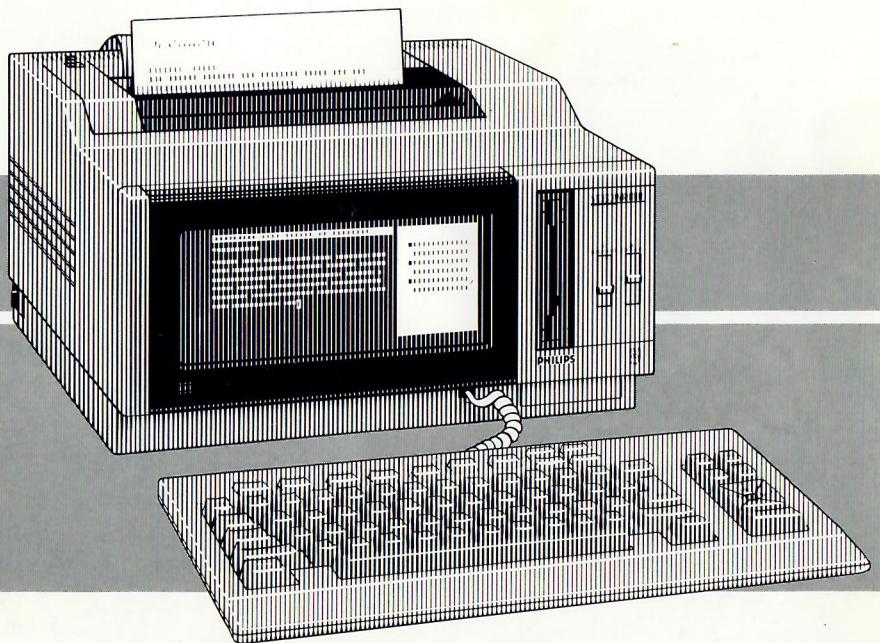


PHILIPS

VIDEOWRITER

4260
4460

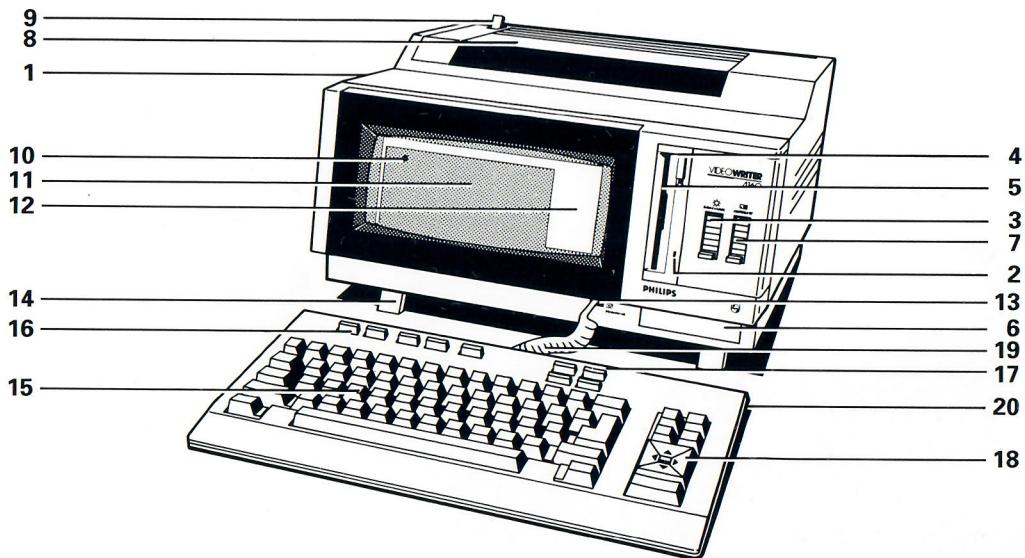


PHILIPS



Main components and controls of the VideoWriter

1. POWER SWITCH (ON/OFF).
2. DISK LIGHT: Lights when disk is in use ... don't remove disk when light is on.
3. SCREEN BRIGHTNESS CONTROL.
4. EJECT DISK BUTTON: Push to remove disk ... be certain menu is on the screen before pushing the button.
5. DISK SLOT: For utility and storage diskette.
6. CARTRIDGE SLOT: For dictionary and storage/utility cartridges.
7. PRINT INTENSITY CONTROL: Lightens/darkens print.
8. PRINTER COVER: Lifts off to change ribbon.
9. PAPER RELEASE LEVER: Straightens paper manually in the same way as a typewriter.
10. CURSOR: Shows exactly where you are working on the screen.
11. MAIN SCREEN: Displays what you are writing or printing.
12. PROMPT SCREEN: Shows instructions, reminders and HELP messages.
13. KEYBOARD CONNECTOR SOCKET.
14. TILT LEGS: Folded under unit.
15. TYPEWRITER KEYS: Work like normal typewriter keys.
16. FUNCTION KEYS: Dedicated keys for individual VideoWriter functions for quick and easy operation.
17. **[HELP]** KEY: Explains on the prompt screen what the function keys can do.
18. ARROW KEYS: Move the cursor around the screen without affecting the text.
19. KEYBOARD CONNECTOR.
20. TILT LEGS: Folded under keyboard at the rear.



CONTENTS

1. INTRODUCTION	page 4
2. GENERAL OPERATING INSTRUCTIONS	page 5
3. INTRODUCTION TO VIDEO WRITING	page 7
• Starting writing: creating a document • Document structure • Text entry • Editing text • Printing a document • Editing an existing document • Closing-down procedure	
4. EDITING FEATURES	page 10
• Moving around the screen • Deletion • Moving blocks of text • Copying text • Splitting the screen • Type styles • Wide characters • Superscript • Subscript • Underline • Bold • Restyling text • Text handling • Manual hyphenation/soft hyphen • Non-breaking space • Framing • Find word in document • Find a word • Find and replace a word individually • Replace all words	
5. DOCUMENT FORMAT	page 16
• Document description screen • Document name, date, comments • Margins • Single and double line spacing • Compressed line spacing • Paragraph start • Tab stops (T and .) • Justification • Headings and auto page numbering • Editing line format templates • Line formats • Programmed indentation • Centring text • Page breaking • Temporary page breaks • Fixed page breaks • Deleting a page break • Extended pages • Repage	
6. PRINTING DOCUMENTS	page 22
• Printing selected pages • Number of copies • Print speed • Order of printing • Loading paper	
7. DOCUMENT STORAGE	page 24
• Saving a document • Disks • Backup document copies • Space left • Write protection	
8. APPLICATIONS	page 26
• Text presentation • Restructuring large documents • Report and technical papers • Letterheadings • Tables • Letter • Technical document • Presentations • Advertisements • Forms, template documents • Creation of template documents • Preparing and using a grid page • Using template documents	
9. CARE AND HANDLING	page 32
• VideoWriter care and handling • Cartridge care and handling • Disk care and handling	
10. SUMMARIES AND TABLES	page 33
• Summary of key functions • VideoWriter character set • Technical data	

INTRODUCTION

The Philips VideoWriter is ideal for a multitude of applications, its versatility far superseding that of a conventional typewriter.

Everything you need is combined in one portable desk-top unit. You can type your text onto the video screen; make all the changes you want; decide on better ways of phrasing text; proofread for spelling mistakes; and, finally, print your text onto paper using the built-in printer.

But the VideoWriter contains far more facilities than these. For example, you can rearrange the layout of a page for better presentation, centre text, copy blocks of text from one part of your document to another, move text around, and much more. All these facilities are covered in this manual. In addition, every document you write with the VideoWriter, be it a recipe, letter or essay, can be saved, allowing you to recall and update it at a later date.

The VideoWriter is simple to use. At every stage, the screen gives you step-by-step instructions, guiding you through the different facilities. For example, simply pressing **[HELP]** followed by a function key will give you a brief function description. The purpose of this manual is to supplement these prompts and provide expanded descriptions.

Throughout the manual the following notation is used for key presses:

[KEY] represents a single function key, e.g. **[HELP]**

text represents information which has to be typed, e.g. numbers.

[KEY], **[KEY]** is used to denote a sequence of keys, e.g. **[GO TO]**, **[▲]**

[KEY]/[KEY] means that the first key should be held down and then the second key pressed, e.g. **[↑]/[DELETE]**.

GENERAL OPERATING INSTRUCTIONS

Safety precautions

- First check that your supply voltage is the same as that given on the type plate at the rear of the VideoWriter.
- To avoid risk of fire or electric shock, do not expose the VideoWriter to rain or moisture.
- Ensure that no objects or fluids pass through the ventilation openings. If liquid is spilt into the VideoWriter; disconnect it from the mains and consult a qualified service technician.
- Dangerous voltage inside. Do not open the cabinet. There are no user servicable parts inside. Repairs should be carried out by qualified service personnel only.

Precautions

The manufacturer cannot be held liable for damages which are incurred by not using the VideoWriter in compliance with the guarantee conditions and/or safety instructions.

- The VideoWriter must be positioned in such a way that additional heating by an external source of heat (radiator, etc.) is avoided.
- Ensure that air can circulate freely through the ventilation openings of the VideoWriter.
- Avoid using your VideoWriter immediately after moving it from a cold to a warm location, or soon after heating a cold place, or under conditions of high humidity.
- Avoid using the VideoWriter on soft surfaces or near appliances generating strong magnetic fields (e.g. motors, transformers).
- Do not use the VideoWriter in dusty places or where it may be subject to vibration.
- If you have to transport your VideoWriter, do not leave a disk or cartridge loaded and avoid violent shocks.

Setting-up procedure

Note for users in the U.K.

IMPORTANT: The wires in the mains lead are coloured in accordance with the following code: Green and yellow - Earth, Blue - Neutral and Brown - Live.

If the colours of the wires in the mains lead do not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The green and yellow wire must be connected to the terminal which is marked with the letter E, the earth symbol (\pm) or coloured green.

The blue wire must be connected to the terminal which is marked N or coloured black.

The brown wire must be connected to the terminal which is marked with the letter L or coloured red.

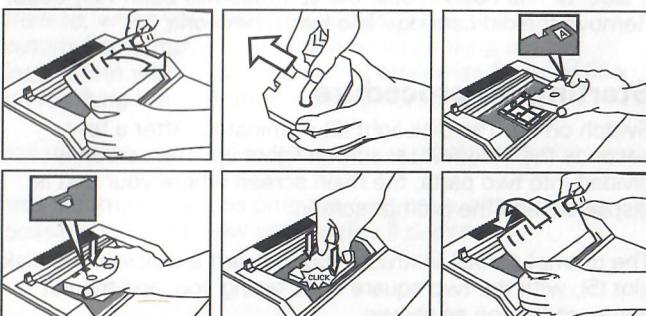


Figure 1. Loading a ribbon

WARNING: THIS APPARATUS MUST BE EARTHED.

Unfold the tilt legs under the main unit and the keyboard and plug the keyboard connector into the socket on the front of the main unit. Plug the power lead into the mains supply and load the ribbon cartridge as follows.

LOADING THE RIBBON:

1. Remove the printer cover. The printer carriage should be at the centre of the printer. If not, centre it by turning the power on and off.
2. Remove the ribbon reel lock.
3. Hold the ribbon cartridge with side "A" above carriage.
4. Position ribbon over print head.
5. Line up centre locking tabs on the carriage and ribbon cartridge and push down until cartridge snaps into place.
6. Replace the printer cover.

When the ribbon needs to be changed, you will be alerted by the prompt screen. Remove the printer cover and check cartridge side indication. If side "A" has been in use, remove cartridge, turn it over to side "B" and follow steps 4, 5 and 6. If side "B" has been in use, the cartridge has been fully used. Remove the old cartridge and load a new one.

Starting-up procedure

Switch on (1). The disk light (2) illuminates. After a few seconds the VideoWriter screen lights up. The screen is divided into two parts; the main screen where your text is displayed, and the prompt screen.

The prompt screen instructs you to insert a disk into the disk slot (5), with the two square ends facing you, and the cut corner at the top as shown.

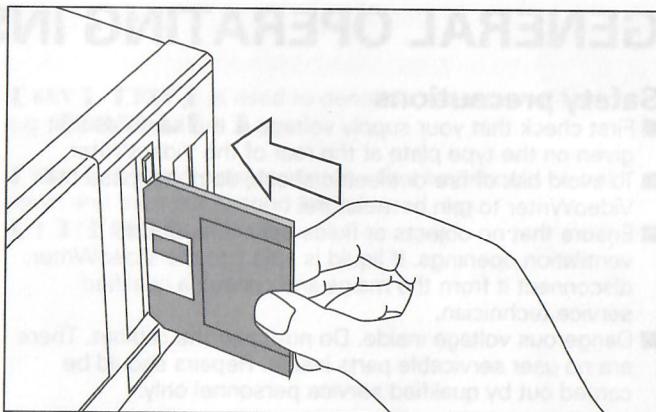


Figure 2. Inserting a disk

The VideoWriter now displays the menu screen with a list of documents you have worked on. Initially, however, it will be almost empty, with:

1. Create a document.

NOTE: Paper only needs to be loaded when you want to print a document. Do not load paper into the printer until you intend to print the document. (See PRINTING DOCUMENTS.)

INTRODUCTION TO VIDEO WRITING

This section provides you with the general information on how to start writing and editing text. To use the various functions, press the appropriate function key. The prompt screen will then guide you through the necessary steps.

Throughout your work session you will be asked to confirm all your requests by pressing **[DO]**. Conversely the **[UNDO]** key will cancel any command.

You can always obtain information on any of the function keys by pressing [HELP] and following the prompts. Pressing [HELP] does not affect your work.

Starting writing: creating a document

When you first insert a disk, the VideoWriter displays the menu screen (if not, press **[MENU]**). This screen shows you a list of documents. To create a new document, press **1. [DO]**.

Following the prompts provided, type in your choice of document name, the date (in any form) and any comments to act as a reminder. Both the date and comments are optional and can be skipped by pressing [DO].

The rest of the document description is displayed showing the default settings for: margins, tab stops, justification, line spacing and page header. Any of these can be altered to complement your document; the alterations being made either at this stage or, if your requirements change later, by pressing **[DOCUMENT]** to display the document description.

To alter any parameter, type the corresponding number, press **[DO]** and type the new value. Certain options do not require you to type a new value as they merely switch between two alternatives i.e. justification of text is ON or OFF. In these cases simply press **[DO]** as prompted.

When you are satisfied with the settings on the document description screen, press **[DO]**. The main screen will go blank, representing a blank piece of paper.

Document structure

Each document you write consists of paragraphs of text. The VideoWriter interprets a paragraph as any text ended by **¶**, (shown on the screen as a left pointing arrow but not printed). It is important that you realize this as many of the available editing functions work on individual paragraphs.

However, unlike conventional typewriters, you do not have to end each line of text with a carriage return (). Instead, when you reach the end of a line, text is automatically moved onto the next line, taking any incomplete word which would not otherwise fit. In addition, on reaching the bottom of a page, indicated by:

text automatically runs onto the next page, although it is possible to start a new page earlier if desired.

Text entry

Text is typed onto the screen via the keyboard and is displayed on the screen at the cursor position. The cursor moves one space to the right with each new character.* The position of the cursor can be changed using the arrow keys.

* This does not apply in cases where accents are typed. When using accent keys for entering character/accents combinations, it is necessary to type the desired accent first; the cursor will not move to the right until the character has been typed. If you try to type an illegal accent (i.e. on a character where it would normally never appear), the accent will be cancelled and only the character will appear on the screen.

Erase mistakes to the left of the cursor using **[]** and mistakes directly under the cursor and then to the right using **[]**. You can press both of these keys repeatedly until the unwanted text disappears. In addition to deleting individual characters you can delete blocks of text and whole documents. These facilities are described in section 4.

Text is automatically saved when you reach the end of a page and filed under your document name. It is also saved if you leave the VideoWriter for any length of time without performing any operation. Occasionally the prompt screen will ask you to wait while it saves the current text.

Your text is also saved when you press **[]**, **[]** or **[]**.

Editing text

When you have typed in your text, you may wish to review and alter it before printing. Maybe some text could be moved, or you're unsure of the spelling of a word. Use the arrow keys to move the cursor around your text. Use of the arrow keys in combination with the **[]** key moves the cursor around your text more quickly; either one word at a time using the horizontal arrow keys or fifteen lines at a time using the vertical arrow keys.

You can jump to a particular page in a document by pressing **[]** and typing the desired page number. Press **[, 0]** to go to the beginning of the document, or **[, 99]** to go to the end of the document. **[,]** takes you to the previous page; **[,]** takes you to the next page. For further uses of **[]**, see MOVING AROUND THE SCREEN.

There are two different editing modes; Insert and Overtype. You can see which mode you are in at any time by looking at the bottom of the prompt screen. To switch between the two, press **[]**.

In insert mode, text is added within a paragraph of your document from the cursor position, the previous text being shifted along to accommodate it.

In overtype mode, any newly-entered text replaces the existing text from the cursor position.

NOTE: When you edit a document the original text will be changed. If you want to keep the original text, then make a copy of the document using **[]** before you begin to edit.

Printing a document

When you have finished typing or editing your document, you will want to print it out. Press **[PRINT]** to reveal the print screen. To alter a setting, type the number, press **[DO]** and follow the prompts. For more details on printing documents, see PRINTING DOCUMENTS.

When you are satisfied with the settings, press **[DO]**. The print ribbon will move to the centre of the printer, and your document will appear on the screen. Follow the prompts to print your document.

Insert paper using both hands to align the paper. If the paper is incorrectly aligned, use the paper release to straighten and realign the paper. Use **[▲]** and **[▼]** to move the paper up and down in the printer. The top edge of the paper should be level with the ruled edge of the printer cover.

Press **[DO]** to begin printing. The page being printed is shown on the screen. When the page has been printed, lift the paper out of the printer. You will be prompted to load a fresh sheet of paper for each new page. When printing is completed, the main screen will display the document directory.

Editing an existing document

If you wish to edit an existing document, you must first call up the menu screen. This is displayed when **[MENU]** is pressed whilst you are working on a document, or after printing.

Type document number, then press **[DO]**. The first page of the document will be shown on the screen and you can edit the text, as desired.

Closing-down procedure

When you have finished editing text, it is important to follow this closing-down procedure:

- Press **[MENU]**. The menu screen will be displayed.
- Wait for the red disk light to go off.
- Remove the disk by pressing the EJECT DISK button (4), and return it to its protective container.
WARNING: Do not remove the disk while the disk light is on, as this may damage the contents of the disk and/or disk drive. Also, removing the disk when the menu screen is not displayed may cause you to lose all or part of the last document you worked on.
- Turn off the power (1).

NOTE: If a cartridge is present it may be removed for storage, although it is recommended that the cartridge should be left in the VideoWriter.

EDITING FEATURES

This section describes the features available with your VideoWriter. The descriptions supplement the prompts provided on the screen to provide a complete overview of the possibilities.

To use the various features, press the appropriate function key. The prompt screen will then guide you through the necessary steps.

Throughout your work session you will be asked to confirm all your requests by pressing **[DO]**. Conversely **[UNDO]** will cancel any command.

You can always obtain information on any of the function keys by pressing **[HELP]** and following the prompts. Pressing **[HELP]** does not affect your work.

Moving around the screen

Use the arrow keys to position the cursor without disturbing your text. The arrow keys move the cursor one space or line in the direction of the arrow. The page, line and column number representing the present position of the cursor are shown in the menu screen.

Press **[↑]/[↓]** or **[◀]/[▶]** to move the cursor left or right one word at a time.

Press **[↑]/[▲]** or **[↑]/[▼]** to move the cursor up or down 15 lines at a time.

NOTE: The space bar, **[◀]** and **[TAB]** should not be used to move around the screen, as they will affect the

layout of your text. **[◀]** should only be used to enter blank lines, and the space bar to enter spaces.

[TAB] is used to move text to the next tab position.

To get to another part of your document quickly, use **[GO TO]**

Press **[GO TO]**, type the desired page number, then press **[DO]** to move the cursor to the top of the specified page (if the page exists).

Press **[GO TO], 0, [DO]** to move the cursor to the beginning of the document.

Press **[GO TO], 99, [DO]** to move the cursor to the bottom of the last page of the document.

[GO TO] can also be used in combination with the arrow keys;

Press **[GO TO], [▲]** to move the cursor to the top of the previous page.

Press **[GO TO], [▼]** to move the cursor to the top of the next page.

Use **[GO TO]** in combination with the space bar to move the cursor to fields in form documents. Fields are marked with "required space" characters (see forms, template documents section).

Deletion

Deleting characters

Using the arrow keys, place the cursor over the first character to be erased. [DELETE] erases the character beneath the cursor and the text to the right of the cursor automatically moves one place to the left. By repeatedly pressing [DELETE] you will erase text to the right of the original cursor position.

[**⬅**] moves the character beneath the cursor one space to the left, deleting the character previously in that position. By repeatedly pressing [**⬅**] you will delete text to the left of the original cursor position. Use [**↑**]/[**⬅**] to delete text to the left of the cursor, one word at a time.

After deletion, the remaining text is automatically adjusted.

Deleting blocks of text

This technique can be used to delete a block of text quickly.

- Position the cursor at the beginning or end of the text to be deleted.
- Press [**↑**]/[**DELETE**] and define the block of text by moving the cursor using the appropriate arrow keys. Text can run over more than one page.
- On reaching the end of the block of text to be deleted, press [**DO**]. The highlighted text is deleted from the screen.

Deleting documents

When the menu screen is shown, you can use [**DELETE**] to delete a whole document. Type in the document number and press [**DELETE**]. Press [**DO**] to confirm the command.

Moving blocks of text

Use [**MOVE**] to move a block of text from one page to another within the same document.

The text to be moved may be longer than one page. If the text is longer than one page it is automatically divided. Temporary page breaks in the text being moved are ignored, the text running over the available space. However, a fixed page break will remain in the moved text.

Indented text, centred text, tabs and all styles are maintained in the moved text. For indented text, you must be careful where you position the cursor. To maintain indentation, be sure to take into account the extra spaces i.e. place the cursor on a blank line above the text to be moved.

To move a block of text:

- Position the cursor at the beginning or end of the text to be moved, press [**MOVE**].
- Define the block of text by moving the cursor using the appropriate arrow keys.
- Press [**DO**], move the cursor to the new text position and press [**DO**]. The text now appears in the new position.

Copying text

[**COPY**] lets you copy a block of text from one place to another. The original text is not affected by the copy operation and remains where it is. The new block of text is always inserted into the document.

Text can be copied from one page to another. The text to be copied may be longer than one page; If the text is too long it

will be automatically divided. Temporary page breaks in the copied text are ignored, all text running over the available space. However, fixed page breaks will remain in the copied text.

NOTE: Text can also be copied between two documents when used with the split facility.

Indented text, centred text, tabs and all styles are maintained in the copied text. For indented text, you must be careful where you position the cursor. To maintain indentation, be sure to take into account the extra spaces i.e. place the cursor on a blank line above the text to be copied.

To copy a block of text:

- Position the cursor at the beginning or end of the text to be copied, press **[COPY]**.
- Define the block of text by moving the cursor using the appropriate arrow keys.
- When the block of text to be copied has been highlighted, press **[DO]**, move the cursor to the position where the text is to be copied, and press **[DO]**.

Copying documents

When the menu screen is shown, **[COPY]** can be used to copy documents.

To copy a document, type the document number and press **[COPY]**. Follow the screen prompts to complete the copy.

VW 4260 Splitting the screen

While you are working on one document you can also look at another part of that document, or at part of another document, and both move and copy text

between the two. This is done by splitting the screen into two windows. While working on one document, press **[↑]/[MENU]** and select the second document from the menu.

The screen will then show two windows. The window containing the cursor is called the active window and you can edit this text in the usual way. To move the cursor to the other window, press **[GO TO]**, **[COPY]** and continue editing. Repeated use of **[GO TO]**, **[COPY]** moves the cursor between the two windows, as desired.

To leave this option, press **[↑]/[MENU]**.

VW 4460

Splitting the screen

While you are working on one document you can also look at another part of that document, or at part of another document, and both move and copy text between the two. This is done by splitting the screen into two windows. While working on one document, press **[SPLIT]** and select the second document from the menu.

The screen will then show two windows. The window containing the cursor is called the active window and you can edit this text in the usual way. To move the cursor to the other window, press **[GO TO]**, **[SPLIT]** and continue editing. Repeated use of **[GO TO]**, **[SPLIT]** moves the cursor between the two windows, as desired.

To leave this option, press **[SPLIT]**.

Type styles

The block of keys titled **STYLE** provide a choice of normal,

wide, superscript and subscript characters which can be used to improve the presentation of your document. In addition, the type style can be represented as normal, bold, underlined, or bold and underlined. Styled text is shown on the screen as it will appear in your printed document.

To select type styles:

- Press **[FONT]** The option screen displays four options with an indicator at the present style.
- Type the number of the option you want, press **[DO]**. Name of selected style appears on the prompt screen.

Type styles can also be selected by pressing **[FONT]** in combination with the arrow keys. Press **[FONT]**, **[▲]** for superscript, **[FONT]**, **[▼]** for subscript, **[FONT]**, **[▶]** for wide characters and **[FONT]**, **[◀]** for normal type style.

Wide characters

The wide character set is particularly useful for titles etc, and comprises of upper case letters and numbers. If you try to use lower case letters, they will be left in normal type. To prevent this from accidentally occurring, ensure **[@]** is pressed.

Superscript

Superscript enables you to type small numbers as in mathematical equations, e.g. $y = x^2$.

Subscript

Subscript enables you to type small numbers such as those used in scientific notation, e.g. H_2O .

Underline

Press **[UNDERLINE]** to underline text automatically as it is typed. Press **[UNDERLINE]** again to cancel the function.

To add or remove underlining from existing text, refer to use of **[RESTYLE]**. To draw a solid line without text, press **[UNDERLINE]**, then use the space bar to draw the line.

NOTE: Existing text may also be underlined using the (underline symbol) on the keyboard in overtype text mode.

Bold

Bold provides emphasis within a document by printing the text darker than normal text. To enter text in bold whilst typing, press **[BOLD]** and then type the text. Press **[BOLD]** to cancel the function. To add or remove bold from existing text, refer to the use of **[RESTYLE]**.

NOTE: Bold and/or underlined words or text blocks will appear on the screen enclosed by a caret e.g. ^text^. These symbols are not printed. Superfluous symbols can be deleted like standard characters.

Restyling text

To restyle existing text:

- Position cursor at the start of the text to be changed.
- Press **[RESTYLE]**, highlight text to be changed using arrow keys, press **[DO]**. The restyle option screen is displayed.
- Type number of the option you desire, press **[DO]**.
- Follow the screen prompts to complete changes and return to your document.

NOTE: The text style in use is shown on the prompt screen.

Text handling

Manual hyphenation/Soft hyphen

Use of the soft hyphen improves the appearance of your text. If your text contains long words which have been moved down to the next line, you can break these words by inserting a soft hyphen. This is done by positioning the cursor at the desired place in the word and pressing **[↑↑] /-** (hyphen symbol). The first part of the word will be moved up to the previous line. If the part of the word before the cursor will not fit on the previous line then nothing happens. If a word split by a soft hyphen is brought back together, for example, during editing, then the hyphen will be automatically deleted.

[↑↑] /- (hyphen symbol). The first part of the word will be moved up to the previous line. If the part of the word before the cursor will not fit on the previous line then nothing happens. If a word split by a soft hyphen is brought back together, for example, during editing, then the hyphen will be automatically deleted.

Non-breaking space

You can use a non-breaking space to prevent two words or groups of numbers from being split at the end of a line. For example, a product or person's name; NMS_3103, VideoWriter_4260, Colin_O'Neill. A non-breaking space is inserted by pressing **[↑↑]** and the space bar simultaneously. The non-breaking space is shown on the screen as a line similar to an underline symbol, but it is not printed.

VW 4460 Framing

Framing can be used to place borders around your document or to draw large symbols on the screen. To frame text, place the cursor where you intend to start framing, press **[↑]/[COPY]** and type the symbol you wish to use for framing. Then use the arrow keys to move the symbol around the the text in the pattern you desire. The symbol can be changed just by typing a different character. For example, if you want to draw a box and wish to use different symbols for the sides and the top/bottom. When you have completed the frame, press **[UNDO]** to return to normal editing.

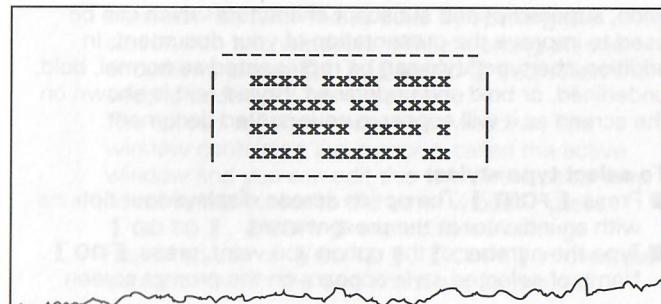


Fig.3 Framing (VW 4460)

Find word in document

[FIND] allows you to find and/or replace any free standing word, or string of numbers, within your document. If you want to carry out a find operation over the whole document, ensure that the cursor is at the very start of the document as only the text after the cursor will be checked.

A find operation can be stopped by pressing any key.

After pressing **[FIND]**, you will be offered three options:

Find a word

Type in the word you want to find within your document. The VideoWriter will begin searching the text for the word. When it finds the first occurrence, the position will be highlighted on the screen. You can then decide whether to find the next occurrence of the word, look for a different word, or return to editing.

Find and replace a word individually

Type in the word you want to find within your document. The VideoWriter will begin searching the text for the word. When it finds the first occurrence of the word, it will highlight the position on the screen. You can decide whether to type in a replacement word for this occurrence, find the next occurrence of the word, or return to editing the document.

Replace all words

This feature searches through the whole document, replacing every occurrence of a particular word to be found with the replacement word.

As prompted, type in the word to be replaced, press **[DO]**. Type in the replacement word, press **[DO]**. On completion, you can decide to replace all the occurrences of another word or return to editing.

DOCUMENT FORMAT

The block of keys titled FORMAT allows you to create and change line formats, page breaks, and centred text, without leaving the main screen of your document. Additionally, **[DOCUMENT]** allows you to return to the document description screen for the current document in order to make changes to other text settings.

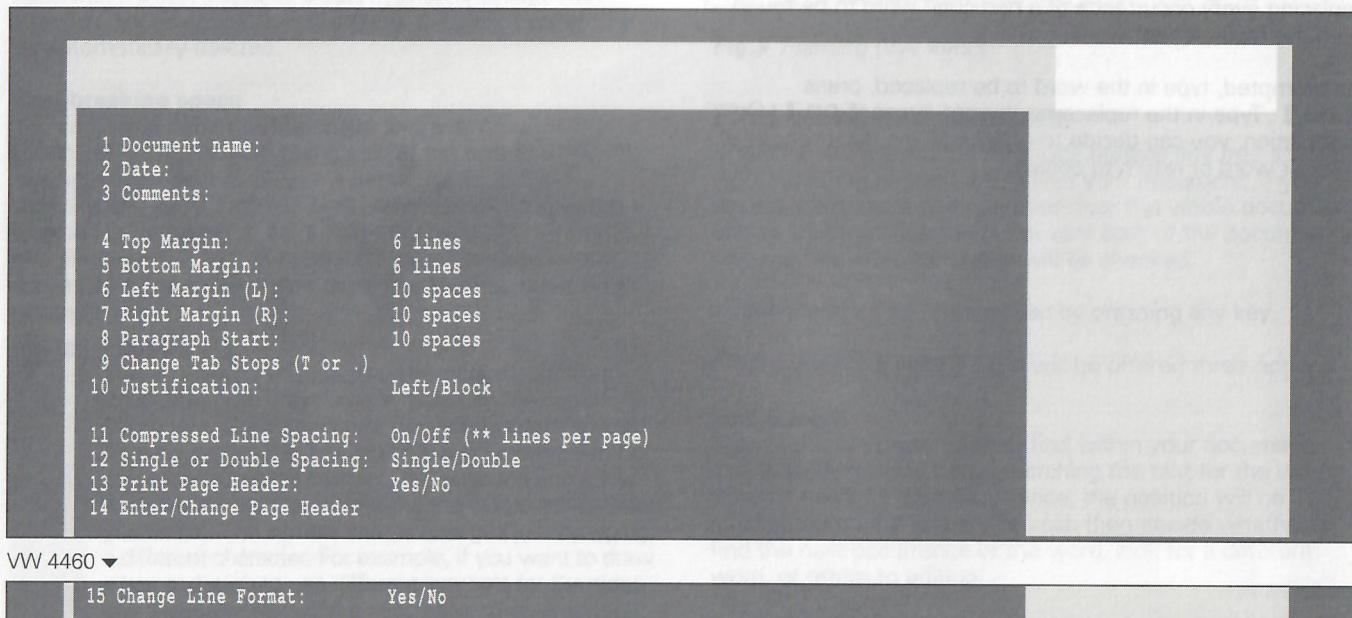


Figure 4. Document description screen

Document description screen

Settings and information from this table are stored with each document to ensure the document is in the same format every time you edit or print a document. You may change any of these settings to complement each document you write. Press **[DOCUMENT]** at any time while working on a document to display the document description screen.

To change any setting:

- Type the corresponding number, press **[DO]**.
- Type new value, press **[DO]**. Certain options switch between two alternatives, i.e. 'Line spacing' is single or double. In these cases press **[DO]**, as prompted.
- When all settings are the way you want them, press **[DO]** to return to the main screen.

Document name, date, comments

Every document must be named when created. The document name is listed each time the menu is displayed. Date and comments can be added to provide further details on your document.

Margins

You can adjust the top, bottom, left and right margins by selecting options (4,5,6 and 7) respectively.

Margins are set in terms of spaces and lines. There are 10 characters per inch across the page, each space adding 1/10" inch to the side margins. Subject to the set line distance (option 11) there are 6 or 8 lines per inch down the page. Each line adds 1/6" or 1/8" to the top and bottom margins. 1/6" inch is the standard value ('compressed line spacing' off).

NOTE: When printing, if the paper is aligned with the groove when placed in the printer, the left margin will be two spaces wider than the screen setting.

If these values are changed after your document has been prepared, the document will be rearranged, with the number of lines used and the page breaks changed accordingly. When the text inserted in a full page exceeds top/bottom margin limits, "Extended page" will appear on the screen.

The repage option (press **[PAGE]**) will reorganize these pages.

All margin settings have minimum values. If you try to exceed these values you will be alerted by the screen. At the top of the screen is a ruler line indicating the columns between 1 and 80. The characters L and R represent the position of the left and right margins. The letter T represents a tab stop. A full stop indicates a decimal tab.

Single and double line spacing

'Single and double line spacing' affects the layout of your document, both on the screen and when it is printed. By having both single and double line spaced text in a document, you can improve its appearance.

The setting in the document description screen defines the line spacing of the complete document. The spacing of individual paragraphs can be changed from the main editing screen with **[LINE]**.

Compressed line spacing

Compressed line spacing alters the number of lines per printed page. With compressed line spacing off, the VideoWriter prints out single or double line spacing as defined in your document. With compressed line spacing on, the number of lines per page is increased and single and double line spacing in your document are printed out as three quarter and one and a half line spacing, respectively. The possible line spacings available at the printer are shown in the table below.

		Line spacing (affects screen and printer)	
		single	double
Compressed line spacing (only affects printer)	OFF	1 (1/6")	2 (1/3")
	ON	0.75 (1/8")	1.5(1/4")

Paragraph start

The "P" character (not visible on the original document description) on the ruler line controls the left margin for the first line of paragraphs in the document. The left margin for all remaining lines are controlled by the "L" character on the ruler line. The "P" and "L" markers can occupy the same position on the ruler line, in which case the "P" character is not shown. For more details on how to use the ruler line see the examples in the APPLICATIONS section.

Tab stops (T and .)

[TAB] moves the cursor to the next indicated tab stop shown on the ruler line at the top of the screen. Tabs are useful when indenting several times within a document, or when making columns or tables. One tab is automatically set with each new document (five spaces from the left margin). Tabs are shown on the screen as right pointing arrows, but are not printed. See LINE FORMAT section for more information on the use of tabs within ruler lines.

Decimal tabs are also available to line up numerical tables by the decimal point. Decimal tabs are positioned on the ruler line in the same manner as regular tabs, except the . (full stop) key is pressed to place a decimal tab. Decimal tab locations are reached by pressing **[TAB]**. For details on the use of decimal tabs within ruler lines see LINE FORMAT section.

TO CHANGE TABS:

- Select 'Change tabs option' from the document description screen, press **[DO]**. The cursor will move to the ruler at the top of the screen.
- Position cursor at desired tab position using left and right cursor keys.
- Press **[TAB]** or type **T** to set a tab at this position. A "T" will be displayed on the ruler to confirm the setting.
- Press **.** (full stop) to set a decimal tab at the desired ruler position.
- When desired tab positions are in place, press **[DO]** to return to the document description screen.

To remove a tab, position the cursor over the "T" or **.** and press **[DELETE]** or the space bar.

NOTE: **[LINE]** provides access to the ruler line to change margins and tab settings without having to access the document description screen.

Justification

When "Left" is displayed with the justification option on the document description screen, a straight even left margin with a ragged or unjustified right margin is provided. "Justify:Left" will be shown on the ruler line.

When "Block" is selected for the justification option, a straight even left and right margin or justified text is provided. Additional spaces are automatically inserted into the text to bring each line of the paragraph to the right margin.

Headings and auto page numbering

One line of information and the page number can be printed at the top of each page, two lines above the top margin. To use this feature, activate the header/auto page numbering

option (YES should appear). The system is preset to start numbering on the second page with -2- in the centre of the page. This can be changed by selecting the 'Enter/change page header' option and following the instructions.

TO TYPE IN PAGE HEADINGS:

- Select Enter/change page header option, press **[DO]**.
- Type 1, then press **[DO]** to highlight header line.
- Type the text to appear at the top of the page (heading).
- Position the page number (shown by *).
- Select the first page on which the header and/or page number will appear (automatic setting is for page 2).
- Select the first page number that will appear (automatic setting is for page 2). For example, you could change the page number appearing on a page of text to 1, when the actual first page of a document is a cover or contents list.

VW 4460 Editing line format templates

(This option not available until line format templates are added to the document)

Each paragraph within a document has its own format, which determines the layout of that paragraph (paragraph start, tabs, line spacing, justification, etc). If no new formats are created, then all the paragraphs use the document description setting. When line format templates are added to a document, the 'Change line format' option appears on the document description screen and can be used to edit, delete or rename the various templates. See LINE FORMAT and APPLICATIONS sections for more information on how to create and use line format settings.

To change a line format:

- Select 'Change line format' option, press **[DO]**.

Option screen displayed.

- Type 1, then press **[DO]** to edit a template. A list of templates contained in the document will appear.
- Select the template to be changed, press **[DO]**. The cursor will move to the ruler line at the top of the screen.
- Follow the prompts to make the desired changes.
- Press **[DO]** when all changes are completed.

NOTE: If a line format is altered then all paragraphs with that format will be changed. If a line format template is currently in use within the document, it cannot be deleted.

Line formats

[LINE] allows you to change the line format from the current document description screen settings (for margins, indentation, tabs, line spacing and justification).

Each paragraph within a document has a line format with specific settings. The format name and settings for the paragraph in which the cursor is located are always displayed on the top two lines of the screen. The top line displays the line spacing, justification and template name. The second line shows the position of the margins, tabs and paragraph start.

VW 4460 When a new line format is created and named, it can be used to change the layout of any existing paragraph in the document. Up to nine line format "templates" can be named and used within a document. An unlimited number of "local" settings (unnamed) can be used in a document.

NOTE: if you use **[CENTRE]** to centre a paragraph of text, the current format will be changed to "local" and the justify mode to "centre".

To create a new line format:

- Press **[LINE]** The line format prompt screen will be displayed.
- Select 'Create format' option, press **[DO]**. The cursor moves to the ruler line at the top of the screen.

VW 4460 ■ 'Saving line format' appears. A line format can be saved without a name, to an existing name (if any exist) or with a new name (unless there are already nine named templates)

- Follow the prompts to set the desired margins (left, right), paragraph start (P), tabs (normal, decimal), justification (left, block, centre) and line spacing (single, double). Press **[DO]**.

Once line formats have been created, additional options are available when **[LINE]** is pressed:

- 'Edit this format' to alter the current setting
- 'Change to document setting'

VW 4460 - 'Use template' changes the line format to the settings defined in the selected template.

NOTE: when the cursor is in a paragraph using the document setting, only two options: 'Create format' and 'Use template' are available when **[LINE]** is pressed.

Line format templates can be edited, deleted and renamed. See DOCUMENT DESCRIPTION SCREEN for more details.

Programmed indentation

[↑]/[TAB] can be used to indent text from the left hand margin without changing the line format. A temporary left margin will be made at the next tab stop. You may indent more than once. If there are no more tab stops then the text will be indented by one space at a time.

Centring text

[CENTRE] automatically centres text, from a single word to whole paragraphs; everything you type is centred until you press **[←]**. Centring can be used with existing text, or as you type in new text.

TO CENTRE TEXT:

- Position cursor anywhere within the line you wish to centre.
- Press **[CENTRE]**. Text already entered will be moved to the centre of the defined margins. New text will be automatically centred as it is entered. The text wrap around feature is maintained until **[←]** is pressed.

NOTE: When **[CENTRE]** is used the line format setting will be changed to "local".

TO CANCEL CENTRING:

- Position the cursor anywhere within the centred text and press **[CENTRE]**. The line will revert to its normal margin alignment.

Page breaking

The VideoWriter stores each page of a document individually. When you create a new document, the VideoWriter automatically inserts a page break and stores

the page when you reach the bottom margin in accordance with the paper length setting.

Temporary page breaks

Page breaks set by the VideoWriter are temporary page breaks as they are affected by repaging and will be deleted from a block of text which is copied or moved. Temporary page breaks can also be set using **PAGE**. Press **PAGE** and select the 'New Page' option. The VideoWriter will insert a temporary page break, creating a new page at the present cursor position. Text from the cursor position onwards will be transferred to the new page and the screen will display the newly created page.

If it is important that a page break in your document should not be affected by repaging prior to printing, use the 'Fixed Top of Page' option.

Fixed page breaks

To insert a page break that will be unaffected by the repage option, move the cursor to the position where you want to insert the page break. Press **[PAGE]** and select 'Fixed Top of Page'. You would normally use a fixed page break at the beginning of a new section of a document or to prevent a table or chart from being split in two.

If you copy or move text which runs over two or more pages and contains a fixed page break, the fixed page break will also be copied.

NOTE: All page breaks are presented on the screen as:

Digitized by srujanika@gmail.com

Deleting a page break

If you want to remove a page break use the 'Remove fixed/new page' option. Position the cursor anywhere on the page where the break appears, press **PAGE**, select the

'Remove fixed/new page' option, then press **[DO]** to delete the page break. To ensure that you delete the correct page break it is advisable to place the cursor on the page break to be deleted.

Extended pages

If you add text to a previously created page, the VideoWriter will create an extended page. This means that instead of pushing the last paragraph(s) onto the next page, the page is extended and the following pages of your document are unaltered. An extended page is longer than A4 and will print out on two pages. You can repage your document before printing, or manually insert page breaks wherever you want them.

NOTE: When you print a document the extended page message may be displayed even if there are no extended pages in your document. If this occurs, just press [DO] to continue printing.

Repage

Press **PAGE** and choose the repage option to automatically adjust text for page breaks (according to the margin settings on the document description screen). Repagination is carried out from the present cursor position onwards.

Always ensure that new page breaks have not been placed, for example, in the middle of a table or chart. In order to avoid unwanted page breaks caused by repaging, select 'fixed top of page' for the affected text.

PRINTING DOCUMENTS

[PRINT] allows you to print any document on the built-in printer. You may initiate printing of a document in two ways. When you have completed work on a document and it is still on the screen, simply press **[PRINT]**. Alternatively, press **[MENU]** to display the menu screen, select the number of the document you wish to print and press **[PRINT]** as prompted. As soon as printing is completed, the VideoWriter returns to the main menu.

Printing may be interrupted by pressing any key. You are then given the option to resume printing, to reprint the page, to return to edit, or to cancel printing. If you choose to return to edit, you are returned to the place in the document where the printing was interrupted.

After initiating printing of a document, you will be given the following options.

Printing selected pages

Use this option if you do not want to print a full document. To select consecutive pages, type the first page to be printed, followed by "to" and the last page you want, e.g. 1 to 3. You may leave a space between the word "to" and the page numbers, if desired. If the pages to be printed are not consecutive, separate each page number with a comma.

If the pages you want to print are a mixture of single pages and consecutive pages, you can type in each part within commas e.g. 1,3 to 7,9,12 to 21.

NOTE: When selecting the page numbers to be printed, be sure to erase the previous selection.

Number of copies

You can print out more than one copy of your document or selected pages, by selecting this option and typing in the number of copies desired.

Print speed

For added convenience you can choose between two print speeds. Draft speed is approximately twice that of normal speed and provides a reasonable quality.

Order of printing

This option only applies if a sheet-feeder is installed. If the sheet-feeder is activated, you can choose between forward or reverse printing. The order is pre-set at forward. To switch between the two alternatives, type in the option number and press **[DO]**, as prompted.

Loading paper

When prompted, place any standard paper (max 21.6 cm wide) in the farthest slot in much the same way as you would a conventional typewriter. For best results it is recommended that you use the VideoWriter paper available from your supplier.

If you want to print on overhead foils you will have to insert the foil with a sheet of backing paper as the Videowriter uses an optical paper detection system.

NOTE: Positioning the left side of the paper against the groove results in a margin 2 spaces wider than the selected setting.

The printer automatically grips the paper once it is inserted, and advances it to the starting point.

If it is necessary to adjust the paper, use either the release lever (9) to alter its position manually, or the [▲] and [▼] arrow keys to change the height by moving the paper forwards or backwards.

NOTE: If you raise or lower the paper during alignment, be sure to return it to the correct height. This ensures printing starts at the correct position.

Press [DO] to begin printing. When printing is complete, lift the paper out of the printer. When all the pages have been printed the menu screen will be displayed, allowing you to start working on another document, or to end the session.

DOCUMENT STORAGE

Saving a document

Text is automatically saved at the end of each page or if you do not type anything for some time, and filed under your document name. Occasionally the prompt screen will ask you to wait while it saves the current text. Your text is also saved when you press **[MENU]**, **[PRINT]** or **[DOCUMENT]**.

When editing existing documents, changes are also stored automatically during editing. If you want to preserve a copy of the unaltered document, prepare a copy of it before you start editing.

Disks

One VideoWriter disk is supplied with your VideoWriter. The disk can store up to approximately 140 pages with up to 49 different document names. One document can contain up to 76 pages.

If you do not have a VideoWriter disk at hand, other good quality 3.5" disks can be used.

NOTE: When using any disk other than a VideoWriter disk, the VideoWriter will reformat the disk and consequently erase any existing information. After insertion, the prompt screen will display the extra steps which need to be followed.

Backup document copies

If you have very important documents, it is always a good practice to prepare backup copies on a separate disk. Individual documents or all documents on the disk can be copied.

TO COPY DOCUMENTS TO ANOTHER DISK:

- The menu screen must be shown; if necessary press **[MENU]**
- Just press **[COPY]** to initiate copying of all documents, or type the number of the required document and press **[COPY]**.
- Follow the instructions on the VideoWriter screen to complete document copy.

Space left

While you are typing you can check the number of pages remaining, based on full single-line spaced pages. This information is obtained by pressing **[HELP]**, 4.

Write protection

You can protect your disks, preventing anyone from accidentally erasing your documents or working on them.

Each disk has a slot which is normally closed, allowing you to write on or delete from the disk. To protect your disk, open the slot by moving the cover across using a pen as shown in figure 5.

As soon as you insert a write-protected disk into the VideoWriter, the VideoWriter will inform you and alert you if you choose a function which cannot be performed on a write-protected disk.

Figure 5. Write protecting your disk

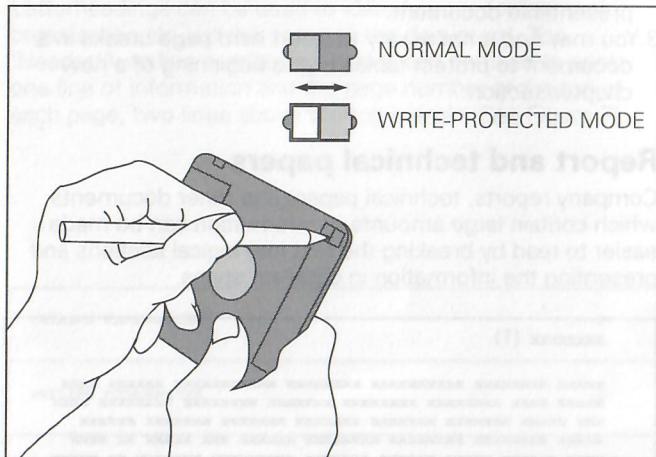


Figure 5. Write protecting your disk

Tables

Microsoft Word includes a wide range of tables which can be used to present data in a clear and organized way. A table is a grid of rows and columns which are used to group related information together. You can use tables to organize data such as a list of products and their prices, or a list of customers and their purchase history. Tables can also be used to divide the page into sections, such as a header and footer, or a main content area and a sidebar.

Tables are created by selecting the 'Table' button on the ribbon, then clicking on the 'Insert Table' icon. This will open a dialog box where you can specify the number of rows and columns you want in your table. Once you have created a table, you can add data to it by clicking on each cell and entering text or numbers. You can also format the table by changing the font, color, and size of the text, and by applying borders and shading to the cells. Tables are a useful tool for presenting data in a clear and organized way, making it easier for the reader to understand and interpret the information.

Figure 6. Inserting a table

APPLICATIONS

Applications for your VideoWriter are limitless. This section describes just a few of the possibilities and shows you how you can use your VideoWriter to produce high quality documentation.

One of the main advantages of the VideoWriter over conventional typewriters, is the ability to edit your document once it has been created. This not only allows you to check that your text is correctly spelled, but gives you the opportunity to alter the structure of your document to improve its appearance.

Text presentation

1. A straight even right margin is not pre-set. If you want the document to be justified, select this from the document description and press **[DO]**.
2. If your text contains long words which have been moved down to the next line, you can use the soft hyphen to improve the appearance of your text. Soft hyphens are inserted by pressing **[↑↑]-** (hyphen symbol).
3. Non-breaking spaces can be used to prevent two words or groups of numbers from being split at the end of a line. For example, a product or person's name; NMS_3103, VideoWriter_450, Colin_O'Neill. A non-breaking space is inserted by pressing **[↑↑]** and the space bar simultaneously.

Restructuring large documents

When you edit a large document, you may find that the final document contains a number of extended or short pages.

1. Restructure the pages using the repage facility.
2. Alternatively, use the fixed page breaks and manually repage the document. This process will take more time than the automatic repage but can produce a more presentable document.
3. You may find it necessary to insert hard page breaks in a document to protect tables or the beginning of a new chapter/section.

Report and technical papers

Company reports, technical papers and other documents which contain large amounts of information can be made easier to read by breaking the text into logical sections and presenting the information in different styles.

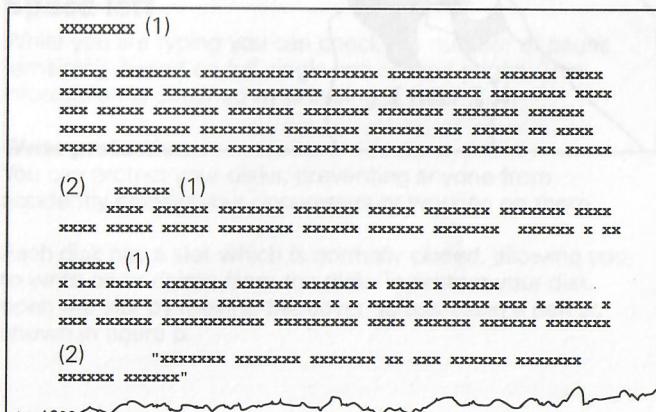


Figure 6. Report

1. Use bold and underline styles to make section, chapter and paragraph headings stand out from the body text.
2. Indent important information from the left hand margin. Quotations can be indented from both margins.

Letterheadings

Letterheadings can be used to identify your company or organisation, or just the name of the document. The 'Header/Auto line numbering' option can be used to print one line of information and the page number at the top of each page, two lines above the top margin (See Figure 7).

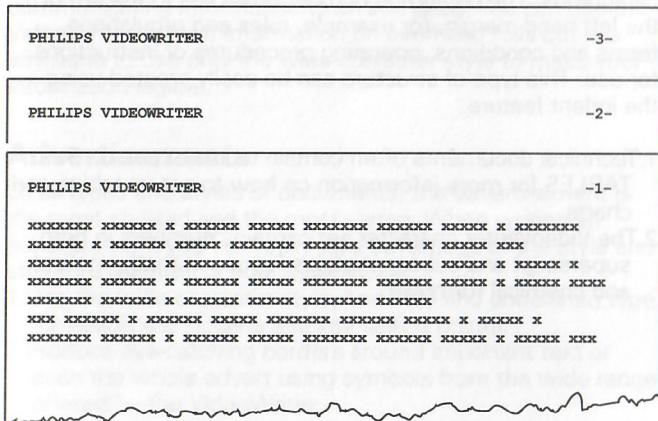


Figure 7. Letterheadings

Tables

Making tables or columns is probably one of the most difficult wordprocessing tasks. Fortunately, the tab functions of the VideoWriter can make this sort of task much simpler.

1. Set tab positions from the document description screen when you open the document, or by pressing **[LINE]**, and changing the line format.
2. As you work on the text, you can move the cursor to a tab position by pressing **[TAB]**. This allows you to line up columns of text as you type the document.
3. Enhance the appearance of a table by dividing the rows and columns. You can use _ (underline) to draw horizontal lines and "I" (**[↑↑]** / **I**) to draw vertical lines. Of course, you can use any other characters to divide the table.

xxxxxxxxxx	xxxx xxxx	xxxx	xxxx xxxx x
xxxx xxxx	xxx xxxxxxxx	1.2	1.234
xx xxxx xxxx	xxx xxxx xxxx	2.3	23.45
xxxx xxxx	xx xx xxxx	3.4	345.6
xxxx xxxx	xxxx xxxx x		

Figure 8. Tables

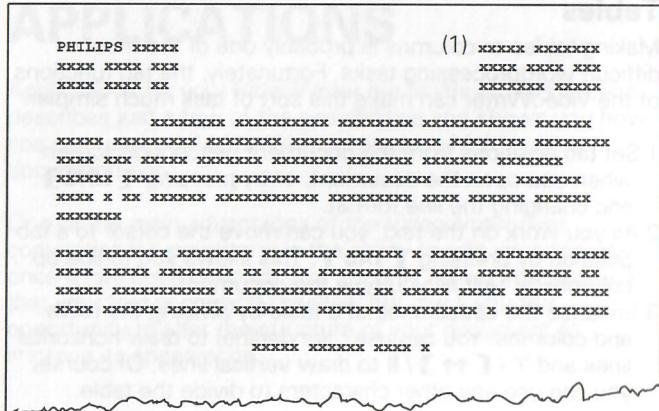


Figure 9. Letter

Letter

One of the most common documents is the letter. There are many formats and styles to letter writing but the following list contains some suggestions to help you produce a clearly laid-out letter.

1. For personal letters, set a tab position where you want to start typing your own address.
2. Use **[CENTRE]** to centre your name, job title, company, etc. at the end of the letter.
3. Alter the margins if you intend to print on letterheaded stationery.

Recommending large documents

If you consider a document, you may find that the fine

number of extended or short pages

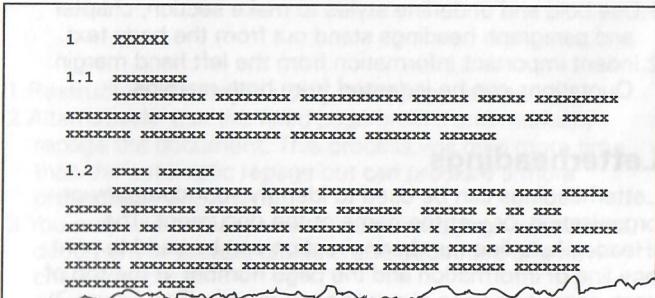


Figure 10. Technical document

Technical document

Many technical and legal documents use numbered paragraphs. The paragraph number often lies to the left of the left hand margin, for example, rules and regulations, terms and conditions, operating procedures or instructions for use. This type of structure can be easily created using the indent feature.

1. Technical documents often contain tables or charts. See TABLES for more information on how to set up tables and charts.
2. The VideoWriter character set contains numbers in both superscript and subscript styles for use in mathematical and chemical formulae.

Figure 10. Technical document

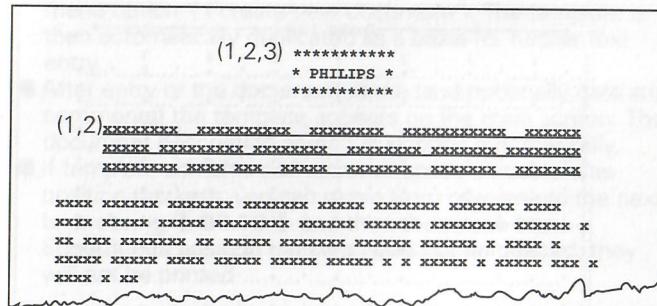


Figure 11. Advertisement

Presentations

Presentations on overhead slides are an effective way of communicating information to an audience. You can use the VideoWriter to print information on overhead foils but it is advisable to use only the wide character style to make your information legible.

Advertisements

Of all types and styles of documents, the advertisement is the most stylised and the most varied. When writing an advertisement you can really take advantage of the style and structure features of your VideoWriter.

1. Use the wide character style, and bold and underlined type for headlines, slogans and key selling points.
2. Produce eye-catching borders around important text or even the whole advert using symbols from the wide range offered by the VideoWriter..
3. Enhance the presentation of your advertisement by centring and justifying the text.

Forms, template documents

If you frequently prepare documents with similar layout or standard text elements (e.g., letters, tables, reports), the VideoWriter can facilitate this with a range of features:

- When creating a new document, you may select an existing document as template form. The selected template document is automatically duplicated, the original is preserved for further use.
- Areas where text is to be entered (e.g., address fields, date, document reference numbers etc.) can be marked in the template document with non-breaking space characters. When filling in the form you can quickly move from one area to the next by pressing **[GO TO]** and then the **space bar**.
- Various template forms can be stored for different paper formats (e.g., preprinted stationery, envelopes, address label forms, special margin or line spacing settings).

1. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXX XXXXXXXX XXXXXXXX XXXX XXX	-----
2. XXXXXX XXXXXX XXXXXXXX XXXXXXXX XXXXXX XXXXXXXX XXXXXXXX X XX XX XXXXXX XX XXXXX XXXXXXXX XXXXXXXX	-----
3. XXXXXXXX X XXXXX X XXXXXX XXXXXXXX XXXX XXXXX XXXXX XXXXX X X XXXX XXXXX XXXX X XXXXX X XX	-----

Figure 12. Form

Creation of template documents

- Create template documents preferably before storing other texts; the templates will then always be listed at the top of the menu screen. Use appropriate document names to clearly identify template documents for later use.
- Set the required parameters in the document description screen such as margins, tabs, etc.
- Enter standard text like personal letter heads, company data, report titles, standard distribution lists, table headings, frames to be filled in, etc..
- Use non-breaking space characters to mark areas (fields) where text is to be filled in (appear as underline on screen but will not be printed).
- Use the ruler line on top of the VideoWriter screen and the line/column indications on the bottom of the prompt screen as reference for positioning your text.
- If text has to be exactly positioned on the final document (e.g., when filling in preprinted forms), use a grid page to establish the required line and column numbers.

Preparing and using a grid page

- Create a grid page as shown in figure 13. Make sure that entered line and column numbers in the grid page correspond with the respective indicators in the prompt screen.
- Highlight on a spare preprinted form the positions where text is to be filled in (coloured pen etc.).
- Print the grid page onto the marked form; make sure that sheet is properly aligned in the printer before starting printout.
- Line and column numbers of text areas are now clearly marked on the form.

Using template documents

- Select the required template document immediately after

Header line							
1	1	2	3	4	5	6	7
2.L.....+.....+.....+.....!.....+.....+.....R.....+.....+						
3.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
4.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
5.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
6.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
7.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
8.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
9.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
10.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
11.	1.....2.....3.....4.....5.....6.....7.....						
12.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
13.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
14.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
15.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
16.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
17.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
18.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
19.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
20.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
21.	1.....2.....3.....4.....5.....6.....7.....						
22.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
23.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
24.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
25.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
26.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
27.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
28.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
29.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
30.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
31.	1.....2.....3.....4.....5.....6.....7.....						
32.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
33.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
34.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
35.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
36.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
37.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
38.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
39.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
40.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
41.	1.....2.....3.....4.....5.....6.....7.....						
42.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
43.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
44.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
45.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
46.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
47.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
48.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
49.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
50.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
51.	1.....2.....3.....4.....5.....6.....7.....						
52.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
53.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
54.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
55.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
56.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
57.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						
58.+.....!.....+.....+.....'.....+.....!.....+.....+.....!.....+						

Figure 13. Grid

menu option 1 ('create new document'). The template is then automatically duplicated as a basis for further text entry.

- After entry of the document name (and optionally date and comments) the template appears on the main screen. The document description screen is skipped automatically.
 - If template contains non-required space characters as position markers, you can move from one area to the next by pressing **【GO TO】** and then the **space bar**. Superfluous position markers need not be deleted; they will not be printed.

CARE AND HANDLING

VideoWriter care and handling

No keyboard response

Check the keyboard connection to the unit. If this is alright, turn everything off and start again.

Diminished print quality

If draft speed has been selected then the print quality will not be as good as for normal speed. Use the print intensity control (6) to alter the intensity.

Printer stops working

Check to see if the printer is expecting a new sheet of paper, if the document has been completely printed, or if the ribbon needs changing.

Error messages

The prompt screen will display error messages whenever you have asked the VideoWriter to operate incorrectly.

Cleaning

Clean gently using a non-abrasive liquid cleaner. Don't spray directly onto the screen, always spray onto a soft cloth and then clean the screen.

NOTE: Do not remove the screen cover except for cleaning.

Cartridge care and handling

Your VideoWriter cartridges are powered by a battery when disconnected from the main unit. The VideoWriter will display a message on the screen when the battery is low. To prevent loss of data, the battery should be changed while the cartridge is still plugged into the VideoWriter. Refer to cartridge instructions for procedure for replacing a battery.

Always handle cartridges carefully. Never insert a cartridge with excessive force.

Disk care and handling

Always handle disks carefully. Never insert a disk with excessive force.

Store disks in the dust-proof plastic cases provided, and away from excessive temperatures, magnets, water, etc.

SUMMARIES AND TABLES

Summary of key functions

1. **[DO]** Initiates action of the selected function.
2. **[UNDO]** Cancels the selected function.
3. **[↑]** Provides capitals or alternative symbols when used in combination with any alphanumeric key. It can also be used with function keys to provide extra facilities.
4. **[↑]** Locks all alphabet keys in the capital form, but does not affect the other keys.
5. **[↑↑]** Provides alternative character symbols in combination with alphanumeric keys.
6. **[HELP]** Gives general information on using the VideoWriter.
7. **[MENU]** Always press before turning the VideoWriter off. Stores text. Displays a list of documents.
[↑]/[MENU] Allows you to display two documents simultaneously and switch between the two.
8. **[PRINT]** Initiates printing of the document.
9. **[FIND]** Searches for a word or string of characters from the cursor position onwards. Provides additional facility of replacing any indicated word with another.
10. **[DELETE]** Removes text under the cursor, and to the right of the cursor, one letter at a time. Deletes documents if used from Menu screen.
[↑]/[DELETE] Removes a block of text.
11. **[↖]** Removes text to the left of the cursor one letter at a time.
[↑]/[↖] Removes text to the left of the cursor one word at a time.
12. **[INSERT]** Switches between two different typing modes: Insert and Overtype.
13. **[COPY]** Duplicates a block of text in another position in the document. Can be used to copy documents.
14. **[MOVE]** Moves any block of text to another position in the document, deleting the text from its original position.
15. **[GO TO]** Allows you to quickly skip to other pages within your document.

16. **[TAB]** Moves the text to the next tab position.
17. **[↓]** Creates a new line at the present cursor position.
18. **[◀] [▶]** Moves cursor one space at a time horizontally in the direction of the arrow.
[↑]/[◀] [▶] Moves cursor one word at a time horizontally in the direction of the arrow.
19. **[↑] [▼]** Moves cursor one line at a time in the direction of the arrow.
[↑]/[↑] [▼] Moves cursor 15 lines at a time in the direction of the arrow.
20. **[FONT]** Allows you to choose different character styles to highlight your text.
21. **[UNDERLINE]** Allows you to switch underline function on and off.
22. **[BOLD]** Allows you to switch bold function on and off.
23. **[RESTYLE]** Allows you to change style after text has been entered.
24. **[WORD]** Checks the spelling of any word in your document (requires spell cartridge).
25. **[PAGE]** Allows you to insert or remove page breaks or repaginate your document.
26. **[CENTRE]** Centres all text up to the first RETURN.
27. **[DOCUMENT]** Displays the document description screen.
28. **[LINE]** Allows you to change margins, tabs, indentation, line spacing and justification.
29. **[FUNCTION]** Allows you to build:
 - perform a wordcount of your present document.
 - guess at the spelling of a word or build a custom dictionary (only with spell cartridge).

VW 4460

- access other cartridge based functions.
- 30. **[TEXT]** Checks the spelling of the text from the cursor position onwards (requires spell cartridge).
- 30. **[SPLIT]** Allows you to display two documents simultaneously and switch between the two.

VideoWriter character set

List of all printable characters

NORMAL

ABCDEFGHIJKLMNPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

ÄÅÅÆÇ Ñ ÖØÙ Ü
åàâäååæçéèëïîñóòôöøøßúùûü
1234567890

\$ £ @ & § % #
. , : ; ' " ! ? i ¿
| / * - + = < >
() [] { }

WIDE

ABCDEFGHIJKLM
NOPQRSTUVWXYZ
ÄÅÅÆÇÑÖØÙÜ
1234567890

SUPERSCRIPT, SUBSCRIPT

1234567890 1234567890

Character entry

SUPERSHIFT KEY

The **[Shift]** key is used simultaneously with keys in the alphanumeric keyboard section and allows you to enter alternative characters. The most important alternative characters are shown on the right top corner of the respective keytop. The complete table of characters is shown in figure 14.

ACCENTED CHARACTERS

The diacritical signs ^ ` ' are so-called "dead characters". The cursor remains on the entered sign, the next character entered is combined with the accent if the combined character is available in the VideoWriter character set.

!	i	"	2	£	3	\$\$	%	0	&	å	'	À	(æ)	Æ	=	Ø	-	#	~
1	2	3	4	5	6	7	8	9	0											@	
Q	W	E	R	T	Y	U	I	O	ø	P	{	}									
q	w	e	r	t	y	u	i	o	p	[]										
A	S	B	D	F	G	H	J	K	L	+*											
a	s	b	d	f	g	h	j	k	l	;	:										
Z	X	C	ç	V	ç	B	N	M	<	>	?										
z	x	c	v	b	n	m	,	.	/												

Figure 14. Supershift entries on UK keyboard

Technical data

Printer

Type	24 dot thermal transfer
Speed	50cps/25cps
Resolution	180 dots/inch
Paper width	215 mm
Printing width	203 mm
Minimum bottom margin	25.4 mm
Characters per line	80
Character pitch	10 cpi (pica)
Line spacing	5 cpi (wide, capitals only)
Paper thickness	1, 1.5, 2 (1/6", 1/4", 1/3")
Paper-out sensor	0.08 .. 0.12 mm
Ribbon-out sensor	
Ribbon	
Type	Flip-over cartridge
Capacity	150 000 char.
Sheet feeder	Optional

Display

Amber screen with antiglare sunscreen	
Size	5 x 9 inch
Lines/columns	20 x 102
Ruler lines	2 x 80
Text area	18 x 80
Prompt Area	20 x 20
Character cell	9 x 12 dots
Attributes	bold, underline, inverse wide, sub-, superscript

Keyboard

Type detached, full travel

Nr of keys

Alphanumeric 45 keys

Function VW 4460: 35 keys VW 4260: 28 keys

Total VW 4460: 80 keys VW 4260: 73 keys

Keyboard buffer

2-Key rollover

Entry of all VideoWriter characters on all national keyboards

External Storage

Disk

Capacity 360 k

Max nr of documents per disk 49

Max nr of pages per document 76

Max nr of pages per disk 140

General

Power supply 180 V - 260 V a.c.only/
50 Hz

Power consumption 0,2 A / 45 W

Dimensions 37 x 36 x 20 cm

Weight 9,5 kg

Climatic Condition max. 35°C,
95% r.h. (n.c.)

Viewing position adjustable (legs)

**IDENTITY CARD**

This card, together with the terms of guarantee (to be provided by your dealer), forms the full certificate of guarantee for this appliance.

**GERÄTE
KENNKARTE**

Diese Karte wird für die Garantie dieses Gerätes benötigt. Wenden Sie sich hierfür an Ihren Händler.

**CARTE
D'IDENTIFI-
CATION**

Cette carte est nécessaire pour faire éventuellement valoir vos droits à la garantie sur cette appareil. Consultez notre revendeur à ce sujet.

**IDENTIFICATIE-
KAART**

Deze kaart vormt, samen met de garantietermijnen (welke door uw dealer verstrekt worden), het garantiebewijs voor dit apparaat.

**CARTE D'IDENTIFI-
CAZIONE**

Questa cartolina rappresenta insieme alle condizioni di garanzia (da consegnare dal vostro rivenditore) il documento di garanzia per questo apparecchio.

**TARJETA DE
IDENTIFICACION**

La garantía de este aparato se compone de esta tarjeta y de las condiciones de garantía que le entregará su concesionario.

**CARTAO DE
IDENTIFICAÇÃO**

Este cartao, em conjunto com as condicoes de garantia em vigor (explicadas pelo seu vendedor) constituem o certificado de garantia do seu aparelho.

**I. D. KORT**

Dette kort, udfyldt af Deres forhandler, ertilstrækkelig garantidokumentation for dette apparat.

**IDENTIFIKASJONS-
KORT**

Dette kort, sammen med garantibetingelsene (som De får av forhandleren) utgjør garantibeviset for dette apparat.

**IDENTIFIERINGS-
KORT**

Detta kort tillsammans med garantivillkoren, som Du får av radioshoppen, utgör ett fullständigt garantibevihs för denna produkt.

**TUNNISTUS-
KORRTI**

Tämän laitteen takuuutostus muodostuu tästä kortista ja takuuuehoista (jälleenmyyjä antaa mukaan).

