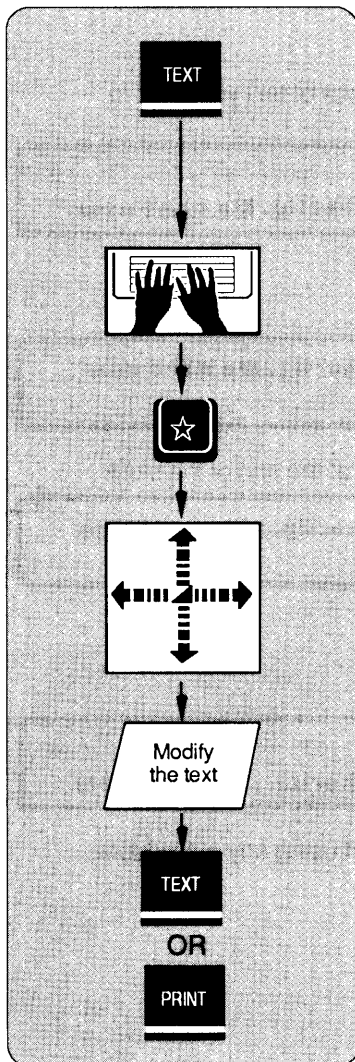


PART 7 EDITING STORED TEXTS

Recalling Stored Texts

This function allows you to review and modify texts stored in the text memory.



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

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

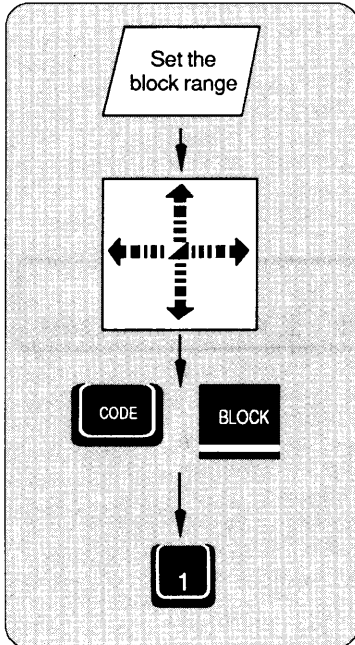
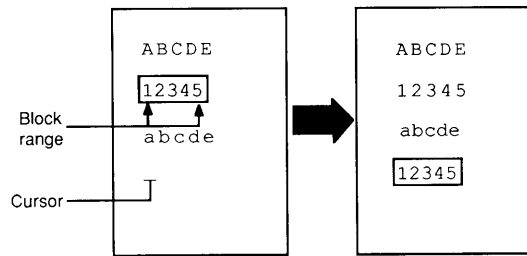
2. Type the title of the text to be recalled.
 - If you cannot remember the title, press **RETURN** to display the title library (see page 50).
3. Press **☆**.
The text is displayed.
4. Move the cursor to the position you want to modify.
5. Modify the text using the functions described in this section.
6. Press **TEXT** to end the operation.
or
Press **PRINT** to print the modified text.

NOTE

- If you want to print the text in the current page format, press **MARGIN RELEASE** before pressing **PRINT**.
- If you want to change items in the Print Control Menu (see page 12), press **CODE** and **PRINT** before pressing **PRINT**.

Block copy

This function allows you to copy a block of text to another location within the same text.



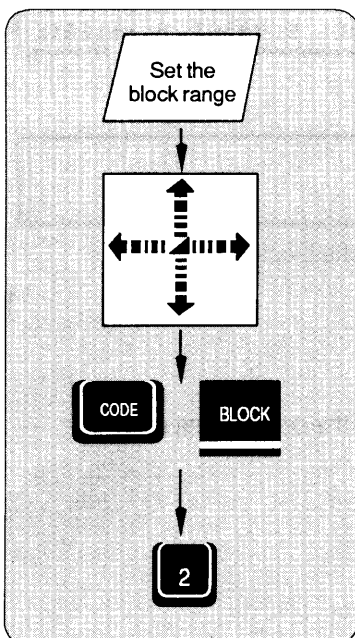
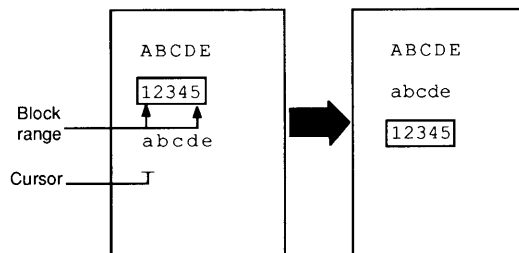
1. Set the block range.
2. Move the cursor to the beginning of where you want the block copied.
3. Press **[CODE]** and **[BLOCK]**.
The following menu is displayed.

***** BLOCK *****
1. COPY 2. MOVE 3. DELETE 4. WRITE 5. PRINT 6. RELEASE

4. Press **[1]**.
The block is copied at the current cursor position and the original block remains unchanged.

Block move

This function allows you to move a block of text from one location to another within the same text.



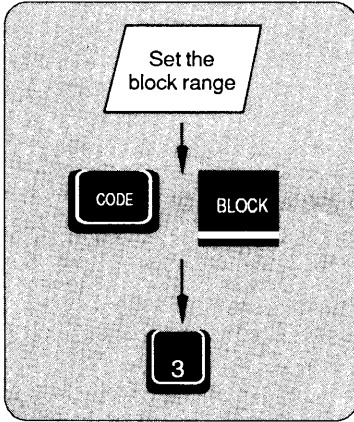
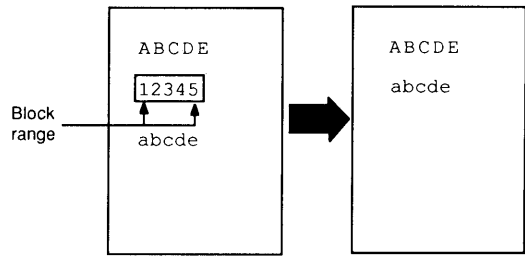
1. Set the block range.
2. Move the cursor to the beginning of where you want the block moved.
3. Press **[CODE]** and **[BLOCK]**.
The following menu is displayed.

***** BLOCK *****
1. COPY 2. MOVE 3. DELETE 4. WRITE 5. PRINT 6. RELEASE

4. Press **[2]**.
The block is moved to the current cursor position.

Block delete

This function allows you to delete a block of text.



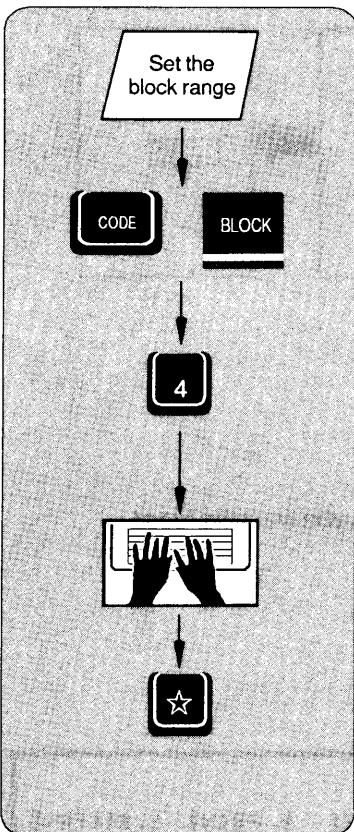
1. Set the block range.
2. Press **CODE** and **BLOCK**.
The following menu is displayed.

```
*** BLOCK ***  
1. COPY 2. MOVE 3. DELETE 4. WRITE 5. PRINT 6. RELEASE
```

3. Press **3**.
The block is deleted.

Block write

This function allows you to store a block of text separately under a new title.



1. Set the block range.
2. Press **CODE** and **BLOCK**.
The following menu is displayed.

```
*** BLOCK ***  
1. COPY 2. MOVE 3. DELETE 4. WRITE 5. PRINT 6. RELEASE
```

3. Press **4**.
The following message is displayed.

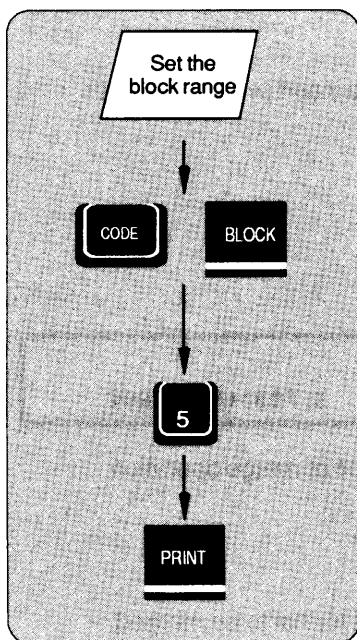
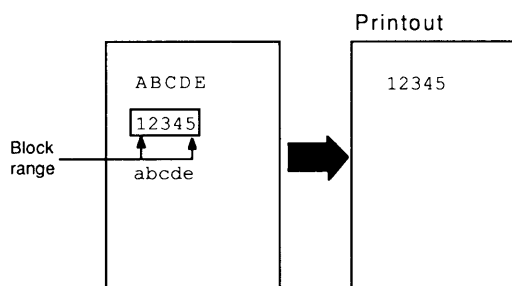
```
*** WRITE ***  
Type Title: _
```

4. Type a title under which you want to store the block.

5. Press **☆**.
The block is stored under the new title and the original text remains unchanged.

Block print

This function allows you to print a specified block of text.



1. Set the block range.

2. Press **CODE** and **BLOCK**.

The following menu is displayed.

***** BLOCK *****

1. COPY 2. MOVE 3. DELETE 4. WRITE 5. PRINT 6. RELEASE

3. Press **5**.

Press PRINT

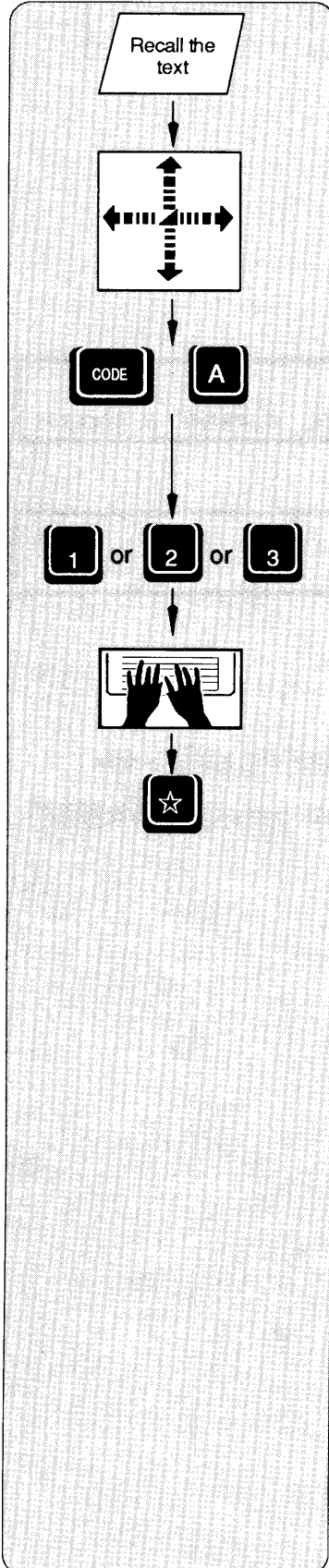
4. Press **PRINT** to print the block.

NOTE

- If you want to print the text in the current page format, press **MARGIN RELEASE** before pressing **PRINT**.
- If you want to change items in the Print Control Menu (see page 12), press **CODE** and **PRINT** before pressing **PRINT**.

Merge

This function allows you to merge separately stored texts, formats and line frames. For example, you can insert a stored text or line frame into a recalled text, or merge a stored page format to change the format of a text. You can also merge texts, formats and line frames during text storage.



1. Recall the stored text.
 2. Move the cursor to the position you want to insert (merge) another text, format, etc.
 3. Press **CODE** and **A**.
The following menu is displayed.
- *** MERGE *****

1. TEXT MERGE 2. FRAME MERGE 3. FORMAT MERGE
4. Press the number corresponding to the type of merge operation you want to perform.
 5. Type the title of the text, line frame or page format to be merged.
 6. Press **☆** to execute the merge.

Examples:

Text merge: the merged text ([*****title]) is inserted over the line.

([*****title])



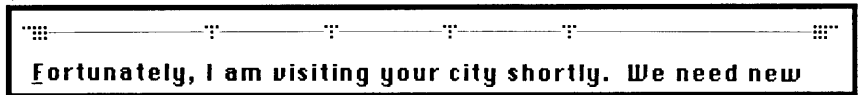
Line frame merge: the merged line frame ([**+**title]) is inserted over the line.

([**+**title])



Page format merge: the format ruler to be merged is inserted over the line.

(L.....t.....t.....t.....t.....R)

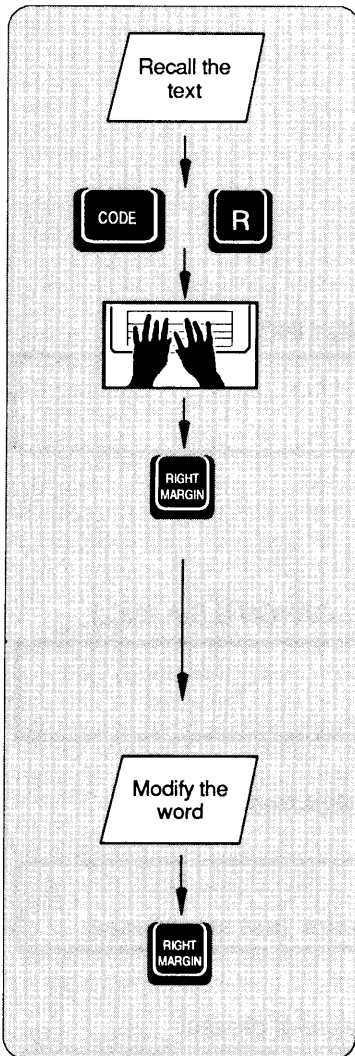


- To delete the merged text or line frame, move the cursor under the appropriate symbol (***** or **+**) and press **⊗**.
- To delete the merged page format, see page 32.

Search

This function allows you to automatically search for a specified word or phrase in a text. Command symbols such as return symbols and stop codes can also be searched.

- The word or phrase to be searched for should be typed exactly as it appears in the text (same upper/lower case letters, hyphens, punctuation and spacing).
- To search for a short word, type a space before and after the word.
Example: to search for the word "you", press the space bar, type **Y** **O** **U** and press the space bar again.
- The search and replace words are limited to 35 characters.



1. Recall the stored text.

2. Press **CODE** and **R**.

3. Type the word or phrase to be searched for (e.g., CANON INC.).

Type Search Word: CANON INC._

4. Press **RIGHT MARGIN**.

The first occurrence of the search word is displayed before the cursor.

from CANON INC. _ The machine we have just introduced

• If the search word cannot be found in the text, the alarm sounds twice.

5. Modify the search word, if necessary.

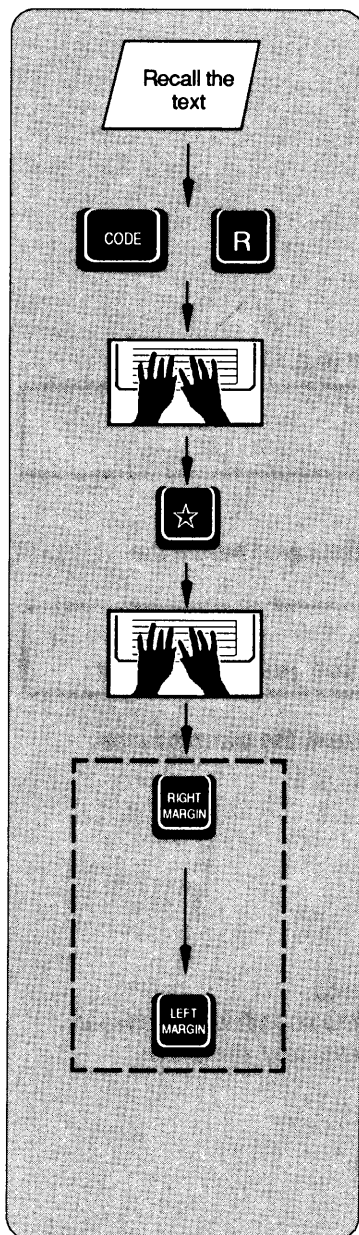
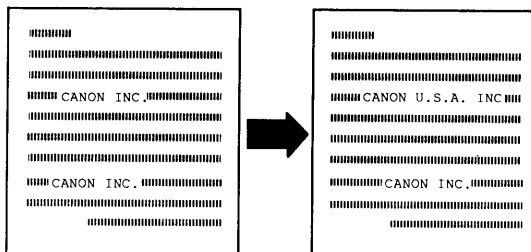
6. Press **RIGHT MARGIN** to continue the search.

• When there are no more occurrences of the search word between the current cursor position and the end of the text, the alarm sounds twice.

Search and Replace

This function allows you to search for a word or phrase in a text and replace it with a new one.

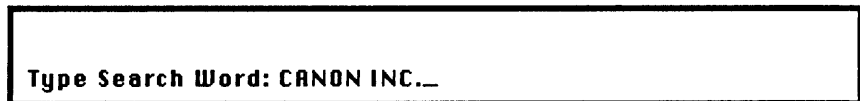
- If the replace word is to be underlined or bold, change the setting of the Print Selector first.



1. Recall the stored text.

2. Press **CODE** and **R**.

3. Type the search word or phrase (e.g., CANON INC.).



4. Press **☆**.

5. Type the replacement word or phrase (e.g., CANON U.S.A. INC.).



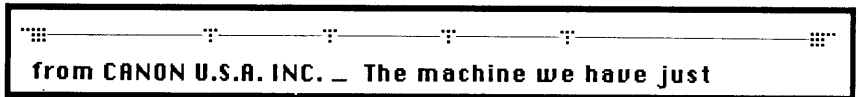
6. Press **RIGHT MARGIN**.

The first occurrence of the search word is displayed before the cursor.



7. Press **LEFT MARGIN**.

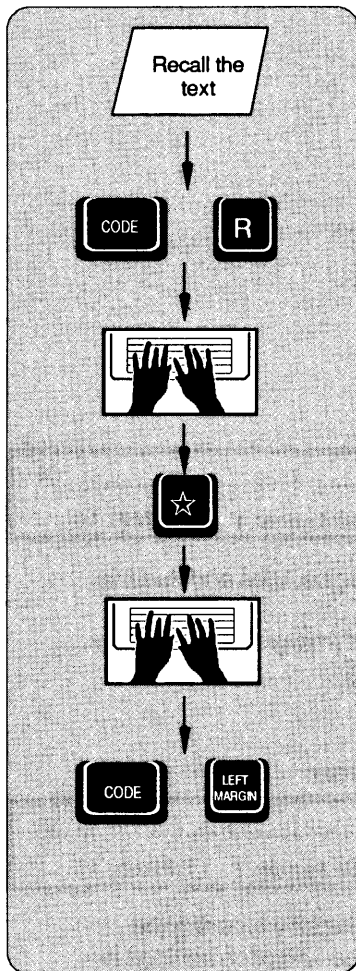
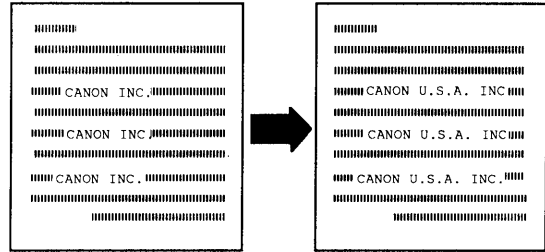
The search word is replaced with the new word or phrase.



- Repeat steps 6 and 7 as necessary.

Global Search and Replace

This function allows you to search for and replace all occurrences of a specified word or phrase automatically.



1. Recall the stored text.

2. Press **CODE** and **R**.

3. Type the search word or phrase (e.g., CANON INC.).

Type Search Word: CANON INC.---

4. Press **☆**.

5. Type the replacement word or phrase (e.g., CANON U.S.A. INC.).

Type Replace Word: CANON U.S.A. INC.---

6. Press **CODE** and **LEFT MARGIN**.

All occurrences of the search word are replaced with the replacement word.

- When global search and replace is over, the alarm sounds twice.
- To cancel global search and replace during the operation, press any key.

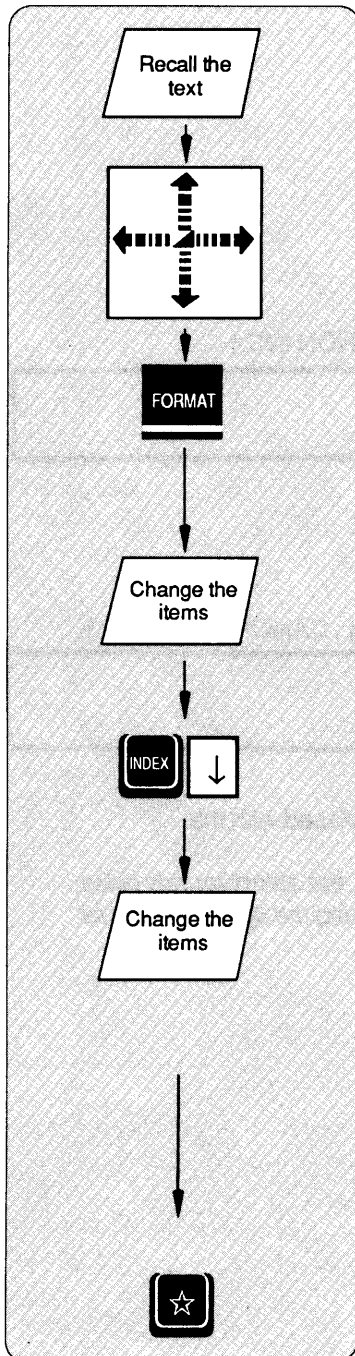
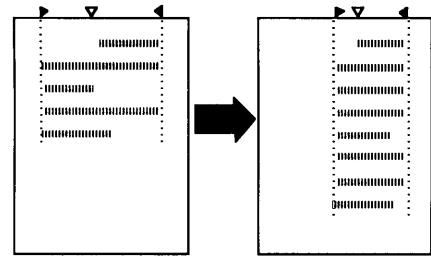
Changing Page Formats of Stored Texts

This function allows you to change the page format of a stored text. Page format can also be changed during text storage.

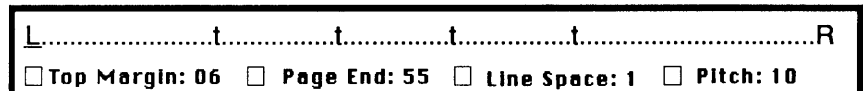
- This typewriter has a fixed page format called the default page format. The default page format settings are listed in the chart below. If you want to set the default page format, simply press **CODE** and **MARGIN RELEASE**.

Keyboard	Left and Right Margins	Tabs
U.S.A. and others	1, 65 (78°, 97°)	06, 11, 21, 31, 41, 51, 61, 71†, 81**, 91**
U.K.	1, 65 (78°, 97°)	06, 15, 25, 35, 45, 55, 65†, 75†, 85**, 95**

*: character pitch at 12, **: character pitch at 15 and †: character pitch at 12 and 15

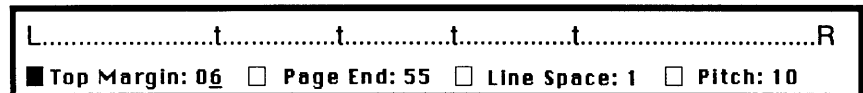


- Recall the stored text.
- Move the cursor to the beginning of the text.
- Press **FORMAT**.
The following menu is displayed.



- Change the items on the format ruler (margins, tabs and decimal tabs) in the normal way.
 - You can also set the default page format (margins and tabs) by pressing **CODE** and **MARGIN RELEASE**.

- Press **INDEX** with a down arrow to move the cursor to "Top Margin: ".



- Change the top margin and page end settings by entering the appropriate number. Change the line space and pitch settings by pressing **RETURN**.
 - The line space settings available depend on the typewriter you are using: 3/4, 1, 1-1/2 and 2 for AP810. 1, 1-1/2 and 2 for AP160/AP610.
 - If you are not sure of the correct line number for the top margin and page end positions, press **RETURN** to set the position. For minute adjustments, press **CODE** and **INDEX** or **CODE** and **REV INDEX**.
 - Press **INDEX** with an up arrow to move the cursor to the format ruler.

- Press **STAR**.
The text is stored with the new format.