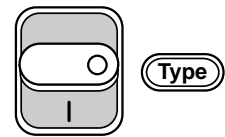


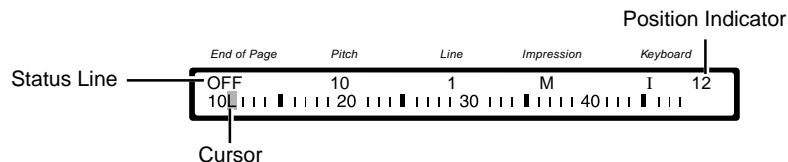
Type Mode

In **Type Mode**, the typing scale appears on the display and the blinking cursor moves along it as you type characters on paper.



The Display

Type Mode is activated by sliding the Mode Selector to **Type**, if necessary. The typing scale is illustrated below.



Status Line — Gives current settings, keyboard status, and cursor position.

Cursor — A rectangle that shows the location of the print hammer.

Position Indicator — Indicates your current print hammer position.

Entering Text

When entering text, it is useful to know how to use the cursors and Auto Return.


Cursor Moves

Code + ← or **Back Space** — Moves typing position to the left one character at a time.

Code + → or **Spacebar** — Moves typing position to the right one character at a time.

Code + ↓ — Moves typing position down equal to line setting (i.e., if you are double spacing text, ↓ key moves typing position down two lines.)

Code + ↑ — Moves typing position up equal to your line setting (i.e., if you are single spacing text, ↑ key moves typing position up one line.)

 **NOTE:** The ↓ / ↑ are repeating keys. If they are held down, the paper will continue to move up or down.



Auto Return

You can program the Memory Typewriter to automatically return at the end of each line. When a space or hyphen is typed in the “warning zone,” which begins five spaces before the right margin, the carrier automatically returns to the next line. For lengthy words falling at the end of the line, simply type a hyphen as you normally would and the carrier returns automatically. To activate Auto Return:

1. Press **Code + Return (1)**. Unit beeps, and the Status Line prompts
Auto Return ON.
2. Type text. Do not press **Return** at the end of line.

Deactivating Auto Return

Press **Code + Return (1)**. The Status Line prompts:
Auto Return OFF.

Text Enhancements

Bold Print

1. Press **Code + Bold (B)**. A beep is heard, and the display prompts:
Bold Print ON.
2. Type text.
3. To turn off bold print, press **Code + Bold (B)**. No beep is heard, and the display prompts:
Bold Print OFF.



NOTE: *If correcting bold text within correction memory with Bold Print OFF, bold text will be corrected, but replacement text will not be bolded unless Bold Print is reactivated.*

Auto Underscore

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

Underscoring Words Only

This feature automatically underscores just the words as you type.

1. Press **Code + Word (3)**. A beep is heard, and the display prompts:
Underscore WORD.
2. Type your text.
3. Deactivate Auto Underscore Word by pressing **Code + Word (3)**. No beep is heard, and the display prompts:
Underscore OFF.

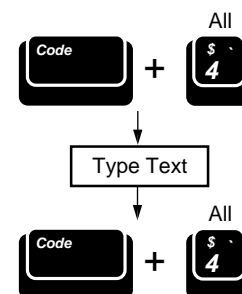
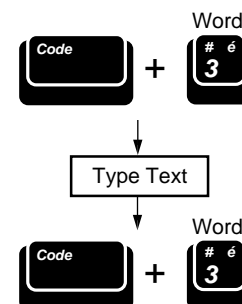
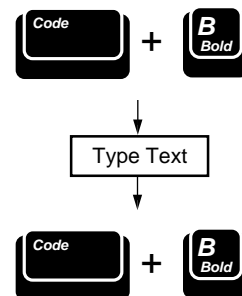
Using Auto Underscore All

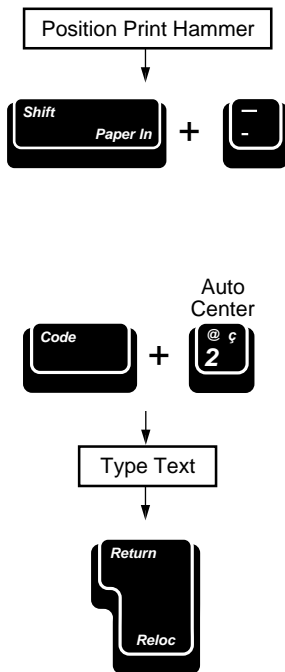
This feature automatically underscores both words and spaces as you type.

1. Press **Code + All (4)**. A beep is heard, and the display prompts:
Underscore ALL.
2. Type your text.
3. Press **Code + All (4)** to deactivate Auto Underscore All. No beep is heard, and the display prompts:
Underscore OFF.



NOTE: *If correcting underscore within correction memory with Underscore All OFF, underscored text will be corrected, but replacement text will not be underscored unless Underscore is reactivated.*





Manual Underscore

You can also manually underscore text already typed.

1. Position the print hammer under the first character of the text to be underscored.
2. Press **Shift** + **-/_** once to underscore each character.

Centering Text

1. Press **Code** + **Auto Center (2)**. The carrier moves to the center of the margins. A beep is heard, and the display prompts:
Auto Center @
and indicates the print hammer position.
2. Type the text to be centered. As you type, the text appears on the display. If a mistake is made, use **Correct**, **WordEraser** or type over errors. Press **Code** + **Auto Center (2)** to restart centering.
3. Press **Return**. Text prints automatically centered between current margins.
4. Press **Return** again to deactivate Auto Center.



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

Indented Paragraph

To indent paragraphs, set “temporary left margins,” so text is automatically indented after carriage returns. The example below shows a paragraph which has been indented five spaces.

National Accounting Seminar

Marvelous Paper Products will participate in the National Accounting Seminar. We will focus on our new computerized accounting program.

Those attending will include one Sales Account Executive from each of our Sales Districts, two System Consultants and two Field Service Technicians.

Details will follow.


Setting Paragraph Indent

1. Tab or space to desired indent location.
2. Press **Code + Indent (6)**. A beep is heard. Status Line prompts:
Indent ON.
An “L” appears on the typing scale indicating the indent location.
3. Type the desired text. When Auto Return is active or when the **Return** is pressed, the print hammer returns to the indented position.
4. Press **Code + Indent (6)** to deactivate Paragraph Indent. The paper advances one line and returns to the original margin. Display prompts:
Indent OFF.




Changing Settings

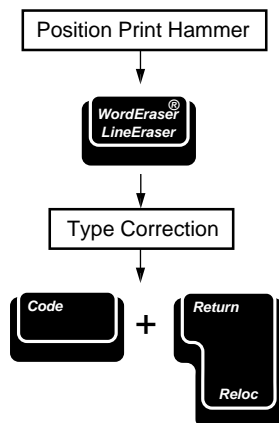
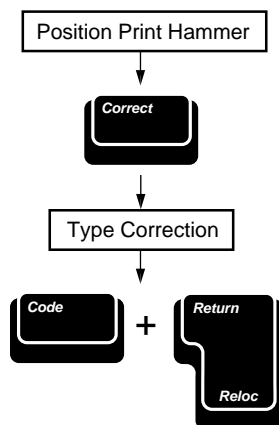
You can change the end of page setting, line spacing, impression control, pitch and number of lines displayed in **Type Mode**. New settings will replace any existing settings. (See “Page Layout.”)

 **NOTE:** *If you change pitch, remember to change the printwheel.*

Corrections


The typewriter can automatically correct all characters in a three line correction memory buffer. You can easily correct characters not in the buffer by performing an extra step (see “Off-Line Correction”). Remember to use **Code + ←**, **Code + →**, **Code + ↑**, **Code + ↓**, **Return**, **Back Space**, and **Spacebar** when positioning the print hammer to make a correction. If you use the platen knob, the line count may be inaccurate.

 **IMPORTANT:** *If you changed printwheels, be sure to insert the proper printwheel before making corrections.*



Erasing Character(s) in Correction Memory

1. Position the print hammer on the incorrect character, if necessary, and then press **Correct**. Hold down to continue erasing characters to the left. Do not use the platen knob to position the print hammer.
2. Type the correction. Be sure to activate Bold or Underscore if you want the replacement text enhanced.
3. Press **Code + Reloc (Return)** to quickly return to your previous typing position, if necessary.

 **NOTE:** *You erase the correction memory buffer when you turn off the typewriter, use the Automatic Paper Insert feature, switch modes, or change pitch.*

WordEraser®


This feature allows you to erase word(s) within the correction memory buffer.

1. Position the print hammer on any character in the incorrect word or on the space to the right of the word. If you are correcting more than one word, position the print hammer on the right-most incorrect word.
2. Press **WordEraser** once for each incorrect word. The error is erased.
3. Type in the correction. Be sure to activate Bold or Underscore if you want the replacement text enhanced.
4. Press **Code + Reloc (Return)** to return to your previous typing position, if necessary.


LineEraser®

Using the **LineEraser** feature, you can easily remove an entire line of text located in correction memory.

1. Position the print hammer on any character in the line.
2. Press **Code + LineEraser (WordEraser)**. No beep is heard. Correction begins immediately from the last character typed on the line up to the first character typed on the line.

 **NOTE:** *You can press Code + Stop (S) to stop LineEraser. Erasing will stop immediately. The print hammer remains on the last character corrected.*

3. Type in the correction. Be sure to activate Bold or Underscore if you want to replace enhanced text.
4. Press **Code + Reloc (Return)** to return to your previous typing position, if necessary.

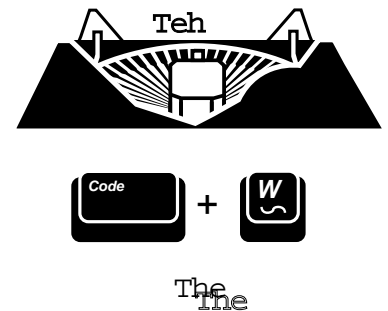
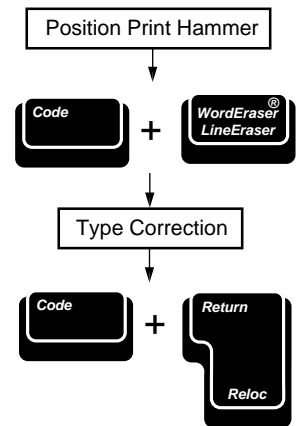
 **NOTE:** *If Code + LineEraser is pressed while off-line or when there is no text in the correction buffer, you will receive an ERROR message.*

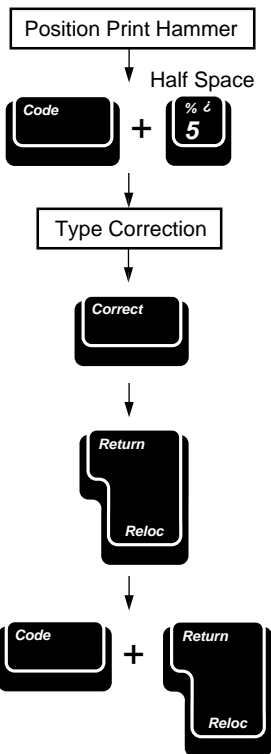
Character Swap®

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

Characters must be in the correction memory buffer; that is, they must be in one of the last three lines of typed text. This feature is inactive when typing text in a special field (e.g., Auto Center) or when you are using List and AutoSpell.

1. Position the print hammer on the second of the two characters to be swapped. (The print hammer must be on the character, not the space following the character.) For example, to swap "eh" as in the example above, position the cursor on "h."
2. Press **Code + ~ (W)**. The character currently selected will be swapped with the preceding one. In the example above, "eh" would become "he." The print hammer relocates after the right most corrected character.




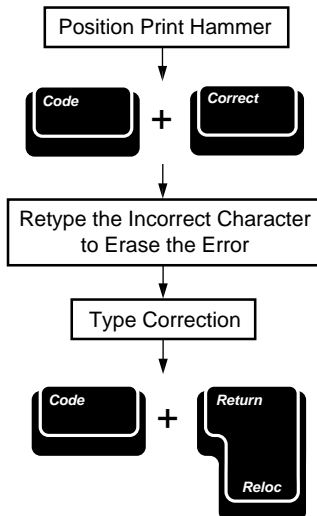


Auto Half Space

Use this feature to insert one additional character into a word or delete one or more character(s) from a word.

1. Position print hammer to any character in the incorrect word.
2. Press **Code + Half Space (5)** to activate Auto Half Space. The word is automatically erased. Print hammer locates on the center of the space.
3. Type the desired word. (Characters appear on the display.) Use **Correct** to correct errors on the display.
4. Press **Return**. The new word prints.
5. Press **Code + Reloc (Return)** to return to your previous typing position.


 **NOTE:** You can use the WordFind feature to quickly locate misspelled words within correction memory.



Off-Line Correction

To correct an error not in the correction memory buffer:

1. Position the print hammer to the incorrect character using **Code + ←**, **Code + →**, **Code + ↑**, **Code + ↓**, **Spacebar**, **Return**, and **Back Space**. Do not use the platen knob to position the print hammer.
2. Press **Code + Correct**. One beep is heard, and the display prompts: Manual Correct.
3. Release both keys. You can cancel the correction by pressing **Return**.
4. Retype the incorrect character to erase the error.
5. Type the correct character.
6. Press **Code + Reloc (Return)** to quickly return to your previous typing position.

 **NOTE:** For bold characters, repeat the correction process, if necessary.

Forward Correction

To correct several characters or word(s) not in the correction memory buffer.

1. Position the print hammer to the first character in the series to be corrected using **Code + ←**, **Code + →**, **Code + ↑**, **Code + ↓**, **Spacebar**, **Return**, and **Back Space**. Do not use the platen knob to position the print hammer.
2. Press **Code + Correct** twice. Two beeps are heard, and the display prompts:
Forward Correct.
At this point you can cancel correction by pressing **Return**.
3. Retype all the characters or words to be deleted. (As you type, the typewriter erases each character. You may have to adjust your typing speed so that the typewriter removes characters correctly.)
4. Press **Code + Correct**. No beep is heard, and the print hammer returns to the position where Forward Correct was activated.
5. Type the correct characters or words.
6. Press **Code + Reloc (Return)** to quickly return to your previous typing position.

Half Space

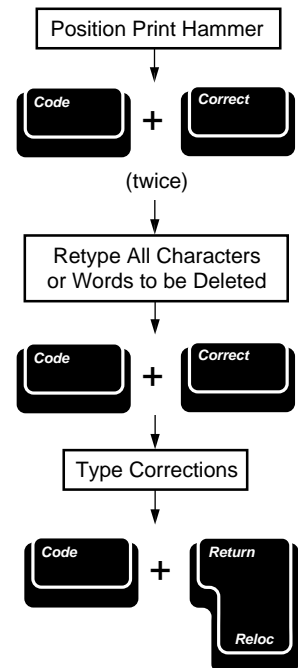
The Half Space feature is used when making corrections not in the correction memory buffer when a character has been omitted or when one too many characters have been typed. When Half Space is activated, the typing position moves a half space to the right.

Adding a Character

1. Erase the incorrect word following the first 4 steps of the Forward Correct method.
2. Backspace one additional space before the first character of the word erased.
3. Press **Code + Half Space (Spacebar)**. The print hammer advances a half space.
4. Type in the correct word.
5. Press **Code + Reloc (Return)**.

Removing a Character

1. Erase the incorrect word following the first 4 steps of the Forward Correct method.
2. Press **Code + Half Space (Spacebar)**. The print hammer advances a half space.
3. Type in the correct word.
4. Press **Code + Reloc (Return)**.



Adding Another Character

Find
Look for misspelled words

Erase
Look for misspelled words
↑

Correct
Look for misspelled words
↑

Removing Another Character

Find
Look for misspelled words

Erase
Look for misspelled words
↑

Correct
Look for misspelled words
↑

