

Memory Mode

In **Mem** Mode, text appears on the display as you type. Text is being automatically saved so it can be recalled, reviewed, edited and/or printed. In memory mode, 24,000 characters or approximately 10 pages of double spaced text can be stored. You can create one file that uses all of the memory or share that memory to create several different files. You can erase files that are no longer needed to make more room in memory.

Memory Backup

Your Memory Typewriter is equipped with a rechargeable battery which supplies power to preserve your stored memory and format. The battery can preserve memory for a 60 day period under normal conditions. Storage of your typewriter in an extremely hot environment (above 100° F) can reduce the battery capacity. When you first use your typewriter after purchase, the 60 day level will not be effective until the unit has been on for a total of one hour. To maintain the 60 day memory backup level, your Memory Typewriter must be turned on, whether you are typing or not, for at least one hour every 60 day period.

Memory Remaining

Memory Remaining is shown on the display when you first enter **Mem** Mode. Once a file is named, it disappears and is replaced by the Cursor Position Indicator. However, you can easily check the size of memory remaining at any time.

Also, when there are 400 character spaces remaining in memory, the typewriter beeps three times. The display briefly prompts:

Mem = 400

When memory has no character spaces remaining, the unit beeps 3 times and briefly prompts:

Mem = 0

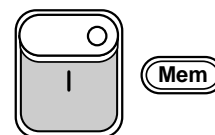
then text returns to your display. Switch to **Type** Mode to continue or erase some of your saved files to clear space in memory.

Checking Memory Remaining

You can check Memory remaining in the **Type**, **Line**, and **Mem** Modes. In **Mem** Mode, you must access the text display before checking memory

To check memory:

1. Press **Code + R**. The display momentarily prompts:
Remaining Memory = xxxx
(x = number of character spaces remaining.)
2. Release both keys and the display returns to its prior contents.



Accessing Memory Mode

To begin using **Mem** Mode, slide the Mode Selector to **Mem** to create a file. (Set margins and tabs in **Type** Mode, if necessary.) The display illustrated below appears.

<i>End of Page</i>	<i>Pitch</i>	<i>Line</i>	<i>Impression</i>	<i>Keyboard</i>	
		File:		20000	
		RETURN to Enter/CURSOR ↓ for Directory			

1. Type a name for the document you are creating using up to twenty-four (24) characters, and press **Return**. The display illustrated below will appear

<i>End of Page</i>	<i>Pitch</i>	<i>Line</i>	<i>Impression</i>	<i>Keyboard</i>	
		<u>C</u> reate Draft Form			
		SPACEBAR to select, RETURN to ENTER			



NOTE: *The Draft Copy feature enables you to print on paper as you enter text into memory. This feature can be used to produce a rough draft while saving your text. See “Draft Copy.”*

2. Press **Return**, and the display illustrated below appears. The cursor is located in the first typing position.

<i>End of Page</i>	<i>Pitch</i>	<i>Line</i>	<i>Impression</i>	<i>Keyboard</i>
		File: File Name		5
		—		

Cursor Moves

Code + ← — Moves typing position to the left.

Code + → — Moves typing position to the right.

Code + ↑ — Displays the previous line of text. If there is no previous line of text, the display briefly prompts:

First Line of Text.

Code + ↓ — Displays the next line of text. If the cursor is located on the last line of text, the display briefly prompts:

End of Text.

Adv then ← — Moves cursor to the beginning of the line.

Adv then → — Moves cursor to the end of the line.

Adv then ↑ — Moves cursor to the beginning of the document.

Adv then ↓ — Moves cursor to the end of the document.

Code + ▾ — Moves cursor forward approximately 35 positions or the number of characters remaining on the line if less than approximately 35.

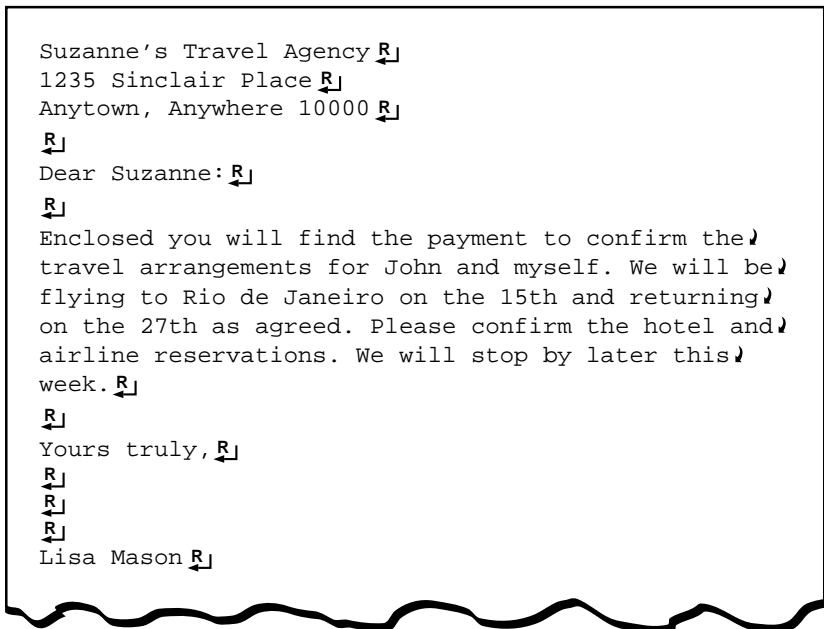
Code + ▴ — Display shows the prior display of approximately 35 text characters.



















Word Wrap & Required Returns



As you enter text into memory, do not press **Return** at the end of a line unless you need a Required Return at the end of short lines or want to insert blank lines in the text. When you print out your text, it will automatically wrap to the next line when it reaches the right margin.

For example:  shows where Required Returns are needed.

 shows Returns automatically inserted.




Suzanne's Travel Agency 
1235 Sinclair Place 
Anytown, Anywhere 10000 

Dear Suzanne: 

Enclosed you will find the payment to confirm the 
travel arrangements for John and myself. We will be 
flying to Rio de Janeiro on the 15th and returning 
on the 27th as agreed. Please confirm the hotel and 
airline reservations. We will stop by later this 
week. 

Yours truly, 



Lisa Mason 

 **NOTE:** Required Returns () can be deleted or inserted just like any other character.

Automatic End of Page Warning

End of Page cannot be disabled in **Mem** Mode. This feature automatically stops printing on a page at the bottom of the paper so you can insert a new sheet. After you have inserted a new sheet of paper using the Auto Paper Insert feature, press **Code + P** to resume printing the next page.

End of page will be set at either 11" or 14". To change this setting, use the instructions in "Settings."


 **NOTE:** *Do not use the platen knob while using the End of Page Warning feature. If you do, the line counting will be inaccurate.*



Required Page Ends

There are times that you may require a page ending other than that set automatically by the Memory Typewriter. For instance, you may be at the end of a chapter or want to end a page after indented text.

1. Press **Return** when you wish to begin a new page.
2. Press **Code + Page End (Back Space)**. The Required Page End symbol (●) appears in your text. During printing, the unit will pause to allow you to insert a new sheet of paper.

 **NOTE:** *Required Page End symbols can be deleted or inserted during the editing process just like any other character. They will not be deleted during reformatting.*

Stop Codes

You can insert Stop Codes while entering text. During printing, the Memory Typewriter will halt at the Stop Codes so you can manually enter text or change printwheels or format. (Manually inserted text is not stored in memory.)

This feature can be used to individualize letters and fill in forms. For example, if each person donating a gift to the Library Fund Drive were to receive a personalized letter, you may want to insert stop codes in the text as illustrated below. In this example, the stop code is represented by the symbol ⋮.

May 28, 1994

⋮
⋮
⋮

Dear ⋮: _____

Thank you for your generous contribution of ⋮ during our Central City Library Fund Drive.


Sincerely,

⋮
⋮
⋮

Jane Williams
Senior Librarian

Entering Stop Codes

While entering text, at the appropriate location, press **Code + Stop (S)**. The Stop Code symbol (⏏) appears on the display.

 **NOTE:** *Stop Codes are treated like individual characters and can be deleted and inserted.*



Printing with Stop Codes

During printing, the unit will halt at each Stop Code. The display prompts:

Insert Text

1. Type in the variable text or change the printwheel. This text appears on the display so corrections can be made before printing.
2. Press **Code + P** to continue. Any text entered manually at a Stop Code will print along with the remainder of the file or until another Stop Code is identified. Text entered at the Stop Code will also print when the **Return** is pressed or the right margin is reached.

Closing a Text File

When you are finished entering text and close the file, all the information is automatically saved. Even if you simply turn the unit off or switch to **Line** or **Type** Mode, the text will be saved. If you wish to print the text or continue using **Mem** Mode, close the file using the instructions below.

1. Press **Code + Close (C)**. The Status Line prompts:

Reformat? Y/N

2. Press **Y** to reformat if necessary. The display illustrated below appears:

End of Page	Pitch	Line	Impression	Keyboard
Print Edit Erase Copy				

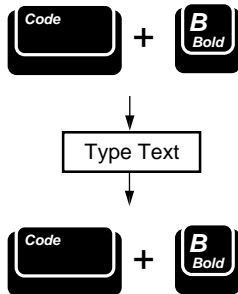
The cursor is under the Print option.

3. Press **Code + Close (C)** again to close the file.



Text Enhancements

You can enhance your text in **Mem Mode** as in **Type** and **Line** Modes.



Bold Print

1. Press **Code + Bold (B)**. A beep is heard, and the bold symbol (**b**) appears on the display.
2. Type text.
3. To turn off bold print, press **Code + Bold (B)**. No beep is heard, and the symbol (**b**) appears.



NOTE: Symbols within text are treated like characters and may be deleted using correct.

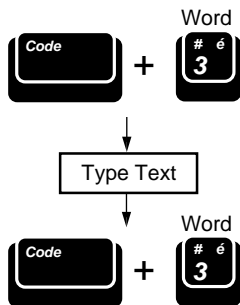
Auto Underscore

As you are typing, you can automatically underscore each word or words and spaces.

Underscoring Words Only



This feature automatically underscores just the words as you type.

1. Press **Code + Word (3)**. A beep is heard, and the Underscore Word symbol (W) appears on the display.
2. Type your text.
3. Deactivate Auto Underscore Word by pressing **Code + Word (3)**. No beep is heard, and (**W**) symbol appears.



Underscoring All

This feature automatically underscores both words and spaces as you type.

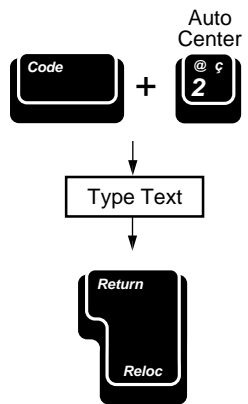
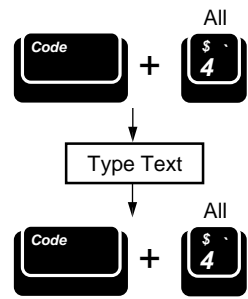
1. Press **Code + All (4)**. A beep is heard, and the Underscore All symbol () will appear on the display.
2. Type your text.
3. Press **Code + All (4)** to deactivate Auto Underscore All. No beep is heard, and the () symbol appears on the display.

Centering Text

1. Press **Code + Auto Center (2)**. The cursor moves to the center of the margins. The display prompts:
Auto Center @
and indicates the print hammer/cursor position.
2. Type the text to be centered.
3. Press **Return** to continue on a new line.
4. Press **Return** again to deactivate Auto Center and move the carriage to the left margin.



NOTE: *When Auto Center is activated, the Format feature is not functional.*



Indented Paragraph

To indent a paragraph, set “temporary left margins.” When text prints, the paragraph will be automatically indented. Below is an example of a paragraph indented five spaces.

National Accounting Seminar
Marvelous Paper Products will participate in the National Accounting Seminar. We will focus on our new computerized accounting program.
Those attending will include one Sales Account Executive from each of our Sales Districts, two System Consultants, and two Field Service Technicians.
Details will follow.

Setting Indent

1. Tab or space to the desired indent location.
2. Press **Code + Indent (6)**. A beep is heard, the Indent symbol (PI) is displayed on the text line, and the Status Line displays:

Indent ON


3. Type the desired text.
4. Press **Code + Indent (6)** to deactivate Indent. The Status Line displays:

Indent OFF



Correcting Errors

You can remove and/or correct characters, words, or entire lines of text.

 **IMPORTANT:** *After making corrections and insertions, reformat your text before printing. (see “Reformatting Text.”)*


Inserting Text

You can insert any number of words or paragraphs into your text as long as there is memory available.

1. Position cursor at the location where you wish to insert text.
2. Press **Code + Insert (-/_)**. The cursor becomes a blinking rectangle indicating that you are in Insert Mode.
3. Type the insertion.
4. To deactivate Insert Mode, press **Code + Insert (-/_)**. If you make a mistake, simply press **Correct** or **WordEraser** to erase your error and retype the insert.

Typing Over Errors

1. Press **Code + Insert (-/_)** if Insert is activated.
2. Position the cursor on the incorrect character, and type over it. If characters are to be replaced with Bold or Underlined characters, activate those features before typing over existing characters.

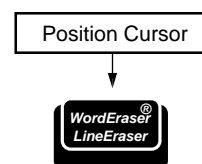
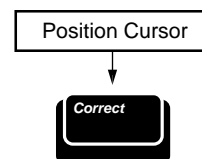
 **NOTE:** *Tab is the only key that will not type over another character. You can, however, insert a tab just as you would text.*

Correct Key

1. Position the cursor on the incorrect character.
2. Press **Correct**. To delete more characters, continue holding down **Correct**.

WordEraser

1. Position the cursor anywhere on the incorrect word or the space to the right of the word.
2. Press **WordEraser** once for each incorrect word. To delete more words, continue holding down **WordEraser**.





LineEraser

You can erase an entire line of text when creating or editing stored documents.

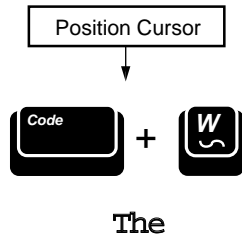
1. Position cursor on any character on the line to be erased.
2. Press **Code + WordEraser (LineEraser)**.

Character Swap

Character Swap allows you to reverse the order of adjacent characters. For example, if you typed “Teh,” you could reverse the “h” and the “e,” to produce “The.” Character Swap will transpose lower-case and upper-case letters without changing the case. Also, Character Swap will swap bold and underlined characters, retaining the enhancement of the character.

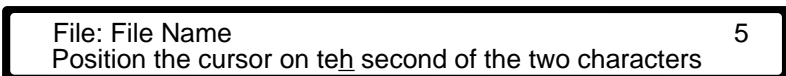


NOTE: *This feature is inactive when typing text in a special field (e.g., Auto Center) or when you are using List and AutoSpell.*



1. Position the cursor on the second of the two characters to be swapped. (The cursor must be on the character, not the space following the character.) For example, to swap “eh” as in the example above, position the cursor on “h.”

End of Page Pitch Line Impression Keyboard



2. Press **Code + ~ (W)**. The character currently selected will be swapped with the preceding one. In the example above, “eh” would become “he.” The cursor relocates after the right most corrected character.

Reformatting Text

After making changes to your text, you should reformat before printing in order to realign text within the established margin settings. You can reformat your text when editing or when closing your file.

To reformat while editing:

1. After changing text, press **Code + Reformat (9)**. The Status Line prompts:
Reformatting.
2. Resume working on your text, if necessary.

Editing

Changing Settings

You can change the end of page setting, line spacing, impression control, pitch and number of lines displayed in **Mem Mode**. To change settings, press **Code + Settings (7)**.

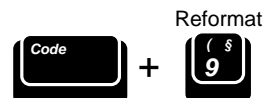
New settings will replace any existing settings. Settings are saved with each file, so you do not need to update these settings each time you recall and print an existing file. For complete instructions see "Page Layout."

Margins and Tabs

Once you have named a file and selected Create, you can only change margins and tab when you open the file again. The unit will prompt:


Change Margins/Tabs? Y/N

If you want to make changes, press **Y**. The margin and tab scale will be displayed. Enter the new margins and tabs, and then press **Return** to return to file. The unit will automatically Reformat the text.



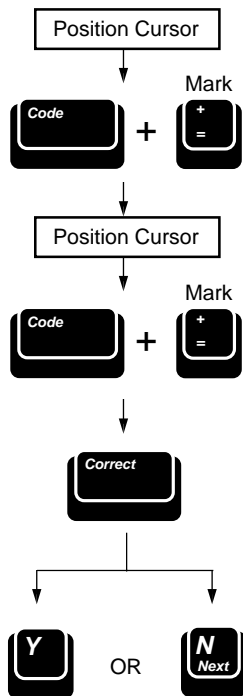
Copy, Move, and Delete Blocks of Text

When you are editing a document, you may want to copy, move or delete blocks of text. You can delete, move, or copy blocks of text within the same file, and you can also copy text from one file to another file. After deleting, moving, or copying blocks of text, your document will be automatically reformatted.

 **NOTE:** *This feature does not operate in Draft Copy Mode or Forms Layout.*


Deleting a Block of Text

1. Position the cursor on the first character or space in the block of text to be deleted.
2. Press **Code + Mark (+/=)** to mark the beginning of the text to be deleted. A left caret (<) appears to the left of the cursor. The Status Line briefly prompts:
Enter End Marker
3. Move the cursor to the immediate right of the last character or space to be deleted.
4. Press **Code + Mark (+/=)** again to mark the end of the block. A right caret (>) appears to the left of the cursor. The Status Line prompts:
BLOCK MODE
5. Press **Correct**. The Status Line prompts:
Are You Sure? Y/N
6. Press **Y**. The block of text is deleted. Press **N** to cancel block delete.




Moving a Block of Text

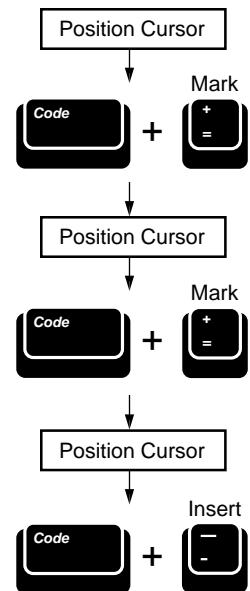
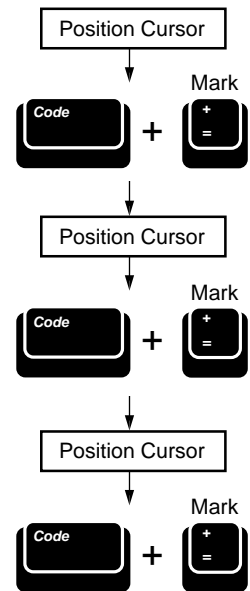
1. Position the cursor on the first character or space in the block of text you want to move.
2. Press **Code + Mark (+/=)** to mark the beginning of the text to move. A left caret (<) appears to the left of the cursor. The Status Line briefly prompts:
Enter End Marker
3. Move the cursor to the immediate right of the last character or space in the block to be moved.
4. Press **Code + Mark (+/=)** again to mark the end of the block. A right caret (>) appears to the left of the cursor. The Status Line prompts:
BLOCK MODE
5. Position the cursor on the first character or space to the immediate right of where you want the copy moved.
6. Press **Code + Mark (+/=)** again. The block is moved to the new location.

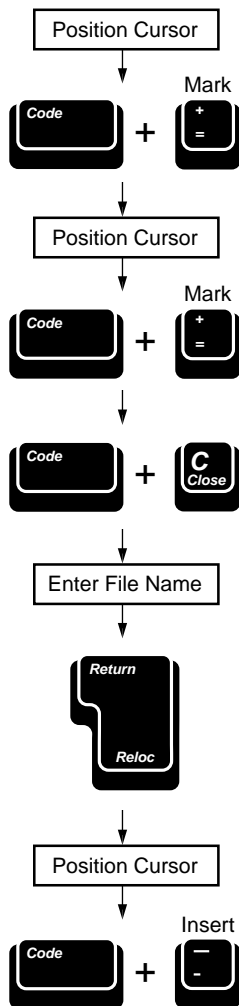
 **NOTE:** *If the block of text you are moving exceeds the amount of memory remaining, the Status Line prompts: Not Enough Memory and cancels the move procedure. You can erase some of your saved files to make room in memory.*

Copying a Block of Text

1. Position the cursor on the first character or space in the block of text you want to copy.
2. Press **Code + Mark (+/=)** to mark the beginning of the text to be copied. A left caret (<) appears to the left of the cursor. The Status Line prompts:
Enter End Marker
3. Move the cursor to the immediate right of the last character or space in the block to be copied.
4. Press **Code + Mark (+/=)** again to mark the end of the block. A right caret (>) appears to the left of the cursor. The Status Line prompts:
BLOCK MODE
5. Position the cursor on the first character or space to the immediate right of where you want the text to appear again.
6. Press **Code + Insert (-/_)** to copy the text in another location. The text also remains in its original location.

 **NOTE:** *If the block of text you are copying exceeds the amount of memory remaining, the Status Line prompts: Not Enough Memory and cancels the copy procedure. You can erase some of your saved files to make room in memory.*





Canceling a Block Move, Copy or Delete

If you decide not to move, copy or delete text after you have marked it:

1. Position cursor on either caret or anywhere inside the area marked by carets.
2. Press **Code + Mark (+/=)**. The procedure is canceled and text remains as it was originally.

Copying a Block of Text into Another File

You can copy a block of text up to 4000 characters from one file into another file. If the block of text exceeds 4000 characters, the Status Line prompts:

BLOCK TOO LONG

and the block copy is canceled. Instead of copying the entire block at one time, you can perform the copy function more than once, moving smaller blocks of text each time.

1. Position the cursor on the first character or space in the block of text to be copied into another file.
2. Press **Code + Mark (+/=)** to mark the beginning of the block of text. A left caret (<) appears to the left of the cursor. The Status Line prompts:
Enter End Marker
3. Move the cursor to the immediate right of the last character or space in the block to be copied.
4. Press **Code + Mark (+/=)** again to mark the end of the block of text. A right caret (>) appears to the left of the cursor. The Status Line prompts:
BLOCK MODE
5. Press **Code + Close (C)**. The current file closes so you can recall a file and insert the text into it.
6. Type the name of the file where the block will be inserted, or press **↓** key until the name of the file appears on the display.
7. Press **Return** to recall the file.
8. Position cursor on the character or space immediately following the location where the block is to be copied.
9. Press **Code + Insert (-/_)** to insert the text.

Canceling a Block Copy from One File into Another

If you decide not to copy text into another file before pressing **Code + C**:

1. Position cursor on either caret or anywhere inside the area marked by carets.
2. Press **Code + Mark (+/=)**. The procedure is canceled.

Search Features

You can quickly locate all occurrences or one particular occurrence of a word or phrase in text using the Search feature. If you choose, you can then edit or change the text. Using the Search and Replace feature, you can locate and automatically replace all or specific occurrences of a word or phrase in text.

The cursor searches from its current position forward. Therefore, be sure the cursor is located **before** the word or phrase you are searching for before you activate Search. The cursor will locate the word/phrase if it appears underscored, in bold print, or part of another word (for example, if you search for "the," the cursor would find "other," "theater," etc., unless you include a space before and after your search word.)

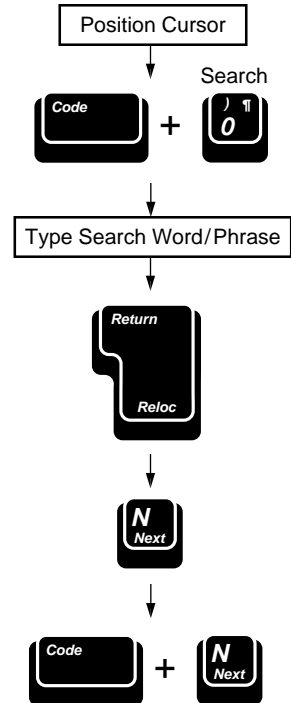
Search

If you are searching for a specific occurrence of a word or phrase that appears more than once in the text, type the word before or after it to clearly identify the specific occurrence you desire.

1. Position cursor at the beginning of the file.
2. Press **Code + Search (0)**. The unit beeps, and the Status Line prompts: Search?
3. Type the word or phrase you are searching for exactly as it appears in the text (upper-case/lower-case). You can use up to twenty-four (24) characters.

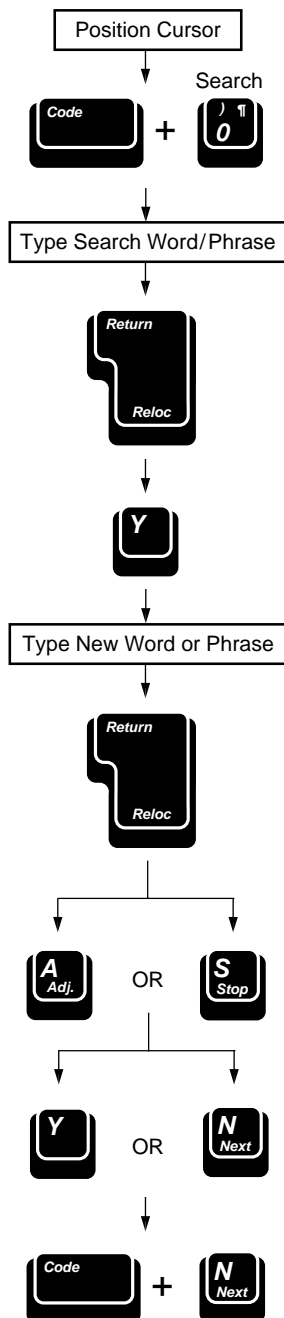
 **NOTE:** To deactivate Search, press **Code + Search (0)**.

4. Press **Return** to begin. The Status Line prompts: Replace? Y/N
5. Press **N** since you do not want to automatically replace that word/phrase. The cursor locates to the first occurrence it finds. If the word or phrase is not found, the Status Line prompts: Phrase NOT Found and your text reappears on the display. Retype your search string and try again.
6. Correct text as needed.
7. Press **Code + Next (N)** to search for the additional occurrences. When no other occurrences are found, the cursor remains on the last occurrence found, and the Status Line prompts: Phrase NOT Found.



Searching for Stop Codes and Page Ends

1. Press **Code + Stop (S)** for a Stop Code or **Code + Page End (Back Space)** for a Page End when the Status Line prompts:
Search?
2. Press **Return**.
3. The Status Line prompts:
Replace? Y/N



Search and Replace

You can search for and replace a specific occurrence of a word or phrase or you can choose to automatically replace all occurrences. Remember when you are automatically replacing all occurrences, unexpected replacements could occur. For example, if you are changing all occurrences of "his" to "her," instances of "this" will be changed to "ther" unless you add a space before the "his" and then again before the replacement word, "her."

1. Position cursor at the beginning of the text.
2. Press **Code + Search (0)**. The Status Line prompts:
Search?
3. Type the word or phrase you are searching for exactly as it appears in the text (upper-case/lower-case), up to 24 characters.
4. Press **Return** to begin search. The Status Line prompts:
Replace? Y/N
5. Press **Y** since you do want to replace that word/phrase. The Status Line prompts:
With?
6. Type the new word or phrase using up to 39 characters. (If you entered a space before and after the search word, be sure to enter one before and after the replacement word also.)
7. Press **Return** key. The Status Line prompts:
SELECTIVELY/ALL? S/A
8. Press **A** to replace all occurrences or **S** to replace only the occurrences you indicate. If all is selected, the cursor will remain at the last replaced occurrence when the replacement is complete, and the Status Line will prompt:
Replace Complete.
For Selective Search, the cursor moves to the first occurrence of that word or phrase and the word or phrase blinks.

continued...

-
9. Press **Y** to replace word/phrase. The Status Line prompts:

Reformatting

then

Reformatting Complete

The cursor remains at the end of replaced word. Press **N** to replace that occurrence. The cursor will remain on the unchanged word/phrase so that you can insert or delete text if desired.

10. Press **Code + Next (N)** to search for more occurrences. When no other occurrences are found, the cursor remains on the last occurrence found, and the Status Line prompts:

Phrase NOT Found

Canceling a Search

You can cancel the Search Feature at any time by pressing **Code + Search (0)**.

Forms Layout

Forms Layout allows you to quickly and easily fill out pre-printed forms you use frequently. If you often type on pre-printed forms, you know how frustrating it can be to line up text and type in the spaces provided. Instead of lining up text every time you use a form, you can create a form file that will remember the way you filled out a form.

Using Forms Layout, you create a file, which remembers the precise locations of text. This form file is saved in memory and can be recalled when you need to complete the form again. A form file is created by entering Stop Codes in the locations you will want to fill in differently each time you use the file and text in those locations on the form which will remain the same.

Below are illustrations of a form which can be filled out using Forms Layout.

Central City Library

Project: _____

Name: _____

Address: _____

Telephone: _____

Donor: Yes Amount: \$ _____
 No

Volunteer: Yes

Central City Library

Project: Library Fund Drive

Name: ⌘

Address: ⌘

Telephone: ⌘

Donor: Yes Amount: \$ ⌘
 No

Volunteer: Yes
 No

Canvassing: Yes Telephoning: Yes

Other: ⌘

Notice that the “Library Fund Drive” text is automatically inserted on each form while Stop Codes are entered in areas where text will be varied each time the form is filled out. When the form file is recalled for use, any text in the file will automatically align and printed on the correct line, and the print hammer will align and pause for you to enter text where required.

Aligning Text and Stop Codes

Do not use the platen knob to adjust the paper because the alignment will be incorrect. Use the cursor key combinations, **Back Space**, and **Return**. Also, you can use **Tab** to move to tab positions. Do not use the **Spacebar** to position the print hammer. A space should be used as a part of text, for example, to separate first and last names.

Micro Alignment

To precisely align the print hammer, activate the Micro Alignment feature before using the cursor key combinations. To activate Micro Alignment:

1. Press **Adv**, and then release.
2. Press the **Code** key and hold it down while pressing any of the cursor keys listed below to make adjustments. Do not release the **Code** key until you are done using the cursor keys to adjust the paper. Cursors will make the following adjustments:
 - ← to adjust the typing position $\frac{1}{60}$ of an inch to the left.
 - to adjust the typing position $\frac{1}{60}$ of an inch to the right.
 - ↓ to adjust the typing position $\frac{1}{48}$ of an inch down.
 - ↑ to adjust the typing position $\frac{1}{48}$ of an inch up.
3. Release the **Code** key to deactivate Micro Alignment.

Creating a Form File

The dictionary may beep often while using Forms Layout because it does not recognize proper names. You may wish to turn the dictionary off while creating a form by pressing **Code** + **⏏(D)**.

To create a Form File, move the Selector Switch to **Type** Mode and follow the instructions below.

1. Set margins and tabs.
2. Move the Selector Switch to **Mem** Mode.
3. Type a name for the form file, using up to 24 characters.
4. Press **Return**. The display illustrated below appears.

End of Page Pitch Line Impression Keyboard


Create Draft Form
SPACEBAR to select, RETURN to Enter

-
5. Press **Spacebar** twice to move the cursor to Form, and press **Return**. The display illustrated below will appear. The cursor will be in the first typing position.


<i>End of Page</i>	<i>Pitch</i>	<i>Line</i>	<i>Impression</i>	<i>Keyboard</i>
Line:	6.00	Space:	8.00	

This display gives line and space locations of your print hammer in decimal format.


6. Automatically insert your form.

 **IMPORTANT:** *Precisely align the paper at the left paper alignment mark, and use auto insert; otherwise alignment may be incorrect during printing. Also, do not use the platen knob to adjust the paper.*

7. Position the print hammer on the form's fill-in positions. (Be sure to use only the cursor keys, **Spacebar**, **Return**, **Back Space**, and the keys described in "Micro Alignment" to position the print hammer.)
8. Type any text that will remain constant. Text will print on the form and appear on the display. When you recall the file to fill in the same form again, this text will automatically print when you are using the form file.
9. Press **Code + Stop (S)** to enter Stop Codes in areas that will change each time the form is used (see "Stop Codes"). If you mistakenly enter a Stop Code or text, you may use **Correct**, **WordEraser**, or **LineEraser** to make your corrections. To erase a previous stop code and/or text, locate cursor to previous sections.

 **NOTE:** *To prevent text from extending over into other areas of the form, type spaces after the Stop Code. The total number of characters permitted to be entered at a Stop Code will then be limited to the number of spaces immediately after the Stop Code.*


10. Press **Code + Close (C)** to save the file when you are done.

 **NOTE:** *Only one page can be created for a Forms Layout document. To fill in a multiple page form, new files must be created for each page.*

Editing a Form File

If you realize that you have made a mistake when entering Stop Codes or text in a form, you can go back and edit the form file.

1. Recall the form file as you would any other document. Only one line of text will be displayed at a time.
2. Automatically insert the pre-printed form. Make sure the form is aligned with the paper alignment mark.
3. Press **Advance**, then a cursor key to move through the entries.
4. Make corrections, using Correct, WordEraser, and LineEraser. Text on the display and on the page will be corrected.
5. Close the file when finished by pressing **Code + Menu**.

 **IMPORTANT:** *Do not use the platen knob to adjust the paper. Use the keys noted in "Creating a File for a Pre-printed Form."*

Filling in a Form

When it comes time to use the form again, you can recall the form file and fill it in quickly and easily, without having to worry about the alignment.

1. Move Mode Selector to **Mem** Mode. The display prompts:


End of Page	Pitch	Line	Impression	Keyboard
File: 20000				
RETURN to Enter/CURSOR ↓ for Directory				

2. Automatically insert the form. Be sure to correctly align the form with the Paper Alignment Mark.
3. Type the name of the file you wish to print, or press the **Code + (↓)** until the correct file name appears on the display. While scrolling through the file directory, the second line on the display identifies a form file with the prompt:

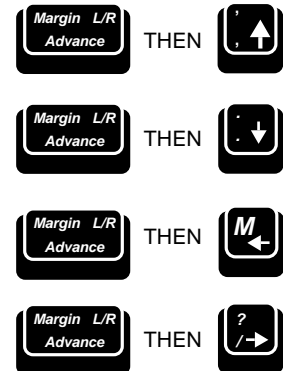
Form File

4. Press **Return** to recall the file. The display illustrated below appears:

End of Page	Pitch	Line	Impression	Keyboard
Print Edit Erase Copy				

 **NOTE:** *Only Print, Edit, and Erase functions can be done in this mode.*

continued...



5. Press **Return** to select Print. The print hammer will move to the first location and type in text. If a Stop Code is in this location, the Status Line will prompt:

Insert Text

and the Stop Code symbol (⋮) appears.

6. Type text at Stop Codes. Text will appear on the display. To make corrections, use Correct.
7. Press **Code + P** or **Return** to continue. Once you advance to the next position on the form, you cannot correct prior information until the form is completely filled in. Manual correct must then be used.
8. Complete the form.

Draft Copy

Draft Copy allows you to print text on paper as you enter it into memory. This feature can be used to produce a rough draft while saving your text. You can then recall and edit it if you wish. However, when Draft Copy is activated:

- You cannot cursor, backspace, or correct past the left margin or to the left of a tab. Corrections can be made while editing.
- You cannot change pitch while saving text (although you can insert pitch changes later when editing).
- The **Code + ↑/↓** and **Code + Superscript/Subscript** keys are inoperable (although you can insert these commands later when editing).
- The Auto Center feature is inoperative (although you can insert the centering command later when editing).
- The WordFind feature is inoperative (although you can use WordFind later when editing).
- The Setting and Insert features are also inoperable during Draft Copy.

To use Draft Copy:

1. Move the Mode Selector to **Mem** Mode, name your text file, and press **Return**. The display illustrated below appears.

End of Page Pitch Line Impression Keyboard

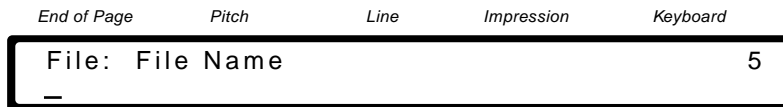
```
File:                               20000
RETURN to Enter/CURSOR ↓ for Directory
```

2. Type a file name for the document using up to twenty-four (24) characters.
3. Press **Return**. The display illustrated below appears.

End of Page Pitch Line Impression Keyboard

```
Create Draft Form
SPACEBAR to select, RETURN to ENTER
```

- Press **Spacebar** to move the cursor to Draft, and press **Return**. The display illustrated below appears, and the cursor is located in the first typing position.



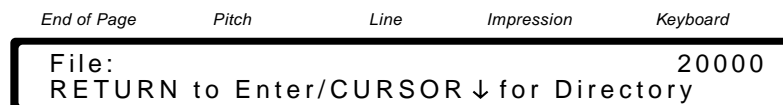
- Type text. Text will appear on the display and print on your paper at the same time. Use **Correct**, **WordEraser**, and **LineEraser** to correct errors. Errors will be corrected on the display and on the paper at the same time.
- Continue entering text until the document is complete. When a page is full, remove it and automatically insert another page.
- Press **Code + Close (C)** twice when done to close the document. You can recall it later for editing if desired.

File Management

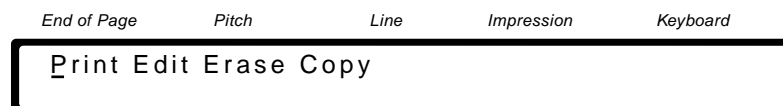
Using the file management features, you can recall, save, copy, and erase files. Also, you can append one file to the end of a second file.

Recall a File

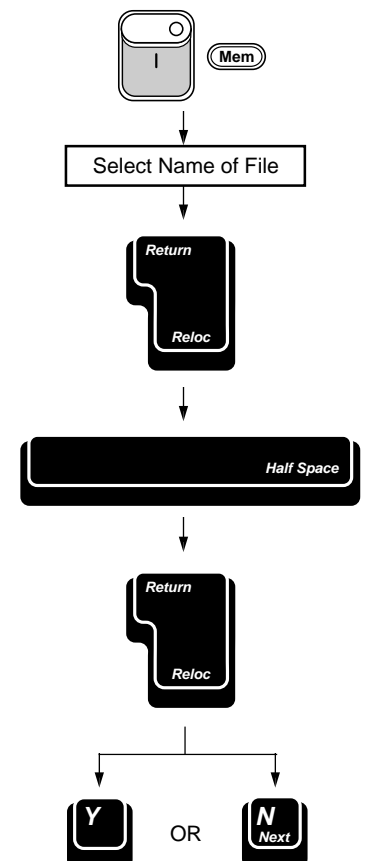
- Slide the Mode Selector to **Mem** Mode. The display illustrated below appears.

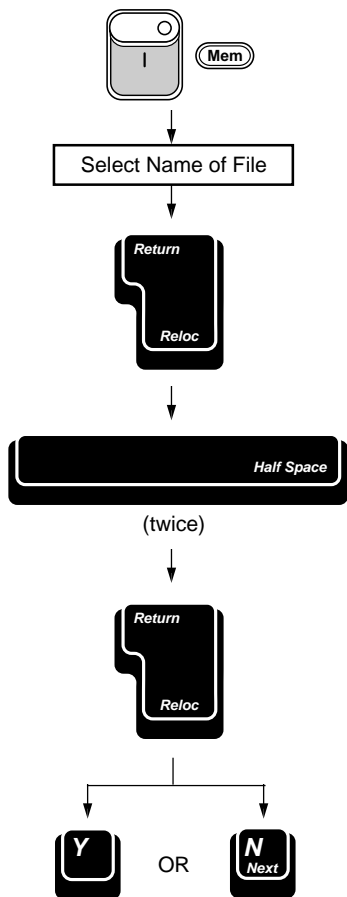


- Type the name of the file you wish to edit, or press **Code + ↓** until the desired file name appears on the display.
- Press **Return**. The display illustrated below appears, and the cursor is on Print.



- Press **Spacebar** once to move cursor to Edit.
- Press **Return**. The Status Line prompts:
Change Margins/Tabs? Y/N
- Press **N** to retain previous margins and tab settings. The text appears on the display. Press **Y** to change margins and tabs, if desired. (See "Editing.")





Erase a File

When you no longer need a file, you can erase it to make more memory available.

1. Slide the Mode Selector to **Mem** Mode. The display prompts:


End of Page	Pitch	Line	Impression	Keyboard
File:			20000	
RETURN to Enter/CURSOR ↓ for Directory				

2. Type the name of the file you wish to erase, or press **Code + ↓** until the desired file name appears on the display.
3. Press **Return**. The display illustrated below appears, and the cursor is on Print.

End of Page	Pitch	Line	Impression	Keyboard
<u>P</u> rint	Edi	Er	ase	Co
py				

4. Press **Spacebar** twice to move the cursor to Erase.
5. Press **Return**. As a precautionary step, the display prompts:
Are You Sure? Y/N.
6. Press **N** if you do not want to erase that file. Press **Y** for yes to erase the file.

Erase All Files

 **WARNING:** Erasing all files erases any programmed formats, your Personal Word List, and Abbreviations.

1. Move the Mode Selector to **Standby**.
2. HOLD DOWN **T** while turning the power switch ON. The display prompts:
Are You Sure? Y/N.
3. Press **N** if you do not want to erase all files. Press **Y** if you do want to erase all files.

Copy a File

1. Move the Mode Selector to **Mem** Mode. The display prompts:

End of Page	Pitch	Line	Impression	Keyboard
File:				20000
RETURN to Enter/CURSOR ↓ for Directory				


2. Type the name of the file to be copied or press **Code + ↓** until the desired file name appears on the display.
3. Press **Return**. The display illustrated below appears, and the cursor is under print.

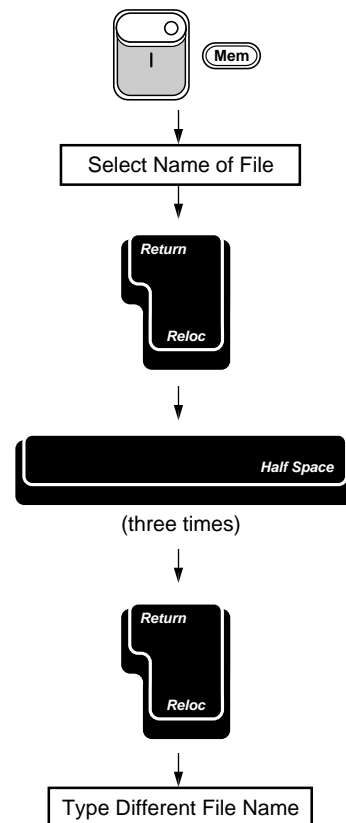
End of Page	Pitch	Line	Impression	Keyboard
Print Edit Erase Copy				

4. Press **Spacebar** three times to move the cursor under copy.
5. Press **Return**. The display illustrated below will appear.

End of Page	Pitch	Line	Impression	Keyboard
File:				20000
RETURN to Enter/CURSOR ↓ for Directory				

6. Type in a different name for the file, and press **Return**. When copying is complete, the display prompts:
Copy Complete.

 **NOTE:** *If you choose to cancel the file copy, press **Code + Close (C)** before typing a file name. The display prompts: Copy Aborted. The unit will beep three times.*

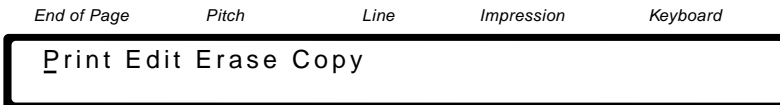


Printing

You can print a document and you can print a list of the documents currently stored in your Memory Typewriter.

Printing a Document

You can print your text just after closing a file or just after recalling it. To print, either recall a file or close the file you are currently using. When the display illustrated below appears, follow the instructions.



1. Insert paper using the Automatic Paper Insert feature.
2. Press **Return** to select Print. The Status Line prompts:

Right Justify? Y/N

Justified text has an even right margin; unjustified text is ragged. See the examples below.

Justified Right Margin

You may wish to locate a specific section of your text to edit. Instead of using the cursor to scroll through the text, you can quickly move to the desired location by using the search features. When Search is activated, the cursor locates a word or phrase if it appears underscored, in bold print or as part of another word (for example, if you search for "the," "theater" and "other" will be found).

Ragged Right Margin

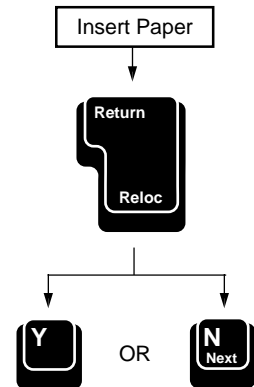
You may wish to locate a specific section of your text to edit. Instead of using the cursor to scroll through the text, you can quickly move to the desired location by using the search features. When Search is activated, the cursor locates a word or phrase if it appears underscored, in bold print or as part of another word (for example, if you search for "the," "theater" and "other" will be found).

3. Press **Y** to print right justified text, or press **N** to print unjustified. Text will begin printing, and the display will prompt:

Printing

and the name of the file.

If the file is longer than one page, printing automatically stops 1" from bottom of the paper to allow you to change paper. Insert paper and press **Code + P** to continue printing.



Printing the File Directory

You can print the file name and the first 40 characters of each file stored in memory.

1. Slide the Mode Selector to **Mem** or close the file you are currently using.
2. Press **Code + P**. Printing begins immediately. The Status Line prompts:

Printing.

Each file name with text prints on a separate line.

To Halt Printing

1. Press **any key** (except the **Code** key). Printing will stop at the end of the current line. The Status Line prompts:

Code + P to CONTINUE

2. Press **Code + P** to continue or **Code + S** to halt.



To Cancel Printing

Press **Code + S (Stop)**. Printing stops after current line is printed.