette and then retrieved from the diskette. You can create as many abbreviated phrase files as you want, but you may have only one abbreviated phrase file on a diskette.

## Understanding the Abbreviated Phrase Memory

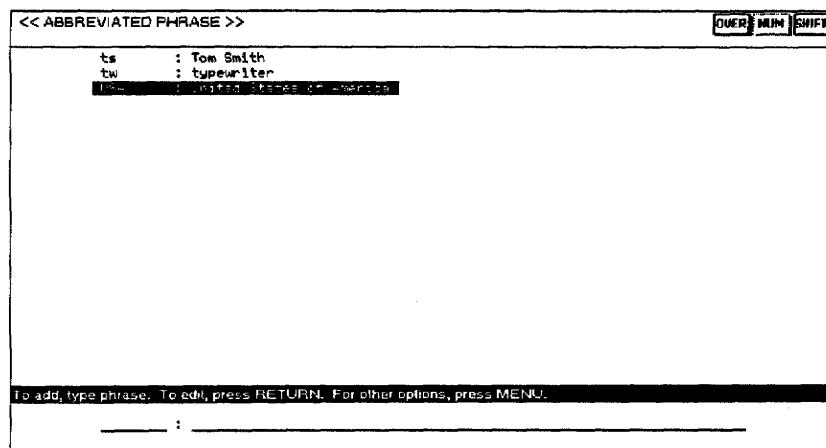
The abbreviated phrase memory is stored in the system for as long as the Desktop Publisher is turned on. If you create phrases and would like to use these phrases in other files you plan to create later, you need to save the phrase memory onto a diskette.

To use the phrases that are stored on a diskette, you must load the file into the memory of the system. For best results, follow these rules:

- Each diskette can hold only one abbreviated phrase file. If you save an abbreviated phrase memory onto a diskette that already contains an abbreviated phrase file, then that file will be overwritten by the new abbreviated phrase file.
- The memory of the Desktop Publisher can hold only one abbreviated phrase memory at a time. If you create an abbreviated phrase memory and then load an abbreviated phrase file from a diskette, the abbreviated phrase memory in the system will be overwritten by the file loaded from the diskette.

## Creating and Editing an Abbreviated Phrase File

Press **MENU** to see the menu bar; select Abbreviated Phrase Maintenance from the Option menu. *The Abbreviated Phrase dialog box appears:*



*A list of the abbreviations and corresponding long phrases in the current abbreviated phrase memory appears.*

**To add a new phrase.** Type the abbreviation, press **TAB** to switch to the long phrase area; then type the phrase and press **RETURN**.

**OR**

**To edit a line.** Select the line and press **RETURN**. *The information appears in the input area.* Edit the information; then press **RETURN** again.

- Use only letters, extra characters, numbers, and periods for the abbreviation.

**For other operations.** Press **MENU**. You can select the following options from the Operate menu:

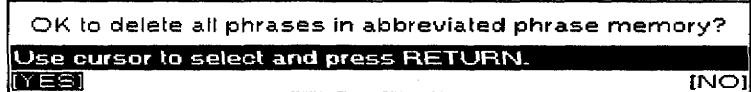
- **Delete.** Deletes an entry (press **CODE + D**). *This message appears:*

Move cursor to delete and press RETURN.

Select the entry you want to delete and press **RETURN**.

- **Delete All.** Deletes all entries. *This dialog box appears:*





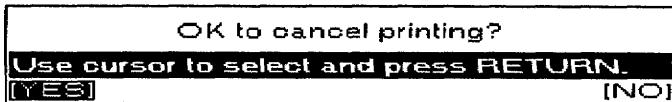
Select YES to delete all words or NO to cancel.

- **Print.** Prints the current abbreviated phrase memory.

Insert a sheet of letter-size paper and press **RETURN** to start printing.  
*This message appears:*

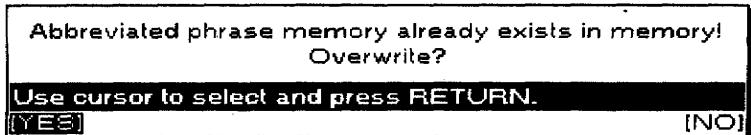


You can stop printing at any time by pressing **CANCEL**. *This dialog box appears:*

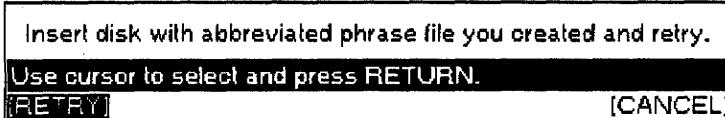


Select YES to cancel printing or NO to cancel the function. See page 83 for more details.

- **Load.** (Loads an abbreviated phrase file from a diskette) Before selecting Load, insert a diskette with an abbreviated phrase in the disk drive. *If an abbreviated phrase memory exists in the memory, this dialog box appears:*

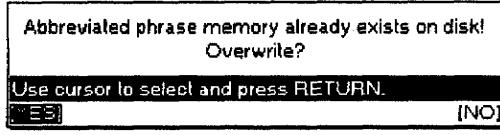


Select YES to overwrite the current abbreviated phrase memory or NO to cancel the function. Remember that you can have only one abbreviated phrase file in the memory. *If the diskette does not contain an abbreviated phrase file, this dialog box appears:*



Insert another diskette and select RETRY or select CANCEL to quit.

- **Save.** (Saves the current abbreviated phrase memory on a diskette.) Before selecting Save, insert a diskette in the disk drive. If the diskette does not contain an abbreviated phrase file, the current abbreviated phrase memory is saved immediately. *If the diskette already contains an abbreviated phrase file, this dialog box appears:*



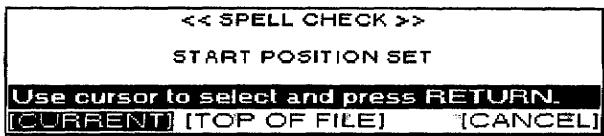
Select YES to overwrite the abbreviated phrase file stored on the diskette or NO to cancel the function. Remember that you can have only one abbreviated phrase file on a diskette.

- **Exit.** Exits Abbreviated Phrase Maintenance.

#### ►To check spelling in text:

*Spell Check All searches for misspelled words or capitalization errors from the beginning of the file or from the current cursor position; however, it does not replace careful proofreading. It has no way of knowing, for example, whether words are missing or whether a given word is grammatically or syntactically correct. If you type "teh" instead of "the", spell check alerts you, but if you type "one" instead of "on", it does not consider it a mistake.*

1. Press **MENU** to show the menu bar; choose Spell Check All from the Option menu. *The DICT indicator on the status line is highlighted and the Spell Check dialog box appears:*



2. Press ← and → to select and press **RETURN**.

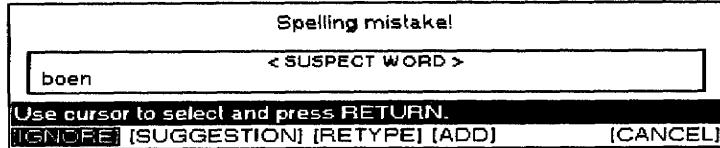
- **CURRENT.** Starts Spell Check from the current cursor position
- **TOP OF FILE.** Starts Spell Check at the beginning of the file
- **CANCEL.** Exits Spell Check

*While Spell Check scans your file, this message appears:*

Working....

## Misspelled Words

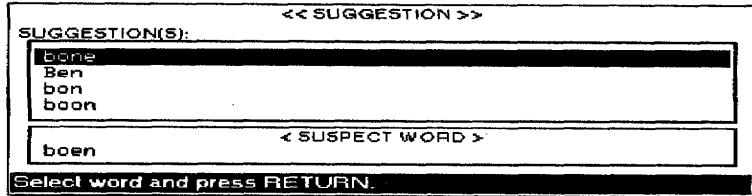
*If a misspelled word (a word not in the Spell Check dictionary or in your User Dictionary) is found, this dialog box appears:*



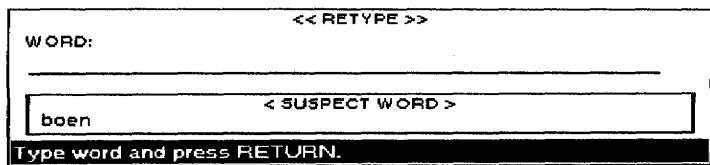
Press ← and → to select and press **RETURN**.

- **IGNORE.** Leaves this word unchanged and resumes scanning. Use this option for a word that is correct though not standard English and when you do not want to add the word to your User Dictionary (a name seldom used in your files, for example).

- **SUGGESTION.** Gives a list of similar words. Press ↑ and ↓ to select the correct word, and press **RETURN** to replace the misspelled word in your file with the correct word automatically. If the word is not listed, press **CANCEL**. If the system has nothing to suggest, press **RETURN**. In both cases, you return to the Spell Check dialog box where you can select another option.



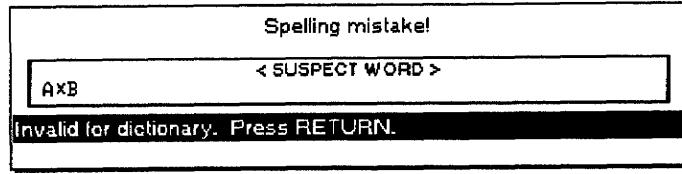
- **RETYPE.** Allows you to enter a word when you think it is faster than asking for a suggestion, or when the system does not suggest a word. Type the correct word in the dialog box, and press **RETURN** to replace the misspelled word in your file and continue scanning.



- **ADD.** Allows you to enter the correct words not in the Spell Check dictionary but which are correct and frequently used in your files. If the word is accepted, it is inserted in your User Dictionary and this message appears:

Word added to user dictionary.

If you have no User Dictionary, the Desktop Publisher creates one. If the word cannot be added to the User Dictionary, the dialog box shown below appears. Press **RETURN** to return to the previous dialog box:

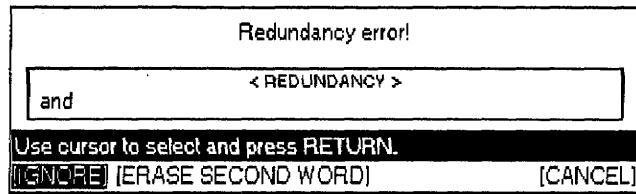


Once a word is in the User Dictionary, Spell Check does not stop when the word appears again.

- **CANCEL.** Stops Spell Check and returns to the document.

## Redundant Words

If a redundant word (a word that is repeated, like "and and") is found, this dialog box appears:

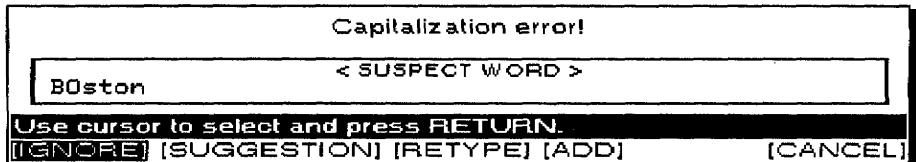


Press  $\leftarrow$  and  $\rightarrow$  to select the word and press **RETURN**.

- **IGNORE.** Leaves the word unchanged and resumes scanning
- **ERASE SECOND WORD.** Automatically deletes the repeated word and resumes scanning
- **CANCEL.** Stops Spell Check

## Capitalization Mistakes

If a word with incorrect capitalization is found, this dialog box appears:  
(The procedure is the same as when a misspelled word is found.)



## Check during Typing ON/OFF (Spell Check)

When you select Check during Typing ON/OFF from the Option menu, the DICT indicator on the status line is highlighted, and Spell Check checks your text as you type it. Unless you make mistakes, you do not notice that Spell Check is running. When you make a mistake (misspelled or redundant word, capitalization mistake), the appropriate dialog box appears. Continue as you would with the Spell Check All option.

To turn this feature off, select Check during Typing ON/OFF from the Option menu.

## User Dictionary Maintenance

*The User Dictionary allows you to add new words, delete old ones, save the User Dictionary file on diskette, or load a User Dictionary file from diskette.*

Spell Check comes with a built-in dictionary containing standard English words. (You cannot change the built-in dictionary.)

Spell Check also, however, stops at such words as people's names, company names, or other non-English words, even if they are correct. To prevent this from happening, create your own dictionary. When you have such a User Dictionary in memory, Spell Check does not stop at a word that is in your User Dictionary.

You create a User Dictionary when you select Add in Spell Check to add a word to the dictionary.

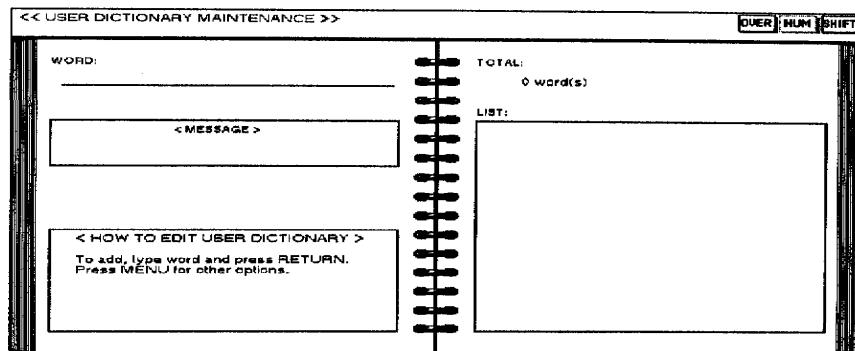
This dictionary is held in memory as long as the Desktop Publisher is turned on. If you add words to the User Dictionary and want to use the same dictionary for checking other files, save the User Dictionary onto a diskette before turning your system off. Later, when you want to use that same dictionary, load the dictionary from the diskette. When working with the User Dictionary, keep the following limitations in mind:

- Each diskette can hold only one User Dictionary. If you save a User Dictionary onto a diskette that already contains one, the dictionary previously on the diskette is overwritten by the new user dictionary.
- The memory of the Desktop Publisher can hold only one dictionary. If you create a dictionary in the memory and then load a dictionary from a diskette, the one currently in memory is overwritten by the dictionary loaded from the diskette.

*The simplest way to add a word to the User Dictionary is to choose the ADD option in the Spell Check dialog box. A second way to enter words in the User Dictionary is to use the User Dictionary Maintenance option.*

#### ► To add a word to the User Dictionary:

1. Press **MENU** to see the menu bar; show User Dictionary Maintenance from the Option menu. *The User Dictionary dialog box shown below lists the words in the current User Dictionary.*



2. Start typing the new word. *The cursor moves to the entry field at the top of the dialog box.*
3. Press **RETURN**. *The word appears in the list.*

#### ► To edit the User Dictionary:

1. Press **MENU** to see the menu bar; select User Dictionary Maintenance from the Option menu. *The User Dictionary dialog box lists the words in the current User Dictionary.*

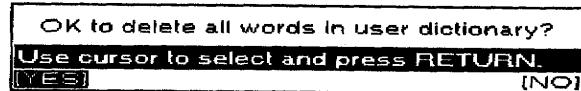
2. Press **MENU** to see the menu bar; press **O** to select the Operate menu. You can select from the following options on the Operate menu:

- **Delete.** Deletes a word (shortcut: **CODE + D**). *This message appears:*

Move cursor to delete and press RETURN.

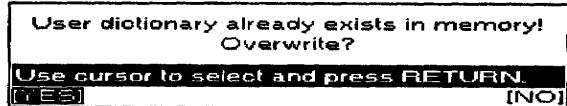
Press ↑ or ↓ to select the word you want to delete and then press RETURN.

- **Delete All.** Deletes all entries. *This dialog box appears:*



Select YES to delete all words or NO to cancel.

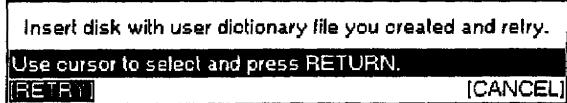
- **Load.** Loads a User Dictionary file from a diskette. Before selecting Load, insert a diskette with a User Dictionary in the disk drive. If a User Dictionary is already in memory, this dialog box appears:



Select YES to overwrite the current User Dictionary or NO to cancel. Remember that you can have only one User Dictionary in the memory.

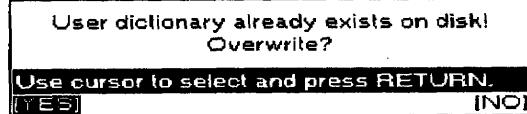
*OR*

If the diskette does not contain a User Dictionary, this dialog box appears:



Insert another diskette and select RETRY or select CANCEL to quit.

- **Save.** Saves the User Dictionary on a diskette. Before you select Save, insert a diskette in the disk drive. If the diskette does not contain a User Dictionary, the current User Dictionary is saved immediately. If the diskette already contains a User Dictionary, this dialog box appears:



Select YES to overwrite the User Dictionary stored on the diskette or NO to cancel. Remember that you can have only one User Dictionary on a diskette.

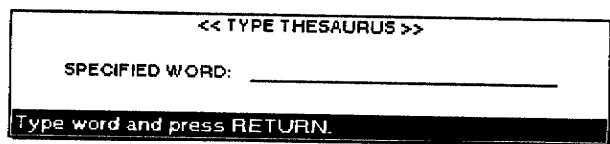
- **Exit.** Exits from the User Dictionary mode.

## Auto Letter Layout

The Auto Letter Layout function allows you to use predefined formats for your letters. For more information, see Auto Letter Layout on page 222.

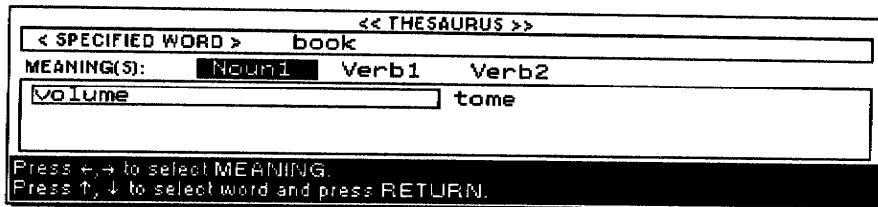
► **To use Type Thesaurus (with the word "book" as an example):**

- Instead of typing the word in your text, press **MENU** to show the menu bar; choose Type Thesaurus from the Option menu. *The thesaurus asks for a word.*



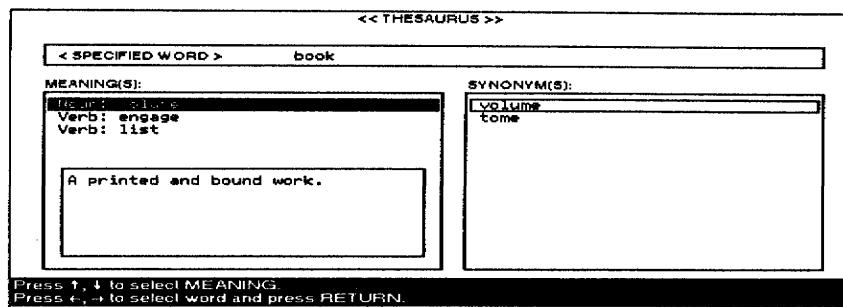
- Type the word ("book" in our example) and press **RETURN**. *The Thesaurus dialog box appears:*

**Model DP-530CJ**



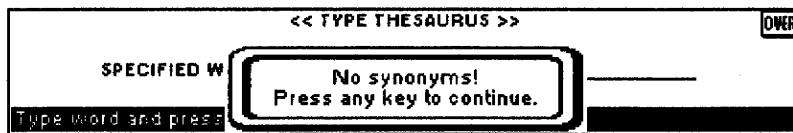
**MEANING(S).** Lists the possible parts of speech for the specified word. In our example, "book" can be a noun or a verb.

**Model DP-540CJ, DP-550CJ, & DP5040CJ**



**MEANING(S).** Lists the possible parts of speech for the specified word. In our example, "book" can be a noun or a verb. In the DP-400CJ and the DP-5040CJ a short definition of the word is given. Synonyms appear in the box on the right.

- Press  $\leftarrow$  and  $\rightarrow$  to go from one column to the other. Press  $\uparrow$  and  $\downarrow$  to move inside a column.
- Press **RETURN** to insert the selected word in your text or **CANCEL** if you cannot find an appropriate word.
  - If the Desktop Publisher cannot find a synonym for the specified word, this message appears instead of the Thesaurus dialog box:



### ► To use Edit Thesaurus:

The Edit Thesaurus function allows you to replace a word with a better synonym automatically. Use this function when revising text.

1. Move the cursor to the word that you want to replace. Press **MENU** to show the menu bar; choose Edit Thesaurus from the Option menu. The Thesaurus dialog box appears.
2. Select a synonym in the same way as you would with the Type Thesaurus function. Press **RETURN** to replace the current word with the selected synonym.

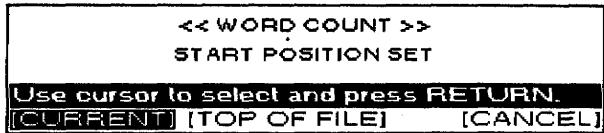
## Word Count

This function scans your text in word processing mode and tells you how many times a given word has been used in current file. It also allows you to search for each occurrence of any given word. Words are given in descending order of frequency.

### ► To use Word Count:

The system counts words of more than one character. It also counts all letters of the alphabet. Other symbols are treated as separators of words.  
Your Desktop Publisher can list the words that are frequently used in the document in the window.

1. Press **MENU** and select Option; then select Word Count from the function menu. The following window appears:



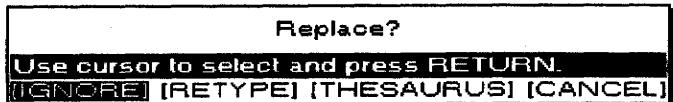
2. Use ← and → to move the cursor to a setting.  
**CURRENT:** Scans the text from the current cursor position.  
**TOP OF FILE:** Scans the text from the beginning of the file.  
**CANCEL:** Cancels this mode and returns to the previous screen.
3. Press **RETURN** when you have made your selections. The system starts counting and the results appear on the following screen:

<< WORD COUNT >>			
24	the	23	to
17	of	15	your
13	and	11	you
10	mr	9	for
9	payment	8	letter
6	an	6	be

To search, select a word and press RETURN.

4. If you want to search for each occurrence in the text of a particular word, use ←, →, ↑, or ↓ to position the block cursor on the word; press **RETURN**.

The system begins searching. If the selected word is found, it is highlighted, and this window appears:

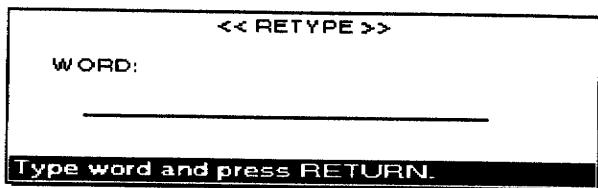


5. Use ← and → to move the cursor to a setting.

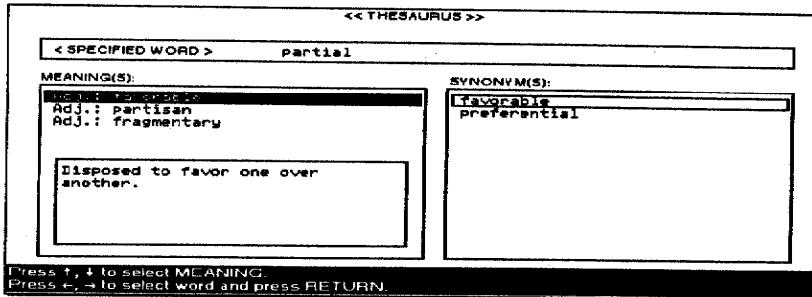
**IGNORE:** Leaves this word unchanged and resumes scanning

**RETYPE:** Allows you to type a word in yourself

Type the word in the window and press **RETURN** to replace the current word in your file and resume scanning. Up to 25 characters can be typed.



**THESAURUS:** Gives the screen of Thesaurus mode



#### ► To select synonyms using Thesaurus:

1. Use  $\leftarrow$ ,  $\rightarrow$ ,  $\uparrow$ , or  $\downarrow$  to select the word.
2. Press **RETURN** to replace the selected word in your text, or **CANCEL** if you cannot find an appropriate word. If the **RETURN** key is pressed after selecting the word, the Thesaurus mode will be closed automatically and scanning resumed. (See the Thesaurus section for more details.)

**CANCEL:** Cancels this mode and returns to the previous screen.

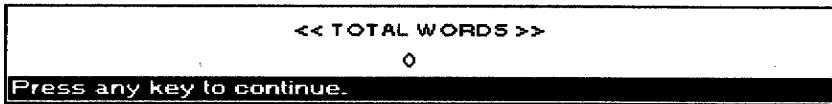
*When the selected word cannot be found, this message appears:*

Word(s) not found.

## Total Word Count

The Total Word Count function calculates the total number of words in the current document automatically.

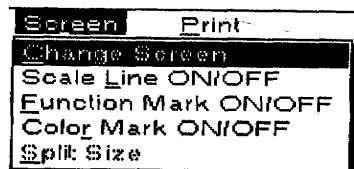
1. Press **MENU** and select Option; then select Total Word Count from the function menu. The system begins searching and the results appear in the window:



2. Press any key to return to the Input/Edit screen.

*The following codes are treated as word separators: SPACE, RETURN, P IND, Centering, Right Margin Flush, TAB, P BREAK, COL END.*

# Using the Screen Menu



Use the Color Screen menu to turn on/off the scale line, use text symbols, or type in two screens.

- **Change Screen.** Moves the cursor from one file to the other in Dual Screen mode
- **Scale Line ON/OFF.** Switches the scale line on or off
- **Function Mark ON/OFF.** Switches the text symbols on or off
- **Color Mark ON/OFF (below Function Mark ON/OFF).** Makes the colored text stand out.
- **Split Size**(Models DP-540CJ, DP-550CJ, & DP-5040CJ only). Adjusts the size of the screen area used to show each file in Dual Screen mode

## Change Screen

The Change Screen option allows you to go from one file to the other in Dual Screen mode.

Press **CODE + Q** to change the screen. The file name of the active file (the file where the cursor is located) is highlighted. The cursor moves to the last selected cursor position.

When you are using the Dual Screen mode, the following information is shared by the two files:

- Status of the keyboard (**SHIFT LOCK, CAPS LOCK, NUM LOCK**)
- Status of the Insert or Overwrite mode

## Scale Line ON/OFF

The Scale Line ON/OFF option allows you to change the viewing space for your documents.

Press **MENU** to see the menu bar; select Scale Line ON/OFF from the Screen menu. *The Scale Line switches on and off.*

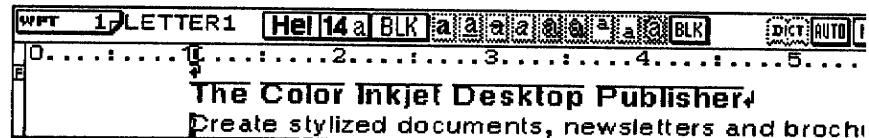
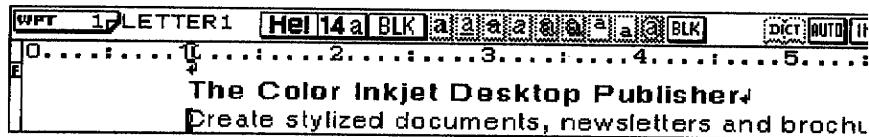
## Function Mark ON/OFF

*If Function Mark is turned off, the Color Mark also disappears.*

The Function Mark ON/OFF option allows you to turn the text symbols (such as Return or Page Break symbols) on or off. Press **MENU** to see the menu bar; select Function Mark ON/OFF from the Screen menu.

The Color Mark ON/OFF option allows you to recognize the colored characters and easily edit them.

If Color Mark ON/OFF is turned on, the colored text will have a line above the text.



If Color Mark On/Off is selected again, the screen returns to normal mode.

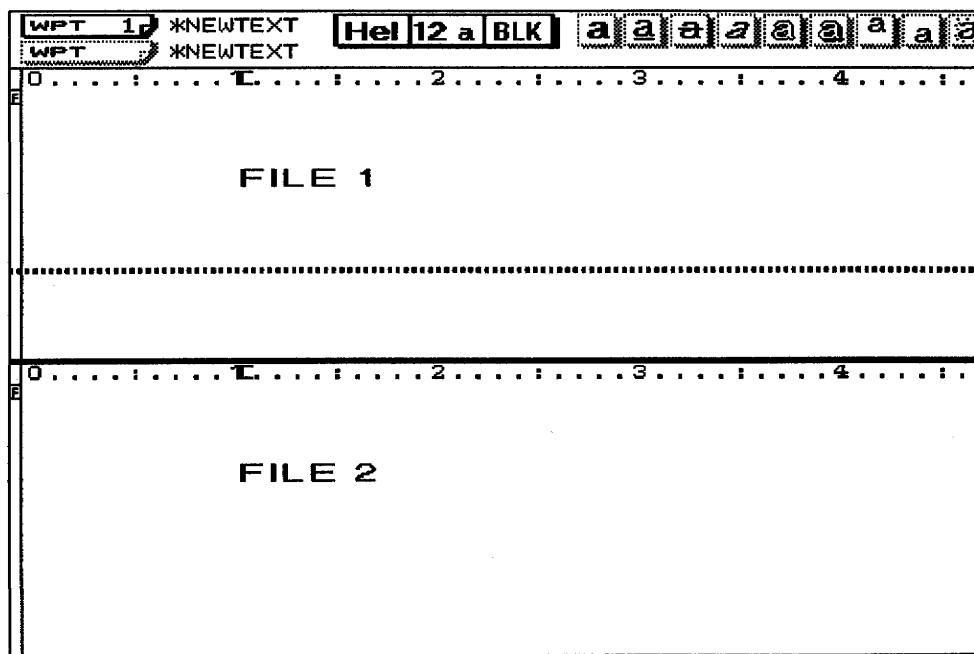
The default when opening the file is always "Color Mark is Off."

### **Split Size (Model DP-540CJ, DP-550CJ, & DP-5040CJ only)**

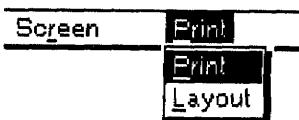
When you open a second file in Dual mode, the screen splits into halves. The Split Size option allows you to change the height of one of the windows so you can see more of one document.

#### **►To change the height of a window in Dual mode:**

1. Press **MENU** to see the menu bar; select Split Size from the Screen menu. A dotted line appears at the boundary line between the two files.
2. Press **↑** and **↓** to move the boundary line up or down; press **RETURN**. If you press **CANCEL** instead of **RETURN**, the screen returns to the condition it was in before you started the operation.



## Using the Print Menu



Use the Print menu to preview and print your document.

- **Print.** Prints your document
- **Layout.** Previews your document so you can proof it before printing.

### ► To print a document:

1. Press **PRINT**. The Word Processing Print Menu dialog box appears:

<< WORD PROCESSING PRINT MENU >>		
STARTING PAGE:	<u>1</u>	HEADER PRINT: YES
ENDING PAGE:	<u>999</u>	FOOTER PRINT: YES
NUMBER OF COPIES:	<u>1</u>	COLOR PRINT: YES
PRINT QUALITY:	MEDIUM	MERGE PRINT: NO
ENVELOPE PRINT:	NO	IFILENAME: <u>.MRQ</u>

Type number and press RETURN.

2. Press  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , and  $\rightarrow$  to move the cursor to a setting. Type the values or press the **SPACEBAR** to change settings. Press **RETURN** when you finish.

- **STARTING PAGE:** The page number of the first page you want to print
- **ENDING PAGE:** The page number of the last page you want to print. (The ending page number must be greater than the starting page number.)
- **NUMBER OF COPIES:** The number of times you want the document to print (maximum 999)
- **PRINT QUALITY:**
  - FINE—For final copy quality printing
  - MEDIUM—For average print quality
  - DRAFT—For trial printing. (You save time and ink with this setting.)
- **ENVELOP PRINT:**
  - YES—For printing on envelopes and thick paper only
  - NO—For printing on normal paper
- **HEADER PRINT:**
  - YES—Prints headers (has no effect if you have not defined headers)
  - NO—Prints without headers
- **FOOTER PRINT:**
  - YES—Prints footers (has no effect if you have not defined footers)
  - NO—Prints without footers
- **COLOR PRINT:**

If you specify a starting page number that does not exist, printing will not start.

This model prints faster with the black inkjet cartridge; therefore, use a black cartridge for black text and save the color cartridge for color printing only.

YES—If color inkjet cartridge is installed on the machine, the document will print in color. (Even if YES is selected, your document will print in monochrome when using a monochrome inkjet cartridge.)

NO—The document will print in monochrome. Using a mono-inkjet cartridge is recommended.

- **MERGE PRINT:**

YES—Merges information from an Addressbook file into your document. *When you select Yes, this message appears:*

Press TAB to open MERGE FILE INDEX.

Press TAB to list Addressbook files on the diskette.

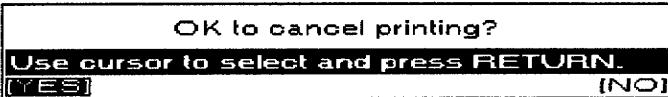
Press the arrow keys to select a file name and press RETURN.  
*The file loads and the file name appears under MERGE PRINT/YES.*

NO—Prints without merging. (This setting cancels merge printing even if you have selected an Addressbook file.)

3. Press RETURN when finished. *This message appears:*

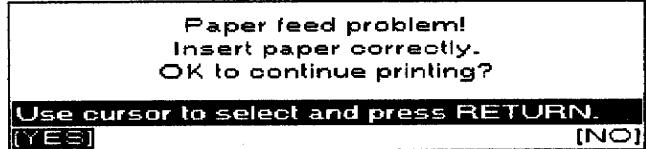
Printing....press CANCEL to stop printing.

If you press CANCEL to stop printing, this dialog box appears:



Select YES to cancel printing or NO to continue printing.

- If the paper has not been inserted or is jammed or cannot be ejected, this message appears:

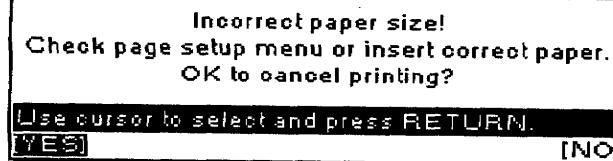


You may wish to turn the machine off before attempting to remove the jammed paper manually. (Be sure that the information is stored on the disk before turning off the machine.)

OR

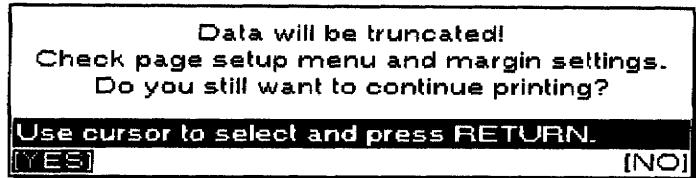
Press CODE+ SHIFT + HELP to eject the paper; select YES to continue printing or NO to cancel.

- If the paper is shorter than specified in Page Setup, this message appears:



Select YES to cancel. Select NO to restart printing. *The part of the previous page that could not print, prints from the top of the new sheet of paper.*

- If the text extends outside the printable area, printing stops and this message appears:



Select YES to truncate (cut off) text and continue printing or NO to stop printing to check margin settings.

The system always checks the type of ink cartridge installed on the machine. If the setting Color Print does not match the type of inkjet cartridge, one of the two following messages appear:



Press **CODE + SHIFT + W** to delay printing for any reason. *The following screen appears:*



Press **SPACEBAR** to select a setting.

- **AUTO**—Feeds the paper without a delay
- **15-SECOND WAIT**—Loads the paper 15 seconds after printing each page
- **30-SECOND WAIT**—Loads the paper 30 seconds after printing each page
- **MANUAL**—Asks you to insert a paper manually. Each time printing a page is completed, the message "Press **RETURN** to continue printing." appears. Set the paper and press **RETURN** to insert paper.

## Merge Printing

Merge symbols with a label name that does not exist in the Addressbook file are ignored. The same happens when there is no information in the Addressbook for the specified record.

If you select Merge Print/No for a document that contains Merge symbols, the label names print as they appear on screen.

## Using Layout to Preview a Document

*Press ↑ to preview the previous page, and ↓ to preview the next page.*

The Layout option allows you to preview a full page as it appears when you print it. (In a multipage document, the previewed page is the one the cursor is on when you start.)

1. Press **CODE + LAYOUT**.
2. Press **RETURN** to return to the Input/Edit screen. *The page shown last in the Layout screen appears.*

# 2 Spreadsheet

## What is a Spreadsheet?

In the past, financial records for any type of business or other organization were always kept by hand in bound form, hence the term "keeping the books." A sales ledger, for instance, might be laid out as a graph with the months of the year across the top and the names of sales personnel or merchandise down the left column. This type of accounting tool had another name: it was called a "spreadsheet."

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	TOTAL
A) Household Items										
Mortgage/Rent	1,000	1,000	1,000	1,000	1,000	1,000	-1,000	1,000	1,000	12,000
Heat/Water	110	110	100	80	70	70	60	60	60	960
Gas & Electric	35	35	35	30	25	25	25	25	30	350
Phone	35	35	35	35	35	35	35	35	35	420

Even with an electronic calculator, bookkeeping is still a difficult task, especially when making revisions or corrections. The major advantage of the electronic spreadsheet is the ability to make corrections any time and have all the calculations made for you, quickly and easily.

# Starting the Spreadsheet Program

A spreadsheet file consists of a page of rows and columns where you can type in information, such as figures or formulas, with which you want to perform calculations.

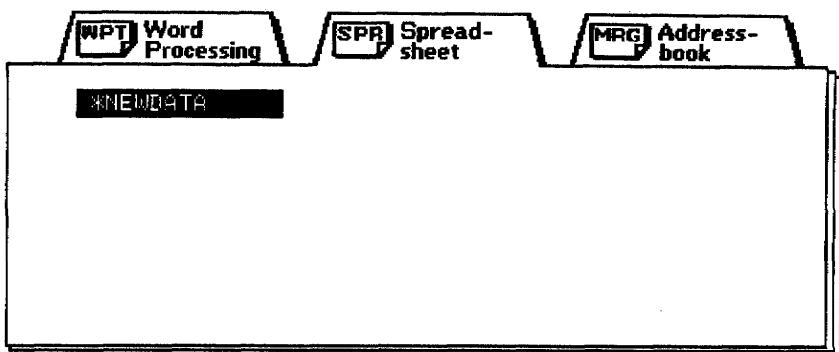
You may create your own spreadsheet or use one already made for you. For information, see *Template* on page 240.

Be sure to learn *Spreadsheet* functions before using templates.

You can retrieve *Spreadsheet* files created with your Desktop Publisher (extension SPR) or *Spreadsheet* files created with Lotus® 1-2-3® (extension WK1). Some Lotus® 1-2-3® files automatically convert to Desktop Publisher's format before being loaded. Since a particular Lotus® 1-2-3® file may use functions not available on your Desktop Publisher, the conversion is sometimes incomplete. For information, see *Converting a Lotus® 1-2-3® file into a Spreadsheet file* on page 153.

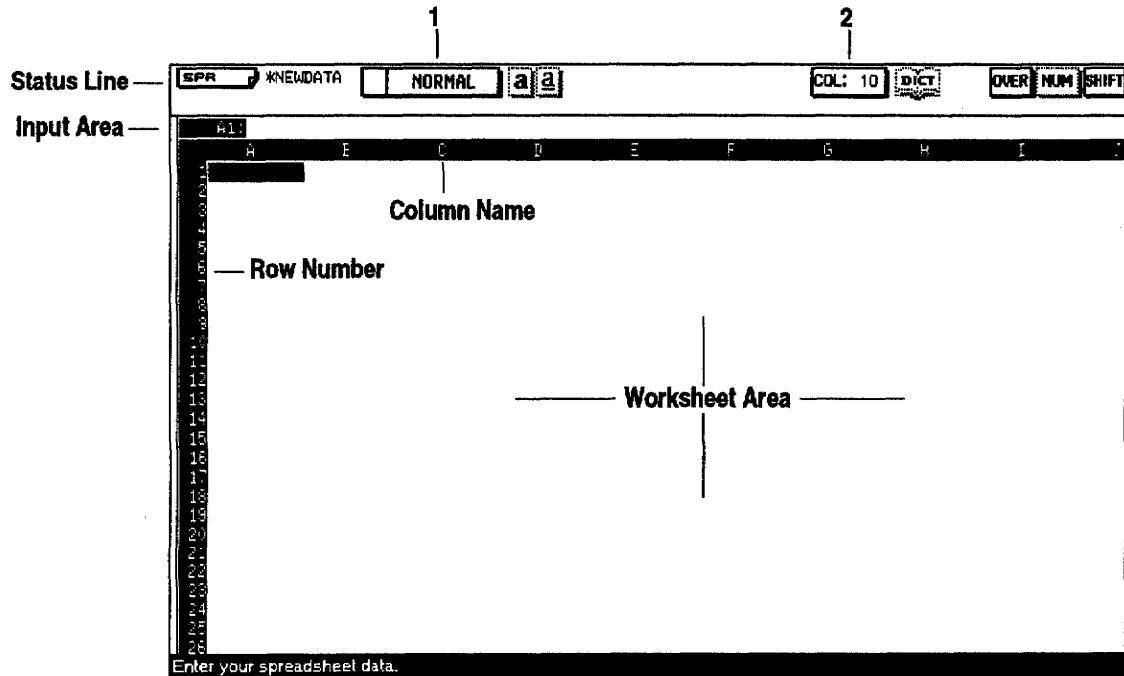
## ► To create a new *Spreadsheet* or open an existing one:

1. Turn on the power to show the Main Menu.
2. If you want to retrieve a spreadsheet file from a diskette, insert that diskette into the disk drive.
3. Press **2** to select the *Spreadsheet* icon. *If you insert a diskette, the list of Spreadsheet files stored on the diskette appears:*



4. Press the arrow keys to select the file you want to retrieve; press **RETURN**. To start a new document, press **RETURN**. *The Spreadsheet Input/Edit screen appears.*

## Spreadsheet Input/Edit Screen



The Spreadsheet Input/Edit screen is divided into three different areas:

**Status Line.** The status line shows your current settings.

- 1 The settings of the cell where the cursor is positioned (default: Normal).
- 2 The column width status (default: 10 characters).

**Input Area.** Below the Status Line is the input area where you enter or change the contents of a cell. The input area indicates which cell is highlighted in the worksheet area.

**Worksheet Area.** The rest of the screen is called the worksheet area. It is divided into cells, designated by their positions or address on the grid, so that the cell at the top left of the worksheet becomes A1, the cell diagonally to the right and below it B2, etc.

There are two different *modes* for creating and formatting your spreadsheets:

**Input/Edit mode.** In the Input/Edit mode you can insert and change information within individual cells. You know that you are in the Input/Edit mode when a text cursor appears in the input area.

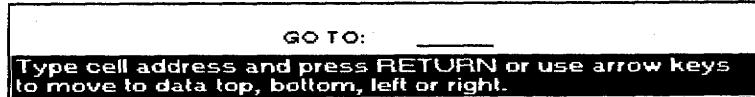
**Command mode.** In the Command mode, you can move the cell cursor on the worksheet, and you have access to the menu bar to perform large scale changes.

## Moving Around in the Screen

When the Spreadsheet Input/Edit screen appears, the cursor is in cell A1, ready for you to type in information. You can move the cursor by pressing  $\leftarrow$ ,  $\rightarrow$ ,  $\uparrow$ , and  $\downarrow$  to highlight any cell and to tell the Spreadsheet program where you want to place the information. You will notice that only part of the spreadsheet is shown on the screen. The spreadsheet extends far beyond what the screen is able to show at one time. You can type in as many as 256 columns and 256 rows.

It is also possible to move the cursor faster through the spreadsheet:

- **CODE +** an arrow key moves the cursor to a border of the screen.
- Press **CODE + GOTO**. This dialog box appears:



Move the cursor to a particular cell by typing the cell address (example: A1) and pressing **RETURN**.

Pressing  $\leftarrow$  moves the cursor to the first column of that same row. Pressing  $\rightarrow$  moves the cursor to the last column containing information in that same row. Pressing  $\uparrow$  moves the cursor to the first row in that same column. Pressing  $\downarrow$  moves the cursor to the last row containing data (information) in that same column. In each case, the cursor moves vertically or horizontally in the direction of the arrow on the key top. (Both  $\leftarrow$  and  $\uparrow$  move the cursor to the first column/row in that same column/row [not the first column/row containing information]).

## Entering and Editing Information

---

*There is a possibility that the desktop publisher may run out of memory before filling the entire spreadsheet with information. It warns you of this with the message "Memory full! Press any key to continue." At this point, you cannot enter information, only delete it. We recommend that you save your file to the diskette and continue with a new Spreadsheet file.*

With a paper spreadsheet, you write the information directly in the cells of the sheet. With an electronic spreadsheet, you highlight the cell in the worksheet, then type or edit the contents of the cell in the input area.

To enter information in an empty cell, select that cell and type in the information. A text cursor appears in the input area as soon as you start typing, which means that the Spreadsheet program switched to the Input/Edit mode. Press **RETURN** when you have finished. The information appears in the cell.

Proceed in the same way to replace old information with new. The old information disappears from the input area as soon as you start typing. The new information appears in the cell when you press **RETURN** after typing.

To edit old information without deleting it, highlight the cell; press **TAB**. The cursor appears in the input area and you may now edit the information. Press **RETURN** when it has been edited.

While typing in the input area, you can use the following keys:

- All character keys, including special characters obtained with the **CODE**, **CODE+ E CHAR**, and **CODE + SYMBOL** keys
- **CODE + NUM-L** to lock the keyboard in numerics
- **CODE + P BREAK** to enter a page break symbol [ $\Downarrow$ ]; during printing, paper is ejected at that point after the row prints
- **CANCEL** to restore the contents of the cell as they were before you began editing. Use this when you mistakenly start editing a cell that did not need editing
- **BACKSPACE** to delete one character to the left of the cursor
- **DELETE** to delete the character highlighted by the cursor
- **WORD OUT** to delete one word to the left of the cursor
- **CODE + LINE OUT** to delete all characters from the input area
- **INSERT** to alternate between the Insert and Overwrite modes
- $\leftarrow$  to move one character to the left

*Do not worry if the information you type does not appear exactly the same when it is transferred to a cell. During that transfer, the information is processed in several ways. For example, a formula is calculated or a piece of text is formatted. The result of that process appears in the cell, but the information reappears in the input area in its original form when the cell is selected again.*

- → to move one character to the right. If the cursor is to the right of the last character, this key enters the information and selects the next cell to the right.
- **CODE + ←** to move the cursor to the first character
- **CODE + →** to move the cursor to the right of the last character

After typing or editing the information in the input area, you can transfer it to the selected cell using one of these keys:

- **RETURN** to transfer the information to the cell and keep the same cell selected
- → to transfer the information to the cell and select the next cell to the right. This works only if the text cursor is to the right of the last character in the input area
- ↑ to transfer the information to the cell and select the next cell above
- ↓ to transfer the information to the cell and select the next cell below

## **Entering Alphanumeric and Numeric Information**

Your Spreadsheet program can handle two kinds of information: numeric and alphanumeric.

**Alphanumeric information** is made up of combinations of characters (letters, digits, and other characters) used as a label or title to identify the entries of the spreadsheet. Alphanumeric information is generally used as a column heading, such as JAN. or '12th Region. This information is not calculated.

**Numeric information** are direct numbers or formulas and are calculated.

Since alphanumeric information can contain digits, and numeric information can contain letters (cell addresses), it is important to understand exactly how the spreadsheet program distinguishes between alphanumeric and numeric information.

Follow these rules:

- If the information begins with one of these characters:

+ - ( @ 1 2 3 4 5 6 7 8 9 0

the information is considered numeric.

Example: (A1) and 1+A1 are numeric.

- If the information begins with any other character, it is considered alphanumeric, and the Spreadsheet program automatically inserts a single quote mark ( ' ) before it in the input area.

Example: 'Cost and 'A1 are alphanumeric.

This single quote mark is called a **format mark**. (For more information, see the next page.)

- To make sure that information such as a telephone number or a date is correctly interpreted as alphanumeric, be sure to type a format mark before it.

Examples:

10-12-1996 is calculated (10 minus 12 minus 1996 = -1998) and it becomes -1998

'10-12-1996 is not calculated; it remains 10-12-1996

- To make sure that a formula is not interpreted as alphanumeric, never start a formula with a cell address. Instead, use the + sign or parentheses.

Example: (A1+1) or +A1+1 are interpreted as formulas and are calculated. If you do not start with the + sign or the left parenthesis, the Spreadsheet program inserts a single quote mark.

## **Format Marks**

*A default single quote mark appears automatically in the input area when the spreadsheet recognizes your information as alphanumeric. If you delete it, it reappears when the alphanumeric information is confirmed.*

*Instead of typing the format mark for right alignment ["], you can press CODE + R. Instead of typing the format mark for centering [^], you can press CODE + F. If you press these keys while in Command mode, the Desktop Publisher switches to the Input/Edit mode and the corresponding mark appears in the input area.*

Format marks are typed before the information and tell the Spreadsheet program that whatever follows is alphanumeric and is not to be calculated.

Format marks also tell the Spreadsheet program how to position the information in the cell. You can use one of these four format marks:

- ‘ (single quote) to align the information to the left of the cell
- “ (double quote) to align the information to the right of the cell (CODE + R)
- ^ to center the information in the cell (CODE + F)
- ! fills the cell by repeating the character following the mark

Format marks appear in the input area only (they never appear in the cell). The above characters are interpreted as format marks when they are typed in the first position of the input area. If they are typed in the middle of the information, they are considered as common characters and appear in the cell.

## **Maximum Length of Information**

The maximum length of the input area is 240 characters (1 format mark and 239 characters).

When alphanumeric information cannot fit into the cell, it uses the next cells of the worksheet unless these cells are already occupied.

This convenient feature is used for long titles (when you do not want to disturb the layout of the spreadsheet by increasing the width of a column). Please note that entering many long pieces of alphanumeric information can cause the memory to become full before all cells are filled. Also, adjusting the width of many columns to show long pieces of alphanumeric information may cause the rows to be cut off when the spreadsheet prints.

## Performing Calculations

---

Numeric information consists of direct numbers or formulas and is calculated. When information is recognized as numeric, Spreadsheet checks whether it is valid.

- If the information is valid, the result (a number) is calculated. If the number can fit in the cell, it is automatically right aligned. If the number cannot fit in the cell, a string of asterisks fills the cell. The correct number is, however, kept in the memory and appears if you adjust the width of the column.
- If the information is not valid, “ERROR” appears in the cell, and one of the messages below appears:

When a denominator is zero:

Division by zero!  
Press any key to continue.

When a result is positive and contains more than 10 digits:

Numeric overflow!  
Press any key to continue.

When a result is negative and contains more than 10 digits:

Numeric underflow!  
Press any key to continue.

If a number contains characters other than numeric ones, or a decimal point (e.g. 1,000, 100\$):

Invalid entry!  
Press any key to continue.

## Direct Numbers

A direct number is made up of digits and possibly a decimal point. Other characters make the information invalid for calculation. The maximum number of digits is 10 to the left of the decimal point and 5 to the right (zeroes preceding other digits are not counted). Below are some examples of valid and invalid numbers:

Valid	Invalid
1234	1,000 (comma is invalid)
0.94956	125\$ (\$ is invalid)
00001	12a12 (a is invalid)
0000000000000001 (zeroes are ignored)	9999999999 (more than 10 digits)

## Formulas

A formula consists of operators, operands, and possibly pairs of parentheses to control the order of calculation.

**Operators.** An **operator** is a character that specifies the mathematical operation to be performed. Operators recognized by the system are (in order of precedence):

Symbol	Operator
+ -	Positive and negative signs
#	Exponentiation
* /	Multiplication, division
+ -	Addition, subtraction

The following rules apply to using operators in formulas:

- The + and – operators are considered as the positive or negative sign of the following operand when they come first in a formula, immediately after a left parenthesis or another operator.
- The # operator performs only integer exponentiation. If the exponent (the next operand after #) has a decimal value, it is rounded to the closest integer before exponentiation is performed. Therefore, this operator cannot be used to calculate roots (although roots can always be written as a decimal exponent in math). Zero with any positive exponent gives zero. Zero with a negative exponent gives “**Invalid entry! Press any key to continue.**”
- Division by zero is invalid.
- A sequence of three or more operators makes a formula invalid (2 + \* – 1 is invalid).
- A sequence of two operators is valid only if the second operator is a + or – sign.

Example:

5 \* –2 is valid and gives –10

1 – \* 2 is invalid

**Operands.** An **operand** is information in a formula on which a mathematical operation will be performed. An operand can be a valid number, a cell address containing numeric information, a function, or a valid formula enclosed in a pair of parentheses. Below are examples of valid operands:

Valid Operand	Operand Description
123	valid direct number
A1 or a1	cell address
@SUM(A1..B6)	valid function
((A1+5)*2)	valid formula enclosed in a pair of parentheses

Please remember the following rules about operands:

- A cell address can be written using either upper- or lower-case letters. When a cell address must come first in a formula, it must be preceded with a + or - sign or by a left parenthesis. Otherwise, the formula is considered alphanumeric and is not calculated. Therefore, instead of A1+A2, enter +A1+A2, (A1+A2), or (A1)+A2.
- If a cell that is referred to while doing a calculation contains alphanumeric information, the formula is invalid, and "ERROR" appears. An empty cell, however, is valid and assumed to contain zero.

## Order of Calculation of a Formula

The calculation of a formula is performed in the following order:

1. The + or - sign is applied to the operand directly to the right of the sign.
2. Exponential calculations
3. Multiplication and division
4. Addition and subtraction

Example:       $2 \# 3 * 4 - 2$   
 $8 * 4 - 2$   
 $32 - 2$   
 $30$

When two or more operators have the same order of precedence (multiplication and division or addition and subtraction), calculation is carried out from left to right.

Example:       $1 + 3 + 4 - 2$        $2 \# 3 \# 2$   
 $4 + 4 - 2$        $8 \# 2$   
 $8 - 2$        $64$   
 $6$

To change the order of calculation, you can use a pair of parentheses. The formula in parentheses is calculated first.

Example:       $1 + 3 * 4$        $(1 + 3) * 4$   
 $1 + 12$        $4 * 4$   
 $13$        $16$

Parentheses can contain other pairs of parentheses. Calculation starts from the innermost pair of parentheses.

Example:       $((3 * 4 + 1) * 4 + 3) * 4 - 12$   
 $(13 * 4 + 3) * 4 - 12$   
 $55 * 4 - 12$

One pair of parentheses can contain up to five other pairs. Using more than five pairs of parentheses in one pair of parentheses makes the formula invalid. The formula is also invalid if parentheses do not come in pairs. You can use parentheses to make the information numeric.  $(A1+A2)$  or  $(A1)+A2$  can be used instead of  $+A1+A2$ .

## **Using Math Functions**

Math functions are used to make formulas shorter and easier to edit. A math function performs specific operations on a single argument or on a list of arguments. Arguments are included in a pair of parentheses following the function name. A function name always starts with the character @.

**Example:**

$@SUM(1,A1,4,B6)$  returns the sum  $1+A1+4+B6$

$@SUM(A1..B4)$  returns the sum  $A1+B1+A2+B2+A3+B3+A4+B4$

- Some functions like  $@INT$  accept only one argument. In that case, using more than one argument or using a range makes the formula invalid.
- A range can be used simultaneously with numbers or addresses.

**Example:**

$@SUM(1,A1..B4)$  and  $@SUM(A23,A1..B6)$  are valid.

A function is a valid operand of a formula and a formula is a valid argument of a function.

**Example:**

$1+A1+@SUM(B2..C5)$  is a valid formula.

$@SUM(1+2)$ ,  $@SUM(+A1)$ , and  $@SUM(1+A1)$  are valid.

## **Range of Cells**

A range is a group of cells enclosed in a rectangle and, therefore, can be specified by the addresses of two opposite corners. When using math functions, you specify a range using the notation  $A1..C3$ , for example. You could also specify the same range with  $A3..C1$ ,  $C1..A3$ , or  $C3..A1$ .

C2	6	A	B	C	D	E	F	G	H	I	J	K
1	Range A1 .. C3, A3 .. C1, C1 .. A3, or C3 .. A1											
2												
3												
4												
5												

## **Typing in a Range**

Rather than typing in the cell address at each corner of the range, you can mark and highlight the range to be used. Spreadsheet automatically defines the top left and bottom right corners of the range.

Suppose you want to calculate the sum of the range A1..C2 and show the result in D2. First enter the information given below:

C2:	6	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3									
2	4	5	6									

1. Move the cursor to D2 and type @SUM(. As soon as you type the left parenthesis of the function, this message appears:

Enter cell specification.

2. Instead of typing A1, move the cursor to A1 and press **CODE + L**. @SUM(A1.. now appears in the input area.

D2:	@SUM(A1 ..	■	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3										
2	4	5	6										

3. Move the cursor to the opposite corner of the range (C2).

C2:	@SUM(A1 ..	■	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3										
2	4	5	6										

4. Press **RETURN**. The cursor is back on D2, and the complete range specification appears in the input area.

D2:	@SUM(A1 ..C2)	■	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3										
2	4	5	6										

5. Press **RETURN** again. The result, 21, appears in cell D2.

D2:	@SUM(A1 ..C2)	■	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3										
2	4	5	6	21									

The method of specifying cell addresses by moving the cursor instead of typing the address can actually be used not only to specify a range in a math function, but also to specify a single address in any formula.

Example: To enter (A1+B1) in C1, move the cursor to C1 and type (. From this moment, the desktop publisher knows that the information is a formula and allows you to move the cursor to a cell. Instead of typing A1, move the cursor to A1 and press +. The input area now appears (A1+. You are again allowed to move the cursor to a cell. Move the cursor to B1 and press **RETURN**. The input area now appears (A1+B1). Press **RETURN** to finish and calculate the result.

## Spreadsheet Functions

Some functions can process only one or two arguments and are very similar to the math functions. Arguments may include not only direct number inputs but cell addresses as well.

The most sophisticated function of Spreadsheet is that it can process multiple arguments. Arguments may be written individually, separating each with a comma, or if all the arguments belong to a range, the range can be specified by the addresses of two opposite corners, using two periods as a separator. Arguments may be defined as a range or may consist of any combination of direct numbers and cell addresses.

### Functions using one or two arguments:

#### @ABS

Gives the absolute value of the argument. If the argument is positive or zero, the same value is returned; if the argument is negative, the opposite of the argument is returned.

@ABS(5) gives 5      @ABS(-5) gives 5

#### @INT

Gives the **integer** part of the argument. The decimal point and subsequent decimal digits are removed without being rounded off; an integer remains untouched.

@INT(5) gives 5      @INT(0.9) gives 0  
@INT(1.1) gives 1

#### @MOD

Divides the first argument by the second and gives the remainder of the division.

@MOD(10,3) gives 1      @MOD(2.3,2) gives 0.3  
@MOD(0.33,2) gives 0.33

**@REPEAT** repeats the argument the number of times specified. Two entries are required between the parentheses: the argument itself, which must be a string of characters between a pair of double quotation marks or the address of a cell containing alphanumeric information, and a direct number that specifies the number of repetitions. If that number is not an integer, it is first rounded off to the closest integer.

@REPEAT("Aa",2) gives AaAa  
@REPEAT("2",3) gives 222 (alphanumeric)  
@REPEAT(A1,2) gives AaAa (if A1 contains Aa)

@ROUND rounds off the argument to the number of specified decimal places.

Two entries are required between the parentheses: the argument itself and a direct number that specifies the number of decimal places. If that number is not an integer, it is first rounded off to the closest integer.

@ROUND(1.66666,2) gives 1.67

@ROUND(1.66666,3) gives 1.667

@ROUND(1.66666,2.1) gives 1.67

@ROUND(1.66666,2.5) gives 1.667

@SQUARE gives the square of the argument. The argument multiplied by itself is returned; the result is always a positive number.

@SQUARE(5) gives 25

@SQUARE(-5) gives 25

@SQUARE(0) gives 0

@SQRT gives the square root of the argument. The result multiplied by itself is equal to the argument. The argument may not be negative.

@SQRT(25) gives 5

@SQRT(2) gives 1.41421

@SQRT(-25) is invalid

### **Functions using multiple arguments:**

@AVG gives the average value of the arguments. The sum of the arguments is calculated; then that sum is divided by the total number of arguments.

@AVG(1,2,3,4) gives  $(1+2+3+4)/4 = 2.5$

@AVG(175) gives  $175/1 = 175$

@COUNT gives the number of nonblank cells. This function is an exception to the general rules in that the cell referred to may contain either alphanumeric or numeric information.

@COUNT(A1,A2,A3,A4) gives 3 if A1 contains 5 (numeric), A2 contains your name (alphanumeric), A3 contains Error (this is not a blank cell), and A4 is empty.

@IF checks whether a specified condition is verified and gives a value that depends on the result of that check. The form of this function must be @IF (condition, argument1, argument2), and can be read as: if the condition is satisfied, then show argument 1. If the condition is not satisfied, then show argument 2. Arguments 1 and 2 can be direct numbers, strings of characters enclosed in a pair of double quotation marks (example: "ABC"), or a cell address. The condition is usually an arithmetic comparison, using two values (number or cell address) and one of the following comparison operators:

= equal to                   $\leq$  less than or equal to

< less than                   $\geq$  greater than or equal to

> greater than               $\neq$  not equal to

@IF(A1>100,100,50) gives 100 if A1 is greater than 100,  
and 50 if A1 is equal to 100 or smaller than 100

@IF(A1>100,100,A1) gives 100 if A1=200 and 60 if A1=60

@MAX gives the greatest argument (maximum). Remember that a positive argument is always greater than a negative one.

@MAX(1,234) gives 234

@MAX(1,-99999) gives 1

@MIN gives the smallest argument (minimum). Remember that a negative argument is always smaller than a positive one.

@MIN(1,234) gives 1 @MIN(-1,99999) gives -1

@SUM gives the sum of the arguments. This function is used to shorten long sums when the arguments belong to a range.

@SUM(1,2,3,4,5) gives 15

@SUM(A1,A2,A3,B1,B2,B3) is equivalent to @SUM(A1..B3)

@TSum gives the total sum of a range of cells and also the sum of each row and column of the range if they contain information. This function is an exception to the general rules that the argument MUST be a range and that results appear not only in the selected cell (total sum) but also in the column to the right and in the row below the range. Therefore, you must be sure that the column to the right and the row below the range are empty.

Example:

1. Enter the numbers shown below in the range A1..C2; then type @TSum(A1..C2) in D3.

D3:	@TSum(A1 ..C2)								
	A	B	C	D	E	F	G	H	I
1	1	2	3						
2		4	5	6					
3									

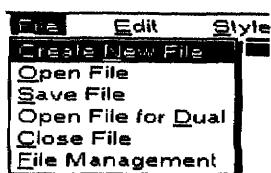
2. Press RETURN. The results appear as follows:

D3:	@TSum(A1 ..C2)								
	A	B	C	D	E	F	G	H	I
1	1	2	3	6					
2		4	5	6	15				
3			5	7	9	21			

# Using Spreadsheet Menu Options

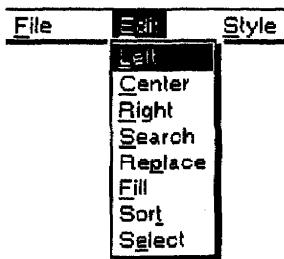
The following options can be found under the menu bar at the top of the screen. This bar can be reached by pressing **MENU**.

## File



Use the File menu to open, save, or close your files and to return to the Main Menu. These function operate exactly the same as in Word Processing (see page 38).

## Edit



You can press **CANCEL** at any time to quit an option.

Use the Edit Menu to make changes in the appearance or contents of many cells, to rearrange the worksheet, or to extract part of the information.

- **Left.** Aligns alphanumeric information to the left in a range of cells
- **Center.** Centers alphanumeric information in a range of cells
- **Right.** Aligns alphanumeric information to the right in a range of cells
- **Search.** Searches for occurrences of a specified string of characters
- **Replace.** Searches for occurrences of a specified string of characters and allows for automatic replacement with another string
- **Fill.** Fills a selected range with a specified arithmetic progression
- **Sort.** Sorts a specified group of rows
- **Select.** Selects rows according to specified conditions; the selection can be written in the worksheet and printed

Left, Center, and Right affect only cells containing alphanumeric information in the selected range; numeric cells and empty cells will not change.

Left, Center, and Right change the corresponding format marks (['] [^] [^]) in the input area of the affected cells. When the alphanumeric result of a cell is produced by a function like @REPEAT or @IF, the format mark is not added, but the characters in the cell can be highlighted.

The Left, Center, or Right option aligns all alphanumeric information of a range to the left, center, or right of the cells.

### ► To align text left, center, or right of a cell:

1. Move the cursor to a corner of the range of cells you want to format. Press **MENU** to see the menu bar; select either Left, Center, or Right from the Edit menu. This message appears:

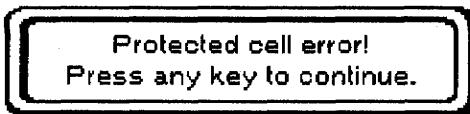
Move cursor to end of block and press RETURN.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. The alphanumeric cells of the range are aligned to either the left, right, or center.

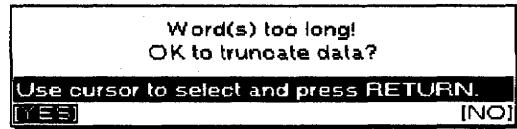
## Search and Replace

These functions are described in Search on page 45 and Replace on page 46. Please refer to those sections for basic operations.

- The Search option can find both numeric and alphanumeric information, but only if the information appears in the input area. For example, you can find aaa in a cell only if it has been entered directly into the input area. If the same information is entered as @REPEAT("a",3), you cannot find it.
- When replacing one string of information with another, this dialog box appears if the replacement has to take place in a protected cell:



- If the replacement string is longer than 240 characters, a dialog box appears:



Selecting YES omits the information in the replacement string to the right of the possible 240 characters and carries out its replacement. NO cancels the function.

The Fill option allows you to number rows or columns or numbers in a range quickly in order to check how math functions are working.

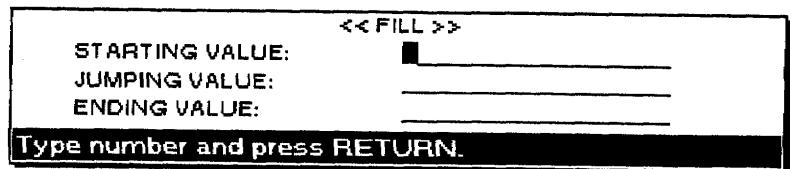
Columns are filled from top to bottom. Rows are filled from left to right. In the case of a range, the first column is filled first, then the second, etc.

### ► To use the Fill option:

1. Move the cursor to a corner of the range of cells you want to fill. Press **MENU** to see the menu bar; select Fill from the Edit menu. This message appears:

Move cursor to end of block and press RETURN.

2. Move the cursor to the opposite corner of the range of cells you want to format; press **RETURN**. The Fill dialog box appears:



3. Press ↑ and ↓ to move the cursor to a setting. Press the numeric keys to enter the specifications. Press **RETURN** when you finish.
  - **STARTING VALUE**; The first number of the arithmetic operation.
  - **JUMPING VALUE**; The difference between two successive values.
  - **ENDING VALUE**; The value that the arithmetic operation cannot exceed. The cells fill up to either the Ending Value (or the closest value less than it) or up to the last cell of the range, whichever comes first.

Example: If the Starting Value is 5, the Jumping Value is 4, and the Ending Value is 20, you get the numbers 5, 9, 13, and 17.  
(Because 21 is higher than the Ending Value, it is not included.)

*The Sort option allows you to rearrange your worksheet. When adding additional information to it, you usually add it at the end of the file. To make the addition easier to find later, however, you need some logical organization. Alphabetical order is commonly used, with the sorting feature saving you time and effort in this organization.*

#### ► **To sort information in a range of cells:**

1. Move the cursor to a corner of the range of cells that you want to sort. Press **MENU** to see the menu bar; select Sort from the Edit menu. *This message appears:*

**Move cursor to end of block and press RETURN.**

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. Be careful to select all the information of the rows. For example, if you have information in columns A to E and you select only columns A to D in a range, the cells in column E do not move along with the cells in columns A to D, and it is impossible to reverse this situation.

After you specify the range, an arrow cursor appears above the worksheet. A message asks you to move the arrow cursor to select the column of the range according to the information to be sorted.

**Move cursor to primary sort column and press RETURN.**

This sorting option can perform a double sort, both primary and secondary. A typical example of double sorting is when you have information relating to people. You can use the family name for primary sort and the first name for secondary sort.

3. Move the cursor to the primary sort column and press **RETURN**. *This message appears:*

**Move cursor to secondary sort column and press RETURN.**

4. Move the cursor to the secondary sort column and press **RETURN**. If you do not need a secondary sort, leave the cursor on the primary sort column. *This dialog box appears:*

*When a column that is selected for primary or secondary sort contains different types of cells, the sort order is:*

*Empty cell < Numeric <  
Alphanumeric < ERROR cell.*

Direction?
Use cursor to select and press RETURN. [ASCENDING] [DESCENDING] [CANCEL]

5. Press  $\leftarrow$  and  $\rightarrow$  to select ASCENDING, DESCENDING, or CANCEL and press **RETURN** to sort.
  - **ASCENDING.** Normal alphabetic order for alphanumeric information, increasing values for numeric information (A-Z and 1-100)
  - **DESCENDING.** Reverse alphabetic order for alphanumeric information, decreasing values for numeric information (Z-A and 100-1)
  - **CANCEL.** Stops sorting and the previous screen appears

*This option allows you to select rows of information that match a condition that you select. The information can be shown on the screen, written in the current worksheet, and printed.*

#### ► **To select rows of information:**

1. Move the cursor to a corner of the range of cells that you want to select. Press **MENU** to see the menu bar; choose Select from the Edit menu. If you have not recalculated the spreadsheet since changing any cells contents, this message appears:

The sheet needs recalculation. Recalculate?	
Use cursor to select and press RETURN. [YES] [NO]	

Select YES and press **RETURN**.

OR

If the spreadsheet has not been changed since the last recalculation, this message appears:

Move cursor to end of block and press RETURN.

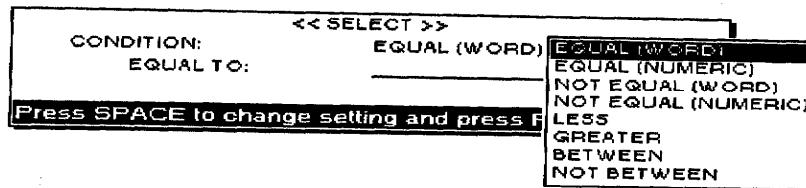
Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. After you specify the range, an arrow cursor appears above the worksheet. A message asks you to move the arrow cursor to select a column for the range.

Move cursor to select column and press RETURN.

2. Move the cursor to the column where the select condition is to be applied; press **RETURN**. *The Select dialog box appears:*

<< SELECT >>	
CONDITION: EQUAL TO:	EQUAL TO: <input type="text"/>
Press SPACE to change setting and press RETURN.	

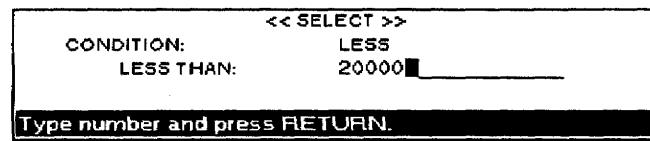
3. Press **SPACEBAR** when the cursor is located on the condition. The items that can be selected are indicated in the drop down list below:



4. Press **↑** and **↓** or **SPACEBAR** to move the cursor to a setting. Press **RETURN**. Enter the information on the lower line of the dialog box. Press **RETURN** when you finish.
- The conditions are: Equal, Not Equal, Less, Greater, Between, and Not Between.
  - All these conditions apply to numeric information, except Equal and Not Equal, which can be set for alphanumeric information (Word).
  - With Equal(Word) and Not Equal(Word), the Desktop publisher checks for an exact match of the first characters of the cells. If you enter Equal to:BA, BANANA and BAY are selected because these words start with BA; banana, B, B.A., and 1BANANA are not selected.
  - The selected information appears in the Selected Data dialog box.

Example: Suppose you have a list of salespersons with each row containing the last name, first name, and sales results.

A2: 'LAST NAME'			
A	B	C	
1			
2	LAST NAME	FIRST NAME	SALES RESULTS
3	Marsh	Henry	\$12,345
4	Anderson	John	\$10,539
5	Bennet	William	\$34,129
6	Higgins	Ruth	\$22,410
7	Carter	David	\$18,300
8	Higgins	Joyce	\$15,885
9	Fox	Terry	\$20,782
10			



The Selected Data dialog box looks like this:

<< SELECTED DATA: 4 >>		
LESS THAN: 20000		
Marsh	Henry	\$12,345
Anderson	John	\$10,539
Carter	David	\$18,300
<b>Use cursor to select and press RETURN.</b>		
[WRITE IN SHEET] [PRINT]		[CANCEL]

From the Selected Data dialog box you can write the selected information in the current worksheet, print the information, or leave the selected information and return to the original worksheet.

- To write the selected information in your worksheet, select WRITE IN SHEET and press RETURN. This message appears:

Move cursor to position to write SELECTED DATA.

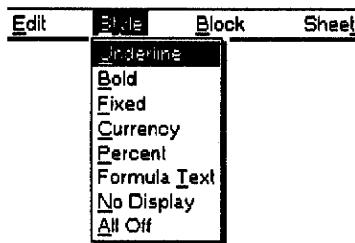
Move the cursor to the location for the selected information and press RETURN. The upper-left corner of the selected information coincides with the selected position. The information that is written overwrites existing information in the same way as when you copy a block.

If the information to be written exceeds the boundary of the worksheet, this message appears:

Write canceled.  
Range exceeds boundary of spreadsheet!  
Press any key to continue.

- To print the selected information, select PRINT; press RETURN.
- After looking at the selected information, press CANCEL to return to the previous screen.

## Style Menu



*While using the above options, press CANCEL at any time to go to the previous screen.*

Use the Style menu to change the appearance of a range of cells.

- Underline.** Switches underlining on or off
- Bold.** Switches bold on or off
- Fixed.** Controls the number of decimal places
- Currency.** Automatically adds a \$ sign to numeric results in a range
- Percent.** Automatically adds a % sign to numeric results in a range
- Formula Text.** Allows you to see the formulas, rather than their results. This is useful, for example, when you want to show someone how you have set up a particular worksheet.
- No Display.** Switches the display of selected cells on or off. This is useful when some cells of the worksheet are used for intermediate calculations. You can hide these cells and show only what is necessary.
- All Off.** Cancels all settings made with the above options and restores the default settings.

## Style Notes

- Both Bold and Underline can be applied to the same cell and can be applied together with one of the other settings as well.

- The other settings, from Fixed to All Off, exclude each other. For example, a cell cannot be set to Percent and Currency at the same time. If you apply Percent to a cell that was set to Currency, the \$ sign disappears and a % sign appears. However, it is possible to set Formula Text or No Display in addition to either Fixed, Currency, or Percent. For example, if No Display is set along with Percent and the No Display setting is cancelled, the % sign appears again.
- Underline draws a line across the entire cell regardless of its contents. This function is used to separate rows of the worksheet.
- All Style options apply to empty cells. If you set an empty cell to Bold and Percent, a numeric value entered later in that cell is bold and has a percent sign.

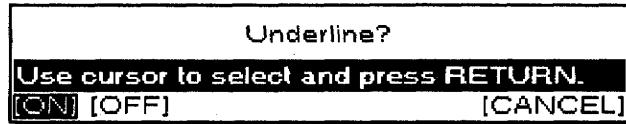
*The Underline option allows you to draw horizontal lines separating rows. When a cell is set to Underline ON, the underlining extends from the left to the right end of the cell, regardless of its contents.*

#### ► To use Underline in cells:

- Move the cursor to a corner of the range of cells you want to underline. Press **CODE + N**. This message appears:

Move cursor to end of block to be formatted and press RETURN.

- Move the cursor to the opposite corner of the range of cells you want to underline; press **RETURN**. This dialog box appears:

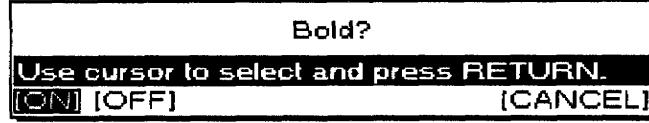


- Select ON, OFF, or CANCEL and press **RETURN**.

- ON.** Underlines all the cells in the range
- OFF.** Removes underline from cells in the range
- CANCEL.** Returns to the previous screen

#### ► To use Bold in cells:

- Move the cursor to a corner of the range of cells you want to bold. Press **CODE + B**.
- Move the cursor to the opposite corner of the range of cells you want to bold; press **RETURN**. This dialog box appears:



- Select ON, OFF, or CANCEL and press **RETURN**.

- ON.** Sets all the cell contents in the range to bold
- OFF.** Removes bold from cells in the range
- CANCEL.** Returns to the previous screen

The Fixed option allows you to control the number of decimal places that appear and to use commas to separate the thousands. The default is an Auto mode, which shows up to five decimal digits. The setting does not affect the number of decimal places that are actually stored in the memory.

### ►To use the Fixed option in cells:

- Move the cursor to a corner of the range of cells you want to format. Press **MENU** to see the menu bar; select Fixed from the Style menu.
- Move the cursor to the opposite corner of the range of cells you want to format; press **RETURN**. The Fixed dialog box appears:

<< FIXED >>	
FIXED DISPLAY:	<input checked="" type="checkbox"/> YES
SEPARATOR:	<input type="checkbox"/> NO
DECIMAL PLACES (0 ~ 5):	0
Press SPACE to change setting and press RETURN.	

- Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to alternate between Yes and No. Press the numeric keys to set the number of decimal places.

- **FIXED DISPLAY:**

YES—Cancels the settings of Currency and Percent and enables the setting of the Fixed dialog box

NO—Cancels the Fixed setting in the designated range and returns the default Auto mode

- **SEPARATOR:**

YES—Shows the numeric values with commas separating the thousands (for example, 1,234,567).

NO—Shows the numeric values without commas.

- **DECIMAL PLACES [0~5]:** Shows the numeric value with the specified number of decimal places. If a numeric value has more decimal digits, it is rounded off. If it has less, zeroes are added to the right.

- Press **RETURN** when you finish.

The Currency option adds a dollar sign \$ to the left of numbers. Like the Fixed option, it controls the number of decimal digits, separates the thousands with commas, and can also hide zero values.

### ►To use the Currency option in cells:

- Move the cursor to a corner of the range of cells where you want to add a dollar sign. Press **MENU** to see the menu bar; select Currency from the Style menu.
- Move the cursor to the opposite corner of the range of cells you want to format; press **RETURN**. The Currency dialog box appears:

<< CURRENCY >>	
CURRENCY DISPLAY:	<input checked="" type="checkbox"/> YES
ZERO DISPLAY:	<input checked="" type="checkbox"/> YES
SEPARATOR:	<input type="checkbox"/> NO
DECIMAL PLACES (0 ~ 5):	2
Press SPACE to change setting and press RETURN.	

- Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to select either YES or NO. Press the numeric keys to set the number of decimal places.

- **CURRENCY DISPLAY:**

YES—Cancels the settings of Fixed and Percent and uses the setting of the Currency dialog box. A dollar sign appears to the left of the numeric values.

NO—Cancels the Currency setting and removes the dollar sign.

- **ZERO DISPLAY:**

YES—Gives numeric values that are equal to zero. If the number of decimal places is set to two, for example, the display of 0 is \$0.00.

NO—Changes the spreadsheet so that no numbers appear (the cells appear empty).

- **SEPARATOR:**

YES—Shows the numeric values with commas separating the thousands (for example, 1,234,567).

NO—Shows the numeric values without commas.

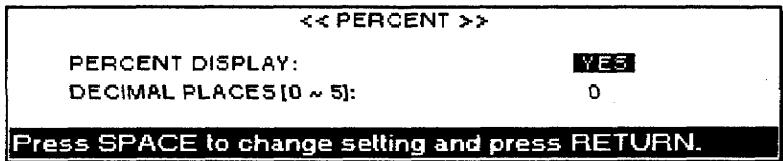
- **DECIMAL PLACES [0~5]:** Shows the numeric value with the specified number of decimal places. If a numeric value has more decimal digits, it is rounded off. If it has less, zeros are added to the right.

4. Press **RETURN** when you finish.

► **To use the Percent option:**

*The Percent option automatically shows numbers as percentages. To do this, the Desktop Publisher multiplies the values by 100 and adds a percent sign (%) to the right of the number. The Percent option also provides decimal control.*

1. Move the cursor to a corner of the range of cells where you want to show numbers as percentages. Press **MENU** to see the menu bar; select Percent from the Style menu.
2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. The Percent dialog box appears:



3. Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to alternate between Yes and No. Press the numeric keys to set the number of decimal places.

- **PERCENT DISPLAY:**

YES—Cancels the settings of Fixed and Currency and enables the setting of the Percent dialog box. Numeric values are first multiplied by 100; then a percent symbol appears to the right of the value.

NO—Cancels the percent settings and removes the percent sign.

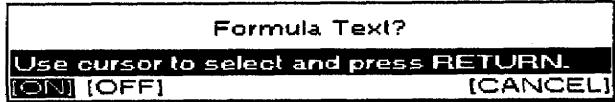
- **DECIMAL PLACES [0~5]:** Gives the numeric value with the specified number of decimal places. If a numeric value has more decimal digits, it is rounded off. If it has less, zeroes are added to the right.

4. Press **RETURN** when you finish.

The **Formula Text** option allows you to show formulas (rather than their result) in cells. Use this feature to print all the formulas you have created.

### ► To use the **Formula Text** option:

1. Move the cursor to a corner of the range of cells where you want to show formulas in cells. Press **MENU** to show the menu bar; select **Formula Text** from the Style menu.
2. Move the cursor to the opposite corner of the range of cells you want to format; press **RETURN**. This dialog box appears:



3. Select ON, OFF, or CANCEL; press **RETURN**.
  - **ON**. Shows formulas instead of their results
  - **OFF**. Shows the result in any cell that was showing a formula
  - **CANCEL**. Returns to the previous screen

### ► To use the **No Display** option:

The **No Display** option allows you to hide the contents of cells. Use this option to hide cells used only for intermediate results that do not need to appear in your worksheet.

1. Move the cursor to a corner of the range of cells where you want to hide the contents of cells. Press **MENU** to see the menu bar; select **No Display** from the Style menu.
2. Move the cursor to the opposite corner of the range of cells you want to format; press **RETURN**. This dialog box appears:

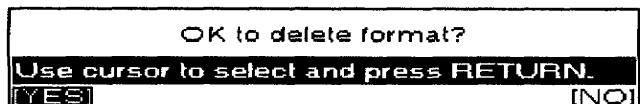


3. Select ON, OFF, or CANCEL and press **RETURN**.
  - **ON**. Changes the screen so that the contents of all the cells in the range appear empty
  - **OFF**. Shows the contents of all the cells
  - **CANCEL**. Returns to the previous screen

### ► To use the **All Off** option:

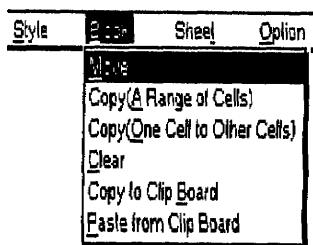
The **All Off** option allows you to reset all the attributes of the selected cells to their default settings (underline off, bold off, fixed auto decimal, currency and percent off, no commas, formula text off, no display off).

1. Move the cursor to a corner of the range of cells you want to reset. Press **MENU** to see the menu bar; select **All Off** from the Style menu.
2. Move the cursor to the opposite corner of the range of cells you want to format; press **RETURN**. This dialog box appears:



- **YES**. Deletes all the Style settings and restores the default settings in the selected range.
- **NO**. Keeps the style settings and returns to the previous screen.

## Block Menu



Use the Block menu to change the location of a range of cells.

- **Move.** Moves a range of cells to another location. The original location is left empty.
- **Copy (A Range of Cells).** Copies a range of cells to another location. The original location is left unchanged.
- **Copy (One Cell to Other Cells).** Copies one cell to all the cells in a range
- **Clear.** Empties all cells in a range
- **Copy to Clip Board.** Copies a range of cells to the clip board
- **Paste from Clip Board.** Pastes the contents of the clip board into the worksheet

You can press **CANCEL** at any time to cancel an option.

The Block operations move the Style settings of the individual cells with the cells.

## Relative and Absolute Addresses

Whenever the layout of your spreadsheet changes and the information within a cell has been copied, the cell reference in the formulas is updated accordingly. A cell with a relative address is updated to reflect most layout changes. However, there may be times that you do not want the cell address in the formula updated. A cell with an absolute address is generally not updated when you change the layout.

Cell addresses are considered relative unless a \$ (dollar sign) is placed at the beginning of the cell address in the formula: A1 is a relative address; \$A1 is an absolute address.

The Move option allows you to move a range of cells to another location. The original cells are cleared.

### ► To move a range of cells:

1. Move the cursor to a corner of the range of cells you want to move. Press **CODE + E**. This message appears:

Move cursor to end of block to be moved and press RETURN.

2. Move the cursor to the opposite corner of the range of cells you want to move; press **RETURN**. This message appears:

Move cursor to destination for blocked data and press RETURN.

3. Move the cursor to the upper left corner of the destination range; press **RETURN**.

- If the new destination is such that the relocated information exceeds the limits of the worksheet, this message appears:

Move canceled.  
Range exceeds boundary of spreadsheet!  
Press any key to continue.

- If the destination has protected cells (cells you cannot erase or overwrite without first removing the protection), information transfer is canceled and this message appears:

*This option works like the move option, except the original range of cells is not cleared.*

Protected cell error!  
Press any key to continue.

### ► To copy a range of cells:

1. Move the cursor to a corner of the range of cells you want to copy.

Press **CODE + C**. This message appears:

Move cursor to end of block to be copied and press RETURN.

2. Move the cursor to the opposite corner of the range of cells you want to copy; press **RETURN**. This message appears:

Move cursor to destination for blocked data and press RETURN.

3. Move the cursor to the upper left corner of the destination range; press **RETURN**.

- If the new destination is such that the relocated information exceeds the limits of the worksheet, this message appears:

Copy canceled.  
Range exceeds boundary of spreadsheet!  
Press any key to continue.

- If the amount of information that you try to copy is such that your file becomes too large, this message appears:

Copy incomplete. Memory full!  
Press any key to continue.

If any key is pressed, the information that could be copied is shown on the screen.

- If the destination has protected cells (cells you cannot erase or overwrite without first removing the protection), copy is performed only on unprotected cells and this message appears:

Protected cell error!  
Press any key to continue.

*This option allows you to copy one cell to all the cells of a specified range.*

### ► To copy one cell to other cells:

1. Move the cursor to the cell you want to copy. Press **MENU** to see the menu bar; select Copy (One Cell to Other Cells) from the Block menu. Before pressing **MENU**, make sure the cursor is in the cell you want to copy. This message appears:

Move cursor to start of block to be copied and press RETURN.

2. Move the cursor to one corner of the destination range and press **RETURN**. This message appears:

Move cursor to end of block to be copied and press RETURN.

3. Move the cursor to the opposite corner of the destination range and press **RETURN**.

- If the amount of information that you try to copy is such that your file becomes too large, this message appears:

Copy incomplete. Memory full!  
Press any key to continue.

If any key is pressed, the information that could be copied is shown.

- If the destination has protected cells (cells you cannot erase or overwrite without first removing the protection), only unprotected cells are copied and this message appears:

Protected cell error!  
Press any key to continue.

This function clears all the cells in a range.

### ► **To clear all cells in a range:**

1. Move the cursor to a corner of the range of cells you want to clear. Press **CODE + D**. This message appears:

Move cursor to end of block to be cleared and press RETURN.

2. Move the cursor to the opposite corner of the range of cells you want to clear; press **RETURN**. A dialog box appears:

Clear?  
Use cursor to select and press RETURN.  
[YES] [NO]

3. Select YES or NO and press **RETURN**.

**YES.** Clears the range

**NO.** Keeps the cells and returns to the previous screen

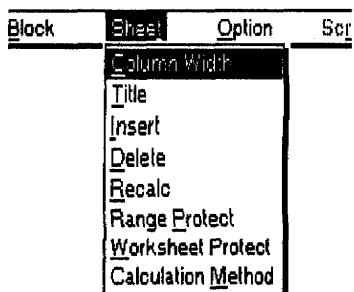
- If the selected range has protected cells (cells you cannot erase or overwrite without first removing the protection), only unprotected cells are cleared and this message appears:

Protected cell error!  
Press any key to continue.

### **Copy to Clip Board/Paste from Clip Board**

These operations are described in Clip Board on page 234.

## Sheet Menu



When columns or rows are inserted or deleted from the worksheet, cells are renumbered.

You can press CANCEL at any time to cancel these options.

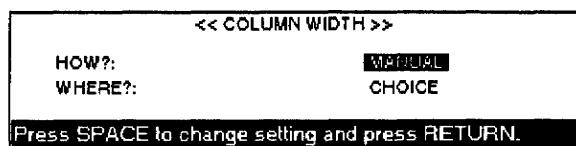
This option allows you to change the width of entire selected columns, from the top to the bottom of the worksheet.

Use the Sheet menu to adjust the width of columns, freeze, insert or remove rows and columns, recalculate the results of formulas, and protect important parts of the worksheet.

- **Column Width.** Changes the width of columns
- **Title.** Freezes column(s) or row(s) on the screen so that the labels they contain are always visible when you scroll the worksheet. The same function is used to release frozen columns or rows.
- **Insert.** Inserts blank rows or columns in the middle of the worksheet
- **Delete.** Removes columns or rows from the worksheet
- **Recalc.** Updates the results of all formulas
- **Range Protect.** Protects a range of cells against accidental deleting or overwriting. The same option removes the protection.
- **Worksheet Protect.** Turns on or off the protection of a range of cells from accidental deleting or overwriting
- **Calculation Method.** Changes the method of calculation

### ► To change the width of columns:

1. Move the cursor to the leftmost or rightmost column where you want to change the width. Press MENU to see the menu bar; select Column Width from the Sheet menu. The *Column Width* dialog box appears:



2. Press ↑ and ↓ to move the cursor to a setting. Press SPACEBAR to change the settings.

#### • HOW?:

MANUAL—Manually sets the width (you have to enter a value for the width).

AUTO—Automatically sets the width (the width is set automatically so that the longest entry of the selected column[s] can fit).

DEFAULT—Resets the width to 10 characters (default value).

#### • WHERE?:

CHOICE—Applies the change to specified column(s) only.

GLOBAL—Applies the change to the entire worksheet.

3. Press RETURN when you finish.

	How		
	Manual	Auto	Default

<b>Where</b>	<b>Choice</b>	Select column(s). See step 4. Enter a value for the width. See step 5.	Select a range. See step 4.	Select column(s). See step 4.
	<b>Global</b>	Enter a value for the width. See step 5.	Operation is carried out immediately.	Operation is carried out immediately.

4. If you apply Manual or Default with Choice, the entire column is highlighted and this message appears:

Mark columns for width change and press RETURN.

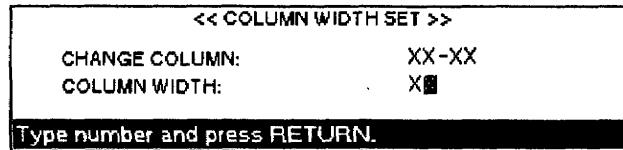
Move the cursor horizontally to mark more columns, if necessary, and press **RETURN**.

If you apply Auto with Choice, this message appears:

Press  $\leftarrow$ ,  $\rightarrow$  to mark columns for width change,  $\uparrow$ ,  $\downarrow$  to mark rows for data scan.

Press  $\leftarrow$  and  $\rightarrow$  to select the columns. Press  $\uparrow$  and  $\downarrow$  to select the length of the information scan range and press **RETURN**.

5. If you have to enter a value for the width, the Column Width Set dialog box appears:



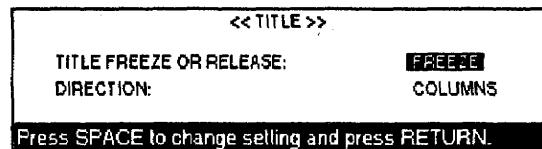
Type a number for the new column width and press **RETURN**.

- If you apply an Auto width change to an empty column, the width of that column does not change.
- The maximum width of a column is 95 characters. The minimum width is one character. If you try to specify values outside this range, you hear a beep.

*The Title option freezes the first rows/columns of a large worksheet so that the titles they contain are always visible when you scroll the sheet.*

#### ►To use the Title option:

1. Press **MENU** to see the menu bar; select Title from the Sheet menu.  
*The Title dialog box appears:*



2. Press  $\uparrow$  and  $\downarrow$  to move the cursor to a setting. Press **SPACEBAR** to change the settings.

##### • TITLE FREEZE OR RELEASE:

**FREEZE**—Freezes column(s) or row(s).

**RELEASE**—Releases frozen columns or rows.

• DIRECTION:

COLUMNS—Applies the change to column(s) only.

ROWS—Applies the change to row(s) only.

BOTH—Applies the change to both column(s) and row(s).

3. Press **RETURN** when you finish.

If you select Release, the frozen column(s) or row(s) or both are released and this message appears:

Frozen columns/rows have been released.

If you select Freeze, this message appears:

Move cursor to right of the columns/one row below the rows to be frozen and press RETURN.

4. To freeze columns, move the cursor to the right of the last column to be frozen.

Example: To freeze columns A and B, move the cursor to column C.

To freeze rows, move the cursor one row below the last row to be frozen.

Example: To freeze rows 1 and 2, move the cursor to row 3.

To freeze both columns and rows, combine the procedures for columns and rows.

Example: To freeze column A and row 1, move the cursor to cell B2.

5. Press **RETURN**.

- You cannot freeze rows when showing two files at a time (Dual Screen mode). In Dual Screen mode, only columns can be frozen.  
If you wish to change this in Dual mode, the following error message appears:

Only columns can be frozen in dual screen!

- If you switch to the Dual Screen mode while rows are frozen, they are automatically released. The following message appears when you switch between files with the Change Screen command:

Frozen rows have been released.

This function inserts blank rows or columns in the middle of the worksheet.

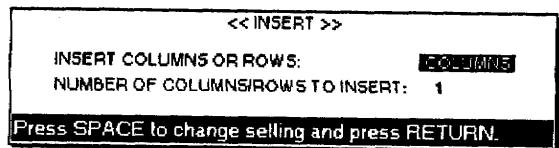
► **To insert blank rows or columns into a worksheet:**

1. Move the cursor to the cell where you want to insert rows or columns.

Example 1: To insert a row between rows 1 and 2, move the cursor to row 2.

Example 2: To insert a column between columns A and B, move the cursor to column B.

2. Press **INSERT**. The Insert dialog box appears:



3. Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to switch between Columns and Rows and type a number.

- **INSERT COLUMNS OR ROWS:**

COLUMNS—Inserts column(s).

ROWS—Inserts row(s).

- **NUMBER OF COLUMNS/ROWS TO INSERT:** Enter the number of columns or rows you want to insert (1-99).

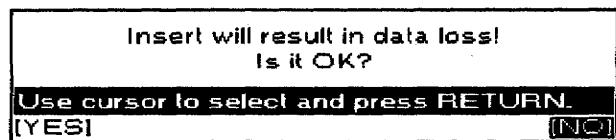
When you insert a row between rows 1 and 2, a new empty row 2 is inserted, and subsequent rows are renumbered (old row 2 becomes new row 3, etc.).

When you insert a column between columns A and B, a new empty column B is inserted, and subsequent columns are renumbered (old column B becoming new column C, etc.).

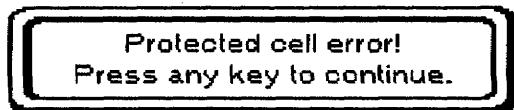
Relative addresses in a formula are automatically adjusted.

Example: C1 contains (A1+B1) and you insert a column between A and B. C1 becomes D1 and now contains (A1+C1).

If the amount of columns or rows to be inserted is such that subsequent columns or rows that already contain information are pushed outside the limits of the worksheet, this dialog box appears:



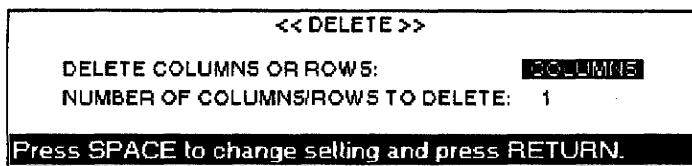
If you select NO, insertion is canceled. If you select YES, insertion is performed with information lost, unless one or more cells among the information to be lost is protected, in which case this dialog box appears and insertion is canceled:



The Delete option removes columns or rows from the worksheet.

### ►To delete columns or rows from a worksheet:

1. Move the cursor to the first column or row that you want to delete.  
Press **MENU** to see the menu bar; select Delete from the Sheet menu.  
*The Delete dialog box appears:*



2. Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to switch between Columns and Rows and type a number.

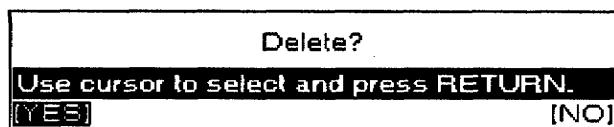
- **DELETE COLUMNS OR ROWS:**

- COLUMNS—Deletes column(s).

- ROWS—Deletes row(s).

- **NUMBER OF COLUMNS/ROWS TO DELETE:** Enter the number of columns or rows you want to delete (1-99).

3. Press **RETURN**. *This message appears:*

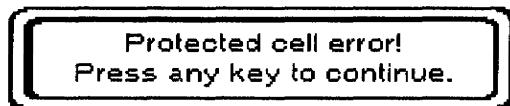


Select YES to delete or NO to cancel; then press **RETURN**.

- Relative addresses in a formula are automatically adjusted.

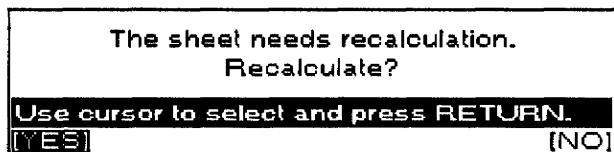
- Example: D1 contains (B1+C1) and you delete column A.  
D1 becomes C1 and now contains (A1+B1).

- After deletion, subsequent columns or rows are renumbered.
- If one or more cells among the information to be deleted are protected, this dialog box appears and deletion is canceled:



### Recalc

The Desktop Publisher constantly checks for the need to recalculate the entire worksheet. If recalculation is necessary, the dialog box below appears immediately before printing or immediately before sorting or selecting:



To recalculate, select Yes and press **RETURN**. The message “Working ...” appears while recalculation is going on.

If you do not want to recalculate, select NO and press **RETURN**.

- Recalculation begins from top to bottom and continues left to right.
- Desktop Publisher recalculates the worksheet twice. If you are using formulas referring to cells that refer to other cells, sometimes the system cannot give the correct results immediately. You may need to use the recalculation function again if your spreadsheet is using complex formulas.

To recalculate manually, press **CODE + RETURN**.

The message "Working..." appears while recalculation is going on. When a file is opened that has not been recalculated but has been saved, the following message appears to prompt you to recalculate manually:

The sheet needs recalculation. Recalculate.

## Range Protect

This option protects a range of cells against accidental deleting or overwriting. The same option removes the protection. Three things to remember when using Range Protect are:

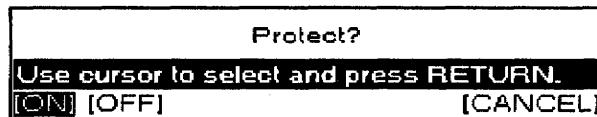
- When a cell is protected, you cannot delete or overwrite its contents. You also cannot delete the row or columns it is in.
- You can use Range Protect to avoid accidental deletion or modification of cells that contain complicated formulas.
- The cell can be updated by recalculation, but the formula itself cannot be changed.

### ► **To use the range protect option:**

1. Move the cursor to one corner of the range you want to protect. Press **MENU** to see the menu bar; select Range Protect from the Sheet menu. *This message appears:*

Move cursor to end of block to be protected on/off and press RETURN.

2. Move the cursor to the opposite corner of the range you want to protect; press **RETURN**. *This dialog box appears:*



3. Select ON, OFF, or CANCEL and press **RETURN**.

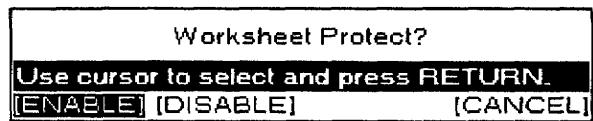
- **ON.** Protects all the cells of the range
- **OFF.** Changes all the cells in the range to unprotected
- **CANCEL.** Returns to the screen before **MENU** was pressed

The Worksheet Protect option either gives or takes away protection of a range of cells from accidental deleting or overwriting. When a worksheet is protected, you cannot delete or overwrite its contents.

This option allows you to change the calculation method and is useful when using the Spreadsheet for financial purposes.

### ► To use the Worksheet Protect option:

1. Press **MENU** to see the menu bar; select Worksheet Protect from the Sheet menu. This dialog box appears:

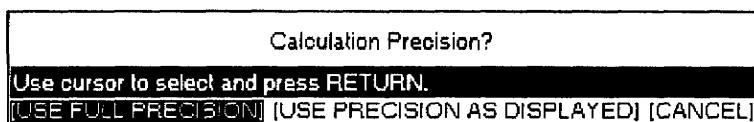


2. Select ENABLE, DISABLE, or CANCEL; press **RETURN**.

- **ENABLE.** Turns on Range Protect
- **DISABLE.** Turns off Range Protect
- **CANCEL.** Returns to the previous screen before **MENU** was pressed

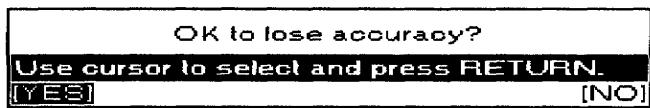
### ► To change the calculation method:

1. Press **MENU** to see the menu bar; select Calculation Method from the Sheet menu. This dialog box appears:



2. Select USE FULL PRECISION, USE PRECISION AS DISPLAYED, or CANCEL; press **RETURN**.

- If you select Use Full Precision, calculation is carried out precisely. (See the example on this page.)
- If you select Use Precision as Displayed, this dialog box appears:



**YES.** Calculation is carried out as shown.

**NO.** Cancels this option.

- If you select Cancel, you return to the previous screen before **MENU** was pressed.

#### Example 1: Use Full Precision

1. Enter 1/4 (0.25) in cell A1. (Decimal places: 1)

A1:	0.25	A	B	C	D	E	F	G	H
1	0.3								
2									

2. Enter 2 in cell B1.

B1:	2	A	B	C	D	E	F	G	H
1	0.3		2						
2									

3. Enter  $+A1*B1$  in cell C1. The precise value stored in the cell is used for the calculation.

C1:	+A1*B1	A	B	C	D	E	F	G	H
1	0.3		2	0.5					
2									

### Example 2: Use Precision as Displayed

1. Enter  $1/4$  (0.25) in cell A1. (Decimal places: 1)

A1:	0.25	A	B	C	D	E	F	G	H
1	0.3								
2									

2. Enter 2 in cell B1.

B1:	2	A	B	C	D	E	F	G	H
1	0.3		2						
2									

3. Enter  $+A1*B1$  in cell C1. The given value is used for the calculation. This selection is useful for financial purposes.

C1:	+A1*B1	A	B	C	D	E	F	G	H
1	0.3		2	0.6					
2									

## Option Menu

Sheet	Colon	Screen	Print
		Abbreviated Phrase Maintenance	
		Spell Check All	
		User Dictionary Maintenance	

Use the Option menu to spell check your text and to maintain a User Dictionary or Abbreviated Phrase file.

- **Abbreviated Phrase Maintenance.** Edits the Abbreviated Phrase memory.
- **Spell Check All.** Spell checks the alphanumeric entries
- **User Dictionary Maintenance.** Edits the User Dictionary

### Abbreviated Phrase Maintenance

Use the Abbreviated Phrase option to add long strings of text faster. You can edit the Abbreviated Phrase memory from the Spreadsheet program the same as with the Word Processing program. For information, see Understanding Abbreviated Phrase Memory on page 70.

### Spell Check All

This option starts the spell check feature. The operations are the same as in Word Processing. For information see Spell Check All on page 70.

- When an error is found, the cell is highlighted and its contents appear in the input area with the misspelled word highlighted.
- Frozen cells are not checked.
- You cannot correct a protected cell.
- You cannot enter more than 240 characters when retyping.

### User Dictionary Maintenance

Operations are the same as in Word Processing. For information, see User Dictionary Maintenance on page 70.

## Screen Menu

Option	Screen	Print
	Change Screen	
	Split Size	

Use the Screen menu to control the display. These menu options are available only when working in Dual Screen mode.

- **Change Screen.** Changes the active file while working in Dual Screen mode
- **Split Size (DP-540CJ, DP-550CJ, & DP5040CJ only).** Adjusts the screen size while working in Dual Screen mode

### Change Screen

The operations are the same as in Word Processing. For information, see Change Screen on page 81.

- The short-cut keys **CODE + Q** can be pressed only when you are in Command mode.
- If the file that becomes active is a Spreadsheet file, you are in Command mode.

## **Split Size (DP-540CJ, DP-550CJ, & DP-5040CJ only)**

The operations are the same as in Word Processing. For information, see Split Size on page 82.

## **Print Menu**



Use the Print menu to print a range of cells or the entire worksheet.

To select a print area, move the cursor to a corner of the range you want to print. Press **PRINT**. The *Spreadsheet Print Menu* dialog box appears:



## **Setting the Print Options**

Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to select an option. Press **RETURN** when you finish.

### **Print Area**

You can print a selected range or the entire worksheet.

To print the entire worksheet, press **SPACEBAR** to see Global.

OR

#### **►To print a range of cells:**

1. Press **SPACEBAR** to see Range (XX..XX).
2. Press → or **TAB**. This message appears:

**Move cursor to end of block to be printed and press RETURN.**

3. Move the cursor to the opposite corner of the range to be printed; press **RETURN**. The selected range now appears in the Spreadsheet Print Menu next to the Print Area heading. This range specification is saved along with your file and is not reset until you change it.

The line under the Print Area specification shows how many rows are going to print as well as the number of characters in the rows. This helps to prevent printing longer rows than can fit on the paper. (See Page Setup on the next page.)

### **Print Point**

Press **SPACEBAR** to select the size of the printed characters: 7, 10, or 12 points.

## Print Quality

Press **SPACEBAR** to select print quality: FINE, MEDIUM, or DRAFT. DRAFT prints faster and uses less ink. MEDIUM quality printing is between FINE and DRAFT. Use DRAFT for trial copies and FINE for final copies.

## Print Frozen Title

If you change Print Area from GLOBAL to RANGE (XX..XX), Print Frozen Title appears on the menu. Press **SPACEBAR** to select YES to print frozen title cells or NO if you do not want to print the frozen title cells. If PRINT FROZEN TITLE is set to Yes, a line showing how many rows are going to print as well as the number of characters in the rows appears under Print Frozen Title.

## Page Setup

The current paper size is indicated beside the Page Setup heading in the Spreadsheet Print Menu. If you change Print Area from GLOBAL to RANGE (XX..XX), the maximum number of rows/characters that can print on a single page is indicated under the Page Setup heading. Compare these numbers with the number of rows and characters in the current file to determine if all the information fits on a page. If the information cannot fit, it is cut off.

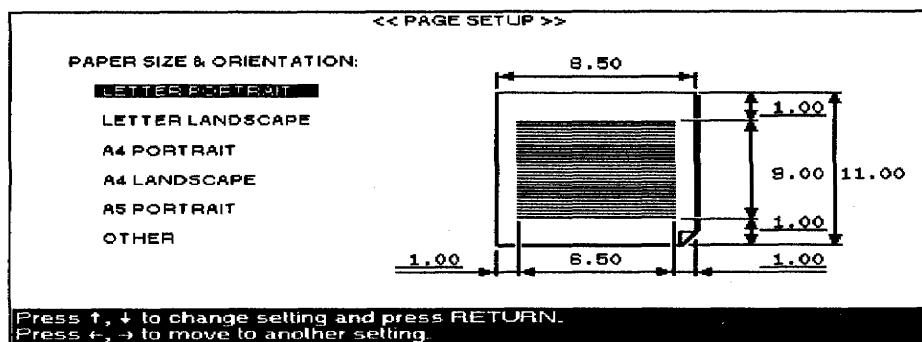
If the selected print area cannot fit, try to reduce the character size and/or change the Page Setup.

### Changing the Page Setup

To change the page setup, go to the Spreadsheet Print Menu and follow the steps on this page: (See Print Menu on page 123 to learn how to get to the Spreadsheet Print Menu.)

#### ►To change the Page Setup:

1. Move the cursor down to PAGE SETUP; then press → or **TAB**. The page setup dialog box appears.



2. Press ↑ and ↓ to select the paper size and orientation. This determines the width and length of the paper and the margins.
3. Press the arrow keys to type a value in inches in each entry field.

- You can move the cursor to the underlined fields only. The margin entry fields are always underlined. The width and length are underlined only if you select Other for the paper size.
- Each field has room for five characters (four digits and a decimal point). Pressing **BACKSPACE** or **DELETE** clears the whole field.
- If the information area width is less than 1 inch or the length is less than 4 inches, this message appears:

**Incorrect setting!**

- With Other, if you set the width to more than 9.5 inches or the length to more than 14 inches, this message appears:

**Incorrect setting!**

Adjust the left and right margins so you can print the entire row of your selected print area.

4. When you finish, press **RETURN** to return to the Spreadsheet Print Menu.

### ► **To print a spreadsheet:**

*The maximum length of paper that can print is 14 inches.*

1. When all the settings of the Spreadsheet Print Menu are complete, press **RETURN**.
2. The desktop publisher starts printing.
  - If you try to print a range but have not indicated what the range is (both the indication Row: and CHARACTER: show XXX instead of actual settings), this message appears:

**No range print area! Press TAB then mark range for printing.**

- If a whole row cannot fit between the left and right margins, the Desktop Publisher prints the portion that can print and gives this message:

**Line(s) truncated.**

- During printing, press **CANCEL** to stop printing.

**Spreadsheet 126**

# 3 Addressbook

Use Addressbook to enter and organize information such as a list of names, addresses, telephone numbers, and fax numbers.

Each entry is called a **record** and appears as a single row divided into several items. On the top of the list of records, **labels** identify each item. You can edit, sort, and print the list. Parts of the list can be selected according to specific conditions.

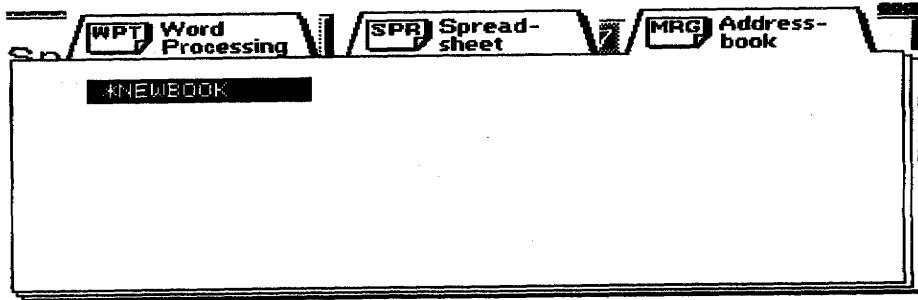
You may also use Addressbook files with Merge printing to create multiple copies of a document created in Word Processing. Merging information in this way can prove useful if you have, for example, a form letter that you want to send to several different people. You could create an Addressbook file of information to be inserted using **merge codes** and match each one to a different record in the Addressbook. After arranging these two files, you would tell the desktop publisher to merge them. When you print, you should have several customized versions of your form letter.

When you save an Addressbook file, the system adds the extension .MRG to the file name. Files with that extension can be used for merge printing with Word Processing files.

## ► **To create a new Addressbook file or look at a stored one:**

*If you get a message that you have an unformatted or damaged diskette, either replace the diskette with another or go to page 22 in Getting Started for instructions on how to initialize a diskette.*

1. Turn the power on to show the Main Menu.
2. To look at an Addressbook file from a diskette, insert that diskette into the disk drive.
3. Press **3**. *If you insert a diskette, the list of the Addressbook files stored on the diskette appears:*



*Remember that you can press HELP to get on-screen help.*

4. To open a stored file, press the arrow keys to select the file you want to look at and press **RETURN**. To open a new document, press **RETURN** with \*NEWBOOK selected. *If you retrieve an existing Addressbook file, the View screen appears. If you start a \*NEWBOOK, the Data Input screen appears, and you can enter your first record.*

# Using Addressbook Screens

Addressbook uses two screens: the View screen and the Data Input screen.

## View Screen

*NEWBOOK RECORD: 1							OVER	NUM	SHIFT
#	MR/Ms	LAST NAME	FIRST NAME	TELEPHONE	FAX NO.	TITLE	COMPANY		
.	.	.	.	.	.	.	.	.	.

If you are at the View screen, press **RETURN** to see the Data Input screen.

The View screen gives a list of your records. Use the View screen to make large-scale edits, such as moving or deleting a block of records or sorting records. You cannot edit the contents of a record from this screen.

The check marks at the left of the records indicate they are selected for printing. (A new record that you create is automatically selected for printing.) For more information about selecting a record for printing, see page 134.

## Data Input Screen

If you are at the Data Input screen, press **CODE + RETURN** to see the View screen.

To see both screens at once, press  **MENU** to show the menu bar, and select Open File for Dual from the File menu.

If the Data Input screen appears at the bottom, press **CODE + RETURN** to see the View screen.

The Data Input screen displays a form for entering a new record. On the left, there is a vertical column of ten checkboxes. To the right of each checkbox is a field for inputting data. The fields are labeled as follows:

MR/Ms	
LAST NAME	
FIRST NAME	
TELEPHONE	
FAX NO.	
TITLE	
COMPANY	
ADDRESS	
CITY	
STATE	
ZIP	

At the bottom of the screen, a message reads: "Type data. Press CODE + RETURN to display view screen."

The Data Input screen appears as an empty record where you enter the information for that record. You can edit this information after it is entered.

# Working with Addressbook

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When creating or editing an Addressbook file, keep the following points in mind:

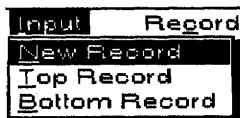
- You can set the width of a column between one and 71 characters.
- You can have a maximum of 20 different labels.
- The maximum length of a label name is 12 characters.

## File

*If you get a message indicating that you have an unformatted or damaged diskette, either replace the diskette with another one or go to page 22 in Getting Started for instructions on how to initialize a diskette.*

The File menu is available on both the View and Data Input screens. Use the File menu to open, save, or close your files and to return to the Main Menu or go to File Management. These menu options work the same in the Word Processing program. For more information, see Using the File Menu on page 38.

## Input Menu (View Screen)



Use the Input menu to create a new record or move to the top or bottom of the list.

- **New Record.** Creates a new record
- **Top Record.** Jumps to the first record
- **Bottom Record.** Jumps to the last record

### New Record

The New Record option allows you to add a new record at the end of your Addressbook.

Press **CODE + R**. The Data Input screen appears.

The entry fields will be empty. The new information that you enter appears at the end of your list when you return to the View screen.

### Top Record

Use Top Record to move to the first record of your Addressbook file. The record appears on the Data Input screen.

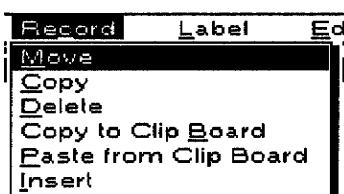
Press **MENU** to see the menu bar; select Top Record from the Input menu.

## Bottom Record

Use Bottom Record to move to the final record of your Addressbook file. The record appears on the Data Input screen.

Press **MENU** to see the menu bar; select Bottom Record from the Input menu.

## Record Menu (View Screen)



Use the Record menu to change the location or appearance of an entire block of text.

- **Move.** Moves records from one location to another location in Addressbook
- **Copy.** Copies records to another location. The original records are not changed.
- **Delete.** Removes records
- **Copy to Clip Board.** Copies records to the clip board
- **Paste from Clip Board.** Pastes the contents of the clip board into the Addressbook
- **Insert.** Inserts a blank record

### ► To move a block of records:

1. To move records, place the cursor on the first record to be moved.
2. Press **CODE + E.** This message appears:

Move cursor to end of block to be moved and press RETURN.

3. Move the cursor to the end of the block. As the cursor moves, the text is highlighted.
4. Press **RETURN** when the block is highlighted. This message appears:

Move cursor to destination for blocked record and press RETURN.

5. Move the cursor to where you want the records placed and press **RETURN**. The records are removed from their original location and placed at another location.

### ► To copy a block of records:

1. To copy records, place the cursor on the first record to be copied.
2. Press **CODE + C.** This message appears:

Move cursor to end of block to be copied and press RETURN.

3. Move the cursor to the end of the block. As the cursor moves, text is highlighted.

This option removes a block of records from its original location and places it at another location.

This option copies a block of records to another location without removing the original records.

4. Press **RETURN** when a block is highlighted. *This message appears:*

Move cursor to destination for blocked record and press RETURN.

5. Move the cursor to where you want the records placed and press **RETURN**. *The records are inserted.*

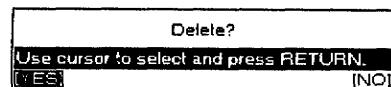
#### ► **To delete a block of records:**

*This option removes a block of records.*

1. To delete records, place the cursor on the first record to be deleted.
2. Press **CODE + D**. *This message appears:*

Move cursor to end of block to be deleted and press RETURN.

3. Move the cursor to the end of the block. *As the cursor moves, text is highlighted.*
4. Press **RETURN** when a block is highlighted. *The desktop publisher asks you to confirm.*



5. Select YES to delete the block or NO to cancel.

## **Copy to Clip Board/Paste from Clip Board**

These operations are described in Clip Board on page 237.

## **Insert**

This option inserts a blank record.

1. Move the cursor to the place where you want a blank record.
2. Press **INSERT**. *A blank record appears.*

## **Label Menu (View Screen)**



Use the Label menu to create, change, or delete labels. The labels are the names at the top of each column.

- **Insert Label.** Creates a new label
- **Delete Label.** Deletes a label
- **Change Label Name & Width.** Edits a label name and changes the label width

#### ► **To insert a label:**

*This option creates a new label and sets the name and width of the label.*

1. Press **MENU** to see the menu bar; select Insert Label from the Label menu. *This message appears:*

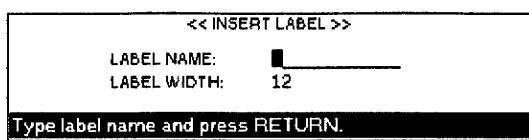
Move cursor to position for insert label and press RETURN.

*The maximum number of labels you can create is 20.*

*The maximum length for a label name is 12 characters.*

*The width of a column must be between 1 and 71 characters.*

2. Move the cursor where you want a new label and press **RETURN**.  
*This dialog box appears:*



3. Press ↑ and ↓ to move to an entry field. Type a label name and a value for the width. Press **RETURN**.

#### ► **To delete a label:**

*This option removes columns of information together with their labels.*

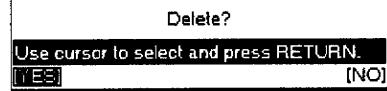
1. Press **MENU** to see the menu bar; select Delete Label from the Label menu. *This message appears:*

**Move cursor to start of block to be deleted and press RETURN.**

2. Move the cursor to the beginning of the block of labels you want to delete and press **RETURN**. *This message appears:*

**Move cursor to end of block to be deleted and press RETURN.**

3. Move the cursor horizontally to the end of the block of labels you want deleted. *As the cursor moves, the selected labels are highlighted.*
4. Press **RETURN** when a block is highlighted. *The Desktop Publisher asks you to confirm.*



5. Select YES to delete the block or NO to cancel.

#### ► **To change a label name and width:**

*The maximum length for a label name is 12 characters.*

*The width of a column must be between 1 and 71 characters.*

1. Press **MENU** to see the menu bar; select Change Label Name & Width from the Label menu. *This message appears:*

**Move cursor to position for change and press RETURN.**

2. Move the cursor to the label that you want to change and press **RETURN**. *This dialog box appears:*



3. Press ↑ and ↓ to move to an entry field. Type a label name and a value for the width. Press **RETURN**.

## Edit Menu (View Screen)



This option rearranges the records in alphabetic order.

The sort option can perform a double sort, primary and secondary. Usually, you use the family name for primary sort, and the first name for secondary sort.

Use the Edit menu to sort your records and to select records from the file.

- **Sort.** Sorts the records
- **Select.** Selects records

### ► To sort records:

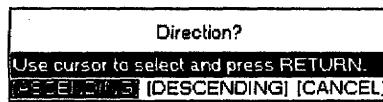
1. Press **MENU** to show the menu bar; select Sort from the Edit menu.  
*This message appears:*

Move cursor to primary sort label and press RETURN.

2. Move the cursor to the primary sort label and press **RETURN**. *This message appears:*

Move cursor to secondary sort label and press RETURN.

3. Move the cursor to the secondary sort label and press **RETURN**. If you do not need a secondary sort, leave the cursor on the primary sort label. *This dialog box appears:*



4. Press ← and → to select and press **RETURN** when you are finished.

- **ASCENDING.** Normal alphabetic order (A-Z)
- **DESCENDING.** Reverse alphabetic order (Z-A)
- **CANCEL.** Cancels the function

### ► To select records:

This option selects records that match your selections. When the records are found, you can print them.

1. Press **MENU** to see the menu bar; choose Select from the Edit menu.

*This box appears:*

A screenshot of a 'SELECT' dialog box. It has a header '<< SELECT >>'. On the left is a column of labels: 'MR/MIS', 'LAST NAME', 'FIRST NAME', 'TELEPHONE', 'FAX NO.', 'TITLE', 'COMPANY', 'ADDRESS', 'CITY', 'STATE', and 'ZIP'. To the right of each label is a horizontal input field. At the bottom of the box is the instruction 'Type character and press RETURN.'

2. Press ↑ and ↓ to move to an entry field. Type in the information.

3. Press **RETURN**. *All entries that match your conditions are selected.*

*A message tells you if the Addressbook cannot find any record that matches your selection.*

If the Addressbook can find record(s) that match your selections, those records appear in the Selected Data dialog box:

<< SELECTED DATA: 1 >>			
a	b	c	d
MR/MRS	LAST NAME	FIRST NAME	TELEPHONE
Mr	Fletcher		

Use cursor to select and press RETURN.  
Press CODE + ↑, ↓, ←, → to view SELECTED DATA.  
[EXIT] [PRINT] [COPY TO CLIP] [CANCEL]

4. If necessary, press **CODE + arrow keys** to scroll through the information appearing on the screen. Press ↑ and ↓ to select an option and press **RETURN**.

For details about the clip board, see page 237.

- **EXIT.** Returns to the View screen
- **PRINT.** Prints the selected information
- **COPY TO CLIP.** Copies the selected information to the clip board. Once the information is stored in the clip board, you can paste it into another file.
- **CANCEL.** Stops record selection

## Screen Menu (View Screen)

Screen	Print
Change Screen	
Split Size	

The screen operations are the same as in Word Processing. See Using the Screen Menu on page 81.

Use the Screen functions to control the display on the screen. (This function is available only in Dual Screen mode.)

- **Change Screen.** Swaps the active file while working in Dual Screen mode
- **Split Size (DP-540CJ, DP-550CJ, and DP-5040CJ).** Adjusts the screen size while working in Dual Screen mode

## Print Menu (View Screen)

Print	
Print	
Print Record ON/OFF	

Use the Print menu to select records for printing and to print your Addressbook:

- **Print.** Prints envelope labels (Label printing) or a list of records (List printing)
- **Print Record ON/OFF.** Sets the check mark (✓) to turn printing on or off

### ► To print labels:

1. Press **PRINT.** The Addressbook Print menu appears:

<< ADDRESSBOOK PRINT MENU >>	
PRINT APPLICATION:	SPEED
PRINT RECORD:	ALL
PRINT POINT:	12 POINT
PRINT QUALITY:	MEDIUM
NUMBER OF COPIES:	1
LABEL SIZE:	1 X 2 5/8
NUMBER OF LABELS: ACROSS	3

Press SPACE to change setting and press RETURN.

2. Use ↑ or ↓ to move to a setting. Press **SPACEBAR** to alternate between settings.
3. Press **RETURN** when finished.

**►To change label settings:**

**PRINT APPLICATION: LABEL.** Prints envelop labels

**PRINT APPLICATION: LIST.** Prints a list of records

**PRINT RECORD: ALL.** Prints all records

**PRINT RECORD: SELECTABLE (✓).** Prints only selected records indicated with a check mark.

**PRINT POINT: 12, 10, 7 POINT.** Selects the character size

**PRINT QUALITY: FINE.** For final quality printing

**PRINT QUALITY: MEDIUM.** For average quality printing

**PRINT QUALITY: DRAFT.** For trial

**LABEL SIZE:** 1 x 2 5/8, 1 1/3 x 4, 4 x 1, 4 x 2, 3 1/3 x 4, or OTHER. (The size of the labels is in inches.)

**NUMBER OF LABELS:** Type in the kind of labels to be used. (The valid information is Across = 1-9 and Down = 1-99.)

**NUMBER OF COPIES:** The number of times the paper is to be printed (maximum 999). In label printing, the number of times the label is to be printed.

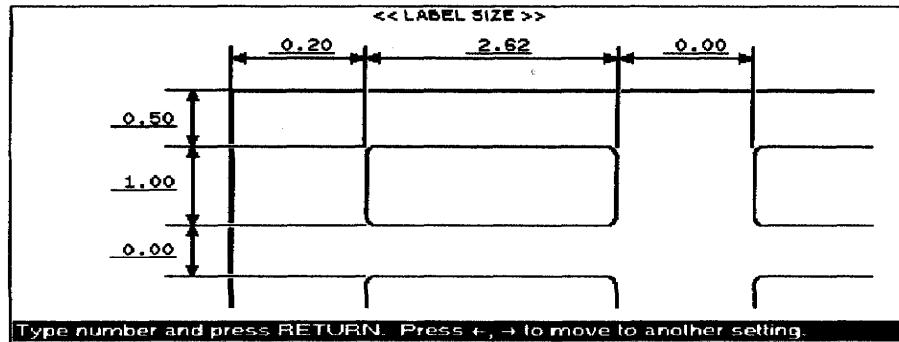
4. Check the size of the label you wish to use, and type in its number. If you press **RETURN** after typing in each value, the Position Set Print menu appears.  
If incorrect information is typed into the ADDRESSBOOK PRINT menu, the following messages may appear:

**Label exceeds boundary of the paper!**

**Incorrect setting!**

If OTHER is selected in LABEL SIZE on the ADDRESSBOOK PRINT menu, the following message appears:

**Press TAB to change setting and press RETURN.**



Check the label that you wish to use, and type the number accordingly.

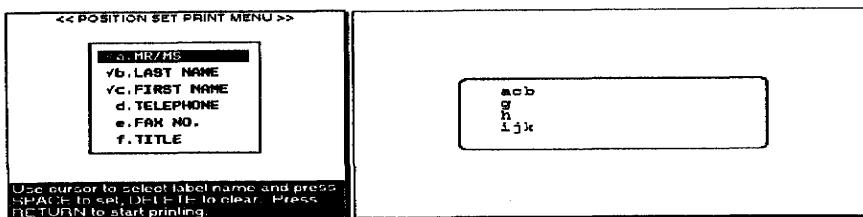
*The type of label that you indicate will be stored in the file.*

*If you press CANCEL while the cursor is in the right box, the setting of the current label name is canceled, and you return to the left box. If you press CANCEL while the cursor is not in the right box, you return to the Addressbook Print Menu. The default settings for the label structure and contents appear only when you are working with an Addressbook file in which you have not inserted or deleted the label and changed the label setting.*

If you press RETURN after you put in a value, the Addressbook Print Menu screen again appears.

### ► To change label settings:

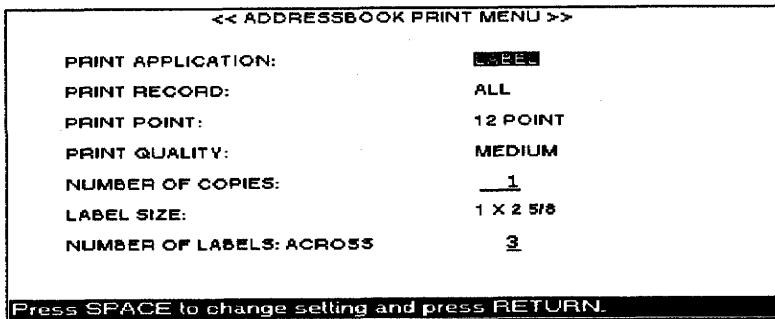
1. Select LABEL before printing and press RETURN to enter the settings of the ADDRESSBOOK PRINT menu. *The POSITION SET PRINT menu for label printing appears:*



2. Press ↑ and ↓ to move the cursor to a label name in the Position Set menu.
3. **To remove a label name that is already set**, press DELETE. *The check mark on the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.*
4. **To set a label name**, press SPACEBAR and the cursor appears in the right box. Use the arrow keys to move the cursor in the right box to a position and press RETURN to confirm the setting. When the cursor appears in the left box, a ✓ appears.
5. Repeat steps 1 and 2 to get all necessary items at the correct location.
6. To start printing, set the paper on the paper support and press RETURN when the cursor is not in the right box.

### ► To print a list:

1. Press PRINT. *The ADDRESSBOOK PRINT menu appears.*



You can set Print Record, Print Point, and Number of Copies as you would when printing labels. Label Size does not appear on this dialog box. Instead, you can set the page dimensions using Page Setup. The current paper size is indicated at Page Setup in the Addressbook Print menu.

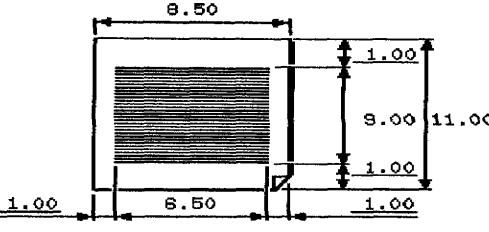
Press ↑ and ↓ to move the cursor to PRINT APPLICATION and press **SPACEBAR** to select LIST. The ADDRESSBOOK PRINT menu changes as shown below:

«« ADDRESSBOOK PRINT MENU »»	
PRINT APPLICATION:	<u>LIST</u>
PRINT RECORD:	SELECTABLE(v)
PRINT POINT:	12 POINT
PRINT QUALITY:	MEDIUM
CUT SHEET FEEDER:	OFF
NUMBER OF COPIES:	<u>1</u>
PAGE SETUP:	LETTER PORTRAIT

Press SPACE to change setting and press RETURN.

### ► To change Page Setup:

1. Press ↑ and ↓ to move the cursor to PRINT APPLICATION; press **SPACEBAR** to select LIST.
2. Move the cursor to PAGE SETUP.
3. Press → or **TAB** to change page setup. The Page Setup dialog box appears:

«« PAGE SETUP »»	
PAPER SIZE & ORIENTATION:	<u>LETTER PORTRAIT</u> LETTER LANDSCAPE A4 PORTRAIT A4 LANDSCAPE A5 PORTRAIT OTHER
	
Press ↑, ↓ to change setting and press RETURN. Press ←, → to move to another setting.	

4. Press ↑ and ↓ to select the paper size and orientation. This determines the width and length of the paper and the margins.
5. Press the arrow keys to move the cursor to the entry field for each margin setting and type a value in inches.
  - You can move the cursor to the underlined fields only. The margin entry fields are always underlined. The width and length are underlined only if you select OTHER for the paper size.
  - Each field has room for five characters (four digits and a decimal point). Pressing BACKSPACE or DELETE clears the whole field.
  - If the Data Area width is less than 1 inch or its length is less than 4 inches, this message appears:

Incorrect setting!

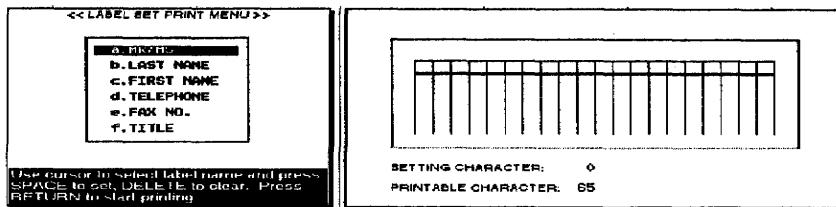
- With OTHER, if you set the width to more than .9.5 inches or the length to more than 14 inches, this message appears:

Incorrect setting!

If you press **CANCEL** while the cursor is in the right box, the setting of the current label name cancels and you return to the left box.

If you press **CANCEL** while the cursor is not in the right box, you return to the ADDRESSBOOK PRINT MENU.

6. When finished, press **RETURN** to go back to the ADDRESSBOOK PRINT menu.
7. Press **RETURN** at the Label setting to see the Label Set Print Menu where you decide the contents and structure of the list you want to print. The left box shows the list of labels of the current Addressbook file, preceded by a small letter. The right box shows the contents and structure of the list.



#### ► To change label print settings:

1. Move the cursor to a label name in the left box of the Label Set Print dialog box.
2. **To remove a label name**, press **DELETE**. *The check mark at the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.*  
**To set a label name**, press **SPACEBAR** and the cursor appears in the right box. Use the arrow keys to move the cursor in the right box to a position and press **RETURN** to confirm the setting. *When the cursor moves to the left box, a ✓ appears.*
3. Repeat steps 1 and 2 to get all necessary items in the correct location.

As you add labels, Addressbook automatically shows the label width to be printed. The total width, according to the selected character size and your page setup, also appears. If you set too many labels in the records to be printed, so that their length exceeds the printable length, your records are cut off.

#### ► To start printing:

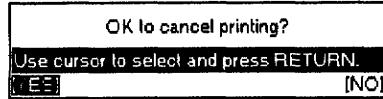
*The maximum length of paper that can print is 14 inches.*

1. Set papers on the paper support and press **RETURN** while the cursor is not in the right box.

*When label or list printing starts, this message appears:*

Printing....press CANCEL to stop printing.

2. Press **CANCEL** to cancel printing. *This dialog box appears:*



3. Select YES to cancel printing or NO to cancel the function.

## Selecting Records for Merge Printing

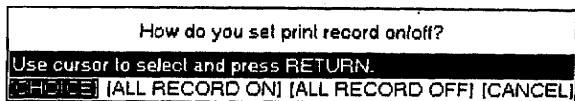
This feature turns the check mark on or off that appears at the left of the records on the View screen.

During merge printing in the Word Processing program, records without the check mark are ignored. (A new record is automatically active.)

During label or list printing, only records with a check mark print if you select PRINT RECORD: SELECTABLE (✓). If you select PRINT RECORD: ALL, the check marks make no difference.

### ► To select records for printing:

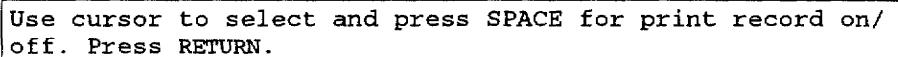
1. Press **MENU** to see the menu bar; select Print Record ON/OFF from the Print menu. A dialog box appears:



2. Select the setting and press **RETURN**.

- **CHOICE**. Sets the check mark on or off for a block of records
- **ALL RECORD ON**. Sets the check mark on for all records
- **ALL RECORD OFF**. Sets the check mark off for all records
- **CANCEL**. Cancels the function.

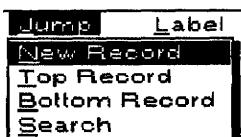
When you select **CHOICE**, this message appears:



3. Move the cursor to a record and press **SPACEBAR** to turn the check mark on or off. Press **RETURN** when you finish.

You can also select the record on the View screen and press **SPACEBAR** to make a record inactive. *The check mark of the selected record disappears*. Pressing **SPACEBAR** again reactivates the record.

## Jump Menu (Data Input Screen)



Use the Jump menu to create a new record, to show the top or the bottom record, or to search for a piece of information.

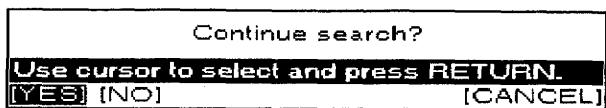
- **New Record**. Creates a new record
- **Top Record**. Shows the first record
- **Bottom Record**. Shows the last record
- **Search**. Searches for a piece of information

You can also press **CODE + G**; then press **↑** to jump to the top record or **CODE + G**; then press **↓** to jump to the bottom record.

The first three options (New Record, Top Record, and Bottom Record) work the same way as the options on the View screen. For information, see Input Menu (View Screen) on page 129.

### ► To search for an occurrence of certain text:

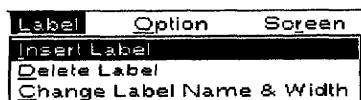
1. Press **MENU** to see the menu bar; select Search from the Jump menu.  
*The Search dialog box appears:*



2. Define the text and other settings as you would in Word Processing. For information, see To Search for Text on page 45. *When an occurrence of the specified string is found, this dialog box appears:*
3. Select YES to search for the next occurrence, NO to stop searching, or CANCEL to return to the previous screen. *When the text cannot be found, this message appears:*

A rectangular dialog box with a black border containing the text "Word(s) not found." in the center.

## Label Menus (Data Input Screen)

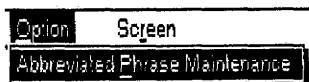


Use the Label menu to create, change, or delete labels.

- **Insert Label.** Creates a new label
- **Delete Label.** Deletes a label
- **Change Label Name & Width.** Edits a label and changes the column width

All these options work the same way as on the View screen. For information, see Label Menu (View Screen) on page 131.

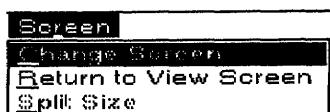
## Option Menu (Data Input Screen)



The Option menu has only one function: Abbreviated Phrase Maintenance. This function allows you to create, edit, print, load, and save an abbreviated phrase file that is your list of short, often-used phrases.

For instance, you can store the phrase "United States of America" together with the name "USA." Once this has been done, all you have to do to enter "United States of America" in your document is type "USA" and press **CODE + A**. "USA" automatically replaced with "United States of America." (If you type a name that does not exist in the abbreviated phrase memory and press **CODE+ A**, you hear a beep.)

## Screen Menu (Data Input Screen)



Use the Screen menu to control the display on the screen.

- **Change Screen.** Switches the active file while working in Dual Screen mode
- **Return to View Screen.** Returns to the View screen

- **Split Size(DP-540CJ, DP-550CJ, & DP-5040CJ only).** Adjusts the screen size while working in Dual Screen mode

## Return to View Screen

This option returns to the View screen after editing or creating a record on the Data Input screen.

The Screen options work the same way in Word Processing for Change Screen and Split Size. For information, see Using the Screen Menu on page 81.

Press **CODE + RETURN**. *The View screen appears.*

**Addressbook 142**

# **4 File Management**

The File Management program allows you to organize and convert your files on a diskette. The index screen of the File Management program lists all files.

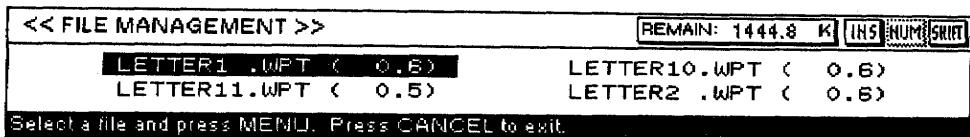
All operations, except disk copy, can be started from the menu bar.

## **►To start File Management:**

*Please note that only MS-DOS-formatted 1.44 Mb MF-2HD and 720 kb MF-2DD diskettes can be used on your Desktop Publisher. If you get a message indicating you have an unformatted or damaged disk, either replace the diskette with another or go to page 22 in Getting Started or page 148 in this chapter for instructions on how to initialize a diskette.*

*You can move the cursor to the file you want to select by pressing the first character key of the file name. For example, if you press C, the cursor moves to the file whose name starts with a C.*

*Your Desktop Publisher can only search Word Processing files when the cursor is located at the extension .WPT. Press TAB to move the cursor to the next extension.*



The list of files stored on the diskette appears in the order shown in the table below. The file names are sorted alphabetically for each of those classes. The number following each file name gives the size of the file in kilobytes.

Type of File	File Name & Extension
Word Processing	ANYNAME.WPT
Word Processing Templates	ANYNAME.WP1
Spreadsheet	ANYNAME.SPR
Spreadsheet Templates	ANYNAME.SP1
Addressbook	ANYNAME.MRG
Addressbook Templates	ANYNAME.MR1
Drawing	ANYNAME.DRW
Drawing Templates	ANYNAME.DR1
Greeting Card	ANYNAME.CRD
Greeting Card Template	ANYNAME.CR1
Communication	ANYNAME.CPF
Clip Art	ANYNAME.BIM
User Dictionary	SPELLUSR.DCT
Abbreviated Phrase	ABBR.PHR
ASCII	ANYNAME.TXT
Lotus® 1-2-3®	ANYNAME.WK1

When using Desktop Publisher files in a personal computer, and vice versa, remember the following points:

- Your system can only read and write from the root directory of a diskette. **Do not create any directories on the diskette.**
- When creating or renaming a file with your personal computer, make sure that you use correct file name extensions. There are two major errors in working with extensions that you must avoid:
  1. The first error is to change the file name extension of a file that has been created on your Desktop Publisher. For example, if you use your personal computer to change the extension .WPT to .WP, your Desktop Publisher will not recognize the file and will not show it on the index or the File Management screens.
  2. The second error is to create a file (using one of the above file name extensions) in a format that cannot be recognized by your Desktop Publisher. If you use your personal computer to create a file, giving that file the file name extension .WPT, the file appears on the index and File Management screens, but your Desktop Publisher will not be able to open or convert the file.

## Making a Backup Copy of a Diskette

The disk copy command copies all information on a diskette to another diskette (backup copy). Disk copy does not appear on the menu bar.



### **CAUTION:**

**Copying an entire diskette to another diskette destroys any information that may be on the destination diskette. Check the destination diskette before starting. Make sure your destination diskette has been initialized.**

#### **► To make a backup copy of a diskette:**

1. Press **CODE + SHIFT + O**. This message appears:

Insert source disk and press RETURN.

*Disk copy is only between diskettes that are formatted to the same size and have the same format. You cannot copy from a 1.44 Mb diskette to a 720 kb diskette, or vice versa.*

2. Insert the original source diskette and press **RETURN**. *The Desktop Publisher starts reading files from the source diskette. The Desktop Publisher reads the first portion of the diskette; then this message appears:*

Insert destination disk and press RETURN.

3. Insert the destination diskette and press **RETURN**. *The Desktop Publisher transfers the files that have been read from the source diskette onto the destination diskette. It then asks you to reinsert the source diskette.*

*Disk copy can be used only when accessing File Management from the Main Menu. It is not available if File Management is accessed through Word Processing, Spreadsheet, Addressbook, Drawing, and Greeting Card.*

4. Repeat steps 2 and 3 until all files have been transferred to the destination diskette. You may need to swap these diskettes a number of times before all files are copied to the destination diskette. The Desktop Publisher knows which diskette is the source diskette and which one is the destination diskette. If you insert a wrong diskette, this message appears:

Incorrect disk!  
Press any key to continue.

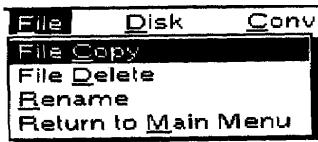
Insert the correct diskette and press RETURN.

When copying ends, this message appears:

Disk copying completed.

## Using the File Menu

---



Use File to copy, delete, rename files, and return to the Main Menu.

- **File Copy.** Copies a file
- **File Delete.** Deletes a file
- **Rename.** Changes the name of a file
- **Return to Main Menu.** Returns to the Main Menu

File Copy copies a file. You may copy to the same diskette or to a different one. **If the destination diskette is the same as the source diskette, the file name must be different.**

### ► To copy a file:

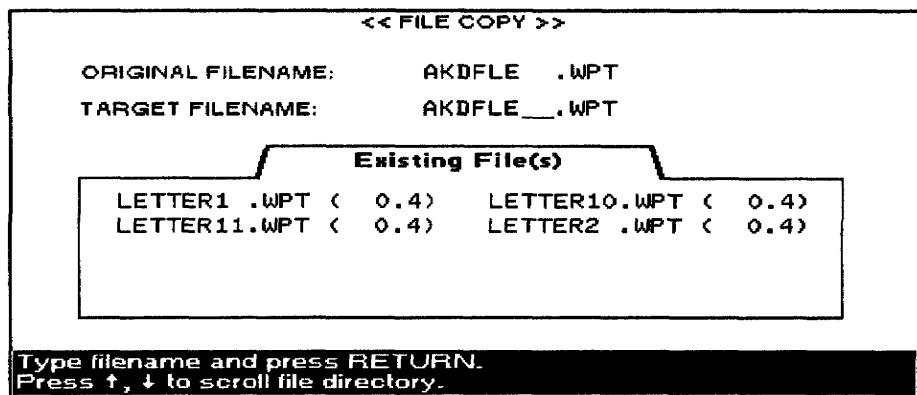
1. Move the cursor to the file name that you want to copy. Press **CODE + C**. This message appears:

Insert destination disk and press RETURN.

- To copy the file on the same diskette, press **RETURN**.

**OR**

To copy the file to another diskette, insert that diskette in the disk drive and press **RETURN**. *The File Copy dialog box appears:*



This dialog box shows the files of the destination diskette that are the same kind as the source file. The dialog box also provides an entry field to type the name of the target file. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. It automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll manually using **↑** or **↓**.

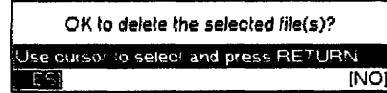
- To copy the file, type a file name that is not in use on the destination diskette; press **RETURN**.

#### ► **To delete files from a diskette:**

- Move the cursor to the file name you want to delete. Press **CODE + D**. A check mark appears at the left of the file name. This message appears:

Press SPACE to select file(s) and press RETURN.

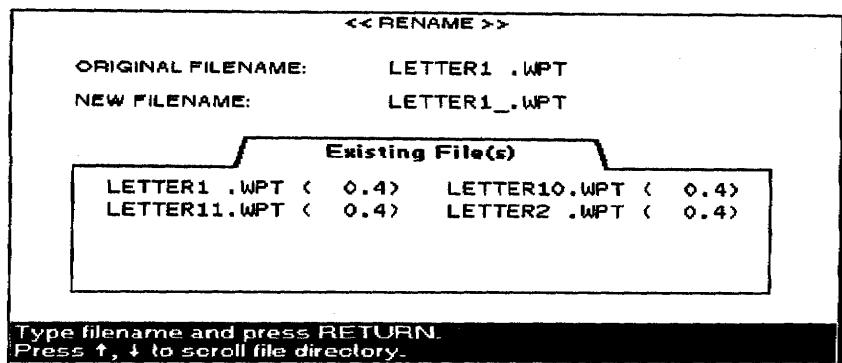
- Press the arrow keys to select a file name. Press **SPACEBAR** to turn a check mark on or off to the left of the file name. Repeat this operation to mark all files you want to delete; press **RETURN**. This message appears:



- Select YES to delete or NO to exit and press **RETURN**. As files are deleted, their file name appears. If you press **CANCEL** while a file is being deleted, that file is still deleted. Other files marked to be deleted, but which were not deleted before you pressed **CANCEL**, are not deleted.

### ►To rename files on a diskette:

1. Move the cursor to the file name that you want to rename. Press **CODE + R**. The *Rename dialog box* appears:



The dialog box shows the files of the current diskette that are of the same kind as the selected file. The dialog box also provides an entry field to type the new file name. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. The list automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll using ↑ or ↓.

2. Type a file name not in use on the current diskette and press **RETURN** to rename the file.

### ►To return to the Main Menu:

Press **CANCEL**. This ends File Management and returns you to the Main Menu.

# Using the Disk Menu



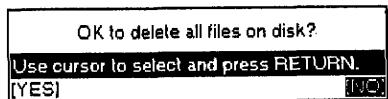
Use the Disk Menu to initialize diskettes, update the index, or print file names on diskette.

- **Delete All.** Deletes all unprotected files on diskette
- **Initialize Disk.** Initializes a diskette
- **Directory Read.** Reads the directory of a diskette when this has not been done automatically
- **List Print.** Prints all file names indicated on the screen

## ► To delete all unprotected files from a diskette (Diskette Delete):

*All unprotected files on the root directory are deleted with this option. This includes unprotected files created on a PC that do not appear in the index.*

1. Press **MENU** to see the menu bar; select Delete All from the Disk menu. *This message appears:*



2. Select YES to delete or NO to exit; press **RETURN**.

## Initialize Diskette

A new diskette must always be formatted (initialized) before you try to use it. You can also reformat a diskette that already contains information in order to clear all files and subdirectories.



*Your Desktop Publisher uses both MF-2HD and MF-2DD floppy diskettes, though the MF-2DD has half the capacity of the MF-2HD.*

*Whenever you use a diskette, the File Management program checks its format. It recognizes a new diskette or a diskette that is not formatted to DOS 1.44 Mb or DOS 720 kb. If the diskette is new, a prompt asks if you want to initialize. Select YES to initialize the diskette (all contents will be deleted).*

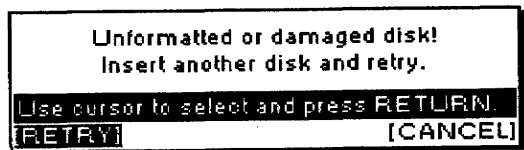
### CAUTION:

**Executing Initialize Disk deletes all the information on the diskette.**

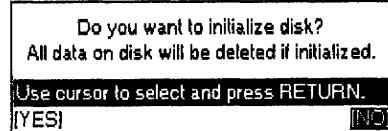
You can format diskettes using either this Desktop Publisher or a personal computer. If you use a personal computer, be sure to format the diskettes in MS-DOS and use 2HD diskettes for 1.44 Mb and 2DD diskettes for 720 kb.

## ► To initialize a diskette:

1. Insert a diskette. *This message appears if the diskette is unformatted or damaged:*



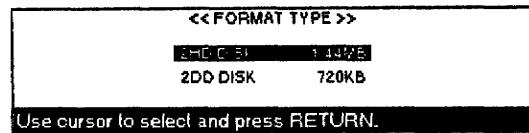
2. Press **CANCEL**.
3. Press **MENU** to see the menu bar; select Initialize Disk from the Disk menu. *This message appears:*



4. Select YES to initialize or NO to exit and press **RETURN**.

*If you select NO, initializing a diskette is canceled.*

*If you select YES, this message appears:*



Press ↑ and ↓ to select a setting; press **RETURN** to start initializing the diskette.

## Directory Read

The directory of a diskette is usually read automatically each time you insert a new diskette. In some circumstances, however, the directory is not read automatically, and you may need to update the index manually.

### ► To update the directory manually:

Press **CODE + F**. The message "Working ..." appears while the directory is being read.

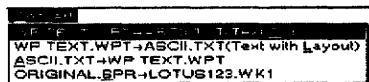
### ► To print a list of all file names on the screen:

Set the papers and press **PRINT**. All file names indicated on the screen print as follows:

FILE LIST	Used: 9.7 K	Free: 1447.9 K					
LETTER1 .WPT	(0.4)	LETTER2 .WPT	(0.4)	LETTER3 .WPT	(0.4)	LETTER4 .WPT	(0.4)
LETTER5 .WPT	(0.4)	LETTER6 .WPT	(0.4)	BOOK2 .MRG	(1.5)	BOOK3 .MRG	(1.5)
BOOK1 .MRG	(1.5)						

## Using the Convert Menu

Convert menu converts your Word Processing files to a PC or make ASCII files available to your Desktop Publisher.



- **WP TEXT.WPT→ASCII.TXT(Text Only).** Converts a Desktop Publisher file into an ASCII file (all format codes except **TAB** and **RETURN** are removed)
- **WP TEXT.WPT→ASCII.TXT(Text with Layout).** Converts a Desktop Publisher file into an ASCII file; SPACE and **RETURN** codes are added to preserve the look of the file.

- **ASCII.TXT→WP TEXT.WPT.** Converts an ASCII file into a Desktop Publisher file

Conversions to or from ASCII files are carried out according to the IBM PC Code on page 155. For information about code page switching, refer to your DOS manual (DOS command mode device code page). A table on page 221 shows all characters that can be correctly converted. Characters not included in that table are converted into blank spaces.

- **ORIGINAL.SPR→LOTUS123.WK1.** Converts a Spreadsheet file into the Lotus 1-2-3 format

Conversions to or from Lotus 1-2-3 files are carried out according to LICS (Lotus International Character Set). For information, refer to your Lotus 1-2-3 manual.

## **Converting Word Processing Files to a PC Format**

- **WP TEXT.WPT→ASCII.TXT(Text Only)**
- **WP TEXT.WPT→ASCII.TXT(Text with Layout)**

You may want to use the information you create with the Word Processing program on a PC. To do this, you must first convert the Word Processing file into the ASCII format. Once this is done, you will be able to import the ASCII file into most word processing programs available on PCs.

An ASCII (American Standard Code for Information Interchange) file consists of printable information with no special formatting codes for underlining, boldface, etc. These special formatting features, such as underlining, do not translate correctly between your desktop publisher and a computer. Therefore, when a file is converted to ASCII, all special formats are eliminated. Once the file is transferred, the file must be reformatted and any special effects must be added.

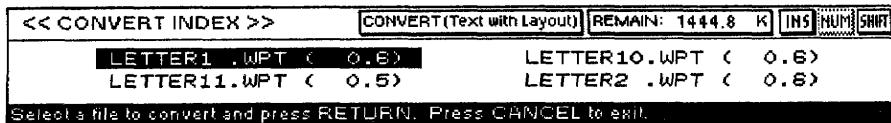
An ASCII file can include some formatting codes like carriage returns and tabs. When you convert a Word Processing file into an ASCII file, you can select one of the following:

- **Text Only** removes all formatting except TAB and RETURN from the file. When you import such a file into a personal computer or a word processing system, the text automatically adapts to the format of the PC word processing program.
- **Text with Layout** preserves some of the format of the file. A return is added at the end of each screen line.

However, if the margins of your original file are unusually wide, additional carriage returns are placed into the file, and reformatting is necessary.

## ► To convert files from Desktop Publisher to PC:

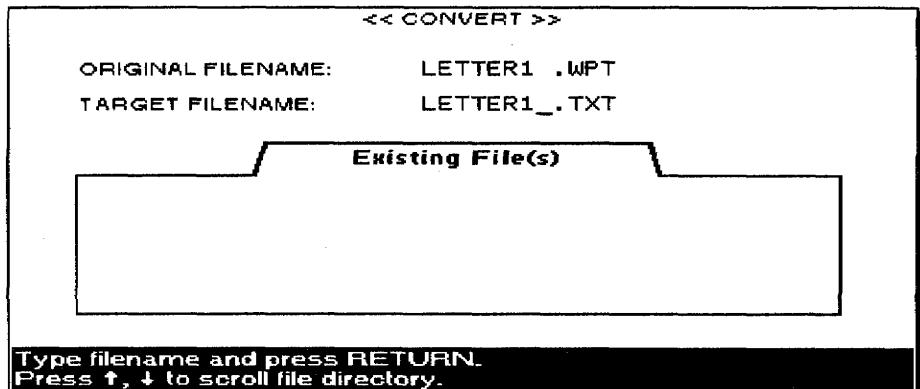
1. Press **MENU** to see the menu bar; select  
WP TEXT.WPT→ASCII.TXT (Text Only) or  
WP TEXT.WPT→ASCII.TXT (Text with Layout)  
from the Convert menu. *The Convert Index dialog box appears:*



2. The index shows only Word Processing (.WPT) files. Press the arrow keys to select the file you want to convert and press **RETURN**. *This message appears:*

Insert destination disk and press RETURN.

3. Insert the destination diskette and press **RETURN**, or press **RETURN** if you want to store the converted file on the same diskette. *This dialog box appears:*



This dialog box shows the ASCII files (.TXT) on the current diskette. The dialog box also provides an entry field for you to type a new file name. *When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. It automatically scrolls to make sure you do not enter an existing file name.* To see another file name, scroll manually using ↑ or ↓.

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message "Working ..." appears. When conversion is complete, the Desktop Publisher asks you to reinsert the source diskette.
5. To convert another file, insert the source diskette and continue converting. To return to File Management, press **CANCEL**.

*Once a file is in ASCII format, you can recall that file into a word processing program on a PC.*

## Converting PC Text Files to Word Processing Files

- ASCII.TXT→WP TEXT.WPT

You may want to use text created on a PC with the word processing program. To do this, you must first convert the text file from the PC into ASCII format. Most PC word processing software allows you to save a file as an ASCII text file.

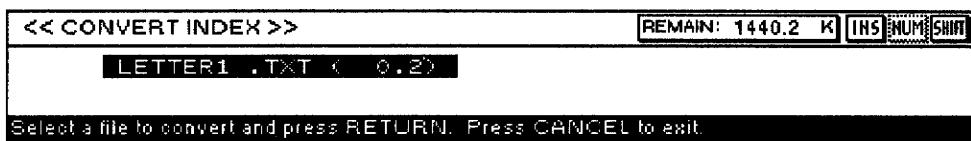
You must also remember that your Desktop Publisher can only use diskettes formatted to DOS 1.44 Mb or DOS 720 kb. If you plan to move information from a PC to your Desktop Publisher, you must be sure that the diskette containing the file is formatted to DOS 1.44 Mb or DOS 720 kb.

You can format your diskettes to DOS 1.44 Mb or DOS 720 kb on a PC or on your Desktop Publisher. Your PC manual should list the steps to complete this operation.

The ASCII file must also be stored in the root directory of the diskette and its file name extension must be .TXT.

#### ► **To convert files from PC to Desktop Publisher:**

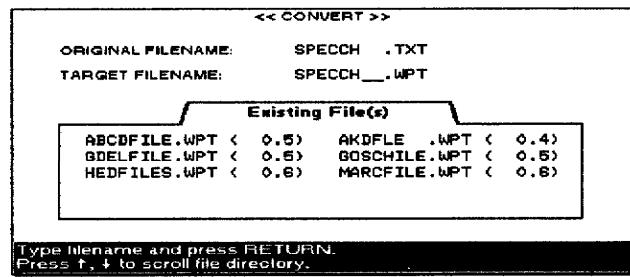
1. Insert the diskette containing the ASCII file into the disk drive. Press **MENU** to see the menu bar; select ASCII.TXT→WP TEXT.WPT from the Convert menu. Press **RETURN**. *This dialog box appears:*



2. The index shows only ASCII (.TXT) files. Press the arrow keys to select the file you want to convert and press **RETURN**. *This message appears:*

Insert destination disk and press RETURN.

3. Insert a destination diskette and press **RETURN**; or press **RETURN** if you want to store the converted file on the same diskette. *This dialog box appears:*



The dialog box above shows the Word Processing files (.WPT) on the current diskette. The dialog box also provides an entry field for you to type the new file name. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. The list automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll manually using ↑ or ↓.

*Once a file is converted to Desktop Publisher's format, you can go to the file with the Word Processing program.*

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message "Working ..." appears. When conversion is completed, the Desktop Publisher asks you to reinsert the source diskette.
5. To convert another file, insert the source diskette and continue conversion. To return to File Management, press **CANCEL**.

## **Converting Spreadsheet Files into Lotus 1-2-3 Files**

*Characters of the SPR file that do not exist in the Lotus format are converted into spaces.*

*Conversion of the text is performed according to LICS (Lotus International Character Set).*

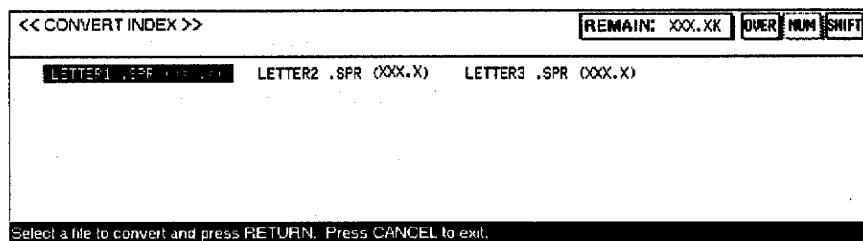
### • **ORIGINAL.SPR→LOTUS123.WK1**

You can convert a Spreadsheet file from your Desktop Publisher to the Lotus 1-2-3 format in order to use the file on a PC.

#### ► **To convert Spreadsheet files to the Lotus 1-2-3 format:**

1. Insert the diskette containing the Spreadsheet file. Press **MENU** to show the menu bar; choose **ORIGINAL.SPR→LOTUS123.WK1** from the Convert menu.

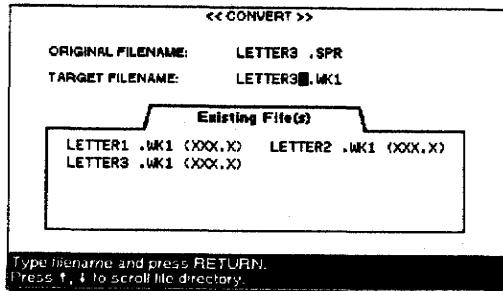
*The Convert Index dialog box appears:*



2. The index shows only Spreadsheet (.SPR) files. Press the arrow keys to select the file you want to convert and press **RETURN**. This message appears:

**Insert destination disk and press RETURN.**

3. Insert a destination diskette and press **RETURN**; or press **RETURN** to store the converted file on the same diskette. This *dialog box* appears:



The dialog box above shows the Lotus 1-2-3 files (.WK1) on the current diskette. The dialog box also provides an entry field for you to type a new file name. You can scroll the list to make sure you do not enter an existing file name.

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message, "Working...", appears. When conversion is completed, the Desktop Publisher asks you to reinsert the source diskette.
5. To convert another file, insert the source diskette and continue conversion.

*OR*

To return to File Management, press **CANCEL**.

## **Converting a Lotus 1-2-3 File into a Spreadsheet File**

To use Lotus 1-2-3 files on your Desktop Publisher you do not need any special conversion tool. A Lotus 1-2-3 file can be opened just like an .SPR file using the Spreadsheet program if the following conditions are met:

- The file is stored on the root directory of a DOS 1.44 Mb or DOS 720 kb diskette.
- The file name extension is .WK1.

There is no guarantee that the entire Lotus 1-2-3 file will correctly convert. The conversion is incomplete in the following circumstances:

- The Lotus 1-2-3 file is too large (.SPR files hold a maximum of 256 rows × 256 columns). Conversion stops and the following message appears:

Cells extend beyond range.  
Unable to convert!  
Press any key to continue.

- The Lotus 1-2-3 file size is larger than the maximum Spreadsheet file size. Conversion stops and the following message appears:

Not enough memory remaining!  
Press any key to continue.

- You need a password. Conversion stops and the following message appears:

Password is set.  
Unable to convert!  
Press any key to continue.

- There are more than 130 errors. Conversion stops and the following message appears:

Cannot read this file!  
Press any key to continue.

- A cell in a Lotus 1-2-3 file contains more than 239 characters. In this case, only the first 239 characters of the cell appear in the converted file if the data is alphanumeric. If the data is a formula, it does not convert.
- When a function available with Lotus 1-2-3 is not recognized or has a slightly different format (e.g. @COS(45\*@PI/180)), it does not convert. Check the Lotus 1-2-3 file to make sure only functions and formats available on your Desktop Publisher are used.
- Characters of the Lotus 1-2-3 file that do not exist on your Desktop Publisher convert to spaces. The conversion of the text is performed according to LICS (Lotus International Character Set).

## IBM PC Code

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The following table shows the printable characters that can be correctly translated when you convert to or from ASCII files on your Desktop Publisher. Empty cells in this table correspond to control codes or characters that are converted into blank spaces.

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0				0	@	P	`	p	ç	É	á				α	≡
1			!	1	A	Q	a	q	ü	æ	í				β	±
2			"	2	B	R	b	r	é	Æ	ó				Γ	
3			#	3	C	S	c	s	â	ô	ú				π	
4			\$	4	D	T	d	t	ä	ö	ñ				Σ	
5			%	5	E	U	e	u	à	ò	Ñ				σ	
6			&	6	F	V	f	v	å	û	á				μ	÷
7			'	7	G	W	g	w	ç	ù	ö				τ	
8			(	8	H	X	h	x	ê	ÿ	ż				Φ	º
9			)	9	I	Y	i	y	ë	Ö					Θ	
A	*	:	J	Z	j	z	è	Ü							Ω	.
B	+	;	K	[	k	{	í	c	½						δ	√
C	,	<	L	\	l		í	£	¼						∞	
D	-	=	M	]	m	}	í	¥	ı						φ	²
E	.	>	N	^	n	~	Ä	Pt	«						ε	
F	/	?	O	_	o		À	f	»							

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# 5 Disk Application

Disk Application allows you to start programs that are not built into the system but come on separate diskettes.

The following disk application programs come with your Desktop Publisher: Graphic Art Print, Frame Print, Games, Fax, Self-Demo, and Tutorial. These programs (contained on three diskettes) are described in Supplemental programs on page 29.

## Using Graphic Art Print

*Diskette 1 contains the Graphic Art Print program. This diskette must be inserted and Graphic Art Print (GRARTPRT.APL) selected before you can view graphics (color or black and white).*

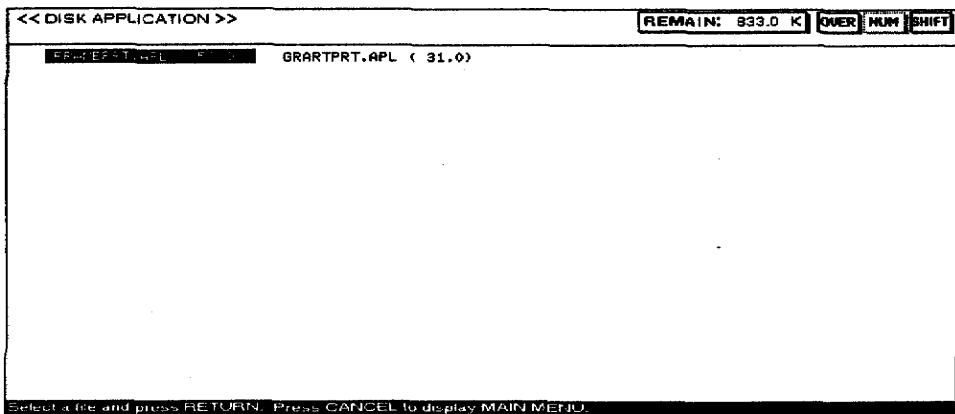
The Graphic Art Print software allows you to print black and white and color graphics. These graphics are stored on Diskette 3. You can select graphics from various categories and print them in normal, half, or double size.

These graphics print directly onto your paper. They are not saved as part of a word processing file. To use a graphic as part of a document, print the graphic onto the paper; then re-insert that paper for printing your text. These graphics allow you to create such documents as personalized letterheads, fancy invitations, and newsletters.

If you use special IRON-ON transfer paper, you can iron the graphic image onto white or light-colored fabrics that are 100% cotton or cotton/polyester blend, e.g., T-shirts, aprons, nightshirts, baseball shirts, and pillowcases.

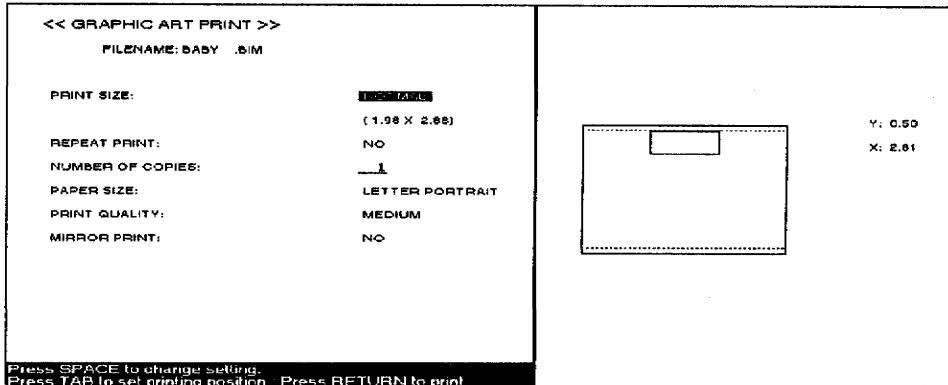
### ►To print a graphic image on paper:

1. Turn on the power to see the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press **CODE + Q**. A list of programs on the diskette appears on the screen.
4. Press the arrow keys to select the graphic you want to print; press **RETURN**. The Graphic Art Print dialog dialogue box appears:



*The Graphic Art Print program from Diskette 1 must be inserted and Graphic Art Print (GRARTPRT.APL) selected before you can see color or black and white graphics.*

5. Press **RETURN**. The list of black and white graphics appears.  
You must use the color ink cartridge to print color graphics. You can use either the black or color ink cartridge for printing a black and white graphic. Please check your ink cartridge before printing.
6. Press the arrow keys to select the graphic you want to print; press **RETURN**. The Graphic Art Print dialog box appears:



7. Press ↑ and ↓ to move the cursor to a setting. Press **SPACEBAR** to change the settings or type in values.

- **PRINT SIZE:**

NORMAL—Prints the graphic at actual size

HALF SIZE—Prints the graphic at half width and half height

DOUBLE SIZE—Prints the graphic at double width and double height

- **REPEAT PRINT:** No: Prints one graphic

Yes: Prints multiple copies of a graphic

- **NUMBER OF COPIES:** The number of times the paper prints (maximum 999)

- **PAPER SIZE:** The paper orientation and size to be printed

- **PRINT QUALITY:**

FINE—For final quality printing

MEDIUM—For average quality printing

DRAFT—For trial printing. With this setting, you save time and ink.

- **MIRROR PRINT:**

NO—For normal printing

YES—For printing the graphic with a reversed image. Mirror printing is useful when printing graphics on the iron-on transfer paper. We recommend using Brother iron-on transfer paper.

*When you select REPEAT: YES, the cursor moves in a vertical direction only. The cursor can move anywhere within the selected paper size.*

*When you select REPEAT PRINT: YES, the maximum number of images that can print within the width of the specified paper are printed.*

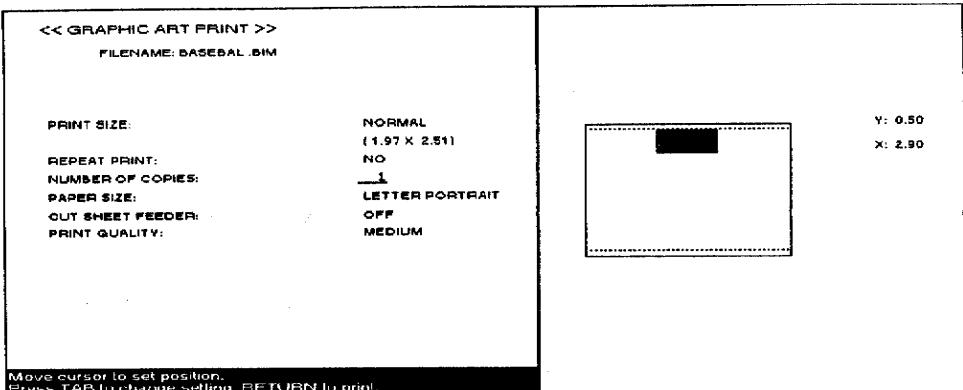
*The size of the cursor reflects the size of the selected information.*

*When you select REPEAT PRINT/YES, the cursor moves in a vertical direction only.*

*The cursor can move anywhere within the selected paper size.*

*When you select REPEAT PRINT/YES, the maximum number of images that can print is the width of the specified paper are printed.*

8. Press **TAB** to set printing position. *The cursor appears in the right box.*



9. Place the cursor where you want to position the graphic and press **RETURN**. If you select a black and white graphic file and the color cartridge is inserted, this dialog box appears:



10. Press **SPACEBAR** to change the setting; press **RETURN**.

If you select the color graphic file and the monochrome cartridge is inserted, this message appears:

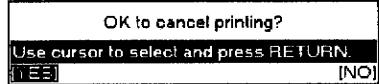
Cannot print using monochrome ink cartridge!  
Replace it with the color cartridge.  
Press any key to continue.

Replace the cartridge and press **RETURN**.

11. Set your paper according to the size you set in the Graphic Art Print dialog box. Press **RETURN** to start printing. *This message appears:*

Printing....press CANCEL to stop printing.

12. Press **CANCEL** to stop printing. *This dialog box appears:*



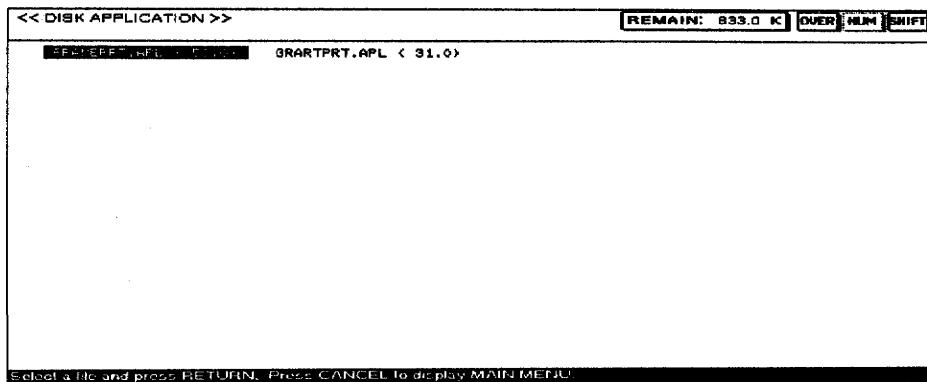
Select YES to cancel printing or NO to continue printing.

## Using Frame Print

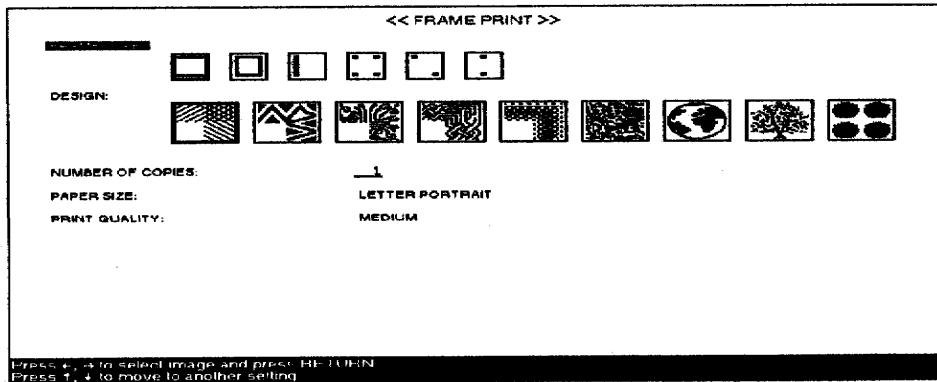
This feature prints a frame as a border in your document. These frames print directly on your paper and are not saved as part of a word processing file. Instead, to frame a document, you will print the frame on the paper and then reinsert the paper to print your document.

### ► To print a frame:

1. Turn on the power to see the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press 5. A list of programsprogrammes on the diskette appears on the screen:



4. Press the arrow keys to select FRAMEPRT.APL and press **RETURN**.  
(Insert the color ink cartridge if you want to print the frame with color.) The Frame Print dialog box appears:



5. Press **↑** and **↓** to move the cursor to a setting. Press **←**, **→**, or **SPACEBAR** to change settings or type in values.
  - **FRAME TYPE:** An icon shows an example of each type of frame
  - **DESIGN:** An icon shows an example of each type of design
  - **NUMBER OF COPIES:** The number of times the paper prints (maximum 999)
  - **PAPER SIZE:** The orientation and size of paper to be printed
  - **PRINT QUALITY:**
    - FINE—For final quality printing
    - MEDIUM—For average quality printing

Select FRAME TYPE and then DESIGN.

DRAFT—For trial printing. With this setting, you save time and ink

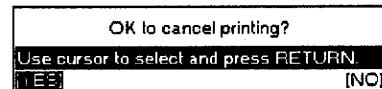
6. Press **RETURN** to enter the settings of the Frame Print dialog box. If the color cartridge is inserted, this dialog box appears:



Press **↑** and **↓** to change the setting and press **RETURN**. The frame information will be printed out. The following message appears while printing.

Printing . . . press CANCEL to stop printing.

7. Press **CANCEL** to stop printing. This dialog box appears:

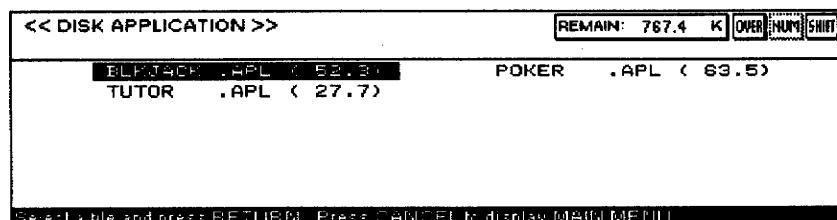


Select YES to cancel printing or NO to continue printing.

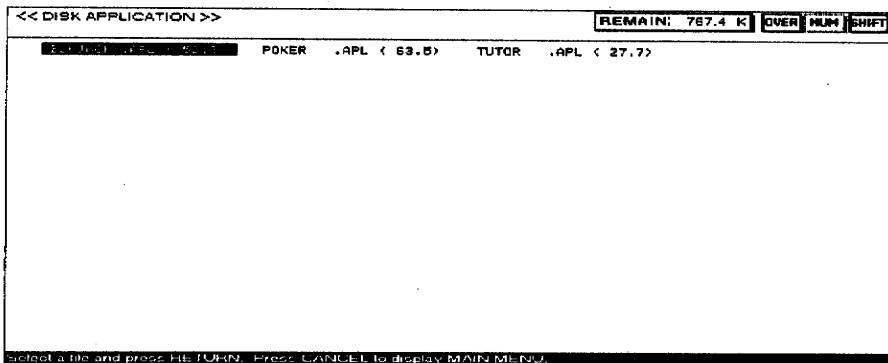
### ►To use the tutorial:

1. Turn on the power to see the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press **CODE + Q**. A list of programs on the diskette appears on the screen:

#### Model DP-530CJ



## Model DP-540CJ, DP-550CJ, & DP-5040CJ



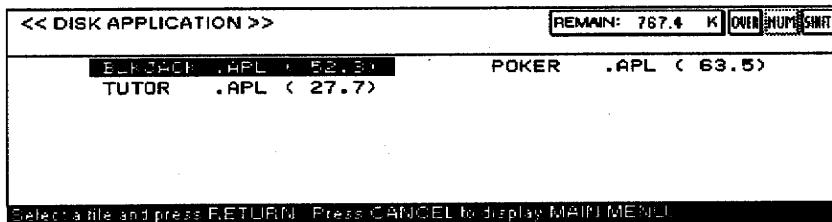
4. Select a program and press **RETURN**. *The program starts.*
5. Follow the instructions shown on the screen.

## Using Disk Applications

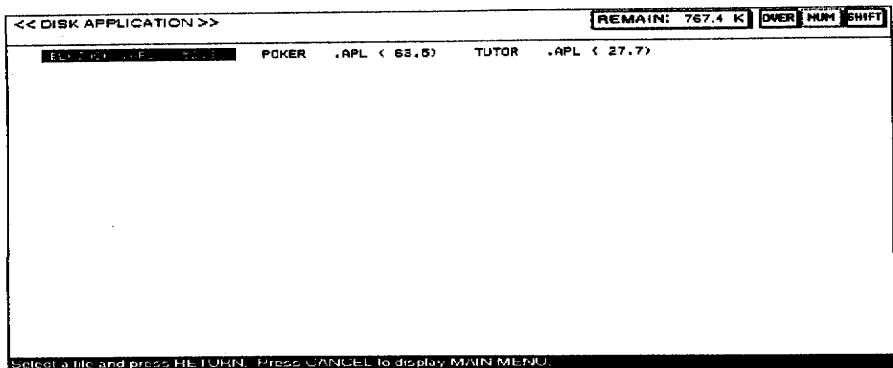
### ►To use the tutorial:

1. Turn on the power to see the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press **CODE + Q**. *A list of programs on the diskette appears on the screen:*

### Model DP-300CJ



## Model DP-400CJ & DP-5040CJ

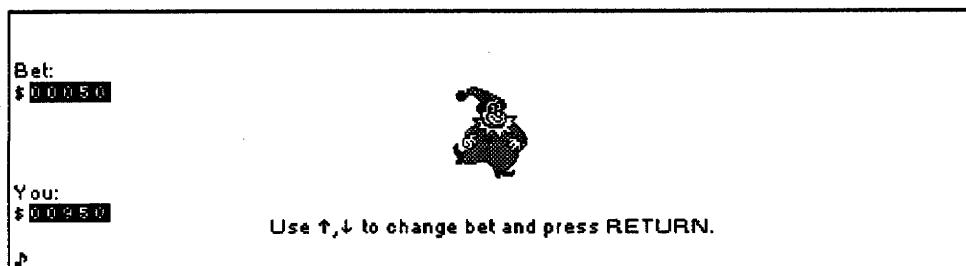


4. Select a program and press **RETURN**. *The program starts.*
5. Follow the instructions shown on the screen.

### Playing Games: Black Jack

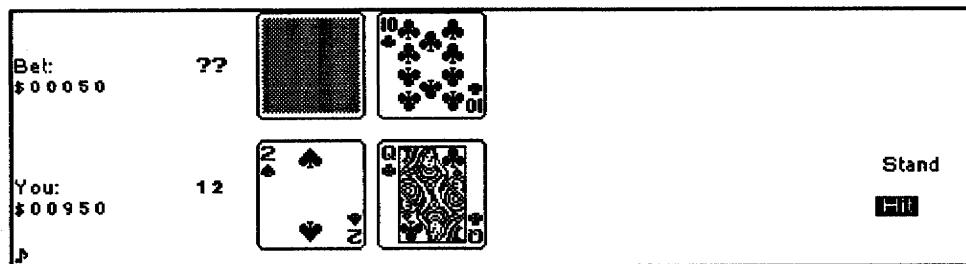
This version of Black Jack is a simplified version that does not contain the options of Double Down, Insurance, or Split.

To play Black Jack, you begin at the Bet screen:



This screen shows your credit and allows you to bet.

When the game starts, you begin with a credit of \$1,000. Use the ↑ and ↓ to increase or decrease your bet by \$10. Press **RETURN** or **SPACEBAR** to start playing. *A screen similar to the one below appears:*



## Screen Indicators

Bet	Current bet
You	Your current credit
???	The unknown total of the machine
09	Your total
Stand	You are not issued an additional card.
Hit	You are issued an additional card.
[music note]	The sound is turned on.

## Value of the Cards

A	Initially 11, but changes to 1 when the total would exceed 21
K, Q, J	10
Other cards	Their number

When this screen appears, the total of your cards and the total of the Dealer's cards are either 21 or less than 21.

- If both totals are 21, nobody wins (Push).
- If your total is 21, you win (with Black Jack). The Bet screen reappears, and your credit is increased by  $1.5 \times$  your bet.
- If the Dealer's total is 21, you loose (with Black Jack). The Bet screen reappears, and your credit is decreased by the amount of your bet.
- If both totals are less than 21, you can hit or stand.

Use the ↑ and ↓ to select Hit or Stand and press **RETURN** or **SPACEBAR** to confirm.

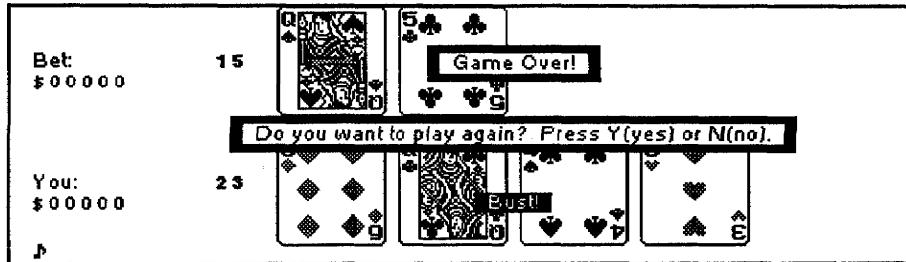
When you select Hit, you receive an additional card.

- If your total is still less than 21, you can repeat the step above (hit or stand).
- If your total is equal to 21, you win (without Black Jack). The Bet screen reappears, and your credit is increased by the amount of your bet.
- If the total exceeds 21, you loose (Bust). The Bet screen reappears, and your credit is decreased by the amount of your bet.

When you select Stand, the Dealer shows his cards and can request additional cards in order to get a total closer to 21 than your total.

- If your total is closer to 21 than the dealer's total, or if the Dealer's total exceeds 21, you win. The Bet screen reappears, and your credit is increased by the amount of your bet.
- If the dealer's total is closer to 21 than yours, you loose. The Bet screen reappears, and your credit is decreased by the amount of your bet.

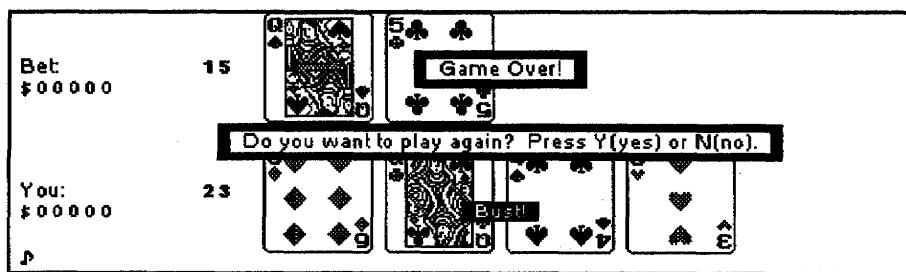
At the start of the game, your credit is \$1,000. The game is over when you have no credit left.



Press **Y** to show the Bet screen, or press **N** to quit.

To exit from this game before the game is over, press **MENU**, then **CANCEL**.

If your credit reaches \$10,000, this message appears:



Press **Y** to re-start the game or press **N** to quit.

## Key Quick Guide

↑↓	To increase or decrease your bet (while viewing the Bet screen)
SPACEBAR RETURN	To select Hit or Stand (while playing) To confirm your bet and start playing (while viewing the Bet window)
RETURN	To confirm your selection (Hit or Stand – while playing)
H	Same as selecting Hit and pressing SPACE-BAR
T	Same as selecting Stand and pressing SPACEBAR
S	To toggle the sound on/off
MENU	To show a dummy WP window. Press MENU to restart playing, or CANCEL to exit the game.

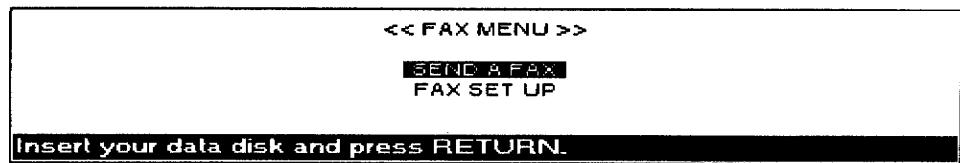
## Using the Fax Function (US Models Only)

The FAX function allows you to send the text file that you created in word processing directly to the facsimile machine by using an optional Fax/Modem.

*NOTICE: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual.*

### ►To set up the FAX:

1. Insert Diskette 4 into the disk drive; press **CODE + Q** at the Main Menu.
2. Press ↑ or ↓; select FAX SET UP from the FAX MENU below:
3. Press **RETURN**. *The following screen appears:*



<< SET UP >>	
FAX NUMBER:	_____
NAME:	_____
DIAL MODE:	TONE
MODEM:	FX-144
<b>Type your fax number and press RETURN.</b>	

4. Use the arrow keys to move the cursor to the parameter.

**YOUR FAX NUMBER:** Type in your fax number.

**YOUR NAME:** Type in your name.

#### **DIAL MODES**

**TONE:** For a push button phone.

**PULSE:** For a rotary dial phone.

#### **MODEM**

Determines the type of modem to be used in FAX mode. If Other is selected, the initial string setting screen appears.

Please refer to the manual of the FAX/MODEM which you use to verify the settings. If the incorrect settings are stored, a follow-up message appears when sending the fax.

Modem setting is not correct. Check setting.  
Press any key to continue.

5. Press **RETURN** when you finish the settings. The changed information is stored on your program disk. *The FAX MENU screen appears.*

#### ► **To send a FAX:**

1. Connect the optional Modem to the serial port of the machine before turning the power On.
2. Turn on the power to the modem and your Desktop Publisher.
3. Insert the fax program disk into the disk drive.
4. Press **5**. *A list of the programs contained on the diskette appears on the screen.*
5. Use the arrow keys to select the FAX program file (FAX.APL).
6. Press **RETURN**. *The FAX MENU screen appears.*

<< FAX MENU >>	
SEND A FAX FAX SET UP	
<b>Insert your data disk and press RETURN.</b>	

#### ► **To send a file to the FAX:**

1. Press ↑ or ↓; select SEND A FAX on the FAX MENU.
2. Press **RETURN**. The list of word processing files appears.

3. Use the arrow keys to select the file to be sent to the facsimile machine; press **RETURN**. *The following screen appears:*

<< SEND A FAX >>	
FILE NAME TO SEND: LETTER1.WPT	
FAX NUMBER:	_____
AUTO REDIAL:	YES
LETTERHEAD:	NO
DATE:	TIME: _____
Type fax number. Press RETURN to execute. Press CANCEL to cancel.	

4. Press ↑ and ↓ to move from one item to the next. Type in the fax number, date, and time; press **SPACEBAR** to change each setting of AUTO REDIAL and LETTERHEAD.

**FAX Number.** The number of the fax where you wish the document to be sent. A fax number is made up of digits (0–9). You may also use other characters in addition to digits. These characters and their functions are listed below:

Characters	Function
0 – 9	The actual fax number
( ) -	Parentheses and hyphens make the numbers easier to read (these are ignored when dialing)
,	Each comma inserts a two-second pause. This is useful when the auto dialing pace is too fast.
* #	Gives a tone while dialing
W	Waits for a second dial tone (insert this character between the international call number and the rest of the fax number to allow for connection.)
T	Specify tone dial mode. Enter this character before the fax number to override the dial mode setting of the DIAL MODE entry field.

**Auto Redial.** If you set Auto Redial to YES, the machine automatically redials two times when the line is busy. If the setting is No, the machine aborts the transmission when the line is busy.

**Letterhead.** Set Letterhead to YES if you want the machine to create a letterhead design at the top of each page.

**Date.** Type in today's date.

**Time.** Type in today's time.

- The setting on the Send a Fax mode cannot be stored in the memory and disk. You must type in the information each time when activating the fax mode.
- The fax number cannot be merged from the Addressbook file.

5. Press **RETURN** when you finish the setting. The selected file will be sent to the facsimile machine. *The Send A Fax screen appears when transmission is completed.*

*We recommend that you create the word processing file with the font Brougham 12 point to send the file properly to the remote fax machine.*

The machine converts the selected word processing file into ASCII format. An ASCII (American Standard Code for Information Interchange) file consists of printable information with no special formatting codes for such features as bold, italics, and underline. These special formatting features will be eliminated when sending the file to the facsimile machine.

If sending the file is not perfectly completed during transmission, the following error message appears:

FAX communication error!  
Press any key to continue.

Press any key to return to the Send A Fax screen. Please retry to send the file.

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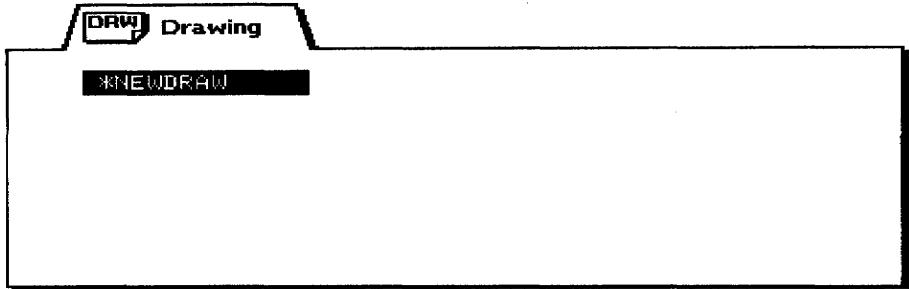
# 6 Drawing

This program allows you to create several different kinds of graphics, such as maps, illustrations, and shapes, by using the unique and powerful tools provided.

## ► To create a new file:

If you see a message indicating you have an unformatted or damaged diskette, replace the diskette with another or go to page 22 in Getting Started for instructions on how to initialize a diskette.

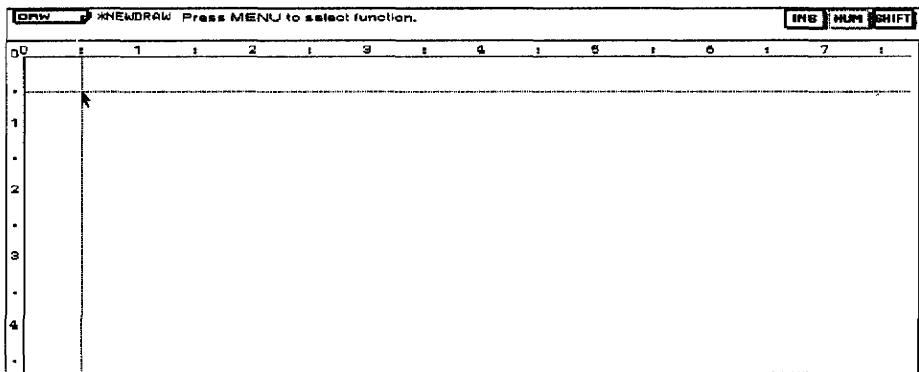
1. From the Main Menu, press **6** to select Drawing. A list of the drawing files appears.



2. Press **RETURN** when you see the file \*NEWDRAW highlighted. The Input/Edit screen appears.

## ► To edit an existing file:

1. Insert the diskette with the file into the disk drive.
2. Press **6**.
3. Use the arrow keys to highlight the file you want to retrieve; press **RETURN**. (To begin work on a new file, move the cursor to \*NEWDRAW; press **RETURN**.) The Input/Edit screen appears:



The Input/Edit screen is divided into two parts:

**Status Line:** Shows the current settings and guide messages

**Input/Edit Area:** The second portion of the screen (all the area not included in the Status Line). The Arrow symbol shows the current cursor position. The dotted line shows the border of the Input/Edit area.

There is a 1/2 inch area around all sides of the paper where information cannot be printed properly.

4. Use the arrow keys to move the cursor.
5. Select a drawing tool from the menu.

## **Working with Drawing Tools**

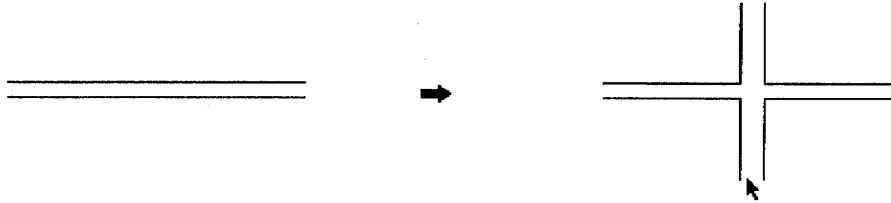
When creating or editing a drawing file, keep the following points in mind:

- The system automatically brings objects forward (to the front) in the following order when showing and printing:

1. Text
2. Images
3. Graphic Art
4. Box/Fill Box/Circle/Fill Circle/Line
5. Train Track
6. Road/Roundabout
7. River

- Whenever two or more boxes, filled boxes, circles, filled circles, or lines are combined, the old object is moved backward automatically.
- Whenever the same kind of roads (road, train tracks, river) overlap, a crossing is automatically created as shown below:

*Up to 100 roads, roundabouts, train tracks, or rivers can be put into one file. If you try to draw the data more than 101, the error message "Too many objects! Maximum of 100 roads, roundabouts, train tracks, or river objects can be used. Press any key to continue." will appear.*



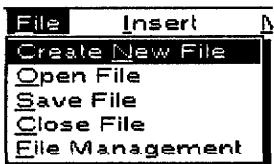
- When you draw the line of a road, roundabout, train track, or river, the cursor always appears at the center point of these objects.

## **Using Menu Functions**

The following functions (File, Insert, Map, Draw, Edit, Style, and Print) can be found on the menu bar at the top of the screen. Press **MENU** to see this bar.

## **Using the File Menu**

*All Drawing files end with the file extension ".DRW".*



Use the File Menu to open, save, close, delete, or rename your files; initialize disks; and return to the Main Menu. These functions work exactly the same way as the Word Processing program, except for the following points:

- The Clip Board memory is cleared when you close a Drawing file. If there is any information stored in the Clip Board when Close File is selected, the following screen appears:

DRAWING CLIP BOARD data will be deleted!  
Press any key to continue.

- When Open File is selected, the File Index for Word Processing, Spreadsheet, and Addressbook does not appear. It appears only for Drawing.
- Open File for Dual is not available in Drawing mode.

## Using the Insert Menu



Use these functions to insert various kinds of information at the current cursor position:

- **Images:** Inserts a special symbol
- **Text:** Inserts a block of text
- **Graphic Art:** Imports graphic art information from a diskette

### ► To insert images:

1. Press **MENU** and select Insert; then select Images from the function menu. *The following screen appears:*

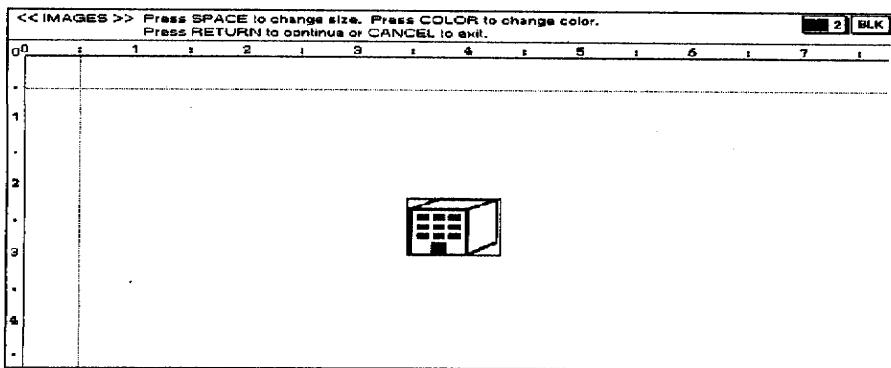


2. Use the arrow keys to select the image; press **RETURN**.

Besides the arrow keys, you can use the following keys to move quickly through the image screen:

Keys	Cursor movement
CODE + EXPR	To the beginning of the line shown
CODE + RELOC	To the end of the line shown
CODE + PRE S	To the beginning of the previous line
CODE + NEXT S	To the beginning of the next line

The screen changes to Size and Color Change mode. On this screen, the image you have selected appears in the center. You can also change its size and color.



Press **SPACEBAR** to change the size of the image. The indicator on the status line changes cyclically:

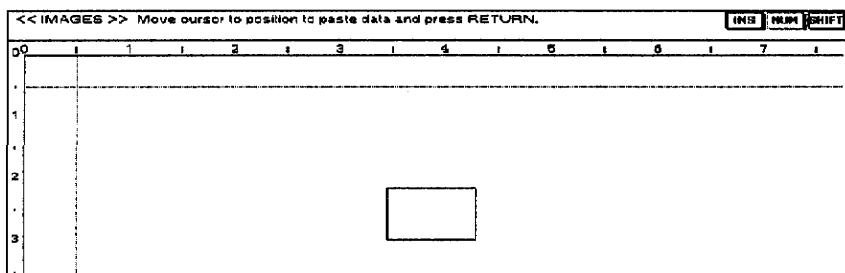
1	Insert the image in normal size
1/2	Insert the image in half size
2	Insert the image in double size

Press **CODE + COLOR** to change the color of the image. If **CODE + COLOR** is pressed, the following screen appears:



Press **↑** and **↓** to select a color; press **RETURN**. The status line indicator changes to indicate the selected color.

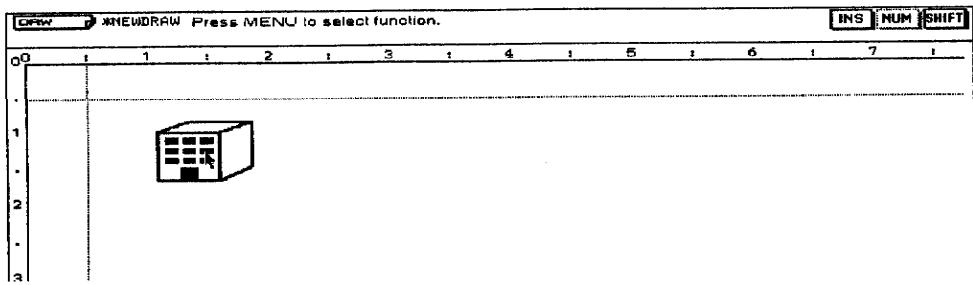
3. Press **RETURN** to enter the Position Set mode. *The following screen appears:*



4. Use arrow keys to move the selected image to a position.

Besides the arrow keys, you may use the following keys to move the image quickly:

Keys	Cursor movement
CODE + L	Aligns the image to the left edge of printing area
CODE + F	Centers the image between both left and right edge of print area
CODE + R	Aligns the image to the right edge of printing area

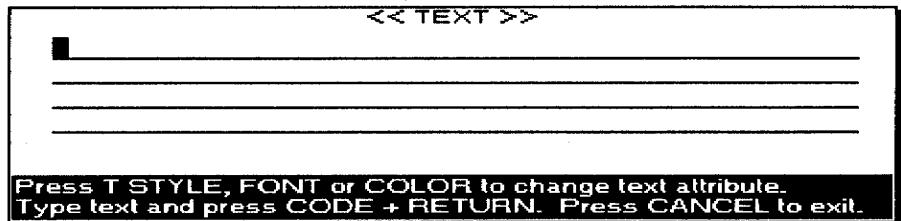


Pressing CANCEL always returns you to the previous screen. If the image is beyond the edge where the Desktop Publisher can print and RETURN is pressed, then the following message appears:

Data will be truncated!  
Press any key to continue.

### ► To use the text function:

1. Press MENU to see the menu bar; select Text from the Insert menu.  
*The following screen appears:*



2. Type the text. Up to 2,249 characters can be typed. You can change the type style, font, point size, and color of the text. Only one kind of type style, font, point size, and color can be applied in each character area. Use the following function keys to change attributes of the characters.

Keys	Cursor movement
CODE + T STYLE	Changes the type style of the characters
CODE + FONT	Changes font and size of the characters
CODE + COLOR	Changes color of the characters

You cannot, however, see the actual effect of the character on this input screen.

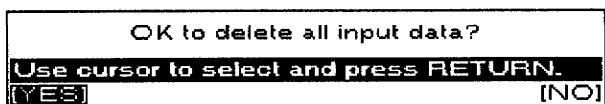
These functions work exactly the same way as in Word Processing.

The following keys are valid on the previous screen:

Keys	Function
Alphanumeric letter	Type in the letters
Numeric information	Type in numeric information
Symbols (CODE + SYMBOL)	Type symbols
Extra characters (CODE + E CHAR)	Type in extra characters
SPACE	Type in a space
PERMANENT SPACE	Type in a permanent space
HYPEN	Type in a hyphen
PERMANENT HYPHEN	Type in a permanent hyphen
INSERT	Switches the Insert mode on/off
CURSOR UP/DOWN/LEFT/RIGHT	Moves the cursor in the desired direction
DELETE	Erases the data at the current cursor position
BACKSPACE	Erases the data just before the current cursor position
WORD OUT	Erases a word
CODE + LINE OUT	Erases a line
CODE + EXPR	Moves the cursor to beginning of the current line
CODE + RELOC	Moves the cursor to the end of the current line
CODE + T STYLE	Enters the Type Style Change mode
CODE + FONT	Enters the Font Change mode
CODE + COLOR	Enters the Color Change mode
RETURN	Enters the Width Set mode
CODE + RETURN	Enters the RETURN symbol
CODE + D	Deletes all information in the character input mode (the confirmation message appears before erasing the information)
CODE + B	Turns the bold mode on/off
CODE + N	Switches the underline mode on/off (continuous/word/off)
CANCEL	Returns to the previous screen

If the character or space is typed in at the end of the line, the cursor moves to the next line automatically. The Word Wrap function is not active at this time.

If **CODE + D** is pressed at the Character Input screen, the following screen appears:



Select YES to delete all typed information, or NO to cancel the function.

- When finished editing, press **CODE + RETURN**. The following screen appears:



- Use **SPACEBAR** to change a setting and type the value.

**WIDTH SET Auto:** The width of the text area is automatically adjusted to the longest line. The maximum width is 6 inches.

**WIDTH SET Manual:** You can change the width of the text area. The line of WIDTH appears on the screen with the following message only when MANUAL is selected.

Type number and press **RETURN**

**Width:** Sets the width of the text area manually. Type a value in inches.

The maximum and minimum text areas are as follows:

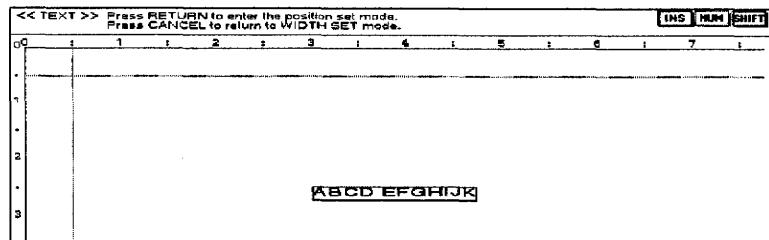
Paper Size	Minimum Width	Maximum Width
A5 Portrait	1 inch	4 inches
Others	1 inch	6 inches

If an incorrect value is typed in, the following error message appears:

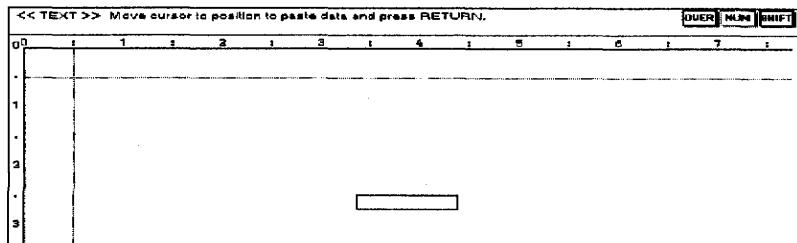
Incorrect Setting!

Scroll the data in the box up and down by pressing ↑ ↓

- When finished, press **RETURN**. The following screen appears:



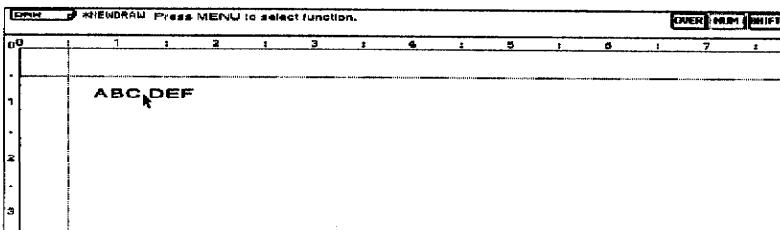
- Press **RETURN** to enter the Position Set mode, or press **CANCEL** to return to the Width Set mode. The following screen appears if **RETURN** is pressed:



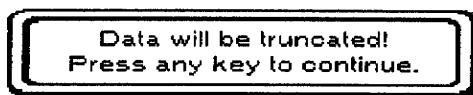
- Use the arrow keys to move the character information to a position.

Besides the arrow keys, you can use the following keys to move the text quickly.

8. Press **RETURN**. Insert the information. The  is located at the center of the inserted information.

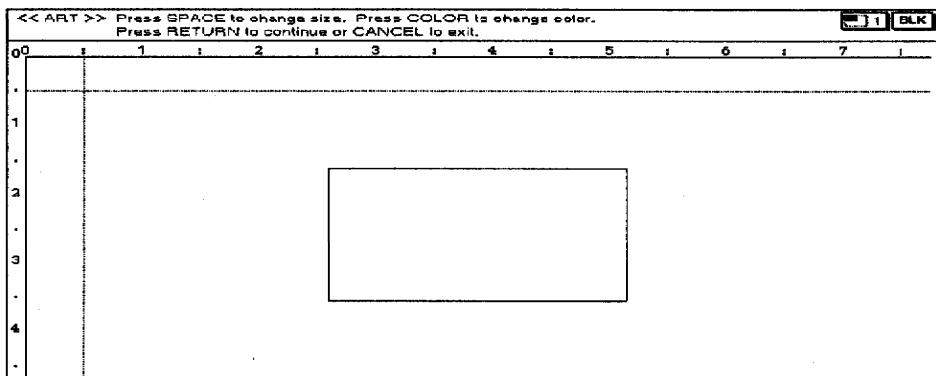


If the text is beyond the edge where the Desktop Publisher can print and **RETURN** is pressed, the following message appears:



### ►To use Graphic Art:

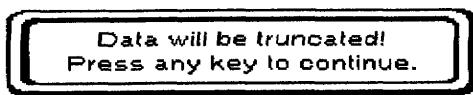
1. With the Graphic Art Image diskette in the drive, press **MENU** and select Graphic Art from the Insert menu. *The Graphic Art file list appears.*
2. Use the arrow keys to highlight the file you want to use; press **RETURN**. The following screen appears with the selected information shown:



Press **SPACEBAR** to change the size of the information. The status line indicator changes cyclically.

1	Insert the graphic art in normal size
1/2	Insert the graphic art in half size
2	Insert the graphic art in double size

When the Graphic Art information cannot fit on a single page and RETURN is pressed, this screen appears:



Change the Graphic Art information to the appropriate size by pressing **SPACEBAR** again.

*Pressing CODE + COLOR is invalid when a color graphic is selected.*

Press **CODE + COLOR** to change the color of the information. Select a color and press **RETURN**. The indicator on the status line will be changed to the indicator of the selected color.



3. Press **RETURN** to enter the Position Set mode. *The following screen appears:*

4. Use the arrow keys to move the Graphic Art to a position.

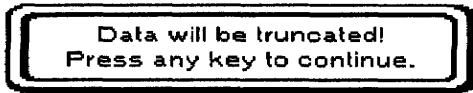
Besides the arrow keys, you can use the following keys to move the graphic art quickly.

Keys	Cursor movement
CODE + L	aligns the information to the left edge of printing area
CODE + F	centers the information between left and right edges of printing area
CODE + R	aligns the information to the right edge of printing area

*Pressing CANCEL always allows you to return to the previous screen.*

5. Press **RETURN** to insert the selected information. The file name of the Graphic Art information appears at the center of the box. You will, of course, be able to print out the complete image information. The ↵ is located at the center of the inserted information.

If Graphic Art is beyond the edge where the Desktop Publisher can print and RETURN is pressed, the following message appears.



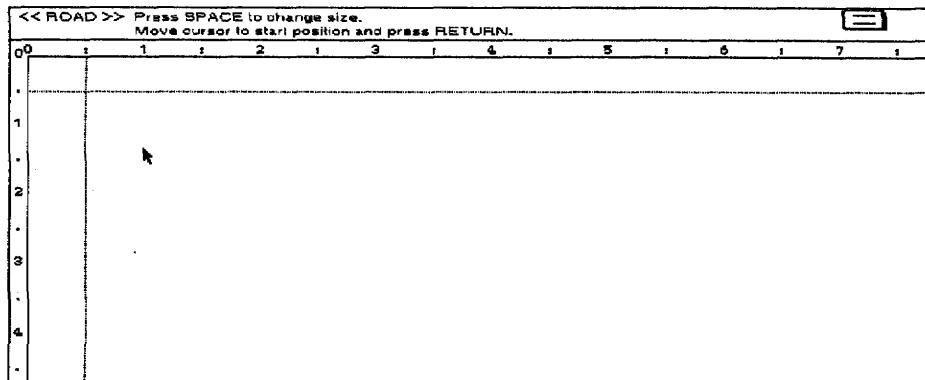
## Using the Map Menu

- **Road:** Draws a line that indicates a road
- **Roundabout:** Draws lines representing a roundabout
- **Train Track:** Draws a line indicating a train track
- **River:** Draws a line representing a river

### ► To draw a road:

The color used for roads cannot be changed; they are always black.

1. Press **MENU** and select Road from the Map menu. *The following screen appears:*



2. To draw a road, move the arrow to the starting position for the road; press **RETURN**. *The previous message is replaced with:*

Press SPACE to change size.  
Move cursor to end position and press RETURN.

After the start position is set and the cursor is moved, a + sign appears at that position.

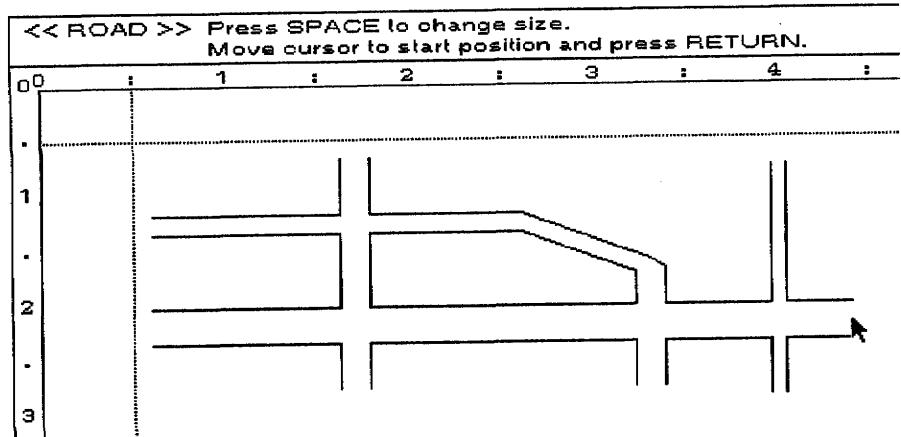
You can set the width of the road by pressing **SPACEBAR**. You will see the road width at the top right of the screen.



Pressing **CANCEL** always allows you to return to the previous operation. If **CANCEL** is pressed in the start position set mode, you can return to the normal Input/Edit mode.

Pressing **DELETE** just after pressing **RETURN** or period erases the current road.

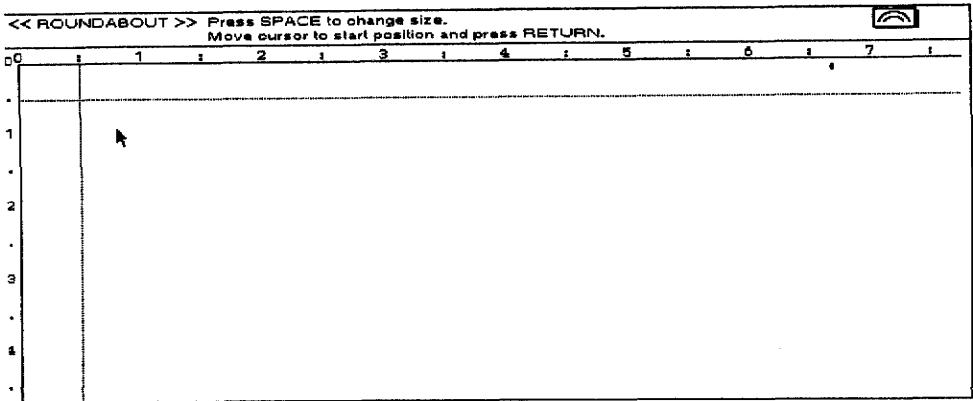
3. Use the arrow keys to move to the end position for the road; press **RETURN**. If you press the period key instead of **RETURN**, the Desktop Publisher draws the road from the start position (or the position of the period key) but still asks you to draw the road from that position. Using the period key is useful when you wish to draw the road continuously.
4. Repeat steps 2 and 3 to draw all roads.



*The color of a roundabout is always black.*

### ► To draw a Roundabout:

1. Press **MENU**, then select roundabout from the Map menu. *The following screen appears:*



2. To create a roundabout, move the arrow to the start position (upper-left corner) for the roundabout; press **RETURN**. *The previous message is replaced with:*

Press SPACE to change size.  
Move cursor to end position and press RETURN.

After the start position is set and the cursor is moved, a + sign appears at that position.

You can set the width of the roundabout by pressing **SPACEBAR**. The status line indicator changes cyclically.



Narrow Road



Medium Road

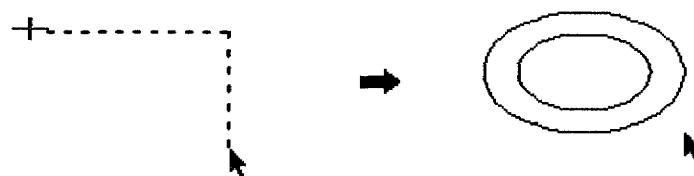


Wide Road

*Pressing **DELETE** just after pressing **RETURN** erases the current roundabout.*

3. Use the arrow keys to move to the end position (right-bottom corner) for the roundabout; press **RETURN**.

The following cursor movements create the roundabout shown below:



*Pressing **CANCEL** allows you to return to the previous screen. If **CANCEL** is pressed in the start position set mode, you can return to the normal Input/Edit screen.*

4. Repeat steps 2 and 3 to draw all roundabouts.

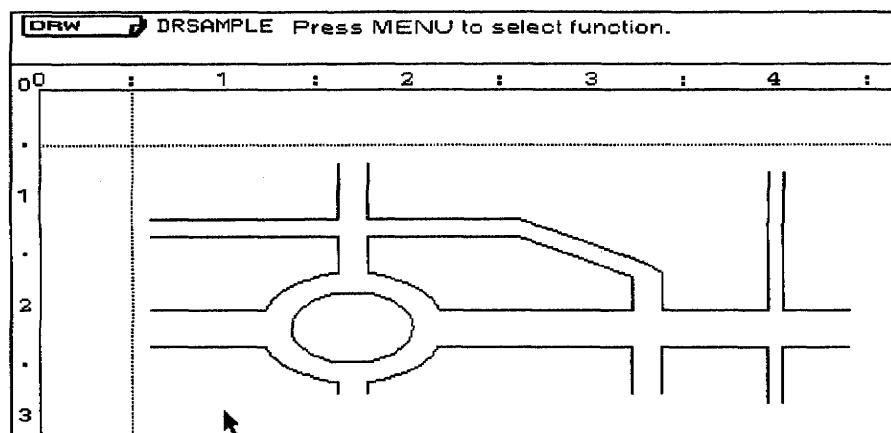
If the roundabout is smaller than the minimum size, the following message appears:

The object is too small to draw!  
Press any key to continue.

The maximum size of a roundabout is 2"2. If the roundabout is bigger than this maximum size, the following message appears:

The object is too big to draw!  
Press any key to continue.

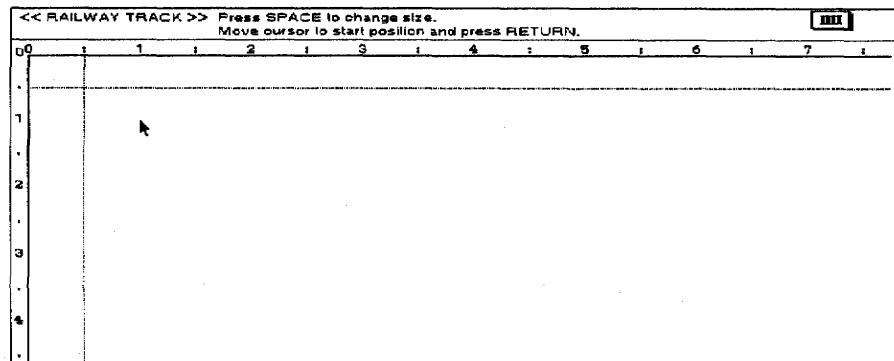
If the roundabout is written on the road, the roundabout will be created automatically as shown below.



### ►To draw the train track:

*The color of a train track cannot be changed; it is always black.*

1. Press **MENU**; then select Train Track from the Map menu. The following screen appears:

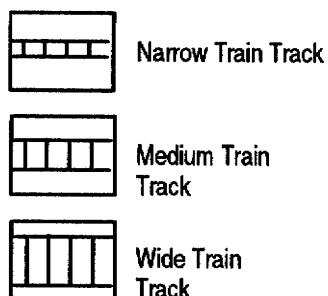


2. To draw a train track, move the arrow to the starting position for the line; press **RETURN**. The previous message is replaced with:

Press SPACE to change size.  
Move cursor to end position and press RETURN.

After the start position is set and the cursor is moved, a + sign appears at that position.

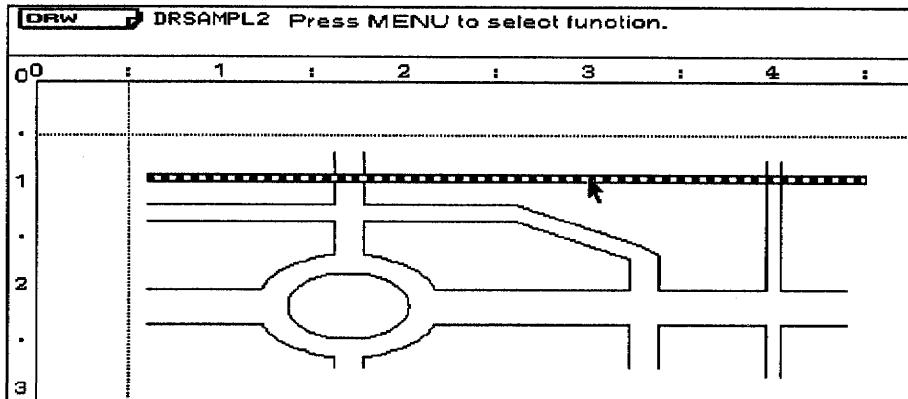
Press **SPACEBAR** to set the width of the train track. The status line indicator changes cyclically.



*Pressing CANCEL always allows you to return to previous operations. If CANCEL is pressed in the start position set mode, you can return to the normal Input/Edit window.*

*Pressing DELETE just after pressing RETURN or period erases the current train track.*

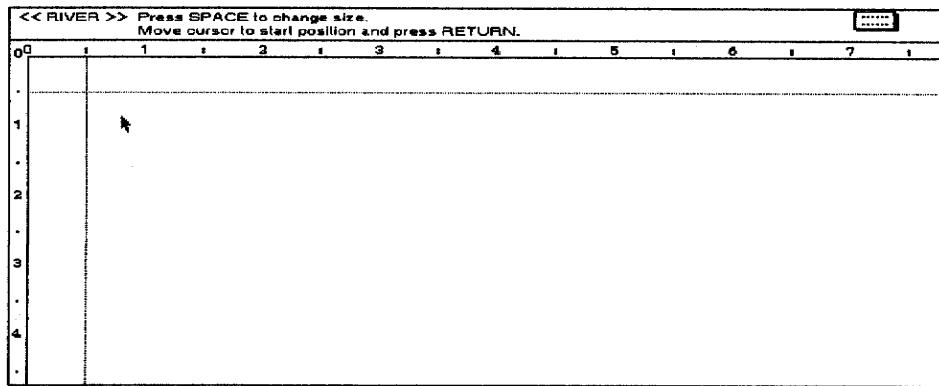
3. Use the arrow keys to move to the end position for the train track, press **RETURN**. If you press the period key instead of RETURN, the Desktop Publisher draws the train track from the starting position (or the position where you press the period key) but still asks you to draw the train track from that position. Using the period key is useful when you wish to draw the train track continuously.
4. Repeat steps 2 and 3 to draw all train tracks.



#### ► To draw a river:

*The color of the river cannot be changed; it prints only in cyan when the color cartridge is used.*

1. Press **MENU** and select Map; then select River from the Map menu. Press **RETURN**. The following screen appears:



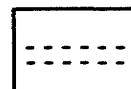
2. To draw a river, move the arrow to the starting position for the river; press **RETURN**. *The previous message is replaced with:*

**Press SPACE to change size.**

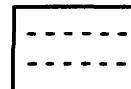
**Move cursor to end position and press RETURN.**

After the starting position is set and the cursor is moved, a + sign appears at that position.

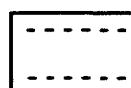
Press **SPACEBAR** to set the width of the river. The status line indicator changes cyclically.



Narrow River



Medium River

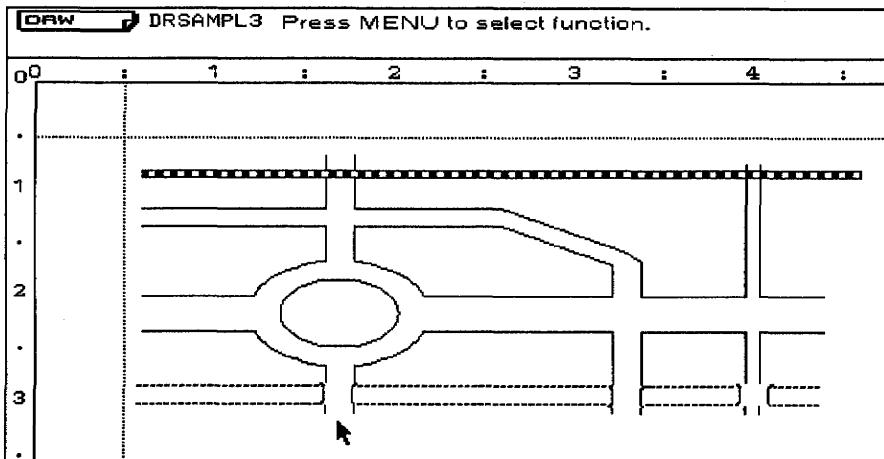


Wide River

*Pressing **CANCEL** always allows you to return to previous operations. If **CANCEL** is pressed in the start position set mode, you can return to the normal Input/Edit screen.*

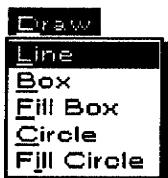
*Pressing **DELETE** just after pressing **RETURN** or the period key erases the current river.*

3. Use the arrow keys to move to the end position for the river; press **RETURN**. The river is shown on the screen with a dotted line. If you press the period key instead of **RETURN**, the Desktop Publisher draws the river from the starting position (or the position where you press the period key) but still asks you to draw the river from that position. Using the period key helps when you wish to draw the river continuously.



4. Repeat steps 2 and 3 to draw all rivers.

## Using the Draw Menu

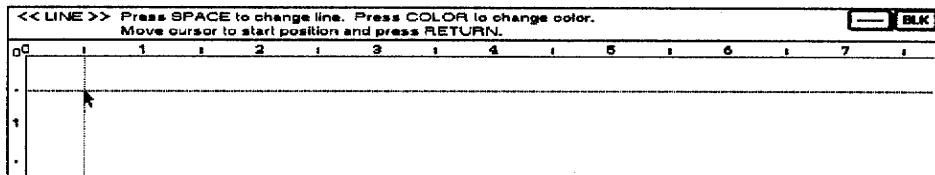


Use the functions Line, Box, Fill Box, Circle, and Fill Circle to create objects.

- **Line:** Draws a line
- **Box:** Creates a square or rectangle
- **Fill Box:** Creates a square or rectangle with a certain color
- **Circle:** Creates an ellipse or a perfect circle
- **Fill Circle:** Creates an ellipse or a perfect circle with a certain color

### ►To create a line:

1. Press **MENU**; then select Line from the Draw menu. *The following screen appears:*

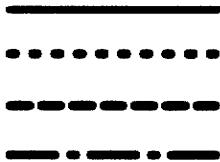


2. To draw a line, move the arrow to the starting position for the line; press **RETURN**. *The previous message is replaced with:*

Press SPACE to change line. Press COLOR to change color.  
Move cursor to end position and press RETURN.

After the starting position is set and the cursor is moved, a + sign appears at that position.

Press **SPACEBAR** to change the style of the line. The status line indicator changes cyclically. The default is a solid line. The following types of lines can be selected.

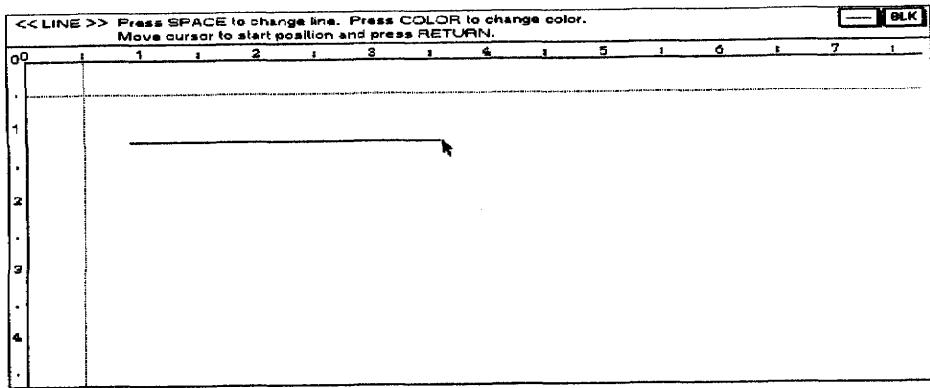


You can change the color of the line by pressing **CODE + COLOR**. The Color Change dialog box appears on the screen. Please refer to the information on page 174 to change the color of an object.

3. Use the arrow keys to move to the end position for the line; press **RETURN**. If you press the period key instead of **RETURN**, your Desktop Publisher draws the line from the starting position (or the position where you press the period key), but still asks you to draw the line for that position. Using the period key helps when you wish to draw the line continuously.
4. Repeat steps 2 and 3 to draw all lines.

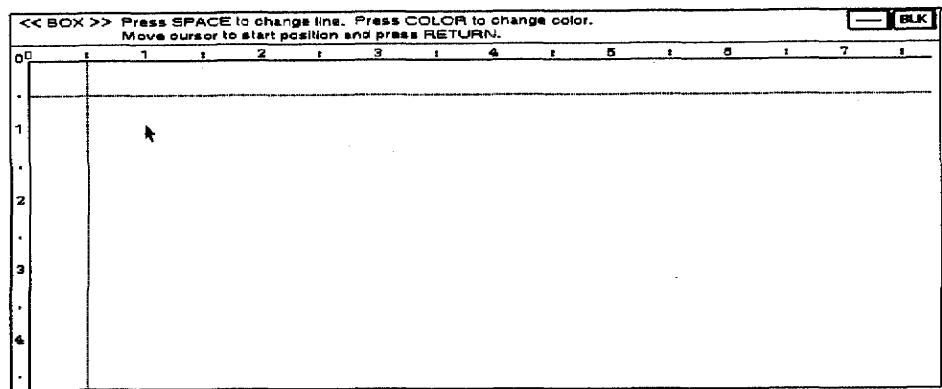
*Pressing **DELETE** just after pressing **RETURN** or the period key erases the current line.*

*Pressing **CANCEL** always allows you to return to the previous operation. If **CANCEL** is pressed in the start position set mode, you*



### ► To draw a box:

1. Press **MENU**; then select Box from the Draw menu. *The following screen appears:*



2. To draw a rectangle or a square, move the arrow to the starting position (top left corner); press **RETURN**. *The previous message is replaced with:*

Press SPACE to change line. Press COLOR to change color.  
Move cursor to end position and press RETURN.

After the starting position is set and the cursor is moved, a + sign appears at that position.

Press **SPACEBAR** to change the style of the line. The status line indicator changes cyclically.

3. Use the arrow keys to move to the end position (bottom right corner); press **RETURN**.

The following cursor movements create the box shown below:



4. Repeat steps 2 and 3 to draw all boxes.

The minimum width of the box is  $1/10"$ , and minimum height of the box is  $1/12"$ . If the box is smaller than this minimum size, the following message appears:

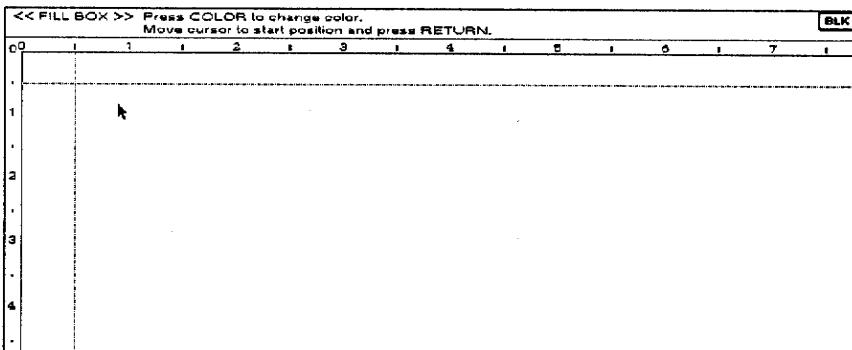
**Pressing DELETE just after pressing RETURN erases the current box.**

**Pressing CANCEL always allows you to return to the previous operation. If CANCEL is pressed in the start position set mode, you can return to the normal Input/Edit screen.**

The object is too small to draw!  
Press any key to continue.

### ►To draw a filled box:

1. Press **MENU**; then select Fill Box from the Draw menu. *The following screen appears:*



2. To draw a rectangle or square with a colored fill, move the arrow to the starting position (top left corner); press **RETURN**. *The previous message is replaced with:*

Press COLOR to change color.

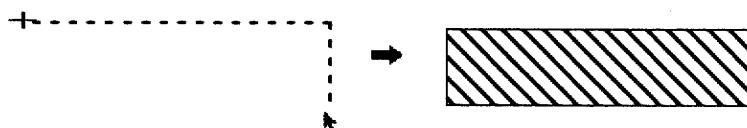
Move cursor to end position and press RETURN.

After the starting position is set and the cursor is moved, a + sign appears at that position.

You can change the color of the line by pressing **CODE + COLOR**. The Color Change window appears. Please refer to the information on page 174 to choose the color of the fill box.

3. Use the arrow keys to move to the ending position (bottom right corner); press **RETURN**.

The following cursor movements create the filled boxes shown below:



4. Repeat steps 2 and 3 to draw all filled boxes.

The minimum width of the fill box is  $1/10"$ , and minimum height of the fill box is  $1/12"$ . If the fill box is smaller than this minimum size, the following message appears:

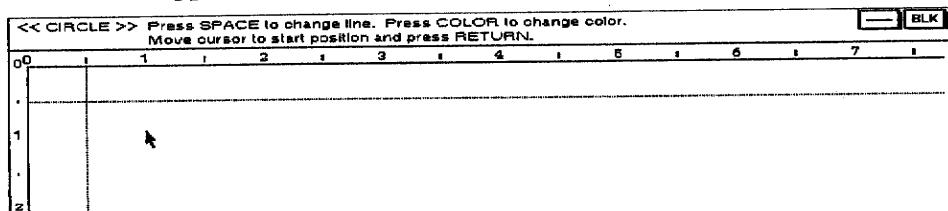
The object is too small to draw!  
Press any key to continue.

*Pressing **DELETE** just after pressing **RETURN** erases the current filled box.*

*Pressing **CANCEL** always allows you to return to the previous operation. If **CANCEL** is pressed in the start position set mode, you can return to the normal Input/Edit screen.*

### ► To draw a circle:

1. Press **MENU**; then select Circle from the Draw menu. *The following screen appears:*



2. To draw a circle or an ellipse, move the arrow to the starting position (top left corner) for the circle; press **RETURN**. *The previous message is replaced with:*

Press SPACE to change line. Press COLOR to change color.  
Move cursor to end position and press RETURN.

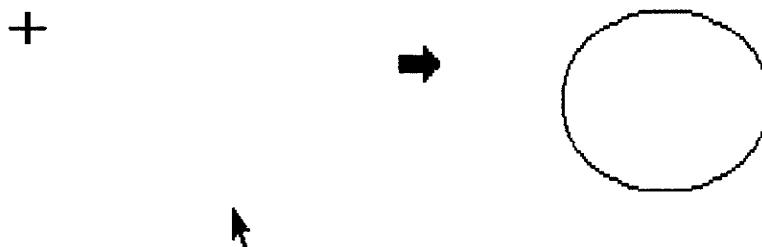
After the starting position is set and the cursor is moved, a + sign appears at that position. Press **SPACEBAR** to change the style of the line. The status indicator changes cyclically.

You can change the color of the line by pressing **CODE + COLOR**. Please refer to the information for changing color on page 174.

*Pressing **DELETE** just after pressing **RETURN** erases the current circle or ellipse.*

3. Use the arrow keys to move to the end position (bottom right corner); press **RETURN**.

The following cursor movement creates the circle or ellipse shown below:



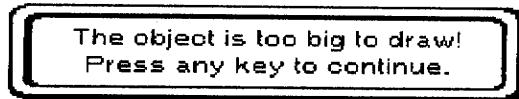
*Pressing **CANCEL** always allows you to return to the previous operation. If **CANCEL** is pressed in the start position set mode, you can return to the normal Input/Edit screen.*

4. Repeat steps 2 and 3 to draw all circles.

The minimum width of the circle is  $1/10"$ , and minimum height of the circle is  $1/12"$ . If the circle is smaller than this minimum size, the following message appears:

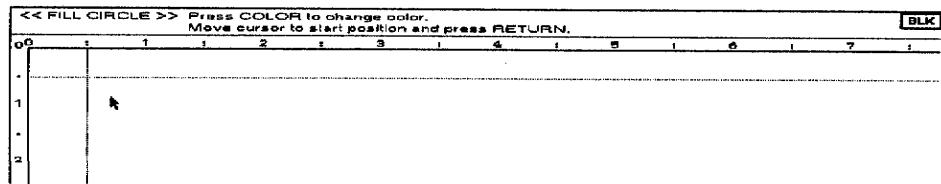
The object is too small to draw!  
Press any key to continue.

The maximum size of the circle is 2". If the circle is bigger than this maximum size, the following message appears:



► **To draw a filled circle:**

1. Press **MENU**; then select Fill Circle from the Draw menu. *The following screen appears:*



2. To draw a circle or an ellipse with a colored fill, move the arrow to the starting position (top left corner) for the fill circle; press **RETURN**. *The previous message is replaced with:*

Press COLOR to change color.  
Move cursor to end position and press RETURN.

After the starting position is set and the cursor is moved, a + sign appears at that position.

You can change the color of the fill circle by pressing **CODE + COLOR**. Please refer to the information on page 174 for changing the color of a filled circle.

3. Use the arrow keys to move to the end position (bottom right corner); press **RETURN**.

The following cursor movement creates the circle or ellipse shown below:



*Pressing **DELETE** just after pressing **RETURN** or the period key erases the current filled circle or ellipse.*

*Pressing CANCEL always allows you to return to the previous operation. If CANCEL is pressed in the start position set mode, you can return to the normal Input/Edit screen.*

4. Repeat steps 2 and 3 to draw all fill circles.

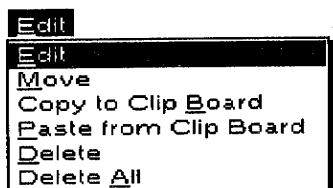
The minimum width of the fill circle is  $1/10"$ , and minimum height of the fill circle is  $1/12"$ . If the fill circle is smaller than this minimum size, the following message appears:

The object is too small to draw!  
Press any key to continue.

The maximum size of the fill circle is  $2"2$ . If the fill circle is bigger than this maximum size, the following message appears:

The object is too big to draw!  
Press any key to continue.

## Using the Edit Menu

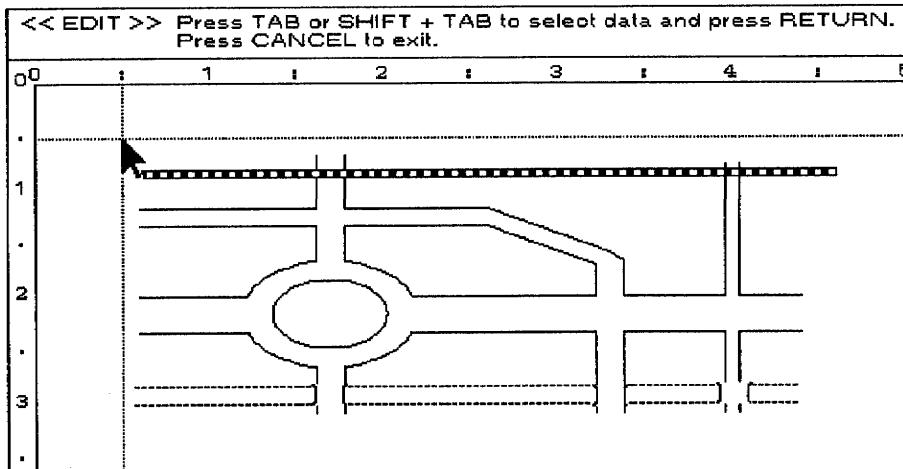


Use these functions to edit, move, delete the objects, or copy and paste the object to or from the clip board memory.

- **Edit:** Edits a selected object
- **Move:** Moves the selected object
- **Copy to Clip Board:** Copies the object to the Clip Board memory
- **Paste from Clip Board:** Pastes the object in a position from the Clip Board
- **Delete:** Deletes a selected object
- **Delete All:** Deletes all objects

### ► To edit an object:

1. Press CODE + I. The following screen appears:

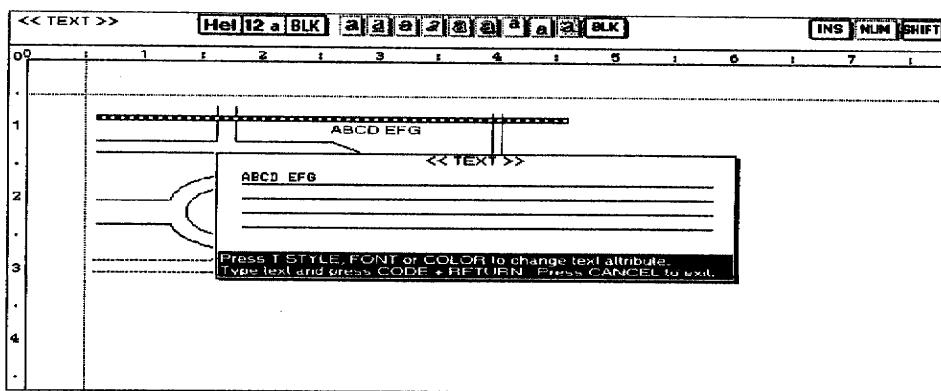


2. Use TAB or SHIFT + TAB to select the information.

**TAB:** Moves the cursor to the next object closest to the right  
**SHIFT + TAB:** Moves the cursor to the previous object  
**RETURN:** Selects the object  
**CANCEL:** Cancels this operation and returns to the Input/Edit window

3. Press **RETURN** to select the object.

For example, if the text object is selected, the following edit screen appears:



If Line, Road, Circle Road, Train Track, River, Box, Fill Box, Circle, or Fill Circle is selected to be edited, you can change the position of the object.

4. Make any changes you would like. The operation to input or edit information works the same as the operations described above.

If you select Road, Circle Road, Train Track, River, Line, Box, Fill Box, Circle, or Fill Circle, the following message appears:

Move cursor to destination position and press RETURN.

If an arrow key is pressed, the object is moved in the direction of the arrow on the keytop.

When the graphic object cannot fit on the page, this window appears:

Data will be truncated!  
Press any key to continue.

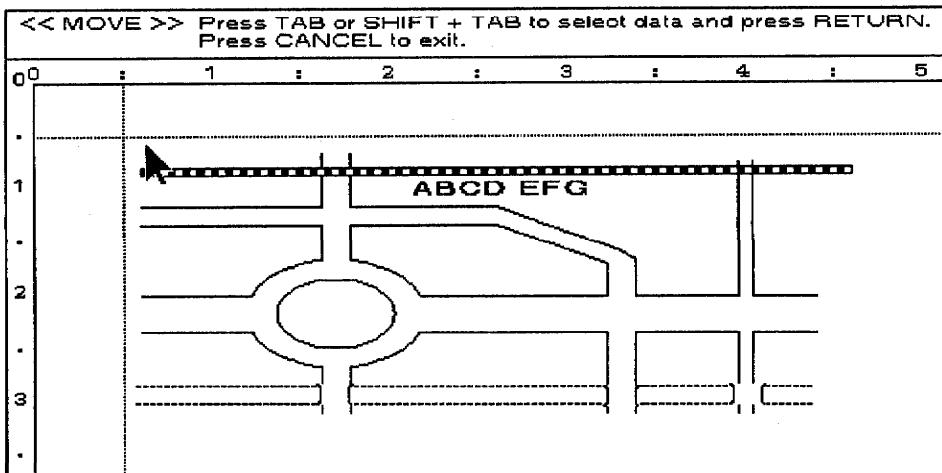
Press **RETURN** when finished. Repeat steps 2–4 to complete the placement of the graphic object. Press **CANCEL** to return to the Input/Edit screen.

Besides the arrow keys, you can use the following keys to move the images, text, or graphic art quickly.

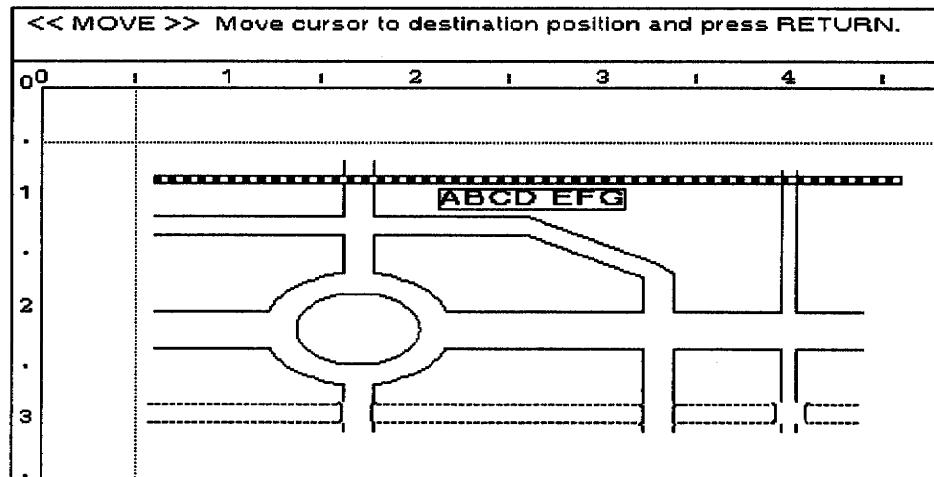
Keys	Cursor movement
CODE + L	Aligns the object to the left edge of printing area
CODE + F	Centers the object between left and right edges of printing area
CODE + R	Aligns the object to the right edge of printing area

## ►To move an object:

1. Press **CODE + E**. The following screen appears:



2. Use **TAB** or **SHIFT + TAB** to select an object and press **RETURN**. The following message appears:



3. Use the arrow keys to move the selected object to a position; press **RETURN**.

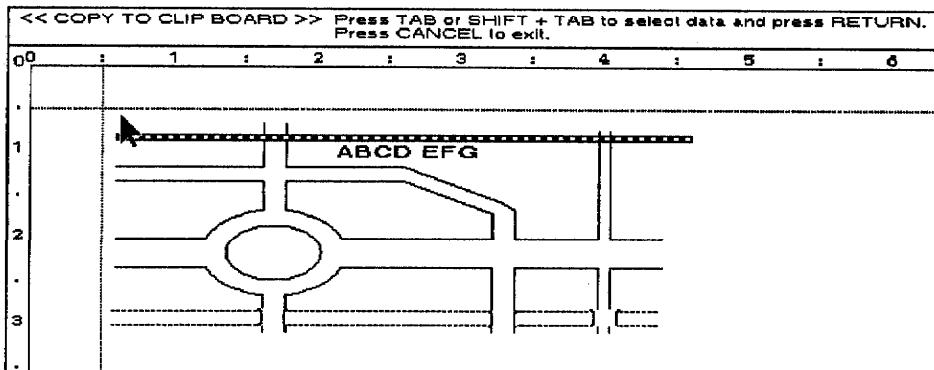
Besides the arrow keys, you can use the following keys to move an object quickly:

Keys	Cursor key movement
CODE + L	aligns the information to the left margin
CODE + F	centers the information between margins
CODE + R	aligns the information to the right margin

Pressing **CANCEL** allows you to return to the Input/Edit window without moving the objects.

► **To copy to the clip board:**

1. Press **C CLIP**. The following screen appears:



2. Use **TAB** to select an object and press **RETURN**. The selected object is stored in the Clip Board memory, and a message appears telling you the data is stored in Clip Board.

Only the information created in Road, Circle Road, Train Track, River, Line, Box, Fill Box, Circle, and Fill Circle can be stored in the Clip Board memory. If other kinds of objects are selected, the following error message appears:

Only ROAD, ROUNDABOUT, RAILWAY TRACK, RIVER,  
LINE, BOX, FILL BOX, CIRCLE or FILL CIRCLE  
can be stored in CLIP BOARD!  
Press any key to continue.

The Drawing information in the Clip Board memory can be retrieved in Drawing mode only.

When the Drawing mode is ended, the Clip Board memory is cleared. The following screen appears when Close File is selected.

DRAWING CLIP BOARD data will be deleted!  
Press any key to continue.

► **To paste from the clip board:**

1. Press **P CLIP**. The information in the Clip Board memory is put at the current cursor position.

When the information does not fit on a single page, this window appears:

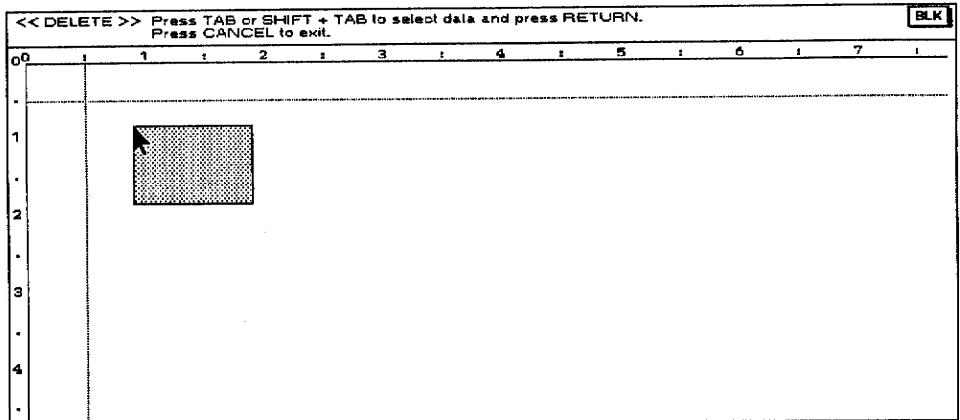
Data will be truncated!  
Press any key to continue.

If the memory becomes full by pasting the Clip Board memory, the following error message appears:

Not enough memory remaining!  
Press any key to continue.

### ►To delete information:

1. Press **CODE + D**. The following message appears:



2. Use **TAB** or **SHIFT + TAB** to select an object and press **RETURN**. The following message appears:

OK to delete this data?  
Use cursor to select and press RETURN.  
[YES] [NO]

3. Select YES to delete the selected object, or NO to cancel this function.

### ►To delete all information:

1. Press **MENU**, then select Delete All from the Edit menu. The following screen appears:

OK to delete all data?  
Use cursor to select and press RETURN.  
[YES] [NO]

2. Select YES to delete all information or NO to cancel this function.

## Using the Style Menu

Style  
Paper Type

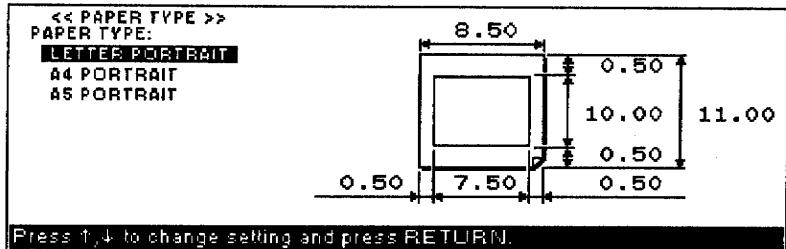
You can change the paper size in this menu.

**Paper type:** Sets the type of paper to be used

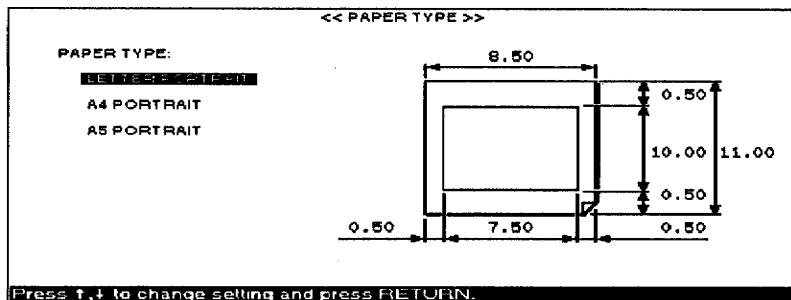
### ► To select a paper type:

1. Press **MENU**; then select Paper Type from the Style menu. *The following screen appears:*

Model DP-530CJ



Model DP-540CJ, DP-550CJ, DP-5040CJ



2. Use **↑**, **↓** to select the type of paper; press **RETURN** to set.  
When the information cannot fit on a single page, this error message appears:

Data will be truncated!

## Using the Print Menu

Print  
Print  
Layout

Use the Print functions from the function menu to preview and print your drawing information.

- **Print:** Prints the current drawing information
- **Layout:** Shows how your drawing information appears on the page

►To print a drawing:

<< DRAWING PRINT MENU >>	
NUMBER OF COPIES:	<input checked="" type="checkbox"/>
PRINT QUALITY:	MEDIUM
COLOR PRINT:	YES
Type number and press RETURN.	

3. Use ↑, ↓ to move the cursor to a setting. Type in a value, or use **SPACEBAR** to change the settings. Press **RETURN** when finished.

**NUMBER OF COPIES:** The number of times the document is to be printed. (Maximum 999)

**PRINT QUALITY:**

**FINE:** For final quality printing

**MEDIUM:** For normal quality printing

**DRAFT:** For trials. With this setting, you save time and ink

**Color PRINT: YES:** The information prints in color when you have a color ink cartridge installed on your machine.

**Color PRINT: NO:** The information prints in monochrome when you have a color ink cartridge installed on your machine.

4. Press **RETURN** to print out your drawing. While printing, the following message appears in the window:

Printing...press CANCEL to stop printing.

If you insert a different size paper than that which your Paper Type mode is set to, the following error message appears:

Incorrect paper size!	
Check page setup menu or insert correct paper.	
OK to cancel printing?	
Use cursor to select and press RETURN.	
[YES]	[NO]

Select YES to cancel printing or NO to continue printing.

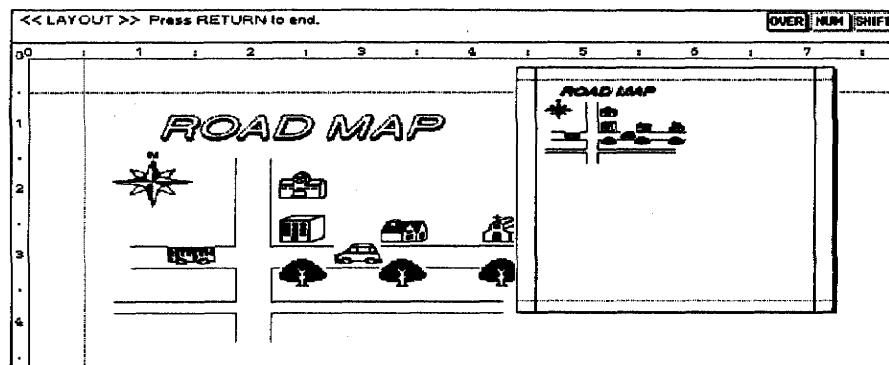
If the color ink cartridge is not installed, or Color Print:No is selected, when the drawing contains color clip art, the following information appears:

COLOR GRAPHIC ART data will not print!	
Check print menu and ink cartridge.	
OK to continue printing?	
Use cursor to select and press RETURN.	
[YES]	[NO]

Select YES to continue printing or NO to return to the Print Menu window. If you select Yes, the color clip art does not print.

► **To see a drawing before printing:**

1. Press **CODE + LAYOUT**. The preview screen appears on the screen:



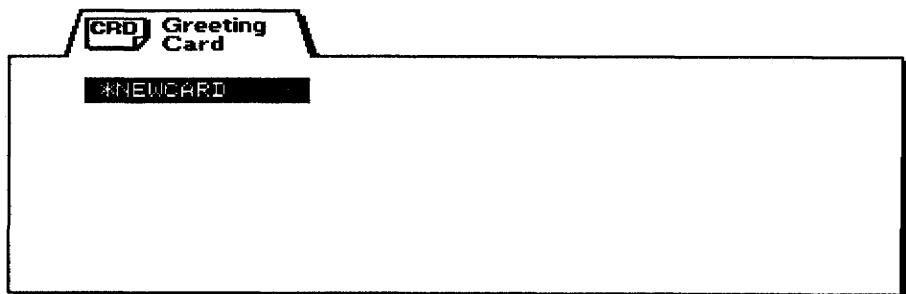
2. Press **RETURN** to return to the Input/Edit screen.

# 7 Greeting Card

Greeting Card allows you to create many kinds of cards. This program works much like it does in the Drawing mode. In Greeting Card, you can create your own greeting card designs and print them on normal letter- or A4- and A5-size paper. Your card prints on one side of the paper. Fold the paper in quarters to mail it. We recommend that you wait a few minutes for the ink to dry completely before folding the card.

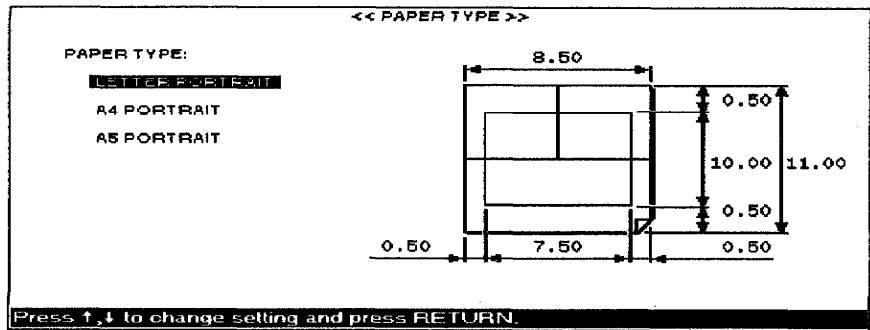
## ►To create a greeting card:

1. Turn on the power to show the Main Menu.
2. From the Main Menu, press 7. If you insert a diskette, the list of Card files on the diskette appears. *If you are not using a diskette, a screen similar to the one below appears:*

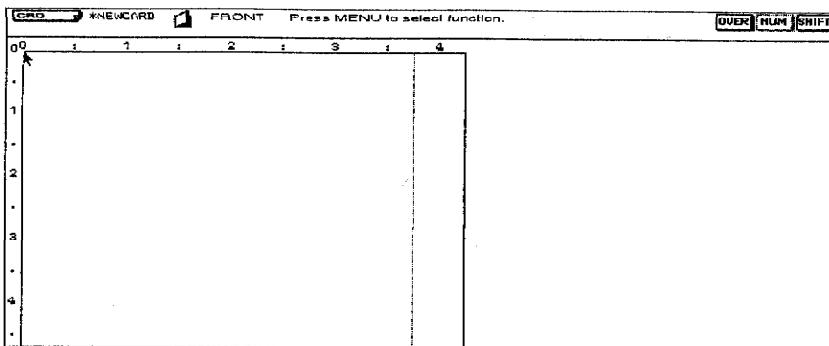


*If you select a file to edit that has already been created, the Input/Edit screen appears instead of the Paper Type screen.*

3. Use the arrow keys to highlight the file you want to retrieve and press **RETURN**. To start working with a new file, move the cursor to the \*NEWCARD file and press **RETURN**. The Paper Type screen appears:



Set the type of paper to be used. Press  $\uparrow$  and  $\downarrow$  to select the size of paper and press **RETURN**. The *Input/Edit screen* appears:



[need a UK screen]

You cannot put any information in the 0.5" 1.27cm area from each edge of your paper.

The Input/Edit screen is divided into two areas. The parts of the screen are described as follows:

**Status Line:** Gives the current setting of the status line indicators and guide messages

**Input/Edit Area:** Covers the part of the screen not contained in the Status Line Indicators. The Arrow Symbol shows the current cursor position. The dotted line shows the "inside" card paper folding line.

**Card Side Icon:** You can design the Front Side, the Inside, and the Back side of the card at the same time. In actual printing, the information on both the front and back sides of the card is printed out upside down. Your desktop publisher allows for this to happen and prints the correct finished orientation of your card automatically.

**Front:** The front side of the card is generally used for eye-catching art and opening messages.

**Inside:** The screen shows both portions of the inside fold. You can place clip art or messages inside.

**Back:** The back side of the card is a good place to put a special note.

4. Use the arrow keys to move the ↗.

Keys	Cursor Movement
↑, ↓	1/12 inch
←, →	1/10 inch
SHIFT + ↑, ↓	1/60 inch
SHIFT + ←, →	1/50 inch
CODE + ↑, ↓, ←, →	1 inch

5. You can select a drawing tool from the menu.

## Working with Drawing Information

When creating or editing a Greeting Card file, keep the following points in mind.

Your Desktop Publisher brings objects forward (to the front) automatically in the following order when showing or printing them:

Object	
Text (Block of Text)	Forward (Front)
Graphic Art	↓
Box/Fill Box/Circle/Fill Circle/Line	Backward (Back)

## Using Menu Functions

The file extension for Greeting Card files is ".CRD".

The following functions are found under the menu bar at the top of the screen. Press **MENU** to reach the menu bar.

### Using the File Menu



Use the File functions to open, save, close, delete, or rename your files; to initialize disks; and, to return to the Main Menu. These functions work exactly like they do in Drawing mode.

### Using the Card Sides Menu



This function allows you to switch the screens for the Front, Inside, and Back side of the card.

#### ► To change the card side screen:

1. Press **MENU** and select Card Sides; then select Front, Inside, or Back from the function menu. *The selected screen appears.*
2. Press **CODE + Q** to switch the screen. *The screen changes cyclically in the following order:*

Front → Inside → Back → Front

### Using the Insert Menu



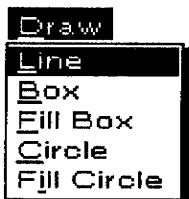
Use these functions to insert various kinds of information at the current cursor position. This procedure works the same as Drawing mode.

- **Text.** Inserts a block of text. The minimum width of the text in Greeting Card mode is 1 inch. The maximum width of text is as follows:

Paper Size	Card Inside	Card Back/Card Front
A5/Portrait	4 inches	2 inches
Others	6 inches	3 inches

- **Graphic Art.** Imports the Graphic Art information from the diskette.

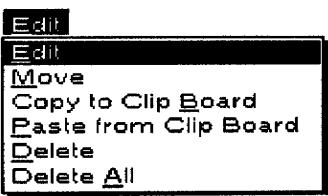
## Using the Draw Menu



Use these functions to create images. These functions draw a line, a rectangle, a square, an ellipse, and a perfect circle. They work the same as those in the Drawing mode.

- **Line.** Draws a line
- **Box.** Creates a square or rectangle
- **Fill Box.** Creates a square or rectangle filled with a certain color
- **Circle.** Creates an ellipse or a perfect circle
- **Fill Circle.** Creates an ellipse or perfect circle filled with a certain color

## Using the Edit Menu



Use these functions to edit, move, delete objects, or copy or paste a specified object to or from the clip board memory. These functions work the same as those in the Drawing mode.

- **Edit.** Edits the selected object
- **Move.** Moves the selected object
- **Copy to Clip Board.** Copies the object to the Clip Board memory
- **Paste from Clip Board.** Pastes the object to a position from the Clip Board
- **Delete.** Deletes the selected object
- **Deletes All.** Deletes all objects

## Using the Style Menu



You can change the paper size in this menu.

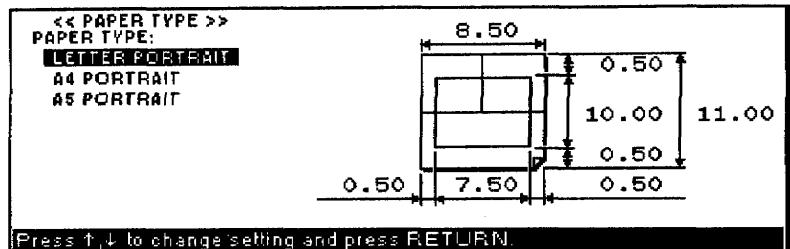
- **Paper Type.** Sets the type of paper to be used

## ►To select the paper size:

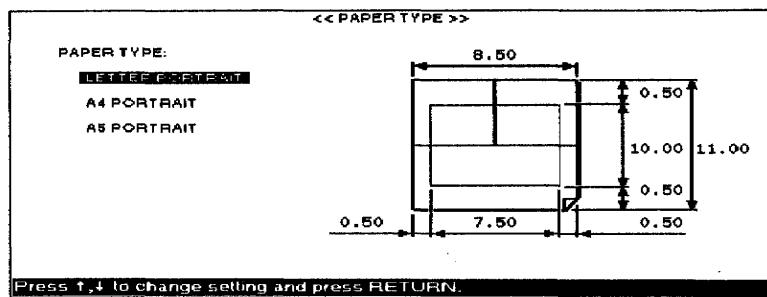
You can select the paper size only for a new file.

1. Press **MENU** and select Style; then select Paper Type from the function menu. The following screen appears:

### Model DP-530CJ



### Model DP-540CJ, DP-550CJ, & DP-5040CJ



2. Use **↑** and **↓** to select the kind of paper; press **RETURN** to set.

## Using the Print Menu



Use Print functions from the function menu to preview and print your card information.

- **Print:** Prints your card information
- **Layout:** Previews your card information

## ►To print the current card information:

1. Press **PRINT**. The Greeting Card Print Menu appears:



2. Use **↑** and **↓** to move the cursor to a setting. Type in a value or use **SPACEBAR** to change the settings. Press **RETURN** when finished.

We recommend that you select FINE or MEDIUM in PRINT QUALITY setting.

**NUMBER OF COPIES:** The number of times the document is to be printed. (Maximum 999)

**PRINT QUALITY**

**Fine:** For final quality printing

**Medium:** For normal quality printing

**Draft:** For trials. With this setting, you save time and ink.

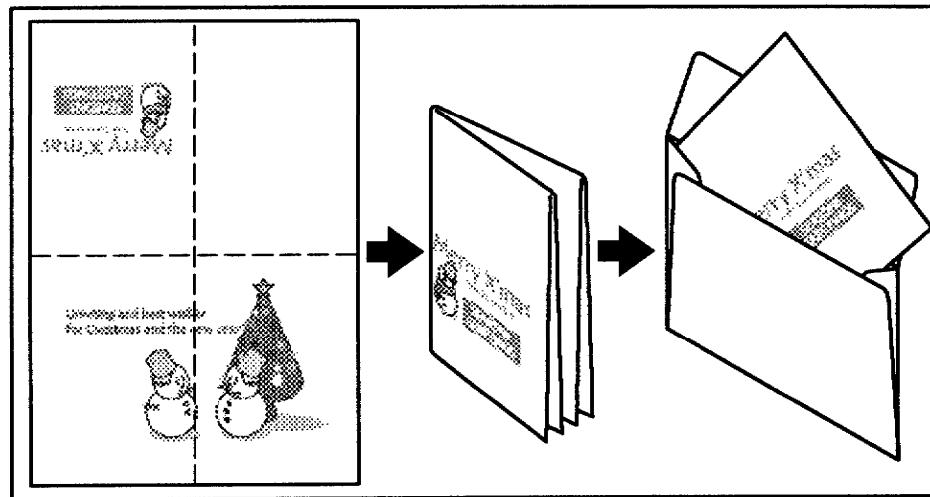
**COLOR PRINT: YES:** The information prints in color when you have a color ink cartridge installed on your machine.

**COLOR PRINT: NO:** The information prints in monochrome when you have a color ink cartridge installed on your machine.

3. If you press **RETURN**, the Greeting Card information is printed out. *While printing is being carried out, the following message appears on the screen:*

Printing...press CANCEL to stop printing.

The card information prints out as follows:



If you insert a different size paper than the one your Paper Type mode is set to, the following error message appears:

Incorrect paper size!  
Check page setup menu or insert correct paper.  
OK to cancel printing?  
Use cursor to select and press RETURN.  
[YES] [NO]

Select YES to cancel printing or NO to continue printing.

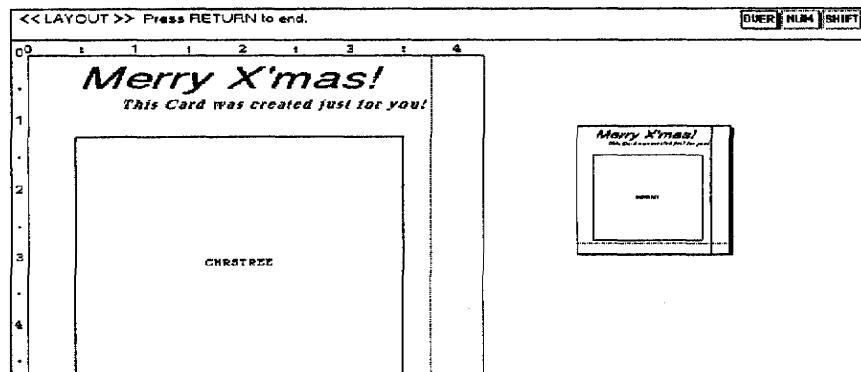
If the color ink cartridge is not installed, or Color Print:No is selected, when the greeting card contains color clip art, the following message appears:

COLOR GRAPHIC ART data will not print!  
Check print menu and ink cartridge.  
OK to continue printing?  
Use cursor to select and press RETURN.  
[YES] [NO]

Select YES to continue printing or NO to return to Print Menu. If YES is selected, only the color clip art information is not printed.

► **To see a layout of the current card information before printing:**

1. Press **CODE + LAYOUT**. The preview screen of the current card side appears:



2. Press **RETURN** to return to the Input/Edit screen.

**Greeting Card 206**

# 8 Communication

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The Communication program is used to communicate between your Desktop Publisher and a personal computer or other word processor. This communication is done with a modem and your telephone line. The most popular use of this feature is to exchange messages and files with friends and obtain access to commercial data bases and electronic mail services. When you use the Communication program, the information is converted at each end of the line to ensure compatibility.

## About Modems

*Before trying to access an information or electronic mail service, you must establish an account with that service and receive an ID name and password. Refer to the modem documentation for setting the jumper connectors and DIP switches, if any. Usually, the manufacturer's settings do not need to be changed.*

In order to connect your Desktop Publisher to another machine via a telephone line, you need a **modem** to connect your Desktop Publisher to the telephone line. Not all external modems available on the market are compatible with your machine. When you purchase a modem and a modem cable (serial), make sure you consult your authorized service center. You may use a HAYES AT-compatible modem.

# Using Communication

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- **Setting up.** Communicating through a modem is very similar to a telephone conversation between two people. In order to make the conversation possible, some rules must be observed. For example, both persons agree to speak the same language and to speak one at a time. When communicating through modems, some parameters like **baud rate** and **parity** must have the same setting at each end of the line.

When you subscribe to an information service, you receive a list of settings that you are required to use. If you use different settings, the host computer cannot communicate with your Desktop Publisher.

Before you communicate with a friend, agree on the settings you will use. For more information about the settings, see To Set Up a New Communication Connection on page 211.

- **Being dialed.** The Communication screen of your system must be shown on the screen when someone is dialing you. If you are working with your system or if you are already communicating with someone, your system cannot be dialed.
- **Dialing.** Your Desktop Publisher performs automatic dialing. This means that you type the phone number on the screen instead of dialing the phone number on the telephone.

An information service can usually be dialed at any time. The same is not always true when transferring a file to the personal computer of a friend. Before dialing a friend, call them to make sure that their computer is ready.

For more information about dialing, see To Dial a Connection on page 215.

- **Auto log-in.** The log-in data contains the information that allows an information service to identify you. Your Desktop Publisher records the log-in data as you enter it on the screen when requested to do so by the information service. Once the log-in data has been recorded, the machine automatically transmits it after dialing.
- **Transmitting/Receiving.** Once you are connected, the text you type is transmitted, and the text you receive appears on your screen. Optionally, the text transmitted can be “echoed” back to your screen for confirmation.

You can transmit the contents of a document file or store the information received in a memory file. For more information about sending and receiving files, see To Send WP Text on page 218 and To Receive ASCII File on page 219.

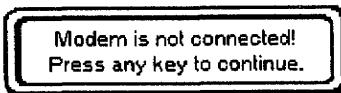
# Using a Communication File

A Communication file stores the setting information necessary for communicating. It stores the setup parameters and any log-in information required for transmission or reception.

## ► To open a communication file:

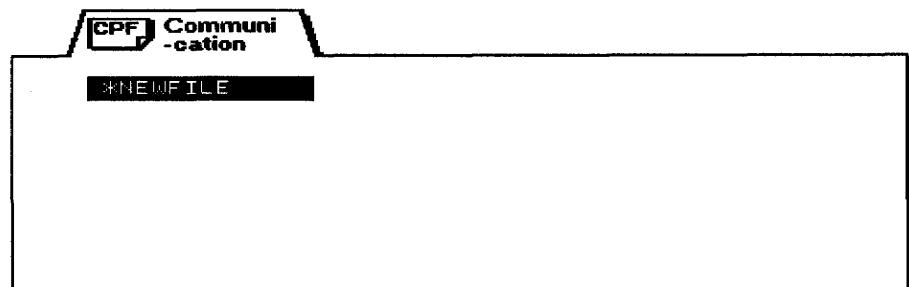
1. Turn on the power to see the Main Menu.

You cannot start Communication if the modem is not connected. If you select Communication without the modem connected, this error message appears:



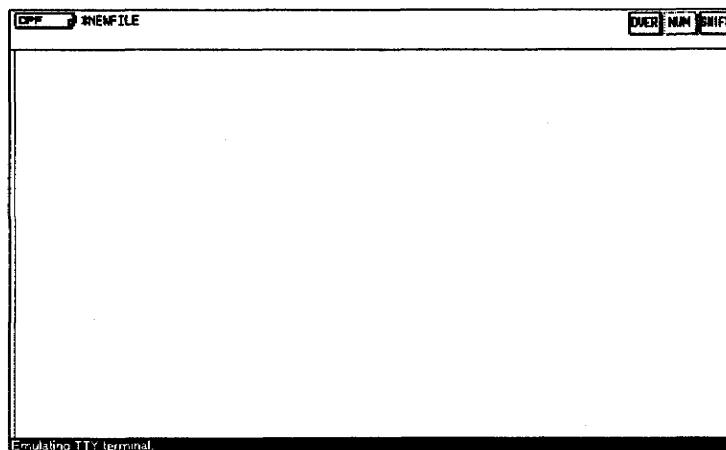
If this happens, turn the machine OFF, connect the modem, and try again.

2. To retrieve a Communication file from a diskette, insert the diskette into the disk drive.
3. Press **8** to select the Communication icon.

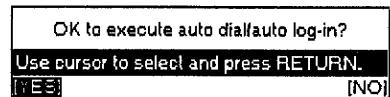


If you insert a diskette, the list of Communication files stored on the diskette appears.

4. Use the arrow keys to select the file you want to retrieve; press **RETURN**. To start a blank file, select \*NEWFILE; press **RETURN**. The following Communication screen appears:



If you retrieve an existing Communication file and a telephone number is already set up, a dialog box appears:



If you select YES, auto dial begins and auto log-in starts if there is log-in data. If you select NO, the Communication screen appears without starting auto dial and auto log-in.

## ***About Communication Files***

Communication files are used to store the communication parameter settings. The file currently in memory is active. You can edit it and use it for automatic dialing. You can, however, have only one Communication file in memory. The file is automatically updated in the memory as you edit it.

If you need to work on a different Communication file, save the current file on a diskette. For information, see To Save a File on page 214. The Desktop Publisher asks you to enter a file name under which the file will be saved on the diskette. After saving the current file, you can clear all the information and start creating a new file.

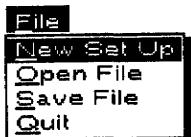
When you retrieve a Communication file from a diskette, the current file is deleted and replaced with the file you load. For information, see To Open a File on page 214.

The file name of the Communication file appears in the upper-left corner of the Communication screen. The default file name of a new Communication file is \*NEWFILE. If the Communication file has been saved on diskette and then loaded back into memory, the file name under which you saved the file on diskette appears.

# Communication Functions

## File Functions

Use the File functions to open, save, or close your files and to return to the Main Menu.

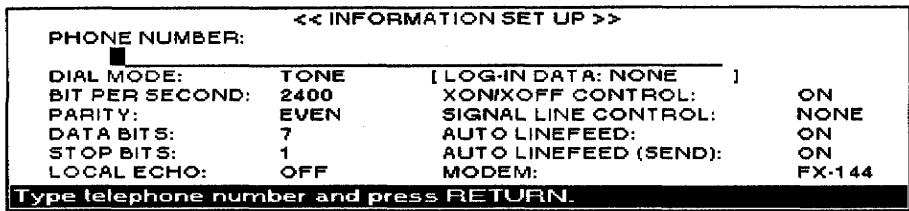


This function allows you to set up the telephone number and communication parameters to execute log-in for communication.

- **New Set Up.** To set up a telephone number and communication parameters
- **Open File.** To load a communication file, which is already set up on a diskette
- **Save File.** To save a communication file onto a diskette
- **Quit.** To exit the file without saving and return to the Main Menu

### ► **To set up a new communication connection:**

1. Press **MENU** to show the menu bar; select New Set Up from the File menu. The **INFORMATION SET UP** dialog box appears:



2. Use the arrow keys to move the cursor to a parameter. Enter the telephone number you want to access or press the **SPACEBAR** to select the setting.
  - **PHONE NUMBER:** The phone number you want to access. You can enter up to 40 numbers or characters.
  - **DIAL MODE:**
    - TONE—For a push-button phone
    - PULSE—For a rotary dial phone
  - **LOG-IN DATA:** For indicating whether log-in information exists. This item cannot be set up.
  - **BIT PER SECOND (BAUD RATE):**

300, 600, 1200, 2400, 4800, 9600—Determines the transmission speed in bits per second. Text communication to or from your unit can reach 9600 baud speed. If your modem is compatible with a higher speed, it will automatically adjust to 9600 during transmission.
  - **PARITY:** Determines how the bits of each character are checked for transmission errors. This Desktop Publisher does not perform Space & Mark parity checks during reception.
    - NO—No parity bit is added to the characters.

**EVEN**—The Desktop Publisher counts the number of nonzero bits in a character. If this number is even, the parity bit is set to zero; if odd, the parity bit is set to one. This way, all “words” (character + parity bit) have an even number of nonzero bits. The receiving unit must have the same parity setting and expects to receive only words with an even number of nonzero bits. When this number is odd, the receiving machine knows that something is wrong (for example, one bit has been spoiled by noise on the line).

**ODD**—Opposite of the EVEN parity. A parity bit is set so that the total number of nonzero bits is odd.

**SPACE**—The parity bit is always zero (possible only when DATA BITS = 7).

**MARK**—The parity bit is always one (possible only when DATA BITS = 7).

- **DATA BITS:** (7,8)—Determines how many bits are necessary to encode the characters. Standard ASCII characters use seven bits. Accented letters and other special characters need eight bits.
- **STOP BITS:** (1,2)—Each word must be separated from the next one with a special bit called a “stop bit.” This parameter specifies the length of a stop bit (1 = single, 2 = double).
- **LOCAL ECHO:** (ON, OFF)—When local echo is on, transmitted data appears on your screen.
- **XON/XOFF CONTROL:** (ON, OFF)—Determines whether to allow flow control by the X parameter. If allowed, an XOFF code (13hex) is transmitted by the receiving machine when the free area in the reception buffer is less than 25%. As the information is processed and removed from the buffer, the free area increases. When the free area becomes greater than 75%, the receiving machine sends an XON code (11hex) that allows the other machine to resume data transmission. When the transmitting machine receives an XOFF code, it enters a state in which it can transmit only XON/XOFF codes. This state is terminated upon reception of an XON code. Regardless of the flow control method, the data transmission is possible only when the control signal lines DSR and CTS are active.
- **SIGNAL LINE CONTROL:** (NONE, DTR)—Determines whether to allow flow control by the control line DTR. The DTR line allows transmission only when active.
- **AUTO LINEFEED:** (ON, OFF)—Determines the effect a received carriage return code (0Dhex) has on the cursor. If this selection is ON, a carriage return automatically adds a line feed.

**ON**—The received data appears on the next line (cursor moves to the next line).

**OFF**—The received data appears on the same line and overwrites the previous message.

- **AUTO LINEFEED (SEND):** (ON, OFF)—Determines what is transmitted when you press **RETURN**.

- **MODEM:** Determines the type of modem to be used in the Communication mode. In the Modem setting mode, if OTHER is selected, the following message appears:

FX-144, FX-336, or MO-700  
are shown on the Information  
Setup dialog box when you use a  
US version of the Desktop  
Publisher.

**Press TAB to change setting and press RETURN.**

The default initialize string is ATL1Q0V1X3&C1&D2.

**L1**-switches the volume of the modem's speaker to low

**Q0**-gives the result code

**V1**-gives the result code by characters

**X3**-gives the result code, transmission speed, and busy signal

**&C1**-changes the DCD signal to On by data carrier

**&D2**-disconnects the line when the DTR signal is changed from On to Off and switches to the Command mode.

Press **CODE + R** to restore the default setting.

Please refer to the manual of the modem that you use to change the setting.

Up to 33 characters can be added to this string.

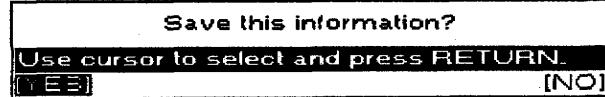
If **CANCEL** is pressed at the Initialize String screen, the system returns to the Information Set Up screen without saving the modem setting.

If **RETURN** is pressed without typing in any information, the default modem setting is stored in memory.

If **RETURN** is pressed after typing in the information, it is stored in the memory and you return to the Information Set Up screen.

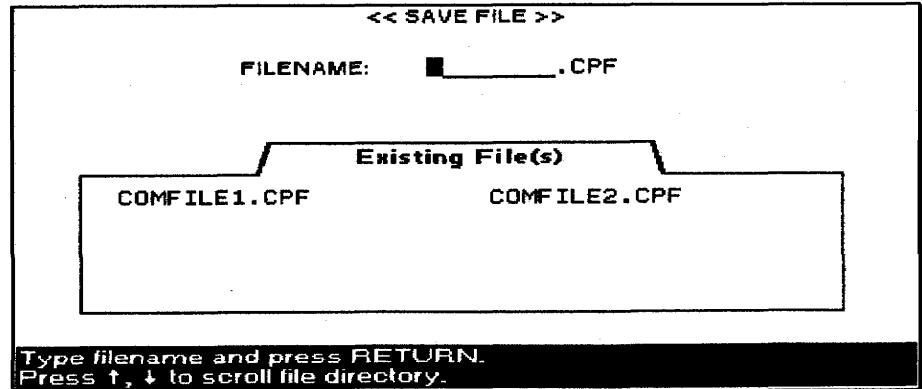
*If you press RETURN without pressing any key, you return to the Communication screen.*

3. Press **RETURN** at Information Set Up screen to finish setting up. A dialog box appears:



*If the information that was set up in Dial function is stored in memory, it is automatically incorporated in the New Set Up function. On the other hand, the information entered in the New Set Up function is incorporated in the Dial function. This may change any previous settings you have set in the Dial function.*

4. Select YES to save the setup information (telephone number and communication parameters) onto a diskette or NO to return to the Communication screen without saving. If you select YES, this dialog box appears

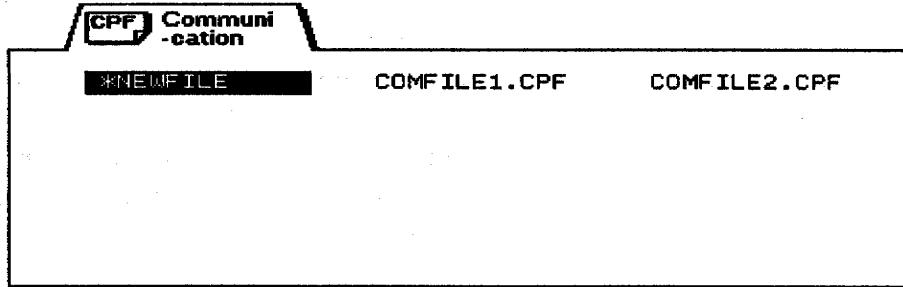


- Enter the file name and press **RETURN**. The Communication screen appears after saving the file.

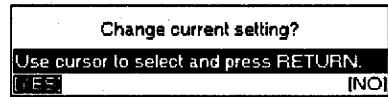
#### ► To open a file:

This function allows you to load a communication parameter file on a diskette.

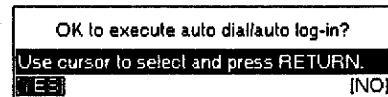
- Press **CODE + O**. The Communication file list appears:



If you have not saved a parameter file when selecting Open File, a dialog box appears:



- Select YES to see the communication file list or NO to stop this function and return to the previous screen.
- Select the file that you want to load; press **RETURN**. The parameter settings in the selected file are loaded. If a telephone number is entered in the selected file, a dialog box appears:

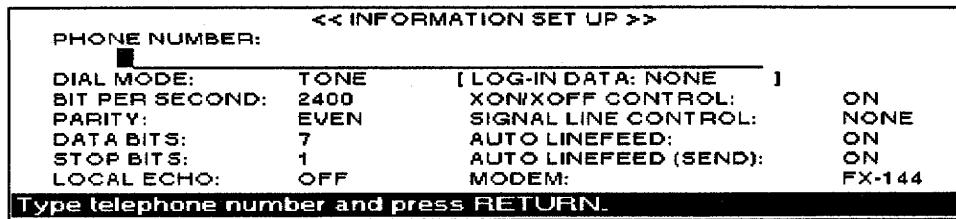


- Select YES to execute auto dial and then to execute auto log-in if log-in data exists. Select NO to return to the Communication screen without executing auto dial and auto log-in.

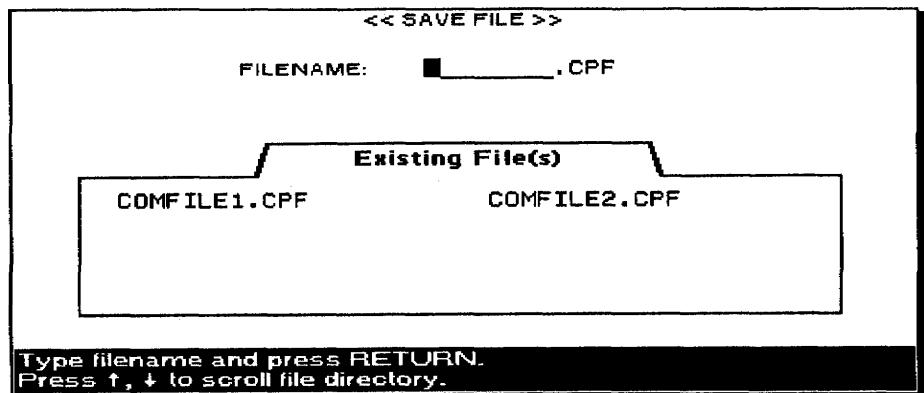
#### ► To save a file:

This function allows you to save the parameter settings to a diskette.

- Press **CODE + S**. The dialog box below appears and shows the parameter settings currently stored in memory:



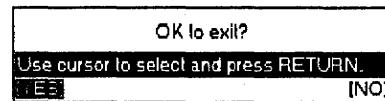
If you select YES, the following dialog box appears. If you select NO, the communication screen appears.



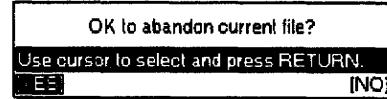
2. Type in the file name; press **RETURN** to save the parameter file.

► **To return to the Main Menu:**

1. Press **MENU** to show the menu bar; choose **Quit** from the **File** menu.  
*If the telephone line was not connected or if a parameter setting has not changed, the Main Menu appears. The dialog box below appears if the telephone line is connected:*



2. Select **YES** to exit from the Communication function and return to the Main Menu or select **NO** to return to the Communication screen. *The dialog box below appears if a parameter setting is changed and is not saved yet:*



3. Select **YES** to exit from the Communication function and return to the Main Menu. If you select **NO**, the Communication screen appears.

## **Phone Functions**

Use the Phone functions to dial or disconnect communication.

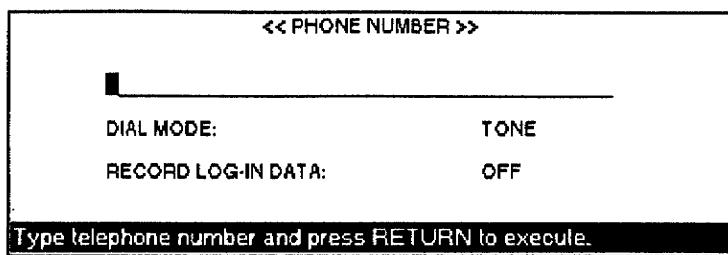


- **Dial.** For setting up the phone number, dialing the number, or recording the auto log-in data.
- **Disconnect.** To stop communication.

This function allows you to set up a phone number you want to access, dial the number, or record auto log-in data.

### ► To dial a connection:

1. Press **CODE + D**. A dialog box appears:



2. Press **↑** and **↓** to move the cursor to a setting. Type the telephone number you want to access or press the **SPACEBAR** to select the setting.

- **PHONE NUMBER:** The phone number you want to access. You can enter up to 40 numbers or characters.

- **DIAL MODE:**

- TONE—For a push-button phone

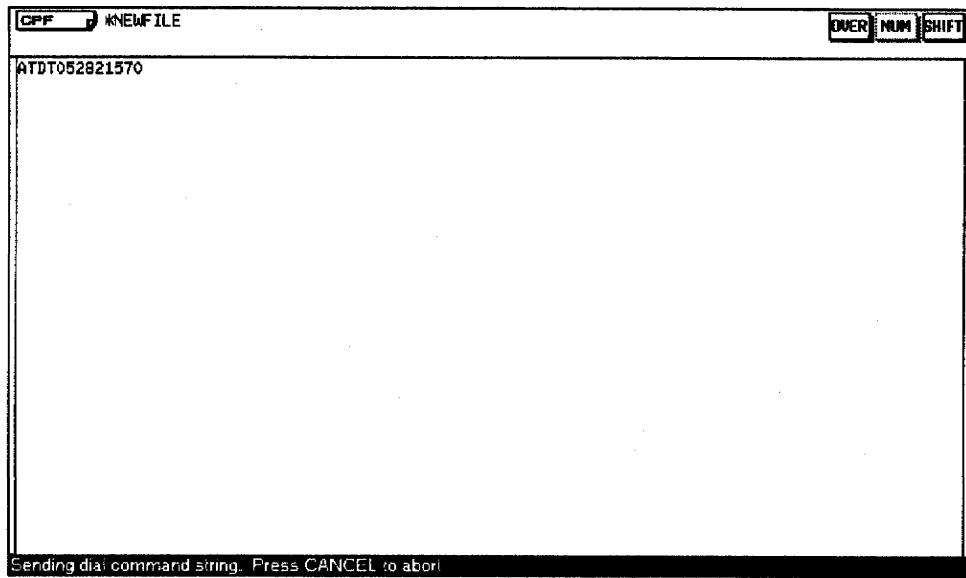
- PULSE—For a rotary dial phone

- **RECORD LOG-IN DATA:**

- OFF—No log-in data required

- ON—To record the log-in data so your next dialing is automatic

3. Press **RETURN** to dial. *The Communication screen appears and the Desktop Publisher automatically dials the phone number. While sending the data, the screen shows:*

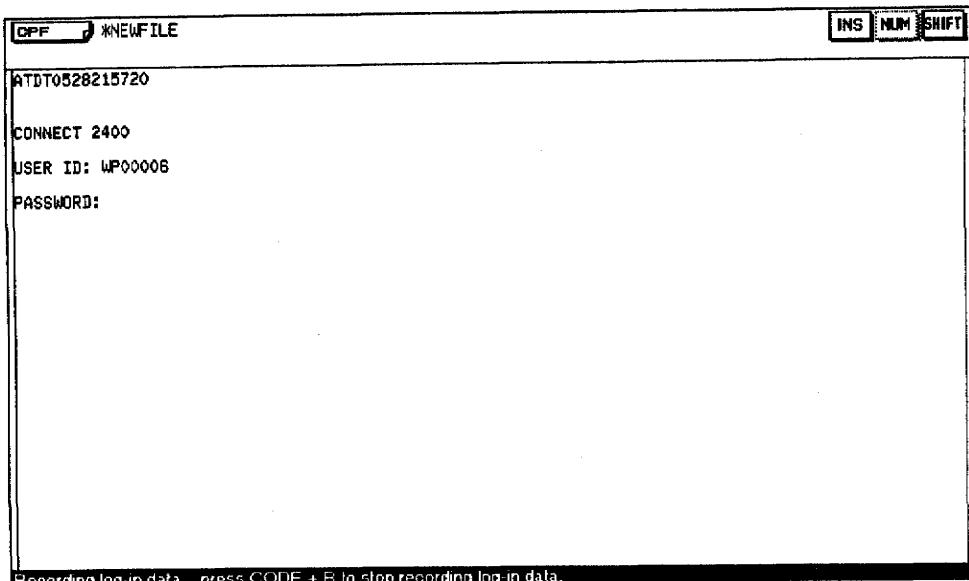


### Auto log-in

The first time you dial you enter the log-in data manually. However, log-in data can be recorded automatically by selecting On from the Record Log-In Data setting. The next time you dial the same number, auto log-in is carried out automatically.

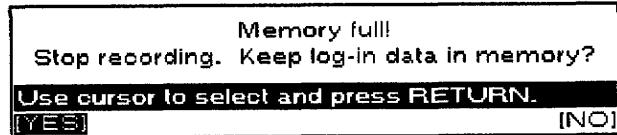
### ► To record an auto log-in:

1. If you press **RETURN** on the Dial screen, the Communication screen appears, and the system automatically dials the phone number. If Record Log-In Data is set to On, the system starts recording log-in data as shown below:



*The log-in data cannot be edited in the same way as other data. To change the log-in data, you must restart the recording procedure for new data.*

2. Press **CODE + R** to record the log-in data in memory. If log-in data is already recorded, delete by pressing **CODE + R**, and new log-in data is recorded. If log-in data exceeds memory capacity, recording stops and a dialog box appears:



3. Select YES to enter the log-in data that is already recorded into memory and then return to the Communication screen. Select NO to delete it and return to the Communication screen.

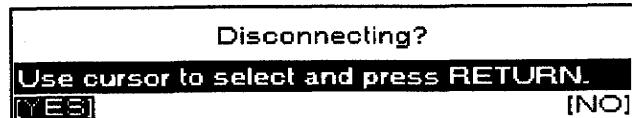
*Auto log-in data that is recorded in memory is valid until exiting from the Communication mode. If you want to keep the auto log-in data permanently, save it onto a diskette.*

### ► To execute an auto log-in:

1. If you press **RETURN** when log-in data is recorded in memory and Record Log-In Data is set to OFF on the Dial dialog box, dialing starts automatically.
2. Auto log-in starts after connection.

### ► To disconnect communication:

1. During communicating, press **MENU** to show the menu bar; choose Disconnect from the Phone menu. A dialog box appears:



*This function allows you to disconnect communication.*

2. Select YES to disconnect communication and return to the Communication screen. Select NO to cancel and return to the Communication screen.

## Transfer Functions

Use the Transfer functions to transmit Word Processing text or receive an ASCII file.

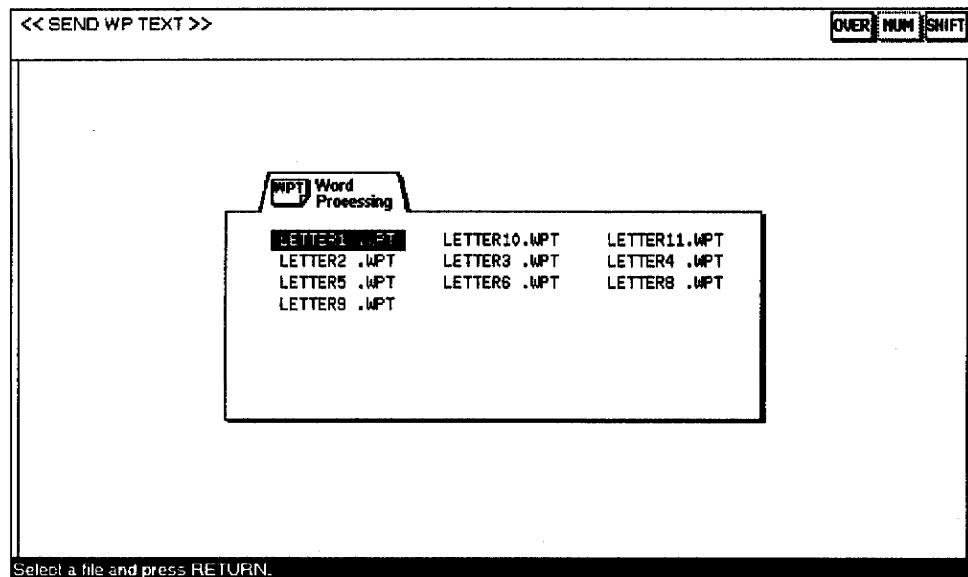


*This function transmits Word Processing text after transferring to ASCII without protocol.*

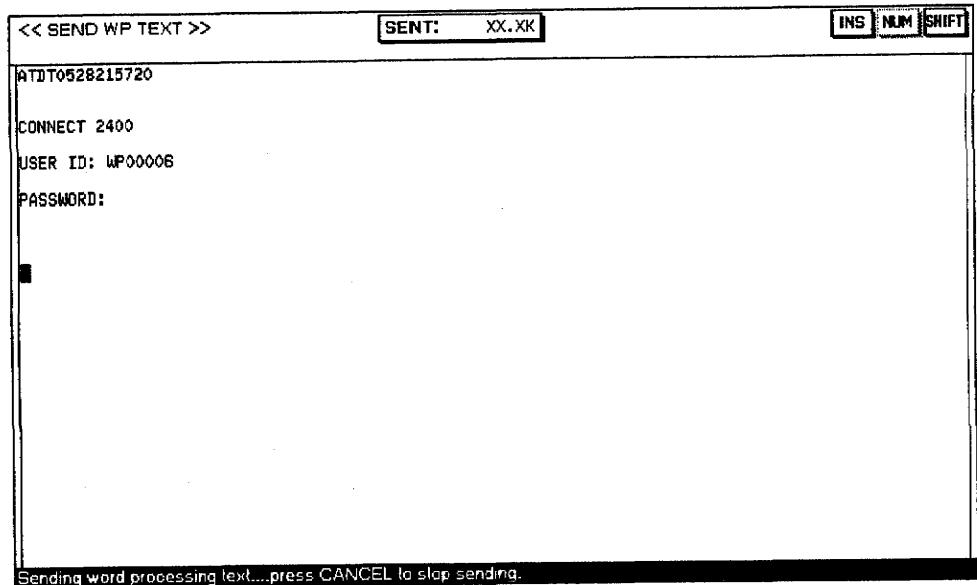
- **Send WP TEXT.** Converts Word Processing text to an ASCII file and transmits it.
- **Receive ASCII FILE.** Receives an ASCII file, converts it to Word Processing text, and saves it to a diskette.

### ► To send WP TEXT:

1. Press **MENU** to show the menu bar; choose Send WP Text from the Transfer menu. *This screen appears:*



2. Select a word processing text file you want to send; press **RETURN**. *This message appears during sending:*



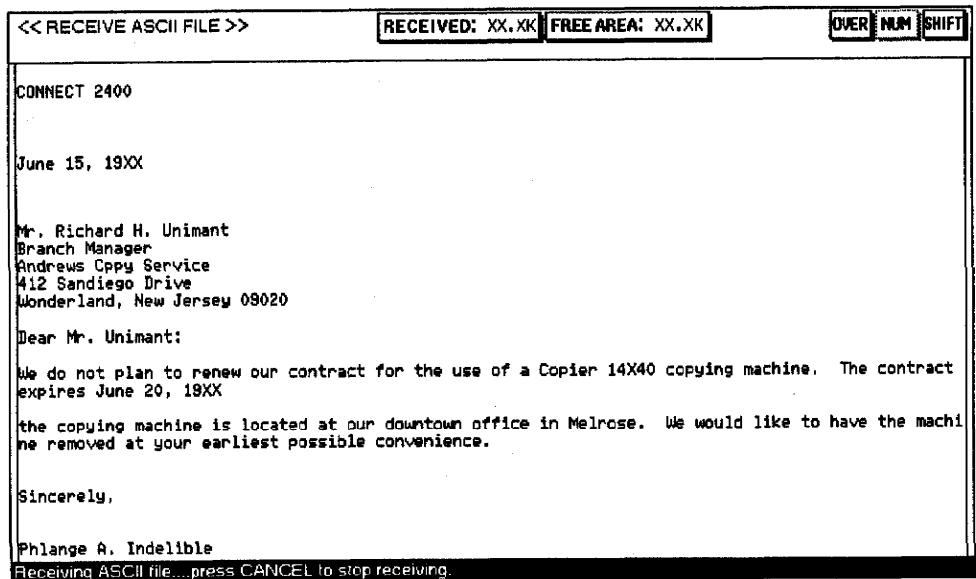
When sending is complete, a buzzer sounds and this message appears:

Completed.

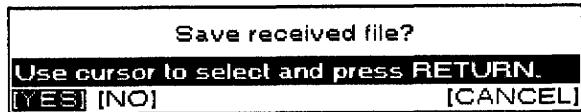
3. Press any key to return to the Communication screen.

#### ►To receive an ASCII FILE:

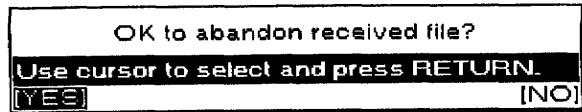
This function allows you to receive ASCII data and save it as Word Processing text to a diskette.



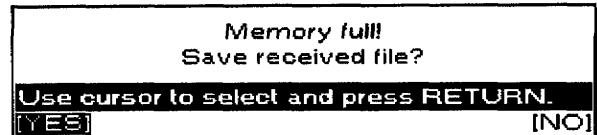
If you press **CANCEL** during receiving, a dialog box appears:



Select YES to save the file that is already received. Select CANCEL or press **CANCEL** to restart receiving. If you select NO, a dialog box appears:

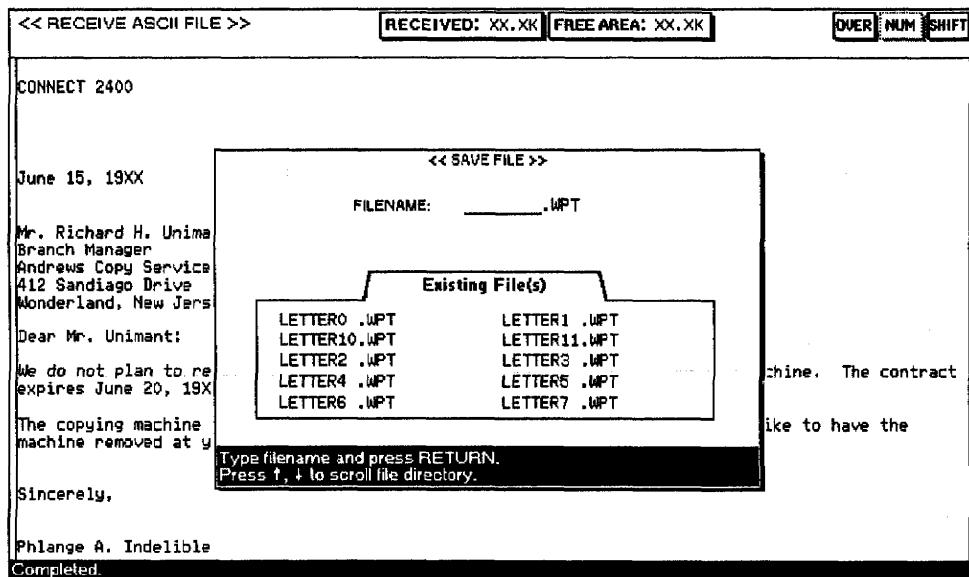


Select YES to abandon the file. Select NO or press **CANCEL** to restart receiving. If memory becomes full during receiving, a dialog box appears:



Select YES to save the file that is already received. If you select NO or press **CANCEL**, the dialog box at the top of this page appears.

2. When receiving 1A HEX, which means the end of the ASCII data, a buzzer sounds and the dialog box below appears:



If you press **CANCEL**, the file is abandoned and this message appears:

Canceled.

Press any key to return to the Communication screen.

3. Type the file name and press **RETURN** to save the file onto a diskette and to return to the Communication screen.

If memory becomes full by converting ASCII file to Word Processing text while saving, the file is saved as much as possible and this message appears:

Convert resulted in data loss.

## **Screen Function**

Use the Screen function to view the previous page of the received text.

- **View Previous Page.**



► **To return to the previous page:**

1. Press ↑. *The previous screen appears with the following prompt message:*

Press ↑, ↓ to view previous/next page. Press CANCEL to end.

In this case, the Page indicator appears on the status line, which shows how many windows have been scrolled through since the original position.

If either ↑ or **CODE + PRE S** is pressed once, the Page indicator is changed to Page -1.

If either ↑ or **CODE + PRE S** is pressed again, the Page indicator is changed to Page -2.

Up to 3 windows can be scrolled through.

If either ↑ or **CODE + PRE S** is pressed more than 4 times, the following message appears:

Screen buffer empty.

If any next screen information no longer exists, the same message appears:

Screen buffer empty.

Press ↓ or **CODE + NEXT S** to go back to the next screen.

If CANCEL is pressed, the cursor returns to the original position.

## Character Code Table

The numbers in the top row and the first row on the left are ASCII control codes. They can be entered from the keyboard and transmitted in Communication mode. For example: Code 26(HEX) gives you "&." See Transmitting Control Codes on the next page for a list of input keys.

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0	NUL	DLE	SP	0	@	P	'	p	ç	É	á				α	≡
1	SOH	DC1	!	1	A	Q	a	q	ü	æ	í				β	±
2	STX	DC2	"	2	B	R	b	r	é	Æ	ó				Γ	
3	ETX	DC3	#	3	C	S	c	s	â	ô	ú				π	
4	EOT	DC4	\$	4	D	T	d	t	ä	ö	ñ				Σ	—
5	ENQ	NAK	%	5	E	U	e	u	à	ò	Ñ				σ	
6	ACK	SYN	&	6	F	V	f	v	å	û	á				μ	÷
7	BEL	ETB	'	7	G	W	g	w	ç	ù	o				τ	
8	BS	CAN	(	8	H	X	h	x	ê	ÿ	đ				Φ	°
9	HT	EM	)	9	I	Y	i	y	ë	Ö					Θ	
A	LF	SUB	*	:	J	Z	j	z	è	Ü					Ω	.
B	VT	ESC	+	;	K	[	k	{	í	ø	½				δ	✓
C	FF	FS	,	<	L	\	l		î	£	¼				∞	
D	CR	GS	-	=	M	]	m	}	ì	Ø	i				ϕ	²
E	SO	RS	.	>	N	^	n	~	Ä	×	«				ε	
F	SI	US	/	?	O	_	o	DEL	Å	f	»					

## **Transmitting Control Codes**

The following keys can be used in the terminal mode to transmit ASCII control codes. For example: Code 15HEX(NAK) transmits the character.

<b>Keys</b>	<b>CODE</b>	<b>ASCII Control Name (Hexadecimal)</b>
CODE + SHIFT + 0	00	NUL
CODE + SHIFT + A	01	SOH
CODE + SHIFT + B	02	STX
CODE + SHIFT + C	03	ETX
CODE + SHIFT + D	04	EOT
CODE + SHIFT + E	05	ENQ
CODE + SHIFT + F	06	ACK
CODE + SHIFT + G	07	BEL
CODE + SHIFT + H	08	BS
CODE + SHIFT + I	09	HT
CODE + SHIFT + J	0A	LF
CODE + SHIFT + K	0B	VT
CODE + SHIFT + L	0C	FF
CODE + SHIFT + M	0D	CR
CODE + SHIFT + N	0E	SO
CODE + SHIFT + O	0F	SI
CODE + SHIFT + P	10	DLE
CODE + SHIFT + Q	11	DC1(XON)
CODE + SHIFT + R	12	DC2
CODE + SHIFT + S	13	DC3(XOFF)
CODE + SHIFT + T	14	DC4
CODE + SHIFT + U	15	NAK
CODE + SHIFT + V	16	SYN
CODE + SHIFT + W	17	ETB
CODE + SHIFT + X	18	CAN
CODE + SHIFT + Y	19	EM
CODE + SHIFT + Z	1A	SUB
CODE + SHIFT + 1	1B	ESC
CODE + SHIFT + 2	1C	FS
CODE + SHIFT + 3	1D	GS
CODE + SHIFT + 4	1E	RS
CODE + SHIFT + 5	1F	US
BACKSPACE	08	BS
TAB	09	HT
SPACEBAR	20	SPACE
CODE + BACKSPACE	7F	DEL

<b>Keys</b>	<b>CODE</b>	<b>ASCII Control Name (Hexadecimal)</b>
RETURN	AUTO LF (SEND)ON: 0D + 0A	CR + LF
	AUTO LF (SEND)OFF: 0D	CR
CODE + RETURN	AUTO LF (SEND)ON: 0D	CR
	AUTO LF (SEND)OFF: 0D + 0A	CR + LF

# 9 Auto Letter Layout

---

The Auto Letter Layout program can automatically apply standard letter formats to an existing Word Processing file. Five different single page letter formats are available:

- Full Block
- Block
- Semi-block
- Hanging-indented
- Official Style

*Only the first page of a file can be automatically reformatted with the Auto Letter Layout program.*

The Auto Letter Layout program identifies parts of a single page letter (date, salutation, etc.) and formats these parts separately. To make sure the parts of the letter are correctly identified, you must follow a few rules when typing a letter using the Word Processing program.

## ***Creating the Letter***

While creating your letter using the Word Processing program, remember the following procedures:

- Do not use formats like centering, paragraph indent, or right margin flush. These are overwritten by the Auto Letter Layout formats.
- The Auto Letter Layout program overwrites tabs. If you need a table in your letter, create the table after you have formatted the letter using Auto Letter Layout.

When typing a letter that you want to format using Auto Letter Layout, remember that the application applies different formats to different parts of the letter. The program must therefore be able to identify those parts of the letter. The parts are identified as follows:

**Date line.** The program first looks for a line containing a fully spelled out month and identifies that line as the date line.

If you have some text before the date line, that text is not reformatted. To make sure the program finds your date line, spell out the month fully (e.g., April). If you do not spell out the month fully (you use an abbreviation or a number instead), the program is not able to identify a date line in your letter and it will not format.

**Address block.** All information between the date line and the salutation (defined on the next page) is identified as the address block.

**Salutation line.** The program identifies the salutation line as a line that starts with only "Dear" or "Ladies and Gentlemen."

**Body block.** Everything between the salutation line and the complimentary close (defined below) is identified as the body of the letter.

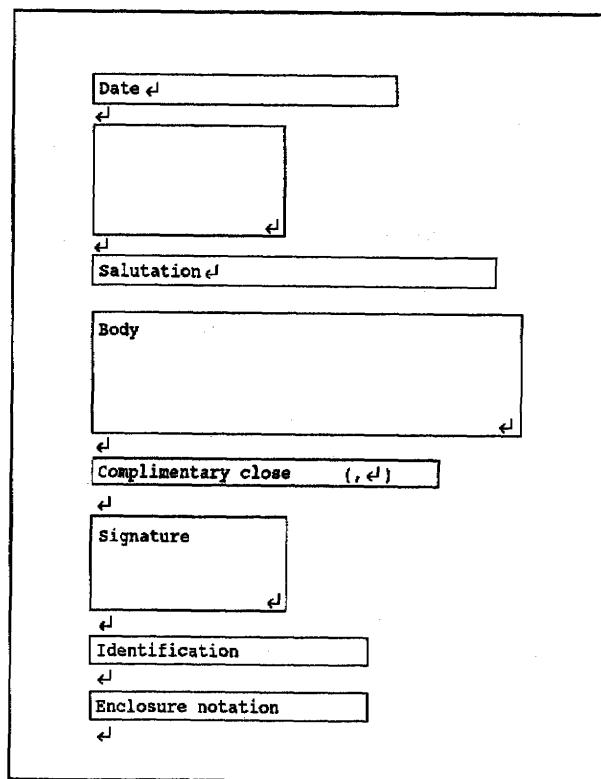
**Complimentary close.** A line of more than five, and up to 30, characters followed by a comma and return code [*cl*] is identified as the complimentary close.

**Signature block.** Everything between the complimentary close and the identification line (defined below) is identified as the signature block.

**Identification line.** The identification line is used to identify the person who dictates or writes the letter and the person who types the letter. The first set of initials identifies the letter writer, and the second set of initials identifies the typist. The identification line must contain one set of initials or two sets of initials separated with a slash [ / ] or colon [ : ]. Blank spaces are not accepted, for example: /mn<sub>cl</sub>.

**Enclosure notation.** The enclosure notation block must start with "enclosure(s)", "enc.(s)," or "encl." You can use either lower- or upper-case letters. Anything between the line starting with those characters and the first line containing only a return symbol is identified as the enclosure notation. Make a line containing only a return symbol to mark the end of the enclosure notation.

The following illustration shows how you should type the information for your letter:

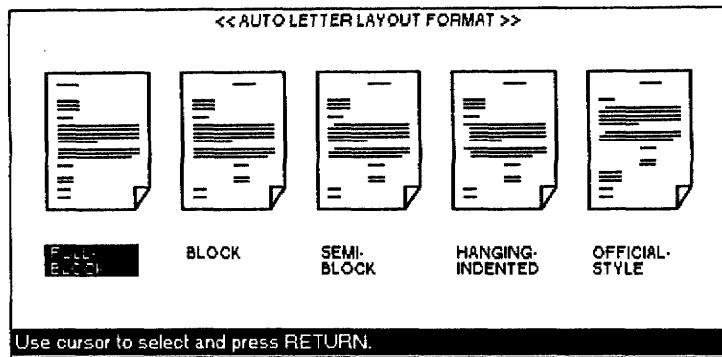


## Applying Auto Letter Layout

You can start the Auto Letter Layout program from the Word Processing program. (If you use the DP-540CJ, DP-550CJ, or DP-5040CJ, you can also start from the Main Menu.)

### ►To create a letter from Word Processing:

1. After typing the text of your letter, press **MENU** to show the menu bar; choose Auto Letter Layout from the Option menu. *The Auto Letter Layout Format dialog box appears:*



Five formats are available:

- **Full-Block.** A single format is used for all parts of the letter. Everything is aligned with the left margin.
- **Block.** Everything is aligned with the left margin except for the date line, complimentary close, and signature block, which are indented.
- **Semi-Block.** Same as the block format, but the first line of each body paragraph is indented.
- **Hanging-Indented.** Same as the block format, but each body paragraph is indented (except the first line, which starts from the left margin).
- **Official-Style.** Same as the semi-block format, but the address block is transferred between the signature block and the identification line.

2. Press ← and → to select a format. Press **RETURN** to start automatic formatting of the file. *This message appears:*

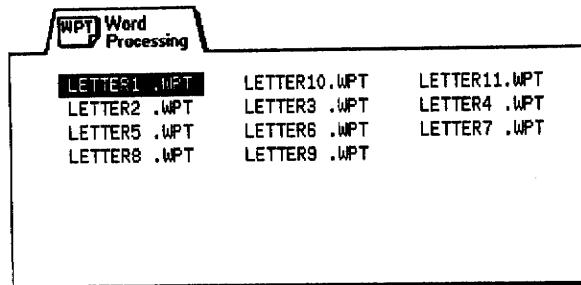
Working....

*After applying a format to a file, you can use Auto Letter Layout to apply another format to the file except after applying Official-style format. This is because the Official-style format moves the address block to a place where it cannot be identified by the Desktop Publisher.*

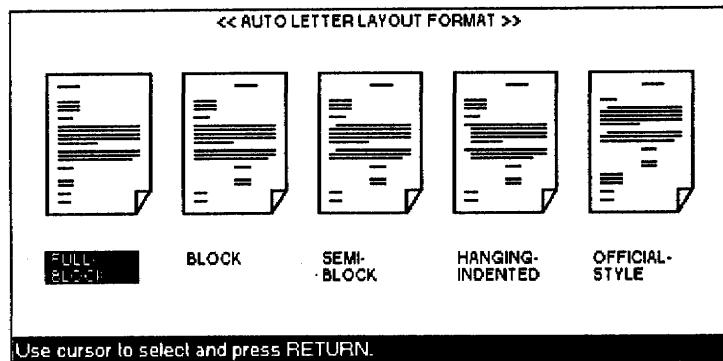
The formatted letter appears on the screen. You can save the letter, print it, or edit it as you would with a normal document.

► **To begin from the Main Menu (DP-540CJ, DP-550CJ, & DP-5040CJ only):**

1. Turn the power on to show the Main Menu.
2. Insert the diskette that contains the Word Processing file you want to format.
3. Press **9** to select the Auto Letter Layout icon. *The list of the Word Processing files stored on the diskette appears:*



4. Press the arrow keys to select the file you want to format; press **RETURN**. *The Auto Letter Layout Format dialog box appears:*



5. Press **←** and **→** to select a format; press **RETURN** to start automatically formatting the file. *This message appears:*

Working....

The formatted letter appears on the screen. You are now in the Input/Edit screen of the Word Processing program. You can save the letter, print it, or edit it as you would a normal document.

Press **CANCEL** instead of **RETURN** to return to the screen you had before starting the program. However, if the program was begun from the Main Menu, you return to the edit screen of the chosen file.

The Auto Letter Layout program fails in the following cases:

- If the Line/Chart/Image code or Multi-Columns are set at the first page of the selected file, this error message appears:

Multicolumn, chart, linelimiting or image data are not allowed!  
Press any key to continue.

- If there are more than two format marks in the first page of the selected page, this error message appears:

More than two FORMAT marks are not allowed!  
Press any key to continue.

- If the Date line cannot be identified, this error message appears:

Date line does not exist in this file!  
Press any key to continue.

- If the Salutation line cannot be identified, this message appears:

Salutation line does not exist in this file!  
Press any key to continue.

- If the Complimentary close cannot be identified, this message appears:

Complimentary close line does not exist in this file!  
Press any key to continue.

- If the Signature block or Identification line cannot be identified when Official-style is selected, this error message appears:

Signature block or Identification line does not exist!  
Press any key to continue.

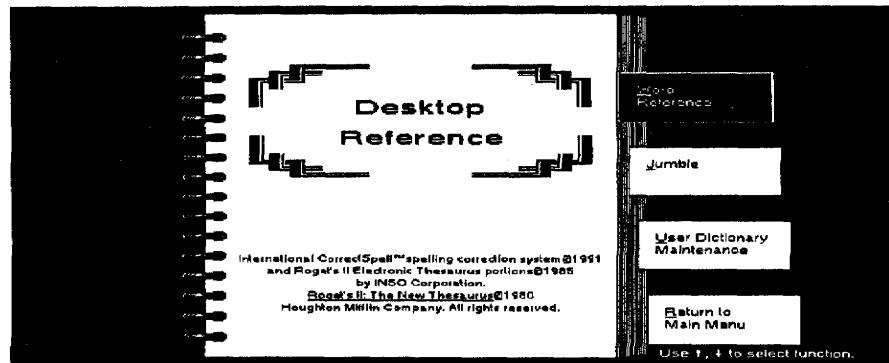
**Auto Letter Layout 230**

# 10 Desktop Reference(DP-540CJ, DP-550, & DP-5040CJ only)

The Desktop Reference program gives you access to the built-in dictionary or to a user dictionary and provides powerful search tools.

## ►To start Desktop Reference:

1. Turn on the power to show the Main Menu.
2. Press **0** to select the Desktop Reference icon. *The Desktop Reference screen appears:*

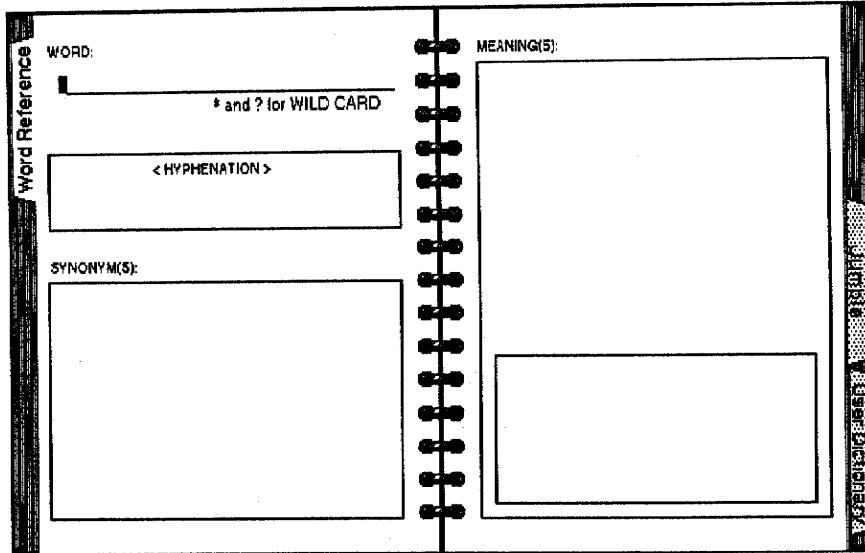


3. Select one of the functions with the arrow keys; press **RETURN**.
  - **Word Reference.** Gives the definition, hyphenation, and synonyms for a specified word.
  - **Jumble.** Gives a list of words made by rearranging the characters of a specified word.
  - **User Dictionary Maintenance.** Edits your user dictionaries.
  - **Return to Main Menu.** Returns to the Main Menu.

# Word Reference

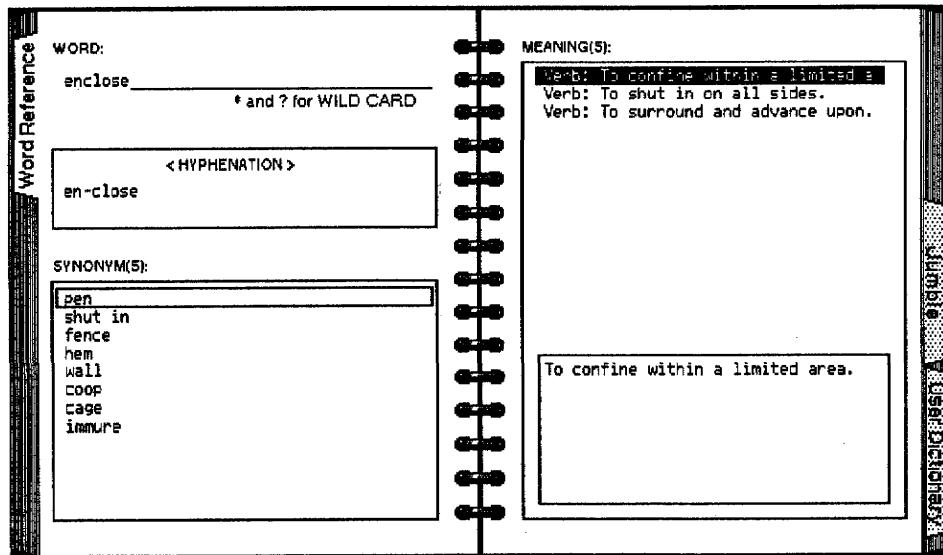
This function allows you to find information on a specified word. The information includes definitions, hyphenation, and synonyms. If the specified word is misspelled or includes a wild card character, a list of possibilities displays.

When you start Word Reference, this screen appears:



To search for a word, type the word in the entry field WORD; press RETURN. The information shown next depends on the specified word.

If the specified word is spelled correctly, the input/edit screen appears:

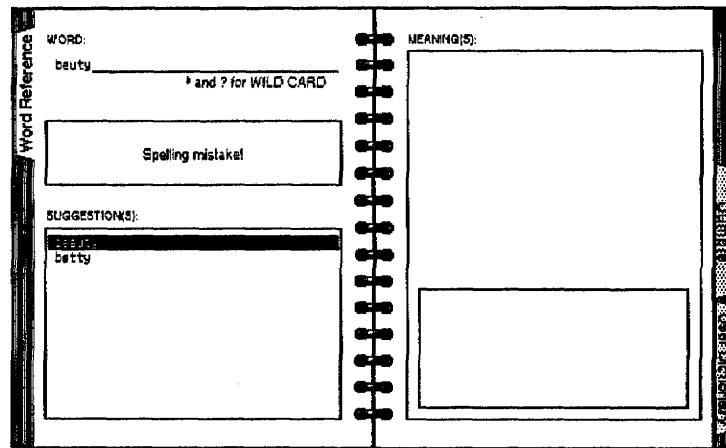


- **HYPHENATION:** Shows all the possible hyphenation positions.
- **MEANING(S):** Lists the possible parts of speech for the specified word and gives a short definition of the specified word. Press ↑ and ↓ to select each meaning. As each meaning is selected, the synonyms box gives synonyms for the word with that meaning.
- **SYNONYM(S):** Gives synonyms of the word that belong to the selected definition.

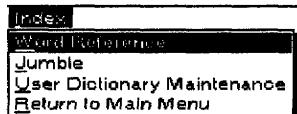
Press ← to move the cursor to the SYNONYM(S) box; then select a word by pressing ↑ and ↓.

Press **RETURN** to copy the selected word to the WORD entry field. Press → or **TAB** twice to send the cursor back to the MEANINGS box.

**If the specified word is not spelled correctly, this screen appears:**



*To choose another function,  
press **MENU** to show the menu  
bar and make your selection from  
the Index menu.*



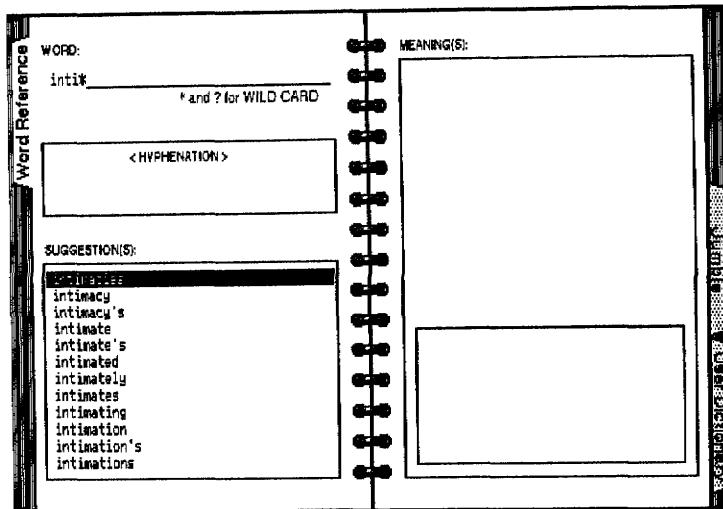
The Desktop Publisher tells you there is a spelling mistake. The SUGGESTION(S) box gives a list of correct words that resemble the misspelled word.

Use the arrow keys to move from word to word. Press **RETURN** to copy the selected word to the WORD entry field. Press **RETURN** a second time to show information about the word.

**If you are unsure of the spelling of a word,** you can enter a word that contains wild cards (characters that represent any character). Insert the wild card symbols [ \* ] or [ ? ] in the word, and the Desktop Publisher tries to find words that match your word by substituting characters or strings of characters for the wild card character. Use [ \* ] to substitute for a string of characters of any length and [ ? ] to substitute for a single character.

**Example:**

If you enter inti\*, the Desktop Publisher searches for words starting with inti, followed by any combination of characters. Examples are intimacies and intimate.



If you type br?wn, the Desktop Publisher searches for words that are identical to br?wn except for the third character. An example of such a match is brown.

- Use the arrow keys to move from word to word. Press **RETURN** to copy the selected word to the WORD entry field.

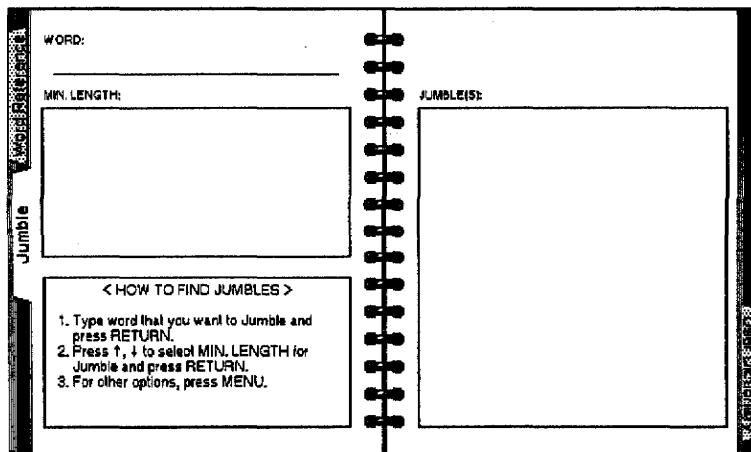
Press **MENU** and make a selection from the Index menu to switch to another tool or to return to the Main Menu.

## Jumble

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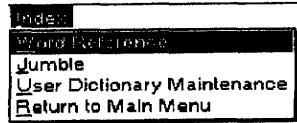
With Jumble you can search for words that resemble the word you are looking for when characters are rearranged. The Desktop Publisher assembles all possible strings (of a specified length) that contain characters from the specified word. The strings that make actual words are shown.

When you start Jumble, this screen appears:

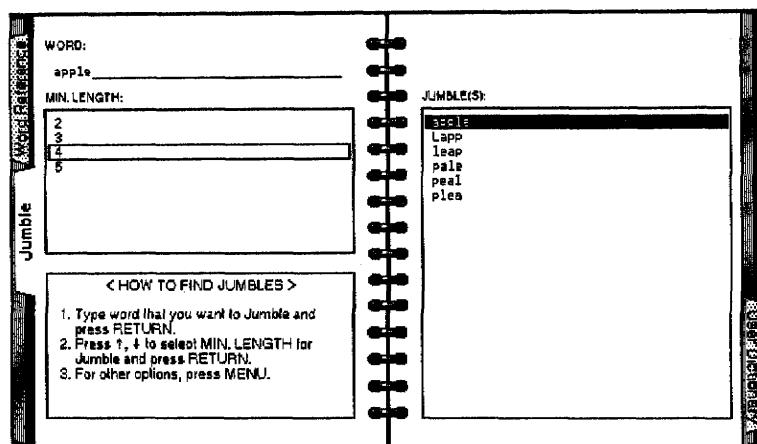


## ►To use Jumble:

To choose another function, press **MENU** to show the menu bar and make your selection from the Index menu.



1. Type a word in the entry field WORD and press **RETURN**.
2. Use the arrow keys to specify the minimum character length of the words; press **RETURN**. This screen appears:



A maximum of 20 words appears in the JUMBLE(S) box.

A list of words appears in the JUMBLE(S) box. Scroll up and down the list of words using the arrow keys. Use these keys to choose and change the minimum number of characters. When the cursor is in the JUMBLE(S) box, press **TAB** and the cursor moves to the WORD entry field.

### Example:

The specified word is apple, and the specified minimum length is four. The word apple contains one a, two p's, one l, and one e. Using only those letters, the Desktop Publisher lists all the possible combinations of four or more characters and displays those that are actual words (e.g., apple, Lapp).

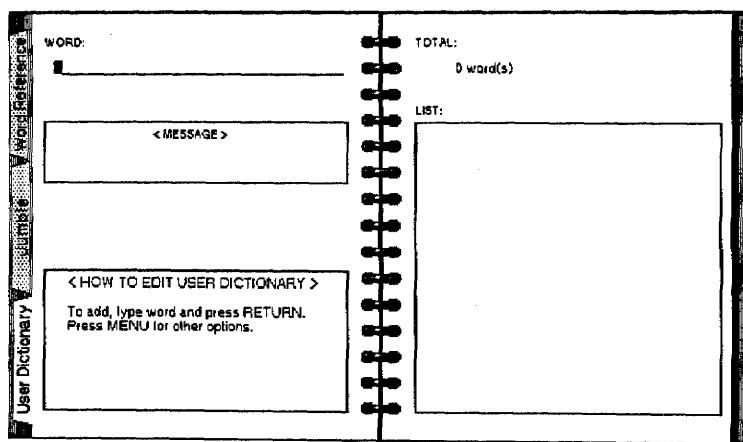
Press **MENU** and make a selection from the Index menu to choose another tool or to return to the Main Menu.

# User Dictionary Maintenance

---

*When User Dictionary Maintenance is opened from Desktop Reference, there is no Exit in the Operate menu. To exit User Dictionary Maintenance, you must go to another mode using the Index menu or choose Return to Main Menu.*

You may reach this tool from other programs. When you start User Dictionary Maintenance and there are no entries to the user dictionary, the following screen appears. For more information, see User Dictionary Maintenance in Word Processing on page 75.



Press **MENU** and make a selection from the Index menu to choose another tool or to return to the Main Menu.

# 11 Clip Board

When you cut or copy text, Clip Board holds it in temporary memory and allows you to paste it in another file. This makes it possible to transfer information between files and between programs (Word Processing, Spreadsheet, Addressbook).

Each time you copy new information to the Clip Board, the new information overwrites the old information. The Clip Board clears when the power is turned off. You can use Clip Board in Drawing or Greeting Card mode, but the memory in the Clip Board stored in these modes cannot be transferred to the other mode.

## ***Copying Information to the Clip Board***

You can copy information to the clip board from Word Processing, Spreadsheet, or Addressbook. You cannot, however, paste in any information created in the Drawing or Greeting Card modes into Word Processing, Spreadsheet, or Addressbook. Please refer to the instructions for each mode.

### **►To copy information to the Clip Board:**

1. Move the cursor on the first character of the block you want to copy.
2. Press **CODE + C CLIP**.

*This message appears for Spreadsheet or Addressbook:*

Move cursor to end of block and press RETURN.

*This message appears for Word Processing:*

Move cursor to end of block and press RETURN.

To jump to paragraph end, press SHIFT + ←, SHIFT + →.

3. Move the cursor to the end of the block; press **RETURN**. *This message appears:*

Data is stored in CLIP BOARD.

- If there is not enough free memory to store the information, the clip board clears and this message appears:

Not enough memory remaining!  
Press any key to continue.

## **Pasting Information from the Clip Board**

The contents of the clip board remain unchanged until you overwrite them or switch the power off. This means that you are able to paste the contents of the clip board more than once.

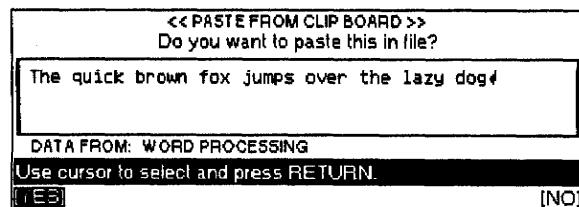
You can paste the contents of the clip board into the same file, in which case the operation is equivalent to copying a block of text, except that you can copy the same information many times in the same document.

You can also paste the contents of the clip board into another file. To do this, you must open the target file after copying the information from the source file into the clip board. The target file can be opened in Normal or Dual mode.

### **►To paste from Clip Board:**

1. Move the cursor where you want to paste the information.
2. Press **CODE + P CLIP**.

*This dialog box appears:*

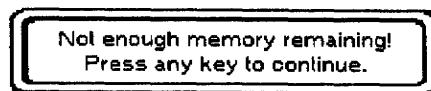


3. Select YES or NO; then press **RETURN**.

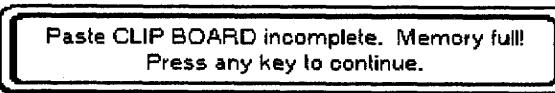
- **NO.** Cancels the function
- **YES.** Inserts the clip board contents at the cursor's position.

When you paste a Spreadsheet range into a Word Processing file, YES is replaced with YES AS TEXT and YES AS TABLE. Select YES AS TEXT when you want to paste the text only. Select YES AS TABLE when you want the range to format automatically as a table with a frame.

If there is not enough free memory to store the clip board information into the file, this message appears:



*However, for Spreadsheet, this message appears:*



## ***Copy/Paste from Word Processing to Word Processing***

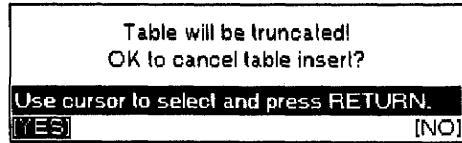
Information is inserted at the cursor position and formatted the same way as in the Block Copy option.

## ***Copy/Paste from Spreadsheet to Word Processing***

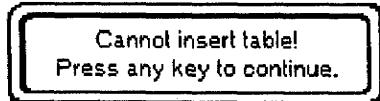
If you select YES AS TEXT, the information is inserted as a block of text, the way it appears on the Paste From Clip Board dialog box. Type style, font, color, and size are reset to the values at the cursor position.

If you select YES AS TABLE, the information and table are inserted starting from the cursor position. The font is automatically set to Brougham, and the point size of the font is set to match the point size set at the cursor position. Color is reset to the color at the cursor position. (Frame of cell should be black.)

If the table cannot fit between the margins, this dialog box appears:

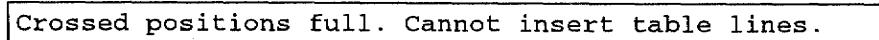


Select YES to CANCEL the table insert and return to the previous screen. If you select NO, the table is cut off (some of the table is cut off to make the table fit). If one cell is too large to fit between the margins, this message appears:



Press any key to return to the previous screen without inserting the table.

A frame cannot contain more than 22 rows or more than 30 columns. If the clip board information exceeds that limit, this message appears:



In that case, the information is inserted without the table lines.

## ***Copy/Paste from Addressbook to Word Processing***

Information is inserted as a block of text, the way it appears on the Paste From Clip Board dialog box. Type style, font, color, and size are reset to the values at the cursor.

## ***Copy/Paste from Word Processing or Addressbook to Spreadsheet***

The pasted information overwrites existing information in the Spreadsheet. All information is considered alphanumeric and is left aligned in the cells. A line in the Word Processing file or a record in the Addressbook file becomes a single cell in the Spreadsheet file (in the column that you selected as the pasting position).

If information longer than 238 characters is found, the additional characters are ignored and this message appears:

Truncated data exists.

## ***Copy/Paste from Spreadsheet to Spreadsheet***

Information from the clip board overwrites the target range as when you use the Block Copy (A Range of Cells) option.

## ***Copy/Paste from Word Processing or Spreadsheet to Addressbook***

Pasted information is inserted into existing information in the Addressbook. A line in the Word Processing file or a row in the Spreadsheet file becomes a single record in the Addressbook file. The record is divided into different items according to the width of the columns in the Addressbook file.

If information longer than the length of a record is found, the remaining characters are ignored, and this message appears:

Truncated data exists.

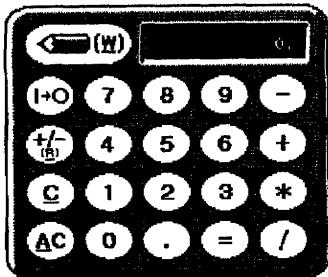
## ***Copy/Paste from Addressbook to Addressbook***

Pasted information is inserted into existing information at the cursor. The Addressbook pastes the first column of the clip board information into the first column of the destination file and so on. If a label width in the clip board is larger than the label width of the destination file or when the number of labels in the destination file is insufficient, the information in that label is cut off, and this message appears:

Truncated data exists.

# 12 Calculator

Your Desktop Publisher comes with a calculator for basic arithmetic. You can insert the results in Word Processing, Spreadsheet, or Addressbook.



## ► To start the calculator:

1. Press **CODE + 8** from any of the following screens:

- Main Menu
- Word Processing
- Spreadsheet Input/Edit screen
- Addressbook (Data Input screen)
- Drawing
- Greeting Card

*When you use the calculator, this message appears:*

Press CODE + 7 to change NUM-L on/off, R to enter +/-, F to finish.

## Using Numeric Lock (NUM-L)

You can use part of the keyboard like the numeric keypad of a pocket calculator. Press **CODE + 7** to turn numeric lock on or off. (The NUM indicator at the top of the screen is highlighted when **NUM-L** is on.) See Numeric Lock mode on page 25 in Getting Started for more information.

## Entering Information

Use these keys to enter numbers and do calculations while in another program:

Display	Key	Used for
1 – 0	Numeric keys 1 – 0 or their equivalent in Number Lock mode	To enter numbers
.	Period	Decimal point
+ – * /	+ – * / or their equivalent in Number Lock mode	The four operations: add, subtract, multiply, and divide
+ / -	R	To change the sign
C	C or <b>DELETE</b>	To clear the current entry
AC	A	To clear all
=	= or <b>RETURN</b>	To get the result
( W	W	To exit Calculator and paste the result at the cursor position

Display	Key	Used for
I → O	F or CANCEL	To exit Calculator
	BACKSPACE	To delete a digit

## Order of Calculation

The Desktop Publisher multiplies and divides first; then adds and subtracts.

Example: To calculate  $1 + 2 * 3 = 7$ , use  $1 + 2 * 3 =$

You can change the order of operation by calculating temporary results.

Example: To calculate  $(1 + 2) * 3 = 9$ , use  $1 + 2 = * 3 =$

## Maximum Length of Numbers and Precision

The maximum length of a number you can enter is 10 digits. If you enter more digits, they are ignored.

Example: 1234567890 or 0.123456789 are accepted.

12345678901 (11 digits) is cut off to 1234567890 (10 digits, 1 is ignored).

## Storing a Constant

If you enter the same operation more than twice consecutively, the letter K appears on the screen, and the previous result is stored in a temporary memory. That result is automatically used again if you neglect to enter an operation before a number.

If you enter the same operation twice consecutively, the letter K appears on the screen, and the previous result is stored in a temporary memory. That result is automatically used again if you neglect to enter an operation before a number.

Example:  $5 + +$  (K appears and 5 is stored)  $2 =$  gives 7.  
Then,  $3 = 8$  appears on the screen.

## Clearing

When an error occurs during calculation, the letter E appears. To delete this, clear the whole mathematical equation by pressing A.

Press the letter C on the keyboard to clear the last entered number or operation.

Example:  $1 + 2 C 3$  gives 4 (2 is cleared).

To clear an operation and replace it with another, you can also enter the second operation. When you enter two or more different operations in a row, only the last operation is used.

Example:  $1 * + 2$  gives 3.

Press the letter A on the keyboard to clear all operations and numbers.

## Returning to the Program

To quit the Calculator, press CANCEL or F.

If you started the Calculator in Word Processing, Spreadsheet, or Addressbook, you can also press W to return to that program and insert the last result from the Calculator at the cursor in the program.

# 13 About Template Files

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A template is a file that contains a predefined format for a type of document. Some example templates include purchase order forms, fax cover sheet forms, and party invitations.

To use a template, open the template file, make any changes you would like, and then save the revised file under a new file name. You cannot change the original template file. You can use these templates over and over again.

The first template file is named README. You can print this file for a complete list of all template files contained on your diskette.

## ►To open a template file:

1. Turn on the power to see the Main Menu.
2. Insert the Template diskette into the disk drive.
3. Select the mode that you wish to use and press **RETURN**. The File Index screen shows the list of template files.

The template file name extensions are:

- **WP1**—Word Processing
- **SP1**—Spreadsheet
- **MR1**—Addressbook
- **DR1**—Drawing
- **CR1**—Greeting Card

Files with different file name extensions do not appear in the File index dialog dialoguebox.

4. Press the arrow keys to select a template and press **RETURN**. The file opens and you can start editing.

*When a template file is opened, the file name extension is replaced, and the file can be edited in the same way as a normal WPT, MRG, SPR, DRW, or CRD file. When saving, save the file with a new file name.*

*Open and read the template file named README first. This file is a list of all template files on diskette.*

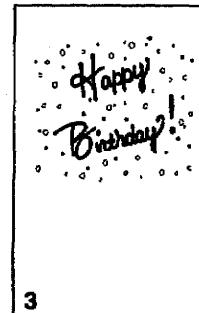
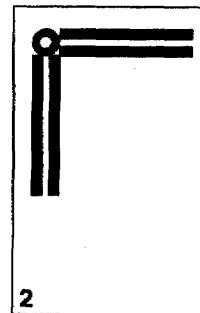
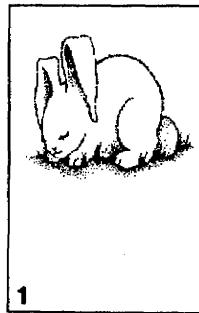
**Template 244**

# Appendix

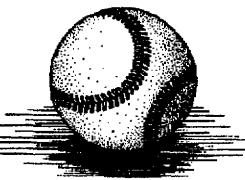
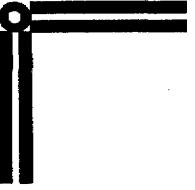
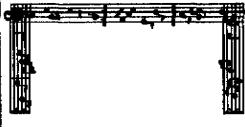
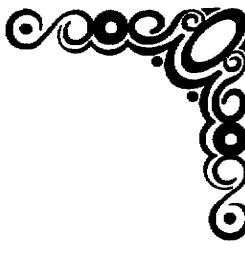
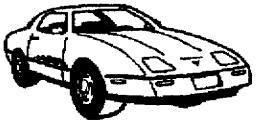
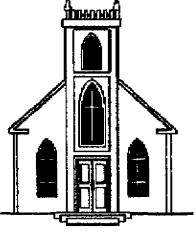
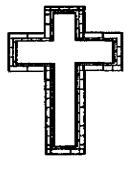
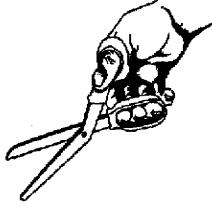
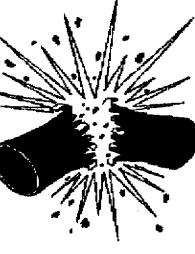
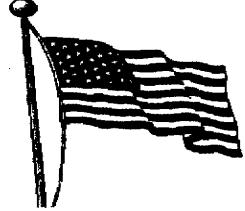
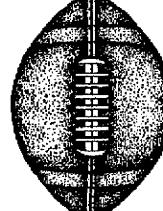
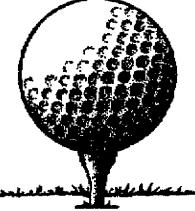
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## Black and White Graphic Art Images and Color Graphic Art Images

There are 40 black and white (monochrome) graphic art images and 40 color graphic art images stored on the Graphic Art Images diskette. These images allow you to create personalized such special items as letterheads, fancy invitations, and newsletters. The 40 black and white graphic art images and 40 colorcolor graphic art images are shown on the following pages. The file number of each border or graphic appears at the bottom of each graphic.

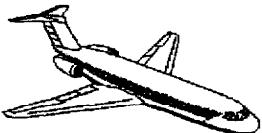
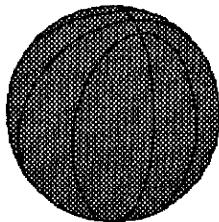
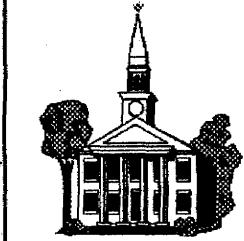
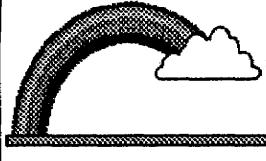
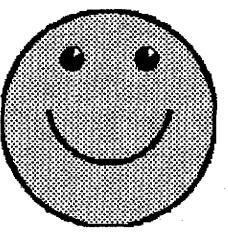
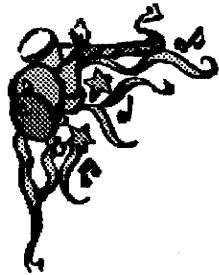
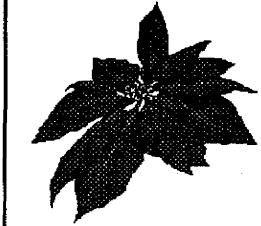
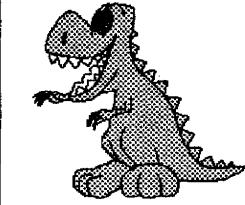
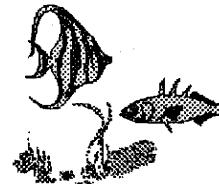
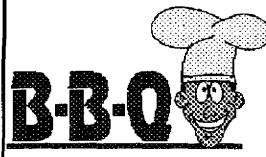
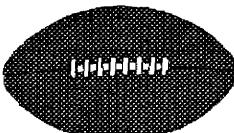
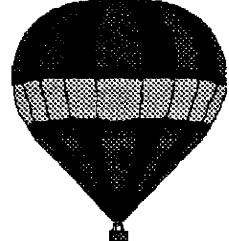
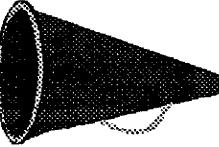


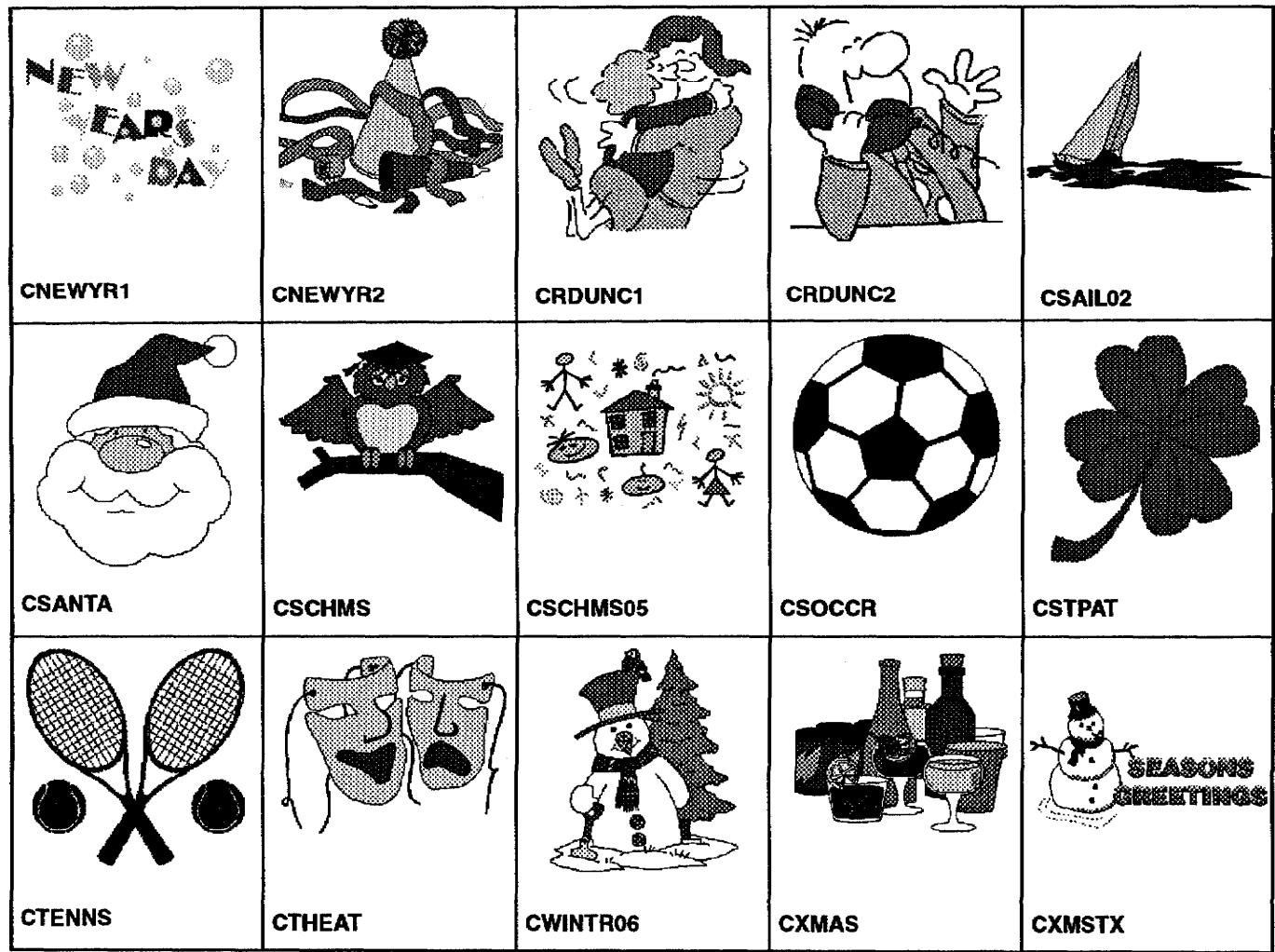
## Black & White Graphic Art Images

<b>ANNOUNCING...</b>	<b>Happy Birthday!</b>	<b>MBABY</b>	<b>MBALOONS</b>	
<b>MANNOUNC</b>	<b>MB-DAY</b>			<b>MBAREFEE</b>
	<b>BIG EVENT!</b>			
<b>MBASEBAL</b>	<b>MBIGEVEN</b>	<b>MBILL</b>	<b>MBORDER1</b>	<b>MBORDER2</b>
				<b>BABY Congratulations!</b>
<b>MBORDER3</b>	<b>MBUNNY</b>	<b>MCAR</b>	<b>MCHURCH</b>	<b>MCONGRAT</b>
				
<b>MCROSS</b>	<b>MCUT</b>	<b>MEASTER</b>	<b>MFIRECRK</b>	<b>MFIST</b>
		<b>FREE!</b>		
<b>MFLAG</b>	<b>MFOOTBAL</b>	<b>MFREE</b>	<b>MGOLF</b>	<b>MGRAD</b>

<i>GRAND OPENING</i>	<i>Seasons Greetings</i>		<i>NEW</i>	
MGRAND	MGREET	MHANDSHK	MNEW	MNEWBURS
		<i>SALE</i>		<i>THANK YOU</i>
MPARTY	MREMINDE	MSALE	MSUNDUDE	MTHANK
MTROPHY	MVALENTN	MWAITER	MWREATH	MYOU

## Color Graphic Art Images

				
CAIRC	CBDRTC	CBDRTC07	CCBOOK	CBSKTB
				
CBSKTB02	CCHRCH	CCLICH	CCLICH05	CCRNRG
				
CDANCE	CDECOR06	CDINO02	CDOG03	CFISH02
				
CFLWRC02	CFOOD	CFOOTB	CFOOTB02	CGOALS05
				
CCGRAD	CHALLW	CHBALN	CHOUSE	CMPHON



## Extra Character Table

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□	○	1	2	3	4	5	6	7	8	9	²	³	½	¼
■	■	+	,	.	*	=	<	>	«	»	(	)	[	]
{	}	-	:	:	:	!	:	?	;	;	;	;	;	;
+	+	-	*	/	÷	√	-	-	=	=	=	=	=	=
A	a	À	à	À	à	À	ä	À	â	À	ã	À	å	À
B	b	C	c	Ç	ç	D	d	E	e	É	é	È	è	Ë
Ê	ê	F	f	G	g	H	h	I	i	Í	í	Ì	ì	Í
Í	í	Ij	j	K	k	L	l	E	l	M	m	N	n	n
Ñ	ñ	O	o	ó	ó	ò	ò	Ö	ö	Ö	ö	Ø	ø	Ø
Œ	œ	P	p	Q	q	R	r	S	s	T	t	U	u	ú
Ù	ù	Ü	ü	Û	û	V	v	W	w	X	x	Y	y	Ý
Z	z	ß	μ											

## Symbol Table

♦	♣	♥	♦	★	☆	●	○	■	□	◆	◊	▲	△	▼	▽
♤	♧	♧	♤	♧	♧	♧	♧	♧	♧	♤	♧	♤	♧	♤	♧
♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤
♤	♧	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤
♤	♧	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤	♧	♤
→	←	↑	↓	+	+	+	+	↔	↔	↔	↔	↔	↔	↔	↔
°	1	2	3	4	5	6	7	8	9	I	II	III	V	X	
⊕	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
α	β	Γ	γ	Δ	δ	ε	ζ	η	θ	θ	η	λ	λ	μ	
ν	ε	ε	ε	π	π	ρ	σ	σ	τ	τ	τ	φ	φ	χ	ψ
ϕ	Ω	Θ	θ	≈	∂	≈	ʃ	Δ							

## Troubleshooting

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Your Desktop Publisher has been manufactured to give you years of trouble-free use. In the rare instance that problems occur, you may find the solution in the table below. If you cannot, do not attempt to repair the Desktop Publisher yourself. Instead, please contact your local Brother Service Center. (For a list of Brother Service Centers, refer to the Brother Authorized Service Center booklet that comes with your Desktop Publisher.)

Problem	Solution
Nothing works after the Desktop Publisher has been turned on.	Check that the word processor is plugged into a power source.
Printout is impossible or difficult to read.	Check that the inkjet cartridge is installed correctly. (Please refer to Installing/Replacing an cartridge on page 16.) Check that there is ink in the cartridge. Press <b>CODE + SHIFT + INK CHG</b> to clean the print head. If printout is still difficult to read, press <b>CODE + INK CHG</b> . After the print head moves to the left, replace the inkjet cartridge. Then press <b>RETURN</b> to clean the print head. Repeat this operation several times if necessary.
Back of paper is stained with ink.	The main roller is stained. Feed two or three sheets of paper through the printer to clean the roller.
Ink runs on the paper.	Try printing on the other side of the paper. If this does not solve the problem, try other types of paper.
White horizontal lines appear in the printed text.	The printer and the print head on the cartridge are not properly connected. Remove and reinser the cartridge. (See Replacing the Inkjet Cartridge for more information.)
Paper jams.	There are two ways to remove jammed paper. 1. Remove the jammed paper manually. 2. Press <b>CODE + SHIFT + CANCEL</b> or <b>CODE + SHIFT + HELP</b> to eject the papers.
All seems normal after the word processor has been turned on, but nothing appears.	<b>Model DP-550CJ or DP-5040CJ</b> —Adjust the brightness control. <b>Model DP-780CJ</b> —Adjust the brightness and contrast control. Check that the signal cable is firmly connected to the monitor.
Disk drive operation is not possible.	The diskette has been damaged, or a television set or the monitor is located too close to the disk drive. Try with another diskette and/or move the word processor.

## Error Messages

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Please consult the following table when an error message appears:

Message	Cause	Solution
Check printer! Press any key to continue.	Malfunction of the printer mechanism detected.	Verify that the ink cartridge is firmly installed. Press any key to erase the message, turn the power off, then on again, and check to see if the printer moves correctly. If the error message appears again, press any key to erase the message, turn the power off, then on again, and check whether the printer moved correctly. If the error message appears again, consult your local Brother Service Center*.
Incorrect spec!	Malfunction at a soldering point detected.	Turn off the power and consult your local Brother Service Center* immediately.
RAM down!	Malfunction detected in your machine's Random Access Memory (RAM).	Turn the power off and consult your local Brother Service Center* immediately.
Ink cartridge is not installed.	The ink cartridge is not installed on the machine.	Press CODE + INK CHG and install the ink cartridge. You can input/edit/save/load the data even if the ink cartridge is not installed.

\*For a list of authorized Brother Service Centers, refer to the Brother Authorized Service Center booklet that comes with your Desktop Publisher.

# Specifications

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**Display:** LCD (DP-530CJ) 480 × 128 dot

**Display:** LCD (DP-550CJ) 640 × 480 dot

**Display:** CRT (DP-780CJ) 800 × 324 dot

**Keyboard:** 65 keys

**Printer:** Built-in colorcolour inkjet printer

Print method: 300 × 300 dpi inkjet printing

Print speed: 160 cps (for regular & fine quality printing)

Paper capacity: 9.5 inches

Print capacity: 8.1 inches

Inkjet Cartridge: Approximately 1,000,000 characters  
(inkjet cartridge in regular print mode\*)

Font type (DP-530CJ): Helsinki, Tennessee, Brougham

Font type (DP-550CJ & DP-780CJ):  
Tennessee, Helsinki, Brougham, US, Calgary

Font size (DP-530CJ): 10, 12, 14, 18, 36 point

Font size (DP-550CJ & DP-780CJ):  
10, 12, 14, 18, 36 point

## Memory:

Text memory: 70 kb

External memory: 1.44 Mb/720 kb (formatted) 3.5" diskette

## Paper Specification:

Cut sheet coated paper: A4, Letter, Legal, Executive

Transparencies A4, Letter

Glossy paper A4, Letter

Envelopes DL, COM-10, C4

Feeder Capacity A4. Letter, Executive – 30 sheets of 20 lb.

Legal – 1 sheet of 20 lb.

Transparencies – 1 sheet of 20 lb.

Glossy Paper – 1 sheet of 20 lb.

Envelopes (DL, COM-10) – 5 sheets of 20 lb.

Envelopes (C4) – 1 sheet of 20 lb.

**Paper Selection Lever**

Front	Transparencies
	Envelopes
Back	Cut Sheet Coated Paper
	Glossy Paper

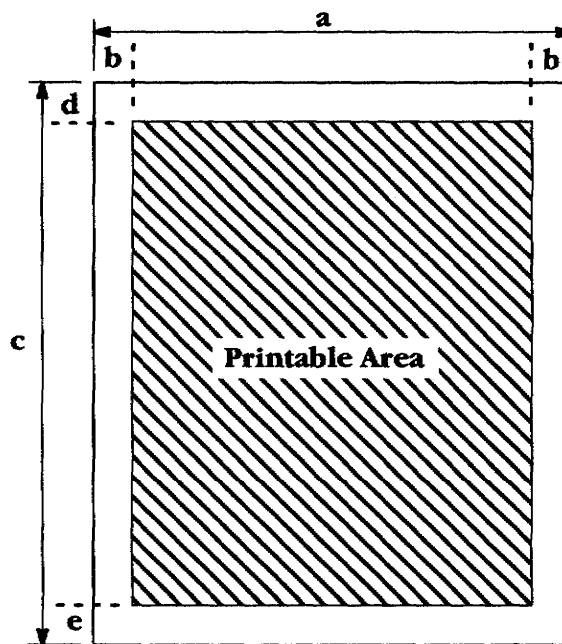
**Paper Capacity in Feeder**

Sheet Feeder	approximately 30 sheets of 20 lb.
Output Stacker	approximately 30 sheets of 20 lb.
Paper Weight	16 to 24 lb.
Print Width	8.1 inches maximum
Line Feed Speed	2.0 inch/second 1/6 inch line feeds

**Printing Direction**

Monochrome	Bidirectional in text Unidirectional in Block Graphic Character Unidirectional in Image
Color	Unidirectional

**Printable Area – Paper**



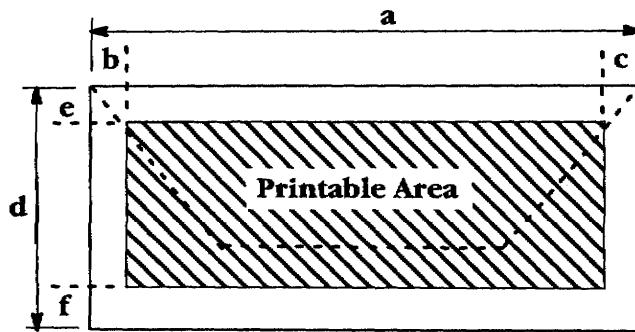
#### Recommended Printable Area – Paper

Letter	a = 8.5 inches b = 0.2 inches c = 11.0 inches d = 0.5 inches e = 1.0 inch
Legal	a = 8.5 inches b = 0.2 inches c = 14.0 inches d = 0.5 inches e = 1.0 inch
A4	a = 210 mm b = 5.1 mm c = 297 mm d = 12.7 mm e = 25.4 mm

#### Possible Printable Area – Paper

Letter	a = 8.5 inches b = 0.2 inches c = 11.0 inches d = 0.5 inches e = 0.5 inch
Legal	a = 8.5 inches b = 0.2 inches c = 14.0 inches d = 0.5 inches e = 0.5 inch
A4	a = 210 mm b = 5.08 mm c = 297 mm d = 12.7 mm e = 12.7 mm

### Printable Area – Envelope



### Recommended Printable Area – Envelope

#### U.S. Commercial Number 10

a = 9.5 inches

b = 0.2 inches

c = 1.2 inches

d = 4.1 inches

e = 0.5 inch

f = 1.0 inch

#### European DL

a = 220 mm

b = 5.1 mm

c = 9.2 mm

d = 110 mm

e = 12.7 mm

f = 25.4 mm

### Possible Printable Area – Envelope

#### U.S. Commercial Number 10

a = 9.5 inches

b = 0.2 inches

c = 1.2 inches

d = 4.1 inches

e = 0.5 inch

f = 0.5 inch

**European DL**

**a = 220 mm**

**b = 5.1 mm**

**c = 9.2 mm**

**d = 110 mm**

**e = 12.7 mm**

**f = 12.7 mm**

**Resident Printer Control Modes**

**Epson LQ mode      Epson LQ printer emulation**

**BJ mode            IBM Proprinter X24E emulaiton**

**Cannon Extended Mode**

**\* Estimated by using standard text in 12 point, Brougham font.**



# Glossary

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**Abbreviated phrase:** A function that allows you to enter phrases you use frequently by typing an abbreviation rather than the entire phrase.

**Absolute address:** A spreadsheet cell address specified in a formula that is not updated if you change the layout of your spreadsheet.

**Accelerator keys:** The underlined letters on function menus or pull-down menus that can be used as short-cut keys by pressing the same letter on the keyboard to activate that function on the menu.

**Address:** The position of a spreadsheet cell, designated by its column letter and row number.

**Address block:** In a letter, the area in which the address of the recipient is shown.

**Alphanumeric data:** Data entered into a spreadsheet that cannot be calculated.

**Application:** A program such as Word Processing, Spreadsheet, or Addressbook.

**Argument:** The information such as a value or cell address that you must supply when using a math function in the Spreadsheet application.

**ASCII file:** A text file consisting of only ASCII codes (all special formatting has been eliminated).

**Backup:** A copy of your data on a separate diskette that you keep in case your original data and/or diskette is damaged.

**Baud Rate:** A measure of the speed of transmission of data—how many times the frequency changes in one second.

**Block:** An area of text that you can copy, delete, or move to another part of that document or to another document in Word Processing, Spreadsheet, or Addressbook programs.

**Body block:** In a letter, the main body of text.

**Bold:** Characters that are thicker than normal, or to make characters that are thicker than normal.

**Calculator:** A program that enables calculations to be made on the screen.

**Center tab:** A tab used to center text at that tab position.

**Cell:** The area on a spreadsheet located at the intersection of a row and column where one piece of data is stored.

**Centering:** A Word Processing function that centers text between margins.

**Change screen:** A function used with the dual display mode to change the active file, that is, to move the cursor between the two files displayed on the screen.

**Character keys:** Keys that produce a letter or symbol.

**Chart symbol:** A symbol that indicates that there is a chart beginning from that line.

**Clip Board:** Memory for temporarily storing data that you want to put at another location.

**Column:** In Addressbook, a vertical group of information that represents one category, such as names or addresses. In Spreadsheet, a vertical group of cells extending from the top of the worksheet area to the bottom that is one cell wide.

**Command mode:** The mode in which you can access the function menu by pressing **MENU** in the Spreadsheet program.

**Complimentary close line:** In a letter, a line containing ending words and phrases such as "Sincerely" or "Yours truly." In the Auto Letter Layout program, the complimentary close line must contain more than five characters (and can contain up to 30) and is followed by a comma and **RETURN**.

**Conversion:** Changing computer data into a form that can be used by a different computer system or program.

The Desktop Publisher allows you to convert a Word Processing file into an ASCII file and vice versa, as well as a Spreadsheet file into a Lotus® 123® file and vice versa.

**Cursor:** (1) A small blinking box used to select a position on the screen.  
(2) A long illuminated block used to select menu items by highlighting them.

**Cursor keys:** The four keys with arrows on them. When you press a cursor key, the cursor moves in the direction of the arrow on the key.

**Date line:** In a letter, a line showing the date of the letter.

**Decimal tab:** A special tab used to align numbers in a column by their decimal point rather than by the first character.

**Denominator:** The bottom half of a fraction or equation.

**Direct number:** Spreadsheet data consisting of digits and possibly a decimal point that can be used in calculations.

**Disk Drive:** The mechanism that writes data to and reads data from diskettes.

**Diskettes:** A thin, magnetic-coated disk on which computer data can be stored. The Desktop Publisher uses a 3.5-inch diskette.

**Double sort:** Rearranges data according to two specified conditions.

**Dual display:** Displaying two files (not necessarily from the same program) on the screen.

**Enclosure notation:** In a letter, a line containing information about any attachments to the letter.

**Entry field:** On the Data Input screen in the Addressbook program, each data entry area.

**Exponentiation:** A notation that indicates the number of times a number is to be multiplied by itself. In the Spreadsheet application, 2<sup>3</sup> is displayed like 2#3 and means 2 x 2 x 2.

**Extension:** Characters added to the end of a file name and separated from it by a period. These characters identify the program that created the file. These extensions contain a period and three letters. Example: .WPT

**Extra Character:** Foreign language characters, special marks, and common symbols available for use in your files.

**File:** The unit in which data is stored on the diskette, for example, a single Word Processing document, Spreadsheet, or Addressbook file.

**Floppy diskette:** See Diskettes.

**Font:** A specific typeface style assigned to the characters. You may use one font or a combination of fonts within one file. (Tennessee, Helsinki, etc.)

**Font Size:** The height and width of a character determined by the selected point size (the vertical measurement of the characters).

**Font & Size:** Dialog box that allows you to select both the font and the size of the font for typed characters.

**Footer:** A line of text that prints at the bottom of every page in a document.

**Format:** The visual arrangement of text on a page, determined by such factors as margin and tab settings, justification, and centering.

**Format change symbol:** A symbol indicating that there was a format change, such as Justify on/off.

**Formatting:** See Initializing.

**Format mark:** Symbols that designate spreadsheet data as alphanumeric data. Format marks can also be used to place data flush right or flush left in cells.

**Formula:** Numeric data entered on a spreadsheet consisting of operators, operands, and parentheses that direct the system to perform a calculation.

**Frame:** A set of horizontal and/or vertical lines such as those used in forms and tables.

**Function key:** A key that initiates a specific operation. The **MENU** key is an example of a function key.

**Function menu bar:** A bar that appears across the top of the screen that contains pull-down menu names. You can access it by pressing **MENU**.

**Graphics:** Any non-alpha/numeric image that you add to your document, such as vertical/horizontal lines, charts, and graphs.

**Header:** A line of text that prints at the top of every page in Word Processing files.

**Help window:** A window that shows a list of short-cut keys.

**Hypben scan:** A Word Processing function that scans your document for lines of text with long blank spaces caused by the word wrap function.

**Identification line:** In a letter, the line containing the name of the sender.

**Initializing:** A process by which the system divides a diskette into sections that organize the storage of your files. If the diskette contains data, the system will delete it during formatting.

**Ink-jet cartridge:** An accessory needed to supply ink for printing.

**Input area:** In the Spreadsheet program, the upper row where the cursor moves when typing in information.

**Input/Edit screen:** In the Word Processing and Addressbook programs, the screen where you type in information.

**Insert mode:** The mode in which you can insert text at the cursor while “pushing” other text further on.

**Integer:** A whole number (without any fraction or decimal places).

**Justify:** A Word Processing function used to adjust the spacing in each line of text so that left and right margins are evenly aligned.

**Label:** A string of characters that identifies each category of information in an Addressbook file.

**Label printing:** A method for printing Addressbook records on envelope labels.

**Leader tab:** A tab used to enter a line of dots from the position where **TAB** is pressed up to the next tab stop.

**Line framing symbol:** A symbol indicating that there is a frame beginning on that line.

**Line out:** A function that quickly erases all characters before the cursor on the current line.

**List printing:** A method for printing Addressbook records as a list.

**Memory:** A part of the Desktop Publisher that temporarily stores information. The contents of the memory are cleared when you turn off the Desktop Publisher.

**Merge printing:** A function for printing a Word Processing document incorporating Addressbook records (such as addresses) in desired positions.

**Modem:** Changes the electronic signals that come through telephone lines into digital signals that your Desktop Publisher can understand; it also reverses this process and converts the digital signals created by the Desktop Publisher to analog signals sent through telephone lines.

**Non-character key:** Keys that do not provide letters or symbols. Non-character keys activate the functions indicated on their respective key tops.

**Normal tab:** A tab stop used to left-align text with that tab position.

**Numeric data:** Data entered in a spreadsheet that can be used in calculations.

**Operand:** The data in a spreadsheet formula on which a mathematical operation will be performed. In a spreadsheet formula, an operand can be a number, address, function, or formula enclosed in parentheses.

**Operator:** The character in a spreadsheet formula that specifies the mathematical operation to be performed (+, -, #, \*, and /).

**Overwrite mode:** The mode in which inserting text at the current cursor position deletes the text at that position.

**Page break symbol:** A symbol that ends a page and starts a new page.

**Paragraph break:** The end of a paragraph formed by pressing **RETURN**. The paragraph break symbol [.] appears.

**Parity:** The number of bits in a data packet (group of data), which may contain a parity bit for checking errors. Both sender and receiver must agree to use the same parity.

**Permanent hyphen:** A hyphen to protect words from being separated on two lines. Words with a permanent hyphen between them are treated as one word.

**Permanent space:** A space to protect words from being separated on two lines. Words with a permanent space between them are treated as one word.

**Point:** The unit used to express the size of characters. 72 points = 1 inch.

**Print Preview:** A screen illustration that gives you an overall idea of the format layout of your document before printing..

**Prompt:** A message or format displayed on the screen that requires a response from the user.

**Pull-down menu:** A list of functions that appears below the menu name when the menu name is selected.

**Recalculation:** Redetermines the results of all formulas in a spreadsheet to incorporate new or changed data.

**Record:** One listing in an Addressbook file, for example, the name, address, and telephone number of one individual.

**Relative address:** A spreadsheet cell address that gives the location of a cell in relation to another cell. This address changes automatically when the layout of the spreadsheet document changes.

**Right margin flush:** The text is aligned with the right margin.

**Root directory:** The original file directory of a tree structured file system. The root directory exists even if the user does not make any other directories.

**Row:** On a spreadsheet, a horizontal line of cells that extends from the extreme left of the worksheet area to the extreme right.

**Salutation line:** In a letter, the line before the body of the letter, containing a phrase beginning with a greeting such as "Dear" or "Ladies and Gentlemen."

**Scale:** The line at the top of the screen that shows the horizontal position of the cursor as well as the position of the right and left margins and tab settings.

**Scroll:** To move quickly through the data entry area when all the data cannot fit on the screen. As old data disappears from one edge of the screen, new data appears at the opposite edge,

**Search:** A Word Processing, Spreadsheet, and Addressbook function that finds a specified string of characters.

**Select:** A Spreadsheet and Addressbook function that lists data that match specified conditions.

**Self-demo:** A program that shows you examples of Spreadsheet, Word Processing, and Addressbook documents.

**Short-cut keys:** A combination of keys that activates a function without selecting the function from the function menus.

**Signature block:** In a letter, an area where the sender signs his or her name.

- Soft hyphen:** A hyphen entered with **CODE + S** or inserted with hyphen scan function.
- Soft space:** A normal space produced by pressing **SPACEBAR**.
- Sort:** Reorganizes Spreadsheet or Addressbook data in either alphabetic or numeric order (or reverse order).
- Spell check:** A function that checks your text for misspelled words and gives a list of possible corrections.
- Split size:** A function used to adjust the ratio of the displayed portion of files when two are shown on the screen.
- Status line:** The area at the top of the screen showing the name of the file you are working on and other current settings.
- Subdirectory:** Directories created by the user that appear below a root file directory or other file directories.
- Subscript:** Characters printed slightly lower than normal characters.
- Superscript:** Characters printed slightly higher than normal characters.
- Symbols:** Special characters that can be included in your documents.
- Tab:** A key that moves the cursor (and text) to the next preset tab stop. Tabs can align text in various ways. For example, decimal tab aligns numbers by their decimal points.
- Text area:** In the Word Processing Input/Edit screen, the range over which you can move the cursor and enter data.
- Truncated:** In Spreadsheet Importing, information that is deleted when the cell range is exceeded or the file size is too large.
- Tutorial:** A program that shows how to use the Word Processing program.
- Type style:** An attribute, such as underlining, that is given to your typed text to add effect.
- User dictionary:** A list of words not in the standard dictionary of Spell Check that are typed in by the user. The Spell Checker consults this when checking spelling in your document.
- Word out:** A function that quickly allows you to delete the word immediately before the current cursor position.
- Word wrap:** Allows you to type a paragraph without continuously pressing RETURN. When a word goes beyond the right margin, the word moves to the next line automatically.
- Write protection:** Protects a diskette from accidental erasure. This is done by setting the write-protection switch on a diskette in the Read Only position.
- Wild card character:** A character included in a character string to represent one or more unknown characters when searching for a character string. With the Desktop Publisher, "?" is used to represent one unknown character in a string, and "\*" is used to represent one or more characters.
- Worksheet area:** The area in the Spreadsheet program where the data is typed in and manipulated. This area is divided into cells.

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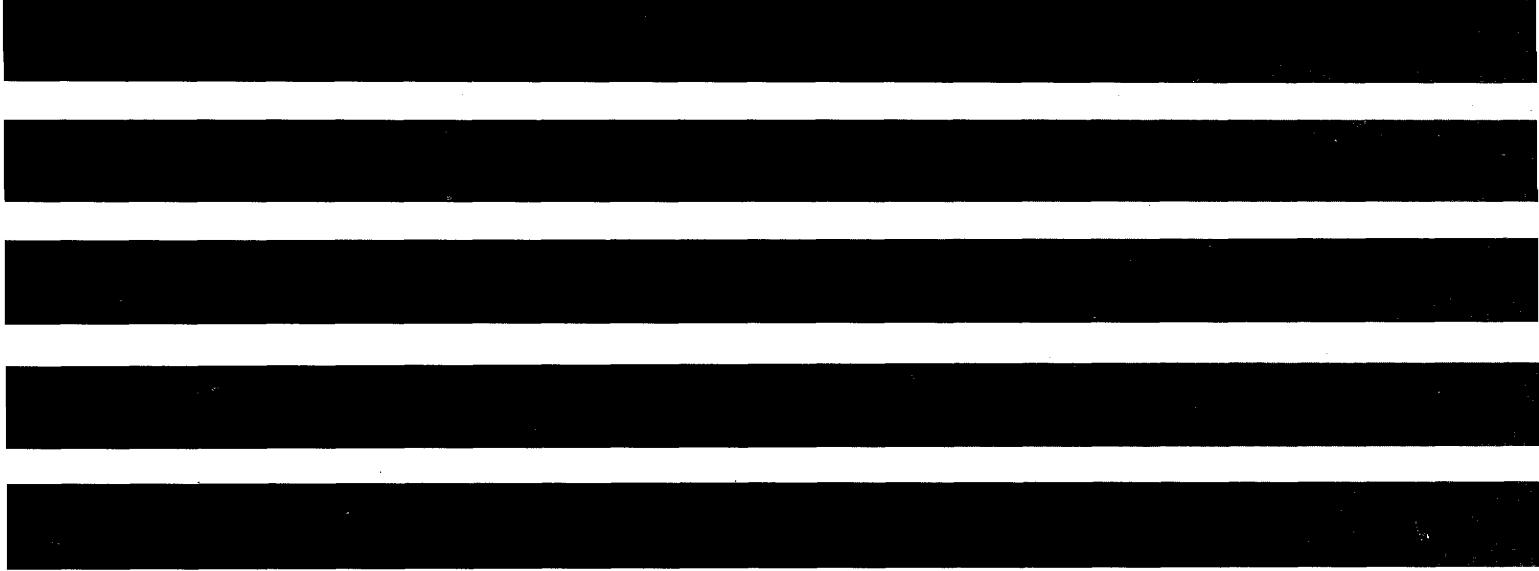
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