

SMITH CORONA™

PWP System 14

Personal Word Processor



The following information is provided to you in accordance with the rules and regulations of the United States Federal Communications Commission. Questions concerning this information can be directed to Smith Corona by writing or calling:

Smith Corona
839 Route 13 South
Box 2020
Cortland, NY 13045

Toll-free number 1-800-448-1018
N.Y. Toll-free number 1-800-962-3000

NOTE: This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Sub-part J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient the receiving antenna.

Move the PWP System away from the receiver.

Plug the PWP System into a different outlet so that system and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful.

"How to Identify and Resolve Radio-TV Interference Problems"

This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402 Stock No. 004-00-00345-4.

For your convenience and protection, make a record of the model name and serial number. The serial number is located on the bottom of the PWP Module. Use them when ordering supplies and accessories and for identification in case of theft.

Model Name _____ PWP SYSTEM 14 _____

Serial Number _____

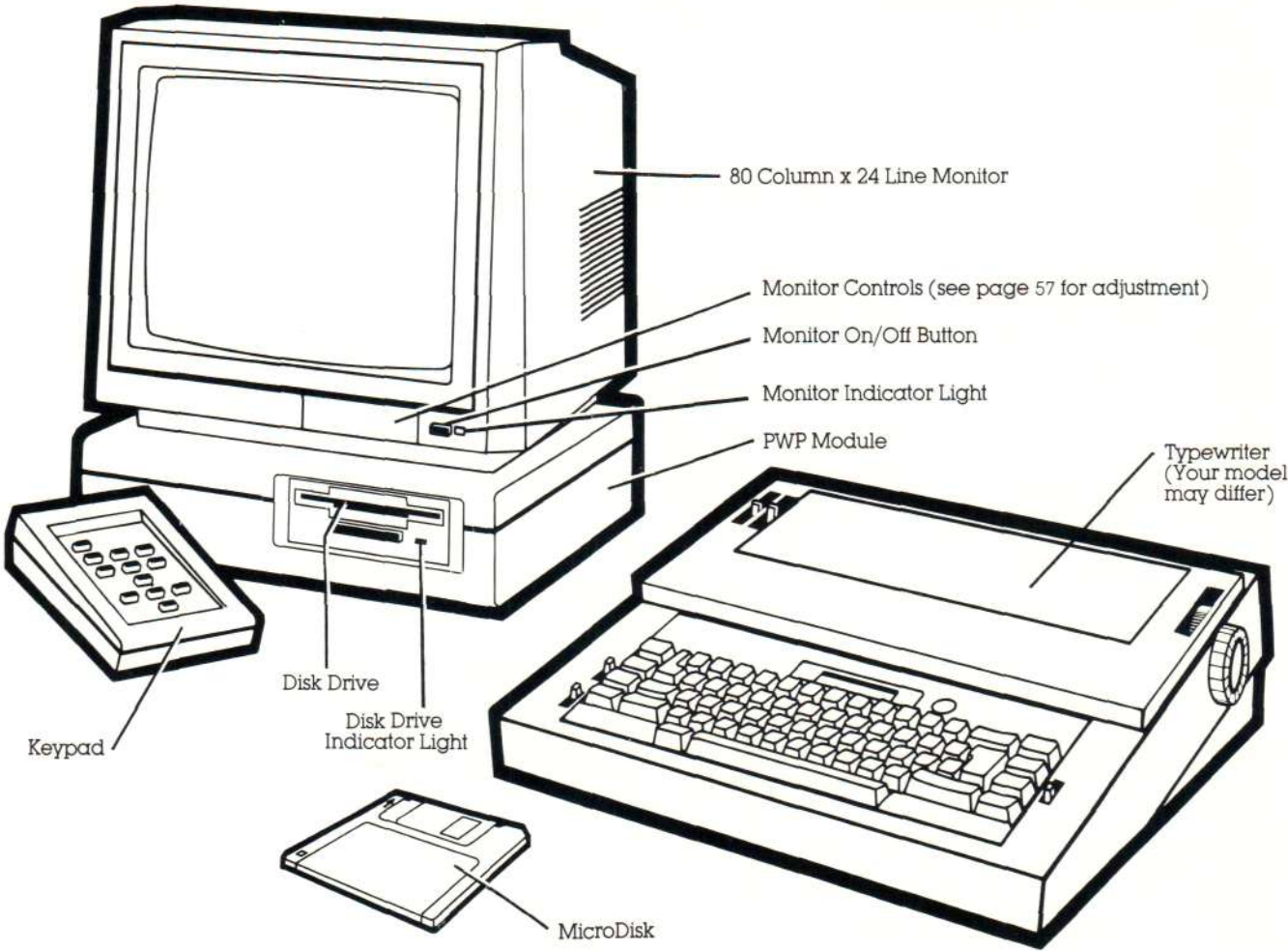
Date of Purchase _____

Table of Contents

	Page
Product Diagram	4
Spell-Right™	6
Find	6
List	7
Programmable Words	7
Word-Right™ AutoSpell	7
Section I: Getting Started	8
Setting Up	8
Tutorial	9
How to Start Typing	10
How to Make Corrections	11
How to Print Your Text	11
Inserting A MicroDisk	12
Preparing A MicroDisk	12
How To Store Your Text	13
Ejecting A MicroDisk	13
Clearing Memory	14
WP/TYPE Key	15
Section II: Getting More Involved	15
Memory	15
Cursor Control Keys	15
Setting Margins/Tabs/Format	16
Margins and Tabs	16
Carrier Movement to Assist When Setting Margins/Tabs	17
Pitch	18
Line Spacing	18
Entering Margin/Tab/Format Changes BEFORE Typing	18
Entering Margin/Tab/Format Changes AFTER Typing	18
Adding Tabs During Typing	18
Automatic Pagination	19
Top Margin, Bottom Margin, Paper Length	19
Activating Automatic Pagination	20
Required Page End	21
Required Return	21
Manual Return	21
More About Printing	22
Printing Individual Pages	22
Right Margin Justification	22
Automatic Page Numbering	23
Entering Printing Instructions	24
More About Storing	24
Write Protection	24
MicroDisk Directory	25
How To Recall Documents From a MicroDisk	25
How To Erase Documents From a MicroDisk	26

Section III: Editing	27
Search/Search and Replace	27
Delete/Character	29
Delete/Carrier Return Symbol	29
Delete Word	29
Block Delete	30
Block Move	30
Block Copy	31
Insert	32
Reformat After Editing	32
Replacing An Original Document on MicroDisk with the Edited Version	33
Section IV: Mailing List/Merge	34
Setting Up To Merge	35
How To Create A Mailing List	35
How To Print the Mailing List Only	40
How To Create A Basic Letter	40
How To Print A Basic Letter Only	41
Merging	41
How To Merge the Mailing List and Basic Letter	41
Editing the Mailing List	44
How To Edit ID labels and Variable Information	44
How To Add Frames to the Mailing List	45
How To Insert Frames in the Mailing List	45
How To Erase Frames from the Mailing List	47
Erasing an Entire Mailing List	47
Duplicating A Mailing List	47
Editing and Erasing A Basic Letter	48
Printing Envelopes	48
How To Print Envelopes from the Mailing List	48
Section V: More Features and Functions	49
Stop Code	49
Page Indicator	49
Line Counter	50
Auto Return Indicator	50
Memory Remaining	50
Printing Partial Pages	50
Storing Formats	50
Using the Index and Reverse Index Keys	51
Keyboard II Characters	51
Error Messages	51
Word Processing Tips and Recommendations	52
Section VI: Enhanced Typewriter Feature Instructions	53
Monitor Controls	57
Supplies	58
Safe Operating Recommendations	58
Care and Maintenance	59
Repacking Instructions	59
Warranty	60
Index	61
Quick Reference Guide	Back Cover

Product Diagram and Component Identification



Important—Please Read

The Smith Corona Personal Word Processor is compatible with any Smith Corona manufactured portable electronic typewriter with interface capability. These models are as follows:

XD 8000	DeVilLe 210	XD 7000	Sterling Electronic II**
XD 6500	Mark II SR	XE 6000	DeVilLe III Messenger
XE 6100	Mark VII SR	SD 300	S II*
SD 400		SE 200	
SD 250		Mark II	
SC 210		DeVilLe 200	
Ultrasonic 450 Messenger		Memory Correct 400 Messenger	Citation 300 Messenger
Ultrasonic 350 Messenger		Memory Correct 300 Messenger	Citation III Messenger
Ultrasonic 250*		Memory Correct 200*	
Ultrasonic III Messenger		Memory Correct III Messenger	
Ultrasonic III*		Memory correct III*	

*Requires the installation of components inside your typewriter. For cost of parts and service, contact an Authorized Smith Corona servicing dealer or a Smith Corona service center.

**Owners of this model should contact Smith Corona Consumer Affairs Department toll free 1-800-448-1018 (N.Y. toll-free number 1-800-962-3000) for further instructions on connecting PWP to this typewriter.

When connected to the PWP, some of the enhanced typewriter features operate differently than when using your typewriter alone. Refer to the instructions in Section VI when using your PWP.

If you are using the SD 250, SC 210, DeVilLe 210, SD 300, SE 200, Mark II, DeVilLe 200 or Sterling Electronic II Smith Corona portable typewriter with your Personal Word Processor, the following typing features are available when connected to the PWP, in addition to those currently on your typewriter.

	SC 210, DeVilLe 210, SE 200, Mark II, DeVilLe 200 and Sterling Electronic II	
<u>SD 250</u>		<u>SD 300</u>
Tab Center	Decimal Tab	Tab Center
Flush Right Tab	Paragraph Indent	

If you are using any of the following Smith Corona portable typewriters with your Personal Word Processor, all of the enhanced typing features listed below are available when connected to the PWP.

<u>Models</u>	<u>Features</u>
Memory Correct III	Paragraph Indent
Memory Correct III Messenger	Auto Center
Memory Correct 200	Auto Underscore
Memory Correct 300 Messenger	Tab Center
Ultrasonic III	Decimal Tab
Ultrasonic 250	Flush Right Tab
Citation III Messenger	
Citation 300 Messenger	
DeVilLe III Messenger	
SII	

Instructions for these features are included in Section VI of this manual.

For your convenience, we have included an overlay to be affixed to these typewriters which identifies the appropriate keys to activate the added typing features.

Owners of Typewriter Models with a Spell-Right™ Electronic Dictionary

Let Spell-Right Proofread For You!

You can use the FIND feature to “proof-read” documents typed on the Personal Word Processor.

We recommend that you type your entire document without regard to errors, then activate FIND to locate errors throughout the entire text. You can activate FIND when you have completed typing a document to find errors backward to the beginning of your text, or you can activate FIND with your CURSOR at the beginning of your text and errors will be identified forward from the beginning of the document to the end.



Activate FIND. The CURSOR backs up through the text to the first error it finds. Continue to depress CODE + F to locate all errors to the beginning of your text.



Activate FIND. The CURSOR moves forward through the text to the first error it finds. Continue to depress CODE + F to locate all errors to the end of your text.

When connected to PWP, Spell-Right will not check hyphenated words occurring at the end of a line and continued on the next line.

NOTE: When PWP 14 is connected to any Smith Corona Spell-Right model, the dictionary is automatically ON.

Owners of Typewriter Models with a Display . . .

Use the Spell-Right LIST Feature with your PWP.

If your typewriter has Spell-Right and a display, you can use the LIST feature with your Personal Word Processor.

LIST functions exactly like it does with your typewriter alone. When the correct word is displayed, depress the RETURN KEY to transfer the word to the PWP Screen. See your typewriter instruction manual for further information.

Program Additional Words

You can also add specialized words to the User Programmable Section of the dictionary when using the Personal Word Processor. These would be often-used words not found in the Spell-Right dictionary, such as medical or technical terms, names, foreign words, etc.

Words can be entered in the User Programmable Section of the dictionary in three ways. Depress and HOLD the CODE KEY while depressing the "E" KEY:

1. After a word has been "beeped" identifying it as an "error."
2. After the FIND feature has located a word even though it is spelled correctly.
3. After typing a word you wish to enter.

See your typewriter instruction manual for further information.

Owners of Typewriter Models with Word-Right™ AutoSpell

If your typewriter features Smith Corona's exclusive Word-Right™ AutoSpell feature, correctly spelled alternative words can be transferred from the typewriter display to the PWP. AutoSpell functions exactly like it does with your typewriter alone. When the correct word is displayed, depress the Return/ENTER KEY to transfer the word to the PWP screen. For **example**:

1. When Spell-Right alerts you to a typing error, finish typing the incorrect word (if you haven't already). Do not space after the word. If the error is further back in text, activate FIND to locate the incorrect word.
2. Depress the AutoSpell KEY. The first possible correct spelling is shown on your typewriter's display. Depress the INDEX KEY to view other alternative words. Depress the REVERSE INDEX KEY to return to prior displayed words.
3. When the correct word is displayed, depress the Return/ENTER KEY. The incorrect word is erased and the selected word is entered in its place on the PWP screen.

See your typewriter instruction manual for further information.

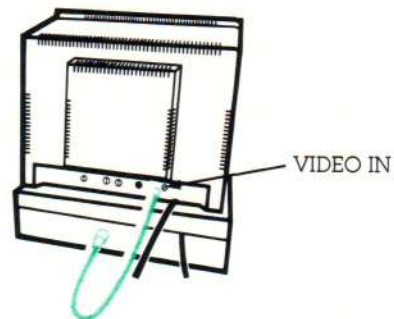
Section I: Getting Started

Throughout this instruction manual we use the word "text" when referring to typed words entered in the built-in memory. There are over 65,000 characters of built-in memory—or approximately 32 pages of double-spaced text. We use the word "document" when referring to text stored to a MicroDisk. Each Smith Corona MicroDisk can store 163,000 characters of text—or approximately 81 pages of double-spaced text.

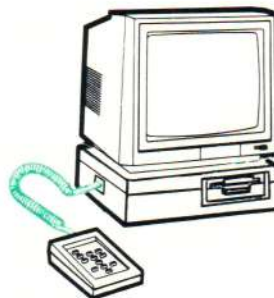
Setting up Your Personal Word Processor

Follow the steps below to connect the word processing components to one another.

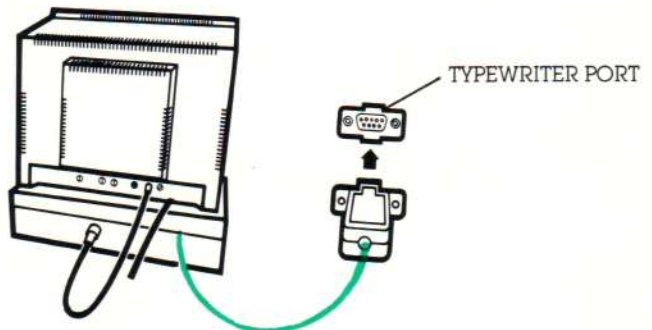
1. Connect cable between MONITOR and PWP MODULE.



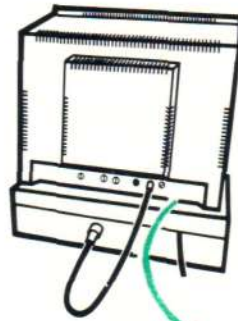
2. Connect KEYPAD cable to left side of PWP MODULE.



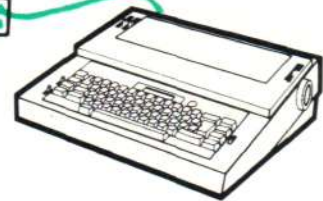
3. Insert plug from PWP MODULE into typewriter port. Be sure to screw plug securely to the typewriter.



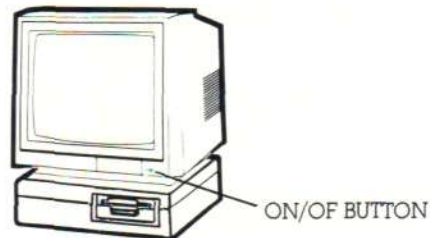
4. Plug in the MONITOR.



5. Plug in the Typewriter.



6. Turn ON the MONITOR.



7. Move the POWER SWITCH on the typewriter to ON. Move KEYBOARD ON/OFF LEVER (on applicable models) to ON. Move MODE SELECTOR (on applicable models) to TYPE position. For a few seconds you will see the Smith Corona logo on the SCREEN, followed by the main MENU.

Tutorial

If this is the first time you are using your Personal Word Processor, we recommend that you first go through the Tutorial which we have stored to the MicroDisk supplied with your PWP. This is a quick and easy method to familiarize you with the system before you continue with the instruction manual.

How to Start Typing on your PWP

It's easy to start using your PWP. After setting up and turning on your system, you see a list of action choices on your SCREEN. We call this the MENU as it lists all the actions you can perform with your Personal Word Processor. You choose the one you want by depressing the corresponding number key on your typewriter. The MENU looks like this:



• To Start Typing:

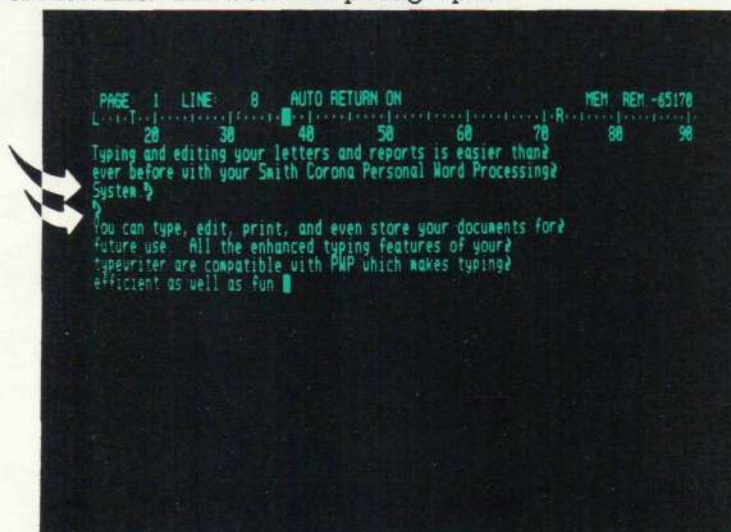
1. Depress the number 1 KEY on your typewriter keyboard (indicating Create, View or Edit Text). The Menu clears and the CURSOR, or blinking rectangle, is located at the top left of the SCREEN. This CURSOR indicates your typing position in memory and moves along with you as you type. A corresponding CURSOR on the typing scale at the very top of the SCREEN also moves as you type.

NOTE: If your SCREEN does not clear and instead tells you that text already exists in memory, skip to CLEARING MEMORY, p.14 before proceeding.

You'll also notice a Page Indicator, Line Counter, Auto Return Indicator, and Memory Remaining Indicator above the typing scale. These prompts assist you when entering or editing text. Read more about them in Section V, p. 50.

2. Type the following text. Do not depress the RETURN KEY at the end of lines. Only depress it at the end of short lines and between paragraphs.

Required Returns
you type



You don't even have to set margins since they are preset for you. There's no need to use the RETURN KEY either. Auto Return is automatically activated when you turn on your system so the PWP automatically fits your text between the margins. You'll see a downward arrow) appear on your screen indicating where returns are located in your text. To distinguish Required Returns that you type at the end of short lines or between paragraphs, the arrow looks like this R). You'll learn more about Required Returns on p. 21.

We recommend that you type your text as quickly as you can and edit it later. In this way, you can attain your fastest speed and not interrupt your typing to make corrections. At times, however, you may want to make some corrections as you type.

How to Make Corrections as you Type

Just as if you were making corrections on your typewriter, you can use your CORRECT KEY or WordEraser™ KEY to erase errors you've just made on your SCREEN. Try it. Tap the CORRECT KEY once and the last character you typed disappears. Tap the WordEraser KEY once and the last word you typed disappears. Tap them each a couple of times and deletions continue. Then type new text to replace the text you erased. You can also Backspace and type a correct character over an incorrect character.

NOTE: The Tab Key is the only Key that will not type over another character. It will position the CURSOR at the next tab position.

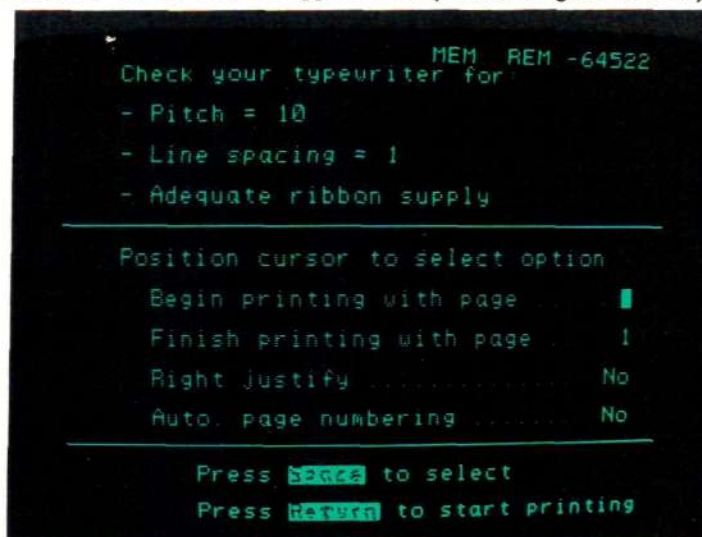
In SECTION III (Editing) you will learn to make corrections after your text has been typed.

How to Print Your Text

Once you've completed typing your text you'll want to print it.

● To Print Text:

1. Insert paper in your typewriter.
2. Depress the MENU KEY on the KEYPAD to return to the list of action choices.
3. Depress the number 3 KEY on your typewriter (indicating Print Text). The SCREEN looks like this:



It reminds you to set your typewriter to the Pitch and Line Spacing in which you entered the text and to check to see if your ribbon supply is adequate to print the page. (If you are using typewriter models XD 8000, SD 400, XD 6500, SD 250, XD 7000, or SD 300, it is not necessary to set pitch on typewriter; text will print out according to the pitch indicated in the PWP format. You will learn more about Format on page 16.) It also asks you to indicate which pages of your document you want to print, if you want your print-out right justified, and if you want the pages automatically numbered. Because we're just getting started, we won't change any of these options now. (You'll learn more about them later.)

4. Depress the RETURN KEY to start printing.

After printing is completed, your text remains in memory so you can print it again if you wish, or edit it. If you want to save the text for future use, you can even store it to MicroDisk.

The MicroDisk you received with your PWP has been "write protected" to protect against accidental erasure of the Tutorial before learning how to use the system. This also means that you cannot store more text to it until the "write protection" is reversed. If you want to store to this MicroDisk, read how to reverse the "write protection" on p. 24 before proceeding.

Most standard 3½" double density micro disks are compatible with the PWP or you can purchase more Smith Corona MicroDisks from your local dealer. We recommend that you use Smith Corona MicroDisks as these have been qualified to operate on your Personal Word

Processor.

Inserting A MicroDisk

Before storing your text, you must insert a MicroDisk into the drive. To do so, hold the MicroDisk with the label side up and the arrow pointing into the module. The notched corner is on the right side entering the drive:



Slip it into the opening until you hear it click into place. Read more about the care of MicroDisks on p. 59.

Preparing A MicroDisk

If you are using a brand new MicroDisk, you must first "prepare" it. This structures the MicroDisk to accept text for storage. Once a MicroDisk is prepared, it never has to be done again. Preparing a used MicroDisk erases all stored material on it. The MicroDisk you received with your PWP has already been prepared. If you prepare the MicroDisk you received with your system you will erase the Tutorial. For this reason, we recommend you do not prepare this MicroDisk. The Tutorial MicroDisk may be used as is to store additional documents.

- To Prepare a MicroDisk:
 1. Depress the MENU KEY on the KEYPAD to return to the list of action choices.
 2. Depress the number 9 KEY on your typewriter (indicating Prepare MicroDisk). The SCREEN warns you that preparing a used MicroDisk erases all documents previously stored to it and asks if you want to do so. The CURSOR is located at the word NO.
 3. Depress the SPACE BAR once and release immediately to change the NO to YES.
 4. Depress the RETURN KEY to enter this instruction. Preparation takes place. The SCREEN notifies you when Preparing is complete. (If you did not want to prepare the MicroDisk, you would leave the answer NO and simply depress the RETURN KEY.)

How to Store Your Text

1. Insert a prepared MicroDisk.
2. Depress the MENU KEY on the KEYPAD to return to the list of action choices.
3. Depress the number 4 KEY on your typewriter (indicating Store Text to MicroDisk). The SCREEN asks you to name your document for future reference.



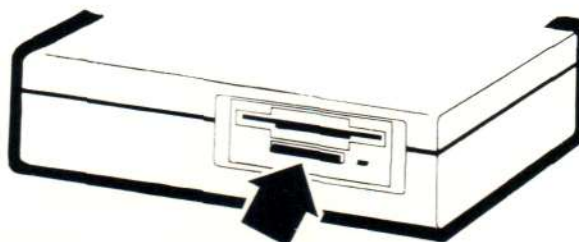
4. Type the document name you desire, up to 20 characters including spaces between words.
5. Depress the RETURN KEY to enter it. Your document is stored under that name. The SCREEN displays "Storing Complete," followed by the Menu. Storing text to MicroDisk does not clear the memory. to clear memory, see p. 14.

IMPORTANT

DO NOT REMOVE THE DISK OR TURN POWER OFF WHILE THE RED INDICATOR LIGHT LOCATED ON THE PWP MODULE IS ON. THE LIGHT INDICATES THE DISK IS ACTIVE. REMOVING IT WHILE THE LIGHT IS ON COULD CAUSE LOSS OF DATA. DO NOT TURN TYPEWRITER ON OR OFF WHILE DISK IS IN THE PWP MODULE. THIS COULD ALSO CAUSE LOSS OF DATA.

Ejecting A MicroDisk

When storing is complete, eject the MicroDisk by pushing the button on the front of the drive. The MicroDisk is ejected; now simply pull it out.

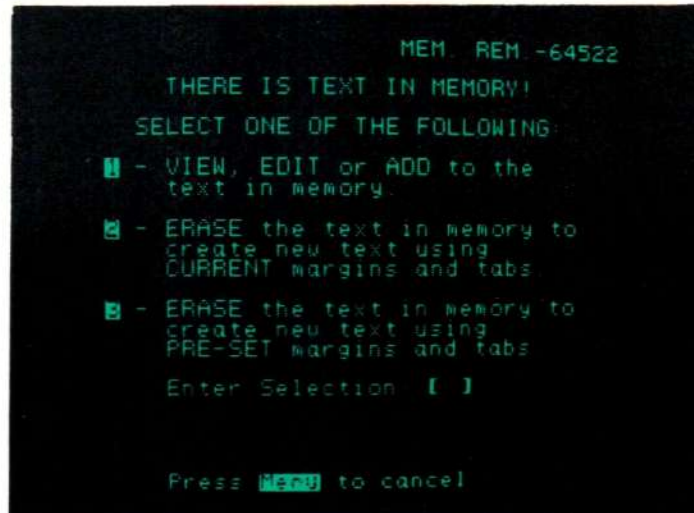


Clearing Memory

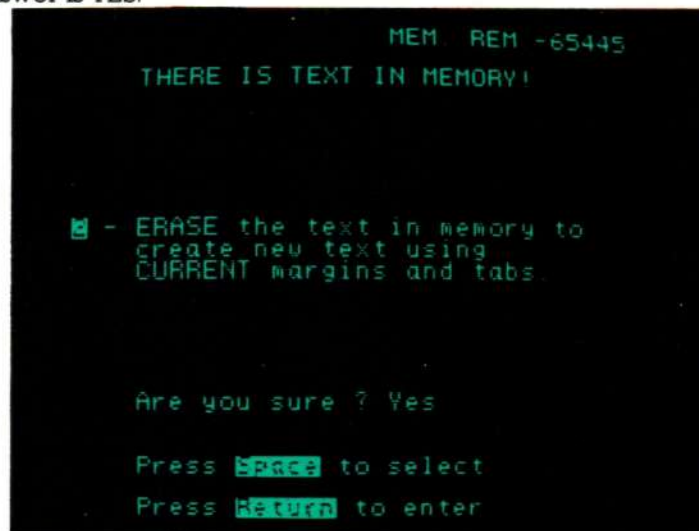
Text typed remains in memory until you clear it (or the typewriter is turned off.) In order to create a new text, you must erase text currently in memory. Be sure to Store current text to MicroDisk first if you need to save it for future use.

- To Clear the Memory:

1. Depress the MENU KEY on the KEYPAD to return to the list of action choices.
2. Depress the number 1 KEY (indicating Create, View or Edit Text).
3. When a text currently exists in memory, the SCREEN asks if you want to (1) View, edit or add to that text, (2) Erase text in memory to create new text using current margins and tabs, OR (3) Erase text in memory to create new text using preset margins and tabs.



4. Enter your selection by depressing either number 2 or number 3 on your typewriter keyboard. (You would type number 1 if you decided you didn't want to erase the memory.) When you select 2 or 3, the SCREEN then asks if you are sure you want to erase the text. This is a precautionary step to avoid accidental erasure. The preset answer is YES.



5. Since you want to clear the memory to create new text, leave the answer YES. (If you decided not to erase the text in memory, you would depress the SPACE BAR once to change the YES to NO.)
6. Depress the RETURN KEY to enter this instruction. The memory is cleared with the typing scale at the top of the screen showing either the current margins and tab settings (from the previously typed text), OR the preset margins and tab settings (Left Margin 12, Tab 17, Right Margin 72), whichever you selected.

CONGRATULATIONS! You've just found out how easy it is to type, make simple corrections, print, store, and clear memory with the Smith Corona Personal Word Processor. Notice how the system prompted you along, actually telling you the next step. Now you're ready to go on to the next section "Getting More Involved."

WP/Type Key

This key, located at the top of your KEYPAD, allows you to switch from using your Personal Word Processor to using your typewriter alone without disconnecting the components. Simply depress the WP/TYPED KEY to deactivate PWP and activate your typewriter. Depress it again and the Personal Word Processor is activated. Deactivating the word processor does not cause loss of memory. Turning the power of the typewriter off, however, will cause text in PWP memory to be erased. If you want to "save" text, simply store it to MicroDisk as previously explained. Turning off the MONITOR does not deactivate the word processor.

Section II: Getting More Involved

There are many features and functions of your Personal Word Processor you'll want to know to begin making full use of the system's benefits.

Memory

Your PWP can retain over 65,000 characters in memory which is approximately 32 pages of double spaced text. Text in memory can be edited, printed, or stored to MicroDisk for future use.

When 400 characters remain in memory, you hear three beeps and the MEMORY REMAINING INDICATOR at the top right of the SCREEN indicates 400 characters left. It is recommended, however, to stop entering text when there are at least 2,000 characters remaining in order to allow sufficient memory for editing operations.

Text in memory is automatically erased when the typewriter is turned OFF or there is a power failure. We recommend, therefore, that you store text to Disk frequently when typing long texts or before leaving your system. In this way you will protect your text from accidentally being erased.

Turning off the MONITOR does not erase memory. Deactivating the word processor does not erase memory.

Cursor Control Keys

Clear your memory, if necessary, and type a few lines on your PWP. You'll notice that the CURSOR indicates your typing position in memory. You can move the CURSOR on the screen to make corrections or insertions by using the CURSOR CONTROL KEYS located at the bottom of your KEYPAD. Try pressing these keys and see how the CURSOR moves around the screen. See how it skips over areas where there is no text.

To quickly move to the farthest point of text in one direction, press the CURSOR ADVANCE KEY once followed by one of the CURSOR DIRECTIONAL KEYS.

For **example**:

If your CURSOR is located at the end of your letter and you want to quickly get to the beginning of the letter:

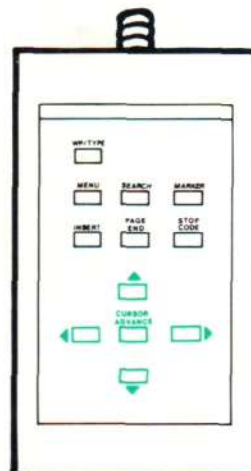
1. Depress the CURSOR ADVANCE KEY once.
2. Depress the UPWARD DIRECTIONAL KEY ▲ once.

The CURSOR is instantly located at the beginning of your letter.

If your CURSOR is located at the left margin and you want to quickly get to the end of the line:

1. Depress the CURSOR ADVANCE KEY once.
2. Depress the RIGHT DIRECTIONAL KEY ► once.

The CURSOR is instantly located at the right-most character on that line.

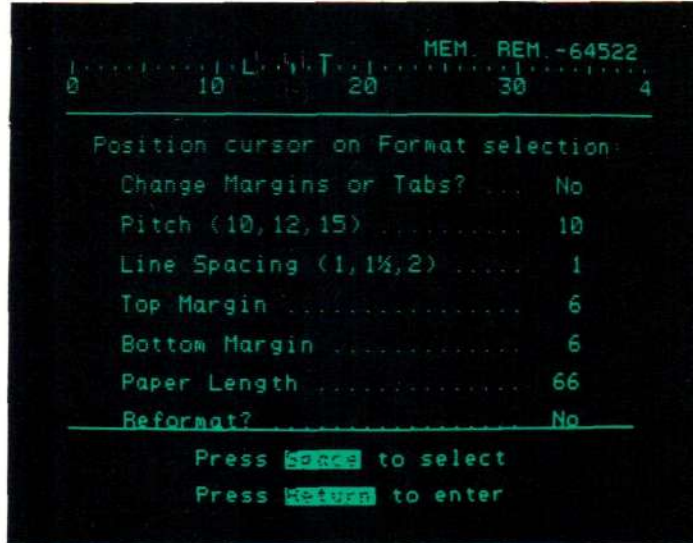


Setting Margins/Tabs/Format

Your PWP has a preset Format (including margins and tab, pitch and line spacing). This Format will be incorporated into your typed text unless you change it.

- To Review the Format:

1. Depress the MENU KEY.
2. Depress the number 2 KEY on your typewriter (indicating Set Margins/Tabs/Format). The Format Screen is displayed:



You can see that the CURSOR is positioned at the Change Margins or Tabs option.

Margins and Tabs

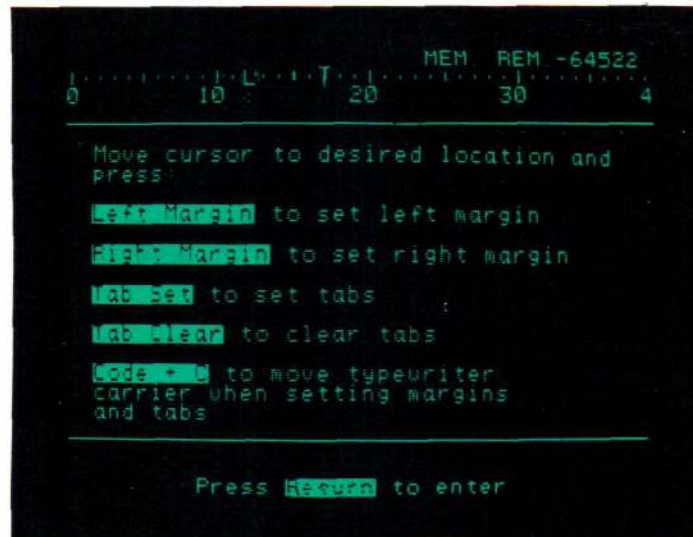
The preset margin and tab settings are indicated on the typing scale at the top of your SCREEN. They are:

Left Margin	12
Tab	17
Right Margin	72

When typing in 10 Pitch, these settings will give you the standard letter format for 8½" wide paper. (Position paper in typewriter against the paper guide set at "0".) The scale at the top of the screen is used for positioning when setting margins and tabs.

- To Change Margin and Tab Settings:

1. Position the CURSOR at the Change Margins and Tabs option if it isn't already. The preset answer is NO.
2. Depress the SPACE BAR to change the NO to YES. The CURSOR automatically moves to the typing scale at the top of the SCREEN. A new screen appears to assist you in setting margins and tabs.



3. Position the CURSOR at your desired left margin by depressing the appropriate CURSOR DIRECTIONAL KEY.
4. Set the Left Margin by depressing the LEFT MARGIN KEY on your typewriter. An "L" appears on the SCALE.
5. Move the CURSOR to your desired first tab position.
6. Depress the TAB SET KEY on your typewriter. A "T" appears on the SCALE.
7. Set other tab stops you require in the same way.
8. Position the CURSOR at your desired right margin.
9. Set the Right Margin by depressing the RIGHT MARGIN KEY(s) on your typewriter. An "R" appears on the SCALE.
10. Depress the RETURN KEY. The Format Screen is displayed.

You can set up to 16 tab positions. Tabs can be cleared by positioning the CURSOR at a tab setting and clearing it via your typewriter keyboard.

To assist you in determining comparable settings for 10, 12, 15 pitch and Proportional Spaced typing, please refer to the scale below.

If you are typing in 10 pitch or Proportional Spacing (not available on all typewriters), the preset margins and tab (left margin 12, tab 17, right margin 72) will give you a standard letter format for 8½" wide paper.

If you are typing in 12 pitch, setting your left margin at 14, tab at 19, and right margin at 86 will give you the same standard format.

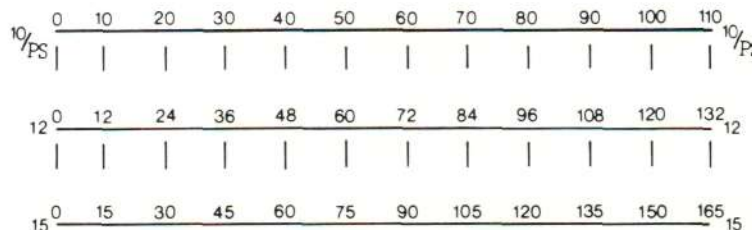
If you are typing in 15 pitch (not available on all typewriters), setting your left margin at 18, tab at 23, and right margin at 108 will give you the same standard format.



10 PITCH or PS

12 PITCH

15 PITCH



Carrier Movement to Assist when setting Margins and Tabs

When setting margins and tabs it is sometimes a help to have the typewriter carrier move along the paper to determine positioning. This is particularly useful when settings tabs to accommodate a form.

- To Select Carrier Movement when Setting Margins and Tabs:
 1. Select YES to Change Margins and Tabs. The CURSOR moves to the typing line at the top of the screen.
 2. Depress and HOLD the CODE KEY while depressing the "C" KEY (The Cursor is located on the typing scale.).
 3. If you are determining position on a certain form, insert the form in your typewriter.
 4. The typewriter carrier will move as you depress the Cursor Keys. Set margins and tabs when positions are determined.

Pitch

If you are using typewriter models XD 8000, SD 400, XD 6500, SD 250, XD 7000, or SD 300, text will print out according to the pitch indicated in the PWP format. It does not matter which pitch your typewriter is set for.

If you are using any other typewriter model, your text will print out in the pitch setting currently set on your typewriter. Changing it in the Format only tells the system to remind you via the SCREEN before printing to set your typewriter to the desired Pitch.

● To Change Pitch Prompt:

1. Depress the DOWNWARD DIRECTIONAL KEY ▼ to position the CURSOR at the Pitch option. The preset selection is 10.
2. Depress the SPACE BAR once and release immediately. The Pitch is changed to 12. Depress it again and the Pitch is changed to 15 if this pitch is available on your typewriter. Once more and it changes to PS (Proportional Spacing) if PS is available on your typewriter. Successive depressions of the SPACE BAR continue to change the selection back to 10, 12, 15, then PS again.

Line Spacing

Your text will print out in the line spacing currently set on your typewriter. Changing it in the Format only tells the system to remind you via the SCREEN before printing to set your typewriter to the desired Line Spacing.

● To Change Line Spacing Prompt:

1. Depress the DOWNWARD DIRECTIONAL KEY ▼ to position the CURSOR at the Line Spacing option. It is preset at 1.
2. Depress the SPACE BAR once and release immediately. The Line Spacing is changed to 1½. Depress it again and the Line Spacing is changed to 2. Successive depressions of the SPACE BAR continue to change the selection back to 1, 1½, then 2 again.

Entering Margin/Tab, Pitch and Line Spacing changes BEFORE Typing:

When all desired Format changes have been made:

1. Depress the RETURN KEY to enter the instructions. The Main Menu is displayed.
2. Depress the number 1 KEY (Create, View or Edit Text) to begin typing text.

Entering Margin/Tab, Pitch and Line Spacing changes AFTER Typing:

To indicate to the system that you are making Format changes to a text already in memory, you must tell the PWP that you want to REFORMAT your document. To do this:

1. Make all necessary changes to the Format settings.
2. Move the CURSOR to the Reformat option. The preset answer is NO.
3. Depress the SPACE BAR once to change the NO to YES. The Main Menu is displayed when reformatting is complete.

Adding Tab Stops During Typing

It is recommended that all Tabs necessary for your document be set before typing your text. You can, however, add tabs to the right of any previously set tabs after you have begun typing without altering your text. To do this:

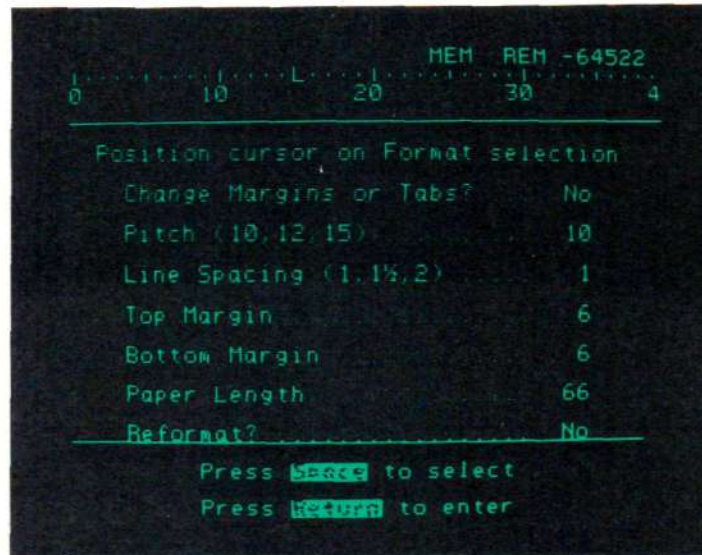
1. Return to the Menu by depressing the MENU KEY on your KEYPAD.
2. Depress the number 2 KEY on your typewriter (indicating Set Margins/Tabs/Format). The CURSOR is located at the Change Margins or Tabs option.
3. Depress the SPACE BAR once to move the CURSOR to the typing scale and proceed to set the required tab(s). If you are adding to the preset Format the original tab at position 17 will be deleted when you set a new one and must be re-set if you require it.
4. Depress the RETURN KEY to enter the change. The original Format Screen is displayed.
5. Depress the RETURN KEY again or the Menu Key on your Keypad to return to the Main Menu.
6. Depress the number 1 KEY on your typewriter. The SCREEN asks if you want to View, edit or add to existing text or Erase existing text and create new text.
7. Select 1 by depressing the number 1 KEY on your typewriter. You will see the added Tabs indicated on the typing scale.
8. Return to your last typing position by depressing the CURSOR ADVANCE KEY and then the DOWNWARD DIRECTIONAL KEY ▼.

If you set a tab to the left of previously set tabs after you have started typing, all tab positions will shift to the left one tab stop when you Reformat. This obviously can dramatically change the appearance of your printed copy which may not be agreeable to you.

Automatic Pagination

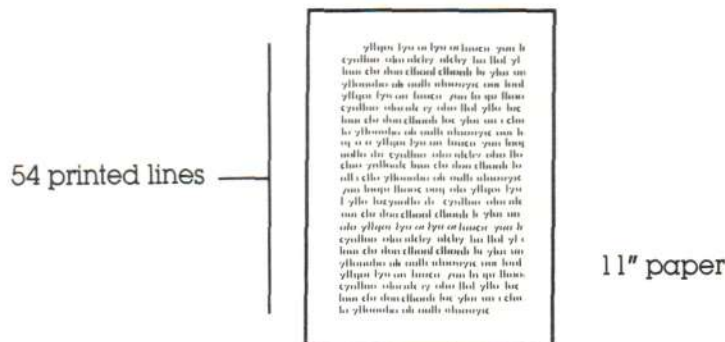
Top Margin, Bottom Margin, Paper Length

When you review the Format, you also see settings for Top Margin, Bottom Margin, and Paper Length.



These settings are used only when you have typed a multi-page document and instruct the PWP, by Reformatting, to automatically calculate page endings.

The preset Format assumes you are using 11 inch paper (66 typing lines long), and that you will start your printout 1" (6 lines) from the top of your paper (equal to 6 lines). This preset format will stop printing 1" (6 lines) from the bottom of the page. Unless you change these settings, your PWP will automatically set the page endings for you based on this information when you Reformat. If the Format is set for single line spacing your text will print out with 54 lines of typing per page (66 total lines minus 12 lines for Top and Bottom Margins = 54 printed lines).



For example: If you want to automatically print a series of pages with 40 single spaced lines each, centered vertically on 11" paper, you would be sure the Format and typewriter are set for single line spacing and change the Top and Bottom margin settings as follows:



This indicates you will insert your paper to start printout 13 lines from the top and that you want a 13 line bottom margin. Because the Paper Length setting is 66 and single line spacing is indicated in the Format, the system sets page ends every 40 lines (66 total lines minus 26 lines for Top and Bottom Margins = 40 lines of printing).

If you set the Format for double line spacing with the same Top Margin, Bottom Margin, and Paper Length settings, the system would set page endings every 20 lines. You would still insert your paper 13 lines from the top and printing would stop 13 lines from the bottom.

Other examples are as follows:

		Printed Lines Per Page When Format is set for <u>Single Line Spacing</u> (Paper Length less Top and Bottom Margin)	
<u>Top Margin</u>	<u>Bottom Margin</u>	11" Paper (66 Line Paper Length)	14" Paper (84 Line Paper Length)
3	6	57	75
6	6	54	72
10	6	50	68
10	10	46	64
12	6	48	66
12	12	42	60
15	6	45	63
15	15	36	54

We do not recommend setting the Bottom Margin less than six lines.

- To Change the Top Margin:
 1. Move the CURSOR to the Top Margin option by depressing the DOWNWARD DIRECTIONAL KEY ▼.
 2. Depress the SPACE BAR once to change the 6 to 7. Continued depressions change the number successively through 9 then revert the number to 0 through 9 again.
 3. If you desire to start your print-out more than 9 lines down from the top of your paper, move the CURSOR to the left one space by depressing the LEFT DIRECTIONAL KEY ◀ once. Depress the SPACE BAR once. This action brings up the tens column. Continued depressions of the SPACE BAR change this number from 0 through 9.
 4. Continue to change the numbers to reflect the number of lines you will insert your paper for your Top Margin before starting printing.
- To Change the Bottom Margin:
 1. Move the CURSOR to the Bottom Margin option.
 2. Repeat the instructions for changing the Top Margin setting.
 3. Continue to change the numbers to reflect the number of lines you want for the Bottom Margin of your printout.

Paper Length

In single line spacing, there are six typing lines per inch. Standard typing paper is 11" long or 66 typing lines ($11 \times 6 = 66$). Legal size paper is 14" long or 84 typing lines ($14 \times 6 = 84$). Depending upon the paper you are using, you will have to change the paper length setting accordingly. If you are using irregular size paper, calculate the Paper Length by multiplying the number of inches in the length of the paper by 6. For example, if you are using 8" long paper, set the Paper Length setting to 48 ($8 \times 6 = 48$).

- To Change the Paper Length:
 1. Move the CURSOR to the Paper Length option.
 2. Repeat the instructions for changing the Top Margin setting.
 3. Continue to change the numbers to reflect the total number of lines on the size paper you are using.

Activating Automatic Pagination:

1. After typing your text, depress the MENU KEY on the KEYPAD.
2. Depress the number 2 KEY on your typewriter (indicating Set Margins/Tabs/Format).
3. Set the Top Margin, Bottom Margin, and Paper Length as desired.
4. Move the CURSOR to the word NO at the Reformat option.
5. Depress the SPACE BAR once to change the NO to YES. Automatic Page End Symbols (•) are inserted appropriately throughout your text.

Required Page End

There are times that you may require a page ending other than that set automatically by the word processor, for example, at the end of a chapter or before and after a chart.

• To Set a Required Page End:

1. When you are entering or editing text, depress the RETURN KEY at the desired page end location.
2. Depress the PAGE END Key on your KEYPAD. You see the Required Page End Symbol (●) appear on the SCREEN. The Page Indicator at the top left of your SCREEN changes accordingly.
3. Depress the RETURN KEY again.

Required Page Endings can be deleted or inserted during the Editing process. Reformatting will not delete Required Page Endings. They can only be deleted by the user.

When reformatting after typing a multi-page text, or after editing text (see Section III), the system will "look" one line ahead for a Required Page End before inserting an Automatic Page End. This will eliminate a page from containing only a single line. The system will begin again to calculate page endings immediately following a Required Page End.

Required Return

When your PWP is turned on, Auto Return is automatically activated. Line lengths, therefore, are calculated for you according to the set margins. There are, however, times when you will require a return, such as after a short line or to create blank lines between paragraphs.

For example: (R) = Required Return)



To type a Required Return, simply depress the Return Key. Required Returns are indicated by the symbol R) on the SCREEN. Required Returns are not affected by Reformatting. They can only be deleted by the user.

When the system automatically calculates page endings in a multi-page text it will "look" one line ahead for a Required Return before inserting an Automatic Page End and include it on that page. In this way, your print-out will not begin a new page with the last line of a paragraph.

Manual Return

There are times when you may not want Auto Return activated, for example, when you are typing several columns of numbers across a page or to retain two words together at the end of a line such as a person's name. When this is required, simply deactivate Auto Return on your typewriter and enter the Return manually. Manual Returns are considered Required Returns and are indicated by the symbol R) on the SCREEN. Activate Auto Return again on your typewriter when manual returns are no longer required.

When Auto Return is deactivated, "AUTO RETURN OFF" is displayed on the status line at the top of your screen.

More about Printing

As we stated in Section I, when you enter the instruction to Print, the screen looks like this:

```
MEM REM -64522
Check your typewriter for
- Pitch = 10
- Line spacing = 1
- Adequate ribbon supply

-----
Position cursor to select option
Begin printing with page      1
Finish printing with page     1
Right justify                  No
Auto page numbering           No

-----
Press SPACE to select
Press PRINT to start printing
```

If you are using typewriter models XD 8000, SD 400, XD 6500, SD 250, XD 7000, or SD 300, the SCREEN reminds you which pitch and line spacing you have set in the Format. Be sure the line space setting on your typewriter matches. (To change the Line Spacing setting on the typewriter, depress the WP/TYPED KEY to deactivate the PWP. After making this selection, depress the WP/TYPED KEY again to re-activate the PWP. Your SCREEN displays the Menu. Depress the number 3 KEY on your typewriter to return to the Printing Screen.)

If you are using any other typewriter model, the SCREEN reminds you which pitch and line spacing to set your typewriter according to the Format in which your document was stored. The SCREEN also warns you to check your ribbon supply before printing begins.

Printing Individual Pages

The first option asks you to indicate which page of your text you want to begin printing. This selection is preset at 1. The second option asks which page you wish to finish printing. This selection is preset with the last page of your text. If you want to print the entire text you leave these selections as they are. To print a particular page, for instance, page 3 only of a 5 page text, you would change the first number to 3 and the second number to 3 indicating you wanted to print page 3 only. To print pages 3 and 4 only, you would change the first number to 3 and the second number to 4. You will have the option to indicate the pages you want to print each time you enter the instruction to Print a text.

• To Change the Page Numbers for Printing:

1. Position the CURSOR at the page number to be changed.
2. Depress the SPACE BAR as required to change the number from 1 through 9. Continued depressions of the SPACE BAR revert the number to 0 through 9 again. If you need to bring up the tens column, move the CURSOR one space to the left. Depress the SPACE BAR to change this number from 0 through 9 successively.

The maximum number of pages for each document is 99.

You can also print partial pages. See p. 50.

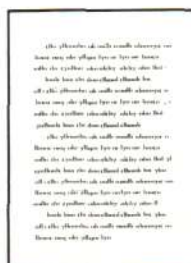
Right Margin Justification

The third option asks if you want your print-out right margin justified. Right Margin Justification means that your text will print out with the line endings flush with the right margin as well as the left margin. The system automatically spaces the words on each line to print out in this manner. You will not be able to select YES for Right Margin Justification if your pitch is set to Proportional Spacing (available only on some typewriter models).

For example:
Right Margin Justified



Normal Print



The preset answer is NO.

• To Select Right Margin Justification:

1. Position the CURSOR at this option by depressing the DOWNWARD DIRECTIONAL KEY ▼.
2. Depress the SPACE BAR once to change the NO to YES.

NOTE: Selecting YES for this option does not permanently change the way your text will print-out. It will continue to be stored with the normal right margin line endings. You will be asked if you want Right Margin Justification each time you print your document.

Automatic Page Numbering

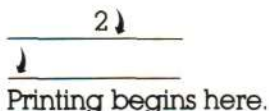
The fourth option asks if you want your printed pages to be automatically numbered. If selected, numbering begins on page two. Numbers are printed at the top center of each page. The preset answer is NO.

• To Select Automatic Page Numbering:

1. Position the CURSOR at this option by depressing the DOWNWARD DIRECTIONAL KEY ▼.
2. Depress the SPACE BAR once to change the NO to YES.

NOTE: Selecting YES for this option does not permanently print page numbers on your document. The document will continue to be stored without page numbers. If you want the pages numbered, you must select automatic page numbering (YES) each time you print your document.

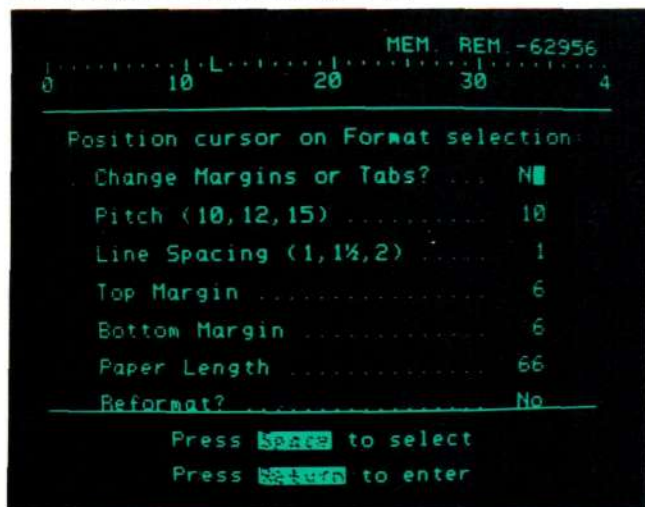
Numbering requires two lines—one for the number and one for the separating line before text begins.



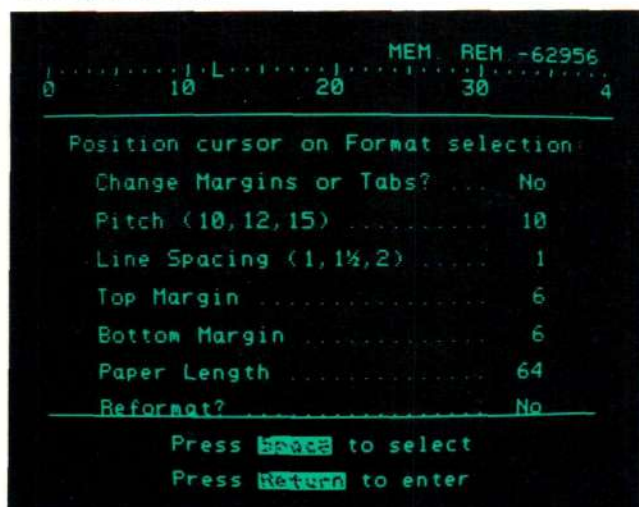
We recommend, therefore, that you lower the Paper Length setting by two lines when selecting Automatic Page Numbering. This will prevent printing too close to the bottom of your paper.

For example:

If the Paper Length setting is 66:



Change it to 64:



Entering Printing Instructions:

1. Check ribbon cassette to make sure there is sufficient ribbon left to print the page.
2. Be sure the proper Printwheel is inserted according to the pitch you have selected.
3. Depress the RETURN KEY. Printing begins.

NOTE: In multi-page documents, printing pauses at the end of each page so you can insert new paper. Depress the RETURN KEY to continue printing the next page.

At any time you want to cancel printing, depress the MENU KEY.

More about Storing

Each MicroDisk can store over 200 separate documents or 163,000 characters (about 81 pages of double-spaced text), whichever comes first.

If there is not enough room on the MicroDisk to store a particular document, the SCREEN displays "Inadequate Disk Storage." You have the option to delete some documents on the inserted MicroDisk or insert another disk.

In Section III: Editing, you will also learn how to replace an original document on Disk with the edited version in one step.

IMPORTANT: We recommend frequently storing text to MicroDisk when typing long documents or when leaving your system to avoid accidental erasure of memory. You can then continue adding to the document and replacing it on the MicroDisk periodically. (See instructions to Replace a document on MicroDisk on p.33.)

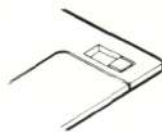
Because the MicroDisk can become lost or damaged, we also highly recommend you duplicate important and long documents on separate MicroDisks.

Write protection

To ensure that a MicroDisk containing important documents is not erased accidentally, you can "write protect" it. To do this, turn the MicroDisk over to the side without the label. You will see a small plastic slide in one corner.



Push the plastic slide toward the edge of the MicroDisk.



The MicroDisk is now "write protected" and you will not be able to store anything else to this MicroDisk or erase it until Write Protection is reversed.

When the document is no longer needed, or when you want to add text to the MicroDisk, simply reverse the above procedure. When the MicroDisk is no longer "write protected" you can erase the document or store to the disk again.

Section III: Editing

Your Personal Word Processor has many features to help you efficiently and quickly edit text.

To edit text you have just typed:

1. Locate the CURSOR to the beginning of the document by depressing the CURSOR ADVANCE KEY followed by the UPWARD DIRECTIONAL KEY ▲. You are ready to edit.

To edit text in memory when you are not currently in the Create, View or Edit function:

1. Depress the MENU key.
2. Depress the number 1 Key on your typewriter (indicating Create, View or Edit Text). The SCREEN asks if you want to (1) view, edit or add to text in memory, (2) erase text in memory using current margins and tabs, or (3) erase text in memory using pre-set margins and tabs.
3. Since you want to retain the text in memory for editing, select option 1 by depressing the number 1 KEY on your typewriter. The text appears on the screen for editing.

To edit a document on a MicroDisk:

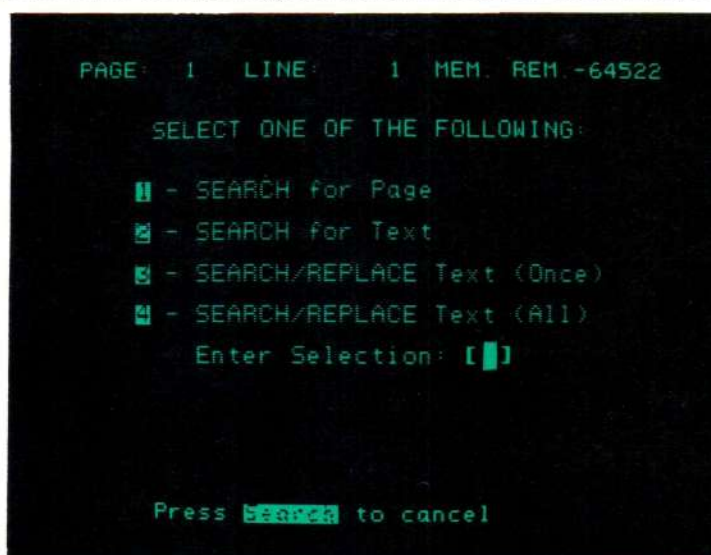
1. Recall the document from the MicroDisk. The SCREEN returns to the Main menu when Recall is completed
2. Proceed with Steps 2 and 3 above.

Search/Search and Replace

The SEARCH KEY on the KEYPAD is used to quickly locate the CURSOR to a specific page, word or phrase in your text. If you are searching for text, you also have the option to automatically replace the words with different words. The PWP searches from the CURSOR position forward, therefore, be sure the CURSOR is located before the page, word or phrase you are searching for when you depress the SEARCH KEY.

• To Search to a Specific Page:

1. Depress the SEARCH KEY on the Keypad and the SCREEN looks like this:



2. If you want to locate the Cursor to a specific page in your text, Depress the number 1 KEY on your typewriter (indicating Search for Page). The SCREEN then asks you to enter the page number.
3. Type the number. If you make a mistake, type the number again and it will automatically replace the wrong number. For example, if you type 12 but meant to type 13, do not move the CURSOR. Simply type 13 and the number 12 is replaced.
4. Depress the RETURN KEY and the CURSOR appears at the top of the page you searched for.

- To Search to a Word or Phrase:

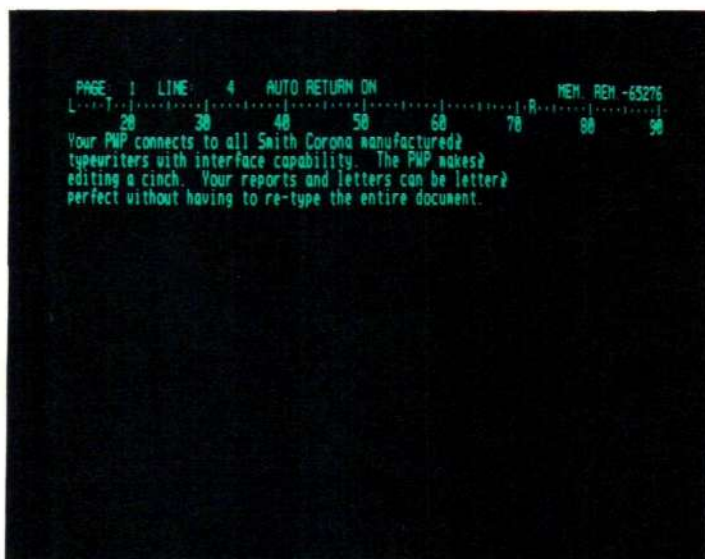
1. Depress the SEARCH KEY.
2. If you want to locate the CURSOR at a specific word or phrase, depress the number 2 KEY on your typewriter (indicating Search for Text). The SCREEN then asks you to enter the text.
3. Type the word or phrase exactly as it appears in the text. You may type a maximum of 39 characters. The system will search to the first occurrence it finds, therefore, if the word you are entering is located several times throughout the document, type the word before and/or after it to make the location you desire "unique". Underscores and Bold print (if available on your typewriter) are ignored during the Search process so they cannot be used to identify a particular location.

You can also Search to a Stop Code Symbol or Page End Symbol if desired. Simply depress the STOP CODE KEY or the PAGE END KEY on the KEYPAD when the SCREEN asks you to enter the text you are searching for. Both Automatic Page Ends and Required Page Ends will be identified when searching for a Page End Symbol.

4. Depress the RETURN KEY and the CURSOR appears at the end of the specific word, phrase or symbol you searched for.

You can also use the Search feature to automatically REPLACE a word or phrase with another. Your PWP can do this in one or all occurrences throughout the text.

For example, you may have typed:



Now you want to replace "PWP" with "Personal Word Processor."

- To Search and Replace Text:

1. Depress the SEARCH KEY.
2. Depress the number 3 KEY on your typewriter (indicating Search/Replace Text Once) if you want to replace a word or phrase in one occurrence. The replacement will occur in the first location the CURSOR finds. Depress the number 4 KEY on your typewriter (indicating Search/Replace Text All) if you want to replace a word or phrase in all occurrences (from Cursor position forward) throughout the text. The SCREEN then asks what you are searching for.
3. Type the word or phrase to be replaced. In our example, you would type "PWP".
4. Depress the RETURN KEY to enter this information. The CURSOR jumps to the next question which asks what you are replacing the original word or phrase with.
5. Type the new text. In our example, you would type "Personal Word Processor." If you want these words to be underscored or printed in Bold, simply activate Auto Underscore or Bold (if available on your typewriter) before typing them.
6. Depress the RETURN KEY to begin the search and replacement. Your text appears on the SCREEN with the replacements.

Depending upon the length of your replacement, these lines may be pushed out beyond the right margin and perhaps even off the screen. When editing is complete, you can "Reformat" to automatically readjust the line endings according to your set margins. See "Reformat After Editing" on p. 32.

NOTE: You can cancel the Search function before you depress the Return Key by simply depressing the Search Key.

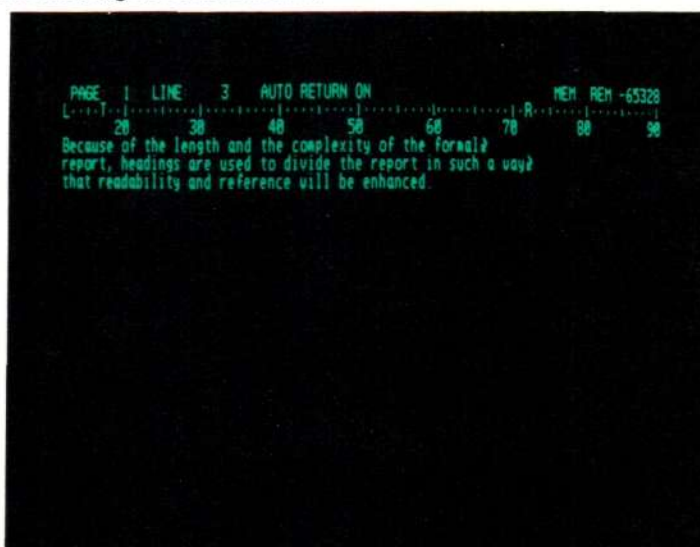
Delete/Character

- To delete a character in your text:
 1. Position the CURSOR to the immediate right of that character.
 2. Depress the CORRECT KEY and release immediately. To delete more characters, continue holding down the CORRECT KEY.

Delete/Carrier Return Symbol

When a Carrier Return Symbol is followed by text on the next line, you cannot delete it using the "Delete/Character" instructions above. You must use another method.

For example, your screen might look like this:



- To delete any Carrier Return symbol in the above example:
 1. Position the CURSOR on the Return symbol to be deleted.
 2. Depress the MARKER KEY on the KEYPAD twice.
 3. Depress the CORRECT KEY on the typewriter. The symbol is deleted.

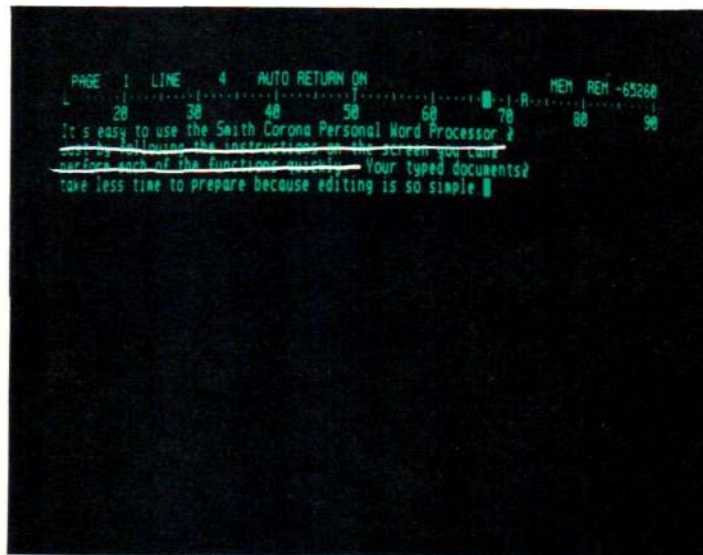
Delete/Word

- To delete a word in your text:
 1. Position the CURSOR anywhere in the word or at the space following the word.
 2. Depress the WordEraser KEY once. Depress it again and the next word to the left is deleted, etc.

Block Delete

You can delete a block of copy from your text quickly:

For example:



• To Block Delete:

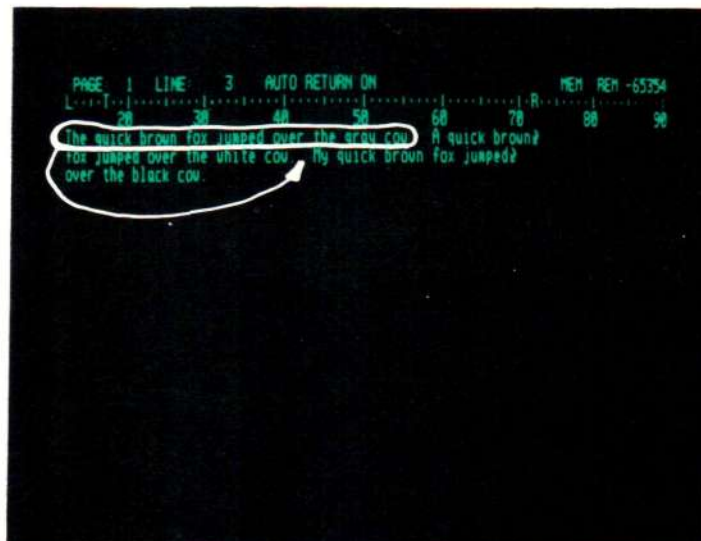
1. Position the CURSOR on the first character in the block of text to be deleted. In this example, it is the letter "J".
2. Depress the MARKER KEY on your KEYPAD.
3. Move the CURSOR to the last character in the block of text to be deleted. In this example, it is the space just before the word "Your" beginning the last sentence.
4. Depress the MARKER KEY. The block of text is highlighted.
5. Depress the CORRECT KEY on the typewriter. The block of text is deleted.

Remember, to BLOCK DELETE: MARKER, MARKER, CORRECT KEY.

Block Move

You can move a block of text to another location.

For example:



• To Block Move:

1. Position the CURSOR on the first character in the block of text you want moved. In this example it is the "T" in the first sentence.
2. Depress the MARKER KEY.

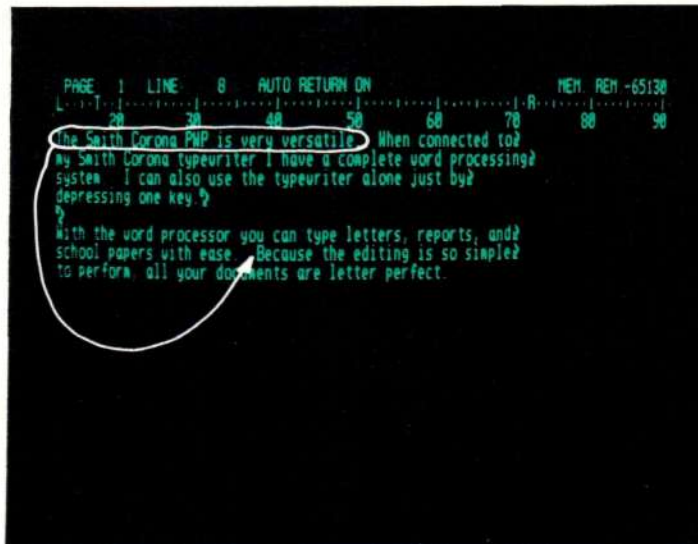
3. Move the CURSOR to the last character in the block to be moved. In this example, it is the second space following the end of the sentence.
4. Depress the MARKER KEY. The block of text is highlighted.
5. Locate the CURSOR to the character or space to the immediate right of where you want the copy moved. In this example, you would position it on the "M" at the beginning of the third sentence.
6. Depress the MARKER KEY again. The block of text is moved to the new location.

Remember, to BLOCK MOVE: MARKER, MARKER, MARKER.

Block Copy

You can copy a block of text to another location while leaving it in its original location.

For example:



• To Block Copy:

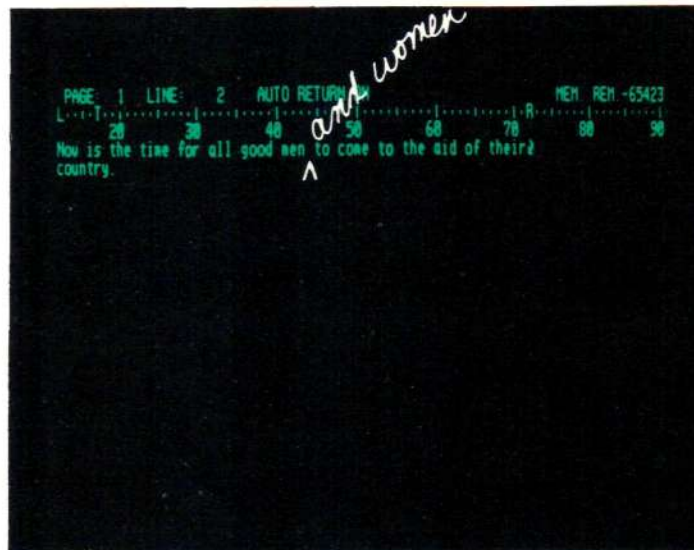
1. Position the CURSOR on the first character in the block of text you want copied. In this example it is the "T" in the word "The."
2. Depress the MARKER KEY.
3. Move the CURSOR to the last character in the block you want to copy. In this example, move the CURSOR to the space immediately before the "W" in the second sentence.
4. Depress the MARKER KEY. The block of text is highlighted.
5. Locate the CURSOR to the character or space to the immediate right of where you want the copy to appear again. In this example, you would locate the CURSOR on the "B" in the word "Because."
6. Depress the INSERT KEY on your KEYPAD. The copy is now inserted in the new location and also remains in its original location.

Remember, to BLOCK COPY: MARKER, MARKER, INSERT.

Insert

You can insert a character, word, phrase, paragraph, page end, stop code, carrier return, etc. anywhere in your text.

For example:



● To Insert:

1. Position the CURSOR on the character or space to the immediate right of where you want the insert located. In this example, it is the "t" in the word "to."
2. Depress the INSERT KEY on your KEYPAD. Text from that point on disappears from the SCREEN and the CURSOR now has an "I" in its center indicating you are in the Insert Mode.
3. Type the words "and women" including a space after the word "women" to separate it from the following word.
4. Depress the INSERT KEY again. The text reappears and the insert is in the appropriate location.

Depending upon the length of your insert, some lines may be pushed out beyond the right margin and perhaps even off the screen. When editing is complete, you can "Reformat" to automatically readjust the line and page endings according to your set format. See "Reformat After Editing" below.

While in the Insert mode, the CURSOR KEYS and the BACKSPACE KEY are not functional. If you make a mistake, simply depress the CORRECT KEY or WordEraser KEY to erase your error and retype the insert. If you depress a CURSOR KEY or the BACKSPACE KEY while in Insert Mode, the SCREEN prompts "Invalid Request."

Reformat After Editing

After editing select YES for "Reformat" to recalculate line and page endings to accommodate the deletions and insertions you made.

1. Return to the MENU by depressing the MENU KEY.
2. Depress the number 2 KEY on your typewriter (Set Margins/Tabs/Format).
3. Position the CURSOR to the Reformat option.
4. Depress the SPACE BAR once to change the NO to YES. Your text Reformats according to the line and page endings set up in the Format.

Replacing an Original Document on MicroDisk with the Edited Version

After you have edited a text you may not need to keep the original document on file. You can replace the original document with the edited version in one procedure.

1. Depress the MENU KEY.
2. Depress the number 4 KEY on your typewriter (Store Text to MicroDisk). The SCREEN asks you to name the document for storage.
3. Type the name of the document using the same name you previously used or position the CURSOR at that name in the listing.
4. Depress the RETURN KEY. The SCREEN tells you that the document name already exists on the disk and asks if you want to replace the document. The CURSOR is located at the word NO.
5. Depress the SPACE BAR once to change the NO to YES.
6. Depress the RETURN KEY to replace the document. (If you left the answer NO, the CURSOR would return to the Document Name line so you could enter another name for the edited document. This allows you to keep both the original document as well as the revised document on the same MicroDisk.)

Section IV: Mailing List/Merge

The Mailing List/Merge feature enables you to automatically merge a list of names, addresses, and other variable information with a basic letter or text to produce personalized correspondence. The Mailing List may also be updated to add, change, or erase addresses. You can also alphabetize the Mailing List and print envelopes using the same names and addresses in the List.

Each Mailing List file can store up to 40 names and addresses (frames) with up to 10 categories of variable information per frame. If your mailing list consists of more than 40 names and addresses, you can enter them on separate mailing list files.

For example: You may desire to send a form letter like the following one to each of your overdue accounts. Sections of the letter which would vary for each account are highlighted below.

April 4, 1986

Mr. Peter Henderson
29 Highview Avenue
Winchester, VA 03874

Dear Mr. Henderson:

In reviewing my records this week, I noticed that your account is overdue by \$125.00 and has been since the month of June.

If there is a problem, please let me know immediately, otherwise, I must insist on full payment within the next two weeks. If your payment is currently on its way to me, please disregard this letter.

Sincerely yours,

Joseph B. Towne
Towne Electric Company

Each category of variable information is given an Identification Label (ID Label), such as "Last/Name", "First/Name", "City/State/Zip", etc. Type in the information for each name on your mailing list (each name and variable information pertaining to that name is a frame.) When all names and variable information are completed, store the Mailing List. When typing the Basic Letter, type the corresponding ID Label where you want the variable information to be inserted (or merged). PWP automatically merges the information with the Basic Letter when printing.

The Mailing List/Merge menu is displayed.

```
MEM. REM. -65492

SELECT ONE OF THE FOLLOWING:

1 - Create Mailing List
2 - Print Mailing List only
3 - Edit Mailing List
4 - Merge Mailing List with Letter

Enter Selection: [ 1 ]

Press [ESC] to cancel
```

3. Select number 1 (Create Mailing List) by depressing the number 1 KEY on your typewriter. The SCREEN displays the first frame.

```
FRAME: 1 MEM. REM. -64689
Press [ESC] to exit

♥Last/Name
♥First/Name
♥Address
♥City/State/Zip
♥
♥
♥
♥
♥
```

The first frame is used to enter all Identification labels (ID labels) for each category of variable information. Any future additions or changes to labels must also be made in this frame. The Stop Code symbol (♥) indicates the beginning of each variable category. The words "Last/Name" are the identification label (ID label) given to the first variable category. The first four variable categories are pre-labeled. The Stop Code and ID labels are later used when storing the basic letter to identify where each category of variable information is to be merged. The CURSOR is located on the fifth ID label line. All ID labels must be entered before variable text is entered.

NOTE: If you require different ID labels other than the first four we have pre-labeled, you can change them. Simply move the CURSOR to the label line to be changed and re-type the entire label. You cannot Insert characters in an existing ID label.

4. Type the ID label for the fifth variable category if required. DO NOT SPACE BETWEEN THE STOP CODE SYMBOL AND THE BEGINNING OF YOUR ID LABEL. If you make a mistake, use the CORRECT KEY or WordEraser KEY and re-type it. If you do not require any more ID labels, skip to step #9.

Using the sample letter, you might type the word "Salutation" for the fifth ID label. If your ID label is more than one word, do not space between words; type a slash (/) instead. ID labels can be up to 38 characters in length.

```

FRAME: 1 MEM. REM. -64689
Press MODE+RETURN to exit
♥Last/Name
♥First/Name
♥Address
♥City/State/Zip
♥Salutation█
♥
♥
♥
♥
♥

```

5. Depress the RETURN KEY to enter the ID label. The CURSOR jumps to the next available ID label line.
6. Type the ID label for the next variable category if you require one. Using our sample letter, you might type the word "Amount" for the sixth ID label.
7. Depress the RETURN KEY to enter the ID label. The CURSOR jumps to the next available ID label line.
8. Continue to enter all required ID labels following steps 6 and 7 above. Using our sample letter, you might type the word "Month" for the seventh ID label.
9. When all required ID labels have been entered, or if you do not require more than the pre-given labels, depress the RETURN KEY. (Remember, you can enter up to 10 labels.) The CURSOR moves up to the line after the first ID label. These ID labels will automatically appear for each frame in this Mailing List.

```

FRAME: 1 MEM. REM. -64689
Press MODE+RETURN to exit
♥Last/Name
♥First/Name
♥Address
♥City/State/Zip
♥Salutation
♥Amount
♥Month
♥
♥
♥

```

ID Label →

Variable information typed here

Frame 1 →

Do not space between label words

Frame 2 →

```
FRAME 2 MEM. REM. -64689
Press Code-Return to exit
▼Last/Name
▼First/Name
▼Address
▼City/State/Zip
▼Salutation
▼Amount
▼Month
▼
▼
▼
```

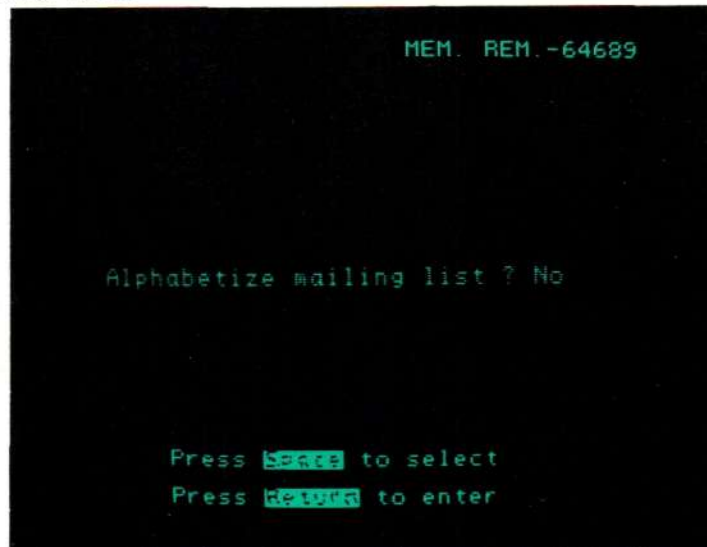
and so on ...

10. Type the information for the first ID label. Using our sample letter, you would type:
Henderson
If you make a mistake, use the CORRECT KEY or WordEraser KEY and re-type it.
11. Depress the RETURN KEY to enter this information. The Cursor jumps to the second ID label.

```
FRAME 1 MEM. REM. -64689
Press Code-Return to exit
▼Last/Name
Henderson
▼First/Name
▼Address
▼City/State/Zip
▼Salutation
▼Amount
▼Month
▼
▼
▼
```

12. Type the information for the second ID label. Using our sample letter, you would type:
Mr. Peter
13. Depress the RETURN KEY to enter this information. The Cursor jumps to the third ID label.
14. Type the information for the third ID label. Using our sample letter, you would type:
29 Highview Avenue
15. Depress the RETURN KEY to enter this information. The Cursor jumps to the fourth ID label.
16. Type the information for the fourth ID label. Using our sample letter, you would type:
Winchester, VA 03874
17. Depress the RETURN KEY to enter this information. The Cursor jumps to the fifth ID label.
18. Type the information for the fifth ID label. Using our sample letter, you would type:
Mr. Henderson
19. Depress the RETURN KEY to enter this information. The Cursor jumps to the sixth ID label.

20. Type the information for the sixth ID label. Using our sample letter, you would type:
\$125.00
21. Depress the RETURN KEY to enter this information. The Cursor jumps to the seventh ID label.
22. Type the information for the seventh ID label. Using our sample letter, you would type:
June
23. Continue in this manner for each ID label.
24. When you complete all ID labels, depress the RETURN KEY. The SCREEN displays the next frame. The Cursor is located on the line after the first ID label.
25. Proceed to type in the variable information for each name/address on your mailing list following the above steps. You can store a maximum of 40 frames per mailing list.
26. When all required frames have been typed, depress and HOLD the CODE KEY while depressing the RETURN KEY. The SCREEN asks if you want the Mailing List alphabetized? The preset answer is NO.



27. If you want the system to automatically alphabetize the list according to the information you typed in the first variable category (pre-given ID label is Last/Name), depress the SPACE BAR once to change the NO to YES.
If you do not want the system to alphabetize the list for you, leave the answer NO.
28. Depress the RETURN KEY. (If you answered YES, alphabetization takes place. The SCREEN prompts "Alphabetization Complete" when the process is completed.) The SCREEN asks you to name the Mailing List for storing.



29. Type a name for the Mailing List.
30. Insert a MicroDisk if one is not inserted already.
31. Depress the RETURN KEY. The Mailing List is stored to MicroDisk. The SCREEN returns to the Mailing List/Merge menu.
32. Proceed with another Mailing List function — OR — exist the Mailing List/Merge feature by depressing the MENU KEY. The SCREEN returns to the Main menu.

How to Print the Mailing List Only

You can print the Mailing List alone for filing purposes or to easily proofread the ID labels and variable information.

- To Print the Mailing List:

1. Insert the appropriate disk.
2. Bring up the Main menu on the SCREEN by depressing the MENU KEY on the Keypad.
3. Depress the number 7 KEY (indicating Mailing List/Merge).

If text currently exists in memory, the SCREEN warns you that all text will be erased and asks if you want to continue. The preset answer is YES.

Depress the RETURN KEY to answer yes. (You would depress the Space Bar to change the answer to NO if you first wanted to store the text in memory. After depressing the Return Key the Screen would return to the Main menu.)

The Mailing List/Merge menu is displayed.

4. Select number 2 (Print mailing list) by depressing the number 2 KEY on your typewriter. The Recall screen is displayed.
5. Type the name of the Mailing List to be printed — OR — position the CURSOR at the name in the listing.
6. Depress the RETURN KEY to enter the name. When Recall is completed, the pre-print screen is displayed.
7. Check pitch, line spacing, and ribbon supply. Insert paper.
8. Depress the RETURN KEY to begin printing. Printing pauses at the end of each page to allow you to insert another sheet of paper. Continue printing by depressing the RETURN KEY.
9. When all frames have been printed, the SCREEN returns to the Mailing List/Merge menu.
10. Proceed with another Mailing List function — OR — exit the Mailing List/Merge feature by depressing the MENU KEY. The SCREEN returns to the Main menu.

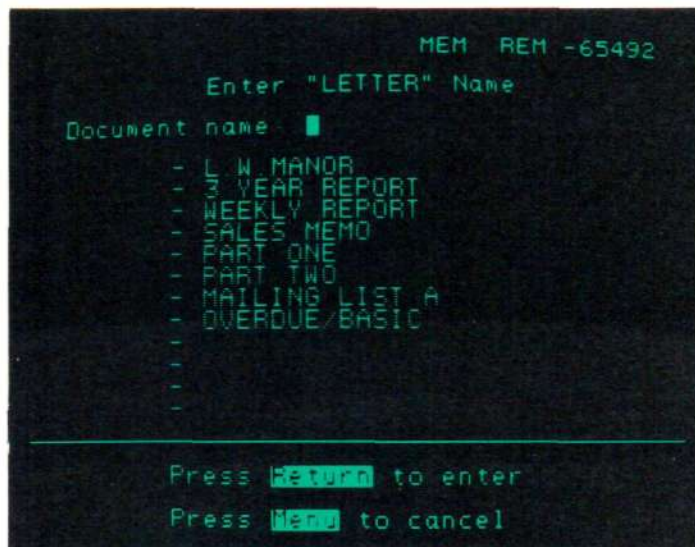
How To Create A Basic Letter

1. Bring up the Main menu by depressing the MENU KEY on your Keypad.
2. Depress the number 1 KEY (indicating Create, View, or Edit Text). Clear existing text in memory, if necessary.
3. Type your basic letter (which will later be merged with the mailing list) just as you would any other text. Where variable information from the Mailing List is to be merged, enter a Stop Code (by depressing the STOP CODE KEY on your Keypad) followed by the appropriate ID label. DO NOT SPACE AFTER THE STOP CODE. We have highlighted these areas in the example below. Be sure to type the ID label exactly as it appears in the Mailing List. In our example, you would type the letter as follows:

```

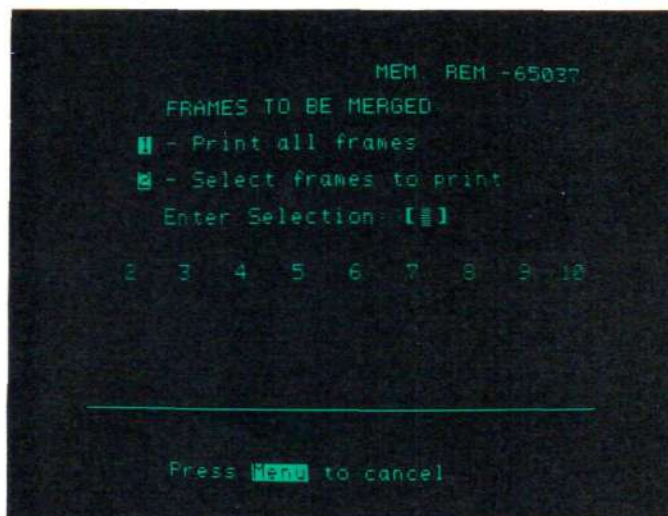
PAGE 1 LINE 21 AUTO RETURN ON MEM REM -ESRT
 20 30 40 50 60 70 80 90
▼ First Name ▼ Last Name?
▼ Address?
▼ City State Zip?
▼
▼ Year ▼ Salutation?
▼
In reviewing my records this week, I noticed that your?
account is overdue by ▼ Amount, and has been since the month?
▼ Month?
▼
If there is a problem, please let me know immediately,?
otherwise, I must insist on full payment within the next?
two weeks. If your payment is currently on its way to?
me, please disregard this letter.?
▼
Sincerely yours,?
▼
Joseph B Towne?
Towns Electric Company

```

7. Type the name of the Mailing List exactly as you stored it — OR — position the CURSOR at the Mailing List name in the listing.
8. Depress the RETURN KEY. The Basic Letter is recalled into memory and the Mailing List is recalled to a separate merge memory.

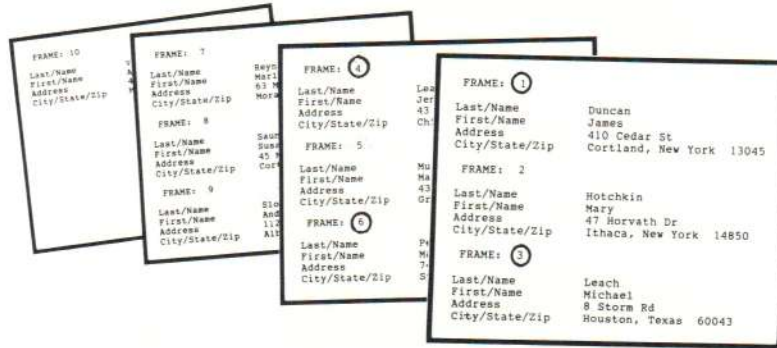
When recall is completed, the SCREEN asks if all frames from the Mailing List are to be merged with the Basic Letter or if you want to select certain frames only.



9. To merge all frames with the Basic Letter, select option 1 by depressing the number 1 KEY. Merging begins.
If you want to merge only some of the frames with the Basic Letter, select option 2 by depressing the number 2 KEY.
If you selected option 1, skip to step 13.
10. If you selected option 2, the SCREEN asks you to indicate the frames to be merged. Each frame is automatically numbered. (You can see this number at the top left of your screen as each frame is displayed.) Print out the Mailing List alone for easy reference to the numbers (see How To Print The Mailing List Only on p. 40).
Position the CURSOR on the first desired frame number and depress the Space Bar. The frame number is underlined, indicating you want it merged.

- Continue to select frames by positioning the CURSOR on the frame number and depressing the Space Bar. Each frame selected will be underlined.

For example, if you had a mailing list of 10 names



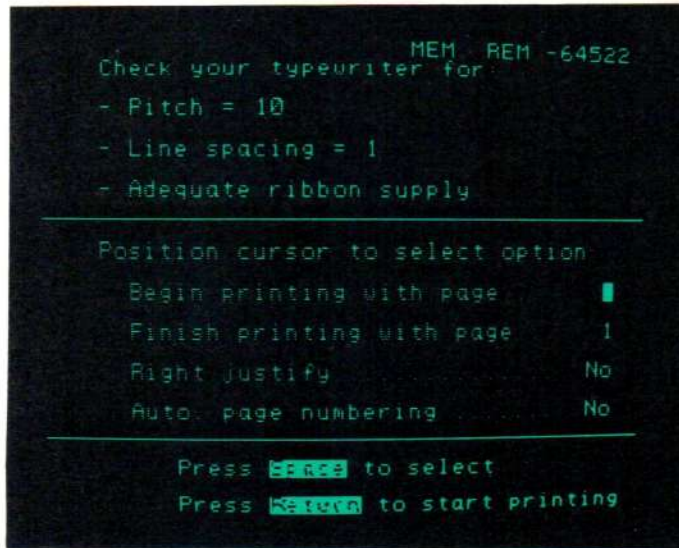
and you only wanted certain names and addresses (such as the numbers circled in our example above) to receive the letter, you would:

- Position the Cursor on the number 1 and depress the Space Bar.
- Move the Cursor to the number 3 and depress the Space Bar.
- Move the Cursor to the number 4 and depress the Space Bar.
- Move the Cursor to the number 6 and depress the Space Bar.

NOTE: If you desire MOST of the frames to be merged, but not all, you can use the following method to more quickly select the frames you want merged. After selecting option 2,

- Depress and HOLD the CODE KEY while depressing the "U" KEY to underline all frame numbers.
- Position the CURSOR on each frame number you do NOT want merged and depress the Space Bar. This erases the underline.
- Continue in this manner to erase underlines on those frames you do not want merged.

- When all frames to be merged are underlined, depress the RETURN KEY. Merging begins.
- When merging is completed, the SCREEN displays the print menu.



Check Pitch, Line Spacing, Ribbon Supply and select other options if desired.

- Depress the RETURN KEY to begin printing. If an ID label entered in the Basic Letter does not match an ID label in the Mailing List, printing will stop and the SCREEN will prompt "Printing Paused At Stop Code". Review the letter for correct wording and spelling of the ID labels.

EDITING THE MAILING LIST

If you maintain a permanent Mailing List, you may want to view and edit the ID labels and variable information as well as add, insert, or erase frames periodically.

How To Edit ID labels and Variable Information

1. Insert the appropriate disk.
2. Bring up the Main menu on the SCREEN by depressing the MENU KEY on the Keypad.
3. Depress the number 7 KEY (indicating Mailing List/Merge).

If text currently exists in memory, the SCREEN warns you that all text will be erased and asks if you want to continue. The preset answer is YES.

Depress the RETURN KEY to answer YES. (You would depress the Space Bar to change the answer to NO if you first wanted to store the text in memory. After depressing the Return Key the Screen would return to the Main menu.)

The Mailing List/Merge menu is displayed.

4. Select number 3 KEY (Edit mailing list) by depressing the number 3 KEY on your typewriter. The Recall screen is displayed.
5. Type the name of the Mailing List to be edited — OR — position the CURSOR at the name in the listing.
6. Depress the RETURN KEY to enter the name. When Recall is complete, the SCREEN displays the first frame in the mailing list.

ID labels can only be edited in the first frame. If you wish to make changes to any of the ID labels you must do so in this frame. Remember, if you change an ID label all corresponding labels throughout your list will also change automatically. ID labels can be up to 38 characters long.

7. Move the CURSOR to the beginning of any ID label or variable information line you wish to edit by depressing the DOWNWARD DIRECTIONAL KEY ▼ or the UPWARD DIRECTIONAL KEY ▲. Edit the ID labels or variable information by re-typing the entire line. Remember, ID labels can be up to 38 characters; variable information can be up to 39 characters.
8. When all changes have been made to the first frame, move the CURSOR to the second frame by depressing the DOWNWARD DIRECTIONAL KEY ▼ or, to quickly move the CURSOR to the beginning of each frame, depress and HOLD the CODE KEY while depressing the INDEX KEY. Each successive depression of the CODE + INDEX KEYS moves the CURSOR to the next frame. (On typewriter models with a Reverse Index Key, you can depress the CODE + REVERSE INDEX KEYS to return to the prior frame.)
9. Continue throughout your mailing list to make all desired changes.
10. When all changes have been made, depress and HOLD the CODE KEY while depressing the RETURN KEY. The SCREEN asks if you want to alphabetize the mailing list.
11. Re-name the Mailing List if you want to keep the original list stored, or, type the same name and replace the original list with the edited version. Store the edited Mailing List by depressing the RETURN KEY. The SCREEN returns to the Mailing List/Merge menu.
12. Proceed with another Mailing List function — OR — exit the Mailing List/Merge feature by depressing the MENU KEY.

How To Add Frames to the Mailing List

1. Insert the appropriate disk.
2. Bring up the Main menu on the SCREEN by depressing the MENU KEY on the Keypad.
3. Depress the number 7 KEY (indicating Mailing List/Merge).

If text currently exists in memory, the SCREEN warns you that all text will be erased and asks if you want to continue. The preset answer is YES.

Depress the RETURN KEY to answer YES. (You would depress the Space Bar to change the answer to NO if you first wanted to store the text in memory. After depressing the Return Key the Screen would return to the Main menu.)

The Mailing List/Merge menu is displayed.

4. Select number 3 (Edit mailing list) by depressing the number 3 KEY on your typewriter. The Recall Screen is displayed.
5. Type the name of the Mailing List to be edited — OR — position the CURSOR at the name in the listing.
6. Depress the RETURN KEY to enter the name. When Recall is complete, the SCREEN displays the first frame in the mailing list.
7. Depress the Cursor Advance Key then the Downward Directional Key ▼ to position the CURSOR at the very end of the Mailing List. The next available frame is displayed.

If all 40 frames have already been used, you will not be able to add more frames to this Mailing List unless you erase some or type over existing information . . . or, you can create another Mailing List.

8. Complete the frame, typing all variable information for each ID label.
9. Continue entering information for each name (frame) to be added.
10. When all additional frames have been typed, depress and HOLD the CODE KEY while depressing the RETURN KEY. The SCREEN asks if you want the Mailing List alphabetized. The preset answer is NO.
11. Select YES or NO.
12. Depress the RETURN KEY. The SCREEN asks you to name the Mailing List for storing.
13. Store the edited Mailing List. The SCREEN returns to the Mailing List/Merge menu.
14. Proceed with another Mailing List function — OR — exit the Mailing List/Merge feature by depressing the MENU KEY. The SCREEN returns to the Main menu.

How To Insert Frames in the Mailing List

If you do not have the system alphabetize your list, you may want to insert a frame at a particular location.

1. Insert the appropriate disk.
2. Bring up the Main menu on the SCREEN by depressing the MENU KEY on the Keypad.
3. Depress the number 7 KEY (indicating Mailing List/Merge).

If text currently exists in memory, the SCREEN warns you that all text will be erased and asks if you want to continue. The preset answer is YES.

Depress the RETURN KEY to answer YES. (You would depress the Space Bar to change the answer to NO if you first wanted to store the text in memory. After depressing the Return Key the Screen would return to the Main menu.)

The Mailing List/Merge menu is displayed.

4. Select number 3 (Edit mailing list) by depressing the number 3 KEY on your typewriter. The Recall screen is displayed.
5. Type the name of the Mailing List to be edited — OR — position the CURSOR at the name in the listing.
6. Depress the RETURN KEY to enter the name. When Recall is complete, the SCREEN displays the first frame in the mailing list.
7. Move the CURSOR to the beginning of the frame where you want your insertion by depressing the CODE + INDEX KEYS as many times as necessary. (Depress the CODE + REVERSE INDEX KEYS to return to the prior frame.)

For example:

```
FRAME 2 MEM. REM. -57471
Press CODE+RETURN to exit
▼Last/Name
Hotchkin
▼First/Name
Mary
▼Address
47 Horvath Dr
▼City/State/Zip
Ithaca, New York 14850
▼
▼
▼
▼
▼
```

Position Cursor here to insert "Jones" between "Hotchkin" and "Leach".

```
FRAME 3 MEM. REM. -57471
Press CODE+RETURN to exit
▼Last/Name
Leach
▼First/Name
Michael
▼Address
8 Storm Rd
▼City/State/Zip
Houston, Texas 60043
▼
▼
▼
▼
▼
```

8. When the CURSOR is located at the beginning of the frame where you want your insertion, depress the INSERT KEY on the Keypad. The SCREEN shows an empty frame ready for you to complete.

If all 40 frames have already been used, you will not be able to insert more frames in this Mailing List unless you erase some or typeover existing information . . . or, you can create another Mailing List.

9. Type the information for the frame to be inserted.
10. Depress the RETURN KEY to enter it. Another empty frame is displayed.
11. If more frames are to be inserted at this location, repeat steps 9 and 10 for each frame.
12. Depress the INSERT KEY on the Keypad to exit the Insert Mode. The frame(s) is inserted in the list at the proper location and the frames have been automatically renumbered.
13. Continue inserting frames at other locations, if required, by following Steps 7-10.
14. When all insertions have been made, depress and HOLD the CODE KEY while depressing the RETURN KEY. The SCREEN asks if you want the Mailing List alphabetized. The preset answer is NO.
15. Select YES or NO. (If you select YES, the Mailing List will be alphabetized and the order of your insertions will no longer be effective.)
16. Depress the RETURN KEY. The SCREEN asks you to name the Mailing List for storing.
17. Store the edited Mailing List. The SCREEN returns to the Mailing List/Merge menu.
18. Proceed with another Mailing List function — OR — exit the Mailing List/Merge feature by depressing the MENU KEY. The SCREEN returns to the Main menu.

How To Erase Frames from the Mailing List

1. Insert the appropriate disk.
2. Bring up the Main menu on the SCREEN by depressing the MENU KEY on the Keypad.
3. Depress the number 7 KEY (indicating Mailing List/Merge).

If text currently exists in memory, the SCREEN warns you that all text will be erased and asks if you want to continue. The preset answer is YES.

Depress the RETURN KEY to answer YES. (You would depress the Space Bar to change the answer to NO if you first wanted to store the text in memory. After depressing the Return Key the Screen would return to the Main menu.)

The Mailing List/Merge menu is displayed.
4. Select number 3 (Edit Mailing List) by depressing the number 3 KEY on your typewriter. The Recall screen is displayed.
5. Type the name of the Mailing List to be edited — OR — position the CURSOR at the name in the listing.
6. Depress the RETURN KEY to enter the name. When Recall is complete, the SCREEN displays the first frame in the mailing list.
7. Move the CURSOR to any location in the frame you wish erased.
8. Depress and HOLD the CODE KEY while depressing the CORRECT KEY. The entire frame is erased and the remaining frames are renumbered.
9. Repeat Steps 7 and 8 for all other frames to be erased.
10. When all desired frames have been erased, depress and HOLD the CODE KEY while depressing the RETURN KEY. The SCREEN asks if you want the Mailing List alphabetized. The preset answer is NO.
11. Select YES or NO.
12. Depress the RETURN KEY. The SCREEN asks you to name the Mailing List for storing.
13. Store the edited Mailing List. The SCREEN returns to the Mailing List/Merge menu.
14. Proceed with another Mailing List function — OR — exit the Mailing List/Merge feature by depressing the MENU KEY. The SCREEN returns to the Main menu.

NOTE: To erase an entire Mailing List, see below.

ERASING AN ENTIRE MAILING LIST

You can erase an entire Mailing List from MicroDisk. Return to the Main menu and select number 6 (Erase Document from MicroDisk). Proceed as you would to erase any other document.

DUPLICATING A MAILING LIST

You can copy (duplicate) a Mailing List from one MicroDisk to another:

1. Insert the appropriate MicroDisk.
2. Bring up the Main menu on the SCREEN by depressing the MENU KEY on your Keypad.
3. Depress the number 7 KEY (indicating Mailing List/Merge).

If text currently exists in memory, the SCREEN warns you that all text will be erased and asks if you want to continue. The preset answer is YES.

Depress the RETURN KEY to answer YES. (You would depress the Space Bar to change the answer to NO if you first wanted to store the text in memory. After depressing the Return Key the Screen would return to the Main menu.)

The Mailing List/Merge menu is displayed.
4. Select the number 3 KEY (Edit Mailing List) by depressing the number 3 KEY on your typewriter. The Recall screen is displayed.
5. Type the name of the Mailing List to be duplicated —OR— position the CURSOR at the name in the listing.
6. Depress the RETURN KEY to enter the name. When Recall is complete, the SCREEN displays the first frame in the mailing list.
7. Depress and HOLD the CODE KEY while depressing the RETURN KEY. The SCREEN asks if you want to alphabetize the mailing list.
8. Depress the RETURN KEY to answer NO. (Since you are only duplicating the list and no editing has taken place, there is no need to alphabetize.) The SCREEN asks you to name the Mailing List for storing.

9. Type the same name or re-name the Mailing List, if desired.
10. Insert another MicroDisk.
11. Depress the RETURN KEY to store the Mailing List to the new MicroDisk. You now have a duplicate copy of the original Mailing List. The SCREEN returns to the Mailing List/Merge menu.
12. Proceed with another Mailing List function —OR— exist the Mailing List/Merge feature by depressing the MENU KEY.

EDITING AND ERASING A BASIC LETTER

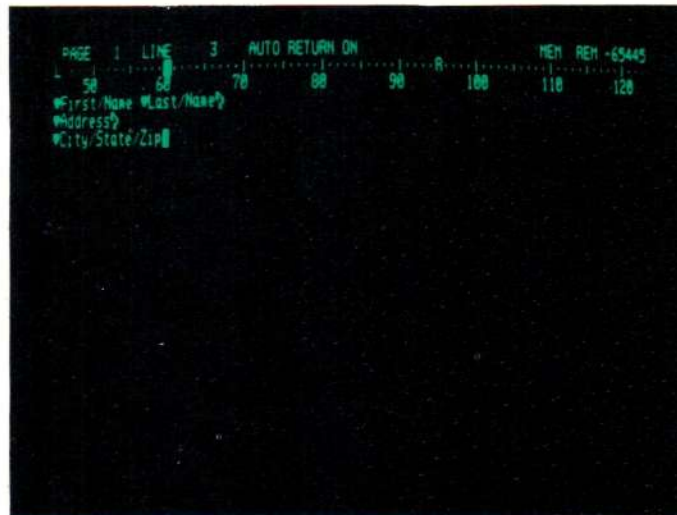
You can edit and erase a Basic Letter just as you would any other stored document.

PRINTING ENVELOPES

How to Print Envelopes from the Mailing List

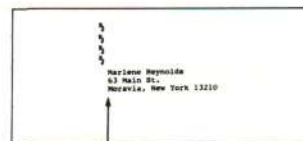
You can print envelopes for your letters using the names and addresses already typed in the Mailing List. To do this, store the format (margins, pitch, and line spacing) and the necessary ID labels for the envelopes as a Basic Letter.

1. Set margins, pitch, and line spacing for the envelopes.
2. Create a text using the appropriate ID labels for the envelopes. In our example, you would type:



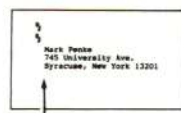
If you want to store the necessary carrier returns to automatically insert the envelope to the proper location to begin printing the address, you would determine the number of returns required and type them before the ID labels. For example:

Size 10 envelopes



Left Margin: 45

Size 8 envelopes



Left Margin: 35

3. Store the envelope format. You might name it "Envelopes" or "Env/Overdue" (to signal that this is the envelope format for the "Overdue" letter).
4. To print the envelopes, follow the same directions for merging a letter with the mailing list. Use the envelope format and ID Labels as the Basic Letter.

Section V: More Features and Functions

Stop Code

Stop codes can be entered at any location in your text by depressing the Stop Code key on the KEYPAD. You will see the symbol (♥) indicating a stop code on your screen. Stop Codes halt printing at required locations so you can insert phrases, names, or other variable information in a repetitive document.

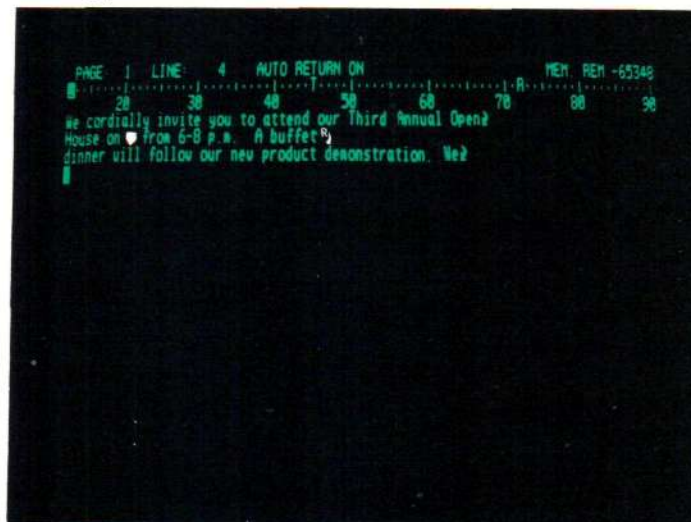
For example: If you are sending the same letter to several people, you would type the salutation as follows: `Dear ♥:`

During printout the typewriter will automatically stop when it reaches the Stop Code so you can insert each individual's name. To do so:

1. Enable the typewriter by depressing the WP/TYPED KEY on the KEYPAD.
2. Type the person's name.
3. Depress the WP/TYPED KEY again to reactivate the word processor.
4. Resume printing by depressing the RETURN KEY.

You can delete and insert Stop Codes when editing.

When using a Stop Code in the body of a text, be sure to allow for the required amount of space for the insert by placing the Return at the appropriate location. Because you must deactivate the PWP to type the insert, the system is not able to recalculate line endings after typing your insert. For example, if you were sending the following note to several clients with varying dates, you would type as follows:



By typing a Required Return after the word "buffet" you will allow enough space on that line to insert the appropriate day and date for each client.

Page Indicator



The Page Indicator at the top left of your screen changes during text input whenever REQUIRED Page Ends are entered. If no Required Page Ends are entered, it remains Page: 1 until text is "Reformatted" (see p. 19). After reformatting text, this prompt displays the appropriate page number as you view or edit the text.

Line Counter



A Line Counter is located next to the Page Indicator at the top of your SCREEN. The Line Counter tells you which line you are on as you enter text. Each time you depress the PAGE END KEY while creating text or move the CURSOR past a Page End Marker while editing text, the counter begins again at 1.

This feature is useful when you desire to set Required Page Ends and need to know if your text fits on a page.

Auto Return Indicator



In the center of the SCREEN is the Auto Return Indicator. This indicator changes to AUTO RETURN OFF whenever you turn the Auto Return feature off. Manual Returns are required when Auto Return is off. Read about Manual Returns on p.21.

Auto Return should be kept ON for normal typing on your PWP.

Memory Remaining



At the top right of your SCREEN is the Memory Remaining Indicator. This number begins at 65,492 each time memory is cleared. By referring to this number, you will know how many characters remain in the built-in memory. It is recommended that you stop entering text in memory when memory remaining is about 2,000 characters. This will allow room for future editing and reformatting functions.

Printing Partial Pages

At times you may want to print only a paragraph or two from a page in your document. To do this:

1. Recall the document into memory.
2. Search to the beginning of the section you want printed.
3. Insert a Required Page End before and after the section to be printed.
4. Determine the new page number by positioning the CURSOR over text on that page. Note the page number at the top of SCREEN.
5. Select the PRINT option from the MENU. Select the page number you wish printed (see p.11)

Storing Formats

You can store often used Formats to a MicroDisk and Recall them when needed. For example, your company might have a special memorandum form..

TO:	FROM:
DEPT:	DEPT:
SUBJECT:	DATE:

To Store the Format for the above form:

1. Determine where margins and tabs are required and set them by selecting the Margins/Tabs/Format function (#2 on the main MENU). (You may wish to select the "Move Carrier when Setting Margins and Tabs" feature to assist you in determining the positions. See p.17.) Set desired Pitch and Line Spacing also.
2. Depress the RETURN KEY. The MENU appears on your screen.
3. Depress the #4 KEY (Store) on your typewriter.
4. Type the name you want to store the format under, such as "Memo Format."
5. Depress the RETURN KEY. The format is stored.
6. Recall this Format before typing all memorandums.

Using the Index and Reverse Index Keys

If your typewriter is equipped with the Index and Reverse Index features, they are compatible with your PWP. When depressing these keys, however, you will see the symbol (↓) for Index and (↑) for Reverse Index on the SCREEN. Upon printout, the symbols do not print but merely instruct the typewriter to move the typing line in the appropriate direction.

Keyboard II Characters

If your typewriter is equipped with Keyboard II characters, they are compatible with your PWP. When typing the Keyboard II characters that print above alpha characters (example: ^, `), type the Keyboard II symbol first, then type the Keyboard I alpha character which appears under the symbol.

Error Messages

At various times, Error Messages appear for a few seconds at the top left of the screen. These messages indicate an inappropriate command or situation. Listed below are the individual Error Messages and the situations that cause them.

Message	Cause and/or Remedy
"No Text to Reformat"	You "reformatted" when there was no text in memory. Reformatting is selected after text is created or edited.
"Invalid Request"	You have depressed a keybutton that is inappropriate. Refer to the section in the manual covering the function you are attempting. Some actions that will initiate this Error message are: <ol style="list-style-type: none">1. Invalid page numbers are selected before printing.2. Attempts to set more than 16 tabs.3. Attempts to set illegal margin positions.4. During the Block Delete function the Cursor is positioned out of the highlighted area when the CORRECT KEY is depressed.5. During the Block Move function the Cursor is positioned in the highlighted area when the MARKER KEY is depressed the last time.6. During the Block Copy function the Cursor is positioned in the highlighted area when the INSERT KEY is depressed.
"No Text to Print"	There is no text in memory to print. You must Recall a document or type a text before printing.
"Invalid Margins"	You have attempted to set margins beyond the maximum writing line of your typewriter according to the pitch indicated on the screen.
"Inadequate Disk Storage"	You have attempted to store more text to a MicroDisk than the disk has room for. Delete some of the stored documents or insert another MicroDisk.

"Invalid Name"	You did not type a name for the document or text you are attempting to Recall, Store or Delete before depressing the RETURN KEY.
"Directory Full"	There are already the maximum number of documents stored to the MicroDisk. Delete some of the documents or insert another MicroDisk.
"Disk Read Error"	The MicroDisk may not have been prepared before using. Prepare the "new" MicroDisk. — OR — The MicroDisk has been damaged. If you are attempting to Recall a document, try again. If the MicroDisk is damaged, discard it and insert another one.
"Document Not Found"	The document name you are attempting to Recall or Delete can not be found. Check the Directory for its presence and/or the exact spelling and capitalization.
"Not Found"	The system has not located the word, phrase, or symbol you are searching for. Be sure the CURSOR is positioned before the location you are attempting to search for.
"Disk Not Loaded"	You have attempted to perform a function using the MicroDisk without it being inserted or completely inserted in the drive.
"Disk Write Protected"	The MicroDisk is "Write Protected" and cannot be stored to or deleted from until the protection is eliminated. Refer to page 24 .

Review of Safe Word Processing Tips and Recommendations

1. Do not remove the MicroDisk or turn the typewriter power off while the PWP Disk Drive light is on.
2. Do not turn typewriter on or off while a MicroDisk is in the PWP Module.
3. Do not enter text in memory when there is less than 2,000 characters remaining.
4. Store text to MicroDisk frequently when typing long texts. Continue to add to the document and Replace it often to the MicroDisk. This prevents accidental loss of memory.
5. Reformatting is necessary
 - a. to enter Pitch, Line Spacing, and Margin/Tab changes after typing text.
 - b. to instruct the system to automatically calculate page endings after typing text.
 - c. to instruct the system to recalculate line and page endings after editing.
6. Set all necessary Tabs before typing text.
7. Store text to MicroDisk before you temporarily leave your system to prevent accidental erasure.
8. Be sure connecting cable is securely screwed to typewriter port. If this becomes dislodged, memory loss will result.
9. Store important and long documents to duplicate MicroDisks to ensure against loss or damage to original.
10. Write Protect MicroDisks containing important documents.

Section VI: Enhanced Typewriter Feature Instructions

The operation of some of the enhanced typewriter features varies slightly when using the Personal Word Processor. Refer to the instructions below when activating these features with your PWP. Owners of the following typewriter models should affix the proper overlays first in order to identify the appropriate keys used to activate the features.

If you own Typewriter Model:

SD 250

Affix the Following Overlays:

Affix the overlay which looks like this:

Return Center AUTO Word All Center TAB Decimal Flush Right Bold AUTO Indent Format

above the numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, and hyphen and equals keys.

SC 210
DEVILLE 210
SE 200
MARK II
DEVILLE 200
STERLING ELECTRONIC II

Affix the overlay which looks like this:

AUTO RETURN on off AUTO CENTER word all off AUTO UNDERSCORE DEC TAB on off END OF PAGE 11 14 PARA INDENT on off

above the numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, and hyphen and equals keys.

SD 300

Affix the overlay which looks like this:

AUTO RETURN on off AUTO CENTER word all off TAB OPTIONS center decimal flush right off PARA INDENT on off

above the numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, and hyphen and equals keys.

MEMORY CORRECT III
MEMORY CORRECT III MESSENGER
MEMORY CORRECT 200
MEMORY CORRECT 300 MESSENGER
ULTRASONIC III
ULTRASONIC 250
CIATATION III MESSENGER
CITATION 300 MESSENGER
DEVILLE III MESSENGER
SII

Affix the overlay which looks like this:

AUTO RETURN on off relocate AUTO CENTER word all off TAB OPTIONS center decimal flush right off

above the numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, and hyphen keys.

Instructions for applying the feature overlay:

1. Clean the area where overlay will be affixed with a mild cleaning solution. Dry thoroughly.
2. Peel off the self-adhesive overlay and apply it to the proper area.
3. Press down securely.

Decimal Tab

The Decimal Tab feature allows you to do statistical typing easily. All numbers are automatically aligned by their decimal points.

Example:

Decimal Tab Stop
↓
123.56
1362.08
34.35

To Activate DECIMAL TAB:

1. Set all necessary Decimal Tab positions via the Format Screen by depressing and HOLDING the CODE KEY while depressing the appropriate top row key for DECIMAL TAB. The letter "D" appears on the scale.
2. While creating text, tab to the desired location.
3. Type the number preceding the decimal point. If an error is made, simply use the Correct Key or WordEraser Key and type the correct number.
4. Type the decimal point.
5. Type the numbers following the decimal point.
6. Repeat steps 2 through 5 for all other tab locations where numbers are to be aligned.

To Deactivate DECIMAL TAB:

1. Clear the Decimal Tab tab setting via the Format Screen.

Flush Right Tab

The Flush Right Tab feature aligns text evenly to the left of a particular tab stop.

Example:

Flush Right Tab Stop
↓
Alabama
Connecticut
New York

To Activate FLUSH RIGHT TAB:

1. Set all necessary Flush Right Tab positions via the Format Screen by depressing and HOLDING the CODE KEY while depressing the appropriate top row key for FLUSH RIGHT TAB. The letter "F" appears on the scale.
2. While creating text, tab to the desired location.
3. Type the text. If an error is made, simply use the Correct Key or WordEraser Key and type the correct character.
4. Repeat steps 2 and 3 for all other tab locations where Flush Right is required.

To Deactivate FLUSH RIGHT TAB:

1. Clear the Flush Right Tab tab setting via the Format screen.

Bold

Bold print types heavier than normal print and is very effective when used for titles, headings, and text emphasis.

To Activate BOLD:

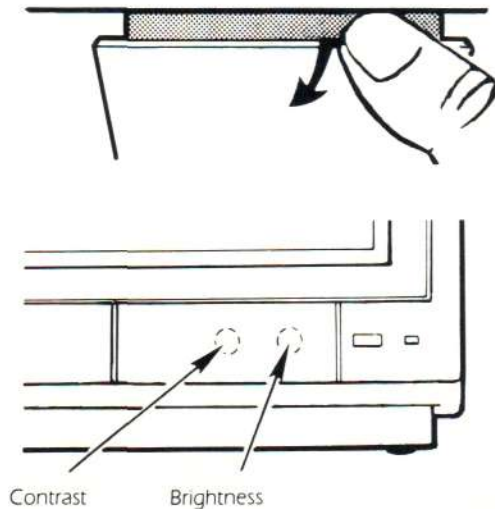
1. Depress and HOLD the CODE KEY while depressing the appropriate top row key for BOLD.
2. Type text. Characters appear bolder on the screen.

To Deactivate BOLD:

1. Depress and HOLD the CODE KEY while depressing the appropriate top row key for BOLD OFF. This is the same key used to activate the feature.

Monitor Controls

Open the panel door on the front of the monitor as shown below to gain access to the Contrast and Brightness Controls. Adjust the controls to your preference.



Monitor Technical Specifications*

Picture Tube

Type : 12 inch, high resolution picture tube with anti-reflecting screen.
Deflection : 90°
Phosphor : P42 Green

Video Bandwidth : 20 MHz

Resolution : 800 lines in center

Characters : 2000 characters (80 char. × 24 lines)

Raster frequency : 50/60 Hz

Line frequency : 15625 Hz ± 600 Hz

Sound output : 0.3W 5% distortion

Supply voltage : 120V/± 10%

Power consumption : 30 watts

Dimensions : W 11.9" × D 11.1" × H 10.9"

*May be changed without notice.

Available Supplies

MicroDisk

Use Smith Corona MicroDisks with your Personal Word Processor which have been qualified specifically for your product.

Dust Cover

Protect your PWP System from dust and foreign particles by covering it with our custom fitted dust cover.

Tilt Swivel Base

Add mobility to your monitor with the addition of our tilt swivel base. The base allows the monitor to be adjusted to your viewing position and eliminate any glare.

Important:

When printing repetitive letters or long documents, we recommend the use of Smith Corona multi-strike carbon film ribbon for increased character yield.

Safe Operating Recommendations

To avoid unnecessary injury to the operator or damage to the unit, please review the following recommendations.

1. Be sure that the correct electrical current is used. (Standard United States and Canadian current is 110 to 120 volt, 60 HZ, alternating current.) Other countries may use different currents. If in doubt, check the electric rating label affixed to the unit. The wrong kind of current could cause an electrical short circuit and possible over-heating or shocks.
2. Do not, for any reason, cut or remove the grounding prong from the power cord. Be sure it is plugged into a properly installed grounding type receptacle. The three-prong grounding plug is provided for your protection against shock hazards. Removing the prong or using an improper receptacle eliminates that protection.
3. Never insert metal objects such as screwdrivers, paper clips, nail files, etc. inside the unit.
4. If the unit is accidentally dropped, have it checked by a qualified service technician before using it again.
5. Do not remove the housing from the unit. This should be done only by a qualified service technician.
6. Always have the unit serviced by a qualified service technician.
7. Avoid placing the unit near excessively warm and humid locations.
8. Do not place the monitor where sunlight or bright light will fall directly on the screen.
9. Before attempting to clean any part of your unit make sure it is turned off and unplugged.
10. In order to prevent overheating, ensure that the ventilation openings in the MONITOR are not covered. The MONITOR should not be placed near a source of heat.

WARNING: To reduce risk of fire or electric shock, DO NOT expose unit to rain or moisture.

Care and Maintenance

MicroDisk

Although the MicroDisks are not fragile, there are certain precautions you should know when handling them.

1. Keep the metal slide closed so the surface of the MicroDisk itself is not exposed.
2. Do not place the MicroDisks near a magnetic object.
3. Do not expose the MicroDisks to temperature extremes.
4. Do not bend the MicroDisks.

Disk Drive

Periodic cleaning of the disk drive heads is recommended to keep heads free of dust and ensure reliable storing and recall of data. Use a commercially available 3½" disk drive head cleaning kit.

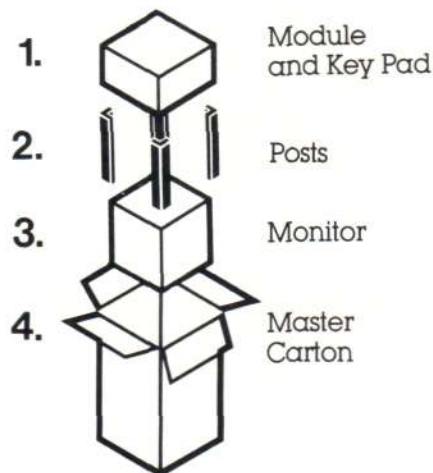
Monitor Screen

The monitor screen should be cleaned with the power turned off. Dust with a dry soft cloth or use a good quality CRT Screen Cleaning Kit that will neutralize static and won't streak or scratch the screen.

Covers

To clean component covers, sponge with a mild soap solution. Do not use household cleaners containing chlorinated compounds. Do not spray any cleaner directly on the product.

Repacking Instructions



Limited Consumer Warranty

90 Day Warranty

Smith Corona warrants this product against defects in material or workmanship for a period of 90 days from the date of original purchase, and agrees to repair or, at its option, replace any defective unit without charge for either parts or labor. Proof of Purchase will be required.

1 Year Parts Warranty

Following the first 90 days from the date of purchase and thereafter until 1 year from the date of purchase, Smith Corona will replace any defective part at no charge. There will be a standard charge for labor and the cost of transportation.

IMPORTANT: This warranty does not cover damage resulting from accident, misuse or abuse, any modification or alteration including attaching the unit to other than the recommended receptacle or voltage, nor does it cover MicroDisk replacement or cleaning of the unit.

THIS WARRANTY IS VOID WHEN SERVICE OR REPAIRS ARE PERFORMED BY ANYONE OTHER THAN A SMITH CORONA FACTORY AUTHORIZED SERVICE LOCATION. For the Smith Corona authorized service location nearest you, call toll-free:

1-800-448-1018

(In New York State, call 1-800-962-3000)

The toll-free numbers operate Monday through Friday, from 8:00 a.m. to 6:00 p.m. Eastern Time.

This warranty does not cover shipping expenses to and from a service location. Damage occurring during transit is not covered by this warranty.

NO RESPONSIBILITY IS ASSUMED FOR ANY SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Smith Corona
839 Route 13 South
Box 2020
Cortland, N.Y. 13045-0980

3121 Los Feliz Blvd

Glendale

213-660-6066

Tim Benedict

Index

Addresses 34, 48
Auto Center 54
Auto Paragraph Indent 56
Auto Return 10
Auto Underscore 54
Automatic Pagination 19
AutoSpell 7
Block Copy 31
Block Delete 30
Block Move 30
Bold Print 55
Bottom Margin 19
Clearing Memory 14
Correct Key 11, 29
Correction 11, 29
Cursor Advance Key 15
Cursor Control Key 15
Decimal Tab 55
Deletions 11, 29
Disk Directory 25
Disk 12
Editing 27
Erasing Document From Disk 26
Error Messages 51
FIND 6
Flush Right Tab 55
Format 16
Insert 32
Insertions 32
Keypad 8, 11, 15
Line Counter 50
Line Spacing 18
LIST 7
Mailing List/Merge 34
Manual Return 21
Margins 16
Marker 29, 30, 31
Memory 8, 14, 15
Memory Remaining 50
Menu 10
Merge 34, 41
MicroDisk 12, 59
Move Carrier 17
Moving Text 30, 31
Page End 21
Page Indicator 49
Page Numbering 23
Page Search 27
Pagination 19
Paper Length 19, 20
Paragraph Indent 56
Pitch 18
Preparing Disks 12
Printing 11, 22
Quick Reference Guide Back Cover
Recalling Documents From Disk 25
Reformat 18, 19, 20, 32, 52
Reformatting Text 32
Repetitive Letters 34, 49
Required Page End 21
Required Return 21
Right Margin Justification 22
Search 27
Search and Replace 28
Spell-Right 6
Stop Code 49
Storing Formats 51
Storing Text 13, 24
Tab Center 54
Tabs 16
Text Search 28
Top Margin 19
WordEraser 11, 29
WP/Type Key 15
Write Protection 24

Personal Word Processor Quick Reference Guide

Command	Function	Page Ref.
WP/TYPE	—Deactivates/Activates PWP	15
MENU	—Brings up Main Menu on SCREEN	10
SEARCH	—Activates Search for Page, Search for Text, Search & Replace functions	27
MARKER MARKER MARKER	—Block move	30
MARKER MARKER INSERT	—Block copy	31
MARKER MARKER CORRECT	—Block delete	30
INSERT	—Activates/Deactivates Insert function	32
PAGE END	—Required End of Page	21
STOP CODE	—Instructs PWP to stop during printout at a particular location	49
CURSOR ADVANCE	—Quickly advances CURSOR in any direction	15
CURSOR DIRECTIONAL KEYS	—Advances CURSOR in that direction	15
WordEraser™	—Deletes an entire word	11, 29
CORRECT KEY	—Deletes character to left of CURSOR	11, 29
AutoSpell	—Activates Word-Right™ AutoSpell on typewriters with this feature	7
SPACE BAR	—Changes pre-set selections	
RETURN	—Enters information and instructions —Required Return	21
Code + D	—Activates/Deactivates Spell-Right on typewriters with this feature	6
Code + F	—Activates FIND feature on Spell-Right typewriters	6
Code + L	—Activates LIST feature on Spell-Right typewriters with a Display	7

Mailing List/Merge feature

Code + Return	—Exits Mailing List/Merge functions	39
Code + U	—Underlines all frame numbers to select for Merging	43
Code + Index	—Moves Cursor to beginning of each frame when editing	44
Code + Reverse Index	—Moves Cursor to prior frame on typewriters with this Key	44
Code + Correct	—Erases entire frame	47