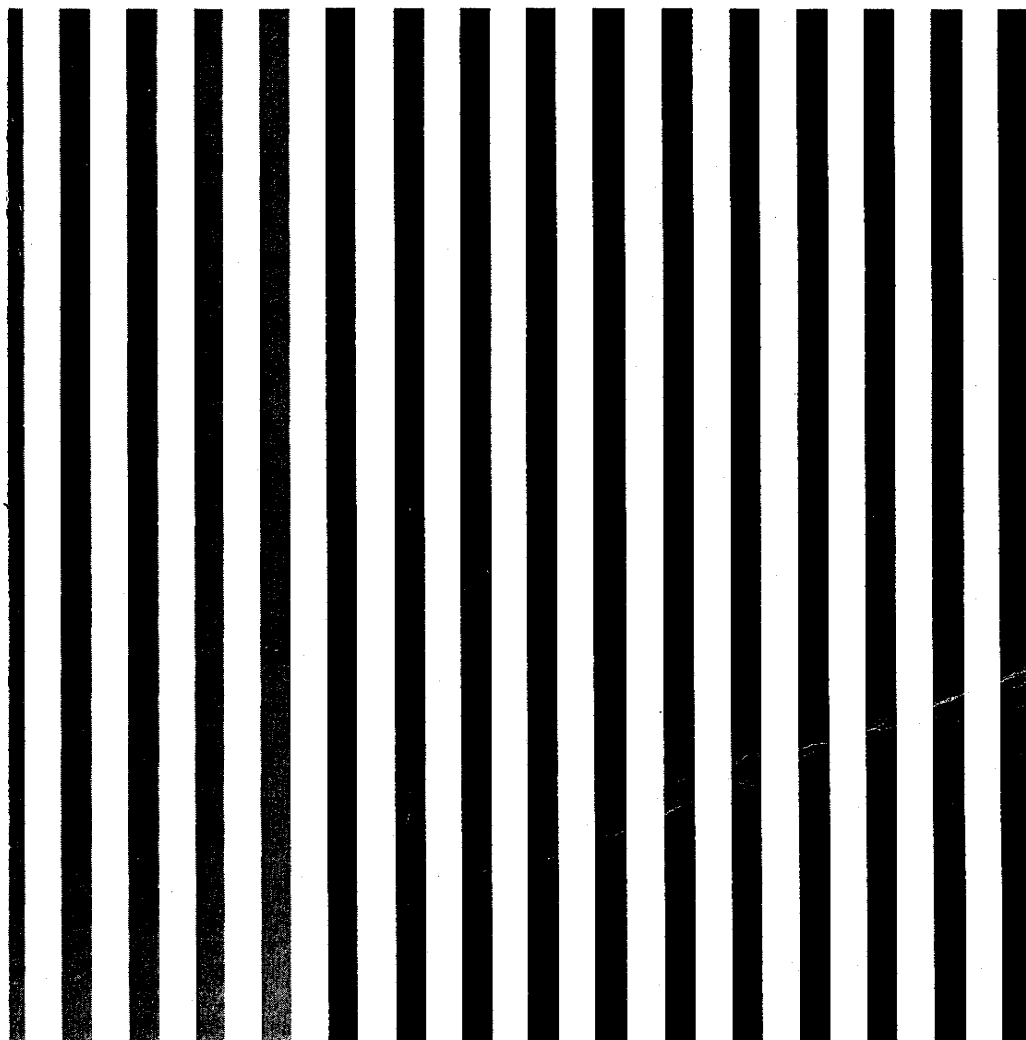


brother®

NOTEBOOK  
WORK ORGANIZER

**SUPER**  
*PowerNote*

USER'S  
GUIDE



# Congratulations!

Thank you for choosing Brother's Notebook Work Organizer! This machine is designed to deliver years of reliable operation. Please read this manual carefully and keep it in a safe place for future reference. We recommend that you write the unit's model number and serial number in the blank space below. These numbers can be found on the rear panel of the work organizer.

MODEL NO.:	SERIAL NO.:
------------	-------------

## FCC NOTICE

1. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
  - Reorient or relocate the receiving antenna.
  - Increase the separation between the equipment and receiver.
  - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  - Consult the dealer or an experienced radio/TV technician for help.
2. This equipment has been certified to comply with FCC standards, which are applied to the U.S.A. only. A shielded interface cable should be used according to FCC 15.27 (a).
3. Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

## COPYRIGHT AND TRADEMARK NOTICE

1. **Spell Checker:** Spelling Corrector and Electronic Thesaurus licensed from Houghton Mifflin Company.  
Spelling U.S. Patent Nos. 4,580,241 and 4,730,269.  
Thesaurus U.S. Patent No. 4,724,523.  
Copyright 1985 by Houghton Mifflin Company. All rights reserved.  
Reproduction or disassembly of embodied programs or database prohibited. Based upon *The American Heritage Dictionary* and *Roget's II: The New Thesaurus*.
2. **TETRIS™:** ©1987 V/O Electronorgtechnica (Elorg). All Rights Reserved. TETRIS is a trademark of Elorg. TETRIS copyright and trademark licensed to Sphere, Inc. and sublicensed to Brother Industries, Ltd. Original concept by Alexey Pazhitnov. Brother version ©1991 Brother Industries, Ltd.
3. **Centronics** is a trademark of Genicom Corporation.
4. **Epson** is a trademark of Epson Corporation.
5. **IBM** is a trademark of International Business Machine Corporation.
6. All other brand and product names are trademarks or registered trademarks of their respective companies.

# Table of Contents

---

<i>Getting Started</i> .....	1
Precautions .....	1
<b>Description of the Machine</b> .....	2
<b>Setting Up</b> .....	4
Connecting the AC Adapter .....	4
Inserting the Lithium Battery .....	4
Installing a Rechargeable Battery .....	6
<i>Charging the Rechargeable Battery</i> .....	6
<i>Precautions Regarding the Rechargeable Battery</i> .....	7
Transporting the Machine .....	7
<b>Connecting other Equipment</b> .....	8
Printer .....	8
Modem and Fax Adapter .....	9
Connection with another Computer .....	10
<b>Floppy Disks</b> .....	11
Inserting and Removing a Floppy Disk .....	11
Write-Protecting Your Disks .....	11
Caring for Your Disks .....	12
Initializing New Disks .....	12
Backing up a File on a Disk .....	13
<b>General Features</b> .....	14
The Auto Power-off Function .....	14
The Time Clock .....	14
The Memory .....	14
The Display .....	15
<b>The MAIN MENU Screen</b> .....	16
<b>Function Menu</b> .....	18
Switching the Display Back Light ON/OFF .....	18
Printer Set Up .....	19
<i>Selecting the Printer</i> .....	19
<i>Setting the Printer Parameters</i> .....	22
Password .....	23
<i>To Set a Password</i> .....	24
<i>To Change a Password</i> .....	24
<i>To Cancel a Password</i> .....	24
The Quick Charge Function .....	24
Self-Demonstration .....	25
<b>Using the Keyboard</b> .....	27

The Character Keys .....	27
<i>Switching the Keyboard</i> .....	28
<i>Lowercase and Uppercase Characters</i> .....	29
<i>Extra Characters</i> .....	29
<i>Superimposed Characters (Permanent Backspace)</i> .....	29
<i>Accents ("Dead" Keys)</i> .....	30
The Function Keys .....	31
<i>Some Important Function Keys</i> .....	31
The Numeric Keypad .....	32
<b>On-Screen Help Information</b> .....	33
<b><i>Scheduler / Calendar</i></b> .....	35
The Scheduler / Calendar Mode .....	35
<i>Before you start...</i> .....	35
How to Start? .....	35
How to Enter a Daily Schedule? .....	36
How to Go from one Screen to Another? .....	37
How to Finish? .....	37
About the Scheduler/Calendar Files .....	37
<b>The DAILY Screen</b> .....	38
Moving the Cursor .....	38
Entering or Editing Data .....	39
Using the Function Menu .....	40
<i>Printing the DAILY Screen</i> .....	40
<i>Switching to the CALENDAR Screen</i> .....	40
<i>Deleting Scheduled Days</i> .....	40
<i>Switching to the MONTHLY Screen</i> .....	41
<i>Searching for Data</i> .....	41
<i>Searching for Alarms</i> .....	43
<i>Jumping to Another Month</i> .....	43
Setting an Alarm .....	44
<i>Changing the Range of Hours</i> .....	46
<i>Switching to the Things To Do List Mode</i> .....	46
<b>The MONTHLY Screen</b> .....	47
Moving the Cursor .....	47
Switching to the DAILY Screen .....	47
Using the Function Menu .....	48
<i>Printing the MONTHLY Screen</i> .....	48
<i>Switching to the CALENDAR Screen</i> .....	48
<i>Deleting Scheduled Days</i> .....	48
<i>Setting Holidays</i> .....	49
<i>Searching</i> .....	50
<i>Switching to the Things To Do List Mode</i> .....	50
<i>Loading a Scheduler/Calendar File from the Disk</i> .....	50



<i>Saving the Current File on Disk</i> .....	51
<i>Entering a File Name</i> .....	52
<b>The CALENDAR Screen</b> .....	53
<b><i>Address Book</i></b> .....	55
The Address Book Mode .....	55
How to Start? .....	55
Creating and Editing an Address Book File .....	57
How to Finish? .....	57
About the Address Book Files .....	57
<b>The DATA INPUT Screen</b> .....	58
Switching from ADDRESS BOOK to DATA INPUT Screen .....	58
<i>To Edit a Record</i> .....	58
Entering and Editing a Record .....	58
Using the Function Menu .....	59
<i>Switching to the ADDRESS BOOK Screen</i> .....	59
<i>Adding a New Record</i> .....	60
<i>Jumping to the Top or Bottom Record</i> .....	60
<i>Changing the Width of a Column</i> .....	61
<b>The ADDRESS BOOK Screen</b> .....	62
Moving the Cursor .....	62
Editing the Labels .....	62
Preparing the Records for Merge Printing .....	63
Using the Function Menu .....	64
<i>Printing the Address Book File (PRINT)</i> .....	64
<i>Entering and Editing a Record (INPUT DATA)</i> .....	67
<i>Block Record Operations (BLOCK RECORD)</i> .....	69
<i>Entering and Editing a Label (LABEL)</i> .....	71
<i>Reorganizing Your File (FUNCTION)</i> .....	73
<i>Loading a File from a Disk</i> .....	78
<i>Saving the Address Book File on Disk</i> .....	79
<b><i>Spreadsheet</i></b> .....	81
What is a Spreadsheet? .....	81
How to Start? .....	81
<i>If You Want to Retrieve an Old Spreadsheet for further Editing</i> .....	82
<i>The Spreadsheet Templates</i> .....	82
How to Finish? .....	82
About the Spreadsheet Files .....	83
Help Menus .....	83
Numeric Keypad .....	84
<b>The Input/Edit Mode</b> .....	85
The SPREADSHEET INPUT/EDIT Screen .....	85

Moving Around the Screen .....	85
The Input Area .....	86
Entering and Editing Data .....	87
Alphanumeric Data .....	88
<i>Format Marks</i> .....	88
<i>Maximum Length of Alphanumeric Data</i> .....	89
Numeric Data .....	89
Direct Numbers .....	90
Formulas .....	90
<i>Operators</i> .....	91
<i>Operands</i> .....	91
Using Simple Formulas .....	92
Order of calculation of a formula .....	94
Maximum Length of a Formula .....	95
Math Functions .....	95
<i>What is a Range of Cells?</i> .....	96
<i>Easy Input of a Range</i> .....	96
List of Functions .....	97
<b>The Command Mode</b> .....	101
Bold .....	101
Underline .....	101
Absolute and Relative Addresses .....	102
Copying a Range of Cells .....	102
Copying one Cell to Many Other Cells .....	103
Deleting Rows and Columns .....	104
Inserting Blank Rows and Columns .....	106
Moving a Range of Cells .....	108
Printing a Range .....	109
Functions Available in the Function Menu .....	110
<i>Adjusting the Width of the Columns</i> .....	110
<i>Filling a Range with Numbers</i> .....	111
<i>Freezing Columns on the Screen</i> .....	113
<i>Changing the Format of Numeric Data</i> .....	114
<i>Recalculation</i> .....	116
<i>Organizing Your Data</i> .....	117
<i>Clearing a Range</i> .....	121
<i>Converting a Range into a Document</i> .....	122
<b>File Operation</b> .....	124
Saving Your Work .....	124
Retrieving a Spreadsheet File .....	125
Converting a Spreadsheet File to a Document File .....	126
Printing a File .....	127
Using Lotus® 1-2-3® Files .....	128
The Templates .....	131
<i>Description of the Templates</i> .....	131

<i>Retrieving a Template</i> .....	132
<i>A Practice Exercise</i> .....	132
<i>Practice Recalculation</i> .....	133
<i>Practice Printing</i> .....	133
<i>Practice Saving the File</i> .....	133
<b>Create Document</b> .....	135
How to Start? .....	135
<i>If You Want to Retrieve an Old Document for further Editing</i> .....	135
How to Finish? .....	135
About the Create Document Files .....	136
<b>INPUT/EDIT Screen</b> .....	137
Scale .....	137
Message Area .....	137
Status Line .....	138
Text Area .....	139
<b>Typing on the Display</b> .....	140
Hot Zone .....	140
Word Wrap .....	140
Permanent Space .....	140
Permanent Hyphen .....	140
<b>Revising Text -- Basic Functions</b> .....	141
Moving the Text Cursor .....	141
<i>Cursor Keys</i> .....	141
<i>GOTO Page</i> .....	142
Inserting Text .....	142
Deleting a Character .....	143
Deleting a Word .....	143
Deleting a Line .....	143
<b>Formatting Text -- Basic Functions</b> .....	144
Format Change Symbol .....	144
Left and Right Margins .....	144
Setting the Pitch .....	145
Changing the Line Spacing .....	145
Tabs and Decimal Tabs .....	145
<i>Setting Tabs</i> .....	146
<i>Clearing Tabs</i> .....	146
<i>Using Tabs while Typing</i> .....	146
<i>Using Decimal Tabs while Typing</i> .....	147
<i>Inserting Tabs</i> .....	147
<i>Removing Tabs</i> .....	147
Line Indent .....	148
Paragraph Indent .....	148

<i>Setting the Temporary Left Margin</i> .....	148
<i>Using a Temporary Left Margin</i> .....	148
<i>Returning to the True Left Margin</i> .....	149
Automatic Justification .....	149
<i>Entering Justified Text</i> .....	149
<i>Justifying Existing Text</i> .....	149
Page Layout View Function .....	150
<b>Adding Effects (STYLE)</b> .....	151
Bold Face Characters .....	151
Underlining .....	152
Typing Expanded Text .....	152
Subscripts and Superscripts .....	153
<b>Centering and Right Margin Flush (CTR/RMF)</b> .....	155
Centering Between Margins .....	155
Centering Between Tabs .....	155
<i>Undoing Centering</i> .....	156
Right Margin Flush .....	156
<i>Undoing a Right Margin Flush Format</i> .....	157
<b>Block Operations (BLOCK)</b> .....	158
Copying a Block within the Document .....	158
Copying a Block into a Different File .....	159
<i>Recalling the Temporary File</i> .....	160
Deleting a Block .....	160
Moving a Block .....	161
<b>Searching for Text (SEARCH)</b> .....	163
Search .....	163
<i>Defining a String</i> .....	164
Search and Replace .....	165
Hyphen Scan .....	166
<b>Spell Check System (SPELL)</b> .....	168
Understanding the Spell Checker .....	168
<i>Important Notice</i> .....	169
Checking Existing Text -- <b>ALL</b> .....	169
<i>Activating the System</i> .....	169
<i>While Checking (Suspect &amp; Redundant Words)</i> .....	170
Checking While Typing -- <b>ONE WORD</b> .....	172
<i>Activating the System</i> .....	172
Understanding the User Dictionary .....	172
User Dictionary Maintenance .....	173
<i>Using the Function Menu for other Options</i> .....	173
Loading a User Dictionary .....	175
Saving the User Dictionary .....	176
<b>Abbreviated Phrases and Thesaurus (ABBR/THR)</b> .....	177

Thesaurus .....	177
<i>Edit Thesaurus</i> .....	177
<i>Type Thesaurus</i> .....	179
Increasing Your Typing Speed with Abbreviated Phrases .....	179
Abbreviated Phrase Maintenance .....	180
<i>Using a Phrase</i> .....	180
<i>Using the Function Menu for other Options</i> .....	181
Loading an Abbreviated Phrase File .....	182
Saving the Abbreviated Phrase Memory .....	183
<b>Paper and Screen Settings (FORM)</b> .....	184
Paper Size .....	184
Header and Footer .....	186
Disabling the scale .....	187
Displaying two Documents .....	188
Switching to the Other Document (When displaying two documents) .....	189
Returning to Normal INPUT/EDIT Screen (When displaying two documents) .....	189
<b>Printing a Page (PAGE)</b> .....	190
Page Breaks .....	190
Page Printing .....	190
<b>Data Merge</b> .....	192
Creating the Merge File .....	192
Creating the Master Document .....	192
Merge Printing .....	192
<b>File Operation</b> .....	194
Saving Your Work .....	194
<i>Saving a New File</i> .....	194
<i>Saving an Edited file</i> .....	195
MEMORY INDEX Screen .....	195
Retrieving Previous Work .....	196
Printing a File in Memory .....	196
<i>Pausing/Resuming Printing</i> .....	198
<i>Daisy Wheel Changes (only with Brother HR Series Printers)</i> .....	198
<i>Double Columns Printing</i> .....	199
Copying a file in Memory .....	200
Deleting a file from the Memory .....	201
Renaming a File in Memory .....	201
Loading a Create Document File from the Disk .....	202
Transferring a File from Memory to Disk .....	203
Business Letter Template Disk .....	204
<i>Operation</i> .....	204

<b><i>Things to Do List</i></b> .....	205
The Things to Do List Mode .....	205
Before you Start... .....	205
How to Start? .....	205
How to Finish? .....	206
About the Things to Do List Files .....	206
<b>The THINGS TO DO LIST Screen</b> .....	207
Moving the Cursor .....	207
Checking a Record .....	208
Editing a Record .....	208
Using the Function Menu for other Options .....	208
<i>Printing the List</i> .....	208
<i>Adding a New Record</i> .....	209
<i>Jumping to the Top or Bottom Record</i> .....	209
<i>Deleting Records</i> .....	210
<i>Sorting the List</i> .....	211
<i>Inserting a Blank Record</i> .....	212
<i>Switching to the Scheduler/Calendar Mode</i> .....	212
<i>Loading a Things to Do List File from Disk</i> .....	213
<i>Saving the Current File on Disk</i> .....	214
<b>The DATA INPUT Screen</b> .....	215
Switching from THINGS TO DO LIST to DATA INPUT Screen .....	215
Moving the Cursor .....	215
Entering and Editing a Record .....	216
About the Alarm .....	217
Using the Function Menu for other Options .....	218
<i>Printing a Record</i> .....	218
<i>Adding a New Record</i> .....	219
<i>Jumping to the Top or Bottom Record</i> .....	219
<i>Switching to the Scheduler/Calendar Mode</i> .....	220
 <b><i>Clock</i></b> .....	 221
The Time Clock .....	221
Turning the CLOCK ON .....	221
Setting the Time .....	222
Setting Alarms .....	223
Returning to the Main Menu .....	224
 <b><i>Calculator</i></b> .....	 225
Using Your Machine like a Pocket Calculator .....	225
Using the Numeric Keypad .....	225
How to Start? .....	226
<i>From the Main Menu</i> .....	226

<i>From the Create Document Mode</i> .....	226
Calculating .....	227
<i>Order of Calculation</i> .....	227
<i>Sign</i> .....	227
<i>Maximum Length of Numbers and Precision</i> .....	227
<i>Storing a Constant</i> .....	228
<i>Clearing</i> .....	228
Turning the CALCULATOR off .....	228
<b>Communication</b> .....	229
The Communication Mode .....	229
Before You Start .....	229
<i>Purchase a Modem</i> .....	229
<i>If you want to use Information Services</i> .....	229
How to Start? .....	230
Communicating .....	230
How to Finish? .....	232
About the Communication Files .....	232
<b>The COMMUNICATION Screen</b> .....	233
Sending Data in Hexadecimal Code .....	233
The Function Menu .....	234
Scrolling the Display .....	234
Dialing .....	235
Entering the Phone Number .....	236
<i>Direct Typing of the Phone Number</i> .....	236
<i>Selecting the Phone Number from the Address Book</i> .....	236
Selecting the Dial Mode .....	237
Dialing and Connection Problems .....	237
Auto Log In .....	238
Setting Up .....	239
Loading the Communication Settings from Disk .....	242
Saving the Communication Settings on Disk .....	243
Resetting all Parameters to their Default Setting .....	244
Sending a File .....	245
Receiving a File .....	246
Returning to the Main Menu .....	249
<b>Character Code Table</b> .....	250
8-bit Code Table .....	250
7-bit Code Table .....	251
Transmitting Control Codes .....	252
<b>Fax</b> .....	255
The FAX Mode .....	255

Before You Start .....	255
How to Start? .....	255
Sending the File .....	256
How to Finish? .....	257
<b>The SEND A FAX Screen</b> .....	258
Entering the Fax Number .....	258
<i>Direct typing</i> .....	258
<i>Using the Address Book File</i> .....	259
Dial Mode .....	259
Transmitter ID .....	260
Transmission Problems .....	260
Printout vs. Fax Copy .....	261
<b><i>Line by Line</i></b> .....	263
Printing a Line at a Time as You Type .....	263
How to Start? .....	263
Using the Line by Line Mode .....	263
How to Finish .....	263
<b>The LINE BY LINE Screen</b> .....	264
Status Line .....	264
Text Line .....	265
Message Area .....	265
Function Menu .....	265
<b>Setting Up</b> .....	266
Setting Margins .....	266
Selecting the Pitch .....	266
Selecting the Line Space .....	266
Corrections .....	267
<b>Layout Functions</b> .....	268
Adding Effects (STYLE) .....	268
<i>Bold Face Characters</i> .....	268
<i>Underlining</i> .....	269
<i>Typing Expanded Text</i> .....	270
<i>Superscripts and Subscripts</i> .....	271
Centering and Right Margin Flush Functions (CTR/RMF) .....	272
<i>Centering</i> .....	272
<i>Right Margin Flush</i> .....	273
<b><i>File Management</i></b> .....	275
The File Management Mode .....	275
How to Start? .....	275
How to Finish? .....	275



About the Different Types of Files .....	276
<b>MEMORY INDEX Screen</b> .....	277
File Length and Remaining Memory Space .....	277
Selecting a File .....	277
Functions Available on the MEMORY INDEX Screen .....	277
<i>Copying a File in Memory</i> .....	277
<i>Deleting Files from the Memory</i> .....	278
<i>Renaming a File in Memory</i> .....	279
<i>Switching to the DISK INDEX Screen</i> .....	280
<i>Transferring Files from Memory to Disk</i> .....	280
<b>DISK INDEX Screen</b> .....	282
Functions Available on the DISK INDEX Screen .....	282
<i>Copying a File on Disk</i> .....	282
<i>Deleting Files from a Disk</i> .....	284
<i>Renaming a File on Disk</i> .....	285
<i>Switching to the MEMORY INDEX Screen</i> .....	285
<i>Transferring Files from Disk to Memory</i> .....	286
<i>Converting Files</i> .....	287
<i>Converting a File to ASCII Format</i> .....	288
<i>What is an ASCII File?</i> .....	288
<i>Converting a Create Document File to an ASCII File</i> .....	288
<i>Converting an ASCII File to a Create Document File</i> .....	290
<i>Disk Delete (Deleting All Files)</i> .....	292
<b><i>Disk Application</i></b> .....	293
The Disk Application Mode .....	293
How to Start? .....	293
How to Finish .....	295
<b>Tetris</b> .....	296
Setting the LEVEL and HEIGHT .....	296
Playing .....	297
<i>The Indicators</i> .....	298
<i>Other Options</i> .....	298
<b>Turnabout</b> .....	299
Set-up Screen .....	301
Playing .....	301
<b><i>Appendix</i></b> .....	303
Error Messages .....	303
<b>Troubleshooting Chart</b> .....	305
<b>Specifications</b> .....	306
General .....	306

Printer (Parallel) Interface .....	306
<i>Signal Interface Pin-Assignment</i> .....	307
<i>Driver Circuit</i> .....	307
<i>Receiver Circuit</i> .....	308
Communication (RS-232C) Interface .....	308
<i>Signal Interface Pin-Assignment</i> .....	308
<i>Driver Circuit</i> .....	309
<i>Receiver Circuit</i> .....	309
<b>Glossary</b> .....	310
<b>Alphabetical Index</b> .....	315

### **Optional Accessories for Your Notebook Work Organizer**

You may want to consider some of the accessories described below for your Notebook Work Organizer. See "Accessory Order Form" at the end of this guide for ordering information.

#### **Floppy Disks (MFD-60)**

A box of ten 3.5" double sided/double density (2DD) Floppy Disks.

#### **Robotics Pocket Fax Modem (FX-4000)**

This modem allows you to communicate with another Notebook Work Organizer or a personal computer via telephone lines. You are also able to send a text file to a fax machine by using the FX-4000.

#### **Rechargeable Ni-Cd Battery (BA-4000)**

This battery is used to provide power to the unit when no AC power is available. (For use outdoors, on a train, etc.) This battery pack fits easily into a compartment on the top of your unit.

#### **Carrying Case (CA-4000)**

This carrying case, with handle, is used to transport your Notebook Work Organizer safely.

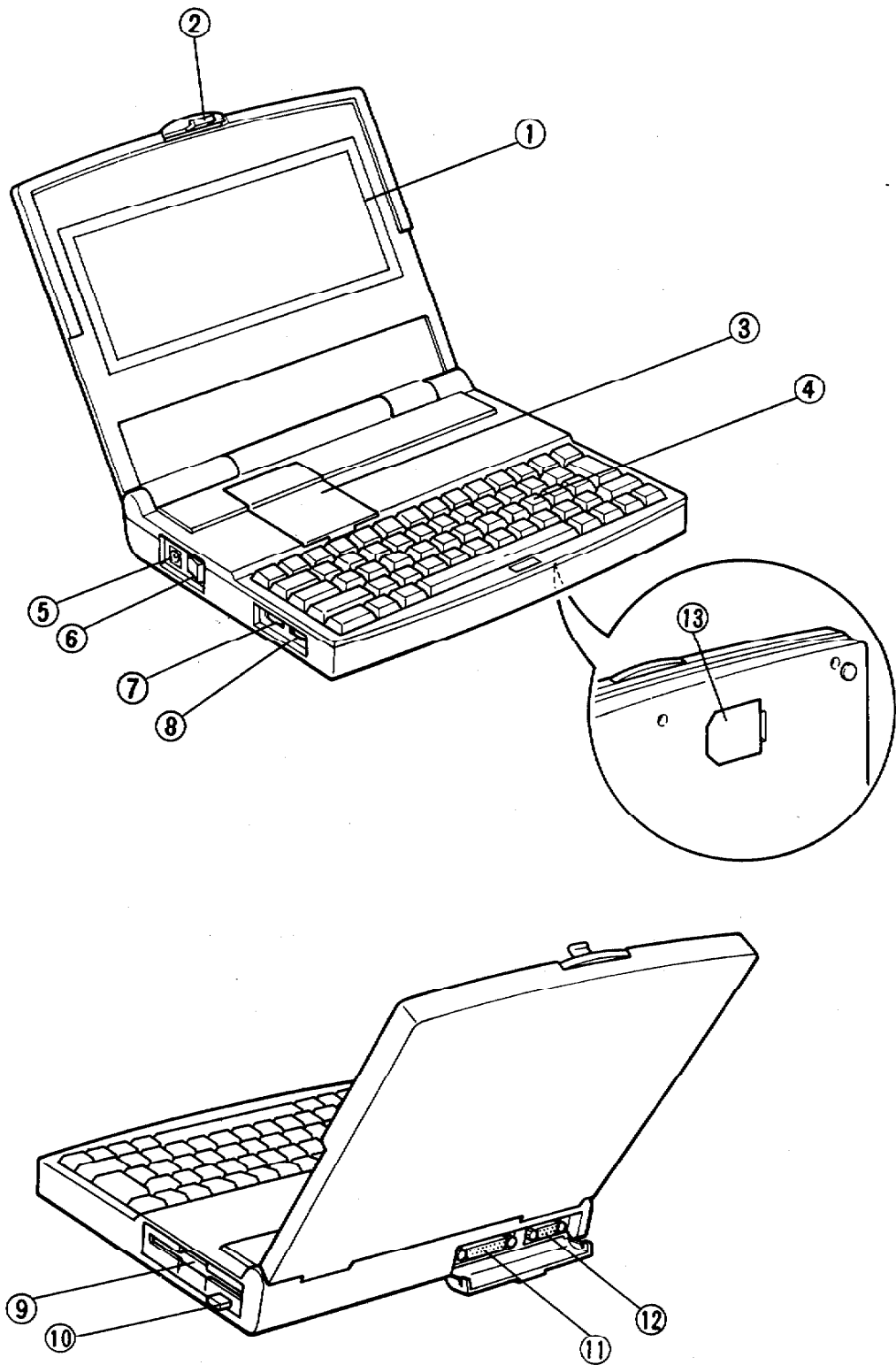
# Getting Started

## Precautions

- Never power the machine with an AC adapter other than the AC adapter which comes with your machine.
- In case of malfunction, overheating, or other problems, immediately turn the power off, disconnect the AC adapter and consult your dealer. Turn the power off and disconnect the AC adapter during thunderstorms. Do not attempt to disassemble the machine. It has no user-serviceable parts inside.
- Do not tug on the power cord or connection cables. To disconnect, be sure to always grasp the plug itself. Avoid direct exposure to sunlight and other sources of heat. Be especially careful not to leave the machine in an automobile exposed to direct sunlight. The display is vulnerable to high temperature.
- Avoid spills. If any liquid enters the machine, immediately turn the power off, disconnect the AC adapter and consult your dealer. Do not allow foreign matter to enter the interior of the unit or get between the keys. Be especially careful of metal objects.
- Use the unit on a horizontal, hard surface. Avoid locations subject to excessive vibration, moisture or dust. The display is especially vulnerable to humidity and can be easily damaged if it is hit or scratched with hard objects. Never apply undue pressure on the display. Clean with a soft, dry cloth. Avoid using chemicals, solvents and detergents. Do not use sprays in the vicinity of the machine. Aerosols are extremely harmful to the disk drive.
- Avoid dropping the machine and do not place objects on the keyboard.
- To avoid interference, do not place the machine too close to a radio receiver or television. If the machine is too close to a television set, the disk drive may not work properly.
- If you switch the machine off, wait at least 10 seconds before switching it on again. Failure to respect this delay may disrupt the start-up sequence, resulting in faulty operation and possible hardware damage.
- Rechargeable Battery: Do not try to disassemble and do not dispose of the battery in a fire. The battery may burst. Avoid short circuits between the battery terminal and recharge at least once a year even if the battery is not used. For more details, see "Precautions Regarding the Rechargeable Battery" on page 7.
- Display: The backlit panel will gradually decrease its brightness as it is used. To maximize the life of the display, turn the back light off when working in a well-lit location. Never increase the brightness more than necessary. After much use the panel may expire. When this occurs, contact your local Brother service location to have the panel replaced.

**WARNING:** It is a good practice to save every text file to disk after a work session in the Create Document mode to provide a back up of your files in case anything should go wrong. Failure to save your files to disk before using the self demo, disk application function, or convert function of the File Management mode will cause you to lose your text files. Since these programs use the entire memory, all text files in internal memory must be saved to disk before the programs can be accessed. We are sure that if you forget once and lose your information, you will never forget again.

# Description of the Machine



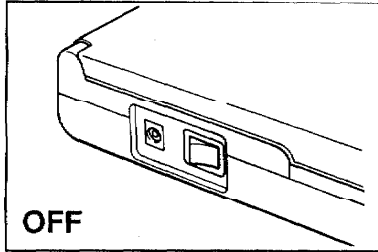
- ① **LCD Display** This two-way backlit LCD screen displays 22 lines of 80 characters. Contrast and back light intensity can be adjusted separately. The back light can be turned off for lower power consumption when working with the battery.
- ② **Cover Clamp** Press the clamp inward to open.
- ③ **Rechargeable Battery Compartment** Insert the optional rechargeable battery here. This battery allows you to use the machine where AC power is not available.
- ④ **Keyboard** Character and function keys.
- ⑤ **Power Input** Connect the AC adapter supplied with your machine here. Never connect another adapter.
- ⑥ **Power Switch** Turns the machine on/off.
- ⑦ **Contrast Controller** Controls the display contrast.
- ⑧ **Back light Controller** Controls the intensity of the back light; cannot be used to turn the back light completely off.
- ⑨ **Disk Drive** Insert your disks here.
- ⑩ **Disk Eject Button** Press this button to eject the disk.
- ⑪ **Printer Connector** Connect a parallel printer cable here.
- ⑫ **Communication Connector** This input/output connector is used to connect a serial printer cable, a modem, or the optional fax interface.
- ⑬ **Backup Battery Compartment** The small lithium battery protects the memory even when the power is switched off.

# Setting Up

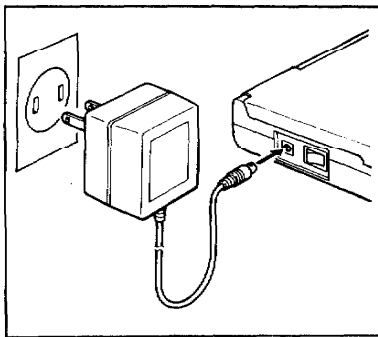
---

## Connecting the AC Adapter

- *Before connecting or disconnecting the AC adapter, make sure that the power is off. Connecting or disconnecting the AC adapter while the power is on may damage the memory.*
- *Never use an AC adapter other than the one which comes with the machine.*



**Make sure that the power switch is set to OFF.**



Plug the supplied AC adapter into an AC outlet and plug its cable into the DC9V power input of the machine.

You may now turn the power ON.

It is a good idea to disconnect the AC plug when the machine is not to be used for a long period.

**Always disconnect the adapter from the AC outlet during thunderstorms.**

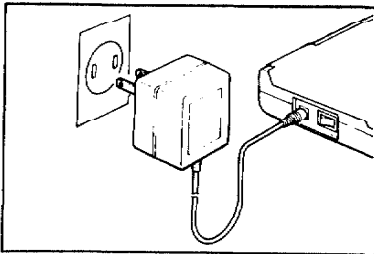
---

## Inserting the Lithium Battery

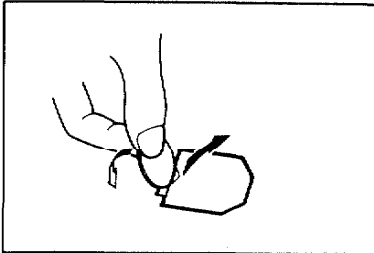
The small lithium battery that comes with the machine should be inserted in the compartment on the bottom of the machine. This battery retains memory and powers the clock functions when the power switch is turned off.

- *This battery is not for using your unit without the AC power adaptor. If you want to use your unit where AC power is not available, see "Installing a Rechargeable Battery" on page 6.*
- *When installing a new lithium battery, make sure that the power is on. Installing a new lithium battery while the power is off may cause malfunction when you turn the power on. Making sure that the power is on when*

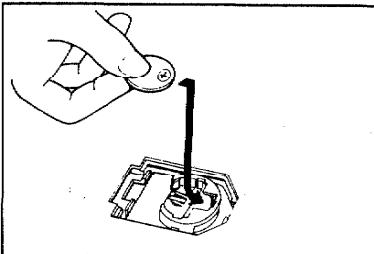
*you replace the lithium battery also prevents memory data that cannot be stored on disk (e.g. settings of the Communication mode, etc.) from being erased.*



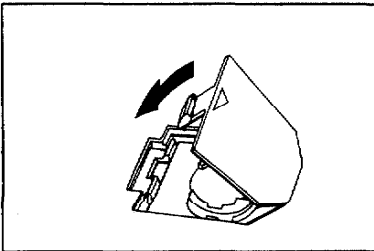
Connect the AC adapter and make sure that the power is on.



Use a coin to open the battery compartment cover at the bottom of the machine.



Make sure that the positive terminal (+) is facing outside. Slide the battery into the holder and push it in.



Close the cover.

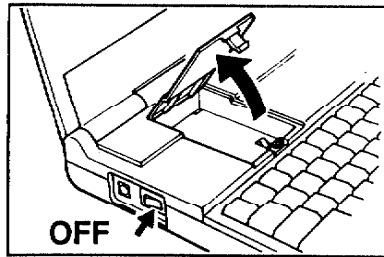
The battery will last for about one year. When it becomes low, a MemLoss indicator will appear at the upper-right corner of the screen each time you press a key, and the Auto Power Off function will be disabled.

When this indicator appears, you should immediately save all your files on a disk. If you do not do so, there is a risk that the files will be deleted.

Bring the old lithium battery to your supplier and be sure to purchase a new battery of the same type (CR2032). Insert the new battery as explained above.

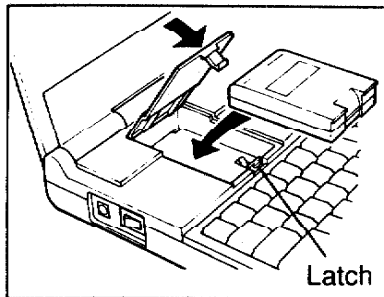
## Installing a Rechargeable Battery

An optional rechargeable nickel-cadmium battery is available (Brother Battery Pack BA4000). It allows you to use your machine in places such as a train, where AC power is not available.



**Make sure that the power is turned off.**

Open the battery compartment cover on the top of the machine.



Insert the battery as shown and press down to lock. Close the cover. You may now turn the power on.

To remove the battery, pull the latch toward the keyboard to unlock. The battery can then be removed.

## Charging the Rechargeable Battery

A new battery must be charged before you can use the machine without the AC adapter.

To charge the battery, turn the power off, insert the battery pack, and connect the AC adapter. When the AC adapter is connected, the battery recharges automatically in about 15 hours regardless of the position of the power switch. However, if you use the quick charge function (see "The Quick Charge Function" on page 24), the battery will recharge in about six hours. The charging times indicated here may vary depending on the temperature and AC voltage.

- ***If the BATTERY indicator stays on for more than ten minutes without interruption, the battery is worn out and must be replaced with a new one.***

A charged battery will automatically power the machine each time you turn the power on while the AC adapter is not connected.

A new, fully charged battery will be able to supply power for about 2.5 hours with the display back light on, and for about eight hours with the back light off (these times are at room temperature and when the disk drive is not used). As the battery becomes old, the time it can supply power after being fully charged will decrease. Replace the battery with a new one when its performance become poor.



When the battery becomes low, the BATTERY indicator appears each time you press a key. At that time, the battery does not have enough energy to power the disk drive and disk access becomes impossible. You should recharge the battery immediately. If an AC outlet is not available, or if you do not have the AC adapter handy, switch the power off and stop using the machine until you can recharge the battery. Failure to observe this precaution can cause the memory to be cleared.

- **WARNING:** *When using the adapter with a rechargeable battery installed, never disconnect the adapter from the AC outlet or from the machine while the power is on. This would cut the power supply to the unit even if the battery is charged. Moreover, doing so could damage the memory. If you want to disconnect the AC adapter and run the machine with the rechargeable battery, switch the power off first, disconnect the AC adapter, and switch the power on.*

---

### Precautions Regarding the Rechargeable Battery

- If you are going to use the machine for an extended period with the AC adapter only, remove the nickel-cadmium battery and store it in a cool, dry place. This also applies when you are not going to use the machine for an extended period. Be careful to prevent the battery terminals from contacting metallic pieces (do not wrap the battery in aluminum foil which would cause a short circuit). Recharge at least once a year even if the battery has not been used.
- Never recharge the battery using a recharger other than the built-in recharger of your machine.
- Do not try to disassemble the battery, or dispose of it in a fire. The battery may burst.
- Switch the power off when you do not use the machine in order to save battery energy.

---

### *Transporting the Machine*

This laptop machine is ideal to work on a train or in a park, to take notes in a meeting, etc. Simply make sure that the rechargeable battery is fully charged and the disks that you might need have been initialized for use. When the machine runs on the battery, switching off or reducing the intensity of the back light, as well as avoiding too much disk operation will extend the battery life.

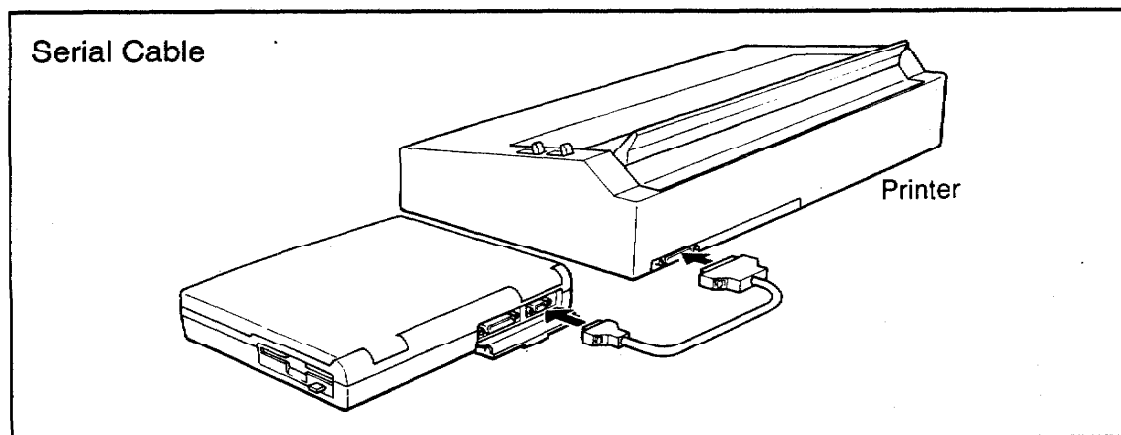
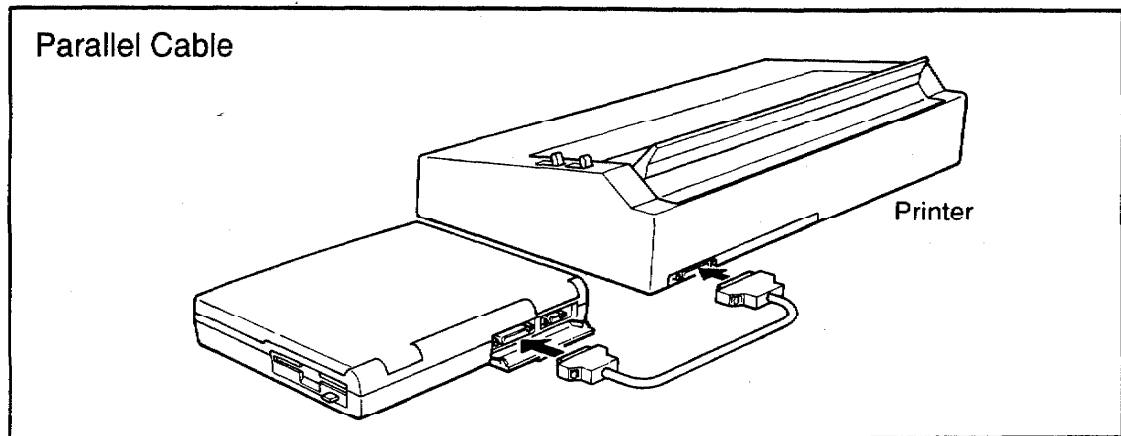
- *Avoid transporting the machine with a disk inserted in the drive. Vibrations and shocks may damage the disk and the drive, and the disk may fall out if the eject button is accidentally pressed.*

# Connecting other Equipment

## Printer

Before you try to connect a printer, you must know which kind of input connector the printer is equipped with: parallel or serial (RS-232C). You will find this information in the printer documentation. Connect the printer cable accordingly to the connector on your machine.

- *Before connecting the printer to your machine, make sure that the power switch on your machine and on the printer is turned to OFF.*



This machine is compatible with most printers currently available on the market. In order to work correctly, however, the machine must be told which kind of printer is connected (refer to "Printer Set Up" on page 19).

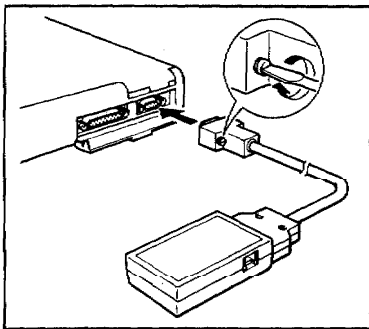
## Modem and Fax Adapter

Not all external modems and fax adapters available on the market are compatible with your machine. When you purchase a modem or a fax adapter and a modem cable (serial), make sure to consult your dealer. The recommended model is Robotics FX-4000 (Pocket Fax Modem) which can be used both as a modem and fax adapter. You may also use a HAYES AT compatible modem.

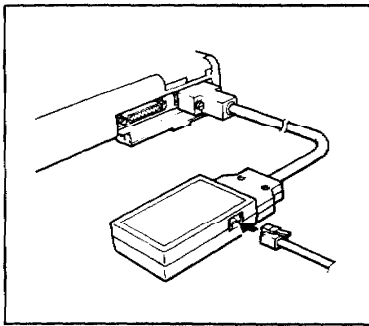
Refer to the modem and fax adapter documentation for setting the jumper connectors and/or DIP switches, if any. Usually, the manufacturer's settings do not need to be changed.

When you purchase a modem or a fax adapter, it is a good idea to bring the machine to your supplier's shop and actually try the unit before buying.

- *Before connecting a modem or a fax adapter to your machine, make sure that the power is off.*



Connect the serial cable of the modem or fax adapter to the communication connector of your machine. Secure the connector screws.



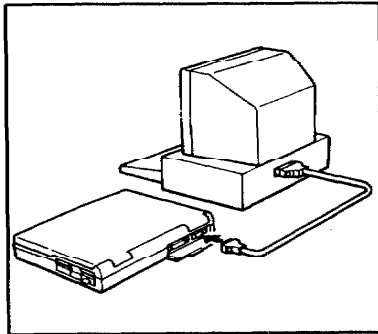
Connect the telephone cable of the modem or fax adapter to the auxiliary socket of a telephone set or to a telephone line socket.

## Connection with another Computer

If you are using a computer at home or at your office, you will find it very useful to be able to transfer data from one machine to the other. Since your Super Power Note Work Organizer is portable, you can use it, for example, to input data while commuting by train. You will then want to transfer the data to your computer for further editing. If your computer is equipped with a 3.5" disk drive and if its operating system is one of the many DOS versions, it will probably be able to read the disks formatted on your Super Power Note Work Organizer. If you want your Super Power Note Work Organizer to be able to read disks formatted on your computer, consult your DOS manual and format the disks to 720 kilobytes.

If your computer's operating system is not DOS, or if it is equipped with a 5" disk drive only, you will still be able to transfer data through a cable. Your computer must be equipped with an RS-232C serial port and the appropriate communication software. All you need is a NUL MODEM cable, available in most computer shops. For details about data transfer, see "Communication" on page 229.

- *Before connecting a computer to your Super Power Note Work Organizer, make sure that both machines are switched off.*

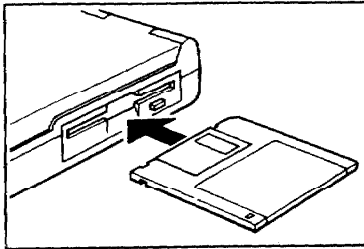


Connect the NUL MODEM cable to the communication connectors on both your Brother Super Power Note Work Organizer and the computer. Secure the connector screws.

# Floppy Disks

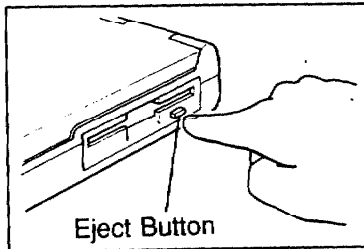
This machine accepts only the following types of 3.5-inch floppy disks:  
MF-2DD (Double Sided/Double Density/Double Track)

## Inserting and Removing a Floppy Disk



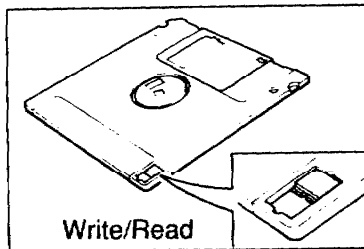
Insert the floppy disk as shown in the illustration. You will feel some resistance if you try to insert the disk the other way around.

To remove the disk, simply press the disk eject button.

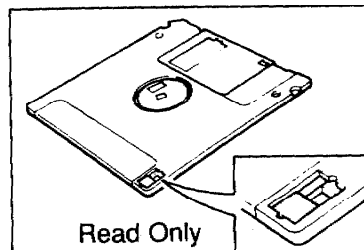


**CAUTION:** The floppy disk may be inserted and removed when the power is either on or off. However, you should never insert or remove it while a message indicates that a disk operation is in progress.

## Write-Protecting Your Disks



Write/Read

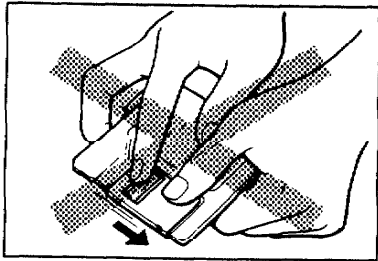


Read Only

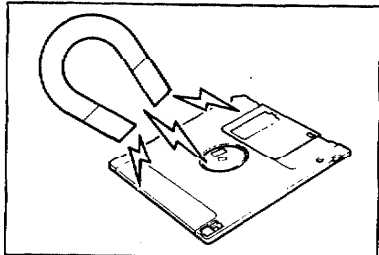
All 3.5-inch floppy disks have a switch that protects their contents from accidental erasure. When the switch is in its READ ONLY position, you cannot erase old information or store new information on the disk.

Put the switch in the READ ONLY position to protect a disk containing valuable information.

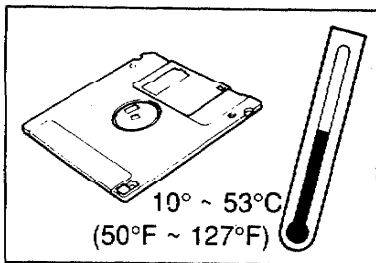
## Caring for Your Disks



Never open the shutter of the disk and never touch the surface directly.



Do not use magnetic materials near the disk.



Never expose the disk to extremely high or low temperatures.

## Initializing New Disks

A floppy disk can be used by a system only after being "formatted" -- or initialized by the system for specific use by that system. The initializing program creates a format on the disk.

Different systems use different formats. Standards exist, but, in general, systems cannot share disks without special conversion of hardware or software. This machine uses a standard DOS, 720 kilobytes format that is recognized by most personal computers running on DOS. It is also intelligent enough to recognize a new disk or one from another system. When you turn on the machine, for example, one thing that is checked is the disk format. If the disk is unformatted or has a different format, the following prompt appears:

```
Disk not formatted to 720KB. Press CANCEL to abandon, RETURN to delete disk.
```

- **WARNING:** *Initializing a disk erases any data that might be on it. Please be careful if you initialize a disk that has been previously formatted on a personal computer, in a format that is not recognized by*

***this machine (for example, DOS format 1,200 kilobytes or DOS format 1,440 kilobytes): the files will be completely destroyed. The machine can only read DOS format, 720 kilobytes.***

If you decide not to format the disk, press **CANCEL** and insert another disk. Press **RETURN** if you want to format the disk and delete all data that it may contain. This message will appear:

Delete all data on the disk? Press RETURN(yes) or CANCEL(no).

If the disk contains important data that you want to keep, this is your last chance. Press **CANCEL** and insert another disk. Press **RETURN** to format.

Once the disk has been initialized, it will be in the proper format for use with this Brother unit, and you will also be able to use it with most personal computers.

- *This machine can also recognize and read data from disks that have been used with some Brother word processors. For more details, please contact your dealer.*

---

## *Backing up a File on a Disk*

The best insurance against losing important data is to make backups (duplicate copies). For details, see "Copying a File on Disk" on page 282.

# General Features

---

## *The Auto Power-off Function*

The auto power-off function is available when you use this machine without the AC adapter. In order to save battery energy and maximize the life of the display, this machine is equipped with a function that will automatically turn the power off if no key is pressed for more than ten minutes.

However, the auto power-off function is disabled when using the Communication, Fax, or Self-Demo mode, even if the machine is powered with the battery.

---

## *The Time Clock*

This machine is equipped with a clock that is powered with the lithium battery when the power is turned off. Some screens, like the MAIN MENU display both date and time. Other screens display only the time, but the current date can be seen by pressing **CODE**. The time reappears when that key is released.

---

## *The Memory*

The internal memory of this machine is protected with the lithium battery. As long as the battery is able to supply sufficient power, all the data stored in memory is safe, even if you switch the power off. In order for you to make the best use of the memory, and avoid accidental erasure, it is important that you understand what is stored in the memory.

Two kinds of data are stored in the memory: system parameters, and files that you create.

- The **system parameters** (date and time, printer settings, etc.) are always in memory. When your machine is new, these parameters are set to default values. The system parameters occupy a fixed amount of memory. There is no way to clear that space or to transfer the data it contains to a disk.

*If the lithium battery becomes low or is removed while the power is off, the system parameters will return to their default values.*

- **Files that you create** are stored in the memory while you create them. If you switch the power off while working on a Create Document or Spreadsheet file, the next time you switch the machine on, the file will usually reappear on the screen. After files are created, they can be saved on disk.

*The file you are working on may be lost if the power is cut while an operation that takes time is in progress. Before you turn the power off, make sure that the machine is not busy with such a function.*

*If the lithium battery becomes low or is removed while the power is off, the files will be erased.*



The machine distinguishes three kinds of files:

- **Spreadsheet files:** A Spreadsheet file is stored in the memory only while you are working on it. When the file is completed, you can save it only on disk.
- **Create Document files:** You can save several Create Document files in the memory or on a disk.
- **All other files:** All the other files that you can create with this machine are automatically stored into the memory. These files include:
  - User Dictionary file** (for the Spell Checker)
  - Abbreviated phrases file** (for speeding up typing)
  - Address Book file**
  - Scheduler/Calendar file**
  - Things to Do List file**
  - Communication setting file**

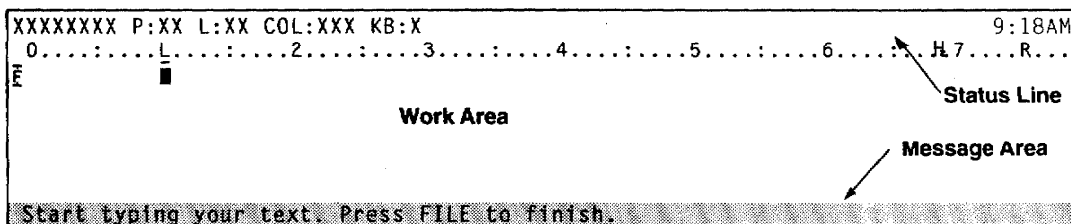
Only one of each of the above kinds of files can be stored in the memory at one time. If you wish, each of these files can be saved separately on disk and retrieved when necessary. Only one User Dictionary and one Abbreviated Phrase file can be saved on the same disk.

## The Display

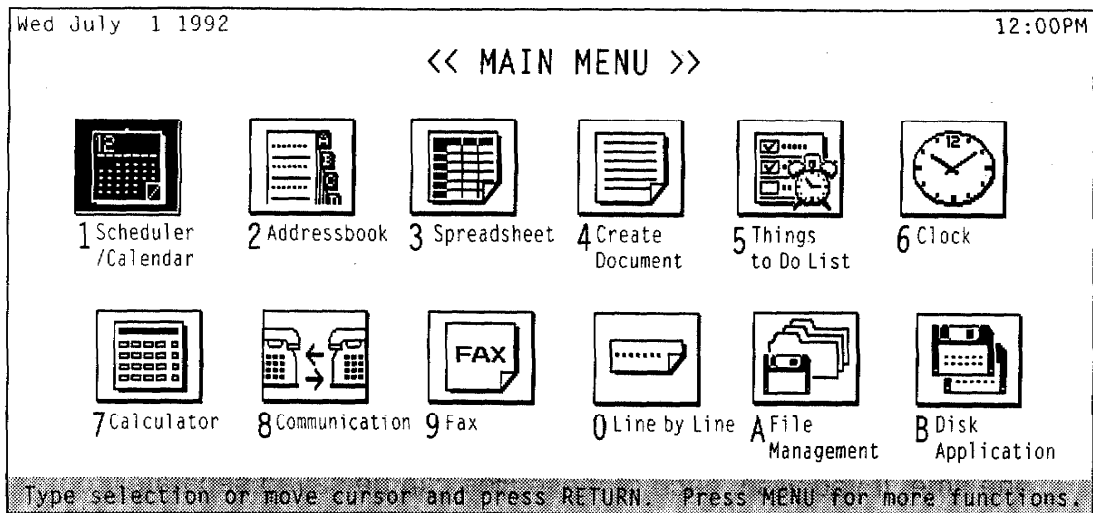
The LCD screen of this machine can display 22 lines of 80 characters. Each mode of operation (Create Document, Communication, etc.) uses a different screen layout, adapted to the work that is done in that mode, but most screens are consistently divided into three principal regions

- **Status Line:** The top line of the screen helps you to remember where you are and which functions are activated. The pieces of information that appear on the status line are called indicators. For example, in the Create Document mode, the status line indicates the page, line, and column number, the name of the file you are working on, etc. Some indicators appear only when the corresponding function is activated.
- **Work Area:** On most screens, the central part of the display is the place where you can actually input or modify your data.
- **Message Area:** The bottom of the screen is reserved for messages or prompts that the machine displays automatically to tell you what to do next. You will be able to perform most operations by simply following the instructions at the bottom of the screen.

Example: the main screen of the Create Document mode.



# The MAIN MENU Screen



When you switch the machine on, a list of "modes" appear on the screen. This list is called the MAIN MENU and the different modes correspond to the different kinds of work that can be performed. To start working with a mode, simply press the corresponding number key (1 for Scheduler/Calendar, etc.), or select with the cursor keys and press **RETURN**. Here is a brief description of the modes:

## Scheduler/Calendar

In this mode you can prepare your schedule and have an alarm automatically remind you of an important appointment, even while you are working with another mode of the machine. It also provides you with an on-screen calendar.

## Address Book

The Address Book mode provides you with an easy way to input and organize lists of data such as names, addresses, and telephone numbers. This file can be used for easy selection of a telephone or fax number in the Communication and Fax modes. Data can be merged with document files.

## Spreadsheet

The Spreadsheet mode is used to create tabulated documents, like financial statements, in which calculations are automatically performed. Such files can be converted in order to include the calculated data into a document.

## Create Document

This mode is used to create, edit, and format texts. It is equipped with automatic search, spell checker, paste and cut, and powerful layout functions.

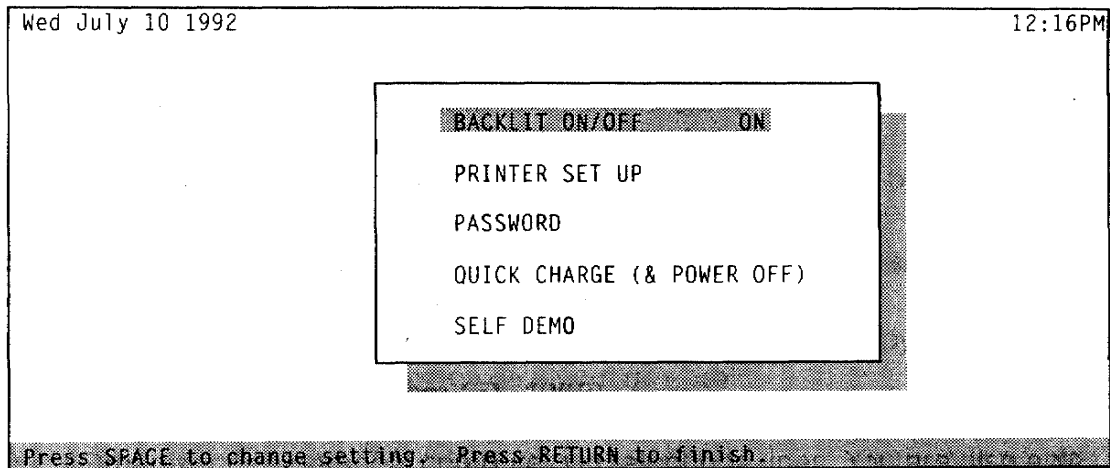
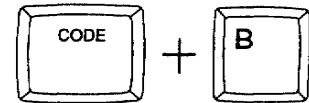
- Things to Do List** This mode is used to have a list of things to do on screen. It can be used together with the Scheduler/Calendar and is equipped with an alarm function.
- Clock** The Clock mode allows you to set the date and time. The machine will display the date and time on most screens. You can also set up three different daily alarms.
- Calculator** When you enter this mode, a part of the screen looks like a pocket calculator and allows for simple arithmetic. You can call this mode from either the MAIN MENU or from the Create Document mode. The result can be automatically inserted into the document you are working on.
- Communication** The Communication mode allows data transfer between your machine and another computer or communication service.
- Fax** With this mode, you can send a document file through the telephone line to a fax machine.
- Line by line** In the Line by line mode, the text that you type is sent line by line to the printer. This mode is convenient to print an envelope or short text that you do not need to keep in the memory or on disk.
- File Management** With this mode, you will be able to perform operations on files, such as moving files from disk to memory or from memory to disk, copying, renaming and deleting files. You may also convert Create Document files into ASCII files and vice versa.
- Disk Application** This mode is reserved for application programs that are available on disks. The famous Russian game TETRIS as well as the TURNABOUT game are included with your unit. Other programs may be available in the future.

# Function Menu

On most screens of this machine, you can display a function menu by pressing **MENU**. On the MAIN MENU screen, the function menu allows you to control the back light of the screen, to tell your machine what kind of printer is connected, to set a password, to charge the battery quickly, and to start the demonstration program.

We recommend that you follow the instructions given in this section before you start any of the application programs available on the MAIN MENU. This way, you will have a good hands-on introduction to the use of the function menus.

## Switching the Display Back Light ON/OFF



When you run your machine on the battery, it is a good idea to switch the back light of the screen off in order to reduce power consumption.

1. Press **MENU** to display the function menu.
2. Use **↑** and **↓** to move the cursor to BACKLIT ON/OFF and press **(SPACE BAR)**. If the back light was on, it is now off, and vice versa.

In order to save energy when BACKLIT ON is selected, the back light turns off automatically in the following circumstances:

**If no key is pressed for more than five minutes** (except when you are using the Communication, Fax, or Self-Demo mode). The back light will be automatically switched on again when you strike a key.

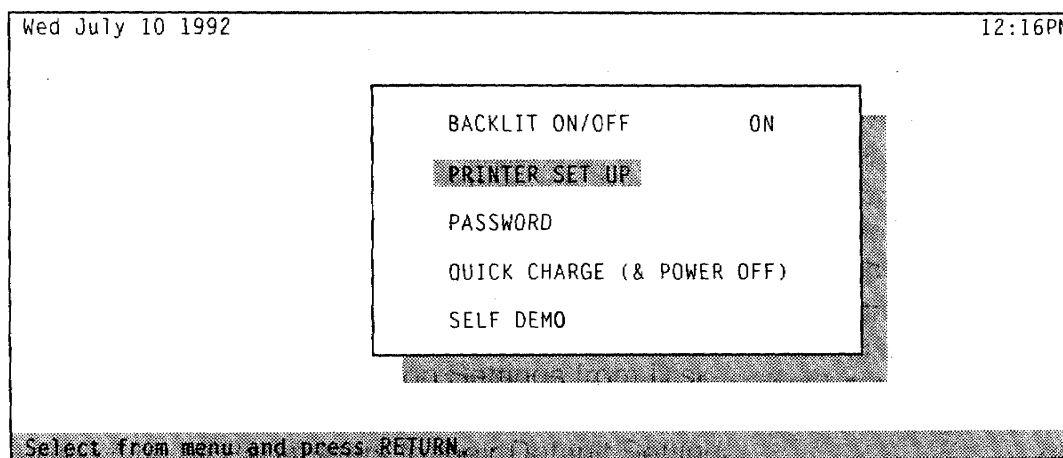
**During disk access like file loading and saving.** The back light reappears when the operation is completed.

**When a the disk is removed while displaying the DISK INDEX.** The back light reappears when you insert a disk.

- **Accelerators:** Once you get acquainted with the menu, you will use "accelerators" to select from the function menus. The accelerator for each function is displayed in bold on the menu. For example, the accelerator for

- BACKLIT ON/OFF is "B". Pressing **B** while the function menu is displayed immediately executes the BACKLIT ON/OFF function.
- **Short cuts:** Some functions can even be activated without displaying the menu. For example, pressing **CODE** + **B** from the normal MAIN MENU (when the function menu is not displayed) immediately executes the BACKLIT ON/OFF function. The short-cut keys available are not shown on the screen and you will need a little practice to remember them. In this Guide, the short-cut keys will be indicated along with the instructions for each function.
  - **Sub-menus:** When you press **RETURN** while a function of the function menu is highlighted, that function is usually executed. With some functions, however, a sub-menu will appear instead. You use the sub-menu the same way you use the main function menu. You select a function with the cursor keys and you press **RETURN** to activate the function, or you press the corresponding accelerator key. If a short-cut key is available for the desired function of the sub-menu, you can also press the short-cut key without displaying any function menu.

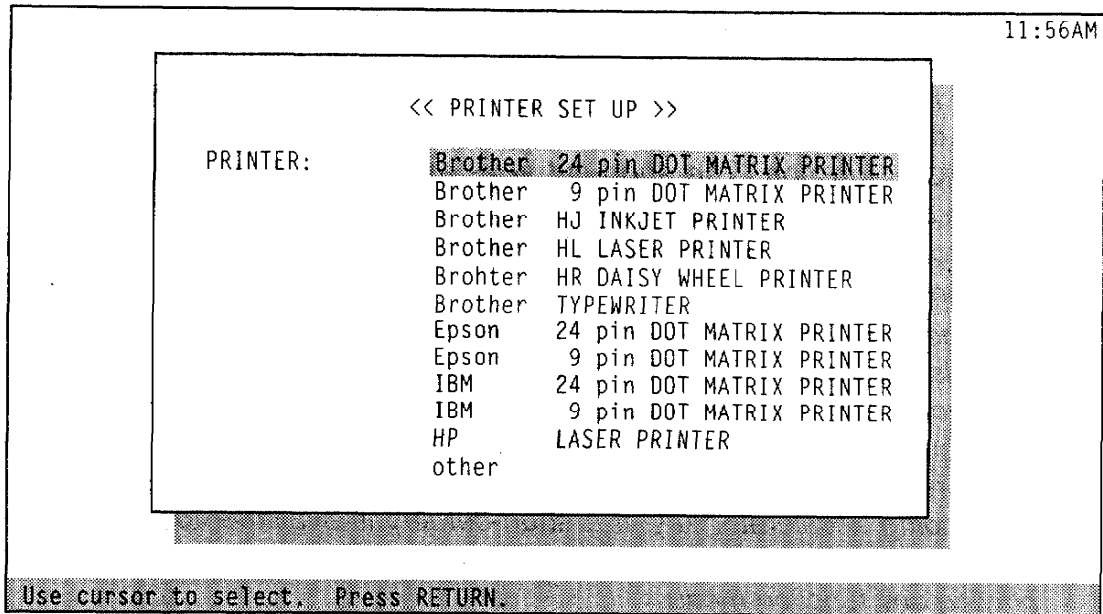
## Printer Set Up



You should confirm the printer settings before you try to print anything. Your machine is compatible with many printers, but requires to be told what kind of printer is connected, and on which connector.

### Selecting the Printer

1. Press **MENU** to display the function menu.
2. Use **↑** and **↓** to move the cursor to PRINTER SET UP and press **RETURN**. The first page of PRINTER SET UP screen appears:



3. Use **↑** and **↓** to select the appropriate printer, and press **RETURN** to display the second page of the PRINTER SET UP screen.

The PRINTER setting allows you to choose what is called a printer “driver”. A printer driver is a software interface that processes the data from your files into a “standard” printer format before sending it through the printer cable. Most printers are equipped with one or several “emulations” that will accept and respond to the incoming data at print time.

With its twelve different drivers, your machine is compatible with a wide range of existing and future printers -- even printers that are not listed by name on the next table. In order to find the correct match between your machine and your printer, proceed as follows:

- If your printer is listed on the PRINTER column of the next table, simply set PRINTER to the corresponding mode on the MODE column. For example, if you own a Brother HR40, set PRINTER to Brother HR DAISY WHEEL PRINTER.
- If your printer is not listed on the PRINTER column, consult the printer's documentation to find out which emulation it is equipped with. Find that emulation on the EMULATION column and set PRINTER to the corresponding mode on the MODE column. If your printer has more than one emulation, it must be switched to one of the emulations listed in the EMULATION column. For example, the Brother HL-8 PS Laser Printer includes two emulations (HP LASERJET PLUS and BR SCRIPT). HP LASERJET PLUS is listed in the EMULATION column. Set PRINTER to Brother HL or HP LASER PRINTER and select the HP LASERJET PLUS emulation on the printer.

## Selecting the correct PRINTER mode

MODE	EMULATION	PRINTER
Brother 24 pin DOT	IBM PROPRINTER XL24E (24 pin)	XL1500 (M1324) M1824
Brother 9 pin DOT	IBM PROPRINTER XL (9 pin)	M1209 XL500 (M1309) XL1000 (M1709L) XL2000 (M1724L)
Brother HJ INKJET	IBM PROPRINTER XL24E	HJ100
Brother HL LASER	HP LASERJET IIP	HL4 HL8 HP LASERJET II HP LASERJET IIP HP LASERJET III
Brother HR DAISY WHEEL	DIABLO630	HR40 DIABLO PRINTER
Brother Typewriter	TTY (without backspace)	IF-20 +EM-1050, etc.
Epson 24 pin DOT	Epson LQ Series	LQ510 LQ850 KX-P1124 (Panasonic)
Epson 9 pin DOT	Epson FX Series	FX850 LX810 KX-P1180 (Panasonic)
IBM 24 pin DOT	IBM PROPRINTER XL24E	IBM PROPRINTER XL24E BJ-10e (Canon)
IBM 9 pin DOT	IBM PROPRINTER XL	IBM PROPRINTER XL
HP LASER	HP LASERJET IIP	HP LASERJET II HP LASERJET IIP HP LASERJET III
other	TTY (without backspace)	(IF-20 + EM-1050 etc.)

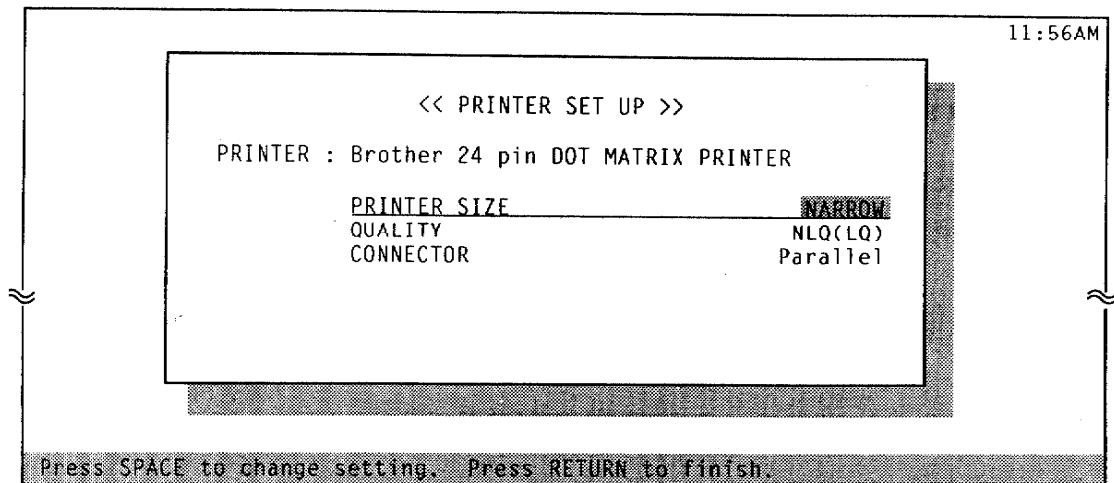
- Depending on your printer, a few characters may not print correctly. The paper may also not feed the expected amount.
- Since it is not possible to check the operation of every printer on the market, some problem may arise with your printer if it does not emulate the named printer exactly.
- When a Brother dot-matrix printer is used, make sure that the emulation is set to the IBM mode. For example, the XL500 has two emulation modes (IBM and EPSON), although only the default setting is shown on the above table. If the printer happens to be in EPSON mode, be sure to reset it to the IBM mode before printing.
- Brother 9 pin mode is the default setting for M1724L/XL2000. Select the EPSON emulation mode if you want to use these printers in 24 pin mode.
- With some printers, the amount of paper advance when a sheet is inserted

may be slightly wrong. This problem can be corrected by changing the paper size in the Create Document mode. For details, see "Paper Size" on page 184.

- Some characters may not print correctly if you select the micron pitch (PITCH:15).
- If the printer that you own does not appear on the list, select Other. You will be able to print only basic text (no bold, underline, super/sub scripts, etc.).

## Setting the Printer Parameters

When you press **RETURN** on the first page of the PRINTER SET UP screen, a second page appears.



1. Use **↑** and **↓** to select a parameter, and press **(SPACE BAR)** to set the value.
2. Press **RETURN** to register your settings, or **CANCEL** to restore the old setting. In both cases, you will be back on the MAIN MENU.

Printer parameters

Parameter	Options
PRINTER SIZE	NARROW WIDE
QUALITY	NLQ(LQ) (Near Letter Quality) DRAFT
CONNECTOR	Parallel (printer connector) Serial (communication connector)

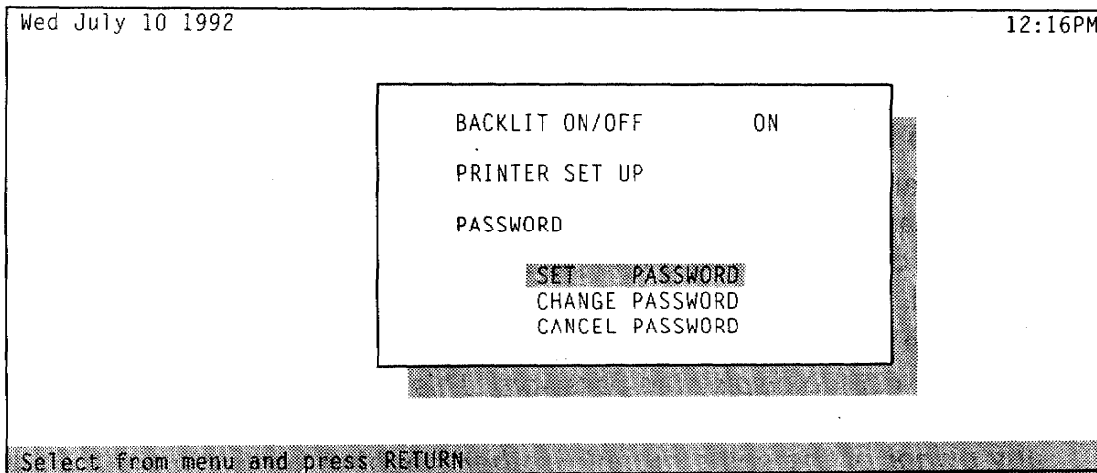


## Printer parameters

Parameter	Options
When SERIAL is selected	
BAUD RATE	300, 600, 1200, 2400, 4800, 9600
PARITY	None, Odd, Even
DATA BITS	8bits 7bits
STOP BITS	1bit 2bits

GETTING STARTED

## Password



If you set a password, nobody will be able to read or modify your data. Any time a mode other than Clock, Type, or Calculator is selected from the MAIN MENU, the machine will ask for the password and deny access if the password is not correct.

- While entering a password, you may use **BS**, **CODE** + **WORD OUT** (**0**), **CODE** + **LINE OUT** (**=**), **CODE** + **EXPR** (**←**), or **CODE** + **RELOC** (**→**) to edit.
1. Press **MENU** to display the function menu.
  2. Press **CODE** + **SHIFT** + **K** to display the PASSWORD submenu.

The three options of the submenu are used as follows:

- **SET PASSWORD:** For setting your first password. This option cannot be used to replace an old password with a new one.
- **CHANGE PASSWORD:** For replacing an old password with a new one. This option cannot be used if no password has been previously entered.
- **CANCEL PASSWORD:** For cancelling the password.

---

### To Set a Password

1. Use **↑** and **↓** to select SET PASSWORD and press **RETURN**. The machine asks you to enter the password.
  2. Type the password using only standard English alphabet characters and press **RETURN** to enter the password, or **CANCEL** to quit.
- 

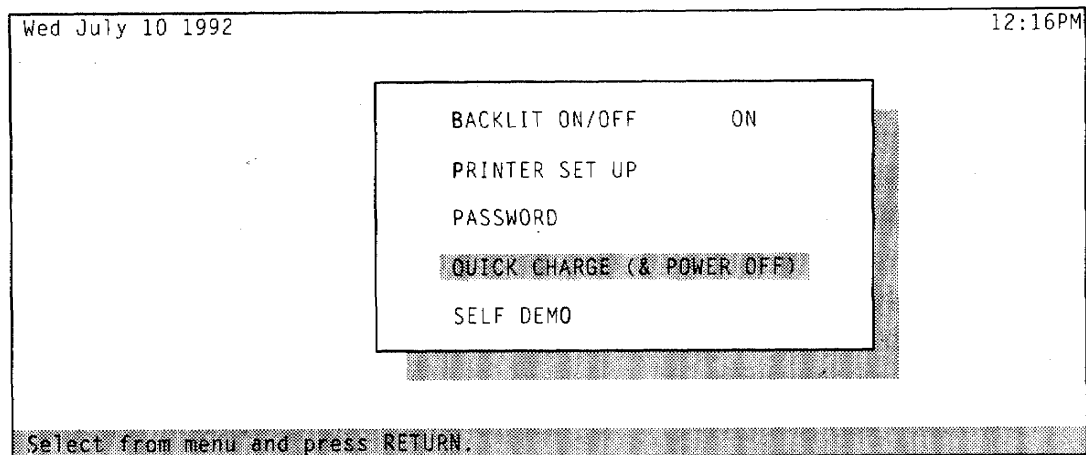
### To Change a Password

1. Use **↑** and **↓** to select CHANGE PASSWORD and press **RETURN**. The machine asks you to enter the old password.
  2. Type the current password and press **RETURN**. The machine asks you to enter a new password.
  3. Type the new password and press **RETURN**.
- 

### To Cancel a Password

1. Use **↑** and **↓** to select CANCEL PASSWORD and press **RETURN**. The machine asks you to enter the current password.
  2. Type the current password and press **RETURN**. The current password is cancelled.
- *Each time you are requested to enter the password, you may press **CODE** + **SHIFT** + **P** to display the password. This feature ensures that you can use your machine even if you forget your password. It also means that any owner of the same model Brother machine knows how to determine your password.*
- 

## The Quick Charge Function



To charge the battery quickly, you can use the quick charge function. The battery will recharge in about six hours. However, the charging time may vary depending on the temperature and AC voltage. Before you start charging, make sure that the AC adapter is connected and the battery is installed.

1. Press **MENU** to display the function menu.
2. Use **↑** and **↓** to move the cursor to QUICK CHARGE(& POWER OFF), and press **RETURN**. This message will appear:

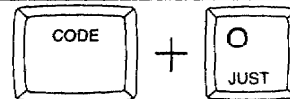
Press RETURN to turn POWER OFF and charge quickly.

- **Short cut:** Instead of (1) and (2), you may press **CODE** + **E**.
- 3. Press **RETURN** to start charging, and immediately turn the power off.
- If you turn the power on while the battery is charging, the quick charge function is interrupted and the MAIN MENU appears.
- If the AC adapter is not connected or the battery pack is not inserted in its compartment, this message appears:

AC adapter or Battery does not exist. Press CANCEL to display MAIN MENU.

*Press CANCEL to return to the MAIN MENU. You must then turn the power off. Connect the AC adapter or insert the battery pack as necessary, and restart the above procedure.*

## Self-Demonstration



**WARNING:** Since the self demo program uses the entire memory, all text files in internal memory must be saved to disk before the program can be accessed. Failure to save your text files to disk before using the self demo function will cause you to lose your text files. It is always a good practice to save every text file to disk after a Create Document work session to provide a back up of your files in case anything should go wrong.

This self-demo program shows you examples of what you will be able to do with your Super Power Note.

1. Press **MENU** to display the function menu.
2. Use **↑** and **↓** to move the cursor to SELF DEMO and press **RETURN**. The machine checks the internal memory. If files are found in the internal memory, this message will appear:

All text files in memory must be saved on disk before beginning.  
Press CODE+S to save files, CODE+D to delete files.

- **Short cut:** Instead of (1) and (2), you may press **CODE** + **O** (letter "O").

To save the files, insert a disk in the drive and press **CODE** + **S**.

To delete the files, press **CODE** + **D**. The machine will ask for confirmation:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

Press **RETURN** to delete the files, or **CANCEL** to exit.

3. After the files are saved or deleted, the Self-Demo starts and this message appears:

Press RETURN for next screen, CANCEL for first screen, CODE+FILE for MAIN MENU.

4. Press **RETURN** or wait for a few seconds to see the next screen, **CANCEL** to go back to the first screen, or **CODE** + **FILE** ( **MENU** ) to quit. The last page will show this message:

Please set printer and press CODE + PRINT so that I may print out a copy of my presentation for you, or press CANCEL to re-start the demonstration.  
Press CODE+FILE for MAIN MENU.

5. Press **CANCEL** to re-start from the first page, **CODE** + **FILE** to return to the MAIN MENU, or, if you want to print, set the printer and press **CODE** + **PRINT** ( **P** ). After printing is complete, a graphic demonstration starts on the screen and this message appears:

Press RETURN to start demonstration or CODE+FILE for MAIN MENU.

6. Press **RETURN** to re-start the Self-Demo, or **CODE** + **FILE** to return to the MAIN MENU.

# Using the Keyboard

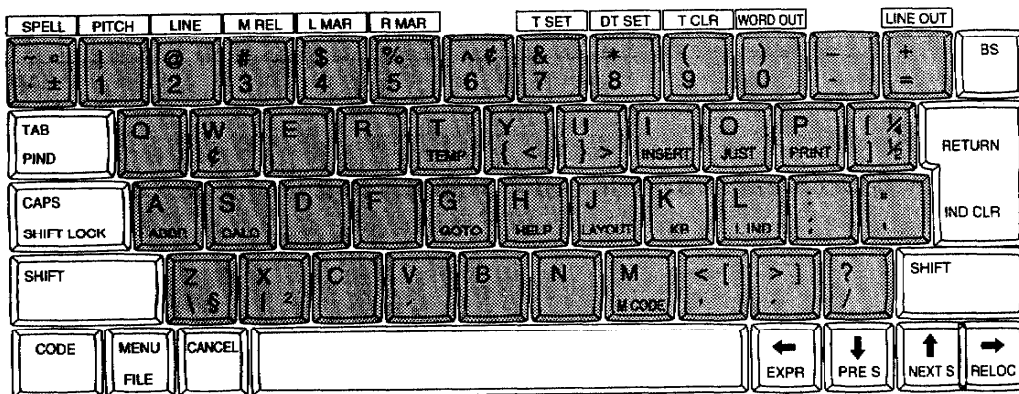
Most keys on this machine can be used either to type characters, or, in combination with the **CODE** key, to activate a function. Such a combination will be denoted with the "+" sign. For example, an instruction such as "Press **CODE** + **A**" means that you have to press **CODE** and keep it down while you press **A**. Most keys are auto-repeat. If you hold down the key, its effect continues to repeat until you release the key.

## The Character Keys

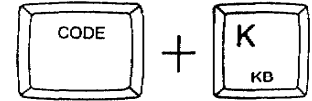
The character keys are used to type text. They are very similar to the character keys of a common typewriter, except that two different 'keyboards' are available: standard ASCII keyboard and American keyboard. To switch from one keyboard to the other, press **CODE** + **KEYBOARD** (**K**). An indicator on the top line of the screen tells you which keyboard is currently selected (KB:I=ASCII, KB:II=American).

In both modes, the character keys can be used in combination with **SHIFT**, to obtain uppercase characters, or with **CODE**, to obtain extra characters. A permanent backspace can also be used to superimpose a character to another in order to obtain a composed character, like ¥, that is not directly available on the keyboard.

When the keyboard is switched to KB:I, "dead keys" can be used to obtain letters with diacritic.



## Switching the Keyboard



The display on this multilingual organizer supports European languages written with the Roman alphabet. While typing your text, you must tell the machine which keyboard you are using in order to have the characters properly displayed on the screen. This is done by pressing **CODE** + **KB** ( **K** ). These keys toggle between KB:I (ASCII keyboard) and KB:II (American keyboard).

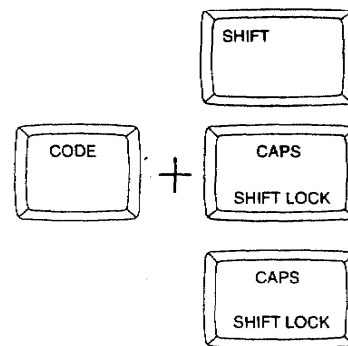
The characters available with KB:II are indicated on the right half of the key tops. When the right half of a key top is empty (letter and number keys, for example), you may assume that you will get the same characters in KB:I and KB:II.

- *It is possible to read a text file created with this machine on a Brother Word Processor or vice versa. KB:II on this machine correspond to KB:I (Standard) on the word processors, and the characters are read without any change. KB:I on this machine corresponds to KB:II on the word processors. However some characters will be altered as shown below.*

Super Power Note	Word Processors	Super Power Note	Word Processors
]	Ñ	>	ı
~	ß	€	..
@	ñ	{	ı
#	ç	}	#
[	=	\	£
<			¥

*Symbol characters (KB:III) will be displayed in half tone.*

## Lowercase and Uppercase Characters



To obtain a capital letter, hold down **SHIFT** and press the corresponding letter key. Letter keys are the same in KB:I and KB:II.

While **SHIFT** is pressed down, the SHIFT indicator appears on the screen. That indicator disappears as soon as you release **SHIFT**.

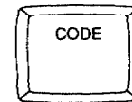
With character keys other than letter keys, you obtain the characters on the upper half of the key tops when the keyboard is shifted.

When you need to type long strings of both capital letters and numbers, like "ACCT. NO. BC104", press **CAPS**. This shifts the letter keys but leaves the other character keys unshifted. The CAPS indicator will appear on the screen to tell you that the caps function is activated. To release the caps function, press **CAPS** again.

- If you press **SHIFT** while the CAPS indicator is displayed, this indicator is temporarily replaced with the SHIFT indicator.

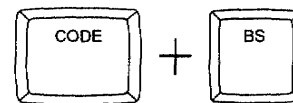
To shift all character keys, press **CODE** + **SHIFTLOCK** ( **CAPS** ). The SHIFT indicator is displayed permanently, and all the characters you type are upper case. To release the shift lock function, simply press **SHIFT**.

## Extra Characters





The extra characters are those marked in green on your keyboard. To enter such a character, hold **CODE** down and press the character key.

## Superimposed Characters (Permanent Backspace)



It is possible to create characters that are not available on the keyboard ("¥", for example) by superimposing two available characters.



1. Type the first character ("Y" in our example).
- Although you may enter the characters in either order, start with the one you want to appear in the text area.
2. Press **CODE** + **BS**. The first character appears now in reversed color,

- and the cursor moves next to the P BS indicator on the status line.
3. Type the second character (“=” in our example) on the status line. As soon as the second character is typed, the cursor moves back to the text area and you may resume normal typing.
    - *When you subsequently move the cursor to the first character (press  at this point, for example), the second character re-appears next to the P BS indicator.*
    - *To delete superimposed characters, simply delete the first character (use ).*

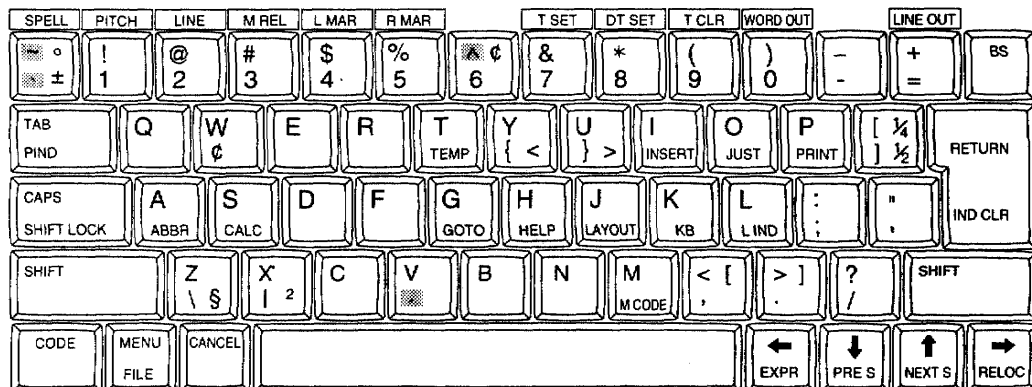
## Accents (“Dead” Keys)

This organizer’s multilingual keyboard supports the accented vowels of such languages as French, German, and Spanish. This feature is available with KB:I only.

If you have ever used a typewriter, you already know the basic procedure: Type the accent and then the base character. Unlike regular keys, the accent keys are “dead” -- that is, the cursor does not move afterward so the base character appears under the accent. Make sure that the keyboard is set to KB:I, and try the following example.

1. Type the accent “^”. The accent appears next to the indicator DEAD on the top line of the screen. The cursor is reversed and waits for a base character to be input. You are allowed to input a maximum of two dead characters. If you make a mistake, press  to delete the dead character(s) and retype.
2. Type the letter “o”. The letter with its accent “ô” now appears in the text area.
  - *With some combinations of accents and base characters (such as Y and ^), the base character appears alone and in reverse color in the text area. When you subsequently move the cursor to the base character, the accent re-appears next to the DEAD indicator.*
  - *To delete an accented character, proceed as you would for a normal character (use .*

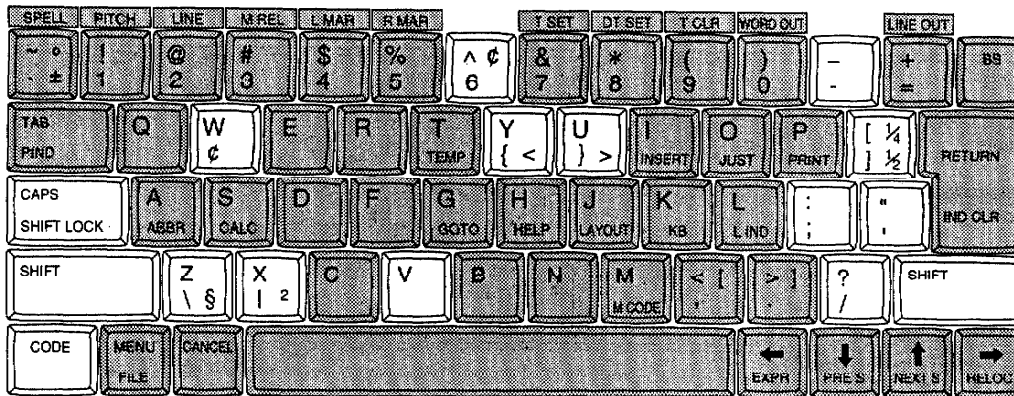
In the next illustration, dead characters are indicated with a small grey box.





## The Function Keys

The function keys are used to activate the many functions of the machine. Many functions can be activated with **CODE** + a character key. Some of these functions are not indicated in green on the key top but will be explained in the respective sections of this Guide.



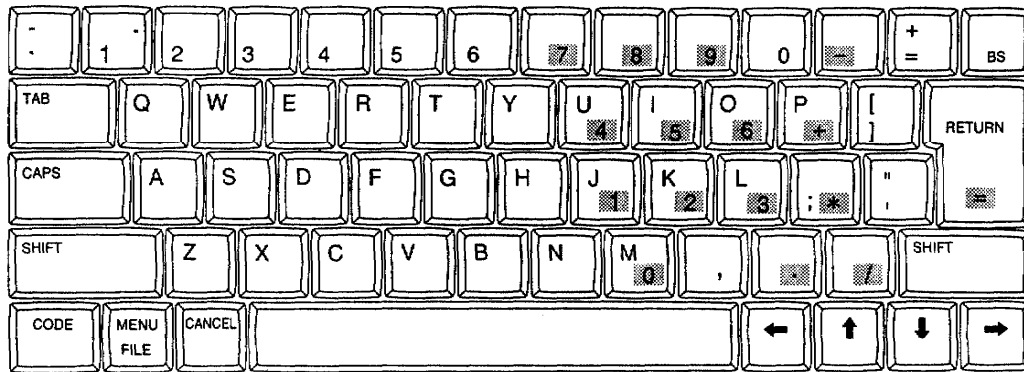
### Some Important Function Keys

An important advantage of your machine is that all the software it contains has been designed to ensure optimal consistency in the use of the keyboard across the different modes. After learning to use one mode, you will be able to learn each one very quickly.

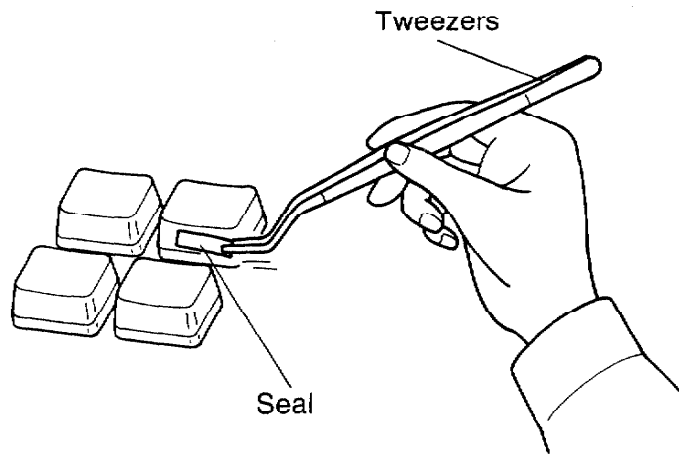
- ←, →, ↑, and ↓
These are the cursor keys, used to move the cursor to any desired place on the screen.
- RETURN and CANCEL
While an operation is in progress, you will often be requested to confirm or quit. **RETURN** allows you to go on and **CANCEL** allows you to go back to the previous step or escape completely. Pressing **CANCEL** repeatedly when you are lost will eventually return you to a known situation.
- MENU
Pressing **MENU** displays a function menu on the top of the display. A function can then be selected using the cursor keys, and activated by pressing **RETURN**. Most of the functions that are selectable from a menu can also be activated with "short-cut" keys.
- CODE + HELP (**H**)
 Pressing **CODE** + **HELP** displays help information about the mode you are working with. For more details, see "On-Screen Help Information" on page 33.
- CODE + FILE (**MENU**)
 Pressing **CODE** + **FILE** allows you to finish your work and save the data.

## The Numeric Keypad

The numeric keypad is available only in the Calculator and Spreadsheet modes. In those modes, the numeric keypad is switched on or off by pressing **CODE** + **Q**. When the keypad function is on, the NUM indicator is displayed at the upper-right corner of the screen, and you can use the keys shown in the illustration below to enter numbers.



The machine comes with seals that you can stick on the front face of the keys to make it easier to use the numeric keypad. Use a pair of tweezers to stick the seals as shown in the following illustration.



For more details about the numeric keypad, see “Numeric Keypad” on page 84 and “Using the Numeric Keypad” on page 225.

# On-Screen Help Information

Each time you need help regarding the functions available in the mode you are working on, or about the keys used to activate a function, feel free to press **CODE** + **HELP** ( **H** ). A help menu will appear together with instructions to find the information you are looking for. Follow these instructions, and after locating the desired information, press **CANCEL** to return to your work.

- *Since the details of each operation are not provided, the help information is not a replacement for careful reading of this Guide.*

## Example of Help Menu

The screenshot shows a help menu with the following text:

```
HELP
Type the corresponding letter for help with
the following functions.
A (Addressbook),      B (Abbreviation),
C (Calculator),      E (Create Document),
F (Fax (option)),    I (Memory Index),
K (Clock),           L (Line by Line),
M (Main Menu),       N (File Management),
O (Communication),   P (Printer set up),
R (Spreadsheet),     S (Scheduler/Calendar),
T (Things To Do List),
U (User dictionary),
Press PRE S/NEXT S or ↑ ↓ to scroll the
screen. Press CANCEL to exit.
```

Below this, a header reads: << 1. MAIN MENU >>

The main menu screen will appear when the power is turned on. You can activate an item by moving the block cursor onto the item and pressing RETURN, or by simply pressing the item's corresponding number (0-9) or alphabet(A-B).



# Scheduler / Calendar

## *The Scheduler / Calendar Mode*

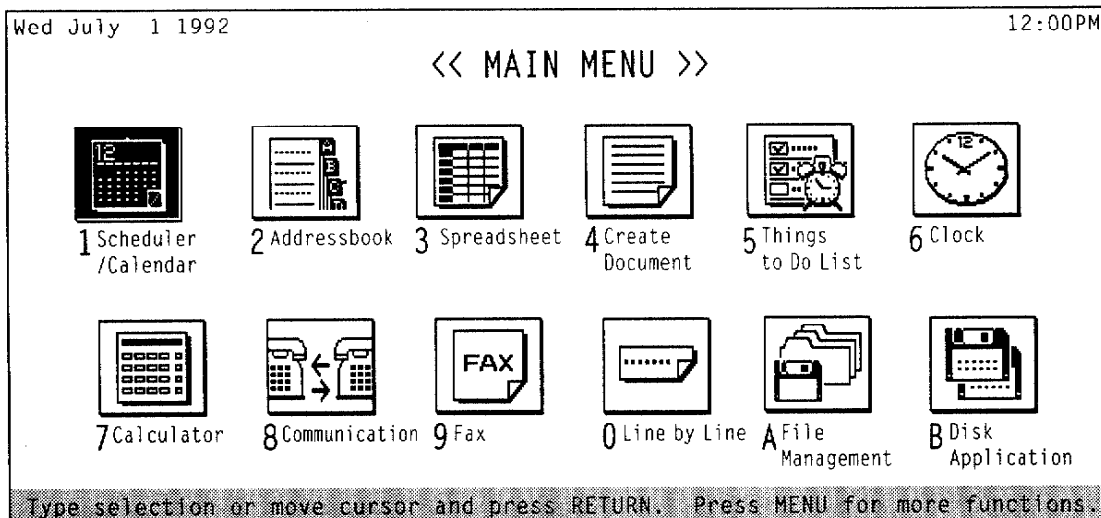
The Scheduler/Calendar is used to prepare and revise your daily schedule. You input the items of your schedule on a DAILY screen. You can give that day a title to remind you of an important event for the day. You can also set alarms in order to be automatically reminded of important events. A MONTHLY screen allows you to visualize all the titles entered in the DAILY screen and all the topics entered in TDL for one month. A CALENDAR screen displays a six-month calendar for any year between 1940 and 2099.

## *Before you start...*

The Scheduler/Calendar mode assumes that the clock is correctly set. If this is not the case, go to the Clock mode and set the time and date correctly. See "Setting the Time" on page 222.

## *How to Start?*

1. Switch the machine on to display the MAIN MENU.



2. Type "1" or move the cursor to 1 Scheduler/Calendar using the cursor keys and press **RETURN**. The MONTHLY screen corresponding to today's date appears. The month displayed will be correct only if you have set the date correctly in the Clock mode.

## The MONTHLY Screen

SCHEDULE		KB:X	MEMORY:X.XK	9:22AM		
[ September 1992 ]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
/	/	1/	2/	3/	4/	5/
6/	7/	8/	9/	10/	11/	12/
13/	14/	15/	16/	17/	18/	19/
20/	21/	22/	23/	24/	25/	26/
27/	28/	29/	30/	/	/	/
/	/	/	/	/	/	/

Press RETURN to display the daily screen, or press F1/E to finish.

The MONTHLY screen displays a one-month schedule and can be used for setting holidays, deleting a daily schedule, or switching to the CALENDAR screen. For details about operations on the MONTHLY screen, see:

- "The MONTHLY Screen" on page 47.

## How to Enter a Daily Schedule?

Data input is not possible on the MONTHLY screen. To input a daily schedule, move the cursor to that day on the MONTHLY screen, and press **RETURN**. The DAILY screen appears.

## The DAILY Screen

TITLE:	KB:X	Wed Sep 9 1992	9:22AM
6:00AM		3:00PM	
:30		:30	
7:00		4:00	
:30		:30	
8:00		5:00	
:30		:30	
9:00		6:00	
:30		:30	
10:00		7:00	
:30		:30	
11:00		8:00	
:30		:30	
12:00PM		9:00	
:30		:30	
1:00		10:00	
:30		:30	
2:00		11:00	
:30		:30	

Type data. Press CODE+RETURN to display monthly screen, or F1/E to finish.

The DAILY screen is divided into entry fields for each half an hour of the day. You can move the cursor to an entry field and enter data such as appointments, meetings, etc. On the top of the screen, you have a special TITLE entry field where you can input the indication that will appear on the MONTHLY screen for that day. You can also set alarms at selected times of the day. For details about operations on the DAILY screen, see:

- "The DAILY Screen" on page 38.

---

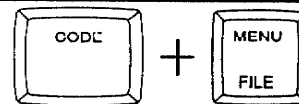
## How to Go from one Screen to Another?

As mentioned above, the Scheduler/Calendar mode has three different screens: DAILY, MONTHLY, and CALENDAR. To switch from one screen to another, use the following keys:

From MONTHLY to DAILY	<b>RETURN</b> (on a selected day)
From MONTHLY to CALENDAR	<b>CODE</b> + <b>C</b>
From DAILY to MONTHLY	<b>CODE</b> + <b>M</b> or = <b>CODE</b> + <b>RETURN</b>
From DAILY to CALENDAR	<b>CODE</b> + <b>C</b>
From CALENDAR to DAILY	<b>RETURN</b> (on a selected day)
From CALENDAR to MONTHLY	Not possible

---

## How to Finish?



To exit the Scheduler/Calendar mode and return to the MAIN MENU, simply press **CODE** + **FILE** ( **MENU** ) from the DAILY, MONTHLY, or CALENDAR screens.

---

## About the Scheduler/Calendar Files

You can have only one Scheduler/Calendar file in the memory. The file is automatically updated in the memory as you edit it. Each scheduler/Calendar file can hold up to 31 days of data.

If you need to work on a different Scheduler/Calendar file, save the current file on Disk. For details, see "Saving the Current File on Disk" on page 51. The machine will ask you to enter a file name under which the file will be saved on the disk. After saving the current file, you can clear all the data and start creating a new file.

When you retrieve a Scheduler/Calendar file from a disk, the current file is automatically deleted and replaced with the file that you load. For details, see "Loading a Scheduler/Calendar File from the Disk" on page 50.

The file name of the current file appears on the upper-left corner of the MONTHLY screen. A new file is automatically assigned the default file name SCHEDULE. If you are working on a file retrieved from a disk, the file name under which you saved the file on the disk will be displayed instead of SCHEDULE.

# The DAILY Screen

TITLE: _____		KB:X	Wed Sep 9 1992	9:22AM
6:00AM			3:00PM	
:30			:30	
7:00			4:00	
:30			:30	
8:00			5:00	
:30			:30	
9:00			6:00	
:30			:30	
10:00			7:00	
:30			:30	
11:00			8:00	
:30			:30	
12:00PM			9:00	
:30			:30	
1:00			10:00	
:30			:30	
2:00			11:00	
:30			:30	
Type data. Press CODE+RETURN to display monthly screen, or F1 to finish.				

This screen is used to enter or edit the schedule of a single day, and to set alarms.

## Moving the Cursor

You can move the cursor from one entry field to the next, from one range of hours to the next, or even to the next or previous day.

↑, ↓

Moves the cursor vertically one position in the direction of the arrow. If you move the cursor to an empty field, it goes to the beginning of the field.

←, →

Moves the cursor horizontally one position in the direction of the arrow. The cursor does not move horizontally on an empty field, and it does not move from the left column to the right or vice versa.

CODE + EXPR ( → )

Moves the cursor to the beginning of the entry field.

CODE + RELOC ( → )

Moves the cursor to the end of the entry field.

RETURN

Moves the cursor to the beginning of the next entry field.

CODE + Q

Selects the next range of hours in a cyclic way.

CODE + NEXT S ( ↓ )

Displays the next day.

CODE + PRE S ( ↑ )

Displays the previous day.



---

## Entering or Editing Data

The DAILY screen allows for scheduling a whole day. However, since only half a day can be displayed at a time, the machine divides the day into two displayable ranges of hours, from 6:00AM to 11:30PM, and from 12:00AM to 5:30PM. When you enter this screen, the former range is always displayed. To display the other range, see "Moving the Cursor" on page 38.

A total of 31 days can be scheduled before the memory becomes full. If you want to schedule more days, one of these message appear (the first one if you have past data, and the second one if you don't):

Date full. Delete the past? Press RETURN(yes) or CANCEL(no).

Date full. Delete unnecessary daily data.

If the first message will appear, press **RETURN** to delete all the scheduled days before the present day, or press **CANCEL** to exit. If the second message will appear you will have to delete unnecessary daily data one by one. The present day corresponds to today's date set by the clock, not to the currently selected day. If you press **CANCEL**, you will have to delete manually some scheduled days. For details about deletion, see "Deleting Scheduled Days" on page 40.

- *The memory can become full during data input, even when you do not have more than 31 scheduled days.*

You can enter two kinds of data:

- **Title:** The data that you enter on the entry field TITLE will appear on the MONTHLY screen. This field is limited to ten characters.
- **Events:** You can enter an appointment in any entry field, for example, in front of 6:30, "Airport".

To enter data:

1. Move the cursor to the desired entry field using **↑** and **↓**.
2. Type the data.

Here is a list of the keys that you can use to enter or edit data:

### Character keys

**BS**

**CODE** + **WORD OUT** ( **⓪** )

**CODE** + **LINE OUT** ( **=** )

**CODE** + **INSERT** ( **I** )

**CODE** + **BS**

**CODE** + **KEYBOARD** ( **K** )

### Dead keys

### Type the data.

Deletes one character to the left.

Deletes one word.

Deletes all words on the line.

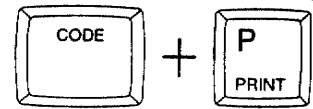
Switches the insert mode on/off.

Enters superimposed characters.

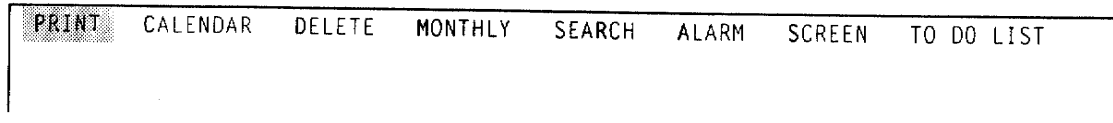
Switchs the keyboard.

Enter accented letters.

## Using the Function Menu



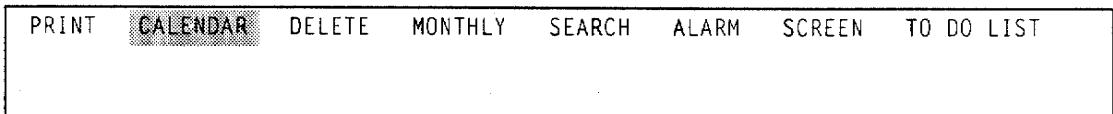
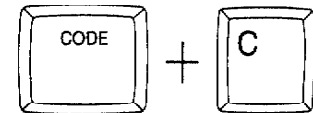
### Printing the DAILY Screen



1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select PRINT and press **RETURN** to start printing.
  - **Short cut:** Instead of (1), and (2), you may press **CODE** + **PRINT** (**P**).
3. During printing, you may press **CANCEL** to stop printing.
  - On paper, the alarm symbol “♪” is replaced with a “!” symbol.

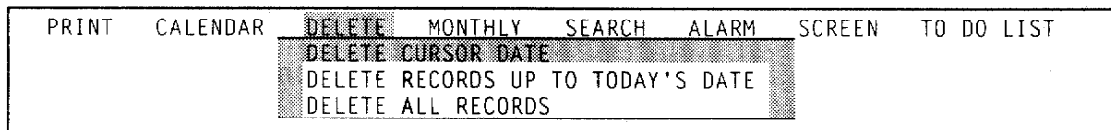
SCHEDULER/CALENDAR

### Switching to the CALENDAR Screen



1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select CALENDAR and press **RETURN**. A six-month calendar containing the day of the DAILY screen appears.
  - **Short cut:** Instead of (1), and (2), you may press **CODE** + **C**.

### Deleting Scheduled Days



You may delete the data for the current day, all previous days, or all days.

1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select DELETE and press **RETURN** or **↓** to display the sub-menu.
3. To delete the schedule of the current day (the day the cursor is on), select

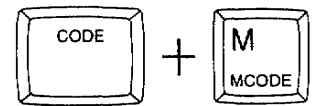
DELETE CURSOR DATE and press **RETURN**.

- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **D** to delete the current day.
- 4. To delete the schedule of all days before the current one (today's date), select DELETE RECORDS UP TO TODAY'S DATE and press **RETURN**.
- 5. To delete all scheduled days, select DELETE ALL RECORDS and press **RETURN**.
- 6. Whatever your selection on the sub-menu, this message will appear:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

- 7. Press **RETURN** to delete or **CANCEL** to return to the DAILY screen without deleting.

### Switching to the MONTHLY Screen



PRINT CALENDAR DELETE **MONTHLY** SEARCH ALARM SCREEN TO DO LIST

- 1. While viewing the DAILY screen, press **MENU** to display the function menu.
- 2. Use **←** and **→** to select MONTHLY and press **RETURN** to display the MONTHLY screen. The cursor will be on the date of the DAILY screen.
- **Short cut:** Instead of (1) and (2), you may press **CODE** + **M** or **CODE** + **RETURN**.

### Searching for Data

PRINT CALENDAR DELETE MONTHLY **SEARCH** ALARM SCREEN TO DO LIST  
SEARCH WORD(S) FORWARD  
6:00AM 1234512345 SEARCH WORD(S) BACKWARD  
:30 ABCDEFGH SEARCH WORD(S) ALL  
7:00 SEARCH ALARM SETTING(S)  
GOTO MONTH/YEAR

PRINT CALENDAR DELETE MONTHLY **SEARCH** ALARM SCREEN TO DO LIST  
SEARCH WORD(S) FORWARD  
6:00AM 1234512345 SEARCH WORD(S) BACKWARD  
:30 ABCDEFGH SEARCH WORD(S) ALL  
7:00 SEARCH ALARM SETTING(S)  
GOTO MONTH/YEAR

PRINT	CALENDAR	DELETE	MONTHLY	<b>SEARCH</b>	ALARM	SCREEN	TO DO LIST
6:00AM	1234512345			SEARCH WORD(S) FORWARD			
:30	ABCDEF GH			SEARCH WORD(S) BACKWARD			
7:00				<b>SEARCH WORD(S) ALL</b>			
				SEARCH ALARM SETTING(S)			
				GOTO MONTH/YEAR			

1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select **SEARCH** and press **RETURN** or **↓** to display a sub-menu.
3. Use **↑** and **→** to select **SEARCH WORD(S) FORWARD** to search from the cursor position to the end of the file, **SEARCH WORD(S) BACKWARD** to search from the cursor position to the beginning of the file, or **SEARCH WORD(S) ALL** to search the whole file. Press **RETURN** to display this prompt:

Type search word(s). Press RETURN to start search.

SEARCH: █

If you wish to search for the closest day that has a schedule, do not type on the search line. Instead, press **CODE** + **PRE S** to search backward or **CODE** + **NEXT S** to search forward. When there are no scheduled days, this message will appear:

Schedule not found.

4. If you want to search for a specific word(s), type the word(s) and press **RETURN**. When an occurrence of the word(s) is found, this message will appear:

Press RETURN to search again, or press CANCEL to stop search.

5. Press **RETURN** to search for the next occurrence, or **CANCEL** to stop. When the specified word(s) cannot be found, this message will appear.

Word(s) not found.

## Searching for Alarms

PRINT	CALENDAR	DELETE	MONTHLY	<b>SEARCH</b>	ALARM	SCREEN	TO DO LIST
6:00AM	1234512345			SEARCH WORD(S) FORWARD			
:30	ABCDEFGH			SEARCH WORD(S) BACKWARD			
7:00				SEARCH WORD(S) ALL			
				<b>SEARCH ALARM SETTING(S)</b>			
				GOTO MONTH/YEAR			

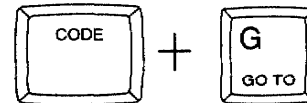
1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select SEARCH and press **RETURN** or **↓** to display a sub-menu.
3. Use **↑** and **↓** to select SEARCH ALARM SETTING(S) and press **RETURN** to search for any alarms that are set in the file. When an alarm is found, this message will appear:

Press RETURN to search again, or press CANCEL to stop search.

4. Press **RETURN** to search for the next alarm, or **CANCEL** to stop. When no alarm can be found, this message will appear.

Alarm setting(s) not found.

## Jumping to Another Month



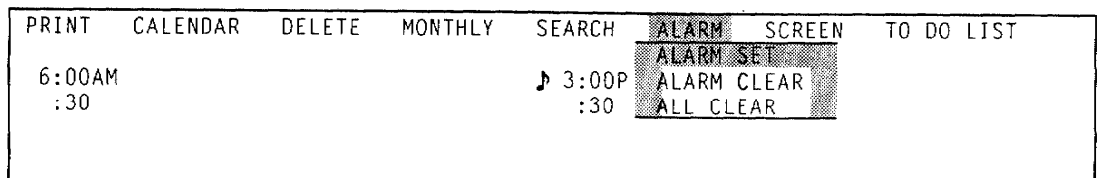
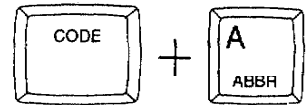
PRINT	CALENDAR	DELETE	MONTHLY	<b>SEARCH</b>	ALARM	SCREEN	TO DO LIST
6:00AM	1234512345			SEARCH WORD(S) FORWARD			
:30	ABCDEFGH			SEARCH WORD(S) BACKWARD			
7:00				SEARCH WORD(S) ALL			
				SEARCH ALARM SETTING(S)			
				<b>GOTO MONTH/YEAR</b>			

1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select SEARCH and press **RETURN** or **↓** to display a sub-menu.
3. Use **↑** and **↓** to select GOTO MONTH/YEAR and press **RETURN** to display this prompt:

Type number. Press RETURN to display the designated month.  
 MONTH: ■                      YEAR:

- **Short cut:** You can display this prompt from the DAILY screen by pressing **CODE** + **GO TO** ( **G** ).
- 4. Type the month and year. Use **→** and **←** to move the cursor from one entry field to the other. Use **BS** to delete a field.
- 5. Press **RETURN**. The first day of the designated month and year will be displayed.
- To display the next or previous day, you may also use **CODE** + **PRES** ( **↑** ) and **CODE** + **NEXT S** ( **↓** ).

## Setting an Alarm



### To Set an Alarm

1. Move the cursor to the time at which you want to set an alarm and press **MENU** to display the function menu.
  2. Use **←** and **→** to select ALARM and press **RETURN** or **↓** to display the sub-menu.
  3. Use **↑** and **↓** to select ALARM SET and press **RETURN**. A **A** symbol will appear at the left side of the time.
- **Short cut:** You can set or cancel an alarm by pressing **CODE** + **A**.
  - A total of five alarms can be set. If you try to set an additional alarm, this message will appear:

Alarm full. Delete unnecessary setting(s).

- When you enter the Scheduler mode, all obsolete alarms are automatically deleted. However, an alarm that you have set during a working session with the Scheduler can become obsolete during the same working session. You might also have mistakenly set an alarm for a past time. If this happens, the following message will appear when you try to set an additional alarm:

Alarm full. Delete the past? Press RETURN(yes) or CANCEL(no).

Press **RETURN** to delete the obsolete alarm, or **CANCEL** to keep it.

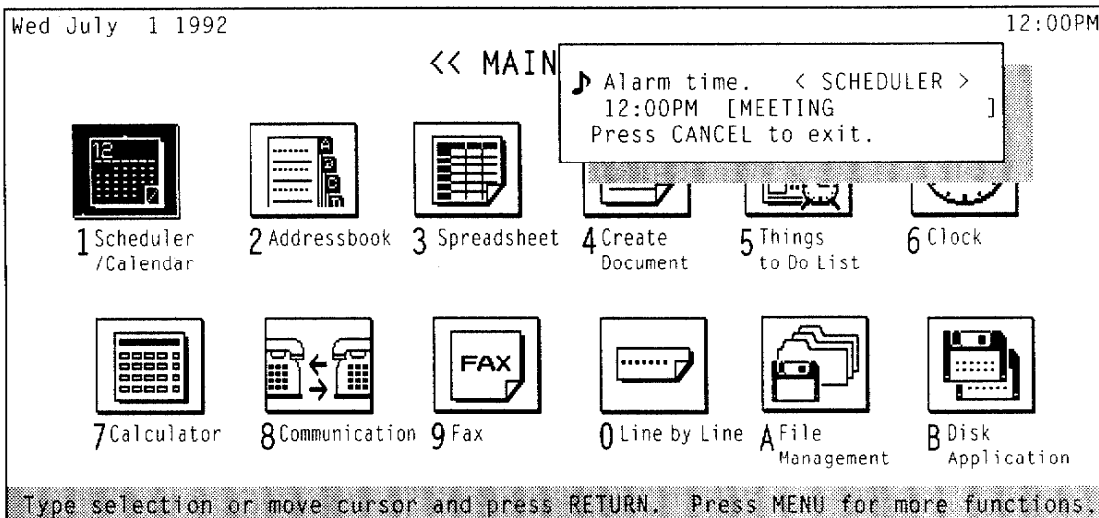
### To Clear an Alarm

1. Move the cursor to the time at which you want to clear an alarm and press MENU to display the function menu.
  2. Use ← and → to select ALARM and press RETURN or ↓ to display the sub-menu.
  3. Use ↑ and ↓ to select ALARM CLEAR and press RETURN. The symbol will disappear.
- **Short cut:** You can set or cancel an alarm by pressing CODE + A.

### To Clear all Alarms

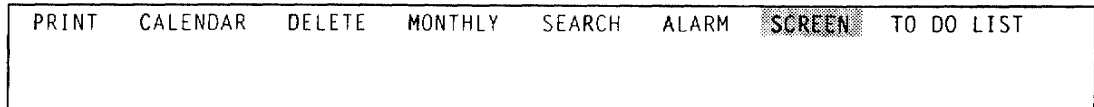
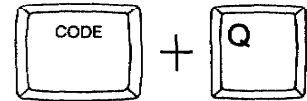
1. While viewing the DAILY screen, press MENU to display the function menu.
  2. Use ← and → to select ALARM and press RETURN or ↓ to display the sub-menu.
  3. Use ↑ and ↓ to select ALL CLEAR and press RETURN. All alarms are cancelled.
- All alarms are cleared regardless of the cursor position.
  - **Alarms set in CLOCK and THINGS TO DO LIST modes are not cleared.**
  - An alarm is also cancelled if you delete the corresponding data. All alarms are cancelled when you delete all data.
  - An alarm is not automatically cancelled after it has been activated. Since only five alarms can be set, remember to delete any unnecessary alarm settings.

When an alarm time arrives, a beep will sound for 20 seconds and a message like this will appear:



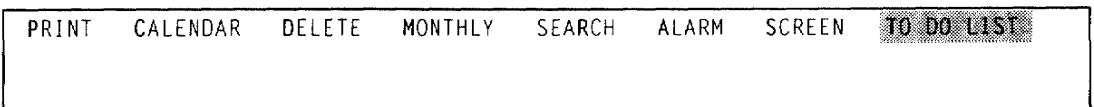
If the machine is busy with some processing, like sorting, or disk access, when the alarm time arrives, the alarm will sound after processing is completed. If the power has been turned off, it will be automatically turned on, and the message will appear on the top of the main menu.

## Changing the Range of Hours



1. While viewing the DAILY screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select SCREEN and press **RETURN** to display the other range of hours.
- **Short cut:** You may press **CODE** + **Q** to display the ranges in a cyclic way.

## Switching to the Things To Do List Mode



1. While viewing the DAILY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select TO DO LIST and press **RETURN**. The TO DO LIST appears and you may start editing it, just as when you select THINGS TO DO LIST from the MAIN MENU.



# The MONTHLY Screen

SCHEDULE		KB:X MEMORY:X.XK		9:22AM		
[ September 1992 ]						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
/	/	1/	2/	3/	4/	5/
6/	7/	8/	9/	10/	11/	12/
13/	14/	15/	16/	17/	18/	19/
20/	21/	22/	23/	24/	25/	26/
27/	28/	29/	30/	/	/	/
/	/	/	/	/	/	/

Press RETURN to display the daily screen, or press FILE to finish.

SCHEDULER/CALENDAR

This screen is used to have a look at a whole scheduled month. You cannot enter data on this screen. Only the titles entered on the DAILY screens are displayed here.

## Moving the Cursor

You can move the cursor from one day to the next, or from one month to the next or previous one.



Moves the cursor one day in the direction of the arrow.

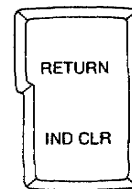


Displays the next month.



Displays the previous month.

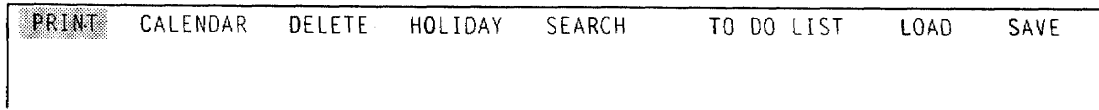
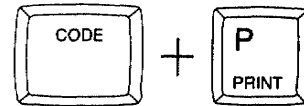
## Switching to the DAILY Screen



To display a daily schedule, move the cursor to the desired day and press **RETURN**. The DAILY screen of the selected day will appear.

## Using the Function Menu

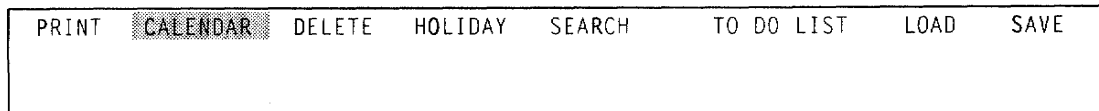
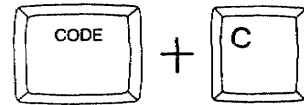
### Printing the MONTHLY Screen



1. While viewing the MONTHLY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select PRINT and press **RETURN** to start printing.
  - **Short cut:** Instead of (1), and (2), you may press **CODE** + **PRINT** ( **P** ).
3. During printing, you may press **CANCEL** to stop printing.

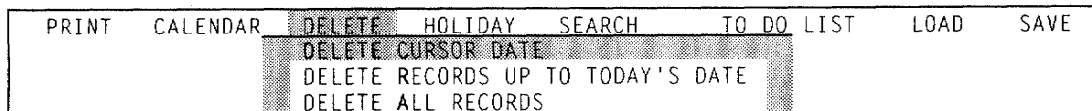
SCHEDULER/CALENDAR

### Switching to the CALENDAR Screen












1. While viewing the MONTHLY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select CALENDAR and press **RETURN**. A six-month calendar screen appears.
  - **Short cut:** Instead of (1), and (2), you may press **CODE** + **C**.

### Deleting Scheduled Days



You may delete the current day, all the previous days, or all days.

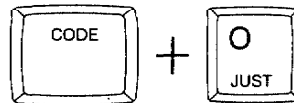
1. If you want to delete a designated day, first position the cursor on that day. If you want to delete all scheduled days or all the days up to the current day, skip this step.
2. While viewing the MONTHLY screen, press **MENU** to display the function menu.

3. Use  and  to select DELETE and press  or  to display the sub-menu.
4. To delete the schedule of the designated day (the day the cursor is on), select DELETE CURSOR DATE and press .
- **Short cut:** Instead of (2), (3), and (4), you may press  +  to delete the designated day.
5. To delete the schedule of all days before the current one (today's date), select DELETE RECORDS UP TO TODAY'S DATE and press .
6. To delete all scheduled days, select DELETE ALL RECORDS and press .
7. Whatever your selection on the sub-menu, this message will appear:





Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

8. Press  to delete or  to return to the MONTHLY screen without deleting.





### Setting Holidays



PRINT   CALENDAR   DELETE   **HOLIDAY**   SEARCH   TO DO LIST   LOAD   SAVE

1. While viewing the MONTHLY screen, press  to display the function menu.
2. Use  and  to select HOLIDAY and press . This message will appear:

Press SPACE to set holiday(s), SPACE again to clear and press RETURN to exit.

- **Short cut:** Instead of (1) and (2), you may press  + .
3. To set a single day, position the cursor on that day. To set all of a particular day, all Saturdays, for example, position the cursor on that day on the top line of the monthly calendar. When a day is set as a holiday, HOLIDAY appears on the screen.
  4. Use  to switch the holiday on/off.
  5. Repeat steps (4) and (5) if necessary, then press  to return to the MONTHLY screen.

## Searching

PRINT	CALENDAR	DELETE	HOLIDAY	SEARCH	TO DO LIST	LOAD	SAVE
[ AUGUST 1992 ]				SEARCH WORD(S) FORWARD			
Sun	Mon	Tue	Wed	SEARCH WORD(S) BACKWORD			
/	/	/	/	SEARCH WORD(S) ALL			
				SEARCH ALARM SETTING(S)			
				GOTO MONTH/YEAR			

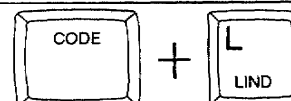
The SEARCH option of the function menu can be used in the same way as in the DAILY screen. Please refer to "Searching for Data" on page 41, "Searching for Alarms" on page 43, and "Jumping to Another Month" on page 43.

## Switching to the Things To Do List Mode

PRINT	CALENDAR	DELETE	HOLIDAY	SEARCH	TO DO LIST	LOAD	SAVE
-------	----------	--------	---------	--------	------------	------	------

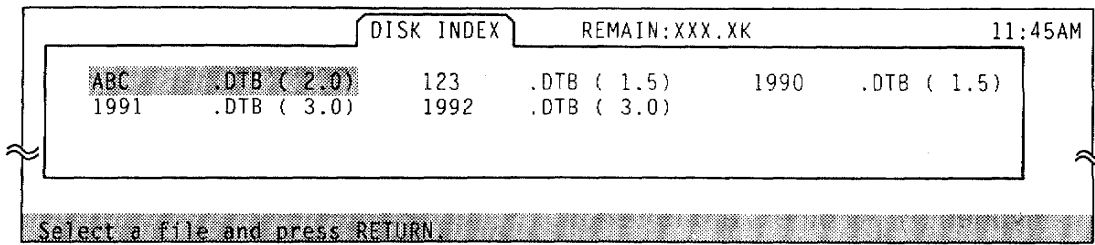
1. While viewing the MONTHLY screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select TO DO LIST and press **RETURN**. The TO DO LIST appears and you may start editing it, just as when you select THINGS TO DO LIST from the MAIN MENU.

## Loading a Scheduler/Calendar File from the Disk



PRINT	CALENDAR	DELETE	HOLIDAY	SEARCH	TO DO LIST	LOAD	SAVE
-------	----------	--------	---------	--------	------------	------	------

1. Insert the disk containing the file you wish to load.
  2. While viewing the MONTHLY screen, press **MENU** to display the function menu.
  3. Use **←** and **→** to select LOAD and press **RETURN** to display the DISK INDEX screen (Scheduler / Calendar files only).
- **Short cut:** Instead of (2) and (3), you may press **CODE** + **L**.



- Use the cursor keys to select the file that you want to load and press **RETURN**. If the Scheduler/Calendar file that is currently in the memory is empty, the selected file is immediately loaded in the memory.
- If the Scheduler/Calendar file that is currently in the memory contains data, the following message will appear.

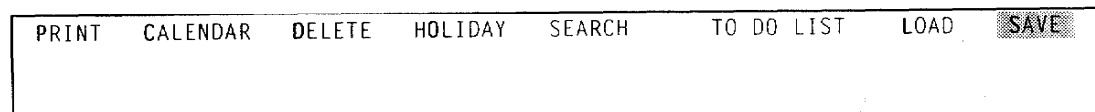
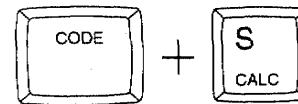
Erase current file and load file from disk? Press RETURN(yes) or CANCEL(no).

- Since you can have only one Scheduler/Calendar file in the memory, loading a file from disk will delete the current file in the memory.
- Press **RETURN** to overwrite, or **CANCEL** if you do not want the current file to be deleted from the memory.

After the file is loaded, the MONTHLY screen appears.

SCHEDULER/CALENDAR

## Saving the Current File on Disk



- Insert the disk you wish to save your Scheduler/Calendar file on.
- While viewing the MONTHLY screen, press **MENU** to display the function menu.
- Use **←** and **→** to select **SAVE** and press **RETURN** to display this message:

Type filename and press RETURN.  
FILENAME: SCHEDUL .DTB

- Short cut:** Instead of (2) and (3), you may press **CODE** + **S**.
- Type the file name (for details, see "Entering a file name" in the next section), and press **RETURN**. The extension .DTB is automatically added to the file name.

## Entering a File Name

When typing a file name, please keep the following rules in mind:

1. A file name is made of up to eight characters.
2. Only the following characters can be accepted in file names: upper and lower case letters of the alphabet (A-Z and a-z), the digits (0 to 9), and the hyphen (-). All others are refused.
3. Upper and lower case letters are not distinguished. You may type a file name in lower case or upper case. Your machine automatically converts lower case letters into capitals.
4. To correct an error, use **BS**, **CODE** + **WORD OUT** ( **O** ), or **CODE** + **LINE OUT** ( **E** ) to erase the preceding letter(s), or use **←** and **→** to move the text cursor back over the name and retype.
5. If you press RETURN without changing the file name displayed in the input field, or if you enter a name that is already used by another file -- check the list on the screen to avoid this situation -- pressing **RETURN** displays the following prompt on the message line.

```
Type filename and press RETURN.
FILENAME: XXXXXXXX.OTB
```

Press **RETURN** to overwrite, or type a new file name and press **RETURN** to save the file under a different file name.

# The CALENDAR Screen

9:22AM

1992												
July				August					September			
			1	2	3	4						
5	6	7	8	9	10	11	2	3	4	5	6	7
12	13	14	15	16	17	18	9	10	11	12	13	14
19	20	21	22	23	24	25	16	17	18	19	20	21
26	27	28	29	30	31		23	24	25	26	27	28
							30	31				
October				November					December			
			1	2	3		1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27
25	26	27	28	29	30	31	29	30				

Press RETURN to display the daily screen. To start printing, press PRINT.

SCHEDULER/CALENDAR

The CALENDAR screen displays a six-month calendar. You may view the CALENDAR screen by selecting CALENDAR from the menu available on the DAILY or MONTHLY screen.

- To return to the DAILY screen, move the cursor to the desired day and press **RETURN**.
- To display the previous or next six-month calendar, use **CODE** + **PRES** (**↑**) or **CODE** + **NEXTS** (**↓**).
- To print the displayed calendar, press **CODE** + **PRINT** (**P**). You can then press **CANCEL** to stop printing.

SCHEDULER/CALENDAR



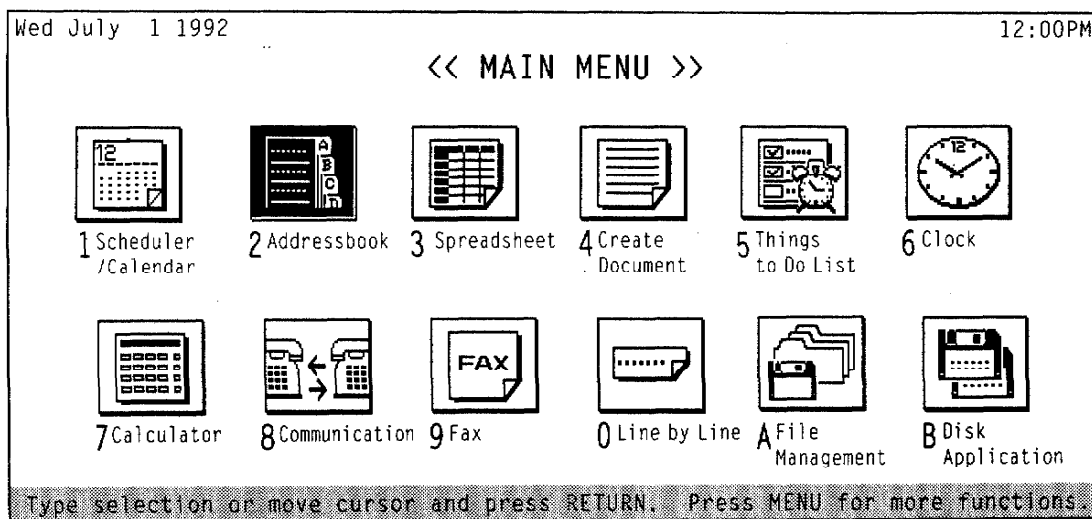
# Address Book

## *The Address Book Mode*

The Address Book mode is used to input and organize data such as a list of names, addresses, telephone and fax numbers. Each entry is called a record and will be displayed as a single row divided into several items. On the top of the list, labels identify each item. The list can be edited, sorted, and printed. Parts of the list can be selected according to specific conditions, and saved as a different file. An Address Book file can contain a total of 250 records, and you can enter up to 244 characters in a single record.

## *How to Start?*

1. Switch the machine on to display the MAIN MENU.



2. Type "2" or move the cursor to 2. Address Book using the cursor keys and press **RETURN**. If the Address Book file is empty, the DATA INPUT screen appears. If the file contains some data, the ADDRESS BOOK screen appears.

ADDRESS BOOK



---

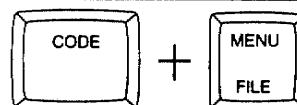
## *Creating and Editing an Address Book File*

The DATA INPUT screen allows you to add a new record, or to edit the contents of an old one. This screen appears first when you start with an empty file. After typing or editing the items of a record, press **CODE** + **IND CLR** ( **RETURN** ) to switch to the ADDRESS BOOK screen.

The ADDRESS BOOK screen does not allow for direct input of new data. You may however edit the data in several ways. You can edit the labels, change the width of the columns, perform block operations, insert blank records, sort the file and select records.

---

### *How to Finish?*



From the ADDRESS BOOK or the DATA INPUT screen, simply press **CODE** + **FILE** ( **MENU** ) to return to the MAIN MENU. Since you can have only one Address Book file in the memory, the machine will save the file immediately, without asking for a file name.

---

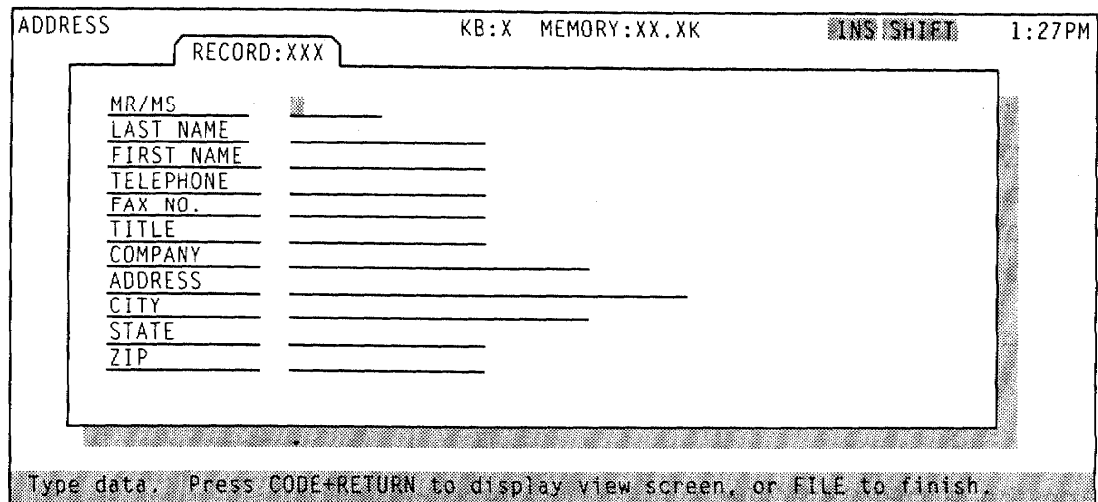
### *About the Address Book Files*

You can have only one Address Book file in the memory. The file is automatically updated in the memory as you edit it.

If you need to work on a different Address Book file, save the current file to a disk. For details, see "Saving the Address Book File on Disk" on page 79. The machine will ask you to enter a file name under which the file will be saved on the disk. After saving the current file, you can clear all the data and start creating a new file.

When you retrieve an Address Book file from a disk, the current file is automatically deleted and replaced with the file that you load. For details, see "Loading a File from a Disk" on page 78.

# The DATA INPUT Screen



ADDRESS      RECORD:XXX      KB:X MEMORY:XX.XK      INS/SHIFT      1:27PM

MR/MS	_____
LAST NAME	_____
FIRST NAME	_____
TELEPHONE	_____
FAX NO.	_____
TITLE	_____
COMPANY	_____
ADDRESS	_____
CITY	_____
STATE	_____
ZIP	_____

Type data. Press CODE+RETURN to display view screen, or FILE to finish.

## Switching from ADDRESS BOOK to DATA INPUT Screen.

The DATA INPUT screen is used to input or edit the contents of a single record. This screen appears first when you start the Address Book mode and the Data Address file is empty. You can enter the data of the first record immediately.

### To Edit a Record

When the ADDRESS BOOK screen is displayed, you can select a record in order to edit its contents:

1. Use **↑** and **↓** to move the cursor to the record that you want to edit.
2. Press **RETURN**. The contents of the selected record is displayed on the DATA INPUT screen and you can start editing.

## Entering and Editing a Record

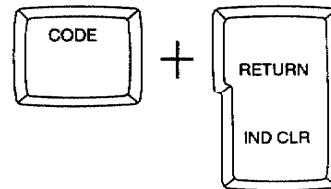
1. Type or edit the data in each entry field. You may leave some items empty.
  - To correct, you may use **BS**, **CODE** + **WORD OUT** ( **⓪** ), and **CODE** + **LINE OUT** ( **Ⓢ** ).
  - To move the cursor within a field, use **←**, **→**, **CODE** + **EXPR** ( **←** ), and **CODE** + **RELOC** ( **→** ).
  - Use **CODE** + **INSERT** ( **I** ) to switch the insert mode on/off.
  - Use **CODE** + **BS** or the dead keys to superimpose characters (see "Superimposed Characters (Permanent Backspace)" on page 29) or to

enter accented letter (see "Accents ("Dead" Keys)" on page 30). If necessary, use **CODE** + **KB** ( **K** ) to switch the keyboard (see "Switching the Keyboard" on page 28).

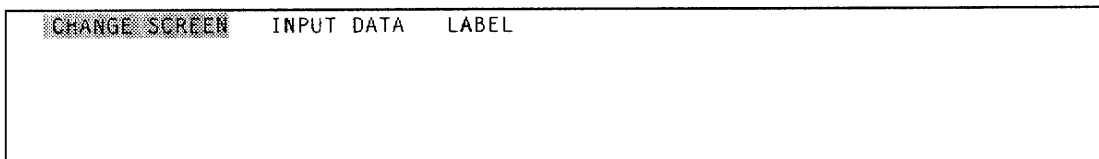
2. To move the cursor vertically from one item to another, use **↑**, **↓**. You may also use **RETURN** to move to the beginning of the next item.
  3. If an entry field is too narrow or too wide, you may press **CODE** + **TCLR** ( **B** ) (to increase) or **CODE** + **TSET** ( **7** ) (to decrease) to modify the width of the field by steps of eight characters.
  4. To go back to view the ADDRESS BOOK screen, press **CANCEL** or **CODE** + **IND CLR** ( **RETURN** ). The new or edited record is included in the list.
- If you want to edit other records, you do not need to return to the ADDRESS BOOK screen. Simply press **CODE** + **NEXT'S** ( **↓** ) to display the next record, or **CODE** + **PRES** ( **↑** ) to display the previous one.
  - You can also press **CODE** + **GO TO** ( **G** ) and then **↑** to move the cursor to the top record, or **CODE** + **GO TO** ( **G** ) and then **↓** to move the cursor to the bottom record.
  - You may also press **CODE** + **FILE** ( **MENU** ) to return to the MAIN MENU.

## Using the Function Menu

### Switching to the ADDRESS BOOK Screen

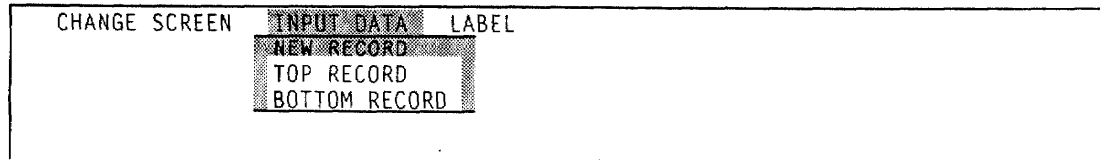
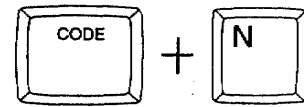


ADDRESS BOOK



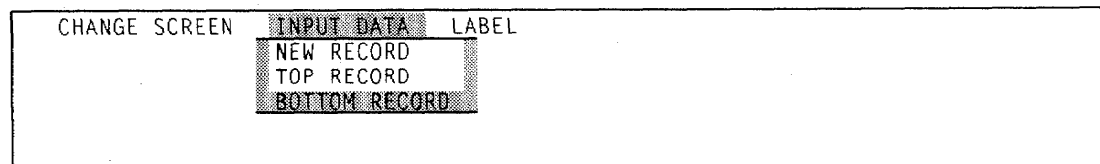
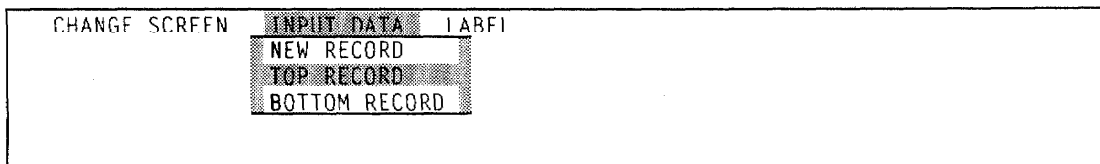
1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select CHANGE SCREEN and press **RETURN** to display the ADDRESS BOOK screen. The record cursor will be on the record previously displayed on the DATA INPUT screen.
- **Short cut:** Instead of (1) and (2), you may press **CODE** + **RETURN**.

## Adding a New Record



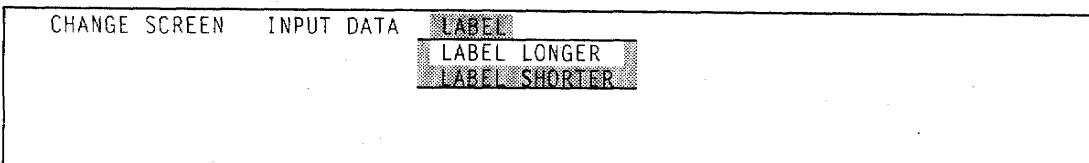
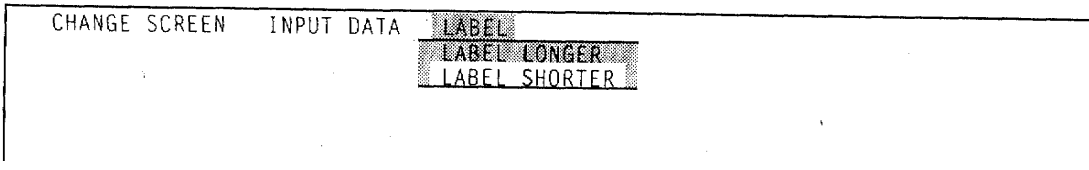
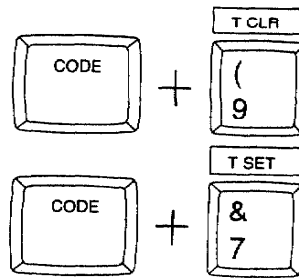
1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the sub-menu.
  3. Use **↑** and **↓** to select NEW RECORD and press **RETURN**. You can start entering data for the new record. The new record will be at the bottom of the list when you return to view the ADDRESS BOOK screen.
- **Short cut:** Instead of (1), (2) and (3) you may press **CODE** + **N**.

## Jumping to the Top or Bottom Record



1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the sub-menu.
  3. Use **↑** and **↓** to select TOP RECORD or BOTTOM RECORD and press **RETURN**. The first or last record of the list will be displayed on the DATA INPUT screen.
- **Short cut:** Instead of (1), (2) and (3) you can also press **CODE** + **GO TO** (**G**) and then **↑** to move the cursor to the top record, or **CODE** + **GO TO** (**G**) and then **↓** to move the cursor to the bottom record.

## Changing the Width of a Column



1. While viewing the DATA INPUT screen, move the cursor to the data that is in the column which you want to make longer or shorter.
  2. Press **MENU** to display the function menu.
  3. Use **←** and **→** to select LABEL and press **RETURN** or **↓** to display the sub-menu.
  4. Use **↑** and **↓** to select LABEL LONGER or LABEL SHORTER and press **RETURN**. The width of the column will be increased or decreased by eight characters.
- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **T CLR** ( **9** ) to increase, or **CODE** + **T SET** ( **7** ) to decrease.
  - The width of a single column must be in the range of between seven and 71 characters. The machine does not allow you to make a column narrower than the largest data already entered in that column.
  - The maximum width of a record is 244 characters.

# The ADDRESS BOOK Screen

ADDRESS	KB:X	MEMORY:XX.XK	SHIFT	2:40PM	
:1.	:2.	:3.	:4.	:5.	:6.
:MR/MS	:LAST NAME	:FIRST NAME	:TELEPHONE	:FAX NO.	:TITLE
:-Mr	:Anderson	:John	:231-638-7520	:	:
+:Mr	:Bennet	:William	:123-432-7530	:	:
+:Mr	:Higgins	:Joyce	:429-342-6754	:	:

You may retype label name and press RETURN. Press FILE to finish.

The ADDRESS BOOK screen displays the list of records. The contents of the records cannot be edited here, but you can perform editing at a larger scale, like copying or moving records.

## Moving the Cursor

When the cursor is on the label row: Use **←** and **→** to move the cursor horizontally across the labels. To move faster and scroll the screen, use **CODE** + **RELOC** (**→**), and **CODE** + **EXPI** (**←**).

When the cursor is on the data area: Use **↑** and **↓** to move the cursor vertically through the records. To move faster and scroll the screen, use **CODE** + **NEXTS** (**↓**), **CODE** + **PREVS** (**↑**). You can also press **CODE** + **GO TO** (**G**) and then **↑** to move the cursor to the top record, or **CODE** + **GO TO** (**G**) and then **↓** to move the cursor to the bottom record.

## Editing the Labels

The labels are the column headings. You may make changes to the label names if you wish.

1. Use the cursor keys to move the cursor to the desired label. You may now change the label name by simply retyping.
  - To correct, you may use **BS**, **CODE** + **WORD OUT** (**O**), and **CODE** + **LINE OUT** (**=**).
  - Use **CODE** + **BS** or the dead keys to superimpose characters (see "Superimposed Characters (Permanent Backspace)" on page 29) or to enter accented letter (see "Accents ("Dead" Keys)" on page 30). If necessary, use **CODE** + **KB** (**K**) to switch the keyboard (see "Switching the Keyboard" on page 28).



2. To move the cursor to the next label, press **TAB** or use **→**. To move to the label to the left, use **←**.
3. To return to the data area, press **↓** or **RETURN**.
- *A label can be any string of characters. However, if you want to use this file for easy selection of a telephone number in the Communication mode, the column which contains the telephone numbers must have a label starting with "TELEPHONE". For example, "TELEPHONE No" is valid, but "Telephone" or "telephone" are not. Similarly, if you want to use this file in the Fax mode, one column must contain fax numbers, and its label must start with "FAX". For example, "FAX No" is valid, but "Fax" or "fax" are invalid.*

---

## Preparing the Records for Merge Printing

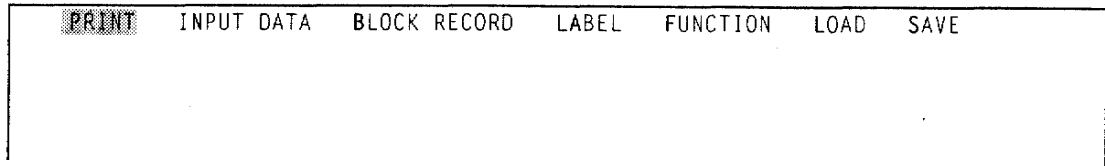
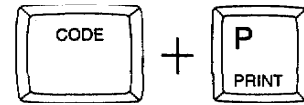
The Create Document mode allows you to prepare master documents that contain merge symbols associated with a label number (see "Creating the Master Document" on page 192). When printing such a document, you will get as many copies as you have records in the Address Book file. For the first copy, the machine will use the first record. For the second copy, the second record will be used, and so on. Each merge symbol in the master document will be automatically replaced with the data under the label specified by the merge symbol. For example, if you entered a merge symbol, and then typed "1" when creating the master document, that merge symbol will be replaced with the contents of the first column of the Address Book file. When creating the master document, you should remember what kind of data you have in the different columns -- or refer to a printout of the Address Book file.

An asterisk (\*) to the left of the first column indicates that a record is enabled for merge printing. You may select only particular records for printing, if you wish. A new record will always be automatically enabled. To disable a record, press **SPACE BAR**. The asterisk disappears. Pressing the same key will re-enable the record.

- *The asterisk can also be used to select records that you want to print in list printing mode (see "Printing the Address Book File (PRINT)" on page 64).*

# Using the Function Menu

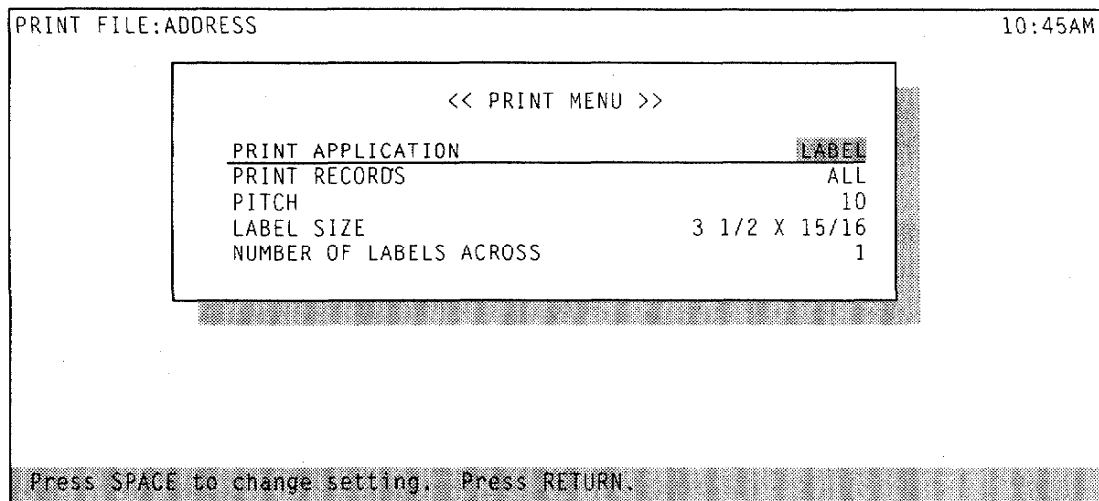
## Printing the Address Book File (PRINT)



This machine offers two methods for printing the data of the Address Book file: label or list.

- **Label printing** allows you to print formatted data (for example, Mr./Ms., first and last name on the first line, company on the second line, and address on the third line, then, city, state, zip code on the fourth line). The default format is set to match the size of the window on an envelope, but can be modified to fit other purposes.
- **List printing** is used to print a continuous list of data under selected labels.
  1. Press **MENU** to display the function menu.
  2. Use **←** and **→** to select PRINT and press **RETURN**. The ADDRESS PRINT MENU screen appears:

ADDRESS BOOK



- **Short cut:** Instead of (1) and (2), you may press **CODE** + **PRINT** ( **P** ).
- 3. Use **↑** and **↓** to select a parameter, and **(SPACE BAR)** to set the selected parameter. Press **RETURN** to finish or **CANCEL** to return to the ADDRESS BOOK screen. The meaning of each setting is explained in the following table:

## Address Book Print Menu

Parameter	Options
PRINT APPLICATION	LABEL: To print formatted labels. LIST: To print the file.
PRINT RECORDS	ALL: To print all records. SELECTABLE: To print only enabled records.
PITCH	10, 12, or 15: Selects the pitch.
LABEL SIZE	3 1/2 x 15/16 or 4 x 1 7/16 Width x Height of the printout window. <i>This setting is ignored when you are printing the list.</i>
NUMBER OF LABELS ACROSS	1 or 2 This option allows you to print one or two columns of formatted data. <i>This setting is ignored when you are printing the list. If the label size is 4 x 1 7/16, the machine prints only one label across the page.</i>

The next operation depends on your choice for the first parameter (LABEL or LIST).

### ***If you selected LABEL...***

The POSITION SET PRINT MENU screen appears:

PRINT FILE:ADDRESS
11:27AM

<< POSITION SET PRINT MENU >>

- \* a. MR/MS
- \* b. LAST NAME
- \* c. FIRST NAME
- d. TELEPHONE
- e. FAX NO.
- f. TITLE
- \* g. COMPANY
- \* h. ADDRESS
- \* i. CITY
- \* j. STATE
- \* k. ZIP

acb

g

h

ijk

Use cursor to select label name and press SPACE to set. BACKSPACE to clear. Press RETURN to start printing.

On this screen, you can specify which Address Book data will be printed in label format and the position of each data item. The data items are represented by the letters a through k (default), as shown on the left side of the screen (the items marked with an asterisk will be printed). The position of these letters in the label area on the right of the screen determine the position of the items when they are printed in label format.

The illustration above shows the default positions. For example, "acb" on the first line indicates that MR/MS (a) will be printed first, followed by the FIRST NAME (c) and the LAST NAME (b). A space is automatically inserted between each item. To print punctuation marks, such as a comma between city and state, you must include the punctuation mark when you enter the data on the DATA INPUT screen.

If you do not want to change the default label printing position, press **RETURN** to start printing.

**To change the default label printing positions:**

1. On the left side of the screen, move the block cursor to the data item you want to move or add. Press **SPACE BAR**. The cursor appears in the label area on the right side of the screen.
  2. Move the cursor to the position where you want the data item and press **RETURN**. The letter that represents the data item appears in the position you have selected in the label area, and the cursor returns to the data item list on the left side of the screen.
  3. Repeat steps 1 and 2 to reposition other data items. When you have completed the position changes, press **RETURN** to start printing.
  4. To remove an item from the label area, move the cursor to that item on the left side of the screen and press **BS**.
- *The total number of lines and maximum number of characters that you can print on a single line of a label is limited as follows:*

Limit on number and length of lines on a label

Printing Window Size	Number of lines	Pitch	Maximum length
3 1/2 x 15/16	5	10	34
		12	41
		15	51
4 x 1 7/16	8	10	39
		12	47
		15	59

## If you selected LIST...

The LABEL SET PRINTER MENU screen appears:

MR/MS	LAST NAME	FIRST NAME	TELEPHONE	FAX NO.	TITLE
+Mr	:Anderson	:John	:231-638-7520	:	:
+Mr	:Bennet	:William	:123-432-7350	:	:
+Mr	:Higgins	:Joyce	:429-342-6754	:	:

Use cursor to select label name and press SPACE to set, SPACE again to clear.  
Press RETURN to start printing.

This screen allows you to select which data will be printed.

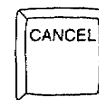
1. To select a column for printing, position the cursor over the label name using **←** and **→**, and press **(SPACE BAR)**. The same key is used to deselect. To switch all labels on, press **(CODE)** + **(SPACE BAR)**.

  - If the total length of the selected data exceeds the maximum length of a printable line, this message will appear:

Too wide to print.

2. Press **(RETURN)** to start printing or **(CANCEL)** to return to the ADDRESS PRINT MENU screen.

## During Printing

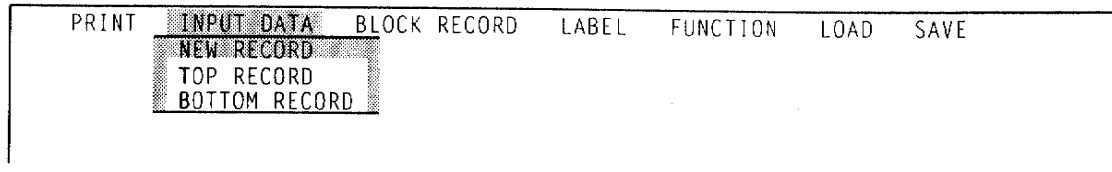
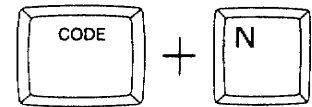


To cancel printing, press **(CANCEL)**. This will work only while the printer is printing, not while it is feeding paper.

## Entering and Editing a Record (INPUT DATA)

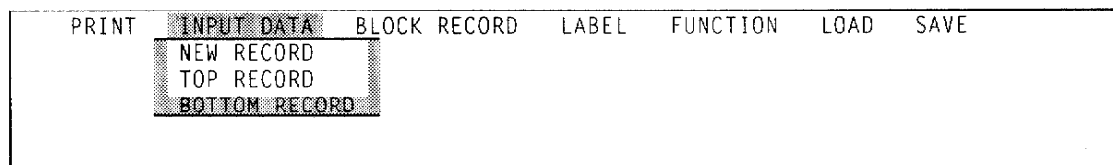
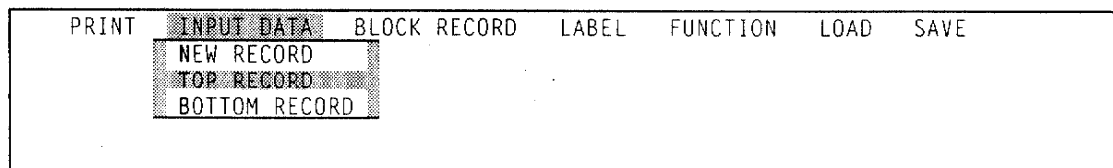
The INPUT DATA function allows you to add a new record, and to jump to the top or bottom record. You can also perform these operations from the DATA INPUT screen. For details, see "Adding a New Record" on page 60 and "Jumping to the Top or Bottom Record" on page 60.

## Adding a New Record



1. Press **MENU** to display the function menu.
  2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the sub-menu.
  3. Use **↑** and **↓** to select NEW RECORD and press **RETURN**. The machine displays the DATA INPUT screen and you can start entering data for the new record. The new record will be at the bottom of the list when you return to view the ADDRESS BOOK screen.
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **N**.

## Jumping to the Top or Bottom Record

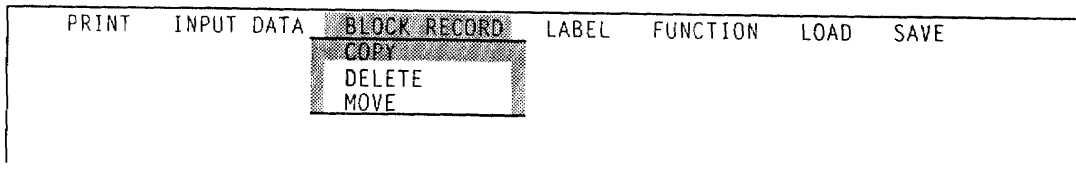
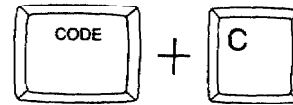


1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the sub-menu.
3. Use **↑** and **↓** to select TOP RECORD or BOTTOM RECORD and press **RETURN**. The machine switches to the DATA INPUT screen and displays the top or bottom record.

## Block Record Operations (BLOCK RECORD)

The BLOCK RECORD function of the function menu allows you to copy, move or delete a block of continuous records. Before you start an operation on a block of records, you must first position the cursor on the first record of the block.

### Copying Records



1. To copy records, position the cursor on the first record to be copied.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select BLOCK RECORD and press **RETURN** or **↵** to display the sub-menu.
4. Use **↑** and **↓** to select COPY and press **RETURN**. The following message appears:

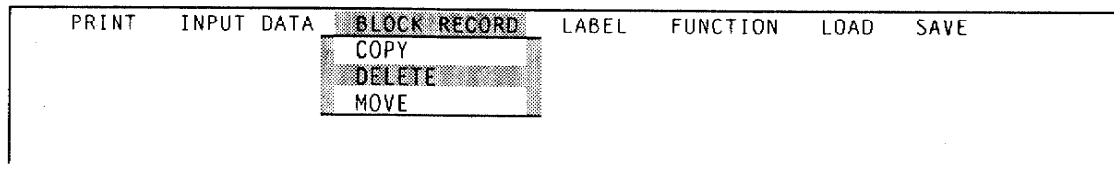
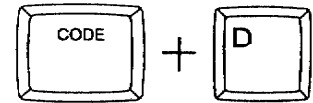
Highlight line(s) to be copied and press RETURN.

- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **C**.
5. Use **↑** or **↓** to mark the records that you want to copy and press **RETURN**. This message will appear:

Move cursor to destination for blocked text and press RETURN.

6. Move the cursor to the destination position and press **RETURN**. The marked records are inserted at the destination position.
- You may press **CANCEL** at any time to cancel the operation and return to the ADDRESS BOOK screen.

## Deleting Records



1. To delete records, position the cursor on the first record to be deleted.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select BLOCK RECORD and press **RETURN** or **↓** to display the sub-menu.
4. Use **↑** and **↓** to select DELETE and press **RETURN**. The following message appears:

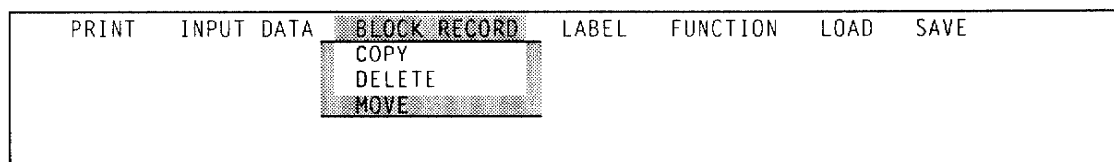
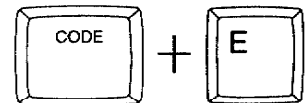
Highlight line(s) to be deleted and press RETURN.

- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **D**.
5. Use **↑** or **↓** to mark the records that you want to delete and press **RETURN**. This message will appear:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

6. Press **RETURN** to delete the marked records, or **CANCEL** to quit.
- You may press **CANCEL** at any time to cancel the operation and return to the ADDRESS BOOK screen.

## Moving Records



1. Position the cursor on the first record to be moved.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select BLOCK RECORD and press **RETURN** or **↓** to display the sub-menu.
4. Use **↑** and **↓** to select MOVE and press **RETURN**. The following message appears:



Highlight line(s) to be moved and press RETURN.

- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **E**
5. Use **↑** or **↓** to mark the records that you want to move and press **RETURN**. This message will appear:

Move cursor to destination for blocked text and press RETURN.

6. Move the cursor to the destination position and press **RETURN**. The marked records are inserted at the destination position.
- You may press **CANCEL** at any time to cancel the operation and return to the ADDRESS BOOK screen.

## Entering and Editing a Label (LABEL)

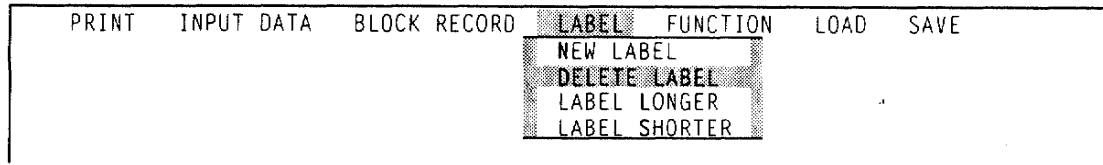
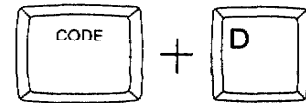
The LABEL function allows you to add a new label, delete a label and the data in its column, and modify the width of a column. The width of a column can also be modified on the DATA INPUT screen. For details, see "Changing the Width of a Column" on page 61.

### Adding a New Label

PRINT	INPUT DATA	BLOCK RECORD	<b>LABEL</b>	FUNCTION	LOAD	SAVE
			<b>NEW LABEL</b>			
			DELETE LABEL			
			LABEL LONGER			
			LABEL SHORTER			

1. Move the cursor to the label row.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select LABEL and press **RETURN** or **↓** to display the sub-menu.
4. Use **↑** and **↓** to select NEW LABEL and press **RETURN**. The machine adds a blank column to the right of the last one. The cursor rests on the blank label so that you can start entering the new label.

## Deleting a Column

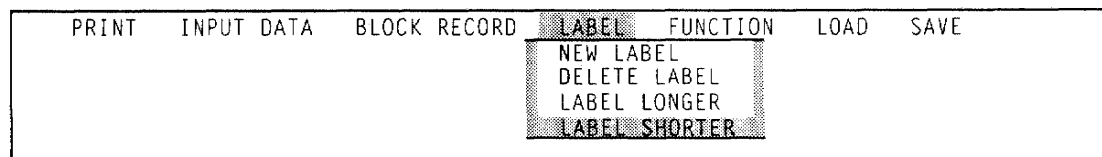
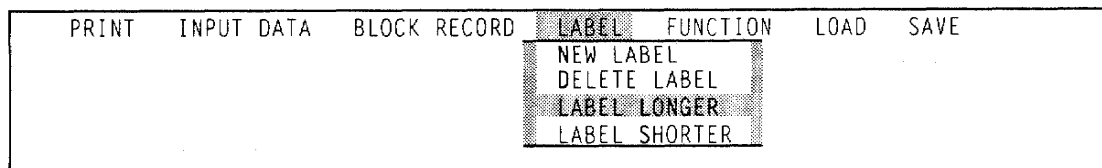
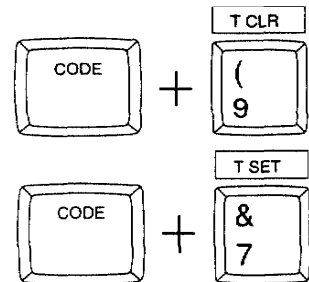


1. To delete one column, position the cursor on the label of the column to be deleted.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select LABEL and press **RETURN** or **↓** to display the sub-menu.
4. Use **↑** and **↓** to select DELETE LABEL and press **RETURN**. The following message appears:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **D**.
- 5. Press **RETURN** to delete the column, or **CANCEL** to quit.
- You may press **CANCEL** at any time to cancel the operation and return to the ADDRESS BOOK screen.

## Changing the Width of a Column



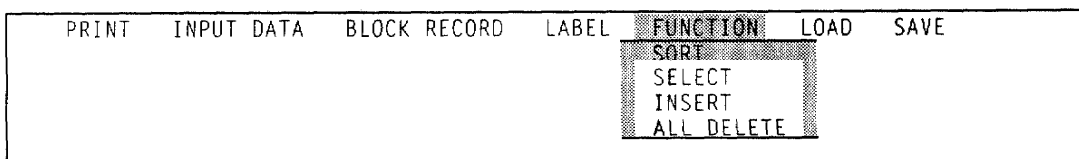
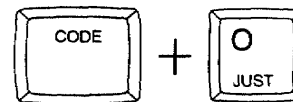
1. Move the cursor to the label of the column that you want to modify.

2. Press **MENU** to display the function menu.
  3. Use **←** and **→** to select LABEL and press **RETURN** or **↓** to display the sub-menu.
  4. Use **↑** and **↓** to select LABEL LONGER to increase the width, or LABEL SHORTER to decrease the width and press **RETURN**. The width of the selected column is increased or decreased by eight characters.
- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **TCLR** (**9**) to increase, or **CODE** + **TSET** (**7**) to decrease.
  - The width of a single column must be in the range of between seven and 71 characters. The machine does not allow you to make a column narrower than the largest data already entered in that column.
  - The maximum width of a record is 244 characters.

## Reorganizing Your File (FUNCTION)

The FUNCTION selection of the menu allows you to sort your data using two different sort keys, or to select records which satisfy specified conditions. The selected records can then be saved on disk as a separate Address Book file. This option also allows for inserting blank columns or records. It is also used to clear the Address Book file in order to restart with a blank file or free space in the memory.

### Sorting the Data



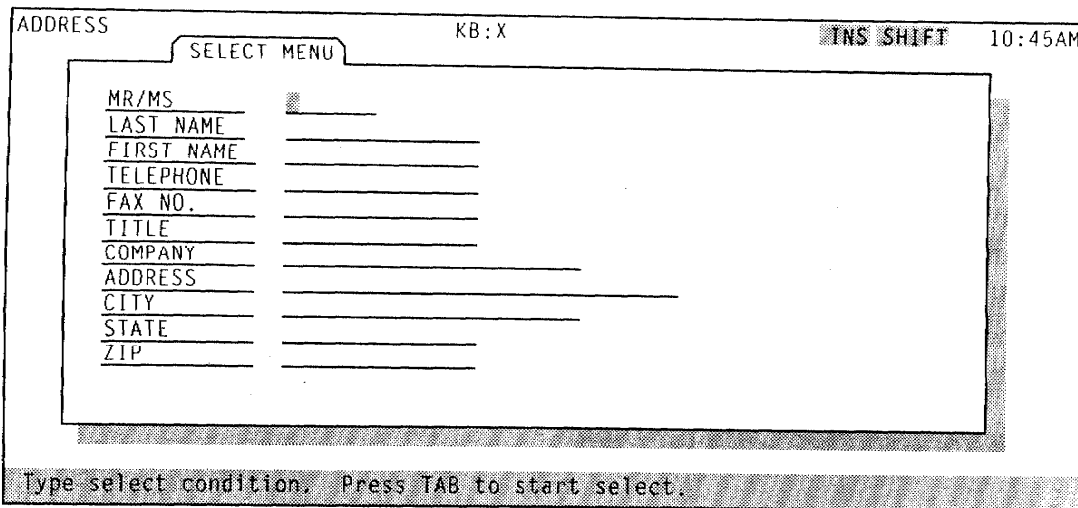
1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select FUNCTION and press **RETURN** or **↓** to display the sub-menu.
3. Use **↑** and **↓** to select SORT and press **RETURN**. The following message appears:

Move cursor to primary sort label and press RETURN.

- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **0**.
4. Use **←** or **→** to select the label used as the primary sort key and press **RETURN**. For example, if you want the data to be sorted in alphabetic order of the last names, position the cursor on the label "LAST NAME" and



- Use **↑** and **↓** to choose SELECT and press **RETURN**. The SELECT screen, similar to the DATA INPUT screen appears:



ADDRESS KB:X TNS SHIFT 10:45AM

SELECT MENU

MR/MS \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

Type select condition. Press TAB to start select.

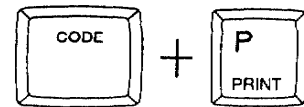
- Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **T**.
- The SELECT screen allows you to input the selection conditions. You may enter more than one condition. For example, if you want to select the records of people living in Atlanta and working for a company called "XYZ INC.", type "Atlanta" in the entry field CITY, and "XYZ INC." in the entry field COMPANY. People working for XYZ INC, but living in Portland will not be selected. People living in Atlanta, but working for a different company will not be selected.
- For this function to work correctly, you should be careful to use consistent formats when you enter your records and the selection conditions. Be careful about the capitalization. For this machine, "Atlanta", "ATLANTA", and "atlanta" are different strings.
- Enter your conditions. Proceed as when entering data on the DATA INPUT screen. For details, see "Entering and Editing a Record" on page 58.
  - Press **TAB** to start the operation. After a while, the ADDRESS BOOK screen displays the selected data.
- If the machine could not find records satisfying your conditions, this message will appear:

Record(s) not found.

Once the selected data is displayed, you have several options:

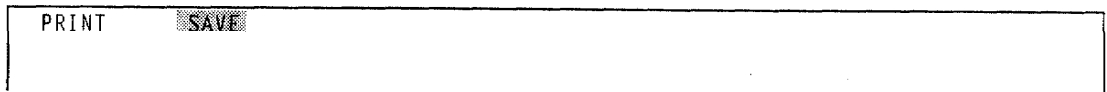
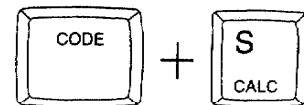
- You may press **CANCEL** to display the original data again.
- You may print the selected data. For details, see "Printing the Selected Data" on page 76.
- You may save the selected data on disk. For details, see "Saving the Selected Data on Disk" on page 76.

## Printing the Selected Data



1. With the selected data displayed, press **MENU** to display the function menu. Only two functions are available: PRINT and SAVE.
2. Use **←** and **→** to select PRINT and press **RETURN**.
- **Short cut:** Instead of (1) and (2), you may press **CODE** + **PRINT** ( **P** ).

## Saving the Selected Data on Disk

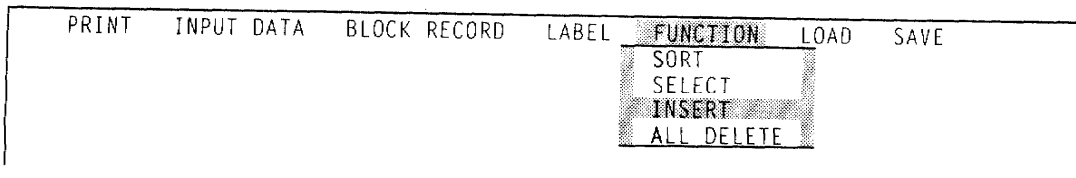
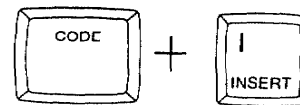


1. Insert a disk in the drive.
2. With the selected data displayed, press **MENU** to display the function menu. Only two functions are available: PRINT and SAVE.
3. Use **←** and **→** to select SAVE and press **RETURN**. The machine will not ask you to enter a file name. The selected data will automatically be saved on the disk under the file name "SELECT.MRG"
- **Short cut:** Instead of (2) and (3), you may press **CODE** + **S**.
- You can have only one "SELECT.MRG" file on a disk. If you have already saved selected data on the disk, this message will appear:

Overwrite. Press RETURN to overwrite.

Press **RETURN** to overwrite, or **CANCEL** if you do not want the old selected data to be replaced on the disk. You can change the disk and repeat steps (1) to (3) to save on another disk.

## Inserting a Blank Column or Record

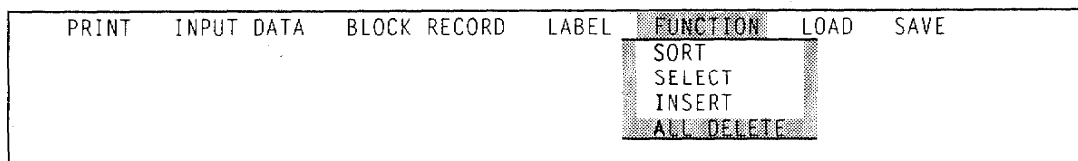


1. To insert a blank column, position the cursor on the label where you want to insert a blank column.  
To insert a blank record, position the cursor on the record where you want to insert a blank record.
  2. Press **MENU** to display the function menu.
  3. Use **←** and **→** to select FUNCTION and press **RETURN** or **↓** to display the sub-menu.
  4. Use **↑** and **↓** to select INSERT and press **RETURN**. The insertion takes place immediately.
- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **INSERT** (**Ⓜ**).

When you insert a blank column, the column which was initially selected and all columns to the right are pushed to the right. A blank column of 15 characters and an empty label appear. The cursor rests on the blank label so that you can immediately input a new label.

When you insert a blank record, the record which was initially selected and all records below are pushed down. The cursor rests on the blank record so that you can immediately press **RETURN** and enter the data on the DATA INPUT screen.

## Deleting the File

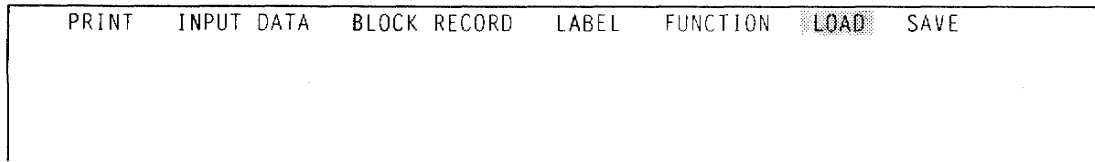
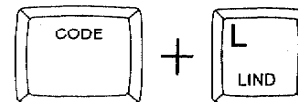


1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select FUNCTION and press **RETURN** or **↓** to display the sub-menu.
3. Use **↑** and **↓** to select ALL DELETE and press **RETURN**. This message will appear:

Delete all? Press RETURN(yes) or CANCEL(no).

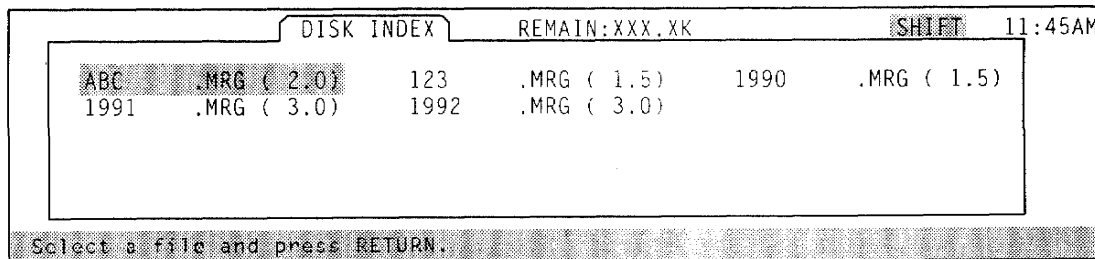
4. Press **RETURN** to clear the file, or **CANCEL** to quit.

## Loading a File from a Disk



Before loading a file, remember that the memory can store only one Address Book file. If you load a file from a disk before saving the current file on a disk, the current file will be erased. See "Saving the Address Book File on Disk" on page 79.

1. Insert the disk containing the file you wish to use.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select **LOAD** and press **RETURN** to display the **DISK INDEX** screen. Only the Address Book files (extension .MRG) will be displayed.



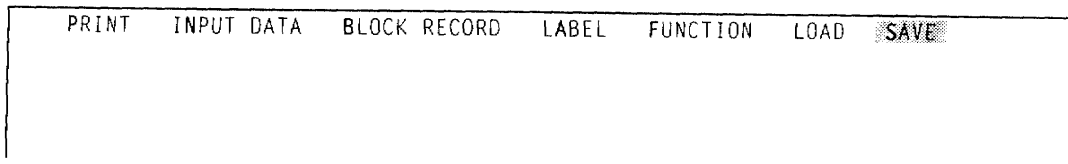
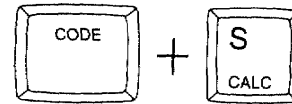
- **Short cut:** Instead of (2) and (3), you may press **CODE** + **L**.
4. Use the cursor key to select the file that you want to load and press **RETURN**. If there is no data in the Address Book file in the memory, loading starts immediately. If there is a data in the Address Book file in the memory, this message appears:

Erase current file and load file from disk? Press RETURN(yes) or CANCEL(no).

- Since you can have only one Address Book file in the memory, loading a file from disk will delete the current file in memory.
5. If you have not saved the current file, this is your last chance. Press **CANCEL** to return to the ADDRESS BOOK screen. If you have already saved the current file, press **RETURN** to overwrite the selected file.
  6. After the file is loaded, the machine switches to the ADDRESS BOOK screen and displays the loaded file.



## Saving the Address Book File on Disk



1. Insert the disk you wish to save the file on.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select SAVE and press **RETURN**. This message will appear:

Type filename and press RETURN.  
FILENAME: XXXXXX.MRG

- If the file has never been saved on disk under a specific file name, the displayed file name is ADDRESS.MRG. If the file has been previously saved on disk under a specific file name, and then loaded into the memory for further editing, that file name will be displayed.
  - **Short cut:** Instead of (2) and (3), you may press **CODE** + **S**.
4. Type a file name (for details, see "Entering a File Name" on page 52), and press **RETURN**. The extension ".MRG" will be automatically added to the file name. Press **CANCEL** to cancel the save operation and return to the ADDRESS BOOK screen.
  5. Press **CODE** + **FILE** ( **MENU** ) to return to the MAIN MENU screen.

**ADDRESS BOOK**

# Spreadsheet

## What is a Spreadsheet?

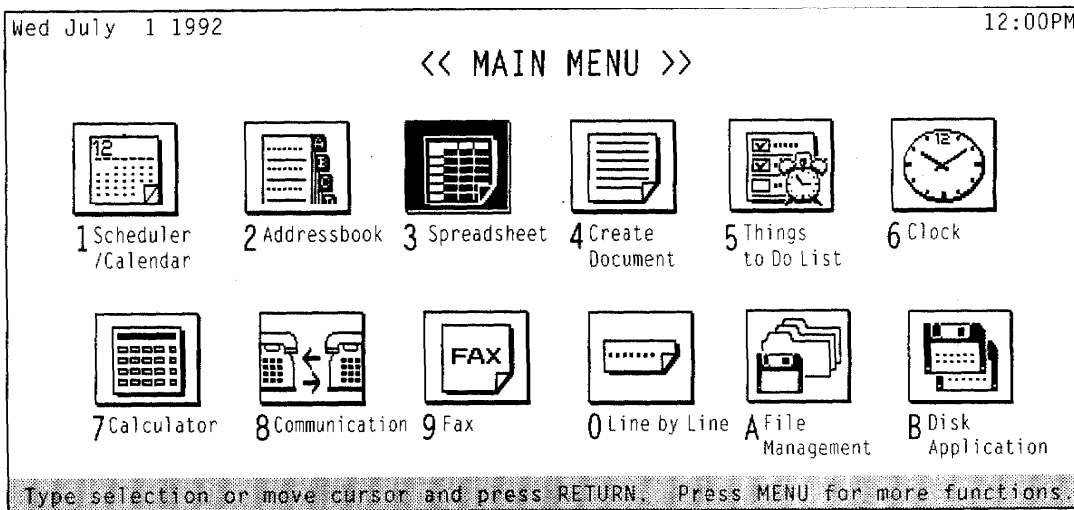
In the past, financial records for any type of business or other organization were always kept by hand in bound form, hence the term "keeping the books". A sales ledger, for instance, might be laid out as a graph, with the months of the year across the top, and the names of sales personnel or merchandise down the left column. This type of accounting tool had another name; it was called a "Spreadsheet".

	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL






This is an efficient system, though, even with an electronic calculator, book-keeping is still a difficult task, especially when revisions or corrections are to be made. This is the major advantage of the electronic spreadsheet; the ability to make changes and corrections at any time, and have all the calculations made for you, quickly and easily.

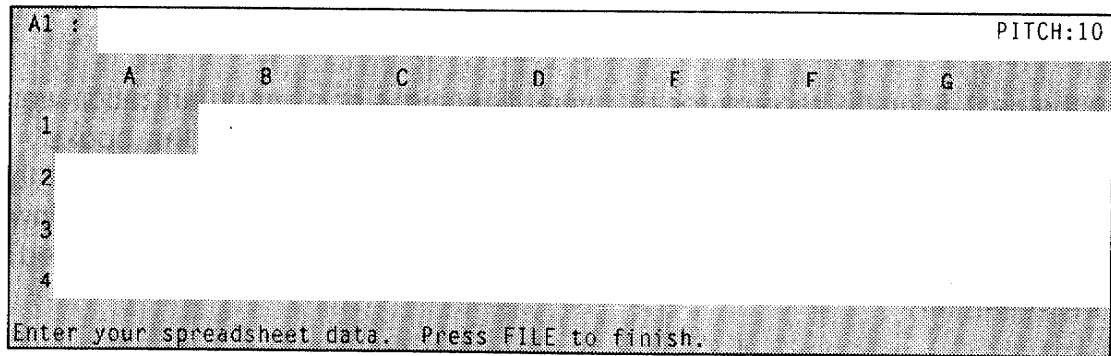
## How to Start?

1. To start working in spreadsheet mode, switch the machine on to display the MAIN MENU.



SPREADSHEET

2. Insert a data disk in the drive.
3. Type "3" or move the cursor to 3. SPREADSHEET using , , , and , then press . The SPREADSHEET INPUT/EDIT screen appears:




---

### If You Want to Retrieve an Old Spreadsheet for further Editing

If, instead of creating a new spreadsheet, you wish to work on a spreadsheet that you have already created, you must first call the SPREADSHEET INDEX screen and retrieve the file from that screen. For details, see "Retrieving a Spreadsheet File" on page 125.

You can also work on a spreadsheet file created on a computer using Lotus<sup>®</sup> 1-2-3<sup>®</sup>. For details, see "Using Lotus, 1-2-3, Files" on page 128.

---

### The Spreadsheet Templates

The Spreadsheet Templates are pre-formatted files to be used with the Spreadsheet Software. They are stored on the disk which comes with your machine. A list of these files will be displayed on the INDEX screen of the Spreadsheet Software. These files allow for easy creation of most standard spreadsheets. Since the format is already decided, all you have to do is input your data in that format without going to the trouble of first thinking about the most convenient layout. You may retrieve one of these files, input your data in the pre-programmed format, and store the file under a new file name. The Spreadsheet Templates are write-protected, which means that they cannot be erased and that they will always be on the disk in their original form.

---

### *How to Finish?*

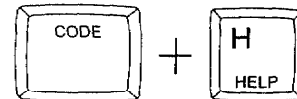
When you have finished, or when you need a break, insert a disk in the drive and save your file. For details about saving files, see "Saving Your Work" on page 124.

## About the Spreadsheet Files

A Spreadsheet file is stored temporarily in the memory while you are working on it. The file can be saved permanently on disk only.

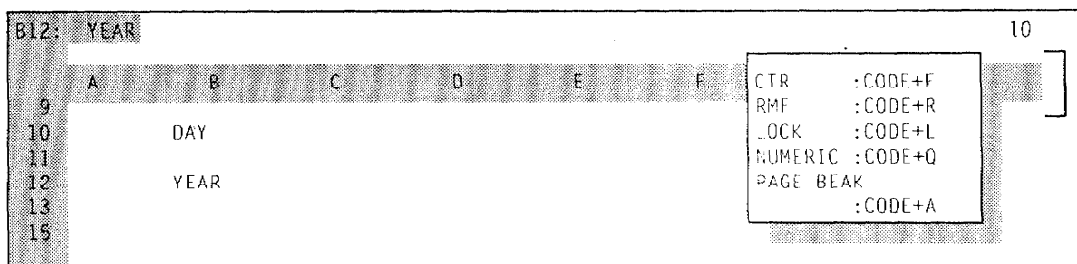
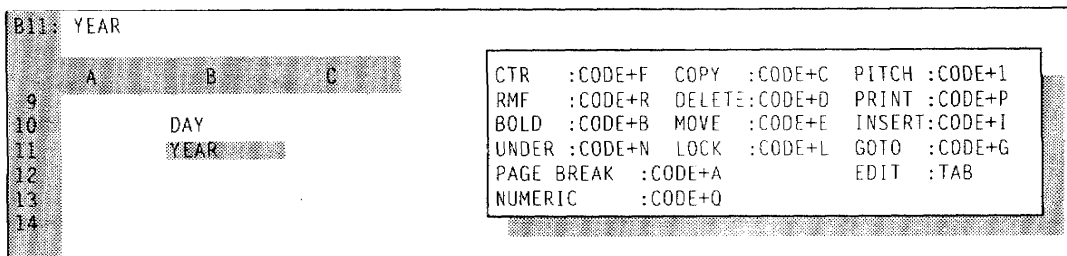
When you exit the Spreadsheet mode, the machine asks you whether you want to save or abandon the file. If you decide to save the file on disk, the machine will ask you to enter a file name. For details about saving and retrieving files, see "Saving Your Work" on page 124, and "Retrieving a Spreadsheet File" on page 125.

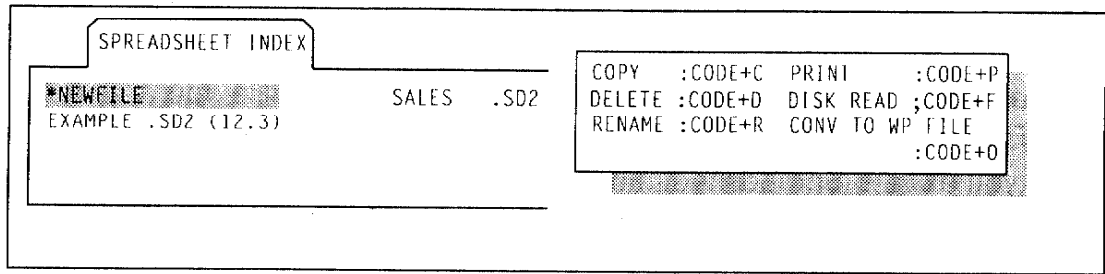
## Help Menus



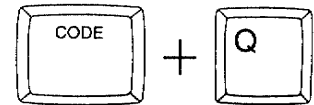
Several functions of the spreadsheet can be activated by pressing **CODE** + a letter key. The key tops do not indicate the function of those keys. The help menus provide you with an easy way to activate the functions. A help menu displays the list of functions that are available at the moment you call it. Three different help menus can be displayed: one in the command mode of the INPUT/EDIT screen, one in the input mode of the same screen, and one on the SPREADSHEET INDEX screen.

1. To display a help menu, press **CODE** + HELP ( **H** ). The list of functions available at that moment -- and the list of the corresponding keys -- will appear on the screen.
2. Press **CODE** + the indicated key to activate the desired function. The help menu will disappear and the function will be activated.
- Press **CANCEL** or press **CODE** + HELP ( **H** ) again to cancel the help menu without activating a function.

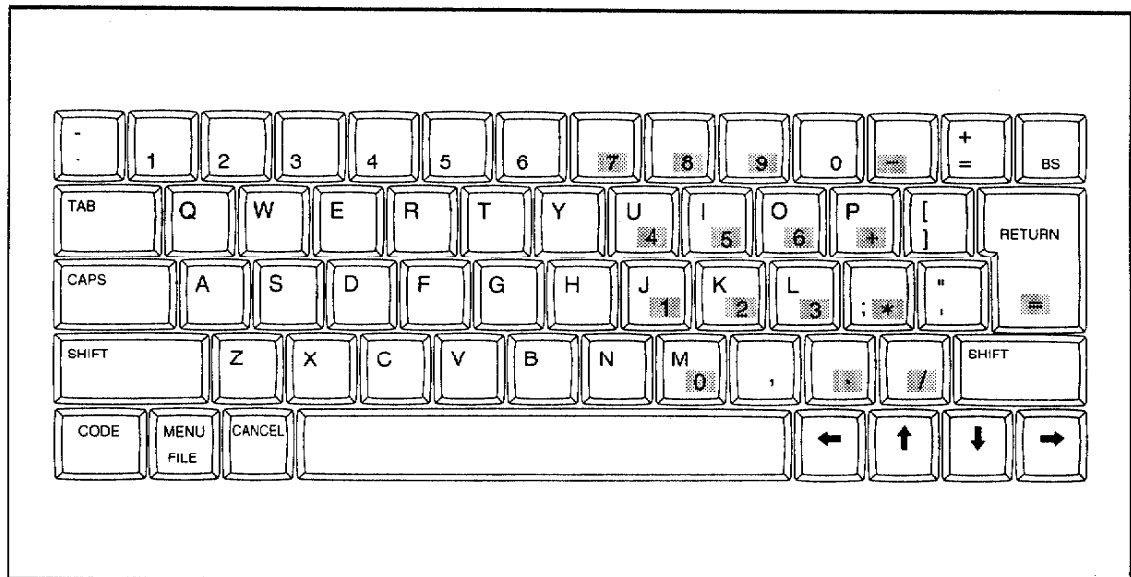




## Numeric Keypad



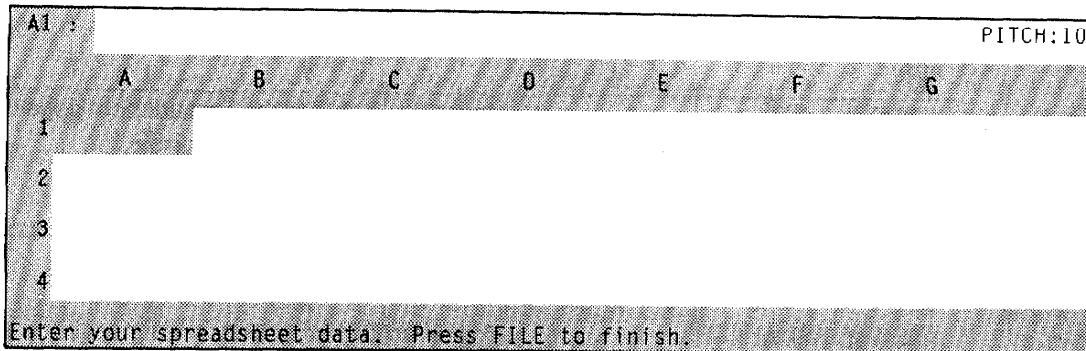
As shown on the next illustration, a portion of the keyboard can be used as the numeric keypad of a pocket calculator. If you want to use the numeric keypad, stick the key seals that come with the machine onto the appropriate keys. For details, see "The Numeric Keypad" on page 32. To activate the numeric keypad, press **CODE** + **Q**. Press the same key again to return to normal typing. The NUM indicator appears when the keypad function is activated.



- If the keypad function is on, you will have to turn it off temporarily to type alphabetic letters. However, you **do not** need to turn the keypad function off in order to use function keys such as **CODE** + **PRINT** ( **P** ).

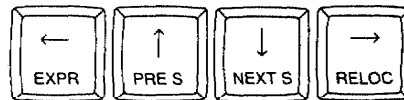
# The Input/Edit Mode

## The SPREADSHEET INPUT/EDIT Screen



The INPUT/EDIT screen is your electronic spreadsheet. This screen is used to input and edit the data of your spreadsheet. It is divided into cells, designated by their positions on the grid, so that the cell at the top left of the sheet becomes A1, the cell diagonally to the right and below it B2, etc.

## Moving Around the Screen



When you call up the INPUT/EDIT screen, the cursor will be in cell A1, ready for input. The cursor can be moved with , , , and to highlight any cell and to tell the machine where you wish to input. You will notice that only a portion of the spreadsheet is shown on the screen. The spreadsheet extends far beyond what the screen is able to display at one time -- you may input data into as much as 20 columns (A through T), and 65 rows (1 through 65).



















It is also possible to move the cursor faster: + a cursor key moves the cursor to a border of the screen.

To move the cursor to a border of the spreadsheet, press + ( ). This message will appear:

Use arrow keys to move to top, bottom, left or right.

Press a cursor key to move in the desired direction.

### Moving the cursor

Keys	Function
   	Moves the cursor to the next cell in the direction of the keytop arrow.
 +   +   +   + 	Moves the cursor to the spreadsheet edge in the direction of the keytop arrow.
 +  (G), then...	
 ,  ,  , or 	Moves the cursor to the spreadsheet edge in the direction of the keytop arrow.

## The Input Area

With this electronic spreadsheet, you always type or edit the data of each cell on the top line of the screen, which is called the "input area".

There are basically two ways to input data: direct input, and formula input. Direct input means that you directly type what will appear in the highlighted cell. Formula input means that you type a formula in the input area. In that case, the result of the formula is displayed in the cell.

When you move the cursor across the grid to highlight (select) a particular cell, the contents of that cell are always displayed in the input area on the top line of the screen, the way you typed them. What you see in the input area, may often differ from what is displayed in the cell:

- If you typed a formula, the formula -- not the result -- will appear in the input area. This feature allows for easy editing when a formula is wrong.
- Even in the case of direct input, the data may look slightly different in the input area and in the cell. This is because this machine allows you to control the layout of the data in the cells. For example, you may decide that a cell will be displayed in bold. The data will appear in bold in the cell, and in normal face in the input area.

A1 :	(1+1)						PITCH:10
	A	B	C	D	E	F	G
1	2						
2							
3							
4							



## Entering and Editing Data

- **IMPORTANT WARNING:** *There is a possibility that you may run out of memory before filling the entire spreadsheet with data, depending on the types of data you enter. The system will warn you of this with the message "Memory full." At this point, you may no longer enter data, but only delete it. We recommend that you save your file and continue with a new spreadsheet file. Each spreadsheet file may contain about 15K of memory.*

To enter data in an empty cell, select that cell and type the data. A small cursor -- the input cursor -- will appear in the input area. Press **RETURN** when you have finished. The data will appear in the cell.

Proceed exactly in the same way to replace old data with new data. The old data will disappear from the input area as soon as you start typing. The new data will appear in the cell when you press **RETURN** after retyping.

- *If you mistakenly hit a character key while moving through the grid, the machine will switch to the input/edit mode. If you press **RETURN** at this step, the old data will be replaced with the character. To avoid this, press **CANCEL** instead of **RETURN**. This will restore the original data and return the machine to the command mode.*

To edit old data without deleting it first, press **TAB**. The cursor appears in the input area and you may now edit the data. Press **RETURN** when the data is edited.

- *After typing or editing in the input area, you may press **←**, **↑**, or **↓** instead of **RETURN**. These keys enter the data, return to the command mode, and move the cursor one position in the direction of the arrow mark on the grid.*
- *In input/edit mode, you may use **←** and **→** to move the cursor across the data in the input area. However, **→** will enter the data, as explained above, if you try to move past the last character. You may also use **CODE** + **EXPR** ( **←** ) to move to the first character, or **CODE** + **RELOC** ( **→** ) to move to the right of the last one.*

Input/edit keys

To type and correct data	Function
Character keys	To type the data.
<b>BS</b>	To delete the character to the left of the cursor.
<b>CODE</b> + <b>WORD OUT</b> ( <b>0</b> )	To delete the word to the left of the cursor.
<b>CODE</b> + <b>LINE OUT</b> ( <b>=</b> )	To delete all characters from the input area.
<b>CODE</b> + <b>INSERT</b> ( <b>I</b> )	To toggle the insert/overwrite modes.
<b>←</b>	To move one position to the left.
<b>→</b>	To move one character to the right. If the cursor is to the right of the last character, this key enters the data and selects the next cell to the right.

Input/edit keys

To type and correct data	Function
<b>CODE</b> + <b>EXPR</b> (←)	Moves the cursor to the first character.
<b>CODE</b> + <b>RELOC</b> (→)	Moves the cursor to the right of the last character.

Keys used to enter data

To enter data and return to command mode	Function
<b>RETURN</b>	To enter the data.
→	To enter the data and select the next cell to the right (only when the cursor is past the last character of the input area.)
↑ and ↓	Enters the data and selects the next cell above or below.
<b>CANCEL</b>	Restores the old data.

## Alphanumeric Data

Alphanumeric data is any combination of characters (letters, digits, and other characters) used as a label to identify the entries of the spreadsheet. It is usually as a column heading, such as "JAN." or "12th Region". This data is not to be calculated.

### Format Marks

If the label data begins with an alphabetic letter, it is assumed that this data is not to be calculated. In this case, the data is placed flush left in the cell unless a flush right or centering format mark is used.

If the label begins with any of the following:

+ - ( @ 1 2 3 4 5 6 7 8 9 0 .

it is assumed that this data is to be calculated. In this case, a format mark must be used in order to identify this data as a label and not as a number to be used in a calculation.

Format marks

Format Mark	Position of the Data
'	Flush left
"	Flush right ( <b>CODE</b> + <b>R</b> ) -- see Help Menu)
^	Centering ( <b>CODE</b> + <b>C</b> ) -- see Help Menu)

Format marks are displayed in the input area only. They never appear in the cell. The above characters are considered as format marks only when they are entered in the first position of the input area. If they are entered in the middle of the data, they are considered as common characters and will appear in the cell. To enter a format mark for right justification, type a double quotation mark (") or press **CODE** + **R**.

To enter a format mark for centering, press **CODE** + **F**.

- **IMPORTANT:** To make sure that alphanumeric data such as a date (e.g. 10-12-1989) or a phone number (e.g. 231-638-7520) is not calculated, always use a format mark. If you enter 231-638-7520 without a format mark, you will get the result of the calculation (231-638-7520 = -7927).

---

## Maximum Length of Alphanumeric Data

The maximum length of alphanumeric data is 55 characters (the total length of the input area). If the data cannot fit in the cell, it will use the next cells of the grid unless these cells are already occupied. This convenient feature is used for long titles, when you do not want to disturb the layout of the spreadsheet by increasing the width of a column. It should be noted that entering many long alphanumeric data may cause the memory to become full before all cells are occupied. Also, adjusting the width of many columns to display long alphanumeric data may cause truncation of the rows in the printout.

---

## Numeric Data

Numeric data are direct numbers or formulas and are to be calculated. When data is not recognized as alphanumeric, the machine will interpret it as numeric data. In that case, the machine will check whether or not the data is valid.

- If the data is valid, the result (a number) is calculated. If the number can fit in the cell, it is automatically right-justified. If the number cannot fit in the cell, a string of asterisks (\*) will fill the cell. The correct number is however kept in the memory, and will be displayed if you adjust the width of the column.
- If the data is not valid, ERROR will be displayed in the cell, and a message such as one of the following messages will inform you as to what is going wrong.

Example 1: If a denominator is zero.

Division by zero.
-------------------

Example 2: If a result is positive and contains more than 13 digits.

Numeric overflow.

Example 3: If a result is negative and contains more than 13 digits.

Numeric underflow.

Example 4: If a number contains characters other than numerics and decimal point (e.g. 1,000, 100\$, 1A2).

Invalid entry.

---

## *Direct Numbers*

A direct number is digits, and possibly a decimal point. Other characters will make the data invalid. The maximum number of digits is 13 (zeroes preceding other digits are not counted). Here are some examples of valid and invalid direct numbers:

Valid	Invalid
1234	1,000 (comma is invalid)
0.94956	125\$ (\$ is invalid)
00001	12a12 (a is invalid)
000000000000001 (zeroes are discarded)	9999999999999 (more than 13 digits)

---

## *Formulas*

A formula is made of operators, operands, and possibly pairs of parentheses to change the order of calculation.

---

## Operators

The operators that are recognized by the machine are, in order of precedence:

Operators	
+ -	Positive and negative sign
#	Exponentiation
* /	Multiplication, division
+ -	Addition, subtraction

- *The + and - operators are considered as the sign of the following operand when they come first in a formula, immediately after a left parenthesis or another operator.*
- *The # operator performs only integer exponentiation. If the exponent (the next operand after #) has a decimal value, it will be rounded to the closest integer before exponentiation is performed. Therefore, this operator cannot be used to calculate roots (although roots can always be written as a decimal exponent in math). Zero with any positive exponent gives zero. Zero with a negative exponent gives "Invalid entry."*
- *Division by zero is invalid.*
- *A sequence of three or more operators makes a formula invalid (2+\*-1 is invalid).*
- *A sequence of two operators is valid only if the second operator is a + or - sign (5\*-2 is valid and gives -10 while 1-\*2 is invalid).*

---

## Operands

An operand can be a valid number, the address of a cell containing numeric data, a function, or a valid formula included in a pair of parentheses.

Examples of valid operands:

123 (direct number)
A1 or a1 (cell address; A1 must contain numeric data)
@SUM(A1..B6) (valid function)
(A1+5*@SUM(B1..B12)) (valid formula included in a pair of parentheses)

- *A cell address can be written using either small or capital letters.*
- *When a cell address has to come first in a formula, it must be preceded with a + or - sign, or by a left parenthesis. Otherwise, the formula will be considered alphanumeric data and will not be calculated. Therefore, instead of A1+A2, enter +A1+A2, (A1+A2), or (A1)+A2.*
- *If a cell referred to contains alphanumeric data, the formula is invalid, and ERROR will be displayed. An empty cell, however, is valid and assumed to contain zero.*

## Using Simple Formulas

In order to familiarize yourself with the formulas, we suggest that you try the following examples.

1. Enter 1+2 in cell A1. (Position the cursor on A1, type 1+2, and press **RETURN**.)

A1 :	1+2							PITCH:10
	A	B	C	D	E	F	G	
1	3							
2								

The calculation is made automatically, and the result displayed in A1. The formula as you typed it, however, will remain, and appear in the input area whenever the cursor is placed on cell A1.

As you already know, inputs such as this do not always have to be numbers. They may also be formulas that direct the system to calculate the result of an operation on numbers already input into the spreadsheet, using cell addresses rather than direct numbers. This function allows you to create a mathematical relationship between desired cells that remains unchanged, regardless of the content of those cells.

2. Enter 10 in cell A2, then enter 2 in cell B2.

B2 :	2							PITCH:10
	A	B	C	D	E	F	G	
1	3							
2	10	2						

3. Enter +A2+B2 in cell C2 (the + sign is used here because a formula cannot begin with a letter).

C2 :	+A2+B2							PITCH:10
	A	B	C	D	E	F	G	
1	3							
2	10	2	12					

4. Enter  $+A2-B2$  in cell D2.

D2 : $+A2-B2$		PITCH:10					
	A	B	C	D	E	F	G
1	3						
2	10	2	12	8			

5. Enter  $+A2*B2$  in cell E2.

E2 : $+A2*B2$		PITCH:10					
	A	B	C	D	E	F	G
1	3						
2	10	2	12	8	20		

6. Enter  $+A2/B2$  in cell F2.

F2 : $+A2/B2$		PITCH:10					
	A	B	C	D	E	F	G
1	3						
2	10	2	12	8	20	5	

7. Enter  $+A2\#B2$  in cell G2.

G2 : $+A2\#B2$		PITCH:10					
	A	B	C	D	E	F	G
1	3						
2	10	2	12	8	20	5	100

8. Now try changing the value in A2 to 20.

A2 : 20		PITCH:10					
	A	B	C	D	E	F	G
1	3						
2	20	2	12	8	20	5	100

Nothing changes because you have not yet asked the machine to carry out recalculation.

9. To recalculate the results, refer to "Recalculation" on page 116. All the results which depend on the value of A2 are now updated.

A2 :	20							PITCH:10
	A	B	C	D	E	F	G	
1		3						
2	20	2	22	18	40	10	400	

## *Order of calculation of a formula*

Calculation of a formula is performed in the order of precedence of the operators: the + or - sign is first attributed to the operand directly to the sign's right, next exponentiations are carried out, then multiplication and divisions, and finally, additions and subtractions.

Example:

$$2 \# 3 * 4 - 2$$

$$8 * 4 - 2$$

$$32 - 2$$

$$30$$

When two or more operators have the same order of precedence (multiplication and divisions, or addition and subtraction), calculation is carried out from left to right.

Examples:

$$1 + 3 + 4 - 2 \qquad 2 \# 3 \# 2$$

$$4 + 4 - 2 \qquad 8 \# 2$$

$$8 - 2 \qquad 64$$

$$6$$

To modify the order of calculation, you may use pairs of parentheses. The formula in parentheses is calculated first.

Examples:

$$1 + 3 * 4 \qquad (1 + 3) * 4$$

$$1 + 12 \qquad 4 * 4$$

$$13 \qquad 16$$

Parentheses can be nested. Calculation proceeds from the innermost pair of parentheses.



Example:

$((3*4+1)*4+3)*4-12$

$(13*4+3)*4-12$

$55*4-12$

$220-12$

208

- *Up to 6 pairs of parentheses can be nested. Using more than 6 pairs of nested parentheses makes the formula invalid. The formula will also be invalid if parentheses do not come by pairs.*

---

## Maximum Length of a Formula

The maximum length of a formula is 55 characters (the total length of the input area). If a formula is longer, try to simplify it by using functions (see below). It should be noted that entering many long formulas may cause the memory to become full before all the cells are occupied.)

---

## Math Functions

Functions are made by the @ character, followed with a valid function name in capital or small letters (see list below), and a pair of parentheses containing the argument(s) of the function.

Arguments are the numeric data that the function will process to return a result. Valid arguments are numbers and/or cell addresses separated with commas, or a range defined by the addresses of two opposite corners, separated with two periods (..).

Example:

@SUM(1,A1,4,B6) returns the sum  $1+A1+4+B6$

@SUM(A1..B4) returns the sum  $A1+B1+A2+B2+A3+B3+A4+B4$

- *Some functions like @INT accept only one argument. In that case, using more than one argument or using a range makes the formula invalid.*
- *A range cannot be used simultaneously with numbers or addresses.*

Example:

@SUM(1,A1..B4) and @SUM(A23,A1..B6) are invalid.

- *Although a function is a valid operand of a formula, a formula is not a valid argument of a function.*

Example:

1+A1+@SUM(B2..C5) is a valid formula

@SUM(1+2), @SUM(+A1), and @SUM(1+A1) are all invalid

---

## What is a Range of Cells?

A range is no more than a group of cells enclosed in a rectangle, and therefore, can be specified by the addresses of two opposite corners. When using math functions, you specify a range using the notation A1..C3, for example. You could also specify the same range with A3..C1, C1..A3, or C3..A1.

A1 :	A	B	C	D	E	F	G
1	Range A1..C3,				This is not		
2	A3..C1, C1..A3,				a range		
3	or C3..A1						

---

## Easy Input of a Range

Rather than typing in the cell address at each corner of the range, you are able to mark and highlight the range to be used. The spreadsheet will automatically define the top left and bottom right corners of the range.

Suppose you want to calculate the sum of the range A1..E2 and display the result in G1.

G1 :	A	B	C	D	E	F	G
1	1	2	3	4	5		
2	6	7	8	9	10		

SPREADSHEET

1. Move the cursor to G1 and type @SUM(. As soon as you type the left parenthesis of the function, the following message appears:

Enter cell specification.

2. Instead of typing A1, move the cursor to A1 and press **CODE** + **L** (see

Help Menu). @SUM(A1.. is now displayed in the input area.

A1 :	@SUM(A1..						PITCH:10
	A	B	C	D	E	F	G
1	1	2	3	4	5		
2	6	7	8	9	10		

3. Move the cursor to the opposite corner of the range E2.

E2 :	@SUM(A1..					PITCH:	
	A	B	C	D	E	F	G
1	1	2	3	4	5		
2	6	7	8	9	10		

4. Press **RETURN**. The cursor is back on G1 and the result is calculated.

G1 :	@SUM(A1..E2)						PITCH:10
	A	B	C	D	E	F	G
1	1	2	3	4	5		
2	6	7	8	9	10		

5. Press **RETURN** again. The result, 55, appears cell G1.

G1 :	@SUM(A1..E2)						PITCH:10
	A	B	C	D	E	F	G
1	1	2	3	4	5		55
2	6	7	8	9	10		

## List of Functions

Some functions can process only one argument, and are very similar to the math functions which are learned at school. Arguments may include not only direct number inputs, but cell addresses as well.

The most sophisticated function of the spreadsheet can process multiple arguments. Arguments may be written individually, separating each with a comma, or, if all the arguments belong to a range, the range can be specified by the addresses of two opposite corners, using two periods as a separator. Arguments may be defined as a range or may consist of any combination of direct numbers and cell addresses.

• **Functions Using a Single Argument**

Functions using a single argument

Name	Definition
@ABS	<p>Gives the absolute value of the argument. If the argument is positive, or zero, the same value is returned; if the argument is negative, the opposite of the argument is returned.</p> <p>@ABS(5) gives 5 @ABS(-5) gives 5</p>
@INT	<p>Gives the integer part of the argument. The decimal point and subsequent decimal digits are removed without being rounded off; an integer will remain untouched.</p> <p>@INT(5) gives 5 @INT(0.9) gives 0 @INT(1.1) gives 1</p>
@SQUARE	<p>Gives the square of the argument. The argument multiplied by itself is returned; the result is always a positive number.</p> <p>@SQUARE(5) gives 25 @SQUARE(-5) gives 25 @SQUARE(0) gives 0</p>
@SQRT	<p>Gives the square root of the argument. The result multiplied by itself is equal to the argument. The argument may not be negative.</p> <p>@SQRT(25) gives 5 @SQRT(2) gives 1.41421 @SQRT(-25) is invalid</p>
@ROUND	<p>Rounds off the argument to the number of specified decimal places. Two data entries are required between the parentheses: the argument itself, and a direct number that specifies the number of decimal places. If that number is not an integer, it is first rounded off to the closest integer.</p> <p>@ROUND(1.66666,2) gives 1.67 @ROUND(1.66666,3) gives 1.667 @ROUND(1.66666,2.1) gives 1.67 @ROUND(1.66666,2.5) gives 1.667</p>

- **Functions Using Multiple Arguments**

Functions using multiple arguments

Name	Definition						
@AVG	<p>Gives the average value of the arguments. The sum of the arguments is calculated, then that sum is divided by the total number of arguments.</p> <p>@AVG(1,2,3,4) gives <math>(1+2+3+4)/4 = 2.5</math>            @AVG(175) gives <math>175/1 = 175</math></p>						
@COUNT	<p>Gives the number of non-blank cells. This function is an exception to the general rules in that: 1) the arguments MUST be cell addresses, and 2) the cell referred to may contain alphanumeric or numeric data.</p> <p>@COUNT(A1,A2,A3,A4) gives 3 if A1 contains 5 (numeric), A2 contains your name (alphanumeric), A3 contains ERROR (this is not a blank cell), and A4 is empty.</p>						
@IF	<p>This special function checks whether or not a specified condition is verified, and displays a value that depends on the result of that check. The general form of this function is @IF(condition, argument1, argument2), and can be read in plain English as: if the "condition" is satisfied, then display "argument1". If the condition is not satisfied, then display "argument2". The "condition" is usually an arithmetic comparison, using two values (number or cell address) and one of the following comparison operators:</p> <table style="width: 100%; border: none;"> <tr> <td>= equal to</td> <td>&lt;= less than or equal to</td> </tr> <tr> <td>&lt; less than</td> <td>&gt;= greater than or equal to</td> </tr> <tr> <td>&gt; greater than</td> <td>&lt;&gt; not equal to</td> </tr> </table> <p>@IF(A1&gt;100,100,50) gives 100 if A1 is greater than 100, and 50 if A1 is equal to 100 or smaller than 100 @IF(A1&gt;100,100,A1) gives 100 if A1=200 and 60 if A1=60            "Argument2" can be omitted. In that case, the function returns "argument1" when the condition is satisfied, and zero when the condition is not satisfied.</p> <p>@IF(A1=50,100) is equivalent to @IF(A1=50,100,0)</p> <p>If "argument1" and "argument2" are both omitted, the function returns 1 when the condition is satisfied, and zero when the condition is not satisfied.</p> <p>@IF(A1=50) is equivalent to @IF(A1=50,1,0)            100* @IF(A1=50) is equivalent to @IF(A1=50,100)</p> <p>The "condition" can be a cell address. In that case, "argument1" and "argument2" must be omitted. The function returns 1 if the cell contains a numeric data, and zero if the cell contains alphanumeric data.</p> <p>@IF(A1) gives 1 if A1=50 and gives 0 if A1 contains a label.</p>	= equal to	<= less than or equal to	< less than	>= greater than or equal to	> greater than	<> not equal to
= equal to	<= less than or equal to						
< less than	>= greater than or equal to						
> greater than	<> not equal to						

Functions using multiple arguments

Name	Definition
@MAX	Gives the greatest argument (maximum). Remember that a positive argument is always greater than a negative one.  @MAX(1,234) gives 234 @MAX(1,-99999) gives 1
@MIN	Gives the smallest argument (minimum). Remember that a negative argument is always smaller than a positive one.  @MIN(1,234) gives 1 @MIN(-1,99999) gives -1
@SUM	Gives the sum of the arguments. This function is very useful in shortening long sums when the arguments belong to a range.  @SUM(1,2,3,4,5) gives 15 @SUM(A1,A2,A3,B1,B2,B3) is equivalent to @SUM(A1..B3)
@TSUM	Gives the total sum of a range of cells, and also the sum of each row and column of the range if they contain data. This function is an exception to the general rules in that: 1) the argument MUST be a range, and 2) results are displayed not only in the selected cell (total sum), but also in the column to the right and in the row below the range. You must therefore be sure that the column to the right and the row below the range is empty. See below for an example.

- Enter the numbers shown below in the range A1..C3, then enter @TSUM(A1..C3) in D4.

D4 : @TSUM(A1..C3) ■		PITCH:10					
	A	B	C	D	E	F	G
1	1	2	3				
2	4	5	6				
3	7	8	9				
4							

SPREADSHEET

- Press **RETURN**. The results appear as follows:

D4 : @TSUM(A1..C3)		PITCH:10					
	A	B	C	D	E	F	G
1	1	2	3	6			
2	4	5	6	15			
3	7	8	9	24			
4	12	15	18	45			

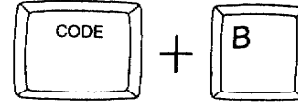
# The Command Mode

---

The command mode permits formatting and modification of an entire range of cells and is used to improve the layout of your spreadsheet.

---

## *Bold*



1. Move the cursor to a corner of the range that you want to bold.
2. Press **CODE** + **B** (see Help Menu). The following menu appears:

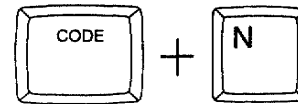


3. Use **←** and **→** to select BOLD ON and press **RETURN**. The following message appears:

Mark range to be bolded. Press RETURN when done.

4. Move the cursor to the opposite corner of the range and press **RETURN**. The cells of the range which already contain data appear in bold-face characters. Empty cells are unchanged, but if you input data in one of them, the data will be bolded.
- To unbold a range of cells, proceed in the same way as above, but select BOLD OFF in step (3).

## *Underline*



1. Move the cursor to a corner of the range that you want to underline.
2. Press **CODE** + **N** (see Help Menu). The following menu appears:



3. Use **←** and **→** to select UNDERLINE ON and press **RETURN**. The following message appears:

Mark range to be underlined. Press RETURN when done.

4. Move the cursor to the opposite corner of the range and press **RETURN**. The cells of the range (even empty cells) are underlined.
- *To remove underlining from a range of cells, proceed in the same way as above, but select UNDERLINE OFF in step (3).*

---

## Absolute and Relative Addresses

Whenever the layout of your spreadsheet is altered, and the data within a cell has been copied, the cell reference in the formulas are updated accordingly.

However, there may be times that you do not wish the cell address in the formula updated.

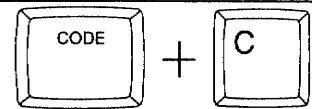
If a cell has a relative address, it is always updated to reflect any layout change.

If a cell has an absolute address, it is never updated to reflect any layout change.

All cell addresses are considered relative, unless a \$ (dollar sign) is placed at the beginning of the cell address in the formula. The dollar sign designates the cell address as being absolute.

---

## Copying a Range of Cells



1. Position the cursor on a corner of the range that you want to copy.
2. Press **CODE** + **C** (see Help Menu). This message will appear:

Mark range to be copied. Press RETURN when done.

3. Move the cursor to the opposite corner of the range and press **RETURN**. This message will appear:

Move block cursor to destination and press RETURN.

4. Move the cursor to the upper-left corner of the destination range and press **RETURN**. The range is copied to the destination.
  - *The copy operation replaces the old data with the new data.*
  - *Relative addresses are automatically updated.*

Example:

1. Enter 3 in A1, 1 in A2, 2 in A3, then enter the formulas  $2*A2+ \$A1$  in B2 and  $2*A3+ \$A1$  in B3. The addresses A2 and A3 are relative while the address \$A1 is absolute. Relative addresses are updated when copied.



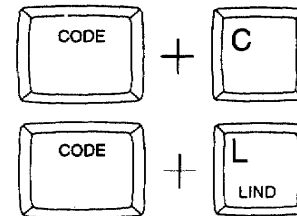
Absolute addresses are never updated.

B3 : 2+A3+\$A1		PITCH:10					
	A	B	C	D	E	F	G
1		3					
2		1					
3		2					

- Now copy the range B2..B3 to C2. Note that the formulas of C2 and C3 are  $2*B2+$A1$  and  $2*B3+$A1$ . Because \$A1 is an absolute address, it was not changed when copied. (See "Absolute and Relative Addresses" on page 102.)
- To recalculate the results, refer to "Recalculation" on page 116.

C2 : 2*B2+\$A1		PITCH:10					
	A	B	C	D	E	F	G
1		3					
2		1	5				
3		2	7				

## Copying one Cell to Many Other Cells



- Position the cursor on the cell that you want to copy.
- Press **CODE** + **C** (see Help Menu). This message will appear:

Mark range to be copied. Press RETURN when done.

- Press **RETURN** without moving the cursor. This message will appear:

Move block cursor to destination and press RETURN.

- Move the cursor to the upper-left corner of the destination range and press **CODE** + **L** (not **RETURN**).
- Move the cursor to the lower-right corner of the range and press **RETURN**. The cell is copied to the destination range.
- Relative addresses are automatically updated. (See "Copying a Range of Cells" on page 102 and "Absolute and Relative Addresses" on page 102.)*
- This variation of the copy function is very useful for automatic input of for-*

*mulas.*

Example:

1. Enter the data shown below in A1..E1, then enter @SQUARE(A1) in A2.

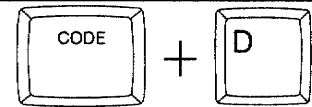
A2 :	@SQUARE(A1)						PITCH:10
	A	B	C	D	E	F	G
1	1	2	3	4	5		
2	1						

2. Now copy the A2 to the range B2..E2.

- To recalculate the results, refer to "Recalculation" on page 116.

B2 :	@SQUARE(B1)						PITCH:10
	A	B	C	D	E	F	G
1	1	2	3	4	5		
2	1	4	9	16	25		

## Deleting Rows and Columns



1. Press **CODE** + **D** (see Help Menu). This menu will appear:

MENU: **ROWS** COLUMNS

2. Select **ROWS** to delete rows (or **COLUMNS** to delete columns), then press **RETURN**. This message will appear:

Position block cursor. Press RETURN when done.

3. Position the cursor anywhere in the first row (or column) to be deleted. The machine asks you to specify the number of rows (or columns) to delete, for example:

Number of rows to delete :

4. Type the number and press **RETURN**. The specified number of rows (or columns) are deleted. Existing data past the deleted rows (columns) are

pulled up (to the left) and any moved formula is updated.

Example 1:

1. Enter the data shown below in the range A1..B3, then enter the formula @SUM(A1..B3) in cell C5.

C5 : @SUM(A1..B3)		PITCH:10					
	A	B	C	D	E	F	G
1	1	4					
2	2	5					
3	3	6					
4							
5			21				

2. Now delete row 2. To recalculate the results, refer to "Recalculation" on page 116.

C4 : @SUM(A1..B2)		PITCH:10					
	A	B	C	D	E	F	G
1	1	4					
2	3	6					
3							
4			14				
5							

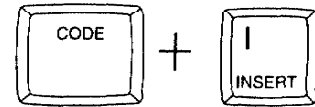
- When a function is defined on a range, like in the above example, you are not allowed to delete a row or a column that contains a corner of the range.

Example 2:

1. Using the same initial data as in the above example, delete row 1.

C4 : @SUM(?..B2)		PITCH:10					
	A	B	C	D	E	F	G
1	2	5					
2	3	6					
3							
4			ERROR				
5							

# Inserting Blank Rows and Columns



1. Press **CODE** + **INSERT** ( **I** ). This menu will appear:



2. Select **ROWS** to insert blank rows (or **COLUMNS** to insert blank columns), then press **RETURN**. This message will appear:

Position block cursor. Press RETURN when done.

3. Position the cursor anywhere in the first row (or column) where you want the new rows (columns) inserted. The machine asks you to specify the number of rows (or columns) to insert, for example:

Number of rows to insert :

4. Type the number and press **RETURN**. The specified number of blank rows (or columns) are inserted. Existing data beyond the inserted rows (columns) are pushed down (to the right).

Example 1:

1. Enter the data shown below in the range A1..B2, then enter the formula @SUM(A1..B2) in cell C3.

C3 :	@SUM(A1..B2)						PITCH:10
	A	B	C	D	E	F	G
1	1	3					
2	2	4					
3			10				
4							

SPREADSHEET

- Now insert a blank row between row 1 and row 2.

C4 : @SUM(A1..B3)		PITCH:10					
	A	B	C	D	E	F	G
1	1	3					
2							
3	2	4					
4			10				

**Example 2:**

With the same initial data as in Example 1, insert a blank row between row 2 and row 3.

C4 : @SUM(A1..B2)		PITCH:10					
	A	B	C	D	E	F	G
1	1	3					
2	2	4					
3							
4			10				

**Example 3:**

- Enter the data shown below in the range A2..B2, then enter the formula (A2\*B2) in C2.

C2 : (A2*B2)		PITCH:10					
	A	B	C	D	E	F	G
1							
2	300	0.8	240				
3							

- Now insert a blank column between column A and column B.

D2 : (A2*C2)		PITCH:10					
	A	B	C	D	E	F	G
1							
2	300		0.8	240			
3							

**SPREADSHEET**

#### Example 4:

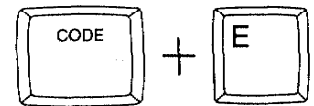
With the same initial data as in Example 3, insert a blank column between column B and column C.

D2 :	(A2+B2)						PITCH:10
	A	B	C	D	E	F	G
1							
2	300	0.8		240			
3							

- *If the insertion you wish to make will exceed the limitations of the spreadsheet, the data in the rows or columns on the far edge will be lost. The system will warn you of this, and allow you to choose whether to quit the insertion or allow the data to be lost with this message:*

Insert will result in data loss. RETURN to insert or CANCEL to quit.

## Moving a Range of Cells



1. Position the cursor on a corner of the range that you want to move.
2. Press **CODE** + **E** (see Help Menu). This message will appear:

Mark range to be moved. Press RETURN when done.

3. Move the cursor to the opposite corner of the range and press **RETURN**. This message will appear:

Move block cursor to destination and press RETURN.

4. Move the cursor to the upper-left corner of the destination range and press **RETURN**. The range is moved to the destination, and the range that you marked in steps (1), (2), and (3) is cleared.
- *The move operation replaces the old data with the new data.*

Example:

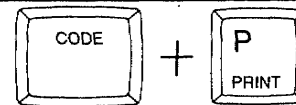
1. Enter the data shown below, then enter the formula @SUM(A1..B2) in A4.

A4 : @SUM(A1..B2)		PITCH:10					
	A	B	C	D	E	F	G
1	1	3					
2	2	4					
3							
4	10						

2. Now move the cell range A1..B2 to C1..D2..

D1 : @SUM(A1..B2)		PITCH:10					
	A	B	C	D	E	F	G
1	1	3		10			
2	2	4					
3							
4							

## Printing a Range



Printing a range of cells is often a useful step when you are editing a spreadsheet. It allows you to see how your work will actually look on paper. Remember that the program also allows you to print an entire spreadsheet file from the SPREADSHEET INDEX screen.

Before you print, you may use **CODE** + **PITCH** ( **1** ) to adjust the pitch to 10, 12, or 15 characters per inch.

You may also split your spreadsheet manually by inserting page break symbols ( **↓** ) with the **CODE** + **A** key.

1. Move the cursor to a corner of the range that you want to print and press **CODE** + **PRINT** ( **P** ). This message will appear:

Mark range to print. Press RETURN when done.

2. Move the cursor to the cell in the opposite corner of the range and press **RETURN**. This message will appear:

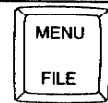
Set printer and press RETURN.

- Set the printer and press **RETURN**. If the spreadsheet is too wide, you may need to insert the sheet of paper horizontally. If you have an HR Series Brother daisy wheel printer, the machine now asks you to match the daisy wheel to the selected pitch, for example:

Change to ASCII 10 wheel and press RETURN.

- Make sure that the daisy wheel installed matches the message specifications, and press **RETURN**. Printing starts.
  - To pause during printing, press **(SPACE BAR)**. Press the same key to restart printing. To cancel printing, press **CANCEL**.

## Functions Available in the Function Menu



- To display the function menu, press **MENU**.

MENU: COLUMN FORMAT RECALC SORT CLEAR CONV TO WP FILE

- To select a function, use **←** and **→** and press **RETURN**.

### Adjusting the Width of the Columns

The default width of the columns is 10 characters. However, you may adjust the width of your column to accommodate the data that you will input (or the data that is already in the cell). While a maximum of 55 characters (the maximum length of the input area) may be put into a cell, if there is interfering data in the cells to the right, only a portion of that data may be viewed. It will still remain resident in that cell and may be viewed on the input area when the cursor is in that cell. It is not possible to change the width of an individual cell without changing the width of the entire column that cell belongs to.

- Position the cursor anywhere within the column you wish to change and press **MENU**. The function menu appears:

MENU: COLUMN FORMAT RECALC SORT CLEAR CONV TO WP FILE

- Select **COLUMN**, and press **RETURN**. This menu will appear:

MENU: WIDTH FILL FREEZE RELEASE



3. Select WIDTH and press **RETURN**. The letter of the column will appear in the input area, followed with a number indicating its current width,

Column : A Width : 10

and this message will appear:

Mark columns for width change. Press RETURN when done.

4. Use **←** or **→** to mark the columns that you want to change, and press **RETURN**. The marked columns are indicated in the input area (for example, A-C if you marked columns A, B, and C),

New width A-C :

and this message will appear:

Enter new column width and press RETURN.

5. Type the new width in the input area (maximum 55) and press **RETURN**. The width of the marked columns is adjusted.

---

## Filling a Range with Numbers

This function is useful when you want to number rows or columns quickly, or when you need numbers in a range in order to check how math functions are working. As an example, we are going to show you how to create a calendar (let's limit it to June 1992).

1. Enter the data shown below and adjust the width of the columns as desired.

A9	SAT							PITCH:10
	A	B	C	D	E	F	G	
1	June							
2								
3	SUN							
4	MON							
5	TUE							
6	WED							
7	THU							
8	FRI							
9	SAT							

2. Move the cursor to B3 and press **MENU** to display the function menu.3.

MENU: COLUMN FORMAT RECALC SORT CLEAR CONV TO WP FILE

3. Select COLUMN and press **RETURN**. This menu will appear:

MENU: WIDTH FILL FREEZE RELEASE

4. Select FILL and press **RETURN**. This message will appear:

Mark range to be filled. Press RETURN when done.

**SPREADSHEET**

5. Move the cursor to F9 to mark the range B3..F9 and press **RETURN**. The machine asks you to enter a starting value.
  - *The fill function will fill the marked range from the upper-left corner down, then starting from the top of the second column, and so on. Three values are necessary: starting, jumping, and ending values. The starting value is written in the upper-left corner. Next numbers are calculated by adding the jumping value to the previously written value. Filling stops when the calculated value exceeds the ending value or when the marked range is filled, whichever comes first.*
6. Since June First is Monday, enter 0 for the starting value. The machine will ask you to enter the jumping value and the ending value. Enter 1 for the jumping value and 30 for the ending value. The range will be automatically filled when you press **RETURN** to enter the ending value.

B3:0.00000		PITCH:10					
	A	B	C	D	E	F	G
1	June						
2							
3	SUN	0	7	14	21	28	
4	MON	1	8	15	22	29	
5	TUE	2	9	16	23	30	
6	WED	3	10	17	24		
7	THU	4	11	18	25		
8	FRI	5	12	19	26		
9	SAT	6	13	20	27		

7. Delete the contents of cell B3.

## Freezing Columns on the Screen

Because this spreadsheet is wider than the display screen, you might find at some point that you wish to keep the first column(s) where you can see them while editing the rightmost columns.

1. Press **MENU** to display the function menu.

MENU:	COLUMN	FORMAT	RECALC	SORT	CLEAR	CONV TO WP FILE
-------	--------	--------	--------	------	-------	-----------------

2. Select COLUMN, and press **RETURN**. This menu will appear:

MENU:	WIDTH	FILL	FREEZE	RELEASE
-------	-------	------	--------	---------

3. Select FREEZE and press **RETURN**. The system asks you to indicate the columns to be frozen. This message will appear:

Move block cursor to right of columns to be frozen and press RETURN.

4. Freezing will always affect the first columns, from column A to the column just before the column that you choose at this step. Position the cursor and press **RETURN**. An indicator will tell you which columns are frozen, for example, if you positioned the cursor on column C:

CT	A	B	C	D	E	F	G
1	June						
2							
3	SUN		7	14	21	28	
4	MON		8	15	22	29	
5	TUE		9	16	23	30	

5. Now, if you move the cursor to the rightmost columns, you will still see the frozen columns on screen.
  - Only one group of columns can be frozen at a time. Rows cannot be frozen.
  - When you want to release the frozen columns (you must do that to be able to move the cursor into the frozen columns for editing), proceed as for freezing, but select RELEASE in step (3). A message will tell you that the frozen columns have been released:

Frozen columns have been released.

## Changing the Format of Numeric Data

This system is quite capable of handling fractional numbers, though it displays the result in decimal notation. Fractional numbers may even be typed in the input area as fractions, but they will still be displayed on the grid as decimals. The system correctly stores their values.

The machine is set to display no decimal digits. You may modify this by using the format function to display up to five digits. This function also allows you to display dollar figures with a dollar symbol and two decimal places. It also can display percentage data with the percentage symbol to a specified number of decimal places, again, up to five.

To use the format function, proceed as follows:

1. Position the cursor on a corner of the range to be formatted and press **MENU**. The function menu appears:

MENU: COLUMN **FORMAT** RECALC SORT CLEAR CONV TO WP FILE

2. Select **FORMAT** and press **RETURN**. Specify the range and press **RETURN** again. A menu of options appears:

MENU:  FIXED  CURRENCY  PERCENT  NO DISPLAY

3. Select an option and press **RETURN**. The following operations depend on the option that you selected.

---

- **Changing the Number of Decimal Places**

1. Select **FIXED** from the **FORMAT** menu to set the number of decimal places that you wish to display and press **RETURN**.

MENU:  0  1  2  3  4  5  Select number of decimal places

2. Select the number of decimal places and press **RETURN**. This menu will appear:

MENU:  NO COMMAS  COMMAS

3. Select **COMMAS** if you want commas to separate the thousands or **NO COMMAS** if you do not. Press **RETURN**.

---

- **Displaying Dollar Symbols**

MENU:  ~~FIXED~~  CURRENCY  PERCENT  NO DISPLAY

1. Select **CURRENCY** from the **FORMAT** menu to display numbers with two decimal places and a dollar symbol, then press **RETURN**. This menu will appear:

MENU:  ZERO DISPLAY  NO ZERO DISPLAY

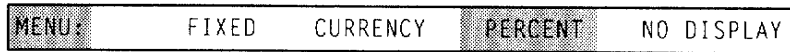
2. Select **ZERO DISPLAY** if you want zeroes to be displayed, or **NO ZERO DISPLAY** if you do not. Press **RETURN**. This menu will appear:

MENU:  NO COMMAS  COMMAS

3. Select **COMMAS** if you want commas to separate the thousands or **NO COMMAS** if you do not. Press **RETURN**.

---

- **Displaying Percentages**



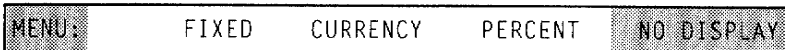
1. Select **PERCENT** from the **FORMAT** menu to display percentages (the result will be multiplied by 100 will be followed with a percentage symbol).



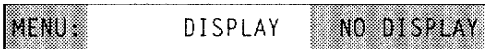
2. Select the number of decimal places and press **RETURN**.

---

- **Hiding Data**



1. Select **NO DISPLAY** from the **FORMAT** menu and press **RETURN**. This menu will appear:



2. Select **NO DISPLAY** to hide data (or select **DISPLAY** to display data that have been hidden) and press **RETURN**.

Hidden data will still be in memory but will not be displayed on the grid. For example, you might have to split complex calculations in more simple steps. In that case, you do not need to display or print intermediate results.

---

## Recalculation

When you input or edit numeric data, the result is automatically displayed in the selected cell. However, if other cells use this data in a formula, these are not automatically updated. In order to have all results match the new data you must recalculate.

1. Press **MENU** to display the function menu.



2. Select RECALC, and press **RETURN**.

**IMPORTANT:** If you are using formulas referencing to cells that are themselves referencing to other cells, it might sometimes happen that the system cannot give the correct results with a single call of the recalculation function. In such cases, call the recalculation function again until a further call does not change any result.

---

## Organizing Your Data

It is important to realize that you can create files of textual information as well as numbers and formulas. The next example will illustrate this.

---

### • Sorting a Range

When you update a file of names, addresses and phone numbers, you usually add data at the end of the file. To facilitate later reference, however, you need some logical organization. Alphabetical order is commonly used. The sorting feature shown here will save you time and effort in the organization of your data. To prepare:

1. Enter the data shown in the illustration.

	A	B	C	D	E
1	Marsh	Henry	Miamiburg	OH	45342
2	Anderson	John	Denver	CO	82222
3	Jackson	Howard	Stanford	CA	56904
4	Bennet	William	Westfield	NJ	28854
5	Higgins	Ruth	Cambridge	MA	11000
6	Carter	David	Dallas	TX	76021
7	Bender	William	Freeport	VT	66622
8	Higgins	Joyce	Atlanta	GA	30341
9	Fox	Terry	Fremont	CA	94537
10	Lee	Kevin	Bedford	TX	76021

2. If you wish, make several copies of the data (using the copy function -- **CODE** + **C**) so that you will be able to try several different types of sorts. You are now ready to go on with the first example:

1. Position the cursor on A1 and press **MENU** to display the function menu.

MENU: COLUMN FORMAT RECALC **SORT** CLEAR CONV TO WP FILE

2. Select SORT and press **RETURN**. This menu will appear:

MENU: **SORT** SELECT SORT & SELECT

3. Select SORT and press **RETURN**. This message will appear:

Mark range to be sorted. Press RETURN when done.

We are going to rearrange the data in alphabetical order according to the last names (column A). It is important that you mark all the columns so that all data will move together with the names.

4. Move the cursor to E10 to mark the range A1..E10, and press **RETURN**. The system will ask you to enter the name of the column that the list will be sorted by (primary key)

Primary key :

and this message will appear:

Enter column of primary sort key and press RETURN.

This system allows for double sorting -- primary and secondary. You wish the data to be sorted according to the last names (column A). This is the "primary key". The primary key must always be in the marked range.

5. Type A and press **RETURN**. The system will ask you to enter the name of the column that will be used for secondary or internal sorting.

Secondary key :

This message will appear:

Enter column of secondary sort key and press RETURN.



If two or more persons have the same last name, you will require secondary sorting to maintain proper organization. Use the first name (column B) for secondary sorting.

- When you do not wish a secondary sort to take place, simply press **RETURN** without entering anything.
6. Type B and press **RETURN**. This menu will appear:

MENU:	ASCENDING	DESCENDING
-------	-----------	------------

If you select ASCENDING, the data will be arranged in natural alphabetical order. DESCENDING will place it in the reverse order.

7. Select ASCENDING and press **RETURN**. The last menu will appear.

MENU:	ALPHABETIC	NUMERIC
-------	------------	---------

8. Since the data is alphanumeric, select ALPHABETIC and press **RETURN**. Your data will be alphabetically arranged, automatically.

	A	B	C	D	E
1	Anderson	John	Denver	CO	82222
2	Bender	William	Freeport	VT	66622
3	Bennet	William	Westfield	NJ	28854
4	Carter	David	Dallas	TX	76021
5	Fox	Terry	Fremont	CA	94537
6	Higgins	Joyce	Atlanta	GA	30341
7	Higgins	Ruth	Cambridge	MA	11000
8	Jackson	Howard	Stanford	CA	56904
9	Lee	Kevin	Bedford	TX	76021
10	Marsh	Henry	Miamiburg	OH	45342

You may, of course, use both alphabetic and numeric, ascending and descending sorts to organize the data. You may also use different primary and secondary keys (such as by city and first name) to put your data in the order most convenient to your purpose.

### • Selecting Data From a Range

The SELECT option in the SORT menu allows you to print rows of data that match a specified condition. However, you may only select numeric data. In the example used previously, the only numeric data was the zip code, so we will use this data here.

1. Position the cursor on a corner of the range you want to select from, then press **MENU**. The function menu appears:



2. Select SORT and press **RETURN**. This menu will appear:



3. Choose SELECT and press **RETURN**. This message will appear:

Mark range to select from. Press RETURN when done.

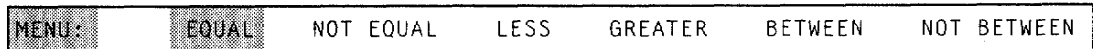
4. Move the cursor to the opposite corner of the range and press **RETURN**. The system will ask you to enter the name of the column to be used

Select Column A-E.

and this message will appear:

Enter the select column and press RETURN.

5. Type a letter (E in our example) and press **RETURN**. A menu of matching conditions will appear:



If you select EQUAL, NOT EQUAL, LESS, or GREATER, the system will ask you to enter a numeric value (equal or not equal to what, etc.). If you select BETWEEN or NOT BETWEEN, you are requested to enter the limit values of the bracket.

6. Select EQUAL and press **RETURN**. The system will ask you to enter the value.

Equal to :

We want the list of people whose zip code is 76021.

7. Type 76021 and press **RETURN**. You are now requested to set the printer.

Set printer and press RETURN.

8. Set the printer and press **RETURN**. If you are using a Brother HR Series Daisy Wheel printer, install the proper wheel and press **RETURN**. The printout will look as follows:

Carter	David	Dallas	TX 76021
Lee	Kevin	Bedford	TX 76021

---

- **Sorting & Selecting Data from a Range**

MENU: COLUMN FORMAT RECALC **SORT** CLEAR CONV TO WP FILE

MENU: SORT SELECT **SORT & SELECT**

This third option (SORT & SELECT) allows you to sort and select in one operation. This is useful when you want the printout to be sorted. To try out this option, you may use a copy of the data in the previous example.

After you select SORT & SELECT, the machine first sorts the data and then selects according to the specified criteria. Simply follow the instructions for the option SORT, then the instructions for the option SELECT.

---

### Clearing a Range

The CLEAR option of the function menu allows you to quickly clear a range.

1. Position the cursor on a corner of the range to be cleared and press **MENU**.

MENU: COLUMN FORMAT RECALC SORT **CLEAR** CONV TO WP FILE

2. Select CLEAR and press **RETURN**. This message will appear:

Mark range to be cleared. Press RETURN when done.

3. Move the cursor to the opposite corner of the range and press **RETURN**. The range is cleared.

- *Attributes (bold, underline) and format (currency, percentage, etc.) are all cleared.*

---

## Converting a Range into a Document

You may sometimes wish to include data from the spreadsheet into a document. To do this, first type the spreadsheet data and convert it into a Create Document file as explained below. You will then be able to retrieve that file in Create Document mode and add text.

1. Position the cursor on a corner of the range that you wish to convert and press **MENU**. The function menu appears:

```
MENU  COLUMN  FORMAT  RECALC  SORT  CLEAR  CONV TO WP FILE
```

2. Select CONV TO WP FILE and press **RETURN**. This message will appear:

```
Mark range to convert to document file. Press RETURN when done.
```

3. Move the cursor to the opposite corner of the range and press **RETURN**. This message will appear:

```
Insert destination disk and press RETURN.
```

4. Insert a disk, then press **RETURN**. A list of the Create Document files stored on the disk will appear. The machine asks you to input a file name for the converted file.

```
Type new filename and press RETURN.
FILENAME: XXXXXXXX.WPT
```

5. Type a file name and press **RETURN**. This message will appear while the file is converted:

```
Converting the file....please wait.
```

and will be replaced with this message when the process is completed:

```
Converting completed.
```

You are now in command mode of the INPUT/EDIT screen, and the message will disappear as soon as you hit a key.

- *If all columns cannot fit between the margins, this message will appear:*

Line(s) truncated.

# File Operation

This section explains how to save, retrieve, print and convert your spreadsheets.

From the INPUT/EDIT screen, you must first press **CODE** + **FILE** ( **MENU** ) to switch to the SPREADSHEET INDEX screen and save the current file if necessary.

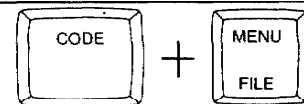
When the SPREADSHEET INDEX screen is displayed, you may select a file to retrieve and return to the INPUT/EDIT screen for further editing.

You may also select a file and use the function menu to print or convert it.

Other options available on the function menu (COPY, DELETE, RENAME) are also available in the File Management mode and will not be explained here. For details about these options, see "File Management" on page 275. There are only two minor differences between the use of these functions on the SPREADSHEET INDEX screen and in the File Management mode:

- The DELETE function available on the SPREADSHEET INDEX allows you to delete only one spreadsheet file at a time. In the File Management mode, the DELETE function allows you to delete many files of different types in one operation.

## Saving Your Work



All spreadsheet files that are saved are automatically stored to disk. All file operations described in this section will refer to the disk. The disk used to save spreadsheet files can be a disk that you also use to save Create Document files. Remember to initialize a new disk before attempting to save data on it (see "Initializing New Disks" on page 12).

1. When your spreadsheet is completed, press **CODE** + **FILE** ( **MENU** ). The following message appears:

```
Insert data disk. Press RETURN to save, press CODE+D to abandon.
```

2. If you have nothing worth saving, simply press **CODE** + **D**. The SPREADSHEET INDEX appears.

If you want to save your file, press **RETURN** to display the SPREADSHEET INDEX screen. You are prompted to enter a file name:

```
Type filename and press RETURN.  
FILENAME: █ .SPR
```

3. Type a file name (see "Entering a File Name" on page 52) and press **RETURN**. The file is saved on the disk and the SPREADSHEET INDEX

screen list is updated. The extension .SPR is automatically added to the file name.

If you press **RETURN** without changing the file name, or after entering a file name that is already used, this message will appear:

```
Filename exists. Press RETURN to overwrite or type new name and press RETURN.  
FILENAME: XXXXXXX.SPR
```

Type a new file name and press **RETURN** to save the file under a different file name, or simply press **RETURN** to overwrite the old file. You can also press **CANCEL** to return to the INPUT/EDIT without saving.

- If there is not sufficient space remaining on the disk to contain the file you wish to save, the system will inform you and prompt you to insert a new disk with this message:

```
Disk is full, please try again with new disk. Press RETURN.
```

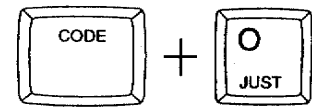
Insert another data disk and press **RETURN**.

---

## Retrieving a Spreadsheet File

1. At the blank spreadsheet INPUT/EDIT screen, insert the disk containing the file you want to retrieve and press **CODE** + **FILE** ( **MENU** ) to access the SPREADSHEET INDEX screen.
  2. Select the file using **←**, **→**, **↑**, and **↓**. (Select \*NEWFILE to start creating a new file from scratch.)
  3. Press **RETURN** to switch to the INPUT/EDIT screen where the file can be edited.
- If you select \*NEWFILE, the INPUT/EDIT screen is empty, and you may start working on a new spreadsheet.

## Converting a Spreadsheet File to a Document File



The system allows you to change a spreadsheet file into a text file. You should create the spreadsheet file first. After the spreadsheet file is saved, convert it into a text file as explained below. You can then add or modify any text in the file by recalling it in the create Document mode.

To convert a spreadsheet file:

1. Insert the disk containing the file you want to convert. Press **CODE** + **FILE** to view the SPREADSHEET INDEX, then select the file using **←**, **→**, **↑**, and **↓**.
2. Press **MENU** to display the function menu.



3. Select CONV TO WP FILE and press **RETURN**. This message will appear:

Insert destination disk and press RETURN.

- **Short cut:** Instead of (2) and (3), you may press **CODE** + **⓪** (see help menu).
4. To store the converted file on the current disk, simply press **RETURN**. To store the converted file to a different disk, insert the new disk and press **RETURN**. The machine asks you to input a file name:

Type new filename and press RETURN.  
FILENAME: XXXXXXXX.WPT

5. Type a file name and press **RETURN**. While the file is being converted, the following message is displayed

Converting the file....please wait.

and will be replaced with this message when the operation is completed.

Converting completed.

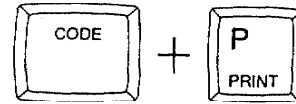


- If all columns cannot fit between the margins, this message will appear:

Line(s) truncated.

Once the file is converted, you may recall the file from the Create Document mode.

## Printing a File



1. Insert the disk containing the file you want to print. Press **CODE** + **FILE** (**MENU**) to view the SPREADSHEET INDEX, then select the file using **←**, **→**, **↑**, and **↓**.
2. Press **MENU** to display the function menu.

**MENU** COPY DELETE RENAME CONV TO WP FILE **PRINT**

3. Select **PRINT** and press **RETURN**. This message will appear:

Set printer and press RETURN.

- **Short cut:** Instead of (2) and (3), you may press **CODE** + **PRINT** (**P**) (see help menu).
4. Insert paper into the printer and press **RETURN**. If you are using a Brother HR Series daisy wheel printer, the system now prompts you to insert an ASCII daisy wheel (KB I) of the appropriate pitch. Install the wheel and press **RETURN**, or simply press **RETURN** if the correct daisy wheel is already installed.
  5. During printing, you may press **SPACE BAR** to pause and resume printing. You may also press **CANCEL** to quit.
    - If the data exceeds the printing capabilities, the data will be truncated (cut off). It is not possible to change the pitch on the SPREADSHEET INDEX screen. If the spreadsheet is too wide, try inserting paper horizontally. If it is still too wide, go back to the INPUT/EDIT screen and select a higher pitch or print only a range of the spreadsheet.
    - Remember that the system allows you to input page break symbols (**↓**) to signal the printer to stop printing for a paper change.

SPREADSHEET

---

## Using Lotus<sup>®</sup> 1-2-3<sup>®</sup> Files

Lotus<sup>®</sup> 1-2-3<sup>®</sup> files can be converted into Brother Spreadsheet files and used on your machine. In addition, you can create spreadsheet files on your Brother unit and then convert them into Lotus<sup>®</sup> 1-2-3<sup>®</sup> files.

- **WARNING: When converting Lotus<sup>®</sup> 1-2-3<sup>®</sup> files into Brother Spreadsheet files, be sure to store the files on the root directory of the floppy disk. Your Brother machine can only read the root directory of a DOS disk.**

**Also be sure not to use 2HD disks that have been formatted on a PC in the 1,200 or 1,440 kilobytes formats. When such a disk is inserted into your Brother machine, the machine does not recognize the format and asks you whether you want to initialize the disk.**

Your machine comes with a conversion program that can be used on a personal computer when converting files.

1. Insert the disk containing the conversion program into the disk drive of the personal computer.
2. If necessary, type "A:" (or the appropriate drive) and press the ENTER key to display the A:> prompt. If the Disk is inserted in the "B" drive, type "B:" and Enter to view the B:> prompt.
3. Type the conversion program name, "SCONV" and press the ENTER key. The conversion program starts and displays this message:

```
Insert data disk and press ENTER.
```

4. Remove the conversion program disk, insert a data disk in the drive, and press the ENTER key. The machine asks you to select a conversion direction.

```
A: BROTHER SPREADSHEET (.SPR)-->LOTUS 1-2-3      (.WK1)
B: LOTUS 1 2 3      (.WK1)-->BROTHER SPREADSHEET (.SPR)
```

5. Type "A" or "B" and press the ENTER key. "A" will convert a Brother Spreadsheet file into a Lotus<sup>®</sup> 1-2-3<sup>®</sup> file. "B" will convert a Lotus<sup>®</sup> 1-2-3<sup>®</sup> file into a Brother Spreadsheet file.

The machine asks you to enter the name of the file to be converted:

```
Type source filename and press ENTER.
```

6. Type the file name (without extension) and press the ENTER key.  
After you press the ENTER key, the machine asks you to enter a name for the converted file:

```
Type new filename and press ENTER.
```

7. Type a file name (without extension) and press ENTER. After you press the ENTER key, this prompt appears:

```
Converting the file.... please wait.
```

After the conversion is complete, this message appears:

```
Convert completed.
```

8. The machine asks you whether you want to convert other files:

```
Continue to convert? [Y/N]
```

9. Type "N" to exit the program, or "Y" to return to step (3) and start converting another file.

Sometimes, the machine will be unable to convert a cell of the source file. When this happens, the entire file is converted, but the cells that cause problem are slightly different from the original. A message will indicate the number of cells and the cause of such errors, following the message "Convert completed".

```
Convert completed.  
Syntax or format error   XXX cells  
Formula error           XXX cells  
Function error Data loss XXX cells  
Please check the data before using.
```

**Syntax or format error:** This may occur when a cell in a Lotus® file contains more than 55 characters. In this case, only the 55 first characters of the cell will appear in the converted file. This may also happen when a spreadsheet file from this machine contains a page break symbol. The page break symbol will be converted into a blank space.

**Formula error:** This error occurs, for example, when the result of a formula in a Lotus® file is beyond the range of this machine.

**Function error data loss:** This may occur, for instance, when a function available with Lotus<sup>®</sup> is not recognized or has a slightly different format (e.g. @SUM(A2..A5,B1..B3) or @COS(45\*@PI/180)). This also happens when the length of a formula in a Lotus<sup>®</sup> file exceeds 55 characters. Please check the Lotus<sup>®</sup> file and make sure that only functions and formats available on your machine are used.

Remember that the above error messages do not mean that the file cannot be converted. They only mean that some cells cannot be converted properly.

When a file **cannot** be converted, one of these messages will appear while the message "Converting the file.... please wait." is displayed.

Data area full. Unable to convert.

This message appears if you are converting a Lotus<sup>®</sup> file that is too large.

Cell extend beyond range. Unable to convert.

This message appears when a cell in a Lotus<sup>®</sup> file is out of the range of 65 rows or 20 columns.

Incorrect file. Unable to convert.

This message appears when the source file is not readable.

Password is already set. Unable to convert.

This message appears when a password has been set for the Lotus<sup>®</sup> file.

Too many errors. Convert cancelled.

If more than 130 cells are lost, conversion is cancelled.

---

## The Templates

The Spreadsheet Templates are pre-formatted files to be used with the Spreadsheet mode. These files allow for easy creation of most standard spreadsheets. They are stored on the Template disk that comes with your machine. The Templates are write-protected, which means that they cannot be erased and that they will always be available on the Template disk in their original form.

***For all templates, just remember, you enter the data in the blank cells only. Never enter data into the cells that contain a formula.***

Listed below are the templates that we have already designed for your use. These files come with an easy-to-use format. All you need to do is enter your data. The cells which are supposed to display a result already contain the appropriate formulas and format. Never enter data in the cells that already contain a formula.

After you have completed your work on the template spreadsheet, you may give your template a file name and save it to a data disk. Each time you recall a template from the Template disk, a new blank file appears. In order to recall a template that you previously worked with, simply recall it from the data disk by the file name you assigned.

---

### Description of the Templates

**INTRO** - This template is actually an overview file that contains a reading introduction to the Spreadsheet. This template discusses some of the features and capabilities of the Spreadsheet Program.

**TELEPHONE AND ADDRESS DIRECTORY** - This template allows you to keep an organized listing of names and addresses. With the sort capability, you are able to rearrange this file alphabetically after each addition or edit.

**CHECKBOOK** - This Checkbook template resembles the ledgers that you receive from your bank. It calculates the balance after you input your deposits and withdrawals. After entering your deposits and withdrawals, select RECALC from the function menu to process the balance column. If you later make changes or additions to the data you entered in the checkbook, simply use the RECALC function to determine the new balance.

**MONTHLY BUDGETING** - This template helps you keep your personal finances in order. It outlines your monthly expenses for you. Once your expenses are itemized, use the RECALC function to determine your budget results. Later, if you make changes or additions to the budget, simply use the RECALC function to determine the new totals.

**SALES ANALYSIS** - This template helps monitor actual versus projected sales results by sales persons. Enter the data for all the cells with the exception of the cells containing formulas (zeros). After you have entered the information for each sales person, use the RECALC function to determine the results. Later, if you make changes or additions to the template, simply use the RECALC function to see the new results.

**ANNUAL YIELD (COMPOUND)** - This template figures annual yield according to the annual interest rate. Simply type in the annual interest rate. Use the RECALC function to see the results.

**SAVING PLANNER** - This template calculates your savings over a specified period of time. Simply enter the requested data. Use the RECALC function to determine the results.

**MONTHLY PAYMENT OF LOAN** - This template calculates your monthly payments and lists the amount of interest and principal paid per month, for one year. Enter the requested data. Use the RECALC function to see the results for one year.

---

## Retrieving a Template

1. Select 3. SPREADSHEET from the main menu.
2. Insert the Template disk and press **CODE** + **FILE** ( **MENU** ) to display the SPREADSHEET INDEX. The list of the Templates appears.
3. Select the desired template with the cursor and press **RETURN**. The spreadsheet appears on the screen. As you can see, the format has been set up for you already. Move your cursor around the screen. You can see that some columns have formulas already set up for calculations:

---

## A Practice Exercise

For practice, recall the template SALES and follow these steps to enter data.

1. Move your cursor to the right of **COMPANY** and type DONNLIN SALES COMPANY. Press **RETURN**.
2. Move the cursor down to the right of **DIVISION** and type WESTERN. Press **RETURN**.
3. Move the cursor down to the right of **DATE** and type '5/31/90 (do not forget the format mark). Press **RETURN**.
- *Each time an alphanumeric data looks like a number or a formula, type a single quote mark at the beginning to tell the machine that this data is not to be calculated. The single quote is called a "format mark". Other format marks are available. For details, see "Format Marks" on page 88.*
4. Move the cursor down under **SALESPERSON NAME** and type James Elliott. Press **RETURN**.

5. Move the cursor under **PROJECTED UNITS** and type 17000. Press **RETURN**.
6. Move the cursor under **PROJECTED SALES** and type 75000. Press **RETURN**.
7. Enter amounts for **ACTUAL UNITS** and **ACTUAL SALES**.
  - *The remaining cells to the right display "0" or "0.00%", this indicates that a formula has been entered in these cells. Do not enter data in these cells. If data is entered, the formulas will be deleted.*
8. Continue to enter data for each row, remembering not to enter data in the cells with formulas already set up.

---

## Practice Recalculation

Formulas are used to automatically display a result that depends of the contents of other cells.

1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select **RECALC** and press **RETURN**. This automatically updates all formulas.

---

## Practice Printing

This systems provides two methods for printing spreadsheets: from the **INPUT/EDIT** screen or from the **SPREADSHEET INDEX** screen.

---

- **From the INPUT/EDIT Screen**

While you are editing your spreadsheet in the **INPUT/EDIT** screen, press **CODE** + **PRINT** ( **P** ). The machine will ask you to mark the range that you want to print. This feature is very convenient when you have a very wide spreadsheet, and need to print only a part of it. Another advantage of this method is that, on the **INPUT/EDIT** screen, you are free to select the pitch. For details about this method, see "Printing a Range" on page 109.

---

- **From the DISK INDEX Screen**

After saving your spreadsheet file, you can print the entire file from the **DISK INDEX** screen by pressing the same **CODE** + **PRINT** ( **P** ) keys. For details about this method, see "Printing a File" on page 127.

---

## Practice Saving the File

For complete instructions regarding file saving, please refer to "Saving Your Work" on page 124.

1. Press **CODE** + **FILE** ( **MENU** ). This message will appear:

```
Insert data disk. Press RETURN to save. Press CODE+D to abandon.
```

2. Insert a Data Disk and press **RETURN**. This message will appear:

```
Type filename and press RETURN.  
FILENAME: XXXXXXXX■.SPR
```

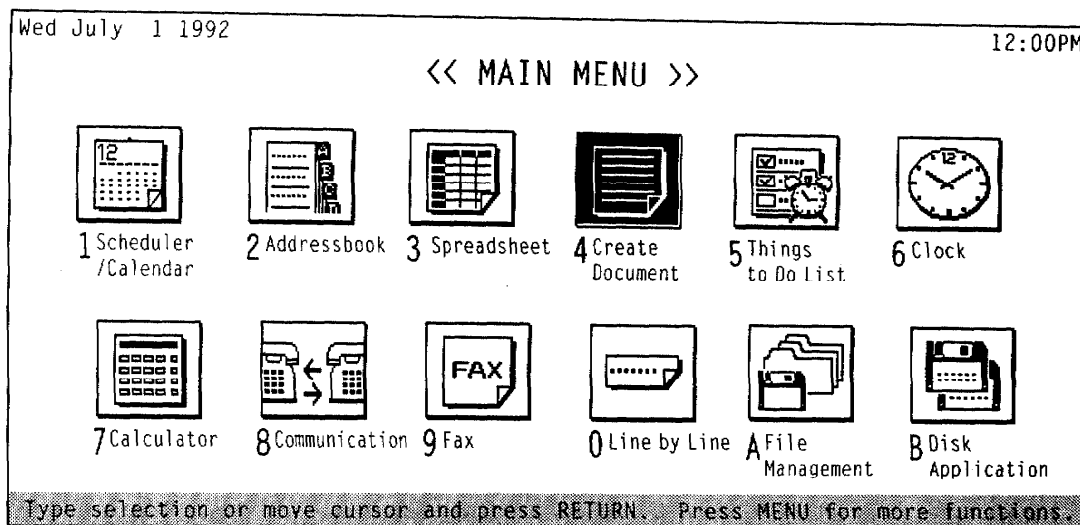
3. Give your file a name, then press **RETURN** to save it to the disk and display the Spreadsheet Index.
  - *If this is the first time you are using the data disk, you will need to initialize (format) the disk before saving.*



# Create Document

## How to Start?

1. To start working in the Create Document mode, switch the machine on to display the MAIN MENU.

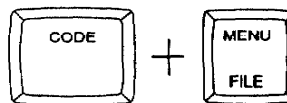


2. Type "4" or move the cursor to 4. Create Document, and press **RETURN**. The INPUT/EDIT screen described on page 137 appears. The file name displayed on the upper-left corner of the INPUT/EDIT screen is \*NEWFILE, and you can start creating a new document.

## If You Want to Retrieve an Old Document for further Editing

If, instead of creating a new document, you wish to work on a document that you have already created, you must first call the MEMORY INDEX screen and retrieve the file. For details, see "Retrieving Previous Work" on page 196.

## How to Finish?



When your work is finished, press **CODE** + **FILE** ( **MENU** ) to save your work. For details, see "Saving Your Work" on page 194.

If you are working on a \*NEWFILE, and turn your unit off without saving it, the next time you switch the machine on, the INPUT/EDIT screen will re-appear in the same condition that you left it.

---

## *About the Create Document Files*

You can have several Create Document files in the memory at the same time. You can also transfer the files to a disk. You can only directly retrieve or print files that are stored in the memory. For details about file transfer between disk and memory, see "Transferring Files from Memory to Disk" on page 280, and "Transferring Files from Disk to Memory" on page 286.

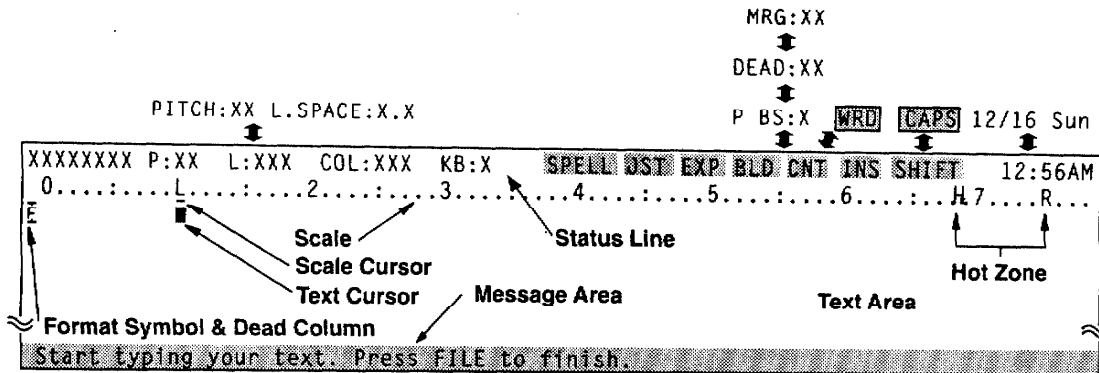
When you exit the Create Document mode, the machine asks you whether you want to save or abandon the file. If you decide to save the file, the machine will ask you to enter a file name if the file is new, or will save the file immediately if the file you are working on has been named previously. For details about saving and retrieving files, see "Saving Your Work" on page 194, and "Retrieving Previous Work" on page 196.

The name of the file you are working on is displayed on the upper-left corner of the INPUT/EDIT screen. A new file is automatically assigned the file name \*NEWFILE. If you are working on a file retrieved from the memory, the file name under which you saved the file in the memory will be displayed instead of \*NEWFILE.

While working, in the Create Document mode, you can also edit two separate files: User Dictionary, and Abbreviated Phrase. For details, see "User Dictionary Maintenance" on page 173, and "Abbreviated Phrase Maintenance" on page 180. Any modification to those files is automatically stored into the memory. The memory can contain only one User Dictionary, and one Abbreviated Phrase file. You can save those files to a disk, but only one of each type per disk. The file will be saved under the file name SPELLUSR.DCT (User Dictionary) or ABBR.PHR (Abbreviated Phrase). You are not allowed to change these file names. Loading one of these files from disk to memory will overwrite the current one in the memory. Saving one of these files to a disk that already contains one will overwrite the old version on the disk.

# INPUT/EDIT Screen

The INPUT/EDIT screen shown below appears after you select 4. Create Document from the MAIN MENU. All text input and editing is done on that screen.



## Scale

The scale assists you in determining your position on a page. The numbers indicate the position from the left edge of the paper. The scale cursor (underline) indicates the current column. Other symbols remind you of some format settings (see table below).

- The scale can be disabled in order to get one additional line of text on the screen. For details, see "Disabling the scale" on page 187.

Symbols displayed on the scale

Symbol	Meaning
L	Position of the left margin
R	Position of the right margin
T	Position of a tab stop
D	Position of a decimal tab stop
H	Beginning of the hot zone
0, 1, 2,...	Absolute position from the left edge of the paper

## Message Area

This line is reserved for guide messages (prompts) that ask you a question, give direction or display error messages. When no prompt and no error message are displayed, this line is used for your text.

- For a list of error messages, see "Error Messages" on page 303.

---

## Status Line

The status line shows you the current settings. Some indicators are followed with a value and are always displayed. They indicate the cursor's page, line and column position. Pressing **CODE** will display the selected pitch and line spacing. The indicators on the right appear (in reversed color) only when the corresponding function has been activated. For a complete list of indicators, refer to the table below.

Indicators of the INPUT/EDIT screen

Indicator	Meaning
XXXXXXXX	Name of the current file
P:XX	Number of the current page
L:XXX	Number of the current line
COL:XXX	Number of the current column
PITCH:XX	Current pitch (10, 12, or 15); appears when <b>CODE</b> is pressed
L.SPACE:X.X	Current line spacing (1.0, 1.5, or 2.0); appears when <b>CODE</b> is pressed
KB:X	Current keyboard selection (I or II)
SHIFT	On if the keyboard is in uppercase mode
CAPS	On if the keyboard is in caps lock mode
INS	On when the insert mode is activated
EXP	On when the expand function is activated
P BS:X	Displays the superimposed character when the cursor is on the base character
DEAD:XX	Displays the dead character when the cursor is on the base character
MRG:XX	Displays the label number of the data to be automatically inserted while printing with the merge function.
BLD	On when the bold function is activated
CNT	On when the continuous underline function is activated
WRD	On when the word underline function is activated
JST	On when the justify function is activated
SPELL	On when the Spell Checker is activated

## Text Area

This is where the text that you type will appear. The only part you cannot use is the dead column (to the left of column 0), which is reserved for the “format change” symbol “ $\Xi$ ”. The text cursor (solid box) indicates where you are. Other symbols appear in the text to remind you of the format functions that you used, but will not be printed (see table below).

- *The text area can be split in order to display two documents simultaneously. (For details, see “Displaying two Documents” on page 188.)*

Symbols displayed in the text area

Symbol	Meaning
$\Xi$	CENTERING BETWEEN MARGINS: displayed at the left of the centered string when the centering function is activated
$\mathbb{H}$	CENTERING BETWEEN TABS: displayed at the left of the centered string when the centering function is activated
$\mathbb{H}\Xi$	FORMAT CHANGE: displayed in the dead column, in front of the first line of a reformatted paragraph
$\mathbb{H}$	INDENT CLEAR: displayed at the end of an indented paragraph when <b>CODE</b> + <b>IND CLR</b> ( <b>RETURN</b> ) is pressed
$\downarrow$	LINE FEED: displayed at the end of a paragraph when <b>RETURN</b> is pressed
$\mathbb{H}$	MERGE CODE: displayed at the cursor position when <b>CODE</b> + <b>MCODE</b> ( <b>M</b> ) is pressed
$\downarrow$	PAGE BREAK: displayed at the end of a paragraph to indicate that the next part of the document starts on a new page
$\rightarrow$	PARAGRAPH INDENT: displayed at the left of a tab stop when the cursor has been moved with <b>CODE</b> + <b>P IND</b> ( <b>TAB</b> )
$\dots$	PERMANENT SPACE: displayed at the cursor position when <b>CODE</b> + <b>(SPACE BAR)</b> is pressed
$\leftarrow$	RIGHT MARGIN FLUSH: displayed at the left of the aligned string when the right margin flush function has been activated
$\rightarrow$	TAB: displayed at the left of a tab stop when the cursor has been moved with <b>TAB</b>

# Typing on the Display

---

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

If you make a mistake, use **BS** to delete. For more details about corrections, see "Revising Text -- Basic Functions" on page 141.

---

## *Hot Zone*

The last six columns before the right margin are defined as the "hot zone". The "H" symbol on the scale corresponds to the hot zone point. Your machine knows how to break text so that it automatically "wraps" words to the next line once typing reaches the hot zone area.

---

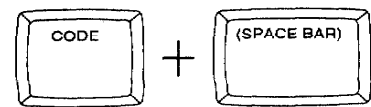
## *Word Wrap*

The "word wrap" function allows you to type a paragraph continuously without being concerned about carrier returns. In the hot zone, when a word is going to extend beyond the right margin, the word and the cursor will be moved to the next line automatically. The only time you need only to press **RETURN** is to end a line in order to start a new paragraph.

The word wrap function is always active when using the screen. This feature permits continuous typing and helps build typing speed. The text cursor automatically moves to the next line whenever a space or hyphen is typed in the hot zone.

---

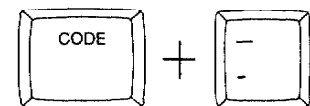
## *Permanent Space*



Permanent spaces entered by pressing **CODE** + **(SPACE BAR)** are special spaces that link words together, protecting them from being separated on different lines. A permanent space is displayed with the symbol "⋮" and is considered part of the two words it links. Such a space is never adjusted by the automatic justification function -- and does not cause the cursor to jump to the next line when entered in the hot zone.

---

## *Permanent Hyphen*



A permanent hyphen, entered with **CODE** + **-**, is for words that always require a hyphen (mother-in-law, for example). In the hot zone, a permanent hyphen does not send the cursor to the next line. Outside the hot zone, all hyphens are permanent, so it is not necessary to use **CODE**.

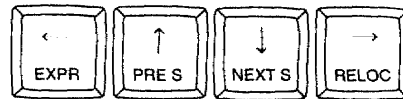
---

# Revising Text -- Basic Functions

## *Moving the Text Cursor*

To make a revision, you must first go to that part of the document. The text cursor indicates your current position in the document. The cursor is moved across your document using the cursor keys (←, →, ↑, ↓) alone or in combination with **CODE**. You may also use the goto page function to jump to a specified page.

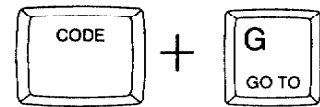
### Cursor Keys



#### Moving the cursor

Keys	Function
←	Moves the cursor one character to the left, up to the left margin.
→	Moves the cursor one character to the right, up to the right margin.
↑	Moves the cursor one line up, to the first line of the document. The text is scrolled if the cursor is on the first line of the screen.
↓	Moves the cursor one line down, to the end of the document. The text is scrolled if the cursor is on the last editable line of the screen (the second line from the bottom when no message is displayed).
<b>CODE</b> + <b>EXPR</b> (←)	Moves the cursor to the left margin.
<b>CODE</b> + <b>RELOC</b> (→)	Moves the cursor to the end of the current line but does not jump past a symbol that signals the end of a paragraph ("↵", "␣", and "␣").
<b>CODE</b> + <b>PRE S</b> (↑)	Moves the cursor one full screen up (minus an overlap of one line), to the beginning of the document.
<b>CODE</b> + <b>NEXT S</b> (↓)	Moves the cursor one full screen down (minus an overlap of one line), to the end of the document.

## GOTO Page



1. Press **CODE** + **GO TO** ( **G** ). The machine asks you to type in the number of the page you wish to move the cursor to.

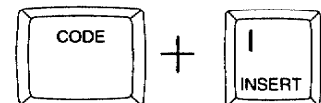
PAGE: █

2. Type the desired page number, then press **RETURN** to move the cursor to that page.
  - If you have mistakenly entered an incorrect page number, you may change it using **BS**, and you may cancel the operation with **CANCEL**.
  - If you enter a page number that is higher than the number of the last page, the cursor will jump to the last page.
  - Instead of typing a page number, you may press one of the cursor keys just after pressing **CODE** + **GO TO** ( **G** ):

### Goto page

Keys	Function
<b>CODE</b> + <b>GO TO</b> + <b>←</b>	Moves the cursor to the beginning of the document.
<b>CODE</b> + <b>GO TO</b> + <b>→</b>	Moves the cursor to the end of the document.
<b>CODE</b> + <b>GO TO</b> + <b>↑</b>	Moves the cursor to the beginning of the current page; moves to the beginning of the previous page when the cursor is at the beginning of the current page.
<b>CODE</b> + <b>GO TO</b> + <b>↓</b>	Moves the cursor to the beginning of the next page.

## Inserting Text



Pressing **CODE** + **INSERT** ( **I** ) switches between insert and overwrite modes, and turns the INS indicator on and off accordingly.

In overwrite mode (indicator INS off), each character you type replaces the current character. You type over the existing data and your new data replaces the old data.

In insert mode (indicator INS on), the characters you type appear in front of the

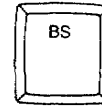


cursor, the rest of the line automatically moves to the right and, if necessary, the last word moves to the next line.

- *Since deleting unnecessary characters is usually easier than retyping characters that have been deleted, it's a good idea to be in the insert mode before you start revising.*

---

## Deleting a Character

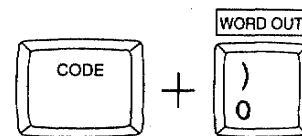


Press **BS** to delete one character to the left of the cursor.

- *This key also deletes paragraph end symbols "↵", "␣", and "↓" except when these symbols are located just before a format symbol "E" or a centering symbol "¶".*

---

## Deleting a Word

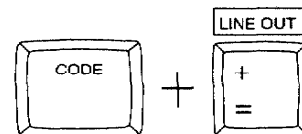


To delete a word, position the cursor on the space immediately following the word and press **CODE** + **WORD OUT** ( **)0** ). This removes any portion of a word to the left of the cursor, up to the previous blank space.

- *You will want to use this feature when you mistype a word in such a way that deleting it and typing it over is faster than otherwise correcting it.*

---

## Deleting a Line



To delete a line, position the cursor anywhere after the last character of the line and press **CODE** + **LINE OUT** ( **+ =** ). Pressing **CODE** + **LINE OUT** removes any portion of a line to the left of the cursor, up to the beginning of the line.

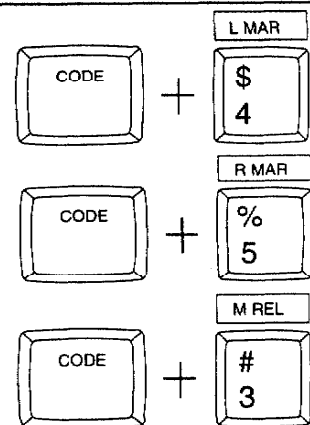
# Formatting Text -- Basic Functions

## Format Change Symbol

The dead column of the text area (column 0) is reserved for the format change symbol "⌘". Each time you change the format, -- that is, the left or right margin, tab stops, justification, etc. -- this symbol appears in the dead column at the beginning of the paragraph, and the text automatically adjusts to fit the new setting. These new settings affect not only the current paragraph, but also all subsequent text up to the next format change symbol. The text above the symbol remains unchanged. To return to a previous format setting, you may delete the format symbol in the dead column. To delete the format symbol:

1. Move to the first character of the line where the format takes effect.
2. Press **MENU** to recall the function menu.
3. Move the cursor to BLOCK and press **RETURN**.
4. Select DELETE and press **RETURN**.
5. Press **←** to highlight the format change symbol ⌘ and press **RETURN**.
6. Press **RETURN** again to confirm the deletion. The text will conform to the previous format.

## Left and Right Margins



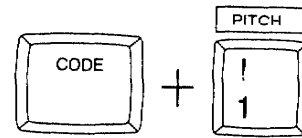
The left and right margins are set to columns 10 and 75 respectively for a \*NEW-FILE. Margins can be relocated at any time, before, during, or after typing the text.

1. Move the cursor to the new position for the left or right margin while observing the scale. (See "Moving the Text Cursor" on page 141.) If the new position is beyond the current margins, press **CODE** + **M REL** ( **3** ) when the cursor is on the margin to allow the cursor to move freely.
  2. Press **CODE** + **L MAR** ( **4** ) to set the new left margin, or **CODE** + **R MAR** ( **5** ) to set the new right margin. The L or R symbol on the scale will move accordingly.
- If you mistakenly press **CODE** + **M REL** ( **3** ) when there is no need to modify the margins, press **CANCEL** to resume normal editing.

The minimum distance between margins is set to two inches. The maximum distance is nine inches. Remember, however, that the length of a printed line must be smaller than the paper width, and that this length also depends on the selected pitch.

---

## Setting the Pitch

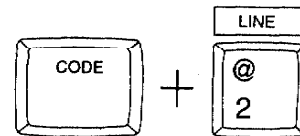


The pitch can be set to 10 (Pica, 10 characters per inch), 12 (Elite, 12 characters per inch), or 15 (Micron, 15 characters per inch).

1. Move the cursor to the position where you want to change the pitch.
2. Press **CODE** + **PITCH** ( **1** ) to change the pitch through the cycle 10, 12, 15. As soon as you press **CODE**, the PITCH indicator appears. A format symbol "E" appears in the dead column.

---

## Changing the Line Spacing



The line spacing can be set to 1.0 (6 lines per inch), 1.5 (4 lines per inch), or 2.0 (3 lines per inch).

1. Move the cursor to the position where you want to change the line spacing.
2. Press **CODE** + **LINE** ( **2** ) to change the line spacing through the cycle 1.0, 1.5, 2.0. As soon as you press **CODE**, the L.SPACE indicator appears. A format symbol "E" appears in the dead column.

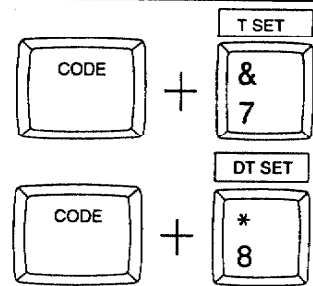
---

## Tabs and Decimal Tabs

If you have been using a typewriter, you already know how convenient tabs are for aligning text. Decimal tabs provide additional convenience when typing numbers. Decimal tabs automatically align a column of numbers at the decimal point instead of the first character. The scale indicates these two types of tabs with T for normal tabs, and D for decimal tabs.

---

## Setting Tabs

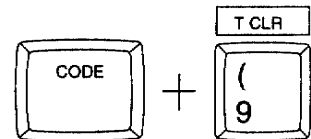


You may change tab stops at any time -- before, while, or after typing the text.

1. Move the cursor to the position where you want a tab. (See "Moving the Text Cursor" on page 141.)
  2. Press **CODE** + **TSET** ( **7** ) to set a normal tab stop, or **CODE** + **DTSET** ( **8** ) to set a decimal tab stop at the current cursor position. The corresponding symbol T or D appears on the scale. Up to 30 tab and decimal tab stops can be set. Setting a tab stop where you already had a decimal tab stop replaces the D with a T and vice-versa.
- *When you start with a \*NEWFILE, there are no tab stops set.*
  - *Since the pitch determines the actual position on the printed page, the columns may appear at undesired positions if you change the pitch of a table formatted with tabs and decimal tabs.*

---

## Clearing Tabs

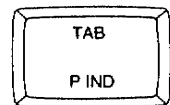


1. To clear a single tab or decimal tab, move the cursor to that position and press **CODE** + **TCLR** ( **9** ).
2. To clear all tabs and decimal tabs, hold down **CODE** + **TCLR** ( **9** ) until the following message appears:

All tabs cleared.

---

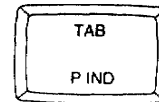
## Using Tabs while Typing



1. Press **TAB** to move the cursor to the next tab stop to the right. A symbol "-" appears on the screen just before the new text cursor position to remind you that there is now a tab in the text.
- *If there is no tab stop to the right, the cursor moves to the right margin.*
2. Type your text.
  3. Repeat the above procedure for each column in your table.

---

## Using Decimal Tabs while Typing

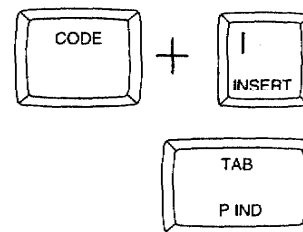


Decimal tab stops are a very convenient feature. When you move the cursor there with **TAB**, the cursor remains fixed in that column, and each character that you type appears to the left of the tab stop. Once you type the decimal point, however, the point appears at the tab stop, and the cursor returns to normal operation. The primary use, of course, is to align columns of numbers with decimal points.


1. Press **TAB** to move the cursor to the next decimal tab stop to the right. A symbol "→" appears on the screen just before the new text cursor position to remind you that there is now a tab in the text.
  - *If there is no tab stop to the right, the cursor moves to the right margin.*
2. Type the number.
3. Repeat the above procedure for each column in your table.
  - *The cursor also returns to normal operation if you press **RETURN** or **TAB**.*

---

## Inserting Tabs

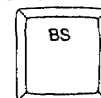


As always, you may type your number or text first and align the columns with tabs and decimal tabs later.

1. If the INS indicator is off, press **CODE** + **INSERT** (  ) to switch to the insert mode.
  - *If the insert mode is not on, **TAB** will just move to the next tab stop without aligning the text.*
2. Position the cursor on the beginning of the word that you want to align.
3. Press **TAB**. The text adjusts to fit the margins and page length.

---

## Removing Tabs

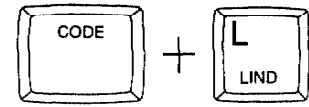


If you change your mind, you may also remove a tab or decimal tab in order to undo a table.

1. Position the cursor just after the tab symbol "→" on the screen.
2. Press **BS**. The text adjusts to fit the margins and page length.

---

## Line Indent



Pressing **CODE** + **LIND** ( **L** ) is the same as typing five spaces. The primary application is indenting the first line of a paragraph.

- *If the insert mode is not on, these five spaces overwrite the five characters at the cursor location.*

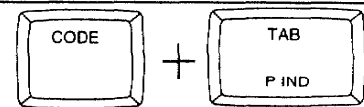
---

## Paragraph Indent

The paragraph indent function may be considered as a temporary left margin.

---

### Setting the Temporary Left Margin



There may be a time that you will need to indent text from the left margin. The paragraph indent feature indents text to a tab stop. When the indent is released, the cursor returns to the original left margin.

1. Set the tabs you will need for any of the indented paragraphs. (See "Setting Tabs" on page 146.)
- *If your document has multiple levels of paragraph indentation, it is a good idea to set all the tabs together at one point near the beginning.*
2. If you have text, such as a section number, that you wish outside the indented block, type that data.
  3. Press **CODE** + **PIND** ( **TAB** ) as many times as necessary to move the cursor to the tab setting you want to be the new temporary margin. A "→" symbol is displayed just before the new cursor position to remind you that the following text is indented.
- *If you change your mind, use **BS** to remove the paragraph indent symbol "→".*

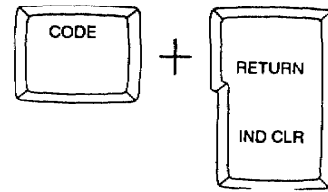
---

### Using a Temporary Left Margin

As mentioned, the procedure is simple. Type the text of the paragraph. If you press **RETURN** or type a space or hyphen in the hot zone, the cursor returns to the paragraph indent position on the next line, and not to the left margin.

---

## Returning to the True Left Margin



At the end of the indented paragraph, simply press **CODE** + **IND CLR** (**RETURN**) to return to the original left margin. The end of the indented paragraph is marked with a "␣" symbol to indicate that the paragraph indent mode has been exited.

- You are able to indent a paragraph after it has been typed. Position the cursor on the first character of the paragraph to be indented and press **CODE** + **P IND** (**TAB**) to reposition it at the tab position. At the end of the indented block, press **CODE** + **IND CLR** (**RETURN**) to return to the original left margin.

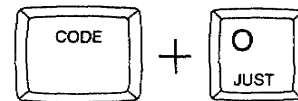
---

## Automatic Justification

The justify function adjusts the spacing between words so that every complete line of text is aligned with both left and right margins.

---

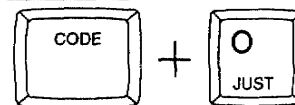
### Entering Justified Text



1. Press **CODE** + **JUST** (**O**) to turn the JST indicator on and start typing.
2. When you type a space or a hyphen in the hot zone, the cursor moves to the next line and the current line is justified.
3. To resume normal typing, press **CODE** + **JUST** (**O**) again to turn the JST indicator off.

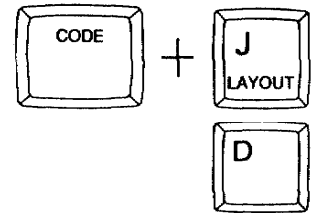
---

### Justifying Existing Text



1. Position the cursor at the first paragraph that you want to justify.
2. Press **CODE** + **JUST** (**O**) to turn the JST indicator on. An "E" symbol appears in the dead column of the first line of the paragraph and the text is automatically justified from this line down to the next "E" symbol (if any exists) or down to the end of the document. If your document contains many "E" symbols you will need to repeat these steps in order to justify the whole text.

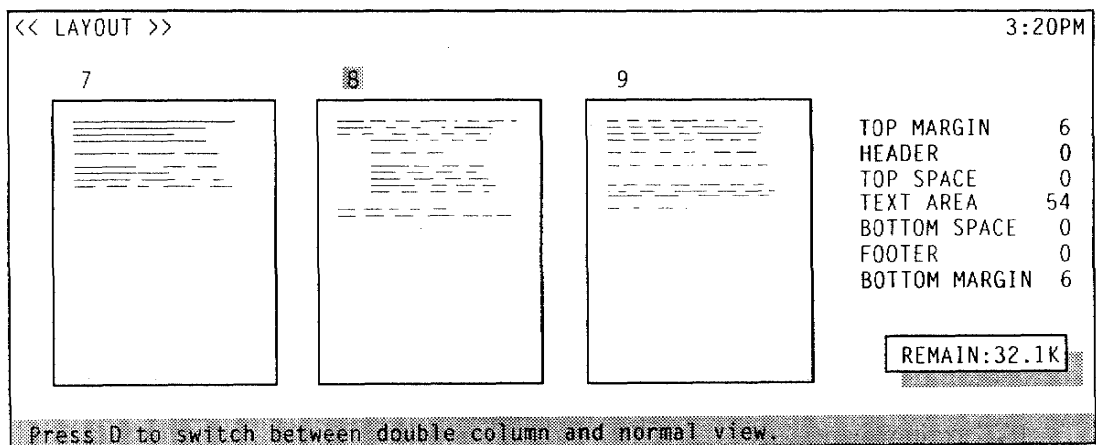
## Page Layout View Function



The page layout view function displays three pages at a time on the screen. To do this, the text is scaled down so that a character is reduced to a dot on the screen. You will, of course, not be able to read the text displayed that way, but you will have a general view of the layout.

1. Position the cursor on the page that you want to preview.
2. Press **CODE** + **LAYOUT** ( **J** ).

Three pages of your document are displayed simultaneously on the screen in reduced scale. The number of each page appears in normal scale at the upper-left corner of each page (the number of the page that was displayed on the INPUT/EDIT screen appears in reverse color). For example, if page 8 was displayed on the INPUT/EDIT screen, pages 7 to 9 will now be displayed, and the cursor will be on page 8.



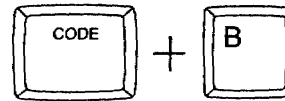
3. Use the cursor keys **←**, **→**, **↑**, and **↓** to move the cursor. The cursor keys will scroll the screen window by steps of three pages when you try to move the cursor past the current window.
4. To return to the INPUT/EDIT screen, press **RETURN**, **CANCEL**, or **CODE** + **LAYOUT** ( **J** ). The page which was selected in the preview screen appears now in the normal display. This feature is very convenient when you spot some layout defect in the preview screen. You may select that page number and immediately switch to the normal display to correct the defective format.
- *The text is first displayed according to the setting of the DOUBLE COLUMNS PRINTING option on the PRINT MENU screen (see "Printing a File in Memory" on page 196). A single column is displayed if the option is set to NO, or two columns per page if the option is set to YES. You may press **D** to switch from one display mode to the other.*



# Adding Effects (STYLE)

The effects provided by the STYLE option on the function menu allow you to enhance the appearance of your document. They include bold characters, underlining, automatic insertion of blanks (expand), as well as subscripts and superscripts.

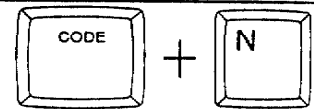
## Bold Face Characters



STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
BOLD		OFF	(ON)				
UNDERLINE		OFF	(CNT)	(WRD)			
EXPAND		OFF	(ON)				
SUPER SUB ON/OFF		OFF	(SUPER)	(SUB)			

1. If you want to turn the bold function on before typing, skip this step. If you want to change the type face of a portion of text already typed, position the cursor at the beginning of that portion.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select BOLD.
5. Use **(SPACE BAR)** to turn the bold function ON.
6. Press **RETURN**. The BLD indicator is now on.
  - **Short cut:** Instead of (2), (3), (4), (5), and (6), you may press **CODE** + **B** to switch the bold function ON/OFF.
7. The text you now type or the text you scan by moving the cursor right/down is displayed in bold. If you move the cursor past the desired position, simply move back to unmark. To move the cursor one line at a time, use **↓** and **↑**.
8. To return to normal typing, repeat steps (2), (3), (4), (5) and (6) to turn the bold function OFF, or press **CODE** + **B**.
  - To undo bold characters, position the cursor just after the last bold character, turn the bold function ON, and move the cursor left/up. Turn the bold function OFF to stop undoing bold.

# Underlining



STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
BOLD		OFF	(ON)				
UNDERLINE		OFF	(CNT) (WRD)				
EXPAND		OFF	(ON)				
SUPER SUB ON/OFF		OFF	(SUPER) (SUB)				

1. If you want to turn the underline function on before typing, skip this step. If you want to underline a portion of text already typed, position the cursor at the beginning of that portion.
2. Press **MENU** to display the menu.
3. Use **+** and **-** to select STYLE, and press **RETURN** or **↓**.
4. Use **+** and **-** to select UNDERLINE.
5. Use **(SPACE BAR)** to select CNT (continuous underlining) or WRD (word underlining).
6. Press **RETURN**. The corresponding indicator is now on.
  - **Short cut:** Instead of (2), (3), (4), (5), and (6), you may press **CODE** + **N** to switch the underline function CNT/WRD/OFF.
  - If you select continuous underlining, all will be underlined, including blank spaces. With word underlining, blank spaces are not underlined.
7. The text you now type or the text you scan by moving the cursor right/down is underlined. If you move the cursor past the desired position, simply move back to remove the underline. To move the cursor one line at a time, use **↓** and **↑**.
8. To return to normal typing, repeat steps (2), (3), (4), (5) and (6) to turn the underline function OFF, or press **CODE** + **N**.
  - To undo underlining, position the cursor just after the last underlined character, select CNT or WRD, and move the cursor left/up. Turn the underline function OFF to stop removing underlining.

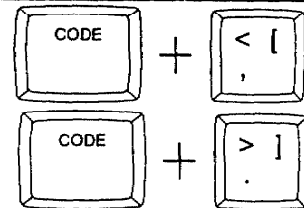
## Typing Expanded Text

STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
BOLD		OFF	(ON)				
UNDERLINE		OFF	(CNT) (WRD)				
EXPAND		OFF	(ON)				
SUPER SUB ON/OFF		OFF	(SUPER) (SUB)				

The expand function is used only while typing. You cannot use it to reformat text that has been typed.

1. Press **MENU** to display the menu.
  2. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
  3. Use **↑** and **↓** to select EXPAND.
  4. Use **(SPACE BAR)** to turn the function ON.
  5. Press **RETURN**. The EXP indicator is now on.
  6. The text you now type is expanded -- that is, a permanent space is automatically inserted after each text character.
  7. To return to normal typing, repeat steps (1), (2), (3), (4) and (5) to turn the expand function OFF.
- *The permanent spaces inserted with the expand function cannot be removed automatically. To undo the expand format, delete the permanent spaces one by one using **BS**.*

## Subscripts and Superscripts



STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
BOLD		OFF	(ON)				
UNDERLINE		OFF	(CNT) (WRD)				
EXPAND		OFF	(ON)				
SUPER SUB ON/OFF		OFF	(SUPER) (SUB)				

You are able to enter and print subscripts and superscripts.

- *Characters in subscript and superscript are displayed on the same line as normal characters. When you input a subscript or superscript or move the cursor to a subscript or superscript, however, only a half of the cursor appears (lower-half for subscripts, and upper-half for superscripts).*
  - *With a Brother daisy wheel printer, the subscripts and superscripts print the same distance (1/12 inch) below or above the line, regardless of the current line spacing.*
1. Move the cursor to the position where you want to type a superscript (or subscript).
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
  4. Use **↑** and **↓** to select SUPER SUB ON/OFF.
  5. Use **(SPACE BAR)** to select SUPER or SUB.
  6. Press **RETURN**. If the superscript mode is activated, only the upper half of the cursor will be displayed. The lower half will be displayed if the subscript mode is activated. The text you now type is superscript or subscript.
  7. To return to normal typing, repeat steps (2), (3), (4), and (5) to switch the function OFF.

- To undo superscripts or subscripts, turn the function OFF and retype the characters.
- **Short cut:** Instead of the above procedure, you may use **CODE** + **F1** and **CODE** + **F2**.

Example: Try to enter "e=mc<sup>2</sup>".

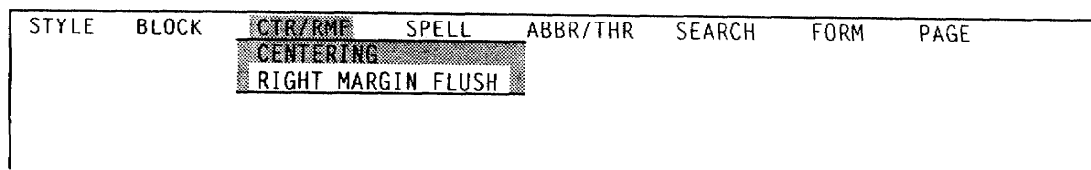
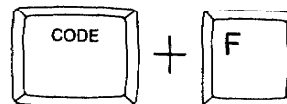
1. Type "e=mc".
  2. Press **CODE** + **F1**.
  3. Type "2".
  4. Press **CODE** + **F2**.
- To enter subscripts, proceed in the same way as above, but reverse the **CODE** + **F1** and **CODE** + **F2** keys.
  - Each pair of keys ( **CODE** + **F1** and **CODE** + **F2** ) cancels the other, and the two pairs must always be used in combination. If you try to press one of the pairs more than once, the machine beeps.

# Centering and Right Margin Flush (CTR/RMF)

The centering function is used to center a line as characters are typed or to center a line that was previously typed. You may center text either between margins or tab stops.

The right margin flush mode is used to have a line automatically adjusted to end exactly on the right margin. Many people like to date their letters this way.

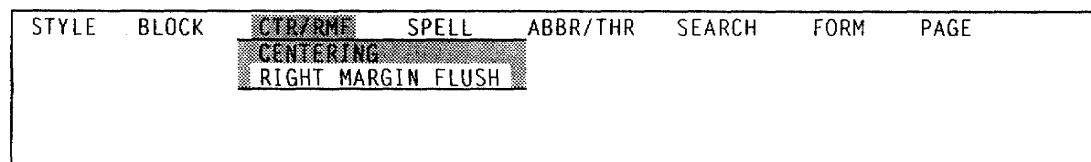
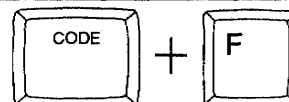
## Centering Between Margins











When you center between margins, the position of the cursor in the line does not matter.

1. Press **MENU** to display the menu.
2. Use **←** and **→** to select CTR/RMF, and press **RETURN** or **↓**.
3. Use **↑** and **↓** to select CENTERING and press **RETURN**. The cursor moves to the center point between your margins. The symbol of centering between margins “H” appears on the line. If the text has already been typed, it is automatically centered and you may skip step (4).
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **F**.
4. Type the text.
5. Press **RETURN** to finish the centering operation.







## Centering Between Tabs



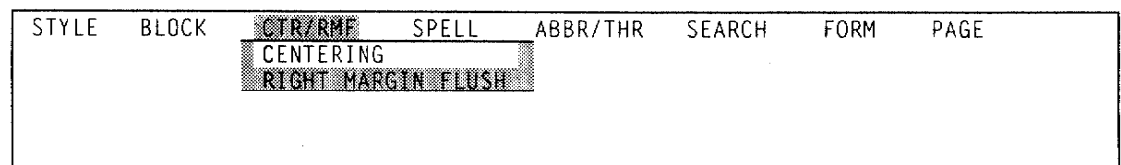
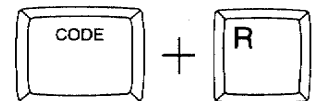
1. Press **TAB** as many times as necessary to reach the desired tab position (the position that will become the left end of the centering range).
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select CTR/RMF, and press **RETURN** or **↓**.













4. Use  and  to select CENTERING and press . The cursor moves to the center point between the tab position where the cursor was in (1) and the next tab to the right -- or the right margin if there are no more tabs set. A centering symbol “” appears on the line. If the text has already been typed, it is automatically centered and you may skip step (5).
  - **Short cut:** Instead of (2), (3), and (4), you may press  + .
5. Type the text.
6. Press  to finish the centering operation, or  to move to the next tab.
  - Centering between a tab and the right margin is possible, but not between the left margin and a tab.
  - Centering between a tab and a decimal tab is not possible.

## Undoing Centering

While you are still in centering mode, press  to exit the mode (you may also select CENTERING from the menu, or press  + ). To bring a centered text back flush with the left limit of the centering range, position the cursor just after the centering symbol “” or “” and press  to delete the symbol.

## Right Margin Flush



1. If the text to be aligned flush with the right margin has not been typed yet, skip this step. If you want to align text that has been already typed, position the cursor on the first character of that text. If you want to align the whole line, for example, position the cursor on the first characters of the line.
2. Press  to display the menu.
3. Use  and  to select CTR/RMF, and press  or .
4. Use  and  to select RIGHT MARGIN FLUSH and press . The cursor moves to the right margin. A right margin flush symbol “” appears on the line. If the text has already been typed, it is automatically aligned flush with the right margin (any blank space at the end of the shifted line will be cut off) and you may skip step (5).
  - **Short cut:** Instead of (2), (3), and (4), you may press  + .
5. Type the text. The cursor will not move, but the text that you type is scrolled to the left.
6. Press  to finish the right margin flush operation and bring the cursor to the beginning of the next line.

---

## Undoing a Right Margin Flush Format

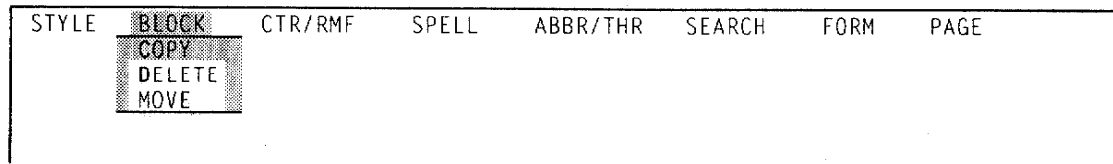
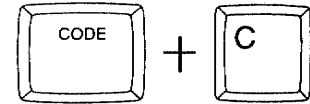
While you are still in right margin flush mode, press **CANCEL** to exit the mode (you may also select RIGHT MARGIN FLUSH from the menu, or press **CODE** + **R**). To undo an existing right margin flush format, simply delete the right margin flush symbol “**⌵**” using **BS**.

# Block Operations (BLOCK)

A block can be copied, deleted, or moved to another part of the same document.

A block can also be copied into an entirely different document.

## Copying a Block within the Document



1. Position the cursor on the first character of the block you want to copy.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select **BLOCK**, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select **COPY** and press **RETURN**.
- **Short cut:** Instead of (2), (3) and (4), you may press **CODE** + **C**.

Move cursor to block end. Press **RETURN** or to store temporary file press **TEMP**.

5. Move the cursor to the end of the block to be copied. As you move the cursor, the block is marked (reverse image). You may move the cursor back toward the beginning of the block to unmark. All key combinations used to move the text cursor can be used when marking a block (See "Moving the Text Cursor" on page 141.)
6. When the block to be copied is marked, press **RETURN**.

Move cursor to destination for blocked text and press **RETURN**.

7. Move the cursor to the location where you want to insert the marked block and press **RETURN**. The marked block is automatically copied to that position and the document is reformatted to conform to the modified sections of the document. (See "Formatting Text -- Basic Functions" on page 144.)
  - *The block is inserted regardless of the current mode (insert or overwrite). This means that the block will never overwrite text at the destination position.*
  - Press **CANCEL** at any step to cancel the function.

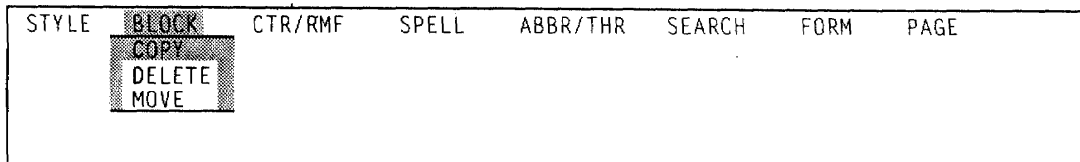
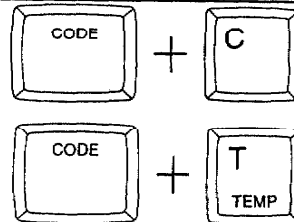


- Since the block copy operation increases the size of your document, it might happen that you run out of memory. When this happens, the copy operation is cancelled and the following message appears:

Not enough memory remaining.

You must either first delete a portion of the document to free some space, or try to copy only a smaller block.

## Copying a Block into a Different File



A portion of the memory is reserved for a temporary file in which you may copy a block of the current document. Later, the contents of the temporary file can be recalled for insertion in the same document or in any other document you are working on. This means that the temporary file can be used to copy a block of text from one file into another file.

You may copy a block stored in the temporary file as many times as you want. Each time you store a new block in the temporary file, you will erase the previous contents of the temporary file.

On the other hand, you can recall the contents of the temporary file as many times as you want without altering it.

- The temporary file is erased after the power is turned off.
  - The temporary file may contain up to 4 kilobytes (about 4,000 characters).
1. Position the cursor on the first character of the block you want to copy.
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select BLOCK, and press **RETURN** or **↓**.
  4. Use **↑** and **↓** to select COPY and press **RETURN**.
- **Short cut:** Instead of (2), (3) and (4), you may press **CODE** + **C**.

Move cursor to block end. Press RETURN or to store temporary file press TEMP.

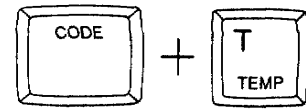
5. Move the cursor to the end of the block to be copied. As you move the cursor, the block is marked (reverse image).
6. When the block is marked, press **CODE** + **TEMP** ( **T** ) to store the file in

temporary memory (DO NOT press **RETURN**). The marked block is now stored as a temporary file.

- Press **CANCEL** at any step to cancel the function.

---

## Recalling the Temporary File



The contents of the temporary file can be recalled and inserted into any file you are working on.

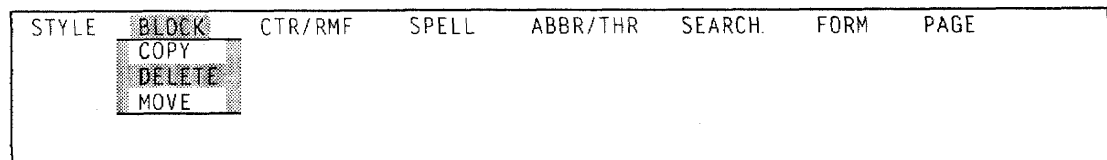
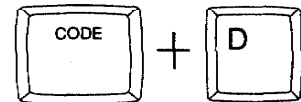
1. Position the cursor on the location where you want to insert the contents of the temporary file.
2. Press **CODE** + **TEMP** ( **T** ). The following message appears:

You can recall temporary file. To recall temporary file press RETURN.

3. Press **RETURN**. The text stored into the temporary file will now be inserted into the document at the cursor position.

---

## Deleting a Block



1. Position the cursor on the first character of the block you want to delete.
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select **BLOCK**, and press **RETURN** or **↓**.
  4. Use **↑** and **↓** to select **DELETE** and press **RETURN**.
- **Short cut:** Instead of (2), (3) and (4), you may press **CODE** + **D**.

Move cursor to end of block to delete and press RETURN.

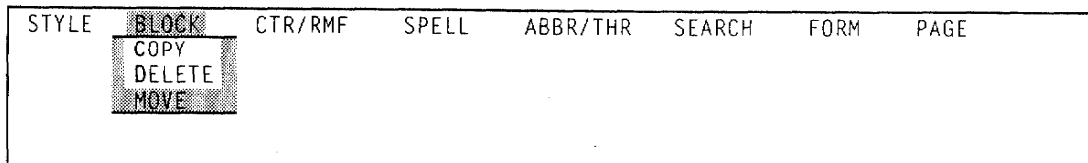
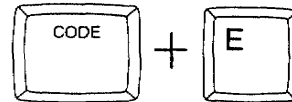
5. Move the cursor to the end of the block to be deleted. As you move the cursor, the block is marked (reverse image). You may move the cursor back toward the beginning of the block to unmark. All key combinations used to move the text cursor can be used when marking a block (See "Moving the Text Cursor" on page 141.)
6. When the block to be deleted is marked, press **RETURN**. The machine

asks for confirmation:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

7. If you press **RETURN**, the block (displayed in reverse image) is deleted, and any text following the block is reformatted to conform to commands in force for that section of the document. (See "Formatting Text -- Basic Functions" on page 144.)

## Moving a Block



1. Position the cursor on the first character of the block you want to move.
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select BLOCK, and press **RETURN** or **↓**.
  4. Use **↑** and **↓** to select MOVE and press **RETURN**.
- **Short cut:** Instead of (2), (3) and (4), you may press **CODE** + **E**.

Move cursor to end of block to move and press RETURN.

5. Move the cursor to the end of the block to be moved. As you move the cursor, the block is marked (reverse image). You may move the cursor back toward the beginning of the block to unmark. All key combinations used to move the text cursor can be used when marking a block (See "Moving the Text Cursor" on page 141.)
6. When the block to be moved is marked, press **RETURN**.

Move cursor to destination for blocked text and press RETURN.

7. Move the cursor to the location where you want to insert the marked block and press **RETURN**. The marked block is automatically transferred to that position and the document is reformatted to conform to the modified section of the document. (See "Formatting Text -- Basic Functions" on page 144.)
- *The block is inserted regardless of the current mode (insert or overwrite).*

*This means that the block will never overwrite text at the destination position.*

- *Press **CANCEL** at any step to cancel the function.*

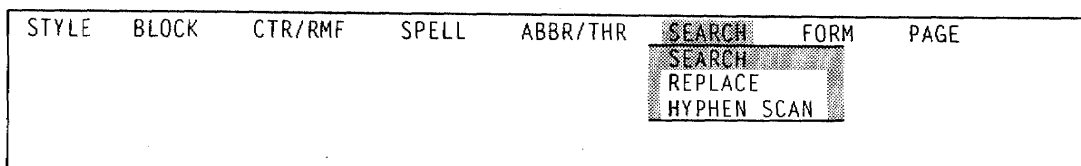
# Searching for Text (SEARCH)

In addition to using the cursor keys to move throughout your text, you may find any position in your file quickly by using the search function.

You may automatically scan the document for all occurrences of a specific piece of text (called a "string") and, at your option, replace all or some of those occurrences with another string. (See "Search and Replace" on page 165.)

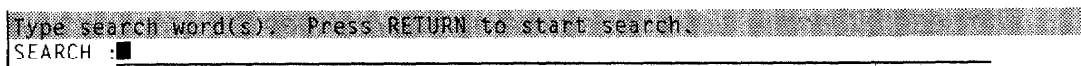
A string may be up to 63 characters long, and may include "dead" and superimposed characters. (See "Defining a String" on page 164.)

## Search

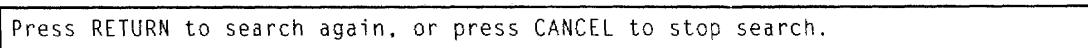


This function scans the text from the current text cursor position and pauses when the string is found, waiting for you to tell it whether to stop there or proceed to the next.

1. Position the cursor at the beginning of the section that you wish to scan. If you want to scan the entire document, for example, move the cursor to the beginning of the text.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select SEARCH, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select SEARCH and press **RETURN**.



5. Enter the text you are looking for and press **RETURN**.
6. When the first occurrence is found, the following prompt will appear:



7. If this is the place you are looking for, press **CANCEL** and do the necessary editing. If you wish to proceed to the next occurrence, press **RETURN** to continue the search.
- *When there are no more occurrences, the following message appears, and will automatically disappear when you press a key.*

Word(s) not found.

8. Resume normal operation or go back to step (1) to search for another string -- or for the same string again. Since the search string remains in memory until you define another or turn the power off, you will not have to re-enter it in step (5) when you search repeatedly for the same string, and exit to make changes.

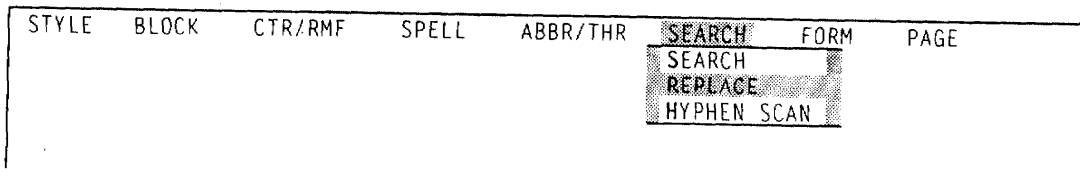
## Defining a String

- *The 63-character limit refers to the number of characters you see on the screen. An accented character (made with a dead key) or superimposed characters (made with a permanent backspace) count as a single character even if it takes two or more keystrokes to type.*
- *The search function distinguishes between upper and lower case letters. For example, if you specify "ALPHA", it will not stop at "alpha" or "Alpha".*
- *Each space that you type (with **SPACE BAR**) in the string counts as one character.*
- *The string input area initially appears as a continuous underline. Everything before the trailing underline is considered part of the string. The string shown below, for example, is five characters long because it ends with two spaces.*

Type search word(s). Press RETURN to start search.  
SEARCH :AAA

- *The search function stops at every string that matches the specified string -- even if the match is inside a word. If the specified string is "at", it stops at "at" of "hat", "attention", etc. If you wish to search only for the word "at", specify "\_at\_", leaving a space on each side of the word.*
- *The search function ignores "soft spaces" that are added by the justify function and hyphens other than permanent ones.*
- *The search string cannot contain attributes such as bold, underline, subscript, or superscripts because the search function ignores them. If you specify "A2", it stops at "A2", "A<sub>2</sub>", "A<sup>2</sup>" -- and all combinations with bold and underline as well.*
- *Pressing **CANCEL** during string input deactivates the search function, but the string remains in memory until you define another, or turn the power off.*

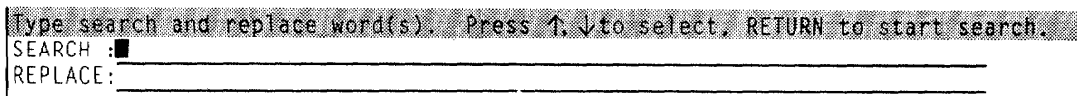
## Search and Replace



The search and replace function is just the search function with the option of replacing some or all occurrences with another text string.

The system automatically reformats your document if the replacement is not the same length as the original.

1. Position the cursor at the beginning of the section that you wish to scan. If you want to scan the entire document, for example, move the cursor to the beginning of the text.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select SEARCH, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select REPLACE and press **RETURN**.



5. Enter both the text that you wish to look for and the replacement. Use **↑** and **↓** to shift between the two input areas and press **RETURN** when input is completed.

Global? Press RETURN(yes) or TAB(no).

6. If you press **RETURN**, all occurrences from the cursor position to the end of the document will be automatically replaced. When the function has been completed, the cursor will move to the end of the file and return to the normal edit mode. To stop the function in progress, press **CANCEL**.

If you press **TAB**, it will stop at the first occurrence and this message will appear:

Press RETURN to replace word(s), TAB not to replace word(s), CANCEL to exit.

7. To replace this occurrence, press **RETURN**. The system carries out the change, then stops at the next occurrence and displays the above message again.

To search for the next occurrence without replacing, press **TAB**. The system stops at the next occurrence and displays the above message again.

To stop searching and return to the normal edit mode, press **CANCEL**. If you mistakenly press this key, you may re-start from step (1). Since the search and replace strings remain in memory until you define others, you will not have to re-enter them in step (5).

- *When there are no more occurrences, the following message appears, and will automatically disappear when you press a key.*

Word(s) not found.

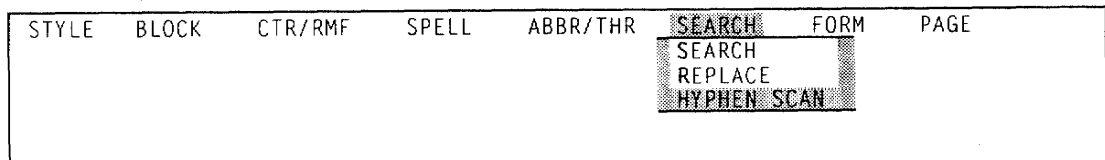
- *If you repeatedly replace strings with longer ones in a very long document, you may run out of memory. In such a case, the function is cancelled and the following message appears:*

Memory full.

- *The message will remain until you delete some portion of the document to free some memory space.*

---

## Hyphen Scan



A problem arises with the word wrap function when the distance between margins is small, or when typing a text in languages like German using very long words. Since the word wrap function automatically transfers a word that cannot fit in the current line to the next line, excessively long blank spaces may appear, resulting in a poor layout.

The hyphen scan function automatically detects such long blank spaces and gives you a chance to hyphenate the long words. It allows you to type your text without making any manual hyphenations (except, of course, a permanent hyphen).

1. After your text is typed, position the cursor at the beginning of the section that you wish to scan. If you want to scan the entire document, for example, move the cursor to the beginning of the text.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select **SEARCH**, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select **HYPHEN SCAN** and press **RETURN**.
5. The hyphen scan function will scan your text down from the cursor position and search for lines containing blank spaces longer than the six columns



of the hot zone. The position where a hyphen should be inserted appears in reverse color. The following message appears:

Move cursor, press RETURN to hyphenate, TAB to continue, CANCEL to exit.

6. If you want to hyphenate this word, position the cursor at the most suitable position and press **RETURN**. The word will be hyphenated and the portion of the word to the left of the hyphen will be transferred to the previous line. The hyphen scan function will search for the next occurrence of a long blank space.

If you want to skip this occurrence and keep the word without a hyphen, press **TAB**. The hyphen scan function will search for the next occurrence of a long blank space.

Press **CANCEL** if you want to terminate the hyphen scan function.

# Spell Check System (SPELL)

---

SPELL is used for automatic detection of errors (Spell Checker) and includes the tools you need to work with personal "User Dictionary". The Spell Checker can be used in the "ALL" mode to check the entire document, or in the "ONE WORD" mode to check the words while you are typing them.

---

## *Understanding the Spell Checker*

The Spell Checker is a powerful tool for increasing your proofreading efficiency. The Spell Checker comes with a built-in dictionary of about 87,000 English words. When checking your text, the Spell Checker automatically compares each word with the contents of the dictionary. If a word is not found in the dictionary, the machine assumes that the word in question is misspelled and warns you.

The built-in dictionary contains only standard English words and will consider words like brand names, people's names, or foreign language words as misspelled words, even if those words are perfectly correct. If you are frequently using such words in your document, you should create a "User Dictionary" and store those words in that dictionary. The user dictionary is kept in the memory and you may save it on disk. When a word cannot be found in the built-in dictionary, the Spell Checker will scan the user dictionary and warn you only if the word cannot be found there.

When a word cannot be found in either dictionary, the Spell Checker gives you a menu of options:

- You may IGNORE the warning and keep the suspect word unchanged.
- You may ask for SUGGESTIONS. In this case, the Spell Checker will supply possible replacement word(s) for the suspect word.
- You may also directly RETYPE the word correctly. This option is used when the error is evident and easy to correct, or when the system cannot provide the correct suggestion.
- You may ADD the suspect word to the user dictionary. This is useful when the suspect word, although correct, is not a standard English word. Once the word is stored in the user dictionary, the Spell Checker will not warn you the next time the same word is found.

The Spell Checker also detects redundant words (you typed the same word twice). When this happens, a menu of options appears:

- You may IGNORE the warning and keep the repeated word in the text.
- You may automatically ERASE the SECOND WORD.

---

## Important Notice

This system is not a replacement for careful proofreading of your documents. It has no way of knowing, for example, whether words are missing or whether a given word is appropriate for the current syntactic or semantic context. If you type "teh" instead of "the", the spell checker alerts you because "teh" is not a valid English word, but if you type "one" instead of "on", it does not consider it a mistake.

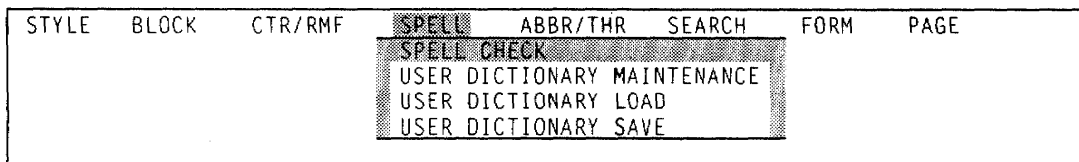
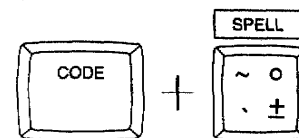
---

## Checking Existing Text -- ALL

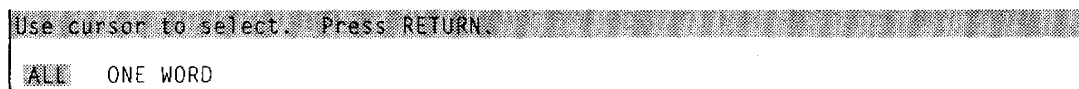
You may automatically scan the entire document for problems. The scan is uni-directional -- that is, it starts at the word where the cursor is currently located and works toward the end of the document.

---

## Activating the System



1. Position the cursor at the location of the document where you want to start checking. For example, if you want to check the entire document, position the cursor over the first word of the document.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select SPELL, then press **↓** or **RETURN** to display the sub-menu.
4. Use **↑** and **↓** to select SPELL CHECK and press **RETURN**. The following menu appears:



- **Short cut:** Instead of (2), (3), and (4), you may simply press **CODE** + **SPELL**.
5. Use **←** and **→** to select ALL and press **RETURN**. The Spell Checker starts scanning your text for misspelled word and displays the message:

Checking....

## While Checking (Suspect & Redundant Words)

When a suspect or redundant word is found, the above message disappears and is replaced with a menu of options. The suspect word or redundant word appears in reverse color in the text.

**Example 1:** Let's suppose that you have typed "The quick broen fox..." ("broen" is suspect)

```
The quick broen fox...
Use cursor to select. Press RETURN.
SUSPECT WORD: broen
▶MENU◀  IGNORE  SUGGESTION  RETYPE  ADD
```

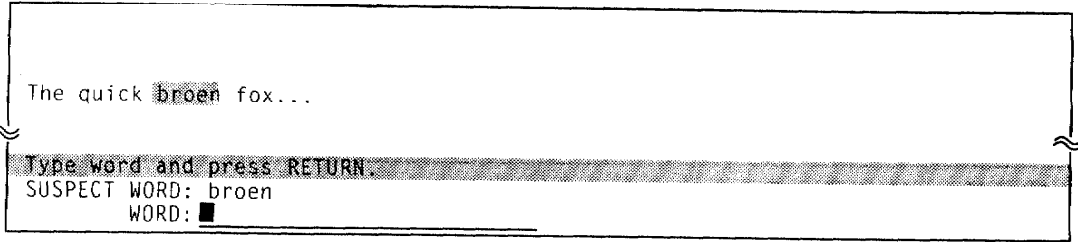
Use **←** and **→** to select an option and press **RETURN**.

1. If you select **IGNORE**, the system start searching for the next suspect word. The word "broen" will not be corrected.
2. If you selected **SUGGESTION**, a menu of possible replacement words appears.

```
The quick broen fox...
Use cursor to select. Press RETURN.
SUSPECT WORD: broen
SUGGESTIONS : brown broken brawn bruin brain brine borne boron
```

Use **←** and **→** to select the correct word and press **RETURN**. The correct word will automatically replace the wrong one in the text and the system starts searching for the next suspect word. If the correct word does not appear in the suggestion menu, simply press **CANCEL** to return to the first menu and select **RETYPE** as explained below.

3. If you select **RETYPE**, an input area appears so that you can type the correct word:



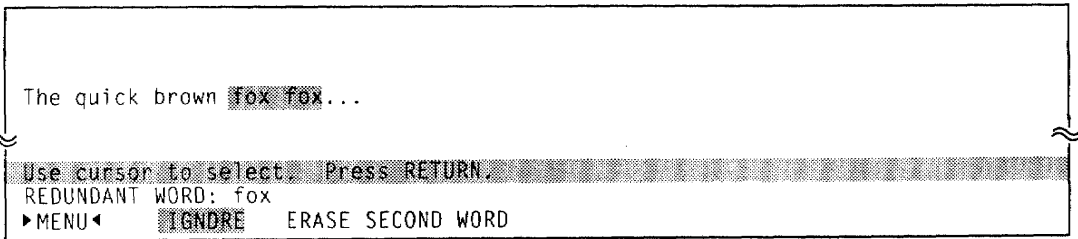
You may immediately type the correct word and press **RETURN**. The retyped word replaces the wrong one in the text and the system starts searching for the next suspect word.

You may also press **↵** first. This will display the suspect word in the input area so that you can correct it in a few keystrokes. Press **RETURN** when the word is corrected.

4. If you select ADD, the suspect word is added to the user dictionary. From now on, it will not be considered suspect any more. The following message appears:

Word added to user dictionary.

**Example 2:** Let's now suppose that you have typed "The quick brown fox fox..." (the second "fox" is redundant)



Use **←** and **→** to select an option and press **RETURN**.

1. If you select IGNORE, the word is kept in the text and the system starts searching for the next suspect or redundant word.
2. If you select ERASE SECOND WORD, the second word is deleted and the system starts searching for the next suspect or redundant word.

The process repeats until the end of the document (a message will tell you that you reached the end of the document) or until you press **CODE** + **SPELL** or **CANCEL** to turn the Spell Check off.

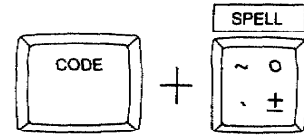
---

## Checking While Typing -- ONE WORD

The Spell Checker can be used to check each word as you type.

---

### Activating the System



Refer to "Activating the System" on page 169. The only differences between the "One Word" procedure and the "All" procedure are: 1) you must first position the cursor at the location where you are going to type, and 2) when the option menu "ALL ONE WORD" appears, you must select ONE WORD. The Spell Checker will be automatically activated.

Once the Spell Checker is activated, the SPELL indicator appears on the screen. The words you type are checked for spelling error or redundancy. If an error is found, the system interrupts your typing and displays a menu of options. See "While Checking (Suspect & Redundant Words)" on page 170 for details.

- To disable the Spell Checker, press **CODE** + **SPELL**.

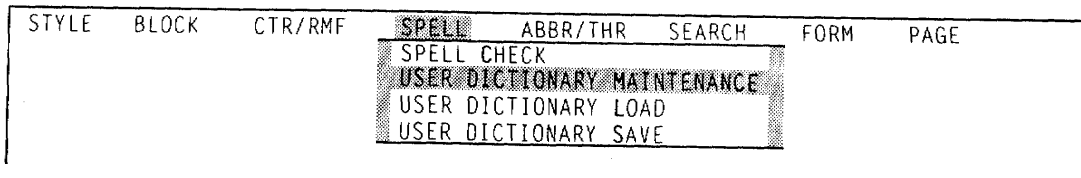
---

### Understanding the User Dictionary

A user dictionary is created automatically when you select the ADD function to add a word to the dictionary and will be kept in the memory as a separate file. The memory can hold only one user dictionary file, but this file can be saved on a disk. You can then delete the current user dictionary and start creating a new one. A user dictionary file that is saved on a disk can be loaded back into the memory.

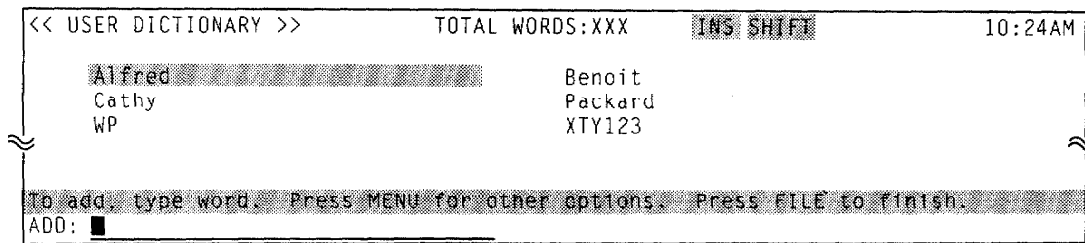
- Remember that the user dictionary will be deleted from the memory if you remove the lithium battery while the power is off, or if the lithium battery becomes flat.
- The memory of the machine can hold only one dictionary. If you create a dictionary in the memory, and then load a dictionary from a disk, the dictionary currently in the memory will be overwritten by the loaded dictionary.
- A disk can hold only one dictionary. If you save a dictionary on a disk that already contains one, the new dictionary will automatically overwrite the old one. Use different disks to save different dictionaries.
- The capacity of the user dictionary is limited to about 204 words of seven characters.

# User Dictionary Maintenance



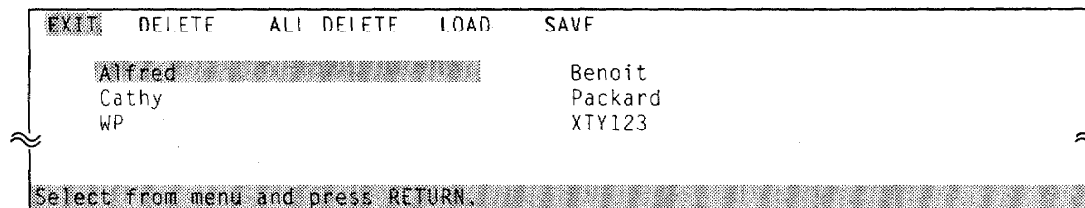
Beside the ADD option that allows you to add a suspect word to the user dictionary, the Spell Check system provides you with special tools for direct editing of the user dictionary.

1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select SPELL, then press **↓** or **RETURN** to display the sub-menu.
3. Use **↑** and **↓** to select USER DICTIONARY MAINTENANCE and press **RETURN**. The following display appears.



4. To add a new word, type it and press **RETURN**. The new word will be inserted in the list in alphabetical order. The system will tell you if you try to input a word that already exists in the user dictionary.
  - *On the User Dictionary screen, the keyboard is automatically set to KB:I.*
5. To return to normal typing, press **CODE** + **FILE** ( **MENU** ).

## Using the Function Menu for other Options



CREATE DOCUMENT

- To select a word, use **↑**, **↓**, **CODE** + **PRES** (**↑**), or **CODE** + **NEXT S** (**↓**).
- You may also press **CODE** + **GO TO** (**G**) to go closer to the word that you want to select. A message will ask you to enter the first letter of the word:

Type letter to move cursor.

Type the letter.

1. From the USER DICTIONARY screen, press **MENU** to display a menu of functions:
  - To select a function from the menu, use **←** and **→** and press **RETURN** or type the letter displayed in bold.
2. To exit the user dictionary maintenance screen, select EXIT and press **RETURN**.
  - **Short cut:** To exit without displaying the menu, you may press **CODE** + **FILE** (**MENU**).
3. To delete a word, first select the word from the user dictionary screen. Press **MENU**, select DELETE and press **RETURN**. The following message appears:

Delete the word from user dictionary? Press RETURN(yes) or CANCEL(no).

- **Short cut:** To enable the delete function without displaying the menu, you may press **CODE** + **D**. Press **RETURN** to delete, or **CANCEL** to keep the word in the user dictionary.
4. To delete all words, select ALL DELETE and press **RETURN**. The following message appears:

Delete all words in user dictionary? Press RETURN(yes) or CANCEL(no).

Press **RETURN** to delete, or **CANCEL** to keep the user dictionary unchanged.

5. To load a different user dictionary file from a different disk, insert the disk in the drive, select LOAD and press **RETURN** to load the user dictionary.
  - **Short cut:** To enable the LOAD function without displaying the menu, you may press **CODE** + **L**.
  - If there is a user dictionary in the memory, this message appears:

User dictionary already exists. Press RETURN to overwrite.



- Press **RETURN** to overwrite or **CANCEL** to quit. Remember that loading a user dictionary file will overwrite the user dictionary currently in memory.
- To save the user dictionary, insert a disk in the drive, select SAVE and press **RETURN**. This message will appear:

Press RETURN to save.

Press **RETURN**. Remember that saving the user dictionary onto a disk which already contains a user dictionary file will overwrite that file on the disk.

The file will be saved under the file name SPELLUSR.DCT.

- Short cut:** To enable the SAVE function without displaying the menu, you may press **CODE** + **S**.

## Loading a User Dictionary

The Spell Check system allows you to have several user dictionaries, but you cannot store more than one on the same disk. This feature is very useful when you are dealing with different kinds of documents. For example, if the documents you have to create most frequently are letters (containing people's names) and sales reports (containing company names) you may store these two kinds of documents on different disks, and create the corresponding user dictionary on each disk.

- If you are using the Spell Checker for the first time, your disk does not contain any user dictionary file and you will not be able to load anything.

If you want to reuse an existing user dictionary, first insert the corresponding disk in the disk drive.

STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
			SPELL CHECK				
			USER DICTIONARY MAINTENANCE				
			USER DICTIONARY LOAD				
			USER DICTIONARY SAVE				

- Press **MENU** to display the function menu.
  - Use **←** and **→** to select SPELL, then press **↓** or **RETURN** to display the sub-menu.
  - Use **↑** and **↓** to select USER DICTIONARY LOAD and press **RETURN**. The loaded file replace the User Dictionary in the memory.
- If there is a user dictionary in the memory, this message appears:

User dictionary already exists. Press RETURN to overwrite.

Press **RETURN** to overwrite or **CANCEL** to quit. Remember that loading a user dictionary file will overwrite the user dictionary currently in memory.

## Saving the User Dictionary

STYLE	BLOCK	CTR/RMF	<b>SPELL</b>	ABBR/THR	SEARCH	FORM	PAGE
SPELL CHECK							
USER DICTIONARY MAINTENANCE							
USER DICTIONARY LOAD							
<b>USER DICTIONARY SAVE</b>							

1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select **SPELL**, then press **↓** or **RETURN** to display the sub-menu.
3. Use **↑** and **↓** to select **USER DICTIONARY SAVE** and press **RETURN**. This message will appear:

Press RETURN to save.

4. Press **RETURN** to save the user dictionary on the disk.  
The file will be automatically saved under the file name **SPELLUSR.DCT**. Remember that saving the user dictionary onto a disk which already contains a user dictionary file will overwrite the user dictionary on the disk.

# Abbreviated Phrases and Thesaurus (ABBR/THR)

ABBR/THR is used to improve the style of your documents and your typing speed. It includes two thesaurus functions, the EDIT THESAURUS which provides synonyms for a word already typed, and the TYPE THESAURUS which will provide synonyms for a word that you specify. ABBR/THR also includes functions that allow you to create and retrieve "phrases" -- that is, combinations of words often used in your documents. Once created, these phrases can be quickly inserted in your documents by simply typing a short abbreviation.

## *Thesaurus*

The Thesaurus is a useful feature that allows you to search for synonyms for the word you specify, and replace the selected word with a synonym if you desire. The Thesaurus contains 45,000 words.

There are two ways to enter the Thesaurus mode: EDIT THESAURUS gives synonyms for the word the cursor is on, while TYPE THESAURUS waits until you type a word and then gives a list of synonyms for that word.

## Edit Thesaurus

STYLE	BLOCK	CTR/RMF	SPELL	<b>ABBR/THR</b>	SEARCH	FORM	PAGE
				ABBREVIATED PHRASE MAINTENANCE			
				ABBREVIATED PHRASE LOAD			
				ABBREVIATED PHRASE SAVE			
				<b>EDIT THESAURUS</b>			
				TYPE THESAURUS			

1. Position the cursor on the word that you want to replace with a synonym. (Let's assume that the word the cursor is on is "still".)
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select ABBR/THR and press **↓** or **RETURN** to display the sub-menu.
4. Use **↑** and **↓** to select EDIT THESAURUS and press **RETURN**.
5. After a while, the following menu appears:

<b>still</b>
Use cursor to select. Press RETURN.
SPECIFIED WORD: still
▶ THESAURUS ◀ <b>NOUN (1)</b> VERB (2) ADJ. (3) ADV. (4)

- *This menu means that the system found synonyms for the word "still" in four syntactic categories (nouns, verbs, adjectives, and adverbs). The same categories will, of course, not necessarily be displayed with any*

specified word. The number at the right of each category indicates the number of semantic classes into which that category is subdivided. For instance, VERB(2) means that you will find two lists of verbs that are synonyms of the word "still". By definition, synonyms are words with (almost) the same meaning. You will find, however, that words belonging to the same semantic class are closer to each other than words from different semantic classes in the same syntactic category.

- If there is no synonym for the specified word, the following message appears:

```
Synonym not found.
```

6. Use **←** and **→** to select the category and press **RETURN**. You may also press **CANCEL** to exit the function. Let's assume that you selected VERB(2). The following menu appears:

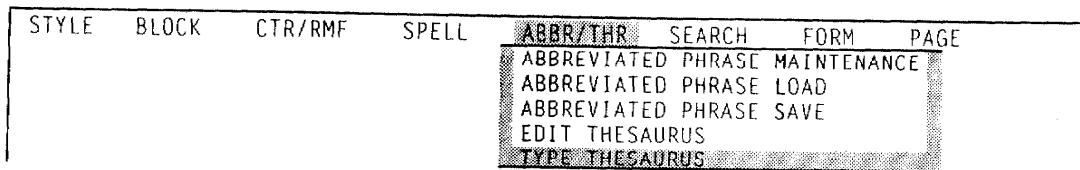
```
still
Use cursor to select. Press RETURN.
SPECIFIED WORD: still
VERB1           : silence quiet shut up hush shush
```

7. Use **←** and **→** to select a word. If the complete list cannot fit in the display, the same keys will scroll the list. If there are more than one semantic class, use **↑** and **↓** to display the other classes.

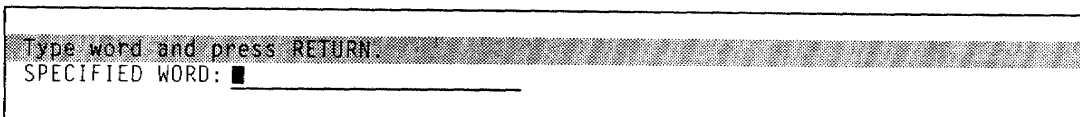
```
still
Use cursor to select. Press RETURN.
SPECIFIED WORD: still
VERB2           : settle compose calm soothe quiet lull allay
```

8. Press **RETURN** to replace the specified word with the selected synonym, or press **CANCEL** to return to the first menu and select another syntactic category -- or exit the function without replacing the specified word by pressing **CANCEL** again. If you select a synonym and press **RETURN**, the synonym replaces the current word.

## Type Thesaurus

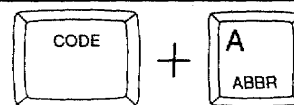


1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select ABBR/THR and press **↓** or **RETURN** to display the sub-menu.
3. Use **↑** and **↓** to select TYPE THESAURUS and press **RETURN**. The system asks you to type the word for which a synonym is needed:



4. Type the word and press **RETURN**.
5. From this point, proceed as you would do with the EDIT THESAURUS option (See "Edit Thesaurus" on page 177, steps 5 to 8)

## Increasing Your Typing Speed with Abbreviated Phrases



The abbreviated phrase function is provided to help you increase your typing speed when you have to frequently type long strings of words ("phrases"). You may store the phrases in the abbreviated phrase memory, along with a short abbreviation (the "name" of the phrase). For instance, you may store the phrase "United States of America" together with the name "USA". Once this has been done, all you have to do to enter "United States of America" in your document is to type "USA" and press **CODE** + **ABBR** ( **A** ). "USA" will automatically be replaced with "United States of America". If you type a name that does not exist in the abbreviated phrase memory, and press **CODE** + **ABBR** ( **A** ), you will hear a beep.

The abbreviated phrase memory can store a maximum of 30 phrases and names. Each phrase can consist of up to 67 characters, while a name is limited to 8 characters. The total amount of data in the abbreviated phrase memory may not exceed 1,000 characters.

The abbreviated phrase memory can be saved on disk and, of course, retrieved from the disk. You may create as many abbreviated phrase files as you want, but, as was the case for user dictionary files, you may have only one abbreviated phrase file on a disk.

---

## Abbreviated Phrase Maintenance

STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	'PAGE
				ABBREVIATED PHRASE MAINTENANCE			
				ABBREVIATED PHRASE LOAD			
				ABBREVIATED PHRASE SAVE			
				EDIT THESAURUS			
				TYPE THESAURUS			

This section explains how to input and edit data in the abbreviated phrase memory.

1. Press **MENU** to display the function menu.
2. Use **←** and **→** to select ABBR/THR, then press **↓** or **RETURN** to display the sub-menu.
3. Use **↑** and **↓** to select ABBREVIATED PHRASE MAINTENANCE and press **RETURN**. The following display appears:

<< ABBREVIATED PHRASE >>	KB:X	INS	SHIFT	10:22AM
To add, type phrase. To edit, press RETURN. For other options, press MENU.				

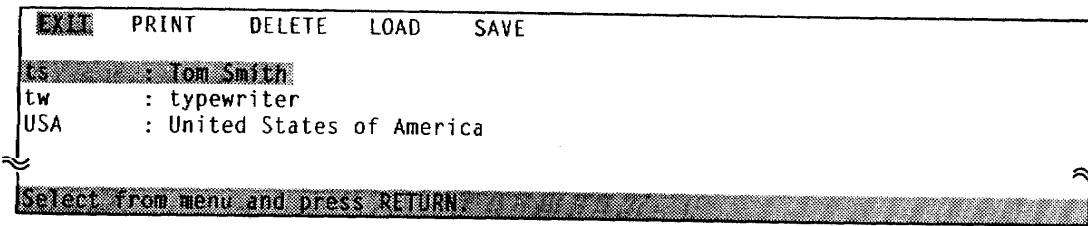
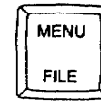
4. To enter new data, type the name, press **TAB** or **→** to switch to the phrase area, then type the phrase and press **RETURN**.
- *Use only letters, numbers and periods for the name.*
5. To edit an existing line of data, select the line with **↑** and **↓**, then press **RETURN**. The data will appear in the input area. Edit the data, then press **RETURN** again.
6. To return to the INPUT/EDIT screen and resume typing, press **CODE** + **FILE** ( **MENU** ) or select EXIT from the menu.

---

### Using a Phrase

1. On the Input/Edit screen, type the phrase name.
2. Press **CODE** + **ABBR** ( **A** ) to recall the phrase text.

## Using the Function Menu for other Options



1. From the ABBREVIATED PHRASE screen, press **MENU** to display a menu of functions:
  - To select a function from the menu, use **←** and **→** or type the letter displayed in bold.
  - When the menu is displayed, it is not possible to select a line of data.
2. To exit the abbreviated phrase maintenance screen and return to the INPUT/EDIT screen, select EXIT and press **RETURN**.
  - **Short cut:** To exit without displaying the menu, you may press **CODE** + **FILE** ( **MENU** ) or **CANCEL**.
3. To print the list of phrases and names, select PRINT and press **RETURN**.
  - **Short cut:** To print without displaying the menu, you may press **CODE** + **PRINT** ( **P** ).
4. To delete a line of data, you must select the data before you display the function menu. When the data to be deleted is selected, press **MENU**, then select DELETE and press **RETURN**. A message will ask for confirmation:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

- **Short cut:** To delete without displaying the menu, you may press **CODE** + **D**.  
Press **RETURN** to delete the line or **CANCEL** to keep it in memory.
5. To load an abbreviated phrase file, insert the disk, select LOAD and press **RETURN** to load the abbreviated phrase file.
    - **Short cut:** To load without displaying the menu, you may press **CODE** + **L**.
    - If there is an abbreviated phrase file in the memory, this message appears:

Abbreviated phrase memory already exists. Press RETURN to overwrite.

Press **RETURN** to overwrite or **CANCEL** to quit.

Remember that loading an abbreviated phrase file will overwrite the abbrev-

- viated phrase file currently in memory.
- To save the abbreviated phrase memory, insert a disk, select SAVE and press **RETURN**. This message will appear:

Press RETURN to save.

Press **RETURN** to save the file under the file name ABBR.PHR. Remember that saving the abbreviated phrase memory onto a disk that already contains an abbreviated phrase file will overwrite the file on that disk.

- Short cut:** To save without displaying the menu, you may press **CODE** + **S**.

## Loading an Abbreviated Phrase File

STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
				ABBREVIATED PHRASE MAINTENANCE			
				ABBREVIATED PHRASE LOAD			
				ABBREVIATED PHRASE SAVE			
				EDIT THESAURUS			
				TYPE THESAURUS			

- Insert the disk which contains the abbreviated phrase file that you want to use.
  - Press **MENU** to display the function menu.
  - Use **←** and **→** to select ABBR/THR, then press **↓** or **RETURN** to display the sub-menu.
  - Use **↑** and **↓** to select ABBREVIATED PHRASE LOAD and press **RETURN**. The abbreviated phrase file is loaded into the abbreviated phrase memory and you can now use the abbreviated phrases as explained above.
- If there is an abbreviated phrase file in the memory, this message appears:

Abbreviated phrase memory already exists. Press RETURN to overwrite.

Press **RETURN** to overwrite or **CANCEL** to quit. Remember that loading an abbreviated phrase file will overwrite the abbreviated phrase file currently in memory.



## *Saving the Abbreviated Phrase Memory*

STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	FORM	PAGE
				ABBREVIATED PHRASE MAINTENANCE			
				ABBREVIATED PHRASE LOAD			
				ABBREVIATED PHRASE SAVE			
				EDIT THESAURUS			
				TYPE THESAURUS			

1. Insert the disk on which you want to save the abbreviated phrase memory.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select ABBR/THR, then press **↓** or **RETURN** to display the sub-menu.
4. Use **↑** and **↓** to select ABBREVIATED PHRASE SAVE and press **RETURN**. This message will appear.

Press RETURN to save.

5. Press **RETURN** to save the abbreviated phrase memory on the disk under the filename ABBR.PHR and overwrite the abbreviated phrase on disk if such a file was already stored on the disk.



- *The text cursor cycles through only five of the eight fields on the screen. HEADER, FOOTER and TEXT AREA are automatically updated by the machine. The numbers for HEADER and FOOTER are automatically set to 1 line if you store a header or footer, or 0 lines if there is no header or footer. The length of the TEXT AREA is defined as the PAPER SIZE less the lines reserved for TOP MARGIN, HEADER, TOP SPACE, BOTTOM SPACE, FOOTER, and BOTTOM MARGIN.*

Paper size settings

Indication	Meaning
PAPER SIZE	The total length of the paper. The default, 66 lines, is suitable for letter-size paper.
TOP MARGIN	The distance between the top edge of the paper and the header (if present) or the top of the text (when there is no header). The default is 6 lines.
HEADER	An optional running header. (See "Header and Footer" on page 186.)
TOP SPACE	The distance between the header (if present) and the first line of the text. If you stored a header, you will want to enter a number for this selection.
TEXT AREA	The number of lines reserved for the body of the text.
BOTTOM SPACE	The distance between the last line of the text and the footer (if present). If you stored a footer, you will want to enter a number for this selection.
FOOTER	An optional running footer. (See "Header and Footer" on page 186.)
BOTTOM MARGIN	The distance between the footer (if present) or the last line of the text and the bottom edge of the paper. The default is 6 lines.

5. Press **↑** or **↓** until you reach the parameter that you wish to change.
  6. Type the new value and press **→** or **←** to move to the next parameter that you want to change. Notice how the text area value will change to accommodate your selections.
  7. When all the desired changes have been entered, press **RETURN**. Alternatively, press **CANCEL** to return without storing the new settings.
- *Your text will be divided into pages automatically according to the settings for the paper size. If you wish to begin a new page prior to reaching the line set by the paper size setting, simply insert a page break. (See "Page Breaks" on page 190.)*

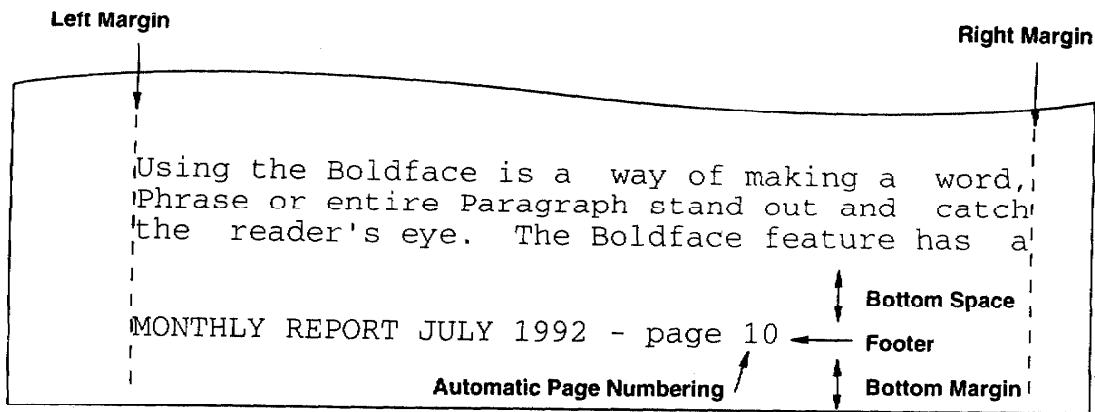
## Header and Footer

STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	<b>FORM</b>	PAGE
						PAPER SIZE	
						<b>HEADER</b>	
						FOOTER	
						SCALE LINE ON/OFF	
						DUAL SCREEN	
						CHANGE SCREEN	

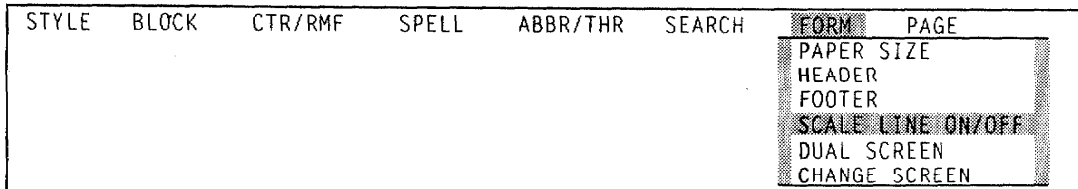
STYLE	BLOCK	CTR/RMF	SPELL	ABBR/THR	SEARCH	<b>FORM</b>	PAGE
						PAPER SIZE	
						<b>HEADER</b>	
						<b>FOOTER</b>	
						SCALE LINE ON/OFF	
						DUAL SCREEN	
						CHANGE SCREEN	

A header is a title line and/or page number that will be automatically printed at the top of every page. A footer is a similar line at the bottom of the page.

1. Press **MENU** to display the menu.
  2. Use **←** and **→** to select **FORM**, and press **RETURN** or **↓**.
  3. Use **↑** and **↓** to select **HEADER** or **FOOTER**, and press **RETURN**.
  4. Type the header or footer and press **RETURN**. The text of the header or footer cannot exceed one line. It will disappear from the screen when **RETURN** is pressed, but will print on the line determined by the paper size setting when the text is printed.
- *As mentioned before, entering a header or footer automatically updates the setting of the PAPER SIZE screen. You may wish to insert a few lines for a top space or bottom space on the PAPER SIZE screen in order to separate the body of the text from the header or footer.*
  - *You may have page numbering automatically included in the header or footer. If you type a number enclosed in double quotes, this number will be incremented for each page when printed. (The double quotes are not printed.) You may begin with number 1 or with a different number if needed. Any number up to four digits in length (9999) is accepted.*
  - *Example of footer with page numbering:*  
MONTHLY REPORT JULY 1992 - page "10"
  - *Printing effects (BOLD and UNDERLINE) can also be used with a header and footer. You may also center the header or footer or make it flush to the right margin.*



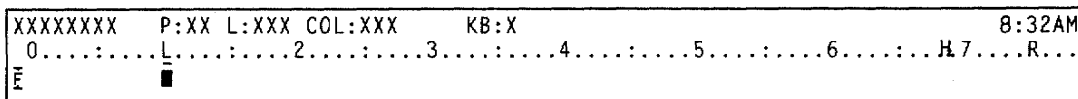
## Disabling the scale



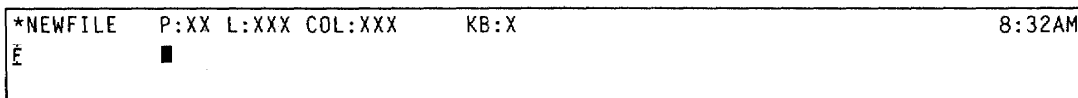
Disabling the scale makes an additional line of the screen available for your text.

1. Press **MENU** to display the menu.
2. Use **←** and **→** to select FORM and press **RETURN** or **↓**.
3. Use **↑** and **↓** to select SCALE LINE ON/OFF and press **RETURN**. You are back to the INPUT/EDIT screen. If the scale was displayed, it is now disabled, and vice-versa.

THE INPUT/EDIT Screen with the Scale ON



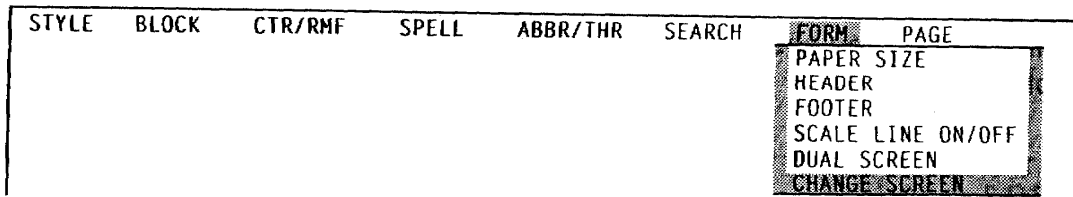
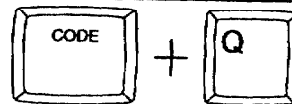
The INPUT/EDIT Screen with the Scale OFF



CREATE DOCUMENT



## Switching to the Other Document (When displaying two documents)



1. Press **MENU** to display the menu.
  2. Use **←** and **→** to select FORM, and press **RETURN** or **↓**.
  3. Use **↑** and **↓** to select CHANGE SCREEN, and press **RETURN**. The cursor immediately moves to the text displayed on the upper half if it was in the lower half, and vice-versa.
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **Q**.

## Returning to Normal INPUT/EDIT Screen (When displaying two documents)

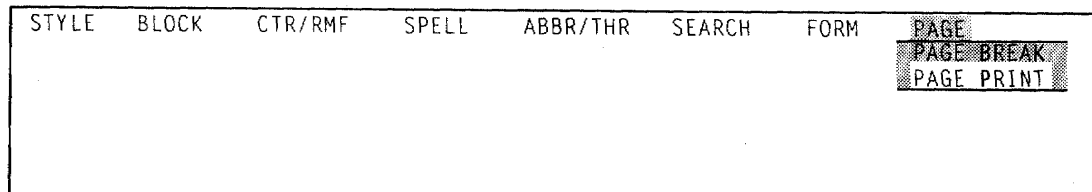
To return to the normal INPUT/EDIT screen, you must store one of the two files that are displayed on the dual screen.

1. Use the CHANGE SCREEN function described above to position the cursor on the document that you want to store in memory.
2. Press **CODE** + **FILE** and proceed to store or abandon the document (see "Saving Your Work" on page 194). The document that was not selected for storing is now displayed on a full-size INPUT/EDIT screen.

# Printing a Page (PAGE)

The last option of the function menu (PAGE) allows you to print a single page of your document. It also allows you to insert page breaks that will inform the printer to eject the sheet of paper and print the next part of the document on another sheet.

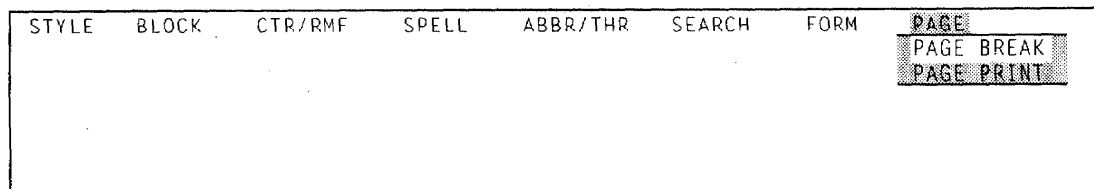
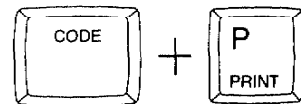
## Page Breaks



The text is always automatically formatted so that a maximum number of lines can fit on one page. If you do not insert a page break by following the steps below, an automatic page break will be inserted once the maximum number of lines per page is reached. This is determined by the setting on the PAPER SIZE screen (see "Paper Size" on page 184). Each time you want to start a new page prior to the automatic page ending, proceed as follows to insert a page break symbol "↓" in your text:

1. Position the cursor where the page break symbol has to be inserted.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select PAGE, and press **RETURN** or **↓** to display the submenu.
4. Use **↓** and **↑** to select PAGE BREAK and press **RETURN**. A page break symbol "↓" will indicate that point, and the cursor will move to the next line. The page count (P indicator) is incremented and the line count (L indicator) restarts from 1. If you change your mind, you can always erase this symbol (and eliminate the page break) with **BS**.

## Page Printing



When you print a single page from the INPUT/EDIT screen, all settings like header, footer, and keyboard changes are effective. The merge symbols (see



"Creating the Master Document" on page 192), however, do not cause data to be inserted, but instead are printed as blank spaces.

1. Make sure that your printer is ready.
  2. Position the cursor on the page that you want to print.
  3. Press **MENU** to display the menu.
  4. Use **←** and **→** to select PAGE, and press **RETURN** or **↓** to display the submenu.
  5. Use **↓** and **↑** to select PAGE PRINT and press **RETURN**. Printing starts.
- **Short cut:** Instead of (3), (4), and (5), you may press **CODE** + **PRINT** (**P**).

# Data Merge

---

The data merge function is extremely useful when a similar letter is to be sent to numerous addresses, and each letter is to be typed with a different name and address and slightly different contents. To save you from having to recall, edit and print the same letter over and over, the merge file function was created to do the job automatically. The following steps summarize the use of this powerful function:

---

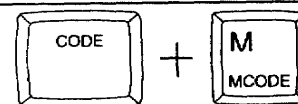
## *Creating the Merge File*

To use the data merge function, you must first create a file containing the data to be inserted in the letters (the merge file). This is done using the ADDRESS BOOK mode of the MAIN MENU (see "Address Book" on page 55). The data to be inserted into a single letter is called a record. A record is made of different labels (label 1, label 2, label 3, etc.) that correspond to the different pieces of information you need to insert in a single letter (name, address, etc.).

1. If the ADDRESS BOOK file that you want to use has been saved on disk, load it into the memory (see "Transferring Files from Disk to Memory" on page 286).
2. Mark (enable) the records that you want to be merged with your master document (see "Preparing the Records for Merge Printing" on page 63).
3. Exit the ADDRESS BOOK mode.

---

## *Creating the Master Document*



1. Use the Create Document mode to create a file containing the text that will be common to all letters (the master document). Wherever a piece of variable information has to be inserted in that text, press **CODE** + **MCODE** ( **M** ). The MRG: indicator appears on the status line. Type the label number that corresponds to the appropriate column in the ADDRESS BOOK that should be inserted. Press **RETURN**. A merge symbol "☐" appears in the text.
2. When the master document is complete, save it into the memory (see "Saving Your Work" on page 194).

---

## *Merge Printing*

1. Print the master document from the MEMORY INDEX screen (see "Printing a File in Memory" on page 196). When the print menu screen appears, set the MERGE PRINT option to YES. At this point, you may also change

other settings on the menu as well.

- *If you try to print the master document from the INPUT/EDIT screen, the merge symbols will be printed as blank spaces.*
- 2. Press **RETURN** to exit the PRINT MENU and start printing.
- *If there is no data in the Address Book file corresponding to a merge symbol in the text file, a single space will be printed.*
- *Printing of merge data is done according to the mode (NORMAL, BOLD, UNDERLINE, etc.) in effect when the merge symbol was entered.*

# File Operation

---

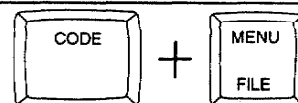
## *Saving Your Work*

The current file is kept in the memory even if the power is turned off accidentally during editing. If you were working on a retrieved file, the file will be automatically saved under the same file name. If you were working on a \*NEWFILE, the next time you switch the machine on (and enter your password if you have set the password,) your document will automatically re-appear on the screen as you left it at the end of the previous session.

However, if the power is turned off during an operation like Search and Replace, data error may occur and you may not be able to retrieve the file. For that reason, it is not a good idea to switch the power off while editing. When your document is completed, or when you need a break, proceed as explained below.

---

### Saving a New File



After creating a new file (the file name that appears on the upper-left corner of the screen is \*NEWFILE), you have the options of saving or abandoning the file.

1. Press **CODE** + **FILE** ( **MENU** ) to display the following prompt on the message line:

Save file to internal memory? Press RETURN to save, CODE + D to abandon.

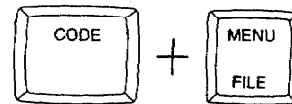
- *The above message does not appear if there is nothing to save. In that case, the MEMORY INDEX appears immediately.*
2. Press **RETURN** if you want to save the file, or **CODE** + **D** if the file is not worth saving.
  - **WARNING: If you press **CODE** + **D**, the MEMORY INDEX screen appears without saving, and your work is lost.**
  - *Press **CANCEL** instead of **RETURN** or **CODE** + **D** to return to the INPUT/EDIT screen without doing anything.*
3. If you have pressed **RETURN**, the MEMORY INDEX screen appears, and the machine asks you to input a file name:

Type filename and press RETURN.  
FILENAME: █ .WPT

4. Type the file name (See "Entering a File Name" on page 52) and press **RETURN**. The MEMORY INDEX screen is updated and you can confirm that the new file appears in the list. The extension .WPT is automatically added to the file name.

---

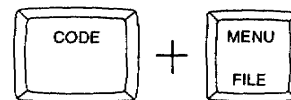
### Saving an Edited file



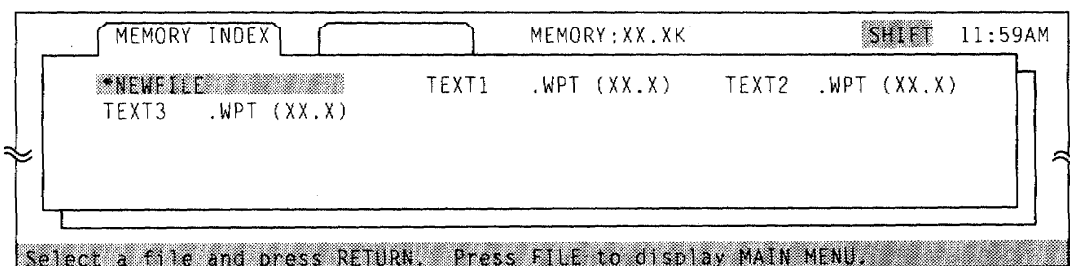
After editing an old file (the file name that appears on the upper-left corner of the screen is **not** \*NEWFILE), press **CODE** + **FILE** ( **MENU** ). The new version immediately replaces the old one in the memory and the MEMORY INDEX screen appears.

---

### MEMORY INDEX Screen



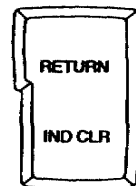
From the INPUT/EDIT screen, you must first press **CODE** + **FILE** ( **MENU** ) to switch to the MEMORY INDEX screen shown below and save the current file if necessary.



- This screen displays only Create Documents files (extension .WPT).
- The number displayed in parentheses at the right of the file names indicate the size of the files in kilobytes.
- The number following the indicator MEMORY indicates the memory free space in kilobytes.

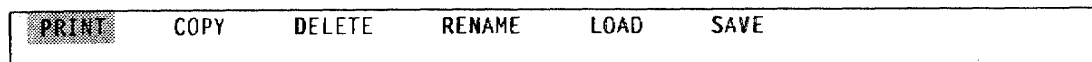
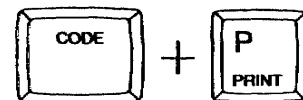
When the MEMORY INDEX screen is displayed, you can select a file to retrieve and return to the INPUT/EDIT screen for further editing. You can also use the function menu to print, copy, rename, or delete a selected file.

## Retrieving Previous Work

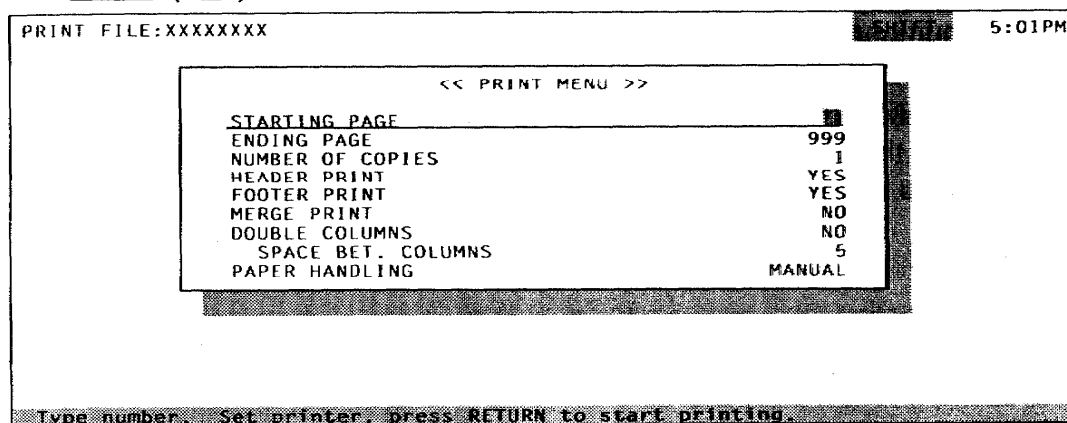


1. While in Create Document mode, press **CODE** + **FILE** ( **MENU** ). Save or abandon the current file as explained in the previous section. The MEMORY INDEX now displays the list of all the CREATE DOCUMENT files in memory.
  2. Use the cursor keys to select the name of the file that you want to retrieve and press **RETURN**. The beginning of the document will be displayed on the INPUT/EDIT screen.
- If you select \*NEWFILE, the INPUT/EDIT screen is empty, and you may start working on a new document.
  - If the file that you want to retrieve is stored on a disk, you must first transfer that file to the internal memory. For details, see "Loading a Create Document File from the Disk" on page 202.

## Printing a File in Memory



1. Move the cursor to the file on the MEMORY INDEX screen that you want to print.
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select PRINT, and press **RETURN**. The PRINT MENU screen shown below appears.
- **Short cut:** Instead of steps (2) and (3), you may simply press **CODE** + **PRINT** ( **P** ).



PRINT MENU screen

Option	Meaning
STARTING PAGE	The page number of the file on which printing is to start. The setting must be greater than zero and less than 1000. The default is 1 (starting from the first page).
ENDING PAGE	The page number of the file on which printing is to end. Must not be lower than the STARTING PAGE number. If the number is higher than the total number of pages, printing stops after the last page. The default is 999.
NUMBER OF COPIES	The number of copies you want to print. Must be greater than zero and less than 100. The default is 1 (the pages are printed once).
HEADER PRINT	Use <b>[SPACE BAR]</b> to toggle between YES and NO. If YES, any existing header will be printed on each page. If NO, no header will be printed, even if you have entered one.
FOOTER PRINT	Use <b>[SPACE BAR]</b> to toggle between YES and NO. If YES, any existing footer will be printed on each page. If NO, no footer will be printed, even if you have entered one.
MERGE PRINT	This should be left as NO when printing ordinary document files. (See "Merge Printing" on page 192.)
DOUBLE COLUMNS	This should be left as NO when printing ordinary document files. (See "Double Columns Printing" on page 199.)
SPACE BET. COLUMNS	This is used together with the above double columns printing and should be ignored when printing ordinary document files. (See "Double Columns Printing" on page 199.)
PAPER HANDLING	Use <b>[SPACE BAR]</b> to set to Manual or Continuous, depending of the paper feed system of your printer. Select Continuous if your printer is equipped with an automatic cut sheet feeder or if you are using continuous paper. Select Manual if you have to insert paper manually, one sheet at a time.

- The default values for STARTING PAGE, ENDING PAGE, and NUMBER OF COPIES are displayed each time the print menu screen is called up.
- 4. Move the cursor with **[↑]** and **[↓]** to any values you would like to change, and change using **[SPACE BAR]** for YES/NO setting, or by typing the desired value for the other options.
- 5. Set the printer and press **[RETURN]** after inserting paper.
- You may press **[CANCEL]** at any time to terminate selection and return to the

*MEMORY INDEX screen.*

- *If there is a wrong setting on the PRINT MENU (for example, STARTING PAGE is greater than the ending page number), the following message appears and you have to correct it to the right setting.*

Incorrect setting.

6. With a Brother HR Series Daisy Wheel Printer, if this is the first time you are printing the file, or if you have previously printed a file using a different pitch, you will be prompted to install the proper daisy wheel to match the pitch setting selected. Insert the correct wheel, if necessary, and press **RETURN**.
7. As soon as printing starts, the following message is displayed:

Printing. Press SPACE to pause.

---

## Pausing/Resuming Printing



Sometimes you may wish to temporarily interrupt printing -- to adjust the paper position, for example.

1. Press **(SPACE BAR)** to stop the printer. A message indicating that the printer is paused will be displayed.

Printing paused. Press SPACE to continue.

2. Press **(SPACE BAR)** to restart the printer. The above message reappears:

Printing. Press SPACE to pause.

- *Printing in progress can be terminated by pressing **CANCEL**.*
- *When printing is completed (or cancelled with the **CANCEL** key), the system returns to the MEMORY INDEX screen.*

---

## Daisy Wheel Changes (only with Brother HR Series Printers)

Each time the system finds a pitch change or a keyboard change in the file, printing is interrupted and a message similar to the following will appear:



Change to ASCII 12 wheel and press RETURN.

This means that an ASCII wheel of pitch 12 is required at this point. Change the wheel and press **RETURN** to resume printing.

---

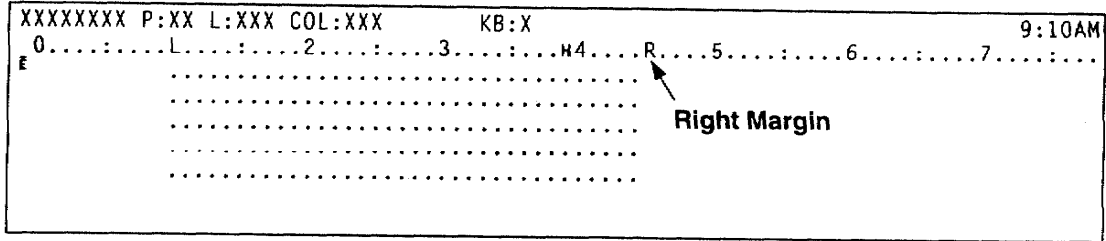
## Double Columns Printing

This function allows you to print your text in newspaper fashion, with two columns across the page. A page on the screen will be printed as a column on paper. In other words, two pages will be printed on a single sheet of paper, the first page as the left column and the second page as the right column.

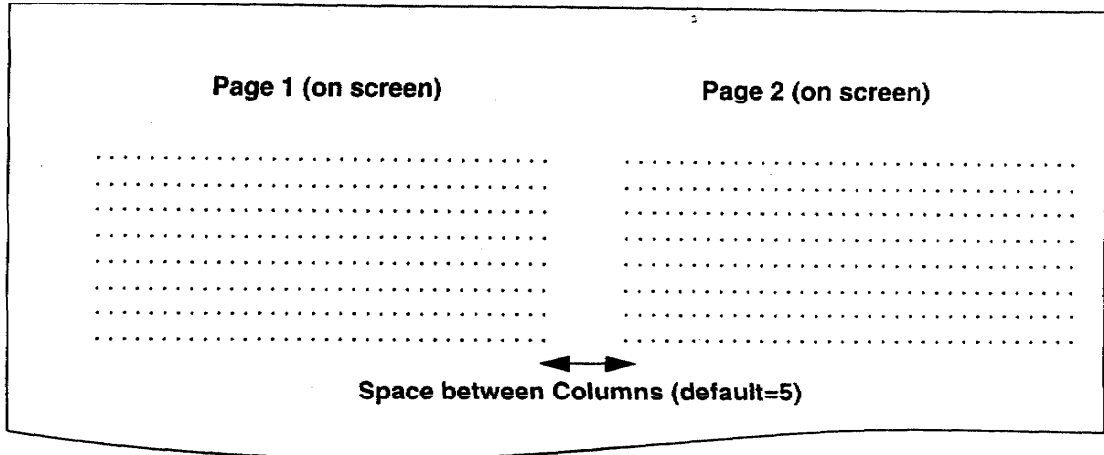
When formatting your document for double columns printing, you should reduce the distance between margins so that both columns and the space between columns can fit on the paper. The margins for the document should be set for one column. It is also recommended to use pitch 12 or 15 in order to fit enough text on a line.

- *Double columns printing does not work with merge printing. Merge symbols are ignored during double columns printing, and replaced with blank spaces.*
  - *To ensure proper column alignment, the document must not contain any margin or pitch or line spacing changes. It may, however, contain any number of keyboard and tab stop changes.*
1. Proceed as you would do to print a text file in standard format. (See "Printing a File in Memory" on page 196.)
  2. When the print menu screen appears, set DOUBLE COLUMNS to YES. If necessary, set the SPACE BET(ween) COLUMNS (the default is five blank spaces and the available range is from 1 to 50). At this point, you may also change other settings on the menu as well, but you must not set the MERGE PRINT option to YES.
  3. Press **RETURN** to start printing.

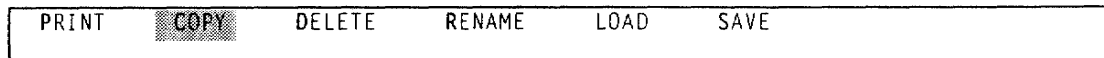
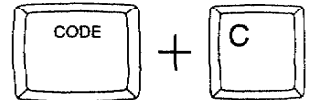
### Right Margin Setting for Double Columns Printing



### Double Columns Printout



## Copying a file in Memory



You may wish to edit a file and keep both the old and new version in memory. Simply make a copy of the file before editing it.

1. Move the cursor on the MEMORY INDEX screen to the file that you want to copy.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select COPY, and press **RETURN**. The following message appears:

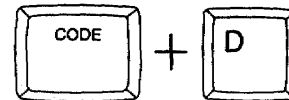


- **Short cut:** Instead of (2) and (3), you may simply press **CODE** + **D**.
- 4. Input the new file name and press **RETURN**. The system then returns to the MEMORY INDEX screen.
- If the specified new file name already exists in the memory when you press **RETURN** in step (4), the following message appears:

```
Filename exists. Press RETURN to overwrite or type new name and press RETURN.
FILENAME: XXXXXXXX.WPT
```

- Press **RETURN** to overwrite the file with the same file name, or type a new file name and press **RETURN** to copy your data under a different file name. You can also press **CANCEL** to exit without copying.

## Deleting a file from the Memory



```
PRINT COPY DELETE RENAME LOAD SAVE
```

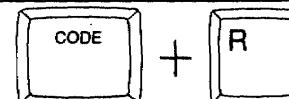
Deletion of unwanted files is useful to make room in the memory for new files.

1. Move the cursor on the MEMORY INDEX screen to the file that you want to delete.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select DELETE, and press **RETURN**. The following message appears:

```
Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).
```

- **Short cut:** Instead of (2) and (3), you may simply press **CODE** + **D**.
- 4. Press **RETURN** to delete the file. If you press **CANCEL**, the message disappears and the system goes back to the MEMORY INDEX screen without deleting the file.

## Renaming a File in Memory



```
PRINT COPY DELETE RENAME LOAD SAVE
```

Renaming file is often useful when you want to improve the organization of your data.

1. Move the cursor on the MEMORY INDEX screen to the file that you want to rename.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select RENAME, and press **RETURN**. The following message appears:

```
Type filename and press RETURN.
FILENAME: XXXXXXXX.WPT
```

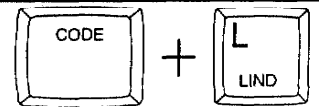
- **Short cut:** Instead of (2) and (3), you may press **CODE** + **F**.
4. Input the new file name and press **RETURN** to rename.
  - **If the specified new file name already exists when you press **RETURN** in step (4), the following message appears:**

```
Filename exists. Type new filename and press RETURN.
FILENAME: XXXXXXXX.WPT
```

**Proceed as in step (4), using a different file name.**

- Pressing **CANCEL** while a message is displayed cancels the operation and returns the system to the MEMORY INDEX screen.

## Loading a Create Document File from the Disk



```
PRINT COPY DELETE RENAME LOAD SAVE
```

1. Insert the disk containing the file you want to load.
2. While viewing the MEMORY INDEX screen, press **MENU** to display the function menu.
3. Use **←** and **→** to select LOAD and press **RETURN** to display the DISK INDEX screen. Only the Create Document files (extension .WPT) will be listed on the screen.

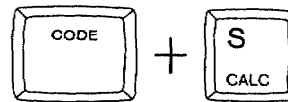
```
DISK INDEX REMAIN:XX.XXX SHIFT 11:45AM
ABC .WPT ( 2.0) 123 .WPT ( 1.5) LETTER .WPT ( 1.5)
TEXT .WPT ( 3.0) TEXT2 .WPT ( 3.0) TEXT3 .WPT ( 1.5)
TEXT4 .WPT ( 3.0)
Select a file and press RETURN.
```

- **Short cut:** Instead of (2) and (3), you may press **CODE** + **L**.
- 4. Use the cursor keys to select a Create Document file and press **RETURN** to load or **CANCEL** to return to the MEMORY INDEX screen without loading.
- If the selected file name is already used for another Create Document file in the memory, this message will appear:

```
Filename exists. Press RETURN to overwrite or type new name and press RETURN.
FILENAME: XXXXXXXX.WPT
```

Type a new file name and press **RETURN** to load the file under a different file name, or press **RETURN** without typing a new file name to overwrite the file in the memory. You can also press **CANCEL** to escape.

## Transferring a File from Memory to Disk



```
PRINT COPY DELETE RENAME LOAD SAVE
```

The SAVE function is used to copy a file from the memory to a disk. Once the file is saved on a disk, you may delete it from the memory in order to make room for new documents.

1. Insert a disk in the drive.
2. Move the cursor on the MEMORY INDEX screen to the file that you want to transfer to the disk.
3. Press **MENU** to display the menu.
4. Use **←** and **→** to select SAVE and press **RETURN**. If the file name selected does not exist on the disk, the file is saved immediately and the system returns to the MEMORY INDEX screen.
- **Short cut:** Instead of (3) and (4), you may press **CODE** + **S**.
5. If the file name already exists on the disk, the following message appears:

```
Filename exists. Press RETURN to overwrite or type new name and press RETURN.
FILENAME: XXXXXXXX.WPT
```

- Press **RETURN** to overwrite the file with the same filename, or type a new name and press **RETURN** to your data under a different filename. You can also press **CANCEL** to exit without saving.
- **Overwriting replaces the old data with the new data.**

CREATE DOCUMENT

---

## Business Letter Template Disk

A Business Letter Template disk is available. This disk is provided to help you write business letters. The sample letters stored on this disk are divided into different categories. Each file contains several letters of the same category. After a file is loaded into the machine's memory, you are able to select the letter which fits your purpose. You can then edit that letter by changing names, addresses, dates, etc. You can also add new text. You can then print your letter and save it.

---

### Operation

1. Insert the Brother Business Letters disk in the disk drive.
2. Select 4. Create Document from the MAIN MENU.
3. When the INPUT/EDIT screen appears, press **CODE** + **FILE** ( **MENU** ) to switch to the MEMORY INDEX screen.
4. Press **MENU** to display the function menu and select LOAD to switch to the DISK INDEX screen. A list of the files stored on the disk appears on the screen.
  - **Short cut:** Instead of steps (4), you may simply press **CODE** + **L**.
5. Highlight the desired file and press **RETURN** to load it into the memory and return to the MEMORY INDEX screen.
6. Highlight the file again and press **RETURN** to display it on the INPUT/EDIT screen. The titles of the letters in the file are displayed on the INPUT/EDIT screen as the first page of the file.
7. Use **CODE** + **GO TO** ( **G** ) to jump to the desired letter.
8. Press **CODE** + **C** and highlight all the text in the letter by using the cursor keys.
9. Press **CODE** + **TEMP** ( **T** ) to store the text into a temporary file.
10. Press **CODE** + **FILE** ( **MENU** ) to return to the MEMORY INDEX screen.
11. Select \*NEWFILE and return to display a blank INPUT/EDIT screen.
12. Press **CODE** + **TEMP** ( **T** ) and then **RETURN** to recall the temporary file.
13. Edit the letter. If you wish, press **CODE** + **P** to print.
14. Press **CODE** + **FILE** ( **MENU** ), then **RETURN**. Enter a new file name and press **RETURN** again to save your letter.

# Things to Do List

## *The Things to Do List Mode*

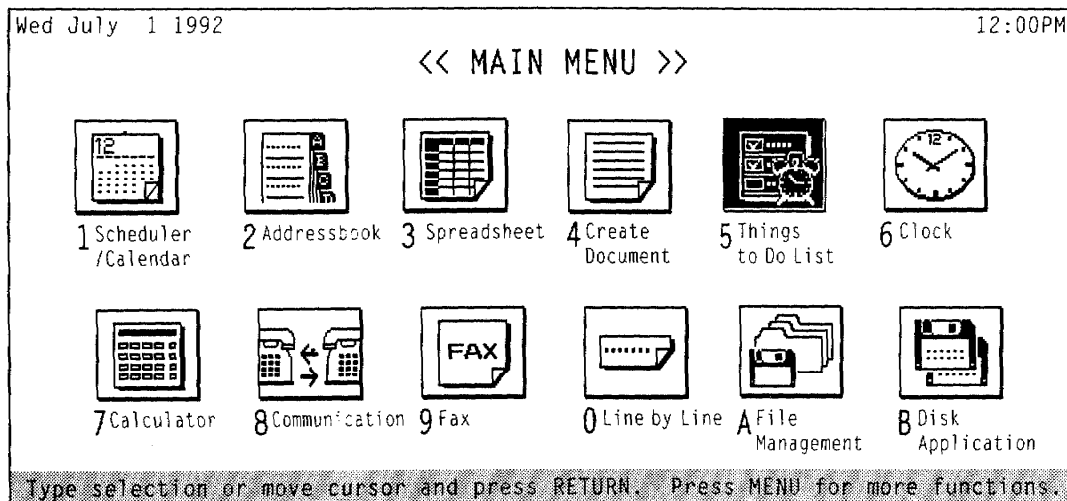
The Things to Do List mode is used to prepare and revise lists of things to do. You can edit the list, set alarms, check things already done, print and sort the list.

## *Before you Start...*

The Things to Do List mode assumes that the clock is correctly set. If this is not the case, go to the Clock mode and set the time and date correctly. See "Setting the Time" on page 222.

## *How to Start?*

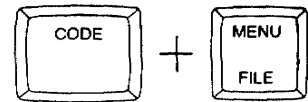
1. Switch the machine on to display the MAIN MENU.



2. Type "5" or move the cursor to 5. Things to Do List using the cursor keys and press **RETURN**. If your file is still empty, the DATA INPUT screen shown on page 215 appears. If the file already contains data, the THINGS TO DO LIST screen shown on page 207 appears. The THINGS TO DO LIST screen is used to display your list and perform operations like printing, record deletion, and sorting. The DATA INPUT screen is used to input or edit a single record on the list.

---

## How to Finish?



To exit the Things to Do List mode and return to the MAIN MENU, simply press **CODE** + **FILE** ( **MENU** ) from the THINGS TO DO LIST or DATA INPUT screen.

---

## About the Things to Do List Files

You can have only one Things to Do List file in the memory. The file is automatically updated in the memory as you edit it.

If you need to work on a different Things to Do List file, save the current file to a disk. For details, see "Saving the Current File on Disk" on page 214. The machine will ask you to enter a file name under which the file will be saved on the disk. After saving the current file, you can clear all the data and start creating a new file.

When you retrieve a Things to Do List file from a disk, the current file is automatically deleted and replaced with the file that you load. For details, see "Loading a Things to Do List File from Disk" on page 213.



# The THINGS TO DO LIST Screen

THINGS		RECORD:XX	KB:X	MEMORY:X.XK	INS SHIFT	10:45AM
:CHECK:	TOPIC	:TO DO			:DEADLINE :	
♪	✓	:Stockbroke:	For meeting this afternoon, need latest price to			6/20 Thu:
:		:Management:	All management personnel will meet in conference			7/20 Sat:
♪		:Call	:He would like to set up a meeting to discuss the			7/14 Sun:
:	✓	:Meeting	:After meeting time is set for next week, need to			7/14 Sun:
:		:Pick up	:I will pick up the girl and take her home.			8/ 1 Thu:
:		:Party	:Kevin will have a party.			8/31 Sat:
:	✓	:Tennis	:He will play tennis with his friends.			7/ 5 Fri:
:		:Reunion	:A high school reunion will be held.			8/20 Tue:
♪		:Excursion	:They will take an excursion to the seaside.			8/11 Sun:
:		:Ski	:I have to make a reservation for my trip.			8/19 Mon:
:		:Exam	:She will take an exam to enter the University.			8/19 Mon:
:		:Patent	:He will apply for a patent on the cleaner.			8/ 1 Mon:
:	✓	:Birthday	:I will give him a fountain pen for his birthday.			7/11 Thu:
:	✓	:Shelf	:I have to fix a shelf to the wall.			7/ 4 Thu:

Press RETURN to enter data, or FILE to finish. Press CODE+SPACE to check.

The THINGS TO DO LIST screen appears first when you enter the Things to Do List mode and your file is not empty. If your file is still empty, the DATA INPUT screen appears first. See "The DATA INPUT Screen" on page 215 for details about entering data for a record and switching to the THINGS TO DO LIST screen.

The display is divided into five columns:

- ALARM**      A ♪ symbol at the left side of this column indicates that an alarm has been set.
- CHECK**      Use this column to mark things that you have already done.
- TOPIC**      The title of the record is displayed here.
- TO DO**      Displays a description of the thing to do. The actual description entered on the DATA INPUT screen can be longer than what is displayed here.
- DEADLINE**    Displays the deadline for each thing to do.

## Moving the Cursor

Use the following keys to move the cursor:

↑ and ↓

Moves the cursor vertically one position in the direction of the arrow.

CODE + NEXT S and

Moves the cursor 17 lines at a time.

CODE + PRES

## Checking a Record

After doing the thing described in a record, check the record.

1. Move the cursor to the record and press **CODE** + **(SPACE BAR)**. This message appears:

Check? Press RETURN(yes) or CANCEL(no).

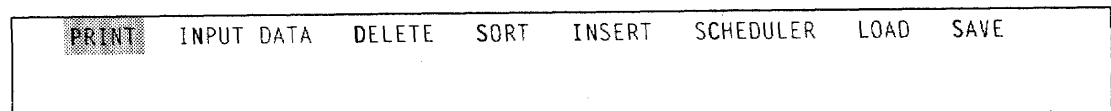
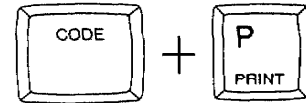
2. Press **RETURN** to check. A check mark "✓" appears or, if the record was already checked, the check mark disappears.  
Press **CANCEL** instead of **RETURN** to exit.
- *The date of the check mark is indicated in the CHECK DATE column of the DATA INPUT screen.*

## Editing a Record

To edit an existing record, select the record and press **RETURN**. The DATA INPUT screen appears. For details about editing, see "Entering and Editing a Record" on page 216.

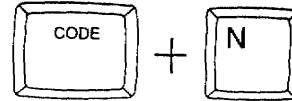
## Using the Function Menu for other Options

### Printing the List

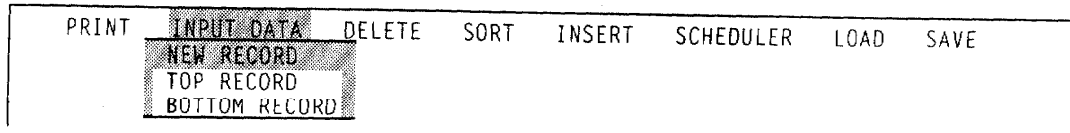


1. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select PRINT and press **RETURN** to start printing.
  - **Short cut:** Instead of (1), and (2), you may press **CODE** + **PRINT** (**P**).
3. During printing, you may press **CANCEL** to stop printing.
  - *On paper, the alarm symbol "♪" is replaced with "!", and the check mark "✓" is replaced with a "V".*

## Adding a New Record

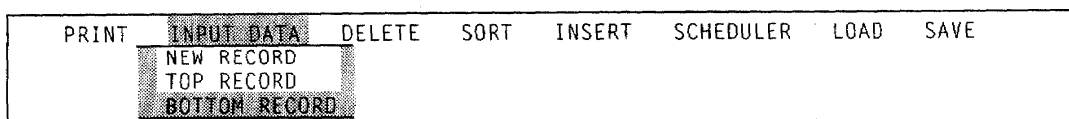
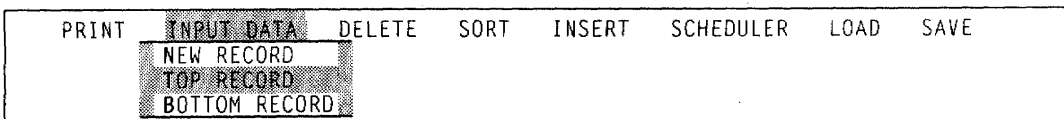


THINGS TO DO LIST



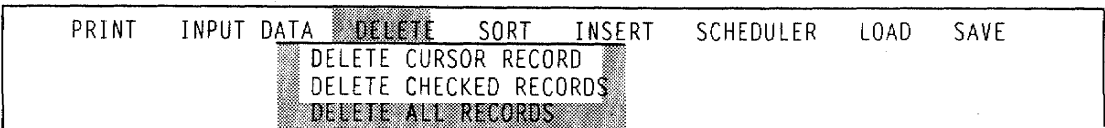
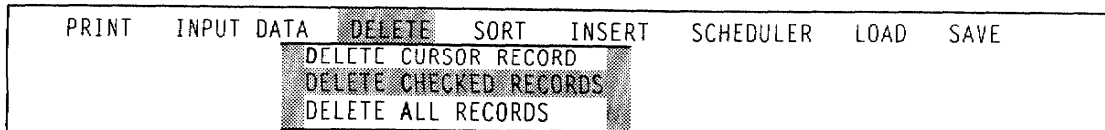
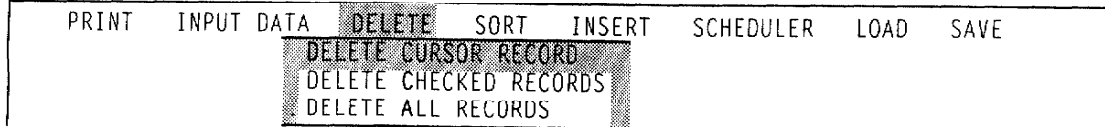
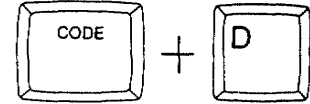
1. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the submenu.
  3. Use **↑** and **↓** to select NEW RECORD and press **RETURN**. The DATA INPUT screen appears. For details about data input, see “Entering and Editing a Record” on page 216. When you return from the DATA INPUT screen, the new record will appear at the bottom of the list.
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **N**.

## Jumping to the Top or Bottom Record



1. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the submenu.
3. Use **↑** and **↓** to select TOP RECORD or BOTTOM RECORD and press **RETURN**. The cursor jumps to the DATA INPUT screen of the top or bottom record.

## Deleting Records



There are three ways to delete records using the function menu: deleting the selected record, deleting all checked records, or deleting all records.

1. If you want to delete a single record, first select that record with the cursor.
2. Press **MENU** to display the function menu.
3. Use **←** and **→** to select DELETE and press **RETURN** or **↓** to display the submenu.
4. **To delete the selected record:** Use **↑** and **↓** to select DELETE CURSOR RECORD and press **RETURN**.
- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **D**.
- To delete the checked records:** Use **↑** and **↓** to select DELETE CHECKED RECORDS and press **RETURN**.
- To delete all records:** Use **↑** and **↓** to select DELETE ALL RECORDS and press **RETURN**.
5. Whatever your selection on the submenu, one of these messages will ask you to confirm:

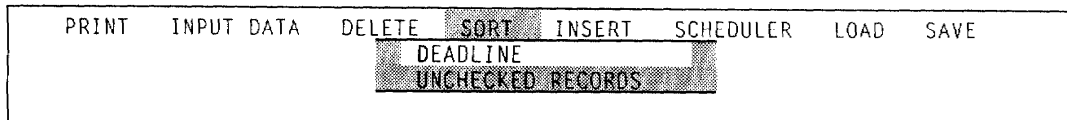
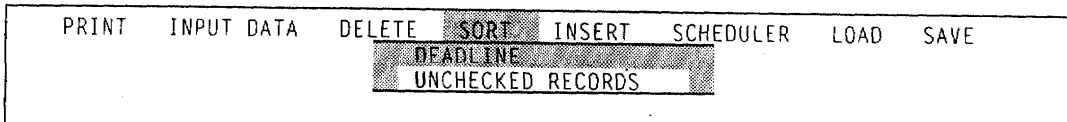
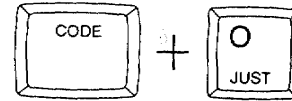
```
Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).
```

6. Press **RETURN** to delete or **CANCEL** to return to the THINGS TO DO LIST screen without deleting.

The Things to Do List file can hold a maximum of 37 records. If you try to input more, one of these messages will appear:

Too many records. Delete unnecessary records.

## Sorting the List

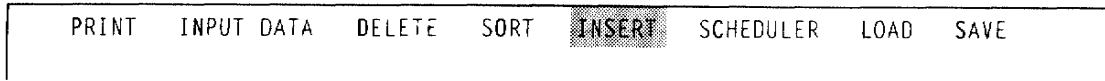
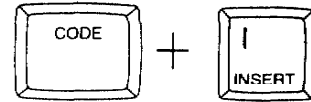


1. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select SORT and press **RETURN** or **↓** to display the submenu.
3. **To sort by increasing deadlines:** Use **↑** and **↓** to select DEADLINE and press **RETURN**. The records will be rearranged by increasing deadlines. (Records without a deadline are relocated at the bottom of the list.)  
**To sort checked and unchecked records separately:** Use **↑** and **↓** to select UNCHECKED RECORDS and press **RETURN**. All the checked records will be sorted by increasing deadlines on the bottom of the list. The unchecked records will be sorted by increasing deadlines at the top of the list. (Records without a deadline are separately relocated at the bottom of the checked and unchecked record lists.)
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **○** to sort separately.
4. Whatever your selection on the submenu, this message will appear:

Press RETURN to sort.

5. Press **RETURN** to sort or **CANCEL** to return to the THINGS TO DO LIST screen without sorting.

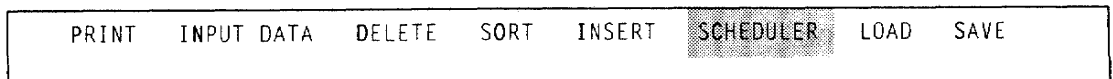
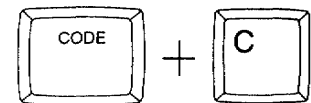
## Inserting a Blank Record



1. Move the cursor to the desired insertion position.
  2. Press **MENU** to display the function menu.
  3. Use **←** and **→** to select **INSERT** and press **RETURN**.
- **Short cut:** Instead of (2) and (3), you may press **CODE** + **I**.

The record which was initially selected and all records below are pushed down. The cursor rests on the blank record so that you can immediately press **RETURN** and enter data on the DATA INPUT screen.

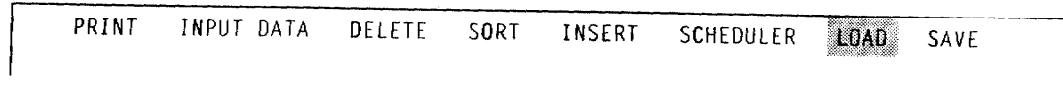
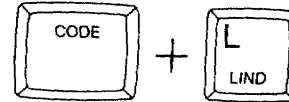
## Switching to the Scheduler/Calendar Mode



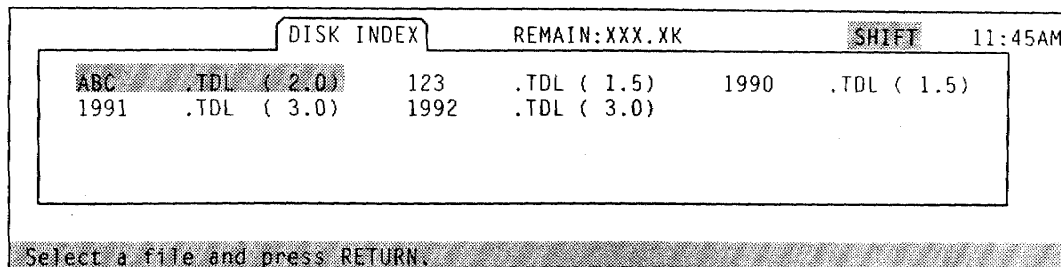
1. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select **SCHEDULER** and press **RETURN**. You are now in the SCHEDULER/CALENDAR mode.
- **Short cut:** Instead of (1) and (2), you may press **CODE** + **C**.

You may check your schedule and pick some events that you would like to enter in the THINGS TO DO LIST mode. The function menu of the SCHEDULER / CALENDAR mode allows you to switch back to the THINGS TO DO LIST mode. For details, see "Switching to the Things To Do List Mode" on page 46.

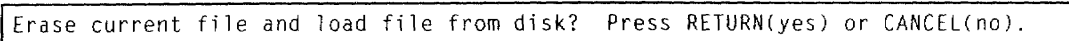
## Loading a Things to Do List File from Disk



1. Insert the disk containing the file you wish to use.
2. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
3. Use **←** and **→** to select LOAD and press **RETURN**. The DISK INDEX screen appears. Only the Things to Do List files (extension .TDL) are displayed.
- **Short cut:** Instead of (2) and (3), you may press **CODE** + **L**.

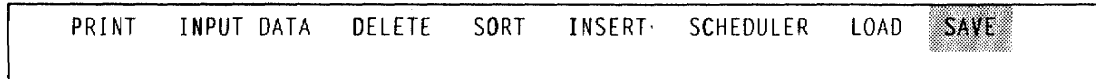
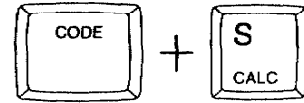


4. Select the file that you want to load and press **RETURN**. If there is no data in the Things to Do List file that is currently in the memory, loading starts immediately.  
If there is any data in the Things to Do List file in the memory, the following message will appear.



- *Since you can have only one Things to Do List file in the memory, loading a file from disk will delete the current file in memory.*
5. Press **RETURN** to overwrite the current file. The selected file is loaded and its contents appears on the screen.
  6. If you do not want to lose the current file, press **CANCEL** to return to the THINGS TO DO LIST screen without loading. You will then be able to save the current file before trying to load from the disk. (See next section.)

## Saving the Current File on Disk



1. Insert the disk you want to save your Things to Do List file on.
2. While viewing the THINGS TO DO LIST screen, press **MENU** to display the function menu.
3. Use **←** and **→** to select SAVE and press **RETURN** to display this message:

```
Type filename and press RETURN.
FILENAME: XXXXXX█.TDL
```

- **Short cut:** Instead of (2) and (3), you may press **CODE** + **S**.
4. Type the file name (for details, see "Entering a File Name" on page 52), and press **RETURN**. The extension .TDL is automatically added to the file name.

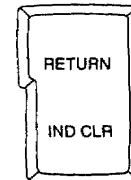


# The DATA INPUT Screen

The DATA INPUT screen is used to input or edit the contents of a single record. This screen appears first when you enter the THINGS TO DO LIST mode and the Things to Do List file is still empty so that you can start entering your first record immediately.

```
THINGS          RECORD: XX          KB: X  MEMORY: X.XK          INS SHIFT  11:00AM
TOPIC: Management          DATE: 7/12/1992
TO DO: All management personnel will meet in conference
room. Main topic will be the recent changes in
our stock prices and how they affect stock
options for our employees.
DEADLINE : 7/20/1992
ALARM TIME: ON          5:00 PM 7/19/1992
CHECK DATE:  /  /
Type data. Press CODE+RETURN to display view screen, or FILE to finish.
```

## Switching from THINGS TO DO LIST to DATA INPUT Screen



To switch to the DATA INPUT screen in order to edit a record, proceed as follows:

1. While viewing the THINGS TO DO LIST screen, use and to move the cursor to the record that you want to edit.
2. Press . The contents of the selected record is displayed on the DATA INPUT screen and you can start editing.

## Moving the Cursor

Use the following keys to move the cursor to the entry fields:



Moves the cursor vertically to the beginning of the previous or next field.



Moves the cursor horizontally one position in

- CODE** + **EXPR** ( **←** ) Moves the cursor to the beginning of the entry field.
- CODE** + **RELOC** ( **→** ) Moves the cursor to the end of the entry field.
- RETURN** Moves the cursor to the beginning of the next entry field.
- CODE** + **NEXT S** ( **↓** ) Displays the next record.
- CODE** + **PRE S** ( **↑** ) Displays the previous record.

## *Entering and Editing a Record*

A complete record includes the following data:

- DATE**                    The date the TO DO item is typed
- TOPIC**                    The title of the record
- TO DO**                    A description of the thing to do (up to four lines of 49 characters)
- DEADLINE**                The date at which the thing has to be done
- ALARM TIME**             The time at which the alarm for this record will be activated
- CHECK DATE**            The date at which you checked the record (this data is generated by the machine)

To enter data:

1. Use cursor keys to move around the different entry fields.
2. Type the data.
3. To set an alarm, move the cursor to the **ALARM TIME** field and use **(SPACE BAR)** and type a value (see table below).

Alarm setting

Setting	Selection	Explanation
Switch	ON	Alarm will beep
	OFF	Alarm will not beep Select with <b>(SPACE BAR)</b> .
Hour		Type the hour
Minute		Type the minutes
AM/PM	AM	This setting is available only when the hour mode is set to 12Hr on the TIME SETTING screen (Clock mode). Select with <b>(SPACE BAR)</b> .
	PM	

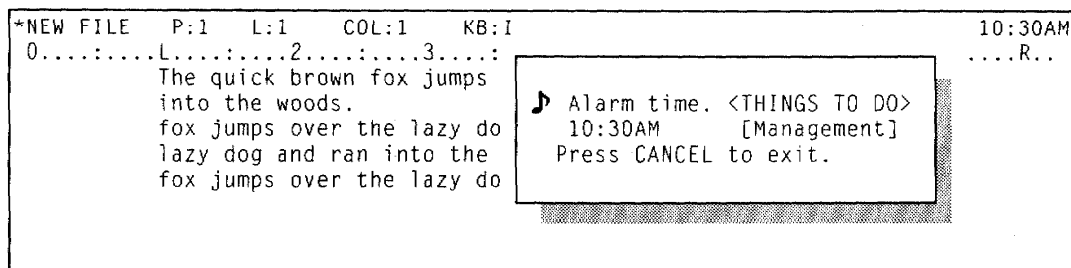
4. After entering the data, press **CODE** + **RETURN** to switch back to the THINGS TO DO LIST screen.
- You cannot type data in the CHECK DATE field. A date will be displayed in that field if you have checked the record on the THINGS TO DO LIST screen.

Use the following keys to enter and edit data:

Character keys	To type the data.
<b>BS</b>	Deletes one character to the left.
<b>CODE</b> + <b>WORD OUT</b> ( <b>0</b> )	Deletes one word on the TOPIC and TO DO fields.
<b>CODE</b> + <b>LINE OUT</b> ( <b>=</b> )	Deletes an entry field on the TOPIC and TO DO fields.
<b>CODE</b> + <b>INSERT</b> ( <b>I</b> )	Switches the insert mode on/off.
<b>CODE</b> + <b>BS</b>	To enter superimposed characters.
<b>CODE</b> + <b>KEYBOARD</b> ( <b>K</b> )	To switch the keyboard.
Dead keys	To enter accented letters.

## About the Alarm

When the time of an alarm arrives, this message appears:



If the machine is busy with some processing, like sorting, or disk access, when the alarm time arrives, the alarm will sound after processing is complete. If the power is off when an alarm time arrives, it is automatically turned on, and the above message appears on top of the MAIN MENU.

The alarm will sound for 20 seconds if you don't interrupt it by pressing **CANCEL**.

Each time you enter the Things to Do List mode, obsolete alarms are automatically cancelled.

You can set a maximum of five alarms. If you try to set more, one of the following messages appears and you will have to delete some alarms before you can set a new one. To do this, you can go to the DATA INPUT screen and switch off the desired alarms. You can also remove an alarm by deleting records with an alarm on the THINGS TO DO LIST screen (all alarms are cancelled if you

delete all records).

Alarm full. Delete the past? Press RETURN(yes) or CANCEL(no).

This message appears when you have alarms set for past times. Press **RETURN** to delete all alarms set for past times.

Alarm full. Delete unnecessary setting(s).

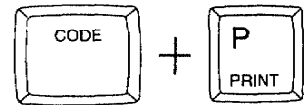
This message appears when all current alarms are set for future time. Switch off unnecessary alarms.

Alarm already set at this time. Select different time.

This message appears when you try to set an alarm at the time of another alarm. Set the alarm at a different time.

## Using the Function Menu for other Options

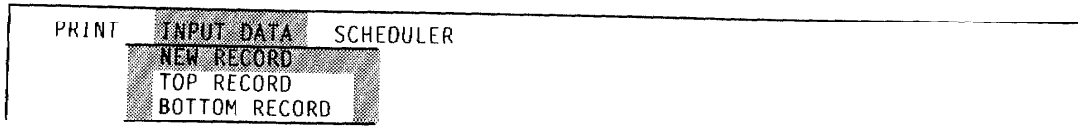
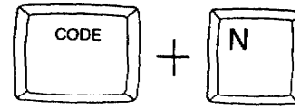
### Printing a Record



**PRINT** INPUT DATA SCHEDULER

1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select PRINT and press **RETURN** to start printing.
  - **Short cut:** Instead of (1), and (2), you may press **CODE** + **PRINT** ( **P** ).
3. During printing, you may press **CANCEL** to stop printing.

## Adding a New Record



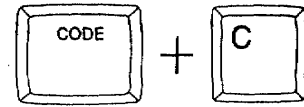
1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
  2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the submenu.
  3. Use **↑** and **↓** to select NEW RECORD and press **RETURN**. You can start entering data for the new record. When you return to the THINGS TO DO LIST screen, the new record will appear at the bottom of the list.
- **Short cut:** Instead of (1), (2) and (3), you may press **CODE** + **N**.

## Jumping to the Top or Bottom Record



1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select INPUT DATA and press **RETURN** or **↓** to display the submenu.
3. Use **↑** and **↓** to select TOP RECORD or BOTTOM RECORD and press **RETURN**. The top or bottom record appears on the DATA INPUT screen.

## Switching to the Scheduler/Calendar Mode



1. While viewing the DATA INPUT screen, press **MENU** to display the function menu.
  2. Use **+** and **-** to select SCHEDULER and press **RETURN**. You are now in the SCHEDULER/CALENDAR mode.
- **Short cut:** Instead of (1) and (2), you may press **CODE** + **C**.

You may check your schedule and pick some events that you would like to enter in the THINGS TO DO LIST mode. The function menu of the SCHEDULER / CALENDAR mode allows you to switch back to the THINGS TO DO LIST mode. For details, see "Switching to the Things To Do List Mode" on page 46.

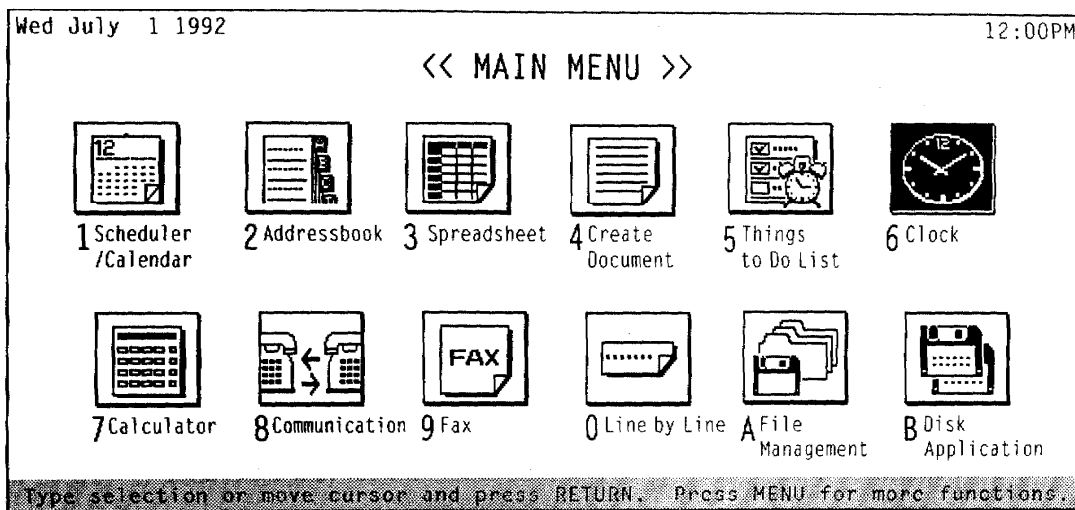
# Clock

## The Time Clock

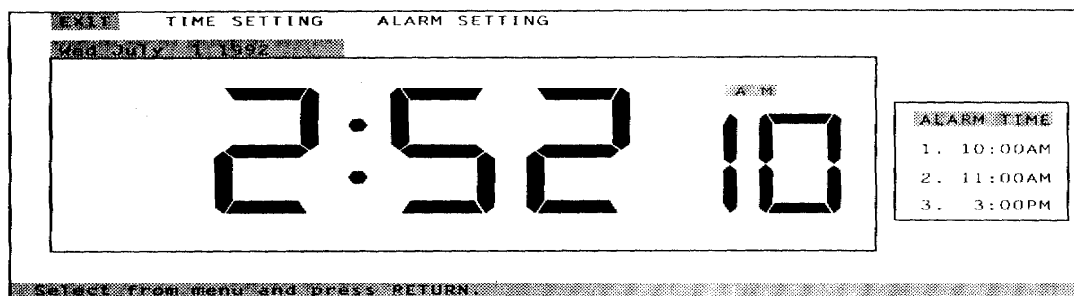
This machine is equipped with an internal time clock featuring an alarm. The CLOCK screen shown below can be permanently displayed when the machine is not used. The time is also displayed on the upper-right corner of some screens, like the MAIN MENU, for example.

## Turning the CLOCK ON

1. Switch the machine on to display the MAIN MENU.



2. Type "6" or move the cursor to 6. CLOCK using ←, →, ↑, and ↓, then press **RETURN**. The CLOCK screen appears.



CLOCK

## Setting the Time

- Use **←** and **→** to select TIME SETTING and press **RETURN**. The TIME SETTING screen appears.

12:00PM

<< TIME SETTING >>

MONTH : 7

DAY : 1

YEAR : 1992

TIME : 12:00:00

AM or PM : PM

M/D/Y or D/M/Y : M/D/Y

12Hr. or 24Hr. : 12Hr.

Type number. Press RETURN to set time.

CLOCK

- Use **↑** and **↓** to move the cursor to an item that you wish to set and press **SPACE BAR** or type a value (see table below).
  - The date and time can be set until December 31, 2099.
- When all items are set, press **RETURN** to display the clock.

Time setting

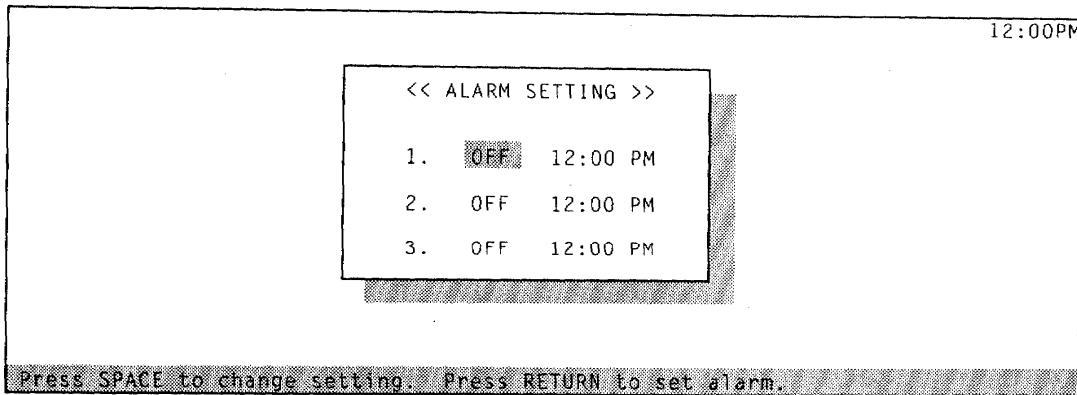
Setting	Selection	Explanation
Month		Type the month number (ex. 5 for May)
Day		Type the day (ex. 12)
Year		Type the year (ex. 1992)
Hour		Type the hour
Minute		Type the minutes
Second		Type the seconds. The seconds are always reset to zero when the TIME SETTING function is activated.
AM / PM	AM PM	This setting is available only when the hour mode is set to 12Hr. Select with <b>SPACE BAR</b> .
Date mode	M / D / Y D / M / Y	May first 1992 will be displayed as MAY 1, 1992 May first 1992 will be displayed as 1 MAY, 1992 Select with <b>SPACE BAR</b> .
Hour mode	12Hr 24Hr	PM1:00 will be displayed as PM 1:00 PM1:00 will be displayed as 13:00 Select with <b>SPACE BAR</b> .
Day of week	Mon, Tue, Wed, Thu, Fri, Sat, Sun	This is automatically calculated according to the year, month, and day.



## Setting Alarms

You can set up a maximum of three daily alarms. In contrast with the alarms of the Scheduler / Calendar and Things to Do List modes, which are set to sound only once, the alarms that you set up here will sound every day at the same time.

1. Use **←** and **→** to select ALARM SETTING and press **RETURN**. The ALARM SETTING screen appears.



CLOCK

2. Use **↑** and **↓** to move the cursor to an item that you wish to set and press **SPACE BAR** or type a value (see table below).
3. When all items are set, press **RETURN** to display the CLOCK screen. If the alarm is ON, the machine will beep every day at the set time.

Alarm setting




Setting	Selection	Explanation
Switch	ON	Alarm will beep
	OFF	Alarm will not beep
		Select with <b>SPACE BAR</b> .
Hour		Type the hour
Minute		Type the minutes
AM/PM	AM	This setting is available only when the hour mode is set to 12Hr on the TIME SETTING screen.
	PM	
		Select with <b>SPACE BAR</b> .

- *Alarms can also be set in the Scheduler / Calendar and Things to Do List modes. In each mode, only one alarm can be set at a specific time. However, the machine accepts more than one alarm setting for a specific time if these settings are made in different modes. You can, for example, set an alarm in the Clock and Scheduler / Calendar mode at the same time. When the time of these alarms arrives, only one will be activated according to the following order of precedence:*

Things to Do List > Scheduler / Calendar > Clock

---

## Returning to the Main Menu

To return to the MAIN MENU from the CLOCK screen, use  and  to select EXIT and press .

- **Short cut:** You may also press  or  +  (  ).

# Calculator

---

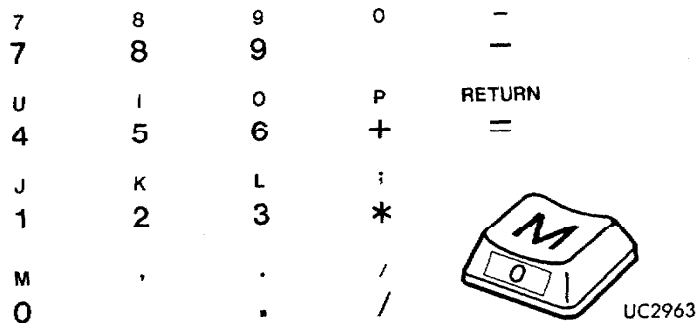
## *Using Your Machine like a Pocket Calculator*

In the CALCULATOR mode, the screen looks like a pocket calculator and allows for elementary arithmetics. The result can be transferred to the INPUT/EDIT screen of the Create Document mode.

---

## *Using the Numeric Keypad*

As shown on the next illustration, a portion of the keyboard can be used as the numeric keypad of a pocket calculator. If you want to use the numeric keypad, stick the key seals that come with the machine. For details, see "The Numeric Keypad" on page 32.

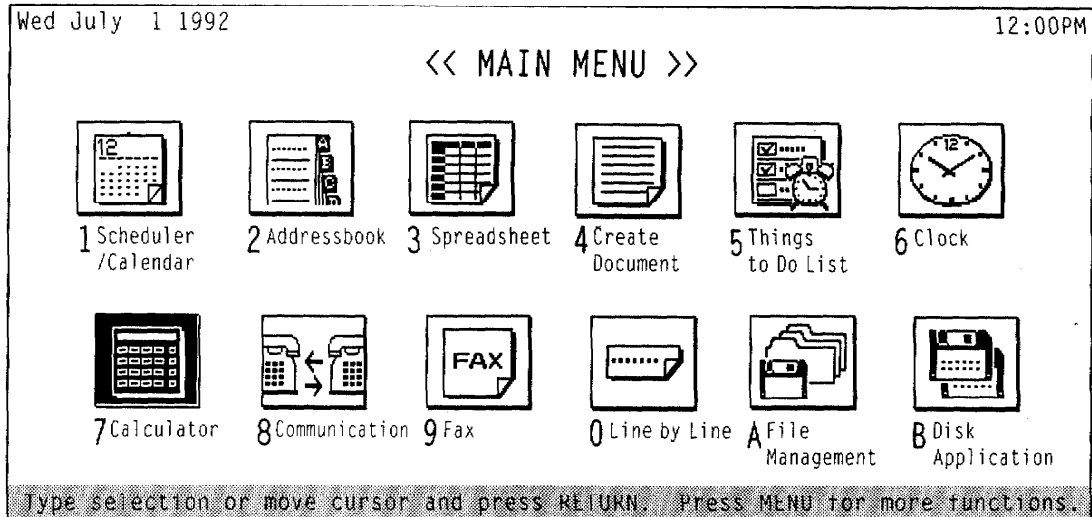


CALCULATOR

## How to Start?

### From the Main Menu

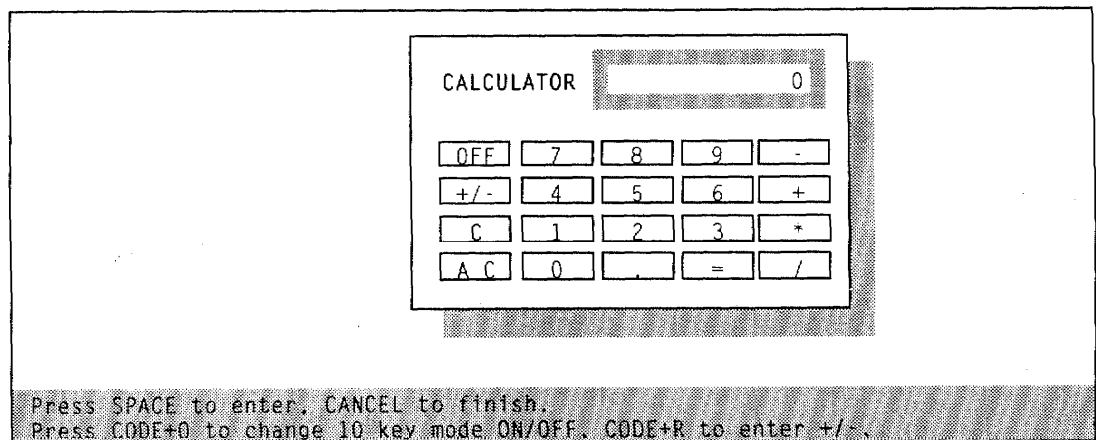
1. Switch the machine on to display the MAIN MENU.



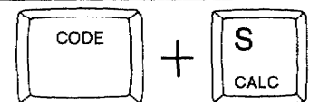
## CALCULATOR

2. Type "7" or move the cursor to 7. CALCULATOR using  $\leftarrow$ ,  $\rightarrow$ ,  $\uparrow$ , and  $\downarrow$ , then press **RETURN**. The CALCULATOR screen appears.

  - **Short cut:** You may also press **CODE** + **S**.



### From the Create Document Mode



You may also display the CALCULATOR screen when you need to carry out a calculation while working on the INPUT/EDIT screen of the Create Document mode. To do this, simply press **CODE** + ( **S** ).

- The **CALCULATOR** can be called up only during normal input. You cannot call up the **CALCULATOR** when the help menu is displayed, or a special function is activated.

---

## Calculating

1. If you want to use the numeric keypad to type numbers, press **CODE** + **Q**. You will be able to enter numbers using either the usual number keys or the numeric keypad.
  2. Use the number keys **1** through **0** to type numbers. The number is displayed on the top line of the display. To correct the last digit, press **BS** and retype.
  3. Type an operator (+, for example).
  4. Type the second number.
  5. To get the result, press **=** or **RETURN**.
- Instead of typing, you may also use **←**, **→**, **↑**, and **↓** to move the cursor to an item on the display. Press **(SPACE BAR)** to select the item. Press **RETURN** to calculate.

---

## Order of Calculation

Operations are carried out in the normal order of precedence: multiplication or division first, then addition or subtraction.

Example 1: To calculate  $1+2*3=7$ , use **1** **+** **2** **\*** **3** **=**.

Example 2: To calculate  $(1+2)*3=9$ , use **1** **+** **2** **=** **\*** **3** **=**.

---

## Sign

To change the sign of a number, select **+/-** or press **CODE** + **R** after entering the number.

Example: To calculate  $2*(-5)=-10$ , use **2** **\*** **5** **+/-** **=**.

---

## Maximum Length of Numbers and Precision

The maximum length of a number is eight digits. If you enter more digits, they will be ignored.

12345678 or 0.1234567 are accepted.

123456789 is truncated to 12345678 (9 ignored).

Since the calculator truncates all numbers to eight digits, small errors may occur.

Example: If you enter  $1/3*3$ , you obtain 0.9999999 instead of 1.

## Storing a Constant

If you enter the same operation twice in a row, K appears on the screen and the previous result is stored in a temporary memory. That result is automatically reused if you neglect to enter a number after an operation.

Example: 5 + + (K appears and 5 is stored) 2 = (7 is displayed).

- If you enter the same operation more than twice in a row, K disappears and reappears alternately.

## Clearing

**C** clears the last entered number or operation.

Example 1: 1 + 2 **C** 3 gives 4 (2 has been cleared).

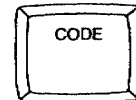
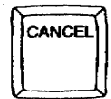
Example 2: 5 + **C** - 2 gives 3 (+ has been cleared).

- To clear an operation and replace it with another, you may also simply enter the second operation. When you enter two or more different operations in a row, only the last operation is used.

Example: 1 \* + 2 gives 3.

**AC** clears all operations and numbers.

## Turning the CALCULATOR off



+



To turn the CALCULATOR off, move the cursor to **OFF** and press **(SPACEBAR)**. You may also use **CANCEL**, or **CODE** + **CALC** (**S**). You will be back to the MAIN MENU or to the INPUT/EDIT screen of the Create Document mode.

If you were coming from the Create Document mode, pressing **CODE** + **GO TO** (**G**) turns the CALCULATOR off and transfers the result of the calculation to the text.

# Communication

---

## *The Communication Mode*

In the Communication mode, you can transfer files between your unit and a personal computer. You can also transfer files between two Brother Super Power Note units. You are able to attach a cable between the two units to transfer files, or you can communicate with a personal computer or Super Power Note at a distant location by using the telephone line and a modem. The most popular use of this feature is to exchange messages and files with friends and obtain access to commercial data bases and electronic mail services. When you use the Communication mode, the data is converted at each end of the line to ensure automatic compatibility.

---

## *Before You Start*

### **Purchase a Modem**

In order to use the Communication mode by connecting your machine to a computer through the telephone line, you need to connect a modem between your machine and the telephone line. For details about compatible modems and connections, see "Modem and Fax Adapter" on page 9.

- ***If you own a personal computer and want to use the Communication mode for data transfer between the two machines, you do not need a modem. Your computer must be equipped with an RS-232C connector, and a communication program. Simply connect the RS-232C ports with a NUL MODEM cable as explained on page 10. The procedures for data transfer between the two machines are the same as when you use a modem, except that you do not need to dial.***

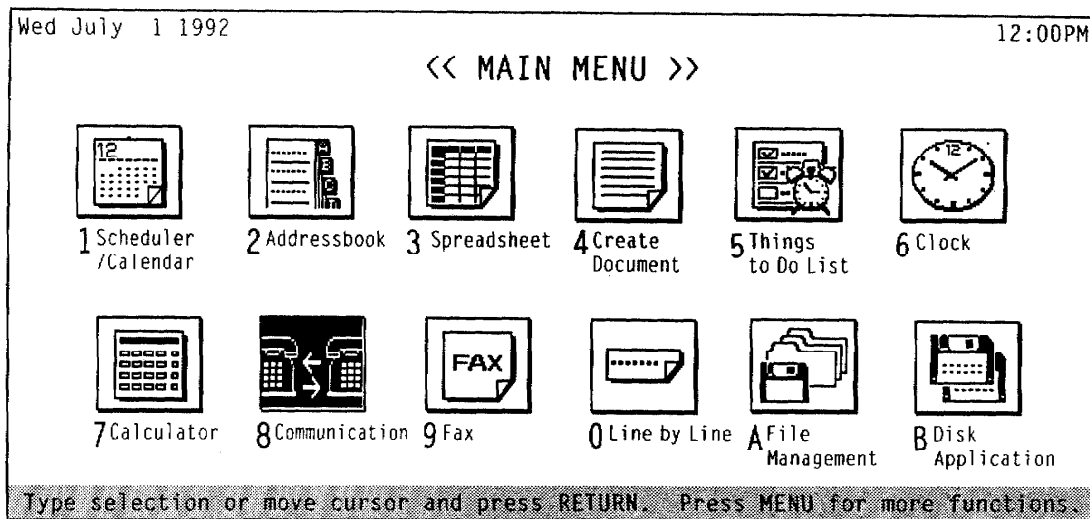
---

### **If you want to use Information Services...**

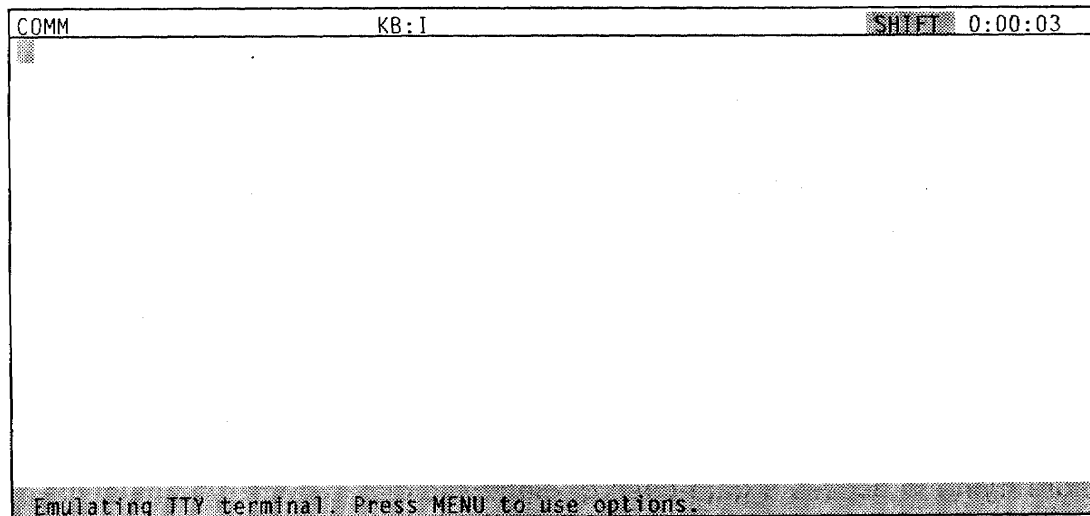
Before trying to access a data base or electronic mail service, you must have established an account with the desired service and received an ID name and password.

## How to Start?

1. Switch the machine on to display the MAIN MENU.



2. Type "8" or move the cursor to 8. COMMUNICATION using the cursor keys and press **RETURN**. The COMMUNICATION screen shown appears.



COMMUNICATION

- The COMMUNICATION screen does not show the time. Instead, it shows the time elapsed from the moment you entered the COMMUNICATION mode in the format "hour:minute:second".

## Communicating

A communication session involves three separate steps: setting up the communication parameters, dialing (or being dialed), and transmitting/receiving. When



you call an information service, you must also identify yourself with a "log in".

1. **Setting up:** Communicating through a modem is very similar to a telephone conversation between two people. In order to make the conversation possible, some rules must be observed. For example, both persons will speak the same language and will agree to speak one at a time. When communicating through modems, some parameters like baud rate and parity must have the same setting at each end of the line.

When you subscribe to an information service, you receive a list of the settings that you are supposed to use. If you use different settings, the host computer will not adjust automatically, and communication will be impossible.

Before you try to communicate with a friend, simply agree on the settings that you will use. For more details about the setting, see:

- "Setting Up" on page 239.
2. **Being dialed:** The Terminal mode of your unit must be displayed on the screen when someone is dialing you. If you are working with your unit or if you are already communicating with someone, your machine cannot be dialed.
  3. **Dialing:** This machine performs automatic dialing. This means that you do not have to manually dial a number on the phone but simply type it on the screen. To make this procedure even easier, you can select the phone number from the current Address Book file.

An information service can usually be dialed at any time. The same is not always true when transferring a file to a friend's personal computer. Before dialing a friend, call him by phone to make sure that his computer is ready. For more details about dialing, see:

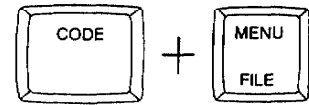
- "Dialing" on page 235.
  - *When sending a file to a personal computer that is connected to your unit by a NUL MODEM cable, dialing is not necessary.*
4. **Auto log in:** The log in data contains the information that allows an information service to identify you. This machine allows you to record the log in data as you enter it on the screen when requested to do so by the information service. Once the log in data has been recorded, the machine will automatically transmit it after dialing.
  5. **Transmitting/Receiving:** Once you are connected, the text that you type is transmitted and the text that is received is displayed on your screen. Optionally, the text that is transmitted can be "echoed" back to your screen for confirmation.

You can transmit the contents of a Create Document file or store the information received in a memory file. For more details about reception and transmission, see:

- "Sending a File" on page 245.
- "Receiving a File" on page 246.

---

## How to Finish?



From the Terminal mode, simply press **CODE** + **FILE** ( **MENU** ). This message will appear:

Disconnecting? Press RETURN(yes) or CANCEL(no).

Press **RETURN** to return to the MAIN MENU, or **CANCEL** to stay in the Terminal mode.

---

## About the Communication Files

Communication files are used to store the communication setting. The file currently in the memory is active. You can edit it and use it for automatic dialing. You can have only one Communication file in the memory. The file is automatically updated in the memory as you edit it.

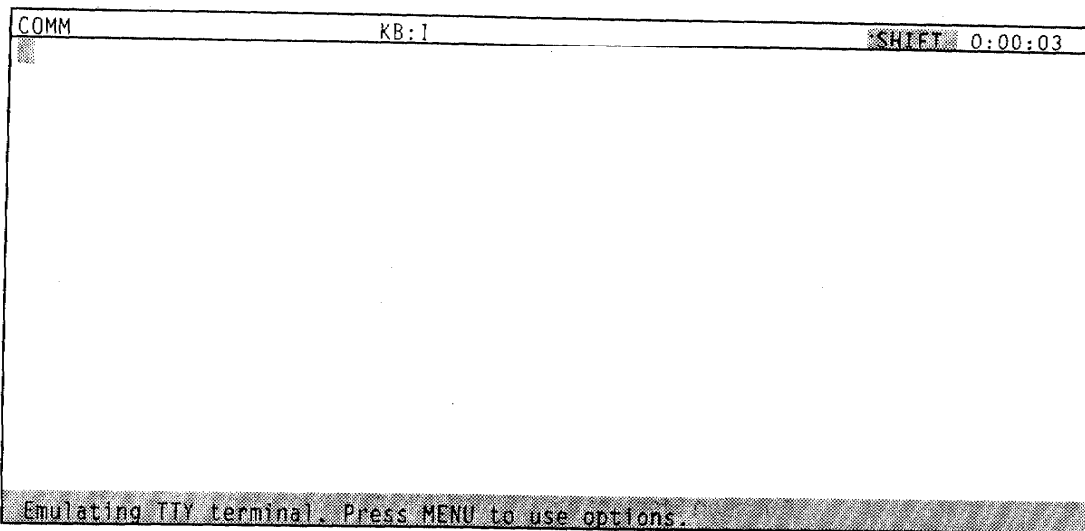
If you need to work on a different Communication file, save the current file to a disk. For details, see "Saving the Communication Settings on Disk" on page 243. The machine will ask you to enter a file name under which the file will be saved on the disk. After saving the current file, you can clear all the data and start creating a new file.

When you retrieve a Communication file from a disk, the current file is automatically deleted and replaced with the file that you load. For details, see "Loading the Communication Settings from Disk" on page 242.

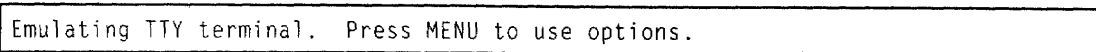
The file name of the Communication file is displayed at the upper-left corner of the COMMUNICATION and SET UP screens. The default file name of a new Communication file is "COMM". If the Communication file has been saved on disk, then loaded back into the memory, the file name under which you saved the file on disk is displayed.

A Communication file contains the settings for the parameters described on page 240, and the log in data described on page 238.

# The COMMUNICATION Screen



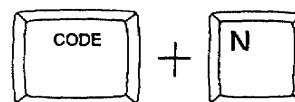
The main mode of the COMMUNICATION screen is used to send and receive messages. This is called the Terminal mode. You know that the machine is in the Terminal mode when this message is displayed:



To prepare your machine for receiving a call, proceed as follows:

1. Make sure that the Terminal mode is displayed.
2. Type ATSO=1 and press **RETURN**.
3. Wait until connection is established.

## *Sending Data in Hexadecimal Code*

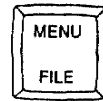


When you are communicating with another computer, you may be requested to send data in hexadecimal code. To send data in hexadecimal code:

1. From the COMMUNICATION screen, press **CODE** + **N**. The VALUE: indicator appears on the top line of the screen and the cursor moves to the right of that indicator.
2. Enter the hexadecimal values for the characters you want to send, referring to the tables on page 250 ~ 253.
3. Press **RETURN**. The system sends the data and returns to the COMMUNICATION screen.

COMMUNICATION

# The Function Menu



Press **MENU** to display four main functions, use **←** and **→** to move the cursor to the desired function, then **RETURN** or **↑** to display a sub menu. Use **↓** and **←** to select a function on a sub menu, and **RETURN** to execute the function. Accelerators can be used to select and execute a function quickly. Short-cut keys can be used to bypass the function menu. See the table below for a complete list of function.

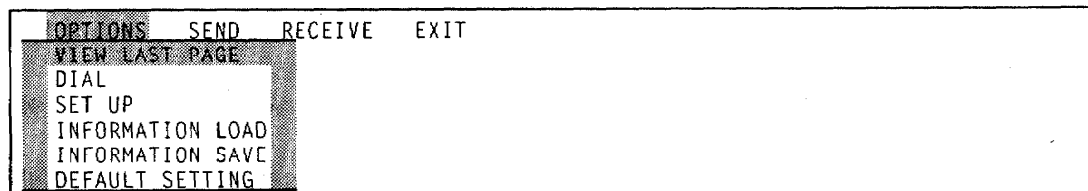
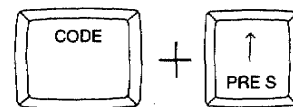
- When the cursor is on EXIT, pressing **↑** produces a beep, and pressing **RETURN** switches to the MAIN MENU.

Function Menu of the COMMUNICATION screen

Function Menu	Sub-menu	Short-cut Key	Page
OPTIONS	VIEW LAST PAGE	<b>CODE</b> + <b>PRE S</b> ( <b>↑</b> )	234
	DIAL	<b>CODE</b> + <b>D</b>	235
	SET UP	<b>CODE</b> + <b>T</b>	239
	INFORMATION LOAD	<b>CODE</b> + <b>L</b>	242
	INFORMATION SAVE	<b>CODE</b> + <b>S</b>	243
	DEFAULT SETTING	No short cut	244
SEND	SEND WP TEXT(W/ASCII) NO PROTOCOL	No short cut	245
	SEND WP TEXT(W/ASCII) XMODEM	No short cut	245
	SEND WP TEXT(.WPT)	No short cut	245
RECEIVE	RECEIVE ASCII FILE NO PROTOCOL	No short cut	246
	RECEIVE ASCII FILE XMODEM	No short cut	246
	RECEIVE WP TEXT (.WPT)	No short cut	246
EXIT	No submenu	<b>CODE</b> + <b>FILE</b> ( <b>MENU</b> )	249

COMMUNICATION

## Scrolling the Display

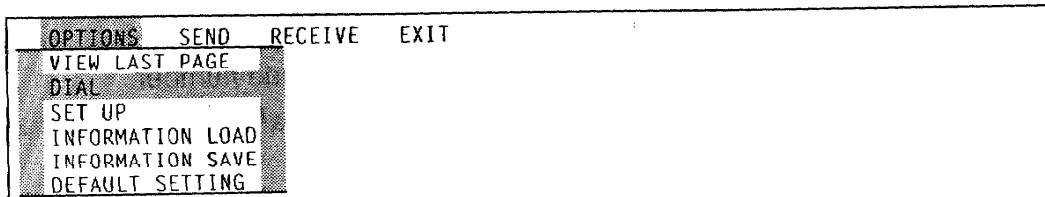
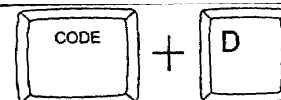


The screen displays the messages that you receive and the messages that you send are echoed back. When the screen is full, the messages on the top of the screen disappear and are stored in a buffer. The capacity of the buffer is one full screen. When the buffer is full, the oldest information is automatically deleted to make room for the new data. When there is information stored in the buffer, the VIEW LAST PAGE option of the function menu allows you to quickly recall that information on the screen. Proceed as follows:

1. Press **MENU** to display the function menu.
  2. Use **←** and **→** to select **OPTIONS** and press **RETURN** or **↓**. The sub-menu appears.
  3. Use **↑** and **↓** to select **VIEW LAST PAGE** and press **RETURN**.
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **PRES** (**↓**).

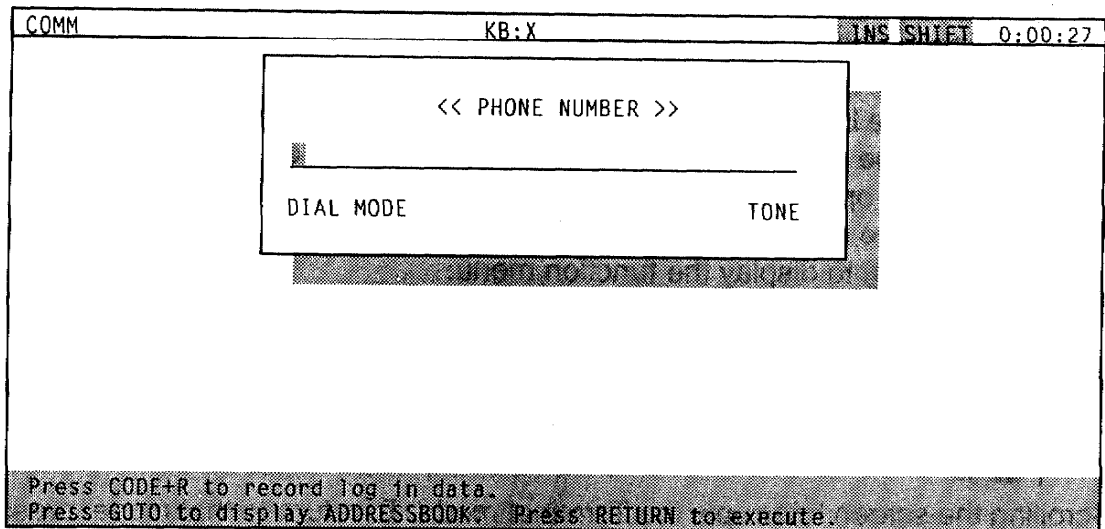
Scrolling the screen interrupts the Terminal mode. To return to that mode, press **CANCEL**.

## Dialing



A dial command is made of two parts: a phone number, and a dial mode specification.

- The phone number may include hyphens for easy reading.
  - The dial mode specification (TONE for tone dialing, and PULSE for pulse dialing) depends on your telephone.
1. Press **MENU** to display the function menu.
  2. Use **←** and **→** to select **OPTIONS** and press **RETURN** or **↓**. The sub-menu appears.
  3. Use **↑** and **↓** to select **DIAL** and press **RETURN**. The DIAL screen will appear:



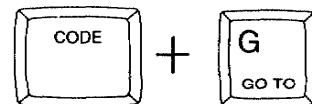
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **D**.
- 4. Enter the phone number. For details, see "Entering the Phone Number" on page 236
- 5. If necessary, set the dial mode (TONE or PULSE). For details, see "Selecting the Dial Mode" on page 237.
- 6. After entering the phone number and selecting the dial mode, press **RETURN**. The machine will automatically dial the phone number.
- Pressing **CANCEL** returns the machine to the Terminal mode without dialing.
- The phone number and the dialing mode (TONE or PULSE) are stored in the memory and will be automatically displayed the next time you enter the Dial mode.

## Entering the Phone Number

### Direct Typing of the Phone Number

1. Type the phone number (you may insert hyphens between the different parts of the number to make it easy to read).
2. To edit the phone number, you may use **BS**, **CODE** + **WORD OUT** ( **0** ), and **CODE** + **LINE OUT** ( **=** ) to delete, **CODE** + **INSERT** ( **I** ) to switch the insert mode on/off, and **←**, **→** to move the cursor on the entry field.
3. Press **RETURN** to enter the phone number.

### Selecting the Phone Number from the Address Book



1. Instead of typing the phone number, you may press **CODE** + **GO TO** ( **G** ) on the DIAL screen. The current Address Book file appears.

2. Use **↑** and **↓** to select the person or company that you want to call and press **RETURN**. The phone number appears on the entry field of the PHONE NUMBER and you may edit it as explained above.
- Pressing **CANCEL** when the Address Book file is displayed returns the system to the DIAL screen without selecting a number.
- The selection of a phone number using the Address Book file is possible only if the file contains a column whose label starts with the string "TELEPHONE" (all capitals). For example, "TELEPHONE NO" is valid while "Telephone" or "telephone" are not. If a valid label is not found, this message will appear:

```
ADDRESSBOOK has no telephone number column.
```

If the Address Book file is empty, this message will appear:

```
ADDRESSBOOK has no data
```

---

## Selecting the Dial Mode

The dial mode that you must use depends on your telephone. Some telephones use the TONE mode, other use the PULSE mode.

1. On the DIAL screen, use **↑** or **↓** to move the cursor to the DIAL MODE setup area.
  2. Press **SPACE BAR** to select TONE or PULSE.
- If you do not know whether your phone uses TONE or PULSE, try either one, and restart with the other option if the first one did not work.

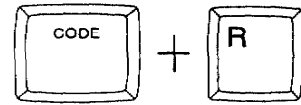
---

## Dialing and Connection Problems

- After the connection is established, **CONNECT** appears on the Terminal mode screen. If any other message appears (**NO CARRIER**, etc.), the line may be busy or you may have entered a wrong telephone number. Check the number and try dialing again. If **OK** does not appear, or if 0 (zero) appears instead, when you type **AT** and press **RETURN** in the terminal mode while the line is not connected, this means that the modem does not return the messages. Type **ATQ0V1** and press **RETURN**. Check whether **OK** appears.
- If the received data are not displayed correctly, check the settings (see "Setting Up" on page 239). If the baud rate of your machine and the baud rate of the host machine do not match, data cannot be displayed correctly.
- When you want to terminate a communication while you are connected,

simply return to the MAIN MENU (see "Returning to the Main Menu" on page 249). With some types of modems, or with some settings of the modem switches, communication cannot be interrupted that way. In that case, simply turn off the power of the modem.

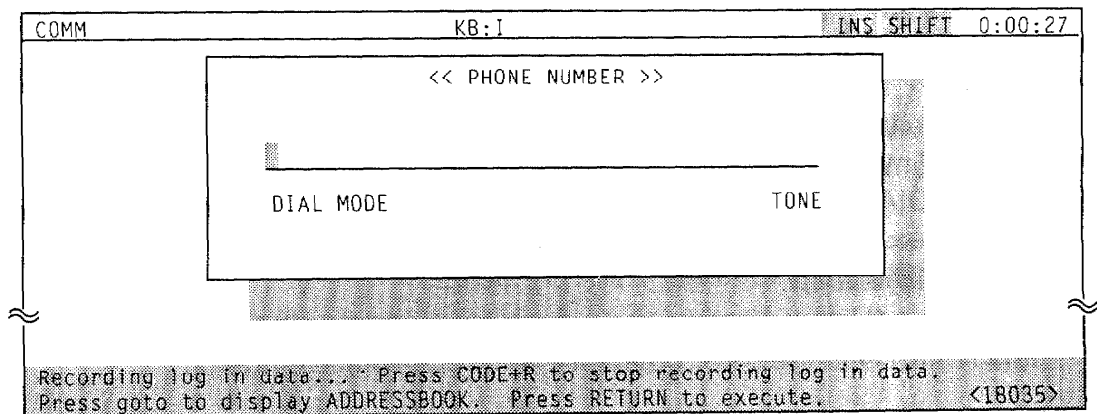
## Auto Log In



After dialing an information service, you are usually requested to enter log in data (USER ID and a PASSWORD that were given to you when you subscribed to the service). The first time you dial the communication center, you must enter this log in data manually. The log in data can be recorded so that the next time you dial the same phone number the machine will automatically transmit your USER ID and your PASSWORD.

To record the auto log in data, proceed as follows:

1. On the DIAL screen, press **CODE** + **R** to tell the system that you want to record the log in data. This message will appear:



COMMUNICATION

2. Enter the phone number and dial mode as usual and press **RETURN** to start dialing.
3. When you are connected to the information service, a request for the USER ID and PASSWORD will appear on the screen. Type your USER ID and press **RETURN**, then type your PASSWORD and press **RETURN**. All the data you type, as well as the response from the information service are recorded as part of the log in data.



```

COMM                                KB:I                                0:01:35
ATDT0528215720
CONNECT 2400

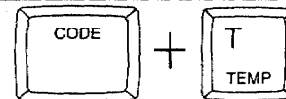
USER ID : WPO0006
PASSWORD :

Recording log in data...press CODE+R to stop recording log in data.
Emulating TTY terminal. Press MENU to use options.

```

4. After entering the required data, press **CODE** + **R** to stop recording. The log in data is now recorded and becomes part of the Communication file. The next time you dial using the same communication file, auto log in will be carried out.
  - *The log in data cannot be edited in the same way as other data. To change the log in data, you must restart the recording procedure for the new data.*
  - *If the prompt of the destination computer is changed every time you transmit, you cannot use the Auto log in function. This happens, for example, when the data or time is automatically inserted in the prompt of the destination computer. In that case, you should log in manually.*

## Setting Up



```

OPTIONS  SEND  RECEIVE  EXIT
VIEW LAST PAGE
DIAL
SET UP
INFORMATION LOAD
INFORMATION SAVE
DEFAULT SETTING

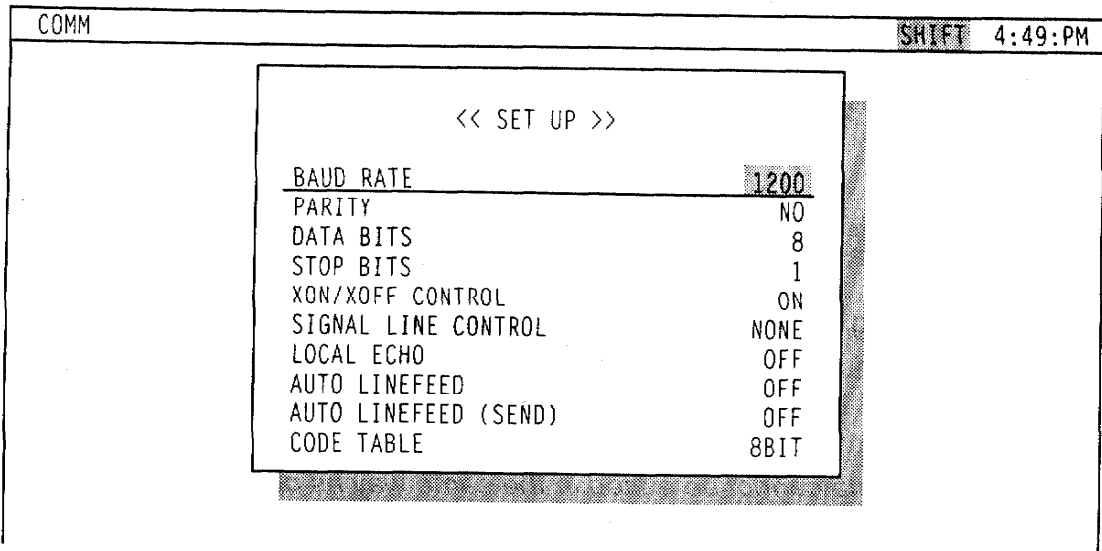
```

The SET UP screen allows for several settings. You do **not** have to completely understand these settings in order to communicate. If you communicate with an information service, set the parameters as specified by the information service. If you communicate with a friend using the same machine, you may simply use the default settings, except for AUTO LINEFEED SEND which must be set to ON (see below for details). If you communicate with a friend using a different machine, conform with his settings.

To set up the machine, proceed as follows:

1. On the COMMUNICATION screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select OPTIONS and press **RETURN** or **↓**. The sub-menu appears.
3. Use **↑** and **↓** to select SET UP and press **RETURN**. The SET UP screen appears.

**COMMUNICATION**



- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **T**.
- 4. On the SET UP screen, use **↑** and **↓** to select a parameter, **(SPACE BAR)** to select the setting, and press **RETURN** to return to the COMMUNICATION screen. The settings are stored in the memory.
- To return to the COMMUNICATION screen without saving the setting, press **CANCEL**. The old settings will be restored.

The following shows the details for each communication parameter and available settings. The underline shows the default settings.

- **BAUD RATE (300, 600, 1200, 2400, 4800, 9600)**  
 This parameter determines the transmission speed in bits per second. For example, if you are transmitting 8-bit characters with a single stop and start bit, each character will use 10 bits. If you select the baud rate 1200, the machine will, in principle, transmit about 120 characters per second (or about one page of 1200 characters in ten seconds). Since the data has to be checked for transmission errors, and eventually echoed back, the overall transmission speed is usually lower than this figure. In general, increasing the baud rate also increases the risk of transmission errors, specially on noisy lines.
- **PARITY (NO, ODD, EVEN, SPACE, MARK)**  
 This determines how the bits of each character are checked for transmission errors.  
*This machine does not performs any parity check during reception.*  
**NO:** No parity bit is added to the characters.  
**EVEN:** The machine counts the number of non zero bits in a character. If this number is even, the parity bit is set to zero, and to one otherwise. This way, all "words" (characters + parity bit) will have an even number of non zero bits. The receiving unit must have the same parity setting and expects only words with an even number of non zero bits. When this number is odd, the receiving machine knows that something is wrong (for example,

COMMUNICATION

one bit has been spoiled by noises on the line).

**ODD:** This is the opposite of the EVEN parity. A parity bit is set so that the total number of non zero bits is odd.

**SPACE:** (Possible only when DATA BITS=7). The parity bit is always zero.

**MARK:** (Possible only when DATA BITS=7). The parity bit is always one.

- **DATA BITS (7, 8)**

This determines how many bits are necessary to encode the characters. Standard ASCII characters use seven bits. Accented letters and other special characters need eight bits.

- **STOP BITS (1, 2)**

Each word must be separated from the next one with a special bit called "stop bit". This parameter specifies the length of the stop bit (1=single, 2=double).

- **XON/XOFF CONTROL (ON, OFF)**

This parameter determines whether or not to allow flow control by the X parameter. If this control is allowed, an XOFF code (13hex) will be transmitted by the receiving machine when the free area in the reception buffer is less than 25%. As the data is processed and removed from the buffer, the free area increases. When the free area becomes greater than 75%, the receiving machine sends an XON code (11hex) to make the other machine resume data transmission. When the transmitting machine receives an XOFF code, it enters a state in which it can transmit only XON/XOFF codes. This state is terminated upon reception of an XON code. This is valid only during data transmission other than file transfer using XMODEM protocol. Regardless of the flow control method, data transmission is possible only when the control signal lines DSR and CTS are active.

- **SIGNAL LINE CONTROL (NONE, DTR)**

This parameter determines whether or not to allow flow control by the control line DTR. The DTR line will allow transmission only when active.

- **LOCAL ECHO (ON, OFF)**

When local echo is on, transmitted data is displayed on your screen.

- **AUTO LINEFEED (ON, OFF)**

This parameter determines the effect of a received carriage return code (0Dhex) on the cursor. If you select ON, a carriage return will automatically add a line feed. Set this to OFF if the received data is displayed with double line spacing. Set it to ON if the received data is displayed on the same line, overwriting the previous message.

- **AUTO LINEFEED SEND (ON, OFF)**

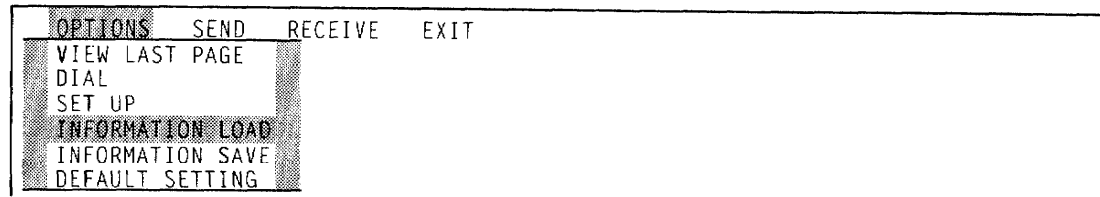
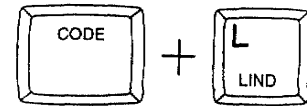
This parameter determines what is transmitted when you press the **RETURN** key.

Pressed key	AUTO LINEFEED ON	AUTO LINEFEED OFF
<b>RETURN</b>	CR,LF	CR
<b>CODE</b> + <b>RETURN</b>	CR	CR,LF

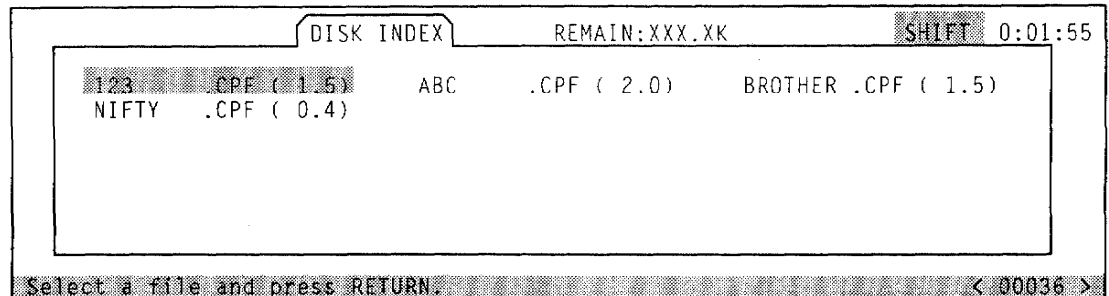
- **CODE TABLE (7BIT, 8BIT)**

This parameter determines the character code table used for operations other than text file transfer. In general, the 7-bit table is compatible with the 7-bit table of Brother HR Series printer. The 8-bit table is compatible with the IBM Extended table. For details see "Character Code Table" on page 250.

## Loading the Communication Settings from Disk



1. Insert the disk containing the information that you want to load.
2. From the COMMUNICATION screen, press **MENU** to display the function menu.
3. Use **←** and **→** to select OPTIONS and press **RETURN** or **↓** to display the submenu.
4. Use **↑** and **↓** to select INFORMATION LOAD and press **RETURN**. You can also select INFORMATION LOAD after pressing **MENU** while setting up or dialing. The DISK INDEX screen appears and displays only Communication files (extension .CPF).



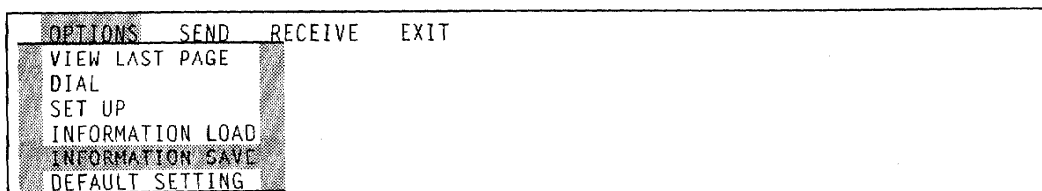
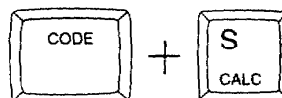
COMMUNICATION

- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **L**.
  - You can also load the settings from the DIAL or SET UP screens. Simply press **MENU**, select INFORMATION LOAD and press **RETURN**, or press **CODE** + **L**. The above screen will appear.
5. Use the cursor keys to select a Communication file and press **RETURN**. This message will appear:

Erase current setting and load file from disk? Press RETURN(yes) or CANCEL(no).

6. Press **RETURN** to load the file and overwrite the current settings, or press **CANCEL** to exit without loading if you do not want to overwrite the current settings. If you press **CANCEL**, you can save the current settings and restart loading from disk.  
After loading, the system returns to the screen from which you started the operation.

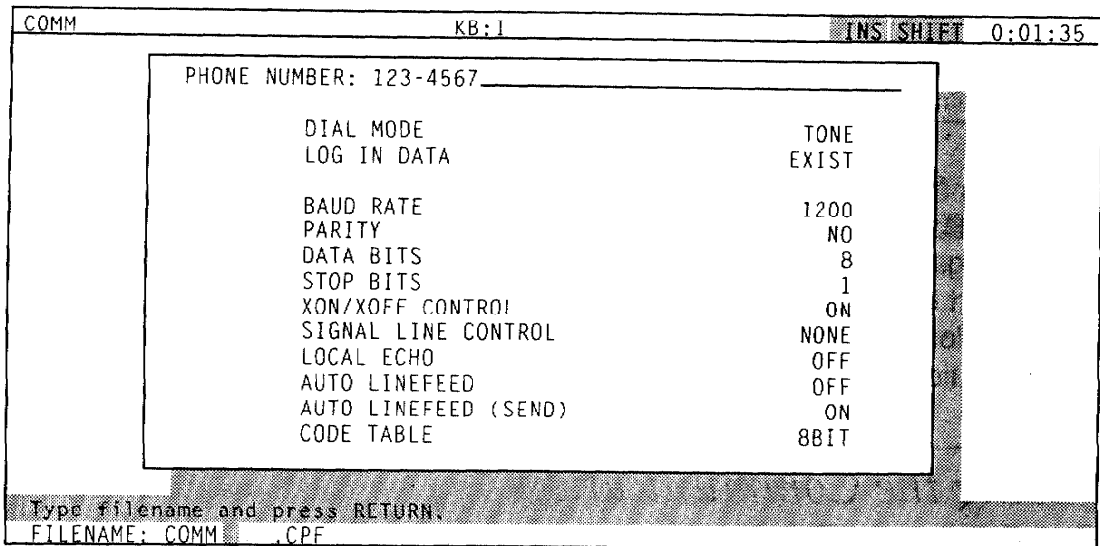
## Saving the Communication Settings on Disk



The settings of the SETUP screen, the dial command of the DIAL screen, and the ID/password data are automatically stored in the memory when you exit the COMMUNICATION mode. Since only one set of such data can be kept in memory, you will find it more convenient to save these parameter settings on disk.

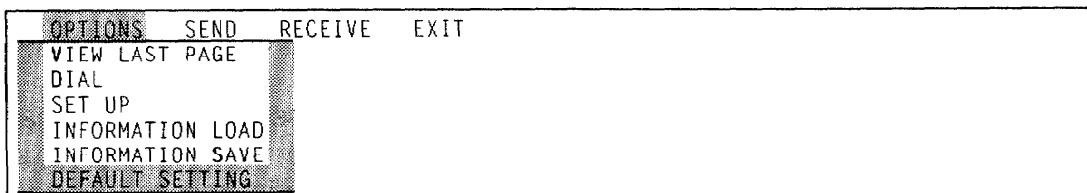
1. Insert a disk into the drive.
2. From the COMMUNICATION screen, press **MENU** to display the function menu.
3. Use **←** and **→** to select **OPTIONS** and press **RETURN** or **↓** to display the submenu.
4. Use **↑** and **↓** to select **INFORMATION SAVE** and press **RETURN**. You can also select **INFORMATION SAVE** after pressing **MENU** while setting up or dialing. A screen similar to the following appears and displays your current parameter settings.

COMMUNICATION



- **Short cut:** Instead of (2), (3), and (4), you may press **CODE** + **S**.
  - You can also save the setting from the DIAL or SET UP screens. Simply press **MENU**, select INFORMATION SAVE and press **RETURN**, or press **CODE** + **S**. The above screen will appear.
5. Type a file name and press **RETURN** to save the information displayed on the screen (settings + dial command + ID/password), or press **CANCEL** to exit. The extension .CPF is automatically added to the file name. After saving the settings, the system returns to the screen from which you started the operation.

## Resetting all Parameters to their Default Setting



After trying different settings for the communication parameters, you might decide to return all parameters to their default value. Instead of resetting all individual parameters according to the table on page 240, proceed as follows:

1. From the COMMUNICATION screen, press **MENU** to display the function menu.
2. Use **+** and **+** to select OPTIONS and press **RETURN** or **+** to display the submenu.
3. Use **+** and **↓** to select DEFAULT SETTING and press **RETURN**. You can also select DEFAULT SETTING after pressing **MENU** while setting up or dialing. This message will appear:

Change current setting to default setting? Press RETURN(yes) or CANCEL(no).

- You can also start this operation from the DIAL or SET UP screens. Simply press **MENU**, select DEFAULT SETTING and press **RETURN**. The above message will appear.
- 4. Press **RETURN** to reset the parameters, or **CANCEL** to exit. After resetting the parameters, the system returns to the screen from which you started the operation.
- The parameters are reset to the underlined values shown on page 240. The dial command and auto log in data are emptied, and the file name is returned to "COMM".

## Sending a File

```
OPTIONS  SEND  RECEIVE  EXIT
SEND WP TEXT(W/ASCII) NO PROTOCOL
SEND WP TEXT(W/ASCII) XMODEM
SEND WP TEXT(.WPT)
```

```
OPTIONS  SEND  RECEIVE  EXIT
SEND WP TEXT(W/ASCII) NO PROTOCOL
SEND WP TEXT(W/ASCII) XMODEM
SEND WP TEXT(.WPT)
```

```
OPTIONS  SEND  RECEIVE  EXIT
SEND WP TEXT(W/ASCII) NO PROTOCOL
SEND WP TEXT(W/ASCII) XMODEM
SEND WP TEXT(.WPT)
```

- The machine can transmit Create Document files stored in the memory. If you want to transmit a file that is stored on a disk, first load the file into the memory. For details, see "Transferring Files from Disk to Memory" on page 286.

Before sending a file, you must be connected (your machine has been dialed or you have dialed another machine, and if necessary, recorded the auto log in data). If you are sending to a personal computer or Super Power Note and are connected directly by a NUL MODEM cable, you are automatically connected and no dialing is necessary. You must also specify that you are going to send a file. With an electronic mail box service, this is usually done by selection on an option menu. If you are communicating with a friend, just tell him that you are going to send a file (type the message and press **RETURN**). This will give him time to prepare his machine for receiving your file. Verify that both the sending

and receiving units are "set-up" to use the same parameters.

1. On the COMMUNICATION screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select SEND and press **RETURN** or **↵**. The submenu appears.
3. Use **↑** and **↓** to select SEND WP TEXT(W/ASCII) NO PROTOCOL, SEND WP TEXT (W/ASCII) XMODEM, or SEND WP TEXT(.WPT) and press **RETURN**. The MEMORY INDEX appears.
  - *If you select SEND WP TEXT(W/ASCII) NO PROTOCOL or SEND WP TEXT (W/ASCII) XMODEM, your text file will be converted into a standard ASCII file. Attributes and most of the format will be removed from the data. You must select one of these options if the receiving machine is not Super Power Note. Select NO PROTOCOL or XMODEM according to the parameter setting of the receiving system.*
  - *If you select SEND WP TEXT(.WPT), the format of your text file will be preserved. However, this works only if the receiving machine is another Super Power Note. With this option, the protocol is automatically set to XMODEM.*
  - *If there is no text file in the memory, this message will appear:*

No files to send.

4. Select a file with the cursor keys and press **RETURN** to start transmission. During transmission using NO PROTOCOL, the transmitted text as well as the reception errors are echoed back as determined by the settings. The amount of data already transmitted will be displayed in Kilobytes.

During transmission using the XMODEM protocol, the receiving machine checks the data by blocks of 128 bytes. When an error occurs, the receiving machine sends a retransmission request and your machine sends the same block again. The number of transmitted bytes as well as the number of retrials are displayed on the screen.

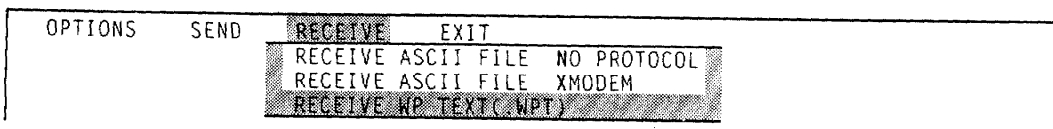
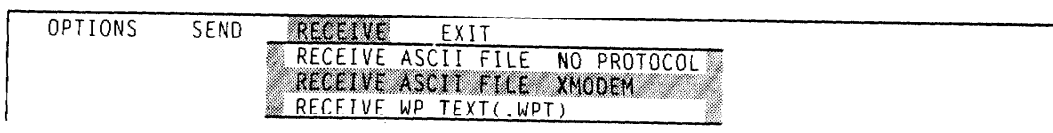
- *To cancel transmission, press **CANCEL**. When using the XMODEM protocol, transmission is also aborted if the **CANCEL** key is pressed on the receiving machine. This key is usually the Escape key on a personal computer.*

---

## Receiving a File

OPTIONS	SEND	<b>RECEIVE</b>	EXIT						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>RECEIVE ASCII FILE</b></td> <td style="width: 33%;"><b>NO PROTOCOL</b></td> </tr> <tr> <td><b>RECEIVE ASCII FILE XMODEM</b></td> <td></td> </tr> <tr> <td colspan="2"><b>RECEIVE WP TEXT(.WPT)</b></td> </tr> </table>				<b>RECEIVE ASCII FILE</b>	<b>NO PROTOCOL</b>	<b>RECEIVE ASCII FILE XMODEM</b>		<b>RECEIVE WP TEXT(.WPT)</b>	
<b>RECEIVE ASCII FILE</b>	<b>NO PROTOCOL</b>								
<b>RECEIVE ASCII FILE XMODEM</b>									
<b>RECEIVE WP TEXT(.WPT)</b>									





- *A received file is stored in the machine memory. Make sure that you have enough free space in memory. If necessary, transfer your files onto a disk and delete them from the memory. For details, see "Transferring Files from Memory to Disk" on page 280 and "Deleting Files from the Memory" on page 278.*

Before receiving a file, you must be connected (your machine has been dialed or you have dialed another machine, and if necessary, recorded the auto log in data). If you are receiving from a personal computer or Super Power Note and are connected by a NUL MODEM cable, you are automatically connected and no dialing is necessary. If you are communicating with a friend, tell him that you want to receive a file (type the message and press **RETURN**). This will give him time to prepare his machine for sending a file. Verify that both the sending and receiving units are "set-up" to use the same parameters.

1. On the COMMUNICATION screen, press **MENU** to display the function menu.
2. Use **←** and **→** to select RECEIVE and press **RETURN** or **↓**. The sub-menu appears.
3. Use **↑** and **↓** to select RECEIVE ASCII FILE NO PROTOCOL, RECEIVE ASCII FILE XMODEM, or RECEIVE WP TEXT(.WPT) and press **RETURN**. You are asked to enter a file name.

- *If you select RECEIVE ASCII FILE NO PROTOCOL or RECEIVE ASCII FILE XMODEM, the received ASCII file will be converted into a text file. The layout of the converted text file will be quite primitive but you are free to improve it later using the Create Document mode. You must select one of these options if the transmitting machine is not a Super Power Note. Select NO PROTOCOL or XMODEM according to the parameter settings of the transmitting system.*
- *If you select RECEIVE WP TEXT(.WPT), the file will be stored without conversion. The format of the transmitted file will be preserved. However, this works only if the transmitting machine is another Super Power Note. With this option, the protocol is automatically set to XMODEM.*
- *If there is less than three Kilobytes of free space in the memory, this message will appear:*

Not enough memory remaining.

4. Type the file name under which the received file will be stored in the memory and press **RETURN** to start receiving. You may also press **CANCEL** during file name input to cancel the operation and return to the COMMUNICATION screen.

During reception using NO PROTOCOL, the amount of data already received will be displayed in Kilobytes.

During reception using the XMODEM protocol, your machine checks the data by blocks of 128 bytes. When an error occurs, your machine sends a retransmission request and the same block is received again. The number of received bytes as well as the number of retrials are displayed on the screen.

- To cancel reception, press **CANCEL** or **CODE** + **FILE** ( **MENU** ), according to the message on the bottom of the screen. When using the XMODEM protocol, reception is also aborted if the **CANCEL** key is pressed on the transmitting machine.
- Pressing **CODE** + **FILE** ( **MENU** ) during reception of an ASCII file displays this message:

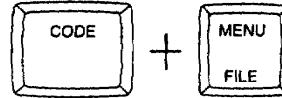
Press RETURN to close and save, CODE+D to delete.

- If the memory becomes full during reception of an ASCII file, this message will appear:

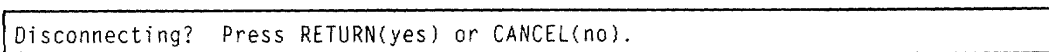
Memory full. Press RETURN to close and save, CODE+D to delete.

*In both cases, if you press **RETURN**, the portion of the file that has been received will be converted into a text file and saved under the file name that you specified. If you press **CODE** + **D**, the file will be deleted.*

## Returning to the Main Menu



1. To return to the MAIN MENU, press **MENU**.
2. Use **←** and **→** to select EXIT and press **RETURN**. This message will appear:



- **Short cut:** Instead of (1) and (2), you may press **CODE** + **FILE** ( **MENU** ).
3. Press **RETURN** to return to the MAIN MENU, or **CANCEL** to stay in the Terminal mode.

# Character Code Table

## 8-bit Code Table

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0	NUL	DLE	SP	0	@	P	◌̇	p		Ⓔ	á				α	≡
1	SOH	DC1	!	1	A	Q	a	q	ü		í				β	±
2	STX	DC2	"	2	B	R	b	r	é		ó				Γ	
3	ETX	DC3	#	3	C	S	c	s	â	ô	ú				π	
4	EOT	DC4	\$	4	D	T	d	t	ä	ö	ñ				Σ	⸀
5	ENQ	NAK	%	5	E	U	e	u	â	ò	Ñ				σ	⸁
6	ACK	SYN	&	6	F	V	f	v	å	û					μ	÷
7	BEL	ETB	'	7	G	W	g	w	ç	ù					τ	
8	BS	CAN	(	8	H	X	h	x	ê	ÿ	ı				Φ	°
9	HT	EM	)	9	I	Y	i	y	ë	ÿ					Θ	
A	LF	SUB	*	:	J	Z	j	z	è	Û					Ω	•
B	VT	ESC	+	;	K	[	k	{	ï	ç	½				δ	√
C	FF	FS	,	<	L	\	l		ì	£	¼				×	
D	CR	GS	-	=	M	]	m	}	í	¥	ı				φ	²
E	SO	RS	.	>	N	^	n	~	Ä						ε	
F	SI	US	/	?	O	_	o	DEL	À							

- Codes on grey background are ASCII controls. They can be input from the keyboard and transmitted in the terminal mode. See "Transmitting Control Codes" on page 252 for a list of input keys. Code 15HEX (NAK) transmits the character.
- Any character of the above table can be received and most of them will be displayed correctly. The only exceptions are å, Å, ÿ, í, and ú, which are displayed without diacritics. Codes without a character are displayed as spaces.
- To transmit boxed characters like Ⓔ, use the dead keys of KB:I. To transmit other characters above 7FHEX, use the method described in "Sending Data in Hexadecimal Code" on page 233.

## 7-bit Code Table

	0	1	2	3	4	5	6	7
0	NUL	DLE	SP	0	@	P	°	p
1	SOH	DC1	!	1	A	Q	a	q
2	STX	DC2	"	2	B	R	b	r
3	ETX	DC3	#	3	C	S	c	s
4	EOT	DC4	\$	4	D	T	d	t
5	ENO	NAK	%	5	E	U	e	u
6	ACK	SYN	&	6	F	V	f	v
7	BEL	ETB	'	7	G	W	g	w
8	BS	CAN	(	8	H	X	h	x
9	HT	EM	)	9	I	Y	i	y
A	LF	SUB	*	:	J	Z	j	z
B	VT	ESC	+	;	K	[	k	1/4
C	FF	FS	,	<	L	±	l	1/2
D	CR	GS	-	=	M	]	m	¶
E	SO	RS	.	>	N	²	n	§
F	SI	US	/	?	O	_	o	DEL

- Codes on grey background are ASCII controls. They can be input from the keyboard and transmitted in the terminal mode. See "Transmitting Control Codes" on page 252 for a list of input keys.
- Characters \, ^, ` , {, |, }, ~, and ' of KB:I and character ø of KB:II cannot be transmitted. Character can be received and displayed but cannot be transmitted.

## Transmitting Control Codes

The following keys can be used in the terminal mode to transmit ASCII control codes.

Keys	Code (Hexadecimal)	ASCII Control Name
<b>CODE</b> + <b>SHIFT</b> + <b>0</b>	00	NUL
<b>CODE</b> + <b>SHIFT</b> + <b>A</b>	01	SOH
<b>CODE</b> + <b>SHIFT</b> + <b>B</b>	02	STX
<b>CODE</b> + <b>SHIFT</b> + <b>C</b>	03	ETX
<b>CODE</b> + <b>SHIFT</b> + <b>D</b>	04	EOT
<b>CODE</b> + <b>SHIFT</b> + <b>E</b>	05	ENQ
<b>CODE</b> + <b>SHIFT</b> + <b>F</b>	06	ACK
<b>CODE</b> + <b>SHIFT</b> + <b>G</b>	07	BEL
<b>CODE</b> + <b>SHIFT</b> + <b>H</b>	08	BS
<b>CODE</b> + <b>SHIFT</b> + <b>I</b>	09	HT
<b>CODE</b> + <b>SHIFT</b> + <b>J</b>	0A	LF
<b>CODE</b> + <b>SHIFT</b> + <b>K</b>	0B	VT
<b>CODE</b> + <b>SHIFT</b> + <b>L</b>	0C	FF
<b>CODE</b> + <b>SHIFT</b> + <b>M</b>	0D	CR
<b>CODE</b> + <b>SHIFT</b> + <b>N</b>	0E	SO
<b>CODE</b> + <b>SHIFT</b> + <b>O</b>	0F	SI
<b>CODE</b> + <b>SHIFT</b> + <b>P</b>	10	DLE
<b>CODE</b> + <b>SHIFT</b> + <b>Q</b>	11	DC1(XON)
<b>CODE</b> + <b>SHIFT</b> + <b>R</b>	12	DC2
<b>CODE</b> + <b>SHIFT</b> + <b>S</b>	13	DC3(XOFF)
<b>CODE</b> + <b>SHIFT</b> + <b>T</b>	14	DC4
<b>CODE</b> + <b>SHIFT</b> + <b>U</b>	15	NAK
<b>CODE</b> + <b>SHIFT</b> + <b>V</b>	16	SYN
<b>CODE</b> + <b>SHIFT</b> + <b>W</b>	17	ETB
<b>CODE</b> + <b>SHIFT</b> + <b>X</b>	18	CAN

COMMUNICATION

(Continued)

Keys	Code (Hexadecimal)	ASCII Control Name
<b>CODE</b> + <b>SHIFT</b> + <b>Y</b>	19	EM
<b>CODE</b> + <b>SHIFT</b> + <b>Z</b>	1A	SUB
<b>CODE</b> + <b>SHIFT</b> + <b>1</b>	1B	ESC
<b>CODE</b> + <b>SHIFT</b> + <b>2</b>	1C	FS
<b>CODE</b> + <b>SHIFT</b> + <b>3</b>	1D	GS
<b>CODE</b> + <b>SHIFT</b> + <b>4</b>	1E	RS
<b>CODE</b> + <b>SHIFT</b> + <b>5</b>	1F	US
<b>BS</b>	08	BS
<b>TAB</b>	09	HT
<b>(SPACE BAR)</b>	20	SPACE
<b>CODE</b> + <b>BS</b>	7F	DEL
<b>RETURN</b>	AUTO LF (SEND) ON: 0D+0A	CR+LF
	AUTO LF (SEND) OFF: 0D	CR
<b>CODE</b> + <b>RETURN</b>	AUTO LF (SEND) ON: 0D	CR
	AUTO LF (SEND) OFF: 0D+0A	CR+LF

COMMUNICATION



# Fax

## The FAX Mode

In the FAX mode, your machine is able to send a text file to a receiving fax machine. With a normal fax machine, you can send and receive printed information. With the FAX mode of this machine, you can send the contents of a document file directly through the telephone line. You do not need to print the document first and you do not need to have a fax machine. All you need is to connect the optional pocket-size Fax Adapter between your machine and a telephone line. For details about that optional adapter and its connections, see "Modem and Fax Adapter" on page 9.

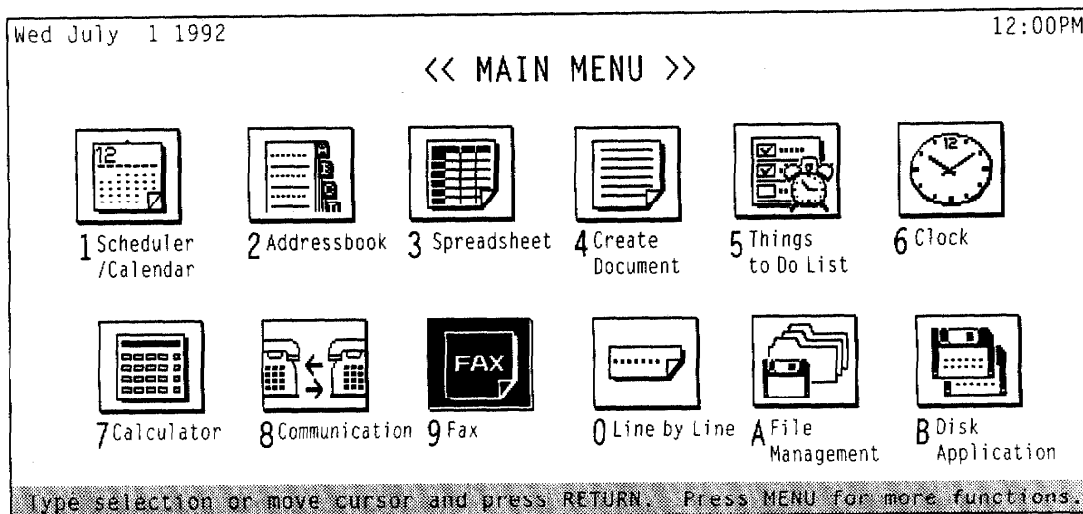
## Before You Start

Only a text file that is currently stored in the memory can be transmitted. If the file is on disk, first load it into the memory. For details, see "Transferring Files from Disk to Memory" on page 286.

The Address Book file which is currently stored in the memory can be used for easy selection of the fax number. Again, if the desired file is stored on disk, you should first load it into the memory. For details, see "Loading a File from a Disk" on page 78.

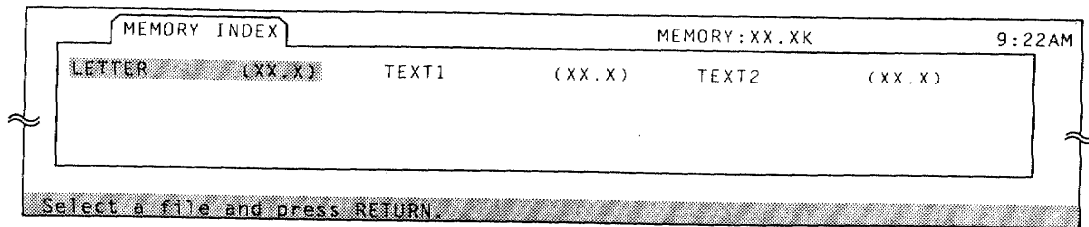
## How to Start?

1. Switch the machine on to display the MAIN MENU.

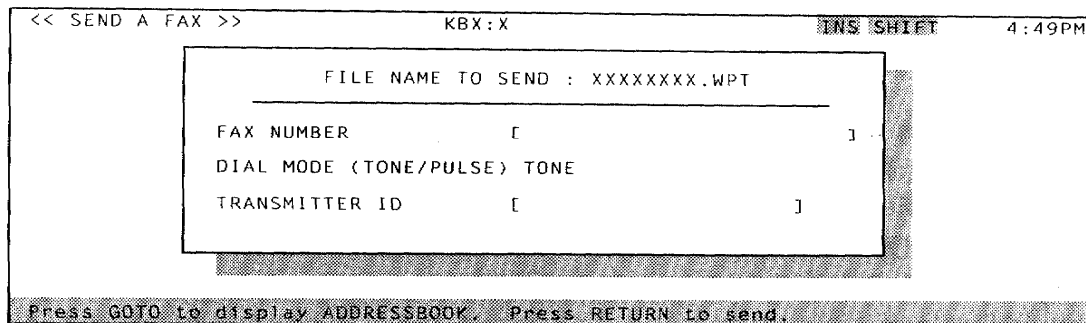


FAX

2. Type "9" or move the cursor to 9. FAX using the cursor keys and press **RETURN**. The MEMORY INDEX screen appears and you can see the list of the text files which are currently stored in the memory.



3. Use the cursor keys and, if necessary, **CODE** + **PRES** ( **↑** ) and **CODE** + **NEXTS** ( **↓** ) to select the text file and press **RETURN**. The SEND A FAX screen appears.



## *Sending the File*

The SEND A FAX screen displays the name of the selected file and allows you to enter the fax number of the recipient. You will also need to set some transmission parameters. You can directly type the fax number or jump to the display of the current Address Book file and select the number from there.

1. Enter the fax number. For details see "Entering the Fax Number" on page 258.
2. If necessary, set the dial mode (tone or pulse) and type your transmitter ID. For details, see "Dial Mode" on page 259 and "Transmitter ID" on page 260.
3. After setting the machine and entering the fax number, use **↑** and **↓** to move the cursor to the fax number entry field and press **RETURN**. The machine will ask you to confirm.

Press RETURN to execute. Press CANCEL to cancel.

4. Press **RETURN** again to send the fax. The machine will automatically dial the fax number and transmit the file. The page number of the page being

transmitted will appear on the screen.

SENDING PAGE : XXX

When the transmission is completed, this message will appear:

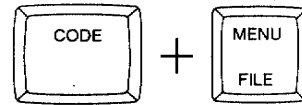
TRANSMISSION COMPLETED TOTAL PAGES : XXX

For more details about what can happen during transmission, see "Transmission Problems" on page 260.

- *The printout of a file and the fax copy that is received at the end of the line may slightly differ. For details, see "Printout vs. Fax Copy" on page 261.*

---

## How to Finish?



1. If the transmission is successful, this message will appear:

Fax communication completed. Press FILE to exit.

2. Press **CODE** + **FILE** ( **MENU** ) to return to the MAIN MENU.

# The SEND A FAX Screen

---

```
<< SEND A FAX >>                KBX:X                INS SHIFT                4:49PM

FILE NAME TO SEND : XXXXXXXX.WPT
-----
FAX NUMBER          [                ]
DIAL MODE (TONE/PULSE) TONE
TRANSMITTER ID     [                ]

Press GOTO to display ADDRESSBOOK. Press RETURN to send.
```

The SEND A FAX screen displays the name of the file which you selected from the MEMORY INDEX (FILE NAME TO SEND), an entry field for the fax number (FAX NUMBER), a setup area for the DIAL MODE, and an entry field for the TRANSMITTER ID.

- **FILE NAME TO SEND:** The file name is displayed to remind you of the name of the file that you are going to send. You cannot change to another file on this screen. If you want to change the file, press **CANCEL** to return to the MEMORY INDEX and select another file.
- **FAX NUMBER:** There are two methods for entering the fax number: direct input by typing the number, or selection from the ADDRESS BOOK file. When you enter a fax number, it remains in the memory until you change it.
- **DIAL MODE:** Depending on your telephone, there are two methods of dialing, tone and pulse. You must set your machine accordingly, otherwise, transmission is impossible. If you do not know which dialing mode is used on your telephone, you may try the modes one by one. The setting for the dial mode will remain in the memory.
- **TRANSMITTER ID:** This is an optional entry. This line is automatically printed on the top of the fax copies to allow the recipient to identify you. The setting for the TRANSMITTER ID will remain in the memory.

---

## *Entering the Fax Number*

### **Direct typing**

1. On the SEND A FAX screen, use **↑** and **↓** to move the cursor to the entry field for FAX NUMBER.
2. Type the fax number.






A fax number is made of digits (0–9). You may also use other characters in addition to the digits. These characters and their function are listed below:

**FAX**

## Characters used for auto dialing

Characters	Function
"0"-"9"	The actual fax number.
"(" ")" "-"	Parentheses and hyphens: make the number easier to read and are ignored during auto dialing.
","	Each comma inserts a two-second pause. This is useful when the auto dialing pace is too fast.
"*" "#" "A"-"D"	Produces a tone while dialing.
"W"	Waits for a second dial tone (insert this character between the international call number and the rest of the fax number to allow for connection).
"P" "T"	Specify pulse or tone dial mode. Enter one of these characters before the fax number to override the dial mode setting of the DIAL MODE entry field.










## Using the Address Book File

1. On the SEND A FAX screen, use  and  to move the cursor to the entry field for FAX NUMBER.
2. Press  +  (  ). The Address Book file is displayed.
  - *If the Address Book file is empty, this message appears:*

ADDRESSBOOK has no data.




- *If the Address Book file has no FAX NUMBER label (the label must start with the three characters "FAX"; the next characters can be anything), this message appears:*

ADDRESSBOOK has no FAX number column.

3. Use , ,  +  (  ) and  +  (  ) to select the recipient.
4. Press  to confirm the selection and return to the SEND A FAX screen. The fax number is now displayed in front of FAX NUMBER.

## Dial Mode



The dial mode has to be entered only when you are transmitting for the first time, or when you are transmitting from another telephone. The dial mode will be kept in the memory until you change it.

1. On the SEND A FAX screen, use  and  to move the cursor to the DIAL MODE setup area.
2. Press  to select TONE or PULSE.

---

## *Transmitter ID*

The transmitter ID is optional. If you enter a transmitter ID, it will be kept in the memory until you change it.

1. On the SEND A FAX screen, use  and  to move the cursor to the TRANSMITTER ID entry field.
2. Type your name, the name of your company, etc. (up to 20 characters). This information will print at the top of the fax you are sending.

---

## *Transmission Problems*

- If the line is busy, the machine will automatically retry twice at intervals of three minutes (for a total of three dialings). This message will appear:

Awaiting redial.  
Line is busy

- If transmission fails, the machine will display one of these messages:

Fax adapter does not exist

Line is busy.

No response from remote fax.

The telephone circuit is disconnected.

Line was interrupted.

Fax communication error.

**Correct and retry.**

- If transmission fails (due to a power failure, for example), the next time you switch the power off, then on, this message will appear:

Last fax transfer failed.

## *Printout vs. Fax Copy*

If you compare a fax copy with the printout of the same file, you will notice some differences in pitch and line spacing. The fax copy will usually be slightly more compact.

The following table shows the list of codes that can be transmitted. Please note that dead characters are not supported.

	0	1	2	3	4	5	6	7
0			SP	0	@	P	`	p
1			!	1	A	Q	a	q
2			"	2	B	R	b	r
3			#	3	C	S	c	s
4			\$	4	D	T	d	t
5			%	5	E	U	e	u
6			&	6	F	V	f	v
7			'	7	G	W	g	w
8			(	8	H	X	h	x
9			)	9	I	Y	i	y
A			+	:	J	Z	j	z
B			+	:	K	[	k	{
C			,	<	L	\	l	
D			-	=	M	]	m	}
E			.	>	N	^	n	~
F			/	?	O	_	o	

FAX



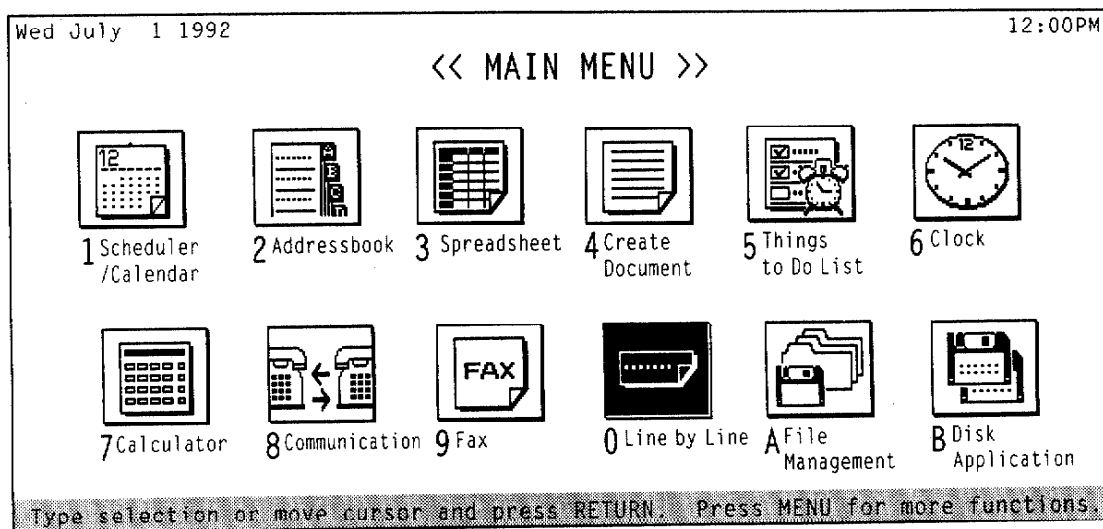
# Line by Line

## *Printing a Line at a Time as You Type*

In the Line by Line mode, your machine allows you to type on paper without storing. You type your text line by line. The line is automatically transferred to the printer after completion. Since your text is not kept in memory, this mode will be used to type short texts like addresses on envelopes or short memos.

## *How to Start?*

1. Make sure that your printer is connected and that the printer parameters are correctly set. See "Printer Set Up" on page 19 for details.
2. Switch the machine on to display the MAIN MENU.



3. Type "0" or move the cursor to 0. LINE BY LINE using the cursor keys and press **RETURN**. The LINE BY LINE screen shown on the next page appears.

## *Using the Line by Line Mode*

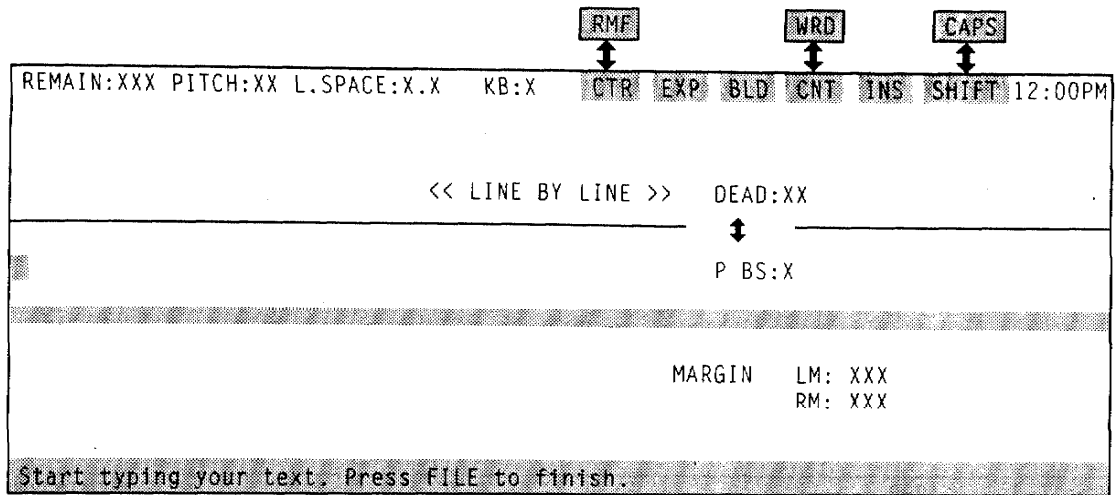
Simply type your text. Press **RETURN** to send the line to the printer and start typing the next line. You are allowed to set the margins and to use some layout functions. For details see:

- "Setting Up" on page 266
- "Layout Functions" on page 268
- "Printer Set Up" on page 19

## *How to Finish*

After typing your text, simply turn the machine off or press **CODE** + **FILE** (**MENU**) to return to the MAIN MENU.

# The LINE BY LINE Screen



## Status Line

The status line indicators remind you where you are and what settings you have selected.

Indicators of the LINE BY LINE screen

Indicator	Meaning
REMAIN:XXX	Characters remaining before reaching right margin.
PITCH:XX	Current pitch (10, 12, or 15).
L.SPACE:X.X	Current line spacing (1.0, 1.5, or 2.0).
KB:X	Current keyboard selection (I or II).
SHIFT	On if the keyboard is in uppercase mode.
CAPS	On if the keyboard is in caps lock mode.
INS	On when the insert mode is activated.
EXP	On when the expand function is activated.
P BS:X	Displays the superimposed character when the cursor is on the base character.
DEAD:XX	Displays the dead character when the cursor is on the base character.
BLD	On when the bold function is activated.
CNT	On when the continuous underline function is activated.
WRD	On when the word underline function is activated.
RMF	On when the right margin flush function is activated.

Indicators of the LINE BY LINE screen

Indicator	Meaning
CTR	On when the centering function is activated.
LM:XXX	Indicates the left margin setting (under the text line).
RM:XXX	Indicates the right margin setting (under the text line).

## Text Line

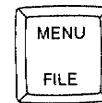
This is where the text that you type will appear. The text cursor (solid box) indicates where you are. The text is sent to the printer and disappears from the text line when you press **RETURN**.

## Message Area

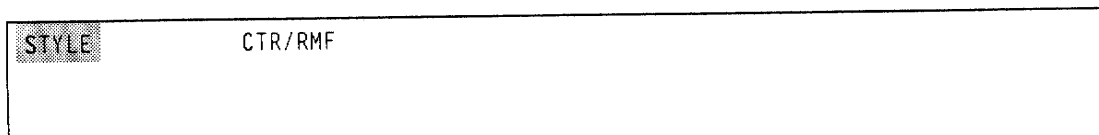
This line is reserved for guide messages (prompts) that ask you a question, give direction or display error messages that warn you when something is wrong.

- For a list of error messages, see "Error Messages" on page 303.

## Function Menu

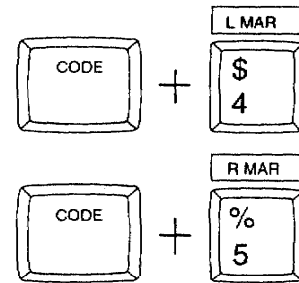


When you press **MENU**, a menu of functions appears on top of the screen. These functions are identical to the STYLE and CTR/RMF functions of the Create Document mode.



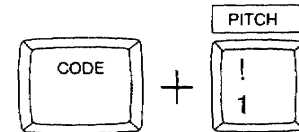
# Setting Up

## Setting Margins



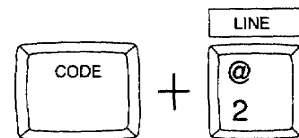
1. Press **CODE** + **L MAR** ( **4** ) or **CODE** + **R MAR** ( **5** ). The cursor moves to the MARGIN indicator.
  2. Use **←** and **→** to move the cursor to the left or right margin setting. Type the desired setting and press **RETURN**. You may also press **CANCEL** to return to the input line without changing the settings.
- *The margins are automatically stored into the memory. The previous settings will reappear each time you start the Line by Line mode.*

## Selecting the Pitch



1. Press **CODE** + **PITCH** ( **1** ) repeatedly to select PITCH:10, PITCH:12, or PITCH:15.
  2. If you are using a daisy wheel printer, install the corresponding daisy wheel.
- *The pitch can be changed only before entering text on the screen.*
  - *The pitch is automatically stored in the memory. The previous setting will reappear each time you start the Line by Line mode.*

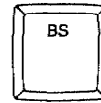
## Selecting the Line Space



- Press **CODE** + **LINE** ( **2** ) repeatedly to select L. SPACE:1.0, L. SPACE:1.5, or L. SPACE:2.0.
- *The line space is automatically stored in the memory. The previous setting will reappear each time you start the Line by Line mode.*

---

## Corrections



To delete a character on the line, move the cursor to the right of the character and press **BS**.

To delete an entire word, position the cursor next to the last character of the word and press **CODE** + **WORD OUT** ( **0** ).

To delete an entire line, position the cursor next to the last character of the line and press **CODE** + **LINE OUT** ( **=** ).

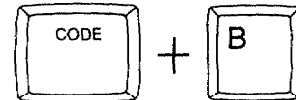
To insert text, position the cursor at the insertion position, press **CODE** + **INSERT** ( **I** ) to display the INS indicator, and start typing. When the INS indicator is off, the characters that you type overwrite the old ones.

# Layout Functions

## Adding Effects (STYLE)

The effects provided by the STYLE option on the function menu allow you to enhance the appearance of your document. They include bold characters, underlining, automatic insertion of blanks (expand), as well as superscripts and subscripts.

### Bold Face Characters

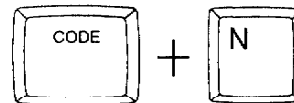


STYLE	CTR/RMF	
BOLD	OFF	(ON)
UNDERLINE	OFF	(CNT) (WRD)
EXPAND	OFF	(ON)
SUPER SUB ON/OFF	OFF	(SUPER) (SUB)

1. If you want to turn the bold function on before typing, skip this step. If you want to change the type face of a portion of text already typed, position the cursor at the beginning of that portion.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select BOLD.
5. Use **(SPACE BAR)** to turn the bold function ON.
6. Press **RETURN**. The BLD indicator is now on.
  - **Short cut:** Instead of (2), (3), (4), (5), and (6), you may press **CODE** + **B** to switch the bold function ON/OFF.
7. The text you now type or the text you scan by moving the cursor right is displayed in bold. If you move the cursor past the desired position, simply move back to unmark. To move the cursor to the beginning or the end of the line, **CODE** + **EXPR** (**←**) and **CODE** + **RELOC** (**→**).
8. To return to normal typing, repeat steps (2), (3), (4), (5), and (6) to turn the bold function OFF, or press **CODE** + **B**.
  - To undo bold characters, position the cursor just after the last bold character, turn the bold function ON, and move the cursor to the left. Turn the bold function OFF to stop undoing bold.

Using the **Boldface** is a way of making a Word, Phrase or entire Paragraph stand out and catch the reader's eye. The **Boldface** feature has a

## Underlining



STYLE	CTR/RMF	
BOLD	OFF	(ON)
UNDERLINE	OFF	(CNT) (WRD)
EXPAND	OFF	(ON)
SUPER SUB ON/OFF	OFF	(SUPER) (SUB)

1. If you want to turn the underline function on before typing, skip this step. If you want to underline a portion of text already typed, position the cursor at the beginning of that portion.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
4. Use **↑** and **↓** to select UNDERLINE.
5. Use **SPACE BAR** to select CNT (continuous underlining) or WRD (word underlining).
6. Press **RETURN**. The corresponding indicator is now on.
  - **Short cut:** Instead of (2), (3), (4), (5), and (6), you may press **CODE** + **N** to switch the underline function CNT/WRD/OFF.
  - If you select continuous underlining, all will be underlined, including blank spaces. With word underlining, blank spaces are not underlined.
7. The text you now type or the text you scan by moving the cursor right is underlined. If you move the cursor past the desired position, simply move back to remove the underline. To move the cursor to the beginning or the end of the line, **CODE** + **EXPR** (**←**) and **CODE** + **RELOC** (**→**).
8. To return to normal typing, repeat steps (2), (3), (4), (5), and (6) to turn the underline function OFF, or press **CODE** + **N**.
  - To undo underlining, position the cursor just after the last underlined character, select the same option (CNT or WRD), and move the cursor to the left. Turn the underline function OFF to stop removing underlining.

**Continuous Underline**

Using the Underline is a way of making a Word, Phrase or entire Paragraph stand out and catch the reader's eye. The Underline feature has a

**Word Underline**

Using the Underline is a way of making a Word, Phrase or entire Paragraph stand out and catch the reader's eye. The Underline feature has a

**Typing Expanded Text**

STYLE	CTR/RMF	
BOLD	OFF	(ON)
UNDERLINE	OFF	(CNT) (WRD)
EXPAND	OFF	(ON)
SUPER SUB ON/OFF	OFF	(SUPER) (SUB)

The expand function is used only while typing. You cannot use it to reformat text that has been typed.

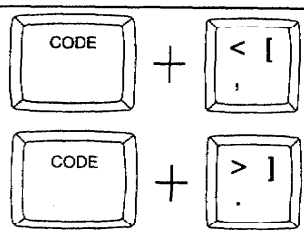
1. Press **MENU** to display the menu.
  2. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
  3. Use **↑** and **↓** to select EXPAND.
  4. Use **SPACE BAR** to turn the function ON.
  5. Press **RETURN**. The EXP indicator is now on.
  6. The text you now type is expanded -- that is, a permanent space is automatically inserted after each text character.
  7. To return to normal typing, repeat steps (1), (2), (3), (4), and (5) to turn the expand function OFF.
- *The permanent spaces inserted with the expand function cannot be removed automatically. To undo the expand format, delete the permanent spaces one by one using **BS**.*



C O P Y ← Expand

This letter was typed on this new Work Organizer to show you some of the many outstanding feats it can perform.

**Superscripts and Subscripts**



STYLE	CTR/RMF	
BOLD	OFF	(ON)
UNDERLINE	OFF	(CNT) (WRD)
EXPAND	OFF	(ON)
SUPER SUB ON/OFF	OFF	(SUPER) (SUB)

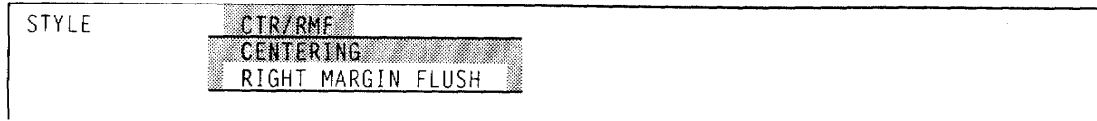
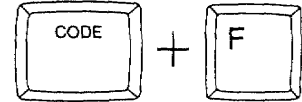
You may enter and print superscripts and subscripts.

- Characters in superscript and subscript are displayed on the same line as normal characters, but only half of the cursor appears (upper-half for superscripts, and lower-half for subscripts).
  - With daisy wheel and laser printers, superscripts and subscripts are printed the same distance (1/12 inch) above or below the line, regardless of the current line spacing. They are printed the same size as the normal text characters. With dot matrix and inkjet printers, superscripts and subscripts are smaller than normal text characters.
1. Move the cursor to the position where you want to type a superscript (or subscript).
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select STYLE, and press **RETURN** or **↓**.
  4. Use **↑** and **↓** to select SUPER SUB ON/OFF.
  5. Use **SPACE BAR** to select SUPER or SUB.
  6. To return to normal typing, repeat steps (2) to (5) to switch the function OFF.
- To undo superscripts or subscripts, turn the function OFF and retype the characters.
  - **Short cut:** Instead of the above procedure, you may use **CODE** + **↑** and **CODE** + **↓**.

- Each pair of keys ( **CODE** + **⏏** and **CODE** + **⏏** ) cancels the other, and the two pairs must always be used in combination.

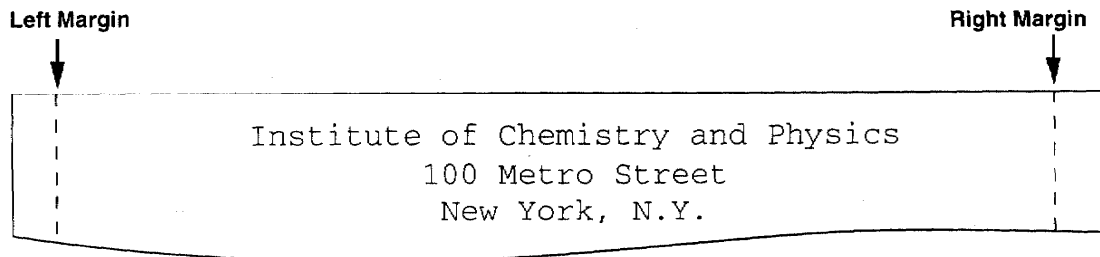
## Centering and Right Margin Flush Functions (CTR/RMF)

### Centering

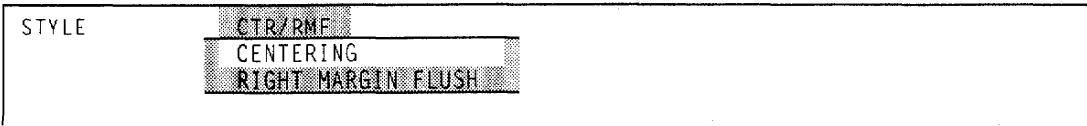
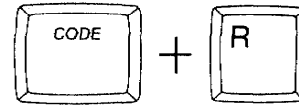


The centering function is used to center headlines or titles between the margins.

1. Press **MENU** to display the menu.
  2. Use **←** and **→** to select CTR/RMF, and press **RETURN** or **⏏**.
  3. Use **↑** and **↓** to select CENTERING and press **RETURN**. The CTR indicator shows up.
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **F**.
  - 4. Type your text and press **RETURN**.
  - Pressing **CANCEL** or **CODE** + **F** switches back to the normal mode.

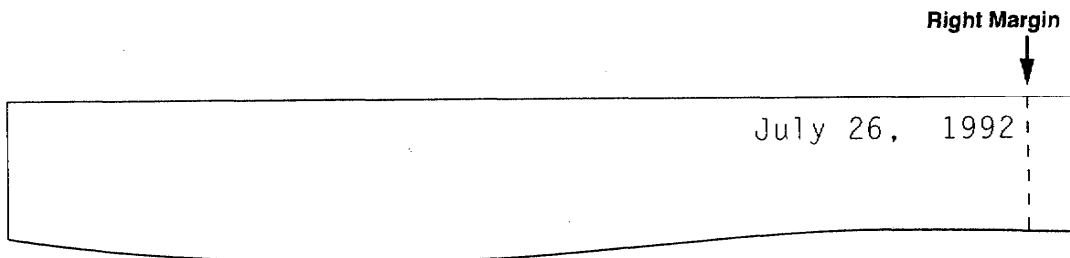


## Right Margin Flush



The right margin flush function is used to have the last character of a line exactly on the right margin. This is used, for example, to type the date of a letter.

1. Press **MENU** to display the menu.
  2. Use **←** and **→** to select CTR/RMF, and press **RETURN** or **↓**.
  3. Use **↑** and **↓** to select RIGHT MARGIN FLUSH and press **RETURN**. The RMF indicator shows up.
- **Short cut:** Instead of (1), (2), and (3), you may press **CODE** + **R**.
4. Type your text and press **RETURN**.
- Pressing **CANCEL** or **CODE** + **R** switches back to the normal mode.



**LINE BY LINE**

# File Management

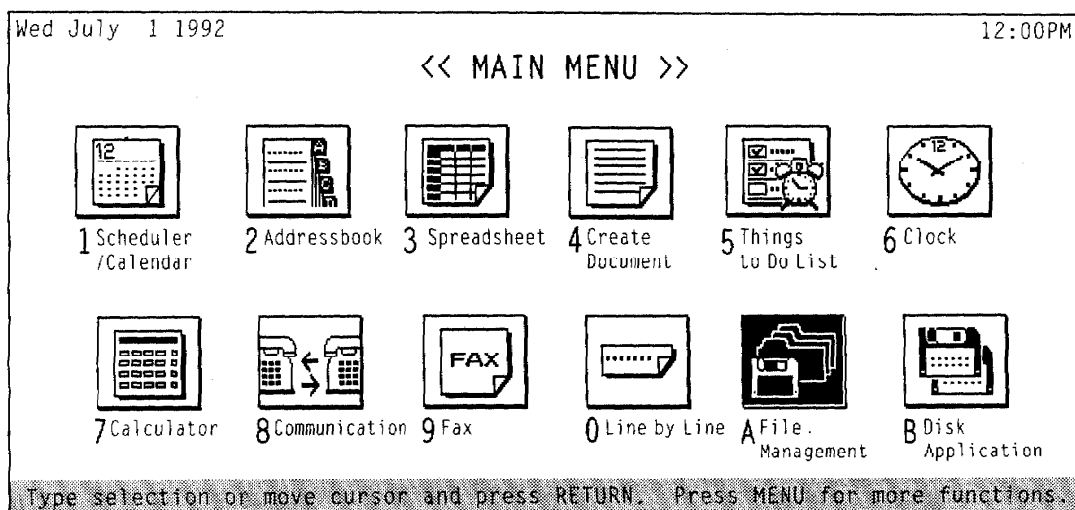
## *The File Management Mode*

The File Management mode is used to help you organize your files. The available operations are carried out on two different screens: MEMORY INDEX and DISK INDEX.

To use the File Management functions, both of these index screens must be accessed through the File Management mode.

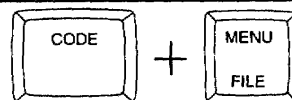
## *How to Start?*

1. Switch the machine on to display the MAIN MENU.



2. Type "A" or move the cursor to A. FILE MANAGEMENT using the cursor keys and press **RETURN**. The MEMORY INDEX appears.

## *How to Finish?*



To exit the File Management mode and return to the MAIN MENU, simply press **CODE** + **FILE** (**MENU**). If the MEMORY INDEX is displayed, you may also press **MENU** to display the function menu, select EXIT and press **RETURN**. You may also press **CANCEL** without displaying the function menu.

## About the Different Types of Files

This machines allows for the creation and management of many different types of files. Each individual file is stored under a specific file name and file name extension.

A temporary file name is given by the machine to a new file when you create the file. Except for the User Dictionary and Abbreviated Phrase files, which have a fixed file name, the machine asks you to enter a specific file name when you decide to save a file.

The file name extension allows the machine to distinguish between different types of files. This extension is automatically created by the machine and you can never change it. See the next table for a list of file name extensions.

The different types displayed on the MEMORY INDEX screen

Type	Extension
SCHEDULER/CALENDAR	.DTB
ADDRESS BOOK	.MRG
CREATE DOCUMENT	.WPT
USER DICTIONARY	.DCT
ABBREVIATED PHRASE	.PHR
THING TO DO LIST	.TDL
COMMUNICATION	.CPF

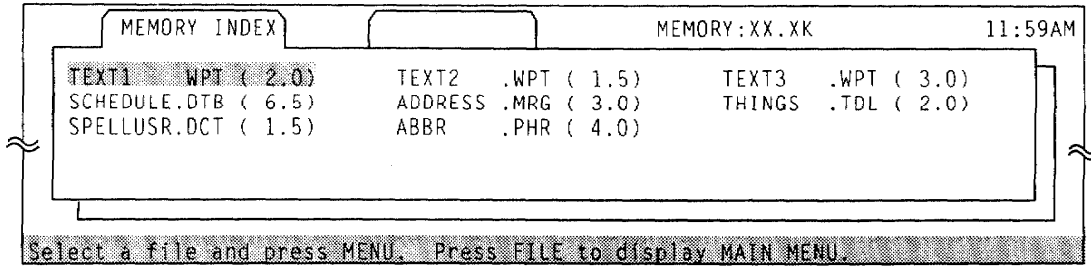
The different types displayed on the DISK INDEX screen

Type	Extension
SCHEDULER/CALENDAR	.DTB
ADDRESS BOOK	.MRG
SPREADSHEET	.SPR
CREATE DOCUMENT	.WPT
USER DICTIONARY	.DCT
ABBREVIATED PHRASE	.PHR
THINGS TO DO LIST	.TDL
COMMUNICATION	.CPF
ASCII TEXT	.TXT

- *ASCII text files (.TXT) are external files, created on the disk with a personal computer. Since your machine does not allow for changes in a file name extension, be sure to give the proper extension to the files that you create on a PC before trying to read them on your machine.*

# MEMORY INDEX Screen

The MEMORY INDEX screen appears when you start the File Management mode.



## File Length and Remaining Memory Space

The numbers displayed in parentheses at the right of the file names indicate the size of the files in kilobytes.

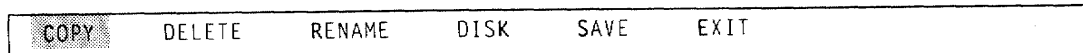
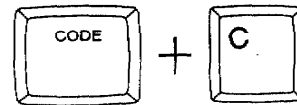
The number following the indicator MEMORY: indicates the remaining free space (in kilobytes) in the area of the memory that is used to store your Create Document files.

## Selecting a File

A file name can be selected by moving the cursor with the cursor keys. If you have more files in memory than the amount that can be displayed on the screen, **↑** and **↓** will scroll the display. You may also use **CODE** + **PREV** (**↑**) and **CODE** + **NEXT S** (**↓**) to scroll faster.

## Functions Available on the MEMORY INDEX Screen

### Copying a File in Memory



You may wish to edit a file and keep both the old and new version in memory. Simply make a copy of the file before editing it.

1. Move the cursor on the MEMORY INDEX screen to the file that you want to

- copy.
- Press **MENU** to display the menu.
  - Use **←** and **→** to select COPY, and press **RETURN**. The following message appears:

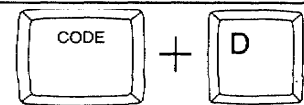
```
Type filename and press RETURN.
FILENAME: XXXXXXXX.WPT
```

- Short cut:** Instead of (2) and (3), you may simply press **CODE** + **C**.
- Input the new file name and press **RETURN**. The system then returns to the MEMORY INDEX screen.
  - If the specified new file name already exists in the memory when you press **RETURN** in step (4), the following message appears:**

```
Filename exists. Press RETURN to overwrite or type new name and press RETURN.
FILENAME: XXXXXXXX.WPT
```

- Press **RETURN** to overwrite the file with the same file name, or type a new file name and press **RETURN** to copy your data under a different file name. You can also press **CANCEL** to exit without COPY mode.
- You cannot copy the User Dictionary, Abbreviated Phrase, Scheduler / Calendar, Address Book, Things to Do List, or Communication files.

## Deleting Files from the Memory



```
COPY  DELETE  RENAME  DISK  SAVE  EXIT
```

Deletion of unwanted files is useful to make room in the memory for new files.

- Move the cursor on the MEMORY INDEX screen to the file that you want to delete.
- Press **MENU** to display the menu.
- Use **←** and **→** to select DELETE, and press **RETURN**. The following message appears, and the selected file name is marked with an asterisk (\*):

```
Press SPACE to select file(s) and press RETURN. (*)=Selected file(s)
```

- Short cut:** Instead of (2) and (3), you may press **CODE** + **D**.
- To delete more than one file, move the cursor to each file and press **(SPACE BAR)** to mark the file with an asterisk (\*). Pressing **(SPACE BAR)** again deselects the file.

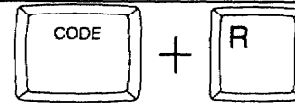


- When the files are selected, press **RETURN** to delete. This message will appear:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

- Press **RETURN** to start deleting or **CANCEL** to exit.  
After all files have been deleted, the MEMORY INDEX is updated.
  - You cannot select Scheduler / Calendar, Address Book, Things to Do List, Communication, User Dictionary, or Abbreviated Phrase files for deletion.
  - The machine will beep if no file is marked.

## Renaming a File in Memory



COPY    DELETE    **RENAME**    DISK    SAVE    EXIT

Renaming files is often useful when you want to improve the organization of your data.

- Move the cursor on the MEMORY INDEX screen to the file that you want to rename.
- Press **MENU** to display the menu.
- Use **←** and **→** to select RENAME, and press **RETURN**. The following message appears:

Type filename and press RETURN.  
FILENAME: XXXXXXXX■.XXX

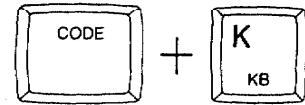
- Short cut:** Instead of (2) and (3), you may press **CODE** + **R**.
- Input the new file name and press **RETURN** to rename.
- If the specified new file name already exists when you press **RETURN** in step (4), the following message appears:**

Filename exists. Type new filename and press RETURN.  
FILENAME: XXXXXXXX■.XXX

**Proceed as in step (4), using a different file name.**

- Pressing **CANCEL** while a message is displayed cancels the operation and returns the system to the MEMORY INDEX screen.
- You cannot rename the User Dictionary or Abbreviated Phrase files.**

## Switching to the DISK INDEX Screen



This function is used to display the list of files saved on a disk.

1. Insert the disk into the drive.
  2. Press **MENU** to display the menu.
  3. Use **←** and **→** to select DISK, and press **RETURN**. The DISK INDEX screen shown on page 282 appears.
- **Short cut:** Instead of (2), and (3) you may press **CODE** + **K**.

## Transferring Files from Memory to Disk



The SAVE function is used to copy one or several files from the memory to a disk. Once a file is saved on a disk, you may delete it from the memory in order to make room for new documents. A disk can contain about 730,000 characters of text (or about 720 pages).

1. Insert a disk in the drive.
2. Move the cursor on the MEMORY INDEX screen to the file that you want to save on the disk.
3. Press **MENU** to display the menu.
4. Use **←** and **→** to select SAVE, and press **RETURN**. The following message appears, and the selected file name is marked with an asterisk (\*):

Press SPACE to select file(s) and press RETURN. (\*)=Selected file(s)

- **Short cut:** Instead of (3) and (4), you may press **CODE** + **S**.
5. To save more than one file, move the cursor to each file and press **SPACE BAR** to mark the file with an asterisk (\*). Pressing **SPACE BAR** again deselects the file.
  6. When the files are selected, press **RETURN** to save. During saving, the cursor moves to the file being saved. You can press **CANCEL** to stop the process. The asterisks disappear one by one as the files are saved.
- *The machine will beep if no file is marked.*
7. If the file name already exists on the disk, the following message appears:

Filename exists. Press RETURN to overwrite or type new name and press RETURN.  
FILENAME: XXXXXXXX.XXX

8. Press **RETURN** to overwrite the file with the same file name, or type a new file name and press **RETURN** to save the file under another file name. You can also press **CANCEL** to exit the SAVE mode.
- **Overwriting replaces the old data with the new data.**
- **If you try to save a User Dictionary or Abbreviated Phrase file on a disk that already contains such a file, one of these messages appears:**

User dictionary already exists. Press RETURN to overwrite.

Abbreviated phrase memory already exists. Press RETURN to overwrite.

- **Press **RETURN** to overwrite the file, or **CANCEL** to exit the SAVE mode.**
  - **Overwriting replaces the old data with the new data.**
9. If the disk becomes full, one of these messages appears:

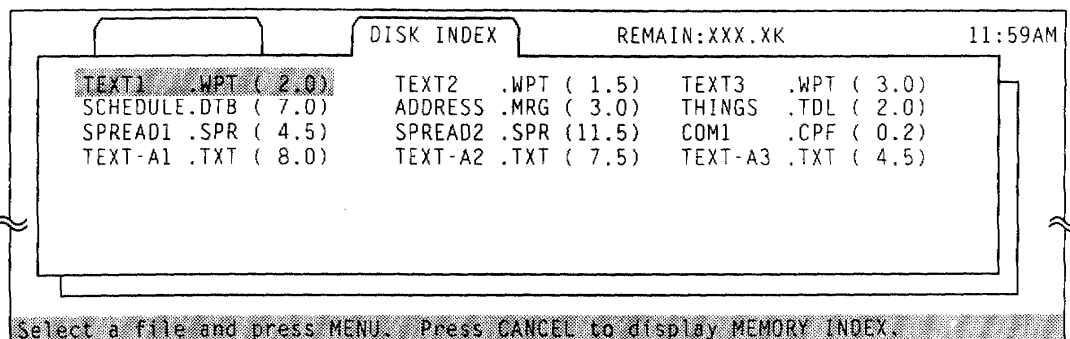
Disk is full. Insert another and press RETURN.

Too many files on disk. Insert another and press RETURN.

10. Insert another disk and press **RETURN** to save the remaining files on the new disk. You may also press **CANCEL** to exit the SAVE mode.

# DISK INDEX Screen

In the explanations below, we assume that the DISK INDEX screen is displayed. To display that screen, refer to "Switching to the DISK INDEX Screen" on page 280.



You may remove a disk and insert another one when the machine is not busy reading or writing to the disk. While the disk is being read, this message will appear:

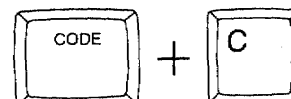
Reading disk directory....please wait.

When reading is completed, the new list of files appears automatically.

- If the size of a file exceeds 64 kilobytes, the correct size cannot be displayed.

## Functions Available on the DISK INDEX Screen

### Copying a File on Disk



COPY    DELETE    RENAME    MEMORY    LOAD    CONVERT    DISK DELETE

1. With the DISK INDEX displayed, move the cursor to the file that you want to copy.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select COPY, and press **RETURN**. The following message appears:

Insert destination disk and press RETURN.

- **Short cut:** Instead of (2) and (3), you may simply press **CODE** + **C**.
4. Insert the destination disk and press **RETURN** or press **CANCEL** to return to the DISK INDEX screen. If you want to make a copy onto the same disk, simply press **RETURN**, without changing disks. This message will appear:

```
Type filename and press RETURN.
FILENAME: XXXXXXXX■.XXX
```

5. Input the new file name and press **RETURN**. The following message is displayed during the copy operation

```
Copying the file ... please wait.
```

and disappears after completion. The system then returns to the DISK INDEX screen.

- **If the specified new file name already exists on the inserted disk when you press **RETURN** in step (5), the following message appears:**

```
Filename exists. Press RETURN to overwrite or type new name and press RETURN.
FILENAME: XXXXXXXX■.XXX
```

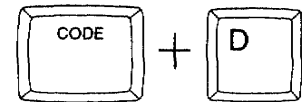
- **Press **RETURN** to overwrite the file with the same file name, or type a new file name and press **RETURN** to copy the file under a different file name. You can also press **CANCEL** to exit without COPY mode.**
- **When a User Dictionary or Abbreviated Phrase file is selected for copying, the machine does not ask for a file name in step (4). The file is immediately copied. If a User Dictionary or Abbreviated Phrase file is already stored on the destination disk, one of these messages will appear:**

```
User dictionary already exists. Press RETURN to overwrite.
```

```
Abbreviated phrase memory already exists. Press RETURN to overwrite.
```

- **Press **RETURN** to overwrite the file, or **CANCEL** to exit the COPY mode.**

## Deleting Files from a Disk



COPY   **DELETE**   RENAME   MEMORY   LOAD   CONVERT   DISK DELETE

File deletion is useful when the disk is full and you want to make room for new files.

1. Insert a disk in the drive.
2. Move the cursor to a file that you want to delete.
3. With the Disk Index Displayed, press **MENU** to display the menu.
4. Use **←** and **→** to select **DELETE**, and press **RETURN**. The following message appears, and the selected file name is marked with an asterisk (\*):

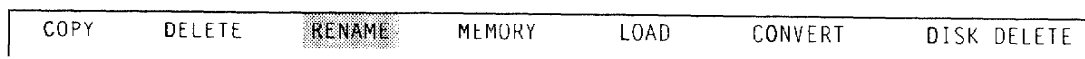
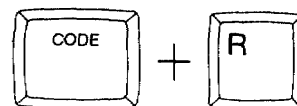
Press SPACE to select file(s) and press RETURN. (\*)=Selected file(s)

- **Short cut:** Instead of (3) and (4), you may press **CODE** + **D**.
5. To delete more than one file, move the cursor to each file and press **(SPACE BAR)** to mark the file with an asterisk (\*). Pressing **(SPACE BAR)** again deselects the file.
  6. When the files are selected, press **RETURN** to delete. This message will appear:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

7. Press **RETURN** to start deleting or **CANCEL** to exit.  
During deletion, the cursor moves to the file being deleted. You can press **CANCEL** to stop the process. After all files have been deleted, the DISK INDEX is updated.
- *The machine will beep if no file is marked.*

## Renaming a File on Disk



To change the name of a file on disk, follow these steps.

1. With the DISK INDEX displayed, move the cursor to the file that you want to rename.
2. Press **MENU** to display the menu.
3. Use **←** and **→** to select RENAME, and press **RETURN**. The following message appears:

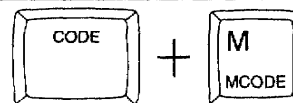
```
Type filename and press RETURN.
FILENAME: XXXXXXXX.XXX
```

- **Short cut:** Instead of (2) and (3), you may press **CODE** + **R**.
- 4. Input the new file name and press **RETURN**. The above message disappears, and the DISK INDEX screen is updated.
- If the specified new file name already exists when you press **RETURN** in step (4), the following message appears:

```
Filename exists. Type new filename and press RETURN.
FILENAME: XXXXXXXX.XXX
```

- Proceed as in step (4), using a different file name.
- Pressing **CANCEL** while a message is displayed cancels the operation and returns the system to the DISK INDEX screen.
- **You cannot rename the User Dictionary or Abbreviated Phrase files.**

## Switching to the MEMORY INDEX Screen



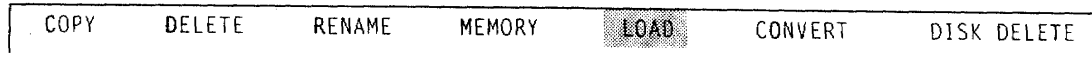
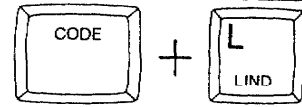
To return to the MEMORY INDEX screen from the DISK INDEX screen, proceed as follows.

1. Press **MENU** to display the menu.
2. Use **←** and **→** to select MEMORY, and press **RETURN**. The MEMORY INDEX screen appears immediately. You may also press **CANCEL** to

escape from the menu.

- **Short cut:** Instead of (1) and (2), you may press **CODE** + **M**.

## Transferring Files from Disk to Memory



FILE MANAGEMENT

The LOAD function is used to copy one or several files from a disk to the memory.

1. Insert the disk in the drive.
2. Move the cursor to a file that you want to load.
3. With Disk Index displayed, press **MENU** to display the menu.
4. Use **←** and **→** to select LOAD, and press **RETURN**. The following message appears, and the selected file name is marked with an asterisk (\*):

Press SPACE to select file(s) and press RETURN. (\*)=Selected file(s)

- **Short cut:** Instead of (3) and (4), you may press **CODE** + **L**.
- 5. To load more than one file, move the cursor to each file and press **(SPACE BAR)** to mark the file with an asterisk (\*). Pressing **(SPACE BAR)** again deselects the file.
- 6. When the files are selected, press **RETURN** to load. You cannot load Spreadsheet, ASCII files.
- 7. During the load operation, the cursor moves to the file being loaded. You can press **CANCEL** to stop the process. The asterisks disappear one by one as the files are transferred.
- *The machine will beep if no file is marked.*
- **If the file name already exists in the memory, the following message appears:**

Filename exists. Press RETURN to overwrite or type new name and press RETURN.  
FILENAME: XXXXXXXX.XXX

- Press **RETURN** to overwrite the file with the same file name, or type a new file name and press **RETURN** to load the file under a different file name. You can also press **CANCEL** to exit the LOAD mode.
- When a User Dictionary or Abbreviated Phrase file is selected for loading, and such a file already contains data in the memory, one of



**these messages will appear:**

User dictionary already exists. Press RETURN to overwrite.

Abbreviated phrase memory already exists. Press RETURN to overwrite.

- Press **RETURN** to overwrite the file, or **CANCEL** to exit the LOAD mode.
- When a Calendar / Scheduler, Address Book, or Things to Do List file is selected for loading, and such a file already contains data in the memory, this message will appear:

Erase current file and load file from disk? Press RETURN(yes) or CANCEL(no).

- Press **RETURN** to overwrite the file, or **CANCEL** to exit the LOAD mode.
- When a Communication file is selected for loading, this message will appear whether or not the memory already contains communication settings:

Erase current settings and load file from disk? Press RETURN(yes) or CANCEL(no).

- Press **RETURN** to overwrite the settings, or **CANCEL** to exit the LOAD mode.
- If the memory becomes full, one of these messages appears:

Not enough memory remaining.

Too many files.

Memory full.

- Press **RETURN** or **CANCEL** to exit the LOAD mode.

---

## Converting Files

You may wish to use the files created in the Create Document mode in a Personal computer or vice versa. To do this, you must be sure that the files are

compatible. This means that the files must be in ASCII format and that the files must be contained on a 720K DOS formatted disk.

## Converting a File to ASCII Format

The Brother Super Power Note and computers do not store data in the same format. In order to transfer your text files, the files must be converted to a standard text format that both units can understand. This standard format is called ASCII.

The CONVERT function transforms your text files from the Create Document format to an ASCII file format. It can also transform ASCII file format files that were created on a computer into the Create Document format that your Brother unit uses.

## What is an ASCII File?

An ASCII file, which contains text, is stored in a format called ASCII (American Standard Cord for Information Interchange). It consists of printable data containing no special formatting codes for underlining, boldface, etc. These special formatting features, such as underlining, do not translate correctly between your unit 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.

## Converting a Create Document File to an ASCII File

COPY	DELETE	RENAME	MEMORY	LOAD	CONVERT	DISK DELETE
					WP TEXT .WPT → ASCII .TXT	
					ASCII .TXT → WP TEXT .WPT	

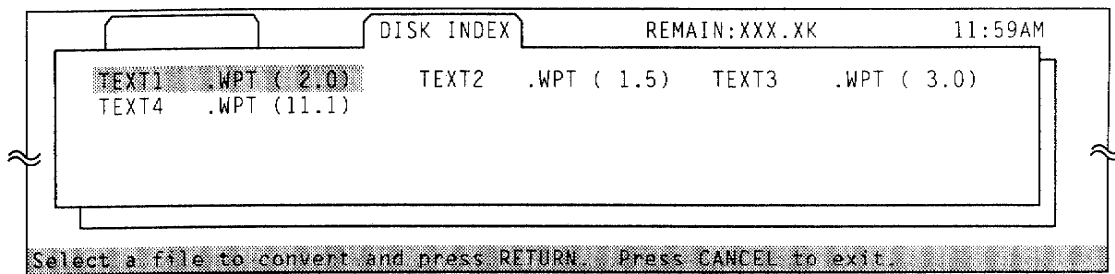
A Create Document file can be converted into an ASCII file for further editing on a PC. The Create Document file can only be converted if it is stored on a disk.

1. Insert the disk containing the file to be converted in the drive.
2. With the Disk Index Displayed, press **MENU** to display the menu.
3. Use **←** and **→** to select CONVERT, and press **RETURN** or **↓** to display the submenu.
4. Use **↑** and **↓** to select WP TEXT.WPT → ASCII .TXT and press **RETURN**.  
The machine checks the internal memory. If Create Document files are found in the memory, this message appears:

All text files in memory must be saved on disk before beginning.  
Press CODE+S to save files, CODE+D to delete files.

The CONVERT function makes use of all of the text memory and all your Create Document files must be saved on disk or deleted before you start.

5. To save the files, insert a disk and press **CODE** + **S**. To delete the files, press **CODE** + **D**. You can also press **CANCEL** to return to the DISK INDEX screen.
- *The CONVERT function does not affect the Address Book, User Dictionary, Abbreviated Phrase file, Scheduler / Calendar, Things to Do List, or Communication files. You do not need to worry about losing these files when using the CONVERT function.*
6. If you have saved your Create Document files on a different disk, remove that disk and insert the disk which contains the file to be converted. This step is not necessary if you have deleted the files or saved them on the same disk. The DISK INDEX screen shows only the Create Document files (extension .WPT). Only Create Document files may be converted.



7. Move the cursor to the file that you want to convert and press **RETURN**. This message will appear:

Insert destination disk and press RETURN.

8. Insert the destination disk. The destination disk must be a 720K DOS formatted disk. (You may also convert the file and save it to the same disk.) Press **RETURN**. This message appears:

Type filename and press RETURN.  
FILENAME: XXXXXX■.TXT

9. Type a file name and press **RETURN**. This message will be displayed during the conversion

Converting the file...please wait.

and will be replaced with this message when the operation is completed:

Converting completed. Insert original disk and press RETURN.

When **RETURN** is pressed after inserting the original disk, the DISK INDEX screen, the same as in step (6), appears. You are still in the CONVERT mode, so that you can continue converting other files. You can also exit that mode by pressing **CANCEL**.

The file on disk is now in ASCII format. You may take the disk containing the ASCII file and insert it into the PC. Personal Computer word processing programs have the ability to read (or import) ASCII files. By using your PC word processing software program, retrieve the ASCII file from the disk.

## Converting an ASCII File to a Create Document File

COPY	DELETE	RENAME	MEMORY	LOAD	<b>CONVERT</b>	DISK DELETE
					WP TEXT .WPT → ASCII .TXT	
					ASCII .TXT → WP TEXT .WPT	

An ASCII file can be converted into a Create Document file for further editing on your machine.

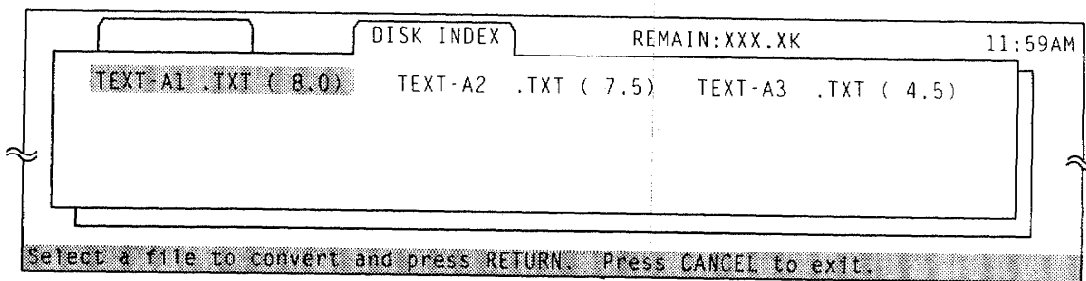
- *Your machine can only read the root directory of a DOS disk. Make sure to save the ASCII file onto the root directory of a disk before you try to convert the file on your machine.*
  - *Also remember that the file name extension of an ASCII file must be ".TXT". If the extension is different, rename the file correctly using your PC before you try to convert the file.*
1. Insert the disk with the ASCII file created on the PC in the drive.
  2. With the Disk Index Displayed, press **MENU** to display the menu.
  3. Use **←** and **→** to select **CONVERT**, and press **RETURN** or **↓** to display the submenu.
  4. Use **↑** and **↓** to select **ASCII .TXT → WP TEXT .WPT** and press **RETURN**. The machine checks the internal memory. If Create Document files are found in the memory, this message appears:

All text files in memory must be saved on disk before beginning.  
Press CODE+S to save files, CODE+D to delete files.

The **CONVERT** function makes use of all of the text memory and all your Create Document files must be saved on disk or deleted before you start.

5. To save the files, insert a disk and press **CODE** + **S**. To delete the files, press **CODE** + **D**. You can also press **CANCEL** to return to the DISK INDEX screen.
- *The **CONVERT** function does not affect the User Dictionary, Abbreviated Phrase file, Scheduler / Calendar, Address Book, Things to Do List, or Communication files. You do not need to worry about losing these files when using the **CONVERT** function.*
6. If you have saved your Create Document files on a different disk, remove that disk and insert the disk which contains the file to be converted. This

step is not necessary if you have deleted the files or saved them on the same disk. The DISK INDEX screen shows only the ASCII files (extension .TXT).



7. Move the cursor to the file that you want to convert and press **RETURN**. This message will be displayed during the read operation:

Converting the file...please wait.

After the read operation is finished, the following message will be displayed:

Insert destination disk and press RETURN.

8. Insert the destination disk and press **RETURN**. This message appears:

Type filename and press RETURN.  
FILENAME: XXXXXXXX.WPT

9. Type a file name and press **RETURN**. Be sure that the extension, WPT is added to the end of the filename. This message will be displayed during the write operation.

Saving the file to disk... please wait.

and will be replaced with this message when the operation is completed:

Converting completed. Insert original disk and press RETURN.

The DISK INDEX displays the updated list of Create Document files. When **RETURN** is pressed after inserting the original disk, the DISK INDEX screen, the same as in step (6), appears. You are still in the CONVERT

mode, so that you can continue converting other files. You can also exit that mode by pressing **CANCEL**.

After exiting the convert mode, you will be viewing the Disk Index. At the Disk Index, press **MENU** and select LOAD to Load the new file from the disk to memory, you may then go to the Create Document mode and use the newly converted file.

---

## Disk Delete (Deleting All Files)

COPY    DELETE    RENAME    MEMORY    LOAD    CONVERT    **DISK DELETE**

DISK DELETE erases all the files and initializes the disk.

- ***Even the files which are not displayed on the DISK INDEX screen (files created on a PC) will be erased.***
1. With the DISK INDEX displayed, press **MENU** to display the menu.
  2. Use **←** and **→** to select DISK DELETE, and press **RETURN**. The following message appears:

Delete all data on the disk? Press RETURN(yes) or CANCEL(no).

3. If you press **RETURN**, the files are deleted from the disk. Press **CANCEL** to avoid deleting.

# Disk Application

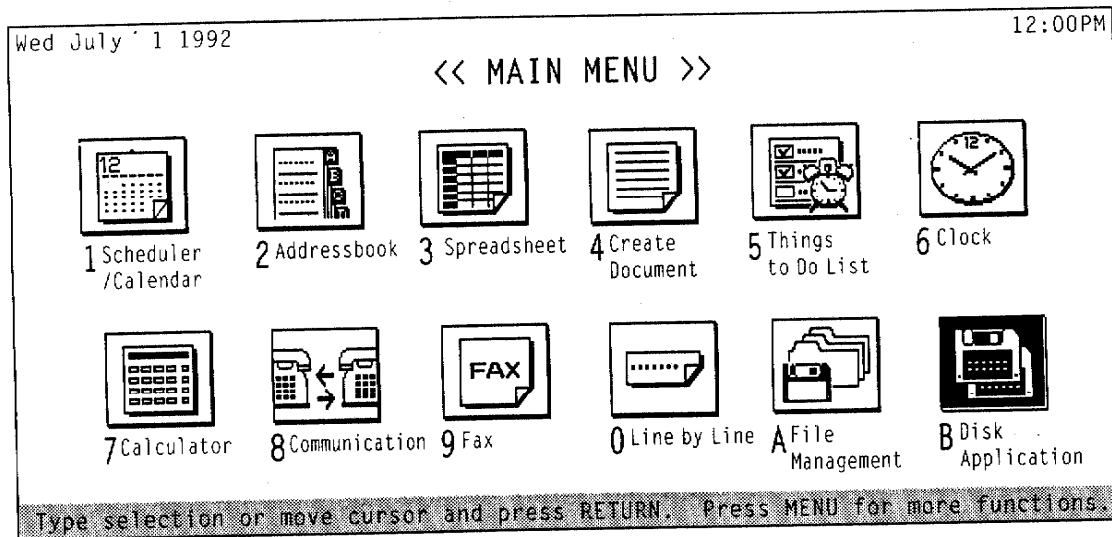
**WARNING:** Since the disk application program uses the text memory, all text files in internal memory must be saved to disk before the program can be accessed. Failure to save your files to disk before using the disk application function will cause you to lose your text files. It is always a good practice to save every text file to disk after a Create Document work session to provide a back up of your text files in case anything should go wrong.

## The Disk Application Mode

The last option on the MAIN MENU, DISK APPLICATION is used for running programs that are available on disk. A disk containing the TETRIS and TURN-ABT games, and Spreadsheet Templates comes with your machine.

## How to Start?

1. Switch the machine on to display the MAIN MENU.



2. Insert the APPLICATION disk.
3. Type "B" or move the cursor to B. DISK APPLICATION using , , , and , then press . The machine checks the area of the internal memory where Create Document files are stored. If Create Document files are found in that area, this message appears:
  - **Short cut:** You may also press + .

DISK APPLICATION

All text files in memory must be saved on disk before beginning.  
Press CODE+S to save files, CODE+D to delete files.

4. Since each game makes use of all the area of the memory where Create Document files are stored, you must transfer all your Create Document files to the disk or delete them before a game is loaded. Press **CODE** + **S** to save the files, or **CODE** + **D** to delete them. You may also press **CANCEL** to return to the MAIN MENU.
- *The files can be saved on the APPLICATION disk or on a data disk. To save the files on a data disk, insert the desired disk before pressing **CODE** + **S**.*

#### To delete the files...

- If you do not want to save your files (because you have already saved them, for example), simply press **CODE** + **D**. This message will appear:

Are you sure you want to delete? Press RETURN(yes) or CANCEL(no).

- If you press **RETURN**, all the Create document files are deleted.
- If you press **CANCEL**, the machine returns to the normal MAIN MENU, and you can select another mode.

#### To save the files...

- Press **CODE** + **S**. The MEMORY INDEX displays the list of the Create Document files currently stored in the memory. The first file that is going to be saved is displayed in reverse color and a message asks you to wait:

Saving the file to disk...please wait.

- After the file has been saved, the machine automatically starts saving the next file. When all files displayed on the MEMORY INDEX have been saved, the DISK APPLICATION screen appears.
- If a file with exactly the same file name already exists on the disk, this message appears:

Filename exists. Press RETURN to overwrite or type new name and press RETURN.  
FILENAME: XXXXXX.WPT

- Type a new file name and press **RETURN** to save the file under a different file name, or press **RETURN** without typing a new file name to overwrite the file on the disk. You can also press **CANCEL** to skip saving the file. In



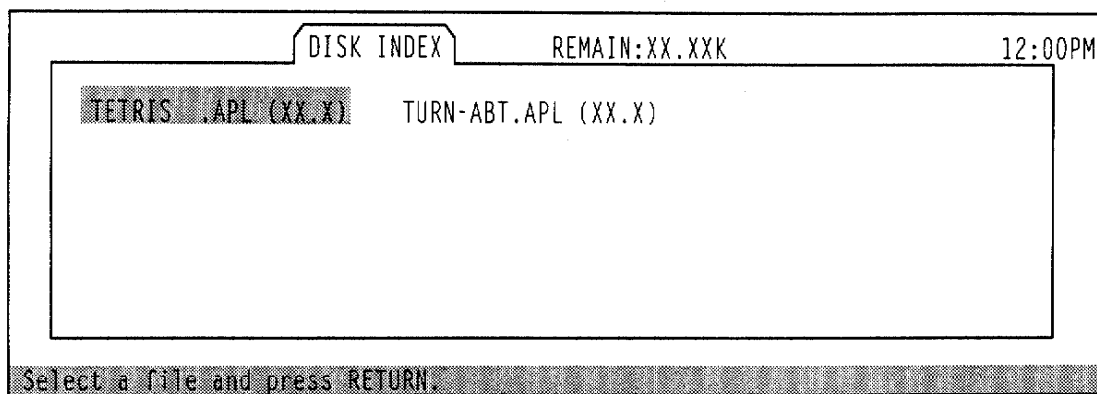
that case, a message asks you to confirm that you want to delete that file:

Press RETURN to delete current file, CANCEL to exit.

- If you press **RETURN**, the file will be deleted and the machine will proceed saving the next file. If you press **CANCEL**, the machine returns to the MAIN MENU.

### After the files are saved or deleted...

After your files have been saved or deleted, the DISK APPLICATION screen appears:



1. Use the cursor keys to select the desired application and press **RETURN** to start the application, or **CANCEL** to return to the MAIN MENU.

DISK APPLICATION

---

## How to Finish

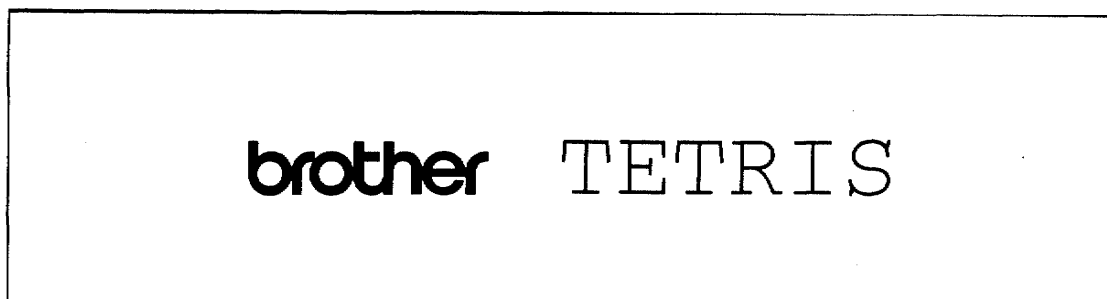


To stop playing at any time and return to the MAIN MENU, press **MENU**, then **CANCEL**. If you press **MENU** again instead of **CANCEL**, the game restarts where you left it.

# Tetris

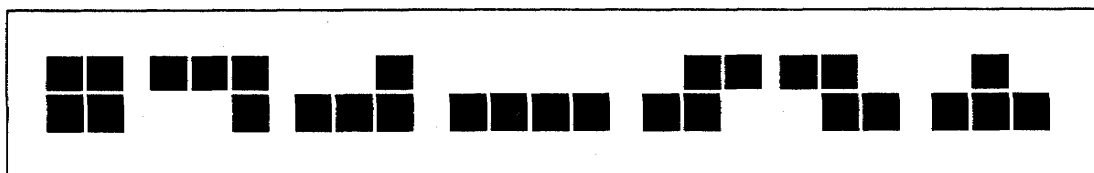
Pieces made of four small squares fall one by one from the top of the screen into an empty pit. While a piece is falling, you can move it to the right or to the left and rotate it so that the piece fills exactly the gaps at the bottom of the pit. The pieces come in seven different shapes (see illustration below). When one row of the pit is filled without gaps, it is deleted. This challenging game of speed and maneuvering consists of deleting as many lines as possible. As the lines with gaps build up at the bottom of the pit, you have less time to adjust the position of the falling piece. The game ends when the pit is filled with such lines.

When you select TETRIS from the DISK APPLICATION screen, this logo appears:

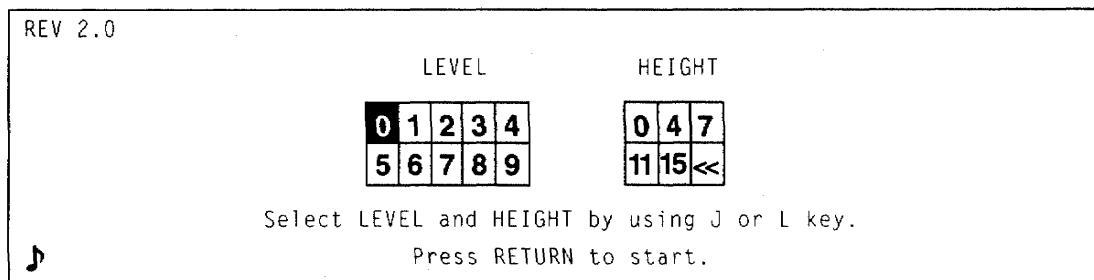


DISK APPLICATION

A Copyright Notice screen comes after the logo, then the TETRIS SET UP screen appears. (To get to that screen faster, you may press **SPACE BAR** while the logo is being displayed.)



## *Setting the LEVEL and HEIGHT*



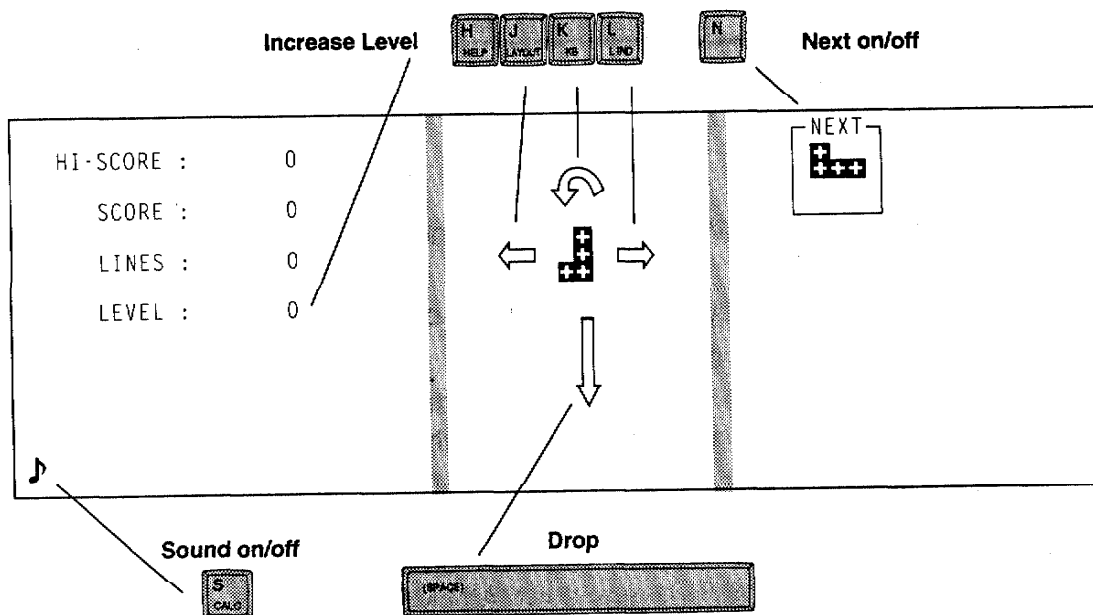
LEVEL and HEIGHT determine the difficulty of the game.

The level sets the speed at which the pieces fall from the top of the screen. You can select values from 0 (slow) to 9 (fast).

The height sets the number of rows at the bottom of the pit that are already randomly filled. Normally, you will start with an empty pit (0). If you select 15 (maximum), you will start the game with ten rows with gaps at the bottom of the pit. You may challenge someone else with the same configuration which you last played by selecting "<<" on the HEIGHT menu. This will give you the same block placement from the previous game.

1. To set the LEVEL, use **↑** to increase or **↓** to decrease. (**↑** can also be used to increase the LEVEL while playing, but you cannot decrease the LEVEL while playing).
2. When the LEVEL is set, press **RETURN** or **(SPACE BAR)** to start setting the HEIGHT.
3. To set the HEIGHT, use **↑** to increase or **↓** to decrease.
4. Press **RETURN** or **(SPACE BAR)** to start playing. The TETRIS screen appears.

## Playing



DISK APPLICATION

1. To move a falling piece to the left, use **←** or **←**. To move it to the right, use **→** or **→**. To rotate it, use **↻** or **↻**.
2. The faster a piece falls, the more points you get when a row is deleted. You can always drop the piece by pressing **(SPACE BAR)**, **SHIFT**, **↑**, or **↓** when you are sure it is aligned.
3. When a game is over, the machine asks if you want to start again:

Do you want to play again?  
Press RETURN(yes) or CANCEL(no).

4. Press **RETURN** to reset and play again, or **CANCEL** to return to the MAIN MENU.
- *The difficulty of the game (LEVEL) will automatically increase as the game progresses depending on the number of lines deleted. The game will jump from LEVEL 0 to LEVEL 1 after deleting 11 lines, then it will jump from LEVEL 1 to LEVEL 2 after deleting 22 lines. The LEVEL will keep jumping up until reaching LEVEL 9.*

---

## The Indicators

Indicator	Meaning
HI-SCORE	Indicates the highest score of a series of games.
SCORE	Indicates the score for the current game.
LINES	Indicates the number of deleted lines.
LEVEL	Indicates the selected LEVEL while playing
	Indicates that the sound is on (this can be switched off).
NEXT	Indicates the shape of the next piece (this can be switched off).

---

## Other Options

Other options are available:

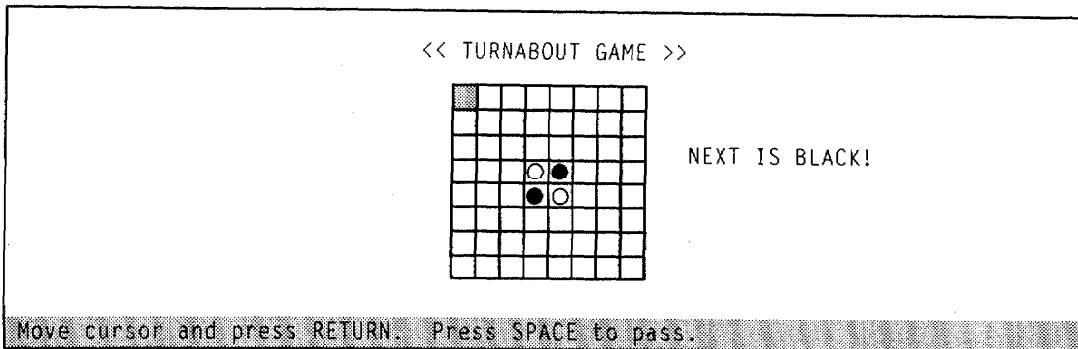
- **F**: to increase the LEVEL while playing (there is no key to decrease the LEVEL while playing).
- **N**: to switch the display of the NEXT piece on/off.
- **S**: to turn the sound on/off.
- **MENU**: to switch to the Create Document mode INPUT/EDIT screen. This is useful when you do not want to be caught playing at a time you should be working. Although the INPUT/EDIT screen is displayed, no input is actually possible.

From the INPUT/EDIT screen, you may press **MENU** again to return to your game, or **CANCEL** to display the MAIN MENU.

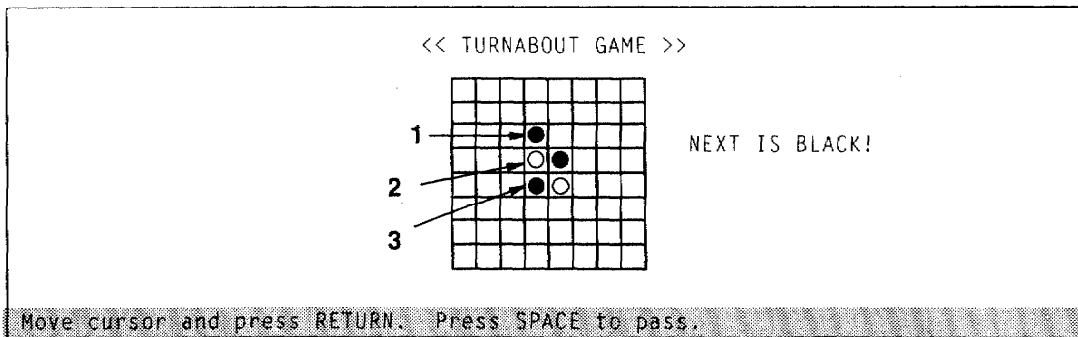
# Turnabout

You can play this game with a friend or against the machine. Here are the rules of the game:

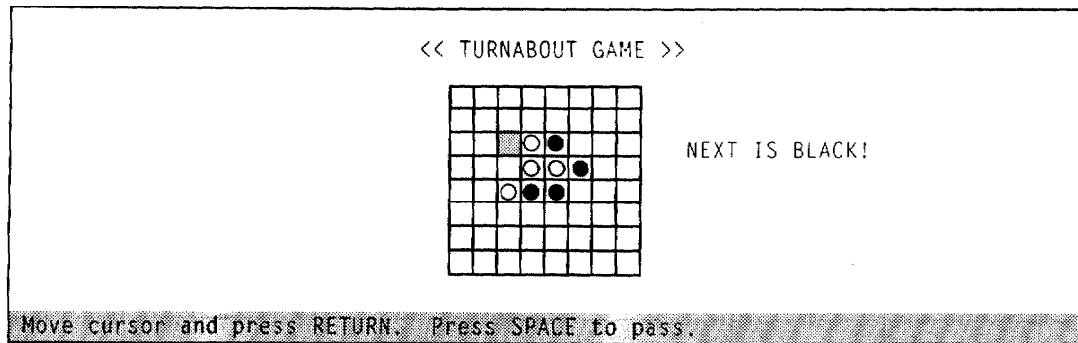
1. Each player is assigned a set of white or black pieces.
2. The game starts with two black and two white pieces positioned at the center of the board as shown in the next illustration.



3. Each player alternately tries to place one piece of the color assigned to him on the board. A player can place a piece on the board only if by doing so he can capture one or more pieces of the opposite color. To capture pieces of the opposite color, a player must place his piece (piece 1 in the next illustration) in a cell adjacent to a cell that contains a piece of the opposite color (piece 2 in the next illustration). In addition, the row, column or diagonal to which piece 1 and piece 2 belong must contain another piece of the same as piece 1 (piece 3 in the next illustration). The cells between piece 1 and piece 3 must be continuously filled with pieces of the same color as piece 2. These pieces are then captured, that is, their color reverts to the color of piece 1. The next illustration shows one of the possible positions for a black piece (1) when the game has just started, as well as the captured piece (2).



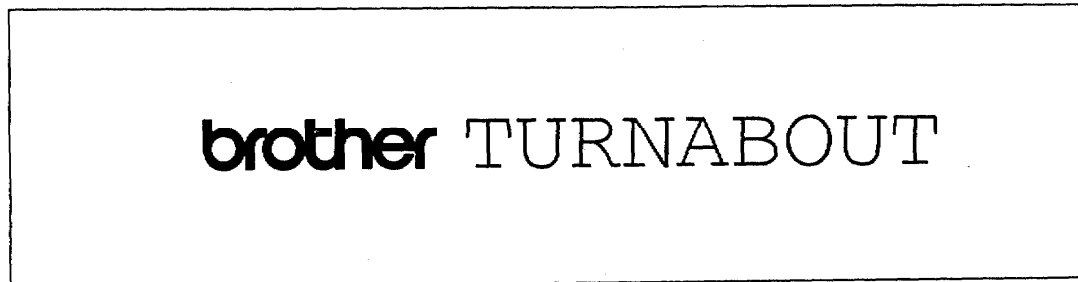
4. Multiple capture is allowed. The next illustration shows a double capture by a black piece.



5. A player skips his turn when he cannot place a piece.
6. When all the board is filled, the player which has the bigger number of pieces on the board wins.

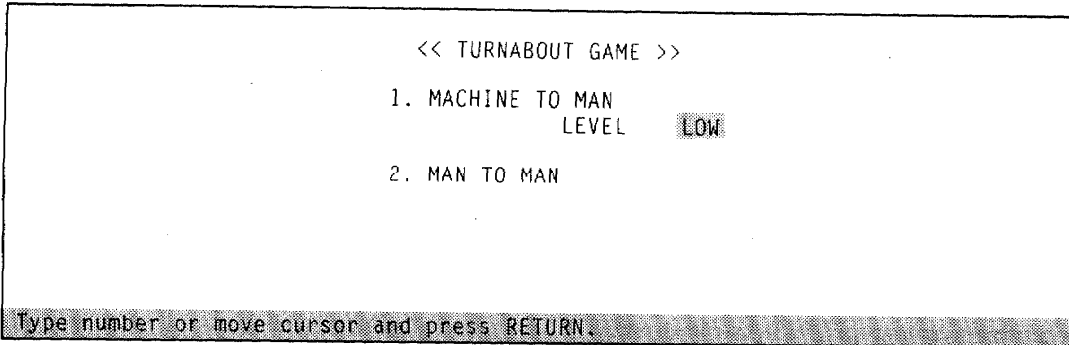
When you select TURN-ABT from the DISK APPLICATION screen, this logo appears:

DISK APPLICATION



After the logo appears, the TURN-ABT SET UP screen appears. (To get to that screen faster, you may press **(SPACE BAR)** while the logo is being displayed.)

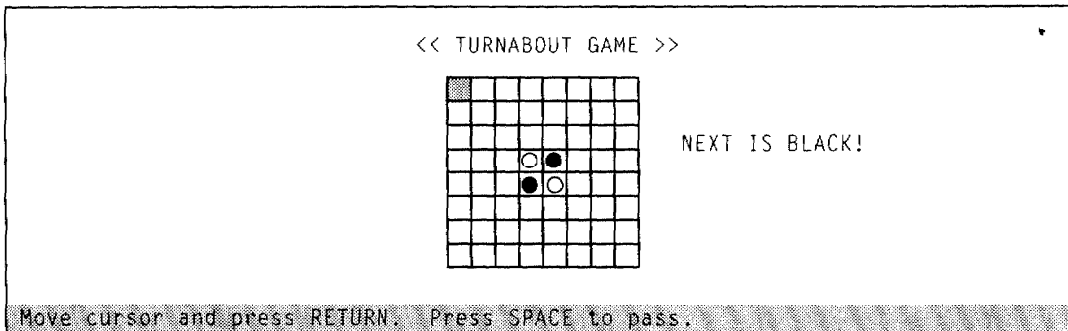
## Set-up Screen



The Set-up screen allows you to select whether to play with the machine (Machine to Man) or with a friend (Man to Man).

- To play with the machine, type "1" or move the cursor to Machine to Man and press **RETURN**. Use **SPACE BAR** to select the level of the machine (LOW or HIGH) and press **RETURN** again.
- To play with a friend, type "2" or move the cursor to Man to Man and press **RETURN**.

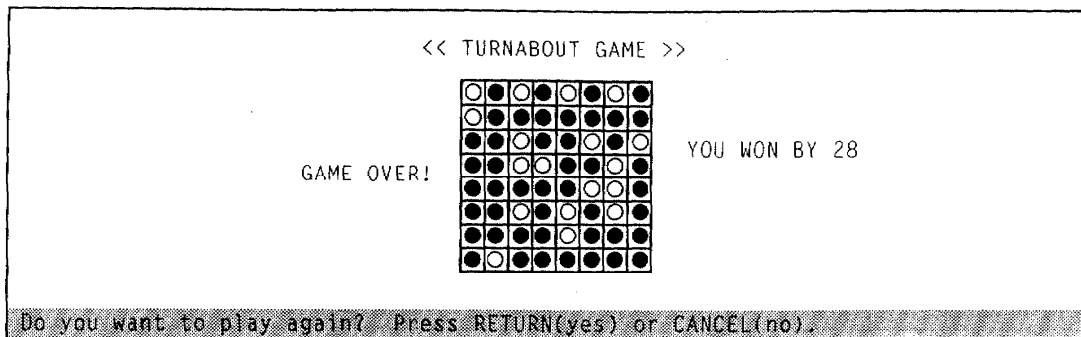
## Playing



DISK APPLICATION

1. If you are playing with a friend, one player selects black and one player selects white. Black plays first. If you are playing with the machine, black is automatically selected for you, and you play first.
2. To place a piece, move the cursor (highlighted cell) to the desired position and press **RETURN**. The machine will beep if you try to place a piece in an invalid cell. If you cannot find a valid cell, press **SPACE BAR** to skip your turn.

- If you make a mistake, you can also press **CODE** + **PRE'S** to cancel a move and return to the previous screen.
3. When the game is complete, the screen will look like this:



4. Press **RETURN** to start again, or **CANCEL** to return to the MAIN MENU.
- While playing, you may also press **MENU** to quickly switch to the Create Document mode INPUT/EDIT screen. This is useful when you do not want to be caught playing at a time you should be working. Although the INPUT/EDIT screen is displayed, no input is actually possible.
  - From the INPUT/EDIT screen, you may press **MENU** again to return to your game, or **CANCEL** to display the MAIN MENU.
  - When you want to stop the game, press **CANCEL**. Press **CANCEL** to return to the MAIN MENU again.



# Appendix

## *Error Messages*

<b>Error Message or Indicator</b>	<b>Cause</b>	<b>Remedy</b>
BATTERY	The rechargeable battery is low.	Recharge as soon as possible.
Battery low. Can't use Disk Drive.	The rechargeable battery is low.	You can still use the machine for a while, but the disk drive cannot be accessed. Recharge as soon as possible.
Check disk.	Malfunction of the disk or disk drive.	Consult your dealer.
Disk is write protected. Release the protection and press RETURN to retry.	You are using a write-protected disk.	Use another disk or disengage the protection.
Incorrect disk. Insert another and press RETURN.	The selected file cannot be found on the inserted disk (you changed the disk so that the DISK INDEX screen and the inserted disk do not match).	Press <b>CANCEL</b> or reinsert the correct disk and press <b>RETURN</b> .
Insert disk and press RETURN.	The disk is not inserted when you start a read operation, or the disk is removed during read or write operation (a message was telling you to wait).	Insert the disk and press <b>RETURN</b> . In the future, please avoid removing or inserting a disk while prompted to wait.
Memory full.	You attempted an operation that would require more memory than available.	Delete some of the files to make more free room.

(continued)

Error Message or Indicator	Cause	Remedy
MemLoss	The lithium battery is low.	Save all your files on disk and change the lithium battery as soon as possible.
Ram down.	Malfunction detected in your machine's Random Access Memory.	Consult your dealer immediately.
Rom down.	Malfunction detected in your machine's Read Only Memory.	Consult your dealer immediately.
Unidentified disk error. Insert another and press RETURN.	Defective disk.	Consult your dealer.
	You attempted to copy an uninitialized source disk.	Initialize the disk. (This will erase any files previously stored on the disk.)

# Troubleshooting Chart

---

Your unit has been precision-manufactured to give you years of trouble-free use. In the rare case that trouble does happen, you will probably be able to find the solution in the table below. If you cannot, please do not attempt to repair the machine yourself. Instead, please contact your dealer.

<b>Trouble</b>	<b>Remedy</b>
Nothing works after the machine has been switched on.	Check that the AC Adapter cord is correctly connected.
Will not print or printout is difficult to read.	Check the printer connections and settings, and whether the printer is ON LINE.
All seems normal after the machine has been switched on, but nothing is displayed.	Adjust the contrast controller.
Disk operation is not possible.	If you are running the machine on the rechargeable battery, the battery may be low. The disk has been damaged, or a television set is located too close to the disk drive. Try with another disk and/or move the unit. The disk may be an "HD" or "1DD" disk, use "2DD" disks only.

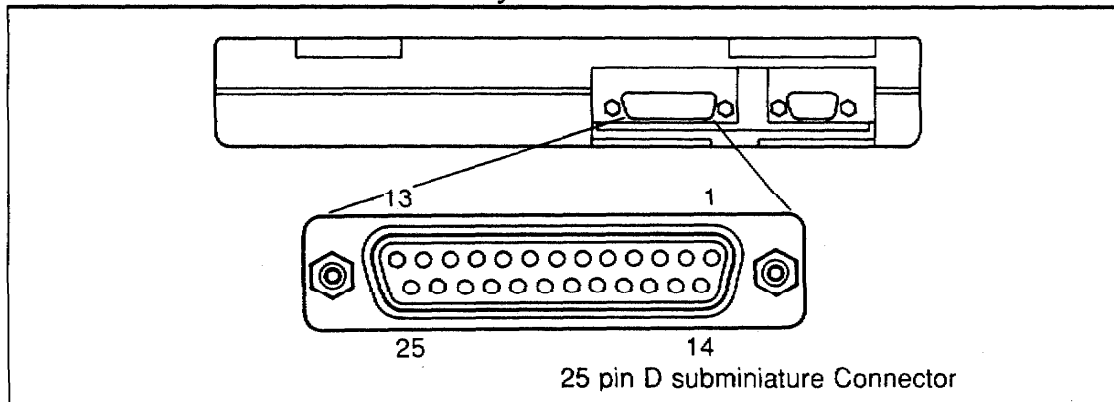
# Specifications

## General

Display	LCD, 22 lines x 80 characters
Keyboard	59 keys Auto repeat function 2 selectable character sets
Memory Internal (User's area) External	63K bytes 720K bytes (formatted) 3.5" floppy disk
Power Supply	AC Adapter (AC120V/DC9V) or optional rechargeable Ni-Cd Battery Battery recharge time: 6 hours (quick) 15 hours (normal) Battery life: approximately 8 hours, depending on the temperature (display backlight off)
Memory Backup Battery	Lithium Battery life: 1 year (at room temperature)
Weight Dimensions	4.8lbs (without rechargeable battery) 11.2" (W) x 1.9" (H) x 9.5" (D)
Interface	RS232C connector x 1 Parallel connector x 1

## APPENDIX

### Printer (Parallel) Interface



## Signal Interface Pin-Assignment

Pin No.	Signal Name	Input/Output
1	Data Strobe	Output
2	Data 1	Output
3	Data 2	Output
4	Data 3	Output
5	Data 4	Output
6	Data 5	Output
7	Data 6	Output
8	Data 7	Output
9	Data 8	Output
10	Not Connected	
11	Busy	Input
12	Not Connected	
13	Select	Input
14	Not Connected	
15	Not Connected	
16	Input Prime	Output
17	Not Connected	
18-25	Ground	

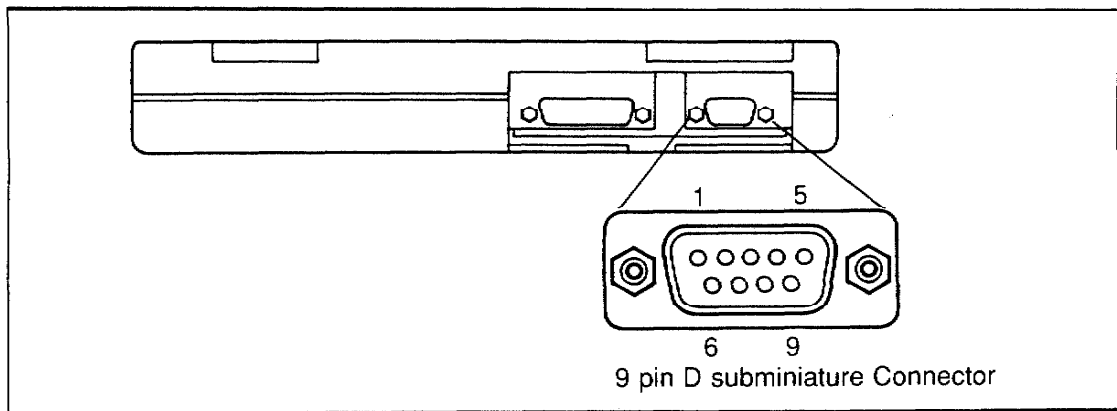
## Driver Circuit

Signal	Configuration
Data Strobe (STROBE)	
Data 1-8 (D0-D7)	

## Receiver Circuit

Signal	Configuration
BUSY Select (SLCT)	

## Communication (RS-232C) Interface



## Signal Interface Pin-Assignment

Pin No.	Signal Name	Input/Output
1	Carrier Detection (CD)	Input
2	Reception Data (RxD)	Input
3	Transmission Data (TxD)	Output
4	Data Terminal Ready (DTR)	Output
5	Signal Ground (SG)	
6	Data Set Ready (DSR)	Input
7	Request To Send (RTS)	Output
8	Clear To Send (CTS)	Input
9	Not connected	

Pin No.	Signal Name	Input/Output
E (Shell)	Frame Ground (FG)	

## Driver Circuit




Signal	Configuration
Transmission Data (TxD) Data Terminal Ready (DTR) Request To Send (RTS)	

## Receiver Circuit

Signal	Configuration
Carrier Detection (CD) Data Set Ready (DSR) Clear To Send (CTS)	
Reception Data (RxD)	

# Glossary

---

- ABBREVIATED PHRASE** To increase your typing speed, you can store frequently used phrases in a special abbreviated phrase file and recall any text string by merely typing its abbreviation (which has been stored along with the string).
- ACCELERATOR** Instead of selecting a function from a menu with  or  and then pressing  to activate the function or to display a submenu, you may press the letter keys that appear in bold on the menu. This character is called an accelerator.
- ADDRESS BOOK** The Address Book mode is used to create and edit lists of names, addresses, telephone numbers, etc. The data of an Address Book file can be merged in a text file during printing. If the data contains telephone and fax numbers, these can be used for automatic dialing in the COMMUNICATION and FAX modes.
- ALARM** The machine allows you to set three different alarms from the Clock mode (morning alarm, for example), and to remind you about important schedules (five alarms in the Scheduler/Calendar mode and five alarms in the Thing to do List mode).
- BACKUP BATTERY** The internal memory of the machine is protected by a small, long-life lithium battery. If the battery is removed or becomes low, the contents of the memory will be erased. Therefore, we suggest that you transfer regularly your data from the memory to floppy disks.
- BLOCK OPERATIONS** The block operations on the Create Document mode allow for on-screen cutting & pasting tasks. They include block copy, move and delete.
- CALCULATOR** A screen that looks like a pocket calculator can be activated from the MAIN MENU or from the Create Document mode. You can carry out simple arithmetic problems and insert the result in your text file, if desired.



CLOCK	The machine is equipped with a time clock powered by the lithium battery. Once the clock is set, it will display the date and time on the first line of most screens. A clock screen is also available which permanently displays the time in large characters.
COMMUNICATION	The Communication mode is used to transmit and receive files between two Super Power Note or a Super Power Note and a personal computer. This communication is handled via a cable connected between two units or through a telephone line and a modem hook-up.
CREATE DOCUMENT	The Create Document mode allows you to create and edit documents such as letters, reports, chapters of a book, etc.
DATA MERGE	An advanced function which allows you to automatically print many copies of a document (a letter, for example) using variable data (names and addresses) stored in a separate ADDRESS BOOK file.
DIALING	This machine performs automatic dialing in the Fax and Communication modes, which means that you do not have to manually dial on the telephone set. The telephone number is input directly on the screen, or selected from the Address Book file.
DISPLAY	The LCD display shows the setting indicators, the text you are typing, function menus, and messages. The display of this machine is backlit to allow for operation in a poorly lit place. If you are running the machine on the rechargeable battery, turn the back light off to save energy in a well illuminated place.
DOUBLE COLUMNS PRINTING	This function allows you to print your document in two columns. On the screen, the text is displayed continuously as one column.
DUAL SCREEN	This function splits the display in half and allows you to work simultaneously with two documents.
EDITING	Editing a file simply means modifying it.
ELITE	One of the available pitches on this machine. Elite pitch corresponds to 12 characters per inch. When you select this pitch, make sure that the daisy wheel in use bears the indication "12" (or "1012").

- FAX** The Fax mode allows you to transfer a text file to a remote fax machine through the telephone line. To use that mode, you must connect the optional fax adapter between your machine and the telephone line.
- FOOTER** A footer is a line of text that is printed automatically at the bottom of each page. With this machine, the footer includes automatic page numbering.
- FORMULA** In the Spreadsheet mode, you may input data in order to automatically perform a mathematical operation.
- FUNCTION MENU** A listing of available operations that can be performed. By pressing the **MENU** key, you may choose an operation available for the selected mode.
- HEADER** A header is a line of text that is printed automatically at the top of each page. With this machine, the header includes automatic page numbering.
- HYPHEN SCAN** The hyphen scan function detects the lines of the document with too many blank spaces and helps you insert hyphens in order to improve the layout.
- JUSTIFICATION** When a line is printed in justify mode, the machine divides the total length of the line, minus the length of the actual characters, by the number of spaces between words to obtain equal spacing between words. The first character of the line is aligned with the left margin, and the last one with the right margin.
- LINE OUT** The LINE OUT function allows you to quickly erase the current line, from the cursor position to the beginning of the line.
- MEMORY** A special part of the machine where data can be stored. An electronic memory is divided into small units called "bytes" where a single character can be stored. See also RAM and ROM.
- MICRON** One of the available pitches on this machine. Micron pitch corresponds to 15 characters per inch.

MODEM	A MODEM (MOdulator/DEModulator) is a device used to convert data from a form which is compatible with a data processing machine to a form that is compatible with a transmission device, and vice-versa.
PAGE LAYOUT VIEW	The page layout view function of this machine allows you to preview several pages on the screen by compressing the size of the characters. On that screen, you are not able to read your text, but you have a global view of your document.
PICA	One of the available pitches on this machine. Pica pitch corresponds to 10 characters per inch.
PROTOCOL	A set of conventions between communicating devices regarding the format and contents of messages to be exchanged. This machine can use the popular XMODEM protocol.
RAM	Random Access Memory -- a memory you can store in or recall from. All the information you input from the keyboard is stored in this type of memory. The RAM is protected by a small lithium battery.
RANGE	A range of cells is a portion of the spreadsheet that is enclosed in a rectangle. Many functions, such as move, copy, delete, and print can be applied to a range.
RECALCULATION	In the Spreadsheet mode, a result which is related to other cells through a formula can be recalculated if the contents of the cells have been modified. Since recalculation of a large spreadsheet is time consuming, the machine lets you edit without recalculating automatically each time you edit a cell. Recalculation is carried out only when you activate the function.
RECORD	A record is an entry of the Address Book. It may contain different items but must fit on a single line.
REDUNDANCY CHECK	Redundancy check is a function of the Spell Checker. It detects repeated words.
ROM	Read Only Memory. This kind of memory is where the manufacturer stored the software of this machine. This permanent memory is not cleared when you turn the power off.

SCHEDULER / CALENDAR	The Scheduler/Calendar mode is used to organize your schedule. It is equipped with an alarm function and an electronic calendar.
SEARCH & REPLACE	The search and replace function automatically scans the document and stops at each occurrence of a specified word. It allows for easy replacement of a word.
SHORT-CUT KEYS	Keys that are used to activate a function quickly, without displaying the function menu.
SPELL CHECKER	The spell checker function automatically checks your text and warns you when a mistake is detected (misspelled or redundant word).
SPREADSHEET	The Spreadsheet mode allows you to create files containing numbers to be calculated. Calculation is performed automatically. This mode is ideal to create files like financial reports, balance sheets, check books, pay lists, etc.
THESAURUS	The Thesaurus function allows for easy replacement of words with synonyms.
THINGS TO DO LIST	This mode allows you to keep a list of things to do.
WORD OUT	The WORD OUT function allows you to quickly erase the word the cursor is on, from the current position to the beginning of the word.
WORD WRAP	When displaying or printing a file, a word that cannot fit on a line is automatically "wrapped" to the next line.

# Alphabetical Index

---

## A

- abbreviated phrase
    - description 177, 179
    - loading from disk 182
    - maintenance 180
    - saving to disk 183
  - absolute and relative addresses 102
  - absolute value 98
  - AC adapter
    - connection 3, 4
    - precautions 1, 4
  - accelerators 18
  - Address Book mode
    - description 16, 55
    - returning to the MAIN MENU 57
    - starting 55
  - alarm
    - clearing
      - Clock 223
      - Scheduler/Calendar 45
      - Things To Do List 217
    - clearing all
      - Scheduler/Calendar 45
    - setting
      - Clock 223
      - Scheduler/Calendar 44
      - Things To Do List 216
  - alarm time 216
  - alarms
    - searching
      - DAILY 43
  - auto line feed 241
  - average 99
- ## B
- back light
    - switching on/off 18
  - back light controller
    - location 3
    - precautions 1
  - battery
    - lithium
      - compartment 3
      - installation 4
      - life 5
      - precautions 4

- recommended type 5
- rechargeable
  - charging 6
  - compartment 3
  - indicator 6
  - installation 6
  - life 6
  - precautions 1, 7
  - quick charge 6, 24
  - recommended type 6
- baud rate 240
- block
  - copying
    - Address Book 69
    - Create Document 158
  - copying to temporary file 159
  - deleting
    - Address Book 70
    - Create Document 160
  - moving
    - Address Book 70
    - Create Document 161
  - pasting from temporary file 160
- bold
  - Create Document 151
  - Line by Line 268
  - Spreadsheet 101
- bottom margin 185
- bottom space 185
- Business Letter Template 204

## C

- calculating 227
- Calculator mode
  - description 17, 225
  - exiting 228
  - pasting results in text 228
  - starting 226
- cell
  - description 85
- centering
  - between margins 155
  - between tabs 155
  - Line by Line 272
  - undoing 156
- characters
  - accented 30

- extra 29
  - lowercase & uppercase 29
  - superimposed 29
  - check date 216
  - checking existing text
    - all 169
  - checking text
    - one word 172
  - cleaning 1
  - Clock mode
    - description 17
    - returning to the MAIN MENU 224
    - setting the time 222
    - starting 221
  - code table 242
    - 7-bit 251
    - 8-bit 250
  - controls 252
  - columns
    - changing the width
      - Address Book 61, 72
      - Spreadsheet 110
    - deleting
      - Address Book 72
      - Spreadsheet 104
    - freezing 113
    - inserting a blank
      - Address Book 77
    - inserting blank
      - Spreadsheet 106
  - communication connector
    - location 3
  - Communication connector specifications 308
  - Communication mode
    - description 17, 229
    - resetting to default 244
    - returning to the MAIN MENU 232, 249
    - starting 230
  - conditional result in Spreadsheet 99
  - connection cables
    - precautions 1
  - contrast controller
    - location 3
  - converting
    - ASCII to text 290
    - Lotus 123 file to Spreadsheet 128
    - range of cells to text 122
    - Spreadsheet file to Lotus 123 128
    - Spreadsheet file to text 126
    - text to ASCII 288
  - corrections 267
  - count of non-blank cells 99
  - Create Document mode
    - description 16
    - returning to the MAIN MENU 135
    - starting 135
  - currency symbol 115
  - cursor movements
    - ADDRESS BOOK 62, 68
    - COMMUNICATION 234
    - DAILY 38
    - DATA INPUT 219
    - INPUT/EDIT
      - Address Book 60
      - Create Document 141
      - Spreadsheet 85
    - MONTHLY 47
    - THINGS TO DO LIST 207, 209
- ## D
- daisy wheel changes 198
  - data
    - alphanumeric 88
    - deleting
      - DAILY 40
      - scheduled days 48
    - deleting all
      - Address Book 77
    - hiding 116
    - input/edit
      - DAILY 39
      - Spreadsheet 87
    - numeric 89
    - searching
      - DAILY 41
      - MONTHLY 50
  - data bits 241
  - date 216
  - deadline 216
  - decimal tabs
    - clearing 146
    - setting 146
    - using 147
  - deleting
    - character 143
    - line 143
    - word 143
  - dial mode 237
  - dialing
    - Communication 235

- Fax 259
- dialing problems 237
- direct number 90
- Disk Application mode
  - description 17, 293
  - returning to the MAIN MENU 295
  - starting 293
- disk drive
  - location 3
  - precautions 1, 7
- disk eject button
  - location 3
- double columns printing
  - description 199
  - setting 197
- dual screen 188

## E

- ending page 197
- error message list 303
- expanded text 152, 270

## F

- Fax mode
  - description 17, 255
  - returning to the MAIN MENU 257
  - starting 255
  - transmission problems 260
- fax number 258
- File Management mode
  - description 17, 275
  - returning to the MAIN MENU 275
  - starting 275
- files
  - back up copy 5
  - backing up 1
  - copying a file in memory 277
  - copying a file on disk 282
  - copying a text file in memory 200
  - deleting a file in memory 278
  - deleting a file on disk 284
  - deleting a text file in memory 201
  - deleting all files on disk 292
  - description
    - Address Book 57
    - Communication 232
    - Create Document 136
    - Scheduler/Calendar 37
    - Spreadsheet 83
    - Things To Do List 206

- different types 276
- entering a file name 52
- loading from disk 286
  - Address Book 78
  - Communication 242
  - Create Document 202
  - Scheduler/Calendar 50
  - Spreadsheet 125
  - Things To Do List 213
- receiving 246
- renaming a file in memory 279
- renaming a file on disk 285
- renaming a text file in memory 201
- retrieving text file 196
- saving on disk
  - Address Book 79
  - Communication 243
  - Create Document 194, 203
  - Scheduler/Calendar 51
  - Spreadsheet 124
  - Things To Do list 214
- saving selected data on disk
  - Address Book 76
- saving to disk 280
- transmitting 245, 256
- footer 185, 186, 197
- format change symbol 144
- format marks 88
- formatting text 144
- formulas
  - examples 92
  - order of calculation 94
  - use 90
- function menu 18

## H

- header 185, 186, 197
- help menu
  - description 33
  - Spreadsheet 83
- hexadecimal codes 233
- holidays 49
- hot zone
  - Create Document 140
- hyphen scan 166

## I

- information services 229
- inserting
  - text 142

integer part 98  
interference 1

## J

justification  
entering text 149  
justifying entered text 149

## K

keyboard  
character keys 27  
dead keys 30  
function keys 31  
layout 27  
numeric keypad 32, 84, 225  
switching 28

## L

label  
adding a new 71  
editing 62  
LCD display  
brightness 3  
contrast 3  
precautions 1  
Line by Line mode  
description 263  
returning to the MAIN MENU 263  
starting 263  
Line by line mode  
description 17  
line indent 148  
line spacing 145, 266  
local echo 241  
log in 238

## M

malfunction 1  
margins 144, 266  
math functions  
examples 95  
list 97  
maximum length  
alphanumeric data 89  
formulas 95  
maximum value 100  
merge printing  
creating the data file 192  
creating the master document 192

preparing a record for 63  
setting 192, 197  
message area 15, 265  
Create Document 137  
minimum value 100  
modem 229

## N

number of copies 197  
number of decimal places 115  
numeric data  
format 114

## O

on-screen help 33  
Operands 91  
Operators 91  
order of calculation 227  
order of precedence 91  
overheating 1

## P

page breaks 190  
page layout view  
text 150  
page numbering 186  
paper handling 197  
paper size 184, 185  
paragraph indent 148  
parity 240  
password 238  
cancelling 24  
changing 24  
setting 24  
percentage symbol 116  
permanent backspace 29  
permanent hyphen 140  
permanent space 140  
phone number 236  
pitch 145, 266  
power cord  
precautions 1  
power switch  
location 3  
precautions 1  
precision 227  
printer  
connection 8  
connector specifications 306  
emulation 21



- parallel and serial connector 8
- parameters 22
- set up 19
- printer connector
  - location 3
- printing
  - a record 218
  - Address Book 64
  - create Document 196
  - DAILY 40
  - labels 65
  - list of addresses 67
  - MONTHLY 48
  - pausing/resuming 198
  - range of cells 109
  - selected records 76
  - single page 190
  - Spreadsheet 127
  - THINGS TO DO LIST 208
- protocol 246, 247

## R

- radio receiver 1
- range of cells
  - clearing 121
  - converting 122
  - copy of one cell into 103
  - copying 102
  - description 96
  - easy input 96
  - filling 111
  - moving 108
  - printing 109
  - selecting from 119
  - sorting 117
  - sorting & selecting 121
- range of hours 46
- recalculation 116
- record
  - adding a new 60, 68, 209, 219
  - checking 208
  - deleting 210
  - input/edit 58, 208, 216
  - inserting a blank 77, 212
  - preparing a for merge printing 63
  - printing 218
  - selecting from file 74
  - sorting 73, 211
- redundant word 170
- Remaining space
  - memory 277

- right margin flush
  - Line by Line 273
  - typing 156
  - undoing 157
- round off 98
- rows
  - deleting 104
  - inserting blank 106

## S

- scale
  - Create Document 137
  - disabling 187
- Scheduler/Calendar mode
  - description 16, 35
  - returning to the MAIN MEMU 37
  - starting 35
  - switching to the Things To Do List mode 50
- screens
  - ADDRESS BOOK 56, 62
  - CALENDAR 53
  - COMMUNICATION 233
  - DAILY 36
  - DATA INPUT
    - Address Book 56, 58
    - Things To Do List 215
  - DISK INDEX 282
  - INPUT/EDIT
    - Spreadsheet 85
  - INPUT/EDIT/Create Document 137
  - LINE BY LINE 264
  - MEMORY INDEX 195, 277
  - MONTHLY 36, 47
  - selecting
    - ADDRESS BOOK 59
    - another month 43
    - CALENDAR 48
    - DAILY 47
    - DATA INPUT 215
    - DATA INPUT (Address Book) 58
    - DISK INDEX 280
    - in Scheduler/Calendar mode 37
    - MEMORY INDEX 285
    - MONTHLY 41
    - SEND A FAX 258
    - SET UP 240
    - THINGS TO DO LIST 207
- search 163
  - defining a string 164
- search & replace 165

- defining a string 164
- Self-Demonstration 25
- sending a fax 256
- short cuts 19
- signal line control 241
- sorting
  - ascending 119
  - descending 119
  - primary key 118
  - range of cells 117
  - records 73, 211
  - secondary key 118
- space between columns 197
- specifications 306
- spell checker
  - description 168
- Spreadsheet mode
  - description 16, 81
  - returning to the MAIN MENU 82
  - starting 81
- Spreadsheet templates
  - description 82
  - list 131
  - practice exercise 132
- square 98
- square root 98
- starting page 197
- status line 15, 264
  - Create Document 138
- stop bit 241
- style 151, 268
- sub-menus 19
- subscripts & superscripts 153, 271
- sum 100
- suspect word 170
- synonyms 177

## T

- tabs
  - clearing 146
  - inserting 147
  - removing 147
  - setting 146
  - using 146
- television set 1
- temporary left margin
  - cancelling 149
  - setting 148
  - using 148
- Tetris
  - indicators 298

- options 298
- playing 297
- setting 296
- text area 185
- text line 265
- text symbols 139
- thesaurus
  - description 177
  - edit 177
  - type 179
- Things To Do List
  - switching to Scheduler/Calendar 220
- Things To Do List mode
  - description 205
  - returning to the MAIN MENU 206
  - starting 205
- Things to Do List mode
  - description 17
- Thins To Do List
  - switching to Scheduler/Calendar 212
- thunderstorms 1, 4
- to do 216
- top margin 185
- top space 185
- topic 216
- total sum 100
- transmitter ID 260
- troubleshooting chart 305
- Turnabout
  - playing 301
  - setting 301

## U

- underline
  - Line by Line 269
  - Spreadsheet 101
- underlining
  - Create Document 152
- user dictionary
  - description 172
  - loading from disk 175
  - maintenance 173
  - saving to disk 176
- user ID 238

## W

- word wrap 140
- work area 15

X

Xon/Xoff control 241

APPENDIX



# ACCESSORY ORDER FORM

Dear Customer,

Please use this order form when ordering accessories for your typewriter.

Please add \$3.00 for shipping and handling charges. For orders to be shipped outside of the Continental U.S., please add \$10.00 for shipping and handling.

Item No.		Price	Q'ty	Total
MFD-60	A box of ten 3.5" Floppy Disks	\$26.50		
FX-4000	Robotics Pocket Fax Modem	Call for price		
BA-4000	Rechargeable Ni-Cd Battery	Call for price		
CA-4000	Carrying case	Call for price		

\* Above pricing subject to change without notice.

To place an order, you may call out automated telephone system at 1-800-284-HELP. If you need to talk to a customer service rep for assistance, call 901-373-6256.



# ACCESSORY ORDER FORM

Dear Customer,

Please use this order form when ordering accessories for your typewriter.

Please add \$3.00 for shipping and handling charges. For orders to be shipped outside of the Continental U.S., please add \$10.00 for shipping and handling.

Item No.		Price	Q'ty	Total
MFD-60	A box of ten 3.5" Floppy Disks	\$26.50		
FX-4000	Robotics Pocket Fax Modem	Call for price		
BA-4000	Rechargeable Ni-Cd Battery	Call for price		
CA-4000	Carrying case	Call for price		

\* Above pricing subject to change without notice.

To place an order, you may call out automated telephone system at 1-800-284-HELP. If you need to talk to a customer service rep for assistance, call 901-373-6256.



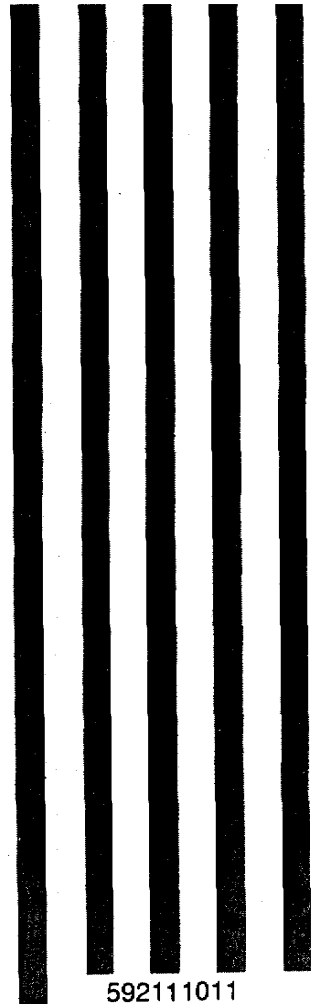








**brother**



592111011