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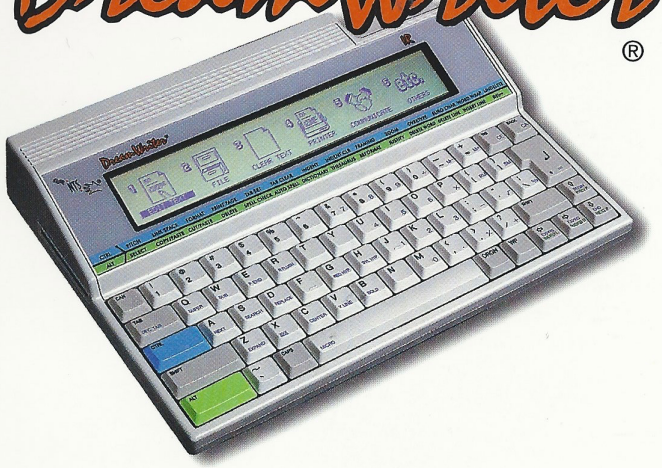
Instruction Manual

PCHS

DreamWriter®



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WORD PROCESSOR
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NTS Computer Systems Ltd
11720 Stewart Cres. # 10
Maple Ridge, BC Canada V2X 9E7
Telephone: (604) 465-1040
Fax: (604) 465-3323
Email: nts@nts.dreamwriter.com
Web Site: http://nts.dreamwriter.com

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For USA Only

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

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

FCC Warning:

- Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
- Use a shielded interface cable.

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PREPARATION

Unpacking

Before using your DreamWriter, please remove the following packing materials.

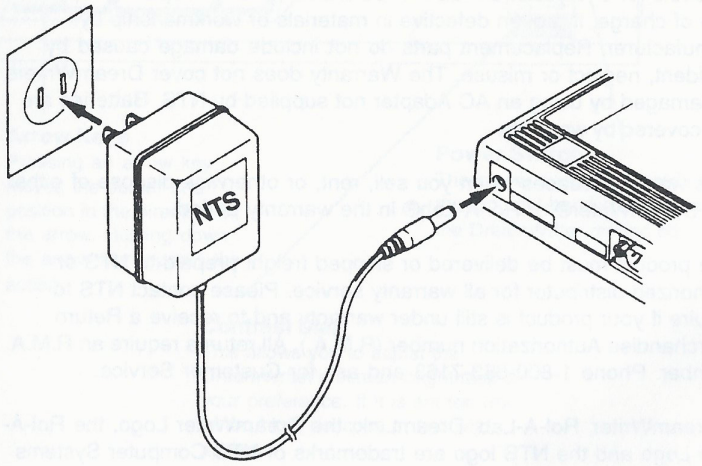
1. Carefully remove the protective film from the faceplate.

2. The DreamWriter is equipped with internal rechargeable NiCad batteries. If you should require new batteries, please contact NTS to order as these are specifically designed for the DreamWriter.

3. It is recommended for the first 3 uses to "drain" the battery completely by using the DreamWriter until the battery indicator is displayed and then recharging via the AC adapter for 4 hours or overnight. This will condition the battery to full life especially if the DreamWriter has been stored for a long period between uses.

4. If you prefer to use the DreamWriter with the AC power adapter, plug the adapter into the DreamWriter, then plug the other end into a wall outlet.

Warning: *Use only the NTS AC adapter provided with the DreamWriter. Other adapters can cause severe damage which is not covered by the warranty. Also, always turn off the DreamWriter prior to plugging in the adapter.*



Rules for Safe Operation

1. Make sure you are using the proper voltage/frequency as stated on the AC adapter.

2. This is a highly sophisticated mechanism. Never attempt to repair it yourself. If repair becomes necessary, call the NTS Customer Service Department at 1-800-663-7163 or contact the distributor you purchased the DreamWriter from for authorized service repairs.

3. Never insert a metal object such as a screwdriver, paper clip, nail file, etc., into the unit. This could cause damage to the machine and/or electrical shock.

4. Never turn off the power or remove the card memory during the store memory operations.

5. Always power OFF unit before connecting to another device i.e. printer, PC, or connecting the AC adapter.

NTS WARRANTY

NTS Computer Systems Ltd. offers a limited one year warranty on all products for one year from date of purchase. NTS will repair or replace, free of charge, if proven defective in materials or workmanship by manufacturer. Replacement parts do not include damage caused by accident, neglect or misuse. The Warranty does not cover DreamWriters ® damaged by using an AC Adapter not supplied by NTS. Batteries are not covered by warranty.

This warranty ceases when you sell, rent, or otherwise dispose of either the DreamWriter® or Rol-A-Lab® in the warranty period.

The product must be delivered or shipped freight prepaid to NTS or authorized distributor for all warranty service. Please contact NTS to inquire if your product is still under warranty and to receive a Return Merchandise Authorization number (R.M.A.). All returns require an R.M.A. number. Phone 1-800-663-7163 and ask for Customer Service.

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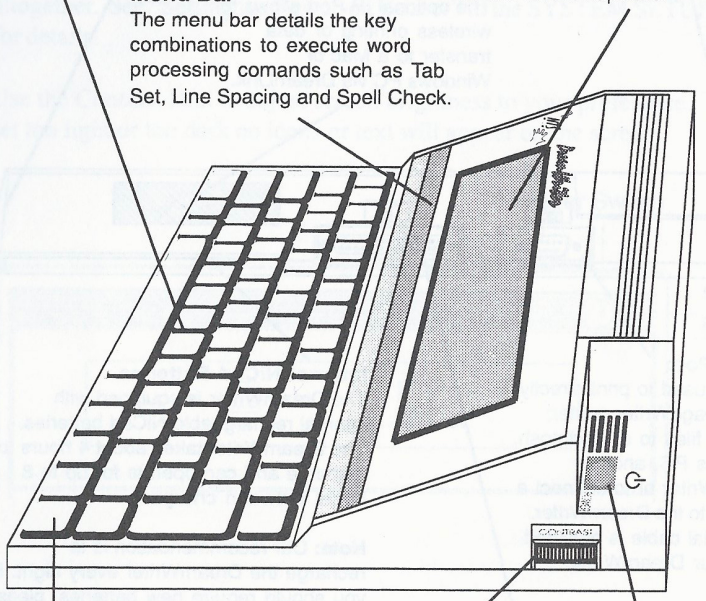
Keyboard
The DreamWriter has a full size standard keyboard. Key and color coding that corresponds to the Menu Bar make it easy to use.

Display Screen
The screen displays a maximum of 80 characters x 8 lines at one time. You can scroll to view or edit longer documents. The two legs located on the back of the DreamWriter can be extended to tilt the screen upward.

Menu Bar
The menu bar details the key combinations to execute word processing comands such as Tab Set, Line Spacing and Spell Check.



Arrow Keys
Pressing an arrow key moves the cursor one position in the direction of the arrow. Holding down the arrow key repeats the action.

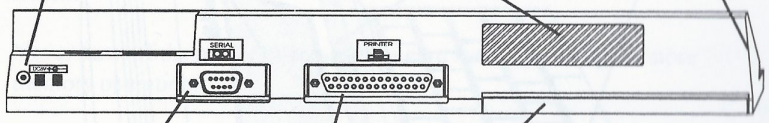
Power Switch
The power switch is located on the top right-hand corner. It turns the DreamWriter on and off.

Contrast Dial
This allows you to adjust the DreamWriter's screen brightness to your preference. If it is set too low or too high, no icons or text will appear.

AC Adapter Socket
Plugging the AC adapter jack into this socket will power the DreamWriter and recharge the NiCad batteries. The batteries can be fully recharged within a 4 hour period, even while you continue to use the DreamWriter.

PCMCIA Slot
By inserting a PCMCIA Type 1 memory card a user can store up to an additional 512 pages of text.

Optional IR (Infrared) Port
The optional IR Port allows for wireless printing or data transfer to a Mac or Windows PC via DreamLink.



Serial Port
Can be used to print directly to an ImageWriter printer; transfer files to a Macintosh, Windows PC, another DreamWriter or to connect a modem to the DreamWriter. The serial cable is provided with your DreamWriter.

Internal NiCad Batteries
The DreamWriter is equipped with internal rechargeable NiCad batteries. The DreamWriter takes about 4 hours to recharge and can operate for up to 8 hours between charges.

Note: Our recommendation is to recharge the DreamWriter every night. If you should require new batteries, please contact NTS to order as these are specially designed for the DreamWriter.

Parallel Printer Port
This is used to print directly to any IBM compatible (parallel) printer. Use a standard Centronics printer cable to connect the DreamWriter to a parallel printer.

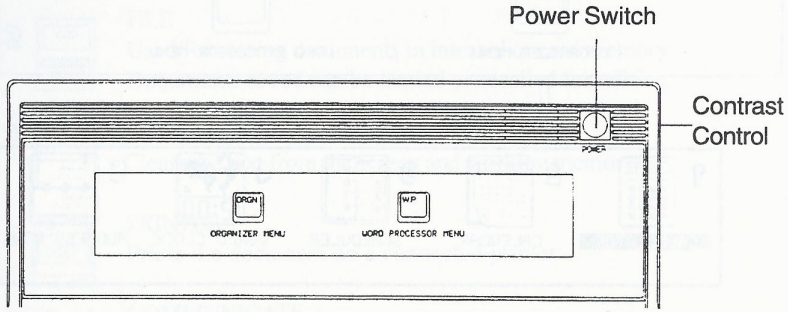
GETTING STARTED

Power Switch

Contrast Control and Power-On:

Push the power switch located at the DreamWriter's upper right corner. The DreamWriter beeps, then characters appear on the DreamWriter's screen. If you like, you can change the sound of the power-on beep, or turn it off altogether. See "Setting the Power-on Buzzer" in the SYSTEM SETUP Section for details.

Use the Contrast Dial to adjust screen brightness to your preference. If it is set too light or too dark no icons or text will appear on the screen.

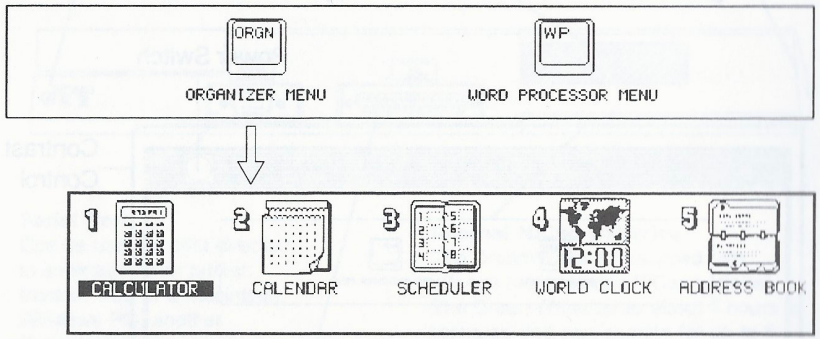


When the power is turned on for the first time, a copyright notice appears momentarily, followed by the initial screen. This screen is for selecting between the DreamWriter's ORGANIZER and WORD PROCESSOR menus.

Menu Schematics

When you press the ORGN key, the ORGANIZER menu appears, allowing you to use the Organizer functions. If you press the WP key, the WORD PROCESSOR menu appears.

You can switch between the two menus at any time by pressing the ORGN or WP key.



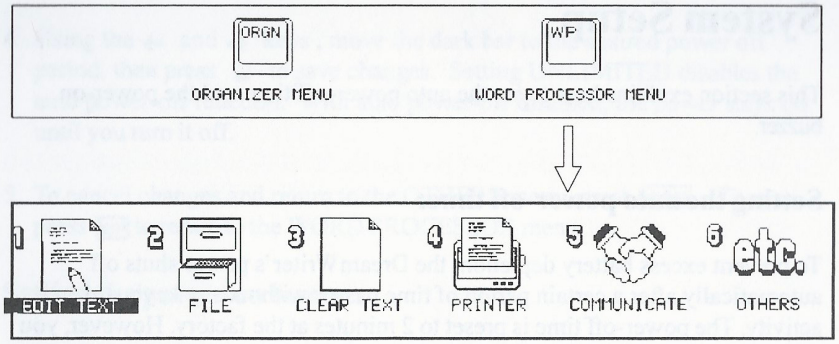
1 CALCULATOR
Allows the use of the DreamWriter as a calculator.

2 CALENDAR
Displays a calendar.

3 SCHEDULER
Allows creation and maintenance of a personal schedule.

4 WORLD CLOCK
Displays the time in different parts of the world.

5 ADDRESS BOOK
Allows the creation and maintenance of a list of addresses and telephone numbers.



1 EDIT TEXT
Used for the input and editing of text.

2 FILE
Used for storing documents in internal or card memory.
Documents saved can be copied or recalled for editing.

3 CLEAR TEXT
Clears the text from the screen and working memory.

4 PRINTER
Prints the document on a connected printer.

5 COMMUNICATE
Allows documents to be sent to or received via modem.

6 OTHERS
Used for setting up the system defaults.

Selecting Functions from the Menus:

There are two ways in which the selection of menu items after the initial Organizer Menu/Word Processor Menu can be made.

1. Items can be selected by pressing the corresponding number of the item from the keyboard. The DreamWriter goes directly to the menu.

2. Items can also be selected by using the arrow keys (↑ ↓ → ←) to highlight the title of the menu icon and then pressing the enter key (↵).

System Setup

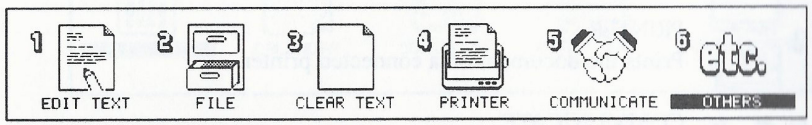
This section explains how to set the auto power-off time and the power-on buzzer.

Setting the auto power-off time:

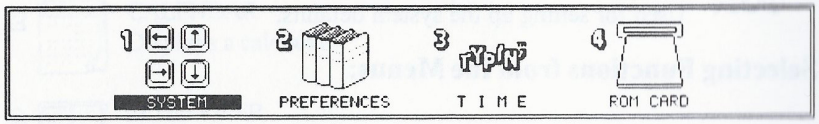
To prevent excess battery depletion, the DreamWriter's power shuts off automatically after a certain period of time passes without any keyboard activity. The power-off time is preset to 2 minutes at the factory. However, you can change the setting to a longer period (3, 5, 10, 15, or 20 minutes) or unlimited.

> ***Note:*** *You do not need to worry about losing any work in the event that the power shuts off. The DreamWriter's auto-resume function saves your text and restores the screen to the state it was in at the time the power shut off.*

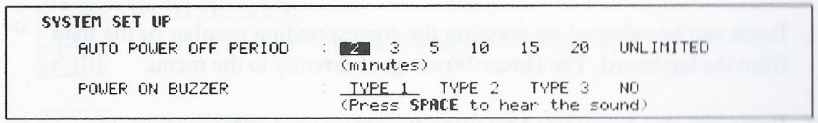
1. Press the [WP] key, and the Word Processor menu appears.



2. Press the [6] key to select OTHERS. The OTHERS menu appears as shown below.



3. Press the [1] key to select SYSTEM. The SYSTEM SET UP menu appears.



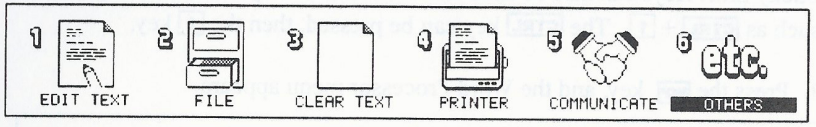
4. Using the ← and → keys , move the dark bar to the desired power off period, then press ↵ to save changes. Setting UNLIMITED disables the auto power-off function. With auto power-off disabled, the power stays on until you turn it off.

5. To cancel changes and return to the OTHERS menu, press [CAN]. Then press [WP] to return to the WORD PROCESSOR menu.

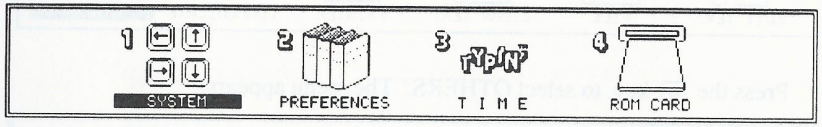
Setting the power-on buzzer:

You can change the sound of the power-on buzzer, or turn the buzzer off.

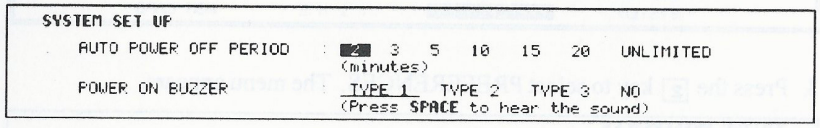
1. Press the [WP] key, and the Word Processor menu appears.



2. Press the [6] key to select OTHERS. The Others menu appears.



3. Press the [1] key to select SYSTEM. The System Setup menu appears.

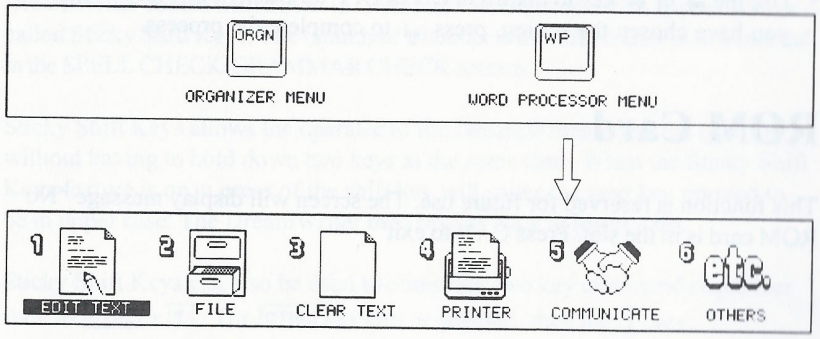


4. Press the ↓ key to move the dark bar to the POWER ON BUZZER field. Then select the desired power-on buzzer setting by using the ← and → keys, then press ↵ to save changes. Setting "No" disables the power-on buzzer.

5. To cancel and return to the OTHERS menu, press [CAN]. Then press [WP] to return to the WORD PROCESSOR menu.

WORD PROCESSING

When you press the WP key, the WORD PROCESSOR menu appears allowing you to type and print documents.



1 EDIT TEXT
Used for the input and editing of text.

2 FILE
Used for storing documents in internal or card memory. Documents saved can be copied or recalled for editing.

3 CLEAR TEXT
Clears the text from the screen and working memory.

4 PRINTER
Prints the document on a connected printer.

5 COMMUNICATE
Allows documents to be sent to or received via modem.

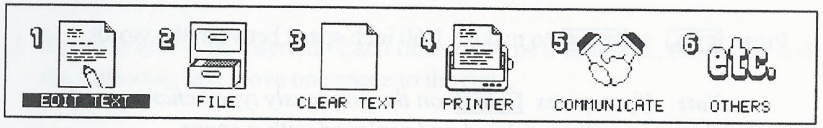
6 etc. OTHERS
Used for setting up the system defaults.

Basic Operations

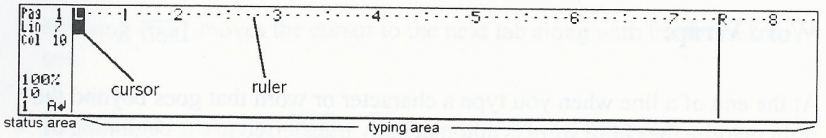
Entering text:

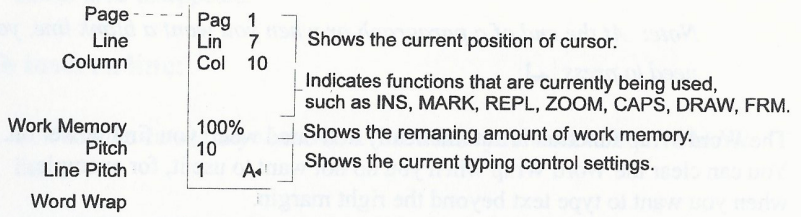
1. Press WP to show the Word Processor menu.

   Pressing WP always invites you to the Word Processor menu, even when you are in the Organizer functions such as calculator or world clock.



2. Press 1 to select EDIT TEXT. The Edit Text screen appears.





Note: *Press WP at any time to return to the Word Processor menu.*

Work memory is the temporary memory on the display for your text creating or editing. When you want your file to be saved for future use, see "Storing Text as a File" in the FILE MANAGEMENT Section.

3. Type the text. Each character that you type appears on the display and the cursor (black rectangle) moves to the next position. As the cursor moves, the numbers in the column counter and line counter change to show the current cursor position. The cursor on the ruler (ruler cursor) moves left and right along with the cursor to show you the column number of the current cursor position.

   Press [SPACE] to make a space between the words. The cursor moves one space to the right. Press and hold this key to make more spaces.

   Press [CTRL] + [SPACE] to make a 1/60 inch space between the words.

   Note: If you press [SPACE] on the previously typed character, the character will be deleted and replaced with a space.

Word Wrap:

At the end of a line when you type a character or word that goes beyond the right margin, the entire word is automatically transferred to the beginning of the next line. The cursor moves to the next line. It eliminates the need to press ↵ at the end of each line. This is word wrap.

Note: At the end of a paragraph or when you want a blank line, you need to press ↵.

The Word Wrap function is automatically activated when you first power on. You can clear the Word Wrap when you do not want to use it, for example, when you want to type text beyond the right margin.

Press [CTRL] + [INS] (WORD WRAP) to clear the Word Wrap. The sign A ↵ disappears from the status area.

To reset word wrap, press [CTRL] + [INS] (WORD WRAP) again. The sign A ↵ will display in the status area.

Insert Function

To insert text:

1. Press [INS]. INS is highlighted in the status area.

2. Position the cursor at the position in the document where you want to insert text.

3. Type the text to be inserted. Each time you type a character, the cursor and the following text move one space to the right.

   Pressing ↵ in the middle of a line transfers the last part of that line to the next line. (You can divide a line into two lines.)

   Pressing [TAB] moves the cursor to the next tab along with the following text.

4. Reformat the text using [ALT] + [9] (REFORMAT) if necessary.

5. When you have completed inserting the text, press [INS] again. INS in the status area disappears.

To insert a line:

1. Position the cursor anywhere on a line where you want to insert a blank line.

2. Press [ALT] + [INS] (INSERT LINE). A blank line is inserted. The line at the cursor position and the following lines move down one line. The cursor moves to the left margin on the blank line. Press and hold this key combination to insert more blank lines.

Moving the Cursor

Arrow Keys

To move around in the document you have typed, use the arrow keys alone or in combination with other keys.

← Moves the cursor one space to the left. Press and hold this key to move the cursor continuously to the left. When it reaches the left margin, it moves up to the end of the preceding line.

→ Moves the cursor one space to the right. Press and hold this key to move the cursor continuously to the right until it reaches the right end over column 136.

↑ Moves the cursor up one line. Press and hold this key to move the cursor continuously upward until it reaches the top line.

↓ Moves the cursor down one line. Press and hold this key to move the cursor continuously downward until it reaches the bottom line of your document.

Express Keys or Quick Keys

ALT + ← (WORD L) Moves the cursor to the beginning of the word to the left.

ALT + → (WORD R)) Moves the cursor to the beginning of the word to the right.

ALT + ↑ (PREV P) Moves the cursor to the top of the previous page. If the cursor is in the middle of the page, it first stops at the top of the current page.

ALT + ↓ (NEXT P) Moves the cursor to the top of the next page.

CTRL + ← (EXPRS) Moves the cursor to the left margin. If an indention is set on the line, the cursor first stops at it.

CTRL + → (EXPRS) Moves the cursor to the right margin. If there is text on the line, the cursor first stops at the end of it.

CTRL + ↑ (BEGIN) Moves the cursor to the top of the document.

CTRL + ↓ (END) Moves the cursor to the end of the document.

Colour Coded Keys and Menu Bar

The keys and their corresponding commands are colour coded on the DreamWriter for ease of use. To execute a command sequence such as CENTER, hold down the blue CTRL key and press the C key (which has Center written on it in blue). Holding down the green ALT key and pressing the ← key (which has Word L written on it in green) will move the cursor one word to the left.

The menu bar along the bottom of the display's faceplate also works in the same manner. For example, holding down CTRL and pressing the 1 key, executes the PITCH command while holding down the ALT key and pressing the 1 key executes the SELECT command.

Correcting Text

To correct an incorrect character:

1. Position the cursor on the incorrect character.

2. Type the correct character. The incorrect character is replaced with the correct one. The cursor moves to the next character.

   OR

   Press SPACE. The character is replaced with a space. The cursor moves to the next character.

   Note: *While using the insert function (INS will be displayed in the status window), you cannot correct a character by overwriting it. The INS function inserts text at the cursor position. You can toggle the INSERT function by pressing the INS key. When INSERT is on, INS appears in the status window.*

Deleting Text

To delete a character to the left of the cursor:

1. Position the cursor to the immediate right of the character to be deleted.

2. Press BACK. The cursor and the following text move one space to the left deleting the selected character. Press and hold this key to delete more characters to the left of the cursor. When you delete all the characters back to the left margin, the cursor moves up to the end of the preceding line and deletion continues.

To delete at the cursor position:

1. Position the cursor on the character to be deleted.

2. Press ALT + BACK (DEL ←). The character is deleted and the following text moves to the cursor position. Press and hold down this key combination to delete more characters to the right of the cursor.

To delete a word:

1. Position the cursor at any point in a word or on a space immediately following the word.

2. Press ALT + − (DELETE WORD). The word is deleted. The cursor and the following text move to the left. Press and hold this key to delete more words to the left of the cursor.

To delete a line:

1. Position the cursor anywhere in the line to be deleted.

2. Press ALT + = (DELETE LINE). The line is deleted. The following lines move up one line. Press and hold this key combination to delete more lines at and below the cursor position.

To retrieve accidentally deleted text (Undelete function):

If you mistakenly delete a character, word, line, or text block, do not move the cursor. Press CTRL + BACK (UNDELETE) and the undelete function restores the deleted text to its original position.

If you move the cursor before you realize that you accidentally deleted text, position the cursor at the point where the text was deleted. Then press CTRL + BACK (UNDELETE) to retrieve the deleted text.

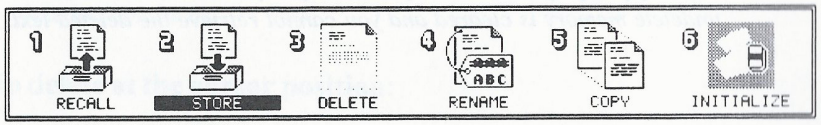
> ***Note:*** *If you perform another function after you deleted the text, the undelete memory is cleared and you cannot retrieve the deleted text.*

Save File

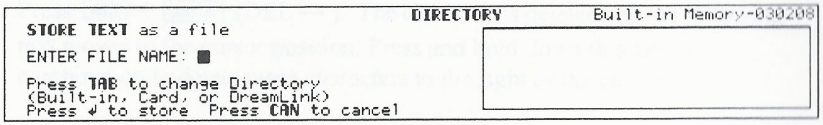
After you create a document, store it as a file to the store memory for future use. This way you can have a copy of your document, including its format, even after you clear it from the work memory. Later you can recall the document for more editing or printing.

1. Press [WP] to display the Word Processor menu.

2. Press [2] to select the file menu. The File menu appears.



3. Press [2] to select STORE. The Store Text screen appears.



4. Type the file name. The name can contain up to 8 characters.
   A space and characters * and ? cannot be used in the file name.

5. Press ↵ to begin storing the file.
   When storing is completed, the screen returns to the File menu.

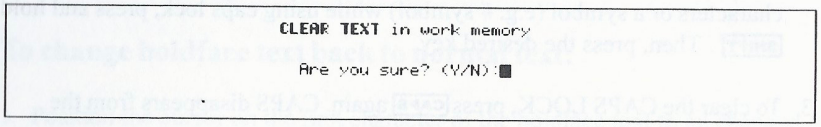
> ***Note**: For more instructions on file operation such as recalling files and renaming files, see the FILE MANAGEMENT Section.*

Close File - Clearing Working Memory

Before you start entering new text, clear the text from the work memory.

1. Press [WP] to display the Word Processor menu.

2. Press [3] to select CLEAR TEXT. The Clear Text screen appears and asks if you really want to clear the text from the work memory.



3. Press [Y] to clear the text from the work memory. The screen returns to the Word Processor menu.

   All settings return to the preset settings. All functions except the spelling check are cleared automatically.

   Press [N] to prevent clearing the text in the work memory.

> ***Note:** It is convenient for you to store a frequently-used page format to the store memory and recall it for the new text after you clear the text from the work memory. See "Storing a Page Layout Template" in the FILE MANAGEMENT Section.*

TEXT FORMATTING

Caps Lock

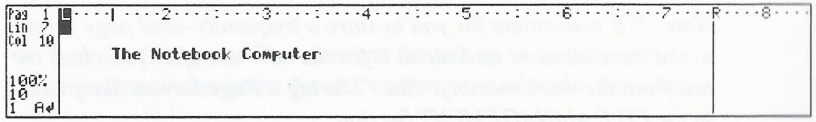
This function enables you to type upper-case characters.

1. Press [CAPS] . CAPS is highlighted in the status area.
2. Type the text. Each alphabetical character (letter) appears in upper case. Numbers and symbols appear as usual. To type any lower-case alphabetic characters or a symbol (e.g. # symbol) while using caps lock, press and hold [SHIFT] . Then, press the desired key.
3. To clear the CAPS LOCK, press [CAPS] again. CAPS disappears from the status area.

Boldface Characters

The bold function makes words stand out from the rest of the text. Use this function to emphasize titles, highlight information, and so on.

Example:



To boldface characters:

1. Press [CTRL] + [B] (BOLD). The pitch setting in the status area turns into boldface characters. (**10, 12,** or **PS.**)
2. Type the text. Each character appears on the screen as a boldface character.
3. Press [CTRL] + [B] (BOLD) again to terminate the boldface typing. Pressing ➡ , ⬆ , ⬇ , or [CTRL] + ↵ (←) also terminates the bold typing.

To boldface previously typed characters:

1. Position the cursor on the first character to be changed.
2. Clear the insert function when it has been activated.
3. Press [CTRL] + [B] (BOLD). The character at the cursor position changes to a boldface character. Press and hold this key combination to change more characters to the right of the cursor.

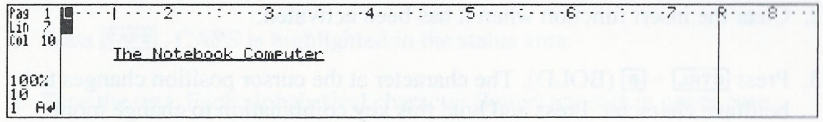
To change boldface text back to normal text:

1. Position the cursor on the first character of the boldface text to be changed. When you move the cursor to boldface text, the pitch setting in the status area automatically appears in boldface type.
2. Clear the insert function when it has been activated.
3. Press [CTRL] + [B] (BOLD). The boldface character at the cursor position returns to normal type. Press and hold this key combination to change more characters to the right of the cursor.

> ***Note:*** *You can use the Select function to change the selected range of text into boldface characters, and vice versa. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Underlining

Example



To underline as you type text:

1. Press CTRL + X (XXX). The "_" (underline) appears in the status area below the pitch setting (10, 12 or PS.)
2. Type the text. Each character appears on the display with an underline.
3. Press CTRL + X (XXX) again to terminate the underlining. Press →, ↑, ↓ or CTRL + ↵ (←) also terminates the underlining.

To add an underline after you type text:

1. Position the cursor on the first character or space to be underlined.
2. Clear the insert function when it has been activated.
3. Press CTRL + X (XXX). The character or space at the cursor position is underlined. Press and hold this combination to underline more characters to the right of the cursor.

To erase an underline:

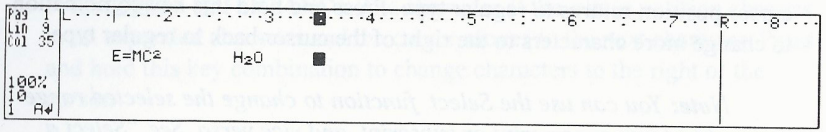
1. Position the cursor on the first character or space where you want to erase the underline. When you move the cursor to underlined text, the "_" (underline) automatically appears under the pitch setting in the status area.
2. Clear the insert function when it has been activated.
3. Press CTRL + X (XXX). The underline at the cursor position is erased. Press and hold this key combination to erase more underlines to the right of the cursor.

Note: *You can use the Select function to add or erase underlines on the selected range of text. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Superscript/Subscript

The superscript/subscript function lets you type text that includes superscript or subscript characters, such as H_2O or $E=MC^2$. Each character appears to be squeezed into the upper half of the line when you select superscript or into the lower half of the line when you select subscript.

Example:



To type superscript or subscript characters:

1. Press CTRL + Q (SUPER) to type superscript characters. The ↑ mark appears in the status area beside the pitch setting (10↑, 12↑ or PS↑).

   OR

   Press CTRL + W (SUB) to type subscript characters. The ↓ mark appears in the status area beside the pitch setting (10↓, 12↓ or PS↓.)
2. Type the text.
3. Press either CTRL + Q (SUPER) or CTRL + W (SUB) to terminate the superscript/subscript function. The ↑ or ↓ mark in the status area disappears. Pressing →, ↑, ↓ or CTRL + ↵ (←) also terminates this function.

To change typed text into superscript or subscript:

1. Position the cursor on the first character to be changed.
2. Clear the insert function when it has been activated.

3. Press CTRL + Q (SUPER) for superscript or CTRL + W (SUB) for subscript. The character at the cursor position changes to a superscript or subscript. Press and hold this key combination to change more characters to the right of the cursor.

To change superscript or subscript characters to regular text:

1. Position the cursor on the first character of the superscript or subscript text that you want to change. When you move the cursor to superscript or subscript text, the ↑ or ↓ mark automatically appears in the status area.

2. Clear the insert function when it has been activated.

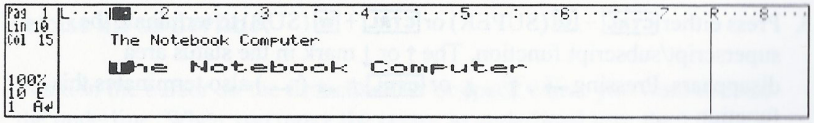
3. Press either CTRL + Q (SUPER) or CTRL + W (SUB). The character at the cursor position returns to regular type. Press and hold this key combination to change more characters to the right of the cursor back to regular type.

> ***Note:*** *You can use the Select function to change the selected range of text into superscript or subscript, and vice versa. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Expanded Text

This function makes characters expand horizontally.

Example:



To select expanded type:

1. Press CTRL + Z (EXPAND) at the position where you want to begin the expanded typing. An E appears in the status area beside the pitch setting (10 E, 12 E or PS E.)

2. Type the text. Each character appears on the screen as an expanded character.

3. To terminate the expanded typing, press CTRL + Z (EXPAND) again. Pressing →, ↑, ↓ **OR** CTRL + ↵ (←) also terminates this function.

To change typed text into expanded characters:

1. Position the cursor at the first character in the text that you want to change to the expanded characters.

2. Clear the insert function when it has been activated.

3. Press CTRL + Z (EXPAND). The character at the cursor position changes to an expanded character and the cursor moves to the next character. Press and hold this key combination to change characters to the right of the cursor.

4. Press ALT + 9 (REFORMAT) to fit the text between the margins, if the line expands beyond the right margin.

To change the expanded text back to regular type:

1. Position the cursor on the first character of the expanded text to be changed back to regular type. When you move the cursor to the expanded text, an E automatically appears in the status area.

2. Clear the insert function when it has been activated.

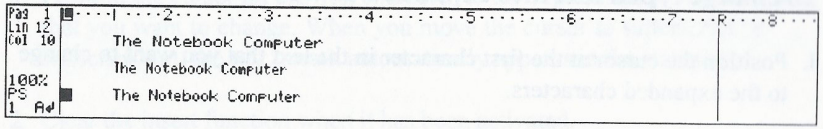
3. Press CTRL + Z (EXPAND). The expanded character at the cursor position returns to regular type and the cursor moves to the next character. Press and hold this key combination to change characters to the right of the cursor.

> ***Note:*** *You can use the Select function to change the selected range of text into expanded characters, and vice versa. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Character Pitch

This setting determines the character pitch - 10 characters per inch (pica), 12 characters per inch (elite), or proportional spacing (PS). Characters appear on the display in the selected pitch.

Example:



To change character pitch before you type:

1. Press CTRL + 1 (PITCH). Each time you press this key combination, the pitch shown in the status area changes in following order: 10→ 12→ PS→ 10. Select the setting you want.

2. Continue typing. The characters appear on the screen in the new character pitch. The position where you press CTRL + 1 (PITCH) is memorized as a pitch switching point.

To change the character pitch of text after you type it:

1. Position the cursor at the first character in the text where you want to change the character pitch.
   When you move the cursor on the existing text, the pitch setting of text at the cursor position automatically appears in the status area.

2. Press CTRL + 1 (PITCH). The character pitch of the text from the cursor position to the next pitch switching point changes.

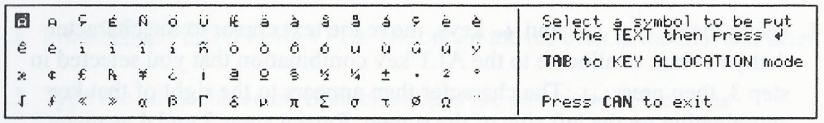
   ***Note:** You can use the Select function to change the pitch through the selected range of text. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Euro Characters

Euro characters are accented characters used in many European languages. Your DreamWriter provides 64 such characters for use with such languages.

Selecting Euro characters from a list:

1. With the cursor located at the point where you want to type the Euro character press CTRL + = (EURO CHAR). The Euro character selection screen appears.



2. Using the ↑ , ↓ , → and ← keys, move the cursor in the list to the character that you want to use.

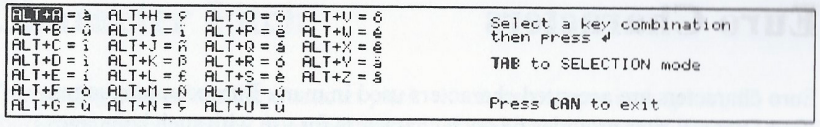
3. Press the ↵ key to place the selected character in the document text.

Using key allocation:

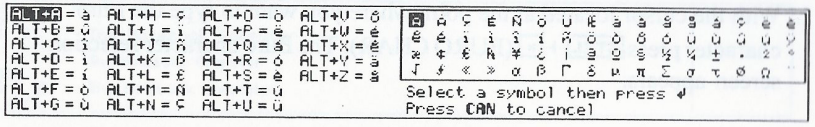
As an alternative to the Euro character selection list, you can input Euro characters directly from the keyboard by pressing the ALT key in combination with letter keys from A to Z. You can also change how the characters are allocated to the ALT key combinations in whatever manner best suits your typing needs. Change the allocations as follows.

1. Press CTRL + = (EURO CHAR) to display the Euro character selection screen.

2. Switch to the key allocation mode by pressing the TAB key. The screen shows the characters that are allocated to keys from ALT + A to ALT + Z. You can change these allocations as desired.



3. Using the ↑ , ↓ , → and ← keys, move the dark bar in the list to the key combination whose allocation you want to change, then press ↵. The 64 Euro characters then appear in a window at the right side of the screen.



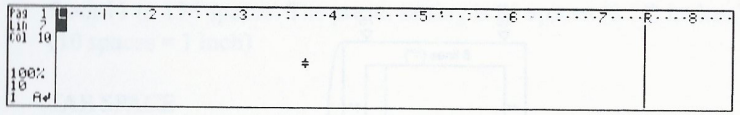
4. Using the ↑ , ↓ , → and ← keys, move the text cursor to the character that you want to allocate to the ALT key combination that you selected in step 3, then press ↵. The character then appears to the right of that key combination on the left side of the screen. Repeat steps 3 and 4 as many times as necessary to allocate other characters.

5. Press the CAN key to return to the Edit Text screen. Now you type the allocated characters using the ALT key combinations.

Overtype Characters

This function combines characters to form another symbol.

Example:



1. Type one character.

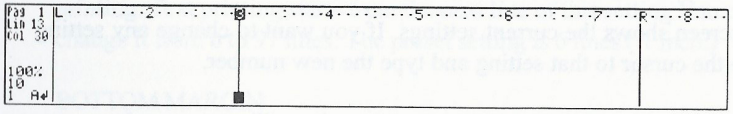
2. Press CTRL + ⊟ (OVERTYPE). The cursor moves back to the first character.

3. Type the other character. Both characters are combined at the same position.

Vertical line

You can easily type a long vertical line when single line spacing is selected.

Example:



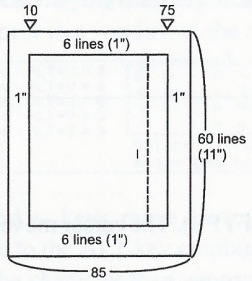
1. Position the cursor at the point where you want to start a vertical line.

2. Press CTRL + V (V LINE). A short vertical line appears. The cursor moves one line below the vertical line. Press and hold this key combination to extend the vertical line downward. If the line spacing is set to 1 1/2 or 2 it becomes a broken line.

TEXT LAYOUT

Page Format

When you first turn on the power or when you clear the text in the work memory, preset page format settings are used.



1. Press CTRL + 3 (FORMAT) in the Edit Text screen. The Format Setting screen appears.

```
FORMAT SETTING

                          Left Margin   :010    Paper Length   :066 Lines
Position cursor           Right Margin  :075    Top Margin     :006 Lines
   and enter number       Paper Width   :085    Bottom Margin  :006 Lines
                          Tab Space     :000                   (1"=6 Lines)
Press ↵ to finish
Press CAN to cancel
```

2. The screen shows the current settings. If you want to change any setting move the cursor to that setting and type the new number.

   If you type an invalid number, the former setting will reappear when you move the cursor to the next setting.

   LEFT MARGIN
   This sets the left margin position. You can set it at any point from 0 to 125. The preset setting is set at column 10. (10 spaces = 1 inch)

   RIGHT MARGIN
   This sets the right margin position. You can set it at any point from 10 to 135. The preset setting is set at column 75. (10 spaces = 1 inch)

   ***Note:** The left and right margins should be set apart a minimum of 10 spaces (1 inch.)*

When you change the number of the left margin, the number of the right margin is also changed to match the new setting. To set the right margin separately, set the left margin first, then modify the right margin setting.

PAPER WIDTH
This determines the number of spaces in the paper width. You can change it from 11 to 136 spaces. The preset setting is 85 spaces (8 1/2 inches.) (10 spaces = 1 inch)

TAB SPACE
This determines the number of spaces between each of the constant tabs. You can change it form 3 to 20 spaces. The preset setting is 0. (No constant tabs.) There is a default tab set at 1.

***Note:** When you set the constant tab, the individually set tab will be cleared as will the default tab at 1.*

PAPER LENGTH
This determines the number of lines in the paper length. You can change it from 10 to 99 lines. The preset setting is 66 lines (11 inches). (6 lines = 1 inch)

TOP MARGIN
This determines the number of blank lines at the top of the page for printing. Text printing starts from the next line of this setting You can change it from 0 to 97 lines. The preset setting is 6 lines (1 inch.)

BOTTOM MARGIN
This determines the number of blank lines at the bottom of the page. You can change it from 0 to 97 lines. The preset setting is 6 lines (1 inch.)

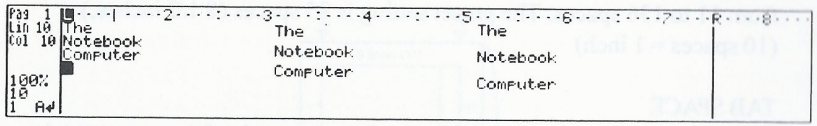
***Note:** The top and bottom margins must be set apart a minimum of 2 lines.*

3. Press ↵ after you have entered all the settings. The new page format appears in the Text screen.

Line Spacing

This setting determines the spacing of the lines.

Example:



To change line spacing before you type:

1. Press CTRL + 2 (LINE SPACE). Each time you press this key combination the line spacing setting shown in the status area changes in the following order: 1→ 11/2→ 2→ 1. Select the setting you want.

2. Continue typing. At the end of each line, the cursor moves down to the next line with the line spacing of the new setting.

   The line where you press CTRL + 2 (LINE SPACE) is memorized as a line where the line spacing will change.

To change line spacing after you type text:

1. Position the cursor on the line where you want to change the line spacing.

2. Press CTRL + 2 (LINE SPACE). The line spacing changes as you specified from the cursor position forward to the next line. It does not change the spacing for any other lines in the document.

   Note: *You can use the Select function to change the line spacing through the selected range of text. See "Select a Text Block" in the TEXT MANIPULATION Section.*

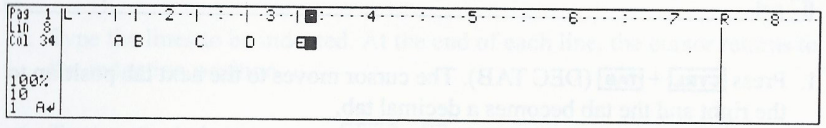
Tabs

You can set tabs as you type in the Edit Text screen.

To set a tab:

1. Position the cursor on the point of the ruler where you want to set a tab.

2. Press CTRL + 5 (TAB SET). A short vertical line I appears on the ruler at that position. A maximum of 16 tabs can be set.



To clear a tab:

1. Position the cursor on or to the left of the tab position.

2. Press CTRL + 6 (TAB CLEAR). The | on the ruler at the tab position disappears .

   If you press and hold this key combination, the tabs to the right of the selected tab position are cleared one at a time.

To use a tab:

1. Press TAB . The cursor moves to the next tab position to the right.

2. Type the text.

To insert a tab in existing text:

1. Position cursor on the point of the ruler where you want to set tabs. Press CTRL + 5 .

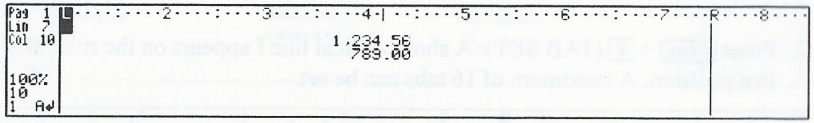
2. Ensure that INS is active.

3. Position the cursor in the text that you want to tab. Press TAB to move the text to the tab position.

Decimal Tab

You can use a tab as a decimal tab to align the numbers with their decimal point.

Example:



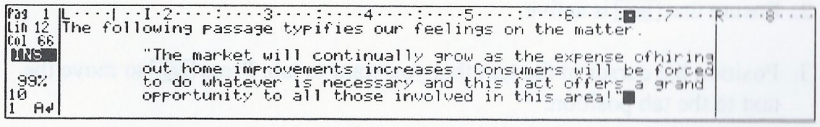
1. Press CTRL + TAB (DEC TAB). The cursor moves to the next tab position to the right and the tab becomes a decimal tab.
2. Type the numbers preceding the decimal point. As you type each number, the previously typed numbers move to the left.
   Press BACK to correct errors.
3. Type a decimal point. It appears on the tab position.
4. Type the numbers following the decimal point.
5. Repeat the same procedure on the following lines.

> ***Note:*** *You can use the decimal tab like a flush-right tab. When typing numbers without a decimal point or when typing words, press* CTRL + TAB *(DEC TAB). The right end of the characters aligns at the tab position.*

Indention

Indention is a temporary left margin to indent several lines, such as a paragraph of direct quotation.

Example:



To set indention before you type:

1. Position the cursor on the point where you want to set an indention.
2. Press ↑ to move the cursor up one line.
3. Press CTRL + 7 (INDENT). **I** appears on the ruler at that position. (The text is not indented on this line).
4. Press ↵. The cursor moves to the indented position on the next line.
5. Type the lines to be indented. At the end of each line, the cursor returns to the indention position.
6. To clear the indention, press CTRL + 8 (INDENT CLR) on the new line. The **I** on the ruler disappears. The cursor automatically moves back to the left margin. The line on which you set or clear the indention is memorized as an indention set/clear line.

To set or change the indention position after you type text:

1. Position the cursor at a selected point in the first line of text you wish to indent.
2. Press ↑ to move the cursor up one line and → to point on ruler indent is to take place.
3. Press CTRL + 7 (INDENT). The following lines, up to the next indention set/clear line, shift to the indention position.
4. Reformat the indented text if necessary by placing the cursor on the text indented and press ALT + 9 (REFORMAT).

To clear the indention after you type text:

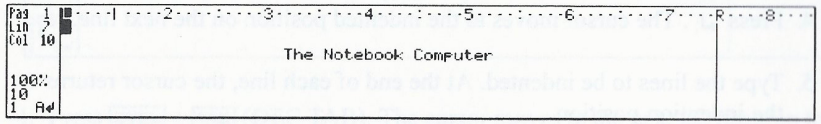
1. Position the cursor anywhere in the first line from which you want to clear the indention.
2. Press CTRL + 8 (INDENT CLR). The lines, up to the next indention set/clear line, shift to the left margin automatically. The **I** on the ruler disappears.

3. Reformat the text if necessary by placing the cursor on the first previously indented line and press ALT + 9 (REFORMAT).

Centering

This function centers the text between the margins.

Example:



1. Type the text to be centered.

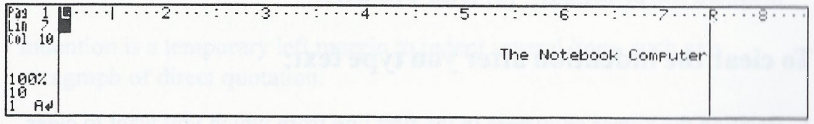
2. Press CTRL + C (CENTER). The text is centered between the left and right margins. If an indention has been set, the line is centered between the indent position and the right margin.

   Note: *You can use the Select function to center several lines at a time. Select the lines to be centered first and press* CTRL + C (CENTER). *See "Select a Text Block" in the TEXT MANIPULATION Section.*

Right Alignment

This function aligns text at the right margin, one line at a time.

Example:



1. Type the text to be aligned at the right margin.

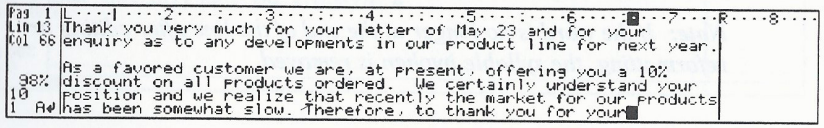
2. Press CTRL + R (R-FLUSH). The text is aligned at the right margin.

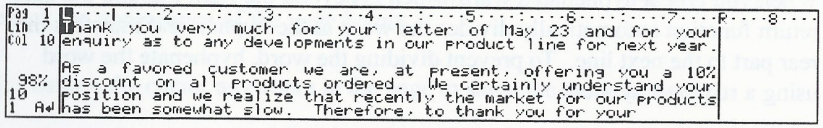
   Note: You can use the Select function to align several lines at the right margin at a time. Select the lines to be aligned at the right margin first and press CTRL + R *(R-FLUSH). See "Select a Text Block" in the TEXT MANIPULATION Section.*

Justification

This function evenly positions the words in a line between the left and right margins.

Example:





1. Position the cursor anywhere on the first line of the paragraph to be justified.

2. Press ALT + 0 (JUSTIFY). The right ends of all lines in the paragraph align at the right margin. The last line in the paragraph is not justified.

   Note*: To unjustify the paragraph, position the cursor on the first line of the paragraph to be unjustified and press* ALT + 9 *(REFORMAT). You can use the Select function to justify a selected range of text. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Hyphenation

Syllable hyphen:

When you type a long word at the end of the line and the auto return function transfers the word to the next line, it makes long blank spaces at the end of the line. To prevent ragged line ends, hyphenate the word using a syllable hyphen.

Press CTRL + H (SYL HYP) at the proper position in the word to divide it. Nothing appears at this time. When you type the remainder of the word and it extends beyond the right margin, a syllable hyphen " ⌴ " appears and the remainder moves to the next line.

> ***Note:*** *If the word is no longer at the end of the line after editing or reformatting, the syllable hyphen is removed.*

Required hyphen:

When you type a hyphenated word which is beyond the right margin, the auto return function automatically divides the word at the hyphen and transfers the rear part to the next line. To prevent dividing the word, hyphenate the word using a required hyphen.

Press CTRL + G (REQ HYP) at the hyphen position. A required hyphen "¬" appears.

When you type the remainder of the word and it extends beyond the right margin, the whole word moves to the next line.

Page End

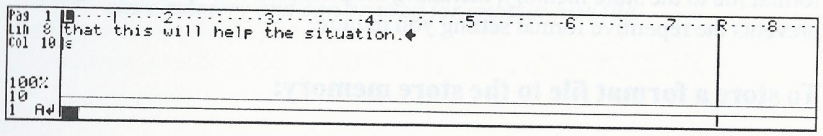
When you want to set a page break before you reach the bottom of the page (for example at the end of a chapter) use this function to end a page.

1. Position the cursor at the point in the text where you want the page to end.

2. Press CTRL + E (P END). A highlighted E appears at the cursor position. Then, the cursor automatically moves to the top of the next page.

3. Press ALT + BACK (DEL →) to remove the E .

Example:



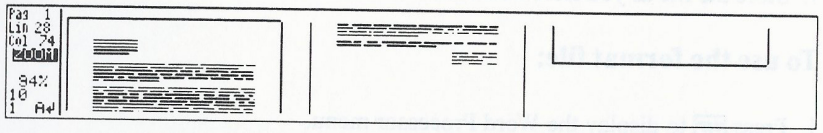
Zoom Image

This function shows you the text layout of a page in a zoom image. It lets you check the appearance of the page layout.

1. Position the cursor anywhere in the page to show the zoom image.

2. Press CTRL + 0 (ZOOM). ZOOM is highlighted in the status area. The zoom image of the page appears on the display, divided into several sections.

Example:



3. Press ALT + ↓ (NEXT P) to view the next page in the zoom image. Press ALT + ↑ (PREV P) to view the previous page in the zoom image.

4. Press [CAN] to return to normal screen viewing.

> ***Note**: When the page size is too long or too wide to display the zoom image all at one time, you can see it in two steps. After the first zoom image appears, press any key. The second half of the page appears, divided into two sections. Press any key to return to the first zoom* image.

Storing a Page Layout Template

You can store the frequently-used page format (the settings of right margin, left margin, paper width, paper length, top margin, and bottom margin) as a format file to the store memory, including the pitch and line space settings. It prevents the repetitive format setting you require.

To store a format file to the store memory:

1. Clear the text in the work memory. (Press [3] in the Word Processor menu).
2. Press [1] to display the Edit Text screen.
3. Press [CTRL] + [3] (FORMAT) and set the page format you require.
4. Set the pitch and line space settings you require.
5. Press [WP] to go back to the Word Processor menu.
6. Press [2] twice to display the Store Text screen. Check if your desired store memory is selected; built-in memory or card memory.
7. Store the file as you store a text file.

To use the format file:

1. Press [WP] to display the Word Processor menu.
2. Press [2] then [1]. The Recall File screen appears. Recall the format file as you recall a text file.

If there is text in the work memory, the message appears to ask if you want to clear the present text before recalling. Press ↵ to clear the text in the work memory and recall the file.

> ***Note:** You cannot recall the format file if there is text in the work memory. Be sure to clear the text in the work memory before recalling the format file.*

The Edit Text screen appears. The page format and the settings of pitch and line spacing has been automatically changed to the recalled one.

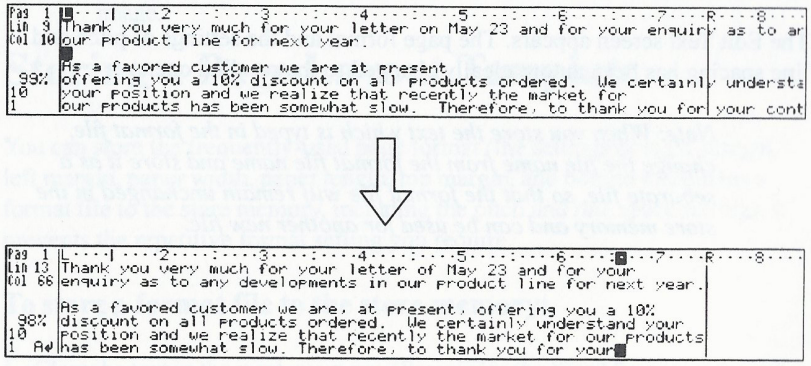
> ***Note:** When you store the text which is typed in the format file, change the file name from the format file name and store it as a separate file, so that the format file will remain unchanged in the store memory and can be used for another new file.*

TEXT MANIPULATION

Reformatting Text

The text may look ragged after you edit it. Reformat the text to fit it between the margins.

Example:



1. Position the cursor anywhere in the first line of the paragraph to be reformatted.

2. Press ALT + 9 (REFORMAT). The text in the paragraph is reformatted between the left and right margins. The cursor moves to the top of the next paragraph.

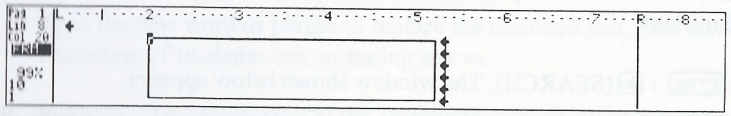
   A line which has been set to be indented is reformatted between the indent position and the right margin.

   Note: *You can use the Select function to reformat a selected range of text. See "Select a Text Block" in the TEXT MANIPULATION Section.*

Framing

This function allows you to make frames by drawing vertical and horizontal lines.

Example:



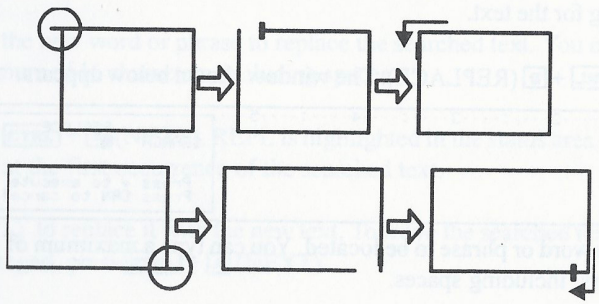
1. Press CTRL + 9 (FRAMING). FRM is highlighted in the status area, and the cursor on the screen changes from " ■ " to " ▮ ".

2. Hold down CTRL and any of the cursor keys (←, →, ↑, or ⇑). The cursor moves, and lines appear on the screen in the direction of cursor movement. The left and right cursor keys create horizontal lines, and the up and down cursor keys create vertical lines.

3. To delete a line, hold down ALT and retrace the line with ←, →, ↑, or ⇑. To move the cursor without drawing or erasing lines, press the cursor keys by themselves.

4. To end framing operation, press any key other than the cursor keys, CTRL and ALT.

   Note: *If a horizontal or vertical line projects out from a corner, you can mend the corner as follows. (This mending method can be used on any corner.)*
   a) Delete the excess line using ALT + cursor keys.
   b) Move the cursor to a horizontal or vertical line near the corner.
   c) Retrace the corner using CTRL + cursor keys.

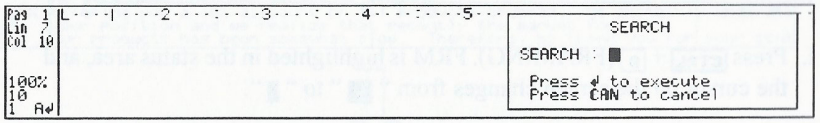


Search and Replace

To search for a word:

1. Position the cursor at the point in the document where you want to start searching text.

2. Press CTRL + S (SEARCH). The window shown below appears.



3. Type the word or phrase to be located. You can type a maximum of 16 characters, including spaces.

4. Press ↵ . The cursor stops at the first occurrence of the word or phrase. The window disappears.

5. If necessary, make any corrections in the text.

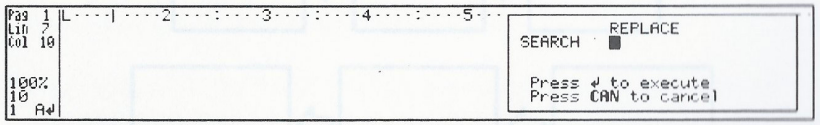
6. Press CTRL + A (NEXT) to search for the next occurrence of the word or phrase.

Note: The specified word or phrase to be searched for remains until you type another. You can search for this word or phrase as many times as you want by pressing CTRL + A *(NEXT).*

To replace all occurrences of a word:

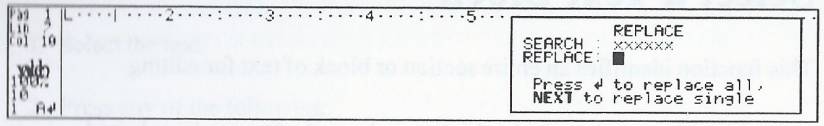
1. Position the cursor at the point in the document where you want to start searching for the text.

2. Press CTRL + D (REPLACE). The window shown below appears.



3. Type the word or phrase to be located. You can type a maximum of 16 characters, including spaces.

4. Press ↵ . The window changes as shown



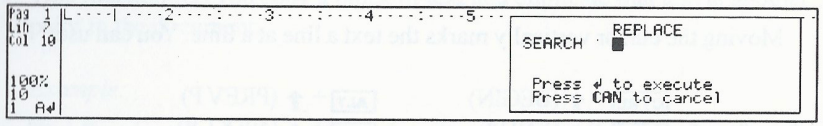
5. Type the new word or phrase to replace the searched text. You can type a maximum of 16 characters, including spaces.

6. Press ↵ . All occurrences of the searched text are replaced with the new text.

To search and replace one word at a time:

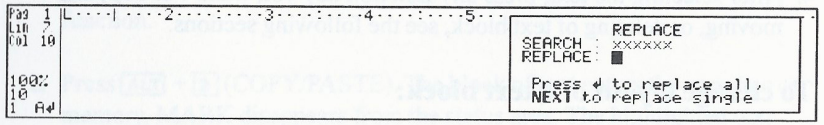
1. Position the cursor at the point in the document where you want to start searching for the text.

2. Press CTRL + D (REPLACE). The window shown below appears.



3. Type the word or phrase to be located. You can type a maximum of 16 characters, including spaces.

4. Press ↵ . The window changes as shown below.



5. Type the new word or phrase to replace the searched text. You can type a maximum of 16 characters, including spaces.

6. Press CTRL + A (NEXT). REPL is highlighted in the status area. The cursor stops at the first occurrence of the searched text.

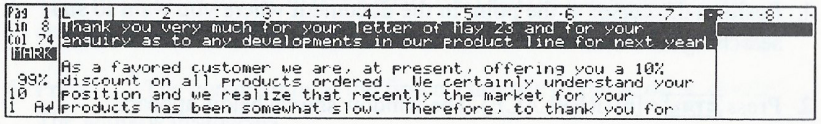
7. Press ↵ to replace it with the new text. To leave the searched text unchanged, press CTRL + A (NEXT).

Select a Text Block

This function identifies an entire section or block of text for editing.

1. Position the cursor at the beginning or the end of text to be selected.
2. Press ALT + 1 (SELECT). MARK is highlighted in the status area.
3. Move the cursor to the other end of the text that you want to block. Each character between the two cursor positions is highlighted to show that it has been selected.

Example:



Moving the cursor vertically marks the text a line at a time. You can use:

CTRL + ↑ (BEGIN)
CTRL + ↓ (END)
ALT + ↑ (PREV P)
ALT + ↓ (NEXT P)

to quickly select the text. Move the cursor in the opposite direction to deselect the text or press ALT + 1 (SELECT) again to cancel the selection.

4. After selecting the text, press any function key you want. For copying, moving, or deleting of text block, see the following sections.

To change layout of a text block:

1. Select the text.
2. Press

CTRL + C (CENTER)
ALT + 9 (REFORMAT)
CTRL + R (R FLUSH)
ALT + 0 (JUSTIFY)

Selected text will be changed according to the function you designated.

To change format of a text block:

1. Select the text.
2. Press any of the following:

CTRL + X (XXX)
CTRL + Q (SUPER)
CTRL + Z (EXPAND)
CTRL + 2 (LINE SPACE)
CTRL + B (BOLD)
CTRL + W (SUB)
CTRL + 1 (PITCH)

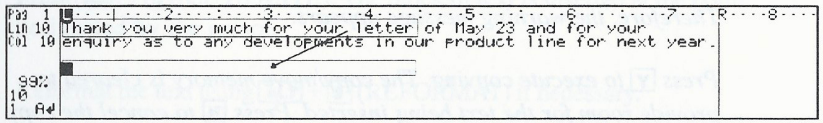
Selected text will be changed according to the function you designated.

3. Press ALT + 1 (SELECT) again to clear the selection.

Copy/Paste a Text Block

This function lets you copy a block of text and duplicate that text at another point in the document.

Example:

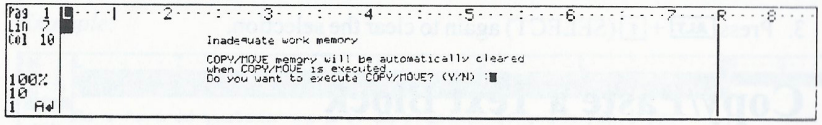


1. Select the text that you want to copy, as described in the Select a text block function.
2. Press ALT + 2 (COPY/PASTE). The block of text enters the copy/move memory. MARK disappears from the status area. The highlighted text returns to normal.
3. Position the cursor at the point in the document where you want to insert the block of text.
4. Press ALT + 2 (COPY/PASTE) The block of text is inserted at the point designated by the cursor.
5. Reformat the text using ALT + 9 (REFORMAT) if necessary.

Note: You can copy the selected text in more than one location by pressing [ALT] + [2] (COPY/PASTE) because the text in the copy/move memory stays there until you copy or move another section of text (or clear the work memory).

***Note:** When the remaining memory is too small to store the selected text, the message "Inadequate COPY/MOVE" memory appears and the copy function is cancelled*

If the remaining work memory is sufficient to store the selected text, but not enough to insert or copy it, the following message appears.



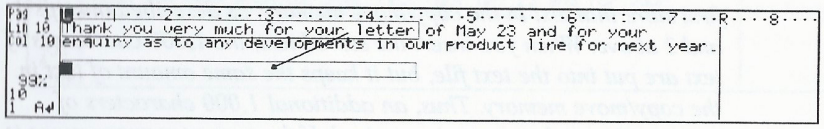
For example, if space for 1,000 characters remains in the work memory and you store 700 characters of text in the copy/move memory, the remaining 300 characters of space available in the work memory is not enough to insert 700 characters of text. Therefore, the warning message appears.

Press [Y] to execute copying. The copy/move memory is cleared to provide room for the text being inserted. Press [N] to cancel the copy function. The contents of the copy/move memory are not deleted.

Cut/Paste a Text Block

This function removes a selected block of text from one location and inserts it at another point in the document designated by the cursor.

Example:



1. Select the text you want to move, as described in the Select a text block function.

2. Press [ALT] + [3] (CUT/PASTE). The selected text is removed from its original position and enters the copy/move memory. MARK disappears from the status area.

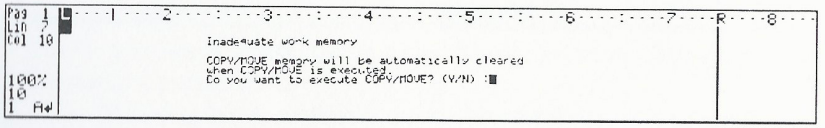
3. Position the cursor at the point in the document where you want to insert the block of text.

4. Press [ALT] + [3] (CUT/PASTE). The block of text is inserted at the point designated by the cursor.

5. Reformat the text using [ALT] + [9] (REFORMAT) if necessary.

Note: You can insert the selected text in more than one location by pressing [ALT] + [3] (CUT/PASTE) because the text in the copy/move memory stays there until you copy or move another section of text (or clear the work memory) .

Note: When the remaining work memory is not enough to insert the text stored in the copy/move memory, the following message appears:



At first, you might think that this message is a mistake - all you want to do is move text from one place to another, so there should be no change in the amount of the work memory space used. However, please remember that the contents of the copy/move memory are retained, even after you insert the text.

For example, if you want to move 1,000 characters of text, you must first store that text in the copy/move memory, as described in steps 1 and 2 above. When you insert the stored text, the 1,000 characters of text are put into the text file, but it keeps the same amount of text in the copy/move memory. Thus, an additional 1,000 characters of space in the work memory is required. If the current memory space is less than 1,000 characters, the warning message appears.

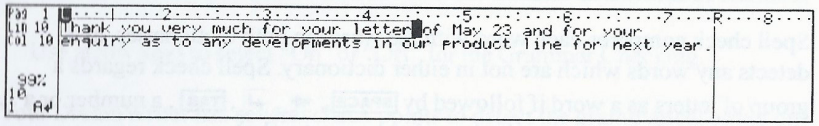
Press [Y] *to execute moving. The copy/move memory is cleared to provide room for the text being inserted.*

Press [N] *to cancel the move function. The contents of the copy/move memory are not deleted.*

Delete a Text Block

This function deletes a selected block of text.

Example:



1. Select the text that you want to delete, as described in the Select a text block function.

2. Press [ALT] + [4] ((DELETE). The selected text disappears. MARK disappears from the status area.

3. Reformat the text using [ALT] + [9] (REFORMAT) if necessary.

> ***Note:*** *You can retrieve the last deleted text block by pressing* [CTRL] + [BACK] *(UNDELETE) before any other operation.*

TOOLS

How Spell Check Works

This DreamWriter is equipped with two dictionaries for spell check, a 77,000 word main dictionary and a 300 word user dictionary. You can store any special words, terms or names in the user dictionary.

Spell check compares each word with the words in both dictionaries, and detects any words which are not in either dictionary. Spell check regards a group of letters as a word if followed by SPACE, →, ↵, TAB, a number or a non-letter symbol (except a single period or apostrophe).

Spell check detects proper nouns that are not capitalized. For example, chicago, london, washington.

Spell check detects abbreviations which do not end with a period. For example "Mr".

SPELL CHECK is used to check the spelling in a document after it has been typed.

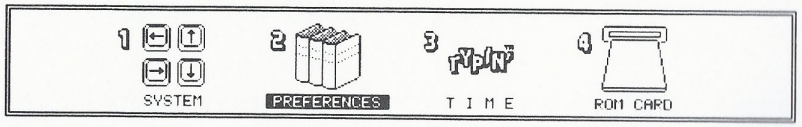
AUTO SPELL is used to check the spelling in a document while it is being typed. When a word is misspelled, the DreamWriter beeps to indicate a mistake.

How Grammar Check Works

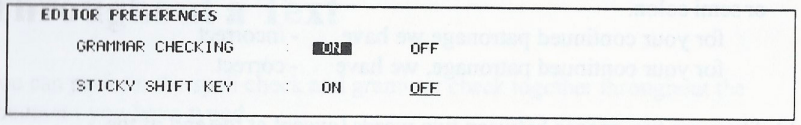
Turning the Grammar Checking on and off does not affect the Spell Check.

1. Press the WP key, and the Word Processor menu appears.

2. Press the 6 key to select OTHERS. The Others screen appears.



3. Press the 2 key to select PREFERENCES. The Editor Preferences screen appears.



Use arrow keys to select "On" or "Off" for the Grammar Checking.

Your DreamWriter has several check points to detect the grammatical errors on spacing, capitalization, and punctuation throughout your document. When an error is found, the message tells you which type of error you made.

Beginning error?
There is an invalid symbol at the beginning of the sentence. Delete the incorrect character.

)Thank you very much for your letter - incorrect
Thank you very much for your letter - correct

Capitalization error?
The first character of sentence is not capitalized. Change the first character to a capital letter.

we are not standing still - incorrect
We are not standing still - correct

Double word?
The same word is typed twice in a row. Delete either one.

in our product line line for - incorrect
in our product line for - correct

Punctuation error?
There is unreasonable usage of successive punctuation marks. Delete the unnecessary punctuation or change the incorrect punctuation mark.

We wait for your reply.! - incorrect
We wait for your reply! - correct

Quotation error?
There is unreasonable punctuation after the quotation mark. Delete the unnecessary punctuation.

")Meeting the New Market" - incorrect
"Meeting the New Market" - correct

Spacing error?

a) There is no space after comma or semi colon. Insert a space after the comma or semi colon.

for your continued patronage,we have - incorrect
for your continued patronage, we have - correct

b) There are two spaces between two words (except at the end of the sentence). Remove the extra space.

The market will continually grow - incorrect
The market will continually grow - correct

c) The number of spaces before and after a dash is not correct. Space once both before and after the dash, or do not space both before and after the dash.

It is —as many tools are - incorrect
It is — as many tools are - correct
It is—as many tools are - correct

d) The number of spaces before and after a colon is not correct. Do not space before the colon and space once or more after the colon.

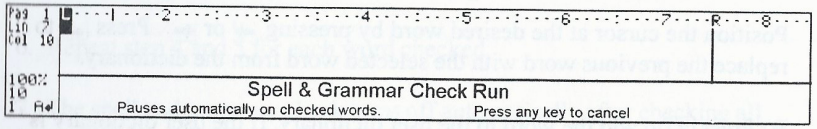
Example :Los Angeles, Tokyo - incorrect
Example: Los Angeles, Tokyo - correct

Spell Check and Grammar Check Throughout a Text

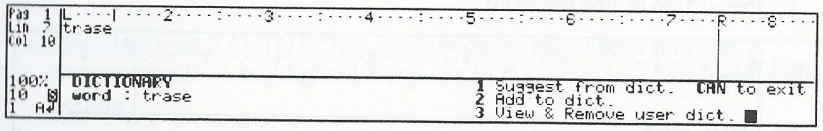
You can perform the spell check and grammar check together throughout the document you have typed.

1. Position the cursor at the point in the text where you want begin the spell and grammar check.

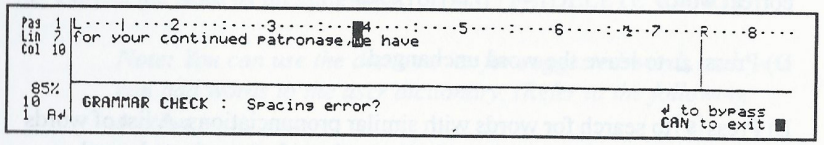
2. Press ALT + 5 (SPELL CHECK) to begin. The window shown below flashes at the bottom of the screen.



3. When it finds a word which is not in either dictionary (main or user dictionary), the cursor pauses at that word. The Spell Check window appears. Proceed to the step 4.

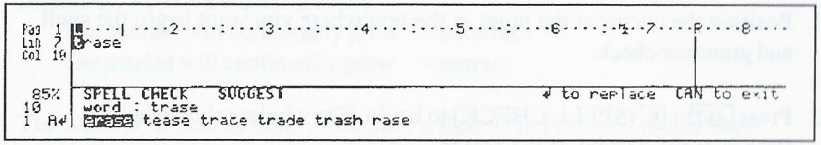


When a grammatical error is found, the cursor pauses at that position. The Grammar Check window appears. Proceed to the step 5.



4. If the Spell Check window appears, you may select one operation from file options on the spell-checked word.

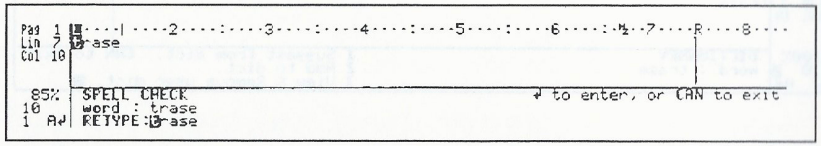
   A) Press [1] for suggested words. The window displays suggested words that are similar in spelling to the checked word. Press ↓ to display more words. The message *NO SUGGESTION* appears for a few seconds when there is no word found.



   Position the cursor at the desired word by pressing → or ← . Press ↵ to replace the previous word with the selected word from the dictionary.

   B) Press [2] to add the word to the user dictionary. If the user dictionary is full, the word with the lowest usage frequency is automatically deleted from the user dictionary to make room for new entries.

   C) Press [3] to retype the word.



   Type the correct word and then press ↵ . The word is replaced with the correct word.

   D) Press ↵ to leave the word unchanged.

   E) Press [9] to search for words with similar pronunciations. A list of words is displayed with pronunciations similar to that of your selected word. Additional words can be displayed by pressing ↓ .

   Position the cursor at the desired word by pressing → or ← . Press ↵ to replace the previous word with the selected word from the dictionary.

   Note: It takes a moment for the list of words to appear on the screen.

5. When the Grammar Check window appears, the message appears in the window to inform you which grammatical error you made. See "How Grammar Check Works".

   To correct the error, first press [CAN] . Press [BACK] to remove unnecessary characters/spaces and add the correct character/space. Then press [ALT] + [5] (SPELL CHECK) again to resume checking, to bypass and leave unchanged press ↵ and resume checking.

6. Repeat step 4 and 5 for each word checked.

7. The spell and grammar check turns off automatically after checking all words to the end of document.

Checking Spelling as You Type a Word

1. Press [ALT] + [6] (AUTO SPELL) to turn on the spell check function. A buzzer sounds. A highlighted S appears in the status area beside the pitch setting.

2. Type text as usual. If you type a word not found in either dictionary a buzzer sounds at the end of that word

3. Correct the word by pressing [BACK] or [ALT] + [−] (DELETE WORD).

   Note: You can use the dictionaries for suggested words and, you can add words to the user dictionary. (Refer to the following section.)

4. To turn off the spell checks press [ALT] + [6] (AUTO SPELL) again. The highlighted S disappears from the status area.

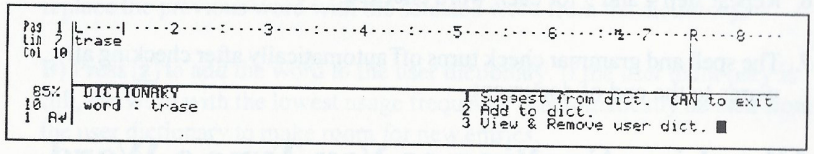
Using the Dictionaries

You can use the dictionaries to display some suggested words as you type. You can add a word to the user dictionary or view and remove the word in the user dictionary.

To display suggested words or to add a word to the user dictionary:

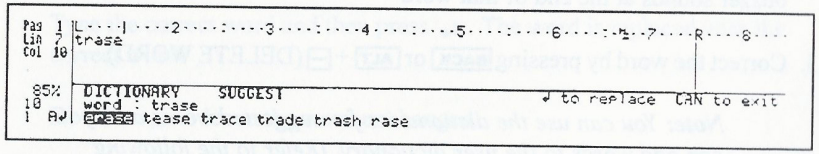
1. Press ALT + 7 (DICTIONARY) while the cursor is positioned on the desired word or the space immediately following the word.

2. The window shown below appears at the bottom of the screen.



3. A) Press 1 for suggested words. The window displays suggested words that are similar in spelling to the word you selected. Press ↓ to display more words.

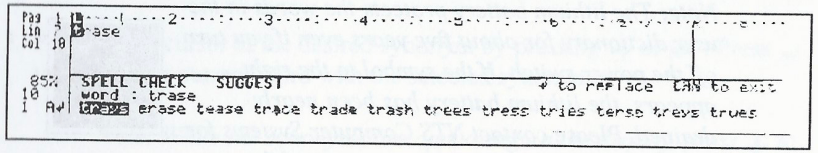
   The message ***NO SUGGESTION*** appears for a few seconds when there is no word found.



   Position the cursor on the desired word by pressing → or ←. Press ↵ to replace the previous word with the selected word from the dictionary.

B) Press 2 to add the word to the user dictionary.
If the user dictionary is full, the word with the lowest usage frequency is automatically deleted from the user dictionary to make room for new entries.

C) Press 9 to search for words with similar pronunciations. A list of words is displayed with pronunciations similar to that of your selected word. Additional words can be displayed by pressing ↓.



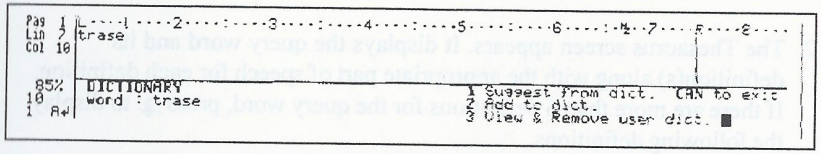
Position the cursor at the desired word by pressing → or ←. Press ↵ to replace the previous word with the selected word from the dictionary.

Note: It takes a moment for the list of words to appear on the screen.

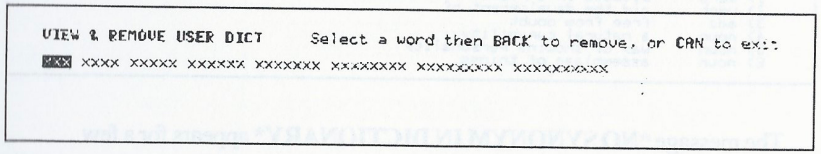
To view and remove the words in the user dictionary:

1. Press ALT + 7 (DICTIONARY) at any position.

2. The window shown below appears at the bottom of the screen.



3. Press 3. The words in the user dictionary appear in alphabetical order.



4. Position the dark bar on the word to be removed by pressing ⇐| , ⇒ , ⇑| or ⇓ .
5. Press BACK to remove a word.
6. Press CAN to exit.

Note: The lithium battery protects the words in the user dictionary for about five years even if you turn off the power switch. If the symbol to the right appears, the lithium battery has been nearly drained. Please contact NTS Computer Systems for assistance before you lose the contents of the user dictionary.

Using the Thesaurus

This function offers you some synonyms for a word along with its definitions. It helps you to find any other words which makes your document more clear or more impressive.

1. Press ALT + 8 (THESAURUS) while the cursor is positioned on the query word, or the space immediately following the word.
2. The Thesaurus screen appears. It displays the query word and its definition(s) along with the appropriate part of speech for each definition. If there are more than 6 definitions for the query word, press ⇓| to display the following definitions.

```
Query Word : set          === THESAURUS ===          ↓ for next screen
                                                Select No. or CAN to exit
  1) verb     situate in a place
  2) verb     aid the development of
  3) adj      free from doubt
  4) noun     a natural capability
  5) noun     way of showing personality
  6) noun     assemblage of things
```

The message ***NO SYNONYM IN DICTIONARY*** appears for a few seconds when there is no synonym of your query word.

3. Select one definition under which you want to see the synonyms and type the number of it.

4. Several synonyms appear under the definition you selected. Other definitions automatically disappear.

```
Query Word : set          === THESAURUS ===          ↵ to replace
                                                CAN to meanings
  1) verb     situate in a place
              establish, fix, lay, place, put, settle, stick
```

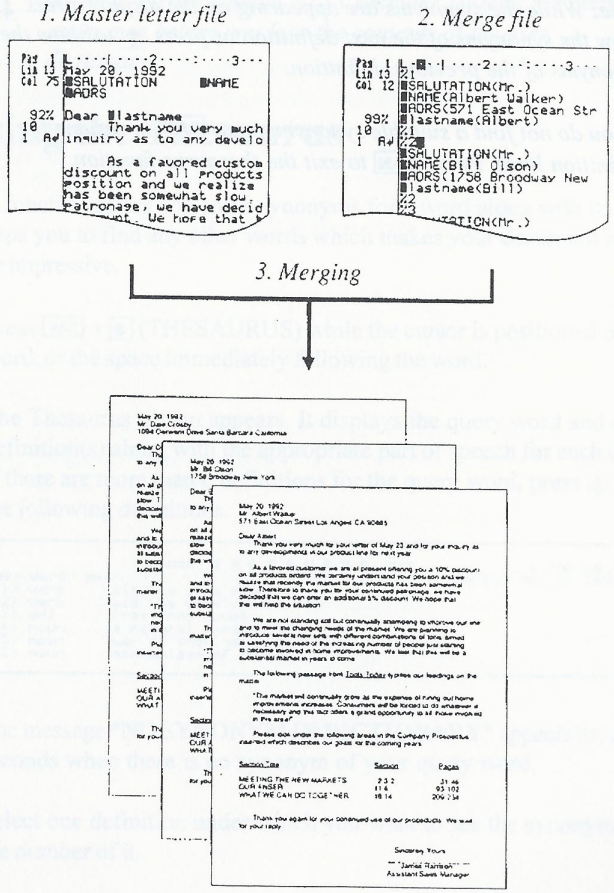
5. Position the cursor at the desired synonym by pressing ⇒| or |⇐ . Press ↵ to replace the current word with the selected synonym.

Note: While the synonyms are appearing on the display, press ⇓ to show the synonyms of the next definition or press ⇑ to show the synonyms of the previous definition.

If you do not find a suitable synonym, press CAN to resume the definition lines. Press CAN to exit the thesaurus function.

Mail Merge Function

When you want to prepare several letters that have the same basic contents but different items such as names and addresses, you can produce such letters by preparing a single master letter file and a merge file of variable items, then merging the two to produce personalized letters at the time of printing. This eliminates the need to type individual letters to each recipient.
Use of the mail merge function is summarized in the diagram below.

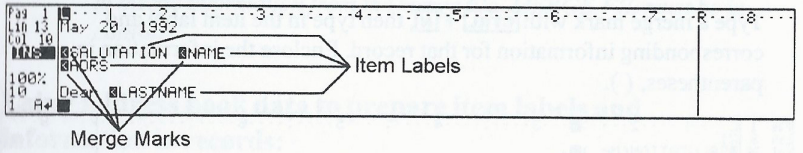


Prepare the master letter file:

1. Press [WP] to display the Word Processor menu.

2. Press [1] to display the Edit Text screen, then type the text of the master letter.

3. While typing the master letter, press [CTRL] + [N] to insert a merge mark ◄ at every point where you want to merge information that varies from letter to letter. Following each merge mark, type in an "Item label". This item label identifies records from which information is inserted when items are merged from the merge file.



***Note:** Only numerals and letters of the alphabet can be used in item labels.*

4. When done typing the letter, return to the File Menu screen and press [2] to store the file.

Prepare the merge file:

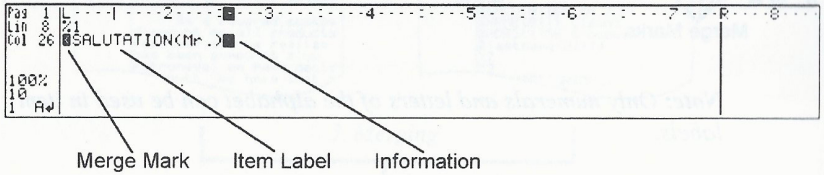
1. Press WP to display the Word Processor menu.

2. Press 1 to display the Edit Text menu.

   Type in all of the item labels used in the master letter and the information that corresponds to the item labels in the form of records in the following way.

   1) Type in the number of the first record as % 1, then press the ↵ key.

   Type a merge mark with CTRL + N, then type in the item label and corresponding information for that record. Enclose the information in parentheses, ( ).

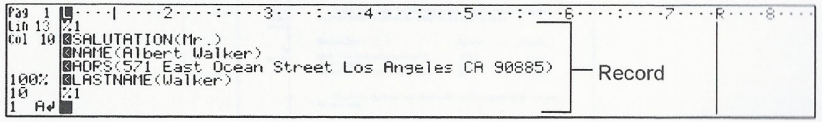


   ***Note:** Be sure to type the item label in exactly the same way as in the master letter.*

   2) In the same manner type all of the other item labels and corresponding information to be used in the first letter.

   ***Note:** It is also possible to automatically input information from an address book into the item labels and information used in records. For details see the next subsection.*

   3) Type the first record number into the line following the last entry then press ↵ . This completes preparation of the first record (the first letter).



3. Repeat step two to prepare the other records.

   The maximum number of records that can be included in the merge file will vary according to the amount of available built-in memory. Each record number should consist of a percent sign, followed by a numeral; i.e., %1, %2, %3, and so forth.

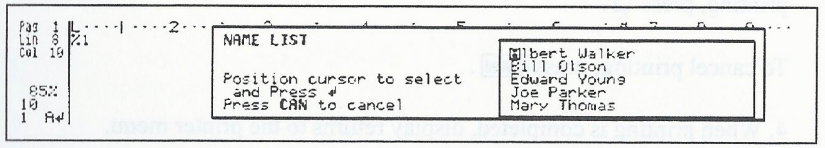
4. Return to the File Menu screen.

   Press the 2 key and input the merge file name as "MERGE.FIL".

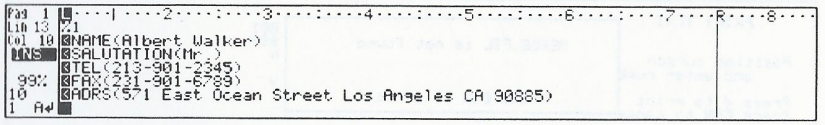
   ***Note:** Unless you specify the file name correctly you will not be able to merge information from the merge file. MERGE.FIL must be in capitals.*

Using address book data to prepare item labels and information in records:

1. From the Edit Text screen type in a record number and press ↵ . Then press CTRL + T to display the Name List screen.



2. Using the ↑ and ↓ keys, move the cursor through the name list to the name of the person whose data you wish to use as merge data, then press ↵.



   All information contained in the selected address book entry, including the name, salutation, telephone and fax numbers, and address, is automatically inserted into the merge file record.

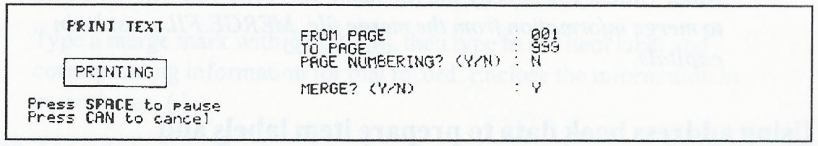
Merge records with the master letter and print:

1. Recall up the master letter file.

2. Return to the Word Processor menu and press the [4] key **OR** using the ← and → keys, move the dark bar to PRINTER and press [↵].

3. Press the [1] key.

   When the Print Text screen appears, make the appropriate settings. For the MERGE setting, select Y (YES) then press the [↵] key.



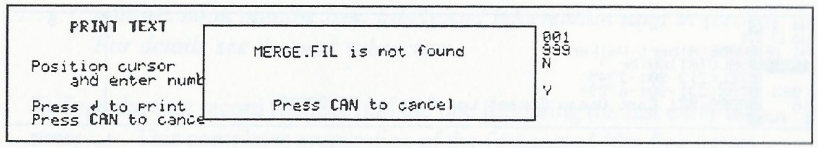
   Begin printing.

   You can stop printing momentarily by pressing the spacebar. To resume printing, press [↵].

   To cancel printing, press [CAN].

4. When printing is completed, display returns to the printer menu.

   ***Note:** If you try to do merge printing without storing a merge file the following error message appears.*



   Press the [CAN] key and return to the PRINT TEXT screen.

If you have printing problems

If you cannot print or results are not as you expected, review the steps of the printing procedure and try again. If you are using serial connection it is particularly important to be sure that the printer's communication settings match those of the DreamWriter.

It is also important to ensure proper signal handshaking between the connectors of the printer and the DreamWriter. Make sure that you are using a cable of the correct type. For details, see the Interface Specifications in the Appendix.

FILE MANAGEMENT

Storage Memory:

As you work with a document, you utilize the DreamWriter's temporary work memory. When it is time to save or store your document, it can be stored as a file. Once saved, these files can be recalled for editing, viewing or printing. Unnecessary files can be deleted.

Permanent Storage Memory

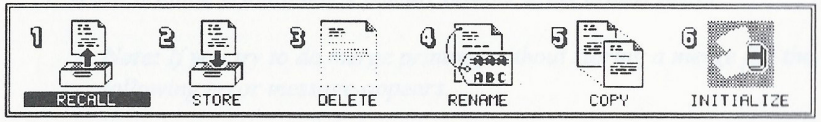
There are three types of storage memory; Built-in memory PCMCIA card memory or to external devices via DreamLink Software. Refer to the Quick Start Guide for instructions on how to use DreamLink.

Built-in Memory:

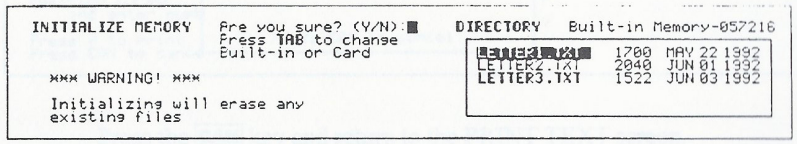
Built-in memory allows you to store files directly on the DreamWriter for future use.

To initialize the built-in memory:

1. Press [WP] to display the Word Processor menu.
2. Press [2] to select FILE. The File menu appears.



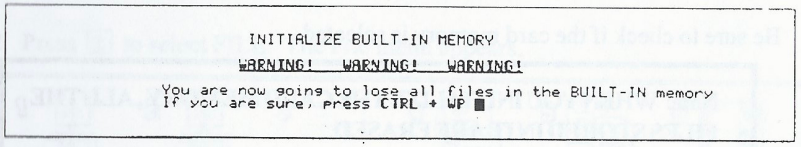
3. Press [6] to select INITIALIZE. The Initialize Memory screen appears.



Be sure to check if the built-in memory is selected.

> **Note: IF YOU INITIALIZE THE BUILT-IN MEMORY, ALL THE FILES IN THE BUILT-IN MEMORY ARE ERASED.**

4. Press [Y].
   If the message appears again make sure you really want to initialize the built-in memory.



5. Press [CTRL] + [WP] to start initializing built-in memory.
   If you press the key other than [CTRL] + [WP] initializing built- in memory is cancelled.

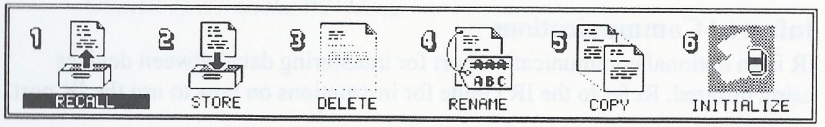
Card memory:

Card memory is optional memory that you can use in the same manner as a computer diskette. When you buy memory cards, be sure to get SRAM cards (PCMCIA Version 1.0) with a capacity of 64 Kbytes to 1 Mbyte (1024 Kbytes). To use card memory, insert the card into the card memory slot located on the left side of the unit.

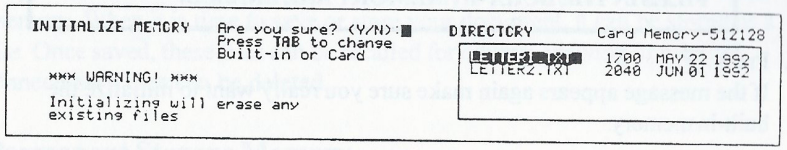
> *Note: Before using a new memory card for the first time make sure that it contains a card battery. Refer to the card's instructions for installing a card battery. After confirming that the battery is present you must initialize the card to prepare it for data storage.*

To initialize the card memory:

1. Press [WP] to display the Word Processor menu.
2. Press [2] to select FILE. The File menu appears.



3. Press [6] to select INITIALIZE. The Initialize Memory screen appears and asks if you really want to initialize the card memory.



Be sure to check if the card memory is selected.

Note: WHEN YOU INITIALIZE THE CARD MEMORY, ALL THE FILES STORED IN IT ARE ERASED.

4. Press [Y] to initialize the card memory.

   Press [N] to cancel.

Card Memory Write Protection

To protect the important text stored on the card memory, set the write protection on the card memory. Follow the instructions provided on the back of the PCMCIA card to set the write protection.

Once you write protect the card memory you cannot store, delete or rename the files in the card memory, nor can you initialize the card memory.

DreamLink Directory

DreamLink® is an optional File Management System from NTS for transfering files to external devices such as a Macintosh or Windows PC. Refer to the Quick Start Guide for instructions on how to use DreamLink.

Infrared Communications

IR is an optional communication port for transfering data between devices using infrared. Refer to the IR Guide for instructions on how to use the IR port.

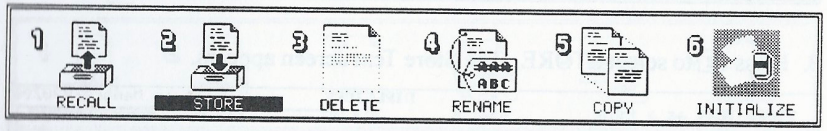
Storing Text as a File

To save the document you are currently working on for future use store it as a file to the store memory.

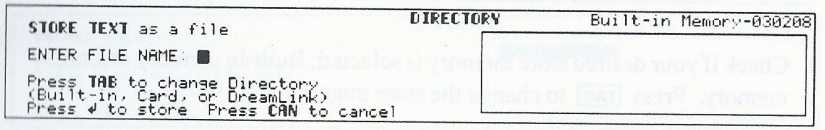
To store a new file:

1. Press [WP] to display the Word Processor menu.

2. Press [2] to select FILE. The File menu appears.



3. Press [2] to select STORE. The Store Text screen appears.



4. Check if your desired store memory is selected; Built-in memory or Card memory. Press [TAB] to change the store memory.

   Note: DreamLink Directory is for communicating with external devices. Refer to the Quick Start Guide for instructions on how to use DreamLink.

5. Type the file name. The name can contain up to 8 characters. Do not use a space, asterisk (*) and question mark (?) in the file name.

6. Press [↵] to begin storing the file.

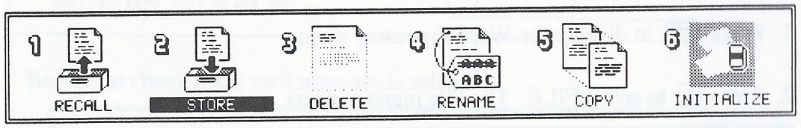
7. When storing is completed the screen returns to the File menu.

   Note: To clear the workspace after storing a file, press [3] to CLEAR TEXT on the WP Menu.

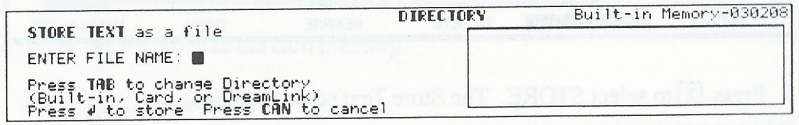
To overwrite a file:

1. Press [1] to recall the file you wish to edit into working memory.

2. Once you have made your changes to the file, press [2] to select FILE. The File menu appears.



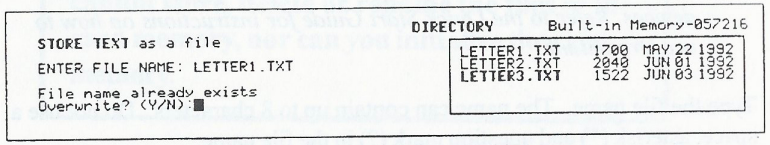
3. Press [2] to select STORE. The Store Text screen appears.



4. Check if your desired store memory is selected; Built-in memory or Card memory. Press [TAB] to change the store memory.

5. The original file name appears beside ENTER FILE NAME:

6. Press [↵]. The message appears to be sure you really want to overwrite the file.



7. If you wish to overwrite the file, press [Y]. When storing is completed the File Menu appears again.

   If you do not wish to overwrite the file, press [N] to cancel overwriting of the file. You are returned to the File Menu. Since your file has not been saved, you should repeat the Store File steps to save it using a new file name.

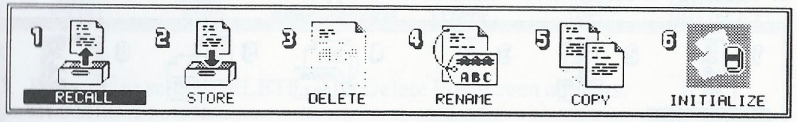
Recalling a File

For editing or printing text stored in the store memory recall the file from the store memory into the work memory.

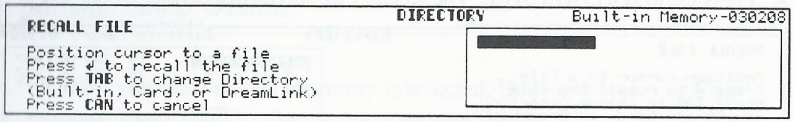
To recall a file from the store memory:

1. Press [WP] to display the Word Processor menu.

2. Press [2] to select FILE. The File menu appears.



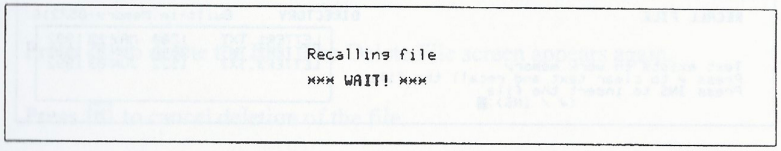
3. Press [1] to select RECALL. The Recall File screen appears.



4. Check if your desired store memory is selected; Built-in memory or Card memory. Press [TAB] to change the store memory.

5. Position the cursor in the directory to the file name to be recalled by pressing [↓] or [↑].

6. Press [↵]. If there is text in the work memory a warning message appears. Press [↵] to clear the present text and recall the file.

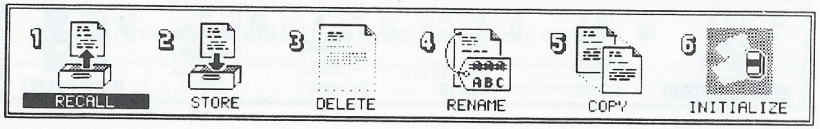


7. When recalling is completed the Edit Text screen with the recalled text appears automatically. The page format of the recalled file is automatically set.

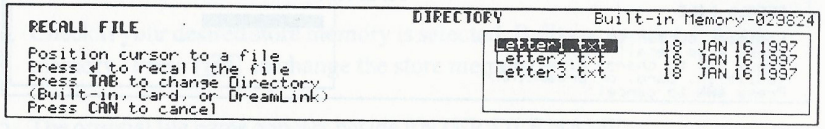
To insert a file:

You can insert a recalled file into any position in the present text in the work memory. It is useful to store a repeated phrase as a separate file and recall it as many times as you want.

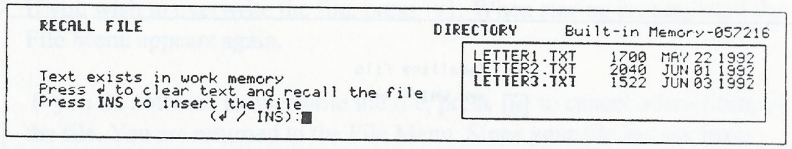
1. Position the cursor at the point in the text where you want to insert the file.
2. Press [WP] to display the Word Processor menu.
3. Press [2] to select FILE. The File menu appears.



4. Press [1] to select RECALL. The Recall File screen appears.



5. Check if your desired store memory is selected; Built-in memory or Card memory. Press [TAB] to change the store memory.
6. Position the cursor in the directory to the file name to be recalled by pressing ↓ or ↑.
7. Press ↵. The message appears to ask if you want to clear the present text before recalling

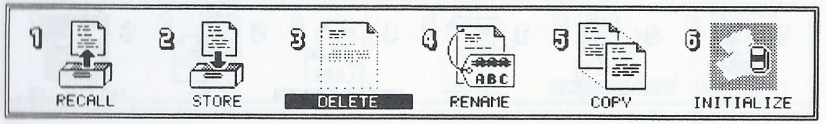


8. Press [INS]. The recalled file is inserted to the last cursor position in the text. Then the Edit Text screen appears with the cursor in the position it was in prior to inserting text. The page format of the recalled file is ignored.

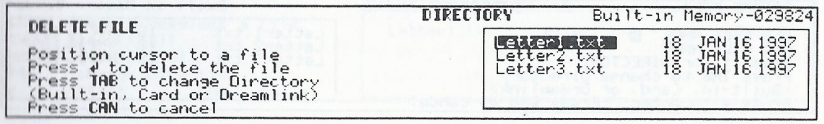
Deleting a File

You can delete an unwanted file from the store memory.

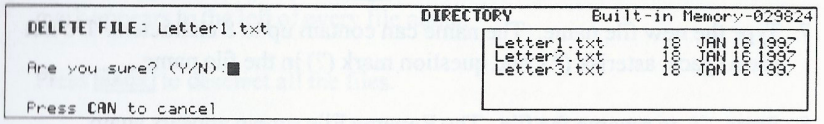
1. Press [WP] to display the Word Processor menu.
2. Press [2] to select FILE. The File menu appears.



3. Press [3] to select DELETE. The Delete File screen appears.



4. Check if your desired store memory is selected; Built-in memory or Card memory. Press [TAB] to change the store memory.
5. Position the cursor in the directory to the file name to be deleted by pressing ↓ or ↑.
6. Press ↵. The selected file name appears beside DELETE FILE. The next message appears to make sure if you really want to delete the file.



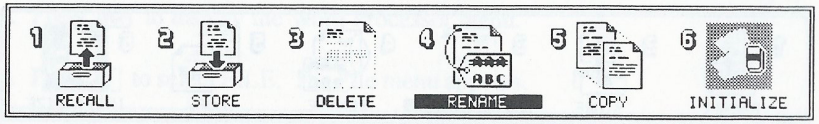
Press [Y] to delete the file. The Delete File screen appears again.

Press [N] to cancel deletion of the file.

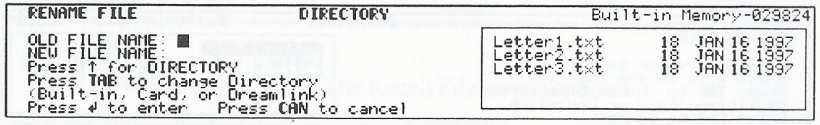
Renaming a File

You can change the name of the file that is stored in the store memory.

1. Press [WP] to display the Word Processor menu.
2. Press [2] to select FILE. The File menu appears.



3. Press [4] to select RENAME. The Rename File screen appears.

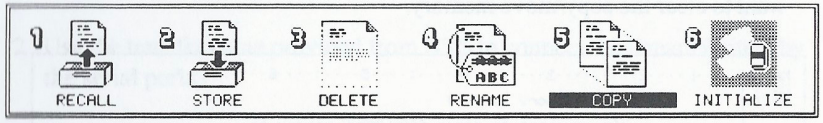


4. Check if the selected store memory is your desired one; Built-in memory or Card memory. Press [TAB] to change the store memory.
5. Type the old file name **OR** press [↑] to move the cursor in the directory. Position the cursor on the file name to be renamed by pressing [↓] and [↑] then press [↵]. The file name appears beside OLD FILE NAME:.
6. Press [↵]. The cursor moves to beside NEW FILE NAME:.
7. Type the new file name. The name can contain up to 8 characters. Do not use a space, asterisk (*), and question mark (?) in the file name.
8. Press [↵] to rename the file. The Rename File screen appears again.

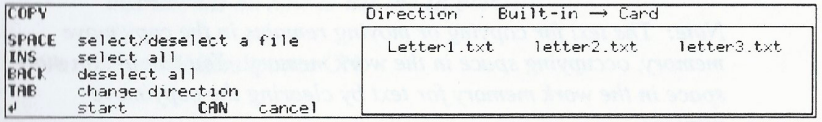
Copying a File

You can copy a file from Built-in memory to Card memory and vice versa.

1. Press [WP] to display the Word Processor menu.
2. Press [2] to select FILE. The File menu appears.



3. Press [5] to select COPY. The Copy screen appears.



4. Check if your desired copy direction is selected. Press [TAB] to change the copy direction.
5. Locate the dark bar on the file name to be copied using [←], [→], [↑] or [↓] then press [SPACE]. An * mark appears to the left of the file name.

   Press [SPACE] again to deselect the file.

   To you copy all the files press [INS]. All files are selected at a time and an * mark appears to the left of every file name.

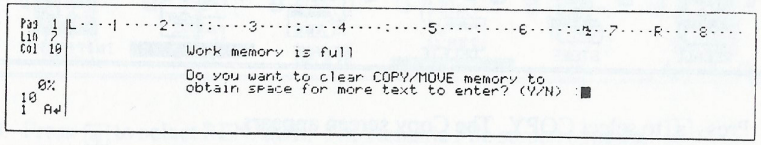
   Press [BACK] to deselect all the files.

6. Press [↵] to start copying.

Work Memory Full

1. The memory counter in the status area indicates the percentage of the free work memory.

2. When the free work memory is down to 1% and there is text in the copy/move memory the window shown below appears. It asks you whether you want to clear the copy/move memory.



Note: *The text for copying or moving remains in the copy/move memory, occupying space in the work memory. You can obtain more space in the work memory for text by clearing the copy/move memory.*

3. Press [Y] to clear the copy/move memory. Continue typing text.

4. If the free work memory drops to 1% when there is no text in the copy/move memory, the message "Work memory is full" appears for a few seconds. It shows that you can enter no more than about 240 characters.

5. Finish the text. A beep sounds as you type each character.

6. Press [WP] to return to the Word Processor menu and go to the File menu. Store the current text to the store memory as a file and clear the work memory. Then continue the text as a separate file.

Note: *When the free work memory is down to about 60 characters or less, the message "Work memory is full" appears every time you type a character. It warns you that you are very close to filling up the work memory. Finish typing text before the work memory is completely full.*

COMMUNICATIONS

Communication Between DreamWriters

You can either send or receive text files between two DreamWriters.

Connecting two DreamWriters:

1. Turn OFF DreamWriters.

2. Use the transfer cable provided from NTS to connect the DreamWriters by the serial ports.

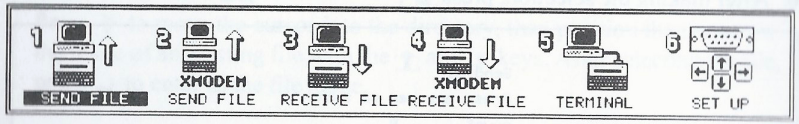
Note: *IR is an optional communication port for transfering data between devices using infrared. Refer to the IR Guide for instructions on how to use the IR port.*

3. Turn DreamWriters' power ON.

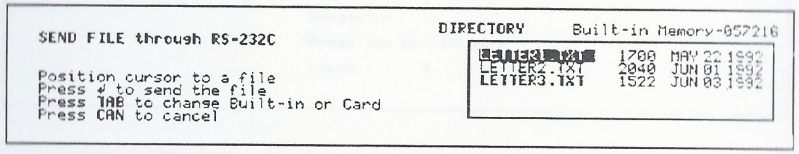
Sending a file:

1. Press [WP] to display the Word Processor menu.

2. Press the [5] to select COMMUNICATE. The Communicate Menu appears.

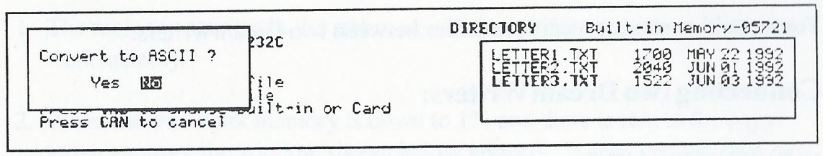


3. Press the [1] key to select SEND FILE. The Send File screen appears.



4. Check that you have selected the desired type of storage memory, Built-in or Card. To change the memory type selection, press the [TAB] key.

5. Using the ↑ and ↓ keys, select the file to send; then press ↵ to begin sending the file

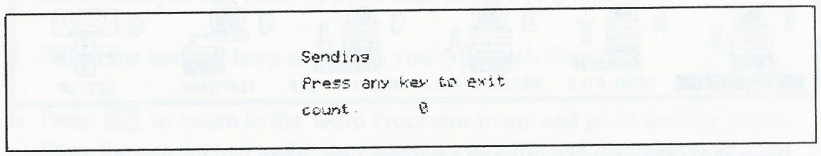


Using the ← and → keys, select whether or not you want the file converted to ASCII. The default setting is NO, indicating that the file will be transferred exactly as is.

If you select YES, information such as character attributes (e.g., bold and underline) is omitted from the transmission and only ASCII text data is sent.

> ***Note:*** *Word processing programs encrypt special characters which indicate character formats such as boldface etc. These special characters are usually proprietary and differ from word processor to word processor. Stripping these characters to create an ASCII file ensures that the file will be compatible with any word processor. It is an agreed upon standard (American Standard Code for Information Interchange).*

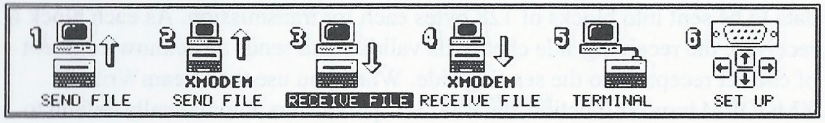
6. After making the selection, press ↵ .



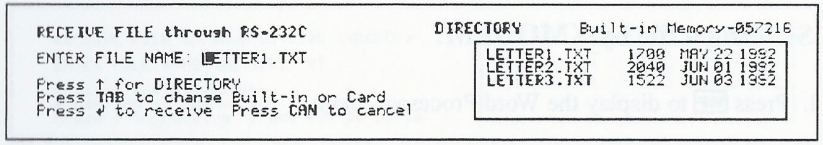
Receiving a file:

1. Press WP to display the Word Processor menu.

2. Press the 5 to select COMMUNICATE. The menu appears.



3. Press the 3 to select RECEIVE FILE.



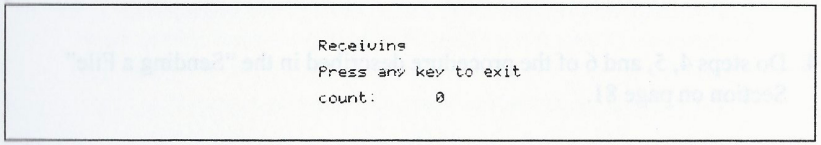
4. Check that you have selected the desired type of storage memory, Built-in or Card. To change the memory type selection, press the TAB key.

5. Immediately to the right of ENTER FILE NAME:, type in the name under which the received file is to be stored.

   OR

   Press ↑ to move the cursor into the directory, then position the cursor on the name of an existing file with the ↑ and ↓ keys. After selecting the file, press ↵ to enter as the file name.

6. After entering the file name, press ↵ to begin receiving.



> ***Note:*** *The DreamWriter stands by to receive until the computer begins sending. While the DreamWriter is waiting, the count remains 0; when reception starts, the count increases until all of the file has been received.*

Communications with a Modem

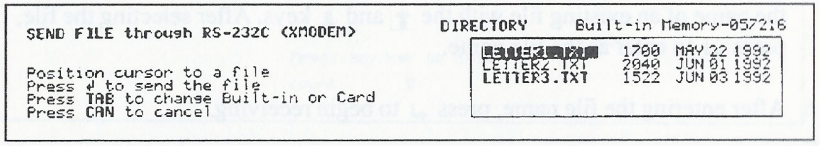
Using the XMODEM protocol, you can send and receive binary files. XMODEM is one of the protocols most widely used for transfer of files between personal computers. With this protocol, the sending side divides the data to be sent into blocks of 128 bytes each for transmission. As each block is received, the receiving side checks its validity and sends an acknowledgment of correct reception to the sending side. When you use the DreamWriter's XMODEM transfer function, the RS-232C parameters automatically default to Parity=None, Data bits=8 bits, and Stop bits=l bit, overriding the settings made from the R.S-932C SET UP screen

Sending a file by XMODEM:

1. Press [WP] to display the Word Processor menu.

2. Press the [5] to select COMMUNICATE.

3. Press the [2] to select XMODEM SEND FILE.



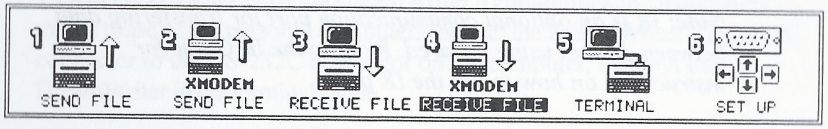
4. Do steps 4, 5, and 6 of the procedure described in the "Sending a File" Section on page 81.

> ***Note:*** *In order to send using XMODEM protocol, you must set up the computer to receive using the same protocol. Transmission does not begin until the computer becomes ready to receive.*
>
> ***Note:*** *IR is an optional communication port for transfering data between devices using infrared. Refer to the IR Guide for instructions on how to use the IR port.*

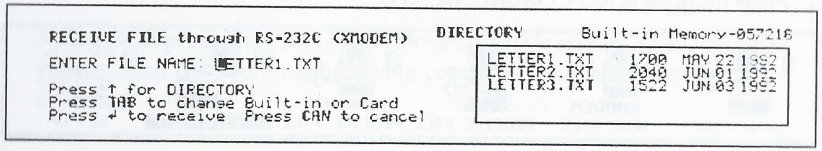
Receiving a file by XMODEM:

1. Press [WP] to display the Word Processor menu.

2. Press the [5] to select COMMUNICATE.



3. Press the [4] to select XMODEM RECEIVE FILE.



4. Do steps 4, 5, and 6 of the procedure described in the "Receiving a File" Section on page 83.

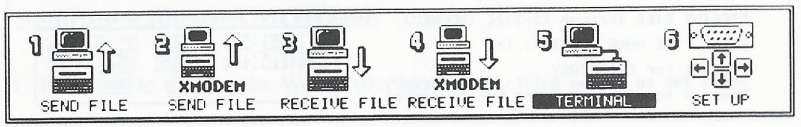
> ***Note:*** *In order to receive using XMODEM protocol, you must set up the computer to send using the same protocol. The DreamWriter stands by to receive until the computer begins sending.*

Terminal Mode

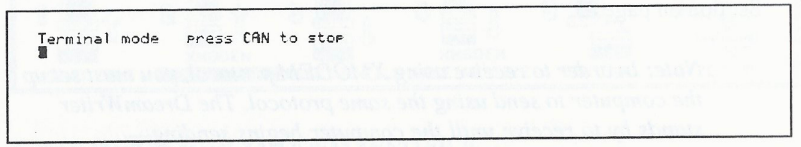
You can connect the DreamWriter to a host computer and use it as a simple terminal.

> ***Note:*** *IR is an optional communication port for transfering data between devices using infrared. Refer to the IR Guide for instructions on how to use the IR port.*

1. Press the [WP] key, and the Word Processor menu appears.
2. Press the [5] to select COMMUNICATE.



3. Press the [5] to select TERMINAL.



In the terminal mode, characters typed on the DreamWriter's keyboard are output through the RS-232C interface, and data input through the RS-232C port is displayed on the DreamWriter's LCD screen.

> ***Note:*** *In the terminal mode, the initial settings of local echo and auto linefeed are both OFF. These settings are appropriate if the computer to which the DreamWriter is connected echoes back characters that it receives over its own RS-232C interface, and if it outputs linefeeds following each carriage return.*
>
> *If you cannot see characters you type while using your DreamWriter as a terminal connected to a computer, turn on local echo by pressing* [ALT] + [1]. *Pressing* [ALT] + [2] *turns local echo off.*
>
> *Similarly, if the DreamWriter screen does not scroll upward as lines are displayed at the bottom of the screen, turn on auto linefeed by pressing* [ALT] + [3]. *To turn auto linefeed off, press* [ALT] + [4].

The following is a simple example of how to use a personal computer together with your DreamWriter in the terminal mode.

Example: Using the DreamWriter as a keyboard with a personal computer:

1) After making sure that the DreamWriter's communication parameters match those of the personal computer, connect the DreamWriter's RS-232C connector to the RS-232C connector on the computer, then put the DreamWriter in the terminal mode.

2) Type the following from the keyboard of the computer. A>CTTY COM 1 ↵

3) The DOS prompt appears on the DreamWriter's screen. From this point, you can send DOS commands to your computer from the DreamWriter's keyboard.

4) When you are through using the DreamWriter as a terminal of your computer, type the following command from the DreamWriter's keyboard. A>CTTY CON ↵

5) The "A>" prompt reappears on your computer's screen and the connection to the DreamWriter is broken.

When you use the DreamWriter with a modem, note that the connection to the modem is broken about one minute after you leave the terminal mode.

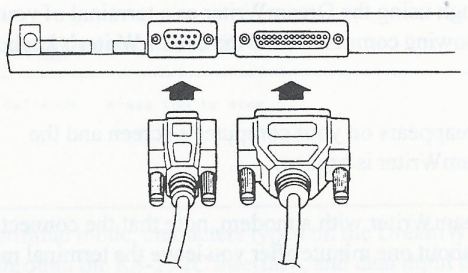
PRINT OPERATIONS

Connecting the Printer

The DreamWriter has two printer interfaces: a Centronics-type parallel interface, and an RS-232C-type serial interface. You can send data to your printer for printing by connecting its cable to one of these interfaces. Therefore, the first step to printing is to connect your printer to one of these interfaces.

1. Make sure that you have turned off the power of both the DreamWriter and your printer. Connecting the printer with the power turned on may result in damage to the printer, the DreamWriter, or both.

2. The two printer interface connectors are located on the DreamWriter's rear. Connect your printer's parallel or serial interface cable to the appropriate connector as illustrated below:



Serial cable (9-pin female) *Parallel cable (25-pin male)*

3. Plug the other end of the cable into the interface connector on the printer to be used for printing. Do not connect to both the parallel and serial interfaces at the same time; otherwise, printing results may not be correct.

4. After connecting the cable to the printer and DreamWriter, secure the connectors at both ends using the connector retaining screws or lock clips.

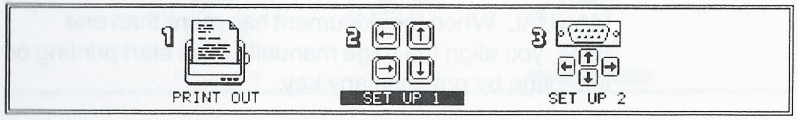
> ***Note**: Refer to the Quick Start Guide for instructions on how to use DreamLink to print using a printer connected to a Macintosh or PC.*
>
> ***Note:** IR is an optional communication port for transfering data between devices using infrared. Refer to the IR Guide for instructions on how to use the IR port.*

Setting up a Parallel Printer

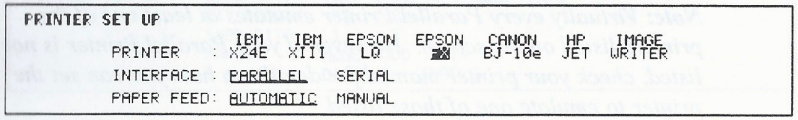
Before printing, set up the printer for proper communication with the DreamWriter.

1. Press [WP] to display the Word Processor menu.

2. Press the [4] to select PRINTER.



3. Press the [2] to select SET UP 1. The Printer Set Up screen appears.



Select the settings that match the connected printer. Select appropriate settings for each parameter by moving the dark bar with the ← and → keys, then press the ↓ key to move on to the next parameter. The current setting for each parameter is underlined.

The parameters are as follows:

PRINTER: Selects the type of connected printer from the following:

IBM X24E:	IBM 24-pin parallel printer
IBM XIII:	IBM 9-pin parallel printer
EPSON LQ:	Epson 24-pin parallel printer
EPSON FX:	Epson 9-pin parallel printer
CANON BJ10e:	Canon Bubble Jet parallel printer
HP:	Hewlett-Packard parallel printer
IMAGEWRITER:	Apple serial printer

INTERFACE: Selects the type of interface, parallel or serial.

PAPER FEED: When printing the second and following pages of a document, selects whether the pages are fed automatically or manually.

AUTOMATIC: When the document has more than one page, paper is fed and printing is started automatically for each subsequent page.

MANUAL: When the document has more than one page, you align the page manually, then start printing on that page by pressing any key.

4. After making all selections, press ↵ .

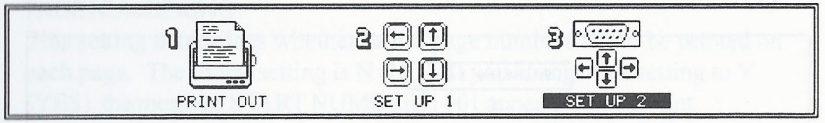
Note: *Virtually every Parallel Printer emulates at least one of the printers listed on the screen. However, if your Parallel Printer is not listed, check your printer manual for details on how you can set the printer to emulate one of those listed.*

Setting up a Serial Printer

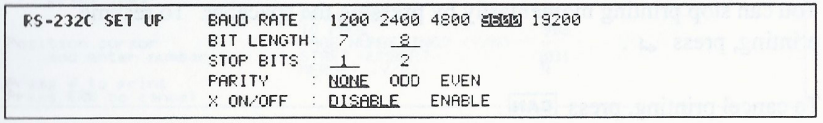
When printing using the RS-232C serial interface, you must set up the serial interface parameters.

1. Press [WP] to display the Word Processor menu.

2. Press the [4] to select PRINTER.



3. Press the [3] to select SET UP 2. The RS-232C Set Up screen appears.



Select the settings that match the connected printer. Select appropriate settings for each parameter by moving the dark bar with the ← and → keys, then press the ↓ key to move on to the next parameter. The current setting for each parameter is underlined. The parameters are as follows:

BAUD RATE: Selects the speed used for communication with the printer.

BIT LENGTH: Select either 7 bits or 8 bits as the data length.

STOP BITS: Select either 1 or 2 as the number of stop bits used for delimiting each character of data from the next.

PARITY: Select the type of parity check to be used for checking the validity of transferred data.

X ON/OFF: Select whether or not XON/OFF data flow control is to be used.

Note: *Make sure that all parameter settings made on the DreamWriter match those of the printer, otherwise, data will not print properly.*

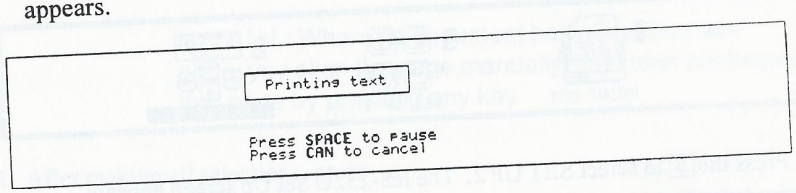
4. After making all selections, press ↵ .

Printing Text

To print a single page:

1. Move the cursor into the page that you want to print.

2. Press CTRL + 4 (P - PRINT) to start printing. The Printing text screen appears.



You can stop printing momentarily by pressing the spacebar. To resume printing, press ↵ .

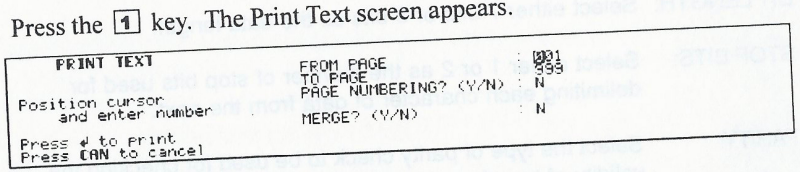
To cancel printing, press CAN .

To print several pages:

1. Press WP to display the Word Processor menu.

2. Press the 4 to select PRINTER, then press ↵ .

3. Press the 1 key. The Print Text screen appears.

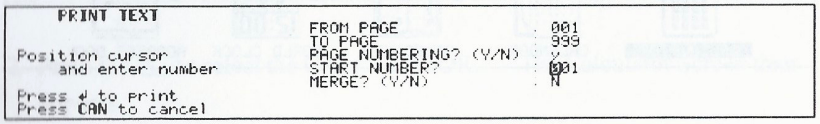


This screen shows the initial print settings. To change a setting, move the cursor to that setting, then type the number corresponding to the setting desired.

FROM PAGE
This setting specifies the page from which printing is to start. The initial setting is " 1 ", indicating that printing is to start from the first page.

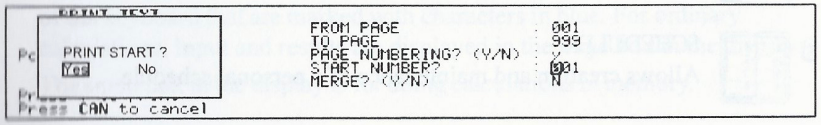
TO PAGE
This setting specifies the last page to be printed. The initial setting is "999", which indicates that printing is to continue through to the last page of the document.

PAGE NUMBERING
This setting determines whether or not page numbers are to be printed on each page. The initial setting is N (NO). If you change this setting to Y (YES), the message START NUMBER?: 001 appears. If you want numbering to start from a number other than l type that number.



MERGE
This setting selects whether mail merge printing is to be used. The initial setting is N (NO).

4. After making all selections, press ↵ . The PRINT START screen appears.



This screen asks for confirmation that printing is to be started using the current settings. If so, press ↵ to start printing.

If you want to change any settings, move the dark bar to NO with the → key, then press ↵ . Change the settings as desired, then start printing.

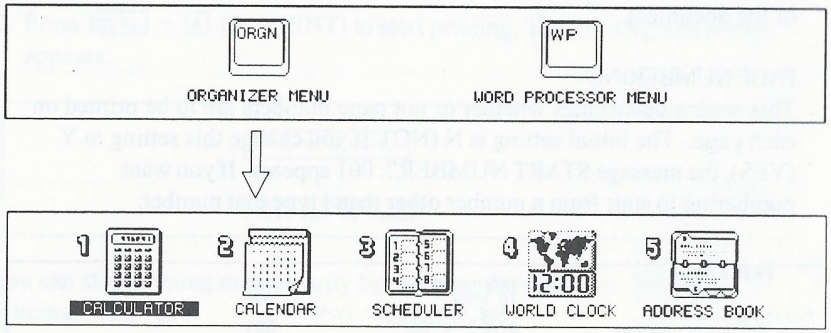
After starting printing, you can pause momentarily by pressing the spacebar. To resume printing, press ↵ . If you want to cancel printing, press CAN .

5. When printing is completed, display returns to the printer menu.

ORGANIZER

When you press the ORGN key, the ORGANIZER menu appears, allowing you to use the Organizer functions such as the calculator, calendar, scheduler, world clock, and address book.

You can switch between the two menus at any time by pressing the ORGN or WP key.



1 CALCULATOR
Allows the use of the DreamWriter as a calculator.

2 CALENDAR
Displays a calendar.

3 SCHEDULER
Allows creation and maintenance of a personal schedule.

4 WORLD CLOCK
Displays the time in different parts of the world.

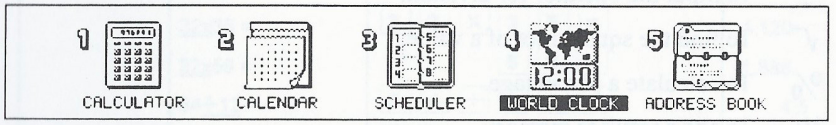
5 ADDRESS BOOK
Allows the creation and maintenance of a list of addresses and telephone numbers

Calculator Function

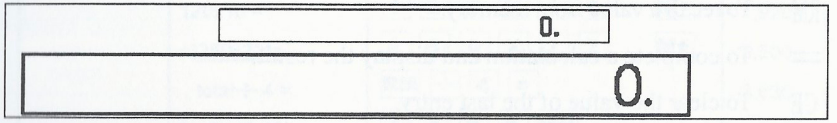
The calculator function provides addition, subtraction, multiplication, and division using a 14-digit calculator display. Further, it allows you to find square roots, calculate percentages, manipulate values in memory, and do calculations with constants.

To use the calculator:

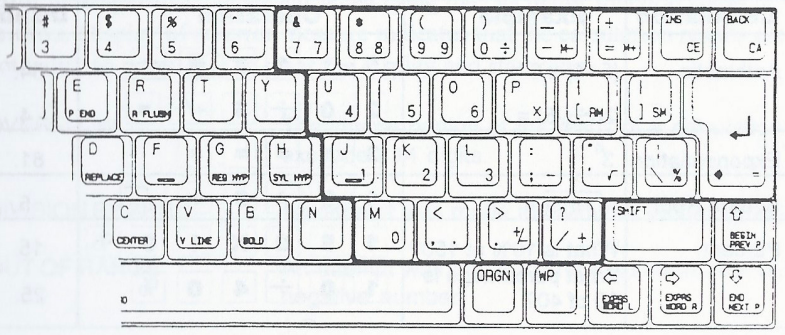
1. Press the ORGN key to display the ORGANIZER menu.



2. Press the 1 to select the CALCULATOR. The Calculator Screen then appears.



3. The keys to use with the calculator function are the ones on the right side of the keyboard that are marked with characters in blue. For ordinary calculations, input and results are displayed in the large box in the display. The small box in the display is for doing calculations in memory.



Keys used with the calculator function are as follows:

0 - 9	To input numbers
.	To input the decimal point.
+/-	To change the sign of a value.
+	To input the operator for addition.
−	To input the operator for subtraction.
X	To input the operator for multiplication.
÷	To input the operator for division.
√	To find the square root of a value.
%	To calculate a percentage.
M+	To add a result to memory.
M-	To subtract the result from memory.
SM	To store a value in memory.
RM	To recall a value from memory.
=	To complete a calculation and display the result.
CE	To clear the value of the last entry.
CA	To clear all values and status of a calculation (including any error)

4. To return to the ORGANIZER menu, press CAN OR ORGN.

Calculation examples:

Calculation	Example	Operation	Display
Arithmetic	(5+4) x 6 =	5 + 4 X 6 =	54.
	20÷(-5) =	2 0 ÷ 5 +/- =	- 4.
Exponentiation	3^4	3 X = = =	81.
Square Root	√16+9 =	1 6 + 9 = √	5.
Percent	What is 10% of 150?	1 5 0 X 1 0 %	15.
	What percentage is 10 of 40?	1 0 ÷ 4 0 %	25.

Calculation	Example	Operation	Display
Add-on	What is the result of a 15% increase from 200?	2 0 0 + 1 5 %	230.
Discount	What is 600 after a 40% discount?	6 0 0 − 4 0 %	360.
Constant	30+15 =	3 0 + 1 5 =	45.
	62+15 =	6 2 =	77.
	82-46 =	8 2 − 4 6 =	36.
	70-46 =	7 0 =	24.
	32x35 =	3 2 X 3 5 =	1,120.
	32x59 =	5 9 =	1,888.
	54÷12 =	5 4 ÷ 1 2 =	4.5
	99÷12 =	9 9 =	8.25
Memory	110x25 =	1 1 0 X 2 5 = SM	2,750.
	145x30 =	1 4 5 X 3 0 M+	4,350.
	120x16 =	1 2 0 X 1 6 M+	1,920.
	+)250x22 =	2 5 0 X 2 2 M+	5,500.
	total÷ 4 =	RM ÷ 4 =	3,630.
	(4+9)x(3-10) =	4 + 9 = SM	13.
		3 − 1 0 =	-7.
		X RM =	-91.

Error messages:

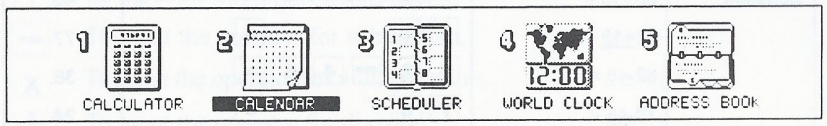
Error messages that can appear when using the calculator function are as follows. Display of an error message indicates that the calculation results are not valid, so press CA to clear the display and start over.

OVERFLOW	The integer portion of the result of a calculation exceeded 14 digits.
DIVISION BY ZERO	An attempt was made to divide a number by zero.
OUT OF RANGE	An attempt was made to find the square root of a negative number.

Calendar Function

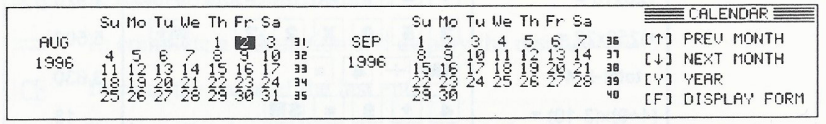
This function displays the calendar for two months. Use the function as follows:

1. Press the ORGN key to display the ORGANIZER menu.



2. Press the 2 key to select CALENDAR.

   The CALENDAR screen appears. The current month is displayed on the left, and the following month is displayed on the right. The current date is highlighted. The small numbers displayed to the right of each week indicated the number of weeks since the beginning of the year.



   ***Note:** The correct calendar will not appear unless the world clock is set with the correct date and time.*

Pressing the ↑ key changes the display backwards a month at a time. Pressing the ↓ key changes the display forward a month at a time. In either case, pressing and holding a key changes the month continuously.

Instead of using the ↑ and ↓ keys, you can jump directly to the calendar for a specific year. To do so, press the Y key, a box appears for entering a year. Type in a year and press ↵ , then the display jumps to the months in the specified year that are the same as the months previously appearing on the screen. This function is good for all months of the years from 1900 to 2099.

You can also switch the format for display of weeks from the Sunday-through-Saturday format to the Monday-through-Sunday format. To do so, press the F key to display a display format selection window. Select the desired format by moving the dark bar with the ← and → keys, then press ↵ .

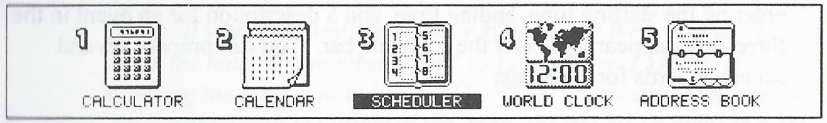
3. Press the CAN or ORGN key to return display to the ORGANIZER menu.

Scheduler Function

The scheduler function allows you to record up to 200 events. (The precise number varies according to the amount of available memory.)

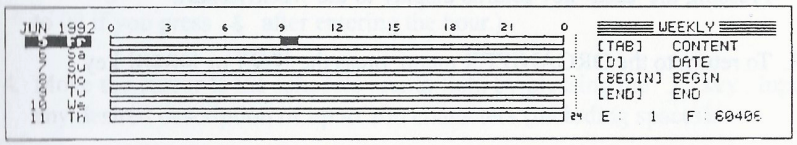
Display the SCHEDULER screen as follows:

1. Press the ORGN key to display the ORGANIZER menu.



2. Press the 3 key to select SCHEDULER.

   Upon selection, the scheduler displays a chart of events scheduled for the 7-day period beginning with the current day.



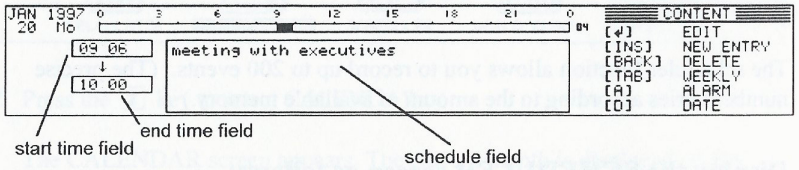
   This weekly chart makes it possible to see the state of your schedule for that week at a glance. The hours for each day of the week are shown in horizontal bars, with tick marks indicating each hour of the day starting at midnight. A black band in a bar indicates that you have scheduled an event for that part of the day.

   ***Note:** You cannot use this weekly chart to input schedule entries.*

If the currently displayed weekly schedule does not show the desired day, you can scroll to earlier or later periods by pressing the ↑ or ↓ keys.

Note: *If you have selected the 12-hour system for display of times by the world clock function, 12-hour times are also shown on the schedule bars.*

3. Pressing the [TAB] key switches display to a schedule contents screen, when you can input, modify, or delete schedule entries.



The contents screen shows the schedule bar for a single day of the schedule at the top of the screen. You can make "schedule cards" by entering the starting time, ending time, and a description for an event in the three fields appearing below the schedule bar. You can prepare several schedule cards for each day.

To look at earlier or later schedule cards, press the ↑ or ↓ key. If you scroll backwards or forwards to a previous or following day's schedule card, date changes and the schedule bar changes to show the schedule for that day.

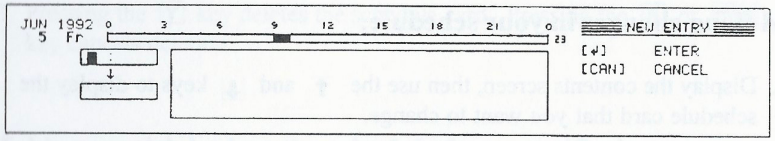
Pressing the [TAB] key returns display to the weekly chart.

4. To return to the ORGANIZER menu, press the [CAN] or [ORGN] key.

Input a new schedule:

1. In the contents screen, use the ↑ and ↓ keys to move to the date for which you want to schedule an event.

2. Press the [INS] key. A blank schedule card appears and the scheduler enters the new entry mode.



3. Input the starting and ending times of the event.
Enter the hour portion of the starting time to the left of the colon in the start time field as a 2-digit number. Then press the → key and enter the minute portion of the time.

Note: *If you are using the 12-hour system with the world clock, enter the hour as a number from 1 to 12, then press [A] or [P] after entering the minute to indicate AM or PM. If you are using the 24 hour system with the world clock, input the hour as a number from 0 to 23 (e.g. 14 for 2 pm).*

After entering the starting time press the ↓ key to move the cursor to the end time field, then enter the ending time in the same manner. (When entering the starting or ending time, the minute portion is automatically set to 00 if you press ↓ after entering the hour.)

4. Move the cursor to the schedule memo field by pressing the ↓ key. Input any desired description of up to 200 characters (including spaces).

5. Once schedule input is completed, press the ↵ key. The scheduled event is indicated as a black band in the portion of the schedule bar that corresponds to the scheduled time.

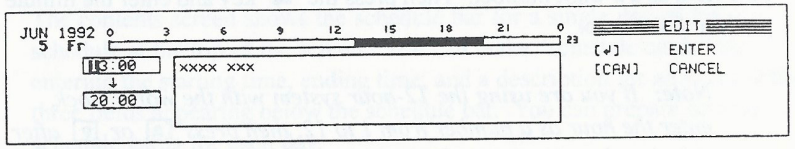
Note: *You can input schedules for any date from January 1, 1900 to December 31, 2099.*

You can also use the scheduler to input events that do not have specific starting and ending times, such as birthdays and holidays. When the cursor moves to the start time field during schedule card creation, simply press ↓ to move it to the schedule memo field without entering either a starting or ending time. Then enter a description and press ↵ . Upon doing so, a black diamond ◆ appears to the left of the schedule bar to indicate that the day has one or more events without scheduled times.

Making changes in your schedule:

1. Display the contents screen, then use the ↑ and ↓ keys to display the schedule card that you want to change.

2. Press the ↵ key. The cursor appears in the start time field and the scheduler enters the edit mode.



3. Move the cursor using the ←, →, ↑, and ↓ key and make any necessary corrections.

4. Press the ↵ key to set the changes.

> ***Note:*** *If you want to delete the starting time and ending time, move the cursor to the start time field and delete the two hour digits using* ALT + BACK (DEL —). *Then pressing ↵ deletes both the starting and ending times and replaces the black band corresponding in the schedule bar with a black diamond ◆ to the left of the bar.*

Deleting a schedule:

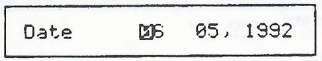
1. In the contents screen, use the ↑ and ↓ keys to the schedule card that you want to delete.

2. Press the BACK key. The message "Deletes this entry Are you sure?" appears, asking for confirmation that the schedule card is to be deleted.

3. Pressing the Y key deletes the schedule card. Pressing the N or CAN key cancels deletion.

Taking a quick look at the schedule for a specific day:

1. Display the weekly chart or contents screen, then press the D key. A window appears showing a date.



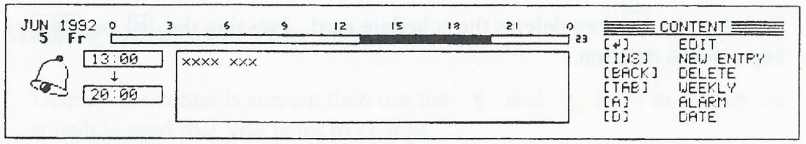
2. Use numeric characters to type in the date for the schedule that schedule you want to see.

3. Press ↵ to display the weekly chart that precedes the specified day or the contents screen for that day.

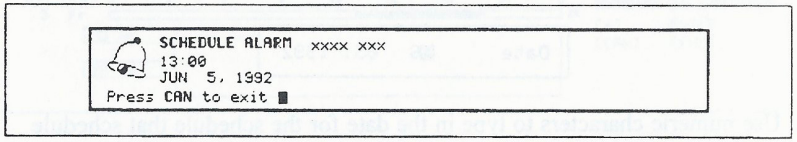
Setting an alarm in the schedule:

1. In the contents screen, display the schedule card for which you want to set an alarm.

2. Press the [A] key to set the alarm. The alarm mark appears to the left of the time fields, indicating that the alarm is set for the specified time on that date.



On the specified date, the alarm sounds at the specified time and the date. Time and schedule description are displayed at the top of the screen. This occurs regardless of whether the power is on.



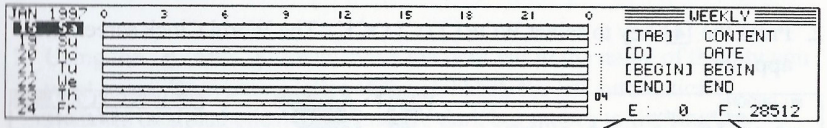
The alarm sounds for one minute. After one minute the alarm stops sounding and the alarm display is cleared from the screen. To stop the alarm before one minute, press the [CAN] key.

Saving an entered schedule:

When you make a schedule, it is automatically stored in a file called SCHEDULE.ODB in built-in memory. This file contains the individual entries of the schedule. If a password is set, this file automatically becomes a secret file.

The schedule file can contain a maximum of 200 entries. However, built-in memory is also used for storing document files. Therefore, the number of entries that the schedule file can hold may vary according to the amount of available built-in memory.

The number of entries stored in the schedule file and the amount of remaining built-in memory are displayed in the lower right corner of the weekly chart screen .

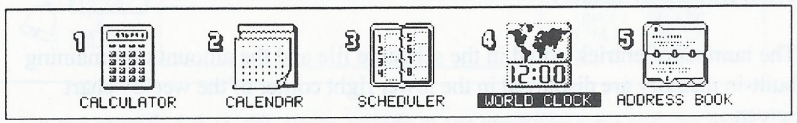


World Clock Function

The World Clock function simultaneously displays the time for two of among 222 cities around the world. You can also use this function to set a daily alarm.

To display the World clock:

1. Press the ORGN key to display the ORGANIZER menu.



2. Press the 4 key to select WORLD CLOCK. The World Clock screen then appears.

The time and date for a selected home city are displayed at the top of the screen and those for a 2nd city are displayed immediately underneath. (The initial home city is London, and the initial 2nd city is New York.)

In the center of the screen the location of the home city is displayed by a small solid black square ■, and that of the 2nd city is displayed by a hollow box □.

3. Press the CAN or ORGN key to return display to the ORGANIZER menu.

Changing the home city or 2nd city setting:

1. In the world clock screen, press H to change the home city, 2 to change the 2nd city. A list of the 222 available cities appears in the center of the screen.

Note: When a city is selected, its name moves to the beginning of the list. Therefore, the list is displayed in most recently used order. You can toggle the listing to alphabetical order by pressing the TAB key.

2. Using the ↑ and ↓ keys, move the dark bar to the name of the city you want to set. By typing a letter of the alphabet, the list automatically switches to alphabetical order and the dark bar moves to the first city whose name begins with that letter.

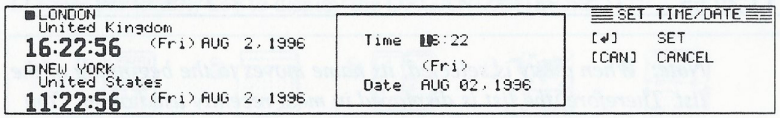
3. Press the ↵ key and the selected city name appears on the left side of the screen. The date and time are automatically changed to adjust for the difference between the newly selected city and that which was formerly selected.

Note: If daylight savings time (summer time) is in effect in the selected city, move the cursor to the city name and press the INS key. An asterisk then appears in front of the name. Then when you press ↵ the time is displayed as daylight savings time on the left side of the screen and a sun mark ☼ is displayed to the left of the time.

Setting the date and time:

These following instructions set the date and time for the currently selected home city. Make sure that an appropriate home city is selected before setting the date and time.

1. In the world clock screen, press [S] to display a window for setting the date and time.



2. Using the ←, →, ↑ and ↓ keys, move the cursor to the item to be changed and enter the numbers of the new setting. When you move the cursor to the date the name of the month changes to a number.

   Note: *Date settings are limited to the range from January 1, 1980 to December 31, 2079.*

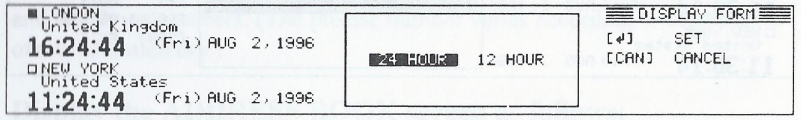
   If you are using 12-hour clock display, you can change the time between AM to PM by putting the cursor on the characters "am" or "pm" that appear following the time and pressing the [A] or [P] key. (For details, see "Switching the clock display format".)

3. Press ↵ to set the date and time for the selected home city. The date and time for the 2nd city are calculated automatically according to the offset from the home city.

4. The time is updated at the instant that the ↵ key is pressed and the seconds portion of the time starts from zero. You can assure greatest accuracy by setting the time according to a time standard, such as a telephone time signal .

Switching the clock display format:

1. In the world clock screen press [F].

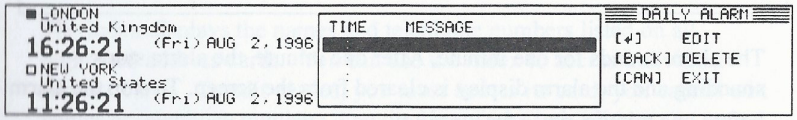


2. Using the ← and → keys, move the dark bar to 24 HOUR or 12 HOUR, according to the format you want used for time display. Then press ↵ .

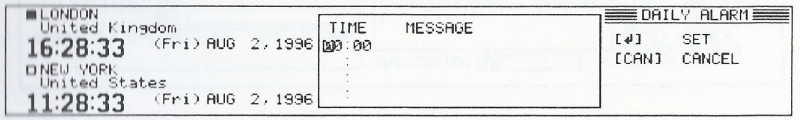
Setting the daily alarm:

You can set up to four daily alarm times.

1. In the world clock screen press [A] to display a window for making daily alarm settings.

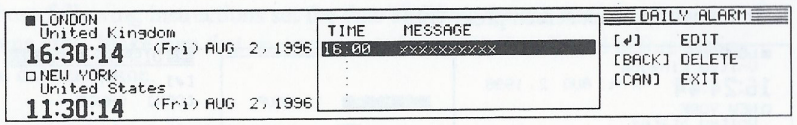


2. Press ↵ to enter the daily alarm settings edit mode. The dark bar disappears and a text cursor appears in the TIME field of the daily alarm settings window.



   Input the time to be set as the daily alarm time. Enter the hour portion of the starting time to the left of the colon in the TIME field as a 2-digit number, then press the → key and enter the minute portion. Afterwards, press the → key and input any desired message of up to 20 characters.

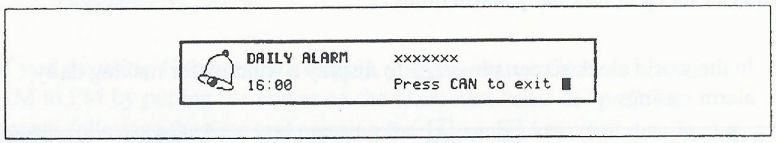
3. When done entering the time and message press ↵ . The dark bar reappears and the entered time is set as a daily alarm time.



To enter another daily alarm time, press the ↓ key to move the dark bar downward one line, then repeat steps 2 and 3. By moving the dark bar to an existing daily alarm setting, you can also use this procedure to edit a daily alarm setting.

To delete a daily alarm setting, move the dark bar to that line and press the **BACK** key.

Once you have made a daily alarm setting, an alarm sounds each day at the set time and the time and a schedule message is displayed. This occurs regardless of whether the power is on.



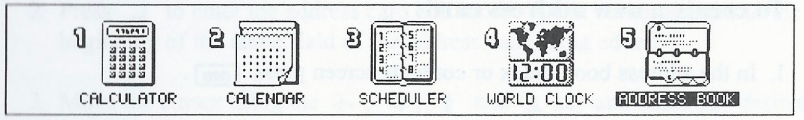
The alarm sounds for one minute. After one minute, the alarm stops sounding and the alarm display is cleared from the screen. To stop the alarm before one minute, press the **CAN** key.

Address Book Function

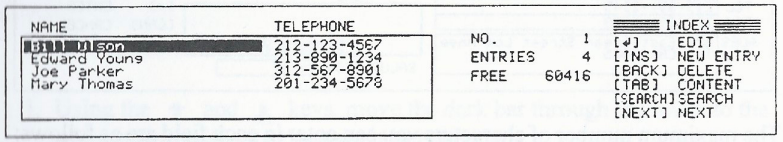
The address book function allows you to record up to 200 names, addresses, and telephone numbers. (The precise number varies according to the amount of available memory.)

Display the ADDRESS BOOK screen as follows:

1. Press the **ORGN** key to display the ORGANIZER menu.

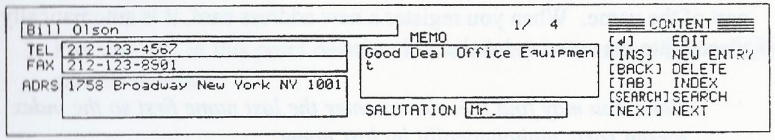


2. Press the **5** key to select ADDRESS BOOK. Upon selection, the address book function displays an index of registered entries.



The index displays the names and telephone numbers listed on all registered address cards. You can use the index to access individual address cards. To edit entries, you must access its card; you cannot edit names or telephone numbers directly through the index list.

3. Press the **TAB** key to display the address card contents screen.



The address card contents contains name, telephone number, address, memo, and salutation boxes. Use this screen to create new address cards or to edit existing ones.

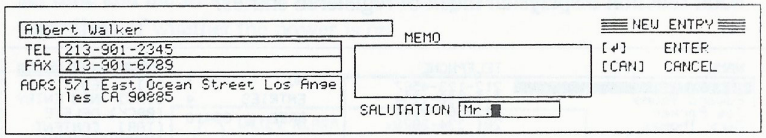
In the contents screen, you can view higher or lower address cards by pressing the ↑ or ↓ key. To return to the index screen press the TAB key.

4. To return to the ORGANIZER menu press CAN or ORGN.

To create a new address card:

1. In the address book index or contents screen press INS .

2. Make entries in the name, telephone number, fax number, address, memo and salutation fields. Use the ↑ and ↓ keys to move the cursor.



The maximum number of characters you can enter in each field are as follows:

Name:	40	Address:	90
Tel no:	30	Memo:	100
Fax no:	30	Salutation:	10

3. When done entering data press ↵ to register the new address card. The address cards are arranged in alphabetical order according to the first part of the name. When you register a new address card, it is automatically placed into the correct alphabetical order.

Note: You may find it easier to enter the last name first so the index screen sorts alphabetically by last name.

Editing an existing address card:

1. Using the ↑ and ↓ keys, move the dark bar through the index to the address card name that you want to edit **OR** in the contents screen, use the ↑ and ↓ keys to display the address card that you want to edit.

Note: By entering the first letter of a name, you can quickly move the dark bar to the first address card having a name beginning with that letter.

2. Press ↵ to enter the address card edit mode. A text cursor appears at the beginning of the name field of the address card being edited.

3. Move the cursor using the ←, →, ↑ and ↓ key and make any desired changes.

4. Press the ↵ key to set the changes and return to the screen you were in before editing started.

Deleting an address card:

1. Using the ↑ and ↓ keys, move the dark bar through the index to the address card name that you want to edit.

Note: By entering the first letter of a name you can quickly move the dark bar to the first address card having a name beginning with that letter.

2. Press BACK . The message "Deletes this entry Are you sure?" then appears to ask for confirmation that the address card is to be deleted.

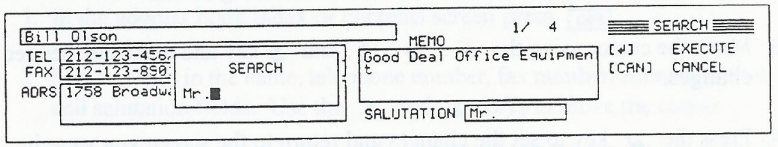
3. Pressing Y at this point deletes the address card. Pressing N or CAN cancels deletion.

Searching for an address:

When you have many address cards on file use the following method to quickly find the one you want.

1. In the address book index or contents screen press CTRL + S (SEARCH).

2. Input any part of the address card entry that you remember, such as part of the name, telephone number, or address. The more detail you can remember to input, the better the chance that you will get the card you want.



3. Now press return to display the first address card that contains the entered word, phrase, or number. If the card you want does not appear immediately, press CTRL + A (NEXT) to go on to the next card.

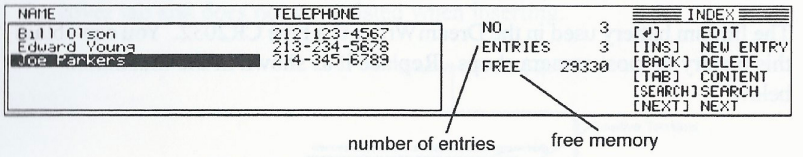
> ***Note:*** *You can use this function to retrieve a batch of address cards in a category for successive display. For example, if you only want to look at the address cards of people who live in a certain city, enter that city name in step 2 above and press ↵ . Afterwards, you can look at other address cards for people living in that city by pressing CTRL + A (NEXT).*
>
> *Similarly, if you want to look at address cards for people with the same given name, enter that name; or if you only want to look at men's address cards, enter the salutation "Mr."*

Saving an address card:

When you input an address, a file called ADDRESS.ODB is automatically created in built-in memory. This file contains the individual address cards. If a password is set, this file automatically becomes a secret file.

This file will hold a maximum of 200 address cards. However, built-in memory is also used for storing document files. Therefore, the number of address cards that the file can hold may vary according to the amount of available built-in memory.

The number of address cards stored in the file and the amount of remaining built-in memory are displayed near the center of the address book functions index screen.



MAINTENANCE

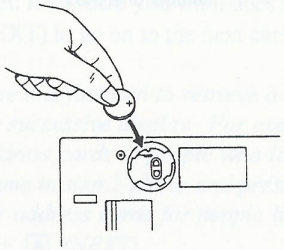
Changing Batteries

Lithium battery:

The lithium battery preserves files stored in the DreamWriter's built-in memory. Appearance of the following message on the LCD screen indicates that the lithium battery is almost exhausted.

To avoid losing files, you should replace the lithium battery as soon as possible after this message appears.

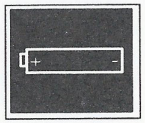
The lithium battery used in the DreamWriter is a type CR2032. You can obtain this battery in most camera shops. Replace it as shown in the illustration below.



Internal NiCad Batteries:

The DreamWriter is equipped with internal rechargeable NiCad batteries. The DreamWriter takes about 4 hours to recharge using the NTS AC Adapter and can operate for approximately 8 hours between charges.

Appearance of the following message on the LCD screen indicates that the batteries require recharging.

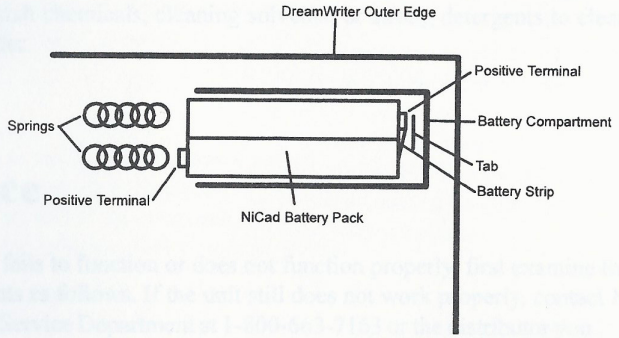


When this message appears, turn off the DreamWriter and attach the NTS AC Adapter to begin recharging. It is important that the battery NOT completely discharge. We recommend that you recharge the DreamWriter after daily use. Do not leave the DreamWriter to charge for more than 7 consecutive days.

If your batteries will no longer recharge, please contact NTS to order replacement batteries as these are specially designed for the DreamWriter.

Open the DreamWriter's back cover and remove the existing batteries by pushing gently on the battery end closest to the outer edge. This will compact the spring and allow you to lift out the batteries.

To install new batteries, place the batteries with the label facing up and the battery strip facing the outside edge. Gently push the opposite end to compress the springs and insert the batteries. Be careful the battery strip clears the cover tab and does not get twisted when inserting.



Card battery:

The card battery preserves files stored in card memory.

Appearance of the following message on the LCD screen indicates that the card battery is almost exhausted.

Note: *The card battery should only be replaced while the card is inserted into the DreamWriter with the DreamWriter's power on. This is because the DreamWriter provides power to preserve the contents of card memory while you are replacing the battery.*

If you remove the card battery without inserting the card into the DreamWriter or with the DreamWriter's power turned off, you will lose all files in card memory.

When the auto power-off function is enabled, remember that you will have to press some key on the DreamWriter periodically to prevent the power from being turned off automatically. Take care to guard against loss of files while changing the card battery.

General Maintenance

Keep the unit dry. If it does get wet, wipe it dry immediately. Liquids can contain minerals that can corrode the electronic circuits.

Handle the unit gently and carefully. Dropping it can damage circuit board and cases and can cause the product to work improperly.

Use and store the unit only in normal temperature environments. Extreme temperatures can shorten the life of electronic devices and distort or melt plastic parts.

Keep the unit away from dust and dirt, which can cause premature wear of parts.

Wipe the unit with a dampened cloth occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the DreamWriter.

Service

If the unit fails to function or does not function properly, first examine the check points as follows. If the unit still does not work properly, contact NTS Customer Service Department at 1-800-663-7163 or the distributor you purchased the DreamWriter from for authorized service repairs.

Are the batteries properly installed?

Is the unit plugged into a live socket?

Is the unit turned on?

Has the packing material been removed?

Is the display contrast well-adjusted?

Is the proper card memory being used?

APPENDIX A - ERROR MESSAGES

ERROR MESSAGES

See "Changing Batteries" in the Maintenance Section.

Card is write-protected.

The card memory you are using is write-protected. Remove the write protection or use another card memory.

Directory if full of files.

You attempted to store text when the built-in memory or card memory already has 64 files. Delete any unnecessary file on that store memory to make room for more, use the other store memory, or use another card memory.

File is not found.

You attempted to recall, delete or rename a file that is not found in the built-in memory or on the card memory. Select the proper store memory which contains the file you want.

Inadequate COPY/MOVE memory.

See "Copy/Paste" or "Cut/Paste" in the Text Manipulation Section.

Inadequate store memory space.

You attempted to store more text than will fit in the available store memory space on the built-in memory or the card memory. Delete any unnecessary files on that store memory to make room for the text. Use the other store memory, or use another card memory.

Inadequate work memory.

See "Copy/Paste" or "Cut/Paste" in the Text Manipulation Section.

No card is in the slot.

There is no card memory in the card memory slot. Insert a card memory into the slot.

No text to print.

You attempted to print when there is no text in the work memory. Recall a file from the built-in memory or the card memory, or type new text before printing.

Remaining work memory is inadequate.

You attempted to recall a file from the built-in memory or the card memory when there is already text in the work memory and the remaining work memory is inadequate for the file. Store the current text in the work memory to the built-in memory or to the card memory, and/or clear the work memory. Then recall a file.

Store memory read error.

The card memory has not been initialized yet, or there is something wrong on the card memory or in built-in memory. Use a properly initialized card memory.

Work memory is full.

See "Work Memory Full" in the File Management Section.

File is not text.

The file you tried to recall is not a text file. Select a different file in built-in memory or card memory and try again.

APPENDIX B - INTERFACE SPECS.

Interface Specifications

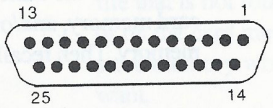
Centronics-type parallel interface

The DreamWriter provides the option of using a variety of types of printers, including IBM or Epson 9-pin and 24-pin printers, the Canon BJ-lOe, or Hewlett-Packard printers.

- Interface type: Centronics-type parallel
- Connector: 25-pin male (D-sub miniature or equivalent).
- Synchronization: Hardware handshaking (DreamWriter sends -STB pulses to printer and printer responds with either -BUSY or -ACK).
- Logic level: TTL

Connector pin assignments

Centronics parallel connector, looking into the connector from the rear of the machine.

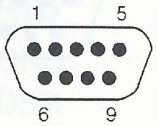


RS-232C-type serial interface

- Connector: 9-pin female
- Synchronization: Start-stop (Asynchronous)
- Handshaking: By data signal (Tx, Rx) or control signal (RTS, CTS, GND, DTR)
- Signal level: EIA level converted to TTL level, and vice versa
- Voltage level (at signal input): Mark, +3V—+27V; Space, -3V— -27V

Connector pin assignments

RS-232C connector, looking into the connector from the rear of the machine.



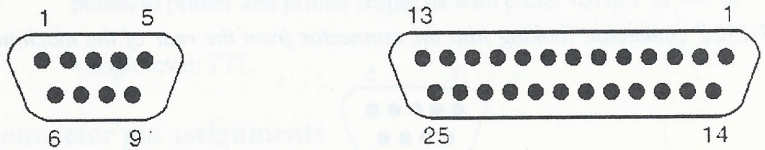
Pin	Signal	Abbreviation	Direction
1	Not connected	-	-
2	Receive data	RX	In
3	Transmit data	TX	Out
4	Data terminal ready	DTR	Out
5	Ground	GND	-
6	Not connected	-	-
7	Request to send	RTS	Out
8	Clear to send	CTS	In
9	Not connected	-	-

Note: DTR just duplicates RTS Selecting the main dictionary

Before Sending or Receiving

Connect to the other computer and set up the RS-232C parameters:

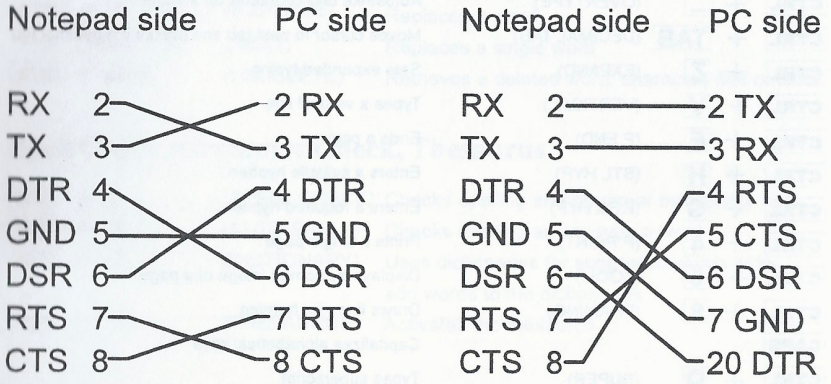
In order to exchange text files with another computer, you must first connect the other computer using an appropriate RS-232C serial cable. For the connection procedure, please refer to the "Connecting a Printer" and " Setting up a Serial Printer" sections of the Print Operations chapter. When you connect the RS-232C serial cable, verify that the signal lines of the computer are properly connected to the DreamWriter. Proper connection is illustrated below, using the IBM PC as an example. (Both the IBM PC and other computers use 9-pin and 25-pin serial connectors.)



Signal	Abbreviation	Direction	Pin No. (9-pin)	Pin No. (25-pin)	Pin No. (Notebook)
Ground	GND	-	5	7	5
Transmit data	TX	Out	3	2	3 (Out)
Receive data	RX	In	2	3	2 (In)
Request to send	RTS	Out	7	4	7 (Out)
Clear to send	CTS	In	8	5	8 (In)
Data set ready	DSR	In	6	6	-
Data terminal ready	DTR	Out	4	20	4 (Out)
Ring indicator	RI	In	9	22	-
Frame ground	-	-	-	1	-

When making connection to a 9-pin connector, use one in which TX and RX are cross-connected; that is, which connects pin 2 (RX) on the DreamWriter side to pin 3 (TX) on the PC side and pin 3 (TX) on the DreamWriter side to pin 2 (RX) on the PC side. (You cannot print using a cable which connects TX to TX and RX to RX, nor can you use such a cable to connect the DreamWriter to a computer for data communication.)

When making connection to a 25-pin connector, pin 2 on the DreamWriter side should connect to pin 2 on the PC side and pin 3 on the DreamWriter side should connect to pin 3 on the PC side.



APPENDIX C - QUICK REFERENCE

Typing Functions

CTRL + 7	(INDENT)	Sets indention
CTRL + 8	(IND CLR)	Clears indention
CTRL + C	(CENTER) OR (CENTRE)	Centers text between margins
CTRL + R	(R-FLUSH)	Aligns text to the right margin
CTRL + INS	(WORD WRAP)	Turns Word Wrap off/on
CTRL + X	(XXX)	Underlines text
CTRL + B	(BOLD)	Makes text bold face
CTRL + _	(OVERTYPE)	Autostrike one character on another
CTRL + TAB	(DECIMAL TAB)	Moves cursor to next tab and makes it a decimal tab
CTRL + Z	(EXPAND)	Sets expanded typing
CTRL + V	(VERTICAL)	Types a vertical line
CTRL + E	(P END)	Ends a page
CTRL + H	(STL HYP)	Enters a syllable hyphen
CTRL + G	(REQ HYP)	Enters a required hyphen
CTRL + 4	(P PRINT)	Prints a single page
CTRL + 0	(ZOOM)	Displays a zoomed image of a page
CTRL + 9	(FRAMING)	Draws lines for framing
CAPS		Capitalizes alphabetical keys
CTRL + Q	(SUPER)	Types superscript
CTRL + W	(SUB)	Types subscript

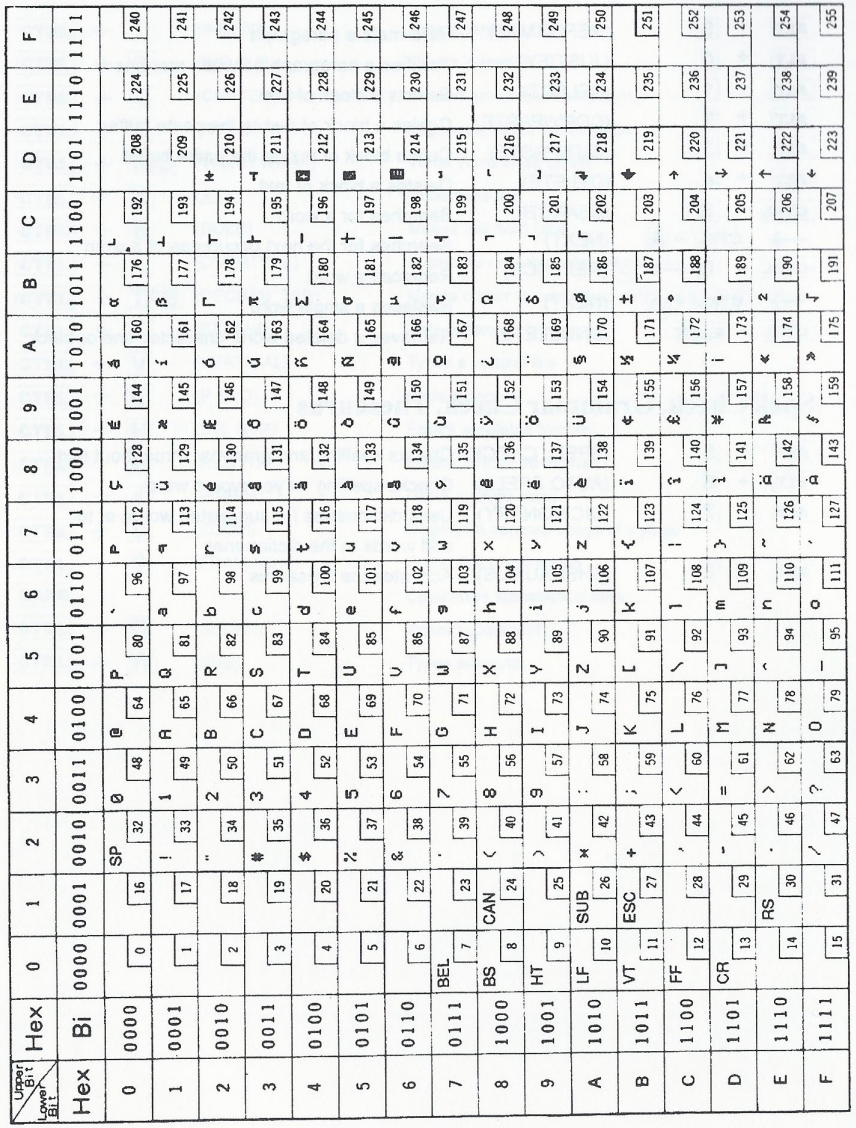
Editing Functions

ALT + 9	(REFORMAT)	Reformats a paragraph
ALT + 0	(JUSTIFY)	Justifies a paragraph between margins
ALT + 1	(SELECT)	Selects a block of text
ALT + 2	(COPY/PASTE)	Copies a block of text to the paste buffer
ALT + 3	(CUT/PASTE)	Cuts a block of text to the paste buffer
ALT + 4	(DELETE)	Deletes a block of text
CTRL + S	(SEARCH)	Searches for a word
→ CTRL + A	(NEXT)	Searches for the next occurence of a word
CTRL + D → ←	(REPLACE)	Replaces a word
→ CTRL + A	(NEXT)	Replaces a single word
CTRL + BACK	(UNDELETE)	Retrieves a deleted word, character, line or block

Spell Check, Grammar Check, Thesaurus

ALT + 5	(SPELL CHECK)	Checks spelling and grammar throughout text
ALT + 6	(AUTO SPELL)	Checks spelling as you type a word
ALT + 7	(DICTIONARY)	Uses dictionaries for suggested words or to add words to the dictionaries
ALT + 8	(THESAURUS)	Activates the thesaurus

APPENDIX D - CHARACTER SET



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