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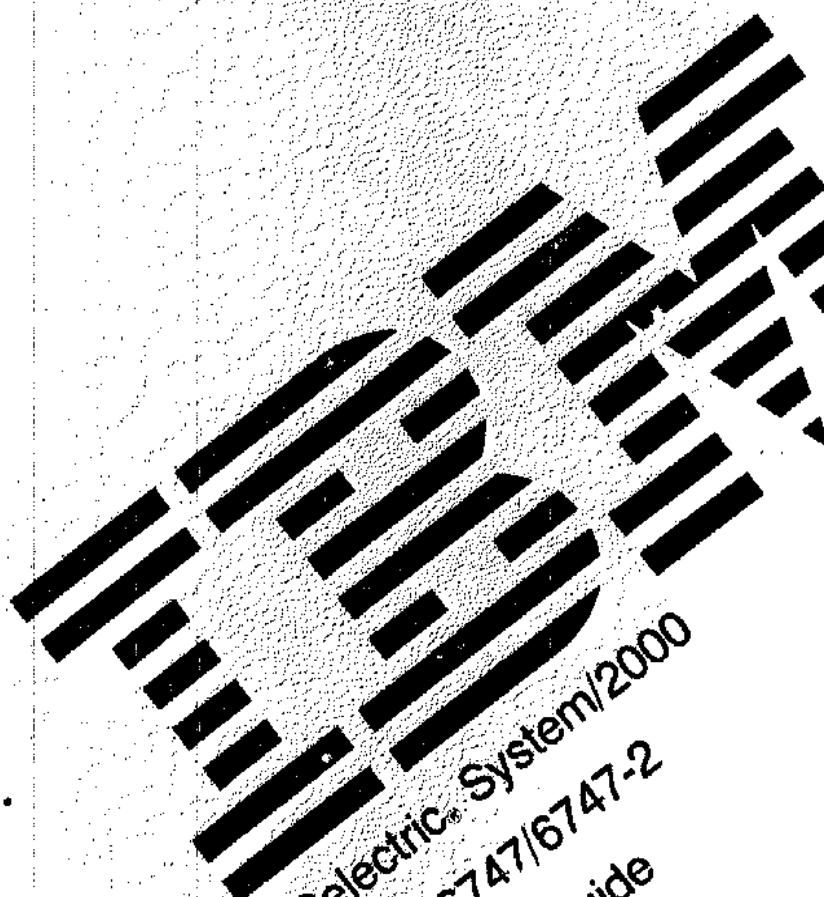
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S544-4103-03



Wheelwriter® Typewriter System/2000
Selectric® System/2000
Operator's Guide
6747/6747.2



Safety Guidelines

Safety Guidelines

- Keep hair and personal articles out of the printing and ribbon area when the typewriter is on to prevent them from getting caught in the machine. Be sure to comply with this warning and ask others to do so.
- Maintain at least a 75 mm (3 in) clearance on all sides of the typewriter for proper ventilation.
- The IBM WHEELWRITER Typewriter incorporates Class II (double-insulated) construction as defined by the International Electrotechnical Commission Publication 380, "Safety of Electrically Energized Office Machines," and other national standards. Class II construction provides protection against electric shock through the use of extra insulation and does not rely upon protective grounding.
- The IBM WHEELWRITER Typewriter is equipped with a nongrounding type (two-wire) electrical cord because protective grounding is unnecessary.
- The IBM WHEELWRITER Typewriter is intended to be serviced by professional service personnel trained to service this product. There are some mechanical and electrical hazards in the service area of this machine.

Federal Communications Commission (FCC) Compliance

WW's
Storage 7000 char.
Letters 16 letters.

The IBM Selectric® System/2000, IBM Wheelwriter®5 Typewriter 6747 and IBM Wheelwriter®6 Typewriter 6747-2 generate and use radio frequency energy. If the IBM WHEELWRITER Typewriter is not installed and used in accordance with the operating instructions and the service manual, it may interfere with radio or television reception. The typewriter has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a residential area.

If this typewriter interferes with radio or television reception, which can be determined by switching the typewriter off and on, the user is encouraged to try one or more of the following:

- Move the receiving antenna on the radio or television.
- Relocate the typewriter in relation to the radio or television.
- Plug the typewriter into a different electrical outlet from the radio or television.

If necessary, consult your authorized IBM service representative. If anyone other than an authorized IBM representative modifies the typewriter and it causes interference, the user is responsible for correcting the interference.

Fourth Edition, December 1988

Described herein are basic procedures for using the IBM WHEELWRITER 5 Typewriter 6747 and IBM WHEELWRITER 6 Typewriter 6747-2. However, the principles involved are adaptable to many different operations.

This operator's guide contains examples of forms and reports with the names of persons, companies, brands, and products. All of these names are fictitious.

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Publications are not stocked at the address below. For copies, contact your point of purchase. Should you have comments or suggestions concerning this operator's guide, use the reader's comment form in the back of this book. If the form has been removed, address your comments to the IBM Corporation, Dept. F98/962-3, 740 New Circle Road N.W., Lexington, KY 40511.

Information you supply may be used by IBM without obligation. You may, of course, use it yourself. Necessary changes will be made in later editions of this operator's guide.

References to IBM products, programs, or services do not imply that IBM intends to make them available outside the United States.

- For continued protection against electric shock:
 1. Connect only to an electrical outlet of the proper voltage. (See machine voltage rating plate.)
 2. Refer servicing to trained professional service personnel.
 3. When servicing, use only identical replacement parts.

The IBM WHEELWRITER Typewriter is designed with special features such as automatic centering and underlining. These features are designed to make your typing jobs easier, faster, more enjoyable, and productive.

The storage feature allows you to store jobs that you may need to change later. After you store a job, you can play it back and change it without retying the entire job.

In addition, you no longer have to retype frequently used jobs such as repetitive letters, repetitive paragraphs, and certain statistical reports.

The decimal tabulation feature simplifies the job of aligning numbers.

This typewriter is like having many typewriters in one. You can type in either pica, elite, micro elite, or proportional spacing. Also, you have a choice of single, one-and-one-half, double, or triple spacing.

The alternate keyboard feature allows you to type different languages and special characters, such as accent marks and other symbols.

Just tell your IBM WHEELWRITER Typewriter what you want it to do!

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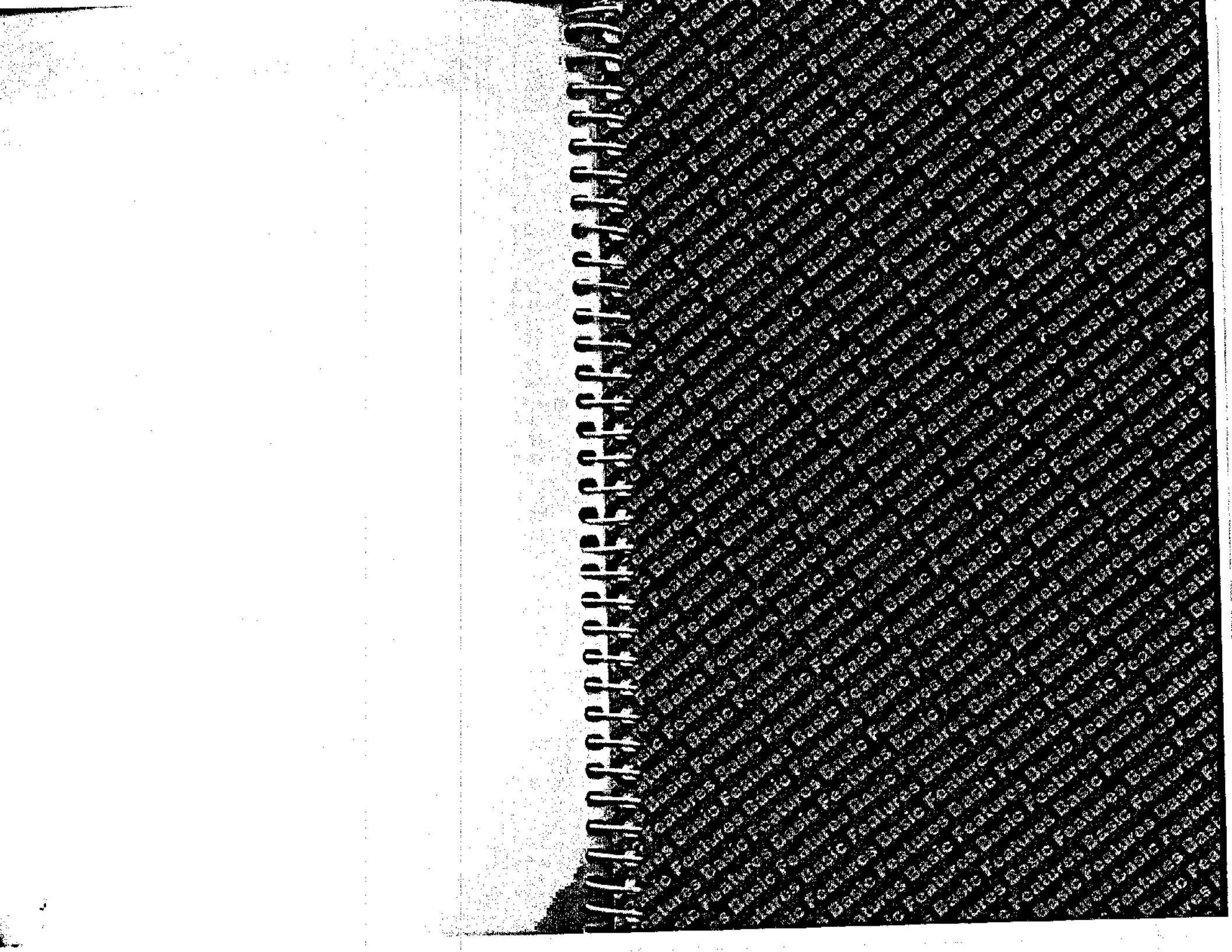
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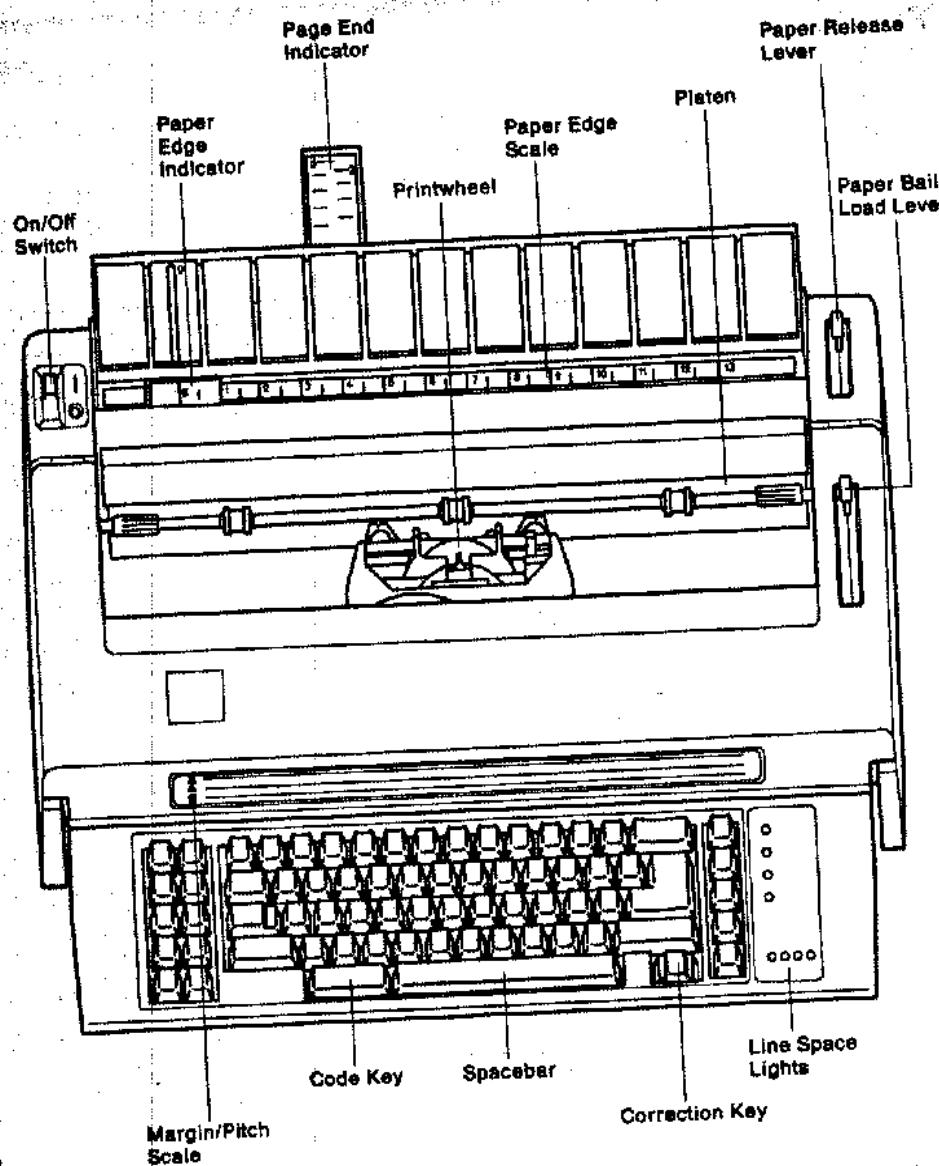
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Parts of the Typewriter



Basic Features

About Your Typewriter

Functions

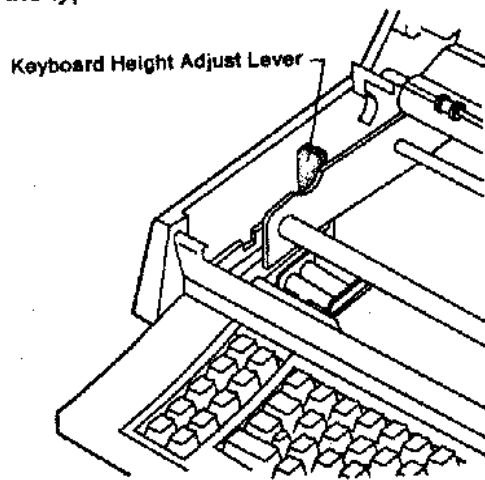
There are several models of the typewriter. Each model supports a different set of functions. Familiarize yourself with the following chart so that you know which model you have and the functions it supports.

WHEELWRITER Functions	5	6
Advanced Revision	no	yes
Automatic Carrier Return (A Rtn)	yes	yes
Centering (Ctr)	yes	yes
Continuous Underline (aa aa or Undln)	yes	yes
Decimal Tabulation (Dec T)	yes	yes
Directory (Dir)	no	yes
Format Storage (UseFm, SavFm)	no	yes
Forms (Mark)	no	yes
Impression Control	yes	yes
Indenting (Indent)	yes	yes
Justification (Jstify)	no	yes
Margin Return (MRtn)	no	yes
Multiple Word Underline (aa aa)	no	yes
Proportional Spacing (PS)	yes	yes
Storage	yes	yes

Keyboard Height Adjustment

Adjusting the Keyboard

Refer to the illustration on this page or the next page to check the type of keyboard adjust lever for your typewriter. The lever is located inside the typewriter beside the left cover.



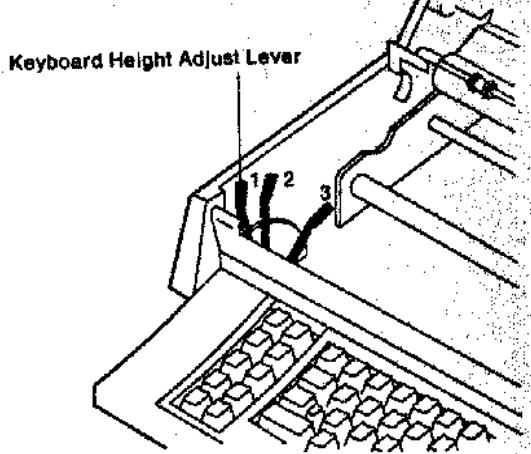
You can raise or lower the keyboard to the most comfortable position for you.

There are three settings: low, medium, and high.

1. Space or tab to move the carrier to the center of your typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Push the keyboard height adjust lever down, then move it away from you to raise the keyboard.
5. Push the keyboard height adjust lever down, then move it toward you to lower the keyboard.

Keyboard Height Adjustment

Adjusting the Keyboard



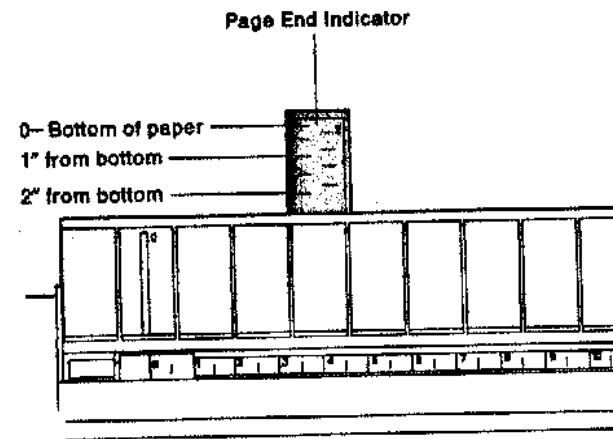
You can raise or lower the keyboard to the most comfortable position for you.

There are three settings: low (1), medium (2), and high (3).

1. Space or tab to move the carrier to the center of your typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Push the keyboard height adjust lever all the way back as far as it will go to set the keyboard to the high position (3).
5. Move the lever to the center notch to set the keyboard to the medium position (2).
6. Pull the lever all the way forward as far as it will go to set the keyboard to the low position (1).

Page End Indicator

Using the Page End Indicator

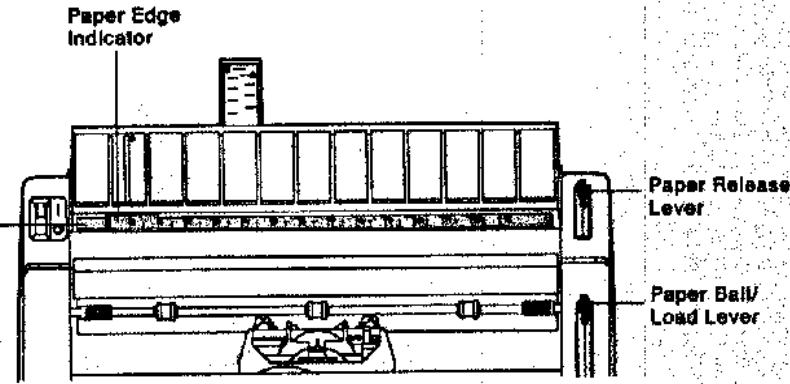


Pull the page end indicator all the way up until it locks into place.

- As you type, the top of the paper comes out of the typewriter and reaches a line on the indicator.
- The lines on the indicator tell you approximately how many inches remain to the bottom of 11-inch paper.
- The right side of the indicator is marked in centimeters.

Paper Insertion

Inserting Paper Automatically

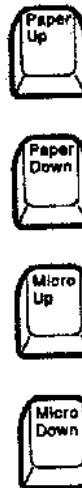


1. Make sure the typewriter is turned on.
2. Push the paper release lever all the way back.
3. Slide the paper edge indicator to the first vertical line at the right of the zero (0) on the paper edge scale.
4. Align the left edge of the paper with the center of the paper edge indicator, then let go of the paper.
5. Pull the paper bail/load lever all the way forward until the paper begins feeding, then release the lever.
 - The paper feeds to approximately one inch from the top of the paper.
6. Push the paper bail/load lever all the way back until it holds the paper against the platen.

Note: When inserting loose carbon copies (five maximum), pull the paper release lever forward. Insert the copies, then push the lever all the way back.

Moving and Removing Paper

Moving Paper



Press Paper Up.

- The paper moves up one-half line.

Press Paper Down.

- The paper moves down one-half line.

Press Micro Up.

- The paper moves up 1/48 of an inch.

Press Micro Down.

- The paper moves down 1/48 of an inch.

Removing Paper

1. Pull the paper bail/load lever toward you.
2. Pull the paper release lever toward you.
3. Remove the paper.
4. Push the paper release lever back.
5. Push the paper bail/load lever back.

Note: You may also press and hold down the Paper Up key or pull the paper bail/load lever forward several times to remove the paper.

Printwheels

Information

Your IBM WHEELWRITER Typewriter uses a printwheel. The printwheel is lightweight and easy to change. You can choose from four different pitches as shown in the chart below.

Pitch (Type Size)	Characters Per Inch
Pica (10)	10
Elite (12)	12
Proportional Spacing (PS)	Varies in Width
Micro Elite (15)	15

Characters Per Inch
10
12
Varies in Width
15

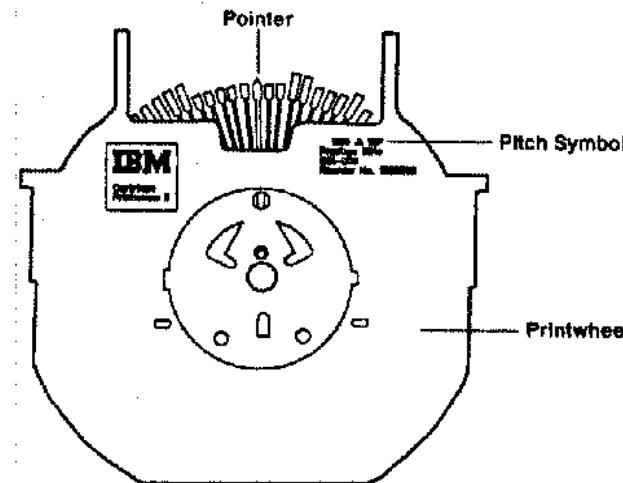
Pitch	Symbol
10P	▲ 10P
12P	△ 12P
PSP	● PSP
15P	■ 15P

Automatic Selection

When you install a printwheel, these settings are automatically selected:

- Pitch
- Margins
- Tabs
- Impression

The symbol on the front of each printwheel indicates the pitch in which you will be typing.



Printwheels

Choosing a Printwheel

A 10- or 12-pitch printwheel is recommended for learning.

If you need to install or change your printwheel, refer to pages 5-8 through 5-11.

Note: If you change to a printwheel in a different pitch, your margins and tabs may change. Be sure to always press **Code** after changing the printwheel.

If you have a WHEELWRITER 6 Typewriter, you can use format storage to save and recall your margins and tabs. To keep the same margins and tabs after you changed wheels you must:

- Save the current tabs and margin in a format storage area.
- Change printwheel.
- Recall the saved format storage area.

Characters Per Horizontal Inch

The difference between 10 pitch, 12 pitch, 15 pitch and proportional spacing is the size of the characters.

The pitch determines the number of characters typed per horizontal inch.

Below are examples of each pitch:

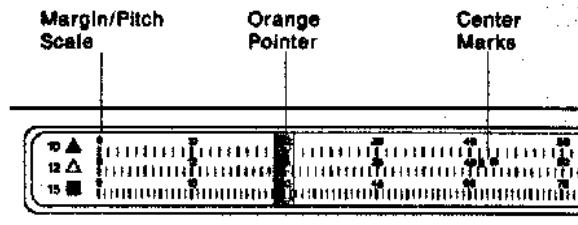
Pica (10 Pitch)	This is a sample.
Elite (12 Pitch)	This is a sample.
Proportional (PS Pitch)	This is a sample.
Micro Elite (15 Pitch)	This is a sample.

Lines Per Vertical Inch

There are six lines per vertical inch in 10, 12, and PS pitch. There are eight lines per vertical inch in 15 pitch.

Margin/Pitch Scale

Using the Margin/Pitch Scale



Your IBM WHEELWRITER Typewriter has three margin scales. When typing, use the scale that matches the label on your printwheel.

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

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

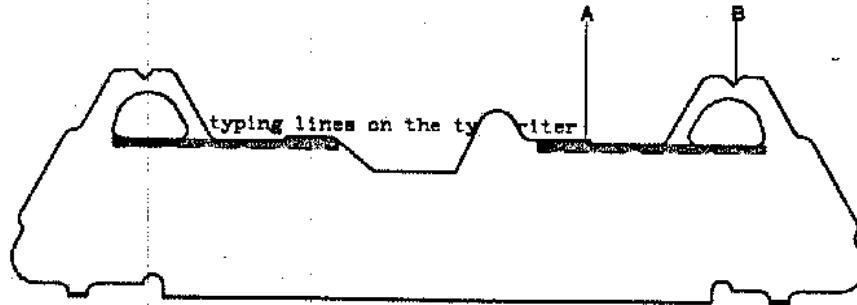
The ● and | mark the center of the paper when the left edge of the paper is aligned with the zero on the paper table.

The ● marks the approximate center of paper 215.90 mm (8½ in) wide.

The | marks the approximate center of paper 210 mm (8.27 in) wide.

Cardholder

Using the Cardholder



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

The top red portion (A) of the cardholder indicates the base of the typing line. Look at the example above.

The notches (B) on the cardholder are used for drawing vertical lines.

1. Hold a pencil or pen against one of the notches.
2. Use the Paper Up key to move the paper.

Margins

Setting and Releasing the Margins

Setting the Left Margin



1. Use Spacebar or Backspace to move the carrier to the desired left margin position.
2. Press L Mar.
 - The printwheel spins when the left margin is set.

Setting the Right Margin



1. Use Spacebar or Backspace to move the carrier to the desired right margin position.
2. Press R Mar.
 - The printwheel spins when the right margin is set.
 - To check the right margin setting, space toward the right margin and listen for a beep. You should hear the beep approximately five spaces before the right margin setting.

Releasing the Left Margin



1. Return the carrier to the left margin.
2. Press Mar Rel.
 - The printwheel spins.
3. Backspace through the left margin.
 - To set a new left margin, backspace to the desired position, then press L Mar. The old margin is automatically eliminated.

Margins

Saving Margins

Your typewriter automatically saves four sets of margins: one set for each pitch (10, 12, PS, and 15).

Your typewriter has a battery pack to save margins when you turn the typewriter off. Keep batteries installed at all times and replace them once a year. See pages 5-12 through 5-16.

Helpful Hints

- When you change to a printwheel in a different pitch, your margins may change.
- You can type, tab, or space through the right margin without stopping.
- When you press C Rtn after setting margins, the paper moves up.
- Press Mar Rel when the carrier is positioned at the left margin and backspace to set a new left margin.
- You do not have to press Mar Rel to set a new right margin.
- The old margin is automatically eliminated when a new margin is set.

Tabs

Setting and Clearing Tabs

Setting a Tab



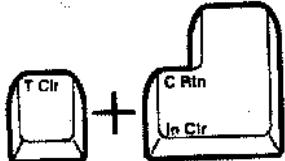
1. Press Spacebar or Backspace to move the carrier to the desired tab position.
2. Press T Set.
 - The printwheel spins when the tab is set.
3. Repeat these steps to set each additional tab. You can set a tab at every space on the margin/pitch scale.

Clearing a Tab



1. Press Tab to move to the tab stop you want to clear.
2. Press T Clr.
 - The printwheel spins when the tab is cleared.
3. Repeat the steps to clear each individual tab.

Clearing All Tabs



Press and hold down T Clr while you press C Rtn.

- The carrier returns to the left margin.
- All tabs are cleared.
- The carrier may be at any position to clear all tabs.

Saving Tabs

Your typewriter has a battery pack to save tabs when you turn the typewriter off.

Your typewriter automatically saves four sets of tabs: one set for each pitch (10, 12, PS, and 15).

Helpful Hints

- When you change to a printwheel in a different pitch, your tabs may change.
- You can tab, type, or space through the right margin.
- When you press Tab, the carrier will not stop at the right margin unless a tab stop is set at the right margin.
- The carrier may be at any position to clear all tabs.

Line Spacing

Information

Your typewriter lets you choose four line space settings: 1, 1½, 2, or 3. Line spacing is the amount of space between the lines of type.

The **Line Space** indicator lights tell you which line spacing you are using.

Setting Line Spacing

Press the **Line Space** key.

- Keep pressing the key until the desired Line Space light is on.



1 1½ 2 3
○○○○

Helpful Hints

- The paper moves one-half line up or down when you press **Paper Up** or **Paper Down** regardless of the line space setting.
- The paper moves 1/48 of an inch up or down when you press **Micro Up** or **Micro Down** regardless of the line space setting.
- When you select a line space setting, it will not change until you press **Line Space** or turn the typewriter off.
- The line spacing resets to 1 (single space) when you turn the typewriter off.

Shift and Shift Lock Keys

Locking and Unlocking the Shift Key

Use the **Shift** and **Shift Lock** keys (**Shift** and **Lock**) to type uppercase characters (all capitals).

The **Lock** key allows you to type continuously in uppercase without pressing the **Shift** key each time. A **Shift Lock** indicator light comes on to let you know that **Shift Lock** is on.

Locking Shift



Press **Lock**.

- The **Shift Lock** light comes on.
- All characters print in uppercase.

Unlocking Shift



Press either the left or right **Shift** key to unlock the **Lock** key.

- The **Shift Lock** light goes off.

Typematic (Repeat) Keys

Information

Typematic (repeat) keys have both a single and a repeat action. Any of these keys can be touched briefly for a single action, or held down for repeat action.

- Asterisk/8
- Backspace/Bksp 1
- Carrier Return
- Correction Key
- Micro Down
- Micro Up
- Paper Down
- Paper Up
- Period
- Plus/Equal
- Question Mark/Slash
- Spacebar
- Underline/Hyphen
- X, x

For example, if you press the letter X an X prints on your paper. If you hold down the X key for more than one-half second, X prints repeatedly until you release the key.

Correction Memory

Information

Just as you remember what you read, your typewriter remembers what you type. In other words, your typewriter has a correction memory that remembers approximately the last 200 characters you type.

The correction memory makes erasing characters very easy and automatic. The correction memory is present when you turn your typewriter on.

Note: There are two ways to erase characters: automatically and manually.

Automatic Erase

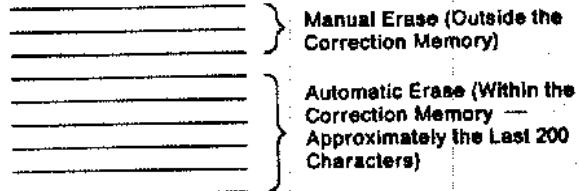
Automatic erasing (within the correction memory) allows you to erase incorrect characters: notice immediately, farther back on the same line, on previously typed lines, up to approximately the last 200 characters.

Correction Memory

Manual Erase

Manual erasing (outside the correction memory) allows you to erase incorrect characters farther back than approximately 200 characters, that are not erased automatically.

Example



Erasing Automatically in 10, 12, or 15 Pitch

Erasing on the Same Line

Erasing a Character You Notice Immediately



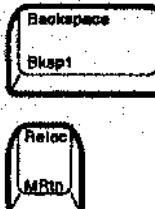
Press the Correction key (X).

- The character is automatically erased.

Example

Thi
Th

Erasing a Character Farther Back on the Same Line



1. Press Backspace to move the printwheel pointer to the incorrect character.
2. Press the Correction key.
 - The character is automatically erased.
3. Type the correct character.
4. Press Reloc.
 - Use of Reloc, within the correction memory, will return the carrier to the last typing position.
5. Continue typing.

Erasing Automatically in 10, 12, or 15 Pitch

Practice

1. Set margins.
 - You will use these margin settings until instructed to change them.

12 Pitch or 10 Pitch
L Mar 24 L Mar 20
R Mar 80 R Mar 75

2. Type the line printed below, including the circled error. When you reach the ✓, stop typing.
 - a. Use Backspace to move the carrier back to the incorrect character, then press the Correction key to erase it.
 - b. Type an e, then press Reloc, and continue typing.

You may need to correct errors farther back ✓ on the



Erasing Automatically in 10, 12, or 15 Pitch

Erasing on Previous Lines

1. Press Paper Down to move the carrier to the line with the incorrect character.
 - Use Paper Up if you move back too many lines.
2. Press Spacebar or Backspace to position the printwheel pointer at the incorrect character.
 - If you are erasing several characters in a word, or the entire word, position the printwheel pointer at the *last Incorrect character in the word*. Look at the example below:

Last Incorrect Character

The Central School District ha

Position Printwheel Pointer Here

3. Press the Correction key (☒) until each incorrect character in the word is erased.

Look at the example below.

The Central School Distri has

- If the incorrect character is not erased, be sure the carrier is not above or below the typing line.

4. Type the correct characters as shown below.

The Central School District has

5. Repeat steps 1 through 4 until all corrections have been made.
6. Press Reloc and continue typing.

Erasing Automatically in 10, 12, or 15 Pitch

Practice

Type the following paragraph line by line as printed below, including the circled errors. Do not remove the paper from your typewriter.

The Central School District has been granted funds to establish a Demonstration Center to serve this entire area. (Do not press C Rtn.)

Erase the incorrect characters using the following steps:

1. Press Paper Down two times to move the carrier to the line with the incorrect character (the second line).
 - If you move too far, press Paper Up.
 - Remember, the paper moves one-half line each time you press Paper Down or Paper Up.
2. Press the Spacebar to move the printwheel pointer to e.
 - If you space too far, press Backspace.
3. Press the Correction key (~~X~~).
 - The e is automatically erased.
4. Type a (the correct character).
5. Press Paper Down two times, then press the Spacebar to move the printwheel pointer to c (the last incorrect character in the word).
6. Press the Correction key two times.
 - The f and c are automatically erased.
7. Type ct (the correct characters).
8. Press Reloc.

Erasing Manually in 10, 12 or 15 Pitch

Erasing Manually

1. Press Paper Down to move the carrier to the line with the incorrect character.
 - Use Paper Up if you move back too many lines
2. Press Spacebar or Backspace to position the printwheel pointer at the incorrect character.
 - If you are erasing the entire word or several characters in the word, position the printwheel pointer at the last incorrect character in the word.

Look at the example below.

Position Printwheel Here

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying.

Outside the
Correction Memory

Within the
Correction Memory
(Approximately the
Last 200 Characters)

3. Press the Correction key.
 - The printwheel spins.
4. Type the incorrect character.
 - The incorrect character is erased.
5. If you are erasing several characters from right to left, press the Correction key again and type the next incorrect character.
 - You do not need to press Backspace when erasing from right to left. The carrier moves to the left when you type the next incorrect character.
6. Repeat steps 3 and 4 to manually erase each incorrect character.
7. Type the correct characters.

Erasing Manually in 10, 12 or 15 Pitch

Practice

Type the following paragraph, line by line as printed below, including the circled errors. Do not remove the paper from your typewriter. Manually erase the incorrect characters after you type the entire paragraph.

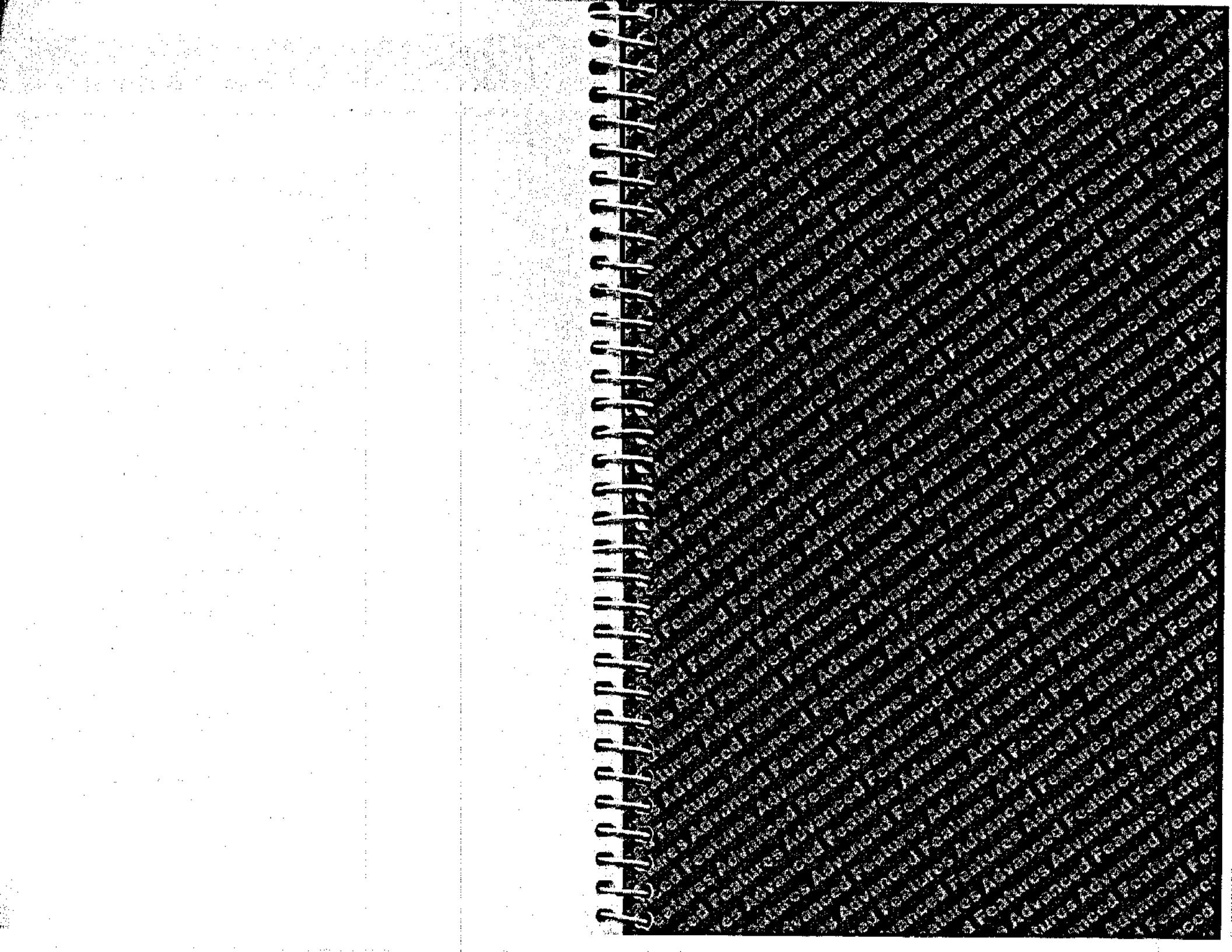
The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying.
(Do not press C Rtn.)

1. Press Paper Down twelve times to move the carrier to the line with the incorrect characters (the first line).
2. Press Spacebar to move the printwheel pointer to the *t* in *wit* (the last incorrect character in the word).
3. Press the Correction key.
4. Type *t*.
The *t* is erased.
5. Press the Correction key.
6. Type *h*.
The *h* is erased.
7. Type *th*.
8. Press the Spacebar to move the printwheel pointer to the incorrect *r* in *typewrrter*.
9. Press the Correction key.
10. Type *r*.
The *r* is erased.
11. Type *i*.

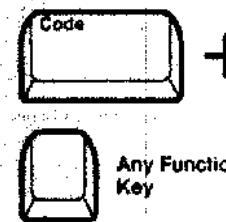
Erasing In 10, 12, and 15 Pitch

Helpful Hints

- Always erase from right to left, then type the correct characters.
- If the printwheel spins when you press the Correction key, and the incorrect character is not erased:
 - Type the incorrect character again, just like you typed it the first time, and it is erased.
- Use the Correction key () to erase unwanted carrier returns. For example, if you accidentally press C Rtn, press the Correction key until the carrier moves to the end of the previous line.
- After you perform any of the following typewriter functions (even if you are within approximately the last 200 characters), you may have to use manual erase:
 - Pull the paper bail/load lever forward to advance the paper.
 - Remove the printwheel.
 - Set or clear a temporary left margin.
 - Press Store or Store + a number.
 - Press Paper Down or Micro Down and type on a new line.
 - Press Code + O (UseFm).
- When manually erasing a symbol created by two or more characters, for example (Ø), erase each character individually. Then type the correct character or symbol.
- To manually erase underlined characters, turn Underline on and then erase the incorrect character.



Using the Code Key



The **Code** key is used with other function keys on the typewriter. The **Code** key and some of the function keys have **green letters** on them. The other function keys used with **Code** which do not have **green letters** on them are: **Q**, **hyphen**, **Spacebar**, and **Del**.

1. Press and hold down the **Code** key.
2. Keep **Code** held down while you press a function key.

Note: Coded functions will be shown as **Code +** the function key; for example, **Code + C(Ctr)**. Do not type the **+**.

Helpful Hints

You can use more than one coded function at a time. For example, you can use **Automatic Centering** and **Underlining** together.

Centering

Centering Automatically

You can automatically center words between the left and right margins, or at any point on the page.

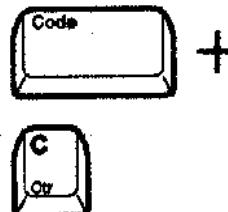
Centering Between the Left and Right Margins

- 
1. Press **C Rtn**.
 - The carrier must be positioned at the left margin.
 2. Press and hold down **Code + C (Ctr)**.
 - The printwheel spins.
 - The carrier moves to the center point between the margins.
 3. Type the words you want centered.
 - As you type, the carrier backs up without printing.
 - If you make an error, press the **Correction** key and type the correct character.
 4. Press and hold down **Code + C**.
 - The words print.

Note: The centered words also print when you press **Tab**, **Dec T**, or **C Rtn**.

Centering

Centering at Any Point on the Page



1. Press **Tab** or **Spacebar** to position the carrier at the desired center point.
2. Press and hold down **Code + C (Ctr)**.
 - The printwheel spins.
3. Type the words you want centered.
 - As you type, the carrier backs up without printing.
4. Press and hold down **Code + C**.
 - The words print.

Note: The centered words also print when you press **Tab**, **Dec T**, or **C Rtn**.

Helpful Hints

- To cancel centered characters before they print:
 1. Press the **Correction** key until the carrier stops moving forward.
 2. Press and hold down **Code + C (Ctr)**, **Tab**, **Dec T**, or **C Rtn**.
- To change a printwheel in a centered heading type a stop code at the point where you want to change the printwheel.

Multiple Word Underline

Turning Multiple Word Underline On and Off

Multiple Word Underline is available on the IBM WHEELWRITER 6 Typewriter only.

Turning Multiple Word Underline On

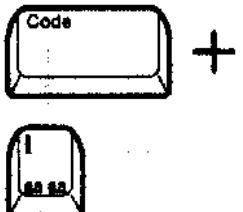


Press and hold down **Code + I (aa aa)**.

- The printwheel spins.
- Everything you type except spaces will be underlined until you turn Multiple Word Underline off.

Note: If the printwheel does not spin, make sure Continuous Underline is turned off.

Turning Multiple Word Underline Off



Press and hold down **Code + I (aa aa)**.

- The printwheel spins.
- The typewriter stops underlining.

Helpful Hints

- If you are within the correction memory, the characters and underlines are automatically erased when you press the Correction key.
- To manually erase underlined characters, turn Underline on and then erase the incorrect characters.
- If you want to add underlined text or turn underline on under text you have already typed, you must:
 - Play up to the point where you want to start underlining or add text.
 - Turn Underline on.
 - Play through the text you want underlined or type the new text.
 - Turn Underline off.

Multiple Word Underline

Continuous Underline

Turning Continuous Underline On and Off

Turning Continuous Underline On

Press and hold down Code + U (as  or Undln).

- The printwheel spins.
- Everything you type will be underlined until you turn Continuous Underline off.

Note: If the printwheel does not spin, make sure Multiple Underline is turned off.

Turning Continuous Underline Off

Press and hold down Code + U (as  or Undln).

- The printwheel spins.
- The typewriter stops underlining.

Continuous Underline

Helpful Hints

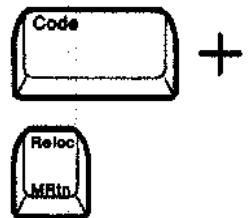
- If you are within the correction memory, the characters and underlines are automatically erased when you press the Correction key.
- To manually erase underlined characters, turn Underline on and then erase the incorrect characters.
- On the IBM WHEELWRITER 6 Typewriter if spaces between words should not be underlined, turn underline off before you press the spacebar.
- Spaces created by a tab are not underlined.
- If you want to add underlined text or turn underline on under text you have already typed, you must:
 - Play up to the point where you want to start underlining or add text.
 - Turn Underline on.
 - Play through the text you want underlined or type the new text.
 - Turn Underline off.

Margin Return

Using Margin Return

Margin Return is available on the IBM WHEELWRITER 6 Typewriter only.

Using the Margin Return Key



Press and hold down Code + Reloc (MRtn).

- The printwheel spins.
- The carrier moves to the left margin on the present line.

Helpful Hints

- MRtn is very useful when incorrect characters near the beginning of a line need to be erased or when you are setting up tabs.

Practice

Type the line printed below, including the circled error. When you reach the ✓, stop typing.

1. Press Code + Reloc (MRtn) to move the carrier back to the first character on the line, then use the Spacebar to move to the incorrect character / . Press the Correction key to erase it.
2. Type a u, then press Reloc and continue typing.

You may need to correct errors farther back ✓ on

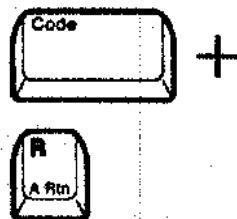
Automatic Carrier Return

Turning Automatic Carrier Return On and Off

With Automatic Carrier Return (A Rtn) on, you do not have to press C Rtn when you reach the right margin. When the beep sounds as the carrier moves toward the right margin, continue typing. The carrier automatically returns to the left margin when you press the Spacebar near the right margin.

Note: Be sure Automatic Carrier Return is off when typing tables, columns, or heavily formatted material.

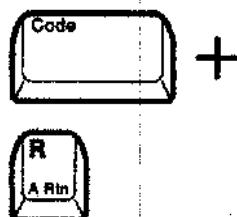
Turning Automatic Carrier Return On



Press and hold down Code + R (A Rtn).

- The A Rtn light comes on.
- The printwheel spins.

Turning Automatic Carrier Return Off



Press and hold down Code + R (A Rtn).

- The A Rtn light goes off.
- The printwheel spins.

Practice

1. Insert paper and set margins.

12 Pitch or

L Mar 30

R Mar 72

10 Pitch

L Mar 25

R Mar 85

2. Type the following paragraph with A Rtn on, and correct only the errors that you notice immediately.

- Your line endings will not match the printed copy below when you have A Rtn on.

Note: Do not press C Rtn at the end of the lines except where marked.

Code + R (A Rtn)

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnati, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script. C Rtn Code + R (A Rtn)

Helpful Hints

- When the A Rtn light is on, you do not have to press C Rtn at the end of each line. The typewriter will automatically return the carrier to the left margin.
- If you need to end a line before you reach the right margin, press the C Rtn key. Some examples of short lines are: date, inside address, salutation, short last line in a paragraph, closing, and short headings.
- Do not use Automatic Carrier Return when typing tables, columns, forms, or heavily formatted material.

Coded Spaces

Information

When the A Rtn light is on, the carrier automatically returns when you type a space near the right margin.

There are times when you do not want the carrier to return automatically. For example, you do not want the carrier to return automatically between names and dates at the right margin. You want the typewriter to keep them on the same line.

The carrier does not automatically return when you type a coded space. Therefore, coded spaces typed between words keep them on the same line.

Typing a Coded Space



When the beep sounds at the right margin while you are typing words that must be kept on the same line:

1. Finish the word you are typing.
2. Press and hold down **Code + Spacebar**.
 - If you accidentally press **Spacebar** and the carrier returns, press the **Correction** key until the carrier moves back to the previous line. Then press and hold down **Code + Spacebar**.
3. Type the next word.
4. Continue typing coded spaces between words that must be kept together.
5. When you type the last word on the line, press the **Spacebar** to return the carrier automatically.

Coded Space

Practice

1. Insert paper and set margins.

12 Pitch	or	10 Pitch
L Mar 36		L Mar 30
R Mar 72		R Mar 65

2. Make sure the A Rtn light is on.
3. Type the line below using regular spaces between words in the date.
 - The carrier automatically returns between *August* and *12*.
4. Type the same line again using coded space between words in the date.
 - The typewriter keeps the date on the same line.

Code + Spacebar

The convention will be held August 12, 1984.

Special Characters

Special Character

Typing Special Characters

Section Symbol (\$)

Press and hold down Code +

- A \$ prints.



Paragraph Symbol (¶)

Press and hold down Code +

- A ¶ prints.



Exponent (^)

Press and hold down Code +

- A ² prints.



Exponent (^)

Press and hold down Code +

- A ³ prints.



Helpful Hints

To erase special characters manually:

1. Position the carrier at the special character.
2. Press the Correction key.
 - The printwheel spins.
3. Press and hold down Code + the special character.
 - The special character is erased.

Setting the Impression Control

There are two impression control settings:

- Normal
- Heavy

The impression control is set to normal when you turn the typewriter on. When the typewriter is turned off, the impression is reset to normal.

Use the impression control anytime you need a heavier impression.

Setting the Impression Control to Heavy



Press and hold down Code + Q

- Impression becomes heavy.



Setting the Impression Control to Normal



Press and hold down Code + Q

- Impression returns to normal.



Information

Use Code + Tab (Indent) to set 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.

Here are examples of temporary left margins:

1. _____

a. _____

b. _____

*Temporary Left Margin

Helpful Hints

- To cancel a temporary left margin, press and hold down **Code + C Rtn (In Clr)**.
 - The **Correction** key will not cancel a temporary left margin.
- To erase other characters after setting or clearing a temporary left margin (as in the example below):

Incorrect Character:

Code + Tab (Indent)

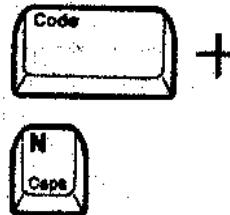
12. The world's first duel with

1. Press **Backspace** until the carrier stops at the temporary left margin.
2. Press **Mar Rel**.
3. Press **Backspace** to position the carrier at the 2 (the incorrect character).
4. Manually erase the 2 (the incorrect character), and then retype a 3.
5. Continue typing.
 - The temporary left margin is still set.

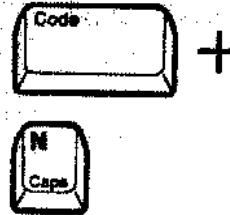
Turning Caps On and Off

The Caps feature lets you type capital letters while typing numbers and lowercase punctuation without using the **Shift** or **Shift Lock** key.

Turning Caps On



Turning Caps Off



Press and hold down **Code + N (Caps)**.

- The printwheel spins.
- All letters return to lowercase.

Caps Feature

Helpful Hints

- While Caps is turned on, press the Shift key to type uppercase symbols (on the numbers row) and uppercase punctuation marks.
- The Caps feature can be used only with the United States keyboard.

Decimal Tabulation

Typing Columns with Decimals

Use the **Dec T** or **Code + B (Dec T)** key to automatically align columns of numbers.

On the **IBM WHEELWRITER 6 Typewriter**, press **Code + B (Dec T)**. On the **IBM WHEELWRITER 5 Typewriter**, press **Dec T**.

Setting Up the Columns

Set regular tabs at the desired decimal point in each column as shown below.

Set Tab Here	Set Tab Here	Set Tab Here
234.56	456.79	1.3
2.87	20.13	.5

Typing the Columns

1. Start at the left margin.
2. Press **Dec T**.
 - The carrier moves to the first tab stop.
 - If you accidentally press **Tab** instead of **Dec T**, press the **Correction** key until the tab is erased, then press **Dec T**.

Decimal Tabulation

3. Type the numbers in the column and the decimal point.
 - The carrier moves back without printing.
 - The numbers print when you type the decimal point or press Tab, C Rtn, or the appropriate key(s) for decimal tab.
4. Type numbers or characters after the decimal point.
5. Press Dec T to move to the tab stop in the next column, or press C Rtn to return to the left margin.

Note: The decimal point may be a period or comma depending on the keyboard language selected for alternate language keyboards.

Decimal Tabulation

Typing the Columns

1. Start at the left margin.
2. Press Dec T.
 - The carrier moves to the tab stop in the first column.
 - If you accidentally press Tab instead of Dec T, press the Correction key until the tab is erased, then press Dec T.
3. Type the numbers in the column.
 - The carrier moves back without printing.
 - The numbers print when you press Tab, C Rtn, or the appropriate key(s) for decimal tab.
4. Press Dec T to move to the tab stop in the next column, or press C Rtn to return to the left margin.

Typing Columns without Decimals

Setting Up the Columns

Set regular tabs at the right edge of each column.
See the example below:

Set Tab Here	Set Tab Here	Set Tab Here
26,745	87,453	873
387	3,498	34

Decimal Tabulation

Practice

1. Hold down **T Clr** and press **C Rtn** to clear all tabs.
2. Set margins and tabs.

12 Pitch

L Mar 12

Tabs 27, 42

or 10 Pitch

L Mar 10

Tabs 25, 40

3. Type the table below using **Dec T** to automatically align each column at the decimal point.

333.33

16,000.00

28.99

5,555.00

2.37

329.87

4. Type the table below using **Dec T** to automatically align columns without decimals.

38,765

976

7,658

229

Helpful Hints

- To cancel **Dec T** before the numbers print:
 1. Press the **Correction** key until the carrier stops moving forward.
 2. Press **Tab**, **Spacebar**, **Backspace**, or **C Rtn**.
- When using a proportional spacing (PS) printwheel, always type the number 1 (on the numbers row). Never use the letter l for the number 1.
- After typing a number, always press **Tab**, **C Rtn** or the appropriate key(s) for decimal tab to print the number before performing another operation (for example, making corrections on a previous line).
- If columns *without* decimals contain additional information (for example, 3,865%):
 1. Use the **Dec T** key to align the numbers in the column (3,865).
 2. Press **C Rtn** or **Tab** to print the numbers.
 3. Press the **Correction** key to return the carrier to the right edge of the column.
 4. Type the additional information (%).

Helpful Hints (continued)

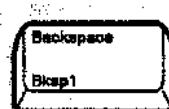
- To underline numbers in a column:
 1. Press **Dec T**.
 - The carrier moves to the first tab stop.
 2. Turn Underline on.
 - Press and hold down **Code + U** (aa aa or **Undln**).
 3. Type the number.
 - Type any leading blank spaces that appear before the number in the column if you want the space underlined.
 4. Turn Underline off.
 - Press and hold down **Code + U** (aa aa or **Undln**).
 5. Press **Dec T** to move to the next tab stop.
 6. Continue typing each number by repeating steps 1 through 5.
- To double underline numbers in a column:
 1. Use Underline while typing each number.
 - See the steps above "To underline numbers in a column."
 2. Press **C Rtn** after the last number.
 3. Turn Underline off.
 - Press and hold down **Code + U** (aa aa or **Undln**).
 4. Press **Paper Down** until the carrier is positioned one-half line below the first underline.
 5. Space to each column and manually type the second underline (**Shift + -**).

Using the Backspace 1 Key

Code + Backspace (Bksp 1) moves the carrier back one unit of space when used with the **Code** key.

Use the one-unit backspace (Bksp 1) key when you want to insert an extra character in a word.

Inserting an Extra Character



1. Position the printwheel pointer at the last character in the incorrect word. Look at the example below.

Position Printwheel Pointer Here

The letters should be

2. Press the **Correction** key until the incorrect word is erased.
3. Press **Code + Bksp 1** two or three times (for any pitch) to move the printwheel pointer back a fraction of a space.
4. Type the correct word.
5. Press **Reloc** and continue typing.

Practice

Type the following line. When you reach the ✓, stop typing and correct the word **should**. If you need help, use the instructions above.

The letters should be received by our ✓

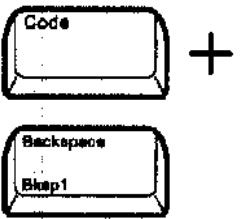
Erasing in Proportional Spacing (PS)

Erasing Manually In Proportional Spacing

When erasing manually, hold down **Code** while you press **Backspace (Bksp 1)** to correctly realign the printwheel pointer at the incorrect character.

The carrier moves back one unit of space each time you press and hold down **Code** while you press the **Backspace** key.

1. Position the printwheel pointer at the left edge of the *last* character in the word.
 - Use **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)**.
2. Press the **Correction** key.
 - The printwheel spins.
3. Type the *last* character in the word just like you typed it the first time.
 - The character is erased.
 - If the incorrect character is not completely erased, press and hold down **Code + Backspace (Bksp 1)** to reposition the printwheel pointer to the left edge of the incorrect character. Repeat steps 2 and 3.
4. Press the **Correction** key.
 - The printwheel spins and the carrier does not move.
5. Type the previous character in the word.
 - The carrier backs up and erases the previous character.
6. Repeat steps 4 and 5 for each character until the entire word is erased.
7. Type the correct word.



Erasing in Proportional Spacing (PS)

Practice

Type the following paragraph, line by line as printed below, including the circled error. Do not remove the paper from your typewriter. Manually erase the incorrect word after you typed the entire paragraph.

The world's first duel **thiw** typewriters was fought in Cincinnati, Ohio in 1883. A Cincinnatian, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying. (Do not press **C Rtn.**)

1. Press **Paper Down** twelve times to move the carrier to the line with the incorrect word (the first line).
2. Press **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)** to position the printwheel pointer at the left edge of the word **thiw** (the last incorrect character in the word).
3. Press the **Correction** key.
 - The printwheel spins.
4. Type the incorrect character (**w**).
 - The **w** is erased.
 - If the incorrect character is not completely erased, press and hold down **Code + Backspace (Bksp 1)** to reposition the printwheel pointer to the left edge of the incorrect character. Repeat steps 2, 3, and 4.
5. Press the **Correction** key.
 - The printwheel spins, but the carrier does not move.
6. Type the incorrect character (**i**).
 - The carrier backs up and erases the **i**.

Erasing in Proportional Spacing (PS)

7. Repeat steps 5 and 6 to erase the *h* and *t*.
 - The entire incorrect word is erased.
8. Type the correct word.

Erasing in Proportional Spacing (PS)

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 the last character, pressing the **Correction** key and typing the previous character automatically moves the carrier and erases the previous character.
- Always erase a word from right to left, then type the correct word.
- If the incorrect character is not completely erased, press and hold down **Code + Backspace (Bksp 1)** to reposition the printwheel pointer at the left edge of the incorrect character.
- When erasing in PS (within the correction memory) your typewriter remembers approximately the last 100 characters you type.

Alternate Keyboards

Information

Complete this section only if you have a printwheel for other languages or special applications (Library or Trilingual).

Your typewriter has primary and alternate keyboards. You have already been using your primary keyboard.

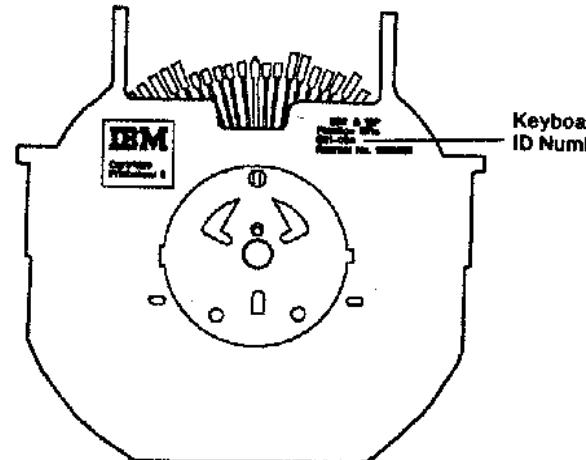
- The primary keyboard lets you type in your home language. Your typewriter automatically sets your primary keyboard to match the keybuttons on your typewriter.
- Alternate keyboards let you type in other languages such as French, Spanish or special applications such as Library or Trilingual when used with the appropriate printwheel.

Alternate Keyboar

Keyboard/Printwheel Identification Numbers

Each printwheel for alternate keyboards contains characters other than those printed on your typewriter keybuttons. You can access characters on an alternate keyboard by typing a keyboard change called a keyboard identification (ID) number.

The keyboard ID is printed on all printwheels. When more than one set of numbers is printed, the first number is the keyboard ID, for example 001-008. The keyboard ID for the United States keyboard is 001 or 1. These keyboard ID numbers are listed on pages 5-30 and 5-31. Look at the example below.



See the list on page 5-30 and 5-31 for alternate keyboard ID numbers.

Alternate Keyboards

Using other Alternate Keyboards

Selecting an Alternate Keyboard



1. Select a keyboard and keyboard ID number for a country or special application.
 - See alternate keyboard charts, printed on pages 5-32 through 5-47.
2. Insert the country or special application printwheel.
 - The ID number on the keyboard list should match the number on your printwheel.
3. Press and hold down **Code** while you type **X (Lang)** and the keyboard ID for example: **Code + X + 251**.
 - The **Language** light comes on.
 - The keyboard is changed to the alternate keyboard.
4. Find the keyboard chart that matches your keyboard ID.
 - Keyboard charts are on pages 5-32 through 5-47.
 - Place the chart near your typewriter.
 - Use the keyboard chart to locate the character you want to type.
5. When you finish typing in the alternate keyboard, press and hold down **Code + X (Lang)**.
 - The **Language** light goes off.
 - The keyboard returns to the primary keyboard.
6. Reinstall your primary 001 printwheel.

Alternate Keyboards

Helpful Hints

- If you are using the primary keyboard, your typewriter automatically sets the keyboard to match the keybuttons on your typewriter keyboard.
 - You do not have to type the keyboard ID 001. However, be sure you have a printwheel ID 001 in your typewriter.
- To type in alternate keyboards for accent marks, universal symbols, or Latin and Greek characters only, use the Latin Supplemental keyboard and printwheel 099.
 1. Select keyboard ID 099 (Latin Supplemental).
 2. Select the matching printwheel (ID 099).
 3. Press **Code + X**.
 - You do not have to type the keyboard ID 099. However, be sure you have a printwheel ID 099 in your typewriter.
 4. When you finish typing, press **Code + X** to turn the **Language** light off.
- To type in alternate keyboards for other languages or special applications:
 1. Select the keyboard and ID number.
 2. Select the matching printwheel (same number as keyboard ID).
 3. Press **Code + X + ID number**.
 4. When you finish typing, press **Code + X** to turn the **Language** light off.

Alternate Keyboards

Helpful Hints (continued)

- When typing an alternate keyboard ID, use the numeric keys to type the one (1) and the zero (0).
- Always make sure the **Language** light is off when you are not typing in alternate keyboards.
- If you are storing jobs using alternate keyboards, type a stop code at the point where you want to change the printwheel to type in another language.
 - When you play back the job, playback will stop at the point where you want to change the printwheel and the keyboard ID number.

Note: You will learn how to store and play back jobs in the next section.

- Many alternate keyboards contain accent marks which are dead keys. Dead keys print without advancing the carrier to the next space. To type accent marks over alphabetic characters:
 1. Type the accent mark first.
 - If the accent mark is a dead key, the carrier will not advance to the next space.
 2. Type the alphabetic character.
- The alternate keyboard charts show some keybuttons with three characters. To access the third (bottom) character, see page 2-16.

Introduction

The WHEELWRITER 5 Typewriter has approximately 7,000 characters of storage. The storage capacity is equivalent to approximately four average letters.

 The WHEELWRITER 6 Typewriter has approximately 31,000 characters of storage and the storage capacity is equivalent to approximately 16 average letters.

The information you store is called a job. A job can be a word, line, sentence, paragraph, page or several pages. Some specific examples of a job may be a letter, will, statistical report, or the current date.

Storing jobs allows you to:

- Play back information that you use frequently; for example, names, addresses, and paragraphs in a letter.
- Play back copies of letters or other jobs without retyping the entire job.
- Make changes to your letters or documents without retyping the entire job.

Your typewriter uses batteries to save stored information when the typewriter is turned off. Keep batteries installed at all times and replace them once a year. See pages 5-12 through 5-16 in the Reference section.

Note: If the store light is blinking quickly, the typewriter is searching memory. You should not perform any typewriter operation until the light stops blinking.

Storing a Job

Information

The information you store is called a job. A job can be a word, paragraph, or several pages.

Note: You must type a job with **A Rtn** on if you want it to play back justified. See "Playing Back a Multi-page Job with Justified Margin" on page 4-18. (*This feature is available on the IBM WHEELWRITER 6 Typewriter only.*)

Opening Storage



+



(1 through 99)

1. Always prepare your typewriter before you open storage.
 - Insert paper; install the desired printwheel; set margins, tabs, and line space.
2. Press and hold down **Store** while you type the number (1 through 99) where you want to store the job.
 - You may type any number (1 through 99).
 - Always use the number 1 (one) on the top row, not the letter I to type a number.
 - The **Store** light blinks.
 - The **A Rtn** light comes on.
 - The carrier returns to the left margin but the paper does not move up.
 - Underlining is turned off.
 - The printwheel spins.
3. You may begin typing when the **Store** light comes on solid.

Storing a Job

Typing Into Storage

Type your job.

- Let the carrier return automatically at the end of each full line of typing.
- Use the **Correction** key to erase any incorrect characters, spaces, or carrier returns you notice immediately.

Note: You cannot use manual erase to correct errors while storing a job. You will learn how to revise a stored job later.

Closing Storage



Press and release **Store**.

- The carrier returns to the left margin.
- The **Store** light goes off and the storage area is closed.
- The **A Rtn** light stays on.
- Underlining is turned off.
- The printwheel spins.

Practice

1. Insert paper; select the desired printwheel; set margins, tabs, and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 74		R Mar 70

2. Store the following paragraph, leaving the A RIn light on.
 - Correct only the errors that you notice immediately.
3. Be sure to press **Store** to close the storage area at the end of the paragraph.

Store + the number

The Central School District has been granted funds to establish a Demonstration Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. **Store**

Helpful Hints

- Always set margins and tabs before you begin storing a job.
- Always wait for the **Store** light to come on solid before you type your job.
- Do not change margins while storing a job.
- If you plan to change to a printwheel in a different pitch while storing a job, be sure to set the same margins and tabs for both printwheels before you begin storing the job.
- Do not try to use manual erase while storing a job. The typewriter backspaces when you press the **Correction** key outside the correction memory.
- Use the **Correction** key to erase incorrect characters or unwanted spaces and carrier returns you notice immediately.

You will learn how to revise a stored job later in this section.

- Always press **Store** to close storage when you finish typing a job.
- If you turn off your typewriter while storage is open, you must reopen storage and play back to the end of the job before you continue typing.
- If Underlining is on when you finish typing a job, turn it off before pressing **Store** to close storage.

Playing Back a Stored Job

Beginning Playback



+



the number
(1 through 99)

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
 - Be sure the A Rtn light is on.
 - Be sure the carrier is positioned at the point you want playback to begin.
2. Press and hold down Play + the number where you stored the job.
3. Release the keys.
 - Playback begins immediately.

Stopping Playback

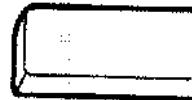
Press any key and release it. For example, the Spacebar, Play or Correction key, or any key on your typewriter will stop playback immediately.

- Playback stops immediately.

Playing Back One or More Characters



+



Spacebar

Press Play + Spacebar.

- One character prints each time you press and release the Spacebar while holding down Play.
- Characters keep printing if you hold down the Spacebar while you hold down Play.

Playing Back a Stored Job

Continuing Playback



Press and release Play.

- The typewriter prints the rest of the job.

Practice

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and linespace you used when you stored the job.
2. Play back the job you stored earlier.
 - You can play back the job as many times as you wish.
 - a. Press C Rtn to position the carrier at the left margin.
 - b. Press Play + the number where you stored the job.
3. Practice starting, stopping, and playing back one character at a time.

Playing Back a Stored Job

Helpful Hints

- If you are playing back a job and want to start from the beginning, press C Rtn to position the carrier at the left margin, then press Play + the number.
- When jobs are stored in PS and played back in 10, 12, or 15 pitch, they may not play back exactly as you typed them.
- Corrections made while playing back with the Store light off are not corrected in the stored job. The corrections will not appear the next time you play back the job.

Playing Back a Stored Job

Helpful Hints

- A job can be played back with the A Rtn light on or off. The A Rtn light stays on until you turn it off.

When the A Rtn light is on during playback:

- The typewriter automatically ends the lines according to the present margins set in the typewriter. If a word extended past the right margin when you originally typed it, it may be printed on the next line during playback.
- If you press C Rtn before your typewriter beeps at the right margin, the typewriter will always return at that point during playback.
- When the A Rtn light is off during playback, your job plays back line for line as you typed it.

Revising a Stored Job

Information

You have just learned to play back a stored job with storage closed (Play + the number).

You will learn another way to play back a stored job with storage open (Store + the number). Storage must always be open if you want to add, remove, or correct words in a stored job.

Adding a Word in a Stored Job

Opening Storage

- 
1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press and hold down **Store** + the number (1 through 99) where you stored the job.
3. Release the keys.
- The carrier returns to the left margin.
 - The **Store** light blinks.
 - The **A Rtn** light comes on.
 - Underlining is turned off.
 - The printwheel spins.
4. You may begin playback when the **Store** light comes on solid.

Revising a Stored Job

Playing Back



Adding a Word

- Press and release **Play** to begin playback.
- Press **Play** or any key to stop playback one or two words before the point where you want to add the word.
- Hold down **Play** while you press and release the **Spacebar**. Play back one character at a time to reach the point where the word is to be added.
 - If you play too far, use the **Correction** key to erase the characters or play the job back again. Remember what you have erased so you can retype the characters later.

- ### Continuing Playback
- 
- Type the word plus one space after it.
 - Also retype any words that you erased if you played too far.
 - Press **Play** + **Spacebar** to make sure the next character plays back correctly.

Press and release **Play** to print the rest of the job or to reach the next point to add a word.

Revising a Stored Job

Closing Storage



Press and release **Store**.

- The carrier returns to the left margin.
- The **Store** light goes off and storage is closed.
- The **A Rtn** light stays on.
- Underlining is turned off.
- The printwheel spins.

Revising a Stored Job

Practice

1. Insert paper. Install the same pitch, printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press **Store + the number** where you stored the Central School District job.
 - Leave the **A Rtn** light on.
3. Press **Play** to play back through the space after the word *Demonstration*, then type *Training* plus a space.
 - Use the **Correction** key to erase any characters if you played too far to insert the word. Remember the characters you erased because you will have to retype them after you add the word *Training*.
4. After adding the word *Training*, press **Play + Spacebar** to make sure the next character plays back correctly.
 - When you add a word to a job, the words in storage move over as you add the information. You are not typing over anything.
5. Press **Play** to play back the remainder of the job.
6. Always end a job by pressing **Store**.
 - This closes the storage area.

Store + the number

The Central School District has been granted funds to establish a Demonstration Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. **Store**

Revising a Stored Job

Practice

1. Insert paper. Select the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
 - * See if your line endings match the printed copy below. If not, mark the changes on your copy.
2. Press **Store + the number** where you stored the Central School District job.
 - * Leave the **A Rtn** light on.
3. Press **Play** to play back through the space after the word *Training*.
4. Press the **Correction** key to erase the word *Training* and the space after it. (The space is erased first.)
5. Press **Play** to play back the rest of the document.
6. Remember, press **Store** to end the job and close storage.

Store + the number
Play

The Central School District has been granted funds to establish a Demonstration Training Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. **Store**

Revising a Stored

Helpful Hints

- Be sure the **Store** light is on solid when adding or removing a word from a stored job.
- Use the **Correction** key to remove unwanted tabs, carrier returns, and spaces from a stored job.
- If you play into the next line, press the **Correction** key to erase back to the previous line or play the job back again. Remember what you erase so that you can retype the characters later.

Revising a Stored Job

Practice

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press **Store + the number** where you stored the Central School District job.
 - See if your line endings match the sample below. If not, mark the changes on your copy.
3. Press **Play** to play back through the space after the word *formal*.
4. Press the **Correction key** to erase the word *formal* and the space after it. (The space is erased first.)
5. Type the word *personal* plus a space.
 - Press **Play + Spacebar** to be sure the next character plays back correctly.
6. Press **Play** to play back the remainder of the job.
7. Press **Store** to close storage.

Store + the number

Play

The Central School District has been granted funds to establish a Demonstration Center to service this entire area. On behalf of our staff I would like to extend a formal invitation to you to visit our facilities. Store

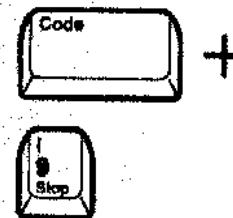
Stop Code

Information

A stop code in a job automatically stops playback. Use a stop code when you want to:

- Type variable information; for example, the date or inside address in a repetitive letter.
- Indicate the end of a page.
- Change the line space setting.
- Change keyboards.
- Change the printwheel.
 - Remember, if you change to a printwheel with a different pitch, you must set your margins and tabs for both pitches before opening storage.

Typing a Stop Code



As you type the job, press and hold down **Code + 9 (Stop)** at the point where you want the typewriter to stop during playback.

- Nothing prints on your paper.

Stop Code

Continuing Playback After a Stop Code

Press Play.

- Playback continues to the next stop code or to the end of the job.

Stop Code

Erasing a Stop Code

1. Press **Store** + the number of the job with the stop codes.
2. Press **Play**.
3. When the typewriter stops during playback, press the **Correction** key.
 - The printwheel spins.
4. Press **Store** to close the storage area, or press **Play** to continue playing back and erasing stop codes.

Helpful Hints

- To change the printwheel at a stop code:
 1. Remove the printwheel.
 2. Install the desired printwheel.
 3. Press and release **Code**.
 - If the printwheel is a different pitch, the carrier moves to adjust for the pitch change.
 - Be sure to press **Code**, then make any print position adjustments using **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)**.
 4. Continue typing or playing back.
- If you want to change the printwheel while storing centered headings, type a stop code at the point to change the printwheel. See the example below.

Code + C Code + S Code + S Code + C
| | | |
IBM "Selectric" Typewriter

Helpful Hints (continued)

- When you press **Code + C** to print the centered heading, be sure to change the printwheel when the typewriter stops.
- Press **Play**.
- If you are storing jobs using an alternate keyboard, type a stop code at the point where you want to change the keyboard and printwheel.
 - Be sure to press **Code**, then make any print position adjustments using **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)**.
 - Be sure the alternate keyboard and the printwheel you select have the same ID numbers.
- If you use stop codes to add variable information, use **A Rtn** when you store the job.
- When storing a multi-page job in one storage area, use carrier return followed by a stop code at the end of each page to allow you to easily remove and insert paper during playback. (You may prefer to store each page in a separate storage area.)
- When using stop codes to separate pages in a multi-page job, use the paper release lever to remove each page while storage is open. This prevents storing unwanted paper movements at the bottom of each page.

Information

You can store multi-page jobs using two different methods. You can store the job in one storage area and type a stop code (**Code + 9**) at the end of each page. You can also store each page in a separate storage area.

Storing a Multi-Page Job with Stop Codes

1. Press **Store + the number** where you want to store the job.
2. Type the job using **A Rtn**.
3. Type all the pages into one storage area.
4. Press **C Rtn** and then type a stop code (**Code + 9**) at the end of the text for each page.
5. Insert a new page. Use the paper bail lever for this. *Do not use Paper Up and Paper Down*.
6. Continue using **C Rtn** and a stop code at the end of the text for each page.

Storing a Multi-Page Job In Separate Storage Areas

1. Press **Store + the number** where you want to store a page of the job.
2. Type one page.
3. Press **Store** to close storage.
4. Remove the completed page and insert a new one.
5. Continue typing the job by repeating steps 1 through 4.

Playing Back a Multi-Page Job with Stop Codes

If you have made no revisions affecting page length, play back the document.

- Playback stops at the **Stop Code** at the end of each page so you can insert a new sheet of paper.
- To resume play back press **Play**.

If your revisions result in the stop code appearing before the end of the page:

1. Press **Store + the number where you have the job.**
2. Play back until the typewriter stops.
3. Press the **Correction** key once to erase the stop code.
4. Continue play back until you reach the desired end of the page.
5. Press **C Rtn** followed by **Code + 9 (Stop Code)** at the end of the first page.
6. Insert the next sheet of paper and continue using steps 2 through 5 to change any other stop codes.

If your revisions move the stop code to the second page:

1. Press **Store + the number where you have the job.**
2. Stop play back where the first page should end.
3. Press **C Rtn** followed by **Code + 9 (Stop Code)** at the end of the first page.
4. Insert the next sheet of paper.
5. Continue playback until you reach the old stop code.

Playing Back a Multi-Page Job with Stop Codes (continued)

6. Press the **Correction** key to erase the stop code.
7. Continue playing and repeat steps 2 through 5 to change any other stop codes.

Helpful Hints

Do not store footnotes, page headings, or page numbers with the job since revisions may cause page endings to change.

Hyphens at the Right Margin

Information

A syllable hyphen is used to divide a word that is too long at the right margin.

Syllable Hyphen

Our credit department has reviewed your application.

If the hyphenated word does not fall at the right margin during playback, the hyphen will be automatically dropped.

Some hyphens are permanent parts of words; they must always be there. Permanent hyphens followed by a carrier return or an automatic carrier return must be coded. Otherwise, they may be treated as a syllable hyphen and dropped when played back with A Rtn on. Look at the following example.

Permanent Hyphen
(Code + -)

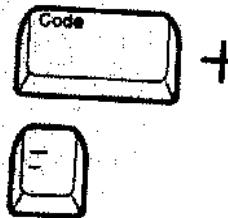
Enclosed is your new credit card No. 567-345-6501 to replace your stolen card.

Typing a Syllable Hyphen

1. When you hear the beep at the right margin, type the first part of the word plus the hyphen (-).
2. Press C Rtn to return the carrier.
3. Finish typing the word on the next line.

Hyphens at the Right Margin

Typing a Permanent Hyphen



1. When you hear the beep at the right margin, type the word or characters up to the permanent hyphen.
2. Hold down Code while you type the permanent hyphen (-).
3. Press C Rtn to return the carrier.
4. Finish typing the word on the next line.

Hyphens at the Right Margin

Practice

1. Insert paper; install the desired printwheel; set margins, tabs, and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 72		R Mar 65

2. Store the paragraph printed below with A Rtn on.
 - Press C Rtn only where marked.
 - Press Code + - where marked.
3. Play back the job using the same margins you used when you stored it.
4. Change the right margin to 60 and play back the job a second time with A Rtn on.
 - The line endings will change.

Code + -, C Rtn

Enclosed is your new credit card No. 567-345-0
657 to replace card No. 222-345-657. C Rtn

C Rtn
Our credit department has reviewed your appli-C Rtn
cation and is increasing your line of credit
to \$2,500. C Rtn

Store

Hyphens at the Right Margin

Helpful Hints

- Use syllable hyphens to divide words that are too long to be typed at the right margin.
- Permanent hyphens or dashes are typed in different styles (for example, two hyphens or space/hyphen/space). Just remember that whatever style you use, the permanent hyphen or dash must be used when it is at the end of a line.

Storage Helpful Hints

While Storing a Job

- Always wait until the **Store** light comes on solid before you begin typing your job.
- Always remember to close storage (press **Store**) after storing a job.
- Use the **Correction** key to erase unwanted tabs, carrier returns, and spaces.
- Always turn Underlining off before pressing **Store** to end a job.

Storing a Job with Underlining

- Always store the underlines while you are typing and storing the job. If a job is stored with Underline off and is played back with Underline on, the underlines in the job may not play back as desired.
- Always turn Underlining off before pressing **Store** to end a job.

Correcting Errors with Storage Open

- Do not attempt to erase farther back than approximately 200 characters (100 in PS).
- If the **Correction** key backspaces but does not erase:
 1. Press **Store** + the number, then press **Play**.
 2. Stop play back when the incorrect character prints. *Do not play back beyond the incorrect character.*
 3. Press the **Correction** key.

Storage Helpful Hints

- Whenever possible, make corrections by using the **Correction** key to erase back from the point where you stopped typing or playing back.

Two types of corrections must be made by using the **Correction** key to erase back from where you stopped typing or playing back:

1. Erasing extra characters or words. (Otherwise, spaces play back where the extra characters or words were erased.)
2. Correcting words in PS. (Otherwise, play back with Automatic Carrier Return on may not be satisfactory. Spaces following the corrected words may not change to carrier returns near the right margin.)

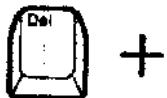
Many other corrections may be made without using the **Correction** key to erase back from the point where you stopped typing or playing back. However, after making the correction, *you must reposition the carrier at the point where you stopped typing or playing back.* Otherwise, when you continue typing or playing back, you may create overstrikes on your paper and in storage.

While Playing Back a Stored Job

When complex jobs are stored in PS and played back in 10, 12, or 15 pitch, they may not play back exactly as you typed them. For example, characters and underlines may not be spaced properly.

Deleting Storage

Deleting a Storage Area



the number
(1 through 99)

1. Press and hold down **Del** while you type the number of the storage area you want to delete.
2. Release the keys.
 - The printwheel spins.
 - The storage area is deleted.

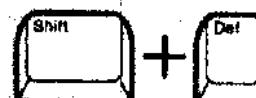
Deleting the Last Part of a Job

You can delete the last part of a job without deleting the entire job.

1. Press **Store** + the number where you stored the job.
2. Press **Play** to play back the portion of the job you want to save.
3. Press **Play** or any key to stop playback.
4. If you have a **WHEELWRITER 5** Typewriter, press and release **Del**. If you have a **WHEELWRITER 6** Typewriter, press and release **Del** + 0 (zero).
 - The printwheel spins.
 - The remainder of the job is deleted.
5. Continue typing or press **Store** to close storage.

Deleting Storage

Deleting All Storage Areas



1. Hold down **Code** and **Shift** while you press **Del**.
2. Release the keys.
 - The printwheel spins.
 - All storage areas are deleted.

Cancelling Delete

If you press **Del** by mistake, you can cancel it.

1. Do not release **Del**.
2. While holding down **Del**, type a number larger than 100.
3. Release the keys.
 - Nothing is deleted.

Storage Full Warning

Information

The storage capacity of your typewriter has a set limit of characters. Therefore, each job you store subtracts from the available capacity.

Storage Full Warning

When your typewriter beeps three times, while the **Store** light blinks slowly, you have space for approximately 90 characters.

- *Do not continue typing.*
- *You must make more space available.*

Note: If you are using a PS printwheel, you have space available for approximately 30 characters.

Storage Full Warning

Making Space Available in Storage

1. Do not press **Store** to close the present storage area.
2. Decide which storage area you want to delete (a job you no longer need).
3. Press **Del** + the number of the storage area you want to delete.
 - The printwheel spins.
 - You may need to delete one or more storage areas until the **Store** light stops blinking.
 - The present storage area stays open.
4. Continue typing.

If you do not want to delete a storage area:

1. Press **Store** to close the storage area.
 - You must position the carrier at the last character you typed.
2. Continue typing. (Your typing will not be stored.)

Storage Full

If you ignore the warning and type until storage is full:

- All keybuttons become inoperative except **Del** and **Store**.
- The typewriter beeps each time you press a keybutton but no characters print on your paper.
- Nothing else can fit into storage.
- You must delete one or more storage areas or close storage.

Storage Log

Information

Because your typewriter can store information in many storage areas, you need to keep a record of what you stored and where you stored it.

Finding Your Stored Information

1. Write down the number of the storage area on the job itself.
 2. Use a log to keep track of what you store. See the sample log below.

Storage Area	Description Of Job	Printwheel Pitch	Margins	Tabs	Line Space
1	Form Letter	12	18-90	51	1
2	Current Date	12	—	—	1
3	Thank You Letter	PS	18-90	—	1
4	Will	10	15-75	20, 42	2

The next page has a blank storage log. If you wish, copy and use this log for your own work.

Storage Lo

Repetitive Letters

Repetitive Letters

Information

A repetitive letter is the same letter sent to several different people. On your IBM WHEELWRITER Typewriter, you have to type the repetitive letter only once.

Storing a Repetitive Letter Using Stop Codes

1. Insert paper; Install the desired printwheel; set margins, tabs, and line space.
2. Press and hold down **Store** + the number where you want to store the letter.
 - The **Store** light blinks.
3. When the **Store** light comes on solid, type the repetitive letter placing stop codes (**Code + 9**) wherever variable information is to appear.
4. Press **Store** to close storage.

In the example on the next page, the variable information, such as name, address, salutation, and additional information in the body of the letter, is shaded (████████). When you type the letter, press **Code + 9** (Stop) where the address, name, and other variable information appear.

Playing Back a Repetitive Letter

1. Make sure the **Store** light is off.
2. Press **Play** + the number (1 through 99) where the repetitive letter is stored.
3. When playback stops at a stop code, type the variable information.
4. Press **Play** to continue playback.

Example of a Repetitive Letter:

April 23, 1984

6 C Rms

Code + 9

Inside Address

2 C Rms

Dear Code + 9 (Mr. Name);

2 C Rms

Thank you for ordering an IBM typewriter. Your new typewriter will be delivered (date). Please call me if you have any questions.

Cordially yours,

Paul Boler
Sales Manager

Store

Repetitive Letters

Practice

To store the repetitive letter printed on page 3-43:

1. Insert paper; install the desired printwheel; set margins, tabs, and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 60		R Mar 65

2. Press **Store + the number where you want to store the repetitive letter.**
 - * The **Store** light blinks.
3. When the **Store** light comes on solid, type the date and press **C Rtn** six times.
4. Press **Code + 9**.
 - * The printwheel spins.
 - * Do not press **C Rtn** to leave space for the inside address.
5. Press **C Rtn** two times.
6. Type **Dear** plus one space, then press **Code + 9**.
 - * Do not space after the stop code.
7. Type a colon (:), then press **C Rtn** two times.
8. Type the rest of the letter up to the word **delivered**.
9. Type **delivered**. Press **Spacebar**, then press **Code + 0**. (Do not space.) Type a period (.) and space two times.
10. Type the rest of the letter and press **Store** to close the storage area.



Repetitive Letter

Practice (continued)

To play back the repetitive letter you stored:

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the repetitive letter.
2. Press **Play + the number where you stored the letter**.
 - * Leave the **A Rtn** light on.
 - * The **Store** light will be off; storage is closed.
 - * Playback will stop when a stop code is reached.
3. When playback stops, type the inside address:

**Mr. A. L. Black(Press C Rtn)
1708 Sunset Boulevard(Press C Rtn)
Lexington, KY 40502(Do not press C Rtn)**
4. Press and release **Play**.
5. When playback stops, type: **Mr. Black** (the salutation). Do not press **Spacebar**.
6. Press and release **Play** to play back to the next stop code.
7. Type: **June 21, 1984** (the date). Do not press **Spacebar**.
8. Press and release **Play** to play back the rest of the letter.

Combining Stored Jobs

Practice

Store each of the following jobs in a separate storage area. If the storage areas you choose are different from the job numbers printed below, write the numbers you use on your copy.

(Job 3)

Store + the number (1 through 99)
October 15, 1984C Rm
C Rm
C Rm
C Rm
C Rm Store

(Job 4)

Store + the number (1 through 99)
Mr. Robert W. TorezC Rm
500 Laketower DriveC Rm
Lexington, KY 40502C Rm C Rm Store

(Job 5)

Store + the number (1 through 99)
Ms. Diane MooreC Rm
809 Sun Valley LaneC Rm
Lexington, KY 40509C Rm C Rm Store

Combining Stored Jobs

(Job 6)

Store + the number (1 through 99)
Thank you for your recent
order.C Rm C Rm Store

(Job 7)

Store + the number (1 through 99)
Thank you for your recent
order. We are pleased to
welcome you as a new
customer.C Rm C Rm Store

(Job 8)

Store + the number (1 through 99)
Your order has been processed, and
will be shipped in approximately
ten days.C Rm C Rm Store

(Job 9)

Store + the number (1 through 99)
Sincerely,C Rm
C Rm
C Rm
C Rm
Sharon R. GallagherC Rm
New Account ManagerC Rm C Rm Store

Combining Stored Jobs

Practice

Using the jobs you just stored, practice combining the jobs to create two jobs in separate storage areas.

You will combine jobs 3, 4, 6, 8, and 9 to create one job. You will combine jobs 3, 5, 7, 8, and 9 to create another job.

1. Insert paper. Install the same pitch printwheel and set the margins, tabs, and line space you used when you stored the job.
2. Press and hold down **Store + the number of an unused storage area**; release the keys.
3. Press and hold down **Play + the number where you stored job 3**; release the keys.
 - The job will play into the new storage area.
4. When playback stops, press and hold down **Play + the number where you stored job 4**; release the keys.
 - The job will play into the new storage area.
5. When playback stops, type:

Dear Mr. Torez:C Rtn C Rln

6. Press and hold down **Play + the number where you stored job 6**; release the keys.
 - The job will play into the new storage area.

Combining Stored Job

7. When playback stops, press **Play + the number where you stored job 8**.
 - The job will play into the new storage area.
8. When playback stops, press and hold down **Play + the number where you stored job 9**.
9. Press and release **Store**.

Optional Practice

Repeat steps 1 through 9 to combine the following jobs: 3, 5, 7, 8, and 9.

- When you reach step 5, type:

Ms. Moore:C Rtn C Rtn

Note: Delete these two letters. You no longer need them.

Practice

- Insert an envelope.
- Set the left margin at the point where you want printing to begin.
- Turn Automatic Carrier Return (A Rtn) off.
- Press and hold down Play + the number where you stored job 4. See page 3-48.
- Release the keys when playback starts.
- When playback stops, remove the envelope.
- Insert another envelope.
- Press and hold down Play + the number where you stored job 5. See page 3-48.
- Release the keys when playback starts.
- When playback stops, remove the envelope.

Using Advanced Storage

Complete this section **only** if you own a WHEELWRITER 6 Typewriter. If you own a WHEELWRITER 5 Typewriter, turn to the "Reference" section and continue reading.

This section contains instructions for Directory, Mark, Justification, Format Storage, and Advanced Revision. All of these features are unique to the WHEELWRITER 6 Typewriter. They allow you to better manage many different kinds of jobs in storage.

Note: If the **Store** light is blinking quickly, the typewriter is searching memory. You should not perform any typewriter operation until the light stops blinking.

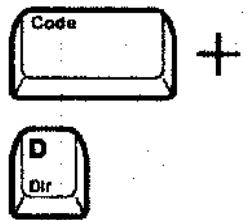
Directory

Information

The typewriter remembers and keeps a list of jobs that have been stored in different storage areas. We call this a *directory*.

Because the typewriter keeps track of used storage areas, you don't have to do so. To get a list of the storage areas that have been used, you play the directory.

Playing the Entire Directory



1. Be sure the **Store** light is off.
2. Insert paper into the typewriter.
3. Press and hold down **Code + D (Dir)**.
4. Release the keys.

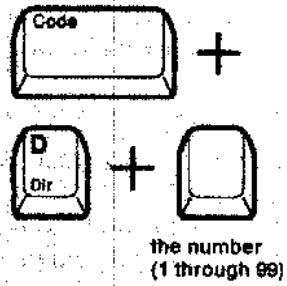
The directory looks similar to this:

5237
1 The Central School district...
2 Enclosed is your...
52 This is the time...

The first line of numbers tells you the approximate number of characters available in storage.

The additional lines tell you the number of each used storage area plus the first 40 characters in each area.

Playing Part of the Directory



1. Be sure the **Store** light is off.
2. Insert paper into the typewriter.
3. Press and hold down **Code + D (Dir) + the number of the storage area you want the directory to start with**.
4. Release the keys.
 - The directory lists the storage areas beginning with the specific number you typed.
 - The directory prints the first 40 characters in each storage area.

Helpful Hints

- The directory may not print out correctly if the printwheel you are using is a different language than the one used to store the information.
- You can stop play out of the directory by pressing any key.
- Overstrikes in a storage area will be printed as separate characters when you play the directory.
- Underline mode is ignored when you play the directory.
- When memory is full, the total number of characters available in storage will be zero (0).
- Tabs, carrier returns, and indexes are shown as spaces.

Using Mark for Preprinted Forms

Information

If you have used a typewriter to fill in preprinted forms, you may remember how you had to align the carrier to print in each box. If you had to type the same form many times, this typing job could become time-consuming.

The mark feature (**Shift + Code + M**) helps you automatically type preprinted forms. Typing forms is a two-step process: First, you store a layout of the form using the mark feature. Second, you play back the form and fill in the blanks.

A mark (**Shift + Code + M**) identifies a point on the form where the text is inserted or needs to print.

See the sample form on the next page:

- Each **M** shows where you type a mark. A mark includes an automatic stop code. During playback the typewriter moves to the mark and stops for you to type variable information. *Variable information is text that changes for each form.*
- Each **MC** shows where you type a mark and then press the Correction key to erase the automatic stop code. After you erase the stop code, you type the constant information. *Constant information is text that is the same for each form.* See example of constant information in the highlighted box (**MC**).

A Sample Form

Make copies of this form to use in the practice on the following page.

Newspaper Subscription Service

Contributors List

First Name M	MA 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			

Distribution: **ACQUISITION**
Publishing
Direct Mail

MC For MC see page 10. To record a mark, type Shift + Code + M. To record a mark and then press the Correction key to erase the automatic stop code, type Shift + Code + MC.

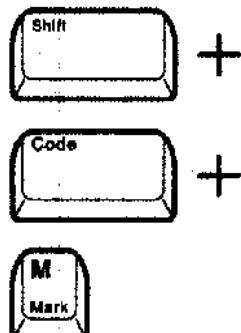
Route Manager

MC For MC see page 10. To record a mark, type Shift + Code + M. To record a mark and then press the Correction key to erase the automatic stop code, type Shift + Code + MC.

Newspaper

Storing a Form Layout

1. Insert a blank form using the paper load lever.
2. Do not use the **Paper Up**, **Paper Down**, or **C Rtn** keys to move the form before completing step 5.
3. Set your *left margin* at the *left edge* of the paper.
4. Hold down **Store** and press the number of the storage area you want to open.
 - The **Store** light blinks.
5. Press **Code + R (A Rtn)** to turn automatic carrier return off.
6. Type the form layout as follows:
 - a. Move the carrier to the first point on the form where variable or constant information needs to print. Use any of these keys:
 - Paper movement keys (**Paper Up**, **Paper Down**, **Micro Up**, and **Micro Down**)
 - **C Rtn (Carrier Return)**
 - **Spacebar**
 - **Backspace**
 - **Code + Backspace (Bksp 1)**
 - **Tab**
 - **Code + Reloc (M Rtn)**
 - b. Press **Shift + Code + M (Mark)** at each point where *variable information* is to appear.
 - c. At each point where *constant information* is to appear, press **Shift + Code + M**. Then press the **Correction key** and type the *constant information*.



- When you press the **Correction key** the automatic stop code is erased. During playback, the typewriter will print the *constant information* without stopping.
7. Repeat step 6 for each point until you finish the form.
 8. Press **Store** to close storage when you finish typing the form layout.



Helpful Hints

- Marks do not have to be inserted in any particular order. For example, you may move the paper down to a previous line and insert a mark. However, the marks will play back in the order they were entered.
- If you are entering a form layout for a multi-page form, you should store the layout for each page in a separate storage area.
- Always wait until the **Store** light comes on solid before you enter a form layout.
- The mark does not print on your paper.
- The typewriter clears the correction memory after every mark.
- The typewriter does not accept marks during decimal tab or centering operations.

Playing Back the Form Layout

1. Insert a blank form using the paper load lever.
2. Do not use the **Paper Up** or **Paper Down**, or **C Rtn** keys to move the form before completing step 5.
3. Set your *left margin* at the *left edge* of the paper.
4. If **A Rtn** is on, turn it off.
5. Hold down **Play** and press the number of the storage area where you stored the form layout.
 - The typewriter moves to the first mark point and stops.
6. When the typewriter stops, type the *variable information*.
7. The typewriter will print the *constant information* without stopping.
 - If the typewriter stops at the *constant information*, you did not erase the stop code when you stored the form layout.
8. Press **Play** to continue playback.
9. Repeat steps 6, 7, and 8 until you finish playing back the form.

Mark

Helpful Hints

- Make sure the **Store** light is off during playback, or the original stored form you typed will be modified.
- Because you are playing back the form with storage closed, the new text is not being stored with the form layout.
- The correction area is cleared each time you type or play a mark. Therefore, you must use manual erase to correct errors made before the current mark.
- To correct a form layout, delete the storage area and retype the form.

Practice

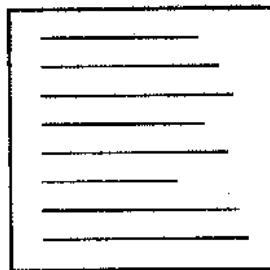
Make a copy of the sample form (see "A Sample Form" on page 4-5), or use a form from your business or home. Follow the steps beginning on page 4-6 to practice storing and playing back the layout.

Type a route manager and a newspaper name beside the two MCs.

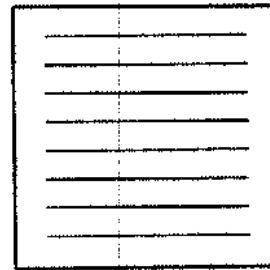
Justification

Information

So far, you have played back jobs with an uneven right margin or a *ragged* right margin. However, you can automatically play back a job with an even or *justified* right margin.



Ragged Right Margin



Justified Margin

Justification

Typing a Job to be Justified

1. Press **Store + the number** where you want to store the job.
2. Type the job using **A Rtn**.
3. Press **C Rtn** for lines that end before the right margin beeps and should not be justified.
4. Press **Code + C Rtn** for lines which end after the right margin beeps and should not be justified.
5. Press **Code + Spacebar** or **Code + hyphen** between each word you want to keep together during playback. This will prevent the following:

Very
truly yours,
A. Savage
Products Manager

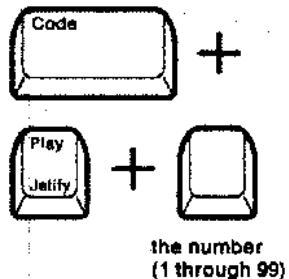
Engineering-
Bruce

Be sure to type them like this:

Code + Spacebar
| |
Very truly yours,
Code + Spacebar
| |
Bruce A. Savage
Engineering-Products Manager
| |
Code + hyphen Code + Spacebar

Justification

Playing Back a Job with Justified Margin



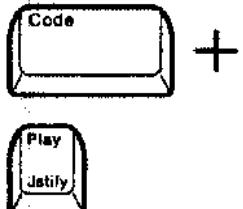
1. Make sure the **Store** light is off.
2. Set the right margin where you want it.
3. Hold down **Code + Jstfy** and type the number of the storage area you want to play back.
 - The typewriter begins to play back the job with a justified right margin.

Stopping Justified Playback

Justified playback stops when:

- You press any key.
- The typewriter comes to a stop code.
- The typewriter reaches the end of a job.

Resuming Justified Playback



Hold down **Code + Jstfy**.

- The typewriter plays back the remainder of the job with a justified right margin.

Practice

1. Set the following margins:

L Mar 10 R Mar 75

2. Play back a Justified copy of any job you have stored using A Rtn.

Justification

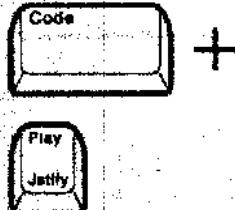
Justifying Parts of a Job

Sometimes you may need to justify part of a job. For example, you may have a paragraph that you want to play back justified, even though the rest of the job is not justified.

Storing the Job

When you store the paragraph, type a stop code (**Code + 9**) before and after the justified part of the paragraph.

Playing Back the Job



1. Hold down **Play** and type the number where the job is stored.
 - The job begins to play back.
2. Press **Code + Jstfy** when the typewriter reaches the stop code.
 - The typewriter plays back the justified part of the job and stops at the stop code.
3. Press **Play** when the typewriter reaches the second stop code.
 - The job continues to play back.

Multi-page Jobs

It is important to read this section before typing a multi-page job that will be justified.

Typing a Multi-Page Job to be Justified

1. Press **Store** + the number where you want to store the job.
2. Type the job using **A Rtn**.
3. Type all the pages into one storage area.
4. Press **C Rtn** and then type a stop code (**Code + 9**) at the end of the text for each page.
5. Insert a new page. Use the paper ball lever for this. *Do not use Paper Up and Paper Down*.
6. Continue using a **C Rtn** and a stop code at the end of the text for each page.

Playing Back a Multi-page Job with Justified Margin

-
- ```

 Code +
 Play Justify +
 the number
 (1 through 99)

```
1. Make sure the **Store** light is off.
  2. Set the right margin where you want it.
  3. Hold down **Code + Justify** and type the number of the storage area you want to play back.
    - The typewriter begins to play back the job with a justified right margin.
  4. Insert a new page using the paper ball lever at each stop code indicating end of page. Press **Code + Justify** to continue justifying.

### Notes:

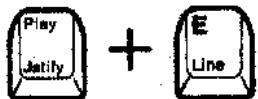
1. The justifying process causes most jobs to "grow" or become longer. A full page of text might become 1 to 3 lines longer when justified. Because of this, you might leave 2 or 3 extra lines at the end of each page when storing the job. If your page still ends too close to the bottom, you can stop playback anywhere on the line that you want to be the last line. Then press **Code + Justify + E (Line)** to print enough additional text to complete the line. (Also see "Multi-Page Jobs" on page 3-25.)
2. To justify one page of a multi-page job, you first copy the entire job into another storage area and then delete the parts you don't need. (See "Copying a Job Into Another Storage Area" on page 4-44.)

## Justification

### Completing the Last Line of Each Page of a Multi-Page Job



When you play back a justified, multi-page job, the last line of any page may not be played to the right margin. You will need to print text from the next page to complete the line.



1. Press **Code + Jstify + E (Line)** after you reach a page end stop code.
  - The typewriter prints enough text to fill in the last line of the page.
2. Insert a new page.
3. Press **Code + Jstify**.
  - The typewriter resumes playback.

## Justificati

### Helpful Hints

- The typewriter only justifies jobs which were typed into storage using **A Rtn**.
- The typewriter justifies to the right margin. For example, if the right margin is set at 70, the typewriter justifies the lines at 70.
- Storage must be off to play back a justified job.
- When you play back a justified copy, the typewriter changes the line endings only on your paper. The storage area remains unchanged.
- The following items can be part of a job and will not be justified:
  - centered text
  - decimal tab text
  - any line that you typed with a carrier return before the right margin beep (for example, the short last line of a paragraph).
- The following items will not justify, and therefore should not be used in a justified job:
  - any movements made with the **Paper Up** and **Paper Down** keys
  - lines that contain stop codes for various information
  - lines that contain text with more than two spaces between words
  - mark (**Shift + Code + M**)
  - manual underline
  - double underline
  - pitch change.
- Do not store footnotes, page headings or page numbers with the job since revisions may cause page endings to change.

- If you have forgotten to underscore text that is to be justified, you must reopen the storage area and use the Advnc + To or Play to get to the first word to be underscored. Then turn underscore on and play through the text to be underscored. Do not move backward to underscore text.

### Information

Letters, reports, addresses for envelopes and many other things that you type require different margin and tab settings. The margin and tab settings for a job are called the *format* for the job.

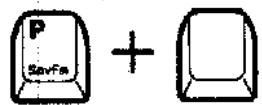
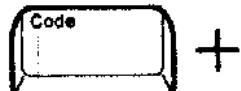
The formats that you use frequently can be saved in Format Storage. Then, when you want to use a particular format, you recall it from storage. Recalling a format causes those margins and tabs to be automatically reset for you, saving you the time for doing this. Saving formats is very similar to storing jobs.

You can save up to eight formats in Format Storage.

## Format Storage

### Saving and Using Format Storage Areas

#### Saving Format Settings

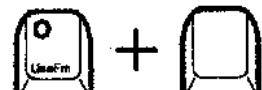


the number  
(1 through 8)

1. Set the margins and tabs where you want them.
2. Hold down **Code** while pressing and releasing **P (SavFm)** + the number (1 through 8).
  - The printwheel spins.
  - The current margins and tabs are saved in the format storage area you selected.

**Note:** To change a stored format, set the new margins and tabs and save them as described above.

#### Using Format Settings



the number  
(1 through 8)

1. Insert the correct printwheel before using a format.
2. Hold down **Code** while pressing and releasing **O (UseFm)** + the number (1 through 8).
  - The printwheel spins.
  - The margins and tabs in the current pitch are set to the format you just recalled.
  - The carrier will move to the new left margin.
  - A stop code is automatically inserted in your text.
  - Indent (temporary left margin) is automatically cleared.

**Note:** If the format storage area is empty, the printwheel does not spin and nothing is changed.

## Format Storage

### Helpful Hints

- During playback the automatic stop code(s) will remind you to recall the stored format.
- Formats cannot be deleted. Instead, set the new margins and tabs you want and save them in an area that you no longer need. Saving the new format replaces the old format setting.
- Always install the printwheel for the job you are going to type before opening storage.
- Always recall your format before playing back a job since a format is not saved with a job.
- Be sure you insert the correct printwheel before recalling a format. *Do not recall a format and then change printwheels.*

### Practice

1. Using the instructions for "Saving Format Settings" on page 4-22, set the following margins and tabs and save them in format storage areas 1 and 2:  
**Format Area 1**  
Left margin 12  
Right margin 85  
Tabs 17

**Format Area 2**  
Left margin 2  
Right margin 55  
No tabs

## Format Storage

2. Hold down **Code** while pressing and releasing **O (UseFm)** + **1**.
3. Hold down **Store** and press the number of the storage area you want to open. Type the following paragraph.

When typing a manuscript for a dissertation, you may need to change margins or tabs for a reference in the middle of the text so that the reference will be indented on both sides.

4. Hold down **Code** while pressing and releasing **O (UseFm)** + **2**. A stop code will be automatically inserted.
  - During playback, the stop code will remind you to change formats at this point. Type the following paragraph.

For example, a reference may be typed in a format similar to this one.

5. Hold down **Code** while pressing and releasing **O (UseFm)** + **1**. Type this final paragraph.

When you finish the reference, you can switch to the original format. Format switching saves you the time and effort of resetting margins and tabs.

6. Press **Store** to close storage.
7. Play back the job, recalling format area 2 and then format area 1 when the typewriter stops at the stop codes.

## Advanced Revision

### Information

It is important to have a copy of the job for reference when you are revising in storage. Do not use a justified copy of your job.

If you have changed margins or pitch, be sure you play back your job while storage is open before revising.

You can revise a stored job by using the **Play**, **Advance**, and **Delete** keys. You can **Play**, **Del**, and **Advance**:

- one character at a time
- one word at a time
- one line at a time
- to a specific word
- to the end of a job.

The **Play** feature allows you to play to the parts of the job that need revising.

The **Delete** feature allows you to delete parts of the job quickly.

The **Advance** feature allows you to move directly to the parts of the job that need revising without printing the text.

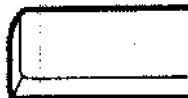
**Note:** If the store light is blinking quickly, the typewriter is searching memory. You should not perform any typewriter function until the light stops blinking.

## Advanced Revision

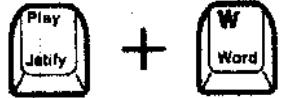
### Playing a Character, Word, or Line



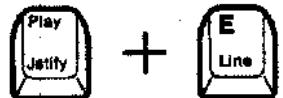
+



Spacebar



+



+

1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Hold down **Play** + one of the following:
  - **Spacebar** to play a **character**.
  - **W (Word)** to play a **word** and the space after it.
  - **E (Line)** to play a **line**, including the carrier return at the end of the line.
3. The typewriter plays what you request.
  - If you play past the point you want to revise, press **Store** and return to step 1.
4. Press **Store** to close storage when you have finished.

## Advanced Revision

### Practice

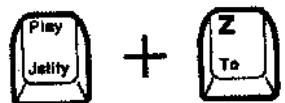
Practice playing by character, word and line using the following exercise.

1. Insert paper; set margins and single line spacing.  
12 and PS Pitch      or    10 Pitch  
L Mar      12      10  
R Mar      69      66
2. Press **Store** + the number where you want to store the job.
3. Type the paragraph printed below with A I on.
4. Press **Store**.

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script.

Note: You will use this practice exercise throughout the remainder of this chapter.

## Playing to a Word or Words



Use **Play + To** when you want to play up to any word in the job.

1. Press **Store + the number where you stored the job.**
  - You are now at the beginning of the job.
2. Hold down **Play + Z (To).**
  - The carrier moves to zero.
3. Type the word or words you want to play to.
  - These words may not exceed 28 characters.
  - The carrier moves with each character you type.
4. Press **Play** after you type the word or words you want to play to.
  - The typewriter plays the stored job up to the word or words you typed.
  - If you are either at the end of a job or the typewriter cannot find the word or words, the typewriter beeps. Make sure you have typed the word or words exactly as they appear in the job.
5. Press **Store** to close storage when you have finished.

## Practice

1. Press **Store + the number where you stored the job.**
  - You are now at the beginning of the job.
2. Hold down **Play + Z (To)** and type "Lake" with a capital L.
3. Press **Play**.
  - The paragraph will play to the L.

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script.

### Playing All

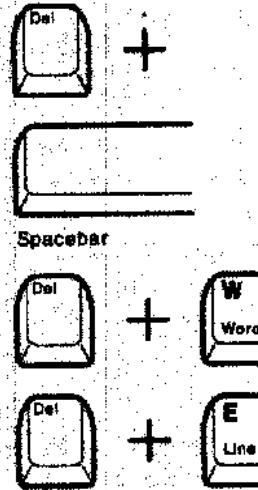


After you have made all your revisions and are still in the storage area, you may want to play the rest of the job.

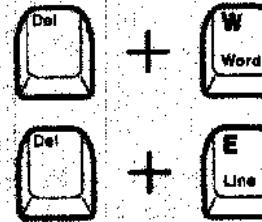
1. Hold down **Play** + **A (All)**.
  - The rest of the job is printed.
2. Press **Play** to stop playback at any point in the job.

**Note:** If there is nothing more to play, the typewriter beeps.

### Deleting a Character, Word, or Line



Spacebar



W  
Word



E  
Line

1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Press **Play** to play the portion of the job you want to save.
3. Press **Play** to stop *in front of* the character, word, or line you want deleted.
  - If you play past the point where you need to delete, press **Store** and return to step 2.
4. Hold down **Del** + one of the following:
  - **Spacebar** to delete a character.
  - **W (Word)** to delete a word and the space after it.
  - **E (Line)** to delete a line including the carriage return at the end of the line.
5. The printwheel spins and the character, word or line is deleted from the storage area.

**Note:** To cancel the **Del** function, do not release the **Del Key** and then type a number larger than 100.

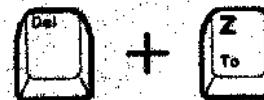
**Practice***September.*

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script.

1. Press **Store** + the number to return to the beginning of the job.
2. Press **Play** + **W (Word)** to play "The" and the space after it.
3. Press **Del** + **W (Word)** to delete "world's" and the space after it.
4. Press **Play** + **Z (To)** and type "1888".
5. Press **Play**.
  - The paragraph plays up to the 1.
6. Type "September" and a comma and a space.
7. Press **Play** + **Z (To)** and type "a Salt".
8. Press **Play**.
  - Playback continues up to the "a".
9. Press **Del** + **E (Line)** to delete the rest of the line ("a Salt Lake City court typist" and the carrier return).
10. Press **Play** or **Play** + **A (All)** to play the rest of the job.

The job should now look like this.

The first duel with typewriters was fought in Cincinnati, Ohio, in September, 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script.

**Deleting to a Word or Words**

By using **Delete To**, you can delete from any point in the job to any word in the job.

1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Press **Play** to play the portion of the job you want to save.
3. Press **Play** to stop in front of the first word or words of the text you want to delete.
  - If you play past the portion of the job you want to save, press **Store** and return to step 1.
4. Hold down **Del** + **Z (To)**.
  - The carrier moves to zero.
5. Type the word or words you want to delete to.
  - These words may not exceed 28 characters.
  - The carrier moves on each character typed.
6. Press **Del** after you type the word or words you want to delete to.
  - The text is deleted up to the word or words you typed.
  - The printwheel spins.
  - If the word or words cannot be found or if you are at the end of a job, the typewriter beeps. Make sure you have typed the word or words exactly as they appear in the job.
7. Press **Store** to close storage when you have finished.

**Practice**

Use this practice to revise this job.

*This contest  
consisted*

The first duel with typewriters was fought in Cincinnati, Ohio, in September, 1888. A Cincinnatian, Louis Taub, challenged Frank McGurkin, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script.

1. Press **Store** + the number.  
• You are now at the beginning of the job.
2. Press **Play** + **Z (To)** and type "A Cincinnatian".
3. Press **Play**.  
• The typewriter plays up to the word "A".
4. Press **Delete** + **Z (To)** and type "of 45 minutes".
5. Press **Del**.  
• The words "A Cincinnatian, Louis Taub, challenged Frank McGurkin, to a contest consisting" have been deleted. The space after "consisting" was also deleted.
6. Type "This contest consisted", plus a space.
7. Press **Play** + **A (All)**.  
• The rest of the job plays out.

The job should now look like this.

The first duel with typewriters was fought in Cincinnati, Ohio, in September, 1888. This contest consisted of 45 minutes of direct dictation and 45 minutes of copying from a script.

**Deleting All**

1. Press **Store** + the number where you stored the job.  
• You are now at the beginning of the job.
2. Press **Play** to play the portion of the job you want to save.  
• If you play past the portion of the job you want to save, press **Store** and return to step 1.
3. Hold down **Del** + **A (All)**.  
• The printwheel spins.  
• The remainder of the job is deleted.
4. Begin typing or press **Store** to close storage.

Note: If there is nothing to delete, the typewriter beeps.

## Using Advance to Move Forward Through Storage

You have been using Play to play back the document as you moved through storage. For example, to move to line five, you had to play to line five.

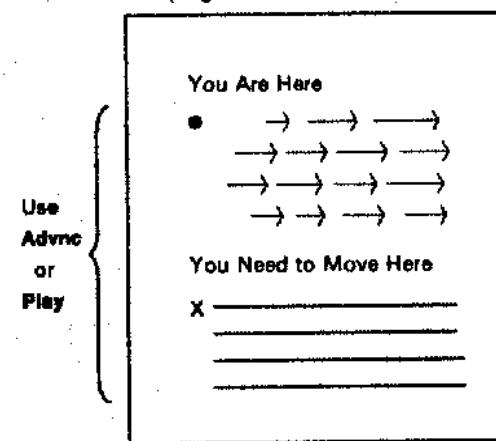
Line 1 \_\_\_\_\_ In the late nineteenth century,  
Line 2 typing speed contests drew  
Line 3 enthusiastic spectators and  
Line 4 provided free advertising for  
Line 5 a struggling typewriter industry.

You can also move quickly through storage without playing back the document similar to turning quickly through the pages of a book without reading.

**Use Advnc to move forward through storage without playing it back.**

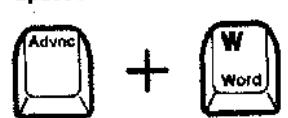
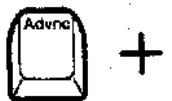
When you press Advnc, nothing erases from memory. You simply move forward through memory.

**Advnc**, like **Play**, moves you forward in memory, or down the page:



You can use **Advnc** just as you used **Play**: with **Word**, **Line**, **Character**, **To**, or **All**.

## Advancing a Character, Word, or Line



1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Hold down **Advnc** + one of the following:
  - **Spacebar** to advance a character.
  - **W (Word)** to advance a word and the space after it.
  - **E (Line)** to advance a *line*, including the carrier return.
3. The carrier moves to the next character, word, or line, the printwheel spins, and **no text is printed**.
  - If you advance past the point you need to revise, press **Store** and return to step 1.

## Practice

The first duel with typewriters was fought in Cincinnati, Ohio, in September, 1888. This contest consisted of 4 minutes of direct dictation and 45 minutes of copying from script.

1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Press **Advnc** + **W (Word)** twice to advance past "The first".
3. Press **Play** + **W (Word)** to play the word "duel".
4. Press **Advnc** + **E (Line)** to move to the beginning of the second line.
5. Press **Play** + **E (Line)** to play the line.
6. Practice using **Advnc** several times.

## Advancing to a Word or Words



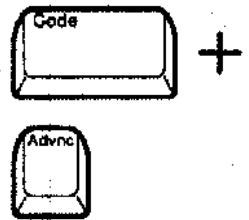
1. Press **Store + the number where you stored the job.**
  - You are now at the beginning of the job.
2. Hold down **Advnc + Z (To).**
  - The carrier moves to zero.
3. Type the word or words you want to advance to.
  - These words may not exceed 28 characters.
  - The carrier moves on each character you type.
4. Press **Advnc** after you type the word or words you want to advance to.
  - The carrier moves to the word or words you typed.
  - The printwheel spins and no text is printed.
  - If the word or words can not be found the typewriter beeps. Make sure you have typed the word or words exactly as they appear in the job.

## Practice

1. Press **Store + the number.**
  - You are now at the beginning of the job.
2. Press **Advnc + Z (To)** and type "This contest".
3. Press **Advnc.**
  - The typewriter moves to the T in "This".
  - Nothing is printed.
4. Press **Play + A (All).**
  - The rest of the job plays out.

The first duel with typewriters was fought in Cincinnati, Ohio, in September, 1888. This contest consisted of 45 minutes of direct dictation and 45 minutes of copying from a script.

## Repeat Advance



The **Repeat Advance** feature allows you to quickly move to a particular word in a stored job. There may be times when you want to move to *all occurrences* of a word so you can change it everywhere it appears. The **Repeat Advance** feature lets you do this without retyping the word each time.

1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Hold down **Advnc** + **Z (To)**.
  - The carrier moves to zero.
3. Type the word or words you want to advance to.
  - These words may not exceed 28 characters.
  - The carrier moves on each character.
4. Press **Advnc**.
  - The carrier moves to the first occurrence of the word or words.
5. Hold down **Code** and press **Advnc**.
  - The carrier moves to the next occurrence of the word or words.
6. Continue using **Code** + **Advnc** to move to each of the other occurrences of the word or words.
7. Press **Store** to close storage when you have finished.

## Advancing All



1. Press **Store** + the number where you stored the job.
  - You are now at the beginning of the job.
2. Hold down **Advnc** + **A (All)**.
  - The printwheel spins and no text is printed.
  - The typewriter is at the end of the job.
3. Begin typing.

**Note:** If there is nothing to advance to, the typewriter beeps.

## Copying a Job Into Another Storage Area

You may want to copy an entire or part of a job into another storage area. To copy part of a job, you must first copy the entire job and then delete the parts you don't want.

This is best explained by an example. The following steps will copy storage area 1 into storage area 2.

1. Type some text in storage area 1.
2. Press **Store + 2**
3. Press **Play + 1** plus the space bar.
  - This plays the first character, space, tab, etc, of the job.
4. Press **Advnc + A (All)**.
  - You have now copied storage area 1 into storage area 2.
  - You have not changed anything in storage area 1.
5. Press **Store**.

## Helpful Hints

If the typewriter does not have enough memory for the entire job to be copied, the typewriter will beep, the store light will blink and only part of the job will be copied.

## Helpful Hints

- When using **Play**, **Del**, and **Advnc To**:
  - Make sure you typed the word or words exactly as they appear in the stored job.
  - Type no more than 28 characters for the word or words. The typewriter beeps and ignores each additional character you type.
- You can **Del** and **Advnc** through stop codes set for a multi-page job.
- If you add text to a multi-page job, the stop code set before revision will no longer indicate the end of your text on that page.
- If you turn off your typewriter while storage is open, you must reopen storage and play back or use **Advnc + All** to move to the end of the job.
- If the word you want to advance, delete or play to is a short or common word, type several words up to 28 characters to define the destination more clearly. For example, if you want to advance to the word "is," it will advance to the first word containing the letters "is." This could be "his," "this," "island," and so on.
- If the word you want to advance, delete or play to contains a dead key, do not type the dead key (accent marks).
- If the word you want to advance, delete or play to contains an overstrike, key only one of the overstruck characters. For example if you have **0 0 0**, key only "000" or "/".
- If you are playing text from one storage area to another, the **Play**, **Del**, and **Advnc** keys work with the storage area where the text is being played from until the end of the storage area is reached.

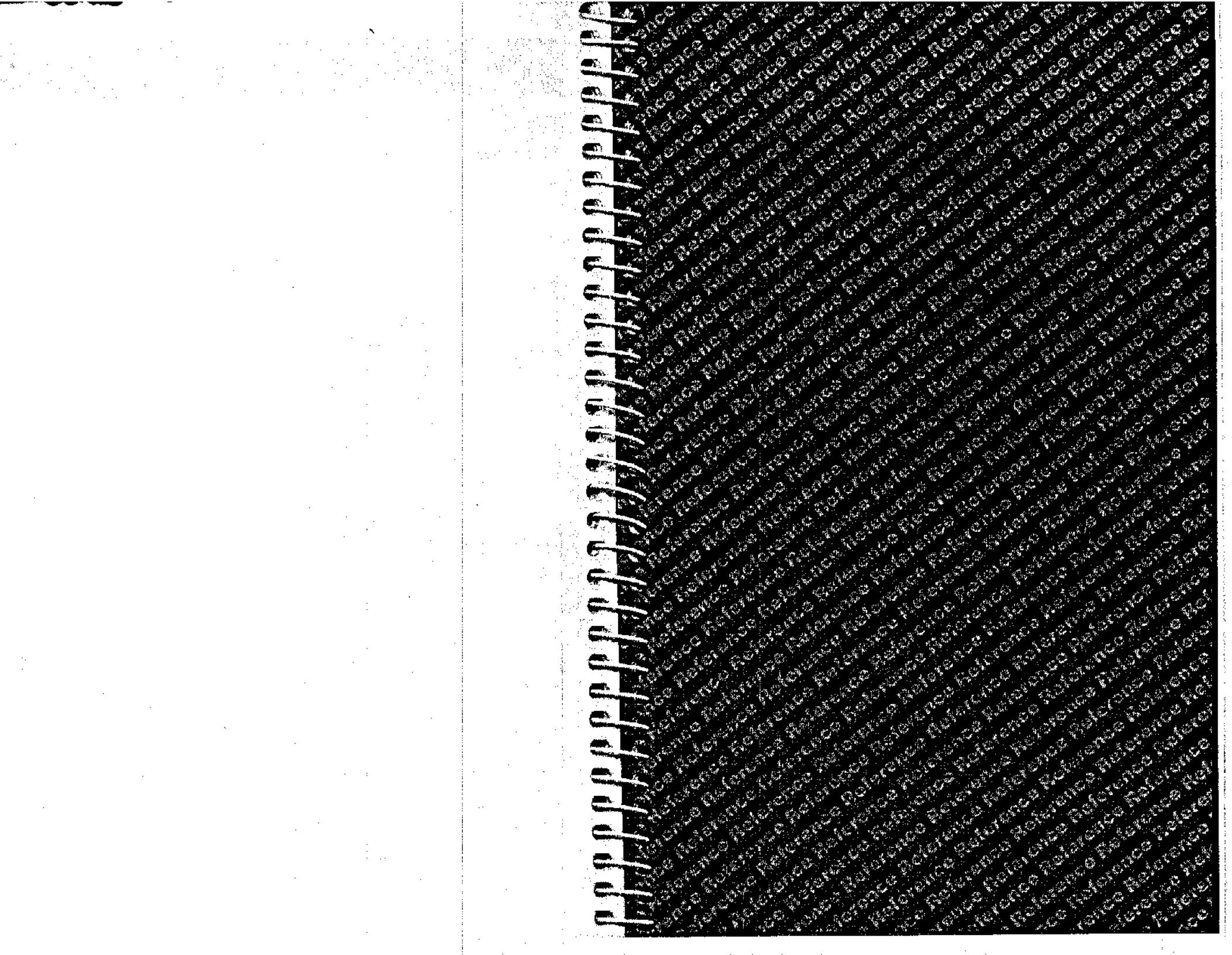
## Advanced Revision

## Advanced Revis

- If the words you want to Del, Advnc, or Play To are separated by several spaces, a tab, or a carrier return, type only one space between the words. You do not need to type the exact number of spaces between words.
- If you use one of the revision functions and the typewriter beeps:
  - Be sure the Store light is on.
  - Press relocate (Reloc).
  - Be sure you are not in centering or Dec T mode.
  - Be sure you are not at the end of a job.
- While revising a document, it is possible to change line endings (for example, deleting or erasing a C Rtn). This can cause the advance functions to move the carrier past the right margin or to the extreme right.
- If the word(s) you are trying to correct is at or beyond the extreme right margin, press Advnc + Line and continue revising. Next, play the job with storage open and A Rtn on to adjust your line endings. Now you can correct the error.
- If searching for the numbers "1" or "0" (on the number row), do not use the letters "I" or "O".
- To cancel any revision function, do not release the revision keys and then type a number larger than 100.

| Terms     | Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Character | A character is: <ul style="list-style-type: none"><li>• a letter, number, or symbol;</li><li>• a hyphen;</li><li>• a mark of punctuation;</li><li>• a space or coded space;</li><li>• a tab or Indent Instruction (Code + Tab);</li><li>• a carrier return, automatic carrier return, or indent clear instruction (Code + C Rtn);</li><li>• a stop code (Code + 9);</li><li>• a Paper Up or Paper Down movement;</li><li>• a mark (Shift + Code + M).</li></ul> |
| Word      | A word is: <ul style="list-style-type: none"><li>• a word or group of characters and the space or spaces following them;</li><li>• a tab or indent instruction (Code + Tab);</li><li>• a space or several spaces;</li><li>• a stop code (Code + 9);</li><li>• a Paper Up or Paper Down movement;</li><li>• a carrier return, automatic carrier return, or indent clear instruction (Code + C Rtn);</li><li>• a mark (Shift + Code + M).</li></ul>               |
| Line      | A line is: <ul style="list-style-type: none"><li>• a line of words, including the carrier return or automatic carrier return;</li><li>• a carrier return or automatic carrier return by itself;</li><li>• the remainder of the line, including the carrier return, if you are not at the beginning of the line;</li><li>• a Paper Up or Paper Down movement.</li></ul>                                                                                          |
| All       | All takes you from where you are in a stored job to the end of the stored job.                                                                                                                                                                                                                                                                                                                                                                                  |
| To        | To takes you from where you are in a stored job to the beginning of the word or words you select.                                                                                                                                                                                                                                                                                                                                                               |

Note: It is important to have a copy of the job for reference when you are revising in storage. Do not use the justified copy of your job.



## Supplies Ordering and Installation Procedure

### Information

Use this section to learn how to:

- Remove and install the ribbon cassette, printwheel, or batteries in your typewriter.
- Order IBM supplies.
- Take care of your typewriter.

This section also contains recommendations for ribbons and printwheels for various applications.

### Ordering Procedures for IBM Supplies

To order IBM supplies, contact your point of purchase:

#### IBM Authorized Dealer

(phone number)

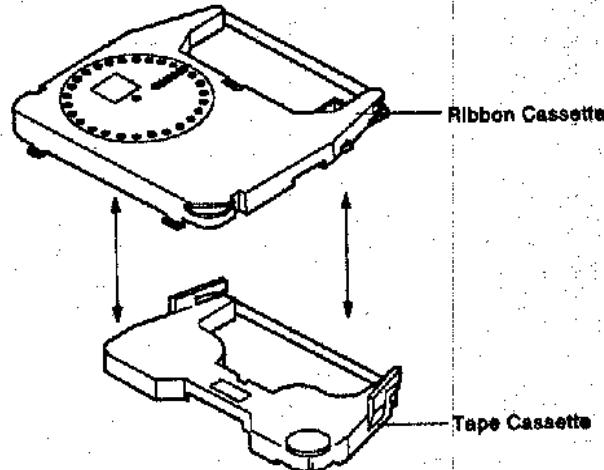
IBM Direct  
U.S. only  
Canada  
B.C.

1-800-IBM-2468  
1-800-465-1234  
112-800-465-1234

## Ribbon Cassette System

### Information

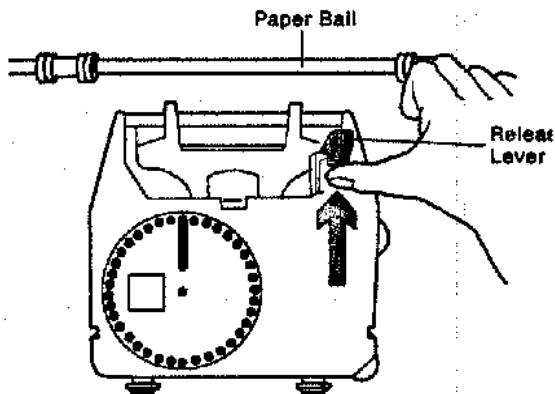
The ribbon and tape cassettes fasten together.  
To change one of the cassettes, see pages 5-3  
through 5-7.



## Ribbon Cassette System

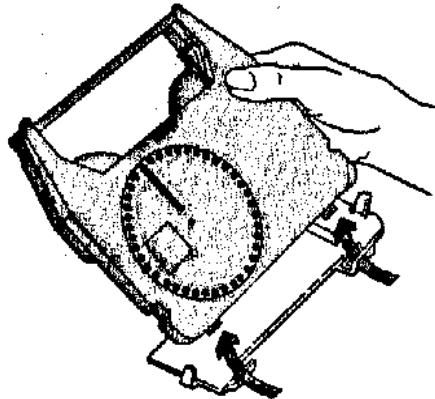
### Removing the Cassettes

1. Space or tab to the center of your typewriter.
2. Raise the typewriter cover.
3. Make sure the paper ball is against the platen.
4. Push the release lever until the cassettes release.



## Ribbon Cassette System

5. Lift the cassettes up and out of the typewriter.

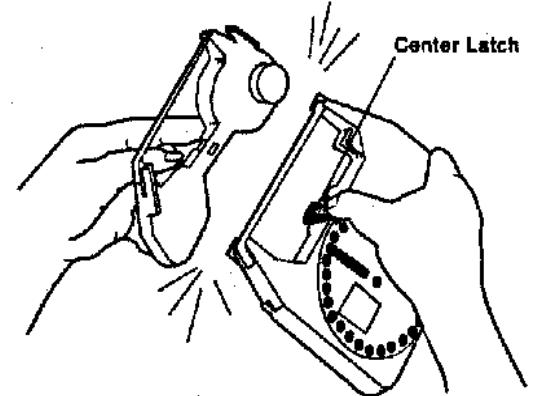


Note: When you install the ribbon, you may need to space or backspace to move the carrier away from the first or last mark on the margin/pitch scale. If you are in storage, you may need to erase these spaces or backspaces.

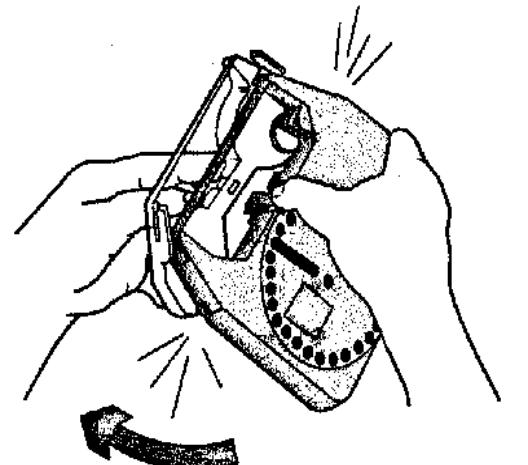
## Ribbon Cassette System

### Installing the Cassettes

1. After you remove the cassettes from your typewriter, press on the top of the center latch and slide the cassettes apart.
2. Throw away the used cassette.

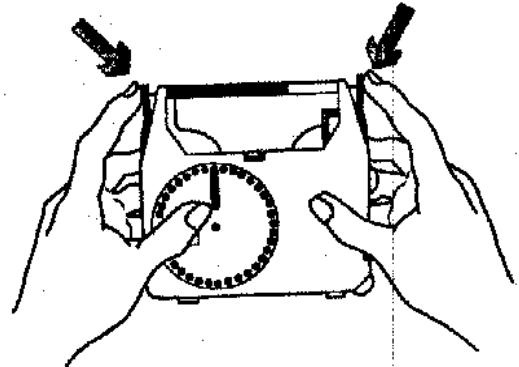


3. Slide the ribbon cassette onto the tape cassette.
4. Be sure the center latch latches onto the correction cassette.

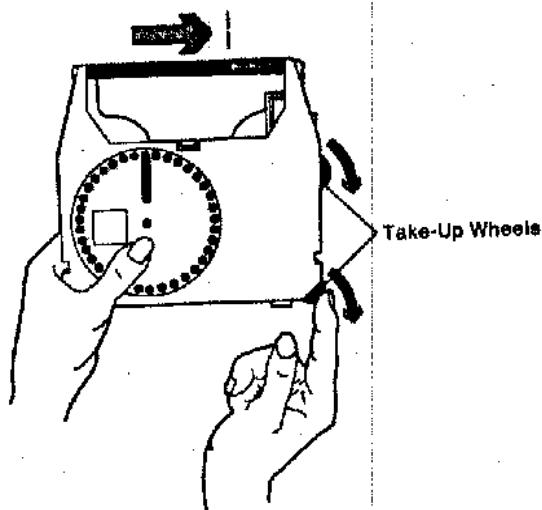


## Ribbon Cassette System

5. After you latch the cassettes together, press the gray tabs (on both ends of the correction tape) to be sure the tape and ribbon cassettes are latched together.

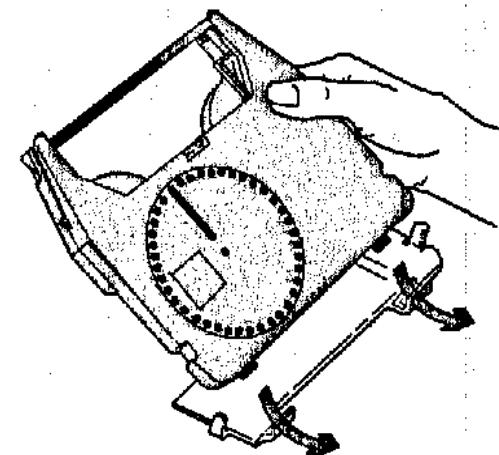


6. Turn the take-up wheels to advance the orange or blue ribbon and tape leaders past the center.

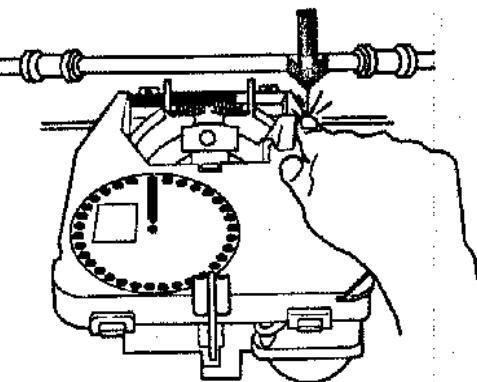


## Ribbon Cassette System

7. Install the cassettes in your typewriter.



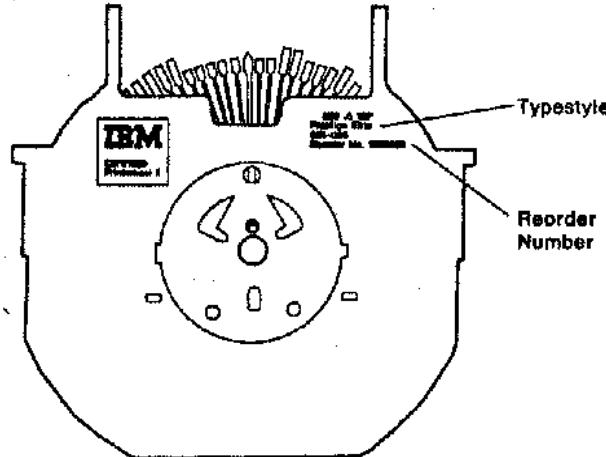
8. Push down on the right corner of the ribbon cassette to snap it into place.



## Printwheels

### Information

The IBM Cartridge Printwheel II is available in several different typestyles and pitches. Some of the available typestyles are listed on page 5-22. The illustration below shows where to find the typestyle and reorder number on the printwheel.



To order new or replacement printwheels, refer to Ordering Procedures on page 5-1.

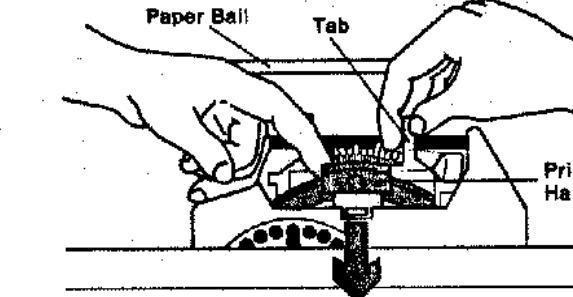
### Removing the IBM Cartridge Printwheel II

#### CAUTION

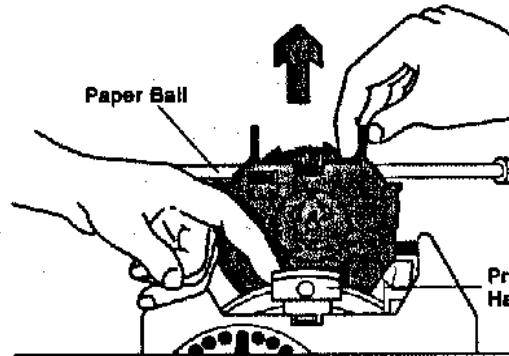
To prevent unwanted carrier motion, make sure the paper bail is against the platen.

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.

## Printwheels

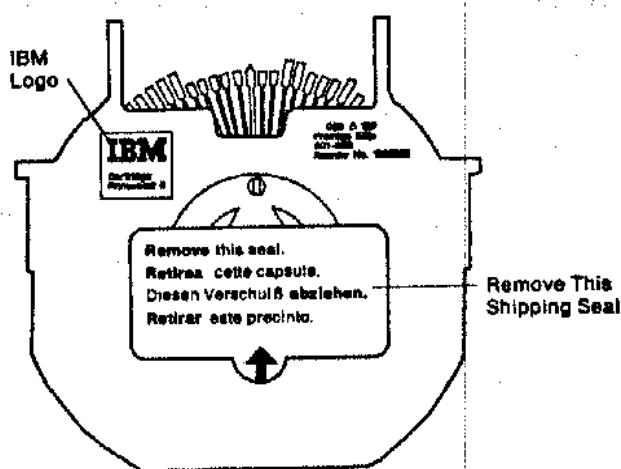


3. Lift the printwheel straight up and out of the slot. Be careful not to scratch the ribbon.
4. Release the print hammer.



### Installing the IBM Cartridge Printwheel II

**Important:** Remove the yellow shipping seal from the center of a new printwheel before you install it.



When installing the IBM Cartridge Printwheel II, make sure the IBM logo is facing you. Read the information on the upper right corner to verify you have the desired pitch and typestyle.

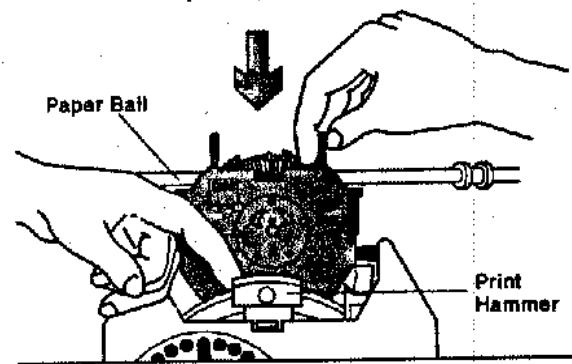
Your typewriter automatically sets the pitch to match the printwheel.

### CAUTION

To prevent unwanted carrier motion, make sure the paper ball is against the platen.

1. Hold the printwheel so the IBM logo is 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, slide 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 **Code** key:
  - The printwheel spins.

- If the printwheel is a different pitch, the carrier moves to adjust for the pitch change.
  - Be sure to always press **Code** after changing the printwheel, then make any print position adjustments using **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)**.



## Batteries

### Information

Your typewriter uses three size AA alkaline batteries. These batteries are used to save margins, tabs, and storage when the typewriter is turned off. They must be installed correctly and changed at least once every year (before they run down). Otherwise, stored information will not be saved when the typewriter is turned off.

### Checking the Batteries

If the beeper signals three times and the **Line Space** lights blink continuously when you turn the typewriter on:

- The batteries are installed incorrectly, or
- No batteries are installed, or
- The batteries are weak, or
- The batteries are dead.

Check the following while the typewriter is on:

1. Make sure the battery holder wire plug is connected. (See page 5-14.)
2. Look at the batteries for correct installation.
  - If the batteries are installed correctly, the batteries may be weak or dead.
3. 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, margins, tabs, and storage will be lost. See pages 5-14 through 5-16 for correct installation.

## Batteries

If you have optional features installed which also use batteries, replace all batteries at the same time.

**Important:** Use only size AA alkaline batteries (for example, Duracell<sup>†</sup> type MN 1500, Eveready type E91, Ray-O-Vac<sup>‡</sup> type 815, or equivalent). **Do not use rechargeable batteries.**

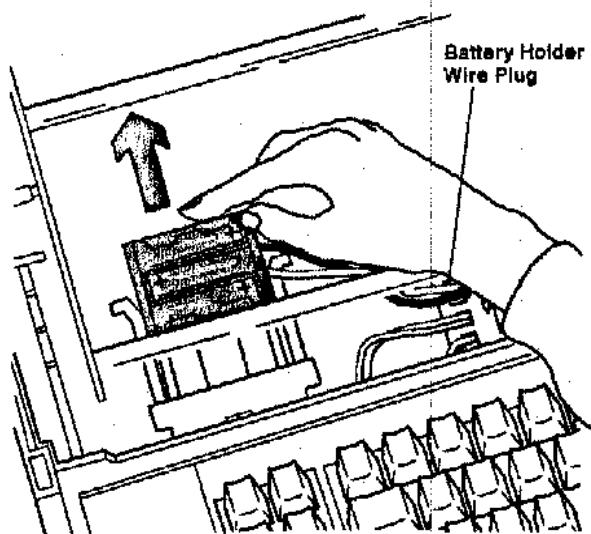
<sup>†</sup> Trademark of Duracell, Inc.

<sup>‡</sup> Trademark of the Union Carbide Corp.

<sup>§</sup> Trademark of the Ray-O-Vac Corp.

**Removing Old Batteries**

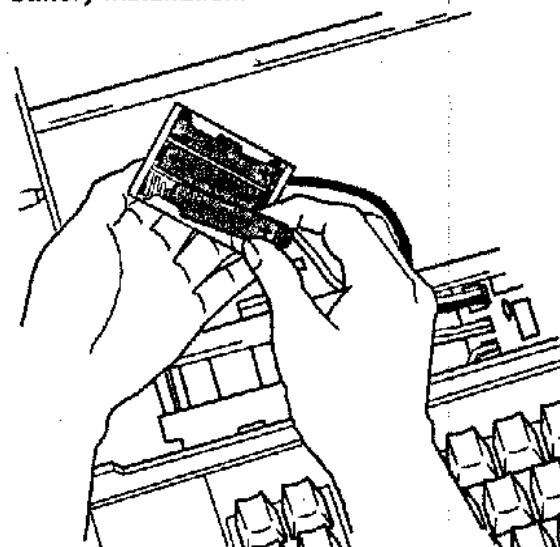
1. Leave the typewriter turned on so that margins, tabs, and storage will not be lost.
2. Press the Tab key to move the carrier to the right.
3. Raise the typewriter cover.
4. Locate the black plastic battery holder on the left front side of the typewriter.
5. Remove the holder by putting your finger under it and pushing up. Then carefully pull the holder out.
  - If you pull the battery holder out too far, you may unplug the battery holder wires. The illustration below shows where to reconnect the battery holder wire plug. Align the plug over the three-pin receptacle and carefully press down on the plug.
6. Push the batteries against the spring ends of the holder and pop them out.

**Installing New Batteries**

Make sure the batteries you are installing are nonrechargeable. (See page 5-13 for recommended types of batteries.)

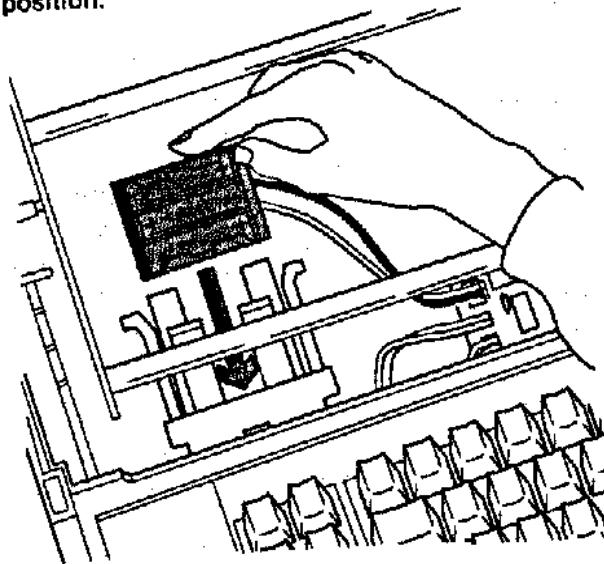
1. Install three new batteries by pushing the flat ends of the batteries against the springs in the battery holder.
  - Be sure you match the plus (+) signs on the batteries with the plus signs inside the holder.

*Note:* The batteries will not save stored information unless the plus sign on each battery matches the plus sign inside the holder. See the example below for correct battery installation.



## Batteries

2. Push the battery holder all the way back into position.



3. Push down on the back edge of the holder to snap it into place.
4. Close the typewriter cover.

## Information

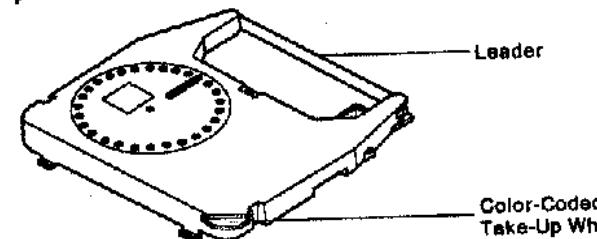
To order any of the following IBM ribbons, see "Ordering Procedures for IBM Supplies" on page 5-1.

### IBM Easystrike® Correctable Ribbon Cassette

#### Reorder Numbers:

- 1337761 (black)
- 1337762 (brown)
- 1337763 (blue)

This ribbon is for general correspondence applications, and typing with three copies or less produces the best results. It is not recommended for typing negotiable items, such as checks. Your first or original sheet should be a smooth surface 20-pound soft paper, such as good OCR or bond paper. Typestyles larger than Courier may not produce uniform type with this ribbon. For large typestyles, use the IBM EASYSTRIKE Multipurpose Ribbon Cassette, reorder number 1337764.



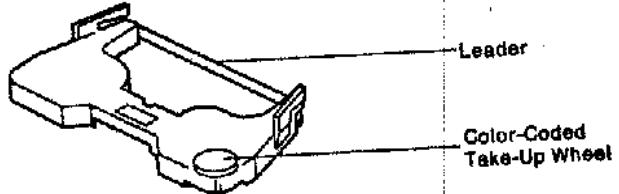
## Ribbons

## IBM Easystrike® Lift-Off Tape Cassette

Reorder Number:  
1337765

The lift-off tape is designed to be used with the IBM EASYSTRIKE Correctable Ribbon Cassette. The lift-off tape lifts incorrect characters from the paper.

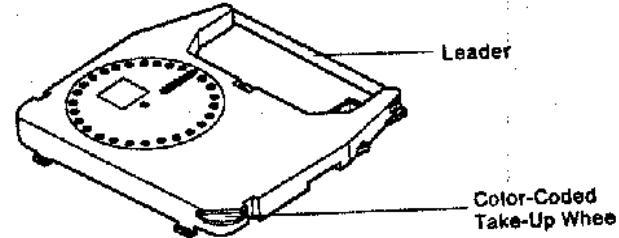
Note: Be sure to match the appropriate tape and ribbon. The take-up wheels and leaders are color-coded orange for your convenience.



## IBM Easystrike® Multipurpose Ribbon Cassette

Reorder Number:  
1337764 (black only)

This ribbon provides a high-quality, uniform image on a broad range of papers. Typestyles larger than Courier work well with this ribbon. This ribbon is recommended for typing negotiable items, such as checks.



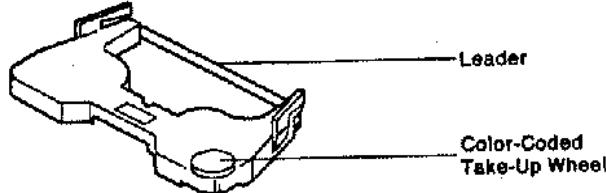
## Ordering Ribbons

### IBM Easystrike® Cover-Up Tape Cassette

Reorder Number:  
1337766

The cover-up tape is designed to be used with the IBM EASYSTRIKE Multipurpose Ribbon Cassette. It covers the incorrect characters. It is not satisfactory for making corrections on direct-image offset masters.

Note: Be sure to match the appropriate tape and ribbon. The take-up wheels and leaders are color-coded blue.



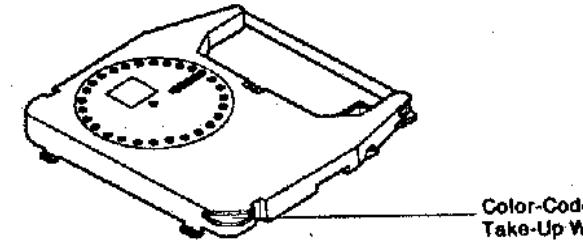
## Ordering Ribbons

### IBM Easystrike® Fabric Ribbon

Reorder Number:  
1356000 (black only)

This high-yield ribbon has been designed primarily for use in a classroom environment or anywhere else supplies costs are the overriding consideration.

Note: This ribbon is not to be used with the IBM EASYSTRIKE Lift-Off Tape Cassette reorder number 137765 or the IBM EASYSTRIKE Cover-Tape Cassette, reorder number 1337766.



## Ordering Printwheels

### Information

To order any of the following IBM Cartridge Printwheels, see "Ordering Procedures for IBM Supplies," on page 5-1.

#### IBM Cartridge Printwheel II Typestyles and Pitches

| 10 Pitch                          | 12 Pitch          | 15 Pitch    | PS Pitch           |
|-----------------------------------|-------------------|-------------|--------------------|
| Advocate                          | Adjutant          | Courier 15  | Boldface           |
| Artisan 10                        | Artisan 12        | Gothic 15   | Boldface<br>Italic |
| Bookface Academic                 | Auto Elite        | Prestige 15 | Essay              |
| Courier 10                        | Courier 12        | Symbol 15*  | Essay Italic       |
| Delegate                          | Courier 12 Italic |             | Modern             |
| Manifold                          | Dual Gothic       |             | Thesis             |
| OCR-A                             | Elite             |             | Title              |
| OCR-B                             | Large Elite       |             |                    |
| Pica                              | Letter Gothic     |             |                    |
| Prestige Pica                     | Light Italic      |             |                    |
| Printing and Publishing No. 3 OCR | Olde World        |             |                    |
| Rhetoric                          | Prestige Elite    |             |                    |
| Presentor                         | Scribe            |             |                    |
| Symbol 10*                        | Script            |             |                    |
|                                   | Symbol 12*        |             |                    |

For a complete list of typestyles with samples, contact your point of purchase.

\* For best results, use a symbol printwheel that matches the pitch of your regular printwheel. For example, use Symbol 15 with 15-pitch typestyles.

## Ribbon Application Recommendations

### Typing Applications

|                                                       | IBM EASYSTRIKE Multipurpose Ribbon Cassette | IBM EASYSTRIKE Correctable Film | IBM EASYSTRIKE Fabric Ribbon Cassette |
|-------------------------------------------------------|---------------------------------------------|---------------------------------|---------------------------------------|
| Legal Correspondence                                  | *                                           | *                               | NR                                    |
| Statistical Correspondence                            | *                                           | *                               | *                                     |
| Specification Writing                                 | *                                           | *                               | *                                     |
| Medical Reports                                       | *                                           | *                               | *                                     |
| Executive Correspondence                              | *                                           | *                               | NR                                    |
| Routine Correspondence                                | *                                           | *                               | *                                     |
| Hard-to-Image Originals Example: Engineering Drawings | *                                           | NR                              | *                                     |
| OCR                                                   | *                                           | NR                              | NR                                    |
| Carbon Copies                                         | *                                           | *                               | *                                     |
| Speech Writing†                                       | *                                           | NR                              | *                                     |
| Negotiable Instruments — (checks, stocks, and so on)  | *                                           | NR                              | *                                     |
| Erasable Bond†                                        | *                                           | NR                              | *                                     |

\* = Recommended

NR = Not Recommended

† The receptivity of the surface of these materials varies widely and care must be used in the selection of a specific material to be typed on, typestyle, impression control and ribbon to produce the best result. When in doubt, prepare samples first.

†† Best results with Rhetoric and other large typestyle printwheels are obtained by using the IBM EASYSTRIKE Multipurpose ribbon.

## Ribbon Application Recommendations

### Reproduction Recommendations

|                                                               | IBM<br>EASYSTRIKE<br>Multipurpose<br>Ribbon<br>Cassette | IBM<br>EASYSTRIKE<br>Correctable<br>Film | IBM<br>EASYSTRIKE<br>Fabric<br>Ribbon<br>Cassette |
|---------------------------------------------------------------|---------------------------------------------------------|------------------------------------------|---------------------------------------------------|
| Heat Transfer                                                 | *                                                       | *                                        | *                                                 |
| Transfer Electrostatic                                        | *                                                       | *                                        | *                                                 |
| Direct Electrostatic                                          | *                                                       | *                                        | *                                                 |
| Offset Masters, Direct<br>to Plate                            | NR                                                      | NR                                       | *                                                 |
| Offset Masters,<br>Copier Process                             | *                                                       | *                                        | *                                                 |
| Offset Masters, Photo<br>Process                              | *                                                       | *                                        | *                                                 |
| Diazo Process,<br>Ozalid <sup>5</sup> or Bruning <sup>6</sup> | *                                                       | *                                        | *                                                 |
| Stencils                                                      | NR                                                      | NR                                       | NR                                                |

\* = Recommended

NR = Not Recommended

<sup>5</sup> Trademark of the GAF Corp.

<sup>6</sup> Trademark of the Charles Bruning Co., Inc.

## Printwheel Application Recommendation

### 10-Pitch Applications

| Typestyle             | Original | 1-3<br>Carbon<br>Copies | 3-5<br>Carbon<br>Copies | Offset<br>Masters | Spirit<br>Masters | Stencil |
|-----------------------|----------|-------------------------|-------------------------|-------------------|-------------------|---------|
| Advocate              | A        | A                       | A                       | A                 | A                 | A       |
| Artisan 10            | A        | A                       | A                       | A                 | A                 | A       |
| Bookface<br>Academic  | A        | B                       | C                       | A                 | B                 | B       |
| Courier 10            | A        | A                       | A                       | A                 | B                 | B       |
| Delegate              | A        | A                       | A                       | A                 | B                 | B       |
| Manifold              | A        | A                       | A                       | A                 | B                 | B       |
| Pica                  | A        | A                       | A                       | A                 | A                 | A       |
| Prestige<br>Pica      | A        | A                       | B                       | A                 | B                 | B       |
| Rhetoric              | A        | B                       | C                       | A                 | B                 | B       |
| Rhetoric<br>Presenter | A        | B                       | C                       | A                 | B                 | B       |
| Symbol 10             | A        | B                       | C                       | B                 | C                 | C       |

#### Ratings:

A - Good; B - Fair; C - Marginal

(Based on proper selection of ribbon, carbon paper, stencils,  
offset masters and spirit masters)

## Printwheel Application Recommendations

### 12-Pitch Applications

| Typestyle         | Original | 1-3 Carbon Copies | 3-5 Carbon Copies | Offset Masters | Spirit Masters | Stencil |
|-------------------|----------|-------------------|-------------------|----------------|----------------|---------|
| Adjutant          | A        | A                 | A                 | A              | B              | B       |
| Artisan 12        | A        | A                 | A                 | A              | B              | B       |
| Auto Elite        | A        | A                 | A                 | A              | A              | A       |
| Courier 12        | A        | A                 | A                 | A              | B              | B       |
| Courier 12 Italic | A        | A                 | A                 | A              | B              | B       |
| Dual Gothic       | A        | A                 | B                 | B              | B              | B       |
| Elite             | A        | A                 | A                 | A              | A              | A       |
| Large Elite       | A        | A                 | A                 | A              | A              | A       |
| Letter Gothic     | A        | A                 | A                 | A              | B              | B       |
| Light Italic      | A        | A                 | A                 | A              | A              | A       |
| Olde World        | A        | A                 | C                 | B              | C              | NR      |
| Prestige Elite    | A        | A                 | B                 | A              | A              | A       |
| Scribe            | A        | A                 | A                 | A              | A              | A       |
| Script            | A        | B                 | C                 | A              | C              | C       |
| Symbol 12         | A        | C                 | C                 | B              | C              | C       |

#### Ratings:

A – Good; B – Fair; C – Marginal; NR – Not Recommended

(Based on proper selection of ribbon, carbon paper, stencils, offset masters and spirit masters)

## Printwheel Application Recommendations

### 15- and PS Applications

| Typestyle        | Original | 1-3 Carbon Copies | 3-5 Carbon Copies | Offset Masters | Spirit Masters | Stencil |
|------------------|----------|-------------------|-------------------|----------------|----------------|---------|
| <b>15 Pitch:</b> |          |                   |                   |                |                |         |
| Courier 15       | A        | A                 | B                 | A              | B              | B       |
| Gothic 15        | A        | B                 | C                 | NR             | NR             | B       |
| Prestige 15      | A        | A                 | B                 | A              | A              | A       |
| Symbol 15        | A        | C                 | C                 | B              | C              | C       |
| <b>PS Pitch:</b> |          |                   |                   |                |                |         |
| Boldface         | A        | B                 | C                 | NR             | NR             | B       |
| Essay            | A        | A                 | B                 | A              | B              | B       |
| Essay Italic     | A        | A                 | B                 | A              | B              | B       |
| Modern           | A        | A                 | B                 | A              | B              | B       |

#### Ratings:

A – Good; B – Fair; C – Marginal; NR – Not Recommended

(Based on proper selection of ribbon, carbon paper, stencils, offset masters and spirit masters)

## Care and Maintenance

### Replacing Batteries

All batteries should be replaced annually to protect against loss of storage when the power is turned off. See "Checking the Batteries" on page 5-12.

### Cleaning the Typewriter Cover

**Important:** Use only a damp cloth and mild detergent to clean the typewriter cover and keybuttons. Certain cleaning fluids may be harmful. *Do not use IBM cleaning fluid.*

### Storing and Handling Printwheels

The printwheel petals can be damaged by paper clips, staples, or other objects. When printwheels are not being used, always store them in a clean, flat area.

## Alternate Keyboard

### Information

The keyboard for each country and special application has an identification number. The list on page 5-30 and 5-31 shows the name of the country and special application printwheels and their keyboard identification (ID) numbers.

For a complete list of available typestyles for your alternate keyboard countries, see "Ordering Procedures" in the Reference section.

See page 5-22 for a list of printwheel typestyles and pitches available for use with your primary keyboard.

**Note:** Alternate keyboards have some keybuttons with three characters. To access the third (bottom) character, see page 2-16.

Use the keyboard charts on pages 5-32 through 5-47 to type symbols, accent marks, and characters in another language.

## Alternate Keyboards

### Alternate Keyboards

#### Keyboards of Other Countries

| Name                    | Printwheel and Keyboard ID |
|-------------------------|----------------------------|
| Argentina               | 35                         |
| Australia               | 1                          |
| Austria                 | 29                         |
| Belgium                 | 251                        |
| Bulgaria                | 227                        |
| Canada (Bi-Lingual)     | 39                         |
| Canada (English)        | 37                         |
| Czechoslovakia (Czech)  | 83                         |
| Czechoslovakia (Slovak) | 85                         |
| Denmark                 | 59                         |
| Finland                 | 53                         |
| France                  | 251                        |
| Germany (East)          | 34                         |
| Germany (West)          | 29                         |
| Greece (Greek)          | 219                        |
| Greece (Latin)          | 207                        |
| Hong Kong               | 119                        |
| Hungary                 | 109                        |
| Iceland                 | 97                         |
| Italy                   | 41                         |
| Japan (English)         | 69                         |
| Japan (Katakana)        | 221                        |
| Latin America (Spanish) | 25                         |
| Netherlands             | 43                         |
| New Zealand             | 1                          |
| Norway                  | 55                         |
| Poland                  | 213                        |
| Portugal                | 63                         |
| Rumania                 | 217                        |
| South Africa            | 81                         |
| Spain                   | 70                         |
| Sweden                  | 53                         |

| Name                    | Printwheel and Keyboard ID |
|-------------------------|----------------------------|
| Switzerland (French)    | 49                         |
| Switzerland (German)    | 51                         |
| Turkey                  | 79                         |
| United Kingdom          | 67                         |
| United States (English) | 1                          |
| USSR                    | 231                        |
| Yugoslavia (Cyrillic)   | 225                        |
| Yugoslavia (Latin)      | 233                        |

#### Keyboards for Special Applications

|                    |     |
|--------------------|-----|
| Latin Supplemental | 99  |
| Library            | 111 |
| Trilingual         | 113 |

## Alternate Keyboard Charts

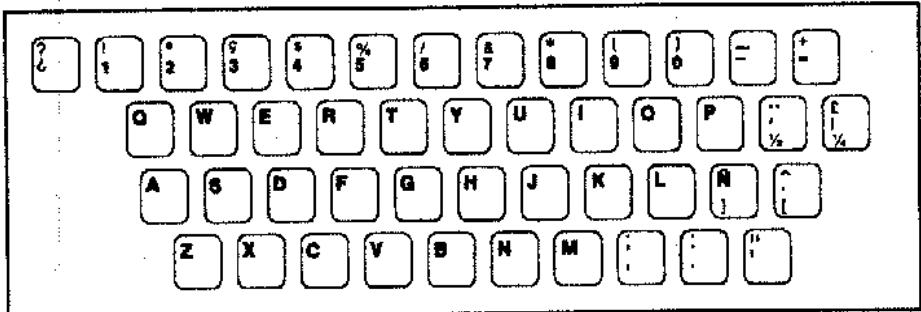
### Information

The following keyboard charts show the keyboard ID numbers and the character locations. These keyboards are available for your IBM WHEELWRITER Typewriter.

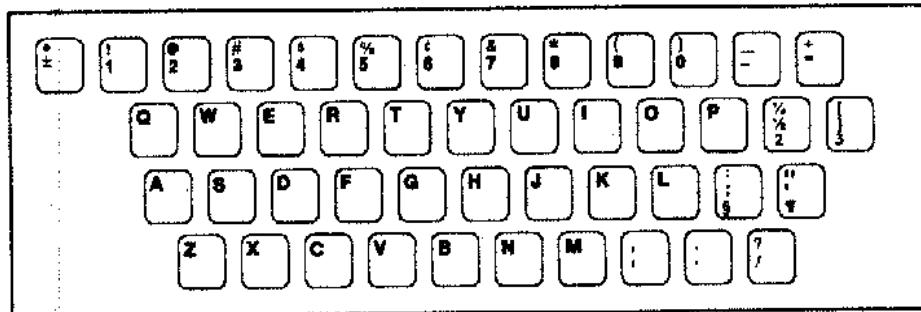
Refer to page 5-30 and 5-31 for an alphabetical list (by country name) of these keyboards.

### Countries

Argentina  
Keyboard ID 35

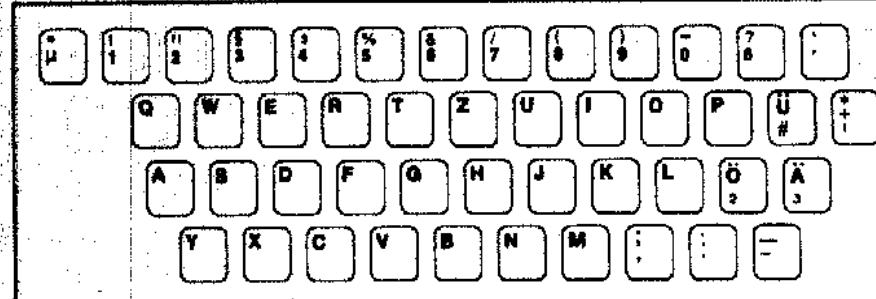


Australia  
Keyboard ID 1

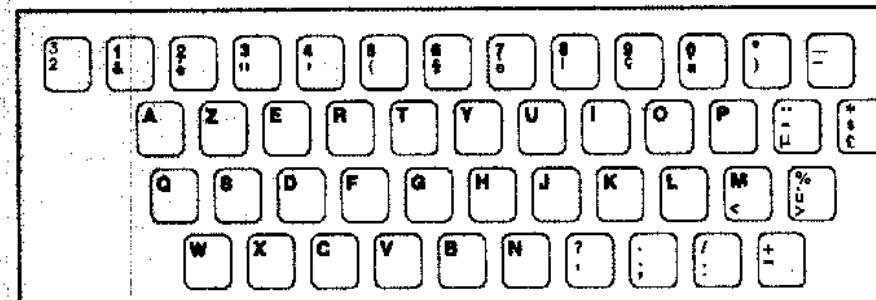


## Alternate Keyboard Chart

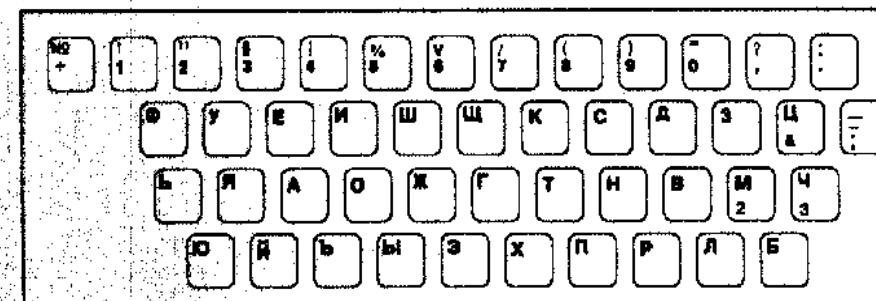
Austria  
Keyboard ID 29



Belgium  
Keyboard ID 251



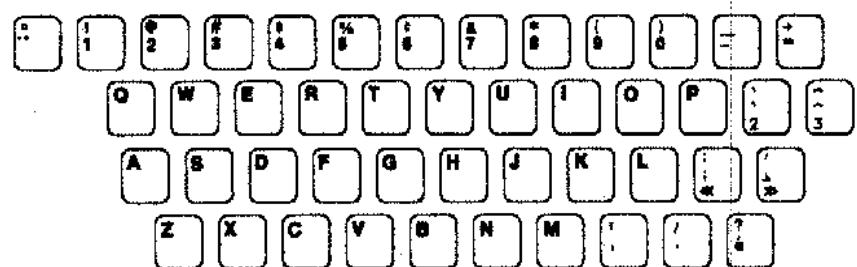
Bulgaria  
Keyboard ID 227



## Alternate Keyboard Charts

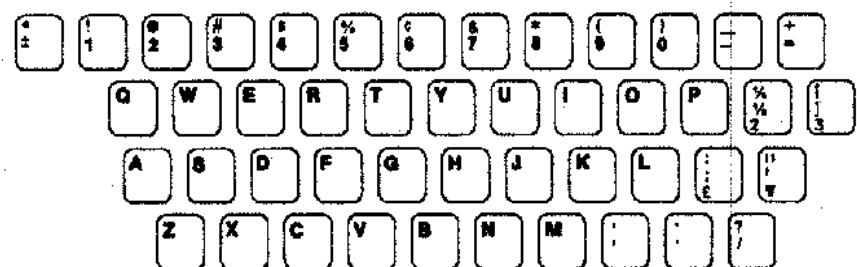
Canada (Bi-Lingual)

Keyboard ID 39



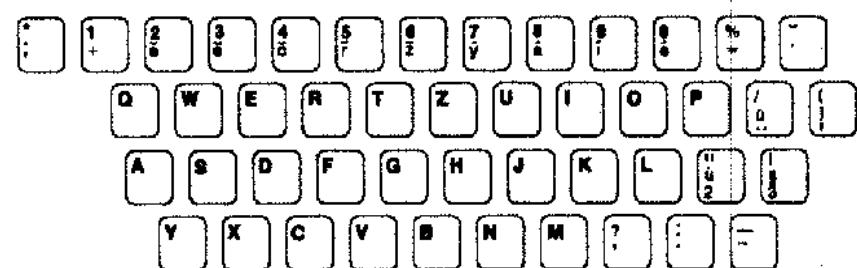
Canada (English)

Keyboard ID 37



Czechoslovakia (Czech)

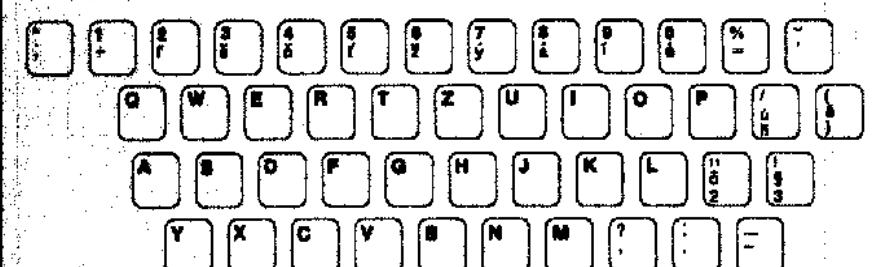
Keyboard ID 83



## Alternate Keyboard Charts

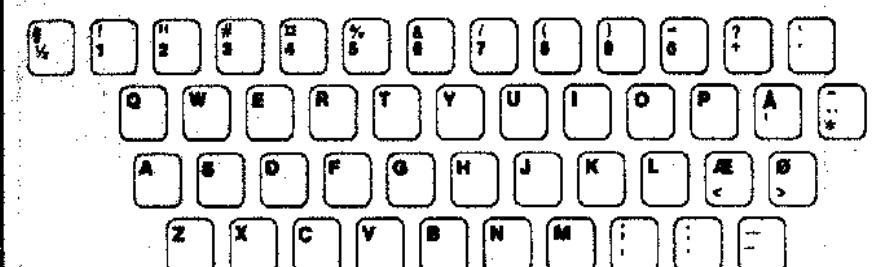
Czechoslovakia (Slovak)

Keyboard ID 85



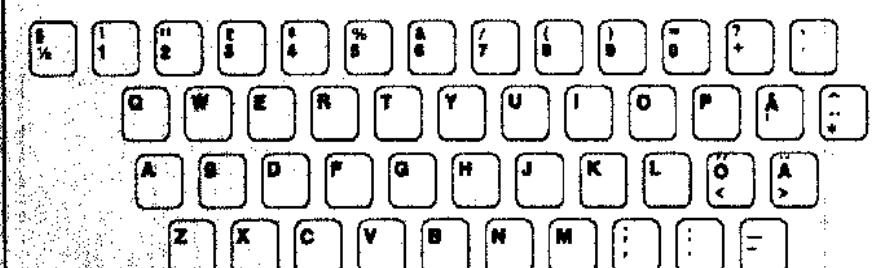
Denmark

Keyboard ID 59



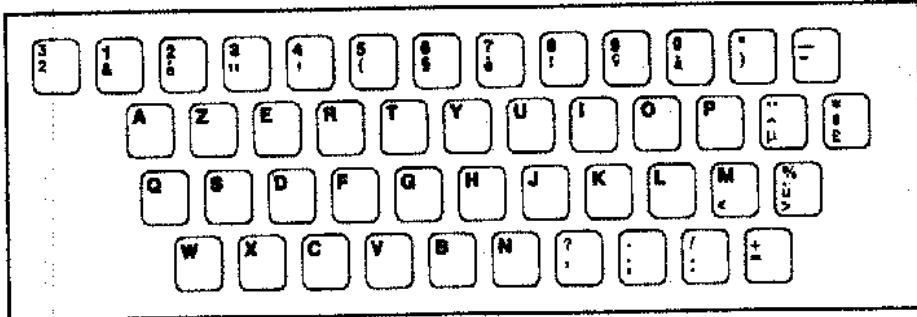
Finland

Keyboard ID 53

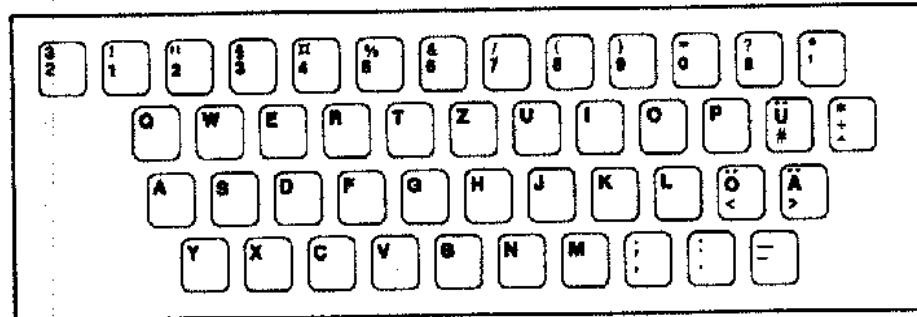


## Alternate Keyboard Charts

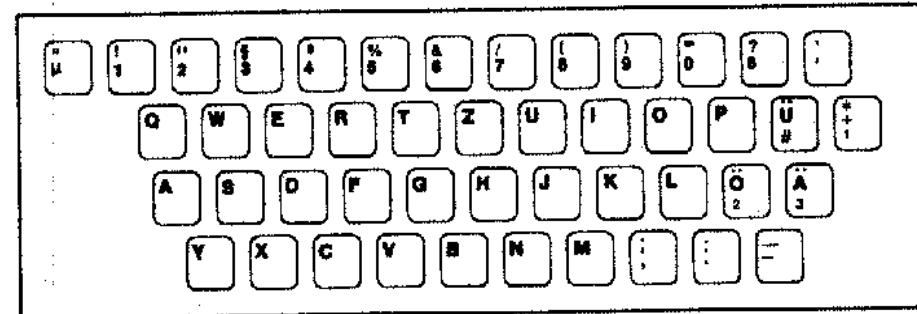
France  
Keyboard ID 251



Germany (East)  
Keyboard ID 34

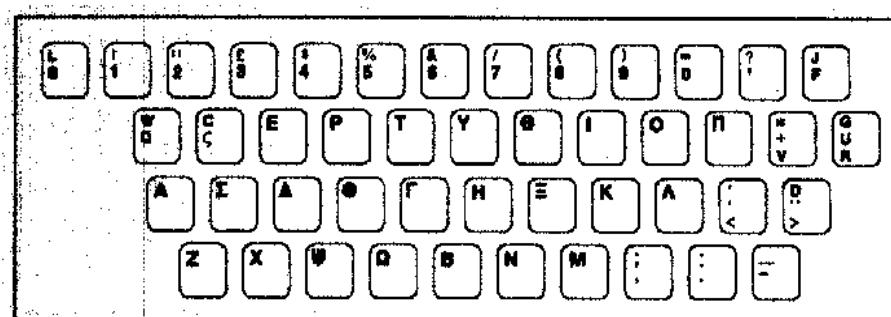


Germany (West)  
Keyboard ID 29

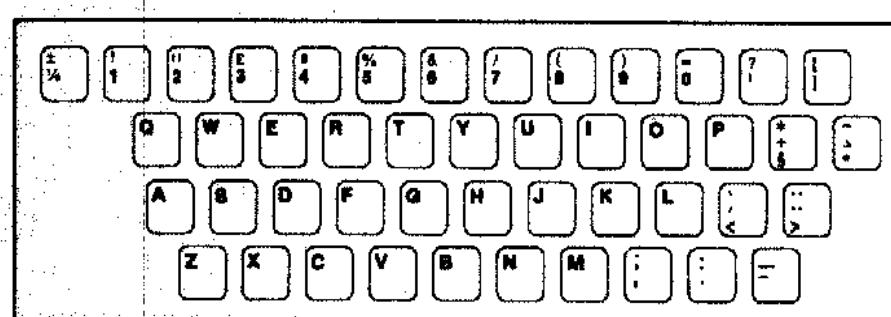


## Alternate Keyboard Charts

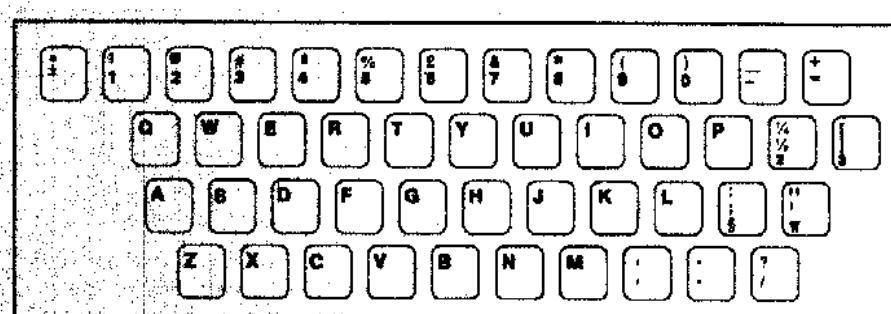
Greece (Greek)  
Keyboard ID 218



Greece (Latin)  
Keyboard ID 207

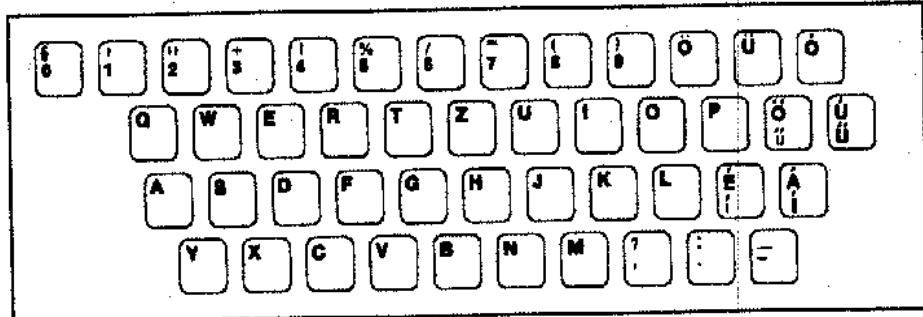


Hong Kong  
Keyboard ID 119

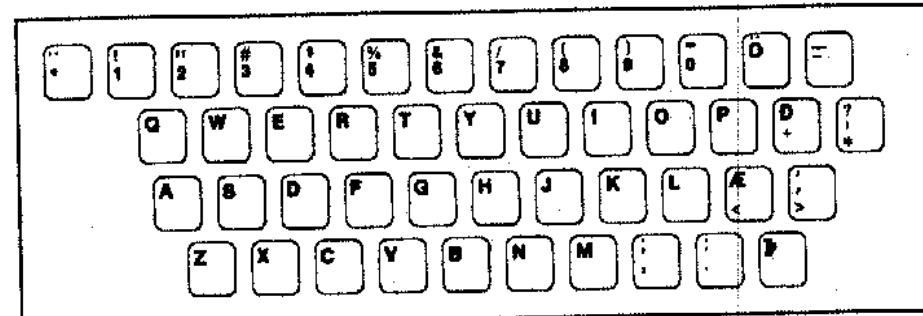


## Alternate Keyboard Charts

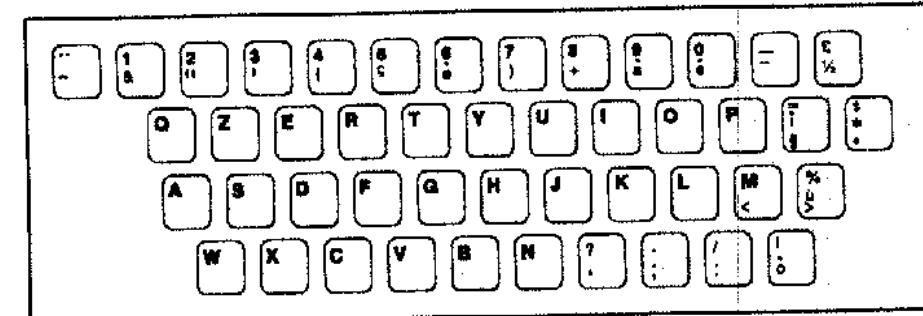
Hungary  
Keyboard ID 109



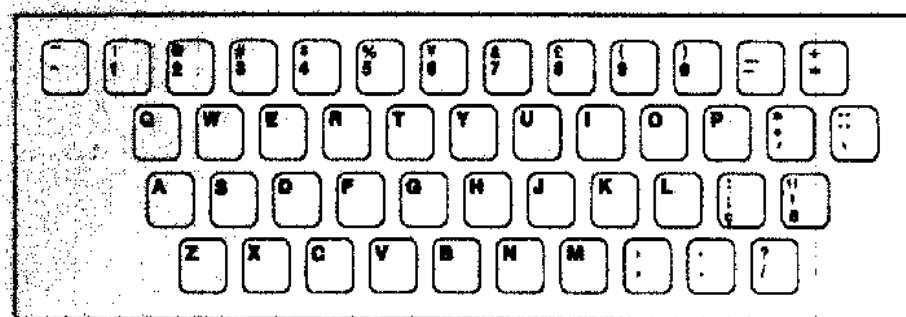
Iceland  
Keyboard ID 97



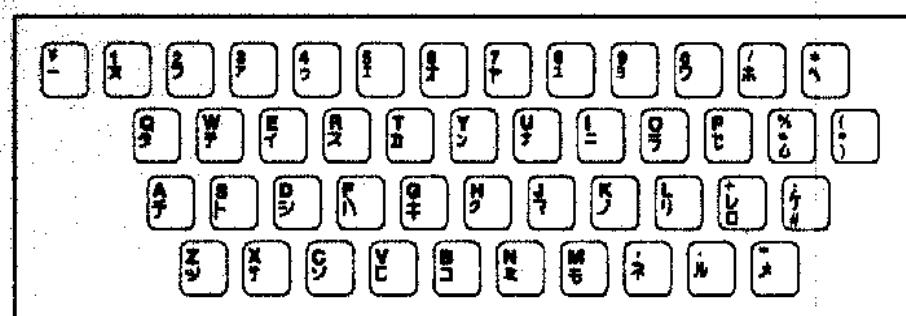
Italy  
Keyboard ID 41



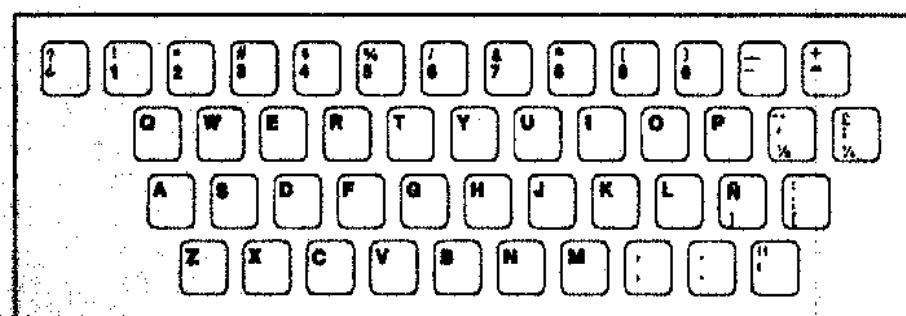
Japan (English)  
Keyboard ID 69



Japan (Katakana)  
Keyboard ID 221



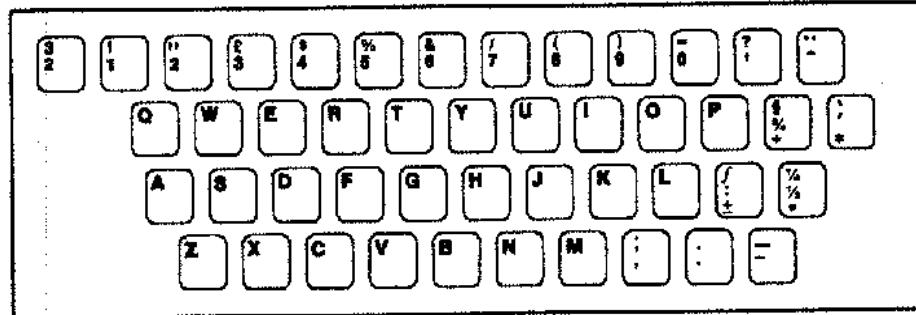
Latin America (Spanish)  
Keyboard ID 25



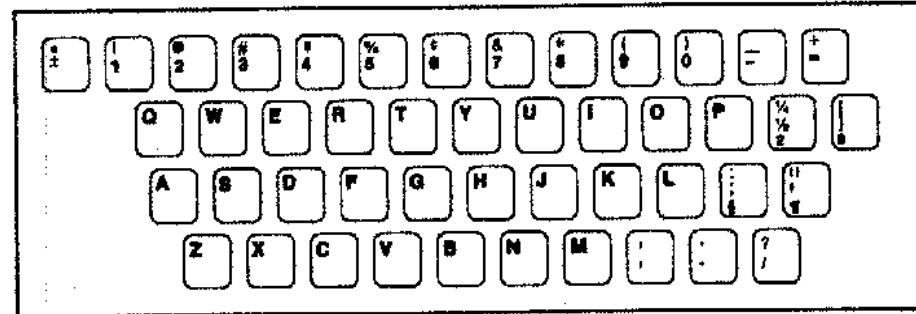
## Alternate Keyboard Charts

## Alternate Keyboard Charts

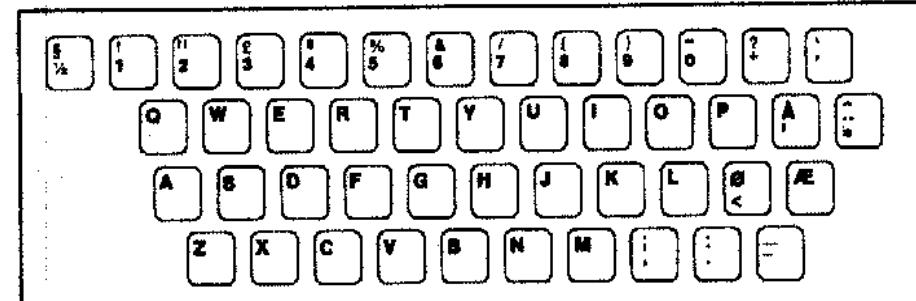
Netherlands  
Keyboard ID 43



New Zealand  
Keyboard ID 1

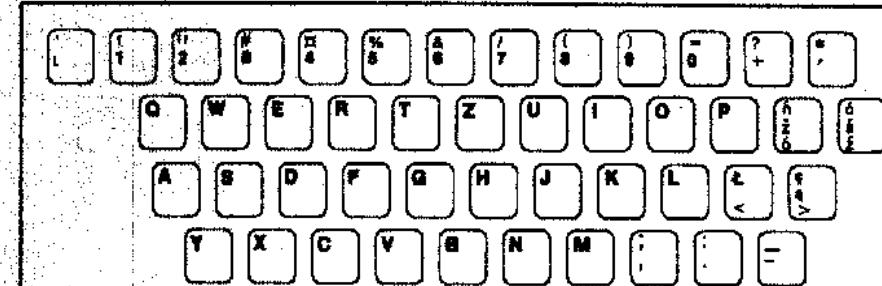


Norway  
Keyboard ID 55

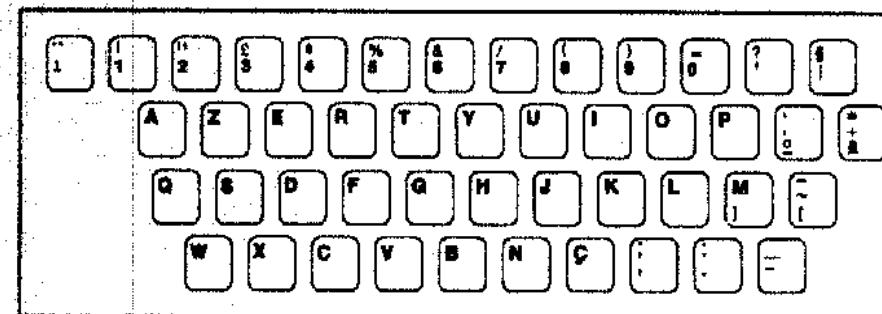


## Alternate Keyboard Char

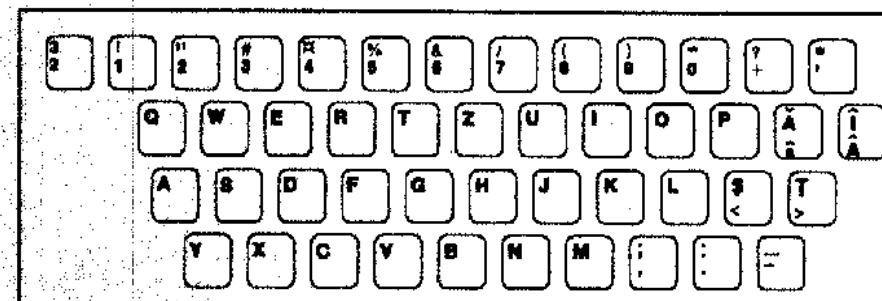
Poland  
Keyboard ID 213



Portugal  
Keyboard ID 63

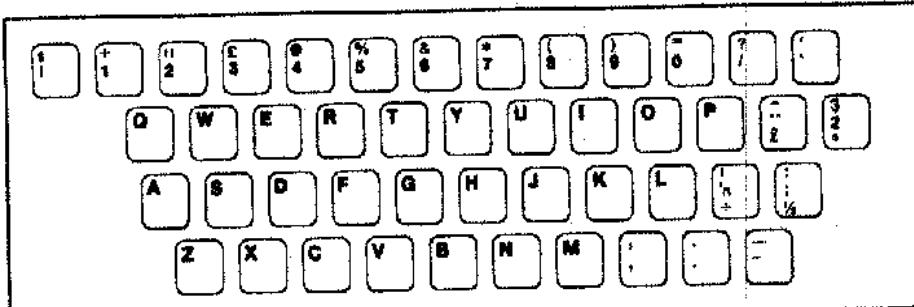


Rumania  
Keyboard ID 217

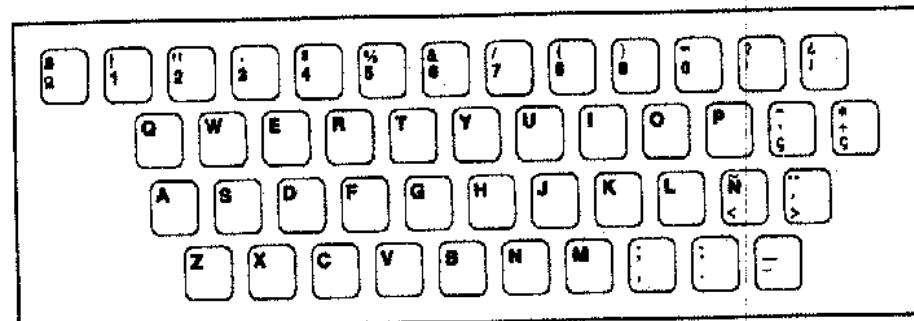


## Alternate Keyboard Charts

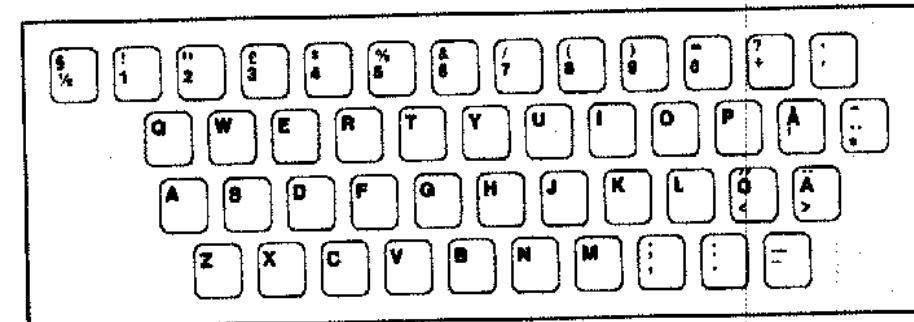
South Africa  
Keyboard ID 81



Spain  
Keyboard ID 70

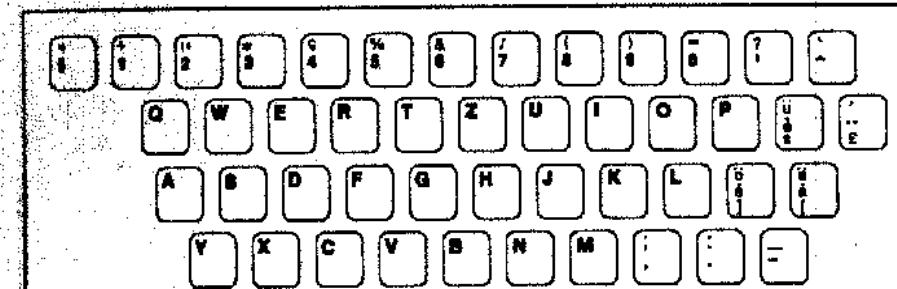


Sweden  
Keyboard ID 53

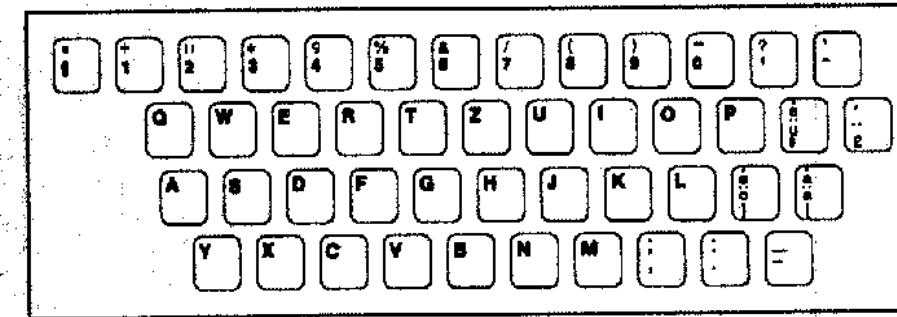


## Alternate Keyboard Charts

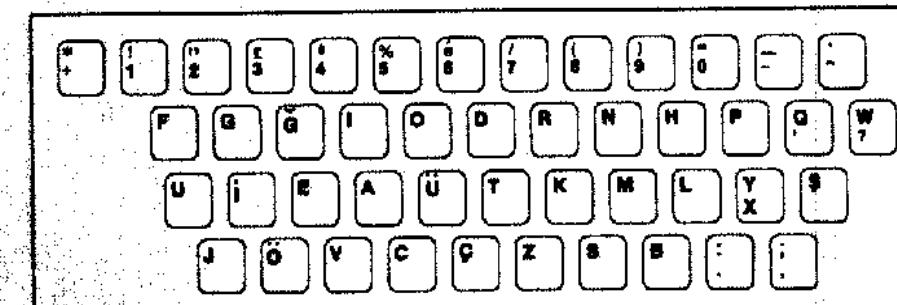
Switzerland (French)  
Keyboard ID 49



Switzerland (German)  
Keyboard ID 51



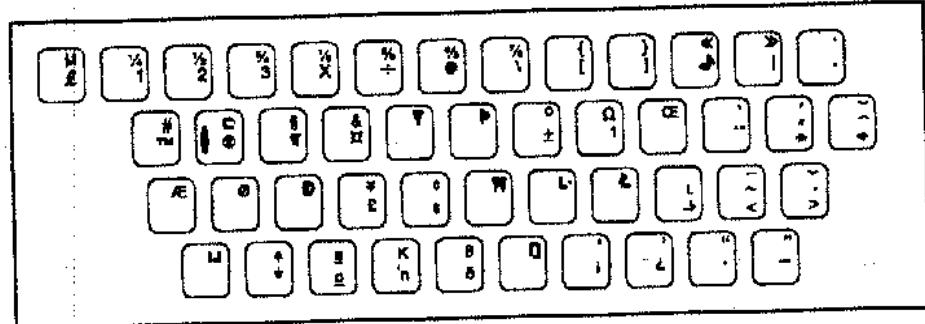
Turkey  
Keyboard ID 79



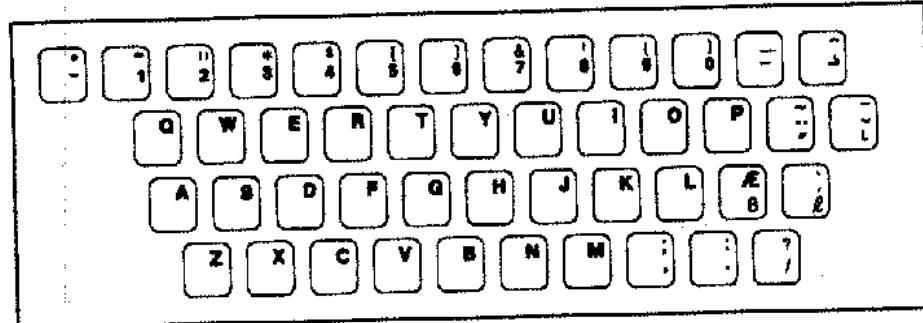
## Alternate Keyboard Charts

### Special Applications

Latin Supplemental  
Keyboard ID 99

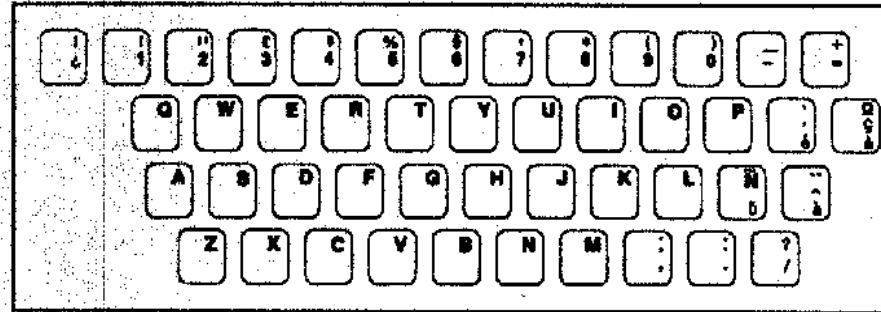


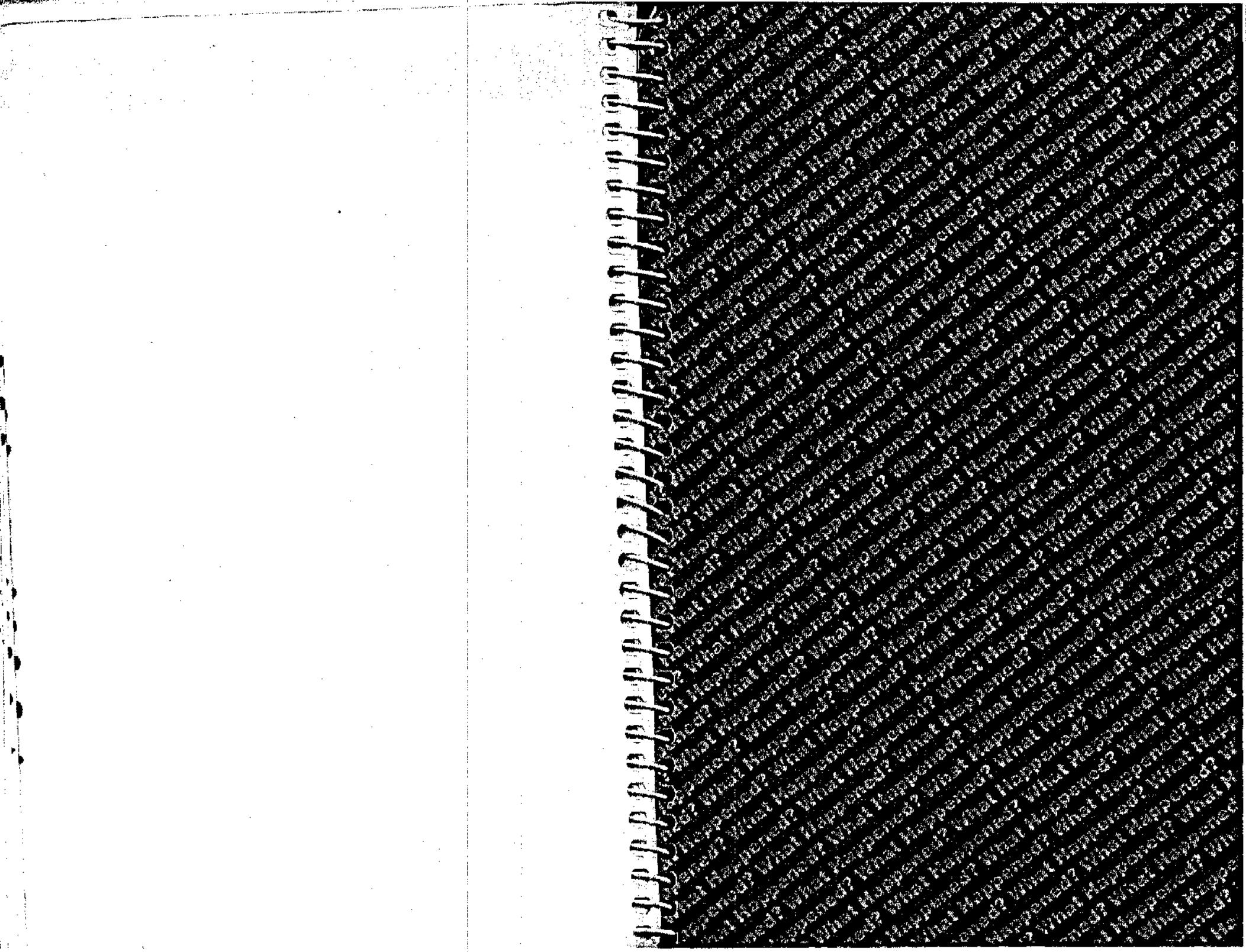
Library  
Keyboard ID 111



## Alternate Keyboard Charts

Trilingual  
Keyboard ID 113





## **How to Use This Section**

If you have a problem while using your typewriter, use this section to help you solve the problem.

You may be able to correct the problem without help from a service representative and avoid unnecessary downtime and service costs.

**Before you call for service:**

1. Find your problem in the index on the next page.
2. Turn to the page referenced.
3. Complete as many steps as needed to correct the problem:
  - Try using the typewriter after completing each step.
4. If you cannot correct the problem or need help completing the steps call IBM Direct 1-800-IBM-2468 (U. S. only). In Canada call IBM Direct at 1-800-465-1234 or in B.C. 112-800-465-1234.

## What Happened? Index

### What Happened? Problems

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### What Happened? Problems

#### Beeper and Lights Signals

##### Beeper Signals Three Times

Wait until the typewriter stops printing, then continue typing. You were typing faster than the typewriter could accept your typing.

##### Beeper Signals Three Times and Line Space Lights Blink Continuously

If the beeper signals three times and the Line Space lights blink continuously when you turn the typewriter on:

- The batteries are installed incorrectly, or
- No batteries are installed, or
- The batteries are weak, or
- The batteries are dead.

Check the following while the typewriter is on:

1. Make sure the battery holder wire plug is connected. (See page 5-14 in the Reference section.)
2. Look at the batteries for correct installation.
  - If the batteries are installed correctly, the batteries may be weak or dead.
3. 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, margins, tabs, and storage will

## What Happened? Problems

be lost. Refer to "Batteries" on page 5-12 through 5-16 in the Reference section for correct installation, type and size of batteries.

### Beeper Signals Three Times and the Store Light Blinks

Do not continue to type. You must create more space if you want to store the remainder of the job. See "Storage Full Warning" on page 3-38. However, if you do not want to continue to store, press **Store**.

### Beeper Signals Each Time You Press a Key and the Store Light Blinks

Storage is full. Delete one or more storage areas or press **Store** to close storage. If you press **Store**, reposition the carrier to the last typing position and continue typing. See "Storage Full Warning" on page 3-38 for more information.

### Beeper Signals Six Times and One or More Lights Blink

1. Make sure the printwheel is installed correctly.
2. Make sure the ribbon and correction tape cassettes are installed correctly.
3. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again. If the same thing happens, install another printwheel.
4. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again. If the same thing happens, call for service.
  - Tell your service person which lights are blinking when you place the call.

## What Happened? Problem

### All Lights Stay On

Turn the typewriter off, wait 30 seconds, then turn the typewriter on again. If all the lights still stay on, call for service.

### No Lights Come On

1. Make sure the typewriter cord is plugged into the back of the typewriter.
2. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again.
3. Make sure the typewriter is plugged into a wall outlet.
4. Make sure the extension cord, if you are using one, is plugged into the typewriter cord.
5. Look to see if any other equipment plugged into the same wall outlet operates.
6. Make sure the wall outlet does not turn off with the room lights.

## Erasing Problems

### Correction Does Not Erase All of the Character or Character Line Shadows

1. Make sure the ribbon and correction tape cassettes are fastened together correctly.
  - Make sure the center latch is latched securely. (See page 5-5 in the Reference section.)
  - Make sure the gray tabs are pressed. (See pages 5-6 in the Reference section.)

## What Happened? Problems

### What Happened? Problems

2. Make sure the ribbon and correction tape cassettes are installed in the typewriter correctly. (See page 5-7 in the Reference section.)
3. Try plain bond paper.
4. Try a new correction tape.
5. Look for folds in the paper.
6. Make sure the typewriter is on a level surface.

### Typewriter Problems

#### Typewriter Dead (No Lights Come On)

1. Make sure the typewriter cord is plugged into the back of the typewriter.
2. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again.
3. Make sure the typewriter is plugged into a wall outlet.
4. Make sure the extension cord, if you are using one, is plugged into the typewriter cord.
5. Look to see if any other equipment plugged into the same wall outlet operates.
6. Make sure the wall outlet does not turn off with the room lights.

#### Typewriter Runs 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 sound hood, if you have a sound hood, 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 table can make the typewriter sound noisy.)

### Print Quality Problems

#### Characters Do Not Print

1. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again.
  - Try typing again.
2. Make sure the ribbon is installed correctly.
3. Make sure the printwheel is installed correctly.
  - Look at the printwheel for broken parts.
4. Make sure the platen is latched down at both ends.

## What Happened? Problems

- 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.

### Characters Print Too Lightly

1. Make sure the ribbon is installed correctly.
2. Look for folds in the ribbon.
3. Change the Impression control. (Press Code + Q.)
4. Look for folds in the paper.
5. Try a new ribbon.
6. Try plain bond paper.
7. Try a new printwheel.

### Typing Problems

#### 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.

#### What Happened? Problem

#### Paper Feeds Incorrectly

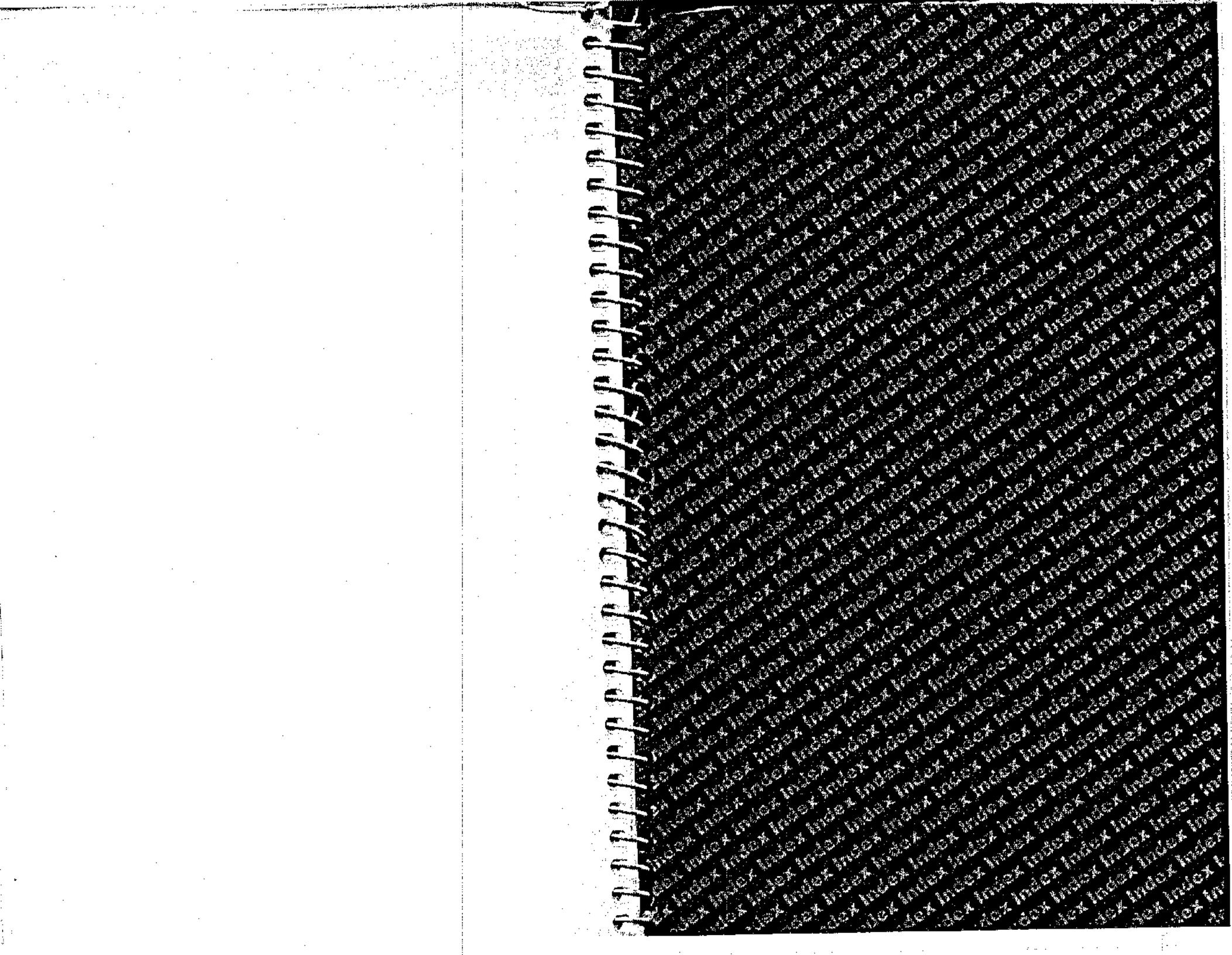
1. Check the number of carbon copies being used (five maximum).
2. When inserting loose carbon copies, pull paper release lever forward. Insert the copies, then push the lever all the way back.
3. Look for labels or paper caught under the platen.
4. Make sure the paper release lever is pushed all the way back.
5. Make sure the platen is latched down at 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. Make sure the Language light is off.
4. Try a new printwheel.
5. Look for objects in the path of the carriage.

#### Wrong Character Spacing or Breaks in Underline

If you are playing back from storage, make sure you use the same pitch printwheel you used when you stored the job.



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