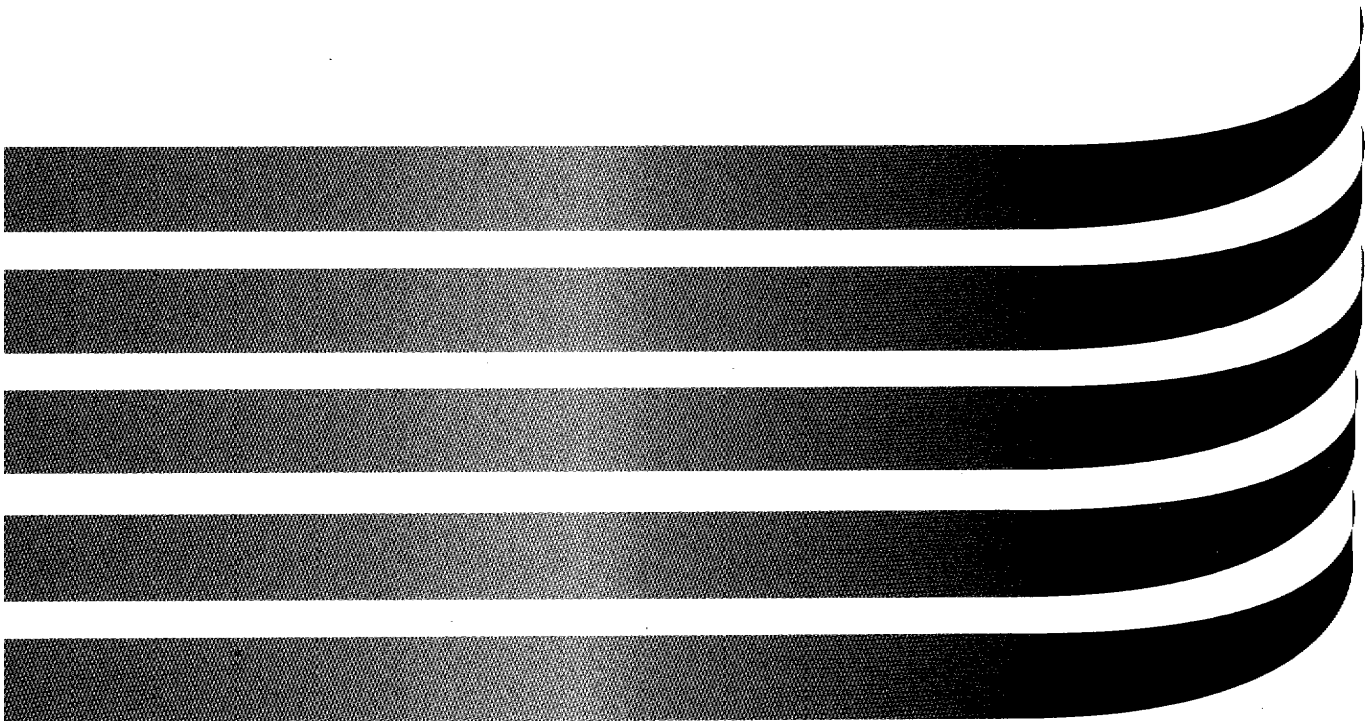


brother®

DESKTOP PUBLISHER



Owner's Manual

DP-525CJ

U.S. English

Desktop Publisher

FCC NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency and energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Changes or modifications not expressly approved by Brother International Corporation could void the user's authority to operate the equipment.

DOC NOTICE

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

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

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WARNING – FOR YOUR HEALTH

To Avoid repetitive motion injuries when using this keyboard, we recommend the following steps. Maintain a comfortable, straight wrist position when typing. Take breaks, at least every hour, to stretch hands and arms. Report any pain or other symptoms to your physician.

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Getting Started

This chapter provides general information about your Color Inkjet Desktop Publisher and its software. The topics covered are:

- Parts
- Precautions
- Setup
- Paper Feeder
- Inkjet Cartridge
- Diskettes
- Keyboard
- Operation Overview
- Supplemental Programs

The remaining chapters describe each of the programs available on the Desktop Publisher. The Appendix provides clip art samples, technical data, and troubleshooting charts. A Glossary is included that defines terms used throughout the manual.

How to Use This Manual

Information in this column describes helpful hints, restrictions, and ways to avoid difficulties.

Notes are located in the left-hand column. They provide facts that help you use your Desktop Publisher more efficiently. An example note is located to the left of this paragraph.

Please pay close attention to the CAUTION and WARNING notices in this manual. They alert you to potential damage to your Desktop Publisher or danger to yourself. The examples below show you what the CAUTION and WARNING notices look like.



CAUTION:

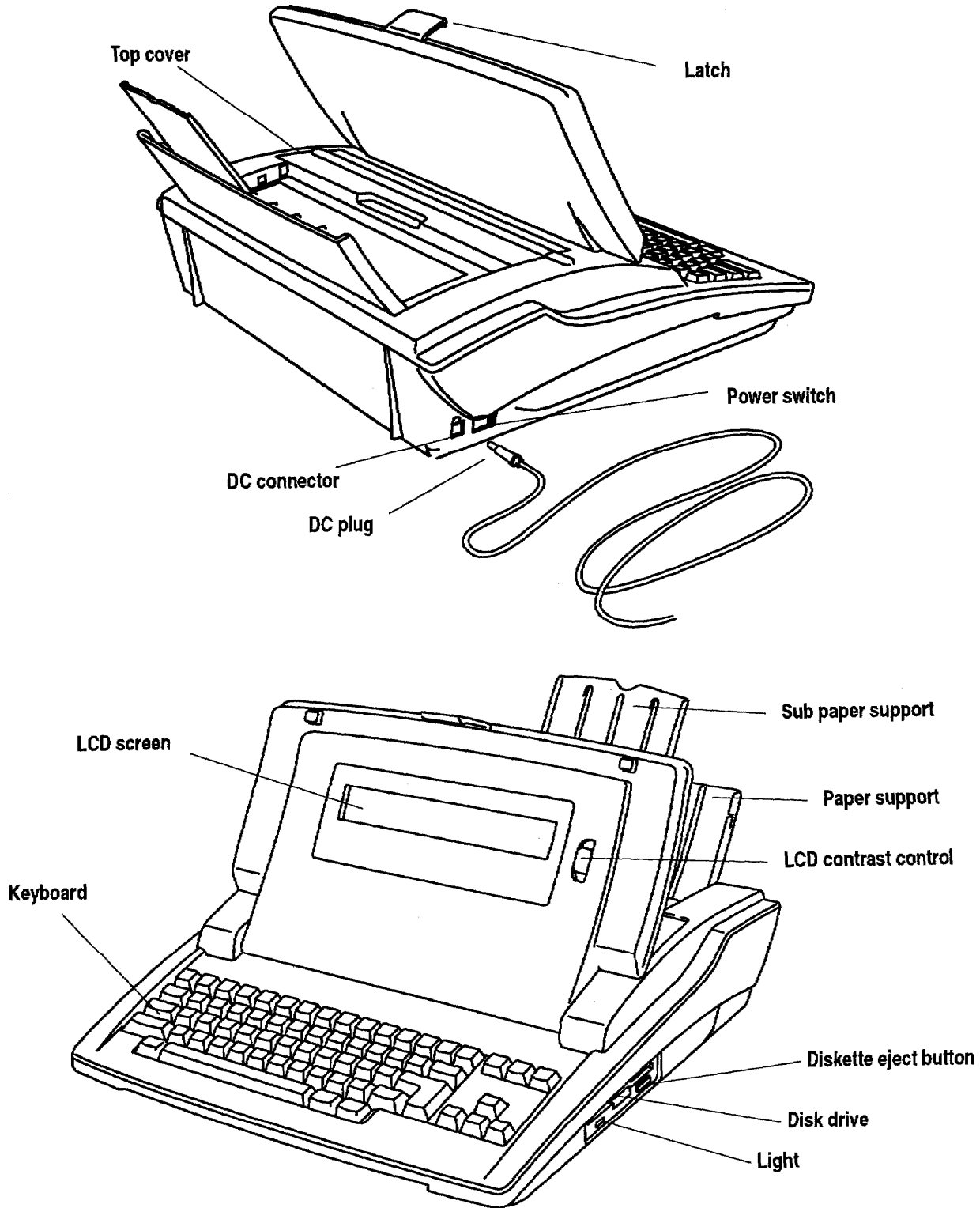
Failure to pay attention to caution notices can result in damage to the equipment or loss of valuable data in the memory or on the diskette.



WARNING:

Warnings are for your safety. Failure to pay attention to warning information can be dangerous to you and others.

Parts of Your Desktop Publisher



Precautions



WARNING:

Do not try to take apart or repair this equipment yourself. Service should be performed by authorized Brother service personnel only. Warranty will be voided if you take the unit apart.

WARNING:

If the glass screen appears to be cracked, do not touch it. You may cut yourself. Carefully wrap the unit in its box and take it to authorized Brother service personnel only.



CAUTION:

- Do not pull on the power cord. To disconnect it, always grasp the plug itself.
- Avoid direct exposure of the equipment to sunlight and other sources of heat, excessive moisture, or dust.
- If you spill any liquid onto the equipment, immediately unplug the system and consult authorized Brother service personnel only.
- Do not use sprays in the vicinity of the Desktop Publisher. Aerosols are extremely harmful to the disk drive.
- Unplug the equipment during a thunderstorm.
- Do not place heavy objects on the keyboard.
- Keep the back and sides clear of obstructions to prevent overheating.
- Use only a soft, dry cloth to clean the equipment (do not use chemicals, solvents, or detergents).
- To avoid electrical interference, do not place the Desktop Publisher close to a radio receiver or television. If the Desktop Publisher is close to a television, the disk drive may not work properly.
- If you turn the Desktop Publisher off, wait at least 10 seconds before turning it on again. Failure to wait 10 seconds may disrupt the start-up sequence, resulting in faulty operation and possible hardware damage.
- Do not turn the Desktop Publisher off while printing.
- Do not touch any metal parts inside the printer unit. These parts become hot in the printing process.
- Make sure the inkjet cartridge (under the top cover) has moved back to its leftmost position before you turn the power off. If you notice that the cartridge has not moved to its leftmost position, turn the power on again and let the cartridge move to the correct position. Then turn the power off.

- After installing the inkjet cartridge in the Desktop Publisher, never move the inkjet cartridge from side-to-side with your hands.
- Close the LCD cover gently until you hear the click when transporting or storing the machine.

Setup



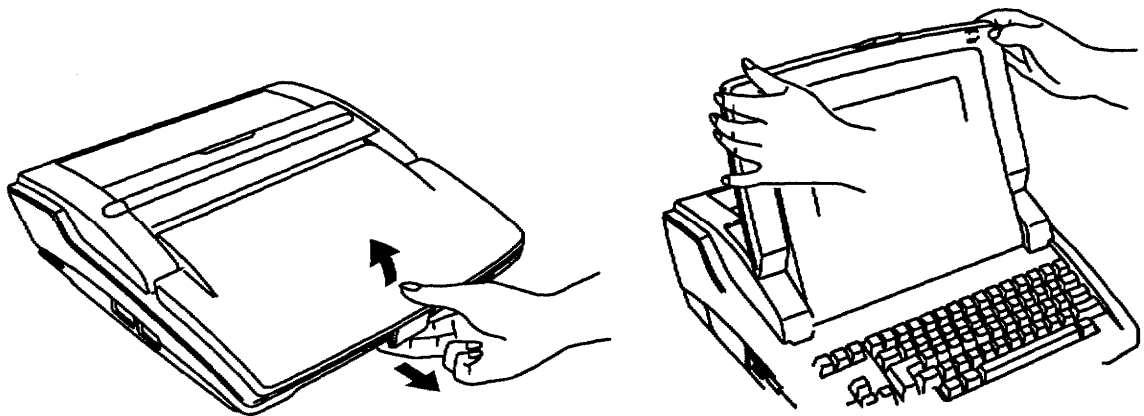
WARNING:

Do not plug your Desktop Publisher into an electrical outlet until you have completely assembled it.

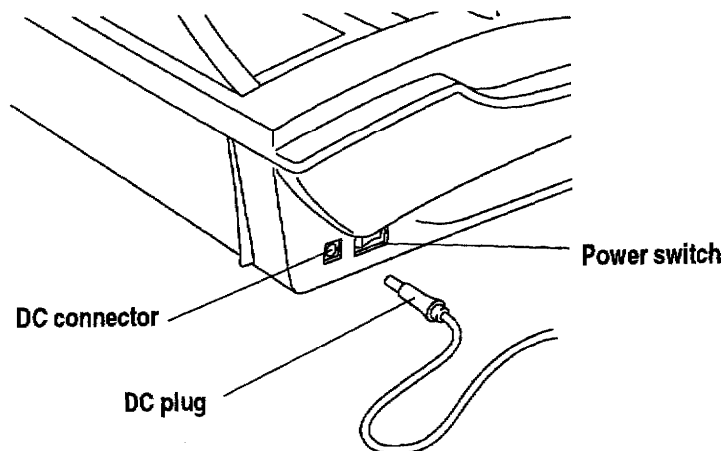
WARNING:

To prevent pinched fingers, keep fingers away from both bottom and sides of the LCD screen when you change your screen's viewing angle.

1. Pull the cover latch toward you, and lift the screen display to open.



2. Connect the DC plug into the DC connector.



3. Plug the AC adapter into an electrical outlet.

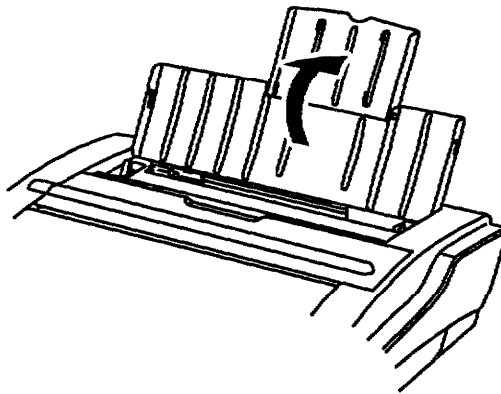
4. Press the power switch on the left rear side of the Desktop Publisher to turn it on. If the Desktop Publisher does not respond, check the AC adapter.
5. Use the control on the right side of the LCD screen to adjust screen contrast until the characters on the screen are easy to read.
6. Remove the packing from the output tray prior to printing.

Paper Feeder

A paper feeder is built into your Desktop Publisher. The paper feeder allows you to load up to 30 sheets of letter or A4-size paper for automatic feeding.

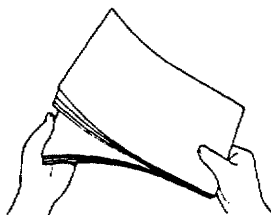
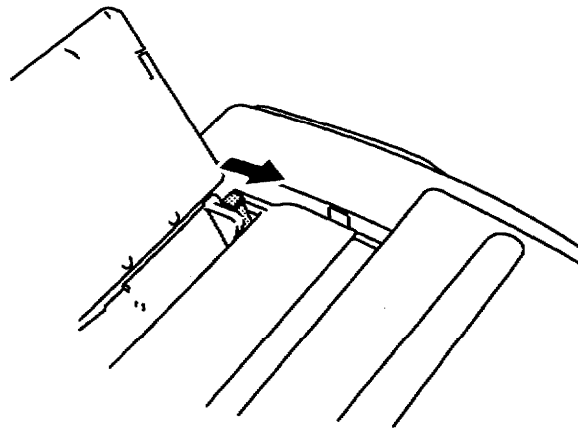
► To set up the paper feeder:

1. Flip open the paper support on the back of the machine and pull up the sub paper support.



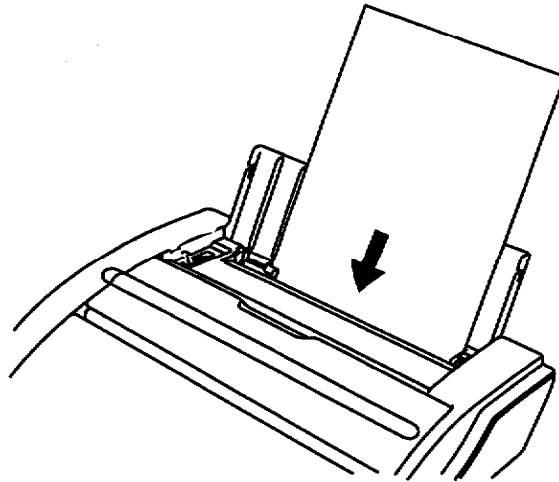
If you use the transparency or iron-on transfer paper in high temperature or high humidity conditions, place a regular sheet of paper on the back surface of the transparency or iron-on transfer paper before loading them into the paper feeder.

2. Pull the paper release lever on the right side of the printer toward you as shown above. To print thick (24 lbs.) paper, labels, transparency, iron-on transfer paper, or envelopes, pull the lever on the right side of the printer toward you as shown below:



3. Pick up no more than 30 sheets of letter or A4-size paper.
4. Fan the paper before loading as shown in the illustration on the left.

5. Load the paper into the paper feeder.



*Paper recommendations:
high quality bond, 16-24 lb.
Paper does not feed properly if
there is too much paper in the
paper support.*

*Do not exceed the 30-sheet
limit of letter or A4 paper, or the
5-set limit of COM10 or DL
envelopes.*

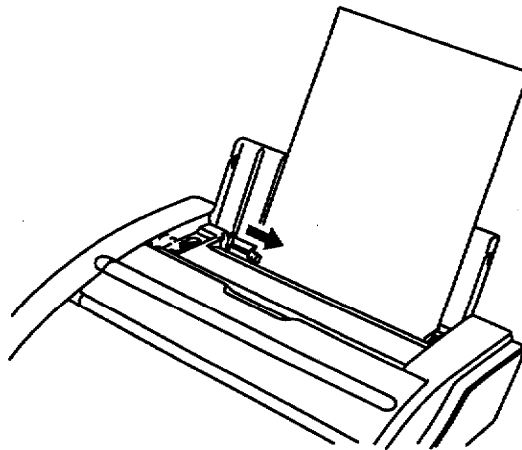
*Avoid using glossy or slick
paper and envelopes with a
sticky seal in the paper support,
because it can cause paper
jams.*

*Up to 15 printed sheets can be
stacked in the machine.*

*Remove all paper from the
machine when you reset the
paper.*

*Use only one type of paper at
a time.*

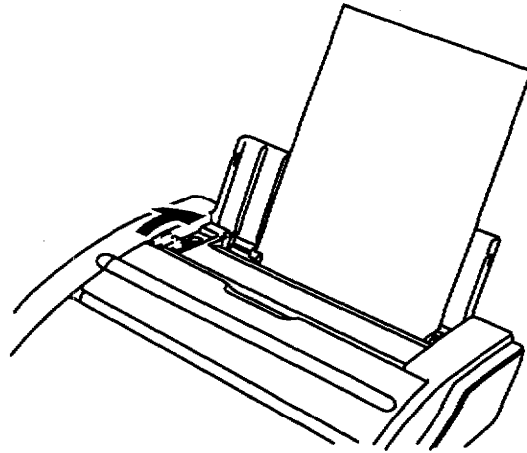
6. Align the paper with the right tab and slide the left tab over until it touches the edge of the paper.



7. Tap the left and top edges of the paper stack to align the edges.

*If you use envelopes, change
the Envelope Print setting on
the Print menu to Yes. See
page 66 for more details.*

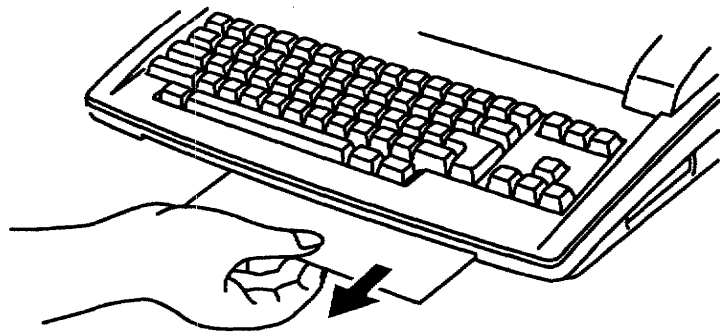
8. Push back on the paper release lever (on the left side of the paper feeder) to hold paper tightly against the rollers.



Up to 10 sheets of letter- or A4-size paper, or up to 5 envelopes, can be stacked in the paper tray.

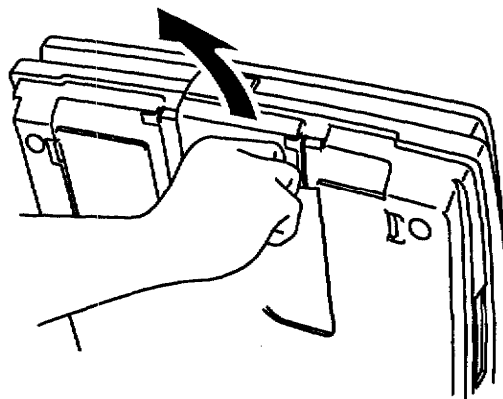
Pull the sheets toward you as shown below until the edge of the paper exits the machine completely.

9. The paper exits from under the keyboard when printing is completed.

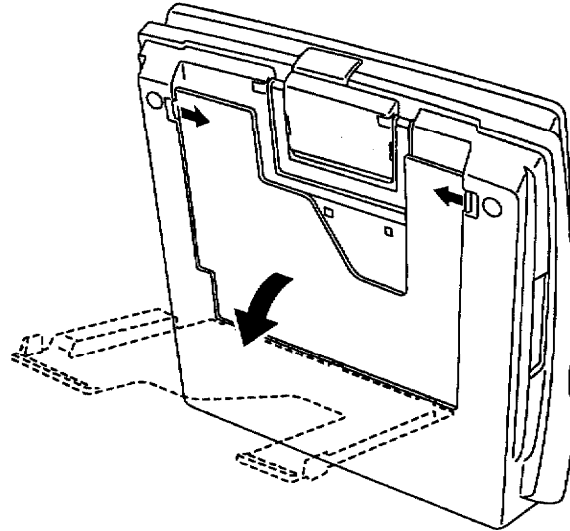


Be sure to store the handle firmly in its original position while printing. Otherwise, the handle will obstruct the path of the paper and cause it to jam.

If you use small paper or envelopes, lift up the machine gently and pick up the paper.



If the paper is jammed in the machine, remove the paper from the paper support (after pulling the paper release lever toward you), or open the top cover and remove the jammed paper. If it is still difficult to remove, open the paper tray as shown below:



► **To eject paper from the paper feeder:**

Press **CODE + SHIFT + HELP**. *The paper ejects from the front of the Desktop Publisher.*

About Landscape Printing

This machine has landscape printing capability. Select Letter or A4 Landscape in the Page Setup mode (see page 50) when you wish to print the information in this way. The machine automatically switches from Portrait to Landscape mode and back again according to the Page Setup settings.

Inkjet Cartridge



WARNING:

Keep used and new inkjet cartridges out of reach of children. Avoid contact between cartridge and face, eyes, skin, and clothing.

Your Desktop Publisher uses a replaceable inkjet cartridge that contains both the print head and ink. Replace the cartridge after approximately 1,000,000 characters (estimate based on using normal text in 12 point, Brougham font with monochrome printhead).

Follow these precautions to ensure maximum life of your inkjet cartridge:



Use only Brother inkjet cartridges.

Use a black cartridge for black text and save the color cartridge for color printing only. The system detects whether you are using black or color ink; you do not need to change any setting when you change cartridges.

- Install the cartridge immediately after you remove the tape from it. If you set the cartridge aside for an extended period, the cartridge head may dry out.
- The head of the cartridge is covered with wet ink. Never touch the head of the cartridge and never let it touch any other surface.
- Store the used inkjet cartridge in the cartridge holder to prevent drying.
- To prevent leakage from the print head, do not shake the cartridge after it has been removed from its pack.
- Store the new inkjet cartridge in the same environment as the Desktop Publisher.
- Do not expose cartridges to direct sunlight. Store them at a temperature lower than 40° C (104° F).
- To transport the Desktop Publisher by air, take out the inkjet cartridge and install a new one at your destination.
- To move the unit, handle it carefully. Do not jar or turn it sideways with an inkjet cartridge in place.
- We recommend that you use cartridges within one year of installation to assure high print quality.

Installing/Replacing an Inkjet Cartridge

In this section, you will learn how to install an inkjet cartridge and replace a used one.

When you set up your Desktop Publisher for the first time, you need to install the inkjet cartridge.

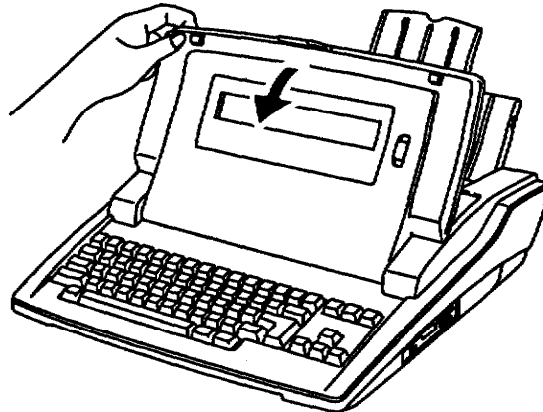
► To install the first inkjet cartridge:

1. Turn the Desktop Publisher on.
2. Press **CODE+ INK CHG.** The inkjet cartridge bracket moves to its ink change position (right side). **Do not move the cartridge bracket manually from side-to-side.** This message appears:

Proceed to change the ink cartridge.

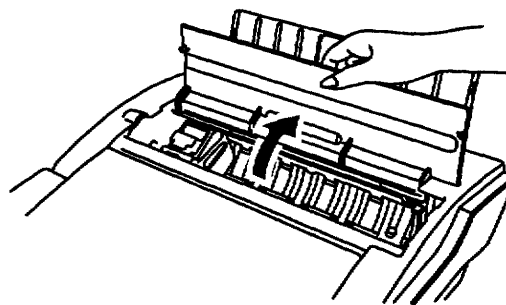
After changing the ink cartridge, press RETURN.

3. Pull the LCD screen forward.

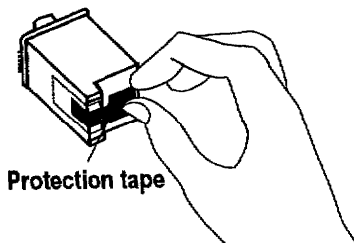


You have 5 minutes to install or change the inkjet cartridge before the bracket automatically returns to the left-hand position.

4. Open the top cover.

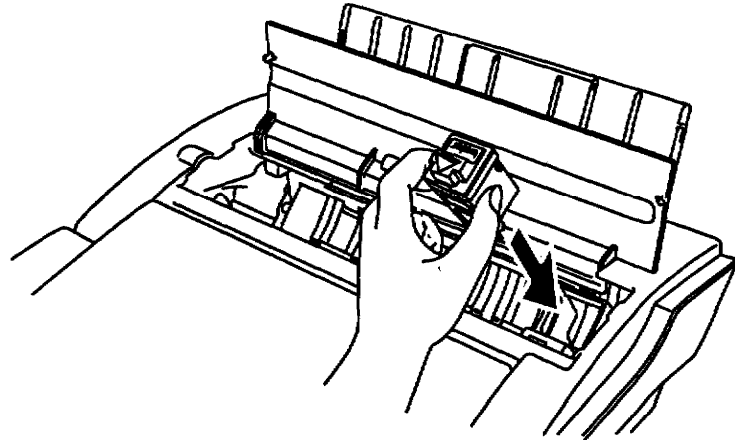


5. Tear open the inkjet cartridge pack and remove the new cartridge.
6. Carefully remove the protection tape from the print head before installing. Do not shake the inkjet cartridge after the protection tape is removed. Do not remove the metal contacts from the cartridge.



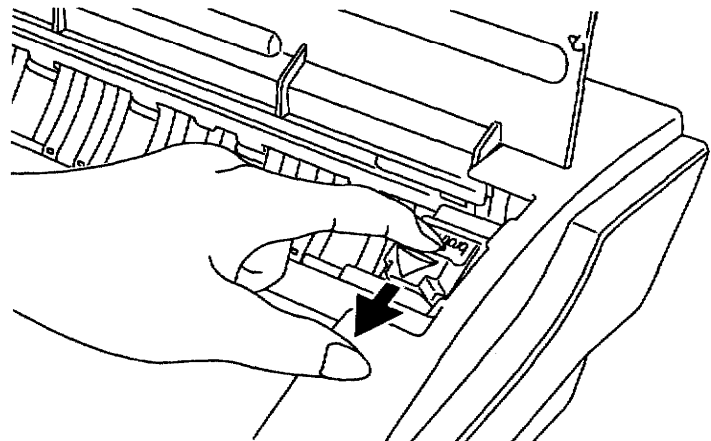
Keep dust out of the print head by placing it firmly in the cartridge.

- Slide the ink cartridge into the inkjet cartridge bracket so that the lettering is upside down.



You will not be able to print if the cartridge is not correctly locked.

- Squeeze the inkjet cartridge bracket and cartridge together until the cartridge snaps under the latch on the bracket.



- Close the top cover.
- Press **RETURN**. The inkjet cartridge is ready to use.

► **To replace a used inkjet cartridge:**

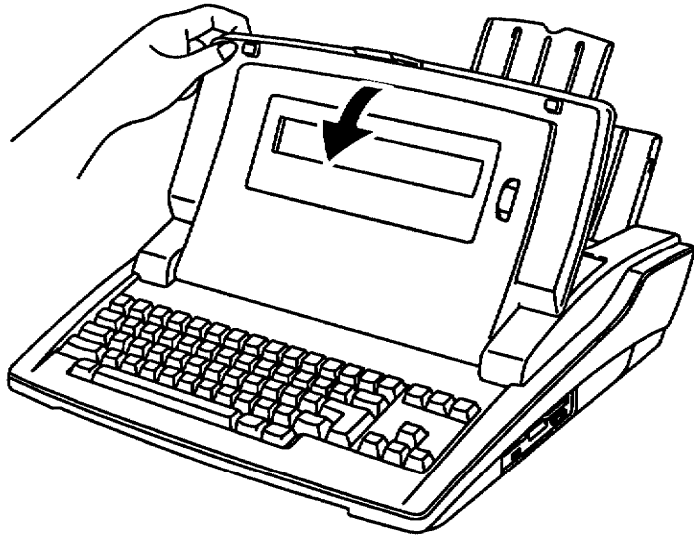
- Press **CODE+ INK CHG**. The cartridge moves to the right, which is the ink change position. **Do not move the cartridge manually from side-to-side.** This message appears:

Proceed to change the ink cartridge.

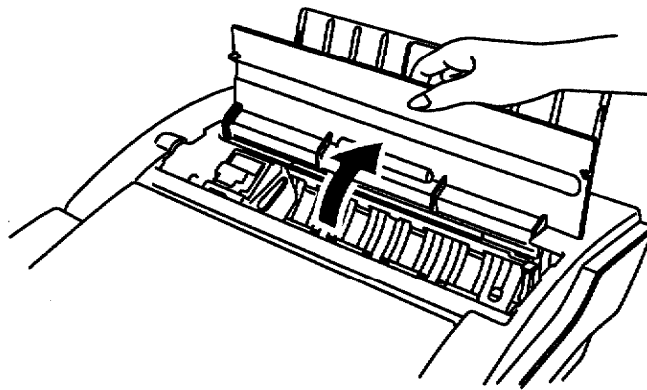
After changing the ink cartridge, press **RETURN**.

You have 5 minutes to install or change the inkjet cartridge before the bracket automatically returns to the left-hand position.

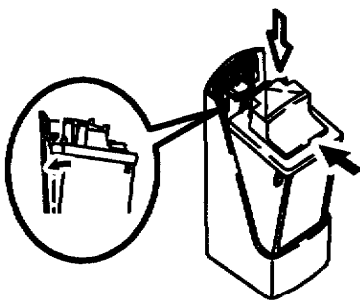
2. Pull the LCD display forward.



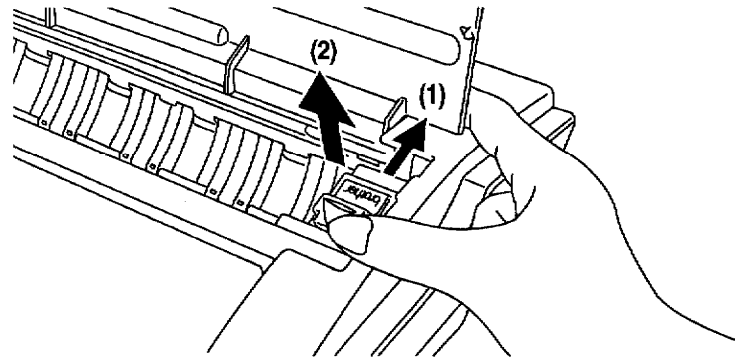
3. Open the top cover.



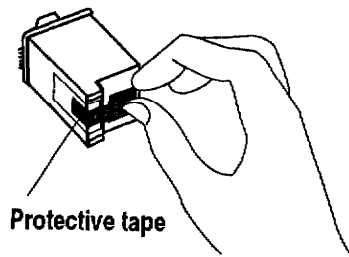
4. Grasp the inkjet cartridge as shown below and push backward (1). Then pull the cartridge straight up (2). **To avoid getting ink on your hands, do not touch the bottom of the cartridge.**



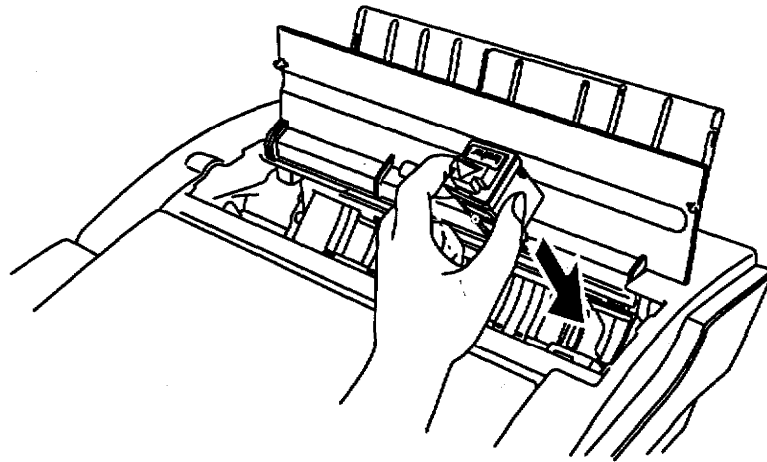
To protect the head from dust or from drying out, squeeze the inkjet cartridge until you hear a click.



5. Dispose of the old cartridge immediately, or store it in the cartridge holder as shown on left.
6. Tear open the inkjet cartridge package and remove the new cartridge.

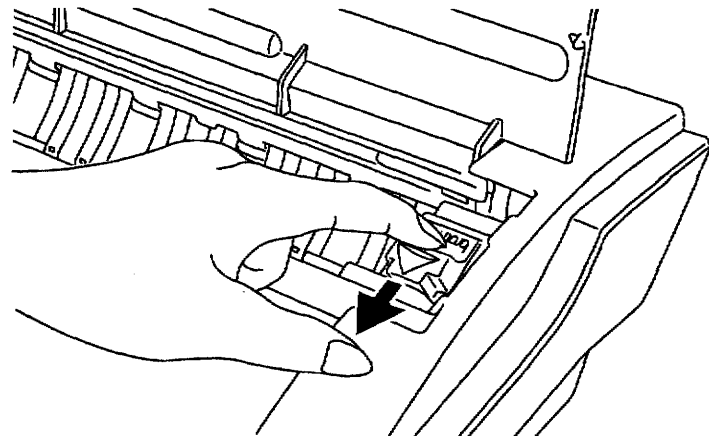


- Carefully remove the protective tape before installing. Do not shake the inkjet cartridge after the protective tape is removed. Do not remove the metal contacts from the cartridge.
- Slide the inkjet cartridge into the cartridge bracket.



You will not be able to print if the cartridge is not correctly locked.

- Squeeze the inkjet cartridge bracket and cartridge together until the cartridge snaps under the latch on the bracket.



- Close the top cover.
- Press **RETURN**. *The inkjet cartridge is ready to use.*

Cleaning the Print Head

From time to time, you may need to clean the print head. You should clean the print head when

- the ink on the page looks splotchy or messy.
- blank spaces appear on the page.

To clean the print head automatically, press **CODE + SHIFT + INK CHG**. *The cartridge moves slightly to the right and then back to the left.*

If print quality does not improve after cleaning the print head, please remove the inkjet cartridge and install it again. If print quality is still not good, the problem may be caused by dried ink on the nozzles, contacts, or the print cartridge bracket contacts.

Do not use a paper towel for cleaning because it can leave tiny fibers that clog nozzles and cover contacts.

Do not use a paper towel for cleaning because it can leave tiny fibers that clog nozzles and cover contacts.

► **To clean the print nozzles and contacts:**

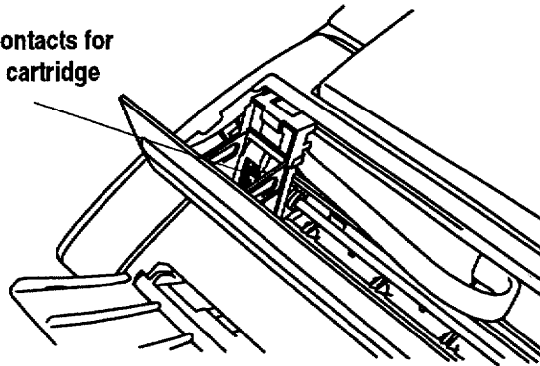
1. Remove the inkjet cartridge. (See instructions on page 11.)
2. Gently clean the entire copper-colored area, including the nozzles and contacts with a clean cloth, dampened with water only.
To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.
3. Allow the copper-colored area to dry.
4. Reinstall the inkjet cartridge and press **RETURN**. Then press **CODE + SHIFT + INK CHG** and close the cover.

If the Desktop Publisher is still not printing correctly, clean the bracket contacts in the printer.

► **To clean the bracket contacts in the printer:**

1. Press **CODE + INK CHG** to move the inkjet cartridge bracket to the right side of the printer unit.
2. Without turning the Desktop Publisher off, unplug the DC plug from the DC connector on the left side of the Desktop Publisher. (This keeps the inkjet cartridge in the right-hand position.)
3. Turn the power switch off.
4. Remove the inkjet cartridge. (See page 11.)
5. Use a clean, dry cloth to clean the contacts on the inside of the inkjet cartridge bracket.

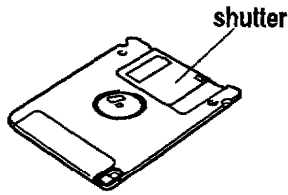
Bracket contacts for the inkjet cartridge



6. Install the inkjet cartridge.
7. Plug the DC plug into the DC connector on the left side of the Desktop Publisher.
8. Turn the power switch on.
9. Press **CODE + SHIFT + INK CHG**.

If print quality does not improve after this cleaning process, replace the inkjet cartridge. If print quality still does not improve, your printer may require service. Contact your local authorized Brother service personnel only.

Diskettes



Your Desktop Publisher uses both MF-2HD (High Density) and MF-2DD (Double Sided/Double Density) diskettes. The MF-2DD have half the capacity of the MF-2HD. We recommend that you use Brother diskettes.

The slightest damage, such as a scratch or a small amount of dust on a diskette, can easily spoil an entire file and make it unreadable. The protective case of the 3.5 inch diskettes prevents, to some extent, damage to the sensitive diskette surface. (The metallic shutter automatically opens and exposes this sensitive surface only when the diskette is inserted into the drive.) However, additional precautions must be taken to ensure reliable maintenance of your files.



CAUTION:

- Never open the shutter of the diskette.
- Never touch the surface of the material inside of the diskette.
- Do not use magnetic materials near the diskette.
- Never expose the diskette to extremely high or low temperatures.

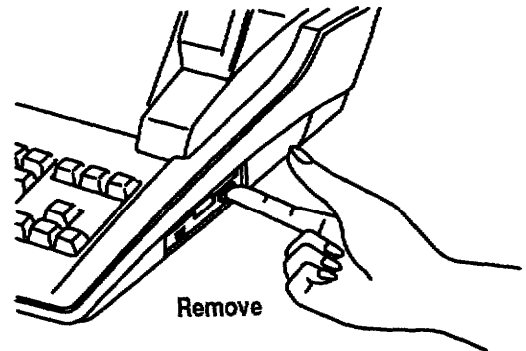
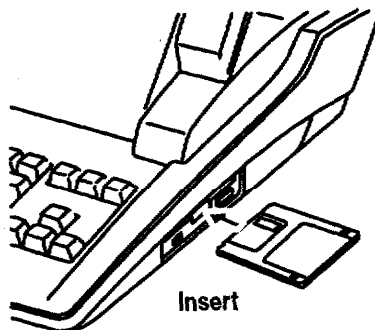
Inserting and Removing a Diskette



CAUTION:

Never remove a diskette while a screen message or the LED indicates that a disk operation is in progress.

To insert a diskette: Insert the diskette as shown in the illustration below. If you insert it the wrong way, you will feel some resistance.



To remove a diskette: Press the eject button.

Initializing (Formatting) New Diskettes



CAUTION:

Initializing a diskette erases all information on it.

Diskettes must be formatted before they can be used. Some diskettes are already formatted as IBM compatible when you buy them. However, if you buy unformatted diskettes, your Desktop Publisher can format them to be IBM compatible. The diskettes you use on a Desktop Publisher can also be used on a personal computer. This Desktop Publisher can read and write diskettes formatted on a personal computer in the DOS 1.44 MB (megabyte) format and the DOS 720 KB (kilobyte) format.

When you insert a diskette and try to save a file on it, the Desktop Publisher checks the format of the diskette. An error message tells you what to do if the diskette matches any of the following conditions:

- The diskette is unformatted (new).
- The diskette is formatted, but not with an MS-DOS-compatible format.

► To initialize a diskette:

1. Insert a diskette into the disk drive.
2. Create your document and press **MENU** to show the menu bar; choose Save File from the File menu. *This message appears:*

```
Unformatted or damaged disk!  
Do you want to initialize disk?  
All data on disk will be deleted if initialized.  
Use cursor to select and press RETURN.  
[YES]                                [NO]
```

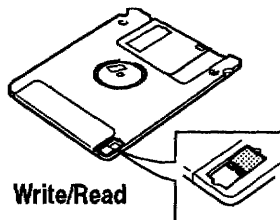
3. Select YES to initialize or NO to exit; press **RETURN**. If you select YES, this dialog box appears:

```
<< FORMAT TYPE >>  
2HD DISK      1.44MB  
2DD DISK      720KB  
Use cursor to select and press RETURN.
```

4. Select the type of format that matches the diskette and press **RETURN** to initialize the diskette. *This dialog box appears:*

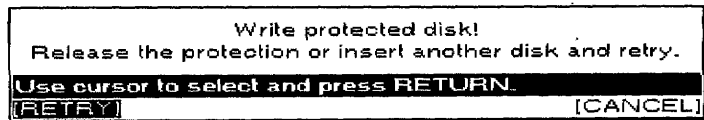
```
<< INITIALIZE DISK >>  
FORMAT TYPE: 1.44MB  
INITIALIZED %:  
0           50          100  
██████████
```

Write-Protecting Your Diskettes



All 3.5 inch diskettes have a switch that protects their contents from accidental erasure. When the switch is in the READ ONLY position, you cannot erase old information or store new information on the diskette. Slide the switch to the READ ONLY position to protect a diskette containing valuable information. (The switch is in the READ ONLY position when it leaves a hole in the diskette cover that you can see through.) You can slide the switch back to the WRITE position when you want to change files or add new files to it.

If you have a diskette in the READ ONLY position, this dialog box appears:



Backing Up a Diskette

The best insurance against losing important information is to make backups (duplicate copies) of important files. To learn how to make backups, see Making a Backup Copy of a Diskette on page 86.

©

Keyboard

Your keyboard contains both the character keys of a standard typewriter and special function keys. Many keys also have second or third functions that can be accessed when you press the key combined with another key. The plus sign (+) is used with key names to show these key combinations in instructions. When you see these key combinations, press and hold down **SHIFT** or **CODE**; then press the second key. For example, **SHIFT + A** means to press and hold down **SHIFT**, and then press **A**.

Character Keys and Arrow Keys

The character keys are the keys found on the standard keyboard, and the arrow keys are the keys for moving around in your text.



The character keys and some function keys automatically repeat if you hold the key down. This is useful when you want to type something like “-----.”

Letter keys. Pressing the key alone gives the appropriate lowercase letter. Pressing the same key while holding **SHIFT** down gives the appropriate capital letter (**SHIFT + A = “A”**).

Other character keys. Pressing the key alone gives the character indicated on the middle of the key (**1 = “1”**). Pressing the same key while holding down **SHIFT** gives the character indicated on the upper-left corner of the key (**SHIFT + 1 = “!”**).

Special characters. Characters indicated in green on some keys can be obtained by pressing **CODE** + the key (for example, **CODE + W = “<”**).

Shift Lock mode. You can type capitals and the special characters above the number keys without holding down **SHIFT**. If you press **SHIFT LOCK**, the **SHIFT** indicator is highlighted at the right of your screen. Now all the characters you type are uppercase, or the special characters above the number keys appear (**A = “A,” 1 = “!”**). To release this mode, press **SHIFT**.

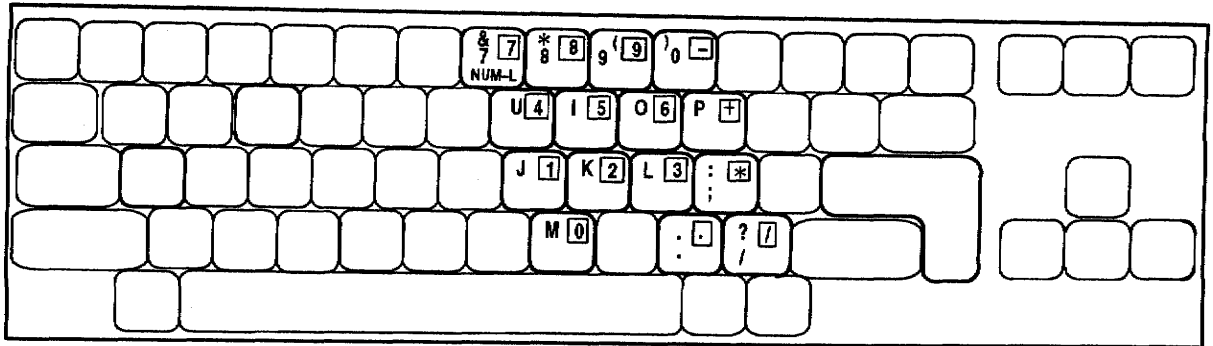
Caps Lock mode. When you want to type only capital letters and numbers like “ACCT. NO. BC104,” press **CODE + CAPS**. The **SHIFT** indicator at the top of the screen changes to **CAPS** (highlighted). Caps Lock mode turns on so that you enter only capital letters. To release this mode, press **CODE + CAPS** again.

*Pressing **SHIFT** when in the Caps Lock mode alternates between **SHIFT LOCK** and Caps Lock.*

Arrow keys. Pressing \uparrow , \downarrow , \leftarrow , and \rightarrow allows you to move the text cursor one position in the direction of the arrow on the key.

Keypad Keys

These keys can be used like a calculator keypad when the Numeric Lock mode is active.



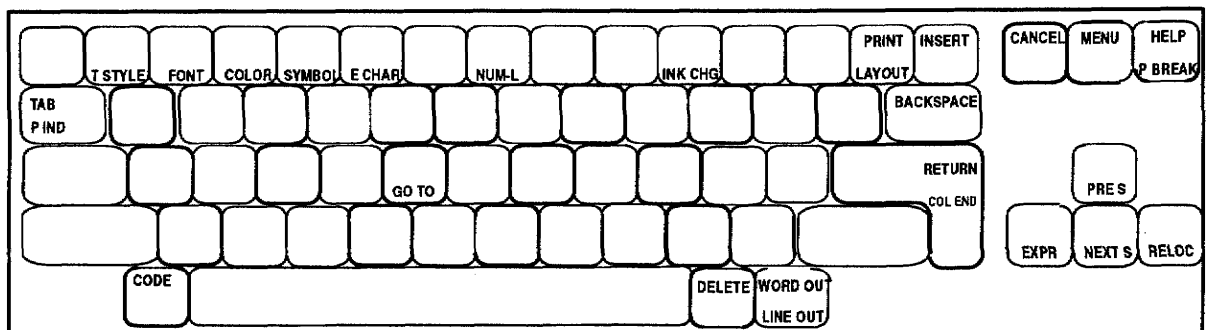
Numeric Lock mode. When you need to type numbers only, press **CODE** + **NUM-L** to lock the keyboard in the number mode. The Numeric Lock indicator (\uparrow) at the top of the screen is highlighted.

When the Numeric Lock indicator (\uparrow) is highlighted, you can type the characters in the black boxes on the keys. (See illustration above.)

To release the Numeric Lock mode, press **CODE** + **NUM-L** again.

Function Keys

In addition to the normal character keys of a standard typewriter, your keyboard features a number of function keys.



RETURN. This is the “action” key. When selecting from a menu or answering a question from the Desktop Publisher, pressing **RETURN** allows you to continue.

CANCEL. This is the “exit” key. When selecting from a menu or answering a question from the Desktop Publisher, pressing **CANCEL** allows you to return to the previous step. Each time you find yourself in the middle of an operation you want to stop, press **CANCEL**.

MENU. This key allows you to see the menu bar at the top of the screen. Once it appears, select the function you want to start.

CODE. You can use functions labeled in green on the keyboard by pressing **CODE**. To start these functions, hold down **CODE** and then press the function key.

Most of the character keys on your keyboard can start a function when pressed together with **CODE**. For example, when you press **CODE + G**, the **GO TO** function is turned on. **GO TO** is printed in green at the bottom of the key.

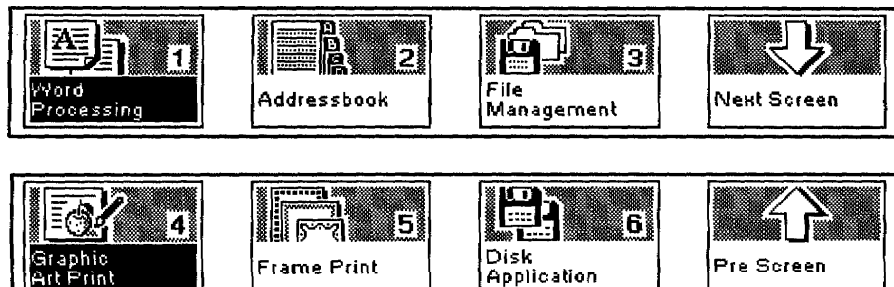
Many functions, however, are not indicated with green letters. For example, **CODE + J** turns the Justify function on and off in the Word Processing program. Pressing **HELP** gives a list of these short-cut functions and an explanation of function keys.

Most noncharacter keys have two names: the upper name indicates the function that starts when you press the key alone, and the lower one indicates the function that starts when you press the key together with **CODE** (example: **HELP** and **CODE + P BREAK**).

Selecting Programs

Main Menu

When you turn on the Desktop Publisher, this Main Menu appears:



Program description

A short description of the different programs you can start from the Main Menu follows:

Word Processing. Creates and edits documents, complete with tables and graphics.

Addressbook. Creates and edits lists, such as addresses and phone numbers.

File Management. Organizes files on a diskette.

Graphic Art Print. Allows you to print monochrome and color images supplied on diskette.

Frame Print. Prints special outer frames onto the page.

Disk Application. Starts additional programs that come with your Desktop Publisher.

Next Screen & Pre Screen. Switches the menu and displays the different icons that can be selected. The menu switches to another one by moving the block cursor onto this icon.

Starting a program

There are two ways to start a program. Use the method you find most comfortable.

Press the number key on the icon (1 for Word Processing, etc.).

OR

1. Press the arrow keys (←, →, ↑, and ↓) to move to a program icon.
2. Press **RETURN** to start the program. *The program menu appears.*

Function Menus

All functions in the programs are found in menus. Press **MENU** to show the menu bar at the top of the screen; then select a function to start it.

Accelerator keys. Each item of the menu has a single underlined character. You can select items from the menu faster by pressing the corresponding letter on the keyboard.

Short-cut keys. With many functions, you can use short-cut keys. For example, the short-cut keys for the Justify function are **CODE + J**. The menu bar does not appear, but the justification function becomes active immediately. The HELP screen gives the list of short-cut keys that can be used in each mode.

Help Windows

Press **HELP** and a HELP dialog box lists short-cut keys available at that time. After getting your information, press **CANCEL** to close the HELP dialog box.

Self Demo

Press **CODE + D** to see and print out the main features of your Desktop Publisher.

Supplemental Programs

Programs compatible with this system come on diskettes and can be started by selecting the Disk Application icon on the Main Menu. The programs on diskette that come with your Desktop Publisher are listed below.

Conversion

This program allows you to convert documents between different word processing formats and your Desktop Publisher format. For more information, see *Conversion* in the Appendix.

Tutorial

This program teaches you how to use Word Processing.

We recommend you look at these programs before you start using Word Processing. See the next page for a sample of a document created with the tutorial. For best results, refer to this sample document as you go through the tutorial. To start the tutorial, see *To use the tutorial* on page 98.

This page contains a sample document created with the tutorial program. For best results in creating this sample, refer to this page as you go through the tutorial.

THE SPRINGFIELD SENTINEL

Published by *The Springfield Homeowners Association*

Springfield Welcomes Fred & Leslie Tanner

By Amanda Becker

As you may have heard, the Taylor house at 117 Elm has finally been sold!

Our new neighbors, Fred and Leslie Tanner, said they fell in love with the Taylor house the moment they saw it.

Fred is an Executive Vice-President at Alliance Electronics in Middletown. Because he played college basketball, he plans to get involved with our high school team, the Springfield Sabers. Better not let Coach Wilson hear about that!

Leslie, who studied interior design, hopes to start a small consulting practice out of her home and offer her services to local residents and businesses.

Her first project will be to turn the family room of her home into a combination sunroom/office. In fact, she was already over to Drake's Lumber Yard to order new windows and fixtures.

Their two children, Jenny and Craig, will be attending Springfield elementary starting this fall.

Jenny, who studied ballet and tap, plans to try out for the cheerleading squad. Craig, who won "Best Pre-Teen Player" at the All County Tennis Tournament, plans to try out for the Springfield Elementary tennis team.

Needless to say, we're sure the Tanners will be a welcome asset to our community.

For those of you who haven't met them yet, be sure to keep Sunday, May 29th, open for the annual "Say Hello To Summer" barbecue.

Springfield Taxes Lowest In County For Third Year In A Row

By Don Addison

Every time we step into a supermarket or department store, it seems as if the price of everything is always going up.

Fortunately, the same can't be said of our property taxes which have remained the county's lowest for three years in a row.

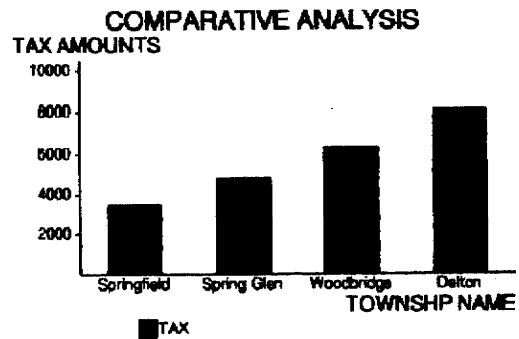
Usually, low property taxes are accompanied by reductions in municipal services like police, fire and garbage disposal. But thanks to the ingenuity of Mayor Joseph Ash and the city council, our level of municipal services has actually increased over the last few years.

"It's a result of all of us working together to maintain the high quality of life that Springfield residents have come to expect. Members of our municipal organizations are all Springfield residents and realize that they are an important part of Springfield's big picture", said Mayor Ash.

Mayor Ash continued by saying that a large part of the thanks also should go to our various committees and councils for their initiative in creating money-raising events.

One particular case that came to mind was the library committee which raised over \$25,000 in their annual "Cycle-Thon". As most of you probably remember, the "Cycle-Thon" took place last fall and had over 300 participants, each with their own "Dollar-A-Mile" sponsor. Because all administrative and promotional costs were donated, all the monies raised were able to go directly to our library.

"Thanks to events like this, we are able to maintain our high level of services without having to increase taxes on our residents", concluded Mayor Ash.



1 Word Processing

With Word Processing, you can create many documents, from business and personal letters to student papers, newsletters, and fliers. Besides having a wide variety of basic features, Word Processing includes some advanced features also, such as double column printing, and merge printing.

You may create your own Word Processing file or use one already made for you. For details, see *To Open a Template File* on page 98.

If you see a message indicating you have an unformatted or damaged diskette, replace the diskette with another, or go to page 16 in *Getting Started* for instructions on how to initialize a diskette.

Remember that you can press **HELP** to get on-screen help.

The particular version of Desktop Publisher you are using may not have all the functions listed on the Help Menu screen.

► To create a new file:

1. From the Main Menu, press **1**.



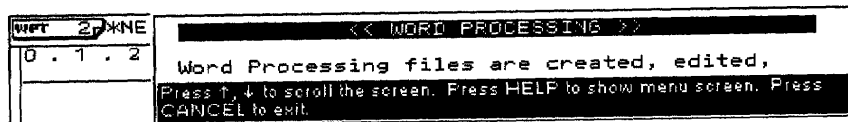
2. Select *NEWTEXT by pressing **RETURN**. (Later, you will use the arrow keys to select a file from the list of files and then press **RETURN**.) The *Input/Edit* screen shown on the next page appears.

► To edit an existing file:

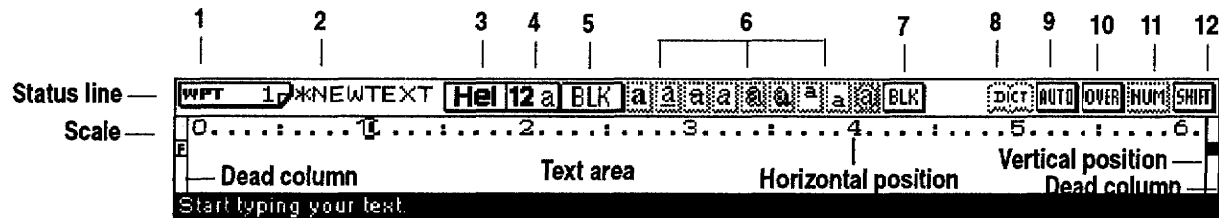
1. Insert the diskette with the file into the disk drive.
2. Press **1**.
3. Use the arrow keys to select the file you want; press **RETURN**. The *Input/Edit* screen shown on the next page appears.

► To use the Help Menu:

Press the **HELP** key in the upper right-hand corner of the keyboard to see the keyboard shortcuts and function explanations for each program. Press **CANCEL** to remove the Help Menu from the screen.



Using the Word Processing Input/Edit Screen



Status Line. The status line (across the top of the screen) shows your current settings. Reading from left to right, each item is described below:

- 1 Page Number—Gives the page number where the cursor is placed.
- 2 File Name—Gives the name of the file you are using.
- 3 Font —Gives the font currently being used.
- 4 Font Size—Gives the font size (in points) and Font mode (double width or double height).
- 5 Font Color—Gives the text color.
- 6 Type Styles—Highlighted (framed with a solid line) if active. The available type styles, from left to right, are bold, underline, strike-out, italic, outline, shadow, superscript, subscript, and shading.
- 7 Attribute Color—Gives the attribute color (underline, strike-out, and shading).
- 8 Spell Check—Highlighted (framed with a solid line) when Spell Check is monitoring your typing.
- 9 Auto Return or Justify—Tells you when you are in either the Auto Return (AUTO) or Justify (JUST) mode.
- 10 Insert or Overwrite—Tells you when you are in either Insert (INS) or Overwrite (OVER) mode.
- 11 Numeric Lock—Highlighted (framed with a solid line) when the keyboard is locked in Numeric mode. (The keypad keys will be active. For more information, see page 19 in Getting Started.)
- 12 Capital Lock (CAPS)—Highlighted (framed with a solid line) when the keyboard is in the capital letter (CAPS) mode or in Shift (SHIFT) mode.

You can remove the scale from your screen to provide more space for your text. See Scale Line ON/OFF on page 65.

For more information on moving the cursor using arrow and CODE key combinations, see page 31.

Scale. This scale helps you to determine the position of characters on a page. The numbers indicate the position from the left edge of the paper. Other symbols remind you of format settings: left margin [[]], right margin []], normal tab [↓], center tab [⇓] leader tab [↵], and decimal tab [↵].

Text Area. Most of this screen is your work area; however, it only shows part of your document at a time. To see the rest of your document, you must use arrow keys (or combinations of arrow keys and the code key) to move the viewing area up, down, left, and right. The only parts of the screen you cannot use are the dead columns (left and right edges of the screen). The Desktop Publisher reserves the left edge for the Format Change symbol [E], Chart symbol [C], Line Framing symbol [L], and the right edge for the symbol that shows the cursor's position. The solid box at the right edge of the window indicates the cursor's line position.

Other symbols appear in the text to remind you of the format functions that you used, but these symbols do not print. Symbols can be turned on or off. For more information, see Function Mark ON/OFF on page 65.

A word processing file cannot exceed approximately 70,000 characters (70 kb). To find out how much space you have remaining in the file, press **MENU**. A box showing the remaining memory available for the file appears. If the file becomes full while typing, you get this message: "Memory full! Press any key to continue." This means that the internal memory is full, and you need to save this file on a diskette and open a new file before you can continue writing your document.

Before saving the file on a diskette, press **BACKSPACE** or **DELETE** to erase the last characters typed to make some memory available. You should repeatedly press **BACKSPACE** or **DELETE** until you no longer get the Memory Full message. Then you can save the file and open a new file to continue writing your document.

Using Basic Typing Features

Try creating a short, simple document and save it on a diskette. For information on saving a file, see Saving a File on page 35.

You may also try to print your document. For information about printing, see To print a document on page 66.

Type your text just as you would on a typewriter. The text appears in the window instead of being printed on paper.

If you make a mistake, press **BACKSPACE** or **DELETE** to erase the mistake.

Word Wrap

Word wrap allows you to type sentences in a paragraph continuously without entering a paragraph break symbol ¶. When a word is going to extend beyond the right margin, the word moves to the next line automatically.

Hyphen

After the text is typed and the document formatted, you can use Hyphen Scan to insert soft hyphens automatically. For information, see To scan for hyphens on page 41.

Normal hyphen. Typing a hyphen “-” in a word entered at the right margin automatically sends the characters after the hyphen to the next line. If the document is edited and the hyphenated word fits on the line, the hyphen does not disappear.

Permanent hyphen. Use permanent hyphens for words that always require a hyphen (e.g., mother-in-law). Permanent hyphens are entered by pressing **CODE** + **[-]** and appear as [H]. If a permanent hyphen is used in a word, it is treated as a normal character.

Soft hyphen. If word wrap moves a long word to the next line and you want to hyphenate that word, insert a soft hyphen by pressing **CODE** + **S**. The soft hyphen shows in the window as a dotted hyphen [···]. The part of the word before the soft hyphen returns to the end of the previous line if it can fit. If the document is reformatted so that the entire word can fit on the same line, the soft hyphen disappears. If you think your document may change, use a soft hyphen.

You cannot enter a soft hyphen at the end of a line of text.

Types of Spaces

Soft spaces. Enter soft spaces by pressing the **SPACEBAR**. Soft spaces separate words the same as pressing the spacebar on a typewriter. When your sentence reaches the right margin, word wrap moves all of the words that come after the last soft space to the next line. In Justify mode, the soft spaces are adjusted to produce an even right margin. (See To justify text on page 38.)

Permanent spaces. Enter permanent spaces by pressing **CODE + SPACEBAR**. They are word separators that link words together. Permanent spaces protect words from being separated on different lines. A permanent space appears as the symbol [␣] and is considered part of the two words it links. If two words separated with a permanent space are entered at the right margin, they automatically move together to the beginning of the next line.

Paragraph Break

At the end of each line of text, Word Processing automatically moves the cursor to the beginning of the next line. This type of return is called a **soft return**.

To mark the end of a paragraph, press **RETURN**. The cursor jumps to the next line. A Return symbol ↵, called a **hard return**, appears in the text.

Page Break

The Desktop Publisher automatically divides text into pages according to your specifications. The place of these automatic page breaks is flexible and readjusted for you by the Desktop Publisher if you change the text. In the window, a page break appears as a horizontal line with a page number.

You can also force the Desktop Publisher to start a new page at any point by pressing **CODE + P BREAK**. This inserts a Page Break symbol [⏏] in the text and creates a new page with the cursor positioned at the beginning of the first line on the new page.

Tab and Paragraph Indent

Tab. When you press **TAB**, the cursor moves to the next tab and a Tab symbol → appears. There are different types of tabs. For information on setting tabs and using them, see To change margins and tabs on page 45.

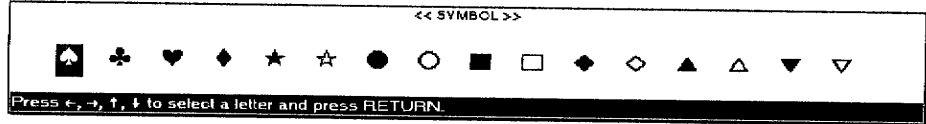
For information about paragraph indent, see Using a tab to create a paragraph indent on page 47.

Paragraph indent. When you press **CODE + P IND** the cursor moves to the next tab and a Paragraph Indent symbol ↵ appears. That place becomes a temporary left margin. The cursor automatically returns to that place, and the entire paragraph is indented until you press **RETURN** to mark the end of the paragraph.

Typing Different Characters

Special characters on the keyboard. Most letter keys on the keyboard can be combined with **CODE** to start operations. A few keys, however, are available to type special characters. These keys have the characters printed in green on the key (example: < on the Z key). To type such a character, press **CODE** + the character key.

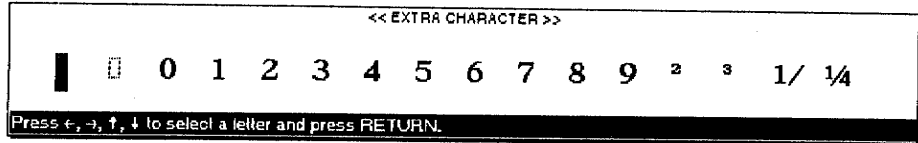
Symbols. Press **CODE + SYMBOL** to see the Symbol dialog box:



Use the arrow keys to select a symbol; press **RETURN** to put the symbol in the text.

For a complete list of extra characters and symbols, see the Extra Character Table in the Appendix.

Extra characters. Press **CODE + E CHAR** to see the Extra Character dialog box:



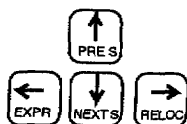
Use the arrow keys to select an extra character; press **RETURN** to put the character in your text.

In addition to the arrow keys, the following keys also move the cursor quickly through the Symbol and Extra Character dialog boxes:

Keys	Cursor Movement
CODE + ←	To the beginning of the line
CODE + →	To the end of the line
CODE + ↑	To the beginning of the previous line
CODE + ↓	To the beginning of the next line

Using Basic Editing Features

Moving the Cursor Using Arrow Keys



When you spot a mistake in the line you are typing, move the cursor back to the mistake, correct the mistake; then press **CODE + →** to return to your previous typing position.

To change text, you must first know how to move the cursor in the document.

Moving one space at a time. The arrow keys ↑, ↓, ←, and → move the text cursor one space in the direction of the arrow.

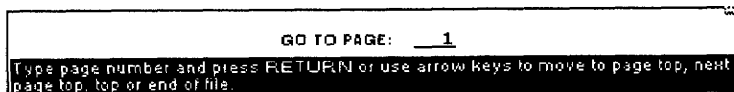
Moving left and right. **CODE+ ←** moves the cursor to the left margin. **CODE + →** moves the cursor to the end of the line.

Moving one paragraph. **SHIFT + ←** or **SHIFT + →** moves the cursor to the next return, page break, or Column End symbol in the direction of the arrow on the arrow key.

Searching for a Format symbol. **SHIFT + ↑** or **SHIFT + ↓** moves the cursor to the left margin where the Format symbol appears.

Moving one window at a time. **CODE + PRE S** moves the cursor back to the previous window, and **CODE + NEXT S** moves it forward to the next window.

Moving to a specified page. **CODE + GO TO** moves the cursor to the beginning of any page in the document. *After pressing these keys, a dialog box appears:*



Type the page number; press **RETURN**. *The cursor moves to that page.*

Instead of typing a page number, you can also press an arrow key. The dialog box disappears, and the cursor moves as indicated in the following table:

Arrow Key	Cursor Movement
CODE + G + ↑	To the beginning of the current or previous page
CODE + G + ↓	To the beginning of the next page
CODE + G + ←	To the beginning of the document
CODE + G + →	To the end of the document

Besides these methods for moving the cursor, you can also use the Search function to locate a specific word, phrase, or title in your document. For more information, see *To search for text* on page 38.

Search Color Function

CODE + PRE S and **CODE + NEXT S** are available for the Search Color function only in the GO TO mode.

The Search Color function can search for the color of characters.

The Color Mark ON/OFF option allows you to recognize the colored characters. For information about Color Mark ON/OFF, see page 65.

If you cannot locate a color, the machine beeps, and the following message appears:
"Other color(s) not found."

To use the Search Color function, press **CODE + GO TO** to open the Go To dialog box; then press **CODE + ↑** or **CODE + ↓** to search for the color of characters in the document.

- **CODE + ↑** moves the cursor to the first character of a color block.

If the cursor is located in the middle of a color block, pressing **CODE + ↑** moves the cursor to the first character of the same color block.

Example: The sequence of characters, 1 2 3 4 5 6 7 8 9 0, is divided into two colors, where 1 2 3 4 5 are red and 6 7 8 9 0 are blue. If the cursor is located at 9, pressing **CODE + ↑** moves the cursor to 6 (the first character in the blue color block).

If the cursor is located at the first character of a color block, pressing **CODE + ↑** moves the cursor to the first character of a previous color block.

Example: In the same color sequence as in the above example, but now with the cursor located at 6 (first blue character), pressing **CODE + ↑** moves the cursor to 1 (the first character in the red color block).

- **CODE + ↑** searches from the cursor location to the top of the page. If the cursor is already at the top, it searches to the top of the previous page.
- **CODE + NEXT S** moves the cursor to the first character of the next color block.

Example: If the sequence of characters, 1 2 3 4 5 6 7 8 9 0, is divided into two colors, where 1 2 3 4 5 are red and 6 7 8 9 0 are blue and the cursor is located at 1, pressing **CODE + ↓** moves the cursor to 6 (first blue character).



- **CODE + ↓** searches from the cursor location to the top of the next page.

Inserting Text

You can add text in the middle of a document either in Insert or in Overwrite mode.

Insert mode. The characters you type are inserted at the cursor, and the rest of the line moves to the right automatically.

Overwrite mode. As you type, your new information replaces the existing text.

To change between the Insert and Overwrite modes, press **INSERT**. The indicator on the status line changes accordingly to  or .

Deleting Text

Deleting a character. Press **BACKSPACE** to delete one character to the left of the cursor. Press **DELETE** to delete the character at the cursor position.

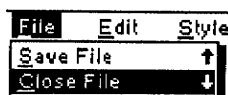
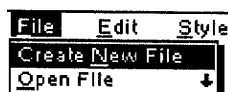
Deleting a word. To delete a word, position the cursor on the space immediately following the word and press **WORD OUT**.

Deleting a line. To delete a line, position the cursor anywhere after the last character of the line and press **CODE + LINE OUT**.

It is not possible to delete a Return symbol ¶ if the two paragraphs have different formats.

Deleting a block of text. You can delete any amount of text by using Block/Delete. For more information, see To delete a block of text on page 52.

Using the File Menu



Use the File menu to open, save, close, delete, or rename your files; initialize disks; and return to the Main Menu. Use ↑ and ↓ to see the complete function menus.

- **Create New File.** Opens a new file in the program that is currently selected.
- **Open File.** Saves the current file to diskette and opens another.
- **Save File.** Saves the current file to diskette without closing it.
- **Close File.** Saves the file and returns to the Main Menu.
- **File Management.** Opens the File Management window.

Tips for Using Files



CAUTION:

Do not remove a diskette while the Desktop Publisher is saving a document to the diskette or while the Desktop Publisher is reading a document from the diskette. It could permanently damage the diskette or cause you to lose information.

- To save the current file, use Save File or Close File.
- You can organize your files in File Management; however, File Copy, Disk Copy, List Print, and Convert are not available. For information, see File Management on page 85.

► **To create a new file:**

1. Press **MENU** to see the menu bar; select Create New File from the File menu. If the current file has not been saved onto the diskette, your Desktop Publisher asks if you want to save it.
2. Select YES, NO, or CANCEL. Press **RETURN**.

Create New File opens a new file in the program currently selected.

- **YES.** Shows the Save File dialog box. For information, see Saving a File on page 35.
- **NO.** Closes the current file without saving that file.
- **CANCEL.** Cancels the function and returns to the previous screen.

► **To open a file:**

Open File opens a Word Processing, or Addressbook file.

1. Press **MENU** to see the menu bar; select Open File from the File menu. If the current file has not been saved onto the diskette, your Desktop Publisher asks if you want to save it.
2. Select YES, NO, or CANCEL. Press **RETURN**.
 - **YES.** Shows the Save File dialog box. For information, see Saving a File on page 35.
 - **NO.** Closes the current file without saving that file.
 - **CANCEL.** Cancels the function and returns to the previous screen. Save and close or just close the file, and the list of files appears:



The file list can show two indexes: Word Processing and Addressbook. The list of files for the program you are currently using appears before the other indexes with its title highlighted, and this message appears:

Select mode and press ↓ to select a file.

3. To select, press ← or → to highlight a title; then press ↓. The cursor moves inside the file list and highlights the file name in the upper left corner. This file name is either *NEWTEXT, or *NEWBOOK, each allowing you to start a new file. This message appears:

Select a file and press RETURN. Press CANCEL to select mode.

4. Press the arrow keys ←, →, ↑, ↓, **CODE + ↑**, or **CODE + ↓** to select a file. Then press **RETURN** to open the file.

OR

Press **CANCEL** to move the cursor back to the title of the list.

► **To save the current file without closing:**

1. Press **MENU** to see the menu bar; select Save File from the File menu. The Save File dialog box appears, with the file name given at the top. For more information, see Saving a File on the next page.
2. Press **RETURN**. The file is saved to diskette.

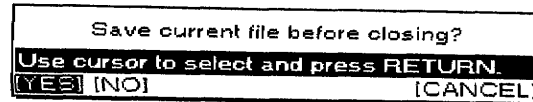
You can remove a diskette and insert another one when the list of files appears. The screen automatically updates to show the directory of the new diskette.

If you get a message indicating you have an unformatted or damaged diskette, replace it with another, or go to page 16 in Getting Started for information on how to initialize a diskette.

Close File

Close File allows you to return to the Main Menu after saving the file.

Press **MENU** to see the menu bar; select Close File from the File menu. *This dialog box appears:*



- If you select YES, the Save File dialog box appears. See Saving a File below.

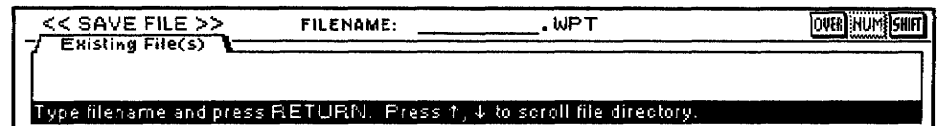
Type in the file name and press **RETURN**. *The current file is saved and the Main Menu appears.*

- If you select NO, the current file is deleted and the Main Menu appears.
- If you select CANCEL, you return to the current file.

Saving a File

If you get a message indicating you have an unformatted or damaged disk, replace the diskette with another or go to page 16 in Getting Started for instructions on how to initialize a diskette.

When Create New File, Open File, Close File, or Save File is selected from the File menu, the Save File dialog box appears.



If you try to open another file using Create New File or Open File, Desktop Publisher asks if you want to save your current file. If you select YES, the Save File dialog box appears.

- If you have been working on a new file, the file name is empty and you must type a file name. (See File name conventions below.)
- If your file has already been saved on the diskette, its file name appears.

You can press **RETURN** to save the file with changes.

OR

You can also type a new file name to keep both the original and modified versions in separate files.

- The correct file name extension appears in the file name entry field (such as WPT for Word Processing and MRG for Addressbook), and a list of the files from the same application appears.

File name conventions

- A file name consists of up to eight characters (a beep sounds if you try to enter more). The file name is followed with a period and a three-character extension that is automatically created by the system. You cannot change the extension.

- The Desktop Publisher accepts only the following characters in file names: upper- and lower-case letters of the English alphabet (A–Z and a–z), digits (0 to 9), and the hyphen (-). All others are refused and cause the Desktop Publisher to beep.
- The Desktop Publisher does not distinguish between upper- and lower-case letters. All letters are converted into capitals.

File Management

Press **MENU** to see the menu bar; select File Management from the File menu. Press **RETURN**. Press **MENU** again to use the File menu to delete or rename files.



- **File Delete.** Erases files from the diskette.
- **Rename.** Changes the name of a file.
- **Exit.** Exits from File Management back to your document.

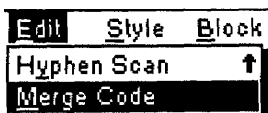
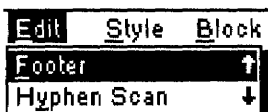
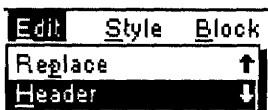
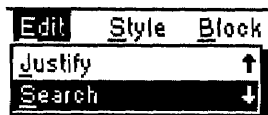
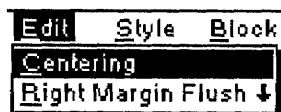
Use the Disk menu to delete all files, initialize diskettes, and view diskette contents.

- **Delete All.** Deletes all unprotected files on the diskette.
- **Initialize Disk.** Prepares the diskette to accept Word Processing files, Addressbook files, etc.
- **Directory Read.** Reads the list of files on a diskette when this has not been done automatically.

Press **CANCEL** as many times as needed to return to the Input/Edit screen.

For more information, see File Management on page 85.

Using the Edit Menu



The Centering function centers a line of text between the margins. You can use it to center the text being typed or that has already been typed.

Right Margin Flush aligns text flush with the right margin. You can use it to align the text being typed or the text that has already been typed and formatted.

Use the Edit Menu to change the appearance of your text, to create headers and footers, or to set up merge codes that generate letters automatically.

- **Centering.** Centers text between the margins
- **Right Margin Flush.** Aligns text flush with the right margin
- **Justify.** Adjusts the space between words evenly so that the last character of a line is aligned with the right margin
- **Search.** Searches the document for a specified string of characters
- **Replace.** Searches the document for a specified string of characters and replaces it with another string
- **Header.** Defines a block of text at the top of a page
- **Footer.** Defines a block of text at the bottom of a page
- **Hyphen Scan.** Scans the text for unhyphenated words that can be divided
- **Merge Code.** Inserts merge codes that will be replaced automatically with information from an Addressbook file during printing

► To center text:

1. With the cursor on the line to be centered, press **CODE + F**. A centering symbol [O] appears. The cursor moves to the center of the line.
2. Type the text; then press **RETURN**. The text is centered.

Use one of the following methods to undo centering:

- Delete the Centering symbol [O].
- Press **CODE + F** a second time.
- Press **CANCEL**.
- Select Centering from the Edit menu a second time.

► To align text Right Margin Flush:

1. With the cursor on the line to be aligned, press **CODE + R**. A Right Margin Flush symbol ¶ appears. The cursor moves to the right margin.
2. Type the text; then press **RETURN**. The text is aligned with the right margin.

Use one of the following methods to undo the margin formatting:

- Delete the Right Margin Flush symbol ¶.
- Press **CODE + R** a second time.
- Press **CANCEL**.

- Select Right Margin Flush from the Edit menu a second time.

► To justify text:

You can adjust the width of blank spaces between words so that the last character of each line is exactly on the right margin.

Any line that ends in a [␣] symbol cannot be justified.

1. With the cursor on the paragraph to be justified, press **CODE + J**. The *AUTO* indicator on the status line changes to *JUST*.
2. To cancel the Justify mode and resume normal typing or to undo justified text, go to step 1. The *JUST* highlighting changes to *AUTO*.

When you switch the Justify mode on (or off), a Format Change symbol [**E**] appears in the dead column at the beginning of the paragraph. The Justify mode remains on (or off) from that point to the end of the document or up to the next Format Change symbol.

► To search for text:

The Search function allows you to search for a specified string of characters. Addressbook uses this function in a similar way.

1. Press **MENU** to see the menu bar; select Search from the Edit menu. The Search dialog box appears:

<< SEARCH >>					OVER NUME
SEARCH:	_____				
START POSITION:	CURRENT	SEARCH:	WHOLE WORD CHECK	OFF	
			CASE CHECK	OFF	
Type SEARCH word(s) and press RETURN.					

2. Type the string to be searched (40 characters maximum).
3. Press ←, →, ↑, and ↓ to move the cursor to a setting. Press **SPACEBAR** to select other settings.

- **START POSITION:**

CURRENT—Scans the text from the current cursor position.
 TOP OF FILE—Scans the text from the beginning of the file.

- **SEARCH: WHOLE WORD CHECK**

OFF—Stops scanning if the string is found even inside a word. (For example, “the” will be found in “these”).
 ON—Stops scanning only when the string is a word by itself.

- **SEARCH: CASE CHECK**

OFF—Turns off the system’s ability to distinguish between upper- and lower-case letters. (For example, if the string is “the,” the system stops at “tHe,” “THE,” etc.)
 ON—Stops only at strings in exactly the same case.

4. Press **RETURN** when you have made your selections. The Desktop Publisher starts searching. If an occurrence of the string is found, it is highlighted and a dialog box appears:

Continue search?		
Use cursor to select and press RETURN.		
[YES]	[NO]	[CANCEL]

5. Select YES or press **TAB** to start searching again, or select NO to stop. The cursor is positioned on the last searched word if NO is selected. Select CANCEL to end the operation. The cursor returns to the original position. When the string cannot be found, this message appears:

Word(s) not found.

► **To replace text:**

The Replace function searches for a specified string of characters and replaces that string with another string.

1. Press **MENU** to see the menu bar; select Replace from the Edit menu. *The Replace dialog box appears:*

SEARCH:	_____			<< REPLACE >>	OVER NUM
REPLACE:	_____				
START POSITION:	CURRENT	SEARCH:	WHOLE WORD CHECK	OFF	
REPLACEMENT MODE:	MANUAL		CASE CHECK	OFF	
Type SEARCH & REPLACE word(s) and press RETURN					

2. Press ←, →, ↑, and ↓ to move the cursor to a setting.
3. Type the search and replace strings (40 characters maximum). Press the **SPACEBAR** to select other settings.
 - **START POSITION:**
 - CURRENT—Scans text from the current cursor position.
 - TOP OF FILE—Scans text from the beginning of the file.
 - **REPLACEMENT MODE:**
 - MANUAL—Sets the system to ask whether or not to replace each time a string is found.
 - AUTO—Replaces all occurrences of the string automatically.
 - **SEARCH: WHOLE WORD CHECK**
 - OFF—Stops scanning if the string is found, even inside a word. (For example, “the” will be found in “these”).
 - ON—Stops scanning only when the string is a word by itself.
 - **SEARCH: CASE CHECK**
 - OFF—Turns off the system’s ability to distinguish between upper- and lower-case letters. (For example, if the string is “the,” the system stops at “tHe,” “THE,” etc.)
 - ON—Stops only at strings in exactly the same case.
4. Press **RETURN** when you finish. *The Desktop Publisher starts searching. In AUTO mode, this message appears after all replacements are made:*

Completed.

In MANUAL mode, when an occurrence of the string is found, it appears inversely, and a dialog box appears:

Replace?		
Use cursor to select and press RETURN.		
[YES]	[NO]	[CANCEL]

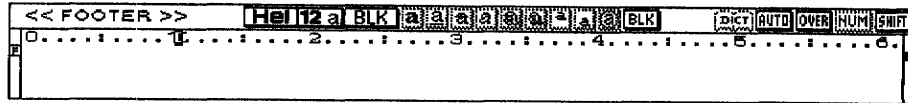
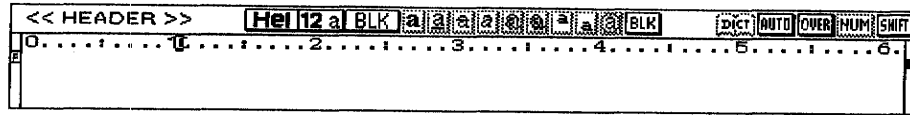
5. Select YES to replace that occurrence and start searching again. Select NO or press **TAB** to start searching again without replacing. Select CANCEL to end the operation. The cursor returns to the original position. *When the string cannot be found, this message appears:*

Word(s) not found.

► To put in headers and footers:

The Header/Footer functions print a line of text at the top (header) or bottom (footer) of each page of the document.

1. Press **MENU** to see the menu bar; select Header or Footer from the Edit menu. *The Header or Footer dialog box appears:*

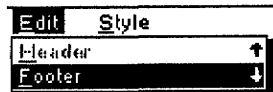
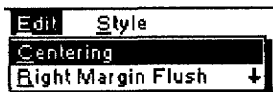


If you print a header or footer in 36 point type, the page margin cannot be less than 1.17 inches. To change the header/footer margin, see *To set page size and margins on page 50*.

Before printing your document, do not forget to select YES or NO for header or footer at the Word Processing Print Menu. For information, see *To print a document on page 66*.

2. Type header and/or footer text to appear on every page. You can use centering, right margin flush, attributes, font type and size, color, margin settings, and tabulation without affecting the layout of the document. However, text must fit on a single line.
3. When finished editing, press **MENU** to see the menu bar; select Exit from the Edit menu.

Editing Headers and Footers



To access Auto Page Numbering from the Edit menu, you must be in the Header or Footer screen.

You can number pages in your document automatically.

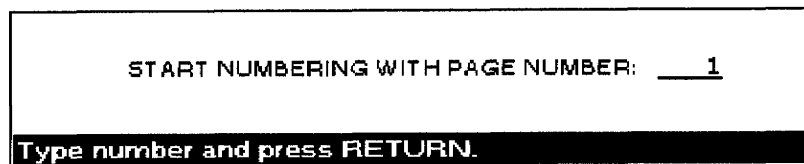
Use the following functions from the Edit menu to make changes to the appearance of header/footer text:

- **Centering.** Centers header/footer between the margins
- **Right Margin Flush.** Aligns header/footer flush with the right margin
- **Header.** Opens the Header mode during the Footer mode
- **Footer.** Opens the Footer mode during the Header mode
- **Auto Page Numbering.** Numbers pages in your document
- **Exit.** Exits from the Header or Footer mode to the document File menu

For information on Centering, Right Margin Flush, and Header/Footer, see page 37.

► To put in Auto Page Numbering:

1. Press **MENU** to see the menu bar; select Auto Page Numbering from the Edit menu. *This dialog box appears:*

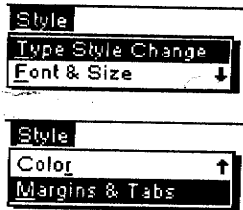


2. Type the number of the first page. Press **RETURN**. *The number appears between double quotation marks.*

OR

Automatically number pages in your document by including a number between double quotation marks. For example, if your header or footer is Page "1," the first printed page shows Page 1, the second shows Page 2, and so on.

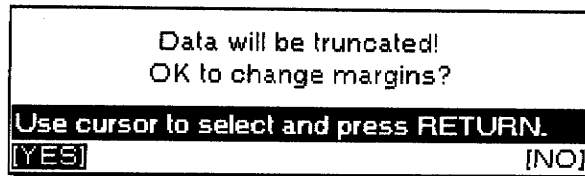
Style Menu



Use the Style menu to change the appearance of your header or footer text.

- **Type Style Change.** Switches attributes on or off
- **Font & Size.** Select font type, size, and mode
- **Color.** Selects color of characters and attributes
- **Margins & Tabs.** Set left and right margins and tabs

When the text cannot fit on a single line, a dialog box appears:



Select YES or NO; then press **RETURN**.

- **YES.** Changes the margin and truncates (cuts off) text that exceeds the right margin
- **NO.** Does not change the margin

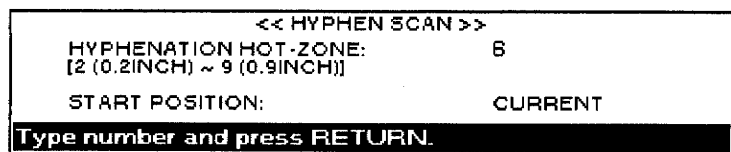
A hyphen inserted with Hyphen Scan is treated as a soft hyphen. When reformatting, if a word containing a soft hyphen fits within the margins, the soft hyphen is deleted.

Since word wrap automatically transfers a word that cannot fit in the current line to the next line, excessively long blank spaces may appear in your document resulting in a poor layout.

Hyphen Scan automatically detects such long blank spaces and gives you a chance to hyphenate long words. It allows you to type your text without inserting any hyphens manually (except permanent hyphens).

► **To scan for hyphens:**

1. Press **MENU** to see the menu bar; select Hyphen Scan from the Edit menu. *The Hyphen Scan dialog box appears:*



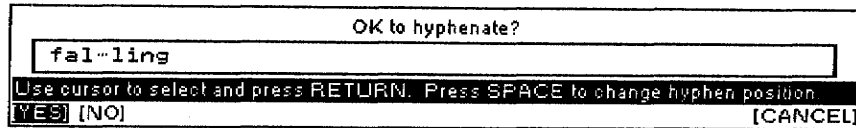
2. Press **↑** and **↓** to move the cursor to a setting.
3. Type the number for the hot-zone width (2–9). Press the **SPACEBAR** to select the start position setting.
 - **HYPHENATION HOT-ZONE:**
2 through 9—Defines the width of the hot-zone.

• **START POSITION:**

CURRENT—Scans text from the current cursor position.

TOP OF FILE—Scans text from the beginning of the file.

4. Press **RETURN** when you finish. *The Desktop Publisher starts scanning the document. If a word leaves a blank space that is wider than the specified Hyphenation Hot-Zone, the Hyphenation dialog box appears:*



5. The dialog box shows a possible hyphen position for a long word. Press ← and → to select the following items; then press **RETURN**. (You can also press **TAB** instead of selecting NO.)
- **YES**. Hyphenates the word as shown and resumes scanning.
 - **NO** or **TAB**. Resumes scanning without hyphenating that word.
 - **CANCEL**. Cancels the function and returns to the original cursor position.
6. To change the hyphen position, press the **SPACEBAR** while showing the Hyphenation dialog box. *The hyphen position changes within the range of possible hyphen positions.*

► **To merge text from two documents:**

Use the Merge Code function to send a similar letter to numerous addresses, with each letter having a different name and address but the same contents. This function prints the same letter continuously, while automatically inserting changing information (such as names and addresses) into the document at the same position.

1. Create a file containing the information to be inserted in the letters (the Addressbook file). For information, see Addressbook on page 71. The information to be inserted in a single letter is called a **record**. A record is made of labels that correspond to different pieces of information needed to insert in a single letter (Name, Address, etc.). Organize your Addressbook file logically, with the same label in each record containing the same type of information. Addressbook allows you to mark records for merge printing.
2. Create a Word Processing file containing the text that is common to all the letters (the master document). Wherever variable information is to be inserted in that text, insert a Merge symbol using the Merge function described in this section.
3. Print the Master Document. The text prints as usual until a Merge symbol is encountered. At that point, the program compares the label name that you have inserted with the merge symbol and automatically replaces the Merge symbol with the information contained in the corresponding label of the first marked record.

When the whole document prints, the Desktop Publisher checks the Addressbook file to see if there are more marked records. If there are no more records, merge printing is completed. Otherwise printing of the Master Document starts again using the next marked record of the Addressbook file. The process repeats until all records of the Addressbook file have been used.

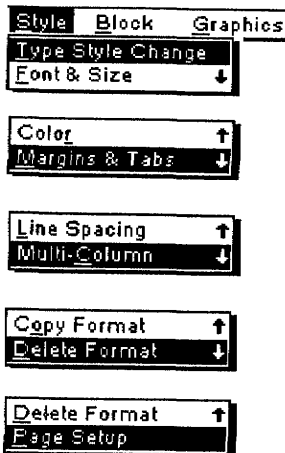
► **To insert merge symbols in your document:**

1. Position the cursor in the text where the merged information belongs.
2. Press **CODE + M**. *The Merge Code dialog box appears:*

<< MERGE CODE >>
LABEL NAME: _____
Type label name and press RETURN.

3. Type the name of the label (12 characters maximum) corresponding to the Addressbook information you want inserted at this point. Press **RETURN**. *The label name is entered as it appears in the Addressbook.*
4. Type Last Name, First Name, or one of the other label names at the Merge Code dialog box. The label name, surrounded by merge symbols **[M]**, appears in the text.
5. If necessary, set the font type, size, and color as well as the attributes for the label name. *During merge printing, the merged information uses those settings.*
6. After inserting all merge symbols, you can start merge printing. For information, see To print a document on page 66.

Using the Style Menu



Margins & Tabs, Line Spacing, and Multi-Column are applied from the paragraph the cursor is on to the end of the document, or to the next Format Change symbol. Page Setup applies to the entire document.

To change the type style of previously typed text, use the Block Menu on the menu bar. For details, see Using the Block menu on page 51.

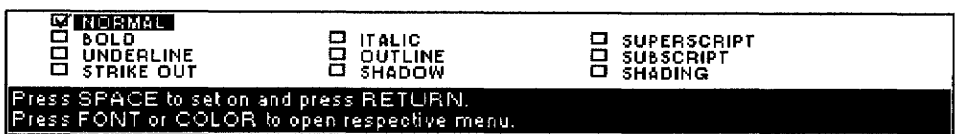
Underline is an exception to the rule in step 2. Pressing the SPACEBAR once turns Continuous Underline on. Pressing it again turns Word Underline on, and pressing it once more turns underline off. With Continuous Underline, everything is underlined. With Word Underline, spaces between words are not underlined.

Use the Style Menu to change the appearance of your document:

- **Type Style Change.** Switches attributes on or off
- **Font & Size.** Selects font type, size, and mode
- **Color.** Selects color of characters and attributes
- **Margins & Tabs.** Sets left and right margins and tabs
- **Line Spacing.** Sets the line spacing
- **Multi-Column.** Switches the multi-column layout on or off and sets the column width, number of columns, and column spacing
- **Copy Format.** Copies a Format Change symbol for pasting into the text to change the format from that point
- **Delete Format.** Deletes a Format Change symbol
- **Page Setup.** Selects paper size and orientation and sets top and bottom margins as well as the space for the header and footer

► To change type style:

1. Press **CODE + T STYLE**. *The Type Style Change dialog box appears:*



2. Press the arrow keys to move the cursor to the attribute setting, and press the **SPACEBAR** to turn the attribute on or off.
3. Press **RETURN** when you finish.

You can apply more than one attribute at the same time. There are, however, a few exceptions:

- **NORMAL.** Automatically resets all other attributes to off
- The following attributes cannot be set together; the last setting overwrites the previous one:

OUTLINE, BOLD, and SHADOW

UNDERLINE and SHADOW

SUPERSCRIPIT and SUBSCRIPT

Use the following short-cut keys to change attributes without showing the Type Style Change dialog box:

CODE + B turns bold on or off.

CODE + T underlines continuously, underlines each word, or turns off underline.

To change the font and size of previously typed text, you must use the Block menu on the menu bar. For details, see Using the Block Menu on page 51.

To change font & size, press **CODE + FONT** to open the Font & Size dialog box.

You cannot select Double Width or Double Height when the font size is 24 or 36, because the resulting fonts would exceed the capability of your Desktop Publisher. If you try to do so, the font defaults to 18 NORMAL.

To change type style, press **CODE + T STYLE** to open the Type Style Change box.

To change the color of previously typed text, use the Block Menu on the menu bar. For details, see Using the Block menu on page 51.

Only the following three attributes can be colored: Underline, Strikeout, Shading.

To change the margins of the header, footer, or the beginning of the text, select Page Setup from the Style menu and press **RETURN** without changing the paper size.

To reset the other formats, press **M** to reset to the default margin setting in the Margins & Tabs screen.

If you want to change the font, size, and proportion of the character, press **CODE + FONT** to open the Font & Size dialog box from the current Type Style Change dialog box. If you want to change the color of the character, press **CODE + COLOR** to open the Color dialog box directly from the current Type Style Change dialog box.

► To change font & size:

1. Press **CODE + FONT**. The Font & Size dialog box appears for all models similar to the one below:

TYPE:	HELSINKI	ABC abc 123
SIZE:	12 POINT	
MODE:	NORMAL	
Press SPACE to change setting and press RETURN. Press T STYLE or COLOR to open respective menu.		

2. Press **↑** and **↓** to move to the other item. Press **SPACEBAR** to change the setting. While setting font and font size, you immediately see an example of the effect of your settings in the box.
3. Press **RETURN** when finished.

► To add color:

1. Press **CODE + COLOR**. The Color dialog box appears:

<< COLOR >>	
CHARACTER:	BLACK
ATTRIBUTE:	BLACK
Press SPACE to change setting and press RETURN. Press T STYLE or FONT to open respective menu.	

2. Use the **↑** and **↓** to move to other item. Press **SPACEBAR** to select a color setting.
3. Press **RETURN**.

► To change margins and tabs:

1. Place the cursor on the line where the new format is to begin.
2. Press **MENU** to see the menu bar; select Margins & Tabs from the Style menu. This screen appears:

C (Left)	↓ (Right)	+ (Tab)	∓ (Center)	¶ (Decimal)	¶ (Leader)	Default Margin
0.....	1.....	2.....	3.....	4.....	5.....	6.....
Move arrow and press character key to set. Press DELETE to clear tab.						

3. Move the cursor to any position using these keys:

If any of the keys in this table are pressed to set tabs or margins at a position where a tab or margin has already been set, a [E] code appears and the text is reformatted.

Key	Function
←	Moves the cursor 1/10 inch to the left.
→	Moves the cursor 1/10 inch to the right.
CODE + ←	Moves the cursor to the left margin or to 2/10 inch to the right if the cursor was on the left margin.
CODE + →	Moves the cursor to the right margin or to the right end if the cursor was on the right margin.
SHIFT + ←	Moves the cursor 1/100 inch to the left.
SHIFT + →	Moves the cursor 1/100 inch to the right.
TAB	Moves the cursor to the next tab or to the right margin if there are no other tabs.

4. To set margins and tabs, use the following keys:

Key	Margin/Tab Settings and Symbols
L	Sets the left margin at the cursor [[].
R	Sets the right margin at the cursor []].
T	Sets a normal tab at the cursor [↓].
C	Sets a center tab at the cursor [⇓].
E	Sets a leader tab at the cursor [¶].
D	Sets a decimal tab at the cursor [¶].
M	Resets the left and right margins to the default setting.
DELETE	Clears the tab at the cursor position.
CODE + D	Clears all tabs.

A Format Change symbol [E] appears at the beginning of the paragraph where the new format begins. The text reformats from that point to the end of the document or to the next Format Change symbol.

5. Press **RETURN** when you finish.

Using tabs to create a table

You can create a table while typing. Pressing **TAB** moves the cursor to the next tab to the right and shows a Tab symbol [→]. Now type your text. The way the text aligns with the tab depends on the type of tab you have selected.

- **Normal tabs.** The text you type is left aligned with the tab.
- **Decimal tabs.** These tabs normally align numbers in a column so that decimal points are vertically aligned. You can also use a decimal tab to align any text to the right. The number you type is right aligned with the tab, and the number moves to the left as you type. When you type the decimal point, it appears at the tab position, and any further digits that you type appear to the right.

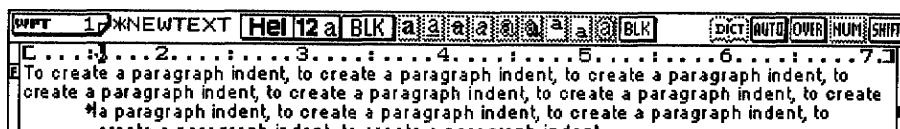
- **Center tabs.** The text you type is automatically centered around the tab.
- **Leader tabs.** When you press **TAB**, the next tab is a leader tab that provides a string of periods that begin where you pressed **TAB** and continue to the tab. If you type text from that point, it is left aligned with the tab.

You can also insert Tab symbols in the already typed text to rearrange the text into a table. You need to press **INSERT** to add text because you are not in the Insert mode. Move the cursor just before the text you want to align and press **TAB**. The text is aligned to the tab.

To undo a table format, delete the Tab symbols [→].

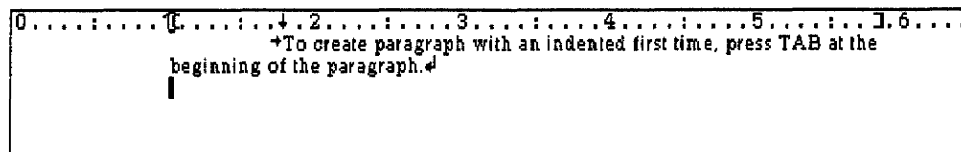
Using a tab to create a paragraph indent

Instead of pressing **TAB** to create a new tab, press **CODE + P IND** to create a paragraph indent. *The cursor moves to the next tab, and a Paragraph Indent symbol [↪] appears.* The tab becomes a temporary left margin (the text you type wraps to the tab position). When you press **RETURN** to mark the end of the paragraph, the cursor returns to the true left margin. See the example below:



Using a tab to create a line indent

To indent the first line of a paragraph, press **TAB** at the beginning of the paragraph to move the first line to the first tab position.



► To adjust line spacing:

1. Place the cursor on the line where the new format is to begin.
2. Press **MENU** to see the menu bar; select Line Spacing from the Style menu. Press **RETURN**. *The Line Spacing dialog box appears:*



- **LINE SPACING:**

AUTO1—Sets the line spacing according to the size of the tallest character on the line.

AUTO2—Sets the line spacing according to the tallest character in a line, plus 1/12 inch.

AUTO3—Sets the line spacing according to the tallest character in a line, plus 1/6 inch.

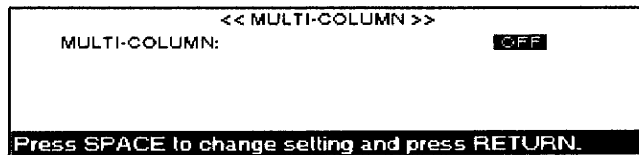
	AUTO1	AUTO2	AUTO3
12 points	Aa Aa Aa	Aa Aa Aa	Aa Aa Aa
36 points	Aa Aa Aa	Aa Aa Aa	Aa Aa Aa

3. Choose a setting and press **RETURN**. A *Format Change symbol* [E] appears at the beginning of the paragraph. The text reformats from that point to the end of the document or up to the next *Format Change symbol*.

► **To type text using more than one column:**

The Multi-Column feature prints your document in newspaper style, with up to four columns of equal width across the page.

1. After typing your text, place the cursor where you want multi-column to begin.
2. Press **MENU** to see the menu bar; select Multi-Column from the Style menu. *The Multi-Column dialog box appears:*



The margins set for your document must be small enough to accommodate all of the columns and the assigned space between the columns. If the margins are not small enough, the prompt "Incorrect setting!" appears.

3. Press **SPACEBAR** to change the setting; press **RETURN** when you finish.

• **MULTI-COLUMN:**

OFF—Creates a single column.

ON—Creates up to four columns. *If ON is selected, the Multi-Column dialog box changes as follows:*



If you set tabs before turning on the Multi-Column mode, only those tabs that are within the width of the first column are used and are applied to the next column.

4. Press **↑** and **↓** to move the cursor to a setting; type in the numbers. Press **RETURN** when you finish.
 - **NUMBER OF COLUMNS:** Sets the number of columns.
 - **SPACE BET. COLUMNS:** Sets the space between columns.
5. Press **RETURN**. A *Format Change symbol* [E] appears at the beginning of the paragraph. The text reformats from that point to the end of the document or up to the next *Format Change symbol*.

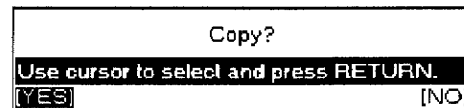
We recommend that you first type your text using standard margins and format into multi-columns for editing and printing. Typing in the Multi-Column mode requires your Desktop Publisher to perform extensive reformatting with each line you type.

► To type text in multi-column pages:

1. Set up the multi-column function as described above.
2. Type your text for the first column. *When the cursor reaches the end of the first column, it automatically moves to the top of the second column. When the cursor reaches the end of the last column, it moves to the top of the first column on the next page.*
 - To move to the next page before reaching the end of the current page, insert a Page Break symbol [⏏] by pressing **CODE + P BREAK**.
 - To move to the next column before reaching the end of the current one, insert a Column End symbol [⏏] by pressing **CODE + RETURN**. If columns of the current page end with a Column End symbol, the cursor moves to the area beneath the columns so that you can continue typing on the current page.
 - If you delete a block that contains the Format Change symbol [⏏] for the Multi-Column mode, this mode is canceled, but the Column End symbols remain in the text.
 - If you want to move the cursor to the next column, press **CODE + ←** or **CODE + →**. The cursor moves to the left column by pressing **CODE + ←** when the cursor is on the left margin. The cursor moves to the right column by pressing **CODE + →** when the cursor is at the end of the current line.

► To copy and paste formats tagged with the Format Change symbol [⏏]:

1. Move the cursor to the line that has the Format Change symbol you want to copy.
2. Press **MENU** to see the menu bar; select Copy Format from the Style menu. *The arrow cursor appears at the right of the Format Change symbol, and this message appears:*



3. Select YES to copy or NO to cancel. If you select YES, this message appears:

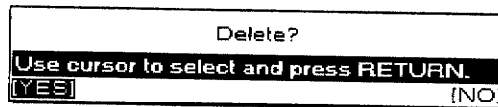
Move cursor to destination of copying and press RETURN.

4. Move the cursor to the destination and press **RETURN**.

► To delete formats tagged with the Format Change symbol [⏏]:

1. Move the cursor to the line that has the Format Change symbol you want to delete.
2. Press **MENU** to see the menu bar; select Delete Format from the Style menu. *The arrow cursor appears at the right of the Format Change symbol and this message appears:*

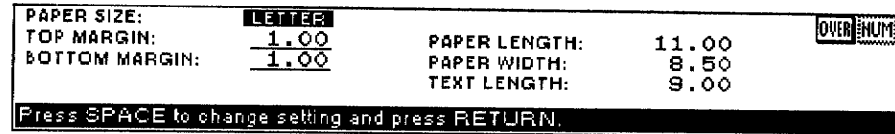
If you select this function when the Format Change symbol is at the very beginning of the file, the position of the left and right margin is set automatically and all tabs are cleared.



3. Select YES to delete or NO to cancel the function.

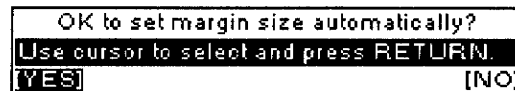
► **To set page size and margins:**

1. Press **MENU** to see the menu bar; select Page Setup from the Style menu. *The Page Setup dialog box appears:*



2. Move the cursor to Paper Size options. Press **SPACEBAR** to select.
3. Move the arrow keys to a position and type in a value in inches.
4. Press **RETURN** to return to the Input/Edit screen and confirm your settings.

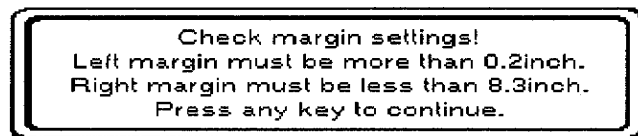
- If the paper size is set to LETTER, LETTER LANDSCAPE, A4, A4 LANDSCAPE, or A5, and the margin at the top of the text or header/footer is not a default, this message appears:



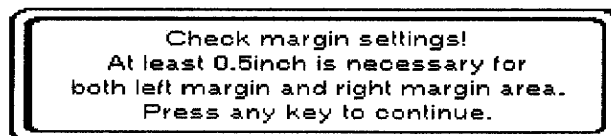
YES. Automatically changes the margin settings and returns to the Input/Edit screen.

NO. Returns to the Input/Edit screen without changing margin settings.

- If the paper size is set to LETTER PORTRAIT and NO is selected, or if more than 8.3 inch paper width is set in the OTHER option, this message appears:

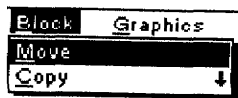


If the paper is set to either LETTER LANDSCAPE or A4 LANDSCAPE and NO is selected, this message appears:



- If the text entered in the header or footer exceeds the range of the margin due to the automatic margin change, the extra text is deleted from the right end. *Then, when the Header or Footer edit screen appears, the prompt "Data has been truncated." appears.*

Using the Block Menu



If graphics are marked, format change or line framing are included in the marked block, and that information moves together with the text.

If graphics are marked, format change or line framing are included in the marked block, and that information is copied together with the text.

Use the Block menu to change the location or appearance of a block of text:

- **Move**. Moves a block of text to another location
- **Copy**. Copies a block of text to another location. (The original location is left unchanged.)
- **Delete**. Erases a block of text
- **Type Style Change**. Changes the attributes of a block of text
- **Type Style Add**. Adds the attributes of a block of text
- **Font & Size**. Changes the font, size, and proportions of a block of text
- **Color**. Changes the color of a block of text

► To move a block of text to a new location in the document:

1. Move the cursor to the beginning (or the end) of the block you want to move. Press **CODE + E**. *This message appears:*

Move cursor to end of block to be moved and press RETURN.
To jump to paragraph end, press SHIFT + ←, SHIFT + →.

2. Move the cursor to the end (or the beginning) of the block. If you want to select paragraphs of text, press **SHIFT + ←** or **SHIFT + →**. *The cursor moves to the next return, page break, or Column End symbol in the direction of the arrow key. As the cursor moves, the text is highlighted.*
3. Press **RETURN** when a block is marked. *This message appears:*

Move cursor to destination for blocked text and press RETURN.

4. Move the cursor to the destination for the block and press **RETURN**. *The block is removed from its original location and placed at the new location.*

► To copy a block of text to a new location in the document:

1. Move the cursor to the beginning (or the end) of the block you want to copy. Press **CODE + C**. *This message appears:*

Move cursor to end of block to be copied and press RETURN.
To jump to paragraph end, press SHIFT + ←, SHIFT + →.

2. Move the cursor to the end (or the beginning) of the block. If you want to select paragraphs of text, press **SHIFT + ←** or **SHIFT + →**. *The cursor moves to the next return, page break, or Column End symbol in the direction of the arrow key. As the cursor moves, the text is highlighted.*
3. Press **RETURN** when the block is marked. *This message appears:*

Move cursor to destination for blocked text and press RETURN.

4. Move the cursor to where you want to place the block; press **RETURN**. *The block is copied to the new location without removing the original text.*

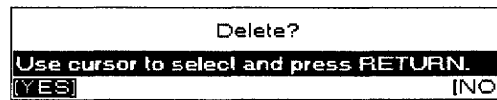
► **To delete a block of text:**

If graphics, format change, or line framing are included in the marked block, that information is deleted together with the text.

1. Move the cursor to the beginning (or the end) of the block you want to delete.
2. Press **CODE + D**. *This message appears:*

Move cursor to end of block to be deleted and press RETURN.
To jump to paragraph end, press **SHIFT + ←**, **SHIFT + →**.

3. Move the cursor to the end (or the beginning) of the block. (If you want to select paragraphs of text, press **SHIFT + ←** or **SHIFT + →**.) *The cursor moves to the next return, page break, or Column End symbol in the direction of the arrow key. As the cursor moves, the text is highlighted.*
4. Press **RETURN** when the block is marked. *The system confirms with:*



5. Select YES to delete the block or NO to cancel. Press **RETURN**.

► **To change type style, font & size, and color:**

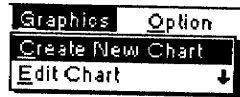
These functions work the same way as in the Style menu. Type Style Add works the same as Type Style Change. However, using this function is the easiest way to add attributes to a block of text, because the current attributes of the specified block of text are already chosen when you open the Type Style dialog box from the Type Style Add feature.

1. Press **MENU** to see the menu bar; select Type Style Change, Type Style Add, Font & Size, or Color from the Block menu.
2. Select the text by moving the cursor to the end of the block where you want to add or change attributes; press **RETURN**.
3. Press the arrow keys to move the cursor to a setting; press **SPACEBAR** to switch the option; press **RETURN**.

The following are differences between these options and those in the Style menu:

- You cannot use **CODE + FONT**, **CODE + T STYLE**, or **CODE + COLOR** to start these functions in the Block menu. Pressing **CODE + FONT** when the Type Style Change, Type Style Add, or Color dialog boxes appear switches you to the Font & Size dialog box. Pressing **CODE + T STYLE** switches you to the Type Style Change dialog box, and **CODE + COLOR** switches you to the Color dialog box.
- The format change is applied to the selected block only.
- You can select the AS IS setting for each item in the Font & Size and Color dialog boxes to keep the setting as it is.

Using the Graphics Menu



The Create New Chart function allows you to create a new chart and insert it in the document. Three types of chart are available: bar, line, and stacked bar.

If you try to insert a chart inside a Multi-column format or where a [C] code or an [L] code already exists, this message appears: "Cannot insert at this position! Multi-column, chart, lineframing or image data area. Press any key to continue."

You can go to the previous or the next screen by pressing CODE + ↑ or CODE + ↓

Use the Graphics menu to create and edit charts and frames.

- **Create New Chart.** Creates a chart
- **Edit Chart.** Edits a chart
- **Line Framing.** Creates and edits a graphic frame
- **Copy Graphic.** Copies a chart or frame
- **Delete Graphic.** Deletes a chart or frame

► To create a new chart:

1. Move the cursor to a line below where you want to insert a chart.
2. Press **MENU** to see the menu bar; select Create New Chart from the Graphics menu. *The Chart Format dialog box appears:*

<< CHART FORMAT >>		
TYPE:	BAR	FRAME: OFF
POSITION:	LEFT	SIZE: 2.0 X 3.0INCH
Press SPACE to change setting and press RETURN.		

3. Press the cursor keys to move from one item to the next. Press **SPACEBAR** to select an option.
 - **TYPE:** Select BAR, LINE, or STACKED BAR to create the kind of chart you want.
 - **POSITION:** Select LEFT, CENTER, or RIGHT to align the chart with the left margin, to the center between margins, or with the right margin.
 - **FRAME:** Select OFF, THIN, or THICK to create no frame, a thin frame, or a thick frame for your chart.
 - **SIZE:** Choose 2.0 × 3.0 inch or 4.0 × 6.0 inch to select one of two sizes for your charts.
 - **LINK LINE:** Select OFF or ON to show increases and decreases of each item in a Stacked Bar chart by adding lines from the boundaries of items in one stack to equivalent ones in the next stack. (Link Line can be selected only when Stacked Bar chart is selected.)
4. Press **RETURN** when finished.

Creating a Bar, Line, or Stacked Bar chart

If you select Bar, Line, Stacked Bar, or 100% Stacked Bar, the Chart Title dialog box appears:

<< CHART TITLE >>	
TITLE:	_____
X-AXIS TITLE:	_____
Y-AXIS TITLE:	_____
Type title and press RETURN.	

See Chart examples on page 54 for sample bar and line charts.

- **TITLE:** The title of the chart (example: Employees). The maximum length is 30 characters.
- **X-AXIS TITLE:** The title you want on the x-axis (horizontal axis). The maximum length is 20 characters (example: Age).
- **Y-AXIS TITLE:** The title you want on the y-axis (vertical axis). The maximum length is 20 characters.

► **To create Bar, Line, or Stacked Bar charts:**

1. Type the title for your bar or line chart and titles for the X/Y axis and press **RETURN**. *This Chart Data dialog box appears:*

LEGEND		X-AXIS		OVER	ENTER

Type data and press CODE + RETURN.

If you need to delete while entering information, see *Deleting data* on page 55.

- **LEGEND.** The label you want for each row of information (example: female, male). You can enter a maximum of five labels.
 - **X-AXIS.** The information you want to appear on the x-axis, which appears under each bar or line (example: under 30, 30–50, 50+). You can enter a maximum of 12 items. After entering each item, press **TAB** to enter another item.
 - **Inside the grid (under LEGEND and X-AXIS).** The numeric information, which appears as bars of relative heights. You can enter a maximum of 12 sets (columns) of five different values. Each value can contain up to 15 digits, a decimal point, and a minus sign.
2. After entering your information in the Chart Title and Chart Data dialog boxes, press **CODE + RETURN**. *This screen appears showing the chart you created with the information you entered:*
 - If **RETURN** is pressed, the chart will be inserted into your document. A chart symbol [C] appears in the dead column. The title of the chart appears in your document. When you print, the complete chart prints.
 - Press **CODE + ↑** to return to the Chart Data dialog box.
 - **CANCEL.** Cancels the function. *This dialog box appears:*

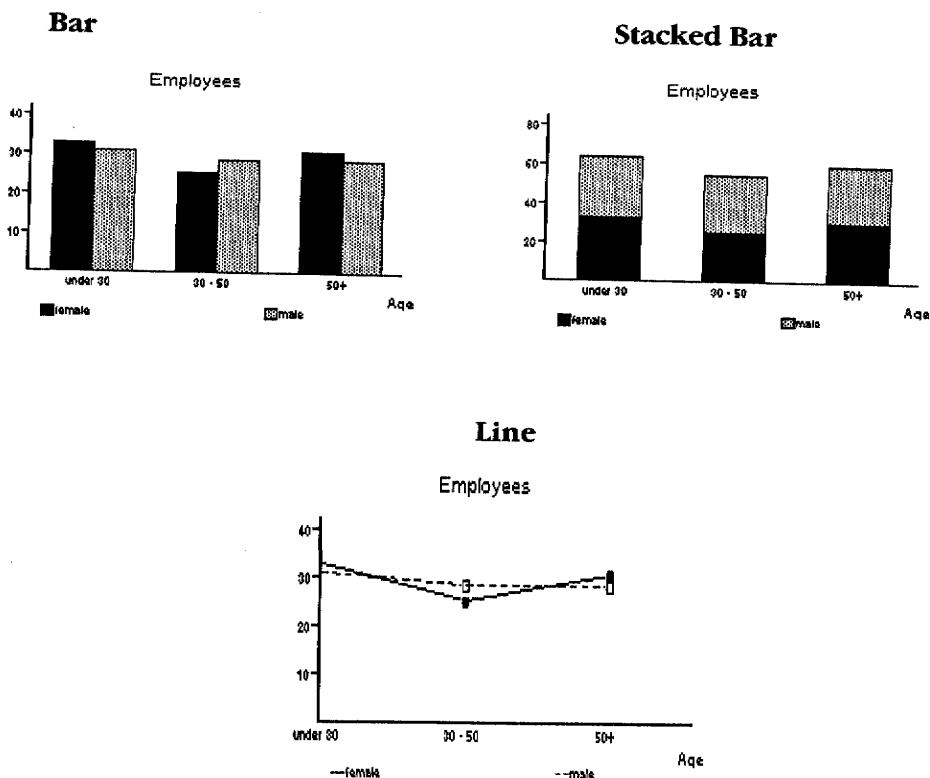
OK to delete all CHART DATA?	
Use cursor to select and press RETURN.	
[YES]	[NO]

3. If you select YES, the Create New Chart function is canceled and your information is lost. If you select NO, you return to the Chart Format dialog box.

Chart examples: The following sample charts show the relative proportion of employees of a company in three age brackets (under 30, 30–50, and 50+) and separately show the numbers of female and male employees. Use the first row of the grid to show the number of female employees (example: 32, 25, 30) and the second row to show the number of male employees (example: 30, 28, 28).

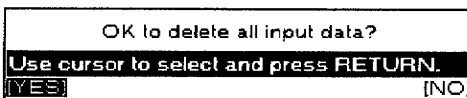
The sample bar chart contains three clusters of two bars, one cluster for each age bracket.

With a stacked bar, the two bars of each cluster are stacked one above the other.



Deleting data

Press **CODE + D** while entering information to delete only the input information. *This dialog box appears:*



If you select YES, everything within the chart (the legend, x-axis item, and all numeric information) is deleted, but the Chart Data dialog box remains in the window. Select NO to return to the dialog box without deleting.

Final points

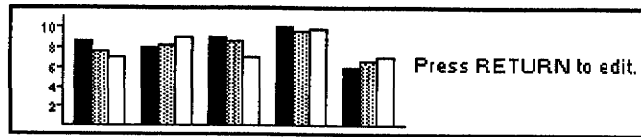
- The numeric information can consist of a maximum of 15 digits (maximum 5 digits after the decimal point).
- Numeric values greater than 10,000 or smaller than 1 are shortened using these symbols:

10,000	10K (thousand)
10,000,000	10M (million)
0.01	10m (milli)
0.00001	10μ (micron)

- Negative values are set as zero.

► To edit a chart:

1. Move the cursor to the line with a chart (symbol \bar{C}) you want to edit.
2. Press **MENU** to see the menu bar; select Edit Chart from the Graphics menu. A screen similar to the following appears:



If you press **RETURN**, the *Chart Format dialog box* appears. Proceed as you would when creating a new chart.

► **To create lines and frames within your document:**

1. Press **MENU** to see the menu bar; select Line Framing from the Graphics menu. *This screen appears:*



The cursor is replaced with the cursor symbol [**<**].

2. To draw a line, move the arrow to the start position for the line; press **RETURN**. *The previous message is replaced with:*

Move to line end & **RETURN** to draw. **DELETE** to undo.

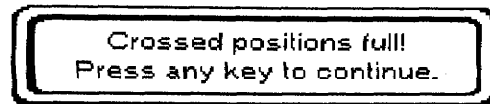
3. Press the arrow keys or **TAB** to move the cursor symbol [**<**] to the end position for the line and press **RETURN**. (You can also press **DELETE** to delete the line.)

Keys	Cursor movement
↑	5/60 inch
↓	
←	10/100 inch
→	
SHIFT + ↑	1/60 inch
SHIFT + ↓	
SHIFT + ←	2/100 inch
SHIFT + →	
CODE + ↑	Moves the cursor to the next frame line, left margin, or right margin
CODE + ↓	
CODE + ←	
CODE + →	
TAB	Moves to the next tab, right margin, right edge, or in multi-columns, next column

- After the start position is set and the cursor is moved, a [**+**] sign appears at that position.
- Move the cursor horizontally for a horizontal line, vertically for a vertical line, or horizontally then vertically to draw a box whose diagonal is defined by the start and end points.
- If you press [**.**] while moving the cursor horizontally or vertically in the mode to set the end point, a [**+**] sign appears at the position. When you set the end position, press **RETURN** and you can draw any complex frame.

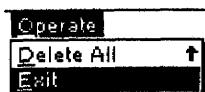
- You can set frame line thickness by pressing the **SPACEBAR** to alternate between “thin” or “thick”.
4. Repeat steps 2 and 3 to draw all the lines.
- To change the thickness of an existing line, redraw it with the new thickness.
 - A frame cannot contain more than 23 rows or 30 columns. The sample table below has four columns and three rows:

If you try to exceed the limit, this dialog box appears:



5. When the frame is complete, press **MENU** to see the menu bar; select **Exit** from the Operate menu to return to the Input/Edit screen. A *Frame symbol* [□] appears in the dead column. This symbol contains the format information as well as the frame information. If there already is a Format Change symbol where the Frame symbol is to appear, the Frame symbol replaces the Format Change symbol. You see the Frame symbol at the beginning of the paragraph the cursor was on when you started the Line Framing function.

Editing a frame



Use the Operate menu to color and edit frames.

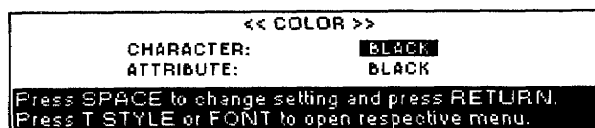
- **Color.** Selects the color of frames
- **Enlarge/Reduce.** Enlarges or reduces frames
- **Delete All.** Deletes all the lines in a frame
- **Exit.** Finishes the Line Framing mode

To edit an existing frame, place the cursor anywhere within the frame text area. Select Line Framing and continue as you would in creating a new frame.

If you place the cursor outside the frame area and start the Line Framing function, the Desktop Publisher assumes that you want to create a new frame.

► To select the color of frames:

1. Press **CODE + COLOR**. The Color dialog box appears:



You cannot combine several colors in the Line Framing mode. If the frame exists in the file before you set the color of the frame, its color changes to the new color.

The default color is black.

2. Press **SPACEBAR** to change setting.
3. Press **RETURN**.

This function is available only when the cursor is located on the edge of the cell.

► **To enlarge or reduce a frame:**

1. Move the cursor to the right bottom corner of the cell which you want to enlarge or reduce.
2. Press **MENU** to see the menu bar; select Enlarge/Reduce from the Operate menu. *This message appears:*

Cursor to adjust size & RETURN. CODE + ↑, ↓, ←, → moves cursor.

Use the following key combinations to enlarge or reduce frames:

Key	Cursor Movement
←	Reduces the frame $\frac{1}{10}$ inch to the left
→	Enlarges the frame $\frac{1}{10}$ inch to the right
↑	Reduces the frame $\frac{1}{12}$ inch at the top
↓	Enlarges the frame $\frac{1}{12}$ inch at the bottom
SHIFT + ←	Reduces the frame $\frac{1}{60}$ inch to the left
SHIFT + →	Enlarges the frame $\frac{1}{60}$ inch to the right
SHIFT + ↑	Reduces the frame $\frac{1}{60}$ inch at the top
SHIFT + ↓	Enlarges the frame $\frac{1}{60}$ inch at the bottom
CODE + ←	Moves the cursor to the next line without changing the size
CODE + →	Moves the cursor to the next line without changing the size
CODE + ↑	Moves the cursor to the next line without changing the size
CODE + ↓	Moves the cursor to the next line without changing the size

3. Press **RETURN** when finished.

► **To delete all the lines of a frame:**

Press **CODE + D**. *This dialog box appears:*

Delete?

Use cursor to select and press RETURN.

[YES] [NO]

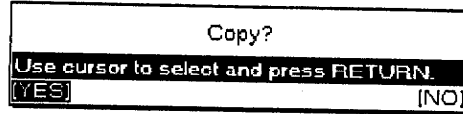
Select YES to delete all of the frame information or NO to cancel.

► **To exit the Line Framing mode:**

Press **CANCEL**.

► **To copy a chart or frame to another location:**

1. Move the cursor to the line with a Chart symbol [C] or Frame symbol [L] to be copied.
2. Press **MENU** to see the menu bar; select Copy Graphic from the Graphics menu. *The arrow cursor appears next to the [C] or [L] symbol and this message appears:*



3. Select YES to copy or NO to cancel the function. *If YES is selected, this message appears:*

Move cursor to destination of copying and press RETURN.

4. Move the cursor to the new location and press **RETURN**.

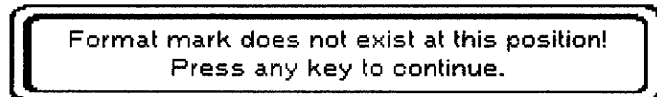
► **To delete a chart or frame:**

1. Move the cursor to the line with a Chart symbol [C] or Frame symbol [L] to be deleted.
2. Press **MENU** to show the menu bar; choose Delete Graphic from the Graphics menu. *The arrow cursor appears next to the [C] or [L] symbol and this message appears:*

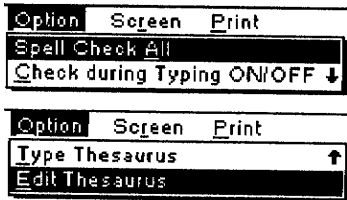


3. Select YES to delete the chart or line or NO to cancel.

If you select Delete Graphic or Copy Graphic when the cursor is not located on the line with a Chart symbol [C] or Frame symbol [L], this message appears:



Using the Option Menu



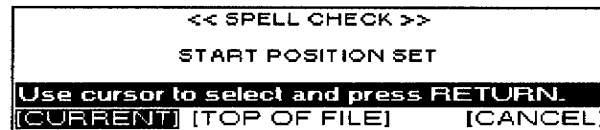
Use the Option menu to check spelling or maintain a user dictionary.

- **Spell Check All.** Checks spelling in a file
- **Check during Typing ON/OFF.** Checks spelling while typing
- **User Dictionary Maintenance.** Edits, loads, and saves a User Dictionary file
- **Type Thesaurus.** Lists synonyms (another word with the same meaning) for a word
- **Edit Thesaurus** (*below Type Thesaurus on menu*). Lists synonyms for the word at the cursor in a file

► To check spelling in text:

Spell Check All searches for misspelled words or capitalization errors from the beginning of the file or from the current cursor position; however, it does not replace careful proofreading. It has no way of knowing, for example, whether words are missing or whether a given word is grammatically or syntactically correct. If you type "teh" instead of "the", spell check alerts you, but if you type "one" instead of "on", it does not consider it a mistake.

1. Press **MENU** to show the menu bar; choose Spell Check All from the Option menu. *The DICT indicator on the status line is highlighted and the Spell Check dialog box appears:*



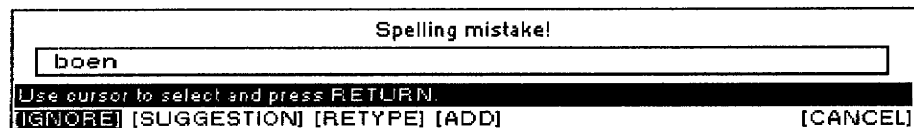
2. Press ← and → to select and press **RETURN**.
 - **CURRENT.** Starts Spell Check from the current cursor position
 - **TOP OF FILE.** Starts Spell Check at the beginning of the file
 - **CANCEL.** Exits Spell Check

While Spell Check scans your file, this message appears:



Misspelled words

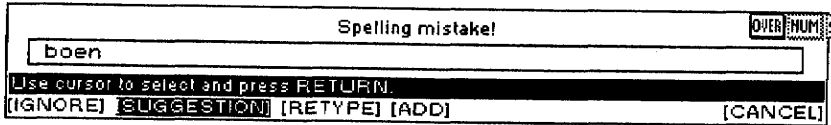
If a misspelled word (a word not in the Spell Check dictionary or in your User Dictionary) is found, this dialog box appears:



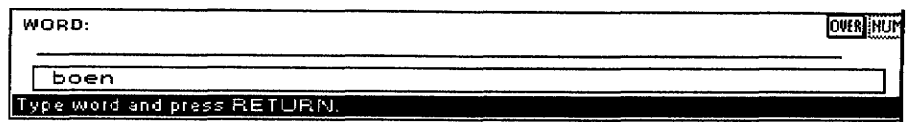
Press ← and → to select and press **RETURN**.

- **IGNORE.** Leaves this word unchanged and resumes scanning. Use this option for a word that is correct though not standard English and when you do not want to add the word to your User Dictionary (a name seldom used in your files, for example).

- **SUGGESTION.** Gives a list of similar words. Press ↑ and ↓ to select the correct word, and press **RETURN** to replace the misspelled word in your file with the correct word automatically. If the word is not listed, press **CANCEL**. If the system has nothing to suggest, press **RETURN**. In both cases, you return to the Spell Check dialog box where you can select another option.



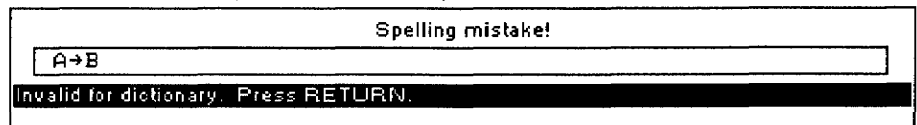
- **RETYPE.** Allows you to enter a word when you think it is faster than asking for a suggestion, or when the system does not suggest a word. Type the correct word in the dialog box, and press **RETURN** to replace the misspelled word in your file and continue scanning.



- **ADD.** Allows you to enter the correct words not in the Spell Check dictionary but which are correct and frequently used in your files. If the word is accepted, it is inserted in your User Dictionary and this message appears:

Word added to user dictionary.

If you have no User Dictionary, the Desktop Publisher creates one. If the word cannot be added to the User Dictionary, the dialog box shown below appears. Press **RETURN** to return to the previous dialog box:

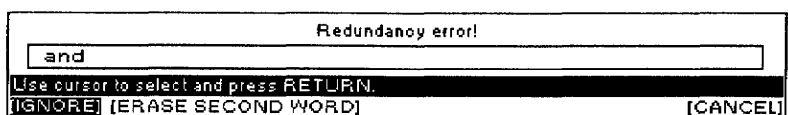


Once a word is in the User Dictionary, Spell Check does not stop when the word appears again.

- **CANCEL.** Stops Spell Check and returns to the document.

Redundant words

If a redundant word (a word that is repeated, like “and and”) is found, this dialog box appears:



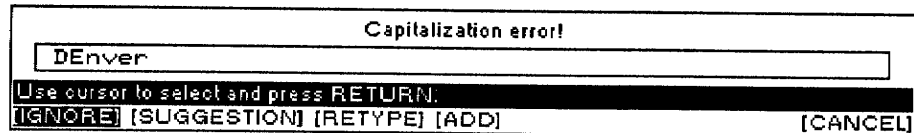
Press ← and → to select the word and press **RETURN**.

- **IGNORE.** Leaves the word unchanged and resumes scanning

- **ERASE SECOND WORD.** Automatically deletes the repeated word and resumes scanning
- **CANCEL.** Stops Spell Check

Capitalization mistakes

If a word with incorrect capitalization is found, this dialog box appears: (The procedure is the same as when a misspelled word is found.)



Check during Typing ON/OFF (Spell Check)

When you select Check during Typing ON/OFF from the Option menu, the DICT indicator on the status line is highlighted, and Spell Check checks your text as you type it. Unless you make mistakes, you do not notice that Spell Check is running. When you make a mistake (misspelled or redundant word, capitalization mistake), the appropriate dialog box appears. Continue as you would with the Spell Check All option.

To turn this feature off, select Check during Typing ON/OFF from the Option menu.

User Dictionary Maintenance

The User Dictionary allows you to add new words, delete old ones, save the User Dictionary file on diskette, or load a User Dictionary file from diskette.

Spell Check comes with a built-in dictionary containing standard English words. (You cannot change the built-in dictionary.)

Spell Check also, however, stops at such words as people's names, company names, or other non-English words, even if they are correct. To prevent this from happening, create your own dictionary. When you have such a User Dictionary in memory, Spell Check does not stop at a word that is in your User Dictionary.

You create a User Dictionary when you select Add in Spell Check to add a word to the dictionary.

This dictionary is held in memory as long as the Desktop Publisher is turned on. If you add words to the User Dictionary and want to use the same dictionary for checking other files, save the User Dictionary onto a diskette before turning your system off. Later, when you want to use that same dictionary, load the dictionary from the diskette. When working with the User Dictionary, keep the following limitations in mind:

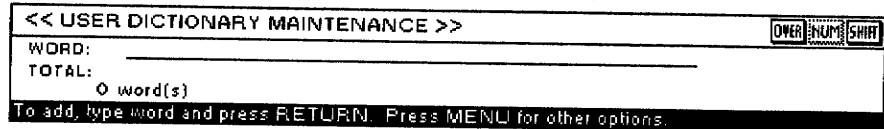
- Each diskette can hold only one User Dictionary. If you save a User Dictionary onto a diskette that already contains one, the dictionary previously on the diskette is overwritten by the new user dictionary.

- The memory of the Desktop Publisher can hold only one dictionary. If you create a dictionary in the memory and then load a dictionary from a diskette, the one currently in memory is overwritten by the dictionary loaded from the diskette.

The simplest way to add a word to the User Dictionary is to choose the ADD option in the Spell Check dialog box. A second way to enter words in the User Dictionary is to use the User Dictionary Maintenance option.

► To add a word to the User Dictionary:

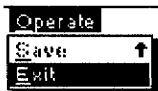
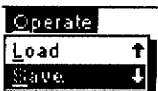
1. Press **MENU** to see the menu bar; show User Dictionary Maintenance from the Option menu. *The User Dictionary dialog box shown below lists the words in the current User Dictionary:*



2. Start typing the new word. *The cursor moves to the entry field at the top of the dialog box.*
3. Press **RETURN**. *The word appears in the list.*

► To edit the User Dictionary:

1. Press **MENU** to see the menu bar; select User Dictionary Maintenance from the Option menu. *The User Dictionary dialog box lists the words in the current User Dictionary.*



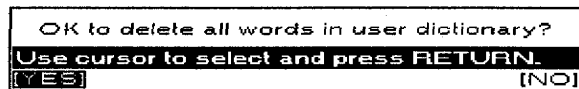
2. Press **MENU** to see the menu bar; press **O** to select the Operate menu. You can select from the following options on the Operate menu:

- **Delete**. Deletes a word (shortcut: **CODE + D**). *This message appears:*

Move cursor to delete and press RETURN.

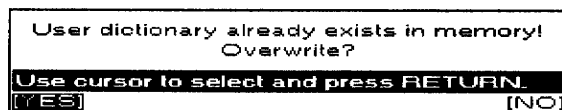
Press **↑** or **↓** to select the word you want to delete and then press **RETURN**.

- **Delete All**. Deletes all entries. *This dialog box appears:*



Select YES to delete all words or NO to cancel.

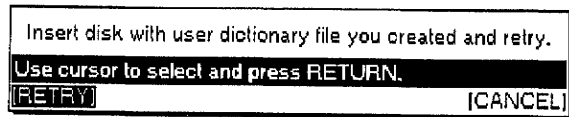
- **Load**. Loads a User Dictionary file from a diskette. Before selecting Load, insert a diskette with a User Dictionary in the disk drive. If a User Dictionary is already in memory, this dialog box appears:



Select YES to overwrite the current User Dictionary or NO to cancel. Remember that you can have only one User Dictionary in the memory.

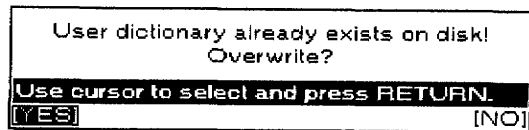
OR

If the diskette does not contain a User Dictionary, this dialog box appears:



Insert another diskette and select REPLY or select CANCEL to quit.

- **Save.** Saves the User Dictionary on a diskette. Before you select Save, insert a diskette in the disk drive. If the diskette does not contain a User Dictionary, the current User Dictionary is saved immediately. If the diskette already contains a User Dictionary, this dialog box appears:

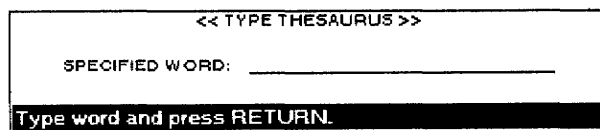


Select YES to overwrite the User Dictionary stored on the diskette or NO to cancel. Remember that you can have only one User Dictionary on a diskette.

- **Exit.** Exits from the User Dictionary mode.

► **To use Type Thesaurus (with the word “book” as an example):**

1. Instead of typing the word in your text, press **MENU** to show the menu bar; choose Type Thesaurus from the Option menu. *The thesaurus asks for a word:*

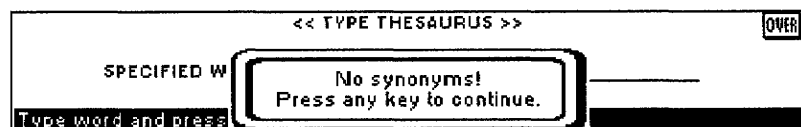


2. Type the word (“book” in our example) and press **RETURN**. *The Thesaurus dialog box appears:*



MEANING(S). Lists the possible parts of speech for the specified word. In our example, “book” can be a noun or a verb.

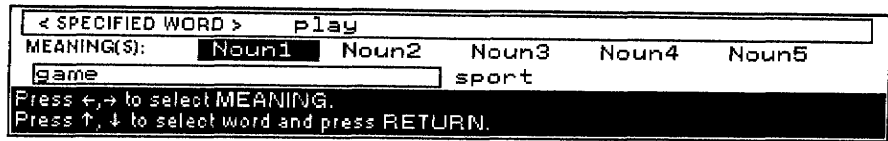
3. Press ← and → to go from one column to the other. Press ↑ and ↓ to move inside a column.
4. Press **RETURN** to insert the selected word in your text or **CANCEL** if you cannot find an appropriate word.
 - If the Desktop Publisher cannot find a synonym for the specified word, this message appears instead of the Thesaurus dialog box:



The Edit Thesaurus function allows you to replace a word with a better synonym automatically. Use this function when revising text.

► To use Edit Thesaurus:

1. Move the cursor to the word that you want to replace. Press **MENU** to show the menu bar; choose Edit Thesaurus from the Option menu. *The Thesaurus dialog box appears.*



2. Select a synonym in the same way as you would with the Type Thesaurus function. Press **RETURN** to replace the current word with the selected synonym.

Using the Screen Menu



Use the Screen menu to turn on/off the scale line, use text symbols, or Color Mark.



- **Scale Line ON/OFF.** Switches the scale line on or off
- **Function Mark ON/OFF.** Switches the text symbols on or off
- **Color Mark ON/OFF** (*below Function Mark ON/Off*). Makes the colored text stand out.

Scale Line ON/OFF

The Scale Line ON/OFF option allows you to change the viewing space for your documents.

Press **MENU** to see the menu bar; select Scale Line ON/OFF from the Screen menu. *The Scale Line switches on and off.*

Function Mark ON/OFF

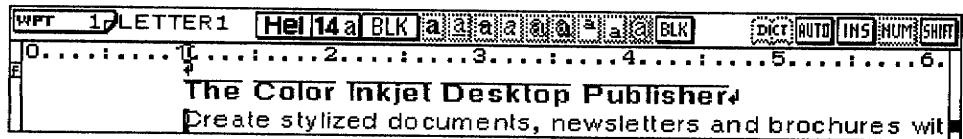
If Function Mark is turned off, the Color Mark also disappears.

The Function Mark ON/OFF option allows you to turn the text symbols (such as Return or Page Break symbols) on or off. Press **MENU** to see the menu bar; select Function Mark ON/OFF from the Screen menu.

Color Mark ON/OFF

The Color Mark ON/OFF option allows you to recognize the colored characters and easily edit them.

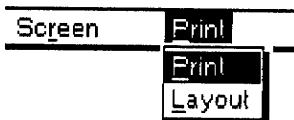
If Color Mark ON/OFF is turned on, the colored text will have a line above the text.



If Color Mark On/Off is selected again, the screen returns to normal mode.

The default when opening the file is always "Color Mark is Off."

Using the Print Menu



Use the Print menu to preview and print your document.

- **Print.** Prints your document
- **Layout.** Previews your document so you can proof it before printing.

► To print a document:

1. Press **PRINT**. *The Word Processing Print Menu dialog box appears:*

STARTING PAGE:	<u>1</u>	HEADER PRINT:	YES
ENDING PAGE:	<u>999</u>	FOOTER PRINT:	YES
NUMBER OF COPIES:	<u>1</u>	COLOR PRINT:	NO
PRINT QUALITY:	<u>MEDIUM</u>	MERGE PRINT:	NO
		(FILENAME:	.MRG)
Type number and press RETURN.			

2. Press **↑**, **↓**, **←**, and **→** to move the cursor to a setting. Type the values or press the **SPACEBAR** to change settings. Press **RETURN** when you finish.

- **STARTING PAGE:** The page number of the first page you want to print
- **ENDING PAGE:** The page number of the last page you want to print. (The ending page number must be greater than the starting page number.)
- **NUMBER OF COPIES:** The number of times you want the document to print (maximum 999)
- **PRINT QUALITY:**
 - FINE—For final copy quality printing
 - MEDIUM—For average print quality
 - DRAFT—For trial printing. (You save time and ink with this setting.)
- **ENVELOPE PRINT:**
 - YES—For printing on envelopes only
 - NO—For printing on normal paper
- **HEADER PRINT:**
 - YES—Prints headers (has no effect if you have not defined headers)
 - NO—Prints without headers
- **FOOTER PRINT:**

If you specify a starting page number that does not exist, printing will not start.

This model prints faster with the black inkjet cartridge; therefore, use a black cartridge for black text and save the color cartridge for color printing only.

YES—Prints footers (has no effect if you have not defined footers)

NO—Prints without footers

• **COLOR PRINT:**

YES—If color inkjet cartridge is installed on the machine, the document will print in color. (Even if YES is selected, your document will print in monochrome when using a monochrome inkjet cartridge.)

NO—The document will print in monochrome. Using a mono-inkjet cartridge is recommended.

• **MERGE PRINT:**

YES—Merges information from an Addressbook file into your document. *When you select Yes, this message appears:*

Press **TAB** to open **MERGE FILE INDEX**.

Press **TAB** to list Addressbook files on the diskette.

Press the arrow keys to select a file name and press **RETURN**. *The file loads and the file name appears under **MERGE PRINT/YES**.*

NO—Prints without merging. (This setting cancels merge printing even if you have selected an Addressbook file.)

3. Press **RETURN** when finished. *This message appears:*

Printing....press **CANCEL** to stop printing.

If you press **CANCEL** to stop printing, this dialog box appears:

OK to cancel printing?
Use cursor to select and press **RETURN**.
[YES] [NO]

Select **YES** to cancel printing or **NO** to continue printing.

- If the paper has not been inserted or is jammed or cannot be ejected, this message appears:

Paper feed problem!
Insert paper correctly.
OK to continue printing?
Use cursor to select and press **RETURN**.
[YES] [NO]

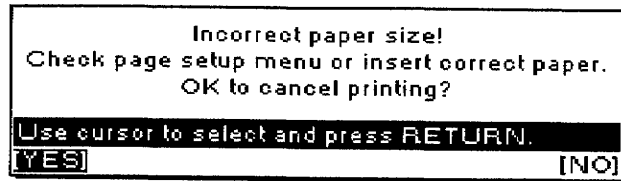
You may wish to turn the machine off before attempting to remove the jammed paper manually. (Be sure that the information is stored on the disk before turning off the machine.)

OR

Press **CODE + SHIFT + HELP** to eject the paper; select **YES** to continue printing or **NO** to cancel.

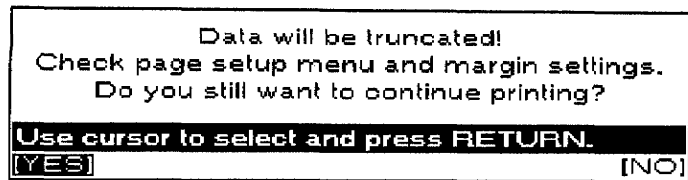
The maximum length of paper that can print is 14 inches.

- If the paper is shorter than specified in Page Setup, this message appears:



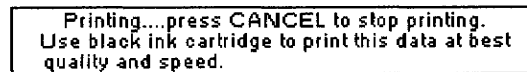
Select YES to cancel. Select NO to restart printing. *The part of the previous page that could not print, prints from the top of the new sheet of paper.*

- If the text extends outside the printable area, printing stops and this message appears:



Select YES to truncate (cut off) text and continue printing or NO to stop printing to check margin settings.

The system always checks the type of ink cartridge installed on the machine. If the setting Color Print does not match the type of inkjet cartridge, one of the two following messages appear:



Delay printing

Press **CODE + SHIFT + W** to delay printing for any reason. *The following screen appears:*



Press **SPACEBAR** to select a setting.

- **AUTO**—Feeds the paper without a delay
- **15-SECOND WAIT**—Loads the paper 15 seconds after printing each page
- **30-SECOND WAIT**—Loads the paper 30 seconds after printing each page
- **MANUAL**—Asks you to insert a paper manually. Each time printing a page is completed, the message “Press **RETURN** to continue printing.” appears. Set the paper and press **RETURN** to insert paper.

Merge Printing

Merge symbols with a label name that does not exist in the Addressbook file are ignored. The same happens when there is no information in the Addressbook for the specified record.

If you select Merge Print/No for a document that contains Merge symbols, the label names print as they appear on screen.

Using Layout to Preview a Document

Press \uparrow to preview the previous half page, and \downarrow to preview the next half page.

The Layout option allows you to preview a half page as it appears when you print it. (In a multipage document, the previewed page is the one the cursor is on when you start.)

1. Press **CODE + LAYOUT**.
2. Press **RETURN** to return to the Input/Edit screen. *The page shown last in the Layout screen appears.*

2 Addressbook

Use Addressbook to enter and organize information such as a list of names, addresses, telephone numbers, and fax numbers.

Each entry is called a **record** and appears as a single row divided into several items. On the top of the list of records, **labels** identify each item. You can edit, sort, and print the list. Parts of the list can be selected according to specific conditions.

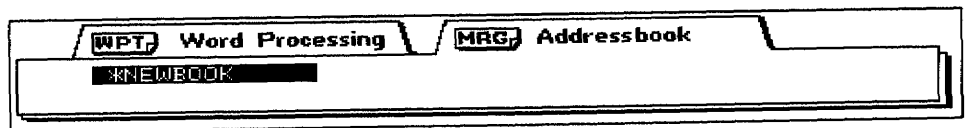
You may also use Addressbook files with Merge printing to create multiple copies of a document created in Word Processing. Merging information in this way can prove useful if you have, for example, a form letter that you want to send to several different people. You could create an Addressbook file of information to be inserted using **merge codes** and match each one to a different record in the Addressbook. After arranging these two files, you would tell the desktop publisher to merge them. When you print, you should have several customized versions of your form letter.

When you save an Addressbook file, the system adds the extension .MRG to the file name. Files with that extension can be used for merge printing with Word Processing files.

If you get a message that you have an unformatted or damaged diskette, either replace the diskette with another or go to page 16 in Getting Started for instructions on how to initialize a diskette.

► To create a new Addressbook file or look at a stored one:

1. Turn the power on to show the Main Menu.
2. To look at an Addressbook file from a diskette, insert that diskette into the disk drive.
3. Press **2**. *If you insert a diskette, the list of the Addressbook files stored on the diskette appears.*



*Remember that you can press **HELP** to get on-screen help.*

4. To open a stored file, press the arrow keys to select the file you want to look at and press **RETURN**. To open a new document, press **RETURN** with *NEWBOOK selected. *If you retrieve an existing Addressbook file, the View screen appears. If you start a *NEWBOOK, the Data Input screen appears, and you can enter your first record.*

Using Addressbook Screens

Addressbook uses two screens: the View screen and the Data Input screen.

View Screen

If you are at the View screen, press **RETURN** to display the Data Input screen.

The View screen appears when you open an existing Addressbook file.

MRG	BOOK1	RECORD: 1	INS	NUM	SHIFT
<input checked="" type="checkbox"/>	Mr	Fletcher	Lawrence	201-272-xxxx	FA
<input checked="" type="checkbox"/>	Mr	Connelly	Patrick	212-308-xxxx	21
<input checked="" type="checkbox"/>	Mr	Glav	Harrison		

If you are at the View screen, press **RETURN** to see the Data Input screen.

The View screen gives a list of your records. Use the View screen to make large-scale edits, such as moving or deleting a block of records or sorting records. You cannot edit the contents of a record from this screen.

The check marks at the left of the records indicate they are selected for printing. (A new record that you create is automatically selected for printing.) For more information about selecting a record for printing, see page 78.

Data Input Screen

The Data Input window appears when you open a new file. Use it to create a new record for an Addressbook file.

MRG	BOOK1	RECORD: 1	INS	NUM	SHIFT
<input checked="" type="checkbox"/>	MR/MS	Mr			
<input checked="" type="checkbox"/>	LAST NAME	Fletcher			

If you are at the Data Input screen, press **CODE + RETURN** to see the View screen.

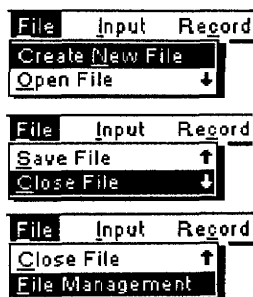
The Data Input screen appears as an empty record when you enter the information for that record. You can edit this information after it is entered.

Working with Addressbook

When creating or editing an Addressbook file, keep the following points in mind:

- You can set the width of a column between one and 71 characters.
- You can have a maximum of 20 different labels.
- The maximum length of a label name is 12 characters.

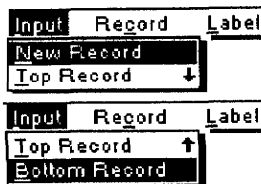
File Menu



The File menu is available on both the View and Data Input screens. Use the File menu to open, save, or close your files and to return to the Main Menu or go to File Management. These menu options work the same in the Word Processing program. For more information, see Using the File Menu on page 33.

If you get a message indicating that you have an unformatted or damaged diskette, either replace the diskette with another one or go to page 16 in Getting Started for instructions on how to initialize a diskette.

Input Menu (View Screen)



Use the Input menu to create a new record or move to the top or bottom of the list.

- **New Record.** Creates a new record
- **Top Record.** Jumps to the first record
- **Bottom Record.** Jumps to the last record

New Record

The New Record option allows you to add a new record at the end of your Addressbook.

Press **CODE + R**. *The Data Input screen appears.*

The entry fields will be empty. The new information that you enter appears at the end of your list when you return to the View screen.

Top Record

Use Top Record to move to the first record of your Addressbook file. The record appears on the Data Input screen.

Press **MENU** to see the menu bar; select Top Record from the Input menu.

Bottom Record

Use Bottom Record to move to the final record of your Addressbook file. The record appears on the Data Input screen.

Press **MENU** to see the menu bar; select Bottom Record from the Input menu.

Record Menu (View Screen)



This option removes a block of records from its original location and places it at another location.

This option copies a block of records to another location without removing the original records.

Use the Record menu to change the location or appearance of an entire block of text.

- **M**ove. Moves records from one location to another location in Addressbook
- **C**opy. Copies records to another location. The original records are not changed.
- **D**elete. Removes records
- **I**nsert. Inserts a blank record

► To move a block of records:

1. To move records, place the cursor on the first record to be moved.
2. Press **CODE + E**. *This message appears:*

Move cursor to end of block to be moved and press RETURN.

3. Move the cursor to the end of the block. *As the cursor moves, the text is highlighted.*
4. Press **RETURN** when the block is highlighted. *This message appears:*

Move cursor to destination for blocked record and press RETURN.

5. Move the cursor to where you want the records placed and press **RETURN**. The records are removed from their original location and placed at another location.

► To copy a block of records:

1. To copy records, place the cursor on the first record to be copied.
2. Press **CODE + C**. *This message appears:*

Move cursor to end of block to be copied and press RETURN.

3. Move the cursor to the end of the block. *As the cursor moves, text is highlighted.*
4. Press **RETURN** when a block is highlighted. *This message appears:*

Move cursor to destination for blocked record and press RETURN.

5. Move the cursor to where you want the records placed and press **RETURN**. *The records are inserted.*

This option removes a block of records.

► **To delete a block of records:**

1. To delete records, place the cursor on the first record to be deleted.
2. Press **CODE + D**. *This message appears:*

Move cursor to end of block to be deleted and press RETURN.

3. Move the cursor to the end of the block. *As the cursor moves, text is highlighted.*
4. Press **RETURN** when a block is highlighted. *The desktop publisher asks you to confirm.*

Delete?	
Use cursor to select and press RETURN.	
[YES]	[NO]

5. Select YES to delete the block or NO to cancel.

Insert

This option inserts a blank record.

1. Move the cursor to the place where you want a blank record.
2. Press **INSERT**. *A blank record appears.*

Label Menu (View Screen)

Label
Insert Label
Delete Label

Label
Delete Label
Change Label Name & Width

Use the Label menu to create, change, or delete labels. The labels are the names at the top of each column.

- **Insert Label.** Creates a new label
- **Delete Label.** Deletes a label
- **Change Label Name & Width.** Edits a label name and changes the label width

This option creates a new label and sets the name and width of the label.

► **To insert a label:**

1. Press **MENU** to see the menu bar; select Insert Label from the Label menu. *This message appears:*

Move cursor to position for insert label and press RETURN.

The maximum number of labels you can create is 20.
 The maximum length for a label name is 12 characters.
 The width of a column must be between 1 and 71 characters.

2. Move the cursor where you want a new label and press **RETURN**.
This dialog box appears:

<< INSERT LABEL >>

LABEL NAME:

LABEL WIDTH: 12

Type label name and press RETURN.

3. Press **↑** and **↓** to move to an entry field. Type a label name and a value for the width. Press **RETURN**.

► **To delete a label:**

This option removes columns of information together with their labels.

1. Press **MENU** to see the menu bar; select Delete Label from the Label menu. *This message appears:*

Move cursor to start of block to be deleted and press RETURN.

2. Move the cursor to the beginning of the block of labels you want to delete and press **RETURN**. *This message appears:*

Move cursor to end of block to be deleted and press RETURN.

3. Move the cursor horizontally to the end of the block of labels you want deleted. *As the cursor moves, the selected labels are highlighted.*
4. Press **RETURN** when a block is highlighted. *The Desktop Publisher asks you to confirm.*

Delete?

Use cursor to select and press RETURN.

[YES][NO]

5. Select YES to delete the block or NO to cancel.

► **To change a label name and width:**

*The maximum length for a label name is 12 characters.
 The width of a column must be between 1 and 71 characters.*

1. Press **MENU** to see the menu bar; select Change Label Name & Width from the Label menu. *This message appears:*

Move cursor to position for change and press RETURN.

2. Move the cursor to the label that you want to change and press **RETURN**. *This dialog box appears:*

<< CHANGE LABEL >>

LABEL NAME: BIRTHDAY

LABEL WIDTH: 12

Type label name and press RETURN.

3. Press **↑** and **↓** to move to an entry field. Type a label name and a value for the width. Press **RETURN**.

Edit Menu (View Screen)



This option rearranges the records in alphabetic order.

The sort option can perform a double sort, primary and secondary. Usually, you use the family name for primary sort, and the first name for secondary sort.

Use the Edit menu to sort your records and to select records from the file.

- **Sort.** Sorts the records
- **Select.** Selects records

► To sort records:

1. Press **MENU** to show the menu bar; select Sort from the Edit menu.

This message appears:

Move cursor to primary sort label and press RETURN.

2. Move the cursor to the primary sort label and press **RETURN**. *This message appears:*

Move cursor to secondary sort label and press RETURN.

3. Move the cursor to the secondary sort label and press **RETURN**. If you do not need a secondary sort, leave the cursor on the primary sort label. *This dialog box appears:*

Direction?
Use cursor to select and press RETURN.
[ASCENDING] [DESCENDING] [CANCEL]

4. Press ← and → to select and press **RETURN** when you are finished.
 - **ASCENDING.** Normal alphabetic order (A–Z)
 - **DESCENDING.** Reverse alphabetic order (Z–A)
 - **CANCEL.** Cancels the function

► To select records:

1. Press **MENU** to see the menu bar; choose Select from the Edit menu.

This dialog box appears:

MR/MS	_____
LAST NAME	_____
Type character and press RETURN.	

This option selects records that match your selections. When the records are found, you can print them.

2. Press ↑ and ↓ to move to an entry field. Type in the information.
3. Press **RETURN**. *All entries that match your conditions are selected. A message tells you if the Addressbook cannot find any record that matches your selection.*

If the Addressbook can find record(s) that match your selections, those records appear in the Selected Data dialog box:

MRC	BOOK 1	RECORD: 1	INS NUM SHIFT
⋮	MR/MS	Mr
⋮	LAST NAME	Fletcher

- If necessary, press the arrow keys to scroll through the information appearing on the screen. Press **RETURN** to print the selected information or **CANCEL** to cancel this function.

Print Menu (View Screen)

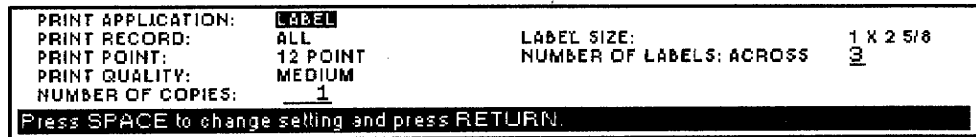


Use the Print menu to select records for printing and to print your Addressbook:

- **Print.** Prints envelope labels (Label printing) or a list of records (List printing)
- **Print Record ON/OFF.** Sets the check mark (✓) to turn printing on or off

► To print labels:

- Press **PRINT**. *The Addressbook Print Menu appears:*

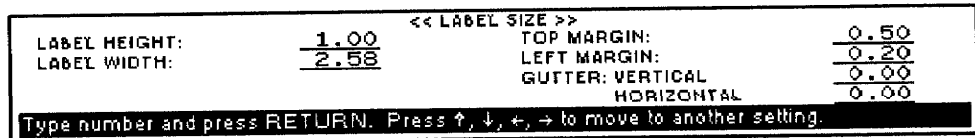


- Use ↑ or ↓ to move to a setting. Press **SPACEBAR** to alternate between settings.
- Press **RETURN** when finished.

Using Customized Labels

If **OTHER** is selected in LABEL SIZE on the ADDRESSBOOK PRINT menu, the following message appears:

Press TAB to change setting and press RETURN.



► **To change label settings:**

PRINT APPLICATION: LABEL. Prints envelope labels

PRINT APPLICATION: LIST. Prints a list of records

PRINT RECORD: ALL. Prints all records

PRINT RECORD: SELECTABLE (✓). Prints only selected records indicated with a check mark.

PRINT POINT: 12, 10, 7 POINT. Selects the character size

PRINT QUALITY: FINE. For final quality printing

PRINT QUALITY: MEDIUM. For average quality printing

PRINT QUALITY: DRAFT. For trial

NUMBER OF COPIES: The number of times the paper is to be printed (maximum 999). In label printing, the number of times the label is to be printed.

LABEL SIZE: 1 x 2 5/8, 1 1/3 x 4, 4 x 1, 4 x 2, 3 1/3 x 4, or OTHER. (The size of the labels is in inches.)

NUMBER OF LABELS: Type in the kind of labels to be used. (The valid information is Across = 1-9 and Down = 1-99.)

The kind of label that you create will be stored in the file.

4. Check the size of the label you wish to use, and type in its number. If you press **RETURN** after typing in each value, the Position Set Print menu appears.

If incorrect information is typed into the ADDRESSBOOK PRINT menu, the following messages may appear:

Label exceeds boundary of the paper!

Incorrect setting!

► **To change label position settings:**

*If you press **CANCEL** while the cursor is in the right box, the setting of the current label name is canceled, and you return to the left box. If you press **CANCEL** while the cursor is not in the right box, you return to the Addressbook Print Menu.*

The default settings for the label structure and contents appear only when you are working with an Addressbook file in which you have not inserted or deleted the label and changed the label setting.

1. Select LABEL before printing and press **RETURN** to enter the settings of the ADDRESSBOOK PRINT menu. *The POSITION SET PRINT menu for label printing appears:*

<< POSITION SET PRINT MENU >>	
✓a. MR/MS	acb
✓b. LAST NAME	g
Use cursor to select label name and press SPACE to set, DELETE to clear. Press RETURN to start printing.	

2. Press ↑ and ↓ to move the cursor to a label name in the Position Set menu.
3. **To remove a label name that is already set**, press **DELETE**. *The check mark on the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.*
4. **To set a label name**, press **SPACEBAR** and the cursor appears in the right box. Use the arrow keys to move the cursor in the right box to a position and press **RETURN** to confirm the setting. When the cursor appears in the left box, a ✓ appears.

5. Repeat steps 1 and 2 to get all necessary items at the correct location.
6. To start printing, set the paper on the paper support and press **RETURN** when the cursor is not in the right box.

► **To print a list:**

1. Press **PRINT**. *The ADDRESSBOOK PRINT menu appears.*

Press **↑** and **↓** to move the cursor to **PRINT APPLICATION** and press **SPACEBAR** to select **LIST**. *The ADDRESSBOOK PRINT menu changes as shown below:*

You can set Print Record, Print Point, and Number of Copies as you would when printing labels. Label Size does not appear on this dialog box. Instead, you can set the page dimensions using Page Setup. The current paper size is indicated at Page Setup in the Addressbook Print menu.

PRINT APPLICATION:	<u>LIST</u>	PAGE SETUP:	LETTER
PRINT RECORD:	ALL		
PRINT POINT:	12 POINT		
PRINT QUALITY:	MEDIUM		
NUMBER OF COPIES:	<u>1</u>		
Press SPACE to change setting and press RETURN.			

► **To change Page Setup:**

1. Move the cursor to **PAGE SETUP** on the Print Application menu; press **TAB** to change the page setup. *The Page Setup box appears:*

PAPER SIZE:	LETTER		
TOP MARGIN:	<u>1.00</u>	PAPER LENGTH:	11.00
BOTTOM MARGIN:	<u>1.00</u>	PAPER WIDTH:	8.50
LEFT MARGIN:	<u>1.00</u>	DATA LENGTH:	9.00
RIGHT MARGIN:	<u>1.00</u>	DATA WIDTH:	6.50
Press SPACE to change setting and press RETURN.			

2. Press **SPACEBAR** to select the paper size and orientation. This determines the width and length of the paper and the margins.
3. Press the arrow keys to move the cursor to the entry field for each margin setting and type a value in inches.
 - You can move the cursor to the underlined fields only. The margin entry fields are always underlined. The width and length are underlined only if you select **OTHER** for the paper size.
 - Each field has room for five characters (four digits and a decimal point). Pressing **BACKSPACE** or **DELETE** clears the whole field.
 - If the Data Area width is less than 1 inch or its length is less than 4 inches, this message appears:

Incorrect setting!

- With **OTHER**, if you set the width to more than 9.5 inches or the length to more than 14 inches, this message appears:

Incorrect setting!

4. When finished, press **RETURN** to go back to the **ADDRESSBOOK PRINT** menu.

If you press **CANCEL** while the cursor is in the right box, the setting of the current label name cancels and you return to the left box.

If you press **CANCEL** while the cursor is not in the right box, you return to the ADDRESSBOOK PRINT MENU.

5. Press **RETURN** at the Label setting to see the Label Set Print Menu where you decide the contents and structure of the list you want to print. The left box shows the list of labels of the current Addressbook file, preceded by a small letter. The right box shows the contents and structure of the list.

<< LABEL SET PRINT MENU >>	
a. MR/MS	SETTING CHARACTER: 0
b. LAST NAME	PRINTABLE CHARACTER: 65
Use cursor to select label name and press SPACE to set, DELETE to clear. Press RETURN to start printing.	

6. **To remove a label name that is already set**, press . The check mark at the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.
To set a label name, press **SPACEBAR** and the cursor appears in the right box. Use the arrow keys to move the cursor in the right box to a position and press **↵** to confirm the setting. When the cursor moves to the left box, a **✓** appears.
7. Repeat steps 1 and 2 to get all the necessary items in the correct location.
As you add labels, Addressbook automatically shows the label width to be printed. The total width, according to the selected character size and your page setup, also appears. If you set too many labels in the records to be printed, so that their length exceeds the printable length, your records are cut off.
8. To start printing, set the paper on the paper support and press **RETURN** when the cursor is not in the right box. See To start printing on page 82.

► To change label print settings:

1. Select LABEL before printing and press **RETURN** to enter the settings of the ADDRESSBOOK PRINT menu. The POSITION SET PRINT menu for label printing appears.
2. Move the cursor to a label name in the left box of the Label Set Print dialog box.
3. **To remove a label name**, press **DELETE**. The check mark at the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.
To set a label name, press **SPACEBAR** and the cursor appears in the right box. Use the arrow keys to move the cursor in the right box to a position and press **RETURN** to confirm the setting. When the cursor moves to the left box, a **✓** appears.
4. Repeat steps 1 and 2 to get all necessary items in the correct location.

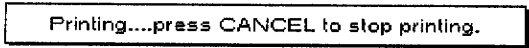
As you add labels, Addressbook automatically shows the label width to be printed. The total width, according to the selected character size and your page setup, also appears. If you set too many labels in the records to be printed, so that their length exceeds the printable length, your records are cut off.

The maximum length of paper that can print is 14 inches.

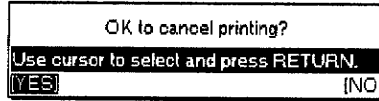
► **To start printing:**

1. Set papers on the paper support and press **RETURN** while the cursor is not in the right box.

When label or list printing starts, this message appears:



2. Press **CANCEL** to cancel printing. *This dialog box appears:*



3. Select YES to cancel printing or NO to cancel the function.

Selecting records for merge printing

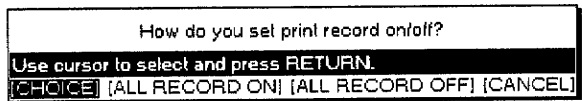
This feature turns the check mark on or off that appears at the left of the records on the View screen.

During merge printing in the Word Processing program, records without the check mark are ignored. (A new record is automatically active.)

During label or list printing, only records with a check mark print if you select PRINT RECORD: SELECTABLE (✓). If you select PRINT RECORD: ALL, the check marks make no difference.

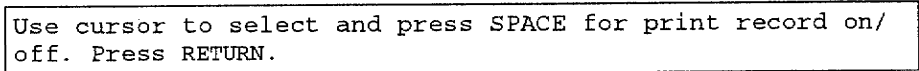
► **To select records for printing:**

1. Press **MENU** to see the menu bar; select Print Record ON/OFF from the Print menu. A *dialog box appears:*



2. Select the setting and press **RETURN**.
 - **CHOICE**. Sets the check mark on or off for a block of records
 - **ALL RECORD ON**. Sets the check mark on for all records
 - **ALL RECORD OFF**. Sets the check mark off for all records
 - **CANCEL**. Cancels the function.

When you select CHOICE, this message appears:



3. Move the cursor to a record and press **SPACEBAR** to turn the check mark on or off. Press **RETURN** when you finish.

You can also select the record on the View screen and press **SPACEBAR** to make a record inactive. *The check mark of the selected record disappears.* Pressing **SPACEBAR** again reactivates the record.

Jump Menu (Data Input Screen)



You can also press **CODE + G**; then press \uparrow to move to the top record or **CODE + G**; then press \downarrow to move to the bottom record.

Use the Jump menu to create a new record, to show the top or the bottom record, or to search for a piece of information.

- **New Record.** Creates a new record
- **Top Record.** Shows the first record
- **Bottom Record.** Shows the last record
- **Search.** Searches for a piece of information

The first three options (New Record, Top Record, and Bottom Record) work the same way as the options on the View screen. For information, see Input Menu (View Screen) on page 73.

► To search for an occurrence of certain text:

1. Press **MENU** to see the menu bar; select Search from the Jump menu. *The Search dialog box appears:*

SEARCH:		<< SEARCH >>		OVER	NUM
START POSITION:	CURRENT	SEARCH:	WHOLE WORD CHECK	OFF	
Type SEARCH word(s) and press RETURN.			CASE CHECK	OFF	

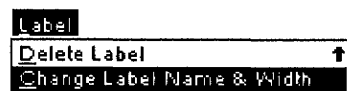
2. Define the text and other settings as you would in Word Processing. For information, see To search for text on page 38. *When an occurrence of the specified string is found, this dialog box appears:*

Continue search?	
Use cursor to select and press RETURN.	
[YES]	[NO] [CANCEL]

3. Select YES to search for the next occurrence, NO to stop searching, or CANCEL to return to the previous screen. *When the text cannot be found, this message appears:*

Word(s) not found.

Label Menus (Data Input Screen)



Use the Label menu to create, change, or delete labels.

- **Insert Label.** Creates a new label
- **Delete Label.** Deletes a label
- **Change Label Name & Width.** Edits a label and changes the column width

All these options work the same way as on the View screen. For information, see Label Menu (View Screen) on page 75.

Screen Menu (Data Input Screen)



Use the Screen menu to control the display on the screen.

- **Return to View Screen.** Returns to the View screen

Return to View Screen

This option returns to the View screen after editing or creating a record on the Data Input screen.

Press **CODE + RETURN**. *The View screen appears.*

3 File Management

The File Management program allows you to organize and convert your files on a diskette. The index screen of the File Management program lists all files.

All operations, except disk copy, can be started from the menu bar.

► To start File Management:

1. Turn on the power to see the Main Menu.
2. Insert a diskette into the disk drive.
3. Press **3**. *The list of files appears:*

Please note that only MS-DOS-formatted 1.44 MB MF-2HD and 720 KB MF-2DD diskettes can be used on your Desktop Publisher. If you get a message indicating you have an unformatted or damaged disk, either replace the diskette with another or go to page 16 in Getting Started or page 89 in this chapter for instructions on how to initialize a diskette.

*You can move the cursor to the file you want to select by pressing the first character key of the file name. For example, if you press **C**, the cursor moves to the file whose name starts with a **C**.*

*Your Desktop Publisher can only search Word Processing files when the cursor is located at the extension .WPT. Press **TAB** to move the cursor to the next extension.*

<< FILE MANAGEMENT >>		REMAIN: 1444.8 K	INS	NUM	SHIFT
LETTER1 .WPT (0.6)	LETTER10.WPT (0.6)				
LETTER11.WPT (0.5)	LETTER2 .WPT (0.6)				

Select a file and press MENU. Press CANCEL to exit.

The list of files stored on the diskette appears in the order shown in the table below. The file names are sorted alphabetically for each of those classes. The number following each file name gives the size of the file in kilobytes.

Type of File	File Name & Extension
Word Processing	ANYNAME.WPT
Word Processing Templates	ANYNAME.WP1
Addressbook	ANYNAME.MRG
Addressbook Templates	ANYNAME.MR1
Clip Art	ANYNAME.BIM
User Dictionary	SPELLUSR.DCT
ASCII	ANYNAME.TXT

When using Desktop Publisher files in a personal computer, and vice versa, remember the following points:

- Your system can only read and write from the root directory of a diskette. **Do not create any directories on the diskette.**
- When creating or renaming a file with your personal computer, make sure that you use correct file name extensions. There are two major errors in working with extensions that you must avoid:

1. The first error is to change the file name extension of a file that has been created on your Desktop Publisher. For example, if you use your personal computer to change the extension .WPT to .WP, your Desktop Publisher will not recognize the file and will not show it on the index or the File Management screens.
2. The second error is to create a file (using one of the above file name extensions) in a format that cannot be recognized by your Desktop Publisher. If you use your personal computer to create a file, giving that file the file name extension .WPT, the file appears on the index and File Management screens, but your Desktop Publisher will not be able to open or convert the file.

Making a Backup Copy of a Diskette

The disk copy command copies all information on a diskette to another diskette (backup copy). Disk copy does not appear on the menu bar.



CAUTION:

Copying an entire diskette to another diskette destroys any information that may be on the destination diskette. Check the destination diskette before starting. Make sure your destination diskette has been initialized.

► To make a backup copy of a diskette:

1. Press **CODE + SHIFT + O**. This message appears:

Insert source disk and press RETURN.

2. Insert the original source diskette and press **RETURN**. The Desktop Publisher starts reading files from the source diskette. The Desktop Publisher reads the first portion of the diskette; then this message appears:

Insert destination disk and press RETURN.

3. Insert the destination diskette and press **RETURN**. The Desktop Publisher transfers the files that have been read from the source diskette onto the destination diskette. It then asks you to reinsert the source diskette.
4. Repeat steps 2 and 3 until all files have been transferred to the destination diskette. You may need to swap these diskettes a number of times before all files are copied to the destination diskette. The Desktop Publisher knows which diskette is the source diskette and which one is the destination diskette. If you insert a wrong diskette, this message appears:

Incorrect disk!
Press any key to continue.

Disk copy is only between diskettes that are formatted to the same size and have the same format. You cannot copy from a 1.44 MB diskette to a 720 KB diskette, or vice versa.

Disk copy can be used only when accessing File Management from the Main Menu. It is not available if File Management is accessed through Word Processing or Addressbook.

Insert the correct diskette and press **RETURN**.

When copying ends, this message appears:

Disk copying completed.

Using the File Menu



Use File to copy, delete, rename files, and return to the Main Menu.

- **File Copy.** Copies a file
- **File Delete.** Deletes a file
- **Rename.** Changes the name of a file
- **Return to Main Menu.** Returns to the Main Menu

File Copy copies a file. You may copy to the same diskette or to a different one. **If the destination diskette is the same as the source diskette, the file name must be different.**

► To copy a file:

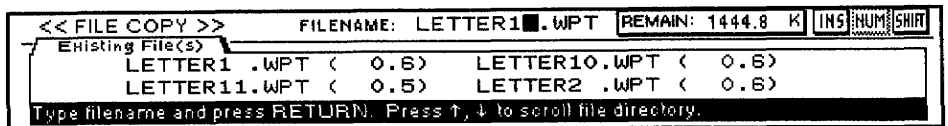
1. Move the cursor to the file name that you want to copy. Press **CODE + C**. *This message appears:*

Insert destination disk and press RETURN.

2. To copy the file on the same diskette, press **RETURN**.

OR

To copy the file to another diskette, insert that diskette in the disk drive and press **RETURN**. *The File Copy dialog box appears:*



This dialog box shows the files of the destination diskette that are the same kind as the source file. The dialog box also provides an entry field to type the name of the target file. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. It automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll manually using ↑ or ↓.

3. To copy the file, type a file name that is not in use on the destination diskette; press **RETURN**.

► **To delete files from a diskette:**

1. Move the cursor to the file name you want to delete. Press **CODE + D**. A check mark appears at the left of the file name. This message appears:

Press SPACE to select file(s) and press RETURN.

2. Press the arrow keys to select a file name. Press **SPACEBAR** to turn a check mark on or off to the left of the file name. Repeat this operation to mark all files you want to delete; press **RETURN**. This message appears:

OK to delete the selected file(s)?
Use cursor to select and press RETURN.
[YES] [NO]

3. Select YES to delete or NO to exit and press **RETURN**. As files are deleted, their file name appears. If you press **CANCEL** while a file is being deleted, that file is still deleted. Other files marked to be deleted, but which were not deleted before you pressed **CANCEL**, are not deleted.

► **To rename files on a diskette:**

1. Move the cursor to the file name that you want to rename. Press **CODE + R**. The Rename dialog box appears:

<< RENAME >> FILENAME: LETTER1_.WPT REMAIN: 1444.8 K [INS] [NUM] [SHIFT]
Existing File(s)
LETTER1 .WPT < 0.6> LETTER10.WPT < 0.6>
LETTER11.WPT < 0.5> LETTER2 .WPT < 0.6>
Type filename and press RETURN. Press ↑, ↓ to scroll file directory.

The dialog box shows the files of the current diskette that are of the same kind as the selected file. The dialog box also provides an entry field to type the new file name. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. The list automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll using ↑ or ↓.

2. Type a file name not in use on the current diskette and press **RETURN** to rename the file.

► **To return to the Main Menu:**

Press **CANCEL**. This ends File Management and returns you to the Main Menu.

Using the Disk Menu



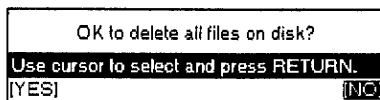
All unprotected files on the root directory are deleted with this option. This includes unprotected files created on a PC that do not appear in the index.

Use the Disk Menu to initialize diskettes, update the index, or print file names on diskette.

- **Delete All.** Deletes all unprotected files on diskette
- **Directory Read.** Reads the directory of a diskette when this has not been done automatically
- **List Print.** Prints all file names indicated on the screen

► To delete all unprotected files from a diskette (Diskette Delete):

1. Press **MENU** to see the menu bar; select Delete All from the Disk menu. *This message appears:*



2. Select YES to delete or NO to exit; press **RETURN**.

Initialize Diskette



Your Desktop Publisher uses both MF-2HD and MF-2DD floppy diskettes, though the MF-2DD has half the capacity of the MF-2HD.

Whenever you use a diskette, the File Management program checks its format. It recognizes a new diskette or a diskette that is not formatted to DOS 1.44 MB or DOS 720 KB. If the diskette is new, a prompt asks if you want to initialize. Select YES to initialize the diskette (all contents will be deleted).

A new diskette must always be formatted (initialized) before you try to use it. You can also reformat a diskette that already contains information in order to clear all files and subdirectories.

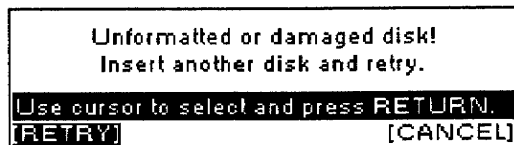
CAUTION:

Executing *Initialize Disk* deletes all the information on the diskette.

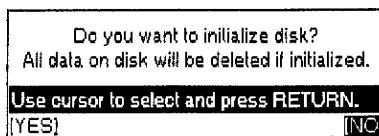
You can format diskettes using either this Desktop Publisher or a personal computer. If you use a personal computer, be sure to format the diskettes in MS-DOS and use 2HD diskettes for 1.44 MB and 2DD diskettes for 720 KB.

► To initialize a diskette:

1. Insert a diskette. *This message appears if the diskette is unformatted or damaged:*



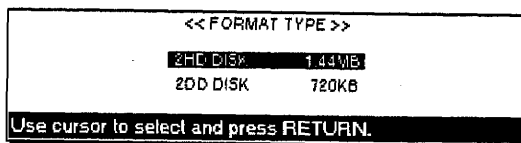
2. Press **CANCEL**.
3. Press **MENU** to see the menu bar; select Initialize Disk from the Disk menu. *This message appears:*



4. Select YES to initialize or NO to exit and press **RETURN**.

If you select NO, initializing a diskette is canceled.

If you select YES, this message appears:



Press **↑** and **↓** to select a setting; press **RETURN** to start initializing the diskette.

Directory Read

The directory of a diskette is usually read automatically each time you insert a new diskette. In some circumstances, however, the directory is not read automatically, and you may need to update the index manually.

► To update the directory manually:

Press **CODE + F**. The message "Working ..." appears while the directory is being read.

► To print a list of all file names on the screen:

Set the papers and press **PRINT**. All file names indicated on the screen print as follows:

FILE LIST	Used: 9.7 K	Free: 1447.9 K	
LETTER1 .WPT (0.4)	LETTER2 .WPT (0.4)	LETTER3 .WPT (0.4)	LETTER4 .WPT (0.4)
LETTERS .WPT (0.4)	LETTER6 .WPT (0.4)	BOOK2 .MRG (1.5)	BOOK3 .MRG (1.5)
BOOK1 .MRG (1.5)			

Using the Convert Menu



Use the Convert menu to convert your Word Processing files to a PC or make ASCII files available to your word processor.



- **WP TEXT.WPT→ASCII.TXT(Text Only)**. Converts a Desktop Publisher file into an ASCII file (all format codes except **TAB** and **RETURN** are removed)
- **WP TEXT.WPT→ASCII.TXT(Text Only)**. Converts a Desktop Publisher file into an ASCII file (all format codes except **TAB** and **RETURN** are removed)
- **ASCII.TXT→WP TEXT.WPT**. Converts an ASCII file into a Desktop Publisher file

Conversions to or from ASCII files are carried out according to the IBM PC Code on page 94. For information about code page switching, refer to your DOS manual (DOS command mode device code page). A table on page 94 shows all characters that can be correctly converted. Characters not included in that table are converted into blank spaces.

Converting Word Processing Files to a PC Format

- **WP TEXT.WPT→ASCII.TXT(Text Only)**
- **WP TEXT.WPT→ASCII.TXT(Text with Layout)**

You may want to use the information you create with the Word Processing program on a PC. To do this, you must first convert the Word Processing file into the ASCII format. Once this is done, you will be able to import the ASCII file into most word processing programs available on PCs.

An ASCII (American Standard Code for Information Interchange) file consists of printable information with no special formatting codes for underlining, boldface, etc. These special formatting features, such as underlining, do not translate correctly between your desktop publisher and a computer. Therefore, when a file is converted to ASCII, all special formats are eliminated. Once the file is transferred, the file must be reformatted and any special effects must be added.

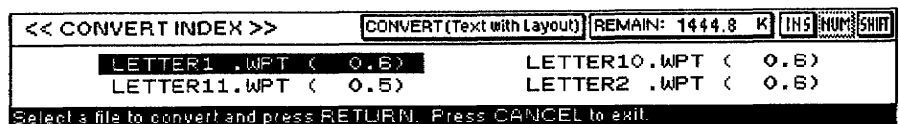
An ASCII file can include some formatting codes like carriage returns and tabs. When you convert a Word Processing file into an ASCII file, you can select one of the following:

- **Text Only** removes all formatting except TAB and RETURN from the file. When you import such a file into a personal computer or a word processing system, the text automatically adapts to the format of the PC word processing program.
- **Text with Layout** preserves some of the format of the file. A return is added at the end of each screen line.

However, if the margins of your original file are unusually wide, additional carriage returns are placed into the file, and reformatting is necessary.

► To convert files from Desktop Publisher to PC:

1. Press **MENU** to see the menu bar; select
WP TEXT.WPT→ASCII.TXT (Text Only) or
WP TEXT.WPT→ASCII.TXT (Text with Layout)
from the Convert menu. *The Convert Index dialog box appears:*



- The index shows only Word Processing (.WPT) files. Press the arrow keys to select the file you want to convert and press **RETURN**. *This message appears:*

Insert destination disk and press RETURN.

- Insert the destination diskette and press **RETURN**, or press **RETURN** if you want to store the converted file on the same diskette. *This dialog box appears:*



This dialog box shows the ASCII files (.TXT) on the current diskette. The dialog box also provides an entry field for you to type a new file name. *When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. It automatically scrolls to make sure you do not enter an existing file name.* To see another file name, scroll manually using ↑ or ↓.

Once a file is in ASCII format, you can recall that file into a word processing program on a PC.

- Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message “Working ...” appears. When conversion is complete, the Desktop Publisher asks you to reinsert the source diskette.
- To convert another file, insert the source diskette and continue converting. To return to File Management, press **CANCEL**.

Converting PC Text Files to Word Processing Files

- **ASCII.TXT→WP TEXT.WPT**

You may want to use text created on a PC with the word processing program. To do this, you must first convert the text file from the PC into ASCII format. Most PC word processing software allows you to save a file as an ASCII text file.

You must also remember that your Desktop Publisher can only use diskettes formatted to DOS 1.44 MB or DOS 720 KB. If you plan to move information from a PC to your Desktop Publisher, you must be sure that the diskette containing the file is formatted to DOS 1.44 MB or DOS 720 KB.

You can format your diskettes to DOS 1.44 MB or DOS 720 KB on a PC or on your Desktop Publisher. Your PC manual should list the steps to complete this operation.

The ASCII file must also be stored in the root directory of the diskette and its file name extension must be .TXT.

► **To convert files from PC to Desktop Publisher:**

1. Insert the diskette containing the ASCII file into the disk drive. Press **MENU** to see the menu bar; select ASCII.TXT→WP TEXT.WPT from the Convert menu. Press **RETURN**. *This dialog box appears:*

```
<< CONVERT INDEX >>                                REMAIN: 708.6 K [↓] [↑]
LETTER1 .TXT ( 0.1)
Select a file to convert and press #. Press CANCEL to exit.
```

```
<< CONVERT INDEX >>                                REMAIN: 1440.2 K [INS] [NUM] [SHIFT]
LETTER1 .TXT ( 0.2)
Select a file to convert and press RETURN. Press CANCEL to exit.
```

2. The index shows only ASCII (.TXT) files. Press the arrow keys to select the file you want to convert and press **RETURN**. *This message appears:*

Insert destination disk and press RETURN.

3. Insert a destination diskette and press **RETURN**; or press **RETURN** if you want to store the converted file on the same diskette. *This dialog box appears:*

```
<< CONVERT >>      FILENAME: LETTER1_.WPT  REMAIN: 1415.6 K [OVER] [NUM] [SHIFT]
Existing File(s)
LETTER1 .WPT ( 0.4)
Type filename and press RETURN. Press ↑, ↓ to scroll file directory.
```

The dialog box above shows the Word Processing files (.WPT) on the current diskette. The dialog box also provides an entry field for you to type the new file name. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. The list automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll manually using ↑ or ↓.

Once a file is converted to Desktop Publisher's format, you can go to the file with the Word Processing program.

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message "Working ..." appears. When conversion is completed, the Desktop Publisher asks you to reinsert the source diskette.
5. To convert another file, insert the source diskette and continue conversion. To return to File Management, press **CANCEL**.

IBM PC Code

The following table shows the printable characters that can be correctly translated when you convert to or from ASCII files on your Desktop Publisher. Empty cells in this table correspond to control codes or characters that are converted into blank spaces.

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0				0	@	P	˘	p	Ç	É	á				α	≡
1			!	1	A	Q	a	q	ü	æ	í				β	±
2			“	2	B	R	b	r	é	Æ	ó				Γ	
3			#	3	C	S	c	s	â	ô	ú				π	
4			\$	4	D	T	d	t	ä	ö	ñ				Σ	
5			%	5	E	U	e	u	à	ò	Ñ				σ	
6			&	6	F	V	f	v	á	û	ä				μ	÷
7			'	7	G	W	g	w	ç	ù	ö				τ	
8			(8	H	X	h	x	ê	ÿ	ç				Φ	°
9)	9	I	Y	i	y	ë	Ö					Θ	
A			*	:	J	Z	j	z	è	Ü					Ω	.
B			+	;	K	[k	{	í	ç	½				δ	√
C			,	<	L	\	l	l	î	£	¼				∞	
D			-	=	M]	m	}	ì	¥	í				φ	²
E			.	>	N	^	n	~	À	Pt	«				ε	
F			/	?	O	_	o		Á	f	»					

4 Applications

Using Graphic Art Print

Diskette 1 contains the Graphic Art Print program. This diskette must be inserted and Graphic Art Print (GRARTPRT.APL) selected before you can view graphics (color or black and white).

The Graphic Art Print software allows you to print black and white and color graphics. These graphics are stored on Diskette 1. You can select graphics from various categories and print them in normal, half, or double size.

These graphics print directly onto your paper. They are not saved as part of a word processing file. To use a graphic as part of a document, print the graphic onto the paper; then re-insert that paper for printing your text. These graphics allow you to create such documents as personalized letterheads, fancy invitations, and newsletters.

If you use special IRON-ON transfer paper, you can iron the graphic image onto white or light-colored fabrics that are 100% cotton or cotton/polyester blend, e.g., T-shirts, aprons, nightshirts, baseball shirts, and pillowcases.

► To print a graphic image on paper:

1. Turn on the power to see the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press **4** to select Graphic Art Print. *The graphic image files appear.* You must use the color ink cartridge to print color graphics.
4. Press the arrow keys to select the graphic you want to print; press **RETURN**. *The Graphic Art Print dialog box appears:*

FILENAME: CAIRC .BIM			
PRINT SIZE: NORMAL	PAPER SIZE: LETTER		
REPEAT PRINT: NO	PRINT QUALITY: MEDIUM		
NUMBER OF COPIES: 1	MIRROR PRINT: NO		
Press SPACE to change setting.			
Press TAB to set printing position. Press RETURN to print.			



5. Press **↑** and **↓** to move the cursor to a setting. Press **SPACEBAR** to change the settings or type in values.

- **PRINT SIZE:**

- NORMAL—Prints the graphic at actual size

- HALF SIZE—Prints the graphic at half width and half height

- DOUBLE SIZE—Prints the graphic at double width and double height

- **REPEAT PRINT:**

- NO — Prints one graphic

- YES — Prints multiple copies of a graphic

- **NUMBER OF COPIES:** The number of times the paper prints (maximum 999)

- **PAPER SIZE:** The paper orientation and size to be printed

- **PRINT QUALITY:**

When you select REPEAT PRINT: YES, the maximum number of images that can print within the width of the specified paper are printed.

FINE—For final quality printing

MEDIUM—For average quality printing

DRAFT—For trial printing. With this setting, you save time and ink.

• **MIRROR PRINT:**

NO—For normal printing

YES—For printing the graphic with a reversed image. Mirror printing is useful when printing graphics on the iron-on transfer paper. We recommend using Brother iron-on transfer paper.

The size of the cursor reflects the size of the selected information.

The cursor can move anywhere within the selected paper size.

When you select **REPEAT PRINT/YES**, the cursor moves in a vertical direction only.

6. Press **TAB** to set printing position. *The cursor appears in the right box.*

FILENAME: CAIRC .BIM			
PRINT SIZE: NORMAL	PAPER SIZE: LETTER		
REPEAT PRINT: NO	PRINT QUALITY: MEDIUM		
NUMBER OF COPIES: 1	MIRROR PRINT: NO		

Move cursor to set printing position.
Press TAB to change print settings. Press RETURN to print.

	V: 3.60 X: 3.28
---	--------------------

7. Place the cursor where you want to position the graphic and press **RETURN**. If you select a black and white graphic file and the color cartridge is inserted, this dialog box appears:

<< COLOR >>
BLACK
Press SPACE to change setting and press RETURN.

8. Press **SPACEBAR** to change the setting; press **RETURN**.
If you select the color graphic file and the monochrome cartridge is inserted, this message appears:
Replace the cartridge and press **RETURN**.
9. Set your paper according to the size you set in the Graphic Art Print dialog box. Press **RETURN** to start printing. *This message appears:*

Printing....press CANCEL to stop printing.
--

10. Press **CANCEL** to stop printing. *This dialog box appears:*

OK to cancel printing?
Use cursor to select and press RETURN.
YES NO



Select YES to cancel printing or NO to continue printing.

Using Frame Print

This feature prints a frame as a border in your document. These frames print directly on your paper and are not saved as part of a word processing file. Instead, to frame a document, you will print the frame on the paper and then reinsert the paper to print your document.

► **To print a frame:**

1. Turn on the power to see the Main Menu.
2. Press **5** to select Frame Print.
3. Insert the color ink cartridge if you wish to print the frame with color. *The Frame Print dialog box appears:*

FRAME TYPE:		DESIGN:		NUMBER OF COPIES:	<u>1</u>
				PAPER SIZE:	LETTER
				PRINT QUALITY:	MEDIUM

Press ↑, ↓ to select image and press RETURN.
Press ←, → to move to another setting.

Select **FRAME TYPE** and then **DESIGN**.

4. Press ← and → to move the cursor to a setting. Press ↑, ↓, or **SPACEBAR** to change settings or type in values.
 - **FRAME TYPE:** An icon shows an example of each type of frame
 - **DESIGN:** An icon shows an example of each type of design
 - **NUMBER OF COPIES:** The number of times the paper prints (maximum 999)
 - **PAPER SIZE:** The orientation and size of paper to be printed
 - **PRINT QUALITY:**
 - FINE—For final quality printing
 - MEDIUM—For average quality printing
 - DRAFT—For trial printing. With this setting, you save time and ink.
5. Press **RETURN** to enter the settings of the Frame Print dialog box. If the color cartridge is inserted, this dialog box appears:

<< COLOR >> BLACK

Press **SPACE** to change setting and press **RETURN**.

Press **SPACEBAR** to change the setting and press **RETURN**. The frame information will be printed out.

Printing . . . press CANCEL to stop printing.
--

Press **CANCEL** to stop printing. This *dialog* box appears:

OK to cancel printing? Use cursor to select and press ←
<input type="checkbox"/> YES <input type="checkbox"/> NO

OK to cancel printing? Use cursor to select and press RETURN .
<input type="checkbox"/> YES <input type="checkbox"/> NO

Select **YES** to cancel printing or **NO** to continue printing.

About Template Files

A template is a file that contains a predefined format for a type of document. Some example templates include purchase order forms, fax cover sheet forms, and party invitations.

To use a template, open the template file, make any changes you would like, and then save the revised file under a new file name. You cannot change the original template file. You can use these templates over and over again.

When a template file is opened, the file name extension is replaced, but the file can be edited in the same way as a normal WPT or MRG file. Make sure you save the new file with a new file name.

The first template file is named README. Refer to this file for a complete list of all template files contained on your diskette.

► **To open a template file:**

1. Turn on the power to see the Main Menu.
2. Insert the Template diskette into the disk drive.
3. Select Word Processing or Addressbook; press **RETURN**. The File Index screen shows the list of template files.

The template file name extensions are:

- **WP1** — Word Processing
- **MR1** — Addressbook

Files with different file name extensions do not appear on the File index dialog box.

When a template file is opened, the file name extension is replaced, and the file can be edited in the same way as a normal WPT or MRG file. When saving, save the file with a new file name.

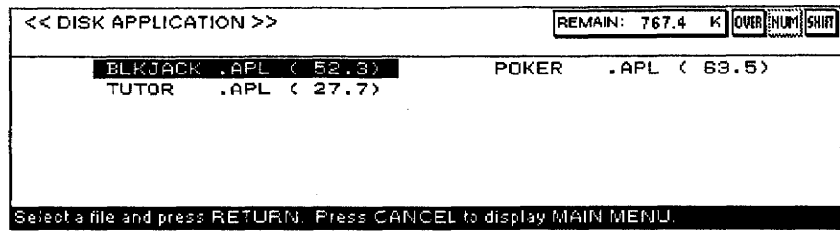
Open and read the template file named README first. This file is a list of all template files on diskette.

Using Disk Applications

Disk Application allows you to start an application (program) that is not built into the system but which comes on a separate diskette. From Disk application, you can run a tutorial program that teaches you how to use the word processing program.

► **To use the tutorial:**

1. Turn on the power to see the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press **6**. *A list of programs on the diskette appears on the screen.*

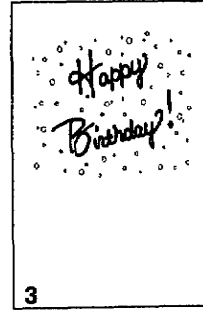
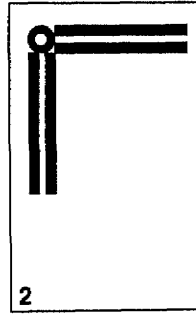
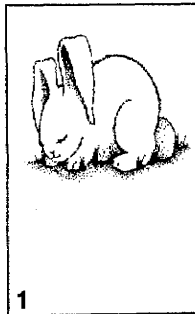


4. Select a program and press **RETURN**. *The program starts.*
5. Follow the instructions shown on the screen.



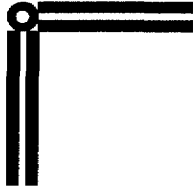

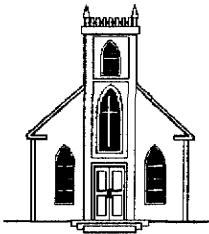

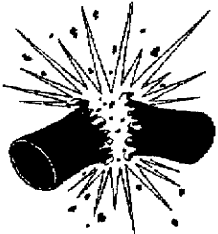
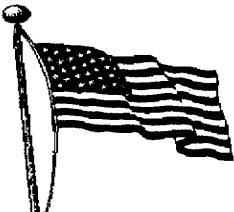

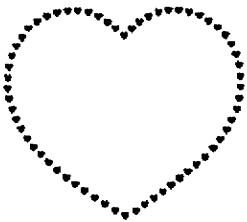

Appendix

Graphic Art Images





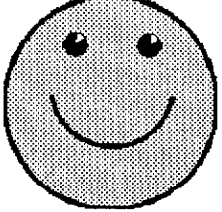


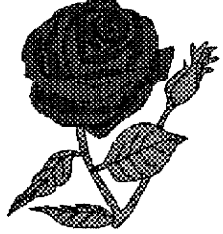



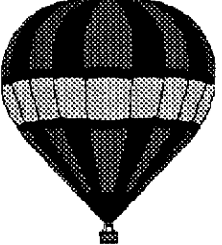



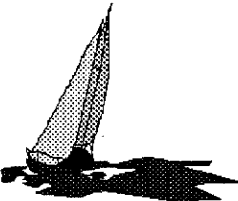




There are 20 black and white (monochrome) graphic art images and 20 color graphic art images stored on the Graphic Art Images diskette. These images allow you to create personalized special items as letterheads, fancy invitations, and newsletters. The 20 black and white graphic art images and 20 color graphic art images are shown on the following pages. The file number of each border or graphic appears at the bottom of each graphic.



Black & White Graphic Art Images

ANNOUNCING...	Happy Birthday!			BIG EVENT!
MANNOUNC	MB-DAY	MBABY	MBALOONS	MBIGEVEN
			Congratulations!	
MBORDER1	MCAR	MCHURCH	MCONGRAT	MEASTER
		FREE!	<i>GRAND OPENING</i>	
MFIRECRK	MFLAG	MFREE	MGRAND	MHANDSHK
NEW	Party!	SALE		
MNEW	MPARTY	MSALE	MVALENTN	MWREATH

Color Graphic Art Images

 <p>CBDRTC</p>	 <p>CBOOK</p>	 <p>CBSKTB02</p>	 <p>CCHRCH</p>	 <p>CCLICH05</p>
 <p>CCRNRC</p>	 <p>CDANCE</p>	 <p>CFLWRC02</p>	 <p>CFOOTB02</p>	 <p>CGRAD</p>
 <p>CHALLW</p>	 <p>CHBALN</p>	 <p>CHOUSE</p>	 <p>CNEWYR1</p>	 <p>CNEWYR2</p>
 <p>CSAIL02</p>	 <p>CSANTA</p>	 <p>CSCHMS05</p>	 <p>CXMAS</p>	 <p>CXMSTX</p>

File Conversion

Converting Files

This PC program allows you to convert word processing files (such as WordPerfect and Microsoft Word) to a Desktop Publisher word processing format or from Desktop Publisher to another word processing format. This diskette contains conversion software that runs on a PC.



CAUTION:

Practically all formatting, text enhancement, and other control codes are correctly translated so that little or no touching up of the converted document is necessary. However, in some cases, the translation results are not as accurate as we would like them to be. We recommend that you review each file after the conversion is done to check for any irregularities.

The Brother Conversion software (on diskette) takes files created by one word processing program (***source*** files) and converts them to Desktop Publisher files (***destination*** files), and vice versa.

See the chart below for possible Desktop Publisher to PC conversions:

Convert From	To
Brother	Ami Pro
	ANSI (document oriented)
	ANSI (printer oriented)
	ASCII (document oriented)
	ASCII (printer oriented)
	Brother WP (Daisy Wheel)
	Brother WP (Notebook)
	Brother WP (Ink Jet)
	Brother WP (SPN/UK)
	Brother WP (SPN/France)
	HTML
	MS Word for DOS 3.0
	MS Word for DOS 4.0
	MS Word for DOS 5.0
	MS Word for DOS 5.5
	MS Word for Macintosh
	MS® Word for Windows 2.0
	MS® Word for Windows 6.0
	MS® Word for Windows 7.0
	MS® Works 1.0 (DOS)
	MS® Works 2.0 (DOS)
	MS® Works 3.0 (Windows)
	MS Write
	WordPerfect® 5.0
	WordPerfect® 5.1
	WordPerfect® 5.2
	WordPerfect® 6.0
	WordPerfect® 6.1
	WordStar® 5.0
	WordStar® 5.5
	WordStar® 6.0
	WordStar® 7.0

ASCII stands for American Standard Code for Information Interchange. ANSI stands for American National Standard Institute. Like an ASCII text file, an ANSI text file contains only printable characters, spaces, carriage returns, line feeds, tabs, backspaces, form feeds, and possibly an end-of-file code. ASCII (printer oriented) and ANSI (printer oriented) files are suitable for sending to a printer that supports backspace and form feed functions.

See the chart below for possible PC to Desktop Publisher conversions:

Convert From	To
ASCII (document oriented)	Brother
Ami Pro	
Brother WP (Inkjet)	
Brother WP (Daisy/Notebook)	
Brother WP (Daisy/Notebook)	
Display Write	
First Choice®	
IBM DCA/DFT	
MS® Word™ (DOS)	
MS® Word™ (Macintosh)	
MS® Word™ (Windows)	
MS Works (DOS)	
MS Works (Windows)	
Multimate	
pfs:Write/Pro®Write/1stChoice	
Professional Write	
Spinnaker Write	
WordPerfect® 5.0 (DOS/Windows®)	
WordPerfect® 6.0 (DOS/Windows®)	
Word for Windows®	
WordStar® 3.x – 7.0	
Writing Assistant	

Installing and Starting the Brother Conversion Software

We recommend that you make a copy of the Brother Conversion software diskette before you start the installation. You can work from the copy made and keep the original diskette in a safe place for possible future use.

Computer system requirements

The Brother Conversion software runs on any computer using Windows 3.x or higher (including Windows/NT and Windows 95). (It does not run on the Desktop Publisher.) The computer must have at least one floppy disk drive and a hard disk drive. The software imposes no special memory or other requirements.

► To install Conversion software under Windows 3.x.:

1. From your Windows desktop, double click on the Main group, then double click on File Manager in this group to start it.
2. Insert the Brother Conversion diskette in your floppy disk drive and select the drive in File Manager.

3. Double click on SETUP.EXE on this disk.

This starts the Brother Conversion software Setup program.

Respond to the dialog boxes on the screen. The Brother Conversion software will be installed on your hard disk drive.

The Setup program creates a Program Manager group named Brother. In this group, it places the icons for Conversion software and On-Line Help.

► **To install Conversion software under Windows 95:**

1. On your Windows 95 desktop, double click on My Computer.
2. Insert the Brother Conversion diskette in your floppy disk drive and double click on that drive in the My Computer window.
3. Double click on the SETUP icon on this disk.

This starts the Brother Conversion software Setup program.

Respond to the dialog boxes on the screen. The Brother Conversion software will be installed on your hard disk drive.

The Setup program creates a Program group named Brother under Program in the Start menu. In this group, it places entries for Conversion software and On-Line Help.

Starting Conversion software

1. Each time you want to start the Brother Conversion software, double click on Conversion software located in the Brother group. *This starts Brother Conversion software, and the Main Panel appears.*
2. Click File(s) in the SOURCE area of the Main Panel and select the files to be converted. If necessary, also click Format to indicate the source file type. *If Format is clicked, the Format Source screen appears.*

If Auto is selected, the system automatically determines the kind of file format that you selected.

3. Click File(s) in the DESTINATION area of the Main Panel to supply the path and file name for the target file. If necessary, also click Format to indicate the source file type. *If Format is clicked, the Format Destination screen appears.*

To specify various options that determine how the conversion program operates, click on the check box in the OPTIONS area of the Main Panel.

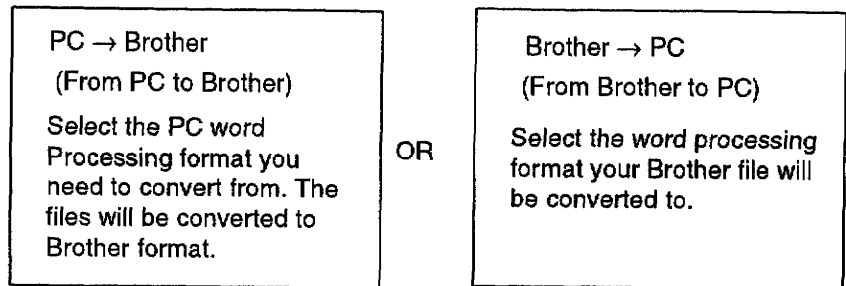
The More Option button brings up an additional panel that lets you specify even more options.

To see the queue of files to be converted, click on the File Queue button.

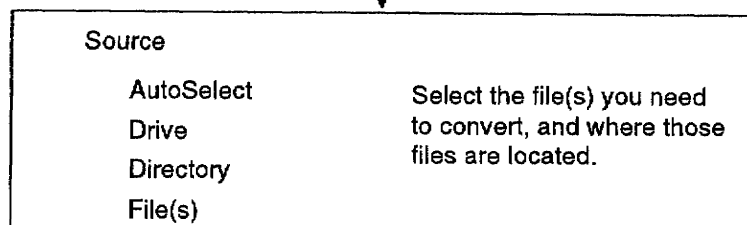
4. Click Convert to convert the file (or files).
The selected file will be converted to the specified format automatically.
5. If desired, click View Log to see the conversion log.
6. Click Exit to close the program.

Conversion Steps

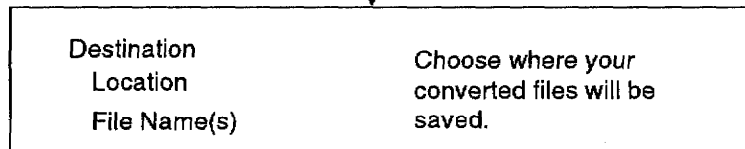
STEP 1



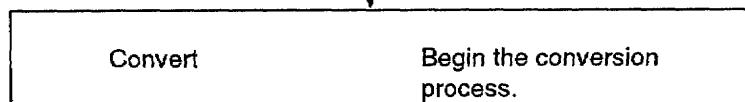
STEP 2



STEP 3



STEP 4



Troubleshooting

Your Desktop Publisher has been manufactured to give you years of trouble-free use. In the rare instance that problems occur, you may find the solution in the table below. If you cannot, do not attempt to repair the Desktop Publisher yourself. Instead, please contact your local Brother Service Center. (For a list of Brother Service Centers, refer to the Brother Authorized Service Center booklet that comes with your Desktop Publisher.)

Problem	Solution
Nothing works after the Desktop Publisher has been turned on.	Check that the Desktop Publisher is plugged into a power source.
Printout is impossible or difficult to read.	Check that the inkjet cartridge is installed correctly. (Please refer to Installing/Replacing an inkjet cartridge on page 10.) Check that there is ink in the cartridge. Press CODE + SHIFT + INK CHG to clean the print head. If printout is still difficult to read, press CODE + INK CHG . After the print head moves to the left, replace the inkjet cartridge. Then press RETURN to clean the print head. Repeat this operation several times if necessary.
Back of paper is stained with ink.	The main roller is stained. Feed two or three sheets of paper through the printer to clean the roller.
Ink runs on the paper.	Try printing on the other side of the paper. If this does not solve the problem, try other types of paper.
White horizontal lines appear in the printed text.	The printer and the print head on the cartridge are not properly connected. Remove and reinsert the cartridge. (See Replacing the Inkjet Cartridge for more information.)
Paper jams.	There are two ways to remove jammed paper. 1. Remove the jammed paper manually. 2. Press CODE + SHIFT + CANCEL or CODE + SHIFT + HELP to eject the papers.
All seems normal after the Desktop Publisher has been turned on, but nothing appears.	LCD model: Adjust the brightness control. CRT model: Adjust the brightness and contrast control. Check that the signal cable is firmly connected to the monitor.
Disk drive operation is not possible.	The diskette has been damaged, or a television set or the monitor is located too close to the disk drive. Try with another diskette and/or move the Desktop Publisher.

Error Messages

Please consult the following table when an error message appears:

Message	Cause	Solution
Check printer! Press any key to continue.	Malfunction of the printer mechanism detected.	Verify that the ink cartridge is firmly installed. Press any key to erase the message, turn the power off, then on again, and check to see if the printer moves correctly. If the error message appears again, press any key to erase the message, turn the power off, then on again, and check whether the printer moved correctly. If the error message appears again, consult your local Brother Service Center*.
Incorrect spec!	Malfunction at a soldering point detected.	Turn off the power and consult your local Brother Service Center* immediately.
RAM down!	Malfunction detected in your machine's Random Access Memory (RAM).	Turn the power off and consult your local Brother Service Center* immediately.
Ink cartridge is not installed!	The ink cartridge is not installed on the machine or the head of the ink cartridge is dried.	Press CODE + INK CHG and install the ink cartridge. You can input/edit/save/load the data even if the ink cartridge is not installed. If this message appears when the ink cartridge has been installed, remove the ink cartridge and reinstall it on the machine properly and press CODE + SHIFT + INK CHG several times. If the error message appears again, replace the ink cartridge with a new one.

Specifications

LCD: 480 x 64 dot

Keyboard: 65 keys

Printer: Built-in color inkjet printer

Print method: 300 × 300 dpi inkjet printing
Print speed: 160 cps (for regular & fine quality printing)
Paper capacity: 9.5 inches
Inkjet Cartridge: Approximately 1,000,000 characters
(inkjet cartridge in regular print mode*)
Font type: Helsinki, Tennessee, Brougham
Font size: 10, 12, 14, 18, 36 point

Memory:

Text memory: 70 KB
External memory: 1.44 MB/720 KB (formatted) 3.5" diskette

Paper Specification:

Cut sheet coated paper: A4, Letter, Legal, Executive
Transparencies A4, Letter
Label Sheet A4, Letter
Envelopes DL, COM-10, C4
Feeder Capacity A4. Letter – 30 sheets
Legal Executive – 1 sheet
Transparencies – 1 sheet
Label sheet – 1 sheet
Envelopes (DL, COM-10) – 5 sheets
Envelopes (C4) – 1 sheet

Paper Selection Lever

Front	Transparencies Envelopes 24 lb paper Label sheet Transfer Iron-on Paper
Back	A4 Letter Legal Executive

Paper Capacity in Feeder

Sheet Feeder	approximately 30 sheets of 20 lb.
Output Stacker	approximately 10 sheets of 20 lb.
Paper Weight	16 to 24 lb.
Print Width	8.1 inches maximum
Line Feed Speed	2.0 inch/second
	1/6 inch line feeds
Printing Direction	
Monochrome	Bidirectional in text
	Unidirectional in text more than 14 pt
	Unidirectional in Image
Color	Unidirectional

Margins:

Letter, Legal, A4, Executive

Left .2 inch min

Right .2 inch min

Top .5 inch min

Bottom 1 inch min

Envelopes – US Commercial 10, European DL

Left .2 inch min

Right 1.2 inches min

Top .5 inch min

Bottom .5 inch min

Glossary

- Abbreviated phrase:** A function that allows you to enter phrases you use frequently by typing an abbreviation rather than the entire phrase.
- Accelerator keys:** The underlined letters on function or pull-down menus that can be used as short-cut keys by pressing the same letter on the keyboard to activate that function on the menu.
- Address block:** In a letter, the area in which the address of the recipient is shown.
- Application:** A program such as Word Processing or Addressbook.
- ASCII file:** A text file consisting of only ASCII codes (all special formatting has been eliminated).
- Backup:** A copy of your data on a separate diskette that you keep in case your original data or diskette is damaged.
- Block:** An area of text that you can copy, delete, or move to another part of that document or to another document in Word Processing or Addressbook.
- Bold:** Characters that are thicker than normal, or to make characters that are thicker than normal.
- Center tab:** A tab used to center text at that tab position.
- Centering:** A Word Processing function that centers text between margins.
- Character keys:** Keys that produce a letter or symbol.
- Chart symbol:** A symbol that indicates that there is a chart beginning from that line.
- Column:** In Addressbook, a vertical group of information that represents one category, such as names or addresses.
- Conversion:** Changing computer data into a form that can be used by a different computer system or program. The Desktop Publisher allows you to convert a Word Processing file into an ASCII file and vice versa.
- Cursor:** (1) A small blinking box used to select a position on the screen.
(2) A long illuminated block used to select menu items by highlighting them.
- Cursor keys:** The four keys with arrows on them. When you press a cursor key, the cursor moves in the direction of the arrow on the key.
- Decimal tab:** A special tab used to align numbers in a column by their decimal point rather than by the first character.
- Disk Drive:** The mechanism that writes data to and reads data from diskettes.
- Diskettes:** A thin, magnetic-coated disk on which computer data can be stored. The Desktop Publisher uses a 3.5-inch diskette.
- Entry field:** On the Data Input screen in the Addressbook program, each data entry area.
- Extension:** Characters added to the end of a file name after a period to identify in which program the file was created. These extensions contain a period and three letters. Example: .WPT
- Extra Character:** Foreign language characters, special marks, and common symbols available for use in your files.
- File:** The unit in which data is stored on the diskette, for example, a single Word Processing document, or Addressbook file.
- Floppy diskette:** See Diskettes.
- Font:** A specific typeface style assigned to the characters. You may use one font or a combination of fonts within one file. (Tennessee, Helsinki)

Font Size: The height and width of a character determined by the selected point size (the vertical measurement of the characters).

Font & Size: Dialog box that allows you to select both the font and the size of the font for typed characters.

Footer: A line of text that prints at the bottom of every page in a document.

Format: The visual arrangement of text on a page, determined by factors such as margin and tab settings, justification, and centering.

Format change symbol: A symbol indicating that there was a format change, such as Justify on/off.

Formatting: See Initializing.

Frame: A set of horizontal or vertical lines such as those used in forms and tables.

Function key: A key that initiates a specific operation. The **MENU** key is an example of a function key.

Function menu bar: A bar that appears across the top of the screen that contains pull-down menu names. You can access it by pressing **MENU**.

Graphics: Any non-alpha/numeric image that you add to your document, such as vertical or horizontal lines, charts, and graphs.

Header: A line of text that prints at the top of every page in Word Processing files.

Help window: A window that shows a list of short-cut keys.

Hyphen scan: A Word Processing function that scans your document for lines of text with long blank spaces caused by the word wrap function.

Initializing: A process by which the system divides a diskette into sections that organize the storage of your files. If the diskette contains data, the system deletes it during formatting.

Ink-jet cartridge: An accessory needed to supply ink for printing.

Input/Edit screen: In the Word Processing and Addressbook programs, the screen where you enter data.

Insert mode: The mode in which you can insert text at the cursor while "pushing" other text further on.

Justify: A Word Processing function used to adjust the spacing in each line of text so that left and right margins are evenly aligned.

Label: A string of characters that identifies each category of information in an Addressbook file.

Label printing: A method for printing Addressbook records on envelope labels.

Leader tab: A tab used to enter a line of dots from the position where **TAB** is pressed up to the next tab.

Line framing symbol: A symbol indicating that there is a frame beginning on that line.

Line out: A function that quickly erases all characters before the cursor on the current line.

List printing: A method for printing Addressbook records as a list.

Memory: A part of the Desktop Publisher that temporarily stores data. The contents of the memory are cleared when you turn off the Desktop Publisher.

Merge printing: A function for printing a Word Processing document incorporating Addressbook records (such as addresses) in desired positions.

Non-character key: Keys that do not provide letters or symbols. Non-character keys activate the functions indicated on their respective key tops.

Normal tab: A tab used to left-align text with that tab position.

Overwrite mode: The mode in which inserting text at the current cursor position deletes the text at that position.

Page break symbol: A symbol that ends a page and starts a new page.

Paragraph break: The end of a paragraph formed by pressing **RETURN**. The paragraph break symbol [↵] appears.

Permanent hyphen: A hyphen to protect words from being separated on two lines. Words with a permanent hyphen between them are treated as one word.

Permanent space: A space to protect words from being separated on two lines. Words with a permanent space between them are treated as one word.

Point: The unit used to express the size of characters. 72 points = 1 inch.

Print Preview: A screen illustration of your typed document displayed to give an overall format layout before printing.

Prompt: A message or format shown on the screen that requires the user to respond.

Pull-down menu: A list of functions that appears below the menu name when the menu name is selected.

Record: One listing in an Addressbook file, for example, the name, address, and telephone number of one individual.

Right margin flush: The text is aligned with the right margin.

Root directory: The original file directory of a tree structured file system. The root directory exists even if the user does not make any other directories.

Scale: The line at the top of the screen that shows the horizontal position of the cursor as well as the position of the right and left margins and tab settings.

Scroll: To move through the data display area quickly when all the data cannot fit on the screen. As old data disappears from one edge of the screen, new data appears at the opposite edge.

Search: A Word Processing and Addressbook function that finds a specified string of characters.

Select: An Addressbook function that lists data that matches the specified conditions.

Self-demo: A program that shows you examples of Word Processing and Addressbook documents.

Short-cut keys: A combination of keys that activates a function without selecting the function from the function menus.

Soft hyphen: A hyphen entered with **CODE + S** or inserted with hyphen scan function.

Soft space: A normal space produced by pressing **SPACEBAR**.

Sort: Reorganizes Addressbook data in either alphabetic or numeric order (or reverse order).

Spell check: A function that checks your text for misspelled words and gives a list of possible corrections.

Status line: The area at the top of the screen showing the name of the file you are working on and other current settings.

Subdirectory: Directories created by the user that appear below a root file directory or other file directories.

Subscript: Characters printed slightly lower than normal characters.

Superscript: Characters printed slightly higher than normal characters.

Symbols: Special characters that can be included in your documents.

Tab: A key that moves the cursor (and text) to the next preset tab stop. Tabs can align text in various ways. For example, decimal tab aligns numbers by their decimal points.

Text area: In the Word Processing Input/Edit screen, the range over which you can move the cursor and enter data.

Tutorial: A program that shows how to use Word Processing.

Type style: An attribute, such as underlining, that is given to your typed text to add effect.

User dictionary: A list of words not in the Spell Check's standard dictionary that are typed in by the user. The Spell Checker consults this when checking spelling in your document.

Word out: A function that allows you quickly to delete the word immediately before the current cursor position.

Word wrap: Allows you to type a paragraph without continuously pressing return. When a word goes beyond the right margin, the word moves to the next line automatically.

Write protection: Protects a diskette from accidental erasure. This is done by setting the write-protection switch on a diskette in the Read Only position.

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