Before operating this unit, please read these instructions completely.
Thank you for your purchase of the Panasonic Personal Word Processor KX-W1000.

**WARNING:** TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

**CAUTION:** WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHALL BE INSTALLED NEAR THE EQUIPMENT AND SHALL BE EASILY ACCESSIBLE.

The serial number of the unit may be found on the label at the right side of the unit when the Paper Support is opened, the LCD is pulled toward you and then the Front Plate is removed. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase or for future reference.

MODEL NO. KX-W1000
SERIAL NO.
NAME OF DEALER
DATE OF PURCHASE

---

**Accessories (included)**

Make sure that the following parts have been included with the unit:

- Ribbon Cassette (installed on the carriage) 1
- Correction Tape (installed on the carriage) 1
- 3.5"Micro Floppy disk 1
- Daisywheel [KX-R10] (installed on the carriage) 1
- Operating Instruction Manual 1
- Hard Cover 1

Any details given in these Operating Instructions are subject to change without notice.

---

**Precautions**

(Be sure to read this section before operating the unit.)

**To use the unit, first remove the Hard Cover as shown in the figure.**

- After confirming that the POWER switch is turned OFF, open the Paper Support and pull the LCD toward you. Remove the Front Plate by lifting. Then remove the Ribbon Cassette Stopper installed on the Ribbon Cassette and the Carriage Stopper installed on the carriage shaft.

Be sure to keep these stoppers so the unit can be transported safely, if the need arises.

![Diagram of Carriage Stopper](image)

- When you transport or ship the unit, be sure to position the carriage at the far right of the unit, and insert the Carriage Stopper and the Ribbon Cassette Stopper.

*If there is a protective film on the LCD Cover, remove it so that it does not interfere with the LCD.

(Refer to p.10.)
Cautions

- Do not place your unit where it is exposed to direct sunlight, heat or intense vibration.

- Do not allow any foreign matter to enter the interior of the unit or get between the keys. Be especially careful of metal objects.

- To prevent electric shock, do not remove screws. No user serviceable parts inside.

- Use only soft, dry cloth to clean your unit. Water or thinners may damage the covers, cases or electronic circuitry.

Handling Disks

- Never touch the magnetic material inside the plastic cartridge.

- Never expose to magnetism (such as found near telephones, loud speakers and common magnets).

- Never carry your unit with the disk installed.
CONTENTS

Precautions ................................................................. 2
Cautions ........................................................................ 3
Handling Disks ............................................................. 3

Chapter 1 BEFORE USING

1-1 COMPONENT DESCRIPTION ......................................... 10–16
   A. Main Parts ........................................................... 10
   B. Selector Keys ....................................................... 12
   C. Function Keys ..................................................... 14
   D. Names and Operation of the LCD .......................... 16

1-2 POWER SUPPLY .......................................................... 17
   A. Using Household AC Power ................................. 17
   B. Power Switch ...................................................... 17
   C. Memory Back-up Function ................................... 17

1-3 CHANGING THE RIBBON CASSETTE ......................... 17

1-4 CHANGING THE CORRECTION TAPE ............................ 18

1-5 CHANGING THE DAISYWHEEL ................................. 18

1-6 INSERTING THE PAPER .............................................. 19

1-7 MICRO-FLOPPY DISK .................................................. 20
   A. Inserting the Micro-Floppy Disk ......................... 20
   B. Protecting a Disk from Erasure ......................... 20

1-8 TYPEWRITER MODE AND WORD PROCESSOR MODE ...... 21, 22
   A. Main Menu ........................................................ 21
   B. Help Key ......................................................... 22

1-9 USING THE TUTORIAL DISK ......................................... 23
   A. Tutorial Disk ..................................................... 23
   B. Using the Tutorial Disk ...................................... 23
Chapter 2 USING THE KX-W1000 AS A TYPEWRITER

2-1 TYPEWRITER MODE ......................................................... 24-44
A. Procedure for Typing ................................................. 24
B. Using the Display ..................................................... 25
   Status Line and Ruler Line ........................................... 25
   Cursor ........................................................................ 25
   Display Messages ...................................................... 26
   Display Symbols ....................................................... 26
C. Margin Formats ........................................................... 27
   To Clear Margins and Tabs .......................................... 27
   To Set Margins and Tabs .............................................. 27
D. Hot Zone ..................................................................... 28
E. Storing/Changing the Margin Format .............................. 29
F. Index ( $ ) and Reverse Index ( $ ) ................................. 30
G. Correction .................................................................. 30
   To Correct Errors on the Current Line ......................... 30
   To Make Manual Corrections on a Previous Line ............. 31
   Disabling Print When Making Manual Corrections ........... 32
   To Make Corrections on the Display .............................. 33
   To Erase One Word at a Time ........................................ 34
   To Erase One Line at a Time ......................................... 34
H. Bold Print ................................................................. 35
I. Underlining ................................................................. 35
   Continuous Underlining .............................................. 35
   Word by Word Underlining ......................................... 35
J. Decimal Tabulation ....................................................... 36
K. Centering ................................................................. 37
   Between Margins ....................................................... 37
   Between Tab Stops ..................................................... 38
   Over a Specified Point ................................................ 38
   Auto Half Space ........................................................ 39
L. Carriage Return (NORM•AUTO) .................................... 39
M. Right Margin Flush ..................................................... 40
N. Paragraph Indent ....................................................... 41
O. Permanent Hyphen .................................................... 42
P. Permanent Space ....................................................... 42
Q. Caps Lock ............................................................... 43
R. Micro Spacing .......................................................... 43
S. Half Space ............................................................... 43
T. Embedding the Display Symbols ................................. 44
U. Typing Impression Control .......................................... 44
Chapter 3 USING THE KX-W1000 AS A WORD PROCESSOR

3-1 WORD PROCESSOR MODE ............................................. 45-47
   A. Entering the Word Processor Mode ................................ 45
   B. Using the Display .................................................... 46
       Status Line and Ruler Line ......................................... 46
       Cursor ................................................................... 47
       Display Messages ..................................................... 47
       Display Symbols ...................................................... 47

3-2 TEXT MEMORY .............................................................. 48-53
   A. To Create a New Text in Memory .................................. 48
       Margin Formats ......................................................... 48
       Entering a New Text .................................................. 49
       Insert/Over Typing ..................................................... 49
       Layout Display .......................................................... 50
       To Disable the Status and Ruler Lines in Text Mode .......... 50
   B. Correction ................................................................ 51
       To Make Corrections on the Display ............................. 51
       To Erase One Word at a Time ..................................... 51
       To Erase One Line at a Time ....................................... 51
   C. To Continue the Text in Memory ................................. 52
   D. To Print a Text from Memory ....................................... 53
       To Stop Printing in the Middle of the Text .................... 53

3-3 MODIFICATION .............................................................. 54-64
   A. To Recall a Text for Modification ................................. 54
   B. Scrolling through Text on the Display ......................... 54
       Scrolling to the Next Page ......................................... 54
       Scrolling to the Previous Page .................................... 54
       Jumping to a Desired Page ........................................ 55
       Scrolling to the Next Display ..................................... 55
       Scrolling to the Previous Display ............................... 55
       Scrolling to the Beginning of the Line ....................... 55
       Scrolling to the End of the Line ................................. 55
   C. Word Search ............................................................. 56
   D. Word Replace .......................................................... 57
   E. Block Move, Copy and Delete ..................................... 59
       To Move a Block of Information ................................. 59
       To Copy a Block of Information ................................. 60
       To Delete a Block of Information ............................... 60
   F. Setting/Changing the Margin Format ........................... 61
   G. Setting Page Length ................................................. 62
   H. Changing Line Spacing within a Text ......................... 62
   I. Page Break .............................................................. 63
   J. To Clear a Text from Memory ..................................... 63
   K. Word-Wrap .............................................................. 64
3-4 APPLICATION ................................................................. 65, 66
A. Stop Code ................................................................. 65
   To Store a Text with Stop Codes ................................. 65
   To Print a Text with Stop Codes ................................. 66
3-5 ENHANCED TYPING FEATURES ................................. 67–75
A. Bold Print ................................................................. 67
B. Underlining ............................................................... 67
   Continuous Underlining ............................................... 67
   Word by Word Underlining .......................................... 67
C. Decimal Tabulation .................................................... 68
D. Centering ................................................................. 69
   Between Margins ....................................................... 69
   Between Tab Stops ..................................................... 70
   Over a Specified Point ............................................... 70
E. Right Margin Flush .................................................... 71
F. Paragraph Indent ....................................................... 72
G. Permanent Hyphen .................................................... 73
H. Permanent Space ....................................................... 73
I. Caps Lock ................................................................. 74
J. Micro Spacing ............................................................ 74
K. Half Space ................................................................. 74
L. Embedding the Display Symbols .................................. 74
M. Typing Impression Control ......................................... 75

Chapter 4 PHRASE MEMORY

4-1 PHRASE MEMORY ......................................................... 76–79
A. To Store Information in the Phrase Memory .................. 76
B. To Modify a Phrase ..................................................... 78
C. To Insert a Phrase into Text ......................................... 78
D. To Clear a Phrase from Memory .................................... 79

Chapter 5 MICRO-FLOPPY DISK

5-1 USING THE MICRO-FLOPPY DISK ............................. 80–91
A. Formatting the Disk .................................................... 80
B. Storing a Text to the Disk ............................................. 81
C. Loading a Text File from the Disk to Memory ................ 83
D. Renaming a File ........................................................ 83
E. Showing the File Names on the Disk ............................. 87
   Printing a List of the File Names ................................. 87
F. Appending a Text ....................................................... 88
G. Copying the Entire Disk .............................................. 89
H. Deleting a File from the Disk ....................................... 91
Chapter 6 MAIL MERGE

6-1 MAIL MERGE .............................................. 93–104
A. Creating a Form Letter ........................................ 93
   Creating a Reference Code .................................. 93
B. Creating a Mail List ........................................... 95
C. Merging a Form Letter and Mail List ....................... 97
D. Creating a Qualified Mail List ............................... 100
E. Selecting from a Qualified Mail List ........................ 102
   Wildcards ...................................................... 102
F. Printing Envelopes and Labels ............................... 103
   Creating a Dummy Text ...................................... 103
   Printing Envelopes and Labels .............................. 104

Chapter 7 ADDRESS LIST MEMORY

7-1 ADDRESS LIST MEMORY ..................................... 105–120
A. To Create Records and Store to the Disk ................... 107
B. To Load the Address List File from the Disk ............... 110
C. To Add to an Existing Address List .......................... 111
D. To Sort Records in Alphabetical Order ..................... 112
E. To Modify a Record .......................................... 113
F. Record Search ................................................ 114
G. To Copy a Record to Another Record ....................... 115
H. Printing from the Address List Memory ...................... 116
   To Print the Address List .................................. 116
   To Stop Printing in the Middle of the Record ........... 117
I. To Print a Record on the Envelope ............................ 117
J. To Delete a Record from Memory ............................. 119
K. To Delete All Records from Memory ......................... 120

Chapter 8 AUTO COLUMN PLUS

8-1 AUTO COLUMN PLUS .......................................... 121–134
A. To Create an Auto Column File ............................... 123
B. To Calculate in an Auto Column ............................. 126
C. To Print an Auto Column ..................................... 130
D. To Modify an Existing Auto Column ......................... 130
E. To Store an Auto Column File to the Disk ................. 132
F. To Load an Auto Column File from the Disk ............... 133
G. To Delete an Auto Column from Memory ................... 134
Chapter 9 THESAURUS

9-1  THESAURUS ............................................................. 135, 136

Chapter 10 ACCU-SPELL PLUS™

10-1  ACCU-SPELL PLUS™ (Spell Verifying/Correcting Feature) .......... 137–143
   A. Accu-Spell Plus Operation .................................... 138
      Word Endings ...................................................... 139
   B. How to Verify/Correct the Spelling of an Entire Text or Phrase .. 140
   C. How to Add Words to the User’s Dictionary .................. 141
   D. How to List Words in the User’s Dictionary ................. 142
      How to Display the Contents of the User’s Dictionary .. 142
      How to Print the Contents of the User’s Dictionary . 142
      How to Exit the List Mode .................................... 142
   E. How to Delete Words from the User’s Dictionary .......... 143

Chapter 11 APPENDIX

11-1  LIST OF CODE KEY FUNCTIONS .................................. 144–146

11-2  LIST OF DISPLAY MESSAGES .................................... 147, 148

11-3  OTHERS .......................................................... 149
   A. Troubleshooting ............................................... 149
   D. Product Service .............................................. 149

11-4  OPTIONAL ACCESSORIES ....................................... 150

11-5  SPECIFICATIONS .................................................. 150

11-6  INDEX .................................................................. 151–153
A Main Parts

Paper Support

Paper Guide
(Refer to page 19.)

Front Plate
The Front Plate must be removed when you change the daisywheel, ribbon cassette or correction tape.

Platen Knob (left)
This is used to manually feed the paper up or down.
Pushing the left platen knob inward disengages the Platen clutch so that it can be rotated freely without affecting the line spacing.

Paper Bail Lever
Pulling this lever toward you moves the Paper Bail away from the Platen to make paper insertion easy.

LCD (Liquid Crystal Display)
This unit has a 14-Line by 80-Character Adjustable-Angle LCD display which helps to confirm the typed characters before printing and is used to edit text.
The display can be angled to one of six positions.
Open the Paper Support and then simply grip the display on each side and gently pull it toward you with an upward motion.

Carriage
The ribbon cassette, correction tape and daisywheel are mounted on the carriage.

LCD Cover
- **Paper Release Lever**
  This lever is used to release the paper. Pulling this lever toward you releases the paper so that you can adjust it freely. Be sure to move this lever back to engage the paper before typing.

- **Platen Knob (right)**

- **Paper Bail and Rollers**
  These are used to hold the paper against the Platen. Set the rollers according to the width of the paper being used.

- **Pitch Scale**
  Scales for three pitches of 10, 12 and 15 characters per inch are shown. Use these scales for margin and tab setting.

- **LCD Contrast Control**
  This is used to adjust the contrast of the LCD.

- **Micro-Floppy Disk Drive**
  Insert the 3.5" micro-floppy disk into this.

- **Eject Button**
  Pushing this button removes the micro-floppy disk from the disk drive. Never push the Eject button while the Access Indicator is lit.

- **Access Indicator**
  This lights when the unit writes or reads information to or from the micro-floppy disk.

- **Carrying Handle**
  Excessive stress may cause the handle to snap off.

- **AC Power Cord Compartment Cover**
  Stores AC Power Cord

- **Power Switch [POWER ON-OFF]**
B  Selector Keys

Typing Mode Selector Key (MODE)

Normal (NORM) Typing Mode

The characters entered will be printed immediately. You can set the margins and tabs in this mode and select either NORM or AUTO Carriage Return in the Typewriter Mode by pressing the CODE + A keys.

Display (DISP) Typing Mode

The characters entered will first appear on the display and can be edited (inserted, deleted, corrected) before they are printed. You can select either NORM or AUTO Carriage Return in the Typewriter Mode. To print a line which does not reach the right margin or “Hot Zone”, press the RETURN key.

Justify (JUST) Typing Mode

The characters entered will first appear on the display, at which time the characters can be edited before they are printed. When the characters exceed the right margin, the unit will start printing the line up to the last word within the right margin, aligning the last character of each line at the right margin and returning the carriage automatically.

To print a line which does not reach the right margin, press the RETURN key.

- In the Word Processor Mode, the characters entered will appear on the display at any time (NORM/DISP/JUST).

Pitch Selector Key (PITCH)

This selector should correspond with the pitch of daisywheel in the machine.

Each time this selector key is pressed, “10”, “12” and “15” will appear on the display in that order.

- "10" . . . 10 character per inch (2.54 cm) or 100 characters per line can be printed.
- "12" . . . 12 characters per inch (2.54 cm) or 120 characters per line can be printed.
- "15" . . . 15 characters per inch (2.54 cm) or 150 characters per line can be printed.

- When setting each position, the margin format will be changed corresponding to the current pitch setting.
**Line Spacing Selector Key (L. SPACE)**

This selector is used for choosing the amount of paper that is fed each time the RETURN key is pressed, which in turn generates a linefeed command. Each time the Line Spacing selector key is pressed, “1”, “1.5”, and “2” will appear on the display in that order.

“1”....... Paper is fed one line for each linefeed command.
“1.5”..... Paper is fed one and a half lines for each linefeed command.
“2”....... Paper is fed two lines for each linefeed command.

• When the Platen Knob is rotated manually, each click moves the Platen one half line.

---

**Keyboard Selector Key (K.B)**

This selector is used to switch between the characters and symbols contained on each key cap. Each time this selector key is pressed, “I” and “II” will appear on the display in that order.

“1”....... The characters and symbols on the left side of the key can be typed.
“II”....... The characters and symbols on the right side of the key can be typed.

• “Dead” keys
These five accent symbols (“’”’’””) can only be used in combination with the characters shown. They will not be printed until the character, which is to fall below, is pressed.

Shift, KBI 1/4 C Shift, KBI
No shift, KBI 1/2 B No shift, KBI

aeiou AEIOU aeiou AEIOU aeiou AEIOU aeiou AEIOU aON AON
Function Keys

**Margin Release Key (MAR REL)**
Releases left and right margins.

**Tab Key (TAB)**
Moves the carriage/cursor to the next tab stop position or to the right margin.

**Left Margin Key (L MAR)**
Sets the left margin at the current carriage/cursor position.

**Right Margin Key (R MAR)**
Sets the right margin at the current carriage/cursor position.

**Tab Set Key (TAB SET)**
Sets TAB stops.

**Tab Clear Key (TAB CLR)**
Clears individual TAB stop. Also clears all tabs and margins when used with the CODE key.

**Shift Lock Key (LOCK)**
Pressing down this key creates Shift lock so that capital letters or symbols on the top part of keys can be entered successively. Pressing the SHIFT key terminates Shift lock.

**Shift Key (SHIFT)**
Pressing a character key while holding down this key causes the capital letter or the symbol on the top part of the key to be entered.

**Space Bar**
Moves the carriage/cursor one space toward the right.

**Repeat Key (RPT)**
Repeats all character and spacing keys.

**Code Key (CODE)**
Command key for automated functions used in conjunction with other keys.

**Reverse Index Key (↑)**
Moves the paper down 1/2 line.
- **Backspace Key (BACKSPACE)**
  Moves the carriage/cursor one space toward the left.

- **Forward Key (FWD)**
  Moves the carriage/cursor one space toward the right.

- **Menu Key (MENU)**
  Allows you to view the menu contents.

- **Help Key (HELP)**
  Displays help messages for coded functions.

- **Next/Previous Page Key (NEXT PAGE/PREVIOUS)**
  Scrolls the Display to the next page. Also scrolls the Display to the previous page when used with the CODE key.

- **Print Key (PRINT)**
  Instructs the unit to start/stop printing documents or phrases stored in memory.

- **Cancel Key (X)**
  Deletes characters from paper, display and memory.

- **Up Arrow Key (↑)**
  Moves the cursor up one line on the display.

- **Left Arrow Key (←)**
  Moves the cursor one space toward the left on the display.

- **Right Arrow Key (→)**
  Moves the cursor one space toward the right on the display.

- **Down Arrow Key (↓)**
  Moves the cursor down one line on the display.

- **Return Key (RETURN)**
  Moves the carriage/cursor to the left margin of the next line.

- **Index Key (↓)**
  Moves the paper up ½ line.

- **Shift Key (SHIFT)**
  Allows you to delete one word at a time. Also deletes one line at a time when used with the CODE key.

- **Quick Erase Key (QUICK ERASE)**
  Allows you to delete one word at a time. Also deletes one line at a time when used with the CODE key.

- **Relocate/Express Key (RELOC/EXP)**
  Moves the carriage/cursor next to the last character. (When you press this key after correcting errors on a previous line, the carriage/cursor moves next to the last printed character on the end of the lines so that you can continue typing with no delay.) Moves the carriage/cursor to the beginning of the line without line spacing when used with the CODE key.

- **Accu-Spell Plus Keys**
  Refer to Chapter 10.
Names and Operation of the LCD

**MODE**
This indicates the current Typing Mode. (NORM/DISP/JUST)

**PITCH**
This indicates the current Pitch Setting. (10, 12, 15)

**L.SP**
This indicates the current Line Spacing. (1, 1.5, 2)

**KB**
This indicates the current Keyboard Selection. (I, II)

---

**Column Display**
In the Text or Phrase Memory Mode, this indicates the number of the column in which the cursor is located.

**Line Display**
In the Text or Phrase Memory Mode, the line number is displayed.

**Page Display**
In the Text or Phrase Memory Mode, the page number is displayed.

**Memory Remain Display**
This indicates the number of remaining characters available in the Text, Phrase or Address List Memory Mode.

---

**Editing & Message Lines**
Typed characters or characters called from memory are displayed on these lines. Characters can be edited in this area before they are printed. Also, these lines indicate various messages (messages that indicate what to do next and tell you what error was made), etc.
1-2 POWER SUPPLY

A Using Household AC Power

**Caution**
Power source voltage of this unit is listed on the nameplate. Do not fail to plug into the right voltage.

Connect the AC Power Cord to a Household AC Outlet.

B Power Switch

When the POWER switch is set to "ON", the carriage will move to the left margin which was previously set. The unit is now ready for typing.

C Memory Back-up Function

The following information will be stored even after the POWER switch is turned off:

- Stored Phrase
- Tabs
- Margins
- Stored Dictionary
- Typing Impression
- Selector Mode

The built-in lithium battery that is used to retain these functions can be used for about 5 years.

1-3 CHANGING THE RIBBON CASSETTE

1 After turning the POWER switch off, open the Paper Support and remove the Front Plate. You will see the carriage, ribbon cassette and daisywheel.

2 Hold the ribbon cassette on both sides and lift up the front portion (where the ribbon is exposed) to remove.

3 To insert a new cassette, place the back end of the cassette on the cassette holder on the carriage and snap the front portion of the cassette onto the carriage.

4 Advance the tension knob on the cassette counter-clockwise until the ribbon slack is removed.
1-4 CHANGING THE CORRECTION TAPE

1 After turning the POWER switch off, to replace the correction tape, lift out the typing ribbon cassette (see "1-3 CHANGING THE RIBBON CASSETTE") and remove the two spools of the lift-off tape by pulling them outwards.

2 Place the empty spool of new tape on the left pin so that the tape winds counter-clockwise. Place the tape around the left guide and behind both metal guides. Pull the tape around the right guide and place the loaded spool on the right pin so that the tape unwinds counter-clockwise.

3 Manually turn the left-hand spool in the counter-clockwise direction, tightening the tape until resistance is felt.

4 Replace the typing ribbon cassette.

"After exchanging the correction tape, confirm that the correctable (rough) side of the tape faces toward the platen.

1-5 CHANGING THE DAISYWHEEL

You can remove the daisywheels without removing the ribbon cassette. You will see a green lever on the right side of the carriage. Pull this lever toward you and lift out the plastic cartridge of the daisywheels.

After turning the POWER switch off, to insert the daisywheels, place the plastic cartridge in the carriage with the characters facing toward the platen. Push the green lever back into position."
1-6 INSERTING THE PAPER

1 Open the Paper Support and position the Paper Guide for the size of the paper you are using. (The Paper Guide is located on the Paper Support and can be moved from side to side.)

2 Insert the paper evenly behind the Platen.

3 Pull the Paper Bail Lever towards you. While keeping the left edge of the paper in line with the Paper Guide, turn the Platen Knob until the paper appears at the front of the Platen.

4 Feed the paper underneath the Paper Bail, pull the Paper Release Lever, and adjust the paper so that both right and left edges are aligned.

5 Return the Paper Release and the Paper Bail Levers to their original positions and then position the Paper Bail Rollers to secure the paper.

Proper printing and correction will not be possible if there is any slack in the paper. Hold the paper by the top edges and pull up to remove any slack.
## 1-7 MICRO-FLOPPY DISK

Your unit is equipped with a Random Access Micro-Floppy Disk Drive. This Micro-Floppy Disk Drive allows you to use a 3.5-inch 1DD type micro-floppy disk. "1DD" means single-sided, double density and double track. You may store up to 353K per disk. The 353K means approximately 353,000 characters of information.

### A Inserting the Micro-Floppy Disk

1. Insert the disk into the Disk Drive as shown.
2. Gently push the disk until it clicks and the Eject Button pops out.
3. Push the Eject Button to remove it.

- Never Turn the Power Switch on or off when the disk is installed in the Disk Drive.
- Never insert or remove a disk while the Access Indicator is lit.

### B Protecting a Disk from Erasure

The Disk can be protected against accidental erasing. When the disk is protected, you cannot FORMAT, STORE, RENAME or DELETE documents. This feature prevents you from “accidentally” erasing or disturbing documents on the disk.

To protect a disk, slide the button toward the base of the cartridge so that a hole appears.

If you try to store on or format a protected disk, the display will prompt:

```
Protected Disk!
```

To remove the Protection, slide the button toward the top of the cartridge to close the hole.
1-8 TYPEWRITER MODE AND WORD PROCESSOR MODE

The unit has two operation modes: Typewriter Mode and Word Processor Mode.

**Typewriter Mode**
When you turn on the power, the unit is automatically set to the Typewriter Mode. In this mode, you can operate the unit as an electronic typewriter.

**Word Processor Mode**
The unit automatically stores your text created in this mode to the Text Memory. This mode allows you to create a new text, to edit it, to store it to the disk, to print it and to use the Mail Merge. Once you begin using the Word Processor Mode, you will find yourself using it all the time because of its useful functions.

Chapter 2 provides instructions for the Typewriter Mode, and Chapter 3 for the Word Processor Mode.

### A Main Menu

1. **Turn on the POWER switch.**
2. **Press the MENU key.**
   You will see the Main Menu on the display.

<table>
<thead>
<tr>
<th>Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Typewriter Mode</td>
</tr>
<tr>
<td>2. Create New Text</td>
</tr>
<tr>
<td>3. Edit Text in Memory</td>
</tr>
<tr>
<td>4. Load Text File from Disk</td>
</tr>
<tr>
<td>5. Store Text to Disk</td>
</tr>
<tr>
<td>6. Mail Merge</td>
</tr>
<tr>
<td>7. Address List</td>
</tr>
<tr>
<td>8. Auto Column Plus</td>
</tr>
<tr>
<td>9. Utility and Tutorial</td>
</tr>
</tbody>
</table>

The Main Menu allows you to select the desired function.

1. **Typewriter Mode** ............. This mode allows you to operate the unit as an electronic typewriter.
2. **Create New Text** ............. Selects the Word Processor Mode. Text created in this mode is stored in the Text Memory.
3. **Edit Text in Memory** ............ Allows you to edit the text stored in the Text Memory.
4. **Load Text File from Disk** ........ Loads a text file stored on a disk into the Text Memory.
5. **Store Text to Disk** ............. Stores the text created in the Text Memory to a disk.
6. **Mail Merge** ............. Allows you to merge a form letter requiring variable information with a mail list.
7. Address List ............... Allows you to store up to 999 separate records in Address List Memory.

8. Auto Column Plus .......... Allows you to make a ruled table of data and perform basic calculations

9. Utility and Tutorial ......... • Opens or erases a phrase in the Phrase Memory.
• Deletes or renames a file stored on a disk.
• Copies a disk to another disk.
• Formats a disk for first time use or erases all previously stored files.
• Shows the names of the files stored on a disk.
• Teaches you how to operate the functions.

B Help Key

The HELP key has been specifically designed for you to do just that—HELP you when you cannot remember how to perform a function.

As you continue through this section of the manual, you will learn how to do certain functions and why you are doing them. When at any time, you cannot remember how these steps are performed, the HELP key will guide you through.

You may access the HELP functions by pressing the HELP key.

The Main HELP menu gives all the Coded functions and a condensed explanation of what each code represents. This list is alphabetized. Some of the Codes have asterisks (*) beside them. These coded functions are self-explanatory and do not have sub-menues.

The more advanced features (without asterisks) offer sub-menues. These sub-menues provide step by step detail.

Let's call up the HELP menu to see how it works.

Press the HELP key.
Your display will show a list of coded operations.
(Main HELP Menu)

• For more HELP, press the INDEX (↓) key. The second display of the Main HELP Menu appears. Pressing the INDEX (↓) key repeatedly, allows you to move through the sub-menues of each operation. To return to the previous display, press the REVERSE INDEX (↑) key.

To return to the first display from the sub-menu, press the CODE + RELOC keys.

In order to recall detailed sub-menues for various functions directly, press the CODE+ “the letter key corresponding to the function required”.

For example,

Press the CODE+ P keys.
You will see the operational steps for Stop Code.

• If you press the INDEX (↓) key, the sub-menu for the next alphabetical code will appear.
• If you press the CODE+ any other Code command keys, that sub-menu will appear if available.
• To exit the HELP display, press the HELP key again.
1-9 USING THE TUTORIAL DISK

A Tutorial Disk

The floppy disk included with your system contains a tutorial program. Operating this tutorial will teach you some of the most popular features of your system. This is a quick and informative way to learn more about your unit.

B Using the Tutorial Disk

1. Turn on the POWER switch.

2. Insert the disk included with your system into the Disk Drive.

3. Press the MENU key to display the Main Menu.

   Main Menu
   1. Typewriter Mode
   2. Create New Text
   3. Edit Text in Memory
   4. Load Text File from Disk
   5. Store Text to Disk
   6. Mail Merge
   7. Address List
   8. Auto Column Plus
   9. Utility and Tutorial

4. Select “Utility and Tutorial” by using the ARROW keys or entering “9”.

5. Press the RETURN key.
   The display will show the Utility menu.

   Utility and Tutorial
   1. Open Phrase
   2. Erase Phrase
   3. Delete File from Disk
   4. Rename File
   5. Copy Disk
   6. Format Disk
   7. Show Directory
   8. Tutorial

6. Select “Tutorial” by using the ARROW keys or entering “8”.

7. Press the RETURN key.
   The display will show the tutorial messages.

8. Read the tutorial messages and follow the instructions.
2-1 TYPEWRITER MODE

This section introduces you to the fundamental operations of your Panasonic Personal Word Processor. Read through it and do the exercises to familiarize yourself with each operation.

A  Procedure for Typing

1  Confirm that the ribbon cassette, correction tape and daisywheel are properly installed on the carriage.
   • Remove the Ribbon Cassette Stopper and the Carriage Stopper if you have not already done so.

2  Turn on the POWER switch.
   Whenever you turn on the Power, the unit is automatically set to the Typewriter Mode.
   The unit remembers the last margin format you used and moves the carriage/cursor to the stored left margin.
   The display shows the number of characters available on the writing line, the typing mode, the pitch, the line space, the keyboard, etc. on the Status line.
   • Confirm that the Pitch Selector is set to the pitch of the daisywheel you are using.

3  Insert the paper behind the platen and rotate the platen knob to feed the paper to the desired position.
   Now you can begin typing.

4  Type the following characters.

   Typewriter

   • When the Typing Mode is set to the “NORM” position, the characters will be printed on the paper immediately.
   • When the Typing Mode is set to the “DISP” or “JUST” position, the characters will appear on the display. Press the RETURN key to print them, at the same time the characters on the display will disappear.
   • The characters will be printed on the paper as shown.

   ![Typewriter]

You will now learn how to use the unit to perform simple operations. Read the following descriptions thoroughly in order to make the most use of the splendid functions of the unit.

When you want to return to the Typewriter Mode from a different mode, press the MENU key. You will see the Main Menu on the display. Select “Typewriter Mode” by using the ARROW keys or entering “1” and press the RETURN key.
B Using the Display

The unit has a 14-Line by 80-Character Adjustable-Angle LCD which acts as an operator prompt, allowing you to correct, edit, move or delete information.
When typing, most errors are "felt" by the operator. Through the use of the display, you can check if there are errors and correct them before they are printed.

In order to activate the display, your Typing Mode Selector must be set to "DISP" or "JUST" position.

In the Typewriter Mode, just one line is used for typing.

Status Line and Ruler Line

The display shown below appears a few seconds after you turn on the power or set the unit to the Typewriter Mode.

<table>
<thead>
<tr>
<th>Status Line</th>
<th>Character Counter</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORM 10 1 I</td>
<td>COUNT 100</td>
</tr>
<tr>
<td>Ruler Line</td>
<td></td>
</tr>
</tbody>
</table>

At the top of the display, you will see the Status Line and the Ruler Line. When using your unit as a typewriter, you will see a character counter at the top right corner of the display. This counter tells you how many characters are on the writing line and how many remain as you type information. Also, you will see the typing mode, pitch, line space and keyboard setting on the Status Line.

Beneath the Status Line, you will see the dotted Ruler Line. This line indicates the current margin and tab settings, and the beginning of the "Hot Zone."

L: Left margin
R: Right margin
T: Tab stop position
H: Beginning of the Hot Zone
"r: Hot Zone & Tab Stop

Every tenth space is represented by the number on the Ruler Line and a diamond (♦) represents every fifth space.

Cursor

When working with the display, you will see a flashing symbol which is called the cursor. This lets you know where you are at all times regardless of your typing mode.
Display Messages

The display will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book (Chapter 11), you will find a listing of all the display messages offered to you on your system.

Display Symbols

As you begin the exercises, you will see various symbols on the display. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your unit to perform.

Display Symbols (Typewriter Mode)

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>⬅️ ⬅️</td>
<td>BOLD Mode Start/End</td>
<td>⬇️</td>
<td>Paragraph Indent</td>
</tr>
<tr>
<td>⬅️ ⬅️</td>
<td>Continuous Underline</td>
<td>⬇️</td>
<td>Half Space</td>
</tr>
<tr>
<td>Mode Start/End</td>
<td></td>
<td>⬅️ ⬅️</td>
<td>Micro Space</td>
</tr>
<tr>
<td>⬅️ ⬅️</td>
<td>Word by Word Underline</td>
<td>⬅️</td>
<td>Permanent Space</td>
</tr>
<tr>
<td>Mode Start/End</td>
<td></td>
<td>⬅️</td>
<td>Temporary Hyphen</td>
</tr>
<tr>
<td>⬇️</td>
<td>Index Command</td>
<td>⬅️</td>
<td>Reverse Index Command</td>
</tr>
</tbody>
</table>
C Margin Formats

Left Margin  Right Margin
---  ---
Tab  Tab  Tab

When you turn on the POWER switch, the margin formats (margins and tabs) which were previously stored will automatically be set.

If you want to change this margin format, simply do the following:

To Clear Margins and Tabs

The unit allows you to clear all tabs and margins at one time.

1 Press the RETURN key.
   The carriage/cursor must be at the left margin to begin making changes to the margin format.

2 Press the CODE+TAB CLR keys.
   The carriage moves to the far left and clears the entire Line Format (both margins and all tabs).

To Set Margins and Tabs

1 Clear the current margin format.
   Refer to “To Clear Margins and Tabs”.

2 Press the SPACE BAR key to move the carriage/cursor to the desired left margin position.

3 Press the L MAR key to set the left margin. You will see the letter “L” on the Ruler Line representing the left margin.

4 Press the SPACE BAR until you reach the first desired TAB stop.

5 Press the TAB SET key to set the first TAB stop.
   You will see the letter “T” on the Ruler Line representing the TAB stop. If necessary, press the TAB CLR key to clear a TAB stop.

6 Repeat steps 4 and 5 for each desired TAB stop. Remember that the maximum number of TAB stops is 28.
   If you have entered more than 29 tab stops, the display will show:

   Too Many Tab Stops!!
7 Press the **SPACE BAR** to move the carriage/cursor to the desired right margin position.

8 Press the **R MAR** key to set the right margin. You will see the letter "R" on the Ruler Line representing the right margin.

9 Press the **RETURN** key to move the carriage to the left margin on the next line and the cursor to the left margin on the same line.

- When a TAB Stop is set on the beginning of the Hot Zone, the position is indicated by "H" on the Ruler Line.
- 11 spaces are required between the right and left margins.

For the first exercise, set up the following:

- Set the left margin at 15
- Set the first TAB at 30
- Set the second TAB at 45
- Set the third TAB at 60
- Set the right margin at 75

Your display will show the number of characters available on the Writing Line. In this case, “COUNT 60” will be displayed on the Status Line.

---

**D Hot Zone**

The “Hot Zone” represents the number of spaces between the bell and the last character at the right margin. When the carriage/cursor enters the “Hot Zone”, you will hear the bell which indicates that the right margin is approaching.

The beginning of “Hot Zone” is represented by an “H” on the Ruler Line and “Hot Zone” is preprogrammed in the machine at 8 spaces from the right margin. (Refer to p. 27.)
E  Storing/Changing the Margin Format

The unit allows you to store/change memorized margin formats by using the CODE + L keys.

Two different margin formats can be stored in the memory of the unit. You can name these formats Y or Z.

To store/change either of the margin formats perform the following.

1. In the first exercise, you set up a margin format. (Refer to p. 27.)
   Now you are going to store this format in memory.
   
   CODE + L
   
   Store Current Margin Format to Y/Z?

2. Press the CODE + L keys.

3. Press the Y key.
   These margin and tab settings are now stored in memory.

4. Press CODE + TAB CLR keys to set up the second format and store it in margin format Z.
   Set the left margin at 11
   Set the first TAB at 20
   Set the second TAB at 33
   Set the third TAB at 45
   Set the fourth TAB at 54
   Set the right margin at 64

5. Press RETURN key.

6. Press the CODE + L keys.
   
   Store Current Margin Format to Y/Z?

7. Press the Z key.

   - In the future, this margin format may be recalled at any time by pressing CODE + Y or CODE + Z. This eliminates the need to reset margin and tab settings. REMEMBER, CODE + L is only used when STORING margin formats.
   - When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous format by pressing CODE + L and selecting Y or Z.
Index (↓) and Reverse Index (↑)

The INDEX (↓) key allows you to move the paper 1/2 line toward the bottom of the page. The REVERSE INDEX (↑) key allows you to move the paper 1/2 line toward the top of the page.

These keys are used for the typing of superscripts (e.g. $10^3$) and subscripts (e.g. $\log_{10} 1000$). You will also use them during correction.

1. To type this sentence, you would first enter “The 4th” and then:

   2. Press the REVERSE INDEX (↑) key and type “th.”

3. Press the INDEX (↓) key to reposition the carriage on the actual typing line.

4. Continue typing. To type subscript, reverse the keystroke order.

Correction

To Correct Errors on the Current Line

The unit has a one line correction memory so that you can delete the characters on the current line automatically with one simple operation.

1. To erase the last printed character on the current line;
   Press the CANCEL («) key to “lift” the incorrect character off the paper. If you press the CANCEL («) key again or the RPT key, the next character will be erased.
   • To erase characters towards the beginning of the line, press the CODE+RELOC keys, the SPACE BAR or the BACK-SPACE key and position the carriage so that the character to be erased is aligned between the two vertical lines on the top of the Card (Plastic) Scale.
   Press the CANCEL («) key.

2. Type the correct character(s).

3. Press the RELOC key after making the correction to move the carriage/cursor back to the end of the line.
To Make Manual Corrections on a Previous Line

In the Typewriter Mode, if you have typed several lines and notice an error in one of the preceding lines, you may instruct the unit to perform Manual Correction.

To erase characters on previous lines:

1. Press the CODE + CANCEL (🗑️) keys. The message “Manual Correction Mode” will appear on the display.
   This instructs the unit to enter the Manual Correction Mode. The carriage/cursor will automatically move to the left margin to allow you to begin making corrections.

2. Press the REVERSE INDEX (↑) key to position the carriage on the line with the error.

3. Position the carriage over the error by using the SPACE BAR, TAB, CODE + J (Micro Spacing), CODE + H (Half Spacing) or BACKSPACE key.

4. Press the CODE + CANCEL (🗑️) keys.

5. Retype the incorrect character. This will lift the character off the paper.

6. Type the correct character.
   If the Typing Mode is set to the “DISP” or “JUST”, press the PRINT or RETURN key.
   • Repeat steps 2-6 to correct errors on another line.
   • Repeat steps 3-6 to correct another character on the same line.

7. Press the RELOC key.
   This will position the carriage to the end of the last line.
   The message “Manual Correction Mode” will disappear from the display.
Disabling Print When Making Manual Corrections

The PRINT key may be used to make manual corrections. This feature is especially helpful when correcting in the Justify Printing Mode or making many corrections successively.

1. Press the CODE+CANCEL (🗑) keys.
The carriage/cursor will automatically return to the left margin.

2. Press the REVERSE INDEX (愎) key to position the carriage at the beginning of the line on which the correction is to be made.

3. Press the PRINT key.
The message “No Print Mode” will appear on the display.

4. Position the carriage over the error by using the SPACE BAR, TAB, CODE+J, CODE+H or BACKSPACE key.

5. Retype the error.
This information has now been entered back into memory but has not been reprinted on the paper.

6. Press the PRINT key.
The message “No Print Mode” will disappear from the display.

7. Press the CANCEL (🗑) key to delete the entered characters.

8. Type the correct character.
   - When Typing Mode is set on “DISP”, press the PRINT key to print characters.
   - Repeat steps 2-8 for each error to be corrected.

9. Press the RELOC key.
   This will position the carriage/cursor to the right of the character printed last before correction.

In the Justify Printing Mode:

- Perform steps 1-2.
- Press the PRINT key.
- Retype the entire line with the error, and continue typing the line until the carriage reaches the right margin. It is necessary to type beyond the error line so that the unit can perform its justification.
- Press the BACKSPACE key or SPACE BAR to position the carriage on the error.
- Press the CANCEL (🗑) key to delete the error.
- Type the correct characters.
- Press the PRINT or RETURN key.
To Make Corrections on the Display

With the Typing Mode set on "DISP" or "JUST", each character typed will appear on the display. When typing, most errors are "felt" by the operator. Through the use of the display, you can see the error and correct it before it is printed on paper.

Set the Typing Mode Selector to "DISP" or "JUST".

As you type, the character counter will count down for each character key pressed, letting you know how many remaining characters are available for entry on the current line.

Enter the following information including the errors. Do not press the RETURN key at the end of the line.

"Errors are corrected before they are printed on paper".

1. Press the BACKSPACE key to position the cursor one character to the right of the error.

   Errors are corrected before they are printed on paper.

2. Press the CANCEL (.EXIT) key to delete the incorrect characters.

   Errors are corrected before they are printed on paper.

3. Enter the correct characters.

   Errors are corrected before they are printed on paper.

4. Press the FWD key to move the cursor toward the next error or to the end of the line.

5. Press the RETURN key to print the information you have typed.

   • If the error is located toward the beginning of the line, you may use the CODE+RELOC keys instead of the BACKSPACE key. To reposition the cursor at the end of the line, you may use the RELOC key instead of the FWD key.
To Erase One Word at a Time

The QUICK ERASE key may be used to speed up correction by deleting one word on the paper or the display at a time. The carriage/cursor must be on the space immediately following the word to be deleted. The Quick Erase operation is available within the correction memory.

1 Press the BACKSPACE key or SPACE BAR to position the carriage/cursor one character to the right of the incorrect word.
   • In the "DISP" or "JUST" mode, you may use the FWD key instead of the "SPACE BAR".
   • If you have pressed the SPACE BAR after typing an incorrect word, make sure to press the BACKSPACE key before pressing the QUICK ERASE key.

2 Press the QUICK ERASE key.

3 Retype the correct word.

To Erase One Line at a Time

This function may be used to speed up correction by deleting one entire line on the page or the display at once.

1 Press the BACKSPACE key or the SPACE BAR to locate the last character of the line to be deleted.
   • In the "DISP" or "JUST" mode, you may use the FWD key instead of the "SPACE BAR".

2 Press the CODE + QUICK ERASE keys.
   The unit will delete an entire line at a time.
   • If you want to stop deleting information in the middle of the line, press the PRINT key. ("NORM" mode only.)
   The display will show:

<table>
<thead>
<tr>
<th>Continue printing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes—RETURN / No—-cancel</td>
</tr>
</tbody>
</table>

   To continue deleting:
   Press the RETURN key.

   To exit the deleting command:
   Press the CANCEL (\-cancel) key.

3 Retype new information.
**Bold Print**

You can instruct the unit to “highlight” certain words or characters for emphasis by using the bold print function.

1. Press the CODE+B keys. The display message “**BOLD**” appears on the Status Line.
2. As you type the characters, they will be printed in bold face.
3. Press the CODE+B keys again to cancel the command.

- When the Typing Mode is set to the “DISP” or “JUST” position, the symbol “￥” is displayed before and the symbol “堀” is displayed behind the characters to be bold.

**Underlining**

You can instruct the unit to “underline” certain words or characters for emphasis by using the underlining function.

### Continuous Underlining

1. Press the CODE+U keys. The display message “XX XX” appears on the Status Line.
2. Type your information. All characters and spaces will be underlined.
3. Press the CODE+U keys again to cancel the command.

- When the Typing Mode is set to the “DISP” or “JUST” position, the symbol “★★” is displayed in front of and the symbol “★★” is displayed behind the characters to be underlined.

### Word by Word Underlining

1. Press the CODE+W keys. The display message “XX XX” appears on the Status Line.
2. Type your information. Only character(s) will be underlined.
   - Spaces will not be underlined.
3. Press the CODE+W keys again to cancel the command.

- When the Typing Mode is set to the “DISP” or “JUST” position, the symbol “★★” is displayed in front of and the symbol “★★” is displayed behind the characters to be underlined.
### Decimal Tabulation

You may use the **CODE + TAB** keys in place of the **TAB** key when typing statistical formats. The unit will automatically align decimal points at the preset tab stops and eliminates the need to space to the correct starting position in a column. This function also can be used when typing formats which include characters.

1. Recall the **CODE + Y** format which stored in memory. (Refer to p. 29.)

2. Press the **CODE + TAB** keys. The carriage/cursor will move to the first tab position and the display will show “DECTAB” message on the Status Line.

3. Enter the numbers and decimal point. The entry can be seen on the display.

<table>
<thead>
<tr>
<th>NORM</th>
<th>10</th>
<th>1</th>
<th>DECTAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Press the **CODE + TAB** keys. The first column will be printed so that the decimal point is positioned on the first tab stop and the carriage/cursor will move to the next tab position.

Repeat the above two steps until you have completed all of your column entries.

- After entering the last number, press the **RETURN, TAB** or **PRINT** key to execute printing.
- To cancel the Decimal Tabulation command, when “DECTAB” is on the Status Line as shown in steps 2 and 3, press the **CANCEL** (×) key.
Centering

The unit has four ways to center information: between margins, between tab stops, over a specified point and Auto Half Space.

**Between Margins**

1. Press the RETURN key to position the carriage/cursor at the left margin.

2. Press the CODE+C keys to move the carriage/cursor to the center of the margins. The display will show “CENTER” message on the Status Line.

3. Enter the information to be centered.
The characters will appear on the display.

4. Press the RETURN, TAB or PRINT key.
The information entered will be printed between the margins* and the Centering command will be cancelled.

*When the indent function is in operation, centering is performed between the indented position and the right margin.
# Between Tab Stops

1. Press the **TAB** key to position the carriage/cursor at the left side tab position of the column you want to center in.

2. Press the **CODE+C** keys to move the carriage/cursor to the center of the tab stops.

3. Enter the information to be centered.
   The characters will appear on the display.

   ![Centered Text](image)

4. Press the **RETURN, TAB or PRINT** key.
   The information entered will be printed between the tab stops and the Centering command will be cancelled.

---

# Over a Specified Point

1. Press the **SPACE BAR** to move the carriage/cursor to the desired position.

2. Press the **CODE+C** keys.
   Enter the information to be centered. The characters will appear on the display.

   ![Centered Text](image)

3. Press the **RETURN, TAB or PRINT** key.
   The information entered will be printed and the Centering command will be cancelled.
Auto Half Space

You can automatically correct a word within the correction memory with one that has one character more or any amount of characters less than the original word.

1. Locate the carriage/cursor on the error.

2. Press the CANCEL (\(\times\)) or QUICK ERASE key to delete the incorrect characters in the current line.

3. Press the CODE+C keys to activate the Auto Half Space. The display will show:

   CENTERING BETWEEN WORDS

4. Type the correct characters.

5. Press the PRINT or RETURN key. The characters entered will be printed.

Carriage Return (NORM•AUTO)

The CODE+A keys select when a carriage return operation is performed.

NORM . . . . . Printing stops at the right margin.
Carriage return must be pressed manually.

AUTO . . . . . When typing a character after entering a "Hyphen" or "Space" within the "Hot Zone", the carriage/cursor automatically returns to the left margin or the paragraph indent position of the next line.

• When the Automatic Carriage Return Mode is set, the display message "AUTO" appears on the Status Line.
• To reset Carriage Return Mode, press the CODE+A keys again.
• NORM is selected when the unit is powered on.
Right Margin Flush

This command instructs the unit to print the information with the last character of each line aligned at the right margin. You can use this function to conveniently type dates or addresses.

1. Press the CODE + R keys to move the carriage/cursor to the right margin. The display will show “R.M.F.” on the Status Line.

2. Enter the information. The information will be shown on the display.

```
R.M.F.
T........4........T........5........T........H........7........R........
Panasonic
```

3. Press the PRINT or RETURN key. The characters will be printed with the last character Right Margin Flush. The command will then be cancelled.
Paragraph Indent

This command provides you with the ability to set a temporary left margin and eliminates the need to position the carriage/cursor to an indented location on every line.

1. Press the **TAB** key or the **SPACE BAR** to move the carriage/cursor to the desired indented position.

2. Press the **CODE+I** keys.
   This sets the indented (temporary left margin) position.
   The display message "INDENT" appears on the Status Line and the display symbol "F" on the Ruler Line indicates the indent position.

3. Type the characters.
   Press the **RETURN** key to move the carriage/cursor to the indented position on the next line.
   Continue typing.

4. Press the **CODE+I** keys again to cancel the command.
   The carriage/cursor will move to the original left margin when the **RETURN** key is pressed.
Permanent Hyphen

If you press the **CODE + HYPHEN** (-) keys within the “Hot Zone”, when the automatic carriage return is activated, the unit will continue printing without generating an automatic return. This coded hyphen is called a “Permanent Hyphen”. It is indicated by the symbol “” on the display and will be printed at the same point every time you print this text.

When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, press the “” key and enter the next character. The hyphen will be printed and the carriage/cursor will automatically returns to the left margin of the next line. This hyphen which is used temporarily in the “Hot Zone”, is called a “Temporary Hyphen”. It is indicated by the symbol “” on the display. If you change the margin setting, the hyphen will not be printed unless it falls within the “Hot Zone”.

Permanent Space

Since your unit allows you to print with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The unit allows you to set a “Permanent Space” between characters and will not separate them when printing with variable line lengths.

1 Type the first word.

2 Press the **CODE** key + **SPACE BAR**.
The display will show:

3 Type the second word.
The display will show:

When the characters are printed, the unit will recognize the two words as one and will not separate them.
Q  Caps Lock

To set the unit for typing capital letters, lower case numbers, punctuation marks and symbols:

Press the CODE+LOCK keys.

In this mode, the SHIFT key will call for opposite characters to be entered.

1  Press the CODE+LOCK keys.
   The Caps Lock mode is activated and the display message “CP.LOCK” appears on the Status Line.

2  Type the text.

3  Press the CODE+LOCK keys again to cancel the command.

R  Micro Spacing

CODE + J

Pressing the CODE+J keys moves the carriage by 1/6 inch.
You may use this function to “squeeze” characters together.
In the “DISP” and “JUST” mode, the symbol “…” will appear on the display.

S  Half Space

CODE + H

Pressing the CODE+H keys reduces the normal carriage spacing by one half. In the “DISP” and “JUST” mode, the symbol “--” will appear on the display.
Embedding the Display Symbols

While working with the display, symbols appear for the various commands you have instructed the unit to perform. As a result, your text will shift one character to the right for each display symbol. Many times it is difficult to visualize how your text will look with these symbols on the display.

To embed or “hide” these symbols:

- Press the CODE+E keys.

Your text will appear without the symbols and you will be able to see your text as it will print.

To show the display symbols, press the CODE+E keys again.

Typing Impression Control

This controls the impact of the printed characters. Select the three Typing impression level that is most suited for your needs.

Press the CODE+B keys to change the typing impression level. The setting appears at the bottom of the display.

**IMPRESSION : Medium**

You can select one of three typing impression levels: “Light”, “Medium” or “Heavy”.

Each time these keys are pressed, the impression level will change.

*“Light” is softer than “Heavy”.
*At first, try impression level “Light” and if you feel the impression level is too soft, try impression level “Medium” or “Heavy”.*
3-1 WORD PROCESSOR MODE

A Entering the Word Processor Mode

1 Turn on the POWER switch.

2 Press the MENU key to display the Main Menu.

   Main Menu
   1. Typewriter Mode
   2. Create New Text
   3. Edit Text in Memory
   4. Load Text File from Disk
   5. Store Text to Disk
   6. Mail Merge
   7. Address List
   8. Auto Column Plus
   9. Utility and Tutorial

3 Select "Create New Text" by using the ARROW keys or entering "2".

4 Press the RETURN key.
   This instructs the unit to enter the Word Processor Mode.
   • If text already exists in the text memory, the following message will appear on the display.

   Text already exists in memory.
   This action will delete the existing text.
   Continue?
   Yes—RETURN / No—(X)

To delete the existing text and create a new text, press the RETURN key.

To retain the existing text in memory, press the CANCEL (X) key and the Main Menu will appear.

5 To close your text, press the MENU key.
   The display will show the Main Menu and your text will be stored in the Text Memory.
**Using the Display**

The unit has a 14-Line by 80-Character Adjustable-Angle LCD which acts as an operator prompt, allowing you to correct, edit, move or delete information.

When typing, most errors are "felt" by the operator. Through the use of the display, you can check if there are errors and correct them before they are printed.

### Status Line and Ruler Line

The display shown below appears in the Word Processor Mode. All text creating and editing is done on this display.

![Status Line and Ruler Line Diagram]

**Status Line**

At the top of the display, you will see the Status Line and Ruler Line. When in the Word Processor Mode, the Status Line tells you what column, line, and page your cursor is on within the phrase or text and the number of characters available in the memory. Also, you will see the typing mode, pitch, line space, and keyboard setting, the same as in the Typewriter Mode.

*Create* ............ Indicates you are in the Word Processor Mode.

INS .................. Indicates you are in the Insert Mode.

If you type characters into the middle of an existing line, the typed characters will be inserted in the cursor position. If INS is not displayed, new characters will replace the old ones.

0 (COLUMN) ............. Indicates which column of the current line the cursor is in.

1 (LINE) ............... Indicates which line of the current page the cursor is on.

1 (PAGE) .............. Indicates which page of the text or phrase the cursor is on.

48000 (MEM. REM) .... Indicates the number of characters available in the memory.

*The Status Line will also indicate the name of the document or number of the phrase you are currently working with.*

**Ruler Line**

Beneath the Status Line, you will see the dotted Ruler Line, which indicates the margin and tab setting, and the beginning of the Hot Zone.

- L: Left margin
- T: Tab stop position
- H: Hot Zone & Tab stop

- R: Right margin
- H: Beginning of the Hot Zone

Every tenth space is represented by the number on the Ruler Line and a diamond (◇) represents every fifth space.
Cursor:

When working in the Word Processor Mode, you will see a flashing symbol which is called the cursor. This lets you know where you are at all times.

"E" is a display symbol which indicates the end of the text.

Display Messages

The display will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book (Chapter 11), you will find a listing of all the display messages offered to you on your system.

Display Symbols

As you begin the exercises, you will see various symbols on the display. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your unit to perform.

Display Symbols (Word Processor Mode)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>⇐</td>
<td>Manual Return</td>
</tr>
<tr>
<td>☞</td>
<td>BOLD Mode Start/End</td>
</tr>
<tr>
<td>☞</td>
<td>Continuous Underline Mode</td>
</tr>
<tr>
<td></td>
<td>Start/End</td>
</tr>
<tr>
<td>☞</td>
<td>Word by Word Underline</td>
</tr>
<tr>
<td></td>
<td>Mode Start/End</td>
</tr>
<tr>
<td>☞</td>
<td>Centering</td>
</tr>
<tr>
<td>☞</td>
<td>Decimal Tabulation</td>
</tr>
<tr>
<td>☞</td>
<td>Right Margin Flush</td>
</tr>
<tr>
<td>☞</td>
<td>Stop Code</td>
</tr>
<tr>
<td>☞</td>
<td>Index Command</td>
</tr>
<tr>
<td>☞</td>
<td>Reverse Index Command</td>
</tr>
<tr>
<td>☞</td>
<td>Paragraph Indent</td>
</tr>
<tr>
<td>-</td>
<td>Tab Command</td>
</tr>
<tr>
<td>--</td>
<td>Half Space</td>
</tr>
<tr>
<td>---</td>
<td>Micro Space</td>
</tr>
<tr>
<td></td>
<td>Permanent Space</td>
</tr>
<tr>
<td></td>
<td>Temporary Hyphen</td>
</tr>
<tr>
<td>₁, ₁₁, ₁²</td>
<td>Line Spacing</td>
</tr>
<tr>
<td>₀, ₀, ₀²</td>
<td>Margin Format</td>
</tr>
<tr>
<td>₁</td>
<td>Mail Merge Variable</td>
</tr>
<tr>
<td>₁</td>
<td>Mail Merge Record Header</td>
</tr>
<tr>
<td>E</td>
<td>End of Text</td>
</tr>
<tr>
<td>♥</td>
<td>Page Break</td>
</tr>
</tbody>
</table>
3-2 TEXT MEMORY

The Text memory allows you to perform some of the more sophisticated text editing functions you would find on high-priced word processing systems.

The unit has an internal memory of 48K (approx. 48,000 characters). The disk drive provides unlimited storage on 3.5" micro-floppy disks.

"Text Memory" is used for lengthy documents, letters, projects requiring editing, or projects requiring repetitive printing. Text which is created in the Word Processor Mode is stored in the text memory.

If your text reaches the maximum storage capacity about 48,000 characters, the bottom of the display will prompt:

Memory Full!

At this time you will be required to store the text to a Floppy Disk to continue with your current project. All of this will be covered in Chapter 5.

With this memory you may store documents that are either short or lengthy. Once you begin using the Word Processor Mode, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.

A To Create a New Text in Memory

Margin Formats

Before creating a new text, you may set the margins and tabs as an original format of your text.

1. Enter the Word Processor Mode. (Refer to "Entering the Word Processor Mode" on p. 45.)

2. Press the CODE+L keys.

   Change Margin Format, Y/Z/O (original) ?

3. Press the "O" key to store the original format.

4. Press the CODE+TAB CLR keys to clear the margins and all tabs.
5 Set the margins and tabs.
Position the cursor by using the LEFT and RIGHT ARROW keys or FWD and BACKSPACE keys then set the margin or tab by using the L MAR, R MAR and TAB SET keys.

6 Press the RETURN key.

This current format is stored as an original margin format of your text. You can easily change this format referring to "Setting/Changing the Margin Format" on p. 61.

Entering a New Text

1 Press the MENU key.
Enter the Word Processor Mode and set the original format of your text.

Now you can begin entering a new text.

2 Enter the information to be stored.

3 When finished, press the MENU key again to store the information and close the text.

* When closing your text, do not turn off the power.

Insert/Over Typing

When creating a text in the Word Processor Mode, the display message "INS." will appear on the Status Line.

With insert on, you may insert additional characters at the cursor position by simply typing the additional characters or words. Your text will shift to the right as each character is entered, automatically reformatting the text to conform with the margins on the display.

INSERT can be cancelled by pressing the CODE+1 keys, no display message will appear and you will be working in the "Over-type" mode. This will allow you to physically type over existing text and replace it at the cursor position.

Each time the CODE+1 keys are pressed, Insert/Overtype will alternately be selected.
Layout Display

In the Text Memory Mode, the CODE + MAR REL keys function will display the layout of the entered characters on the display in reduced form. The actual characters will not be displayed but an image of how the text will be printed is displayed. This is convenient for checking and correcting the layout of the text before it is printed.

While creating or editing the text,

1. Press the CODE + MAR REL keys.

2. The display will show the layout of text according to your pitch mode.
   (A maximum of 58 lines.)
   For example:

   ![Example Layout Display]

   - You can also see the current Left/Right margin, Page Length and Page Number.

3. Press the CODE + MAR REL keys.
   The display will appear your text.

To Disable the Status and Ruler Lines in Text Mode

To disable the status and ruler lines (in Text Mode):

Press the CODE + G keys.

Your text will display without the information and you will be able to see all of your text on the top line.

To display the various information, press the CODE + G keys again.

[Various information]

- Text name
- Typing Mode
- Pitch
- Line
- Memory Remain
- Line Spacing
- Keyboard Indication
- Column
- Page
- etc.
**Correction**

### To Make Corrections on the Display

1. Position the cursor one character to the right of the error by using the ARROW keys, BACKSPACE or FWD key.

2. Press the CANCEL (🗑️) key to delete the incorrect character.

3. Enter the correct character.

### To Erase One Word at a Time

The QUICK ERASE key may be used to speed up correction by deleting one word at a time.

1. Position the cursor one character to the right of the incorrect word by using the ARROW keys, BACKSPACE or FWD key.
   - If you have pressed the SPACE BAR after typing an incorrect word, make sure to press the LEFT ARROW or BACKSPACE key before pressing the QUICK ERASE key.

2. Press the QUICK ERASE key.

3. Retype the correct word.

### To Erase One Line at a Time

This function may be used to speed up correction by deleting one entire line at a time.

1. Position the cursor to one character to the right of the last character of the line to be deleted by using the ARROW keys or FWD key.
   - If the cursor is located toward the beginning of the line, you may use the CODE+RIGHT ARROW keys.

2. Press the CODE+QUICK ERASE keys.

3. Retype new information.
To Continue the Text in Memory

If you are interrupted while entering a text, simply end the document and continue it later.

1. Press the MENU key.

   Main Menu
   1. Typewriter Mode
   2. Create New Text
   3. Edit Text in Memory
   4. Load Text File from Disk
   5. Store Text to Disk
   6. Mail Merge
   7. Address List
   8. Auto Column Plus
   9. Utility and Tutorial

2. Select “Edit Text in Memory” by using the ARROW keys or entering “3”.

3. Press the RETURN key.
   Your text will appear on the display and the cursor will be located at the beginning of the text.

4. Continue the text.
   - You may use the RELOC key to position the cursor at the end of the text.

5. Press the MENU key again to store the added information and close the text.
D  To Print a Text from Memory

Now you have entered your text into memory and want to print it.
Before printing the text, you must recall it on the display.

1  Press the PRINT key.
The display will show the printing parameters.

<table>
<thead>
<tr>
<th>Set Printing Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Copies : 1</td>
</tr>
<tr>
<td>Print from Page : 1</td>
</tr>
<tr>
<td>To Page : 1 (L:to last page)</td>
</tr>
<tr>
<td>Page Numbering : N (1,2,...start number)</td>
</tr>
<tr>
<td>(N:no numbering)</td>
</tr>
<tr>
<td>Print Impression : 1 (1-Light/2-Medium/3-Heavy)</td>
</tr>
</tbody>
</table>

2  If all of the printing parameters are correct, press the RETURN key to start printing.

If not, select the desired parameter by using the ARROW keys, and change it.

- You can select the number of copies (maximum of 99), the pages to print (maximum of 999), the page numbering (maximum of 9999) and the printing impression level.

- Number(s) of page(s) to print represents the page number on which the cursor exists.

When printing is completed, your text will appear on the display.

You can also confirm the current Left/Right margin and Page Length settings at right corner of the display.

To Stop Printing in the Middle of the Text

1  Press the PRINT key during printing.

<table>
<thead>
<tr>
<th>Continue printing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes–RETURN / No –×</td>
</tr>
</tbody>
</table>

2  If you want to exit the printing mode:
Press the CANCEL (×) key.
If you want to continue printing the text:
Press the RETURN key.

53
3-3 MODIFICATION

A  To Recall a Text for Modification

1. Press the MENU key.

2. Select "Edit Text in Memory".

3. Press the RETURN key.
   Your text will appear on the display.
   You are now ready for modification.

4. Press the MENU again to store the modified information and close the text.

B  Scrolling through Text on the Display

In addition to the ARROW keys, you may scroll quickly by using the following keys:

- Pressing the CODE+FWD keys allows you to scroll forward word by word.

- Pressing the CODE+BACKSPACE keys allows you to scroll backward word by word.

Scrolling to the Next Page

Press the NEXT PAGE key.
The display will show the next page and the cursor will move to the beginning of the page.

Scrolling to the Previous Page

Press the CODE+NEXT PAGE keys.
The display will show the previous page and the cursor will move to the beginning of the page.
Jumping to a Desired Page

1. Press the CODE + 7 keys.
The display will show:

   Page Number = 1

2. Enter the desired page number.

3. Press the RETURN key.
The display will show the desired page.

Scrolling to the Next Display

Press the CODE + DOWN ARROW keys.
You will see the next display.

Scrolling to the Previous Display

Press the CODE + UP ARROW keys.
You will see the previous display.

Scrolling to the Beginning of the Line

Press the CODE + LEFT ARROW keys.
The cursor will move to the beginning of the line.

Scrolling to the End of the Line

Press the CODE + RIGHT ARROW keys.
The cursor will move to the end of the line.

*You can also use these functions to scroll through phrase memory.
C  Word Search

This feature allows you to quickly advance to a specific point without scrolling through your text. Any word, string of characters or commands that appear within the text can be searched. The characters entered in the search command must be typed exactly as they appear in the text; otherwise, the search string will not be located.

The CODE+S function will search through the text from the current cursor position to the end of the text.

1. Recall the text from memory.

   CODE + S

2. Press the CODE+S keys.
   The display will show:

   Search Word =

3. Enter the word or words (maximum of 30 characters) you are searching for.

4. Press the RETURN key.
   The cursor will position at the end of the word(s) to be searched.

5. Move the cursor to the desired position, and modify.

6. To locate the second occurrence of the entered word within the text, press the CODE+INDEX (↓) keys.

   If you have passed the word location you are looking for and want to go backwards through the text, press the CODE+REVERSE INDEX (↑) keys.

   • When the entered word is not included in the text, the display will show:

   Not Found!!

   • To search for a return mark, press the CODE+RETURN keys.

   • To search for a start mark of the BOLD or UNDERLINE functions, press the CODE+B keys for BOLD or CODE+U or CODE+W keys for UNDERLINE.

   • To search for an end mark of the BOLD or UNDERLINE functions, press the CODE+B keys twice for BOLD or CODE+U or CODE+W keys twice for UNDERLINE.
**D  Word Replace**

There may be times when certain words (such as titles or name) appear very often in a document, and need to be changed. The unit can replace the words individually or globally wherever they appear in the text.

The **CODE + X** function will search and replace through the text from the cursor position to the end of the text.

1. Recall the text from memory.

   ![CODE + X](image)

2. Press the **CODE + X** keys.
   The display will show:

   ```
   Current Word = [ ]
   ```

3. Enter the word or words to be replaced (maximum of 30 characters).
   Press the **RETURN** key.

   ```
   Replace Word = [ ]
   ```

4. Enter the word or words (maximum of 30 characters) to be inserted.

5. Press the **RETURN** key.
   The cursor will be positioned at the first occurrence of the word to be replaced.
   The display will show:

   ```
   Do you want to change this word?  
   Yes—Y / Next word—N / Global change—G / Cancel—取消
   ```

6. Press the **“Y”** key to replace the word or words and then locate the next occurrence of the replaced word.
   - Press the **“N”** key to skip this occurrence and then locate the next occurrence of the replace word.
   - Press the **“G”** key to replace the word or words globally.
   - Press the **CANCEL (取消)** key to cancel this command.

If the word entered is not in the text, the display will show the following and cancel the Word Replace command.

```
Not Found!!
```
• To enter the start code for the BOLD or UNDERLINE function, press the CODE+B, the CODE+U or CODE+W keys respectively.

• To enter the end code for the BOLD or UNDERLINE function, press the CODE+B keys twice, the CODE+U or CODE+W keys twice respectively.

Only the word or words, with the following symbols in front of and behind, can be searched for:

• SPACE, CODE+H, CODE+SPACE BAR, CODE+J
• UNDERLINE
• TAB
• DECIMAL TABULATION
• BOLD, UNDERLINE MARK
• PARAGRAPH INDENT
• CENTERING
• RIGHT MARGIN FLUSH
• RETURN
• STOP CODE
Block Move, Copy and Delete

When the need to move, copy or delete a sentence or a paragraph arises, the unit can do it simply and automatically.

To Move a Block of Information

1. Recall your text from memory.
2. Press the CODE + 2 keys.
3. Position the cursor at the beginning of the block to be moved. Press the RETURN key.
4. Position the cursor at the end of the block to be moved. Press the RETURN key.
5. Move to the position where you want to move the block which you have just marked.
6. Press the RETURN key to move the block to the new position.

You can always cancel this command by pressing the CANCEL (삭제) key.
To Copy a Block of Information

1. Press the CODE + 3 keys.

2. Position the cursor at the beginning of the block to be copied.
   Press the RETURN key.

3. Position the cursor at the end of the block to be copied.
   Press the RETURN key.

4. Move to the position where you want to copy the block which you have just marked.

5. Press the RETURN key to copy the block at the new position.

To Delete a Block of Information

1. Press the CODE + 4 keys.

2. Position the cursor at the beginning of the block to be deleted.
   Press the RETURN key.

3. Position the cursor at the end of the block to be deleted.

4. Press the RETURN key to delete the block.
Setting/Changing the Margin Format

When a new text is created, 3 margin formats are stored with it. The “Y” and “Z” formats are stored as well as the current margin format which is stored as “O” (original margin format). To change one of the stored margin formats perform the following.

1. Recall your text.

2. Press the CODE+L keys. The display will show:

   Change Margin Format, Y / Z / O (original) ?

3. Press the “Y”, “Z” or “O” key.

4. Set the desired margin and tab settings on the Ruler Line by using the ARROW keys or FWD key and BACKSPACE key.

5. Press the RETURN key.

6. To recall the stored margin format, press the CODE+O, CODE+Y or CODE+Z keys with the cursor positioned at the beginning of the line.

   If you attempt to recall at any other position, the display will show:

   Cannot Set Here!!
G  Setting Page Length

The CODE + 6 command sets the page length of the text. 
Page length is pre-programmed at a standard 54 lines per page. 
Page length is memorized in each text. 
When the number of lines on the page exceeds the programmed page length, the unit will automatically break the page and start a new one.

To set the page length:

1. Press the CODE + 6 keys.

   
   Page Length = 54

2. Type the desired number of lines per page (maximum of 99).

3. Press the RETURN key.

H  Changing the Line Spacing within a Text

Before printing a text, you must set the Line Spacing to the desired number. Your document will print with the line spacing that you have selected. However, there may be occasions when you will need to change the line spacing at a specific point within a text. You may instruct the unit to change the line spacing while inside a text and this will be stored with the document.

This feature is available after pressing the RETURN key.

To change the line spacing:

1. Press the CODE + K keys with the cursor positioned at the new line spacing position.

   
   Line Space = 1

2. Type 1, 1.5 or 2 (your choice).

3. Press the RETURN key.

   At the cursor position, you will see a symbol on the display (1, 1.5 or 2) indicating the line spacing you selected.

   This feature may also be used to store a line space command at the beginning of a document. This eliminates the need to set the line spacing selection before printing.

   NOTE: Although this command is stored in the text, you will not see the effect on display. Upon printing the document, the selected line spacing will be executed at the point the command was given.
Page Break

The unit allows you to insert a Page break code in the text so that you may break the text into separate pages.

1. Move the cursor to the position where you want to break the page.

   \( \text{CODE} + 5 \)

2. Press the \( \text{CODE} + 5 \) keys.
   The display symbol “’à” will appear on the display.
   Also, a row of dashes will appear across the display indicating a page break.

To Clear a Text from Memory

When you need to enter a new text, you can delete an old text from memory as follows:

1. Press the \text{MENU} key.

2. Select “Create New Text”.

3. Press the \text{RETURN} key.
   The display will show:
   
   \begin{center}
   Text already exists in memory.  
   This action will delete the existing text.  
   Continue?  
   \text{Yes–RETURN / No–(x)}
   \end{center}

4. Press the \text{RETURN} key to delete the Text in memory.
   ⬤ If you do not wish to delete the text, press the \text{CANCEL (x)} key.
Word-Wrap means that a word exceeding the right margin will be shifted automatically to the beginning of the next line.

This function starts from the space before the last word which would overflow the right margin. After the insertion of a new word, the last word will be moved to the beginning of the next line. Word-Wrap will occur within the sentences of each paragraph.

**EXAMPLE:**

Spaces which fall at the left margin after carriage return with Word-Wrap will be eliminated and printing of the recorded characters will start at the left margin.
3-4 APPLICATION

Stop Code

You may want to type a letter and send it to several different people. Each letter can be personalized and have specific but different information inserted into the body of the text. These different bits of information are referred to as “variables”. This feature will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert the variable within the body of the letter. This code “to stop printing and insert variables” is called a Stop Code.

To Store a Text with Stop Codes

To activate the insert command you must be entering a text in memory.

1. Perform the steps of “To Create a New Text in Memory” on p. 48.

2. Begin typing the document.

3. When you are at the position within the text where you want to insert variable information, press the CODE + P keys. The symbol “§” will appear on the display at the position where the stop codes will be inserted.

4. Continue typing.
   - Press the CODE + P keys for every location within the text that requires a Stop Code.

5. When you have completed entering the text, press the MENU key again to store the stop codes and close your text.
To Print a Text with Stop Codes

When you print a text with Stop Codes, the unit will stop at each position the "S" was entered. At that point, you may either manually enter the variable information or recall it from phrase memory.

If your typing mode selection is set to "NORM", the variable will print as you enter it. If your typing mode selection is set to the "DISP" or "JUST", the variable will print after pressing the PRINT key or a return. Regardless of the mode the variable was typed in, the PRINT key must be pressed after each Stop Code to resume printing the document.

1. Recall your text.

2. Press the PRINT key.
   Press the RETURN key after setting the printing parameters to start printing the text.
   The text will begin to print up to the point where the first stop code was set.
   • In the "DISP" or "JUST" mode, the text being manually inserted will appear on the display.

3. Enter your variable which will be inserted in the first position by typing or recalling it from the Phrase Memory. (Refer to Chapter 4.)

4. Press the PRINT key to resume printing.
   Continue inserting your variables until you have completed the text.
3-5 ENHANCED TYPING
FEATURES

A  Bold Print

You can instruct the unit to “highlight” certain words or characters for emphasis by using the bold print function.

1. Press the CODE+B keys.
   The display symbol “[$]” appears on the display.

2. As you type the characters, they will be entered in bold face.

3. Press the CODE+B keys again to cancel the command.
   The display symbol “[$]” appears on the display.

B  Underlining

You can instruct the unit to “underline” certain words or characters for emphasis by using the underlining function.

Continuous Underlining

1. Press the CODE+U keys.
   The display symbol “[↓]” appears on the display.

2. Type your information. All characters and spaces will be underlined.

3. Press the CODE+U keys again to cancel the command.
   The display symbol “[↑]” appears on the display.

Word by Word Underlining

1. Press the CODE+W keys.
   The display symbol “[→]” appears on the Status Line.

2. Type your information. Only character(s) will be underlined.
   • Spaces will not be underlined.

3. Press the CODE+W keys again to cancel the command.
   The display symbol “[←]” appears on the display.
Decimal Tabulation

You may use the CODE + TAB keys in place of the TAB key when typing statistical formats. The unit will automatically align decimal points at the preset tab stops and eliminate the need to space to the correct starting position in a column.
This function also can be used when typing formats which include characters.

1. Press the CODE + TAB keys.
The cursor will move to the first tab position and the display symbol "♭" appears on the display.

2. Enter the numbers and decimal point.

<table>
<thead>
<tr>
<th>NORM</th>
<th>10</th>
<th>1</th>
<th>*Create#</th>
<th>INS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>L...2...•...•...T...•...•...4...T...•...5...•...T...•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123 34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Press the CODE + TAB keys.
The decimal points of the first column will be positioned on the first tab stop and the cursor will move to the next tab position.

Repeat the above two steps until you have completed all of your column entries.

* To cancel the Decimal Tabulation command, press the CANCEL (X) key.
Centering.

The unit has three ways to center information; between margins, between tab stops, or over a specified point.

**Between Margins:**

1. Press the RETURN key to position the cursor at the left margin.

2. Press the CODE+C keys to move the cursor to the center of the margins. The display symbol “C” appears on the display.

3. Enter the information to be centered.

   NORM 10 1 I *Create* INS.
   L........T........4........T........5........T........
   [Center C]

4. Press the RETURN or TAB key. The information entered will be centered between the margins* and the Centering command will be cancelled.

   *When the indent function is in operation, centering is performed between the indented position and the right margin.
Between Tab Stops

1. Press the TAB key to position the cursor at the left side tab position of the column you want to center in.
2. Press the CODE+C keys to move the cursor to the center of the tab stops.
3. Enter the information to be centered.

   NORM 10 1 I *Create* INS.
   L......2......T......4......T......5......T......
   | Center |

4. Press the RETURN or TAB key.
The information entered will be centered between the tab stops and the Centering command will be cancelled.

Over a Specified Point

1. Press the SPACE BAR to move the cursor the desired position.
2. Press the CODE+C keys.
Enter the information to be centered.

   NORM 10 1 I *Create* INS.
   L......2......T......4......T......5......T......
   | Center |

3. Press the RETURN or TAB key.
The information entered will be centered and the Centering command will be cancelled.
**E Right Margin Flush**

This command instructs the unit to print the information with the last character of each line aligned at the right margin.
You can use this function to conveniently type dates or addresses.

1. Press the CODE + R keys to move the cursor to the right margin.
The display symbol "R" appears on the display.

2. Enter the information.

3. Press the RETURN key.
The characters will be entered with the last character Right Margin Flush. The command will then be cancelled.

(Your name)
Panasonic Company
One Panasonic Way
Secaucus, N.J. 07094
Paragraph Indent

This command provides you with the ability to set a temporary left margin and eliminates the need to position the cursor to an indented location on every line.

1. Press the TAB key or the SPACE BAR to move the cursor to the desired indented position.

2. Press the CODE + I keys.
   This sets the indented (temporary left margin) position.
   The display symbol "=" appears on the display and the Ruler Line indicates the indent position.

3. Type the characters.
   Press the RETURN key to move the cursor to the indented position on the next line.
   Continue typing.

4. Press the CODE + I keys again to cancel the command.
   The symbol "=" will appear on the display and disappear from the Ruler Line.
   The cursor will move to the original left margin when the RETURN key is pressed.
If you press the **CODE** + **HYPHEN** (-) keys within the “Hot Zone”, in the Word Processor Mode, the unit will continue printing without generating an automatic return. This coded hyphen is called a “Permanent Hyphen”. It is indicated by the symbol “-” on the display and will be printed at the same point every time you print this text.

When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, press the “-” key and enter the next character. The hyphen will be printed and the cursor will automatically return to the left margin of the next line. This hyphen which is used temporarily in the “Hot Zone”, is called a “Temporary Hyphen”. It is indicated by the symbol “~” on the display. If you change the margin setting, the hyphen will not be printed unless it falls within the “Hot Zone”.

Since your unit allows you to enter with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The unit allows you to set a “Permanent Space” between characters and will not separate them when printing with variable line lengths.

1. Type the first word.

```
New
```

2. Press the **CODE** key + **SPACE BAR**.

The display will show:

```
New~
```

3. Type the second word.

```
New~York
```

When the characters are entered, the unit will recognize the two words as one and will not separate them.
I  Caps Lock

To set the unit for typing capital letters, lower case numbers, punctuation marks and symbols:
Press the CODE + LOCK keys.
In this mode, the SHIFT key will call for opposite characters to be entered.

1  Press the CODE + LOCK keys.
The Caps Lock mode is activated and the display message
“CP.LOCK” appears on the Status Line.

2  Type the text.

3  Press the CODE + LOCK keys again to cancel the command.

J  Micro Spacing

Pressing the CODE + J keys moves the carriage by 1/60 inch.
You may use this function to “squeeze” characters together.
The symbol “…” will appear on the display.

K  Half Space

Pressing the CODE + H keys reduces the normal carriage spacing
by one half. The symbol “- -” will appear on the display.

L  Embedding the Display Symbols

While working with the display, symbols appear for the various commands you have instructed the
unit to perform. As a result, your text will shift one character to the right for each display symbol.
Many times it is difficult to visualize how your text will look with these symbols on the display.

To embed or “hide” these symbols:

Press the CODE + E keys.

Your text will appear without the symbols and you will be able to
see your text as it will print.

To show the display symbols, press the CODE + E keys again.

You can also use this function in the Phrase Memory editing
mode.
Typing Impression Control

This controls the impact of the printed characters. Select the three Typing impression level that is most suited for your needs.

Press the CODE + 8 keys to change the typing impression level. The setting appears at the bottom of the display.

**CODE** + **8**

**Impression:** Medium

You can select one of three typing impression levels: “Light”, “Medium” or “Heavy”. Each time these keys are pressed, the impression level will change.

*“Light” is softer than “Heavy”.*

*At first, try impression level “Light” and if you feel the impression level is too soft, try impression level “Medium” or “Heavy”.*

You can also change the typing impression level in the Printing Parameters.
4-1 PHRASE MEMORY

The unit will allow you to store up to twenty (20) separate phrases, which can be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc. Phrase memory has a capacity of 2 KB (approx. 2,000 characters).

Phrase Memory will accept:
- Bold
- Underline
- Centering
- Right Margin
- Flush

Phrase Memory will not accept:
- Tab
- Decimal Tab
- Paragraph Indent
- Stop Code
- Change of margin format

Phrase Memory cannot be stored on disk.

A To Store Information in the Phrase Memory

1 Press the MENU key.

```
Main Menu
1. Typewriter Mode
2. Create New Text
3. Edit Text in Memory
4. Load Text File from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial
```

2 Select “Utility and Tutorial” by using the ARROW keys or entering “9”.

3 Press the RETURN key.

```
Utility and Tutorial.
1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial
```

4 Select “Open Phrase” by using the ARROW keys or entering “1”.

76
5 Press the RETURN key.
The display will show the Phrase List.

<table>
<thead>
<tr>
<th>Open Phrase</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>(bytes)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

6 Select the desired phrase No. by using the ARROW keys.

7 Press the RETURN key to open the selected phrase.
The selected phrase No. will appear on the status Line.

8 Enter the information to be stored.

9 Press the MENU key after entering the Phrase.
   • The Phrase List will always show the first 24 characters of each phrase.

10 Press the MENU key again to close the phrase block.

Repeat the above steps for storing information in other phrase memory block.
B  To Modify a Phrase

1. Perform steps 1–5 of "To Store Information in the Phrase Memory" on p. 76.

2. Select the phrase No. to be modified by using the ARROW keys.

3. Press the RETURN key.

4. Modify your phrase.

5. After your modifications have been made:
   Press the MENU key twice to close the modified phrase.

---

When modifying a phrase in Phrase Memory, the editing functions (Word Search, Word Replace, Block Move, Copy and Delete etc.) are available as they are in the Word Processor Mode.

C  To Insert a Phrase into Text

1. Position the carriage/cursor at the point in the text where you want to copy the Phrase.

2. Press the CODE + 9 keys.
   The display will show the Phrase List.

3. Select the phrase No. to be copied by using the ARROW keys.

4. Press the RETURN key to copy the phrase into the text.
   If you do not want to copy it, press the MENU key.

   • If the selected phrase is empty, the display will show:
     
     Can Not Copy!!
To Clear a Phrase from Memory

1. Press the MENU key and select “Utility and Tutorial”.

2. Press the RETURN key.

3. Select “Erase Phrase” by using the ARROW keys or entering “2”.

4. Press the RETURN key. The display will show:

<table>
<thead>
<tr>
<th>Phrase</th>
<th>1989</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ABC</td>
<td>4</td>
</tr>
<tr>
<td>2 EF</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

5. Select the phrase No. to be erased by using the ARROW keys.

6. Press the RETURN key to erase the selected phrase.

   If you do not want to erase it, press the MENU key.

7. Press the MENU key after erasing the phrase.
5-1 USING THE MICRO-FLOPPY DISK

In order to store the information in your Text/Address/Auto Column Memory onto a disk, you must first prepare the disk to be used in the unit. This is done through a procedure called "Formatting".

A Formatting the Disk

Formatting prepares the disk for the type of machine you are using. Each disk must be formatted before it can be used. If there are files on the disk, they will be automatically erased when the disk is formatted.

After inserting the disk into the disk Drive (refer to p.20 "Inserting the Micro-Floppy Disk"):

1. Press the MENU key.

2. Select "Utility and Tutorial" by using the ARROW keys or entering "9".

3. Press the RETURN key.

4. Select "Format Disk" by using the ARROW keys or entering "6".

5. Press the RETURN key.
   The display will show the following message.

        Format Disk

        Formatting a disk prepares it for use on this system. This action will delete all files from the disk.

        Continue?

        Yes—RETURN/No—X

6. Press the RETURN key to start formatting.

   Press the CANCEL (X) key if you do not wish to format the disk.
Storing a Text to the Disk

The unit allows you to store the entire contents of the text memory at one time. Because the disk can hold 353 K, the entire memory contents may be stored to the same disk several times. Your text will remain in the text memory after it is stored to disk.

To save text created in the Word Processor Mode to disk, perform the following steps.

1. Press the MENU key.

   Main Menu

   1. Typewriter Mode
   2. Create New Text
   3. Edit Text in Memory
   4. Load Text File from Disk
   5. Store Text to Disk
   6. Mail Merge
   7. Address List
   8. Auto Column Plus
   9. Utility and Tutorial

2. Select "Store Text to Disk" by using the ARROW keys or entering "5".

3. Press the RETURN key.
The display will show "Reading Disk...", and then the File Name List will appear.

   Store Text to Disk
   Disk Remain = 353 (KB)

   Name | Size (KB)

   No Files on the Disk!

   File Name =

4. Enter a file name.
   (A maximum of 10 characters can be used to name the file.)
5 Press the RETURN key.
The display will show:

```
Storing File.
```

When the text has been stored on the disk, the display will return to the Main Menu.

- Press the MENU key to cancel the disk drive operation.

Remember, the text you have stored on your disk is still in the text memory. If you want to delete it, follow the procedures outlined in the "To Clear a Text from Memory" section of this manual (p. 63).

**IMPORTANT:** If you store a text from the text memory to the disk and the same name is already stored on the disk, the display will show:

```
Same file name already exists on the disk.
Do you want to replace the existing file with the new file in memory?
Yes-RETURN / No-(X)

File Name =
```
Loading a Text File from the Disk to Memory

When you have stored information from the text memory onto a disk, you may clear your memory and continue with additional projects. The disk drive gives you the ability to take a text stored on disk, and LOAD it back into text memory whenever you need it.

1. Press the MENU key.

2. Select “Load Text File from Disk” by using the ARROW keys or entering “4”.

3. Press the RETURN key.
   The display will show “Reading Disk…”, and then the File Name List will appear in alphabetical order.

4. Select the name of the file to be loaded by using the ARROW keys or entering the file name.
5 Press the **RETURN** key.
The display will show:

```
Loading File.
```

When loading is completed, your display will show the first page of the text.

- Press the **MENU** key to cancel loading the file.

**IMPORTANT:** If you already have a text in the text memory, the display will show:

```
Load Text File from Disk
Text already exists in memory
Do you want to replace the text in memory with this file?

Yes--RETURN / No--(X)
```
Renaming a File

1. Press the MENU key.

2. Select “Utility and Tutorial”.

3. Press the RETURN key.

Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial

4. Select “Rename File” by using the ARROW keys or entering “4”.

5. Press the RETURN key.

Select File Type.

1. Text File
2. Address List File
3. Auto Column File

6. Select “Text File” by using the ARROW keys or entering “1”.

7. Press the RETURN key.
The display will show the File Name List.
8 Select the name of the file to be renamed by using the ARROW keys or entering the name.

File Name =

9 Press the RETURN key.

New Name =

10 Enter the new name.

11 Press the RETURN key.
The display will show:

Renaming File.

After renaming, the display will return to the Utility menu.

- If the new name you entered is already being used, the display will show:

Same File Name Already Exists!

Retype the new name.

Similarly, you can rename an Address List File or an Auto Column File with this method.

- When renaming an Address List File:
  Select “Address List File” at step 6.

- When renaming an Auto Column File:
  Select “Auto Column File” at step 6.
Showing the File Names on the Disk

You may request the unit to list all the names of the files you have stored on a disk.

1. Press the MENU key.

2. Select “Utility and Tutorial”.

3. Press the RETURN key.

```
Utility and Tutorial
1. Open Phrase
2. Erase Phrase
3. Deletes File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial
```

4. Select “Show Directory” by using the ARROW keys or entering “7”.

5. Press the RETURN key.

After reading the disk, the display will show each file name and size, and the amount of available space on the disk.

Printing a List of the File Names

1. Perform the above steps 1–5.

2. Press the PRINT key.

The name and size of the files and the amount of available space on the disk will be printed.

- List printing will stop after printing 50 lines, and then the display will show “Page End!!”.

To continue printing, press the RETURN key.
To cancel list printing, press the CANCEL (×) key.

- If you want to stop printing the list, press the PRINT key.
Appending a Text

The unit allows you to insert an existing text into another text.

1. Recall the text you want to add another text to.

2. Position the cursor at the location where you want to insert second document.

3. Press the CODE + T keys. The display will show the file name list.

4. Select the name of the file to be inserted by using the ARROW keys or entering the name.

   File Name =

5. Press the RETURN key. The display will show:

   Appending Text.

After appending, the display will show the last position of the appended text.

- A copy of the entire text will be inserted with the appended text still remaining in the text memory.
1 Press the MENU key.

2 Select "Utility and Tutorial".

3 Press the RETURN key.

```
Utility and Tutorial
1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial
```

4 Select "Copy Disk" by using the ARROW keys or entering "5".

5 Press the RETURN key.
The display will show:

```
Copy Disk
This action will delete all files from the Destination Disk.
Continue?
Yes—RETURN / No—
```

6 Press the RETURN key.

7 Insert the source disk into the disk drive.

8 Press any key to start copying the source disk.

```
Reading Source Disk.
```

9 Eject the source disk and insert the destination disk into the disk drive.
10 Press any key to start storing the contents of the source disk onto the destination disk.

**Writing Destination Disk.**

Entire contents of the destination disk is deleted and replaced with the contents of the source disk.

When the entire contents of the source disk drive have been copied to the destination disk, the display will return to the Main Menu.

**IMPORTANT:** If you already have a text in the text memory, the display will prompt:

```
Copy Disk
This action will delete all files from the Destination Disk.
This action will delete the text from memory.
Continue?
Yes—RETURN / No—
```

- Press the **RETURN** key to continue.
- Press the **CANCEL** ( ) key to escape.
Deleting a File from the Disk

When you no longer need a particular file, or need the space to store a new text, you can delete an old file from the disk as follows:

1. Press the MENU key.

2. Select “Utility and Tutorial”.

3. Press the RETURN key.

   Utility and Tutorial
   1. Open Phrase
   2. Erase Phrase
   3. Delete File from Disk
   4. Rename File
   5. Copy Disk
   6. Format Disk
   7. Show Directory
   8. Tutorial

4. Select “Delete File from Disk” by using the ARROW keys or entering “3”.

5. Press the RETURN key.

   Select File Type
   1. Text File
   2. Address List File
   3. Auto Column File

6. Select “Text File”.
7 Press the RETURN key. 
The display will show the Text Name List.

8 Select the name of the text to be deleted by using the ARROW keys or entering the name.

File Name =

9 Press the RETURN key. 
The display will show:

Delete File from Disk

Do you want to delete this file from the disk? 
Yes-RETURN / No- 
Delete File Name =

10 Press the RETURN key. 
The display will show:

Deleting File.

The display will return to the File Type after the file has been deleted.

11 Press the MENU key to return to the Main Menu.

Similarly, you can delete an Address List File or an Auto Column File with this method.

- When deleting an Address List File:
  Select "Address List File" at step 6.

- When deleting an Auto Column File:
  Select "Auto Column File" at step 6.
6-1 MAIL MERGE

Mail Merge allows you to merge a form letter requiring variable information with a mail list. This application enables you to create personalized letters for each person on your mail list with the respective variable information inserted automatically.

The unit also allows you to selectively print from your mail list. This is done by entering a qualifying line (maximum of 30 characters) before each address block. This qualifying line allows you to instruct the unit to selectively merge names and addresses that fall within a specific category.

Mail Merge can also be instructed to print only the address from the mail list enabling you to address each envelope or label without retyping.

A Creating a Form Letter

The form letter containing the constant information is entered into the Text Memory as normal text. Reference Codes (V) are inserted into the letter where the variable information in the mail list is to be inserted. Regardless of the number of lines of variable information (i.e., an address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the reference code so that the variable information does not run into the other text.

Creating a Reference Code

Press the CODE + V keys.

Your display will show a (V) with an underscore. This tells the system to refer to the mail list for the variable information.

Mail Merge inserts the variable information into the form letter in the order it appears in the mail list. Therefore, always use the first reference code for the name and address so that the mail list can be used to print envelopes and labels.

On the next page is an example of a form letter. Please complete all the exercises in this section so that you become comfortable with the mail merge application.
Enter the Word Processor Mode.

Set your original left margin at 10.

Set your original right margin at 70.

Set your page length to 60.

Set your typing mode selector to "JUST".

Enter the following form letter into the Text Memory and store it to disk naming it "OVERDUE". Be sure to use the CODE+V keys for each reference point shown in the following example:

(Today's Date)

To:

Dear Sir:

A copy of invoice No. 5 was sent to your office on November 30, 197...

Your balance is now $100.00 past due and we would appreciate your payment within the next 15 days. If your check or your bill has been sent, please accept our thanks and disregard this notice.

Sincerely,

Les Shaye

Export Section Manager

[Signature]
B Creating a Mail List

The mail list is created in the Text Memory and stored to a disk under a separate file name, and it contains all variable information necessary to merge into the form letter. Each variable to be merged into the form letter is enclosed in parentheses ( ).

Manual returns entered within the parentheses are inserted into the form letter and will return at that point. Manual returns entered outside the parentheses do not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out. An example of a mail list with and without returns after each variable is shown on the next page.

Each group of variable information (i.e., name and address, account number, etc.) is called a Record. Each record is separated by the CODE+SLASH (/) keys in the mail list.

1 Enter the Word Processor Mode.
2 Press the CODE+SLASH (/) keys.
3 Press the RETURN key.
4 Type an opening Parenthesis "(".
5 Type the variable information.
6 Type a closing Parenthesis ")".
7 Continue entering each variable for the letter with parenthesis.
8 Repeat for each record or group of variables.
Below is an example of the same mail list entered with returns after each variable (Unpacked) and without returns after each variable (Packed).

Open a new text and enter the following mail list into the memory in the style you prefer. Store the text to the disk naming it "LATE ACCTS".

**UNPACKED**

(Mrs. Monica Simpson)
289 Black Street
New York, NY 10004

(Mrs. Simpson)
51343
12/23/86
5 1/2 inch disks
(60)
8325.00

(Neal Alicia Prichett)
131 Korean Avenue
Summit, NJ 07901

(Mrs. Prichett)(020584)(12/23/86)(marking pens)(30)(197.65)

(Mrs. Paul Smith)
1985 Harrison Road
Ridgfield Park, NJ 07660

(Mr. Smith)(82539)
12/23/86
magnetic tapes
(60)
(1821.25)

**PACKED**

(Mrs. Monica Simpson)

(Mrs. Simpson)
51343
12/23/86
5 1/2 inch disks
(60)
8325.00

(Neal Alicia Prichett)
131 Korean Avenue

(Mrs. Prichett)(020584)(12/23/86)(marking pens)(30)(197.65)

(Mrs. Paul Smith)
1985 Harrison Road

(Mr. Smith)(82539)
12/23/86
magnetic tapes
(60)
(1821.25)
C  Merging a Form Letter and Mail List

Each letter will print with the margins and tab set when the form letter was stored.

1. Press the MENU key.

```
Main Menu
1. Typewriter Mode
2. Create New Text
3. Edit Text in Memory
4. Load Text File from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial
```

2. Select "Mail Merge" by using the ARROW keys or entering "6".

3. Press the RETURN key.
The display will show the Text Name List.

```
Mail Merge  Disk Remain = 320 (KB)
Name       Size (KB)
AAA         10
BBB         13
LATE ACCTS  1
OVERDUE     1
```

4. Select the file name of the Form Letter by using the ARROW keys or entering the name.

```
Form Letter Name = OVERDUE
```

5. Press the RETURN key.

6. Select the file name of the Mail List by using the ARROW keys or entering the name.

```
Mail List = LATE ACCTS
```
7 Press the RETURN key.
The display will show the Mail Merge Parameters.

<table>
<thead>
<tr>
<th>Mail Merge Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Copies: 1</td>
</tr>
<tr>
<td>Page Numbering : N</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>(1,2,...:start number)</td>
</tr>
<tr>
<td>(N:no numbering)</td>
</tr>
<tr>
<td>Print Impression : i</td>
</tr>
<tr>
<td>(1-Light/2-Medium/3-Heavy)</td>
</tr>
</tbody>
</table>

To change a parameter, select it by using the ARROW keys and enter the desired value.

8 Press the RETURN key.
The display will show:

| Qualifier: | |

- The Qualifier is used to selectively print records from your mail list. This operation will be covered in the next section.

9 Press the RETURN key.
Mail merge will start and the form letter will be displayed containing the information from the first record.

- When you want to display the form letter merged with the information from the next record, press the CANCEL (🗑️) key.

10 Press the RETURN key to start printing.
After printing, the display will show the form letter merged with the information from the next record.

If you want to print it, press the RETURN key.
If you want to stop merging, press the MENU key.

11 When merging has been entirely completed, the display will return to the Main Menu.
• If the text already exists in the text memory, the display will show:

```
Mail Merge

This action will delete the text in memory.
Do you want to do Mail Merge?
Yes–RETURN / No–(X)
```

• If a record does not exist in the Mail List, the display will show:

```
Code+ /not found in the Mail List.

Press any key to return to the Text Name List.
```

• When the form letter includes more reference codes than variables in the mail list, the display will show:

```
Reference Code Mismatch

Then the unit will continue merging with replacing the superfluous codes with one space.
D Creating a Qualified Mail List

If you do not have a qualifying line before each record of variables, you cannot qualify or selectively print from your mail list. The qualifying line can be a maximum of 30 characters and must appear as the first line of each record. You can use the 30 characters to create as many qualifying categories as you'd like (i.e., zip code, state, occupation, etc.). These qualifiers do not have to be associated with the variables in the mail list.

If you wanted to select individuals by zip code, you'd enter the zip code on the qualifying line. If you also wanted to select by state, that too would be entered on the qualifying line. The group of characters representing one category is called a field. The state and zip code would represent two fields. Each field must be separated by a space.

- Add a qualifying line to each record in the mail list "LATE ACCTS" by loading it from the disk and store them to the disk again.

Use the Caps Lock feature when typing the qualifying line as shown below:

<table>
<thead>
<tr>
<th>NY</th>
<th>10004</th>
<th>$325</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mrs. Monica Simpson)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NJ</th>
<th>07901</th>
<th>$197</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mrs. Alicia Pritchett)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NJ</th>
<th>07660</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mr. Paul Smith)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E Selecting from a Qualified Mail List

1. Press the MENU key.
2. Select "Mail Merge".
3. Press the RETURN key.
4. Select or enter the file name of the Form Letter.
5. Press the RETURN key.

6. Select or enter the file name of the Mail List.
   
   Mail List =

7. Press the RETURN key.
   If you need to change the parameters, select and enter the desired value.

8. Press the RETURN key.
   The display will show:
   
   Qualifier: □

   Enter each qualifying field in the Mail List. Remember to separate each field with a space.

9. Press the RETURN key.
   Mail merge will start and the form letter will be displayed containing the information from the qualified record.

10. Press the RETURN key to start printing.

   • If a qualified record does not exist in the Mail List, the display will show:

   No Qualified Records!!

   Press any key to return to enter a new qualifier.
Wildcards

You can use wildcards to instruct the system to select any character in a field or ignore the remainder of the fields on the qualifying line.

EXAMPLE:

<table>
<thead>
<tr>
<th>Qualifier: 07</th>
<th>$197</th>
</tr>
</thead>
</table>

All zip codes starting with 07

Press the RETURN key to by-pass each prompt.

To do the following exercise, press the MENU key and merge the form letter "OVERDUE" with the mail list "LATE ACCTS".

• Send a letter to all customers in "NJ" with a Zip Code beginning with "07".

The qualifying prompts should read:

<table>
<thead>
<tr>
<th>Qualifier: NJ 07</th>
</tr>
</thead>
</table>

or

<table>
<thead>
<tr>
<th>Qualifier: 07 NJ</th>
</tr>
</thead>
</table>

Two letters should print.

• Send a letter to all customers living in "NY".

The qualifying prompts should read:

<table>
<thead>
<tr>
<th>Qualifier: NY</th>
</tr>
</thead>
</table>

One letter should print.
Printing Envelopes and Labels

As we learned earlier, mail merge requires two components, a form letter and a mail list. When printing envelopes or labels, a dummy text containing only CODE+V and RETURN is needed to print only the first variable. Therefore, always enter the name and address as the first variable in the mail list. You may need more than one dummy text (different names) since envelopes and labels require different formats for printing.

Creating a Dummy Text

1. Enter the Word Processor Mode.
2. Set margins for the envelope or label.
3. Press the CODE+V keys to enter the Reference code. This instructs the system to pull the first variable from the mail list.
4. Press the MENU key to store the text to the disk.
5. Select “Store Text to Disk” and press the RETURN key.
6. Enter a document name.
7. Press the RETURN key.

Remember, when merged, the mail list will print within the format of the form letter.
Printing Envelopes and Labels

1. Insert an envelope or label.

2. Press the MENU key.

3. Select "Mail Merge" and press the RETURN key.

4. Select or enter the Form Letter Name and press the RETURN key.

5. Select or enter the Mail List Name and press the RETURN key.
   If you need to change the parameters, select and enter the desired value.

6. Press the RETURN key.
   The Qualifier display will be showed.
   Enter a Qualifier if desired.

7. Press the RETURN key.
   The address from the first record will be displayed.
   • When you want to display the next address, press the CANCEL (🗑️) key.

8. Press the RETURN key to start printing.

9. Insert another envelope or label.

10. Repeat step 8.
7-1 ADDRESS LIST MEMORY

This unit will allow you to store up to 999 separate records to the disk. A record consists of four items: a name, an address, a phone number and a memo. Remember, the length of each record is limited by the total available memory of your unit.

Address List Memory will accept;
- Bold
- Underline
- Embedding

Address List Memory will not accept;
- Centering
- Right Margin Flush
- Decimal Tabulation
- Paragraph Indent
- Stop Code

To enter the Address List menu:

1. Press the MENU key.

   Main Menu
   1. Typewriter Mode
   2. Create New Text
   3. Edit Text in Memory
   4. Load Text File from Disk
   5. Store Text to Disk
   6. Mail Merge
   7. Address List
   8. Auto Column Plus
   9. Utility and Tutorial

2. Select “Address List” by using the ARROW keys or entering “7”.

3. Press the RETURN key.
The display will show the Address List menu.

   Address List
   1. Create New Record
   2. Edit Record
   3. Load Address List File from Disk
   4. Store Address List File to Disk
   5. Sort Address List File in Alphabetical Order
   6. Delete All Records from Memory

Select “Create New Record” when you are:
- creating new records

Select “Edit Record” when you are:
- recalling a record for modification
- recalling a record to copy it to another record
- recalling a record to print it
- deleting a record from memory

105
Select “Load Address List File from Disk” when you are:
• loading the address list file from the disk

Select “Store Address List File to Disk” when you are:
• storing the address list file to the disk

Select “Sort Address List File in Alphabetical Order” when you are:
• sorting records in alphabetical order

Select “Delete All Records from Memory” when you are:
• deleting all records

• If the text already exists in the text memory, the display will show:

```
Text already exists in memory.
This action will delete the existing text.
Continue?

Yes—RETURN / No—(X)
```

To delete the existing text and enter the Address List menu, press the RETURN key.
To retain the existing text, press the CANCEL (X) key and the Main Menu will appear.
A  To Create Records and Store to the Disk

1. Select “Create New Record” by using the ARROW keys or entering “1” in the Address List menu.

2. Press the RETURN key.
   The current Record No. will appear on the top of the display.

3. Type the information to be stored to each term, but do not exceed:
   - Name: 120 characters
   - Address: 150 characters
   - Phone No.: 30 characters
   - Memo: 30 characters

   For example, enter the following record.

<table>
<thead>
<tr>
<th>Record No.: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Mrs. Monica Simpson ..................</td>
</tr>
<tr>
<td>Address: 29 Hicks Street, New York, N.Y. 10004</td>
</tr>
<tr>
<td>Phone No.: 123-456-7890 ..................</td>
</tr>
<tr>
<td>Memo: Doctor (surgeon) ..................</td>
</tr>
</tbody>
</table>

   You must use the UP/DOWN ARROW keys to move the next/previous term.

   • If you want to sort the records according to each last name, press the CODE+Q keys between the first name and the last name of each “Name” term. The display will show a rectangular (□) symbol. This operation will be covered in the “To Sort Records in Alphabetical Order” on p. 112.

   • If you attempt to enter more than above number of characters in “Name”, “Address”, “Phone No.” or “Memo” terms, the display will show:

   | Term Too Long! |
4 If you want to store more records, press the NEXT PAGE key to move to the next record and repeat the above step 3.

- You can store a maximum of 999 records. If you attempt to enter more than 999 records, the display will show:

```
Too Many Records!!
```

5 Press the MENU key to close the record.

The display will show the Record table.

```
<table>
<thead>
<tr>
<th>No.</th>
<th>NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mrs. Monica Simpson...</td>
<td>29 Hicks Street,</td>
</tr>
<tr>
<td>2</td>
<td>(NEW RECORD)</td>
<td></td>
</tr>
</tbody>
</table>
```

The entered records will be listed with "Name" and "Address" terms in input order.

6 Press the MENU key to return Address List menu.

7 Select "Store Address List File to Disk" by using the ARROW keys or entering "4".

```
Address List
1. Create New Record
2. Edit Record
3. Load Address List File from Disk
4. Store Address List File to Disk
5. Sort Address List File in Alphabetical Order
6. Delete All Records from Memory
```

8 Press the RETURN key.

The display will show:

```
Store Address List File to Disk          Disk Remain = (KB)
Name           Size (KB)

File Name ->
```

9 Enter a name of the Address List File, but do not exceed ten (10) characters.
10 Press the RETURN key. The display will show:

```
Storing File.
```

When storing is completed, the display will return to the Address List menu.

11 Press the MENU key. The display will show:

```
Files exists in memory. This action will delete the existing file. Continue?
Yes--RETURN / No--\(\times\)```

12 Press the RETURN key to return to the Main Menu.

- If you store an Address List from the memory to the disk and the same name is already stored on the disk at step 9, the display will show:

```
Same file name already exists on the disk. Do you want to replace the existing file with the new file in memory?
Yes--RETURN / No--\(\times\)```

- If you want to rename the Address List File, refer to “Renaming a File” on p. 85.

To practice the exercises in this manual, please enter the following names with CODE + Q keys and addresses, etc. and store the records onto the disk naming it “ADDR LIST1”.

```
Name: Mrs. Monica Simpson
Address: 29 Hicks Street, New York, N.Y. 10004
Phone No.: 123-456-7890
Memo: Doctor (surgeon)
```

```
Name: Mr. Paul Smith
Address: 1985 Harrison Road, J
Ridgefield Park, N.J. 07660
Phone No.: 483-591-6720
Memo: Lawyer
```

```
Name: Mrs. Alicia Pritchett
Address: 131 Ascan Avenue, Summit, N.J. 07091
Phone No.: 852-963-7810
Memo: Teacher
```

```
Name: Mr. David Keith
Address: 234 Ocean Blvd, J
East Harwich, M.A. 02645
Phone No.: 158-942-6370
Memo: Doctor (physician)
```

(Press the RETURN key.)
To Load an Address List File from the Disk

When you have stored an Address List File from the Memory onto a disk, you may clear your memory and continue with additional projects. The disk drive gives you the ability to take an Address List File stored on disk, and load it back into Memory whenever you need it.

1. Select “Load Address List File from Disk” by using the ARROW keys or entering “3” in the Address List menu.

   Address List
   1. Create New Record
   2. Edit Record
   3. Load Address List File from Disk
   4. Store Address List File to Disk
   5. Sort Address List File in Alphabetical Order
   6. Delete All Records from Memory

2. Press the RETURN key.
   The display will show “Reading Disk...” and then the Address List File will appear in alphabetical order.

   Load Address List File from Disk   Disk Remain = (KB)
   Name                  Size (KB)
   ADDR LIST1            1
   BBB                    1
   CCC                    1

   File Name =

   The first display is capable of showing a maximum of 32 file names.
   If a disk contains more than 32 file names, press the NEXT PAGE or CODE+NEXT PAGE key(s) to show the next or previous display.

3. Select the name of the Address List File to be loaded by using the ARROW keys or entering the name.

4. Press the RETURN key.
   The display will show:
   Loading File.

   When loading is completed, the display will show the loaded Record table.
   You can also see the File Name on the top of the display.
If you already have an Address List exists in Memory, the display will show:

```
File exists in memory.
This action will delete the existing file.
Continue?
Yes–RETURN / No–CANCEL
```

Press the RETURN key to load the Address List File. Press the CANCEL (CANCEL) key to cancel this operation and return to the Address List menu.

---

**C To Add to an Existing Address List**

If you are interrupted while entering a record, simply end the information and continue it later.

1. Select “Create New Record” in the Address List menu after creating records or loading the Address List File to store the additional information.

2. Press the RETURN key.

3. Make new records and store the additional information to the disk.
(Refer to the steps 3-10 of “To Create Records and Store to the Disk” on p.107.)
To Sort Records in Alphabetical Order

This feature will allow you to sort the records according to each last name using the CODE + Q keys between the first name and last name of each “Name” term. When you enter a “Name” term using the CODE + Q keys each record will be sorted according to the first character after the sort rectangle ( ). This means that spaces and numeric characters will appear prior to alphabet characters.

1. Select “Sort Address List File in Alphabetical Order” by using the ARROW keys or entering “5” in the Address List menu after creating the records or loading the Address List File to be sorted.

   Address List
   1. Create New Record
   2. Edit Record
   3. Load Address List File from Disk
   4. Store Address List File to Disk
   5. Sort Address List File in Alphabetical Order
   6. Delete All Records from Memory

2. Press the RETURN key. The display will show:

   Sort Address List File in Alphabetical Order
   Sort records in alphabetical order according to the characters behind the Sort Rectangle ( ) in the Name Term. Can not return to the previous order. Continue?
   Yes—RETURN / No—

3. Press the RETURN key for Yes or CANCEL ( ) key for No.

To begin this exercise, please recall the file name “ADDR LIST1” from the disk and sort the records.
After sorting, the display will show the Record table as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. David</td>
<td>234 Ocean Blvd.</td>
</tr>
<tr>
<td>2</td>
<td>Mrs. Alicia</td>
<td>131 Ascan Avenue.</td>
</tr>
<tr>
<td>3</td>
<td>Mrs. Monica</td>
<td>29 Hicks Street.</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Paul</td>
<td>1965 Harrison Road.</td>
</tr>
<tr>
<td>5</td>
<td>(NEW RECORD)</td>
<td></td>
</tr>
</tbody>
</table>
To Modify a Record

If you want to modify a record, do the following:

1. Perform the steps 1-2 of "To Load the Address List File from the Disk" on p.110.

2. Select the File Name to be modified and press the RETURN key.
   The display will show the Record table.
   - The first display is capable of showing a maximum of 10 records.
   - If you have more than 10 records, press the NEXT PAGE or CODE+NEXT PAGE key(s) to show the next or previous display.

3. Select the record as you wish and press the RETURN key.

4. Modify the record.

5. Perform the steps 5-8 of "To Create Records and Store to the Disk" on p. 107. to store the modified record.
   - If the part to be modified is located toward the end of the current term, press the RELOC key to position yourself at the end of it.
   - If the part to be modified is located toward the beginning of the current term, press the CODE+RELOC keys to position yourself at the beginning of it.
   - If the part to be modified is located in the other term, use the ARROW keys to move the other term.
   - If the part to be modified is located in the next record, press the NEXT PAGE key to move to the next record.
   - If the part to be modified is located in the previous record, press the CODE+NEXT PAGE keys to move to the previous record.
   - After the top record in memory has been displayed and the following message will appear on the display.

   Top of Lists!!
Record Search

You can search directly to the record to be modified or printed on the Record table.

1. Select "Edit Record" in the Address List menu.

2. Press the RETURN key.
The display will show the Record table.

3. Press the CODE + S keys.

4. Enter "Name", "Address", "Phone No." or "Memo" (a maximum of 30 characters) you are searching for.
[For example, Smith]

   Search Record
   Enter search strings.
   Name: Smith
   Address:
   Phone No.:
   Memo:

5. Press the RETURN key.
   Your unit will start searching the required records only for entered terms from the top of table.
The display will show the table of the searched records.

6. Modify or print the record if necessary.
   • If the record is not found in the list, the display will show:

   Not Found!!
To Copy a Record to Another Record

1. Select "Create New Record" in the Address List menu after creating records or loading the Address List File.

2. Press the RETURN key. The display will show the new record.

3. Press the CODE + 3 keys. The display will show:

   Record No. = [ ]

   Enter the record No. to be copied.

4. Press the RETURN key to copy the record to another record. If you do not want to copy it, press the MENU key.

   - When the selected record is empty, the display will show:

     Not Found!!

To practice the exercise, recall the file name "ADDR LIST1" and add the following record. As you see, the following record is the same Record No. 3 except the "Name" and "Memo" terms.

You can simply create the new record by copying Record No. 3 to it and changing the Name and Memo.

Name: Ms. Jill Simpson
Address: 29 Hicks Street, New York, N.Y. 10004
Phone No.: 123-456-7890
Memo: Doctor (dentist)
Printing from the Address List Memory

To Print the Address List

You have entered your records into memory or disk and now want to print it.

1. Select “Edit Record” in the Address List menu.

2. Press the RETURN key.
   The display will show the Record table.

3. Press the PRINT key.
   The display will show:

   \[
   \text{Set Printing Parameters}
   \]

   \[
   \begin{align*}
   \text{Print Address} & : \text{Y (Y=Yes/N=No)} \\
   \text{Phone No.} & : \text{N} \\
   \text{Memo} & : \text{N} \\
   \text{from Record} & : 1 \\
   \text{to Record} & : 5 (L: Last Record) \\
   \text{Print Impression} & : 1 (1=Light/2=Medium/3=Heavy) \\
   \text{Page Length} & : 60
   \end{align*}
   \]

   Select the desired parameter by using the ARROW keys and change it, if necessary.

4. Press the RETURN key.
   The unit will start printing your record.

   \[
   \text{Printing!}
   \]

   After printing, the display will show the record table.

*Do not change the pitch while the unit is printing.

- The unit will automatically print the records according to the following independent of the current margin format.

<table>
<thead>
<tr>
<th>PITCH</th>
<th>Name</th>
<th>SPACE</th>
<th>Address, Phone No. &amp; Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>26 chr.</td>
<td>4</td>
<td>36 chr.</td>
</tr>
<tr>
<td>12</td>
<td>31 chr.</td>
<td>4</td>
<td>43 chr.</td>
</tr>
<tr>
<td>15</td>
<td>38 chr.</td>
<td>6</td>
<td>53 chr.</td>
</tr>
</tbody>
</table>
When the print line reaches the end of page, the display will show:

```
Page End!
Continue?
Yes–RETURN / No–\(\times\)
```

To Stop Printing in the Middle of the Record

1. Press the PRINT key during printing.

```
Continue printing?
Yes–RETURN / No–\(\times\)
```

2. If you want to exit the printing mode:
   Press the CANCEL (\(\times\)) key.

   If you want to continue printing the Address List:
   Press the RETURN key.

   Your unit will resume printing from the point on the line where it stopped.

To Print a Record on the Envelope

1. Select “Edit Record” in the Address List menu and press the RETURN key.

2. Select a record you wish to print by using the ARROW, CODE+S, NEXT PAGE, or CODE+NEXT PAGE key(s).

3. Press the RETURN key.
   The display will show the record.

4. Press the PRINT key.
   The display will show:

```
Set Printing Parameters
Print Phone No.? : N  (Y–Yes / N–No)
Memo : N
Print Impression : 1  (1–Light/2–Medium/3–Heavy)
```

Select the desired parameter by using the ARROW keys and change it, if necessary.
5 Set an envelope and press the RETURN key.

Move carriage to desired printing position with SPACE BAR or BACKSPACE key.

- Press the SPACE BAR or the BACKSPACE key to move the carriage to the desired position to be printed.
- Change the vertical position of the paper using the Platen Knob.

6 Press the RETURN key to start printing.

Printing!

7 After printing, press the MENU key.

8 Repeat the above steps 2-7.

To begin this exercise, recall the file name "ADDR LIST1" and print on the envelope as follows:

---

Mr. Paul Smith  
1985 Harrison Road,  
Ridgefield Park, N.J.  07660  
483-591-6720

(Envelope)

---

Carriage position  
Mr. David Keith  
234 Ocean Blvd.  
East Harwich, M.A.  02645
To Delete a Record from Memory

When you no longer need a particular record, or need the space to enter a new record, you can delete an old record from memory as follows:

1. Select "Edit Record" in the Address List menu.

2. Press the RETURN key.

3. Select a record to be deleted by using the ARROW, CODE+S, NEXT PAGE, or CODE+NEXT PAGE key(s).

4. Press the RETURN key.
The display will show the record.

5. Press the CODE+CANCEL (X) keys.
The display will show:

   Delete this record? Yes–RETURN / No–X

6. Press the RETURN key for Yes or CANCEL (X) key for No.

You can also delete a record on the Record table by skipping the above step 4.
Deleting All Records from Memory

When you no longer need all records in memory or need the space to enter a new record, you can delete all records from memory as follows:

- If you want to delete an Address List File from the disk, refer to “Deleting a File from the Disk” on p. 91.

1. Select “Delete All Records from Memory” by using the ARROW keys or entering “6” in the Address List menu.

   Address List
   1. Create New Record
   2. Edit Record
   3. Load Address List File from Disk
   4. Store Address List File to Disk
   5. Sort Address List File in Alphabetical Order
   6. Delete All Records from Memory

2. Press the RETURN key.

   Delete All Records from Memory
   This function will delete all records from memory and create a new address list file.
   Continue?
   Yes—RETURN / No—

3. Press the RETURN key for Yes or CANCEL (☒) key for No. After deleting all records, the display will show the Address List menu.
This function is used to make a ruled table of data and perform basic calculations. You can set between 1 and 16 columns.

Auto Column Plus will accept;
- Bold
- Centering
- Continuous Underlining
- Decimal Tabulation
- Embedding

Auto Column Plus will not accept;
- Right Margin Flush
- Paragraph Indent
- Stop Code
- Word by Word Underlining

To enter the Auto Column Plus menu:

1. Press the MENU key.

```
Main Menu
1. Typewriter Mode
2. Create New Text
3. Edit Text in Memory
4. Load Text File from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial
```

2. Select "Auto Column Plus" by using the ARROW keys or entering "8".

3. Press the RETURN key.
The display will show the Auto Column Plus menu.

```
Auto Column Plus
1. Create New Auto Column File
2. Edit Auto Column File
3. Load Auto Column File from Disk
4. Store Auto Column File to Disk
```

Select "Create New Auto Column File" when you are:
- creating new auto column file

Select "Edit Auto Column File" when you are:
- recalling an auto column file for modification
- recalling an auto column file to print it
- recalling an auto column file to calculate it
Select "Load Auto Column File from Disk" when you are:
- loading the auto column file from the disk

Select "Store Auto Column File to Disk" when you are:
- storing the auto column file to the disk

- If the text already exists in the text memory, the display will show:

```
Text already exists in memory.  
This action will delete the existing text.  
Continue?  
Yes--RETURN / No--×
```

To delete the existing text and enter the Auto Column Plus menu, press the RETURN key.

To retain the existing text, press the CANCEL (×) key and the Main Menu will appear.
To Create an Auto Column File

1. Select "Create New Auto Column File" by using the ARROW keys or entering "1" in the Auto Column Plus menu.

2. Press the RETURN key.
   The display will show the auto column parameter.

   Set Parameters
   - Number of Columns: (1-16)
   - Column Width: (6-19)
   - Print Pitch: 10 (10/12/15)
   - Header Lines: (0-9)
   - Data Lines: (1-30)
   - Footer Lines: (0-3)

3. Enter the required number of columns, column width, print pitch, header lines, data lines and footer lines by using the ARROW keys.
   For example:

   - Number of Columns: 5 (A maximum of 16 columns can be set)
   - Column Width: 13 (5 to 13 can be set)
   - Print Pitch: 10 (10/12/15 can be set)
   - Header Lines: 1 (A maximum of 3 lines can be set)
   - Data Lines: 4 (A maximum of 30 lines can be set)
   - Footer Lines: 1 (A maximum of 3 lines can be set)

   • The figures of number of columns and column width must be meted the following formulas.
     (Number of Columns) × (Column Width + 1) + 3 ≤ 100 (10 pitch)
     (Number of Columns) × (Column Width + 1) + 3 ≤ 120 (12 pitch)
     (Number of Columns) × (Column Width + 1) + 3 ≤ 150 (15 pitch)

   • If you enter the wrong number, the display will show:

      Parameter Error!!
4 Press the RETURN key.
The display will show the column layout.

<table>
<thead>
<tr>
<th>Column Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A : B : C : D : E :</td>
</tr>
<tr>
<td>1: (Header Line)</td>
</tr>
<tr>
<td>2: (Data Line)</td>
</tr>
<tr>
<td>3: (Footer Line)</td>
</tr>
</tbody>
</table>

5 Enter the data for each column.
You may use the CODE+TAB keys when entering the numbers into each column.

To practice the exercises in this manual, please enter the following data:

<table>
<thead>
<tr>
<th>Column Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A : B : C : D : E :</td>
</tr>
<tr>
<td>1:</td>
</tr>
<tr>
<td>2: Age 1987 1988 Total Increase N</td>
</tr>
<tr>
<td>3:</td>
</tr>
<tr>
<td>4: Twenties B1500 B2000</td>
</tr>
<tr>
<td>5: Thirties B10000 B15000</td>
</tr>
<tr>
<td>6: Forties B4500 B7000</td>
</tr>
<tr>
<td>7: Fifties B2000 B2300</td>
</tr>
<tr>
<td>8:</td>
</tr>
<tr>
<td>9: Total</td>
</tr>
<tr>
<td>10:</td>
</tr>
</tbody>
</table>

- The RIGHT/LEFT ARROW keys move the cursor to the next/previous column.
- You may use the TAB key in place of the CODE+C keys when centering the data.
- The maximum width of one column is equal to 15 characters.
- In each column, a maximum of 13 characters can be entered. The number of characters is 2 characters less than the column width. If this number of characters is exceeded, the buzzer will sound and further input will not be accepted.
- The decimal point will be set on the third character from the right in each column at any time.
After entering all of the data, press the **MENU** key to close the auto column. The display will return to the Auto Column Plus menu.

While creating your auto column, you can calculate by using the entered data in this auto column. This operation will be covered in the next section.

- If an auto column file already exists in the memory at step 2, the display will show:

  ```
  Create New Auto Column File
  This function will delete the existing auto column file from memory.
  Continue?
  Yes—RETURN / No—
  ```

  To create the new auto column file, press the **RETURN** key. To retain the existing auto column file, press the **CANCEL** (🗑️) key and the Auto Column Plus menu will appear.
**To Calculate in an Auto Column**

This unit will allow you to calculate while creating or editing an auto column.

In the Auto Column Plus mode, there are auto calculating and manual calculating operations: Horizontal Sum, Horizontal Average, Vertical Sum, Vertical Average, Manual Calculation.

- **Horizontal Sum and Average** are calculating operations of each designated column on the same line.
- **Vertical Sum and Average** are calculating operations of each designated line in the same column.
- **Manual Calculation** (Addition, Subtraction, Multiplication, Division) is performed when you need to calculate within each column.

1. Perform the steps 1-5 of "To Create an Auto Column File" on p. 123.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>I</td>
<td>New File:*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Press the MAR REL key to calculate.
   The display will show:


3. Select the required expression by using the ARROW keys.

   H-Sum = Horizontal Sum
   H-Avg. = Horizontal Average
   V-Sum = Vertical Sum
   V-Avg. = Vertical Average
   Manual Calc. = Addition (+), Subtraction (-), Multiplication (×), Division (/)
For example:
When you want to enter the horizontal sum of B and C to the D column:

4a Select "H-Sum".

5a Press the RETURN key.
The display will show:

6a Enter the "D" or "B,C=D" and press the RETURN key.
The display will show the results of calculation in the "D" column.

<table>
<thead>
<tr>
<th>10</th>
<th>I</th>
<th><em>New File</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>:</td>
<td>A</td>
<td>: B</td>
</tr>
<tr>
<td>1:</td>
<td>Age</td>
<td>1987</td>
</tr>
<tr>
<td>2:</td>
<td>4</td>
<td>Twenties</td>
</tr>
<tr>
<td>3:</td>
<td>5</td>
<td>Thirties</td>
</tr>
<tr>
<td>6:</td>
<td>7</td>
<td>Forties</td>
</tr>
<tr>
<td>7:</td>
<td>8</td>
<td>Fifties</td>
</tr>
<tr>
<td>9:</td>
<td>10:</td>
<td>C Total</td>
</tr>
</tbody>
</table>

When you want the number of increase for "Twenties":

4b Select "Manual Calc." and press the RETURN key.
The display will show:

5b Enter the calculating operation (Subtraction) as follows:
**6b** Press the **RETURN** key.  
The display will show the result of calculation.

```
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>C Age</td>
<td>C 1987</td>
<td>C 1988</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1500</td>
<td>2000</td>
<td>3500</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1000</td>
<td>1500</td>
<td>2500</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>4500</td>
<td>7000</td>
<td>11500</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>3000</td>
<td>2300</td>
<td>4300</td>
</tr>
</tbody>
</table>

Repeat the above step to enter the number of increase for all age groups.  
When calculating is completed, the display will show:

```
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>C Age</td>
<td>C 1987</td>
<td>C 1988</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1500</td>
<td>2000</td>
<td>3500</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1000</td>
<td>1500</td>
<td>2500</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>4500</td>
<td>7000</td>
<td>11500</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>3000</td>
<td>2300</td>
<td>4300</td>
</tr>
</tbody>
</table>

When you want to enter the vertical sum on line 9:

**4c** Select "**V-Sum**".

**5c** Press the **RETURN** key.  
The display will show:

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>V-Sum:</td>
</tr>
</tbody>
</table>
```
6c Enter "9" or "4, 5, 6, 7 = 9" and press the RETURN key. The display will show the results of calculation on the ninth line:

<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th></th>
<th>New File*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>2:</td>
<td></td>
<td>Age</td>
<td>1987</td>
</tr>
<tr>
<td>3:</td>
<td></td>
<td>4:</td>
<td>Twenties</td>
</tr>
<tr>
<td>5:</td>
<td></td>
<td>5:</td>
<td>Thirties</td>
</tr>
<tr>
<td>6:</td>
<td></td>
<td>6:</td>
<td>Forties</td>
</tr>
<tr>
<td>7:</td>
<td></td>
<td>7:</td>
<td>Fifties</td>
</tr>
<tr>
<td>8:</td>
<td></td>
<td>9:</td>
<td>Total</td>
</tr>
<tr>
<td>10:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- You can use only numbers or numbers with a period (.:decimal point) and a hyphen (:-minus) as the objects of calculation.
- Numbers with "%", "$", "( )" "=" can not calculate in auto column.
- For example: "30%", "$300", "A1 - (B2 + C3) = D4" "3,000"
- If there is an incorrect calculating expression, the display will show: Parameter Error!!

7 After calculating and completing your table, press the MENU key. The display will show the Auto Column Plus menu.
C  To Print an Auto Column

You have now entered your auto column into memory and want to print it.

1. Press the PRINT key after creating or editing the auto column. The display will show the printing parameters.

   Set Printing Parameters
   Number of Copies : 1
   Left Margin   : 0
   Right Margin  : ( )
   Print Impression : 1 (1=Light/2=Medium/3=Heavy)

   When you enter the left margin data, right margin data will change automatically.

2. If all of the printing parameters are correct, press the RETURN key to start printing.

   If not, select the desired parameter by using the ARROW keys, and change it.

   • You can select the number of copies (maximum of 99), and the printing impression level.

   When printing is completed, your auto column will reappear on the display.

D  To Modify an Existing Auto Column

If you want to modify an existing auto column, do the following:


   Auto Column Plus
   1. Create New Auto Column File
   2. Edit Auto Column File
   3. Load Auto Column File from Disk
   4. Store Auto Column File to Disk

2. Press the RETURN key.
   The display will show the Auto Column table.

3. Modify the table.

4. After modifying, press the MENU key to return to the Auto Column Plus menu.
• If the part to be modified is located toward the end of the table, press the RELOC key to position yourself at the end line.
• If the part to be modified is located toward the beginning of the table, press the CODE+RELOC keys to position yourself at the first line.
• If the part to be modified is located toward the end of line, press the CODE+RIGHT ARROW keys to move the end of it.
• If the part to be modified is located toward the beginning of the line, press the CODE+LEFT ARROW keys to move the beginning of it.
To Store an Auto Column File to the Disk

The unit allows you to store the auto column file created in the Auto Column Plus mode to the disk.

1. Select “Store Auto Column File to Disk” by using the ARROW keys or entering “4” in the Auto Column Plus menu.

   Auto Column Plus
   1. Create New Auto Column File
   2. Edit Auto Column File
   3. Load Auto Column File from Disk
   4. Store Auto Column File to Disk

2. Press the RETURN key.
The display will show “Reading Disk...”, and then the auto column file list will appear.

   Store Auto Column File to Disk
   Disk Remain= (KB)
   Name Size (KB)

   File Name=

3. Enter an auto column file name, but do not exceed ten (10) characters.

4. Press the RETURN key.
The display will show:

   Storing File.

When storing is completed, the display will return to the Auto Column Plus menu.

- Press the MENU key to cancel this operation.
- If you store an auto column file from the memory to the disk and the same name is already stored on the disk, the display will show:

   Same file name already exists on the disk.
   Do you want to replace the existing file with the new file in memory?
   Yes—RETURN / No—×

- If you want to rename the file, refer to “Renaming a File” on p. 85.
To Load an Auto Column File from the Disk

When you have stored the auto column file from the memory onto the disk, you may clear your memory and continue with additional projects. The disk drive gives you the ability to take an auto column file stored on the disk, and load it back into memory whenever you need it.

1. Select “Load Auto Column File from Disk” by using the ARROW keys or entering “3” in the Auto Column Plus menu.

   ![Auto Column Plus menu]

   - 1. Create New Auto Column File
   - 2. Edit Auto Column File
   - 3. Load Auto Column File from Disk
   - 4. Store Auto Column File to Disk

2. Press the RETURN key.
   The display will show “Reading Disk...” and then the auto column file name will appear in alphabetical order.

   ![Load Auto Column File from Disk display]

   - Disk Remain = (KB)
   - Name         Size (KB)  File Name = 
     AUTO1       1
     BBB         1
     CCC         1

   The first display is capable of showing a maximum of 32 file names.
   If a disk contains more than 32 file names, press the NEXT PAGE or CODE+NEXT PAGE key(s) to show the next or previous display.

3. Select the name of the Auto Column File to be located by using the ARROW keys or entering the name.

4. Press the RETURN key.
   The display will show:

   ![Loading File message]

   When loading is completed, the display will show the column layout.
If you already have an auto column in the memory, the display will show:

```
File exists in memory.
This action will delete the existing file.
Continue?
Yes-RETURN / No- ⌁
```

Press the RETURN key to load the Auto Column.
Press the CANCEL ( ⌁ ) key to cancel this operation.

---

**G  To Delete an Auto Column from Memory**

If you need to create a new auto column, you can simply delete the current auto column from memory as follows:

If you want to delete an auto column file from the disk, refer to “Deleting a File from the Disk” on p. 91.

1. Select “Create New Auto Column File” and press the RETURN key. The display will show:

```
Create New Auto Column File
This function will delete the existing auto column file from memory.
Continue?
Yes-RETURN / No- ⌁
```

2. Press the RETURN key to delete the auto column in memory and create a new Auto Column.

- If you do not wish to delete it, press the CANCEL ( ⌁ ) key.
THESAURUS

Words that have almost the same meaning are called synonyms. The Thesaurus will give you a list of synonyms so that you can select the one best suited for clear and effective expression.

Electronic Thesaurus licensed from Houghton Mifflin Company. U.S. Pat. No. 4,724,523. Copyright © 1985 by Houghton Mifflin Company. All rights reserved. Reproduction or disassembly of embodied algorithms or database prohibited. Based upon Roget's II: The New Thesaurus.

1a  To select a synonym for a word, position the carriage/cursor on the word or on the space immediately following the word depending upon the mode you are in. (e.g. last)

2a  Press the CODE + 0 keys to activate the Thesaurus.

-OR-

1b  Just before typing a word you want to change, press the CODE + 0 keys.

2b  Type the word for which you want a synonym and press the RETURN key. (e.g. last)

3  The Thesaurus will display a word type menu showing all the applicable word types (i.e.: adjective, adverb, noun and verb). Next to each word type is the number of synonym display lists available for that word.

Enter Word= last
ADJECTIVE (4) ADVERB (1) NOUN (1) VERB (3)

- When the word has only one word type, the word type menu will not appear.

4  Select the type of the word by using the ARROW keys.
Let us suppose that you have selected "ADJECTIVE (4)".

5  Press the RETURN key.
The display will show:

Enter Word= last
ADJECTIVE (1/4) hindmost lattermost rearmost

"ADJECTIVE (1/4)" indicates that the first of four synonym lists is now displayed.
- If the list is longer than what can be showed on the display, press the DOWN ARROW key to display the rest part of the list.
6. If you wish to see another list, press the ARROW keys to display it.

- You should understand that the four lists correspond to four different meanings of the adjective "last", while the words belonging to the same list differ only by subtle nuances.

7. Select a synonym by using the ARROW keys and press the RETURN key.
The selected adjective replaces "last", appears on the display or is printed. And then Thesaurus is deactivated.

- You can always cancel this operation by pressing the CANCEL (\(\times\)) key.

- If no synonym is found, the display will show:

```
No Synonyms Found!
```

- When the word designated in your text is not in the simple grammatical form (e.g. "worked" instead of "work"), the synonyms are displayed in the same grammatical form. This is valid for all verb forms, nouns, plurals and "'s" endings.
- When substituted in a text, a synonym will respect the attributes of the old word (bold, underline, etc.) as well as the capitalization.
- The following example shows how a word is designated according to the carriage/cursor position when you press the CODE + 0 keys.

```
... take over the family business.
```

- Pressing the CODE + 0 keys will substitute the highlighted word with its synonym, respecting the attributes and capitalization.
10-1 ACCU-SPELL PLUS™
(Spell Verifying/Correcting Feature)

When you misspell a word in either the Typewriter Mode or Word Processor Mode, Accu-Spell Plus informs you by means of an indication on the display and a buzzer. By using Accu-Spell Plus function, you can easily replace misspelled words with the correct spelling. The typed words are checked against the basic dictionary, which contains about 63,000 words, and a user's dictionary of up to 120 words.

The user's dictionary can be deleted and changed, and a list of user's dictionary words can be printed or displayed.

• Accu-Spell Plus™ is a trademark for the Spell Correct Function in the U.S.A.

The following keys are used as Accu-Spell Plus Function keys.

- **LIST key**
  Lists the words registered in the user's dictionary.

- **ADD key**
  Registers a word in the user's dictionary.

- **SC/NEXT key**
  Displays suggested spellings, when Accu-Spell Plus judges a word to be spelled incorrectly.

- **ON/OFF key**
  Activates or cancels Accu-Spell Plus.

- **CORE + F key**
  Use this operation to check the spelling of an entire text file.

Accu-Spell Plus operates when you make an input from your keyboard. It does not work when a text is printing, Address List or Auto Column function is activated.


• International CorrectSpell™ is an HMCo trademark.
1 Press the Accu-Spell Plus ON/OFF key.
The display message “SPELL” will appear on the Status Line.

2 While Accu-Spell Plus is activated, enter the words as usual.

3 When you end a word (by pressing the SPACE BAR or RETURN key, etc.), it will be checked.
   • If the word is not contained in either the basic dictionary or the user’s dictionary, the unit will judge it to be a misspelled word, the buzzer will sound and the word will flash on the display.
   In the Normal Typing Mode, a misspelled word will be displayed without flashing as follows. (Except the Word Processor Mode)

   Error:

   • If the word is found in either the basic dictionary or user’s dictionary, the buzzer will not sound and the display will remain unchanged.
   • If the RETURN key is pressed immediately after typing a misspelled word, the buzzer will sound but the word will not flash on the display. (Except the Word Processor Mode)

4 Press the SC/NEXT key.
The display will show:

   Searching for Alternatives.

After a few seconds, some correctly spelled words will show at the bottom of the display.
• If the desired word is not displayed, press the UP/DOWN ARROW keys to display the next set of suggestions.
Repeat this operation until the desired word is displayed.

When Accu-Spell Plus has no more suggested spellings, the display will show:

   No More Alternatives.

In this case, press the CANCEL (岙) key and use the ordinary correction method.

5 Select the desired word by using the ARROW keys and press the RETURN key.
The misspelled word will be replaced with correct one.
Word Endings

Accu-Spell Plus checks a word only when it has been completed. The unit judges that a word has been completed when you perform one of the following operations:
- when you press the SPACE BAR after a word
- when you press the RETURN key
- when you press a function key to move the carriage/cursor (TAB, SPACE BAR, etc.)
- when you perform Right Margin Flush or Centering

When you enter a character after entering a hyphen at the end of a line, the automatic return is performed and the word will be connected to the beginning of the next line, and will be spell verified as a single word.

Accu-Spell Plus checks spelling according to the following rules.

- Numbers and symbols are also treated as part of a word. For example, "etc." is treated as a mistake while "etc." is judged correct.
- Symbols before and after a word such as "" (quotation mark) and ? (question mark) are first removed from the word before it is spell verified. For example, "Great!!" is judged correct, but "Great!!" is judged incorrect.
- Some punctuation errors are detected. For example, "word,)" is judged as an error, and the buzzer will sound.
- Some errors of apostrophe are detected. For example, "now's" and "it's" will be judged incorrect.
- A word consisting of several words joined by hyphen, such as "mother-in-law," is spell verified as a single compound word.
- Accu-Spell Plus takes into account the difference between capital letters and small letters. If you type "check, Check, CHECK", all of these words will be judged correct. This is because when a word is at the beginning of a sentence, it starts with a capital letter; while if it is part of a title, it consists entirely of capital letters. If, however, you type "Check", it will be judged incorrect.
- In the case of words which always begin with a capital letter, such as America, both "America" and "AMERICA" will be judged correct, however "america" will be judged incorrect.
How to Verify/Correct the Spelling of an Entire Text or Phrase

1. While Accu-Spell Plus is activated, press the MENU key, and then load a text file from disk or open a phrase to be verified.

2. Move the cursor to the desired position to start the check.

3. Press the CODE + F keys.

4. Each word in the text or phrase will be verified from the cursor position sequentially to the end of the text or phrase. The display will show:

   Verifying

5. If a word that is not in the dictionary is found, spell verification will be interrupted, the buzzer will sound twice, and the word will appear as a flashing indication on the display.

6. Correct the misspelled word by pressing the FC/NEXT key and the RETURN key.

7. To continue spell verification, press the CODE + F keys again.

8. If no misspelled words are found in any part of the text or phrase, the following message will appear on the display, and the cursor position remains unchanged.

   Verify End
How to Add Words to the User's Dictionary

1. Enter the word to be added.

2. Press the ADD key.

3. The word will be registered in the user's dictionary. The display will show:

   Added: (the added word)

- You can register a word by pressing the ADD key immediately after the check.
- You can also register a word by first moving the carriage/cursor to the desired word and then press the ADD key.
- You can also register words which include numbers and symbols, but at least two alphabet characters should be included for registration. Otherwise the display will show:

   Not Accepted!!

- If there is no room in the user's dictionary memory to register the word, the buzzer will sound and the display will show:

   User's Dictionary Full!!

In this case, you must first delete a word or words already registered in order to register the new word.

- If the word which you want to register is already registered in the basic dictionary or user's dictionary, the display will show:

   Already Exists!!

- You can add a word of a maximum of 30 characters. If you attempt to add a word of more than 31 characters, the display will show:

   Word Too Long!!

- When you attempt to register a symbol such as "", "", or "", etc., the display will show:

   Not Accepted!!
How to List Words in the User's Dictionary

How to Display the Contents of the User's Dictionary

1. Press the LIST key.
The first 8 words in the user's dictionary will appear on the display in alphabetical order.

2. Each time you press the NEXT PAGE key or the CODE + NEXT PAGE keys, the next page or the previous page of words will be displayed.

- If there is no word in the user's dictionary, the display will show:

   User's Dictionary Empty!!

How to Print the Contents of the User's Dictionary

1. While in the List Mode, press the PRINT key to start printing from the first word.

2. If you want to stop printing, press the PRINT key. Printing will temporarily stop.

- Printing will stop after printing 50 lines, and then the display will show "Page End!!!".

To continue printing, insert a new sheet of paper and press the PRINT key.

To cancel printing, press the CANCEL ( CLEAR ) key.

How to Exit the List Mode

1. While in the List Mode, press the LIST key.
How to Delete Words from the User’s Dictionary

1. Press the LIST key.

2. Select the word to be deleted by using the ARROW keys.

3. Press the CANCEL (❌) key.
   The selected word will be deleted from the List of User’s Dictionary.
   
   • While displaying a list of the registered words, you can delete a word by selecting it with the ARROW keys and then pressing the CANCEL (❌) key.
11-1 LIST OF CODE KEY FUNCTIONS

- **A** - sets/releases auto carrier return mode in the typewriter mode [P.39]
- **B** - sets/releases BOLD print [P.35, 67]
- **C** - centers information [P.37–39, 69–70]
- **D** - embeds the display symbols [P.44, 74]
- **E** - finds misspelled words (in edit mode) [P.137, 140]
- **F** - disable the status and ruler lines information on the 14th line in Text edit mode [P.50]
- **G** - Halp spacing [P.43, 74]
- **H** - sets/releases Paragraph Indent [P.41, 72]
- **I** - moves the carriage by ⅛ inch (Micro Spacing) [P.43, 74]
- **J** - stores line spacing to text [P.62]
- **K** - changes margin format [P.29, 48, 61]
- **L** - recalls Margin Format O [P.48, 61]
- **O** - sets a Stop Code in a text [P.85]
- **P** - inputs sort rectangle [P.112]
- **Q** - prints information with the last character on each line aligned at the right margin [P.40, 71]
- **R** - searches words in a phrase or a text [P.56]
- **S** - searches strings in a record of Address List [P.114]
- **T** - text append [P.88]
- **U** - sets/releases Continuous Underlining [P.35, 67]
- **V** - reference code for mail merge [P.93, 103]
- **W** - sets/releases Word by Word Underlining [P.35, 67]
- **X** - replaces a word/words in a phrase or a text [P.57]
- **Y** - recalls Margin Format Y [P.29, 48, 61]
- **Z** - recalls Margin Format Z [P.29, 48, 61]
... sets/releases the insert/over typing
... moves information block in a phrase or a text
... copies information block in a phrase or a text
... copies a record to another record
... deletes information block in a phrase or a text
... sets page break
... sets page length
... jumps to desired page
... controls the impact of the printed characters
... recalls phrases
... enables the Thesaurus feature
... displays the layout of text
... reverse word by word scroll
... forward word by word scroll
... makes correction manually in the typewriter mode.
... deletes a record in Address List.

... Permanent Hyphen
... Permanent Space
... aligns decimal points at the preset tab stops
... clears all tabs and margins
... searches the return mark while executing the word search command or the word replace command
... presets the unit for typing capital letters, lower case numbers, punctuation marks and symbols
... next search word (in edit mode)
... previous search word (in edit mode)
... express return
.... Mail Merge recorder header  

.... scrolls to the previous page.  
scrolls to the previous RECORD of Address List  
scrolls to the previous page of words in user's dictionary  

.... scrolls to the previous display  

.... scrolls to the next display  

.... advance the cursor to the beginning of the line  

.... advance the cursor to the end of the line  

.... deletes one line at a time  

146
# LIST OF DISPLAY MESSAGES

<table>
<thead>
<tr>
<th>Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added:</td>
<td>You can register the word into the user's dictionary.</td>
</tr>
<tr>
<td>Already Exists!!</td>
<td>The entered word has already been registered in the user's dictionary.</td>
</tr>
<tr>
<td>Appending Text.</td>
<td>The machine is appending a document into a text.</td>
</tr>
<tr>
<td>AUTO</td>
<td>Auto carriage return mode is in operation.</td>
</tr>
<tr>
<td>BOLD</td>
<td>Bold print is in operation.</td>
</tr>
<tr>
<td>Can Not Copy!!</td>
<td>Cannot copy a phrase or document into the body of a text.</td>
</tr>
<tr>
<td>Cannot Set Here!!</td>
<td>You have tried to change the Margin Format or the Line Spacing in an illegal area inside a text.</td>
</tr>
<tr>
<td>CENTER</td>
<td>Centering is in operation.</td>
</tr>
<tr>
<td>CENTERING BETWEEN WORDS</td>
<td>You can center information between words.</td>
</tr>
<tr>
<td>Change Margin Format,</td>
<td>Do you want to change the margin format stored in the text?</td>
</tr>
<tr>
<td>Y/Z/O (original)?</td>
<td>The machine is changing the margin format.</td>
</tr>
<tr>
<td>Changing Format</td>
<td>The machine is changing the margin format.</td>
</tr>
<tr>
<td>CHECK PLATEN !</td>
<td>Something is wrong with the mechanical line space. Please check it.</td>
</tr>
<tr>
<td>CHECK RIBBON !</td>
<td>Something is wrong with the ribbon cassette or the correction tape.</td>
</tr>
<tr>
<td>CODE</td>
<td>CODE key is pressed.</td>
</tr>
<tr>
<td>Code+ /not found in the Mail List</td>
<td>There are no records in the Mail List.</td>
</tr>
<tr>
<td>CP. LOCK</td>
<td>Caps lock mode is activated.</td>
</tr>
<tr>
<td>Current Word =</td>
<td>Enter the word or words you want to replace.</td>
</tr>
<tr>
<td>DEC/TAB</td>
<td>Decimal Tabulation is in operation.</td>
</tr>
<tr>
<td>Deleting File.</td>
<td>The machine is deleting a file from the disk.</td>
</tr>
<tr>
<td>Directory Full!!</td>
<td>The maximum of 112 files were entered on the disk directory.</td>
</tr>
<tr>
<td>Disk Error!</td>
<td>Information cannot be accessed or the disk is not formatted.</td>
</tr>
<tr>
<td>Enter Word =</td>
<td>Enter the word for which you want a synonym.</td>
</tr>
<tr>
<td>Formatting disk.</td>
<td>The machine is formatting a disk.</td>
</tr>
<tr>
<td>IMPRESSION : Heavy</td>
<td>Typing impression is heavy.</td>
</tr>
<tr>
<td>IMPRESSION : Light</td>
<td>Typing impression is light.</td>
</tr>
<tr>
<td>IMPRESSION : Medium</td>
<td>Typing impression is medium.</td>
</tr>
<tr>
<td>INDENT</td>
<td>Paragraph indent is in operation.</td>
</tr>
<tr>
<td>INS.</td>
<td>Insert typing mode is in operation.</td>
</tr>
<tr>
<td>Line Space =</td>
<td>Enter the desired line spacing (1, 1.5 or 2)</td>
</tr>
<tr>
<td>Loading File.</td>
<td>The machine is loading the file from the disk into the memory.</td>
</tr>
<tr>
<td>LOCK</td>
<td>LOCK key is pressed.</td>
</tr>
<tr>
<td>Machine is Busy!!</td>
<td>The machine is operating. Please wait.</td>
</tr>
<tr>
<td>Mail List =</td>
<td>Enter the name of the mail list you want to merge with letter.</td>
</tr>
<tr>
<td>Manual Correction Mode</td>
<td>You can make corrections on a previous line.</td>
</tr>
<tr>
<td>MARGIN OVER</td>
<td>You have exceeded the right margin.</td>
</tr>
<tr>
<td>Memory Full!!</td>
<td>Entire memory capacity has been used.</td>
</tr>
<tr>
<td>New Name =</td>
<td>Enter the new name for a stored file.</td>
</tr>
<tr>
<td>No Disk!!</td>
<td>Floppy Disk is not inserted to the disk drive.</td>
</tr>
<tr>
<td>No Files in Memory!!</td>
<td>There is no file to be stored to disk.</td>
</tr>
<tr>
<td>Message</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>No Files on the Disk!!</td>
<td>There are no files on the disk.</td>
</tr>
<tr>
<td>No More Alternatives</td>
<td>The standard and user's dictionaries have no more alternatives.</td>
</tr>
<tr>
<td>No Print Mode</td>
<td>Manual correction without printing is in operation.</td>
</tr>
<tr>
<td>No Text in Memory!!</td>
<td>There is no text to be stored to disk.</td>
</tr>
<tr>
<td>No Qualified Records!!</td>
<td>A qualified record does not exist in the mail list.</td>
</tr>
<tr>
<td>No Synonyms Found!!</td>
<td>The word has no synonyms.</td>
</tr>
<tr>
<td>Not Accepted!!</td>
<td>The entered word contains illegal characters.</td>
</tr>
<tr>
<td>Not Found!!</td>
<td>The required word is not within this phrase, text or address list or the file not in the disk. The entered word does not exist in the user's dictionary.</td>
</tr>
<tr>
<td>Over Allowed Line Number!!</td>
<td>You have exceeded the line number in the term of address list.</td>
</tr>
<tr>
<td>Page End!!</td>
<td>You have reached the last line of the preset page ending.</td>
</tr>
<tr>
<td>Page Length =</td>
<td>Enter the number of lines per page.</td>
</tr>
<tr>
<td>Page Number =</td>
<td>Enter the page number you wish to jump to in memory.</td>
</tr>
<tr>
<td>Parameter Error!</td>
<td>There is an incorrect parameter.</td>
</tr>
<tr>
<td>Printing!</td>
<td>The machine is printing.</td>
</tr>
<tr>
<td>Protected Disk!!</td>
<td>The inserted disk has been protected. You cannot write, clear, rename or format on this disk.</td>
</tr>
<tr>
<td>Qualifier :</td>
<td>Enter the qualifying fields you want to select from.</td>
</tr>
<tr>
<td>Reading Disk</td>
<td>The machine is reading the file from the disk into memory.</td>
</tr>
<tr>
<td>Reading Source Disk.</td>
<td>The machine is reading the source disk in disk copy operation.</td>
</tr>
<tr>
<td>Record No. =</td>
<td>Enter the record number you want to copy.</td>
</tr>
<tr>
<td>Reference Code Mismatch</td>
<td>The form letter includes more reference codes than variables which a record in the mail list includes.</td>
</tr>
<tr>
<td>Renaming File</td>
<td>The machine is renaming a file.</td>
</tr>
<tr>
<td>Replace Word =</td>
<td>Enter the word or words you want to insert.</td>
</tr>
<tr>
<td>R.M.F.</td>
<td>Right margin flush is in operation.</td>
</tr>
<tr>
<td>Searching for Alternatives</td>
<td>The machine is searching for the suggested spellings.</td>
</tr>
<tr>
<td>Searching Records.</td>
<td>The machine is searching for the desired records.</td>
</tr>
<tr>
<td>Search Word =</td>
<td>Enter the information you want to search for.</td>
</tr>
<tr>
<td>Sorting Records.</td>
<td>The machine is sorting the records.</td>
</tr>
<tr>
<td>SPELL</td>
<td>Accu-Spell Plus function is in operation.</td>
</tr>
<tr>
<td>Store Current Margin Format</td>
<td>In which location do you want to store the margin format.</td>
</tr>
<tr>
<td>Storing File</td>
<td>The machine is storing the file in memory onto disk.</td>
</tr>
<tr>
<td>Term Too Long!!</td>
<td>The entered characters are too long.</td>
</tr>
<tr>
<td>Too Many Records!!</td>
<td>You have tried to enter more than the maximum number of records.</td>
</tr>
<tr>
<td>Too Many Tab Stops!!</td>
<td>You have tried to enter more than the maximum number of tab stops.</td>
</tr>
<tr>
<td>Top of Lists!!</td>
<td>This position is top of list record in the Address List Mode.</td>
</tr>
<tr>
<td>User's Dictionary Empty!!</td>
<td>There are no words in the user's dictionary.</td>
</tr>
<tr>
<td>User's Dictionary Full!!</td>
<td>There is no more memory in the user's dictionary.</td>
</tr>
<tr>
<td>Verify End</td>
<td>Verifying is completed.</td>
</tr>
<tr>
<td>Verifying</td>
<td>The machine is verifying.</td>
</tr>
<tr>
<td>Word Too Long!!</td>
<td>The entered word is too long (greater than 30 characters).</td>
</tr>
<tr>
<td>Writing Destination Disk.</td>
<td>The machine is writing the destination disk.</td>
</tr>
<tr>
<td>XX XX</td>
<td>Continuous Underlining is in operation.</td>
</tr>
<tr>
<td>XX XX</td>
<td>Word by Word Underlining is in operation.</td>
</tr>
</tbody>
</table>
### A Troubleshooting

- Check the points below before returning your unit for service.

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Cause</th>
<th>Remedy/check</th>
</tr>
</thead>
<tbody>
<tr>
<td>No operations; even when keys are pressed,</td>
<td>The <strong>POWER</strong> switch is turned “OFF” or the</td>
<td>Turn the <strong>POWER</strong> switch “ON”. Plug in the Power</td>
</tr>
<tr>
<td>nothing appears on the display.</td>
<td>Power Cord is unplugged.</td>
<td>Cord.</td>
</tr>
<tr>
<td></td>
<td>The <strong>LCD Contrast</strong> control is set to low</td>
<td>Adjust the setting of the <strong>LCD Contrast</strong></td>
</tr>
<tr>
<td></td>
<td>contrast.</td>
<td>control.</td>
</tr>
<tr>
<td>Unit does not print correctly, or printing</td>
<td>Paper Release Lever is in Release position.</td>
<td>Push lever to Lock position.</td>
</tr>
<tr>
<td>is blurred.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>End of Ribbon Cassette or Correction Tape.</td>
<td>Replace with new Ribbon Cassette or Correction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tape.</td>
</tr>
<tr>
<td>No deletion even with the <strong>CANCEL</strong> (23)</td>
<td>Correction Tape is not installed, or installed</td>
<td>Install Correction Tape.</td>
</tr>
<tr>
<td>keys; blurred characters.</td>
<td>incorrectly.</td>
<td></td>
</tr>
<tr>
<td>Buzzer sounds during typing and printing is</td>
<td>Carriage at right margin.</td>
<td>Press the <strong>RETURN</strong> key and move carriage to</td>
</tr>
<tr>
<td>disabled (keys do not function).</td>
<td></td>
<td>next line.</td>
</tr>
<tr>
<td></td>
<td>Text Memory is full.</td>
<td>Press the <strong>MAR REL</strong> key and continue printing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>on same line.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Re-edit the data or cancel the Memory mode.</td>
</tr>
</tbody>
</table>

- If you encounter any unexplained difficulties with the Word Processor, you may try performing a total “reset” of the unit by turning the power switch off, pressing and holding the **CODE** + **SHIFT** keys, and turning the power switch on. Please note that this reset operation will erase all of your internal memory, as well as all of your margin and tab settings.

### B Product Service

Should your Panasonic product ever require service, consult your authorized Panasonic dealer for additional information.
11-4 OPTIONAL ACCESSORIES

- Replacement parts and accessories are available through your local authorized parts distributor.

<table>
<thead>
<tr>
<th>Part No.</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>KX-R10</td>
<td>Daisywheel Printing Element</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R11</td>
<td>COURIER 10</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R12</td>
<td>PRESTIGE PICA 10</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R13</td>
<td>PRESTIGE ELITE 12</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R14</td>
<td>SCRIPT 10/12</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R20</td>
<td>GOTHIC 15</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R21</td>
<td>Correctable Film-Ribbon Cassette</td>
<td>1 unit</td>
</tr>
<tr>
<td>KX-R30</td>
<td>Fabric Ribbon Cassette</td>
<td>2 units</td>
</tr>
<tr>
<td>KX-R31</td>
<td>Lift-off Correction Tape</td>
<td>2 units</td>
</tr>
<tr>
<td>KX-R32</td>
<td>Cover-up Correction Tape</td>
<td></td>
</tr>
</tbody>
</table>

11-5 SPECIFICATIONS

- Print Element: Daisywheel; 96 characters
- Print Speed: 12 cps
- Print Pitch: 10, 12, 15
- Line Spacing: 1, 1½, 2
- Paper Width: 12"
- Writing Line: 10"
- Ribbon: Correctable Film-Ribbon, Fabric Ribbon (Optional)
- Correction Tape: Lift-off Tape, Cover-up Tape (Optional)
- Operating Modes: Typewriter Mode, Word Processor Mode,
- Memory Life: Min. 5 years (Lithium Battery)
- Correction Memory: 1 line
- Text/Address List Memory: 48,000 Characters
- Phrase Memory: 2,000 Characters
- Disk Drive: 3.5" 1DD Micro-Floppy Disk, 353 KB/disk
- Built-in Dictionary: 63,000 words
- User Dictionary: 120 words
- Display Type: Liquid Crystal Display with contrast control
- Display Size: 80 chr. x 14 lines
- Power Requirements: Refer to the nameplate on the bottom of the unit.
- Power Consumption: 35 W (Approx. 3 W: When the power switch is turned off)
- Operating Temperature: 41°F (5°C) to 95°F (35°C)
- Operating Humidity: 20 to 80% RH
- Storage Temperature: -4°F (-20°C) to 140°F (60°C)
- Dimensions: 17"(W) x 15½"(D) x 4½"(H) (432 x 395 x 118 mm)
- Weight: 14½ lbs. (6.5 kg)
11-6 INDEX

A
Accent Symbols .......................... 13
Access Indicator .......................... 11
Accessories ............................... 150
Accu-Spell Plus™ .......................... 137
Verify/Correct the Spelling of an Entire Text or Phrase .............. 140
Word endings ................................ 139
Accu-Spell Plus ON/OFF key .............. 137
AC Power cord ......................... 17
ADDRESS LIST ......................... 105
Appending Text ......................... 88
Auto Carriage Return .................... 39
AUTO COLUMN PLUS ..................... 121

B
BACKSPACE key ........................... 15
Block Modifying
Block copy ............................... 60
Block delete ............................. 60
Block move ............................... 59
Bold Print (TPWR) ...................... 35
(WP) ...................................... 67

C
CANCEL ((Builds) key ................. 15
Caps Lock (TPWR) ...................... 43
(WP) ...................................... 74
Carriage .................................. 10
Carriage Return ......................... 39
Carriage stopper ....................... 2
Carring Handle ......................... 11
Centering
Between margins (TPWR) ............. 37
(WP) ...................................... 69
Between Tab Stops (TPWR) .......... 38
(WP) ...................................... 70
Over a Specified Point
(TPWR) .................................. 38
(WP) ...................................... 70
Auto Half Space ....................... 39
CODE key ................................. 14
Copy
Block copy ............................... 60
Disk copy ................................. 80
Phrase copy .............................. 78
Record copy .............................. 115
Correction
Manual Correction ...................... 31
Using no Print method ............... 32
One Line Erase (TPWR) .............. 34
(WP) ...................................... 51
Quick Erase (TPWR) ................. 34
(WP) ...................................... 51
Within correction memory
On the display (TPWR) .......... 33
(WP) ...................................... 51
Correction Tape ...................... 18
Cursor (TPWR) ......................... 25
(WP) ...................................... 47

D
Daisywheel ............................... 18
Dead keys ............................... 13
Decimal Tabulation (TPWR) ........ 36
(WP) ...................................... 68
Deleting
An auto column ....................... 134
A phrase ............................... 79
A record ............................... 119
A text .................................. 63
Information block ................... 60
Words from user’s dictionary .... 143
Display Messages (TPWR) ........ 26
(WP) ...................................... 47
Display Symbols (TPWR) ............ 26
(WP) ...................................... 47
Display Typing Mode ............... 12
DOWN ARROW key ...................... 15

E
Eject Button ............................. 11
Express key ............................. 15

F
Form Letter ............................. 93
FORWARD key .......................... 13
Function keys ......................... 14

H
HELP key ............................... 15, 22
Half Space (TPWR) ................. 43
(WP) ...................................... 74
Hard Cover ............................. 2
Hot Zone ............................... 28

I
INDEX key .............................. 15, 30
Insert Typing ......................... 49

J
Justify Printing Mode ............... 12

K
KBI ...................................... 13
KBII .................................... 13

L
LCD ...................................... 10
LCD Contrast Control .............. 11
LEFT ARROW key ...................... 15
LEFT MARGIN key .................... 14
Line Spacing ......................... 62
Selector ............................... 13
List
Address lists ....................... 116
File names ............................ 87
User’s dictionary ................. 142

151
Mail List ........................................ 97
Mail Merge
  Dummy text ................................. 103
  Form letter ................................ 93
  Mail list ................................... 95
Merging form letter and
  mail list ................................... 97
Printing envelopes and labels .. 103
Qualifier ................................... 100
Record ........................................ 93
Reference Code .............................. 93
Selecting from qualified
  mail list .................................. 102
Wildcards .................................. 102
Main Menu .................................. 15, 21
Margin Format (TPWR) ............... 27
  (WP) ...................................... 48
Clearing ...................................... 27
Setting ........................................ 27
Storing/Changing (TPWR) ............. 29
  (WP) ...................................... 61
MARGIN RELEASE key .................... 14
MEMORY Back-up ............................ 17
MENU key .................................... 15
Micro-Floppy Disk
  Copying a disk ............................ 89
  Deleting file from disk .............. 91
  Formatting ............................... 80
  Inserting a disk ....................... 20
  Listing ................................... 87
  List printing ............................ 87
  Loading a file from disk
    (Text) .................................. 83
    (Address List) ....................... 110
    (Auto Column) ....................... 133
  Protecting from Erasure ............. 20
  Renaming a file ....................... 85
  Storing text to disk
    (Text) .................................. 81
    (Address List) ....................... 107
    (Auto Column) ....................... 132
  Micro-Floppy Disk Drive ............. 11
Micro Spacing (TPWR) ................. 43
  (WP) .................................... 75
NEXT PAGE key ............................ 15
Normal Typing Mode .................... 12
Overtyping ................................. 50
ON/OFF key ................................ 137
Page Break ............................... 63
Page Length ............................... 62
Paper Bail .................................. 11
Paper Bail Lever ......................... 10
Paper Bail Rollers ...................... 11
Paper Guide .............................. 10, 19
Paper Release Lever .................... 11
Paper Support ............................ 10
Paragraph Indent (TPWR) ............. 41
  (WP) .................................... 72
Permanent Hyphen (TPWR) ............. 42
  (WP) .................................... 73
Permanent Space (TPWR) .............. 42
  (WP) .................................... 73
Phrase
  Clearing .................................. 79
  Inserting into text ..................... 78
  Modifying ................................ 78
  Storing .................................. 76, 77
Phrase Memory ............................. 76
Pitch Scale ................................ 11
Pitch Selector ............................ 12
Platen ..................................... 10
Platen Knob .............................. 10, 11
Power Switch ............................. 17
PRINT key .................................. 15
Printing
  ADDRESS LIST ............................ 116
  AUTO COLUMN ............................ 130
  File name list ......................... 87
  Envelopes and labels ............... 105
  Halt printing ........................... 53
  Text .................................... 53
  User's dictionary ..................... 142
Qualifier .................................. 100
QUICK ERASE key ....................... 15
Record ..................................... 105
Reference Code ......................... 93
RELOC key ................................ 15
REPEAT key .............................. 14
RETURN key .............................. 15
REVERSE INDEX key ..................... 14
Ribbon Cassette ......................... 17
Ribbon Cassette Stopper ............. 2
RIGHT ALLOW key ....................... 15
RIGHT MARGIN key ....................... 14
Right Margin Flush (TPWR) .......... 40
  (WP) .................................... 71
Ruler Line (TPWR) ...................... 25
  (WP) .................................... 46
SC/NEXT key ..................... 137
Scrolling
  To the next page .............. 54
  To the previous page .......... 54
  To the desired page .......... 55
  To the next display .......... 55
  To the previous display ...... 55
  To the beginning of the line .. 35
  To the end of the line ....... 35
Selector Keys
K,B key ................................ 13
L,SPACE key ...................... 13
MODE key .......................... 12
PITCH key .......................... 12
SHIFT key .......................... 14
SHIFT LOCK key .................. 14
SPACE BAR .......................... 14
Stop Code .......................... 65
Storage Compartment .......... 11
Subscript .......................... 30
Superscript ........................ 30
Tab
  Centering between (TPWR) ... 37
    (WP) ......................... 69
  Clearing ........................ 27
  Decimal (TPWR) ................. 36
    (WP) ......................... 68
  Setting ........................ 27
TAB key ........................... 14
TAB CLEAR key .................. 14
TAB SET key ..................... 14
Text
  Continuing a text .............. 52
  Clearing ........................ 63
  Closing .......................... 49
  Modifying ....................... 54
  Printing ......................... 53
  Renaming ......................... 85
  Stop printing ................... 53
Text Memory ....................... 48
Thesaurus .......................... 135
Typewriter Mode .................. 24
Typing Impression Control
  (TPWR) ....................... 44
    (WP) ....................... 75
Underlining
  Continuous (TPWR) ............ 35
    (WP) ....................... 67
  Word by Word (TPWR) .......... 35
    (WP) ....................... 67
UP ARROW key ..................... 15
User's Dictionary
  Adding words ................... 141
  Deleting words ................ 143
  Listing ........................ 142
  Printing ........................ 142
Word Processor Mode .......... 21, 45
Word Replace ..................... 56
Word Search ....................... 57
Word-Wrap ......................... 64
MEMO