

Preface

You will find that your new Canon AP160*, AP610** and AP810 electronic typewriters will greatly expand your typing capability.

The extra large text memory allows you to store texts, formats and other information for easy recall. Various text editing functions allow you to create and print superb looking documents quickly and easily. Moreover, the easy-to-read display lets you actually see your text before printing.

This instruction manual covers the text memory functions such as storing, editing texts and other operations to be executed with the display. Explanations given here are applicable to the AP160*, AP610** and AP810 electronic typewriters unless otherwise stated. Refer to the Basic Functions manual for details of the automatic functions available on these models.

- * Available only in the U.S.A., Canada, Asia and Oceania.
- ** Available in countries outside the U.S.A., Canada, Asia and Oceania.

Please bind the Basic Functions manual and the Editing Functions manual with the enclosed screws as follows.

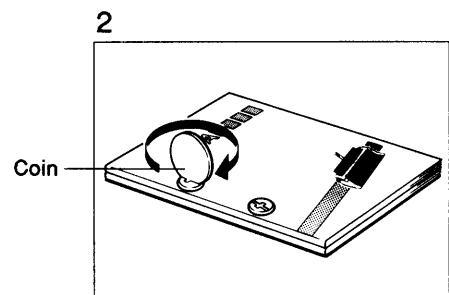
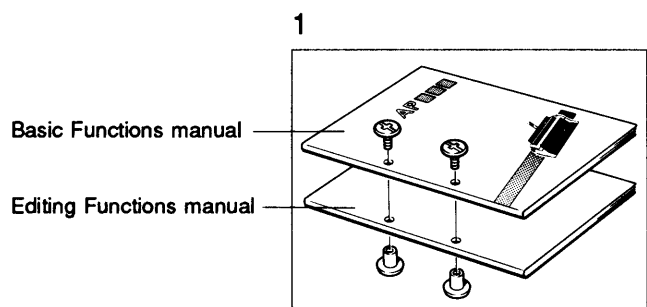


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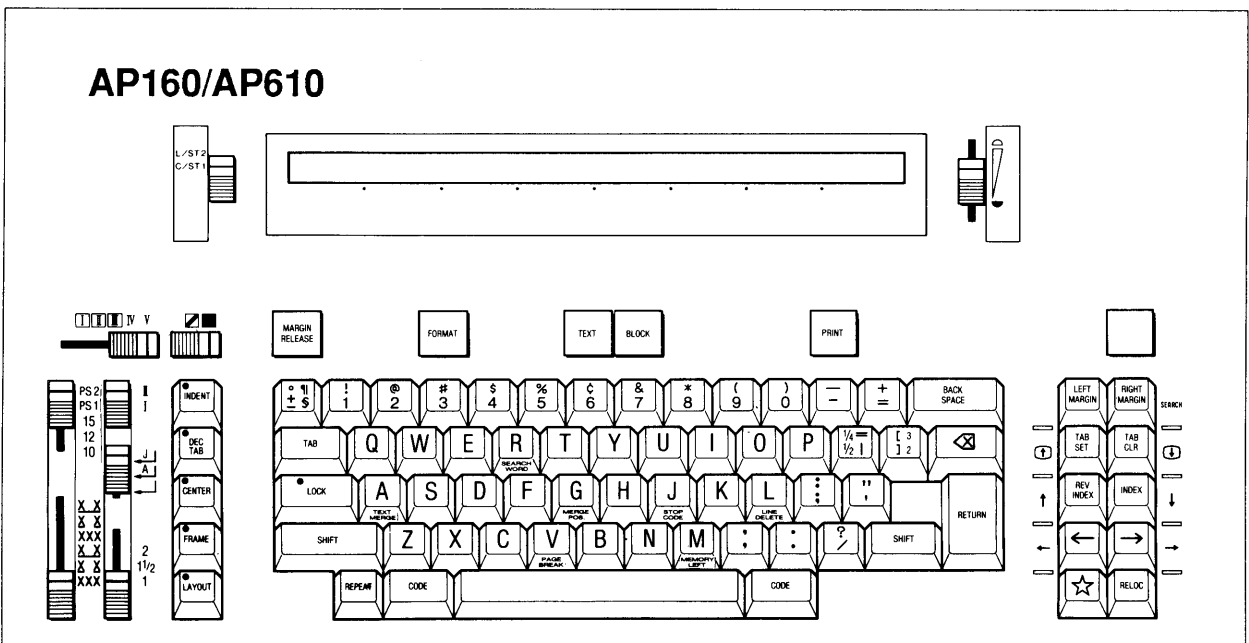
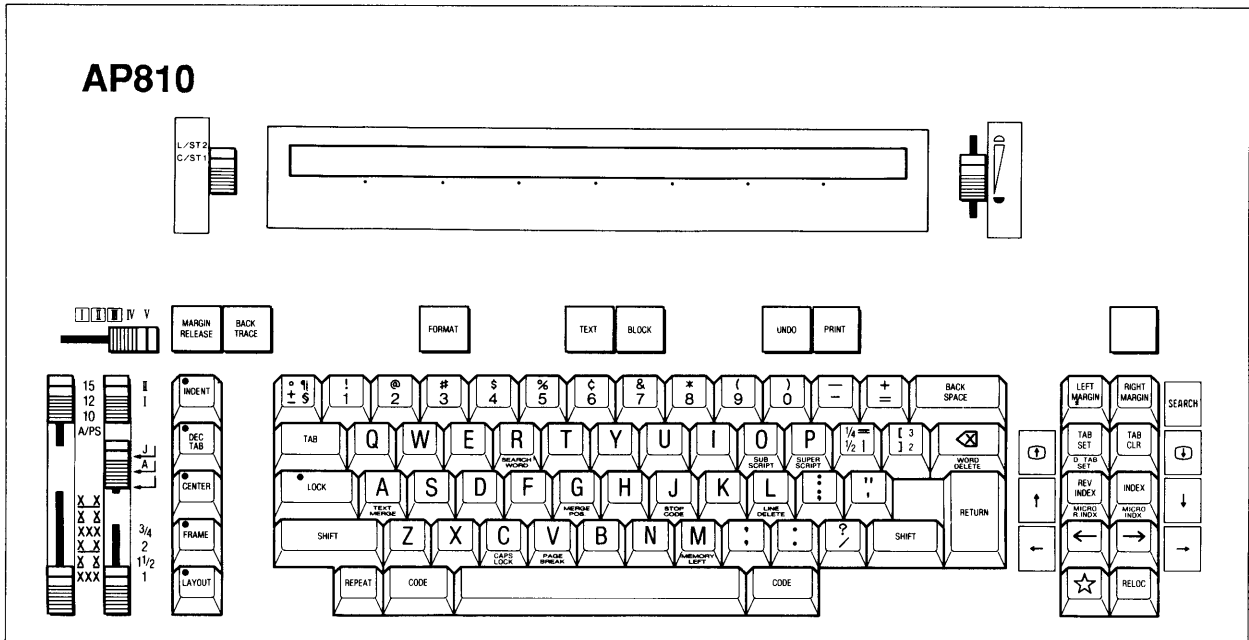
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Keyboard

The following function keys are used mainly when doing text memory functions.



FORMAT
FORMAT
 Performs page format and stop position format operations.

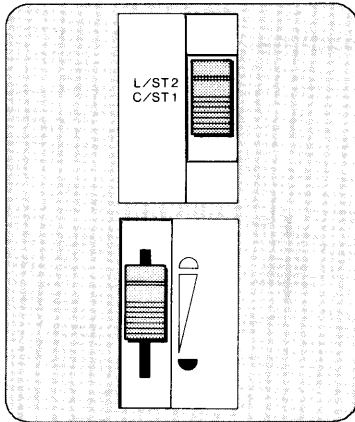
TEXT
TEXT
 Performs various text operations using memory functions.

BLOCK
BLOCK
 Performs block operations.

UNDO
UNDO
 Cancels previously performed key operation (AP810 only). For AP160/AP610, the same function can be performed by pressing and holding both right and left **CODE** keys and the space bar.

PRINT
PRINT
 Prints texts.

Selectors



Operation Selector

Used to select the typing and storing mode.

- C : When typing, the text is printed character by character.
- L : When typing, the text is printed line by line.

When **TEXT** is pressed :

- ST 1 : When storing, the text being stored is also printed line by line.
- ST 2 : When storing, the text being stored is not printed.

Brightness Control

Used to adjust the brightness of the display.

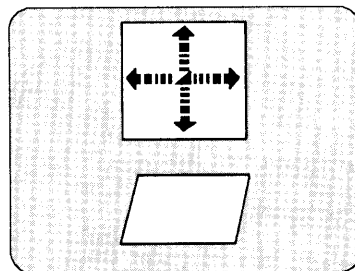
How to Use the UNDO Key

You can use the **UNDO** key (AP810 only) for the operations listed below or when "...press UNDO..." is displayed. (To perform any **UNDO** function on the AP160/AP610, press and hold both right and left **CODE** keys and the space bar.)

- To cancel word delete or line delete just after executing when storing text in the ST2 mode or when editing.
- To cancel block delete just after executing.
- To cancel any unfinished operation at any point and return to the beginning of the operation.

Notations

This manual uses the following symbols to simplify key flow explanations. For other symbols, see page 3 in the Basic Functions manual.



Move the cursor.

Follow the instructions found within (set the page format, recall the text, etc.).

Automatic Wraparound

When typing a text, if the last word of a line cannot fit within the right margin it is automatically moved to the beginning of the next line (wraparound).

- If a permanent space is typed between two words, both words are wrapped together.
- If a word is hyphenated, only the right part of the hyphenated word is wrapped.

Your typewriter will automatically wrap words if the typewriter is set to "L", or "TEXT" mode, and the AUTO/JUST Selector is set to \downarrow or \uparrow .

NOTE

- If you wrap long words it may leave large gaps in the right margin of your text. To avoid this, use Automatic Wraparound with the hot zone turned on. To turn on the hot zone, press **CODE**, **SHIFT** and **H** simultaneously when typing line-by-line or when storing text in the ST1 mode.

When typing a word in the hot zone with no spaces or hyphens and you try to type beyond the right margin, the alarm sounds and the keyboard locks. If this happens, delete the word up to a point where it can be hyphenated and then type a hyphen. When you want to turn the hot zone off, press **CODE**, **SHIFT** and **H** again.

PART 4 TYPING WITH THE DISPLAY

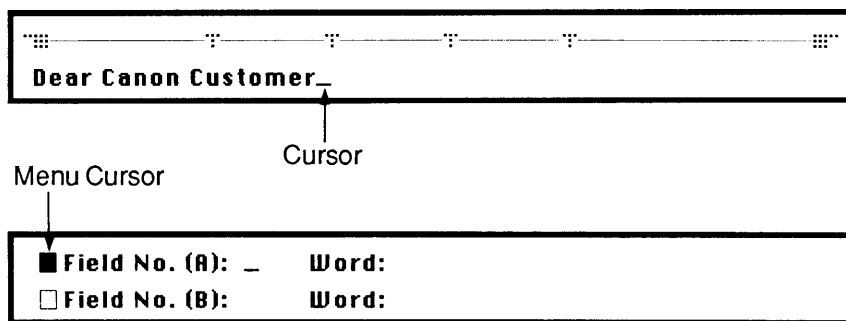
Information on the Display

This typewriter has a two-line display for viewing the ruler and text. The cursor, ruler, menus and messages also appear on the display. An explanation of each is given below:

Cursors

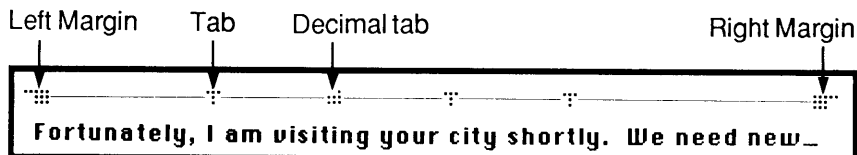
The cursor is a small mark which appears on the display. There are two kinds of cursors: the normal cursor and the menu cursor. The normal cursor (simply called "the cursor") indicates the typing position or the position at which you are going to do something.

When a menu is displayed, you will see a black box. This is the menu cursor. To select items from the menu, move the menu cursor to the item(s) and press .



Ruler

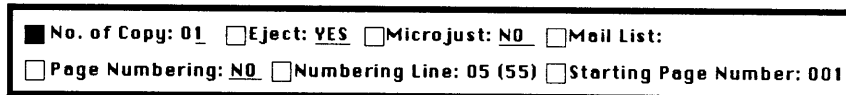
When you type, the first line of the display is used to show the ruler. The ruler indicates the left and right margins, tabs and decimal tabs.



Menus

Various menus also appear on the display when a selection of some kind is necessary.

e.g. Print Control Menu



Messages

Sometimes messages appear on the second line of the display. If a message is displayed, follow the instructions given.



Moving the Cursor through the Displayed Text

You can move the cursor on the display using the keys shown below.

Move by one.....	to the left	to the right
Character	← or [BACKSPACE]	→
Word (AP810 only)	[BACKTRACE]	[CODE] and [BACKTRACE]

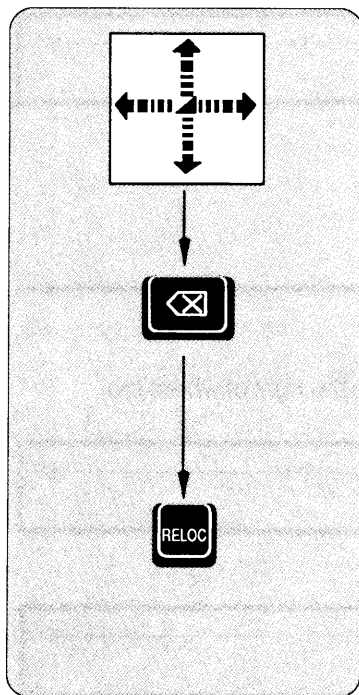
Move by one.....	up	down
Line	↑	↓
Page	[CODE] and [↑]	[CODE] and [↓]

Move by one	to the beginning	to the end
Line	[CODE] and [RETURN] [CODE] and [←]	[CODE] and [→]
Text	[CODE] and [RELOC]	[RELOC]

CORRECTION ON THE DISPLAY

This function allows you to delete or insert characters on the display before printing.

Deletion



Deleting characters

1. Move the cursor one character to the right of the character to be deleted.

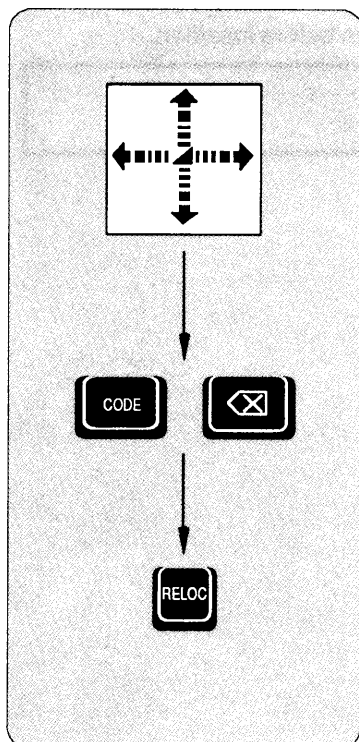
Dear Canon Caustomer,

2. Press to delete the character.
 - To delete characters in succession, press then press and hold **REPEAT**.

Dear Canon uustomer,

3. Press **RELOC**.
The cursor returns to the last typing position before deletion.

Dear Canon uustomer, _



Deleting words

1. Move the cursor to the space immediately following the word to be deleted.
 - On the AP810, press **BACKTRACE** to quickly move the cursor to the desired position.
 - The word itself and the space immediately following it are deleted.

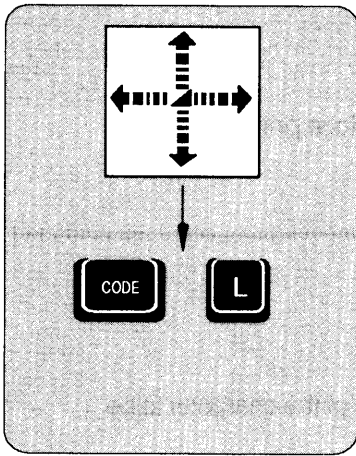
Dear Canon_ustomer,

2. Press **CODE** and to delete the word.

Dear uustomer,

3. Press **RELOC**.
The cursor returns to the last typing position before deletion.

Dear uustomer, _



Deleting a line

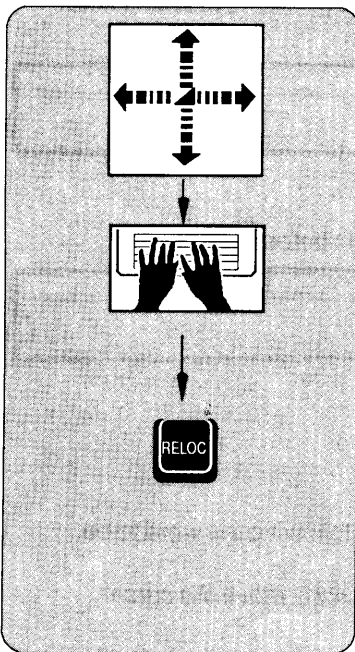
1. Move the cursor to anywhere in the line to be deleted.

Dear Canon Customer_

2. Press **CODE** and **L** to delete the line.

_

Insertion



1. Move the cursor one character or space to the right of where the insertion is needed.

Dear Canon Cuomer,

2. Type the character(s) to be inserted.

Dear Canon Customer,

3. Press **RELOC**.
The cursor returns to the last typing position before insertion.

Dear Canon Customer, _

PART 5 STORING TEXTS

Text Memory

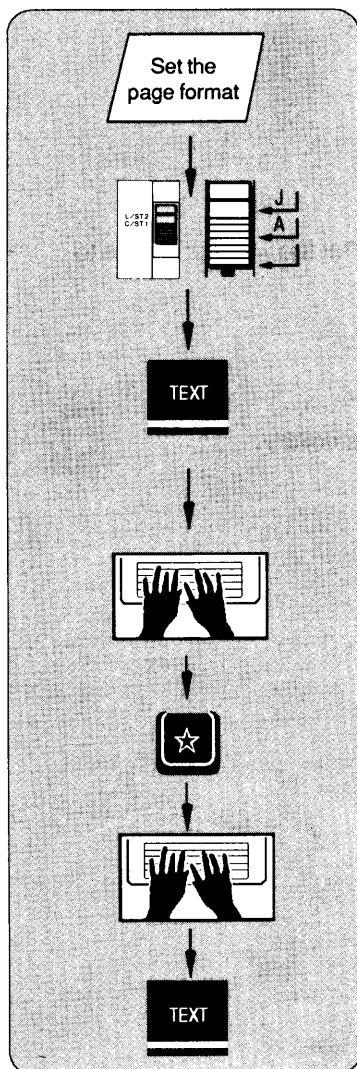
The text memory of this typewriter allows you to store texts, page formats, stop position formats and line frames. Texts can be recalled for editing, printing or other operations. The contents of the text memory are retained even when the power is turned off.

When you store a text, the page formats (left and right margins, tabs, decimal tabs, hot zone setting, first typing line and auto page end position) of that text are also stored.

The amount of remaining text memory is displayed at the beginning of text storage.

Storing Texts

This function allows you to store a text in the desired page format for recall at any time. Pitch and line space for the stored text can also be set using the appropriate selectors. The title of the text is limited to 10 characters. To store a text, follow the procedure below.



1. Set the desired page format.
2. Set the Operation Selector and AUTO/JUST Selector to the desired settings.
3. Press **TEXT**.
The following message is displayed.

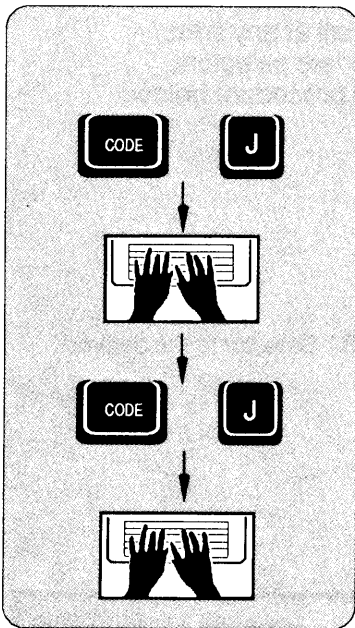
*** TEXT ***	Memory Left: 23900
Type Title: _	
4. Type a title for the text.
 - If you type a title which already exists in the text memory, the text stored under that title is displayed.
5. Press **☆**.
The title is stored and the display clears.
6. Type the text.
7. Press **TEXT**.
The text and its page format are stored in the text memory.

NOTE

- You can use automatic functions such as right margin alignment, indent, tabs, decimal tabs and centering (except for centering around the carrier position and centering between words) while you are typing texts to be stored.
- You can set multiple formats in a text while storing a text. See "Multiple Formats" (page 31).

Stop Codes

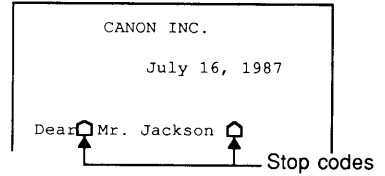
This function allows you to insert stop codes in your text which stop printing temporarily to allow you to change or insert information. It is particularly useful when changing names and addresses for form letters.



Entering stop codes

1. Press **CODE** and **J** to enter a stop code before the phrase to be changed.
2. Type the word or phrase to be changed.
3. Press **CODE** and **J** to enter a stop code after the word or phrase to be changed.
4. Continue typing.
Set the other stop codes in the same way.
 - You can enter as many stop codes as necessary.

When stored



When typed

