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WhisperWriter™

Color Graphic Art Images (ON DISKETTE 3)

Because of the process used to print this manual, the colors of these graphics may differ from the actual Whisperwriter printed color.
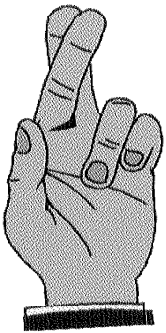
4SALE

BOMB

CHRSTMAS
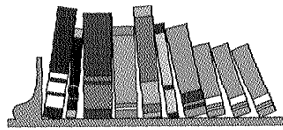
CHRSTREE

DFORGET

FINGERSX

JULY4

LIBRARY

MNYBAG

PHNTALK

PINUP

PUMPKIN

SNOWMAN

SOLD

TECHNIC

THANKCRD

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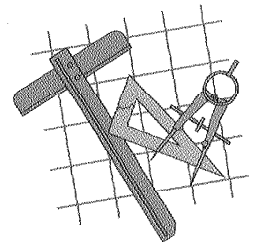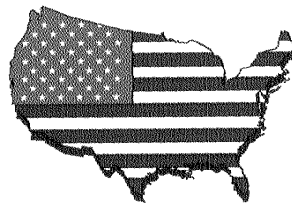
brother®

WhisperWriter™

WP-6700CJ
WP-7700CJ
Word Processor

Owner's Manual

U.S. English

Table of Contents

1 Getting Started

This chapter provides general information about the Whisperwriter and its software. The topics covered are:

- Parts
- Precautions
- Set Up
- Feeding Paper
- Optional Cut Sheet Feeder
- Ink-jet Cartridge
- Diskettes
- Keyboard
- Operation Overview
- Supplemental Programs

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

How to Use This Manual

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

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

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

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

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

Parts of Your Whisperwriter

Main Unit (Model WP-6700CJ)

Paper support

DC connector

DC plug

Power switch

AC adapter

LCD screen

Top cover

Paper adjustment lever

Main roller knob

Brightness control

Disk drive

LED

Keyboard
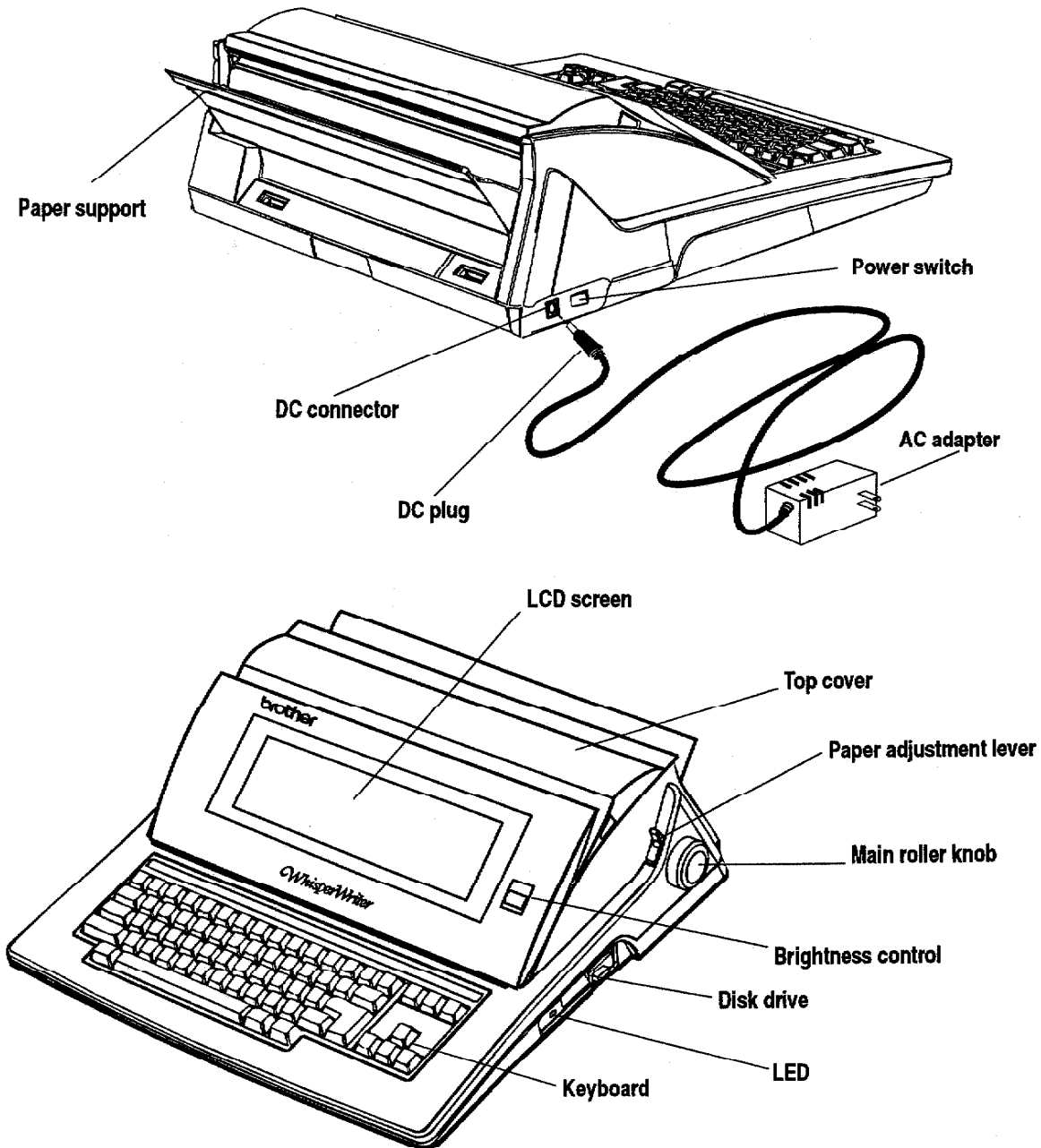
Main Unit (Model WP-7700CJ)

Monitor connector

Modem connector

Paper support

Power switch

DC connector

DC plug

AC adapter

Top cover

Paper adjustment lever

Main roller knob

Disk drive

LED

Keyboard

Monitor (Model WP-7700CJ)

Contrast control

Brightness control

Power switch

Power light

Monitor stand

Signal cable

Power cord
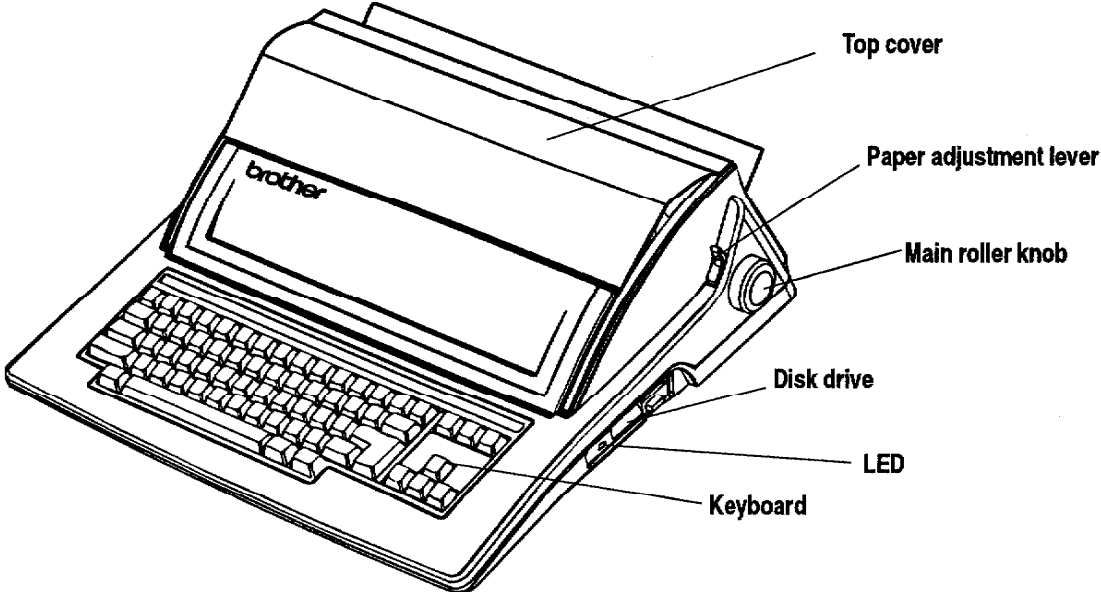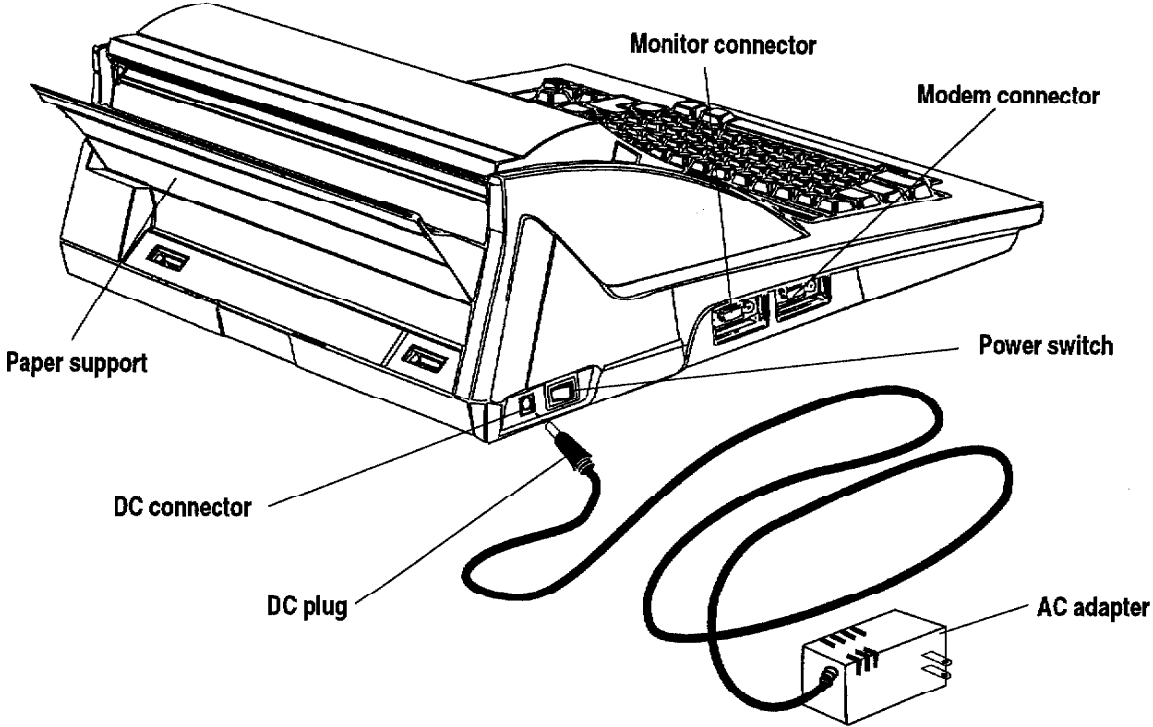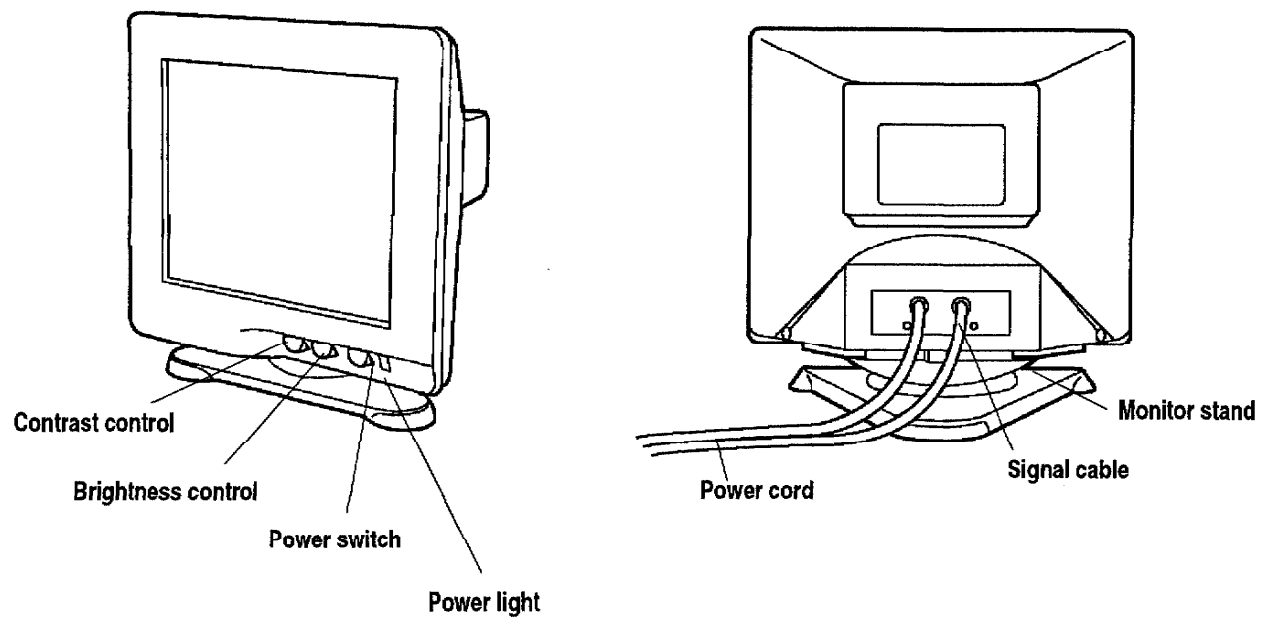
Optional Modem (Model WP-7700CJ)

Data cable

Modem telephone cord

Data cable

Modem

Modem telephone cord

Modem AC adapter & cord
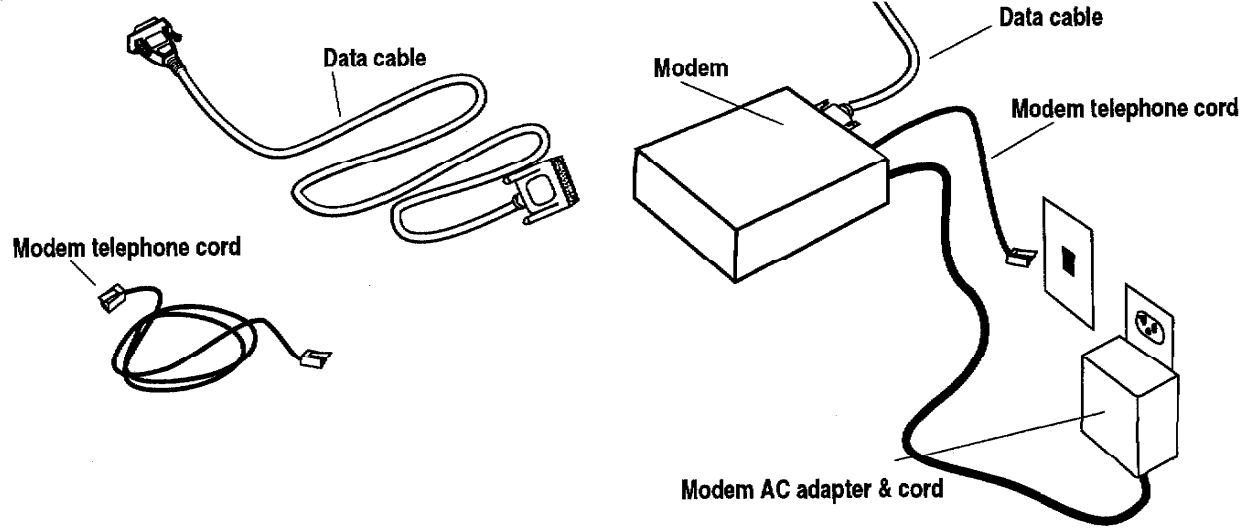
Precautions

WARNING:

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

WARNING:

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

CAUTION:

- Do not pull on the power cord or the signal cable. To disconnect it, always grasp the plug itself.

- Avoid direct exposure of the equipment to sunlight and other sources of heat, excessive moisture, or dust.

- If you spill any liquid onto the equipment, immediately unplug the system and consult your Brother Service Center.

- Do not use sprays in the vicinity of the Whisperwriter. Aerosols are extremely harmful to the disk drive.

- Unplug the equipment during a thunderstorm.

- Do not place heavy objects on the keyboard.

- Keep the back and sides clear of obstructions to prevent overheating.

- Use only a soft, dry cloth to clean the equipment (do not use chemicals, solvents, or detergents).

- To avoid electrical interference, do not place the Whisperwriter close to a radio receiver or television. If the Whisperwriter is close to a television, the disk drive may not work properly. For the same reason, avoid placing the monitor too close to the Whisperwriter.

- If you turn the Whisperwriter off, wait at least 10 seconds before turning it on again. Failure to wait 10 seconds may disrupt the start–up sequence, resulting in faulty operation and possible hardware damage.

- Do not turn the Whisperwriter off while printing.

- Make sure the ink–jet cartridge (under the top cover) has moved back to its rightmost position before you turn the power off. If you notice that the cartridge has not moved to its rightmost position, turn the power on again and let the cartridge move to the correct position. Then turn the power off.

- After you install the ink–jet cartridge in the Whisperwriter, never move the ink–jet cartridge from side–to–side with your hands.

Set Up

WARNING:
Do not plug your Whisperwriter into an electrical outlet until you have completely assembled it.

WARNING:
To prevent pinched fingers, keep fingers away from the bottom of the LCD screen when you adjust the screen's viewing angle.

Connecting the Equipment (Model WP-6700CJ)
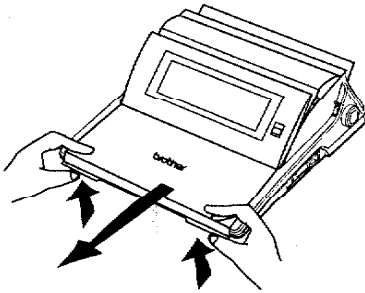
1. Remove the keyboard cover by pulling up on the outside corners and then pulling the cover toward you.

2. Connect the DC plug into the DC connector.

Power switch

DC plug
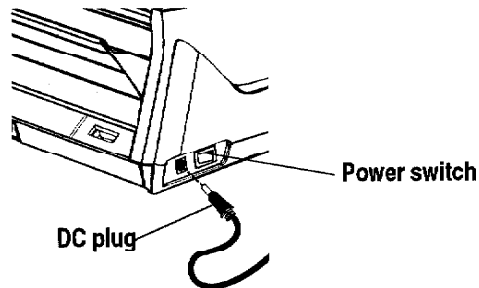
3. Plug the AC adapter power cord into an electrical outlet.
4. Press the power switch on the left-rear side of the Whisperwriter to turn it on. If the Whisperwriter does not respond, check the power cord.
5. Push or pull the LCD screen backward or forward to adjust the screen's viewing angle. Use the control on the right side of the LCD screen to adjust screen brightness until the characters on the screen are easy to read.

LCD screen

Brightness control
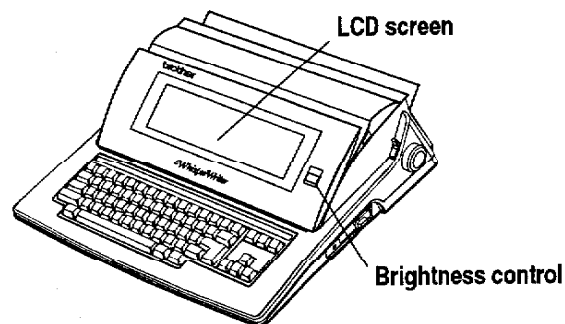
Attaching the Monitor Stand (Model WP-7700CJ)

WARNING:

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

Before making electrical connections, attach the monitor stand to the monitor:

1. Carefully set the monitor on its side as shown below.
2. Align the hooks on the monitor stand with the matching slots in the base of the monitor.
3. Slide the monitor stand toward the front of the monitor until the stand clicks into the locked position.
4. Set the monitor on its stand.

You can now tilt and rotate the monitor.
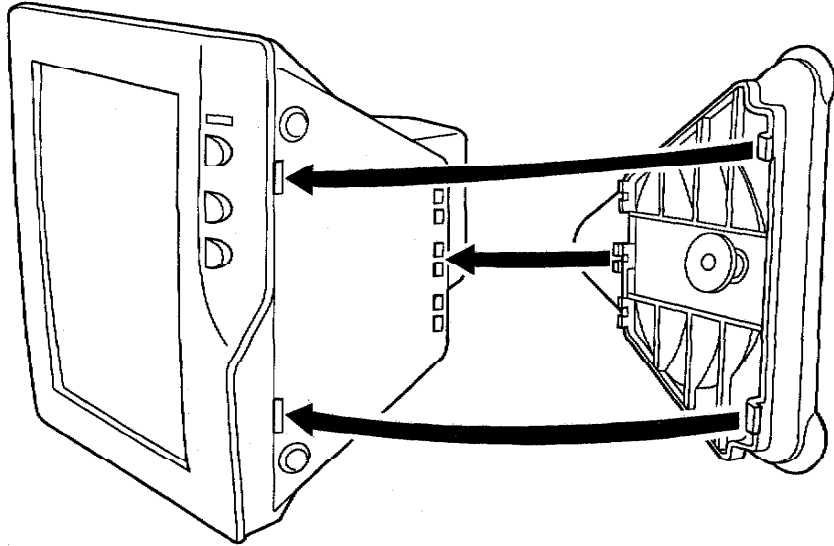
Connecting the Equipment (Model WP-7700CJ)

CAUTION:
Before plugging the Whisperwriter or monitor into an electrical outlet, connect the monitor and the modem to the Whisperwriter.

CAUTION:
To prevent damage to the monitor, turn off the monitor when you are not using the Whisperwriter.

Connecting the monitor
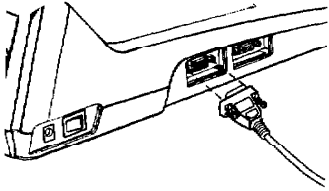
1. Push the monitor signal cable connector into the monitor connector. The monitor connector is located on the left side of the Whisperwriter.
2. Tighten the monitor signal cable connector's screws into the monitor connector to secure the monitor signal cable.

Connecting the optional modem
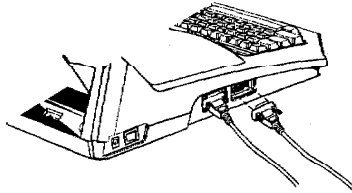
1. Push the modem data cable into the modem connector.
2. Tighten the modem data cable connector's screws into the modem connector.
3. Insert the modem telephone cord into the auxiliary socket of a telephone or into a telephone outlet.

Connecting to power
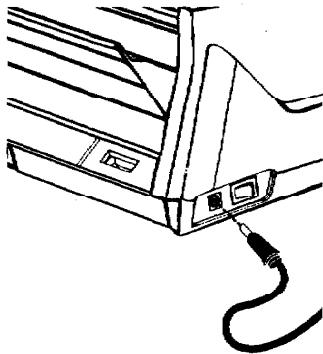
1. Connect the DC plug into the DC connector.
2. Plug the monitor power cord and the AC adapter power cord into an electrical outlet.
3. Press the green power switch to turn on the monitor. If the power light does not glow, check the power cord.
4. Press the power switch located on the left side of the Whisperwriter to turn it on. If the system does not respond, check the power cord.
5. Adjust the screen brightness and contrast with the control knobs on the front of the monitor until the characters on the screen are easy to read. *If you do not press any key for five minutes, the screen changes to a "screen saver" to protect the screen. Press any key to remove the screen saver. To return to the previous screen, press* **SHIFT** *or* **CODE**.

You can reverse the display from white to black and black to white by pressing **CODE + SHIFT + R.**

Feeding Paper

You have three ways to feed paper for printing:

- manually, one sheet at a time from the paper support on the back of the Whisperwriter (See below.)

- manually, one sheet at a time from the front paper tray of the optional cut sheet feeder (See page 14.)

- automatically, up to 30 sheets from the back paper tray with the optional cut sheet feeder (See page 12.)

Manual Paper Feeding with the Paper Support (No Cut Sheet Feeder)

CAUTION:
Do not use the main roller knob to insert paper. For proper paper insertion, you must use the P INS key.

1. Turn on the Whisperwriter and open the paper support.
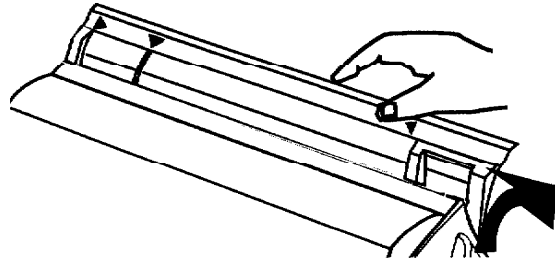
2. Center a sheet of paper in the insertion slot using the marks on the paper support. If paper width is less than 10.55 inches (letter size and A-4), align the paper with mark A. If paper is wider, use mark B.
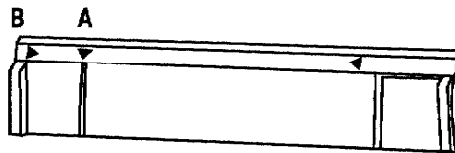
3. Press **P INS** to automatically advance the paper to the printing position. When you press **P INS** for the first time after turning on the Whisperwriter, this message appears:

The ON selection tells the Whisperwriter you have a cut sheet feeder installed and you want to use it for feeding paper. OFF tells the Whisperwriter you do not have a cut sheet feeder installed or you are using manual paper feeding with the cut sheet feeder.

Make sure this says OFF.

```
CUT SHEET FEEDER:                    OFF

WARNING:
   Setting the CUT SHEET FEEDER to ON will cause the "P DOWN"
   function to be invalid.

Press SPACE to change setting and press RETURN.
```
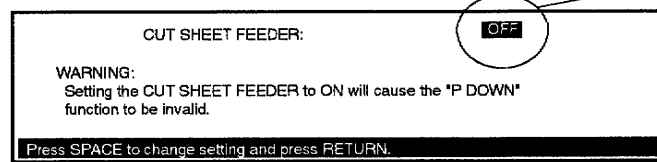
4. The *Cut Sheet Feeder* should be set to OFF. (If it is set to ON, press the **SPACEBAR** to change the setting; then press **RETURN**.)

5. If paper appears crooked, press **P INS** again. Release the paper by pushing down on the paper adjustment lever. Slide the top of the paper slightly to align the top and bottom edges. Then raise the paper adjustment lever. Press **CODE + P DOWN** until the paper is just starting to enter the roller bar.

Paper adjustment lever
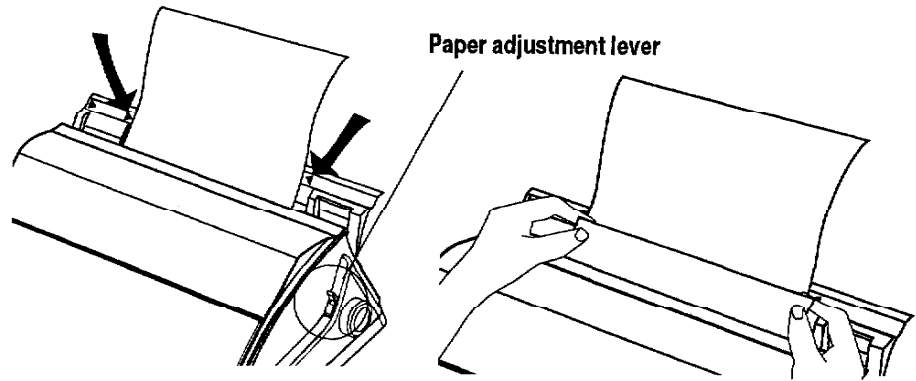
6. If paper is still not aligned properly, press **CODE + SHIFT + P INS** to take the paper completely out. Then reinsert the paper where you want it.

Optional CF-710 Cut Sheet Feeder————————————

A CF-710 cut sheet feeder is available for your Whisperwriter. The cut sheet feeder allows you to load up to 30 sheets of 20 lb. paper for automatic feeding.

Installing the Optional Cut Sheet Feeder

1. Turn off the Whisperwriter main unit and monitor. Turn the main unit around so that the back of the machine is facing you.

2. Flip open the paper support on the back of the machine and slightly bend it in the center until one of the plastic pins on either end is free.

Paper support pin

ON/OFF switch
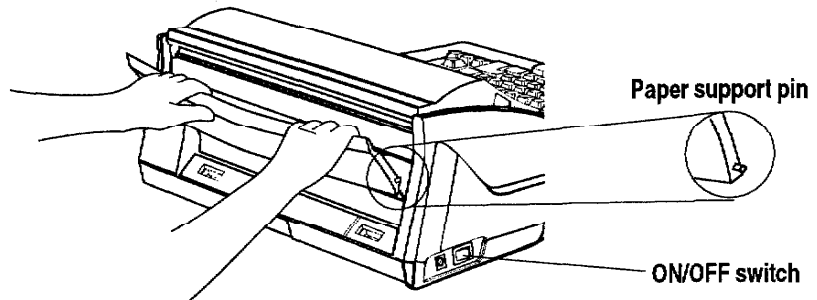
3. Carefully pull the free end of the paper support out of the word processor and then the other end. Lift the paper support off of the back.

Paper support pin
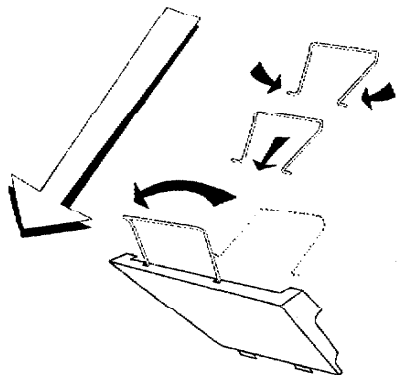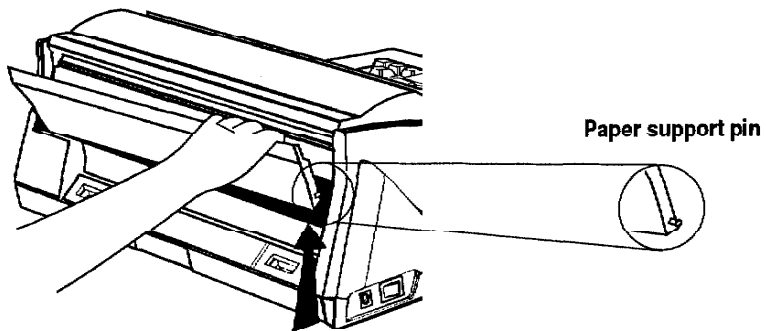
4. Insert the wire paper holders into the holes on the cut sheet feeder.

5. Push down on the release button and hold it down while you gently position the two tabs over their slots on the back of the Whisperwriter.
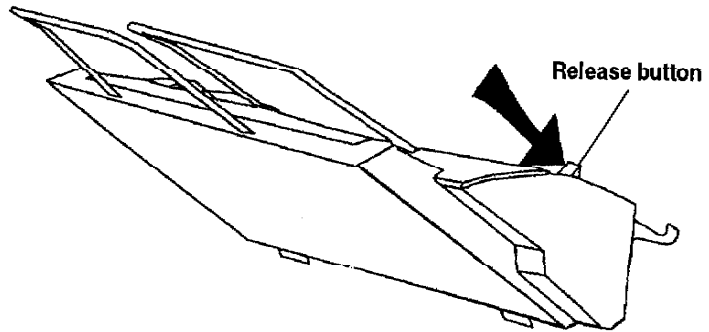
Release button

6. Slide tabs into slots until you hear or feel a click. Let go of the release button.

Latch
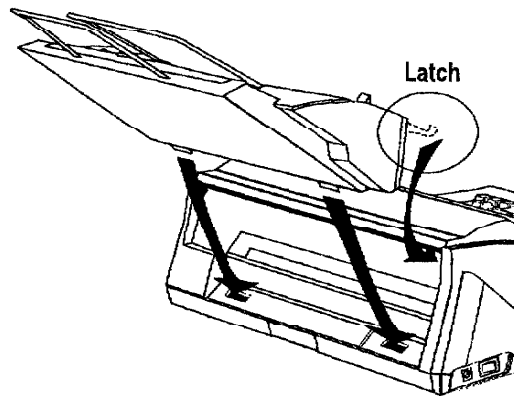
7. Test the fit of the cut sheet feeder by gently pulling the cut sheet feeder away from the unit. *It should remain firmly attached.*

Automatic Paper Feeding (With Cut Sheet Feeder)

Paper Release Lever Positions

UP Paper will not feed.	DOWN Paper will feed.
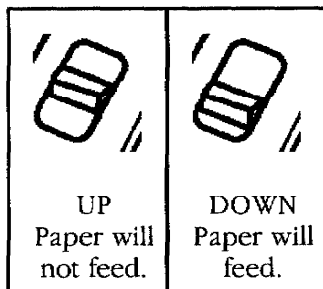
1. Push down on the tabs on both sides of the paper tray to move the paper release lever into the UP position. (See figure at left.)

Paper release lever in UP position
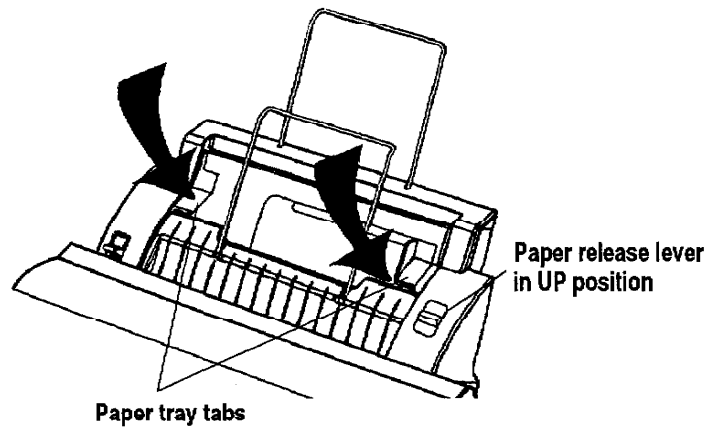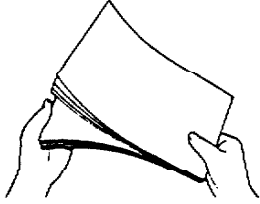
Paper tray tabs

Paper recommendations:
high quality bond, 16-24 lb.
Paper does not feed properly if
there is too much in the tray. Do
not exceed the 30 sheet limit.
Avoid using glossy or slick
paper in the paper tray because
it can cause paper jams.

2. Turn the Whisperwriter on and wait for the Main Menu to appear.
3. Pick up no more than 30 sheets of 20 lb. letter or A4–size paper.
4. Fan the paper before loading as shown in the illustration on the left.
5. Load the paper into the back paper tray.
6. Align the paper with the left tab and slide the right tab over it until it almost touches the edge of the paper.

Left tab   **Right tab**
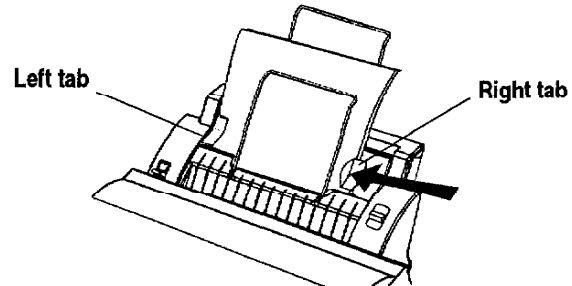
7. Tap the edges of the paper stack to align the edges.
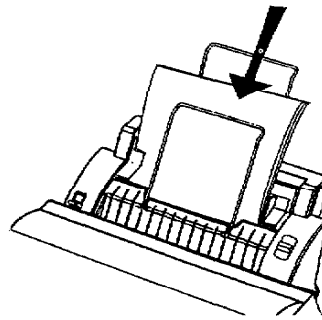
To manually insert single sheets
of paper, see next page.

8. Pull down on the paper release lever (on the right side of the paper feeder) to hold paper tightly against the rollers.

Paper release lever
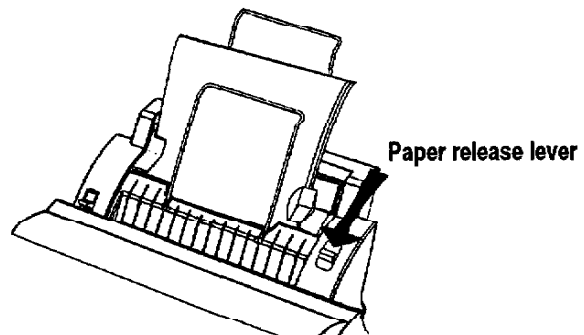
9. When you are ready to print, choose CUT SHEET FEEDER: ON in the Print dialog box.

Paper feeds automatically.

Precautions When Using the Cut Sheet Feeder

Please note the following when using your Whisperwriter and cut sheet feeder.

- Before turning on the Whisperwriter, make sure that the paper release lever is in the up position. If not, press the tabs on the tray until the paper release lever is in the up position. This prevents the cut sheet feeder from feeding paper before the Whisperwriter is ready to receive it.

- If the cut sheet feeder is removed and reinstalled while the Whisperwriter is on, you must feed a "reset" page before printing again. To feed a reset page, press **P INS** and wait a few minutes. Then press **CODE + P UP** until one blank sheet feeds completely through the cut sheet feeder. Now it is ready for normal operation.

- With CUT SHEET FEEDER set to ON, do not reverse an inserted sheet of paper more than 3/8 inch (9.5 mm) with the main roller knob. (**P DOWN** does not work with CUT SHEET FEEDER set to ON in the WORD PROCESSING PRINT MENU.) If you reverse the paper more than 3/8 inch, the automatic cut sheet feeder may feed a second sheet of paper while the first sheet of paper is still in the Whisperwriter.

Manual Paper Feeding (with Cut Sheet Feeder)

CAUTION:
Do not use the main roller knob to insert paper. For proper paper insertion, you must use the P INS key.

1. Push the paper tray tabs down until the paper release lever is in the UP position. (See step 1, page 12.)
2. Remove paper from the cut sheet feeder.
3. Place a sheet of paper in front of the front paper support on the cut sheet feeder. Align the paper with the paper guide on the left.

Front paper support

Paper guide

Paper release lever in UP position
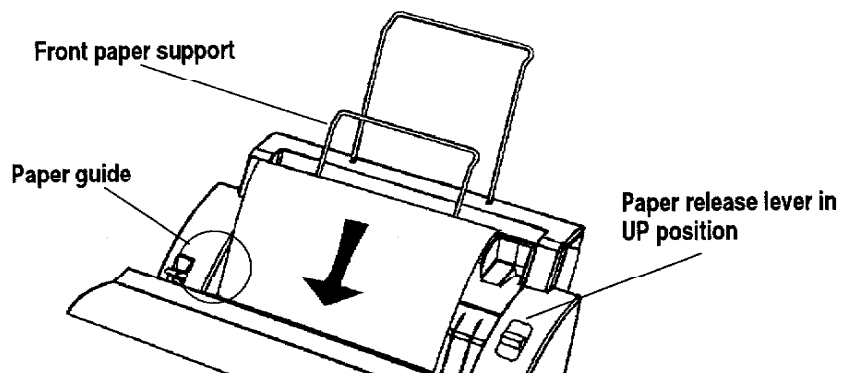
4. Choose one of the methods below to turn off the automatic paper feed.

- Method 1: If you have turned the Whisperwriter off and back on again, press **P INS**. When you press **P INS** the first time after turning on the Whisperwriter, this message appears:

```
          CUT SHEET FEEDER:                    OFF

      WARNING:
      Setting the CUT SHEET FEEDER to ON will cause the "P DOWN"
      function to be invalid.

      Press SPACE to change setting and press RETURN.
```
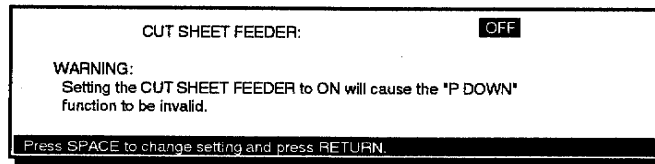
The cut sheet feeder should be set to OFF. (If it is set to ON, press the **SPACEBAR** to select OFF; then press **RETURN**.) Go to step 5.

- Method 2: If you have not turned the Whisperwriter off and you are switching from automatic to manual single sheet feeding with the cut sheet feeder and you are in Word Processing, Spreadsheet, or Addressbook, press **MENU** when ready to print. Then select Print from the Print menu. Press the cursor keys to move to the CUT SHEET FEEDER response. With the **SPACEBAR**, select CUT SHEET FEEDER: OFF. Press **P INS** and then press **RETURN**.

If you are in Typewriter and try to print with the cut sheet feeder, the paper may jam. Therefore, you should remove the cut sheet feeder when in the Typewriter application.

5. Adjust the paper position up and down by holding down **CODE** and pressing **P UP** or **P DOWN**.

6. If paper appears crooked, press **P INS** again. Release the paper with the paper adjustment lever. Slide the top of the paper slightly to align top edges. Then move the paper adjustment lever back into position.

Paper adjustment lever
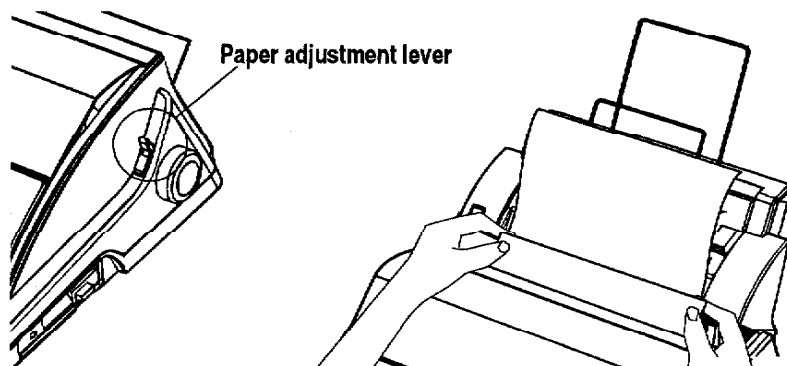
7. Press **CODE + P DOWN** to reposition paper.

Removing the Optional Cut Sheet Feeder

1. Turn off the Whisperwriter.
2. Push down on the cut sheet feeder release button.

**Cut sheet feeder
release button**
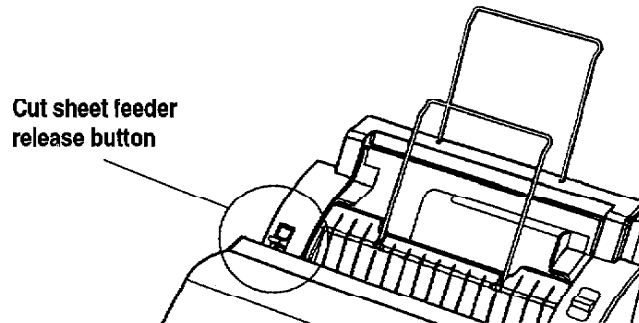
3. Slightly turning the top of the cut sheet feeder toward the front of the Whisperwriter, lift the back of the cut sheet feeder.
4. Slide the cut sheet feeder out of the Whisperwriter.
5. Reinstall the paper support (see below).

Reinstalling the Paper Support

1. Bending the paper support slightly in the center, carefully insert one of the pins on the paper support into the hole on the back of the Whisperwriter.
2. Keeping the paper support bent, insert the other end into the other hole.
3. Turn the Whisperwriter on and wait for the Main Menu to appear.

Paper support pin
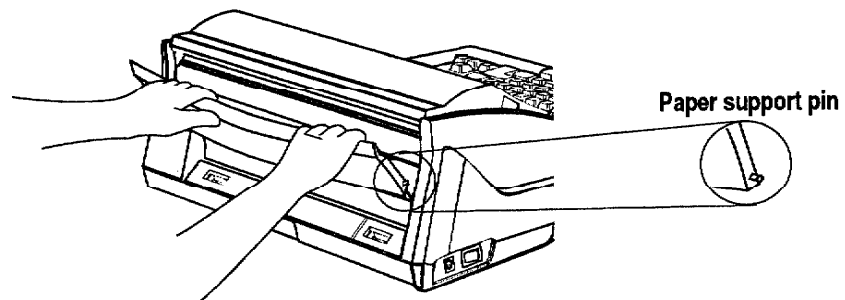
Ink–Jet Cartridge

WARNING:
Keep used and new ink–jet cartridges out of reach of children. Avoid contact between cartridge and face, eyes, skin, and clothing.

Your Whisperwriter uses a replaceable ink–jet cartridge that contains both the print head and ink. Replace the cartridge after approximately 1,000,000 characters (estimate based on using normal text in 12 point, Brougham font).

Follow these precautions to ensure maximum life of your ink–jet cartridge:

- To prevent a cartridge from drying out, never open the sealed pack until you are ready to install the cartridge.

- Install the cartridge immediately after you remove the tape from it. If you set the cartridge aside for an extended period, the cartridge head may dry out.

- The head of the cartridge is covered with wet ink. Never touch the head of the cartridge and never let it touch any other surface.

- To prevent leakage from the print head, do not shake the cartridge after it has been removed from its pack.

- Store the new ink–jet cartridge in the same environment as the Whisperwriter.

- Do not expose cartridges to direct sunlight. Store them at a temperature lower than 40° C (104° F).

- To transport the Whisperwriter by air, take out the ink–jet cartridge and install a new one at your destination.

- To move the unit, handle it carefully. Do not jar or turn it sideways with an ink–jet cartridge in place.

- We recommend that you use cartridges within one year of installation to assure high print quality.
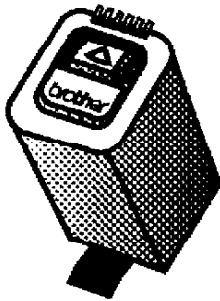
This model prints faster with the black ink–jet cartridge than with the color cartridge. Therefore you will want to use black for all your printing except when you want color. The system detects whether you are using black or color ink; you do not need to change any setting when you change cartridges.

The black ink–jet cartridge is an optional accessory. It does not come with the machine.

Installing/Replacing an Ink-Jet Cartridge

In this section, you will learn how to install an ink-jet cartridge and to replace a used ink-jet cartridge.

Installing the first ink-jet cartridge

When you set up your Whisperwriter for the first time, you need to install the ink-jet cartridge.
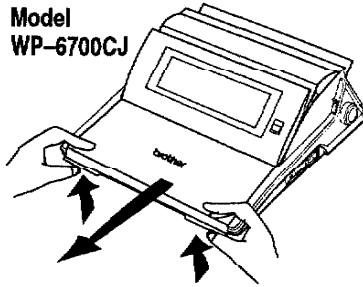
Model WP-6700CJ

1. Remove the keyboard cover (model WP-6700CJ only) by lifting on the front edge. Pull up and then pull toward you (see illustration at left).

2. Turn the Whisperwriter on.

3. Press **CODE + INK CHG**. *The ink-jet cartridge bracket moves to its ink change position (left side).* **Do not move the cartridge manually from side-to-side.** *This message appears:*

> Proceed to change the ink cartridge.
>
> **After changing the ink cartridge, press RETURN.**

4. Pull the LCD display forward (model WP-6700CJ only).
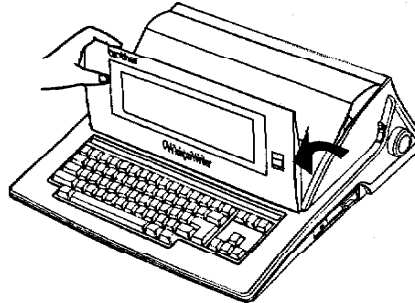
You have 5 minutes to install or change the ink-jet cartridge before the bracket automatically returns to the right-hand position.

5. Open the paper support and open the top cover.

Paper support

Top cover
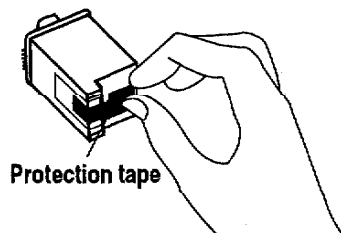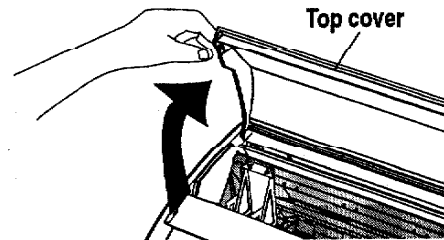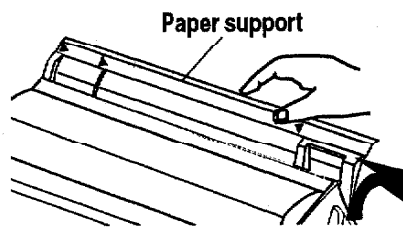
6. Tear open the ink-jet cartridge pack and remove the new cartridge.

7. Carefully remove the protection tape from the print head before installing. Do not shake the ink-jet cartridge after the protection tape is removed. Do not remove the metal contacts from the cartridge.

Protection tape

8. Slide the cartridge into the ink–jet cartridge bracket.

Ink-jet cartridge bracket
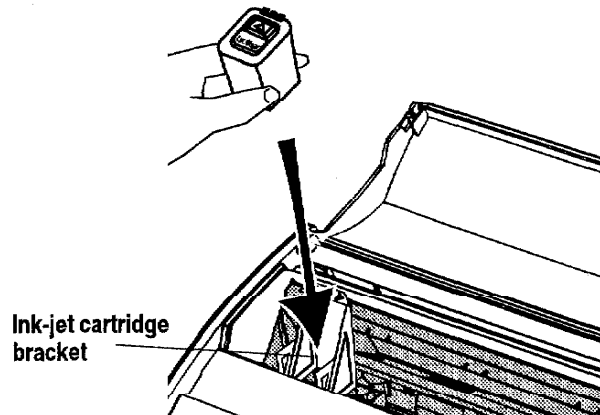
You will not be able to print if the cartridge is not correctly locked.

9. Squeeze the ink–jet cartridge bracket and cartridge together until the cartridge snaps under the latch on the bracket.
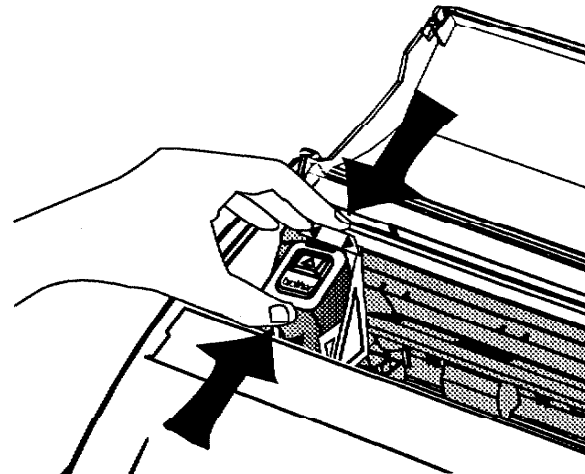
10. Press **RETURN.** *The ink–jet cartridge is ready to use.*
11. Close the top cover.
12. Push the LCD screen back into place (model WP–6700CJ only).

Replacing a used ink–jet cartridge

You have 5 minutes to install or change the ink–jet cartridge before the bracket automatically returns to the right–hand position.

1. Press **CODE + INK CHG**. *The cartridge moves to the left: the ink change position.* **Do not move the cartridge manually from side–to–side.** *This message appears:*

> Proceed to change the ink cartridge.
>
> **After changing the ink cartridge, press RETURN.**

2. Pull the LCD display forward (model WP–6700CJ only).
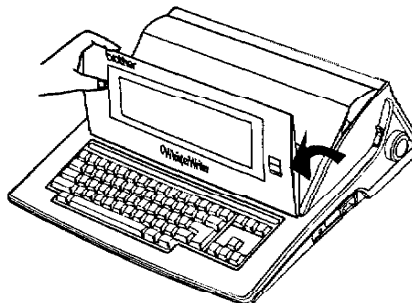
3. Open the paper support and the top cover.

Paper support   **Top cover**

4. Grasp the ink-jet cartridge as shown below and pull toward you (1). Then pull the cartridge straight up (2). **To avoid getting ink on your hands, do not touch the bottom of the cartridge.**
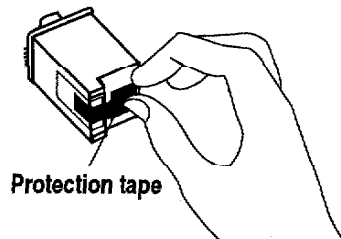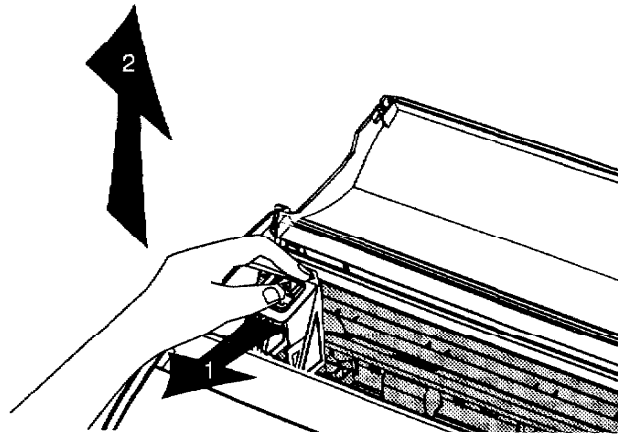
5. Dispose of the old cartridge immediately.
6. Tear open the ink-jet cartridge package and remove the new cartridge.
7. Carefully remove the protection tape before installing. Do not shake the ink-jet cartridge after the protection tape is removed. Do not remove the metal contacts from the cartridge.
8. Slide the ink-jet cartridge into the cartridge bracket.

Protection tape

9. Squeeze the ink–jet cartridge bracket and cartridge together until the cartridge snaps under the latch on the bracket.

10. Press **RETURN**. *The ink-jet cartridge is ready to use. If a black cartridge is replaced with a color cartridge or vice versa, any paper in the machine is ejected automatically.*

11. Close the top cover.

12. Push the LCD screen back into place (model WP–6700CJ only).

Cleaning the Print Head

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

• the ink on the page looks splotchy or messy.

• blank spaces appear on the page.

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

Cleaning the Print Cartridge Nozzles and Contacts

If print quality does not improve after cleaning the print head, the problem may be caused by dried ink on the nozzles, contacts, or the print cartridge bracket contacts.

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

1. Remove the ink–jet cartridge. (See instructions on page 20.)

2. Gently clean the entire copper–colored area, including the nozzles and contacts with a clean cloth, dampened with water only.

   To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.

3. Allow the copper–colored area to dry.

4. Reinstall the ink–jet cartridge and press **RETURN**. Then press **CODE + SHIFT + INK CHG** and close the cover.

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

Cleaning the Bracket Contacts in the Printer

1. Press **CODE + INK CHG** to move the ink–jet cartridge bracket to the left side of the carriage.

2. Without turning the Whisperwriter off, unplug the DC plug from the DC connector on the left side of the Whisperwriter. (This keeps the ink–jet cartridge in the left–hand position.)

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

3. Turn the power switch off.

4. Remove the ink–jet cartridge. (See page 20.)

5. Use a clean, dry cloth to clean the contacts on the inside of the ink–jet cartridge bracket.

Bracket contacts for the ink-jet cartridge
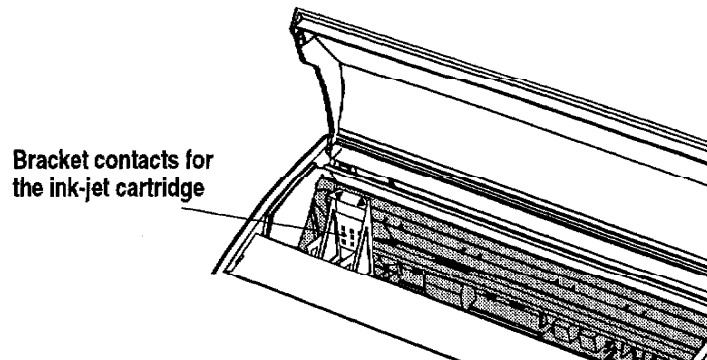
6. Install the ink–jet cartridge.

7. Plug the DC plug into the DC connector on the left side of the Whisperwriter.

8. Turn the power switch on.

9. Press **CODE + SHIFT + INK CHG.**

If print quality does not improve after this cleaning process, replace the ink–jet cartridge. If print quality still does not improve, your printer may require service. Contact your local authorized Brother Service Center.

Diskettes

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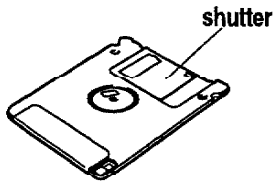
Your Whisperwriter uses both MF–2HD (High Density) and MF–2DD (Double Sided/Double Density) diskettes. The MF–2DD have half the capacity of the MF–2HD. We recommend that you use Brother diskettes.

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

CAUTION:

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

Inserting and Removing a Diskette

CAUTION:

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

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

Insert   Remove
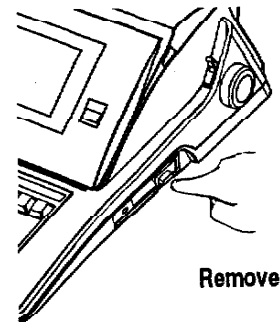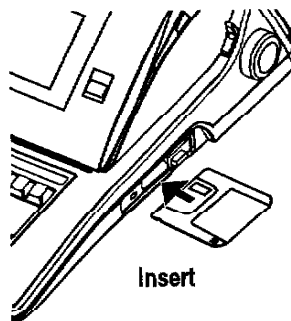
To remove a diskette: Press the eject button.

Initializing (Formatting) New Diskettes

CAUTION:
Initializing a diskette erases all data on it.

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

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

* The diskette is unformatted (new).

* The diskette is formatted in other than MS–DOS or with capacities other than 1.44 Mb or 720 kb.

To initialize a diskette:

To initialize a diskette without creating a document, see Initialize Disk, page 191.

1. Start an application by selecting its icon on the Main Menu.
2. Insert a diskette into the disk drive.
3. Create your document and press **MENU** to show the menu bar; choose Save File from the File menu. *This message appears:*

```
Unformatted or damaged disk!
Do you want to initialize disk?
All data on disk will be deleted if initialized.

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

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

```
<< FORMAT TYPE >>

2HD DISK        1.44MB
2DD DISK        720KB

Use cursor to select and press RETURN.
```

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

```
<< INITIALIZE DISK >>
FORMAT TYPE: 1.44MB
INITIALIZED %:

0            50            100
```

6. If you do not want to initialize the diskette, select NO and press **RETURN**. *The SAVE FILE dialog box appears and you can eject the diskette.*

Write–Protecting Your Diskettes

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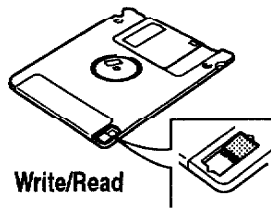
All 3.5 inch diskettes have a switch that protects their contents from accidental erasure. When the switch is in the READ ONLY position, you cannot erase old information or store new information on the diskette. Slide the switch to the READ ONLY position to protect a diskette containing valuable information.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

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

```
                    Write protected disk!
        Release the protection or insert another disk and retry.
Use cursor to select and press RETURN.
[RETRY]                                                  [CANCEL]
```
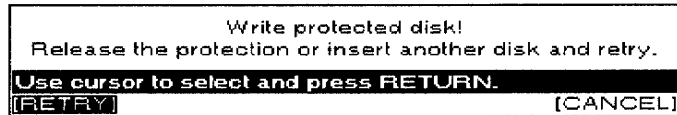
Backing Up a Diskette

The best insurance against losing important data is to make backups (duplicate copies) of each important file. To learn how to make backups, see "Making a Backup Copy of a Diskette" on page 187.

Keyboard

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

Character Keys and Cursor Keys

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

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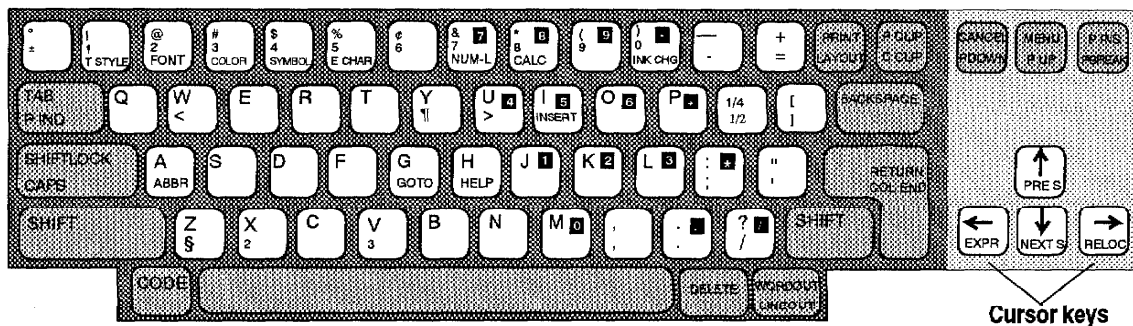
The character keys and some function keys automatically repeat if you hold the key down. This is useful when you want to type something like "— — — — —."

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

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

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

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

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

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

Cursor keys. Pressing ↑, ↓, ←, and → allows you to move the text cursor one position in the direction of the arrow on the key.

Keypad Keys

In Spreadsheet or Calculator applications, these keys can be used like a calculator keypad when the Numeric Lock mode is active.
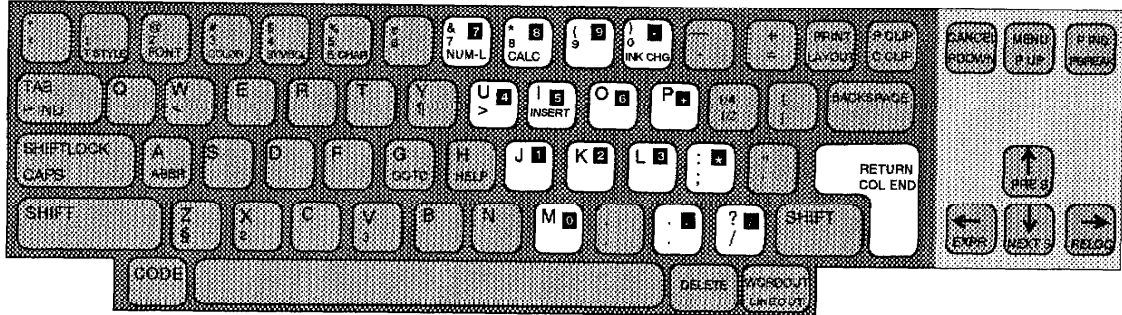
Number Lock mode. When you need to type numbers only, press **CODE + 7 (NUM–L)** to lock the keyboard in the number mode. The NUM indicator at the top of the screen is highlighted.

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

To release the Number Lock mode, press **CODE + 7 (NUM–L)** again.

Function Keys

In addition to the normal character keys of a standard typewriter, your keyboard features a number of function keys.
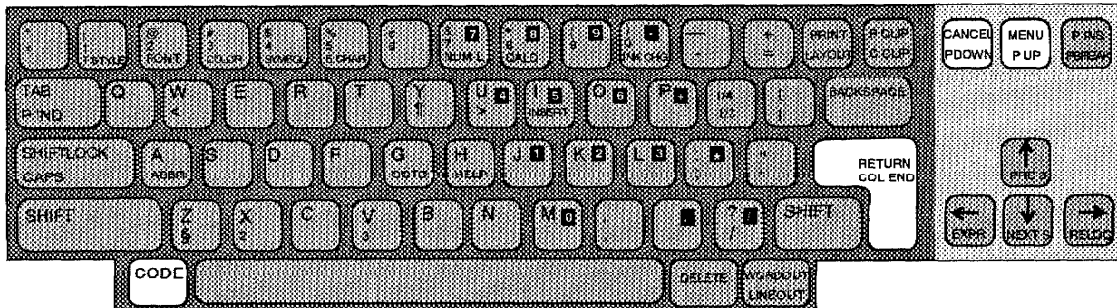
RETURN. This is the "action" key. When selecting from a menu or answering a question from the Whisperwriter, pressing **RETURN** allows you to continue.

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

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

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

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

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

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

Operation Overview

Main Menu

When you turn on the Whisperwriter model WP-6700CJ, this Main Menu appears:
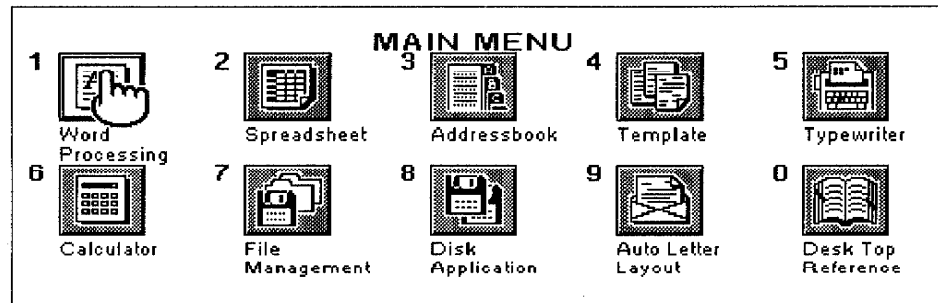
When you turn on the Whisperwriter model WP-7700CJ, this Main Menu appears:
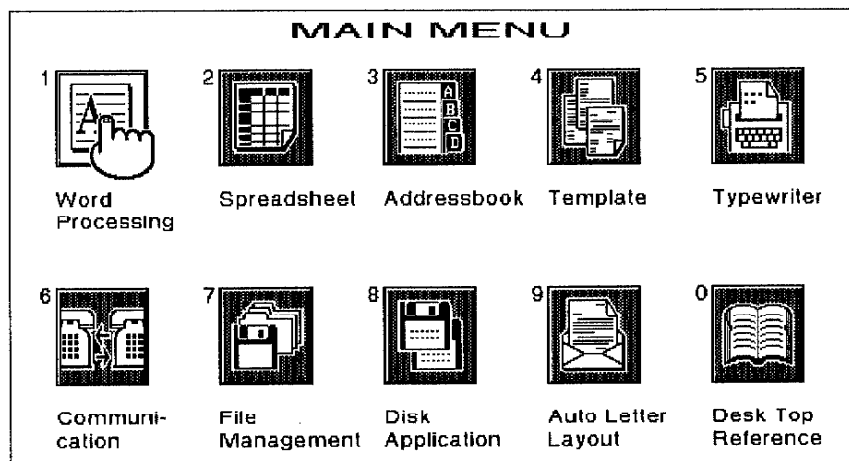
Application description

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

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

Spreadsheet. Creates and edits numeric tables and makes automatic calculation.

Addressbook. Creates and edits lists of addresses, phone numbers, etc.

Template. Accesses sample files for the Word Processing, Spreadsheet, and Addressbook applications. The Whisperwriter has 198 business letter templates.

Typewriter. Allows your Whisperwriter to function as an electronic typewriter.

Calculator (available in all models by pressing CODE + CALC). Calculates elementary arithmetic.

Communication (WP-7700CJ only). With the optional modem, obtains access to commercial data bases and electronic mail services.

File Management. Organizes files on a diskette.

Disk Application. Starts additional programs that come with your Whisperwriter.

Auto Letter Layout. Automatically selects a format for your business or personal letters.

Desk Top Reference. Provides information about words (spelling, hyphenation, synonyms, and jumble) and maintains your user dictionary.

Starting an application

There are two ways to start an application. Use the method you find most comfortable.

Press the number key on the upper left side of the icon (1 for Word Processing, 2 for Spreadsheet, etc.).

OR

1. Press the cursor keys (←, →, ↑, and ↓) to move to the desired application icon.
2. Press **RETURN** to start the application. *The application menu appears.*

Function Menus

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

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

Short cut keys. With many functions, you can use short cut keys. For example, the short cut keys for the Justify function are **CODE + J**. The menu bar does not appear. In this manual, instructions that include a "short cut" key method are indicated as in the following example:

1. Press **MENU** to show the menu bar; choose Justify from the Edit menu (short cut: **CODE + J**).

Dual Display

While creating or editing a file in Word Processing, Addressbook, or Spreadsheet, you can open another Word Processing, Addressbook, or Spreadsheet file and work simultaneously on both files, even if the files do not belong to the same application.

For example, while working on a Word Processing file, you can open a Spreadsheet file and start working on it. For more information, see "Open File for Dual" on page 46.

Clip Board

The clip board allows you to temporarily store a portion of a file and paste (copy) it to a different location in the same file or in another file. If the clipped data is inserted into a different application, the data automatically converts to fit in the target file. For more information, see "Clip Board" on page 223.

Help Windows

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

Supplemental Programs

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

Self-Demo

This program lists the key features of the Whisperwriter. To start the Self-Demo, see "Tutorial/Self-Demo" on page 207.

Tutorial

This program teaches you how to use the Word Processing application.

We recommend you look at these programs before you start using the Word Processing application. See the next page for a sample of a document created with the tutorial. For best results, refer to this sample document as you go through the tutorial. To start the tutorial, see "Tutorial/Self-Demo Application" on page 207.

Graphic Art Print

This program allows you to print 100 black and white graphic art images and 20 color graphic art images. For more information, see "Using Graphic Art Print" on page 201.

Frame Print

This program allows you to print various frames. For more information, see "Using Frame Print" on page 205.

Conversion

This program allows you to convert documents between different word processing formats and the Brother format. For more information, see "Conversion" on page 236.

Games

Six games are available for the Whisperwriter. They are: Cards, Numbers, Block, Freezer, Black Jack, and Poker. For more information, see the separate instruction manual for games.

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

THE SPRINGFIELD SENTINEL

Springfield Welcomes Fred & Leslie Tanner

By Amanda Becker

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

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

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

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

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

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

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

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

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

Springfield Taxes Lowest In County For Third Year In A Row

By Don Addison

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

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

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

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

COMPARATIVE ANALYSIS
TAX AMOUNTS

TOWNSHIP NAME
■ TAX

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

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

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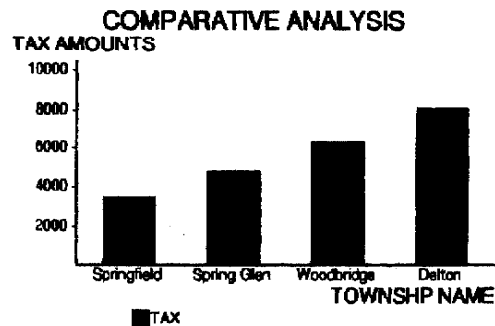
2 Word Processing

Creating a New File
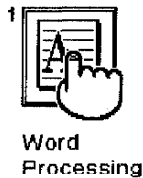
Word
Processing

If you get a message indicating you have an unformatted or damaged diskette, replace the diskette with another or go to page 25 in "Getting Started" for instructions on how to initialize a diskette.

1. From the Main Menu, press 1 or use the cursor keys to select the Word Processing icon and press **RETURN**.
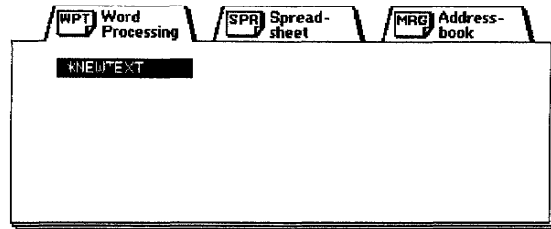
2. Press the cursor keys to select *NEWTEXT and press **RETURN**. *The Input/Edit screen shown on the next page appears.*

Editing an Existing File

Remember that you can press CODE + H to get on-screen help.

1. Insert your data diskette into the drive.

2. Press 1 or use the cursor keys to select the Word Processing icon and press **RETURN**.

3. Press the cursor keys to select the file you want to retrieve and press **RETURN**. *The Input/Edit screen shown on the next page appears.*

Word Processing Input/Edit Screen
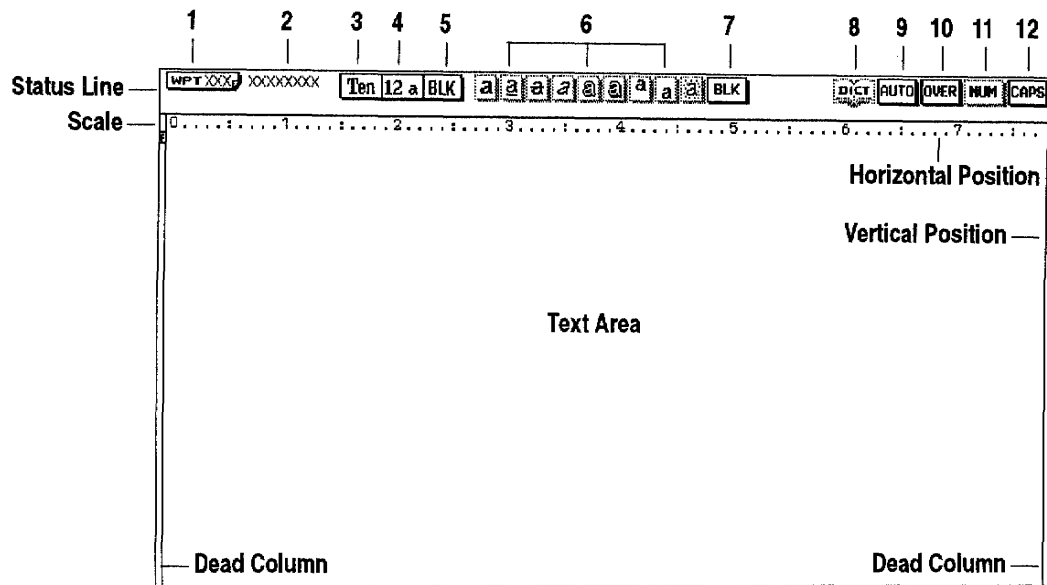
Status Line. The status line shows your current settings. The numbered areas in the screen above are as follows:

1 Page Number—The page number where the cursor is positioned.

2 File Name—The name of the file you are using.

3 Font Name—The font name currently in use.

4 Font Size—The font size (in points) and font mode (double width or double height).

5 Font Color—The text color.

6 Type Styles—The highlighted indicators (framed with a solid line) show which type style is active. The available type styles, from left to right, are bold, underline, strike-out, italic, outline, shadow, superscript, subscript, and shading.

7 Attribute Color—The attribute color (underline, strike-out, and shading).

8 Spell Check—Is highlighted (framed with a solid line) when Spell Check is monitoring your typing.

9 Auto Return or Justify—Tells you when you are in either the Auto Return (AUTO) or Justify (JUST) mode.

10 Insert or Overwrite—Tells you when you are in either Insert (INS) or Overwrite (OVER) mode.

11 Numeric Lock—Is highlighted (framed with a solid line) when the keyboard is locked in Numeric mode. (The keypad keys will be active. For more information, see page 28 in "Getting Started.")

12 Capital Lock—Is highlighted (framed with a solid line) when the keyboard is in Capital Letter (CAPS) mode or in Shift (SHIFT) mode.

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

Text Area. Most of the screen is your work area. It only shows a portion of your document at a time, but you can move the window up, down, left, and right. The only parts you cannot use are the dead columns (left and right edges of the screen). The word processor reserves the left edge for the Format Change symbol [F], Chart symbol [C], Line Framing symbol [L], and the right edge for the symbol that shows the cursor's position. The solid box at the right edge of the screen indicates the cursor's line position.

Other symbols appear in the text to remind you of the format functions that you used, but the symbols do not print. These symbols can be turned on or off. For more information, see "Function Mark ON/OFF" on page 92.

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

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

Basic Typing

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, press **BACKSPACE** or **DELETE** to erase the mistake.

Word Wrap

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

Hyphen

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

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

Soft hyphen. If word wrap moves a long word to the next line and you want to hyphenate that word, insert a soft hyphen by pressing **CODE + S**.

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

The soft hyphen displays as a dotted hyphen [⋯]. The portion of the word before the soft hyphen returns to the end of the previous line if it can fit. If the document is reformatted so that the entire word can fit on the same line, the soft hyphen disappears. If you think your document may change, use a soft hyphen.

Types of Spaces

Soft spaces. Enter soft spaces by pressing the **SPACEBAR**. Soft spaces separate words the same as pressing the spacebar on a typewriter. When your sentence reaches the right margin, the word wrap function moves all of the words that come after the last soft space to the next line. In Justify mode, the soft spaces are adjusted to produce an even right margin. (See "Justify" on page 51.)

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

Paragraph Break

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

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

Page Break

The word processor automatically breaks text up into pages according to your specifications. The position of these automatic page breaks is flexible and is readjusted for you by the word processor if you modify the text. On the screen a page break appears as a horizontal line with a page number.

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

Tab and Paragraph Indent

Tab. When you press **TAB**, the cursor jumps to the next tab and a Tab symbol [→] appears. There are different types of tabs. For information on setting tabs and using them, see "Margins & Tabs" on page 61.

For information about paragraph indent, see "Margins & Tabs" on page 61.

Paragraph indent. When you press **CODE + TAB** the cursor jumps to the next tab and a Paragraph Indent symbol [→] appears.

That position becomes a temporary left margin. The cursor automatically returns to that position and the entire paragraph is indented until you press **RETURN** to mark the end of the paragraph.

Typing Different Characters

Special characters on the keyboard. Most letter keys on your keyboard are also used in combination with **CODE** to start functions. A few keys, however, are available to type special characters. These keys have the characters printed in green on the key (example: § on the Z key). To type such a character, press **CODE** + the character key.

Symbols. Pressing **CODE + 4** displays the SYMBOL dialog box:
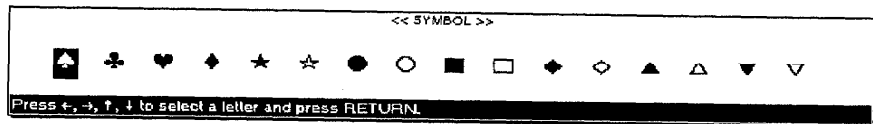
Press the cursor keys to select a symbol and press **RETURN** to put the symbol in your text.

Extra characters. Pressing **CODE + 5** displays the EXTRA CHARACTER dialog box:
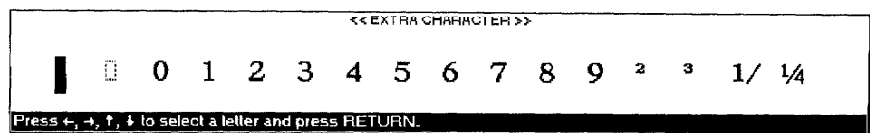
Press the cursor keys to select an extra character and press **RETURN** to put the character in your text.

Besides the cursor keys, you can use the following keys to move the cursor quickly through the Symbol and Extra Character dialog boxes:

Key	Cursor Movement
CODE + EXPR	To the beginning of the displayed line
CODE + RELOC	To the end of the displayed line
CODE + PRE S	To the beginning of the previous line
CODE + NEXT S	To the beginning of the next line

Basic Editing

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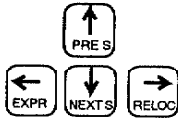
When you spot a mistake in the line you are typing, move the cursor back to the mistake, correct the mistake; then press *CODE + →* to return to your previous typing position.

To make a revision, you must first know how to move the cursor in the document.

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

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

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

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

Moving one screen at a time. CODE + ↑ moves the cursor back to the previous screen, and **CODE + ↓** moves the cursor forward to the next screen.

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

GO TO PAGE: __1
Type page number and press RETURN or use arrow keys to move to page top, next page top, beginning or end of file.

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

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

Besides these methods for moving the cursor, you can also use the Search function to locate a specific word, phrase, or title in your document. For more information, see "Search" on page 52.

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

Search Color Function

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

The Search Color function can only search for the color of characters. It cannot search for the color of attributes.

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

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

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

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

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

- **CODE + ↑** searches from the cursor location to the top of the page. If the cursor is already located at the top of the page, it searches from the cursor to the top of the previous page.

- **CODE + ↓** moves the cursor to the first character of the next color block.

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

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

Inserting Text

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

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

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

To change between the Insert and Overwrite modes, press **CODE + I.** The indicator on the status line changes accordingly to INS or OVER.

Deleting Text

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

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

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

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

Deleting a block of text. You can delete any amount of text by using the **Block/Delete** function. For more information, see "Delete" on page 70.

Using the File Functions

File	Edit	Style
Open File
Save File
Open File for Dual
Close File
File Management
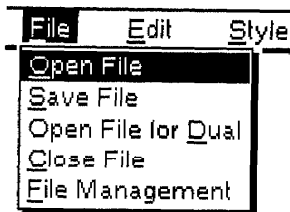
Use the File functions to open, save, close, delete, or rename your files; initialize disks; and return to the Main Menu.

- **Open File.** Saves the current file to diskette and opens another.

- **Save File.** Saves the current file to diskette without closing it.

- **Open File for Dual.** Opens a second file. Both the first and second files display on the screen.

- **Close File.** In *Single mode*, saves the file and returns to the Main Menu. In *Dual mode*, saves and closes the current file.

- **File Management.** Opens the File Management screen.

Tips for Using Files

CAUTION:
Do not remove a diskette while Word Processing is saving a document to the diskette or while Word Processing is reading a document from a diskette. It could permanently damage the diskette or cause a loss of data.

- You can open two files at the same time, and the files do not need to belong to the same application. We will call these files the **first** and the **second** file. The first file is opened with Open File; the second file is opened with Open File for Dual.

  When you are working in Dual Display mode, you cannot use Open File for Dual to open a third file. You must close at least one of the files before you can use Open File for Dual.

- File operations are identical in the Word Processing, Spreadsheet, and Addressbook applications. While working with one application, you can use Open File or Open File for Dual to open a file belonging to the same application or to a different application.

- To save the current file, use Save File or Close File.

- You can organize your files in File Management mode; however, File Copy, Disk Copy, and Convert functions are not available. For information, see "File Management" on page 185.

Open File

Open File opens a Word Processing, Spreadsheet, or Addressbook file.

1. Press **MENU** to show the menu bar; choose Open File from the File menu. If the current file has not been saved onto the diskette, the system asks if you want to save it.

```
 Save current file before opening?
Use cursor to select and press RETURN.
YES [NO]                        [CANCEL]
```
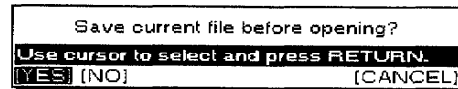
2. Select YES, NO, or CANCEL. Then press **RETURN**.
   - **YES.** Displays the Save File dialog box. For information, see "Saving a File" on page 48.
   - **NO.** Closes the file.
   - **CANCEL.** Cancels the function and returns to the previous display. After you save and close or just close the file, the list of files appears:
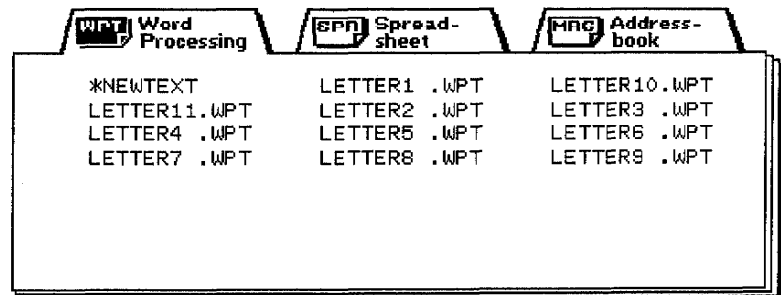
You can remove a diskette and insert another one when the list of files displays. The display automatically updates to display the directory of the new diskette.

```
  WP  Word           SPR  Spread-        ADR  Address-
      Processing          sheet               book

    *NEWTEXT         LETTER1 .WPT        LETTER10.WPT
    LETTER11.WPT     LETTER2 .WPT        LETTER3 .WPT
    LETTER4 .WPT     LETTER5 .WPT        LETTER6 .WPT
    LETTER7 .WPT     LETTER8 .WPT        LETTER9 .WPT
```

The list of files can display three indexes: Word Processing, Spreadsheet, and Addressbook. *The list of files for the application you currently are using displays above the other indexes. The title of the application you currently are working on is highlighted and this message appears:*

```
Select mode and press ↓ to select a file.
```

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

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

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

   OR

   You can press **CANCEL** to move the cursor back to the title of the list.

Save File

Save File allows you to save the current file without closing it.

1. Press **MENU** to show the menu bar; choose Save File from the File menu. *The Save File dialog box appears and the file name appears at the top of the dialog box.* For more information, see "Saving a File" on page 48.

2. Press **RETURN**. *The file is saved to diskette.*

Open File for Dual

Open File for Dual opens a **second** file in addition to the file you currently are using. In this way, you can easily compare the two files or transfer parts of one file to the other.
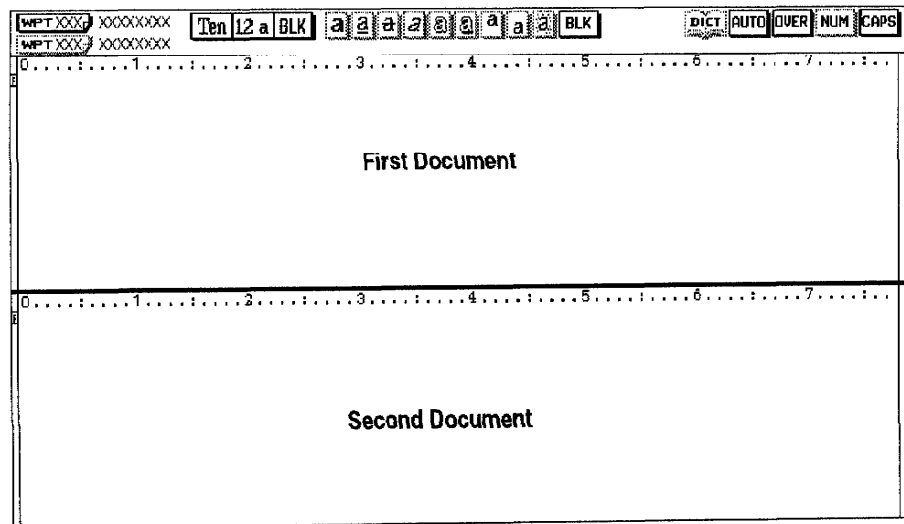
When a second file is opened, choose Change Screen from the Screen menu to move between the two files.

1. Press **MENU** to show the menu bar; choose Open File for Dual from the File menu. *The list of files appears.* The list of files can display three indexes: Word Processing, Spreadsheet, and Addressbook. *The list of files for the application you currently are using displays above the other indexes. The title of the application you currently are using is highlighted and this message appears:*

```
Select mode and press ↓ to select a file.
```

2. To select, press ← or → to select the desired title; then press ↓. *The cursor moves inside the file list and highlights the file name at the upper left corner. This file name is either NEWTEXT, NEWDATA, or NEWBOOK, which allows you to start a new file. This message appears:*

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

3. Press the cursor keys ←, →, ↑, ↓, **CODE + ↓**, or **CODE + ↑** to select the desired file and press **RETURN** to open the file.

   OR

   You can press **CANCEL** to move the cursor back to the title of the list.

Close File

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

Press **MENU** to show the menu bar; choose Close File from the File menu. *A dialog box appears:*

```
Save current file before closing?
Use cursor to select and press RETURN.
[YES] [NO]                          [CANCEL]
```

• If you select YES, the SAVE FILE dialog box appears:

```
                    << SAVE FILE >>

        FILENAME:   ■_____.WPT


                /   Existing File(s)    \
        LETTER1  .WPT        LETTER10.WPT
        LETTER2  .WPT        LETTER3  .WPT
        LETTER4  .WPT        LETTER5  .WPT
        LETTER6  .WPT        LETTER7  .WPT
        LETTER8  .WPT        LETTER9  .WPT

Type filename and press RETURN.
Press ↑, ↓ to scroll file directory.
```

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

• If you select NO, the current file is deleted and the Main Menu appears.

• If you select CANCEL, you return to the current file.

Saving a File

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

If you are not working in the Dual mode and you try to open another file using Open File, Whisperwriter asks if you want to save your current file. If you select YES, the SAVE FILE dialog box appears:

```
                         << SAVE FILE >>

              FILENAME:    █_____ . WPT


                    /  Existing File(s)  \

           LETTER1  .WPT          LETTER10.WPT
           LETTER11.WPT          LETTER2 .WPT
           LETTER3 .WPT          LETTER4 .WPT
           LETTER5 .WPT          LETTER6 .WPT
           LETTER7 .WPT          LETTER8 .WPT

 Type filename and press RETURN.
 Press ↑, ↓ to scroll file directory.
```

- If you were working on a new file, the file name is empty and you must type a file name. (See "File name conventions" below.)

- If your file has already been saved on the diskette, its file name appears.

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

    OR

    You can also type a new file name to keep both the original and modified versions in separate files (for example, .WPT).

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

File name conventions

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

- The word processor accepts only the following characters in file names: uppercase and lowercase letters of the English alphabet (A–Z and a–z), digits (0 to 9), and the hyphen (–). All others are refused and cause the word processor to beep.

- The word processor does not distinguish between upper– and lowercase letters. All letters are converted into capitals.

File Management

Press **MENU** to show the menu bar; choose File Management from the File menu. Use the File function to delete or rename files.

- **File Delete.** Erases files from the diskette.

- **Rename.** Changes the name of a file.

- **Exit.** Exits from the File Management mode back to your document.
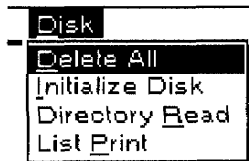
Use the Disk function to delete all files, initialize diskettes, and view diskette contents.

- **Delete All.** Deletes all unprotected files on the diskette.

- **Initialize Disk.** Prepares the diskette to accept data such as Word Processing files, Spreadsheet files, etc.

- **Directory Read.** Reads the directory of a diskette when this has not been done automatically.

- **List Print.** Prints all file names indicated on the screen.

For more information, see "File Management" on page 185.

Using the Edit Functions

Edit	Style	Block

- Centering
- Right Margin Flush
- Justify
- Search
- Replace
- Header
- Footer
- Hyphen Scan
- Merge Code
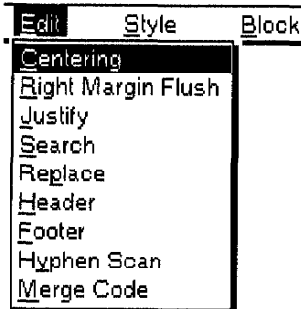
Use the Edit functions to make changes in the appearance of your text, to create headers and footers, or to set up merge codes for automatic generation of letters.

- **Centering.** Centers text between the margins.

- **Right Margin Flush.** Aligns text flush with the right margin.

- **Justify.** Evenly adjusts the space between words so that the last character of a line is aligned with the right margin.

- **Search.** Searches for the occurrence of a specified string of characters in the document.

- **Replace.** Searches for the occurrence of a specified string of characters in the document and allows for automatically replacing it with another string.

- **Header.** Defines a block of text at the top of a page.

- **Footer.** Defines a block of text at the bottom of a page.

- **Hyphen Scan.** Scans the text for unhyphenated words that can be divided.

- **Merge Code.** Inserts merge codes that will be automatically replaced with data from an Addressbook file during printing.

Centering

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

1. With the cursor on the line to be centered, press **MENU** to show the menu bar; choose Centering from the Edit menu (short cut: **CODE + F**). A Centering symbol [|+|] appears. The cursor moves to the center of the line.

2. Type the text; then press **RETURN**. The text is centered.

Use one of the following methods to undo centering:

- Delete the Centering symbol [|+|].

- Press **CODE + F** a second time.

- Press **CANCEL**.

- Select Centering from the Edit menu a second time.

Right Margin Flush

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

1. With the cursor on the line to be aligned, press **MENU** to show the menu bar; choose Right Margin Flush from the Edit menu (short cut: **CODE + R**). *A Right Margin Flush symbol [←] appears. The cursor moves to the right margin.*

2. Type the text; then press **RETURN**. *The text is aligned with the right margin.*

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

* Delete the Right Margin Flush symbol [←].

* Press **CODE + R** a second time.

* Press **CANCEL**.

* Select Right Margin Flush from the menu bar a second time.

Justify

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

The Justify function adjusts the width of the blank spaces between words so that the last character of each line is exactly on the right margin. You can use this function to justify the text being typed or to justify text that has already been formatted.

1. With the cursor on the paragraph to be justified, press **MENU** to show the menu bar; choose Justify from the Edit menu (short cut: **CODE + J**). *The AUTO indicator on the status line changes to JUST.*

2. To cancel the Justify mode and resume normal typing or to undo justified text, proceed as in step 1. *The JUST highlighting changes to AUTO.*

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

Search

The Search function allows you to search for a specified string of characters. It is used in a very similar way in Spreadsheet and Addressbook.

1. Press **MENU** to show the menu bar; choose Search from the Edit menu. *The SEARCH dialog box appears:*

```
                            << SEARCH >>

         SEARCH:

         ■_____


         START POSITION:              CURRENT


         SEARCH:
              WHOLE WORD CHECK         OFF
              CASE CHECK               OFF

Type SEARCH word(s) and press RETURN.
```

2. Type the string to be searched (50 characters maximum).
3. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to select the other settings.

   - **START POSITION:**

     CURRENT—Scans the text from the current cursor position.

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

   - **SEARCH: WHOLE WORD CHECK**

     OFF—Stops scanning if the string is found even inside a word. (For example, "the" will be found in "these").

     ON—Stops scanning only when the string is a word by itself.

   - **SEARCH: CASE CHECK**

     OFF—Turns off the system's ability to distinguish between uppercase and lowercase letters. (For example, if the string is "the," the system stops at "tHe," "THE," etc.)

     ON—Stops only at strings in exactly the same case.

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

```
              Next search?

Use cursor to select and press RETURN.
[YES]                                [NO]
```
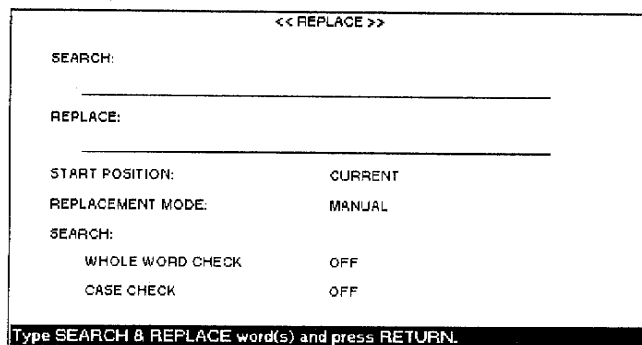
5. Select YES or press **TAB** to start searching again or select NO to stop. *When the string cannot be found, this message appears:*

```
Word(s) not found.
```

Replace

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

1. Press **MENU** to show the menu bar; choose Replace from the Edit menu. *The REPLACE dialog box appears*:

```
                           << REPLACE >>

     SEARCH:
     _____

     REPLACE:
     _____

     START POSITION:              CURRENT

     REPLACEMENT MODE:            MANUAL

     SEARCH:

          WHOLE WORD CHECK        OFF

          CASE CHECK              OFF

 Type SEARCH & REPLACE word(s) and press RETURN.
```

2. Press ↑ and ↓ to move the cursor to the desired setting.

3. Type the search and replace strings (50 characters maximum). Press the **SPACEBAR** to select the other settings.

   - **START POSITION:**

     CURRENT—Scans text from the current cursor position.

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

   - **REPLACEMENT MODE:**

     MANUAL—Sets the system to ask you whether or not to replace each time a string is found.

     AUTO—Replaces all occurrences of the string automatically.

   - **SEARCH: WHOLE WORD CHECK**

     OFF—Stops scanning if the string is found, even inside a word. (For example, "the" will be found in "these").

     ON—Stops scanning only when the string is a word by itself.

   - **SEARCH: CASE CHECK**

     OFF—Turns off the system's ability to distinguish between uppercase and lowercase letters. (For example, if the string is "the," the system stops at "tHe," "THE," etc.)

     ON—Stops only at strings in exactly the same case.

4. Press **RETURN** when you finish. *The word processor starts searching. In Auto mode, this message appears after all replacements have been made:*

```
Completed.
```

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

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

5. Select YES to replace that occurrence and start searching again. Select NO or press **TAB** to start searching again without replacing or press **CANCEL** to stop. *When the string cannot be found, this message appears:*

```
Word(s) not found.
```

Header/Footer

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

1. Press **MENU** to show the menu bar; choose Header or Footer from the Edit menu. *The HEADER or FOOTER dialog box appears:*

```
<< HEADER >>    Ten 12 a BLK  a a a a a a a a a BLK      DICT AUTO OVER NUM SHIFT
0........1........2........3........4........5........6........7.1....
```

```
<< FOOTER >>    Ten 12 a BLK  a a a a a a a a a BLK      DICT AUTO OVER NUM SHIFT
0........1........2........3........4........5........6........7.1....
```
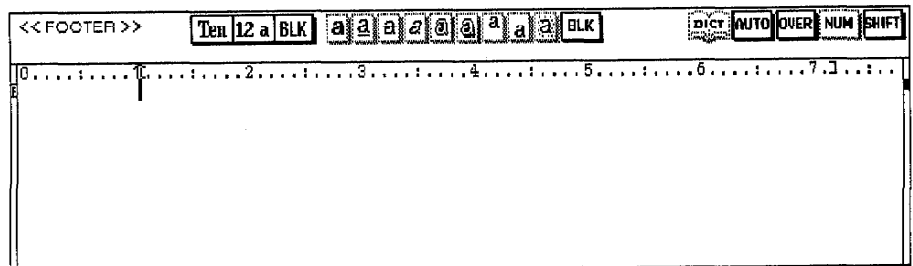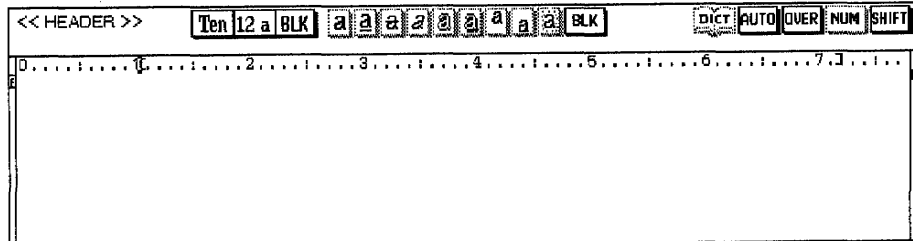
If you print a header or footer in 36 point type, the page margin cannot be less than 1.25 inches. To change the header/footer margin, go to Page Setup.

Before printing your document, do not forget to select YES or NO for header or footer at the Word Processing Print Menu. For information, see "Printing a Document" on page 94.

2. Type header and/or footer text to appear on every page. You can use centering, right margin flush, attributes, font type and size, color, margin settings, and tabulation without affecting the layout of the document. However, text must fit on a single line.

3. When finished editing, press **MENU** to show the menu bar; select Exit from the Edit menu.

Editing headers and footers

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

```
Edit    Style
Centering
Right Margin Flush
Header
Footer
Auto Page Numbering
Exit
```

- **Centering.** Centers text between the margins.

- **Right Margin Flush.** Aligns text flush with the right margin.

- **Header.** Opens the Header mode during the Footer mode.

- **Footer.** Opens the Footer mode during the Header mode.

- **Auto Page Numbering.** Numbers pages in your document automatically.

- **Exit.** Exits from the Header or Footer mode to the document File menu.

For information on Centering, Right Margin Flush, and Header/Footer, see page 50.

Auto Page Numbering

You can automatically number pages in your document.

1. Press **MENU** to show the menu bar; choose Auto Page Numbering from the Edit menu. *A dialog box appears:*

```
START NUMBERING WITH PAGE NUMBER: ___1___

Type number and press RETURN.
```

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

   OR

   Automatically number pages in your document by including a number between double quotation marks. For example, if your header or footer is Page "1," the first printed page shows Page 1, the second shows Page 2, and so on. When inserting additional pages, use Centering or Right Margin Flush and insert them.

Style

Edit | **Style**
Type Style Change
Font & Size
Color
Margins & Tabs
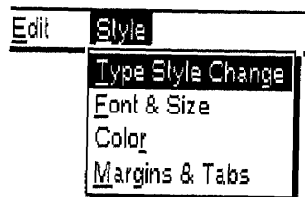
Use the Style functions to change the appearance of your header or footer text.

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

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

```
Data will be truncated!
OK to change margins?
Use cursor to select and press RETURN.
[YES]                                        [NO]
```
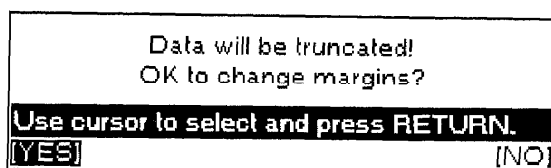
Select YES or NO; then press **RETURN**.

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

Hyphen Scan

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

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

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

1. Press **MENU** to show the menu bar; choose Hyphen Scan from the Edit menu. *The HYPHEN SCAN dialog box appears:*

```
<< HYPHEN SCAN >>
HYPHENATION HOT-ZONE:                  6
[2 (0.2INCH) ~ 9 (0.9INCH)]

START POSITION:                    CURRENT
Type number and press RETURN.
```
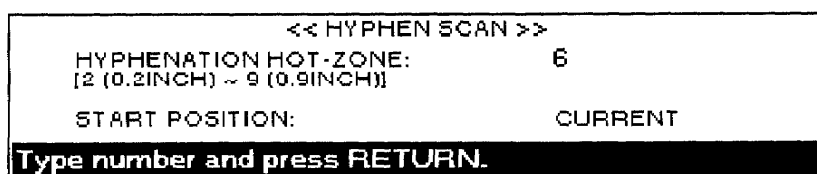
2. Press ↑ and ↓ to move the cursor to the desired setting.
3. Type the number for the hot-zone width (2 – 9). Press the **SPACEBAR** to select the start position setting.
   * **HYPHENATION HOT-ZONE:**
     2 through 9—Defines the width of the hot-zone.
   * **START POSITION:**
     CURRENT—Scans text from the current cursor position.
     BEGINNING OF FILE—Scans text from the beginning of the file.

4. Press **RETURN** when you finish. *The word processor starts scanning the document. If a word leaves a blank space that is wider than the specified HYPHENATION HOT-ZONE, the HYPHENATION dialog box appears:*

```
┌─────────────────────────────────────────────────────────┐
│                    OK to hyphenate?                       │
│   ┌───────────────────────────────────────────────────┐  │
│   │                  < HYPHENATION >                    │  │
│   │  prepara-tory                                       │  │
│   └───────────────────────────────────────────────────┘  │
│ Use cursor to select and press RETURN.                    │
│ Press SPACE to change hyphen position.                    │
│ [YES] [NO]                                      [CANCEL]  │
└─────────────────────────────────────────────────────────┘
```
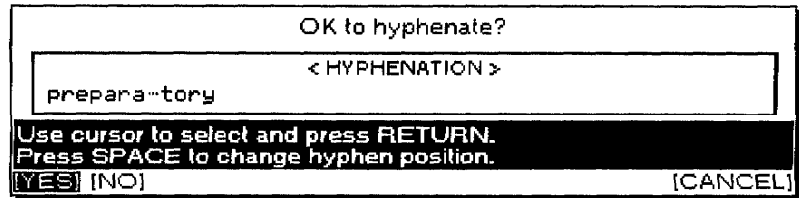
5. The dialog box shows a possible hyphen position for the long word. Press ← and → to select the following items; then press **RETURN**. (You can also press **TAB** instead of selecting NO.)

   • **YES.** Hyphenates the word as shown and resumes scanning.

   • **NO or TAB.** Resumes scanning without hyphenating that word.

   • **CANCEL.** Cancels the function and returns to the previous display.

6. To change the hyphen position, press the **SPACEBAR** while displaying the HYPHENATION dialog box. *The hyphen position changes within the possible hyphen position.*

Merge Code

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

Using the Merge Code function

1. Create a file containing the data to be inserted in the letters (the Addressbook file). For information, see "Addressbook" on page 141. The data to be inserted into a single letter is called a record. A record is made of different labels that correspond to the different pieces of information you need to insert in a single letter (Name, Address, etc.). You must organize your Addressbook file logically. The same label of each record must contain the same type of information. The Addressbook application allows you to mark records for merge printing.

2. Create a Word Processing file containing the text that will be common to all the letters (the "master document"). Wherever variable information is to be inserted in that text, insert a "merge symbol" using the Merge function described in this section.

3. Print the Master Document. The text prints as usual until a merge symbol is encountered. At that point, the program compares the label name that you have inserted with the merge symbol and automatically replaces the merge symbol with the data contained in the corresponding label of the first marked record.

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

Inserting merge symbols in your document

1. Position the cursor in the text at the desired location for the merged information.

2. Press **MENU** to show the menu bar; choose Merge Code from the Edit menu (short cut: **CODE + M**). *The MERGE CODE dialog box appears:*

```
<< MERGE CODE >>

         LABEL NAME: _____

Type label name and press RETURN.
```

3. Type the name of the label (12 characters maximum) corresponding to the Addressbook information you want inserted at this point. Press **RETURN**. *The label name is entered as it appears in the Addressbook.*

You must type the label name exactly as it appears in your Addressbook file. You can use the dual screen function to display the Addressbook file if you do not remember the label names.

4. Type LAST NAME, FIRST NAME, or one of the other label names at the MERGE CODE dialog box. The label name, surrounded with merge symbols [**M**], appears in the text.

5. If necessary, set the font type, size, and color as well as the attributes for the label name. *During merge printing, the merged information uses those settings.*

6. After inserting all merge symbols, you can start merge printing. For information, see "Printing a Document" on page 94.

Using the Style Functions

```
┌─────────────────────┐
│ Style   Block      ( │
├─────────────────────┤
│ Type Style Change    │
│ Font & Size          │
│ Color                │
│ Margins & Tabs       │
│ Line Spacing         │
│ Multi-Column         │
│ Copy Format          │
│ Delete Format        │
│ Page Setup           │
└─────────────────────┘
```

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

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

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

Type Style Change

The characteristics that you can set with the Type Style Change function are called "attributes."

The Type Style Change function allows you to add style effects to the text you are going to type. If you want to change the type style of previously typed text, you must use the Block function on the menu bar. (For more information, see "Using the Block Functions" on page 69.)

1. Press **MENU** to show the menu bar; choose Type Style Change from the Style menu (short cut: **CODE + 1**). *The TYPE STYLE CHANGE dialog box appears:*

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

```
┌─────────────────────────────────────────────┐
│              << TYPE STYLE CHANGE >>          │
│                                               │
│   ☑ NORMAL            ☐ OUTLINE               │
│   ☐ BOLD              ☐ SHADOW                │
│   ☐ UNDERLINE         ☐ SUPERSCRIPT          │
│   ☐ STRIKE OUT        ☐ SUBSCRIPT            │
│   ☐ ITALIC            ☐ SHADING               │
│                                               │
│   ┌───────────────────────────────────────┐  │
│   │ ABC abc 123                           │  │
│   └───────────────────────────────────────┘  │
│  Press SPACE to set on and press RETURN.      │
│  Press FONT or COLOR to open another menu.    │
└─────────────────────────────────────────────┘
```
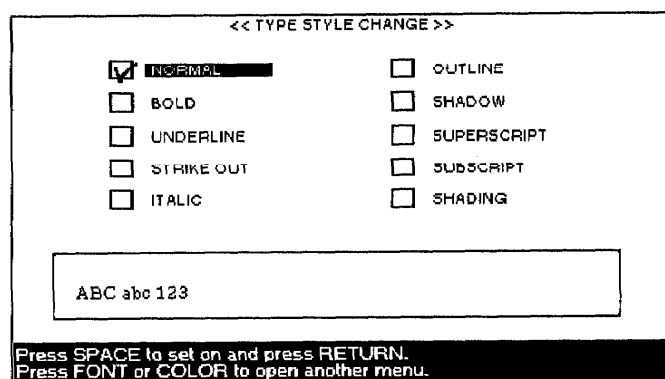
2. Press the cursor keys to move the cursor to the desired attribute setting, and press the **SPACEBAR** to turn the attribute on or off. While changing settings, you immediately see the effects of your settings in the box at the bottom of the window.

3. Press **RETURN** when finished.

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

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

  OUTLINE, BOLD, and **SHADOW**

  UNDERLINE and **SHADOW**

  SUPERSCRIPT and **SUBSCRIPT**

Use the following short cut keys to change attributes without displaying the TYPE STYLE CHANGE dialog box:

  CODE + B turns bold on or off.

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

If you want to change the font, size, and proportion of the character, press **CODE + 2** to open the FONT & SIZE dialog box from the current TYPE STYLE CHANGE dialog box. If you want to change the color of the character, press **CODE + 3** to open the COLOR dialog box directly from the current TYPE STYLE CHANGE dialog box.

Font & Size

To change the font and size of previously typed text, you must use the Block function on the menu bar. For information, see "Using the Block Functions" on page 69.

You cannot select DOUBLE WIDTH or DOUBLE HEIGHT when the font size is 24 or 36 because the resulting fonts would exceed the capability of your word processor. If you try to do so, the size is reset to 18 and the mode is reset to NORMAL.

To change type style from the FONT & SIZE dialog box, press CODE + 1 to open the TYPE STYLE CHANGE dialog box.

To change Color from the FONT & SIZE dialog box, press CODE + 3 to open the COLOR dialog box.

The Font & Size function allows you to select the font, size, and proportions of the characters you are going to type.

1. Press **MENU** to show the menu bar; choose Font & Size from the Style menu (short cut: **CODE + 2**). *The FONT & SIZE dialog box appears:*

Model WP–6700CJ

Model WP–7700CJ

2. Press ← and → to move from one column to the other. Press ↑ and ↓ to select the desired option in each column. *While setting font and font size, you immediately see an example of the effect of your settings in the box at the bottom of the dialog box.*

3. Press **RETURN** when finished.

Color

Color allows you to select the color of the characters you are going to type.

Only the following three attributes can be colored: UNDERLINE, STRIKEOUT, SHADING.

1. Press **MENU** to show the menu bar; choose Color from the Style menu (short cut: **CODE + 3**). *The COLOR dialog box appears:*

To change type style from the COLOR dialog box, press CODE + 1 to open the TYPE STYLE CHANGE dialog box.

```
                    << COLOR >>

    CHARACTER:              ATTRIBUTE:

       BLACK                   BLACK
       BLUE                    BLUE
       GREEN                   GREEN
       CYAN                    CYAN
       RED                     RED
       MAGENTA                 MAGENTA
       YELLOW                  YELLOW


  Press ↑,↓ to change setting and press RETURN.
  Press ←,→ to move to another setting.
  Press T STYLE or FONT to open another menu.
```

To change font & size from the current COLOR dialog box, press CODE + 2 to open the FONT & SIZE dialog box.

2. Press the cursor keys to move the cursor to the desired color setting.

3. Press **RETURN**.

Margins & Tabs

The Margins & Tabs function allows you to set the left and right margins as well as tabs.

1. Position the cursor on the line where the new format is to begin.

2. Press **MENU** to show the menu bar; choose Margins & Tabs from the Style menu. *This screen appears:*

```
  [ (Left)      ] (Right)    ↓ (Tab)      ⊤ (Center)    ⅃ (Decimal)    ⅂ (Leader)
  DEFAULT ↓ARGIN
  0....:....[....↓....2....:....3.⊤....4.⅃.:..⅃.5....:....6....:....7.⅃..:..

        Normal Tab          Center Tab.........Leader Tab
                                              123,456 (Decimal Tab)

  Move arrow and press character key to sel.
  Press DELETE to clear tab.
```

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

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

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

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

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

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

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

5. Press **RETURN** when finished.

Using tabs to create a table

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

- **Normal tabs.** The text you type is left aligned with the tab.

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

- **Center tabs.** The text you type is automatically centered around the tab.

- **Leader tabs.** When you press **TAB**, the next tab is a leader tab that provides a string of periods from the point where you pressed **TAB** up to the tab. If you type text from that point, it is left aligned with the tab.

You can also insert Tab symbols in the already typed text in order to rearrange the text into a table. Press **CODE + I** if you are not in the Insert mode. Move the cursor just before the text you want to align and press **TAB**. The text is aligned according to the tab.

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

Using a tab to create a paragraph indent

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

```
0....:....¶....:..↓.2....:....3....:....4....:....5....:....6....
        1.      →To create numbered paragraphs, type the number, then press CODE+
                P IND.  The cursor will return to the tab position until you press
                RETURN to end the paragraph.↵
        ↵
        I
```
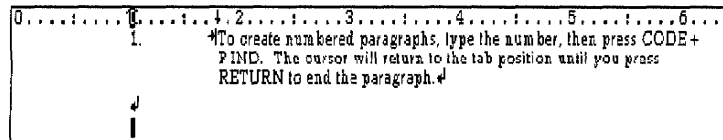
Using a tab to create a line indent

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

```
0....:....¶....:..↓.2....:....3....:....4....:....5....:..].6....
                →To create paragraph with an indented first time, press TAB at the
        beginning of the paragraph.↵
        I
```
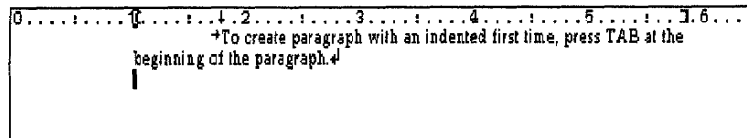
Line Spacing

The Line Spacing function allows you to set the vertical spacing between the lines of type.

1. Position the cursor on the line where the new format is to begin.

2. Press **MENU** to show the menu bar; choose Line Spacing from the Style menu. *The LINE SPACING dialog box appears:*

```
<< LINE SPACING >>

LINE SPACING:                    AUTO1

Press SPACE to change setting and press RETURN.
```

* **LINE SPACING:**

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

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

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

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

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

Multi-Column

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

1. After your text is typed, position the cursor at the beginning of the text to be set to multi-column.

2. Press **MENU** to show the menu bar; choose Multi-Column from the Style menu. *The MULTI-COLUMN dialog box appears:*

```
                    << MULTI-COLUMN >>
        MULTI-COLUMN:                        OFF

        Press SPACE to change setting and press RETURN.
```

3. Press the **SPACEBAR** to change the setting. Press **RETURN** when finished.

   • **MULTI-COLUMN:**

      OFF—Creates a single column.

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

```
                    << MULTI-COLUMN >>
        MULTI-COLUMN:                        ON
        NUMBER OF COLUMNS [2~4]:             2
        SPACE BET. COLUMNS:                  5
        [1 (0.1 INCH) ~ 9 (0.9INCH)]

        Press SPACE to change setting and press RETURN.
```

4. Press ↑ and ↓ to move the cursor to the desired setting. Type in the required numbers. Press **RETURN** when finished.

   • **NUMBER OF COLUMNS:** Sets the number of desired columns.

   • **SPACE BET. COLUMNS:** Sets the space between columns.

5. Press **RETURN**. *A Format Change symbol [E] appears at the beginning of the paragraph. The text reformats from that point to the end of the document or up to the next Format Change symbol.*

Typing text in multi-column pages

1. Set up the multi-column function as described on the previous page.

2. Type your text for the first column. *When the cursor reaches the end of the first column (bottom of the page), it automatically jumps to the top of the second column. When the cursor reaches the end of the last column, it jumps to the top of the first column on the next page.*

   • To jump to the next page before reaching the end of the current page, insert a Page Break symbol [↵] by pressing **CODE + P BREAK**.

   • To jump to the next column before reaching the end of the current one, insert a Column End symbol [↓] by pressing **CODE + COL END**. If columns of the current page end with a Column End symbol, the cursor moves to the area beneath the columns so that you can continue typing on the current page.

- If you delete a block that contains the Format Change symbol [E] for the Multi-Column mode, this mode is canceled, but the Column End symbols remain in the text.
- If you want to move the cursor to the next column, press **CODE + EXPR** or **CODE + RELOC**. The cursor moves to the left column by pressing **CODE + EXPR** when the cursor is on the left margin. The cursor moves to the right column by pressing **CODE + RELOC** when the cursor is at the end of the current line.

Copy Format

The Copy Format function allows you to copy formats tagged with the Format Change symbol [E] to a new location in your document.

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

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

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

```
Move cursor to destination of copying and press RETURN.
```
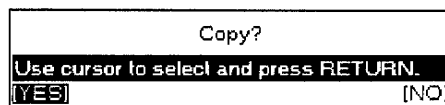
4. Move the cursor to the destination and press **RETURN**.

Delete Format

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

The Delete Format function removes formats tagged with the Format Change symbol [E].

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

```
                          Delete?
Use cursor to select and press RETURN.
[YES]                                              [NO]
```
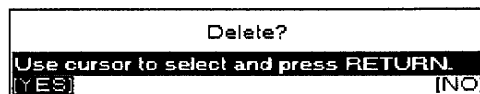
3. Select YES to delete or NO to cancel the function.

Page Setup

The Page Setup function allows you to select the page size and to set top and bottom margins.

1. Press **MENU** to show the menu bar; choose Page Setup from the Style menu. *The PAGE SETUP dialog box appears:*
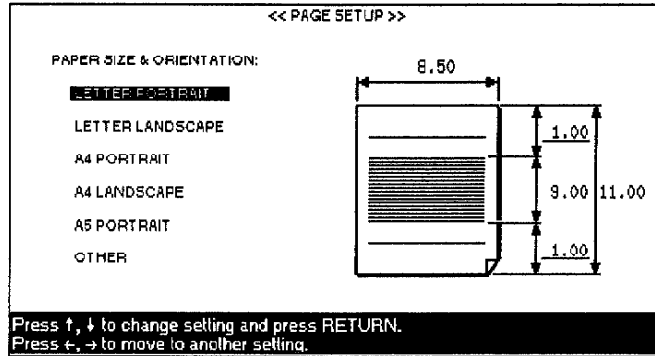
```
<< PAGE SETUP >>

PAPER SIZE & ORIENTATION:              8.50

  LETTER PORTRAIT
  LETTER LANDSCAPE                                1.00
  A4 PORTRAIT
  A4 LANDSCAPE                                9.00  11.00
  A5 PORTRAIT
  OTHER                                           1.00

Press ↑, ↓ to change setting and press RETURN.
Press ←, → to move to another setting.
```

2. Press ↑ and ↓ to select the paper size and orientation. *This determines the width and length of the paper.*

3. Press → to move the cursor to the entry fields and ↑ or ↓ to move to each setting; then type the desired values in inches. *The text area is set automatically.*

4. Press **RETURN** to return to the Input/Edit screen and confirm your settings.

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

```
OK to set margin size automatically?

Use cursor to select and press RETURN.
[YES]                                    [NO]
```
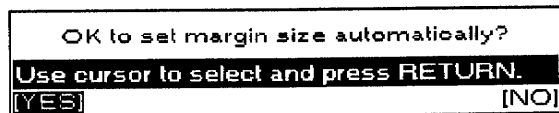
   YES. Automatically changes the margin settings and returns to the Input/Edit screen.
   NO. Returns to the Input/Edit screen without changing margin settings.

   - If the paper size is set to either LETTER LANDSCAPE or A4 LANDSCAPE and NO is selected or OTHER is selected and the width is set to more than 9.10 inches, this message appears:

```
Check margin settings!
Left margin must be more than XX.XX inch.
Right margin must be less than XX.XX inch.
Press any key to continue.
```
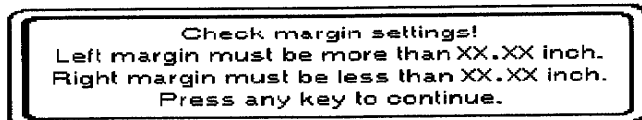
   Check the margin settings. If the margins are not set within the range indicated in the message above, the text does not print.

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

Using the Block Functions

Style **Block** Graphics

Move
Copy
Delete
Copy to Clip Board
Paste from Clip Board
Type Style Change
Type Style Add
Font & Size
Color
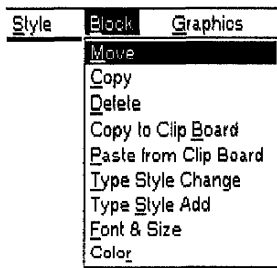
Use the Block functions to change the location or appearance of a block of text:

- **Move.** Moves a block of text to another location.

- **Copy.** Copies a block of text to another location. (The original location is left unchanged.)

- **Delete.** Erases a block of text.

- **Copy to Clip Board.** Copies a block of text to the clip board.

- **Paste from Clip Board.** Pastes the contents of the clip board into a document.

- **Type Style Change.** Changes the attributes of a block of text.

- **Type Style Add.** Adds the attributes of a block of text.

- **Font & Size.** Changes the font, size, and proportions of a block of text.

- **Color.** Changes the color of a block of text.

Move

The Move function allows you to remove a block of text from its original location and insert it at another place in the document.

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

1. Move the cursor to the beginning (or the end) of the block you want to move. Press **MENU** to show the menu bar; choose Move from the Block menu (short cut: **CODE + E**). *This message appears:*

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

2. Move the cursor to the end (or the beginning) of the block. If you want to select paragraphs of text, press **SHIFT + ←** or **SHIFT + →**. *The cursor moves to the next return, page break, or Column End symbol in the direction of the cursor key. As the cursor moves, the selected text is highlighted.*

3. Press **RETURN** when the desired block is marked. *This message appears:*

```
Move cursor to destination for blocked text and press RETURN.
```

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

Copy

The Copy function allows you to copy a block of text to another location without removing the original text.

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

1. Move the cursor to the beginning (or the end) of the block you want to copy. Press **MENU** to show the menu bar; choose Copy from the Block menu (short cut: **CODE + C**). *This message appears:*

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

2. Move the cursor to the end (or the beginning) of the block. If you want to select paragraphs of text, press **SHIFT + ←** or **SHIFT + →**. *The cursor moves to the next return, page break, or Column End symbol in the direction of the cursor key. As the cursor moves, the selected text inversely displays.*

3. Press **RETURN** when the block is marked. *This message appears:*

```
Move cursor to destination for blocked text and press RETURN.
```

4. Move the cursor to the destination for the block and press **RETURN**. *The block is copied to the new location.*

Delete

The Delete function removes a block of text.

1. Move the cursor to the beginning (or the end) of the block you want to delete.

2. Press **MENU** to show the menu bar; choose Delete from the Block menu (short cut: **CODE + D**). *This message appears:*

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

3. Move the cursor to the end (or the beginning) of the block. (If you want to select paragraphs of text, press **SHIFT + ←** or **SHIFT + →**.) *The cursor moves to the next return, page break, or Column End symbol in the direction of the cursor key. As the cursor moves, the selected text inversely displays.*

4. Press **RETURN** when the block is marked. *The system confirms with:*

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

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

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

Copy to/Paste from Clip Board

These functions are described in "Clip Board" on page 223.

Type Style Change/Type Style Add/Font & Size/Color

Type Style Change, Font & Size, and Color work the same way as in the Style menu. Type Style Add works the same as Type Style Change. However, using this function is the easiest way to add attributes to a block of text, because the current attributes of the specified block of text are already chosen when you open the TYPE STYLE dialog box from the Type Style Add function.

1. Press **MENU** to show the menu bar; choose Type Style Change, Type Style Add, Font & Size, or Color from the Block menu.

2. Select the text by moving the cursor to the end of the block where you want to add or change attributes. Press **RETURN.**

3. Press the cursor keys to move the cursor to the desired setting, press **SPACEBAR** to set, and then press **RETURN.** The format change is applied to the selected block.

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

- You cannot use **CODE + FONT, CODE + T STYLE,** or **CODE + COLOR** to start these functions in the Block menu. Pressing **CODE + FONT** when the TYPE STYLE CHANGE, TYPE STYLE ADD, or COLOR dialog boxes appear, switches you to the FONT & SIZE dialog box. Pressing **CODE + T STYLE** switches you to the TYPE STYLE ADD dialog box and **CODE + COLOR** switches you to the COLOR dialog box.

- The format change is applied to the selected block only.

- You can select the AS IS setting for each item in the FONT & SIZE and COLOR dialog boxes to keep the setting as it is.

Using the Graphics Functions

Block	**Graphics**	Option
	Create New Chart	
	Edit Chart	
	Line Framing	
	Copy Graphic	
	Delete Graphic	
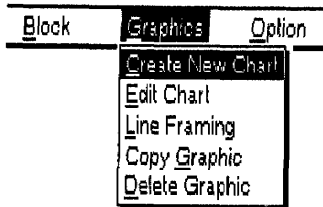
Use the Graphics functions to create and edit charts and frames.

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

Create New Chart

The Create New Chart function allows you to create a new chart and insert it in the document. Five types of charts are available: bar, line, pie, stacked bar, and 100% stacked bar charts.

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

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

```
                        << CHART FORMAT >>
TYPE:
            [BAR]   [LINE]   [PIE]   [STACKED   [100%
             BAR     LINE     PIE     BAR        STACKED BAR]

POSITION:           [LEFT]      CENTER    RIGHT
FRAME:              [OFF]       THIN      THICK
SIZE:               [2.0 X 3.0INCH] 4.0 X 6.0INCH
LINK LINE:          [OFF]       ON

Press ←, → to change setting and press RETURN.
Press ↑, ↓ to move to another setting.
```
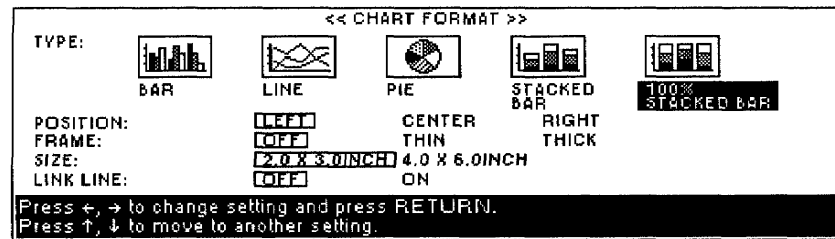
3. Press ↑ and ↓ to move from one item to the next. Press ← and → to select the desired option in each column.
   - **TYPE:** Choose BAR, LINE, PIE, STACKED BAR, or 100% STACKED BAR to create the kind of chart you want. An icon shows an example of each type of chart.
   - **POSITION:** Choose LEFT, CENTER, or RIGHT to align the chart with the left margin, to the center between margins, or with the right margin.
   - **FRAME:** Choose OFF, THIN, or THICK to create no frame, a thin frame, or a thick frame for your chart.
   - **SIZE:** Choose 2.0 × 3.0 inch or 4.0 × 6.0 inch to select one of two sizes for your charts.
   - **LINK LINE:** Choose OFF or ON to show increases and decreases of each item in a Stacked Bar or 100% Stacked Bar chart by adding lines from the boundaries of items in one stack to equivalent ones in the next stack. (Link Line can be selected only when Stacked Bar chart or 100% Stacked Bar chart is selected.)
4. Press **RETURN** when you finish.

Creating a Bar, Line, Stacked Bar, or 100% Stacked Bar chart

If you select Bar, Line, Stacked Bar, or 100% Stacked Bar, this CHART TITLE dialog box appears:

```
┌─────────────────────────────────────────────┐
│               << CHART TITLE >>              │
│                                              │
│   TITLE:        _____  │
│   X-AXIS TITLE: _____          │
│   Y-AXIS TITLE: _____          │
│                                              │
├──────────────────────────────────────────────┤
│ Type title and press RETURN.                 │
└─────────────────────────────────────────────┘
```

- **TITLE:** The title of the chart (example: Employees). The maximum length is 30 characters.

- **X-AXIS TITLE:** The title you want on the x–axis (horizontal axis). The maximum length is 20 characters (example: Age).

- **Y-AXIS TITLE:** The title you want on the y–axis (vertical axis). The maximum length is 20 characters.

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

```
┌─────────────────────────────────────────────┐
│               << CHART DATA >>               │
│                  X-AXIS                      │
│  LEGEND      │            │                  │
│              │            │                  │
│              │            │                  │
│              │            │                  │
│              │            │                  │
├──────────────────────────────────────────────┤
│ Type data and press CODE + RETURN.           │
└─────────────────────────────────────────────┘
```

- **LEGEND.** The label you want for each row of data (example: female, male). You can enter a maximum of five labels.

- **X-AXIS.** The information you want to appear on the x–axis, which displays under each bar or line (example: under 30, 30–50, 50+). You can enter a maximum of 12 items. After entering each item, press **TAB** to enter another item.

- **Inside the grid (under LEGEND and X-AXIS)**—The numeric data, which displays as bars of relative heights. You can enter a maximum of 12 sets (columns) of five different values. Each value can contain up to 15 digits, a decimal point, and a minus sign.

2. After entering your information in the CHART TITLE and CHART DATA dialog boxes, press **CODE + RETURN**. *This dialog box appears displaying the chart you created with the information you entered:*
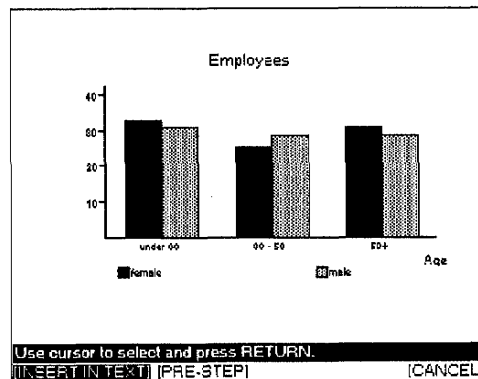
3. Select an option and press **RETURN**.

- **INSERT IN TEXT.** Inserts the chart into your document. A chart symbol [C] appears in the dead column. The title of the chart and an icon showing the type of chart appear in your document. When you print, the complete chart prints.
- **PRE-STEP.** Returns to the CHART DATA dialog box.
- **CANCEL.** Cancels the function. *This dialog box appears:*

```
┌──────────────────────────────────────┐
│     OK to delete all CHART DATA?       │
│ Use cursor to select and press RETURN. │
│ [YES]                            [NO]  │
└──────────────────────────────────────┘
```
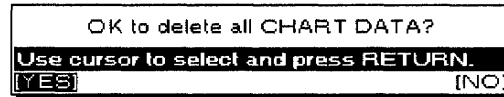
4. If you select YES, the Create New Chart function is canceled and your data is lost. If you select NO, you return to the CHART FORMAT dialog box.

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

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

With a stacked bar and 100% stacked bar chart, the two bars of each cluster are stacked one above the other.

Bar

Employees

Stacked Bar

Employees

100% Stacked Bar

Employees

Line
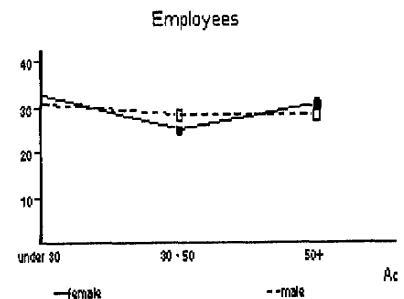
Employees

Creating a Pie chart

If you select Pie, this CHART TITLE dialog box appears:

```
                        << CHART TITLE >>
    TITLE:              _____
    Type title and press RETURN.
```

- **TITLE:** The title of the pie chart (example: Employees). The maximum length is 30 characters.

1. Type the title for your pie chart and press **RETURN**. *This CHART DATA dialog box appears:*

```
                   << CHART DATA >>
    LABEL          ■
    DATA
    Type data and press CODE + RETURN.
```

- **LABEL.** The data you want in each portion of the pie (example: under 30, 30–50, 50+). You can enter a maximum of 12 labels.

- **DATA.** The numeric data, which displays as relative percentages.

If you use the same example as the bar charts on the previous pages, you cannot separately show the number of female and male employees. Enter the sum of these numbers for each age bracket (62, 53, and 58).

2. After entering your information in the CHART TITLE and CHART DATA dialog boxes, press **CODE + RETURN**. *The dialog box below appears displaying the chart you created with the information you entered:*

```
    Employees

            □ ( 35.8%) under 30
            ▨ ( 30.5%) 30 - 50
            ▨ ( 38.5%) 50+

    Use cursor to select and press RETURN.
    INSERT IN TEXT  [PRE-STEP]              [CANCEL]
```

3. Press ← and → to select an option and press **RETURN**.
   - **INSERT IN TEXT.** Inserts the chart into your document. A chart symbol [C] appears in the dead column. The title of the chart and an icon showing the type of chart appear in your document. When you print, the complete chart prints.
   - **PRE-STEP.** Returns to the CHART DATA dialog box.
   - **CANCEL.** Cancels the function. *This dialog box appears:*

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

4. If you select YES, the Create New Chart function cancels and your data is lost. If you select NO, you return to the CHART FORMAT dialog box.

Deleting data

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

```
        OK to delete all input data?
Use cursor to select and press RETURN.
YES                                [NO]
```
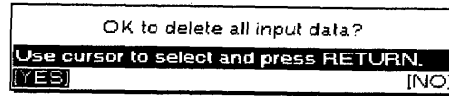
If you select YES, everything within the chart (the legend, x–axis item, and all numeric data) is deleted, but the CHART DATA dialog box remains on the screen. Select NO to return to the dialog box without deleting.

Final points

• The numeric data can consist of a maximum of 15 digits (maximum five digits after the decimal point).

• Numeric values greater than 10,000 or smaller than 1 are shortened using these symbols:

You can go to the previous or next screen by pressing CODE + PRE S or CODE + NEXT S.

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

• Negative values are set as zero.

Edit Chart

The Edit Chart function allows you to change an existing chart.

1. Move the cursor to the line with a chart (symbol $\overline{C}$) you want to edit.

2. Press **MENU** to show the menu bar; choose Edit Chart from the Graphics menu. *The arrow cursor appears next to the [C] symbol and a dialog box appears:*
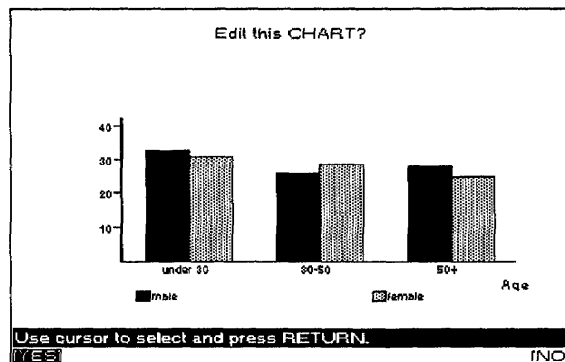
3. Select YES to edit the chart or NO to cancel the function. *If you select YES, the CHART FORMAT dialog box appears. Proceed as you would when creating a new chart.*

Line Framing

The Line Framing function allows you to create lines and frames within your document.

1. Press **MENU** to show the menu bar; choose Line Framing from the Graphics menu. *A dialog box appears:*

```
<< FRAMING >> Move cursor to start position and press RETURN.        | LINE: THIN |
            Press SPACE to switch THIN/THICK.
0....:....K....:....2....:....3....:....4....:....5....:....6....:....7.]..:..
```
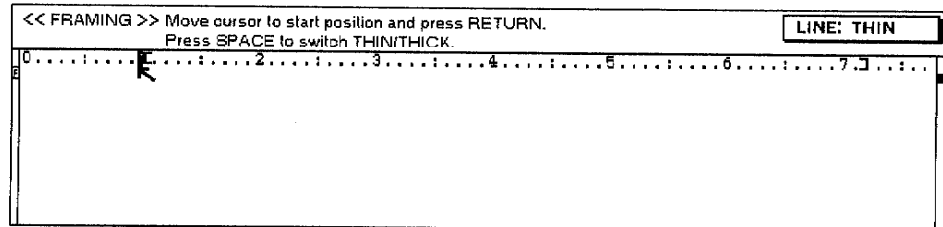
2. *The cursor is replaced with the cursor symbol [K]. To draw a line,* move the arrow to the start position for the line and press **RETURN.** *The previous message is replaced with:*

```
Move cursor to end position.
Press RETURN to draw, DELETE to delete.
```

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

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

- After the start position is set and the cursor is moved, a [+] sign appears at that position.

- Move the cursor horizontally for a horizontal line, vertically for a vertical line, or horizontally then vertically to draw a box whose diagonal is defined by the start and end points.

- If you press [.] while moving the cursor horizontally or vertically in the mode to set the end point, a [+] sign appears at the position. When you set the end position, press **RETURN** and you can draw any complex frame.

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

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

```
Crossed positions full!
Press any key to continue.
```
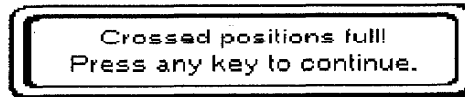
5. When the frame is complete, press **MENU** to show the menu bar; choose Exit from the Operate menu to return to the Input/Edit screen. *A Frame symbol [L] appears in the dead column.* This symbol contains the format information as well as the frame information. If there already is a Format Change symbol where the Frame symbol is to appear, the Frame symbol replaces the Format Change symbol. The Frame symbol displays at the beginning of the paragraph the cursor was on when you started the Line Framing function.

Editing a frame

```
Operate
Color
Enlarge/Reduce
Delete All
Exit
```
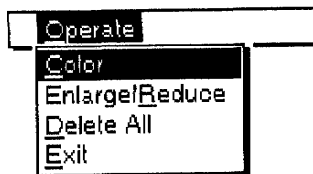
Use the Operate functions to color and edit frames.

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

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

If you position the cursor outside the frame area and start the Line Framing function, the word processor assumes that you want to create a new frame.

To select the color of frames:

1. Press **MENU** to show the menu bar; choose Color from the Operate menu (short cut: **CODE + 3**). *The COLOR dialog box appears*:

```
<< COLOR >>
   BLACK
   BLUE
   GREEN
   CYAN
   RED
   MAGENTA
   YELLOW
Press ↑,↓ to change setting and press RETURN.
```
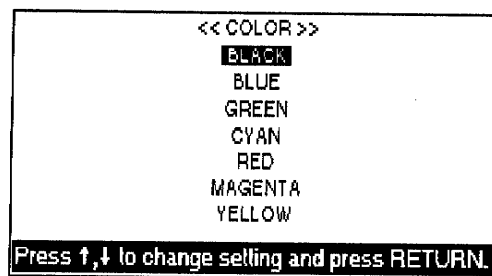
2. Press the cursor keys to move the cursor to the desired setting.
3. Press **RETURN**.

To enlarge or reduce a frame:

1. Move the cursor to the area you want to enlarge or reduce.
2. Press **MENU** to show the menu bar; choose Enlarge/Reduce from the Operate menu. *This message appears*:

```
<<ENLARGE/REDUCE>>
      Press cursor to ENLARGE/REDUCE and press RETURN.
```

Key	Cursor movement
←	Reduces the frame to 1/10 inch to the left.
→	Enlarges the frame 1/10 inch to the right.
↑	Reduces the frame 1/12 inch at the top.
↓	Enlarges the frame 1/12 inch at the bottom.
SHIFT + ←	Reduces the frame 1/50 inch to the left.
SHIFT + →	Enlarges the frame 1/50 inch to the right.
SHIFT + ↑	Reduces the frame 1/60 inch at the top.
SHIFT + ↓	Enlarges the frame 1/60 inch at the bottom.

3. Press **RETURN** when you finish.

To delete all the lines of a frame:

1. Press **MENU** to show the menu bar; choose Delete All from the Operate menu (short cut: **CODE + D**). *A dialog box appears*:

```
            Delete?
Use cursor to select and press RETURN.
[YES]                              [NO]
```
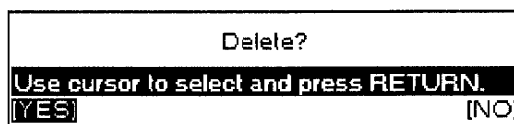
Select YES to delete all of the frame data or NO to cancel the function.

To exit the Line Framing mode:

Press **MENU** to show the menu bar; choose Exit from the Operate menu (short cut: **CANCEL**).

Copy Graphic

The Copy Graphic function allows you to copy a chart or frame to another location in the document or to another document.

1. Move the cursor to the line with a Chart symbol [C] or Frame symbol [L] to be copied.

2. Press **MENU** to show the menu bar; choose Copy Graphic from the Graphics menu. *The arrow cursor appears next to the [C] or [L] symbol and this message appears:*

```
                      Copy?
Use cursor to select and press RETURN.
YES                                  [NO]
```
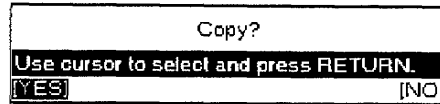
3. Select YES to copy or NO to cancel the function. *If YES is selected, this message appears:*

```
Move cursor to destination of copying and press RETURN.
```

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

Delete Graphic

The Delete Graphic function deletes a chart or frame.

1. Move the cursor to the line with a Chart symbol [C] or Frame symbol [L] to be deleted.

2. Press **MENU** to show the menu bar; choose Delete Graphic from the Graphics menu. *The arrow cursor appears next to the [C] or [L] symbol and this message appears:*

```
                     Delete?
Use cursor to select and press RETURN.
YES                                  [NO]
```
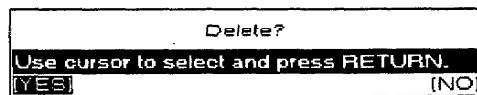
3. Select YES to delete the chart or line or NO to cancel the function.

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

```
Format mark does not exist at this position!
         Press any key to continue.
```

Using the Option Functions
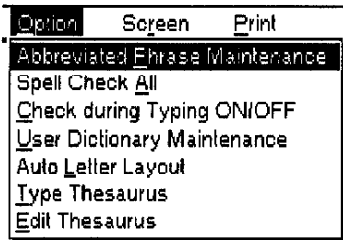
Use the Option functions to check spelling, maintain a user dictionary or abbreviated phrase file, or to format a letter with an automatic layout.

- **Abbreviated Phrase Maintenance.** Edits, loads, and saves an Abbreviated Phrase file.

- **Spell Check All.** Checks spelling in a file.

- **Check during Typing ON/OFF.** Checks spelling while typing.

- **User Dictionary Maintenance.** Edits, loads, and saves a User Dictionary file.

- **Auto Letter Layout.** Pre-defines formats for your letters.

- **Type Thesaurus.** Lists synonyms (another word with the same meaning) for a word.

- **Edit Thesaurus.** Lists synonyms for the word at the cursor in a file.

Abbreviated Phrase Maintenance

This function allows you to create, edit, print, load, and save an abbreviated phrase file that is your list of short, often used phrases.

The abbreviated phrase function helps you increase your typing speed when you have to type the same phrases repeatedly. You can store the phrases in the abbreviated phrase memory, along with a short name for the phrase.

For instance, you can 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 type "USA" and press **CODE + A**. "USA" automatically is replaced with "United States of America." (If you type a name that does not exist in the abbreviated phrase memory and press **CODE + A**, you hear a beep.)

The abbreviated phrase memory can be saved on diskette and, then retrieved from the diskette. You can create as many abbreviated phrase files as you want, but you may have only one abbreviated phrase file on a diskette.

Understanding the abbreviated phrase memory

The abbreviated phrase memory is stored in the system for as long as the word processor is turned on. If you create phrases and would like to use these phrases in other files you plan to create later, you need to save the phrase memory onto a diskette.

To use the phrases that are stored on a diskette, you must load the file into the memory of the system. For best results, follow these rules:

- Each diskette can hold only one abbreviated phrase file. If you save an abbreviated phrase memory onto a diskette that already contains an abbreviated phrase file, then that file will be overwritten by the new abbreviated phrase file.

- The memory of the machine can hold only one abbreviated phrase memory at a time. If you create an abbreviated phrase memory and then load an abbreviated phrase file from a diskette, the abbreviated phrase memory in the system will be overwritten by the file loaded from the diskette.

Creating and editing an abbreviated phrase file

Press **MENU** to show the menu bar; choose Abbreviated Phrase Maintenance from the Option menu. *The ABBREVIATED PHRASE dialog box appears:*

```
<< ABBREVIATED PHRASE >>                                    OVER NUM SHIFT
┌─────────────────────────────────────────────────────────────────────┐
│       ts    : Tom Smith                                               │
│       tw    : typewriter                                              │
│       USA   : United States of America                                │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ To add, type phrase.  To edit, press RETURN.  For other options, press MENU. │
└─────────────────────────────────────────────────────────────────────┘
       ──────── : ──────────────────────────────────────────────
```
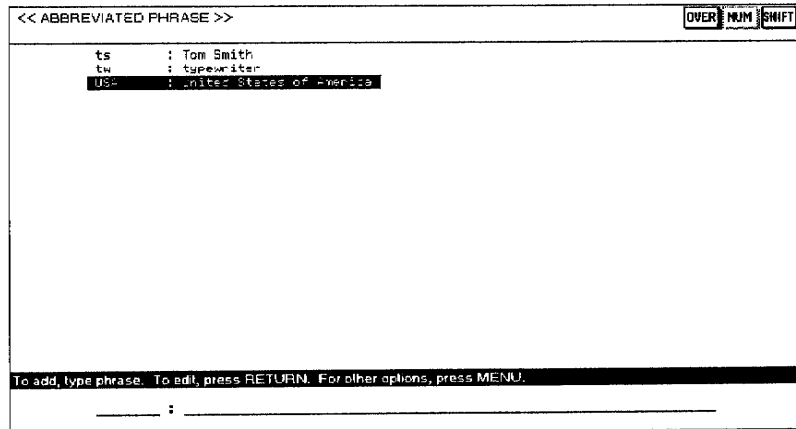
A list of the abbreviations and corresponding long phrases contained in the current abbreviated phrase memory displays.

To add a new phrase. Type the abbreviation, press **TAB** to switch to the long phrase area; then type the phrase and press **RETURN**.

OR

To edit a line. Select the line and press **RETURN**. *The information appears in the input area.* Edit the information; then press **RETURN** again.

- Use only letters, extra characters, numbers, and periods for the abbreviation.

For other operations. Press **MENU**. You can select the following functions from the Operate menu:

```
┌─────────────┐
│ Operate     │
├─────────────┤
│ Delete      │
│ Delete All  │
│ Print       │
│ Load        │
│ Save        │
│ Exit        │
└─────────────┘
```

- **Delete.** Deletes an entry (short cut: **CODE + D**). *This message appears:*

```
Move cursor to delete and press RETURN.
```

Select the entry you want to delete and press **RETURN**.

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

```
OK to delete all phrases in abbreviated phrase memory?
Use cursor to select and press RETURN.
[YES]                                              [NO]
```

Select YES to delete all words or NO to cancel the function.

- **Print.** Prints the current Abbreviated Phrase memory. *This message appears:*

```
Insert paper and press RETURN.
```

Insert a sheet of letter size paper (portrait orientation) and press **RETURN** to start printing. *This message appears:*

```
Printing....press CANCEL to stop printing.
```

You can stop printing at any time by pressing **CANCEL** and this dialog box appears:

```
OK to cancel printing?
Use cursor to select and press RETURN.
[YES]                                              [NO]
```
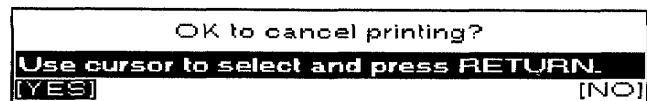
Select YES to cancel printing or NO to cancel the function.

- **Load.** (Loads an abbreviated phrase file from a diskette.) Before selecting Load, insert a diskette with an abbreviated phrase in the disk drive. *If an abbreviated phrase memory exists in the memory, this dialog box appears:*

```
Abbreviated phrase memory already exists in memory!
                    Overwrite?
Use cursor to select and press RETURN.
[YES]                                              [NO]
```
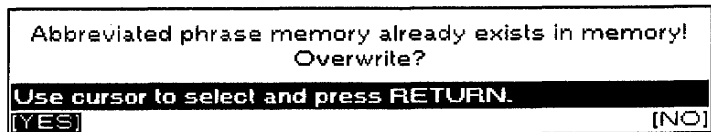
Select YES to overwrite the current abbreviated phrase memory or NO to cancel the function. Remember that you can have only one abbreviated phrase file in the memory. *If the diskette does not contain an abbreviated phrase file, this dialog box appears:*

```
Insert disk with abbreviated phrase file you created and retry.
Use cursor to select and press RETURN.
[RETRY]                                         [CANCEL]
```
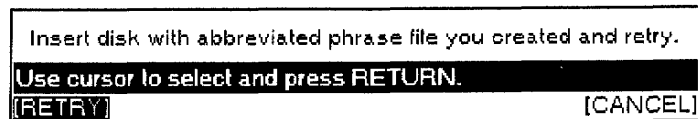
Insert another diskette and select RETRY or select CANCEL to quit.

- **Save.** (Saves the current abbreviated phrase memory on a diskette.) Before selecting Save, insert a diskette in the disk drive. If the diskette does not contain an abbreviated phrase file, the current abbreviated phrase memory is saved immediately. If the diskette already contains an abbreviated phrase file, this dialog box appears:

```
┌──────────────────────────────────────────────────┐
│ Abbreviated phrase memory already exists on disk!  │
│                  Overwrite?                        │
├────────────────────────────────────────────────────┤
│ Use cursor to select and press RETURN.             │
│ [YES]                                        [NO]  │
└──────────────────────────────────────────────────┘
```

Select YES to overwrite the abbreviated phrase file stored on the diskette or NO to cancel the function. Remember that you can have only one abbreviated phrase file on a diskette.

- **Exit.** Exits Abbreviated Phrase Maintenance.

Spell Check All

Spell Check All 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 grammatically or syntactically correct. 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.

The Spell Check All function searches for misspelled words, redundant (repeated) words, or capitalization errors from the beginning of the file or from the current cursor position.

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

```
┌──────────────────────────────────────────────────┐
│               << SPELL CHECK >>                    │
│                                                    │
│               START POSITION SET                   │
├────────────────────────────────────────────────────┤
│ Use cursor to select and press RETURN.             │
│ [CURRENT] [BEGINNING OF FILE] [CANCEL]             │
└──────────────────────────────────────────────────┘
```

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

While Spell Check scans your file, this message displays:

```
┌──────────────────┐
│   Working....    │
└──────────────────┘
```

Misspelled words

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

```
┌──────────────────────────────────────────────────┐
│                Spelling mistake!                   │
├────────────────────────────────────────────────────┤
│                < SUSPECT WORD >                    │
│ boen                                               │
├────────────────────────────────────────────────────┤
│ Use cursor to select and press RETURN.             │
│ [IGNORE] [SUGGESTION] [RETYPE] [ADD]     [CANCEL]  │
└──────────────────────────────────────────────────┘
```

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

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

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

```
                        << SUGGESTION >>
SUGGESTION(S):
   bone
   Ben
   bon
   boon
                        < SUSPECT WORD >
   boen
Select word and press RETURN.
```

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

```
                        << RETYPE >>
WORD:


                        < SUSPECT WORD >
   boen
Type word and press RETURN.
```

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

```
Word added to user dictionary.
```

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

```
              Spelling mistake!
                        < SUSPECT WORD >
   AxB
Invalid for dictionary.  Press RETURN.
```

Once a word is in your User Dictionary, the Spell Checker does not stop at further occurrences of the word.

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

Redundant words

If a redundant word—a word that is repeated, like "and and"—is found, this dialog box appears:

```
┌─────────────────────────────────────────────────────┐
│                   Redundancy error!                   │
│  ┌─────────────────────────────────────────────────┐ │
│  │                  < REDUNDANCY >                  │ │
│  │ and                                              │ │
│  └─────────────────────────────────────────────────┘ │
│ Use cursor to select and press RETURN.                │
│ [IGNORE] [ERASE SECOND WORD]              [CANCEL]    │
└─────────────────────────────────────────────────────┘
```
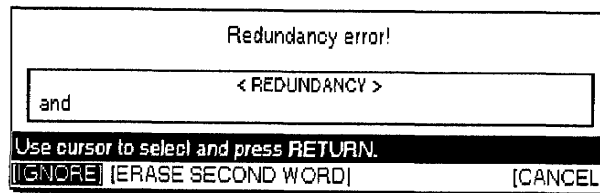
Press ← and → to select and press **RETURN**.

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

- **ERASE SECOND WORD.** Automatically deletes the repeated word and resumes scanning.

- **CANCEL.** Stops Spell Check.

Capitalization mistakes

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

```
┌─────────────────────────────────────────────────────┐
│                  Capitalization error!                │
│  ┌─────────────────────────────────────────────────┐ │
│  │                  < SUSPECT WORD >                │ │
│  │ BOston                                           │ │
│  └─────────────────────────────────────────────────┘ │
│ Use cursor to select and press RETURN.                │
│ [IGNORE] [SUGGESTION] [RETYPE] [ADD]      [CANCEL]    │
└─────────────────────────────────────────────────────┘
```
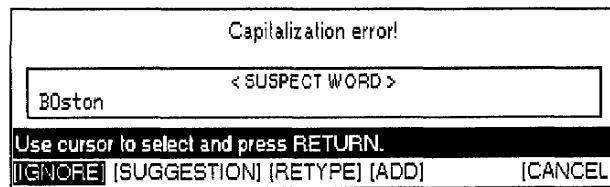
Check during Typing ON/OFF (Spell Check)

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

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

User Dictionary Maintenance

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

Understanding the User Dictionary

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

If you frequently use people's names, company names, or other nonstandard English words, Spell Check stops at these words—even if they are correct. To prevent this from happening, you can create your own dictionary. When you have such a User Dictionary in memory, Spell Check does not stop at a word that is in your User Dictionary, even if the word is not in its built-in dictionary.

A User Dictionary is created automatically when you select the ADD function of Spell Check to add a word to the dictionary.

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

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

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

Adding a word to the User Dictionary

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

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

Model WP–6700CJ

```
┌──────────────────────────────────────────────────────────────┐
│ << USER DICTIONARY MAINTENANCE >>              [OVER][NUM][SHIFT]│
│ WORD:  _____               │
│ TOTAL:          ┌──────────────────────────────────┐         │
│      2 word(s)  │ Benoit                            │         │
│                 │ Cathy                             │         │
│                 │                                   │         │
│                 └──────────────────────────────────┘         │
└──────────────────────────────────────────────────────────────┘
```

Model WP–7700CJ

```
┌────────────────────────────────┬────────────────────────────┐
│ WORD:                          │ TOTAL:                      │
│ _____   │      2 word(s)              │
│                                │ LIST:                       │
│  ┌──────────────────────────┐  │ ┌─────────────────────────┐ │
│  │      < MESSAGE >         │  │ │ Benoit                  │ │
│  │                          │  │ │ Cathy                   │ │
│  └──────────────────────────┘  │ │                         │ │
│  ┌──────────────────────────┐  │ │                         │ │
│  │ < HOW TO EDIT USER       │  │ │                         │ │
│  │   DICTIONARY >           │  │ │                         │ │
│  │ To add, type word and    │  │ │                         │ │
│  │ press RETURN.            │  │ │                         │ │
│  │ Press MENU for other     │  │ │                         │ │
│  │ options.                 │  │ └─────────────────────────┘ │
│  └──────────────────────────┘  │                             │
└────────────────────────────────┴────────────────────────────┘
```

2. Start typing the new word. *The cursor automatically moves to the entry field at the top of the dialog box.*

3. Press **RETURN** to enter the new word. *It is displayed in the list.*

Editing the User Dictionary

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

```
┌──────────────┐
│ Operate      │
├──────────────┤
│ Delete       │
│ Delete All   │
│ Load         │
│ Save         │
│ Exit         │
└──────────────┘
```

2. Press **MENU** to show the menu bar; press **O** to select the Operate menu. You can select the following functions from the Operate menu:
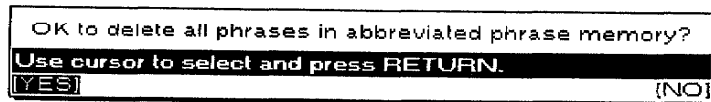
   • **Delete.** Deletes a word (short cut: **CODE + D**). *This message appears:*

   ```
   Move cursor to delete and press RETURN.
   ```

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

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

```
 ┌─────────────────────────────────────────┐
 │  OK to delete all words in user dictionary? │
 ├─────────────────────────────────────────┤
 │ Use cursor to select and press RETURN.    │
 │ [YES]                              [NO]   │
 └─────────────────────────────────────────┘
```
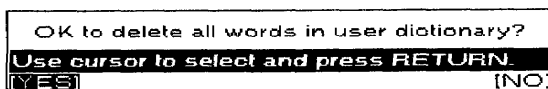
Select YES to delete all words or NO to cancel the function.

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

```
 ┌─────────────────────────────────────────┐
 │  User dictionary already exists in memory! │
 │              Overwrite?                   │
 ├─────────────────────────────────────────┤
 │ Use cursor to select and press RETURN.    │
 │ [YES]                              [NO]   │
 └─────────────────────────────────────────┘
```
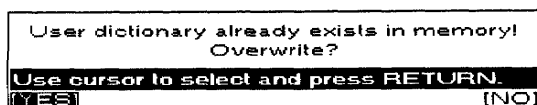
Select YES to overwrite the current User Dictionary or NO to cancel the function. Remember that you can have only one User Dictionary in the memory.

OR

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

```
 ┌─────────────────────────────────────────────────┐
 │ Insert disk with user dictionary file you created and retry. │
 ├─────────────────────────────────────────────────┤
 │ Use cursor to select and press RETURN.            │
 │ [RETRY]                              [CANCEL]     │
 └─────────────────────────────────────────────────┘
```
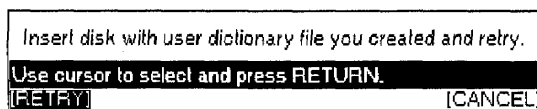
Insert another diskette and select **RETRY** or select **CANCEL** to quit.

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

```
 ┌─────────────────────────────────────────┐
 │  User dictionary already exists on disk!   │
 │              Overwrite?                   │
 ├─────────────────────────────────────────┤
 │ Use cursor to select and press RETURN.    │
 │ [YES]                              [NO]   │
 └─────────────────────────────────────────┘
```
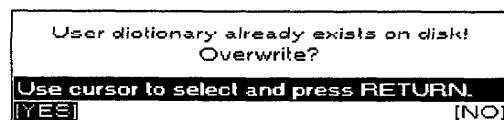
Select YES to overwrite the User Dictionary stored on the diskette or NO to cancel the function. Remember that you can have only one User Dictionary on a diskette.

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

Auto Letter Layout

The Auto Letter Layout function allows you to use predefined formats for your letters. For more information, see "Auto Letter Layout" on page 209.

Type Thesaurus

The Type Thesaurus function allows you to find a word better suited than the one you have in mind. For example, if you want a synonym for "book":

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

```
                    << TYPE THESAURUS >>

        SPECIFIED WORD: _____

        Type word and press RETURN.
```

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

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```
                        << THESAURUS >>
    < SPECIFIED WORD >      book
    MEANING(S):     Noun1      Verb1      Verb2
    A printed and bound work.



    Select MEANING and press RETURN to display synonyms.
```

MEANING(S) lists the possible parts of speech for the specified word. In our example, "book" can be a noun or a verb. A short definition of the word displays. Press **RETURN** to display synonyms.

```
                        << THESAURUS >>
    < SPECIFIED WORD >      book
    SYNONYM(S):
    volume                          tome



    Select word and press RETURN.
```

Model WP-7700CJ

```
                           << THESAURUS >>

    < SPECIFIED WORD >      book

    MEANING(S):                      SYNONYM(S):
    Noun: volume                     volume
    Verb: engage                     tome
    Verb: list


    A printed and bound work.




    Press ↑, ↓ to select MEANING.
    Press ←, → to select word and press RETURN.
```

MEANING(S) lists the possible parts of speech for the specified word. In our example, "book" can be a noun or a verb. A short definition of the word displays. Synonyms display in the box on the right.
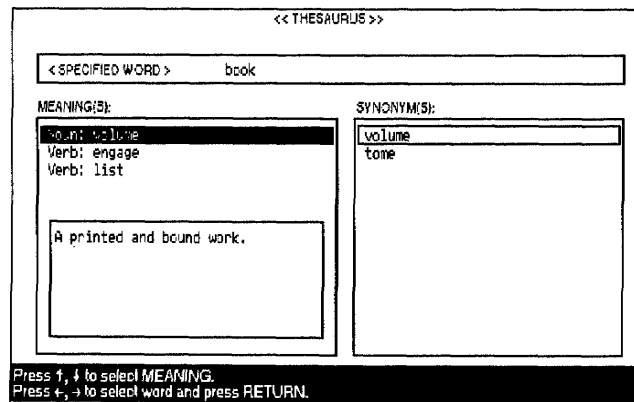
3. Press ← and → to go from one column to the other. Press ↑ and ↓ to move inside a column.

4. Press **RETURN** to insert the selected word in your text or **CANCEL** if you cannot find an appropriate word.

   - If the word processor cannot find a synonym for the specified word, this message appears instead of the THESAURUS dialog box:

```
┌─────────────────────────────────────┐
│ ┌───────────────────────────────┐   │
│ │        No synonyms!           │   │
│ │   Press any key to continue.  │   │
│ └───────────────────────────────┘   │
└─────────────────────────────────────┘
```

Edit Thesaurus

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

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

```
┌──────────────────────────────────────────────────────┐
│                    << THESAURUS >>                     │
│  ┌──────────────────────────────────────────────────┐ │
│  │ < SPECIFIED WORD >      book                       │ │
│  └──────────────────────────────────────────────────┘ │
│  MEANING(S):                    SYNONYM(S):            │
│  ┌─────────────────────┐        ┌──────────────────┐   │
│  │ Noun: volume        │        │ volume           │   │
│  │ Verb: engage        │        │ tone             │   │
│  │ Verb: list          │        │                  │   │
│  │                     │        │                  │   │
│  │ ┌─────────────────┐ │        │                  │   │
│  │ │A printed and    │ │        │                  │   │
│  │ │bound work.      │ │        │                  │   │
│  │ └─────────────────┘ │        │                  │   │
│  │                     │        │                  │   │
│  └─────────────────────┘        └──────────────────┘   │
│  ████████████████████████████████████████████████████  │
│  █ Press ↑, ↓ to select MEANING.                     █  │
│  █ Press ←, → to select word and press RETURN.       █  │
└──────────────────────────────────────────────────────┘
```

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

Using the Screen Functions

Model WP-6700CJ

Screen	Print
Change Screen	
Scale Line ON/OFF	
Function Mark ON/OFF	

Model WP-7700CJ

Screen	Print
Change Screen	
Scale Line ON/OFF	
Function Mark ON/OFF	
Split Size	
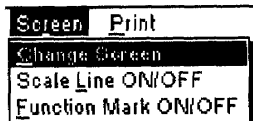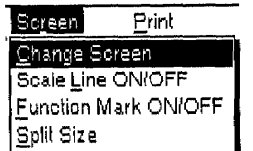
Use the Screen functions to control the system's display.

- **Change Screen.** Moves the cursor from one file to the other in Dual Screen mode.

- **Scale Line ON/OFF.** Switches the scale line on or off.

- **Function Mark ON/OFF.** Switches the text symbols on or off.

- **Split Size (model WP-7700CJ only).** Adjusts the size of the screen area used to display each file in Dual Screen mode.

Change Screen

The Change Screen function allows you to go from one file to the other in Dual Screen mode.

Press **MENU** to show the menu bar; choose Change Screen from the Screen menu (short cut: **CODE + Q**). The file name of the active file (the file where the cursor is located) is highlighted. The cursor moves to the last selected cursor position.

When you are using the Dual Screen mode, the following information is shared by the two files:

- The status of the keyboard (shift lock, caps lock, num lock)

- The status of the Insert or Overwrite mode

Scale Line ON/OFF

The Scale Line ON/OFF function allows you to change the viewing space for your documents when one or two files are displayed.

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

Function Mark ON/OFF

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

Split Size (Model WP–7700CJ only)

When you open a second file in Dual mode, the screen splits into halves. The Split Size function is used to change the height of one of the windows so you can see more of one document.

1. Press **MENU** to show the menu bar; choose Split Size from the Screen menu. *A dotted line appears at the boundary line between the two files.*

2. Press ↑ and ↓ to move the boundary line up or down and press **RETURN**. *If you press CANCEL instead of RETURN, the screen returns to the condition it was in before you started the operation.*

Using the Print Functions————————————————

Screen **Print**
Print
Layout
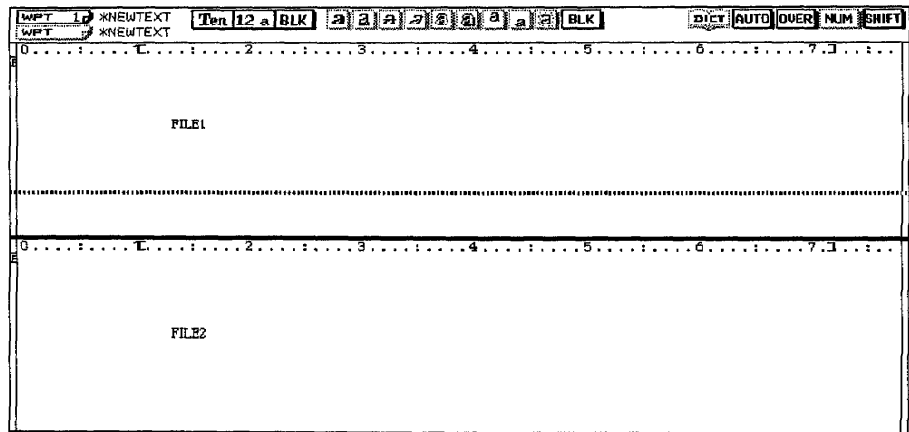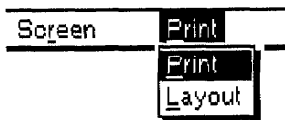
Use the Print functions to preview and print your document.

* **Print.** Prints your document.

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

Printing a Document

The Print function prints your document.

1. Press **MENU** to show the menu bar; choose Print from the Print menu (short cut: press **PRINT**). *The WORD PROCESSING PRINT MENU dialog box appears:*

```
               << WORD PROCESSING PRINT MENU >>

  STARTING PAGE:      _1        HEADER PRINT:       YES

  ENDING PAGE:        999       FOOTER PRINT:       YES

  NUMBER OF COPIES:   _1        CUT SHEET FEEDER:   OFF

  PRINT QUALITY:      MEDIUM    MERGE PRINT:        NO
                                [FILENAME:____.MRG]

  Type number and press RETURN.
```

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

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

   * **STARTING PAGE:** The page number of the first page you want to print.
   * **ENDING PAGE:** The page number of the last page you want to print. (The ending page number must be greater than the starting page number.)
   * **NUMBER OF COPIES:** The number of times you want the document to print (maximum 999).
   * **PRINT QUALITY:**

     This model prints faster with the black ink–jet cartridge than with the color cartridge. Therefore you will want to use black for all your printing except when you want color. The system detects whether you are using black or color ink; you do not need to change any setting when you change cartridges.

     FINE—For final copy quality printing.

     MEDIUM—For average print quality.

     DRAFT—For trial printing. (You save time and ink with this setting.)
   * **HEADER PRINT:**

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

     NO—Prints without headers.
   * **FOOTER PRINT:**

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

     NO—Prints without footers.

- **CUT SHEET FEEDER:**

  OFF—Cut sheet feeder is not attached, or you are using manual paper feed with the cut sheet feeder.

  ON—Cut sheet feeder is attached, and you want to use it for automatic paper feed.

- **MERGE PRINT:**

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

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

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

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

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

3. Press **RETURN** when you finish. *This message appears:*

```
Insert paper and press RETURN.
```

The maximum length of paper that can print is 14.33 inches.

4. Set paper according to your Page Setup:

   If the paper size is less than 10.55 inches (Letter Portrait, A4 Portrait, and A5 Portrait), align the paper with mark A.

   If the paper size is more than 10.55 inches, align the paper with mark B. If you think the left margin is too large at this time, align the paper with the appropriate position.
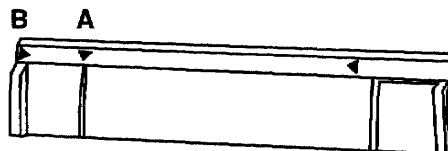
5. Press **P INS** to insert the paper. Press **RETURN** to start printing. *This message appears:*

```
Printing....press CANCEL to stop printing.
```

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

```
        OK to cancel printing?
Use cursor to select and press RETURN.
[YES]                              [NO]
```
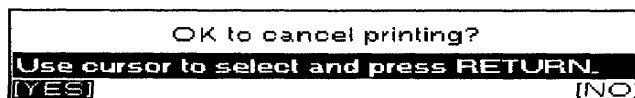
Select YES to cancel printing or NO to continue printing.

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

```
Paper feed problem!
Insert paper correctly.
OK to continue printing?
Use cursor to select and press RETURN.
[YES]                                          [NO]
```
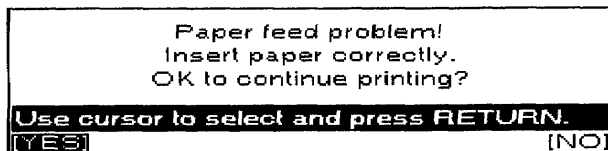
Remove the jammed paper manually, press **P INS** to feed the paper, and select YES to continue printing or NO to cancel.

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

```
Incorrect paper size!
Check page setup menu or insert correct paper.
OK to cancel printing?
Use cursor to select and press RETURN.
[YES]                                          [NO]
```
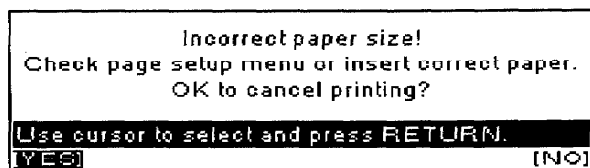
Select YES to cancel or press **P INS** to feed the paper. Select NO to restart printing. *The part of the previous page that could not print, prints from the top of the new sheet of paper.*

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

```
Data will be truncated!
Check page setup menu and margin settings.
Do you still want to continue printing?
Use cursor to select and press RETURN.
[YES]                                          [NO]
```
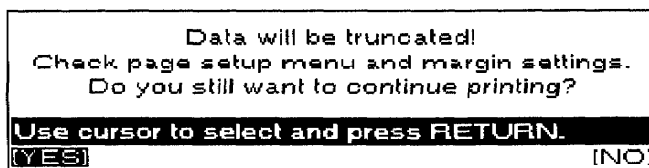
Select YES to truncate (cut off) text and continue printing or NO to stop printing to check margin settings.

Merge printing

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

If you select MERGE PRINT/NO for a document that contains merge symbols, the label names print as they appear on screen.

Using Layout to Preview a Document

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

Press ↑ to preview the previous page, and ↓ to preview the next page.

1. Press **MENU** to show the menu bar; choose Layout from the Print menu (short cut: **CODE + LAYOUT**).

2. Press **RETURN** to return to the Input/Edit screen. *The page displayed last in the LAYOUT screen appears in the display.*

3 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	June	July	Aug.	Sept.	TOTAL
A) Household Items										
Mortgage/Rent	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Heat/Water	110	110	100	80	70	70	60	60	60	960
Gas & Electric	35	35	35	30	25	25	25	25	30	350
Phone	35	35	35	35	35	35	35	35	35	420

Even with an electronic calculator, bookkeeping is still a difficult task, especially when making revisions or corrections. The major advantage of the electronic spreadsheet is the ability to make corrections any time and have all the calculations made for you, quickly and easily.

Starting the Spreadsheet Application

2

Spreadsheet

You have a choice of creating your own spreadsheets or using one of the preformatted templates. For information, see "Template" on page 159.

In order to use the templates effectively, you must first understand how to use the Spreadsheet functions. Read the following sections for information on the Spreadsheet features and capabilities.

If you get a message indicating you have an unformatted or damaged diskette, replace the diskette with another or go to page 25 in Getting Started for instructions on how to initialize a diskette.

You can retrieve Spreadsheet files created with your word processor (extension SPR) or Spreadsheet files created with Lotus 1-2-3* (extension WK1). Some Lotus* 1-2-3* files automatically convert to Whisperwriter's format before being loaded. Since a particular Lotus* 1-2-3* file may use functions not available on your Whisperwriter, the conversion is sometimes incomplete. For information, see "Converting a Lotus* 1-2-3* file into a Spreadsheet file" on page 197.*

To create a new spreadsheet or recall a stored spreadsheet for editing:

1. Turn on the power to display the Main Menu.

2. If you want to retrieve a spreadsheet file from a diskette, insert that diskette into the disk drive.

3. Press **2** or the cursor keys to select the Spreadsheet icon, and press **RETURN**. *If you insert a diskette, the list of Spreadsheet files stored on the diskette appears:*
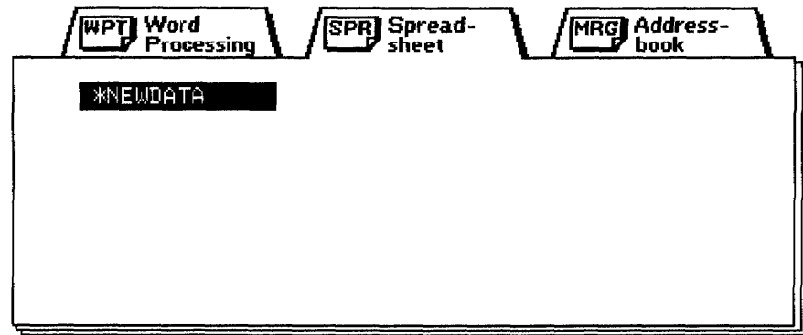
4. Press the cursor keys to select the file you want to retrieve and press **RETURN**. To start a new document, press **RETURN**. *The Spreadsheet Input/Edit screen on the next page appears.*

Spreadsheet Input/Edit Screen
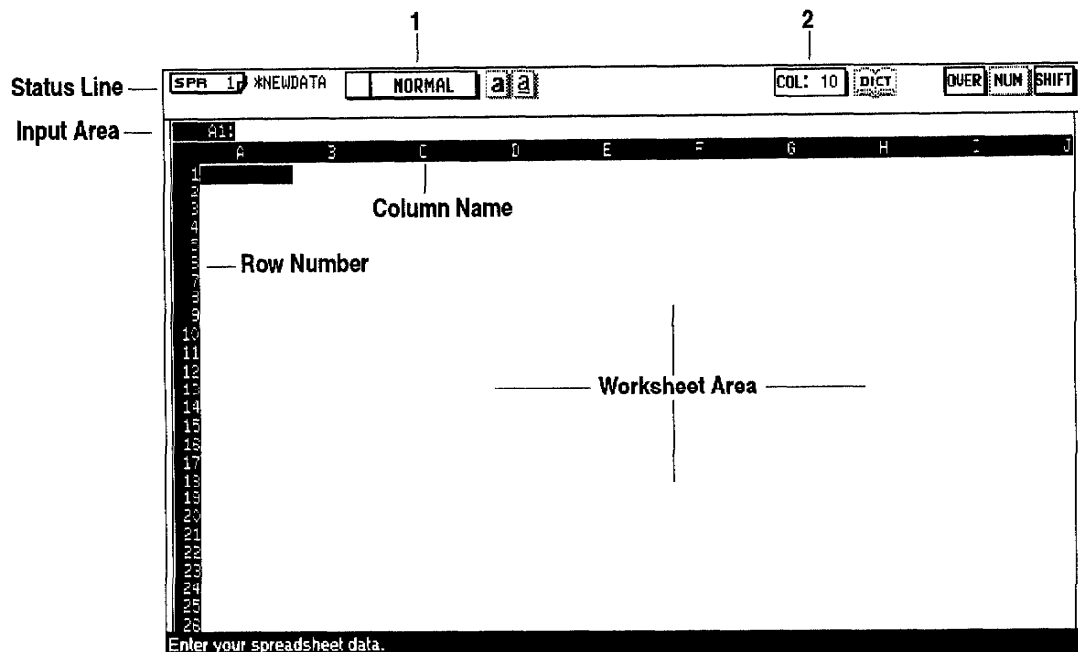
The Spreadsheet Input/Edit screen is divided into three different areas:

Status Line. The status line shows your current settings.

1 The settings of the cell where the cursor is positioned (default: NORMAL).

2 The column width status (default: 10 characters).

Input Area. Below the Status Line is the input area where you enter or change the contents of a cell. The input area indicates which cell is highlighted in the worksheet area.

Worksheet Area. The rest of the screen is called the worksheet area. It is divided into cells, designated by their positions or address on the grid, so that the cell at the top left of the worksheet becomes A1, the cell diagonally to the right and below it B2, etc.

There are two different *modes* for creating and formatting your spreadsheets:

Input/Edit mode. In the Input/Edit mode you can insert and change data within individual cells. You know that you are in the Input/Edit mode when a text cursor appears in the input area.

Press CODE + H to list the keys you can use in Spreadsheet (Input/Edit or Command modes).

Command mode. In the Command mode, you can move the cell cursor on the worksheet, and you have access to the menu bar to perform large scale changes.

Moving Around in the Screen

When the Spreadsheet Input/Edit screen appears, the cursor is in cell A1, ready for input. You can move the cursor by pressing ←, →, ↑, and ↓ to highlight any cell and to tell the Spreadsheet program where you want to enter information. You will notice that only part of the Spreadsheet is shown on the screen. The Spreadsheet extends far beyond what the screen is able to display at one time. You can enter data into as many as 256 columns and 256 rows.

It is also possible to move the cursor faster through the spreadsheet:

- **CODE +** a cursor key moves the cursor to a border of the screen.

- Press **CODE + G.** *A dialog box appears:*

```
┌─────────────────────────────────────────────────┐
│                                                   │
│                 GO TO:   ▌                         │
├───────────────────────────────────────────────────┤
│ Type cell address and press RETURN or use arrow   │
│ keys to move to data top, bottom, left or right.  │
└───────────────────────────────────────────────────┘
```
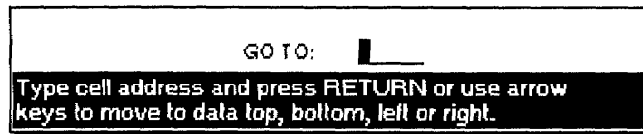
Move the cursor to a particular cell by typing the cell address (example: A1) and pressing **RETURN.**

Pressing ← moves the cursor to the first column of that same row. Pressing → moves the cursor to the last column containing data of that same row. Pressing ↑ moves the cursor to the first row in that same column. Pressing ↓ moves the cursor to the last row containing data in that same column. In each case, the cursor moves vertically or horizontally in the direction of the arrow on the cursor key. (Both ← and ↑ move the cursor to the first column/row in that same column/row [not the first column/row containing data]).

Spreadsheet 100

Entering and Editing Data

With a paper spreadsheet, you write the data directly in the cells of the sheet. With an electronic spreadsheet, you highlight the cell in the worksheet, then type or edit the contents of the cell in the input area.

To enter data in an empty cell, select that cell and type the data. A text cursor appears in the input area as soon as you start typing, which means that the Spreadsheet application switched to the Input/Edit mode. Press **RETURN** when you have finished. The data appears in the cell.

Proceed in the same way to replace old data with new data. The old data disappears from the input area as soon as you start typing. The new data appears in the cell when you press **RETURN** after typing.

To edit old data without deleting it, highlight the cell; then press **TAB**. The cursor appears in the input area and you may now edit the data. Press **RETURN** when the data has been edited.

While typing in the input area, you can use the following keys:

- All character keys, including special characters obtained with the **CODE**, **CODE + 5**, and **CODE + 4** keys.

- **CODE + 7** to lock the keyboard in numerics.

- **CODE + P BREAK** to enter a page break symbol [↯]; during printing, paper is ejected at that point after the row prints.

- **CANCEL** to restore the contents of the cell as they were before you started editing. This is useful when you mistakenly start editing a cell that did not need editing.

- **BACKSPACE** to delete one character to the left of the cursor.

- **DELETE** to delete the character highlighted by the cursor.

- **WORD OUT** to delete one word to the left of the cursor.

- **CODE + LINE OUT** to delete all characters from the input area.

- **CODE + I** to alternate between the Insert/Overwrite modes.

- ← to move one character to the left.

- → 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.

- **CODE + EXPR** to move the cursor to the first character.

- **CODE + RELOC** to move the cursor to the right of the last character.

After typing or editing the data in the input area, you can transfer it to the selected cell using one of these keys:

- **RETURN** to transfer the data to the cell and keep the same cell selected.

- → to transfer the data to the cell and select the next cell to the right. This works only if the text cursor is to the right of the last character in the input area.

- ↑ to transfer the data to the cell and select the next cell above.

- ↓ to transfer the data to the cell and select the next cell below.

Entering Alphanumeric and Numeric Data

Your Spreadsheet application can handle two kinds of data: numeric and alphanumeric.

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

Numeric data are direct numbers or formulas and are calculated.

Since alphanumeric data can contain digits, and numeric data can contain letters (cell addresses), it is important to understand exactly how the spreadsheet application distinguishes between alphanumeric and numeric data.

Follow these rules:

- If the data begins with one of these characters:

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

  the data is considered numeric.

  Example: (A1) and 1+A1 are numeric.

- If the data begins with any other character, the data is considered alphanumeric, and the Spreadsheet application automatically inserts a single quote mark (') before the data in the input area.

  Example: 'Cost and 'A1 are alphanumeric.

  This single quote mark is called a *format mark*. (For more information, see the next page.)

- To make sure that data such as a telephone number or a date is correctly interpreted as alphanumeric, you should type a format mark before the data.

  Examples:

  10-12-1996 is calculated (10 minus 12 minus 1996 = -1998) and it becomes -1998

  '10-12-1996 is not calculated; it remains 10-12-1996

- To make sure that a formula is not interpreted as alphanumeric data, never start a formula with a cell address. Instead, use the + sign or parentheses.

> Example: (A1+1) or +A1+1 are interpreted as formulas and are calculated. If you do not start with the + sign or the left parenthesis, the Spreadsheet application inserts a single quote mark.

Format Marks

A default single quote mark appears automatically in the input area when the spreadsheet recognizes your data as alphanumeric. If you delete it, it automatically reappears when the alphanumeric data is confirmed.

Instead of typing the format mark for right alignment ["], you can press CODE + R. The format mark for centering [^] does not appear on the keyboard. You must press CODE + F. If you press these keys while in Command mode, the Whisperwriter switches to the Input/Edit mode and the corresponding mark appears in the input area.

Format marks are typed before the data and tell the Spreadsheet application that whatever follows is alphanumeric and is not to be calculated.

Format marks also tell the Spreadsheet application how to position the data in the cell. You can use one of these four format marks:

'   (single quote) to align the data to the left of the cell.

"   (double quote) to align the data to the right of the cell (**CODE + R**).

^   to center the data in the cell (**CODE + F**).

!   fills the cell by repeating the character following the mark.

Format marks display in the input area only (they never appear in the cell). The above characters are interpreted as format marks 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 appear in the cell.

Maximum Length of Data

The maximum length of the input area is 240 characters (1 format mark and 239 characters).

When alphanumeric data cannot fit into the cell, it uses the next cells of the worksheet 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 pieces of alphanumeric data can cause the memory to become full before all cells are filled. Also, adjusting the width of many columns to display long pieces of alphanumeric data may cause the rows to be cut off when the spreadsheet prints.

Performing Calculations

Numeric data are direct numbers or formulas and are calculated. When data is recognized as numeric, Spreadsheet checks whether 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 aligned. If the number cannot fit in the cell, a string of asterisks fills the cell. The correct number is, however, kept in the memory and displays if you adjust the width of the column.

- **If the data is not valid,** "ERROR" appears in the cell, and one of the messages below appears.

When a denominator is zero:

```
Division by zero!
Press any key to continue.
```

When a result is positive and contains more than 10 digits:

```
Numeric overflow!
Press any key to continue.
```

When a result is negative and contains more than 10 digits:

```
Numeric underflow!
Press any key to continue.
```

If a number contains characters other than numeric ones and a decimal point (e.g. 1,000, 100$, 1A2):

```
Invalid entry!
Press any key to continue.
```

Direct Numbers

A direct number is made up of digits and possibly a decimal point. Other characters make the data invalid for calculation. The maximum number of digits is 10 to the left of the decimal point and 5 to the right (zeroes preceding other digits are not counted). Below are some examples of valid and invalid numbers:

Valid	Invalid
1234	1,000 (comma is invalid)
0.94956	125$ ($ is invalid)
00001	12a12 (a is invalid)
000000000000001 (zeroes are ignored)	99999999999 (more than 10 digits)

Formulas

A formula consists of operators, operands, and possibly pairs of parentheses to control the order of calculation.

Operators. An *operator* is a character that specifies the mathematical operation to be performed. Operators recognized by the system are, in order of precedence:

Symbol	Operator
+ −	Positive and negative signs
#	Exponentiation
* /	Multiplication, division
+ −	Addition, subtraction

The following rules apply to using operators in formulas:

- The + and − operators are considered as the positive or negative 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 is 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! Press any key to continue.**"

- 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.

  Example:

  5 * − 2 is valid and gives −10

  1 − * 2 is invalid

Operands. An *operand* is data in a formula on which a mathematical operation will be performed. An operand can be a valid number, a cell address containing numeric data, a function, or a valid formula enclosed in a pair of parentheses. Below are examples of valid operands:

Valid Operand	Operand Description
123	valid direct number
A1 or a1	cell address
@SUM(A1..B6)	valid function
((A1+5)*2)	valid formula enclosed in a pair of parentheses

Please remember the following rules about operands:

- A cell address can be written using either uppercase or lowercase letters. When a cell address must come first in a formula, it must be preceded with a + or – sign or by a left parenthesis. Otherwise, the formula is considered alphanumeric and is not calculated. Therefore, instead of A1+A2, enter +A1+A2, (A1+A2), or (A1)+A2.

- If a cell that is referred to while doing a calculation contains alphanumeric data, the formula is invalid, and "ERROR" displays. An empty cell, however, is valid and assumed to contain zero.

Order of Calculation of a Formula

The calculation of a formula is performed in the order of precedence of the operators:

1. The + or – sign is applied to the operand directly to the right of the sign.
2. Exponential calculations are performed.
3. Multiplication and division calculations are performed.
4. Addition and subtraction calculations are performed.

> Example: $2 \# 3 * 4 - 2$
>
> $8 * 4 - 2$
>
> $32 - 2$
>
> 30

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

> Example: $1 + 3 + 4 - 2$ $2 \# 3 \# 2$
>
> $4 + 4 - 2$ $8 \# 2$
>
> $8 - 2$ 64
>
> 6

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

> Example: $1 + 3 * 4$ $(1 + 3) * 4$
>
> $1 + 12$ $4 * 4$
>
> 13 16

Parentheses can contain other pairs of parentheses. Calculation starts 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

One pair of parentheses can contain up to five other pairs. Using more than five pairs of parentheses in one pair of parentheses makes the formula invalid. The formula is also invalid if parentheses do not come in pairs. Parentheses can be used to make the data numeric. (A1+A2) or (A1)+A2 can be used instead of +A1+A2.

Using Math Functions

Math functions are very useful for making formulas shorter and easier to edit. A math function performs specific operations on a single argument or on a list of arguments. Arguments are included in a pair of parentheses following the function name. A function name always starts with the character @.

Arguments are the numeric data that the function processes to return a result. Valid arguments are numbers, characters within double quotation marks (" ") (only for @REPEAT and @IF) and/or cell addresses separated with commas, or a range defined by the addresses of two opposite corners, separated with two periods (..). For more information, see "Range of cells" on the next page.

> 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 can be used simultaneously with numbers or addresses.

> Example:
>
> @SUM(1,A1..B4) and @SUM(A23,A1..B6) are valid.

A function is a valid operand of a formula and a formula is 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 valid.

Range of cells

A range is 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.

C2:	6									
	A	B	C	D	E	F	G	H	I	J	K
1	Range A1..C3, A3..C1,			This is not a range.						
2	C1..A3, or C3..A1									
3										
4										
5										

Inputting a range

Rather than typing in the cell address at each corner of the range, you can mark and highlight the range to be used. Spreadsheet automatically defines the top left and bottom right corners of the range.

Suppose you want to calculate the sum of the range A1..C2 and display the result in D2. First enter the data shown below:

C2:	6										
	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3								
2	4	5	6								

1. Move the cursor to D2 and type @SUM(. *As soon as you type the left parenthesis of the function, this message appears:*

Enter cell specification.

2. Instead of typing A1, move the cursor to A1 and press **CODE + L**. *@SUM(A1.. now appears in the input area.*

D2:	@SUM(A1..■										
	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3								
2	4	5	6								

3. Move the cursor to the opposite corner of the range (C2).

C2:	@SUM(A1..■										
	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3								
2	4	5	6								

4. Press **RETURN**. *The cursor is back on D2 and the complete range specification appears in the input area.*

D2:	@SUM(A1..C2) ■										
	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3								
2	4	5	6								

5. Press **RETURN** again. *The result, 21, appears in cell D2.*

D2:	@SUM(A1..C2)										
	A	B	C	D	E	F	G	H	I	J	K
1	1	2	3								
2	4	5	6	21							

The method of specifying cell addresses by moving the cursor instead of typing the address can actually be used not only to specify a range in a math function, but also to specify a single address in any formula.

Example: To enter (A1+B1) in C1, move the cursor to C1 and type (.
From this moment, the machine knows that the data is a formula and
allows you to move the cursor to a cell. Instead of typing A1, move the
cursor to A1 and press +. The input area now displays (A1+. You are
again allowed to move the cursor to a cell. Move the cursor to B1 and
press **RETURN**. The input area now displays (A1+B1). Press **RETURN** to
finish and calculate the result.

Spreadsheet functions

Some functions can process only one or two arguments and are very
similar to the math functions. Arguments may include not only direct
number inputs but cell addresses as well.

The most sophisticated function of Spreadsheet is that it 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 one or two arguments:

@ABS
> 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.
>> @ABS(5) gives 5   @ABS(-5) gives 5

@INT
> Gives the *integer* part of the argument. The decimal point and
> subsequent decimal digits are removed without being rounded off; an
> integer remains untouched.
>> @INT(5) gives 5   @INT(0.9) gives 0
>> @INT(1.1) gives 1

@MOD
> Divides the first argument by the second and gives the remainder of
> the division.
>> @MOD(10,3) gives 1 @MOD(2.3,2) gives 0.3
>> @MOD(0.33,2) gives 0.33

@REPEAT repeats the argument the number of times specified. Two data
> entries are required between the parentheses: the argument itself,
> which must be a string of characters between a pair of double
> quotation marks or the address of a cell containing alphanumeric data,
> and a direct number that specifies the number of repetitions. If that
> number is not an integer, it is first rounded off to the closest integer.
>> @REPEAT("Aa",2) gives AaAa
>> @REPEAT("2",3) gives 222 (alphanumeric)
>> @REPEAT(A1,2) gives AaAa (if A1 contains Aa)

@ROUND 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.

@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

@SQUARE gives the square of the argument. The argument multiplied by itself is returned; the result is always a positive number.

@SQUARE(5) gives 25

@SQUARE(-5) gives 25

@SQUARE(0) gives 0

@SQRT gives the square root of the argument. The result multiplied by itself is equal to the argument. The argument may not be negative.

@SQRT(25) gives 5

@SQRT(2) gives 1.41421

@SQRT(-25) is invalid

Functions using multiple arguments:

@AVG 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.

@AVG(1,2,3,4) gives (1+2+3+4)/4 = 2.5

@AVG(175) gives 175/1 = 175

@COUNT gives the number of nonblank cells. This function is an exception to the general rules in that the cell referred to may contain either alphanumeric or numeric data.

@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.

@IF checks whether a specified condition is verified and displays a value that depends on the result of that check. The form of this function must be @IF (condition, argument1, argument2), and can be read as: if the condition is satisfied, then display argument 1. If the condition is not satisfied, then display argument 2. Arguments 1 and 2 can be direct numbers, strings of characters enclosed in a pair of double quotation marks (example: "ABC"), or a cell address. The condition is usually an arithmetic comparison, using two values (number or cell address) and one of the following comparison operators:

= equal to	< = less than or equal to
< less than	> = greater than or equal to
> greater than	< > not equal to

@IF(A1>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>100,100,A1) gives 100 if A1=200 and 60 if A1=60

@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 that the argument MUST be a range and that results display not only in the selected cell (total sum) but also in the column to the right and in the row below the range. Therefore, you must be sure that the column to the right and the row below the range are empty.

Example:

1. Enter the numbers shown below in the range A1..C2, then type @TSUM(A1..C2) in D3.

D3:	@TSUM(A1 . .C2)								
	A	B	C	D	E	F	G	H	I
1	1	2	3						
2	4	5	6						
3									

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

D3:	@TSUM(A1 . .C2)								
	A	B	C	D	E	F	G	H	I
1	1	2	3	6					
2	4	5	6	15					
3	5	7	9	21					

Using the Menu Functions

The following functions can be found under the menu bar at the top of the screen. This bar can be reached by pressing **MENU**.

File

```
| File   Edit   Style
| Open File
| Save File
| Open File for Dual
| Close File
| File Management
```
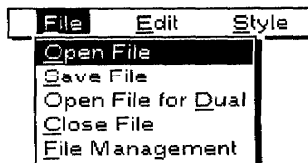
Use the File functions to open, save, or close your files and to return to the Main Menu.

These functions work the same as in the Word Processing application. For information, see "Using the File Functions" on page 44.

Edit

```
| File   Edit   Style
|        Left
|        Center
|        Right
|        Search
|        Replace
|        Fill
|        Sort
|        Select
```

*While using these functions, you can press **CANCEL** at any time to cancel the function.*
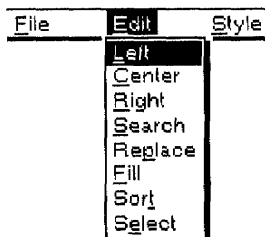
Use the Edit functions to make the same changes in the appearance or contents of many cells, to rearrange the worksheet, or to extract part of the information.

- **Left.** Aligns alphanumeric data to the left in the desired range of cells.

- **Center.** Centers alphanumeric data in the desired range of cells.

- **Right.** Aligns alphanumeric data to the right in the desired range of cells.

- **Search.** Searches for occurrences of a specified string of characters.

- **Replace.** Searches for occurrences of a specified string of characters and allows for automatic replacement with another string.

- **Fill.** Fills a selected range with a specified arithmetic progression.

- **Sort.** Sorts a specified group of rows.

- **Select.** Selects rows according to specified conditions; the selection can be written in the worksheet and printed.

Left, Center, and Right affect only cells containing alphanumeric data in the selected range; numeric cells and empty cells will not change.

Left, Center, and Right change the corresponding format marks ((') [^] ["]) in the input area of the affected cells. When the alphanumeric result of a cell is produced by a function like @REPEAT or @IF, the format mark is not added, but the characters in the cell can be highlighted.

Left

The Left function aligns all alphanumeric data of a range to the left of the cells.

1. Move the cursor to a corner of the range of cells you want to format. Press **MENU** to show the menu bar; choose Left from the Edit menu. *This message appears:*

```
Move cursor to end of block and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *The alphanumeric cells of the range are aligned to the left.*

Center

This function centers all alphanumeric data in a range.

1. Move the cursor to a corner of the range of cells you want to format. Press **MENU** to show the menu bar; choose Center from the Edit menu. *This message appears:*

```
Move cursor to end of block and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *The alphanumeric cells of the range are centered.*

Right

This function aligns all alphanumeric data of a range to the right of the cells.

1. Move the cursor to a corner of the range of cells you want to format. Press **MENU** to show the menu bar; choose Right from the Edit menu. *This message appears:*

```
Move cursor to end of block and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *The alphanumeric cells of the range are aligned to the right.*

Search and Replace

These functions are described in "Search" on page 52 and "Replace" on page 53. Please refer to those sections for basic operations.

- The Search function can find both numeric and alphanumeric data, but only if the data appears in the input area. For example, you can find aaa in a cell only if it has been entered directly into the input area. If the same data is entered as @REPEAT("a",3), you cannot find it.

- When replacing a string with another, this dialog box appears if the replacement has to take place in a protected cell:

```
Protected cell error!
Press any key to continue.
```

- If the replacement string is longer than 240 characters, a dialog box appears:

```
Word(s) too long!
OK to truncate data?
Use cursor to select and press RETURN.
YES                                      [NO]
```
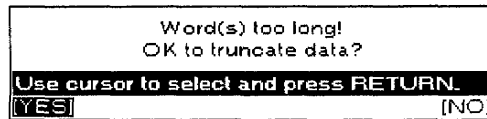
Selecting YES omits the data in the replacement string to the right of the possible 240 characters and carries out replacement. NO cancels the function.

Fill

The Fill function allows you to quickly number rows or columns or when you need numbers in a range in order to check how math functions are working.

Columns are filled from top to bottom. Rows are filled from left to right. In the case of a range, the first column is filled first, then the second, etc.

1. Move the cursor to a corner of the range of cells you want to fill. Press **MENU** to show the menu bar; choose Fill from the Edit menu. *This message appears:*

```
Move cursor to end of block and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *After the range is specified, the FILL dialog box appears:*

```
                    << FILL >>
STARTING VALUE:     ■_____
JUMPING VALUE:      _____
ENDING VALUE:       _____
Type number and press RETURN.
```

3. Press ↑ and ↓ to move the cursor to the desired setting. Press the numeric keys to enter the specifications. Press **RETURN** when you finish.

- **STARTING VALUE.** The first number of the arithmetic progression.
- **JUMPING VALUE.** The difference between two successive values.
- **ENDING VALUE.** The value that the arithmetic progression cannot exceed. The cells fill up to either the ENDING VALUE (or the closest value less than it) or up to the last cell of the range, whichever comes first.

  Example: If the STARTING VALUE is 5, the JUMPING VALUE is 4, and the ENDING VALUE is 20, you get the numbers 5, 9, 13, and 17. (Because 21 is higher than the ENDING VALUE, it is not included.)

Sort

The Sort function allows you to rearrange your worksheet. When you update a worksheet, 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 saves you time and effort in the organization of your data.

1. Move the cursor to a corner of the range of cells that you want to sort. Press **MENU** to show the menu bar; choose Sort from the Edit menu. *This message appears:*

```
Move cursor to end of block and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. Be careful to select all the information of the rows. For example, if you have data in columns A to E and you select only columns A to D in your range, the cells in column E do not move along with the cells in columns A to D, and it is impossible to reverse this situation automatically.

   After you specify the range, an arrow cursor appears above the worksheet. A message asks you to move the arrow cursor to select the column of the range according to the data to be sorted.

```
Move cursor to primary sort column and press RETURN.
```

   This sorting function can perform a double sort, primary and secondary. A typical example of double sorting is when you have data relating to people. You can use the family name for primary sort and the first name for secondary sort.

3. Move the cursor to the primary sort column and press **RETURN**. *This message appears:*

```
Move cursor to secondary sort column and press RETURN.
```

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

```
┌─────────────────────────────────────────┐
│              Direction?                   │
├─────────────────────────────────────────┤
│ Use cursor to select and press RETURN.    │
│[ASCENDING] [DESCENDING] [CANCEL]          │
└─────────────────────────────────────────┘
```

When a column that is selected for primary or secondary sort contains different types of cells, the sort order is:
Empty cell < Numeric < Alphanumeric < ERROR cell.

5. Press ← and → to select ASCENDING, DESCENDING, or CANCEL and press **RETURN** to sort.

   - **ASCENDING.** Normal alphabetic order for alphanumeric data, increasing values for numeric data (A-Z and 1-100).

   - **DESCENDING.** Reverse alphabetic order for alphanumeric data, decreasing values for numeric data (Z-A and 100-1).

   - **CANCEL.** Cancels the function and returns to the previous display.

Select

This function allows you to select rows of data that match a specified condition. The data can be displayed, written in the current worksheet, and printed.

1. Move the cursor to a corner of the range of cells that you want to select. Press **MENU** to show the menu bar; choose Select from the Edit menu. If you have not recalculated the spreadsheet since changing any of the cells contents, the following message appears:

```
┌─────────────────────────────────────────┐
│      The sheet needs recalculation.       │
│             Recalculate?                  │
├─────────────────────────────────────────┤
│ Use cursor to select and press RETURN.    │
│[YES]                               [NO]   │
└─────────────────────────────────────────┘
```

Select YES and press **RETURN.**

OR

If the spreadsheet has not been changed since the last recalculation, this message appears:

```
┌─────────────────────────────────────────────────────┐
│ Move cursor to end of block and press RETURN.         │
└─────────────────────────────────────────────────────┘
```
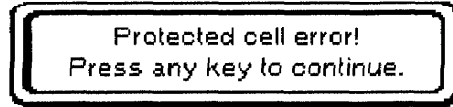
Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN.** After you specify the range, an arrow cursor appears above the worksheet. A message asks you to move the arrow cursor to select a column for the range.

```
┌─────────────────────────────────────────────────────┐
│ Move cursor to select column and press RETURN.        │
└─────────────────────────────────────────────────────┘
```

2. Move the cursor to the column where the select condition is to be applied and press **RETURN.** *The SELECT dialog box appears:*

```
┌─────────────────────────────────────────────────────┐
│                    << SELECT >>                       │
│  CONDITION:              EQUAL (WORD)                 │
│  EQUAL TO:           _____                   │
├─────────────────────────────────────────────────────┤
│ Press SPACE to change setting and press RETURN.       │
└─────────────────────────────────────────────────────┘
```

3. Press the **SPACEBAR** when the cursor is located on the condition. The items that can be selected are indicated in the drop down list below:

```
                        << SELECT >>
                                          ▓EQUAL (WORD)▓▓▓▓▓
    CONDITION:             EQUAL (WORD)   EQUAL (NUMERIC)
       EQUAL TO:                          NOT EQUAL (WORD)
                                          NOT EQUAL (NUMERIC)
    ▓Press SPACE to change setting and press▓ LESS
                                          GREATER
                                          BETWEEN
                                          BETWEEN
                                          NOT BETWEEN
```

4. Press ↑ and ↓ or the **SPACEBAR** to move the cursor to the desired setting. Press **RETURN**. Enter the data on the lower line of the dialog box. Press **RETURN** when you finish.

   - The conditions are: EQUAL, NOT EQUAL, LESS, GREATER, BETWEEN, NOT BETWEEN.

   - All these conditions apply to numeric data, except EQUAL and NOT EQUAL, which can be set for alphanumeric data (WORD).

   - With EQUAL(WORD) and NOT EQUAL(WORD), the Whisperwriter checks for an exact match of the first characters of the cells. If you enter EQUAL TO:BA, BANANA and BAY are selected because these words start with BA; banana, B, B.A., and 1BANANA are not selected.

   - The selected data appears in the SELECTED DATA dialog box.

Example: Suppose you have a list of salespersons with each row containing the last name, first name, and sales results.

```
  A2: 'LAST NAME
        A              B              C
   1
   2 LAST NAME  FIRST NAME       SALES RESULTS
   3 Marsh      Henry                  $12,345
   4 Anderson   John                   $10,539
   5 Bennet     William                $34,129
   6 Higgins    Ruth                   $22,410
   7 Carter     David                  $18,300
   8 Higgins    Joyce                  $15,885
   9 Fox        Terry                  $20,782
  10
```

If you try this example, remember to make sure that the numbers in column C are not alphanumeric characters. Alphanumeric characters are always preceded with a ['] mark. For more information, see "Format Marks" on page 103.

If you want to extract a list of the salespersons whose sales result is lower than $20,000, specify column C as the select column in step 2 above; then select LESS in the SELECT dialog box and enter 20000.

```
                        << SELECT >>
    CONDITION:               LESS
       LESS THAN:            20000█
    ▓Type number and press RETURN.      ▓
```

The SELECTED DATA dialog box looks like this:

```
                    << SELECTED DATA:  4 >>
       LESS THAN:  20000
 ┌─────────────────────────────────────────────┐
 │ Marsh      Henry              $12,345         │
 │ Anderson   John               $10,539         │
 │ Carter     David              $18,300         │
 └─────────────────────────────────────────────┘
 Use cursor to select and press RETURN.
 [WRITE IN SHEET] [PRINT]                    [CANCEL]
```

From the SELECTED DATA dialog box you can write the selected data in the current worksheet, print the data, or leave the selected data and return to the original worksheet.

- To write the selected data in your worksheet, select WRITE IN SHEET and press **RETURN**. *This message appears:*

```
Move cursor to position to write SELECTED DATA.
```

Move the cursor to the location for the selected data and press **RETURN**. The upper left corner of the selected data coincides with the selected position. The data that is written overwrites existing data in the same way as when you copy a block. If the data to be written exceeds the boundary of the worksheet, this message appears:

```
                    Write canceled.
      Range exceeds boundary of spreadsheet!
               Press any key to continue.
```

- To print the selected data, select PRINT and press **RETURN**. *This message appears:*

```
Insert paper and press RETURN.
```

Insert paper and press **RETURN**.

- After looking at the selected data, press **CANCEL** to return to the previous screen.

Style Functions
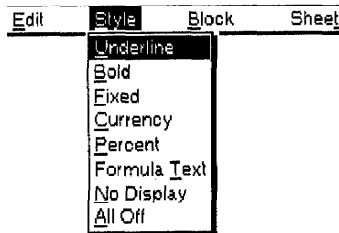
Use the Style functions to change the appearance of a range of cells.

Edit	**Style**	Block	Sheet

Style menu:
- Underline
- Bold
- Fixed
- Currency
- Percent
- Formula Text
- No Display
- All Off

- **Underline.** Switches underlining on or off.

- **Bold.** Switches bold on or off.

- **Fixed.** Controls the number of decimal places.

- **Currency.** Automatically adds a $ symbol to numeric results in a range.

- **Percent.** Automatically adds a % symbol to numeric results in a range.

- **Formula Text.** Allows you to display the formulas, rather than their results. This is useful, for example, when you want to show someone how you have set up a particular worksheet.

- **No Display.** Switches the display of selected cells on or off. This is useful when some cells of the worksheet are used for intermediate calculations. You can hide these cells and show only what is necessary.

- **All Off.** Cancels all settings made with the above functions and restores the default settings.

Style notes

- Both Bold and Underline can be applied to the same cell and can be applied together with one of the other settings as well.

- The other settings, from Fixed to All Off, exclude each other. For example, a cell cannot be set to Percent and Currency at the same time. If you apply Percent to a cell that was set to Currency, the $ symbol disappears and a % symbol appears. However, it is possible to set Formula Text or No Display in addition to either Fixed, Currency, or Percent. For example, if No Display is set along with Percent and the No Display setting is cancelled, the % symbol appears again.

- Underline draws a line across the entire cell regardless of its contents. This function is used to separate rows of the worksheet.

- All Style functions apply to empty cells. If you set an empty cell to Bold and Percent, a numeric value entered later in that cell is bold and has a percent symbol.

Underline

The Underline function allows you to draw horizontal lines separating rows. When a cell is set to Underline ON, the underlining extends from the left to the right end of the cell, regardless of its contents.

1. Move the cursor to a corner of the range of cells you want to underline. Press **MENU** to show the menu bar; choose Underline from the Style menu (short cut: **CODE + N**). *This message appears:*

```
Move cursor to end of block to be formatted and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to underline and press **RETURN**. *A dialog box appears:*

```
┌─────────────────────────────────────────────┐
│                 Underline?                     │
├─────────────────────────────────────────────┤
│ Use cursor to select and press RETURN.        │
├─────────────────────────────────────────────┤
│ [ON] [OFF]                          [CANCEL]  │
└─────────────────────────────────────────────┘
```

3. Select ON, OFF, or CANCEL and press **RETURN**.
   - **ON.** Underlines all the cells in the range.
   - **OFF.** Removes underline from cells in the range.
   - **CANCEL.** Returns to the previous display.

Bold

The Bold function changes the type style of the cell contents (text) to bold.

1. Move the cursor to a corner of the range of cells you want to bold. Press **MENU** to show the menu bar; choose Bold from the Style menu (short cut: **CODE + B**).

2. Move the cursor to the opposite corner of the range of cells you want to bold and press **RETURN**. *A dialog box appears:*

```
┌─────────────────────────────────────────────┐
│                   Bold?                        │
├─────────────────────────────────────────────┤
│ Use cursor to select and press RETURN.        │
├─────────────────────────────────────────────┤
│ [ON] [OFF]                          [CANCEL]  │
└─────────────────────────────────────────────┘
```

3. Select ON, OFF, or CANCEL and press **RETURN**.
   - **ON.** Sets all the cell contents in the range to bold.
   - **OFF.** Removes bold from cells in the range.
   - **CANCEL.** Returns to the previous display.

Fixed

The Fixed function allows you to control the number of decimal places that display and allows you to use commas to separate the thousands. The default is an Auto mode, which displays up to five decimal digits. The setting does not affect the number of decimal places that are actually stored in the memory.

1. Move the cursor to a corner of the range of cells you want to format. Press **MENU** to show the menu bar; choose Fixed from the Style menu.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *The FIXED dialog box appears:*

```
┌─────────────────────────────────────────────┐
│                << FIXED >>                     │
│   FIXED DISPLAY:                    YES        │
│   SEPARATOR:                        NO         │
│   DECIMAL PLACES [0 ~ 5]:           0          │
├─────────────────────────────────────────────┤
│ Press SPACE to change setting and press RETURN.│
└─────────────────────────────────────────────┘
```

3. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to alternate between YES and NO. Press the numeric keys to set the number of decimal places.

- **FIXED DISPLAY:**

  YES—Cancels the settings of Currency and Percent and enables the setting of the FIXED dialog box.

  NO—Cancels the Fixed setting in the designated range and returns the default Auto mode.

- **SEPARATOR:**

  YES—Displays the numeric values with commas separating the thousands (for example, 1,234,567).

  NO—Displays the numeric values without commas.

- **DECIMAL PLACES [0–5]:** Displays the numeric value with the specified number of decimal places. If a numeric value has more decimal digits, it is rounded off. If it has less, zeroes are added to the right.

4. Press **RETURN** when you finish.

Currency

The Currency function automatically adds a dollar sign $ to the left of numbers. Like the Fixed function, it controls the number of decimal digits and automatically separates the thousands with commas. This function can also hide zero values.

1. Move the cursor to a corner of the range of cells where you want to add a dollar sign. Press **MENU** to show the menu bar; choose Currency from the Style menu.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *The CURRENCY dialog box appears:*

```
┌─────────────────────────────────────────────┐
│              << CURRENCY >>                   │
│  CURRENCY DISPLAY:                    YES     │
│  ZERO DISPLAY:                        YES     │
│  SEPARATOR:                           NO      │
│  DECIMAL PLACES [0 ~ 5]:              2       │
├─────────────────────────────────────────────┤
│  Press SPACE to change setting and press RETURN. │
└─────────────────────────────────────────────┘
```

3. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to alternate between YES and NO. Press the numeric keys to set the number of decimal places.

- **CURRENCY DISPLAY:**

  YES—Cancels the settings of Fixed and Percent and enables the setting of the CURRENCY dialog box. A dollar sign displays to the left of the numeric values.

  NO—Cancels the Currency setting and removes the dollar sign.

- **ZERO DISPLAY:**

    YES—Displays numeric values that are equal to zero. If the number of decimal places is set to two, for example, the display of 0 is $0.00.

    NO—Changes the display so that no numbers appear (the cells appear empty).

- **SEPARATOR:**

    YES—Displays the numeric values with commas separating the thousands (for example, 1,234,567).

    NO—Displays the numeric values without commas.

- **DECIMAL PLACES [0-5]:** Displays the numeric value with the specified number of decimal places. If a numeric value has more decimal digits, it is rounded off. If it has less, zeroes are added to the right.

4. Press **RETURN** when you finish.

Percent

The Percent function automatically shows numbers as percentages. To do this, Whisperwriter multiplies the values by 100 and adds a percent sign (%) to the right of the number. The Percent function also provides decimal control.

1. Move the cursor to a corner of the range of cells where you want to show numbers as percentages. Press **MENU** to show the menu bar; choose Percent from the Style menu.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *The PERCENT dialog box appears:*

```
<< PERCENT >>

PERCENT DISPLAY:              [YES]
DECIMAL PLACES [0 ~ 5]:         0

Press SPACE to change setting and press RETURN.
```

3. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to alternate between YES and NO. Press the numeric keys to set the number of decimal places.

- **PERCENT DISPLAY:**

    YES—Cancels the settings of Fixed and Currency and enables the setting of the PERCENT dialog box. Numeric values are first multiplied by 100; then a percent symbol displays to the right of the value.

    NO—Cancels the percent settings and removes the percent sign.

- **DECIMAL PLACES [0-5]:** Displays the numeric value with the specified number of decimal places. If a numeric value has more decimal digits, it is rounded off. If it has less, zeroes are added to the right.
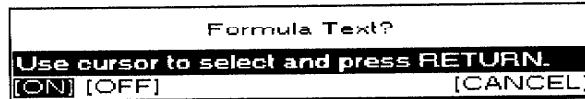
4. Press **RETURN** when you finish.

Formula Text

The Formula Text function allows you to display formulas (rather than their result) in cells. Use this feature to print all the formulas you have created.

1. Move the cursor to a corner of the range of cells where you want to display formulas in cells. Press **MENU** to show the menu bar; choose Formula Text from the Style menu.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. A *dialog box appears:*

```
┌─────────────────────────────────────────┐
│          Formula Text?                    │
│ Use cursor to select and press RETURN.    │
│ [ON] [OFF]                      [CANCEL]  │
└─────────────────────────────────────────┘
```

3. Select ON, OFF, or CANCEL and press **RETURN**.

   - **ON.** Displays formulas instead of their results.
   - **OFF.** Displays the result in any cell that was displaying a formula.
   - **CANCEL.** Returns to the previous display.

No Display

The No Display function allows you to hide the contents of cells. Use this function to hide cells used only for intermediate results that do not need to appear in your worksheet.

1. Move the cursor to a corner of the range of cells where you want to hide the contents of cells. Press **MENU** to show the menu bar; choose No Display from the Style menu.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. A *dialog box appears:*

```
┌─────────────────────────────────────────┐
│          No Display?                      │
│ Use cursor to select and press RETURN.    │
│ [ON] [OFF]                      [CANCEL]  │
└─────────────────────────────────────────┘
```

3. Select ON, OFF, or CANCEL and press **RETURN**.

   - **ON.** Changes the display so that the contents of all the cells in the range appear empty.
   - **OFF.** Displays the contents of all the cells.
   - **CANCEL.** Returns to the previous display.

All Off

The All Off function allows you to reset all the attributes of the selected cells to their default settings (underline off, bold off, fixed auto decimal, currency and percent off, no commas, formula text off, no display off).

1. Move the cursor to a corner of the range of cells you want to reset. Press **MENU** to show the menu bar; choose All Off from the Style menu.

2. Move the cursor to the opposite corner of the range of cells you want to format and press **RETURN**. *A dialog box appears:*
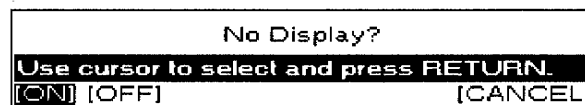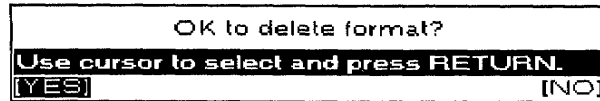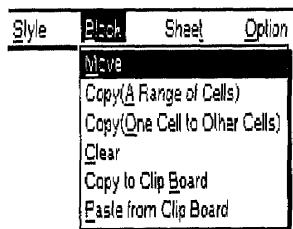
```
┌─────────────────────────────────────────────┐
│            OK to delete format?              │
├─────────────────────────────────────────────┤
│ Use cursor to select and press RETURN.       │
│ [YES]                                   [NO] │
└─────────────────────────────────────────────┘
```

- **YES.** Deletes all the Style settings and restores the default settings in the selected range.
- **NO.** Cancels the function and returns to the previous display.

Block Functions

Style	Block	Sheet	Option
	Move		
	Copy(A Range of Cells)		
	Copy(One Cell to Other Cells)		
	Clear		
	Copy to Clip Board		
	Paste from Clip Board		

You can press **CANCEL** *at any time to cancel the function.*

The Block operations move the Style settings of the individual cells with the cells.

Use the Block functions to change the location of a range of cells.

- **Move.** Moves a range of cells to another location. The original location is left empty.

- **Copy (A Range of Cells).** Copies a range of cells to another location. The original location is left unchanged.

- **Copy (One Cell to Other Cells).** Copies one cell to all the cells in a range.

- **Clear.** Empties all cells in a range.

- **Copy to Clip Board.** Copies a range of cells to the clip board.

- **Paste from Clip Board.** Pastes the contents of the clip board into the worksheet.

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 is updated accordingly. A cell with a relative address is updated to reflect most layout changes. However, there may be times that you do not want the cell address in the formula updated. A cell with an absolute address is generally not updated when you change the layout.

Cell addresses are considered relative unless a $ (dollar sign) is placed at the beginning of the cell address in the formula: A1 is a relative address; $A1 is an absolute address.

Move

The Move function allows you to move a range of cells to another location. The original cells are cleared.

1. Move the cursor to a corner of the range of cells you want to move. Press **MENU** to show the menu bar; choose Move from the Block menu (short cut: **CODE + E**). *This message appears:*

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

2. Move the cursor to the opposite corner of the range of cells you want to move and press **RETURN**. *This message appears:*

```
Move cursor to destination for blocked data and press RETURN.
```

3. Move the cursor to the upper left corner of the destination range and press **RETURN**.

   - If the new destination is such that the relocated data exceeds the limits of the worksheet, this message appears:

```
            Move canceled.
Range exceeds boundary of spreadsheet!
       Press any key to continue.
```

   - If the destination has protected cells (cells you cannot erase or overwrite without first removing the protection) data transfer is canceled and this message appears:

```
          Protected cell error!
       Press any key to continue.
```

Copy (A Range of Cells)

This function works like the move function except the original range of cells is not cleared.

1. Move the cursor to a corner of the range of cells you want to copy. Press **MENU** to show the menu bar; choose Copy (A Range of Cells) from the Block menu (short cut: **CODE + C**). *This message appears:*

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

2. Move the cursor to the opposite corner of the range of cells you want to copy and press **RETURN**. *This message appears:*

```
Move cursor to destination for blocked data and press RETURN.
```

3. Move the cursor to the upper left corner of the destination range and press **RETURN**.

- If the new destination is such that the relocated data exceeds the limits of the worksheet, this message appears:

```
            Copy canceled.
Range exceeds boundary of spreadsheet!
      Press any key to continue.
```

- If the amount of data that you try to copy is such that your file becomes too large, this message appears:

```
  Copy incomplete. Memory full!
    Press any key to continue.
```

If any key is pressed, the data that could be copied is displayed.

- If the destination has protected cells (cells you cannot erase or overwrite without first removing the protection) copy is performed only on unprotected cells and this message appears:

```
      Protected cell error!
   Press any key to continue.
```

Copy (One Cell to Other Cells)

This function allows you to copy one cell to all the cells of a specified range.

1. Move the cursor to the cell you want to copy. Press **MENU** to show the menu bar; choose Copy (One Cell to Other Cells) from the Block menu. Before pressing **MENU**, make sure the cursor is in the cell you want to copy. *This message appears:*

```
Move cursor to start of block to be copied and press RETURN.
```

2. Move the cursor to one corner of the destination range and press **RETURN**. *This message appears:*

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

3. Move the cursor to the opposite corner of the destination range and press **RETURN.**

- If the amount of data that you try to copy is such that your file becomes too large, this message appears:

```
Copy incomplete.  Memory full!
Press any key to continue.
```

If any key is pressed, the data that could be copied is displayed.

- If the destination has protected cells (cells you cannot erase or overwrite without first removing the protection) the copy procedure is performed only on unprotected cells and this message appears:

```
Protected cell error!
Press any key to continue.
```

Clear

This function clears all the cells in a range.

1. Move the cursor to a corner of the range of cells you want to clear. Press **MENU** to show the menu bar; choose Clear from the Block menu (short cut: **CODE + D**). *This message appears:*

```
Move cursor to end of block to be cleared and press RETURN.
```

2. Move the cursor to the opposite corner of the range of cells you want to clear and press **RETURN.** *A dialog box appears:*

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

3. Select YES or NO and press **RETURN.**

   YES. Clears the range.

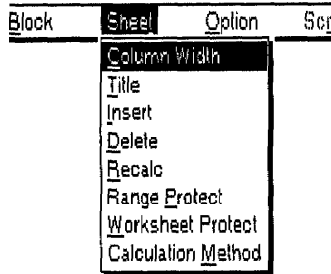   **NO.** Cancels the function and returns to the previous display.

   - If the selected range has protected cells (cells you cannot erase or overwrite without first removing the protection), only nonprotected cells are cleared and this message appears:

```
Protected cell error!
Press any key to continue.
```

Copy to Clip Board/Paste from Clip Board

These operations are described in "Clip Board" on page 223.

Sheet Functions

Block	Sheet	Option	Scr
	Column Width		
	Title		
	Insert		
	Delete		
	Recalc		
	Range Protect		
	Worksheet Protect		
	Calculation Method		

*When columns or rows are inserted or deleted from the worksheet, cells are renumbered. You can press **CANCEL** at any time to cancel these functions.*

Use the Sheet functions to adjust the width of columns, freeze, insert or remove rows and columns, recalculate the results of formulas, and protect important parts of the worksheet.

- **Column Width.** Changes the width of columns.

- **Title.** Freezes column(s) or row(s) on the screen so that the labels they contain are always visible when you scroll the worksheet. The same function is used to release frozen columns or rows.

- **Insert.** Inserts blank rows or columns in the middle of the worksheet.

- **Delete.** Removes columns or rows from the worksheet.

- **Recalc.** Updates the results of all formulas.

- **Range Protect.** Protects a range of cells against accidental deleting or overwriting. The same function removes the protection.

- **Worksheet Protect.** Enables or disables the protection of a range of cells from accidental deleting or overwriting.

- **Calculation Method.** Changes the method of calculation.

Column Width

This function allows you to change the width of columns. It applies to the entire selected column, from the top to the bottom of the worksheet.

1. Move the cursor to the leftmost or rightmost column where you want to change the width. Press **MENU** to show the menu bar; choose Column Width from the Sheet menu. *The COLUMN WIDTH dialog box appears:*

```
<< COLUMN WIDTH >>
HOW?:                          MANUAL
WHERE?:                        CHOICE

Press SPACE to change setting and press RETURN.
```

2. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to change the settings.

   - **HOW?:**

     MANUAL—Manually sets the width (you have to enter a value for the width).

     AUTO—Automatically sets the width (the width is set automatically so that the longest entry of the selected column[s] can fit).

     DEFAULT—Resets the width to 10 characters (default value).

   - **WHERE?:**

     CHOICE—Applies the change to specified column(s) only.

     GLOBAL—Applies the change to the entire worksheet.

3. Press **RETURN** when you finish.

		How		
		Manual	**Auto**	**Default**
Where	**Choice**	Select column(s). See step 4. Enter a value for the width. See step 5.	Select a range. See step 4.	Select column(s). See step 4.
	Global	Enter a value for the width. See step 5.	Operation is carried out immediately.	Operation is carried out immediately.

4. If you apply MANUAL or DEFAULT with CHOICE, the entire column is highlighted and this message appears:

```
Mark columns for width change and press RETURN.
```

Move the cursor horizontally to mark more columns, if necessary, and press **RETURN.**

If you apply AUTO with CHOICE, this message appears:

```
Press ←, → to mark columns for width change, ↑, ↓ to
mark rows for data scan.
```

Press ← and → to choose the columns. Press ↑ and ↓ to choose the length of the data scan range and press **RETURN.**

5. If you have to enter a value for the width, the COLUMN WIDTH SET dialog box appears:

```
<< COLUMN WIDTH SET >>

CHANGE COLUMN:          XX-XX
COLUMN WIDTH:           X█
Type number and press RETURN.
```

Type a number for the new column width and press **RETURN.**

- If you apply an AUTO width change to an empty column, the width of that column does not change.

- The maximum width of a column is 95 characters. The minimum width is one character. If you try to specify values outside this range, you hear a beep.

Title

The Title function freezes the first rows/columns of a large worksheet so that the titles they contain are always visible when you scroll the sheet.

1. Press **MENU** to show the menu bar; choose Title from the Sheet menu. *The TITLE dialog box appears:*

```
<< TITLE >>

TITLE FREEZE OR RELEASE:        FREEZE
DIRECTION:                      COLUMNS
Press SPACE to change setting and press RETURN.
```

2. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to change the settings.
   - **TITLE FREEZE OR RELEASE:**

     FREEZE—Freezes column(s) or row(s).

     RELEASE—Releases frozen columns or rows.

   - **DIRECTION:**

     COLUMNS—Applies the change to column(s) only.

     ROWS—Applies the change to row(s) only.

     BOTH—Applies the change to both column(s) and row(s).

3. Press **RETURN** when you finish.

   If you selected TITLE FREEZE OR RELEASE: RELEASE, the frozen column(s) or row(s) or both are released and this message appears:

   ```
   Frozen columns/rows have been released.
   ```

   If you selected TITLE FREEZE OR RELEASE: FREEZE, this message appears:

   ```
   Move cursor to right of the columns/one row below the rows
   to be frozen and press RETURN.
   ```

4. To freeze columns, move the cursor to the right of the last column to be frozen.

   > Example: To freeze columns A and B, move the cursor to column C.

   To freeze rows, move the cursor one row below the last row to be frozen.

   > Example: To freeze rows 1 and 2, move the cursor to row 3.

   To freeze both columns and rows, combine the procedures for columns and rows.

   > Example: To freeze column A and row 1, move the cursor to cell B2.

5. Press **RETURN**.
   - You cannot freeze rows when displaying two files at a time (Dual Screen mode). If you switch to the Dual Screen mode while rows are frozen, they are automatically released and this message appears when you switch between files with the Change Screen command:

   ```
   Frozen rows have been released.
   ```

Insert

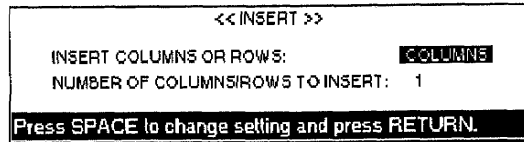This function inserts blank rows or columns in the middle of the worksheet.

1. Move the cursor to the cell where you want to insert rows or columns.

   > Example 1: To insert a row between rows 1 and 2, move the cursor to row 2.

Example 2: To insert a column between columns A and B, move the cursor to column B.

2. Press **MENU** to show the menu bar; choose Insert from the Sheet menu (short cut: **CODE + I**). *The INSERT dialog box appears:*

```
                       << INSERT >>

INSERT COLUMNS OR ROWS:              COLUMNS
NUMBER OF COLUMNS/ROWS TO INSERT:    1

Press SPACE to change setting and press RETURN.
```

3. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to alternate between COLUMNS and ROWS and type a number.

   - **INSERT COLUMNS OR ROWS:**

     COLUMNS—Inserts column(s).

     ROWS—Inserts row(s).

   - **NUMBER OF COLUMNS/ROWS TO INSERT:** Enter the number of columns or rows you want to insert (1–99).
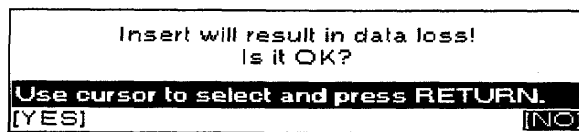
     When you insert a row between rows 1 and 2, a new empty row 2 is inserted, and subsequent rows are renumbered (old row 2 becomes new row 3, etc.).

     When you insert a column between columns A and B, a new empty column B is inserted, and subsequent columns are renumbered (old column B becoming new column C, etc.).

     Relative addresses in a formula are automatically adjusted.

     Example: C1 contains (A1+B1) and you insert a column between A and B. C1 becomes D1 and now contains (A1+C1).

   If the amount of columns or rows to be inserted is such that subsequent columns or rows that already contain data are pushed outside the limits of the worksheet, this dialog box appears:

```
        Insert will result in data loss!
                  Is it OK?

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

   If you select NO, insertion is canceled. If you select YES, insertion is performed with data lost, unless one or more cells among the data to be lost is protected, in which case this dialog box appears and insertion is canceled:

```
          Protected cell error!
        Press any key to continue.
```
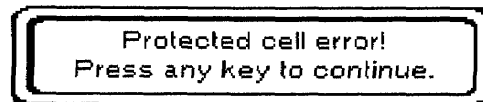
Delete

The Delete function removes columns or rows from the worksheet.

1. Move the cursor to the first column or row that you want to delete. Press **MENU** to show the menu bar; choose Delete from the Sheet menu. *The DELETE dialog box appears:*

```
                    << DELETE >>

        DELETE COLUMNS OR ROWS:              COLUMNS
        NUMBER OF COLUMNS/ROWS TO DELETE:  1

  Press SPACE to change setting and press RETURN.
```

2. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to alternate between COLUMNS and ROWS and type a number.

   - **DELETE COLUMNS OR ROWS:**

     COLUMNS—Deletes column(s).

     ROWS—Deletes row(s).

   - **NUMBER OF COLUMNS/ROWS TO DELETE:** Enter the number of columns or rows you want to delete (1-99).

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

```
                    Delete?

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

Select YES to delete or NO to cancel; then press **RETURN**.

- Relative addresses in a formula are automatically adjusted.

  Example: D1 contains (B1+C1) and you delete column A.
  D1 becomes C1 and now contains (A1+B1).

- After deletion, subsequent columns or rows are renumbered.

- If one or more cells among the data to be deleted are protected, this dialog box appears and deletion is canceled:

```
        Protected cell error!
        Press any key to continue.
```

Recalc

Whisperwriter constantly checks for the need to recalculate the entire worksheet. If recalculation is necessary, the dialog box below appears immediately before printing or immediately before sorting or selecting:

```
        The sheet needs recalculation.
                 Recalculate?

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

To recalculate, select YES and press **RETURN**. The message "Working ..." displays while recalculation is carried out.

If you do not want to recalculate, select NO and press **RETURN**.

- Recalculation is carried out first from top to bottom and then from left to right.

- The system performs recalculation of the worksheet twice. If you are using formulas referring to cells that refer to other cells, sometimes the system cannot give the correct results immediately. You may need to use the recalculation function again if your spreadsheet is using very complex formulas.

To recalculate manually, press **MENU** to show the menu bar; choose Recalc from the Sheet menu (short cut: **CODE + RETURN**).

The message "Working ..." displays while recalculation is carried out. When a file is opened that has not been recalculated but has been saved, the following message appears to prompt you to recalculate manually:

```
The sheet needs recalculation.  Recalculate.
```

Range Protect

This function protects a range of cells against accidental deleting or overwriting. The same function removes the protection. Three things to remember when using Range Protect are:

- When a cell is protected, you cannot delete or overwrite its contents. You also cannot delete the row or columns it is in.

- You can use the Range Protect function to avoid accidental deletion or modification of cells that contain complicated formulas.

- The cell can be updated by recalculation, but the formula itself cannot be changed.

  1. Move the cursor to one corner of the range you want to protect. Press **MENU** to show the menu bar; choose Range Protect from the Sheet menu. *This message appears:*

```
Move cursor to end of block to be protected on/off and
press RETURN.
```

  2. Move the cursor to the opposite corner of the range you want to protect and press **RETURN**. *A dialog box appears:*

```
                    Protect?
Use cursor to select and press RETURN.
[ON] [OFF]                          [CANCEL]
```

  3. Select ON, OFF, or CANCEL and press **RETURN**.
     - **ON.** Protects all the cells of the range.
     - **OFF.** Changes all the cells in the range to unprotected.
     - **CANCEL.** Returns to the screen before **MENU** was chosen.

Worksheet Protect

The Worksheet Protect function enables or disables the protection of a range of cells from accidental deleting or overwriting. When a worksheet is protected, you cannot delete or overwrite its contents.

1. Press **MENU** to show the menu bar; choose Worksheet Protect from the Sheet menu. *A dialog box appears:*
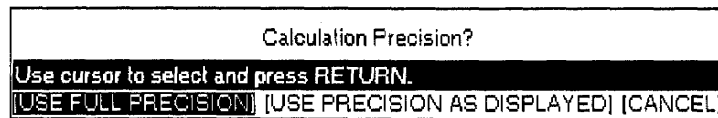
   ```
   Worksheet Protect?
   Use cursor to select and press RETURN.
   [ENABLE] [DISABLE]              [CANCEL]
   ```
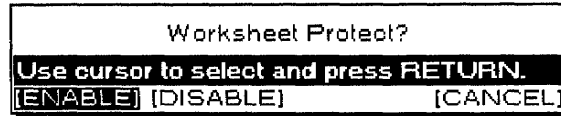
2. Select ENABLE, DISABLE, or CANCEL and press **RETURN**.
   - **ENABLE.** Turns on the Range Protect function.
   - **DISABLE.** Turns off the Range Protect function.
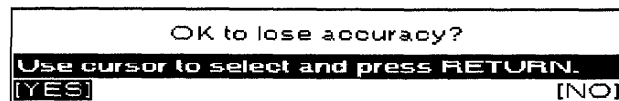   - **CANCEL.** Returns to the previous position before **MENU** was chosen.

Calculation Method

This function allows you to change the calculation method. This function is useful when you are using the Spreadsheet for financial purposes.

1. Press **MENU** to show the menu bar; choose Calculation Method from the Sheet menu. *This dialog box appears:*

   ```
   Calculation Precision?
   Use cursor to select and press RETURN.
   [USE FULL PRECISION] [USE PRECISION AS DISPLAYED] [CANCEL]
   ```

2. Select USE FULL PRECISION, USE PRECISION AS DISPLAYED, or CANCEL and press **RETURN**.
   - If you select USE FULL PRECISION, calculation is carried out precisely. (See the example on the next page.)
   - If you select USE PRECISION AS DISPLAYED, this dialog box appears:

   ```
   OK to lose accuracy?
   Use cursor to select and press RETURN.
   [YES]                                   [NO]
   ```

   YES. Calculation is carried out as displayed.
   NO. Cancels the function.
   - If you select CANCEL, you return to the previous position before **MENU** was chosen.

Example 1: USE FULL PRECISION

1. Enter 1/4 (0.25) in cell A1. (Decimal places: 1)

A1:	0.25							
	A	B	C	D	E	F	G	H
1	0.3							
2								

2. Enter 2 in cell B1.

B1:	2							
	A	B	C	D	E	F	G	H
1	0.3	2						
2								

3. Enter +A1*B1 in cell C1. The precise value stored in the cell is used for the calculation.

C1:	+A1*B1							
	A	B	C	D	E	F	G	H
1	0.3	2	0.5					
2								

Example 2: USE PRECISION AS DISPLAYED

1. Enter 1/4 (0.25) in cell A1. (Decimal places: 1)

A1:	0.25							
	A	B	C	D	E	F	G	H
1	0.3							
2								

2. Enter 2 in cell B1.

B1:	2							
	A	B	C	D	E	F	G	H
1	0.3	2						
2								

3. Enter +A1*B1 in cell C1. The displayed value is used for the calculation. This function is useful for financial purposes.

C1:	+A1*B1							
	A	B	C	D	E	F	G	H
1	0.3	2	0.6					
2								

Option Functions
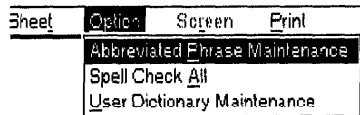
Use the Option functions to spell check your text and to maintain a User Dictionary or Abbreviated Phrase File.

- **Abbreviated Phrase Maintenance.** Edits the Abbreviated Phrase memory.
- **Spell Check All.** Spell checks the alphanumeric entries.
- **User Dictionary Maintenance.** Edits the User Dictionary.

Abbreviated Phrase Maintenance

Use the abbreviation function to type long strings faster. The Abbreviated Phrase memory can be edited from the Spreadsheet application the same as with the Word Processing application. For information, see "Understanding Abbreviated Phrase Memory" on page 81.

Spell Check All

This function starts the spell check feature. The operations are the same as in Word Processing. For information see "Spell Check All" on page 84.

- When an error is found, the cell is highlighted and its contents appear in the input area with the misspelled word highlighted.
- Frozen cells are not checked.
- You cannot correct a protected cell.
- You cannot enter more than 240 characters when retyping.

User Dictionary Maintenance

Operations are the same as in Word Processing. For information, see "User Dictionary Maintenance" on page 87.

Screen Functions
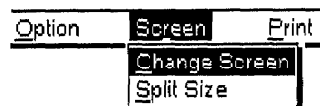
Use the Screen functions to control the display. This function is available only when working in Dual Screen mode.

- **Change Screen.** Changes the active file while working in Dual Screen mode.
- **Split Size (WP-7700CJ).** Adjusts the screen size while working in Dual Screen mode.

Change Screen

The operations are the same as in Word Processing. For information, see "Change Screen" on page 92.

- The short cut keys **CODE + Q** can be pressed only when you are in Command mode.
- If the file that becomes active is a Spreadsheet file, you are in Command mode.

Split Size (Model WP-7700CJ only)

The operations are the same as in Word Processing. For information, see "Split Size" on page 93.

Print Functions

Use the Print function to print a range of cells or the entire worksheet.

To specify print area, move the cursor to a corner of the range you want to print. Press **MENU** to show the menu bar; choose Print from the Print menu (short cut: **PRINT**). *The SPREADSHEET PRINT MENU dialog box appears:*

```
<< SPREADSHEET PRINT MENU >>

PRINT AREA:                    GLOBAL


PRINT POINT:                   12 POINT
PRINT QUALITY:                 MEDIUM



CUT SHEET FEEDER:              OFF
PAGE SETUP:                    LETTER PORTRAIT



Press SPACE to change setting and press RETURN.
```

Setting the Print Options

Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to select the desired options. Press **RETURN** when you finish.

Print Area

You can print a specified range or the entire worksheet.

To print the entire worksheet, press the **SPACEBAR** to display GLOBAL.

OR

To print a range of cells, follow the steps below:

1. Press the **SPACEBAR** to display RANGE (XX..XX).
2. Press → or **TAB**. *This message appears:*

```
Move cursor to end of block to be printed and press RETURN.
```

3. Move the cursor to the opposite corner of the range to be printed and press **RETURN**. The selected range now displays in the SPREADSHEET PRINT MENU next to the PRINT AREA heading. This range specification is saved along with your file and is not reset until you change it.

   The line under the PRINT AREA specification shows how many rows are going to print as well as the number of characters in the rows. This helps to prevent trying to print longer rows than can fit on the paper. (See "Page Setup" on the next page.)

Print Point

Press the **SPACEBAR** to select the size of the printed characters: 7, 10, or 12 points.

Print Quality

Press the **SPACEBAR** to select print quality: FINE, MEDIUM, or DRAFT. DRAFT prints faster and uses less ink. MEDIUM quality printing is between FINE and DRAFT. Use DRAFT for trial copies and FINE for final copies.

Print Frozen Title

If you change PRINT AREA from GLOBAL to RANGE (XX..XX), PRINT FROZEN TITLE appears on the menu. Press the **SPACEBAR** to select YES to print frozen title cells or NO if you do not want to print the frozen title cells. If PRINT FROZEN TITLE is set to YES, a line showing how many rows are going to print as well as the number of characters in the rows displays under PRINT FROZEN TITLE.

Cut Sheet Feeder

Set CUT SHEET FEEDER to ON to feed paper automatically with the cut sheet feeder or OFF to feed paper without the cut sheet feeder, or you can manually feed a single page with the cut sheet feeder.

Page Setup

The current paper size is indicated beside the PAGE SETUP heading in the SPREADSHEET PRINT MENU. If you change PRINT AREA from GLOBAL to RANGE (XX..XX), the maximum number of rows/characters that can print on a single page is indicated under the PAGE SETUP heading. Compare these numbers with the number of rows and characters in the current file to determine if all the data fits on a page. If the data cannot fit, it is cut off.

If the selected print area cannot fit, try to reduce the character size and/or change the PAGE SETUP.

Changing the Page Setup

To change the PAGE SETUP, go to the SPREADSHEET PRINT MENU and follow the steps below: (See "Print Functions" on page 137 to learn how to get to the SPREADSHEET PRINT MENU.)

1. Move the cursor down to PAGE SETUP; then press → or **TAB**. *The PAGE SETUP dialog box appears:*

```
                        << PAGE SETUP >>

    PAPER SIZE & ORIENTATION:              8.50
                                    |←————————————→|
       LETTER PORTRAIT                              ↑ 1.00↓
                                    ┌─────────────┐
       LETTER LANDSCAPE             │≡≡≡≡≡≡≡≡≡≡≡≡≡│
                                    │≡≡≡≡≡≡≡≡≡≡≡≡≡│
       A4 PORTRAIT                  │≡≡≡≡≡≡≡≡≡≡≡≡≡│    9.00 11.00
                                    │≡≡≡≡≡≡≡≡≡≡≡≡≡│
       A4 LANDSCAPE                 │≡≡≡≡≡≡≡≡≡≡≡≡≡│
                                    │≡≡≡≡≡≡≡≡≡≡≡≡≡│
       A5 PORTRAIT                  └─────────────┘  ↑ 1.00↓
       OTHER
                                  1.00     7.50        0.00

    Press ↑, ↓ to change setting and press RETURN.
    Press ←, → to move to another setting.
```

2. Press ↑ and ↓ to move the cursor to select the paper size and orientation. This determines the width and length of the paper and the margins.

3. Press the cursor keys to move the cursor to each entry field to type the desired values in inches.

   • You can move the cursor to the underlined fields only. The margin entry fields are always underlined. The width and length are underlined only if you select OTHER for the paper size.

   • Each field has room for five characters (four digits and a decimal point). Pressing **BACKSPACE** or **DELETE** clears the whole field.

   • If the data area width is less than one inch or the length is less than four inches, this message appears:

```
Incorrect setting!
```

   • With OTHER, if you set the width to more than 12 inches or the length to more than 14.33 inches, this message appears:

```
Incorrect setting!
```

   Adjust the left and right margins so you can print all of the row of your selected print area.

4. When you finish, press **RETURN** to return to the SPREADSHEET PRINT MENU.

Printing

*The maximum length of paper that can print is 14.33 inches.*

1. When all the settings of the SPREADSHEET PRINT MENU are complete, press **RETURN**. *This message appears:*

```
Insert paper and press RETURN.
```

2. Set paper according to the PAPER SIZE & ORIENTATION settings.

   If the paper size is less than 10.55 inches (Letter Portrait, A4 Portrait,& A5 Portrait), align the paper with mark A. (See below.)

   If the paper size is more than 10.55 inches, align the paper with mark B. If you still think the left margin is too large, align the paper with a more appropriate position.
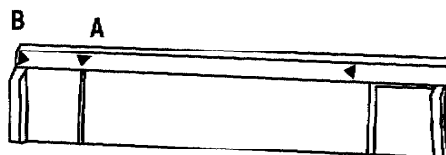
Press **P INS** to insert the paper and press **RETURN** to start printing.

- If you try to print a range but did not specify the range (the indication Row: and CHARACTER: shows XXX instead of actual settings), this message appears:

```
No range print area!  Press TAB then mark range for printing.
```

- If a whole row cannot fit between the left and right margins, the word processor prints the portion that can print and displays this message:

```
Line(s) truncated.
```

- During printing, press **CANCEL** to stop printing.

4 Addressbook

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

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

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

Starting Addressbook

To create a new Addressbook file or recall a stored Addressbook file:

1. Turn the power on to display the Main Menu.
2. To retrieve an Addressbook file from a diskette, insert that diskette into the disk drive.
3. Press **3** or the cursor keys to select the Addressbook icon and press **RETURN**. *If you insert a diskette, the list of the Addressbook files stored on the diskette appears.*
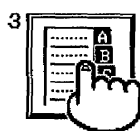
Addressbook

If you get a message that you have an unformatted or damaged diskette, either replace the diskette with another or go to page 25 in Getting Started for instructions on how to initialize a diskette.

Remember that you can press CODE + H to get on-screen help.
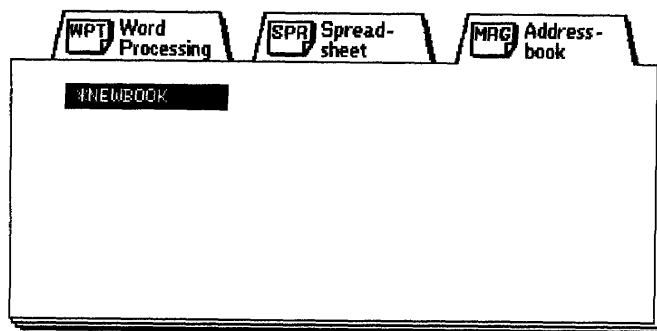
4. To open a stored file, press the cursor keys to select the file you want to retrieve and press **RETURN**. To open a new document, press **RETURN** with *NEWBOOK selected. *If you retrieve an existing Addressbook file, the View screen appears. If you start a *NEWBOOK, the Data Input screen appears, and you can enter your first record.*

Addressbook Screens ──────────────────────────

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

View Screen

To view both screens at the same time, press MENU to show the menu bar; choose Open File for Dual from the File menu. If the View screen displays at the bottom, press RETURN to display the Data Input screen.

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

a	b	c	d	e	f	g
MR/MS	LAST NAME	FIRST NAME	TELEPHONE	FAX NO.	TITLE	COMPANY
Mr	Fletcher	Lawrence	201-272-5110			
Mr	Connelly	Patrick	212-308-5250	210-308-5050	Director	The Bank
Mr	Blay	Harrison				
Mr	Weaver	Anthony	313-267-3550	313-267-6242	Manager	FMK
Mrs	Johnson	Elizabeth	914-765-0677	914-765-0666	Designer	Internat
Mr	Glenn	Kevin	212-696-9700	212-696-9800	President	Public R
Miss	Andrews	Barbara	609-267-6242			

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

The check marks at the left of the records indicate they are selected for printing. (A new record that you create is automatically selected for printing.) For more information about selecting a record for printing, see page 150.

Data Input Screen

To view both screens at the same time, press MENU to show the menu bar; choose Open File for Dual from the File menu. If the Data Input screen displays at the bottom, press CODE + RETURN to display the View screen.

The Data Input screen appears when you open a new file. It is used for creating a new record for an Addressbook file.

MR/MS	Mr
LAST NAME	Fletcher
FIRST NAME	Lawrence
TELEPHONE	201-272-5110
FAX NO.	
TITLE	
COMPANY	
ADDRESS	38-25 Woodside Avenue, Woodside
CITY	New York
STATE	New York
ZIP	11377

The Data Input screen appears when you open a new file. It displays the empty record where you enter the data of that record. You can edit the data after it is entered.
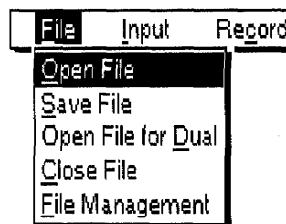
Working with Addressbook

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

- The width of a column can be set between one and 71 characters.

- You can have a maximum of 20 different labels.
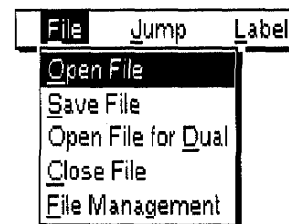
- The maximum length of a label name is 12 characters.

File

The File menu is available on both the View and Data Input screens. Use the File menu to open, save, or close your files and to return to the Main Menu or go to the File Management mode. These functions work the same as in the Word Processing application. For more information, see "Using the File Functions" on page 44.
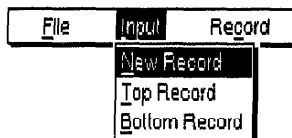
File	Input	Record
Open File		
Save File		
Open File for Dual		
Close File		
File Management		

View Menu

File	Jump	Label
Open File		
Save File		
Open File for Dual		
Close File		
File Management		

Data Input Menu

Input Functions (View Screen)

File	Input	Record
New Record		
Top Record		
Bottom Record		

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

- **New Record.** Creates a new record.

- **Top Record.** Jumps to the first record.

- **Bottom Record.** Jumps to the last record.

New Record

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

Press **MENU** to show the menu bar; choose New Record from the Input menu (short cut: **CODE + R**). *This switches the display to the Data Input screen.*

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

Top Record

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

Press **MENU** to show the menu bar; choose Top Record from the Input menu.

Bottom Record

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

Press **MENU** to show the menu bar; choose Bottom Record from the Input menu.

Record Functions (View Screen)

Input	Record	Label	Edit
	Move		
	Copy		
	Delete		
	Copy to Clip Board		
	Paste from Clip Board		
	Insert		

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

- **Move.** Moves records from one location to another location in Addressbook.

- **Copy.** Copies a block of records to another location. The original records are not changed.

- **Delete.** Removes a block of records.

- **Copy to Clip Board.** Copies a block of records to the Clip Board.

- **Paste from Clip Board.** Pastes the contents of the Clip Board into the Addressbook.

- **Insert.** Inserts a blank record.

Move

This function removes a block of records from its original position and inserts it at another location.

1. To move records, position the cursor on the first record to be moved.
2. Press **MENU** to show the menu bar; choose Move from the Record menu (short cut: **CODE + E**). *This message appears:*

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

3. Move the cursor to the end of the block. *As the cursor moves, the text is highlighted.*

4. Press **RETURN** when the desired block is highlighted. *This message appears:*

```
Move cursor to destination for blocked record and press RETURN.
```

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

Copy

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

1. To copy records, position the cursor on the first record to be copied.
2. Press **MENU** to show the menu bar; choose Copy from the Record menu (short cut: **CODE + C**). *This message appears:*

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

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

```
Move cursor to destination for blocked record and press RETURN.
```

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

Delete

This function removes a block of records.

1. To delete records, position the cursor on the first record to be deleted.
2. Press **MENU** to show the menu bar; choose Delete from the Record menu (short cut: **CODE + D**). *This message appears:*

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

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

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

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

## Copy to Clip Board/Paste from Clip Board

These operations are described in "Clip Board" on page 223.

Insert

This function inserts a blank record.

1. Move the cursor to the position where you want a blank record.
2. Press **MENU** to show the menu bar; choose Insert from the Record menu. (short cut: **CODE + I**). *A blank record appears at the selected position.*

Label Functions (View Screen)

Record	Label	Edit	Screen	P
	Insert Label			
	Delete Label			
	Change Label Name & Width			
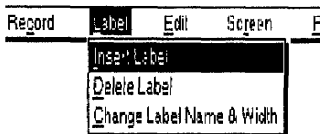
Use the Label functions to create, change, or delete labels. The labels are the names at the top of each column.

* **Insert Label.** Creates a new label.

* **Delete Label.** Deletes a specified label.

* **Change Label Name & Width.** Edits a label name and changes the label width.

Insert Label

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

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

```
Move cursor to position for insert label and press RETURN.
```

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

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

```
<< INSERT LABEL >>

LABEL NAME:     ▮_____
LABEL WIDTH:    12

Type label name and press RETURN.
```

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

Delete Label

This function removes columns of information together with their labels.

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

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

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

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

3. Move the cursor horizontally to the end of the block of labels you want deleted. *As the cursor moves, the selected labels are highlighted.*

4. Press **RETURN** when the desired block is highlighted. *The word processor asks you to confirm.*

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

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

Change Label Name & Width

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

This function changes a label name and/or width.

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

```
Move cursor to position for change and press RETURN.
```

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

```
            << CHANGE LABEL >>
     LABEL NAME:      BIRTHDAY▉__
     LABEL WIDTH:     12
Type label name and press RETURN.
```

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

Edit Functions (View Screen)

```
Label   Edit    Screen
        Sort
        Select
```

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

* **Sort.** Sorts the records.

* **Select.** Selects records.

Sort records

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

This function rearranges the records in alphabetic order.

1. Press **MENU** to show the menu bar; choose Sort from the Edit menu. *This message appears:*

   ```
   Move cursor to primary sort label and press RETURN.
   ```

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

   ```
   Move cursor to secondary sort label and press RETURN.
   ```

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

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

4. Press ← and → to select and press **RETURN** when you are finished.

   * **ASCENDING.** Normal alphabetic order (A-Z).
   * **DESCENDING.** Reverse alphabetic order (Z-A).
   * **CANCEL.** Cancels the function.

Select records

This function selects records that match specified conditions. When the records are found, you can print them or copy them to the Clip Board.

1. Press **MENU** to show the menu bar; choose Select from the Edit menu. *A dialog box appears:*

```
              << SELECT >>

     MR/MS          ▌

     LAST NAME      _____

     FIRST NAME     _____

     TELEPHONE      _____

     FAX NO.        _____

     TITLE          _____

     COMPANY        _____

     ADDRESS        _____

     CITY           _____

     STATE          _____

     ZIP            _____

 Type character and press RETURN.
```

2. Press ↑ and ↓ to move to the desired entry field. Type the desired conditions.

3. Press **RETURN**. *All entries that match your conditions are selected.*

   A message tells you if the Addressbook cannot find any record that matches the conditions.

If the Addressbook can find record(s) that match the conditions, those records appear in the SELECTED DATA dialog box:

```
                 << SELECTED DATA:   6 >>

  | a      | b         | c         | d            |
  | MR/MS  | LAST NAME | FIRST NAME| TELEPHONE    |
  | Mr     | Fletcher  | Lawrence  | 201-272-5110 |
  | Mr     | Connelly  | Patrick   | 212-308-5250 |
  | Mr     | Glay      | Harrison  |              |

 Use cursor to select and press RETURN.
 Press CODE + ↑, ↓, ←, → to view SELECTED DATA.
 [EXIT] [PRINT] [COPY TO CLIP]              [CANCEL]
```

4. If necessary, press **CODE +** the cursor keys to scroll through the displayed data. Press ← and → to select an option and press **RETURN**.

For details about the Clip Board, see page 223.

   - **EXIT.** Returns to the View screen.
   - **PRINT.** Prints the selected data.
   - **COPY TO CLIP.** Copies the selected data to the clip board. Once the data is stored in the clip board, you can paste it into another file.
   - **CANCEL.** Cancels the function.

Screen Functions (View Screen)

| Edit	Screen	Print
	Change Screen	
	Split Size	

Basically, the Screen functions are the same as in the Word Processing application. For more information, see "Using the Screen Functions" on page 92.

Use the Screen functions to control the display. (This function is available only in Dual Screen mode.)

- **Change Screens.** Swaps the active file while working in Dual Screen mode.

- **Split Size** . Adjusts the screen size while working in Dual Screen mode.

Print Functions (View Screen)

Print
Print
Print Record ON/OFF
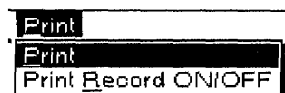
Use the Print functions below to select records for printing and to print your Addressbook:

- **Print.** The print function prints envelope labels (LABEL printing) or a list of records (LIST printing).

- **Print Record ON/OFF.** Sets the check mark (✔) to turn printing on or off.

Printing labels

1. Press **MENU** to show the menu bar; choose Print from the Print menu (short cut: **PRINT**). *The ADDRESSBOOK PRINT MENU appears:*

```
<< ADDRESSBOOK PRINT MENU >>

PRINT APPLICATION:           LABEL

PRINT RECORD:                ALL

PRINT POINT:                 12 POINT

PRINT QUALITY:               MEDIUM

CUT SHEET FEEDER:            OFF

NUMBER OF COPIES:             1

LABEL SIZE:                  2 5/8 X 1

NUMBER OF LABELS ACROSS:     3

Press SPACE to change setting and press RETURN.
```

2. Press the cursor keys to move the cursor to the desired setting. Press the **SPACEBAR** to change the setting or type the desired value. Press **RETURN** when you finish.

   - **PRINT APPLICATION:**

     LABEL—Prints envelope labels.

     LIST—Prints a list of the records.

   - **PRINT RECORD:**

     ALL—Prints all records.

     SELECTABLE(✔)—Prints records selected with a check mark.

   - **PRINT POINT:**

     12, 10, 7 POINTS—Selects the character size.

NOTE: We recommend that you use name brand laser printer labels such as Avery. High quality white labels work better than clear labels.

- **PRINT QUALITY:**

  FINE—For final quality printing.

  MEDIUM—For average quality printing.

  DRAFT—For trial printing.

- **CUT SHEET FEEDER:**

  OFF—Cut sheet feeder is not attached, or you are using manual paper feed with the cut sheet feeder.

  ON—Cut sheet feeder is attached and you want to use it for automatic paper feed.

- **NUMBER OF COPIES:**

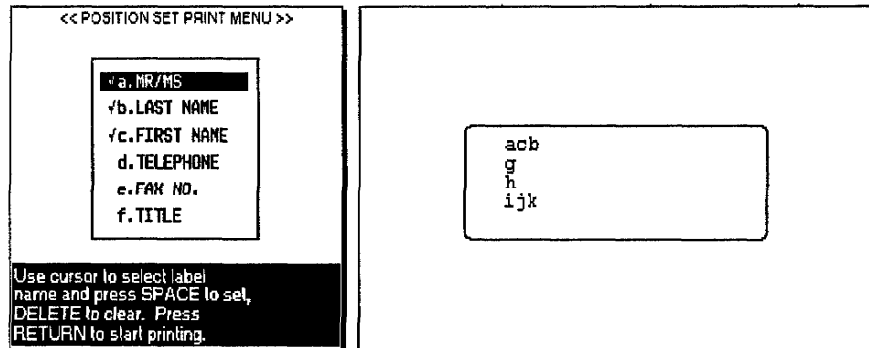 The number of times the paper is to print maximum 999). In the label printing, the number of times the label is to print.

- **LABEL SIZE:**

  2 5/8 × 1, 4 × 1 1/3, 4 × 1, or 4 × 2—The size of the labels is in inches. Three 2 5/8 × 1 inch labels fit across the page. The other sizes allow only two labels to fit across the page.

- **NUMBER OF LABELS ACROSS:**

  3, 1, or 2—If the size is 2 5/8 × 1, three labels can fit across the page; with other sizes, only two labels can fit across the page.

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

```
<< POSITION SET PRINT MENU >>

   ┌──────────────────┐          ┌──────────────────────────┐
   │ ☞ a.MR/MS        │          │  acb                     │
   │ ✓b.LAST NAME     │          │  g                       │
   │ ✓c.FIRST NAME    │          │  h                       │
   │ d.TELEPHONE      │          │  ijk                     │
   │ e.FAX NO.        │          │                          │
   │ f.TITLE          │          └──────────────────────────┘
   └──────────────────┘

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

This dialog box allows you to decide the contents and structure of the labels. The left box displays the list of titles (labels) of the current Addressbook file, preceded by a small letter. The right box shows the contents and structure of the label. For example, the first line, acb, means that the first line of the labels consists of Mr. or Ms. followed by the first name and last name. A blank space is automatically added between each item.

The default settings correspond to the standard format for envelope labels in the U.S.A. If this is what you need, you can press **RETURN** to start printing. *The Addressbook application asks you to insert paper.* See "To Start Printing" on page 154.

Changing label settings

1. Press ↑ and ↓ to move the cursor to the desired label name in the POSITION SET PRINT MENU.

2. **To remove a label name that is already set,** press **DELETE**. *The check mark on the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.*

   To set a label name, press the **SPACEBAR** and the cursor appears in the right box. Use the cursor keys to move the cursor in the right box to the desired position and press **RETURN** to confirm the setting. When the cursor appears in the left box, a ✔ appears.

3. Repeat steps 1 and 2 to get all necessary items at the correct location.

4. To start printing, press **RETURN** when the cursor is not in the right box. *Addressbook asks you to insert paper.* See "To Start Printing" on page 154.

Printing a list

1. Press **MENU** to show the menu bar; choose Print from the Print menu (short cut key: **PRINT**). *The ADDRESSBOOK PRINT MENU appears:*

```
<< ADDRESSBOOK PRINT MENU >>

PRINT APPLICATION:        LABEL
PRINT RECORD:             ALL
PRINT POINT:              12 POINT
PRINT QUALITY:            MEDIUM
CUT SHEET FEEDER:         OFF
NUMBER OF COPIES:          1
LABEL SIZE:               2 5/8 X 1
NUMBER OF LABELS ACROSS:  3

Press SPACE to change setting and press RETURN.
```

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

```
<< ADDRESSBOOK PRINT MENU >>

PRINT APPLICATION:        LIST
PRINT RECORD:             SELECTABLE(✓)
PRINT POINT:              12 POINT
PRINT QUALITY:            MEDIUM
CUT SHEET FEEDER:         OFF
NUMBER OF COPIES:          1
PAGE SETUP:               LETTER PORTRAIT

Press SPACE to change setting and press RETURN.
```

Changing page setup

1. Move the cursor to PAGE SETUP on the ADDRESSBOOK PRINT MENU and press → or **TAB** to change the page setup. *The PAGE SETUP dialog box appears:*
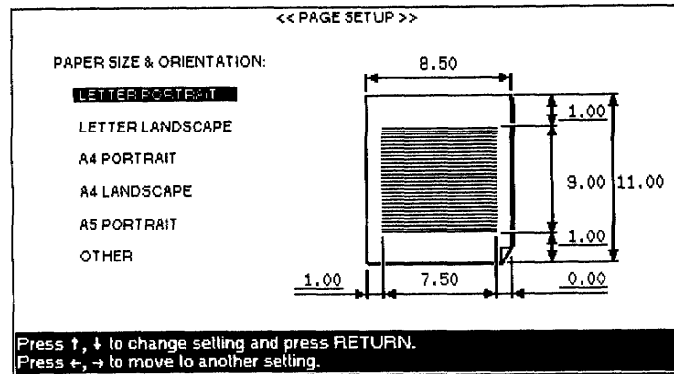
```
                        << PAGE SETUP >>

PAPER SIZE & ORIENTATION:              8.50

   LETTER PORTRAIT                                    1.00

   LETTER LANDSCAPE

   A4 PORTRAIT

   A4 LANDSCAPE                               9.00  11.00

   A5 PORTRAIT                                        1.00

   OTHER
                          1.00    7.50          0.00

Press ↑, ↓ to change setting and press RETURN.
Press ←, → to move to another setting.
```

2. Press ↑ and ↓ to select the paper size and orientation. This determines the width and length of the paper and the margins.

3. Press the cursor keys to move the cursor to the entry field for each margin setting and type the desired values in inches.

   • You can move the cursor to the underlined fields only. The margin entry fields are always underlined. The width and length are underlined only if you select OTHER for the paper size.

   • Each field has room for five characters (four digits and a decimal point). Pressing **BACKSPACE** or **DELETE** clears the whole field.

   • If the DATA AREA width is less than one inch or its length is less than 4 inches, this message appears:

   ```
   Incorrect setting!
   ```

   • With OTHER, if you set the width to more than 12 inches or the length to more than 14.33 inches, this message appears:

   ```
   Incorrect setting!
   ```

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

5. Press **RETURN** to display the LABEL SET PRINT MENU where you decide contents and structure of the list you want to print. The left box displays the list of labels of the current Addressbook file, preceded with a small letter. The right box shows the contents and structure of the list.

```
<< LABEL SET PRINT MENU >>

   a.MR/MS
   b.LAST NAME
   c.FIRST NAME
   d.TELEPHONE
   e.FAX NO.
   f.TITLE

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

```
SETTING CHARACTER:     0
PRINTABLE CHARACTER:  75
```
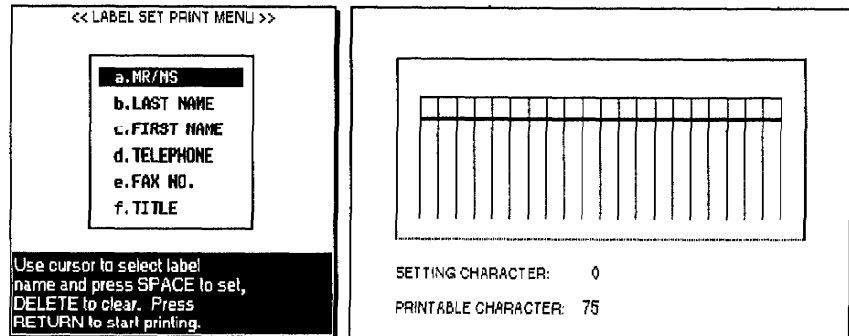
Changing label print settings

1. Move the cursor to the desired label name on the left box of the LABEL SET PRINT dialog box.

2. **To remove a label name that is already set**, press **DELETE**. *The check mark at the left of the label name disappears, and the small letter corresponding to that label is removed from the right box.*

   To set a label name, press the **SPACEBAR** and the cursor appears in the right box. Use the cursor keys to move the cursor in the right box to the desired position and press **RETURN** to confirm the setting. *When the cursor moves to the left box, a ✔ appears.*

3. Repeat steps 1 and 2 to get all necessary items in the correct location.

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

To start printing

1. Press **RETURN** while the cursor is not in the right box. *Addressbook asks you to insert paper.*

```
Insert paper and press RETURN.
```

2. Set paper according to the PAPER SIZE & ORIENTATION settings. If the paper size is less than 10.55 inches (Letter Portrait, A4 Portrait, & A5 Portrait), align the paper with mark A. See illustration below. If paper size is more than 10.55 inches, align paper with mark B. If the left margin is too large, align paper with the appropriate position.
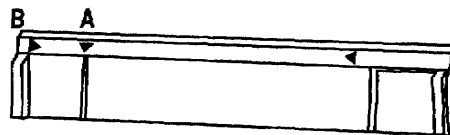
Press **P INS** to insert the paper and press **RETURN** to start printing.

To stop printing

When label or list printing starts, this message appears:

```
Printing....press CANCEL to stop printing.
```

You can press **CANCEL** to cancel printing. *This dialog box appears:*

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

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

Selecting records for merge printing

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

During merge printing in the Word Processing application, records without the check mark are ignored.

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

A check mark to the left of a record indicates that the record is active. You may select only certain records for merge printing. (A new record is automatically active.)

To select records for printing:

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

```
How do you set print record on/off?
Use cursor to select and press RETURN.
[CHOICE] [ALL RECORD ON] [ALL RECORD OFF] [CANCEL]
```

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

   When you select CHOICE, this message appears:

   ```
   Use cursor to select and press SPACE for print record on/
   off. Press RETURN.
   ```

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

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

Jump Functions (Data Input Screen)

File	Jump	Label

- New Record
- Top Record
- Bottom Record
- Search

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

- **New Record.** Creates a new record.

- **Top Record.** Displays the first record.

- **Bottom Record.** Displays the last record.

- **Search.** Searches for a piece of information.

You can also press
CODE + G + ↑ *to jump to the top record or* ***CODE + G + ↓*** *to jump to the bottom record.*

The first three functions—New Record, Top Record, and Bottom Record—work the same way as the functions on the View screen. For information, see "Input Functions (View Screen)" on page 143.

Search

This function searches for a specified text string.

1. Press **MENU** to show the menu bar; choose Search from the Jump menu. *The Search dialog box appears.*

2. Define the search string and other parameters as you would in the Word Processing application. For information, see "Search" on page 52. *When an occurrence of the specified string is found, this dialog box appears:*

```
            Next search?
Use cursor to select and press RETURN.
YES                              [NO]
```

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

```
Word(s) not found.
```

Label Functions (Data Input Screen)

Jump	Label	Option	Screen

- Insert Label
- Delete Label
- Change Label Name & Width

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

- **Insert Label.** Creates a new label.

- **Delete Label.** Deletes a label.

- **Change Label Name & Width.** Edits a label and changes the column width.
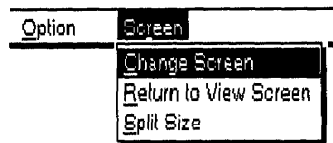
All these functions work the same way as on the View screen. For information, see "Label Functions (View Screen)" on page 146.

Option Functions (Data Input Screen)

The Option menu has only one function: Abbreviated Phrase Maintenance. For more information, see "Abbreviated Phrase Memory" on page 81.

Screen Functions (Data Input Screen)

Use the Screen functions to control the display.

- **Change Screen.** Swaps the active file while working in Dual Screen mode.

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

- **Split Size** . Adjusts the screen size while working in Dual Screen mode.

The Screen functions are the same as in the Word Processing application for Change Screen and Split Size. For information, see "Using the Screen Functions" on page 92.

Return to View Screen

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

Press **MENU** to show the menu bar; choose Return to View Screen from the Screen menu (short cut: **CODE + RETURN**). *The View screen appears.*

Addressbook 158

5 Template

The Template icon on the Main Menu allows you to open sample files for the Word Processing, Spreadsheet, or Addressbook applications.

A template is a file that contains a predefined format for a type of document. Some example templates include purchase order forms, fax cover sheet forms, party invitations, etc.

To use a template, open the template file, make any changes you would like, and then save the revised file under a new file name. You cannot change the original template file. You can use these templates over and over again.

The first template file is named "-README." You can print this file for a complete list of all template files contained on your diskette.

Opening a Template File

4
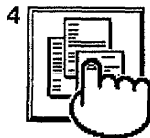
Template

When a template file is opened, the file name extension is replaced, and the file can be edited in the same way as a normal WPT/SPR/MRG file. When saving, save the file with a new file name.

You should first open and read the template file named "-README." This file is a list of all template files on diskette.

1. Turn on the power to display the Main Menu.
2. Insert the Template diskette into the disk drive.
3. Press **4** or use the cursor keys to select the Template icon and press **RETURN**. *The list of the word processing template files stored on the diskette appears.*

   The template file name extensions are:
   - **WP1**—Word Processing
   - **SP1**—Spreadsheet
   - **MR1**—Addressbook

   Files with different file name extensions do not appear on the file index dialog box.

4. To select the application, press ← and → to select the desired title; then press ↓ or **RETURN**.

5. Press the cursor keys to select a template and press **RETURN**. *The file opens and you can start editing.*

Template 160

6 Typewriter

## Starting the Typewriter Application

5 Typewriter

1. Turn on the power to display the Main Menu.
2. Press **5** or use the cursor keys to select the Typewriter icon and press **RETURN**. *This message appears:*

> Remove Cut Sheet Feeder, if attached.
> TW mode automatically sets feeder to OFF.
> Press any key to continue.

Remove the cut sheet feeder before you start Typewriter to avoid a paper jam. For instructions on removing the cut sheet feeder, see page 16.

3. Press any key to start Typewriter.

Typewriter Input/Edit Screen ───────────────────────
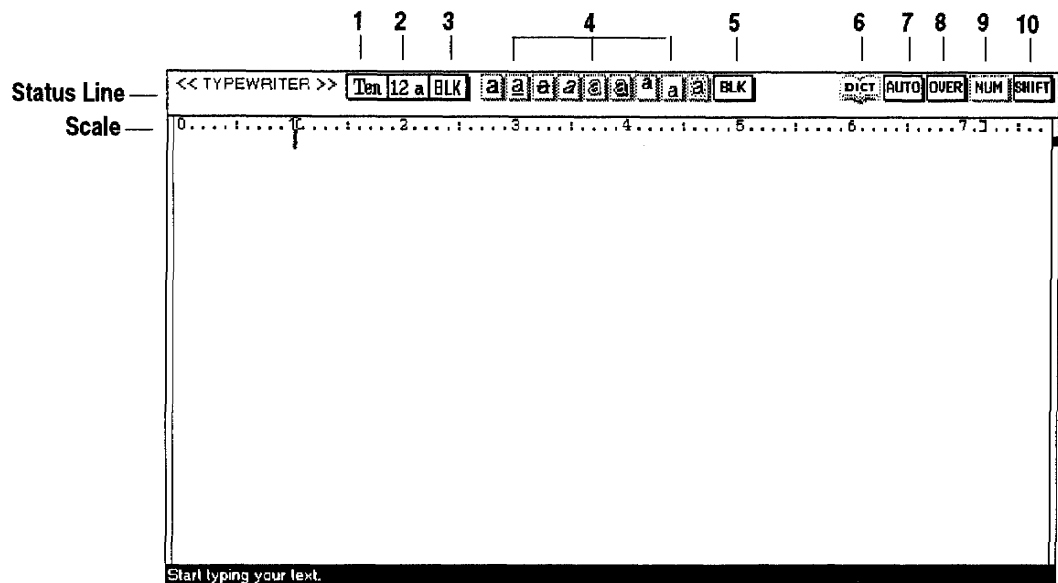
Status Line. The indicators on the status line show your current document settings. From left to right they are:

1 Font name—The font name currently in use.

2 Font size—The font size (in points) and font mode (double width or double height).

3 Font color—The text color.

4 Type Styles—The highlighted indicators (framed with a solid line) show which type style is active. The available type styles, from left to right, are bold, underline, strike-out, italic, outline, shadow, superscript, subscript, and shading.

5 Attribute color—Color of strikeout, underline, or shading.

6 Spell Check—Is highlighted (framed with a solid line) when Spell Check is monitoring your typing.

7 Auto Return or Justify—Tells you when you are in either the Auto Return (AUTO) or Justify (JUST) mode.

8 Insert or Overwrite—Tells you when you are in either the Insert (INS) or Overwrite (OVER) mode.

9 Numeric Lock—Is highlighted (framed with a solid line) when the keyboard is locked in Numeric mode. (The keypads will be active. See page 28 in "Getting Started" for more information.)

10 Capital Lock—Is highlighted (framed with a solid line) when **SHIFT** is pressed (SHIFT) or **SHIFTLOCK** is pressed and the system is locked in Capital mode (CAPS).

Scale. The scale on the screen of the word processor is the electronic equivalent of the scale on the top of a typewriter. It assists in determining the position of a character on a page. The numbers indicate the position from the left edge of the paper. There are other symbols that remind you of format settings: left margin [[ ], right margin [ ]], normal tab [↓], center tab [↓], leader tab [↓], and decimal tab [↓]. The scale can be disabled to get one additional line on the screen for your text.

Hot Zone

The word processor beeps when the cursor enters the hot zone. The hot zone starts 0.6 inch before the right margin.

Basic Typing

The maximum length of paper for printing is 14.33 inches.

1. Align paper against the paper support marks.

   If the paper width is less than 10.55 inches (Letter Portrait, A4 Portrait, & A5 Portrait), align the paper with mark A.

   If the paper width is more than 10.55 inches, align the paper with mark B. If the left margin is too large, adjust the paper to the appropriate position.
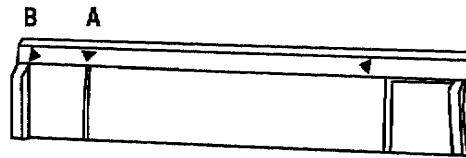
2. Press **P INS** to insert the paper.

3. Type your text. You can start typing about one inch from the top of the paper. *The text displays on the screen.*

   If you make a mistake, press **BACKSPACE, DELETE, WORD OUT,** or **LINE OUT** to erase.

4. To print what you have typed, press **RETURN or PRINT**. Printing starts automatically if you type the text beyond the right margin when the Auto Return is set to ON.

The difference between "RETURN" and "PRINT" is as follows:

- **RETURN.** If there are more than two lines of data on the screen, only the first line prints.

- **PRINT.** If there are more than two lines of data on the screen, all data on the screen prints.

Edit Functions

```
Edit    Style    Option
Centering
Right Margin Flush
Auto Return ON/OFF
Justify
Find Position
Return to Main Menu
```
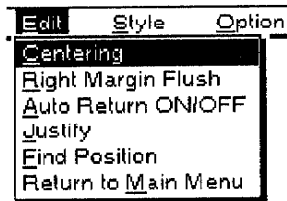
Use the Edit functions to change the appearance of your text.

- **Centering.** Centers text between margins.
- **Right Margin Flush.** Aligns text flush or even with the right margin.
- **Auto Return ON/OFF.** Prints the existing text and goes to the next line if you type the text beyond the right margin.
- **Justify.** Adds extra space between words so that the last character of a line is aligned with the right margin.
- **Find Position.** Moves the carriage to the position on the paper that corresponds to the cursor position on the screen.
- **Return to Main Menu.** Returns to the Main Menu.

For information on Centering, Right Margin Flush, and Justify, see "Using the Edit Functions" in Word Processing on page 50.

Auto Return ON/OFF

When this function is turned on, the carrier automatically returns to the left margin when you type the text beyond the right margin. The Auto Return ON/OFF command turns this function on and off.

To turn on Auto Return ON/OFF:

Press **MENU** to show the menu bar; choose Auto Return ON/OFF from the Edit menu or press **CODE + J**. Pressing **CODE + J** changes the settings through the following cycle:

→ Auto Return ON → Justify → Auto Return OFF ┐

Find Position

This function allows you to place text exactly where you need it for filling out forms.

1. Insert paper using **P INS** and press **CODE + P UP** to reach the line where you want to enter text. Then note the position on the top cover ruler where the first letter of the first word will begin.

After 10 seconds, the carriage returns to the right end position.

2. At the top of the screen, find the same position on the ruler. Using the **SPACEBAR**, place the cursor in this position.

3. Press **MENU** to show the menu bar; choose **F** for Find Position from the Edit menu. *The "Find Position arrow" on the ink-jet cartridge bracket moves to the position on the paper that corresponds to the cursor location on the screen.*

Find Position arrow

Ink-jet cartridge

Text will appear above this line.
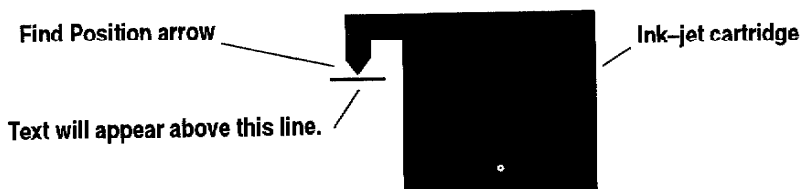
4. Press **CODE + P UP** and **CODE + P DOWN** to move the paper so that the tip of the Find Position arrow is just above the blank line you want to fill.

5. If this is the location where you want text to begin, type your text and press **RETURN**. *The text prints at the desired location on the form.*

Return to Main Menu

Use this function to return to the Main Menu screen. Press **MENU** to show the menu bar; choose Return to Main Menu from the Edit menu.

If data is still on the screen, the word processor prints the page before quitting the Typewriter application.

Style Functions

Edit	Style	Option
	Type Style Change	
	Font & Size	
	Color	
	Margins & Tabs	
	Line Spacing	
	Page Setup	

Use the Style functions to change the appearance of your document.

- **Type Style Change.** Allows you to switch type style attributes on and off. Examples of these attributes include Bold, Italic, etc.

- **Font & Size.** Allows you to select font type, size, and mode.

- **Color.** Allows you to select the color of text and attributes.

- **Margins & Tabs.** Allows you to set left and right margins and tabs.

- **Line Spacing.** Allows you to set the line spacing.

- **Page Setup.** Allows you to select paper size, orientation, and top and bottom margins.

For information on each function, see "Using the Style Functions" in Word Processing on page 59.

Option Functions

```
┌─────────────────────────────┐
│ Option                       │
├─────────────────────────────┤
│ Abbreviated Phrase Maintenance │
│ Spell Check All              │
│ Check during Typing ON/OFF   │
│ User Dictionary Maintenance  │
│ Type Thesaurus               │
│ Edit Thesaurus               │
└─────────────────────────────┘
```
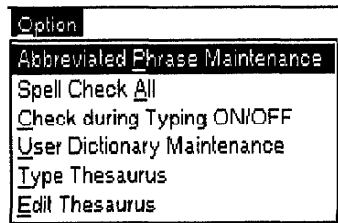
Use the Option functions to check the spelling of your text, maintain a user dictionary, refer to a thesaurus, and maintain an abbreviated phrase file.

- **Abbreviated Phrase Maintenance.** Allows you to edit, load, and save an Abbreviated Phrase file.

- **Spell Check All.** Allows you to spell check all text in a line.

- **Check during Typing ON/OFF.** Checks your spelling while you are typing.

- **User Dictionary Maintenance.** Allows you to edit, load, and save a User Dictionary file.

- **Type Thesaurus.** Helps you find synonyms for a word.

- **Edit Thesaurus.** Helps you find synonyms for the word at the current cursor position in a line.

For information on each function, see "Using the Option Functions" in Word Processing on page 81.

7 Communication (Model WP-7700CJ only)

The Communication application is used to communicate between your Brother word processor and a personal computer or another word processor. This communication is done via modem and the telephone line. 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 such as CompuServe. When you use the Communication application, the data is converted at each end of the line to ensure compatibility.

About Modems

Before trying to access a data or electronic mail service, you must establish an account with the desired service and receive an ID name and password. Refer to the modem documentation for setting the jumper connectors and DIP switches, if any. Usually, the manufacturer's settings do not need to be changed.

In order to connect your word processor to another machine via a telephone line, you need a modem to connect your word processor to the telephone line. Not all external modems available on the market are compatible with your machine. When you purchase a modem and a modem cable (serial), make sure to consult your Brother dealer. The recommended model is MO-700 BPS DATA MODEM. You may use a HAYES AT compatible modem.

Using Communication

- **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 required to use. If you use different settings, the host computer cannot communicate with your Whisperwriter.

  Before you communicate with a friend, agree on the settings you will use. For more information about the settings, see "New Set Up" on page 173.

- **Being dialed.** The COMMUNICATION screen of your system must be displayed on the screen when someone is dialing you. If you are working with your system or if you are already communicating with someone, your system cannot be dialed.

- **Dialing.** This machine performs automatic dialing. This means that you type the phone number on the screen instead of dialing the phone number on the telephone.

  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 them to make sure that their computer is ready.

  For more information about dialing, see "Dial" on page 177.

- **Auto log-in.** The log-in data contains the information that allows an information service to identify you. This machine records 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 automatically transmits it after dialing.

- **Transmitting/Receiving.** Once you are connected, the text you type is transmitted, and the text that is received displays on your screen. Optionally, the text transmitted can be "echoed" back to your screen for confirmation.

  You can transmit the contents of a document file or store the information received in a memory file. For more information about sending and receiving files, see "Send WP Text" on page 180 and "Receive ASCII File" on page 181.

Using a Communication File

A Communication file stores the setting information necessary for communicating. It stores the set up parameters and any log-in data that is required for transmission or reception.

Opening a Communication File

1. Turn on the power to display the Main Menu.
   - **You cannot start Communication if the modem is not connected. If you selected Communication without the modem, this error message appears:**

   > Modem is not connected!
   > Press any key to continue.

   If this message appears, turn the word processor OFF and connect the modem. Then try again.

2. If you want to retrieve a Communication file from a diskette, insert that diskette into the disk drive.

3. Press **6** or use the cursor keys to select the Communication icon and press **RETURN**. If you insert a diskette, the list of Communication files stored on the diskette appears:

6

Communi- cation

> CPF Communi -cation
>
> ⬛NEWFILE   GG   .CPF
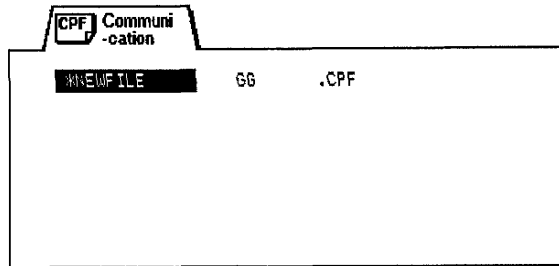
If you call an information service, you must also identify yourself with a "log-in."

4. Press the cursor keys to select the file you want to retrieve and press **RETURN**. To start a blank file, select *NEWFILE and press **RETURN**. *The Communication screen appears:*

> CPF ⬛NEWFILE   OVER NUM SHIFT
>
>
>
>
>
>
>
>
> Emulating TTY terminal.
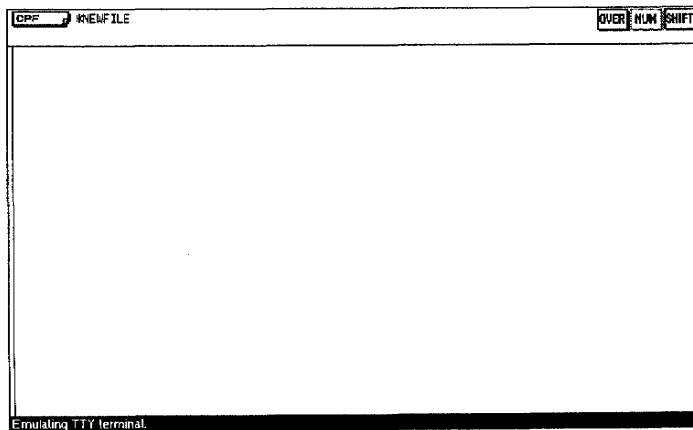
If you retrieve an existing Communication file and a telephone number is already set up, a dialog box appears:

```
┌─────────────────────────────────────────┐
│    OK to execute auto dial/auto log-in?   │
│ Use cursor to select and press RETURN.    │
│ YES                                  [NO] │
└─────────────────────────────────────────┘
```
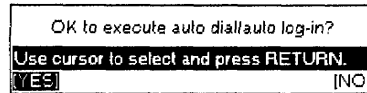
If you select YES, auto dial begins and then auto log-in starts if log-in data exists. If you select NO, the Communication screen appears without starting auto dial and auto log-in.

About Communication Files

Communication files are used to store the communication parameter settings. The file currently in 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 on a diskette. For information, see "Save File" on page 176. The word processor asks you to enter a file name under which the file will be saved on the diskette. 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 diskette, the current file is deleted and replaced with the file that you load. For information, see "Open File" on page 175.

The file name of the Communication file displays in the upper left corner of the Communication screen. The default file name of a new Communication file is "*NEWFILE." If the Communication file has been saved on diskette and then loaded back into memory, the file name under which you saved the file on diskette displays.

Communication Functions ─────────────────

File Functions
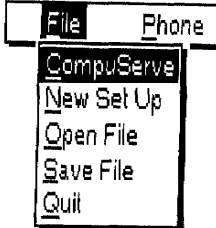
```
┌────────────────┐
│ File    Phone  │
├────────────────┤
│ CompuServe     │
│ New Set Up     │
│ Open File      │
│ Save File      │
│ Quit           │
└────────────────┘
```
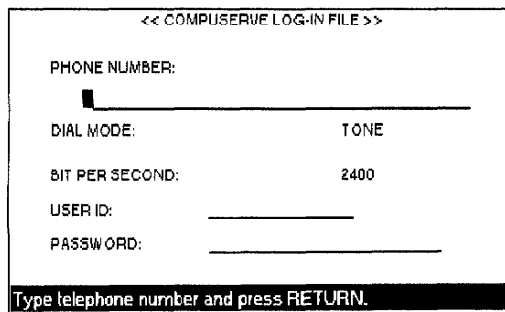
Use the File functions to open, save, or close your files and to return to the Main Menu.

- **CompuServe.** To create a log-in file that executes the command sequence for accessing CompuServe.

- **New Set Up.** To set up a telephone number and communication parameters.

- **Open File.** To load a communication file that is already set up on a diskette.

- **Save File.** To save a communication file onto a diskette.

- **Quit.** To exit the file without saving and return to the Main Menu.

CompuServe

This function allows you to create a file to execute log-in for CompuServe.

1. Press **MENU** to show the menu bar; choose CompuServe from the File menu. *A dialog box appears:*

```
┌──────────────────────────────────────────────┐
│        << COMPUSERVE LOG-IN FILE >>           │
│                                                │
│  PHONE NUMBER:                                 │
│  █_____       │
│                                                │
│  DIAL MODE:               TONE                 │
│                                                │
│  BIT PER SECOND:          2400                 │
│                                                │
│  USER ID:        _____                    │
│                                                │
│  PASSWORD:       _____                  │
│                                                │
├──────────────────────────────────────────────┤
│ Type telephone number and press RETURN.        │
└──────────────────────────────────────────────┘
```

If a CompuServe file already exists on a diskette that is inserted into the disk drive, the Whisperwriter automatically loads the file.

2. Press ↑ and ↓ to move the cursor to the desired parameter. Type your user ID number and your password. Press the **SPACEBAR** to select the DIAL MODE and BIT PER SECOND settings.

- **PHONE NUMBER:** The CompuServe phone number.

- **DIAL MODE:**

   TONE—For a push-button phone.

   PULSE—For a rotary dial phone.

- **BIT PER SECOND:** Determines the transmission speed in bits per second (baud rate). The six available rates are 300, 600, 1200, 2400, 4800, or 9600. The sending and receiving units must be set to the same baud rate.

- **USER ID:** The user ID number given to you by CompuServe. You can enter up to 15 characters.
- **PASSWORD:** The password given to you by CompuServe.

3. Press **RETURN** to save the file. *A dialog box appears:*

```
  ┌──────────────────────────────────────┐
  │        Save this information?        │
  │ Use cursor to select and press RETURN.│
  │ YES                             [NO] │
  └──────────────────────────────────────┘
```

If you select YES, the following information is saved automatically in addition to the above information. These parameters can be changed after opening this CompuServe file with the Open File function. However, even if these parameters are changed, they go back to the following setting as before, except for the phone number, dial mode, and bit per second.

PARITY:	EVEN
DATA BITS:	7
STOP BITS:	1
XON/XOFF CONTROL:	ON
SIGNAL LINE CONTROL:	NONE
LOCAL ECHO:	OFF
AUTO LINE FEED:	ON
AUTO LINE FEED (SEND):	ON

When the CompuServe file is saved, the file name of "$$COMPUS.CPF" is automatically selected.

If you select YES and a CompuServe file already exists on a diskette, a dialog box appears:

```
  ┌──────────────────────────────────────┐
  │ CompuServe file already exists on disk!│
  │               Overwrite?              │
  │ Use cursor to select and press RETURN.│
  │ YES                             [NO] │
  └──────────────────────────────────────┘
```

Select YES to overwrite the existing file or NO to return to the COMPUSERVE LOG-IN FILE dialog box.

The information for the CompuServe file is automatically stored and kept in the memory until overwriting or exiting from the Communication application.

4. Select YES and press **RETURN** to save the file onto a diskette or NO if you do not want to save the file. *A dialog box appears:*

```
  ┌──────────────────────────────────────┐
  │   OK to execute auto dial/auto log-in?│
  │ Use cursor to select and press RETURN.│
  │ YES                             [NO] │
  └──────────────────────────────────────┘
```

5. Select YES to execute auto dial/auto log-in or NO to return to the Communication screen without executing auto dial/auto log-in.

New Set Up

This function allows you to set up the telephone number and communication parameters to execute log-in for communication.

1. Press **MENU** to show the menu bar; choose New Set Up from the File menu. *The INFORMATION SET UP dialog box appears:*

```
<< INFORMATION SET UP >>

PHONE NUMBER:
_____

DIAL MODE:                        TONE
                  [ LOG-IN DATA:   NONE ]

BIT PER SECOND:                   2400
PARITY:                           EVEN
DATA BITS:                        7
STOP BITS:                        1
XON/XOFF CONTROL:                 ON
SIGNAL LINE CONTROL:              NONE
LOCAL ECHO:                       OFF
AUTO LINEFEED:                    ON
AUTO LINEFEED (SEND):             ON

Type telephone number and press RETURN.
```

2. Press ↑ and ↓ to move the cursor to the desired parameter. Enter the telephone number you want to access or press the **SPACEBAR** to select the setting.

- **PHONE NUMBER:** The phone number you want to access. You can enter up to 40 numbers or characters.

- **DIAL MODE:**

   TONE—For a push-button phone.

   PULSE—For a rotary dial phone.

- **LOG-IN DATA:** For indicating whether log-in data exists. This item cannot be set up.

- **BIT PER SECOND:**

   300, 600, 1200, 2400, 4800, 9600—Determines the transmission speed in bits per second (baud rate).

- **PARITY:** Determines how the bits of each character are checked for transmission errors. This word processor does not perform SPACE & MARK parity checks during reception.

   NO—No parity bit is added to the characters.

   EVEN—The word processor counts the number of nonzero bits in a character. If this number is even, the parity bit is set to zero; if odd, the parity bit is set to one. This way, all "words" (character + parity bit) have an even number of nonzero bits. The receiving unit must have the same parity setting and expects to receive only words with an even number of nonzero bits. When this number is odd, the receiving machine knows that something is wrong (for example, one bit has been spoiled by noise on the line).

ODD—Opposite of the EVEN parity. A parity bit is set so that the total number of nonzero bits is odd.

SPACE The parity bit is always zero (possible only when DATA BITS = 7).

MARK—The parity bit is always one (possible only when DATA BITS = 7).

- **DATA BITS:** (7,8)—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 a "stop bit." This parameter specifies the length of a stop bit (1 = single, 2 = double).

- **XON/XOFF CONTROL:** (ON, OFF)—Determines whether to allow flow control by the X parameter. If allowed, an XOFF code (13hex) is 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) that allows the other machine to 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. Regardless of the flow control method, the data transmission is possible only when the control signal lines DSR and CTS are active.

- **SIGNAL LINE CONTROL:** (NONE, DTR)—Determines whether to allow flow control by the control line DTR. The DTR line allows transmission only when active.

- **LOCAL ECHO:** (ON, OFF)—When local echo is on, transmitted data displays on your screen.

- **AUTO LINEFEED:** (ON, OFF) Determines the effect a received carriage return code (0Dhex) has on the cursor. If this selection is ON, a carriage return automatically adds a line feed.

ON—The received data displays on the next line (cursor moves to the next line).

OFF—The received data displays on the same line and overwrites the previous message.

- **AUTO LINEFEED (SEND):** (ON, OFF)—Determines what is transmitted when you press **RETURN**.

Pressed key	AUTO LINEFEED (SEND): ON	AUTO LINEFEED (SEND): OFF
RETURN	CR, LF	CR
CODE + RETURN	CR	CR, LF

3. Press **RETURN** to finish setting up. *A dialog box appears:*

```
┌─────────────────────────────────────┐
│        Save this information?        │
│ Use cursor to select and press RETURN.│
│ YES                            [NO]  │
└─────────────────────────────────────┘
```

4. Select YES to save the set up information (telephone number and communication parameters) onto a diskette or NO to return to the Communication screen without saving. *If you select YES, this dialog box appears:*
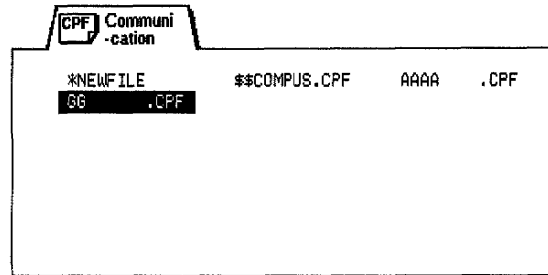
```
┌────────────────────────────────────────┐
│            << SAVE FILE >>              │
│                                         │
│     FILENAME:   █_____ . CPF         │
│                                         │
│        ┌──── Existing File(s) ────┐     │
│   $$COMPUS.CPF        AAAA   . CPF       │
│   GG      . CPF                          │
│                                         │
│                                         │
│ Type filename and press RETURN.         │
│ Press ↑, ↓ to scroll file directory.    │
└────────────────────────────────────────┘
```
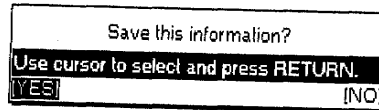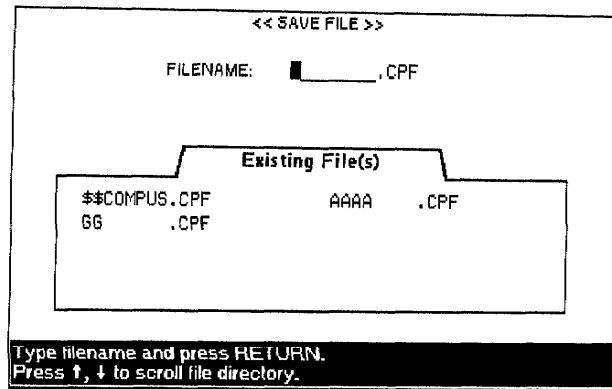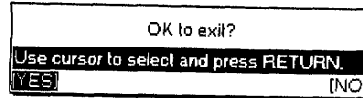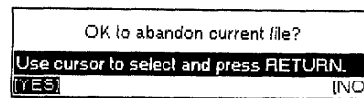
5. Enter the file name and press **RETURN**. *The Communication screen appears after saving the file.*

Open File
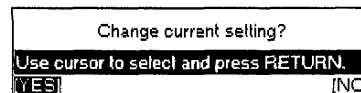
This function allows you to load a communication parameter file on a diskette.

1. Press **MENU** to show the menu bar; choose Open File from the File menu (short cut: **CODE + O**). *The Communication file list appears:*

```
┌CPF┐ Communi
│   │ -cation
└───┘
   *NEWFILE        $$COMPUS.CPF      AAAA    . CPF
   GG      . CPF
```

If you have not saved a parameter file when selecting Open File, a dialog box appears:

```
┌─────────────────────────────────────┐
│        Change current setting?       │
│ Use cursor to select and press RETURN.│
│ YES                            [NO]  │
└─────────────────────────────────────┘
```

2. Select YES to display the communication file list or NO to stop this function and return to the previous screen.

3. Select the file that you want to load and press **RETURN**. *The parameter settings in the selected file are loaded. If a telephone number is entered in the selected file, a dialog box appears:*

```
OK to execute auto dial/auto log-in?
Use cursor to select and press RETURN.
[YES]                              [NO]
```

4. Select YES to execute auto dial and then to execute auto log–in if log–in data exists. Select NO to return to the Communication screen without executing auto dial and auto log–in.

Save File

This function allows you to save the parameter settings to a diskette.

1. Press **MENU** to show the menu bar; choose Save File from the File menu (short cut: **CODE + S**). *The dialog box below appears and displays the parameter settings currently stored in memory:*

```
                    << INFORMATION >>

                   Save this information?

       PHONE NUMBER:
         123-4567_____
       DIAL MODE:                   PULSE
                    [LOG-IN DATA:    NONE]

       BIT PER SECOND:              2400
       PARITY:                      EVEN
       DATA BITS:                   7
       STOP BITS:                   1
       XON/XOFF CONTROL:            ON
       SIGNAL LINE CONTROL:         NONE
       LOCAL ECHO:                  OFF
       AUTO LINEFEED:               ON
       AUTO LINEFEED (SEND):        ON

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

If you select YES, the following dialog box appears. If you select NO, the previous screen appears.

```
                    << SAVE FILE >>

          FILENAME:   █_____.CPF


                    Existing File(s)

       $$COMPUS.CPF        AAAA      .CPF
       GG      .CPF


       Type filename and press RETURN.
       Press ↑, ↓ to scroll file directory.
```

2. Enter the file name and press **RETURN** to save the parameter file.

Quit

This function allows you to return to the Main Menu.

1. Press **MENU** to show the menu bar; choose Quit from the File menu. *If the telephone line was not connected or if a parameter setting has not changed, the Main Menu appears. The dialog box below appears if the telephone line is connected:*

```
            OK to exit?
Use cursor to select and press RETURN.
YES]                              [NO]
```

2. Select YES to exit from the Communication function and return to the Main Menu or select NO to return to the Communication screen. *The dialog box below appears if a parameter setting is changed and is not saved yet:*

```
      OK to abandon current file?
Use cursor to select and press RETURN.
YES]                              [NO]
```

3. Select YES to exit from the Communication function and return to the Main Menu. If you select NO, the Communication screen appears.

Phone Functions
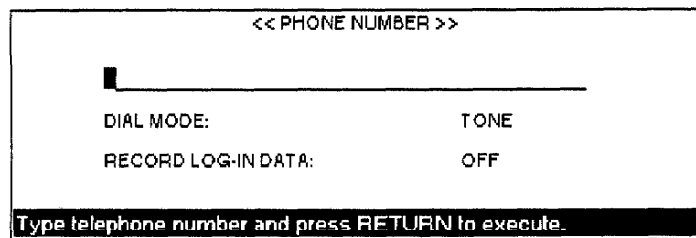
Use the Phone functions to dial or disconnect communication.

• **Dial.** For setting up the phone number, dialing the number, or recording the auto log-in data.

• **Disconnect.** To stop communication.

Dial

This function allows you to set up a phone number you want to access, dial the number, or record auto log-in data.

1. Press **MENU** to show the menu bar; choose Dial from the Phone menu (short cut: **CODE + D**). *A dialog box appears:*

```
              << PHONE NUMBER >>

▌_____

DIAL MODE:                    TONE

RECORD LOG-IN DATA:           OFF

Type telephone number and press RETURN to execute.
```

2. Press ↑ and ↓ to move the cursor to the desired setting. Type the telephone number you want to access or press the **SPACEBAR** to select the setting.

   • **PHONE NUMBER:** The phone number you want to access. You can enter up to 40 numbers or characters.

- **DIAL MODE:**

    TONE—For a push-button phone.

    PULSE—For a rotary dial phone.

- **RECORD LOG-IN DATA:**

    OFF—No log-in data required.

    ON—To record the log-in data so your next dialing is automatic.

3. Press **RETURN** to dial. *The Communication screen appears and the Whisperwriter automatically dials the phone number. While sending the data, the screen below displays:*

```
┌────────────────────────────────────────────────────────────┐
│ [OFF  ] ▸ *NEWFILE                          [OVER][NUM][SHIFT]│
├────────────────────────────────────────────────────────────┤
│ ATDT052821570                                                │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│ Sending dial command string.  Press CANCEL to abort.         │
└────────────────────────────────────────────────────────────┘
```
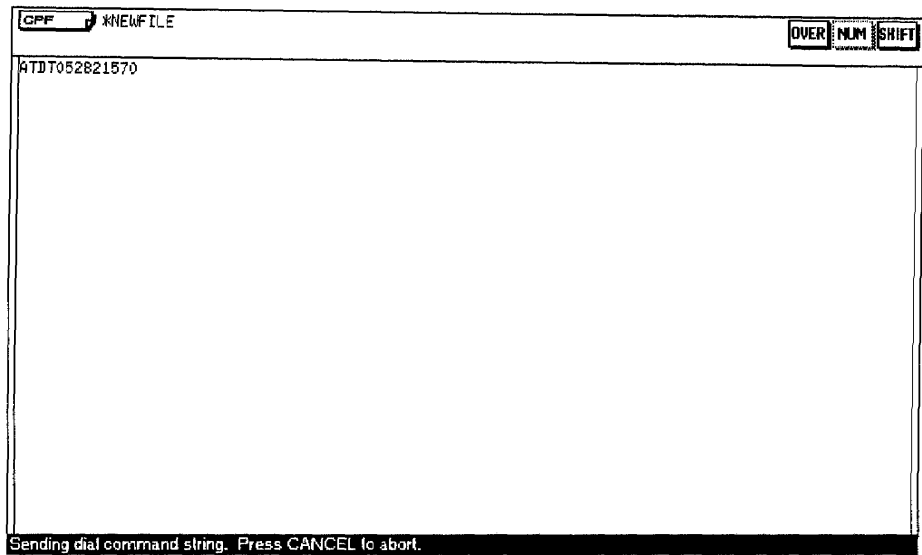
Auto log-in

The first time you dial you must enter the log-in data manually. However, the log-in data can be recorded automatically by selecting ON from the RECORD LOG-IN DATA setting. The next time you dial the same number the auto log-in is carried out automatically.

Recording auto log-in

1. If you press **RETURN** on the Dial screen, the Communication screen appears, and the system automatically dials the phone number. If RECORD LOG-IN DATA is set to ON, the system starts recording log-in data as shown below:

```
┌────────────────────────────────────────────────────────────────┐
│ OPF    ◢ ¥NEWFILE                                  INS NUM SHIFT │
├────────────────────────────────────────────────────────────────┤
│ ATDT0528215720                                                   │
│                                                                  │
│ CONNECT 2400                                                     │
│ USER ID: WP00006                                                 │
│ PASSWORD:                                                        │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
├────────────────────────────────────────────────────────────────┤
│ Recording log-in data....press CODE + R to stop recording log-in data. │
└────────────────────────────────────────────────────────────────┘
```
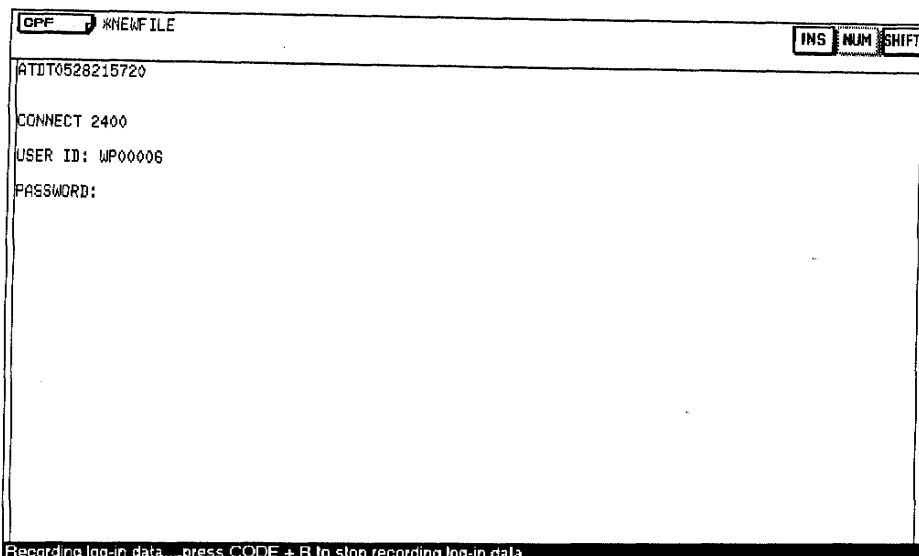
The log-in data cannot be edited in the same way as other data. To change the log-in data, you must restart the recording procedure for new data.

2. Press **CODE + R** to record the log-in data in memory. If log-in data is already recorded, it is deleted by pressing **CODE + R,** and new log-in data is recorded. If the log-in data exceeds the memory capacity, recording stops and a dialog box appears:

```
┌──────────────────────────────────────────┐
│                 Memory full!               │
│  Stop recording.  Keep log-in data in memory? │
├──────────────────────────────────────────┤
│ Use cursor to select and press RETURN.     │
│ [YES]                                [NO]  │
└──────────────────────────────────────────┘
```
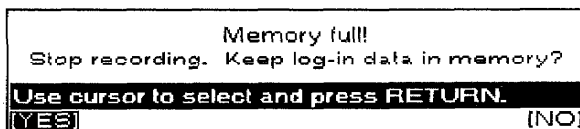
Auto log-in data that is recorded in memory is valid until exiting from the Communication mode. If you want to keep the auto log-in data permanently, save it onto a diskette.

3. Press YES to enter the log-in data that is already recorded into memory and then return to the Communication screen. Press NO to delete it and return to the Communication screen.

Executing auto log-in

1. If you press **RETURN** when log-in data is recorded in memory and RECORD LOG-IN DATA is set to OFF on the Dial dialog box, dialing starts automatically.

2. Auto log-in starts after connection.

Disconnect

This function allows you to disconnect communication.

1. During communicating, press **MENU** to show the menu bar; choose Disconnect from the Phone menu. *A dialog box appears:*

```
┌─────────────────────────────────────────────┐
│              Disconnecting?                   │
│ Use cursor to select and press RETURN.        │
│ [YES]                                   [NO]  │
└─────────────────────────────────────────────┘
```
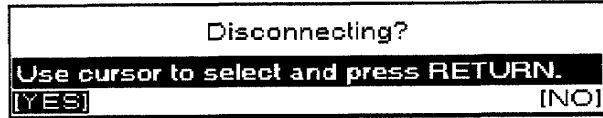
2. Select YES to disconnect communication and return to the Communication screen. Select NO to cancel and return to the previous screen.

Transfer Functions

```
┌──────┬──────────┐
│Phone │ Transfer │
├──────┼──────────┤
│      │Send WP TEXT│
│      │Receive ASCII FILE│
└──────┴──────────┘
```

Use the Transfer functions to transmit Word Processing text or receive an ASCII file.

- **Send WP TEXT.** Converts Word Processing text to an ASCII file and transmits it.

- **Receive ASCII FILE.** Receives an ASCII file, converts it to Word Processing text, and saves it to a diskette.

Send WP Text

This function transmits Word Processing text after transferring to ASCII without protocol.

The following information cannot be transmitted in ASCII:
Font & Size
Type Style
Header/Footer
Merge code
Line Format [E] [C] [L]
Left Margin/Right Margin
For more information on converting to ASCII, refer to "Convert Functions" on page 193 in the File Management chapter.

1. Press **MENU** to show the menu bar; choose Send WP Text from the Transfer menu. *This screen appears:*

```
┌──────────────────────────────────────────────────────────┐
│<< SEND WP TEXT >>                        [OVER][NUM][SHIFT]│
│┌─────────────────────────────────────────────────────────┐│
││                                                           ││
││                                                           ││
││          ┌─WPT─ Word                                      ││
││          │     Processing                                 ││
││       ┌──┴───────────────────────────────────────┐       ││
││       │ LETTER1 .WPT   LETTER10.WPT  LETTER11.WPT  │       ││
││       │ LETTER2 .WPT   LETTER3 .WPT  LETTER4 .WPT  │       ││
││       │ LETTER5 .WPT   LETTER6 .WPT  LETTER3 .WPT  │       ││
││       │ LETTER3 .WPT                               │       ││
││       │                                            │       ││
││       └────────────────────────────────────────────┘       ││
││                                                           ││
│└─────────────────────────────────────────────────────────┘│
│Select a file and press RETURN.                             │
└──────────────────────────────────────────────────────────┘
```
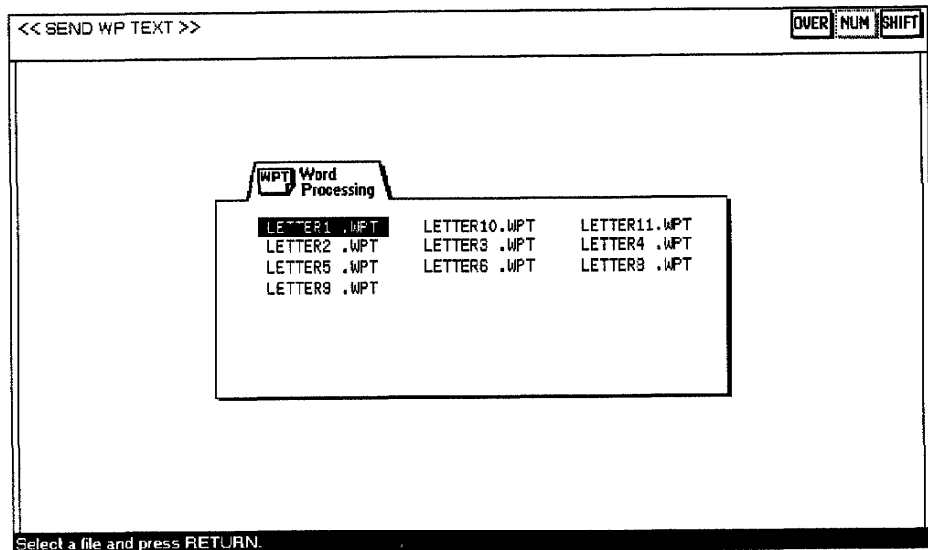
2. Select a word processing text file you want to send and press **RETURN**. *This message appears during sending:*

```
<< SEND WP TEXT >>              SENT:    XX.XK            INS  NUM  SHIFT

ATDT0528215720

CONNECT 2400

USER ID: WP00006

PASSWORD:

█




Sending word processing text....press CANCEL to stop sending.
```

When sending is complete, a buzzer sounds and this message appears:

```
Completed.
```

3. Press any key to return to the Communication screen.

Receive ASCII FILE

This function allows you to receive ASCII data and save it as Word Processing text to a diskette.

1. Press **MENU** to show the menu bar; choose Receive ASCII FILE from the Transfer menu. *You start receiving the file and the received data appears as shown below:*

```
<< RECEIVE ASCII FILE >>        RECEIVED: XX.XK  FREE AREA: XX.XK      OVER  NUM  SHIFT

CONNECT 2400


June 15, 19XX


Mr. Richard H. Unimant
Branch Manager
Andrews Copy Service
412 Sandiego Drive
Wonderland, New Jersey 09020

Dear Mr. Unimant:

We do not plan to renew our contract for the use of a Copier 14X40 copying machine.  The contract
expires June 20, 19XX

the copying machine is located at our downtown office in Melrose.  We would like to have the machi
ne removed at your earliest possible convenience.

Sincerely,


Phlange A. Indelible
Receiving ASCII file....press CANCEL to stop receiving.
```

If you press **CANCEL** during receiving, a dialog box appears:

```
┌──────────────────────────────────────────┐
│            Save received file?             │
├──────────────────────────────────────────┤
│ Use cursor to select and press RETURN.     │
│ [YES] [NO]                      [CANCEL]   │
└──────────────────────────────────────────┘
```

Select YES to save the file already received. Select CANCEL or press **CANCEL** to restart receiving. If you select NO, a dialog box appears:

```
┌──────────────────────────────────────────┐
│           OK to abandon received file?     │
├──────────────────────────────────────────┤
│ Use cursor to select and press RETURN.     │
│ [YES]                              [NO]    │
└──────────────────────────────────────────┘
```

Select YES to abandon the file. Select NO or press **CANCEL** to restart receiving. If memory becomes full during receiving, a dialog box appears:

```
┌──────────────────────────────────────────┐
│                 Memory full!               │
│            Save received file?             │
├──────────────────────────────────────────┤
│ Use cursor to select and press RETURN.     │
│ [YES]                              [NO]    │
└──────────────────────────────────────────┘
```

Select YES to save the file that is already received. If you select NO or press **CANCEL**, the "OK to abandon received file?" dialog box above appears.

2. When receiving 1A HEX, which means the end of the ASCII data, a buzzer sounds and the dialog box below appears:

If you press **CANCEL**, the file is abandoned and this message appears:

```
┌──────────────────────────────────────────┐
│ Cancelled.                                 │
└──────────────────────────────────────────┘
```

Press any key to return to the Communication screen.

3. Type the file name and press **RETURN** to save the file onto a diskette and to return to the Communication screen.

The received ASCII file automatically converts to Word Processing text based on the following conditions:

- Font Type/Size: Brougham/10 point
- Line Space: AUTO 1
- Left Margin: 1.07 inch
- Right Margin: 7.25 inches
- Tab: every 8 columns each from left margin
- Auto/Just: AUTO
- Page Set Up: default setting
- Print Menu: default setting

If memory becomes full by converting the ASCII file to Word Processing text while saving, the file is saved as much as possible and this message appears:

```
Convert resulted in data loss.
```

Character Code Table

The numbers in the top row and the first row on the left are ASCII control codes. They can be entered from the keyboard and transmitted in Communication mode. For example: Code 26(HEX) gives you "&." See "Transmitting Control Codes" on the next page for a list of input keys.

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0				0	@	P	`	p	Ç	É	á				α	≡
1			!	1	A	Q	a	q	ü	æ	í				β	±
2			"	2	B	R	b	r	é	Æ	ó				Γ	
3			#	3	C	S	c	s	â	ô	ú				π	
4			$	4	D	T	d	t	ä	ö	ñ				Σ	
5			%	5	E	U	e	u	à	ò	Ñ				σ	
6			&	6	F	V	f	v	å	û	ª				μ	÷
7			'	7	G	W	g	w	ç	ù	º				τ	
8			(	8	H	X	h	x	ê	ÿ	¿				Φ	°
9			)	9	I	Y	i	y	ë	Ö					Θ	
A			*	:	J	Z	j	z	è	Ü					Ω	·
B			+	;	K	[	k	{	ï	¢	½				δ	√
C			,	<	L	\	l	|	î	£	¼				∞	
D			−	=	M	]	m	}	ì	¥	¡				φ	2
E			.	>	N	^	n	~	Ä	Pt	«				ε	
F			/	?	O	_	o		Å	ƒ	»					

Transmitting Control Codes

The following keys can be used in the terminal mode to transmit ASCII control codes. For example: Code 15HEX(NAK) transmits the character.

KEYS	CODE	ASCII Control Name (Hexadecimal)
CODE + SHIFT + 0	00	NUL
CODE + SHIFT + A	01	SOH
CODE + SHIFT + B	02	STX
CODE + SHIFT + C	03	ETX
CODE + SHIFT + D	04	EOT
CODE + SHIFT + E	05	ENQ
CODE + SHIFT + F	06	ACK
CODE + SHIFT + G	07	BEL
CODE + SHIFT + H	08	BS
CODE + SHIFT + I	09	HT
CODE + SHIFT + J	0A	LF
CODE + SHIFT + K	0B	VT
CODE + SHIFT + L	0C	FF
CODE + SHIFT + M	0D	CR
CODE + SHIFT + N	0E	SO
CODE + SHIFT + O	0F	SI
CODE + SHIFT + P	10	DLE
CODE + SHIFT + Q	11	DC1(XON)
CODE + SHIFT + R	12	DC2
CODE + SHIFT + S	13	DC3(XOFF)
CODE + SHIFT + T	14	DC4
CODE + SHIFT + U	15	NAK
CODE + SHIFT + V	16	SYN
CODE + SHIFT + W	17	ETB
CODE + SHIFT + X	18	CAN
CODE + SHIFT + Y	19	EM
CODE + SHIFT + Z	1A	SUB
CODE + SHIFT + 1	1B	ESC
CODE + SHIFT + 2	1C	FS
CODE + SHIFT + 3	1D	GS
CODE + SHIFT + 4	1E	RS
CODE + SHIFT + 5	1F	US
BACKSPACE	08	BS
TAB	09	HT
SPACEBAR	20	SPACE
CODE + BACKSPACE	7F	DEL
RETURN	AUTO LF (SEND) ON 0D + 0A	CR + LF
	AUTO LF (SEND)OFF: 0D	CR
CODE + RETURN	AUTO LF (SEND)ON: 0D	CR
	AUTO LF (SEND)OFF: 0D + 0A	CR + LF

8 File Management

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

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

Starting the File Management Application

File Management

Please note that only MS-DOS formatted 1.44 Mb MF-2HD and 720 kb MF-2DD diskettes can be used on your Brother word processor. If you get a message indicating you have an unformatted or damaged disk, either replace the diskette with another or go to page 25 in "Getting Started" or page 191 in this chapter for instructions on how to initialize a diskette.

1. Turn on the power to display the Main Menu.
2. Insert a diskette into the disk drive.
3. Press **7** or the cursor keys to select the File Management icon and press **RETURN**. The list of files appears:

```
<< FILE MANAGEMENT >>                                    REMAIN: XXX.XK   INS  NUM SHIFT

LETTER1 .WPT (XXX.X)    LETTER10.WPT (XXX.X)   LETTER11.WPT (XXX.X)   LETTER2 .WPT (XXX.X)
LETTER3 .WPT (XXX.X)    LETTER4 .WPT (XXX.X)   LETTER5 .WPT (XXX.X)   LETTER6 .WPT (XXX.X)
LETTER7 .WPT (XXX.X)    LETTER8 .WPT (XXX.X)   LETTER9 .WPT (XXX.X)

Select a file and press MENU. Press CANCEL to exit.
```
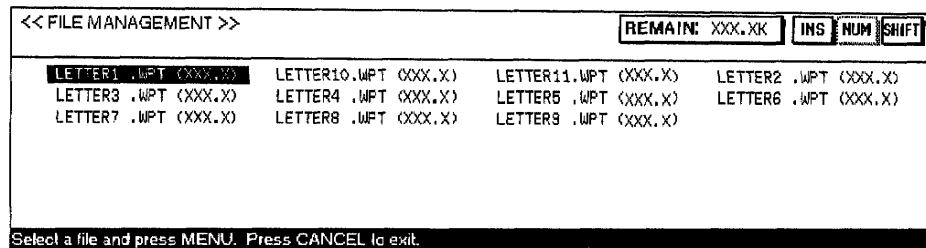
Type of File	File Name & Extension
Word Processing	ANYNAME.WPT
Word Processing Templates	ANYNAME.WP1
Spreadsheet	ANYNAME.SPR
Spreadsheet Templates	ANYNAME.SP1
Addressbook	ANYNAME.MRG
Addressbook Templates	ANYNAME.MR1
Communication	ANYNAME.CPF
Image	ANYNAME.BIM
User Dictionary	SPELLUSR.DCT
Abbreviated Phrase	ABBR.PHR
ASCII	ANYNAME.TXT
Lotus® 1-2-3®	ANYNAME.WK1

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

Your word processor can only search the Word Processing file when the cursor is located at the extension ".WPT." Press TAB to move the cursor to the next extension.

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

When using Brother word processor files in a personal computer and vice versa, remember the following points:

- Your Brother system can only read and write from the root directory of a diskette. **Do not create any directories on the diskette.**

- When creating or renaming a file with your personal computer, make sure that you use the proper file name extensions. There are two major errors in working with extensions that you must avoid:

1. The first error is to change the file name extension of a file that has been created on your Brother word processor. For example, if you use your personal computer to change the extension ".WPT" to ".WP", your Brother word processor will not recognize the file and will not display it on the index or the File Management screens.

2. The second error is to create a file in a format that cannot be recognized by your Brother word processor and give it one of the above file name extensions. If you use your personal computer to create a file, then give that file the file name extension .WPT. The file appears on the index and File Management screens, but your Brother word processor will not be able to open or convert the file.

Making a Backup Copy of a Diskette————————————

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

For information on initializing a diskette, see page 191.

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

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

```
Insert source disk and press RETURN.
```

2. Insert the original source diskette and press **RETURN**. *The word processor starts reading files from the source diskette. If you have a diskette containing a lot of information, the word processor may not be able to read the diskette at one time since memory space is limited. In this case, the word processor reads the first portion of the diskette; then this message appears:*

Disk copy function can be used only between diskettes that are formatted to the same size and have the same format. You cannot copy from a 1.44 Mb diskette to a 720 kb diskette or vice versa.

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

3. Insert the destination diskette and press **RETURN**. *The word processor transfers the files that have been read from the source diskette onto the destination diskette. If all the files of the source diskette have not transferred, the word processor asks you to reinsert the source diskette.*

4. Repeat steps 2 and 3 until all files have been transferred to the destination diskette. You may need to swap these diskettes a number of times before all files are copied to the destination diskette. The word processor "knows" which diskette is the source diskette and which one is the destination diskette. If you insert a wrong diskette, this message appears:

The disk copy function can be used only when accessing File Management from the Main Menu. It is not available if File Management is accessed through Word Processing, Spreadsheet, and Addressbook.

```
Incorrect disk!
Press any key to continue.
```

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

When the operation is completed, this message appears:

```
Disk copying completed.
```

File Functions ──────────────────

```
┌────────────────────────┐
│ File   Disk    Convert  │
├────────────────────────┤
│ File Copy               │
│ File Delete             │
│ Rename                  │
│ Return to Main Menu     │
└────────────────────────┘
```

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

- **File Copy.** Copies a file.

- **File Delete.** Deletes files.

- **Rename.** Changes the name of a file.

- **Return to Main Menu.** Returns to the Main Menu.

File Copy

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

1. Move the cursor to the file name that you want to copy. Press **MENU** to show the menu bar; choose File Copy from the File menu (short cut: **CODE + C**). *This message appears:*

   ┌──┐
   │ Insert destination disk and press RETURN.   │
   └──┘

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

   OR

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

   ```
   ┌──────────────────────────────────────────────────┐
   │                 << FILE COPY >>                    │
   │                                                    │
   │  ORIGINAL FILENAME:      LETTER1  .WPT             │
   │                                                    │
   │  TARGET FILENAME:        LETTER1█.WPT              │
   │       ┌──────────────────────────────┐            │
   │       │        Existing File(s)       │            │
   │   ┌───┴──────────────────────────────┴────────┐   │
   │   │ LETTER1 .WPT (XXX.X)   LETTER10.WPT (XXX.X)│   │
   │   │ LETTER11.WPT (XXX.X)   LETTER2 .WPT (XXX.X)│   │
   │   │ LETTER3 .WPT (XXX.X)   LETTER4 .WPT (XXX.X)│   │
   │   │ LETTER5 .WPT (XXX.X)   LETTER6 .WPT (XXX.X)│   │
   │   │ LETTER7 .WPT (XXX.X)   LETTER8 .WPT (XXX.X)│   │
   │   └────────────────────────────────────────────┘   │
   ├────────────────────────────────────────────────────┤
   │ Type filename and press RETURN.                     │
   │ Press ↑, ↓ to scroll file directory.                │
   └────────────────────────────────────────────────────┘
   ```

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

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

File Delete

The File Delete function deletes files from a diskette.

1. Move the cursor to the file name you want to delete. Press **MENU** to show the menu bar; choose File Delete from the File menu (short cut: **CODE + D**). *A check mark appears at the left of the file name. This message appears:*

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

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

```
    OK to delete the selected file(s)?
Use cursor to select and press RETURN.
YES                                [NO]
```
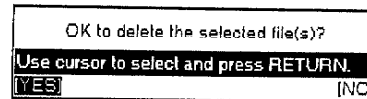
3. Select YES to delete or NO to exit and press **RETURN**. As files are deleted, their file name displays. If you press **CANCEL** while a file is being deleted, that file is still deleted. Other files, marked to be deleted but which were not deleted before you pressed **CANCEL**, are not deleted.

Rename

The Rename function changes the name of a file on the current diskette.

1. Move the cursor to the file name that you want to rename. Press **MENU** to show the menu bar; choose Rename from the File menu (short cut: **CODE + R**). *The RENAME dialog box appears:*

```
                    << RENAME >>

ORIGINAL FILENAME:        LETTER11.WPT
NEW FILENAME:             LETTER1■.WPT

              /   Existing File(s)   \

    LETTER11.WPT (XXX.X)    LETTER2 .WPT (XXX.X)
    LETTER3 .WPT (XXX.X)    LETTER4 .WPT (XXX.X)
    LETTER5 .WPT (XXX.X)    LETTER6 .WPT (XXX.X)
    LETTER7 .WPT (XXX.X)    LETTER8 .WPT (XXX.X)
    LETTER9 .WPT (XXX.X)

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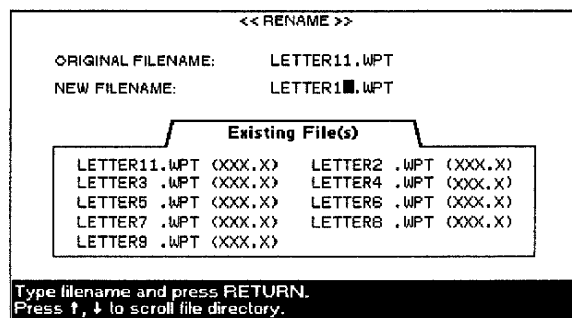
The dialog box shows the files of the current diskette that are of the same kind as the selected file. The dialog box also provides an entry field to type the new file name. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter.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

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

Return to Main Menu

Press **MENU** to show the menu bar; choose Return to Main Menu from the File menu (short cut: **CANCEL**). *This ends the File Management application and displays the Main Menu.*

Disk Functions

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

* **Delete All.** Deletes all unprotected files on diskette.

* **Initialize Disk.** Initializes a diskette.

* **Directory Read.** Reads the directory of a diskette when this has not been done automatically.

* **List Print.** Prints all file names indicated on the screen.

Delete All (Diskette Delete)

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

This function deletes all unprotected files from a diskette.

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

   ```
   OK to delete all files on disk?
   Use cursor to select and press RETURN.
   [YES]                              [NO]
   ```
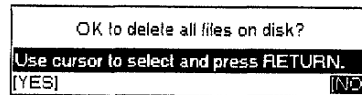
2. Select YES to delete or NO to exit; then press **RETURN**.

Initialize Disk

Your Brother word processor uses both MF–2HD and MF–2DD floppy diskettes, though the MF–2DD have half the capacity of the MF–2HD.

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

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

CAUTION:
Executing *Initialize Disk* deletes all the data on the diskette.

You can format diskettes using either this word processor or a personal computer. If you use a personal computer, be sure to format the diskettes in MS–DOS and use 2HD diskettes for 1.44 Mb and 2DD diskettes for 720 kb.

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

   ```
   Unformatted or damaged disk!
   Insert another disk and retry.
   Use cursor to select and press RETURN.
   [RETRY]                          [CANCEL]
   ```
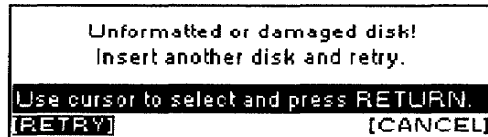
2. Press **CANCEL**.

3. Press **MENU** to show the menu bar; choose Initialize Disk from the Disk menu. *This message appears:*

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

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

If you select NO, initializing a diskette is canceled.

If you select YES, this message appears:

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

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

Directory Read

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

Press **MENU** to show the menu bar; choose Directory Read from the Disk menu (short cut: **CODE + F**). *The message "Working ..." appears while the directory is being read.*

List Print

This function prints all file names displayed on the screen.

1. Press **MENU** to show the menu bar; choose List Print from the Disk menu (short cut: **PRINT**). *This message appears:*

```
Insert paper and press RETURN.
```

2. Insert the paper and press **RETURN**. *All file names indicated on the screen print as follows:*

FILE LIST			Used: 9.7 k			Free: 1447.9 k					
LETTER1	.WPT	(0.4)	LETTER2	.WPT	(0.4)	LETTER3	.WPT	(0.4)	LETTER4	.WPT	(0.4)
LETTER5	.WPT	(0.4)	LETTER6	.WPT	(0.4)	SHEET1	.SPR	(0.2)	SHEET2	.SPR	(0.2)
SHEET3	.SPR	(0.2)	SHEET4	.SPR	(0.2)	BOOK1	.MRG	(1.5)	BOOK2	.MRG	(1.5)
BOOK3	.MRG	(1.5)									

Convert Functions

Use the Convert functions to use your Word Processing and Spreadsheet files on a PC or to use ASCII files with your Word Processing application.

```
Convert
WP TEXT.WPT→ASCII.TXT(Text Only)
WP TEXT.WPT→ASCII.TXT(Text with Layout)
ASCII.TXT→WP TEXT.WPT
BROTHER.SPR→LOTUS123.WK1
```

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

- **WP TEXT.WPT→ASCII.TXT(Text with Layout).** Converts a Brother Word Processing file into an ASCII file; SPACE and RETURN codes are added to preserve the global look of the file.

- **ASCII.TXT→WP TEXT.WPT.** Converts an ASCII file into a Brother Word Processing file.

    Conversions to or from ASCII files are carried out according to the IBM PC Code on page 199. For information about code page switching, refer to your DOS manual (DOS command mode device code page). A table on page 183 shows all characters that can be correctly converted. Characters which are not included in that table are converted into blank spaces.

- **BROTHER.SPR→LOTUS123.WK1.** Converts a Brother Spreadsheet file into the Lotus® 1-2-3® format.

    Conversions to or from Lotus® 1-2-3® files are carried out according to LICS (Lotus International Character Set). For information, refer to your Lotus® 1-2-3® manual.

Converting Brother Word Processing Files to a PC Format

- **WP TEXT.WPT→ASCII.TXT(Text Only)**

- **WP TEXT.WPT→ASCII.TXT(Text with Layout)**

You may want to use the data you create with the Word Processing application on a PC. To do this, you must first convert the Word Processing file into the ASCII format. Once this is done, you will be able to import the ASCII file into most word processing applications available on PCs.

An ASCII (American Standard Code for Information Interchange) file consists of printable data with no special formatting codes for underlining, boldface, etc. These special formatting features, such as underlining, do not translate correctly between your word processor and a computer. Therefore, when a file is converted to ASCII, all special formats are eliminated. Once the file is transferred, the file must be reformatted and any special effects must be added.

An ASCII file can include some formatting codes like carriage returns and tab codes. When you convert a Word Processing file into an ASCII file, you have a choice:

- **Text Only** removes all formatting codes except **TAB** code and **RETURN** code from the file. When you import such a file into a personal computer word processing system, the text automatically adapts to the format of the PC word processing program.

- **Text with Layout** preserves some of the format of the file. A carriage return is added at the end of each screen line.

However, if the margins of your original file are unusually wide, additional carriage returns are placed into the file, and reformatting is necessary.

1. Press **MENU** to show the menu bar; choose
   WP TEXT.WPT→ASCII.TXT (Text Only) or
   WP TEXT.WPT→ASCII.TXT (Text with Layout)
   from the Convert menu. *The CONVERT INDEX dialog box appears:*

```
<< CONVERT INDEX >>                    CONVERT (Text Only)   REMAIN:  XXX.XK   INS  NUM  SHIFT

   LETTER1  .WPT  (XXX.X)    LETTER10.WPT  (XXX.X)    LETTER11.WPT  (XXX.X)    LETTER2  .WPT  (XXX.X)
   LETTER3  .WPT  (XXX.X)    LETTER4  .WPT  (XXX.X)    LETTER5  .WPT  (XXX.X)    LETTER6  .WPT  (XXX.X)
   LETTER7  .WPT  (XXX.X)    LETTER8  .WPT  (XXX.X)    LETTER9  .WPT  (XXX.X)




 Select a file to convert and press RETURN.  Press CANCEL to exit.
```
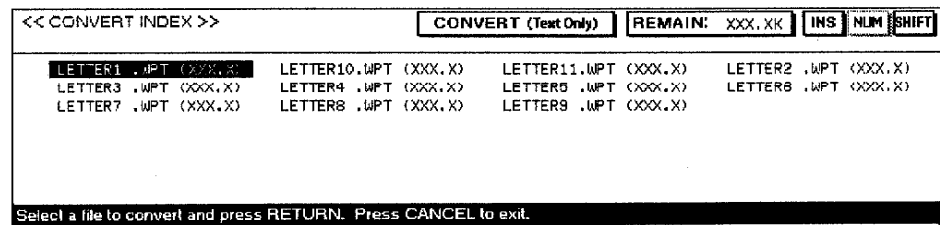
2. The index displays only Word Processing (.WPT) files. Press the cursor keys to select the file you want to convert and press **RETURN**. *This message appears:*

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

3. Insert the destination diskette and press **RETURN**, or press **RETURN** if you want to store the converted file on the same diskette. *A dialog box appears:*

```
                        << CONVERT >>

   ORIGINAL FILENAME:        LETTER1  .WPT
   TARGET FILENAME:          LETTER1■.TXT

        /          Existing File(s)          \

      LETTER1  . TXT  (XXX.X)     LETTER2  . TXT  (XXX.X)
      LETTER3  . TXT  (XXX.X)



 Type filename and press RETURN.
 Press ↑, ↓ to scroll file directory.
```
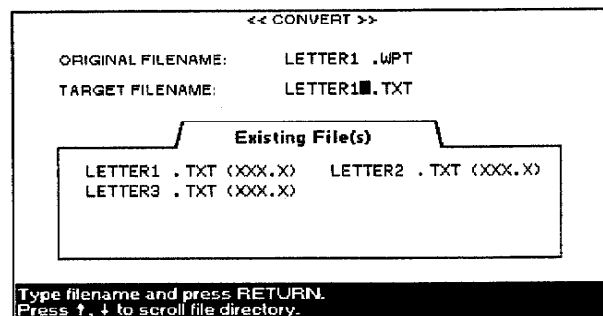
This dialog box shows the ASCII files (.TXT) on the current diskette. The dialog box also provides an entry field for you to type a new file name. *When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. It automatically scrolls to make sure you do not enter an existing file name.* To see another file name, scroll manually using ↑ or ↓.

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message "Working ..." displays. When conversion is complete, the word processor asks you to reinsert the source diskette.

5. To convert another file, insert the source diskette and continue converting. To return to File Management, press **CANCEL**.

Converting PC Text Files to Brother Word Processing Files

- **ASCII.TXT→WP TEXT.WPT**
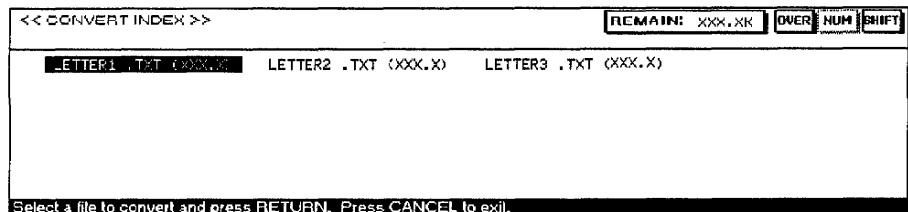
You may want to use text created on a PC with the Brother Word Processing application. To do this, you must first convert the text file from the PC into ASCII format. Most PC word processing software allows you to save a file as an ASCII text file.

You must also remember that your Brother word processor can only use diskettes formatted to DOS 1.44 Mb or DOS 720 kb. If you plan to move data from a PC to your Brother word processor, you must be sure that the diskette containing the file is formatted to DOS 1.44 Mb or DOS 720 kb.

You can format your diskettes to DOS 1.44 Mb or DOS 720 kb on a PC or on your Brother word processor. Your PC manual should list the steps to complete this operation.

The ASCII file must also be stored in the root directory of the diskette and its file name extension must be .TXT.

1. Insert the diskette containing the ASCII file into the disk drive. Press **MENU** to show the menu bar; choose ASCII.TXT→WP TEXT.WPT from the Convert menu. *A dialog box appears:*

```
<< CONVERT INDEX >>                          REMAIN: XXX.XK  OVER NUM SHIFT

  LETTER1 .TXT (XXX.X)    LETTER2 .TXT (XXX.X)    LETTER3 .TXT (XXX.X)




Select a file to convert and press RETURN.  Press CANCEL to exit.
```

2. The index displays only ASCII (.TXT) files. Press the cursor keys to select the file you want to convert and press **RETURN**. *This message appears:*

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

3. Insert a destination diskette and press **RETURN**, or press **RETURN** if you want to store the converted file on the same diskette. *A dialog box appears:*

```
                        << CONVERT >>

     ORIGINAL FILENAME:        LETTER1 .TXT
     TARGET FILENAME:          LETTER1█.WPT

                  ┌──────Existing File(s)──────┐
     ┌────────────┘                            └──────────────┐
     │  LETTER1 .WPT (XXX.X)    LETTER10.WPT (XXX.X)           │
     │  LETTER11.WPT (XXX.X)    LETTER2 .WPT (XXX.X)           │
     │  LETTER3 .WPT (XXX.X)    LETTER4 .WPT (XXX.X)           │
     │  LETTER5 .WPT (XXX.X)    LETTER6 .WPT (XXX.X)           │
     │  LETTER7 .WPT (XXX.X)    LETTER8 .WPT (XXX.X)           │
     └──────────────────────────────────────────────────────┘

  ▌Type filename and press RETURN.
  ▌Press ↑, ↓ to scroll file directory.
```

This dialog box shows the Word Processing files (.WPT) on the current diskette. The dialog box also provides an entry field for you to type the new file name. When you type the first letter of the file name, a list appears that starts with the file alphabetically closest to that letter. It automatically scrolls to make sure you do not enter an existing file name. To see another file name, scroll manually using ↑ or ↓.

Once a file is converted to Brother format, you can go to the file with the Word Processing application.

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message "Working ..." displays. When conversion is completed, the word processor asks you to reinsert the source diskette.

5. To convert another file, insert the source diskette and continue conversion. To return to File Management mode, press **CANCEL**.

Converting Spreadsheet Files into Lotus® 1-2-3® Files

• **BROTHER.SPR→LOTUS123.WK1**

Characters of the SPR file that do not exist in the Lotus® format are converted into spaces. Conversion of the text is performed according to LICS (Lotus International Character Set).

You can convert a Spreadsheet file from your word processor to the Lotus® 1-2-3® format in order to use the file on a PC.

1. Insert the diskette containing the Brother Spreadsheet file. Press **MENU** to show the menu bar; choose BROTHER.SPR→LOTUS123.WK1 from the Convert menu. *The CONVERT INDEX dialog box appears:*

```
┌─────────────────────────────────────────────────────────────────┐
│ << CONVERT INDEX >>                       │REMAIN: XXX.XK │OVER│NUM│SHIFT│
│ ┌───────────────────────────────────────────────────────────┐   │
│ │ █LETTER1 .SPR (XXX.X)█  LETTER2 .SPR (XXX.X)   LETTER3 .SPR (XXX.X)│
│ │                                                             │   │
│ │                                                             │   │
│ │                                                             │   │
│ │                                                             │   │
│ └───────────────────────────────────────────────────────────┘   │
│ ▌Select a file to convert and press RETURN. Press CANCEL to exit.│
└─────────────────────────────────────────────────────────────────┘
```

2. The index displays only Spreadsheet (.SPR) files. Press the cursor keys to select the file you want to convert and press **RETURN**. *This message appears:*

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

3. Insert a destination diskette and press **RETURN,** or press **RETURN** to store the converted file on the same diskette. *A dialog box appears:*

```
                         << CONVERT >>

     ORIGINAL FILENAME:        LETTER3 .SPR
     TARGET FILENAME:          LETTER3█.WK1

               /      Existing File(s)      \
       LETTER1 .WK1 (XXX.X)    LETTER2 .WK1 (XXX.X)
       LETTER3 .WK1 (XXX.X)



     Type filename and press RETURN.
     Press ↑, ↓ to scroll file directory.
```
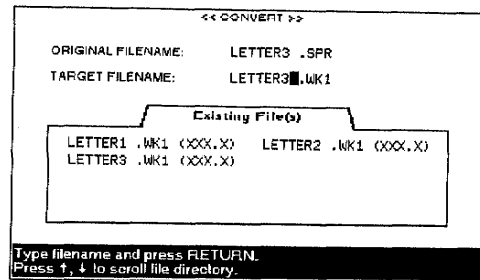
This dialog box shows the Lotus® 1-2-3® files (.WK1) on the current diskette. The dialog box also provides an entry field for you to type a new file name. You can scroll the list to make sure you do not enter an existing file name.

4. Type a file name that is not in use on the current diskette and press **RETURN** to convert the file. During conversion, the message, "Working...," displays. When conversion is completed, the word processor asks you to reinsert the source diskette.

5. To convert another file, insert the source diskette and continue conversion.

OR

To return to File Management mode, press **CANCEL.**

Converting a Lotus® 1-2-3® File into a Spreadsheet File

To use Lotus® 1-2-3® files on your word processor, you do not need any special conversion tool. A Lotus® 1-2-3® file can be opened just like an .SPR file using the Spreadsheet application if the following conditions are met:

- The file is stored on the root directory of a DOS 1.44 Mb or DOS 720 kb diskette.
- The file name extension is .WK1.

There is no guarantee that the entire Lotus® 1-2-3® file will correctly convert. The conversion is incomplete in the following circumstances:

- The Lotus® 1-2-3® file is too large (.SPR files hold a maximum of 256 rows × 256 columns). Conversion stops and the following message appears:

```
Cells extend beyond range.
Unable to convert!
Press any key to continue.
```

- The Lotus® 1-2-3® file size is larger than the maximum Spreadsheet file size. Conversion stops and the following message appears:

```
Not enough memory remaining!
Press any key to continue.
```

- A password is set. Conversion stops and the following message appears:

```
Password is set.
Unable to convert!
Press any key to continue.
```

- There are more than 130 errors. Conversion stops and the following message appears:

```
Cannot read this file!
Press any key to continue.
```

- A cell in a Lotus® 1-2-3® file contains more than 239 characters. In this case, only the first 239 characters of the cell appear in the converted file if the data is alphanumeric. If the data is a formula, it does not convert.

- When a function available with Lotus® 1-2-3® is not recognized or has a slightly different format (e.g. @COS(45*@PI/180)), it does not convert. Check the Lotus® 1-2-3® file to make sure only functions and formats available on your word processor are used.

- Characters of the Lotus® 1-2-3® file that do not exist on your word processor convert to spaces. The conversion of the text is performed according to LICS (Lotus International Character Set).

IBM PC Code

The following table shows the printable characters that can be correctly translated when you convert to or from ASCII files on your Brother word processor. Empty cells in this table correspond to control codes or characters that are converted into blank spaces.

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0				0	@	P	`	p	Ç	É	á				α	≡
1			!	1	A	Q	a	q	ü	æ	í				β	±
2			"	2	B	R	b	r	é	Æ	ó				Γ	
3			#	3	C	S	c	s	â	ô	ú				π	
4			$	4	D	T	d	t	ä	ö	ñ				Σ	
5			%	5	E	U	e	u	à	ò	Ñ				σ	
6			&	6	F	V	f	v	å	û	ª				µ	÷
7			'	7	G	W	g	w	ç	ù	º				τ	
8			(	8	H	X	h	x	ê	ÿ	¿				Φ	°
9			)	9	I	Y	i	y	ë	Ö					Θ	
A			*	:	J	Z	j	z	è	Ü					Ω	·
B			+	;	K	[	k	{	ï	¢	½				δ	√
C			,	<	L	\	l	|	î	£	¼				∞	
D			–	=	M	]	m	}	ì	¥	¡				φ	²
E			.	>	N	^	n	~	Ä	Pt	«				ε	
F			/	?	O	_	o		Å	ƒ	»					

9 Disk Application

Disk Application allows you to start an application that is not built into the system but which comes on a separate diskette.

The following disk application programs come with your Whisperwriter: Graphic Art Print, Frame Print, Self-Demo, Tutorial, Games, and Conversion. These programs (contained on three diskettes) are described in "Supplemental programs" on page 33.

Using Graphic Art Print

Diskette 2 contains the Graphic Art Print application. This diskette must be inserted and Graphic Art Print (GRARTPRT.APL) selected before you can view graphic art images (color or black and white).

The Graphic Art Print software allows you to print 100 monochrome (black and white) graphic art images and 20 color graphic art images. These images are stored on Diskettes 2 and 3. You can select images from various categories and print them in normal, half, or double size.

These graphic images print directly onto your paper. They are not saved as part of a word processing file. To use an image as part of a printing, print the image onto the paper, then reinsert that paper for printing your document. These images allow you to create personalized letterheads, fancy invitations, newsletters, etc.

This function prints one or more copies of an image onto your paper.

1. Turn on the power to display the Main Menu.
2. Insert Diskette 2 into the disk drive.
3. Press **8** or **CODE + Q** or the cursor keys to select the Disk Application icon and press **RETURN**. *A list of the programs contained on the diskette appears on the screen.*
4. Press the cursor keys to select the GRARTPRT.APL application.

8
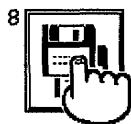
Disk
Application

5. Press **RETURN**. *The black and white image file list appears:*

```
/BIM  Image  \
┌──────────────────────────────────────────────────────────┐
│ 747      .BIM     ACCENT   .BIM     ANNOUNC  .BIM          │
│ B-DAY    .BIM     BABY     .BIM     BALOONS  .BIM          │
│ BAREFEET.BIM      BASEBAL  .BIM     BAT      .BIM          │
│ BIGEVENT.BIM      BILL     .BIM     BLACKCAT.BIM           │
│ BORDER1  .BIM     BORDER2  .BIM     BORDER3  .BIM          │
│ BORDER4  .BIM     BORDER5  .BIM     BORDER6  .BIM          │
│ BORDER7  .BIM     BORDER8  .BIM     BSNSMAN  .BIM          │
│ BSNSWMN  .BIM     BUNNY    .BIM     CAR      .BIM          │
└──────────────────────────────────────────────────────────┘
```

You can switch from the black
and white graphic art file to the
color graphic art file by changing
diskettes.
But, the Graphic Art Print
application from Diskette 2 must
be inserted and Graphic Art Print
(GRARTPRT.APL) selected
before you can view color graphic
art images.

To view color graphic images, remove Diskette 2 and insert Diskette 3.
The color image file list appears:
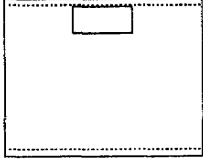
```
/BIM  Image  \
┌──────────────────────────────────────────────────────────┐
│ 4SALE    .BIM     BOMB     .BIM     CHRSTMAS.BIM           │
│ CHRSTREE.BIM      DFORGET  .BIM     FINGERSX.BIM           │
│ JULY4    .BIM     LIBRARY  .BIM     MNYBAG   .BIM          │
│ PHNTALK  .BIM     PINUP    .BIM     PUMPKIN  .BIM          │
│ SNOWMAN  .BIM     SOLD     .BIM     TECHNIC  .BIM          │
│ THANKCRD.BIM      THANKU   .BIM     USA      .BIM          │
│ VALWORD  .BIM     VOLUNTR  .BIM                            │
└──────────────────────────────────────────────────────────┘
```

6. Press the cursor keys to select the image file (from either diskette) you want to print and press **RETURN**. *The GRAPHIC ART PRINT dialog box appears:*

```
<< GRAPHIC ART PRINT >>

        FILENAME: BASEBAL .BIM



PRINT SIZE:               NORMAL                               Y: 0.50
                          [1.97 X 2.51]                        X: 2.90
REPEAT PRINT:             NO
NUMBER OF COPIES:          1
PAPER SIZE:               LETTER PORTRAIT
CUT SHEET FEEDER:         OFF
PRINT QUALITY:            MEDIUM




Press SPACE to change setting.
Press TAB to set position, RETURN to print.
```

7. To print black and white graphic art images with color or to print color graphic art images, press **INK CHG**; then insert the color ink-jet cartridge.

8. Press ↑ and ↓ to move the cursor to the desired setting. Press the **SPACEBAR** to change the settings or type the desired values.

 • **PRINT SIZE:**

    NORMAL—Prints the image at actual size.

    HALF SIZE—Prints the image at half width and half height.

    DOUBLE SIZE—Prints the image at double width and double height.

- **REPEAT PRINT:**

  NO—Prints one image.

  YES—Prints multiple copies of an image.

- **NUMBER OF COPIES:** The number of times the paper prints (maximum 999).

- **PAPER SIZE:** The size of paper to be printed.

- **CUT SHEET FEEDER:**

  OFF—Cut sheet feeder is not attached, or you are using manual paper feed with the cut sheet feeder.

  ON—Cut sheet feeder is attached, and you want to use it for automatic paper feed.

- **PRINT QUALITY:**

  FINE—For final quality printing.

  MEDIUM—For average quality printing.

  DRAFT—For trial printing. With this setting, you save time and ink.

9. Press **TAB** to set printing position. *The cursor appears in the right box.*

The size of the cursor reflects the size of the specified data. When you select REPEAT PRINT/YES, the cursor moves vertically only. The cursor can move within the entry field of the selected paper.


```
<< GRAPHIC ART PRINT >>
    FILENAME: BASEBAL .BIM


PRINT SIZE:              NORMAL
                        ( 1.97 X 2.51 )          Y: 0.50
REPEAT PRINT:            NO                       X: 2.90
NUMBER OF COPIES:          1
PAPER SIZE:             LETTER PORTRAIT
CUT SHEET FEEDER:       OFF
PRINT QUALITY:          MEDIUM




Move cursor to set position.
Press TAB to change setting, RETURN to print.
```

When you select REPEAT PRINT/YES, the maximum number of images that can print within the width of the specified paper are printed.

10. Move the cursor to the desired position and press **RETURN**. If you select the monochrome (black and white) image file and the color cartridge is inserted, this dialog box appears:

```
      << COLOR >>
        BLACK
        BLUE
        GREEN
        CYAN
        RED
        MAGENTA
        YELLOW
Press ↑,↓ to change setting and press RETURN.
```

Press ↑ and ↓ to change the setting and press **RETURN**. *This message appears:*

```
Insert paper and press RETURN.
```

If you select the monochrome (black and white) image file and the monochrome cartridge is inserted, this message appears:

```
Insert paper and press RETURN.
```

If you select the color image file and the monochrome cartridge is inserted, this message appears:

```
Cannot print using monochrome ink cartridge!
Replace it with the color cartridge.
Press any key to continue.
```

Replace the cartridge and press **RETURN**. *This message appears:*

```
Insert paper and press RETURN.
```

If you select the color image file and the color cartridge is inserted, this message appears:

```
Insert paper and press RETURN.
```

11. Set paper according to the size setting in the GRAPHIC ART PRINT dialog box and press **P INS** to insert the paper. Press **RETURN** to start printing. *This message appears:*

```
Printing....press CANCEL to stop printing.
```

12. Press **CANCEL** to stop printing. *This dialog box appears:*

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

Select YES to cancel printing or NO to continue printing.

Using Frame Print

This function prints special outer frames in your document. These outer frames print directly onto your paper. They are not saved as part of a word processing file. If you want to use an outer frame in a printing, print the frame onto the paper; then reinsert that paper for printing your document.

1. Turn on the power to display the Main Menu.
2. Insert Diskette 2 into the disk drive.
3. Press **8** or **CODE + Q** or the cursor keys to select the Disk Application icon and press **RETURN**. *A list of the programs contained on the diskette appears on the screen:*

```
<< DISK APPLICATION >>                          REMAIN:  XX.X  K  OVER  NUM  SHIFT

   FRAMEPRT.APL ( XX.X)      GRARTPRT.APL ( XX.X)













Select a file and press RETURN.  Press CANCEL to display MAIN MENU.
```
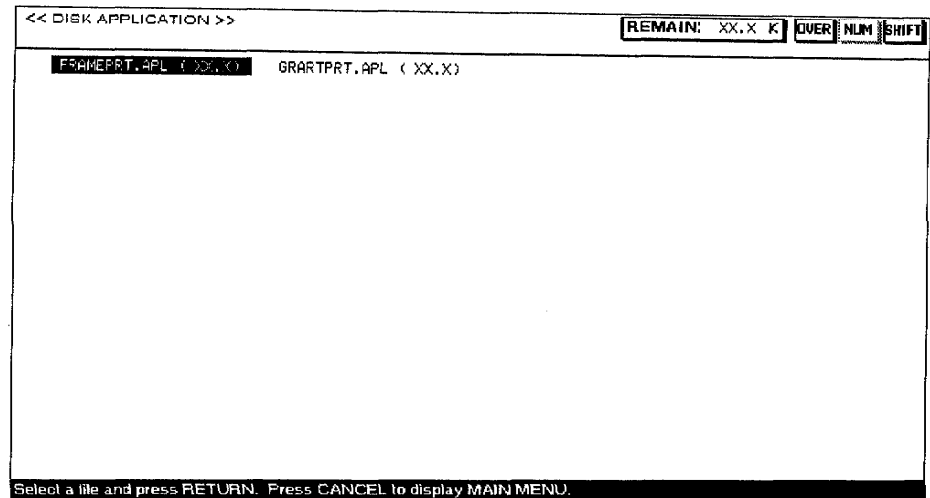
4. Press the cursor keys to select FRAMEPRT.APL and press **RETURN**. (Insert the color ink cartridge if you want to print the frame with color.) *The FRAME PRINT dialog box appears:*

```
                          << FRAME PRINT >>

   FRAME TYPE

   DESIGN:


   NUMBER OF COPIES:              1

   PAPER SIZE:                    LETTER PORTRAIT

   CUT SHEET FEEDER:              OFF

   PRINT QUALITY:                 MEDIUM




Press ←, → to change setting and press RETURN.
Press ↑, ↓ to move to another setting.
```
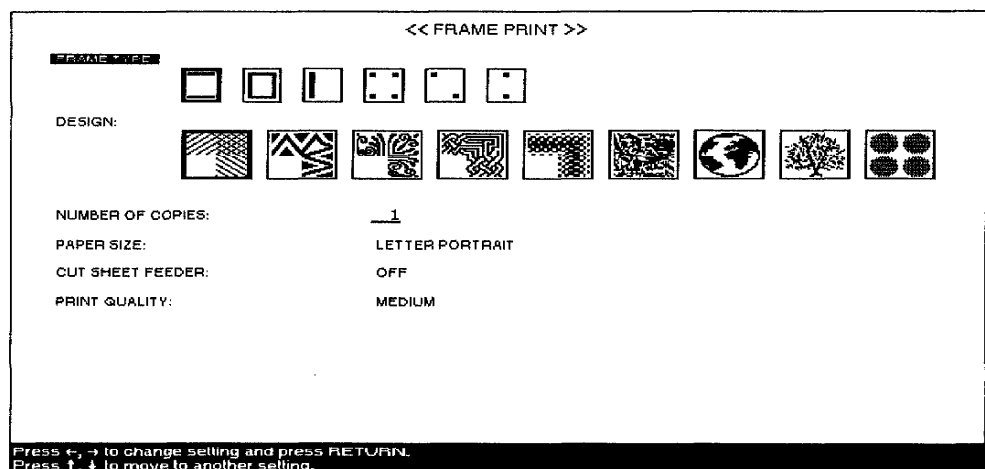
5. Press ↑ and ↓ to move the cursor to the desired setting. Press ←, →, or the **SPACEBAR** to change settings or type the desired values.

   - **FRAME TYPE:** An icon shows an example of each type of frame.
   - **DESIGN:** An icon shows an example of each type of design.
   - **NUMBER OF COPIES:** The number of times the paper prints (maximum 999).
   - **PAPER SIZE:** The size of paper to be printed.
   - **CUT SHEET FEEDER:**

     OFF—Cut sheet feeder is not attached, or you are using manual paper feed with the cut sheet feeder.

     ON—Cut sheet feeder is attached, and you want to use it for automatic paper feed.

   - **PRINT QUALITY:**

     FINE—For final quality printing.

     MEDIUM—For average quality printing.

     DRAFT—For trial printing. With this setting, you save time and ink.

6. Press **RETURN** to enter the settings of the FRAME PRINT dialog box. If the color cartridge is inserted, the dialog box below appears:

```
                    << COLOR >>
                      BLACK
                      BLUE
                      GREEN
                      CYAN
                      RED
                      MAGENTA
                      YELLOW

   Press ↑,↓ to change setting and press RETURN.
```

Press ↑ and ↓ to change the setting and press **RETURN.** *This message appears:*

```
Insert paper and press RETURN.
```

If the monochrome (black and white) cartridge is inserted, this message appears:

```
Insert paper and press RETURN.
```

7. Set paper according to the size setting in the FRAME PRINT dialog box and press **P INS** to insert the paper. Press **RETURN** to start printing. *This message appears:*

```
   Printing....press CANCEL to stop printing.
```

8. Press **CANCEL** to stop printing. *This dialog box appears:*

```
            OK to cancel printing?
   Use cursor to select and press RETURN.
    YES                            [NO]
```
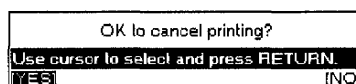
Select YES to cancel printing or NO to continue printing.

Tutorial/Self–Demo

1. Turn on the power to display the Main Menu.
2. Insert Diskette 1 into the disk drive.
3. Press **8** or **CODE + Q** or the cursor keys to select the Disk Application icon and press **RETURN**. *A list of the programs contained on the diskette appears on the screen:*

Model WP–6700CJ

```
<< DISK APPLICATION >>                    REMAIN:  205.3   K  OVR NUM SHIFT

   BLKJACK  .APL  ( 54.8)      BLOCK    .APL  ( 45.1)
   CARDS    .APL  ( 53.8)      FREEZER  .APL  ( 53.6)
   NUMBERS  .APL  ( 33.8)      POKER    .APL  ( 66.6)
   SELFDEMO .APL  ( 55.4)      TUTOR    .APL  ( 28.7)

Select a file and press RETURN.  Press CANCEL to display MAIN MENU.
```

Model WP–7700CJ

```
<< DISK APPLICATION >>                                      REMAIN:  205.8  K  OVER  NUM  SHIFT

   BLKJACK  .APL  ( 54.8)   BLOCK  .APL  ( 45.1)   CARDS    .APL  ( 53.8)   FREEZER .APL  ( 53.6)
   NUMBERS  .APL  ( 33.8)   POKER  .APL  ( 66.6)   SELFDEMO .APL  ( 55.4)   TUTOR   .APL  ( 28.7)
```

Select a file and press RETURN. Press CANCEL to display MAIN MENU.

4. Select the desired application and press **RETURN**. *The selected program starts.* Follow the instructions displayed on the screen.

10 Auto Letter Layout

The Auto Letter Layout application can automatically apply standard letter formats to an existing Word Processing file. Five different single page letter formats are available:

- Full Block
- Block

Only the first page of a file can be automatically reformatted with the Auto Letter Layout application.

- Semi-block
- Hanging-indented
- Official Style

The Auto Letter Layout application identifies parts of a single page letter (date, salutation, etc.) and formats these parts separately. To make sure the parts of the letter are correctly identified, you must follow a few rules when typing a letter using the Word Processing application.

Creating the Letter

While creating your letter using the Word Processing application, remember the following procedures:

- Do not use formats like centering, paragraph indent, or right margin flush. These are overwritten by the Auto Letter Layout formats.

- The Auto Letter Layout application overwrites tabs. If you need a table in your letter, create the table after you have formatted the letter using the Auto Letter Layout application.

When typing a letter that you want to format using the Auto Letter Layout application, remember that the application applies different formats to different parts of the letter. The application must therefore be able to identify those parts of the letter. The parts are identified as follows:

Date line. The application first looks for a line containing a fully spelled out month and identifies that line as the date line.

If you have some text before the date line, that text is not reformatted. To make sure the application finds your date line, spell out the month fully (e.g., April). If you do not spell out the month fully (you use an abbreviation or a number instead), the application is not able to identify a date line in your letter and it will not format.

Address block. All information between the date line and the salutation (defined on the next page) is identified as the address block.

Salutation line. The application identifies the salutation line as a line that starts with only "Dear" or "Ladies and Gentlemen."

Body block. Everything between the salutation line and the complimentary close (defined below) is identified as the body of the letter.

Complimentary close. A line of more than five, and up to 30, characters followed by a comma and return code [↵] is identified as the complimentary close.

Signature block. Everything between the complimentary close and the identification line (defined below) is identified as the signature block.

Identification line. The identification line is used to identify the person who dictates or writes the letter and the person who types the letter. The first set of initials identifies the letter writer, and the second set of initials identifies the typist. The identification line must contain one set of initials or two sets of initials separated with a slash [/] or colon [:]. Blank spaces are not accepted, for example: /mn↵.

Enclosure notation. The enclosure notation block must start with *"enclosure(s)", "enc.(s)," or "encl."* You can use either lower or uppercase letters. Anything between the line starting with those characters and the first line containing only a return symbol is identified as the enclosure notation. Make a line containing only a return symbol to mark the end of the enclosure notation.

The following illustration shows how you should type the data for your letter:

Applying Auto Letter Layout

You can start the Auto Letter Layout application from the Word Processing application or from the Main Menu.

From the Word Processing Application

1. After typing the text of your letter, press **MENU** to show the menu bar; choose Auto Letter Layout from the Option menu. *The AUTO LETTER LAYOUT FORMAT dialog box appears:*
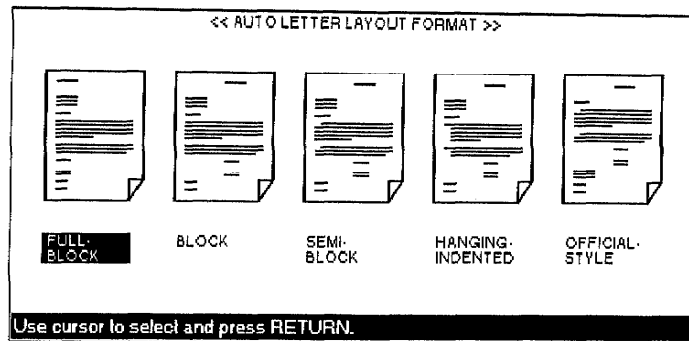
Five formats are available:

- **FULL–BLOCK.** A single format is used for all parts of the letter. Everything is aligned with the left margin.
- **BLOCK.** Everything is aligned with the left margin except for the date line, complimentary close, and signature block, which are indented.
- **SEMI–BLOCK.** Same as the block format, but the first line of each body paragraph is indented.
- **HANGING–INDENTED.** Same as the block format, but each body paragraph is indented (except the first line, which starts from the left margin).
- **OFFICIAL–STYLE.** Same as the semi–block format, but the address block is transferred between the signature block and the identification line.

After applying a format to a file, you can use Auto Letter Layout to apply another format to the file except after applying Official–style format. This is because the Official–style format moves the address block to a place where it cannot be identified by the word processor.

2. Press ← and → to select a format. Press **RETURN** to start automatic formatting of the file. *This message appears:*

The formatted letter appears on the screen. You can save the letter, print it, or edit it as you would with a normal document.

From the Main Menu

**Auto Letter
Layout**

1. Turn on the power to display the Main Menu.
2. Insert the diskette that contains the Word Processing file you want to format.
3. Press **9** or use the cursor keys to select the Auto Letter Layout icon and press **RETURN**. *The list of the Word Processing files stored on the diskette appears.*

```
┌─────────────┐
│ WPT Word    │
│     Processing │
├───────────────────────────────────────┐
│ LETTER1 .WPT   LETTER10.WPT   LETTER11.WPT │
│ LETTER2 .WPT   LETTER3 .WPT   LETTER4 .WPT │
│ LETTER5 .WPT   LETTER6 .WPT   LETTER7 .WPT │
│ LETTER8 .WPT   LETTER9 .WPT                │
│                                           │
│                                           │
│                                           │
└───────────────────────────────────────────┘
```
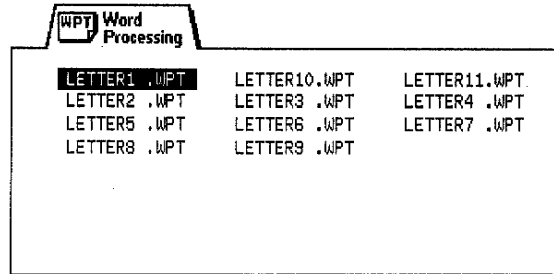
4. Press the cursor keys to select the file you want to format and press **RETURN**. *The AUTO LETTER LAYOUT FORMAT dialog box appears:*
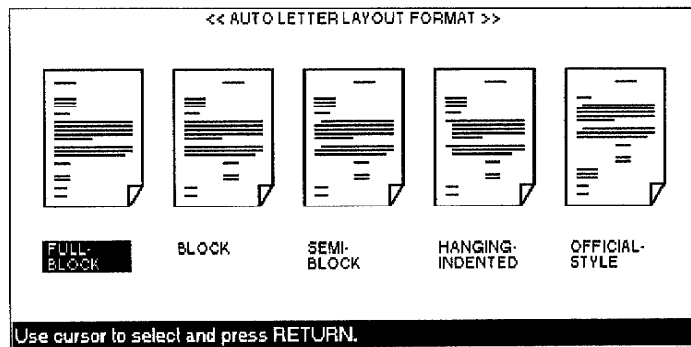
5. Press ← and → to select a format and press **RETURN** to start automatic formatting of the file. *This message appears:*

```
┌──────────────────┐
│  Working....     │
└──────────────────┘
```

The formatted letter appears on the screen. You are now in the Input/Edit screen of the Word Processing application. You can save the letter, print it, or edit it as you would a normal document.

Press **CANCEL** instead of **RETURN** to return to the screen you had before starting the application. However, if the application was entered from the Main Menu, you return to the edit screen of the chosen file.

The Auto Letter Layout application fails in the following cases:

• If the Line/Chart/Image code or Multi–Columns are set at the first page of the selected file, this error message appears:

```
┌──────────────────────────────────────────────────┐
│ Multicolumn, chart, lineframing or image data are not allowed! │
│              Press any key to continue.            │
└──────────────────────────────────────────────────┘
```
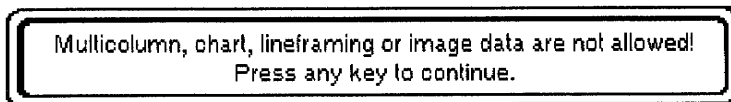
- If there are more than two format marks in the first page of the selected page, this error message appears:

```
More than two FORMAT marks are not allowed!
Press any key to continue.
```

- If the Date line cannot be identified, this error message appears:

```
Date line does not exist in this file!
Press any key to continue.
```

- If the Salutation line cannot be identified, this message appears:

```
Salutation line does not exist in this file!
Press any key to continue.
```

- If the Complimentary close cannot be identified, this message appears:

```
Complimentary close line does not exist in this file!
Press any key to continue.
```

- If the Signature block or Identification line cannot be identified when Official–style is selected, this error message appears:

```
Signature block or Identification line does not exist!
Press any key to continue.
```

11 Desk Top Reference

The Desk Top Reference application gives you access to the built-in dictionary or to your user dictionary and provides powerful search tools.

Starting Desk Top Reference
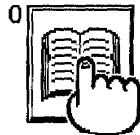
Desk Top Reference

1. Turn on the power to display the Main Menu.
2. Press **0** or use the cursor keys to select the Desk Top Reference icon and press **RETURN**. *The Desk Top Reference screen appears:*

Model WP-6700CJ
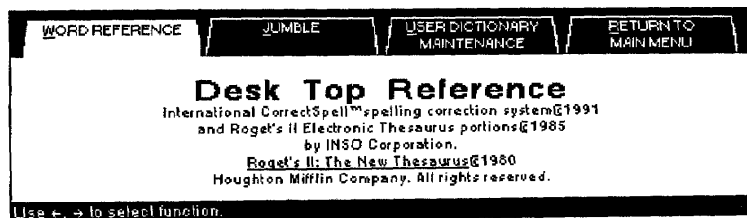
Model WP-7700CJ
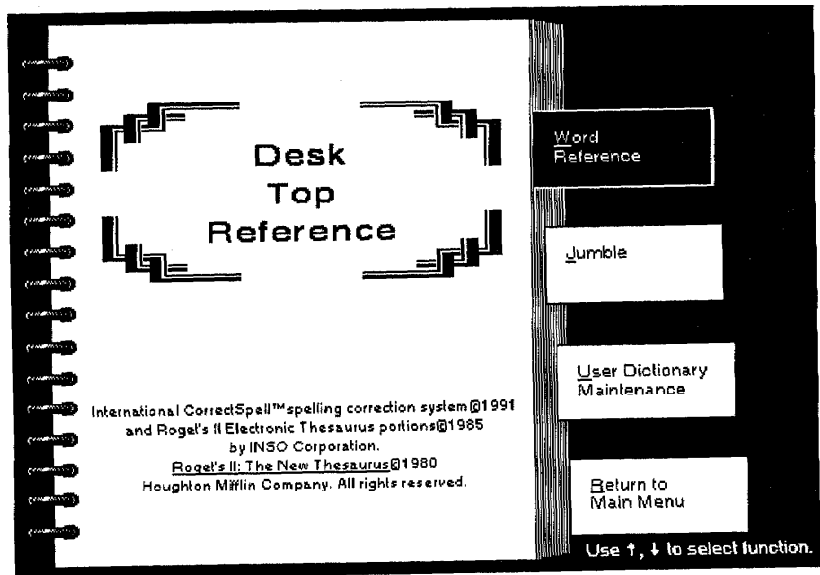
3. Select one of the functions with the cursor keys and press **RETURN**.
   - **Word Reference.** Displays the definition, hyphenation, and synonyms for a specified word.
   - **Jumble.** Gives a list of words made by rearranging the characters of a specified word.
   - **User Dictionary Maintenance.** Edits your user dictionaries.
   - **Return to Main Menu.** Returns to the Main Menu.

Word Reference

This function allows you to find information on a specified word. The information includes definitions, hyphenation, and synonyms. If the specified word is misspelled or includes a wild card character, a list of possibilities displays.

When you start Word Reference, this screen appears:

Model WP-6700CJ

Model WP-7700CJ

To search for a word, type the word in the entry field WORD and press **RETURN**. The information displayed next depends on the specified word.

If the specified word is spelled correctly, this screen appears:

Model WP-6700CJ

- **HYPHENATION:** Shows all the possible hyphenation positions.

- **MEANING(S):** Lists the possible parts of speech for the specified word and displays a short definition of the specified word. Use the cursor keys to select the meaning and press **RETURN** to display synonyms.

The SYNONYM(S) box appears:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  WORD REFERENCE   ▓▓▓JUMBLE▓▓▓  ▓▓USER DICTIONARY▓▓         │OVER│NUM│SHIFT│ │
│  WORD:   enclose_____                      │
│                              * and ? for WILD CARD                             │
│ ┌───────────────────────────────────────────────────────────────────────────┐│
│ │HYPHENATION:          en-close                                               ││
│ ├───────────────────────────────────────────────────────────────────────────┤│
│ │SYNONYM(S):                                                                  ││
│ │ ┌─────────────────────────────────┬───────────────────────────────────────┐││
│ │ │ pen                             │ shut in                               │││
│ │ │  fence                          │ hem                                   │││
│ │ │  wall                           │ coop                                  │││
│ │ │  cage                           │ immure                                │││
│ │ └─────────────────────────────────┴───────────────────────────────────────┘││
│ └───────────────────────────────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────────────────────────────┘
```

- **SYNONYM(S)**: Displays synonyms of the word that belong to the selected definition. Use the cursor keys to select a word.

Press **RETURN** to copy the selected word to the WORD entry field. Press **TAB** twice to send the cursor back to the MEANING(S) box.

The screen in the Model WP-7700CJ appears as follows:

```
┌───────────────────────────────────────────────┬──────────────────────────────┐
│ WORD:                                          │ MEANING(S):                  │
│   enclose_____                       │ ┌──────────────────────────┐ │
│                  * and ? for WILD CARD         │ │Verb: To confine within a │ │
│                                                │ │      limited a           │ │
│          < HYPHENATION >                       │ │Verb: To shut in on all   │ │
│  ┌──────────────────────────────┐              │ │      sides.              │ │
│  │ en-close                     │              │ │Verb: To surround and     │ │
│  └──────────────────────────────┘              │ │      advance upon.       │ │
│                                                │ │                          │ │
│  SYNONYM(S):                                   │ │                          │ │
│  ┌──────────────────────────────┐              │ │                          │ │
│  │ pen                          │              │ │                          │ │
│  │  shut in                     │              │ │                          │ │
│  │  fence                       │              │ │                          │ │
│  │  hem                         │              │ │                          │ │
│  │  wall                        │              │ ├──────────────────────────┤ │
│  │  coop                        │              │ │To confine within a       │ │
│  │  cage                        │              │ │limited area.             │ │
│  │  immure                      │              │ │                          │ │
│  └──────────────────────────────┘              │ └──────────────────────────┘ │
└───────────────────────────────────────────────┴──────────────────────────────┘
```

- **HYPHENATION:** Shows all the possible hyphenation positions.

- **MEANING(S):** Lists the possible parts of speech for the specified word and displays a short definition of the specified word. Press ↑ and ↓ to select each meaning. As each meaning is selected, the synonyms box displays synonyms for the word with that meaning.

- **SYNONYM(S)**: Displays synonyms of the word that belong to the selected definition.

Press ← to move the cursor to the SYNONYM(S) box; then select a word by pressing ↑ and ↓.

Press **RETURN** to copy the selected word to the WORD entry field. Press → or **TAB** twice to send the cursor back to the MEANING(S) box.

If the specified word is not spelled correctly, this screen appears:
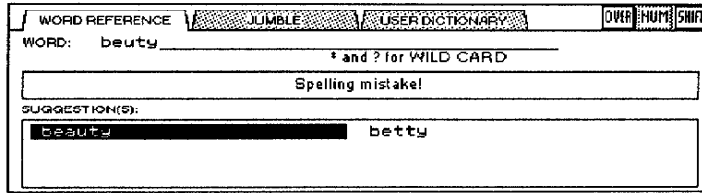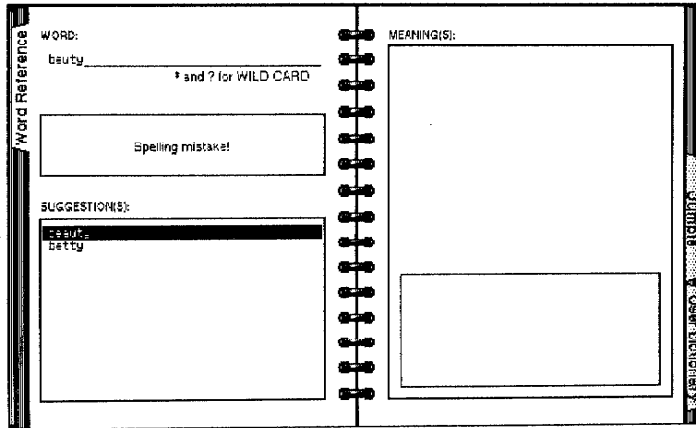
Model WP–6700CJ

Model WP–7700CJ

*To choose another function, press **MENU** to show the menu bar and make your selection from the Index menu.*
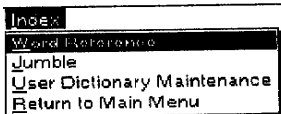
The word processor tells you there is a spelling mistake. The SUGGESTION(S) box displays a list of correct words that resemble the misspelled word.

Use the cursor keys to move from word to word. Press **RETURN** to copy the selected word to the WORD entry field. Press **RETURN** a second time to show information about the word.

If you are unsure of the spelling of a word, you can enter a word that contains wild cards (characters that represent any character). Insert the wild card symbols [*] or [?] in the word, and the word processor tries to find words that match your word by substituting characters or strings of characters for the wild card character. Use [*] to substitute for a string of characters of any length and [?] to substitute for a single character.

Example:
If you enter inti*, the word processor searches for words starting with inti, followed by any combination of characters. Examples are intimacies and intimate.

Model WP–6700CJ
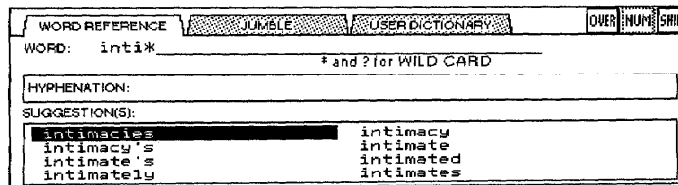
Model WP–7700CJ
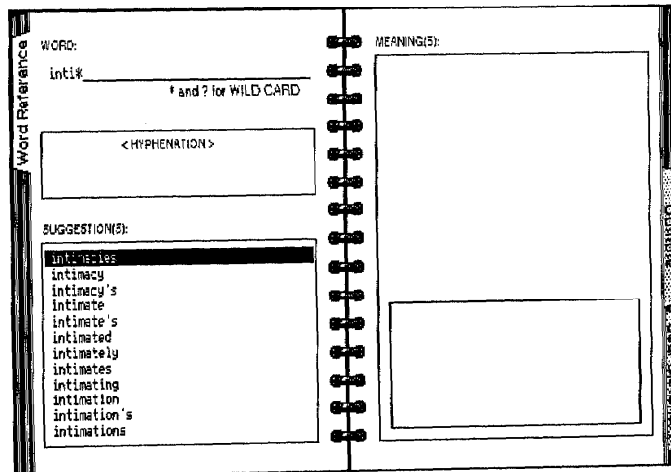
If you type br?wn, the word processor searches for words that are identical to br?wn except for the third character. An example of such a match is brown.

- Use the cursor keys to move from word to word. Press **RETURN** to copy the selected word to the WORD entry field.
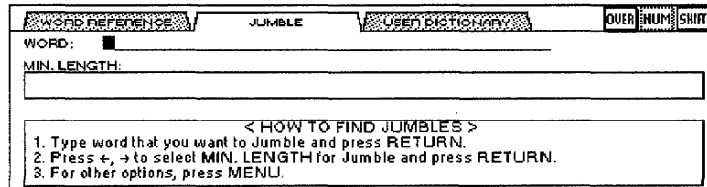
Press **MENU** and make a selection from the Index menu to switch to another tool or to return to the Main Menu.

Jumble
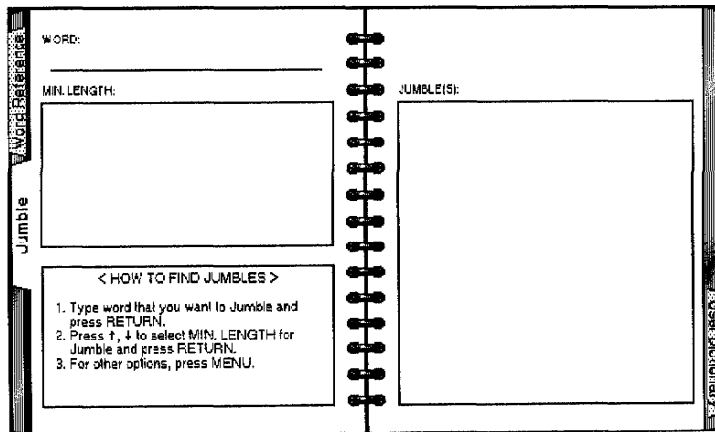
This function searches for words that resemble a specified word when characters are rearranged. The word processor assembles all possible strings (of a specified length) that contain characters from the specified word. The strings that make actual words are displayed.

When you start Jumble, this screen appears:
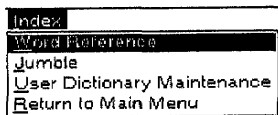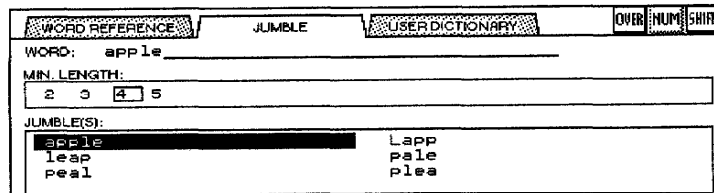
Model WP-6700CJ

```
┌──────────────────────────────────────────────────────────────────┐
│ WORD REFERENCE /   JUMBLE      USER DICTIONARY    OVER NUM SHIFT  │
│ WORD:  ■                                                          │
│ MIN. LENGTH:                                                      │
│ ┌──────────────────────────────────────────────────────────────┐ │
│ │                                                                │ │
│ ├──────────────────────────────────────────────────────────────┤ │
│ │                  < HOW TO FIND JUMBLES >                       │ │
│ │ 1. Type word that you want to Jumble and press RETURN.         │ │
│ │ 2. Press ←, → to select MIN. LENGTH for Jumble and press RETURN.│ │
│ │ 3. For other options, press MENU.                              │ │
│ └──────────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────────┘
```

Model WP-7700CJ

*To choose another function, press **MENU** to show the menu bar and make your selection from the Index menu.*

```
┌─────────────────────────────┐
│ Index                       │
├─────────────────────────────┤
│ Word Reference              │
│ Jumble                      │
│ User Dictionary Maintenance │
│ Return to Main Menu         │
└─────────────────────────────┘
```

1. Type a word in the entry field WORD and press **RETURN**.

2. Use the cursor keys to specify the minimum character length of the words and press **RETURN**. This screen appears:

Model WP-6700CJ

```
┌──────────────────────────────────────────────────────────────────┐
│ WORD REFERENCE /   JUMBLE      USER DICTIONARY    OVER NUM SHIFT  │
│ WORD:   apple                                                     │
│ MIN. LENGTH:                                                      │
│  2   3   [4]   5                                                  │
│ JUMBLE(S):                                                        │
│  apple                          Lapp                              │
│  leap                           pale                              │
│  peal                           plea                              │
└──────────────────────────────────────────────────────────────────┘
```

Model WP-7700CJ
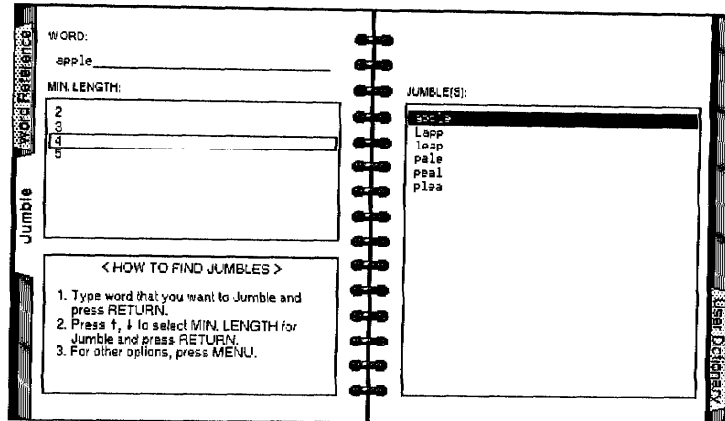
A maximum of 20 words appears in the JUMBLE(S) box.

A list of words appears in the JUMBLE(S) box. Scroll up and down the list of words with the cursor keys. Use the cursor keys to choose and change the minimum number of characters. When the cursor is in the JUMBLE(S) box, press **TAB** and the cursor moves to the WORD entry field.

Example:
The specified word is apple, and the specified minimum length is four. The word apple contains one a, two p's, one l, and one e. Using only those letters, the word processor lists all the possible combinations of four or more characters and displays those that are actual words (e.g., apple, Lapp).

Press **MENU** and make a selection from the Index menu to choose another tool or to return to the Main Menu.

User Dictionary Maintenance

This tool is also accessible from other applications. When you start User Dictionary Maintenance and there are no entries to the user dictionary, the following screen appears. For more information, see "User Dictionary Maintenance" on page 87.

Model WP-6700CJ
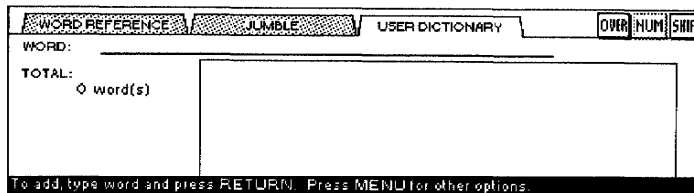
When User Dictionary Maintenance is opened from Desk Top Reference, there is no Exit in the Operate menu. To exit User Dictionary Maintenance, you must go to another mode using the Index menu or choose Return to Main Menu.

Model WP-7700CJ
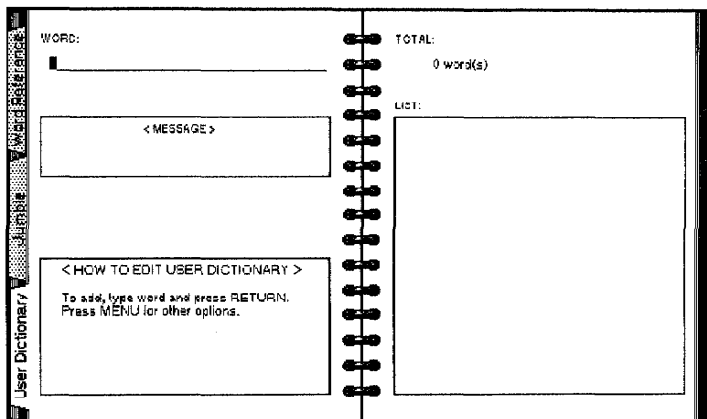
Press **MENU** and make a selection from the Index menu to choose another tool or to return to the Main Menu.

12 Clip Board

The clip board copies part of a file into temporary memory and pastes it into another file. This makes it possible to transfer data between files and different applications (Word Processing, Spreadsheet, Addressbook).

Each time you copy new data to the clip board, the new data overwrites the old data. The clip board clears when the power is turned off.

Copying Data to the Clip Board

You can copy data to the clip board from Word Processing, Spreadsheet, or Addressbook.

1. Position the cursor on the first character of the block you want to copy.
2. Press **MENU** to show the menu bar; choose Copy to Clip Board (short cut: **CODE + C CLIP**) from the Block menu (Word Processing and Spreadsheet) or from the Record menu (Addressbook).

   This message appears for Spreadsheet or Addressbook:

   ```
   Move cursor to end of block and press RETURN.
   ```

   This message appears for Word Processing:

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

3. Move the cursor to the end of the block and press **RETURN**. *This message appears:*

   ```
   Data is stored in CLIP BOARD.
   ```

- If there is not enough free memory to store the data, the clip board clears and this message appears:

  ```
  Not enough memory remaining!
  Press any key to continue.
  ```

Pasting Data from the Clip Board

The contents of the clip board remains unchanged until you overwrite it or switch the power off. This means that you are able to paste the contents of the clip board more than once.

You can paste the contents of the clip board into the same file, in which case the operation is equivalent to a block copy, except that you can copy the same data many times in the same document.

You can also paste the contents of the clip board into another file. To do this, you must open the target file after copying the data from the source file into the clip board. The target file can be opened in Normal or Dual mode.

1. Move the cursor to the position where you want to paste data.
2. Press **MENU** to show the menu bar; choose Paste from Clip Board (short cut: **P CLIP**) from the Block menu (Word Processing and Spreadsheet) or from the Record menu (Addressbook).
   The following dialog box appears:

   ```
   << PASTE FROM CLIP BOARD >>
   Do you want to paste this in file?

   The quick brown fox jumps over the lazy dog↵


   DATA FROM: WORD PROCESSING
   Use cursor to select and press RETURN.
   YES                                          [NO]
   ```
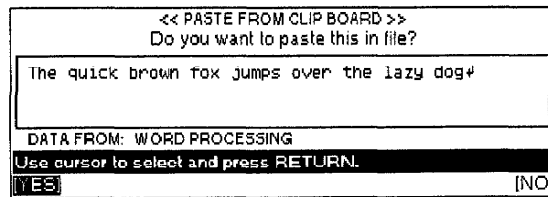
3. Press ← to select YES and → to select NO and press **RETURN**.
   - **NO.** Cancels the function.
   - **YES.** Inserts the clip board data at the cursor's position.

   When you paste a Spreadsheet range into a Word Processing file, YES is replaced with YES AS TABLE and YES AS TEXT. Select YES AS TABLE when you want the range to automatically format as a table with a frame. Select YES AS TEXT when you want to paste the text only.

   If there is not enough free memory to store the clip board data into the file, this message appears:

   ```
   Not enough memory remaining!
   Press any key to continue.
   ```
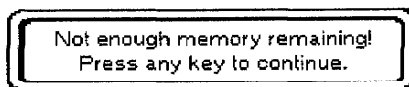
However, for Spreadsheet, this message appears:

   ```
   Paste CLIP BOARD incomplete. Memory full!
   Press any key to continue.
   ```
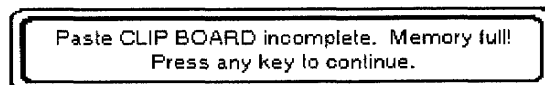
Copy/Paste from Word Processing to Word Processing

Data is inserted at the cursor position and is formatted the same way as when you use the Block Copy function.

Copy/Paste from Spreadsheet to Word Processing

If you select YES AS TEXT, the data is inserted as a block of text, the way it appears on the PASTE FROM CLIP BOARD dialog box. Type style, font, color, and size are reset to the values at the cursor position.

If you select YES AS TABLE, the data and table are inserted starting from the cursor position. The font is automatically set to Brougham, and the font's point size is set to match the point size set at the cursor position. Color is reset to the color at the cursor position. (Frame of cell should be black.)

If the table cannot fit between the margins, this dialog box appears:

```
┌─────────────────────────────────────┐
│        Table will be truncated!      │
│       OK to cancel table insert?     │
├─────────────────────────────────────┤
│ Use cursor to select and press RETURN.│
│ [YES]                          [NO]  │
└─────────────────────────────────────┘
```
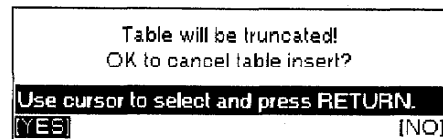
- **YES.** Cancels the table insert and returns to the previous display.

- **NO.** Table is cut off (some of the table is cut off to make the table fit).

- If one cell is too large to fit between the margins, this message appears:

```
┌─────────────────────────────────┐
│       Cannot insert table!       │
│     Press any key to continue.   │
└─────────────────────────────────┘
```
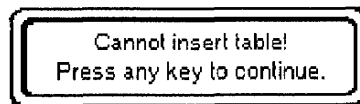
Press any key to return to the previous screen without inserting the table.

A frame cannot contain more than 22 rows or more than 30 columns. If the clip board data exceeds that limit, this message appears:

```
Crossed positions full. Cannot insert table lines.
```

In that case, the data is inserted without the table lines.

Copy/Paste from Addressbook to Word Processing

Data is inserted as a block of text, the way it appears on the PASTE FROM CLIP BOARD dialog box. Type style, font, color, and size are reset to the values at the cursor position.

Copy/Paste from Word Processing or Addressbook to Spreadsheet

The pasted data overwrites existing data in the Spreadsheet. All data is considered alphanumeric and is left aligned in the cells. A line in the Word Processing file or a record in the Addressbook file becomes a single cell in the Spreadsheet file (in the column that you selected as the pasting position).

If data longer than 238 characters is found, the additional characters are ignored and this message appears:

```
Truncated data exists.
```

Copy/Paste from Spreadsheet to Spreadsheet

Data from the clip board overwrites the target range as when you use the Block Copy (A Range of Cells) function.

Copy/Paste from Word Processing or Spreadsheet to Addressbook

Pasted data is inserted in existing data in the Addressbook. A line in the Word Processing file or a row in the Spreadsheet file becomes a single record in the Addressbook file. The record is divided into different items according to the width of the columns in the Addressbook file.

If data longer than the length of a record is found, the remaining characters are ignored, and this message appears:

```
Truncated data exists.
```

Copy/Paste from Addressbook to Addressbook

Pasted data is inserted in existing data at the cursor position. The word processor pastes the first column of the clip board data into the first column of the destination file and so on. If a label width in the clip board is larger than the label width of the destination file or when the number of labels in the destination file is insufficient, the data of that label is cut off and this message appears:

```
Truncated data exists.
```

13 Calculator

In the Calculator application, the screen displays a pocket calculator for basic arithmetic. The results can be transferred to Typewriter, Word Processing, Spreadsheet, or Addressbook.

Starting the Calculator
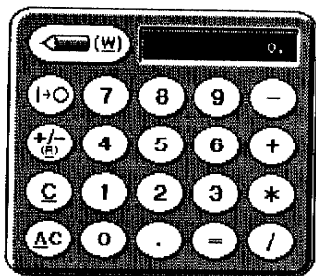
The Calculator displays only during normal input. You cannot display the Calculator when the HELP window is displayed or when you use a special function like the Thesaurus.

1. Press **CODE + 8** with any of these screens or select the Calculator icon on the Main Menu (WP-6700CJ only):

   - Main Menu

   - Typewriter

   - Word Processing

   - Spreadsheet Input/Edit screen

   - Addressbook (Data Input screen)

The Calculator screen and this message appears:

```
Press CODE + 7 to change NUM-L on/off, R to enter +/-, F to finish.
```

Using Number Lock Mode (NUM–L)

Part of the keyboard can be used like the numeric keypad of a pocket calculator. Press **CODE + 7** to turn Number Lock mode off or on. (The NUM indicator at the top of the screen is highlighted when NUM-L is on.) See Number Lock mode on page 28 in "Getting Started" for more information.

Inputting Data

Use these keys to enter numbers and perform calculations:

Display	Key	Used for
1 – 0	Numeric keys **1 – 0** or their equivalent in Number Lock mode	To enter numbers
.	Period	Decimal point
+ – * /	**+ – * /** or their equivalent in Number Lock mode	The four operations: add, subtract, multiply, and divide
+ / –	**R**	To change the sign
C	**C** or **DELETE**	To clear the current input
AC	**A**	To clear all
=	**=** or **RETURN**	To get the result
◁ W	**W**	To exit Calculator and paste the result at the cursor position
I → O	**F** or **CANCEL**	To exit Calculator
	BACKSPACE	To delete a digit

Order of Calculation

The word processor performs multiplication or division first; then addition or subtraction.

Example: To calculate $1 + 2 * 3 = 7$, use $1 + 2 * 3 =$

You can change the order of operation by calculating temporary results.

Example: To calculate $(1 + 2) * 3 = 9$, use $1 + 2 = * 3 =$

Maximum length of numbers and precision

The maximum length of a number you can enter is 10 digits. If you enter more digits, they are ignored.

Example: 1234567890 or 0.123456789 are accepted.
12345678901 (11 digits) is cut off to 1234567890 (10 digits, 1 is ignored).

Storing a constant

If you enter the same operation more than twice consecutively, the letter K disappears and reappears alternately with each additional entry.

If you enter the same operation twice consecutively, the letter "K" appears on the screen and the previous result is stored in a temporary memory. That result is automatically used again if you neglect to enter an operation before a number.

Example: $5 + +$ (K appears and 5 is stored) $2 =$ gives 7.
Then, press $3 = 8$ is displayed.

Clearing

Press the letter **C** on the keyboard to clear the last entered number or operation.

Example: $1 + 2$ C 3 gives 4 (2 is cleared).

When an error occurs during calculation, the letter E appears. To delete this, clear the whole mathematical equation by pressing the letter A.

To clear an operation and replace it with another, you can also 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.

Press the letter **A** on the keyboard to clear all operations and numbers.

Returning to the Current Application

To quit the Calculator, press **CANCEL** or **F**.

If you started the Calculator in Typewriter, Word Processing, Spreadsheet, or Addressbook, you can also press **W** to return to that application and insert the last result from the Calculator at the current cursor position in the application.

Appendix
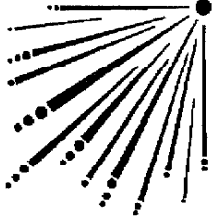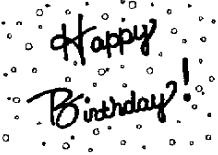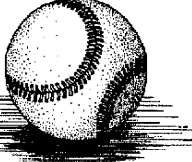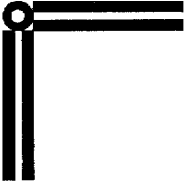
100 Black and White Graphic Art Images and 20 Color Graphic Art Images
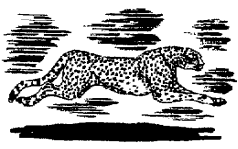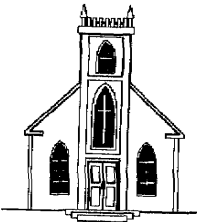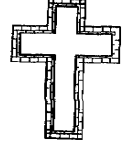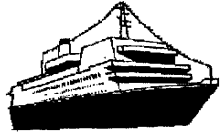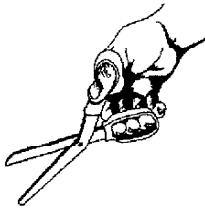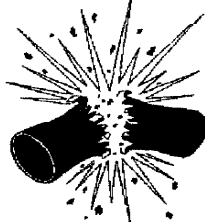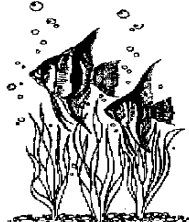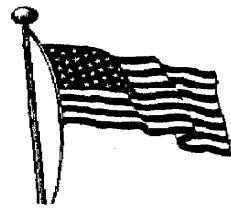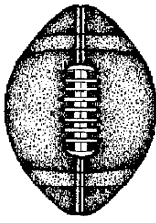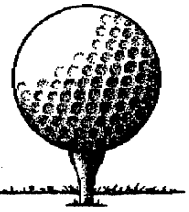
There are 100 black and white (monochrome) graphic art images and 20 color graphic art images stored on the Graphic Art Images diskette. These images allow you to create personalized letterheads, fancy invitations, newsletters, etc. The 100 black and white graphic art images and 20 color graphic art images are shown on the following pages. The file name of each border or graphic appears at the bottom of each graphic.

BUNNY

BORDER1

B-DAY

Black & White Graphic Art Images

747	ACCENT	ANNOUNC	B–DAY	BABY
BALOONS	BAREFEET	BASEBAL	BAT	BIGEVENT
BILL	BLACKCAT	BORDER1	BORDER2	BORDER3
BORDER4	BORDER5	BORDER6	BORDER7	BORDER8
BSNSMAN	BSNSWMN	BUNNY	CAR	CHAMPGN
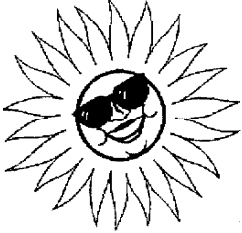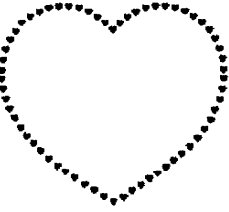
Black & White Graphic Art Images

CHECK	CHEETAH	CHURCH	CONGRAT	CROSS
CRUISE	CUT	DOG	EAGLE	EASTER
EGGHEAD	FIRECRKR	FIRST	FISH	FIST
FLAG	FOOTBAL	FREE	FUNBUS	GOLF
GRAD	GRAND	GREET	HANDSHK	HANUKKAH
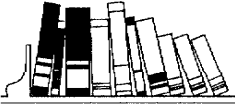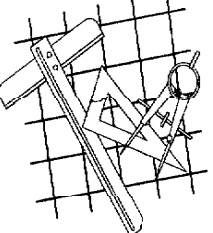
Black & White Graphic Art Images

HAPPYHOL	HOT–AIR	JACKOLN	JOY	KITTY
LIMO	LINCOLN	LIPS	MARTINI	MODEL
MOONDUDE	NEW	NEWBURST	NEWYEAR	NOSMOKE
NOTE	NOTES	PAPERCLP	PARTY	PIGGYBNK
PINAPPLE	PUSHPIN	REMINDER	ROSE	RUSH

Black & White Graphic Art Images

	SALE	*SALE*		**$SAVE$**
RYLFLUSH	SALE1	SALE2	SANTA	SAVE
SCHOOL	SHAMROCK	SKULLBNS	SOLDSIGN	STAR
				THANK-YOU
STARDUDE	SUNDUDE	TEARDROP	TENNIS	THANK
TRACK	TROPHY	UMBRELLA	VALENTN	WAITER
WASHNGTN	WEDDING	WREATH	XMASBELL	YOU

Color Graphic Art Images

4SALE	BOMB	CHRSTMAS	CHRSTREE	DFORGET
FINGERSX	JULY4	LIBRARY	MNYBAG	PHNTALK
PINUP	PUMPKIN	SNOWMAN	SOLD	TECHNIC
THANKCRD	THANKU	USA	VALWORD	VOLUNTR

To see these images in color, look at the inside back cover of this manual. ➤

Extra Character Table

□	0	1	2	3	4	5	6	7	8	9	²	³	1/	¼
⅓	½	⅔	¾	$	¢	£	ƒ	Fr	¥	Pt	°	%	®	©	™
‖	¤	¶	†	′	.	•	=	<	>	«	»	(	)	[	]
{	}	·	˜	"	:	;	!	¡	?	¿	&	@	\	#	§
±	+	−	¬	*	/	÷	√	_	=	ª	º	^	~	|
A	a	Á	á	Â	â	Ä	ä	Ā	ā	Ã	ã	Å	å	Æ	æ
B	b	C	c	Ç	ç	D	d	E	e	É	é	È	è	Ë	ë
Ê	ê	F	f	G	g	H	h	I	ı	Í	í	Î	î	Ï	ï
Î	î	ij	J	j	K	k	L	l	Ł	ł	M	m	N	n	ń
Ñ	ñ	O	o	Ó	ó	Ô	ô	Ö	ö	Ō	ō	Õ	õ	Ø	ø
Œ	œ	P	p	Q	q	R	r	S	s	T	t	U	u	Ú	ú
Ù	ù	Ŭ	ü	Û	û	V	v	W	w	X	x	Y	y	Ÿ	ÿ
Z	z	ß	µ

Symbol Table

Conversion

This application allows you to convert word processing files (WordPerfect, Microsoft Word, etc.) to a Whisperwriter word processing format or from Whisperwriter to another word processing format. This diskette contains conversion software that runs on a PC.

CAUTION:

Practically all formatting, text enhancement, and other control codes are correctly translated so that little or no touching up of the converted document is required. However, in some cases, the translation results are not as accurate as we would like them to be. We recommend that you review each file after the conversion is done to check for any irregularities.

If you are using a PC with a mouse, the conversion software does not support the mouse. Use the cursor keys to scroll through the menu or press the highlighted letter to select an option.

The Brother Conversion software (on diskette) takes files created by one word processing program (*source* files) and converts them to Whisperwriter files (*destination* files) and vice versa.

See the chart below for possible Whisperwriter → PC conversions:

Convert From	To
Brother	Ami Pro
	Version 1
	Version 2
	Version 3
	ASCII
	Document
	Print
	DisplayWrite
	Version 2
	Version 3
	Version 4
	Version 4.2
	Version 5 or 5/2
	IBM DCA/RFT
	Microsoft Word (Dos)
	Version 3.0 or prior
	Version 4.0
	Version 5.0
	Version 5.5
	Microsoft Word for Windows®
	Version 1.0
	Version 2.0
	Version 6.0
	Microsoft Word for Macintosh
	Microsoft Works (Dos)
	Version 1
	Version 2
	Microsoft Write
	WordPerfect (Dos/Windows®)
	Version 4.1
	Version 4.2
	Version 5.0
	Version 5.1
	Version 5.2
	Version 6.0
	Version 6.1
	WordStar
	Version 3.x
	Version 4.0
	Version 5.0
	Version 5.5
	Version 6.0
	Version 7.0
	WordStar–2000
	Release 1.x
	Release 2.x
	Release 3.x

IBM DCA/RFT stands for IBM's Document Content Architecture, Revisable Form Text. ASCII stands for American Standard Code for Interchange of Information. ASCII (print) files are suitable for sending to a printer that supports backspace and form feed functions.

When converting to Microsoft Word for Macintosh, the conversion software produces Word for DOS files, which can be read by Word for Macintosh directly without any loss of formatting.

See the chart below for possible PC → Whisperwriter conversions:

Convert From	To
Ami Pro	Brother
ASCII	
DisplayWrite®	
IBM® DCA/RFT	
IBM® Writing Assistant®	
Microsoft® Word™ family	
Word for Dos	
Word for Windows®	
Word for Macintosh®	
Microsoft® Works (Dos)	
Microsoft® Write	
pfs:® series	
pfs:Write®	
pfs:Professional Write	
pfs:First Choice	
WordPerfect® (Dos/Windows®)	
Version 4.x	
Version 5.x	
Version 6.x	
WordStar®	
WordStar 3.x/4.0 WordStar 5.0 – 7.0 (Dos)	
WordStar–2000®	

Installing and Starting the Brother Conversion Software

We recommend that you make a copy of the Brother Conversion software diskette before you start the installation. You can work from the copy made, and keep the original diskette in a safe place in case it is needed in the future.

Computer system requirements

The Brother Conversion software runs under MS-DOS on any IBM PC, PC/AT, PS/2, and compatible computer. (It does not run on the Whisperwriter.) The computer must have at least one disk drive, a hard disk drive, and 512 kb or more of memory. If your system has a color monitor, the program automatically uses it to the best advantage.

Installing and starting from your hard disk drive

1. To install the Brother Conversion software on your hard disk drive, turn on your computer. *The C > prompt appears.* (If you are using Windows, exit Windows and the C > prompt appears.)
2. Insert the Brother Conversion diskette in your disk drive.
3. Type A: or B: to default to that drive.

    example: C > A:

4. Type INSTALL.

> example: A > INSTALL

This starts the installation program that automatically creates a subdirectory on your C: drive named "BROTHER" and copies all necessary files into that subdirectory.

The installation program also creates a batch file on your C: drive called "CONVERT.BAT."

5. Each time you want to start the Brother Conversion software, type the command CONVERT at the C > prompt.

> example: C > CONVERT

After a brief opening window, the Conversion main menu appears.

```
PC → Brother      Brother → PC      Source      Destination      Convert      Options      Exit




                              Current Software Settings
Convert From: WordPerfect 5.x                                    Convert To: Brother WP
Source: (empty)                                                       AutoSelect: Yes
Destination: (empty)                                              Conversion Log: Yes

↑↓→←: Move Choice      ENTER: Select Chosen Option      ESC: Exit from Window
```
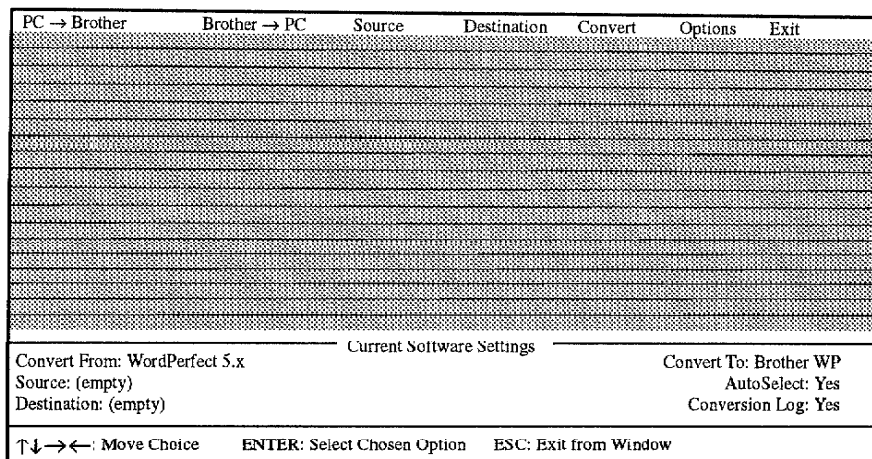
PC → Brother menu

Use the PC → Brother menu to select the word processing format you want to convert from. This function converts your file to the Whisperwriter file format.

```
PC → Brother      Brother → PC      Source      Destination      Convert      Options      Exit
Ami Pro
ASCII
IBM DCA/RFT
IBM Writing Assistant
Microsoft Word family  ►
Microsoft Works (Dos)
Microsoft Write
pfs.series             ►
WordPerfect            ►
WordStar               ►
WordStar 2000


                              Current Software Settings
Convert From: WordPerfect 5.x                                    Convert To: Brother WP
Source: (empty)                                                       AutoSelect: Yes
Destination: (empty)                                              Conversion Log: Yes

↑↓→←: Move Choice      ENTER: Select Chosen Option      ESC: Exit from Window
```

The status panel at the bottom of the screen shows the format you have selected.

Select the word processing format you want to convert from by moving the highlight bar to the format of your source document and press **ENTER**. It always converts your file to the Brother file format. Or, cancel this screen by pressing **ESC**, in which case the source format remains unchanged.

Your selection stays in effect the next time you run the Brother Conversion software, so you do not have to repeat the procedure unless you want to change your selection.

Brother → PC menu

Use the Brother→ PC menu to select the word processing format you want to convert to. This function converts your Whisperwriter files to the format of your choice.

```
PC → Brother      Brother → PC     Source     Destination   Convert    Options    Exit

                  Ami Pro              ▶
                  ASCII                ▶
                  DisplayWrite         ▶
                  IBM DCA/RFT
                  Microsoft Word (Dos)        ▶
                  Microsoft Word for Windows  ▶
                  Microsoft Word for Macintosh
                  Microsoft Works (Dos)       ▶
                  Microsoft Write
                  WordPerfect (Dos/Windows)   ▶
                  WordStar             ▶
                  WordStar 2000        ▶

                          Current Software Settings
Convert From: WordPerfect 5.x                          Convert To: Brother WP
Source: (empty)                                        AutoSelect: Yes
Destination: (empty)                                   Conversion Log: Yes

↑↓→←: Move Choice    ENTER: Select Chosen Option    ESC: Exit from Window
```

Use the cursor keys to select the format you want to convert to. In most cases, you must choose the version of the destination program. For example, if you select WordPerfect, this window appears:

```
PC → Brother      Brother → PC     Source     Destination   Convert    Options    Exit

                  Ami Pro              ▶
                  ASCII                ▶
                  DisplayWrite         ▶
                  IBM DCA/RFT
                  Microsoft Word (Dos)        ▶
                  Microsoft Word for Windows  ▶
                  Microsoft Word for Macintosh
                  Microsoft Works (Dos)       ▶    Version 4.1
                  Microsoft Write                  Version 4.2
                  WordPerfect (Dos/Windows)   ▶    Version 5.0
                  WordStar             ▶           Version 5.1
                  WordStar 2000        ▶           Version 5.2
                                                   Version 6.0
                                                   Version 6.1

                          Current Software Settings
Convert From: WordPerfect 5.x                          Convert To: Brother WP
Source: (empty)                                        AutoSelect: Yes
Destination: (empty)                                   Conversion Log: Yes

↑↓→←: Move Choice    ENTER: Select Chosen Option    ESC: Exit from Window
```

Press ↑ and ↓ to select the version and press **ENTER**. Press **ESC** at any time to return to the Conversion main menu.

Source functions

Use the Source functions to identify source files, to specify the disk drive and directory where the source files are located, and to choose the file(s) to convert.

```
 PC → Brother      Brother → PC      Source      Destination   Convert   Options   Exit

                                 AutoSelect ▶
                                 Drive
                                 Directory
                                 Files (s)




                           ─── Current Software Settings ───
 Convert From: WordPerfect 5.x                                Convert To: Brother WP
 Source: (empty)                                                     AutoSelect: Yes
 Destination: (empty)                                            Conversion Log: Yes

 ↑↓→←: Move Choice      ENTER: Select Chosen Option    ESC: Exit from Window
```
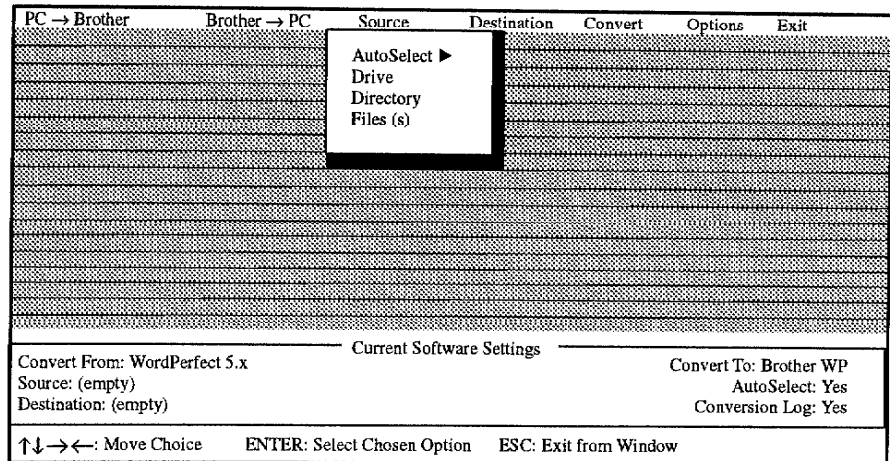
- **AutoSelect.** Identifies source files. It is useful because you can automatically exclude irrelevant files in the same subdirectory. Select Yes or No for the AutoSelect feature from the submenu. If the source files cannot be automatically identified, then the AutoSelect option appears dimmed on most monitors and cannot be selected.

- **Drive.** Allows you to enter the letter indicating the disk drive where the source files to be converted are located. Type the drive letter and press **ENTER**.

- **Directory.** Allows you to enter the name of the directory where the source files to be converted are located. Type the name of the directory and press **ENTER**.

- **File(s).** Allows you to select the files to be converted. When you select this option, a window appears listing the files in the source drive and subdirectory. If AutoSelect was set to Yes, then only the source file(s) appears. Highlight the file you want to convert and press the **SPACEBAR** to select the file. You may select as many files as you want; then press **ENTER** to close the window.

Current Software Settings at the bottom of the window shows the source file name that you select or the number of files (if you select multiple files).

Cancel this screen by pressing **ESC**. The Conversion main menu appears, leaving the previous setting unchanged.

Destination functions

Use the Destination functions to indicate where you want to place the converted files or to name the converted files.

```
PC → Brother     Brother → PC     Source     Destination     Convert     Options     Exit

                                              Location ▶
                                              File Name(s)






                              Current Software Settings
Convert From: WordPerfect 5.x                              Convert To: Brother WP
Source: (empty)                                            AutoSelect: Yes
Destination: (empty)                                       Conversion Log: Yes

↑↓→←: Move Choice      ENTER: Select Chosen Option      ESC: Exit from Window
```

- **Location.** Allows you to indicate on which disk drive and directory the converted files should be placed.

- **File Name(s).** Allows you to specify the names of the converted files. As in standard DOS conventions, you may use " * " or " ? " to keep part of the names the same as the corresponding source files. When converting files from other file formats to Whisperwriter, the files must always have a .WPT extension, since they will be Whisperwriter files. Therefore, the name field can contain only eight characters.

There may be occasions when the conversion program has to break up a single source document into several Whisperwriter files. In this case, the converted file names will have sequential numbers appended to their names automatically. For example, if a source document name MEMO.DOC is broken into three destination files, the converted files are named MEMO.WPT, MEMO-1.WPT, and MEMO-2.WPT. Similarly, a file named DOCUMENT.TXT, if broken up into two files, would result in DOCUMENT.WPT and DOCUME-1.WPT.

When you select Location, this window appears:

```
PC → Brother     Brother → PC     Source     Destination     Convert     Options     Exit

                                              Location ▶    Different▶   Drive
                                              File Name(s)  Same         Directory






                              Current Software Settings
Convert From: WordPerfect 5.x                              Convert To: Brother WP
Source: (empty)                                            AutoSelect: Yes
Destination: (empty)                                       Conversion Log: Yes

↑↓→←: Move Choice      ENTER: Select Chosen Option.      ESC: Exit from Window
```

- **Different.** Means the destination files will be placed in either a different disk drive or different subdirectory or directory from the source files. You are prompted to enter the destination drive and subdirectory or directory path.

- **Same.** Means the destination files will be placed in the same disk drive and subdirectory or directory as the source files.

Press **ESC** at any time to return to the Conversion main menu.

Convert

After all the necessary set ups have been done, the highlight bar moves to the Convert command. Press **ENTER** to convert.

The window changes to a different mode to show you which files are being converted, and how much conversion is completed.

Options functions

Use the Options functions to record information about the conversion process or change the appearance of your screen.

```
PC → Brother      Brother → PC      Source      Destination   Convert    Options    Exit
                                                                     Conversion Log ►
                                                                     Display


                        ───── Current Software Settings ─────
Convert From: WordPerfect 5.x                              Convert To: Brother WP
Source: (empty)                                                    AutoSelect: Yes
Destination: (empty)                                          Conversion Log: Yes

↑↓→←: Move Choice      ENTER: Select Chosen Option    ESC: Exit from Window
```
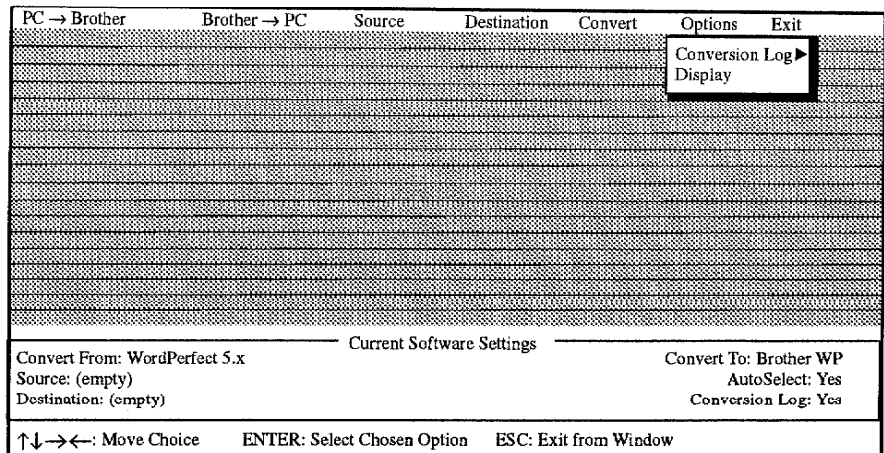
Some features in a document may not be converted because they are not supported by the destination word processor.

- **Conversion Log.** A file that the program creates to record information about the conversion process.

```
PC → Brother      Brother → PC      Source      Destination   Convert    Options    Exit
                                                                     Conversion Log ►  Yes
                                                                     Display            No


                        ───── Current Software Settings ─────
Convert From: WordPerfect 5.x                              Convert To: Brother WP
Source: (empty)                                                    AutoSelect: Yes
Destination: (empty)                                          Conversion Log: Yes

↑↓→←: Move Choice      ENTER: Select Chosen Option    ESC: Exit from Window
```
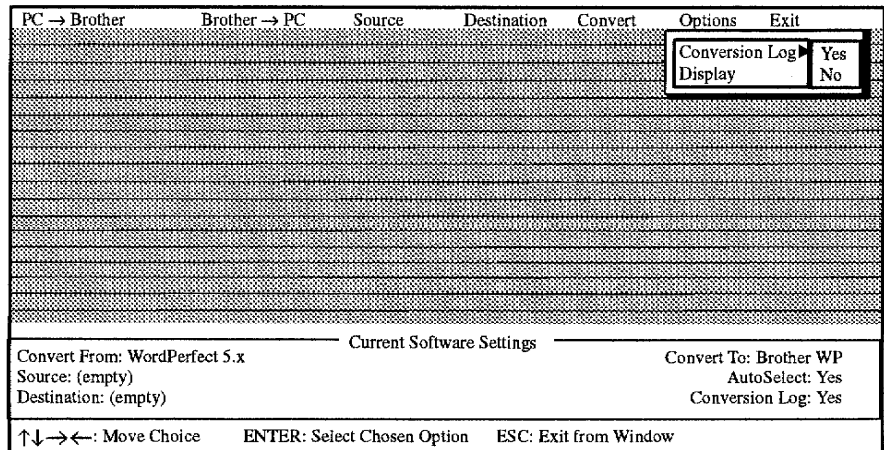
The program can record such exceptions in a log file that contains an audit trail. The audit trail log file is a simple ASCII text file that may be reviewed or printed after doing a conversion.

If the log file does not exist when you run the program, Whisperwriter automatically creates one and writes the log into it. If the file already exists, the program adds the new information to the end of the file, leaving the previous information in it intact. Therefore, the log file is accumulative over successive conversion sessions.

The log file created is always named "CONVERT.LOG" and is saved in the Brother subdirectory.

The log file and audit trail can be viewed on the screen using the DOS type command. For example: C > TYPE C:\BROTHER\CONVERT.LOG

For each conversion session, the audit trail records the date and time the conversion was performed, source and destination word processing formats, and the exception summary results for each file converted.

You have the option to allow the program to create the log or not to create one. You can select Yes or No for the Conversion Log feature from the submenu.

- **Display.** Allows you to change the appearance of your screen. The program allows you to specify high intensity or reverse video emphasis, and whether you prefer a "black-on-white" or "white-on-black" window.

If you have a color monitor, you can also select from any of the color schemes available.

1. Select Display from the Options menu. *This window appears:*

PC → Brother	Brother → PC	Source	Destination	Convert	Options	Exit

Mono (with Intensity)
Mono (with Rev Video)
Mono (White on Black)
Blk & Wht (Backdrop)
Color 1 (Blue)
Color 2 (Magenta)
Color 3 (Red, Blue)
Color 4 (Red, Green)
Color 5 (Green)
Color 6 (Brown)
Color 7 (Yellow)

Sample Message Window

Current Software Settings

Convert From: WordPerfect 5.x
Source: (empty)
Destination: (empty)

Convert To: Brother WP
AutoSelect: Yes
Conversion Log: Yes

↑↓→←: Move Choice   ENTER: Select Chosen Option   ESC: Exit from Window

2. Select a color. *The color scheme changes.*

3. When you find a color you like, press **ENTER** to select it. Or press **ESC** to leave the original colors unchanged.

Exit

You can exit the program whenever you want.

1. Select Exit on the menu bar and press **ENTER**. *This message appears:*

```
Are you sure you want to exit? [Y/N]:
```

Current Software Settings

Convert From: WordPerfect 5.x
Source: (empty)
Destination: (empty)

Convert To: Brother WP
AutoSelect: Yes
Conversion Log: Yes

↑↓→←: Move Choice   ENTER: Select Chosen Option   ESC: Exit from Window
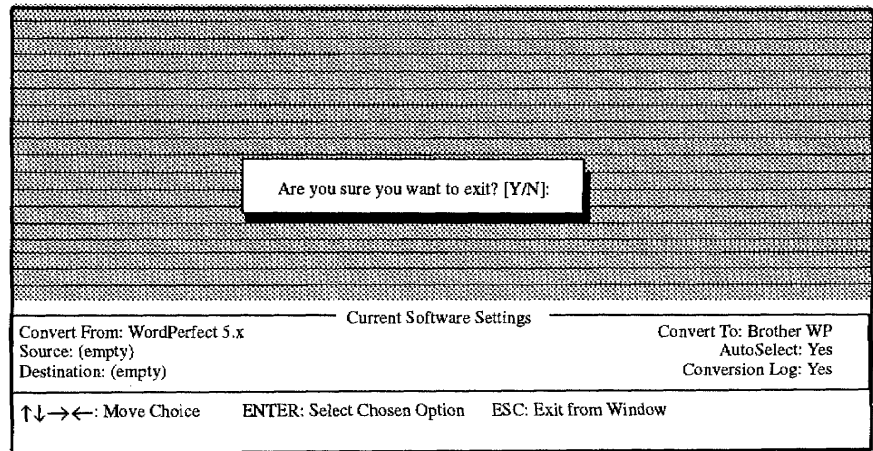
2. Type **Y** and press **ENTER** to exit to DOS or type **N** to stay in the program. Press **ENTER**.

Conversion Steps

STEP 1

PC → Brother		Brother → PC
(From PC to Brother)		(From Brother to PC)
Select the PC word Processing format you need to convert from. The files will be converted to Brother format.	OR	Select the word processing format your Brother file will be converted to.

STEP 2

Source	
AutoSelect	Select the file(s) you need to convert, and where those files are located.
Drive	
Directory	
File(s)	

STEP 3

Destination	Choose where your converted files will be saved.
Location	
File Name(s)	

STEP 4

Convert	Begin the conversion process.

Troubleshooting

Your Whisperwriter has been manufactured to give you years of trouble-free use. In the rare instance that problems occur, you may find the solution in the table below. If you cannot, do not attempt to repair the word processor yourself. Instead, please contact your local Brother Service Center. (For a list of Brother Service Centers, refer to the Brother Authorized Service Center booklet that comes with your Whisperwriter.)

Problem	Solution
Nothing works after the word processor has been turned on.	Check that the word processor is plugged into a power source.
Printout is impossible or difficult to read.	Check that the ink-jet cartridge is installed correctly. (Please refer to Installing/Replacing an ink-jet cartridge on page 18.) Check that there is ink in the cartridge. Press **CODE + SHIFT + INK CHG** to clean the print head. If printout is still difficult to read, press **CODE + INK CHG**. After the print head moves to the left, replace the ink-jet cartridge. Then press **RETURN** to clean the print head. Repeat this operation several times if necessary.
Back of paper is stained with ink.	The main roller is stained. Feed two or three sheets of paper through the printer to clean the roller.
Ink runs on the paper.	Try printing on the other side of the paper. If this does not solve the problem, try other types of paper.
White horizontal lines appear in the printed text.	The printer and the print head on the cartridge are not properly connected. Remove and reinsert the cartridge. (See "Replacing the Ink-jet Cartridge" for more information.)
Paper jams.	If the paper jams while you are using the cut sheet feeder, first remove the cut sheet feeder; then remove the jammed paper.
All seems normal after the word processor has been turned on, but nothing displays.	Model WP-6700CJ—Adjust the brightness control. Model WP-7700CJ—Adjust the brightness and contrast control. Check that the signal cable is firmly connected to the monitor.
Disk drive operation is not possible.	The diskette has been damaged, or a television set or the monitor is located too close to the disk drive. Try with another diskette and/or move the word processor.
You run out of memory when you try to edit a large file (more than 60 kb) created on an older Whisperwriter.	Reduce the file size by copying portions and saving to a smaller file (under 60 kb). (The extra control for "Color" on newer models increases the data size 1.2 times.)

Error Messages

Please consult the following table when an error message appears:

Message	Cause	Solution
Check printer! Press any key to continue.	Malfunction of the printer mechanism detected.	Press any key to erase the message, turn the power off, then on again, and check to see if the printer moves correctly. If the error message appears again, press any key to erase the message, turn the power off, then on again, and check whether the printer moved correctly. If the error message appears again, consult your local Brother Service Center*.
Incorrect spec!	Malfunction at a soldering point detected.	Turn off the power and consult your local Brother Service Center* immediately.
RAM down!	Malfunction detected in your machine's Random Access Memory (RAM).	Turn the power off and consult your local Brother Service Center* immediately.

*For a list of authorized Brother Service Centers, refer to the Brother Authorized Service Center booklet that comes with your Whisperwriter.

Specifications————————————————————————

Display: LCD (WP-6700CJ) 480 × 128 dot

Display: CRT (WP-7700CJ) 800 × 324 dot

Keyboard: 65 keys

Printer: Built-in color ink jet printer

Print method:	300 × 300 dpi ink jet printing
Print speed:	160 cps (for regular & fine quality printing)
Paper capacity:	304.7 mm (12 inches)
Print capacity:	231.14 mm (9.1 inches)
Ink-jet Cartridge:	Approximately 1,000,000 characters (ink-jet cartridge in regular print mode*)
Font type (WP-6700CJ):	Tennessee, Helsinki, Brougham
Font type (WP-7700CJ):	Tennessee, Helsinki, Brougham, US, Calgary
Font size:	10, 12, 18, 24, 36 point

Memory:

Text memory:	70 kb
External memory:	1.44 Mb/720 kb (formatted) 3.5" diskette

General:

Voltage:	120V

* Estimated by using standard text in 12 point, Brougham font.

Compatible Accessories

Obtain supplies from your nearest authorized Brother dealer. Brother cannot be held responsible for difficulties caused by the use of unauthorized supplies.

Supplies:

MFD-80	Package of ten HD 3.5" diskettes, 1.44 Mb
IN-700	Black Ink-jet Cartridge
IN-710C	Color Ink-jet Cartridge
CF-710	Cut Sheet Feeder
MO-700	Data Modem (WP-7700CJ only)

Glossary

Abbreviated phrase: A function that allows you to enter phrases you use frequently by typing an abbreviation rather than the entire phrase.

Absolute address: A spreadsheet cell address specified in a formula that is not updated if you change the layout of your spreadsheet.

Accelerator keys: The underlined letters on function menus or pull-down menus that can be used as short cut keys by pressing the same letter on the keyboard to activate that function on the menu.

Address: The position of a spreadsheet cell, designated by its column letter and row number.

Address block: In a letter, the area in which the recipient's address is shown.

Alphanumeric data: Data entered into a spreadsheet that cannot be calculated.

Application: A program such as Word Processing, Spreadsheet, or Addressbook.

Argument: The information such as a value or cell address that you must supply when using a math function in the Spreadsheet application.

ASCII file: A text file consisting of only ASCII codes (all special formatting has been eliminated).

Backup: A copy of your data on a separate diskette that you keep in case your original data and/or diskette is damaged.

Block: An area of text that you can copy, delete, or move to another part of that document or to another document in Word Processing, Spreadsheet, or Addressbook applications.

Body block: In a letter, the main body of text.

Bold: Characters that are thicker than normal, or to make characters that are thicker than normal.

Calculator: An application that enables calculations to be made on the screen.

Center tab: A tab used to center text at that tab position.

Cell: The area on a spreadsheet located at the intersection of a row and column where one piece of data is stored.

Centering: A Word Processing function that centers text between margins.

Change screen: A function used with the dual display mode to change the active file, that is, to move the cursor between the two files displayed on the screen.

Character keys: Keys that produce a letter or symbol.

Chart symbol: A symbol that indicates that there is a chart beginning from that line.

Clip Board: Memory for temporarily storing data that you want to put at another location.

Column: In Addressbook, a vertical group of information that represents one category, such as names or addresses. In Spreadsheet, a vertical group of cells extending from the top of the worksheet area to the bottom that is one cell wide.

Command mode: The mode in which you can access the function menu by pressing **MENU** in the Spreadsheet application.

Complimentary close line: In a letter, a line containing ending words and phrases such as "Sincerely" or "Truly yours." In the Auto Letter Layout application, the complimentary close line must contain more than five characters (and can contain up to 30) and is followed by a comma and **RETURN**.

Conversion: Changing computer data into a form that can be used by a different computer system or program. The Whisperwriter allows you to convert a Word Processing file into an ASCII file and vice versa, as well as a Spreadsheet file into a Lotus® 123® file and vice versa.

Cursor: (1) A small blinking box used to select a position on the screen.
(2) A long illuminated block used to select menu items by highlighting them.

Cursor keys: The four keys with arrows on them. When you press a cursor key, the cursor moves in the direction of the arrow on the key.

Cut sheet feeder: A paper feeder, available as an option, that automatically feeds individual sheets of paper.

Date line: In a letter, a line showing the date of the letter.

Decimal tab: A special tab used to align numbers in a column by their decimal point rather than by the first character.

Denominator: The bottom half of a fraction or equation.

Direct number: Spreadsheet data consisting of digits and possibly a decimal point that can be used in calculations.

Disk Drive: The mechanism that writes data to and reads data from diskettes.

Diskettes: A thin, magnetic-coated disk on which computer data can be stored. The Whisperwriter uses a 3.5-inch diskette.

Double sort: Rearranges data according to two specified conditions.

Dual display: Displaying two files (not necessarily from the same application) on the screen.

Enclosure notation: In a letter, a line containing information about any attachments to the letter.

Entry field: On the Data Input screen in the Addressbook application, each data entry area.

Exponentiation: A notation that indicates the number of times a number is to be multiplied by itself. In the Spreadsheet application, 2^3 is displayed as 2#3 and means $2 \times 2 \times 2$.

Extension: Characters added to the end of a file name that with a period to identify which application the file was created. These extensions contain a period and three letters. Example: .WPT

Extra Character: Foreign language characters, special marks, and common symbols available for use in your files.

File: The unit in which data is stored on the diskette, for example, a single Word Processing document, Spreadsheet, or Addressbook file.

Floppy diskette: See Diskettes.

Font: A specific typeface style assigned to the characters. You may use one font or a combination of fonts within one file. (Tennessee, Helsinki, etc.)

Font Size: The height and width of a character determined by the selected point size (the vertical measurement of the characters).

Font & Size: Dialog box that allows you to select both the font and the size of the font for typed characters.

Footer: A line of text that prints at the bottom of every page in a document.

Format: The visual arrangement of text on a page, determined by factors such as margin and tab settings, justification, centering, etc.

Format change symbol: A symbol indicating that there was a format change, such as Justify on/off.

Formatting: See Initializing.

Format mark: Symbols that designate spreadsheet data as alphanumeric data. Format marks can also be used to place data flush right or flush left in cells.

Formula: Numeric data entered on a spreadsheet consisting of operators, operands, and parentheses that direct the system to perform a calculation.

Frame: A set of horizontal and/or vertical lines such as those used in forms and tables.

Function key: A key that initiates a specific operation. The **MENU** key is an example of a function key.

Function menu bar: A bar that appears across the top of the screen that contains pull-down menu names. You can access it by pressing **MENU**.

Graphics: Any non-alpha/numeric image that you add to your document, such as vertical/horizontal lines, charts, and graphs.

Header: A line of text that prints at the top of every page in Word Processing files.

Help window: A window that shows a list of short cut keys.

Hyphen scan: A Word Processing function that scans your document for lines of text with long blank spaces caused by the word wrap function.

Identification line: In a letter, the line containing the name of the sender.

Initializing: A process by which the system divides a diskette into sections that organize the storage of your files. If the diskette contains data, the system will delete it during formatting.

Ink-jet cartridge: An accessory needed to supply ink for printing.

Input area: In the Spreadsheet application, the upper row where the cursor moves when inputting data.

Input/Edit screen: In the Word Processing and Addressbook applications, the screen where you enter data.

Insert mode: The mode in which you can insert text at the cursor while "pushing" other text further on.

Integer: A whole number (without any fraction or decimal places).

Justify: A Word Processing function used to adjust the spacing in each line of text so that left and right margins are evenly aligned.

Label: A string of characters that identifies each category of information in an Addressbook file.

Label printing: A method for printing Addressbook records on envelope labels.

Leader tab: A tab used to enter a line of dots from the position where **TAB** is pressed up to the next tab stop.

Line framing symbol: A symbol indicating that there is a frame beginning on that line.

Line out: A function that quickly erases all characters before the cursor on the current line.

List printing: A method for printing Addressbook records as a list.

Memory: A part of the Whisperwriter that temporarily stores data. The contents of the memory are cleared when you turn off the Whisperwriter.

Merge printing: A function for printing a Word Processing document incorporating Addressbook records (such as addresses) in desired positions.

Non-character key: Keys that don't provide letters or symbols. Non-character keys activate the functions indicated on their respective key tops.

Normal tab: A tab stop used to left-align text with that tab position.

Numeric data: Data entered in a spreadsheet that can be used in calculations.

Operand: The data in a spreadsheet formula on which a mathematical operation will be performed. In a spreadsheet formula, an operand can be a number, address, function, or formula enclosed in parentheses.

Operator: The character in a spreadsheet formula that specifies the mathematical operation to be performed (+, -, #, *, and /).

Overwrite mode: The mode in which inserting text at the current cursor position deletes the text at that position.

Page break symbol: A symbol that ends a page and starts a new page.

Paragraph break: The end of a paragraph formed by pressing **RETURN.** The paragraph break symbol [↵] displays.

Permanent hyphen: A hyphen to protect words from being separated on two lines. Words with a permanent hyphen between them are treated as one word.

Permanent space: A space to protect words from being separated on two lines. Words with a permanent space between them are treated as one word.

Point: The unit used to express the size of characters. 72 points = 1 inch.

Print Preview: A screen illustration of your typed document displayed to give an overall format layout before printing.

Prompt: A message or format displayed on the screen that requires the user's response.

Pull-down menu: A list of functions that appears below the menu name when the menu name is selected.

Recalculation: Redetermines the results of all formulas in a spreadsheet to incorporate new or changed data.

Record: One listing in an Addressbook file, for example, the name, address, and telephone number of one individual.

Relative address: A spreadsheet cell address that gives the location of a cell in relation to its position from another cell. This address updates when the spreadsheet document's layout changes.

Right margin flush: The text is aligned with the right margin.

Root directory: The original file directory of a tree structured file system. The root directory exists even if the user does not make any other directories.

Row: On a spreadsheet, a horizontal line of cells that extends from the extreme left of the worksheet area to the extreme right.

Salutation line: In a letter, the line before the body of the letter, containing a phrase beginning with a greeting such as "Dear" or "Ladies and Gentlemen."

Scale: The line at the top of the display that shows the horizontal position of the cursor as well as the position of the right and left margins and tab settings.

Scroll: To quickly move through the data display area when all the data cannot fit on the screen. As old data disappears from one edge of the screen, new data appears at the opposite edge,

Search: A Word Processing, Spreadsheet, and Addressbook function that finds a specified string of characters.

Select: A Spreadsheet and Addressbook function that lists data that match the specified conditions.

Self-demo: A program that shows you examples of Spreadsheet, Word Processing, and Addressbook documents.

Short-cut keys: A combination of keys that activates a function without selecting the function from the function menus.

Signature block: In a letter, an area where the sender signs his or her name.

Soft hyphen: A hyphen entered with **CODE + S** or inserted with hyphen scan function.

Soft space: A normal space produced by pressing **SPACEBAR.**

Sort: Reorganizes Spreadsheet or Addressbook data in either alphabetic or numeric order (or reverse order).

Spell check: A function that checks your text for misspelled words and displays a list of possible corrections.

Split size: A function used to adjust the ratio of the displayed portion of files when two are shown on the screen.

Status line: The area at the top of the screen showing the name of the file you are working on and other current settings.

Subdirectory: Directories created by the user that appear below a root file directory or other file directories.

Subscript: Characters printed slightly lower than normal characters.

Superscript: Characters printed slightly higher than normal characters.

Symbols: Special characters that can be included in your documents.

Tab: A key that moves the cursor (and text) to the next preset tab stop. Tabs can align text in various ways. For example, decimal tab aligns numbers by their decimal points.

Text area: In the Word Processing Input/Edit screen, the range over which you can move the cursor and enter data.

Tutorial: A program that shows how to use the Word Processing application.

Type style: An attribute, such as underlining, that is given to your typed text to add effect.

User dictionary: A list of words not in the Spell Check's standard dictionary that are entered by the user. The Spell Checker consults this when checking spelling in your document.

Word out: A function that allows you to quickly delete the word immediately before the current cursor position.

Word wrap: This function allows you to type a paragraph without continuously pressing return. When a word goes beyond the right margin, the word moves to the next line automatically.

Write protection: Protects a diskette from accidental erasure. This is done by setting the write-protection switch on a diskette in the Read Only position.

Wild card character: A character included in a character string to represent one or more unknown characters when searching for a character string. In the Whisperwriter, "?" is used to represent one unknown character in a string, and * is used to represent one or more characters.

Worksheet area: The area in the spreadsheet application where the data is entered and manipulated. This area is divided into cells.

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WhisperWriter™

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- 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.

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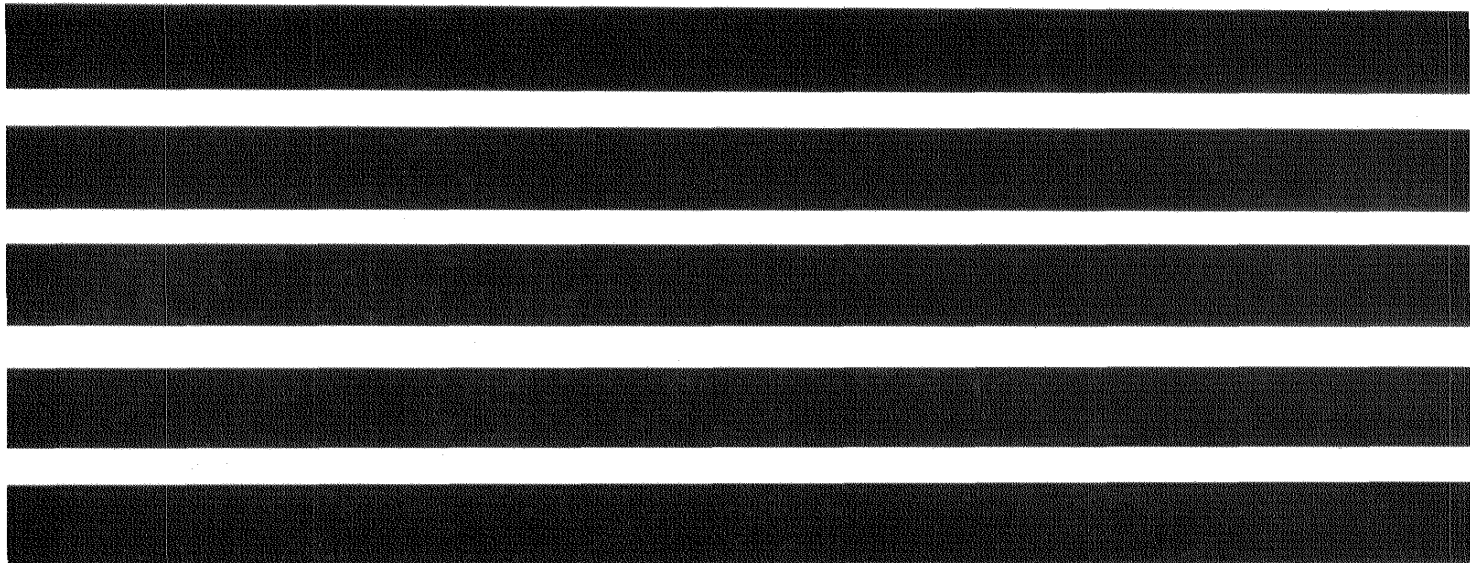

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