INSTRUCTION

ENGLISH
DR. LIVINGSTON'S LATEST

July 12, 1992

Mr. Henry Stanley
Expeditions Unlimited
212 Bakersfield Avenue
Springfield, VT 05754

Dear Mr. Stanley:

Look what I've discovered. My new TypeStar lets me type in any of more than 20 languages, with all the umlauts, cedillas, accents and other diacritics I need to get it right, even with mathematical formulas like $V_0 = \Sigma \Phi Y_i / \Sigma Y_i$. And the new programmable keyboard lets me do it exactly the way I like. Remember all the mistakes I used to make? With 3.5 KB of text memory and a 16-character display, I can proofread before I print.

For emphasis, there's nothing like a TypeStar. This model not only does bold and underline, it can also make characters double-width, double-height, and four times larger.

It can even provide a shaded background in one of eight different patterns. COURIER 10, SCRIPT PS, SWISS PS, ITALIC 12 typestyles are built-in, and formatting is simple too. Automatic functions make it easy to type a good looking table like this one:

<table>
<thead>
<tr>
<th>Trip #</th>
<th>Price</th>
<th>Transportation</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3134</td>
<td>$5,000</td>
<td>Ship, Plane</td>
<td>Sep. 6-21</td>
</tr>
<tr>
<td>3135</td>
<td>$6,500</td>
<td>Ship, Plane, Balloon</td>
<td>Oct. 5-15</td>
</tr>
<tr>
<td>4156</td>
<td>$1,500</td>
<td>Ship, Plane, Raft</td>
<td>Oct. 6-Nov. 2</td>
</tr>
<tr>
<td>4178</td>
<td>$8,500</td>
<td>Plane, train, Balloon</td>
<td>Nov. 1-15</td>
</tr>
</tbody>
</table>

The TypeStar also has a built-in ExpertType Typing Program to help me practice and improve my typing. This program even keeps track of my time and score so I can measure my improvement. Not only is the TypeStar practical, versatile and useful, it's fun!
Preface

Thank you for purchasing a new Canon Electronic Typewriter. Your new purchase offers you the latest Canon technology in a compact, easy-to-use package. Among its many features are:

• A 3,500-character text memory
• A built-in spelling checker/corrector
• A wide variety of automatic formatting and editing functions

... and much more. All are designed to simplify your typing and to keep typing errors to a minimum. The superb quality printout, together with a variety of print and character styles, allows you to create impressive, professional-looking documents.

This manual will show you all you need to know to get the most out of your new typewriter. Take a few minutes and browse through the manual before typing to familiarize yourself with some of the great, timesaving features. Then, keep it handy for easy reference.

* The spelling verification software contains unpublished materials owned by Houghton Mifflin Company, licensed for use solely in Canon Firmware. Reproduction or disassembly of embodied computer programs or algorithms is prohibited. This software is based upon the American Heritage Dictionary.
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Important safety instructions

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Do not use this product near water.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
7. To avoid injury, do not allow children access to the interior of this typewriter and do not let them touch any electrical contacts or gears that are exposed.
8. Slots and openings in the cabinet and the back or bottom are provided for ventilation to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
9. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
10. Do not attempt to service this product yourself, as opening or removing certain covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personnel.
11. Refer servicing to qualified service personnel under the following conditions:
   A. If liquid has been spilled into the product.
   B. If the product has been exposed to rain or water.
   C. If the product does not operate normally when the operation instructions are followed.
      Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
   D. If the product has been dropped or the cabinet has been damaged.
   E. If the product exhibits a distinct change in performance, indicating a need for service.

When you use the AC adapter, follow the instructions below.
12. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating.
(U.S.A. and Canada only)
Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
14. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
15. Unplug this product from the wall outlet when the power cord or plug is damaged or frayed.
16. In case of trouble (smoke, odd smell, or noise), disconnect the plug from the outlet immediately. Keep obstacles away from the outlet so you can disconnect the plug at any time.
Handling notes

Clean the outside of your typewriter by gently wiping off any dust with a dry, soft cloth. Do not use water or organic solvents (ketone, thinners, etc.).

Avoid exposing the typewriter to high temperatures and humidity. Never leave the typewriter in the trunk of your car.

Avoid exposing the typewriter to direct sunlight.

Be careful not to drop any foreign objects into the typewriter.

Avoid using the typewriter in a dusty environment.

Do not move the carrier by hand.
Typewriter cover

*Always carry the typewriter by the handle and use the cover for protection.*

Installing accessories

Before using your typewriter, please read "Important safety instructions" on page 4.

■ Power supply

This typewriter can operate using the Canon AD-100 AC adapter or four size D (LR20) alkaline batteries.

■ Canon AD-100 AC Adapter

1. Turn off the switch.

2. Plug the adapter into an AC outlet.

3. Insert the AC adapter output plug into the jack next to the power switch.

4. Turn on the power switch. When the AC adapter is connected, power is supplied by the AC adapter even if batteries are installed.

Caution

* Use only the Canon AC Adapter AD-100. Use of any other adapter may result in damage to the typewriter or injury to the user.

* This adapter is specifically designed for use with this typewriter. Do not use it with any other electrical appliances.

* Always turn off the power switch before connecting or disconnecting the AC adapter.
Alkaline batteries

Your typewriter operates on four size D (LR20) alkaline batteries.

Installing the batteries

1. Turn off the power switch.

2. Turn the typewriter over and open the battery cover pushing the tab and lifting the cover as indicated in the illustration.

3. Load four size D (LR20) alkaline batteries. Make sure that the positive pole faces in the direction indicated by the plus (+) symbols on the side and bottom of the battery compartment. Then slide the battery cover back into place until you hear a click.

Caution
- Use alkaline batteries as they last much longer than manganese batteries.
- Replace all four batteries at the same time.
- Never mix batteries of different ratings or those made by different manufacturers.
- Insert the batteries so that the polarity matches the direction indicated by the plus (+) and minus (−) symbols on the side and bottom of the battery case.
- To prevent damage due to electrolyte leaks, remove all batteries when the typewriter will not be used for a long period of time, or when the batteries become weak. The text memory, User's Dictionary and page formats will be deleted when you remove the batteries (see below).

Battery warning

When the batteries start to lose their power, the symbols shown below will appear on the display. When this occurs, you should replace the batteries.

- We recommend that you complete the battery exchange within 30 minutes to avoid loss of stored text, the User's Dictionary and page formats.
Ribbon cassettes

Use of the Canon CR-100* (black, correctable) ribbon is recommended with your typewriter.
* The Canon IR-100 (black, noncorrectable) ribbon may also be used with this model.
The CR-100 ribbon has an orange spool. The IR-100 ribbon has a pink spool.

- Store spare cassettes in a cool, dry place.

Loading

1. Turn off the power switch and open the hood.

2. Install the ribbon cassette by lowering it into position over the print head as shown at left. Then gently push down on the top of the cassette until you hear it click into place.
   • Make sure that the ribbon is properly threaded between the card holder and the print head.

3. Close the hood.

4. After installing the ribbon cassette, be sure to take up any slack in the ribbon (see page 9).
   • To avoid running out of ribbon while typing, open the hood and check the remaining amount of ribbon before you start.

Removing

Turn off the power and open the hood. Then grasp the cassette and lift it out of the typewriter as shown at left.
Power on

The power switch is located on the right side of the typewriter. Turn on the power switch as shown below. Use the switch to turn the power off after using the typewriter. Do not disconnect the power cord from the wall outlet or AC adapter output jack when the power switch is turned on.

Auto power off function
To prevent unnecessary power consumption, the power goes off automatically if you don't use the typewriter for approximately 15 minutes. To resume operation, turn the power switch off and then on again.

Taking up slack in the ribbon/Readjusting the platen knobs

After installing the ribbon cassette, be sure to take up any slack in the ribbon by following the procedure below.

Press and hold [CODE], then press [R] to take up the slack. Simultaneously, this function also adjusts manually fed paper so that the platen knobs are moved into the correct position.
Parts

Carrier
The assembly containing the printing unit and ribbon cassette is called the carrier. To move the carrier, use the space bar, \([\leftarrow], [\rightarrow], [\text{TAB}],\) or [\text{RETURN}].

Platen knob/variable line spacer
By rotating these knobs, you can turn the paper in either direction. By pressing the left knob while rotating it, the paper can be fed freely.

Alignment mark
This mark will help you properly align your paper at the "0" position.

Pitch scale
The pitch scale shows the different print pitches (number of characters per inch) available, 10 and 12-pitch. The PS pitch corresponds to the 12-pitch scale.

---

The keyboard varies depending upon the country.

- The indicator tells you where the left side of the character will be printed.
- To adjust the vertical carrier position, refer to the figure on the left.
Paper feed slot

Carrying handle and paper supporter

Special paper feed slot
When you want to type on thick paper, insert it into the slot on the back side of the typewriter.

Platen knob
By rotating these knobs, you can move the paper up or down.

Paper release lever

Display
The liquid crystal display shows up to 16 characters and includes indicators that show the various typing modes.

Power switch

Print density selector
This selector has three positions. The leftmost is the lightest setting, the rightmost is the darkest. See page 16 for examples of the different print densities. Select the one most appropriate for the type of paper you are using.
Key functions

For U.S.A., Canada, Asia and Oceania

### Margin release
Used to release the left or right margin when:
- You want to type beyond the current margin setting.
- You want to change the current margin settings.

### Shift
Used to type uppercase letters or the symbols shown on the top half of some keys.

### Text
Used to store, print, or clear a text.

### Code
Used in conjunction with other keys to perform various functions.

### Tab
Used to move the carrier to the next tab position or the right margin.

### Caps lock
Used to set the typewriter for continuous uppercase typing. However, the numbered keys are not affected. Press [CAPS LOCK] to release caps lock.
For U.K.

Keyboard Layout

- **Space bar**
  - Used to insert a space or move the carrier to the right.

- **Set**
  - Used to set automatic functions.

- **Mode**
  - Used with other keys to set typing modes and formats.

- **Return**
  - Used to move the carrier to the left margin, or an indent position on the next line.

- **Cursor left/backspace**
  - Used to move the carrier or cursor one space to the left.

- **Cursor right**
  - Used to move the cursor or carrier one space to the right.

- **Word delete**
  - Used to delete an entire word from the display or paper that are within the correction memory.

- **Cancel**
  - Used to delete a typed character or a space.

*Automatic repeat key*

When pressed and held, the function of the key is automatically repeated. All character and symbol keys are automatic repeat keys.
Display

Mode settings are indicated on the display as shown below.

The mode indicators are:

1. **P.END**: Shows that the page end lock function is on. ⇒ Page 22

2. **Typing mode**: Shows the current typing mode, C (for character-by-character printing) or L (for line-by-line printing). ⇒ Page 25

3. **Carrier return mode**: Shows the current carrier return mode, Alt for automatic carrier return, or Ctrl for justified text mode. If neither setting is indicated, the typewriter is set for manual carrier return. ⇒ Page 26

4. **Line spacing mode**: Shows the current line spacing mode, 1 for single spacing (six lines per inch), 1 1/2 for line-and-a-half spacing (four lines per inch), or 2 for double spacing (three lines per inch). ⇒ Page 26

5. **Automatic underline mode**: Shows the automatic underline mode (XX). ⇒ Page 29

6. **Boldface print mode**: Shows the boldface print mode (XX). ⇒ Page 29

7. **Keyboard mode**: Shows the current keyboard mode, I or II. For keys that have characters on both the left and right sides, this mode determines the character that prints when this type of key is pressed. ⇒ Page 25

8. **Text memory mode**: When the text memory is on, the symbol appears in the display. ⇒ Page 54

9. **CENTER/DEC TAB**: During CENTER/DEC TAB mode, the symbol appears in the display. ⇒ Page 38, 41

10. **Custom keyboard mode**: When the custom keyboard is on, the symbol appears in the display. ⇒ Page 25, 53

11. **Spelling checker mode**: When the Spelling Checker is on, the symbol appears in the display. ⇒ Page 75
**Auto paper feed**

- You can feed paper manually, however, we recommend that you feed paper using the following operation. If you feed paper manually, you need to adjust the platen knobs using the operation described on page 9.

This function is used to feed the paper to the first typing line.

1. Turn on the power switch. The carrier moves to the current left margin.

2. Insert a sheet of paper as shown in the illustration on the left. Make sure that the paper touches the platen.

   - **When you want to type on thick paper or an envelope, insert it into the slot on the back side of the typewriter as shown in the illustration on the right.**

3. Press and hold [CODE], then press [MARGIN RELEASE]. The paper is automatically fed to the first typing line.

   - The auto paper feed is set to advance one inch (6 lines) from the top of the paper. This is the default setting. The first typing line is the 7th line. To change this setting, see "First typing line" on page 21.

   - If the paper is fed unevenly, pull the paper release lever forward and adjust the paper then press [CODE] and [R] to move the platen knobs into the correct position (see page 9).

   - The paper feed function may not operate properly with some types of envelopes.
Setting the display intensity

This function is used to adjust the intensity of the display. You can select from 8 different intensity settings.

1. Press and hold [CODE], then press [V].
   The following menu is displayed.

```
12345678
```

2. Type a number from 1 (lightest setting) to 8 (darkest setting).

3. Press [☆] to set the display intensity.
   * If you want to cancel the operation, press and hold [CODE], then press [☆].

Setting the print density

Your typewriter has a function that prints samples of text at each of the print density settings. This allows you to select the density that best suits your typing needs.

1. Insert a sheet of paper into the typewriter.

2. Press and hold [CODE] and [SHIFT], then press [C]. The typewriter prints a test pattern as shown below.

```
1 T\text{star} 2 T\text{star} 3 T\text{star}
1 \quad 2 \quad 3
```

* The second line shows to what extent printouts are erased at each setting when making corrections.

3. Choose the print density setting, 1 to 3, that corresponds to the desired print density.
Margins

This function is used to set the margins.

GLOBAL ECONOMY

The world economic recovery is due, no doubt, in part to an oil glut which resulted from a decreased demand in petroleum. This condition has given many depressed industries in Europe a second chance for ...

1. Press [←], [→] or the space bar to move the carrier to the desired position.
   - If the carrier stops and the alarm sounds, the carrier has reached the currently set margin. Press [MARGIN RELEASE] to release this margin setting. Then move the carrier to the desired position.

2. Press and hold [CODE], then press [1] to set the left margin, or [CODE] and [2] to set the right margin.
   - The minimum allowable spacing between the left and right margins is 1-1/2 inches (about 3.8 cm). If you attempt to set less than 1-1/2 inches between margins, the alarm sounds and no margin will be set.

Carrier position (printing position)

The carrier position (printing position) is shown in the drawing below. The margins, tabs, and decimal tabs are set according to the position of the carrier. When you print a character, the left side of the character will be aligned with the indicator.
Tabs

The following functions are used to set and clear tabs.

![Diagram of tab positions and cities]

■ Setting tabs

1. Press the space bar, [←], or [→] to move the carrier to the desired tab position.

2. Press and hold [CODE], then press [TAB].


- If you press and hold [CODE], then press [TAB] twice, a decimal tab is set and "d" replaces "t".
- If you press and hold [CODE], then press [TAB] three times, a decimal tab and a normal tab are set at the same position and "d_t" replaces "d".
- If you press and hold [CODE], then press [TAB] four times, the tabs are canceled at that position.
- As many as 16 tabs (including decimal tabs) can be set. The alarm sounds if you attempt to exceed this number.

■ Executing tabs

Press [TAB] to move the carrier to the next tab position or to the right margin.

■ Clearing specific tabs

1. Press [TAB] to move the carrier to the tab to be cleared.

2. Press and hold [CODE], then press [TAB] three times. The tab at the carrier position is cleared.

■ Clearing all tabs

To clear all tabs (including decimal tabs), press and hold [CODE] and [SHIFT], then press [TAB].

- This operation also clears all decimal tabs (see page 43).
Moving around the page

■ Indexing

Press and hold [CODE], then press [→] to index paper.

* The amount of paper indexed varies according to the line spacing mode.

■ Reverse indexing

Press and hold [CODE], then press [←] to reverse index paper.

* The amount of paper indexed varies according to the line spacing mode.

■ Half-line indexing

This function is used to feed the paper by a half-line (1/12 inch), regardless of the line space setting.

Press and hold [CODE] and [SHIFT], then press [→]. The paper is fed by a half line (1/12 inch).

■ Half-spacing

This function moves the carrier one-half space to the right.

* This function can only be used while the display has been cleared or you are typing in the character-by-character mode.

1. Press and hold [SHIFT], then press [→]. This moves the carrier to the right half a space. The carrier moves half a space to the right each time you press [SHIFT] and [→].

■ Half-backspacing

This function moves the carrier one-half space to the left. It can be used to squeeze an extra character into a line after correction, or to create a ligature.

* This function can only be used while you are typing in the character-by-character mode or there is no text on the display.

There is a → There was a

1. Press and hold [SHIFT], then press [←]. This moves the carrier to the left by half a space. The carrier moves half a space to the left each time you press [←] while holding down [SHIFT].

2. Type the necessary characters.
■ Controlled carrier movement

This function moves the carrier to the right in small increments of 1/90 of an inch (approx. 0.3 mm). It is useful when trying to exactly reposition the carrier after a typed page has been removed and then reinserted.

- This function can only be used while typing in the character-by-character mode.

Press and hold [CODE], then press the space bar. The carrier moves to the right by 1/90 of an inch (approx. 0.3 mm).

■ Express backspacing
(moving the carrier to the left margin)

This function is used to move the carrier or cursor to the left margin without a line feed. It is useful when typing on the same line after setting tabs and margins.

Press and hold [CODE], then press [RETURN]. The carrier or cursor moves to the left margin without a line feed.

■ Back tracing

This function is used to move the cursor and/or carrier back through previously-typed text one word at a time. It works slightly different in the character-by-character and line-by-line modes.

In the character-by-character mode, the carrier moves to the last character in each word. In the line-by-line mode, the cursor moves to each space between words.

To backtrace, press and hold [CODE], then press [↑]. The cursor or carrier moves one word backward each time you press [↑]. To move quickly through the text, continue to hold down [↑].
Page format

You can set the page format, including the first typing line, hot zone, auto page end, margins and tabs setting. The typewriter retains this setting even when the power is turned off. Set the page format as follows.

First typing line (top margin)

The first typing line setting determines how far the auto paper feed function advances the paper when you insert a new sheet into the typewriter.

1. Insert a sheet of paper. Make sure that the paper touches the platen.

2. Press and hold [CODE], then press [MARGIN RELEASE]. The paper is automatically fed to the current first typing line setting.

3. Press and hold [CODE], then press [7]. The display shows the following message.

   Top Margin: 06

4. Press [RETURN], [CODE] and [→] or [CODE] and [←] to feed the paper to the desired first typing line. Or, type a 2-digit number between 01 – 55 to set the first typing line at a known line position.

   • One inch equals 6 typing lines. For example, if you want the first typing line to be 1-1/2 inches from the top of the page, type [0] and [9].
   • The amount of paper fed each time [RETURN], [CODE] and [→] or [CODE] and [←] is pressed varies according to the line spacing mode (see page 26). However, a number entered as a known line position must correspond to the number of lines at single line spacing.
   • You can use the half index function to make small adjustments in the position of the first typing line (see page 19).
   • To cancel this operation, press and hold [CODE], then press [☆].

5. If you want to end the operation, press [☆].
   -or-
   If you want to continue setting other items of the page format, press [→]. Then skip to step 3 on the next page.
Auto page end

This function is used to set the number of typing lines on each page. This is useful if you want to type each page of a multi-page document to exactly the same length. When the auto page end position is set, the alarm sounds at the end of the last four typing lines. If you also activate the keyboard lock function, the keyboard locks when the carrier returns at the end of the last typing line.

- This function is effective only when the paper is fed automatically (see page 15).
- The typewriter retains this setting even when the power is turned off.

1. Insert a sheet of paper. Press and hold [CODE], then press [MARGIN RELEASE] to feed the paper.

2. Press and hold [CODE], then press [7]. The display shows the following message.

   Top Margin: 06

3. Press [→] or [←] until the display shows the following message.

   Page End: 55

4. Press [RETURN], [CODE] and [→] or [CODE] and [←] to feed the paper to the last typing line. Or, type a 2-digit number between 04 – 99 to set the last typing line at a known line position.

   - One inch equals 6 typing lines.
   - The amount of paper fed each time [RETURN], [CODE] and [→] or [CODE] and [←] is pressed varies according to the line spacing mode (see page 26). However, a number entered as a known line position must correspond to the number of lines at single line spacing.
   - To cancel this operation, press and hold [CODE], then press [☆].

5. If you want to end the operation, press [☆].
- or -
   If you want to continue setting other items of the page format, press [→]. Then skip to step 2 on the next page.
Activating the keyboard lock

To turn the keyboard lock on or off, press and hold [MODE], then press [1]. The beep sounds three times when you turn on the keyboard lock, and once when you turn it off.

- The keyboard lock is turned off when the power is turned off.
- When the keyboard locks at the end of the last line and the display shows "Page end!", press [MARGIN RELEASE] to release the keyboard lock and continue.

Hot Zone

The hot zone is the space between the alarm and the right margin. When typing in the character-by-character mode, the hot zone has the following functions:

1. When the carrier reaches the hot zone, the alarm sounds to alert you that you are nearing the right margin.
   - When typing with word wraparound on, the alarm does not sound.

2. When the typewriter is set for automatic or justified carrier return, typing a space or hyphen in the hot zone causes the carrier to return to the beginning of the next line.

The size of the hot zone can be set from 0 to 9 characters. The typewriter retains this setting even when the power is turned off.

1. Press and hold [CODE], then press [7]. The display shows the following message.

   **Top Margin: 06**

2. Press [→] or [←] until the display shows the following message.

   **Hot Zone: 5**

3. Type a 1-digit number (0-9) to set the width of the hot zone.

   - To cancel this operation, press and hold [CODE], then press [☆].
4. If you want to end the operation, press [☆].

-or-

If you want to change the left and right margins, tabs, or decimal tabs, press and hold [SHIFT], then press [←]. The display shows the following.

```
L .... t .... t ....
```

Then set the margins and tabs in the normal way.

- To complete the setting, press [☆]. If you want to return to the previous menu, press and hold [SHIFT], then press [→].

- To cancel this operation, press and hold [CODE], then press [☆].

**Setting the standard format**

There is a built-in standard page format that you can set. The format varies depending on where you bought your typewriter as shown below.

<table>
<thead>
<tr>
<th>Countries</th>
<th>Left margin</th>
<th>Right margin</th>
<th>Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Kingdom</td>
<td>5</td>
<td>69</td>
<td>10, 19, 29, 39, 49, 59</td>
</tr>
<tr>
<td>U.S.A., Canada, Australia, Asia</td>
<td>5</td>
<td>69</td>
<td>10, 15, 25, 35, 45, 55, 65</td>
</tr>
</tbody>
</table>

Press and hold [CODE] and [SHIFT], then press [Z].

The format is set and the carrier moves to the left margin.
Mode Settings

Keyboard mode

Some keys on the typewriter show different symbols on the left and right sides as shown below.

Keyboard I —— Keyboard II

The character that prints when you press this type of key depends on the keyboard mode. With keyboard mode I, characters on the left side of the keytop print; with keyboard mode II, characters on the right side of the keytop print.

- The typewriter retains this setting even when the power is turned off.

Press and hold [MODE], then press [→] to change keyboard modes. The KBII indicator on the display appears when the KBII is set.

Custom keyboard mode

This typewriter includes a function that allows you to define a custom keyboard on which keys are assigned to characters of your own choosing. To activate the custom keyboard, press and hold [MODE], then press [←]. Three beeps sound. The indicator on the display appears beside the CUSTOM KB mark. To release this mode, press and hold [MODE], then press [←] again. A single beep sounds.

The custom keyboard definition operations are described on page 51.

Typing modes

You can choose from two typing modes: mode C for character-by-character typing, and mode L for line-by-line typing.

- The typewriter retains this setting even when the power is turned off.
- For efficient use of the ribbon, we recommend that you use line-by-line typing.

■ Mode C (character-by-character typing)

Press and hold [MODE], then press [2] to set mode C. The indicator on the display appears under C. In this mode, each character prints as it is entered (just as with a conventional typewriter).

- You cannot set mode C while the carrier return mode is set to justified text.
■ Mode L (line-by-line typing)
Press and hold [MODE], then press [3] to set mode L. The indicator on the display appears under L. In this mode, characters print only when you press [TAB] or [RETURN], or when the last word on the typing line is wrapped.

■ Moving the carrier when typing line-by-line
This function moves the carrier to the actual printing position while typing in the line-by-line mode. This is useful when typing columns. Press and hold [CODE], then press [Q] to set this mode. Three beeps sound. To cancel carrier movement, press [CODE] and [Q] again. A single beep sounds.

Line spacing modes
You can choose from three different line space settings.

• *The typewriter retains this setting even when the power is turned off.*

■ Single spacing (6 lines per inch)
Press and hold [MODE], then press [5] to set single line spacing. The indicator on the display appears under 1.

■ Line-and-a-half spacing (4 lines per inch)
Press and hold [MODE], then press [6] to set line-and-a-half spacing. The indicator on the display appears under 1 1/2.

■ Double spacing (3 lines per inch)
Press and hold [MODE], then press [7] to set double line spacing. The indicator on the display appears under 2.

Carrier return modes
You can choose from three different carrier return modes: manual, automatic, and justified.

• *The typewriter retains this setting even when the power is turned off.*

■ Manual carrier return
The carrier returns only when [RETURN] is pressed.

■ Automatic carrier return
In the character-by-character mode, the carrier returns automatically when you type a space or hyphen in the hot zone. In the line-by-line mode, if the last word does not fit on the line, the word is automatically moved to the next line.
A word that begins and ends outside the hot zone is not moved to the next line. Refer to “Word wraparound” on the next page.

If you do not want a line to end at a space in the hot zone, use permanent space (see page 46).

Justified text

The text is automatically spaced so that the last word of each line is aligned on the right margin. If the last word does not fit on the line, the word is automatically moved to the next line.

A word that begins and ends outside the hot zone is not moved to the next line. Refer to “Word wraparound” on the next page.

A-Flex Test Market
We have evaluated the performance of the countries where A-Flex will be test marketed. As shown below, the markets include countries with both stable and dynamic growth rates.

1. Press and hold [MODE], then press [4]. The display shows the following menu.
In the character-by-character mode

1. ↓
2. ⇧

In the line-by-line mode

1. ↓
2. ⇧
3. ⇧

2. Press the number that corresponds to the setting you want to use.
[2] : Automatic carrier return (⇧)
[3] : Justified text (⇧)

In the character-by-character mode you cannot set the justified text mode.
Word wraparound

When in the word wraparound mode, any word that does not fit on the current line is automatically moved to the next line.

* If the character-by-character or manual carrier return modes are turned on, you cannot use word wraparound.

To set word wraparound, press and hold [CODE], then press [W]. Three beeps sound.
To turn wraparound off, press [CODE] and [W] again. One beep sounds.

Changing the typestyle

You can choose from four built-in character typestyles: COURIER 10, SCRIPT PS, SWISS PS and ITALIC 12.

Example:

COURIER 10 CANON SWISS PS CANON
SCRIPT PS CANON ITALIC 12 CANON

* The typewriter retains this setting even when the power is turned off.

1. To switch from one typestyle to the other, press and hold [MODE], then press [±] (or [∶]) for UK. The display shows the selected typestyle name.

   COURIER 10

2. Press [RETURN] repeatedly until the typestyle you want is displayed.

   COURIER 10
   ↓
   SCRIPT PS
   ↓
   SWISS PS
   ↓
   ITALIC 12

3. Press [☆].
■ Checking the typestyle setting
This procedure allows you to check which typestyle setting you are currently using.

Press and hold [MODE] and [SHIFT], then press [:] (or [:] for UK). The currently set typestyle is displayed.

Automatic underline mode
This function automatically underlines the characters being typed.

• The typewriter retains this setting even when the power is turned off.

Press and hold [MODE], then press [8] to set the automatic underline mode. The indicator on the display appears under XX.

Example: CANON

• To cancel the operation, press and hold [MODE], then press [8].

Boldface print mode
This function automatically prints characters in boldface.

Press and hold [MODE], then press [9] to set the boldface print mode. The indicator on the display appears under XX.

Example: CANON

• To cancel the operation, press and hold [MODE], then press [9].
• To print boldface with underlining, perform the boldface print and automatic underline operations.
Changing the character size

Your typewriter has four character size modes: normal, double-width, double-height, and four-times larger.

- The typewriter retains this setting even when the power is turned off.
- If paper or envelopes are too thick, you may not be able to print double-height or four-times larger characters.

Example

1. Press and hold [MODE], then press [0]. The display changes as follows:
   - The number that is underlined indicates the current setting.

```
+----+----+----+----+
| 1  | 2  | 3  | 4  |
+----+----+----+----+
```

1. Normal
2. Double-width
3. Double-height
4. Four-times larger

- To cancel this operation, press and hold [CODE], then press [*].

2. Select the desired size by pressing the appropriate key.

- When the double-height or four-times larger mode is selected, the character-by-character typing mode is automatically changed to the line-by-line typing mode.
- Double-width, double-height and four-times larger characters are shown on the display as follows:

```
Double-width       Beginning
Double-height      TYPESTAR
Four-times larger  TYPESTAR
```

End
Shaded print mode

This function allows you to print characters with any of eight different types of shading.

- The typewriter retains this setting even when the power is turned off.

Example

```
Typestar Typestar Typestar Typestar
Typestar Typestar Typestar Typestar
```

1. Press and hold [MODE], then press [1] (or [1:] for UK). The display shows the following menu:

```
1 2 3 4 5 →
```

Press [→] to display other shading selections.

```
← 4 5 6 7 8...
```

2. Press the number that corresponds to the type of shading you want to print.

- To cancel this operation, press and hold [CODE], then press [☆].

3. Type text in the usual manner. The characters are shaded as you type.

4. To cancel shaded printing, press [MODE] and [1] (or [1:] for UK) again. One beep sounds. The shaded characters are displayed as follows:

```
CANON TYPESTAR
```

■ Checking the shading mode

You can check the type of shading currently selected as follows:

Press and hold [MODE] and [SHIFT], then press [1] (or [1:] for UK). The shaded print menu appears on the display. The number that corresponds to the selected shading is underlined. The shading menu disappears automatically after about 3 seconds.

```
1 2 3 4 5 →
```
Displaying individual mode settings

You can check the typestyle, type of shading and character size currently selected as follows:

1. Press and hold [MODE], then press [MARGIN RELEASE]. The display shows the currently selected typestyle.

   COURIER 10

2. Press [→] or [RETURN]. The display shows the currently selected shading. If no cursor is displayed, no shading is set.

   1□ 2□ 3□ 4□ 5□

3. Press [→] or [RETURN]. The display shows the currently selected character size.

   1□ 2□ 3□ 4□

4. To cancel this operation, press [RETURN].

Displaying all mode settings

This procedure allows you to check which mode settings you have used for text you have already typed.

- Typestyle
- Character size
- Shading

1. Move the cursor to the character on the display that you want to check.

2. Press and hold [MODE] and [SHIFT], then press [MARGIN RELEASE]. The settings are displayed momentarily and then automatically disappear from the display.

COURIER 10 □

Shading
Character size
Typestyle
Basic Typing Functions

Corrections on the display

When your typewriter is set for line-by-line printing (see page 26), corrections can be made quickly and easily on the display before the text is printed.

■ Deletions

1. Press [←] or [→] to move the cursor immediately to the right of the character to be deleted.

   advice

2. Press [⌫] to delete the character.

   advice

3. Press and hold [MODE], then press [RETURN] to move the cursor back to the last typing position prior to correction.

   advice_

■ Insertions

1. Press [←] or [→] to move the cursor to the character immediately to the right of where the new character(s) will be inserted.

   advice

2. Type the character(s) to be inserted.

   advice

3. Press and hold [MODE], then press [RETURN] to move the cursor back to the last typing position prior to correction.

   advice_
Corrections after printing

You can only erase printed characters when you use a CR-100 ribbon.

- In some instances, if the print density selector is set too dark, the paper fibers may become raised after correction. If this happens, check the print density setting (see page 16) and adjust the print density selector to a lighter setting.
- The number of characters held in the auto correction memory varies according to character size and typestyle. If necessary, use the manual correction method described on the next page.
- When inserting a missing character, we recommend that you use the half-backspace function (see page 19).

Characters already printed can be corrected in two ways:

Auto correction
This can be used when the character(s) which needs correction is within the correction memory. (The correction memory contains approx. 3 lines based on normal size characters.)

Manual correction
This can be used when the character(s) which needs correction is outside the correction memory.
**Automatic correction**

This can be used when the character(s) which needs correction is within the correction memory.

1. Press [←] or the space bar to move the carrier to the character to be corrected.

   • You can move the carrier backward through the text, word-by-word, to any point within the correction memory by pressing and holding [CODE], then pressing [↑] (↑ on 3) in the UK.

     ```plaintext
     advkce
     ↑
     ```

2. Press [⌫]. One character is erased each time this key is pressed.

     ```plaintext
     adv ce
     ↑
     ```

3. Type the correct character(s).

     ```plaintext
     advice
     ↑
     ```

4. Press and hold [MODE], then press [RETURN] to return the carrier to the last typing position prior to correction.

     ```plaintext
     advice
     ↑
     ```
## Manual correction

Use the manual correction method when automatic correction is impossible for any of the following reasons:

- The character to be corrected is outside the correction memory.
- The power has been turned off.
- The ribbon has been used up and replaced.

1. Press [←], [CODE] and [←], or [CODE] and [↓] to move the carrier to the character at the beginning of the correction memory. When the carrier reaches this point, the alarm sounds and the carrier locks.

2. Press and hold [CODE], then press [⊗] to escape the boundary of the correction memory and free the carrier.

3. Press and hold [CODE], then press [←] to move the carrier to the line containing the error. Press [←] or the space bar to move the carrier to the character to be corrected.

```
plessed
```

4. Set the same underline, bold, typestyle, keyboard, character size and shading modes as were set when the character was originally typed.

5. Press [⊗].

6. Type the same character as the one to be corrected. The character is erased.

```
ple sed
```

7. Type the correct character.

```
plesed
```

8. Press and hold [MODE], then press [RETURN] to return the carrier to the last typing position before the correction.
Word delete

This function allows you to delete entire words with one simple key operation. This can be used to correct words on the display or printed text that is still within the correction memory.

1. Press [←] or [CODE] and [↑] ([↓] in the UK) to move the carrier or cursor to anywhere in the word to be deleted, or to the space immediately following it.

   ![Diagram]

   • If you want to delete the last word typed, press [ ]. The carrier will automatically move to the last character of the word and delete the entire word.

2. Press [ ] to delete the entire word.

   ![Diagram]

3. Type the correct word.

   ![Diagram]

4. Press and hold [MODE], then press [RETURN] to return the carrier or cursor to the last typing position before the correction.

Line delete

When typing in the line-by-line mode, this function allows you to delete the entire line from the display.

Press and hold [CODE], then press [ ]. The entire current typing line is deleted from the display.

• This function cannot be used to delete printed lines from the paper.
Centering between margins

Before centering, make sure that:

- There is no text on the display.
- Nothing is typed on the current line.

1. Press and hold [CODE], then press [3]. The indicator on the display appears beside the CENTER mark.

2. Type the text to be centered. The text is displayed, but not printed. The carrier moves to the center of the margins.

3. Press [TAB] or [RETURN] to center and print the text.

   - If the text exceeds the space available, the alarm sounds.
   - To cancel any centering operation before the text is printed, press and hold [CODE], then press [☆].
   - When the indent function is on, centering will be performed between the indent position and the right margin.

Centering between tabs

1. Move the carrier to the left margin or to the left tab setting of a pair of tabs.

2. Press and hold [CODE], then press [3]. The indicator on the display appears beside the CENTER mark.
3. Press [TAB].
The carrier moves to the center of the tab pair between which you will center the text.

4. Type the text to be centered. The text is displayed, but not printed.

5. Press [TAB] to center and print the text. The carrier moves to the next setting, and the typewriter waits for the next word(s) to be entered.

- Repeat steps 3 and 4 for each group of words to be centered.

6. Press [RETURN] when you have completed the last centering operation.
   - To cancel centering between tabs before the text is printed, press and hold [CODE], then press [☆].
   - If the text exceeds the space available, the alarm sounds and the keyboard locks.

---

**Centering around the carrier position**

1. Move the carrier to where you want to center the text.

2. Press and hold [CODE], then press [3].
The indicator on the display appears beside the CENTER mark.

3. Type the text to be centered. The text is displayed, but not printed.

4. Press [TAB] or [RETURN] to center and print the text.

   - To cancel any centering operation before the text is printed, press and hold [CODE], then press [☆].
   - If the text exceeds the space available, the alarm sounds and the keyboard locks.
Right margin alignment

This function aligns text at the right margin. It is useful for typing dates and addresses in letters.

1. Press and hold [CODE], then press [4]. The indicator on the display appears beside the CENTER mark. The carrier moves to the right margin.

2. Type the text to be aligned with the right margin.

3. Press [RETURN] to align and print text.
   - To cancel right margin alignment before the text is printed, press and hold [CODE], then press [\*].
   - If typed text exceeds the space available, the alarm sounds and the keyboard locks.

Indent

This function is used to set a temporary left margin (indented position). The carrier automatically moves to this indented position instead of to the actual left margin when it returns.

1. Move the carrier to the desired indented position.

2. Press and hold [CODE], then press [5]. The indented position is set.

3. Type as usual. The carrier returns to the indented position after each carrier return.
   - The carrier can be moved to the left of the indented position by pressing [←].

Decimal tabs

This function makes it easy to align numbers using preset decimal tabs as decimal point positions. It is useful for aligning columns of numbers. You can set a maximum of 16 tabs and decimal tabs. If you attempt to exceed this number, the alarm sounds and no additional tabs will be set.

<table>
<thead>
<tr>
<th>Decimal tab</th>
<th>Decimal tab</th>
<th>Decimal tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,340.50</td>
<td>$502.95</td>
<td>102.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>96.58</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>136.98</td>
</tr>
</tbody>
</table>

■ Changing the decimal point character

To switch the decimal tab character from a period to a comma, press and hold [MODE], then press [P]. The beep sounds three times. To switch back to the period, press [MODE] and [P] again. A single beep sounds.

Example

<table>
<thead>
<tr>
<th>Period</th>
<th>25.38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comma</td>
<td>25,38</td>
</tr>
</tbody>
</table>

■ Setting decimal tabs

1. Use the space bar, [→] or [←] to move the carrier to the desired decimal tab position.

2. Press and hold [CODE], then press [TAB]. This sets a normal tab at the carrier position.

   L .... t ............

3. Press and hold [CODE], then press [TAB] a second time. The tab at the carrier position becomes a decimal tab.

   L .... d ............

4. If you press and hold [CODE], then press [TAB] a third time, both a normal tab and a decimal tab are set at the carrier position. Keep pressing [CODE] and [TAB] to switch between the different settings.

   L .... d t ............
Checking decimal tab positions

1. Press and hold [CODE] and [SHIFT], then press [6]. The carrier moves to the next decimal tab position.
   - If no decimal tab is set between the carrier position and the right margin, the alarm sounds and the carrier does not move.

Executing decimal tabs

1. Press and hold [CODE], then press [6]. The indicator on the display appears beside the ≡ DEC TAB mark.
   - If there is no decimal tab set between the carrier position and the right margin, the alarm sounds.

2. Type the number. Include the decimal point and any special symbols. The number is displayed, but not printed.

3. Press [CODE] and [6] again to print the number and prepare the typewriter to accept another number.
   - Repeat steps 2 and 3 if necessary.

4. After you type the last number on the line, press [TAB] or [RETURN].
   - To cancel this operation midway, press and hold [CODE], then press [☆].
   - The alarm sounds to indicate that the decimal tab operation is not possible if no decimal tab is set between the carrier position and the right margin, or if the number is longer than the space available.

Clearing specific decimal tabs

1. Press and hold [CODE] and [SHIFT], then press [6]. The carrier will move to the next decimal tab position.

2. Press and hold [CODE], then press [TAB] repeatedly until the "d" or "D" on the display disappears. The decimal tab is cleared.
   - This operation also clears a normal tab set at the carrier position.
Clearing all decimal tabs

1. Press [CODE] together with [SHIFT], then press [TAB]. This clears both normal and decimal tabs.

Column layout

This function allows you to organize words and numbers into a perfect table without calculation or measurement. You have a choice of two types of column layout:

When you press [MARGIN RELEASE] at step 2 on next page:
New left and right margins are set to leave a three-character space between columns.

<table>
<thead>
<tr>
<th>Left margin</th>
<th>New left margin</th>
<th>Tab</th>
<th>Decimal tab</th>
<th>Tab</th>
<th>New right margin</th>
<th>Right margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>2,137.13</td>
<td></td>
<td></td>
<td></td>
<td>Paris</td>
<td></td>
</tr>
<tr>
<td>Germany</td>
<td>284.0</td>
<td></td>
<td></td>
<td></td>
<td>Bonn</td>
<td></td>
</tr>
<tr>
<td>Italy</td>
<td>2,897.918</td>
<td></td>
<td></td>
<td></td>
<td>Rome</td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td>685.6</td>
<td></td>
<td></td>
<td></td>
<td>Washington D.C.</td>
<td></td>
</tr>
<tr>
<td>United Kingdom</td>
<td>6,918.0</td>
<td></td>
<td></td>
<td></td>
<td>London</td>
<td></td>
</tr>
</tbody>
</table>

When you don't press [MARGIN RELEASE] at step 2 on next page:
The columns are distributed evenly between the current margins.

<table>
<thead>
<tr>
<th>Left margin</th>
<th>Tab</th>
<th>Tab</th>
<th>Decimal tab</th>
<th>Tab</th>
<th>Right margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>2,137.13</td>
<td></td>
<td></td>
<td></td>
<td>Paris</td>
</tr>
<tr>
<td>Germany</td>
<td>284.0</td>
<td></td>
<td></td>
<td></td>
<td>Bonn</td>
</tr>
<tr>
<td>Italy</td>
<td>2,897.918</td>
<td></td>
<td></td>
<td></td>
<td>Rome</td>
</tr>
<tr>
<td>United States</td>
<td>685.6</td>
<td></td>
<td></td>
<td></td>
<td>Washington D.C.</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>6,918.0</td>
<td></td>
<td></td>
<td></td>
<td>London</td>
</tr>
</tbody>
</table>
Setting column width and layout

Before executing column layout, you must first determine the width of each column. Margins, tabs and decimal tabs will then be set automatically for optimum column layout.

Before doing column layout, make sure that:
- The display has been cleared.
- Nothing is typed on the current line.

1. Press and hold [CODE], then press [X]. The indicator on the display appears beside the DEC TAB mark.

2. Press [MARGIN RELEASE] if you want to leave a three-character space between columns (see the example, "When you press [MARGIN RELEASE] at step 2" on the previous page).
   - or -
   If you want to distribute the columns evenly between the current margins, go on to the next step.

Character columns

3. Type the longest word in the column.

4. Press and hold [CODE], then press [TAB] to set the character column width. You are then ready to make the entry for the next column.
   → Repeat steps 3 and 4 for character columns.

Numeric columns

5. Type the longest integer portion in the column.

6. Press and hold [CODE], then press [TAB] twice to set the number of integer digits.
   → If there is no decimal fraction in the column, skip step 7.

7. Type the longest decimal fraction in the column.

8. Press and hold [CODE], then press [TAB] to set the number of digits in the decimal fraction.
   → Repeat steps 5 to 8 for additional numeric columns.
9. Press [☆] when all the columns have been set.
   • *If you pressed [MARGIN RELEASE] (step 2), the carrier moves to
   the newly set left margin.
   • *If you did not press [MARGIN RELEASE] (step 2), the carrier
   moves to the current left margin.

■ Executing column layout

1. If you didn't press [MARGIN RELEASE] at step 2 of "Setting column
   width and layout", first press [TAB] to move the carrier to the first
   tab position.

2. Type the characters or numbers to be printed in the first column.
   (If the first column contains numbers, press and hold [CODE], then

3. If you want to type numbers in the next column, press and hold
   [CODE], then press [6]. The indicator on the display appears beside
   the DEC TAB mark.

   -or-

   If you want to type characters in the next column, press [TAB]. The
   cursor moves to the next column.

   • Repeat steps 2 and 3 as necessary.

4. Press [RETURN] when you have entered the last word or number
   for the line.

   • Repeat this operation for each line.

■ Returning to the original format

1. Press and hold [CODE], then press [Z] to return margins, tabs,
   decimal tabs and the hot zone to their original settings.
Permanent spaces

In the automatic carrier return mode (△) or justified text mode (□), the carrier normally returns to the beginning of the next line whenever you type a space in the hot zone. A permanent space prevents a carrier return so that words may be kept together on the same line.

Press and hold [CODE], then press [B]. The carrier moves one space (or a space is inserted on the display) without causing a carrier return.

• On the display, a permanent space appears as “□”.

Superscripts and subscripts

This function allows you to type superscripts and subscripts without having to manually adjust the platen.

\[ 10^2 \quad \text{Superscript} \]
\[ H_2O \quad \text{Subscript} \]

- Superscripts

1. Press and hold [CODE], then press [P]. The typing position moves up by half a line.

2. Type the superscript character or numeral. The character is printed in the superscript position. The typing position automatically returns to the normal line.

• Superscripts are identified on the display by the △ symbol.
• Repeat this procedure for each superscript character you want to type.
• To cancel this operation, press and hold [CODE], then press [☆] before typing.
### Subscripts

1. Press and hold [CODE], then press [O]. The typing position moves down by half a line.

2. Type the subscript character or numeral. The character is printed in the subscript position. The typing position automatically returns to the normal line.
   - Subscripts are identified on the display by the $ symbol.
   - Repeat this procedure for each subscript character you want to type.
   - To cancel this operation, press and hold [CODE], then press [☆] before typing.

### Overstrike characters

When typing in the line-by-line mode, this function allows you to create special symbols by printing two characters in the same position.

- In the character-by-character mode, you can overstrike characters by moving the carrier.

1. Type the first character.

2. Press and hold [CODE], then press [ⅰ].

3. Type the second character to create a strikeover character.
   - The strikeover function cannot be used to combine normal characters with special symbols and multilingual characters. If you need to combine these characters, switch to the character-by-character mode and overstrike the character manually.
   - To cancel this operation, press and hold [CODE], then press [☆] before typing the second character.
Multilingual messages

Your typewriter can display messages in nine different languages, including English, French, German, Spanish, Italian, Dutch, Portuguese, Sweden and Finnish. Select the display language as follows.

1. Press and hold [CODE], then press [N]. The display shows the currently selected message language.

   English

2. Press [RETURN] until the desired language is displayed.

   • To cancel this operation, press and hold [CODE], then press [☆].

3. Press [☆] to set the displayed language.
Special characters and symbols

Your typewriter includes two menus of special characters and symbols, enabling you to type in more than 20 languages. On the first menu, you will find characters and symbols, on the second menu, you will find additional symbols for typing technical documents and scientific documents.

<table>
<thead>
<tr>
<th>Character examples</th>
<th>Symbol examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Å Ä Ö Æ µ α δ χ w Ω Σ</td>
<td></td>
</tr>
</tbody>
</table>

### Special characters

1. Press and hold [CODE], then press [U]. The display shows the following character set.

   ![Character set display](image)

2. Follow the instructions below to display the character set that contains the character you want.
   - To display the next character set, press [RETURN] or press and hold [CODE], then press [→].
   - To display the previous character set, press and hold [CODE], then press [←].
   - You can quickly recall the appropriate character sets with the following operations:
     - To recall the character set containing letters with accents, type any letter from A – Z (a – z).
     - To recall the character set containing letters without accents, press [MARGIN RELEASE].
     - To recall the character set containing symbols, press [TAB].

3. Press [←] or [→] to move the cursor to the character you want to print.

   ![Cursor control](image)

   Type the number that corresponds to the character you want.
4. Press [☆] to select the character.

- After typing the character number, the display automatically returns to the screen you were using before this operation.
- Repeat this procedure for each special character you want to type.
- See the Appendix (page 92) for a list of the special characters available.
- To cancel this operation, press and hold [CODE], then press [☆].

## Special symbols

1. Press and hold [CODE], then press [Y]. The display shows the following symbol set.

   $\alpha \beta \gamma \delta \epsilon \zeta \eta \theta \iota \chi \to$

2. To display the next symbol set, press [RETURN] or press and hold [CODE], then press [→].
   To display the previous symbol set, press and hold [CODE], then press [←].

3. Press [←] or [→] to move the cursor to the symbol you want to print.

   or

Type the number that corresponds to the character you want.

- To cancel this operation, press and hold [CODE], then press [☆].

4. Press [☆] to select the symbol.

- After typing the symbol, the display automatically returns to the screen you were using before this operation.
- Repeat this procedure for each symbol you want to type.
- See the Appendix (page 93) for a list of the symbols available.
Custom keyboard function

The Typestar includes a custom keyboard function that allows you to assign new characters to any of the alphanumeric keys. You can also assign special characters (see page 49) to the keys. Once you define the keyboard, you can select either the normal keyboard or the custom keyboard. This is useful for typing in different languages.

- While you are creating or editing a text in the text memory function, the custom keyboard function is not available.

Example:

Normal Keyboard

Custom Keyboard

■ Defining the custom keyboard

1. Press and hold [CODE], then press [E]. The display shows the characters originally assigned to the keys in the top row of the keyboard. The leftmost character is underlined by the cursor.
2. Move the cursor to a character you want to redefine in the following way:

- Press the key that corresponds to that character.

or

- Press and hold [CODE], then press [←] or [→] to display the row that contains the character you want to redefine. Then press [←] or [→] to move the cursor to that character.
- To cancel the custom keyboard operation, press and hold [CODE] then press [☆].

3. Press [RETURN]. The display changes to the one shown below. The following is a list of characters that can be assigned to the keytop you’ve selected in the above step.

4. Display the character set containing the character you want to assign in the following ways:

- See page 92 for a list of characters that you can assign to the custom keyboard.
- To display a different character set, press and hold [CODE], then press [←] or [→].
- To recall the character set containing letters with accents, type a letter from Aa – Zz.
- To recall the character set containing letters without accents, press[MARGIN RELEASE].
- To cancel the custom keyboard operation, press and hold [CODE] then press [☆].

5. Press [←] or [→] to move the cursor to the character you want to assign.

6. Press [☆] to assign the character. The beep will sound three times and the row containing the reassigned characters is displayed.

- Repeat steps 2 to 6 as necessary to redefine other keys.

7. Press [☆] to end the custom keyboard operation.
   One beep sounds.
### Turning the custom keyboard on/off

1. To turn the custom keyboard on, press and hold [MODE], then press [←]. The indicator on the display appears beside the CUSTOM KB mark and the beep sounds three times. To return to the normal keyboard, press [MODE] and [←] again. The indicator on the display disappears from beside the CUSTOM KB mark and the beep sounds once.

### Clearing the settings of the custom keyboard

1. Press and hold [CODE], then press [E].

2. Press and hold [CODE] and [SHIFT], then press [☆]. The custom keyboard settings are cleared and become the same as the normal keyboard. The display shows the characters originally assigned to the keys in the top row of the keyboard.

   ![Characters](image)

3. Press [☆] to end the operation. The beep sounds once.
The text memory function allows you to store frequently used text. You can recall, edit and print the stored text whenever required. The content of the text memory is retained even after you turn the power off.

The text memory has a capacity of up to 3,500 characters.

**Storing a text**

When storing a text, you **must give it a title** for later recall. Bold, underline, shaded print, superscript, subscript, and typestyle are automatically stored in the text memory along with the text. Centering, right margin alignment, and other automatic functions are also stored. You can select from two different storing modes:

**Print mode:** You can store and print text line-by-line.
**Non-print mode:** You can store text without printing it.

1. **Set the desired page format.**
   - *We recommend that you use the auto carrier return or justified text mode.*

2. **Press [TEXT].** The indicator on the display appears beside the ➡ TEXT mark.

   ![Title](image)

3. **If you want to switch to the print mode, press [CODE] and [T].** The typewriter beeps sound.
   If you want to switch back to the non-print mode, press [CODE] and [T] again. One beep sounds.

4. **Type the title under which you want to store the text.**
   - *The title can be up to 8 characters long.*
   - *To cancel this operation, press [CODE] and [✱].*

5. **Press [✱].** This ends title entry and prepares the typewriter for text entry.
   - *The following settings are stored along with the text: Keyboard, underline, bold, typestyle, character size, shading and capslock.*

6. **Type the text that you want to store.**

7. **Press [TEXT] again.**
   - *The content of the memory is retained even when you turn the power off. However, the content of the memory will be lost if the batteries are removed and the AC adapter is disconnected.*
Recalling/Editing the stored texts

This function allows you to review and modify texts stored in the text memory.

1. Press [TEXT]. The indicator on the display appears beside the TEXT mark.

   Title:

2. Type the title of the text to be printed.
   • If the title does not exist in the text memory, the typewriter will enter the text storage mode in the next step.
   • You can also select the text by pressing [RETURN] (see page 70).

3. Press [☆]. The text is displayed.

4. Move the cursor to the position that you want to modify.
   • To change the page format of a stored text, first move the cursor to the beginning of the text. (See page 57 for details on changing page formats.)

5. Modify the text.
   • You can start printing by pressing [CODE] and [8].

6. Press [TEXT] to end the operation.

Moving the cursor in a displayed text

When text is displayed, the following keys can be used to move the cursor.

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>→</td>
<td>Move one space to the right</td>
</tr>
<tr>
<td>←</td>
<td>Move one space to the left</td>
</tr>
<tr>
<td>CODE →</td>
<td>Move down one line</td>
</tr>
<tr>
<td>CODE ←</td>
<td>Move up one line</td>
</tr>
<tr>
<td>SHIFT →</td>
<td>Move to the beginning of the line</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>CODE [RETURN]</td>
<td>Move to the beginning of the text</td>
</tr>
<tr>
<td>SHIFT →</td>
<td>Move to the end of the line</td>
</tr>
<tr>
<td>CODE [SHIFT] →</td>
<td>Move to the end of the text</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>MODE [RETURN]</td>
<td>Move to the beginning of the text</td>
</tr>
<tr>
<td>CODE [SHIFT] ←</td>
<td>Move to the beginning of the text</td>
</tr>
<tr>
<td>CODE ↓↓</td>
<td>Move one word to the left</td>
</tr>
<tr>
<td>CODE [SHIFT] ↓↓</td>
<td>Move one word to the right</td>
</tr>
</tbody>
</table>
Command symbols

The table below shows the different symbols that you may see in stored text.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Subscript</td>
</tr>
<tr>
<td>Decimal tab</td>
<td>Double-width character</td>
</tr>
<tr>
<td>Centering between margins</td>
<td>Double-height character</td>
</tr>
<tr>
<td>Centering between tabs</td>
<td>Four-times larger character</td>
</tr>
<tr>
<td>Right margin alignment</td>
<td>Shading 1</td>
</tr>
<tr>
<td>Indent (Beginning)</td>
<td>Shading 2</td>
</tr>
<tr>
<td>Indent (End)</td>
<td>Shading 3</td>
</tr>
<tr>
<td>Soft hyphenation</td>
<td>Shading 4</td>
</tr>
<tr>
<td>Permanent space</td>
<td>Shading 5</td>
</tr>
<tr>
<td>Return</td>
<td>Shading 6</td>
</tr>
<tr>
<td>Manual page break</td>
<td>Shading 7</td>
</tr>
<tr>
<td>Superscript</td>
<td>Shading 8</td>
</tr>
</tbody>
</table>

Adding and deleting command symbols in stored text

You can change certain formatting of stored text by simply adding and deleting command symbols. The following list shows you the formatting you can change:

- Tabs \textbackslash{}
- Returns \textbackslash{}
- Manual page break \textbackslash{}
- Soft hyphens ...
- Permanent spaces

To delete a command symbol, simply press [ \textbackslash{}] to delete the symbol as you would a regular character. The formatting of the text changes according to the symbol you deleted.

To add a command symbol:

1. Recall the desired text.
   - \textit{For details on recalling text, see page 55.}

2. Move the cursor to where you want to add the command symbol.
3. Use the key combinations shown in the list below to add the appropriate symbol to the text.

- Tabs [TAB]
- Soft hyphens [CODE] and [ - ]
- Returns [RETURN]
- Permanent space [CODE] and [B]
- Manual page breaks [CODE] and [C]

- The following formatting commands have no affect on the text that is already stored.

- Centering
- Right margin alignment
- Decimal tabs

If you want to format a stored text using any of these commands, you have to do the operations in the normal manner.

- If you want to change the typestyle, size, shading, bolding, or underlining of stored text, see pages 59 – 60.

**Changing the page format of stored text**

1. Recall the stored text.

- For details on recalling text, see page 55.

2. Press and hold [CODE] and [SHIFT], then press [←] to move the cursor to the beginning of the text.

3. Press and hold [CODE], then press [7]. The display shows the following message.

   **Top Margin: 06**

4. Change the top margin in the normal way (see page 21). Then press [→]. The display shows the following message.

   **Page End: 55**
5. Change the page end in the normal way (see page 22). Then press [→]. The display shows the following message.

```
Hot Zone: 5
```

6. Change the hot zone in the normal way (see page 23). Then press [→]. The display shows the following message.

```
Line Space: 1
```

7. Change the line space by pressing [RETURN]. Then press [→]. The display shows the following message.

```
↑: NO
```

8. Change the justification by pressing [RETURN]. Then press and hold [SHIFT], then press [←]. The display shows the following.

```
L......t......t......
```

9. Change the items on the format ruler (margins, tabs and decimal tabs) in the normal way (see page 17, 18 and 41).

- You can also set the default format (margin and tab settings) by pressing [CODE], [SHIFT] and [Z].
- If you want to return to the first format (top margin selection), press and hold [SHIFT], then press [→].
- To cancel this operation, press and hold [CODE], then press [☆].

10. Press [☆]. The text is stored with the new format.
Changing the appearance of stored text

This function allows you to change the appearance of text that you have already stored. You can change the following settings:

- Underline
- Bold
- Typestyle
- Size
- Shading

1. Recall the stored text.
   
   * For details on recalling text, see page 55.

2. Use the cursor keys to move the cursor to where you want to start making the change.

3. If you want to change the **BOLD** or **UNDERLINE** settings, go on to step 4.

   or

   If you want to change the **TYPESTYLE**, press [MODE] and [\[\]] (or [\[\]] in the UK). Repeat the key operation until the typestyle you want to use appears on the display.

   or

   If you want to change the **SIZE**, press [MODE] and [\[\]] (or [\[\]] in the UK). Then press the number corresponding to the size you want to select.

   or

   If you want to change the **SHADING**, press [MODE] and [\[\]] (or [\[\]] in the UK). Then press the number corresponding to the shading you want to select.

5. If you are changing the **BOLD** setting, press and hold [MODE], then press [9]. Repeat this operation for each character to be changed.

or

If you are changing the **UNDERLINE** setting, press and hold [MODE], then press [8]. Repeat this operation for each character to be changed.

or

If you are changing the **TYPESTYLE** setting, press and hold [MODE], then press [÷] (or [ôte] in the UK). Repeat this operation for each character to be changed.

or

If you are changing the **SIZE** setting, press and hold [MODE], then press [\(\cdot\)] (or [\(\cdot\)] in the UK). Repeat this operation for each character to be changed.

or

If you are changing the **SHADING** setting, press and hold [MODE], then press [\(\cdot\)] (or [\(\cdot\)] in the UK). Repeat this operation for each character to be changed.


*If you changed the typestyle, size, or shading of the text, the settings are retained even when you turn the power off or type another text.*
Soft hyphenation

This function allows you to temporarily hyphenate words when editing text. This is useful when you do not want a long word wrapped to the next line. If you change the page format and print the text later, the hyphens are removed.

1. Press and hold [CODE], then press [-] (hyphen) to enter a soft hyphen.

Printing stored text

This function allows you to print a stored text in its original page format.

1. Press [TEXT]. The indicator on the display appears beside the TEXT mark.

2. Type the title of the text to be printed.
   - If the title does not exist in the text memory, the typewriter will enter the text storage mode in the next step.
   - You can also select the text by pressing [RETURN] (see page 70).

3. If you want to print the text in the current page format, press [MARGIN RELEASE].
   - If you want to start printing from the middle of the text, first display the text, then move the cursor to where you want to start printing and press [☆]. Then start from step 3.

4. If you want to print the text in the currently set typestyle, press and hold [CODE], then press [TAB].

5. Press and hold [CODE], then press [8] to start printing.
   - To cancel this operation before printing, press and hold [CODE], then press [☆].
   - To cancel printing midway, press and hold [CODE], then press [☆].
   - If you want to stop printing temporarily, press any key. The display shows "Pause!". To start printing again, press and hold [CODE], then press [8].
   - If the keyboard locks and the display shows "Page end!", press [MARGIN RELEASE]. To resume printing, replace the paper. Then press and hold [CODE], and press [8].
Partial printing

You can start printing from any position within the stored text.

Desired line to start printing

**Stored Text**

Thank you for purchasing a new Canon Electronic Typewriter. Your new purchase offers you the latest Canon technology in a compact design. Among its many features are:

1. A 3,500-character text memory
2. A wide variety of automatic formatting and editing functions

**Newly printed text**

1. A 3,500-character text memory
2. A wide variety of automatic formatting and editing functions

1. Press [TEXT]. The indicator on the display appears beside the ✈, TEXT mark.

2. Type the title of the text to be printed.
   
   - You can also select the text by pressing [RETURN].

3. Press [☆]. The text is displayed.

4. Move the cursor to the position where you want printing to start.

5. Press [☆]. The position at which printing starts is set.

6. If you want to print the text in the current page format, press [MARGIN RELEASE].

7. If you want to print the text in the currently set type style, press and hold [CODE], then press [TAB].

Stop codes

This function allows you to insert stop codes in your text. Stop codes cause printing to stop temporarily and then gives a "prompt" (or description) for the insertion of variable information. It is particularly useful when changing names and addresses in form letters.

- Entering stop codes

1. Specify the title of the text and enter the text in the ordinary way for storage.

2. Press and hold [CODE], then press [0] to enter a stop code before the prompt. In the non-print mode, the □ command symbol appears on the display.

3. Type the desired prompt.
   - The prompt will be displayed but will not be printed.

4. Press and hold [CODE], then press [0]. In the non-print mode, the □ command symbol appears on the display.

5. Continue typing. Set the other stop codes in the same way.
   - You can enter as many stop codes as necessary.

- Printing phrases with stop codes

When printing text with stop codes, printing pauses at the stop code (prompt). This allows you to type a new word or phrase.

1. Follow the procedure for “Printing stored text”. Printing stops at each stop code, one beep sounds, the display shows “Pause!”, then the specified prompt appears on the display.

2. Type the new word or phrase.
   - You can change the mode setting for the stop code entry.

Search

This function allows you to automatically search for a specified word or phrase in a text. Command symbols such as return and stop codes can also be searched.

1. Recall the stored text.
   - For details on recalling text, see page 55.

2. Move the cursor to where you want to start the search operation. Text located before this position is not searched.
   - To move to the beginning of the text, press and hold [CODE] and [SHIFT], then press [←].

3. Press and hold [CODE], then press [9]. The following message is displayed.

   Search Word:

4. Type the word or phrase to be searched.
   - The search words may contain up to 35 characters.
   - The word or phrase to be searched for should be typed exactly as it appears in the text (same upper/lower case letters, hyphens, punctuation and spacing).
   - To search for a short word, type a space before and after the word to prevent a short word from being found within a longer word (e.g., this).

5. Press and hold [CODE], then press [E]. The first occurrence of the search word is displayed before the cursor.
   - If the search word or phrase cannot be found in the text, the beep sounds twice.

6. Modify the search word or phrase, if necessary.

7. Press and hold [CODE], then press [E] to continue the search.
   - When there are no more occurrences of the search word or phrase between the current cursor position and the end of the text, the beep sounds twice.
Search and replace

This function allows you to search for a specified word or phrase in a text, and replace it with another word or phrase. It is very useful when editing text.

There are two ways to search and replace:
1. Manual search and replace
2. Global search and replace

### Manual search and replace

1. Recall the stored text.
   - For details on recalling text, see page 55.

2. Move the cursor to where you want to start the search operation. Text located before this position is not searched.
   - To move to the beginning of the text, press and hold [CODE] and [SHIFT], then press [←].

3. Press and hold [CODE], then press [9]. The following message is displayed.
   
   Search Word:

4. Type the word or phrase to be searched.
   - The search words may contain up to 35 characters.
   - The word or phrase to be searched for should be typed exactly as it appears in the text (same upper/lower case letters, hyphens, punctuation and spacing).

5. Press [☆]. The following message is displayed.
   
   Replace Word:

6. Type the word or phrase that will replace the search word.
   - The replacement words may contain up to 35 characters.
   - Make the appropriate mode settings for how you want the replacement word(s) to appear.

7. Press [☆].

8. Press and hold [CODE], then press [E]. The message "Please wait..." will be displayed. Then the first occurrence of the search word is displayed before the cursor.
   - If the search word or phrase cannot be found in the text, the beep sounds twice.
9. Press and hold [CODE], then press [R]. The search word or phrase is replaced with the new word or phrase.
   • If you don’t want to replace the word or phrase, skip this step.
   Press and hold [CODE], then press [E] to display the next occurrence.
   • Repeat steps 8 and 9 as necessary.

Global search and replace

This function allows you to search and replace all occurrences of a specified word or phrase automatically.

1. Recall the stored text.
   • For details on recalling text, see page 55.

2. Move the cursor to where you want to start the global search and replace operation. Text located before this position is not searched.
   • To move to the beginning of the text, press and hold [CODE] and [SHIFT], then press [←].

3. Press and hold [CODE], then press [9]. The following message is displayed.

   Search Word:

4. Type the word or phrase to be searched.
   • The search words are limited to 35 characters.

5. Press [☆]. The following message is displayed.

   Replace Word:

6. Type the replacement word or phrase.
   • The replacement words can contain up to 35 characters.
   • Make the appropriate mode settings for how you want the replacement word(s) to appear.
7. Press [☆].
   - To cancel global search and replace, press and hold [CODE], then press [☆].

8. Press and hold [CODE] and [SHIFT], then press [R]. All occurrences of the search word are replaced with the replacement word. The last replaced word is displayed.
   - When global search and replace is over, the beep sounds twice.

Hyphen search

This function allows you to search for words which can be hyphenated but have been wrapped to the next line by automatic wraparound. Any word wrapped to the next line that is longer than the hot zone setting will be indicated. This is useful when you want to improve the appearance of the right margin of a text that is printed out.

1. Recall the stored text.
   - For details on recalling text, see page 55.

2. Move the cursor to where you want to start the search operation. Hyphens located before this position are not searched.

3. Press and hold [CODE], then press [H]. The cursor moves to a word that can be hyphenated.

   many automatic f

   - The position of the cursor indicates the right margin.
   - If there are no words that can be hyphenated, the beep sounds twice.
   - Press and hold [CODE], then press [H] to search for the next word if you don't want to hyphenate the currently selected word.
4. Move the cursor to the right of the character where you want to insert a hyphen.

   many automatic f

5. Press and hold [CODE], then press [ - ] (hyphen) to enter a soft hyphen. Or press [ - ] (hyphen) to enter a normal hyphen.

6. Press and hold [CODE], then press [H] to search for the next word.

   • Repeat steps 4 to 6 as necessary.
   • If there are no words that can be hyphenated, the beep sounds twice.

**Deleting stored text**

We recommend that you clear any unnecessary text(s) to make the most efficient use of the text memory.

1. Make sure that there is no text on the display.

2. Press and hold [CODE], then press [TEXT]. The following message is displayed.

   □ Delete

3. Press [☆].

4. Type the title of the text to be deleted.

   • You can also select the text by pressing [RETURN].

   **Title:** LETTER

5. Press [☆]. The following message is displayed.

   OK ? ☆ to execute

   • If you type a title that does not exist in the memory, "Non existent!" is displayed.
   • Press and hold [CODE], then press [☆] to cancel the delete operation.

6. Press [☆] to delete the specified text.
Copying stored text

You can copy a stored text and give it another name.

1. Make sure that there is no text on the display.

2. Press and hold [CODE], then press [TEXT]. The following message is displayed.

   □ Delete

3. Press [→] to display the following message.

   □ Copy

4. Press [☆]. The following will be displayed.

   Title:

   • If the title does not exist in the memory, the alarm sounds and the display shows "Non existent!".

5. Type the title of the text to be copied.

   • You can also select the text by pressing [RETURN].

6. Press [☆]. The message "Type New Title" appears on the display and then the following message appears.

   Title:

   • To cancel the operation, press and hold [CODE], then press [☆].

7. Type a new title under which you want the text to be stored.

   • To cancel the operation, press and hold [CODE], then press [☆].

8. Press [☆].

   The text is copied and stored under the new title. The original text remains unchanged with the original title.

   • If you type a title for the copied text that is already being used for another text, the typewriter first displays "Already exist!". Then it displays "OK? ★ to execute."

   If you press [☆], the copied text will replace the old one. If you want to keep the old text in the memory, press and hold [CODE], then press [☆] to cancel the copy operation.
Displaying the title library

This function allows you to review titles of texts you have stored in the text memory.

1. Press [TEXT]. The display shows "Title".

2. Press [RETURN]. The titles are displayed.

   ![Title: Letter 1]

3. Press [RETURN] or [→] to display the next title.
   Press [←] to display the previous title.
   • To cancel the operation, press and hold [CODE], then press [☆].

4. To select the designated title, press [☆].
Printing the titles of stored text

A list of the titles of all the stored text can be printed. The amount of remaining text memory is included in the printout.

1. Make sure that there is not any text on the display.

2. Press and hold [CODE], then press [TEXT]. The following message is displayed.

   ![Delete Icon]

3. Press [→]. The following message is displayed.

   ![Title Print Icon]

4. Press [☆]. The display shows "Press CODE + 8".

   - To cancel the operation before printing, press and hold [CODE], then press [☆].

5. Press and hold [CODE], then press [8] to start printing.

   - The titles are printed in either numerical or alphabetical order.
   - When you print the title of a text, the first line of the text is also printed. Any automatic functions (such as centering, indenting etc.) used in the first line of the text are printed as "/".
   - To cancel printing midway, press and hold [CODE], then press [☆].
   - To temporarily stop printing, press any key. To resume printing, press and hold [CODE], then press [8].

Displaying the amount of remaining text memory

This function allows you to check how much of the typewriter's text memory is available for storing new texts.

Press and hold [CODE], then press [M]. The display shows the number of characters that can be stored in the text memory.

-1940-
• The capacity of the memory is as follows:
  2500 characters for the text memory
  1000 characters for the User's Dictionary
If you want to store more information in the text memory, you can increase the text memory capacity by reducing the size of the User's Dictionary. For more details, refer to page 80.
• Since margins, tabs, underline, shading, etc. are also counted as characters, the actual number of characters that can be stored is slightly less than the stated capacity of the text memory.

When the text memory is full
If the memory fills up completely during text storage and editing, the alarm sounds, the keyboard locks and "Memory full!" is displayed. When this happens, first press [MARGIN RELEASE], then delete unnecessary texts.

Manual page breaks
You can adjust the page length when you edit or store texts by inserting a manual page break. The manual page break is indicated by the following symbol.

```
<- ------------
```

■ Inserting a manual page break
1. Move the cursor to the beginning of the line of text which will start a new page.

```
CANON
```
2. Press and hold [CODE], then press [C]. A manual page break symbol appears above the line of text.

■ Deleting a manual page break
1. Move the cursor to the position just after the page break.

```
CANON
```
2. Press [X]. The manual page break symbol will disappear.
Page Format Memory

Storing and changing page formats

This function allows you to store up to five different types of page formats. This is useful when you type a variety of different documents and want to save the format settings for each document. You also use this same procedure when you want to change the settings of a previously stored format.

1. Insert a sheet of paper. Make sure the paper touches the platen. Press and hold [CODE], then press [MARGIN RELEASE]. The paper is automatically fed to the current first typing line.

2. Press and hold [CODE] and [SHIFT], then press [7]. The display shows the following menu. The cursor indicates the page format that you recalled last.

   Format: 12345

3. Type a number (1-5) as a title for the page format you want to store or change.

   Top Margin: 06

4. Set the top margin in the normal way (see page 21). Then press [→]. The display shows the following message.

   Page End: 55

5. Set the page end in the normal way (see page 22). Then press [→]. The display shows the following message.

   Hot Zone: 5

6. Set the hot zone in the normal way (see page 23). Then press and hold [SHIFT], then press [←]. The display shows the format ruler.

   L . . . . t . . . . t . . . .

73
7. Change the items on the format ruler (margins, tabs and decimal tabs) in the normal way (see pages 17, 18 and 41).

- You can also set the default format (margin and tab settings) by pressing [CODE], [SHIFT] and [Z].
  If you want to return to the first format (top margin selection), press and hold [SHIFT], then press [→].
- To cancel this operation, press and hold [CODE], then press [☆].

8. Press [☆] to save the setting.

Recalling page formats

This function allows you to recall stored page formats.

1. Press and hold [CODE] and [SHIFT], then press [7]. The display shows the following menu. The cursor indicates the page format that you last recalled.

   Format: _12345_

2. Type the number (1-5) of the page format you want to recall. The settings for the format are displayed and the carrier moves to the left margin of the specified format.

   Top Margin: _06_

3. Press [☆] to recall the format.
Spelling Checker/Corrector

The spelling checker verifies your spelling by comparing words you type with those in the typewriter's built-in main dictionary and User's Dictionary.

The main dictionary consists of about 50,000 words. The User's Dictionary is used to store up to 100 words of your own choice.

- The spelling checker ignores words which contain symbols entered using the special symbols operation on page 50 (for example, TypeStar).

Using the spelling checker

Use the spelling checker to check your document for words that are misspelled.

1. Press and hold [CODE], then press [S]. The typewriter beeps three times and the indicator on the display appears beside the SPELL mark. This lets you know that the spelling checker is on.

   - The setting is retained even after you turn the typewriter off.

2. Type the text.
   The typewriter beeps three times if you type a word not found in the main or User's Dictionary.

   - You can check the spelling of words on the display before printing by pressing [->] to move the cursor through the text.

3. Make a correction, if necessary.

4. Continue typing.

Turning the spelling checker off

Press and hold [CODE], then press [S]. The typewriter beeps once and the indicator on the display disappears from beside the SPELL mark. This lets you know that the spelling checker is off.
Using the spelling corrector

When you type a word not found in either the Main or User's Dictionary, the typewriter displays a list of alternative spellings. You can choose one of these alternatives and have the typewriter automatically replace the mistake with the correct word.

NOTE
- You cannot use this feature when typing character by character.

1. Press and hold [CODE], then press [S].
   The typewriter beeps three times and the indicator on the display appears beside the SPELL mark. This lets you know that the spelling checker is on.

   - The typewriter retains this setting even after you turn the power off.

2. Type the text.
   The typewriter beeps three times if you type a word not found in either the Main or User's Dictionary.

3. If you want to correct the word, press and hold [CODE], then press [G].

   - The typewriter first displays "Please wait...". Then it displays "Suggestion" and an alternative spelling. Press [→] to display other alternatives. To display a previously listed alternative, press [←].
   - If there are no suitable alternatives, the typewriter beeps once and displays "Non existent!" If this happens, go on to step 5.

   or

   If you don't want to correct the word, go on to step 5.

4. If you want to replace the mistake with the alternative shown on the display, press [☆].

   or

   If there are no suitable alternatives (or none existent), press and hold [CODE], then press [☆]. Then correct the word using the normal correction techniques.

   - For more details on correction techniques, see page 33.

5. Continue typing.
Spelling scan

You can use the spelling scan function to check the spelling of words in a displayed text during text storage or recall.

1. Recall the text to be scanned. Or, if you are storing text, move the cursor to the beginning of the text by pressing [CODE], [SHIFT], and [←].

2. Press and hold [CODE], then press [F]. Spelling scan is performed for the entire text from the current cursor position. During the scan, "Please wait..." is displayed.

   • When a word is found which is not in the main or User's Dictionary is found, the cursor stops after the word and three beeps sound.

   received_your_le

   • When the scan ends, if all words in the text exist in either the main dictionary or the User's Dictionary, the typewriter beeps twice, and the last line in the text is displayed. The cursor moves to the last character in the text.

3. Make a correction, if necessary.

   • If you want to use the spelling corrector, press [CODE] and [G]. Alternative spelling will be displayed (see page 76 for details).

4. Press and hold [CODE], then press [F] to resume the spelling scan from the current carrier position.

   • When the scan ends, two beeps sound and the cursor stops at the end of the text.
User’s Dictionary

The User’s Dictionary allows you to store up to 100 words of your choice (technical terms, names, etc.).

Adding or deleting words

1. Move the cursor or carrier to anywhere within the effective range of the word to be added or deleted.
   • The effective range of a word is the area from the first character of the word to the separator just after the word.

   Mr. Smith has a typewriter that
   \[ \text{Word to be added or deleted} \]
   \[ \text{Space/seperator} \]
   \[ \text{Effective range} \]

   • Words that have already been printed can be added to or deleted from the User’s Dictionary, provided they are within the correction memory. In this case, move the carrier to the word you want to add or delete.

2. Press and hold [CODE], then press [J] to add the word to the User’s Dictionary. Press and hold [CODE], then press [K] to delete the word from the User’s Dictionary. A single beep indicates that the word has been added or deleted.
   • If you try to add a word that is already in the User’s Dictionary, the display shows the following message.

   \[
   \text{Already exists!}
   \]

   • If you try to delete a word that is not in the User’s Dictionary, the display shows the following message.

   \[
   \text{Non existent!}
   \]

NOTES
• User’s Dictionary words stored in lower case are spell-checked as being correct regardless of whether they are typed in upper or lower case. However, capitalized words must be typed exactly as they are intended to be checked. For example, if you store “Smith” and later, while typing a text, you type “smith” the spell checker will signal “smith” as being incorrect — because the word was stored in the User’s Dictionary with a capital “S”.
• Words that contain separator characters cannot be stored (see page 81).
• Words added to the User’s Dictionary cannot be longer than 49 characters.
• Words that contain symbols (entered by using the special symbols operation on page 50) cannot be added to the User’s Dictionary (for example, Type;est;)*.
• You cannot add words to the User’s Dictionary which contain the following accents:

- - - - - - - - - - - - - - - - - -

◆ Listing words in the User’s Dictionary

You can display words stored in the User’s Dictionary. The words are displayed alphabetically.

1. Press and hold [CODE], then press [L]. The display shows the following message.

```
1000(300) ← Amount of remaining User's Dictionary memory (in bytes)
```

Size of User’s Dictionary (in bytes)

2. To display the User’s Dictionary from a specific point, type the appropriate word.

• To display the first word stored in the User’s Dictionary, skip to the next step without typing anything.

3. Press [RETURN]. The word you typed (or the first word in the User’s Dictionary) is displayed. If the word you typed does not exist, the next word is displayed.

4. To move forward through the list, press [RETURN].

• If a word does not fit on the display, use [→] and [←] to view the rest of the word.

5. To end the operation, press and hold [CODE], then press [☆].

◆ Deleting a word currently displayed

To delete the word currently displayed from the User’s Dictionary, press and hold [CODE], then press [K].
Changing the size of the User's Dictionary

Your typewriter’s memory is used for storing texts as well as for storing words in the User’s Dictionary.

This function allows you to reduce the size of the User’s Dictionary. The default size is 100 words (1000 bytes). By reducing the size of the User’s Dictionary, you can store more information in the text memory.

1. Press and hold [CODE] and [SHIFT], then press [J]. The display shows the following message.

```
1000(2500)
```

Size of User’s Dictionary (in bytes)

The number on the left shows the size of the User’s Dictionary in characters, and the number on the right shows the amount of remaining text memory.

2. Press [←] to reduce the size of the User’s Dictionary.

- To increase the size of the User's Dictionary up to a maximum of 1000 bytes, press [→].
- The minimum size of the User's Dictionary can be 100 bytes.
- If you want to cancel this operation, press and hold [CODE], then press [☆].

3. Press [☆] to complete the setting. One beep sounds.
Notes on the spelling checker/corrector

Words

To be recognized by the spell checker, a word can only contain the following characters and symbols:

- Letters: Aa to Zz
- Apostrophe '
- Hyphen: -
- Cedilla Ç ç
- Slash: /
- Accent symbols
- Period

Separators

To distinguish between words, the spell checker looks for characters that act as markers indicating the beginning and ending of words. These characters, located between each word, are called separators. Spaces, superscripts, subscripts, permanent space, and symbols other than those listed above are separators. Function keys such as [RETURN] are separators also.

Below is an example of how the spell checker detects words by looking for separators:

Typewriter is a word! No. 1 isn't. A six-letter word gives a

```
word separator word separator word
```

- The suffixes 's and s' are ignored.
Touch-type practice

This typewriter is equipped with a typing practice program that helps you learn the proper finger-to-key assignments which enable you to touch-type.

1. Before beginning, make sure there is no text on the display.

2. Press [CODE] and [A].
   The display shows the following message.
   
   **POSITION MODE**

3. Press [☆] to start the practice.
   
   Type this character:

   a : Home/Left

   Indicates the row which contains the character in question

4. Type the single character which is displayed on the left. The typewriter gives you a hint on the right side of the display. The hint tells you on which row the character is located and which hand would be used to type the character according to the touch-type method of typing. Refer to the diagram on the inside of the back cover for the hand and row assignments. For example, the hint, Home/Left, would mean that the letter is located on the home row and would be typed with your left hand.

   • If you make an error, one beep sounds.

5. Another character is displayed.
   Repeat step 4.

6. Press and hold [CODE], then press [☆] to practice this section again. "POSITION MODE" will be displayed. Start from step 3.

   or

   To cancel the ExperType Typing Program, press and hold [CODE], then press [A].
Timed character practice

This typewriter offers you a one-minute character practice mode to help you increase your typing speed and accuracy. It also lets you know your score.

1. Make sure there is no text on the display.

2. Press [CODE] and [A]. The following message appears.

   POSITION MODE

3. Press [→]. The following message appears.

   PRACTICE MODE

4. Press [☆] to display the following menu.

   Level: 12345

5. Press [←] or [→] to move the cursor to the level of difficulty you want.

   Level: 12345

<table>
<thead>
<tr>
<th>Level</th>
<th>Row of keys included</th>
<th>Lower/upper case letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Home row</td>
<td>Lower case letters and lower half of symbol keys</td>
</tr>
<tr>
<td>Level 2</td>
<td>Home and upper rows</td>
<td>Lower case letters and lower half of symbol keys</td>
</tr>
<tr>
<td>Level 3</td>
<td>Home, upper and lower rows</td>
<td>Lower case letters and lower half of symbol keys</td>
</tr>
<tr>
<td>Level 4</td>
<td>All rows (including the number row)</td>
<td>Lower case letters and lower half of symbol keys</td>
</tr>
<tr>
<td>Level 5</td>
<td>All rows (including the number row)</td>
<td>Lower and upper case letters, and symbol keys</td>
</tr>
</tbody>
</table>

6. Press [☆] to start practicing.

   z : Level 3
7. Type the character that is displayed on the left of the display.
   Just after you type the character, another character appears.
   Continue practicing.

   - If you make an error, one beep sounds.
   - If you want to cancel this mode before the time practice is
     completed, press and hold [CODE], then press [☆]. The display
     shows your score. Step 8 explains your score.

8. After one minute of practice, this mode automatically ends and your
   score is displayed as follows:

   \[
   \begin{array}{c}
   \text{0099 cor. /005 err.} \\
   \text{The number of errors you made}
   \end{array}
   \]

   The number of
   characters you
   typed correctly

9. Press and hold [CODE], then press [☆] to practice this section
   again. "PRACTICE MODE" will be displayed. Start from step 3.

   \[
   \begin{array}{c}
   \text{or}
   \end{array}
   \]

   To cancel the ExperType Typing Program, press and hold [CODE],
   then press [A].
Timed word practice*

This typewriter offers you a five-minute word practice test to help you practice typing words. The typewriter also lets you know your score.

1. Make sure there is no text on the display.

2. Press [CODE] and [A].
   The following message appears.
   
   ```
   POSITION MODE
   ```

3. Press [→] until the following message appears.
   
   ```
   TEST MODE
   ```

4. Press [☆]. The following message will be displayed.
   
   ```
   Type word:
   ```

5. Type any word in lower case letters that consists of 3 – 6 letters to start the practice.

6. Press [☆].
   The typewriter first displays "Please wait..." Then it displays "Press ☆."
   
   * If the word you typed is not found in the Main or User's dictionary of the typewriter, the display shows "Non existent!". Press any key to return to the previous screen. Then type another word.

7. Press [☆]. The typewriter will display a new word. This is the word you are supposed to type for practice.

8. Type the word that is displayed, then press the space bar.
   Just after you press the space bar, the next word appears.
   Continue practicing.
   
   * If you make an error, one beep sounds.
   * If you want to cancel this mode before the timed practice is completed, press and hold [CODE], then press [☆]. The display shows your score. Step 8 explains your score.

* This function is only available on typewriters with the Spelling Corrector function.
8. After five minutes of practice, this mode automatically ends and your actual speed is displayed in words-per-minute (WPM) as follows:

10.2 WPM →

9. Press [→] to display the number of characters you typed correctly and incorrectly.

0298 cor. / 043 err. The number of errors you made
The number of characters you typed correctly

10. Press and hold [CODE], then press [☆] to practice this section again. “TEST MODE” will be displayed. Start from step 3.

or

To cancel the ExperType Typing Program, press and hold [CODE], then press [A].
## Alarms (Errors)

To encourage you to use the typewriter effectively, an alarm sounds if you use any of the functions incorrectly. The table below describes most of those alarms you may encounter.

<table>
<thead>
<tr>
<th>Operation taking place</th>
<th>Cause</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting margins</td>
<td>An attempt was made to set margins less than 1.5 inches apart.</td>
<td>Set more than 1.5 inches between margins.</td>
</tr>
<tr>
<td>Inserting characters/text</td>
<td>Inserted characters pushed the end of the line to the right margin.</td>
<td>Press [MARGIN RELEASE].</td>
</tr>
<tr>
<td>Setting tabs and decimal tabs</td>
<td>An attempt was made to set more than 16 tabs and/or decimal tabs.</td>
<td>Clear any unnecessary tabs and decimal tabs.</td>
</tr>
<tr>
<td>Centering</td>
<td>The number of characters entered exceeds the available space.</td>
<td>Reset margins or tabs so that there is more space between them, or reduce the number of characters typed.</td>
</tr>
<tr>
<td>Executing decimal tabs</td>
<td>No decimal tabs were set to the right of the carrier.</td>
<td>Move the carrier to the left of a decimal tab, or set a new decimal tab.</td>
</tr>
<tr>
<td>Setting the character-by-character mode</td>
<td>The justified text, double-height, or four-times larger print mode is already set.</td>
<td>Cancel the mode. Then set the character-by-character mode.</td>
</tr>
<tr>
<td>Partial printing of stored text</td>
<td>The starting position of the partial print was between:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Indent codes (¶ ¶)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- A center and a return code (¶ ¶)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Decimal tab codes (¶ ¶)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cancel the operation and change the starting position of the partial print.</td>
<td></td>
</tr>
</tbody>
</table>
## Error messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Meaning</th>
<th>Remedy</th>
<th>Page reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>□□□□</td>
<td>Battery change is required.</td>
<td>Replace batteries.</td>
<td>7</td>
</tr>
<tr>
<td>Already exists!</td>
<td>An attempt was made to add a word that already exists to the User's Dictionary.</td>
<td>No need to add the word to the User's Dictionary.</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>or Type a title that is not used in the memory.</td>
<td>69</td>
</tr>
<tr>
<td>Non existent!</td>
<td>An attempt was made to recall or delete a text using a title which doesn't exist, or an attempt was made to delete a word that does not exist in the User's Dictionary.</td>
<td>Recall the text using the name under which it was registered.</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No need to delete the word.</td>
<td>68, 78</td>
</tr>
<tr>
<td>Memory full!</td>
<td>There is not enough memory to store a text or to add a word to the User's Dictionary.</td>
<td>Delete any unnecessary texts or words from the text memory/User's Dictionary or change the size of the User's Dictionary.</td>
<td>68, 78, 80</td>
</tr>
<tr>
<td>Top margin!</td>
<td>The reverse index function has moved the carrier beyond the current top margin setting.</td>
<td>Press [CODE] and [선택] to escape the boundary of the top margin and free the carrier.</td>
<td></td>
</tr>
<tr>
<td>Page end!</td>
<td>The keyboard locked because of the page end warning.</td>
<td>Press [MARGIN RELEASE] to release the keyboard lock.</td>
<td>23</td>
</tr>
<tr>
<td>Illegal command!</td>
<td>When you print a stored text, an illegal command is included in the text.</td>
<td>Press [MARGIN RELEASE] and resume printing after deleting the illegal command.</td>
<td></td>
</tr>
</tbody>
</table>
# Troubleshooting

If you experience trouble with the typewriter, please check the following items before contacting your dealer.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Remedy</th>
<th>Page reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriter does not operate when the power is on.</td>
<td>• Make sure the batteries are correctly installed.</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>• Check the adapter by plugging it into a different AC outlet.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• Check the AC outlet by plugging in another electrical appliance.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• Turn the power switch off and then on again.</td>
<td></td>
</tr>
<tr>
<td>Printout is too light or too dark.</td>
<td>• Press and hold [CODE] and [SHIFT], then press [C] to check the print</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>density setting. Then, change the setting of the print density selector.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Try using a different kind of paper.</td>
<td>15</td>
</tr>
<tr>
<td>Printout is dirty.</td>
<td>• Clean the print head.</td>
<td>90</td>
</tr>
<tr>
<td>Character density, widths, or margins are uneven.</td>
<td>• Replace the batteries.</td>
<td>7</td>
</tr>
<tr>
<td>Typewriter does not print.</td>
<td>• Replace the ribbon cassette.</td>
<td>8</td>
</tr>
<tr>
<td>The first typing position after replacing the ribbon cassette has shifted.</td>
<td>• Press and hold [CODE], then press [R] to take up any slack in the</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>ribbon after installing the ribbon cassette.</td>
<td></td>
</tr>
<tr>
<td>The ribbon is stuck to the paper.</td>
<td>• Press and hold [CODE], then press [R] to take up any slack in the</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>ribbon after installing the ribbon cassette.</td>
<td></td>
</tr>
</tbody>
</table>
Cleaning the print head

If printed characters are blurred or streaks appear on the paper as it emerges from the typewriter, clean the print head using the procedure below.
- If the print head is very dirty, first use a dry cotton swab to wipe off the white powder before doing the following procedure.

1. Turn off the power switch, then open the hood.  
2. Insert a strip of paper between the print head and the platen.  
3. Press the print head gently against the platen. Then slide the paper back and forth from left to right.

Specifications

<table>
<thead>
<tr>
<th>Printing method:</th>
<th>36 x 40-dot thermal transfer printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing speed:</td>
<td>Max. 18 characters per second (10 pitch)</td>
</tr>
<tr>
<td>Carrier movement:</td>
<td>Index, reverse index, half-line index, half-backspace, half-spacing, express backspace, relocation, controlled carrier movement, backtrace</td>
</tr>
<tr>
<td>Printing features:</td>
<td>Four-times larger, double-width, double-height, bold, underlining, shading</td>
</tr>
<tr>
<td>Typestyles:</td>
<td>COURIER 10 (10 pitch), SCRIPT PS (proportional spacing)</td>
</tr>
<tr>
<td></td>
<td>SWISS PS, and ITALIC 12</td>
</tr>
<tr>
<td>Ribbon cassettes:</td>
<td>CR-100 ribbon cassette (black, correctable), IR-100 ribbon (black, non-correctable)</td>
</tr>
<tr>
<td>Ribbon storage:</td>
<td>Under 40° C (104° F) and 85% relative humidity*</td>
</tr>
<tr>
<td>Line spacing:</td>
<td>1, 1-1/2, and 2 lines</td>
</tr>
<tr>
<td>Maximum paper width:</td>
<td>Max. 9.5 inches (241 mm)</td>
</tr>
<tr>
<td>Maximum print width:</td>
<td>Max. 7.5 inches (190 mm)</td>
</tr>
<tr>
<td>Display:</td>
<td>16 characters liquid crystal display</td>
</tr>
<tr>
<td>Keyboard:</td>
<td>45-key multilingual keyboard</td>
</tr>
<tr>
<td>No. of special characters:</td>
<td>294 characters, plus 169 scientific and special symbols</td>
</tr>
<tr>
<td>Key buffer:</td>
<td>100 characters</td>
</tr>
<tr>
<td>Memory capacity:</td>
<td>Max. 3.5 KB for text memory and User's Dictionary</td>
</tr>
<tr>
<td>Page format memory:</td>
<td>5 page format</td>
</tr>
<tr>
<td>Correction memory:</td>
<td>Max. 3 lines</td>
</tr>
<tr>
<td>Power source:</td>
<td>4 size D (LR20) alkaline batteries, AD-100 AC adapter (DC 6 V, 1 A)</td>
</tr>
<tr>
<td>Ambient temperature:</td>
<td>10 to 30° C</td>
</tr>
<tr>
<td>Ambient humidity:</td>
<td>20 to 80% relative humidity</td>
</tr>
<tr>
<td>Dimensions:</td>
<td>12.6 (W) x 11 (D) x 2 (H) inches (320 x 281 x 51 mm)</td>
</tr>
<tr>
<td>Weight:</td>
<td>Approx. 5 lbs (2.2 kg) without batteries</td>
</tr>
</tbody>
</table>

Specifications subject to change without notice.

* Unopened package
Packing list

- Typewriter
- Correctable ribbon cassette CR-100
- AC Adapter AD-100 (only for U.S.A. and Canada)
- Instruction manual
- Warranty card (only for U.S.A. and Canada)
- Custom Keyboard Seal

FCC regulations (U.S.A. only)

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Radio Interference Regulations (Canada only)

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

This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.
### Special characters

To recall the character set containing the special character you want to type, press and hold [CODE], then press [U]. Then press the key shown in the leftmost column of the menu on this page. If you want to recall a character set that is not indicated by a key, first recall the closest character set. Then press [CODE] and [→] or [CODE] and [←] to move up or down the list of character sets.

To type a character from a character set, first recall the character set. Then move the cursor to the character you want to type. Then press [☆].

<table>
<thead>
<tr>
<th>A</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>0</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

| U | ü | ü | ü | ü | ü | ü | ü | ü | ü | ü |
| u | ü | ü | ü | ü | ü | ü | ü | ü | ü | ü |
| Y | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ |
| y | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ | Ÿ |
| Z | ź | ź | ź | ź | ź | ź | ź | ź | ź | ź |
| z | ź | ź | ź | ź | ź | ź | ź | ź | ź | ź |
| TAB | , | , | : | ' | " | ? | Ź | ! | ; | |

* M.R. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0
Special symbols

To recall the symbol set containing the special symbol you want to type, press and hold [CODE], then press [Y]. Then press [CODE] and [→] or [CODE] and [←] to move up or down the list of symbol sets.

To type a symbol from a symbol set, first recall the symbol set. Then move the cursor to the symbol you want to type. Then press [☆].

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 8 9 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 α β γ δ ε ζ η θ i κ</td>
</tr>
<tr>
<td>011 λ μ ν ξ ο π ρ σ τ υ</td>
</tr>
<tr>
<td>021 ϕ χ ψ ω Γ Δ Θ Λ Ξ Π</td>
</tr>
<tr>
<td>031 Σ Τ Φ Ψ Ω</td>
</tr>
<tr>
<td>041 ε Κ Θ ζ θ ϑ ϝ</td>
</tr>
<tr>
<td>051 ∨ ∨ ∨ ∨ ∨ ∨ ∨ ∨ ∨ ∨</td>
</tr>
<tr>
<td>061 ⇐ ⇐ ⇐ ⇐ ⇐ ⇐ ⇐ ⇐ ⇐ ⇐</td>
</tr>
<tr>
<td>071 ≧ ≧ ≧ ≧ ≧ ≧ ≧ ≧ ≧ ≧</td>
</tr>
<tr>
<td>081 ℘ ℘ ℘ ℘ ℘ ℘ ℘ ℘ ℘ ℘</td>
</tr>
<tr>
<td>091 √ √ √ √ √ √ √ √ √ √</td>
</tr>
<tr>
<td>101 1 2 3 4 5 6 7 8 9 0</td>
</tr>
<tr>
<td>111 { } { } [ ] [ ] « »</td>
</tr>
<tr>
<td>121 → ← → ↑ ↓ ↑ ↓ ↑ ↓</td>
</tr>
<tr>
<td>131 ◐ ◐ ◐ ◐ ◐ ◐ ◐ ◐ ◐ ◐</td>
</tr>
<tr>
<td>141 Δ ø Δ ø ø ø ø ø ø</td>
</tr>
<tr>
<td>151 ♧ ♧ ♧ ♧ ♧ ♧ ♧ ♧ ♧ ♧</td>
</tr>
<tr>
<td>161 I II III IV V VI VII VIII IX X</td>
</tr>
<tr>
<td>171 XI XII XIII XIV XV XVI XVII XVIII XIX XX</td>
</tr>
</tbody>
</table>

---

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Quick Reference

Key operations for each function are listed alphabetically. Check this section if you are not sure which key to press, which step to take, etc.

- Repeat the steps in brackets as necessary.

**Automatic underline mode (P. 29)**

[MODE] and [8]

**Auto Page End (P. 22)**

Setting

[CODE] and [MARGIN RELEASE] — [CODE] and [7] — [→] or [←]
— [CODE] and [→] or [CODE] and [←] — [☆]

Keyboard lock on/off

[MODE] and [1]/[MODE] and [1]

**Auto Paper Feed (P. 15)**

[CODE] and [MARGIN RELEASE]

**Boldface print mode (P. 29)**

[MODE] and [9]

**Backtracing (P. 20)**

[CODE] and [:] (for UK [∶])

**Carrier Return Mode (P. 26)**

Manual


Automatic


Justified text


**Centering**

Between margins (P. 38)

[CODE] and [3] — Type — [TAB] or [RETURN]

Between tabs (P. 38)


Around the carrier position (P. 39)

Move carrier — [CODE] and [3] — Type — [TAB] or [RETURN]

**Changing character size (P. 30)**

[MODE] and [:] (for UK [∶]) — [1] to [4]

**Changing typestyle (P. 28)**

[MODE] and [:] (for UK [∶]) — [[RETURN]] — [☆]
Checking typestyle setting (P. 29)
[MODE], [SHIFT] and [→] (for UK [↑])

Column layout (P. 43)
Setting (P. 44)
[CODE] and [X] — ([MARGIN RELEASE]) — [Type (longest word)] —
[CODE] and [TAB] — {Type (longest number)} — [CODE] and [TAB] (twice) —
Type (longest decimal fraction) — [CODE] and [TAB] — [☆]
Executing (P. 45)
{Type (first column)} — [CODE] and [6] or [TAB] — [RETURN]
Returning to the original format (P. 45)
[CODE] and [2]

Controlled Carrier Movement (P. 20)
[CODE] and Space bar

Correction after Printing (P. 34)
Automatic
(Character) (P. 35)
Move carrier — [∞] — Type — [MODE] and [RETURN]
(Word) (P. 37)
Move carrier — [∞] — Type — [MODE] and [RETURN]
Manual (P. 36)
Move carrier — [CODE] and [∞] — Move carrier — Set modes — [∞] —
Type (incorrect) — Type (correct) — [MODE] and [RETURN]

Correction on the Display (P. 33)
Deletion
(Character) (P. 33)
Move cursor — [∞] — [MODE] and [RETURN]
(Word) (P. 37)
Move cursor — [∞] — [MODE] and [RETURN]
(Line) (P. 37)
[CODE] and [∞]
Insertion (P. 33)
Move cursor — Type — [MODE] and [RETURN]

Custom keyboard (P. 51)
Defining (P. 51)
[CODE] and [E] — [CODE] and [→] or [CODE] and [←] — [→] or [←] — [RETURN] —
[CODE] and [→] or [CODE] and [←] — [→] or [←] — [☆] — [☆]
Clearing (P. 53)
[CODE] and [E] — [CODE], [SHIFT] and [∞] — [☆]
Turning custom keyboard on/off (P. 53)
[MODE] and [←] [MODE] and [←]
Decimal Tab (P. 41)
Numeric punctuation (P. 41)
[MODE] and [P]
Setting (P. 41)
Move carrier — [[CODE] and [TAB]]
Checking (P. 42)
[CODE], [SHIFT] and [6]
Executing (P. 42)
Clearing specific decimal tabs (P. 42)
[CODE], [SHIFT] and [6] — [[CODE] and [TAB]]
Clearing all decimal tabs (P. 43)
[CODE], [SHIFT] and [TAB]

Display Intensity (P. 16)
[CODE] and [V] — Type ([1] to [8]) — [☆]

Displaying all mode settings (P. 32)
Move cursor — [MODE], [SHIFT] and [MARGIN RELEASE]

Displaying individual mode settings (P. 32)
[MODE] and [MARGIN RELEASE] — ([→] or [RETURN]) — [CODE] and [☆]

ExperType Typing Program
Touch-type practice mode (P. 82)
[CODE] and [A] — [☆] — Type — [CODE] and [☆] or [CODE] and [A]
Timed character practice mode (P. 83)
[CODE] and [A] — [→] — [☆] — [←] or [→] — [☆] — Type —
[CODE] and [☆] or [CODE] and [A]
Timed word practice mode (P. 85)
[CODE] and [A] — [→] — [☆] — Type — [☆] — [☆] — {Type — Space bar} — [→] —
[CODE] and [☆] or [CODE] and [A]

Express Backspacing (P. 20)
[CODE] and [RETURN]

First Typing Line (P. 21)
[CODE] and [MARGIN RELEASE] — [CODE] and [7]
— [CODE] and [→] or [CODE] and [←] — [☆]

Half-line Indexing (P. 19)
[CODE], [SHIFT] and [→]

Half-backspacing (P. 19)
[SHIFT] and [←]

Half-spacing (P. 19)
[SHIFT] and [→]
Hot Zone (P. 23)  
[CODE] and [7] — [→] or [←] — [0] to [9] — [☆]

Hyphen search (P. 67)  
Recall text — Move cursor — [CODE] and [H] — Move cursor —  
[CODE] and [ ↓ ] or [ ↑ ] — [CODE] and [H]

Indent (P. 40)  

Indexing (P. 19)  
[CODE] and [→]

Keyboard Mode (P. 25)  
[MODE] and [→]

Line Spacing Mode (P. 26)  
1  
1-1/2  
2  
[MODE] and [5]  
[MODE] and [6]  
[MODE] and [7]

Manual page break (P. 72)  
Inserting  
Move cursor — [CODE] and [C]

Deleting  
Move cursor — [☆]

Margins (P. 17)  
Move carrier — ([MARGIN RELEASE)] — [CODE] and [1] (left) or  
[CODE] and [2] (right)

Multilingual Message (P. 48)  
[CODE] and [N] — [RETURN] — [☆]

Overstrike Character (P. 47)  
Type (First character) — [CODE] and [1] — Type (Second character)

Page Format Memory (P. 73)  
Storing and changing (P. 73)  
[CODE] and [MARGIN RELEASE] — [CODE], [SHIFT] and [7] — Type number —  
Set top margin — [→] — Set page end — [→] — Set hot zone — [SHIFT] and [←] —  
Set margins, tabs and decimal tabs — [☆]

Recalling (P. 74)  
[CODE], [SHIFT] and [7] — Type (number) — [☆]

Permanent Space (P. 46)  
[CODE] and [B]

Print Density (P. 16)  
[CODE], [SHIFT] and [C]
Reverse Indexing (P. 19)

Right Margin Alignment (P. 40)

Search and Replace

Search (P. 64)
Type (modify) — [CODE] and [E]

Search and Replace (P. 65)
Recall text — Move cursor — [CODE] and [9] — Type (search) — [☆] —
Type (replacement) — [☆] — [CODE] and [E] — [CODE] and [R]

Global Search and Replace (P. 66)
Recall text — Move cursor — [CODE] and [9] — Type (search) — [☆] —
Type (replacement) — [☆] — [CODE], [SHIFT] and [R]

Shaded Print Mode (P. 31)

Setting (P. 31)
[MODE] and [‘; ] (for UK [‘; ])) — [1] to [8] — Type

Canceling (P. 31)
[MODE] and [‘; ] (for UK [‘; ])

Checking the shading mode (P. 31)
[MODE], [SHIFT] and [‘; ] (for UK [‘; ])

Soft Hyphenation (P. 61)

[CODE] and [ - ]

Special Character (P. 49)

[CODE] and [U] — [CODE] and [→] or [CODE] and [←] — [←] or [→] — [☆]

Special Symbol (P. 50)

[CODE] and [Y] — [CODE] and [→] or [CODE] and [←] — [→] or [←] — [☆]

Spelling Checker/Corrector (P. 75)

Using the Spelling Checker (P. 75)
[CODE] and [S] — Type — (beep) — Correct — Type — [CODE] and [S]

Using the Spelling Corrector (P. 76)
[CODE] and [S] — Type — (beep) — [CODE] and [G] — [☆] or [CODE] and [☆]

Turning off the Spelling Checker (P. 75)

[CODE] and [S]

Spell Scan (P. 77)
Recall text — [CODE] and [F] — Correct — [CODE] and [F]

Standard format (P. 24)

[CODE], [SHIFT] and [Z]
Stop Code (P. 63)
Entering (P. 63)
[CODE] and [0] — Type word — [CODE] and [0]
Printing (P. 63)
Type — [CODE] and [8]

Subscript (P. 47)
[CODE] and [O] — Type

Superscript (P. 46)
[CODE] and [P] — Type

Tab (P. 18)
Setting (P. 18)
Move carrier — [CODE] and [TAB]
Executing (P. 18)
[TAB]
Clearing specific tabs (P. 18)
[TAB] — [CODE] and [TAB] (three times)
Clearing all tabs (P. 18)
[CODE], [SHIFT] and [TAB]

Taking up slack in the ribbon (P. 9)
[CODE] and [R]

Text Memory (P. 54)
Storing (P. 54)
[TEXT] — ([CODE] and [T]) — Type (title) — [☆] — Type text — [TEXT]
Copying (P. 69)
[CODE] and [TEXT] — [→] — [☆] — Type (title) — [☆] — Type (new title) — [☆]
Printing (P. 61)
[TEXT] — Type (title) — ([MARGIN RELEASE]) — ([CODE] and [TAB]) —
[CODE] and [8]
Partial printing (P. 62)
[TEXT] — Type (title) — [☆] — Move cursor — [☆] — ([MARGIN RELEASE]) —
[CODE] and [8]
Recalling/Editing (P. 55)
[TEXT] — Type (title) — [☆]
Changing the appearance of stored text (P. 59)
Recall text — Move cursor — Change typestyle, size or shading — [MODE] and [I] —
[MODE] and [; ; ] (for UK [: :]) or [MODE] and [: : ] (for UK [: :]) or [MODE] and [; ; ]
(for UK [: :]) or [MODE] and [8] or [MODE] and [9] — [MODE] and [I]
Changing the page format of stored text (P. 57)
Recall text — [CODE], [SHIFT] and [→] — [CODE] and [7] — Change top margin —
[→] — Change page end — [→] — Change hot zone — [→] — [RETURN] — [→] —
[RETURN] — [SHIFT] and [←] — Set margins, tabs and decimal tabs — [☆]
Deleting (P. 68)
[CODE] and [TEXT] — [☆] — Type (title) — [☆] — [☆]
Displaying the Amount of Remaining Text Memory (P. 71)
[CODE] and [M]
Title Library (P. 70)
Printing (P. 71)
[CODE] and [TEXT] — [→] — [☆] — [CODE] and [8]
Displaying (P. 70)
[TEXT] — [RETURN] — [RETURN] or [←] or [→] — ([☆])

Typing Mode (P. 25)
Character-by-character (P. 25)
[MODE] and [2]
Line-by-line (P. 26)
[MODE] and [3]
Moving the carrier when typing line-by-line (P. 26)
[CODE] and [Q]

User's Dictionary (P. 78)
Adding (P. 78)
[CODE] and [J]
Changing size (P. 80)
[CODE], [SHIFT] and [J] — [←] (or [→]) — [☆]
Deleting (P. 79)
[CODE] and [K]
Listing (P. 79)

Word Wraparound (P. 28)
[CODE] and [W]
Index

A
AC adapter 6
Accessories 6
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Alarms 87
Alkaline batteries 7
Auto page end 22
Auto paper feed 15
Automatic carrier return 26
Automatic correction 35
Automatic word wraparound 28
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LEFT HAND Fingers

RIGHT HAND Fingers

The shaded keys are your home positions. Refer to this diagram to learn touch-typing.