

IBM  
WHEELWRITER 7000  
BY LEXMARK

User's Guide

LEXMARK

REFERENCE	
Dealer Name	
Dealer Phone Number	

PRODUCT INFORMATION	
Typewriter Name	IBM Wheelwriter 7000
Machine Type *	
Serial Number (S/N) *	

HELP / ASSISTANCE	
Technical Problems	Contact your local dealer
Lexmark Technical Support (US)	606-232-3000
Lexmark Dealer Referral (US)	800-358-5835
Comments?	Return card at back of manual or write to us at the address below

\* Machine Type and Serial number can be found inside the typewriter as shown under "Serial Number" on page 10-19.

**Note:** Intentionally removing, destroying or altering the Lexmark serial number may be a violation of consumer laws. Further, Lexmark will not honor warranty claims for machines without the original, factory affixed serial numbers. If your typewriter does not have a factory affixed serial number, you should contact the dealer that sold you the machine immediately.

Lexmark International, Inc.  
 Typewriter Customer Satisfaction, Dept. J30/005  
 740 New Circle Road NW  
 Lexington, KY 40511 USA

## **Congratulations!**

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You have just purchased one of the best typewriters ever made! The IBM Wheelwriter Typewriter by Lexmark is designed to be easy to use and to provide you with many years of dependable service. We are sure you will be pleased with its quality, from the easy to use functions to its outstanding print quality. For your continued satisfaction with print quality, you should always use genuine IBM ribbons and printwheels by Lexmark for your typewriter.

Please fill out the Reference and Product Information on the opposite page for future use (should you ever need service or help with any of the typewriter's operations).

Please help us learn more about your typing needs by completing the customer response card (U.S. only) that was included with your typewriter. For customers outside the U.S., please write to us at the address shown on the opposite page. Your input helps us continuously improve our products for future customers. If you have any comments later, please write to us at the address inside the front cover.

IBM typewriters have led the industry with outstanding features, quality and reliability for over half a century. Lexmark International, Inc. was created in 1991 from a division of IBM and is an independent company that develops, manufactures and markets IBM typewriters, IBM personal and network printers, information processing supplies, notebook computers and keyboards.

Thank you for being our customer and enjoy your new typewriter!

The Lexmark Typewriter Team

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Wheelwriter<sup>+</sup>

Personal System/2

Easystrike<sup>+</sup>

DisplayWrite Assistant

DisplayWrite

Writing Assistant

Personal Typing System<sup>+</sup>

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## **About Your Typewriter**

You are about to experience typing with your new IBM® Wheelwriter® 7000 Typewriter.

Designed with you in mind, this typewriter includes many functions such as Word Underline, Word Erase, Right Flush, Bold Print, Spell Check, Background Printing, Cursor Draw, Variable Information Reprint, and Forms Area. These functions give you excellent typing quality and make your work more enjoyable.

Paper and carrier movement keys, located to the right of the keyboard, allow you to move quickly and easily—up, down, left or right to any location on the paper.

You can enhance your IBM Wheelwriter 7000 Typewriter by adding the following options:

- Printer Option
- Dual Bin Sheetfeed Option
- Sound Hood

Contact an authorized dealer for more information on options.

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## About This Manual

This manual contains instructions for using your IBM Wheelwriter 7000 Typewriter. This manual assumes that you know how to type and you are familiar with basic typewriter functions.

This manual is divided into the following topics:

***Introduction*** acquaints you with Typewriter and Word Processor.

***Typewriter and Forms*** includes instructions for operating your system as a typewriter and for filling in repetitive forms.

***Word Processor*** provides a reference for the Word Processor function of your system.

***Enhanced Forms*** contains operating instructions for using Word Processor to fill in advanced, repetitive forms.

***Mail and Phone Lists*** gives you instructions in creating and using lists of names, addresses, and phone numbers. These can be printed and merged with other documents. Phone Lookup, which is a part of Mail and Phone Lists, helps you to look up a phone number quickly.

***Merging*** discusses merging information into form letters and also special applications such as printing more than one document as a single document.

***Scheduler and Calculator*** contains operating instructions for Scheduler, Day's Schedule, and Calculator.

**Information Management** enables you to store and use your records in a more efficient way.

**Problem Determination** helps you to correct a problem without calling a service representative, thereby avoiding unnecessary downtime and service costs.

**Reference** contains information on ordering IBM supplies, on ribbon and printwheel installation, and on battery replacement.

**Appendix A. Diskette Option** describes how to use the diskette option.

**Appendix B. Printer Option** describes the use of the typewriter as a printer when attached to a personal computer.

**Appendix C. Display Mounting Arm** shows you how to move your typewriter and word processor safely when the display mounting arm is attached.

**Appendix D. Safety/Compliances** contains all Safety information and FCC compliances relating to this machine.



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## **Introduction**

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## **Overview of the System**

The IBM Wheelwriter 7000 Typewriter is much more than a typewriter. It also has a display. Together, the typewriter and display are referred to as the *system*.

This system has the features of a standard typewriter, plus Word Processor. It also has the Mail and Phone Lists function and the Phone Lookup function. The system is easy to understand because it uses familiar words, convenient Help screens, and simple messages.

After a few brief exercises, you will feel comfortable using this system for most of your secretarial needs. You will also learn how quick and easy it is to interrupt your word processing job to perform a task you usually do on a typewriter. You merely press a key, perform a typing task such as addressing an envelope, and then press the same key to return exactly where you were in Word Processor.

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### **Typewriter and Forms**

When the machine is switched on, the Typewriter screen is displayed. The Typewriter function is useful when you need to quickly type short memos, envelopes, and index cards. Typewriter also allows you to make corrections to characters that have already been printed. The Forms function allows you to fill in preprinted forms.

A complete description of Typewriter and Forms begins on page 2-1.

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### **Word Processor**

Word Processor allows you to create, revise, save, and print a wide variety of documents you need in your daily work.

Word Processor operates much like a typewriter, but with many enhancements. The Word Processor screen looks like a piece of paper you would use for typing. When you begin typing a document, the image on the screen shows the top and side boundaries of a sheet of paper. The left and right margins are preset for a standard page width.

## **Introduction**

As you type, Word Processor automatically moves to the next line when the end of a line is reached and to the next page when the end of a page is reached. If you make an error, just backspace and type over the error, or change it using one of Word Processor's many editing functions. Instructions and menus are available on your screen to help you through each procedure. The Spell function of Word Processor allows you to check the spelling of words in your document before you print it.

A tutorial for Word Processor begins on page 1-21.

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## **Enhanced Forms**

Enhanced Forms, which is used in Word Processor, is an enhanced version of the Forms feature available in Typewriter. You should use the Enhanced Forms in Word Processor when you have more complex forms to fill in or have information to merge into many forms. This feature allows you to fill in a number of preprinted forms easily and quickly.

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## **Mail and Phone Lists**

The Mail and Phone Lists function allows you to prepare a list of names, addresses, or other information that can later be merged with Word Processor.

Information on Mail and Phone Lists begins on page 5-1.

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## **Scheduler and Calculator**

Scheduler enables you to create and maintain a calendar of appointments for several people.

Calculator enables you to use your system as a basic-function calculator (add, subtract, multiply, divide, inverse, and percent) and as an adding machine.

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## **Phone Lookup**

Phone Lookup allows you to quickly look up a number stored in your phone lists.

Phone Lookup is described on page 1-21 and 5-25.

## Introduction

### Options

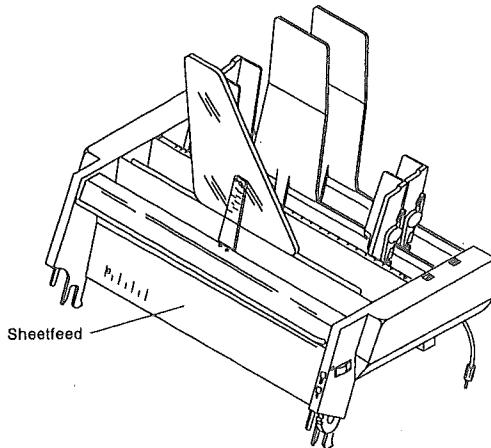
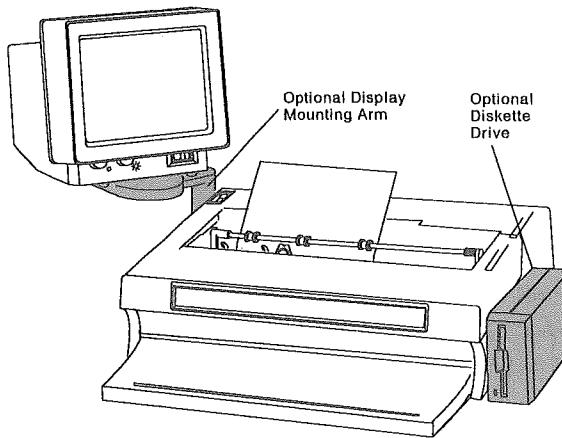
Three options available for your machine are:

**Diskette Drive** — increases the storage capacity of your system.

Refer to "Appendix A. Diskette Option" on page A-1 for more information about the diskette drive option.

**Display Mounting Arm** — allows you to position your display for greatest typing comfort. Refer to "Appendix C. Display Mounting Arm" on page C-1 for more information about moving the system with the arm attached.

**Dual Bin Sheetfeeder** — automatically feeds pages to your printer.



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## **Getting Started**

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### **Printwheels and Ribbons**

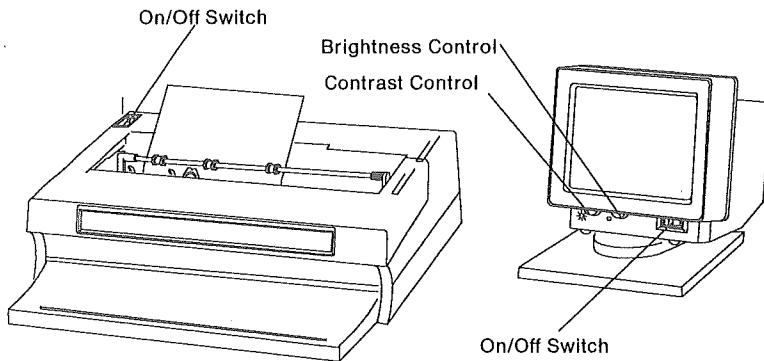
Make sure a printwheel and a ribbon are installed on your system before you proceed. To use the Correction feature, you must have a correctable ribbon and matching correction tape installed. See "Reference" on page 10-1 for information on ribbons and printwheels.

### **Choosing a Printwheel**

A 10-pitch printwheel is recommended for use while you are learning to use the system. All examples or practices in this book are illustrated in 10 pitch, although the examples may be reduced in size to fit on the page.

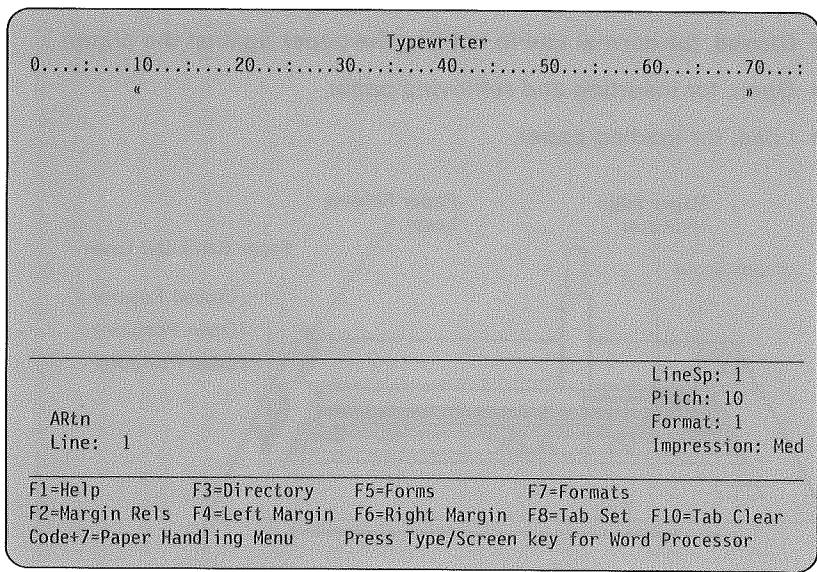
### Switching On Your System

1. Locate the On/Off switches for the typewriter and the display.
2. Locate the brightness and contrast controls on the front of the display.
3. Adjust the contrast and brightness controls so they are positioned in the middle of their range.
4. Tilt or rotate your display for viewing comfort.



5. Switch on the typewriter.

6. Switch on the display. After a few seconds, the following screen appears.



7. Adjust the brightness and contrast controls for viewing comfort. You may also use these controls to reduce any distortion that may appear along the edges of menus, messages, or prompts.

If the Typewriter screen does not appear:

- Make sure both the typewriter and the display are plugged into an operating electrical outlet.
- Make sure the contrast and brightness controls are positioned in the middle of their range.
- Make sure a printwheel is installed in the system.

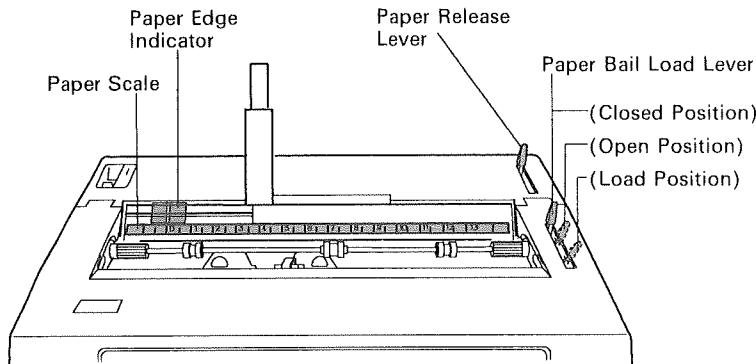
If the Typewriter screen still does not appear, see "Problem Determination Procedures" on page 9-1.

## Introduction

### Inserting Paper

The **paper bail load lever** has three positions:

- Closed, for normal use in holding the paper against the platen
- Open, for inserting and removing paper
- Load, for loading paper.



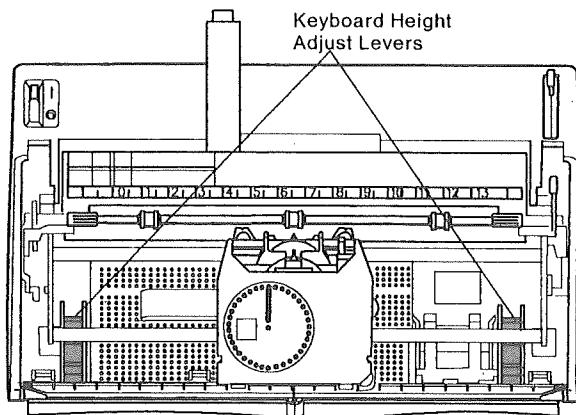
To load paper into your typewriter:

1. Position the page-edge indicator at the 0 line on the paper scale.
2. Insert the paper, aligning the left edge of the paper with the page edge indicator.
3. Pull the **paper bail load lever** all the way forward, then release it.  
The paper feeds to the top margin.
4. Press **CRtn** until the paper advances far enough to clear the paper bail.
5. Close the **paper bail**.

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## Adjusting the Keyboard Height

Use the keyboard height adjust levers to raise or lower your keyboard to a position most comfortable to you. There are three positions: low, medium, and high.

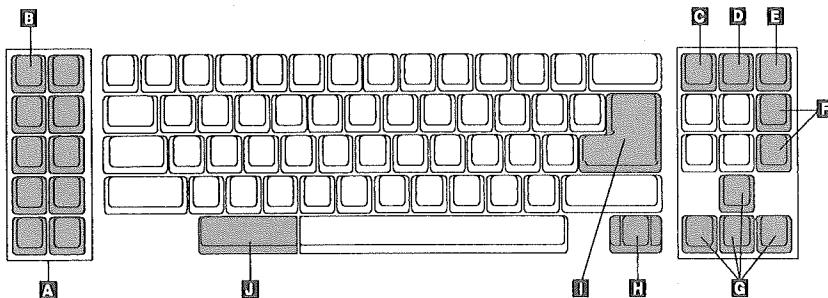


To adjust the keyboard height:

1. Use the **spacebar** to move the carrier to the center of the typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Locate the two blue keyboard height adjust levers. They are located on the inside of the typewriter on the right and left sides of the bottom panel.
5. Push the levers down and slide them to the position you want. They will lock into place when you release the levers.
  - When the levers are all the way forward, the keyboard is in the *high* position.
  - When the levers are in the middle, the keyboard is in the *medium* position.
  - When the levers are all the way back, the keyboard is in the *low* position.
6. Make sure both levers are locked into the same position.

### Using the Keyboard

Let's get acquainted with the keyboard. Some keys are labeled with more than one color to indicate that they have more than one function.



- A Function Keys.** There are ten function keys. They are labeled **F1** through **F10** on the front of the keys. The *blue* labels on the keys indicate the primary function of those keys in Word Processor.
- B Help Key.** The **Help** key provides access to Help screens, which give you a brief review of the function that you are using. It is also labeled **F1** on the front of the key.
- C Exit Key.** This key returns you to the previous screen.
- D Menu Key.** This key allows you to select another function. See "The Menu Key" on page 1-21 for more information.
- E Type/Screen Key.** This key allows you to alternate between Typewriter and Word Processor.
- F Page Up and Page Down Keys.** These two keys allow you to move through your document one screen at a time in Word Processor. In Typewriter, these keys move the paper one-half line.
- G Cursor Movement Keys.** These four keys move the cursor up, down, right, or left. The cursor is a short flashing line that looks like an underscore. The cursor moves along the screen as you type and indicates where the next character you type will appear.

- H Correction Key.** The  symbol is on the **Correction key**. Pressing this key deletes the character to the left of the cursor position. It is also used to correct a word at a time by pressing **Code + the Correction key**.
- I CRtn (Carrier Return).** In Typewriter, this key returns the carrier to the left margin. In Word Processor it returns the cursor to the beginning of the next line. Highlighted items on a menu can also be selected with this key.
- J Code Key.** The **Code** key works in combination with keys that are labeled in green. Other combinations of keys are possible and will be explained in later sections.

When you use two keys at a time, such as **Code + B**, press and *hold* the first key (**Code**), then press the other key (**B**).

For example:



## Special Characters

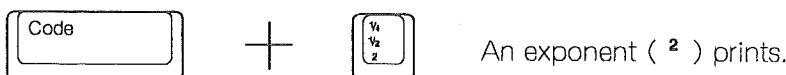
Your typewriter has four special characters that you print by using the **Code key**:  $\S$ ,  $\P$ ,  $^2$ ,  $^3$ . You can print these characters without changing the printwheel. These characters are available on all printwheels.



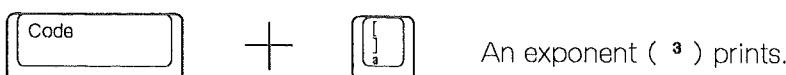
A section symbol ( § ) prints.



A paragraph symbol ( ¶ ) prints.



An exponent (  $^2$  ) prints.



An exponent (  $^3$  ) prints.

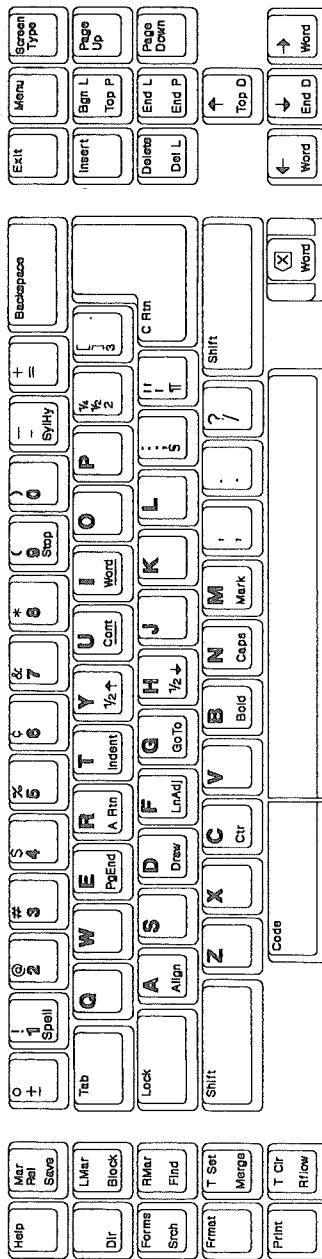
### Displaying the Backslash

The backslash (\) is a special character which is displayed on some panels but which cannot be printed. The backslash is used only when typing the names of files. See "Getting and Saving Files" on page 3-71 for more information on the backslash.

To display the backslash, press **Code + /**.

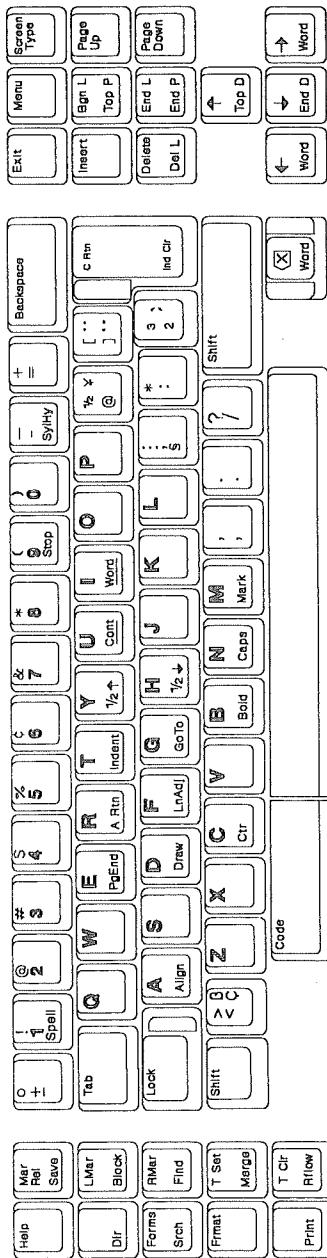


## Keyboard Layout - U.S.



## Introduction

## Keyboard Layout - United Kingdom



## Using Typewriter

Typewriter is useful for typing short memos, envelopes, and index cards. To use the Correction feature, you must have a correctable ribbon and matching correction tape installed.

### Help Screens

The IBM Wheelwriter 7000 Typewriter is designed with instructions and menus on most screens to help you through each procedure. These Help screens show a brief review of a topic or of the feature you are using. If you need more information about a particular *option on a menu*, move the cursor to highlight that option and press **Help** for a more detailed explanation.

Press **F1** (Help) now to review the Typewriter Help screens. The first Help screen gives you a choice of subjects:

Help Topics	To select, use ↑ or ↓ and press CRtn.
	TypeWriter
	Spell

Choose TypeWriter by pressing **CRtn**. The first TypeWriter Help screen looks like this:

Help	Use ↑ or ↓ to view	↓
F2 Margin Rels	Releases the left margin	
F3 Directory	Displays a list of files. In Forms, only files with FRM file extensions are displayed	
F4 Left Margin	Sets left margin at the cursor	
F5 Forms	Selects forms function	

There are several TypeWriter Help screens. Use **Page Down** to see the remaining screens. When a small square symbol appears in the lower right corner of the screen, you have reached the end of that series of Help screens. Use **Page Up** to return to previous screens.

Press **Exit** to return to the Typewriter screen.

---

### Correcting Errors on Current Typing Line (Automatic Correction)

The system remembers the characters you have typed on the current line. Make sure a sheet of paper is loaded. Type the following line, including the error. Do *not* press **CRtn**.

The display shows what is being typed.

To correct the error in this line of type:

1. Position the cursor at the *r* by using **Backspace**, **spacebar**, **↖**, or **↗**.
2. Press the **Correction** key () to erase the character. The display indicates the character has been erased.
3. Type the correction.
4. Press the **End L** key. The cursor returns to the end of the line.

---

### Correcting Errors on Previous Lines (Manual Correction)

If you move the paper up or down to a previously typed line, the text is not shown on your screen. To correct an error on a line that is not displayed, use manual correction.

1. Position the carrier over a word in a previously typed line. Use **↑** or **↓** to move up or down the page. Use **Backspace**, **spacebar**, **↖**, or **↗** to position the carrier at the character to be corrected.
2. Press the **Correction** key. You are prompted to type the character to be erased.
3. Type the character you want to erase.  
If you need to correct an entire word, repeat step 2 until the word is erased.
4. Type the correct character or word.
5. Press **Code + End P** to return to the original typing position.

---

## Delay Print

The Delay Print mode allows you to make corrections *before* you print the text on paper. The line of text on the display prints *after* you end the typing line. Delay Print is an example of a coded function that is *not* marked on the key. Delay Print is normally off.

Press **Code + P** to turn Delay Print on. The *Delay Print* indicator is displayed. Press **Code + P** again to turn Delay Print off.

In Delay Print mode, the text prints:

- When you press **CRtn**.
- When you move the paper; for example, when you press **↑**.
- When you turn off Delay Print mode (**Code + P**).
- When you press **spacebar** to end a word near the right margin (if Automatic Carrier Return is on).

To make corrections on the display before you print, press the **Correction** key to erase the characters back to the point where you want to type or make a correction.

### **Using Delay Print**

1. Press **Code + P**. Delay Print is on.
2. Type the following paragraph:

When the Delay Print indicator is displayed, the text you type appears on the display. The text prints on the paper at the end of each line. By using Delay Print, you can correct errors before they print on the paper.

3. Press **Code + P** to turn off Delay Print.

This is the end of the Typewriter section of Introduction. A complete explanation of the Typewriter function begins on page 2-1.

## **Introduction**

---

## Using Word Processor

From Typewriter, press the **Type/Screen** key to display the Word Processor Main Menu. Press the **Menu** key to display additional options.

You can use Typewriter while Word Processor is active by pressing the **Type/Screen** key. After using Typewriter, press the **Type/Screen** key again to return to Word Processor.

---

### The Menu Key

Press the **Menu** key to display the following menu:

Task Menu	
1. Word Processor	
2. Typewriter and Forms	
3. Mail and phone lists	
4. Phone lookup	
5. Supplemental dictionary	
6. Day's Schedule	
7. Scheduler	
8. Information Management	
9. Calculator	
10. Format a diskette	
To select, use <b>↑</b> or <b>↓</b> and press CRtn.	

On this menu, item 6, Format a diskette, is only available if you have the diskette option.

---

### Selecting items on a menu.

You can select items on most menus in any of these ways:

- Move the *highlighted line* to the item you want by using the **↓** and **↑** keys, then press **CRtn**.
- Press the number that corresponds to the item you want to select, such as **2** for Typewriter and Forms.
- Press the first letter of the item that you want to select, such as **M** for Mail and phone lists.

## Introduction

The following exercises are provided to help you get started using Word Processor. Follow the examples carefully if you are a new user of Word Processor. You will create a document, then revise, store, recall and print it.

### Using the Type/Screen Key

The system allows Typewriter to be used while Word Processor is active by pressing the **Type/Screen** key. After using Typewriter, you can return to Word Processor by pressing the **Type/Screen** key again.

Select Word Processor by pressing the **Type/Screen** key if Typewriter is displayed. If the Task Menu is displayed, select Word Processor. The Word Processor Main Menu appears.

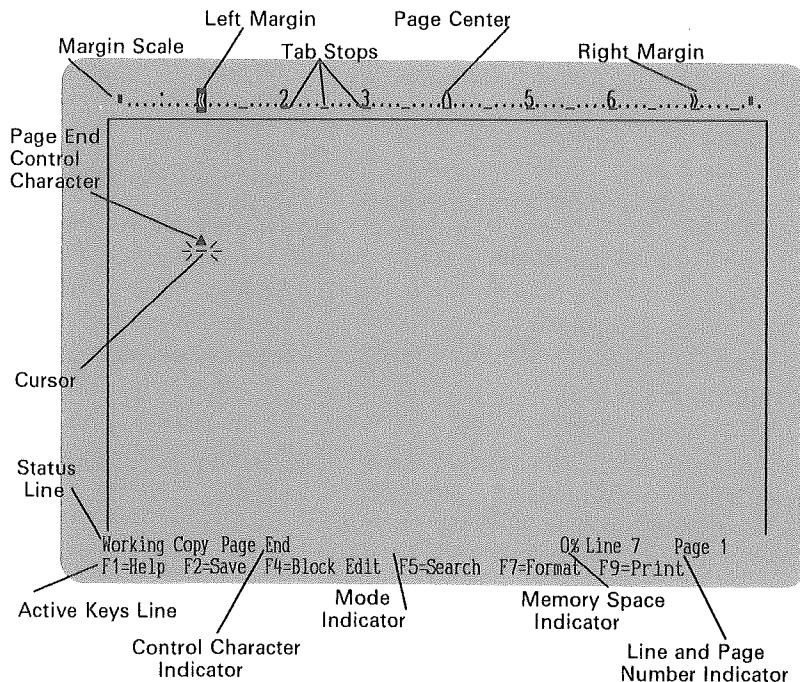
Word Processor Main Menu	
1. Create or Revise	
2. Revise document format	
3. Print	
4. Get	
5. Save	
6. Erase working copy	
7. Alter print queue	
To select, use ↑ or ↓ and press CRtn.	

## Creating a Document

Select **Create or Revise** on the Word Processor Main Menu. The typing frame screen appears.

### The Typing Frame

The typing frame looks like a blank piece of paper you would use for typing. The *cursor* is the short flashing line near the top left corner of the screen. Along the top of the screen is the *margin scale*, which always indicates the current margins and tabs. Margins are preset at 10 and 70. Preset tab stops are set every five spaces on the margin scale. In the example below, tab stops are pointed out at 20, 25, and 30.



On the status line near the bottom of the screen, the words *Working Copy* appear. This is the temporary name given to your document while it is in the system's working memory and until you give it a name.

## **Introduction**

All symbols that appear on the margin scale are explained in “Creating a New Document” on page 3-7 in Word Processor. Some of the symbols are defined in the illustration above.

Codes can also appear *in your text*, for example, the page end control character shown above the cursor in the illustration. See “Finding Control Characters” on page 1-42 for more information about these codes.

### Typing Example

You will be asked to type the letter shown here. *Do not type the letter now.* You will learn how to center, indent, emphasize, change margins, and print the document as part of this exercise.

Maritime Associates, Inc.  
Hanover, MD 12345

Midwest Enterprises  
Mr. Michael K. Smith, President  
South Merrimac Avenue  
St. Louis, Missouri 54321

Dear Mr. Smith:

This letter will illustrate some of the common features available with Word Processor. The headings above were centered by using Code + C.

For bold, use **Code + B**; for underline, use Code + U.

Note that when you set an indent (Code + T), it is canceled when you press the return key. If you let the program insert the carrier return codes, the lines will continue to be indented.

Here I have reset the page margins by pressing F7 (Format) and setting the margins to 18 and 58. Later, I will return them to 10 and 70.

Yours truly,

D. Jerrald Dobson  
Manager, Branch Office

## Introduction

### Typing Text

This is the beginning of the exercises you will type to become familiar with Word Processor.

**Note:** If the margins are not set at 10 and 70, move to the top of the page by pressing **Code + ↑** (Top D). Then press **F7** (Frmat) to display the format menu. Select **line layout**, then set the pitch at 10 and the margins at 10 and 70. See "Line Layout" on page 3-36 for more information.

Press **CRtn** whenever you see **CRtn** in the example. Use the **Correction** ( key to correct any typing errors.

### Centering a Heading

1. Press **Code + C**. The cursor moves to the center of the page.
2. Type the first line of the heading. The text is centered as you type.

Maritime Associates, Inc.

3. Press **CRtn** to return to the left margin.
4. Press **Code + C**. The cursor moves to the center of the page.
5. Type the next line of the heading. The text is centered as you type.

Hanover, MD 12345

6. Press **CRtn** five times to insert space between the heading and the inside address.
7. Type the inside address and salutation for the letter, pressing **CRtn** at the end of each line. You will use the inside address later for addressing an envelope.

Midwest Enterprises**CRtn**  
Mr. Michael K. Smith, President**CRtn**  
South Merrimac Avenue**CRtn**  
St. Louis, Missouri 54321**CRtn**  
**CRtn**  
**CRtn**  
Dear Mr. Smith: **CRtn**  
**CRtn**

### Using Auto Return

Type the first paragraph of the letter. Do not press **CRtn** at the end of each line as you type the paragraph. Continue typing and the program will insert the carrier return control codes where they are needed. This is called *Auto Return*. It automatically adjusts line endings as you type.

This letter will illustrate some of the common features available with Word Processor. The headings above were centered by using **Code + C. CRtn**

**CRtn**

### Emphasizing Text

To emphasize text as you type, press **Code + B** to begin the emphasis. Type your text and then press **Code + B** to end the emphasis. Bold text is highlighted on the screen. To underline text, press **Code + U** to begin the underline, and press **Code + U** again to end the underline.

Type the following sentence, pressing **Code + B** and **Code + U** as indicated by the arrows.

↓                    ↓                    ↓                    ↓  
 For bold use **Code + B**; for underline use **Code + U**. **CRtn**  
 ↑                    ↑                    ↑                    ↑  
 Code+B      Code+B      Code+U      Code+U  
**CRtn**

### Indenting Text

To type the indented paragraph below:

1. Press **Code + T**. This indents the left margin to the first tab stop.
2. Type the text. Do not press **CRtn** while typing these lines, except where indicated.

Note that when you set an indent (**Code + T**), it is canceled when you press the **CRtn** key. If you let the program insert the carrier return codes, the lines will continue to be indented. **CRtn**

**CRtn**

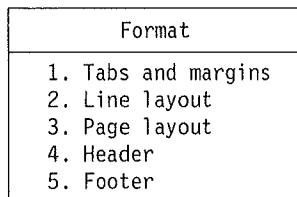
## Introduction

When you press **CRtn** at the end of the paragraph, indent is canceled. Any text you type now will be aligned at the left margin.

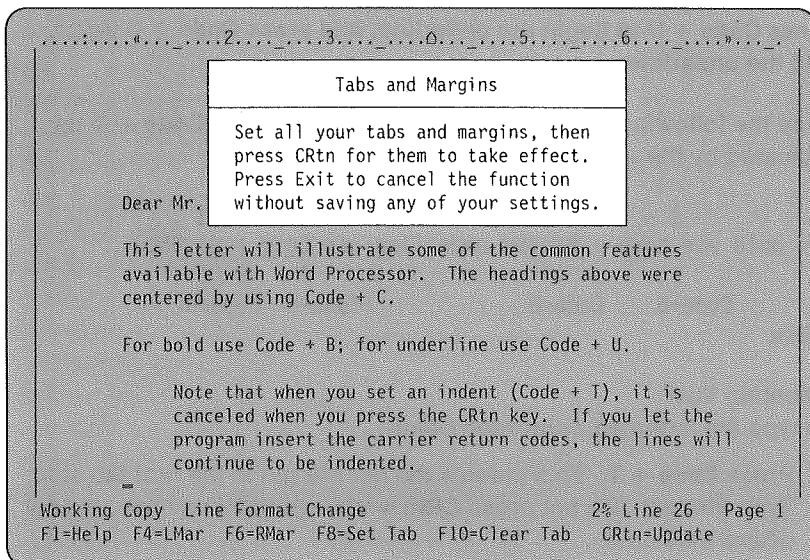
### Using Format

You can change margins, tabs, and other formatting options that apply to the document you are creating or revising.

1. Press **F7 (Frmat)**. The Format menu appears.



2. Select **Tabs and margins**. The Tabs and Margins panel appears.



3. Move the cursor to position 18 on the margin scale (using ▶ and ◀). Press **F4 (LMar)** to set a new left margin. Note that the left margin symbol («) is moved to 18 on the margin scale.
4. Press **Code + F10 (TCIr)** to clear all tabs.
5. Move the cursor to position 23 on the margin scale.
6. Press **F8 (T Set)** to set a tab at position 23.

7. Set additional tabs at 28, 33, and 38.
8. Move the cursor to position 58 and press **F6** (RMar) to set a new right margin.
9. Press **CRtn** to put the new margins and tabs into effect.
10. Press **Exit**. The typing frame is displayed.

**Note:** To clear individual tabs, move the cursor to the tab and press **F10** while the Tabs and Margins panel is displayed.

Type the next paragraph of your letter.

Here I have reset the page margins by pressing F7 (Format) and setting the margins to 18 and 58. Later I will return them to 10 and 70.**CRtn**

Set your margins back to 10 and 70, following the steps for using Format on page 1-28.

Finish the letter by adding a closing and signature line.

**CRtn**

**CRtn**

Yours truly,**CRtn**

**CRtn**

**CRtn**

**CRtn**

D. Jerrald Dobson**CRtn**

Manager, Branch Office**CRtn**

This completes the first exercise. You have created a document. Next, you will give the document a name and save it.

## Introduction

### Using Quick Save

The temporary name *Working Copy* on the status line indicates that your text is in the system's *working memory* where you create and revise text. Now you will store your document. When your document is stored, it is called a *file*.

All the examples in this tutorial will use the internal storage area (A:).

Press **F2**. The Quick Save panel is displayed, and you are prompted to type the name of the file you are saving.

Quick Save	
File name.. [A:\_	]
Type the name of the file; then press CRtn.	

Type any name you want to use for the file, such as **MYDOC**, as long as it contains eight or fewer characters and numbers with no blanks. You may enter the name in small or capital letters, but it will always appear in capital letters.

Press **CRtn**. Your text is saved in the system's *internal storage* but it is also still in the system's working memory. The temporary name *Working Copy* is replaced on the status line by the name you gave your document.

This completes saving your document.

## Printing from the Typing Frame

To print your document to see how it looks:

1. Press **F9** (Print). The Print Options menu is displayed.

Print Options	
From page.....	[1 ]
Through page.....	[999]
Number of copies.....	[1 ]
Lines per inch.....	(6/8) [6]
Double strike.....	(y/n)? [n]
Print envelope.....	(y/n)? [n]
Use ↑ or ↓ to move to the next item. Press CRtn to begin printing.	

2. Press **CRtn**. The following prompt appears:

Insert Paper With Paper Bail and Press CRtn Key
---

3. Follow the instructions on the prompt.

A message panel tells you that your file is printing. Printing can be stopped by pressing the **Exit** key.

4. Wait until the document is printed.

Your document is still in the system's *working memory*.

Press **Exit** to clear the message from the screen and leave the Print Function.

## Introduction

### Erasing the Working Copy

After you have saved your document in the system's internal storage, the text is still in memory as the working copy. You must erase your text from memory before you can begin a new document.

To erase the working copy:

1. Press **Exit**. The Word Processor Main Menu appears.

Word Processor Main Menu
<ol style="list-style-type: none"><li>1. Create or Revise</li><li>2. Revise document format</li><li>3. Print</li><li>4. Get</li><li>5. Save</li><li>6. Erase working copy</li><li>7. Alter print queue</li></ol> <p>To select, use ↑ or ↓ and press CRtn.</p>

2. Select **Erase working copy**. The typing frame appears on the screen and the working copy has been erased.

**Note:** If you have not saved your document, the following message is displayed:

You are about to clear the Working Copy without saving the changes. If you do, its current contents will be lost.
Clear (y/n)? [n]

This is a safety feature to keep you from erasing text that has not been saved. If you type **y**, the working copy is erased and the typing frame appears.

3. Press **Exit** to return to the Word Processor Main Menu.

## Getting the Document You Stored

When you save your document in storage, it is called a *file*. When you want to revise a file, you must first *get* the file from storage.

- If you know the name of your file:
  1. Select **Get** on the Word Processor Main Menu.
  2. Type the file name.
  3. Press **CRtn**. The file appears on the screen in a few seconds.
- If you do not know the name of your file:
  1. Press **F3** (Dir). A directory appears listing the files in your internal storage. If you have the optional diskette, B (Diskette) also appears on the directory. Otherwise, the directory will appear as shown below.
  2. Select the document you want by moving the cursor to the file name and pressing **CRtn**.

File Services			
Storage Type	Directory	File Name	Size
A (Internal)	< None >	MYDOC	1,835
		TESTING .DOC	1,210

To select, use the Tab key and ↑ or ↓. Then press CRtn.

A copy of the file is now in the system's *working* memory; it is also still in internal storage.

Next, you will add text to this file and practice using some of the revision functions of Word Processor.

### Revising Text

Word Processor has many useful functions which allow you to make changes to your documents. The following exercises will familiarize you with these revision functions:

- Insert
- Replace
- Delete
- Block Edit
- Splitting Lines
- Joining Lines.

#### Inserting and Revising Text

1. Move the cursor to the blank line following the paragraph that starts with the words *For bold*.
2. Press **CRtn** to insert a blank line.
3. Type the following text:

Insert allows me to insert text in a typed line. The text that is there moves to the right to make room for the added characters. Editing keys allow me to move the cursor to the end of the typed line by pressing End L, and back to the beginning by pressing Bgn L. **CRtn**

Revise your text as follows:

1. Move the cursor to the first character of the word *end* on the fourth line of the paragraph.
2. Press **Delete** three times to delete the word *end*.
3. Press **Insert** to enter insert mode. The insert symbol ( ¸ ) is shown on the status line.
4. Type the word *beginning*, then press **Insert** to turn off insert mode.
5. Using the cursor key (►), move to the word *End* on the same line.
6. Type *Bgn* over the word *End*.
7. Move the cursor to the word *beginning* on the next line and type *end*. Press **Delete** until the rest of the word *beginning* is deleted.
8. Move the cursor to the word *Bgn* on the line and type *End*.

The paragraph you have just revised should look like the following example:

Insert allows me to insert text in a typed line. The text that is there moves to the right to make room for the added characters. Editing keys allow me to move the cursor to the beginning of the typed line by pressing Bgn L, and back to the end by pressing End L.

### Using Block Edit

Block Edit allows you to move, copy, and delete blocks of text. You can determine the size of the block—a sentence, a paragraph, or a page.

The following exercise uses the Block Edit Move function. The illustration shows that you want to move the paragraph just revised to the bottom of the letter.

For bold, use Code + B; for underline, use Code + U.

Insert allows me to insert text in a typed line. The text that is there moves to the right to make room for the added characters. Editing keys allow me to move the cursor to the beginning of the typed line by pressing Bgn L, and back to the end by pressing End L.

Note that when you set an indent (Code + T), it is canceled when you press the return key. If you let the program insert the carrier return codes, the lines will continue to be indented.

Here I have reset the page margins by pressing F7 (Frmat) and setting the margins to 18 and 58. Later I will return them to 10 and 70.

Yours truly,

1. Move the cursor to the beginning of the paragraph starting with *Insert allows*. This will be the start of your block of text.

## Introduction

2. Press **F4**. The Block Edit menu appears.

Block Edit
1. Move
2. Copy
3. Delete
4. Save
5. Reuse
6. Emphasize

3. Select **Move** by pressing **CRtn**.
4. Press **↓** repeatedly to move the cursor to the last line of the paragraph.
5. Press **End L** to move the cursor to the end of the line. The block is highlighted on the screen.
6. Press **CRtn**. This sets the end of your block of text. You are prompted to move the cursor to the location where you want the block to appear.
7. Move the cursor to the beginning of the line above *Yours truly*. Press **CRtn**. The paragraph is moved.

The other functions on the Block Edit menu operate similarly. For more information, see "Block Edit" on page 3-16 in Word Processor.

### **Splitting Lines**

To split a line of text, position the cursor where you want the line to split and press **CRtn**.

For example, move the cursor to the first character of the word *Editing* in the third line of the paragraph. Press **CRtn**. The remainder of the line is moved to the following line.

Press ↓ to move the cursor to the next line and see how the line endings are automatically changed.

### **Joining Lines**

If you split a line you do not want to split, delete the carrier return code at the end of the first line and the two lines will be joined again. Follow these steps:

1. Position the cursor on the third line (the line beginning with *characters*).
2. Press **End L**. The cursor moves to the end of the line, and **Req'd CRtn** is displayed on the status line of your screen.
3. Press **Delete**. You are prompted to press **CRtn** to delete this code.
4. Press **CRtn**. The lines are joined.
5. Press ↓ to move the cursor to the next line. The lines should be joined as they were before you split them.

## Introduction

### Printing Text

You have already printed from the typing frame. You can also print from the Word Processor Main Menu.

To use the Print option, follow these steps:

1. Press **Exit** to return to the Word Processor Main Menu. Your text is still in the working memory.
2. Select **Print**. The Print Options menu appears.

Print Options	
From page.....	[1 ]
Through page.....	[999]
Number of copies.....	[1 ]
Lines per inch.....	(6/8) [6]
Double strike.....	(y/n)? [n]
Print envelope.....	(y/n)? [n]
Merge file with document..	(y/n)? [n]
Printer prompt for paper..	(y/n)? [y]
Use ↑ or ↓ to move to the next item. Press CRtn to begin printing.	

3. Press **CRtn**. Follow the prompts to print your document.
4. When the letter finishes printing, use the **paper bail load lever** to place a business size envelope in its first margin position.
5. Select **Print** on the Word Processor Main Menu.
6. Type **y** in the box next to Print Envelope. This will allow you to use the address in your letter to address the envelope.
7. Press **CRtn**. The address prints on the envelope.

## Using Some Additional Functions

In this section, you will become familiar with some additional functions of Word Processor, such as:

- Changing Pitch
- Shifting Text Left (for very long lines)
- Finding Control Characters (such as Carrier Return or Underline)

### Changing Pitch

Printwheels are available in different pitches. *Pitch* is the number of characters printed per horizontal inch. See "Automatic Pitch Selection" on page 2-7 for examples of different pitches.

When you change pitch in a document, the screen does not always look like the printed copy.

1. Select **Erase working copy** and type **y** at the prompt to erase the working copy. The blank typing frame appears on the screen.
2. Type the following:

This is typed in 10 pitch, with margins set at 10 and 70. If I switch to 12\*pitch, the system will try to keep my margins even. However, on the screen they appear to be uneven.

3. Begin a new paragraph and press **F7** (Format). The Format menu appears.
4. Select **Line layout**.
5. Type **12** to change the pitch setting to 12.
6. Move the cursor down (**↓**) to the left and right margin settings. Notice that the margin settings change to 12 and 84 as you move the cursor. This means that you will have approximately the same amount of white space on each side of your text, even though you have changed from 10 pitch to 12 pitch.
7. Press **CRtn** to save the change to the pitch setting.
8. Press **Exit** once and the typing frame appears.

## Introduction

9. Type the second paragraph in the following example. Do not press **CRtn** at the end of the lines. The margins do not seem to be lined up with the paragraph above, but this is because of the pitch change.

Here is an example of the printout of two paragraphs typed in two different pitches.

This is typed in 10 pitch, with margins set at 10 and 70.  
If I switch to 12 pitch, the program tries to keep my  
margins even. However, on the screen they appear to be  
uneven.

I am now typing in 12 pitch with margins of 12 and 84, which are the equivalent of 10 and 70 in 10 pitch. But on the screen it looks like the two paragraphs don't line up at all.

This is how the screen looks.

0.....1.....2.....3.....4.....5.....6.....7.....  
This is typed in 10 pitch, with margins set at 10 and 70.  
If I switch to 12 pitch, the program tries to keep my  
margins even. However, on the screen they appear to be  
uneven.

I am now typing in 12 pitch with margins of 12 and 84, which are the equivalent of 10 and 70 in 10 pitch. But on the screen it looks like the two paragraphs don't line up at all.

Note the missing letters on the ends of the lines in the 12-pitch example. Shifting text left and right, which is explained in the next exercise, shows you how to view these missing letters.

**Note:** Pitch changes can be made only at the beginning of a line.

### Shifting Text Left and Right

The paragraph you typed in 12 pitch extends beyond the right side of your screen. You can shift the text on your screen so you can see your right margin in 12 pitch.

To shift the text to the left:

1. Press **BgnL** to move the cursor to the left margin.
2. Press **Code + Page Down**. The left margin moves to the left edge of the screen, and you can now see the right edge of the text you typed.

.....2.....3.....4.....5.....6.....7.....8....»:  
is is typed in 10 pitch, with margins set at 10 and 70.  
I switch to 12 pitch, the program tries to keep my  
rgins even. However, on the screen they appear to be  
even.

I am now typing in 12 pitch with margins of 12 and 84, which are the equivalent of 10 and 70 in 10 pitch. But on the screen it looks like the two paragraphs don't line up at all.

Press **Code + Page Up** to return to the normal view of the screen.

## Introduction

### Finding Control Characters

The Find function locates words, numbers, and phrases in a document. It also locates control characters.

Control characters are special codes used by the system. They indicate to the system when to make changes to the document, such as when to tab, when to return, or where to change the pitch. Although control characters are normally not seen on the display, they are displayed when the cursor is positioned on them. In addition, when the cursor is located on a control character, the status line shows the name of the control character.

You will occasionally use Find to locate a control character that you want to change or delete. Use the following steps to find a Line Format control character in your file.

1. Press **Code + ↑** (Top D) to move to the top of the document.
2. Press **F6** (Find). The Find panel appears.
3. Press **F7** (Frmat). The cursor moves to the Line Format control character at the beginning of the 12-pitch paragraph.  
The Line Format control character (**¶**) is highlighted on the screen and the words **Line Format Change** appear on the status line. If you want to *change* back to 10 pitch, press **F7** and set the pitch to 10.
4. Pressing **Code + F5** repeatedly will find additional occurrences of Line Format control characters if they are present in your document. If you want to *delete* this character, see "Delete Control Characters" on page 3-28

When you find any control character, the character is highlighted on the screen. Its name appears in the Control Character Indicator on the status line, and a symbol may also appear in the Mode Indicator.

The following table contains some examples of control characters.

<b>Text Code</b>	<b>Control Character Indicator</b>	<b>Mode Indicator</b>
	Begin Underline	Und
	Begin Bold	Bold
↑	Half Index Up	↑
↓	Half Index down	↓
lf	Line Format	
rf	Page Format	

Additional information about Find and control characters can be found in Word Processor on page 3-30.

This concludes the exercise using Word Processor. "Word Processor" on page 3-1 is arranged as a reference manual and contains more information about the many functions of Word Processor. The functions are arranged alphabetically.

## **Introduction**

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## Typewriter and Forms

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## Introduction

Your IBM Wheelwriter 7000 Typewriter is designed to enhance secretarial productivity. This section introduces you to the Typewriter functions that you can use along with the Word Processor application to aid you in accomplishing this goal. You can use Typewriter without ending your word processing job. Press the **Type/Screen** key to alternate between Word Processor and Typewriter.

---

### Using Typewriter

When you use your system as a typewriter, the text immediately prints on your paper as you type (unless Delay Print is selected).

### Correcting in Typewriter

The  symbol is on the **Correction** key. Pressing the **Correction** key erases the character to the left of the cursor in Typewriter (unless Delay Print is selected) and also deletes the character from the screen. See "Correcting Errors" on page 2-15 for more information.

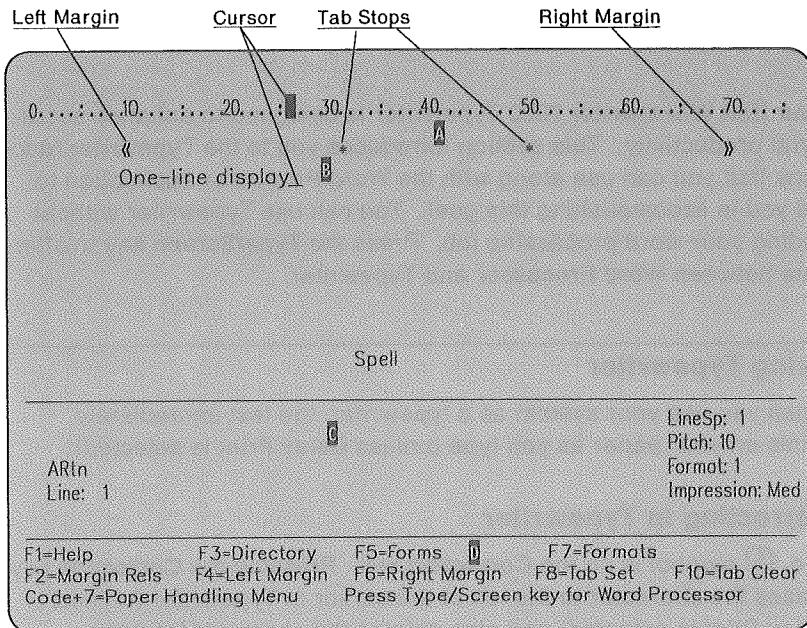
Only the current line you are typing is automatically correctable. You must use manual erase to make corrections on previously typed lines.

---

### Typewriter Screen

The Typewriter screen is illustrated on the next page, followed by an explanation of the different areas of the screen.

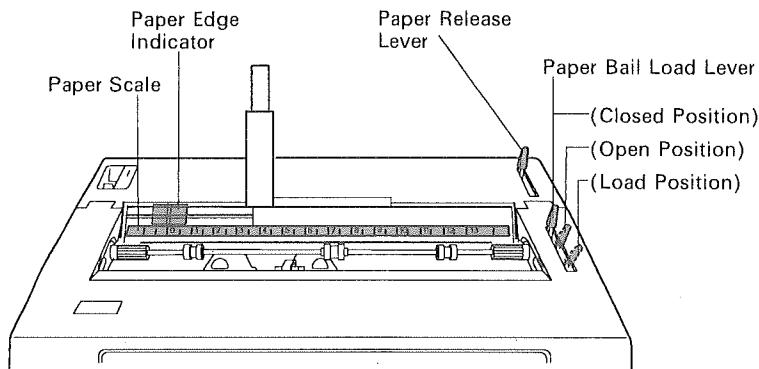
## TypeWriter and Forms



- A** The cursor on the margin scale (█) indicates the print position on the paper. The flashing cursor in the text area indicates where you are typing on the screen. These two cursors may not always align; for example, when you are typing in proportional space.
- B** **One-Line Typing Display.** Only the current typing line is displayed.
- C** **Feature Display Area.** These indicators show the status of the typewriter features. For example: *Line: 1* means you are typing on the first line on the page; *LineSp: 1* means you are in single line spacing; and *Spell* indicates that Spell Check is on.
- D** **Active Keys.** These keys are used to select the most common typewriter functions. Use **F1** (Help) to see the additional functions and the keys used to select them. **F3** (Directory) is also used in Forms, Word Processor, and Mail and Phone Lists to display a list of files.

## Loading Paper

Use the **paper bail load lever** to load paper.



1. Place the paper edge indicator at the 0 line.
2. Insert the paper, aligning the left edge of the paper with the paper edge indicator.
3. Pull the **paper bail load lever** all the way forward, then release it.  
The paper feeds until the top of the paper is at the first line.
4. Press **CRtn** until the paper has moved up to clear the paper bail.
5. Close the **paper bail load lever**.

For additional paper handling options, press **Code + 7** to display the Paper Handling Menu.

Paper Handling Menu	
1. Load paper 2. Eject paper 3. One-inch paper load 4. Reset line counter 5. Set paper length	To select, use ↑ or ↓ and press CRtn.

Select the paper handling option you need.

**Load paper** — loads paper to the first writing line.

**Eject paper** — removes the paper from the system.

## Typewriter and Forms

**One-inch paper load** — loads paper to a point one inch below the first writing line.

**Reset line counter** — sets the line counter on the screen to 1 and sets the top of form.

**Set paper length** — allows you to set the length of the paper; for example, for labels or legal size paper.

To set paper length:

1. Load the paper.
2. Position the writing line to the top of the paper.
3. Select **Reset line counter**.
4. Move to the bottom of the paper.
5. Select **Set paper length**.

**Note:** To manually remove paper, pull the paper release lever all the way forward and then remove the paper. Push the paper release lever all the way back.

## Setting Impression Control

There are three impression control settings:

- Low
- Medium
- High

The impression control is preset to medium when you use Typewriter. Change to high any time you need a heavier impression, such as when typing several carbon copies. The low setting is useful if you have a very sharp typestyle or very thin paper.

Press **Code + Q** to change the impression level. Look at the lower right side of the display to see which level of impression is set.

**Note:** Impression level can only be set in Typewriter. The impression level set in Typewriter will also be used when printing from Word Processor.

## Automatic Pitch Selection

The pitch determines the number of characters typed per horizontal inch. The correct pitch is automatically selected when you install a printwheel.

Pitch (Type Size)	Characters Per Inch	Pitch Symbol	Print Example*
10P (Pica)	10	▲	This is a sample
12P (Elite)	12	△	This is a sample
PS (Proportional Spacing)	Varies in Width	●	This is a sample
15P (Micro)	15	■	This is a sample

**Note:** \*These examples are for comparison purposes only and are not actual representations.

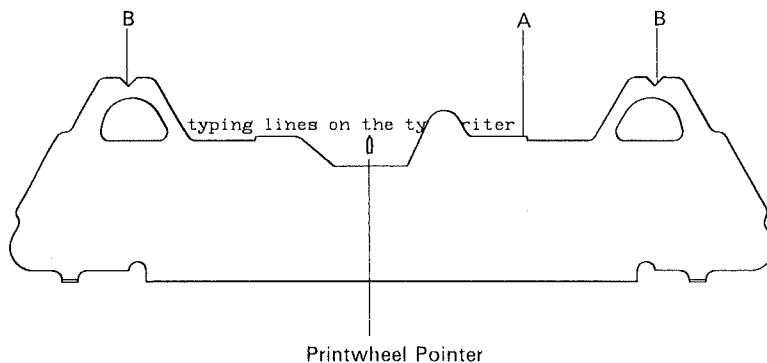
### Cardholder

The cardholder holds paper, cards, and envelopes against the platen.

The top edge (A) of the cardholder indicates the base of the printing line. As the typewriter prints, the bottom of each character rests just above the line, as shown below. You may use the notches (B) to draw vertical lines.

- Hold a pencil or pen against one of the notches while pressing ↑ or ↓ to move the paper.

The printwheel pointer shows the position where the next character will print.



## Margin/Pitch Scale

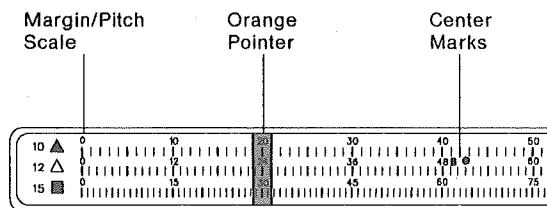
The system has three margin scales located just above the keyboard: 10▲, 12△, and 15■. Use the scale line that matches the pitch symbol on your printwheel.

- For 10▲ pitch (pica) type, use the upper scale.
- For 12△ (elite) and PS ● (proportional spacing) pitch typestyles, use the middle scale.
- For 15■ pitch (micro elite) type, use the lower scale.

An orange pointer moves along the scale on your typewriter to show the position of the next character to print.

The margin/pitch scale also contains centering marks. When the left paper edge lines up with zero on the margin/pitch scale:

- marks the approximate center of paper  
215.90 mm (8.50 in) wide.
- marks the approximate center of paper  
210 mm (8.27 in) wide.

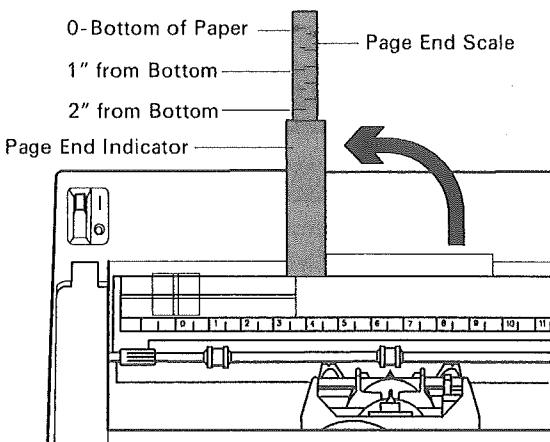


**Note:** A scale line is also displayed in Typewriter and Word Processor.

## Lines per Vertical Inch

A printwheel for 10, 12, or PS pitch prints six lines per vertical inch. A printwheel for 15 pitch prints eight lines per vertical inch.

## Page End Indicator and Scale



1. Raise the **page end indicator** until it is straight up.
2. Pull the **page end scale** all the way out until it locks into place.
  - As you type, the top of the paper comes out of the typewriter and moves up to the lines on the scale.
  - The lines on the scale tell you approximately how much space remains to the bottom of 27.9 cm (11 in) paper.
  - The left side of the scale is marked in inches. The right side is marked in centimeters.

---

## Moving Up or Down the Page

- Press  $\downarrow$  or  $\uparrow$  to move the paper down or up 1 line.
- Press **Shift** +  $\downarrow$  or  $\uparrow$  to move the paper down or up 1/48 inch. This is called one micro-index.
- Press **Page Up** or **Page Down** to move the paper up or down  $\frac{1}{2}$  line.
- Press **Code + Page Up** or **Page Down** to move the paper up or down 1/48 inch (one micro-index).

---

## Moving Right or Left on the Writing Line

Press  $\gg$ ,  $\ll$ , **spacebar**, or **Backspace** to move the carrier on the writing line.

Press **Code +  $\ll$**  (Word) to move the carrier to the left one word.  
There must be words typed on the current line.

Press **Code +  $\gg$**  (Word) to move the carrier to the right one word.

Press **Shift +  $\rightarrow$**  or **Shift +  $\leftarrow$**  to move the carrier a small amount on the writing line. Use this feature to position the carrier exactly where you want it.

Press **Code + spacebar** or **Code + Bksp** to move the carrier a small amount right or left on the writing line.

Press **BgnL** to move the cursor to the left margin on the current line.

Press **End L** to move the cursor to the space following the last typed character on the current line.

### Margins and Tabs

---

#### Setting and Releasing Margins

The margin settings are indicated by the « and » symbols below the *margin scale* on the display.

##### Changing the Left Margin

1. Move the cursor to the desired position by using **◀**, **▶**, **spacebar**, or **Backspace**.
2. Press **LMar**. The left margin symbol («) moves to the new position on the scale.

##### Backspacing Through the Left Margin

1. Press **MarRel**.
2. Press **◀** or **Backspace** to backspace through the left margin and select one of the operations below:
  - If you want to set a new left margin, move the cursor to the desired position, then press **LMar**. The old margin is automatically eliminated.
  - Use **Tab** if you want to move to the original left margin setting. The *Margin Rels* indicator is displayed until you press **CRtn**.

##### Changing the Right Margin

1. Move the cursor to the desired position.
2. Press **RMar**. The right margin symbol (») moves to the new position on the scale.

## Setting and Clearing Tabs

### Setting a Tab

1. Move the cursor to the desired position, using **<**, **>**, **spacebar**, or **Backspace**.
2. Press **TSet**. An asterisk (\*) is shown below the margin scale at the point where the tab is set.

### Clearing a Tab

1. Press **Tab** to move to the tab you want to clear.
2. Press **TCIr** to clear the tab. The asterisk is removed from the margin scale on the display.

### Clearing All Tabs

Press **Code + TCIr**. All tabs are cleared.

---

## Line Spacing

Press **Code + S** to change linespacing.

When the Typewriter screen is first displayed, it shows:

**LineSp: 1**

This means the Typewriter task is in single line spacing. You can change the line spacing to 1.5, 2, or 3 lines (one-and-a-half, double, or triple line spacing).

Press **Code + S** until the line spacing you want shows on the display.

### Automatic Carrier Return

When you display the Typewriter screen the first time, the **ARtn** indicator shows on the display, indicating that Automatic Carrier Return (**ARtn**) is on. **ARtn** can help speed your typing because you do not have to determine line endings. Typewriter automatically returns the carrier when you press **spacebar** near the right margin. You do not have to press **CRtn**.

For some typing jobs, you will want to turn **ARtn** off. For example, do not use **ARtn** when typing tables, columns, or forms, or while typing words that must be kept together on a line. Press **Code + R** (**ARtn**) to turn off **ARtn**. When **ARtn** is off, Typewriter does not automatically return the carrier.

---

### Delay Print Mode

In Delay Print mode (*Delay Print* indicator is displayed), the line of text on the display prints *after* you end the typing line. This lets you make corrections *before* you print the text on paper. Delay Print is normally off.

Press **Code + P** to turn Delay Print on. Press **Code + P** again to turn Delay Print off.

To make corrections on the display before you print, press the **Correction** key to erase the characters back to the point where you want to type or make a correction. See "Correcting Errors" on page 2-15.

In Delay Print mode, the text prints:

- When you press **CRtn**.
- When you move the paper; for example, when you press **↑**.
- When you turn off Delay Print mode.
- When you press **spacebar** near the right margin (if Automatic Carrier Return is on).

---

## Correcting Errors

The symbol is on the **Correction** key. To use the Correction feature, you *must* have a correctable ribbon and a matching correction tape installed.

### Correcting Errors on Current Typing Line (Automatic Correction)

1. Position the cursor at the character you want to correct by using **Backspace**, **spacebar**, **◀** or **▶**.
2. Press the **Correction** key until the characters are erased. (Do not use **◀** or **Backspace**.) The display shows the characters being erased. Underlined characters take longer to erase.
3. Type the correct text.
4. When you finish correcting errors, press **End L**.

### Word Erase

Press **Code + Correction** (Erase Word) to erase the entire word at the cursor position.

### Correcting Errors on Previous Lines (Manual Correction)

If you move the paper up or down to a previously typed line, you must use manual erase.

1. Position the printwheel pointer over the character you want to erase. Use any of the following keys to position the carrier:
  - Page movement keys: **↑** or **↓** (moves the paper up or down 1 line); **Page Up** or **Page Down** (moves the paper up or down  $\frac{1}{2}$  line).
  - Micro page movement keys: **Shift + ↑** or **Shift + ↓** (moves the paper up or down  $1/48$  inch).
  - If you have reinserted the paper or are using proportional spacing, you may have to use unit spacing to align the text. Press **Code + spacebar** or **Code + Backspace** to move the carrier a small amount right or left on the writing line.
2. Make sure you use the same mode as you did when the text was originally typed (Bold, Underline, Subscript, or Superscript, for example). Also, use the same printwheel.
3. Press the **Correction** key. (Press **Shift + Correction** if you are in Delay Print mode.) You are prompted to type the character to be erased.

## Typewriter and Forms

4. Type the character to be erased.
5. Repeat steps 3 and 4 until all the characters are erased.
6. Type the correct characters.
7. Press **Code + End P** (End P) to return to the last typing position.

### Correcting Automatically in Proportional Space

Read this section only if you have a PS (proportional spacing) printwheel. If you need help changing the printwheel, see "Installing the Printwheel" on page 10-11.

In 10, 12, and 15 pitch, each character is allotted an equal space. In proportional spacing, the space allotted each character varies. The space is measured in units. For example, a lowercase *m* is seven units wide and a lowercase *i* is three units wide.

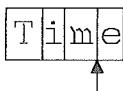
In proportional spacing (PS), it is usually easier to erase the entire word containing an incorrect character, and then retype the word correctly. Using the **Correction** key, you can erase a single letter. Using **Code + the Correction** key, you can erase an entire word.

## Correcting Manually in Proportional Spacing

Make sure you use the same mode (Bold, Underline, Subscript, or Superscript, for example) as you did when the text was originally typed. Also, use the same printwheel.

1. Position the printwheel pointer at the left edge of the *last character* in the word.
  - The carrier moves back one *unit* of space each time you press Shift + ⏪.

### Example



Position the printwheel pointer here to erase the e.

2. Press the **Correction** key.
  - You are prompted to type the character to be erased.
3. Type the last character in the word just as you typed it the first time.
  - The character is erased. The character is also erased from the display.
  - If the incorrect character is not completely erased, hold down Shift while you press ⏪ to reposition the carrier at the left edge of the incorrect character.
  - Repeat steps 2 and 3 until the entire word is erased.
4. Type the correct word.

### Helpful Hints

- When erasing manually, you only need to position the printwheel pointer at the left edge of the *last character in the word*. After you erase a character, press the **Correction** key and then type the previous character. This action moves the carrier and erases the previous character.
- When erasing manually, always erase a word from right to left.

### Inserting an Extra Character

If you have omitted a character from a word, you can erase the incorrect word, move back part of a character space using **Shift + ▲**, and insert the entire word. Look at the example below.

The letters shoud be  
The letters be  
The letters should be

1. Position the cursor at the last character in the incorrect word.
2. Erase the incorrect word using the **Correction** key.
3. Press **Shift + ▲** until the carrier is moved back part of a space.

*The spacing of the text on your display will not match what shows on the paper. Fractions of character spaces show as whole spaces on the display.*

4. Type the correct word.

You can also erase back to the *u* in *shoud* and retype the rest of the line.

---

### Caps Feature

The Caps feature lets you type capital letters while typing numbers and lowercase punctuation without using the **Shift** key. Press **Code + N** (Caps) to turn Caps on.

- The Caps indicator is on.
- All letters are typed in uppercase (capital letters).
- All numbers and punctuation are typed in lowercase.

**Note:** When Caps is turned on, Shift Lock is canceled so you must press the **Shift** key to type uppercase symbols (on the numbers row) and uppercase punctuation marks.

Press **Code + N** to turn Caps off.

- The Caps indicator is off.
- All letters return to lowercase.

---

## Overstriking Characters

To type two characters in one space, such as a canceled 0 (Ø):

1. Type the first character.
2. Press **◀** and then type the second character over the first.

**Note:** A small rectangular symbol (█) is displayed to show that more than one character will print in one space.

---

## Margin and Tab Formats

When you display the Typewriter screen the first time, **Format: 1** shows on the display. This sets the margins to the standard (preset) settings for the pitch you are using (10, 12, or 15 or PS pitch). Any tabs and margins you set are remembered as Format 1, and can be used again later in this typing session.

To start a new set of tabs and margins, press **Frmat** and *any number 2 through 8*. The format number is changed on the display.

Set tabs and margins for this format number. You can now alternate between this format and Format 1, or you can set more tabs and margins in another format number. To return to Format 1, press **Frmat** and **1**.

The formats are retained when the typewriter is turned off as long as the batteries are good.

### Centering

You can automatically center words between the left and right margins or at any point on the line. As you type, the centered text is shown on the display but not printed.

#### Centering Between Margins

1. Make sure you have a left margin and a right margin set.
2. Make sure the carrier is at the left margin.
3. Press **Code + C** (Ctr).
  - The carrier moves to the center point between the margins.
  - The **Center** indicator is on.
4. Type the words you want centered.
  - Text appears centered on the display.
  - If you make an error, use the **Correction** key to correct the error.
5. Press **Code + C**.
  - The words print on the normal typing line, centered between the margins.
  - The **Center** indicator is off.

**Note:** The centered words also print when you press other keys, such as **CRtn**, **Tab** or **Exit**.

#### Centering at Any Point on the Line

1. Press **Tab**, **spacebar**, **Backspace**, **▶**, or **◀** to position the carrier at the desired center point.
2. Press **Code + C**.  
The **Center** indicator is on.
3. Type the words you want centered.
  - Text appears centered on the display.
  - Use the **Correction** key to correct errors.
4. Press **Code + C**.
  - The words print on the normal typing line, centered at the point you selected.
  - The **Center** indicator is off.

**Note:** The centered words also print when you press other keys, such as **CRtn**, **Tab** or **Exit**.

---

## Right Flush

The Right Flush function allows you to type text with an even (flush) right margin. You can right align text with the right margin or with any point on a line.

### Typing Text Right Flush with the Right Margin

1. Make sure you have the left and right margins set.
2. Press **CRtn** to move the carrier to the left margin.
3. Press **Code + O**.  
The carrier moves to the right margin.
4. Type the characters to be aligned.
  - As you type, the characters are displayed but not printed.
  - If you make an error, press the **Correction** key and type the correct character.
5. Press **CRtn**.
  - The characters print aligned with the right margin.
  - The Right Flush function is turned off when the words print.

### Typing Text Right Flush with Any Point on a Line

1. Move the carrier to the point where you want the text to be aligned to the right.
2. Press **Code + O**.
3. Type the characters to be aligned.
4. Press **CRtn**.  
The words print.

### Helpful Hints

- The rightmost character appears one space to the left of the right margin or point.
- Do not type a space after the last character. The text will not right align if you do.

### Decimal Tab

You can use the Decimal Tab feature to automatically align columns of numbers on a decimal point or at the right edge of the column.

When typing columns of numbers, use **Code + D** instead of **Tab** to move to the tab stops. As you type the numbers, the text is shown on the display but not printed.

### Typing Columns with Decimal Tabs

1. Use **TSet** to set a *regular* tab stop at the desired decimal point in each column.

Example:

Decimal	Decimal	Decimal
234.56	456.79	1.3
2.87	20.13	.5

2. Position the cursor at the left margin by pressing **CRtn**.
3. Press **Code + D**.
  - The carrier moves to the first tab stop.
  - The *Decimal Tab* indicator is on.
4. Type the numbers shown in the example above. The numbers are displayed but not printed until you type the decimal point.
5. Press **Code + D** to move to the next tab stop, or press **CRtn** to return to the left margin.

## Typing Columns without Decimals

1. Set *regular* tab stops at the right edge of each column.

Example:

Right Edge	Right Edge	Right Edge
26,745	87,453	873
387	3,498	34

2. Position the cursor at the left margin by pressing **CRtn**.

3. Press **Code + D**.

- The carrier moves to the first tab stop.
- The *Decimal Tab* indicator is on.

4. Type the numbers as shown in the example above. The text is displayed but not printed until you move to the next tab stop or return to the left margin.

5. Press **Code + D** to move to the next tab stop, or press **CRtn** to return to the left margin.

6. Repeat steps 3 and 4 for each column.

7. After you type the last column, press **CRtn**.

The numbers print and the carrier moves to the left margin.

**Note:** You can also use the Right Flush instructions found on page 2-21 to type columns that are right flush.

### Bold Print

Bold Print causes each character to be printed twice, making the print darker than normal.

Press **Code + B** (Bold) to turn Bold on.

- The *Bold* indicator is on.
- Each character you type is printed once. When the cursor leaves that line, the words you indicated as bold are reprinted.
- The text is highlighted on the display.

Press **Code + B** to turn Bold off.

---

### Typing Expanded Text

The Expand feature makes each character space twice its normal width. Use this feature to add emphasis to headings or page titles.

Example:

Test E x p a n d e d normal

Press **Code + X** to turn Expand on.

- The *Expand* indicator is on.
- The character spacing will be twice as wide as normal until you turn Expand off.
- A bracket shows on the display above the expanded characters.

Example:

Test E x p a n d e d normal

Press **Code + X** to turn Expand off.

---

## Underlining

Typewriter has two underline modes to add emphasis to your text.

**Continuous Underline.** Use this mode to underline the words and the spaces between words.

**Word Underline.** Use this mode to underline the word at the cursor position.

### Using Continuous Underline

1. Press **Code + U (Cont)** to turn Continuous Underline on.
  - The *Underline* indicator is on.
  - Everything you type will be underlined until you turn Continuous Underline off.
2. Press **Code + U** to turn Continuous Underline off.

### Using Word Underline

1. Type the word you want underlined.
2. Press **Code + I (Word)**. The last word typed is underlined.

You may also underline a word on the *current line* by placing the cursor anywhere under the word to be underlined and pressing **Code + I**.

### Using Double Underline

The double underline character (=) is on printwheels that are used for accounting. See page -- Heading 'DBL' unknown -- for information on using this character.

### Subscripts and Superscripts

Subscripts are typed *below* the writing line (for example, H<sub>2</sub>O).

Superscripts are typed *above* the writing line (for example, Happy Living<sup>4</sup>).

#### Typing Subscripts

1. Press **Code + H** (½↓).

The *Subscript* indicator is on.

2. Type the subscript text.

- A ↓ shows over each subscript character on the screen.
- The paper moves one-half line below the typing line.

3. Press **Code + Y** (½↑).

- The *Subscript* indicator is off. The paper moves back to the original typing line when the next character is typed.

#### Typing Superscripts

1. Press **Code + Y** (½↑).

The *Superscript* indicator is on.

2. Type the superscript text.

- A ↑ shows over each superscript character.
- The paper moves one-half line above the typing line.

3. Press **Code + H** (½↓).

The *Superscript* indicator is off. The paper moves back to the original typing line when the next character is typed.

A carrier return (**CRtn**) cancels the subscript or superscript mode.

**Note:** If you use the paper movement keys to type above or below the typing line, the correction memory is cleared.

---

## Indenting

Indenting sets a *temporary* left margin for indented lines. When you set a temporary left margin, you do not have to press **Tab** at the beginning of each indented line.

### Setting a Temporary Left Margin

1. Type until you reach the *first* line to be indented.
2. Move to the desired temporary left margin position. You can use **spacebar**, **Tab**, or ▶.
3. Press **Code + Tab**.
  - A temporary left margin is set.
  - A symbol ( $\leq$ ) is displayed at the temporary margin in the margin scale.
  - The *Indent Margin* indicator is on.
4. Type the lines you want indented.

**Note:** With Automatic Carrier Return (**ARtn**) on, the carrier automatically returns to the temporary left margin as you near the end of a line. The carrier also returns to the temporary margin any time you press **CRtn**.

### Clearing the Temporary Left Margin

When you finish typing the indented lines, press **Code + CRtn**.

- The carrier returns to the original left margin.
- The *Indent Margin* indicator is off.
- The temporary left margin is cleared.

---

## **Spell Check**

### **Introduction**

You can use your typewriter with Spell Check on or off.

Spell Check allows you to check the spelling of words as you type, and also lets you choose an alternate word for one you have typed. After you type a word, the spelling is checked against a main dictionary and a supplemental dictionary. The main dictionary contains approximately 120,000 words. The supplemental dictionary can contain up to 300 words.

You must *end the word* before it can be checked. The end of a word is recognized and the word is checked when you type a space, punctuation mark, or line return.

When you type a word that does not match a word in either dictionary, you will hear a beep. This beep has a different tone from the normal typewriter beep and is called the spelling beep. Some correctly spelled words may cause a spelling beep because they are not in either dictionary; for example, proper names, abbreviations, and technical terms. You will learn how to add words to a supplemental dictionary so that these words will not be treated as spelling errors.

### **Using Spell Check**

If Spell Check is on and you type a word not found in either the main or supplemental dictionary, the spelling beeper beeps. You can:

- Ignore the beep and continue typing.
- Correct the misspelled word.
- Decide that the word is not misspelled and should be added to the supplemental dictionary. (You will learn about this choice in "Adding a Word to the Supplemental Dictionary" on page 2-30.)
- Ask for assistance. See "Spell Assistance" on page 2-31.

In the main dictionary, valid prefixes and suffixes are ignored when checking the root word. Therefore, both *mother* and *motherly* are acceptable. Occasionally, this allows an invalid word to pass because of an incorrectly added prefix or suffix; for example, *laborly* or *prelabor*. However, words in the supplemental dictionary must be matched *exactly*.

Capitalization is checked in both the main and supplemental dictionaries. If the word *Ingerman* is in the dictionary, typing the word *Ingerman* causes the Spell beeper to beep. Hyphenated words, such as *mother-in-law*, are checked as separate words.

When you ask for assistance with a misspelled word, both the main and the supplemental dictionaries are searched for similarly spelled words. A list of up to six words is displayed so that you may choose one to replace the word you typed.

Use the **1**, **2**, **3**, **4**, and  $\pm$  keys with the **Code** key to activate the various functions of Spell Check.

- Press **Code + 1** to turn Spell Check on or off.
- Press **Code + 2** to add the last word to the supplemental dictionary.
- Press **Code + 3** to display the words in the supplemental dictionary. You can delete them as needed.
- Press **Code + 4** to change the sound of the spelling beeper.
- Press **Code +  $\pm$**  to ask for assistance with the spelling of a word.

### Supplemental Dictionary

You create the supplemental dictionary for your own needs. It contains special words that you use often which are not found in the main dictionary; for example, proper names or technical terms. The contents of the supplemental dictionary are retained when the typewriter is turned off as long as you have good batteries installed in the typewriter.

The supplemental dictionary can hold up to 300 words or 3000 characters. When the dictionary is full and you try to add a word, an error message is displayed.

You can have more than one supplemental dictionary. This allows you to have specialized lists of words, such as medical terms or legal terms, and switch between these lists as the active supplemental dictionary. See "Selecting a Supplemental Dictionary" on page 2-31 for more information on selecting an alternate supplementary dictionary.

### Adding a Word to the Supplemental Dictionary

If you hear a beep after you type a word or move the cursor past a word, you can add that word to your supplemental dictionary.

Press **Code + 2** to add the last word you typed to the supplemental dictionary. A message is displayed indicating whether the add operation was successful.

### Viewing the Supplemental Dictionary and Deleting Words

You can view the words on the display and then delete the ones you do not want.

The words in the supplemental dictionary are sorted by the frequency with which they are used. The least frequently used words are displayed first.

1. Press **Code + 3**. The list of words is displayed.
2. Use  $\downarrow$  and  $\uparrow$  to move the word you want to delete to the highlighted line.
3. Press the **Correction** key to delete the word. The word is removed from the screen to indicate a successful delete operation.

## Spell Assistance

You can ask for assistance when you type a word that causes the spelling beeper to sound. Both the main and supplemental dictionaries are searched for words similar to the one you typed. If there are similar words, they are displayed.

## Using Spell Assistance

1. Move the cursor to the word with which you need assistance.
2. Press **Code + S**. The **One moment please** message is displayed while the dictionary is searched for alternate words. One of the following is displayed:

**No possible words found** — indicates there is not an alternate word available. Press any key to continue.

**This word is spelled correctly** — indicates that the word matches one already in the main or supplemental dictionary. Press any key to continue.

A list of alternate words, similar to the one you typed, is displayed.

3. Choose an alternate word by moving the highlighted line to the word you want. Press **CRtn**.
  - If the word can be automatically corrected, it is erased on the paper and on the display. The new word appears on the display as it is typed on the paper.
  - If the **Word not automatically correctable** message is displayed, the replacement word has a different number of characters. You will have to correct the word yourself.
- The correct spelling of the word is displayed next to the Spell indicator.
4. Press **Exit** to cancel Spell Assistance.

## Selecting a Supplemental Dictionary

If you have a need for more than one supplemental dictionary, you can follow these instructions and switch from one word list to another as your needs change.

For this exercise, we will suppose that you have a medical word list named MEDICAL and a legal word list named LEGAL. You also have some words in your supplemental dictionary at the present time and you want to save them for future use.

## Typewriter and Forms

1. Press the **Menu** key. The Task Menu is displayed.

Task Menu
1. Word Processor 2. Typewriter and Forms 3. Mail and phone lists 4. Phone lookup 5. Supplemental dictionary 6. Day's Schedule 7. Scheduler 8. Information management 9. Calculator 10. Format a diskette
To select, use ↑ or ↓ and press CRtn.

2. Select **Supplemental dictionary**. The Supplemental Dictionary menu appears.

Supplemental Dictionary
1. Save current supplemental dictionary 2. Get supplemental dictionary
To select, use ↑ or ↓ and press CRtn.

3. Select **Save current supplemental dictionary**. The Save Supplemental panel is displayed.

Save Supplemental
File name.. [A:\_] ]
Type the name of the file; then press CRtn.

You can save this file in internal storage (A) or on the optional diskette (B). If you change the storage type, you do not need to type the \ before the file name.

4. Type a name for the supplemental dictionary you are saving. It is suggested you make it a name that is easy to remember, such as WORDS or SUPPDICT.

Now, select a list of words that you want to use for your supplemental dictionary.

1. Select **Supplemental dictionary** on the Task Menu. The Supplemental Dictionary panel is displayed.
2. Select **Get supplemental dictionary**. The Get Supplemental panel is displayed.

Get Supplemental	
File name..	[A:\_] ]
Type the name of the file; then press CRtn.	

3. Type the name of the file. For example, type MEDICAL, if you want to use a word list having that file name. The MEDICAL dictionary is now your *active* supplemental dictionary.

You can change the active supplemental dictionary to any list of words using this function.

#### **Helpful Hints**

- To create a new list of words for use as a supplemental dictionary, you can use Word Processor. Carefully type the words in the working copy, save the file, and give it a name. Then select the file as the active supplemental dictionary by following the instructions above.
- If you bring in a word list from another system, make sure it is in ASCII format.
- Always save the *active* supplemental dictionary before you select a new one.

#### **Changing the Sound of the Spelling Beeper**

You may want to change the sound of the spelling beeper to a tone that is different from that of the typewriter next to you, or to a volume that is more suitable to the level of noise in your work area.

Hold down **Code** while you press **4** until the spelling beeper has the sound you desire. There are several choices. The beeper tone you selected is saved when you turn the typewriter off as long as the typewriter batteries are good.

## **Typewriter and Forms**

---

## **Forms**

If you have used a typewriter to fill in a preprinted form (like a purchase order, insurance form or tax form), you may remember how you had to align the typewriter to print in each box. If you had to type the same form many times, this typing job could become time-consuming.

To fill in a single form, use Typewriter. Use Forms when you have multiple copies of the same form.

---

### **Forms Features**

Using the Stop feature, you can stop at a specific point when filling out the form. For example, you may stop to type variable information at a blank or to change typestyles.

Using the Mark feature, your constant text will play back at a specific location when you print the form. For example, you may want to print the constant text, "Bob Jones," on line 56 every time you fill in the form. During playback, the typewriter automatically prints "Bob Jones" on line 56 and then continues to the next stop or mark.

Filling in preprinted forms is a two-step process. First you set stops at each blank on the preprinted form where variable text is to be entered later, or set marks with text that will print on each preprinted form. Then, you fill the preprinted form using your preset marks and stops. Remember, *you are not creating a form*, you are placing stops to be filled later.

## **Forms**

### **Help Screens**

Press **F1** when you are using the Forms screens. You can choose Help for Typewriter or Forms from this screen.

Press **Exit** to remove the Help screen.

### **Terms You Need to Know**

You should be familiar with Typewriter before using Forms. Also, you should be familiar with the following terms:

**Stop (Code + 9)** — A point, location, or blank on a preprinted form where you want the printer to stop so you can enter variable text.

**Variable text** — Information that you type when you fill in a preprinted form.

**Mark (Code + M)** — A code that is followed by your constant text.

**Constant Text** : Text that stays the same every time you fill in a preprinted form. When you are filling in the form, the system automatically prints the constant text and continues to the next stop.

**Play (F9)** — Moves to the next mark or stop on a preprinted form.

## Sample Preprinted Form

A sample preprinted form is shown below:

- Each S shows where you need to set a stop point. (The S does not actually print.) Later, when filling in the form, the typewriter will stop at the stop point.
- Each M shows where you enter a mark and constant text. Later, when filling in the preprinted form, the typewriter will print the text at these locations.

S

<b>Newspaper Subscription Service</b>			
Contributors List			
First Name S	M.I. S	Last Name S	Contribution Amt. S
Address S			Date of Contribution S
City S	State M	Zip S	ID Number S
Telephone No. S			
Distribute to: Accounting Publishing Direct Mail			
<u>M</u> <u>Bob Jones</u> <small>Route Manager</small>			
<u>M</u> <u>Daily News</u> <small>Newspaper</small>			

## **Forms**

### **Selecting Forms**

When you are in Typewriter, press **Forms** to select Forms.

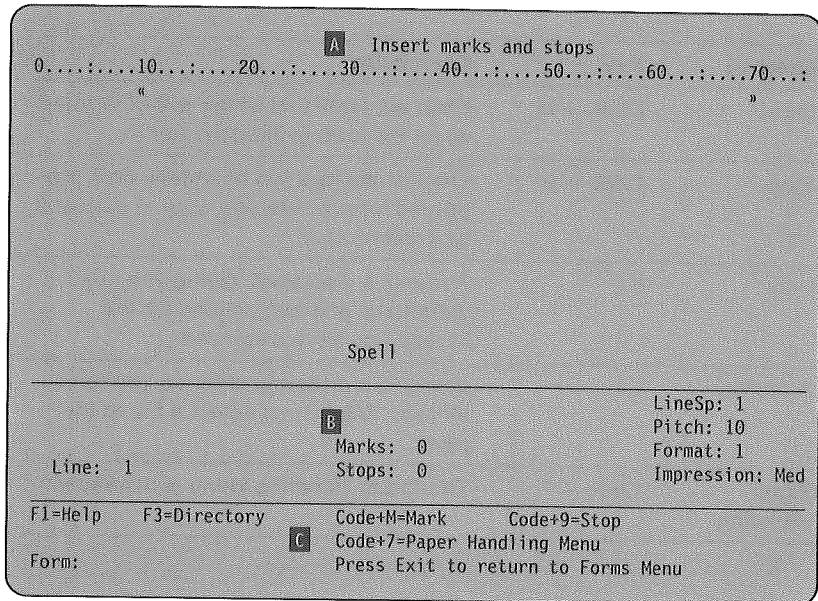
If you are not in Typewriter, press **Menu**, select Typewriter and Forms, then select Forms by pressing **Forms**.

The following screen is displayed:

Forms Main Menu
<ul style="list-style-type: none"><li>1. Insert marks and stops</li><li>2. Play marks and stops</li><li>3. Get form</li><li>4. Save form</li><li>5. Erase working form</li></ul>
To select, use ↑ or ↓ and press CRtn.

Select **Insert marks and stops** on the Forms Main Menu.

## Insert Marks and Stops Screen



- A** The name "Insert marks and stops" is shown at the top of the screen.
- B** The Feature Display Area shows: *Marks: 0* and *Stops: 0*. These numbers increase by one as you add marks or stops.
- C** Definitions of the keys are displayed at the bottom of the screen. The form name appears here after you have created a form layout.

**Note:** *Do not use this screen to create a form.* You are inserting marks and stops at each blank on the preprinted form to be filled in later.

## Forms

The Insert marks and stops keys at the bottom of the screen are defined below.

Function	Key	Description
Mark	Code + M	Enter constant text which will be printed when the form is filled in later.
Stop	Code + 9	Enter at the location of a blank on a pre-printed form where you want to stop and type information.
Help	F1	A menu is displayed, giving you key definitions and instructions for the screen you have displayed.
Directory	F3	Displays a directory of forms you have stored. You cannot select a file at this point.
Paper Handling	Code + 7	The Paper Handling Menu is displayed.

---

### Insert Marks and Stops

1. Select **Erase working form** on the Forms Main Menu if the *Marks* counter or *Stops* counter is not on zero.

If there is paper in the system, press **Code + 7** and select **Eject the paper**.

2. Insert a blank preprinted form using the **paper bail load lever** or press **Code + 7** and select **Load paper**.

- Always align the left edge of the form with the same mark on the paper scale (see page 1-10).
- You may have to press **F2** (Margin Rels) to release the margin, move to zero on the margin scale, and press **F4** (Left Margin) to set the left margin at zero.

3. Set a stop (**Code + 9**) at the top of the form after loading paper. This sets a reference point for the top of the form.

4. Move to the first blank which you will fill in when you print the form. You can use any paper movement key such as  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , or  $\rightarrow$ , or Spacebar. Micro movement keys (**Shift +**  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , or  $\rightarrow$ ) can be used to move a small amount.
5. Press **Code + 9** (Stop) to set a stop at the blank (for example, see the First Name blank on the Newspaper Subscription Service Form on page 2-37) or go to Step 7 on page 2-42 for entering constant text. When you press **Code + 9**, a message is displayed:

Type prompt for Stop, then press CRtn:  
[ ]

6. Type a message prompt at the cursor, such as "First Name" and press **CRtn** or press **CRtn** if no message is desired. This "First Name" prompt will show what needs to be typed in the blank when you are filling in the preprinted form. The **Stops** counter is increased by one when a stop is entered. Use the **Correction** key to erase the prompt and the stop if you make a mistake. A message is displayed when the stop is completely erased.

You can type up to 20 characters at each stop prompt.

If you type a message prompt, it is displayed later when you fill this blank on the form:

Please type [First Name],  
then press F9 to continue.

If you do not type a message, your prompt will be:

Please type [],  
then press F9 to continue.

## Forms

7. Press **Code + M** to enter constant text (for example, the Route Manager blank on the Newspaper Subscription Service Form). A message is displayed:

Type text, then press CRtn.

8. Type the text, then press **CRtn**. The *Marks* counter is increased by one and the text is stored. The text you type will automatically be printed when you play back the form. Use the **Correction** key to erase the constant text if you make a mistake. A message is displayed when the constant text is erased.

The text you typed will automatically be printed when the form is played back. The *Marks Text* message will blink while constant text is being typed.

9. Move to the next blank and repeat these steps as needed until all of the marks and stops have been entered.

---

### Helpful Hints

- You can type a *total* of 40 stops and marks, of which no more than 10 can be marks. The maximum length of constant text at one mark varies from 25 to 40 characters, according to the pitch of the printwheel being used.
- For instructions on inserting marks and constant text, press **F1** and select Forms Help. There are several screens of Forms Help. Press **Exit** to return to the Insert marks and stops screen.
- Reverse indexing and erasing are not recommended when using a forms feeder.
- When inserting stops or text, use only one pitch. *Do not* change printwheels during this process.
- Automatic Carrier Return does not operate in Forms.

---

## Starting Over

1. Press **Code + 7** and select **Eject the paper**.
2. Select **Erase working form** on the Forms Main Menu.

The following message is displayed to be sure you want to clear all marks and stops:

Erase working form (y/n)?

3. Type **y** for yes and all marks and stops are erased. You return automatically to the Insert marks and stops screen. Type **n** for no and the working copy of the form is retained. You return to the Forms Main Menu.
4. Proceed with Step 2 on page 2-40.

---

## Saving a Form

After all blanks have been marked, name and save the working form as you would save the working copy in Word Processor.

1. Return to the Forms Main Menu by pressing the **Exit** key.
2. Select **Save form**.
3. Type the name of the form at the blinking cursor and press **CRtn**.

**Note:** *Do not type an extension with the file name. The extension .FRM is added by the system.*

If you have the optional diskette, you can use storage area B to store your form.

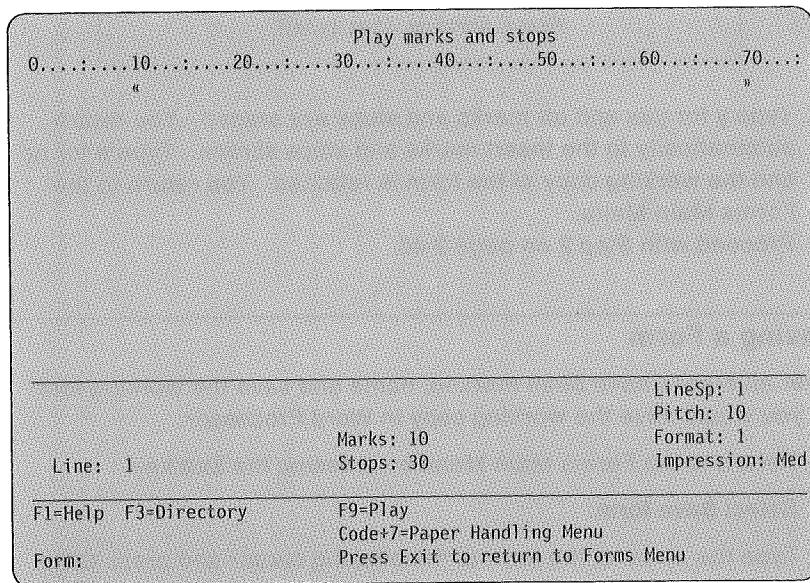
Save Form
File name..... [A:\_
.FRM]
Type the name of the file; then press CRtn.

The form has been saved.

### Playing Marks and Stops

To play the marks and stops and fill in a form:

1. Select **Play marks and stops** on the Forms Main Menu. The Play marks and stops screen is displayed. If the form name is not displayed in the lower left corner of the screen, the Get form screen is shown. See "Getting a Form" on page 2-46.



**Note:** The *Marks* and *Stops* counters will display the number of marks and stops stored in the working form.

Print a form using the *same* pitch you used to insert marks or stops.

2. Press **Code + 7** and select **Eject the paper**.
3. Insert a blank preprinted form using the **paper bail load lever** or press **Code + 7** and select **Load paper**. Always align the left edge of the paper with the same mark on the paper table.

4. Press **Code + P** to turn *Delay Print* on.

If you are not exactly at the first stop (the reference point at the top of the form), make adjustments using paper movement key such as  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ ,  $\rightarrow$  or Spacebar. Micro movement keys (**Shift +  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , or  $\rightarrow$** ) can be used to move a small amount.

5. Press **F9** (Print) to move to the first blank to be filled in. The following panel is displayed.

Please type [ ],  
then press F9 to continue.

If you typed a prompt, it will show after the words *Please type*.

6. Type any desired text. *Do not* press **CRtn**.

7. Repeat Steps 5 and 6 until the preprinted form has been filled in and the following message is displayed:

No more Marks and Stops.  
Remove the form.

8. Press **Code + 7** and select **Eject paper**.

To start over, go back to step 3.

## Forms

### Getting a Form

To use stored forms, select **Get form** on the Forms Main Menu. The Get form screen is displayed:

Get Form	
Form name..... [A:\_	.FRM]
Type the name of the file; then press CRtn.	

1. Use the **Correction** key to erase any form name shown.
2. Type the name of the form you want. If the form is stored on the optional diskette drive, type **B:** before you type the file name. You *do not* need to type the \ before the file name.
3. Press **CRtn** to get the form. The screen prompt shows **Get completed. Select desired menu item.**

### Displaying a Directory

You can also display a directory of all forms in internal storage or on the diskette. From the Forms Main Menu, press **F3** to display the directory. Storage Directories are explained on page 3-81. An example is shown below:

File Services			
Storage Type	Directory	File Name	Size
A (Internal) B (Diskette)	< None >	SALES .FRM IRS1040 .FRM DELIVERY.FRM	5,069 5,069 5,069

To select, use the Tab key and ↑ or ↓. Then press CRtn.

A:\\*.FRM Line 1 of 3 34,876 bytes free  
F1=Help F2=Zoom F4=Sort F6=Erase F7=Copy F8=Rename F9=Print

Follow the instructions on the screen above to select the desired form. Use Tab, and ↑ or ↓, then press CRtn. You are prompted to select the desired menu item.

To exit the directory, press **Exit** to return to the Forms Main Menu.

---

## Revising a Form

To revise a form (add or delete a stop or mark), follow this procedure:

1. Select the form you want to revise using **Get form** on the Forms Main Menu. See "Getting a Form" on page 2-46.
2. Select **Insert marks and stops** (see page 2-40).
3. Insert a form.
4. Use **F9** (Print) to play to the first stop or mark. Keep pressing **F9** until you reach a stop or mark you want to delete. Typewriter will be in delay print mode when the constant text is displayed.
5. Use **Code + Delete** (Del L) to delete a stop or mark. After deleting a Mark, press **End P**, and use the **Correction** key to erase any text on the display.  
If you want to add a stop or mark, follow Steps 5 and 6 beginning on page 2-41.
6. Select **Save form**. See page 2-43 for more information.

**Note:** Marks or stops added while revising the form are printed last. Reverse indexing is not recommended when using a forms feeder.

## **Forms**

---

## Word Processor

### Word Processor

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## Using This Chapter

This chapter is organized as a *reference guide* and provides more detailed information about the use of Word Processor. It is divided into sections as follows:

**Creating or Revising** — Describes the editing functions and cursor movement functions available, and explains how to create a document.

**Getting and Saving Files** — Describes the use of file names and the Get and Save functions to save and retrieve documents.

**Storage Directory** — Explains directory structure and how to copy, rename, and erase files.

**Setting Document Formats** — Explains how to change preset formats at the Word Processor Main Menu.

**Printing Documents** — Explains how to print a document.

### Starting Word Processor

When the system is turned on, the Typewriter screen is displayed.

To switch to Word Processor from one of the other functions, press the **Type/Screen** key. The Word Processor Main Menu is displayed.

Word Processor Main Menu
<ol style="list-style-type: none"><li>1. Create and Revise</li><li>2. Revise Document Format</li><li>3. Print</li><li>4. Get</li><li>5. Save</li><li>6. Erase working copy</li><li>7. Alter print queue</li></ol> <p>To select, use ↑ or ↓ and press CRtn.</p>

### Selecting Items on a Menu

You can select items on a menu in any of these ways:

- Move the *highlighted line* to the item you want by using the ↓ and ↑ keys. Press **CRtn**.
- Press the number that corresponds to the item you want to select, such as 4 for Get.
- Press the first letter of the item that you want to select, such as **C** for Create and Revise.

## Create or Revise

This section shows how to create and revise documents using Word Processor.

### Creating a New Document

If you have text in your working memory and you want to create a new document, select **Erase working copy** on the Word Processor Main Menu to clear the screen. The *typing frame* is displayed.

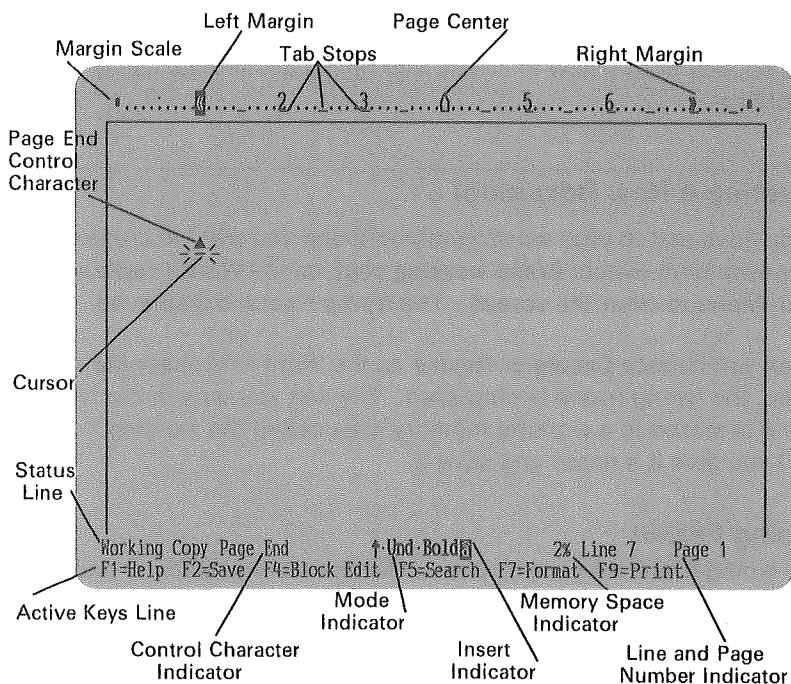
When you choose **Create or Revise** on the Word Processor Main Menu, the *typing frame* is displayed. The text you type in the typing frame is stored in a working memory area called the *working copy* until you give it a name and save it.

### Typing Frame

The typing frame on your display looks like a blank piece of paper you would use for typing.

## Create or Revise

### Typing Frame



These items appear on the screen:

**Page Boundaries** — The vertical lines from top to bottom and the horizontal lines across the top mark the area where you can enter text. Your screen displays approximately one-third of a page.

**Margin Scale** — Appears above the typing frame and has the following information fields:

- The left and right page boundaries (■)
- The left margin («) and the right margin (») settings
- The standard tab settings (\_) every five spaces
- The current cursor column position (█)
- The center of the page (△)

**Status Line** — The line near the bottom of the screen that has the following information fields:

*Working Copy.* This is a temporary name given to text when you start a new document. When you save the document you will be prompted to name it. Thereafter, when you save or revise a document, the name of that document will be displayed.

*Control Character Indicator.* When the cursor is on a display control character in the text, this area will indicate what type of symbol is stored. If you are starting a new document, the words **Page End** appear on the status line and the symbol ( $\Delta$ ) is at the cursor.

*Mode Indicator.* This will indicate when you have selected a special typing mode such as *Caps*, *Bold* or *Underline*. Also, a  $\uparrow$  is displayed if you have selected the superscript format, or a  $\downarrow$  is displayed if you have selected the subscript format.

*Insert Indicator.* When the Insert symbol ( $\blacksquare$ ) appears on the status line, you can add characters, words, or spaces to a line of typing without typing over existing text. The words already typed move to the right when you add words to the line.

*Memory Space Indicator (shown as a percentage).* Indicates the amount of working memory space your document has used. For example, if this indicator says "90%," you should plan to end your document and begin a new one.

*Line and Page Number Indicator.* These numbers will reflect the current cursor position. The numbers will change as you move the cursor through the document.

**Active Keys Line** — The line at the bottom of the screen that displays the keys most commonly used while you are in the working copy. These are explained on page 3-11.

## Create or Revise

### Entering Text

As you enter text, notice that the cursor automatically moves to the beginning of the next line when you reach the right margin. This is known as *Auto Return*. You do *not* need to press **CRtn**.

When you want to end a paragraph, a short line, or you want a blank line between paragraphs, press **CRtn**. The cursor automatically moves to the beginning of the new line.

As you type in the working copy and fill the first page, a new page automatically begins for you. The line and page number indicator on the status line reflects the current cursor position as you move through your document.

As you enter text, you can use the cursor movement keys and editing functions described later in this chapter to create the following:

- Page arrangements such as indented text, pitch and linespace changes
- Special characters such as overstrike characters or superscript text
- Emphasized text such as bold paragraph headings or underlined words.

---

### Retrieving an Existing Document

You may retrieve a previously saved document for revising, reviewing, or printing. From the Word Processor Main Menu, you can retrieve the document in any of the following ways:

- Using the Get function, if you know the name of the document.  
See "Getting a File by Typing a File Name" on page 3-74.
- Using the Get function and a partial name to display a directory.  
See "Getting a File Using Partial Names" on page 3-75.
- Using the Directory if you do not know the name of the document.  
See "Using Directory" on page 3-81.

---

## Using Editing Keys

### Active Keys

The *Active Keys Line*, at the bottom of the typing frame, displays the keys most commonly used while in the working copy. The active keys will change depending upon which screen is displayed.

All editing keys are usually active. In some editing functions such as headers and footers, only a few are active. For example, whenever **F4 = Block Edit** appears on this line, you can use the Block Edit function.

When keys have both blue and black labels on them, the functions that are labeled in blue are used in Word Processor.

## **Create or Revise**

## Editing Functions

The editing functions and cursor movement keys available with Word Processor allow you to revise existing text. First the editing functions are listed in alphabetical order, then the cursor movement keys.

---

### Align

A line of text may be moved to align with the left or right margin, or it may be centered between margins. To align a line of text, use the following steps:

1. Move the cursor to the line of text you want to align.
2. Press **Code + A** (Align). The Text Alignment menu is displayed.
3. Move the cursor on the menu to select the option:

**Left** — Aligns the first character of the line at the left margin.

**Center** — Centers the line between the margins.

If you have to correct or revise centered text, align the text to the left, make corrections, and center it again.

**Right Flush** — Aligns the last character of the line at the right margin.

If you change the left or right margins, the center or right-aligned lines may no longer be properly aligned. Use the appropriate align function on the line to correct this.

4. Press **CRtn**. The line on which the cursor was positioned is aligned according to your choice.

If you need to justify text within the margins, see "Right Justify" on page 3-38. If you want to right-align text at the tab stop, see "Tabs and Margins" on page 3-34.

### **Auto Return**

Auto Return should be on for most text entry and document revision. If Auto Return is off, you must press **CRtn** to end each line. With Auto Return on, Word Processor automatically returns the cursor at the end of each line, keeping the text within the margins you have set.

Press **CRtn** only at the end of paragraphs or when you want to end a line before the right margin is reached.

### **Temporarily Setting Auto Return Off**

You may want Auto Return to be off temporarily when you are making minor revisions to a line of text. Press **Code + R** (ARtn) to temporarily turn off Auto Return.

### **Turning Auto Return Off in a Document**

You will want to set Adjust line endings off when typing columns of text, tables, or other text that will not be automatically adjusted when revisions are made.

To set Auto Return off in a document, use **F7** (Format) at the point where you want to turn Adjust line endings off.

**Note:** When Adjust line endings is set to **n**, pressing **Code + R** will not turn Auto Return on and a panel is displayed stating: **Both Auto Return and Adjust Line Endings must be on in order to adjust.**

To set Adjust line endings off or on:

1. Press **F7** (Frmat). The Format menu is displayed.
2. Select **Line layout**. The Line Layout menu is displayed.
3. Select **Adjust line endings** and change the value as you want it.

Line Layout	
Pitch.....	[10]
Left margin.....	[10 ]
Right margin.....	[70 ]
Line spacing.....	[1 ]
Right justify.....(y/n)?	[n]
Adjust line endings....(y/n)?	[y]
Use ↑ or ↓ to move the next item. Press CRtn to save changes.	

## **Editing Functions**

---

### **Block Edit**

An example of block editing is found on page 1-35.

The Block Edit function allows you to define a block of text ranging from a single character to an entire document. You may then delete, move or copy to another location, or change the emphasis of the text in the defined block.

To begin a Block Edit, position the cursor at the beginning of the block you want to define. Press **F4** in the typing frame. The following options are displayed:

Block Edit
1. Move
2. Copy
3. Delete
4. Save
5. Reuse
6. Emphasize

Press **Exit** to cancel Block Edit.

### **Moving or Deleting Control Characters**

When you move or delete a block of text that contains Line Format or Page Format control characters, (for example, the first paragraph in a document), be sure to move the cursor past the control characters before moving or copying the block.

**Note:** Unexpected print results can occur when moving, copying, or deleting blocks of text containing Page Format Change control characters and Line Format Change control characters.

- Page Format Change (**P**).
- Line Format Change (**L**).

These control characters are displayed at the cursor position and on the status line. See "Delete Control Characters" on page 3-28.

## Move or Copy

The Move and Copy Block Edit functions operate similarly. To move or copy a block of text, follow these steps:

1. Move the cursor to the beginning of the block you want to move or copy.

**Note:** When moving blocks of text that contain Line Format or Page Format control characters (for example, the first paragraph in a document), be sure to move the cursor past the control characters when moving or copying the block.

2. Press **F4**. The Block Edit menu is displayed. If you want to cancel the Block Edit function, press **Exit**.
3. Select **Move or Copy**. A panel is displayed, prompting you to move the cursor to the end of the text you want to move or copy.
4. Move the cursor to the end of the text you want to move or copy. The block is highlighted as you move.
5. Press **CRtn**. A panel is displayed, prompting you to move the cursor to where you want the block of text moved or copied.
6. Move the cursor to where you want the block of text to appear.

You can use the cursor movement keys discussed on page 3-67. You can also move to a specific page using **Code + G** (GoTo), or find a specific word, phrase, or coded function using **F6** (Find).

7. Press **CRtn**. The highlighted block is either moved or copied to the area you chose. If necessary, characters at the new location are moved over when the new text is inserted.

**Note:** You cannot move or copy a block of text below the page end. Create blank lines by pressing **CRtn** repeatedly before pressing **F4**, then copy or move the text.

If you want a special format on the text you move, then you must insert the control characters.

## **Editing Functions**

### **Delete**

To delete a block of text, follow these steps:

1. Move the cursor to the beginning of the block you want to delete.
2. Press **F4**. The Block Edit menu is displayed.
3. Select **Delete**. A panel is displayed, prompting you to move the cursor to the end of the block of text you want to delete.
4. Move the cursor to the end of the block of text you want to delete. The block is highlighted as you move.
5. Press **CRtn**. The highlighted block is deleted.

### **Save**

You can save a block of text as a file. This file can consist of a word, stored format, line, sentence, paragraph, page, or several pages. To save a block of text as a file, follow these steps:

1. Move the cursor to the beginning of the block of text you want to save.
2. Press **F4**. The Block Edit menu is displayed.
3. Select **Save**. A panel is displayed, prompting you to move the cursor to the end of the block you want to save.
4. Move the cursor to the end of the block of text you want to save. The block is highlighted as you move.
5. Press **CRtn**. The Save File panel is displayed.
6. Type the name of the file where you want to save the block.
7. Press **CRtn**. A panel is displayed, telling you the block has been saved to the file you named.

To insert text into a document, see "Getting and Inserting a Document" on page 6-15.

## Reuse

If you delete a block of text using Block Edit and you are still in the working copy, it can be recovered as long as the Save Deleted Block Option has not been turned off. Once you exit the working copy, any deleted text is lost and can no longer be recovered.

To recover a block of text you have deleted, follow these steps:

1. Move the cursor to where you want the deleted text to appear.
2. Press **F4**. The Block Edit menu is displayed.
3. Select **Reuse**. The recovered text appears at the cursor position. However, if the error message **Save deleted block option is not in effect** is displayed, you cannot recover the deleted text. See 3-93.

**Note:** Only the last deleted block of text can be recovered.

## Emphasize

Select **Emphasize** in the Block Edit Menu to change the emphasis of your text. You may have any number of emphasis in your text or use more than one emphasis for a single word or section.

Emphasize
1. Plain
2. Underline
3. Bold

**Adding Emphasis:** Use the following steps to add emphasis :

1. Move the cursor to the beginning of the text you want to emphasize.
2. Press **F4**. The Block Edit menu is displayed.
3. Select **Emphasize**. The Emphasize menu is displayed.
4. Select the emphasis you want.

A panel is displayed, prompting you to move the cursor to the end of the section you want to emphasize.

## **Editing Functions**

5. Move the cursor to the end of the text you want to emphasize.
6. Press **CRtn**. The text is now emphasized.

**Removing Emphasis:** Use the following steps to *remove all emphasis from a block of text*:

1. Move the cursor to the control character at the beginning of the section of text for which you want to remove the emphasis.
2. Press **F4**. The Block Edit menu is displayed.
3. Select **Emphasize**. The Emphasize menu is displayed.
4. Select **Plain**. Another panel is displayed prompting you to move the cursor to the end of the section from which you want to remove the emphasis.
5. Move the cursor to the control character at the end of the section.
6. Press **CRtn**. The text no longer has emphasis.

To remove an emphasis where you have *more than one emphasis for a single word*, you must delete the control codes for that emphasis. For example, if you have used both Bold and Underline and you want to remove the Bold emphasis only:

1. Move the cursor until **Begin Bold** appears on the status line.
2. Press **Delete**. A panel is displayed prompting you to press **CRtn** to delete this code.
3. Move the cursor until **End Bold** appears on the status line.
4. Press **Delete**. A panel is displayed prompting you to press **CRtn** to delete this code.

### Bold Text

#### ***Using Bold Emphasis as You Type***

1. Move the cursor to where you want to begin typing with the bold emphasis.
2. Press **Code + B** (Bold).
3. Type the text. All text following the cursor position is bold.
4. Press **Code + B** (Bold) to end the bold emphasis. The text you type now will not be bold.

#### ***Using Bold Emphasis on Existing Text***

1. Move the cursor to where you want the bold emphasis to begin.
2. Press **Code + B** (Bold).
3. Move the cursor to one space past the point where you want the bold emphasis to end.
4. Press **Code + B** (Bold). The text is now bold.

The Begin Bold and End Bold control characters are *hidden* behind the text characters. To remove the bold emphasis, you must delete the Begin Bold and End Bold control characters. See “Delete Control Characters” on page 3-28 and “Emphasize” on page 3-19.

### **Carrier Return**

Press **Code + CRtn** to enter a carrier return at the end of a line that you will want to be able to adjust within the right margins in the future.

This carrier return is the same as the one that automatically returns as you type text past the right margin. Therefore, you can adjust text using Reflow and Line Adjust.

A line that you have ended with **CRtn** cannot be automatically adjusted within the right margin. See "Required Carrier Return" on page 3-49 and "Line Adjust" on page 3-46.

---

## Center Text

Use **Code + C** (Ctr) to center text between the margins or around the cursor position.

If **Code + C** is pressed when the cursor is at the left margin, the line of text you type (or a line of existing text) is centered between the left and right margins. If **Code + C** is pressed when the cursor is at any other position, text typed is centered around that point.

An example of centered text is on page 1-26.

### Centering Text as You Type

1. Press **Code + C**. If the cursor was at the left margin, the cursor moves to the center of the line. If the cursor was anywhere else, the cursor stays at that location.
2. Type the text. The words automatically center around the cursor position.
3. Press **CRIn**, **Tab**, or **Code + T** (Indent) to end the centered text.

**Note:** When you enter an entire line so that Word Processor inserts a carrier return, the Center Text function stops. To continue the Center Text function, you must press **Code + C** again.

To bring centered text back to the left page margin, use the Left Align option in "Align" on page 3-13.

### Centering Existing Text

You can center a line of text that begins at the left margin.

1. Move the cursor to the beginning of the line you want to center.
2. Press **Code + C**. The line moves so that it is centered between the margins. The cursor moves to the end of the line.

For another method of centering existing text, see the Center align option in "Align" on page 3-13.

## **Editing Functions**

### **Revising Centered Text**

If you have to correct or revise centered text, it is recommended that you align the text to the left margin, make corrections, and center it again. Press **Code + A** (Align) and use the Left option on the Align menu. See “Align” on page 3-13.

---

## Correcting Errors

The  symbol is on the **Correction** key. Use the **Correction** key to delete a character or word, which you may then retype.

When you type the wrong character in a word, simply press the **Correction** key. The cursor moves one character to the left, deleting that character. You can then type the correct character in its place.

**Note:** Most control characters cannot be deleted using the **Correction** key. To delete control characters, see "Delete Control Characters" on page 3-28.

## Editing Functions

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### Cursor Draw

Use **Code + D** to draw or erase vertical and horizontal lines with the four cursor keys  $\uparrow$ ,  $\downarrow$ ,  $\leftarrow$ , and  $\rightarrow$ . For example, you can create organization charts or highlight areas of text by drawing boxes around them.

Cursor Draw may be used in the following ways:

- To draw boxes or lines around text which has already been entered.
- To draw boxes or lines first and then fill or surround them with text. You must be in the Replace mode when typing text. If (  $\text{a}$  ) is displayed on the status line, you are in the Insert mode. Press **Insert** once to change to the Replace mode.
- To draw boxes, lines, or shapes with no text on the same lines.

To draw or erase lines, follow these steps:

1. Move the cursor to the point on the page where you want to begin drawing or erasing.

When you draw boxes or lines, be sure to insert blank lines using **CRtn** where you want to draw. This will ensure you are not drawing over text or control characters.

2. Press **Code + D**. The Cursor Draw menu is displayed.
3. Select **Draw with cursor** to draw lines. Select **Erase with cursor** to erase cursor draw lines. You are now able to draw or erase vertical and horizontal lines using the cursor keys. Each time you press **Code + D** you will alternate between the **Draw with cursor** and **Erase with cursor** option.
4. Press **Exit** to leave Cursor Draw.

### ***Special Considerations***

- Use single line spacing when you print a document containing drawings.
- To draw lines or boxes at or beyond the right margin, use one of the following before you begin drawing:
  - Move the right margin further to the right, or
  - Leave the margin unchanged and turn the Adjust line endings off. See "Line Layout" on page 3-36.
- If you edit text within a box, and the edge of the box becomes misaligned, you may have deleted or inserted a space. To realign the box, insert or delete a space where appropriate.
- To center text within boxes, it is recommended that you manually center your text. *Do not use Code + C.*
- If you accidentally press **CRtn** to cause a box to be broken, move to the end of the line where you pressed **CRtn** and **Delete** the **CRtn** (Required Carrier Return).
- Word Processor will not allow you to draw lines from one page to another past the page boundary. *Do not use F7 (Frmat) to change formats.* This may cause unexpected print results.

## Editing Functions

---

### Delete

Press **Delete** to delete the character on which the cursor is positioned.

Press and hold **Delete** to delete more than one character to the right of the cursor. The characters to the right of the cursor move toward the cursor position as they are deleted one by one.

### Delete Control Characters

Most control characters can be deleted by pressing **Delete** when the cursor is positioned on the control character. However, a few control characters cannot be deleted by simply pressing **Delete**.

To delete a control character, follow these steps:

1. Position the cursor under the control character. The status line indicates the control character position (for example, **Begin Bold** is displayed when the cursor is on the bold emphasis control character).
2. Press **Delete**. If the control character is not deleted, a panel is displayed, prompting you to **Press CRtn to delete this code**.
3. Press **CRtn**. The control character is deleted.
4. If the control character is one of a pair, you must also delete the other control character in the same manner.

For example, if you wish to remove superscript text control characters, you must first delete the Half Index Up control character at the beginning of the superscript text. Then you must delete the Half Index Down control character at the end of the superscript text.

There are two control characters that cannot be deleted by this procedure:

- Page Format Change ( $\text{\textbar}_P$ ).
- Line Format Change ( $\text{\textbar}_L$ ).

These characters are normally not displayed. They are behind the text character at the point where you have made a format change within a document. When the cursor is directly over the character, the control character appears on the display and the name of the

character is displayed on the status line. To delete either of these two characters, you must use the Block Edit function. Follow these steps:

1. Position the cursor on the character to be deleted.
2. Press **F4**. The Block Edit menu is displayed.
3. Select **Delete**. A panel is displayed prompting you to move the cursor to the end of the block of text you want to delete. *Do not* move the cursor.
4. Press **CRtn**. The control character is deleted.

### Delete Line

To delete a line, follow these steps:

1. Move the cursor to the line you want to delete. The cursor can be on any position in the line.
2. Press **Code + Delete (Del L)**. The line is deleted, and the text below the line moves up to fill the empty space.

### Delete Word

To delete a word, follow these steps:

1. Move the cursor to the word you want to delete. The cursor can be on any character of the word.
2. Press **Code + the Correction key**. The word is deleted, and the text to the right of the deleted word moves to the left to fill the empty space.

---

### Exit

Use **Exit** to cancel a function in process, or to leave a screen. For example, use **Exit** to leave the typing frame and return to the Word Processor Main Menu.

## Editing Functions

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### Find

Use **F6** (Find) to locate words, numbers, or phrases in your document. However, if you want to *replace* the words you locate, use **F5** (Srch). See "Search and Replace" on page 3-51.

To use Find, follow these steps:

1. Move the cursor to the beginning of the document or area of text where you want to find something.
2. Press **F6**. The Find panel prompts you **Find what?**
3. Type the characters you want to find. If characters are displayed you do not want to find, erase them by using **Delete** or **Code + Delete**, which deletes a word.

You can also find most coded functions by entering the code that begins the function, such as **Code + B** to find the control code that begins the Bold function. See the directions in "Finding Control Characters" below for more information.

**Note:** The characters you type will be underlined, including the spaces. This is to help you see clearly the text and spaces you have typed.

4. Press **CRtn**. A panel is displayed, stating **Search in progress**. When the phrase you typed is found, that page is displayed with the cursor on the first character of the phrase.  
If the phrase you want to find is not in the document, a panel is displayed, stating **No match found**.

To repeat the Find, press **Code + F5** after the phrase is found.

To cancel the Find function at any time, press **Exit**.

### Finding Control Characters

To use Find to locate control characters, follow these steps:

1. Move the cursor to the beginning of the page where the codes are located.

**Note:** When the cursor is positioned on the first character in a document, a Line Format Change character and a Page Format Change character are to the *left* of the first character. To find these control characters:

- a. Press **Code + ↑** (Top D) to move the cursor to the top of the document.
- b. Press **◀** and the cursor is over the **Line Format Change** character.
- c. Press **◀** again and the cursor is now on the **Page Format Change** character.
2. Press **F6**. The Find panel prompts you **Find what?**.
3. Type the code for the control character you want to find. For example, if you want to find the Underline control character, use **Code + U**.

There are three codes that cannot be entered in the **Find what?** field. To locate a Carrier Return, Required Carrier Return, or Tab, enter the control characters as follows:

**Code + CRtn** — Carrier Return  
**Code + L** — Required Carrier Return  
**Code + Q** — Tab.

4. Press **CRtn**. A panel is displayed, stating **Search in progress**. When the control character is found, that page is displayed with the cursor on the control character. If the control character you want to find is not in the document, a panel is displayed, stating **No match found**.

To cancel the Find function at any time, press **Exit**.

If you search for the characters shown below, the character will be highlighted on the screen, and a prompt will appear in the Control Character Indicator.

Text Code	Control Character Indicator		Text Code	Control Character Indicator
	Begin Underline			Begin Bold
↑	Half Index Up		↓	Half Index down
ſ	Line Format		ſ	Page Format

## Editing Functions

Text Code	Control Character Indicator		Text Code	Control Character Indicator
¶	Center		►	Indent
=	Stop		—	Syllable Hyphen
↓	Req'd Space		↔	Req'd Backspace

The same text code character is used for both Line Format and Page Format. However, the Control Character Indicator on the status line will indicate which character the cursor is on.

To find the next Page Format Change or Line Format Change, press **F6**, then press **F7**. To find the next merge instruction, press **F6**, then press **F8**.

## Format Within a Document

When you revise the format for your document in the typing frame, you can change the margins, tabs, pitch, and linespacing at the beginning of any line within your document. Any text you type after changing the format will be affected but preset document formats will not be changed.

You can also change the page format on any page to change the page size, headers, or footers.

Press **F7 (Format)** in the typing frame. The Format menu appears.

Format
1. Tabs and margins
2. Line layout
3. Page layout
4. Header
5. Footer

When you select any of the first three options, you will be able to view the settings that are in effect at the place in your document where the cursor is currently located. You can then change the settings if desired. If you *do not* want to change the settings, be sure to press **Exit**. Pressing **CRtn** will cause a Format Change control character to be stored in your document.

The changes you make after selecting either of the first two options are saved in a Line Format Change control character at the beginning of the line on which the cursor is located.

Changes associated with the last three options are stored in a Page Format Change control character at the beginning of the page on which the cursor is located.

If you change a setting and discover later that the setting seems to have changed again, you may have other Format Change characters of which you are unaware. See "Finding Control Characters" on page 3-30.

## **Editing Functions**

### **Tabs and Margins**

Tabs and margins settings are saved in a Line Format Change control character. The changes made to the tabs and margins settings in the typing frame *do not* change the preset values that are entered using Revise Document Format on the Word Processor Main Menu.

To set tabs, use the following steps:

1. Move the cursor to the line where you want to set tabs or margins.
2. Press **F7** (Format). The Format menu is displayed.
3. Select **Tabs and margins**. The Tabs and Margins screen is displayed. Press **F1** (Help) for more tabs and margins setting information.
4. Move the cursor to the column where you want to set or clear a tab or margin, and use these keys:

**LMar** — To set your left margin.

**RMar** — To set your right margin.

**TSet** — To set a normal flush left tab stop.

**TCIr** — To clear the tab stop from that column.

**Shift + Tab** — To set a right-align tab stop.

**Code + C** — To set a center-align tab stop.

**Period (.)** — To set a decimal tab stop.

**Comma (,)** — To set a comma-align tab stop.

**Colon (:)** — To set a colon-align tab stop.

**Code + TSet** — To set normal tab stops every five spaces.

**Code + TCIr** — To clear all tab stops.

Examples of using various types of tabs can be found on page 3-63.

Once you have set all your tabs and margins, be sure to press **CRtn** to save the settings. If you do not want to save the settings, press **Exit**.

**Note:** After setting new margins, you may need to use Reflow to adjust the text between the margins. See page 3-48.

If you have unexpected print results, you may have accidentally entered a Line Format Change control character. See "Unexpected Print Results" on page 3-102.

Here is an example of changing margins to indent a paragraph from both left and right margins.

The preset margins are at 10 and 70. These settings produce columns of text that have approximately one-inch margins from the left and right edges of the paper.

Here I have reset the page margins by pressing F7 (Format) and setting the margins to 18 and 58. Later I will return them to 10 and 70.

If you only want to indent the left margin, you can use the Indent feature. See "Indent to a Tab Stop" on page 3-44.

## Editing Functions

### Line Layout

Line layout settings are saved in a Line Format Change control character. The changes made to the line layout settings in the typing frame *do not* change the initial settings that are entered using Revise Document Format on the Word Processor Main Menu.

To change line layout in the typing frame, follow these steps—

1. Move the cursor to the point in the document where you want to change the line layout.
2. Press **Frmat**. The Format menu is displayed.
3. Select the **Line layout** option. The Line Layout menu is displayed.

Line Layout	
Pitch.....	[10]
Left margin.....	[10 ]
Right margin.....	[70 ]
Line spacing.....	[1 ]
Right justify.....(y/n)?	[n]
Adjust line endings..(y/n)?	[y]
Use ↑ or ↓ to move the next item. Press CRtn to save changes.	

4. Change any items you want to by moving the cursor to the item and typing the information.
5. Press **CRtn** to save all changes. If there are no changes, be sure to press **Exit**.
6. Press **Exit** to return to the typing frame.

If you have unexpected print results, you may have accidentally entered a Line Format Change control character. See "Unexpected Print Results" on page 3-102.

### Pitch

Pitch is the number of characters per inch. The higher the pitch, the more condensed the characters in the text. Proportional Spacing (PS) has variable spacing according to the width of the characters.

Changing pitch automatically changes the margins so you will have the same amount of white space at the left and right of your document.

An example of changing pitch within a document is found on page 1-39.

The following chart shows the pitch sizes that are available and the recommended printwheels for selected pitch settings.

Pitch Settings	Printwheel Pitches			
	10	12	15	PS
5	X			
8	X		X	
10	X			
12		X		
15			X	
17			X	
PS				X

#### Notes:

- You can change pitch only at the beginning of a line or paragraph. You cannot change pitch for one word or part of a line using Word Processor.
- The 5-pitch spacing will double-space the characters if you have installed a 10-pitch printwheel. This is the same as *expanded* print in Typewriter.
- When printing a document, you will be prompted to install the correct printwheel to match the pitch you have selected.
- In PS:
  - The screen and the paper may not appear to match.
  - Columns on the screen may not appear to be aligned.
  - If you change to PS in existing text, use **F10** (Rflow) to flow the text to the margins.

## **Editing Functions**

### **Left Margin**

The left margin is the leftmost print position for text.

### **Right Margin**

The right margin is the rightmost print position for text. The right margin can be up to 255 spaces wide. The typing frame, however, is only 80 spaces wide. So if your document is wider than 80 spaces, part of each line will be off the screen. However, as you type a wide document, the right side moves into view.

### **Line Spacing**

Line spacing determines how many blank lines are between your lines of text when your document is printed. Blank lines that result from line spacing are not displayed on the screen; however, the spacing is indicated by the way the line number changes on the status line.

You can type one of the following numbers for linespacing:

1; 1.5; 2; 2.5; 3; or 3.5.

### **Right Justify**

Right justify allows you to print a document so each line ends exactly at the right margin (except lines ended by required carrier returns, such as the last one in a paragraph). Right justified text does not appear justified on the screen but will print justified at the right margin, as in a newspaper.

### **Adjust Line Endings**

This gives you the option of having lines automatically ended as you type beyond the right margin and of automatically readjusting the lines in a paragraph after you make changes.

**Note:** Be sure Auto Return is also on for this option to take effect.  
See "Auto Return" on page 3-14.

## Page Layout

Page layout settings are saved in a Page Format Change control character. The changes made to the page layout settings in the typing frame *do not* change the initial settings that are entered using Revise Document Format on the Word Processor Main Menu.

To change the page layout options, follow these steps:

1. Move to the page where you want to change the page layout.
2. Press **Format**. The Format menu is displayed.
3. Select **Page layout**. The Page Layout menu is displayed.

Page Layout	
Top margin.....	[6 ]
Bottom margin.....	[6 ]
Page length.....	[66 ]
Page width.....	[78 ]
Paper source (1/2/3/m).....	[1]
Use ↑ or ↓ to move to the next item. Press CRtn to save changes.	

4. Move the cursor to the items you want to change and type the changes.
5. Press **CRtn** to save all changes. If there are no changes, be sure to press **Exit**.
6. Press **Exit** to return to the typing frame.

### Top Margin

The top margin is the number of lines from the top of each page to the first line of text. The top margin can be up to 20 lines.

### Bottom Margin

The bottom margin is the number of lines at the bottom of each page after the last line of text. The bottom margin can be up to 20 lines.

## **Editing Functions**

### **Page Length**

The page length is the length of paper assumed when paginating or printing a document. Page length is determined by multiplying the length of the paper in inches by the number of lines per inch. For example, paper that is 11 inches long has a length of 66 lines, if the spacing is 6 lines per inch. The page length can be up to 255 lines.

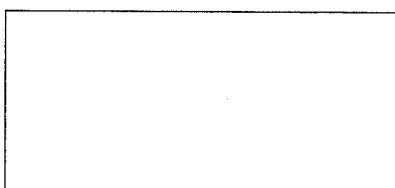
### **Page Width**

The page width is the width of paper assumed when printing a document. Page width is determined by multiplying the width of the paper in inches by the number of 10-pitch characters per inch. For example, paper that is 8 1/2 inches wide has a width of 85 characters, regardless of the pitch in which you are typing.

### **Page Size Example**

If you set the page size for a mailing label, the display may look like the following example. The page length is set to five and the page width is set to 30.

«.....\_.....1.....\_.....2.....\_.....3.....\_.....4.....\_.....5.....\_



### **Paper Source**

The paper source setting determines the bin from which the paper is selected if you are using a Dual Bin Sheetfeed Option. Enter one of the following values:

- 1 = Bin 1
- 2 = Bin 2
- m = Manual Feed

**Note:** Value 3 (3 = Bin 3) is not applicable for use with this typewriter. This selection is only valid for machines operating with a 3-bin sheetfeed option.

If you have unexpected print results, you may have accidentally entered a Page Format Change control character. See "Unexpected Print Results" on page 3-102.

### Headers and Footers

Headers and footers allow you to type text or page numbers in the top and bottom margins of your document. A header is text that will appear on the *top* of every page of the document. A footer is text that will appear on the *bottom* of every page of the document. Automatic page numbering is available in the header and footer.

To add a header or footer, use the following steps:

1. Move the cursor to the page where you want the header or footer to begin.
2. Press **Format**. The Format menu is displayed.
3. Select **Header or Footer**. The cursor moves to the top or bottom of the page depending upon which option you select.
4. Move the cursor to the position where you want the text and enter the text.
5. Press **Exit** after typing the header text or footer text. The Format menu is displayed.
6. Press **Exit** to return to the working copy.

### *Special Considerations*

- Headers and footers are stored in a Page Format Change control character.
- A header and footer will be printed and displayed on every page. However, if you have another Page Format Change control character on a subsequent page of the document, that Page Format Change control character will override the previous Page Format Change control character containing the header or footer. If the Page Format Change control character is unnecessary, delete the Page Format Change control character. Otherwise, select **Header or Footer**, and reenter the header or footer.
- To turn off a header or footer, move to the page where you want to turn the header or footer off. Select **Header or Footer** and delete

## **Editing Functions**

the header or footer text. Press **Exit** repeatedly until the working copy is displayed.

- The header and footer are printed on all pages in the pitch that is contained in the first Line Format Change control character found in the document.

To print the header or footer in a different pitch than the pitch the document is printed in, use the following steps:

1. Press **Code + ↑ (Top D)** to move the cursor to the top of the document.
  2. Press **CRtn** to insert a blank line.
  3. Press **F7 (Frmat)**.
  4. Select Line Layout. Do not change anything.
  5. Press **CRtn**.
  6. Press **Exit**.
  7. Press **Code + ↑ (Top D)**.
  8. Press **F7 (Frmat)**.
  9. Select Line Layout.
  10. Change the pitch to the pitch you want to be used in the header or footer.
  11. Press **CRtn**.
  12. Press **Exit** until the working copy is displayed.
- A header or footer can be up to 20 lines long, with a maximum size of 256 characters. Headers and footers can contain emphasized text such as bold or underlined words, or centered text. Most control character keys, editing keys, and cursor movement keys work. However, the following keys are invalid while in the header or footer mode:

Page End	Quick Save	Print
Search/Replace	Repeat Search	Get
Format	Merge	Go To Page
Spell	Page Up	Page Down
Top of Document	End of Document.	

- If the header contains more lines of text than are allowed by the page layout setting, the size of the header will be increased automatically when printed to allow for the additional lines. This will cause the first text line to be lower on the page than is shown in the typing frame. See page 3-36 for more information about line layout settings.

### Automatic Page Numbering

The automatic page numbering feature will print the page numbers on each page. To use the automatic page numbering feature, follow these steps:

1. Press **F7**. The Format menu is displayed.
2. Select **Header** or **Footer** and the cursor moves to the header or footer area.
3. Move the cursor to the position where you want the page number.
4. Press **Shift + F8**. The Page Numbering menu is displayed.
5. Press **CRtn**. The current page number located at the bottom right of the display will be inserted into the header or footer.
6. Press **Exit** until the working copy is displayed.

**Note:** If you make changes to the header or footer at a later point in your document, be sure the correct page number is still showing. To continue with sequential page numbering, set the correct page number in the header or footer for that page.

If the Page Format Change control character is unnecessary, delete the Page Format Change control character. See "Finding Control Characters" on page 3-30.

### *Special Considerations*

- To change the page number to one that is out of sequence, such as beginning with page 29, follow steps 1 through 4 in Automatic Page Numbering. Type the new page number and follow steps 5 and 6.
- To print page numbers in specific formats, use the steps in Automatic Page Numbering as required and follow one of these examples:
  - To print a page number, such as -1-, follow steps 1 through 3; type a hyphen; follow steps 4 and 5; type another hyphen. Press **Exit** repeatedly to return to the working copy.
  - To print page numbers, such as Page 1 of 29, follow steps 1 through 3 and type the word **Page**. Follow steps 4 and 5. Type the word **of**, followed by the number of the last page of the document. Press **Exit** repeatedly to return to the working copy.

## **Editing Functions**

- To print page numbers with a prefix, such as 1-1, 2-1, 2-2, follow steps 1 through 3. Type the section number and hyphen, for example 1- or 2-. Follow steps 4 and 5. Press **Exit** repeatedly to return to the working copy. Move the cursor to the next section. Change the section number in the header or footer and the automatic page number to 1. This will cause a Page Format Change Control Character to be inserted at the beginning of each section.

---

### **Go To Page**

Press **Code + G** (GoTo) to request a certain page. Follow these steps:

1. Press **Code + G**. The Go To Page menu is displayed.
2. Type the number of the page you want.
3. Press **CRtn**. The page you want is displayed.

If you enter a page number higher than the number of pages in your document, you will automatically go to the end of the last page in the document.

---

### **Indent to a Tab Stop**

Use **Code + T** (Indent) to indent sections of text. **Code + T** must be used from the left margin.

**Note:** If Auto Return is on, you should use **Code + T** to indent text as you type or when you indent existing text. The text will reflow correctly if you make revisions later.

### **Indenting Text as You Type**

1. Move the cursor to the beginning of the new paragraph in which you want to type indented text.
2. Press **Code + T**. The cursor moves you to the next tab stop. Continue to press **Code + T** until you reach the new margin.
3. Type the text at the new left margin. Carrier returns are automatically inserted.
  - If you press **CRtn** (Required Carrier Return), the cursor returns to the original left margin.

- If you press **Code + CRln**, the cursor returns to the indented margin.

The following control characters also cause the indent to be cleared:

- Required Page End (\*New Page\*)
- Page Format Change (**PF**)
- Line Format Change (**LF**).

### Indenting Existing Text

1. Move the cursor to the beginning of the paragraph you want to indent.
2. Press **Code + T**. The paragraph moves to the next tab stop. Continue to press **Code + T** until you reach the margin you want.

---

### Insert/Replace

Word Processor is initially set to the replace text mode. The Insert key allows you to alternate between the insert text mode and replace text mode while typing and editing.

#### Insert Mode

Press **Insert** to enter the insert text mode. The symbol ( **â** ) is displayed on the status line.

Insert text mode causes any characters you type to be inserted to the left of the cursor position. Characters to the right of the cursor move to the right to provide space for the inserted text.

Press **Insert** again to leave the insert text mode and enter the replace mode. The symbol ( **â** ) is no longer displayed on the status line.

#### Replace Mode

Replace text mode causes typed characters to be placed at the exact cursor position. You can type over existing text in replace mode.

## **Editing Functions**

---

### **Line Adjust**

The Line Adjust function adjusts a line of text to fit within the right margin. If you have revised your text, you may need to adjust the text between the margins.

To adjust the current line, press **Code + F** (LnAdj). The line adjusts to fit within the right margin.

The line also adjusts when you leave the writing line by using ↓ or ↑.

**Note:** If you see the following message: ***Both Auto Return and Adjust Line Endings must be on in order to adjust***, see page 3-14.

### **Hyphenation**

If you have a word that does not fit within the right margin after adjusting a line of text, a panel is displayed prompting you to hyphenate the word. The cursor appears under the first character of the word you may want to hyphenate. If you choose not to hyphenate the word that extends past the right margin, press **CRtn**. The entire word moves to the next line.

If you want to hyphenate, use the following steps:

1. Move the cursor to where you want the hyphen placed. The hyphen must be to the left of the right margin.
2. Press **CRtn**. A hyphen appears where the cursor was positioned, and the remainder of the word begins a new line.

**Note:** If you attempt to hyphenate a word beyond the right margin, a message is displayed, stating ***You must hyphenate to the left of the right margin.***

---

### **Merge**

Use Merge to create personalized (form) letters, join files when they are printed, and get and insert one file into another. These functions are explained in detail in "Using Merge" on page 6-3.

---

## Overstrike (Required Backspace)

Use **Code + Backspace** to overstrike characters. For example, use Required Backspace to produce special characters your keyboard does not support, such as Ø. Follow these steps:

1. Type the first character **Ø**.
2. Press **Code + Backspace**. The cursor moves back to the first character.
3. Type the second character **I**. The second character overstrikes the first character, so now only the second character is displayed; however, both characters will print **Ø**.

## Viewing Overstrike Characters

You can move the cursor back and forth between the first character, the Required Backspace character, and the second character. However, when you continue to type in your document, only the second character is displayed.

## Removing Overstrike Characters

To remove the overstrike character, you must delete the Required Backspace control character and the overstrike character. Follow these steps:

1. Move the cursor under the Required Backspace control character.
2. Press **Delete**. The control character is deleted and the cursor is on the overstrike character.
3. Press **Delete** again. The overstrike character is deleted. Only the original character is displayed and only that character will print.

---

## Page End

Use **Code + P** to end pages that you want to adjust later using Reflow (Page Adjust). Follow these steps:

1. Move the cursor to the end of the line where you want to end a page.
2. Press **Code + P**. The cursor moves to the next page. If there was text after the page end, it is now on the next page.

## **Editing Functions**

To change page endings, use the Reflow function (see "Reflow (Page Adjust)" on page 3-48) or delete the Page End control characters (see "Delete Control Characters" on page 3-28).

---

### **Reflow (Page Adjust)**

The Reflow function adjusts line endings from the cursor position to the end of your document. It prompts you for hyphenation decisions as needed and allows you to confirm where each page ends. Use the following steps to adjust pagination:

1. Move the cursor to the beginning of the document or section you want to adjust.
2. Press **F10** (Rflow). The first page is adjusted. You may be prompted to hyphenate some words that are moved when the page is adjusted. Use the procedure in "Hyphenation" on page 3-46 to hyphenate the words.

For example, you can reflow the following paragraph using different margins and see how the results will appear.

The preset margins are at 10 and 70. These settings produce columns of text that have approximately one-inch margins from the left and right edges of the paper.

If the margins are set at 18 and 58, and the page is reflowed, the text will look like this:

The preset margins are at 10 and 70.  
These settings produce columns of text  
that have approximately one-inch margins  
from the left and right edges of the  
paper.

When the Reflow for the first page is complete, a panel is displayed, stating the **Page has been adjusted**. Press **CRin** to continue. You may either accept this page end or create a different one. The cursor is now positioned on the first line of the next page.

1. To accept the page end, go to step 4.

2. If there are widow or orphan lines and you want to create a different page end, press ↑ to move the cursor to the previous page.
3. Place the cursor on the line where you want to begin the next page.
4. Press **CRtn**. The next page is adjusted. You have the option of accepting the page end or creating your own.

Continue in this manner until your document is adjusted. After you adjust the last page, a panel is displayed, stating **Document has been adjusted**.

You can cancel the Reflow function at any time by pressing **Exit**.

---

### Repeat Search

The Repeat Search function repeats the last Find or Search and Replace function you have performed. See "Search and Replace" on page 3-51 or "Find" on page 3-30.

To use the Repeat Search function, follow these steps:

1. Move the cursor to the space before the first occurrence of the word or phrase you located with the Search and Replace or Find function.
2. Press **Code + F5 (Srch)**. The previous Search and Replace or Find function is repeated. You may continue until a panel is displayed, stating **No match found**.

---

### Required Carrier Return

Press **CRtn** at the end of a sentence where you want to end a paragraph or at the end of a line you do not want affected by Auto Return.

To split a line of text, position the cursor where you want the line to split and press **CRtn**. For example, while using Auto Return, you may have created a run-on paragraph that you want to separate into two paragraphs. Position the cursor on the first character of the second paragraph and press **CRtn**.

To change paragraph endings produced by **CRtn**, you must delete the control character. See "Delete Control Characters" on page 3-28.

### Required Page End

Use **Code + E** (PgEnd) to end pages at a certain point, such as short pages or the last page of a chapter. Reflow does not affect required page ends. Follow these steps:

1. Move the cursor to the end of the line where you want to end a page.
2. Press **Code + E**. The cursor moves to the next page. The line following the Page End control character is now the first line of the next page. The page that you ended now has **\*New Page\*** at the end of the last line.

To change Page Ends, delete the Page End control character (**\*New Page\***). Follow these steps:

1. Move the cursor to the end of the line where you ended the page so the cursor is anywhere on **\*New Page\***.
2. Press **Delete**. A panel prompts you to *Press CRtn to delete this code*.
3. Press **CRtn**. The text that was on the next page moves to where **\*New Page\*** is deleted.

**Note:** If you want to end a page but allow it to be adjusted later, use **Code + P** to end the page. This code may be deleted if you later use Reflow (Page Adjust) on the document.

---

### Required Space

Use **Code + spacebar** (or **Code + V**) between two words you want treated as a single word; for example, a name or a date. Using a required space between two separate words keeps them from being split at a line ending. Follow these steps:

1. Move the cursor between the two words you want to keep together.
2. Press **Code + spacebar** (or **V**).

To remove the Required Space so that two words can be split, simply type a space over the Required Space control character.

Here is an example of using required spaces. The required spaces are represented by underscores (\_).

January\_29\_1988

If the page is later revised, the words that are joined by required spaces will stay together on the same line.

---

### Search and Replace

The Search and Replace function is similar to the Find function. However, Find is not able to replace one word or phrase with another. Use the Search and Replace function to search for a word or phrase and replace it.

You can replace a word or phrase in two ways:

**Automatic replace** — Replaces every occurrence of the word or phrase.

**Prompted replace** — Stops the search with the cursor on the word or phrase and allows you to verify that you want to replace it before going on to the next occurrence of the word or phrase.

To use the Search and Replace function, follow these steps:

1. Move the cursor so it is some place before the first occurrence of the word or phrase you want to replace.
2. Press **F5** (Srch). The Search/Replace menu is displayed.
3. Enter the word or phrase you want located in the **Search for** field.
  - The characters you type will be underlined in the field, including the spaces. This is to help you see clearly the text and spaces you have typed.
  - Search will find all occurrences of the word, whether in upper or lower case.
4. Press **↓** to move to the **Replace with** field and enter the new word or phrase.
5. Press **↓** to move to the **Automatic or prompted replace...(a/p)** field and type **a** for automatic replacement or **p** for prompted replacement.

## **Editing Functions**

6. Press ↓ to move to the **Word or character match...(w/c)** field and type **w** for word match or **c** for character match.

Word match replaces only complete words. For example, if you replaced "his" with "hers," the word "this" would not be changed to "thers."

**Note:** If the word found begins with a capital letter, the replacement word will also be capitalized.

Character match replaces the word or character in the **Search for** field even if it is part of a word. For example, if you misspelled pneumonia as "neumonia," you could replace "neu" with "pneu" using character match. The characters are replaced exactly as entered, including upper-case or lower-case letters.

7. Press **CRtn**.

If you selected prompted search, the following panel is displayed when the character or word is found:

Prompted Search/Replace
1. Replace and continue
2. Continue without replacing
3. Replace and quit

If you selected automatic search and replace, a panel is displayed showing you how many changes took place.

To repeat the previous Search, press **Code + F5**. The previous search and replace is repeated.

## **Changing Control Characters**

You can change control characters by entering the functions in the **Search for** and **Replace with** fields. For example:

- To search for the Center Text control character, enter **Code + C** (Ctr) in the **Search for** field. To replace it with the Indent control character, enter **Code + T** (Indent) in the **Replace with** field.
- To search for a begin and end control character, such as Underline, enter **Code + U** in the **Search for** field once and **Code + U** finds both Begin and End Underline and replaces them.

There are three control characters that cannot be entered in these fields. To use Search and Replace to change a Carrier Return, Required Carrier Return, or Tab, enter the control characters as follows:

**Code + CRln** — Carrier Return

**Code + L** — Required Carrier Return

**Code + Q** — Tab.

You can cancel the Search and Replace function at any time by pressing **Exit**.

### **Spell Check**

Spell Check allows you to check the spelling of words and lets you choose an alternate word for one you have typed. You can check the spelling of a single word, a page, or all the words in a document against a main dictionary and a supplemental dictionary. The main dictionary contains approximately 120,000 words. The supplemental dictionary can contain up to 300 words.

Some correctly spelled words may not be in either dictionary; for example, proper names, abbreviations, and technical terms. These words may be added to the supplemental dictionary so that they will not be treated as spelling errors. In Word Processor, Spell Check does not beep if you type a word incorrectly as it does in Typewriter.

Capitalization is checked in both the main and supplemental dictionaries. If the word *Ingerman* is in the dictionary, the word *ingerman* will be shown as incorrectly spelled. Hyphenated words, such as mother-in-law, are checked as separate words.

When you ask for assistance with a misspelled word, both the main dictionary and the supplemental dictionary are searched for similarly spelled words. A list of up to six words is displayed so that you may choose one to replace the word you typed.

### **Supplemental Dictionary**

You create the supplemental dictionary for your own needs. It contains special words that you use often which are not found in the main dictionary; for example, proper names or technical terms. The contents of the supplemental dictionary are retained when the typewriter is turned off as long as you have good batteries installed in the typewriter.

The supplemental dictionary can hold up to 300 words or 3000 characters. When the dictionary is full and you try to add a word, an error message is displayed.

You can have more than one supplemental dictionary. This allows you to have specialized lists of words, such as medical terms or legal terms, and switch between these lists as the active supplemental dictionary. See "Selecting a Supplemental Dictionary" on page 3-56 for more information on selecting an alternate supplemental dictionary.

## Check Spelling

To check the spelling of one word, a page, or an entire document, use the following steps:

1. Move the cursor to the beginning of the word, page, or document.
2. Press **Code + 1 (Spell)**. The Check Spelling menu is displayed.
3. Select one of the following:

**Word** — The word on which the cursor is positioned. If the word is spelled correctly, a panel is displayed stating it is correct.

**Page** — The part of the page following the cursor position.

**Document** — The part of the document following the cursor position.

## Prompted Spell

If you are checking the spelling of an entire page or document, each word will rapidly flash by in a panel as it is being checked.

The word that is misspelled or not recognized is highlighted. The Prompted Spell menu is displayed.

Prompted Spell
1. Skip word
2. Retype word
3. List possible words
4. Add word to supplemental dictionary

Choose one of the options:

**Skip word** — The word is skipped and considered correct each time it is encountered while the current document is being edited.

**Retype word** — A menu is displayed allowing you to type the word again. Press **CRtn** to replace the misspelled word with the retyped word. The spelling of the retyped word is checked.

**List possible words** — A menu is displayed, listing words that most closely resemble what you have typed. Select the word you want. Press **CRtn** to replace the incorrect word. If none of the listed

## **Editing Functions**

words are what you want, press **Exit**. You are returned to the Prompted Spell menu.

**Note:** If you type a word that is misspelled and it is not recognized, a panel is displayed stating **No possible words found**.

**Press CRtn to continue.** Press **CRtn**, select **Retype word**, and try again.

**Add word to supplemental dictionary** — The words you add to your supplemental dictionary are stored in a special spelling dictionary file. Whenever you edit a document, the words are recognized as being spelled correctly.

When all the words have been checked, a panel is displayed, stating **Spelling Check is complete**.

You can cancel Spelling Check at any time by pressing **Exit**.

## **Viewing the Supplemental Dictionary and Deleting Words**

You can view the words on the display and then delete the ones you do not want.

The words in the supplemental dictionary are sorted by the frequency with which they are used. The least frequently used words are displayed first.

1. Press **Code + 3**. The list of words is displayed.
2. Use the **Tab** key, **↓**, and **↑** to move the highlighted line to the word you want to delete.
3. Press the **Correction** key to delete the word. The word is removed from the screen to indicate a successful delete operation.

## **Selecting a Supplemental Dictionary**

If you have a need for more than one supplemental dictionary, you can follow these instructions and switch from one word list to another as your needs change.

For this exercise, we will suppose that you have a medical word list named MEDICAL and a legal word list named LEGAL. You also have some words in your supplemental dictionary at the present time and you want to save them for future use.

1. Press the **Menu** key. The Task Menu is displayed.

Task Menu
1. Word Processor 2. Typewriter and Forms 3. Mail and phone lists 4. Phone lookup 5. Supplemental dictionary 6. Day's schedule 7. Scheduler 8. Information management 9. Calculator 10. Format a diskette

To select, use ↑ or ↓ and press CRtn.

2. Select **Supplemental dictionary**. The Supplemental Dictionary menu appears.

Supplemental Dictionary
1. Save current supplemental dictionary 2. Get supplemental dictionary

To select, use ↑ or ↓ and press CRtn.

3. Select **Save current supplemental dictionary**. The Save Supplemental panel is displayed.

Save Supplemental
File name.. [A:\_] ]

Type the name of the file; then press CRtn.

You can save this file in internal storage (A) or on the optional diskette (B).

4. Type a name for the supplemental dictionary you are saving. It is suggested you make it a name that is easy to remember, such as WORDS or SUPPDICT.

Now, select a list of words that you want to use for your supplemental dictionary.

1. Select Supplemental dictionary on the Task Menu.

## **Editing Functions**

The Supplemental Dictionary panel is displayed.

Supplemental Dictionary
1. Save current supplemental dictionary
2. Get supplemental dictionary
To select, use ↑ or ↓ and press CRtn.

2. Select Get supplemental dictionary. The Get Supplemental panel is displayed.

Get Supplemental
File name.. [A:\_] ]
Type the name of the file; then press CRtn.

3. Type the name of the file. For example, type MEDICAL, if you want to use a word list having that file name. The MEDICAL dictionary is now your *active* supplemental dictionary.

You can change the active supplemental dictionary to any list of words using this function.

### **Helpful Hints**

- To create a new list of words for use as a supplemental dictionary, you can use Word Processor. Carefully type the words in the working copy, save the file, and give it a name. Then select the file as the active supplemental dictionary by following the instructions above.
- If you bring in a word list from another system, make sure it is in ASCII format.
- Always save the *active* supplemental dictionary before you select a new one.

---

## Stop Code

Stop Code (**Code + 9**) stops the printing of your document so you can change typestyles (as long as you use the same *pitch* printwheel).

**Note:** You can only change pitch at the beginning of a line or paragraph. Use **F7** (Format) to select a different pitch in a document.

### *Inserting a Stop Code*

1. Move the cursor to where you want to insert the stop code.
2. Press **Code + 9**. You cannot see the stop code that is inserted, unless you move the cursor to the left. Then Stop appears in the control character indicator on the status line.

### *Finding a Stop Code*

1. Position the cursor at the top of the text.
2. Press **F6** (Find). The Find panel is displayed. The cursor is positioned after the **Find what?** prompt.
3. Press **Code + 9**.
4. Press **CRtn**. The program searches for the Stop Code, and the cursor is positioned at that point in your text.

### Subscripts and Superscripts

Subscripts are characters typed *below* the typing line (for example, CuSO<sub>4</sub>). Superscripts are characters typed *above* the typing line (for example, Happy Living<sup>5</sup>).

Use **Code + H** (½↓) to produce subscript text that prints half a line below the writing line.

Use **Code + Y** (½↑) to produce superscript text that prints half a line above the writing line.

The text does not appear above or below the writing line on the screen, but an ↑ or ↓ appears in the mode indicator.

#### **Using Subscript or Superscript as You Type**

1. Enter text to the place where you want to begin the subscript or superscript text.
2. Press **Code + H** (½↓) for subscript or **Code + Y** (½↑) for superscript. A ↓ or an ↑ appears on the status line.
3. Enter the text.
4. Press **Code + Y** (½↑) to end subscript, or press **Code + H** (½↓) to end superscript. The arrow no longer appears on the status line.  
All text between the control characters will print as either subscript or superscript.

#### **Using Subscript or Superscript in Existing Text**

1. Move the cursor to the first character of text you want to print as subscript or superscript.
2. Press **Code + H** (½↓) for subscript or **Code + Y** (½↑) for superscript. A ↓ or an ↑ appears on the status line.
3. Move the cursor to the end of the text you want to print as subscript or superscript.
4. Press **Code + Y** (½↑) to end subscript, or press **Code + H** (½↓) to end superscript. The arrow no longer appears on the status line.  
All text between the control characters will print as either subscript or superscript.

## Removing Subscript or Superscript from Text

To remove subscript or superscript format from text, you must delete the  $\frac{1}{2}\downarrow$  and  $\frac{1}{2}\uparrow$  control characters. See "Deleting Control Characters" on page 3-28.

---

## Syllable Hyphen

Use **Code + -** (SylHy) to insert a special hyphen between the syllables of a long word as you type near the right margin. The Auto Return function automatically separates a word where a Syllable Hyphen has been inserted if that word extends into the right margin.

This is an example of a syllable hyphen:

Press **Code + -** (Hyphen)  
|  
| Press CRtn

Our department has considered your application for review.

1. As you type a long word near the right margin, press **Code + -** at the point where you want the word hyphenated.
2. Continue typing the word. The Syllable Hyphen control character *does not* display in the text unless the cursor is on the character position.

When the carrier returns, the word will separate at the syllable hyphen if necessary.

If you later change the margins on this text, the syllable hyphen may be dropped, as in the following example.

Our department has considered  
your application for review.

Notice the hyphen has been dropped.

To remove a Syllable Hyphen, move the cursor to the syllable hyphen and press **Delete**.

## **Editing Functions**

---

### **Tabs**

You can use several types of tabs in your document, aligning columns of text or numbers flush left or flush right, or aligning at a decimal point, comma, or period.

### **Setting Tabs**

1. Press **F7** (Format). The Format menu is displayed.
2. Select Tabs and margins. The Tabs and Margins panel appears, containing instructions for setting tabs and margins and putting them into effect.
3. Press **F1** (Help). A Help screen appears that contains further instructions for setting tabs, including the following special tabs:

Shift + Tab..... to set a right-align tab stop  
Code + C..... to set a center-align tab stop  
Period (.)..... to set a decimal tab stop  
Comma (,)..... to set a comma-align tab stop  
Colon (:)..... to set a colon-align tab stop

After setting your tabs, press **CRtn** to put them into effect.

The Help screen also shows how to clear tabs.

4. Press **Exit** to clear the Help screen, the Tabs and Margins panel, and the Format menu from the display.

## Using Tabs

As you type, press Tab to move the cursor to the next tab stop where you want to enter text. Any text already on the line will be moved to the right.

In the example below, the column headings were centered using center-align tabs. The columns of words and numbers illustrate decimal, right-align, colon-align, and comma-align tabs. The vertical bar (|) indicates where each tab stop is set.

Decimal	Right-Align	Colon-align	Comma-align
Tab	Tab	Tab	Tab
123.45	words	9:45	9,000
9.95	or	11:52	89,567
1,234.56	numbers	22:09	1,234

## Deleting Tabs

To delete Tab control characters, move the cursor to the first Tab control character. The word Tab appears in the Control Character Indicator on the status line and an → appears at the cursor position. Press **Delete**. The text moves either to the previous tab stop if you have more than one tab stop or to the left margin if you have only one tab stop.

---

### Underlining Text

You can underline text as you type, or you can underline text that is already typed.

#### ***Underlining Text as You Type***

1. Move the cursor to where you want to begin typing with the underline emphasis.
2. Press **Code + U(Cont)** to start Continuous Underline.
3. Type the text. All text following the cursor position is underlined.
4. Press **Code + U(Cont)** again to end Continuous Underline. The text that you type now will not be underlined.

#### ***Underlining Existing Text***

1. Move the cursor to where you want the underline emphasis to begin.
2. Press **Code + U(Cont)**.
3. Move the cursor *one character past* where you want the underline emphasis to end.
4. Press **Code + U(Cont)**. The text is now underlined.

The Begin Underline and End Underline control characters are *hidden* behind the text characters. To remove the underline emphasis, you must delete the Begin Underline and End Underline control characters. See "Delete Control Characters" on page 3-28 and "Emphasize" on page 3-19.

---

## **Word Underline**

Use **Code + I (Word)** to underline a word that is already typed.

### ***When Entering Text***

1. Type the word you want to underline.
2. Press **Code + I**. The last word typed is underlined.

### ***When Editing Text***

1. Place the cursor on any character of the word you want to underline.
2. Press **Code + I**. The word is underlined.

The Begin Underline and End Underline control characters are *hidden* behind the text characters. To remove the underline emphasis, you must delete the Begin Underline and End Underline control characters. See "Delete Control Characters" on page 3-28 and "Emphasize" on page 3-19.

### ***Double Underlining Using an Accounting Printwheel***

The double underline character (=) is on printwheels that are used for accounting. See page 6-34 for information on using this character.

## **Editing Functions**

## Cursor Movement Keys

With the cursor movement keys you can reach any point in your document.

### Backspace

Press **Backspace** to move the cursor to the left.

Press and hold **Backspace** to move the cursor repeatedly to the left, one character at a time. The cursor will move to column 0. However, you cannot type outside the left margin.

### Cursor Up

Press  $\uparrow$  to move the cursor up one line.

Press and hold  $\uparrow$  to move the cursor up repeatedly one line at a time to take you to the beginning of your document. If you press  $\uparrow$  and the cursor is on the first line, a panel is displayed, stating you **Cannot move past document boundary**.

**Note:** To add a blank line before line one, position the cursor on line one at the left margin and press **CRtn**.

### Cursor Down

Press  $\downarrow$  to move the cursor down one line.

Press and hold  $\downarrow$  to move the cursor down repeatedly one line at a time.

**Note:** If you press and hold  $\downarrow$  past the last page of your document, you will add blank pages to the end of your document.

### Cursor Left

Press  $\leftarrow$  to move the cursor one character to the left.

Press and hold  $\leftarrow$  to move the cursor repeatedly to the left, one character at a time. The cursor will move to column 0. However, you cannot type outside the left margin.

## **Cursor Movement Keys**

### **Cursor Right**

Press ▶ to move the cursor one character to the right.

Press and hold ▶ to move the cursor repeatedly to the right, one character at a time. If you press and hold ▶ to the right page boundary (255 characters wide), a panel is displayed stating you **Cannot move past document boundary**.

### **Previous Word**

Press **Code + ◀ (Word)** to move the cursor to the first character of the previous word.

Press and hold **Code + ◀** to move the cursor repeatedly to the first character of each word taking you to the beginning of your document.

### **Next Word**

Press **Code + ▶ (Word)** to move the cursor to the first character of the next word.

Press and hold **Code + ▶** to move the cursor repeatedly to the first character of each word taking you to the end of your document.

### **Beginning of Line**

Press **BgnL** to move the cursor to the beginning of the line on which the cursor is positioned.

### **End of Line**

Press **End L** to move the cursor to the end of the line on which the cursor is positioned.

### **Top of Page**

Press **Code + BgnL (TopP)** to move the cursor to the beginning of the page where the cursor is positioned.

Press and hold **Code + BgnL** to repeat the operation and move to previous pages. The cursor will move to the beginning of the first page of your document. You cannot move past the document boundary.

## **End of Page**

Press **Code + End P** (EndP) to move the cursor to the end of the page on which the cursor is positioned.

Press and hold **Code + End P** to repeat the operation and move by page to the end of the document. The cursor will move to the end of the last page of your document. If you press **Code + End P** when the cursor is at the end of the last page of your document, a panel is displayed, stating you ***Cannot move past document boundary.***

## **Page Up**

Press **Page Up** to move the displayed text in the following ways:

- When the cursor is on any line except the last line in a page or the typing frame, **Page Up** causes that line to become the last line in the typing frame.
- When the cursor is on the last line in a page or the typing frame, **Page Up** causes the first line in that typing frame to become the last line in the new typing frame.
- When the cursor is on lines 1 through 22 of the first page of your document, **Page Up** causes a panel to display, stating you ***Cannot move past document boundary.***

Press and hold **Page Up** to move the displayed text up screen after screen.

## **Page Down**

Press **Page Down** to move the displayed text in the following ways:

- When the cursor is on any line except the first line in a page or the typing frame, **Page Down** causes that line to become the first line in the typing frame.
- When the cursor is on the first line in a page or the typing frame, **Page Down** causes the last line in that typing frame to become the first line in the new typing frame.

Press and hold **Page Down** to move the displayed text down screen after screen.

## **Cursor Movement Keys**

### **Shift Text Left**

Press **Code + Page Down** to shift the displayed text to the left. When you press **Code + Page Down**, the column on which the cursor is positioned becomes the new left screen edge.

If you press **Code + Page Down** when the cursor is in the far left column of the working copy, the text shifts 60 columns to the left.

If you press **Code + Page Down** when column 254 is displayed, the instruction is ignored.

### **Shift Text Right**

Press **Code + Page Up** to shift the displayed text to the right. When you press **Code + Page Up**, the column on which the cursor is positioned becomes the new right screen edge.

If you press **Code + Page Up** when the cursor is in the far right column of the working copy, the text shifts 60 columns to the right.

If you press **Code + Page Up** when the left page boundary is displayed (columns 0 to 80), the instruction is ignored.

### **Top of Document**

Press **Code + ↑ (Top D)** to move the cursor to the beginning of the document.

**Note:** A Page Format Change and a Line Format Change control character are at the top of the document. Press **◀** to see the Line Format Change character. Press **◀** again to see the Page Format Change character.

### **End of Document**

Press **Code + ↓ (End D)** to move the cursor to the end of the document.

---

## **Getting and Saving Files**

This section describes how documents are filed and retrieved using file names, file name extensions, and storage type (if you have the optional diskette drive),

It also explains how to get and save files either on the Word Processor Main Menu or in Typewriter.

---

### **File Names and Extensions**

Documents are saved in Word Processor as files. To save or get a file, you must give it a file name. When naming a file, choose a name that is easily associated with the subject of your document. A good file name will help you remember what type of information is in the document. A file name is one to eight characters in length. You can use any combination of the following characters to name your file:

- A through Z (use either lower or uppercase letters)
- 0 through 9
- ! @ # % & ( ) - \_

Any other characters are invalid and should not be used.

The following are examples of file names you may choose:

MYDOC  
PART#

ORDERS  
PROPOSAL

DATA  
TAXES

You may lengthen your file name by adding an optional file name extension. This allows you to add more information to the file name to help you identify the contents. The optional file name extension consists of a period followed by one to three characters.

**Note:** When used, the file name extension must immediately follow the file name and a period, with no spaces or blanks. The valid characters for a file name extension are the same as for a file name. Be sure to include the extension when you refer to a file that has a file name extension; otherwise, Word Processor will be unable to locate the file.

## Getting and Saving Files

The following are examples of file names with extensions:

MYDOC.001	ORDERS.JAN	DATA.NY
MYDOC.002	ORDERS.FEB	DATA.CA
PART#.017	PROPOSAL.LTR	TAXES.86
PART#.018	PROPOSAL.BID	TAXES.87

**Note:** Do not use .LST or .FRM as an extension. These extensions are automatically added to the lists and forms you create. See "Displaying a Directory" on page 5-18 for more information about extension names on lists.

---

### Storage Type

When getting or saving files, the system's internal storage type is indicated by an **A:** before the file name.

If you have the optional diskette drive, the storage type is indicated by a **B:** before the file name.

The storage type may be followed by a backslash (\); for example, A:\. The backslash is optional and can always be left out. (The \ is very important on systems that store files in subdirectories.)

Here are examples of file names with storage types:

A:MYDOC    A:\MYDOC.001    B:\MYDOC    B:MYDOC.001

The first two files are in internal storage (A:); the second two files are on the optional diskette drive (B:).

You can save approximately 80,000 bytes (25 – 40 pages) in the system's internal storage. Each diskette (if you have the optional diskette drive) can hold approximately 720,000 bytes (240 – 360 pages).

**Note:** Lists created using Mail and Phone Lists use a minimum of 16,384 bytes of storage for each list.

### Getting a File

You can get files in three ways:

- With Directory (**F3**) — The retrieved file replaces the file in the working copy (if any).
- With Get on the word Processor Main Menu — The retrieved file replaces the working copy.
- With Get (**Shift + F6**) in Word Processor — You have the choice of inserting the new file into the current file, or replacing the current file.

**Note:** If you get something in the typing frame containing unreadable characters, immediately press **Exit** to return to the Main Menu, then erase the working copy. Such files do not contain text control characters and cannot be processed by Word Processor.

When getting a file for revision, allow enough space in storage for a duplicate file the same size, plus any revisions.

### Getting a File Using Directory

To clear the working copy and get another file by using Directory:

1. Press **F3**. A directory list of files appears.
2. Select the file you want by moving the highlighted line.
3. Press **CRtn**. If you have information in the typing frame which has not been saved, you are reminded that it will be lost if you clear the working copy.
4. Type **y**. The file you selected is displayed and the information that was in the working copy is cleared from the screen.

**Note:** You can get all types of files using Directory from the Word Processing Main Menu. However, using Directory in the typing frame, you can only get word processing files, not ASCII or RFT format files.

## Getting and Saving Files

### Getting a File by Typing a File Name

Use Get on the Word Processor Main Menu if you know the name of the document.

If you do not know the name of the document you want to get, see "Storage Directory" on page 3-81.

To get a file on the Word Processor Main Menu:

1. Select **Get**. The Get File panel is displayed.
2. Type the name of the file you want to get in the **File name..** field.

**Note:** The panel will already display the storage type you used last. For example, if you have been using internal storage, **A:\** will be displayed. You can change this to **B:** if needed.

If you find you have typed the name of a file you do not want in the **File name** field, place the cursor on the first character of the file name and press **Code + Delete (Del L)** to erase the file name.

The Get File panel will look like this when you enter the file name.

Get File
File name.. [A:\SALES.JAN] ]
Type the name of the file; then press CRtn.

3. Press **CRtn**. The document is now in the system's working memory and the name of the document appears on the status line.

**Note:** If you are retrieving a Revisable Form Text (RFT) file, and the RFT file is over 32,000 characters, Word Processor splits that file into multiple parts when you use the Get function. See "Using RFT Files" on page 6-21.

## Getting a File Using Partial Names

If you know part of the name, use Get with partial names.

Two special characters ? and \* can be used within a file name and its extension. These special characters give you the flexibility of displaying partial directories when you are prompted for *File name..* while in the Get function.

1. Select **Get** on the Word Processor Main Menu. The **Get File** panel is displayed.
2. Enter a partial name of the files you want to get in the *File name..* field in combination with a ? or \*.

A ? in a file name or in a file name extension indicates that any character can occupy that position. For example, entering **ab?de** will list all directory entries on the selected drive with file names that have five characters, beginning with AB, have any next character, are followed by DE, and have no file extension. Some examples of files that might be listed are: ABCDE, ABIDE, or ABODE.

An \* in a file name or file name extension indicates that any character can occupy that position and all the remaining positions in the file name or extension. For example, entering **ab\*.xyz** will list all directory entries on the selected drive with file names that begin with AB and have an extension of XYZ. Some examples of files that might be listed are : ABCDE.XYZ, ABL357G.XYZ, ABPQ.XYZ, or AB.XYZ.

## Getting and Saving Files

3. Press **CRtn**. The Directory panel is displayed.

File Services			
Storage Type	Directory	File Name	Size
A (Internal)	< None >	SALES .APR	1,835
B (Diskette)		SALES .FEB	1,210
		SALES .JAN	981
		SALES .MAR	2,567

To select, use the Tab key and ↑ or ↓. Then press CRtn.

4. Select a file. Move the cursor down until the file you want is highlighted.

5. Press **CRtn**. The file you want is now in the working memory.

See "Storage Directory" on page 3-81 for more information on directories.

## Getting and Inserting a File in the Typing Frame

You can get a file and replace the current file, or you can get a file and insert it in the current file at the cursor position.

To get a file and replace the current file, follow these instructions:

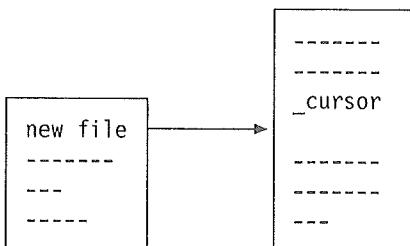
1. Press **Shift + F6**. The Type of Get panel is displayed.

Type of Get
1. Get file
2. Insert file

2. Select **1. Get file**. If you have text in the Working Copy, you are asked if you want to clear the Working Copy without saving the changes. If you enter **y**, the Get File panel appears.
3. Type the name of the file you want. If you do not know the name of the file you want, press **CRtn** and a directory of files appears. After you select a file, the Working Copy is cleared and the file you chose appears.

To get a file and insert it into the current file, follow these instructions:

1. Move the cursor to the location in the typing frame where you want the file to be inserted.
2. Press **Shift + F6**. The Type of Get panel is displayed.
3. Select **2. Insert file**.
4. Enter the name of the file you want to get in the **File name..** field.
5. Press **CRtn**. The information is inserted in your working copy following the cursor position.



If the retrieved document contains a Page Format Change control character, the retrieved document will start on a new page.

---

### Saving

You have two ways to use the Save function:

- On the Word Processor Main Menu
- With Quick Save (**F2**) in the typing frame.

You have two places to save files using the Save function:

- In the system internal storage (A:)
- On a diskette (B:) if you have the diskette option.

### Saving a Document on the Word Processor Main Menu

To save a document on the Word Processor Main Menu, follow these steps:

1. While in the working copy, press **Exit**. The Word Processor Main Menu is displayed.
2. Select **Save**. The Type of Save panel is displayed.
3. Select one of these options:

**Normal Save** — Saves all your editing codes.

## **Getting and Saving Files**

**Revisable Form Text (RFT)** — Allows you to interchange data with other programs. Use .RFT as the file name extension when saving revisable form text documents. See "Using RFT Files" on page 6-21.

**ASCII** — Allows you to save plain text files that can be used by other systems.

The ASCII save option does not save headers, footers, page numbers, or any emphasis.

**Merge Working Copy & PTS List (ASCII)** — This option allows you to retrieve the information from a Mail/Phone list and save it in an ASCII file. You can then import the data to other PC programs.

4. Press **CRtn**. The Save File panel is displayed.
5. Enter the name of the file you want to save in the **File name..** field.

**Note:** If you find you have typed the name of a file you do not want in the File name field, place the cursor on the first character of the file name and press **Code + Delete** to erase to end of field.

The Save File panel will look like this when you save the document a second time.

Save File	
File name..	[A:\LETTER1 ]
Type the name of the file; then press CRtn.	

In this example, the file is saved in the internal storage.

6. Press **CRtn**. One of the following two messages will be displayed:

- A message telling you that the file has been saved, or
- A message telling you that you are attempting to save this file when you already have a file with the same name. The prompt **Save and overwrite (y/n)?** is also displayed. Type **y** if you want to save this file and overwrite the existing file, or type **n** if you do not want to save and overwrite the file.

**Note:** If the file you have revised will not fit into storage, you can erase the original file and then save the revised file.

The file remains in the working memory even after you have saved it. You can select **Create or Revise** on the Word Processor Main Menu to continue editing the same file, or you can select **Erase working copy** on the Word Processor Main Menu to start a new file.

## **Getting and Saving Files**

### **Saving a Document Using Quick Save in the Typing Frame**

It is recommended that you save your document occasionally while you are typing.

To use the Quick Save function in the typing frame, follow these steps:

1. Press **F2**. The Quick Save menu is displayed.
2. Enter the name of the file you want to save in the **File name..** field. Be sure to enter the storage type (B:) if you have the optional diskette drive.
3. Press **CRtn**. One of the following two messages will be displayed.
  - A message telling you that the file has been saved, or
  - A message telling you that you are attempting to save this file when you already have a file with the same name. The prompt **Save and overwrite (y/n)?** is also displayed. Type **y** if you want to save this file and overwrite the existing file or type **n** if you do not want to save and overwrite the file.

You only have to name the file one time when using Quick Save. Any further Quick Saves will have the current name of the file displayed in the **File Name..** field.

**Note:** Quick Save always saves the document as a normal type of save. To save as an ASCII or RFT file, you must use the **Save** option from the Word Processor Main Menu. See "Saving a Document on the Word Processor Main Menu" on page 3-77.

## Storage Directory

Directory is a function that lists all of the file names you have saved, whether they are in internal storage or the optional external diskette drive. You have options in the Directory screen that allow you to display a list of files, sort the list, and edit a selected file. Using the function, you can also erase, copy, and rename files.

### Using Directory

Directory can be selected from the Word Processor Main Menu and also whenever you are prompted to type a file name, such as from the Get File panel.

1. Press **F3 (Dir)** on the Word Processor Main Menu. A panel appears over the Word Processor Main Menu on the screen.

The following is an example of a directory.

File Services			
Storage Type	Directory	File Name	Size
A (Internal) B (Diskette)	< None >	APTITUDE.TST	1,835
		LETTER1	1,210
		LETTER2	981
		SAMPLE .DOC	2,567

To select, use the Tab key and ↑ or ↓. Then press CRtn.

A:\\*.\* Line 1 of 12 33,230 bytes free  
 F1=Help F2=Zoom F4=Sort F6=Erase F7=Copy F8=Rename F9=Print

Note the following below the File Service panel:

**A:\\*.\*** — indicates that storage type A (Internal) is currently displayed.

**Line 1 of 12** — shows the total number of files in the storage area.

**33,230 bytes free** — tells you the total amount of storage space left in the system's internal storage or on the optional diskette.

## **Storage Directory**

The File Services panel is divided into the following major sections or columns::.

**Storage Type** — Lists the places you can store information on your system::.

If you have a system without a diskette drive, only A (Internal) appears.

If you have a system with the optional diskette drive, B (Diskette) also appears.

**Directory** — Displays a list of directories on diskettes created on other machines (such as the Personal Typing System), which have additional directories on the diskettes that may have files stored in them. The storage directory displays a list of these directories but does not allow you to gain access to files stored on them. All files brought from other systems must be in the main directory (called the *root* directory) of the diskette.

**File Name** — Lists the files in the specified storage type, including the amount of storage memory in bytes used for each document. A byte is a term for a small unit of memory. Whenever you enter text or press the Spacebar, you use up a byte of memory.

2. Select a Storage Type. If you are using the optional diskette, B (Diskette) will be displayed. Select A (Internal) for the internal storage. Press **CRtn** to display the directory of the selected storage.
3. Find the file name you want. Move the cursor to the File name column and search for the file name in one of these ways:
  - Use ↓ and ↑ to move the highlighted line to the file you want.
  - Press a character from A to Z. The first file name beginning with that character is highlighted.
  - Press **Code** + a character from A to Z. The first file name *extension* beginning with that character is highlighted.
  - Use **Page Down** to view the next screen of file names.

4. Select a file. When the file name you want is highlighted, press **CRtn**. A copy of the file you select is placed in the system's working memory and the name is displayed on the status line.

The following function keys are active when the directory is displayed:

**F1** = Help. Provides you with additional information on all directory functions.

**F2** = Zoom. Enlarges the directory to show more files.

**F3** = Directory. Allows you to change which files are listed.

**F4** = Sort. Allows you to sort the directory by Name, Extension, or Size.

**F6** = Erase. Prompts you as you erase a file.

**F7** = Copy. Prompts you as you copy a file.

**F8** = Rename. Prompts you as you rename a file.

**F9** = Print. Prints a list of the files or directories.

### Sorting the Directory

When you select **Sort**, the following options are displayed :

Sort the files by
1. Name
2. Extension
3. Size

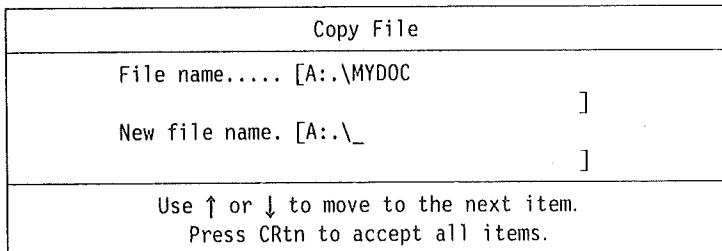
Select the option you want. Press **CRtn**. The sorted directory is displayed. After sorting you can still use any of the directory options listed above.

## **Storage Directory**

### **Copying a File**

To copy a file, follow these steps:

1. Move the cursor to the file you wish to copy.
2. Press **F7**. The Copy File panel appears with the selected file name listed.



3. Enter the new file name.
4. Press **CRtn**. The file is copied.
  - If the file name already exists, a prompt is displayed, asking if you want to overwrite the file. If you want to overwrite the file, type **y**. A panel is displayed, telling you the file has been copied.
  - If you do not want to overwrite the file, type **n**. You are returned to the Directory and the file is not copied.
  - If the file is to be copied between internal storage and the optional diskette drive, type **B:** in front of the file name on the diskette drive. For example:

New file name.. [B:.NEWNAME.FIL]

### **To Copy a File from One Diskette to Another**

1. Display a Directory of storage B (Diskette).
2. Select the file to be copied.
3. Press **F7**. The Copy File panel appears with the file name inserted. The same storage type (B:) is displayed. Do not type a file name.  
Follow the prompts and exchange diskettes as needed to complete the copy operation.

---

## Erasing a File

To erase a file, follow these steps:

1. Select the file to be erased.
2. Press **F6**. The Erase File panel is displayed.
3. Enter the name of the file you want to erase.
4. Press **CRtn**. A prompt is displayed, asking you to confirm that you want to erase the information.
5. Press **y**. A panel is displayed, telling you the file has been erased.

If you press **n**, you are returned to the File Services panel, and the file is not erased.

---

## Renaming a File

To rename a file, follow these steps:

1. Select the file to be renamed.
2. Press **F8**. The Rename File panel is displayed with the selected file name inserted.
3. Type the new file name.

**Note:** You cannot rename a file and change the storage type. Using the Copy function, you can copy a file from one storage area to another and also change the file name.

4. Press **CRtn**. A message is displayed, telling you the file has been renamed.

## **Storage Directory**

## Setting Document Formats

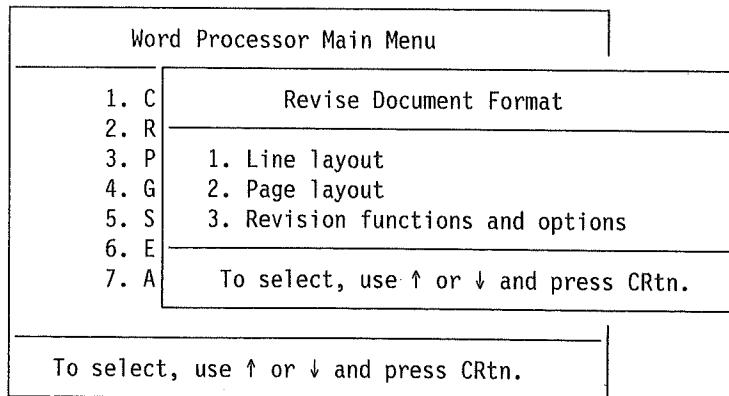
This section discusses changing the **preset** formats of your documents. Formats include such things as tabs, margins, and the printwheel pitch. These should be set to your most commonly used document formats.

Preset formats are set **from the Word Processor Main Menu**. They determine the initial settings for all **future** documents you create.

You can also change formats while the document is **in the typing frame**. Setting the format values for parts of your document will **override** the format values set from the Word Processor Main Menu. See "Format Within a Document" on page 3-33 if you want to change the format of the document you are currently typing.

### Revising Preset Document Formats

Select **Revise document format** on the Word Processor Main Menu to change the initial settings of **future** documents.



When you select any of the options on the Revise Document Format menu, you will be able to view the preset values and settings in each of the areas.

These preset values are saved in a Page Format control character and a Line Format control character at the beginning of the docu-

## **Setting Document Formats**

ment. Select **Erase working copy** on the Word Processor Main Menu to begin a new document using these formats.

If you do not want to change the preset values, be sure to press the **Exit** key when you are finished viewing the preset values. Pressing **CRtn** means you want to save the values.

### **Line Layout**

The line layout values set by Revise Document Format are in effect for any future document you create until they are changed using **F7** in the typing frame. See "Format Within a Document" on page 3-33.

To change line margins and spacing preset values on the Word Processor Main Menu, follow these steps:

1. Select **Revise document format** on the Word Processor Main Menu. The Revise Document Format menu is displayed.
2. Select **Line layout**. The Line Layout menu is displayed, showing the preset values.

Line Layout	
Pitch.....	[10]
Left margin.....	[10 ]
Right margin.....	[70 ]
Line spacing.....	[1 ]
Right justify.....(y/n)?	[n]
Adjust line endings..(y/n)?	[y]
Use ↑ or ↓ and ← to move to the next item. Press CRtn to save changes.	

Follow these steps to change the settings in the Line Layout menu. These instructions apply generally to changing values or settings in all menus.:

1. Move the cursor to highlight the setting or value you want to change.
2. Enter the setting or value you want. Type **y** for yes, **n** for no, or enter a numeric value.
3. Move the cursor to the next setting or, if there are no other settings to change, press **CRtn** to save the change.

**Pitch**

Pitch is the number of characters per inch. The higher the pitch, the more condensed the characters in the text. Proportional Spacing (PS) has variable spacing according to the width of the characters.

Changing pitch automatically changes the margins so you will have the same amount of white space at the left and right of your document.

The following chart shows the recommended printwheels for selected pitch settings.

Pitch Settings	Printwheel Pitches			
	10	12	15	PS
5	X			
8	X		X	
10	X			
12		X		
15			X	
17			X	
PS				X

**Notes:**

- You can only change pitch at the beginning of a line or paragraph. You cannot change pitch for one word or part of a line using Word Processor.
- The 5-pitch spacing will double-space the characters if you have installed a 10-pitch printwheel. This is the same as **expanded** print in Typewriter.
- When printing a document, you will be prompted to install the correct printwheel to match the pitch you have selected.
- In PS:
  - The screen and the paper may not appear to match.
  - Columns on the screen may not appear to be aligned.
  - If you change to PS for existing text, use **F10 (Rflow)** to flow the text to the margins.

## **Setting Document Formats**

### **Left Margin**

The left margin is the leftmost print position for text.

### **Right Margin**

The right margin is the rightmost print position for text. The right margin can be up to 255 spaces wide. The typing frame, however, is only 80 spaces wide. So if your document is wider than 80 spaces, part of each line will be off the screen. However, as you type a wide document, the right side moves into view.

### **Line Spacing**

Line spacing determines how many blank lines are between your lines of text when your document is printed. Blank lines that result from line spacing are not displayed on the screen; however, the spacing is indicated by the way the line number changes on the status line.

You can type one of the following numbers for linespacing:

1; 1.5; 2; 2.5; 3; or 3.5.

### **Right Justify**

Right justify allows you to print a document so each line ends exactly at the right margin (except lines ended by required carrier returns, such as the last one in a paragraph). Right justified text does not appear justified on the screen but will print justified at the right margin.

### **Adjust Line Endings**

This gives you the option of having lines automatically ended as you type beyond the right margin and of automatically readjusting the lines in a paragraph after you make changes.

**Note:** Be sure Auto Return is also on for this option to take effect.  
See "Auto Return" on page 3-14.

## Page Layout

The page layout values set by Revise Document Format are in effect for any future document you create until they are changed using F7 in the typing frame. See "Format Within a Document" on page 3-33.

To change page layout settings on the Word Processor Main Menu, follow these steps:

1. Select **Revise document format** on the Word Processor Main Menu. The Revise Document Format menu is displayed.
2. Select **Page layout**. The Page Layout menu is displayed.

Page Layout	
Top margin.....	[6 ]
Bottom margin.....	[6 ]
Page length.....	[66 ]
Page width.....	[78 ]
Paper source (1/2/3/m).....	[1]
Use ↑ or ↓ to move to the next item. Press CRtn to save changes.	

Follow these steps to change the settings in the Page Layout menu. These instructions apply generally to changing values or settings in all menus:

1. Move the cursor to highlight the setting or value you want to change.
2. Enter the setting or value you want.
3. Move the cursor to the next setting or, if there are no other settings to change, press **CRtn** to save the change.

### Top Margin

The top margin is the number of lines from the top of each page to the first line of text. The top margin can be up to 20 lines.

## **Setting Document Formats**

### **Bottom Margin**

The bottom margin is the number of lines at the bottom of each page after the last line of text. The bottom margin can be up to 20 lines.

### **Page Length**

The page length is the length of paper assumed when paginating or printing a document. Page length is determined by multiplying the length of the paper in inches by the number of lines per inch. For example, paper that is 11 inches long has a length of 66 lines, if the spacing is 6 lines per inch. The page length can be up to 255 lines.

### **Page Width**

The page width is the width of paper assumed when printing a document. Page width is determined by multiplying the width of the paper in inches by the number of 10-pitch characters per inch. For example, paper that is 8 1/2 inches wide has a width of 85 characters, regardless of the pitch in which you are typing. The page width can be up to 255 spaces wide.

### **Paper Source**

The paper source setting determines the bin from which the paper is selected if you are using a Dual Bin Sheetfeed option. Enter one of the following values:

- 1 = Bin 1
- 2 = Bin 2
- m = Manual Feed

**Note:** Value 3 (for Bin 3) is not applicable for use with this typewriter. This selection is only valid for machines operating with a 3-bin sheetfeed option.

## Revision Functions and Options

Use the Revision Functions and Options menu to make changes to the preset values you want for your future documents. Follow these steps:

1. Select **Revise document format** on the Word Processor Main Menu. The Revise Document Format menu is displayed.
2. Select **Revision functions and options**. The Revision Functions and Options menu is displayed.

Revision Functions and Options	
Auto return.....	(y/n)? [y]
Right margin beep.....	(y/n)? [n]
Margin scale at top or bottom.....	(t/b)? [t]
Save deleted block....	(y/n)? [y]
Print in background....	(y/n)? [n]
Use ↑ or ↓ to move to the next item. Press CRtn to save changes.	

To change the settings or values for any of the following menu items, follow these steps:

1. Move the cursor to highlight the setting or value you want to change.
2. Enter the setting or value you want. Type **y** for yes, **n** for no, **t** for top, or **b** for bottom.
3. Move the cursor to the next setting or, if there are no other settings to change, press **CRtn** to save the change.

### Auto Return

This option causes the cursor to automatically move to the beginning of the next line when you type text past the right margin. If this setting is **n**, paragraphs must be manually adjusted after changes.

**Note:** Be sure the Adjust Line Endings setting is also on for this option to take effect. See "Adjust Line Endings" on page 3-90.

## **Setting Document Formats**

### **Right Margin Beep**

This option signals with a beep when the cursor enters the area that is six characters from the right margin of the working copy.

### **Margin Scale at Top or Bottom**

This option allows you to set the margin scale at the top of the display or at the bottom of the display.

### **Save Deleted Block**

This option allows you to save a block of text that is deleted using the Block Edit function. You can then recall the text later if you need it. Using the **n** keeps deleted blocks from being saved.

### **Print in Background**

This option prepares the typewriter to execute the background printing function. This function allows you to print one or more documents and work in the Word Processor simultaneously.

## Printing Documents

There are two ways to print a document using Word Processor: from the Word Processor Main Menu and from the typing frame.

Using the **Background Print** feature, you can also perform other tasks while your job is printing.

### Printing from the Word Processor Main Menu

To print from the Word Processor Main Menu, follow these steps:

1. Use the **Get** function to get the document into the working copy. See "Getting and Saving Files" on page 3-71.
2. Press **Exit**. The Word Processor Main Menu is displayed.
3. Select **Print**. The Print Options menu is displayed.

Print Options	
From page.....	[ 1 ]
Through page.....	[999]
Number of copies.....	[ 1 ]
Lines per inch.....(6/8)	[6]
Double strike.....(y/n)?	[n]
Print envelope.....(y/n)?	[n]
Merge file with document..(y/n)?	[n]
Printer prompt for paper..(y/n)?	[y]
Use ↑ or ↓ to move to the next item. Press CRtn to begin printing.	

The following options can be used when printing a document:

**From page** — Specify the first page of the document you want to print (from 1 to 999).

**Through page** — Specify the last page of the document you want to print (up to 999).

**Number of copies** — Select the number of copies you want to print (from 1 to 99).

## Printing Documents

**Lines per inch** — Select the number of lines per inch for the printed document. Type **6** or **8**. Use 8 lines per inch when using 15 pitch.

**Double strike** — Type **y** to print the document with double strike.

**Print envelope** — Type **y** to print an envelope from the inside address of a letter in the working copy. Type **n** to print the document only.

Word Processor prints the inside address from a letter beginning on line 13 of the envelope and indented 3 1/2 inches.

The inside address is found by searching for the first line of text that does not begin with a space, tab, or indent or a format change preceding any of these characters. If the line ends with two numeric digits, the line is ignored, and the next line of text meeting these qualifications is found. Word Processor then prints each line until a line is found that does not meet these qualifications.

**Merge file with document** — Type **y** to print a document and merge information from other files at print time. Type **n** to print the document as it is. See "Using Merge" on page 6-3.

**Printer prompt for paper** — Type **n** if you are printing your document using continuous form feed paper or continuous form labels. Type **y** to stop printing after each page so paper can be inserted.

4. Move the cursor to highlight the print settings you want to change. Enter the print options you want for the document.
5. Press **CRIn** to begin printing.

When your document begins printing, a panel is displayed, stating:

Printing document. Press Exit to cancel...

6. Follow any prompts that appear on your screen.

---

## Printing from the Typing Frame

To print a document from the typing frame:

1. Press **F9** (Print). The Print Options menu is displayed.

Print Options	
From page.....	[ 1 ]
Through page.....	[999]
Number of copies.....	[ 1 ]
Lines per inch.....(6/8)	[6]
Double strike.....(y/n)?	[n]
Print envelope.....(y/n)?	[n].
Use ↑ or ↓ to move to the next item. Press CRtn to begin printing.	

2. Change any options, if needed.
3. Press **CRtn**. The following prompt appears:

Insert Paper With Paper Bail and Press CRtn Key
---

4. Follow the instructions on the prompt.

Printing can be stopped by pressing the **Exit** key if Background Printing is not in use.

Your document is still in the system's working memory. Press **Exit** to remove the message from the display.

---

## Background Printing

Printing one document while either revising or scheduling another document to print is called Background Printing. You can schedule (or queue) several jobs to print consecutively with this function. While printing, you can continue working in the Word Processor to create or revise other documents.

## **Printing Documents**

Background printing requires working memory space equal to the size of the documents you want to print. If enough memory does not exist, a message will be displayed on your screen that reads:

There is not enough storage to start a background print job.
--

You will then have to erase some jobs to free-up memory.

**Note:** If you must save and print many big jobs, the disk drive option is recommended. Storing jobs on a diskette allows for maximum working memory.

To set Background Printing on:

1. Press the **Type/Screen** key to display the Word Processor Main Menu if it is not currently displayed. You may have to press **Exit** if the Word Processor typing screen appears.
2. Select **Revise document format**.
3. Select **Revision function and options** from the Revise Document Format menu.

Revise Document Format
1. Line Layout 2. Page Layout <b>3. Revision functions and options</b>
To Select, use ↑ or ↓ and press CRtn.

4. Move to **Print in background... (y/n)?**, type **y** and press **CRtn**.

Revision Functions and Options
Auto Return .....(y/n)? [y]
Right Margin beep ....(y/n)? [n]
Margin scale at
top or bottom .....(t/b)? [t]
Save deleted block ...(y/n)? [y]
Print in background ..(y/n)? [n]
Use ↑ or ↓ to move to the next item.
Press CRtn to save changes

5. Press **Exit** to return to the Word Processor Main Menu. Your screen message will read:

Preset values have been saved

Your machine is ready to perform Background Printing. Now select the file you want to print.

To retrieve an existing file for Background Printing:

1. Select **Get** from the Word Processor Main Menu.
2. Type in the file name and press **CRtn**. If you don't know the file name, press **F3** to bring up a file directory. Highlight the file name you want in the directory and press **CRtn** to display the file.
3. Press the **Print** key. When the Print Options menu appears, set the appropriate options. See "Printing from the Word Processor Main Menu" on page 3-95 for information about selecting print options.
4. Press **CRtn** and follow the prompts that appear on your screen to start printing.

**Note:** After pressing **CRtn**, the following message will be displayed:

Preparing document for print.  
Press Exit to cancel....

## Printing Documents

You may quickly cancel printing at this time, however after the next prompt appears, you must follow the steps outlined in "Revise or Quit Background Printing" on page 3-100 to cancel printing.

5. Press the **Exit** key twice to return to the Word Processor Main Menu while the first file is printing.
6. Use **Get** or **F3** to retrieve a second file. When the second file is displayed, you may:
  - Revise the document.
  - Schedule the document for print by pressing **Print** + **CRtn**. You may schedule several jobs for print, consecutively, in this manner. When a job has been scheduled, the following panel appears:

FILE NAME has been scheduled for print.

---

## Revise or Quit Background Printing

1. Select **Alter Print Queue** from the Word Processor Main Menu.

Word Processor Main Menu
1. Create or Revise 2. Revise document format 3. Print 4. Get 5. Save 6. Erase Working Copy 7. Alter print queue
To Select, use ↑ or ↓ and press CRtn.

2. When the Document Print Queue menu appears, select one of the following options, depending on what function you want to perform:

Document Print Queue
1. Cancel a single print job 2. Quit all printing 3. Alter printout sequence
To Select, use ↑ or ↓ and press CRtn.

**Cancel a single print job** — cancels the job currently printing or any job queued for printing. After selecting this option, follow screen prompts to cancel a job.

**Quit all printing** — cancels all printing. After selecting this option, follow screen prompts to quit printing.

**Alter printout sequence** — allows you to change the order in which queued jobs are printed. When you select this option, the Job Printout Sequence menu appears if you have any jobs in the queue. The files are listed in the order they are scheduled to print.

Job Printout Sequence
1. File 1 name
2. File 2 name
3. File 3 name

To reorder the queue, select a file and press **CRtn**. That file will move to the first position and be the next to print.

**Note:** You may notice a delay in printing when a job is first queued to print, added to the print queue, rearranged in the print queue, or cancelled. This is normal print queue processing.

If you are not using Background Printing, turn it off so your documents will process faster.

To turn Background Printing off, press **2**. Then press **3** from the Word Processor Main Menu to go to the Revision Functions and Options menu. Select **n** in the **Print in background..(y/n)?** option and press **CRtn**.

---

### Using Different Typestyles in your Printing

See "Typestyle Samples and Pitches - U.S." on page 10-2 for a sample of typestyles available for your system. For information on changing printwheels, see "Removing the Printwheel" on page 10-10.

If you want to change typestyles in your document, you should enter a Stop Code to tell the system to stop printing at the point where you want to change printwheels. See "Stop Code" on page 3-59.

If you are printing with a different pitch printwheel than was used when typing the document, you will be prompted to insert the correct pitch printwheel.

---

### Unexpected Print Results

If you have incorrect print results, you may have accidentally entered a Line Format Change or a Page Format Change control character. The following may occur:

- The pitch, margins, or line spacing do not print correctly.
- The line does not justify when the document prints. There may be required carrier returns at the end of lines, the Right justify setting may have been reset to **n**, or you may be printing in PS without reflowing the existing text.
- The line does not automatically adjust as you enter text. The Adjust line endings setting may have been reset to **n**.
- The top or bottom margins are not what you wanted.
- Page numbering is incorrect.
- Headers or footers are missing.

To find the Line Format Change and Page Format control characters, use the following steps:

1. Press **Code + ↑ (Top D)** to move to the beginning of your document.
2. Press **Find**, then press **F7**. Do this repeatedly until you find the place in your document where the incorrect printing occurs.  
Display the Line Layout or Page Layout menu and change the set-

tings to the correct values. To delete the control character, see "Delete Control Characters" on page 3-28.

If you get too many lines of text in the header or footer, see the note on page 3-42.

---

## Quit Printing

If a document is printing and you want to stop it, press **Exit**. Printing stops and the following panel is displayed:

Printing is about to be canceled.  
Cancel printing (y/n)?

If you want to cancel the printing, type **y**. This will cause Word Processor to stop printing any more information.

**Note:** If your machine is set for Background Printing, pressing **Exit** will not stop printing. You must follow the steps outlined in "Revise or Quit Background Printing" on page 3-100.

To determine if Background Printing is on, go to the Revision Functions and Options menu by pressing **2**, then **3** from the Word Processor Main Menu. If **y** is selected in the **Print in background..(y/n)? [ ]** option, you are in the Background Printing mode. To set Background Printing off, change the setting to **n** and press **CRtn**.

## **Printing Documents**

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## Enhanced Forms

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## **Enhanced Forms**

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## **Using Enhanced Forms**

Enhanced Forms, which is used in Word Processor, is an enhanced version of the Forms feature available in Typewriter. Use the Typewriter Forms for simple forms. However, you should use the Enhanced Forms in Word Processor when you have more complex forms to fill in or have information to merge onto many forms.

This feature allows you to fill in a number of preprinted forms (like purchase orders, insurance forms, or tax forms) easily and quickly.

Enhanced Forms is to be used with a version 3.0 or higher.

---

### **Forms Features**

When you fill in a form, you want to stop to add information at blank spaces. This information is called *variable text*. You set an electronic code called a Mark where you want to type variable text.

You can also type *constant text* that will print at a certain point every time you fill in the form. For example, you may want to print the constant text, "For Office Use Only," on line 56 every time you fill in the form. During printing, the typewriter automatically prints "For Office Use Only" on line 56 and then continues to the next mark.

All the marks and text for a particular form are stored on the hard disk or a diskette, so several different forms can be saved and recalled for future use.

Filling in preprinted forms is a four-step process.

1. Create a master form that includes marks, prompts, and constant text you want to use to fill in the preprinted form.
2. Save the master form you have created. Remember, *you are not creating a form*, you are placing marks at blank fields on a form to be filled in later.
3. Retrieve the form you stored, and fill it in. As you move from mark to mark, you type text at the marks you entered earlier.
4. Print the filled-in form.

## **Enhanced Forms**

### **Terms You Need To Know**

You should be familiar with the basics of the Word Processor before using the Forms operations. Also, you should be familiar with the following terms:

- **Mark** — A position on a preprinted form where you want to enter variable or constant text. The mark has a vertical and horizontal coordinate, which is the distance down from the top of the form and the distance from the left edge of the form.
- **Variable Text** — Text information that changes every time you fill in a preprinted form.
- **Constant Text** — Text information that remains the same every time you fill in a preprinted form.

## Sample Preprinted Form

A sample preprinted form is shown below:

- Each M shows where you may want to set a mark. Later, when you are filling in the form, the cursor will move to these marks and you will type variable text.
- Each CT shows where you may want to type constant text. If you enter constant text after a mark, the text will print each time the form is filled out. The text you type is stored with the master form.

Newspaper Subscription Service			
Contributors List			
First Name M	M.I. M	Last Name M	Contribution Amt. M
Address M		Date of Contribution M	
City M	State M	Zip M	ID Number M
Telephone No. M			
Distribute to: Accounting Publishing Direct Mail			
Instructions: _____ _____			
CT	Bob Jones		
CT	Route Manager Daily News Newspaper		

## Enhanced Forms

### Creating a Master Form

A master form contains special codes called Marks that serve several purposes. Some marks may contain only *prompts* about which form to load in the typewriter, which typestyle to use, how to align the form, and so on. *Stop Codes* may also be inserted in a mark so the typewriter will stop at that point to allow some change to be made.

Some marks may contain constant text, while others may allow you to type in variable text at that point in the form.

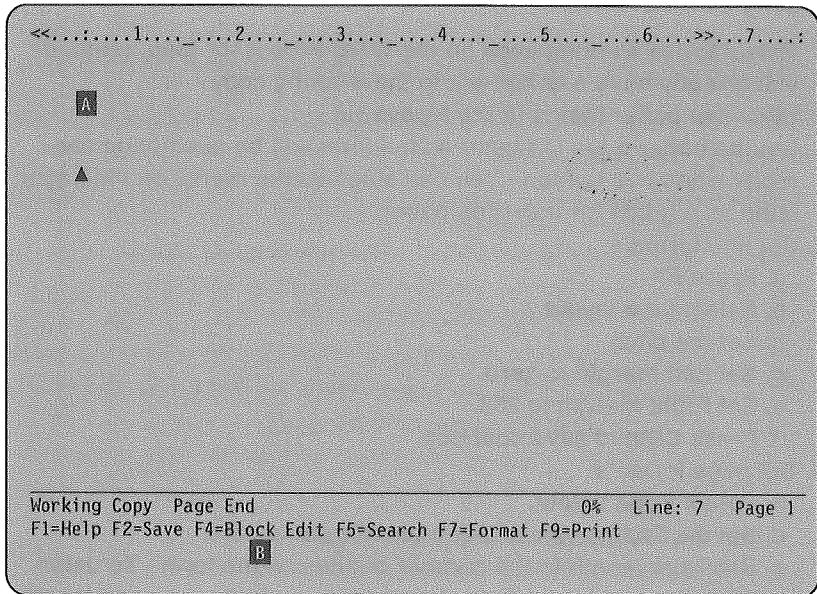
When you create a master form, you are inserting these marks, Stop Codes, prompts, and constant text so the form can be filled in correctly at a later time.

When you turn on the system, the Typewriter screen is displayed. Press the **Type/Screen** key to switch to the Word Processor menu. The Word Processor Main Menu is displayed.

Word Processor Main Menu
1. Create or Revise
2. Revise document Format
3. Print
4. Get
5. Save
6. Erase working copy
7. Alter print queue
To select, use ↑ or ↓ and press CRtn.

Select **Create or Revise**. You are in the Word Processor, where you can begin constructing your master form. *All of the functions and features of Word Processor are available to you to create your master form.*

The screen you see resembles the following:



Note the two main areas of the screen:

- A** Text Screen where marks and text may be typed for each position on the form.
- B** Definitions of the most commonly used keys are displayed at the bottom of the screen. For example:
  - **F1 = Help.** Help is available for the Forms operations by pressing this key.
  - **F2 = Save.** This key allows you to save the master form you have created to a storage diskette or hard disk.

*Use this screen to create a master form by inserting marks and text at each position on a preprinted form to be filled in later. You will be shown two methods for determining the location of the marks on the form.*

## **Enhanced Forms**

Before you begin inserting marks in your master form, use the following steps to set up your typewriter correctly for the form you are using.

### **Set Up Your Typewriter**

Follow these instructions to prepare your typewriter before you begin creating a master form.

1. Select **Erase working copy** on the Word Processor Main Menu if you already have a document in the working copy.
2. Eject any paper that is in the typewriter.
3. Set the paper edge indicator so the form will be positioned correctly when it is loaded. You can also use the marks on the paper table as a guide for inserting paper.
4. Set line formats:
  - a. Press **F7**.
  - b. Select **Line layout**.
  - c. Set the pitch.
  - d. Set Left margin to zero.
  - e. Set Right margin to 255.
  - f. Press **CRtn** to save changes.
5. Set page formats:
  - a. Select **Page layout**.
  - b. Set the Top margin and Bottom margin to zero.
  - c. Set Page length to the number of lines on the form. To determine the number of lines on the form, multiply the page length in inches by the number of lines per inch. For example, 11-inch paper at 6 lines per inch equals 66 lines per page.
  - d. Set page width to the maximum (255).
  - e. Press **CRtn** to save the changes.
  - f. Press **Exit** to continue.

## **Methods for Creating a Master Form**

Two methods are available for determining the location of the marks on the form you are creating:

**Paper Positioning:** This method allows you to load the form into the typewriter, move the carrier to the location of a blank, and place a mark at the location.

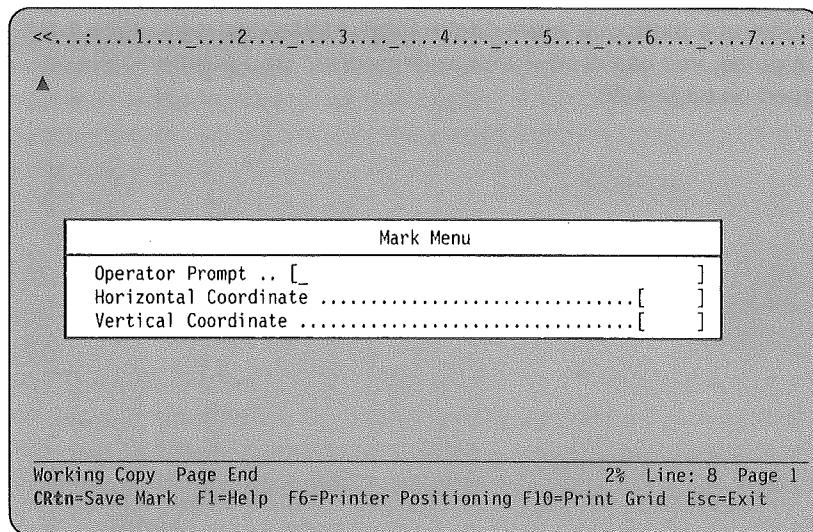
**Grid Positioning:** The second method allows you to load the form in the typewriter and print a *grid* on the form. The grid contains identifying marks and location information so that you may determine the location of a particular mark on the form. Using this copy of the form as a guide, you can create your master form. Grid positioning is discussed on page 4-26.

## Enhanced Forms

### Insert Marks and Text Using Paper Positioning

To begin creating a master form using paper positioning:

1. Insert a form into the typewriter. If the form does not always load to the same writing line, choose a reference point on the form and adjust the writing line to that point each time the form is loaded. For example, you may want to align the top of the form with the top of the cardholder on the typewriter.
2. Press **Code + M**. The Mark Menu is displayed, as in the following screen example.



3. Type a prompt to help you fill in the form, or leave blank if no prompt is desired. If you type a prompt, the screen will appear similar to the following example:

Operator Prompt .. [Last Name\_ ]

If you type a prompt, it will appear on the screen when you fill in this blank on the form, reminding you what variable text to type.

4. Press **F6** to determine the coordinates of the mark. The following panel appears:

Use the arrow keys to position the carrier.  
Press **CRtn** to save coordinates.

*The position of the mark on the screen does not control its placement on the form.* The mark itself contains the placement information. The marks should be placed in a single column on the screen for ease of editing.

The following chart lists the carrier and paper movement keys. Try each of the keys and note how the carrier and paper moves.

Key(s)	Description
↑	Move the form in the typewriter up $\frac{1}{10}$ inch.
↓	Move the form down $\frac{1}{10}$ inch.
→	Move the carrier to the right $\frac{1}{10}$ inch.
←	Move the carrier to the left $\frac{1}{10}$ inch.
<b>Tab</b>	Move the carrier to the right 1 inch.
<b>Shift + Tab</b>	Move the carrier to the left 1 inch.
<b>Code + ↑</b>	Move the form up $\frac{1}{100}$ inch.
<b>Code + ↓</b>	Move the form down $\frac{1}{100}$ inch.
<b>Code + →</b>	Move the carrier to the right $\frac{1}{100}$ inch.
<b>Code + ←</b>	Move the carrier to the left $\frac{1}{100}$ inch.
<b>BgnL</b>	Move the carrier to left limit and set the mark horizontal coordinate to 0.
<b>Code + BgnL</b>	Move the carrier to left limit and set the top of form.
<b>F6</b>	Moves the carrier to the blank on the preprinted form corresponding to the mark in the Mark Menu.

5. Type an **x** to determine if the carrier is positioned where you want a mark on the form. If the **x** is not at the correct location, erase it, move the carrier to the correct location, and try again. (You can only erase the **x** if you are using a correcting ribbon.)

## Enhanced Forms

Continue practicing these steps until the x prints in the correct location. Since this x is not stored with the master form, you do not need to erase it, unless you want to use the practice form again.

6. Press **CRtn** to enter the mark in the master form.
7. Enter constant text (if any) to the right of the mark.
8. Press **CRtn**. The constant text will print on the form at the location of the mark when the form is printed.

Do not enter variable text at this time. Enter variable text when the form is being filled in.

In the following example, marks are indicated by the asterisks (\*) before and after the mark prompts, such as *\*Last Name\**. *Regardless of the preprinted form layout, marks on the screen should appear in a single column..* So, the screen for a form may look like this:

<<.....1.....2.....3.....4.....5.....6.....7....:<br/><\*>Last Name\*<br/><\*>First Name\*<br/><\*>Address\*<br/><\*>City\*,<br/><\*>State\*▲

Working Copy Page End 2% Line: 8 Page 1  
F1=Help F2=Save F4=Block Edit F5=Search F7=Format F9=Print

Continue inserting marks, prompts, and constant text until you have completed the master form.

If you type constant text, it appears on the screen following the mark. For example, the *\*Customer Note\** in the following sample will print on every copy of the form:

<<.....1.....2.....3.....4.....5.....6.....7.....

\*Last Name\*

\*First Name\*

\*Address\*

\*City\*,

\*State\*

\*Customer Note\* You may at any time place orders through our toll free customer service lines. Orders through these lines will be shipped immediately through the express mail service of your choice and arrive at your home quickly for your enjoyment.▲

Working Copy Page End

2% Lines 8 Page 1

F1=Help F2=Save F4=Block Edit F5=Search F7=Format F9=Print

**Note:** Enter marks in the master form in the order they appear on the preprinted form from top to bottom. The marks appear on the display in the order they were entered.

## Enhanced Forms

### Revising a Mark

If a mark prints at the wrong position on the page, you can revise that mark by giving it different coordinates. To revise a mark you have set:

- 1: Position the cursor on the mark you wish to revise. Make sure the cursor is at the asterisk at the *left* side of the Mark and that the word **Mark** appears on the status line.
2. Press **Code + M**. The Mark Menu appears with the information for the mark you selected:

Mark Menu	
Operator Prompt ..	[Last Name ]
Horizontal Coordinate .....	[1.51 ]
Vertical Coordinate .....	[2.55 ]

3. Revise the Operator Prompt, the Horizontal Coordinate, or the Vertical Coordinate, as needed. Do not press **CRtn** until you are sure the coordinates are correct.
4. To verify the position of a mark on the form, load the form and press **F6**. The carrier moves to the mark position on the form.  
If you see that the carrier position is incorrect, make sure the form is loaded accurately, and press **F6** again. Change and verify the coordinates until they are correct.  
You can also use paper positioning to change the coordinates of the marks, if you want to.
5. Press **CRtn** to save the changes or **Exit** to quit if you do not want to save the changes.

### Starting Over

If you are creating a master form and want to start over for any reason:

1. Eject the form.
2. Select **Erase working copy** on the Word Processor Main Menu.
3. Begin at step 1 on page 4-10.

## Saving the Master Form

After all blanks have been marked, name and save the working form on the diskette just as you save your other documents in Word Processor.

1. Press **F2**. The Quick Save panel is displayed.
2. Type a name for the master form that will remind you of the contents of the form.
3. Press **CRtn**.

The master form has been saved.

---

## Getting a Master Form

To use stored master forms:

1. Select **Create or Revise** on the Word Processor Main Menu.
2. Press **Shift+F6** (Get). The Type of Get panel is displayed.

Type of Get
1. Get file
2. Insert file

3. Select **Get file**. The Get File panel is displayed.

Get File	
File name... [A:\_	]
Type the File name; then press <b>CRtn</b> .	

4. Use **Correction** to erase any file name shown on the Get file panel and type the name of the form file you want.
5. Press **CRtn** to get the form.

The form you retrieved replaces any text that was in the Working Copy.

## Enhanced Forms

### Displaying a Directory

You can also display a directory of all forms on the disk in alphabetical order. After you select Get a File, press **F3** to display the directory. An example is shown below:

File Services		
Storage Type	Directory	File Name      Size
A (Internal) B (Diskette)	< None >	SALES .FRM      5,069
		IRS1040 .FRM      5,069
		DELIVERY.FRM      5,069

To select, use the Tab key and ↑ or ↓. Then press CRtn.

A:\\*.FRM                          Line 1 of 3                          34,876 bytes free  
F1=Help F2=Zoom F4=Sort F6=Erase F7=Copy F8=Rename F9=Print

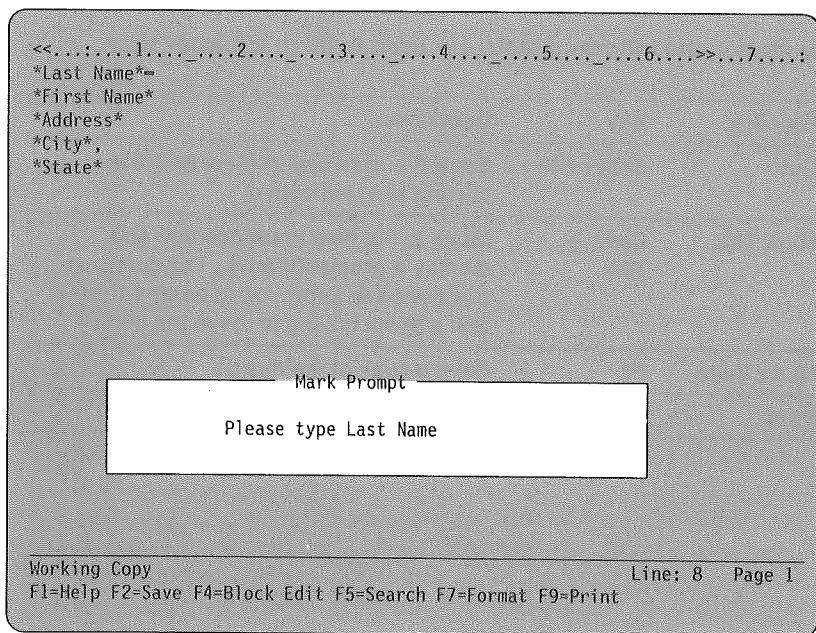
Follow the instructions on the screen above to select a form. Use **Tab**, and **↑** or **↓**, then press **CRtn**. The form you select appears on the screen.

To exit the directory without selecting a form, press **Exit**.

## Filling in and Printing the Form

To fill in and print a master form:

1. Get the file into the Working copy.
2. Press **Code + Tab** (Mark Tab) to move the cursor to the first mark in the file. In the following example, the prompt *\*Last Name\** is at the first mark on the form and the cursor is at the correct place for entering text.



3. Type the variable text for this copy of the form (name, address, and so on).
4. Repeat steps 2 and 3 until you have entered all of the information for this copy of the form.
5. Press **F2** to save the completed form, if you want to.

**Note:** Choose a different name for your completed form from the master form. You want to keep the master form for repetitive use.

6. Eject any paper in the typewriter.
7. Insert a blank preprinted form using the **paper ball load lever**.

## **Enhanced Forms**

- Make sure the top of the form is in the correct position. The form must be at the same writing line as when the master form was created.
  - Always align the left edge of the paper with the same mark on the paper table or paper edge indicator.
8. Print the form using **F9** or the Print Menu.

You can repeat the procedure of filling in and printing a form until all copies of this form are printed.

The keys in the following table are used to fill in a master form:

<b>Function</b>	<b>Key</b>	<b>Description</b>
Get	<b>Shift + F6</b>	Get a file from disk and replace the current working copy.
Mark Tab	<b>Code + Tab</b>	Move to the next mark position and display a prompt (if any). The cursor is positioned to allow you to enter variable text without having to move the cursor.
Quick Save	<b>F2</b>	Save a copy of the form.
Print	<b>F9</b>	Print a form from the Working Copy.

## Deleting a Mark

If a mark is incorrect or not needed, you can delete the mark and any prompt it contains.

To delete a mark, move the cursor to the mark (the first \* is highlighted) and press **Delete**. A prompt appears to ensure you want to perform the deletion.

Press **CRtn** to delete this code.

Press **CRtn** to delete the mark.

Save the master form after you have made any revisions or deletions.

---

## Helpful Hints

- Use **Code + U** to underline text on a form.
- You may use the spell checking option (**F10**) on a completed form.
- You cannot print a form with proportional spacing.
- You should not switch to the Typewriter task while you are filling in or printing a form.

## **Enhanced Forms**

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### **Advanced Forms Functions**

The functions discussed here should not be undertaken until you have a good knowledge of the basic forms functions.

### **Using Multipart Forms**

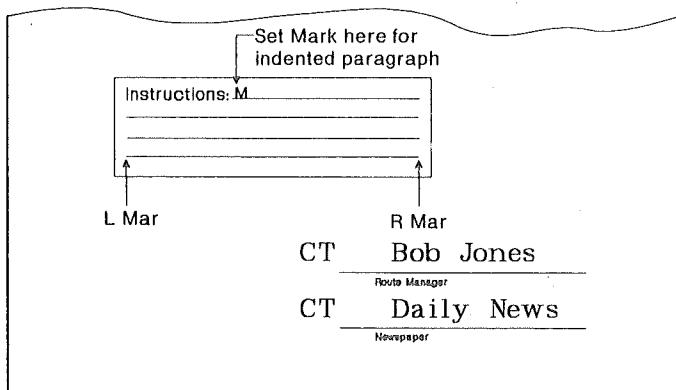
When typing text into a master form that is to be printed on multipart forms, you should use the Word Processor **BOLD** mode (**Code + B**) or **Double Strike** selected from the Print Menu.

## Typing Indented Information in a Master Form

If you wish to type several lines of indented information at a mark:

1. Turn Auto Return on.
2. Set a mark at the correct position on the paper.
3. Set the Left Margin to the indented value. The left margin is equal to the horizontal coordinate multiplied by the pitch. For example, to set a left margin at 3.0 inches in 12 pitch you would set the margin at 36.
4. Erase the Horizontal Coordinate of the mark. The horizontal coordinate defaults to the left margin when the form is printed.
5. Set the right margin where it is needed.
6. Type the text.

You can also indent the first line of text by setting the mark to the right of the left margin. The following illustration shows a paragraph enclosed in a box. The text will flow within the box if the margins are set correctly and Auto Return is on. The mark can be set after the printed word in the example, or can default to the left margin.



Once you have completed the indented information, you may reset the left margin so that text typed after the indented text is at the proper margin.

## Enhanced Forms

### Creating Multipage Master Forms

If your form has more than one page, you need to create a multipage master form, with the pages corresponding to the pages of the original form.

To start a new page in the master form:

1. Press **Code + E**. The screen clears and *Page 2* appears in the lower right corner.
2. Insert the new page of the form into the typewriter.
3. Press **Code + M**. The Mark Menu appears.
4. Press **F6**.
5. Press **Code + BgnL**. This resets the coordinates for the new page.
6. Continue inserting marks in the master form.

If your form contains many marks and the **Maximum document size has been reached** message appears on the word processor screen, you must end that data set and begin a new one. You can also note when the menu indicator reads **95% Used** and break the form at that point. These sections of the form may be *joined* when you print the form. See "Using Merge to Join Documents" on page 6-11 for more information.

After all the marks and text are inserted in the master form, save the master form.

1. Press **F2** The Quick Save panel appears.
2. Type a name for your master form that will remind you of its contents.
3. Press **CRtn**. The master form is saved. You may want to note the name of the master form on a copy of the preprinted form for future reference.

## Stopping the Typewriter During Printout

If you need to stop the typewriter (to change a printwheel or prompt the operator to load a form, for example), set a stop code at the mark where you want the typewriter to stop.

1. Move the cursor to the blank on your form where you want the typewriter to stop.
2. Press **Code + M**. The Mark Menu appears.
3. Press **Code + 9** (Stop). A Stop Code appears like a heavy dash in the Operator Prompt and tells the typewriter to stop at that place when printing the form.
4. Type an operator prompt to remind you what to do while the typewriter is stopped. Operator prompts can be used to indicate which form should be loaded, remind the user to align the form to a certain line, install the correct printwheel, or change some typewriter settings. An operator prompt may look like the following example:

Mark Menu
Operator Prompt .. [-Insert Page 1 of Form 9998X3_ ]
Horizontal Coordinate ..... [ ]
Vertical Coordinate ..... [ ]

The operator prompt you type appears on the screen when you are printing the form, reminding you to do certain things.

5. Press **CRtn** to enter the mark (including the Stop Code and prompt) in the master form.

During the printing of the form, the typewriter will stop printing when it reaches the Stop Code.

## Enhanced Forms

### If the Form Prints Incorrectly

If only one mark is incorrectly placed, see "Revising a Mark" on page 4-14. Revise the coordinates for the incorrect mark.

If several marks are printing incorrectly, check the following to locate and correct the problem.

1. Check paper loading and alignment.
  - The form must be loaded to the same first writing line each time.
  - The left edge of the paper must be at the same position each time a form is loaded. The paper edge indicator supplied for your correcting printer will assist you in aligning the paper correctly each time.
2. Make sure your typewriter prints the same number of lines per inch as the form calls for. Differences in typewriters can cause all the marks to align differently.

If you need to adjust the locations of all or several of the marks in a completed form:

1. Retrieve the completed form into the Working Copy.
2. Insert the form into the typewriter, aligning the paper correctly.
3. Choose a critical mark, such as one that fills in a small box. Move the cursor to the mark in the master form that represents this critical mark.
4. Press **Code + F3**. The Form Alignment Menu appears.

Form Alignment Menu
Apply Offset(s) to all marks (y/n)?.....[y]
Horizontal Offset ..... [ ]
Vertical Offset ..... [ ]

- The **Apply Offset(s) to all marks** field allows you to update all the marks, or only certain ones.

If you specify yes, all the marks in the document are updated, regardless of where the cursor is located.

If you specify no, the current mark and all that follow are updated.

If you specify a horizontal or vertical offset that would set the coordinates off the form, the marks are not updated. The cursor is positioned on the mark that was specified incorrectly.

To solve the problem, you can align your paper differently or use a different value for the offset.

- The **Horizontal Offset** and **Vertical Offset** fields allow you to specify offsets in either or both directions. The system will calculate the offset for you if you do not know how far the marks should be moved.

The offset value may be positive or negative.

5. Press **Code + M** and then press **F6** to determine the offset needed. You are instructed to use the cursor keys to move the carrier to the new position, then press **CRtn** to update the marks.
6. Move the carrier to the correct position and type an x to verify that the position is correct. Note that the system is calculating the difference between the old mark position and the new mark position.
7. Press **CRtn**. The marks are updated by applying the offsets that were calculated.
8. Save the form after making any revisions to the marks.

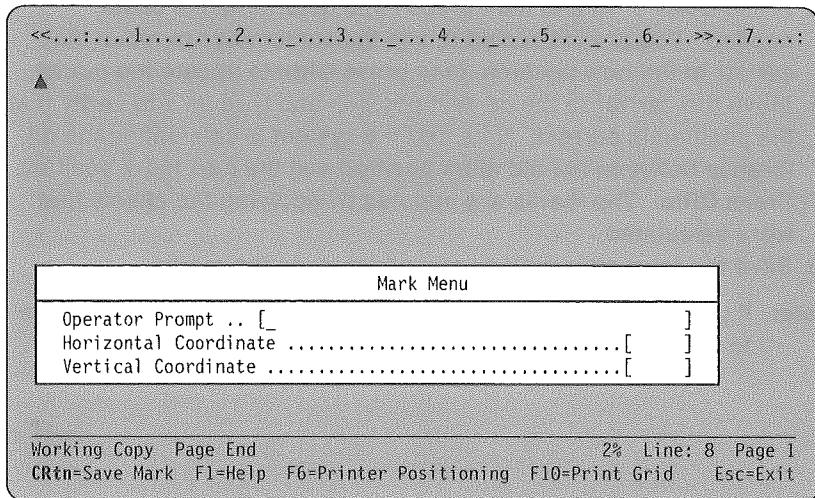
**Note:** If you have made changes to a completed form, you may have to make the same revisions to the master form as well.

## Enhanced Forms

### Insert Marks and Text Using Grid Positioning

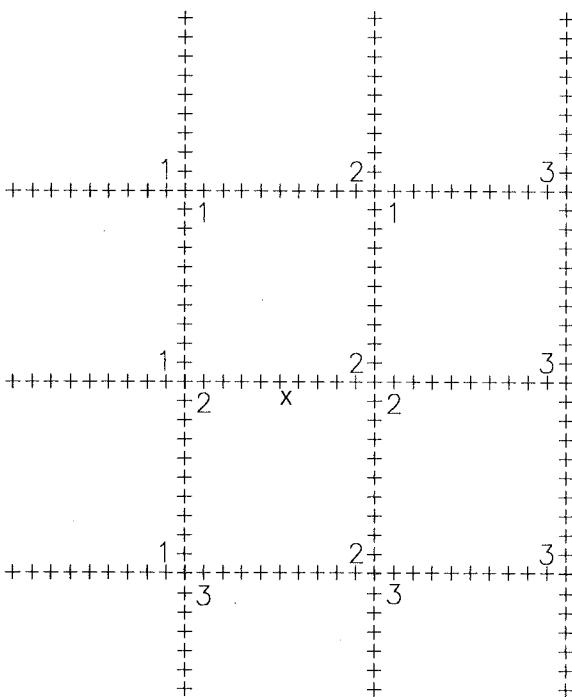
Follow the steps in "Set Up Your Typewriter" on page 4-8 to prepare your typewriter for the master form you are creating. Insert a 10-pitch printwheel to print this grid. After the form is inserted in the typewriter and the margins and pitch are set:

1. Press **Code + M**. The Mark Menu is displayed.



- a. Set Horizontal Coordinate to paper width in inches.  
b. Set Vertical Coordinate to paper length in inches.
  2. Insert a blank preprinted form using the **paper bail load lever**. Align the left edge of the form with a mark on the paper table, or use the paper edge indicator, if available.
- The preprinted form that you inserted has a *length* (expressed in vertical coordinates) and a *width* (expressed in horizontal coordinates).
- Note:** You can print the grid on a transparency and then lay the transparency over the preprinted form to determine the coordinates.

3. Press **F10** to print the grid. The following example shows a grid 3 inches wide by 3.5 inches long.



The grid consists of one-inch squares, and each plus sign represents  $\frac{1}{10}$  inch. The x in the illustration is at horizontal coordinate 1.5 inches, and vertical coordinate 2.1 inches.

4. Remove the form with the grid printed on it and insert a clean copy of the same form.
  5. Set a mark for the first blank on the form:
    - a. Type a prompt to help you fill in the form, such as the type of information that is typed in this blank. If you type a prompt it will appear similar to the following example:

Mark Menu	
Operator Prompt .. [Last Name	[ ]
Horizontal Coordinate .....	[ ]
Vertical Coordinate .....	[ ]

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- If you type an operator prompt or message, it will be shown later when you fill in this blank on the form.
- b. Press ↓ until you are on the Horizontal Coordinate field.
  - c. Use the form with the grid on it to determine the coordinates of the mark you are entering. For example, to set the mark 2.25 inches from the left of the form, type that value in the Horizontal Coordinate field.
  - d. Press ↓ to move the cursor to the Vertical Coordinate field.
  - e. Fill in the Vertical Coordinate, using the form with the grid on it as a guide. For example, if the blank on the form begins 1.5 inches down the page, type this value in the Vertical Coordinate field.
  - f. Press **CRtn** to enter the mark in the master form. The mark appears as blue text on the screen if you are using a color display.
- Always enter marks and text on the preprinted form from top to bottom, proceeding from left to right across a line. *This is especially important if you are using a sheetfeed or forms feeder.*
- g. Enter constant text (if any) to the right of the mark and press **CRtn**. The constant text is saved with the master form and will print on the form at the location of the mark.

**Note:** Do not enter variable text at this time. Enter variable text when the form is filled in.

In the following example, marks are indicated by the asterisks (\*) before and after the mark prompts, such as \*Last Name\*.

Constant text appears on the screen following the mark. The \*Customer Note\* in the following sample will print on every copy of the form:

```
<<.....1.....2.....3.....4.....5.....6....>>...7....:
```

```
*Last Name*
```

```
*First Name*
```

```
*Address*
```

```
*City*
```

\*Customer Note\* You may at any time place orders through our toll free customer service lines. Orders through these lines will be shipped immediately through the express mail service of your choice and arrive at your home quickly for your enjoyment. ▲

Working Copy Page End

2% Line: 8 Page 1

F1=Help F2=Save F4=Block Edit F5=Search F7=Format F9=Print

6. Continue inserting marks, prompts, and constant text until the master form is completed.
7. Save the master form, giving it a name that will help you remember which form it represents.

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### Creating a Master Form with Identical Lines

If you have a form that has a number of identical lines, you may create the marks for the first line of the form and then copy these marks to create marks for the other lines that are the same. For example, the following form has marks on each line that are positioned similarly to those on the first line.

Item	Color	Qua.	Date	Description
M	M	M	M	M
M	M	M	M	M
M	M	M	M	M
M	M	M	M	M

1. Create the marks for the first line of the form *all on one line*, as in the following example.

\*item\* \*color\* \*quantity\* \*date\* \*description\*

2. Erase the *vertical* coordinates for the marks, except for the mark at the left margin (\*item\*). If a mark does not have a vertical coordinate, the carrier stays on the same writing line.
3. Copy this completed line as many times as needed (using **F4**) to create other lines of marks.
4. Move the cursor to the first mark on each line and press **Code + M** to edit the marks.
5. Press **F6** and use paper positioning to determine the new vertical coordinate.
6. Press **CRtn** to accept the changed coordinates.

## Using Right-Aligned and Decimal Tabs with Forms

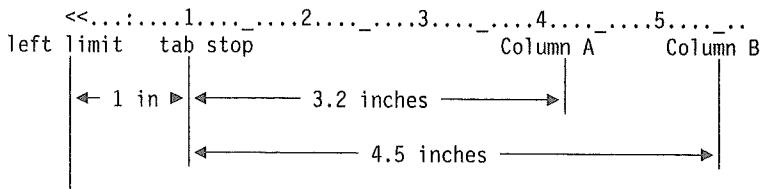
You can set a decimal tab or a right-aligned tab when filling in forms with numbers of varying widths. The numbers you type will be aligned with the right edge of the box or the decimal position, whichever you choose.

In this example, a right-aligned tab is set so that the marks will print dollar values correctly on a typical tax form.

The margins for this form are set at 0 and 255. The measurement units are inches. The pitch is 12 characters per inch.

1. Insert the form into the typewriter, aligning it correctly.
2. Press **F7** (Format).
3. Select **1. Tabs and Margins**.
4. Clear all tabs (**Code + F10**).
5. Move the cursor to a point 1 inch from the left margin and press **Shift + Tab** to set a right-aligned tab. Your marks will be calculated as an offset from this mark, so it is simpler if the tab is set at an even inch mark.
6. Set a mark at the right side of the box on the preprinted form where numeric information will be inserted.
7. Set a prompt such as *Press Tab; enter amount*.
8. Press **F6** to determine the coordinates. On the tax form we are using, the first numeric blank is column A, line number 6. The horizontal coordinate as determined by paper positioning is 4.2 inches.
9. Press **Exit** to end paper positioning. The Mark Menu is still displayed.
10. Subtract the value of the right-align tab (1 inch) from the horizontal coordinate (4.2 inches) and enter the result in the horizontal coordinate field (3.2 inches).

You can use the Calculator feature to calculate this coordinate, if necessary.



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11. Press **CRtn** to enter the mark in the master form.
12. Enter a mark for the other numeric column on this line. The marks you set for both columns use the same tab stop, but a horizontal offset of 4.5 inches is used for column B.
13. Save the master form.

When filling in the form, you will be prompted to press **Tab** before typing the numeric amount.

The screen for these two columns looks like this:

```
*Press Tab; enter amount 6. Wages, Wife* 15,500 00  
*Press Tab; enter amount 6. Wages, Husband* 18,300 00
```

The tab that follows the mark is indicated by a small arrow when the cursor is positioned on the tab. The decimal point is omitted on the screen because there is a vertical line on the form where the decimal point would fall.

The printout will look something like this:

	A. Wife	B. Husband
6.	15,500 00	18,300 00

## Viewing the Contents of the Marks

If you want to see the contents of the marks in a form, save the form as an ASCII file.

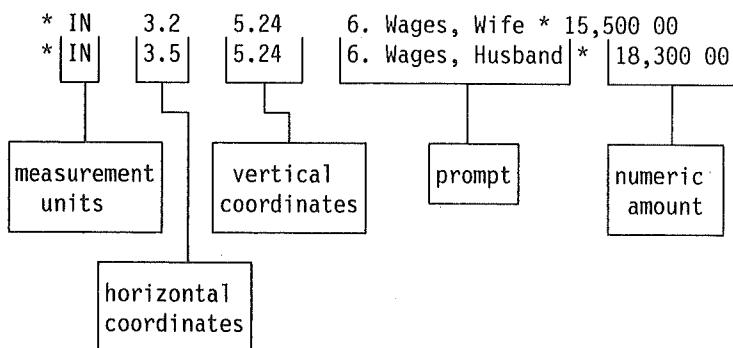
Use the ASCII file to determine if vertical coordinates are in increasing order. This is useful because a form feeder cannot do reverse indexing.

### Saving the Form as an ASCII file

Be sure to use a different name for the ASCII file so it will not be confused with the completed form or the master form.

1. Return to the Word Processor Main Menu.
2. Select **Save**. The Type of Save menu appears.
3. Select **ASCII**. The Save File panel appears.
4. Type a name for the file that is different from the form name. For example, use the file extension .ASC to remind you that this is an ASCII file.
5. Press **CRtn**. The form is saved as an ASCII file.

The marks in the tax form shown on the previous page would look like the following example:



Note that the vertical coordinate is the same (5.24) for both entries because they are both on the same writing line.

If you need to make adjustments to the coordinates, be sure to make them in the master form.

### Notes.

- A form saved as an ASCII file *cannot* be converted back to a form.
- Do not save the form as an RFT file. The format of forms is not compatible with other word processors.

---

### Using a Word Processor Form with Merging

Merging is used for creating *personalized mailings*, such as labels, envelopes, and form letters. You can also fill in forms using information from a list created in Information Management or Mail and Phone Lists. Using Merging, for example, you could send out a preprinted form with the customer's name, address, and phone number already imprinted on the form.

### Using Merging to Fill in a Form

**Note:** Before information can be merged with a master form, a mailing list must be created.

After you have created a list in Mail and Phone Lists or Information Management, you can merge the information from the list with a series of forms. See "Using Merge" on page 6-3 for more complete information on merging.

### Terms You Need to Know

Before you begin to use Merging with Word Processor Forms, you should be familiar with the following terms:

- **Field** — One item of information from your mail or phone list, inserted into the record to the right of a field name. For example, a field can contain a number, name, address, or a phone number.
- **Field Name** — A title used to identify a field. For example; Last Name, First name, Street Address, City, State, and Zip.
- **Field Number** — A number assigned to the field in the order of appearance on the screen (top to bottom, left to right). For example, LAST NAME would be called 1 because it is the first field shown. The FIRST NAME field has the field number 2. In this section, we will use field names instead of field numbers.

### Sample Merge Form Procedure

The following example shows a sample form with marks set on the lines for Name, Address, City, State, Zip, and Phone. You can enter field information on the form that will be filled in from the information in a list when the form is printed.

# Newspaper Subscription Service

## Contributors List

First Name M **	M.I. M	Last Name M **	Contribution Amt. M
Address M **		Date of Contribution M	
City M **	State M **	Zip M **	ID Number M
Telephone No. M **			

Distribute to: Accounting  
Publishing  
Direct Mail

Instructions:

---

---

---

CT Bob Jones  
Route Manager  
CT Daily News  
Newspaper

Each \*\* on this example shows where a mark is set. (The \*\* does not actually print.)

The steps on the following pages show how you can put field information at each mark.

## Enhanced Forms

To create a master form for merging information from a list:

1. Select **Create or Revise** on the Word Processor Main Menu.
2. Create the master form shown here.

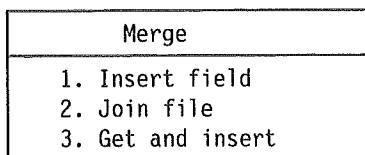
<<.....,1,...,2,...,3,...,4,...,5,...,6,...,>...7....;

\*Customer Last Name\*  
\*Customer First Name\*  
\*Customer Address\*  
\*Customer City\*  
\*Customer State\*  
\*Customer Zip\*  
\*Customer Phone 1\* ▲

Working Copy Page End 2% Line: 8 Page 1  
F1=Help F2=Save F4=Block Edit F5=Search F7=Format F9=Print

If this were an actual form, you would enter coordinates for each of these fields that correspond to the form you want to fill in.

3. Save the form using **F2** (Quick Save), and give it a name, such as MERGFORM.
4. Move the cursor to the first mark where you want information from the Mail/Phone list to be included on the form (\*Customer Last name\* on this sample form).
5. Press **F8**. The Merge menu is displayed.



6. Select **Insert field**. The Insert Field panel is displayed.

7. Type the field name used in the list (*Last Name* in this example).  
The field name can be in either upper or lower case letters.  
Remember, you must use the field names that appear in your list as you edit this master form.

Insert Field	
Field name or field number..	[LAST NAME ]

8. Press **CRin**. The field name appears in the master form, with asterisks (\*) before and after the field name.
9. Move the cursor to the next mark (\*Customer First Name\*).
10. Press **F8** and type the field name FIRST NAME in the Insert Field panel.

The screen now looks like this example:

<<,...:....1.....\_....2.....\_....3.....\_....4.....\_....5.....

\*Customer Last Name\*\*LAST\_NAME\*

\*Customer First Name\*\*FIRST\_NAME\*

**Note:** The words LAST NAME of the Merge Insert Field are now separated by an underscore, which is inserted by the system.

When the form is printed, Word Processor automatically searches the Mail/Phone list you are using and inserts the last name and first name in these spaces on the form.

11. Repeat steps 3 through 6 until all of the merge fields are filled in on the screen.  
When the form is printed, the name, address, and other information in your Mail/Phone list will be printed instead of the field names.
12. Save the form using **F2** (Quick Save), giving the master form a name.

## Enhanced Forms

### Merge and Print the Form

To print the form you have created, use the following steps:

1. Select **Print** on the Word Processor Main Menu. The Print Options menu is displayed.

Print Options	
From page.....	[1 ]
Through page.....	[9999]
Number of copies.....	[1 ]
Lines per inch.....(5/6/8)	[6]
Double strike.....(y/n)?	[n]
Print envelope.....(y/n)?	[n]
Merge file with document..(y/n)?	[n]
Printer prompt for paper..(y/n)?	[y]
Use ↑ or ↓ to move to the next item. Press <b>CRtn</b> to begin printing.	

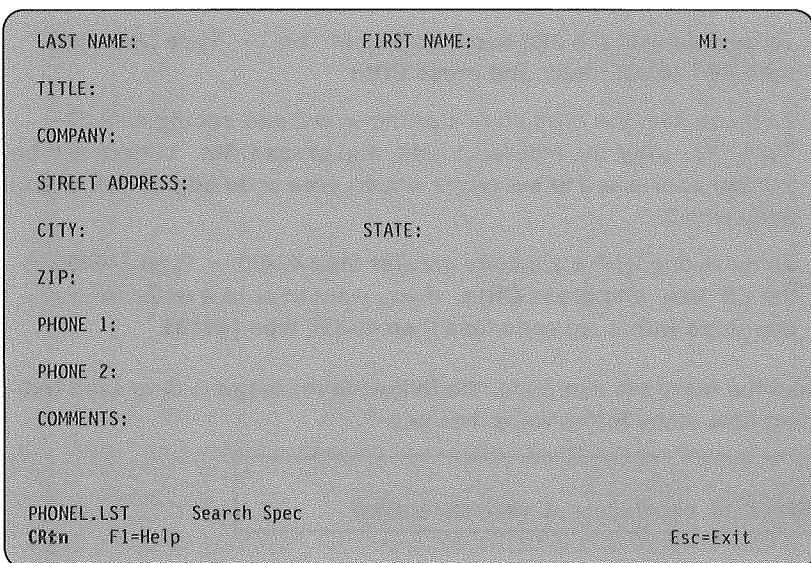
2. Move the cursor to highlight the **Merge file with document** option.
3. Type **y**. Press **CRtn**. The Data File panel is displayed.

Data File
Data file name.. [B:\PHONEL ]
Type the name of the file; then press <b>CRtn</b> .

4. Type the name of the file for the Mail/Phone list on this panel.  
This will print the form using the names and addresses you typed when you created the list in Mail and Phone Lists.
5. Press **CRtn**. The Search spec screen is displayed.
6. To print a form for everyone on the mailing list, press **CRtn**.

### Using the Search Spec Screen

When the Search Spec screen is displayed, you can enter information in any field or combination of fields so your mailing will go only to certain people.



The image shows a computer screen displaying the 'Search Spec' screen. The screen has a light gray background with a dark gray border. Inside, there are several input fields and labels:

- LAST NAME: (empty)
- FIRST NAME: (empty)
- MI: (empty)
- TITLE: (empty)
- COMPANY: (empty)
- STREET ADDRESS: (empty)
- CITY: (empty)
- STATE: (empty)
- ZIP: (empty)
- PHONE 1: (empty)
- PHONE 2: (empty)
- COMMENTS: (empty)

At the bottom left, there are two lines of text: "PHONE1.LST" and "CRtn F1=Help". At the bottom right, there is text: "Search Spec" and "Esc=Exit".

To print a form to a selected group on the mailing list, you can select any field or combination of fields for your search spec.

**Note:** Some of the information in the fields shown below is typed with a /, [, ], or two periods (..) immediately before or following the text. Type the text and characters *exactly* the way they appear.

When the Search Spec screen is displayed, you can enter information in any field or combination of fields so your mailing list will only go to those you have selected.

## Enhanced Forms

To send the form:

- *To everyone in a particular city, state, or zip* — Enter the city, state, or zip in the correct fields, and press **CRtn**.
- *To those with the last name beginning with M* — Type **M..** after the LAST NAME field, and press **CRtn**. Letters will be printed to all last names beginning with M.
- *To everyone except those with last names beginning with M.* — Type **/M..** after the LAST NAME field, and press **CRtn**.
- *To all names from M to Z* — Type **]L..** in the Last Name field and press **CRtn**.
- *To anyone with the last name ending in "ski"* — Type **..ski** after the LAST NAME field, and press **CRtn**.
- *To those with the area code starting with 2 and ending with 3* — Type **2?3..** after the PHONE 1 field, and press **CRtn**. Letters will be printed addressed to everyone whose area code begins with 2 and ends with 3.
- *To everyone with a zip code greater than 40405* — Type **]40405** in the ZIP field and press **CRtn**. If you want to print a letter to everyone with a zip code less than 40405, type **[40405**.

When the merge is complete, the following message is displayed indicating how many forms were merged:

Merge is complete. X records merged.

---

**Forms Quick Reference**

<b>Function</b>	<b>Key</b>	<b>Description</b>
Mark	<b>Code+M</b>	Enter a mark on a preprinted form for variable or constant text.
Save	<b>F2</b>	Save the current master form to a storage diskette or hard disk.
Get	<b>Shift+F6</b>	Get a file from disk and replace the current working copy without having to go through the menus.
Mark Tab	<b>Code+Tab</b>	Move to the position after the next mark and display a prompt (if any). The cursor is positioned to allow you to enter variable text without having to move the cursor.
Quick Print	<b>F9</b>	Print a form without exiting the Working Copy screen.
Find	<b>F6</b>	This key allows you to find text and marks. In combination with the <b>Code + M</b> key sequence you can find specific marks.
Repeat Find	<b>Shift+F5</b>	Repeat the Find operation.
Form Alignment	<b>Code+F3</b>	Enter horizontal and vertical offset information to properly adjust form marks for the typewriter.

## **Enhanced Forms**

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## Mail and Phone Lists

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## **Mail and Phone Lists**

---

## Using Mail and Phone Lists

The Mail and Phone Lists function enables you to store your personal and business address information. It is recommended that you use the optional diskette for your lists because each list uses a minimum of 16,384 bytes of storage.

Using Mail and Phone Lists, you can:

- Create and update lists such as personnel lists, telephone lists, price lists, and so on.
- Add new information to your list.
- Search records by various fields. (For example, you can select all zip codes in a list with 40322.)
- Sort records by various fields. (For example, you can sort all last names into alphabetical order.)
- Print individual records.
- Print mail and phone lists.

When using Mail and Phone Lists with Word Processor, you can:

- Merge lists with a document to produce form letters, reports, or similar documents.
- Print summaries of records.
- Print mailing labels and address envelopes.

In this section, an example of a typical mail and phone list is created. This example will also be used in "Using Merge" on page 6-3 to illustrate a sample form letter.

## Mail and Phone Lists

### Terms You Need to Know

Before you begin to use Mail and Phone Lists, you should be familiar with the following terms:

**List** — A collection of records.

**Record** — A collection of all the information about one person in a mail and phone list. It is made up of all field names and fields.

**Field** — One item of information in a record, inserted to the right of a field name. Examples of fields are Joe Brown, 124 Main Street, St. Louis, and Missouri.

**Field Name** — Title used to identify a field. Examples of field names are LAST NAME FIRST NAME, STREET ADDRESS CITY and ZIP. Each field name must be followed by a colon. These must begin with an alphabetic character for later merging with Word Processor documents.

**Field Length** — The number of characters allowed for the information in a field. The length starts one space after the colon.

**Field Number** — A number assigned to the field in the order of appearance on the screen (top to bottom, left to right). For example, LAST NAME would be called 1 because it is the first shown. The FIRST NAME field has the field number 2.

**ASCII** — American National Standard Code for Information Interchange. This standard code creates plain text files that can be used for information interchange among data processing systems, data communication systems, and associated equipment.

## Selecting Mail and Phone Lists

Press the **Menu** key to choose a task. The Task Menu is displayed:

Task Menu
1. Word Processor
2. Typewriter and Forms
3. Mail and phone lists
4. Phone lookup
5. Supplemental dictionary
6. Day's Schedule
7. Scheduler
8. Information management
9. Calculator
10. Format a diskette
To select, use ↑ or ↓ and press CRtn.

Select **Mail and phone lists** on this menu.

## Using Mail and Phone Lists

When Mail and phone lists is selected, the following screen is displayed:

Mail and Phone List Main Menu
1. Create list
2. Update/search records
3. Add records
4. Erase records
5. Get list
6. Revise input layout
7. Merge Records
To select, use ↑ or ↓ and press CRtn.
To select another task, press Menu.

The current list name will be displayed at the lower left corner of the screen.

## Mail and Phone Lists

### Creating a List

A file must be created before information can be added. In this section, you will create a list called PHONEL which will be used to merge with a file in Word Processor.

Each list you create uses a minimum of 16,384 bytes of storage.

#### Practice

Select **Create list** on the Mail and Phone List Main Menu.

1. Type a new list name at the cursor. For this example, type the name PHONEL in the Create list panel.

If a list name is shown that you do not want to use, press **BgnL** to move to the beginning of the panel, then press **Code + Delete** (Del L) to erase the name, including the drive designation.

In this section, we will assume you are storing on the optional diskette drive, B:.

Create list	
File name... [B:\PHONEL .LST]	
Type the name of the file; then press CRtn.	

2. Press **CRtn** and a new list is created.

Mail and Phone Lists has standard predefined field names: LAST NAME, FIRST NAME, MI, TITLE, COMPANY, STREET ADDRESS, CITY, STATE, ZIP, PHONE 1, PHONE 2, and COMMENTS. Each field name is followed by a colon.

A list can contain many records. Review the keys discussed on the next page before you begin to add records to your list.

## Adding Records

To add information to a record, you need to know how these keys function.

Key	Function	Description
Tab	Move to next field	Moves the cursor to the next field.
Shift + Tab	Move to previous field	Moves the cursor to the previous field.
Correction	Erase characters	Erases characters to the left of the cursor.
F1	Help	Displays a Help screen.
F9	Print Screen	Prints the record on the screen.

To add records to a list:

1. Select **Add records** on the Mail and Phone List Main Menu. The Add records screen is displayed.

LAST NAME:	FIRST NAME:	MI:
TITLE:		
COMPANY:		
STREET ADDRESS:		
CITY:	STATE:	
ZIP:		
PHONE 1:		
PHONE 2:		
COMMENTS:		
<input type="button" value="F1=Help"/> <input type="button" value="Add records"/> <input type="button" value="List: PHONE.LST"/>		<input type="button" value="F2=Accept"/> <input type="button" value="F9=Print Screen"/>

You may want to print this blank screen by pressing **F9** so you will have a reminder of the names of the fields in Mail and Phone Lists.

## **Mail and Phone Lists**

2. Type the desired text after the field name.
3. Press **Tab** to move to the next field.
4. Repeat steps 2 and 3 until the record is completed.
5. Press **F2** (Accept) to add the record to your list and save it.

### **Practice**

Type the following information into your list.

Mr. Paul C. Bowler  
Anyway Road  
Lexington, KY 40322  
ABC Company  
606 555-6633

Mr. Bob Jones  
1123 Main Street  
Any Town, KY 40500  
606 555-4469

Mrs. Jane Meyer  
7789 Short Street  
Lexington, KY 50441  
606 555-9876

You will use this list in "Using Merge to Create Form Letters" on page 6-3.

A blank record is displayed on the screen after the previous record has been added to a list. You can continue to add records by repeating the above steps. Press **Exit** when you have added all the records to the list.

## Updating or Searching Records

Select **Update/search records** on the Mail and Phone List Main Menu. The Search Menu is displayed. Use this menu to find records in the list you need to update, delete, or copy.

Search Menu
1. Search by record
2. Browse records
To select, use ↑ or ↓ and press CRtn.

## Displaying the Record

Use this feature to do quick updates to the records.

1. Select **Search by record** to find records that match the search specification. The Enter Search Spec screen is displayed.

LAST NAME:	FIRST NAME:	MI:
TITLE:		
COMPANY:		
STREET ADDRESS:		
CITY:	STATE:	
ZIP:		
PHONE 1:		
PHONE 2:		
COMMENTS:		
F1=Help      Enter search spec. F2=Accept		
List: PHONEL.LST		F9=Print Screen

2. Type the desired search information next to any of the standard field names. Use **Tab** to move from field to field.

## Mail and Phone Lists

### Practice

1. Type **me..** in the LAST NAME field on the Enter search spec screen. Be sure to type two periods after the letters.

LAST NAME: me..

2. Press **F2** to accept this search spec. The list is searched and the name Meyer is found to match the search spec you entered.

LAST NAME: Meyer

FIRST NAME: Jane

MI:

TITLE: Mrs.

COMPANY:

STREET ADDRESS: 7789 Short Street

CITY: Anytown,

STATE: KY

ZIP: 50441

PHONE 1: 606 555-9876

You can find records by typing in any field. For example:

- Typing **L..** after CITY will find all cities beginning with the letter L.
3. Use **F4** (Previous record) or **F5** (Next record) to see if there is more than one record matching your search information.
    - If you entered no search information, the first record on your list is displayed after pressing **F2**.
    - All records can be displayed one at a time in alphabetical order as you repeatedly press **F5**.

## Searching by Browsing a List

On the Search Menu, you can also search by browsing a list.

### Practice

1. Select **Browse records** to view a list of the records that match the search spec on the Search Menu. The Enter search spec screen is displayed.
2. Follow the steps you used when typing on the Enter search spec screen under "Displaying the Record" on page 5-9.
  - To display all records, press **F2**.
  - To display a specific group of records (example, all 606 area codes), after PHONE 1, type **606** followed by two periods (**606..**) and press **F2**.

The first name on the Browse screen is highlighted.

Column headings shown below are PHONE 1, LAST NAME, FIRST NAME, and COMPANY. Each column heading is followed by a colon.

PHONE 1:	LAST NAME:	FIRST NAME:	COMPANY:
606 555-6633	Bowler	Paul	ABC Company
606 555-4469	Jones	Bob	
606 555-9876	Meyer	Jane	

F1=Help                      Browse records  
F10=Add                      F7=Rearrange    F8=Output  
List: PHONEL.LST            CRtn>Select              F9=Print Screen

3. Use **↑** and **↓** (or **Page Up** and **Page Down**) to move through the list.

## Mail and Phone Lists

### Selecting Records

When the Browse screen is displayed, you can display a record and update it if needed.

#### Practice

1. Move the highlighted line to the first line of the Browse screen.
2. Press **CRtn** to display the record. The Maintain screen is displayed with the information inserted from the first record in the list. You can now make any changes needed to this record.

LAST NAME:	Bowler	FIRST NAME:	Paul	MI:	C
TITLE:	Mr.				
COMPANY:	ABC Company				
STREET ADDRESS:	Anyway Road				
CITY:	Lexington		STATE:	KY	
ZIP:	40322				
PHONE 1:	606 555-6633				
PHONE 2:					
COMMENTS:					

---

F1=Help                      Maintain  
F4=Previous record    F5=Next record              F10=Update/Delete/Copy  
List: PHONEL,LST              F9=Print Screen

3. Press **F4** (Previous record) or **F5** (Next record) to view other records in this list.

### Making Changes in a List

When the Maintain screen is displayed, press **F10** to update, delete, or copy that record. The following menu is displayed:

Update/Delete/Copy Menu
1. Update record 2. Delete record 3. Copy record
To select, use ↑ or ↓ and press CRtn.

- Select **Update record** to make changes to the record, then press **F2** (Accept) to save the changes.
- Select **Delete record**, then press **F2** to delete the record from the list.
- Select **Copy record**, then press **F2** to make a copy of the record on the screen in your list. The original record will be retained.

Press **Exit** to return to the Browse records screen.

#### **Practice**

Add a second phone number to the record of Paul Bowler, as in the following example:

PHONE 1: 606 555-6633

PHONE 2: 555-7766

#### **Adding Records from the Browse Screen**

You can add records to your list while the Browse screen is displayed. To add records to the Browse screen:

1. Press **F10** (Add) and the Add records screen is displayed.
2. Type in the desired text.
3. Press **Tab** to move to the next field.
4. Repeat steps 2 and 3 until the record is completed.
5. Press **F2** (Accept) to add the record to your list and save it.

A blank record is displayed on the screen after the record has been added. You can continue to add records by repeating Steps 1 through 5. When finished, press **Exit**.

## Mail and Phone Lists

### Output

From the Browse screen, you can print a copy of the information listed on the screen. You can also save the information in a file (called an ASCII file) that can be used in Word Processor. This file can be edited and printed using different formats or can be added to another document.

### Practice

From the Browse screen:

1. Press **F8** (Output). The Output Information Menu appears.

Output Information Menu
1. Print information
2. Send to ASCII file
To select, use ↑ or ↓ and press CRtn.

2. Select **Print information**. Follow the message instructions displayed.

The list is printed using the column layout of the Browse screen. You can also print individual screens any time **F9 = Print Screen** is displayed.

**Note:** Page length for printing a Mail and Phone List can be set using the Typewriter Paper handling Menu. See page 2-5 if you need more information.

3. Select **Send to ASCII file** on the Output Information Menu.

4. Type a file name such as DOCUMENT on the panel as the example illustrates.

Type output file name
File name... [B:\DOCUMENT
.1]
Type the name of the file; then press CRtn.

The file is saved in the system's internal storage or on the optional diskette.

You will use this file in "Using Merge to Join Documents" on page 6-11.

The ASCII file you have created can be revised using Word Processor by adding page numbers, headers, or footers, or by changing margins or pitch.

### Notes

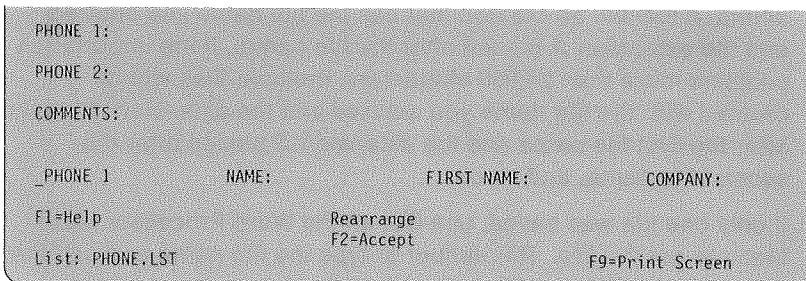
- If the information you are saving contains fewer than 24,000 characters, a file will be created that has the file name you entered and the extension .1 placed after the file name. If the information contains more than 24,000 characters, multiple files will be created with the file name you entered and the extension .1 placed after the first file name and the extension .2 placed after the second file name, and so on.
- If only one file was saved, use **Get** on the Word Processor Main Menu to get the file. Remember to type the file name and add the extension .1. Edit the file using Word Processor to set margins and pitch and to add page numbers, the date, or headings to each page. Save the file using **F2** (Quick Save) in Word Processor.
- If more than one file was saved, use the Word Processor Merge function to create a master file and join the files created. For more details on joining files to create a large document, see "Using Merge to Join Documents" on page 6-11.

### Rearranging a Record

Press **F7** (Rearrange) on the Browse screen to change the *column headings* on the Browse screen.

**Note:** Changes you make in column headings in the Browse screen of Mail and Phone Lists also rearrange the column headings for Phone Lookup.

The Rearrange screen is shown below:



The column headings used on the Browse screen are highlighted on the Rearrange screen. See "Searching by Browsing a List" on page 5-11.

To make changes to the column headings on the Browse records screen, type the field names on the highlighted line of the Rearrange screen. For example, type **Last Name:**, **Company:**, and **City:** as column headings. Each field name must be followed by a colon and provide sufficient spacing between the field names. If the field names are too close together, all the information will not be displayed. Type only field names displayed on the screen.

Press **F2** after you have typed the column headings. The Browse records screen is displayed with the new column headings. Press **Exit** twice to return to the Mail and Phone List Main Menu.

---

## Erasing Records

To erase groups of records that have common fields (for example, all records having a zip code of 40322):

1. Select **Erase records** on the Mail and Phone Lists Main Menu to display the Erase records screen. This option erases groups of records no longer needed.
2. Type the information that is common to all the records you want to delete after the appropriate field name (for example, type 40322 after ZIP).
3. Press **F2** (Accept).
4. Follow the instructions displayed on your screen.

To erase individual records, select **Update/search records**, press **F2**, and then select **Delete record**.

---

## Getting an Existing List

To use other mail or phone lists you have created using Mail and Phone Lists, select **Get list** on the Mail and Phone List Main Menu. If the name of the list you want is already displayed in the bottom left corner, just press **CRtn**.

Get list	
File name... [B:\_	.LST]
Type the name of the file; then press CRtn.	

If a list name is shown that you do not want to use:

1. Press **BgnL** to move to the beginning of the panel.
2. Press **Code + Delete** (Del L) to erase the name.
3. Type a file location (A: or B:) plus a list name at the cursor.
4. Press **CRtn**. The Mail and Phone Lists Main Menu appears.

### Displaying a Directory

To display a directory of all lists on the diskette, in alphabetical order, press **F3** from the Mail and Phone List Main Menu. An example is shown below:

File Services			
Storage Type	Directory	File Name	Size
A (Internal)	< None >	APRSALES.LST	16,384
B (Diskette)		FEBSALES.LST	16,384
		JANSALES.LST	16,384
		MARSALES.LST	16,384

To select, use the Tab key and ↑ or ↓. Then press CRtn.

B:\\*.LST Line 1 of 12 13,230 bytes free  
F1=Help F2=Zoom F4=Sort F6=Erase F7=Copy F8=Rename F9=Print

Follow the instructions on the screen above to select the desired list. Use **Tab** to move to the File Name column, and **↑** or **↓** to move the highlighted line to the list you want, then press **CRtn**. The list selected is displayed.

See "Storage Directory" on page 3-81 for more information on using the Directory.

To exit the directory, press **Exit** to return to the Mail and Phone List Main Menu.

**Note:** Lists created using Mail and Phone Lists automatically have an extension of .LST. If you copy or rename these files, use the same extension.

From this screen you can copy, rename, or delete files.

---

## Revising List Input Layout

Changes to the layout (design and content) can be made before any information is entered or after the information has been entered. You can add, delete, move, and rename fields. For example, you can create an inventory list, or any other type of list, with the headings you want to use.

You *should always* copy the list *before* revising the layout. You will be reminded to copy the list before proceeding. See "Storage Directory" on page 3-81 for information on copying files.

It is recommended that you have the optional diskette drive before attempting to revise the input layout. The list to be revised should be on diskette storage. Verify that there is sufficient storage on the diskette for two additional copies of the list. One copy is the backup copy. The other copy is a temporary file created while revising the file. The temporary file is erased when the list is revised.

To determine the size of a list and how many bytes are unused on the diskette, use the Directory function (**F3**) from the Mail and Phone List Main Menu.

**Warning:** You can **erase** parts of the information in *all of the records* by erasing a field name or moving a field name:

1. Erasing a field name will erase the information entered at that field name from *all of the records* in the list.
2. Moving a field name *too close* to another field may cause a large field of information not to fit in the space between the field names.

Revising the list layout may require substantial time to update all the records in a large list.

## Mail and Phone Lists

Select **Revise input layout** on the Mail and Phone List Main Menu.

Revise Input Layout Menu
1. Add/Move/Erase field names
2. Change field names

To select, use **↑** or **↓** and press CRtn.

Select the option you want.

### Revising Layout

If you select **Add/Move/Erase field names**, you can use the following table to make changes to your list layout:

Action	Description
Insert line	Press <b>Insert</b> and the cursor changes to a █. Press <b>CRtn</b> and a line is inserted above the present line. Press <b>Insert</b> and the cursor changes from █ to _.
Delete line	Press <b>Code + Delete</b> to delete a line.
Add field name	Move cursor to desired location and type the field name <i>followed by a colon</i> .
Move field name	Delete the field name and retype the field name in the new location followed by a colon. Be sure to type the field exactly as it was before you deleted it.
Erase field name	Position cursor at the end of the field name and press the <b>Correction</b> key until the field name is erased.

After revising the layout, press **F2** (Accept) to update the records. When the revised list layout is complete, the Mail and Phone List Main Menu is automatically displayed. Select **Update/search** on the Mail and Phone List Main Menu to verify that the results of your revision are correct. If they are not correct, copy your backup copy and try again. Use Directory (**F3**) from the Mail and Phone List Main Menu to copy, rename, or delete a list.

**Note:** All files are sorted by the top left field and then by succeeding fields. To change the order of the sorting, type the field to be sorted in the top left corner.

If you decide not to revise the layout, press **Exit** to quit. No revisions will be saved and the Mail and Phone List Main Menu will be displayed.

### Helpful Hints

- The *LAST NAME* field should always be the first field in your mail and phone list, in order for your list to be used with Phone Lookup. For example, if you made the ZIP CODE the first field, you would only be able to search on the ZIP CODE field while using Phone Lookup.
- Maximum field name length is 16 characters when using Merge in Word Processor to print form letters. See "Using Merge" on page 6-3.
- A maximum of 50 field names can be used.
- Start all field names only with alphabetic characters (requirement for Merging with Word Processor document).
- No symbols or special characters can be used when using Merge in Word Processor.
- The file is sorted by the top left field. Place the field name to be sorted in the top left corner of the record.
- Always end the field name with a colon.
- Duplicate field names should not be used.

### **Changing Field Names**

Use this option only to change field names and the spacing between fields.

Select **Change field names** on the Revise Input Layout Menu.

**Note:** To change the order of the fields (field number), use the Add/Move/Erase field names option on the Revise Input Layout Menu. Duplicate field names should not be used.

1. Move the cursor to the field name.
2. Retype the field name. Be sure to type a colon after the name.
3. Press **F2** to save all changes.

The Mail and Phone List Main Menu is displayed when the list is updated. To change the order of the fields, see "Revising List Input Layout" on page 5-19.

---

### **Merging with Word Processor**

Mail and phone lists can be merged with Word Processor documents.

You created two files in Mail and Phone Lists: a list called PHONE1 and an ASCII file called DOCUMENT.1. The system added the extension .1 to your document, as explained on page 5-15.

These two files will be used as examples in the Merge section of this book. See "Using Merge" on page 6-3 for instructions.

## Merging Records

Records from other Mail and phone list files, and from ASCII files, can be merged with the list you have created. Lists from other database programs must be in ASCII format before they can be converted by Mail and Phone Lists.

### Selecting Merge Records

When the Mail and Phone List Main Menu is displayed, select **Merge records**. The following menu is displayed:

Merge Records	
1.	Mail/Phone list
2.	ASCII data
To select, use ↑ or ↓ and press CRtn.	

If you select **Mail/Phone list** on this menu, you are prompted for a file name which has a file type of .LST. (This means the file was created using Mail and Phone Lists or Information Management.) The field names must correspond to the field names in the file with which the data is being merged.

If you select **ASCII data** on this menu, you are prompted for the name of a file containing ASCII data. The data must consist of records which are terminated by a carrier return and/or line feed. The fields in each record are separated by commas. If the fields contain commas as part of the data, then the fields must be enclosed in double quotation marks.

After you type the file name and press **CRtn**, the following panel appears:

Are field names included in the first record of data? (y/n)?

An ASCII file can have field names as the first record of the data. If the field names are included, answer **y** to the prompt.

If the file contains field names as the first record, the field names do not have to be in the same order as the field names in the file with which the data is being merged.

## **Mail and Phone Lists**

Here is an example of an ASCII file which has field names as the first record:

```
LAST NAME:,FIRST NAME:,MI:, ADDRESS:  
Asher,Donna,M,"423 Broad St., Lexington, KY"  
Abbot,Ted,E,"19 E. Main St., Lexington, KY"  
"Adkins, Jr",Chad
```

Note the following in this example:

- Each line contains a single record, ended by a carrier return and/or line feed.
- The field names are included in the first record in the data.
- Each field name ends with a colon (:).
- Fields must be enclosed in quotation marks if commas are included as part of the data.
- Fields are separated by commas.
- Records cannot contain quotation marks as part of the data.

## **File Compression**

If you have deleted several records from a file, you may want to *compress* the file to recover the storage space used by these deleted records. See "File Compression" on page 8-20 for more information.

## Phone Lookup

Phone Lookup bypasses menus of Mail and Phone Lists, allowing you to quickly and easily search a list in your system for telephone numbers and addresses. Using Phone Lookup, you can:

- Search for phone numbers based on the *Last Name* field
- Change the list being searched.

Being familiar with Mail and Phone Lists and its terms will help you to better understand Phone Lookup. Before using Phone Lookup, you will need to create a list containing standard predefined records.

See "Creating a List" on page 5-6 for assistance in creating a Phone list. The predefined field names for any mail and phone list are:

LAST NAME, FIRST NAME, MI, COMPANY, TITLE, STREET ADDRESS, CITY, STATE, ZIP, PHONE 1, PHONE 2, and COMMENTS.

Press **F1** (Help) to display a Help screen. Press **Exit** to remove the Help screen.

### Selecting Phone Lookup

Press **Menu** to choose a task. The Task Menu is displayed:

Task Menu	
1.	Word Processor
2.	Typewriter and Forms
3.	Mail and phone lists
4.	Phone lookup
5.	Supplemental dictionary
6.	Day's Schedule
7.	Scheduler
8.	Information management
9.	Calculator
10.	Format a diskette
To select, use <b>↑</b> or <b>↓</b> and press CRtn.	

Select **Phone lookup** on this menu.

## Phone Lookup

### Using Phone Lookup

After selecting Phone lookup, type the name of the mail and phone list you created using Mail and Phone Lists and press **CRtn**. If the name of the list is already displayed in the bottom left corner of the screen, just press **CRtn**.

When Phone lookup is selected, it always gets the last list you used.

Enter LAST NAME: =			
PHONE 1:	LAST NAME:	FIRST NAME:	COMPANY:
606 555-6633	Bowler	Paul	ABC Company
606 555-5234	Brown	Bob	
606 555-4972	Carr	George	
606 555-5678	Carr	Walt	
606 555-5544	Downs	Sam	
606 555-7788	Evans	Gus	
606 555-4469	Jones	Bob	
606 555-9876	Meyer	Jane	

**F1=Help**      **Phone Lookup**      **F7=Rearrange**      **F8=Output**  
**F10=Add**      **Phone List:PHONE1.LST**      **CRtn>Select**      **F6=Get**      **F9=Print Screen**

The screen above is an example of a list with information under the column headings PHONE 1:, LAST NAME:, and FIRST NAME:, and one entry under COMPANY:.

To search the list, type the last name on the top line. A list of all records that match this name is displayed. If the screen is full, use ↓ to display the other matching records. Use **Page Up** and **Page Down** to move by page.

Adding records to your list, updating, or deleting records, and rearranging headings on the Phone lookup screen are all done in Phone Lookup just as they are done in Mail and Phone Lists. See the instructions in Mail and Phone Lists to change your lists from the Phone Lookup screens.

---

**Merging**

Merging

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## **Merging**

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## Using Merge

You can use Merge in these ways:

- **Personalized mailings**—you can create form letters, address envelopes, or address labels by inserting names, addresses, and other information from files created using Mail and phone lists.
- **Join files**—you can join several files when printing to create a large document. See "Using Merge to Join Documents" on page 6-11 for more information.

---

### Using Merge to Create Form Letters

**Note:** Before a form letter can be printed, a mailing list must be created.

You created a list called PHONEL in Mail and Phone Lists. You will now merge that list using Word Processor.

#### Terms You Need to Know

Before you begin to use the Merge function, you should be familiar with the following terms:

- **Field** — One item of information from your mail or phone list, inserted into the record to the right of a field name. A field can contain a number, name, address, or a phone number.
- **Field Name** — A title used to identify a field. For example; Last Name, First name, Street Address, City, State, and Zip.
- **Field Number** — A number assigned to the field in the order of appearance on the screen (top to bottom, left to right). For example, LAST NAME would be called 1 because it is the first field shown. The FIRST NAME field has the field number 2.

#### Type the Form Letter

To create a form letter, the field names for the address, name, and other information must be inserted into the letter. Here is an example of a form letter as it appears on the screen.

## Merging

Dear \*TITLE\* \*LAST\_NAME\*:

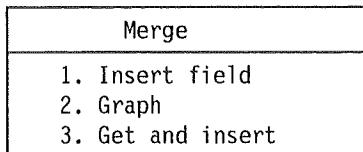
In order for us to continue providing an error-free phone book, please verify the information that is shown below and indicate any changes that you may have.

\*TITLE\* \*FIRST\_NAME\* \*MI\* \*LAST\_NAME\*  
\*STREET\_ADDRESS\*  
\*CITY\*, \*STATE\* \*ZIP\*  
\*PHONE\_1\*

### Practice

Type the sample form letter shown above, using the following steps:

1. Select **Create or Revise** on the Word Processor Main Menu.
2. Move the cursor to the first line of the letter and type the word *Dear* followed by a space.
3. Press **F8**. The Merge menu is displayed.



4. Select **Insert field**. The Insert Field panel is displayed.
5. Type the field name **TITLE**. The field name can be in either upper or lower case letters.

Insert Field	
Field name or field number.. [TITLE ]	

6. Press **CRtn**. The field name appears in the letter you are typing, with asterisks (\*) before and after the field name.
7. Press **F8** and type the field name LAST NAME in the Insert Field panel. Be sure to leave a space between the TITLE and LAST NAME fields in the letter.

The screen now looks like this example:

Dear *TITLE* *LAST_NAME*
--------------------------

Note that the words LAST NAME are now separated by an underscore, which is inserted by the system.

When the letter is printed, Word Processor automatically searches the mailing list you are using and inserts the title and last name in these spaces in the letter.

8. Repeat steps 3 through 6 until the letter is complete. Be sure to add spaces and punctuation marks where they are appropriate.
- When the letter is printed, the name, address, and other information on your list will be printed instead of the field names.
9. Save the letter using **F2** (Quick Save), and give it a name, such as PHONLTR.

## Merging

### Print the Letter

To print the letter you have created, use the following steps:

1. Select **Print** on the Word Processor Main Menu. The Print Options menu is displayed.

Print Options	
From page.....	[1 ]
Through page.....	[9999]
Page number type.....(n/k/p)	[n]
Number of copies.....	[1 ]
Lines per inch.....(5/6/8)	[6]
Double strike.....(y/n)?	[n]
Print envelope.....(y/n)?	[n]
Merge file with document..(y/n)?	[n]
Printer prompt for paper..(y/n)?	[y]
Use ↑ or ↓ to move to the next item. Press <b>CRtn</b> to begin printing.	

2. Move the cursor to highlight the **Merge file with document** option.
3. Type **y**. Press **CRtn**. The Data File panel is displayed.

Data File
Data file name.. [A:\PHONE] ].LST
Type the name of the file; then press <b>CRtn</b> .

4. Type the name PHONEL on this panel. This will print the letter using the names and addresses you typed when you created the list in Mail and Phone Lists.
5. Press CRtn. The Search Spec screen is displayed.
6. To print a letter to everyone on the mailing list, press CRtn.

If you are following the Mail and Phone Lists example, your first letter will look like this:

Dear Mr. Abbott:

In order for us to continue providing an error-free phone book, please verify the information that is shown below and indicate any changes that you may have.

Mr. Ted E. Abbott  
Oakridge Road  
Lexington, KY 40322  
606 555-6434

## Merging

### Using the Search Spec Screen

LAST NAME:	FIRST NAME:	MI:
TITLE:		
COMPANY:		
STREET ADDRESS:		
CITY:	STATE:	
ZIP:		
PHONE 1:		
PHONE 2:		
COMMENTS:		

PHONE1,LST      Search Spec  
CRtn      F1=Help      Esc=Exit

When the Search Spec screen is displayed, you can enter information in any field or combination of fields so your mailing list will only go to those you have selected. To print a letter to a selected group on the mailing list, you can select any field or combination of fields for your search spec.

**Note:** Some of the information in the fields shown below is typed with a /, ], [, or two periods (..) immediately preceding or following the text. Type the text and characters *exactly* the way they appear.

To send the letter:

- *To everyone in a particular city, state, or zip* — Enter the city, state, or zip in the appropriate fields, and press **CRtn**.
- *To those with the last name beginning with M* — Type **M..** after the LAST NAME field, and press **CRtn**. Letters will be printed to all last names beginning with M.
- *To everyone except those with last names beginning with M.* — Type **/M..** after the LAST NAME field, and press **CRtn**.
- *To all names from M to Z* — Type **]L..** in the Last Name field and press **CRtn**.
- *To anyone with the last name ending in "ski"* — Type **..ski** after the LAST NAME field, and press **CRtn**.
- *To those with the area code starting with 2 and ending with 3* — Type **2?3..** after the PHONE 1 field, and press **CRtn**. Letters will be printed addressed to everyone whose area code begins with 2 and ends with 3.
- *To everyone with a zip code greater than 40405* — Type **]40405** in the ZIP field and press **CRtn**. If you want to print a letter to everyone with a zip code less than 40405, type **[40405**.

When the merge is complete, the following message is displayed indicating how many letters were merged:

Merge is complete. X records merged.

## Special Considerations

Text is normally printed left-aligned in the field. You can also have the text print *flush right* (right-aligned).

### Printing Right-Aligned Text

To have text print flush right when inserting fields that contain numbers or text of varying length, use the following steps:

1. Move the cursor to where you want to insert the field name.
2. Press **F7** (Format). The Format menu is displayed. See "Tabs and Margins" on page 3-34.

## **Merging**

3. Set a decimal tab or a right-align tab. See page 3-34 if you need information about decimal tabs.
4. Tab to the decimal or right-align tab position.
5. Press **F8**. The Merge menu is displayed.
6. Select **Insert field**. The Insert field panel is displayed.
7. Type the field name or field number. Press **CRtn**.

## Using Merge to Join Documents

If the document you are creating will be larger than approximately 32,000 characters, see "Creating a Large Document" on page 6-29.

To use the Join File function to join two files so they print as one, follow these steps:

### Practice

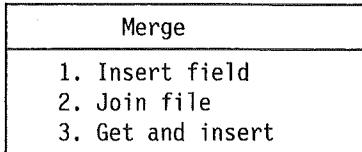
1. Create the following paragraphs. If you need to erase text that is in the working memory, select Erase Working Copy on the Word Processor Main Menu.

The following list of names is in a file called DOCUMENT.ASC which was saved as an ASCII (plain text) file from the Browse screen in Mail and Phone Lists.

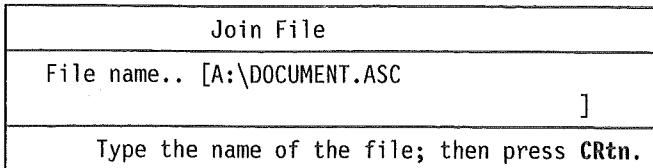
Now, to see how such files can be used with Word Processor, join this file with the current document using the Join File function of Merge. Then print the current document, including the joined file.

**CRtn**

2. Move the cursor until it is below the paragraphs you typed.
3. Press **F8**. The Merge menu is displayed.



4. Select **Join file**. The Join File panel is displayed.
5. Type the directory and file name of the file you want joined in this panel. The file you created in Mail and Phone Lists is called DOCUMENT.ASC.



## **Merging**

If you did not know the name of the file, you could press **F3** and select the document from the directory.

6. Press **CRtn**. A Join File control character is inserted in the file. It will look similar to this:

**\*Join C:DOCUMENT.ASC\***.

The joined file will be inserted at this location when the document is printed.

If you had more files to join, you would repeat the procedure until all the files are joined. A Join file control character is inserted into the file for each document you join.

7. Save this file, naming it **DOC2**. The document is still in the working memory.

## **Print the Document**

To print the document, press **F9**, or select **Print** on the Word Processor Main Menu. Your document should print the paragraphs you typed plus the file containing the output called **DOCUMENT.ASC**.

Here is a sample printout of a joined file.

The following list of names is in a file called DOCUMENT.ASC which was saved as an ASCII (plain text) file from the Browse screen in Mail and Phone Lists.

Now, to see how such files can be used with Word Processor, join this file with the current document using the Join File function of Merge. Then, print the current document, including the joined file.

PHONE 1:	LAST NAME:	FIRST NAME:	STREET ADDRESS:
606 555-6434	Abbott	Ted	Oakridge Road
606 555-4469	Adkins	Chad	1123 Apple Drive
606 555-9876	Asher	Donna	7789 Zumi Drive

### Special Considerations

- When you create a document, a Page Format Change and Line Format Change are automatically placed at the beginning of the document. You may need to delete these control characters from the joined files for the following reasons:
  - To have the pages sequentially numbered, remove all Page Format control codes from the joined files.
  - To have the same header and footer in the joined file as in the original document, remove the Page Format control code in the joined files.
  - A joined file will begin printing on a new page if there is a Page Format control code in the joined file.

See "Delete Control Characters" on page 3-28 for information.

- Do not join files that contain field names used for form letters.
- Make sure you have specified the correct drive and directory for the joined file. If the joined file is not found during printing, the print operation is canceled.
- Line endings of the joined file will not be adjusted. If the joined file is an ASCII print-ready file (which may have imbedded spaces at the left edge of the page), you may want to make a Line Format Change before the Join File control character and set the left margin to zero.

---

## Getting and Inserting a Document

You can get another file and insert it into the document you are typing. The file you get and insert appears on the screen.

### Practice

To get and insert the file DOCUMENT.ASC into the current document, follow these steps:

1. Get the file called DOC2 which you created in the Join File exercise.
2. Move the cursor to the location in the current file where you want the second file to be inserted.
3. Press **Shift + F6** (Get). The Type of Get panel is displayed.

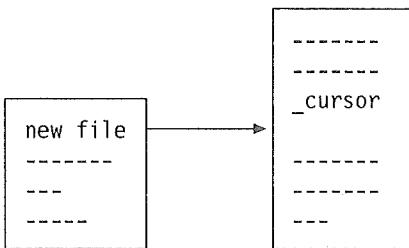
Type of Get
1. Get file
2. Insert file

4. Select **2. Insert file**. The Get and Insert panel is displayed.

Get and Insert
File name... [A:\DOCUMENT.ASC ]
Type the name of the file; then press <b>CRtn.</b>

## Merging

5. Enter the directory and file name (DOCUMENT.ASC) at the cursor.  
If you do not know the file name, press **F3** and select the file from the directory.
6. Press **CRtn**. The information is inserted in your working copy following the cursor position.



If the retrieved document contains a Page Format Change control character, the retrieved document will start on a new page.

---

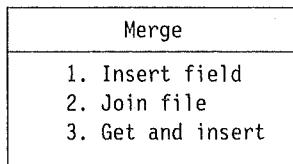
## Using Merge to Get and Insert a Document

You can get another file and insert it into the document you are currently typing. The file you get and insert appears on the screen.

### Practice

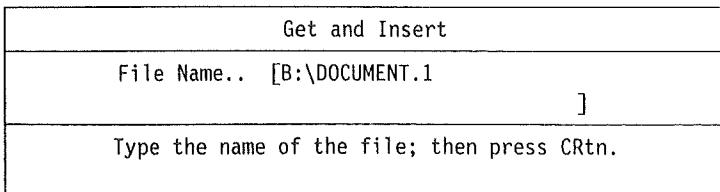
To get and insert the file DOCUMENT.1 into the current document, follow these steps:

1. Get the file called DOC2, which you created in the Join File exercise.
2. Move the cursor to the location in the current file where you want the second file to be inserted.
3. Press **F8**. The Merge menu is displayed.



4. Select **Get and Insert**. The Get and Insert panel is displayed.
5. Enter the storage type and file name (DOCUMENT.1) in the **File name..** field.

If you did not know the file name, you could press **F3** and select the file from the storage directory.



6. Press **CRtn**. The information is inserted in your working copy at the cursor position.

**Note:** If the retrieved document contains a Page Format Change control character, the document will start on a new page.

## Merging

### Merge Working Copy and Mail/Phone List

On the Word Processor Type of Save menu is the Merge Working Copy & PTS List (ASCII) option.

Type of Save
1. Normal Save
2. Revisable Form Text
3. ASCII
4. Merge Working Copy & PTS List (ASCII)
To select, use ↑ or ↓ and press CRtn.

This option allows you to retrieve the information from a Mail or Phone list and save it in an ASCII file. This allows you to import the data from your Mail/Phone lists into other programs.

Most PC programs that use data bases have an ASCII import function. They may specify the format or arrangement of the data so the information can be extracted correctly. By constructing a document that arranges the fields in the required format, the Merge Working Copy & PTS List (ASCII) option will satisfy most, if not all, of the other program's requirements. Some editing may be required before the file can be imported, but the major task of keying all the text into the file is avoided.

### Using Merge to Create the Document

To extract the information from the list, you must first create a Word Processor document that specifies which fields are to be included in the resulting ASCII file. This document will be similar to the form letter shown in "Using Merge" on page 6-3, except that no text will normally be in the document. Instead, the document will usually consist of several Insert Field commands along with the necessary formatting information and punctuation.

For example, assume you want to define a simple data base for another PC program that contains the following fields of information:

Person's full name  
Street address  
City, State, and ZIP code.

If the other program's import feature needs these fields on a single line, each field enclosed in double quotation marks, and separated by commas, your Word Processor document would contain a single line:

```
"*FIRST_NAME* *MI* *LAST_NAME*", "*STREET_ADDRESS*", "*CITY*, *STATE*"
```

The items between the asterisks are the Insert Field items described on page 6-4.

However, if the other program needs a single field on each line, with a blank line after each person's set of data, your document would consist of four lines:

```
*FIRST_NAME* *MI* *LAST_NAME*
*STREET_ADDRESS*
*CITY*, *STATE* *ZIP*
(blank line)
```

Once this document is created, you should save it using the Normal Save option in case you need it later to convert more lists. Then select the Merge Working Copy & PTS List (ASCII) option. The Save File panel is displayed.

Type the name you want to give to your ASCII file. Do not confuse this name with the name of your Mail/Phone list. Press **CRtn**.

## Merging

The Data File panel is displayed.

Data File
Data file name.. [C:\PHONEL ].LST
Type the name of the file; then press <b>CRtn</b> .

Type the name of the Mail and Phone list from which you want to extract the fields of information. The Search Spec screen is displayed.

Leave the Search Spec blank and press **CRtn** to include all the data in the new list. If you want to restrict the data in your ASCII file to a portion of the information in your Mail/Phone list, you can later edit the ASCII file to remove part of it, or you can use the Search Spec screen to select only the parts of the list you want. See "Using the Search Spec Screen" on page 6-8.

When you press **CRtn** from the Search Spec screen, the ASCII file will be created.

## **Special Applications**

---

### **Using Word Processor with Other Programs**

The following types of files can be used in Word Processor:

- DisplayWrite Assistant\* files
- DisplayWrite\* files (RFT)
- Writing Assistant\* files
- Personal Typing System Word Processor files
- Wheelwriter 70 Typewriter files
- Revisable Form Text (RFT) files
- ASCII files

**Note:** You cannot retrieve RFT or Writing Assistant files by using Shift + F6 (Get) while in the typing frame. You must use the Get function on the Word Processor Main Menu.

To join RFT or Writing Assistant files to a Word Processor file, the RFT or Writing Assistant file must be saved as a Word Processor file. This is called a Normal Save on the Type of Save menu. See page 3-77.

### **Using RFT Files**

RFT files are supported by many word processing programs, including DisplayWrite 4, to allow documents to be interchanged with other programs.

Your system will automatically recognize an RFT document and convert it when it is retrieved using the Get function on the Word Processor Main Menu. If an RFT or ASCII file is over 32,000 bytes, Word Processor splits that file into multiple parts when you use the Get function. These parts can be easily identified by their file name extensions, such as .001 or .002 or .003. The last part of the RFT file is in the typing frame. Be sure to save the last part using the Quick Save function (F2).

## **Special Applications**

To print an RFT document that has been split, you must join the files together by using the Join File function of Word Processor. See "Creating a Large Document" on page 6-29.

Certain RFT documents contain control codes that are not understood by Word Processor. When such documents are read into working memory, the control codes are *preserved*. Once revision is complete and the document is to be saved, the preserved control codes are written back to the disk if the original file name and directory are used. If another file name is entered on the Save menu, the preserved control codes are removed as the document is saved. The preserved codes are still in the document being edited in the system working memory.

**Note:** Files prepared on the IBM Wheelwriter 30 and Wheelwriter 50 Series II Typewriters cannot be used on the Wheelwriter 70 Typewriter.

---

## Using Merge to Create Mailing Labels

Before a label can be printed, a mailing list must be created. See "Mail and Phone Lists" on page 5-1. Also, it is recommended that you use a pinwheel form feeder when using continuous rolls of labels.

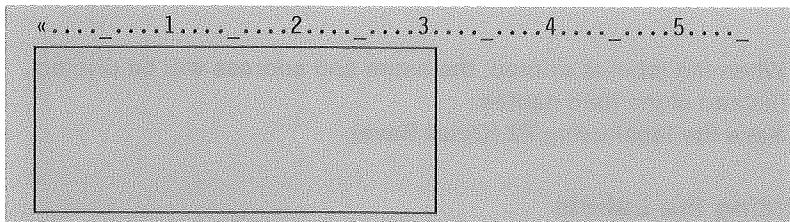
To create mailing labels, the field names for the address, name, and other information must be inserted into the document. To insert fields into the document:

1. Select **Create or Revise** on the Word Processor Main Menu.
2. Press **F7(Frmat)**. The Format Menu is displayed.
3. Select **Page layout**. The Page Layout menu is displayed.
  - Set the **Top margin** to 0 and the **Bottom margin** to 0.
  - Set the **Page length** and **Page width** to the size of the label.

Determine the page length and page width using the following information:

- The page length equals the distance from the top of one label to the top of the next label in inches, multiplied by the number of lines per inch (6 or 8).
- The page width equals label width in inches multiplied by 10, regardless of the pitch in which you are typing.

For example, a mailing label screen will display as follows if the page length is set to five and the page width is set to 30.



4. Select **Line layout**. The Line Layout menu is displayed.
  - Set **Left margin** and **Right margin** to the margins needed to print the name and address on your label.
  - Select **Adjust line endings** and change the setting to **n**.
5. Move the cursor to where you want to add a field name or field number and press **F8**. The Merge menu is displayed.

## Special Applications

Merge
1. Insert field
2. Join file
3. Get and insert

6. Select **Insert field**. The Insert Field panel is displayed.

Insert Field
Field name or field number.. [ ]

7. Enter the field name such as LAST NAME or a field number such as 1 and press **CRtn**. Type the field names *exactly* the way the field names appear in the file to be merged. However, the field names can be typed in either upper- or lower-case characters. Be sure to add spaces and punctuation where they are appropriate. Your screen may look like this example:

CRtn
CRtn
*TITLE* *FIRST_NAME* *MI* *LAST_NAME*
*STREET_ADDRESS*
*CITY*, *STATE* *ZIP*

When the label is printed, the name and address will be printed instead of the field names.

8. Save the label using **F2** (Quick Save).

## Printing the Labels

To print the labels you have created, use the following steps:

1. Press **Exit** until the Word Processor Main Menu is displayed.
2. Load the labels you want to print:

Align the left edge of the labels with the lines on the paper table behind the platen.

3. Select **Print** on the Word Processor Main Menu. The Print Options menu is displayed.

Print Options	
From page.....	[1 ]
Through page.....	[9999]
Number of copies.....	[1 ]
Lines per inch.....(5/6/8)	[6]
Double strike.....(y/n)?	[n]
Print envelope.....(y/n)?	[n]
Merge file with document..(y/n)?	[n]
Printer prompt for paper..(y/n)?	[y]
Use ↑ or ↓ to move to the next item. Press <b>CRtn</b> to begin printing.	

4. Move the cursor to highlight the **Merge file with document** option.  
Type **y**.

5. Move the cursor to highlight the **Printer prompt for paper** option.  
Type **n**. (This keeps the system from stopping for paper after each label is printed.)
6. Press **CRtn**. The Merge File with Document panel is displayed.
7. Select the type of list and press **CRtn**. The Data File panel is displayed.

Data File	
Data file name.. [A:\	]
Type the name of the file; then press <b>CRtn</b> .	

8. Enter the mailing list file name (such as PHONEL) and press **CRtn**. The Search Spec screen appears.
9. Type the search spec you want and press **CRtn**. Information on using the search spec is on the next page.

## Special Applications

### Using the Search Spec

- To print a label for everyone on your list, press **CRtn**.
- To print labels for part of your list, you can select any field or combination of fields for the Search Spec.

**Note:** The information in some of the fields shown below is typed with a /, ], [, or two periods (..) immediately preceding or following the text. Type the text and characters *exactly* the way they appear.

- *To everyone in a particular city, state, or zip* — Enter the city, state, or zip after the appropriate field name, and press **CRtn**.
- *To those with the last name beginning with M* — Type **M..** after the LAST NAME field, and press **CRtn**. Labels will be addressed to all last names beginning with M.
- *To everyone except those with last names beginning with M* — Type **/M..** after the LAST NAME field, and press **CRtn**.
- *To all names from M to Z* — Type **]L..** in the Last Name field and press **CRtn**.
- *To anyone with the last name ending in "ski"* — Type **..ski** after the LAST NAME field, and press **CRtn**.
- *To those with the area code starting with 2 and ending with 3* — Type **2?3..** after the PHONE 1 field, and press **CRtn**. Labels will be addressed to everyone whose area code begins with 2 and ends with 3.
- *To everyone with a zip code greater than 40405* — Type **]40405** in the ZIP field, and press **CRtn**. If you want to print a label to everyone with a zip code less than 40405, type **[40405**.

When the merge is complete, the following message displays indicating how many labels were merged:

Merge is complete. X records merged.

## Using Merge to Address Envelopes

To address envelopes, create a screen following the mailing label instructions above. Make the screen the *size of the envelope* to be addressed.

Insert the field names where you want the name and address to be printed on the envelope.

To print the envelopes using the names and addresses from your mailing list:

1. Load an envelope using the **paper bail load lever**.
2. Select Print on the Word Processor Main Menu. The Print Options menu is displayed.
3. Select Merge file with document and type **y**.
4. Make sure the Printer prompt for paper option is set to **y**.
5. Press **CRtn**. The Merge File with document menu is displayed.
6. Select Mail/Phone list and press **CRtn**. The Data File panel is displayed.
7. Enter the name of the list to be merged.
8. Press **CRtn**. The Search Spec screen is displayed.

Follow the instructions for printing labels, inserting an envelope each time you are prompted to insert paper.

---

### Using Merge for Document Assembly

You can create several standard paragraphs, store them under separate names, then pull them together in any order to create a letter.

**Note:** If you want a standard paragraph to print on the current page of an assembled document, you must store it without any Format Control characters or a Page End character.

Follow these steps to make sure your paragraph is stored correctly:

1. Type a document containing all the standard paragraphs you will need.
2. Use Block Edit (**F4**) to save each paragraph in a separate file. You will be prompted to give each an appropriate name.
3. Begin a new document, and when you want to include one of the standard paragraphs, press **Shift + F6**. The Type of Get panel is displayed.
4. Select **2. Insert file**. The Get and Insert panel is displayed.
5. Type the name of the paragraph you saved and press **CRtn**.

**Note:** If you get and insert a paragraph and it contains a Page Format command, it will start on a new page. If you want it to print on the current page, you will have to remove the Page Format control character from the document. See "Delete Control Characters" on page 3-28.

---

## Creating a Large Document

Your system can only edit documents that are fewer than 32,000 bytes in size. However, larger documents can be constructed by using the Join File function of Merge and following the procedure outlined below. When the document is printed, Word Processor will print the joined files as one document.

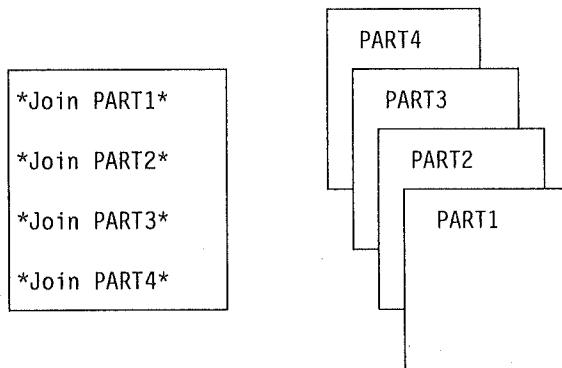
**Note:** Joined files will print if the sum of your current document and the *largest* joined file is less than 32,000 bytes.

If you have a large document to print, split it into sections as you create it, and then print the whole document at once by following these steps:

1. Create your document in parts, stopping at the end of a page or chapter when the status line indicates approximately 75% of the capacity is used. You can name the parts anything you want, such as PART1, PART2, PART3, and so on.
2. Delete the Page Format Change and Line Format Change control characters at the beginning of the document:
  - a. Press **Code + ↑** (TopD).
  - b. Press **←** twice.
  - c. Press **F4** (Block). Delete the Page Format Change and Line Format Change characters.
  - d. Save this part of the document.

## Special Applications

3. Create a master document that will be used to join all the parts together when the document is printed. Put any page numbering and header or footer information at the beginning of the master document. The illustration below shows a master document with 4 entries, one for joining each part of a document.



To create the master document:

- a. Select **Erase working copy** on the Word Processor Main Menu.  
A blank typing frame appears.
  - b. Press **F8** (Merge). The Merge menu appears.
  - c. Select **Join file** on the Merge menu. The Join File panel appears.
  - d. Type the name of the first part of the document (PART1 in the example).
  - e. Press **CRIn**. The Join command appears on the screen.
  - f. Repeat steps b through e until the master document contains the names of all the parts to be joined.
4. Print the master document.

If you have page numbering in the header or footer, the pages will be numbered sequentially. If the first part ends on a partial page, the second part will start on that page unless you put a required page end at the end of the first part.

---

## Moving Text from One Document to Another

1. Position the cursor at the beginning of the text you want to move (or copy).
2. Press **F4 (Block)**. The Block Edit menu appears.
3. Select **Save** on this menu.
4. Move the cursor to the end of the text you want to move or copy.
5. Press **CRtn**. The Save File panel appears. Type a file name for the saved text.
6. Save the file you are editing.
7. Using **Get** from the Word Processor Main Menu, display the file to which you want to move text.
8. Position the cursor at the point where you want the text inserted.
9. Press **Shift + F6 (Get)**. The Type of Get panel appears.
10. Select **2. Insert file**. The Get and Insert panel appears.
11. Type the name of the text you saved. The text is inserted at the cursor position.

---

## Saving Document Formats

You may have several standard formats for your documents, such as a 10-pitch letter, a 12-pitch presentation, and alternate margin and tab settings.

To save these common formats for quick use, follow this procedure:

1. Move to the point in the document where the format change is needed. This could also be at the top of a new document.
2. Set the desired formats using **F7**.
3. Save the format code to a separate document using Block Edit (**F4**). You will be prompted to give the document an appropriate name. For example, you might name a format *Report1* if it is the format you use for a report.
4. Repeat this procedure for all the common formats you want to save.

When you need to use the format you have saved:

1. Move to the point in the document where you need the new format.
2. Press **Shift + F6 (Get)**. The Type of Get panel appears.
3. Select **2. Insert file**. The Get and Insert panel appears.

## **Special Applications**

4. Type the name of the text you saved. The text is inserted at the cursor position.

---

### **Typing Footnotes**

Typing footnotes is done manually. Here is a suggested procedure to follow.

1. Type a divider line and the footnote that is to appear at the bottom of the page.

-----  
a. Footnotes are located at the bottom of the page.

2. Move the cursor to the line above the footnote, and press **CRtn**. The footnote moves down one line.

As you continue typing your document, remember that you have a two-line footnote, and the last line on the page is line 60. The line counter will indicate the current line.

If you do not want to type an entire page, but want the footnote at the bottom of the page, insert blank lines until the cursor is on line 56.

3. Move the cursor to the line below the footnote. Press **Code+E** (**PgEnd**). The next page of your document is displayed.

If you press **Page Up**, you will see the end of the previous page, with **\*New Page\*** on line 60.

If you insert too many lines and the footnote moves to the next page, delete some of the blank lines until the footnote and Page End code are in the correct position.

## Importing Lists in WordPerfect

To import a list to WordPerfect\*\*, create an ASCII file containing the data, putting each field of data on a separate line.

The ASCII file will require some further editing in WordPerfect to make an acceptable secondary merge file. After getting the ASCII file using WordPerfect's Text In function, it is necessary to add an End Field code to the end of each line in the file and also insert an End Record code after each person's set of data. This is most easily done by using WordPerfect's excellent macro capability. Consider the following WordPerfect macro instructions:

Keystroke	Function
End	Go to end of line
F9	Insert End Field code
Delete	Delete the blank line F9 inserted
Same 3	Repeat above 3 codes for each field in your data base
Shift F9	Select the Merge Codes menu
2	Insert an End Record code

Create this macro using WordPerfect while editing the file, and give the macro a name that will help you remember its function.

This macro will add the necessary codes for a single person. You could execute it once for each person in your data base or you could define other macros to execute it a number of times.

Once you have inserted the codes for all the people in the data base, save the document and use it as a secondary file in WordPerfect's Merge function.

---

### Using Double Underscore

The double underscore character (=) is on accounting printwheels, which have the code number 117 on them. To use the double underscore:

1. Insert the accounting printwheel.
2. Type **Code +**<sup>3</sup> where you need the double underscore. The exponent<sup>3</sup> appears on the display. However, the double underscore will print at that place in the document.

If you need to change the printwheel during printing, press **Code + 6** to insert a stop code before and after the double underscores. See 3-59 for information on stop codes.

---

## Scheduler and Calculator

The tasks discussed in this chapter are:

- **Scheduler**, which allows you to plan the schedules for several persons
- **Day's Schedule**, which allows you to quickly look up and print one day's schedule
- **Calculator**, which allows you to do mathematical calculations and print them.

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## **Scheduler and Calculator**

## Scheduler

The Scheduler task enables you to create and maintain a calendar of appointments for yourself or for several other individuals. One schedule file can contain all the calendars you maintain. You do not need to create a new file for each person. With the Scheduler task, you can:

- Search for meetings based on dates, places, or people
- Print a daily or weekly calendar of meetings
- Look at the next or previous day's or week's calendar of meetings
- Copy or move meetings from one calendar to another
- Look at all the calendars at the same time to schedule meetings and appointments
- Merge meeting notices with documents using Word Processor.

Press **F1** (Help) to display a Help screen. Press **Exit** to remove the Help screen.

### Terms You Need To Know

Before you begin to use Scheduler, you should be familiar with the following terms:

- **Schedule** — A calendar of events for individuals.
- **Events** — Meeting notices, appointments, and so on stored in a schedule.
- **Field** — A field is one item of information in a schedule inserted to the right of a field name. Examples of fields are names, places, subjects, attendees, and comments.
- **Field Name** — Titles used to identify different fields. Examples of field names are Person's Name, From, To, Place, Subject, Attendee, and Comments.
- **Field Length** — The number of characters allowed for the information in a field. The length starts one space after the colon.

## Scheduler

### Selecting Scheduler

Press **Code + Menu** to choose a task. The Task menu is displayed.

Task Menu
1. Word Processor
2. Typewriter and forms
3. Mail and phone lists
4. Phone lookup
5. Supplemental dictionary
6. Day's schedule
7. Scheduler
8. Information management
9. Calculator
10. Format a diskette
To select, use ↑ or ↓ and press <b>CRtn</b> .

Select **Scheduler** on this menu.

### Using Scheduler

When Scheduler is selected, the following screen is displayed:

Scheduler Main Menu
1. Create schedule
2. Update/search events
3. Add events
4. Erase events
5. Get schedule
6. Revise input layout
7. Merge events
8. Date change
To select, use ↑ or ↓ and press <b>CRtn</b> .
To select another task, press <b>Ctrl + Task</b> .

Also shown on your screen is a calendar for the current month with today's date highlighted.

## Creating a Schedule

Select **Create schedule** on the Scheduler Main Menu and the following screen is displayed:

Create schedule	
File name... [A:\_	.SCH]
Type the name of the file; then press CRtn.	

If a schedule name is shown that you do not want to use, press **Correction** until the blinking cursor is back to the left bracket and the name is erased. Type a new schedule name at the cursor. Press **CRtn** and a new schedule is created. The Add events screen is displayed.

**Note:** Use the same schedule file for all the schedules you maintain. You can then transfer meeting schedules between people, copy these schedules from one person's calendar to another, and have access to everyone's calendar at the same time.

## Scheduler

### Keys Used in Scheduler

A schedule can contain many events. To change a schedule, you need to know how these keys function.

Key	Function	Description
Tab	Move to next field	Moves cursor to the next field.
Shift + Tab	Move to previous field	Moves the cursor to a previous field.
Correction	Erase characters	Erases characters to the left of the cursor. New text can be typed.
F1	Help	Displays a Help screen.
F9	Print schedule	Prints the schedule on the screen.

**Adding Events**

Select **Add events** on the Scheduler Main Menu to display the Add events screen.

MONTH: 09	DAY: 21	YEAR: 1993
PERSON'S NAME:		September 1993
FROM:	TO:	Su Mo Tu We Th Fr Sa
		1 2 3 4
		5 6 7 8 9 10 11
PLACE:		12 13 14 15 16 17 18
SUBJECT:		19 20 21 22 23 24 25
ATTENDEES:		26 27 28 29 30
COMMENTS:		
F1=Help Schedule: SMITH.SCH		Add events F2=Accept F9=Print Screen Esc=Exit

## Scheduler

1. Type a name after the heading PERSON'S NAME. Type the name of the person the event is scheduled for, if you have several calendars to maintain. Scheduler automatically keeps calendars separate. The name will be remembered when you add or update events. You do not need to retype the name for each meeting.
2. Type the desired text after a field name.
  - The only valid characters for filling in time are 0 through 9, am, pm, and a colon (:). Do not use lowercase L for the number 1.
  - When typing time in the *From* and *To* fields and *am* or *pm* is not typed, hours between 7-11 are considered a.m. and hours between 12-6 are considered p.m.
  - You can insert military time, but it will be converted to the am/pm format.
  - Meetings starting at the beginning of an hour can be entered without the colon and trailing zeros (for example, type **8** instead of 08:00 a.m.).
  - Meetings starting during the hour can be entered without the colon (for example, type **830** instead of 08:30 a.m.).
  - When entering the date, leading zeros do not have to be typed (for example, Month: **5**, Day: **5**, Year: **93** will be converted to Month: 05, Day: 05, and Year: 1993).
3. Press **Tab** to move to the next field.
4. Repeat steps 2 and 3 until the schedule is completed.
5. Press **F2** (Accept) to add the event to your schedule and save it on your disk. A blank event is displayed on the screen after the events have been added to a schedule. You can continue to add events by repeating the above steps. Press **Exit** to return to Scheduler Main Menü.

## Updating or Searching Events

Select **Update/search events** on the Scheduler Main Menu to find events in the schedule you need to update, delete, or copy, and the following screen is displayed:

Search Menu
1. Search by event 2. Day's schedule 3. Week's schedule
To select, use ↑ or ↓ and press CRtn.

## Displaying the Day's Schedule

Select **Day's schedule** on the Search Menu and the Enter search spec screen is displayed showing the current date.

MONTH: 09 DAY: 21 YEAR: 1993																																				
PERSON'S NAME:																																				
FROM:	TO:																																			
PLACE:	September 1993																																			
SUBJECT:	<table style="margin-left: auto; margin-right: 0;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Su	Mo	Tu	We	Th	Fr	Sa																														
5	6	7	8	9	10	11																														
12	13	14	15	16	17	18																														
19	20	21	22	23	24	25																														
26	27	28	29	30																																
ATTENDEES:																																				
COMMENTS:																																				
F1=Help	Enter search spec.																																			
Schedule: SMITH.SCH	F2=Accept																																			
	F9=Print Screen																																			

1. Type the person's name. Use **Tab** to move from field to field.  
Change the date if necessary.
2. Press **F2** (Accept) to display the Day's schedule for that person.

## Scheduler

An example of a Day's schedule is shown below. The column headings are FROM, TO, PLACE, and SUBJECT.

Date: 09/21/1993 (Tue)

PERSON'S NAME: Smith

FROM:	TO:	PLACE:	SUBJECT:
7:00am	8:00am	My office	Meet with George
8:00am	9:00am	My office	Review vacations
1:00pm	2:00pm	A 032-2	Video
3:00pm	3:30pm	123	Lunch
3:30pm	4:00pm	123	Audit
5:00pm	6:00pm	Cafeteria	Dinner
6:00pm	7:00pm	XYZ Inn	Business Plan

---

F1=Help F4=Previous day Day's schedule F5=Next day F7=Rearrange F8=Output  
F10=Add Schedule: SMITH.SCH CRtn=Select F9=Print Screen

**Press F4 (Previous day)** to look at a previous day's schedule. **Press F5 (Next day)** to look at the next day's schedule. Continue until the entire schedule has been reviewed.

You can print individual screens any time you see F9=Print Screen displayed in the lower right corner of a screen.

## **Viewing All Calendars for Same Day**

Use the following method to find an opening on a person's calendar to schedule a meeting or an event:

1. Erase the name after PERSON'S NAME.
  2. Press F2 (Accept) to display the Day's schedule with a column heading of PERSON'S NAME. All schedules in the file will be displayed. View the schedule and select a meeting time.

### Adding Events to a Schedule

1. Press **F10** (Add) and the Add events screen is displayed.
2. Type the desired text after the field names.
3. Press **Tab** to move to the next field.
4. Repeat steps 2 and 3 until the schedule is completed.
5. Press **F2** (Accept) to add the events to your schedule and save it on your disk.

A blank event screen is displayed after the event has been added to a schedule. You can continue to add events by repeating Steps 1 through 5. Press **Exit** to return to Day's schedule showing the updated schedule.

### Output

When the Day's schedule or Week's schedule screen is displayed, press **F8** (Output) to print a complete schedule or to use the information on the screen for merging with Word Processor.

Output Information Menu	
1. Print information	
2. Send to ASCII file	

To select, use ↑ or ↓ and press **CRtn**.

Select **Print information** to print a complete schedule. Follow the message instruction displayed. To print on a small card, use a small typestyle such as 15 pitch. You can also print individual screens any time you see F9=Print Screen displayed in the lower right corner of a screen. To cancel printing, select **Quit printing** on the Word Processor Main Menu. Follow the message prompt and type **y**.

## Scheduler

Select **Send to ASCII file** to save the information on the screen to a file on the disk. Use Send to disk to create an ASCII document, which can be revised by the Word Processor to contain page numbers, headers, footers, and margin or pitch changes. The following menu is displayed when **Send to ASCII file** is selected:

Type output file name
File name... [A:\_] ]
Type the name of the file; then press <b>CRtn.</b>

To save the Schedule screen on disk, type the file name and press **CRtn.**

**Rearranging Day's or Week's Schedule Display**

Press **F7** (Rearrange) on the Day's schedule or Week's schedule screen to add, delete, or move column headings. Changes you make in column headings in Scheduler also rearrange the column headings for the Day's schedule task. The Rearrange screen is shown below:

MONTH:	DAY:	YEAR:
PERSON'S NAME:		
FROM:	TO:	
PLACE:		
SUBJECT:		
ATTENDEES:		
COMMENTS:		
FROM:	TO:	PLACE:
F1=Help		SUBJECT:
		Rearrange
		F2=Accept
Schedule: SMITH.SCH		F9=Print Screen

The highlighted line on the above screen is the column heading on the Day's schedule or Week's schedule screen. See the screen on page 7-10.

To make changes to the column headings on the Day's or Week's schedule screen, type the field names on the highlighted line of the Rearrange screen. For example, type **Month**, **Place**, and **Subject** as column headings. Each field name must be followed by a colon and provide sufficient spacing between the field names. If the field names are too close together, all the information will not be displayed. Type only field names displayed on the screen.

Press **F2** after you have typed the column headings. The Day's or Week's schedule screen is displayed with the new column headings. Press **Exit** twice to return the Scheduler Main Menu.

## Scheduler

### Selecting Events

Press **CRtn** to select the highlighted event on the first line of the Day's schedule screen. See page 7-10. Press ↓ or ↑ to move to other event lines. Here is an example:

MONTH: 09 DAY: 21 YEAR: 1993	<table border="0"><tr><td>September</td><td>1993</td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td>1</td><td>2</td><td>3</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	September	1993	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
September		1993																																											
Su		Mo	Tu	We	Th	Fr	Sa																																						
					1	2	3																																						
5		6	7	8	9	10	11																																						
12	13	14	15	16	17	18																																							
19	20	21	22	23	24	25																																							
26	27	28	29	30																																									
PERSON'S NAME: Smith																																													
FROM: 7:00am TO: 8:00am																																													
PLACE: My office																																													
SUBJECT: Meet with George																																													
ATTENDEES:																																													
COMMENTS:																																													
<hr/> <table border="0"><tr><td>F1=Help</td><td>Maintain</td><td>Esc=Exit</td></tr><tr><td>F4=Previous event</td><td>F5=Next Event</td><td>F10=Update/Delete/Copy</td></tr><tr><td colspan="2">Schedule: SMITH.SCH</td><td>F9=Print Screen</td></tr></table>		F1=Help	Maintain	Esc=Exit	F4=Previous event	F5=Next Event	F10=Update/Delete/Copy	Schedule: SMITH.SCH		F9=Print Screen																																			
F1=Help	Maintain	Esc=Exit																																											
F4=Previous event	F5=Next Event	F10=Update/Delete/Copy																																											
Schedule: SMITH.SCH		F9=Print Screen																																											

Select **F4** (Previous event) or **F5** (Next event) to view other events.

### Making Changes in a Schedule

After selecting an event, press **F10** to update, delete, or copy that event. The following menu is displayed:

Update/Delete/Copy Menu
1. Update event
2. Delete event
3. Copy event
To select, use ↑ or ↓ and press CRtn.

- Select **Update event** to make changes to the event, then press **F2** (Accept) to save the changes.
- Select **Delete event**, then press **F2** to delete the event from the schedule.
- Select **Copy event**, then press **F2** to make a copy of the event on the screen in the schedule. The original event will be retained.

### Moving an Event from One Calendar to Another

1. Select an event to display on the Maintain screen.
2. Press **F10** to display the Update/Delete/Copy Menu.
3. Select **Update event**.
4. Type the new person's name.
5. Press **F2** (Accept) to save the changes.

### Copying an Event from One Calendar to Another

1. Select an event to display on the Maintain screen.
2. Press **F10** to display the Update/Delete/Copy Menu.
3. Select **Copy event**.
4. Type the new person's name.
5. Press **F2** (Accept) to save the changes.

## Scheduler

#### **Searching by Week's Schedule**

After selecting **Update/search events** on the Scheduler Main Menu, select **Week's schedule** on the Search Menu. (See page 7-9) Follow the same steps as for the Day's schedule. The only difference is an entire schedule of events for the week selected is displayed beginning with the *current* day.

FROM:	TO:	PLACE:	SUBJECT:	DAY:
7:00am	8:00am	My office	Meet with George	Tue
8:00am	9:00am	My office	Review vacations	Tue
1:00pm	2:00pm	A 032-2	Video	Tue
3:00pm	3:30pm	123	Lunch	Tue
3:30pm	4:00pm	123	Audit	Tue
5:00pm	6:00pm	Cafeteria	Dinner	Tue
6:00pm	7:00pm	XYZ Inn	Business Plan	Tue
			Vacation	Wed
			Vacation	Thu
			Vacation	Fri

F1=Help F2=About F3=Exit Week's schedule  
F10>Add F4=Previous week F5=Next week F7=Rearrange F8=Output  
Schedule: SMITH,SCH CRtn>Select F9=Print Screen

## Searching by Events

After selecting **Update/search** on the Scheduler Main Menu, select **Search by event** on the Search Menu. See page 7-9 to search a schedule by desired events. As an example, if you want to find an audit meeting currently scheduled for Smith during 1993, type on your Enter search spec screen the following information marked in bold, and press **F2** (Accept):

**YEAR: 1993 PERSON'S NAME: Smith SUBJECT: Audit**

**Note:** You can search by typing the first part of an entry in a field, and end with two periods. For example, type **A..** after the heading SUBJECT and press **F2**. All subjects beginning with A or a will be displayed.

To summarize the steps for searching by event:

1. Select **Search by event** and the Enter search spec screen is displayed.
2. Type the search information next to the PLACE or SUBJECT field names.
3. Use **Tab** to move from field to field.
4. Press **F2** (Accept) to begin searching for the information you typed. When that information is found, the event is displayed.

If you entered no search information, the first event on that day is displayed after pressing **F2**.

---

## Erasing Events

To erase various events:

1. Select **Erase events** on the Scheduler Main Menu to display the Erase events screen. The previous month is automatically entered for you. This option erases events no longer needed.

**Warning:** You can erase information from *all schedules* you maintain.

- a. If the fields are left blank, *all events* on the different calendars will be erased if they are in the same file.
  - b. If you fill in a date and do not specify a name, *all events* on the different calendars for that date will be erased.
2. Type in the desired field after reading the above warning.
  3. Press **F2** (Accept) and a message is displayed to remind you of the action you are about to take.
  4. Follow the instructions displayed on your screen.

## Scheduler

---

### Getting an Existing Schedule

To use other schedules that have been created, select **Get schedule** on the Scheduler Main Menu. If the name of the schedule you want is already displayed in the bottom left corner, you can omit this step.

Get schedule	
File name... [A:\_	.SCH]
Type the name of the file; then press CRtn.	

Use **Correction** to erase any schedule name shown on the Get schedule screen and type the name of the desired schedule. Press **CRtn** to get the schedule. The screen prompt shows **Get completed.**

**Select desired menu item.**

---

### Merging with Word Processor

Schedule files can be merged with Word Processor documents. See "Using Merge" on page 6-3 for instructions.

See page 7-12 for information about file names for files that are sent to disk.

---

## Displaying a Directory

To display a directory of all schedules on the disk, in alphabetical order, select **Get schedule**. Erase any schedule name shown and press **CRtn** or **F3** to display the directory. Here is an example:

File Services					
Drive	Directory	File Name	Size	Date	Time
A	A	SMITH .SCH	16,384	06/17/87	2:08 pm
C	B	TROMMER .SCH	16,384	07/02/87	4:33 pm
	C	WHETZEL .SCH	32,768	07/02/87	4:41 pm
	D				

To select, use the Tab key and ↑ or ↓. Then, press CRtn.

A:\\*.\*.SCH Line 1 of 3 205,824 bytes free  
F1=Help F2=Zoom F3=Directory F4=Sort F6=Erase F7=Copy F8=Rename Esc=Exit

Follow the instructions on the screen above to select the desired schedule. Use **Tab**, and **↑** or **↓**, then press **CRtn**. You are prompted to select the desired menu item.

To exit the directory, press **Exit** to return to the Scheduler Main Menu.

---

## Merging Events

You can merge events from one schedule to another if both have the same format. Select **Merge events** on the Scheduler Main Menu and follow the instructions on the panel that appears. You are prompted to get the first schedule, then the second.

The Search Spec screen is displayed. Make sure the fields are blank, which will add all events. Press **F2** to accept the second schedule. When you have completed the exercise, the events on the two schedules are merged.

### Changing Schedule Date

Select **Date change** on the Scheduler Main Menu and follow the instructions on the Date Change Menu to change the current date for which events may be scheduled. The calendar in the upper right corner of your screen is updated immediately.

---

### Revising Input Layout

Changes to the layout (design and content) can be made before any information is entered or after the information has been entered. You can add, delete, move, and rename fields as you need them.

You *should always* copy the list *before* revising the layout. You will be reminded to copy the list before proceeding.

Before attempting to revise the input layout, verify that there is sufficient storage on the disk for two additional copies of the list. One copy is the backup copy. The other copy is a temporary file created while revising the file. The temporary file is erased when the list is revised.

To determine the size of a list and how many bytes are unused on the disk, use the Directory function (**F3**) from the Scheduler Main Menu.

**Warning:** You can **erase** parts of the information in *all of the records* by erasing a field name or moving a field name.

Revising Scheduler input layout is performed the same as revising input layout in Mail and Phone Lists. See "Revising List Input Layout" on page 5-19 for more information.

---

## **Day's Schedule**

The Day's Schedule task bypasses menus of the Scheduler task and allows you to view, print, or update the day's schedule for the calendars you maintain. Enter the date and a person's name, if desired, that you want the Day's Schedule to display. The Day's Schedule task will display the schedule of meetings for that day. You can add or cancel meetings, print the day's calendar, or move meetings from one calendar to another.

Being familiar with the Scheduler task, you may immediately begin using Day's Schedule.

If you need additional assistance, you can refer to "Displaying the Day's Schedule" on page 7-9. The Enter search spec. screen is shown, and you can begin with Step 1 near the bottom of that page. Proceed through the rest of the section for a review of Scheduler.

---

### **Selecting Day's Schedule**

Press **Menu** to choose a task. The Task Menu is displayed:

Task Menu
<ol style="list-style-type: none"><li>1. Word Processor</li><li>2. Typewriter and forms</li><li>3. Mail and phone lists</li><li>4. Phone lookup</li><li>5. Supplemental dictionary</li><li>6. Day's schedule</li><li>7. Scheduler</li><li>8. Information management</li><li>9. Calculator</li><li>10. Format a diskette</li></ol> <p>To select, use ↑ or ↓ and press <b>CRtn.</b></p>

Select **Day's schedule** on this menu.

---

### Displaying the Day's Schedule

When **Day's schedule** is selected, type the name of the schedule you created using the Scheduler task and press **CRIn**. If the name of the schedule is already displayed in the bottom left corner of the screen, you can omit this step. When **Day's schedule** is selected, it always gets the last schedule you used.

Also on your display is a calendar for the current month with today's date highlighted.

1. Type the person's name. Use **Tab** to move from field to field.  
Change the date if necessary.
2. Press **F2** (Accept) to display the Day's Schedule.

**Note:** To view all the calendars you maintain, erase the person's name and press **F2** (Accept).

## **Day's Schedule**

An example of a Day's Schedule is shown below:

Date: 09/21/1993 (Tue)  
PERSON'S NAME: Smith  
FROM: TO: PLACE: SUBJECT:  
7:00am 8:00am My office Meet with George  
8:00am 9:00am My office Review vacations  
1:00pm 2:00pm A 032-2 Video  
3:00pm 3:30pm 123 Lunch  
3:30pm 4:00pm 123 Audit  
5:00pm 6:00pm Cafeteria Dinner  
6:00pm 7:00pm XYZ Inn Business Plan

F1=Help Day's schedule  
F10=Add F4=Previous day F5=Next day F7=Rearrange F8=Output  
Schedule: SMITH.SCH CRtn=Select F6=Get F9=Print Screen

**Press F4 (Previous day) to look at a previous day's schedule. Press F5 (Next day) to look at the next day's schedule. Continue pressing these keys until the entire schedule has been reviewed.**

To print the schedule, press F9.

To look at another person's schedule, press **Exit** and enter the person's name and press **F2** (Accept).

For a description of add, output, and rearrange, see pages 7-11 through 7-13.

## **Day's Schedule**

---

### **Day's Schedule and Scheduler Differences**

Other than bypassing menus as mentioned at the beginning of this task, the only difference between Day's Schedule and Scheduler is the **F6** (Get) key. See the screen illustration on page 7-23. In Scheduler you have to return to the Scheduler Main Menu and select **Get schedule**.

Press **F6** (Get) in Day's Schedule to use other schedules that have been created. A Get schedule screen is displayed.

Get schedule	
File name...	[A:\_ .SCH]
Type the name of the file; then press <b>CRtn</b> .	

Use **Correction** to erase any schedule name shown on the Get Schedule screen and type the name of the desired schedule. Press **CRtn** to get the schedule.

---

## Calculator

The Calculator task enables you to use your system as a basic function calculator (add, subtract, multiply, divide, inverse, and percent) and as an adding machine. Memory functions provide the ability to store a number and recall that number for later calculations.

Long columns of numbers can be added. Your calculations are displayed and the results can be printed.

You can use your system as a calculator without ending your word processing job. After using the Calculator task, you can return to your word processing job.

**Note:** If you choose another task after using Calculator, your calculations will be lost.

Press **F1** (Help) while using Calculator to display a Help screen.  
Press **Exit** to remove the Help screen.

---

### Selecting Calculator

Press **Menu** to choose a task. The Task Menu is displayed:

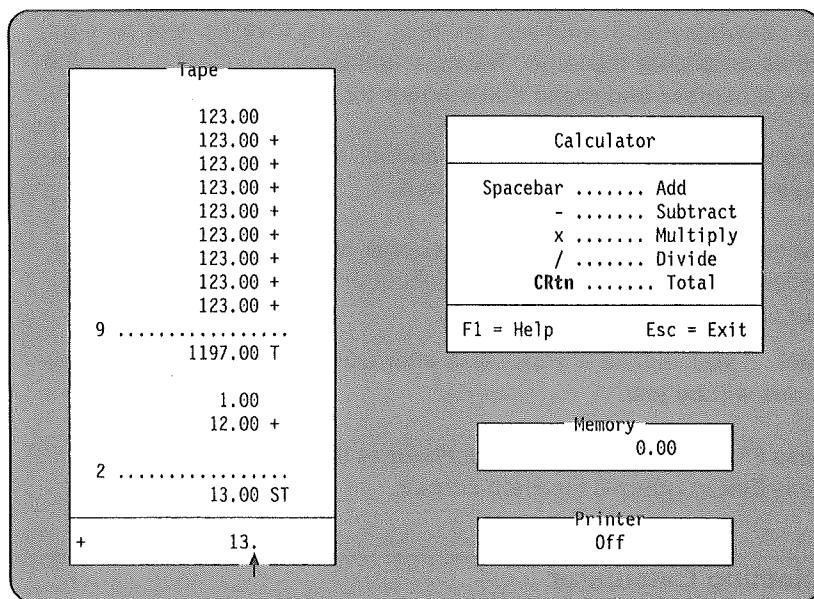
Task Menu
1. Word Processor
2. Typewriter and forms
3. Mail and phone lists
4. Phone lookup
5. Supplemental dictionary
6. Day's schedule
7. Scheduler
8. Information management
9. Calculator
10. Format a diskette
To select, use ↑ or ↓ and press <b>CRtn</b> .

Select **Calculator** on this menu.

## Calculator

### Using Calculator

When Calculator is selected, the Calculator screen is displayed. The example below shows some calculations on the tape.



On the left of the Calculator screen, a tape is displayed. This tape can be printed by pressing **Shift + F1**. The active keys are shown in the panel on the right side of the screen. Press **F1** (Help) to review all the Help screens available to perform calculations.

In the example, the tape shows a total line **T**, a subtotal **ST**, and a number on the line above each of these. This item count number shows the number of items being added, nine items totaling 1197.00, two items subtotaling 13.00. At the bottom of the screen is an entry line showing the number being entered. The entry line always shows the result of any operation.

When you are finished, press **Exit** to return to Word Processor. Press **Menu** to select another task. To leave Calculator at any time, press **Exit**.

## Help Definitions

This section gives a brief description of keys that are active when you are using Calculator. You have a permanent Help screen as a constant reference.

Key	Function	Description
Spacebar	Add	Adds numbers.
-	Subtract	Subtracts numbers.
x	Multiply	Multiplies numbers. You may use x, X, or *
/	Divide	Divides numbers. You may use / or \.
CRtn	Total	Totals the result of all operations. You may use CRtn or the equal sign (=) to display results.
S	Subtotal	Subtotals the result of all operations. Moves the subtotal up on the tape log.
C	Clear Entry	Clears the number at the entry line.
A	All Clear	Clears the subtotal and the entry line number.
%	Percent	Calculates percent and change percents.  $+ n\%$ = adds n% to the original number displayed. Ex: $50+10\% = 55$ .  $- n\%$ = subtracts n% from the original number displayed. Ex: $50-10\% = 45$ .  $\times n\%$ = multiplies the original number in the display by n%. Ex: $50\times10\% = 5$ .  $/ n\%$ = divides the original number in the display by n%. Ex: $50/10\% = 500$ .
N	Negative/Plus	Changes the sign of the number on the entry line. Press N and the number changes from plus to minus. Press N again and it changes back to plus.

## Calculator

Key	Function	Description
Shift + F1	Print	Turns the printer on and off. The standard setting is for the printer to be off. Press Shift + F1 and the Printer Status block in the lower right of your screen shows <b>Printer On</b> . If there is a printer error, <b>Printer ???</b> is shown. Refer to your printer reference manual to correct the error.
F2	Save into Memory	Stores a number into memory for later use. After entering a number on the entry line, press F2 and the number is stored and displayed under the Memory block.
F3	Get from Memory	Recalls the number stored under Memory to the entry line.
F4	Add to Memory	Adds the number on the entry line to the Memory total.
F5	Subtract from Memory	Subtracts the number on the entry line from the Memory total.
F6	Clear Memory	Clears the number stored in Memory.
F9	Adding Machine	Uses your Calculator as an adding machine. This function is explained on page 7-30. To return to Calculator press F9.
F10	Inverse (1/x)	Takes the inverse of the number on the entry line. Example: Type 5 and press F10. The result will show 0.2 which is 1/5. You may then multiply or divide the result by another number. Example: 0.2 x 50 = 10
↑	Line Feed Tape	Moves the paper and the display one line.
Code + (0-9)	Decimal Places	Sets the decimal point between 0 and 9. The standard setting is two decimal places (.00). Example: Press and hold <b>Code</b> and press 4; the decimal point is set at four places (.0000).

---

## **Performing Calculations**

To type numbers, use the row of number keys across the top of your keyboard.

You may use Calculator to add, subtract, multiply, divide, and figure percentages. Enter the numbers and then the desired math symbol (+, -, ×, ÷, and %). You may enter numbers containing up to 12 digits.

To enter negative numbers, enter the number and press **N**.

### **Overflow Errors**

If a calculation results in more than 12 digits, an overflow message appears on tape. You can also get a memory overflow message.

## Calculator

### Using the Adding Machine

Press **F9** (Adding Machine) to use the Calculator task as an adding machine. The heading for the key screen changes to Adding Machine as shown below:

Adding Machine	
Spacebar .....	Add
- .....	Subtract
x .....	Multiply
/ .....	Divide
CRtn .....	Total
F1 = Help	Esc = Exit

Adding machine works the same as Calculator, except for the following:

- Subtraction — To subtract, type numbers and then press the minus sign. Example:  $3 + 2 - = 1$
- Constant addition — The last number will continue to be added to the subtotal whenever the **spacebar** key is pressed.  
Example:  $10 + 4 + + + + \dots$

This is helpful if you have the same number to enter many times.  
The result would be:  $10 + 4 + 4 + 4 + 4 + 4 + 4 \dots$

- Subtraction using the % key — Example:  $60 + 25 \% - = 45$

Press **F9** again to return to Calculator, and the heading on the key screen changes back to Calculator.

---

## Information Management

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## **Information Management**

## Using Information Management

In your filing cabinet, you may have folders containing records such as personnel information, sales figures, inventory lists, and customer and product records.

The Information Management task enables you to store and use these records in a more efficient way.

Using some features of the Information Management task, you may:

- Create any type of file you need. (See page 8-16 for examples of files.)
- Merge data from another mail or phone list, or from an ASCII file.
- Store Information Management files on disk or diskette.
- Revise the files.
- Merge files with Word Processor documents to produce form letters or reports.
- Sort files in alphabetical order.
- Print the files.

This task is very similar to the Mail and Phone Lists task, with the exception that *you enter your own field names* when beginning a new list. First, you create your file and enter the field names. Next, you enter the information in the records. In the Mail and Phone Lists task, the field names are already provided.

## **Information Management**

### **Terms You Need To Know**

Before you begin to use Information Management files, you should be familiar with the following terms:

- **Field Name** — Titles used to identify different fields. Examples of field names are Account No., Address, Company, Serial No., Insurance Co., Social Security No., and so on.
- **Field** — A field is one item of information from your individual folders which is inserted into the record to the right of a field name. Examples of fields are 123 New Circle Road, ABC Company, S.N.134567, Keepsafe Company, and 403-47-8976.
- **Record** — All field names and fields for one person or item.
- **File** — A group of records that contain the same field names.
- **Field Length** — The maximum number of characters allowed for the information in a field.
- **Field Number** — A number assigned to the field in the order of appearance on the screen (top to bottom, left to right). For example, the LAST NAME field in your phone list has the field number 1. The FIRST NAME field has the field number 2.

## Selecting Information Management

Press **Menu** to choose a task. The Task Menu is displayed:

Task Menu
1. Word Processor
2. Typewriter and forms
3. Mail and phone lists
4. Phone lookup
5. Supplemental dictionary
6. Day's schedule
7. Scheduler
8. Information management
9. Calculator
10. Format a diskette

To select, use ↑ or ↓ and press **CRtn.**

Select **Information management** on this menu.

### Using Information Management

When **Information management** is selected, the following screen is displayed:

Information Management Main Menu
1. Create file
2. Update/search records
3. Add records
4. Erase records
5. Get file
6. Revise input layout
7. Merge records

To select, use ↑ or ↓ and press **CRtn.**

To select another task, press **Menu**.

### Creating a File

Before creating a file, verify that sufficient storage (16,384 bytes) exists. To determine how many bytes are unused, use the Directory function (**F3**). See "Using Directory" on page 3-81.

Select **Create file** on the Information Management Main Menu to start a new file. The following screen is displayed:

Create file	
File name..... [A:_	.LST]
Type the File name; then press CRtn.	

Create a new file by following the steps below:

1. Type the file name. If a name is already displayed, erase the name and type the new name.
2. Press **CRtn** and the following screen is displayed:

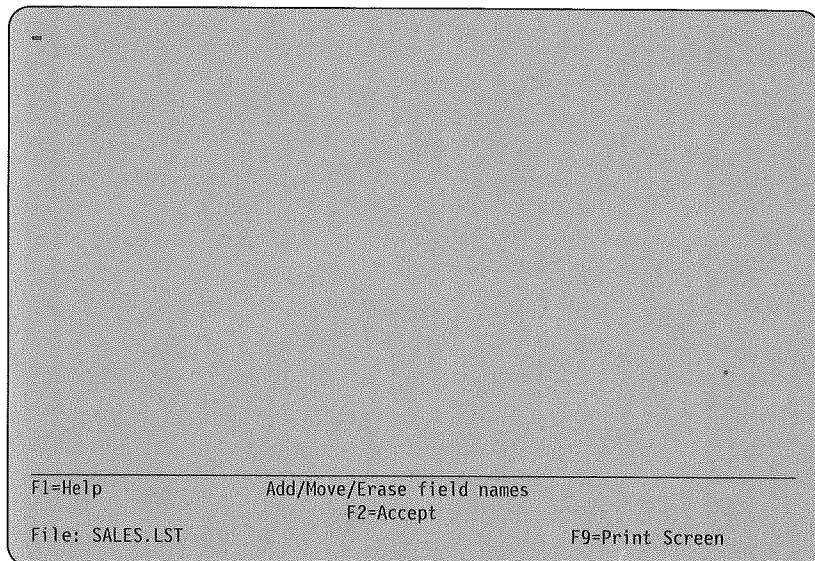
Revise Input Layout Menu
1. Add/Move/Erase field names
2. Change field names
To select, use ↑ or ↓ and press CRtn.

**Note:** If you get an existing file before you select **Create**, the following panel is displayed:

Do you wish to use the current field names (y/n)?
---

If you type **y**, the field names from the existing file are copied to the new file.

3. Select **Add/Move/Erase field names** and the following screen is displayed. (This screen can also be displayed when you select **Revise input layout** on the Information Management Main Menu and then select **Add/Move/Erase field names**.)



## Information Management

4. Type each field name, followed by a colon. The field names can be entered anywhere on the screen. *Do not enter the information that goes with the field names.* An example of a record with field names is shown below:

LAST NAME:	
SALES DISTRICT:	
SALES TO DATE:	
JAN SALES:	JUL SALES:
FEB SALES:	AUG SALES:
MAR SALES:	SEP SALES:
APR SALES:	OCT SALES:
MAY SALES:	NOV SALES:
JUN SALES:	DEC SALES:
COMMENTS:	

F1=Help

Add/Move/Erase field names

F2=Accept

File: SALES.LST

F9=Print Screen

The following table explains the editing keys and how they function:

Action	Description
Insert line	Press <b>Insert</b> and the cursor changes to a █. Press <b>CRtn</b> and a line is inserted above the present line. Press <b>Insert</b> again and the cursor changes back to an _.
Delete line	Press <b>Code + Delete (Del L)</b> to delete a line.
Add field name	Move cursor to desired location and type the field name <i>followed by a colon</i> .
Move	Delete the field name and retype the field name in the new location followed by a colon and three spaces. Be sure to type the field exactly as it was before you deleted it.
Erase field name	Position cursor on field name and press <b>Delete</b> until the field name is erased.
Help	Press <b>F1</b> to display Help. Press <b>Exit</b> to remove Help.

5. After all the field names are entered, press **F2** to save the layout and display the Information Management Main Menu.

## Information Management

### Adding Records

After creating the file and entering the field names, select **Add records** on the Information Management Main Menu. An empty record that you previously created is displayed as an example:

LAST NAME:	
SALES DISTRICT:	
SALES TO DATE:	
JAN SALES:	JUL SALES:
FEB SALES:	AUG SALES:
MAR SALES:	SEP SALES:
APR SALES:	OCT SALES:
MAY SALES:	NOV SALES:
JUN SALES:	DEC SALES:
COMMENTS:	

**F1=Help**      Add records      **F2=Accept**  
**F9=Print Screen**

File: SALES.LST

#### To Add Records

1. Type the desired text (fields) after each field name.
2. Move to the next field using **Tab**.
3. Repeat Steps 1 and 2 above until the record is completed.
4. Press **F2** (Accept) to save the record. After the record is saved, another empty record is displayed.
5. Repeat Steps 1 through 4 until all of the records have been entered. Enter at least one record.
6. Press **Exit** to return to the Information Management Main Menu.

All the information entered in the records has been saved in your file on the disk.

## Setting Column Headings in Browse

To use the Browse feature of Information Management, setting the Browse column heading is required. The Browse column headings are field names that are displayed at the top of the Browse screen. These field names can be rearranged as in the Mail and Phone Lists task. Follow the steps below:

1. Select **Update/search records** on the Information Management Main Menu. The following menu appears:

Search Menu
1. Search by record
2. Browse records
To select, use ↑ or ↓ and press <b>CRtn</b> .

2. Select **Browse records** on the menu above. The Enter search spec screen is displayed.
3. *Do not enter any information.* Press **F2** to display the Browse records screen. Notice that the records are listed alphabetically with only one column heading displayed and highlighted. The following example illustrates the process:

LAST NAME: Conner Doe Doyle Higgins Johnson Jones Mattingly Perkins Reagan Smith	
<hr/> <p>F1=Help                      Browse records                      F7=Rearrange                      F8=Output F10&gt;Add                      File: MYFILE.LST                      CRtn&gt;Select                      F9=Print Screen</p>	

## Information Management

4. Press **F7** (Rearrange) to add, delete, or move the column headings on the Browse records screen, and the Rearrange screen is displayed:

LAST NAME:	
SALES DISTRICT:	
SALES TO DATE:	
JAN SALES:	JUL SALES:
FEB SALES:	AUG SALES:
MAR SALES:	SEP SALES:
APR SALES:	OCT SALES:
MAY SALES:	NOV SALES:
JUN SALES:	DEC SALES:
COMMENTS:	

Last Name:

F1=Help                      F9=Print Screen  
F2=Accept

File: MYFILE.LST

The highlighted line illustrates the column heading that is shown on the Browse records screen on page 8-11. Type the field names you want to display as column headings on the Browse records screen in the highlighted area. For example, type **Last Name**, **Sales District**, and **Sales to Date**. Each field name *must* be followed by a colon and provide sufficient spacing between the field names. If the field names are too close together, all the information will not be displayed. Type only field names displayed on the screen. Only 79 characters can be displayed on the column heading line.

5. Press **F2** after the column headings have been typed. The Browse records screen is displayed with the new column headings highlighted. The following screen is the result of typing **Last Name**, **Sales District**, and **Sales to Date** as column headings, followed by a colon:

LAST NAME:	SALES DISTRICT:	SALES TO DATE:
Conner	Kentucky	10,181
Doe	Indiana	12,675
Doyle	Virginia	15,213
Higgins	New York	78,432
Johnson	New Jersey	23,564
Jones	Rhode Island	05,345
Mattingly	Maine	01,234
Perkins	Florida	60,346
Reagan	Texas	75,349
Smith	Arizona	03,674

F1=Help                              Browse records                      F7=Rearrange              F8=Output  
F10=Add                              File: MYFILE.LST.              CRtn=Select                      F9=Print Screen

### **Additional Information**

Use the table below for additional reference information:

<b>Subject</b>	<b>Page</b>
Update/search records	5-9
Browse records	5-11
Output (Print file)	5-14
Erase records	5-17
Get file	5-17
Revising Input Layout	5-19
Add/Move/Erase field names	5-20
Change field names	5-22

### Field Name Helpful Hints

- Maximum field name length is 16 characters when using Merge in Word Processor to print form letters. See "Using Merge" on page 6-3.
- A maximum of 100 field names can be used.
- Start all field names only with alphabetic characters (requirement for Merging with Word Processor document).
- No symbols or special characters can be used when using Merge in Word Processor.
- The file is sorted by the top left field. Place the field name to be sorted in the top left corner of the record. See "Sorting Records" on page 8-15 for more information.
- Always end the field name with a colon.
- Space the field names evenly on the screen.

---

## Sorting Records

Sorting is arranging the records in alphabetical or numerical order. The first field name (top left) in a record is used to sort all of the records in the file. To sort by a different field name, you must enter the field name to be sorted in the top left position of the record. For example, if your top left field name is LAST NAME, your records are sorted by LAST NAME. To sort by ZIP, you must move the ZIP field name to the top left position in the record. The LAST NAME field must be moved to another location in the record.

Before sorting, verify that sufficient storage exists on the disk for two additional copies of the file. One copy is the backup copy. The other copy is a temporary file created while sorting the file. The temporary file is erased after the file is sorted.

To determine the size of a file and how many bytes are unused on a disk, use the Word Processor Directory function (**F3**). See "Using Directory" on page 3-81.

**Warning:** You can **erase** parts of the information in *all of the records* by erasing a field name or moving a field name:

1. Erasing a field name. This will **erase** the information entered at that field name from *all of the records* in the file.
2. Moving a field name *too close* to another field. This may cause a large field of information not to fit in the space between the field names.

### Sorting a Different Field Name

Before sorting, *always* make a backup copy of your file in case you accidentally **erase** parts of your file.

1. Select **Revise input layout** on the Main Menu.
2. Select **Add/Move/Erase field names**.
3. Type the field name to be sorted in the top left corner of the record. Move the field name that was in the top left corner to another location on the record. You must type the field name *exactly* as it appeared before you moved it. Erase any duplicate field names.
4. Press **F2** to save the file.

## Information Management

This process may require substantial time to update all the records in a large file.

- To cancel the sorting operation, press **Exit**. After the sorting is complete, the Information Management Main Menu is displayed.
  - You may want to rearrange the column headings on the Browse records screen to display the field name being sorted. If so, see page 8-11.
5. If the desired results are not obtained, get a *backup copy* of the file and try again using Step 1.

**Note:** To sort the records in numerical order, the numbers entered must have the same number of digits. If the largest number that a field can have is 999, numbers with less than three digits must be entered with leading zeros (for example, 005 instead of 5, 037 instead of 37).

---

### Sample Files

The following sample files are examples of Information Management files. Study these examples before creating your own files.

#### Customer File

CUSTOMER NO:	FIRST NAME:	MI:
LAST NAME:	CITY:	STATE:
ADDRESS:		
ZIP:		
CREDIT:		
EQUIPMENT PURCHASED:		
LAST PURCHASE DATE:		
SALESMAN:		
PHONE NO:		
COMMENTS:		

**Insurance Renewal File**

MEMBERSHIP:	FIRST NAME:	MI:
LAST NAME:	CITY:	STATE:
ADDRESS:		
ZIP:		
FILE CODE:		
ADDRESS OF PROPERTY:		
EXP. DATE:		
SALESMAN:		
SS NUMBER:		
COMMENTS:		

**Inventory File**

COMPANY SERIAL NO:	
SERIAL NO:	
CAPITAL EQUIPMENT:	
ITEM:	
INITIAL COST:	DATE PURCHASED:
LOCATION:	DEPT:
DEPT MANAGER:	
PHONE EXT:	

### Merging Records

Records from other Mail and Phone List files, Information Management files, and also ASCII files can be merged with the list you have created. Lists from other database programs must be in ASCII format before they can be converted by Mail and Phone Lists.

### Selecting Merge Records

When the Information Management Main Menu is displayed, select **Merge records**. The following menu is displayed:

Merge Records	
1.	Information Management file
2.	ASCII data
To select, use ↑ or ↓ and press CRtn.	

If you select **Information Management** on this menu, you are prompted for a file name which has a file type of .LST. (This means the file was created using Mail and Phone Lists or Information Management.) The field names must correspond to the field names in the file with which the data is being merged.

If you select **ASCII data** on this menu, you are prompted for a file name of a file containing ASCII data. The data must consist of records which are terminated by a carrier return and/or line feed. The fields in each record are separated by commas. If the fields contain commas as part of the data, then the fields must be enclosed in double quotation marks.

After you type the file name and press **CRtn**, the following panel appears:

Are field names included in the  
first record of data? (y/n)?

An ASCII file can have field names as the first record of the data. If the field names are included, answer **y** to the prompt.

If the file contains field names as the first record, the field names do not have to be in the same order as the field names in the file with which the data is being merged.

Here is an example of an ASCII file which has field names as the first record:

LAST NAME:, FIRST NAME:, MI:, ADDRESS:  
Asher, Donna, M, "423 Broad St., Lexington, KY"  
Abbot, Ted, E, "19 E. Main St., Lexington, KY"  
"Adkins, Jr", Chad

Note the following in this example:

- Each line must contain a single record, ended by a carrier return and/or line feed.
- The field names are included in the first record in the data. The field names must correspond to the field names in the file with which the data is being merged.
- Each field name ends with a colon (:).
- Fields must be enclosed in quotation marks if commas are included as part of the data.
- Fields are separated by commas.
- Records cannot contain quotation marks as part of the data.

## **Information Management**

### **File Compression**

You may have a list from which you have deleted several records. However, the space taken by these deleted files needs to be recovered by a process known as *compression*. Follow these steps to compress an existing file and recover any lost storage space:

1. Display the Information Management Main Menu.
2. Select **Get**.
3. Type the name of the existing (uncompressed) file.
4. Select **Create** to begin a new file.
5. Type in a new file name. *Do not* use the same name as the existing file.
6. Answer **y** to the prompt to use the same field names.
7. Press **Exit** to return to the Information Management Main Menu.
8. Select **Merge Records**.
9. Type in the existing (uncompressed) file name. The Search Spec screen is displayed.
10. Press **F2** to accept the file and merge all the records with the new file name.

The file is now compressed and renamed.

---

### **Merging with Word Processor**

Information Management files can be merged with Word Processor documents. See "Using Merge" on page 6-3 for instructions. File names used when sending files to a disk are explained on page 5-15.

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## Problem Determination Procedures

<b>How to Use This Chapter</b>	9-3
<b>Typewriter Problems</b>	9-4
Display Problems	9-4
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Print Quality Problems	9-5
Typing Problems	9-6
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## **Problem Determination**

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## **How to Use This Chapter**

This chapter describes problems or questions you may have while using your typewriter. If a problem occurs while using the typewriter, refer to this chapter for help. You may be able to correct the problem yourself, saving service costs and avoiding unnecessary downtime.

Before you call for service:

1. Find the problem on the following pages.
2. Complete as many steps as needed to correct the problem. Do not attempt any disassembly beyond the instructions given. For assistance, call an authorized dealer.

## **Problem Determination**

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### **Typewriter Problems**

#### **Display Problems**

1. Move the contrast and brightness controls (on the lower front of the display) through their range of movement.
2. Tilt the display to adjust it to the lighting conditions in the room.
3. Make sure the display connections are not loose.
4. If the display is attached correctly, turn the typewriter off. Wait 30 seconds, then turn the typewriter on again.

#### **Erase Problems**

##### **Correction Key Does Not Erase All of the Character or Correction Leaves Shadows**

1. Make sure the ribbon and correction tape cassettes are fastened together correctly.
  - Make sure the center latch is latched securely. (See "Installing the Cassettes" on page 10-13.)
  - Make sure the gray tabs are pressed in.
2. Try a lighter impression setting.
3. Try a new correction tape.
4. Try plain bond paper.
5. Look for folds in the paper.
6. Make sure the typewriter is on a level surface.
7. Make sure you are using the same printwheel for both typing and erasing.
8. Make sure the Bold function is on if you are erasing bold characters.

## **Paper Problems**

### **Paper Not Loading**

- Pull the paper release lever all the way forward.

## **Print Quality Problems**

### **Characters Do Not Print**

1. Make sure you are using the correct pitch.
2. Make sure the ribbon is installed correctly.
3. Make sure the printwheel is installed correctly.
4. Look at the printwheel for broken parts.
5. Try a new ribbon.
6. Make sure the platen is latched down at both ends.
  - Pull the paper release lever all the way toward you.
  - Push down firmly on each end of the platen. Then push the paper release lever all the way back.
7. Try a new printwheel.

### **Characters Print Too Lightly**

1. Make sure the ribbon is installed correctly.
2. Look for folds in the ribbon.
3. Change the impression control. See "Setting Impression Control" on page 2-7 for more information.
4. Look for folds in the paper.
5. Try a new ribbon.
6. Try plain bond paper.
7. Try a new printwheel.

### **Characters Unclear**

1. If excess ink particles from the ribbon appear on the paper, try a lower impression control setting.
2. Try a new printwheel.
3. Try a new ribbon.

## **Problem Determination**

### **Typing Problems**

#### **Typewriter Operates Hot**

1. Make sure nothing is blocking the top, rear, or bottom typewriter vents.
2. Make sure the typewriter is at least 75 mm (3 in) from the wall on all sides.
3. Make sure the typewriter is not near a heater.

#### **Typewriter Too Noisy**

1. Make sure the cover and soundhood, if you have a soundhood, are closed tightly.
2. Move any objects touching the typewriter cover.
3. Look for objects in the typewriter.
4. Remove any material placed under the typewriter.
5. Check the typing table or desk. Metal tables can make the typewriter sound noisy.

#### **Line Spacing Aligns Incorrectly**

1. Look for objects inside the typewriter.
2. Look at the number of carbon copies being used (five maximum).
3. Make sure the paper release lever is pushed all the way back.

#### **Paper Feeds Incorrectly**

1. Check the number of carbon copies being used (five maximum).
2. When inserting loose carbon copies, pull the paper release lever forward; insert the copies; then push the lever all the way back.
3. Look for labels or paper caught under the platen.
4. Make sure the paper release lever is pushed all the way back.
5. Make sure the platen is latched down at both ends.
  - Pull the paper release lever all the way toward you.
  - Push down firmly on each end of the platen. Then push the paper release lever all the way back.

#### **Wrong Characters Print or Characters Space Incorrectly**

1. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again.
2. Try typing again.
3. Try a new printwheel.
4. Look for objects in the path of the carrier.

**Carrier Stops before Reaching Left Margin**

The carrier probably caught on something when returning to the left margin.

1. Turn the typewriter off.
2. Look for objects in the path of the carrier.
3. Remove the object from the typewriter.
4. Turn the typewriter back on.

**Spell Check Problems**

**Spell Functions Do Not Work in the Typewriter Function**

If spell does not work, it might be caused by one of the following:

- Spell is off.
- You did not end the word with a word ending (space, punctuation, and so on).
- You are trying to add a word that is already in one of the dictionaries.

## Problem Determination

### Messages and Error Codes with Beep Signals

If your typewriter fails to operate properly, an error code or message may be displayed. The typewriter beeps several times when an error code appears. The following table lists error codes and messages and tells you what to do when they appear.

Error Code	Condition	Action
Operator Prompt, 3 beeps	End of ribbon	<p>(Sensor-equipped machines only.)</p> <ol style="list-style-type: none"><li>1. Remove the ribbon and install a new one.</li><li>2. Turn the typewriter off.</li><li>3. Wait at least 30 seconds, then turn the typewriter on.</li><li>4. Type a few characters.<ul style="list-style-type: none"><li>• If the error recurs, call your authorized service representative.</li></ul></li></ol>
Battery Indicator, 3 beeps	Low batteries	<ol style="list-style-type: none"><li>1. Make sure the batteries are not corroded.</li><li>2. Make sure the batteries are installed correctly.</li><li>3. Replace the batteries.</li></ol> <p><b>Note:</b> You should replace batteries as quickly as possible. If the batteries run down and you turn the typewriter off, everything in internal storage is erased.</p>
Operator Prompt	Out of paper	Insert a new sheet of paper.
101, 6 beeps	ROM scan	Call your authorized service representative.
121, 6 beeps	Unsupported keyboard	The keyboard you are using is defective. Call your authorized service representative.
160, 6 beeps	Diskette option error	Call your authorized service representative.
161, 6 beeps	Diskette drive improperly connected to typewriter	<ol style="list-style-type: none"><li>1. Check the connection between the diskette drive and the typewriter. Make sure the cable is securely attached.</li><li>2. Turn the typewriter off. Wait 30 seconds, then turn the typewriter on again.</li><li>3. If the error recurs, call your authorized service representative.</li></ol>
162, 6 beeps	Diskette option error	Call your authorized service representative.

Error Code	Condition	Action
215, 6 beeps	Homing error	Call your authorized service representative.
All other codes, 6 beeps	Various	<ol style="list-style-type: none"> <li>1. Turn your typewriter off. Wait 30 seconds, then turn your typewriter on.</li> <li>2. If the error recurs, call your authorized service representative.</li> </ol>

---

## Word Processor Error Messages

Word Processor displays a message when it encounters an error condition. This section lists some of the most common error messages; for example, if you are attempting to delete a page end code that is required, you are trying to move past the beginning or end of your document, or you have reached the maximum size of your document.

Word Processor is designed so that when a problem is encountered, information is provided in the message to help you resolve the problem so you can continue your work.

The following messages may be displayed on your screen:

***Diskette in drive B is write-protected.***

**Cause:** The write-protect tab on the diskette is in the open position, which does not allow you to store anything on the diskette.

**Action:** Make sure the diskette is one you want to use to store the information. If it is, remove it from the drive and move the tab on the diskette to the closed position. Reinsert the diskette into the drive and repeat the function you were attempting to perform.

***Cannot move past document boundary.***

**Cause:** You are trying to move past the beginning or end of your document.

**Action:** If you are attempting to move or copy text past the end of your document using F4 (Block Edit), you must first create some blank space into which the text can be moved or copied. Press **Exit** to

## **Problem Determination**

cancel the Block Edit function, move to the end of your document, and press **CRin** to create additional space. Repeat your Block Edit function to move or copy to the desired place.

### ***Cannot delete Page End at end of document or if followed by a Page Format Change.***

**Cause:** You are attempting to delete a Page End Code that is required.

**Action:** You cannot delete the last Page End in a document. Also, you cannot delete the Page End on a page immediately preceding one which begins with a Page Format Change control character because the page format change must take effect at the beginning of a page. To join the two pages, use **F4** (Block Edit) to delete the page format change on the following page.

### ***Document has been scheduled for print (Format Errors).***

**Cause:** The document printed differently than setup because of one or more of the following reasons:

- More lines in header than top margin setting.
- More lines in footer than bottom margin setting.
- More lines on page than page length setting.
- Line spills into next line in header or footer as a result of expanding a date.
- Superscript on first line of printer page.
- Subscript on last line of printer page.

**Action:** When you encounter one or more of the above format errors when printing a document, let the document continue printing. Locate the cause of the problem message and complete as many steps as needed to resolve the problem.

***Maximum document size has been reached.***

**Cause:** The document has reached the maximum size (32Kb).

**Action:** You must split the document and then decide whether to print the separate parts as one document or as separate documents.

To split the document, follow these steps:

1. Go five or six pages (approximately one-third) of the way back into the document, using **Code + G** (Go to Page). This will provide storage for future revisions.
2. Use the Block Edit option (Save) to save the five or six pages to another document.
3. Delete the pages that you saved in a new document from your current document, using the Block Edit option (Delete).
4. Save the current document, using **F2** (Save).
5. Use the Get function on the Word Processor Main Menu to retrieve the second part of the document saved in step 3.
6. Continue editing the second part of the document.

Now, decide how you want to print the parts of the document.

- If you want to print the segments of the document as one document, see "Creating a Large Document" on page 6-29 for information on printing several documents as one large document.
- If you want to print the segments as separate documents, insert a Page Format Change control character and Line Format Change control character at the top of the segment you have just created. See "Format Within a Document" on page 3-33.

## **Problem Determination**

### ***Directory Error for "XXX."***

**Cause:** You are attempting to save a document and the directory is full.

**Action:** If you tried to save the document in internal storage: display a directory of internal storage by pressing **F3**. Check the total number of lines shown at the bottom of the directory display. The total may be approximately 99 lines in the directory, although a few files are used by the system and are not displayed. You need to erase files from internal storage.

If you tried to save the document on diskette: display a directory of your disk by pressing **F3**; check the number of files shown at the bottom of the directory display. If the total is 111, you need to begin using a new diskette or erase files from the current diskette.

---

## Reference

Use this chapter to learn how to:

- Order IBM supplies for the typewriter.
- Remove and install the ribbon and printwheel in the typewriter.
- Change batteries.
- Take care of your typewriter.

This chapter also contains recommendations for ribbons and printwheels for various applications.

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### Ordering IBM Supplies

To order IBM supplies, contact an authorized dealer or call 1-800-438-2468. In Canada, please call an authorized dealer or call toll free 1-800-663-7662.

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### Typestyle Samples and Pitches - U.S.

The IBM Cartridge Printwheel II is designed for use with IBM Wheelwriter Typewriters and IBM Wheelprinters. The protective cartridge makes installation easy and protects the printwheel from damage. The wide variety of typestyles and sizes allows you to select one for readability, emphasis, or space requirements to make your work look the way you want.

The order number listed is for the American Standard Character Set. Personal computer, foreign language, and symbol character sets are also available.

▲ = 10 pitch  
△ = 12 pitch

■ = 15 pitch  
● = proportional spacing

**Note:** Because of the differences between printed and typewritten impressions, the typestyle samples on the following pages should be used only as a guide.

The U.S. typestyles beginning on page 10-3 are for use with the U.S. keyboard shown on page 1-15. The United Kingdom typestyles beginning on page 10-6 are for use with the United Kingdom keyboard shown on page 1-16.

## Typestyle Samples and Pitches - U.S.

### 10 Pitch

▲ Advocate 1353845	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Artisan 10 1353520	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Bookface Academic 1353844	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Courier10 1353511	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Delegate 1353843	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Manifold 1353846	ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ	12345 67890
▲ OCR-A 1353246	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ OCR-B 1353247	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Pica 1353829	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Presentor 1353015	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Prestige Pica 1353503	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ P&P #3 OCR 1353054	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Rhetoric 1353736	ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ	12345 67890
▲ 1403 OCR 1353075	ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ	12345 67890

## Reference

### Typestyle Samples and Pitches - U.S.

#### 12 Pitch

△ Adjudant 1353047	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Artisan 1353050	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Auto Elite 1353080	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Courier 12 1353523	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Courier 12 Italic 1353890	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Dual Gothic 1353055	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Elite 1353081	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Large Elite 1353017	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Letter Gothic 1353514	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Light Italic 1353764	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Olde World 1353875	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Prestige Elite 1353502	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Scribe 1353982	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
△ Script 1353778	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890

## Typestyle Samples and Pitches - U.S.

### 15 Pitch

■ Courier 15 1353798	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890
■ Gothic 15 1353719	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890
■ Prestige 15 1353655	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890

### Proportional Spacing

● Boldface 1353504	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
● Boldface Italic 1353059	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 67
● Essay 1353526	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
● Essay Italic 1353750	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
● Modern 1353517	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
● Thesis 1353953	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 67
● Title 1353952	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890

### Draw

▲ Courier 10 Draw 1353264	ABCDEFGHIJKLMNOPQRSTUVWXYZ 123 abcdefghijklmnopqrstuvwxyz 678
△ Prestige Elite Draw 1353265	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890
■ Courier 15 Draw 1353286	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890

## Reference

### Typestyle Samples and Pitches - United Kingdom

#### 10 Pitch

▲ Bookface Academic 1353046	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Courier 10 1353507	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Delegate 1353053	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Pica 1353832	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Prestige Pica 1353583	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890

#### 12 Pitch

▲ Courier 12 1353607	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Diplomat 1353080	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Elite 1353889	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Letter Gothic 1353623	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Light Italic 1353707	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Polygo Elite 1353148	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Prestige Elite 1353575	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
▲ Script 1353781	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890

#### 15 Pitch

■ Courier 15 1353800	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
■ Gothic 15 1353722	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890
■ Prestige 15 1353683	ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz	12345 67890

## Typestyle Samples and Pitches - United Kingdom

### 18 Pitch

<input checked="" type="checkbox"/> Courier 15 1353600	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890
<input checked="" type="checkbox"/> Gothic 15 1353722	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890
<input checked="" type="checkbox"/> Prestige 15 1353683	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12345 abcdefghijklmnopqrstuvwxyz 67890

### Proportional Spacing

<input checked="" type="radio"/> Boldface 1353591	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
<input checked="" type="radio"/> Essay 1353631	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
<input checked="" type="radio"/> Essay Italic 1353753	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
<input checked="" type="radio"/> Modern 1353599	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890
<input checked="" type="radio"/> Title 1353041	ABCDEFGHIJKLMNOPQRSTUVWXYZ 12 abcdefghijklmnopqrstuvwxyz 34567890

## Reference

### Printwheel Application Recommendations

#### Ratings:

A – Good; B – Fair; C – Marginal; NR – Not Recommended

(Based on proper selection of ribbon, carbon paper, and stencils).

Typestyle	1 – 3 Carbon Copies	3 – 5 Carbon Copies	Sten- cils	Bold Print
<b>10 Pitch:</b>				
Advocate	A	A	A	C
Artisan 10	A	A	A	A
Bookface Aca- demic	B	C	B	A
Courier 10	A	A	B	A
Delegate	A	A	B	B
Manifold	A	A	B	A
Pica	A	A	A	C
Prestige Pica	A	B	B	A
Rhetoric	B	C	B	A
Rhetoric Presentor	B	C	B	A
Symbol 10	B	C	C	B
<b>12 Pitch:</b>				
Adjutant	A	A	B	B
Artisan 12	A	A	B	A
Auto Elite	A	A	A	A
Courier 12	A	A	B	A
Courier 12 Italic	A	A	B	A
Dual Gothic	A	B	B	C
Elite	A	A	A	C
Large Elite	A	A	A	C
Letter Gothic	A	A	A	A

Typestyle	1 - 3 Carbon Copies	3 - 5 Carbon Copies	Sten- cils	Bold Print
Light Italic	A	A	A	B
Olde World	A	C	NR	A
Prestige Elite	A	B	A	A
Scribe	A	A	A	B

### Printwheel Application Recommendations (Cont'd)

Typestyle	1 - 3 Carbon Copies	3 - 5 Carbon Copies	Sten- cils	Bold Print
Script	B	C	C	A
Symbol 12	C	C	C	B
<b>15 Pitch:</b>				
Courier 15	A	B	B	A
Gothic 15	B	C	B	A
Prestige 15	A	B	A	C
Symbol 15	C	C	C	B
<b>PS Pitch:</b>				
Boldface	B	C	B	A
Boldface Italic	B	C	B	A
Essay	A	B	B	A
Essay Italic	A	B	B	A
Modern	A	B	B	A
Thesis	A	B	B	A
Title	A	B	B	A

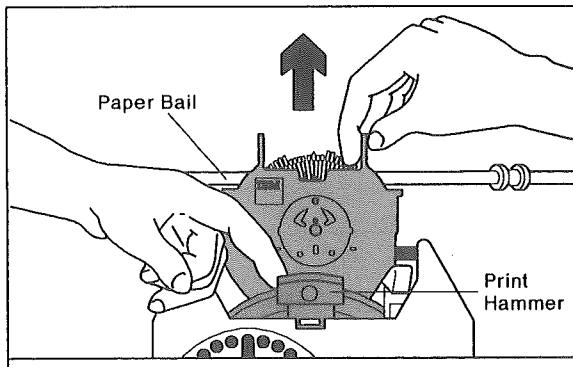
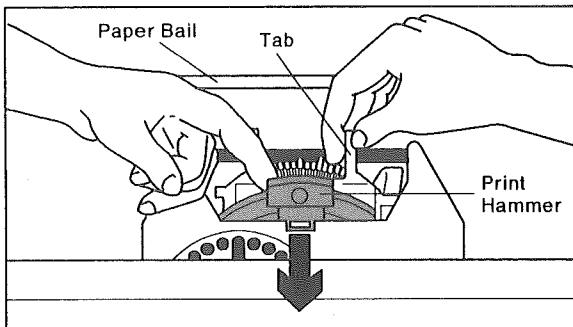
---

## **Removing the Printwheel**

### **CAUTION:**

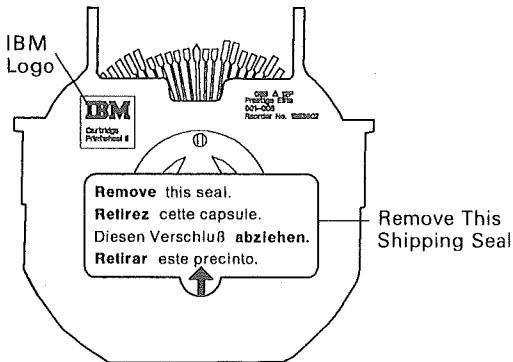
To prevent unwanted carrier motion, make sure the paper bail is against the platen.

1. Pull the print hammer all the way toward you and hold it.
2. While you are holding the print hammer, grasp the printwheel tab.
3. Lift the printwheel straight up and out of the slot. Be careful not to scratch the ribbon.
4. Release the print hammer.



## Installing the Printwheel

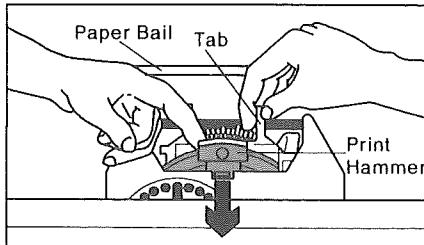
**Important:** Remove the yellow shipping seal from the center of a new printwheel before you install it.



### CAUTION:

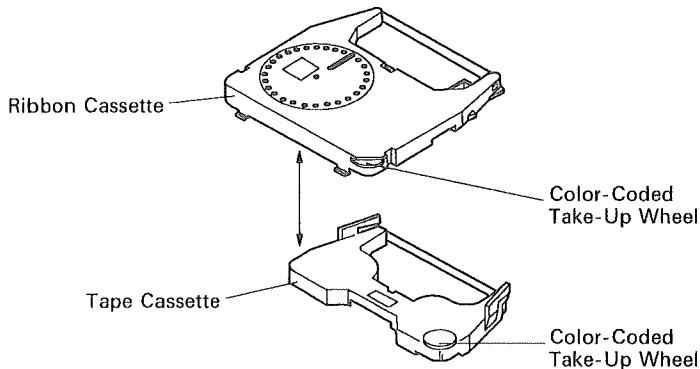
To prevent unwanted carrier motion, make sure the paper bail is against the platen.

1. Hold the printwheel so the letters IBM are in the upper left corner.
2. Pull the print hammer all the way toward you and hold it.
3. While you are holding the print hammer, lower the printwheel into the slot. Be careful not to scratch the ribbon.
4. After the printwheel touches the bottom of the slot, release the print hammer.
5. Press the CRtn key:
  - The printwheel spins.



---

## Ribbon Cassette System

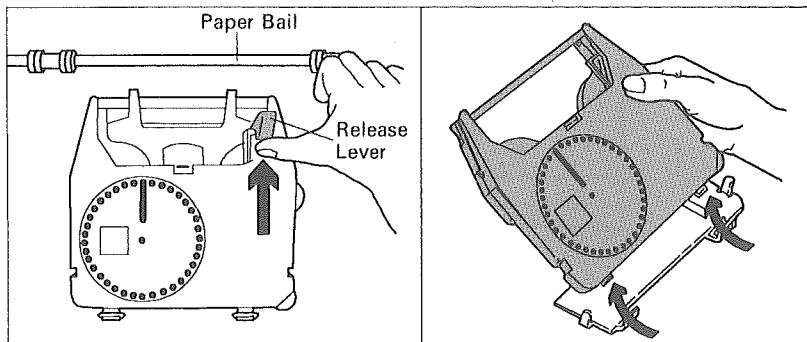


The ribbon and tape cassettes fasten together. Each type of ribbon and tape cassette has a color-coded take-up wheel. In most cases the wheel color helps you match the ribbon to the correction tape. (See "Ribbon Cassette Reorder Numbers" on page 10-15.) The color also tells you which type of ribbon you are using.

---

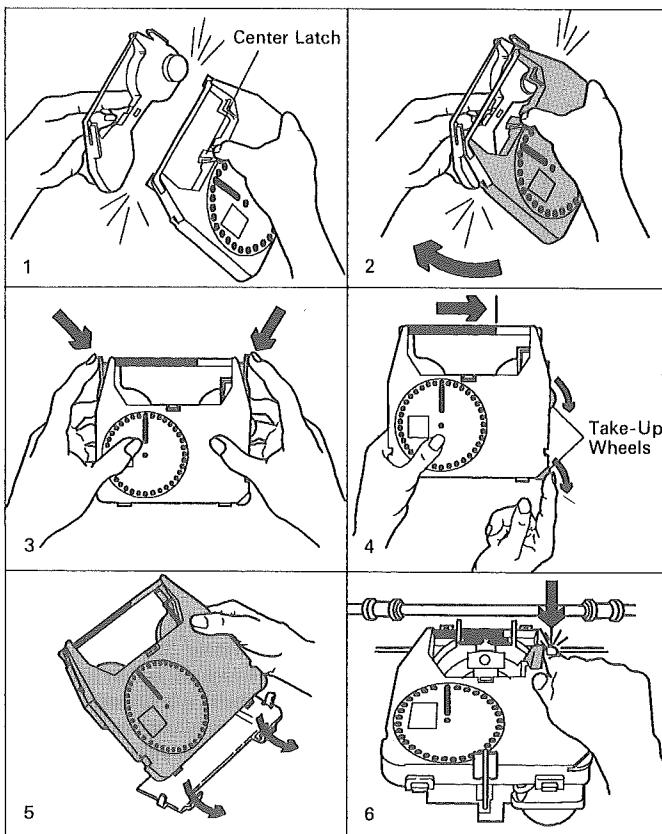
### Removing the Cassettes

1. Space or tab to the center of your typewriter.
2. Raise the typewriter cover.
3. Make sure the paper bail is against the platen.
4. Push the release lever until the cassettes release.
5. Lift the cassettes up and out of the typewriter.



## Installing the Cassettes

1. After you remove the cassettes from your typewriter, press on the top of the center latch, slide the cassettes apart, and throw away the used cassette.
2. Slide the ribbon cassette onto the tape cassette. Be sure the center latch latches onto the correction tape.
3. Press the gray tabs (on both ends of the correction tape) to be sure the tape and ribbon cassettes are latched together.
4. Before installing the ribbon in the typewriter, tighten any slack in the ribbon by turning the take-up wheels to move the color-coded leaders past the center.
5. Install the cassettes in your typewriter.
6. Push down on the upper right corner of the ribbon cassette to snap it into place.



## Reference

### Ribbon Application Recommendations

• = Recommended NR = Not Recommended

Typing Applications	Multi-Purpose Ribbon Cassette	High Yield Correctable Ribbon Cassette	Fabric Ribbon Cassette	Superior Write Correctable Ribbon Cassette
Legal Correspondence	•	•	NR	•
Executive Correspondence	•	•	NR	•
General Correspondence	•	•	•	•
Hard-to-Image Originals <sup>1</sup>	•	NR	•	•
OCR	•	NR	NR	NR
Speech Writing <sup>2</sup>	•	NR	•	•
Negotiable Instruments (checks, stocks, and so on)	•	NR	•	NR
Erasable Bond <sup>1</sup>	•	NR	NR	•
<b>Quality of Original</b>				
1 - 3 Carbons	Good	Good	Good	Good
3 - 5 Carbons	Fair	Marginal	Fair	Fair

- 
- 1 The receptivity of the surface of these materials varies widely; therefore, for best results, use care in selecting a specific material to be typed on, and in selecting typestyle, impression control, and ribbon. The IBM Easystrike® Superior Write Correctable Ribbon is recommended for most hard-to-image applications. However, there are some special coated or treated surfaces where the multipurpose ribbon must be used. When in doubt, prepare samples first.
  - 2 Best results with Rhetoric and other large typestyle printwheels are obtained by using the IBM Easystrike Multipurpose Ribbon.

## Ribbon Cassette Reorder Numbers

Use the table below to find the reorder number for the matching cassettes you need.

Ribbon	Wheel Color	Correction Tape	Wheel Color
IBM Easystrike High Yield Correctable Ribbon Cassette <sup>3</sup> <i>Reorder Number:</i> 1299845 (black only)	Orange	IBM Easystrike Lift-Off Tape Cassette <i>Reorder Number:</i> 1337765	Orange
IBM Easystrike Correctable Ribbon Cassette <i>Reorder Numbers:</i> 1337761 (black) 1337762 (brown) 1337763 (blue)	Orange	IBM Easystrike Lift-Off Tape Cassette <i>Reorder Number:</i> 1337765	Orange
IBM Easystrike Superior Write Correctable Ribbon Cassette <sup>4</sup> <i>Reorder Number:</i> 1380999 (black only)	Purple	IBM Easystrike Lift-Off Tape Cassette <i>Reorder Number:</i> 1337765	Orange
IBM Easystrike Multi-purpose Ribbon Cassette <i>Reorder Number:</i> 1337764 (black only)	Blue	IBM Easystrike Cover-Up Tape Cassette <i>Reorder Number:</i> 1337766	Blue
IBM Easystrike Fabric Ribbon Cassette <i>Reorder Number:</i> 1356000 (black only)	Red	None	None

3 Long-life correctable film ribbon; recommended for general correspondence.

4 Recommended for bold and dark print, especially on difficult-to-image papers.

---

### Batteries

Your typewriter uses three size AA alkaline batteries. These batteries are used to save internal storage, margins, tabs and other settings when the typewriter is turned off. They must be installed correctly and changed at least once every year (before they run down).

When changing the batteries, use only size AA alkaline batteries (for example, Duracell™ type MN 1500, Eveready™ type E91, Ray-O-Vac™ type 815, or equivalent). *Do not use rechargeable batteries.*

### Checking the Batteries

If the beeper signals three times and the BATTERY indicator blinks when you turn the typewriter on, check the following while the *typewriter is on*:

1. Look at the batteries for correct installation. If the batteries are installed correctly, the batteries may be weak or dead.
2. Replace all three weak or dead batteries. Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, internal storage, margins and other settings will be lost. (See pages 10-17 and 10-18 for correct replacement procedures.)

**Note:** A message will be displayed when the typewriter is turned on if internal storage has been lost.

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Duracell is a trademark of Duracell, Inc.

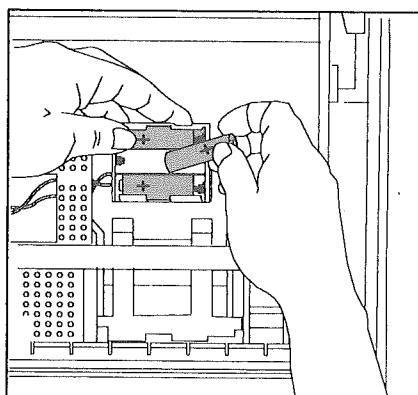
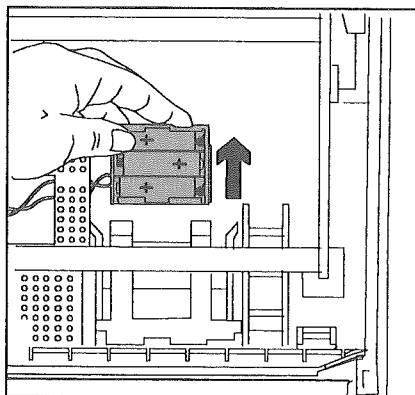
Eveready is a trademark of the Union Carbide Corporation.

Ray-O-Vac is a trademark of the Ray-O-Vac Corporation.

## Removing Batteries

**Warning:** Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, internal storage, margins, and other settings will be lost.

1. Make sure the typewriter is turned on.
2. Raise the typewriter cover.
3. Locate the black plastic battery holder on the right front side of the typewriter.
4. Remove the holder by putting your finger under it and pulling up. Then carefully pull the holder out as far as it can go.
5. Push the batteries against the spring ends of the holder and pop them out.

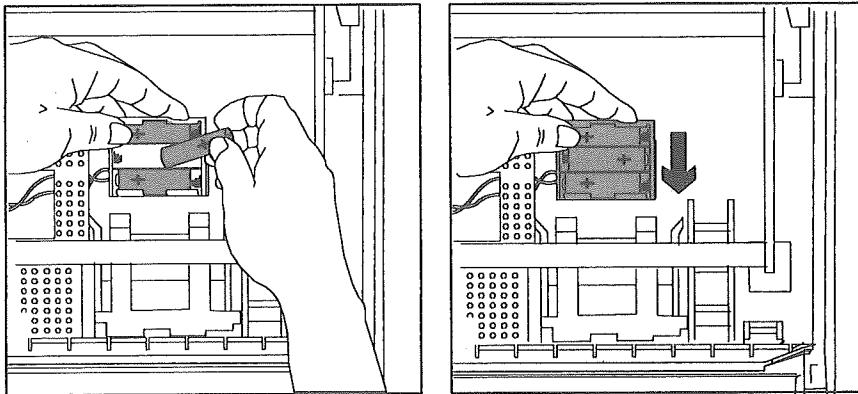


## Care and Maintenance

### Installing Batteries

1. Install three (3) new batteries in the holder by placing the flat end of the batteries against the springs. Make sure the plus (+) signs on the batteries match the plus signs inside the holder.
2. Place the battery holder back into the typewriter.

**Note:** The batteries will *not* save internal storage or margins and other settings unless the plus sign on each battery matches the plus sign inside the holder.



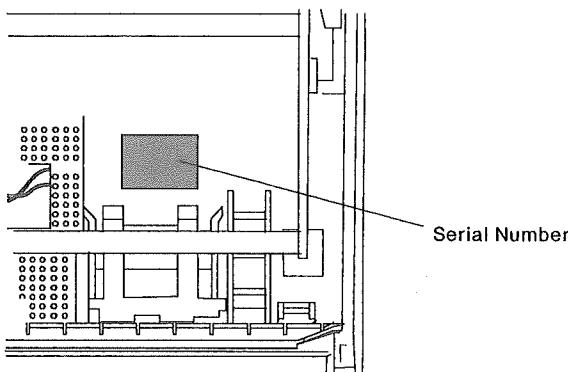
---

## Care and Maintenance

### Cleaning the Typewriter Cover

**Important:** Use only a damp cloth and mild detergent to clean the typewriter cover and key buttons. Certain cleaning fluids may be harmful. *Do not use IBM cleaning fluid.*

## Serial Number



To locate the serial number on your typewriter, look on the right of the inside bottom cover. The serial number (S/N) is shown on the voltage label behind the batteries.

**Intentionally removing, destroying or altering the Lexmark serial number may be a violation of consumer laws. Further, Lexmark will not honor warranty claims for machines without the original factory affixed serial number label similiar to the one shown below.**

**LEXMARK**™

Manufactured by Lexmark International Inc.  
Lexington, Ky USA

Machine Type:

100-240V,-

S/N:

50/60Hz

0.8-0.4A

Programs © Copyright Lexmark International, Inc.  
All Rights Reserved 19xx,19xx



HOMOLOGA  
D.G.E.I.  
GMAQ-0040

This device complies with part 15 of the FCC Rules. FCC ID:XXXXXX

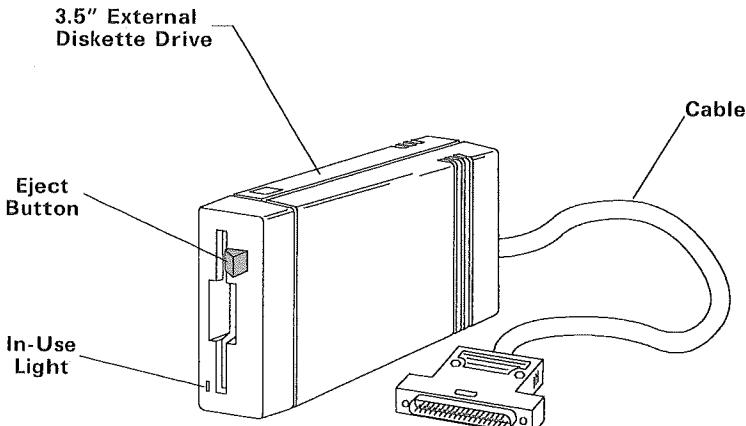
Operation is subject to the following conditions:

- (1) This device may not cause harmful interference.
- (2) This device must accept any interference that may cause undesired operation.



## Appendix A. Diskette Option

The Diskette option gives the system virtually unlimited storage space. Each diskette will hold approximately 720,000 bytes (240 – 360 pages) in up to 111 files. Since diskettes are removable, storage capacity is limited only by the number of diskettes you have. You can use a diskette to hold several large files, to store confidential information, or to group files by their type (such as Mr. Smith's letters, wills, or forms). Use a diskette to store files that must be kept for a long period of time so the internal storage is available for current files. Files on a diskette are saved even when batteries run down. Contact an authorized dealer to purchase a Diskette option for your system.



## Diskette Option

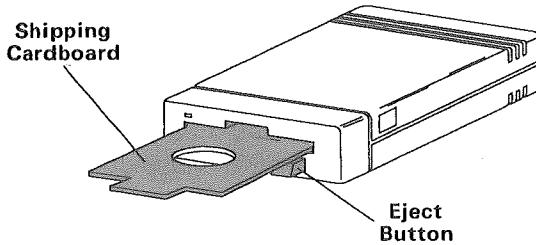
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### Setup Procedures

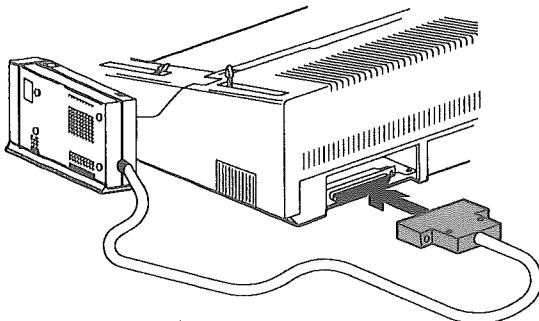
Before you use the diskette drive for the first time, make sure that the shipping cardboard has been removed from the drive.

### Removing the Shipping Cardboard

Press the eject button to remove the shipping cardboard.



### Attaching the Diskette Option



1. Make sure the system is turned off.
2. Push the Diskette option cable plug into the socket located in the rear of the system. Use the shape of the plug as a guide for attaching it properly.
3. Tighten the screws.
4. Turn the system on.

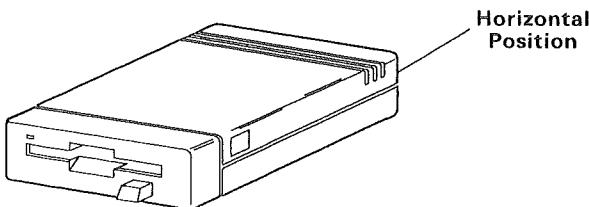
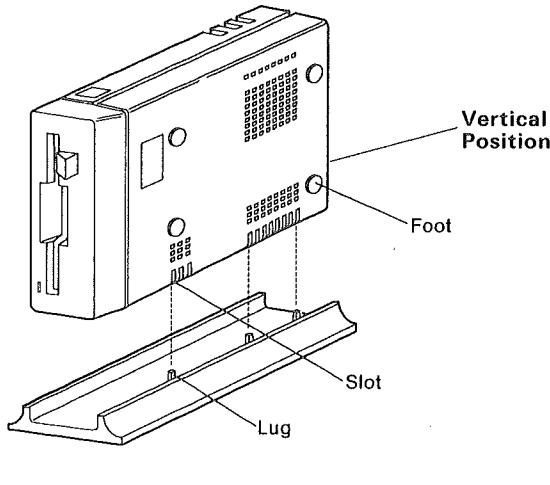
**Note:** If an error code is displayed when you turn the system on, see "Problem Determination Procedures" on page 9-1 for help.

---

**Placement of the Diskette Drive**

Place the diskette drive on a *flat surface*, such as a desk top. Do not place the diskette drive on top of books or papers.

The diskette drive may be placed in either a vertical or horizontal position.



## **Diskette Option**

### **Definition of Terms**

Read the following terms and definitions to become familiar with their use.

**Diskette** — A diskette is a magnetic storage medium (3.5 inch) on which files are stored. It may also be referred to as a disk, floppy disk, or minidisk. The term diskette is used in this manual.

**Diskette Drive** — A diskette drive is a device used to gain access to the files stored on a diskette.

**File** — A file is anything you type and store on your system. A file can be a word, line, sentence, paragraph, page, or several pages.

**Write-Protected** — Write-protected means the write-protect tab is locked so that you cannot delete or store over files already stored on the diskette.

---

### **Using and Handling Diskettes**

Use only 3.5 inch double-sided, double-density diskettes having 1.0 Mb capacity. If you have questions about which diskettes to use, contact your point of purchase.

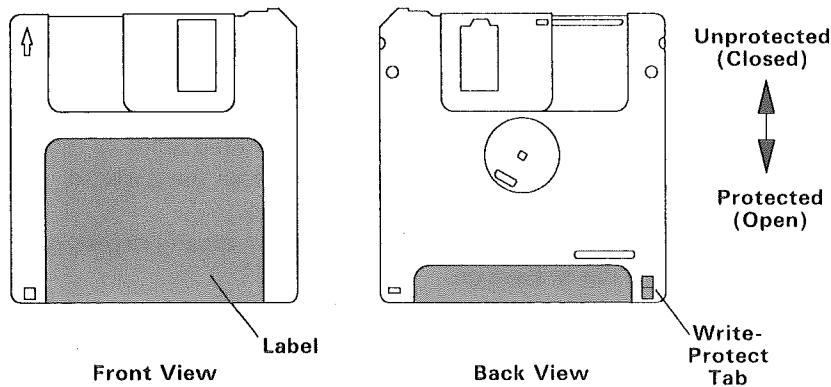
Handle your diskettes with care at all times to keep from damaging the diskettes or losing files stored on them. The following precautions will help you take care of your diskettes.

- Do not place diskettes near food, drink, or ashtrays.
- Do not place diskettes near materials that might be magnetized.  
All of the files stored on the diskette will be lost.
- Keep the diskettes away from heat greater than 125 degrees Fahrenheit (51.5 degrees Celsius) or direct sunlight.

## Write-Protecting Diskettes

You can write-protect a diskette so that files cannot be stored on or erased from the diskette. Follow these steps to check whether a diskette is write-protected:

1. Hold the diskette in your hand so the label is away from you.
2. Notice the write-protect tab and the small opening in the corner of the diskette, as shown below. If you can see through this opening, the diskette is write-protected.
  - *To permit storing on the diskette:* slide the write-protect tab to the closed (unprotected) position.
  - *To write-protect the diskette:* slide the tab to the open (protected) position. *You can see through the tab opening.*

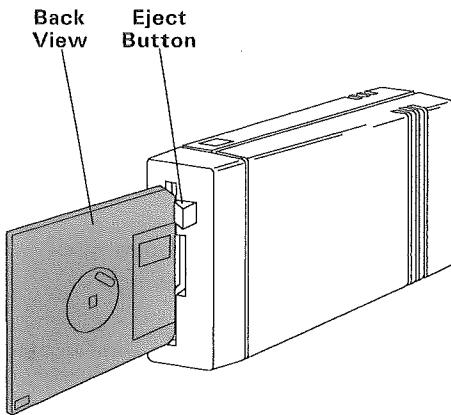


## Diskette Option

---

### Inserting a Diskette

**Important:** Never remove a diskette while the In-Use light is on. See page A-1 for the location of the In-Use light.



1. Insert the diskette into the drive so that the printed label on the diskette faces away from the blue eject button on the diskette drive. Make sure the diskette clicks into place.
2. Turn the system on. The Diskette option automatically comes on when you turn the system on.

---

### Removing a Diskette

**Important:** *Do not* remove a diskette while the In-Use light is on. If you do, information being stored could be lost. See page A-1 for the location of the In-Use light.

Press the blue eject button on the front of the diskette drive to remove the diskette. The diskette ejects from the drive.

## Formatting a Diskette

*Formatting* prepares a diskette so it can be used to store information. Formatting erases any data that may be on the diskette.

1. Press the **Menu** key. The Task Menu is displayed.

Task Menu
<ol style="list-style-type: none"><li>1. Word Processor</li><li>2. Typewriter and Forms</li><li>3. Mail and phone lists</li><li>4. Phone lookup</li><li>5. Supplemental dictionary</li><li>6. Day's Schedule</li><li>7. Scheduler</li><li>8. Information Management</li><li>9. Calculator</li><li>10. Format a diskette</li></ol> <p>To select, use ↑ or ↓ and press CRtn.</p>

2. Select **Format a diskette**. The following message appears:

Insert the blank diskette in drive B. Are you ready (y/n)?
---

3. Insert the diskette you want to format and type **y**. Be sure the diskette is not write-protected. You are not required to take any action until the following message appears:

Format complete. Do you want to format another diskette (y/n)?
---

## Diskette Option

4. Type **y** if you want to format another diskette. Type **n** to return to the Task Menu.

It may be helpful to format several diskettes. These extra formatted diskettes will be available to you while you are working so that you will not have to stop to format a diskette.

5. Remove the diskette. You may label the diskette using any writing instrument.

**Note:** If a problem occurs during diskette formatting, an error message is displayed.

- a. Press the **Exit** key to cancel; or
- b. Follow the instructions that are displayed.

---

## Appendix B. Printer Option

The Printer option allows the IBM Wheelwriter 7000 Typewriter to be used as a printer for an IBM personal computer, Personal System/2®, or for other personal computers supporting an equivalent attachment interface.

The Printer option uses a parallel interface and attaches using a printer cable to the parallel printer port of a personal computer. (The printer cable is not provided with the Printer option.) Contact an authorized dealer to purchase a Printer option for your system.

---

### Operating the Printer Option

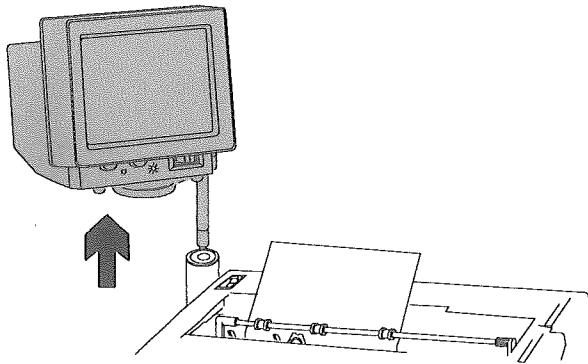
See the *IBM Wheelwriter Series II Printer Option Operator's Guide* for details of the operation and capabilities of the Printer option.

**Note:** The Printer option allows the user to change the default settings such as page length, line length, and character set from the keyboard. These changes will be active until they are reset by the application program or until the typewriter is turned off.

## **Printer Option**

## Appendix C. Display Mounting Arm

If you need to move your system and you already have the optional Display Mounting Arm installed:



1. Disconnect all cables
2. Lift up the display and pivot from the mounting arm.
3. Move the typewriter and display separately.

## **Display Mounting Arm**

## Appendix D. Safety/Compliances

### Appendix D. Safety/Compliances

#### Federal Communications Commission (FCC) Statement

**Note:** The IBM Wheelwriter Typewriter 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 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 the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your authorized dealer or service representative for additional suggestions.

Neither IBM nor the manufacturer is responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate the equipment.

**Note:** To comply with FCC regulations on electromagnetic interference for a Class B computing device, the printer cable must be shielded and properly grounded.

To assure compliance with FCC regulations for a Class B computing device, use a properly shielded and grounded IBM cable. Part number 1043561 is for the parallel interface cable. Use of a substitute cable not properly shielded and grounded may result in violation of FCC regulations.

## FCC/SAFETY

### **Canadian Department of Communications Compliance Statement**

This equipment does not exceed Class B limits per radio noise emissions for digital apparatus, set out in the Radio Interference Regulation of the Canadian Department of Communications.

### **Avis de conformité aux normes du ministère des Communications du Canada**

Cet équipement ne dépasse pas les limites de Classe B d'émission de bruits radioélectriques pour les appareils numériques, telles que prescrites par le Règlement sur le brouillage radioélectrique établi par le ministère des Communications du Canada.

### **The United Kingdom Telecommunications Act 1984**

This apparatus is approved under the General Approval Number NS/G/1234/J/100003 for the indirect connections to the public telecommunications systems in the United Kingdom.

### **European Community (EC) Electromagnetic Compatibility Directive**

This product is in conformity with the protection requirements of EC Council directive 89/336/EEC on the approximation of the laws of the Member States relating to electromagnetic compatibility.

## Safety Information — Display

The construction of this machine provides extra protection against the risk of electric shock by grounding appropriate metal parts. The extra protection may not function unless the power cord is connected to a properly grounded outlet. This machine has a grounding-type (3-wire) power cord because grounding is necessary. It is the responsibility of the customer or the person installing the machine to connect it to a properly grounded outlet. Seek professional assistance before using an adapter or extension cord; such a device could interrupt the grounding circuit.

**If this machine is connected to an outlet that has been incorrectly connected to the building wiring, serious electric shock could result.**

For continued protection against the risk of electric shock and personal injury:

- Connect the machine only to a properly grounded outlet of the correct voltage. The voltage your machine will accept is indicated on the machine.
- Make sure the machine is turned off (O) before you connect or disconnect the power cord or other cables.
- If the machine has cables other than the power cord, you must connect them before you plug the power cord into an outlet. You must first unplug the power cord from the outlet when you remove the other cables.
- Do not use the machine in an area where it can become wet.
- Keep hair and personal articles away from moving parts in the machine to avoid the possibility of getting them caught.
- Refer service or repairs to qualified personnel.
- There may be some increased risks of electric shock and personal injury during disassembly and servicing of this machine. Professional service personnel should understand this and take necessary precautions.
- The safety features of some parts may not always be obvious. Therefore, replacement parts must have the identical or equivalent characteristics as the original parts.
- The maintenance information for this machine has been written for the professional service person and is not intended to be used by others.

## FCC/SAFETY

### Safety Information

- If your product is NOT marked with this symbol,  , it MUST be connected to an electrical outlet that is properly grounded.
- The power cord must be connected to an electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, to a professional service person.

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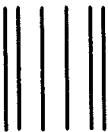
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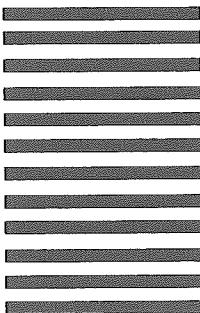
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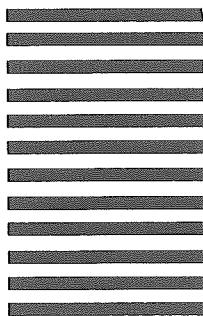


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