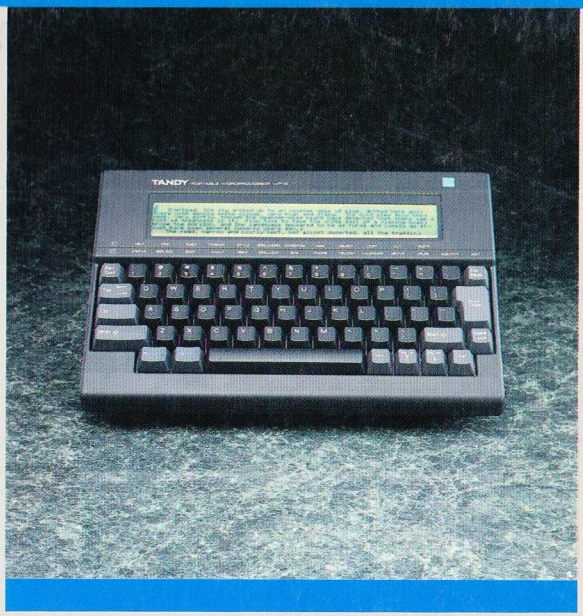


WP-2 Portable Wordprocessor
Owner's Manual

TANDY®

The FCC Wants You to Know

This equipment generates and uses radio frequency energy. If not installed and used properly, that is in strict accordance with the manufacturer's instructions, it may cause interference to radio and television reception.

It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the computer with respect to the receiver
- Move the computer away from the receiver
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

Warning

This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printer, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

NOTICE: You must use shielded cable when connecting any peripheral device.

For your own protection, we urge you to record the serial number of this unit in the space provided. You will find the serial number on the bottom of the unit.

Serial Number _____

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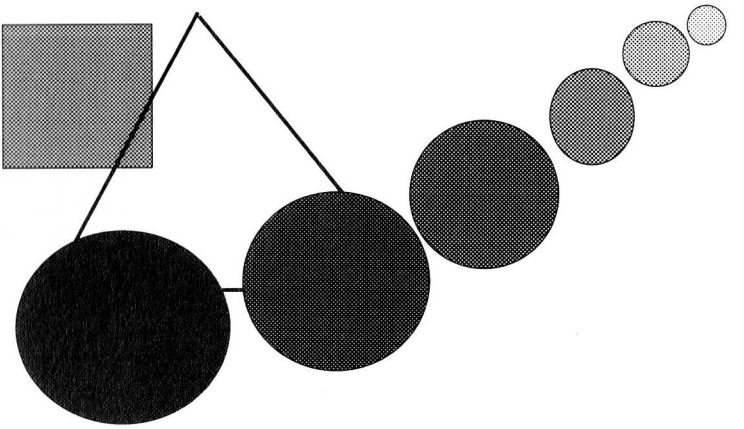
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First Things First

What you must know to use your WP-2

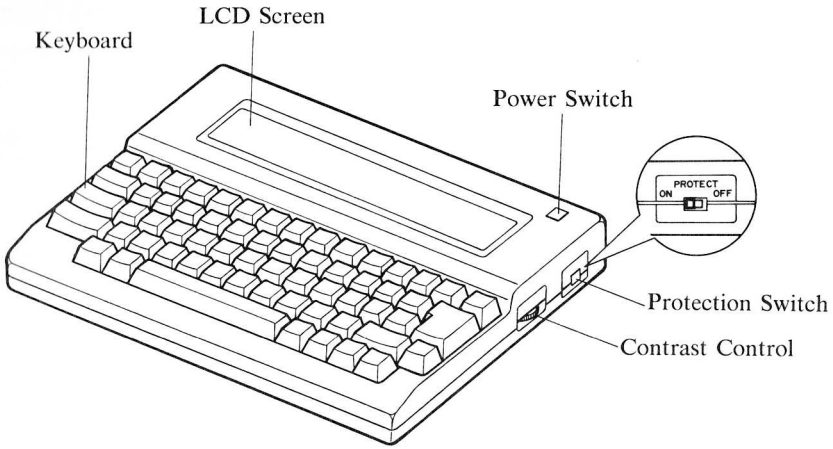
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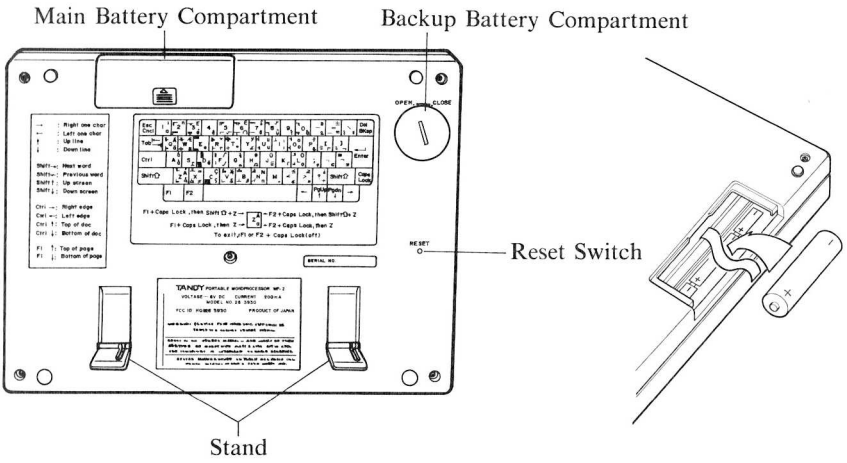
"Personally, I am always ready to learn, although I do not always like being taught."

–Winston Churchill

Getting Started

Your Tandy WP-2 Portable Wordprocessor is versatile and easy-to-use. You can use it at home, school, or take it with you when you travel. Setup is as simple as unpacking the box, installing the batteries, turning it on, and running a simple setup program.





1. Use the point of a pencil to turn on the memory protect switch on the right side of the Wordprocessor. Turn off this switch only when you replace the backup battery. When this switch is turned off, all information stored in the WP-2 is erased.
2. To open the battery compartment, slide off the compartment's cover.
3. Install four AA batteries, observing the polarity (+ and -) symbols marked inside the compartment. For longer battery life and optimum performance, we recommend alkaline or nickel-cadmium batteries.

   Note: You can connect the WP-2 to a standard AC outlet by using an AC adapter rated at 6V DC, 400 mA. (We recommend Radio Shack's Cat. No. 26-3804.)
4. Replace the battery compartment cover.
5. If you would like the WP-2 to sit at an angle, lower the two legs on the bottom of the unit.
6. Press the POWER button.
7. Adjust the CONTRAST dial until the following message is clearly displayed:

   `New File Name:`
8. A small blinking block called a *cursor* appears to the right of this message. Type a temporary filename with a maximum of eight characters. (The cursor moves to the right as you type.) Then press **[Enter]**. The Status display appears, showing the format line with margins and tab settings, the current cursor position (line and column), the amount of available memory, and the document name.
9. Press any key and the Status display disappears.

Using the Cursor Control Keys

The arrow keys on the lower right edge of the keyboard are cursor control keys. With these keys, you can move the cursor one position in any direction. Press and hold an arrow key to repeat the movement of the cursor in the direction of that particular arrow.

Using the Function Keys

Notice the chart located directly above the keyboard. The chart has two lines showing special functions for the **[F1]** and **[F2]** keys. The first line contains the functions associated with the **[F1]** *function key*. The second line contains the functions associated with **[F2]**. The function keys are located to the left of the space bar.

To select a function, press and hold the appropriate function key and, at the same time, press the key directly below the desired function, as indicated by the chart above the keyboard. For example, the *key sequence* **[F1]-[1]** accesses the Help function.



Selecting a Menu Option

Several of the functions cause a *menu* to appear on the screen. A menu shows a list of options. You can select an option in one of two ways. You can press the [↑] or [↓] keys (located at the bottom right of your keyboard) to move the highlight bar over the desired option, and then press **[Enter]**. Or, you can press the key sequence listed on the screen to the left of the option you choose.

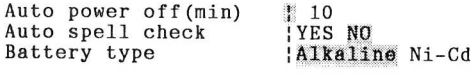
Running Setup

The first time you start up the WP-2, you need to run the built-in Setup program before you begin word processing. The **System** selection in the Setup program tells the WP-2 what kind of batteries you are using, whether you want the automatic spell checker turned on or off, and how much time to wait before automatic power off. Use Setup any time you want to change the current settings.

1. With the WP-2 turned on, press the key sequence **[F2]-[-]** to start Setup. The Setup menu appears:



2. Select the **System** option. See the "Tasks and Topics" section for information on the Telcom and Print options.



3. The cursor is now in the answer area of the first *prompt*, **Auto power off(min)**. When the WP-2 is not in use for a selected period of time, it turns off automatically. The preset (or *default*) number of minutes the WP-2 waits before turning itself off is 10. To change this time, simply type a number representing minutes between 0 and 255. To turn off the automatic power off feature, enter the number 0. Press **[Enter]** only if you change the default setting.
4. Use **[↓]** to move the cursor to the **Auto spell check** answer area.

5. If you want the WP-2 to buzz each time you type a word it does not recognize, use the **[←]** to highlight **YES**. Otherwise highlight **NO**.
6. Press **[↓]** to move the cursor to the **Battery type** answer area.
7. Use the arrow keys to highlight either **Alkaline** or **Ni-Cd**. Select **Alkaline** if you are using anything other than nickel-cadmium batteries.
8. When all the answers are the way you want them, press **[Enter]**.

   The screen clears, and you are now ready to begin word processing!

Learning More About Your WP-2

To learn more about using your WP-2, "The Sample Session" is a great place to start. This brief tutorial makes learning word processing fun and easy.

"Tasks and Topics" and "A Practical Guide" contain more information about your Wordprocessor, its features, and options. You do not need to really learn the information in these sections. However, you might want to glance through them to become more familiar and comfortable with your WP-2.

Sample Session

You have installed the batteries, opened your first file, and run the system Setup program. Now, you probably want to start typing something on the blank screen. Maybe you are wondering what the Wordprocessor can really do. This sample session will help you to briefly explore some of the basic features available on the WP-2. (Turn off the Wordprocessor until you are instructed to turn it on again later in this section. Be sure to type the sample text exactly as it is written so that you can make the corrections indicated.) When you are ready to learn more about these and other features, proceed to the section entitled "Using the Keyboard."

A Letter to the Editor

You left your home early this morning to attend a local festival with your family. After driving around for twenty minutes, you finally found a parking place. In the confusion of unloading the coats and the kids, you set your new camera on the car bumper. You locked up the car and off you went.

What fun you were having! You had been walking around the festival grounds for a couple of hours when you decided to take a picture of your children having fun feeding a pig. Then you remembered...your CAMERA! You left it on the bumper of your car!

So many people had walked past the car by then and you were sure that it would not still be there. But you went to the car anyway...just to see. You were right. The camera was gone.

You had a sick feeling in the pit of your stomach. The camera was expensive, but the sentimental value was greater because it was a special gift from your spouse. Your spirits were low for the rest of the day. But what was done was done, and you tried to enjoy the day with your family, in spite of what happened.

At the end of the day, you walked to the car, unlocked it, and got everyone settled inside for the drive home. As you backed out of your parking space, your headlights illuminated an object on the ground in front of your car. It was your camera!

Totally amazed, you got out of your car to retrieve it. It was undamaged. A good samaritan had moved the camera from the back bumper (where everyone could see it) to the pavement between the front wheels of your car (where no one was likely to see it...except the driver of that car).

Now you are at home again, camera in hand. You are elated and can't sleep. You want to tell everyone that there are still some honest people left in this world. So you decide to write a letter to the editor of your local newspaper.

You take out your WP-2 Portable Wordprocessor, turn it on, and begin to type:

Dear Editor;

Every day we read our newspapers and listen to the news broadcasts on television and radio. Most of the stories are horifying or depressing. How would you like to read some good news, for a change!

My family and I attended the County Festival today. It was fun, as usual. But something happened to me that will make this year's festival unforgettable.

I mistakenly left my camera on the bumper of our automobile. Two hours passed before I realized that I didn't have it with me. I knew that dozens of people had walked by our car, but I hoped that my cameral might still be there. Well, it wasn't.

When we left the festival, it was late. As we backed out of our parking space with the headlights on, I saw something on the ground in front of the car. It was my camera! Someone had moved it from the bumper of my automobile to a less obvious location underneath my car between the front tires.

```
I was sure that my camera had been stolen, but I was
pleasantly surprized. I am thrilled to know that honesty
is alive and well in our community.

To the person who moved my camera: Thanks!

Signed,

J. Doe
```

Now, you want to proofread your letter. Press **[Ctrl]-[↑]**. The cursor moves to the first line of your letter.

In the first line, you meant to type a colon instead of a semicolon. Press **[Ctrl]-[→]** to move the cursor to the end of that line. Press **[Bksp]** to delete the semicolon. Press **[:]**.

You see a spelling error in the first paragraph. Use the arrow keys to move the cursor to the word **horifying**. The WP-2 is automatically in Insert mode. Therefore, move the cursor over the letter **i**, the position in the word where you want to insert the letter that will correct the spelling of this word. Press **[r]**.

Press **[Shift]-[↓]** to move to the bottom of the screen. Press this key combination again to move to the bottom of the next screen.

You find another spelling error in the line above the cursor. Use the arrow keys to move the cursor to the word **cameral**. Move the cursor over **l**, which is the extra letter in this word. Press **[Shift]-[Bksp]** to delete the **l**.

Press **[Shift]-[↓]** to move to the bottom of the screen. Press this key combination again to move to the bottom of the next screen.

You would like to rearrange the wording at the beginning of the first sentence on this screen:

1. Press **[Shift]-[↑]** to move to the top of the screen.
2. Press **[F1]-[9]** to initiate the Select function. Press and hold **[→]** until **When we left the festival,** is highlighted. (If you go too far, press **[←]** to eliminate the highlighting from text that you do not want to select.)
3. Press **[F1]-[-]** to cut the highlighted text out of your letter and store it in a temporary file in the WP-2's memory. Press **[Shift]-[Bksp]** to delete the space left behind when the text was cut.

4. Press **[F2]-[\]** to change the WP-2 from Insert mode to Overtype mode. (Notice how the cursor shape changes.) Press **[Shift]-[I]** to uppercase the `i` in `it`.

5. Press the arrow keys to move the cursor to the location where you want to insert the text that you cut previously. (Move the cursor over the period following the word `late`.) Press **[F1]-[=]** to Paste the text in place. Press **[Bksp]** to delete the comma preceding the period.

6. Press the arrow keys to move the cursor over the `W` in `When`. The WP-2 is still in Overtype mode, so press **[w]** to lowercase this letter.

7. Press **[F2]-[\]** to return to Insert mode. Press **[←]** once, and then press the spacebar to insert a space between `late` and `when`.

   Press **[Shift]-[↓]** to move to the bottom of the screen. Press this key combination again to move to the bottom of the next screen.

You do not find any more errors, but there are some other wording changes you would like to make.

You decide that you do not like the sound of the word `automobile` in your letter. You want to change all occurrences of that word to `car`.

1. Press **[Ctrl]-[↑]**. The cursor moves to the first line of your letter.

2. Press **[F2]-[2]**. At the prompt `String to be found:` type `automobile` and press **[Enter]**.

3. At the prompt `String to replace with:` type `car`. Press **[Enter]** to begin the Replace function.

4. When the WP-2 finds the first occurrence of the word `automobile` in your letter, press **[A]** to replace all occurrences of `automobile` with `car`.

You wonder if there could be a better word to use in place of the word `obvious`. Move the cursor to `obvious` in the fourth paragraph of your letter. Press **[F1]-[7]** to begin the Synonym function. The WP-2's built-in Thesaurus goes to work searching for words with a similar definition. Use the arrow keys indicated on the screen to view all of the synonyms listed for that word. Use **[→]** or **[←]** to move the highlight bar over the word `conspicuous` when it is displayed. Press **[Enter]**. The word `obvious` in your letter is automatically changed to `conspicuous`.

You have made all of the changes and corrections that you feel are necessary, but you want to make one more check of the spelling in your letter. This time, check it by using the Spelldoc function. Press **[F2]-[6]**. The WP-2 finds a spelling error that you did not notice before (**surprized**). Press **[C]** to view a list of possible corrections. With the highlight bar over the word **surprised**, press **[Enter]**. The word **surprized** is automatically changed to **surprised**. Press **[Cncl]** to cancel Spelldoc.

You have finished your letter. Turn off the WP-2. The WP-2 automatically stores the letter in its memory. When you turn on the WP-2 again, your letter will appear exactly as you left it.

Now you can sleep!

Using the Keyboard

If you have ever used a typewriter, the keyboard on your Wordprocessor is already familiar to you. In addition to standard typewriter keys, however, you will find cursor keys and function keys. These special keys make it easy for the WP-2 to perform complicated tasks with only a little effort on your part.

Typewriter Keys

The WP-2's typewriter keys can be repeated automatically by simply pressing and holding any of these keys. You can also use this repeating capability with the **[Tab]**, **[Del/Bksp]**, and **[Enter]** keys.

Some of the less familiar keys on the WP-2 are:

- **[Esc/Cncl]** (Escape/Cancel). Cancels the operation currently selected by a function key and returns you to the text screen.
- **[Ctrl]** (Control). Combines with the arrow keys to move the cursor rapidly to the beginning or end of a line, or to the top or bottom of a document. Press and hold the **[Ctrl]** key, and then, at the same time, press the appropriate arrow key.
- **[Del/Bksp]** (Delete/Backspace). Erases the character immediately preceding the cursor.
- **[Enter]**. Functions like the **[Return]** key on most typewriters. Also used to enter some of your function key selections.
- **[Caps Lock]**. Capitalizes all letters A through Z. This key acts like a toggle switch—press it once to capitalize letters, then press it again to return to normal typing mode.

More About Cursor Control Keys

To move the cursor quickly to a specific position, use the arrow keys in combination with other keys as described below:

- **[Shift]-[↑]**. Moves to the top of the current screen. If the cursor is already at the top of a screen, the preceding screen is displayed.
- **[Shift]-[↓]**. Moves to the bottom of the current screen. If the cursor is already at the bottom of a screen, the next screen is displayed.
- **[Shift]-[→]**. Moves to the next word following the current cursor position.
- **[Shift]-[←]**. Moves to the word immediately preceding the current cursor position.
- **[Ctrl]-[↑]**. Moves to the top of the document.
- **[Ctrl]-[↓]**. Moves to the bottom of the document.
- **[Ctrl]-[→]**. Moves to the end of a line.
- **[Ctrl]-[←]**. Moves to the beginning of a line.
- **[F1]-[↑]**. Moves to the top of the current page. If the cursor is already at the top of a page, it moves to the top of the preceding page. (If a document has not been paginated, the cursor moves to the top the document.)
- **[F1]-[↓]**. Moves to the bottom of the current page. If the cursor is already at the bottom of a page, it moves to the bottom of the next page. (If a document has not been paginated, the cursor moves to the bottom of the document.)

There is a label on the bottom of your WP-2 that you can use as a quick reference for these cursor control keys.

More About Function Keys

Listed below are four special functions that can be performed by using either **[F1]** or **[F2]** in combination with other keys:

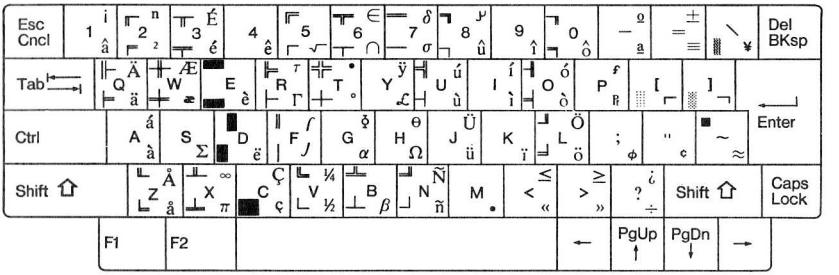
- **[Ctrl]-[F2]-[Bksp]**. Resets the Wordprocessor. Pressing this key combination erases everything stored in the WP-2's memory, except information stored on a RAM (random access memory) disk.

  Note: Do not press this key combination without first saving your files to diskette, cassette tape, or RAM memory card. See the "File Issues" section for details.

- **[F1]-[Caps Lock]**. Enters the graphics character mode. The cursor blinks twice as fast when the WP-2 is in this mode. Press this key combination again to return to normal typing mode.

  If you need to type graphics characters, refer to the chart below to see what graphics characters are available to you.

  Press **[F1]-[Caps Lock]** to access the character shown in the lower, left corner of a key. To access the character shown in the upper, left corner of a key, first press **[F1]-[Caps Lock]**. Then press and hold the **[Shift]** key while you press the key for the character that you want.



- **[F2]-[Caps Lock]**. Enters the code character mode. The cursor blinks four times as fast when the WP-2 is in this mode. Press this key combination again to return to normal typing mode.

  If you need to type special symbols or international characters, refer to the chart above to see what symbols and characters are available to you. Press **[F2]-[Caps Lock]** to access the character shown in the lower, right corner of a key. To access the character shown in the upper, right corner of a key, first press **[F2]-[Caps Lock]**. Then, press and hold the **[Shift]** key while you press the key for the character you want.

  Note: Be sure that your printer supports graphics characters, special symbols, or international characters before you try to print them.

- **[F2]-[-]**. Enters the setup menu mode. This is an example of a key combination that performs a function quickly and easily without using a menu. This type of key sequence is called an *accelerator*.

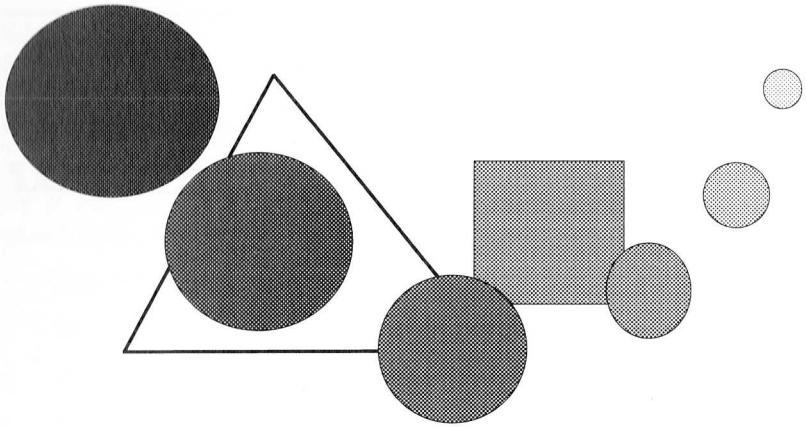
More About Selecting Functions and Menu Options

Some functions begin automatically when a particular function is selected, like the Status function (**[F2]-[1]**)—it indicates the current format line (including tabs and margins), cursor position, document name, and the amount of available memory.

Other functions ask you to type in responses to certain prompts. For instance, the Replace function **[F2]-[2]** asks you for the **`String to be found:`** and the **`String to replace with:`**. A *string* is simply a series of typed-in characters, and can contain a maximum of 19 characters. It can be one word or a series of words.

Finally, some functions provide a menu (a list of options) from which you can select. You can move through a menu with the arrow keys and select a highlighted option by pressing **[Enter]**. Some menus include accelerators. For example, the key sequence **[F1]-[1]** accesses the Help function. The Help menu appears on the right side of the screen. See "Using the Function Keys" in the "Getting Started" section for more information on using the function keys.

Refer to the "Tasks and Topics" section for detailed information on the functions available in the WP-2.



Tasks and Topics

A handy reference to your WP-2's features

Text Issues
Print Issues
File Issues
Phone Issues
Calendar Issues
Telcom Issues

"Nothing in life is to be feared. It is only to be understood."

–Marie Curie

Text Issues

When you type text on your WP-2, there are many features available to you, including:

- Text enhancement—boldface, underline, and special fonts
- Text editing—copy, cut, paste, backspace, and delete
- Text search—find and replace
- Text format—layout, linespacing, margins, headers, and footers
- Text spell check—spellword and spelldoc
- Thesaurus to find words with a similar meaning—synonym

Refer to this section for details on these and other text features.

Backspace

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Boldface Text

You can boldface plain or underlined text.

Note: You must perform the printer setup program on your WP-2 before boldfaced text can be printed. Refer to "Printer Setup" in "Print Issues" for details on this procedure.

1. Highlight the text you want to boldface.
2. Press **[F1]-[B]**.

Boldfaced text is automatically marked by a highlighted **B** code at the beginning and at the end of the boldfaced text. To cancel the boldface option, see "Cancel Boldface, Center, Underline, or Font."

Cancel Boldface, Center, Underline, or Font

If you have designated text to be printed in a special font, boldfaced, centered, or underlined, you can change your mind.

1. Move the cursor to the highlighted code (**F**, **B**, **C**, or **U**) at the beginning of the text that you want to change.
2. Press **[Shift]-[Bksp]**.
3. Move the cursor to the highlighted code at the end of the selected text (except **C**, which appears only at the beginning of the text).
4. Press **[Shift]-[Bksp]**. The boldface, center, underline, or font option has now been cancelled.

Center Text

Only one-line paragraphs can be centered using the Center text function. The line must be shorter than one full line length and end with a carriage return.

1. Move the cursor to any position in the line you want to center.
2. Press **[F1]-[C]**.

Centered text is automatically marked by a highlighted c code at the beginning of the centered text. This line will be centered between the specified margins when you print this page of text. To cancel the center option, see "Cancel Boldface, Center, Underline, or Font."

Change Linespacing

To select linespacing for an entire document, see "Format."

To change linespacing for only a portion of a document, see "Linespacing."

Change Typeface

To select text to be changed to a different font when a document is printed, see "Font."

Check for Spelling Errors

To check the spelling in an entire document, see "Spelldoc."

To check the spelling of a single word, see "Spellword."

To turn on automatic spellcheck, refer to "Running Setup" in the "Getting Started" section.

Check the Status of a Document

To check the current status of a document, see "Status."

Clear Tab Stop

To clear a tab stop, see "Format."

Copy

Use the Copy and Paste functions to duplicate text within your document or to copy text to another document.

1. Press **[F1]-[9]** (Select function) and use the arrow keys to highlight the text that you want to copy.
2. Press **[F1]-[0]** to perform the Copy function.

   The highlighting on the text disappears, but the selected text is now stored in a temporary file named "TEMP.INV."
3. Move the cursor to the position in your document where you want this selected text to appear. Press **[F1]-[=]** to paste the text in place.

To copy the selected text to another document, load that document. See "Swap the Displayed Document and an Existing Document" in the "File Issues" section. Move the cursor to the position in that document where you want this text to appear. Press **[F1]-[=]** to paste the text in place.

Note: The highlighted text that was selected to be copied remains in the temp.inv file until you copy or cut another section of text.

If you want to delete the temp.inv file without storing new text, simply perform the Copy function without selecting any text. The message **`Do you really want to clear cut & copy buffer? (Yes/No)`** appears. Press **[Y]** to clear the buffer or **[N]** to leave it as is.

Correct an Error

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Press **[Shift]-[Bksp]** to delete the character at the cursor position. Press and hold this key combination to repeat the function and delete text following the cursor. Text moves together as characters are deleted.

To delete a large portion of a document, see "Cut."

Create a Footer

To print the same information (such as a section title) at the bottom of every page, see "Layout."

Create a Header

To print the same information (such as a document title) at the top of every page, see "Layout."

Cut

The Cut function can be used to delete sections of text. It can also be used with the Paste function to move text.

1. Press **[F1]-[9]** (Select function) and use the arrow keys to highlight the section of your document that you want to cut.
2. Press **[F1]-[-]** to perform the Cut function.

   The highlighted text disappears from the screen and is stored in a temporary file named "temp.inv."

Note: The highlighted text that was cut from the document remains in the temp.inv file until you copy or cut another section of text.

If you want to delete the temp.inv file without storing new text, simply perform the Copy function without selecting any text. The message **`Do you really want to clear cut & copy buffer? (Yes/No)`** appears. Press **[Y]** to clear the buffer or **[N]** to leave it as is.

If you accidentally delete a section of text using the Cut function, you can reinsert it by placing the cursor where you want the text to go. Then press **[F1]-[=]** to paste the text back in place.

Delete a Footer

To delete a footer, see "Footer" in the "Layout" section.

Delete a Header

To delete a header, see "Header" in the "Layout" section.

Delete a Section of Text

To delete more than a few characters of text, see "Cut."

Delete a Word from the User's Dictionary File

You can delete any of the words you have stored in your user's dictionary file, thereby making room for other words.

1. Press **[F1]-[D]**. The prompt **`Input the String You Want to Delete from Dictionary`** appears.
2. Type the word that you want to delete.
3. Press **[Enter]** to delete the word and return to the text.

Delete Text

Press **[Shift]-[Bksp]** to delete the character at the cursor position. Press and hold these keys to repeat the function and delete text following the cursor. The text compresses as characters are deleted.

To delete a large portion of a document, see "Cut."

Duplicate Text

To copy text to another location within a document, or to copy text to another document, see "Copy."

End a Page

To end a page and begin a new page, see "New Page."

Files

The Files function is used to save or load files, such as a user's dictionary, to or from another device, such as a diskette or a cassette tape. See "Load a User's Dictionary File" and/or "Save the User's Dictionary File." For details about the Files function, see the "File Issues" section.

Find

To locate a word or phrase within a document, use the Find function.

1. Move the cursor to the location in the document where you want the search to begin.
2. Press **[F1]-[2]**. The prompt **`String to be found:`** appears at the bottom of the screen.
3. Type the word, phrase, or sequence of characters that you want to find, up to 19 characters (including spaces).
4. Press **[Enter]** to begin the Find function.

Upper- and lower-case distinctions are sometimes ignored. For example, if you search for the word **`company`** (typed in all lower-case letters), the Find function locates occurrences of **`COMPANY`**, **`Company`**, or **`company`**. However, if you type the string to be found with initial capital letters or in all upper-case letters, the WP-2 searches only for exact duplicates of the string as you typed it.

If the search is successful, the specified text string is highlighted within the document where it was found.

If the Find function cannot locate the specified text string, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

To find subsequent occurrences of the same text string, press **[F1]-[2]** again. The same text string is still displayed in the **`String to be found:`** prompt. Press **[Enter]**. The next occurrence of the word is highlighted within the document where it was found. If the text string is not located, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

Font

You can designate a different font (typeface) for any text you select within a document.

Note: You must perform printer setup on your WP-2 before you can specify a typeface change. While you are doing the printer setup, you can select a different font by using special control codes. You can find the proper control codes for your printer listed in your printer's owner's manual. Refer to "Printer Setup" in the "Print Issues" section for details on this procedure.

1. Highlight the text you want to see printed in a different typeface.
2. Press **[F1]-[F]**. A highlighted **F** code appears at the beginning and at the end of the selected text. This text will appear in the different typeface when the document is printed. To cancel the selected font, see "Cancel Boldface, Center, Underline, or Font."

Format

To set the format of an entire document, use the Format function.

Press **[F1]-[4]** to display the current format. This display shows linespacing, margins, and tab settings. (If you decide not to make any format changes, simply press **[Cncl]** to return to text.)

You follow these steps to make format changes in your document.

- To change the linespacing for your document, press **[↓]** once. Type the desired linespacing number. For example, if you want the document to be doublespaced, press **[2]**. The cursor immediately moves back up to the format line.

  If you decide not to make any linespacing changes, press any of the arrow keys to move the cursor back up to the format line.

- Tabs are indicated by the letter T. If you are satisfied with the tab settings, press **[Enter]**.

- If you want to clear a tab stop, use the **[←]** or **[→]** to move the cursor to the tab setting that you want to clear. Press **[-]**. Repeat this step until all unnecessary tab stops have been cleared. If you are now satisfied with the tab settings, press **[Enter]**.

- If you want to set a new tab stop, use the **[←]** or **[→]** keys to move the cursor to the position in the format line where you want to set the tab stop. Press **[T]**. Repeat this step until all desired tab stops have been set. When you are satisfied with the tab settings, press **[Enter]**.

To get on-screen help while using the Format function, press **[F1]-[1]**. A list appears on the right side of the screen. The items in this list help you recall how to change the linespacing and tab settings without referring back to this topic in the manual again.

Help

To view a list of some of the functions available in the WP-2, use the Help function.

1. Press **[F1]-[1]**. The Help menu appears on the screen.
2. If you would like to perform one of the functions listed, move the highlight bar over that function and press **[Enter]**. Or, press the key combination displayed in front of the function you want to select. Otherwise, press **[Cncl]** to return to text.

Highlight Text

To highlight text, see "Select".

Indent Left and/or Right Margins

To indent paragraphs on the left and/or right side, see "Indent Text."

Indent Text

The default left margin setting is 10 spaces (one inch). To temporarily indent text on the left side of your document:

1. Move the cursor to the first position of the first paragraph that you want to indent.
2. Press **[F1]-[M]**. A highlighted `M` code appears.
3. Type a number to represent the new left margin setting. For example, if you want to indent text five spaces from the original left margin, type `15`.
4. Do not type text until you press **[Enter]**.

To return to the original left margin setting, press **[F1]-[M]** again. Then type the number that represents the original left margin setting. If you were using the default setting, type `10`. Press **[Enter]**.

The default line width setting is 65 spaces (6 ½ inches). On an 8 ½-inch-wide page, this line width, plus the one-inch left margin default setting, leaves a one-inch right margin. To temporarily indent text on the right side of your document, you must shorten the line width to create a larger right margin:

1. Move the cursor to the first position of the first paragraph that you want to indent.
2. Press **[F1]-[L]**. A highlighted `L` code appears.
3. Type a number to represent the new line width setting. For example, if you want to indent text five spaces from the original right margin, type `60`. However, if text is also indented five spaces at the left margin, you must allow for that larger left margin in your line-width calculations and type `55`.
4. Do not type text until you press **[Enter]**.

To return to the original line width setting, press **[F1]-[L]** again. Then type the number that represents the original line width setting. If you were using the default setting, type `65`. Press **[Enter]**.

Ins/Ovr

When you create a new document, the WP-2 is in Insert mode. Anything that you type is inserted at the cursor location. The text moves to the right to accommodate the insertion.

To switch from Insert to Overtype mode, simply press **[F2]-[\]**. Now, anything that you type replaces the characters that you type over.

If you want to return to Insert mode, press **[F2]-[\]** again. This Ins/Ovr function allows you to switch between Insert mode and Overtype mode.

You can determine which mode you are in by observing the shape of the cursor. When the WP-2 is set to Insert mode, the cursor is a full block that is large enough to cover the entire length of a character. When Overtype mode is selected, the cursor is half as high and only covers the bottom portion of a character.

Insert Text

To insert text anywhere in a document, see "Ins/Ovr."

Layout

To set up the page layout for your printed document, use the Layout function.

1. Press **[F2]-[4]**. The first screen of the Layout menu appears on the screen. To access the second screen of the layout menu, press **[Shift]-[↓]**. To return to the first screen, press **[Shift]-[↑]**.
2. Use the **[↑]** or **[↓]** keys to move the cursor next to the option that you want to change.
3. Use the **[←]** or **[→]** keys to highlight the response you want for the selected option. If a particular option requires that you type in a number or text, simply type the appropriate response. Press **[Enter]** to return the cursor to its position next to that option.
4. After all options have been changed as desired, press **[Enter]** to complete the Layout function.

Listed below are the options available in the Layout function menu and what they mean:

Justify. Lets you select between a justified right margin (**ON**) or a ragged right margin (**OFF**). If you select a justified right margin, the WP-2 inserts spaces between words to make all full lines of text line up at the right margin.

Auto page numbers. Lets you select between automatically adding page numbers to your printed document (**ON**) or not (**OFF**).

Starting page number. Lets you specify a page number to use for numbering the first page of your document or file. For example, if you created a document in two different files, you would want the first page number of the second file to follow the last page number of the first file.

Header. Lets you specify information, such as a document title, that prints at the top of every page. In the first line of the Header option, choose the position where you want the header to print on a page; top, center of the page (**C**), top, right corner of the page (**R**), or top, left corner of the page (**L**), or select no header (**N**) to delete a header.

In the second line of the Header option, type in the text for the header and press **[Enter]**.

Footer. Lets you specify information, such as a section title, that prints at the bottom of every page.

Note: If you want your footer to be a page number, select **ON** for the Auto Page Numbers option instead of specifying footer text.

In the first line of the Footer option, choose the position where you want the footer to print on a page; bottom center of the page (**C**), bottom right corner of the page (**R**), or bottom left corner of the page (**L**). To delete a footer, select (**N**).

In the second line of the Footer option, type in the text for the footer, then, press **[Enter]**.

Pause between pages. Lets the printer pause between pages. If you are not using continuous form paper, select **YES** so that you can insert a clean sheet of paper in the printer after each page prints. By selecting **NO**, the printer will continue printing the entire document.

Top margin in lines. Lets you specify the number of blank lines you want at the top of a page.

Bottom margin in lines. Lets you specify the number of blank lines you want at the bottom of a page.

Left margin. Lets you to specify the number of blank spaces you want at the left edge of a page.

Characters per line. Lets you specify the maximum number of characters (including spaces) you want to print on one line.

For example, if you will be printing on standard 8 ½-inch-wide paper in a ten-characters-per-inch font (such as Courier), the total line length is 85 characters (8 ½ times 10). If you set a left margin of one inch (10 spaces) and you want a right margin of one inch (10 spaces), subtract the total of the left and right margins (20 spaces) from the total line length (85 minus 20). A difference of 65 spaces (or 6 ½ inches) is the maximum number of characters per line that you want to print.

Note: Be sure that the sum of the numbers specified for the left margin and the characters per line does not total more than the width of your paper (total line length).

Page length in lines. Lets you specify the maximum number of lines on a page. For example, standard 11-inch-long paper contains 66 lines (six lines per inch).

Left Margin

To adjust the setting for the left margin of your document, see "Left Margin" in the "Layout" section.

To temporarily indent text at the left margin, see "Indent Text."

Line Width

To adjust the setting for the maximum number of characters you want on each line, see "Characters per line" in the "Layout" section.

When you indent text on the left and/or right side of your document, the line width must be adjusted accordingly. See "Indent Text."

Linespacing

To change the linespacing:

1. Move the cursor to the first character of the first paragraph that you want to change. Then, press **[F1]-[S]**. A highlighted **s** code appears at the cursor position.
2. Type the number for the desired linespacing. For example, to doublespace, press **[2]**.
3. Press **[Enter]**.

If you decide not to change the linespacing, simply delete the highlighted **s** code that is on the screen.

When you are ready to resume the original linespacing, repeat these steps again. In Step 2, simply type the number for the original linespacing.

Load a User's Dictionary File

If you have saved the user's dictionary file to a diskette or a cassette, use the Files function to load that data back into the Wordprocessor's memory.

1. Press **[F2]-[=]**. The device names appear at the top of the screen.
2. Move the highlight bar over the device name where the user's dictionary that you want to load is stored. Press **[Enter]**.
3. The filenames on the selected device are listed on the screen. Move the highlight bar over the name of the user's dictionary you want to load. Then press **[F1]-[L]**. The file is loaded into a special dictionary memory in the WP-2 to be accessed by the Spellword and Spelldoc functions.

Move Text

To move text within your document or to move text to another document, see "Cut" and "Paste."

New Page

To force the end of a page and begin a new page, press **[F1]-[P]**. The page break display appears on the screen and includes the page number of the page that precedes it. Text typed below this dividing line will be on the next page.

Overtype Text

To type over text, replacing characters as you type, see "Ins/Ovr."

Page Numbers

To automatically number the pages of your document when it is printed, see "Auto page numbers" in the "Layout" section.

Paginate

To determine how much of your text prints on a page, see the "Layout" section. The setting for **`Page length in lines`** indicates the length of your paper. When you paginate a document, the WP-2 takes this page length and subtracts the number of lines specified for the top and bottom margins. The remainder indicates the number of lines that can print on a page.

To paginate your document, press **[F2]-[P]**. Page break displays appear on the screen. Each page break includes the page number of the page that precedes it. All pages created with the New Page function automatically renumber as needed.

Paste

If selected text has been stored in the temp.inv file by the Cut or Copy function (see "Cut" or "Copy"), you can use the Paste function to paste the text in place within your document or within another document.

1. Use the Cut or Copy function to store selected text.
2. Move the cursor to the position in your document where you want this text to appear.
3. Press **[F1]-[=]** to perform the Paste function. The text is now in place.

If you want to paste the selected text within another document, load that document. See "Swap the DIsplayed Document and an Existing Document" in the "File Issues" section. Move the cursor to the position in that document where you want this text to appear. Press **[F1]-[=]** to paste the text in place.

Note: You can paste the selected text in more than one location because the text remains in the buffer until you cut or copy another portion of text, or until you delete the temp.inv file.

Reinsert Deleted Text

To reinsert text that you just deleted, see "Cut."

Replace

You can replace characters by using standard editing procedures. See "Ins/Ovr," "Cut," and "Paste" for other editing methods.

However, if you want the WP-2 to find a certain word or phrase and replace it with another word or phrase, use the Replace function.

Note: If the Replace function finds a text string that has been designated as boldfaced or underlined text, the replacement text will also be boldfaced or underlined.

1. Move the cursor to the location where you want the WP-2 to start replacing text.
2. Press **[F2]-[2]**. Two prompts appear at the bottom of the screen.
3. At the prompt **`String to be found:`** type the word, phrase, or sequence of characters you want to find and replace, up to 19 characters (including spaces).
4. At the prompt **`String to replace with:`** type the word, phrase, or sequence of characters you want to use as the replacement text, up to 19 characters (including spaces).
5. Press **[Enter]** to begin the Replace function.

Upper- and lower-case distinctions are sometimes ignored when searching for a text string. For example, if you search for the word **`company`** (typed in all lower-case letters), the Replace function locates occurrences of **`COMPANY`**, **`Company`**, or **`company`**. Replacement text, however, appears exactly as you typed it. On the other hand, if you type the string to be found with initial capital letters or in all upper-case letters, the WP-2 searches only for exact duplicates of the string as you typed it.

If the search is successful, the specified text string is highlighted within the document where it was found. Then the prompt **`Replace this string? (Yes/No/All)`** appears on the screen. If you want to replace this occurrence of the text string, press **[Y]**. If you want to skip to the next occurrence, press **[N]**. If you want to replace all occurrences of this text string, press **[A]**. Or, press **[Cncl]** to stop the operation.

If the Replace function cannot locate the specified text string, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

Right Margin

To adjust the setting for the right margin of your document, see "Characters per line" in the "Layout" section.

To temporarily indent text at the right margin, see "Indent Text."

Run Another Application

To run another software package contained in an optional ROM (read only memory) card, use the Run function. Be sure that you have inserted the optional ROM card in the EXPANSION CARD slot located on the left side of the WP-2.

Press **[F2]-[7]**.

Note: IC ROM card applications will be fully documented with the individual applications as they become available.

Save the User's Dictionary File

For brief information about connecting optional devices, such as a cassette recorder or a disk drive, see "Adding Options" in the section "A Practical Guide." To transfer (save) the user's dictionary file to one of the devices listed in the Files menu:

1. Press **[F2]-[=]**. The device names appear at the top of the screen.
2. Move the highlight bar over the device name where you want to store the user's dictionary.
3. Press **[F1]-[W]**. The prompt **FILE NAME:** appears on the screen.
4. Type the filename (a maximum of eight characters) for your user's dictionary. Press **[Enter]** to save the user's dictionary on the selected device.

If you type documents related to a variety of topics, you might want to prepare more than one user's dictionary. For example, some documents you write might pertain to business matters, some could be letters to your children, and others could be science fiction stories that you write for fun. It could be helpful to have a user's dictionary devoted specifically to each topic. Then you could load the most relevant user's dictionary as your working dictionary when you work on a particular document. Be sure to give each dictionary you create an easily recognizable filename to make referencing easier.

To load a user's dictionary from another device, see "Load a User's Dictionary File."

Select

When you want to identify portions of text for boldfacing, deleting, moving, and so on, use the Select function.

1. Move the cursor to the beginning of the text that you want to highlight.
2. Press **[F1]-[9]**.
3. Use the arrow keys to highlight the desired text. (If you want to select text quickly, use any of the appropriate cursor movement key combinations discussed in the section "Using the Keyboard.")
4. Then perform the task that you want (cut, underline, copy, and so on).

Selecting Character Style

To select special character attributes, such as boldface, underline, or other fonts, see "Style."

Spelldoc

Use the Spelldoc function to check the spelling in an entire document. Simply press **[F2]-[6]**. (If you decide not to use the Spelldoc function at this time, press **[Cncl]** to cancel the function and return to text.)

If all words are spelled correctly, based on the built-in dictionary and the user's dictionary that you create through the Spelldoc function, you see the prompt **`Correct spelling`** at the bottom of the screen. Press any key to clear the prompt from the screen and continue.

If your WP-2 finds a misspelled or unknown word, it highlights that word and a menu appears on the screen. This menu gives you four options:

1. **`Correction.`** Press **[C]** and the WP-2 lists alternate spellings of the word. Be sure to use the **[↓]** key to view the entire list. Move the highlight bar over a word to select it as the correct word. Then, press **[Enter]**. Your WP-2 automatically replaces the word previously highlighted in the text with the word you chose.

   If you decide not to select one of the listed words as the correction, simply press **[Cncl]** to return to the menu.

   If the WP-2 cannot find any alternate spellings, you see the prompt **`Not found`**. Press **[Cncl]** to return to the menu.

2. **`Add to dict.`** Press **[A]** if you want to add the highlighted word to the user's dictionary. You see the prompt **`ADD (Yes/No) ?`** Press **[N]** to return to the menu. Press **[Y]** to add the word to the user's dictionary and proceed to the next unknown word.

   Note: You can create more than one user's dictionary for use with various types of documents. Refer to "Load a User's Dictionary File" or "Save the User's Dictionary File."

3. **`Skip.`** Press **[S]** to skip the highlighted word and proceed to the next unknown word.

4. **`Edit.`** Press **[E]** to edit the highlighted word. You see the prompt **`CHANGE TO?`** Type the correction between the brackets (maximum of 20 characters). Be sure to spell this word correctly. Then, press **[Enter]**. This automatically replaces the highlighted word with the correction you just typed.

When you have corrected the last misspelled or unknown word, added to the user's dictionary, skipped, or edited, the menu disappears.

Spellword

Use the Spellword function to check the spelling of a single word.

1. Move the cursor to any letter within the word you want to check.
2. Press **[F1]-[6]**.

   If the word is spelled correctly, based on the WP-2's built-in dictionary and the user's dictionary that you create through the Spelldoc function, you see the prompt **`Correct spelling`** at the bottom of the screen. Press **[Cncl]** to clear the prompt from the screen and continue.

   If the WP-2 does not recognize the word, it lists some alternate spellings. Be sure to use the **[↓]** key to view the entire list.
3. Move the highlight bar over a word to select it as the correct word. Then press **[Enter]**. The word previously selected in the text is automatically replaced by the word you chose.

   If you decide not to select one of the listed words as the correction, simply press **[Cncl]** to return to text.

If the WP-2 does not have any suggested corrections, you see the prompt **`Not found`**. Press **[Cncl]** to return to text.

Status

If you want to check the status of a document, use the Status function.

1. Press **[F2]-[1]**. The status display appears on the screen, showing the format line with margins and tab settings, the current cursor position (line and column), the amount of available memory, and the document name. The status display cannot be edited. If you need to make changes to the format line, see "Format."
2. Press **[Cncl]** to return to text.

Style

To select character attributes, such as boldface, underline, or other fonts, use the Style function.

1. Highlight the text you want to enhance.
2. Press **[F1]-[5]**. The Style menu appears on the screen.
3. Highlight the desired menu option, then press **[Enter]**.

The selected text is automatically marked with a **B**, **U**, or **F** code at the beginning and at the end of the selected text. You can cancel these attributes by deleting these letter codes. When the codes are deleted, the text is specified to print in plain type again.

Synonym

To use the Wordprocessor's Thesaurus, use the Synonym function.

1. Position the cursor within the word for which you would like to find a synonym.
2. Press **[F1]-[7]**. The synonyms appear at either the top or bottom of the screen. If you see a ↓ or → on the display, this indicates that there are additional synonyms to view. Use the arrow keys to scroll down or to the right to view these additional words.
3. To replace the original word with one of the synonyms, simply highlight the desired synonym, and then press **[Enter]**. If you do not want to replace the original word, press **[Cncl]**.

Thesaurus

To use the Wordprocessor's Thesaurus, see "Synonym."

Underline Text

You can underline plain or boldfaced text.

Note: You must perform the printer setup program on your WP-2 before underlined text can be printed. Refer to "Printer Setup" in the "Print Issues" section for details on this procedure.

1. Highlight the text you want to underline.
2. Press **[F1]-[U]**.

Underlined text is automatically marked by a highlighted ʊ code at the beginning and at the end of the underlined text. To cancel the underline option, see "Cancel Boldface, Center, Underline, or Font."

View the User's Dictionary File

You can view the contents of the current user's dictionary file.

1. Press **[F1]-[V]**. The contents of the current user's dictionary appears on the screen.
2. Press **[Cncl]** to return to text.

Print Issues

You can print your document using the WP-2's Print function.

First, follow the simple printer setup procedure to set up the page layout. See "Printer Setup" for information.

To activate the Printer function, press **[F2]-[5]**. To stop the printing at any time, press **[Cncl]**. If you do not have a continuous-feed printer, you can set up the printer to stop between pages to enable you to remove the printed page and insert a new sheet of paper.

You can also use the printer setup procedure to have the printer format your text in different ways, such as choosing a different font, underlining, or boldfacing. See "Printer Setup" for more information.

Read this section to learn more about the Print function and all of the options available.

Boldface Text

You can boldface plain or underlined text.

Note: You must perform printer setup on your WP-2 before boldfaced text can be printed. Refer to "Printer Setup" for details on this procedure.

1. Highlight the text you want to boldface.
2. Press **[F1]-[B]**.

Boldfaced text is automatically marked by a highlighted **B** code at the beginning and at the end of the boldfaced text. To cancel the boldface option, see "Cancel Boldface, Center, Underline, or Font."

Cancel Boldface, Center, Underline, or Font

If you have designated text to be printed in a special font, boldfaced, centered, or underlined, you can change your mind.

1. Move the cursor to the highlighted code (**F**, **B**, **C**, or **U**) at the beginning of the selected text.
2. Press **[Shift]-[Bksp]**.
3. Move the cursor to the highlighted code at the end of the selected text (except **C**, which appears only at the beginning of the text).
4. Press **[Shift]-[Bksp]**. The boldface, center, underline, or font option has now been cancelled.

Center Text

Only one-line paragraphs can be centered. The line must be shorter than one full line length and end with a carriage return.

1. Move the cursor to any position in the line that you want to center.
2. Press **[F1]-[C]**.

Centered text is automatically marked by a highlighted **C** code at the beginning of the selected line. When you print this page, this line will be centered between the specified margins. To cancel the center option, see "Cancel Boldface, Center, Underline, or Font."

Change Linespacing

To select linespacing for a document, see "Format."

To change linespacing for only one paragraph, see "Linespacing."

Change Typeface

To select text to be changed to a different font when a document is printed, see "Font."

Clear Tab Stop

To clear a tab stop, see "Format."

Connecting the Printer

You can use any printer with a parallel interface connector. If your printer does not come with a cable to connect it to the WP-2, you can find a connecting cable (Cat. No. 26-227) at your local Radio Shack store.

Turn off all of your equipment before making the connections.

Connect the printer cable to the parallel interface on the WP-2. Because there is only one way that the connector attaches to the WP-2, do not force the connection. If you find it difficult to make the connection, turn the connector over and try again.

Read your printer owner's manual to find out how to get your printer ready to print, and follow those instructions.

Create a Footer

To print the same information at the bottom of every page, see "Layout."

Create a Header

To print the same information at the top of every page, see "Layout."

Delete a Footer

To delete a footer, see "Layout."

Delete a Header

To delete a header, see "Layout."

Font

You can designate a different typeface for any text you select within a document.

Note: You must perform printer setup on your WP-2 before you can specify a typeface change. While you are doing the printer setup, you can select a different font by using special control codes. You can find the proper control codes for your printer listed in your printer's owner's manual. Refer to "Printer Setup" for details on this procedure.

Highlight the text you want to see printed in a different typeface.

Press **[F1]-[F]**. A highlighted **F** code appears at the beginning and at the end of the selected text. This text will appear in the different typeface when the document is printed. To cancel the selected font, see "Cancel Boldface, Center, Underline, or Font."

Format

To set the format of an entire document, use the Format function.

Press **[F1]-[4]** to display the current format. This display shows linespacing, margins, and tab settings. (If you decide not to make any format changes, simply press **[Cncl]** to return to the text.)

You follow these steps to make format changes in your document.

- To change the linespacing for your document, press **[↓]** once. Type the desired linespacing number. For example, if you want the document to be doublespaced, press **[2]**. The cursor immediately moves back up to the format line.

  If you decide not to make any linespacing changes, press any of the arrow keys to move the cursor back up to the format line.

- Tabs are indicated by the letter T. If you are satisfied with the tab settings, press **[Enter]**.

- If you want to clear a tab stop, use the **[←]** or **[→]** keys to move the cursor to the tab setting you want to clear. Press **[-]**. Repeat this step until all unnecessary tab stops have been cleared. If you are now satisfied with the tab settings, press **[Enter]**.

- If you want to set a new tab stop, use the **[←]** or **[→]** keys to move the cursor to the position in the format line where you want to set the tab stop. Press **[T]**. Repeat this step until all desired tab stops have been set. When you are satisfied with the tab settings, press **[Enter]**.

To get on-screen help while using the Format function, press **[F1]-[1]**. A list appears on the right side of the screen. The items in this list help you recall how to change the linespacing and tab settings without referring back to this topic in the manual again.

Highlight Text

To highlight text, see the Select function.

Layout

To set up the page layout for your printed document, use the Layout function.

1. Press **[F2]-[4]**. The first screen of the Layout menu appears on the screen. To access the second screen of the layout menu, press **[Shift]-[↓]**. To return to the first screen, press **[Shift]-[↑]**.
2. Use the **[↑]** or **[↓]** keys to move the cursor next to the option that you want to change.
3. Use the **[←]** or **[→]** keys to highlight the response you want for the selected option. If a particular option requires that you type in a number or text, simply type the appropriate response. Press **[Enter]** to return the cursor to its position next to that option.
4. After all options have been changed as desired, press **[Enter]** to complete the Layout function.

Listed below are the options available in the Layout function menu and what they mean:

Justify. Lets you select between justified (**ON**) or ragged right margin (**OFF**). If you select a justified right margin, the WP-2 inserts spaces between words to make all full lines of text line up at the right margin.

Auto page numbers. Lets you select between automatically adding page numbers to your printed document (**ON**) or not (**OFF**).

Starting page number. Lets you specify a page number to use for numbering the first page of your document or file. For example, if you created a document in two different files, you would want the first page number of the second file to follow the last page number of the first file.

Header. Lets you specify information, such as a title, that prints at the top of every page. In the first line of the Header option, choose the position where you want the header to print on a page; top center of the page (**C**), top right corner of the page (**R**), or top left corner of the page (**L**), or select no header (**N**) to delete a header.

In the second line of the Header option, type in the text for the header and press **[Enter]**.

Footer. Lets you specify information, such as a page number, that prints at the bottom of every page.

Note: If you want your footer to be a page number, select **ON** for the Auto Page Numbers option instead of specifying footer information.

In the first line of the Footer option, choose the position where you want the footer to print on a page; bottom center of the page (**C**), bottom right corner of the page (**R**), or bottom left corner of the page (**L**). To delete a footer, select (**N**).

In the second line of the Footer option, type in the text for the footer, then, press **[Enter]**.

Pause between pages. Lets the printer pause between pages. If you are not using continuous form paper, select **YES** so that you can insert a clean sheet of paper in the printer after each page prints. By selecting **NO**, the printer will continue printing the entire document.

Top margin in lines. Lets you specify the number of blank lines you want at the top of a page.

Bottom margin in lines. Lets you specify the number of blank lines you want at the bottom of a page.

Left margin. Lets you to specify the number of blank spaces you want at the left edge of a page.

Characters per line. Lets you specify the maximum number of characters (including spaces) you want to print on one line.

For example, if you will be printing on standard 8 ½-inch-wide paper in a ten-characters-per-inch font (such as Courier), the total line length is 85 characters (8 ½ times 10). If you set a left margin of one inch (10 spaces) and you want a right margin of one inch (10 spaces), subtract the total of the left and right margins (20 spaces) from the total line length (85 minus 20). A difference of 65 spaces (or 6 ½ inches) is the maximum number of characters per line that you want to print.

Note: Be sure that the sum of the numbers specified for the left margin and the characters per line does not total more than the width of your paper (total line length).

Page length in lines. Lets you specify the maximum number of lines on a page. For example, standard 11-inch-long paper contains 66 lines (six lines per inch).

Linespacing

To change the linespacing:

1. Move the cursor to the first character of the first paragraph that you want to change. Then, press **[F1]-[S]**. A highlighted **s** code appears at the cursor position.
2. Type the number for the desired linespacing. For example, to doublespace, press **[2]**.
3. Press **[Enter]**.

If you decide not to change the linespacing, simply delete the highlighted **s** code that is on the screen.

When you want to resume the original linespacing, repeat these steps again. In Step 2, simply type the number for the original linespacing.

Page Numbers

To automatically number the pages of your document when it is printed, see "Auto page numbers" in the "Layout" section.

Print

After you have performed printer setup (see "Printer Setup") and set up the page layout (see "Layout"), you can print the document that you have displayed on the screen.

Press **[F2]-[5]** to begin printing. You can press **[Cncl]** at any time to stop printing.

Note: If you selected the option to pause between pages when you set up the page layout, the printer stops at the end of each page. Remove the printed page and insert a clean sheet of paper. Press **[Enter]** to print the next page.

If you only want to print a portion of your document, simply highlight the portion of your document that you want to print, then press **[F2]-[5]**.

Printer Setup

Follow this procedure to prepare your printer for printing documents. This enables you to print boldfaced or underlined text, and to print in a special font, such as italics.

1. Press **[F2]-[-]**. Highlight **Printer**, and then, press **[Enter]**. Or, you can press **[F2]-[P]**. The Printer Setup menu appears.

2. Are you using a Tandy emulation printer or an IBM emulation printer? If you do not know, refer to your printer owner's manual. In the first line of the menu, identify the type of printer you have by highlighting either **Tandy** or **IBM**.

   Press **[Shift][↓]**. The underline and boldface **ON** and **OFF** codes display according to the type of printer you selected. Press **[↓]** to move to **Other** in the menu. Skip to Step 4.

   If you are using another type of printer, see Step 3.

3. For printers with other than IBM or Tandy emulation, find the control codes listed in your printer owner's manual. Look up the hexadecimal codes that turn underline and boldface on and off. Type these codes on the appropriate lines in the printer setup menu. At the end of each code, press **[Enter]** to move to the next item in the menu.

4. If you want to print selected text in a special font, such as italics, elongated, or double height characters, find the control codes listed in your printer owner's manual. On the **Other** lines in the menu, type in the appropriate hexadecimal codes that turn those special fonts on and off. At the end of each code, press **[Enter]** to move the cursor to the next item in the menu.

5. The **NewLine** option lets you specify whether to add a line feed after each carriage return. Check your printer's carriage return (CR) setting (DIP switch or front panel switch).

- If you have set your printer to CR=NL (carriage return equals new line), select **CR** (carriage return) in the printer setup menu.

- If you have set your printer to CR=CR (carriage return equals carriage return), select **CR+LF** (carriage return plus line feed). If your printer doublespaces or overprints, try changing this setting.

Note: The WP-2 remembers this printer setup and refers to it when you print. If you change printers, make changes as necessary.

Select

When you want to identify portions of text for boldfacing, deleting, moving, and so on, use the Select function.

1. Move the cursor to the first character in the text that you want to highlight.
2. Press **[F1]-[9]**.
3. Use the arrow keys to highlight the desired text. (If you want to select text quickly, use any of the appropriate cursor movement key combinations discussed in "Using the Keyboard.")
4. Then, perform the task you want (cut, underline, copy, and so on).

Selecting Character Style

To select special character formats, such as boldface, underline, or other fonts, see "Style."

Style

To select character formats, such as boldface, underline, or other fonts, use the Style function.

1. Highlight the text that you want to format.
2. Press **[F1]-[5]**. The Style menu appears on the screen.
3. Highlight the desired option, then press **[Enter]**.

The selected text is automatically marked with a **B**, **U**, or **F** code at the beginning and at the end of the selected text. You can cancel these attributes by deleting these letter codes. When the codes are deleted, the text is specified to print in plain type again.

Underline Text

You can underline plain or boldfaced text.

Note: You must perform printer set up on your WP-2 before underlined text can be printed. Refer to "Printer Setup" for details on this procedure.

Highlight the text that you want underlined, then press **[F1]-[U]**.

Underlined text is automatically marked by a highlighted **U** code at the beginning and at the end of the underlined text. To cancel the underline option, see "Cancel Boldface, Center, Underline, or Font."

File Issues

After creating a document, you can save (transfer and store) data by using the Files function. You can save the data from the WP-2's memory to a diskette, a RAM memory card, or a cassette tape. Each new document is stored in a *file*, and each document title is a *file name*.

The Files function can also be used to load a document, stored in one of the other data sources, back into the WP-2's memory.

You access the Files menu by pressing **[F2]-[=]**. The menu lists the various data sources that can be used with the WP-2. Simply highlight the name of the data source that you will be using.

You can store data in the WP-2's memory, but because there is limited memory space available, we recommend using at least one more data source with your WP-2. You can use cassette tapes to record data by connecting a cassette recorder to your WP-2. You can use diskettes to store data by connecting your WP-2 to a disk drive. You can also increase memory space by installing a memory card in your WP-2.

For more information about using another data source with your WP-2 and making the necessary connections or installations, refer to the owner's manual of the data source device that you will be using.

You can transmit and receive data from other computers over the telephone lines. For more information, see the "Telcom Issues" section.

If you need on-screen help, press **[F1]-[1]** to use the Help function.

Read this section to find additional information on the Files function and all of its different features.

ASCII Format

ASCII is an abbreviation for *American Standard Code for Information Interchange*. This standard defines the binary code many computers use to represent characters, numbers, and symbols.

The WP-2 does not store documents in an ASCII format. To use a document on a Tandy portable computer, convert it to ASCII before saving it to diskette. (See "Copy a Document.") Or, if you want to send a file to other computers using the Telcom function, you must likewise convert the file to ASCII. (See the "Telcom Issues" section for details.)

Note: ASCII does not include wordprocessing codes, such as boldface, underline, headers, footers, and so on. If you convert a document to ASCII, the WP-2 removes these codes and all page setup parameters and does not restore them when you convert the file back into a non-ASCII format.

To convert a document to ASCII format:

1. Press **[F2]-[=]**. The Files menu appears.
2. Press **[F1]-[A]**. The prompt **`Are you sure (Yes/No)`** appears.
3. To convert the document to ASCII, press **[Y]**. If you decide not to convert that file to ASCII, press **[N]** to return to the Files menu.

   After converting a file to ASCII, the WP-2 returns to the Files menu. Press **[Enter]** to see the list of files stored in memory. The file name of the document you converted to ASCII has the extension ".DA" , instead of ".DO" which denotes a document file. You can now save this ASCII file to diskette for use on a Tandy portable computer (see "Files Function") or transfer it to another computer using the Telcom function (see the "Telcom Issues" section).

   Note: To change the ASCII file back to a document file, at the Files menu press **[Cncl]**. This returns you to the text of the document.

   Going directly into the text of an ASCII file automatically converts it back to a non-ASCII format.
4. If you do not want to convert your ASCII file back to non-ASCII format, highlight another file name in the Files menu and press **[Enter]** to open that file. Or, with **`MEMORY`** highlighted in the Files menu, open a new file by pressing **[F1]-[N]**. (See "Open a New File.")

Copy a Document

To copy a document from one device (such as the WP-2's memory) to another (such as diskette), use the Copy function. To copy from cassette tape to the WP-2's memory, see "Copy from Tape to Memory." Be sure to properly connect the data device that you want to use.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the name of the data device that contains the document file that you want to copy. Then, press **[Enter]**.

   A list of the files stored in that data device appears.
3. Highlight the document that you want to copy. Then, press **[F1]-[C]**.

   A list of all the data devices appears again.
4. To select the *target* device (the data device to which you want to copy the document), highlight the name of the data device that you want to use. Then, press **[Enter]**.

   The prompt **`New File Name:`** and the current file name appear.
5. If you do not want to change the file name, simply press **[Enter]**.

   If you want to change the file name of your document as it copies to the target device, type the new name next to the **`New File Name:`** prompt. Then, press **[Enter]**.
6. If the target device contains a file with the same name, the WP-2 prompts **`FILE EXISTS—Overwrite? (Yes/No)`**. To overwrite the existing file with the file you are copying, press **[Y]**. When the Copy function completes, the WP-2 returns to the Files menu.

   If you do not want to overwrite the existing file with the file you are trying to copy, press **[N]**. You can rename the file stored on the target device (see "Rename a Document") or change the name of the document you are trying to copy, as indicated in Step 5.

Note: The **`FILE EXISTS`** prompt does not appear when the target source is **`TAPE`**.

If you do not connect the target device to your WP-2, the message **`I/O Error`** appears, except when the target device is **`TAPE`**. If you select **`TAPE`** but do not connect a cassette recorder, the Wordprocessor functions as though it is copying the file (displaying **`Working`**). The WP-2 does not respond to any keys until it finishes this copying process.

Copy All Documents

You can use the Copy function to copy all documents in one data source to another device. Be sure to connect the data device to the WP-2.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the name of the data source that contains the files that you want to copy. Then, press **[Enter]**.

   A list of the files contained in that data source appears.
3. Press **[F1]-[8]**. A list of all the data sources appears again.
4. To select the target device (the data source to which you want to copy the files), highlight the desired data device. Then, press **[Enter]**.

   When the copy function completes, the WP-2 returns to the Files menu.

If you do not connect the target device to your WP-2, the message `I/O Error` appears, except when the target device is **`TAPE`**. If you select **`TAPE`** but do not connect a cassette recorder, the Wordprocessor functions as though it is copying the file (displaying **`Working`**). The WP-2 does not respond to any keys until this copying process finishes.

Copy from Tape to Memory

To copy a document from cassette tape, the target device must be **MEMORY**. Be sure that your cassette recorder is properly connected to the WP-2 and is set to the play mode.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight **TAPE**. Then, press **[F1]-[C]**.
3. At the **Enter Name of Tape File:** prompt, type in the name of the file that you want to copy. Then, press **[Enter]**.

   Note: If you do not remember the name of the file you want to copy, simply press **[Enter]** and the first file that the WP-2 finds on the tape will be copied.
4. If you entered a name in Step 3, the **New File Name:** prompt is followed by that name. If you want to use the same file name when the file is transferred to the WP-2's memory, simply press **[Enter]**. If you want to change the file name, or if no file name is displayed, type a new file name and press **[Enter]**.

   The tape begins to play, and the display shows **Find xxxx** until the WP-2 finds the file that you specified. When that file is found on the tape, it is copied to the WP-2's memory.

When the Copy function is completed, the WP-2 returns to the Files menu.

Delete a Document File

To delete a file:

1. Press **[F2]-[=]**. The Files menu appears.

   Note: The current document and the temp.inv file cannot be deleted.

2. Highlight the name of the data device that contains the file you want to delete. Then, press **[Enter]**.

   A list of the files stored in that data device is displayed on the screen.

   Note: You cannot delete a file stored on cassette tape by using this method. Also, the current document (the file you were in before pressing **[F2]-[=]**) and the temp.inv file cannot be deleted.

3. Highlight the document file that you want to delete. Then, press **[F1]-[D]**.

4. The prompt **`Are you sure (Yes/No)`** appears on the screen. To delete the selected file, press **[Y]**. The WP-2 returns to the list of files, but excludes the file that you just deleted.

   If you decide not to delete the selected file, press **[N]**.

To delete the temp.inv file without storing new text into this file, simply perform the Copy function (**[F1]-[0]**) without selecting any text. The message **`Do you really want to clear cut & copy buffer? (Yes/No)`** appears. Press **[Y]** to clear the buffer or **[N]** to leave it as is.

Files Function

After creating a document, you might want to save it for future reference. Use the Files function to save (transferring and storing) documents to other data devices (such as diskette or tape). You can also use the Files function to load a document, stored in another data device, back into the WP-2's memory. Each new document you save will be stored in a file, and each document title will be called a file name.

1. Be sure to properly connect the data device to the WP-2. (Refer to that device's owners manual for instructions on this type of connection.)
2. Press **[F2]-[=]**. The Files menu appears, listing the various data devices that you can use with the Files function. These data devices include the WP-2's memory, a RAM disk (optional internal 32K RAM chip), a memory card, a diskette (disk drive), and tape (cassette recorder).

Notes:

- Your WP-2 has a limited memory capacity, so you might want to add at least one extra data device for additional storage space. (If you do not connect or install an extra data source device, you can only use the WP-2's memory to store data.) For more information about these options, refer to the section, "A Practical Guide."
- If you use a memory card or a diskette, you must format these data sources before you save a file to them. See "Format a Data Device" for details. (You do not need to format a RAM disk, but to clear all the files on the disk quickly, follow the procedure for formatting a data device.)

1. Highlight the name of the desired data device. Then, press **[Enter]**.

   The files contained in that data device are listed on the screen. The number of characters free (available space on that device) is displayed in the lower, right corner. (If you select **TAPE**, the number of characters free is not shown.)

   Note: If you want on-screen help, press **[F1]-[1]**. The Help menu displays all of the options available in the Files function. If you decide not to select an option through the Help menu, simply press **[Cncl]** to return to the Files menu.

2. Proceed with the Files function according to the option that you selected. Refer to the various options listed alphabetically in this section for more information.

Format a Data Device

If you have installed a 32K RAM chip (**RAMDISK**), inserted a 32K memory card (**MEMORY CARD**), or connected a Portable Disk Drive 2 (**DISKETTE**), these data devices must be formatted before you transfer a file to any of them.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the data device name that you want to format. Then, press **[F1]-[F]**.
3. The prompt **Are you sure (Yes/No)** appears. If you want to format the selected data device, press **[Y]**. The WP-2 returns to the Files menu when formatting completes.

   If you decide not to format the data device, press **[N]** to return to the Files menu.

Note: Formatting a data device erases all of its previously stored files. Check the list of file names stored in that data device before you use the Format function. This way you will be sure not to accidentally erase any files that you intended to keep.

Help

If you want on-screen help for the Files function:

1. Press **[F2]-[=]**. The Files menu appears.
2. Press **[F1]-[1]**. The Help menu displays all of the options available in the Files function.
3. Highlight the desired option, then press **[Enter]**. Or, press the key combination listed to the left of the desired option, and the WP-2 automatically moves to the next screen for that option.

   If you decide not to select a option through the Help menu, simply press **[Cncl]** to return to the Files menu.

Proceed with the Files function according to the option that you want to use. (See the various options listed alphabetically in this section for more information.)

Insert a Document into Another Document

To insert a document into the file currently being edited, see "Merge."

Load a File

To load a document from another data device, such as a diskette or cassette tape, to the memory of the WP-2, see "Copy a Document."

To save the current document to a data device (other than the WP-2's memory) and load another file from that same device, see "Swap the Displayed Document and an Existing Document."

Load a User's Dictionary File

If you have saved the user's dictionary file to another data device, use the Files function to load that data back into the Wordprocessor's memory. Be sure that the data device that you want to use is properly connected to the WP-2.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the name of the data device that contains the user's dictionary that you want to load. Press **[Enter]**.
3. The file names on the selected device are listed on the screen. Move the highlight bar over the name of the user's dictionary that you want to load. Then, press **[F1]-[L]**. The file is loaded into a special dictionary memory in the WP-2 to be accessed by the Spellword and Spelldoc function.

Merge

To insert an entire document into the file currently being edited, use the Merge function. Be sure the data device that you want to use is properly connected to the WP-2.

1. Move the cursor to the position in the document where you want to insert the other file.
2. Press **[F2]-[=]**. The Files menu appears.
3. Highlight the name of the data device that contains the file you want to merge. Then, press **[Enter]**. A list of the files contained in that data device is displayed.

   Note: You cannot merge a file that is stored on cassette tape.
4. Highlight the file name of the document that you want to merge with the document you were working on. Then, press **[F1]-[M]**. The selected document is inserted at the position indicated by the cursor in Step 1.

Open a New File

To store the document that you are currently working on and open a new file:

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight **MEMORY**. (Do not select any of the other data devices as the target device for this option.)
3. Press **[F1]-[N]**. The current document is saved to the WP-2's memory.
4. At the **New File Name:** prompt, type in the name of your new file and press **[Enter]**. If the file name you typed in already exists, that file is loaded onto the screen. If not, a new file is created.

Rename a Document

To rename any of your documents:

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the name of the data device that contains the file you want to rename. Then, press **[Enter]**. A list of the files contained in that data device is displayed.

   Note: You cannot rename a file that is stored on cassette tape.
3. Highlight the file name of the document that you want to rename. Then, press **[F1]-[R]**.
4. If you decide not to rename the selected file, press **[Cncl]** to return to the list of files in the specified data source. Otherwise, at the **New File Name:** prompt, type in a new name for the selected file. Then, press **[Enter]**.

After the file name is changed, the WP-2 returns to the list of files which now displays the new file name in place of the old file name.

Run a File Stored in Memory

To run a file stored in the WP-2's memory:

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the file name of the document you want to run.
3. Press **[F2]-[7]**.

Note: If the file you select is not a program file, the error message **`Not program file`** appears. If this happens, simply select another file and try the Run function again.

Save a File

To save a document from the WP-2's memory to another data source, such as cassette tape or diskette, see "Copy a Document."

Save the User's Dictionary File

For brief information about connecting optional devices, such as a cassette recorder or a disk drive, see "Adding Options" in the section "A Practical Guide." To save the user's dictionary file from the WP-2's dictionary memory to a storage device:

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight **MEMORY**. Press **[F1]-[W]**.
3. At the **FILE NAME:** prompt, type in the name for your user's dictionary. Press **[Enter]**. The user's dictionary is saved to the WP-2's memory.
4. The WP-2 returns to the Files menu. Press **[Enter]**. A list of the files contained in memory is displayed.
5. To copy the user's dictionary file to another device, highlight the file name of the user's dictionary that you want to copy. Then, press **[F1]-[C]**. A list of all the devices is displayed.
6. To select the target device (the device to which you want to copy the document), highlight the name of the desired device. Then, press **[Enter]**. The prompt **New File Name:** and the current name of the file appear.
7. If you do not want to change the name of the file, simply press **[Enter]**.

   If you want to change the name of your user's dictionary as it appears on the target device, simply type in the new name next to the **New File Name:** prompt. Then, press **[Enter]**.

   If the target device contains a file with the same name, the WP-2 prompts **FILE EXISTS Overwrite? (Yes/No)**. To overwrite the existing file with the file you are trying to copy, press **[Y]**. When the Copy function completes, the WP-2 returns to the Files menu.

   If you do not want to overwrite the existing file with the file you are copying, press **[N]**. You can rename the file stored on the target device (see "Rename a Document") or change the name of the user's dictionary file you are copying, as indicated in Step 7.

   Note: The **FILE EXISTS** prompt does not appear when the target device is **TAPE**.

If you type documents related to a variety of topics, you might want to prepare more than one user's dictionary. For example, some documents you write might pertain to business matters, some could be letters to your children, and others could be science fiction stories that you write for fun. It could be helpful to have a user's dictionary devoted specifically to each topic. Then, you could load the most relevant user's dictionary as your working dictionary when you work on a particular document.

If you decide to use more than one user's dictionary, for quick reference, give each user's dictionary a name that is easy to recognize.

To load a user's dictionary from another device, see "Load a User's Dictionary File."

Store the Document on the Screen and Open a New File

If you want to store the document you are currently working on and create a new file, see "Open a New File."

Swap the Displayed Document and an Existing Document

You can save the current document to a data device (other than the WP-2's memory) and load another file from that same device. Be sure the data device device that you want to use is properly connected to the WP-2.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the name of the data device that contains the file you want to swap with the current document. Press **[Enter]**. A list of the files contained in that data device is displayed.

   Note: You cannot swap with the files stored on cassette tape.
3. Highlight the file name of the document that you want to load. Then, press **[F1]-[S]**. If there is adequate space in memory and on the target device to allow for the swap, the document you selected appears.

If the file name you selected as the file to swap with already exists in the WP-2's memory, or if the target device contains a file with the same name as the current file in the WP-2, the error message **`Filename already exists`** appears. If this happens, follow the procedures in the section "Rename a Document." Then, try the swap function again.

View a Document

To view (not edit) any of the files stored on any of the data devices listed in the Files menu:

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the name of the data source that contains the file you want to view. Then, press **[Enter]**. A list of the files contained in that data device is displayed.

   Note: You cannot view files stored on cassette tape.
3. Highlight the file name of the document you want to view. Then, press **[F1]-[V]**.
4. The first seven lines of the document appear on the screen. If the file is longer than seven lines, the word **MORE** appears at the bottom of the screen. Press **[Enter]** to view the next seven lines. Continue this process to view the entire document.

Press **[Cncl]** or **[Enter]** when you have finished viewing the document. The WP-2 returns to the Files menu.

Phone Issues

The Phone function lets you create, sort, update, and store a list of phone numbers.

You can store all of your phone numbers on a single list or create individualized lists, such as frequently-called or emergency numbers.

Each time you create a new phone list, mypho.do is the file name automatically assigned to the list. However, you can easily rename each phone list. (See "Rename a Phone List.") For quicker reference, be sure to select a file name that you will easily recognize.

When you perform the Phone function, the phone list entitled "Mypho.do" is the only file you can load. If you want to access other phone files, use the Files function. (See "Rename a Phone List" for details.)

In this section, you can find additional information on using the Phone function.

Add a Phone Number to an Existing Phone List

Move to the bottom of an existing phone list. Then, follow the instructions in "Phone."

Backspace

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Check the Status of a File

To check the current status of a file, see "Status."

Copy

Use the Copy and Paste functions to duplicate phone numbers within a phone list or to copy phone numbers to another phone list.

Note: When copying to another phone list, be sure to enter the phone lists through the Files function rather than the Phone function.

1. Press **[F1]-[9]** (Select function) and use the arrow keys to highlight phone number listings that you want to copy.
2. Press **[F1]-[0]** to perform the Copy function.

   The highlighting on the text disappears, but the selected text is now stored in a temporary file named "temp.inv."
3. To paste the selected phone number listings into your current phone list, move the cursor to the position on the list where you want this text to appear. Press **[F1]-[=]** to paste the text in place.
4. To copy the selected text to another phone list, first display that phone list. Then, move the cursor to the position in that list where you want this text to appear. Press **[F1]-[=]** to paste the text in place.

   Note: The selected text remains in the temp.inv file until you copy or cut another section of text.

If you want to delete the temp.inv file without storing new text, simply perform the Copy function without selecting any text. The message **`Do you really want to clear cut & copy buffer? (Yes/No)`** appears. Press **[Y]** to clear the buffer, or **[N]** to leave it as is.

Correct an Error

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Press **[Shift]-[Bksp]** to delete the character at the cursor position. Press and hold this key combination to repeat the function and delete text following the cursor. The text compresses as characters are deleted.

Cut

The Cut function can be used to delete phone number listings. It can also be used with the Paste function to move phone numbers.

1. Press **[F1]-[9]** (Select function) and use the arrow keys to highlight the section of your document that you want to cut.
2. Press **[F1]-[-]** to perform the Cut function.

   The highlighted text disappears and is stored in a temporary file named "temp.inv."

   Note: The highlighted text that was cut from the document remains in the temp.inv file until you copy or cut another section of text.

If you want to delete the temp.inv file without storing new text, simply perform the Copy function without selecting any text. The message **`Do you really want to clear cut & copy buffer (Yes/No)`** appears. Press **[Y]** to clear the buffer, or **[N]** to leave it as is.

If you want, you can reinsert deleted text. Place the cursor where you want to insert the text. Then, press **[F1]-[=]** to paste the text back in place.

Delete Phone Number Text

Press **[Shift]-[Bksp]** to delete the character at the cursor position. Press and hold this key combination to repeat the function and delete text following the cursor. The text compresses as characters are deleted.

To delete larger portions of a phone list, see "Cut."

Dial

Before you attempt to use the Dial function, be sure that your WP-2 is initialized (information supplied to prepare the WP-2) to use a modem. See "Setup for the Phone Function."

Try this example:

1. Enter the Phone function by pressing **[F2]-[8]**.

   Note: The Dial function is only available through the Phone function.

2. Before you can proceed, you must press any key to delete the status display and the column headings from the screen. Then, type the phone number of your local time and temperature service as a test number.

3. Move the cursor to the beginning of the number you just typed. Press **[F1]-[8]** to initialize the Dial function. If your modem has a speaker, you hear the time and temperature announcement through the speaker.

Mypho.do is a file name automatically assigned to each new phone list that you create. However, you can easily rename each file. (See "Rename a Phone List.")

To dial any number in your mypho.do phone list:

1. Press **[F2]-[8]** to initialize the Phone function. The mypho.do phone list appears on the screen.

2. Before you can proceed, you must press any key to delete the status display and the column headings from the screen.

3. Move the cursor to the beginning of the number you want to dial.

4. Press **[F1]-[8]** to initialize the Dial function. Before the modem starts dialing, the prompt **`Space bar to abort`** appears. After dialing begins, the prompt **`Pick up phone/then press space bar`** appears. When the person you are calling answers the phone, pick up the telephone receiver and disconnect the modem from the line. (Refer to your modem owner's manual to find out how to do this.) If your telephone and modem are connected to the same phone line, you can pick up the telephone receiver and press the space bar to carry on a normal phone conversation.

Duplicate Text

To copy phone number listings to another location within the same phone list or to a different phone list, see "Copy."

Exit

To exit the Phone function, press **[F2]-[Bksp]**. The WP-2 returns to the text file you were in prior to initiating the Phone function.

Find

To locate a word or number within a phone list, use the Find function.

1. Move the cursor to the location where you want the search to begin.
2. Press **[F1]-[2]**. The prompt **`String to be found:`** appears at the bottom of the screen.
3. Type the word, number, or sequence of characters that you want to find, up to 19 characters (including spaces).
4. Press **[Enter]** to begin the Find function. The search begins at the cursor position and moves forward through the phone list.

Upper- and lower-case distinctions are sometimes ignored. For example, if you search for the word **`company`** (typed in all lower-case letters), the Find function locates occurrences of **`COMPANY`**, **`Company`**, or **`company`**. However, if you type the string to be found with initial capital letters or in all upper-case letters, the WP-2 searches only for exact duplicates of the string as you typed it.

If the search is successful, the specified text string is highlighted within the phone list where it was found.

If the Find function cannot locate the specified text string, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

To find subsequent occurrences of the same text string, press **[F1]-[2]** again. The same text string is still displayed in the **`String to be found:`** prompt. Press **[Enter]**. The next occurrence of the word is highlighted within the document where it was found.

If the text string is not located, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

Also, see "Quick Search" to find out how to do a quick search of a phone list.

Format

To set the format of a phone list, use the Format function.

Press **[F1]-[4]** to display the current format. This display shows linespacing, margins, and tab settings. (If you decide not to make any format changes, simply press **[Cncl]** to return to text.)

You follow these steps to make format changes in your document.

- To change the linespacing for your document, press **[↓]** once. Type the desired linespacing number. For example, if you want the document to be doublespaced, press **[2]**. The cursor immediately moves back up to the format line.

  If you decide not to make any linespacing changes, press any of the arrow keys to move the cursor back up to the format line.

- Tabs are indicated by the letter T. If you are satisfied with the tab settings, press **[Enter]**.

- If you want to clear a tab stop, use the **[←]** or **[→]** keys to move the cursor to the tab setting you want to clear. Press **[-]**. Repeat this step until all unnecessary tab stops have been cleared. If you are now satisfied with the tab settings, press **[Enter]**.

- If you want to set a new tab stop, use the **[←]** or **[→]** keys to move the cursor to the position in the format line where you want to set the tab stop. Press **[T]**. Repeat this step until all desired tab stops have been set. When you are satisfied with the tab settings, press **[Enter]**.

To get on-screen help while using the Format function, press **[F1]-[1]**. A list appears on the right side of the screen. The items in this list help you recall how to change the linespacing and tab settings without referring back to this topic in the manual again.

Highlight Text

To highlight text, see "Select."

Ins/Ovr

When you create a new document, the WP-2 is in Insert mode. Anything that you type is inserted at the cursor location. The text moves to the right to accommodate the insertion.

To switch from Insert to Overtype mode, simply press **[F2]-[\]**. Now, anything that you type simply replaces the previously typed characters.

If you want to return to Insert mode, press **[F2]-[\]** again. This Ins/Ovr function allows you to switch between Insert mode and Overtype mode.

You can determine which mode you are in by observing the shape of the cursor. When the WP-2 is set to Insert mode, the cursor is a full block that is large enough to cover the entire length of a character. When Overtype mode is selected, the cursor is half as high and only covers the bottom portion of a character.

Insert Text

To insert text anywhere in a document, see "Ins/Ovr."

Load a Phone List File

If a phone list file was saved to another device (transferred and stored on a diskette, cassette tape, and so on), and you are ready to load it back into the WP-2's memory, see "Copy a Document" in the "File Issues" section.

Merge

To insert an entire phone list into the phone list currently being edited, you can use the Merge function.

Note: Be sure to enter the phone lists through the Files function rather than the Phone function.

1. Move the cursor to the position in one phone list where you want to insert the other phone list.
2. Press **[F2]-[=]**. The Files menu appears.
3. Move the highlight bar over the device name that contains the phone list that you want to merge with the current phone list.
4. Press **[Enter]**. A list of the files contained in that device is displayed on the screen.

   Note: You cannot merge a file that is stored on cassette tape.
5. Move the highlight bar over the phone list that you want to merge. Press **[F1]-[M]**. The selected phone list is inserted at the position indicated by the cursor in Step 1. The WP-2 returns to the text of your original phone list.

Move Text

To move text within a phone list or to move text to another phone list, see "Cut" and "Paste."

Overtype Text

To type over text, replacing characters as you type, see "Ins/Ovr."

Paste

If selected phone numbers have been stored in the temp.inv file by the Cut or Copy function, you can use the Paste function to paste these phone numbers in place within your current phone list or within another phone list.

1. Use the Cut or Copy function to store selected text.
2. Move the cursor to the position in your phone list where you want a phone number listing to appear. Press **[F1]-[=]** to perform the Paste function and insert the text.

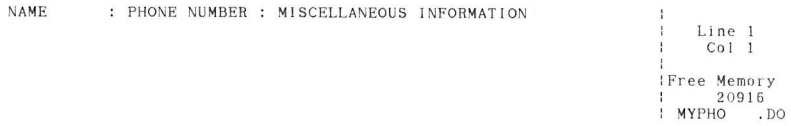
   Note: If you want to paste the selected phone numbers within another phone list, be sure to enter the phone lists through the Files function rather than the Phone function.

Move the cursor to the position in the other document where you want this text to appear. Press **[F1]-[=]** to paste the text in place.

Phone

The Phone function allows you to keep a list of phone numbers and/or addresses.

1. Press **[F2]-[8]**. The Phone screen appears. The WP-2 displays three headings (**NAME**, **PHONE NUMBER**, and **MISCELLANEOUS INFORMATION**), as well as status information (current cursor position, the amount of available memory in the WP-2, and the document name).



   Notice that the WP-2 automatically assigns the document the file name mypho.do. Press any key to remove the headings and the status information from the screen.

   Note: Mypho.do is the file name automatically assigned to each new phone list you create. However, you can easily rename each file. (See "Rename a Phone List.")

2. Type someone's name.

   Note: If you want your phone list to be in alphabetical order, be sure to enter the last name first, just as you would find the name listed in the local telephone directory. You do not need to alphabetize the list yourself as you type each name. Use the Sort function to sort your list alphabetically. See "Sort."

3. Press **[:]**. Then, press the space bar. If you want columns to line up, you can press **[Tab]** instead of the space bar to move to the next column. Depending on the tab settings, you might have to press **[Tab]** more than once to get to the desired tab position. To change tab settings, see "Format."

4. Type the phone number. If you wish, you can also include the area code.

5. Press **[:]**. Then, press the space bar, or press **[Tab]** to move to the next column. This third column can be used to list extra information, such as addresses. After you type the extra information, press **[Enter]**. The cursor moves to the beginning of the next line where you can begin a new entry.

   Note: Be sure that all of the information about each person (name, phone number, address) fits on one line. The line width is specified by the Layout function. Refer to "Characters per line" in the "Layout" section of the "Print Issues" section.

6. When you finish typing your phone list, press **[F2]-[Bksp]** to exit this list. The WP-2 returns to the document that you were in prior to initiating the Phone function.

You can keep all of your phone numbers in one list or create individualized lists. For example, if there are several names on your main list that you call frequently for church-related activities, make a new file called "church.do." (To create a new file, see "Open a New File" in the "File Issues" section.) Then, copy or move all related names to this new telephone list. (See "Copy" and "Paste" to copy names. See "Cut" and "Paste" to move names.) This way, these phone numbers are stored in one convenient location. You can easily view this file to see these specific telephone numbers. (See "View a Phone List.")

Print a Phone List

To print a phone list, press **[F2]-[5]** to initiate the Phone function. Then, see "Print" in the "Print Issues" section for more details on how to print your phone list.

Quick Search

To quickly find a name on your phone list, use the Quick Search function. To use this function most effectively, first sort the list alphabetically. See "Sort."

1. To enter the Phone function, press **[F2]-[8]**. The mypho.do phone list appears on the screen.

   Note: The Quick Search function is only available in the Phone function mode.

2. Before you can proceed, you must press any key to delete the status display and the column headings from the screen.

3. Press **[F1]-[3]**. The cursor moves to the first position in the file.

4. Type the first letter of the name that you want to find. The cursor moves to the first occurrence of that letter. Note that only the first position of each line is searched. If none of the names on the list begins with the letter typed in this step, press **[Cncl]** to cancel the Quick Search function.

5. If the WP-2 finds the first letter in the name you are trying to find, type the second letter of that name to move the cursor to, or at least closer to, the name. Finish typing the name and the WP-2 finds that name in your phone list.

6. Press **[Cncl]** to cancel the Quick Search function.

Rename a Phone List

When you perform the Phone function, the phone list entitled "mypho.do" is the only file you can load. If you want one of your other phone files to appear instead when you initiate the Phone function, rename the "mypho.do" file. (Use a name that you will remember as your original phone list in case you want to change the name back to "mypho.do" later.) Then rename your other phone file as "mypho.do."

To rename any of your phone lists, follow these steps.

1. Press **[F2]-[=]**. The Files menu appears.

   Note: Be sure to enter the phone lists through the Files function rather than the Phone function.

2. Move the highlight bar over the device name that contains the file that you want to rename. Press **[Enter]**.

   Note: You cannot rename a file that is stored on cassette tape.

3. Move the highlight bar over the phone list that you want to rename. Press **[F1]-[R]**.

4. At the **`New File Name:`** prompt, type in a new file name. Then, press **[Enter]**. The Files menu appears with the new file name displayed.

If you decide not to rename the selected file, press **[Cncl]** to return to the list of files in the specified device.

Replace

You can replace characters by using standard editing procedures. See "Ins/Ovr," "Cut," and "Paste" for other editing methods.

However, if you want the WP-2 to find a certain word or number and replace it with another word or number, use the Replace function.

1. Move the cursor to the location where you want the WP-2 to start replacing text.
2. Press **[F2]-[2]**. Two prompts appear at the bottom of the screen.
3. At the prompt **`String to be found:`**, type the word, phrase, or sequence of characters you want to find and replace, up to 19 characters (including spaces).
4. At the prompt **`String to replace with:`**, type the word, phrase, or sequence of characters you want to use as the replacement text, up to 19 characters (including spaces).
5. Press **[Enter]** to begin the Replace function.

   Upper- and lower-case distinctions are sometimes ignored when searching for a text string. For example, if you search for the word **`company`** (typed in all lower-case letters), the Replace function locates occurrences of **`COMPANY`**, **`Company`**, or **`company`**. Replacement text, however, appears exactly as you typed it. On the other hand, if you type the string to found with initial capital letters or in all upper-case letters, the WP-2 searches only for exact duplicates of the string as you typed it.

   If the search is successful, the specified text string is highlighted within the phone list. Then the prompt **`Replace this string? (Yes/No/All)`** appears on the screen. If you want to replace this occurrence of the text string, press **[Y]**. If you want to skip to the next occurrence, press **[N]**. If you want to replace all occurrences of this text string, press **[A]**. Or, press **[Cncl]** to stop the operation.

If the Replace function cannot locate the specified text string, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

Save a Phone List

If you want to save a phone list file to another device (other than the WP-2's memory), see "Copy a Document" in the "File Issues" section.

Note: Be sure to enter the phone lists through the Files function rather than the Phone function.

Select

When you want to identify portions of text for deleting, moving, and so on, use the Select function.

1. Move the cursor to the beginning of the text that you want to highlight.
2. Press **[F1]-[9]**.
3. Use the arrow keys to highlight the desired text. (If you want to select text quickly, use any of the appropriate cursor movement key combinations discussed in the section "Using the Keyboard.")
4. Then perform the task you want (cut, copy, and so on).

Setup for the Phone Function

First, connect an autodial modem to your WP-2 by following the instructions found in your modem owner's manual. For more information about using a modem with your WP-2, see "Expanding the WP-2" in the section "A Practical Guide."

To setup your WP-2 to use a modem:

1. Press **[F2]-[-]**.
2. Move the highlight bar over **Telcom**, and then press **[Enter]**. Or, press **[F2]-[T]**.
3. Move the highlight bar over **MODEM** in the **Device** line. Do not press **[Enter]** yet.
4. Press **[Shift]-[↓]**. The next screen appears.
5. Move the highlight bar over **Originate** in the **Mode** line. Do not press **[Enter]** yet.
6. Press **[Shift]-[↓]**. The next screen appears.
7. Find your modem's *wakeup* command in your modem owner's manual. (If your modem is Hayes compatible, the command is **AT**.) Type this command in the **Initialize modem** line.
8. Find your modem's dial sequence command in your modem owner's manual. (If your modem is Hayes compatible, the command is **ATDT** for touchtone telephones or **ATDP** for pulse or rotary telephones.) Type this command in the **Dial sequence** line.
9. Find your modem's terminate command in your modem owner's manual. (If your modem is Hayes compatible, the command is **0D**.) Type this command in the **Terminated code** line.
10. Some telephone systems require that you dial a special code (usually **9**) to access an outside line. Type this code on the **Prefix** line. Be sure to add a comma at the end of this code to tell the modem to pause after dialing the access code.
11. In the **Area code** line, enter your area code. If your area code is the same as the number you stored in the **Dial number** line of the Setup menu, the WP-2 does not dial the area code.
12. Press **[Enter]**. The WP-2 returns to the file that you were in prior to initiating the Telcom function.

Sort

To sort your phone list, you must be in the Phone function mode. You can use it only on phone lists with the file name mypho.do. If the phone list you want to sort has a different file name, change it back to mypho.do. (See "Rename a Phone List.")

Follow these steps to alphabetize you phone list.

1. Press **[F2]-[8]** to enter the Phone function.
2. If you want to sort only a portion of a phone list, highlight that portion, and then press **[F2]-[3]**.
3. Otherwise, press **[F2]-[3]** to sort the entire list.

Status

If you want to check the status of a document, use the Status function.

1. Press **[F2]-[1]**. The status display appears, showing the column headings, the current cursor position (line and column), the amount of available memory, and the document name. The status display cannot be edited. If you need to make changes to the format line, see "Format."
2. Press **[Cncl]** to return to the text.

View a Phone List

To view (not edit) any of the phone list files stored on any of the devices listed in the Files menu:

1. Press **[F2]-[=]**. The Files menu appears.

   Note: Be sure to enter the phone lists through the Files function rather than the Phone function.

2. Move the highlight bar over the device name that contains the file you want to view. Press **[Enter]**. A list of the files contained in that device is displayed.

   Note: You cannot view files that are stored on cassette tape.

3. Move the highlight bar over the phone list you want to view. Press **[F1]-[V]**. The first seven lines of the phone list appear on the screen.

   If the file is longer than seven lines, the word **MORE** appears at the bottom of the screen. Press **[Enter]** to view the next seven lines. Follow this procedure to view the entire list.

4. Press **[Cncl]** or **[Enter]** to stop viewing the phone list and return to the Files menu.

Calendar Issues

The Calendar function lets you create, sort, update, and store a list of events and special occasions.

You can store all of your engagements on a single list, or create individualized lists, such as business appointments or social events.

Each time you create a new list of events, mycal.do is the filename automatically assigned to the list. However, you can easily rename each list of events. (See "Rename a List of Events.") For quicker reference, be sure to select a filename that you will easily recognize.

When you perform the Calendar function, the list of events entitled "mycal.do" is the only file you can load. If you want to access other list of events, use the Files function. (See "Rename a List of Events" for details.)

In this section, you can find additional information on using the Calendar function.

Add an Event to an Existing List of Events

Move the cursor to the last item in the list of events. Then, follow the instructions in "Calendar."

Backspace

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Calendar

The Calendar function allows you to keep track of your busy schedule.

1. Press **[F2]-[0]**. The Calendar screen appears. There are three headings (**MO/DD/YY** for the date, **HH:MI** for the time, and **COMMENT** for whatever information you choose to include about a given date and time), as well as status information (current cursor position, the amount of available memory in the WP-2, and the document name).



   Notice that the document is automatically assigned the name "mycal.do." Press any key to remove the headings and the status information from the screen.

2. Type a date that you want to remember. Be sure to use the mm/dd/yy format (two digits for the month, two for the day, and two for the year). For example, the date "April 3, 1990," would be **04/03/90**.

   Note: You can organize your list of events in chronological order (the order of occurrence) by using the Sort function. See "Sort" for more information.

3. Press **[:]**. Then, press the space bar. If you want your columns to line up, you can press **[Tab]** to move to the next column. Depending on the tab settings, you might have to press **[Tab]** more than once to get to the desired tab position. To change tab settings, see "Format."

4. The first thing you must do when typing the time is to indicate a.m. or p.m. Type **a** for morning (a.m.) or **p** for afternoon/evening (p.m.). Then, without pressing the space bar, type the time. Be sure to use the hh:mm format (two digits for the hour and two digits for the minute). For example, the time "7:30 p.m." would be **p07:30**.

5. Press **[:]**. Then, press the space bar or press **[Tab]** to move to the next column.

6. This third column can be used to list any extra information you want about each event. After you type the appropriate information, press **[Enter]**. The cursor goes to the beginning of the next line where you can type the next date.

   Note: Limit the information about each event to one line.

7. Press **[F2]-[Bksp]** to exit the list. The WP-2 returns to the text of the document you were in prior to initiating the Calendar function.

You can keep all of your scheduled activities and special occasions in one list, but you might find it helpful to have some of these events in separate, smaller lists. For example, if there are several events on your main list that are related to one general category, such as social activities, make a new file called "social.do." (To create a new file, see "Open a New File.") Then, copy or move all related events to this new list of events. (See "Copy" and "Paste" to copy events. See "Cut" and "Paste" to move events.) The next time you need to check your social calendar, you can simply view this file. (See "View a List of Events.")

Note: The filename, mycal.do, is automatically assigned to each new calendar list that you create. However, you can easily rename each list. (See "Rename a List of Events.") For quicker reference, choose a filename that you can easily recognize.

Check the Status of a File

To check the current status of a file, see "Status."

Copy

Use the Copy and Paste functions to duplicate dates and activities within a list of events, or to copy dates and activities to another list of events.

Note: When copying to another list of events, be sure to enter the lists of events through the Files function rather than the Calendar function.

1. Press **[F1]-[9]** (Select function) to highlight activities that you want to copy.
2. Press **[F1]-[0]** to perform the Copy function.

   The highlighting on the text disappears, but the selected text is now stored in a temporary file named "temp.inv."
3. To insert a copy of the selected activities within your current list of events, move the cursor to the position where you want this text to appear. Press **[F1]-[=]** to paste the text in place.
4. To copy the selected text to another list of events, first display that list of events. Then, move the cursor to the position in that document where you want this text to appear. Press **[F1]-[=]** to paste the text in place.

   Note: The highlighted text that was selected to be copied remains in the temp.inv file until you copy or cut another section of text.

If you want to delete the temp.inv file without storing new text, simply perform the Copy function without selecting any text. The message **`Do you really want to clear cut & copy buffer? (Yes/No)`** appears. Press **[Y]** to clear the buffer or **[N]** to leave it as is.

Correct an Error

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Press **[Shift]-[Bksp]** to delete the character at the cursor position. Press and hold this key combination to repeat the function and delete text following the cursor. The text compresses as characters are deleted.

Cut

You can use Cut to delete selected activities. You can also use it with the Paste function to move selected events to another location.

1. Press **[F1]-[9]** (Select function) and use the arrow keys to highlight the section of your document that you want to cut.
2. Press **[F1]-[-]** to perform the Cut function.

   The highlighted text disappears and is stored in a temporary file named "temp.inv."

   Note: The highlighted text that was cut from the document remains in the temp.inv file until you copy or cut another section of text.

If you want to delete the temp.inv file without storing new text, perform the Copy function without selecting any text. The message **`Do you really want to clear cut & copy buffer? (Yes/No)`** appears. Press **[Y]** to clear the buffer or **[N]** to leave it as is.

If you accidentally delete a section of text by using the Cut function, you can reinsert it by placing the cursor where you want the text to go. Then, press **[F1]-[=]** to paste the text back in place.

Delete an Entire List of Events

If all of the activities shown in a particular list of events have passed, you can delete that calendar file.

Note: Be sure to exit your mycal.do calendar file before you proceed.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the device that contains the file that you want to delete. Press **[Enter]**. A list of the files contained in that device is displayed.

   Note: You cannot use this method to delete from a cassette tape.
3. Highlight the calendar file that you want to delete. Press **[F1]-[D]**.
4. The prompt **`Are you sure (Yes/No)`** appears. To delete the selected file, press **[Y]**. After the file is deleted, the WP-2 returns to the list of files which is now missing the filename you just deleted.

If you decide not to delete the selected file, press **[N]** to return to the list of files in the specified device.

Delete Calendar Text

Press **[Shift]-[Bksp]** to delete the character at the cursor position. Press and hold this key combination to repeat the function and delete text following the cursor. The text compresses as characters are deleted.

To delete larger portions of a list of events, see "Cut."

Display a List of Events

To look at one of your lists of events, see "View a List of Events."

Duplicate Calendar Text

To copy selected activities to another location within a list of events, or to copy selected activities to another list of events, see "Copy".

Exit

To exit the Calendar function, press **[F2]-[Bksp]**. The WP-2 returns to the text file that you were in prior to initiating the Calendar function.

Find

To locate a word or date within a list of events, use the Find function.

1. Move the cursor to the location in the list where you want the search to begin.
2. Press **[F1]-[2]**. The prompt **`String to be found:`** appears at the bottom of the screen.
3. Type the word, date, or sequence of characters that you want to find, up to 19 characters (including spaces).
4. Press **[Enter]** to begin the Find function. The search begins at the cursor position and moves forward through the list of events.

Upper- and lower-case distinctions are sometimes ignored. For example, if you search for the word **`company`** (typed in all lower-case letters). the Find function locates occurrences of **`COMPANY`**, **`Company`**, or **`company`**. However, if you type the string to be found with initial capital letters or in all upper-case letters, the WP-2 searches only for exact duplicates of the string as you typed it.

If the search is successful, the specified text string is highlighted.

If the Find function cannot locate the specified text string, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

To find subsequent occurrences of the same text string, press **[F1]-[2]** again. The same text string is still displayed in the **`String to be found:`** prompt. Press **[Enter]**. The next occurrence of the word is highlighted. If the text string is not located, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

Also, see "Quick Search" to find out how to do a quick search of a list of events.

Format

To set the format of a list of events, use the Format function.

Press **[F1]-[4]** to display the current format. This display shows linespacing, margins, and tab settings. (If you decide not to make any format changes, simply press **[Cncl]** to return to text.)

Follow these steps to make format changes in your list of events.

To change the linespacing for your list of events, press **[↓]** once. Type the desired linespacing number. For example, if you want the document to be doublespaced, press **[2]**. The cursor immediately moves back up to the format line.

If you decide not to make any linespacing changes, press any of the arrow keys to move the cursor back up to the format line.

- Tabs are indicated by the letter T. If you are satisfied with the tab settings, press **[Enter]**.
- If you want to clear a tab stop, use **[←]** or **[→]** to move the cursor to the tab setting that you want to clear. Press **[-]**. Repeat this step until all unnecessary tab stops have been cleared. If you are now satisfied with the tab settings, press **[Enter]**.
- If you want to set a new tab stop, use **[←]** or **[→]** to move the cursor to the position in the format line where you want to set the tab stop. Press **[T]**. Repeat this step until all desired tab stops have been set. When you are satisfied with the tab settings, press **[Enter]**.

To get on-screen help while using the Format function, press **[F1]-[1]**. A list appears on the right side of the screen. The items in this list help you recall how to change the linespacing and tab settings without referring back to this topic in the manual again.

Highlight Text

To highlight text, see "Select."

Ins/Ovr

When you create a new document, the WP-2 is in Insert mode. Anything that you type is inserted at the cursor location. The text moves to the right to accommodate the insertion.

To switch from Insert to Overtype mode, simply press **[F2]-[\]**. Now, anything that you type replaces the characters that you type over.

If you want to return to Insert mode, press **[F2]-[\]** again. This Ins/Ovr function allows you to switch between Insert mode and Overtype mode.

You can determine which mode you are in by observing the shape of the cursor. When the WP-2 is set to Insert mode, the cursor is a full block that is large enough to cover the entire length of a character. When Overtype mode is selected, the cursor is half as high and only covers the bottom portion of a character.

Insert Text

To insert text anywhere in a document, see "Ins/Ovr."

Load a List of Events

If a list of events was saved to another device and you are ready to load it back into the WP-2's memory, see "Copy a Document" in the "File Issues" section.

Merge

To insert an entire list of events into the list of events currently being edited, perform the merge function.

Note: Be sure to enter the calendar lists through the Files function rather than the Calendar function.

1. Move the cursor to the position in one list of events where you want to insert the other list of events.
2. Press **[F2]-[=]**. The Files menu appears.
3. Move the highlight bar over the device that contains the event file you want to merge with the event file you were just in. Press **[Enter]**. A list of the files contained in that device is displayed on the screen.

   Note: You cannot merge a file that is stored on cassette tape.
4. Move the highlight bar over the calendar/event file you want to merge. Press **[F1]-[M]**. The selected file is inserted at the position indicated by the cursor in Step 1. The WP-2 returns to the text of your original list of events.

Move Text

To move text within a list of events or to move text to another list of events, see "Cut" and "Paste."

Open a New File

To store the document you are working on and open a new file:

1. Press **[F2]-[=]**. The Files menu appears.
2. Move the highlight bar over **MEMORY**.
3. Press **[F1]-[N]**. The document is saved to the WP-2's memory.
4. At the **New File Name:** prompt, type in the name of your new file and press **[Enter]**. If the filename you typed in already exists, that file is loaded onto the screen. If not, a new file is created.

Overtype Text

To type over text, replacing characters as you type, see "Ins/Ovr."

Paste

If the Cut or Copy function has stored selected activities in the temp.inv file(see "Cut" or "Copy"), you can use Paste to insert these activities in place within your current list of events or within another list of events.

1. Use the Cut or Copy function to store selected text.
2. Move the cursor to the position in your list of events where you want selected events to appear.
3. Press **[F1]-[=]** to perform the Paste function. The text is now in place.

If you want to paste the selected events within another list of events, display that list. Move the cursor to the position in that document where you want this text to appear. Press **[F1]-[=]** to paste the text in place.

Note: You can paste the selected text in more than one location because the text remains in the buffer until you cut or copy another portion of text, or until you delete the temp.inv file.

Print a List of Events

To print a list of events, press **[F2]-[0]** to initiate the Calendar function. Then, see "Print" in the "Print Issues" section for details on how to print.

Quick Search

To search quickly through a list of events to find a specific date, use the Quick Search function. To use this function most effectively, first sort the list chronologically. See "Sort."

1. Press **[F2]-[0]**. The mycal.do list of events appears on the screen.
2. Press **[F1]-[3]**. The cursor moves to the first position in the file.
3. Type the first digit of the date to be found. The cursor moves to the first occurrence of that number. Note that only the first position of each line is searched. If none of the dates on the list begin with the number typed in this step, press **[Cncl]** to cancel the Quick Search function.
4. If the WP-2 finds the first digit in the date you are trying to find, type the second digit. Then type the rest of the date, using the standard date format for the Calendar function. If that date is in your list of events, the Quick Search function finds the first occurrence of it in the list.
5. Press **[Cncl]** to cancel or end the Quick Search function.

Rename a List of Events

When you perform the Calendar function, the list of events entitled "mycal.do" is the only file you can load. If you want one of your other lists of events to appear instead when you initiate the Calendar function, rename the "mycal.do" file. Then rename your other list of events as "mycal.do".

To rename this or any other file, follow these steps:

1. Press **[F2]-[=]**. The Files menu appears.
2. Move the highlight bar over the device name that contains the file you want to rename. Press **[Enter]**.

   Note: You cannot rename a file that is stored on cassette tape.
3. Move the highlight bar over the list of events that you want to rename. Press **[F1]-[R]**.
4. At the **`New File Name:`** prompt, type in a new filename for the selected file. Then, press **[Enter]**. The Files menu appears with the new filename displayed.

If you decide not to rename the selected file, press **[Cncl]** to return to the list of files in the specified device.

Replace

You can replace characters by using standard editing procedures. See "Ins/Ovr," "Cut," and "Paste" for other editing methods.

However, if you want the WP-2 to find a certain word or date and replace it with another word or date, use the Replace function.

1. Move the cursor to the location in the list where you want the WP-2 to start replacing text.
2. Press **[F2]-[2]**. Two prompts appear at the bottom of the screen.
3. At the prompt **`String to be found:`** type the word, date, or sequence of characters you want to find and replace, up to 19 characters (including spaces).
4. At the prompt **`String to replace with:`** type the word, date, or sequence of characters you want to use as replacement text, up to 19 characters (including spaces).
5. Press **[Enter]** to begin the Replace function.

Upper- and lower-case distinctions are sometimes ignored. For example, if you search for the word **`company`** (typed in all lower-case letters), the Find function locates occurrences of **`COMPANY`**, **`Company`**, or **`company`**. However, if you type the string to be found with initial capital letters or in all upper-case letters, the WP-2 searches only for exact duplicates of the string as you typed it.

If the search is successful, the specified text string is highlighted within the list of events where it was found. Then the prompt **`Replace this string? (Yes/No/All)`** appears on the screen. If you want to replace this occurrence of the text string, press **[Y]**. If you want to skip to the next occurrence, press **[N]**. If you want to replace all occurrences of this text string, press **[A]**.

If the Replace function cannot locate the specified text string, the message **`Not found`** appears at the bottom of the screen. Press **[Cncl]** to remove this message from the screen.

Save a List of Events

If you want to save (transfer and store) a list of events to another device (other than the WP-2's memory), see "Copy a Document" in the "File Issues" section.

Note: Be sure to enter the lists of events through the Files function rather than the Calendar function.

Select

When you want to identify portions of text for deleting, moving, underlining, and so on, use the Select function.

1. Move the cursor to the beginning of the text that you want to highlight.
2. Press **[F1]-[9]**.
3. Use the arrow keys to highlight the desired text. (If you want to select text quickly, use any of the appropriate cursor movement key combinations discussed in the section "Using the Keyboard.")
4. Then perform the task you want (cut, copy, and so on).

Sort

The Sort function only works on calendar lists with the filename mycal.do. If the list of events you want to sort has a different filename, change it back to mycal.do. (See "Rename a List of Events.") Follow these steps to sort a list of events chronologically (in the order of occurrence):

1. Press **[F2]-[0]** to enter Calendar mode.
2. To sort only a portion of a list of events, highlight that portion, and then press **[F2]-[3]**.
3. Otherwise, press **[F2]-[3]** to sort the entire list.

Status

If you want to check the status of a document, use the Status function.

1. Press **[F2]-[1]**. The Status display appears on the screen, showing the column headings, the current cursor position (line and column), the amount of available memory, and the document name. The Status display cannot be edited. If you need to change margins or tab settings, see "Format."
2. Press **[Cncl]** to return to the text.

View a List of Events

To view (not edit) any of the event files stored on any of the devices listed in the Files menu, follow this procedure.

Note: Be sure to exit your mycal.do calendar file before you proceed.

1. Press **[F2]-[=]**. The Files menu appears.
2. Move the highlight bar over the device name that contains the file you want to view. Press **[Enter]**. A list of the files contained in that device is displayed on the screen.

   Note: You cannot view files that are stored on cassette tape.
3. Move the highlight bar over the list of events you want to view. Press **[F1]-[V]**. The first seven lines of the list of events appear on the screen.

   If the file is longer than seven lines, the word **MORE** appears at the bottom of the screen. Press **[Enter]** to view the next seven lines. Follow this procedure to view the entire list.
4. Press **[Cncl]** or **[Enter]** to stop viewing and return to the Files menu.

Telcom Issues

The Telcom function lets you communicate with computers, either directly (connected by cable) or by telephone (through a modem). Because your WP-2 has this feature available, you can send files to your friends, communicate with various news services, and access electronic bulletin boards. You can also create autolog files that enable you to use an autodial modem to automatically call and connect to another system, such as an information service.

Before you use the Telcom function, you will first need to follow the Setup procedure. See "Setup for Telcom" for general information about this procedure. To access the Telcom function, press **[F2]-[9]**.

In this section, you will find additional information on setting up and using your WP-2 to communicate with a computer system.

Backspace

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Communicate with a Computer Connected by Cable (RS-232C)

You can connect your WP-2 to a computer by using an RS-232C cable that connects to the RS-232C interface on the back of the WP-2. If you need more details about this type of connection see "Setup for Telcom."

Be sure that the computer system is properly connected to your WP-2 before you proceed. For this example, we will assume that you are connected to an MS-DOS-based computer. (If you are using a different type of computer, refer to the computer owner's manual for details on this type of connection.)

Note: To transfer files from your WP-2 to a computer requires that your computer has a terminal program (such as DeskMate).

1. Press **[F2]-[-]**.
2. Move the highlight bar over **Telcom** and press **[Enter]**. Or, press **[F2]-[T]**.
3. In the **Device** line, select **RS232C**.
4. In the **Baud rate** line, select **300**.
5. In the **Word length (bits)** line, select **8**.
6. In the **Parity** line, select **None**.
7. In the **Stop bits** line, select **1**.
8. In the **XON/XOFF** line, select **Enable**.
9. In the **Printer echo** line, select **OFF**.
10. In the **Duplex** line, select **Half**.

Note: There are other parameters in the Setup menu, but these are the only ones required for communicating with a computer connected directly to the WP-2 by cable.

On the computer:

1. At the DOS prompt (such as **A>**), type **mode com1: 300,n,8,1** and then press **[Enter]**. This sets the computer's parameters to correspond with the settings just completed on the WP-2. (The baud rate is **300**, **n** represents no parity, **8** is the word length, and **1** is the stop bit.)

   Note: If you connect your WP-2 to the computer using a communications port other than COM1, change **com1** in Step 1 accordingly.

2. Now run a short test by typing in the following sample:

   copy con test.doc [Enter] This is my first attempt to transfer a file. [Enter] [F6]-[Enter]

3. On the WP-2, press **[F2]-[9]**. The prompt **RS232C is ready** appears on the screen.

4. Press **[F1]-[1]**. The function selection menu appears on the screen.

5. Move the highlight bar over **Down load** and then press **[Enter]**. Or simply press **[F1]-[D]**. Select **MEMORY**.

6. Press **[Enter]**. The prompt **FILE NAME:** appears on the screen. Type:

   test.do [Enter]

   The prompt **Downloading..** appears on the screen.

7. On the computer, type:

   copy test.do aux [Enter]

   As the file transfers, you will see an increase in the number of dots following the **Downloading..** prompt on the WP-2. When transfer is complete, the computer screen displays the prompt **1 File(s) copied.**

8. On the WP-2, press **[F1]-[S]**. The prompt **End of Downloading, Saving...** appears on the screen.

9. Press **[F2]-[Bksp]** to exit Telcom. Check the files listed under the **MEMORY** option. You will see a new file called "TEST.DO." The transfer was successful.

Now, try this. Leave the connection set up just as it is. On your WP-2, press **[F2]-[9]**. On your computer, type:

ctty aux [Enter]

This gives the WP-2 input and output control of the computer. Press **[Enter]** on the WP-2 and you see the DOS prompt. Now you can execute most MS-DOS commands from the WP-2. Type **dir** and press **[Enter]** to display the computer's directory. On your WP-2, type:

ctty con [Enter]

This returns control to the computer.

Communicate with Another System by Telephone (Modem)

You can communicate with other systems by attaching a modem to your WP-2. The modem connects to the RS-232C interface on the back of the WP-2. (For details about this connection, see "Setup for Telcom.")

Be sure that you properly connect the modem to your WP-2 before you proceed. For this example, we assume that you are calling an MS-DOS-based computer. (If you use a different type of computer, refer to the computer owner's manual for details on making this type of connection.)

1. Press **[F2]-[-]**.
2. Move the highlight bar over **Telcom** and press **[Enter]**. Or, press **[F2]-[T]**.
3. In the **Device** line, select **MODEM**.
4. For the rest of the items on this screen of the Setup menu, choose parameters that correspond with those of the host system (the information service that you want to communicate with). Be sure that the parameters you choose are also compatible with your modem. Refer to your modem owner's manual.
5. Press **[Shift]-[↓]** to display the next screen of the Setup menu.
6. In the **Transfer** line, select **ASCII**.
7. In the **Incoming CR** line, select **CR**.
8. In the **Outgoing CR** line, select **CR**.

9. In the **Mode** line, select **Originate**.

10. In the **Dial number** line, type the area code and telephone number of the host. (If your modem has an autodial function, the number dials automatically when you enter Telcom.)

11. In the **LogOn sequence** line, type the appropriate commands in a sequence to suit the host requirements. For this example, type:

    =====^C?U76338^M?PSECRET^M

    For details on the meaning of each portion of this logon sequence, see "Create an Autolog Sequence."

12. Press **[Shift]-[↓]** to display the last screen of the Setup menu.

13. Find the wakeup command for your modem in the modem owner's manual. (If your modem is Hayes compatible, the command is **AT**.) Type this command in the **Initialize modem** line.

14. Find the dial sequence command for your modem in the modem owner's manual. (If your modem is Hayes compatible, the command is **ATDT** for touchtone telephones or **ATDP** for pulse or rotary telephones.) Type this command in the **Dial sequence** line. (If you use an autodial modem, enter the command to start dialing in the **Dial sequence** line.)

15. Find the terminate command for your modem in the modem owner's manual. (If your modem is Hayes compatible, the command is 0D hexadecimal or 13 decimal.) Type this command in the **Terminated code** line.

16. Some phone systems require that you dial a special code (usually **9**) to access an outside line. Type this code on the **Prefix** line. Be sure to add a comma at the end of this code to tell the modem to pause after dialing this access code.

17. In the **Area code** line, enter your area code. If the area code in the host's telephone number is the same as yours, the WP-2 does not dial the area code.

    Note: The WP-2 sends the prefix first (if any), the area code next (if any), and finally the telephone number.

18. Check all of the information entered in the Setup menu. To display the previous screen, press **[Shift]-[↑]**. If everything is correct, press **[Enter]**. The WP-2 returns to text.

Now, let's proceed.

1. On the WP-2, press **[F2]-[9]** to enter Telcom. The prompt **`Dial number#`** appears, followed by the phone number that you entered in Step 10. To dial that phone number, press **[Enter]**. If you do not want to dial that phone number this time, type a new phone number after the prompt **`Press ENTER to dial or dial #`**.
2. Press **[Enter]**.

   When connection with the host system is established, the WP-2 sends the logon sequence that you entered in Step 11.
3. When you finish communicating with the host system, log off (disconnect from the host), typically by typing **`BYE`** or **`GOODBYE`**. Press **[F2]-[Bksp]** to exit Telcom.

For example, to communicate with Compuserve (a computer information service) using a 1200-baud Hayes-compatible modem, you would configure your WP-2 as follows:

`Device:`	**`MODEM`**
`Baud rate:`	**`1200`**
`Word length (bits):`	**`7`**
`Parity:`	**`Even`**
`Stop bits:`	**`1`**
`XON/XOFF:`	**`Enable`**
`Printer echo:`	**`OFF`**
`Duplex:`	**`Full`**
`Transfer:`	**`CRC-XMODEM`**
`Incoming CR:`	**`CR`**
`Outgoing CR:`	**`CR`**
`Mode:`	**`Originate`**
`Dial number:`	(Enter Compuserve's local access phone number.)
`LogOn sequence:`	**`=====^C?:nnnn,nnn^M?:xxxxxxxx^M`** where nnnn,nnn is your account number and xxxxxxxx is your password.
`Initialize modem:`	(Blank)
`Dial sequence:`	**`ATDT`**
`Terminated code:`	**`0D`**
`Prefix`	(Blank)
`Area code:`	(Blank)

Correct an Error

Press **[Bksp]** to erase the character immediately preceding the cursor position. Press and hold this key to repeat the function and delete text preceding the cursor. The text compresses as characters are deleted.

Create an Autolog Sequence

If you create an autolog sequence when you perform the Telcom Setup function, you can use a modem to automatically connect with another system, such as an information service.

1. If you are in Telcom mode, press **[Shift]-[Cncl]** to exit Telcom.
2. Press **[F2]-[-]**.
3. Move the highlight bar over **`Telcom`** and press **[Enter]**. Or, press **[F2]-[T]**.
4. Press **[Shift]-[↓]** to move to the second Setup screen. Move the cursor to the **`LogOn sequence`** line.
5. Type the logon sequence. You can enter control codes, as well as alphanumeric characters. The control codes understood by the WP-2 are:

- = Pause for five seconds.
- ^ Send the next character as a control character.
- ? Wait to receive the next character.
- ! Send the next symbol as a character.

An example of an autologon sequence is the one used in "Communicate with Another System by Telephone (Modem)":

=====^C?U76338^M?PSECRET^M

Break this sequence into smaller pieces and analyze its meaning.

- **=====** Pause for twenty-five seconds so that the host receives your first character.
- **^C** Send **[Ctrl]-[C]**.
- **?U** Wait to receive a line that contains the letter **U**, the **User ID** prompt.
- **76338** Send your ID number.
- **^M** Send **[Enter]**. Note that the uppercase letter following the ^ symbol is sent as an ASCII code. The number assigned to a given letter is based on that letter's position in the alphabet. For example, **M** is the thirteenth letter of the alphabet. Therefore, **^M** sends ASCII 13 (0D hexadecimal), which is a carriage return, or **[Enter]**.
- **?P** Wait to receive a line that contains the letter **P** (the **Password** prompt).
- **SECRET** Send your password.
- **^M** Send **[Enter]**.

6. Check all of the information entered in the Setup menu. To display the previous screen, press **[Shift]-[↑]**. If everything is correct, press **[Enter]**. The WP-2 returns to the text.

Dial a Number Not Stored in the Setup Menu

1. Perform the Setup function for Telcom. Be sure to select **`Originate`** in the **`Mode`** line of the Setup menu.
2. Press **[F2]-[9]** to enter Telcom.
3. At the prompt **`Press ENTER to dial or dial #`**, type the number that you want to call. Then, press **[Enter]**.

Dial a Number Stored in the Mypho.do Phone List

To dial a number listed under mypho.do, you must first initialize the Phone function. (You cannot use an autolog sequence to dial any of these numbers.)

1. Press **[F2]-[8]** to initialize the Phone function. The mypho.do phone list appears on the screen.
2. Move the cursor to the beginning of the number that you want to dial.
3. Press **[F1]-[8]** to initialize the Dial function. When the person you are calling answers the phone, pick up the telephone receiver and disconnect the modem from the line (refer to your modem owner's manual to find out how to do this).

Note: When you initialize the Phone function, the phone list that always appears is the one entitled "mypho.do." To use one of your other phone lists, rename both phone lists so that the list you want to use is entitled "mypho.do." See "Rename a Phone List" in the "Phone Issues" section.

Dial the Number Stored in the Setup Menu

1. Perform the Setup function for Telcom. Be sure to select **`Originate`** in the **`Mode`** line of the Setup menu.
2. Press **[F2]-[9]** to enter Telcom.
3. At the prompt **`Press ENTER to dial or dial #`**, press **[Enter]**.

Disconnect the Telephone Line

To disconnect the telephone line when communicating by modem, be sure that you properly logoff (disconnect from the host system). Then, press **[F2]-[Bksp]** to exit Telcom.

Disable the Printer Echo Option

If you do not want to print a file as it is received, disable the printer echo option in one of two ways:

- In the Setup menu for Telcom, select **OFF** on the **Printer echo** line. Or,
- In terminal mode (with the Telcom function initiated), press **[F1]-[F]**.

Enable the Printer Echo Option

If you want to print a file as it is received, enable the printer echo option in one of two ways:

- In the Setup menu for Telcom, select **ON** on the **Printer echo** line. Or,
- In terminal mode (with the Telcom function initiated), press **[F1]-[O]**.

Enter Telcom

To enter the Telcom function, press **[F2]-[9]**.

Execute an Autolog File

Be sure that your modem is connected properly. When you dial the phone number stored in the Setup menu for Telcom, and communication through the modem is established, the autolog file stored in the Setup menu is automatically executed. See "Create an Autolog Sequence."

The autolog function only works with the phone number listed in the Setup menu. You cannot use an autolog sequence to call any of the numbers stored in your phone lists. You can dial these numbers only after you initialize the Phone function.

Exit Telcom

To exit the Telcom function, press **[F2]-[Bksp]**.

Function Selection Menu

To view the function selection menu, you must be in terminal mode (with the Telcom function initiated by **[F2]-[9]**).

1. Press **[F1]-[1]**.
2. Any one of the five functions listed in this menu can be selected:

   [F1]-[D] `Down load`

   [F1]-[U] `Up load`

   [F1]-[O] `Prn echo on` (Printer echo on)

   [F1]-[F] `Prn echo off` (Printer echo off)

   [F1]-[C] `Clear screen`
3. Move the highlight bar over the function of your choice and press **[Enter]**. Or, simply press the key sequence listed to the left of the desired function to begin that function automatically.

Print a File as You Receive It

If you want to print a file as you receive it from another system, see "Enable the Printer Echo Option."

If you decide not to print this file, or you want to stop printing, see "Disable the Printer Echo Option."

Receive a File from Another System

Be sure that all communications parameters are set correctly in the Setup menu for Telcom.

Before you can receive a file from another system, you must be in terminal mode (with the Telcom function initiated by **[F2]-[9]**).

1. Establish the necessary connections with the host system.
2. Press **[F1]-[D]**. Select **MEMORY**. Press **[Enter]**.
3. At the **FILE NAME:** prompt, type a name for the file that you want to receive. Press **[Enter]**. (If you type a filename that already exists in memory, the WP-2 beeps and returns to the terminal mode display. Repeat Step 2. Then, type another name and press **[Enter]**.)

   As the file transfers, you will see an increase in the number of dots following the **Downloading..** prompt on the WP-2.
4. When the transfer is complete, the WP-2 returns to the terminal mode screen. Press **[F2]-[Bksp]** to exit Telcom.

Note: You can interrupt the downloading process at any point during the file transfer. Simply press **[Cncl]** or **[F1]-[S]** and the data received so far is stored under the designated filename.

Send a File to Another System

Be sure that all communications parameters are set correctly in the Setup menu for Telcom.

Note: You cannot send the file currently on the Text screen unless you are sending it to another WP-2. You must first convert the file to ASCII format. (For details, see "ASCII Format" in the "File Issues" section.) Then, send the file from the WP-2's memory, as indicated below. Be aware that going directly into the text of an ASCII file automatically converts it back to a non-ASCII format.

Before you can send a file to another system, you must be in terminal mode (with the Telcom function initiated by **[F2]-[9]**).

1. Establish the necessary connections with the host system.
2. Press **[F1]-[U]**. Select **MEMORY**. Press **[Enter]**.
3. At the **FILE NAME:** prompt, type the name of the file that you want to send. If you type a filename that does not exist in memory, the WP-2 beeps and returns to the terminal mode display. Type the name correctly and press **[Enter]**.

   As the file transfers, you will see an increase in the number of dots following the **Uploading..** prompt on the WP-2.
4. When the transfer is complete, the WP-2 returns to the terminal mode screen. Press **[F2]-[Bksp]** to exit Telcom.

Set the Communications Parameters

To set the communications parameters, see "Setup for Telcom."

Setup for Telcom

If you plan to communicate with a computer that connects directly to your WP-2 by cable, see "Communicate with a Computer Connected by Cable (RS-232C)." If you plan to communicate by modem, proceed to "Communicate with Another System by Telephone (Modem)." Both of these topics include their own setup information.

The Telcom Setup function lets you set various parameters so that your WP-2 can communicate with other systems. Be sure to correctly connect the computer system or modem to your WP-2 before proceeding.

1. Press **[F2]-[-]**.
2. Move the highlight bar over **Telcom** and press **[Enter]**. Or, press **[F2]-[T]**.
3. In the **Device** line, select either **RS232C** to communicate with a computer connected to your WP-2 by cable, or **MODEM** to communicate by telephone.
4. In the **Baud rate** line, select the appropriate rate.

   The baud rate indicates how fast to transmit information from one system to another. The higher the baud rate, the faster the transmission. If you use a modem, choose a baud rate that both your modem and the other system can use. If you use a direct cable connection, use any baud rate, as long as the computer you communicate with uses the same rate. You might not be able to transmit reliably by modem at baud rates exceeding 1200 unless the WP-2 and the other system use flow control. See Step 6.
5. In the **Word length (bits)**, **Parity**, and **Stop bits** lines, make the appropriate choices.

   These three items provide technical information that tells the Telcom program how to code and decode information transferred between the WP-2 and another system. Set these parameters so that they are the same as those set by the system with which you communicate.

   Most computer systems use one of the following sets of parameters:

- Eight-bit word length, no parity, and one stop bit
- Seven-bit word length, even parity, and one stop bit

6. In the **XON/XOFF** line, make the appropriate selection.

   If you choose to enable (turn on) XON/XOFF control, transmission to the other system stops when that system sends an XOFF code. Transmission resumes when it sends an XON code.

   Telcom sends an XOFF code to pause transmission from the other system when information is being received too quickly. Then, when the buffer can receive more input, Telcom sends an XON code to resume transmission.

   Note: You can use flow control only if the other system uses it, too.

7. In the **Printer echo** and **Duplex** lines, make the appropriate choices.

   If you want to print a file as you receive it from the other system, select **ON** at the printer echo option. Select **OFF** if you do not want to print. You can turn printer echo on (**[F1]-[O]**) or off (**[F1]-[F]**) while you are communicating.

   If the characters you type appear in duplicate, select "Half." If the characters you type do not appear at all, select "Full."

8. Press **[Shift]-[↓]** to display the next screen of the Setup menu.

9. In the **Transfer** line, select the appropriate transfer protocol.

   To use a special file transfer protocol called *Xmodem*, select **CRC-XMODEM**. You can use Xmodem only if the other system uses it, too.

   To use the ASCII file transfer protocol, select **ASCII**. If you want to transfer text files, be sure to convert each file to ASCII first. Remember, however, that ASCII format cannot accept wordprocessing codes, such as boldface, underline, tabs, and so on. See "ASCII Format" in the "File Issues" section for details on ASCII conversion.

10. In the **Incoming CR** and **Outgoing CR** lines, make the appropriate choices.

    With these items in the Setup menu, you can determine how Telcom will respond to each carriage return character that it sends or receives.

11. In the **Mode** line, specify whether your WP-2 will send or receive information. If you are originating a call, as you would when calling an information service, select **Originate**. If you are receiving a call from another system, select **Answer**.

12. In the **Dial number** line, enter the area code and telephone number you want to store in the Setup menu. See "Store a Number in the Setup Menu."

13. In the **LogOn sequence** line, enter the sequence to automatically log on (connect) to a system. See "Create an Autolog Sequence."

14. Press **[Shift]-[↓]** to display the last screen of the Setup menu.

15. In the **Initialize modem**, **Dial sequence**, and **Terminated code** lines, enter the appropriate code sequences for your modem. Refer to the modem owner's manual for the correct control codes.

16. In the **Prefix** line, enter the code (usually **9**) required to access an outside telephone line. Be sure to type a comma after the access code number to indicate a pause in dialing. (If your modem is directly connected to an outside line, do not enter anything on the **Prefix** line.)

17. In the **Area code** line, enter your area code. If the area code of the phone number stored in the Setup menu is the same as yours, the WP-2 does not dial the area code.

18. Check all of the information entered in the Setup menu. To display the previous screen, press **[Shift]-[↑]**. If everything is correct, press **[Enter]**. The WP-2 returns to the text screen you were in prior to initiating the Telcom Setup function.

Store a Number in the Setup Menu

1. Press **[F2]-[-]**.
2. Select **Telcom** and press **[Enter]**. Or, press **[F2]-[T]**.
3. Press **[Shift]-[↓]** to display the next screen of the Setup menu.
4. In the **Dial number** line, enter the telephone number you want to store in the Setup menu. Press **[Enter]**.

The number stored in the Setup menu is automatically dialed when the autolog file is executed.

Telcom

The Telcom function lets you communicate with computers, either directly (connected by cable) or by telephone (through a modem). Because your WP-2 has this feature, you can send files to your friends, communicate with various news services, and access electronic bulletin boards. You can also create autolog files that enable you to use an autodial modem to automatically call and connect to another system.

Before you use the Telcom function, follow the Setup procedure. See "Setup for Telcom" for general information about this procedure, as well as details regarding the communications parameters.

To communicate with a computer that is connected directly to your WP-2 by cable, see "Communicate with a Computer Connected by Cable (RS-232C)."

To communicate by modem, see "Communicate with Another System by Telephone (Modem)."

Note: The auto power-off feature of the WP-2 is disabled while the Telcom function is initialized. To restore this feature, exit Telcom by pressing **[F2]-[Bksp]**.

Terminal Mode

When you use the Telcom (**[F2]-[9]**) function, the WP-2 is in *terminal mode*. It is ready to communicate with a computer. When you press a key on the WP-2 keyboard, you send the corresponding ASCII code to the host system.

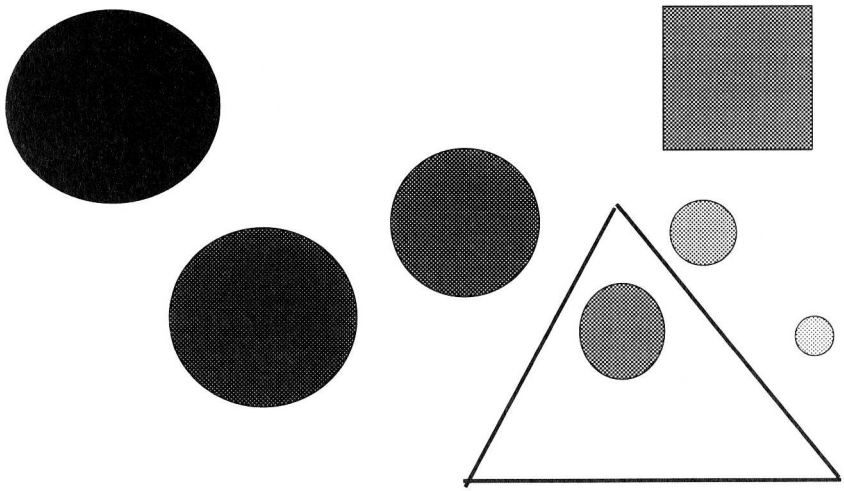
If your host requires a control code, you can send that code by using **[Ctrl]** in combination with another key. For example, pressing **[Ctrl]-[J]** sends the ASCII code 10 (a line feed) to the host. Documentation you get from the host commonly refers to these codes with the symbol ^, such as ^J for the code produced by pressing **[Ctrl]-[J]**.

You can access the function selection menu only in terminal mode. See "Function Selection Menu."

Transfer a File

To transfer a file from the WP-2 to a host system, see "Send a File to Another System."

To transfer a file from the host system to your WP-2, see "Receive a File from Another System."



A Practical Guide

More information about your WP-2

Features
Replacing the Backup Battery
Expanding Your WP-2
Troubleshooting
Glossary
Specifications

"Civilization advances by extending the number of important operations which we can perform without thinking of them."

– Alfred North Whitehead

Features

Fully Portable

You can use it at home, school, or take it with you when you travel, letting you have immediate access to your most important business or personal information.

8-bit, Z80-type CPU with 5.5296 MHz clock speed

This *central processing unit* is the "brain" of your WP-2.

256K ROM

This *read-only-memory* is the permanent memory that contains your word processing program, spelling checker, and thesaurus. Each *kilobyte* equals about 1024 *bytes*; so 256K is nearly 262,144 characters of information.

32K RAM, expandable to 64K

Random-access-memory is the temporary memory where the files you create are kept. The backup battery keeps the files stored in RAM, even after you turn off the WP-2.

Built-in parallel port

You can connect a parallel printer to your WP-2 immediately. No extra adapter card is needed.

Built-in serial port

You can connect a serial device such as a modem or serial printer without having to buy an optional serial adapter card.

Note: If you have a serial device that uses a 25-pin connector (DB-25), you must use a 9-pin to 25-pin adapter, available at your local Radio Shack store.

Built-in cassette recorder port

Simply connect a cassette recorder and save your work on cassette tape.

62-key keyboard

Extra keys make many of the functions of your WP-2 available with a single keystroke or two.

Liquid crystal display

The screen of your WP-2 displays eight lines and 80 columns of clear, easy-to-see characters.

Expansion card slot

This slot lets you to use RAM memory cards to store files.

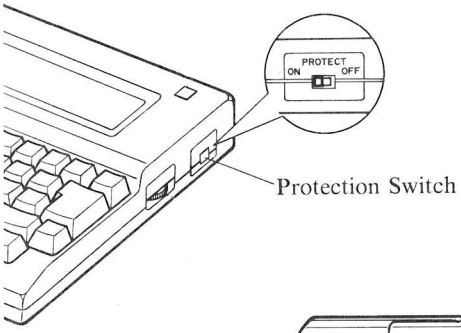
Replacing the Backup Battery

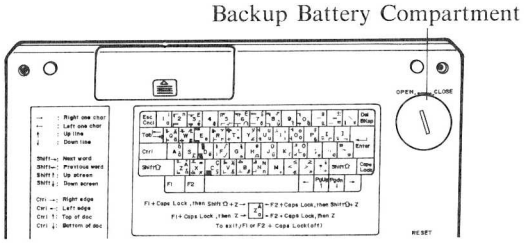
The WP-2's internal backup battery is a CR2430 lithium battery (Cat. No. 23-166). The life of the battery is about three years (without using expansion RAM). When the backup battery becomes weak, a warning is displayed and the entire screen blinks. Replace the battery immediately to prevent losing the contents of RAM.

Warning: Improper handling of this special lithium battery can cause a fire, explosion, or severe burns. Never recharge, disassemble, or heat the battery above 212°F (100°C). Never solder directly to the battery or expose the contents of the battery to water.

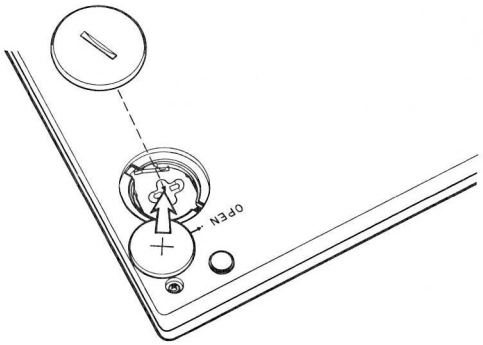
Before replacing the backup battery, copy important files to cassette or diskette. Then proceed as follows:

1. Use the point of a pencil to turn off the memory-protect switch on the side of the unit.
2. Remove the backup battery cover and take out the old battery.





3. Insert the new battery observing the polarity symbol (-) marked inside the battery compartment. Be sure that the positive (+) side of the battery faces up.
4. Replace the compartment cover.
5. Turn on the memory-protect switch.

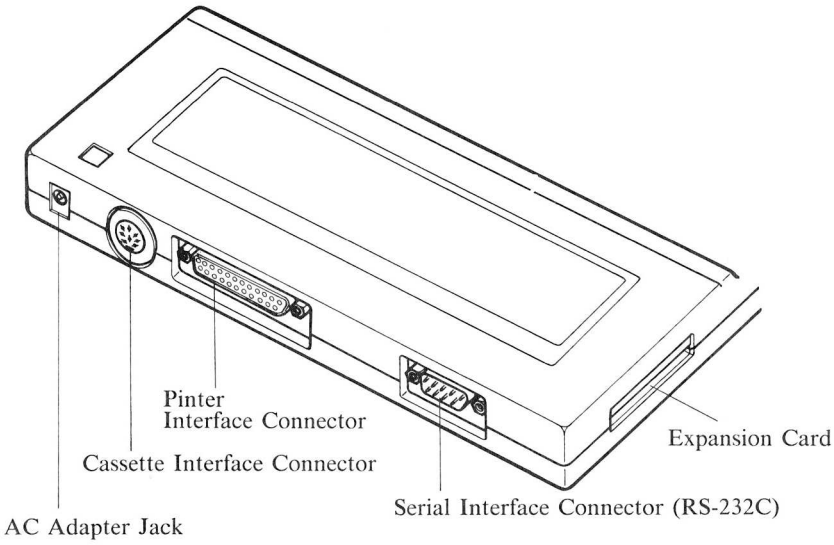


Expanding the WP-2

You can expand your WP-2's capabilities in many ways. This section describes some of the more popular accessories and upgrades.

Adding Options

In most instances, adding an option is as easy as connecting a few cables. Refer to the instructions that come with the option for additional installation information.



Printer

To print the files that you create, simply connect the printer cable to the built-in PRINTER (parallel) port located on the back panel.

Tandy has a full line of printers, from fast and economical dot-matrix printers to typeset-quality laser printers.

Cassette Recorder

Increase your storage capability by making copies of your files on cassette tape. The built-in CASSETTE recorder port is located on the back panel. We recommend Radio Shack's CCR-81 cassette recorder (Cat. No. 26-1208) which comes with the required cable (Radio Shack Cat. No. 26-1207).

Disk Drive

Expand your file storage even more by adding the Tandy Portable Disk Drive 2 (Radio Shack Cat. No. 26-3814) and saving your files on diskettes. The drive connects to the RS-232C (serial) port on the rear panel.

Modem

Add a modem to your WP-2, and send files to or receive files from other wordprocessors or computers over phone lines.

To connect a modem, use an RS-232 cable with a female nine-pin connector (Radio Shack Cat. No. 26-269) and connect it to the WP-2's RS-232C serial port.

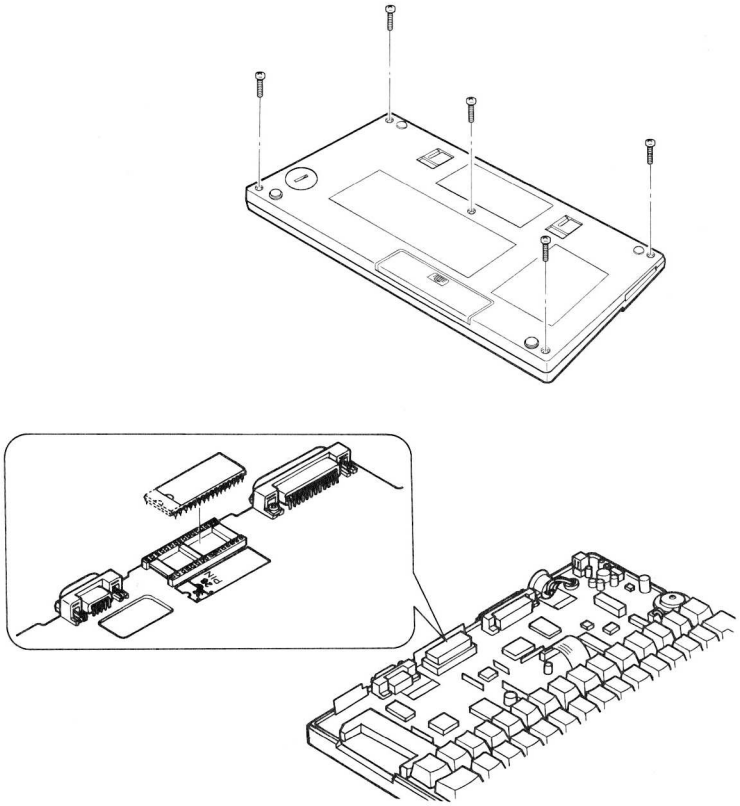
Talk to your Radio Shack sales representative about our line of modems. You can even use a battery-operated modem so that you can carry it everywhere with your WP-2.

RAM Memory Card

You can expand the WP-2's memory capability by inserting a memory card with 32K of memory (Cat. No. 26-3931) into the EXPANSION CARD slot on the side of the unit. You can use it like a diskette or cassette tape to store files. Then, you can remove the card and store it in a safe place.

Adding Internal Memory

You can expand the random access memory by adding a 32K RAM chip (Cat. No. 26-3932), for a total of 54K of internal text memory. When adding the chip, position it so that the end without the notch is at the end of the socket, as shown in the illustration below. (There should be four unused positions in the socket.)



Format a Data Device

If you have installed a 32K RAM chip (**RAMDISK**), inserted a 32K memory card (**MEMORY CARD**), or connected a Portable Disk Drive 2 (**DISKETTE**), these data devices must be formatted before you transfer a file to any of them.

1. Press **[F2]-[=]**. The Files menu appears.
2. Highlight the data device name that you want to format. Then, press **[F1]-[F]**.
3. The prompt **Are you sure (Yes/No)** appears. If you want to format the selected data device, press **[Y]**. The WP-2 returns to the Files menu when formatting completes.

   If you decide not to format the data device, press **[N]** to return to the Files menu.

Note: Formatting a data device erases all of its previously stored files. Check the list of file names stored in that data device before you use the Format function. This way you will be sure not to accidentally erase any files that you intended to keep.

Troubleshooting

No display

Be sure batteries are properly installed and fully charged or check AC adapter connection (optional).

Be sure memory-protect switch is set to on.

Adjust the contrast control.

Won't print

Check printer connections, including the printer power connection.

Be sure printer is turned on and set to on line.

Be sure paper is correctly installed.

Check printer setup on the WP-2.

Glossary

accelerator. A key or key sequence that enables you to activate a function without using a menu.

application. A program you can run.

ASCII. An abbreviation for American Standard Code for Information Interchange, a standard code used in many computers to represent various alphabetic and numeric characters, punctuation symbols, and control codes. In Telcom, a protocol for data transfer.

autolog file. A file in Telcom containing a sequence of commands that, together, automatically log you onto an information service or communications system.

baud rate. The speed (in bits per second) at which data is transmitted.

bit. An abbreviation for binary digit. In Telcom, a single information character (either 0 or 1).

break sequence. In Telcom, a signal to the host that you are ready to send data.

byte. A basic unit of information. For example, a byte can contain the information to produce a single character on the screen.

carriage return. A code that returns the cursor or print head to the left margin.

communication parameters. In Telcom, the instructions that set the baud rate, word length, parity, and number of stop bits; and turn on or off flow control, and the self-echo switch. These settings and switches define the way your system communicates with another.

control code. A character that causes a particular result within an operation, such as a carriage return in a printing operation.

cursor. The small box-like marker on the screen that indicates where you are entering information.

default. A value or response to a prompt that the program provides if you do not specify one.

diskette (or disk). A flexible, round piece of magnetic material enclosed in a protective plastic case. The system writes data to and reads data from the surface of the diskette.

exit. To halt the operation of a program or revert to a prior level of activity within a program.

file. A unit of organization. For example, you can store each document in a separate file.

file name. A name used to identify a file. This name contains a maximum of eight characters, plus a two-character extension that is automatically added by the WP-2.

flow control. In Telcom, a system that pauses data transmission if the transmission occurs too rapidly.

footer. In Text, part of a layout that contains information that you want to appear at the bottom of each document page.

format. The procedure that organizes the surface of a diskette or memory so that you can store data.

hard copy. A printout of any information such as a letter, report, or listing on paper.

header. In Text, the part of a report layout that contains information that you want to appear at the top of each document page.

highlight. An operation that defines a particular block of information on the screen. For example, you can highlight a word or phrase in a document and then duplicate it elsewhere in the document.

host. A system that can make its programs and data storage available to a remote system or terminal.

insert mode. A typing mode in which the characters you type appear at the cursor location and existing characters shift to the right to accommodate them.

K. Abbreviation for kilo, denoting one thousand. Commonly, it refers to kilobytes, units of data storage or memory capacity. Each kilobyte consists of 1024 bytes.

menu. A list of available options, such as New, Open, Save, Run, and so on.

modem. An acronym for MOdulator/DEModulator. This device transforms system signals into telephone signals, and vice versa.

open. To display the contents of a menu or file.

overtype mode. A typing mode in which the characters that you type appear on the screen in place of the character currently at the cursor. The alternate mode is insert mode.

parity. A system for checking accuracy in binary code transmittal.

printed lines per page. The number of lines to print on each page, calculated by subtracting the sum of the top and bottom margins from the total lines per page.

printed line width. The maximum number of characters to print per line, beginning at the left margin.

protocol. In Telcom, the conventions that govern the format and timing of data transfer. Sender and receiver must adhere to the same set of conventions. Telcom supports ASCII and Xmodem protocols, the latter developed to improve the accuracy of file transfer.

save. A menu option that enables you to copy or transfer a file to your disk, memory card, or tape in its current form as a protection against accidental loss of data.

scroll. The shifting of screen contents vertically or horizontally to reveal information beyond the current margins.

select. To choose an option or command that best helps to fulfill a desired task.

self echo. In Telcom, a setting that helps to display typed characters during transmission.

sort. An operation that arranges records in an alphabetical or numerical sequence using the fields that you specify.

status mode. A display that appears on either side of the screen showing you the current cursor position, the current file name, and the amount of remaining memory.

stop bit. A control code used in data transmissions to signal the end of a character.

string. A series of characters.

terminal screen. In Telcom, the screen that displays the exchange of data between your system and the host.

timeout. A value indicating the number of seconds (during file transfer) of inactivity after which the system closes the file automatically. Auto power off is disabled in Telcom

toggle. A switch that alternately activates or deactivates an option or condition. Also indicates an action performed by the user to change the switch setting.

total line length. The number of characters that would fit across a given page, based on the paper width and the printed characters per inch. For example, the total line length for an 8 ½-inch page printed with ten-characters-per-inch font is 85 characters.

total lines per page. The number of printed lines that would fit on a given page, based on the paper length and the lines per vertical inch. For example, the total lines per page for an 11-inch page printed with six lines per vertical inch is 66.

word length. In Telcom, the number of bits in a sequence that is handled as a unit. Set the word length so that the host and remote systems agree.

Xmodem. In Telcom, a protocol for data transfer between two systems that controls data transfer and checks its accuracy.

Xoff. In Telcom, a code used by flow control to create a pause in data transfer.

Xon. In Telcom, a code used by flow control to start data transfer.

Specifications

Processor ..... Z-80A type C-MOS, 5.53 MHz

Size ..... 1 x 11 ¾ x 8 ½ inches (HWD)

Power Source ..... 4 AA alkaline batteries,
or 4 AA nickel-cadmium batteries,
or optional AC adapter (DC 6V, Center minus)

Temperature ..... Operating 41°F-95°F (5°C-35°C)
Storage 4°F-140°F (-20°C-65°C)

Humidity ..... Operating 20%-80%
(non-condensing)
Storage 0%-80% (less than 104°F/40°C)
0%-40% (104°F-149°F/40°C-65°C)

SERVICE POLICY

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