WP-101 (260-3970) Print Issues Faxback Doc. # 5197 The WP-101 gives you several options for printing. You can print one line at a time, an single page, or an entire document. Refer to this section to find out more about your word processor's print features. CHANGE PRINT WHEEL To change the typeface an any point in your document, insert a stop code in the text where you want this change to occur. You also need to include a stop codes at the point where you want to return to the original typeface. When printing stops, change the print wheel. (See "Print Wheel" in the "Replacing Accessories" section of "A Practical Guide.") To be sure that the print wheel is set correctly, press CODE + W (WHEEL) after the new print wheel is installed; you will hear a beep. Press WP/TYPE to resume printing. However, before printing resumes, the print wheel spins rapidly and sets itself to its correct position. EJECT PAPER Press CODE + PAPER IN (PAPER OUT). The paper ejects immediately. During printing, the WP-101 ejects paper automatically as soon as it finishes printing each page. IMPACT To specify how hard the print wheel strikes the paper, see "Set Print Impact." INSERT PAPER Place a sheet of paper behind the platen, using the paper guide for alignment. Left the paper bail away from the platen and press PAPER IN. The WP-101 inserts the paper and positions it so that printing will begin approximately 1 inch from the top of the paper. If you need to straighten the paper, push the paper release control toward the back of the word processor and adjust the position of the paper. Then, return the paper bail and the paper release control to their original position. LINE PRINT You can print new or existing text one line at a time. Press CODE + L (L PRINT) to activate the line print function. A [down arrow] appears in the status area above the line corresponding to L-PRINT. Type new text. When you type a character, it appears on the display and the print head moves one space to the right, but printing does not start yet. One line prints when the cursor automatically wraps to the next line or when you press [ENTER]. Make any corrections on the display before ending a line. You can not correct characters after they are printed. Press CODE + L (L PRINT) again to terminate the line printing function. The [down arrow] above the line corresponding to L-PRINT disappears from the status area. The text you just printed remains in the work memory. You can print it again, edit it, or store it. To print a line of existing text, move the cursor to any position in the line

you want to print and press CODE + L (L PRINT). A [down arrow] appears in the status area above the line corresponding to L-PRINT. Then, press [ENTER] to print the line. The cursor automatically moves to the beginning of the next line. If you want to print more lines, simply press [ENTER]. The next line prints one line below the first line. Press CODE + L (L PRINT) again to end the line print function. NOTE: During the line print function, you can not: \* Change the page format \* Search for or replace a word \* Use the dictionaries \* Check the spelling/grammar throughout a document \* Move the cursor to the beginning/end of the preceding/next page \* Line draw If you try to do any of these functions, the WP-101 ignores the key sequence

you press.

MENU When you first turn on your WP-101, the menu appears on the screen.

---- M E N U ----[1] CREATE TEXT [5] RECALL FILE [2] PRINT TEXT [6] DELETE FILE [3] STORE TEXT [7] RENAME FILE [4] CLEAR TEXT [8] INITIALIZE STORE MEMORY

Press <- or -> to select store memory Built-in Card

This menu lets you specify what kind of store memory you will be using either built-in or card memory. You can select from various tasks in the menu. For example, press [2] to print text.

For details on this print task, see "Print Several Pages."

To find out more about the other tasks listed in the menu, refer to "Text Issues" and "File Issues."

PAUSE PRINTING To pause the printing at the end of a line, press SPACE BAR. When you are ready to continue, press [ENTER] to resume printing.

If you want to pause printing so you can add text or change the print wheel, see "Stop Code."

PRINT A PAGE To print a single page of your document, be sure to load paper into the WP-101. Position the cursor at any point on the page you want to print. Press CODE + P (P PRINT) to start printing. A print window appears on the screen.

Printing text

Press SPACE to pause Press MENU to cancel

To pause the printing at the end of a line, press SPACE BAR. When you are ready to continue, press [ENTER] to resume printing.

If you want to pause the printing so you can add text or change the print wheel, see "Stop Code."

To end the print function at the end of a line, press MENU.

After the entire page is printed, the paper ejects automatically.

PRINT SEVERAL PAGES Be sure to load paper into the WP-101. Press MENU to display the menu screen and press [2]. The print text screen appears.

| PRINT TEXT                                     | Position cursor and enter number |
|--|----------------------------------|
| FROM PAGE<br>TO PAGE<br>PAGE NUMBERING? (Y/N)  | :  0  0 1<br>: 999<br>: N        |
| Press [ENTER] to print<br>Press MENU to cancel |                                  |

The screen shows the default settings. If you want to revise any of these settings, move the cursor to a setting you want to change, correct as needed, and press [ENTER]. When everything is set the way you want it, press [ENTER] from the last position in the print menu to begin printing.

FROM PAGE--sets the first page to print. The default setting is 001, so printing starts from the first page.

TO PAGE--sets the last page to print. The default setting is 999, which means printing continues through the last page of your document.

PAGE NUMBERING?--selects whether the page numbers are printed or not. The default setting is N (no). Select Y (yes) and START NUMBER? :001 appears. If you want to begin numbering with a different page number, type the desired number.

After you have entered all the settings, press [ENTER] from the last position in the print menu to start printing.

To pause the printing at the end of a line, press SPACE BAR. When you are ready to continue, press [ENTER] to resume printing.

If you want to pause the printing so you can add text or change the print wheel, see "Stop Code."

To end the print function at the end of a line, press MENU.

When each page is finished, the paper ejects automatically and printing pauses. Insert another sheet of paper and press [ENTER] to continue. When printing is complete, the menu screen appears again. SET PRINT IMPACT This setting determines the printing impact (how hard the print wheel strikes the paper). Select the proper impact, depending on the type of print wheel, the paper, or the number of multiple copies. To change the printing impact, press CODE + WP/TYPE (IMPACT). Each time you press this key combination, the impact setting shown in the status area changes from M to H to L to M again. "M", "H", and "L" stand for medium, high, and low impact. STOP CODE A stop code causes the printer to pause so you can type in additional text. The printer prints the text you added, and then resumes printing through the rest of the document or until it reaches another stop code. Enter stop codes as you type the text. To enter a stop code, move the cursor to the position where you want to enter a stop code and press CODE + A (STOP CD). A highlighted S appears at the cursor position. Press  $\langle X |$  or CODE +  $\langle X |$  (|X|) to remove the S if you decide not to put a stop code at this point in the document. While printing, the WP-101 pauses at a stop code and changes to typewriter mode. The typewriter mode screen appears. Type the desired text. Each character you type is immediately printed on the paper. If you type an incorrect character, press  $\langle X |$  to erase the character from the paper; then, retype using the correct character. Press WP/TYPE to resume printing your document. NOTE: Before you start printing, be sure that at least 5% or more of the work memory is available (check the status area). If the remaining work memory goes to 4% or less, you can not type text at the stop code. When the WP-101 encounters a stop code, Work memory is full appears on the screen for a few seconds and then printing resumes automatically. (css 08/04/93)