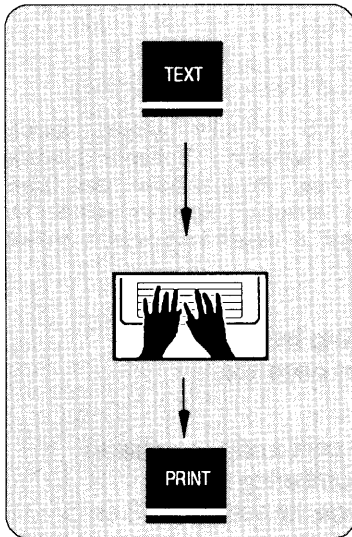


PART 6

PRINTING

Printing Stored Texts

This function allows you to print a stored text either in its original page format or in the currently set page format.



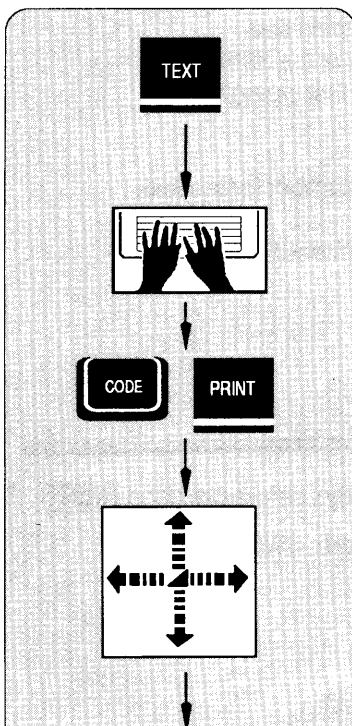
1. Press **TEXT**.
The following message is displayed.

```
*** TEXT ***                               Memory Left: 23900
Type Title: _
```

2. Type the title of the text you want to print.
 - If you cannot remember the title, press **RETURN** to display the title library (see page 50).
 - If you want to print a stored text in the current page format, press **MARGIN RELEASE** before pressing **PRINT**.
3. Press **PRINT** to start printing.

Print Control Menu

Display the Print Control Menu before printing a text in order to make selections for the various print options (page numbering, number of copies, etc.).



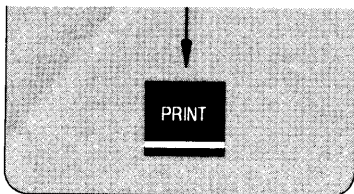
1. Press **TEXT**.
The following message is displayed.

```
*** TEXT ***                               Memory Left: 23900
Type Title: _
```

2. Type the title of the text.
 - If you cannot remember the title, press **RETURN** to display the title library (see page 50).
3. Press **CODE** and **PRINT**.
The Print Control Menu is displayed.

```
■ No. of Copy: 01  □ Eject: YES  □ Microjust: NO  □ Mail List:
□ Page Numbering: NO  □ Numbering Line: 05 (55)  □ Starting Page Number: 001
```

4. Move the menu cursor to the setting you want to change by pressing **→**, **←**, **↑** or **↓**.
 - For details of each item, see the chart on the next page.



5. Press **PRINT** to start printing with the selected print options.

PRINT CONTROL MENU ITEMS

No. of Copy: 01 Eject: YES Microjust: NO Mail List:
 Page Numbering: NO Numbering Line: 05 (55) Starting Page Number: 001

No. of Copy

Enter the desired number of copies to be printed.

- Insert new paper after each copy is printed. Then press **PAPER FEED** and **PRINT** to continue.
- If using the cut sheet feeder (AP40), the desired number of copies are printed automatically. (AP810 only)

Eject

Select whether or not to have the paper ejected from the typewriter when printing reaches the page break position.

YES : Automatically ejects paper.

NO : Does not eject paper and printing stops.

Press **RETURN** to change the setting.

Microjust

Select whether or not to activate the micro-justification setting. Press **RETURN** to change the setting (YES or NO).

During text printout, this function adjusts the space between words to fully justify the text.

- If you use the automatic hyphenation function in the optional AP-DN13 Spell Checker/Corrector, the last word in the line is correctly hyphenated automatically. The difference between justified and micro-justified texts is shown in the following examples:

«Justification»

I am scheduled to visit your area within a couple of weeks. I have plans to establish a new business on the West Coast and I would appreciate it if I could arrange a meeting with your company.

«Microjustification»

I am scheduled to visit your area within a couple of weeks. I have plans to establish a new business on the West Coast and I would appreciate it if I could arrange a meeting with your company.

Mail List

Type the title of the mailing list when you execute mail merge (see page 15).

Page Numbering

Select whether or not to print a page number in the center of the page numbering line.

Press **RETURN** to change the setting (YES or NO).

- When you select "YES", the cursor can then be moved to "Numbering Line" and "Starting Page No."

Numbering Line

Enter the desired number of the line (01 to 99) corresponding to the line number position at which you want the page number to be printed.

05: Page numbering line is set at the fifth line from the last typing line.

(55): Last typing line set at the 55th line from the top of the first typing line.

Starting Page No.

Enter the starting page number for the text.

Example:

001: The text will be numbered starting with the number "1".

NOTE

- If you want to select the following settings, press the necessary keys before pressing **PRINT**.

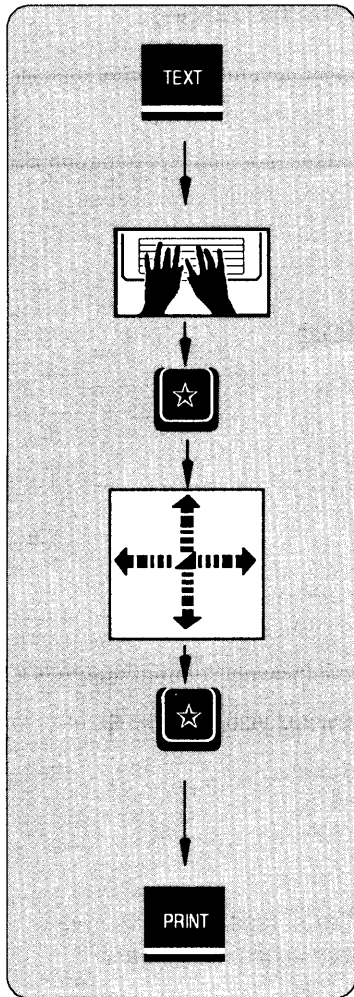
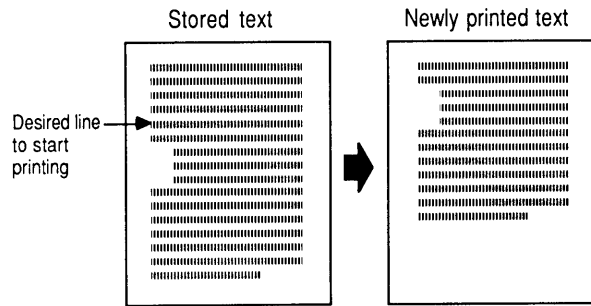
Auto hyphenation: **CODE** and **6**
(available only when you use the optional AP-DN13 Spell Checker/Corrector)

Auto paper feed: **PAPER FEED**

Current page format: **MARGIN RELEASE**

Partial Printing

This function allows you to start printing from any position within the stored text.



1. Press **TEXT**.
The following message is displayed.



2. Type the title of the text.
 - If you cannot remember the title, press **RETURN** to display the title library (see page 50).
3. Press **☆**.
The text is displayed.

4. Move the cursor to the beginning of the text to be printed.

5. Press **☆**.
The position at which printing starts is set and the following message is displayed.



6. Press **PRINT** to start printing.

NOTE • If you want to select the following settings, press the necessary keys before pressing **PRINT**.

Auto hyphenation: **CODE** and **6**
(available only when you use the optional AP-DN13 Spell Checker/Corrector)

Print Control Menu: **CODE** and **PRINT**

Current page format: **MARGIN RELEASE**

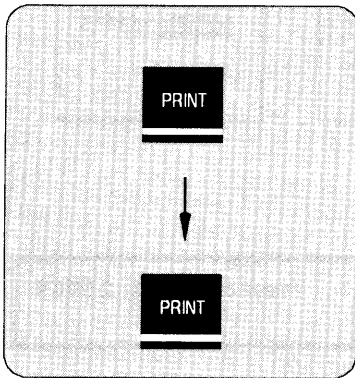
Auto paper feed: **PAPER FEED**

Background Printing

This function allows you to create and edit texts while you are printing another text. After starting printing, simply press **TEXT**.

Stopping/Restarting Printing

This function allows you to stop printing either texts or automatic line frames temporarily and resume printing. You can also cancel the printing operation.

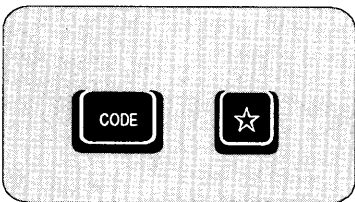


Stopping printing temporarily

1. Press **PRINT**.
Printing stops at the end of the current line and the following message is displayed.

Pause!

2. Press **PRINT** to resume printing.

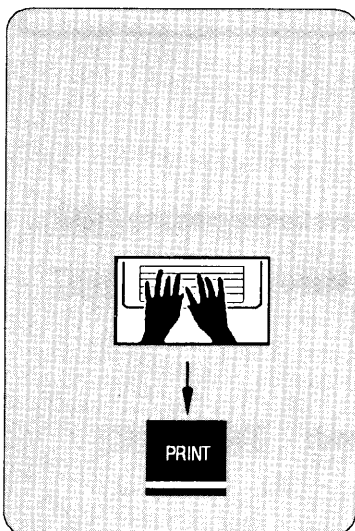


Canceling the printing operation

1. Press **CODE** and **☆**.
Printing stops at the end of the current line.

Printing Texts with Stop Codes

When printing texts with stop codes, printing pauses at the stop code allowing you to type a word or phrase.



1. Follow the procedure for "Printing Stored Texts" (see page 11).
When printing stops, "Pause!" and the phrase to be changed are displayed.

Mr. Jackson
Pause!

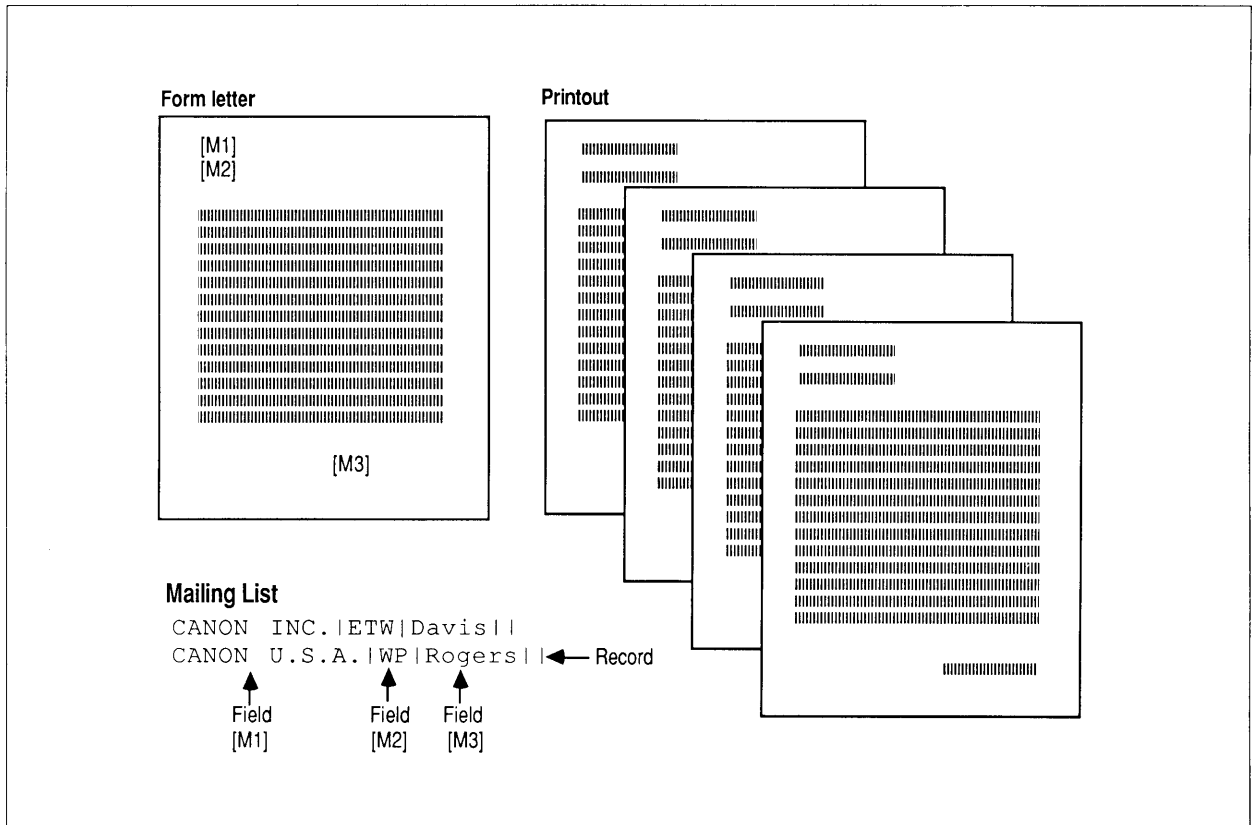
2. Type the new phrase.

Mr. Murray_

3. Press **PRINT** to continue printing.

Mail Merge Printing

This function allows you to print form letters, changing parts of the letter (names, addresses, etc.) each time it is printed. This feature is useful when many copies of the same letter need to be sent to different places. By using this function you only have to type one copy of the letter. Then, after typing a mailing list, you can automatically insert the different addresses into the letter each time it is printed.



■ Form Letters and Mailing Lists

The form letter is the part of the letter that remains the same each time it is printed. It is typed only once then stored in the typewriter's text memory. When typing the form letter, you type field numbers at the places in the letter where you want different information inserted each time it is printed.

The mailing list is the list of changes that are inserted into the form letter during printing. Each item in the mailing list has a designated position (called the "merge position") at which it will be printed in the letter.

Creating form letters

Set the necessary page format and selector first in the same way as you store a text.

1. Press **TEXT**.
The following message is displayed.

*** TEHT ***	Memory Left: 23900
Type Title: _	

2. Type a title for the form letter.

3. Press **☆**.
The title is stored.

4. Type the text.

5. Press **CODE** and **G**.
The following message is displayed.

⋮	⋮	⋮	⋮	⋮	⋮
Type Field Number: _					

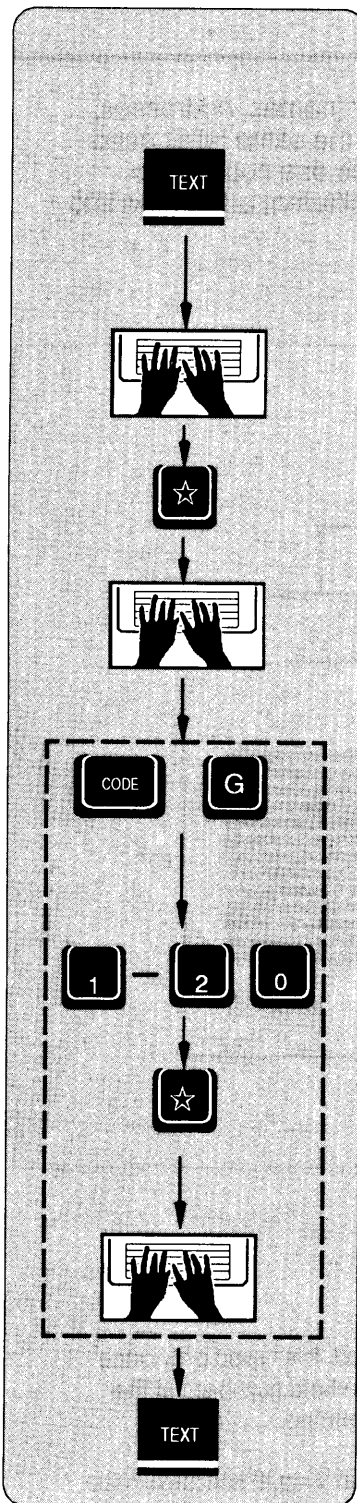
6. Type the field number (1 to 20).

7. Press **☆** to set the merge position.

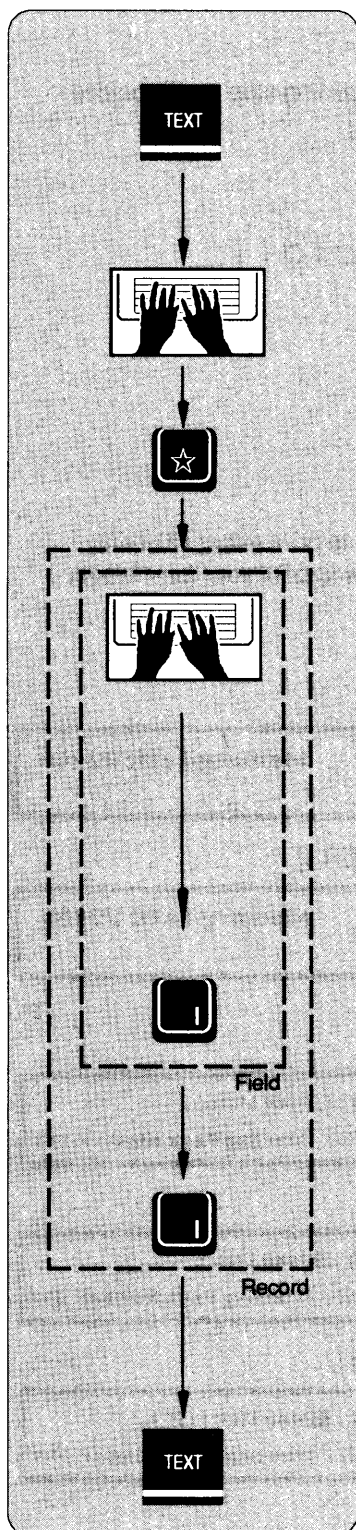
⋮	⋮	⋮	⋮	⋮	⋮
[M 5] _					

8. Continue typing.
• Repeat steps 5 to 8 as necessary.

9. Press **TEXT** to store the form letter.



Creating mailing lists



1. Press **TEXT**.
The following message is displayed.

*** TEXT ***	Memory Left: 23200
Type Title: _	

2. Type a title for the mailing list.
3. Press **☆**.
4. Type the name and address, etc. (fields) of the mailing list.

..... CANON INC. JAPAN_

- You can type up to 20 fields for each record. Field numbers are assigned (1, 2, 3,) to fields in the order they are typed. Type the fields so that their numbers correspond correctly to the mail merge locations specified in the form letter.
- If a field consists of two or more lines, press **RETURN** at the end of each line except the last.

5. Press **|** to mark the end of each field.

..... CANON INC. JAPAN _

- Repeat steps 4 and 5 for each field.

6. Press **|** again to mark the end of each record.

..... CANON INC. JAPAN ROGERS _
--

- Repeat steps 4 to 6 for each record.

7. Press **TEXT** to store the mailing list.

■ Fields and Records

The mailing list consists of a number of fields and records. A field is a short series of words (e.g., name and address) printed at a specified position (called the 'merge' position) in the form letter. In the mailing list, field numbers (1 to 20) are automatically assigned in the order in which the fields are typed. All the fields (maximum of 20) included in one letter are grouped together as a record. As many records as you like can be created.

When typing a mailing list, the end of a field is marked by pressing **|** once. The end of a record is marked by pressing **|** twice. The same field can be inserted at different merge positions by simply pressing the appropriate field number when typing the form letter.

Selective Mail Merge Printing

When printing a form letter, you may choose to have only certain records from the mailing list included. The records you want to use are selected by choosing either one or two key fields (Field No. (A) and/or Field No. (B) on the display). The fields are specified by typing the number and the entire word/phrase of that field. The only letters that will be printed are those containing records with the specified word or phrase in the designated field(s).

Letter (1)

```
CANON U.S.A.
ETW Division
```

Letter (2)

```
CANON INC.
Advertising Division
```

Letter (3)

```
CANON U.S.A.
WP Division
```

Letter (4)

```
CANON CANADA
ETW Division
```

Example 1:

Field No. (A): 01 Word: CANON U.S.A. _
 Field No. (B): Word:

The only letters that are printed are those containing records with CANON U.S.A. in field number 1. (Letter (1) and Letter (3) are printed.)

Example 2:

Field No. (A): 01 Word: CANON U.S.A.
 Field No. (B): 02 Word: ETW Division _

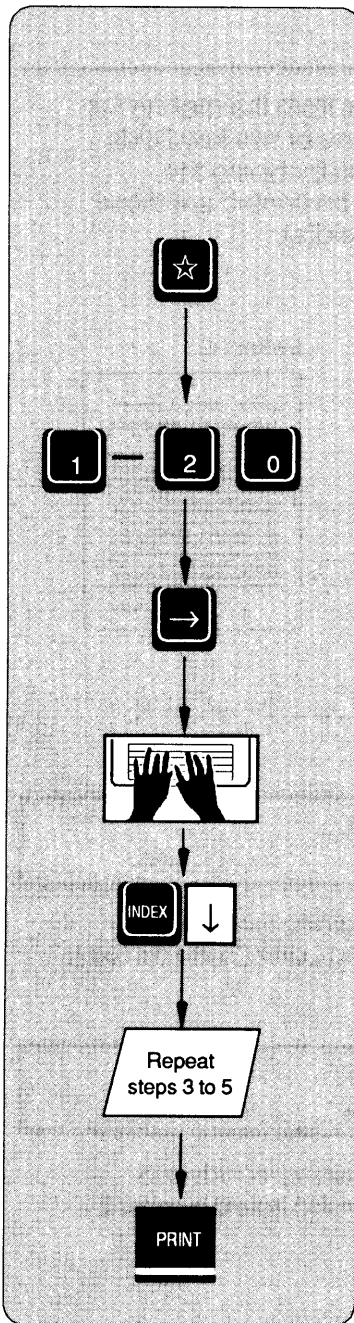
The only letters that are printed are those containing records with CANON U.S.A. in field number 1 and ETW Division in field number 2. (Letter (1) is printed.)

Example 3:

Field No. (A): 01 Word: CANON INC.
 Field No. (B): 01 Word: CANON U.S.A. _

The only letters that are printed are those containing records with CANON INC. or CANON U.S.A. in field number 1. (Letter (1), Letter (2) and Letter (3) are printed.)

Executing selective mail merge



1. Follow the procedure for "Executing mail merge" steps 1 to 5 (see page 18).

2. Press ★.

The following menu is displayed.

<input checked="" type="checkbox"/>	Field No. (A): _	Word:
<input type="checkbox"/>	Field No. (B):	Word:

3. Type the field number (1 to 20).

<input checked="" type="checkbox"/>	Field No. (A): 01	Word:
<input type="checkbox"/>	Field No. (B):	Word:

4. Press → to move the menu cursor to "Word:".

<input checked="" type="checkbox"/>	Field No. (A): 01	Word: _
<input type="checkbox"/>	Field No. (B):	Word:

5. Type the specified word (less than 35 characters).

• If you do not need to select another field, press PRINT to start the mail merge printing.

6. Press ↓ to move the menu cursor to "Field No. (B):".

<input type="checkbox"/>	Field No. (A): 01	Word: CANON U.S.A.
<input checked="" type="checkbox"/>	Field No. (B): _	Word:

7. Repeat steps 3 to 5.

8. Press PRINT.

The form letters with the selected records are printed.

• Insert new paper after each copy is printed, then press PRINT to continue.

NOTE

• If you want to select the following settings, press the necessary keys before pressing PRINT.

Current page format: MARGIN RELEASE **Auto paper feed:** PAPER FEED

• If you want to go back to the Print Control Menu, press ★ before pressing PRINT.