

**KX-E700m**

with KX-ED4

**DisplayMate**

Operator's Instruction Manual

**Panasonic**  
ELECTRONIC TYPEWRITERS

*This equipment has been tested and found to comply with the limits for a Class B computing device in accordance with the specifications set forth in Subpart J of Part 15 of the FCC Rules. If this equipment does cause interference to radio or television reception which can be determined by turning the equipment on and off, use the equipment in another location and/or utilize an electrical outlet different from that used by the receiver. When using special accessories such as cables, the user should use accessories recommended in these operating instructions or supplied by the manufacturer to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of FCC Rules.*

**Warning:** The supplied shielded connecting cable with its ferrite core must be used to assure continued compliance with FCC limits and also to prevent interference to nearby radio and television reception.

**WARNING: TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.**

*The serial number of the unit may be found on the label on the bottom of the unit. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase in the event of a theft, or for future reference.*

MODEL NO. \_\_\_\_\_ NAME OF DEALER \_\_\_\_\_

SERIAL NO. \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_



## *Preface*

*Congratulations! You are about to enter the exciting world of electronic typing with one of the most advanced electronic typewriters available today.*

*Your Panasonic DisplayMate has been designed to help you prepare your typing projects as simply and efficiently as possible.*

*Many of your tedious typing tasks may now be performed quickly and automatically. By reading through the manual, you will learn how to operate all of the functions which will help you on a day-to-day basis.*

*It is important that you read this manual and do the exercises. It has been designed to teach you every function your Panasonic DisplayMate has to offer. Once you have completed this manual, you will find how much easier it will be to do some of your daily typing projects.*

*Take the time to learn everything you can about your new video typewriter. We are convinced you will find typing much more interesting and your finished projects cleaner, more professional looking, and much easier to do.*

*We hope you enjoy your Panasonic DisplayMate and are confident you will have many years of reliability ahead of you.*

# PANASONIC DisplayMate Operating Instructions

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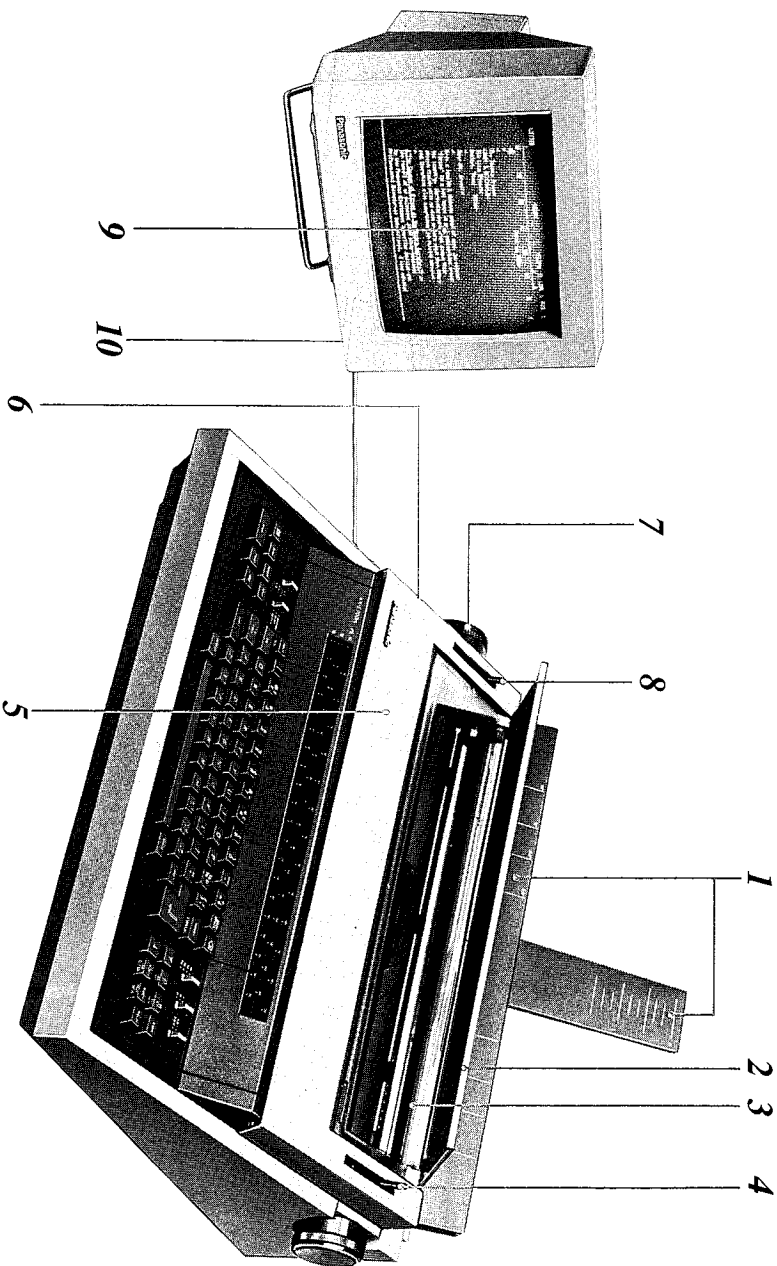
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# LEARNING THE BASICS



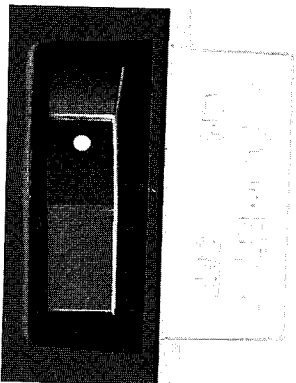
- 1 Paper Support
- 2 Anti-Glare Shield
- 3 Acoustic Filter
- 4 Paper Release Lever
- 5 Top Cover

- 6 Power ON/OFF Switch
- 7 Platen Knob
- 8 Paper Bail Release Lever
- 9 CRT (Screen)
- 10 CRT intensity control

## **POWER ON/OFF SWITCH**

*The Power ON/OFF Switch is located toward the back of the machine, on the left side. The DisplayMate will remember the last margins and tabs used when you turn the machine off.*

*When you turn the unit back on, the carrier will move to the current left margin and the daisywheel will spin to position itself accurately.*

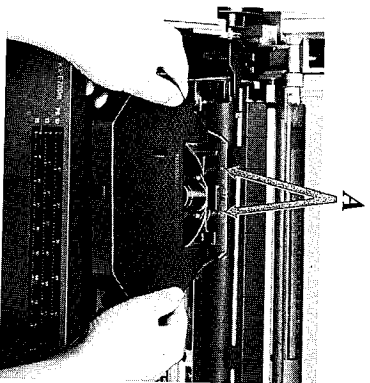


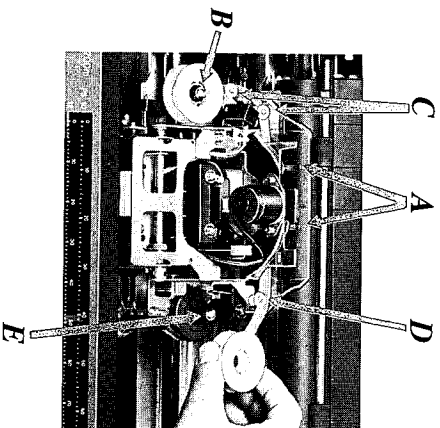
## **CHANGING THE RIBBON CARTRIDGE**

*When you lift the top cover of your DisplayMate, you will see your carrier, ribbon cartridge and daisywheel. To remove the ribbon, grasp the cartridge at the bottom and lift it up and out of the machine.*

*To insert a new cartridge, place the front portion (where the ribbon is exposed) between the card holder and the tape guides (A) and snap the back end of the cartridge on to the printer.*

*Advance the thumb wheel on the cartridge until the ribbon slack is tightened.*





## **CHANGING THE CORRECTION TAPE**

*To replace the correction tape, lift out the typing ribbon carriage and remove the two spools of lift-off tape. Place the loaded spool of new tape on the left pin (B) so that the tape unwinds in the counter-clockwise direction. Place the tape around the left ribbon guides (C) and behind both tape guides (A). Pull the tape around the right ribbon guide (D) and place the empty spool on the right pin (E).*

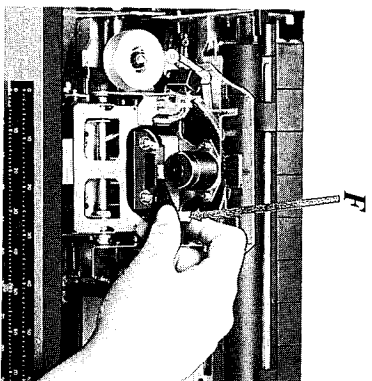
*Manually turn the right-hand spool counter-clockwise, tightening the tape until resistance is felt.*

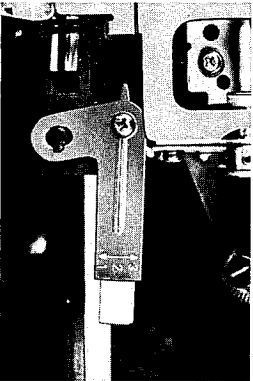
*Replace the typing ribbon carriage.*

## **CHANGING THE DAISYWHEEL**

*To remove the daisywheel, you must first remove the ribbon carriage. You will see a green lever on the right side of the primer. Pull this lever (F) toward you and lift out the plastic carriage.*

*To insert the daisywheel, place the plastic carriage in the carrier with the characters facing the platen. Push the green lever back into position.*



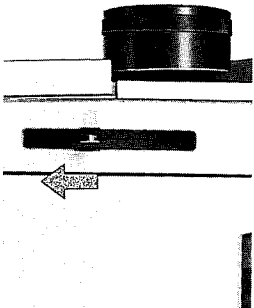


### **COPY CONTROL LEVER**

*Located inside the unit on the right side of the carrier is a green lever, which is for copy control. Position 1 is for one to three copies; position 2 is for three to six copies; position 3 is for six or more copies (dependent upon paper weight). Set according to your requirements.*

### **AUTOMATIC PAPER INSERTION**

*The Panasonic DisplayMate is pre-programmed to insert your paper seven (7) lines from the top of the page. Place your paper in the machine and pull the paper bail release lever toward you. Your paper is automatically positioned at line 7.*



*Should you wish to change the number of lines to meet your requirements, insert your paper and pull the paper bail release lever toward you. After your paper is automatically positioned at line 7, use the Index (↓) or Reverse Index (↑) key to move your paper up or down to the desired line. Depress CODE+A.*

*The DisplayMate has stored this position in memory and will remain at this location until you repeat these steps.*

*With the DisplayMate, you will see the word CODE appear on the prompt line at the bottom of the screen while entering the command.*

# KEYBOARD LAYOUT

*In order to simplify the explanation of the DisplayMate and its capabilities, the keyboard has been divided into three (3) sections.*

## **1. Character Keys**

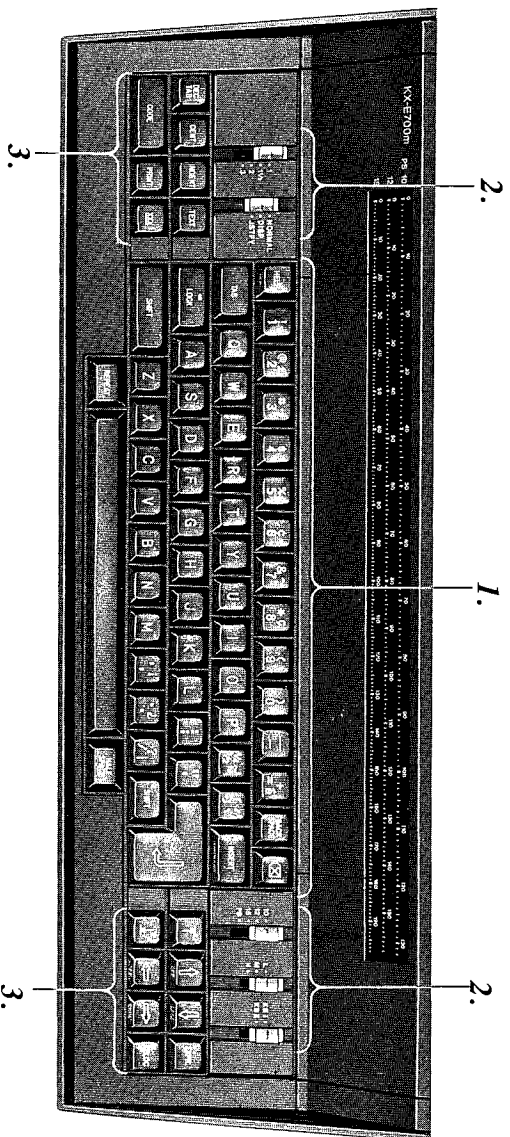
*All alphanumeric keys found on traditional typewriters, as well as Margin Release, TAB, Return, Backspace, Cancel, Shift and Shift Lock, Space, Repeat and Half Space.*

## **2. Selector Switches**

*The Selector switches are found to the left and right of the standard keyboard and control various options. You have a Line Space selector, a MODE selector, a Pitch selector, an Impact Control selector and a KB I/KB II selector.*

## **3. Function Keys**

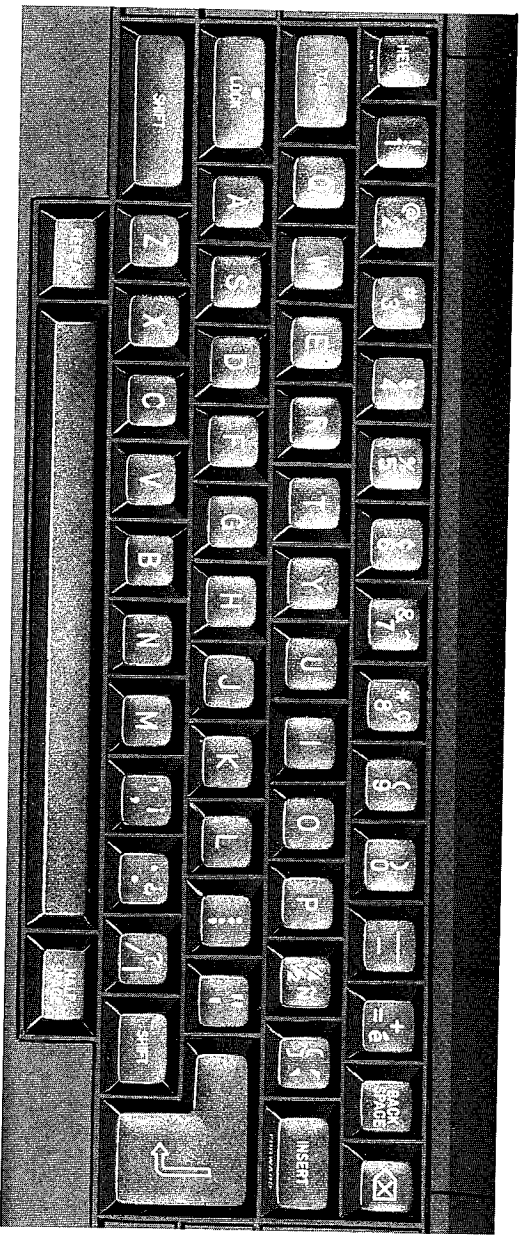
*Additional keys to the left and right of the standard keyboard will automate some functions that are performed manually on traditional typewriters.*





## CHARACTER KEYS

*The character keys are those found on traditional typewriters. You will notice that some of the keytops have second symbols to the right of the normal characters. These are functional when using the second keyboard feature (KB II), which will be described later in the manual.*



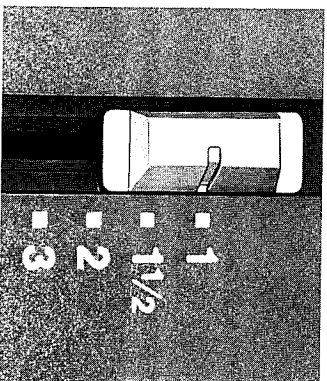
## SELECTOR SWITCHES

### LINE SPACING SELECTOR

This selector is located at the top left of the keyboard console. It is marked 1, 1½, 2 and 3 and controls the number of lines between each RETURN.

In addition, you may choose from 3 different lines per vertical inch settings as outlined on page 177. The choices and their use are listed below.

- 5.25—legal applications (court reporting)
- 6 —normal correspondence
- 8 —used in conjunction with 15 pitch

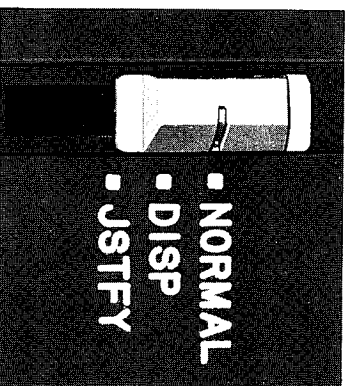


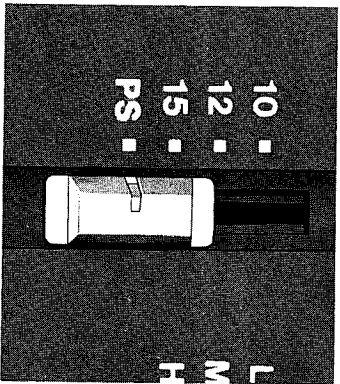
### MODE SELECTOR

**NORMAL** Manual Return is required at the end of each line.

**DISP** Accesses the screen, allowing one line of characters to be seen before they are committed to paper. Also returns the carrier automatically after the first space or code + hyphen entered after the bell.

**JSTFY** Accesses the screen and prints information with an automatic return and justified right margin. In Memory, justification will be shown on the screen.



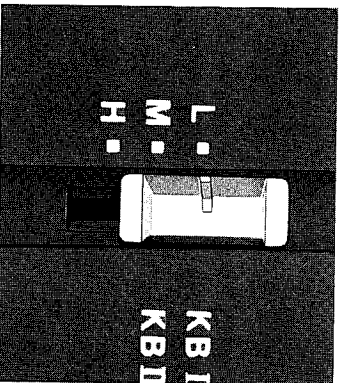


### **PITCH SELECTOR**

*On the right side of the keyboard is the pitch selector switch, indicating 10, 12, 15 and PS. The pitch selector should correspond with the pitch of the daisywheel in the machine.*

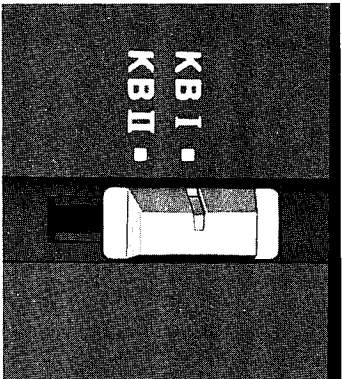
10	PICA	10 characters/inch
12	ELITE	12 characters/inch
15	MIKRON	15 characters/inch
PS	Proportional	variable spacing

*Your DisplayMate comes standard with a 10 pitch daisywheel.*



### **IMPACT CONTROL SELECTOR**

*Located to the right of the Pitch Selector, the Impact Control Selector allows you to choose from three positions: L (light), M (medium), and H (heavy).*



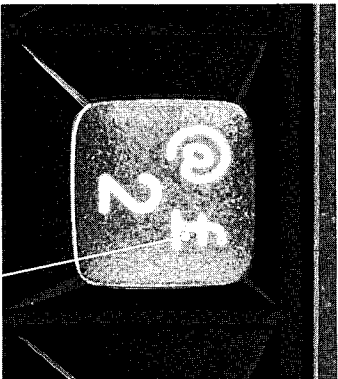
### **KB I/KB II SELECTOR**

This selector switch is located at the far right of the console, next to the Impact Control selector. KB I allows printing of normal U.S. characters.

KB II allows the printing of additional characters not normally associated with the U.S. keyboard (foreign language symbols).

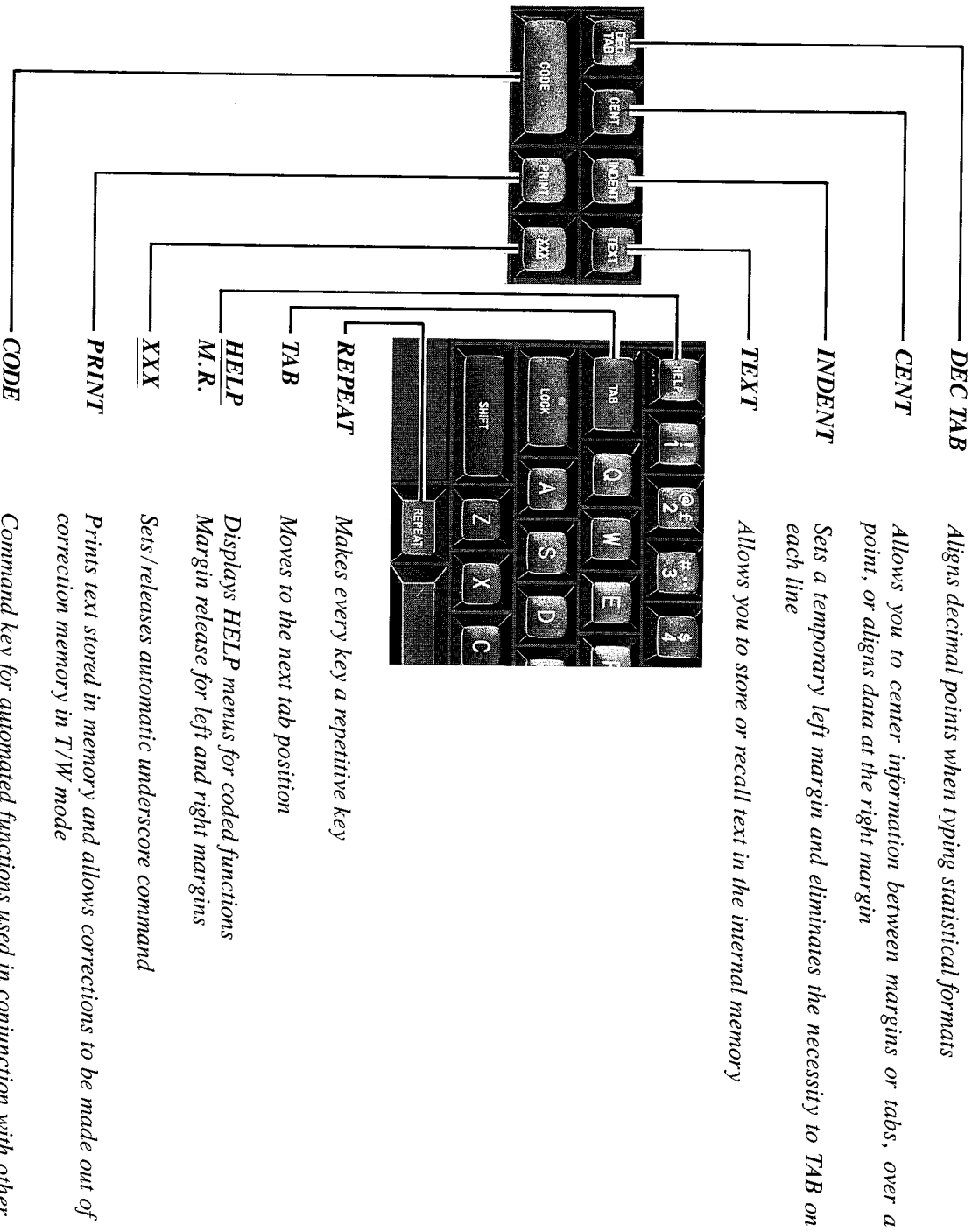
To activate KB II and access the foreign language symbols (G), move the selector switch to KB II. Any key-top with "extra" symbols are for use in this mode. The characters are printed when the key is depressed.

The following symbols or characters are accessible in KBII when a "200 series" daisywheel is being used, instead of "extra" symbols: (Ñ=<) (ñ=>) (£=²) (?=¶) (é=®) (í=§) (ç=°)



G

## FUNCTION KEYS





**BACKSPACE**

*Moves to the left on the typing line*



*Used for correcting errors and clearing text in the memory*



*Reverse Index advances 1/2 line toward the top of the page*

**TAB SET**

*Advances the cursor to the previous line of text  
Sets TAB stops (maximum 28)*



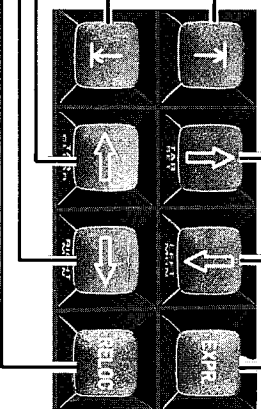
*Advances the cursor to the next line of text*

**LEFT MGN**

*Sets the left margin*

**EXPR**

*Express moves to the beginning of the line or to the beginning of a text*



**RELOC**

*Moves to the last character on paper or screen*



*Advances the cursor one character to the right on screen*

**RIGHT MGN**

*Sets the right margin and bell*



*Advances the cursor one character to the left on screen*

**TAB CLEAR**

*Clears TAB stops*



*Index advances 1/2 line toward the bottom of the page*

**INSERT**

*Allows you to insert characters in phrase or text memory*

**FORWARD**

*Moves the cursor forward in the Typewriter mode*



*Return advances one line down and returns the printer to the left margin.*

**HALF SPACE**

*Used for "squeezing" characters*



## **SETTING MARGINS AND TABS**

*When you turn ON the DisplayMate, it will remember the last margin format you used. If you want to change these margins and tabs, you must first clear the current settings:*

### **TO CLEAR MARGINS AND TABS**

- Depress **RETURN**

*The printer and cursor must be at the left margin to begin making changes to the margin format.*

- Depress **CODE + TAB CLEAR**

*The printer and cursor moves to the far left and clears the entire line. (both margins and all tabs).*

### **TO SET MARGINS AND TABS**

- Depress **SPACE BAR**

*This moves the printer and cursor to the new left margin position. When you have reached the desired left margin*

- Depress **LEFT MGN**

*On the Ruler Line, you will see the letter "L" at that character position.*

*To position the printer, and cursor at the first required TAB stop,*

- Depress the **SPACE BAR**

- Depress **TAB SET**

*On the Ruler Line, you will see the letter "T", for tab stop.*

*Repeat the last two steps for each TAB stop required on the writing line. Remember, the maximum number of tab stops on one line is 28.*



To position the printer and cursor at a new right margin,

- Depress **SPACE BAR** to the desired position
- Depress **RIGHT MGN**

On the Ruler, you will see the letter "R," for right margin

- Depress **RETURN**

You may change the left and right margins as you would on a traditional typewriter, using the **M.R.**, **SPACE** or **BACKSPACE** keys.

To change a **TAB** stop, use the **TAB CLEAR** and **TAB SET** keys.

To clear only the tabs, **TAB** to the first tab position and depress **CODE + TAB CLEAR**. Your margins are still on the writing line.

**NOTE:** The margin release key **MR** <sup>(HELP)</sup> only works while using the DisplayMate as a normal typewriter. Using the **HELP** function of the key will be discussed later in this manual.

### **ADJUSTABLE "HOT ZONE"**

The "Hot Zone" represents the number of spaces between the bell and the right margin. It is represented by an "H" on the Ruler and is pre-programmed for 7 spaces from the margin. To change it:

- Place the **MODE** selector switch on **NORMAL**
- Depress **TAB** to position the printer and cursor at the right margin
- Depress **BACKSPACE** to the required new bell position
- Depress **CODE + RIGHT MGN**

You may set the bell within one inch (1") from the right margin

*For the first exercise, be sure you set up the following:*

*The paper guide is at 0*

*The pitch selector is set at 10 (PICCA)*

*The daisywheel in the unit is 10 pitch*

- **Depress RETURN**
- **Depress CODE + TAB CLEAR**
  - Set the left margin at 15
  - Set the first TAB at 30
  - Set the second TAB at 45
  - Set the third TAB at 60
  - Set the right margin at 74

- **Depress RETURN**

*Your Counter will show the number of characters available on the writing line.*

*The Ruler will indicate the Left Margin (L), Tab Stop (T), Bell/Hot Zone (H) and Right Margin (R) positions.*



### **STORING MARGIN FORMATS IN MEMORY**

*Three different margin formats (margins, tabs and hot zones) may be stored in the memory of the DisplayMate for repetitive use. You may name these formats X, Y or Z.*

*In the first exercise you have set up a margin format. Now you are going to store this format in memory.*

- Depress **CODE + F**

*The bottom line of your screen will prompt:*

```
MARGIN FORMAT X, Y, Z?
```

- Depress the letter **X**

*These margin and tab settings are now stored in memory.*

*In the future, this margin format may be recalled at any time by depressing CODE + X. This eliminates the need to reset margin and tab settings. REMEMBER, CODE + F is only used when STORING margin formats.*

- Depress **CODE + TAB CLEAR** to erase all margins and tabs from the writing line.

*Now, set up the second format and store it in margin format memory Y.*

```
Set the left margin at 11
Set the first TAB at 20
Set the second TAB at 33
Set the third TAB at 45
Set the fourth TAB at 54
Set the right margin at 64.
```

- Depress **RETURN**
- Depress **CODE + F**
- Depress the letter **Y**

*For the third margin format,*

- *Depress **CODE + TAB CLEAR** to erase all margins and tabs from the writing line.*

*Set the third margin format in memory Z, as follows:*

Set the left margin at 11  
Set the first TAB at 26  
Set the second TAB at 39  
Set the third TAB at 49  
Set the fourth TAB at 59  
Set the right margin at 66

- *Depress **RETURN***
- *Depress **CODE + F***
- *Depress the letter **Z***

## RECALLING MARGIN FORMATS FROM MEMORY

You should now have three margin formats in memory. These formats will be recalled several times throughout the Practice Exercises. To recall a margin format, you must do the following:

- **Depress CODE + X**

The first margin format has been recalled and is ready to use. If you had depressed CODE + Y, the second format would have been brought to the writing line; CODE + Z, the third.

When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous format by depressing CODE + F and selecting X, Y or Z.

**Remember, you NEVER use CODE + F to recall margin formats from memory (only to store them).**

## CHANGING PITCH

When setting margins and tabs on the DisplayMate, your Ruler line will always display 10 pitch. Although you may require 12, 15, or PS, you must refer to the pitch guide on the typewriter to determine the proper margin and tab settings.

For example, in 10 pitch your margins are set at 10 and 75. If you wanted the same margin width in 12 pitch, the setting would be 12 and 90; 15 pitch, 15 and 112. (Refer to the pitch scale for comparison).

Remember that pitch refers to the number of characters per inch; therefore, if you keep the same margins that you used in 10 pitch and change your pitch selector to 12, your Ruler Line will automatically change to accommodate the additional characters that will fit on the same line.

While working in Text memory, which will be discussed later, your text will display on the screen in the format it was stored. If you change the pitch selector while inside a document, the text will reformat based on the pitch selected. You will then see how your text will appear during printout.

Don't be concerned if you do not grasp the concept right away. Only through working with the DisplayMate will this and other features become more familiar.

## USING THE FUNCTION KEYS

### INDEX ( ↓ ) AND REVERSE INDEX ( ↑ )

The INDEX ( ↓ ) key allows you to advance the paper 1/2 line toward the bottom of the page. The REVERSE INDEX ( ↑ ) key allows you to advance the paper 1/2 line toward the top of the page.

These keys are used for typing superscripts and subscripts. (You will also use them in conjunction with other features discussed later in this manual.)

The 4<sup>th</sup> of July is America's Independence Day.

To type this you would first enter "The 4" and then:

- Depress the REVERSE INDEX ( ↑ ) key and type "th".
- Depress INDEX ( ↓ ) to reposition the printer on the actual typing line.

Type the following for practice using the CODE + X format with the LINE SPACE selector on 1 1/2. Be certain your PITCH selector is at 10 and the MODE selector is on NORMAL.

**NOTE:** In the paragraph on Chemistry, the degree sign is the letter "o".

The log to the base of 10 of 1000 ( $\log_{10} 1000$ ) is 3, that is  $10^3 = 1000$ .


The square root of  $a^2 + 2ab + b^2 = (a+b)$

Chemistry:

$\text{Ca}^{2+}$  denotes the ion of calcium which carries two positive charges: the plus sign is used to indicate dextro-rotation (as  $143^\circ$ ); it is sometimes used to indicate a base of alkaloid when placed above the initial letter.

## **CORRECTION MEMORY**

The Panasonic DisplayMate has a maximum 500 character correction memory for automatic lift-off. If you have typed several lines and notice an error in one of the preceding lines you may instruct the DisplayMate to make the correction.

Keep in mind that 500 characters is approximately two average paragraphs. When you have reached the end of the 500 character correction memory, your system will alert you with three (3) "beeps". When this occurs, depress **CODE + CANCEL** (  ) and make the corrections out of the 500 character memory.

## **CORRECTING ERRORS ON PAPER**

The **BACKSPACE** key is used to move the printer one space to the right of the incorrect character.

The **CANCEL** (  ) key allows you to "lift" incorrect characters off the paper when an error has been made.

The **EXPRESS** key (**EXPR**) moves the printer to the beginning of the line without using the **BACKSPACE** key. The line space does not occur.

The **RELOCATE** key (**RELOC**) moves the printer to the last printed character on the page after a correction has been made, or to the last carrier return.

Using the **CODE + X** format, type the following sentence using these keys to make the corrections. Do not **RETURN** at the end of the line. Position the **LINE SPACE** selector on 1.

Whne tpying quickly, a typist is likely to make mistake.

Change "Whne" to "When"

"tpying" to "typing"

"mistakse" to "mistakes"

## MAKING CORRECTIONS WITHIN THE CORRECTION MEMORY

To cancel printed characters on previous lines:

- Depress **CODE + REVERSE INDEX** (  $\uparrow$  )

This positions the printer on the line where you have located an error.

- Depress **BACKSPACE or SPACE BAR**

This positions the printer one character to the right of the error.

- **CANCEL** (  $\langle X \rangle$  ) the incorrect character(s) and type the correction.

- Depress **RELOC**

This will return the printer to the last printed character on the paper.

**NOTE:** IF you use **REVERSE INDEX** (  $\uparrow$  ) without the **CODE** key, you will cancel out the 500 character correction memory.



## MAKING CORRECTIONS OUT OF THE CORRECTION MEMORY

To cancel previously printed characters, which are out of correction memory:

- Depress **CODE + REVERSE INDEX** (  $\uparrow$  ) until you hear 3 beeps.

You have now reached the end of the correction memory.

- Depress **CODE + CANCEL** (  $\diamond X$  )

This instructs the DisplayMate that you are going to correct out of the 500 character memory. Your printer will automatically move to the left margin to allow you to begin making corrections.

- Depress **REVERSE INDEX** (  $\uparrow$  )

This positions the printer on the line containing the error.

- Depress **SPACE BAR** to position the printer over the error

- Depress **CODE + CANCEL** (  $\diamond X$  ) once

- Retype the incorrect character

This will lift the character off the paper

- Type the correct character

Repeat the steps outlined above for each incorrect character on the same line.

- Depress **RELOC**

This positions the printer at the last printed character or **RETURN**.

**NOTE:** If you have more than one correction to be made out of the 500 character correction memory, you must **RETURN** to position the printer at the left margin in order to **REVERSE INDEX** (  $\uparrow$  ) to the next error.

## **NO PRINT WHEN MAKING MANUAL CORRECTIONS**

*When an error is out of the 500 character correction memory, the NO PRINT mode is especially useful when correcting entire words or consecutive errors.*

- Depress **CODE + REVERSE INDEX** (  $\uparrow$  ) until you reach the end of the correction memory.
- Depress **CODE + CANCEL** (  $\diamond X \square$  ) to exit the 500 character correction memory.
- Depress **REVERSE INDEX** (  $\uparrow$  ) to position the printer on the line containing the error.
- Move your **MODE** selector to **NORMAL** if set on **DISP**
- Position printer over the first character of the incorrect character(s)
- Depress the **PRINT** key
- Retype the character(s) exactly as they appear on paper

*Because the PRINT key works like a stencil key, this information has now been entered back into memory without reprinting on paper.*

- Depress **CANCEL** (  $\diamond X \square$  ) to lift off the error(s)
- Retype correct character(s)
- Depress **RELOC**

*This positions printer at last character on the paper.*

**NOTE:** *If the text was typed in JSTFY, move the MODE selector to JSTFY and retype the entire line until the printer returns. Depress CODE+REVERSE INDEX (  $\uparrow$  ) and position the printer to the right of the last character on the line. Cancel out the entire line. Depress RETURN, REVERSE INDEX up to the line you wish to retype and type the correct information.*

*If the text was typed in PS (proportional spacing), retype from the beginning of the line to the error.*

Using the CODE + X format with the MODE selector on DISP, type the following example including the errors. Upon completion, set the MODE selector on NORMAL and use the correction procedures you have just read.

Be sure to first make the corrections within the correction memory and then out of correction memory.

Distantly related to the opossum, the Koala bear is only 3/4 of an inch long at birth and weighs only 1/5 of an ounce. Usually only one Koala is born at a time, with the mother bearing young only every other year.

*infant* The infant will remain in its mother's pouch until it is ready to emerge at six months of age. It will then cling to its mother's back until it is a year old.

*cling* When fully grown, it will stand about two feet high and weigh as much as 33 pounds. At the age of four, the animal will have attained full sexual maturity and its life span may be as long as 20 years. *fall*

When the Koala is ready to strike out on it's own, it will find its own eucalyptus tree, whose leaves are almost its only food. Only on rare occasions will it leave the tree, as when it seeks another tree to take up new residence. *take*

*clawed* The Koala is suited for climbing, as all four of its sharp clawed feet are made for grasping. During the day the Koala sleeps, usually curled up inconspicuously in the crotch of a tree, and feed only at nightime.

*rights* At one time, the Koala, a native of Australia, was severely threatened with extinction. Now the Australian government is taking drastic steps to insure its survival. *steps*

*government*

## MAKING CORRECTIONS ON THE SCREEN

With the *MODE* selector set on *DISP* or *JSTFY*, each character typed will appear on the screen. When typing, most errors are 'felt' by the operator. Through the use of the screen, you can visualize the error and correct it before it prints on paper.

Using the *CODE + X* format:


- **Move the *MODE* selector to *DISP***

This will activate the screen as well as return the printer to the left margin automatically when an entire line of text or manual return has been entered.

As you type, the character counter will count down for each character key depressed, letting you know how many remaining characters are available for entry on the current line.

**Enter the following information including the errors. Do not *RETURN* at the end of the line.**

Errors are corrected before they print on paper.

- Depress **BACKSPACE** to position the cursor one character to the right of the error.
- Depress **CANCEL** (  ) to delete the incorrect character.
- Enter the correct character
- Depress the **FORWARD** key to move toward the next error or to the end of the line.
- Depress **RETURN** to print the information you have typed.

If the error is at the beginning of the line, you may use the *EXPR* key instead of *BACKSPACE*. To reposition the printer at the end of the line, you may use *RELOC* instead of the *FORWARD* key.

## **DECIMAL TABULATION**

The **DEC TAB** key is used in place of the **TAB** key when typing statistical formats. It instructs the typewriter to automatically align numbers at the decimal point. For foreign statistical typing, you may choose to align numbers at the comma position (refer to page 177) instead of the decimal point.

To align decimal points:

- **Set tab stops at decimal point position**
- **Depress DEC TAB**

Your printer and cursor will move to the first **TAB** position and a prompt at the top of the screen shows **DECTAB**

- **Enter the numbers, decimal point and cents**

The printer backspaces once for each number entered before the decimal.

- **Depress DEC TAB again**

The first entry prints and the printer and cursor will move to the next tab position.

- **Enter the next number, decimal point and cent amount**

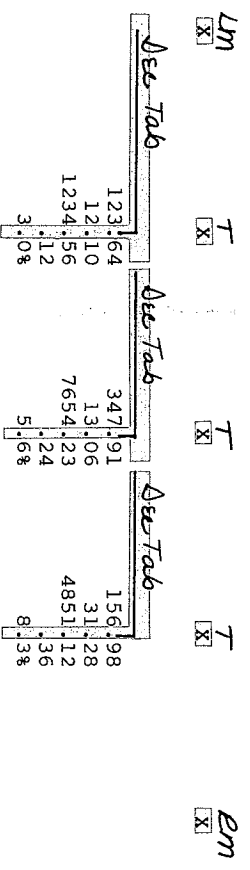
- **Depress DEC TAB**

Repeat the last two steps until you have completed all of your entries.

- **Depress RETURN**

Begin typing the second line of data.

For practice, type the following, still using the CODE + X format; set the MODE selector on DISP.



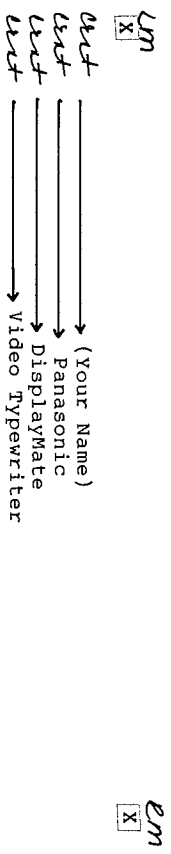
## CENTERING

There are four ways to center information with the Panasonic DisplayMate; between margins, over a point, between tab stops and aligned at the right margin.

Whenever you enter a center command, the top line of your screen will prompt "CENTER".

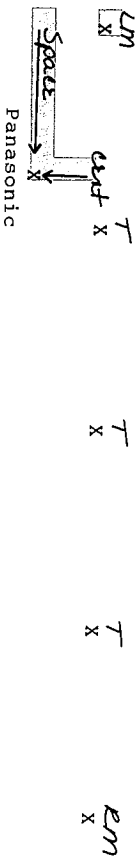
### Between Margins

- Depress RETURN to position the printer and cursor at the left margin.
- Depress CENT key and enter the information to be centered.
- Depress RETURN or TAB to print the information on each line.
- Depress CENT for each line requiring centering.



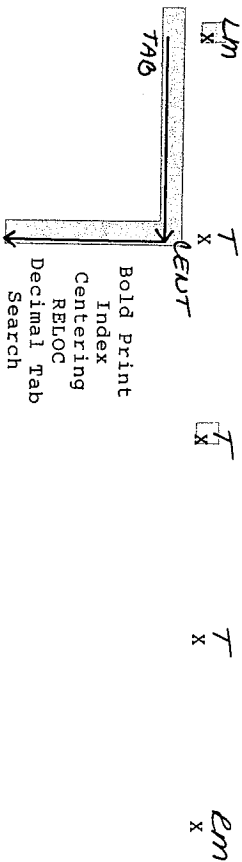
### Over A Point

- Depress **SPACE BAR** to move your printer and cursor to the desired position.
- Depress **CENT** and enter the information to be centered.
- Depress **RETURN** to print the information.



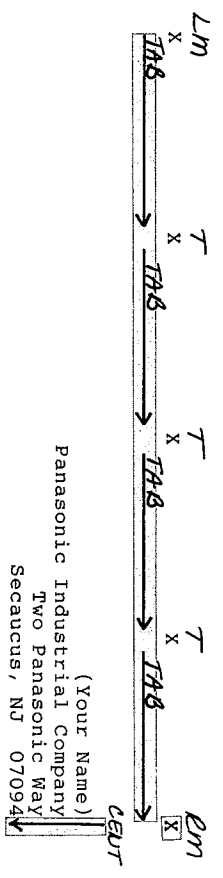
### Between Tab Stops

- **TAB** to the first tab position of the tabs you want to center between.
- Depress **CENT** and enter the information.
- Depress **RETURN** or **TAB** to print the information.
- Repeat the same steps for each line requiring center commands.



*Aligned At the Right Margin*

- **TAB** to the right margin.
- Depress **CENT** and enter the information to be aligned.
- Depress **RETURN** to print the information.





## PARAGRAPH INDENT

The *INDENT* key provides the typist with the ability to set a temporary left margin and eliminates the need to TAB on every line of an indented paragraph.

To position the printer and cursor at the desired indented location,

- Depress **TAB** or **SPACE BAR**

This will instruct the system where you want to set your temporary left margin.

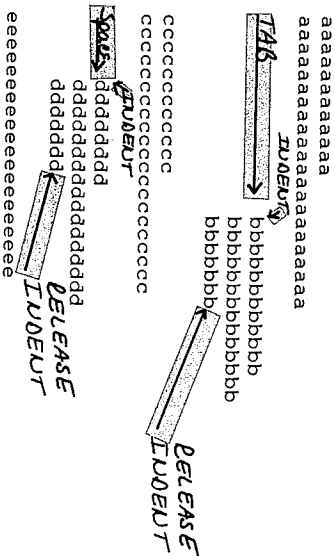
- Depress **INDENT** to set the temporary left margin and type the information you want indented.

The top of your screen will prompt "INDENT" and will remain on until you release the setting.

- Depress **INDENT** again to deactivate the command before returning to the original left margin.

```

Lm          T          T          T          Em
X          X          X          X          X
  
```



## UNDERSCORING

To underscore words and spaces continuously:

- Depress the XXX key and type.

All characters and spaces will be underscored until you deactivate the command.

This is continuous underscore.

- Depress XXX key again to deactivate the command.

To underscore word by word only, eliminating the underscored spaces:

- Depress the CODE + XXX keys

This is word by word underscore.

- Depress the CODE + XXX keys again to deactivate this command.

The following exercise incorporates all of the Function key operations you have just learned and gives you the opportunity to use them in a standard letter.

To begin this exercise, recall margin format CODE + Y and set your MODE selector on DISP.

Mr. C. C. Charles  
 19 Treaty Road  
 Valley Forge, PA 08901

Today's Date  
 15 Hunts Lane  
 Weston, CT 06880

*Light  
 Olive  
 Greenish*

Dear Mr. Charles:

In response to your recent inquiry regarding our new line of customized designer wall coverings, I am enclosing the samples you had requested, for your approval. Outlined below is the quantity pricing for each of the patterns we discussed.

Pattern	DESIGNER LINE			
	Custom Wall Coverings			
	<i>Center Buckr. Tabs</i>			
	1-5	6-9	10+	
	<i>Per Tab</i>	<i>Per Tab</i>	<i>Per Tab</i>	
Wheat	36.70	29.90	25.40	21.20
Willow	39.40	31.55	26.80	22.60
Tulip	44.60	37.80	34.50	30.90
Discount	8.0%	7.5%	8.0%	

*TABS* → These prices are based upon the length and width of one (1) standard roll. Each of the patterns we discussed may be custom colored to meet your requirements.

If you have any questions regarding the quantities required, I would need exact room measurements for each of your offices.

I look forward to working with you in the near future and thank you for considering our product line.

Sincerely,

(Your Name)  
 Professional Home Designs

## CODED FUNCTIONS

### CODE KEY

The *CODE* key is used in conjunction with other keys to perform various automated functions.

Some of these coded functions you have already used: *CODE+A* is for setting automatic paper insertion and *CODE+X*, *Y* and *Z* for recalling margin formats; *CODE+RIGHT MGN* sets a new bell position. *CODE+XXX* allows you to underscore word by word.

The following exercises teach you more functions the *CODE* key offers.

### EXPAND PRINT

You will now learn a way of emphasizing information through the use of *EXPAND PRINT*.

This feature “expands” the space between each character by one character position. For example:

xxxxxx (normal)

- Depress *CODE* + the letter *O* to activate the *EXPAND* print function

x x x x x x ( e x p a n d )

- Depress *CODE* + the letter *O* again, to deactivate the *EXPAND* print function.

## **BOLD PRINT**

The DisplayMate allows you to instruct the printer to "highlight" certain words or characters for emphasis using a **BOLD** print function.

- Depress **CODE + B** and type the information to be highlighted.
- Depress **CODE + B** again to deactivate the command.

**Bold** print highlights words for emphasis.

## **SOFT HYPHEN (CODE + HYPHEN)**

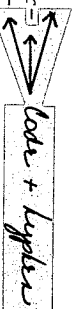
When you type, all hyphens are permanently stored in the memory. For instance, words like father-in-law, mother-in-law, to-date, etc.

When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, you would depress **CODE + -** (hyphen).

In the memory (which will be discussed later in this manual), the coded hyphen (called a **soft hyphen**) will print at that same point every time you print your project. However, if you have changed your margin parameters, (either by widening the format or narrowing it), the hyphen will not print unless it falls within the "hot zone."

Using the **CODE + Y** format, type the following paragraph using the **CODE + HYPHEN** feature. Be sure your **MODE** selector is set on **DISP**.

Soft hyphens are entered in the hot zone to prevent long words from causing extremely ragged margins on the right side of the page. However, remember to use the **CODE** key before you depress the hyphen key. This tells the DisplayMate to return at the next character typed.



## PERMANENT SPACE

Because your DisplayMate allows you to print with automatic returns or with a justified margin, there may be times you will not want to separate specific characters or words. The system allows you to set a permanent space between characters and will not separate them when printing with varied line lengths.

To enter this command:

- Type the first word
- Depress **CODE + SPACE BAR**

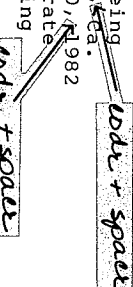
Your screen will show the first word followed by an overscored space ( - ).

- Type the second word

When your characters print, the system will recognize the two words as one and not separate them.

Type the following paragraph, using the **CODE + SPACE** feature.

Permanent spaces prevent names or dates from being separated. In instances such as San Francisco, **code + space** Ca. or New York, N.Y., or dates such as September 30, **code + space** 1982 you may instruct the DisplayMate to never separate these characters or numbers onto different typing lines.



## INCREMENTAL SPACE

An incremental space allows you to move the printhead 1/6th of a space.

- Depress **CODE + HALF SPACE**

## **CAPS LOCK**

*Normally, when you type information in capital letters, you use the LOCK key to type capital letters and need to release the LOCK to type numbers. When this feature is activated, the alphabetic characters appear in capitals and numbers still appear, instead of symbols. This will enhance the productivity and quality of any project.*

*The CAPS LOCK feature will be exceptionally useful to you when you are required to type information in capital letters, such as TELEXES or speeches, etc. that may also contain numbers.*

*All of you have experienced typing a project and realized that you forgot to release the LOCK key when typing digits. !@# MAIN STREET or a zip code of 1\*\*# is not appropriate.*

*CAPS LOCK feature, does just that. It locks in the capitals of your alphabetic characters and leaves the numbers accessible without shifting back to lower case.*

- **Depress CODE + LOCK to activate the CAPS LOCK feature**

*Every letter that you type will be in CAPTALS and when you type a number, you will not receive the symbol.*

- **Depress CODE + LOCK again to deactivate the CAPS LOCK feature**

*Now when you type in upper case, your symbols will appear, not the digits.*

## MEMORY

Your DisplayMate offers you another feature called MEMORY. The memory allows you to perform some of the more sophisticated text editing functions you would find on high-priced word processing systems.

The DisplayMate has an internal memory of 25K (approx. 25,000 characters) and may be expanded to 57K (approx. 57,000 characters). An optional disk drive may be added to provide unlimited storage on 3.5" micro floppy disks.

The internal memory or working memory, is divided into two different segments. The first is what is called "Phrase Memory", where the typist has quick access to the memory for storing frequently used phrases or paragraphs.

The second segment is called "Text Memory", which is used for lengthy documents, letters, projects requiring editing, or projects requiring repetitive printing.

As you proceed through this section of the manual you will learn how to perform all of the functions your DisplayMate has to offer. We are confident that you will find these text editing features easy to use and exceptionally helpful in your daily typing requirements.

If your texts reach the maximum storage capacity (approx. 25-57K depending upon the configuration of your system) or 199 pages per text, the 25th line of your screen will prompt:

```
MEMORY FULL!
```

At this time you would be required to delete portions of the memory that are no longer needed, to continue with your current project. All of this will be covered in Deletion of Memory Contents, later in this manual.

## SCREEN MESSAGES

The screen will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book, you will find a listing of all the screen prompts offered you on your system. These include the prompts for use as a basic typewriter, as well as the prompts given in Memory and with the optional Disk Drive.



## SCREEN SYMBOLS

As you begin the exercises in the memory, you will see various symbols on the screen. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your DisplayMate to perform.

↵	Manual Return	<b>L</b>	Line Framing
<b>B</b>	Bold Print was activated or deactivated	▼	Vertical Tab
<b>C</b>	Centering	...	Incremental Space
<b>D</b>	Decimal Tabulation	$\bar{V}$	Form Feed (Auto Paper Eject)
<b>I</b>	Insert Code (Stop Code)	□□	Dual-Column Command Set/Reset
↓	Index Command	$\bar{W}$	Dual-Column Command change
↑	Reverse Index Command	$\bar{R}$	Mail Merge Variable
..	Half Space	$\bar{J}$	Mail List Record Header
<b>M</b>	Open/Close of Block Move, Copy and Delete	$\bar{1}, \bar{1.5}, \bar{2}, \bar{3}$	Line Spacing
↵↵	Paragraph Indent		
←	Permanent Backspace		
==	Soft Hyphen		
==	Permanent Space		
→	Tab Command		
<b>X</b>	Underscore—Continuous (activated/deactivated)		
<b>X</b>	Underscore—Word by Word (activated/deactivated)		
$\bar{X}, \bar{Y}, \bar{Z}$	Margin Format		
<b>E</b>	End of Text		

## PHRASE MEMORY

The DisplayMate will allow you to store up to 99 separate phrases, the length of each phrase being limited only by the total available memory of your DisplayMate. However, the 99 phrase storage locations (called memory blocks) should be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc.

For example, if you were sending a multi-document mailing to six different people, each person would receive a letter, an invoice, a questionnaire and an envelope. Rather than type the six names and addresses on each of the four items, you would store the names and addresses in six different memory blocks and print them out on each of the four documents.

Another example of Phrase Memory is the use of standard paragraphs. Many times you will begin or end a letter or document with a standard paragraph. Rather than typing that information each time it is required, you can store it in phrase memory and recall it when it is needed.

Phrases are stored without regard to margin formats. It is not possible to store margin formats in Phrase Memory. The Phrase will print as you type it adhering to the margins on the current line. When they are recalled, they will conform to the margin format set at that time. When they are inserted into text memory, they will print within the margin settings of that document.

The commands that can be stored in Phrase Memory differ from those that can be stored in Text Memory. Below is a list of commands that can and cannot be stored in Phrase Memory.

*Phrase Memory will accept:*

*Center*  
*Bold*  
*Underscore*  
*Expand Print*  
*Index*  
*Reverse Index*

*Phrase Memory will not accept:*

*Insert Codes*  
*Tab*  
*Dec Tab*  
*X, Y, Z Margin Formats*  
*Indent*  
*Vertical Tab*  
*Line Framing*  
*Dual-Column*

*Phrase Memory cannot be stored to disk; therefore, it is suggested that longer documents be stored in Text Memory which will be discussed later.*

*As you go through each section, READ the instructions before you begin the exercises. Then, read them again as you type each example.*

## **TO STORE INFORMATION IN THE PHRASE MEMORY**

*The 99 phrase storage locations are 1-99. If you are entering a number with two digits (10 thru 99), you must hold down the Code key until both numbers have been entered. It is important to note that only when you manually return at the end of the line will your screen show you a RETURN symbol. This indicates that you have entered a RETURN command and that your phrase will always return at that point when printing.*

*When creating a phrase, the entire phrase will appear on the screen until it is closed out. Also, the Status line at the top of the screen will indicate the number you assigned to the phrase as well as your current cursor position.*

- **Depress CODE+1-99 (your choice)**
- **Enter the information to be stored**
- **Depress CODE+1-99 (whichever is applicable) to close the phrase block.**

*Store the following paragraph in the CODE + 1 memory block using the CODE + Z format with the MODE selector on DISP. The symbol “↵” indicates that a manual carriage return is needed.*

*↵ Our collection includes such interesting models as: ↵*

**NOTE:** *Each phrase should be ended with at least one manual return. Otherwise, the last line of the phrase will not print unless you depress PRINT again when printing stops.*

*In a second memory block, store the following paragraph using CODE+2.*

The Bennett, possibly the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior". ↵

*In a third memory block, store this paragraph, using CODE+3.*

The Bickersdferer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years. ↵

*In a fourth memory block store the following, using CODE+8.*

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below. ↵

*In a fifth memory block, store this last paragraph using CODE+12.*

The Perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters. ↵

*In a sixth memory block, store today's date, using CODE+99.*

(Today's Date) ↵

## ***TO PRINT A PHRASE***

- **Depress CODE+1-99** (whichever applies)

*The phrase will be recalled to the screen.*

- **Depress PRINT**

*The information you stored in that memory block will print with the margin format that is currently on the typewriter. The phrase will automatically close itself out after printing.*

## ***TO LINK PHRASES WHEN PRINTING***

*The DisplayMate is designed to link phrases (print them in succession) that have been stored in separate memory blocks, allowing automatic printing. For example:*

- **Depress CODE + 1**
- **Depress PRINT**

*The first phrase you entered into memory will begin printing. You do not need to wait until the phrase is entirely printed to enter the next required phrase.*

- **Depress CODE + 3**
- **Depress PRINT**
- **Depress CODE + 2**
- **Depress PRINT**

*Your phrases will print in the order you entered them without stopping in between.*

*Remember, whatever margin format you have on the current line will be recognized in PRINT. If your MODE selector is on NORMAL or DISP, your phrases will print with a ragged right margin. If you set your MODE selector on JSTFY, your phrases will print with right margin justification.*

## TO STOP PRINTING IN THE MIDDLE OF A PHRASE

If you need to stop (HALT) printing in the middle of a phrase,

- Depress **CODE + H**

The bottom of your screen will prompt:

CONTINUE ?
------------

To continue printing, Depress "Y"

To abandon print, Depress "N"

To position yourself at the beginning of the phrase, Depress "EXPR".

This example asks you to print your phrases out of sequence (CODE+3, 12, 8, 2). Print them as outlined and set your MODE selector on JSTFY. Your format should remain in CODE+Z.

The Bickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

The Perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

The Bennett, possible the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior".

Read the following instructions on the next few pages before beginning the exercises.

## **TO MODIFY A PHRASE**

*To modify information stored in memory:*

- Depress **CODE+1-99** (whichever is applicable)

*The phrase will be recalled to the screen.*

- Using the cursor keys, scroll (hold down the key) to the point of modification
- Make your revisions as you have in the past, using **CANCEL** or **CODE + CANCEL** (word deletion).

*After your changes have been made,*

- Depress **CODE+1-99** (whichever is applicable) to close your modified phrase.

*If your change had been toward the end of the phrase, you would depress **RELOC** to position yourself at the end of phrase. You would use the cursor keys and scroll to the point of modification. To move back to the beginning of the phrase, depress **EXPR**.*


## **SCROLLING THROUGH A PHRASE**

*There are several ways of scrolling when modifying a phrase. In addition to the cursor keys, you may scroll more quickly by using the following:*

**CODE + FORWARD** allows you to scroll forward word by word

**CODE + BACKSPACE** allows you to scroll backward word by word

**CODE +**  allows you to go to the end of the line

**CODE +**  allows you to go to the beginning of the line

**CODE +**  scrolls to previous screen

**CODE +**  scrolls to next screen

*These methods of scrolling may also be used in text memory.*

## DIRECT SEARCH TO A PARTICULAR POINT

DIRECT SEARCH allows you to quickly advance to a specific point without cursoring through your phrase.

- Recall the phrase to be modified

The phrase will appear on the screen with the cursor positioned at the beginning.

- Depress **CODE + S**

The bottom of your screen will prompt:

```
SEARCH-WD =
```

- Enter word(s) (maximum 30 characters) to be searched.
- Depress **RETURN**

Your cursor will be positioned at the first occurrence of the word(s) you entered in the **SEARCH** command.

**NOTE:** The cursor must be positioned before the word(s) being searched for; otherwise, the DisplayMate will prompt, "NOT LOCATED".

You may search for manual returns by entering **CODE + RETURN** in the prompt, "SEARCH-WD =".

Make the following modifications to the phrases in memory using the modification procedures you have just completed.

*code + 3*

*in the market*

The Bickersdierfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.



Code + 8

literally

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

literate

Code + 12

which was recalled as

The Perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift key for capital letters.

Do. 2

Code + 2

The Bennett, possible the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907. "The Junior".

and called

Now that you have made the modifications, link them for practice and keep your **MODE** selector on **JSTFY**. Recall the **CODE + X** format and note that the phrases print within that set of margins, not the format in which they were stored.

## **HELP KEY**

The **HELP** key has been specifically designed for you to do just that—**HELP** you when you can't remember how to perform a function.

As you continue through this section of the manual, you will learn how to do certain functions and why you are doing them. When at any time, you can't remember how these steps are performed, the **HELP** key will guide you through.

**You may access the **HELP** functions both in or out of memory. Depress the **HELP** Key once if you are within **Text** or **Phrase memory** and twice when using the **DisplayMate** as a normal typewriter.**

The main **HELP** menu gives all the Coded functions and a capsulized explanation of what each code represents. This list is alphabetized. Some of the Codes have asterisks (\*) beside them. Those coded functions are self-explanatory and do not have sub-menus.

The more advanced features (without asterisks) offer sub-menus. These sub-menus provide step by step detail.

Now that you have created a phrase, let's call up the **HELP** Menu to see how it works.

- **Recall Phrase 8**

The phrase will appear on the screen

- **Depress the **HELP** key**

Your screen will show a list of coded functions.

**NOTE:** For additional **HELP**, depress **RETURN**. The second panel of the main menu appears. Continuous depression of the **RETURN** key allows you to move through the sub-menus of each function. To return to the **HELP** menu from sub-menu, depress the **EXPR** key.

In order to recall detailed sub-menus for various functions directly, Depress **CODE** + the letter corresponding to the function required.

*For example:*

- **Depress CODE + S**

*You will see the operational steps for Direct Search, which you have just learned.*

**NOTE:** *If you depress RETURN, the sub-menu for the next alphabetical code will appear.*

*If you depress CODE + any other Code command (A through Z), that sub-menu will appear if available.*

*If you depress HELP again, you return to the document.*

*Remember, the HELP key is available at anytime when you are working within the Memory of the DisplayMate.*

- **Depress HELP to return to your document on the screen.**
- **Depress CODE + 8 to close out the phrase.**

### **VIEWING PHRASES ON THE SCREEN**

- **Depress CODE+1-99 (whichever is applicable)**

*The phrase will be recalled to the screen.*

- **Depress CODE + INDEX ( ↓ )**

*Your screen will display the next phrase you have stored.*

- **Continue depressing CODE + INDEX ( ↓ )**

*When you have reached the last phrase in memory, your DisplayMate will beep three times to indicate "End of Phrase Memory".*

**NOTE:** *Depressing CODE+REVERSE INDEX ( ↑ ) will scroll backwards through the phrases.*

## **LISTING PHRASES**


To list phrases stored in memory:

- Depress **CODE+0** (the number)

Your screen will prompt:

DISPLAY, PRINT?

To **DISPLAY** phrases on the screen, Depress **D**

If your directory is more than one screen, depress any key to scroll to the next screen. To clear the directory from the screen, depress **CANCEL** (  ).

To **PRINT** phrases, Depress **P**

The phrases will print on paper.

The directory will indicate the phrase number, first 45 characters of the phrase, the number of characters each phrase contains and the remaining space in the internal memory.

**NOTE:** When printing a list, manual returns will appear as a "!" and print formats such as bold or underscore will be ignored.

**DO NOT CLEAR THESE PHRASES FROM MEMORY.** You will use them in the **TEXT MEMORY** section of this manual. Read the following operation steps so you will know how to clear a phrase in the future.

### **TO CLEAR A PHRASE**

- Depress **CODE+1-99** (whichever is applicable)

The phrase will appear on your screen with the cursor positioned at the beginning.

**NOTE:** The cursor must be positioned on the first character of the phrase. If not, the DisplayMate will think you are clearing the character to the left of the cursor position.

- Depress **CANCEL** ( $\boxtimes$ )

The bottom of your screen will prompt:

CLEAR THIS PHRASE ?

- Depress **“Y”** for yes; Depress **“N”** for no.

## TEXT MEMORY

The Text Memory allows you to enter documents which would require revisions, repetitive print-out, insertion of variable information or width changes.

With this memory you may store documents that are either short or lengthy. Once you begin using the Text Memory, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.

You will notice that when entering, modifying or printing a document, the 25th line of the screen will prompt:

TEXT IN, OUT, LIST ?

You should depress "I" for In or "O" for Out, and "L" for List.

You will want to go IN when you are:

- *creating the initial text*

You will instruct your DisplayMate to pull a document OUT when you are:

- *continuing a text*
- *recalling a text for modification*
- *recalling a text to print it*
- *scrolling through texts in memory on the screen*
- *deleting a text from memory*
- *renaming a text*

You will instruct the DisplayMate to LIST when:

- *requesting a list of texts in memory*

## MARGIN FORMATS IN THE TEXT MEMORY

Before we begin entering information into the Text Memory, it is very important that you understand how margins and tabs are stored in a document.

Unlike most other video typewriters, Panasonic has realized the need to make changes to margin settings and tab stops while storing documents.

When you create a text, the DisplayMate automatically assigns the margins and tabs currently on the screen to the document. This is the format in which your text will print. In addition, those formats stored in X, Y and Z, at the time the text was created, are also stored along with the text.

This means that while you are creating or modifying a text, you may change the margins and tabs by simply recalling the desired format under X, Y or Z. The format will change at the cursor position where the format was recalled and the text from that point on will conform to the new margins and tabs.

You should remember from the previous exercises, that you recall formats by depressing **CODE** + X, Y, or Z. The same applies when changing the format while inside a text. Your screen will show an overscored X, Y or Z at the point in the text where the format change occurred.

As you proceed through the manual, you will also learn how to change the format of a stored text when the new format is not stored in **CODE X, Y or Z**.

For now, let's learn how to store a text in memory.

**NOTE:** A format can only be recalled after a manual return or at the beginning of text. If you attempt to recall at any other position, your typewriter will prompt "CANNOT SET HERE".

## **TO ENTER A TEXT**

*To begin entering a document into Text Memory,*

- **Depress TEXT**

*The bottom of your screen will prompt:*

TEXT IN, OUT, LIST ?

- **Depress the letter "I"**

*Your screen will then prompt:*

TEXT NAME =

*The text name may be any name you choose as long as it does not exceed ten (10) characters.*

- **Name your text**
- **Depress RETURN**

*Your screen will show only the Text name, Status Line and Ruler Line with the cursor positioned at the beginning.*

- **Begin typing your document**

*When you have completed entering the text,*

- **Depress TEXT again to exit the TEXT mode.**



*Use the CODE + X margin format, position the MODE selector on DISP and name the text INVITATION.*

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an antique typewriter collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

*Remember to end your text by depressing the TEXT key.*

### **CONTINUING A TEXT**

*If you are interrupted in the middle of entering a text, simply end the document and continue it at a later time.*

*To continue entering a text,*

- **Depress TEXT**

*The bottom of your screen will prompt:*

TEXT IN, OUT, LIST ?

- **Depress the letter "O"**

*Your screen will prompt for the TEXT NAME.*

- Enter the text name

- Depress **RETURN**

Your screen will display the text you have recalled.

- Depress **RELOC**

This will position the cursor at the end of the document where you will enter the remainder of your text.

*Enter the following three paragraphs at the end of the text, INVITATION.*

We are extremely proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

*End your text*

## **USING THE INSERT KEY**

*When working in either Phrase or Text memory, the **INSERT** key will become activated and the top of your screen will prompt “INSERT”.*

*With insert on, you may insert additional characters at the cursor position by simply typing the additional characters or words. Your text will shift to the right as each character is entered, automatically reformatting the text to conform with the margins on the screen.*

*If **INSERT** is deactivated by depressing the **INSERT** key, no prompt will appear and you will be working in the “Overtyping” mode. This will allow you to physically type over existing text and replace it at the cursor position.*

***INSERT** will automatically be activated when closing out a text or phrase.*

## ***PRINT COMMANDS***

*When printing a text, you have the flexibility of printing the entire text, printing from a particular point other than the beginning or changing the margin width.*

### ***PRINTING AN ENTIRE TEXT***

*You have entered your document into memory and now want to print it.*

- ***Depress TEXT***

*Your screen will prompt:*

TEXT IN, OUT, LIST ?

- ***Depress O***

*Your screen prompts for the text you want to print.*

- ***Enter the text name***
- ***Depress RETURN***

*The screen will display the text you have recalled.*

• **Depress PRINT**

Your text will begin to print and the bottom line of your screen will prompt:

PRINTING

*If you want to print more than one original after the text has printed:*

• **Insert new paper**

• **Depress PRINT**

*Your second copy will begin printing, allowing you to create multiple originals.*

*Print the text INVITATION with your MODE selector in JSTFY.*

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an antique typewriter collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

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We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

## **TO STOP PRINTING IN THE MIDDLE OF A TEXT**

*There may be times you will want to stop printing in the middle of a document. Your DisplayMate allows you to do this very simply.*

*As your text is printing,*

- **Depress *CODE + H (halt)***

*The printer will stop and your screen will prompt:*

CONTINUE ?

*If you want to continue printing the text,*

- **Depress *Y***

*Your text will resume printing from the point on the line where it stopped.*

*If you want to stop printing the text,*

- **Depress *N***

*Your text will be closed out and the printer will move to the left margin.*

*If you want to abandon print but remain inside the text,*

- **Depress *EXPR***

*Your screen will display the text you were printing.*

*At this point, you may modify or reprint the text.*

## **PRINTING FROM A PARTICULAR POINT**

Many times you will need to print only one page of a document or only a portion of a document. With your DisplayMate, you may easily print from a particular point within the document.

- Recall your text

- Depress **CODE + S**

Your screen will prompt:

```
SEARCH-WD =
```

- Enter the word or words you are searching for (maximum of 30 characters)

- Depress **RETURN**

Your cursor will be positioned at the first occurrence of the word(s) you entered in the **SEARCH** command.

- Depress **PRINT**

Your text will begin printing from the point of the cursor position.

- End your text

**NOTE:** You must remember that your text will always begin printing at the left margin unless you have a **TAB** or **CENTER** command on the line. The cursor must be positioned on the command symbol for the DisplayMate to recognize that instruction.

You may print from anywhere within a text **except** while in dual column typing.

Recall the text **INVITATION** and begin printing from the paragraph beginning with "In the Panasonic".

## CHANGING LINE WIDTHS WHEN PRINTING


By now you understand that if your *MODE* selector is set on *DISP*, your printed copy will have a ragged right margin. If your *MODE* selector is on *JSTFY*, your printed copy will have a justified right margin. In both of these instances, your right margin is based upon the number of characters available in the margin format.

With your *DisplayMate*, you have the flexibility of changing line widths, dependent upon your paper size requirements or the layout of the text.

To change your line width when printing:

- Recall your text
- Depress **CODE + G**

Your screen will prompt with the current number of spaces between margins.

- Depress **CANCEL** (  ) twice to delete the present line length
- Enter your required line length. (Maximum number of characters you can print on one line is 198/15 pitch.)
- Depress **RETURN**

Your screen will display the text with the new width.

- Depress **PRINT**

When you entered the text *INVITATION*, you were using the *CODE + X* margin format, which is a 59 character writing line. Recall this text and *PRINT* with a new line length of 65.



## PAGE END COMMAND

The Page End command instructs the DisplayMate to stop printing after the same number of lines on each page. Your DisplayMate is pre-programmed with a standard 60 lines per page command. To change the command to meet your application requirements, follow these operational steps.

To SET the Page End command:

- Insert your paper using the automatic paper insertion feature
- Depress **CODE + D**

Your screen will prompt:

PAGE END Y/N/S ?

You are being asked if you want to turn it ON (Y), OFF (N) or do you want to set it (S).

- Depress **S**

Your screen will prompt:

PAGE END = 60

- Type the number of lines required (maximum of 99) over the existing number.

If you do not know the number of lines required, you may use the **INDEX**, **REVERSE INDEX**, or **RETURN** keys to position the printer on the correct line. The DisplayMate will calculate the number of lines for you.

The feature is not automatically activated when setting a new page end; therefore, you must physically turn the effect on.

- **Depress CODE + D** again

*Your screen will prompt:*

PAGE END Y/N/S ?

*To ACTIVATE Page End:*

- **Depress Y**

*Your screen will prompt:*

PAGE END = (the # you set)

*This simply confirms the current setting.*

*To DEACTIVATE Page End:*

- **Depress N**

*The feature is now turned off.*

*You may store a Page End command within a text and that setting will be remembered by the DisplayMate. If one is set, a row of dashes will appear across the screen when your text exceeds the number of lines per page.*

*For example:*

Now is the time for all good men to  
-----  
come to the aid of their country.

*This screen symbol lets you know where each page will break when the text is printed. Although the command may not be activated, the DisplayMate will still show the effect on the screen.*

*If a page end is not stored with a text, the last page end set out of memory will be shown on screen.*

### ***Printing A Text With Page End***

*With the page end activated, the first page of your document will print until the last print line is reached. At that point, your screen will prompt:*

PAGE END!!

- ***Remove printed page***
- ***Auto insert another sheet of paper***

*This resets the Page End command and allows you to continue printing.*

- ***Depress PRINT***  
*The next page of the document will print.*

- ***Continue these steps until the entire document has printed***

*If you need to print an additional line of text when reaching the page end, depress CANCEL (⊗).*

***NOTE:*** *Once a text has printed from memory and the text is closed out, the page end feature is automatically turned off.*

## **MODIFICATION**

*Making revisions in the Text Memory is as simple as making them in the Phrase Memory. Because your documents will be longer in the Text Memory, there are additional features your DisplayMate offers you that will simplify your projects even more. These features may also be performed in the phrase memory.*

*In this section, you will learn:*

- *Direct Search To a Particular Point*
- *Sequential Search*
- *Global Search and Replace*
- *Block Move, Copy and Delete*
- *Copying Between Documents*
- *Inserting a Phrase*

*All of these features are important and will help you in making revisions quickly. Do these exercises to understand how they operate.*

*All modifications made in these exercises are made to the text INVITATION.*

## RECALLING A TEXT FOR MODIFICATION

To recall a text for modification,

- Depress **TEXT**

Your screen will prompt:

TEXT IN, OUT, LIST ?
----------------------

- Depress **O**

Your screen will prompt **TEXT NAME =**

- Enter the text name
- Depress **RETURN**

The screen will display the text you have recalled.

*You are now ready for modification. You may use the same scrolling methods that you learned in phrase memory to take you into the body of your text.*

*In addition, you may jump to a specific page within a multi-page document by depressing **CODE+P**. Your screen will prompt:*

PAGE NUMBER =
---------------

- *Type the number of the page you want to jump to*

- **Depress RETURN**

*Your cursor will be positioned at the top of that page.*

- *End your text when modifying is complete.*

*Follow these operational steps and make the corrections to the next exercise.*

## **DIRECT SEARCH**

*As you have done in the Phrase Memory and in the PRINT mode, you may search directly to a point within a text.*

- *Recall the text from memory*

- **Depress CODE + S**

*Your screen will prompt:*

SEARCH-WD =

- *Enter word(s) (maximum 30 characters) to be searched.*

- **Depress RETURN**

*Your cursor will be positioned at the first occurrence of the word(s) you entered in the SEARCH command.*

*If you don't remember how to perform a function, use the HELP key.*

Once you have completed the corrections, EXPR to beginning of text and print the text with a justified margin. (MODE selector should be in JSTFY)

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

We are ~~extremely~~ proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

Hyperactive Reading

**End your text**

**Read the following operation steps; then do the next exercise.**

## SEQUENTIAL SEARCH

*If you have the same word or words appearing within a document and require that only in selected instances these words be changed, you may do a sequential search.*

*This means you may search for the first location of the word in the text, then to each of the following locations, without having to enter the SEARCH command again.*

- **Recall your text**

- **Depress CODE + S**

*Enter the word(s) you are searching for.*

- **Depress RETURN**

*Your cursor will be positioned at the first occurrence of the word(s) you entered in the SEARCH command.*

- **Depress CODE + INDEX ( ↓ )**

*The cursor will now appear at the next location of the word.*

- **Continue depressing CODE + INDEX ( ↓ ) for all the remaining locations of the search word**

*Your DisplayMate is sequentially searching for each position of the word you have entered in the SEARCH command. It allows you to decide where and when you want to modify them.*

*If you have passed the word location you are looking for and want to go backwards through the text,*

- **Depress CODE + REVERSE INDEX ( ↑ )**



*In this exercise, do a sequential search to make the corrections.*

*Change the word "view" to "see". Use CODE+CANCEL (  X  ) to delete each occurrence.*

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to VIEW~~VIEW~~ this collection and learn more about the evolution of SEE~~SEE~~ the typewriter.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to VIEW~~VIEW~~ our collection and to learn more about the products we have all become so reliant upon.

SEE~~SEE~~

*Depress EXPR to move to the beginning of the document.*

## INSERTING A PHRASE

Your DisplayMate allows you to recall phrases stored in the Phrase Memory and insert them into Text memory.

*Follow these steps for the next exercises*

- Depress **CODE+S**

Your screen will prompt:

SEARCH-WD =

- Enter the word or words which will position you at the location where you want to insert the phrase
- Depress **RETURN**
- Depress **CODE+1-99** (whichever is applicable)

Your screen will prompt:

COPY THIS PHRASE?

- Depress **Y** if you want it copied into the document  
The phrase will be inserted at the cursor position.
- Continue inserting each phrase in its correct location throughout the document

*If you have accidentally chosen an incorrect phrase number, when your display prompts COPY THIS PHRASE?*

- Depress **N**

The cursor will remain at the location where you want to insert.

- Re-enter the correct phrase number and proceed as outlined above.

*Insert the phrases consecutively (link them) as indicated. After inserting all the necessary phrases into the document, EXPR to the beginning of text and print with a justified margin.*

Phrases  
Words 79 →

(Today's Date)

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

Our Collection includes such interesting models as:

Phrases  
Words 73 →

The Bickersdeder Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

Phrases  
Words 72 →

The Perfected Type Writer No. 2 appeared in 1887 which marketed as a Remington Standard No. 2. It was the first typewriter to use a Shift Key for capital letters.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

## GLOBAL SEARCH AND REPLACE

*There may be times when certain words (such as titles or names) are found consistently in a document and need to be changed. Rather than having to modify each one separately, the DisplayMate will do a global search (through the entire document at one time) and replace the words in every instance.*

*To activate the Global Search and Replace command:*

- *Recall your text*
- *Depress **CODE + C***

*Your screen will prompt:*

```
SEARCH-WD =
```

- *Enter the word or words you want to replace*
- *Depress **RETURN***

*Your screen will prompt:*

```
CHANGE-WD =
```

- *Enter the word or words you want to insert*
- *Depress **RETURN***

*Your cursor will be positioned in the text where the last change was made. Changes have been made throughout the entire text.*

*Make the changes indicated in this exercise. Replace the name Panasonic Industrial Company with the name Panasonic. After making the changes, EXPR to beginning of text and PRINT.*

(Today's Date)

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

Our Collection includes such interesting models as:

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

The Perfected Type Writer No. 2 appeared in 1887 which marketed as a Remington Standard No. 2. It was the first typewriter to use a Shift Key for capital letters.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

## **BLOCK MOVE, COPY AND DELETE**

*When the need to move, copy or delete a sentence, paragraph or paragraphs arises, the DisplayMate can do it simply and automatically. The text to be moved, copied or deleted must first be marked at both the beginning and end.*

*To Mark a Block of information:*

- *Recall your text*
- *SEARCH or scroll to the beginning of the block*
- *Position the cursor on the first character of the block*
- *Depress CODE + M*

*A block symbol **M** will appear on the screen and highlighting will appear from that point to the end of the text.*

- *SEARCH or scroll to the end of the block*
- *Depress CODE + M*

*A second **M** will appear on the screen. Only the text between both symbols will remain highlighted.*

- *Position the cursor at the desired location to move or copy.*
- *Depress CODE + M a third time and your screen will prompt:*

MOVE/COPY/DELETE?

*TO MOVE:*

- *Depress M*

*The marked text will be physically moved to the new location.*

*TO COPY:*

- *Depress C*

*The marked text will be copied and appear both in the original and new location.*

*TO DELETE:*

- *Depress D*

*The marked text will be deleted.*

To become familiar with *Block Move*, *Copy and Delete*, recall the text *INVITATION*. Mark the highlighted text and *EXPR* to the beginning of the revised text and print with a justified right margin.

(Today's Date)

Panasonic has pleased to receive your invitation for a program showing of our Antique Typewriter Collection and presentation of the history of typewriters.

You may not know that Panasonic maintains an Antique Typewriter Collection in Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

Our Collection includes such interesting models as:

The Bickersderfer Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

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We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.



## CHANGING LINE SPACING WITHIN A TEXT

Before printing a text, you must position your line space selector to the desired setting. Your document will print with the line spacing that you have selected. However, there may be occasions when you will need to change the line spacing at a specific point within a text. You may instruct the DisplayMate to change the line spacing while inside a text and this will be stored with the document.

To change the line spacing,

- Depress **CODE + K** with the cursor positioned at the new line spacing position

This command must be given after a manual return if you are not at the beginning of the text.

- Your screen will prompt:

```
LINE SPACE =
```

- Type **1, 1.5, 2 or 3** (your choice)
- Depress **RETURN**

At the cursor position, you will see a symbol on the screen (1, 1.5, 2 or 3) indicating the line spacing you selected.

This feature may also be used to store a line space command at the beginning of a document. This eliminates the need of changing your line spacing selector before printing.

**NOTE:** Although this command is stored in the text, you will not see the effect on screen. Upon printing the document, the selected line spacing will be honored at the point the command was given.

If a margin format is recalled or dual column typing is entered, you must perform these commands first and then change the line spacing.

## EMBEDDING THE SCREEN SYMBOLS

While working with the screen, symbols appear for the various commands you have instructed the DisplayMate to perform. As a result, your text will shift one character to the right for each screen symbol. Many times it is difficult to visualize how your text will look with these symbols on the screen.

To embed or "hide" these symbols,

- Depress **CODE + =**

Your text will appear without the symbols and you will be able to see your text as it will print.

To display the screen symbols, depress **CODE + = again**

## TEXTS WITH SPECIAL COMMANDS

This exercise asks you to enter a text with special commands in the memory. You have already learned all the special commands included in this document. If necessary, refer to the operational steps on the preceding pages to confirm you are entering the commands correctly. Remember, each special command has a symbol which will appear on your screen as you enter the text.

While creating or modifying this text, if you wish to embed the screen symbols, depress **CODE + =**.

Using the **CODE + X** format, set your **MODE** selector on **DISP** and create the following document named "MEMO".  
Print the text when finished.

To: All Employees

From: Robert Brown

Subject: Move to new building

As you know, the move to our new facilities will take place, Friday, May 30th at the end of the work day. In order to make the transition as smooth as possible, the following guidelines should be followed:

1. Each employee is responsible for boxing up his/her own property. Each box must be labeled indicating your last name and division.
2. Desk and file cabinets do not need to be emptied. Just make sure that all items on top are boxed or placed inside the drawers.
3. Telephones will be disconnected at 4:00. At that time, unplug your individual phone and turn it in to your supervisor.

If you need additional boxes/labels or have any questions, please contact:

Mr. Graham Jackson  
Operations Manager  
EXT. 4451

Your cooperation and effort is greatly appreciated.

## MODIFYING TEXTS WITH SPECIAL COMMANDS

The next exercise utilizes the basic modification steps you have already learned. It also asks that you change, add or delete special commands. Do not forget that each special command is displayed unless they have been embedded. These symbols are listed in the section "SCREEN SYMBOLS". Refer to this chart if you do not understand them.

Make the following modifications to the MEMO text. After the modifications have been made, embed (CODE +=) the symbols to view how your document will print. Once you see how this feature works, depress CODE += again to display the symbols.

To: All Employees  
From: Robert Brown  
Subject: Move to new building

As you know, the move to our new facilities will take place, Friday, May 30th at the end of the work day. In order to make the transition as smooth as possible, the following guidelines should be followed:

1. Each employee is responsible for boxing up his/her own property. Each box must be labeled indicating your last name and division.
2. Desk and file cabinets do not need to be emptied. Just make sure that all items on top are boxed or placed inside the drawers.

Telephones will be disconnected at 4:00. At that time, unplug your individual phone and turn it in to your supervisor.

If you need additional boxes/labels or have any questions, please contact:

Mr. Graham Jackson  
Operations Manager  
EXT. 4451

Your cooperation and effort is greatly appreciated.

Change line to 1  
space before 1

Change  
line to 1

Delete  
space  
Change line to 1  
space

Copy and  
paste

Justify

underline  
by word

delete  
bold

delete  
indent

Delete

*Print the MEMO text with a justified margin of 65.*

*This is what your final copy should look like.*

To: All Employees  
From: Robert Brown  
Subject: MOVE TO NEW BUILDING

As you know, the move to our new facilities will take place, Friday, May 30th at the end of the work day. In order to make the transition as smooth as possible, the following guidelines should be followed:

1. Each employee is responsible for boxing up his/her own property. Each box must be labeled indicating your last name and division.
  2. Desk and file cabinets do not need to be emptied. Just make sure that all items on top are boxed or placed inside the drawers.
- Telephones will be disconnected at 4:00. At that time, unplug your individual phone and turn it in to your supervisor.

If you need additional boxes/labels or have any questions, please contact:

Mr. Graham Jackson  
Operations Manager  
EXT. 4451

Your cooperation and effort is greatly appreciated.

*End your text*

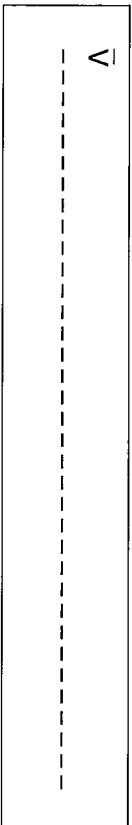
## AUTOMATIC PAPER EJECT

When storing a text, you may instruct the DisplayMate to automatically eject the paper at the end of a text. This eliminates the need to manually remove the paper once printing has stopped.

To store this feature at the end of text,

- Depress **CODE + V**

An overscored V ( $\bar{V}$ ) and a row of dashes will appear on your screen:



**NOTE:** You may insert a manual page break using **CODE + V**. With the page end feature activated, the printer will eject the paper and pause between pages. If the page end feature is not activated, print will continue after the paper has been ejected.

## TEXT FILING

### RENAMING A TEXT

*There may be certain times you will need to change the name of text for various reasons.*

*In this exercise, you are asked to change the text which you named **MEMO** to **MOVE***

*To Change a Text Name*

- *Recall your text*
- *Depress **CODE + N***

*Your screen will prompt:*

NEW NAME =
------------

- *Enter the new name*
- *Depress **RETURN***
- *End your text*

*Your text has been renamed. In the future, the new text name should be used because the original is no longer in memory.*

## SCROLLING THROUGH TEXT ON THE SCREEN

*There may be times when you will need to search through the texts in memory. To activate the screen and display each text,*

- Depress **TEXT**

*Your screen will prompt:*

TEXT IN, OUT, LIST?

- Depress **O**

*Your screen will prompt:*

TEXT NAME =

- Depress **RETURN**

*The first text you have in memory will appear on screen.*

*To scroll forward through each text:*

- Depress **CODE + INDEX (↓)** with the cursor positioned at the beginning

*The next text will appear on the screen.*

*To scroll backward through each text:*

- Depress **CODE + REVERSE INDEX (↑)** with the cursor positioned at the beginning



## LISTING TEXT TITLES

To list the text stored in the memory,

- Depress **TEXT**

Your screen will prompt:

TEXT IN, OUT, LIST?

- Depress **L**

Your screen will prompt:

DISPLAY, PRINT?

To display text titles on the screen, Depress **D**

If your directory is more than one screen, depress any key to scroll to the next screen.

To clear the directory from the screen, depress **CANCEL** ( $\langle \times \rangle$ ).

To print text titles, Depress **P**

The text titles will print on paper.

You will also see the number of characters each text contains and the remaining space in the internal memory. An asterisk (\*) before a text name indicates forms layout.

**NOTE:** Phrases do not appear when listing text in the memory.

## **MEMORY LEFT**

*There will be times when you will need to know the number of characters available in the memory.*

*To activate the "Memory Left" function,*

- **Depress CODE + Q**

*Your screen will prompt:*

MEMORY LEFT (#Ch. available)

*This prompt will clear upon activating any other command.*

## **DELETION OF SINGLE TEXT FROM MEMORY**

*When you no longer require a particular text or need the space to enter a new text, you will need to delete something from memory. To do this:*

- **Depress TEXT**

*Your screen will prompt:*

TEXT IN, OUT, LIST?

- **Depress O**

*Your screen will prompt:*

TEXT NAME =
-------------

- **Enter the text name which is to be deleted**

- **Depress RETURN**

*Your screen will display the text you recalled*

- **Depress CANCEL (  $\langle X \rangle$  ) with the cursor positioned at the beginning of the text**

*Your screen will prompt:*

CLEAR THIS TEXT?
------------------

- **Depress Y (Yes)**

*The text is now deleted.*

*If you do not wish to delete the text, depress N for no and the text will remain on the screen.*

*Before you begin reading these instructions, we ask that you DO NOT CLEAR any of the memory. You will need the margin formats and some of the exercises for the next section.*

## **DELETION OF MEMORY**

*If you need to clear the contents of your memory,*

- Depress **CODE + K**

*Your screen will prompt:*

CLEAR MEM/ALL ?
-----------------

*To clear only phrase and text memory:*

- Depress **M for memory**

*To clear all the internal memory: (Phrase and Text memory, Margin Formats X, Y & Z and the Auto Paper Insertion location)*

- Depress **A for all**

*To escape the prompt without clearing any memory:*

- Depress **CANCEL** (  )

*NOTE: When you clear all of the memory, the parameters discussed on page 177 are reset to the original default settings.*

## CHARACTER COUNTER

*The Panasonic DisplayMate counts every character printed. A character typed in Bold or Underscore will count as two characters. This feature is ideal for secretarial services which operate on a charge per word basis.*

- Depress **CODE + T**

*Your screen will prompt:*

CHARACTER (#Ch. printed)

*To clear the prompt, depress any key.*

*To Reset the Character Counter:*

- Turn the unit on while depressing the **BACKSPACE** key.
- Depress **CODE + T**

*Your screen will prompt:*

CHARACTER 0

*The character counter is also cleared or reset when you clear all the internal memory by depressing "A" after **CODE + K**.*

*You have just completed the basics of using the memory and modifying a text. You might not feel completely comfortable but you must remember that with daily use, you will become proficient and will enjoy using your DisplayMate to its fullest potential.*

*The following section covers in detail, all of the advanced editing features this system has to offer. It goes into specialized applications that will apply to many of the typing projects you do everyday.*

*Please read through these instructions and do the exercises. They will help you understand how to best use your typewriter and how to make your projects simple and automatic to complete.*

## APPLICATIONS

*Because your DisplayMate is so versatile, it offers you the flexibility of doing many varied projects. Every work station in an office handles different types of work and the DisplayMate can do any of them.*

*You are now going to start working in the Application Section of this manual. It will probably cover certain projects you handle every day. Read through this section and do the exercises. You are sure to find ways of making your workload easier.*

### INSERT (STOP) CODES

*Insert Codes are an easy way to personalize a standard letter that must be sent to several different people. Your DisplayMate will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert variable information within the body of the letter. These "stop instructions" are called Insert Codes. There are no restrictions to the length of the variable information entered at each insert code. When an insert code is reached, the variable information may be manually typed or recalled from phrase memory.*

### ENTERING A TEXT WITH INSERT CODES

*To activate the insert command you must be entering a text in memory.*

- *Depress TEXT*
- *Name your text*
- *Begin typing the document*

*When you are at the position within the text where you want to insert variable information,*

- Depress **CODE + I**

The Insert Code Symbol **I** will appear on your display.

- Continue typing your text
- Depress **CODE + I** for every location within the text that requires an Insert Code.
- End your text when completed

In the following exercise you will be storing a letter with Insert Codes into Text memory. You will then be instructed to store names and addresses into Phrase memory so that you can practice recalling variable information from Phrase memory at an Insert Code position.

Using the **CODE + X** format, with the **MODE** selector at **DISP**, create the following text and name it **BILLING**.



(Today's Date)

←  
←  
←  
←

□←

Dear □ :←

A shipment of our paper products was sent to your office on □. Enclosed with that shipment was an invoice addressed to your attention (Invoice No. □).←

Our standard terms are 2/10, Net 30. We would appreciate payment of this invoice at your earliest convenience.←

We hope you are completely satisfied with our paper products. If we can be of any assistance in filling your future paper products needs, please contact us.←

Sincerely,←

←

← Marion Cole←

← Vice President, Finance←

← Cole Paper Mills←

← MC/mh←

*You must read the next section on VARIABLE INFORMATION before you can print your document.*

## VARIABLE INFORMATION

When you print a letter with Insert Codes, the DisplayMate will stop at each position that the **I** was entered. At that point, you may either manually enter the variable information or recall it from phrase memory.

### STORING VARIABLES IN PHRASE MEMORY

Store the following names and addresses shown below into Phrase memory. These names and addresses are going to be used as variables within your Insert Code letter. One advantage of storing names and addresses in Phrase memory is that they can also be recalled to print envelopes.

Using **CODE + 5**, store the first name and address

```
Mr. Sam Quintin↵  
Christopher's Stationary Outlet↵  
24 North Winslow↵  
Madison, NJ 07034↵
```

Using **CODE + 6**, store the second name and address

```
Mr. Paul Coffee↵  
Party Products Inc.↵  
234 Ocean Blvd.↵  
East Harwich, MA 02645↵
```

Using **CODE + 7**, store the last name and address

```
Mr. Frank Masseye↵  
Frank's Business Forms Ltd.↵  
1612 Arapaho Way↵  
Dallas, TX 75248↵
```

## PRINTING A LETTER WITH INSERT CODES

If your mode selector is set at *NORMAL*, the variable will print as you enter it. If your mode selector is set at *DISP* or *JSTFY*, the variable will print after a return or the depression of the *PRINT* key. Regardless of the mode the variable was typed in, the *PRINT* key must be depressed after each Insert Code to resume printing the document.

- **Recall your text**

- **Depress *PRINT***

Your text will begin to print up to the point where the first **I** was set.

Your screen will prompt:

INSERT

- **Enter your variable by typing it or recalling it from Phrase Memory**

If your *MODE* selector is at *DISP* or *JSTFY*, the text being manually inserted will appear on the first line of your screen.

- **Depress *PRINT* to resume printing**

Continue inserting your variables until you have completed your text.

*This exercise asks you to print the text named BILLING which contains the Insert Code letter. The letter will be sent to the three names and addresses you stored in Phrase memory. The first exercise below explains step by step how to complete the first Insert Code letter. The second and third letters will follow the same procedure using the variables on the next page.*

**Move your MODE selector to DISP.**

*For the first letter:*

- *Recall your text*
- *Depress PRINT*

*Your text will begin to print and INSERT will appear on your screen.*

- *Depress CODE + 5*

*Your screen will prompt:*

COPY THIS PHRASE?

- *Depress Y*

*The first address will print*

- *Depress PRINT again to resume printing the text*

*The second INSERT prompt will appear on your screen. When the printer stops,*

- *Type Mr. Quintin*

*This will appear on the first line of the screen.*

- *Depress PRINT to resume printing of text*

*The third INSERT will appear*

- *Type February 8, 1987*
- *Depress PRINT*
- *Type MI224*
- *Depress PRINT*

*The balance of your text will print.*

*For the second customer letter:*

Recall CODE+6 for the first variable  
Type Mr. Coffee for the second variable  
Type January 15, 1987 for the third variable  
Type H23838 for the fourth variable

*For the third letter, use these variables:*

CODE+7  
Mr. Masseye  
June 27, 1987  
A1151

## **TO PRINT ENVELOPES**

Envelopes can be printed using names and addresses stored in Phrase memory or a Mail list. The instructions below cover addressing envelopes from Phrase memory only. If you would like to address envelopes using a mail list, refer to the section on Mail Merge.

Phrase memory conforms to the current margin format; therefore, you can easily set a new format to print each address on the envelope correctly. There are two points to consider when setting the proper position to print each address: The Insertion point and the Left margin (Indent).

### **Set the Insertion Point**

- *Insert a blank envelope.*
- **RETURN, INDEX (↓), or REVERSE INDEX (↑)** to reach the desired first line of print for the address.
- **Depress CODE+A**

### **Set an Indent**

*Instead of moving your left margin, you can set an indent. The INDENT will insure that the address will print at the same position on each envelope.*

- **SPACE or TAB** until you reach the desired printing position.
- **Depress INDENT**

### **Print the Envelopes**

*After setting the proper position to print each address:*

- **Auto Insert a blank envelope**
- **Depress CODE+1-99** (whichever is applicable)

- Depress **PRINT**

*Insert the next envelope and repeat the last two steps.*

*After all the envelopes have been addressed, depress **INDENT** to deactivate the command and depress **RETURN**.*

## **REPETITIVE PRINTING**

*Many times you will want to print more than one original. Rather than printing them individually, the DisplayMate allows you to print them consecutively with only one print instruction. In addition, with the same **CODE + PRINT** function, you can instruct the DisplayMate to perform other features such as Mail Merge, Text Linking, Page End, Page Numbering and margin width change. All of these will be covered in this manual.*

- Depress **CODE + PRINT**

*Your screen will prompt:*

MAIL MERGE Y/N?

- Depress **N (No)**

*Mail merge will be covered later in this manual.*

*Your screen will prompt:*

TEXT NAME =

- *Type the name of the text you want to print repetitively.*

- **Depress RETURN**

*Your screen will prompt:*

```
PRINT N = 1
```

- **Depress CANCEL (  ) to delete the default.**

*Enter the number of times you want the text to print.*

- **Depress RETURN**

*Your screen will prompt:*

```
FORM = 60/66
```

*FORM = 60/66 is another form of Page End. It works exactly the same way. The first number 60 instructs the DisplayMate to stop print after 60 lines. The 66 tells the DisplayMate how long the paper is and instructs it to return 6 lines before printing again.*

### **To Stop After Each Print Out**

*Always delete the number after the slash (/) and leave it blank unless you are printing with continuous forms or labels.*

*Example:*

```
FORM = 05/
```



Type the number after FORM =

- Depress **SLASH (/)**
- Depress **CANCEL** () twice to delete 66 and leave blank

To skip the next two prompts and begin printing:

- Depress **RELOC**

After each print out, your screen will prompt:

PAGE END!!

Auto insert a new sheet of paper

Depress **PRINT** to continue

### **REPETITIVE PRINTING WITH CONTINUOUS FORMS PAPER**

If you were printing with continuous labels or using a tractor feed or sheet feeder, the format below would be used.

Example:

FORM = 05/10

Type the number of lines to print after FORM =

- Depress **SLASH (/)**
  - Enter the total number of lines on the paper (page length)
- To skip the next two prompts and begin printing:
- Depress **RELOC**

Using the **CODE + X** format, with your **MODE** selector at **JSTFY**, enter the following paragraph into memory and name the text "Inspection".

The Seller shall permit the Purchaser or his authorized representative to make an inspection of the premises at any reasonable time before closing of title on the property on the designated date.↵

**PRINT** the text named "Inspection" using Repetitive Printing with Continuous Forms Paper Instructions.

When your display asks for **PRINT =**, enter "3", when it asks for **FORM =**, enter 05/10. Depress **RELOC** to bypass the last two prompts and be sure your **MODE** selector is at **JSTFY**.

## **TEXT LINKING**

You may have entered several texts and need to print them as one document. Rather than recalling each text and printing them separately, your DisplayMate allows you to enter all the text names at one time and print them as one text.

To do the next exercise you must first enter the following paragraphs into memory under separate text names. Set your **MODE** selector at **JSTFY** and use the **CODE + X** format.

Name the first text "IMPROVE"

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing.↵

*Name the second text "PERMIT"*

The parties to the agreement do hereby grant Hayes Realtors Inc., permission and authority to make known the names, sales price, terms and financing used by the parties hereto in the ordinary course of business.↵

*Name the third text "RISK"*

The Seller assumes the risk of loss or damage to the subject premises by fire or otherwise until closing. In case the premises shall suffer injury beyond ordinary wear and tear, the Seller shall repair the damages before the date set for closing of title or make an appropriate deduction from the purchase price. In case the cost of replacement damages is in excess of 25% of the purchase price, the Purchaser shall have the option to receive back the deposit and void the agreement.↵

*A maximum of eight (8) texts may be linked together at one time.*

- *Insert paper by automatic paper insertion*
- *Depress CODE + PRINT*

*Your screen will prompt:*

MAIL MERGE Y/N?

- **Depress N**

*Your screen will prompt:*

TEXT NAME =

- **Enter the first text to be printed**
- **Depress SLASH (/)**

*Your screen will prompt again:*

TEXT NAME =

- **Enter the second text to be printed**
- **Depress SLASH (/)**
- **Continue entering each text name to be printed separated by a slash**
- **Do not enter a slash after the last text name.**
- **Depress RETURN**

*Your screen will prompt:*

PRINT N = 1

- Depress **CANCEL** (  X  ) if you want to print the text more than once.
- Enter the number of times you want the text to print

If it is to be printed only once, do not enter anything and proceed with the next step.

- Depress **RETURN**

Your screen will prompt:

FORM = 60/66
--------------

- Type the number of lines to print per page.
- Depress **Slash (/)**
- Depress **CANCEL** (  X  ) twice to delete 66 and leave blank

To skip the next two prompts and begin printing:

- Depress **RELOC**

Printing will begin.

Link the text you entered into memory and print them in the following sequence:

PERMIT/RISK/IMPROVE

**NOTE:** The texts you link will print in the format that they were stored with.

## PAGE NUMBERING

The DisplayMate allows you to number each page automatically. Numbering can begin with any digit between 1 and 9999. Each page following the first will be numbered sequentially. The page number prints two lines below the page end instruction regardless of the number of printed lines on the page.

- Depress **CODE + PRINT**

- Type **N** to bypass **MAIL MERGE**

Your screen will prompt:

TEXT NAME =

Enter the name of the text to be printed.

- Depress **RETURN**

Your screen will prompt:

PRINT N = 1

- Depress **RETURN**

Your screen will prompt:

FORM = 60/66

- *Enter the total number of lines required per page.*
- *Depress Slash (/)*
- *Cancel the number after the slash unless you are printing on continuous forms paper or using a sheet feeder.*
- *Depress RETURN*

*Your screen will prompt:*

PAGE NUMBER =

- *Type the number you want to begin numbering with.*
- *Depress RETURN*

*Your screen will prompt:*

WIDTH =

*This prompt allows you to change the width of your document for this print out only. It works exactly the same as CODE + G.*

- **Depress RETURN**

*Printing will begin.*

*After each page is printed, your screen will prompt:*

PAGE END !!
-------------

- **Auto insert a new sheet of paper**
- **Depress PRINT to continue**

*Using the CODE + PRINT function, print the text INVITATION. Print 10 lines per page by entering FORM = 10/. Enter PAGE NUMBER = 1 to begin numbering the pages.*

## **APPENDING A DOCUMENT**

*Appending a document may sound terribly intimidating. Actually, the word "append" simply means "to add to" or "to attach to". Your DisplayMate allows you to insert an existing text into another text or phrase. This feature is extremely useful in assembling documents.*



*To Append:*

- *Recall the text or phrase you want to add another text to.*
- *Scroll or Search to position the cursor where you want to attach the second document.*
- *Depress **CODE + A** (append)*

*Your screen will prompt:*

TEXT NAME =

- *Type the name of the text you want to add.*
- *Depress **RETURN***

*A copy of the entire text will be inserted with the appended text still remaining in the memory. Your cursor will be positioned at the end of the text you appended.*

**NOTE:** *If the text you are appending is not located in the internal memory and your DisplayMate is equipped with a disk drive, your display will prompt:*

NOT LOCATED IN MEMORY, SEARCH DISK Y/N?

*Insert the disk containing the text you wish to append and depress Y for yes.*

*Recall the **PERMIT** text and relocate to the end of the text. Append (**CODE + A**) the **IMPROVE** text following the instructions outlined above. **PRINT** the document **PERMIT** when you have completed the exercise.*

## APPENDING A BLOCK OF INFORMATION BETWEEN TEXT OR INTO PHRASE MEMORY

*You have just learned how to append an entire text. To append a portion of the text into another document or phrase, it must be marked. If a portion of the text isn't marked, the entire document will be added. The marks are not removed after an append command. They are only removed when they are deleted or CODE + M is depressed a third time. Therefore, the marked portion of text may be appended or added several times.*

- Recall the text or phrase you want to append (copy) from
- Scroll or search to the beginning of the block to be appended

- Depress **CODE + M** to mark the beginning of the block

*Your text will be highlighted to the end of the document.*

- Scroll or search to the end of the block to be appended
- Depress **CODE + M** to mark the end of the block
- Depress **TEXT** to close the text
- Recall the text or phrase that the marked text is to be added to
- Position the cursor at the desired insertion point
- Depress **CODE + A**

*Your screen will prompt:*

TEXT NAME =

- Type the text name containing the marked block
- Depress **RETURN**

*The marked portion of text is copied.*

*Remember that the marked block of text will remain in the text you appended. This will not affect the document unless you try to perform another CODE + M while inside that text.*

## **CHANGING MARGIN FORMATS OF STORED TEXT**

*The easiest way to change margin formats of a stored text is to simply set the new margin format required, open a new text, and append the original text. Only the text is appended, not the margin formats. After appending, the original text with the incorrect margin formats can be deleted.*

- *Set the new margin format out of memory.*
- *Open a new text*
- *Name the text and depress RETURN*

*The new margin and tabs are now stored with the new text.*

- *Depress CODE + A*

*Your screen will prompt:*

TEXT NAME =

- *Type the text name containing the incorrect format.*
- *Depress RETURN*

*The text being appended will conform to the format in which it is being inserted.*

## AUTOMATIC HYPHENATION SCAN

A hyphenation scan can only be performed in the JSTFY mode. A hyphenation scan insures the proper appearance of your justified text by locating each word that can be brought to the previous line with a soft hyphenation request. You must make the decision where to divide the words. The soft hyphen (Code + -) will only print if it falls within the hot zone.

Therefore, if you change the width of your margins and the hyphenated word no longer falls at the end of the line, the soft hyphen will not print.

- **Be sure your mode selector is at JSTFY**
- **Recall your text**
- **Depress CODE + J**

The cursor will appear at the last possible point of hyphenation.

For example:

improvements

- **Cursor (↔) to the correct position for the hyphen**

improvements

- **Depress CODE + HYPHEN (-)**

A soft hyphen (=) will appear on your screen and your text will reformat, moving the hyphenated word to the previous line.

- **Depress CODE + J to locate the next hyphenation request**

*If the word cannot be hyphenated (i. e., proper name), simply skip the word by depressing CODE + J to advance to the next hyphen request.*

*When the hyphenation scan is completed, your cursor will advance to the end of the document.*

### **Recall the text IMPROVE**

**Be sure your mode selector is at JSTFY**

*To appreciate the value of a hyphenation scan, change the width of the text IMPROVE (CODE + G) to 35 and depress return.*

**Depress CODE + J and scan the text to hyphenate where necessary.**

*Continue depressing CODE + J until you reach the end of the text.*

**Depress EXPR to position yourself at the beginning of the text and print the text.**

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing.

## ***COLUMN LAYOUT***

*One of the most difficult tasks in typing may be to center a multi-column format within the body of a document. With the column layout feature, you may instruct the system to automatically count the number of characters and spaces needed to layout a chart in the center of your document.*

*A column layout must be set before entering text memory and stored in a margin format. Two spaces are inserted between each column regardless of the number of columns entered.*

- *Set a left and right margin at the desired position.*
- *Depress **CODE + L***

*Your screen will prompt:*

COLUMN LAYOUT

- *Depress **TAB***
- *Type the longest item in the first column*
- *Depress **TAB** again*
- *Enter the longest item in the second column*
- *Repeat the steps until the longest entry in each column has been entered.*

- Depress **RETURN**

*If the column layout is wider than the margins, the screen will prompt:*

RIGHT MARGIN OVER

*To Decimally Align Numbers*

*Enter DEC TAB in place of the decimal point*

*Example: Tab 1,250 **D**00*

*Set up the tab positions for this chart, using the Column Layout feature just described and store in margin format CODE + Z.*

*Create a new text and name it EXPENSES using CODE + X. Call in the Column Layout (CODE + Z) format to enter the chart and recall CODE + X to complete the text.*

Code + X

To: Mr. Lyndon Astorrbill  
Marketing Services

From: Accounting Department

Date: October 15, 1985

Subject: Departmental Expenses

Per your request, please find listed below, an itemization of your department's expenses for the first three quarters of this fiscal year.

ITEM	784	DEC 784		
		1st Qtr '85	2nd Qtr '85	3rd Qtr '85
Furniture	3,280.00	3,280.00	5,793.00	
Equipment	35,978.00	42,752.00	22,596.00	
Facilities	21,985.00	21,985.00	31,467.00	
Utilities	13,067.00	13,278.00	12,345.00	
Entertainment	47,781.00	21,534.00	55,112.00	
Travel	60,846.00	41,235.00	71,254.00	
Printing	12,857.00	20,456.00	25,963.00	
Postage	2,345.00	3,459.00	5,932.00	
Supplies	8,456.00	4,329.00	5,987.00	
Sub-Total	206,595.00	172,308.00	236,449.00	615,352.00

If you have any questions regarding this information, please feel free to contact us.

*Print the text and close it when finished.*



## **PERMANENT BACKSPACE**

There may be times you will require overlapping of characters or numbers in a project. This is easily achieved on the DisplayMate using another coded function, CODE + U.

- Type the first character or number
- Depress **CODE + U**
- Type the character or number you want to overlap the first entry

Your screen will prompt:

```
0--/
```

Continue typing your project

When the line is printed, the two characters will overlap (Ø).

## VERTICAL TABULATION

*Vertical Tabs advance to a specific line, down the page, not across as in regular tabs. A maximum of 28 vertical and horizontal tabs combined can be set in one format. This feature is especially useful when working with your company's letterhead, for example. If you set the auto paper insertion to the minimal point required, you can then set a vertical tab at the point you wish to begin typing. This will keep your auto paper insertion point at a consistent setting rather than having to reset it each time a different insertion point is required.*

### *To Set a Vertical Tab:*

- *Auto insert paper*
- *RETURN or INDEX ( ↓ ) to the desired position.*
- *Depress CODE + TAB SET*
- *Repeat for each vertical tab required.*

### *To Use a Vertical Tab:*

- *Auto insert paper*
- *Depress CODE + TAB to reach each vertical tab*

### *To Clear a Vertical Tab:*

- *Depress CODE + TAB CLEAR*

*All tabs (both vertical and horizontal) will be cleared. It is not possible to clear one vertical tab at a time.*

*NOTE: Vertical Tabs may only be set at the left margin.*

## LINE FRAMING

*Line Framing simply means to be able to draw lines or boxes around existing data in a document you have printed or to create a new document with the frame stored in it.*

*You will do both of these types of framing in the next several exercises.*

### LINE FRAMING DATA ON A PRINTED PAGE

*On previously printed texts, you may draw lines around any block of information that exists on the paper.*

- *Insert your printed page into the typewriter*
- *Move the printer to the top left corner of the information to be framed*

*This should be at least one space to the left of the text and at least 1/2 space above it. If necessary, move your left margin.*

- *Depress **CODE + LEFT MGN***

*Your screen will prompt:*

```
FRAME CORNER WAS SET
```

*This instructs the system to begin the line frame box at that point.*

- *Move the printer to the bottom right corner of the information to be framed*

*This should be at least one space to the right of the text and at least 1/2 space below it.*

- **Depress CODE + LEFT MGN again**

*This instructs the system to end the line frame.*

*Your screen will prompt:*

PRINTING

*Your printer will move to the first position marked (to begin the line frame) and begin drawing the box. When the frame has been completed, the printer moves back to the top left corner of the box and stops.*

*If you depress CODE + LEFT MARGIN twice in the same position, your screen will prompt:*

CANNOT SET HERE

*Both commands will be cancelled and you must start again.*

*The next exercise asks you to draw a box around the information within the EXPENSES text, as shown below. Print the text and end it before beginning. This text will also be used in the next exercise, so do not remove the paper after the box has been drawn.*

To: Mr. Lyndon Astorbilt  
 Marketing Services

From: Accounting Department

Date: October 15, 1985

Subject: Departmental Expenses

Per your request, please find listed below, an itemization of your department's expenses for the first three quarters of this fiscal year.

ITEM	1st Qtr.85	2nd Qtr.85	3rd Qtr.85
Furniture	3,280.00	3,280.00	5,793.00
Equipment	35,978.00	42,752.00	22,596.00
Facilities	21,985.00	21,985.00	31,467.00
Utilities	13,067.00	13,278.00	12,345.00
Entertainment	47,781.00	21,534.00	55,112.00
Travel	60,846.00	41,235.00	71,254.00
Printing	12,857.00	20,456.00	25,963.00
Postage	2,345.00	3,459.00	5,932.00
Supplies	8,456.00	4,329.00	5,987.00
Sub-Total	206,595.00	172,308.00	236,449.00
			615,352.00

If you have any questions regarding this information, please feel free to contact us.

## **DRAWING VERTICAL LINES BETWEEN COLUMNS**

*If you have columns within a chart and want to draw vertical lines between these columns, you may do so by following the steps outlined below. Vertical lines are drawn from top to bottom.*

*With your printer positioned at the top left corner of the square,*

- *Space to the top position where you want to begin drawing the vertical line.*
- *Depress **CODE + LEFT MGN***

*Your screen will prompt:*

```
FRAME CORNER WAS SET
```

- *Depress the **INDEX** key to position the printer at the end of the vertical line (on the bottom line of the box)*
- *Depress **CODE + LEFT MGN***

*Your screen will prompt:*

```
PRINTING
```

*The DisplayMate will draw the vertical line and return to the beginning position.*

## **DRAWING HORIZONTAL LINES WITHIN A FRAME**

*Horizontal Lines are drawn from the left to right.*

- *Position the printer at the left position of the horizontal line you want to draw*
- *Depress **CODE + LEFT MGN***
- *Space to the right position (end) of the horizontal line*

• **Depress CODE + LEFT MGN**

*The DisplayMate will draw the horizontal line and return to the beginning position.*

*Insert the vertical and horizontal lines as shown below:*

To: Mr. Lyndon Astorrbilt  
Marketing Services

From: Accounting Department

Date: October 15, 1985

Subject: Departmental Expenses

Per your request, please find listed below, an itemization of your department's expenses for the first three quarters of this fiscal year.

ITEM	1st Qtr.85	2nd Qtr.85	3rd Qtr.85
Furniture	3,280.00	3,280.00	5,793.00
Equipment	35,978.00	42,752.00	22,596.00
Facilities	21,985.00	21,985.00	31,467.00
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Entertainment	47,781.00	21,534.00	55,112.00
Travel	60,846.00	41,235.00	71,254.00
Printing	12,857.00	20,456.00	25,963.00
Postage	2,345.00	3,459.00	5,932.00
Supplies	8,456.00	4,329.00	5,987.00
Sub-Total	206,595.00	172,308.00	236,449.00
			615,352.00

If you have any questions regarding this information, please feel free to contact us.

## **LINE FRAMING WHILE CREATING A TEXT**

*Line framing while creating text is just as easy as line framing pre-printed text. The only difference is that you use CODE+L in text memory instead of CODE+LEFT MGN. When you depress CODE+L be sure to return at least once and space once before typing the text. The same applies when marking the bottom right corner, be sure to RETURNor cursor down and depress CODE+L at least one space to the right of the text. The text to be framed cannot be typed at the left margin. An indent must be set to indent the text, leaving enough room for the box.*

- *Set the margins and tabs for your document.*
- *Create a new text*
- *Return or space to desired beginning position of box*
- *Depress CODE+L*

*Your screen will prompt:*

FRAME CORNER WAS SET

- *Depress RETURN*
- *SPACE at least once or TAB*
- *Depress INDENT*
- *Type the text to be framed*



- Depress **INDENT** to deactivate
- Depress **RETURN**

Space to the bottom right corner of the text to be framed. Make sure you are at least one space past the text.

- Depress **CODE + L**

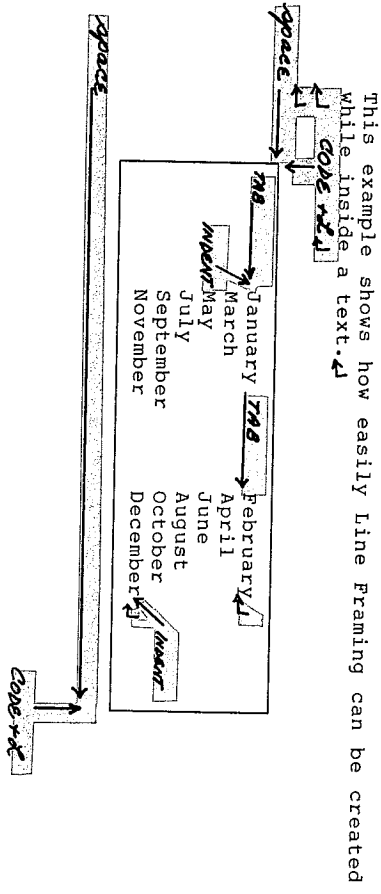
A symbol **L** will appear at the top left corner.

You will not see the frame until the screen symbols are embedded (**CODE + =**).

If you need to type text below the line framing, depress **RELOC** and continue typing.

Using the **CODE + X** format, create the following text and name it "FRAME". Before printing the document, embed (**CODE + =**) the symbols to view the frame on screen before it prints.

Line Framing Inside A Text




*NOTE: The prompt "CANNOT SET HERE" will appear on the screen if you do any of the following:*

- *Depress **CODE + L** twice in the same position*
- *Set the second corner of the frame higher than the first.*
- *Set the second corner of the frame below a page break.*
- *Set the second corner of the frame to the left of the first.*

*It is recommended that you embed (CODE + =) the symbols when editing line framing. Doing so allows you to view the exact position of the frame.*

#### **DELETING A LINE FRAME COMMAND WITHIN A TEXT**

*To delete a line framing instruction:*

- *Position the cursor one character to the right of the line frame symbol **L**.*
- *Depress Cancel (  ) once.*

*The line frame is automatically deleted.*

## DUAL COLUMN TYPING (SNAKING)

Your DisplayMate gives you the ability to type dual-column projects quickly and easily. This type of application is exceptionally useful if you type newsletters, newspaper copy, bulletins or any other project requiring two columns of information on a page. The DisplayMate allows you to set two different margin formats on one line. Both margin formats should be the same width so that the columns will look uniform. The auto paper insertion point is the first line of print in a dual column format; therefore, be sure you are at the desired insertion point before printing your text.

### Setting a Dual Column Format

- Depress **CODE + TAB CLEAR**
- Set the left and right margin for the first column
- Depress **CODE + W**

This tells the DisplayMate that another format is going to be set and your Ruler Line will clear.

- Set the left and right margin for the second column

- Depress **CODE + W**

Store in Format Memory X, Y, or Z.

Both set of margins will be stored as one margin format.

Set the margins for the dual column text as follows and store in margin format Z.

Set the paper guide at 0

Set the Left Margin for column one at 7

Set the Right Margin for column one at 37

Set the Left Margin for column two at 42

Set the Right Margin for column two at 72

## ENTERING A DUAL COLUMN TEXT IN MEMORY

A dual column text may be created simply by setting the page end while inside the document. This is what causes the columns of text to "Snake" on screen and eliminates the typist having to manually break the columns.

To store a dual column text,

- Recall the dual column format
- Create a new text
- Depress **CODE + W**

Your screen will prompt:

DUAL COLUMN MODE SET Y/N?

- Depress **Y** for yes

If your prompt line displays "WRONG COLUMN" message, see page 182 for explanation.

The Ruler line will display both sets of margins. The symbol (▣) will appear at the cursor position telling the Display-Mate you will be entering a dual column text.

- Depress **CODE + D** to set Page End

Your screen will prompt:

PAGE END Y/N/S?

- Depress S to set

- Type desired number of lines per column

*This setting will be stored with the text.*

- Depress **CODE + D** again

- Select N for no

*Since you are creating, there is no need to activate page end. When you are ready to print, the feature must then be activated.*

- Type the text

*Using the CODE + Z format you just set, position the Mode selector on JSTFY and name the following exercise "LEGAL". Follow the instructions above and set the Page End at 16.*

Legal offices are among the greatest beneficiaries of electronic typing and word processing. It is here that document processing has its greatest demands.↵

↵ Accuracy is essential, the quantity is second to no other industry, revisions are frequent, and speed of production and editing is important.↵

↵ So far as word processing is concerned, legal documents may be separated into two groups: various legal forms (contracts, wills, trusts, etc.) that are highly standardized and briefs.↵

↵ Contracts are often developed from standard paragraphs or clauses that require merge functions.↵

↵ Search and replace are important functions to facilitate revision of a previously stored document for present use.

Now that the text has been created, your document should look like this on the screen:

Legal offices are among the greatest beneficiaries of electronic typing and word processing. It is here that document processing has its greatest demands.

Accuracy is essential, the quantity is second to no other industry, revisions are frequent, and speed of production and editing is important.

So far as word processing is concerned, legal documents may

be separated into two groups: various legal forms (contracts, wills, trusts, etc.) that are highly standardized and briefs.

Contracts are often developed from standard paragraphs or clauses that require merge functions.

Search and replace are important functions to facilitate revision of a previously stored document for present use.

**NOTE:** If you need to break a column at a particular point to insert a photo, diagram, chart, etc., depress **CODE+W** at the desired point.

Your screen will prompt:

DUAL COLUMN CHANGE/RESET?

• Depress **C** to change

Your cursor will move to the top of the next column.

The only time you need to depress **R** for reset is if you want to exit the dual column mode and return to normal typing. If you **RESET**, the cursor will automatically advance below the page break and the new format **X**, **Y** or **Z** may be recalled.

**NOTE:** If you attempt to recall another format while in the dual column mode, the DisplayMate will prompt "CANNOT SET HERE".

## MODIFYING A DUAL COLUMN TEXT

Modifications may easily be made to a Dual Column text. Just as you learned to modify a normal text in memory, the same methods hold true in this case. Whenever you insert, delete or perform block moves, the text will automatically re-format on the screen to accommodate the changes being made. This is true column "snaking" at work.

Using the different ways of modifying, make the following changes to the LEGAL text. Reset the page end to 12 and activate the page end instruction (Y). The text will reformat on the screen.

Legal offices are among the greatest beneficiaries of electronic typing and word processing. It is here that document processing has its greatest demands.

Accuracy is essential, the quantity is second to no other industry, frequent, revisions are frequent, and speed of production and editing is important.

So far as word processing is concerned, legal documents may

extremely

be divided into two groups: separated legal forms (contracts, wills, testator etc.) that are highly standardized and briefs.

Contracts are often developed from standard paragraphs or clauses that require merge functions.

Search and replace are important functions to facilitate revision of a previously stored document for present use.

D Document can be produced from standard paragraphs by copying these paragraphs into a text that is unique for the project. This approach is helpful if additional writing is required to make the document flow. →

*With the modifications just made, your screen should look like this:*

Legal offices are among the  
greatest beneficiaries of  
electronic typing and word  
processing. It is in this  
environment that document  
processing has its greatest  
demands.

Accuracy is essential, the  
quantity is second to no other  
industry, revisions are  
frequent, and speed of

clauses that require merge or  
append functions.

A document can be produced  
from standard paragraphs by  
copying those paragraphs into  
a text that is unique for the  
project. This approach is  
helpful if additional writing  
is required to make the  
document flow.

production and revision is  
extremely important.

So far as word processing is  
concerned, legal documents may  
be divided into two groups:  
various legal forms that are  
highly standardized and legal  
briefs.

Contracts are often developed  
from standard paragraphs or

Search and replace are  
important functions to  
facilitate revision of a  
previously stored document for  
present use.

*The row of dashes across the screen (-----) indicate the page end setting and show where the pages will break when the text is printed.*



## **PRINTING A DUAL COLUMN TEXT**

*As stated earlier, a Dual Column text will always begin printing at the point of auto insertion. This is the point that the DisplayMate looks for in printing both the first and second column. Therefore, it is important that the desired first line of print be set before printing the text.*

- **Set the auto insertion point (CODE + A)**

- **Recall the Dual Column Text**

- **Depress CODE + D**

*Your screen will prompt:*

PAGE END Y/N/S?

- **Depress Y to activate**

*Your screen will prompt with the current page end setting.*

- **Depress Print**

*The DisplayMate will begin printing the first column and automatically “snake” to print the second column. When both columns are printed, the screen will prompt:*

PAGE END!!

- **Remove the printed page**
- **Automatically insert a new sheet of paper**
- **Depress Print**

*The printer will automatically move to the first column and begin printing the next page.*

- **Repeat these same steps for each page until the entire text has printed.**

*Print the LEGAL text with your MODE selector on JSTFY. With the Page End setting now changed to 12, your document will print two pages. Close the text when finished.*

**NOTE:** *You cannot print from a particular point within a dual column text unless you exit the dual column mode (CODE+W, R-Reset).*

## **MAIL MERGE**

*Mail Merge allows you to merge a basic letter requiring variable information with a mail list. This application enables you to create personalized letters for each person on your mail list with the respective variable information inserted automatically. The Panasonic Mail Merge is so automatic that it can be performed virtually unattended with the addition of a tractor feed or sheet feeder.*

*The Panasonic DisplayMate also allows you to selectively print from your mail list. This is done by entering a qualifying line (maximum of 30 characters) before each address block. This qualifying line allows you to instruct the DisplayMate to selectively merge names and addresses that fall within a specific category.*

*Mail Merge can also be instructed to print only the address from the mail list enabling you to address each envelope or label without retying.*

## CREATING A FORM LETTER

The form letter containing the constant information is entered into text memory as normal text. Reference Codes (**R**) are inserted into the letter where the variable information in the mail list is to be inserted. Regardless of the number of lines of variable information (i. e., an address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the reference code so that the variable information does not run into the other text.

### TO CREATE A REFERENCE CODE

- Depress **CODE + R**

Your screen will show an (**R**) with an overscore. This tells the system to refer to the mail list for the variable information.

Mail Merge inserts the variable information into the standard letter in the order they appear in the mail list. Therefore, always use the first reference code for the name and address so that the mail list can be used to print envelopes and labels.

On the next page is an example of a form letter. Please complete all the exercises in this section so that you become comfortable with the mail merge application.

*Set your mode selector to JSTFY.*

*Set your left margin at 10.*

*Set your right margin at 70.*

*Store in Margin Format Y.*

Type the following form letter into Text Memory and name it **OVERDUE**. Be sure to use **CODE + R** for each reference point shown below:

(Today's Date)↵

↵

R↵

Dear R:↵  
A copy of Invoice No. R was sent to your office on R. This invoice was issued for the shipment of R, which was ordered from us.↵

↵ Your balance is now R days past due and we would appreciate your payment within the next 15 days. If your check of R has been sent, please accept our thanks and disregard this notice.↵

Sincerely,↵

↵

Lee Hayes↵  
Hayes Office Equipment↵

LH/m↵

## CREATING A MAIL LIST

The mail list is created under a separate text name and contains all variable information necessary to merge into the form letter. Each variable to be merged into the form letter is enclosed in square brackets. If you merge the letter with the mail list and only the letter prints, chances are you've used parenthesis ( ) instead of square brackets [ ]. This is a common mistake.

Manual returns entered within the square brackets are inserted into the form letter and will return at that point. Manual returns entered outside the square brackets do not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out. An example of a mail list with and without returns after each variable is shown on the next page.

All the variable information for each individual (i.e., name and address, account number, etc.) is called a Record. Each record is separated by CODE+SLASH (/) in the mail list.

- Enter Text Memory
- Depress CODE+SLASH (/)
- Depress RETURN
- Type an opening Square Bracket [
- Type the variable information
- Type a closing Square Bracket ]
- Continue typing each variable for the letter with square brackets.
- Repeat for each record or group of variables.

Below is an example of the same mail list typed with returns after each variable (Unpacked) and without returns after each variable (Packed).

Open a new text and name it LATE ACCTS. Type the following mail list into memory in the style you prefer. Close out the text once it has been created.

### UNPACKED

```
7 ↓
[Mrs. Monica Simpson ↓
289 Hicks Street ↓
New York, NY 10004] ↓
[Mrs. Simpson] ↓
[B1343] ↓
[12/12/86] ↓
15 1/2 inch disks] ↓
[60] ↓
[$325.80] ↓
7 ↓
[Mrs. Alicia Pritchett ↓
131 Ascun Avenue ↓
Summit, NJ 07901] ↓
[Mrs. Pritchett] ↓
[B0984] ↓
[1/12/86] ↓
[marking pens] ↓
[30] ↓
[$197.65] ↓
7 ↓
[Mr. Paul Smith ↓
1985 Harrison Road ↓
Ridgefield Park, NJ 07660] ↓
[Mr. Smith] ↓
[B2589] ↓
[12/22/86] ↓
[magnetic tapes] ↓
[60] ↓
[$321.25] ↓
```

### PACKED

```
7 ↓
[Mrs. Monica Simpson ↓
289 Hicks Street ↓
New York, NY 10004] ↓
[Mrs. Simpson][B1343][12/12/86][15 1/2 inch disks][60]
[$325.80] ↓
7 ↓
[Mrs. Alicia Pritchett ↓
131 Ascun Avenue ↓
Summit, NJ 07901] ↓
[Mrs. Pritchett][B0984][1/12/86][marking pens][30]
[$197.65] ↓
7 ↓
[Mr. Paul Smith ↓
1985 Harrison Road ↓
Ridgefield Park, NJ 07660] ↓
[Mr. Smith][B2589][12/22/86][magnetic tapes][60]
[$321.25] ↓
```

## MERGING A FORM LETTER AND MAIL LIST

Each letter will print with the margins and tabs set when the form letter was created. The same prompt used with repetitive printing (FORM=) allows you to instruct the DisplayMate to stop after each letter is printed and insert a new sheet of paper. You can also program a specific number of manual returns before printing the next letter, allowing you to use continuous forms paper. A simple rule to remember is to always delete the number after the slash (/) in the prompt, Form=, unless you are using continuous forms paper.

- **Auto Insert the paper**
- **Depress CODE + PRINT**

Your screen will prompt:

MAIL MERGE Y/N?

- **Depress Y (Yes)**

Your screen will prompt:

TEXT NAME = keltor 01

- **Type the name of the Form Letter**
- **Depress RETURN**

Your screen will prompt:

LIST NAME = list 01

- **Type the name of the Mail List**
- **Depress RETURN**



*Your screen will prompt:*

QUALIFIER =

*This will be covered in the next section.*

- Depress **RETURN**

*Your screen will prompt:*

PRINT N = 1

*Do not change this prompt unless you want to print each letter more than once.*

- Depress **RETURN**

*Your screen will prompt:*

FORM = 60/66

### *To Print Single Sheets of Paper*

- *Enter the number of lines to print.*

*Use the copy you created when you entered the form letter into text memory to count the number of lines, allowing additional lines for those being inserted by the variables in the mail list.*

- Depress **SLASH (/)**

- Depress **CANCEL** (  ) twice and leave blank

*Example:*

FORM = 40/

- Depress **RELOC** (Printing will begin.)

*After the first letter is printed, the screen will prompt:*

PAGE END!!

- Auto insert a second sheet of paper
- Depress **PRINT** to continue

**NOTE:** *If the entire letter does not print, you haven't counted the number of lines in your form letter correctly. Re-count the number of lines in the form letter and change the first number in the prompt FORM = to the correct number of lines.*

### ***To Print With Continuous Forms Paper***

- Enter the number of lines in the form letter.
- Depress slash (/)

- Enter the number of lines to print on the paper (page length)

**EXAMPLE:**

FORM = 40/66

40= Tells the system to print 40 lines of text per page  
66= Tells the system the number of lines on the paper (page length)

Using the steps just outlined, merge the mail list, **LATE ACCTS** with the form letter, **OVERDUE**. Change **FORM =** to 28/ (25 lines for the letter and 3 lines for the address in the mail list) and print all three letters. Notice that the variables are read into the letter in the order in which they appear in the mail list.

## CREATING A QUALIFIED MAIL LIST

If you do not have a qualifying line before each record of variables, you cannot qualify or selectively print from your mail list. The qualifying line can be a maximum of 30 characters and must appear as the first line of each record. You can use the 30 characters to create as many qualifying categories as you'd like (i. e., zip code, state, occupation, etc.). These qualifiers do not have to be associated with the variables in the mail list. If you wanted to select individuals by zip code, you'd enter the zip code on the qualifying line. If you also wanted to select by state, that too would be entered on the qualifying line. The group of characters representing one category is called a field. The state and zip code would represent two fields. Each field and the format of the qualifying line must be consistent.

Add a qualifying line to each record in the mail list **LATE ACCTS**. Use the caps lock feature when typing the qualifying line as shown below:

7NY 10004 \$325 60 ↵  
[Mrs. Monica Simpson ↵

7NJ 07901 \$197 30 ↵  
[Mrs. Alicia Prichett ↵

7NJ 07660 \$312 60 ↵  
[Mr. Paul Smith ↵

## SELECTING FROM A QUALIFIED MAIL LIST

- Depress **CODE + PRINT**

Your screen will prompt:

MAIL MERGE Y/N?

- Depress **Y** (yes)

- Enter the **Form Letter Name** and **RETURN**

- Enter the **Mail List Name** and **RETURN**

Your screen will prompt:

QUALIFIER =

Enter each qualifying field in the order they appear.

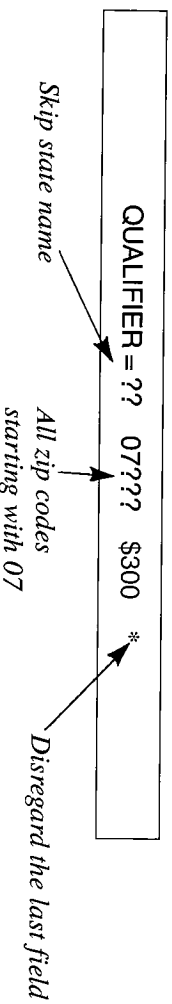
## WILDCARDS

You can use wildcards to instruct the system to select any character in the field or ignore the remainder of fields on the qualifying line.

\* The asterisk is used to disregard the remainder of fields on the Qualifying Line.

? The question mark is used to select any character in the field allowing it to actually skip over a field.

**EXAMPLE:**



- Depress **RETURN** to bypass each prompt

**NOTE:** You must account for each field on the qualifying line by entering the field itself or a wildcard. If spaces are used to separate each field, they must be entered when printing a qualified mail list.

Depress **CODE** + **PRINT** and merge the form letter **OVERDUE** with the mail list **LATE ACCTS.**

- **Send a letter to all customers in NJ with a Zip Code beginning with 07.**

The qualifying prompt should read:

QUALIFIER = NJ 07???? \*

Two letters should print.

- **Send a letter to all customers living in NY.**

The qualifying prompt should read:

QUALIFIER = NY \*

One letter should print.

## DISPLAYING TOTALS OF QUALIFIED FIELDS

The DisplayMate allows you to display the totals of each qualifying field. You can also display the total number of names in your mail list by entering an asterisk on the Qualifying Line.

- Depress **CODE + PRINT**

Your screen will prompt:

- Depress **Y (Yes)**
- Do not enter the **Text Name**
- Depress **RETURN**

Your screen will prompt:

Type the name of the qualified mail list

- Depress **RETURN**

Your screen will prompt:

Type the qualifying field

- Depress **RETURN**

*Your screen will prompt:*

PRINT N = 1

- Depress **CANCEL** (  X ) and leave blank
- Depress **RETURN**

*Your screen will prompt:*

QUALIFIER N = #

Depress **RETURN** or **CANCEL** (  X ) to clear the display.

*To display the total number of customers on the mail list, the qualifying prompt should read:*

QUALIFIER = \*

*To display the total number of customers 60 days past due, the qualifying prompt should read:*

QUALIFIER = ?? ????? 60

## **PRINTING ENVELOPES AND LABELS (CONTINUOUS ROLL ONLY)**

*As we learned earlier, mail merge requires two components, a form letter and a mail list. When printing envelopes or labels, a dummy text containing only CODE + R and RETURN is needed to print only the first variable. Therefore, always enter the name and address as the first variable in the mail list. You may need more than one dummy text (different names) since envelopes and labels require different formats for printing.*

### **TO CREATE A DUMMY TEXT**

- *Set margins for envelope or label*
- *Depress TEXT*
- *Depress I for IN*
- *Name the text*
- *Depress RETURN*
- *Depress CODE + R*

*This instructs the system to pull the first variable from the mail list.*

- *Depress RETURN*
- *End your text*

*Remember, when merged, the mail list will print within the format of the form letter.*



## TO PRINT ENVELOPES AND LABELS

The proper printing position for each address must be set before printing envelopes. Since both, the left and right margins are set in the dummy text, there is one additional point to consider—the insertion point. You must reset the auto insertion point to feed to the line where you want print to begin.

After setting the new insertion point,

- Depress **CODE** + **PRINT**

Your screen will prompt:

MAIL MERGE Y/N?

- Depress **Y**

Your screen will prompt:

TEXT NAME =

- Type the name of the dummy text

- Depress **RETURN**

Your screen will prompt:

LIST NAME =

- Type the name of the mail list

- Depress **RETURN**

Your screen will prompt:

QUALIFIER =

- Depress **RETURN** to print the entire list

Your screen will prompt:

PRINT N = 1

- Depress **RETURN**

Your screen will prompt:

FORM =

### ENVELOPES

Enter:

FORM = 04/

**04**—Maximum number of address lines

**/**—Nothing after the slash instructs the DisplayMate to stop printing after each address

- Depress **RELOC**

*The first address will print.  
After each address prints, the screen will prompt:*

PAGE END!!

- *Auto insert another envelope*
- Depress **PRINT** to continue

LABELS (CONTINUOUS ROLL ONLY)

*Enter:*

FORM = 04/06

*04—Maximum number of address lines  
06—Instructs the system to return twice before printing the next address and indicates how long the label itself is*

- Depress **RELOC**

*Printing will begin.*

## FORMS LAYOUT

*The Forms Layout feature allows you to fill in pre-printed forms easily and automatically. An unlimited number of forms can be stored in text memory with a maximum of 48 tab stops each. An asterisk is entered before the text name to easily recognize that a form is stored in the text memory. CODE + EXPR creates the asterisk and it must be entered before typing the text name.*

*When setting up the form, you may assign a prompt (up to 30 characters) or instruct the DisplayMate to automatically insert a phrase at a stop location. The prompts you assign will assist you when printing the form. Automatic phrase insertion allows you to store constant text which eliminates the need to type the repetitive text at the same location each time. If you do not assign a prompt or store constant text, the screen will simply prompt "INSERT" when that tab stop is reached.*

*When printing the form, the TAB key is used to advance the printer to each programmed stop. The prompt you assigned will be displayed and you may manually enter the required text or recall it from phrase memory. If you instructed the DisplayMate to automatically print a specific phrase, the phrase will print and the printer will advance to the next programmed stop.*

*An INDENT (temporary left margin) is automatically set at each tab stop; therefore, if more than one line of information is entered, it will automatically be aligned. Forms Layout will move to the exact tab position you set regardless of the number of lines entered at each tab stop.*

*The Panasonic DisplayMate also allows you to access tabs set on the normal writing line when you are printing the forms layout by depressing DEC TAB.*

*Because all of us use different forms, we are unable to provide you with specific exercises. To benefit the most from this time saving feature, please use your own forms when working with the forms layout instructions.*

## STORING THE LAYOUT OF A FORM IN MEMORY

In order to begin, you must first have one of your forms to work with.

Use the following keys to move to each desired position when storing the form:

SPACE BAR  
BACKSPACE  
RETURN  
INDEX  
REVERSE INDEX  
HALF SPACE  
CODE + HALF SPACE

- Depress **CODE + TAB CLEAR**

To clear existing margins and tabs

- Set the left and right margin at the edges of the form and any tabs you may need to access with **DEC TAB**.
- Depress **TEXT**
- Depress **I (ln)**
- Depress **CODE + EXPR**

Your screen will show an asterisk:

```
TEXT NAME = *
```

- Type the name and return

Your screen will prompt:

```
TOP OF FORM
```

- **Auto Insert the Form**

Use the keys mentioned on the previous page to move to each desired position

- **Depress TAB SET**

Your screen will prompt:

PROMPT =

- **TO ASSIGN A PROMPT:**

- **Type text (max. 30 chs)**

- **Depress RETURN**

- **AUTO PHRASE INSERTION**

- **Depress CODE+1-99 (your choice)**

- **Depress RETURN**

- **NO PROMPT REQUIRED:**

Your screen will prompt:

COPY PHRASE [#]?

- **Depress Y for yes or N to clear prompt**

Continue with the steps outlined to set the remaining stops. If you try to set more than 48 stops, your screen will prompt:

TOO MANY STOP POINTS

- **Depress TEXT to end the form**

**NOTE:** If you instruct the DisplayMate to automatically insert a phrase that does not exist, your screen will prompt "CANNOT COPY".

If a stop location is set within the hot zone, indent will be ignored if several lines of text are entered.

## PRINTING A FORM

- **Depress TEXT**
- **Depress O (Out)**
- **Depress CODE + EXPR**

Your screen will prompt:

TEXT NAME = \*

- **Type the Text Name and Return**
- **Auto insert the form**
- **Depress the TAB key**

The printer will move to the first stop, automatically print the phrase you assigned and advance to the next stop location. If no phrase was assigned, the prompt you created or INSERT will appear on the screen.

- **Type the information required or recall it from phrase memory.**  
To recall a phrase when the prompt is displayed, depress CODE and the phrase number. Depress Y (yes) answering the prompt "Copy this Phrase?".
- **Depress TAB for each remaining tab stop**

Upon reaching the last tab stop, when TAB is depressed, the printer will move to the left margin. The cursor will position itself back to the beginning of the form and your screen will prompt "TOP OF FORM". Since you remain inside the form, you may fill in another one at this point. To do so,

- **Auto insert the second form**
- **Depress Tab to fill in tab stops**

- Depress **TEXT** to end

**NOTE:** If the auto insertion point is changed after the form is set up, the programmed stops will not align properly. Therefore, it is suggested that a blank form noting the original insertion point be saved so the insertion point can be reset.

If a phrase which was programmed as an auto insert stop was deleted from phrase memory after storing the form, your screen will prompt "CANNOT COPY". Depress **TEXT** to close the form and restore the phrase in phrase memory.

## **CORRECTING ERRORS ON THE FORM**

If you notice an error when typing, depress the **CANCEL** ( $\diamond X$ ) key to delete.

**CODE + REVERSE INDEX** ( $\uparrow$ ) will move the printer to the previous line if there are several lines of text at the tab stop. You are still in the correction memory; depress **CANCEL** ( $\diamond X$ ) to correct.

**CODE + REVERSE INDEX** ( $\uparrow$ ) will move the printer to the previous tab stop if there is only one line of text.

### **TO CORRECT AN ERROR AT A PREVIOUS TAB STOP**

- Set the mode selector at **NORMAL**
- Depress **CODE + REVERSE INDEX** ( $\uparrow$ ) to reach the tab stop containing the error
- Depress the **PRINT** key to enter **NO PRINT** mode
- Retype the error and depress the **CANCEL** ( $\diamond X$ ) key to make your correction.

**NOTE:** If the text was typed in **JSTFY**, move the **MODE** selector to **JSTFY** and retype the entire line until the printer returns. Depress **CODE + REVERSE INDEX** ( $\uparrow$ ) and position the printer to the right of the last character on the line. Cancel out the entire line. Depress **RETURN**, **REVERSE INDEX** up to the line you wish to retype and type the correct information.



## **ADDING TAB STOPS**

Recall the text containing the forms layout. Remember to depress **CODE + EXPR** before typing the text name.

- **Auto Insert the form**
- **Depress the TAB key until you reach the tab stop closest to the one you want to insert**
- **Move to the desired position**
- **Depress TAB SET**

### **TO INSERT A TAB TO THE LEFT OF A TAB SETTING**

An Indent is automatically set at each tab setting. Therefore, if you want to move the carriage to the left of the tab to add a new tab stop, you will have to release the Indent.

- **Depress the TAB key until you reach the tab stop closest to the one you want to insert.**
- **Depress INDENT**
- **Depress RETURN**
- **Move to the desired location**
- **Depress TAB SET**

## DELETING TAB STOPS

Recall the text containing the forms layout. Depress **CODE + EXPR** before typing the text name.

- Auto insert the form
- Depress the **TAB** key until you reach the tab stop to be deleted.
- Depress **TAB CLEAR**

**NOTE:** If you need to delete an auto phrase insert stop, depress **CODE + REVERSE INDEX (↑)** after the printer has advanced to the next stop. This will position you back to the desired stop and depress **TAB CLEAR** to delete the position.

## EDITING PROMPTS

To edit the prompt, the tab stop must be deleted and then reset.

- Delete the tab stop with the incorrect prompt.
- Depress **TAB SET**

You can reset the tab in the same position if desired.

Your screen will prompt:

PROMPT =
----------

- Type the correct prompt
- Depress **RETURN**
- Depress **TEXT** to exit

## MICRO-FLOPPY DISK DRIVE

Your Panasonic DisplayMate offers you another option, a Random Access Micro-Floppy Disk Drive. This Micro-Floppy Disk Drive allows you to use a 3 1/2 inch disk which is single-sided, double density and double track. You may store up to 360K per disk.

This may sound very intimidating, but simply means you store information on one side (single-sided) but have the ability to store twice as much information on this side (double-density and double track). The 360K means approximately 360,000 characters of information.

In order to store information in your Text Memory onto the disk, you must first prepare the disk to be used on the DisplayMate. This is done through a procedure called "Formatting". When you format a disk, you use 7K of the 360K available to you for storage. This 7K is programming instructions.

Only texts, not phrases, can be stored to disk with the maximum number of texts being 112.

Before we begin using the Micro-Floppy Disk Drive, you will learn how to insert the disk into the unit properly and then how to format it.

### INSERTING A MICRO-FLOPPY DISK

If you hold your Micro-Floppy Disk in your hand, you will see a small square opening at the bottom left corner and a metal tab over the top of the container. On the top left corner of the disk, you will also see an arrow pointing up. This is the front of the disk.

If you turn the disk over, you will see a round metal hub in the middle of the container. This is the back of the disk.

To insert your disk properly,

- Hold the disk with the front of the disk facing you
- Insert it into the disk drive facing up, with the metal tab and arrow pointing toward the machine.
- Push the disk into the disk drive until it snaps into place and the button on the lower right corner of the drive pops out.

## FORMATTING THE DISK

*Formatting prepares the disk for the type of machine you are using. Each disk must be formatted before it can be used. If there is text on the disk, it will automatically be erased when the disk is formatted.*

- **Depress *CODE* + *TEXT***

*Your screen will prompt:*

READ, WRITE, LIST, OPTION?

- **Depress *O* for *Option***

*Your screen will prompt:*

CLEAR, RENAME, PRINT, FORMAT?

- **Depress *F* for *Format***

*Your screen will prompt:*

FORMAT THIS DISK?

- **Depress *Y* for *yes* if this is a blank disk or a disk you want to erase.**

*Your screen will prompt:*

FORMATTING

- **Depress *N* for *No* if you have inserted the wrong disk**

*When the formatting is complete, your screen will return to the main disk menu.*

READ, WRITE, LIST, OPTION?

- Depress **CANCEL** () to exit

## **WRITING MEMORY TO DISK**

*The DisplayMate allows you to write the entire memory contents at one time or you may selectively write one text at a time. Because the disk can hold 353K, the entire memory contents may be written to the same disk several times. Your text will remain in the internal memory after it is written to disk. If it is no longer required in the internal memory, simply clear it.*

*First you will learn how to perform what is called a total 'dump' and then you will learn how to write one text at a time.*

## **WRITING THE ENTIRE MEMORY TO DISK**

*In order to duplicate every text stored in the internal memory, you must perform the following steps.*

- Depress **CODE** + **TEXT**

*Your screen will prompt:*

READ, WRITE, LIST, OPTION?

- Depress **W** for **WRITE**

*Your screen will prompt:*

TEXT NAME =

- **Depress RETURN**

*This tells the system to begin writing the text onto disk. Your screen will prompt:*

WRITING

*When the entire contents of the internal memory has been stored on disk, your screen will return to the main disk drive menu.*

READ, WRITE, LIST, OPTION?

- **Depress CANCEL (  $\langle X \rangle$  ) to escape the disk drive operation.**

*Remember, the texts you have stored on your disk are still in the memory of your DisplayMate. If you want to delete them, follow the procedures outlined in the Text Filing Section of this manual.*

**IMPORTANT:** *If you WRITE texts from memory to disk and the same names are already stored on disk, your screen will prompt:*

TEXT ALREADY EXISTS!

*Depress CANCEL (  $\langle X \rangle$  ) to escape this operation. If you need the text to be written on the disk again, because of modifications made to it, change the name of the text in text memory (CODE + N), and begin again.*

## WRITING A SINGLE TEXT TO DISK

From time to time you may have several texts within the internal memory that you want to store on disk. However, you may not want to write all of the text in memory. With the DisplayMate disk drive option, you may selectively WRITE texts onto disk, one at a time.

- Depress **CODE + TEXT**

Your screen will prompt:

```
READ, WRITE, LIST, OPTION?
```

- Depress **W** for **WRITE**

Your screen will prompt:

```
TEXT NAME =
```

- Type the text name you want to **WRITE** to disk
- Depress **RETURN**

The DisplayMate will begin writing the individual text you entered onto the disk. Your screen will prompt:


```
WRITING
```

*When the duplication of that text has been completed, the screen will return to the main disk menu:*

READ, WRITE, LIST, OPTION?

**IMPORTANT:** *If you WRITE a text from memory to disk and the same name is already stored on disk, your screen will prompt:*

TEXT ALREADY EXISTS!

*Depress CANCEL (  ) to escape this operation. If you need the text to be written on the disk again, because of modifications made to it, change the name of the text in text memory (CODE + N), and begin again.*

## **READING TEXTS INTO MEMORY**

*When you have stored information from the internal memory onto a disk, you may clear your memory and continue with additional projects. With the DisplayMate disk drive option, you may take those texts stored on disk, and READ them back into memory whenever you need them. Only a copy is read into memory with the original remaining on disk.*

*Be certain you have enough room in the internal memory to copy the texts you are READING. Delete any unnecessary texts in the internal memory or WRITE them to disk.*

*You may READ the entire contents of the disk into memory at one time or selectively READ one text at a time.*



## READING THE ENTIRE DISK INTO MEMORY

As we just stated, you may **READ** the entire contents of your disk into the memory of your DisplayMate as long as the **total number of characters do not exceed the total memory capacity of your machine**. If you attempt to **READ** a disk with 353K of text into a DisplayMate with 25K or 57K, your system will **READ** up to the capacity of the internal memory and your screen will prompt:

MEMORY FULL!

Your texts will remain on the disk. Each text read into the internal memory is now available for editing or printing.

To begin a **READ** instruction,

- Depress **CODE** + **TEXT**

Your screen will prompt:

READ, WRITE, LIST, OPTION?

- Depress **R** for **READ**

Your screen will prompt:

TEXT NAME =

- Depress **RETURN**

Your DisplayMate will begin **READING** the texts on the disk into memory and your screen will prompt:

READING

When the READ operation is complete, your screen will return to the main disk menu.

READ, WRITE, LIST, OPTION?

- Depress CANCEL (  $\boxtimes$  ) to escape the disk drive operation.

**IMPORTANT:** If you already have a text in memory and are **READING** an entire disk with the same name on it, your DisplayMate will **READ** up to that text and prompt;

TEXT ALREADY EXISTS!

Depress CANCEL (  $\boxtimes$  ) to escape this operation, delete or rename the text in memory and begin again.

## READING A SINGLE TEXT INTO MEMORY

Most of the time, you will not **READ** entire disk contents to memory. You will want to **READ** individual texts into the DisplayMate. To do this you would follow the steps outlined below:

- Depress **CODE** + **TEXT**

Your screen will prompt:

READ, WRITE, LIST, OPTION?

- Depress **R** for **READ**

*Your screen will prompt:*

TEXT NAME =

- Type the name of the text you want to **READ**
- Depress **RETURN**

*Your DisplayMate will begin **READING** the text into memory and your screen will prompt:*

READING

*When the **READ** operation is complete, the screen will return to the main disk menu.*

READ, WRITE, LIST, OPTION?

**IMPORTANT:** *If you try to **READ** a text from disk to memory and the same name is already in the system, your screen will prompt:*

TEXT ALREADY EXISTS!

*Depress **CANCEL** (  ) to escape this operation.*

## LISTING TEXTS ON A DISK

You may request the DisplayMate to list all of the text you have stored on a disk. You have learned how to list texts in memory and will now learn how to do so with texts on disk.

You may print a listing of texts on the disk or view all of the text names on the screen.

## PRINTING A LIST OF TEXTS ON DISK

As you have already listed texts in memory, you saw how the DisplayMate will print a listing of the text names as well as the number of characters within each text (volume).

When you print a listing of texts on disk, you also receive the number of K (thousands of characters) used by the text, as well as the number of K remaining for storage. The amount of memory used by each text is rounded off to the next highest thousand.

- **Depress CODE + TEXT**

Your screen will prompt:

READ, WRITE, LIST, OPTION?

- **Depress L for LIST**

Your screen will prompt:

DISPLAY, PRINT?

- **Depress P for PRINT**

Your DisplayMate will begin **READING** the list of texts on the disk and then print them.

## **DISPLAYING TEXT NAMES ON THE DISK**

*You may automatically display the name of each text on your disk.*

- **Depress CODE + TEXT**

*Your screen will prompt:*

READ, WRITE, LIST, OPTION?

- **Depress L for LIST**

*Your screen will prompt:*

DISPLAY, PRINT?

- **Depress D for DISPLAY**

*Your screen will prompt:*

MACHINE IS BUSY

*Your DisplayMate is reading the text names and when the READ operation is complete, the text names stored on disk will be displayed as well as the storage capacity remaining.*

*If your directory is more than one screen, depress any key to scroll to the next screen.*

- Depress **RETURN**

*After the list is displayed, the screen will display the main disk menu.*

READ, WRITE, LIST, OPTION?

- Depress **CANCEL** () to exit

### **PROTECTING A MICRO-DISK FROM ERASURE**

*When a disk is protected, you cannot **FORMAT**, **WRITE**, **RENAME** or **CLEAR** texts. This feature eliminates your "accidently" erasing or disturbing text on the disk. You may want to use this for protecting those disk containing valuable information.*

- *Slide the button in the back of the Disk opening a square hole.*
- *If you try to Write or Format a Protected Disk,*

*Your screen will prompt:*

PROTECTED DISK!

*To Remove the Protection*

- *Slide the button back, covering the hole.*

## CHANGING THE NAME OF A TEXT ON A DISK

- Depress **CODE + TEXT**

*Your screen will prompt:*

READ, WRITE, LIST, OPTION?

- Depress **O** for **OPTION**

*Your screen will prompt:*

CLEAR, RENAME, PRINT, FORMAT?

- Depress **R** for **RENAME**

*Your screen will prompt:*

TEXT NAME =

- Type the name of the text to be changed

- Depress **RETURN**

*Your screen will prompt:*

NEW NAME =

- *Type the new text name*
- **Depress RETURN**

*Your screen will prompt:*

RENAMING

- **Depress CANCEL** () *to exit*

### **PRINTING A TEXT FROM THE DISK**

*You may automatically print a text on your disk without reading it into the internal memory.*

- **Depress CODE + TEXT**

*Your screen will prompt:*

READ, WRITE, LIST, OPTION?

- **Depress O for OPTION**

*Your screen will prompt:*

CLEAR, RENAME, PRINT, FORMAT?



- Depress **P** for **PRINT**

Your screen will prompt:

TEXT NAME =

- Type the name of the text to be printed
- Depress **RETURN**

Your screen will prompt:

PRINTING

The screen will return to the main disk menu after the text has been printed.

READ, WRITE, LIST, OPTION?

- Depress **CANCEL** () to exit

**NOTE:** Before printing a multi-page text from disk, you must activate the page end feature. Depress **CODE+D** and select **Y**. The page end currently set on the typewriter will be displayed. Disregard this figure since the page end setting stored with the text will override the typewriter's setting.

## ***CLEARING TEXT FROM THE DISK***

- Depress **CODE + TEXT**

*Your screen will prompt:*

READ, WRITE, LIST, OPTION?

- Depress **O** for **OPTION**

*Your screen will prompt:*

CLEAR, RENAME, PRINT, FORMAT?

- Depress **C** for **CLEAR**

*Your screen will prompt:*

TEXT NAME =

- Type the name of the text to be cleared

- Depress **RETURN**

*Your screen will prompt:*

ARE YOU SURE?

- **Depress Y for YES**

*Your screen will prompt:*

CLEARING

*The prompt line will return to the main disk menu after the text has been cleared.*

READ, WRITE, LIST, OPTION?

- **Depress CANCEL () to exit**

### **MERGING A MAIL LIST DIRECTLY FROM THE DISK**

*You already learned how to perform a Mail Merge function when the mail list and form letter were in the internal memory of your DisplayMate.*

*You should be aware that you may also do a Mail Merge directly from the disk. **THIS ALLOWS YOU TO STORE YOUR MAIL LISTS ON DISK AND MERGE THEM WITH A FORM LETTER IN THE MEMORY.***

*You will save internal memory space for other projects and still have the complete mail list to merge and print from when necessary.*

**IMPORTANT:** *If you are merging from the disk, your form letter must be in the internal memory. You must also be certain that you do NOT have the mail list in memory if you want to merge and print from the disk.*

*When using Mail Merge, your DisplayMate will automatically search for the list name, first within the internal memory. When the mail list is not found in the internal memory, the DisplayMate automatically looks on this disk for the information.*

## CHANGING PARAMETERS

You may change specific default parameters of the DisplayMate. Default simply means that certain settings are pre-programmed into the DisplayMate and will remain that way until you change them. The settings that can be changed are listed below.


To change the parameters:

- **Insert a sheet of paper**
- **Depress CODE+P**

A series of numbers will print (60,66,N,20,R,B,6,P)

They represent:

- 60—Page end—number of lines to print per page (01–99 lines)
- 66—Paper length—total number of lines on the paper (01–99 lines)
- N—Paper feed control (N:none, T:tractor feed, S:sheet feed)
- 20—Horizontal screen scroll width (01–50)
- R—Cursor shape (R:block reverse, U:underline)
- B—Cursor blink (B:blink, N:no blink)
- 6—Lines per vertical inch (5:5.25—legal, 6:6—normal, 8:8—15 pitch)
- P—Dec Tab alignment character (P:decimal point, C:comma)

- **Backspace to the desired parameter**
- **Depress CANCEL () and type the appropriate parameter**
- **Depress RETURN**

The new parameters will print confirming your changes. These settings will remain until changed.

**NOTE:** Lineframing should only be performed with the lines per vertical inch setting at 6.

## SCREEN MESSAGES

*Message*

*Description*

**ARE YOU SURE?**

*Prompt displayed when clearing text from the disk.*

**CANNOT COPY**

*The phrase you want to copy does not exist.*

**CANNOT SET HERE**

*You have tried to set the frame corner in an improper area while line-framing, attempted to recall a format or tried to change linespacing at an improper point.*

**COPY PHRASE [#]?**

*Do you want to automatically insert this phrase into forms layout?*

**CHANGE-WD =**

*Enter the replacement characters for Global Search and Replace.*

**CHARACTER**

*The number of characters printed since the last RESET operation.*

**CLEAR, RENAME, PRINT,  
FORMAT?**

*Clear, Rename, Print or Format the disk.*

**CLEARING**

*The DisplayMate is clearing text from the disk.*

**CLEAR MEM/ALL?**

*Do you want to clear only phrase and text memory or all the memory?*

**CLEAR THIS PHRASE?**

*Do you want to clear this phrase?*

**CLEAR THIS TEXT?**

*Do you want to clear this text?*

**CODE**

*CODE is activated.*

**COLUMN LAYOUT**

*Column Layout mode was entered*

**CONTINUE?**

*Do you want to continue printing?*

**COPY THIS PHRASE?**

*Do you want to add this phrase to the body of a text?*

**DIRECTORY FULL!**

*The maximum of 112 texts were entered on the disk directory.*

**DISK ERROR!**

*Information cannot be accessed or the disk is not formatted.*

**DISK FULL!**

*Entire disk capacity has been used.*

**DISPLAY, PRINT?**

*Do you want to display or print a directory in memory or on disk?*

**DUAL-COLUMN MODE  
SET Y/N?**

*Do you want to activate dual-column mode?*

**DUAL-COLUMN  
CHANGE/RESET?**

*Do you want to change or reset dual-column mode?*

**EXPAND**

*Expand print is activated.*

**FORM =**

*Enter the number of lines you wish to print per page and then the total number of lines on each page.*

**FORMAT THIS DISK?**

*Do you want to format this disk?*

**FORMATTING**

*The DisplayMate is formatting a disk.*

**FRAME CORNER WAS SET**

*The corner of the line frame box was set at this point.*

**INSERT**

*Insert variable information here and depress PRINT to continue text. Insert mode is activated.*

**LINE SPACE =**

*Enter the desired line spacing (1, 1.5, 2 or 3).*

**LIST NAME =**

*Enter the name of the Mail List you want to merge with the letter.*

**LID OR SUPPLY**

*The cover is open or the DisplayMate is out of ribbon.*

**MACHINE IS BUSY**

*The machine is still completing your last instruction. Wait for completion.*

**MAIL MERGE Y/N?**

*Do you want to activate the Mail Merge?*

**MARGIN FORMAT X, Y, Z?**

*In which location do you want to store the margin format?*

**MARGIN OVER**

*You have exceeded the right margin.*

**MEMORY FULL!**

*Entire capacity of the internal memory has been used.*

**MEMORY LEFT**

*The numeric value represents the number of characters left in memory.*

**MOVE/COPY/DELETE?**

*Do you want to move, copy or delete the blocked information from memory?*

**NEW NAME =**

*Enter the new name for a stored text.*

**NO DISK!**

*A disk is not set in the disk drive.*

**NOT LOCATED!**

*The requested information is not within this block of information.*

**NOT LOCATED IN MEMORY,  
SEARCH DISK Y/N?**

*You are appending a text that is not in the internal memory. Do you want to search the disk for the text?*

**PAGE END =**

*Set Page End Command.*

**PAGE END!!**

*You have reached the last line of the preset page ending.*

**PAGE END Y/N/S?**

*Do you want to turn the page end ON (Y), OFF (N) or do you want to set it (S)?*

**PAGE NUMBER =**

*Enter the number you want to begin page numbering with or the page you wish to jump to in memory.*

**PRESS ANY KEY!**

*Press any key to advance to next screen of the directory.*

**PRINTING**

*The DisplayMate is printing a text or phrase.*

**PRINT N=1**

*Enter the number of copies to be printed.*

**PROMPT =**

*Enter the prompt message you want to appear at the tab stop or phrase number to automatically print at that location.*

**PROTECTED DISK!**

*Your disk has been protected. You cannot write, clear, rename or format on this disk.*

**QUALIFIER =**

*Enter the qualifying fields you want to select from.*

**QUALIFIER N =**

*The number of records that fall within that qualifying field is displayed.*

**READING**

*The DisplayMate is reading the texts on the disk into memory.*

**READ, WRITE, LIST, OPTION?**

*READ from the disk—WRITE to the disk—LIST text on the disk—OPTION—CLEAR, RENAME, PRINT or FORMAT the disk*

**RENAMING**

*The DisplayMate is renaming a text.*

**RESET?**

*Do you want to reset the printer?*

**RIGHT MARGIN OVER**

*In column layout, you have exceeded the right margin.*

**SEARCH-WD =**

*Enter character string search.*

**TEXT ALREADY EXISTS!**

*The text name is already stored on disk or in memory.*

**TEXT IN, OUT, LIST?**

*Do you want to enter a text; recall a text; list of text from memory?*

**TEXT NAME =**

*Enter the name of the text.*



### **TOO MANY STOP POINTS**

*You have tried to enter more tabs than the maximum number of tab stops (48) allowed within your form layout.*

### **TOO MANY TABS**

*While printing a text, the DisplayMate encounters more tab commands on the next line to print than set in the format.*

### **TOO MANY TAB STOPS**

*You have entered more tabs than the maximum number of tab stops (28) allowed within your column layout.*

### **TOP OF FORM**

*The top of forms layout.*

### **WIDTH =**

*Enter a new line width for the text to be printed.*

### **WRITING**

*The DisplayMate is writing the text in memory onto the disk.*


### **WRONG COLUMN**

*You are not positioned at the beginning of the first column. You must close the text and depress CODE+W, which will move the printhead to the Left Margin of Column One. Delete the old text with the incorrect format and create a new text.*

## CODE OPERATIONS CHART

<b>CODE</b>	<b>FUNCTION</b>	<b>PAGE</b>
<b>CODE + A</b>	<i>Set Auto Paper Insertion Append Text</i>	4 109
<b>CODE + B</b>	<b>BOLD Print</b>	34
<b>CODE + C</b>	<i>Word Change (Global Search &amp; Replace)</i>	73
<b>CODE + D</b>	<i>Page End Command</i>	62
<b>CODE + E</b>	<i>Reset Printer and Correction Memory</i>	
<b>CODE + F</b>	<i>Margin Format Storage</i>	15
<b>CODE + G</b>	<i>Width Change Command</i>	61
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<b>CODE + K</b>	<i>Line Spacing change command Memory Clear</i>	78 89
<b>CODE + L</b>	<i>Column Layout Automatic Line Framing (memory)</i>	115 125
<b>CODE + M</b>	<i>Block Move, Copy and Delete</i>	75, 76
<b>CODE + N</b>	<i>Rename Text</i>	84

<i>CODE</i>	<i>FUNCTION</i>	<i>PAGE</i>
<i>CODE + O</i>	<i>Expand Print</i>	33
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<i>CODE + 1-99</i>	<i>Phrase Memory Access</i>	40
<i>CODE + =</i>	<i>Embed Commands</i>	79
<i>CODE + BACKSPACE</i>	<i>Fast Scroll Back word by word</i>	44

<b>CODE</b>	<b>FUNCTION</b>	<b>PAGE</b>
<b>CODE + CANCEL</b> (  )	<i>Escape Correction Memory Delete by Word in memory</i>	20, 22, 23 44
<b>CODE + FORWARD</b>	<i>Fast Scroll Forward word by word</i>	44
<b>CODE + HYPHEN</b>	<i>Soft Hyphen</i>	34, 113
<b>CODE + INDEX</b> (L)	<i>To move by line through Correction Memory Scroll next text Scroll next Phrase Move next Search Word Position</i>	85 48 69
<b>CODE + R/INDEX</b> (T)	<i>To move by Line through Correction Memory Scroll prior text Scroll prior Phrase Go back to previous Stop Position during Forms Layout Move previous Search Word Position</i>	22, 23 85 48 157 69
<b>CODE + ↑</b>	<i>Scrolls to previous screen</i>	44
<b>CODE + ↓</b>	<i>Scrolls to next screen</i>	44
<b>CODE + ⇐</b>	<i>Advances cursor to beginning of line</i>	44
<b>CODE + ⇒</b>	<i>Advances cursor to end of line</i>	44
<b>CODE + PRINT</b>	<i>Mail Merge Text Linking Repetitive Printing Page End (Form =) Page Numbering Width Change</i>	136 103 100 101 107 108

<i>CODE</i>	<i>FUNCTION</i>	<i>PAGE</i>
<i>CODE + LEFT MGN</i>	<i>Automatic Line Framing (TW MODE)</i>	120
<i>CODE + RIGHT MGN</i>	<i>Set New Bell Position</i>	14
<i>CODE + SPACE BAR</i>	<i>Permanent Space</i>	35
<i>CODE + HALF SPACE</i>	<i>Incremental Space</i>	
<i>CODE + TAB</i>	<i>Vertical Tab</i>	119
<i>CODE + TAB SET</i>	<i>Set Vertical Tab</i>	119
<i>CODE + TAB CLEAR</i>	<i>Clear Margins and Tabs</i>	13, 119
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<i>CODE + M.R.</i>	<i>Answer Back Message Register/ Transmission (with KX-E12)</i>	
<i>CODE + /</i>	<i>Mail List Record header</i>	139

<b>CODE</b>	<b>FUNCTION</b>	<b>PAGE</b>
<b>CODE + EXPR</b>	<i>Forms Layout</i>	<i>154</i>
<b>CODE + RELOC</b>	<i>Spell Scan (with KX-E45)</i>	
<b>CODE + RETURN</b>	<i>Manual Return Code when searching and changing word</i>	<i>45</i>
<b>CODE + DEC TAB</b>	<i>Change Duplex (with KX-E12)</i>	

## **CAUTIONS**

*Be sure that the carrier stopper that holds the printer stationary during shipping is removed before turning the unit on.*

*Be sure to keep this stopper so that the unit can be transported safely, if the need arises.*

*For the best possible operation of your typewriter do not use a power outlet which is presently being used for a copier or other device which consumes a large volume power.*

*Do not use your typewriter in the following environmental conditions:*

*In direct sunlight where additional heat will be generated.*

*In areas where the atmosphere is extremely salty or where corrosive gases are present.*

*On surfaces which are not flat, or that are subject to vibration.*

### **Cleaning**

*Use only soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases, or electronic circuitry.*

### **Handling Disks**

*Never touch the magnetic material inside the plastic cartridge.*

*Never expose to magnetism (such as found near telephones, loud speakers and little kitchen magnets).*

### **Cable**

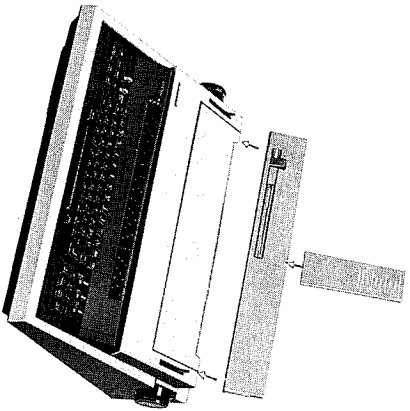
*When an interface option is installed, use a shielded cable 2 meters or less in length.*

## ***PARTS FUNCTION***

### ***Paper Support***

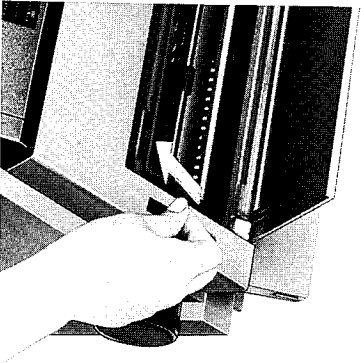
*The paper support consists of two parts.*

*When the typewriter is unboxed, they will have to be assembled.*

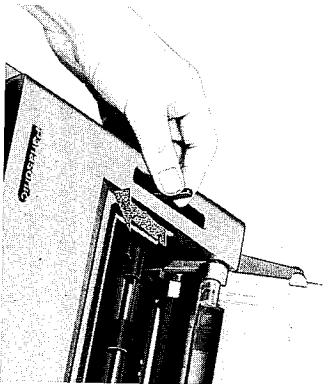


### ***Paper Release Lever***

*Pulling forward on the paper release lever releases the paper so that the operator can adjust it freely.*

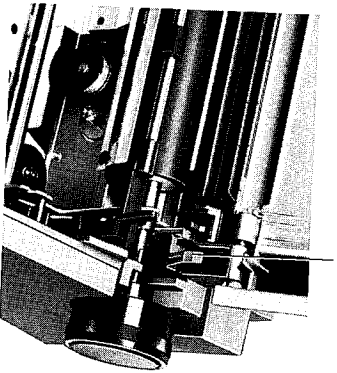






### ***Paper Bail Release Lever***

*Pulling forward on the paper bail release lever moves the paper bail away from the platen. Additional forward movement of this lever activates the automatic paper insert function. Also refer to page 4.*



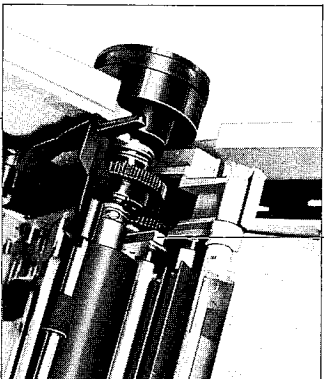
### ***Cover Interlock Switch***

### ***Cover Interlock Switch***

*The top cover has a safety interlock switch which deactivates the printer whenever the top cover is opened.*

# PLATEN REMOVAL AND INSTALLATION

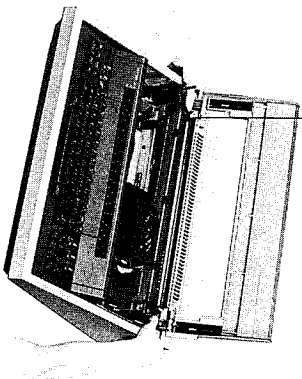
*Release Latch*



## ***Platen Removal***

*If you have to remove the platen to clear a gummed label or clear the platen, please follow the instructions below:*

- 1. Turn the power off.*
- 2. Open the top cover.*
- 3. Lift the eraser table.*
- 4. Position the paper release lever and paper bail release lever toward the front of the machine.*
- 5. While pushing down the release latches, lift out the platen.*



## ***Platen Installation***

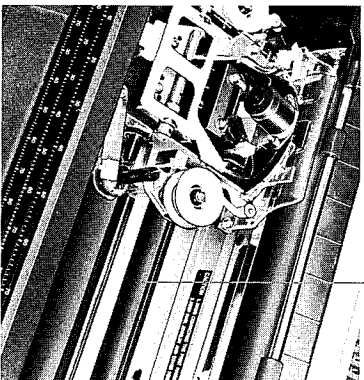
- 1. Position the slot of the platen shaft so that it aligns with the left release latch. Push down until you hear it lock.*
- 2. Reset the paper release lever, the paper bail release lever and the eraser table then close the top cover.*

## SHIPPING INFORMATION

- *The carrier stopper holds the printer stationary during shipping.*
- *Remove the stopper before turning the unit on.*

*When you transport or ship the typewriter to any other places, be sure of the following points.*

- *Position the printer at the far left of the unit.*
  - *Install the carrier stopper to the carrier shaft so that the printer may not move.*
  - *Remove the paper support.*
- To remove the paper support, stand it up straight and pull up.*



*Carrier Stopper*

## TROUBLESHOOTING

<i><b>PROBLEM</b></i>	<i><b>REMEDY</b></i>
1. Character spacing is erratic.	<ul style="list-style-type: none"> <li>● Make sure the "Pitch selector" is set correctly.</li> </ul>
2. Character printout is not clear.	<ul style="list-style-type: none"> <li>● Make sure the ribbon is good.</li> <li>● Make sure the "Pitch Selector" and "Impact Control Selector" are set correctly.</li> </ul>
3. Characters cannot be printed.	<ul style="list-style-type: none"> <li>● Make sure the daisywheel is mounted correctly on the print unit.</li> <li>● Change the ribbon cartridge.</li> </ul>
4. Characters cannot be cancelled.	<ul style="list-style-type: none"> <li>● Make sure the correction tape matches the type of ribbon cartridge being used.</li> <li>● Make sure the correction tape is installed correctly.</li> <li>● Change the correction tape.</li> </ul>

*If the problem persists after performing all of the above checks, call for service.*

## SPECIFICATIONS

<i>Print Element:</i>	Daisywheel; 100 char.
<i>Print Speed:</i>	20 char./sec.
<i>Print Pitch:</i>	10 char./inch 12 char./inch 15 char./inch
<i>Line Spacing:</i>	Proportional Spacing
<i>Paper Width:</i>	1, 1 1/2, 2 and 3 lines
<i>Writing Line:</i>	15.5 inches Max.
<i>Ribbon Cassette:</i>	13.2 inches Max. Correctable Carbon Ribbon (Black, Blue, Brown) Non Correctable Single Strike Carbon Ribbon (Black) Multi-Strike Ribbon (Black) Fabric Ribbon (Black)
<i>Correcting Tape:</i>	Lift Off Tape Cover Up Tape
<i>Keyboard:</i>	Alpha/Numeric Key: 45 keys Function Key: 27 keys 500 Char. Max. 25K to 57K
<i>Correction Memory:</i>	3 formats + Current
<i>Phrase/Text Memory:</i>	AC 120V ( $\pm 10\%$ ), 60 Hz 91w
<i>Line Format Memory:</i>	Lithium Battery (5 years)
<i>Power Requirements:</i>	-4°F~140°F (-20°C~60°C) temperature, 10%~90% humidity
<i>Power Consumption:</i>	50°F~104°F (10°C~40°C) temperature, 20%~80% humidity
<i>Memory Protection:</i>	23 1/2 (W) $\times$ 17 7/8 (D) $\times$ 7 7/8 (H) in. (596 $\times$ 455 $\times$ 200 mm) (typewriter)
<i>Storage Environment:</i>	12 1/3 (W) $\times$ 13 1/2 (D) $\times$ 12 1/12 (H) in. (screen)
<i>Operating Environment:</i>	Approx. 32.6 lbs. (14.8 kg) (typewriter)
<i>Dimension:</i>	Approx. 13.9 lbs. (6.7 kg) (screen)
<i>Weight:</i>	

Specifications subject to change without notice.

## ***OPTIONS***

<b><i>KX-EI2</i></b>	<i>Serial Communications Interface</i>
<b><i>KX-E31</i></b>	<i>Micro-Floppy Disk Unit (3.5")</i>
<b><i>KX-E45</i></b>	<i>SpellScan®</i>
<b><i>KX-E52</i></b>	<i>32K Memory Upgrade</i>
<b><i>KX-E71</i></b>	<i>Parallel Interface</i>
<b><i>KX-EK4</i></b>	<i>Arm for CRT</i>
<b><i>KX-EK5</i></b>	<i>Swivel Base for CRT</i>

*SpellScan® is a registered trademark of Panasonic Industrial Company, Division of Matsushita Electric Corporation of America.*

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