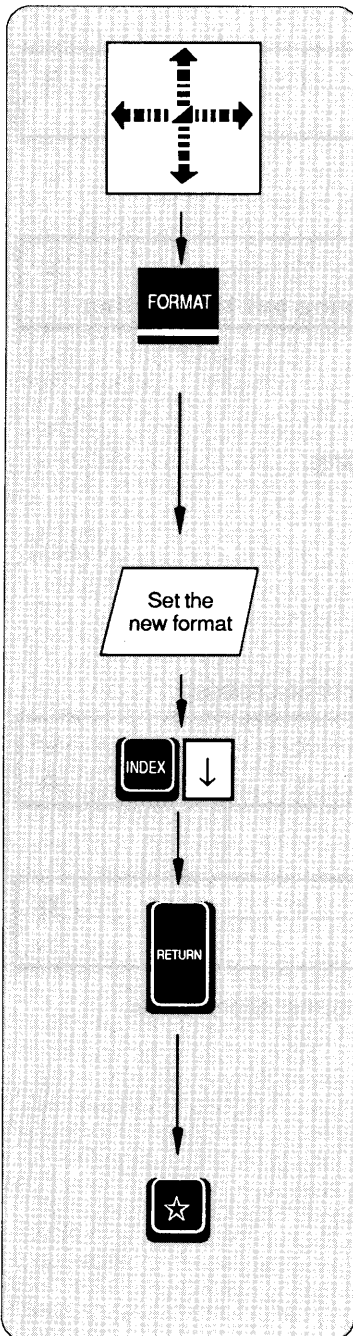
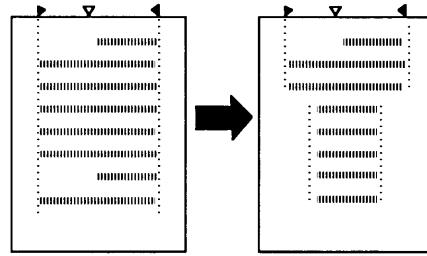


Multiple Formats

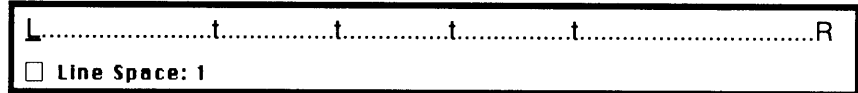
This function allows you to change the page format freely from any position in a text. It can be performed during text storage or when reviewing or modifying a stored text.



Setting multiple format rulers

1. Move the cursor to the position in the text from where you want to change the page format.

2. Press **FORMAT**.
A ruler line is displayed in the text.

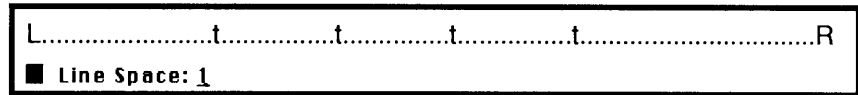


- If you want to set the column layout, press **LAYOUT**. Set the column layout and then press **LAYOUT** again (see page 25 in the Basic Functions manual).

3. Set the new format.

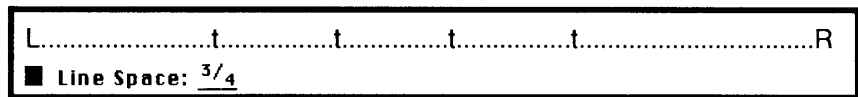
- Margins, tabs and decimal tabs can be set in the normal way.
- You can also set the default page format (margins and tabs) by pressing **CODE** and **MARGIN RELEASE**.

4. Press **↓** to move the cursor to the "Line Space:".

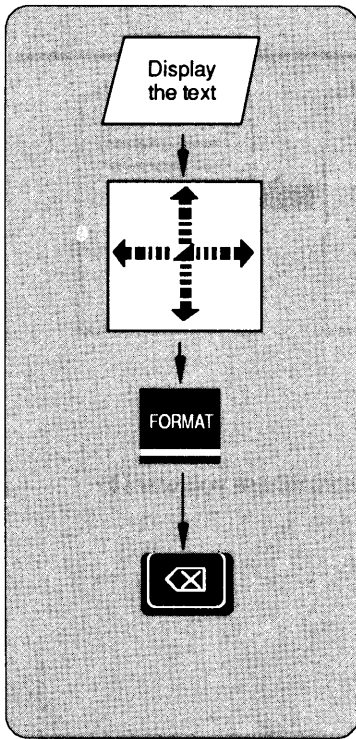


5. Press **RETURN** to change the line space setting.

- 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.
- Press **↑** to move the cursor to the format ruler.



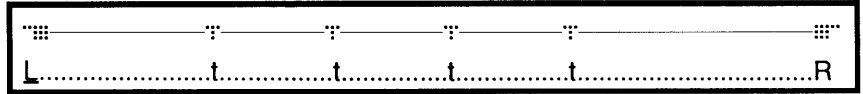
6. Press **☆** to set the format.



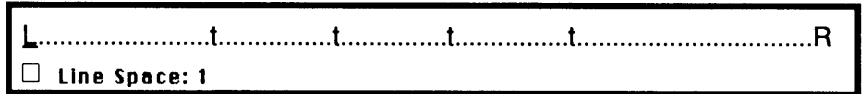
Deleting multiple format rulers

1. Display the text.

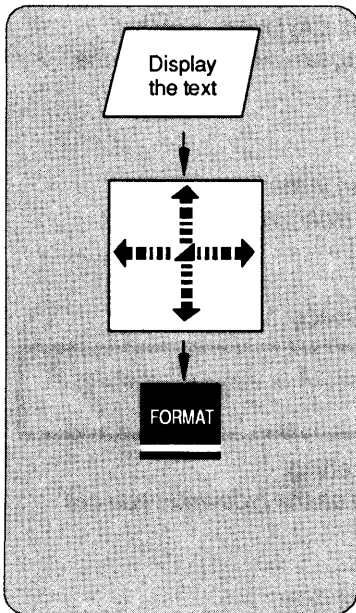
2. Move the cursor to the multiple format ruler to be deleted.



3. Press **FORMAT**.



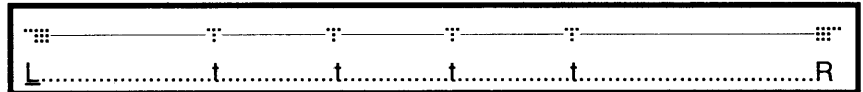
4. Press **ⓧ**.
The multiple format is deleted.



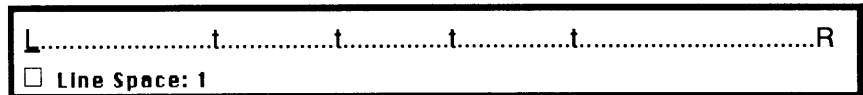
Changing multiple format rulers

1. Display the text.

2. Move the cursor to the multiple format ruler to be changed.



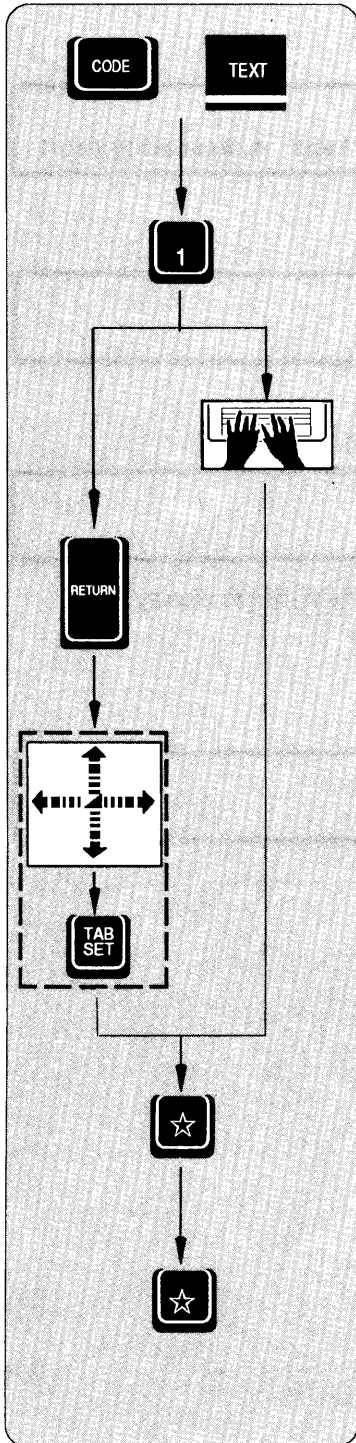
3. Press **FORMAT**.



4. Follow the procedure for "Setting multiple format rulers" steps 3 to 6 (see page 31).

Deleting Stored Texts

This function allows you to delete unnecessary texts in the text memory.



1. Press **CODE** and **TEXT**.
The following menu is displayed.

*** **ADDITIONAL TEXT FUNCTIONS** ***
1. Delete 2. Change Title 3. Copy Text 4. Assembly Print

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

*** **DELETE** ***
Type Title: _

3. Type the title of the text to be deleted.

To display the title library

3. Press **RETURN**.
Move the cursor to the title of the text you want to delete and press **TAB SET**.
 - Repeat this procedure for every title (up to 10) you want to delete.

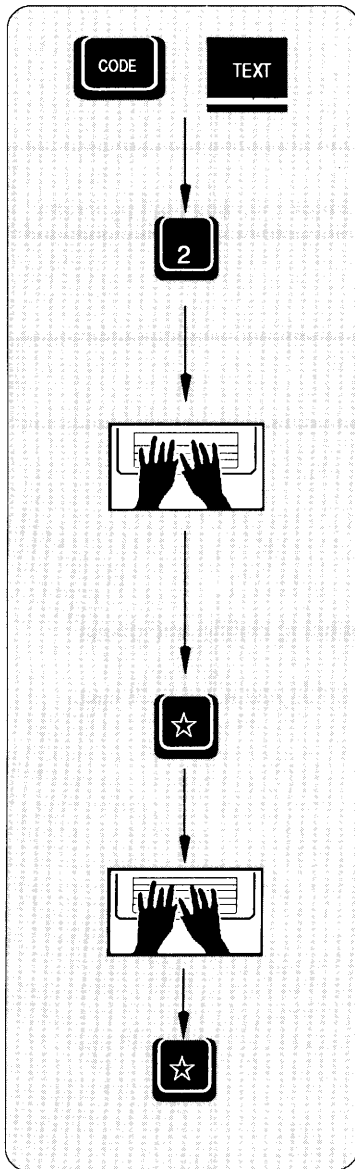
4. Press **☆**.
The following message is displayed.

Title: SAMPLE 1
Are you sure? Press ☆ to delete or press UNDO to cancel

5. Press **☆** to delete the stored text(s) or press **UNDO** to cancel the operation.
 - If your typewriter is the AP160/AP610, press and hold both right and left **CODE** keys and the space bar to cancel the operation.
 - You can also use the **TEXT** key to cancel the operation.

Changing Titles of Stored Texts

This function allows you to change the titles of stored texts without affecting the contents of the text.



1. Press **CODE** and **TEXT**.
The following menu is displayed.

***** ADDITIONAL TEXT FUNCTIONS *****

1. Delete 2. Change Title 3. Copy Text 4. Assembly Print

2. Press **2**.
The following message is displayed.

***** CHANGE TITLE *****

Type Title: _

3. Type the title of the text to be changed (e.g., SAMPLE 2).

***** CHANGE TITLE *****

Type Title: SAMPLE 2_

• If you cannot remember the title, press **RETURN** to display the title library (see page 50).

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

Title: SAMPLE 2

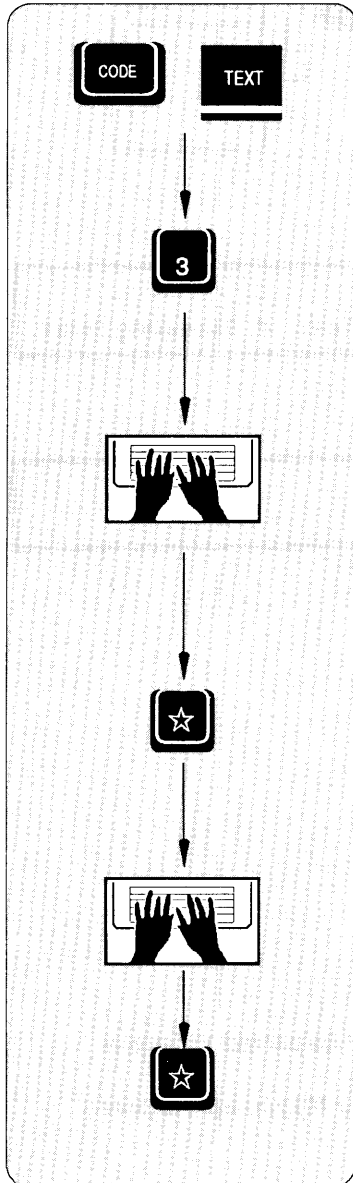
Type New Title: _

5. Type a new title for the text.

6. Press **☆**.
The old title is replaced with the new one.
• The text remains unchanged.

Copying Stored Texts

This function allows you to copy a stored text and store the copy under a new title.



1. Press **CODE** and **TEXT**.
The following menu is displayed.

***** ADDITIONAL TEXT FUNCTIONS *****
1. Delete 2. Change Title 3. Copy Text 4. Assembly Print

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

***** COPY TEXT *****
Type Title: _

3. Type the title of the text to be copied (e.g., SAMPLE 3).

***** COPY TEXT *****
Type Title: SAMPLE 3_

- If you cannot remember the title, press **RETURN** to display the title library (see page 50).

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

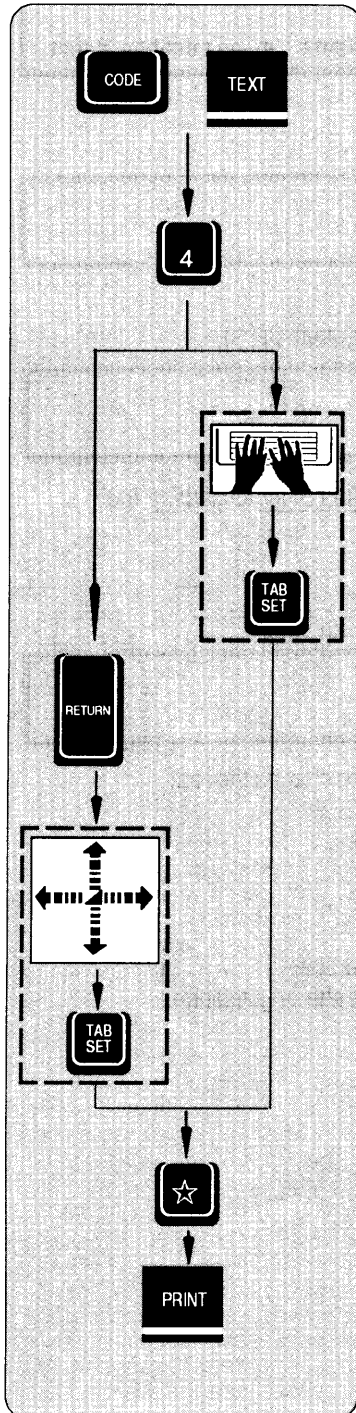
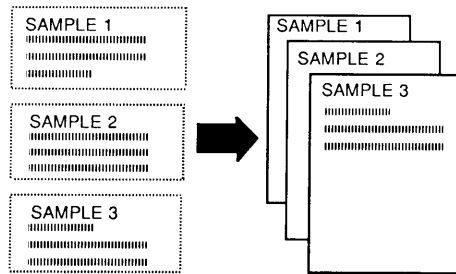
Title: SAMPLE 3
Type New Title: _

5. Type a new title under which you want the text to be stored.

6. Press **☆**.
The text is copied and stored under the new title.
• The original text remains unchanged with the original title.

Assembly Print (Printing Different Texts in Order)

This function allows you to select different texts and print them in order.



1. Press **CODE** and **TEXT**.
The following menu is displayed.

***** ADDITIONAL TEXT FUNCTIONS *****
1. Delete 2. Change Title 3. Copy Text 4. Assembly Print

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

***** ASSEMBLY PRINT *****
Type Title: _

3. Type the title of the first text to be printed.
• *As many as 10 titles can be selected.*

4. Press **TAB SET**.
• *Repeat steps 3 and 4 as necessary.*

To display the title library

3. Press **RETURN**.
4. Move the cursor to the title of the first text to be printed and press **TAB SET**.
• *Repeat this procedure for every title (up to 10) you want to print.*

5. Press **☆**.
The message "Press PRINT" is displayed.

6. Press **PRINT**.
The texts are printed in order in their original formats.
• *Insert new paper after each copy is printed, then press **PRINT** to continue.*

- NOTE**
- If you want to print the texts 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**.

PART 8

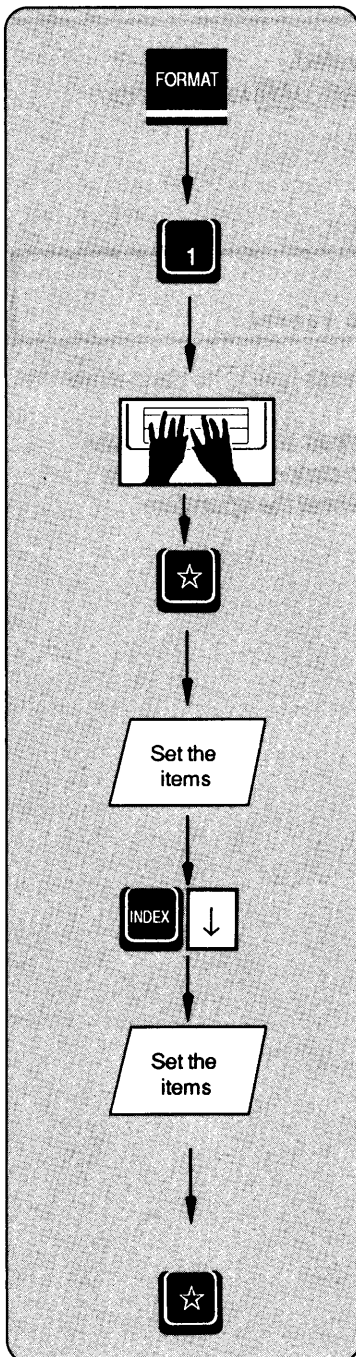
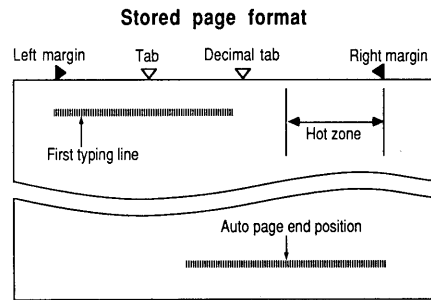
FORMATS

PAGE FORMATS

This function allows you to store page formats in the text memory.

The most recent page format used (left and right margins, tabs, decimal tabs, hot zone setting, first typing line and auto page end position) is retained even when the power is turned off.

Storing Page Formats



1. Press **[FORMAT]**.
The following menu is displayed.

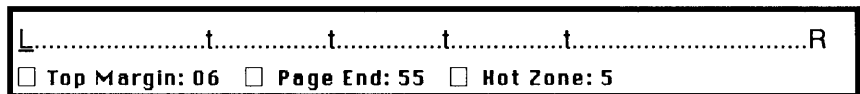


2. Press **[1]**.
The following message is displayed.



3. Type a title for the page format.
• If you type a title which already exists in the text memory, the page format is activated.

4. Press **[☆]**.
The following menu is displayed.



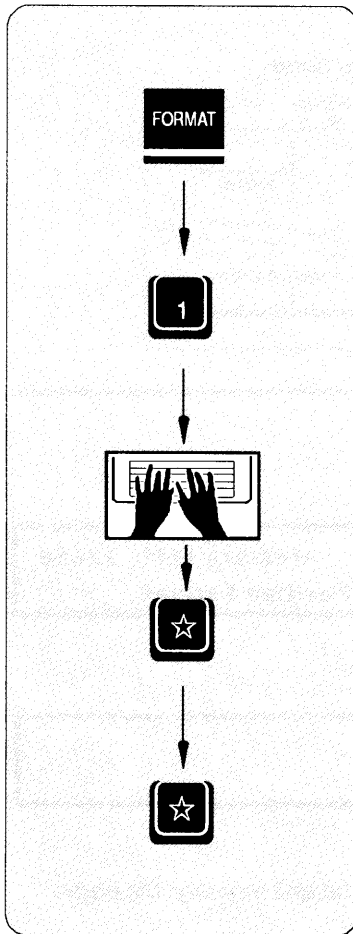
5. Set the items on the format ruler (margins, tabs and decimal tabs) in the normal way.
• You can set the default page format (margins and tabs) by pressing **[CODE]** and **[MARGIN RELEASE]**.

6. Press **[↓]** to move the cursor to "Top Margin: ".

7. Set the items on the format menu (Top Margin, Page End and Hot Zone) by entering the appropriate number.
• 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 **[↑]** to move the cursor to the format ruler.

8. Press **[☆]**.
The page format is stored.
• To cancel the operation, press **[UNDO]** before pressing **[☆]**.

Activating Page Formats



1. Press **FORMAT**.
The following menu is displayed.

```
*** FORMAT ***                               Memory Left: 22580
      1. Page Format  2. Stop Position Format
```

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

```
*** PAGE FORMAT ***
Type Title: _
```

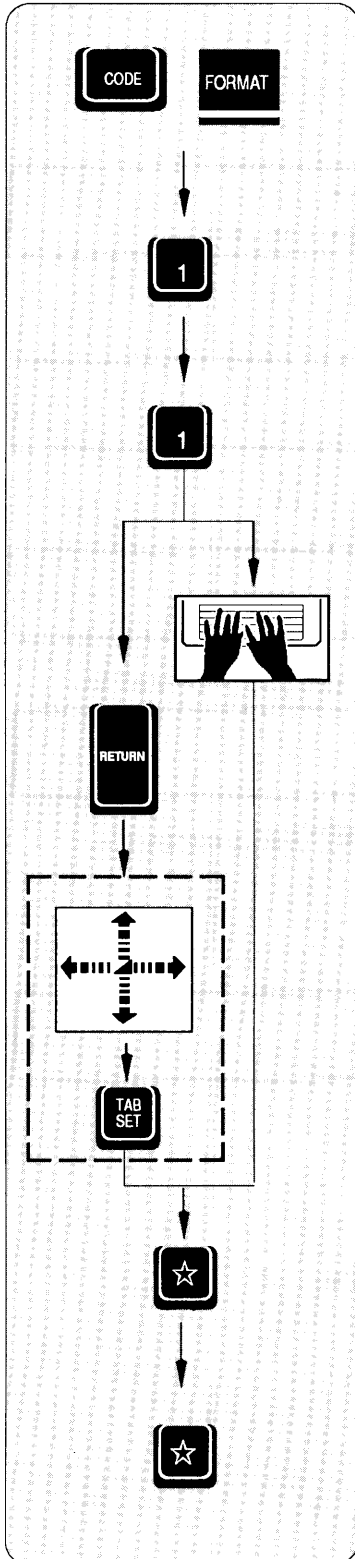
3. Type the title of the page format to be activated.
 - If you cannot remember the title, press **RETURN** to display the title library (see page 50).

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

```
Title: FORMAT 1
Press ☆ to execute or press UNDO to cancel
```

5. Press **☆** to activate the page format or press **UNDO** to cancel the operation.
 - If your typewriter is the AP160/AP610, press and hold both right and left **CODE** keys and the space bar to cancel the operation.
 - You can also use the **FORMAT** key to cancel the operation.

Deleting Page Formats



1. Press **CODE** and **FORMAT**.
The following menu is displayed.

***** ADDITIONAL FORMAT FUNCTIONS *****
1. Page Format 2. Stop Position Format

2. Press **1**.
The following menu is displayed.

***** PAGE FORMAT *****
1. Delete 2. Change Title

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

***** DELETE *****
Type Title: _

4. Type the title of the page format to be deleted.

To display the title library

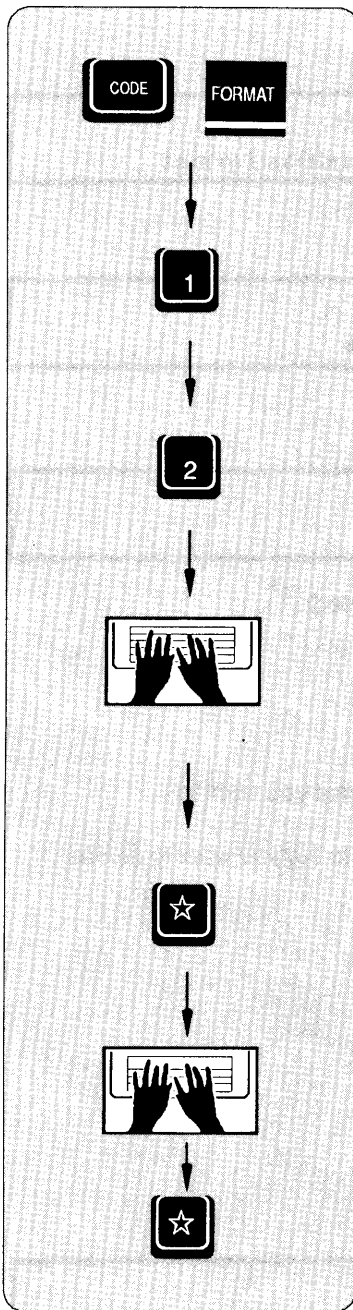
4. Press **RETURN**.
Move the cursor to the title of the page format you want to delete and press **TAB SET**.
 - Repeat this procedure for every title (up to 10) you want to delete.

5. Press **☆**.
The following message is displayed.

Title: FORMAT 1
Are you sure? Press ☆ to delete or press UNDO to cancel

6. Press **☆** to delete the page format or press **UNDO** to cancel the operation.
 - If your typewriter is the AP160/AP 610, press and hold both right and left **CODE** keys and the space bar to cancel the operation.
 - You can also use the **FORMAT** key to cancel the operation.

Changing Page Format Titles



1. Press **CODE** and **FORMAT**.
The following menu is displayed.

***** ADDITIONAL FORMAT FUNCTIONS *****
1. Page Format 2. Stop Position Format

2. Press **1**.
The following menu is displayed.

***** PAGE FORMAT *****
1. Delete 2. Change Title

3. Press **2**.
The following message is displayed.

***** CHANGE TITLE *****
Type Title: _

4. Type the title of the page format to be changed (e.g., FORMAT 1).

***** CHANGE TITLE *****
Type Title: **FORMAT 1**_

• If you cannot remember the title, press **RETURN** to display the title library (see page 50).

5. Press **☆**.
The following message is displayed.

Title: FORMAT 1
Type New Title: _

6. Type a new title for the page format.

7. Press **☆**.
The page format is stored under the new title.