HOW TO USE THIS MANUAL

The 1200 Self-Teaching Manual consists of a manual divided into three major parts and three prepared tapes.

The first part of the manual or Units I, II and III introduces information any operator must know in order to properly use the 1200 System. Study must begin with Units I – III. Throughout the first part of the manual, the basic concepts of the 1200 are introduced through a task solving approach, where the operator is asked to perform a certain typing task. The result of each step in accomplishing the task is shown in an illustration so that you can check your work. Review Questions, as well as Chapter summaries are provided as an additional aid for you to test your skills at each stage of learning.

Once you have mastered the techniques discussed in Units I – III, go on to Unit IV. Unit IV is also designed in the task-solving approach, but each chapter in Unit IV is independent and can be read and studied in any order, as compared to the Chapters in Units I – III, which must be read sequentially. Unit IV takes all the techniques you learned in Units I – III plus a few new ones and begins to show you the various applications you can perform on the 1200. It is recommended that you study first only those chapters which are relevant to your work, then use the rest of the chapters as a means of developing new applications in your office.

Throughout Unit IV, there are several references to Unit V. Unit V is purely an applications section, which discusses many of the same applications in Unit IV, but in much greater detail. When a particular application is of interest to you in Unit IV, go on then and read the references (if any) to this application in Unit V. Unit V does not use the task solving approach, but is a reference section with examples.

The entire manual is carefully cross-indexed for easy reference and nice-to-know information is provided in both the Appendices and the Glossary.

On the last page of this volume, a Customer Comment Form is provided. It is hoped that you will use this form to express your opinions and suggestions, so that we at Wang, can provide you with the best information possible.

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UNIT 1

INTRODUCTION

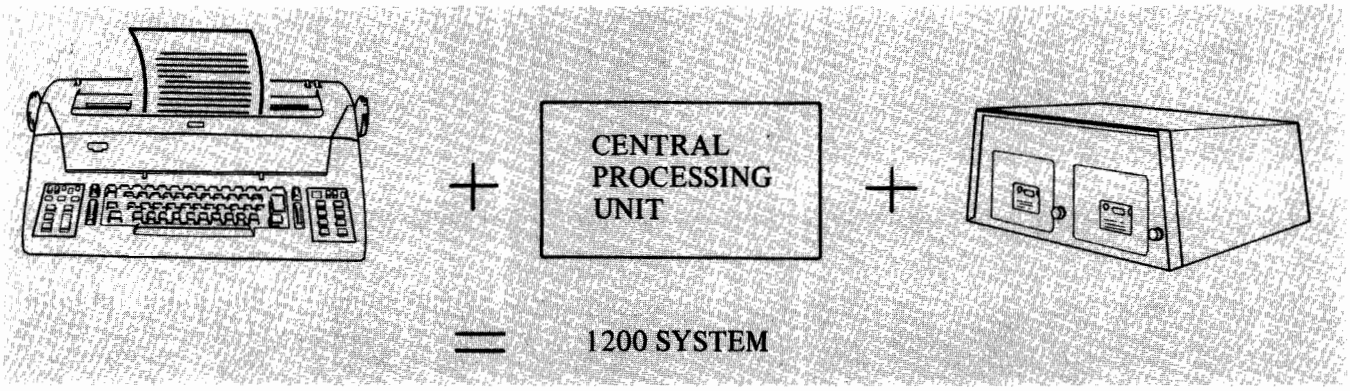
UNIT 1 begins your experience with the 1200. This Unit instructs you in how to record and playback a document.

Information regarding how to turn your machine on, how to insert and use a tape cassette, and how to make corrections are all discussed. Begin now and GOOD LEARNING!

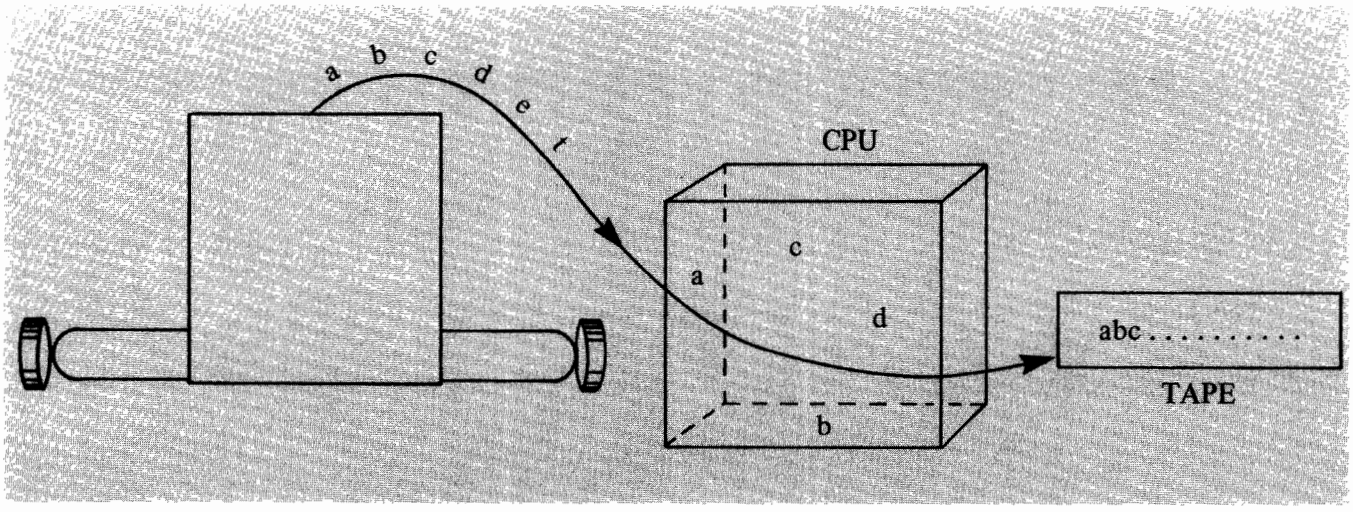
UNIT 1 - CHAPTER 1

OVERVIEW OF THE 1200 SYSTEM

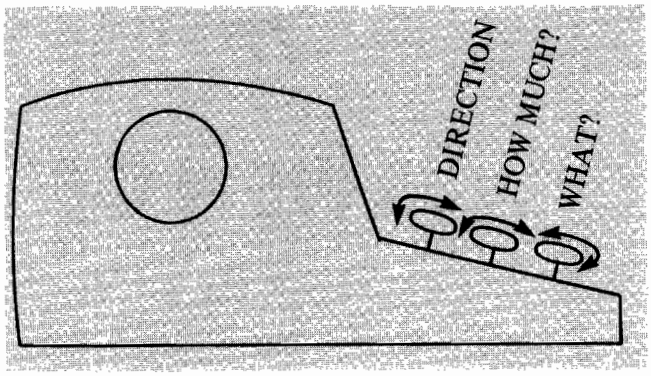
The 1200 Cassette Typewriter consists of a standard IBM Selectric® Typewriter, two Tape Cassette Holders and a Central Processing Unit.



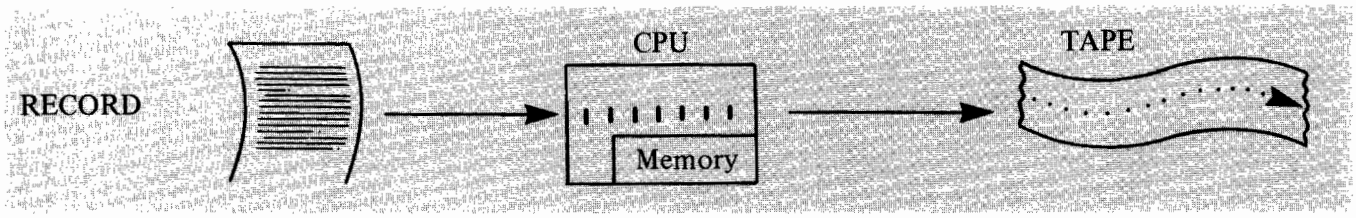
The typewriter and cassette tape holders are familiar components to most people. It is the Central Processing Unit which is unfamiliar and makes this system automatic. The memory inside the CPU links the typewriter and tape holders together. The memory remembers what and where something is typed on a page and acts as a holding station for this information to be passed back and forth between the typewriter and tape.



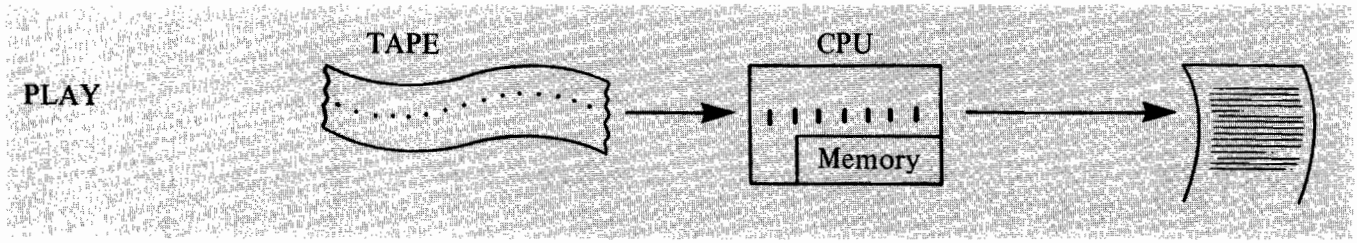
The operator acts like a switchman controlling what, how much and in what direction the information flows. All the switches are conveniently located on one master board, the typewriter keyboard. All the information is entered via the typewriter keyboard (what). This then goes to the memory. Once in the memory, there are four main controls which control the direction of information flow – **RECORD**, **PLAY**, **TRANSFER** and **EDIT**.



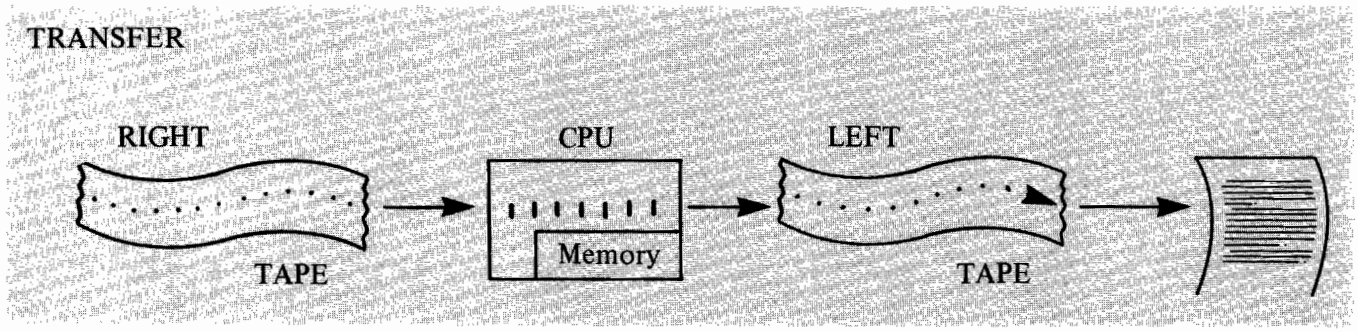
In **RECORD**, all the information goes to the memory, then to the tape.



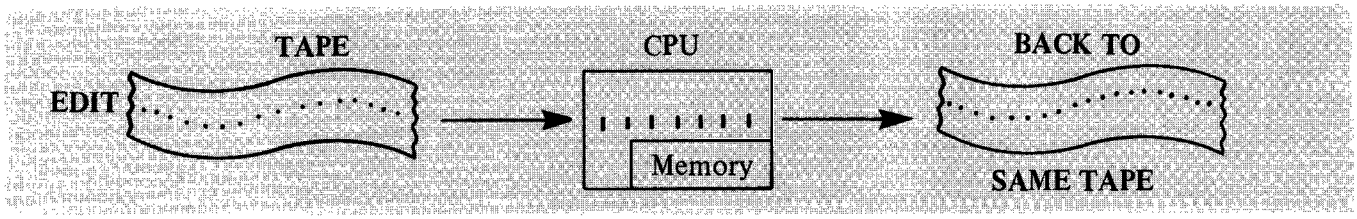
In **PLAY**, information from the tape goes to the memory, then to the typewriter.



In **TRANSFER**, information goes from the right tape to the memory to the left tape and/or to the typewriter.



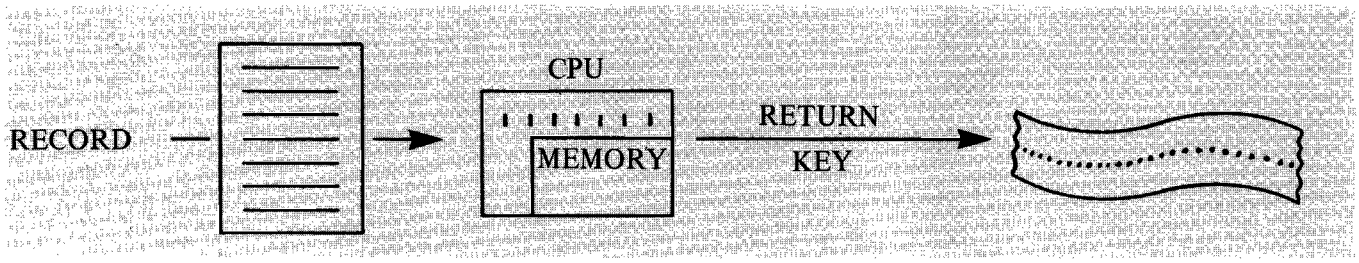
In **EDIT**, the information goes to the memory then back to the same tape.



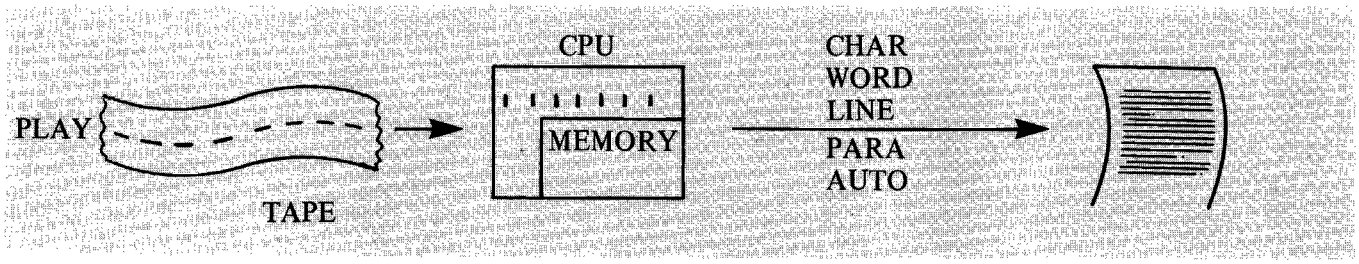
The operator through these four controls, (**RECORD, PLAY, TRANSFER** and **EDIT**), controls the direction in which information flows through the system.

The operator also controls HOW MUCH information at a time flows through the system.

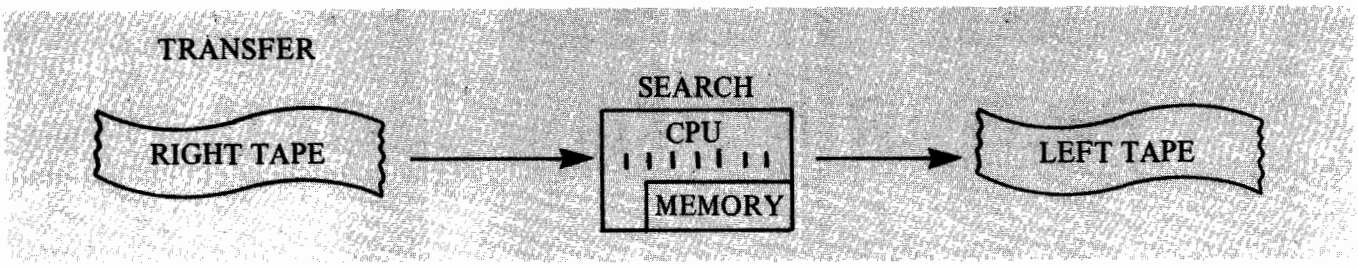
In **RECORD**, the **RETURN** key causes information in the memory to be recorded on the tape.



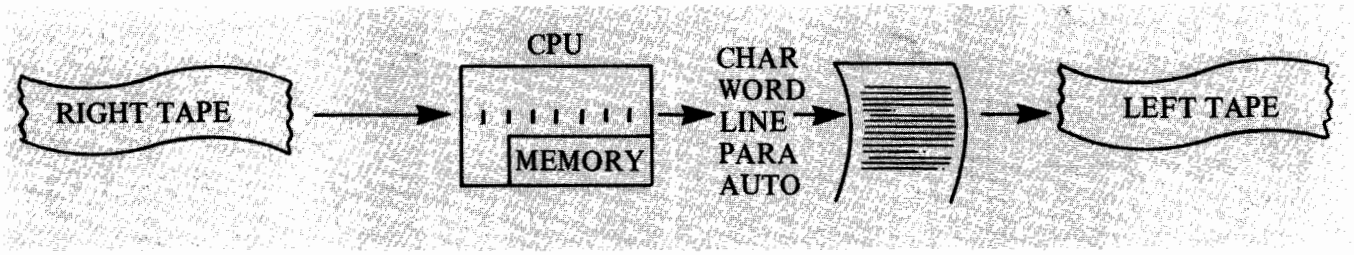
In **PLAY**, five keys control how much information gets played out from the memory.



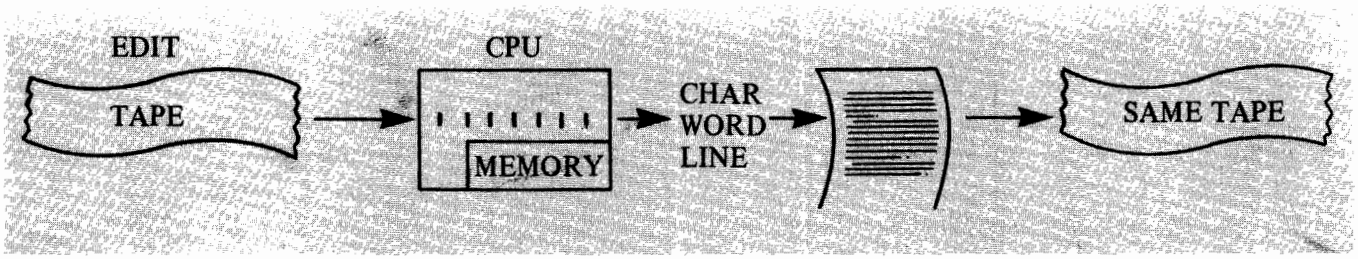
In **TRANSFER**, several keys control how much is transferred at a time from the memory to the left tape.



OR



In **EDIT**, three keys control how much information is played out.



Therefore, if you want to record a tape, the **RECORD** button is down; to playback a recorded tape, the **PLAY** button is down; to create a duplicate tape and correct a tape, the **TRANSFER** button is down; or to correct or **EDIT** the original tape, the **RECORD** and **PLAY** buttons are down. Whenever the 1200 System is used, one of these four conditions exists.

Go on now, and learn in detail how to operate the system, and when to use the above described keys.

UNIT 1 - CHAPTER 2

PREPARING TO RECORD

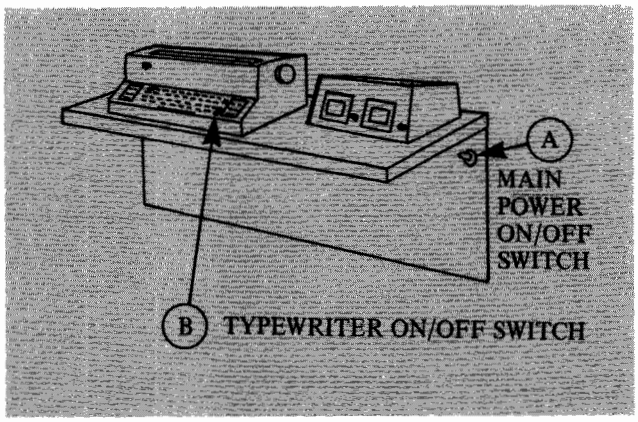
Plug the 1200 into a wall outlet.

TURN THE 1200 ON

Recommendations:

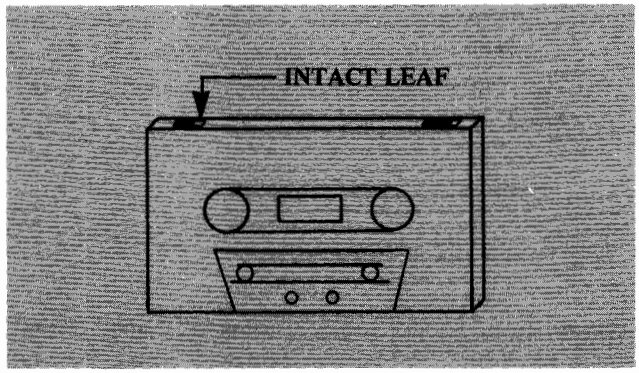
The main power switch should be left on all day. The memory is erased when this switch is turned off.

The typewriter should be turned off when not in use.



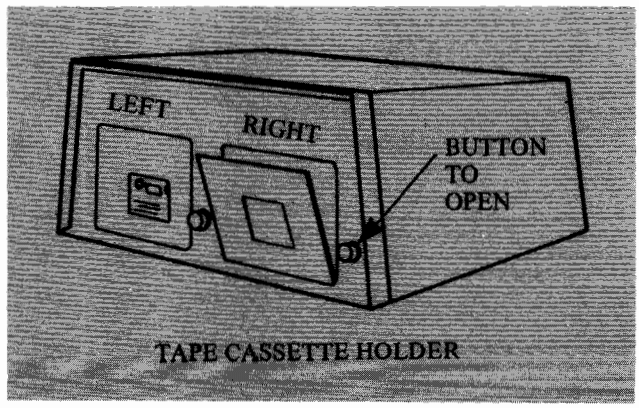
TAPE CASSETTES

The bottom of the cassette has two plastic leafs which can be punched out to have a protected tape cassette. **A** protected tape cassette is one on which you *cannot* record new material. If you try to record on this tape, the 1200 warns you by ringing the console bell and flashing the console lights. The 1200 warns you of any mistake in this way. By placing a piece of scotch or cellophane tape over these holes, the tape can be again used to record new material.



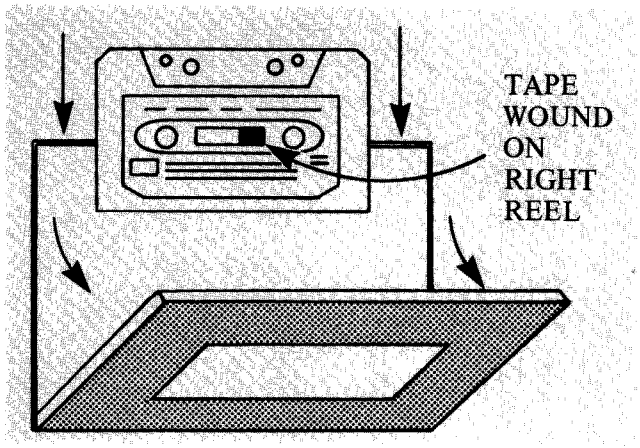
1. There is a right and left tape cassette holder.

2. Push in the white button of the right tape cassette holder.



3. Place a tape cassette in the right tape cassette holder with the label facing you. You can record on only one side of the tape as compared to home tape recorders on which you can record on both sides.

4. Close the door.



SETTING THE SWITCHES TO RECORD

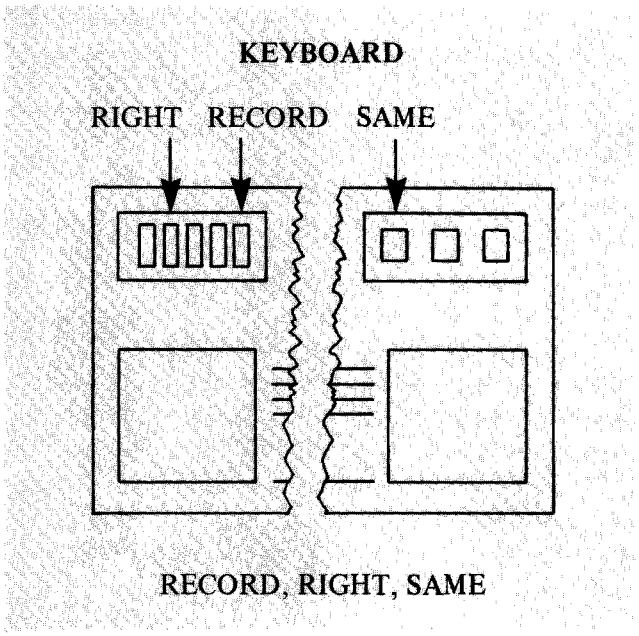
1. Depress the **RECORD** (RED) button.

2. Depress the **RIGHT** (WHITE) button which controls the right tape recorder. (The left button is down when the left recorder is being used.

3. Depress the **SAME** button.

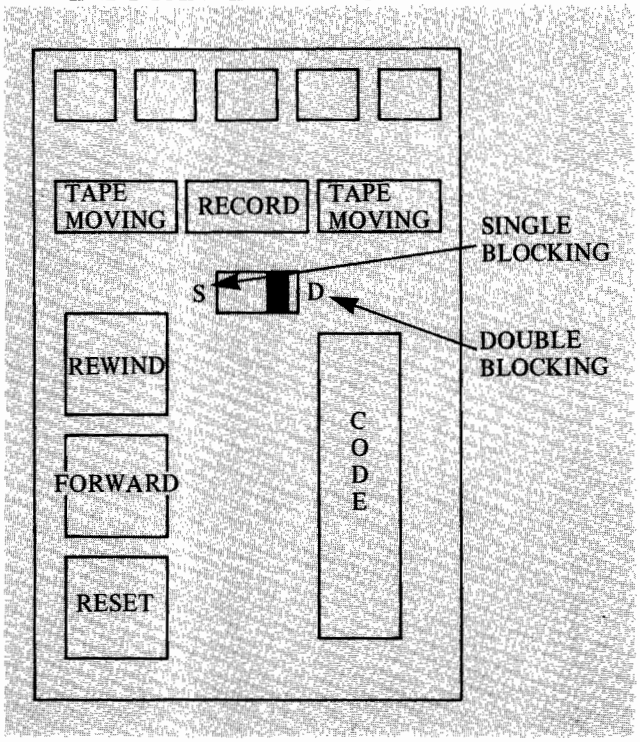
4. Touch the **REWIND** key.

These three buttons **(RECORD, RIGHT, SAME)** must be down to record on the tape in the right recorder.



RECORD, RIGHT, SAME

LEFT PANEL OF KEYBOARD



SINGLE – DOUBLE RECORDING

Located on the left side of the keyboard below the tape moving light there is a black switch marked S and D. If you move this switch to D all your material is recorded twice – a line followed by the same line. When the switch is on S, the material is recorded once. When a tape is recorded in double blocks, each line is read twice but only played back once. This procedure decreases the possibility of losing lines due to dirt or old tapes. Also, recording in Double Blocking decreases the amount of material that you can record on each tape by a 1/3.

Recommendation:

All tapes should be recorded in Double Blocking. Move the switch to D.

REMOVING A TAPE

A tape must be rewound before you can remove it from the tape holder. If you attempt to remove an unwound tape, a double lock is activated on the tape recorder. You must then - -

1. **REWIND**
2. Push tape recorder door in slightly to release double lock.
3. Push release button.

CHAPTER REVIEW CHECK LIST

- When you punch out the plastic leaf on the bottom of the tape cassette, the tape cassette is protected.
- The **RECORD**, **RIGHT*** and **SAME** buttons are down in order to record on tape. (***LEFT** if the left recorder is being used.)
- The main power switch is left on during the business day because when the switch is turned off, the memory is erased.
- The typewriter **ON/OFF** switch can be turned off without affecting the memory.

UNIT 1 - CHAPTER 3

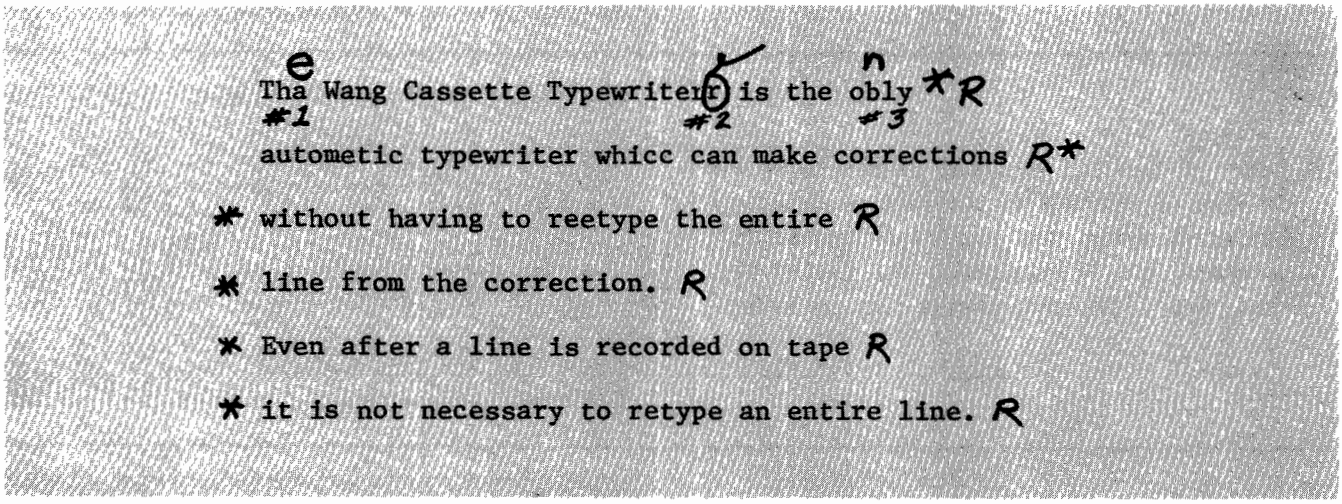
CORRECTING WHILE RECORDING

In this chapter you are going to **RECORD** a simple document and make corrections as you **RECORD.**

STARTING STEPS:

1. *Work Tape in Right Recorder*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *Tape rewound (if necessary)*

TASK:

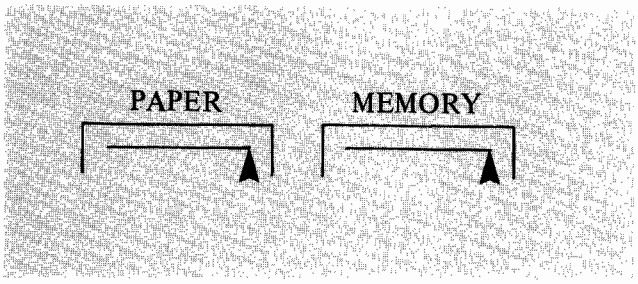


R = **RETURN key on Typewriter**

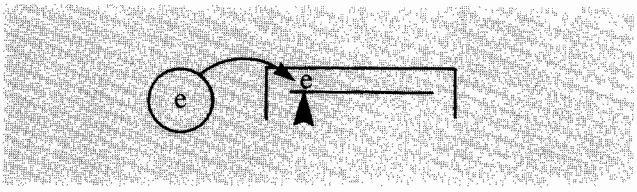
HOW TO DO: CORRECT A LINE BEFORE IT IS RECORDED

1. Type the first line exactly as shown as far as the * and **STOP!**

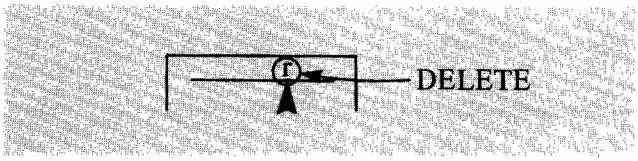
NOTE:
This line is not yet on tape but is in the memory of the system 1200.



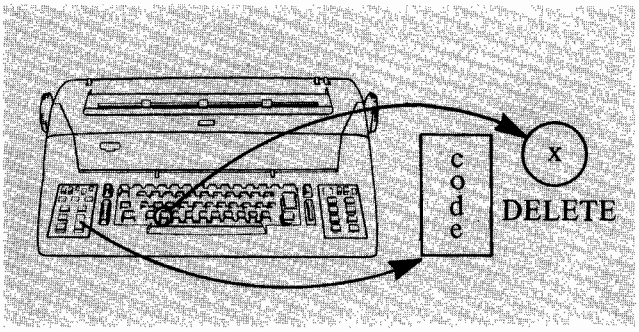
2. Backspace to error #1 and strike over it with the correct key.



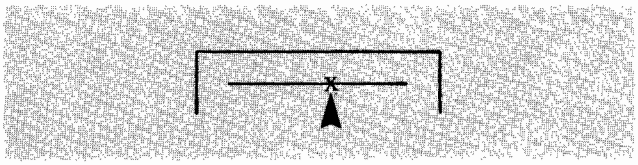
3. Forward space to error #2. This character needs to be deleted.



4. Look at the "x" key and notice the word "delete" is written at the base of this key. Ordinarily when you strike this key an "x" is typed, but if you touch the **CODE** key first, the 1200 understands this as delete.

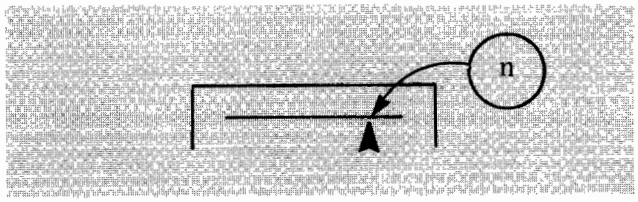


5. Touch **CODE** and strike "x" (lower case).



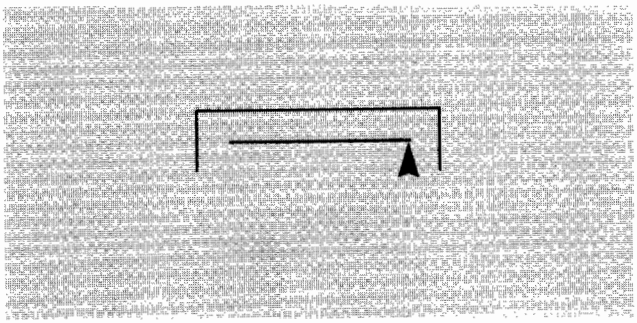
HOW TO DO: CORRECT A LINE BEFORE IT IS RECORDED

6. Forward space to error #3 and strike over with the correct key.



7. Forward space to the point you stopped typing the line.

> NOTE:
> *You must space forward past the remainder of the line; otherwise, you will not record that portion of the line on tape.*



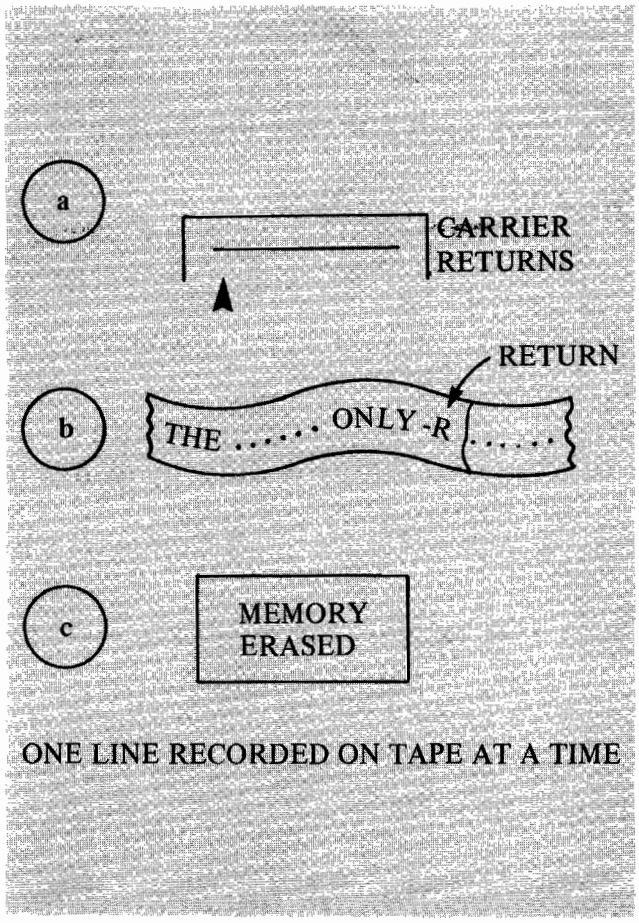
8. Strike the **RETURN** key.
   THREE THINGS HAPPEN when you strike the **RETURN** key.

   a. Carrier returns.

   b. The line you just typed is recorded on tape with the corrections. Until the **RETURN** key is touched nothing is recorded on tape.

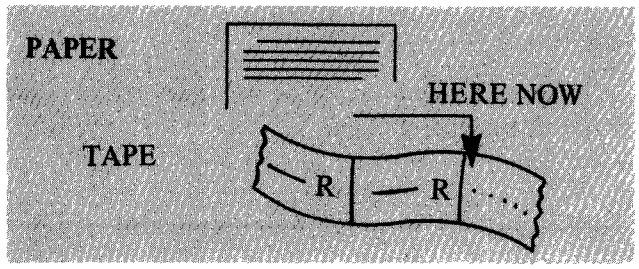
   c. The memory is erased as the line was kept in the memory until the **RETURN** key is used.

> NOTE:
> *Each line recorded on a tape has spaces for 100 characters. The 1200 supplies blanks to the right of the carrier return code to the characters you type to make a line 100 characters long. When you type the 100th character, the 1200 backspaces to the 100th character and rings a bell on the console to warn you that you have reached the 100 character limit. You then cannot type the 101st character.*
> *(See Unit 111, Chapter 8)*

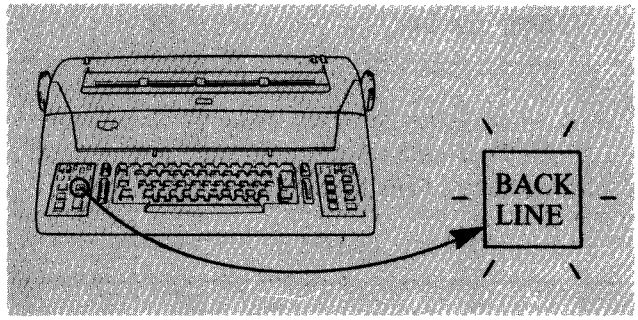


HOW TO DO: CORRECT A LINE
AFTER IT IS RECORDED

1. Type the second line exactly as shown to the * (i.e., strike **RETURN**).

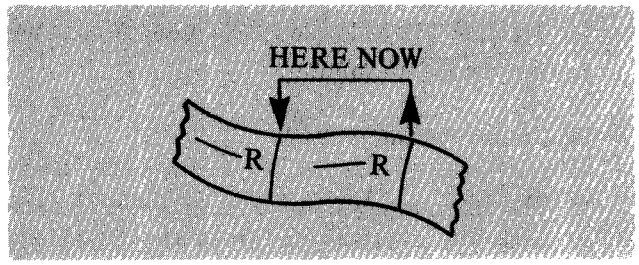


2. Find the **BACK LINE** key.

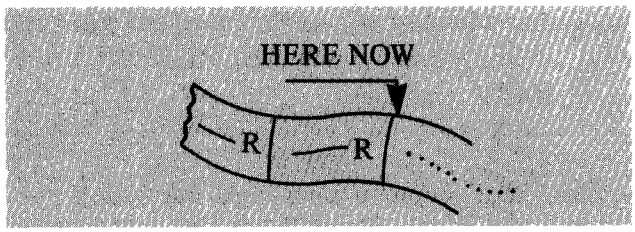


3. Touch the **BACK LINE** key. (Hear the click).

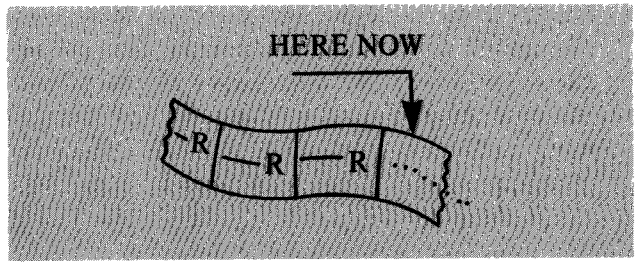
> **NOTE:**
> *When the back line key is touched, the tape is backed up one line.*



4. Retype the entire line correctly, then strike **RETURN**.



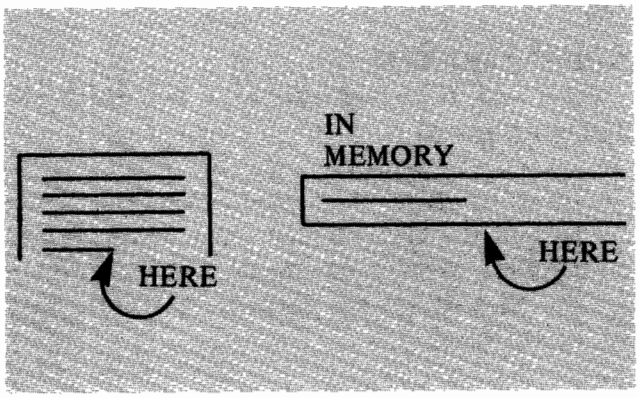
5. Type the third line as shown to the *. (i.e., **RETURN**).



HOW TO DO: CORRECT A LINE
AFTER IT IS RECORDED

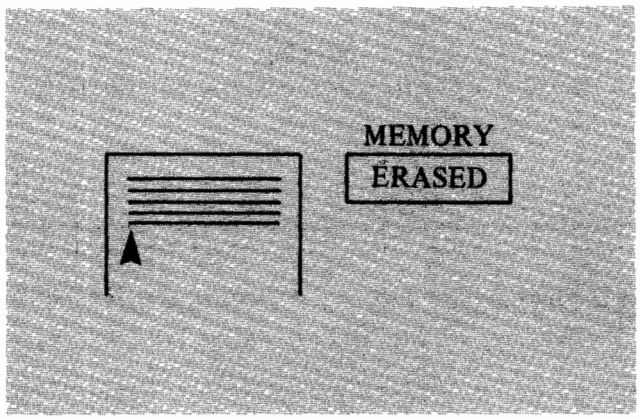
6. Type the fourth line making many errors in this line. *Do not* strike **RETURN.**

> **NOTE:**
> *When a line contains too many errors to correct by backspacing, use the* **BACK LINE** *key and retype the line.*

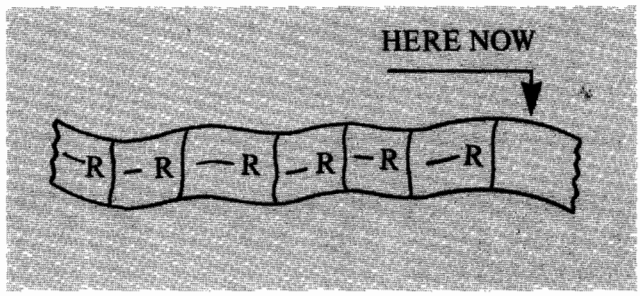


7. Touch **BACK LINE** and retype the line correctly.

> **NOTE:**
> *Because you had not yet used the carrier return key, this line was in the memory only. Touching* **BACK LINE** *erased the memory; the tape was unaffected. When you use the* **BACK LINE** *key in the middle of a line, the line being typed is erased from memory.*



8. Type the remaining lines as shown including the *CARRIER RETURNS.*

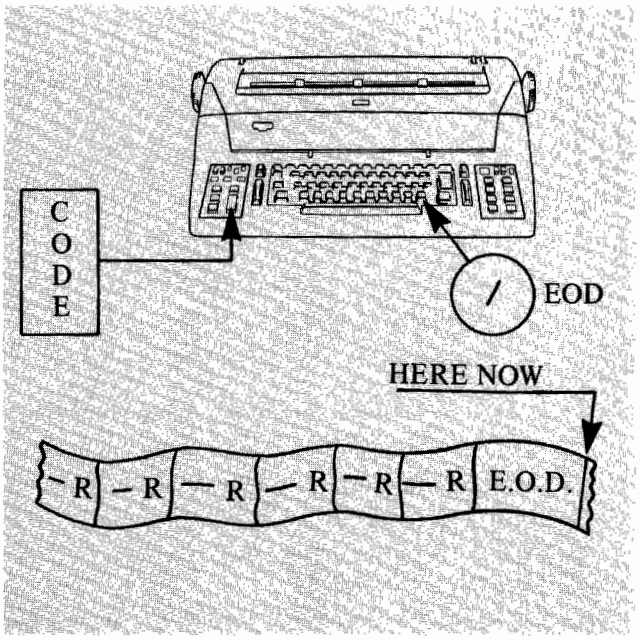


ENDING A DOCUMENT

When you reach the end of a document the 1200 must be told.

9. Find the slash (/) key and notice that at the base of the key is E.O.D. This stands for *End Of Document.* Touching the **CODE** key then the **SLASH** (/) key records an E.O.D. code on the tape.

10. Touch **CODE** and strike /



NOTE:
An end of document code when recorded takes up a line on the tape.

11. Rewind the tape by touching the **REWIND** key.

12. Remove the tape from the **RIGHT** Cassette Recorder.

IMPORTANT: SAVE WORK TAPE #1; YOU WILL BE USING THIS TAPE IN THE NEXT FEW CHAPTERS.

CHAPTER REVIEW CHECK LIST

- 1. You have now recorded a document and made corrections in three ways:

  a. Backspacing on a line to strike over and delete.

  b. Backing up the tape one line at a time using the **BACK LINE** key when the carriage is at the left margin and retyping the line.

  c. Erasing the line being typed from the memory by touching **BACK LINE** when the carriage is in the middle of the line and retyping the line.

- 2. You have also learned that a line is not recorded on tape until the **RETURN** key is touched. The line resides in the memory until the **RETURN** key is used. This means that the 1200 records on tape line by line instead of by character.

PRACTICE PROBLEM:

Record the following document on Work Tape #2. Correct the errors using the three techniques just learned.

Plwase send the folllowing order
acknowledgements to our office, for
furt hur processing. We have had
several requests for these
information. In the future please
submitt this throught us.

UNIT 1 - CHAPTER 4

PLAYING BACK A DOCUMENT

PLAYING BACK A DOCUMENT

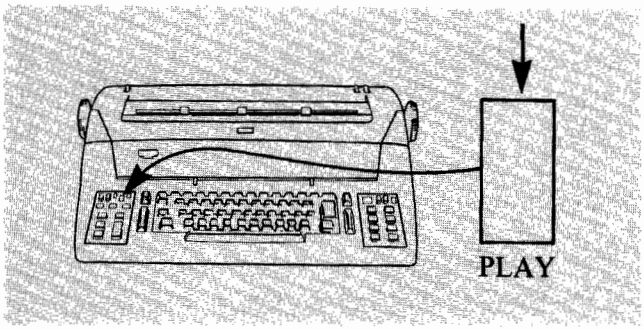
You are now going to playback the document recorded on Work Tape #1 in the previous chapter. A document can be played back in different quantities. That is, you can play it back a line at a time, or a paragraph at a time, or even one character at a time.

STARTING STEPS:

1. *Work Tape #1 (Right Holder)*
2. *REWIND tape.*
3. *RIGHT*
4. *SAME*

HOW TO DO: PLAYING BACK

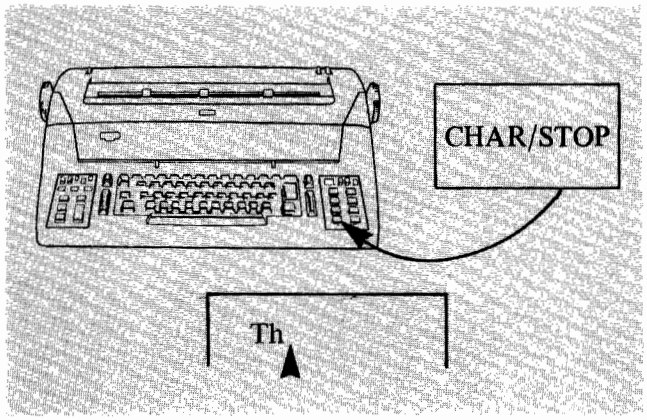
1. Find the **PLAY** button on your keyboard.



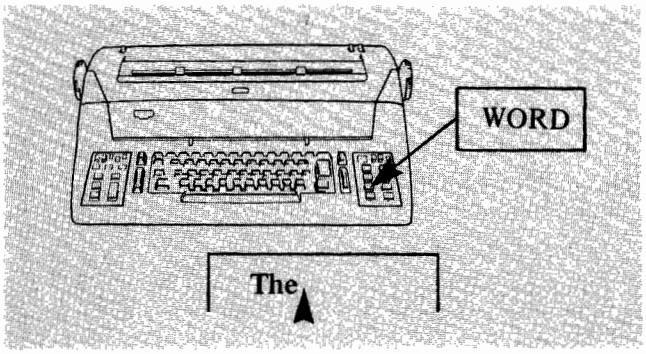
2. Depress the **PLAY** button.
   Notice the **RECORD** button comes up when the **PLAY** button is depressed.

3. Find and touch the **CHAR/STOP** key twice (the one with the light).
   Each time the **CHAR/STOP** key is touched, one character at a time is played out.

> **DEF:**
> *A character is any letter, symbol or even a space; any key on the keyboard is a character.*

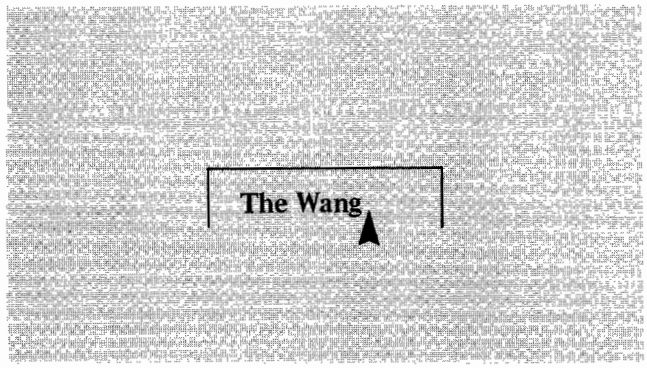


4. Find and touch **WORD** key.
   Notice the 1200 played out the remainder of the word (The) which was started plus the space after it.



5. Touch **WORD** again.
   This time the 1200 played out the entire word plus the space after it. When the word has already been played out, the 1200 only plays out the rest of the word.

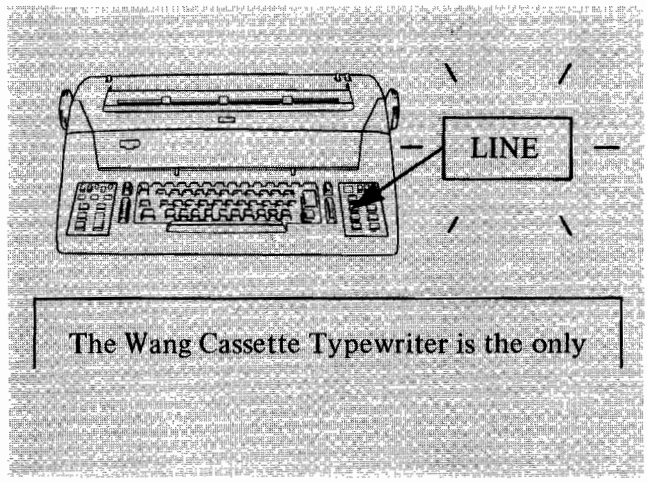
DEF:
A word, according to the 1200, is a word plus a space, word plus a punctuation mark and a space, or a word plus a carriage return or tab.



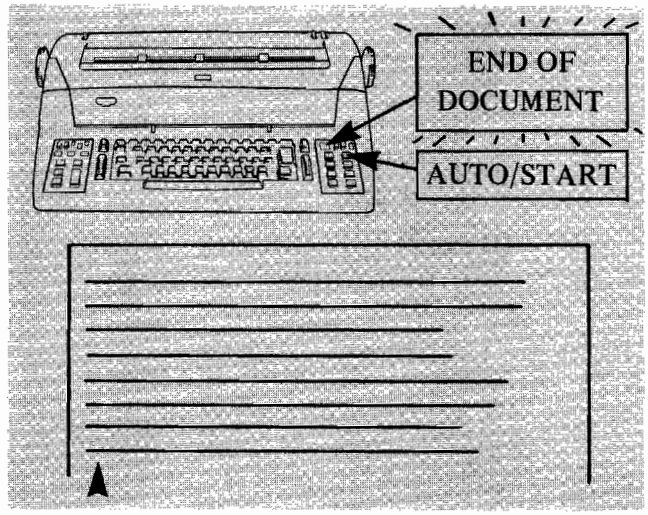
6. Find and touch the **LINE** key once.
   Each time the **LINE** key is touched, one line at a time is typed out.

DEF:
A line is defined by the 1200 as a line of type ended by a carrier return.

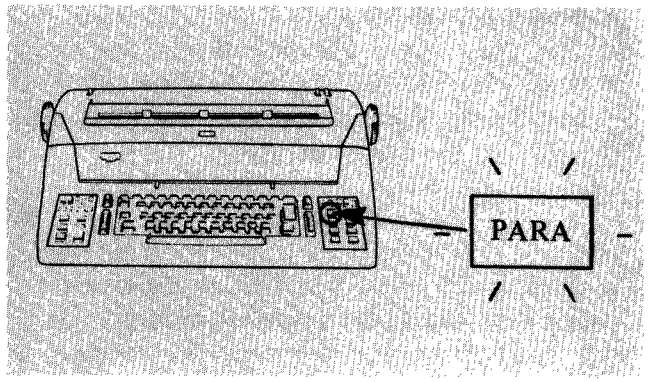
NOTE:
While the 1200 is typing, the light in the **CHAR/STOP** *key goes out, when the 1200 stops, the light comes back on.*



7. Find and touch the **AUTO/START** key. When the **AUTO/START** key is touched, the remaining part of a document or the entire document is typed out. The End of Document light comes on to show you that the end has been reached.



8. Find the **PARA** key.
   When the **PARA** key is touched, the 1200 will type out one paragraph at a time.



DEF:
A paragraph is defined by the 1200 as ending with a double carrier return, a carrier return and a tab at the beginning of the next line, a carrier return and a space at the beginning of the next line or a coded carrier return.

STOPPING PLAY BACK

When playing back a document, you can stop the playback at a character, a line, a word, or a paragraph.

STARTING STEPS:

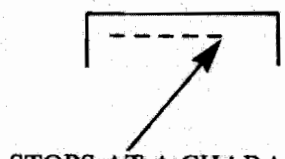
1. *Work Tape # 1 (Right Holder)*
2. *REWIND*
3. *PLAY*
4. *RIGHT*
5. *SAME*

   (In any sequence)

HOW TO DO: STOPPING PLAYBACK

1. Touch **AUTO/START**

2. Touch **CHAR/STOP**



STOPS AT A CHARACTER

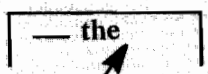
3. Touch **AUTO/START**

4. Touch **LINE**

STOPS AT THE END OF A LINE

5. Touch **AUTO/START**

6. Touch **WORD**



STOPS AFTER A WORD

7. Rewind and practice playing out this document and stopping the playback at a line, word, character, or paragraph.

CHAPTER REVIEW CHECK LIST

- You can play back a document a character at a time, a word at a time, a line at a time, a paragraph at a time or in entirety by using the **CHAR**, **WORD**, **LINE**, **PARA** and **AUTO** keys respectively.

- You can stop the playback of a document at a character, a word, a line or a paragraph by touching the **CHAR**, **WORD**, **LINE** and **PARA** keys respectively.

QUESTION	ANSWER
1. What happens when you turn the main power off?	1. The memory of the 1200 is erased.
2. What role does the memory play in the 1200 system?	2. It holds and stores all information in a line that is typed until it is recorded on the tape, then the memory is erased.
3. How many lines at a time are recorded on a tape?	3. Only one, each time the carriage return key is used.
4. How many lines does an E.O.D. code take up on the tape?	4. Only one.
5. Can both sides of a tape be recorded on?	5. No, only one side. That is why you must insert the tape cassette with the label facing you.
6. How can you stop a document while it is playing out?	6. By touching any of the following keys: **RESET**, **CHAR**, **WORD**, **LINE**, or **PARA** depending upon where you want to stop.
7. (a) What feature of the 1200 warns you a mistake has been made? (b) How do you stop the bells and turn off the lights?	7. (a) Bells ring and lights flash. (b) Touching **RESET**.
8. When recording, do you need to retype the line from the point of correction?	8. No, merely backspace to the error, correct it by stricking over or deleting.

QUESTION	ANSWER
9. Why must you forward space past the rest of the line after you make backspace corrections, then strike **RETURN?**	9. If you carriage return in the middle of the typed line or where the correction is made, the remainder of the line is erased or does not get recorded on tape.
10. If you are typing a line and in the middle you touch **BACK LINE** key, what effect does this have?	10. When the **BACK LINE** key is used anywhere but at the left hand margin, it erases the memory and returns the carriage so you can retype the line again.

UNIT II
CORRECTING A RECORDED TAPE

INTRODUCTION

After a document is recorded and played back, it usually is proofread and changes are made. This unit deals with the different methods available to you for making corrections when a tape is already recorded.

The method used is determined by what your needs are in terms of a final product. Go on and see what these methods are.

UNIT II - CHAPTER 1

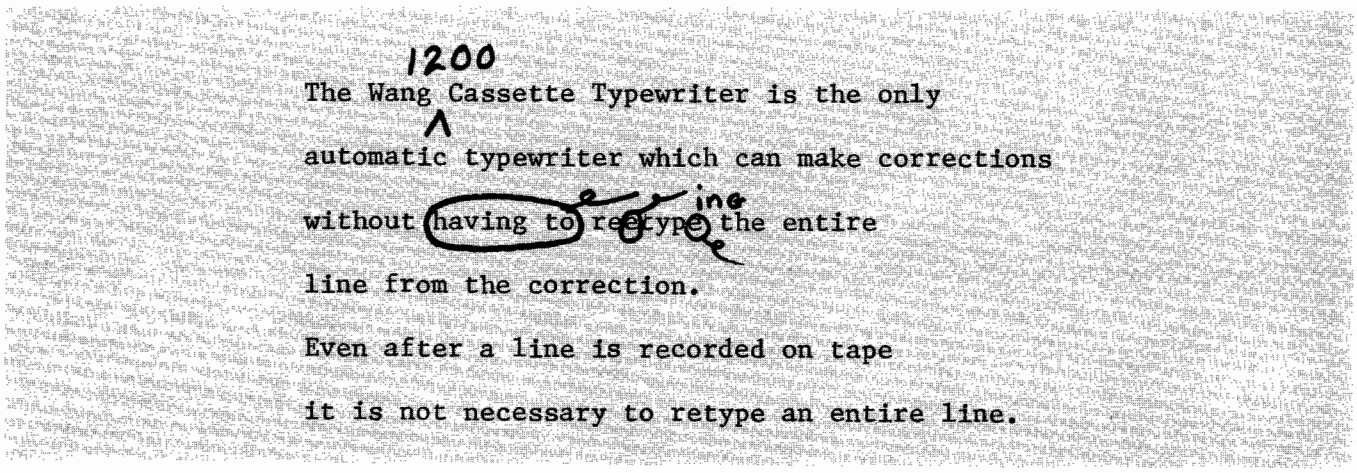
MAKING PAPER CORRECTIONS

The first method is used to make corrections on paper only as you play back. Often you need to make only one good copy of a document. When this situation exists, there is no need to correct the tape. You simply play back the document, playing out those portions which are correct, skipping out what is incorrect, and typing in the changes.

STARTING STEPS:

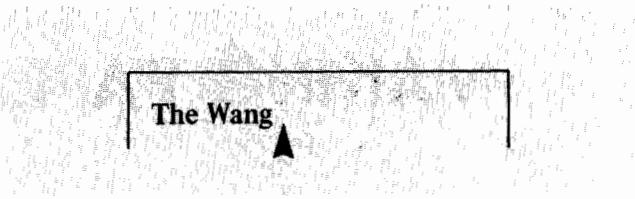
1. *Work Tape #1 (right holder)*
2. *PLAY*
3. *RIGHT*
4. *SAME*
5. *REWIND*

TASK:



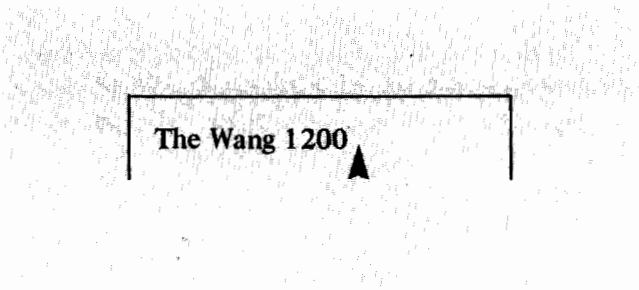
HOW TO DO: CORRECTIONS

1. Touch **WORD** twice.

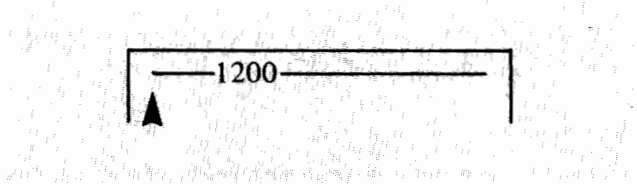


2. Type in *1200* followed by a space.

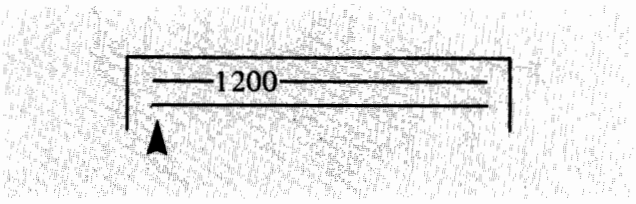
> **NOTE:**
> *When a word is added, a space must follow the word as this space is not on the tape. Remember a word to the 1200 is a character or group of characters followed by a space.*



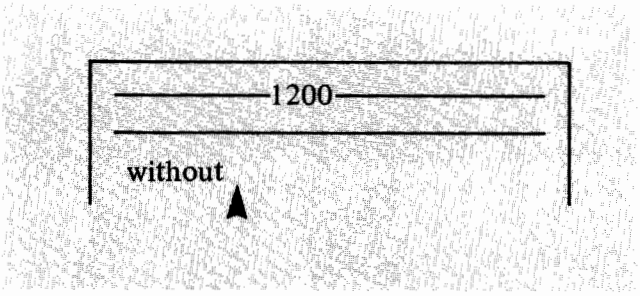
3. Touch **LINE**, as the remainder of the line is correct.



4. Touch **LINE** again, as the next line does not require corrections.

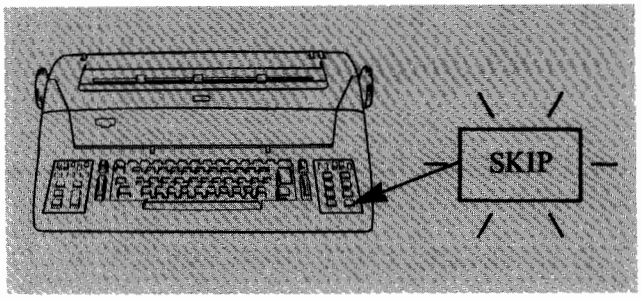


5. Touch **WORD**, as the first word of the next line is correct.



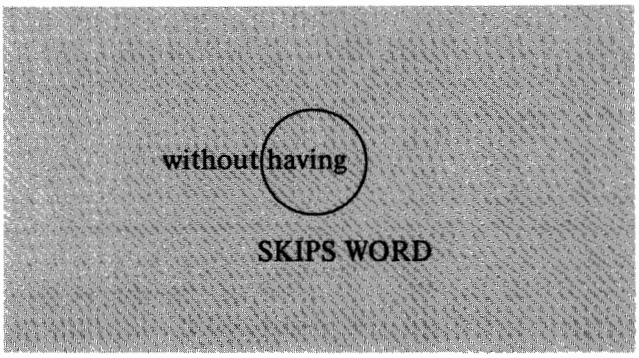
The next two words "having to" need to be deleted or skipped out.

6. Find and touch the **SKIP** key.
   The light goes on to tell you the key is activated.

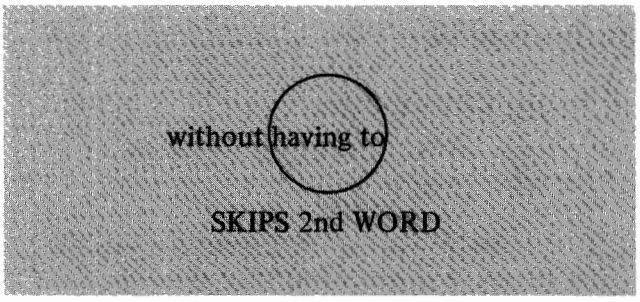


7. Touch **WORD.** (skips "having")

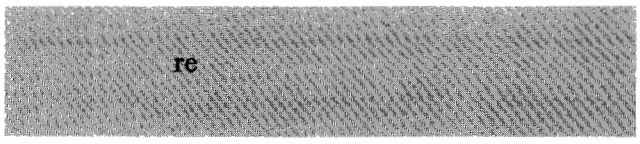
NOTE:
When the **SKIP** *key is touched before a key (e.g.* **WORD***), the 1200 will skip typing out what is designated by the key used after* **SKIP.**



8. Touch **SKIP** and **WORD** again. (skips "to")



9. Touch **CHAR/STOP** twice.



10. Touch **SKIP, CHAR/STOP.** (Skips "e")

HOW TO DO: CORRECTIONS

11. Touch **CHAR/STOP** 3 times.

retyp

12. Touch **SKIP, CHAR/STOP**. (Skips "e")

retyp ⓔ SKIPPED

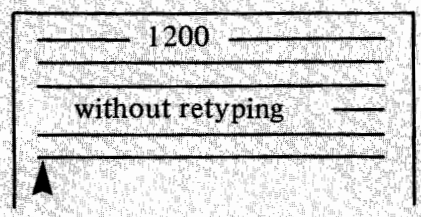
13. Type *ing*.

without retyping

You do not have to type in the spaces after *retyping* as the space is already on the tape for the word *retype*.

14. Touch **LINE**

15. Touch **AUTO/START**



NOTE:
If the **SKIP** *key is activated by mistake, simply touch it again and the light will go out signifying that it is deactivated.*

IMPORTANT – SAVE WORK TAPE #1

CHAPTER REVIEW CHECK LIST.

- The perfect copy is obtained on paper only. The tape remains the same as originally recorded. This method of making corrections is used when a single perfect copy is needed; that is, when the tape itself does not need to be corrected.

UNIT II - CHAPTER 2

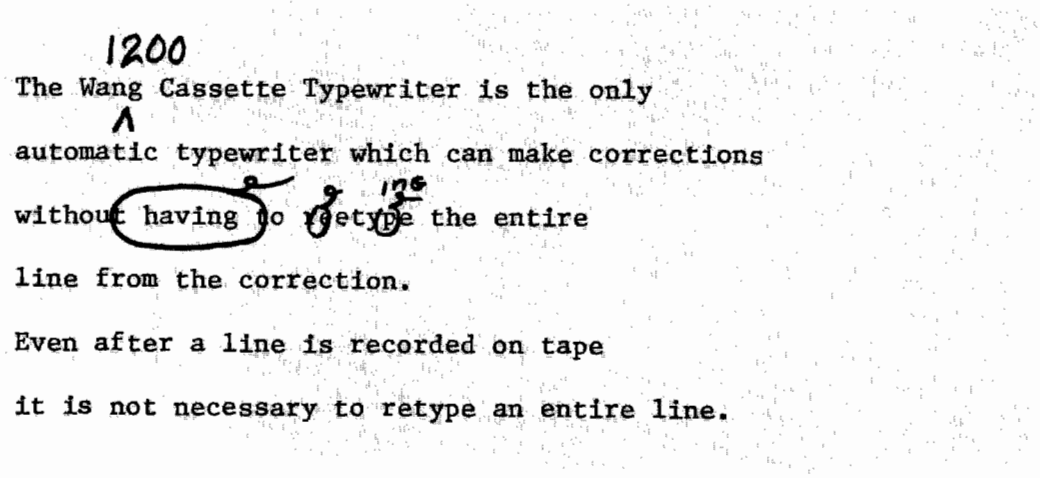
CORRECTING THE TAPE IN EDIT

Taking the same situation as in the last chapter, you are handed a document needing corrections. However, this time you need many copies of the final document. This means you must correct the tape. There are two methods available to correct the tape. The first method called **EDIT** which involves correcting the original tape is discussed in this chapter, the second method (**TRANSFER**) is discussed in the next chapter (3).

STARTING STEPS:

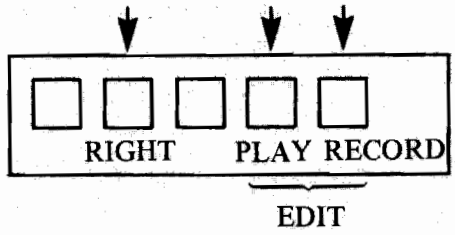
1. *WORK TAPE # 1 (Right Holder)*
2. *RIGHT*
3. *REWIND*
4. *SAME*

TASK: CORRECTIONS



HOW TO DO: EDITING

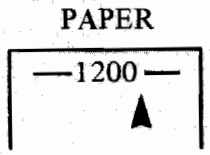
1. Depress both the **RECORD** and **PLAY** keys at the same time.



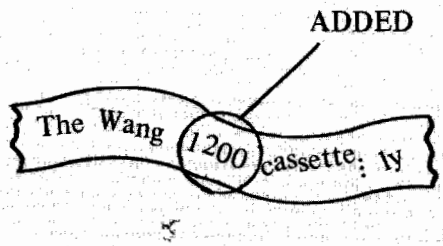
NOTE:
In order to be in **EDIT** *condition, both the* **RECORD** *and* **PLAY** *keys must be down together.*

2. Touch **WORD** twice.

3. Type in *1200* followed by a space.



4. Touch **LINE.**
The original line is replaced on tape by the corrected version of the line.



NOTE:
If you make a typing mistake when adding in words, simply backspace and strike over as you would when Recording.

5. Touch **LINE.** (Line 2 needs no corrections)

6. Touch **WORD** (without)

7. Touch **SKIP**, Touch **WORD** (skips "having")

8. Touch **SKIP**, Touch **WORD** (skips "to")

9. Touch **CHAR/STOP** twice (re)

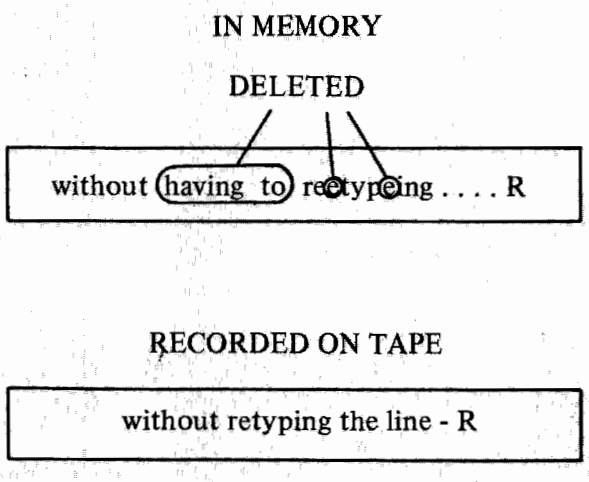
10. Touch **SKIP**, Touch **CHAR/STOP** (skips "e")

11. Touch **CHAR/STOP** three times (typ)

12. Touch **SKIP**, Touch **CHAR/STOP** (skips "e")

13. Type *ing*

14. Touch **LINE.**
    The rest of the document is correct; therefore, there is no need to play it back.



NOTE:
The actual steps for making the corrections were the same as in Chapter 1, but now the tape contains the revised document.

15. Rewind the tape.

16. **RIGHT, PLAY, SAME**

17. Touch **AUTO/START**

FINAL DRAFT

The Wang 1200 Tape Cassette Typewriter is the only automatic typewriter which can make corrections without retyping the entire line from the correction. Even after a line is recorded on tape it is not necessary to retype an entire line.

EDITING & SEARCHING

When you have corrections to make in the middle of a lengthy document, you will use the **SEARCH** key to locate these error lines, then make the corrections on those lines.

STARTING STEPS:

1. *PRE-RECORDED TAPE #1 (In Right Recorder)*
2. *RIGHT*
3. *SAME*
4. *REWIND*
5. *EDIT MODE (PLAY & RECORD)*

NOTE:

If you wish to use this tape again as it is presently recorded, make a duplicate of the tape in **TRANSFER**. *Use the copy in the next few chapters. (See Chapter 3 on* **TRANSFER**.*)*

TASK: CONTENTS OF PRE-RECORDED TAPE #1
THAT IS TO BE EDITED

John Roberts of Boston, Massachusetts, (hereinafter called the "Donor") hereby transfers the sum of $234,000.00 to Lawrence Smith of Boston and Randolph Wolf of Cambridge (hereinafter with their successors in trust called the "Trustees") for the purposes and subject to the provisions hereinafter set forth.

The Trustees hereby acknowledge that they have received said sum in trust and declare that they will hold, manage and invest the same, together with the proceeds of any policies of insurance paid to them and any other property which may hereafter be transferred to the trust by gift, will, or otherwise from the Donor or anyone else and accepted by them as Trustees, and after paying or making provision for all expenses of the trust, including reasonable compensation for their services, will dispose of the trust property and the net income therefrom as hereinafter provided.

During the life of the Donor, the Trustees shall pay to him or as he may in writing direct such part or all of the net income and/or principal of the trust as the Donor may ~~from time~~ to
1. ~~time~~ request in writing, and in their uncontorlled discretion the Trustees may at any time or times and for any reason pay any part or all of the net income and/or principal of the trust to the Donor, even though he does not request such payment. Any net income not so paid shall be added to the principal of the trust at such times as the Trustees shall determine.

Upon the death of the Donor, the Trustees shall dispose of the remaining principal of the trust, including any property to which they are entitled as follows:

(a) The Trustees shall set aside from said remaining principal and hold as provided in Article FOURTH such amount (if any be required) as will equal fifty per cent (50%) of the value of the Donor's adjusted gross estate as defined in the Internal Revenue Code in force on the date of this indenture as finally determined by the aggregate value of all
2. ~~interests~~ in property (if any) which pass or have passed from the Donor to them under will or any codicil thereto or outside thereof other than under this subsection 1(a) and Article FOURTH, but only to the extent that such interests are included in the gross estate of the Donor as defined in said Code for federal estate tax purposes and are allowed as a marital deduction in computing such tax under said Code, provided, however, that this amount shall only be satisfied out of assets or the proceeds thereof with respect to which such a marital deduction is allowable under said Code, exclusive of assets also subject to inheritance, succession, estate or other death taxes imposed by a country other than the United States of America, and shall abate to the extent it cannot be so satisfied.

TASK: CONTENTS OF PRE-RECORDED TAPE #1
THAT IS TO BE EDITED

---

1. The Trustees shall pay the net income of the marital trust at least as often as annually to the Donor's wife as long as she lives. The Trustees shall also pay to such part or all of the principal of the marital trust as she may from time to time request in writing; and in their uncontrolled discretion the Trustees may at any time or times and for any reason pay any part or all of the principal
3. of the marital trust to her, even though she does request such payment.
not

2. Unless sooner terminated by payments of principal as hereinabove provided, the marital trust shall terminate upon the death of the Donor's wife, whereupon the Trustees shall distribute all remaining principal of the trust as she shall appoint by will making specific reference to this power, with the right in discretion so to appoint to estate or any other appointee or appointees without limitation, upon any terms, conditions, limitations and trusts, including the right to create new powers of appointment, but in default of such appointment or to the extent not effectively
4. appointed, the Trustees shall distribute said principal to the Trustees of the trust under Article FIFTH to be added to the principal of said trust and disposed of as a part thereof.

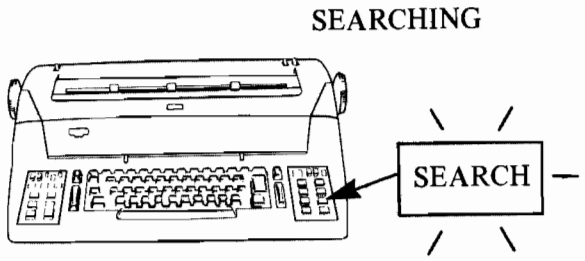
All property which is to be held by the Trustees as provided in this Article shall be held by the Trustees as follows:

1. During the life of the Donor's wife the Trustees may in their uncontrolled discretion at any time or times and for any reason pay any part or all of the net income and/or principal of the trust to any one or more of the following persons living from time to time, payments to more than one person to be made in such proportions among them as the Trustees see fit: the Donor's wife, each of the issue of the Donor, and the spouse of each issue. Any net income not so paid shall be added to the principal of the trust at such times as the Trustees shall determine and in any event upon the death of his wife.

2. Upon the death of the survivor of the Donor and his wife, if the trust has not sooner terminated by payments of principal as hereinabove provided, and if any issue of the Donor is then living, the Trustees shall divide the remaining principal of the trust into as many equal
5. shares as they shall be children of the Donor then living and children of the Donor then deceased with any issue then living, one (1) share to be set aside for each then living child of the Donor and one (1) share to be set aside for the issue of each child of the Donor then
6. deceased with any issue than living, and shall dispose of such shares delete as provided below.

1. Look at and find Error #1 on the copy of this document.
   In order to quickly find this line you will use the **SEARCH** key.

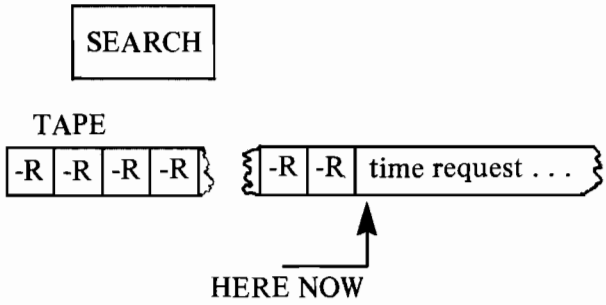
2. Find and touch the **SEARCH** key.
   Notice the light goes on to tell you this key has been activated.



3. Type the first few words of the line you wish to locate.
   Type *time request*

time request

NOTE:
Should you incorrectly type in these words touch **RESET** *and start again.*

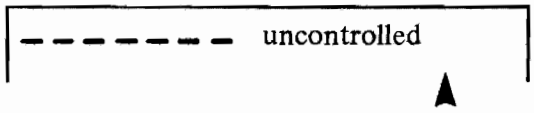


4. Touch **SEARCH** again.
   Notice the light goes out to indicate that the **SEARCH** command has been initiated.

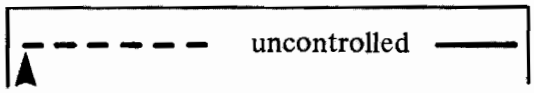
5. When the carrier returns, touch **WORD** *seven* times.

6. Touch **SKIP**, touch **WORD** (skips "uncontorlled")

7. Type *uncontrolled*
with a space after it.
You deleted the incorrect word from the memory and put in its place the correct word. Again, if you type uncontrolled incorrectly, correct it by backspacing.



8. Touch **LINE**
The correct line replaces the incorrect line on tape.

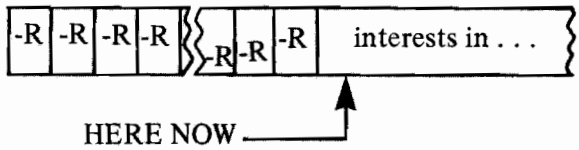


Look at and find error #2 on the copy of the document.
Search to the line containing this error.

9. Touch **SEARCH**

10. Type *interest*

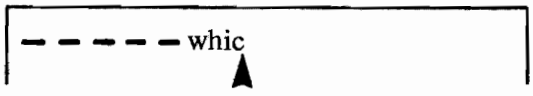
11. Touch **SEARCH**



NOTE:
You must type in enough words to help the 1200 distinguish this line from any other line being searched by. You can use as few as one character or as much as the entire line to locate the line.

12. Touch **WORD** *five* times.

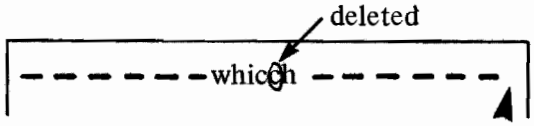
13. Touch **CHAR/STOP** *four* times.



14. Touch **SKIP**, touch **CHAR/STOP** (skips "c")

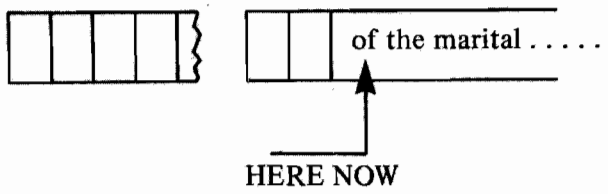
15. Type *h*

16. Touch **LINE**



Look and find error #3 on the copy of the document.
Search to the line containing this error.

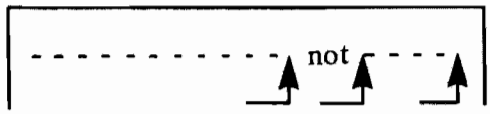
17. Touch **SEARCH**
    Type *of the marital trust to*
    Touch **SEARCH**
    If you type only the word "of", the 1200 will find the first line beginning with "of" – 4 lines before the one you want.



18. Touch **WORD** *ten* times.

19. Type *not* with a space after it.

20. Touch **LINE**
    The rest of the line in the memory is moved over to make room for the addition.



CORRECT Error #4

21. Touch **SEARCH**
    Type *appointed*
    Touch **SEARCH**

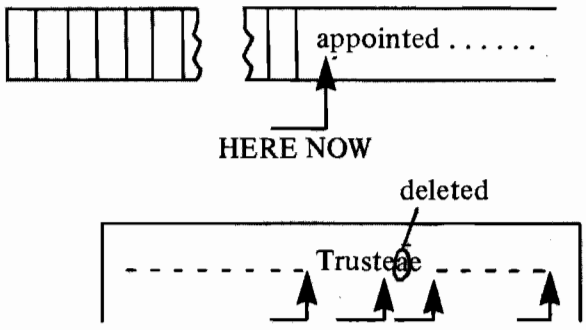
22. Touch **WORD** *twice*

23. Touch **CHAR/STOP** *six* times.

24. Touch **SKIP**, touch **CHAR/STOP**

25. Type *e*

26. Touch **LINE**



CORRECT Error #5

27. Touch **SEARCH**
    Type *shares*
    Touch **SEARCH**

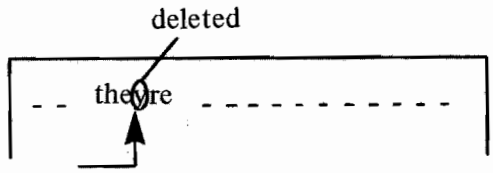
28. Touch **WORD** twice

29. Touch **CHAR/STOP** three times.

30. Touch **SKIP**, touch **CHAR/STOP**

31. Type *re* (there)

32. Touch **LINE**

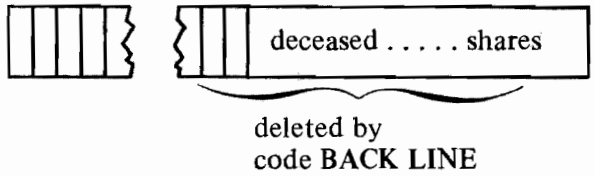


CORRECT Error #6, which involves deleting the entire line.

33. Touch **SEARCH**
    Type *deceased*
    Touch **SEARCH**

34. Touch **CODE** key

35. Touch **BACK LINE**



NOTE:
CODE, BACK LINE *is used to erase an entire line in edit. The tape at that point still contains room for a whole line but the* **CODE BACK LINE** *tells the System 1200 to ignore that portion of the tape.*

CAUTION:
It is NOT recommended that **CODE BACK LINE** *be used if you are going to play back an edited document in* **JUSTIFY**. *If playback is going to be in* **SAME**, *then it is recommended to use* **CODE BACK LINE**.

You have now made all the corrections necessary to the tape. The remainder of the document is correct.

36. **REWIND** the tape

37. Play out the tape
    If you wish to verify that the corrections have actually been made.

REWIND
+
PLAY
+
RIGHT
+
SAME
AUTO/START

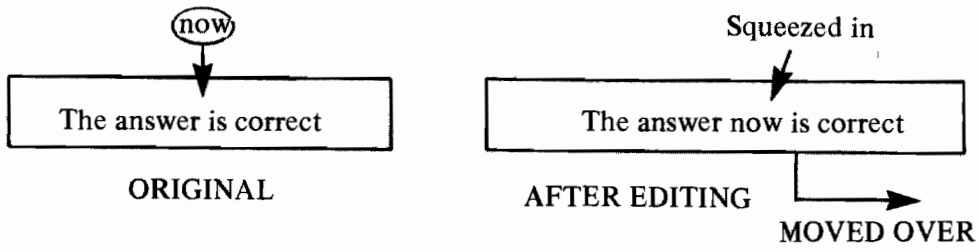
SAVE PRE-RECORDED TAPE #1 FOR CHAPTER 3

- When the **SEARCH** key is actuated (touched) by mistake or after actuating (touching) it, you incorrectly type in the word(s) you are searching, the correct way to turn this key off (de-actuate) is to touch the **RESET** key. (Remember when the **SEARCH** key is touched twice, you initiate the searching procedure.)

- When Searching to a line, you must type in enough words to help the 1200 distinguish this line from any other line being searched by, otherwise it will not find the line you need to locate. You can type as few as one character or as much as the entire line to distinguish the line, but each word must be typed *exactly* like the original.

- Edit Mode is used when the original tape needs to be corrected.

- When a word, or a character needs to be added to a line, the 1200 squeezes these additions in, readjusts the line in the memory in order to fit in these additions. After the corrections are made, the line is re-recorded correctly on the original tape.



- Since the maximum length of a recorded line is 100 characters long, each line is recorded with space for 100 characters.

- Its because the 1200 leaves spaces on the tape for 100 characters that you can add in words. However, additions which make the line longer than 100 characters cannot be made, nor can entire new lines be added in Edit. The 1200 warns you by backspacing and ringing the bell that you are trying to record the 101st character. (These latter additions must be made in **TRANSFER**, Chapter 3.)

- Characters and words are deleted from a tape in **EDIT**, by using the **SKIP** Key and the **CHAR/STOP** or **WORD** Key respectively.

- Lines are deleted from a tape in **EDIT** by **CODE, BACK LINE**, at the beginning of the line to be deleted.

- In **EDIT** you can only delete characters, words and lines.

- If you try to **EDIT** a protected Tape Cassette, nothing will happen; the 1200's warning system for a protected tape does not work for **EDIT**. So it's best to **BACK LINE** and replay the first corrected line so that you can verify your correction.

- If in **EDIT**, you are making additions to a line and make a typographical error, this error can be corrected immediately by backspacing and striking over.

UNIT II - CHAPTER 3

CORRECTING IN TRANSFER

The second method of correcting the tape is called **TRANSFER.**

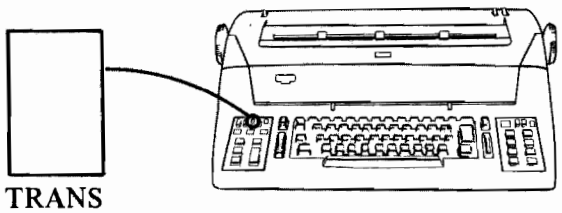
This involves transferring to a second tape from the original tape those portions of the original tape which are correct, by-passing incorrect portions; and typing in the corrections in place of the errors. The original tape remains unchanged, while the new tape contains the revised document.

STARTING STEPS:

1. *SAME*
2. *PRE-RECORDED TAPE #1 (From Chapter 2) (In Right Holder)*
3. *REWIND*
4. *WORK TAPE (In Left Holder)*

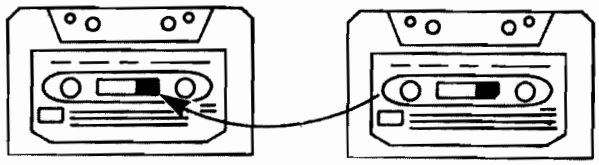
HOW TO DO: HIGH-SPEED TRANSFER –
DUPLICATING A TAPE

NOTE:
The beginning of this exercise shows you how to make an exact duplicate of a tape. It has nothing to do with transferring to correct.



1. Find and depress the red **TRANSFER** button.

NOTE:
Transfer always occurs from the Right to the Left tape. You must always place the original tape in the right tape holder. When in **TRANSFER** *it doesn't matter whether the right or left button is down, because transfer can only occur in one direction.*



TRANSFER

The **SAME** key must be down to **SEARCH** and **TRANSFER.**

2. Make a copy of this tape by transferring from the right to the left tape.

3. Touch **SEARCH** *twice.*

SEARCH
SEARCH = **Transfers the entire tape quickly**

NOTE:
E.O.D. light comes on to indicate transfer completed.

Now that you have duplicated the tape go on and see how to correct the tape in **TRANSFER.** You can use either of the tapes.

STARTING STEPS:

1. *COPY OF PRE-RECORDED TAPE #1 IN RIGHT RECORDER*
2. *WORK TAPE IN LEFT RECORDER*
3. *TRANSFER*
4. *SAME*
5. *REWIND (both tapes separately).*

TASK: PRE-RECORDED TAPE #1
USED FOR TRANSFER CORRECTIONS

John Roberts of Boston, Massachusetts, (hereinafter called the "Donor") hereby transfers the sum of $234,000.00 to Lawrence Smith of Boston and Randolph Wolf of Cambridge (hereinafter with their successors in trust called the "Trustees") for the purposes and subject to the provisions hereinafter set forth.

The Trustees hereby acknowledge that they have received said sum in trust and declare that they will hold, manage and invest the same, together with the proceeds of any policies of insurance paid to them and any other property which may hereafter be transferred to the trust by gift, will, or otherwise from the Donor or anyone else and accepted by them as Trustees, and after paying or making provision for all expenses of the trust, including reasonable compensation for their services, will dispose of the trust property and the net income therefrom as hereinafter provided.

1. During the life of the Donor, the Trustees shall pay to him or as he may in writing direct such part or all of the net income and/or principal of the trust as the Donor may from time to time request in writing, and in their uncontrolled discretion the Trustees may at any time or times and for any reason pay any part or all of the net income and/or principal of the trust to the Donor, even though he does not request such payment. Any net income not so paid shall be added to the principal of the trust at such times as the Trustees shall determine.

Upon the death of the Donor, the Trustees shall dispose of the remaining principal of the trust, including any property to which they are entitled as follows:

(a) The Trustees shall set aside from said remaining principal and hold as provided in Article FOURTH such amount (if any be required) as will equal fifty per cent (50%) of the value of the Donor's adjusted gross estate as defined in the Internal Revenue Code in force on the date of this indenture as finally determined by the aggregate value of all interests in property (if any) which pass or have passed from the Donor to them under will or any codicil thereto or outside thereof other than under this subsection 1(a) and Article FOURTH, but only to the extent that such interests are included in the gross estate of the Donor as defined in said Code for federal estate tax purposes and are allowed as a marital deduction in computing such tax under said Code, provided, however, that this amount shall only be satisfied out of assets or the proceeds thereof with respect to which such a marital deduction is allowable under said Code, exclusive of assets also subject to inheritance, succession, estate or other death taxes imposed by a country other than the United States of America, and shall abate to the extent it cannot be so satisfied.

2. 1. The Trustees shall pay the net income of the marital trust at least as often as annually to the Donor's wife as long as she lives. The Trustees shall also pay to such part or all of the principal

delete

1. The Trustees shall pay the net income of the marital trust at least as often as annually to the Donor's wife as long as she lives. The Trustees shall also pay to such part or all of the principal of the marital trust as she may from time to time request in writing; and in their uncontrolled discretion the Trustees may at any time or times and for any reason pay any part or all of the principal of the marital trust to her, even though she does not request such payment.

2. Unless sooner terminated by payments of principal as hereinabove provided, the marital trust shall terminate upon the death of the Donor's wife, whereupon the Trustees shall distribute all remaining principal of the trust as she shall appoint by will making specific reference to this power, with the right in discretion so to appoint to estate or any other appointee or appointees
3. without limitation, upon any terms, conditions, limitations and trusts, including the right to create new powers of appointment, but in default of such appointment or to the extent not effectively appointed, the Trustees shall distribute said principal to the Trustees of the trust under Article FIFTH to be added to the principal of said trust and disposed of as a part thereof.

4. All property which is to be held by the Trustees as provided in this Article FIFTH shall be held by the Trustees as follows:

1. During the life of the Donor's wife the Trustees may in their uncontrolled discretion at any time or times and for any reason pay any part or all of the net income and/or principal of the trust to any one or more of the following persons living from time to time, payments to more than one person to be made in such proportions among them as the Trustees see fit: the Donor's wife, each of the issue of the Donor, and the spouse of each issue. Any net income not so paid shall be added to the principal of the trust at such times as the Trustees shall determine and in any event upon the death of his wife.

TASK: PRE-RECORDED TAPE #1
USED FOR TRANSFER CORRECTIONS

---

5. add.

2. Upon the death of the survivor of the Donor and his wife, if the trust has not sooner terminated by payments of principal as hereinabove provided, and if any issue of the Donor is then living, the Trustees shall divide the remaining principal of the trust into as many equal shares as there shall be children of the Donor then living and children of the Donor then deceased with any issue then living, one (1) share to be set aside for each then living child of the Donor and one (1) share to be set aside for the issue of each child of the Donor then as provided below.

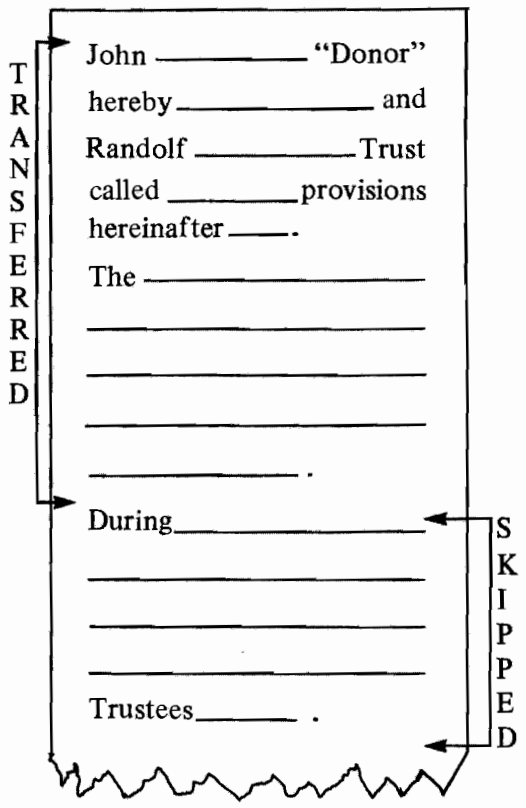
If the Donor's wife survives the children of the Donor, the principle of the remaining trust shall be divided among the issue of said children. [DOUBLE RETURN]

1. Place the copy of the pre-recorded tape #1 in the right tape cassette holder.

2. Place the work tape (blank) in left tape cassette holder.

3. Find the first correction to be made in transfer.
   Now you want to transfer all the correct material up to this point but not including the line with the correction, as this material is correct.

4. Touch **SEARCH**
   Type *During*
   Touch **SEARCH**
   Hear the clicks of the tape as this material is transferred from the right to left tape. The tape stops when the 1200 locates the line being searched for. All lines up to but not including the one beginning with *During* are transferred to the left tape. As each line is transferred from the right tape to the left, the respective **TAPE MOVING** lights go on, to indicate which tape is moving.



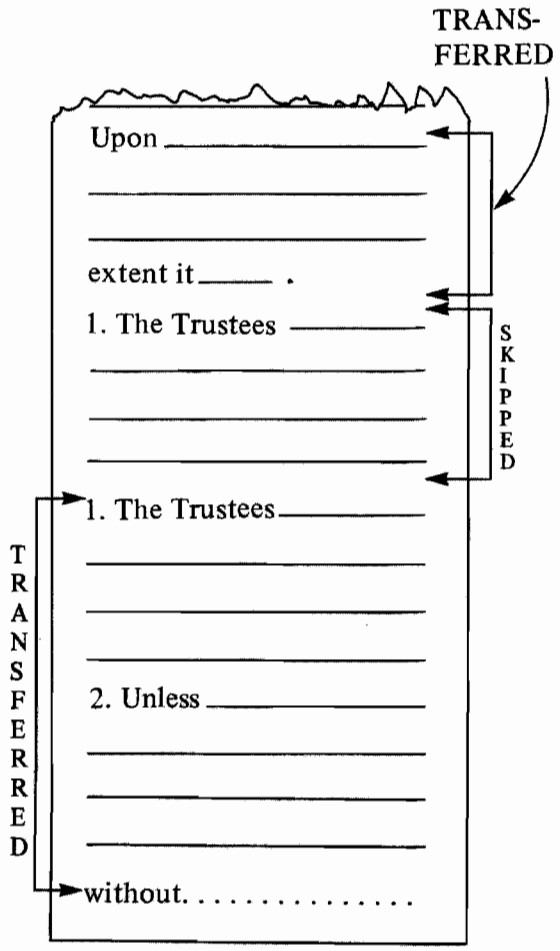
5. The next paragraph needs to be deleted. Touch **SKIP** and **PARA** keys.

NOTE:
This paragraph will not get transferred to the new tape. When skipping out a paragraph, the 1200 skips out everything up to and including a double carrier return, a coded carrier return, a carrier return plus a tab or a carrier return plus sapces.

6. Transfer the next material that is correct by
   Touching **SEARCH**
   Typing */*
   Touching **SEARCH**

7. Delete the next paragraph by touching **SKIP** and **PARA** keys

8. Transfer the material to error #3
   Touch **SEARCH**
   Type *without*
   Touch **SEARCH**



9. Touch **WORD** *five* times.
   These five words are played out and are waiting in the memory.

10. Touch **SKIP, WORD**
    The word *conditions,* is not transferred

11. Touch **LINE**
    The remainder of the line is typed out and the entire line is transferred.

without limitation , upon any terms,
conditions, limitations and

SKIPPED

12. **SEARCH**, Type *in this* **SEARCH**

13. Touch **WORD**

14. **SKIP WORD** *(this)*

15. Touch **WORD**

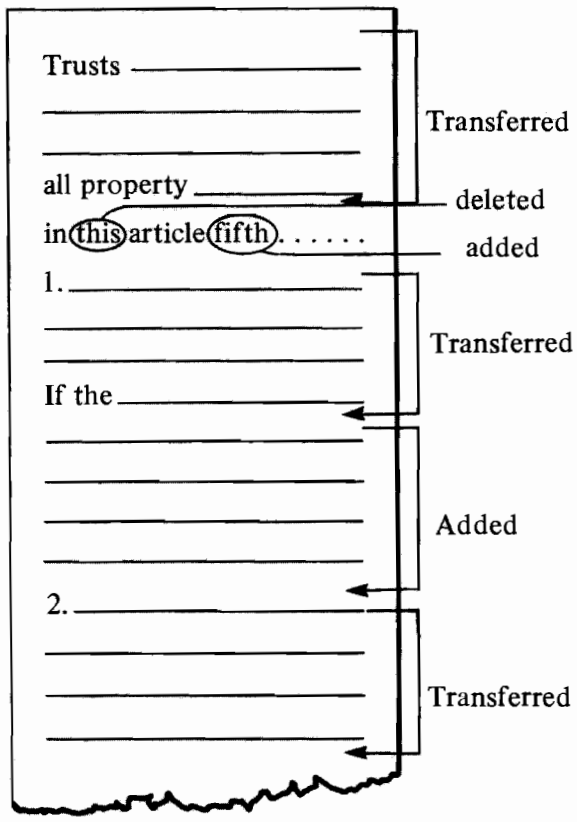
16. Type *fifth* and a space

17. Touch **LINE**

18. Transfer the material to error #5 by keying **SEARCH**, Type *2*, **SEARCH.**

19. Type in the new paragraph plus a double carrier return.
The new paragraph is now on the left tape.

20. Touch **SEARCH** *twice* to transfer the remaining parts of the document.



NOTE:
The right tape (original) has not been changed. Transfer is the same thing as playing from the right tape and recording on the left tape at the same time.

21. To verify that the corrected document is on the left tape, rewind the left tape and depress **LEFT**, **PLAY**, **SAME** and **AUTO/START.**

SAVE PRE-RECORDED TAPE #1

- **TRANSFER** can be used to make a duplicate of a tape. Touching **SEARCH** twice will transfer everything on a tape to the E.O.D. code. (High Speed Transfer)

- In **TRANSFER** you prepare a second tape making the changes to this tape, without changing the original tape.

- In **TRANSFER** you can make any type of correction, that is, misspellings, deletions and/or additions.

- **EDIT VS. TRANSFER**

TYPE OF CORRECTION	EDIT	TRANSFER
misspellings	√	√
delete a character	√	√
delete a word	√	√
delete a line	√	√
delete a paragraph	No**	√
add a word	√*	√
add a character	√*	√
add a line	No	√
add a paragraph	No	√

*Characters and words can be added to a line in Edit as long as you do not exceed the 100 character/line limit. (See page)

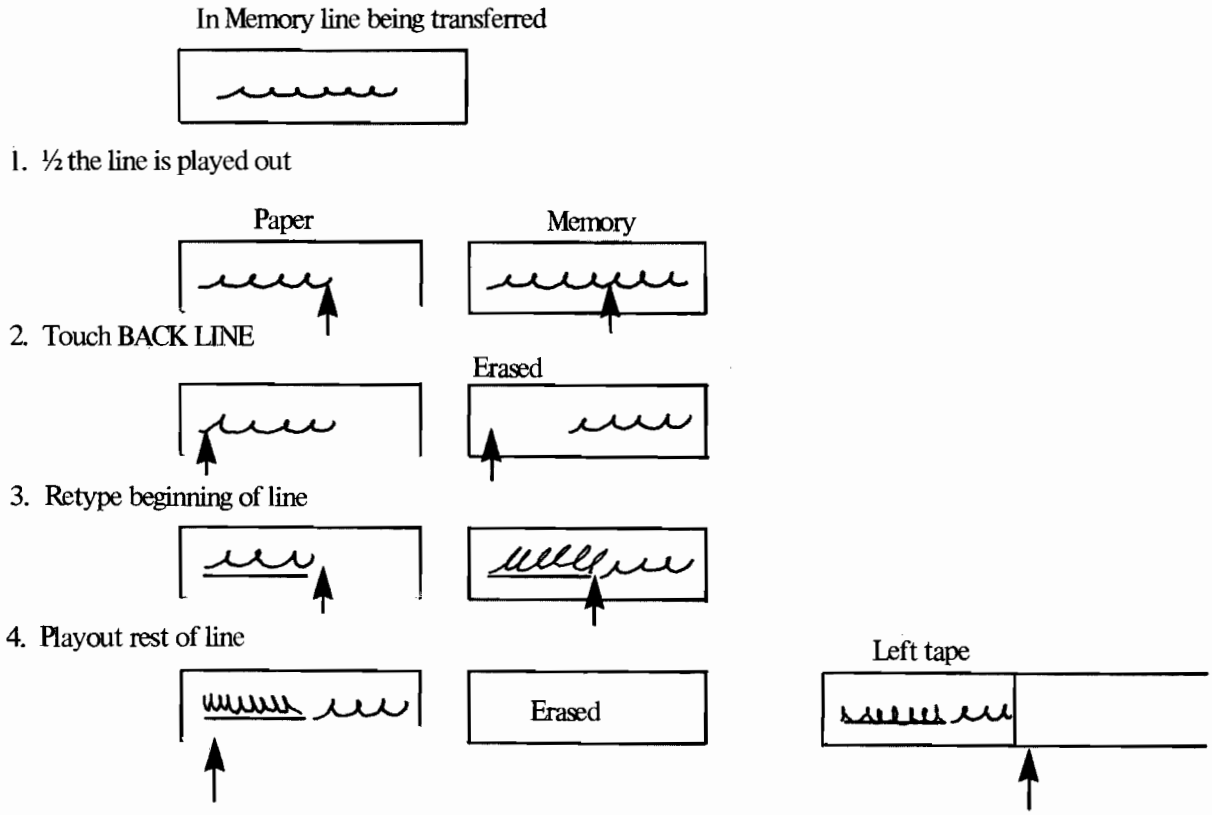
In **EDIT an entire paragraph cannot be deleted at a time. (However, each line of the paragraph can be deleted separately.)

Recommendation:

Before you correct a tape, decide whether to **EDIT** or **TRANSFER**, which method you use is determined by the type of corrections involved. (e.g. a tape which needs a whole paragraph inserted can only be done in **TRANSFER**.)

- During the process of **TRANSFER**, the 1200 takes each line to be transferred from the right tape and puts it into the memory of the 1200. If the line is correct the 1200 takes this line and transfers it immediately to the left tape. If the line in the memory requires correcting, the corrections are made in the memory and the line resides in the memory until the entire line is completed, then it is transferred to the left tape.

- When you use the **BACK LINE** key in **TRANSFER**, the **LEFT** tape is backed up, not the right. If the **BACK LINE** key is touched when the carriage is at the left margin, the left tape is backed up a line. If the **BACK LINE** key is touched in the middle of a line being transferred and played out you erase from the memory the portion of the line that has been played out. The rest of the line is still in the memory. Retype the portion of the line erased, then playout the rest of the line from the memory.



- As you play back or type material in **TRANSFER**, you can make the same corrections you make in **RECORD**. You can backspace and strike over, or backspace and code x.

QUESTION	ANSWER
1. What are the three ways of making corrections after a tape is recorded?	1. Paper corrections, **EDIT** or **TRANSFER**.
2. What determines which method of correction is used?	2. If you need to correct the tape, you must use **EDIT** or **TRANSFER**. If the corrections involve additions of more than a few words, or additions of more than a line, they must be done in **TRANSFER**.
3. If you activate the **SKIP** key by mistake, how do you deactivate it?	3. By touching the **SKIP** key again. (Touching **RESET** would also clear the memory.)
4. How do you locate a specific line on the tape?	4. Touch **SEARCH**, type enough words of the line to distinguish the line, then touch **SEARCH** again.
5. Can you search in Play? in Record? in Edit? in Transfer?	5. Yes
6. How do you make a duplicate of the tape?	6. In Transfer, touch **SEARCH, SEARCH.**
7. What happens if you are searching for a line and the 1200 can't find the line?	7. The 1200 continues searching the entire tape and stops when it reaches an E.O.D. code. To interrupt the process, touch **RESET**, which stops the searching procedure.

QUESTION	ANSWER
8. If the 1200 can't find a line, what should you do if you are in **TRANSFER**?	8. Rewind the tape. You probably typed incorrectly the line you were searching for. Then **PLAY SEARCH** to a point on each tape where you know everything is correct. Switch back to **TRANSFER** and continue from this point.
9. When would you not correct a tape?	9. If you need only a single copy of the document there is no need to correct the tape. Corrections are made on paper only.

UNIT III

PLAYBACK AIDS

INTRODUCTION

In the previous two units, you have learned how to record tapes making corrections while recording as well as making corrections after a tape is recorded. This next unit deals with the setting of formats (e.g. margins and tabs), playing back documents in **ADJUST** or **JUSTIFY** to smooth out the right margin, single or double spacing, and other playback aids such as: required hyphens, centering codes, required tabs and required return. Go on in this unit to find out how all of these features can benefit you in your daily routines.

UNIT III - CHAPTER 1

PLAYBACK IN DIFFERENT MODES

In Units I and II, a document was played back with the **SAME** button down, which meant that each line was played back the same length that you typed it. You can produce a smoother right margin by changing the length of the lines with the **ADJUST** or **JUSTIFY** buttons. In this chapter you are going to playback the same document in **SAME**, **ADJUST** and **JUSTIFY**, in order to note the difference in how the right margin is produced.

STARTING STEPS:

1. *PRERECORDED TAPE #1 (corrected version) (in right holder)*
2. *RIGHT*
3. *PLAY*
4. *SAME*
5. *REWIND*

TASK: PLAY BACK THE COPY IN SAME

SAMPLE OF COPY IN SAME

John Roberts of Boston, Massachusetts, (hereinafter called the "Donor") hereby transfers the sum of $234,000.00 to Lawrence Smith of Boston and Randolph Wolf of Cambridge (hereinafter with their successors in trust called the "Trustees") for the purposes and subject to the provisions hereinafter set forth.

The Trustees hereby acknowledge that they have received said sum in trust and declare that they will hold, manage and invest the same, together with the proceeds of any policies of insurance paid to them and any other property which may hereafter be transferred to the trust by gift, will, or otherwise from the Donor or anyone else and accepted by them as Trustees; and after paying or making provision for all expenses of the trust, including reasonable compensation for their services, will dispose of the trust property and the net income therefrom as hereinafter provided.

Upon the death of the Donor, the Trustees shall dispose of the remaining principal of the trust, including any property to which they are entitled as follows:

HOW TO DO: PLAYBACK IN SAME

1. Touch **AUTO/START**
   Stop playout halfway down the page.
   Playback looks exactly as typed.

SAME

line length
unchanged

PLAYBACK IN ADJUST

STARTING STEPS

1. *PRE-RECORDED TAPE #1 (CORRECTED VERSION) (in right recorder)*
2. *RIGHT*
3. *PLAY*
4. *REWIND*

TASK: PLAY BACK THE COPY ADJUSTED

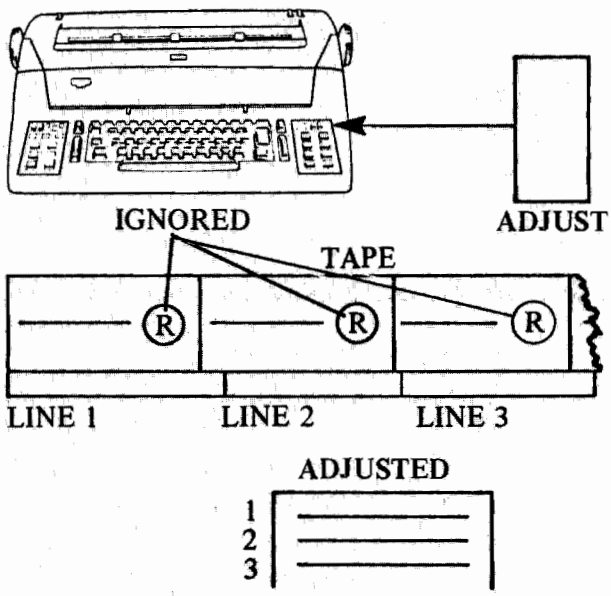
SAMPLE OF COPY IN ADJUST

John Roberts of Boston, Massachusetts, (hereinafter called the "Donor") hereby transfers the sum of $234,000.00 to Lawrence Smith of Boston and Randolph Wolf of Cambridge (hereinafter with their successors in trust called the "Trustees") for the purposes and subject to the provisions hereinafter set forth.

The Trustees hereby acknowledge that they have received said sum in trust and declare that they will hold, manage and invest the same, together with the proceeds of any policies of insurance paid to them and any other property which may hereafter be transferred to the trust by gift, will, or otherwise from the Donor or anyone else and accepted by them as Trustees; and after paying or making provision for all expenses of the trust, including reasonable compensation for their services, will dispose of the trust property and the net income therefrom as hereinafter provided.

1. Find and depress the **ADJUST** button.
   The **ADJUST** button, when used in playback, directs the 1200 to change the length of the lines in order to smooth out the right margin. In doing this, the 1200 looks at the next two lines to be typed and puts on one line as many words as it can without exceeding a 65-character line. The **RETURNS** on tape are ignored and the 1200 puts in **RETURNS** of its own.

2. Touch **AUTO/START**
   Stop playout in the middle of the page by touching **CHAR/STOP** key. Compare the playback in **ADJUST** with the playback in **SAME**. Notice how the 1200 shortens each line to conform with a length of 65 characters. In a later chapter you will learn how to set different line lengths.



PLAYBACK IN JUSTIFY

STARTING STEPS

1. PRE-RECORDED TAPE #1
(corrected version) (in right recorder)
2. RIGHT
3. PLAY
4. REWIND

TASK: PLAYBACK A DOCUMENT IN JUSTIFY

SAMPLE OF COPY JUSTIFIED

John Roberts of Boston, Massachusetts, (hereinafter called the "Donor") hereby transfers the sum of $234,000.00 to Lawrence Smith of Boston and Randolph Wolf of Cambridge (hereinafter with their successors in trust called the "Trustees") for the purposes and subject to the provisions hereinafter set forth.

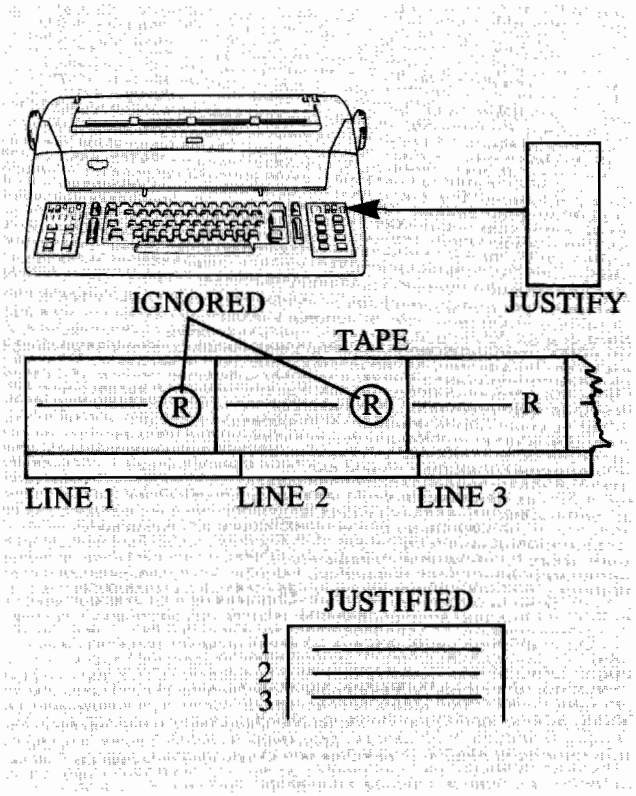
The Trustees hereby acknowledge that they have received said sum in trust and declare that they will hold, manage and invest the same, together with the proceeds of any policies of insurance paid to them and any other property which may hereafter be transferred to the trust by gift, will, or otherwise from the Donor or anyone else and accepted by them as Trustees; and after paying or making provision for all expenses of the trust, including reasonable compensation for their services, will dispose of the trust property and the net income therefrom as hereinafter provided.

HOW TO DO: PLAYBACK IN JUSTIFY

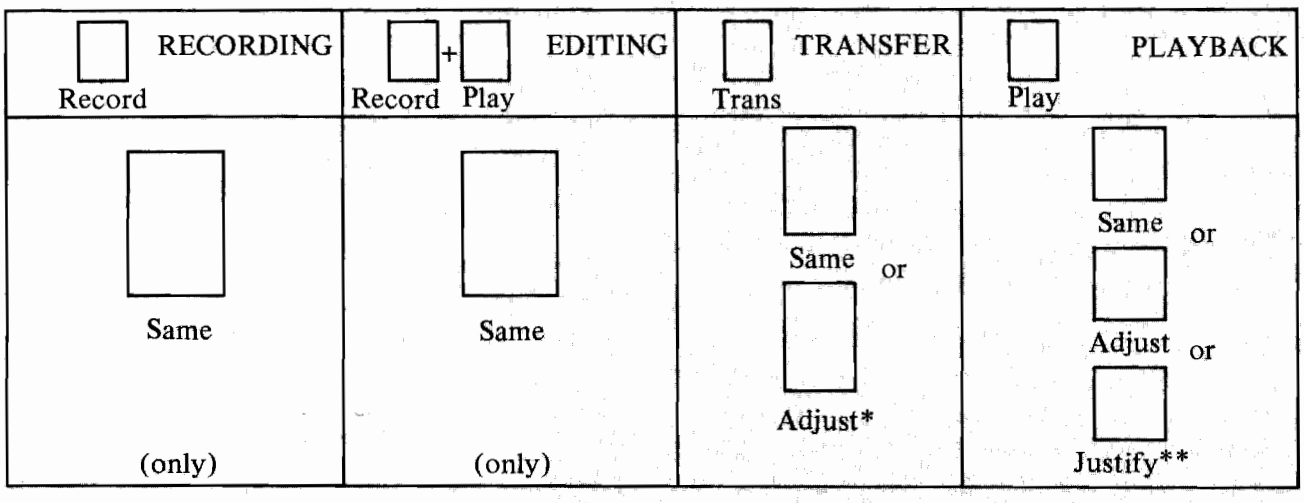
1. Find and Depress the **JUSTIFY** button.
   When the **JUSTIFY** button is used in playback the 1200 looks at more than one line at a time, and decides how many words it can put on each line to make each line the same length – in this case 65 characters. The 1200 adds spaces to a line in order to have the perfect margin. The 1200 ignores the **RETURNS** on the tape putting in new ones at the end of each line of type.

2. Touch **AUTO/START**
   Stop playback in the middle of the page by touching the **LINE** key. Compare the playback in **JUSTIFY** with the playback in **SAME** and **ADJUST**. Notice the difference in each right margin. In **JUSTIFY** the 1200 produces a perfect right margin by adding extra spaces to the line.

NOTE:
In **JUSTIFY**, *the* **CHAR/STOP** *key* **will not** *stop playback at a character, but at the end of the line.*



WHEN TO USE PLAYBACK CONTROL BUTTONS



*You can **TRANSFER** in **ADJUST**, however the 1200 doesn't permit searching in **ADJUST**.
You cannot playout a document in **JUSTIFY by **WORD** or **CHARACTER**. The 1200 looks at whole lines in order to **JUSTIFY**. Use only the **LINE**, **PARA**. or **AUTO/START** keys. **CHAR/STOP** key stops playback at the end of a **LINE**.

CHAPTER REVIEW CHECK LIST

- **SAME** produces each line as it was recorded and unchanged in length.
- **ADJUST** changes the length of each line ignoring **RETURNS** to smooth out the right margin.
- **JUSTIFY** changes the length of each line ignoring **RETURNS** to make each line the same length.

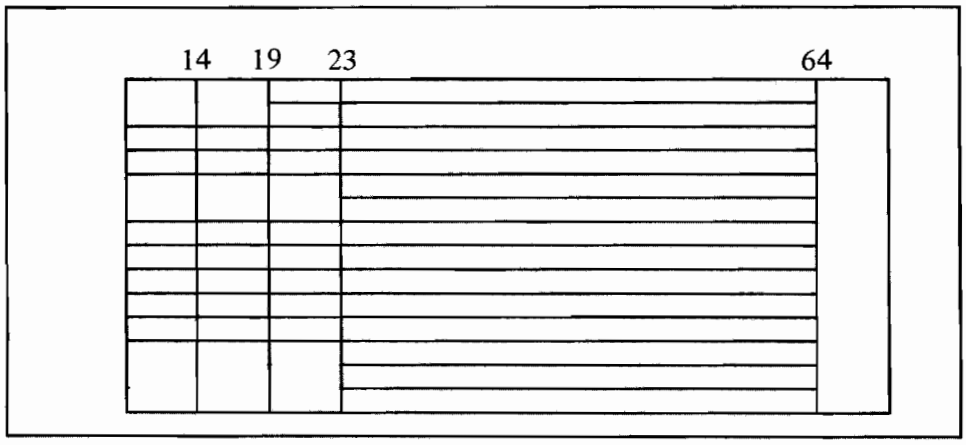
UNIT III CHAPTER 2

SETTING A FORMAT AND ADJUST ZONE

The following method is used to tell the 1200 where to set margins and tabs.

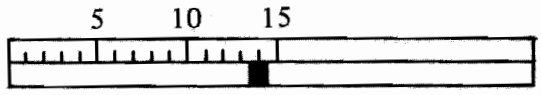
STARTING STEPS
1. *WORK TAPE in right recorder*
2. *RIGHT*
3. *REWIND*
4. *RECORD*
5. *SAME*

TASK: SETTING MARGINS & TABS



HOW TO DO: SET A FORMAT

1. Set the left margin manually at 14 as on any Selectric typewriter, then touch **RESET**.



1200 preset at 65 characters from left margin.

> NOTE:
> *When you turn the 1200 on, the right margin is automatically set at 65 characters from the left margin indicator. If a different right margin is needed or if tabs need to be set the 1200 must learn the new margins and Tabs.*

2. Touch the **CODE** key.

3. Strike the ℓ key.
   [learn(] is typed out which tells the 1200 to get ready to learn some new instructions.

```
learn(
```

> NOTE:
> *Everywhere in this manual, where you are to use the lower case "ℓ" key, the key is shown as ℓ. Everywhere in this manual where you are to use the number one key, or the key with the word "page" shown on the bottom, the key is shown as 1. Please be careful to strike the correct key.*

4. Strike the *f* key.
   The 1200 types in *format* which means the 1200 is ready to learn **TABS** and a new margin and then tabs over to the right margin automatically lcearing out any old tabs, carrier returns and types @.

```
learn(format
@
```

5. Space over to 19 and set a tab by striking the **SET TAB** key.
   The 1200 types in a T where the tab is set.

```
learn(format
@     T
```

6. Space over to 23 and set a tab by striking the **SET TAB** key.

```
learn(format
@     T     T
```

> **NOTE:**
> *You can set up to seven* **TABS** *in this manner.*

7. Space over to 64 where the right margin is to be. Strike the) (end parenthesis) key. (Use **SHIFT** key as this is uppercase)

The 1200 types in a [)] and automatically returns the carrier. This tells the 1200 where the right margin is and also tells the 1200 the **LEARN** condition is ended.

```
learn(format
@     T     T          )
```

> **NOTE:**
> *These new margins and tabs are in the memory of the 1200, they remain in the 1200 until changed or until the 1200 is turned off. When the latter happens the 1200 is reset to a right margin of 65 characters from the left margin indicator, with no* **TABS.**

> **NOTE:**
> *Although the* **RECORD** *button is depressed when you set the format, you do not have to be in* **RECORD** *to set a format. You can be in* **PLAY, RECORD, TRANSFER** *or* **EDIT,** *because in the* **LEARN** *condition, the tape is not affected. The format is set in the memory only at this point.*

Margins and Tabs can be recorded on tape.

8. Touch the **CODE** key.

9. Strike the *b* key.

> **NOTE:**
> *A format is recorded as one line on the tape, but not until you* **CODE** *b.*

PRACTICE PROBLEMS: Practice learning these new formats into the memory and recording them on tape. Be sure to code ℓ *f* before each new format setting.

1. Left margin indicator at 20
   Tabs at 25, 62, 79
   Right margin at 100
2. Left margin indicator at 29
   Tabs at 41, 50, 60, 80
   Right margin at 62

3. Left margin indicator at 42
   Tabs at 63
   Right margin at 72

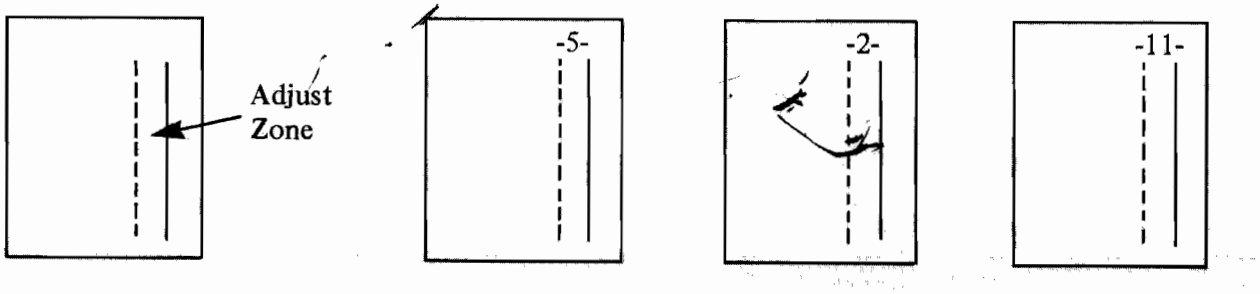
> **NOTE:**
> *If you touch the wrong key any time in this learn format procedure, the 1200 types ???, clears all the* **TABS** *again and retypes* learn(format. *You do not have to type code 1 f again.*

SETTING AN ADJUST ZONE

If you wish to have a tighter margin than is produced when the **ADJUST** key is used, you must set an **ADJUST** zone when you set the format. The 1200 ends all lines within this **ADJUST** zone when the Document is played back in **ADJUST**. (Variable adjust). If the 1200 cannot end the line within the **ADJUST** zone, the bell rings, the playback stops and the **NO ADJUST** light comes on.

In a standard electric typewriter, a bell rings 10 characters before the right margin to warn you. These 10 spaces before the right margin are called the **ADJUST ZONE.**

In variable adjust mode, you inform the 1200 how many characters may go into this zone and how small the size of this zone is going to be. This zone can vary from 1 to 99 characters. The smaller the zone, the tighter the right margin.



STARTING STEPS

1. PRE-RECORDED TAPE #1 (corrected version) in right recorder.
2. RIGHT
3. ADJUST
4. PLAY
5. REWIND

TASK: YOU ARE GOING TO SET THE FOLLOWING FORMAT:

Left Margin at 10
Tabs at 20 and 30
an ADJUST ZONE of 5 characters
Right margin at 80.

HOW TO DO: SETTING ADJUST ZONE

1. Set Left Margin at 10, touch **RESET**

2. Touch **CODE** key and strike ℓ, *f*

```
learn(format
@
```

3. Set tabs at *20* and *30*

```
learn(format
@          T      T
```

4. Space over to 75 and strike the *a* key *five* times. (lower case)

> NOTE:
> *The number of times the "a" key is used tells the 1200 the size of the adjust zone. (Each "a" represents a character.) This variable adjust zone is 5 characters wide.*

```
learn(format
@          T      T      aaaaa
```

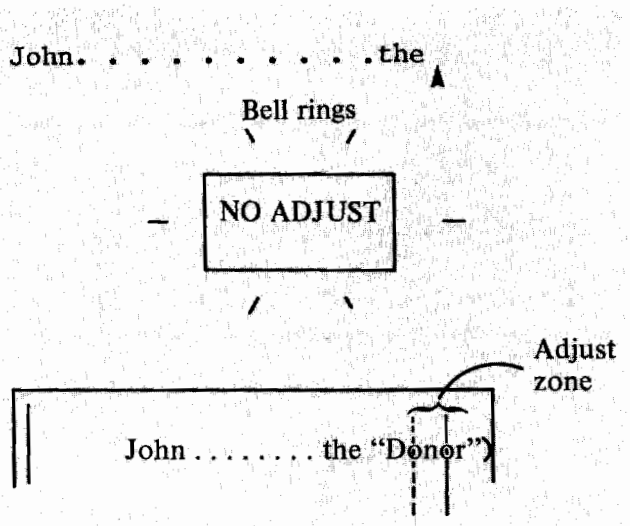
5. Strike)
   The variable adjust format is now set.

```
learn(format
@          T      T      aaaaa)
```

HOW TO DO: PLAYBACK A DOCUMENT
IN VARIABLE ADJUST

---

1. Touch **AUTO/START**
   Notice the 1200 stops at the end of the first line, the bell rings and the **NO ADJUST** light comes on.



The 1200 stops when it reaches a word before the zone which if played out will exceed the adjust zone.
You decide here what to do.

---

2. Touch **AUTO/START**
   The 1200 types *"Donor"* on this line, carrier returns and continues typing.

```
John. . . . . .the Donor")
. . . . . .etc ►
```

---

3. The 1200 stops again because the word *provisions* will not fit.

```
Trust called. . . . . .to the
```

---

4. Touch **CHAR/STOP** *three* times.

```
Trust called. . . . . .to the pro
```

---

5. Strike the hyphen key. (a hyphen is typed and the carrier returns)

```
Trust called. . . . . .to the pro-
```

HOW TO DO: PLAYBACK A DOCUMENT
IN VARIABLE ADJUST

---

6. Touch **AUTO/START**

```
Trust called. . . . . .pro-
visions...etc. ►
```

When the 1200 stops again

```
by them. . . . . for all
```

7. Touch **CHAR/STOP** *twice*

```
by them. . . . . for all ex-
penses of the trust. . .etc.►
```

---

8. Strike *hyphen* (the carrier returns automatically)

---

9. Touch **AUTO/START**

When the 1200 Stops again

```
penses of the trust. . . . .for their
```

10. Strike **RETURN**

---

11. Touch **AUTO/START**
The 1200 will put the entire word on the next line and continue typing.

```
penses of the trust. . . . . .for their
services, will. . . . . .etc.►
```

12. Continue in this manner.

TASK: DOCUMENT PLAYED BACK IN VARIABLE ADJUST, WITH RED LINES INDICATING WHERE 1200 STOPS.

John Roberts of Boston, Massachusetts, (hereinafter called the "Donor") hereby transfers the sum of $234,000.00 to Lawrence Smith of Boston and Randolph Wolf of Cambridge (hereinafter with their successors in trust called the "Trustees") for the purposes and subject to the provisions hereinafter set forth.

The Trustees hereby acknowledge that they have received said sum in trust and declare that they will hold, manage and invest the same, together with the proceeds of any policies of insurance paid to them and any other property which may hereafter be transferred to the trust by gift, will, or otherwise from the Donor or anyone else and accepted by them as Trustees, and after paying or making provision for all expenses of the trust, including reasonable compensation for their services, will dispose of the trust property and the net income therefrom as hereinafter provided.

NOTE:
You might compare this playback (variable **ADJUST***) with the playback in simple* **ADJUST**. **RESET** *the format without the* **ADJUST** *zone and compare the difference in output.*

CHAPTER REVIEW CHECK LIST

- A format is learned into the 1200's memory by **CODE**, ℓ, f, set Tabs.,)
- The 1200 is preset when turned on to have a right margin at 65 characters from the left margin indicator.
- A variable adjust zone is set into a format by **CODE**, ℓ, f, set Tabs, aaa..?). A variable **ADJUST** format is recorded by touching **CODE** b.
- Seven Tabs can be set and recorded in a format.
- To record a format on a cassette, place the 1200 in **RECORD**, then **CODE** b.
- When the 1200 stops during playback with the **NO ADJUST** light on in **VARIABLE ADJUST** there are 3 options available.

  1. Playback by character part of the word and hyphenate it. The carrier returns automatically. Touch **AUTO/START**, the remainder of the word goes on the next line and 1200 continues.

  2. Touch **AUTO/START**. The 1200 types the entire questionable word on the line, carrier returns and continues typing.

  3. Touch **RETURN**, then **AUTO/START**. The questionable word goes on the next line and 1200 continues.

- The 1200 is put into the format learning condition by touching **CODE**, ℓ, **f** keys. You can code **LEARN** anytime, whether you are in **RECORD, EDIT, TRANSFER** or **PLAY**, because the **LEARN** condition does not affect the tape, until you **CODE b.**
- Formats are learned into the memory of the 1200. If you want to record a format on a tape, you must then **CODE b.** Any format which is in the memory gets recorded when **CODE b** is used.
- Any tabs learned into the memory are erased when the 1200 is turned off. However, the typewriter tab stops are still in the position of the previous format. It is recommended before starting a new day's work, to set a new format or clear the old tabs on the typewriter.
- If you **TRANSFER** a document in variable **ADJUST**, the new tape will be recorded with the new line length and hyphens.

PRACTICE PROBLEM

1. Set a variable adjust zone of 4 characters long, Left Margin 30, Right Margin 50.

2. Set a variable adjust zone of 7 characters long. Left Margin 10, Right Margin 90.

```
learn(format
@           aaaa)
learn(format
@         aaaaaaa)
```

UNIT III CHAPTER 3

SETTING UP A LETTER

The letter you are to type in this chapter introduces you to several new concepts. You are going to learn about recording formats on tape, recording addresses and short lines, required **RETURNS**, centering codes, required hyphens, and required Tabs, all of which can be used in your everyday work procedures.

STARTING STEPS:

1. *WORK TAPE in right recorder*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *REWIND*
6. *LEFT MARGIN - 14*
   TABS - 19 and 23
   RIGHT MARGIN - 64

TASK: RECORDING A LETTER

---

code "b"
Mr. John Smith CODE RETURN
Wang Laboratories CODE RETURN
836 North Street CODE RETURN
Tewksbury, Massachusetts 01876 RETURN
RETURN
Dear Mr. Smith: RETURN
RETURN
TAB It is with great appreciation that I am RETURN
returning the literature you sent me regarding RETURN
the Wang 1200 Cassette Typewriter. My RETURN
comments are as follows: RETURN
RETURN
CODE O Comments RETURN
CODE O Wang Cassette Typewriter RETURN
RETURN
TAB The System as described in your literature RETURN
would be of enormous benefit to my clerical RETURN
staff. Since we have many mailings in which RETURN
only the address and salutation changes, they RETURN
could use the two-tape system to: RETURN
CODE TAB make up a permanent copy of the letter RETURN
on one tape and a list of the addresses and salutation RETURN
on the other tape then merge the two tapes for a RETURN
single, individualized letter. CODED RETURN
Our customers are quite impressed when they receive what appears RETURN
to be personalized letters. There are three other points RETURN
which I would like to stress as important to my secretaries. RETURN
CODE TAB 1. CODE TAB Ease of decimal alignment RETURN
makes a very unpleasant chore no longer RETURN
a chore. CODE RETURN
CODE TAB 2. CODE TAB Corrections are quite simple to make and greatly RETURN
increase the production of a perfect final RETURN
copy. CODE RETURN
CODE TAB 3. CODE TAB Being able to search directly to any line RETURN
on a tape without typing out all the RETURN
material before impresses me greatly. CODE RETURN
TAB I see these benefits as only a beginning of what the RETURN
1200 can do for us. I will be contacting your local salesman RETURN
immediately for a demonstration and talk. RETURN
RETURN
Thanks again, RETURN
RETURN
RETURN
Barry Gonzales CODE RETURN
ABC Electric Company CODE RETURN
South Street CODE RETURN
Spokane, Washington RETURN
code "/"

HOW TO DO: RECORD LETTER

1. Set **MARGINS** and **TABS** — **CODE** ℓ, *f, SET TABS,*)

2. Record Format on Tape — **CODE** *b*

RECORDING ADDRESSES & SHORT LINES

3. Type Section (1) of this letter. (address, salutation, and spacing) Using **CODED RETURNS** where indicated, by touching **CODE** key, striking **RETURN** key.

CODE RETURNS = ENFORCED RETURNS

NOTE:
A **CODED** *return, a double return, a return plus a Tab, or a return plus spaces are all treated as* **ENFORCED RETURNS.**

WHEN USED: To prevent a line from being adjusted in playback. The 1200 never ignores an enforced **RETURN.** Coded returns stop short lines or addresses from being adjusted.

4. Type Section (2) of this letter as shown. (Do not code **RETURNS** as you might want to either **ADJUST** or **JUSTIFY** the margin in playback.)

CENTERING

The two lines of SECTION 3 need to be centered. The 1200 will automatically center these lines. By using **CODE** o before typing the line you direct the 1200 to center the line. The o must be lower case.

CODE *o* = To Center Line

5. Touch **CODE**, strike *o* (lower case), type *Comments* Strike **RETURN**.

oComments -R

6. Touch **CODE**, Strike *o* (lower case) type, *Wang Cassette Typewriter*, Strike **RETURN**.

oWang Cassette Typewriter -R

7. Strike **RETURN**

In Section 4 of this letter there are two new concepts introduced: (1) underlining and (2) required hyphens.

UNDERLINING

A word is underlined by backspacing to the beginning of the word and underlining it as you would on any typewriter.

The System. . . . . .
would be of enormous. . . . . .
staff . . . . . .
only. . . . . .

8. Type the first four lines of Section 4.

HYPHENS

Hyphens that are part of the spelling of a word, such as in mother-in-law, are considered required hyphens. Hyphens that occur at the end of a line when you split a word that won't fit are not required hyphens. Required hyphens will remain in the word even if you play the document out in **ADJUST** or **JUSTIFY**. Non-enforced hyphens will automatically not print if they no longer fall at the end of a line in **ADJUST** or **JUSTIFY**.

9. Type *could use the*	`could use the`
10. Type *two*	`could use the two`
11. Touch *CODE*, strike –	`could use the two-`
12. Type *tape*	`could use the two-tape`
13. Finish typing the line	`could use the two-tape system to:`

NOTE:
*A hyphen is enforced by either coding the hyphen (***CODE***, hyphen), by leaving a space before the hyphen or a space after the hyphen.*

REQUIRED HYPHENS
CODE hyphen
or
space -
or
- space

CODED TABS FOR INDENTING SUBPARAGRAPHS (Required)

Section (5) of this letter is a subparagraph. To have each line automatically indented the first Tab is coded.

14. Touch Code Strike **TAB** and type the first line of Section 5 including the carrier **RETURN.**
    Notice when the carrier **RETURNS** the 1200 automatically tabs in.

WHEN USED: To cause automatic indenting of subparagraphs and to allow for adjustment of lines in playback.

```
C
 make up a permanent copy of the letter
T
```

15. Type the remaining lines of the subparagraph using a **CODE RETURN** on the last line.

CODE **RETURN**

EXITS 1200 from CODE TAB

ON TAPE AS FOLLOWS

C T make. . . . .R	on. . . . . .salutation R	on. . . . . .for a R	single. . . . . .CR

C = coded

The **CODED TAB** is recorded only on the first line of the subparagraph. When the 1200 reads the coded tab from the tape, it remains in the memory, causing the next line to be automatically indented. It is not until the 1200 encounters the **CODED RETURN** that the automatic indenting ends. That is why the coded **RETURN** is used at the end of the subparagraph, to exit the 1200 from the **CODED TAB.**

16. Type Section (6) of this letter exactly as shown.

NUMBERING SUB-PARAGRAPHS

Section (7) of this letter shows you how to number sub-paragraphs. **CODED TABS** are used again to prevent adjustment of line in playback.

17. Type sub-paragraph #1 as shown, remembering to **CODE RETURN** at the end of each sub-paragraph.

ON TAPE AS FOLLOWS

C/T 1. C/T Ease. . . . . .ment R	make. . . .R	a chore CR	C/T 2

Notice when 2 **CODE TABS** are used the 1200 automatically indents twice.

18. Finish Section (7).

19. Record an E.O.D. code at the end.

Again the **CODED TABS** are only recorded on the first line of the subparagraph, but all other lines are automatically indented because the **CODED TABS** are remembered in the memory.

STARTING STEPS: PLAYING BACK

1. *RIGHT*
2. *PLAY*
3. *REWIND*
4. *ADJUST*

TASK: PLAY BACK THE DOCUMENT IN ADJUST

HOW TO DO:

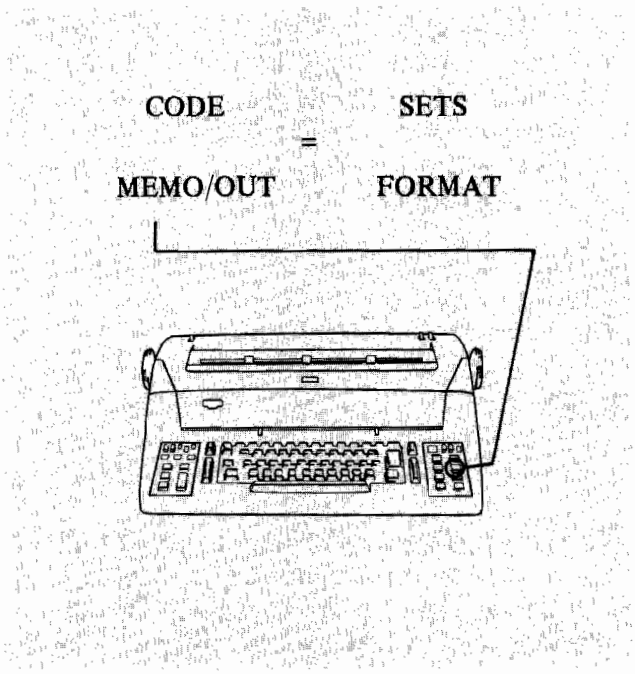
Play back the document you just recorded.

1. Touch **CODE** key.

2. Find the Touch **MEMO/OUT** key.

> **NOTE:**
> **CODE MEMO (OUT)** *searches through a tape until it finds a format then sets the format into the typewriter. The* **CODE MEMO/OUT** *procedure recalls a format from a tape. It is necessary to* **CODE MEMO (OUT)** *before playing out a document if you have changed the format since recording the document or if you have turned the 1200 off, as the format would no longer be in the memory.*

3. Touch **AUTO/START.**



CORRECTIONS

After playing out the document you should proofread it and make your corrections. The copy from which you make your corrections should be in **SAME**, otherwise you will not be able to tell how a line begins or ends on the tape. The method used should be decided first, either ① Use **TRANSFER** ② Use **EDIT** or ③ Make paper corrections only. The method used depends upon your needs and the degree of the error.

1. Make your corrections.

HINTS FOR CORRECTING DOCUMENT CONTAINING CODED TABS AND CODED o.

1. When searching to a line which contains a **CODED TAB**, a tab or spaces at the beginning, there is no need to search the **TABS** or the spaces when searching. Simply search the first word of the line.

2. When searching a line with a **CODED** "o" you must search the **CODED** "o".

3. To eliminate a **CODED TAB**, a **TAB**, a **RETURN** or a **CODED RETURN** from a tape, these are recorded as characters, therefore delete them as you would any character.

4. When playing back a line with a **CODE** "o" on it, the entire line will be played back, whether you touch the **CHAR, WORD**, or **LINE** key. Therefore, in order to make a correction on this line you must retype the entire line, plus the **CODED** "o" and **RETURN.**

5. After making corrections on lines containing **CODED TABS**, the 1200 will automatically **TAB** in on the next line. You now need to cancel the **CODED TAB**, because you want to be at the left margin. In order to cancel the **CODED TAB**, you can:

   a. Switch to play and hit **CODE RETURN,**
      or

   b. Search to the line which has the **CODED RETURN** on it and play it out.

6. When searching to a line beginning with an underlined word, you must **SEARCH** the line as it appears. That is touch **SEARCH**, type the word, then backspace and underline the word, then touch **SEARCH** again.

7. When searching for a word containing an enforced hyphen (either a coded hyphen or a hyphen with a space before or after it) you MUST code the hyphen when searching for it.

8. When searching for a period make sure that you type the proper case, upper or lower. The 1200 cannot find a lowercase period when it was typed in upper case.

9. If you are not sure what character was typed in, type a space. The 1200 does not compare for spaces.

CHAPTER REVIEW CHECK LIST

- **CODE** o is used to center a line, lower case o only.
- A word is underlined by backspacing to the beginning of the word and underlining.
- A **CODED** or Required hyphen is used to prevent a hyphen from being removed from a document automatically by the 1200 in **ADJUST** or **JUSTIFY** (Chapter 1).
- A Coded **TAB** must be used to indent subparagraphs if the document is later to be played out adjusted or Justified (Chapter 1). You cannot manually tab in on each line.
- Each line of an address on a letter must be ended with a required **RETURN (CODED RETURN)** if the document is later to be played out adjusted or justified (Chapter 1).
- If you wish to record a series of hyphens, usually for decorative purposes, such as in:
  ---------- City of Boston ----------
  you must code the first hyphen after any group of words and all the other hyphens following will be automatically recorded as required hyphens. This is necessary even if you play the document out in the **SAME** condition.

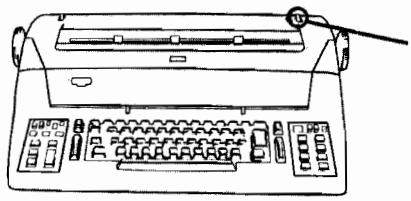
UNIT III CHAPTER 4

SINGLE AND DOUBLE SPACING

Documents are often prepared where sections are double spaced while the rest of the document is single spaced. There are three ways of telling the 1200 to single or double space an entire document, but when a single document contains different spacing, there is only one way to do this.

1. MANUALLY SETTING THE SPACING

The indicator on the typewriter can be set manually to single or double spacing.



Recommendation:

This lever should always be left at single spacing, and use the other methods available for controlling the spacing.

2. SETTING THE SPACING INTO THE MEMORY OF THE 1200

1. To Double Space, touch the **CODE** key, strike the bracket key ( ]) lower case and the d key (lower case).

Double Spacing

```
]   d

] = d
```

2. To Single Space, touch the **CODE** key, strike the bracket key ( ]) or the left most key in the top row of the typewriter keyboard (lower case) and strike the s key (lower case).

Single Spacing

```
]   s

] = s
```

3. RECORDING SPACING ON TAPE

STARTING STEPS:

1. *WORK TAPE IN RIGHT RECORDER*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *REWIND*

TASK: RECORD THIS SHORT DOCUMENT IN SINGLE AND DOUBLE SPACING

The Wang Cassette Typewriter is the only typewriter that is truly automatic. Its unique memory has several very useful features including:

CODE]=d

The ability to switch automatically from single to double space within the body of a document, without any operator intervention and without changing the spacing lever on top of the typewriter.

CODE]=S

CODE/

HOW TO DO: RECORD DIFFERENT SPACING

1. Type the 1st paragraph.

> **NOTE:**
> *When the 1200 is turned on, it is preset to type single spaced.*

preset = single

2. The next paragraph is double space. Touch **CODE**, and strike the] and d keys.

> **NOTE:**
> *1200 automatically line feeds twice to indicate to you that it will now line feed twice each time the* **RETURN** *key is used.*

] = d

3. Type the next paragraph.
   When you record a section of the document in double space, you must always cancel that condition at the end of that section or at the end of the document.

4. Record a single document code.

CODE] s
] = s

5. Record an E.O.D. code.

6. Rewind & Playout document
   REWIND
   PLAY
   ADJUST

CHAPTER REVIEW CHECK LIST

- The 1200 is preset to Single Space when turned on.
- If a double spacing code is used (]=d), you must cancel this from the memory by typing a (]=s) code.
- Always leave the typewriter single or double spacing indicator at single.

> **NOTE:**
> *Single and double spacing is discussed in greater detail in Unit V, Chapter 1.*

UNIT III CHAPTER 5

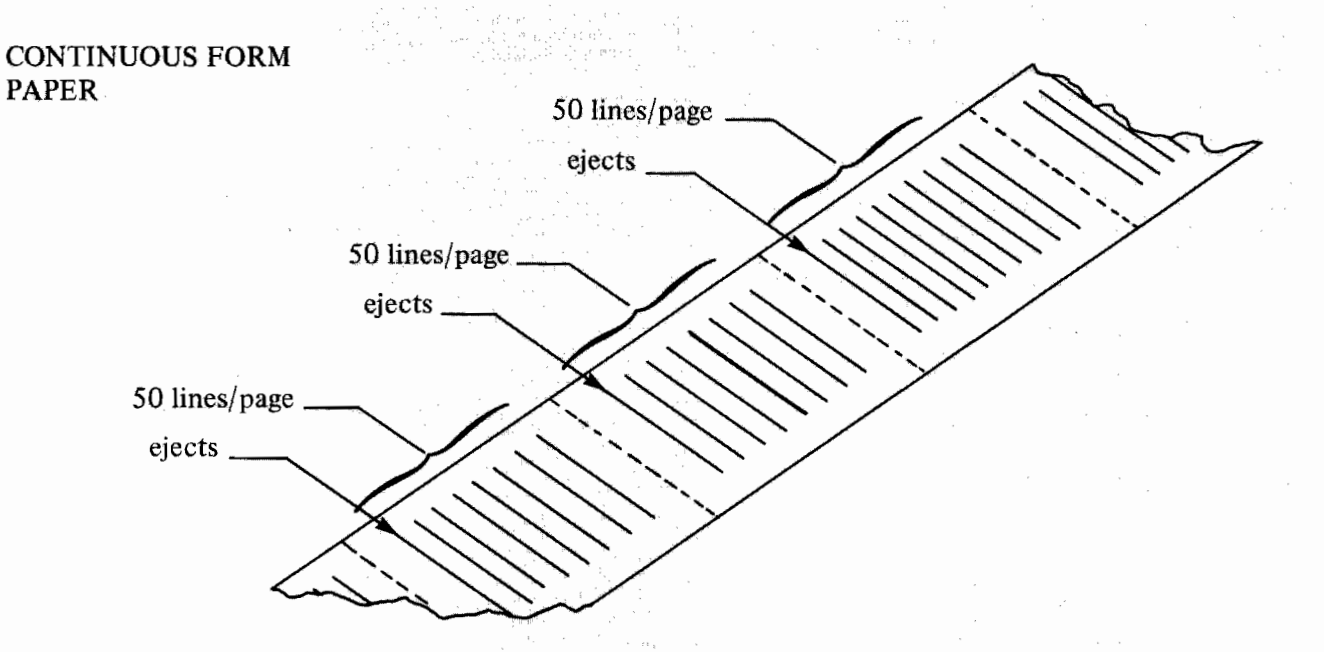
ENDPAGE CONDITIONS

When using continuous form paper, you wish the 1200 to type a page at a time of a lengthy document and then eject the paper and start the next page on a new sheet. The 1200 can be directed to do this with an endpage instruction.

STARTING STEPS:

1. *PRE-RECORDED TAPE #1 (CORRECTED VERSION) (IN RIGHT RECORDER)*
2. *RIGHT*
3. *ADJUST*
4. *PLAY*
5. *REWIND*

TASK: PLAYBACK PRE-RECORDED TAPE ON CONTINUOUS FORM PAPER-EJECTING AT THE BOTTOM OF THE PAGE



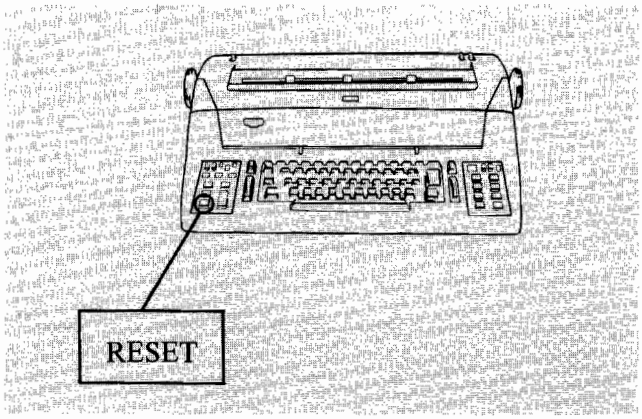
HOW TO DO: ENDPAGE - EJECT

1. Tell the 1200 to eject after each page is typed by touching the **CODE** key and striking the ℓ, *e*, and *e* keys (lower case).

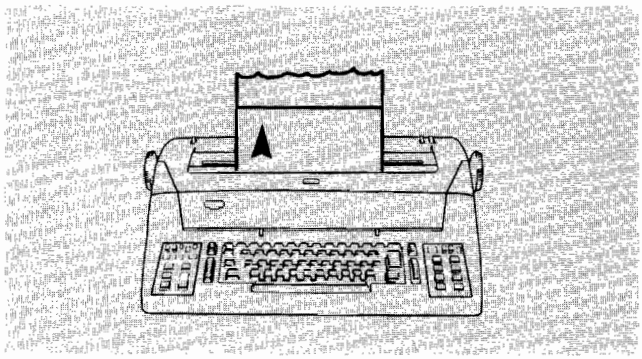
> **NOTE:**
> *The 1200 is preset to type 50 lines/page on 11 inch paper when turned on. Therefore, when using the endpage eject command, the 1200 will count out and type 50 lines, then eject to a new page, type 50 lines on that page and so on.*

2. Touch **RESET**.

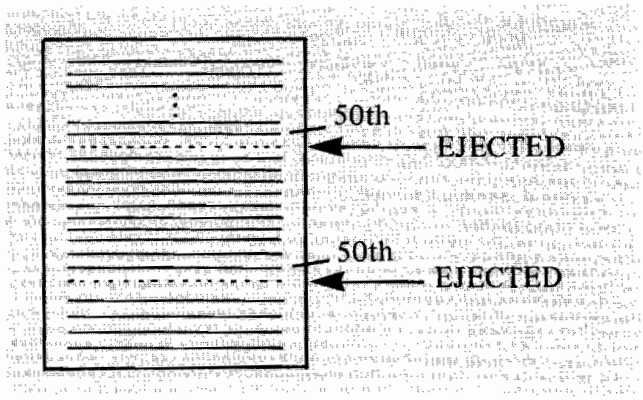
> **NOTE:**
> *The* **RESET** *key sets the internal line counter back to zero. When a document is being played out where it is important for the 1200 to count lines (as with eject) the* **RESET** *key must be used to set the line count to zero just before playback of the first page is begun. (Depressing* **REWIND** *also* **RESETS** *the line counter.)*



3. Move the platen to about 8 lines below the top of a clean page.



4. Touch **AUTO/START.**
   Stop the playback after a few pages are typed, by touching **CHAR/STOP** key.



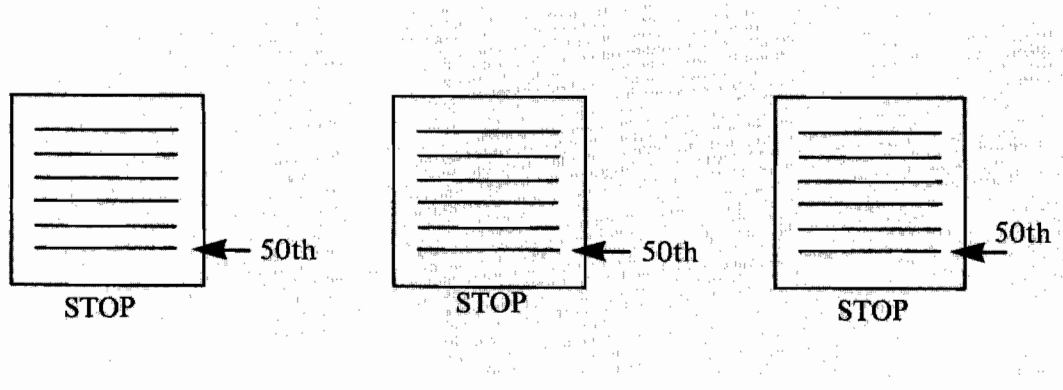
NOTE:
Once the endpage-eject condition is learned into the 1200, it will be remembered until the 1200 is turned off or you change it.

In many cases you may wish to play back a lengthy document one page at a time on single sheets of paper. This requires a different endpage condition other than eject. You would want the playback to stop after each page.

STARTING STEPS:

1. *PRE-RECORDED TAPE #1 (Corrected Version) (In Right Recorder)*
2. *RIGHT*
3. *ADJUST*
4. *PLAY*
5. *REWIND*
6. *SINGLE SHEETS OF PAPER (3)*

TASK: PLAYBACK PRE-RECORDED TAPE #1 ON SINGLE SHEETS OF PAPER, STOPPING AFTER EACH SHEET IS TYPED



HOW TO DO: ENDPAGE = STOP

After the 1200 types 50 lines on a single sheet, it is necessary to have the 1200 **STOP** so that a clean sheet can be inserted.

1. Direct the 1200 to **STOP** after it types each page by touching the **CODE** key and striking the ℓ, *e*, *s* keys. (lower case)

NOTE:
Once the endpage=STOP condition is learned into the 1200, the 1200 will remember this condition until you turn the 1200 off or until you change it.

```
learn(endpage=stop)

l  e  s
```

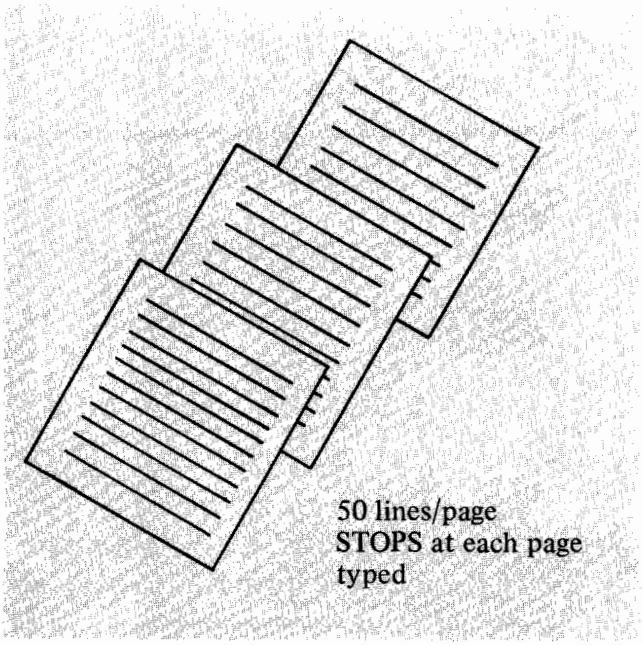
2. Touch **RESET** to set the line counter to zero.

3. Move the platen to about 8 lines below the top of a clean page.

4. Touch **AUTO/START**

5. When machine stops put in new piece of paper. Touch **AUTO/START**. [Do not touch **RESET**.]

6. Repeat step 5 two times.



TURNING OFF ENDPAGE CONDITIONS

Both the endpage-eject and endpage-stop conditions are remembered in the 1200's memory until you erase them by either turning the main power switch off or by keying in an endpage = play condition. The endpage = play condition continues playback beyond the 50 lines or ignores the line count. This condition is the normal or preset condition of the 1200 when turned on.

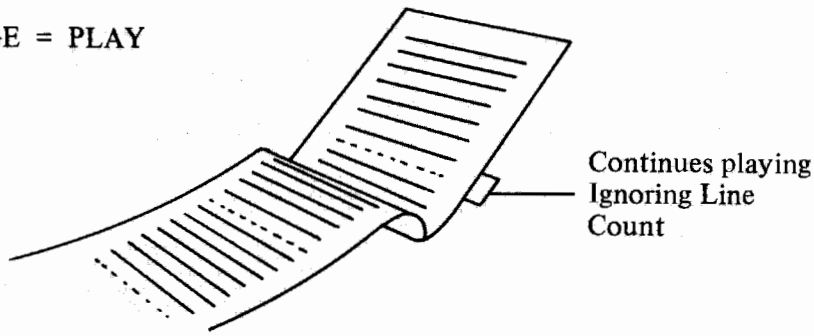
STARTING STEPS:

1. *PRE-RECORDED TAPE #1 (corrected version)* *(in right recorder)*
2. *RIGHT*
3. *ADJUST*
4. *PLAY*
5. *REWIND*

TASK: PLAYBACK PRE-RECORDED TAPE #1 AS CONTINUOUS FORM PAPER USING AN ENDPAGE-PLAY INSTRUCTION

CONTINUOUS FORM PAPER

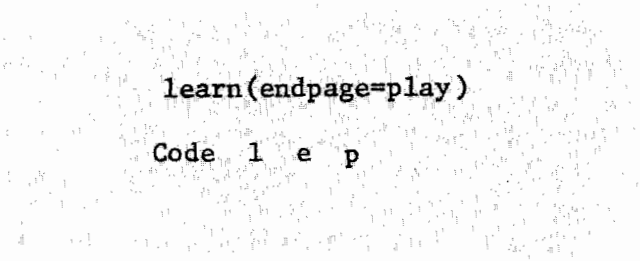
ENDPAGE = PLAY



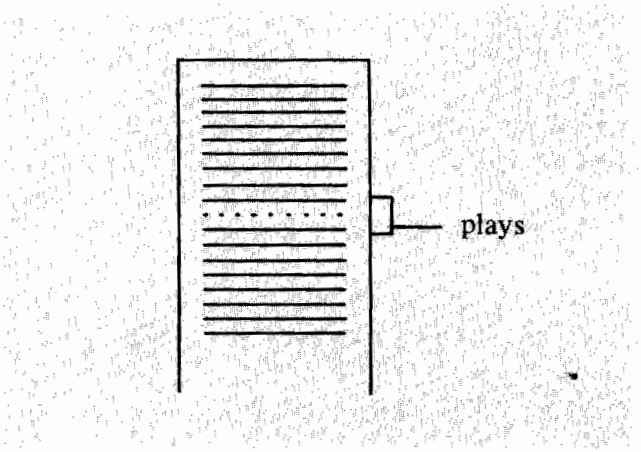
HOW TO DO: ENDPAGE = PLAY

When the 1200 is turned on it is in the endpage = play condition. This means the 1200 will continue to play line after line disregarding any line count.

1. Touch **CODE** key and strike ℓ, *e* and *p* (lower case).



2. Touch **AUTO/START**
   Stop playout after a few pages are typed. The 1200 is now back to its normal or preset condition of endpage = play.



NOTE:
None of these endpage conditions are recordable on tape. They are remembered only in the memory and are used when you are ready to playback a document.

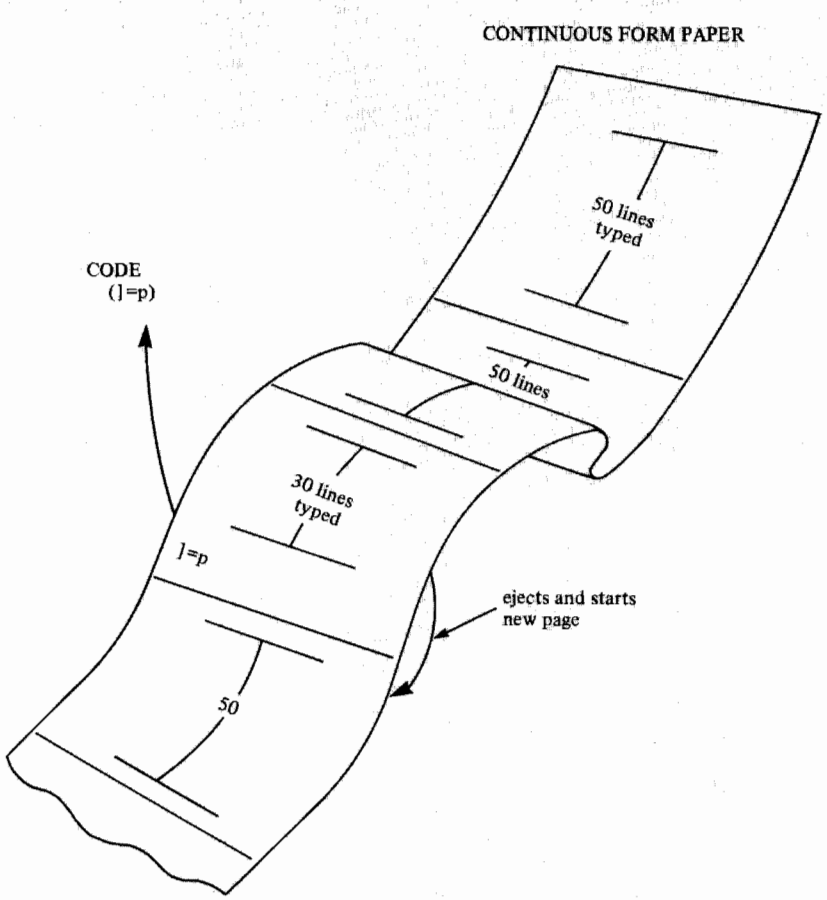
In the examples above every page of the recorded document was played back with the same number of lines on each page (i.e. 50). The 1200 automatically counted out 50 lines as it was preset to type 50 lines on a page. However, often you will record several different documents on a tape, or record a single lengthy document, where the pages are of different lengths or you want to start new pages in the middle of a document. In order for the playback to be automatic and continuous, the 1200 needs to know when to start a new page.

A code is available called a new page code which directs the 1200 to either eject the page or stop the playback at a specific line.

The new page code **[CODE] p]** is recorded on tape at the end of the page being recorded which is to be shorter than the others. If all the pages are of different lengths the new page code is recorded at the end of each page. In playback, when the 1200 encounters this code, it either ejects the page and starts typing the next one, or stops playback so that you can insert a clean sheet. The code therefore directs the 1200 to follow the endpage command at a specific line no matter what the line count is for that page. After the new page code is executed, the line counter is set back to zero for the next page.

The new page code is only used with an endpage = eject or an endpage = stop condition.

A new page code takes up a line on the tape.



CHAPTER REVIEW CHECK LIST

- 1200 is preset to type 50 lines/page when turned on.

- 1200 is in the endpage=play condition when turned on. The endpage=play condition turns off an endpage=eject or endpage=stop condition.

- ***CODE** 1 e e = learn (endpage = eject)
  ***CODE** 1 e s = learn (endpage = stop)
  ***CODE** 1 e p = learn (endpage = play)

  *(not recordable)

- **CODE**] p (]=p) is recordable on tape and is used to cause the 1200 to ignore the line count and eject or stop at a specific line. The line counter is set back to zero after the new page code is executed. It must be used with an endpage=eject or an endpage=stop command.

UNIT III CHAPTER 6
CHANGING THE NUMBER OF LINES PLAYED BACK ON A PAGE

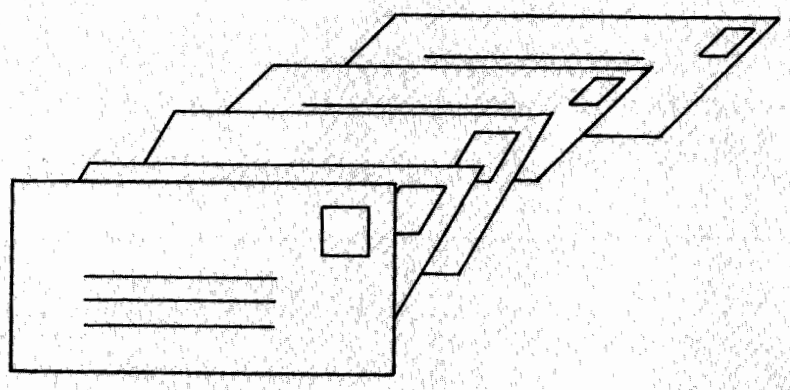
The 1200 assumes it is typing on paper which is 66 lines long or 11 inches long and is preset to type a standard 50 line page. Not always, however, will you be using 66 line paper, and not always will you want 50 lines typed out on a page. You can change the lines/page played back anywhere from 2 to 99 lines per page. In this chapter you are going to go through a few exercises (e.g. addressing envelopes) which requires that you change from 50 to 3 the number of lines played back on a page. Go on and see how this is done.

STARTING STEPS:

1. *PREPARED TAPE #2 (Mailing List) (In Right Recorder)*
2. *RIGHT*
3. *PLAY*
4. *SAME*
5. *REWIND*

TASK: PLAY BACK ONLY THREE LINES/ENVELOPE

ADDRESSING ENVELOPES



HOW TO DO: ADDRESS ENVELOPES

In this Chapter you are going to use a prepared mailing list tape which has a number of addresses on it. Each address is three lines long. You want to use the list to type out addresses on individual envelopes.

HOW MANY LINES?

1. First you must tell the 1200 how many lines you want typed on each page (envelope). Touch the **CODE** key, Strike the ℓ key twice.

CODE l l
learn(lines/page=

2. Strike 03. (The number must be a two digit number.) If the number of lines are 2 to 9, you must type this as 02 or 09.

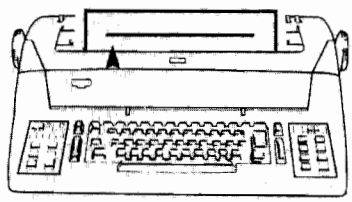
> NOTE:
> *Most people use the lower case ℓ to type the number one. However, when you are directing the 1200 as to the number of lines to type, and the number contains a one, you must use the key labeled* **PAGE** *or your typewriter. Depending upon the typewriter used either this is the one key or bracket key.*

learn(lines/page=03)

3. After each envelope is typed the 1200 is to **STOP** so that you can insert a clean envelope. Enter an endpage = stop command.

CODE 1 e s

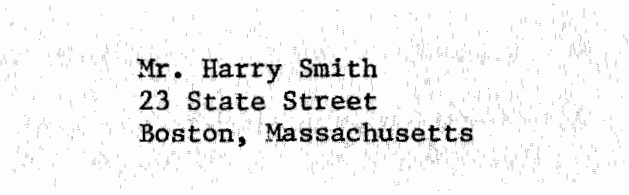
4. Put an envelope into the typewriter, and move the left margin indicator to where you want playback to begin on the envelope. Also roll the envelope up to where you want the first line typed.



HOW TO DO: ADDRESS ENVELOPES

5. Touch **RESET**.

6. Touch **AUTO/START**.



7. Put in a clean envelope, touch **AUTO/START**.

8. Continue and stop when the **E.O.D. CODE** is reached. (Do not RESET.)

9. Set the 1200 back to the normal endpage condition [**CODE** 1 e p] and normal playback page size [**CODE** 1 1 50].

CHAPTER REVIEW CHECK LIST

- The number of lines typed on each page is preset at 50 when the 1200 is turned on.
- You can change the number of lines typed out on each page by using [**CODE** 1 1 xx] where xx is the number of lines in two digits. You can change this number from 02 to 99.
- After changing the number of lines to be typed on a page, you should automatically return the 1200 to its normal condition [**CODE** 1 1 50].

UNIT III CHAPTER 7

CHANGING PAGE SIZE IN THE 1200

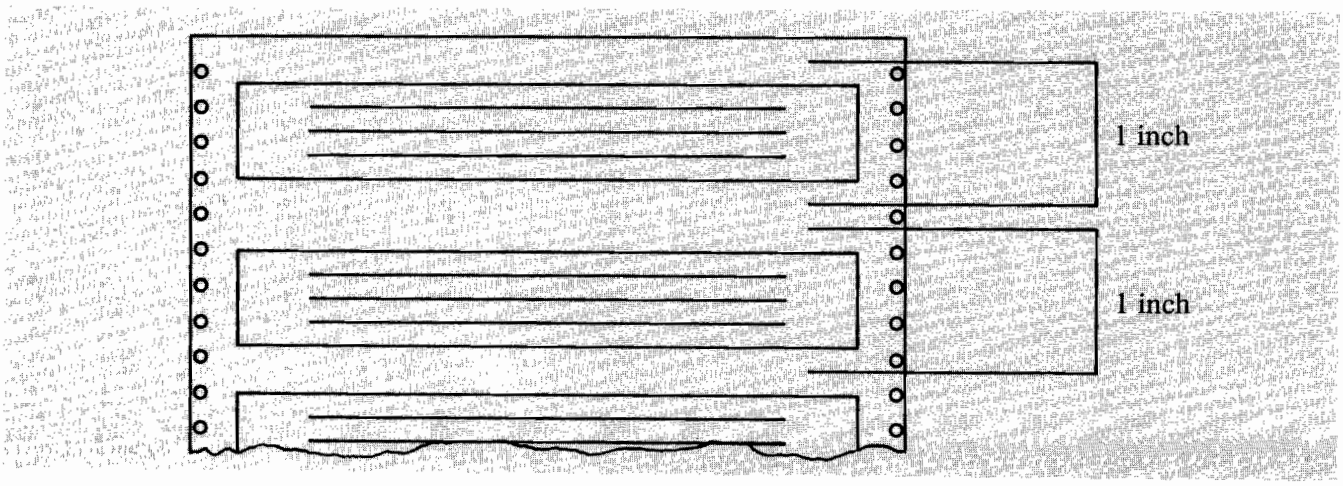
In the last lesson you played out the mailing list on individual envelopes. In order to do this you had to tell the 1200 two things: 1) how many lines to type out (03) and 2) what to do after it typed the three lines (**STOP**), so that you could insert a clean envelope. It did not matter whether the paper was 3 inches or 5 inches or 14 inches long because it typed three lines and stopped for you to put in another envelope. However if you were to type out this mailing list on continuous labels, you not only must tell the 1200 how many lines to type and what to do after it types these lines, but also the size of the label in order for it to eject to the next label properly.

Earlier you were told that the 1200 assumes it is typing on standard 66 line paper. In 1200 terminology 66 line paper is 11-inch long paper. That is, a full 11-inch page contains 66 lines of type single spaced (inch = 6 lines). If you change the size of the paper the 1200 is typing on and are going to use an endpage= eject command, you must tell the 1200 the new size of the paper. In this lesson you are going to play back the mailing list on continuous labels, go on and see how this is done.

STARTING STEPS:

1. *PREPARED TAPE #2 (mailing list) (in right holder)*
2. *RIGHT*
3. *PLAY*
4. *SAME*
5. *REWIND*

TASK: PLAY BACK MAILING LIST ON CONTINUOUS LABELS



HOW TO DO: ADDRESS CONTINUOUS LABELS

If you want to type these same addresses out on continuous labels, you will not only want the 1200 to eject at the end of each label, to play back three lines on a label, but you also want to tell the 1200 the new size of the page it is typed on.

1. First set the endpage = eject condition
   CODE l e e

```
learn(endpage=eject)
```

2. Tell the 1200 how many lines to type/page
   CODE l l 03

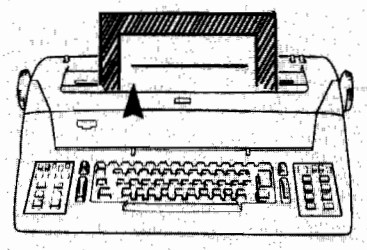
```
learn(lines/page=03)
```

3. To change the size of the paper touch **CODE** key, and strike l, strike #, and strike 06.

> **NOTE:**
> *Each label is one inch long. Since 6 lines are typed per inch of paper, the new size is 6 lines long.*

```
learn(#/page=06)
```

4. Put the continuous labels in the typewriter. Roll the platen to where you want the first line typed on the first label and move the left margin indicator to where you want the 1200 to begin. (If you do not have continuous labels use regular paper.)



5. Touch **RESET.**

6. Touch **AUTO/START.**

7. After all the addresses are played back set the 1200 back to its normal endpage condition.

CHAPTER REVIEW CHECK LIST

- The lines/page and new page size command are used in conjunction with the endpage controls. The following table summarizes what information the 1200 must be told in order to use each endpage control.

	With endpage = play	With endpage = stop	With endpage = eject
WHAT 1200 MUST BE TOLD	PRESET CONDITION CODE 1 e p learn (endpage=play) Used to turn off other endpage control conditions.	1. CODE 1 e s learn (endpage=stop) 2. Typed LINES/page command CODE 1 1 xx learn (lines/page=xx) PRESET TO (lines/page=50) xx = two-digit number 02 to 99.	1. CODE 1 e e learn (endpage=eject) 2. Typed lines/page command CODE 1 1 xx learn (lines/page=xx) PRESET TO (lines/page=50) 3. Page Size command CODE 1 # xx learn (#/page=xx) PRESET TO (#/page=66) xx = Two-digit number 02 to 99.

When working with pages which are different from the standard, namely 50 lines typed per page on 66 line size paper (11 inches), tell the 1200 the above information, depending upon which endpage control is being used.

- Every inch of paper is equivalent to six lines of type.

- It is a good practice to always set the 1200 back to its normal (preset) condition after a particular document is typed, either by coding the information or by turning it off.

- The page size is the length of the paper in lines that the 1200 is typing on. The standard size is 11" or 66 lines long. To change this you use [**CODE** 1 # xx], where xx ranges from 02 to 99. The only time you should use this is with an endpage = eject command, if the paper size is different than 66 lines.

UNIT III CHAPTER 8
EXTENDING A LINE TO LONGER THAN 100 CHARACTERS

It is possible to set and record a format wider than 100 characters, and then play a document back in **ADJUST** or **JUSTIFY**. However, if you wish to record lines which contain more than 100 characters on the tape, a **BLOCK LINK** can be recorded along with the material to extend the line.

STARTING STEPS:

1. *WORK TAPE IN RIGHT RECORDER*
2. *RECORD*
3. *RIGHT*
4. *SAME*
5. *REWIND*

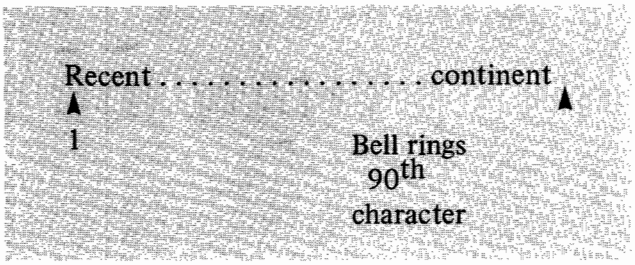
TASK: RECORD A LINE LONGER THAN 100 CHARACTERS

Recent studies by geologists and geophysicists indicate that the North American continent is rotating counterclockwise.

E.O.D.

HOW TO DO: RECORD A LINE WITH MORE THAN 100 CHARACTERS

1. Record the above as a single line.
   The bell rings between *continent* and *is* to warn you that you have typed the 90th character.

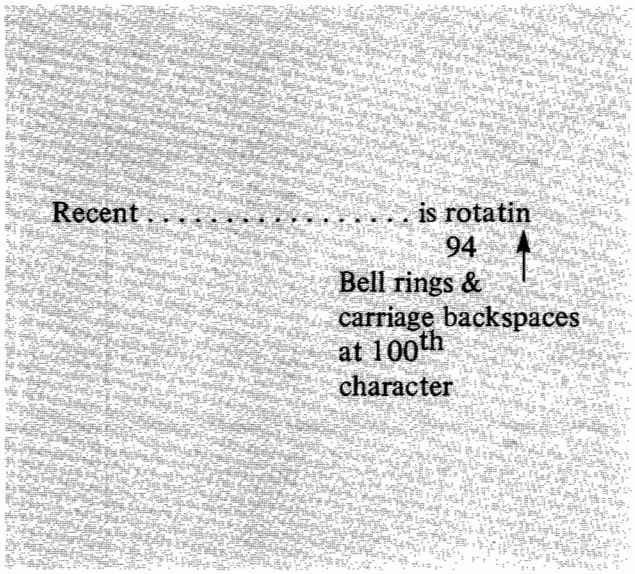


2. Continue typing.
   Where the *n* is typed, the bell rings and the carrier backspaces one character. This tells you, you just typed the 100th character into the memory.
   There are only two things you can do at this time, either

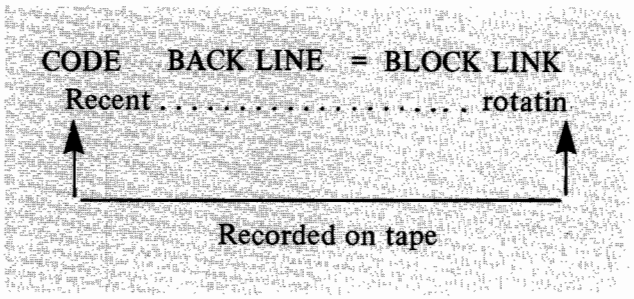
   a. Backspace to before *rotatin* and strike **RETURN**. The line up to and including *is*, is recorded on tape. Then begin typing a new line.

   or

   b. **BLOCK LINK** [Code **BACK LINE**]
   This will enable you to continue this line beyond a hundred characters.

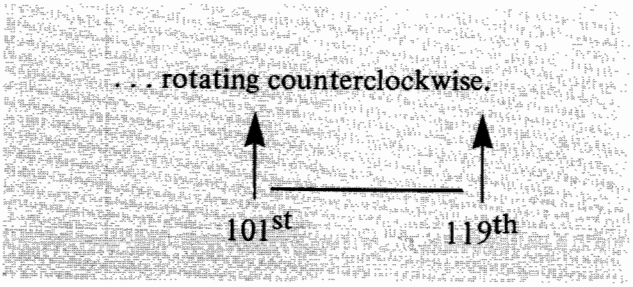


3. Touch **CODE**, Touch **BACK LINE**.
   The tape moving light blinks and the tape advances. This means that everything up to *rotatin* is recorded on tape, without causing a carrier **RETURN**. You can now continue to record the rest of the line.



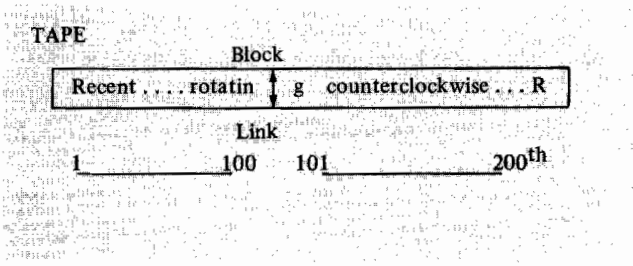
4. Continue typing the line.

5. Code E.O.D.



HOW TO DO: RECORD A LINE WITH MORE THAN 100 CHARACTERS

6. Rewind the tape and play it back.



CHAPTER REVIEW CHECK LIST

- You can only record 100 characters/line on tape unless you [**CODE BACK LINE**] at the 100th character or some point before the 100th character. This will extend the line to 200 characters. Each time you [**CODE BACK LINE**] the line is extended 100 characters.

- When setting a format, you can set the right margin anywhere from 1 character from the left margin to 150 characters. The lines will be played out according to these instructions. There is no limit for margins.

- A character which is underlined is still only considered one character.

QUESTION	ANSWER
1. What different modes can a document be played back in?	1. **SAME, ADJUST, JUSTIFY** or variable **ADJUST.**
2. What is the procedure for setting a format on the tape?	2. **CODE** 1 f set tabs,)
3. How do you set an Adjust Zone?	3. **CODE** 1 f, set tabs, aaa)
4. How do you record addresses and short lines?	4. Short lines or addresses need a required **RETURN** to prevent adjustment of the line in playout. Use a **CODED RETURN**, a double **RETURN**, or a **RETURN** plus a **TAB.**
5. What **CODE** is used to cause automatic centering of a line?	5. **CODE** o
6. How do you underline a word when recording?	6. Backspace and underline as you would on any typewriter.
7. When hyphens are part of the spelling of a word, what must you do to insure that these words be retained in playback?	7. Use a required hyphen. (**CODE** hyphen, hyphen plus a space or a space plus a hyphen).

QUESTION	ANSWER
8. Automatic indenting of subparagraphs is possible with the 1200. How is this done?	8. On the first line of the subparagraph you **CODE TAB**. At the end of the subparagraph you **CODE RETURN**.
9. What codes are used to single and double space?	9. **CODE**] d and **CODE**] s.
10. What are the different endpage controls and which one is used to turn the others off?	10. a **CODE** l e e **CODE** l e s **CODE** l e p b **CODE** l e p
11. What is the page size command? What is the typed lines/page command?	11. Page size command = **CODE** l # xx Typed lines/page command = **CODE** l l xx
12. How many lines of type are there on a page 8½" X 11"?	12. 66. Each inch has 6 lines of type.
13. How do you record a line of more than 100 characters?	13. **CODE BACK LINE** at the 100th character.

GENERAL APPLICATIONS

INTRODUCTION

In Units I - III of this manual, the major emphasis was placed on introducing to you all the basic techniques necessary for using the 1200 successfully. This unit takes and combines all this information plus some new facts, to give you a picture of the many different applications for which the 1200 can be used. Go through this unit studying only those chapters which are relevant to your daily work, skipping the irrelevant ones. Once completed in this manner, this volume can then be reread as a guide for developing new ideas and approaches in your own work.

UNIT IV - CHAPTER 1

MAILING LIST PREPARATION

This chapter deals with how to record a long list such as a mailing list or a table that should not be adjusted in playback. This is done in the **NO ADJUST** condition. In this chapter, you are going to record such a list, use this list to address envelopes, labels, to make a hard copy of the list and finally changing and updating the list.

STARTING STEPS

1. WORK TAPE in right recorder
2. RIGHT
3. RECORD
4. SAME
5. REWIND

TASK: RECORD A MAILING LIST IN NO ADJUST CONDITION

Mr. John Smith
Vice President
Acme Company
254 Allen Street
Jay City, Oregon
] = ρ
Mrs. Julie Jones
Counsellor
1107 Commonwealth Court
Sacramento, California
] = ρ
Miss Ellen Wolf
256 "A" Street
Boston, Mass.
] = ρ

Mr. Jason Clay
Managing Editor
46 Elm Street
Jacksonville, Florida
] = ρ
Mr. Richard Bates
5736 Main Street
Centerville, Illinois
] = ρ
Miss Barbara Swift
1036b Mason Terrace
Columbus, Ohio CODE RETURN

HOW TO DO: RECORD IN NO ADJUST

In order to prevent this list from being adjusted in playback put the 1200 in **NO ADJUST** condition.

1. Touch **CODE**, Strike ℓ, Strike *n* (lower case) The **NO ADJUST** light comes on. Lines recorded in this condition are never adjusted in playback whether the **ADJUST** or **JUSTIFY** keys are down.

learn (naj)

NO ADJUST

2. Record each line as shown. (Correcting any mistake by backspacing and overstriking if necessary). After each address record the new page code [Code] p]. Since each of the addresses vary in number of lines to an address, the new page code directs the 1200 to eject or stop after each address is typed when the list is played back in Endpage=eject or Endpage= stop.

3. The last line of the list is ended with a coded **RETURN**. This takes the 1200 out of **NO ADJUST** condition.
Notice the light goes out when the **CODED RETURN** is used.

CODED RETURN
turns off
NO ADJUST

NOTE:
When a section of a document is recorded in the **NO ADJUST** *condition, the 1200 automatically codes all the* **RETURNS**, *all the spaces, and all the hyphens, on the tape.*

4. **REWIND** and playback the tape in **ADJUST**.

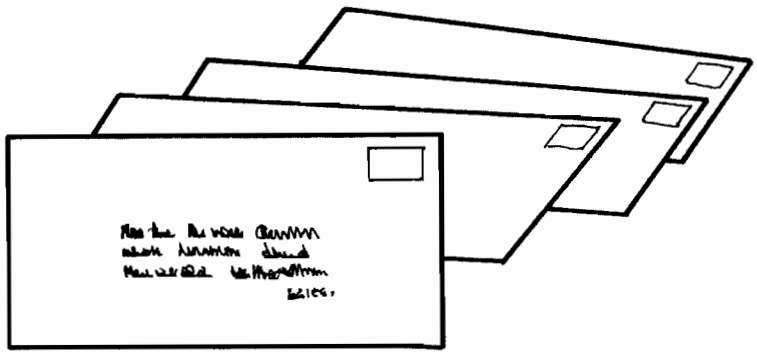
Notice each line was played back with the line length unchanged.

```
Mr. John Smith
Vice President
Acme Company
254 Allen Street
Jay City, Oregon
Mrs. Julie Jones
Counsellor
1107 Commonwealth Court
Sacramento, California
```

STARTING STEPS

1. RIGHT
2. PLAY
3. ADJUST
4. REWIND
5. 6 ENVELOPES

TASK: PLAYBACK THE MAILING LIST ON ENVELOPES



HOW TO DO: PLAYBACK ON ENVELOPES

1. Tell the 1200 to stop after each envelope is typed.

```
learn(endpage=stop)
```

2. There is no need to tell the 1200 how many lines to type/envelope as the code] p causes the 1200 to follow the endpage=stop command when it reads the code] p.

3. Manually set the left margin to where the first address is to be typed.

4. Insert the envelope and roll the platen down to where you want the first line typed (Do not use the **RETURN** key).

5. Touch **RESET**.

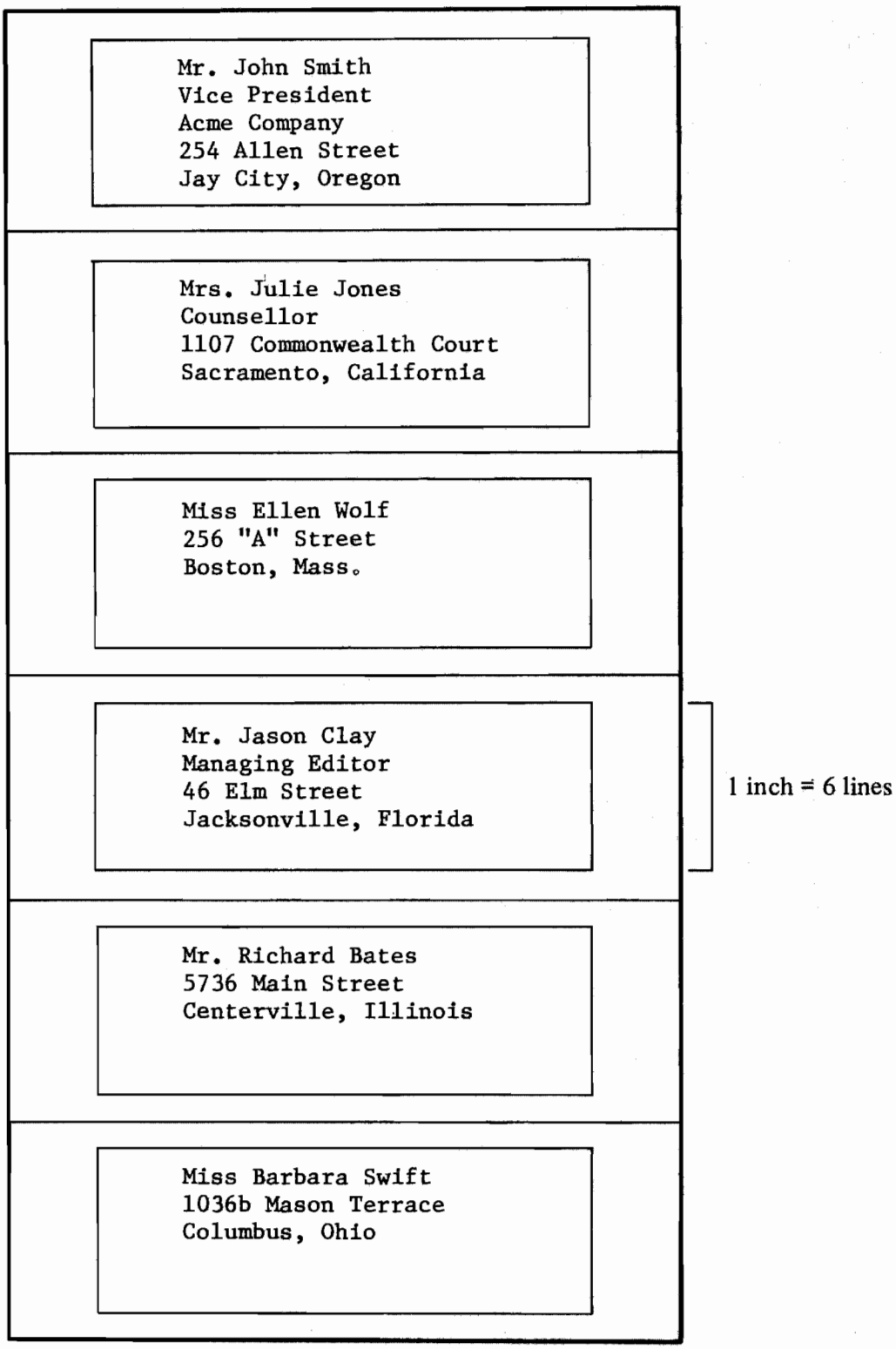
6. Touch **AUTO START**
   When the 1200 stops, insert a clean envelope and touch **AUTO/START**.

7. Continue feeding envelopes and touching **AUTO/START** until the **E.O.D.** code is reached.

8. Reset the 1200 to endpage=play condition [CODE 1 e p]

STARTING STEPS
1. REWIND TAPE
2. RIGHT
3. PLAY
4. ADJUST
5. CONTINUOUS LABELS

TASK: PLAY BACK THIS LIST ON LABELS



HOW TO DO: PLAY BACK THIS LIST ON LABELS

---

1. Tell the 1200 the new size of the page.
   CODE 1 # 06

`learn(#/page=06)`

---

2. Tell the 1200 what to do at the end of the page (eject)
   CODE 1 e e
   Again the code] p directs the 1200 to follow the endpage=eject code when the **CODE] p** is read. Therefore there is no need to tell 1200 how many lines to type/page.

`learn(endpage=eject)`

---

3. Insert labels and roll platen to where you want the first line typed, also set the left margin. (Do not use the **RETURN** key)

---

4. Touch **RESET**

---

5. Touch **AUTO START**

---

6. Reset the 1200 to endpage = play condition

UPDATING A LIST

STARTING STEPS
1. REWIND TAPE (RIGHT CASSETTE HOLDER)
2. WORK TAPE (LEFT CASSETTE HOLDER)
3. SAME
4. TRANSFER

TASK: UPDATE THE MAILING LIST

Mr. John Smith
Vice President
Acme Company
254 Allen Street
Jay City, Oregon

Mr. Richard Bates
5736 Main Street
Centerville, Illinois
DELETE

Mrs. Julie Jones
Counsellor
1107 Commonwealth Court
Sacramento, California

Miss Barbara Swift
1036b Mason Terrace
Columbus, Ohio

Miss Ellen Wolf
256 "A" Street
Boston, Mass.
DELETE

Mr. Seymore Elkins
87 Terrace Road
Burlington, Ohio
ADD

Mr. Jason Clay
Managing Editor
46 Elm Street
Jacksonville, Florida

Mrs. Lydia Johnson
10 Lilly Street
Salt Lake City, Utah
ADD

The list needs updating. It must be done in **TRANSFER**

HOW TO DO: UPDATE MAILING LIST

1. Transfer the first two addresses as they are corrected by performing the next step.

2. Touch **SEARCH**, type *Miss* space *Ellen*
Touch **SEARCH**.

```
Miss[space]Ellen

Miss Ellen Wolf
256 "A" Street
Boston, Mass.
```

3. Delete the next address as follows:
Put the 1200 in **PLAY**.
Touch **SEARCH**, type *Mr.* space *Jason*
Touch **SEARCH**.

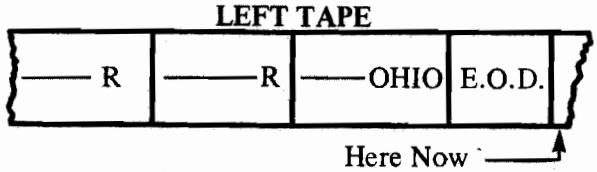
```
Mr. Jason Clay
_____
_____Florida
```

4. Transfer the next address as follows:
Put the 1200 back in **TRANSFER**
SEARCH
Mr. space *Rich*
SEARCH

```
Mr. Richard Bates
_____
_____Illinois
```

5. Delete the next address as follows:
Put the 1200 in **PLAY**.
Touch **SEARCH**, type *Miss* space *Barbara*
Touch **SEARCH**

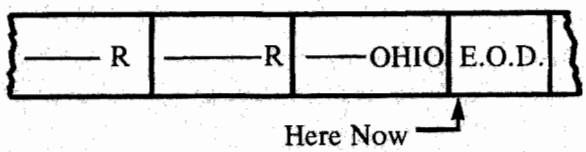
6. Transfer the next address as follows:
Put the 1200 back in **TRANSFER**
SEARCH
SEARCH



HOW TO DO: UPDATE MAILING LIST

7. Touch **BACK LINE**
   You backed up the left tape to the beginning of the line containing the **E.O.D.** Code, because you transferred the **E.O.D.** when you touched **SEARCH, SEARCH.**

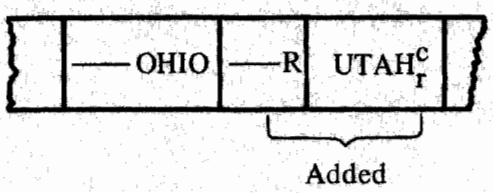
   Since the addresses were originally recorded in **NO ADJUST**, any additions to the tape must also be recorded in **NO ADJUST**.



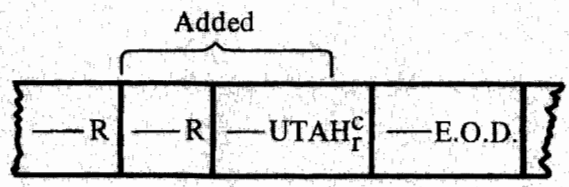
8. Touch **CODE**, and strike ℓ, strike *n*

```
learn (naj)
```

9. Type and **TRANSFER** the new addresses on the left tape ending the last line with a **CODED RETURN.**



10. **E.O.D.** Code.



STARTING STEPS
1. LEFT
2. REWIND
3. PLAY
4. ADJUST

PLAYBACK UPDATED TAPE

TASK: PLAY BACK NEW UPDATED TAPE

HOW TO DO: PLAY BACK NEW TAPE

1. Touch **AUTO START**

Mr. John Smith
Vice President
Acme Company
254 Allen Street
Jay City, Oregon

Miss Barbara Swift
1036b Mason Terrace
Columbus, Ohio

Mrs. Julie Jones
Counsellor
1107 Commonwealth Court
Sacramento, California

Mr. Seymore Elkins
87 Terrace Road
Burlington, Ohio

Mr. Jason Clay
Managing Editor
46 Elm Street
Jacksonville, Florida

Mrs. Lydia Johnson
10 Lilly Street
Salt Lake City, Utah

CHAPTER REVIEW CHECK LIST

- Long lists such as a mailing list, or a telephone directory, or sections of a large document which should not be adjusted when playback is in **ADJUST** are recorded in the **NO ADJUST CONDITION.**

- Updating a list is done in **TRANSFER** (or **EDIT**)

- When a mailing list is recorded, where some of the addresses are more than three lines, each address should end with a **[code] p]**. When playing back the list, you need only tell the size of the page **[CODE 1 # xx]** and the endpage control **[code 1 ee or code 1 es]**.

- If you wish to use a mailing list for addressing letters, see Unit V, Chapter IX for a detailed explanation of this application.

PRACTICE PROBLEM. (1) Type the following telephone directory (2) Play the directory out as shown on the right and (3) update the list as shown in BLUE.

Allen, Deborah	201
Arsenault, Albert	223
Barrett, Jacqueline	231
Battiatos, Richard	228
Bedardy, Gerard	202
Brody, Violet	211
Chen, Richard	235
Cloutier, Florence	245
Cohan, Rita	222
Cunningham, Alexander	244
Davids, Peter	210
DeCrescenzo, Robert	212
DeMaria, Barbara	246
DeMoglio, Marcia	224
Gallagher, John	236
Garnagan, Ann	203
Gosselly, James	220
Harris, Katherine	213
Haslam, Josephine	209
Hirschly, Marian	237
Hornasky, Marie	221
Ingalls, Francis	238
Johnson, Howard	204
Johnson, Johanna	229
Jones, John	241
Kibilkius, Avery	215
Miller, David	205
Nelson, Michael	230
Nadar, Paul	225
Peterson, Marcia	240
Prince, Howard	216
Quinn, Rachael	242
Richards, Raymond	217
Sands, William	207
Smith, Lawrence	227

Allen, Deborah	201
Arsenault, Albert	223
Barrett, Jacqueline	231
Battiatos, Richard	228
Bedardy, Gerard	202
Brody, Violet	211
Chen, Richard	235
Cloutier, Florence	245
Cohan, Rita	222
Cunningham, Alexander	244
Davids, Peter	210
DeCrescenzo, Robert	212
DeMaria, Barbara	246
DeMoglio, Marcia	224
Gallagher, John	236
Garnagan, Ann	203
Gosselly, James	220
Harris, Katherine	213
Haslam, Josephine	209
Hirschly, Marian	237
Hornasky, Marie	221
Ingalls, Francis	238
Johnson, Howard	204
Johnson, Johanna	229
Jones, John	241
Kibilkius, Avery	215
Miller, David	205
Nelson, Michael	230
Nadar, Paul	225
Peterson, Marcia	240
Prince, Howard	216
Quinn, Rachael	242
Richards, Raymond	217
Sands, William	207
Smith, Lawrence	227

HINTS:

1. List is recorded in **NO ADJUST**.
2. List is played out in eject, #/page = 06, lines/page = 05
3. Corrections are made in **TRANSFER** or **EDIT**. Additions are made in **TRANSFER** or **EDIT** in **NO ADJUST** condition.

BE SURE TO SET 1200 BACK TO NORMAL LINE COUNT

> **NOTE:**
> *If a telephone directory is to be played back always in* **SAME**, *then there is no need to record the Directory in* **NO ADJUST**.

UNIT IV - CHAPTER 2

FORM LETTERS WITH VARIABLE INFORMATION

One of the most repetitive tasks for a secretary is the preparation of form letters, which contain small amounts of variable information. With the 1200, the form letter can be recorded on tape with **STOP CODES** (**CODE** g) at each place where the variable information goes. Then the typist can type in manually the varying information while the 1200 automatically types out the form letter.

STARTING STEPS
1. *WORK TAPE in right recorder*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *REWIND*
6. *FORMAT LEFT MARGIN 25*
7. *FORMAT RIGHT MARGIN 80*

TASK: PREPARE A FORM LETTER

Dear [STOP CODE], R
R
As you have requested, I am writing to keep you abreast R
on what new products are being released. As of [STOP CODE] R
we are introducing a new product in our [STOP CODE] R
line. R
R
Further information will follow on [STOP CODE]. R
R
Sincerely, R
R
R
John McLellin CODE RETURN
Vice President CODE RETURN
New Products R
CODE] P
CODE 9
EOD

In this letter there are four places where the information changes, while the rest of the letter is always the same.

HOW TO DO: RECORD A LETTER WITH STOP CODES

---

1. **RECORD** the Format

CODE ℓ f)
at
80
CODE b

```
learn(format
@                    )

b
```

---

2. Type *Dear* plus a space.

```
Dear ▲
```

---

3. Touch **CODE** and strike g.

> NOTE:
> *A* **CODE g** *is recorded on the tape as a single character.*

```
Dear g
```

---

4. Type in the comma (,) that would follow the salutation and two **RETURNS**.

```
Dear g,
```

---

5. Finish typing the letter remembering to put in a space before the **STOP CODE** and a space, a carrier return, or a punctuation mark after the **STOP CODE**.

```
.....As of SPACE g
..........new product in our SPACE g
line.
Further.....on SPACE g.
```

---

6. A **CODE] p** (new page code) is used here to tell the 1200 to eject at this point.

CODE] p
New page

HOW TO DO: RECORD A LETTER WITH STOP CODES

7. Touch **CODE**, strike 9.
This **CODE** directs the 1200 to rewind the tape and begin playing the document back again.

CODE 9
REWIND & REPLAY

> **NOTE:**
> *If you are playing back the tape on single sheets of paper you should use a* **CODE w,** *at the end of a tape to direct the 1200 to rewind the tape and stop. With this code, you do not need* **[CODE] p]**.

CODE w
REWIND & STOP

8. Touch **CODE**, Strike / (slash) **(E.O.D.)**

9. Rewind the Tape.

STARTING STEPS
1. RIGHT
2. PLAY
3. ADJUST
4. REWIND

PLAYBACK THE TAPE

TASK: PLAY BACK THE FORM LETTER INSERTING THE VARIABLE INFORMATION WHENEVER THE 1200 STOPS, ACCORDING TO THE STOP CODES (CODE g) USING CONTINUOUS FORM PAPER.

HOW TO DO: PLAY BACK FORM LETTER

1. Direct the 1200 to eject after each page is typed – **CODE** ℓ e e when using continuous form paper.
   If using single sheets of paper use a [**CODE** ℓ e s] instead of endpage=eject; so that the 1200 will stop in order for you to insert a clean sheet.

```
learn(endpage=eject)
```

2. Double space letter = **CODE**] d

```
]=d
```

3. Roll the platen up to 15 lines from the top of a clean page.

4. Touch **RESET**

5. Touch **AUTO/START**

6. After *Dear,* the 1200 stops. You type *Mr. Jones.*
   Touch **AUTO/START**

```
Dear Mr. Jones,
```

7. After *As of,* the 1200 stops. You type *July 31, 1972,*
   Touch **AUTO/START**

```
.....As of July 31, 1972, we...
```

8. After *in our,* the 1200 stops. You type *calculator*
   Touch **AUTO/START**

```
.....in our calculator line
```

9. After *will follow,* the 1200 stops. You type *August 31, 1972*
   Touch **AUTO/START**

```
.....will follow on August 31, 1972.
```

HOW TO DO: PLAY BACK FORM LETTER

10. After it ejects and rewinds the 1200 starts a new letter. Continue typing in variable information at each **STOP CODE**.

11. After playing back a few letters, **STOP**.
RESET the endpage condition to endpage = play [**CODE 1 e p**]

PLAYBACK COPY – ADJUSTED

Dear Mr. Jones ,

As you have requested, I am writing to keep you abreast

on what new products are being released. As of July 31, 1972,

we are introducing a new product in our calculator

line.

Further information will follow on August 31, 1972.

Sincerely,

John McLellin
Vice President
New Products

CHAPTER REVIEW CHECKLIST

- A **STOP CODE [CODE g]** is used on a tape to **STOP** the playback so that variable information can be typed in.
- A **REWIND & PLAY CODE [CODE 9]** is used at the end of a tape to cause the tape to rewind & replay. (Used with continuous form paper.)
- A **REWIND & STOP CODE [CODE w]** is used at the end of a tape to cause a tape to rewind & stop so that a new sheet can be inserted.
- When **STOP** codes are used, playback can only be done in **SAME** and **ADJUST. JUSTIFY** cannot be used.

PRACTICE PROBLEM:

Practice recording the following document with variable information, using stop codes where the variable information goes. Put a rewind and stop code at the end of the letter so that you can put in a clean sheet of paper to type out a new letter.

You and_____are cordially invited to attend our weekly reception for new clients on_____.

At that time refreshments will be served. The reception usually starts at_____and ends at_____.

Looking forward to talking with you and_____.

HINTS for deleting a **[CODE g]** from the tape.

A. In **EDIT** or **TRANSFER**

1. a. Play back to before **STOP CODE**

   b. **SKIP CHAR**

2. a. Play back until **STOP CODE** activates & stops play back.

   b. Backspace

   c. Code x

3. a. Play back until **STOP CODE** activates & stops play back.

   b. Backspace

   c. Strike over with variable information.

HINTS for deleting a **[CODE w]** or **[CODE 9]**.

A. In **TRANSFER**

1. a. **SEARCH** to the line before the **CODE.**

2. a. Play back line.

3. a. **SKIP** line.

B. In **EDIT**

1. a. **SEARCH** to line before the **CODE.**

2. a. Play back line.

3. a. **CODE BACK LINE.**
   (Not recommended if play back in **ADJUST** or **JUSTIFY.**

UNIT IV- CHAPTER 3

MERGING INFORMATION FROM TWO TAPES

Often the situation arises where you need to send out a form letter to many different people. To cut down on the time it takes to customize each letter, a method is available with the 1200 to put all the variable information on one tape, the standard information on another tape, then merge the information from the two tapes in playback. The result is a letter customized for each client with a minimum of time spent by you.

TYPICAL LETTER

August 31, 1972

Mr. Clayton Wolf
252 Newton Drive
Wayland, Ohio

Dear Mr. Wolf:

As you have requested, I am writing to keep you informed on what new products are being released. As of September 1, 1973, we are introducing a new product in the *Wayland* area.

Further information will follow on December 7, 1972.

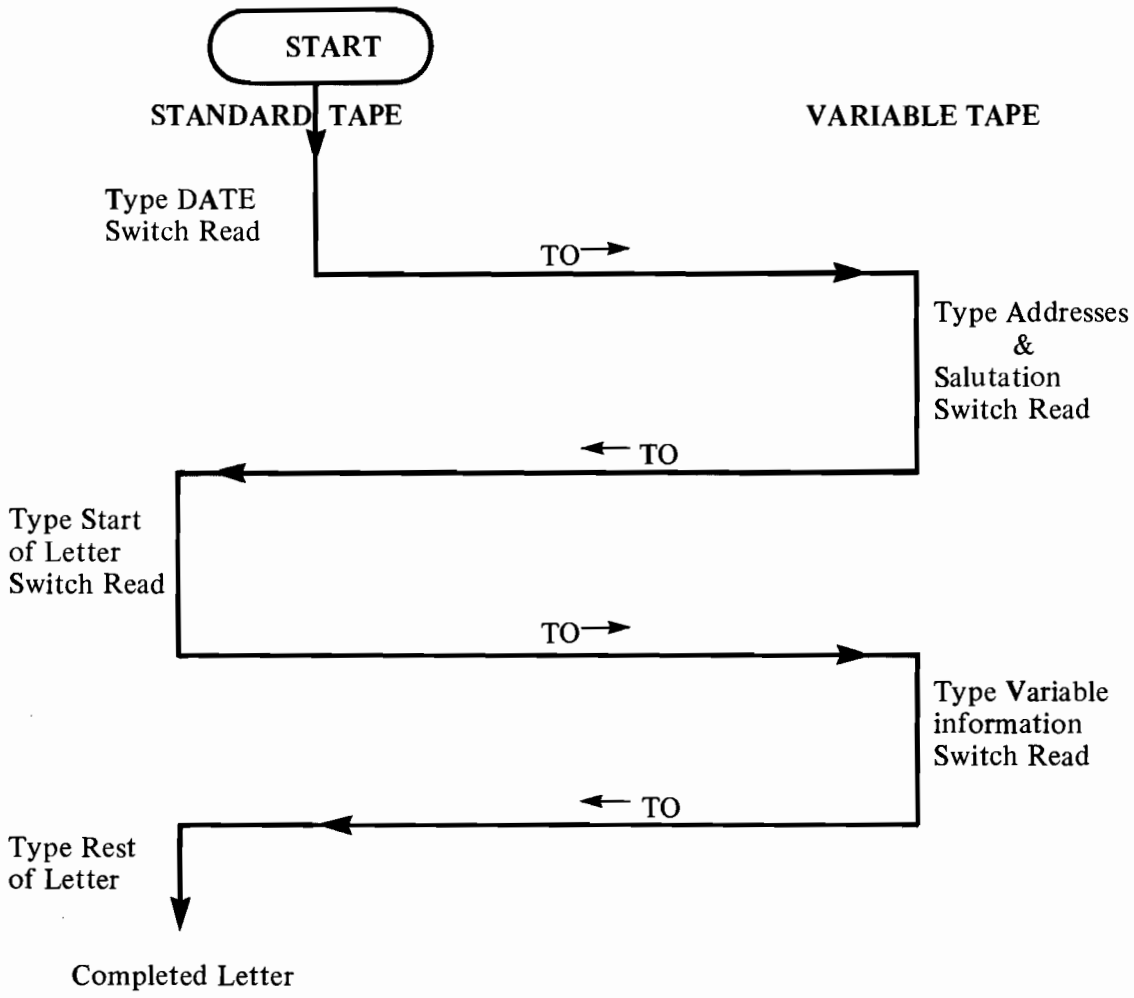
Sincerely,

John McLellin
Vice President
New Products

In this letter the variable information is shown in script, while the standard information is shown in regular type. The variable information is recorded on one tape while the standard information is recorded on the other tape. Before recording the two tapes you should decide the following things:

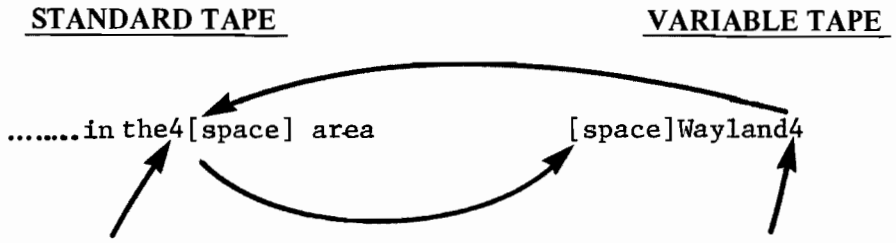
1. Look at your letter and decide what information is variable and what information is standard. In this example, this is illustrated by different types of type.

2. Look at the letter and decide where on each tape you are going to have to use a **SWITCH READ CODE** to cause the 1200 at the appropriate time to switch over to reading the other tape. In this example it is as follows:

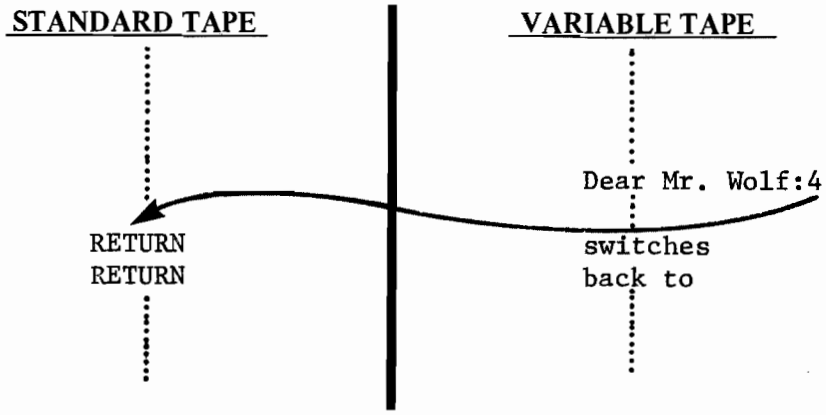


3. Then you must decide what you want the 1200 to do after it types one letter. Do you want the 1200 to type more than one letter? If so, then the standard information tape needs to be rewound and played back again. Either a [Code 9] Rewind & Play or a [Code w] Rewind & Stop is used at the end of the Standard tape.
   Each time the standard tape is rewound and played back a new group of variable information is read off the variable tape to produce customized letters over and over again.

4. When using Switch Read Codes [Code 4] either in the middle of a line or at the end of a line, you must think about the spacing between words or about carrier *returns* between lines before recording the tapes. As a general rule, when a Switch Read Code [Code 4] is used in the middle of a line, to direct the 1200 to switch to the other tape or switch back to the original tape, the spacing before the information to be added is always put on the tape being switched to. No space is left between the last word and the Code 4 on the tape being switched from.
Look at the last line of the 1st paragraph of your example. This line is recorded as follows on each tape.



When using a Switch Read Code [Code 4] at the end of a line, it is best to end the line with the [Code 4] and put the carrier **RETURN** on the other tape.
In this example, the 1200 needs to switch back to the **STANDARD** tape after the salutation is typed The carrier *returns* after the salutation, between the salutation and letter are put on the other tape. These lines are recorded as follows:



Go on now and record both TWO tapes basec upon the information just discussed.

RECORD STANDARD TAPE

STARTING STEPS:

1. *WORK TAPE IN RIGHT RECORDER*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *LEFT MARGIN AT 25*
6. *TABS AT 30 AND 60*
7. *RIGHT MARGIN AT 80*

TASK: RECORD THE TAPE WITH THE STANDARD INFORMATION (BODY OF LETTER) AS SHOWN BELOW.

FORMAT
TAB TAB

August 31, 1972 [CODE 4]

R
R
R
TAB As you have requested, I am writing to keep you informed on what new products are being released. As of September 1, 1973, we are introducing a new product in the [CODE 4]
area.
R
TAB Further information will follow on December 7, 1972.
R
Sincerely,
R
John McLellin CODE RETURN
Vice President CODE RETURN
New Products R
]=?
[CODE 9]
EOD

HOW TO DO: RECORD THE STANDARD TAPE

1. Record the format
   CODE ℓ f set tab, set tab,)
   CODE b

```
learn(format
@   T   T          )
CODE b
```

2. Strike **TAB**, Strike **TAB**, Type *the date.*

```
August 31, 1972
```

3. Touch **CODE**, Strike 4 **(SWITCH READ CODE)**
   After the format is set and the date is typed, the 1200 then has to be directed to switch to other tape in order to type the address and salutation.

```
August 31, 1972 4
```

> **NOTE:**
> *When the Switch Read Code was entered, the typewriter automatically carrier returned. It does this to tell you that a line has been ended or used up when the Code is used. The return caused by the [Code 4] is not recorded on the tape and will not occur during playback.*

CODE 4
=
SWITCH READ

After the address & salutation are typed from the other tape, the 1200 is going to switch back to this tape. At this point you need to enter **RETURNS** for proper spacing between the salutation and body of the letter.

4. Carrier **RETURN**, three times.

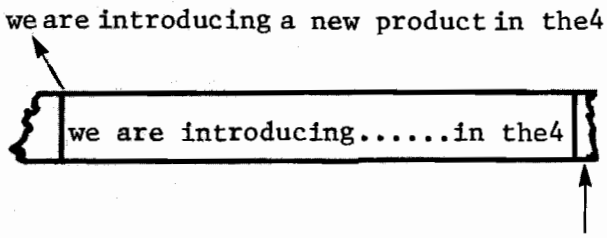
5. Record the first two lines of the letter.

```
TAB As.....on R
  what.....1973 R
```

6. Start typing the third line of the letter and **STOP** after typing *the.* Do not put in the space after *the.*
Since the next word is variable it will be on the other tape and the space before the variable information will be supplied on that tape.

we are introducing a new product in the

7. Touch **CODE, STRIKE** 4
The carrier returned to show you that a line has been ended or used up on the tape.



8. Type [Space] *area.*
The space before area is supplied on this tape.

area.

9. Finish typing the rest of the letter.
If using continuous form paper do Step 10, otherwise skip to Step 11a.

Further.....1972.

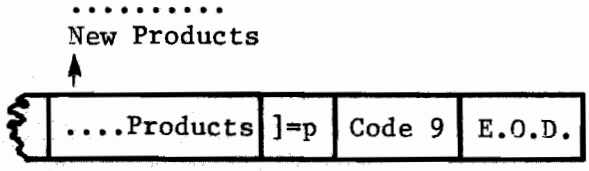
10. Record a **CODE**] p to cause the 1200 to eject the paper at this point. (Go to Step 11 & 13 & 14.)

.....

11. Record a Rewind & Replay Code [Code 9].

11a. Record a Rewind and **STOP** code [**CODE** w] if using single sheet of paper.

12. Record **CODE E.O.D.**



13. The **STANDARD** tape is now complete. Your hard copy of what is on this tape should look like the following:

August 31, 1972 4

As you have requested, I am writing to keep you informed on what new products are being released. As of September 1, 1973, we are introducing a new product in the4 area.

Further information will follow on December 7, 1972.

Sincerely,

John McLellin
Vice President
New Products

GO AHEAD AND NOW RECORD THE SECOND TAPE.

STARTING STEPS: **Record The Variable Tape**

1. *WORK TAPE IN LEFT HOLDER*
2. *LEFT*
3. *RECORD*
4. *REWIND*
5. *SAME*
6. *NO ADJUST MODE*

TASK: RECORD THE ADDRESS & VARIABLE INFORMATION TAPE

[CODE 1 n]
[RETURN]
[RETURN]
252 Newton Drive
Wayland, Ohio
[RETURN]
Dear Mr. Wolf:
[CODE 4]
[SPACE]Wayland[CODE 4]

[RETURN]
[RETURN]
Mrs. Mary Freeman
27 Euclid Circle
East Lansing, Michigan
[RETURN]
Dear Mrs. Freeman:
[CODE 4]
[SPACE]East Lansing[CODE 4]

[RETURN]
[RETURN]
Miss Leona Slovak
2945 Rosemont
Detroit, Michigan
[RETURN]
Dear Miss Slovak
[CODE 4]
[SPACE]Detroit[CODE 4]
[CODE EOD]

HOW TO DO: RECORD VARIABLE TAPE

1. Put 1200 in **NO ADJUST MODE**
   CODE 1 n

```
learn(naj)
```

2. Strike **RETURN** twice.

3. Type the first address and salutation as shown. Do not **RETURN** after *Dear Mr. Wolf:*
   The line feeds between the salutation and the body of the letter are supplied on the other tape.
   After the salutation is typed the 1200 must be directed to switch back to the letter tape. **A** [Code 4] is used here to do this.

```
Mr. Clayton Wolf
252 Newton Drive
Wayland, Ohio

Dear Mr. Wolf:
```

4. Touch **CODE**, Strike 4
   The variable information in the body of the letter is recorded next.

```
Dear Mr. Wolf:4
```

5. [Space], type *Wayland,* and touch **CODE** and Strike 4.
   This space which will appear in the final copy between *the* and *Wayland* is put in on the tape before *Wayland.*
   After *Wayland* is typed, the Code 4 directs the 1200 to Switch back to the letter tape, and finish typing the letter.

```
Wayland4
```

   This completes the variable information for one letter. Since this letter is being sent to several different people, several other addresses and variable information must be recorded on this tape.

6. Record the rest of the addresses and variable information as shown on the previous page.

7. **REWIND** the **TAPE.**
This completes the variable tape, the hard copy of which is shown below:

```
learn(naj)
Mr. Clayton Wolf
252 Newton Drive
Wayland, Ohio

Dear Mr. Wolf:4
 Wayland4
Mrs. Mary Freeman
27 Euclid Circle
East Lansing, Michigan

Dear Mrs. Freeman:4
 East Lansing4
Miss Leona Slovak
2945 Rosemont
Detroit, Michigan

Dear Miss Slovak:4
 Detroit4
```

PLAY BACK THE TWO TAPES

After both tapes are recorded, it doesn't matter which tape you put in which tape holder. However, to have the tapes played back in the proper order, you must depress the Tape Control button (**RIGHT** or **LEFT**) of the **TAPE HOLDER** containing the tape which is to be read from first. In this example, the letter tape will be read from first and since it is in the **RIGHT** holder, depress the **RIGHT** button.

STARTING STEPS:

1. *LETTER TAPE in right holder*
2. *Variable tape in left holder*
3. *REWIND TAPES*
4. *RIGHT*
5. *PLAY*
6. *ADJUST*
7. *Continuous Form Paper*

TASK: PLAYBACK BOTH TAPES, MERGING THE INFORMATION FROM THE TWO TAPES.

HOW TO DO: MERGE TAPES

If using continuous form paper follow Step 1, if using single sheets of paper do Step 1a.

1. Set endpage control to eject (use endpage = stop if using single sheets)

```
CODE l  e  e
learn(endpage=eject)
```

1a. Set endpage control to **STOP**.

```
CODE l  e  s
learn(endpage=stop)
```

---

2. Touch **CODE MEMO/OUT** to find and set the format.

3. Touch **RESET**

4. Touch **AUTO START**
   Playback a few letters then stop playback.

5. Reset the normal endpage = play condition **(CODE ℓ e p)**

SAMPLE OF PLAYBACK – ADJUSTED AND MERGED

August 31, 1972

Mr. Clayton Wolf
252 Newton Drive
Wayland, Ohio

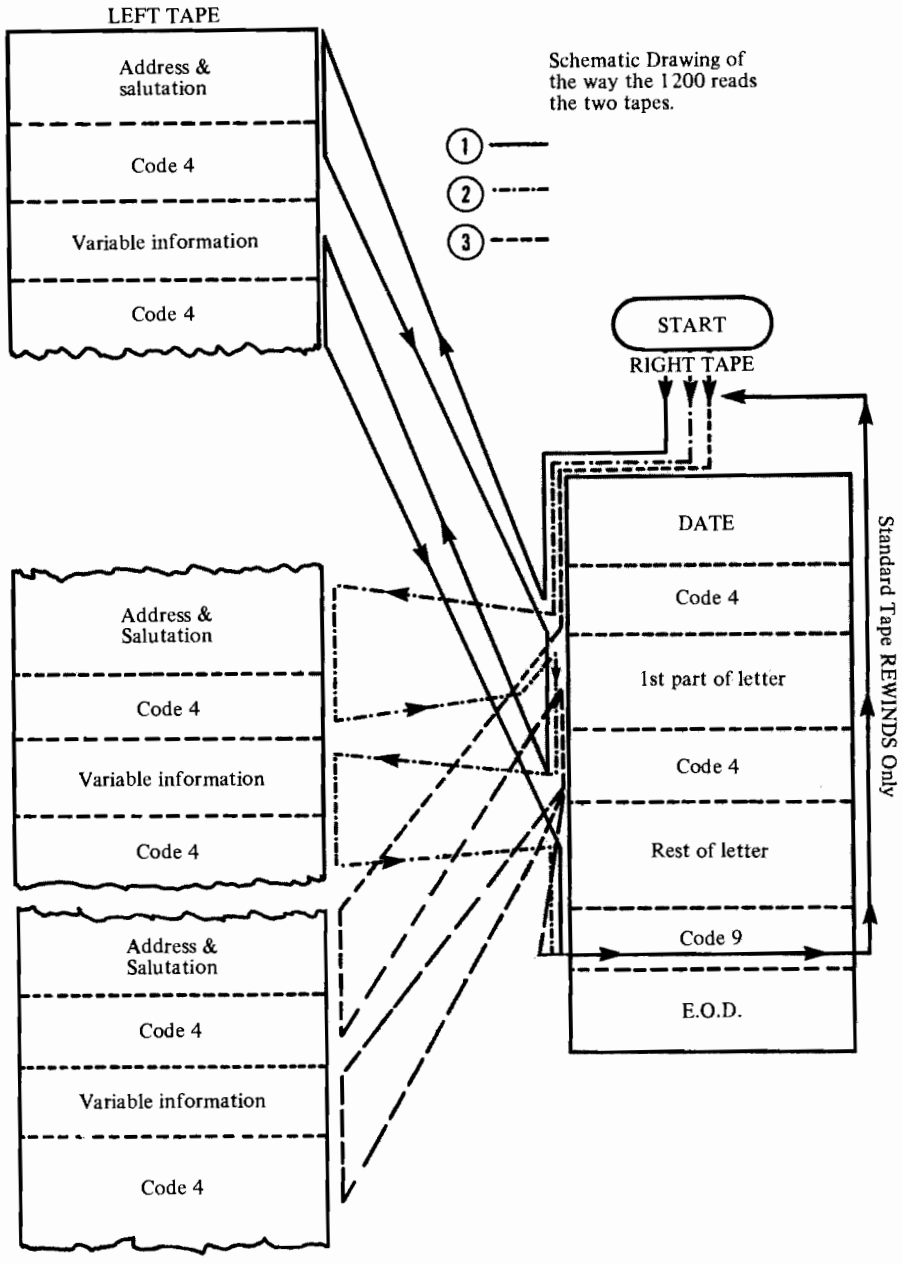
Dear Mr. Wolf:

As you have requested, I am writing to keep you informed on what new products are being released. As of September 1, 1973, we are introducing a new product in the Wayland area.

Further information will follow on December 7, 1972.

Sincerely,

John McLellin
Vice President
New Products



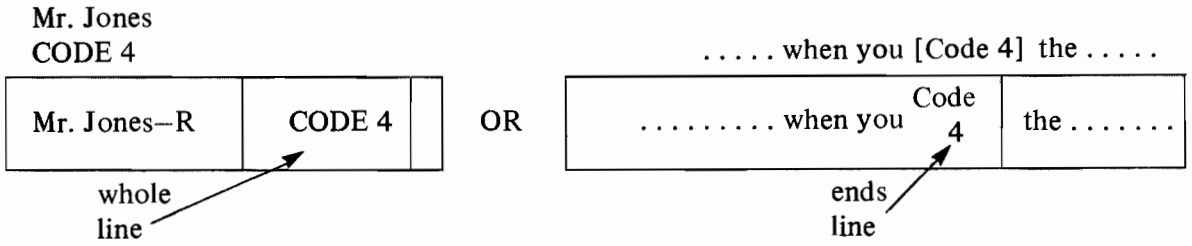
Each time the Code 9 is read the standard tape rewinds and replays. When the Code 4 is read from the standard tape the 1200 switches to the variable tape and reads the 2nd group of variable information. This process continues until all the variable information is read off the left tape.

NOTE:

The first thing the 1200 should read after it switches to the other tape is a space or CR/LF.

CHAPTER REVIEW CHECK LIST

- Switch Read Codes [Code 4] are used on a tape to direct the 1200 to switch to and read the other tape.
- A Switch Read Code when recorded either takes up a whole line on the tape or ends a line on the tape depending upon where it is used.



- When playing back tapes containing Switch Read Codes, the tape control button (right or left) that is down, is the one controlling the tape with the first Switch Read Code.
- A major application for using Switch Read Codes is in the preparation of form letters with variable information. The variable information goes on one tape and the form letter on the other tape.
- When a Switch Read Code [Code 4] is used in the middle of a line, enter the Code 4 immediately after the last word without entering a space or **RETURN**. The space before the word or words to be supplied MUST BE on the other tape. In other words any spacing in the middle of lines where a [Code 4] is used, is provided after the [Code 4] on the other tape. This is necessary in order for the copy to be **ADJUSTED** or **JUSTIFIED** PROPERLY.
- When using a [Code 4] at the end of a line, do not carrier **RETURN** before the [Code 4]. Enter the [Code 4] at the end of the line. The carrier **RETURN(s)** are supplied on the other tape.

NOTE:
See Unit V, Chapter V if you wish to use other names and addresses for these letters.

PRACTICE PROBLEM:

1. Record the following **FORM LETTER** on one tape recording the variable information on another tape. Make use of switch read codes at the places in the letter where the variable information is to be supplied so that this information can be read off the second tape; then switch back to the form letter tape, then back to the variable information and so forth.

```
Dear[code 4]:

   How are you and[code 4] enjoying
your home in[code 4].

   As builders of this home, we are
very interested in you being satis-
fied.

code 9

E.O.D.
```

```
[space]  Mr. Smith[code 4]
   "     Mrs. Smith[code 4]
   "     Arlington[code 4]
   "     Mr. Leonard[code 4]
   "     Mrs. Leonard[code 4]
   "     South Weymouth[code 4]
```

UNIT IV - CHAPTER 4

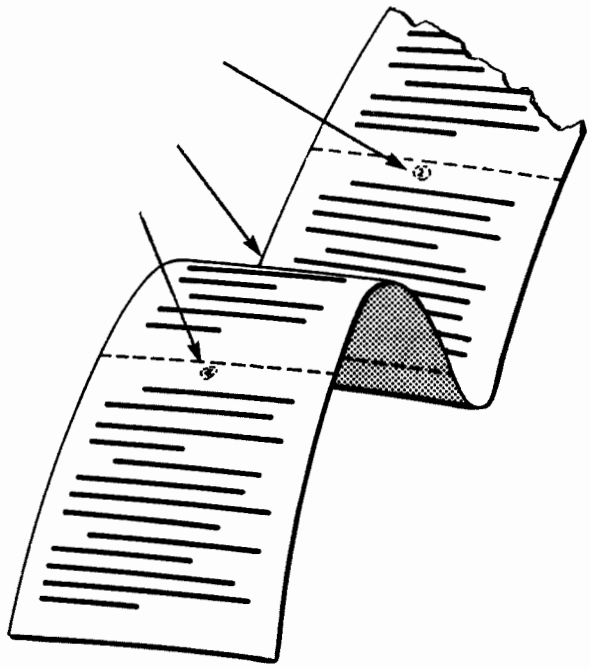
AUTOMATIC PAGE NUMBERING

When you use the automatic page eject or page stop condition, all the pages of a multi-page document are played out neatly in the center of your paper. If you wish to number and title these pages at the same time as they're playing out, the Wang System 1200 two tape system allows you to do this automatically.

The method of doing this involves recording the page numbers and titles on a second tape and commanding the 1200 to switch automatically to this tape at the beginning of every new page and play out these recorded page numbers.

The first situation where you want pages numbered automatically would be when you use continuous form paper and you want the 1200 to eject the paper at the end of every page.

In this lesson you are going to play back Pre-Recorded tape #1 and number the pages automatically. In order to do this you must prepare a Page Numbering Tape -- Go on and see how this is done.



STARTING STEPS:

1. *WORK TAPE IN LEFT HOLDER*
2. *RECORD*
3. *SAME*
4. *LEFT*
5. *REWIND*

TASK: RECORD THE PAGE NUMBERING TAPE AS SHOWN BELOW

Legal Document -2- Dec. 1, 1972
[Return]
[Return]
[Code 4]
Legal Document -3- Dec. 1, 1972
[Return]
[Return]
[Code 4]
Legal Document -4- Dec. 1, 1972
[Return]
[Return]
[Code 4]

HOW TO DO: RECORD THE PAGE NUMBERING TAPE

1. Type the first line of the example

```
Legal Document    -2-    Dec. 1, 1972
```

2. Strike **RETURN** twice.

> NOTE:
> *The extra* **RETURNS** *must be supplied in order to separate the title and page number from the body of the document.*

```
Legal Document    -2-    Dec. 1, 1972
```

3. Touch **CODE**, Strike 4.
(This switch code returns command to the document tape in order for the 1200 to type the body of the document.)

```
Legal Document    -2-    Dec. 1, 1972
4
```

4. Type the rest of the page numbers and titles as shown in the example above.

PLAYBACK

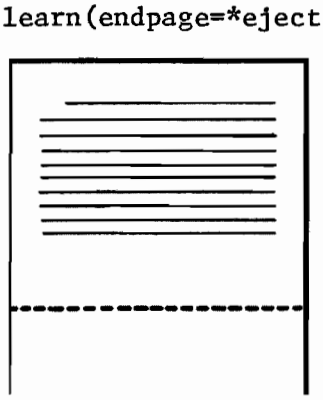
STARTING STEPS:

1. *PRE-RECORDED TAPE #1 in right holder*
2. *Page numbering tape in left holder*
3. *REWIND both tapes*
4. *RIGHT*
5. *PLAY*
6. *SAME*

TASK: PLAYBACK BOTH TAPES AUTOMATICALLY NUMBERING EACH PAGE

HOW TO DO: PAGE NUMBER IN PLAYBACK

1. Type the following command:
   CODE ℓ e * e
   (or for single sheet of paper
   CODE ℓ e * s)
   This Code directs the System 1200 to play out a page of material, eject the paper, (or stop for **CODE** ℓ e*s) and to switch to reading the *opposite* tape. (The normal endpage=eject command [code ℓ e e] does not cause the 1200 to switch to reading the other tape.

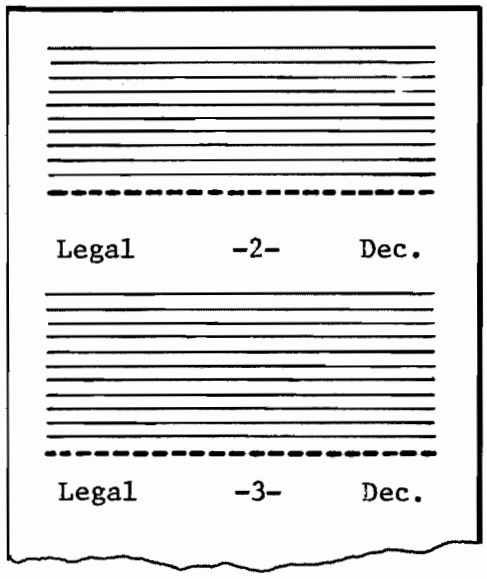


2. Touch **RESET**

3. Roll the platen down so the carrier is about eight lines from the top of the clean sheet of paper.

4. Touch **AUTO/START**

5. Play back only a few pages.



6. Put the 1200 back into the normal playback condition. [**CODE** l e p]

- If you wish to have only the page number with no title or date, simply record the second tape as follows:

The hyphen before and after the number must be a coded hyphen. You cannot use a regular hyphen immediately following a **CENTER CODE.**

```
[CODE o]-2-
RETURN
RETURN
[CODE 4]
[CODE o]-3-
RETURN
RETURN
[CODE 4]
 etc.
```

- The page number and title plus the extra **RETURN'S** are counted along with the body of the document as part of the line count. Therefore, in the above example, page 1 contains fifty lines of text, pages 2, 3, and 4 contain a title, 2 **RETURNS** and 47 lines of text. If you prefer longer sections of text, change the Playback Page Size to [**CODE** 1 1 53], to compensate for the title and **RETURNS.**

- It makes no difference if the text tape is in the right or left tape holder or if the title and number tape is in the right or left tape holder. But when playing back, depress the button for the tape holder that contains the text tape.

- In the examples discussed in this chapter, none of them numbered page one. If you wish to number page one, record a #1 and a heading for page one on your Page Numbering Tape and playback with the tape control button depressed for the holder containing the page numbering tape.

> **NOTE:**
> *For further information regarding page numbering, see Unit V, Chapter IV.*

UNIT IV - CHAPTER 5

RECORDING SEVERAL DOCUMENTS ON TAPE

To make efficient use of your tapes, more than one document should be recorded on a single tape. A single tape cassette can hold up to 40 typewritten pages. (A tape which is recorded in Double block can only hold 2/3 of this.) In order to find a particular document on a tape, each document is identified with a memo code, which is then easily and quickly located for playback.

STARTING STEPS:

1. *WORK TAPE in right holder*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *REWIND*

TASK: RECORDING SEVERAL DOCUMENTS
ON TAPE USING MEMO CODES

CODE M THANK YOU LETTER

Dear Customer:

Thank you very much for purchasing our equipment.

Sincerely,

Wang Laboratories, Inc.

E.O.D.

CODE M LETTER TO NEW EMPLOYEES

Dear New Employee:

We are very glad to have you aboard.

Sincerely,

Wang Laboratories, Inc.

E.O.D.

CODE M FORM LETTER

Dear Customer:

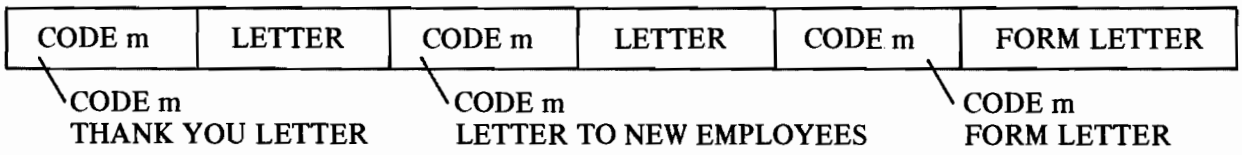
We appreciate your interest in our product. Enclosed find some literature.

Sincerely,

Wang Laboratories, Inc.

E.O.D.

ON TAPE



HOW TO DO: USE MEMO CODES TO IDENTIFY
DIFFERENT DOCUMENTS WHEN RECORDING

Type the first short letter shown, but identify this document with a few words or phrases before typing the document. **CODE** m before this phrase.

1. Touch **CODE**, Strike *m*
2. Type *Thank You Letter,* leaving no space after the m.
3. Type the first letter, be sure to end this document with E.O.D. Code.

```
mTHANK YOU LETTER


Dear_____
   _____
_____________________________
_____________________________
_____
_______
/
```

Type the Second Short Document

4. Touch **CODE**, Strike *m*
5. Type *Letter to New Employees*
6. Type the second short letter
7. **E.O.D.**

```
mLETTER TO NEW EMPLOYEES


Dear_____
   _____
_______
_______
_____________
/
```

Type the Third Document

8. Touch **CODE**, Strike *m*
9. Type *Form Letter*
10. Type the third short letter
11. E.O.D.

NOTE:
You can record as much information in a memo code as you like. If more than one line is used, each line must begin with **[CODE m]**.

12. **REWIND** the tape.

```
mFORM LETTER


Dear_____
   _____
_____________________________
_____
_____
_____________
/
```

PLAY BACK ONE OF THE DOCUMENTS

STARTING STEPS:

1. *Document Tape in Right Holder*
2. *RIGHT*
3. *SAME*
4. *REWIND*
5. *PLAY*

TASK: PLAY BACK THE FORM LETTER

HOW TO DO:

---

1. Touch **SEARCH**

---

2. Touch **CODE**, strike *m*
   Type *Form Letter*

```
mForm Letter
```

---

3. Touch **SEARCH**

> **NOTE:**
> *When searching to a memo code, you must search* **[CODE m]**, *then the words to identify the memo code. You need only search as few words as necessary to distinguish this memo code from any other. When searching a memo code the 1200 ignores E.O.D. codes.*

---

4. When the tape stops touch **AUTO/START.**

NOTICE:
Only the letter is played out. The information in the Memo Code does not get played out.

5. **REWIND** the tape.

```
Dear Customer:

     We_____
_____________________________
_____
_____, Inc.
```

HOW TO DO:

PLAY BACK the *Letter to New Employees*

1. Touch **SEARCH**
   Touch **CODE** *m*
   Type *Letter*
   Touch **SEARCH**

2. When the tape stops touch **AUTO START**.

3. **REWIND** the tape.

```
mLETTER

Dear New_____________________
_____________________________
_____________________________
_______
_________,Inc.
```

PLAY BACK the *Thank You Letter*

1. Touch **SEARCH**
   Touch **CODE** *m*
   Type *Thank*
   Touch **SEARCH**

2. Touch **AUTO/START**

3. **REWIND** the tape.

```
mTHANK

Dear_____:
_____________________________
_____________________________
_____________________________
_______
_________, Inc.
```

PLAYING BACK THE MEMO CODES

There is a way of playing back only the information recorded in the Memo Codes. You can write notes or special instructions in these memo codes about the recorded document, then play back the **MEMO CODE** only, refreshing your memory about the document.

1. Find and Touch the **MEMO (OUT)** key.

2. Touch **MEMO (OUT)** again.
   The 1200 searched as far as the E.O.D. Code and stopped.

3. Touch **MEMO (OUT)** again. The 2nd Memo Code is played out.

4. Touch **MEMO (OUT)** twice again.

> **NOTE:**
> *The* **MEMO/OUT** *key advances the tape to the next E.O.D. Code or Memo Code. When it stops at the Memo Code, the Memo Code gets played out.*
> *You can search to the Memo Code, then touch the* **MEMO (OUT)** *key, which is another way of only playing back the Memo Codes.*

```
THANK YOU LETTER

LETTER TO NEW EMPLOYEES

FORM LETTER
```

QUICK METHOD OF FINDING DOCUMENTS ON A TAPE

When recording many documents on a tape using Memo Codes a very fast method of locating the document, other than just searching the **MEMO CODE**, is to note when recording the document its approximate beginning location on the tape. If you look at a tape cassette you notice the scale from 0 - 100 on the clear plastic window.

When the tape is rewound, the tape on the left reel is at zero as shown in Figure A. As you advance a tape by recording, more tape is wound around the left reel. If you are about to begin a new document and the cassette looks like Figure B, you can make a note that document #X begins at 10 on the tape cassette reel.

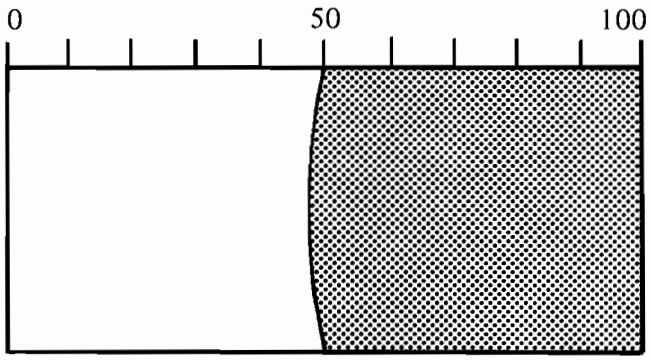


FIG. A

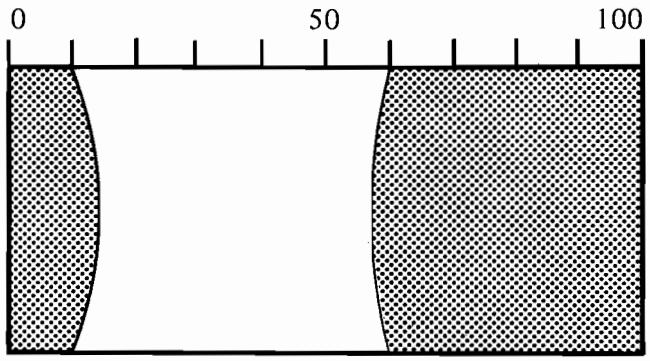


FIG. B

Fast forward (Forward Key) the tape to some point just before the actual location, touch **RESET** to stop it, then Search the desired **MEMO CODE** or touch **MEMO/OUT**.

QUICK METHOD OF FINDING DOCUMENTS ON A TAPE

It is suggested that you keep a log of what is on a tape; especially if the tape goes unused for several days. The following format is suggested for a log.

1200 CASSETTE LOG

CONTENTS OF TAPE NUMBER 1

ALBUM NUMBER 2

Name of Document	Memo Code	No. of pages in document	Location on tape	Special Instructions
analysis of application	M1	2½	Beg.	Format Recorded
July Banquet	M2	1	5	Update in July - Switch Reel
Sales Meeting	M3	5	8	Format Recorded
McAdam's letter	M4	2	23	none

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700-0904
12-72-1M

NOTE:
Further information regarding the use of the **FORWARD** *Key and Cassette Logs is available in Unit V, Chapter 1.*

CHAPTER REVIEW CHECK LIST

- Touching the **MEMO (OUT)** key will advance the tape to the **E.O.D.** code or **MEMO CODE.**
- **MEMO CODES** are used to identify different documents on a tape. A phrase used to identify a document is preceded by (**CODE** m).
- **MEMO CODES** are located on a tape by touching **SEARCH**
  CODE m, typing ?
  SEARCH
- **MEMO CODES** do not get played back except when the **MEMO(Out)** key is used.

UNIT IV - CHAPTER 6

DOCUMENT ASSEMBLY

A useful application of memo codes is to type lengthy documents, identifying major paragraphs with memo codes. After the document is recorded, you can then assemble paragraphs from the master document in order to tailor make a document as in legal trusts and wills, contracts or engineering specifications. The master tape is recorded assuming all paragraphs are part of one document and no **E.O.D.** codes are used except at the very end. This Chapter discusses the manual method of document assembly. Chapter 9 discusses the automated method of document assembly which is an option on the 1200. If you have this option there is no need to read this chapter.

Pre-recorded tape #3 is provided for you in this Chapter, the copy of which is below. Notice each paragraph has a different memo code, to which you can refer in order to assemble individual paragraphs on another tape.

PRE-RECORDED TAPE #3

```
T1.A

of (hereinafter called the "Donor") hereby
transfers the sum of to of and
of (hereinafter with their successors in trust
called the "Trustees") for the purposes and subject
to the provisions hereinafter set forth.

T1.A-1

     The Trustees hereby acknowledge that they have received said
sum in trust and declare that they will hold, manage and invest the
same, together with the proceeds of any policies of insurance paid to them and
any other property which may hereafter be transferred to the trust by gift,
will, or otherwise from the Donor or anyone else and accepted by them as
Trustees, and after paying or making provision for all expenses of the
trust, including reasonable compensation for their services, will dispose
of the trust property and the net income therefrom as hereinafter provided.

T1.1


     This trust shall be known as .
```

T1.2

During the life of the Donor, the Trustees shall pay to or as may in writing direct such part or all of the net income and/or principal of the trust as the Donor may from time to time request in writing, and in their uncontrolled discretion the Trustees may at any time or times and for any reason pay any part or all of the net income and/or principal of the trust to the Donor, even though does not request such payment. Any net income not so paid shall be added to the principal of the trust at such times as the Trustees shall determine and in any event upon the death of the Donor.

T1.3

Upon the death of the Donor, the Trustees shall dispose of the remaining principal of the trust, including any property to which they are entitled as a result of the death of the Donor, as follows:

T1.3-1

1. If the Donor's survives :

T1.3-1(a)

(a) The Trustees shall set aside from said remaining principal and hold as provided in Article FOURTH such amount (if any be required) as will equal fifty per cent (50%) of the value of the Donor's adjusted gross estate as defined in the Internal Revenue Code in force on the date of this indenture as finally determined by the aggregate value of all interests in property (if any) which pass or have passed from the Donor to under will or any condicil thereto or outside thereof other than under this subsection 1(a) and Article FOURTH, but only to the extent that such interests are included in the gross estate pf the Donor as defined in said Code for federal estate tax purposes and are allowed as a marital deduction in computing such tax under said Code, provided, however, that this amount shall only be satisfied out of assets or the proceeds thereof with respect to which such a marital deduction is allowable under said Code, exclusive of assets also subject to inheritance, succession, estate or other death taxes imposed by a country other than the United States of America, and shall abate to the extent it cannot be so satisfied.

T1.3-1(b)

(b) The Trustees shall hold the balance of said remaining principal as provided in Article FIFTH.

T1.3-2

2. If the Donor's does not survive but any issue of the Donor survives, the Trustees shall hold said remaining principal as provided in Article FIFTH.

T1.3-4

4. If the Donor's and the Donor die under such circumstances that there is not sufficient evidence that they died other than simultaneously, for the purpose of this indenture the Donor's shall be deemed to have survived the Donor.

T1.4

All property which is to be held by the Trustees as provided in this Article shall be held by the Trustees as a separate trust (herein called the "marital trust") as follows:

T1.4-1

1. The Trustees shall pay the net income of the marital trust at least as often as annually to the Donor's as long as lives; and in their uncontrolled discretion the Trustees may at any time or times and for any reason pay any part or all of the principal of the marital trust to .

T1.4-1 (Alt.)

1. The Trustees shall pay the net income of the marital trust at least as often as annually to the Donor's as long as lives. The Trustees shall also pay to such part or all of the principal of the marital trust as may from time to time request in writing; and in their uncontrolled discretion the Trustees may at any time or times and for any reason pay any part or all of the principal of the marital trust to , even though does not request such payment.

T1.4-2

2. Unless sooner terminated by payments of principal as hereinabove provided, the marital trust shall terminate upon the death of the Donor's , whereupon the Trustees shall distribute all remaining principal of the trust as shall appoint by will making specific reference to this power, with the right in discretion so to appoint to estate or any other appointee or appointees without limitation, upon any terms, conditions, limitations and trusts, including the right to create new powers of appointment, but in default of such appointment or to the extent not effectively appointed, the Trustees shall distribute said principal to the Trustees of the trust under Article FIFTH to be added to the principal of said trust and disposed of as a part thereof.

T1.5

All property which is to be held by the Trustees as provided in this Article shall be held by the Trustees as follows:

T1.5-1

1. During the life of the Donor's the Trustees may in their uncontrolled discretion at any time or times and for any reason pay any part or all of the net income and/or principal of the trust to any one or more of the following persons living from time to time, payments to more than one person to be made in such proportions among them as the Trustees see fit: the Donor's , each of the issue of the Donor, and the spouse of each issue. Any net income not so paid shall be added to the principal of the trust at such times as the Trustees shall determine and in any event upon the death of .

T1.5-2

2. Upon the death of the survivor of the Donor and , if the trust has not sooner terminated by payments of principal as hereinabove provided, and if any issue of the Donor is then living, the Trustees shall divide the remaining principal of the trust into as many equal shares as there shall be children of the Donor then living and children of the Donor then deceased with any issue then living, one (1) share to be set aside for each then living child of the Donor and one (1) share to be set aside for the issue of each child of the Donor then deceased with any issue than living, and shall dispose of such shares as follows:

STARTING STEPS:

1. *PRE-RECORDED TAPE #3 (right holder)*
2. *WORK TAPE (left holder)*
3. *SAME*
4. *TRANSFER*
5. *REWIND*

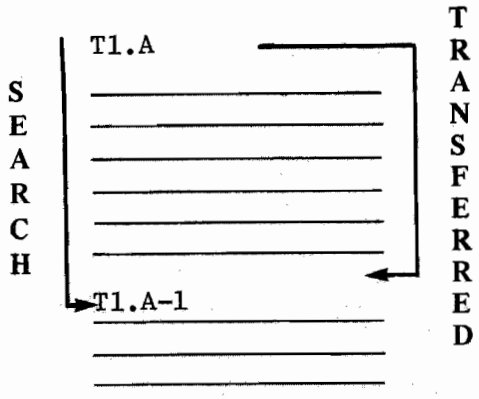
TASK: ASSEMBLE PARAGRAPHS T1.A, T1.3, T1.5-1 ON A NEW TAPE

HOW TO DO: ASSEMBLE A NEW DOCUMENT

Assembly Paragraphs T1.A, T1.3, T1.5-1 on a new tape.

1. Transfer paragraph T1.A
   SEARCH
   [CODE m**]** T1.A-1
   SEARCH

> **NOTE:**
> *You must search the Memo Code for the next paragraph in order to transfer paragraph T1.A. Everything prior to the memo code being searched gets transferred. Memo codes get transferred along with the paragraph.*

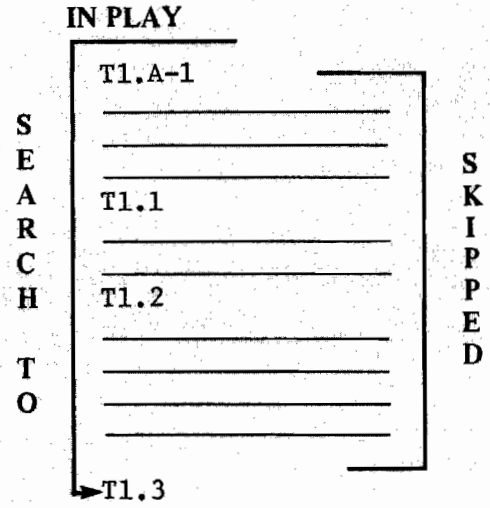


Skip paragraphs T1.A-1, T1.1, T1.2

1. Depress **PLAY & RIGHT**

2. **SKIP** the above paragraphs by Searching up to the Memo Code of the paragraph you wish to transfer.
   SEARCH
   [CODE m**]** T1.3
   SEARCH

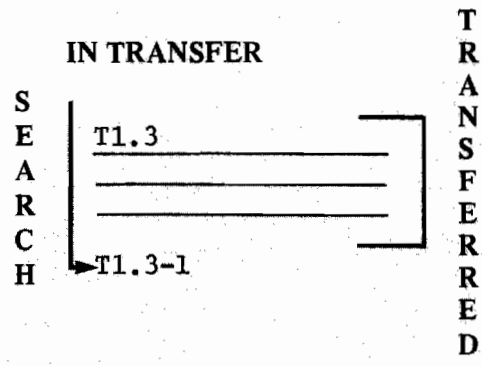
> **NOTE:**
> *The right tape is advanced forward to the Memo Code of the paragraph you wish to Transfer, by-passing the unwanted paragraphs.*



Transfer paragraph T1.3

1. Depress **TRANSFER**

2. Transfer T1.3 by
   SEARCH
   [CODE m**]** T1.3-1
   SEARCH

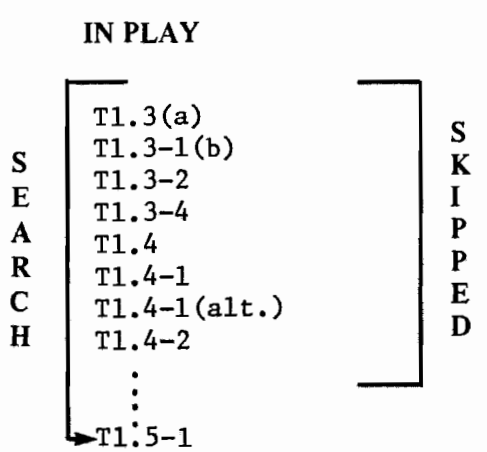


HOW TO DO: ASSEMBLE A NEW DOCUMENT

Skip paragraphs T1.3(a), T1.3-1(b), T1.3-2, T1.3-4, T1.4, T1.4-1, T1.4-1(alt), T1.4-2, T1.5.

1. Depress **PLAY & RIGHT**

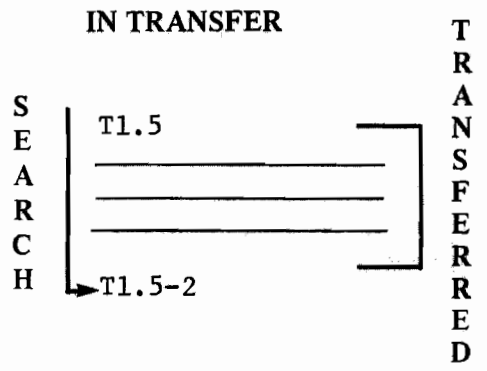
2. **SEARCH**
   [CODE m] T1.5-1
   SEARCH



Transfer paragraph T1.5-1

1. Depress **TRANSFER**

2. **SEARCH**
   [CODE m] T1.5-2
   SEARCH



---

3. Type in **E.O.D.** Code

4. **REWIND**

5. **PLAY & SAME, & LEFT**

6. **AUTO/START**

Verify that you have assembled the correct paragraphs.

CHAPTER REVIEW CHECK LIST

- When searching a Memo Code, be sure to type the Memo Code exactly as shown.
- When searching in Transfer everything prior to the line or Memo Code being searched gets transferred.
- By-pass unwanted paragraphs in **PLAY**. Search to the Memo Code you do want, and everything prior to that is by-passed.
- If you play back a Memo Code, it does not get transferred to the other tape. If you do not play back the Memo Code, it does get transferred.
- When searching, if the tape continues to advance forward past where you think it should, and/or the **E.O.D.** light comes on, this means the 1200 could not locate the line or Memo Code you described. Usually, the operator has typed something incorrectly. Stop the **SEARCH** procedure by touching **RESET**. Either **REWIND** and **SEARCH** again, or if you are in **TRANSFER, SEARCH** to a point on each tape which you know is correct and continue from there.

NOTE:
More detailed information regarding the use of Memo Codes is available in Unit V, Chapter 1.

PRACTICE PROBLEMS - USE PREPARED TAPE #3

1. Play back only the Memo Codes.
2. Assemble paragraphs on tape . . . . . .
   T1.2, T1.3-1, T1.3-4, T1.4-1 (alt.)
3. Make an exact copy of Prepared Tape #3.

UNIT IV - CHAPTER 7

MULTI-FORMATTED DOCUMENTS

You can record several different formats in the same document and direct the 1200 to change the formats automatically as it plays the document back.

STARTING STEPS:

1. *WORK TAPE in right holder*
2. *RIGHT*
3. *RECORD*
4. *SAME*
5. *REWIND*

TASK: RECORD A MULTI-FORMATTED DOCUMENT

---

25 30 80 100

November 17, 1972

Dear Sir:

The following list of personnel is enclosed for your future reference:

30	50	72	120
Mr. John Jones	27 W Street	Atlanta, Georgia	
Ms. Sally Smith	152 Exeter Street	Boulton, Georgia	
Mr. Al Jones	97a Main Street	Columbus, Georgia	

If you need any further information in this area, please don't hesitate to call me.

Sincerely,

Alan Lucas

HOW TO DO: RECORD MORE THAN ONE FORMAT PER DOCUMENT ON TAPE

1. Set a Format with left margin at *25*, Tab at *30* and *80*, right margin at *100*.

```
learn(format
@   T              T       )
```

2. Record the format on tape. [CODE b]

```
b
```

3. Type *the date, the salutation* and the *first two lines* of the letter.

```
TAB  TAB        Nov.................

Dear Sir:
TAB The following...................
reference:
```

Set a Second Format

4. Set format with left margin at *25*, Tabs at *30, 50* and *72*, right margin at *120.*

```
learn(format
@       T    T     T          )
```

5. Record the format on tape. [CODE b]

```
b
```

6. Type the three names and addresses.

```
[TAB]Mr. John Jones[TAB]     27 W    TAB]        Atlant
[TAB]Ms. Sally Smith[TAB]    152    Street[TAB]   Boultc
[TAB]Mr. Al Jones[TAB]       97a    reet[TAB]     Columb
```

HOW TO DO: RECORD MORE THAN ONE FORMAT PER DOCUMENT ON TAPE

Set the original format

7. Tabs at *30* and *80*, right margin at *100*.

```
learn(format
@       T                T     )
```

---

8. Record the format on tape. [CODE b]

```
b
```

```
If you need any furth  (in this area,
please don't hesitate to call me.
```

9. Type the rest of the letter.

```
Sincerely,

Alan Lucas
```

---

10. **E.O.D. CODE**

---

11. Rewind the Tape.

PLAYBACK

STARTING STEPS:

1. *MULTI-FORMATTED DOCUMENT TAPE in right holder*
2. *PLAY*
3. *RIGHT*
4. *SAME*

TASK: PLAY BACK THE MULTI-FORMATTED DOCUMENT

HOW TO DO: PLAY BACK MULTI-FORMATTED DOCUMENT

When a document contains more than one format, the 1200 will automatically reset itself to each new format. The 1200 must be directed to do this. A special code is used [**CODE** 1 t].

Before playing out

```
learn(t)
```

1. Touch **CODE**, Strike ℓ and *t* keys
   The 1200 is now directed to read all the formats and set them automatically into the typewriter.

2. Touch **AUTO START**

> **NOTE:**
> *When the 1200 set each format into the typewriter, it caused the carrier to line feed twice as the format was set. These extra line feeds occur whenever a format is set. If the extra spacing is unwanted, you can record a Stop Code after recording the format. This causes the playback to stop after the format is set, so that you can roll the platen back two lines, or to where you want the next section typed.*

TURNING THE learn (t) CONDITION OFF

1. Touch **CODE**, Strike ℓ and *u* key.

> **NOTE:**
> *When the 1200 is turned on it is in the learn (u) condition. This is the normal condition for the 1200. Therefore anytime the learn (t) condition is used, you must change back to the learn (u). The learn (u) condition tells the 1200 to ignore all recorded formats.*

```
[CODE  1  u]
learn(u)
```

CHAPTER REVIEW CHECK LIST

- The [**CODE** 1 t] condition directs the 1200 to automatically read and set recorded formats per document. If you do not [**CODE** 1 t] when playing out a multi-formatted document you must **CODE MEMO (OUT)** for each format.

- The [**CODE** 1 u] condition is the preset condition of the 1200. Whenever a [**CODE** 1 t] is used the [**CODE** 1 u] is used to turn the [**CODE** 1 t] off.

- When playing back a single formatted document [**CODE** 1 u], the **CODE** and **MEMO (OUT)** keys are used to direct the 1200 to read and set the format. (Unit 3, Chapter 3).

NOTE:
Further discussion of multi-formatted documents occurs in Unit V, Chapters 2 and 6.

UNIT IV - CHAPTER 8

DECIMAL ALIGNMENT CONDITION

One of the most tedious jobs you may be faced with is typing long columns of numbers, lining up the decimal points. The **AUTOMATIC DECIMAL ALIGNMENT CONDITION** of the 1200, allows you to type columns of numbers at rough draft speed, with no concern for decimal alignment, then playback the columns allowing the 1200 to align these numbers for you.

STARTING STEPS

1. WORK TAPE in right holder
2. RIGHT
3. RECORD
4. SAME
5. REWIND
6. LEFT MARGIN at 5
7. TABS at 15, 35, 55
8. RIGHT MARGIN at 75

TASK: RECORD THE FOLLOWING TABLE (EXAMPLE 1) OF NUMBERS IN DECIMAL ALIGNMENT CONDITION SO THAT PLAYBACK LOOKS LIKE THE 2nd EXAMPLE.

Example 1

learn(naj)

CODED TAB	800.76	CODED TAB	6.0	CODED TAB	110.00 -R
"	79.00	"	3.1	"	11.00 -R
"	1900.00	"	10.0	"	336.00 -R
"	928.54	"	(42.)	"	(21) -R

CODED RETURN

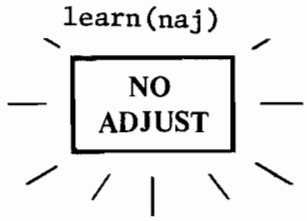
E.O.D.

Example 2

800.76	6.0	110.00
79.00	3.1	11.00
1,900.00	10.0	336.00
928.54	(42.)	(21)

HOW TO DO: DECIMAL ALIGNMENT CONDITION

1. Put the 1200 in the decimal alignment condition:
   Touch **CODE ℓ n**
   Notice – **NO ADJUST** light comes on.



> **NOTE:**
> *Any section of a document needing automatic decimal alignment must be recorded in the* **NO ADJUST** *condition.*

---

2. Record the format.

```
learn(format
@   T          T      T       )
b
```

---

3. Touch **CODE**, strike **TAB**

---

4. Type *800.76*

```
800.76▲
```

---

5. **[Code TAB]** Type *6.0*

```
800.76      6.0▲
```

---

6. **[Code TAB]** Type *110.00*

```
800.76      6.0   110.00▲
```

---

7. Touch **RETURN**

```
800.76      6.0   110.00
▲
```

8. Type the next two rows using a **[CODE TAB]** before each number and **RETURN** after each row.

```
79.00        3.1     11.00
1900.00      10.0    336.00
```

9. Record the next row, with the parentheses as shown ending the line with a **RETURN**.

> NOTE:
> *When the 1200 plays out a number in parentheses, it will align the number according to where the decimal is (42.0). If there is no decimal in the number (21), it sees the right-hand parenthesis as the decimal point and aligns the number properly.*

```
928.54       (42.0) (21)
```

10. Touch **CODE, RETURN**

> NOTE:
> *A coded return must be used to exit the* **NO ADJUST** *mode. When using* **NO ADJUST** *to align decimals, the coded return is on a separate line as shown in the above example.*

```
928.54       (42.0) (21)
```

11. Code [E.O.D.]

```
928.54       (42.0) (21)
```

12. Rewind the tape.

PLAYBACK

STARTING STEPS

1. TABLE TAPE in right recorder
2. RIGHT
3. PLAY
4. SAME

TASK: PLAY BACK THE TABLE OF NUMBERS

RESULT

800.76	6.0	110.00
79.00	3.1	11.00
1,900.00	10.0	336.00
928.54	(42.)	(21)

HOW TO DO:

1. Touch **AUTO/START**

UNDERLINING COLUMNS OF NUMBERS

STARTING STEPS
1. WORK TAPE in right recorder
2. RIGHT
3. RECORD
4. LEFT MARGIN 5 TABS 15, 35, 55, RIGHT MARGIN 75
5. SAME
6. REWIND

TASK: RECORD THREE COLUMNS OF NUMBERS UNDERLINING THE COLUMNS AS SHOWN IN EXAMPLE 1 WHICH IN PLAYBACK LOOKS LIKE EXAMPLE 2.

Example 1

CODED TABS	800.76	CODED TABS	6.0	CODED TABS	110.00 - R
"	79.00	"	3.1	"	11.00 - R
"	1900.00	"	10.0	"	336.00 - R
"	11,221.00	"	1.0	"	42.00 - R

CODED RETURN

E.O.D.

Example 2

800.76	6.0	110.00
79.00	3.1	11.00
1900.00	10.0	336.00
11,221.00	1.0	42.00

HOW TO DO: UNDERLINE COLUMNS

1. Record format on tape.

2. Touch **CODE**, strike ℓ, n

```
learn(naj)
```

3. Record the first three rows of numbers remembering to **CODE TAB** before each number.

```
800.76      6.0     110.00
79.00       3.1     11.0
1900.00     10.0    336.00
```

In the last row of numbers, three special conditions exist – all of which have to do with underlining a column of figures. In the first column, the underline is as long as the last number in the column, which also is the largest number in the column. In the second column, the underline has to be longer than the last number in the column as the last number isn't the largest. In the third column, the underline is put on the next line of type. Each of these conditions requires a different method of recording. Go on and see how each of these underlining procedures is done.

UNDERLINE SAME LENGTH AS LAST NUMBER

1. **CODE TAB** type *11,221.00*

```
11,221.00
```

UNDERLINE SAME LENGTH AS LAST NUMBER

2. **BACKSPACE** to the beginning of the number and underline.

11,221.00

11,221.00

> **NOTE:**
> *When you underline a column where the last number is the largest, merely backspace and underline as you would on any typewriter.*

> **CAUTION:**
> *Do not backspace over the coded* **TAB**, *as you will erase it.*

UNDERLINE LONGER THAN LAST NUMBER

1. **CODE TAB**

11,222.00

2. Strike the underline key once.

11,222.00 _

> **NOTE:**
> *Put in the part of the underline which has no digit directly above it first (in this case only one).*

3. Type in *1.0*

11,222.00 _1.0

4. **BACKSPACE** to the beginning of the number and underline it.

11,222.00 1.0

UNDERLINE ON NEXT LINE

1. **CODE TAB**	11,221.00	1.0	▲
2. Type number	11,221.00	1.0	42.00 ▲
3. Touch **RETURN**	11,221.00 ▲	1.0	42.00
4. **CODE TAB** three times.	11,222.00	1.0	42.00 ▲
5. Count the number of digits to the left of the decimal for the largest number in the column (110.00 has 3 digits) then **CODE BACKSPACE]** equal to this. In this case 3 times.	11,222.00	1.0 ▲	42.00
6. Underline equal to the number of times you **CODE BACKSPACE**, plus one for the decimal and enough times equal to the number of digits to the right of the decimal. [Total = 6]	11,222.00	1.0	42.00 ——— ▲
7. **RETURN**	▲		
8. **CODE RETURN**	▲		

UNDERLINE ON NEXT LINE

---

9. CODE EOD

---

10. REWIND

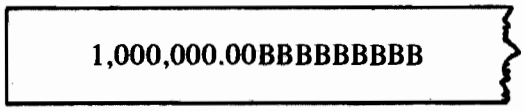
PLAYBACK

STARTING STEPS
1. RIGHT
2. PLAY
3. SAME
4. REWIND

	800.76	6.0	110.00
	79.00	3.1	11.00
1. Touch **AUTO/START**	1900.00	10.0	336.00
	11,221.00	1.0	42.00

How Numbers Are Recorded In Decimal Alignment Condition

- The number 1,000,000.00 is recorded as 12 characters on the tape (including the comma and decimal point). When recording in **NO ADJUST**, the 1200 automatically counts the number of characters to the left of the decimal and puts on the tape a number of backspaces equal to the number of characters to the left of the decimal. It does this in order to align the decimals. The number 1,000,000.00 requires 9 backspaces and 12 characters to record it on the tape.



If you are doing a great deal of statistical typing, a more detailed explanation of Automatic Decimal Alignment and editing of columns of numbers, etc. is covered in Chapter 7, Unit V. Please refer to this section.

UNIT IV - CHAPTER 9

PROGRAMMED ASSEMBLY

A special extra cost option of the 1200 allows you to record standard paragraphs, sentences or pages on a master tape and later retrieve the paragraphs for assembling an individual document by recording only **MEMO CODES** on a second tape.

To find out if you have this extra cost option on your 1200:

Touch **CODE**, strike 1, strike c.

If the 1200 types an end parenthesis ")", the option is in your 1200.

If the 1200 types learn(???

This option is not available on your 1200 and you can disregard this section.

In this chapter you are going to record a tape of standard paragraphs (File Tape) that will later be combined in different ways by recording a **MEMO CODE** at the beginning of each paragraph and a **SWITCH CODE [CODE 4]** at the end of eaeh paragraph on the File Tape. Each paragraph could also contain regular switch codes for adding variable information.

In order to combine some of these paragraphs to make a new document, you will record the **MEMO CODES** of the desired paragraphs on a second tape, (the Program Tape) and activate the Programmed Assembly Option by typing code learn (c). Then play the two tapes back at the same time. Go on and prepare the Program Tape and a File Tape, as an exercise.

STARTING STEPS:
1. A WORK TAPE IN RIGHT HOLDER
2. RECORD
3. SAME
4. RIGHT
5. REWIND

TASK: RECORD THE FILE TAPE AS SHOWN BELOW

```
m1
A medical examination is required before
a student will be accepted.
[RETURN]
4
m2
Transcripts of undergraduate records
must be submitted with applications.
[RETURN]
4
m3
Five references from professional or scholastic
sources are required from each applicant.
[RETURN]
4
m4
The Graduate Record Examination will be given
on[CODE 4]
[space]at the college.
[RETURN]
4
E.O.D.
```

HOW TO DO: RECORD THE FILE TAPE

1. Type the first line of the example and **RETURN**	`ml`

2. Type the first paragraph and **RETURN**	`ml`
	`A medical examination is required before a student will be accepted.`
	▲

3. Strike **RETURN**
This ends the paragraph with a double **RETURN**
	`ml`
	`A medical examination is required before a student will be accepted.`
	▲

4. Touch **CODE**, strike 4
(This directs the 1200 to switch to the Program Tape.)
	`ml`
	`A medical examination is required before a student will be accepted.`
	
	`4`
	▲

HOW TO DO: RECORD THE FILE TAPE

5. Type the rest of the File/Tape as shown on the previous page.

COMPLETED FILE TAPE

```
m1
A medical examination is required before
a student will be accepted.

4
m2
Transcripts of undergraduate records
must be submitted with applications.

4
m3
Five references from professional or scholastic
sources are required from each applicant.

4
m4
The Graduate Record Examination will be given
on4
 at the college.

4
/
```

6. Rewind this Tape

RECORD THE PROGRAM TAPE

STARTING STEPS:
1. A SECOND WORK TAPE IN LEFT HOLDER
2. RECORD
3. LEFT
4. REWIND

TASK: RECORD THE PROGRAM TAPE AS FOLLOWS:

```
[CODE m]2
[CODE m]4
[space]July 3, 1973[CODE 4]
[CODE w] (This directs the File Tape to be rewound.)
[CODE m]1
[CODE E.O.D.]
```

You wish to extract paragraphs m2, m4 and m1, in this order.

1. Type the memo codes for the first paragraph you wish to extract.

```
m2 - R
↑
```

2. Type the memo code for the 2nd paragraph you wish to extract.
   Paragraph 4 contains a switch code for variable information.
   Type in the variable information, *preceded* by a *space*, followed by a switch code.

```
m2
m4 - R
 July 3, 19734
↑
```

3. The next paragraph to be extracted is m1. This paragraph is before m4. You can have the 1200 search backwards in the following way.
   Type a rewind code (**CODE w**) that directs the 1200 to rewind the *File Tape* to the beginning and begin its search for m1 from the beginning of the tape.

```
m2
m4
 July 3, 19734
w
↑
```

NOTE:
A **[CODE w]** *used with learn(c) condition directs the 1200 to rewind the other tape.*

NOTE:
A **[CODE 9]** *in the Learn(c) condition does not cause the other tape to rewind.*

TASK: RECORD THE PROGRAM TAPE AS FOLLOWS:

4. Type the last memo code (m1) and an EOD code.	m3 m4 July 3, 19734 w m1 /

PLAYBACK

STARTING STEPS
1. *PROGRAM TAPE (Left Recorder)*
2. *FILE TAPE (Right Recorder)*
3. *LEFT*
4. *REWIND*
5. *PLAY*
6. *ADJUST*

TASK: PLAY BACK BOTH TAPES ASSEMBLING PARAGRAPHS m2, m4 AND m1 ON PAPER.

HOW TO DO: ACTIVATE PROGRAMMED ASSEMBLY OPTION

1. Touch **CODE**, strike *ℓ*, strike c
   This directs the System 1200 to perform as follows:
   When it reads a **MEMO CODE** on a tape, it switches to the other tape, searches for this **MEMO CODE**, and plays out the text immediately following the **MEMO CODE**.

```
learn(c)
```

2. Touch **AUTO/START**

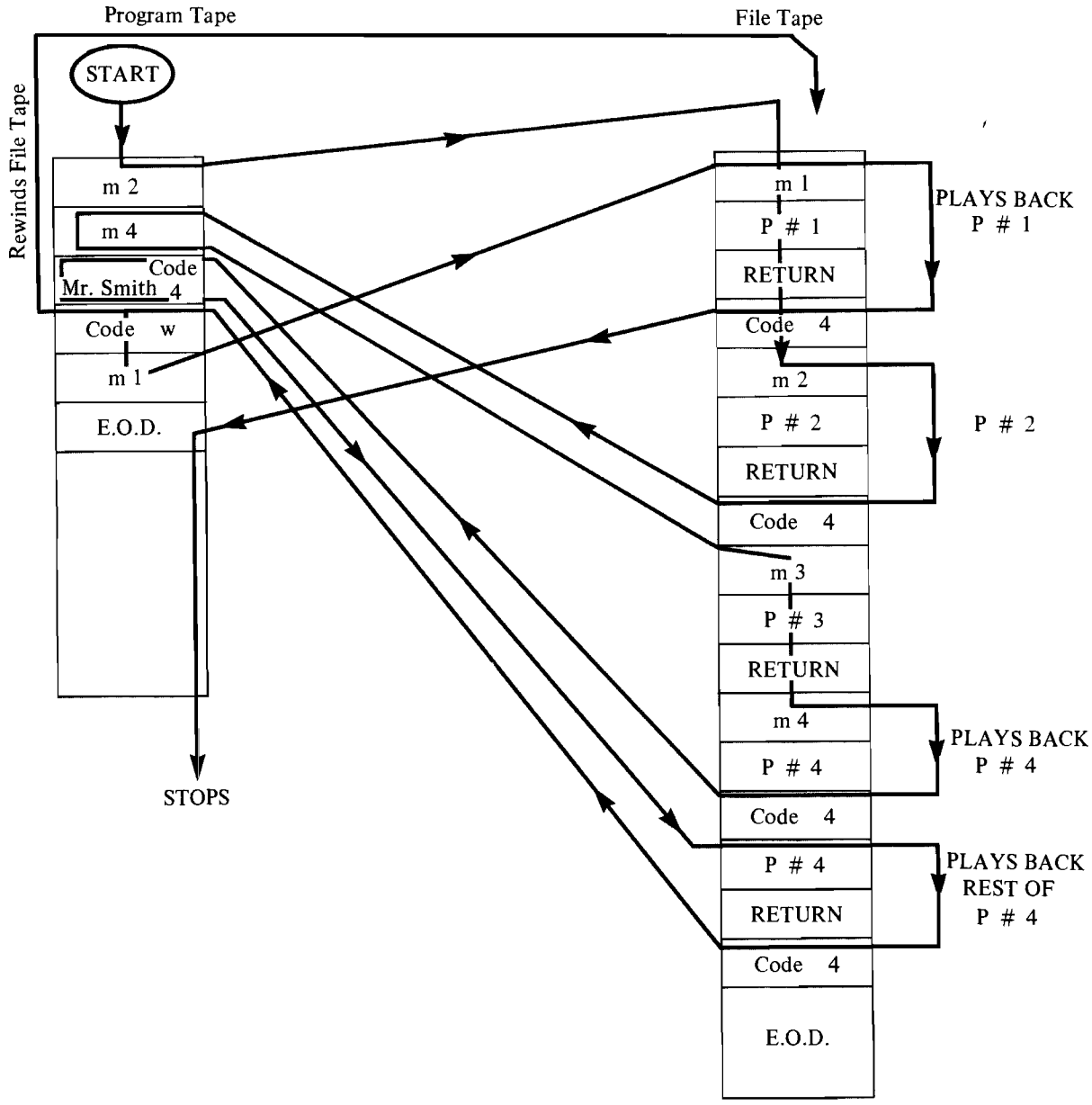
EXAMPLE OF PLAYBACK

```
Transcripts of undergraduate records must be submitted
with applications.

The Graduate Record Examination will be given on July
3, 1973 at the college.

A medical examination is required before a student will
be accepted.
```

NOTE:
To cancel the Programmed Assembly condition, touch **CODE**, *strike ℓ, strike d.*

```
learn(d)
cancels
learn(c)
```

SCHEMATIC DRAWING OF WHAT OCCURRED IN PLAYBACK



CHAPTER REVIEW CHECK LIST

- [CODE 1 c] tells the System 1200 when it encounters a **MEMO CODE** on a tape to switch to the other tape and search for a **MEMO CODE.** When it finds the **MEMO CODE,** it plays back the material following the **MEMO CODE.** (**CODE** 1 d cancels this condition.)

- The File Tape is a series of paragraphs, pages, sentences or words preceded by **MEMO CODES** and followed by switch codes.

- The Program Tape is a series of **MEMO CODES** and/or text that directs which paragraphs are extracted from the File Tape.

- [CODE w] has a special function when used with the Programmed Assembly Option. It directs the 1200 to rewind the *opposite* tape.

- The pre-recorded paragraphs on the File Tape can contain switch codes for variable information. The variable information can be recorded on the Program Tape along with the **MEMO CODES.**

- Additional paragraphs that vary with each document can be recorded on the Program Tape along with the **MEMO CODES.**

NOTE:

This chapter does not go into specific applications of the Programmed Assembly option, but simply how to record the Program and File Tapes. It is recommended upon completion of this Chapter that you refer to Chapter 9 of Unit V, which describes in much more detail how to use the Programmed Assembly Option.

UNIT V
SPECIAL APPLICATIONS
INTRODUCTION

Welcome to the world of Wang Word Processing. By now you're probably very familiar with the operation of the Wang System 1200 Cassette Typewriter, but you may find that you have questions on the most efficient and time-saving methods of putting the 1200 to work for you.

Whether you're working in a law firm, an accounting office, as a secretary in a word-processing center, or anywhere, this applications manual can give you some hints on setting up your work habits to get the most out of your 1200. We hope it will be of help to you and wish you good luck in your work with the most advanced word-processing system available today.

HOW TO USE THIS MANUAL

Special Applications, Volume III is an extension of the *System 1200 Training Manual* Volumes I and II. This is *not* an instructional manual. It is assumed that the basic operational techniques of the System 1200 are already familiar to you.

Included in this manual are detailed and unusual applications that you may encounter when applying the System 1200 to specific, job-oriented tasks. Some basic instructions may repeat material from the Training Manual. This was necessary in order to clarify a single application.

Each application can be found under one of nine general categories. These categoreis represent basic features of the System 1200 followed by the related applications. Hopefully the outline will help you easily and quickly locate your specific project.

UNIT V - CHAPTER 1

RECORDING AN ENTIRE TAPE

To aid the System 1200 operator in the total utilization of tape cassettes, a 1200 Cassette Log has been designed.

IDENTIFYING TAPE CASSETTES

By numbering each one of your tape cassettes, (in whatever manner you wish), you can keep a 1200 Cassette Log per tape cassette with all the vital information you will need to help you readily identify and locate documents. As documents become obsolete they can be crossed out on the log. When all documents become obsolete (see Chapter 2) you can then start a new log and start recording new material on your tape cassette. If you find that a particular document has to be saved and it is located at some point other than at the very beginning, just transfer it onto a new tape cassette and put it in temporary storage.

IDENTIFYING DQCUMENTS

The first piece of information that will be recorded in the 1200 Cassette Log is the tape cassette number and the album number that particular tape cassette will be stored in. Next will be the name of the document, whether it be the actual title, or just a descriptive term e.g., legal document. Then, proceed to fill in the appropriate memo code. It is recommended that a simple numerical memo code system (1-10, etc.) be established when fully utilizing your tape cassettes in this manner. This will avoid confusing memo codes with names of documents and will also aid in searching because it is a simple system to be remembered by all the operators in the office. (In some situations an alpha description may be more useful. This depends, naturally, on your preference and the application.) Length of document is simply the number of pages. This column of the log, naturally, can only be filled in after a document has been recorded.

FAST FORWARD

In the next column you should make a note of what location on the tape cassette the document begins. On each tape cassette, there is a scale in the clear plastic window. When the tape is rewound, the tape on the left reel is at zero, as shown in Figure A. As you advance the tape by recording, more tape is wound around the left reel. If you are about to begin a new document and the cassette looks like Figure B, you can make a note that document #X begins at 1 on the tape cassette scale.

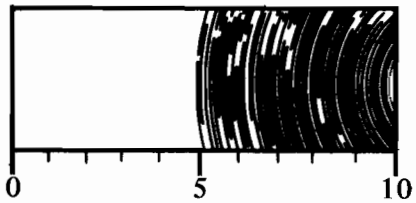


Figure A

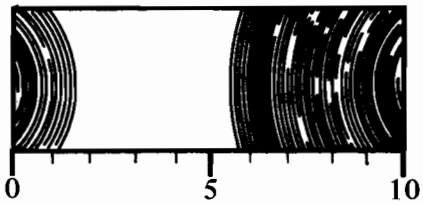


Figure B

You should continue to do this for the entire page.

If you wish to play out only the second document on tape, you know it starts somewhere around 1 on the tape cassette scale. You would then touch the **FORWARD** key until the tape advances to an approximate location before 1. Touch the **RESET** key to stop the tape's advancing. Then search for the desired document by memo code (or touch **MEMO (OUT)**).

At first this process may seem to be a hit or miss procedure and you may advance the tape too far. But after a very few times, you will be able to forward the tape with a great degree of accuracy.

The last column in the 1200 Cassette Log is for your own special notes. You may want to remind yourself that the format has been recorded, stop codes have been recorded, you ended the document with anything other than an **E.O.D.** code, etc.

END OF TAPE CODE

As you are recording a number of documents on one tape cassette you may find it necessary to interrupt your work for another project, or you may have depleted your material without filling up an entire tape.

A quick way to mark the end of the recorded material on tape is to record a memo code after the last recorded line. This memo code should be a standard one that will be used consistently by all the operators in the office. For example, you can record **[CODE m /]** or **[CODE m END]** or **[CODE m *]**. Whatever you use, be consistent and be sure other operators follow the same procedure.

When you wish to find that position on tape again to begin recording new material, fast forward the tape to the approximate location of the **[CODE m /]**, and put the new memo code for the next document right on top of the previously recorded **[CODE m /]** and proceed as usual.

1200 CASSETTE LOG

CONTENTS OF TAPE NUMBER 1

ALBUM NUMBER 2

(sample)

Name of Document	Memo Code	No. of pages in document	Location on tape	Special Instructions
Analysis of Applications	m1	2½	Beg	Format Recorded
July Banquet	m2	1	1	Update in July – Switch Read
Sales Meeting	m3	5	3	Format Recorded
Mt. Adam's letter	m4	2	7	None
			9	

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DOUBLE AND SINGLE SPACING

In certain documents, especially legal, it is sometimes desired to switch from single spacing to double spacing. If you wish to avoid the triple carrier return that results from having to go from single spacing to double spacing, and vice versa, use the following procedure. The result will be a double carrier return between the sections:

```
The chairman stated that the meeting had been
called for the purpose of considering and
voting upon the following question:  [CODE BACK LINE] [RESET]
[CODE ] d]

Resolved, that the shareholders of ABC Corp-

oration do hereby authorize, approve and

direct voluntary liquidating.  [CODE BACK LINE] [RESET]

[CODE ] s]
[RETURN]
The chairman stated that the voluntary liquidating
and dissolution of the corporation had been duly author-
ized by shareholders and that it was . . .
```

As you can see, the procedure for doing this is rather simple. When you type the last line of the first section of single spaced text, you use a [**CODE BACK LINE**] rather than carrier return. This records the line on tape but does *not* record an actual carrier return. Touch the **RESET** key to clear the memory and return the element firm up against the left-hand margin. At this point, enter the double spacing code and continue recording. When you finish typing the double-spaced section, type the last line ending it with a [**CODE BACK LINE**] and touch the **RESET** key. Enter the single spacing code, carrier return once in order for there to be a double space between the two sections and continue recording.

When you play back the document a double space will appear between the sections.

UNIT V - CHAPTER 2
UPDATING THE CONTENTS
OF
A TAPE CASSETTE

TRANSFERRING A SERIES OF DOCUMENTS FROM A TAPE CASSETTE

A method of transferring is if you have ended a series of documents with a memo code rather than an E.O.D. code. You may have used [**CODE m /**], [**CODE m END**] or [**CODE m ***]. Whichever memo code you have adopted, your intention was probably to continue recording documents. Whatever the case, use the following procedure:

1. **REWIND** both tape cassettes
2. depress **RIGHT** and **TRANS**
3. search your end of tape memo code

This will transfer the contents of the tape up to the memo code. You may then depress the **LEFT** and **RECORD** tape control buttons and continue recording a new document right on top of the previously recorded memo code.

> **NOTE:**
> *Please keep in mind that when you are transferring recorded formats and memo codes, if they are played out they will not be transferred. If you do play them out just be sure to* **CODE b** *for the format and record a new memo code.*

TRANSFERRING AND DELETING INDIVIDUAL DOCUMENTS FROM A TAPE CASSETTE

There will come a time when a tape cassette has several documents recorded on it and more than half of them have become obsolete. It is impractical to tie up most of the tape cassette with obsolete material. Therefore, it is good practice to transfer the active documents onto a new tape cassette and continue to record new material. This also allows for re-utilization of the old tape cassette.

When using this method simply:

1. depress **RIGHT** and **PLAY**
2. search memo code of first active document
3. touch **MEMO (OUT)**
4. depress **RIGHT** and **TRANS**
5. record new memo code [**CODE m 1**] (Records on left tape)
6. touch **SEARCH, SEARCH** (assuming you have recorded **END OF DOCUMENT** codes at the end of each document)

If you have more documents to transfer go back to step 1.

Continue to proceed in this manner until you have transferred all of your good documents. Continue to record new memo codes in sequence on the new (left) tape.

Sometimes there may be extensive revisions within one document that is recorded on a tape cassette with several other documents. This will, obviously, involve transferring in order to make these additions, deletions, corrections, etc.

Depending on the circumstances, it may be more practical to transfer that one document and make the revision. This would be most likely if the document is to be used as a final copy and no longer needed, and it could then become obsolete on the original tape cassette. However, you may wish to keep the entire tape intact, and still make the necessary changes. In that case, you must transfer the entire tape while making the corrections. The procedure for doing this is:

1. **REWIND** both tape cassettes
2. depress **TRANSFER**
3. search the memo code of the desired document
4. proceed to revise while transferring
5. search to your end of tape memo code **[CODE m /]**, **[CODE m END]** or **[CODE m *]**.

Now you have a completely new tape cassette with all of your documents plus the corrected one still on one tape cassette. Remember, the old tape cassette can still be reused. Naturally, there are other versions of doing this which you may prefer depending on your purpose.

EDITING AND TRANSFERRING SUB-PARAGRAPHS

When you wish to edit or transfer sub-paragraphs that have been recorded with coded tabs, you must be careful to keep track of where on the line the coded tabs are recorded.

Look at the following document:

```
1.    Please send us information on the following:
2.
3.    1.       Lounge area furniture and furnishings in the
4.             Danish Modern style.
5.
6.    2.       Executive office furniture including two-pedestal
7.             desks and executive style armchairs.
```

If the document has been recorded correctly, it looks like this on the tape:

```
1.       Please send us information on the following:
2.[RETURN]
3.[CODE TAB]1.[CODE TAB]Lounge area furniture and furnishings in the
4.                      Danish Modern style.[CODE RETURN]
5.[RETURN]
6.[CODE TAB]2.[CODE TAB]Executive office furniture including two-pedestal
7.                      desks and executive style armchairs.[CODE RETURN]
```

From this diagram, you can see that when you attempt to edit words in lines 3, 4, 6 and 7 the code tabs and code returns must be taken into account.

Please record the above document on tape.

Now let us edit it so it reads as follows:

```
Please send us information on the following:

1.      Lounge furniture and furnishings in the
        Danish Modern style.

2.      Executive office furniture including teak two-pedestal
        desks and executive style carpeting.
```

Follow the directions:

1. **REWIND** the tape
2. depress **PLAY, RECORD** and **SAME**
3. **SEARCH** for "1."
4. play out past "lounge"
5. skip the word "area"
6. touch **LINE**

You will notice that because you have played out two code tabs, the carriage automatically tabbed in after it completed the line. However, you are no longer interested in this sub-paragraph. Although you can search from this location of the carriage, it would greatly simplify matters if the carriage were at the left margin.

> **CAUTION:**
> *If you now supply a* **CODE RETURN**, *in the edit condition, you will be recording that* **CODE RETURN** *on tape in place of line 4. Therefore, you should switch to* **PLAY**, *supply a* **CODE RETURN**, *then go back into the edit condition again.*

7. **SEARCH** for "2"
8. play out past "including"
9. type "teak"
10. touch **LINE**
11. play out the next line past "style"
12. skip the word "armchairs" (along with the word armchairs, you have also skipped out the **CODE RETURN** at the end of that line. You must therefore supply a new one).
13. type "carpeting" [**CODE RETURN**]

The tape should now contain the corrected document with all the tabs and **CODE RETURNS** in the correct locations.

Let us now change the tape a further time so line 3. reads:

```
A.      Lounge furniture and furnishings in the
```

and on line 7. delete the word "style".

1. depress **PLAY** and **RECORD**
2. **SEARCH** "1."
3. Touch **CHAR/STOP** to play out the first tab

4. skip the word "1." (Along with the "1." you have also skipped out the **CODE TAB** that follows it. You must therefore supply a new one).
5. type "**A.**"
6. **CODE TAB**
7. play back the rest of the line
8. switch to **PLAY** and **CODE RETURN**
9. **SEARCH** for "desks"
10. play out past "executive" (You will notice that the line begins at the left margin and is not indented. This is becasue the coded tabs are on line 5. and you did not play out line 5. But it makes no difference at this point. The final playback will still be correct).
11. skip the word "style"
12. touch **LINE**

The tape is again corrected with **CODE TABS** and **CODE RETURNS** in the right places.
Now consider the following document:

```
1.     The committee approved several suggestions:
2.[RETURN]
3.[CODE TAB]Paid holidays:
4.[RETURN]
5.     [CODE TAB]There shall be nine paid holidays
6.               each year.
7.[RETURN]
8.               The nine holidays shall be decided by
9.               a vote of the general employees.
10.[RETURN]
11.             [CODE TAB]The vote shall be held no
12.                       later than November 1 of each year.
13.[RETURN]
14.                       Employees of six months or longer
15.                       shall be allowed to vote.[CODE RETURN]
```

If we decide to change line 11. to read:

```
A yearly vote will take place no
```

It is obvious we are going to re-record the entire line.

1. **SEARCH** for "The vote"
2. skip out the entire line (if in transfer). You have also skipped out *one* **CODE TAB**, even though that **CODE TAB** brings you to the *third* tab stop. You must supply a new **CODE TAB**, but only one. supply a new **CODE TAB**, but only one.
3. **[CODE TAB]** and type in the new line plus a **[RETURN]**
4. switch to **PLAY** and **CODE RETURN**
5. the document is now correct.

EDITING DOCUMENTS WITH SEVERAL FORMATS

Consider the following document:

```
     25  30                    50                     72      80                 100
     learn(format

     @   T                                            T                          )
1.   b
2.                                                    November 17, 1972
3.
4.   Dear Sir:
5.
6.       The following list of personnel is enclosed for your future reference.
7.
     learn(format

     @   T                     T                            T                    )
8.   b
9.       Mr. John Jones        27 W Street                  Atlanta, Georgia
10.      Ms. Sally Smith       152 Exeter St.               Boulton, Georgia
11.      Mr. Al Jones          97a Main Street              Columbus, Georgia
     learn(format

     @   T                                            T                          )
12.  b
13.      If you need any further information in this area please don't
14.  hesitate to call me.
15.
16.                                                   Sincerely,
17.
18.                                                   Alan Lucas
```

The following changes must be made:

1. line 6.: "The following abridged list etc..."
2. line 10.: change "Boulton" to "Brokley"
3. line 16.: change "Sincerely" to "Yours truly"

In order to make these changes you will have to work according to the formats recorded for each section of document.

1. After rewinding the tape, in edit, touch **CODE MEMO (OUT)** (The first format plays out).
2. **SEARCH** for "The"
3. correct the line
4. touch **CODE MEMO (OUT)** (sets next format)
5. **SEARCH** for "Ms."
6. correct the line
7. touch **CODE MEMO (OUT)** (sets next format)
8. **SEARCH** for "Sincerely"
9. correct the line

TRANSFERRING DOCUMENTS WITH SEVERAL FORMATS

If these changes were part of other more lengthy changes that required **TRANSFER**, a different procedure must be followed:

1. set the 1200 to change formats automatically – **CODE 1 t**
2. **REWIND** the tape and in **TRANSFER**, touch **LINE** (the first format plays out and transfers).
3. **SEARCH** for the line and make the correction
4. **SEARCH** for the line directly *before* the second recorded format
5. touch **LINE** (transfers that line of information).
6. touch **LINE** again (plays out the second format and transfers it).
7. **SEARCH** and correct line 10.
8. **SEARCH** for the line directly before the third format
9. touch **LINE** (plays back and transfers the line).
10. touch **LINE** again (plays back and transfers the third format).
11. **SEARCH** and correct line 16.
12. **SEARCH, SEARCH**

EDITING AND TRANSFERRING NO ADJUST SECTIONS

Whenever you record material in the **NO ADJUST** condition, all the spaces, hyphens and returns are coded automatically. If you must **SEARCH**, edit or transfer, you should take these factors into account. Look at the following document:

```
We enclose the list below as you requested:
learn(naj)
[TAB]      Mrs. Alan Brown[TAB]          George's Bank, Maine
[TAB]      Mrs. Philip Roarke[TAB]       Dennisport, Massachusetts
[TAB]      Mr. Andrew Shubert[TAB]       Norwish, Connecticut
[TAB]      Mr. Carl Miller[TAB]          Providence, Rhode Island
```

If you wish to go back to this document and edit or transfer it, it is important to remember that it was recorded in the **NO ADJUST** condition.

For example: You wish to change "Mrs. Alan Brown" to "Mrs. Robert Speers".

Note 1: if you simply **SEARCH** for "Mrs.[**SPACE**] A," the 1200 will not find the line you want. You must **SEARCH** for "Mrs. [**CODE SPACE**] A".

Note 2: if you edit the line in the normal 1200 condition, it will not be a non-adjustable line like the others. So before you begin making the correction, you must again **CODE 1 n**, or **CODE** each space.

Note 3: if you simply touch **WORD**, because "Mrs." is still correct, the 1200 will play out "Mrs. Alan Brown", because enforced spaces between words count as characters, and:

```
Mrs.[CODE SPACE]Alan[CODE SPACE]Brown[TAB]
```

is read as one complete word. Therefore, you must play back by using **CHAR/STOP** until you are past the word "Mrs."

Note 4: **SKIP WORD** ("Alan[**CODE SPACE**] Brown[**TAB**]")

Note 5: type "Robert Speers[**TAB**]". You need not code the spaces because in the **NO ADJUST** condition, they will be coded automatically.

UNIT V - CHAPTER 3

PRODUCING A TIGHT RIGHT MARGIN BY TRANSFERRING

TRANSFERRING DOCUMENTS WITH AN ADJUST ZONE

If you desire an even tighter copy than simplified adjust, you can use an adjust zone. By putting in a series of "a's" when setting the format you can choose the tightness of your margin. A four space adjust zone will give you a relatively tight margin in contrast to an eight space adjust zone.

When using variable adjust the System 1200 will attempt to end all lines within this adjust zone. If a word exceeds the adjust zone the System 1200 will stop and give you three options:

Option 1: Play out the word character by character and hyphenate. When you hyphenate the carriage will return automatically, then touch **AUTO START** and the remainder of the word will be typed out and playback continues.

Option 2: Touch **AUTO START**. The System 1200 will type out the entire word automatically, carrier return and continue playback.

Option 3: Touch **RETURN** and **AUTO START**. The word types out on the next line and playback continues. (There is no need to be concerned about the spaces between words when you carrier return – the 1200 automatically removes any extra ones).

Use the following procedure to play out a document using a variable adjust zone:

1. **REWIND** the tape cassette
2. set desired format with the proper tab settings, adjust zone, and right-hand margin
3. **AUTO START**

You may wish to have this adjusted copy as a permanent tape for repetitive letters or just future playback. Use the same procedure as for playout using a variable adjust zone except have the System 1200 in transfer and make a new original tape cassette as you are playing out and making a tighter margin.

If you wish to use an adjust zone to create a tightly justified document do not consider Option #2, as outlined in *Transferring Documents With An Adjust Zone.*

Consider the following example where step number 2., playing out the entire word in question on the line, was chosen. As you can see, the word extends beyond the adjust zone.

```
learn(format

@                                                aaaaa)
Those parts of the System 1200 keyboard normally
associated with the selectric typewriter will be
referred to as "keys"; when singled out individually,
"character" may be used.
```

If this adjusted version were to be transferred, used as an original and played back in justify, the word "individually" would be thrown onto the next line because it exceeds the adjust zone.

```
Those parts of the System 1200 keyboard normally
associated with the selectric typewriter will be
referred to as "keys", when singled out
individually, "character" may be used.
```

In this example, Option #1, play out the word character by character and hyphenate, would have been the correct choice.

```
learn(format

@                                               aaaaa)
Those parts of the System 1200 keyboard normally
associated with the selectric typewriter will be
referred to as "keys"; when singled out indivi-
dually, "character" may be used.
```

With "individually" hyphenated the line appears more evenly spaced when played out in justify.

```
Those parts of the System 1200 keyboard normally
associated with the selectric typewriter will be
referred to as "keys"; when singled out indivi-
dually, "character" may be used.
```

UNIT V - CHAPTER 4

AUTOMATIC PAGE NUMBERING AND TITLING

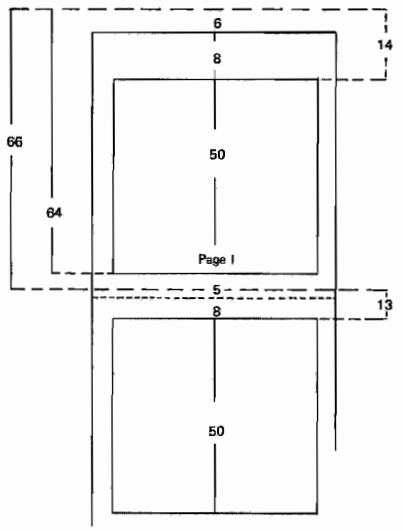
NUMBERING THE BOTTOMS OF PAGES AUTOMATICALLY

The System 1200 is set up to number pages automatically at the top of a page, when you use the special commands **[CODE 1 e * s]** (for single paper) and **[CODE 1 e * e]** (for continuous paper) and when you supply a second tape with page numbers on it.

There may be occasions, however, when you wish to number the bottoms of the pages. If so, you can accomplish this with the System 1200 by telling it a different playback page size and by recording extra returns on the page number tape.

Consider the following situation. You wish to play back 50 lines of typing on a page of continuous paper. At the end of the 50 lines you wish the 1200 to leave a couple of lines free between the playback, switch to the second tape and pick up the page number, then **RETURN** several times to bring you to the appropriate location at the beginning of the second sheet of continuous paper.

You can see from this diagram that you will want it to page eject two lines only, then switch to the other tape to pick up the page numbers, then move 13 lines further down the paper before beginning the new page of material.



It must page eject before it switches to the other tape, so we'll tell the System 1200 that the playback page size is 64 lines **[CODE 1 1 64]**.

On the second tape we'll record a number of **RETURNS** to make up the difference between 64 and the actual 50 lines we want. On the first page, this will be 14 extra **RETURNS** to be supplied at the beginning of the document before playback even starts. Then we'll record a switch code. It will **RETURN** 14 times, switch to the document tape, type 50 lines, eject two lines, switch to the second tape and pick up the page number and title.

After the page number, we must supply extra **RETURNS** again so the 1200 will space up to the next clean sheet of paper, then we need a switch code to switch to the document tape where it will begin the second page.

After the page number at the bottom of page one, we need 13 **RETURNS** in order to have the 1200 begin typing in the proper location – one **RETURN** less than page one, because the page number takes up one line. Then we need another switch code.

For all further pages, we will continue to type the page number, 13 **RETURNS**, and a switch code. We recommend that you prepare permanent numbering tapes and use them whenever needed without having to re-record.

USING THE AUTOMATIC PAGE NUMBERING FEATURE TO COUNT COPIES

One of the more useful benefits of an automatic typewriter is it can give you any number of original documents. If you use continuous paper and do not wish to monitor the number of copies the 1200 makes, you can set up a second tape to count copies for you. This tape can be used as a permanent page counting tape and used whenever needed without having to re-record it.

Suppose you anticipate a maximum count of 100 pages for the majority of your work. The special page counting tape would be recorded with memo codes 100 down to 1 with a switch code recorded after every memo code.

For example:

```
m100
4
m99
4
m98
4
m97
4
m96
4
etc.
/
```

The document tape would be placed in the right tape cassette holder and the page counting tape in the left tape cassette holder. If you wish to make 53 copies of the document search for the memo code 53 on the left tape. Set the System 1200 for the endpage switch code **[CODE 1 e * e]** which will automatically eject the document page and switch back to the page counting tape. After the 1200 types the first page, it will eject, switch, read a switch code on the left tape and return to the document tape. It will continue to do this until it runs out of switch codes and finally reads an **EOD** code. Hence 53 switch codes will have been read producing 53 copies of the document. Of course, it is necessary to record an end of page code followed by a rewind go code **[CODE 9]** at the end of the document.

Example:

```
(one page document)
CODE ] p
CODE 9
CODE /
```

This application is only useful for a one-page document and is particularly recommended for use with a pin feed platen.

UNIT V - CHAPTER 5

TAPES RECORDED WITH VARIABLE INFORMATION

SUPPLYING A WORD IN PLAYBACK

You may like a print out of a letter or other document with a notation supplied wherever the switch occurs, such as **BLANK, NAME** or **VARIABLE.** Or, you may simply wish the print out to have a **RETURN** after each switch so that the switch falls at the end of a line, and in effect, the playback looks exactly the way the tape was originally recorded.

In the first situation, where you wish a word supplied at each switch, simply record a second tape as follows:

```
[SPACE]"BLANK"(or "VARIABLE," or "NAME") [CODE 4]
[CODE 9]
```

Place this tape in one tape holder, the switch tape in the other and playback the two tapes, starting with the letter or document tape. Whenever a switch code is encountered on the switch tape, it will switch to the other tape and print out the word you've recorded. This saves you from recording the desired word more than once. You should print out in the **ADJUST** condition.

If you are interested in the second situation, that is, having a **RETURN** after every switch code so that you can play the document back in the **SAME** condition, record the blank tape as follows:

```
RETURN
[CODE 4]
[CODE 9]
```

Play this tape back along with the switch tapes. Your hard copy will look like the original switch tape.

PLAYBACK WITH NO FILL-INS

When you have documents recorded on tape that contain switch codes you may occasionally wish to play them back without the variable tape – as a hard copy of the original.

The proper way to do this is to put a blank tape in the left tape holder, the switch tape in the right tape holder, and depress the **TRANSFER** button. Touch **AUTO START,** and the System 1200 will type out the material on the switch tape, ignoring the switch codes. This method works because **TRANSFER** transfers all material (including switch codes) without activating the switch codes.

The only situation that should be taken into consideration when performing this procedure is that if you play back in the **SAME** condition, some of the lines may run together -- particularly if you recorded **RETURNS** on the variable tape that you are not using at this point.

The solution is to play back (in **TRANSFER**) in the **ADJUST** condition.

EXTRACTING NAMES AND ADDRESSES FROM A SWITCH TAPE

If you are sending a number of form letters and you use the switch function of the System 1200, that is, record the letter on one tape and the addresses and variables on a second tape, you can use the second tape to extract the addresses to play back on envelopes or on continuous labels.

The procedure for doing this involves the use of an extra switch code as you record the original letter and the variable tape. Ordinarily, as you record switch letters, you type them as follows:

Variable Tape	Letter Tape
Name	Date
Address	[R]
City, State	[R]
[R]	[CODE 4]
Dear Sir:[CODE 4]	[R]
	[R]
	Letter

If you wish to extract the address, however, you should record the extra switch code between the address and the salutation. Prepare your letter tape with an extra switch read also to compensate for the switch code between the address and salutation as follows:

Variable Tape	Letter Tape
Name	Date
Address	[R]
City, State	[R]
[CODE 4]	[CODE 4]
Dear Sir:[CODE 4]	[R]
	[CODE 4]
	[R]
	[R]
	Letter

After you have played out the letters and you wish to prepare envelopes or labels, prepare a control tape as follows:

Continuous Envelopes or Labels	Single Envelopes or Labels
[CODE 4]	[CODE 4]
TAB[CODE 4]	TAB[CODE 4]
[R]	[R]
[CODE] p]	[CODE w]
[CODE 9]	

Put the variable tape and the control tape into the 1200. Set a format with a tab at the far right side of the platen. Begin playback from the control tape.

This will cause the address to be typed at the left margin, but the salutation will be typed at the right of the paper or envelope on the platen.

For continuous labels, set the 1200 for endpage=eject, playback page size for five (or two lines longer than the size of the addresses) and the physical page size for the label.

If you have more variables on your variable tape than just the name, address and salutation, simply record a line on the control tape containing a tab and a **[CODE m] ADDRESS** before each address.

Variable Tape

```
mADDRESS
Name
Address
City, State
[CODE 4]
Dear Sir:[CODE 4]
```

The letter tape can be recorded in the same manner. Be sure to **CODE 1 c** before you start playback. The control tape for Programmed Assembly would be recorded as follows:

```
CODE mADDRESS
CODE ] p
CODE 9
```

You cannot use a **[CODE w]** as this will cause the variable tape to rewind, when used with the Programmed Assembly function.

When using with envelopes, set the 1200 for endpage=stop. For labels, set the 1200 for endpage=eject and the physical page size for the label.

UNIT V - CHAPTER 6

THE SYSTEM 1200 USED FOR PUBLICATIONS

CHANGING FORMATS FOR PUBLICATION

Output from the System 1200 may be used for publication purposes. It can be done with both style and variety by simply putting in the proper format settings at the desired positions.

Consider the following example: You have recorded a document as you would normally with standard margins, etc. (see Figure A).

Figure A

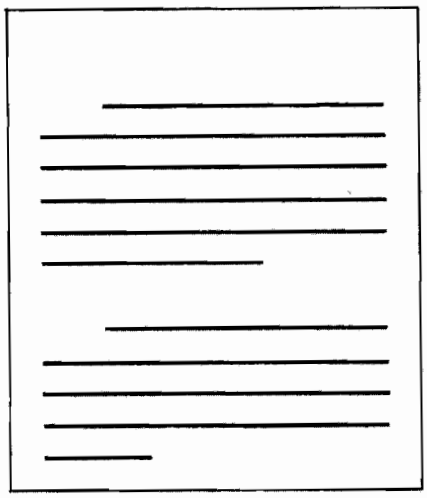
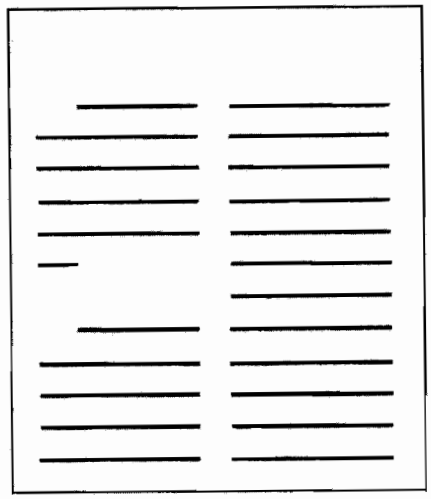


Figure B



You would like to have a print-out, in **ADJUST** or **JUSTIFY**, for publication, or whatever, as in Figure B. In order to obtain this particular style, each column will have to be printed out one at a time. This presents a problem because the System 1200 cannot accept a new format while part of a line of type is still in the memory. If you do move from one column to another and a new format is set, part of the line will be lost.

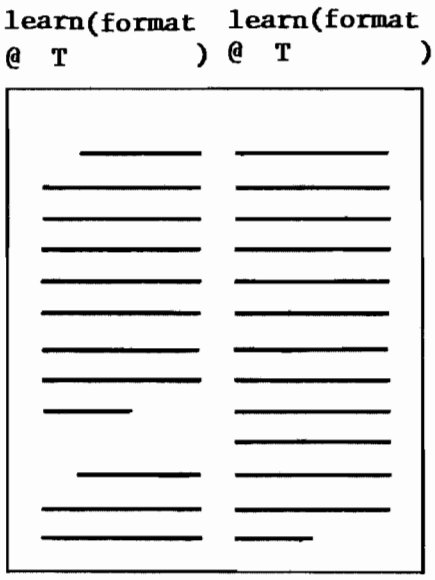
The solution is as follows: Place the left-hand margin indicator of the typewriter at the point you want the left margin of the left column and proceed to set the format, including tabs, adjust zone, and the appropriate right-hand margin to allow for a narrow column. Record this format on a blank tape.

Next, move the left-hand margin indicator to the point you want the left-hand margin of the right-hand column. Recall the format from the tape just recorded on. Both formats are now stored in the memory.

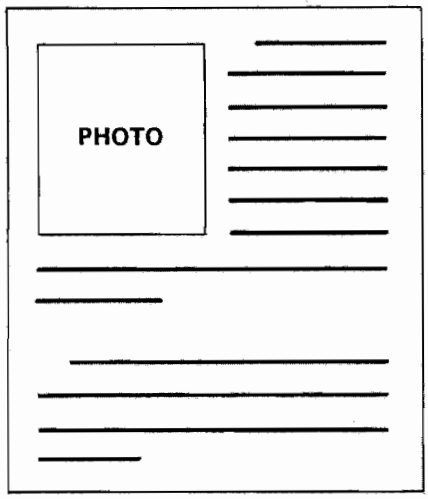
Now, move the left-hand margin indicator back to the position for the left column. You can now begin playback of this column in either **ADJUST** or **JUSTIFY**. Be sure to set the proper line count and an end page=stop command.

When playback stops at the bottom of the page rotate the platen back by hand one line above the point you wish print-out in the 2nd column. Space over and set the left-hand margin indicator at the appropriate position for the left margin of the right column. Be sure to carrier return once and this will clear any spaces from the memory in **JUSTIFY** and will return the type element firmly against the margin. **AUTO START** and continue playback for the second column. Remember to allow for the carrier return in setting up the line count. *Do not touch the* **RESET** *key* because you will lose whatever of the text is still in the memory.

When the second column ends, again set the left-hand margin indicator back to the position of the left column, carrier return and continue playback on a new sheet of paper.



Now consider this next example:



If you wish to obtain this effect (called a "run-a-round") a different procedure must be followed. Set the left-hand margin indicator at (for example) 45 on the scale, touch the **RESET** key once and proceed to set the format with tabs, adjust zone and the right-hand margin closed at the desired position. Proceed to play back the material in **ADJUST** or **JUSTIFY**, up to the desired location on the paper. *You must end at a paragraph.* Unfortunately, lines cannot be broken up as in the first application because of the difference in format settings. In our previous example we showed how the System 1200 was able to retain two format settings as long as they are within a reasonable width for appearance reasons. With this particular application two formats are being used, one of which over-laps the other and the System 1200 cannot accept two or more formats in this manner. Therefore, it is necessary to first play back that portion of material desired in the right column ending at a paragraph because the **RESET** key must be touched to position the left-hand margin indicator back to its original setting to continue playback of the lower-half of the material. Since the **RESET** key must be touched you do not lose a line of material because we have left off in between paragraphs.

At this point, rotate the platen back so you do not print on the paper and set in the new format. Adjust the paper at the point you desire playback to continue and **AUTO START**.

Once these two examples have been practiced a variety of other styles should be accomplished without too much difficulty.

UNIT V - CHAPTER 7

STATISTICAL TYPING

RECORDING DECIMAL NUMBERS

In addition to the normal lining up of whole numbers and decimal numbers, you can also line up underlined numbers, double underlined numbers, numbers with dollar signs and numbers in parenthesis.

The following is an example of the different possible situations encountered when recording columns of decimal numbers, followed by the steps required to record them:

```
1.    $ 4,482.61
        323,298.76
2.      4,482.61
        332,263.98
3.
4.      4,482.61

5.    $ 4,482.61

6.   ($ 4,482.61)

7.         --
```

Example 1: A number with a dollar sign where there is a larger number in the same column.

a. CODE TAB
b. type $
c. space twice (to allow for the larger number on the next line)
d. type digits

Example 2: An underlined number where there is a larger number in the same column.

a. CODE TAB
b. space three times (to allow for the larger number)
c. type digits
d. backspace to TAB
e. underline

Or,

a. **CODE TAB**
b. underline three times (to allow for the larger number)
c. type digits
d. backspace to first digit
e. underline

Example 3: Blank underline.

a. **CODE TAB**
b. **CODE** backspace the number of times equal to the number of digits before the decimal (eight times in this case, counting the spaces and $)
c. type underline three times more than the number of backspaces to compensate for the decimal and two places to the right of the decimal (eleven times in this case).

Example 4: Double underline where there is a larger number in the same column.

a. **CODE TAB**
b. space three times (to allow for the larger number)
c. type digits
d. **CODE** backspace to **TAB** (you must **CODE** backspace because the 1200 considers a double underline as a regular strike-over)
e. double underline

Example 5: Double underlined number with dollar sign where there is a larger number in the same column.

a. **CODE TAB**
b. type $ and two spaces (to allow for larger number)
c. type digit
d. **CODE** backspace to dollar sign (you must **CODE** backspace because the 1200 considers a double underline as a regular strike-over)
e. double underline

Example 6: Double underlined number with dollar sign in parenthesis where there is a larger number in the same column.

a. **CODE TAB**
b. type digits, including parenthesis, leaving two spaces between the dollar sign and the first digit to allow for the larger number.
c. **CODE** backspace to dollar sign
d. double underline

Example 7: A blank line with a dash.

a. **CODE TAB**
b. type – (be sure to **CODE** these hyphens)

RECORDING WHOLE NUMBERS

The next example shows the various situations encountered when recording columns of whole numbers and the steps required:

1. $ 4,482
   323,298
2. 4,482
   332,263
3.
4. 4,482
5. $ 4,482
6. ($ 4,482)
7. --

Example 1: A number with a dollar sign when there is a larger number in the same column.

a. **CODE TAB**
b. type $
c. space twice (to allow for larger number)
d. type digits

Example 2: Number with underline, where there is a larger number in the same column.

a. **CODE TAB**
b. space three times (to allow for the larger number)
c. type digits
d. backspace to **TAB**
e. underline

Example 3: Blank underline.

a. **CODE TAB**
b. type underline

Example 4: A double underlined number where there is a larger number in the same column.

a. **CODE TAB**
b. **CODE** backspace number of digits, not including spaces (you must **CODE** backspace in this situation for whole numbers)
c. type digits
d. **CODE** backspace number of digits plus three more for spaces (you must **CODE** backspace because the 1200 considers a double underline as a regular strike-over)
e. double underline

Example 5: Double underlined number with dollar sign where there is a larger number in the same column.

a. **CODE TAB**
b. **CODE** backspace the required number of digits, including the dollar sign and two spaces (you must **CODE** backspace in this situation for whole numbers)
c. type digits
d. **CODE** backspace to dollar sign (you must **CODE** backspace because the 1200 considers a double underline as a regular strike-over)

Example 6: Double underlined number with dollar sign in parenthesis where there is a larger number in the same column.

Same as above but **CODE** one more backspace for the typing of the parenthesis.

Example 7: Blank line with a dash.

a. **CODE TAB**
b. **CODE** backspace four times
c. type – (be sure to **CODE** these hyphens)
d. **CODE TAB** twice to get to the next column

	December 1966	December 1965
CURRENT ASSETS		
Cash in hand	$ 980,000	$ 675,440
Short-term investments-at cost	565,250	233,100
Trade accounts receivable	1,550,000	1,375,260
Recoverable federal income taxes	265,000	250,000

The above document is an example of a financial report that must be updated each year. Rather than retyping the entire report, you can edit the tape that contains the report very easily. You will put new information in the first column, move 1966 to the second column and delete 1965.

1. In edit, **SEARCH** to 1966

2. retype the line to read: 1967 1966[RETURN]

3. **CODE** 1 n

4. **SEARCH** to "Cash"

5. touch the **WORD** key (the entire line "Cash in hand" will be played back because the spaces are coded in no adjust. The tab will be played back too): "Cash in hand"

6. type the new number in and **CODE TAB**: Cash in hand $ 234,000

7. touch **WORD**: Cash in hand $ 234,000 $ 980,000

8. skip **WORD** (skips out the last number on the line – this must be done in **TRANSFER** but is not necessary in **EDIT**).

9. **RETURN**

10. repeat for each line from step 5.

If you wish to keep the previous year's tape intact, you can do the same procedures in transfer, except step 2 should be preceded by skip **LINE**.

PRE-RECORDED TAPES WITH TABS AND FORMATS FOR FORMS

For the most part, statistical typing involves repetitive work. That is to say, there are usually a limited number of standard formats that a company uses in its financial and statistical reports. If you are involved in typing documents, several of which have the same format, a time-saving procedure is to record the formats you use constantly on a separate tape. The recorded formats can be recalled at any time, set into the System 1200 and recorded again on the tape where you are recording your new document.

Because the System 1200 has the unique ability to align numbers for you, an allowance must be made for the fact that, unlike normal typing procedures, the numbers typed on the System 1200 will have the decimal point on the TAB location set for each column, instead of beginning at each TAB location. For example, you set a format:

```
learn(format
@                    T                    T                    )
```

Then you type the numbers:

```
2,345.88          543,897.00
345.88            4,555.66
```

When you play out the final document, however, the TAB stops are still set:

```
                     T                    T
```

But, the numbers come out:

```
                2,345.88          543,897.00
                  345.88            4,555.66
```

For this reason, it is best to decide before you begin where you want your columns to be, if you're using whole numbers or decimal numbers, and then make the necessary allowance for the number aligning.

Once you have set a format for a standard document into the System 1200, recorded the document and played it out to see that it is the format you need, simply put a second tape in one of the tape cassette holders, record a memo code that indicates the type of format it is, or simply record **[CODE m 1]**, then **[CODE b]**. By doing this, you will have recorded the very same format on the new tape and can use it for future documents. Then record an end of tape memo code, **[CODE m /]** (or whatever end of tape code you have decided to use).

Everytime you record a new document with a new format, you can search on this format tape for **[CODE m /]**, record a new memo code for the new format (possibly **[CODE m 2]**) and then **[CODE b]** for the new format (followed by a new end of tape notation).

When you are ready to record a new document with one of these recorded formats, you place the format tape into one tape cassette holder, your new tape in the other tape cassette holder, search the format tape for the appropriate memo code, and then touch **CODE MEMO (OUT)**. This will set the appropriate format into the System 1200. Switch to the other tape holder and **[CODE** b] (in record) to record the same format on the tape where you will record your document.

Although these procedures will take some planning and set-up time, once you have recorded a series of formats, they will always be available for future use and will save a great deal of time in the future.

RECORDING EXTRA WIDE STATISTICAL DOCUMENTS

Consider the following document:

```
learn(format

@     T              T            T            T            T            T          )
learn(naj)
      $13,000,000    $ 580,000    $6,560,000   $1,350,000   $20,140,000  $13,000,000
      2,000,000      4,000,000    3,065,000    3,065,000    1,535,000    6,152,000
      15,500,000     5,540,000    6,740,000    450,000      27,330,000   2,885,000
```

When decimal aligning several columns of large numbers it is possible to use more than 100 characters on a line. Even though you are recording within the 100 character limit, in playback the System 1200 must use required backspaces to align the decimals, therefore exceeding the 100 character limit. When this occurs the last few columns of numbers will not align properly.

Consider the number $13,000,000, by itself. In the actual recording of this number only eleven characters are used. When playing back this number in decimal aligning the number of characters required by the System 1200 becomes doubled, hence twenty-two characters are required for backspacing and aligning the number.

When this situation occurs simply **[CODE BACK LINE]** somewhere between typing the fourth and fifth column. This will link one block of 100 characters together with the next block of 100 characters, therefore doubling the recording and playback capacity of the line. It is recommended that you *do not* **[CODE BACK LINE]** in the middle of typing a specific number.

This same rule applies if you wish to align more than seven columns. You will not be able to record a format with more than the standard seven tabs, but you can set any number of tabs into the typewriter. You can also decimal align any number of columns. Just keep in mind the 100 character limit and **[CODE BACK LINE]** at the appropriate place.

UNIT V - CHAPTER 8

LISTS AND DIRECTORIES

CREATING LISTS, TELEPHONE DIRECTORIES, ETC.

If your list or directory is a major section of a document you will want to record it in the **NO ADJUST** condition **[CODE 1 n]**. This is necessary since you may want to play back the document in adjust or justify and each line in the list portion will remain intact. The **NO ADJUST** indicator light will remain on while in this condition. On the otherhand, if a list or directory is being recorded as a document by itself it is not necessary to use the **NO ADJUST** condition. This will also eliminate the need to go into the **NO ADJUST** condition each time editing is required. (See the Chapter on UPDATING THE CONTENTS OF A TAPE CASSETTE – *Editing and Transferring No Adjust Sections,* Chapter 2.

Lists and directories undergo a great deal of change which involves updating, deleting, adding, etc. To aid in the simplicity of this process it is recommended that it be recorded in single spacing. Any grouping that is necessary will be explained in the next section on playing back.

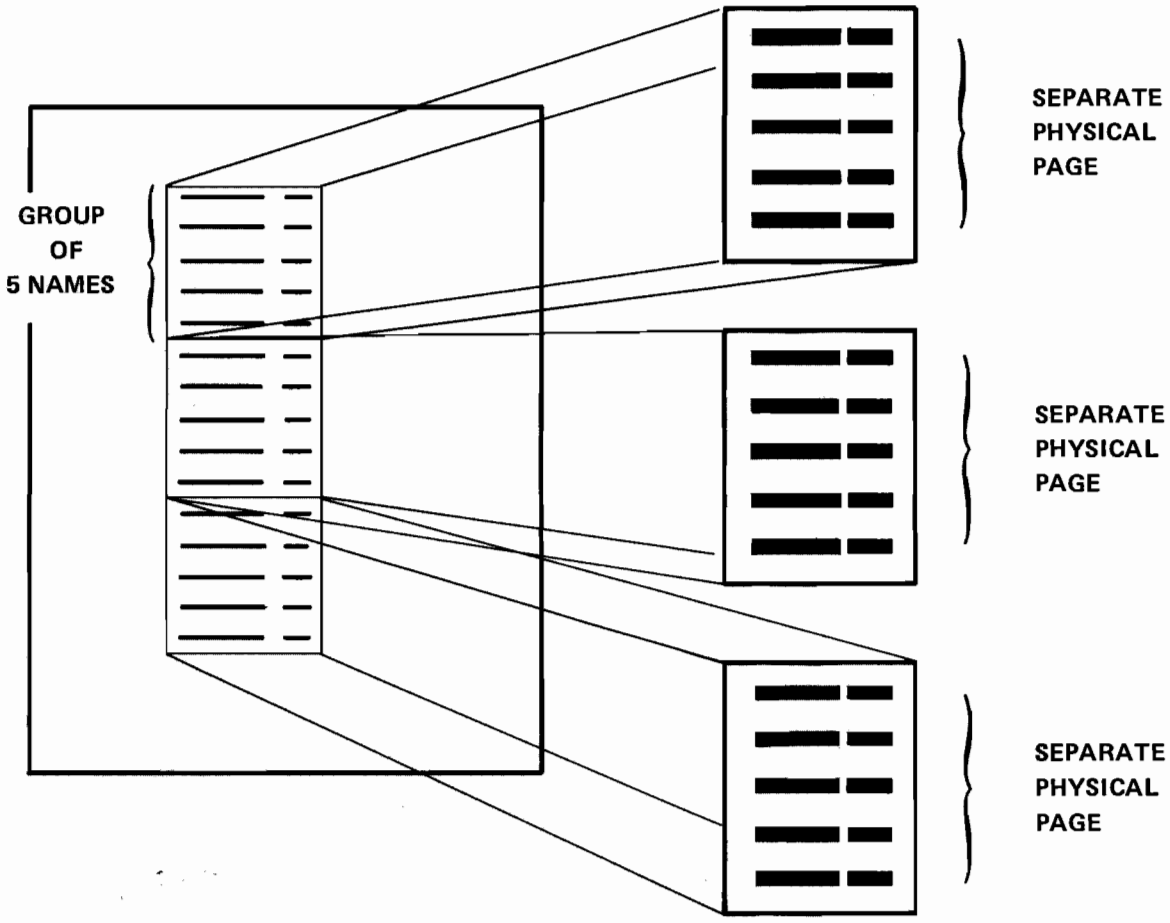
PLAYING BACK LISTS, DIRECTORIES, ETC.

There are many ways in which you can play back a list or directory depending upon your company's policy. Let's assume you wish to play back a list in groups of five as in the example below:

Allen, Deborah	201
Arsenault, Albert	223
Barrett, Jacqueline	231
Battiatos, Richard	228
Bedardy, Gerard	202
Brody, Violet	211
Chen, Richard	235
Cloutier, Florence	245
Cohan, Rita	222
Cunningham, Alexander	244
Davids, Peter	210
DeCrescenzo, Robert	212
DeMaria, Barbara	246
DeMoglio, Marcia	224
Gallagher, John	236

Allen, Deborah	201
Arsenault, Albert	223
Barrett, Jacqueline	231
Battiatos, Richard	228
Bedardy, Gerard	202
Brody, Violet	211
Chen, Richard	235
Cloutier, Florence	245
Cohan, Rita	222
Cunningham, Alexander	244
Davids, Peter	210
DeCrescenzo, Robert	212
DeMaria, Barbara	246
DeMoglio, Marcia	224
Gallagher, John	236

This can be easily accomplished by changing the physical page size [**CODE 1 # XX**] and the playback page size [**CODE 1 1 XX**] and setting the System 1200 for the end page eject command [**CODE 1 e e**]. The System 1200 will accept each group of names as being played back on separate sheets of paper. To help you visualize this study the following diagram:



In this particular example, since we want groups of five the physical page size should be set for 6 and the playback page size for 5. This will allow for one blank line between each group. If you desire more than one blank line between groups simply increase the physical page size. With this particular application you must manually stop playback at the end of each page.

If double columns are desired on one page simply role the paper back to the proper position, move the left-hand margin indicator to the right at the desired point, touch the **RESET** key once and continue playback. For further information on this, refer to the Chapter on FOR PUBLICATION – *Changing Formats for Publication.*

If you wish to play back a list without grouping, simply use the end page eject command [**CODE 1 e e**] and the list will come out evenly centered on each page.

CREATING LISTS OF NAMES AND ADDRESSES OF VARYING LENGTH

Generally, a mailing list contains names and addresses that vary from two lines in length to five or six lines. Obviously, you can't set the playback size to a standard figure and set the endpage=stop command if the playback size of each address is going to differ. Instead, when you record the list the first time, you must record a **[CODE] p]** (new page code) at the end of each address.
Example:

```
Mr. Bob Scott
Pine Ridge, Arizona
[code ] p]
Mrs. Elizabeth McNeil
Thorton Building
Suite 419
356 Atlantic Avenue
Boston, Mass.
[code ] p]
```

You then set the endpage=stop command to play back each address separately. You need not set a playback size because the 1200 will stop playback whenever it encounters a **CODE] p.** The same holds true for the endpage=eject command. For example, if you wish to set the list to play back on continuous two inch labels, you set it for endpage=eject **[CODE 1 e e]** and physical page size of 12 **[CODE 1 #12]**. It is not necessary to set the playback size as this will vary with each address.

UPDATING LISTS, DIRECTORIES, ETC.

To update a list or directory simply place the tape cassette that contains the list in the right tape cassette holder and place a blank tape cassette in the left tape cassette holder. Be sure both tapes are rewound. At this point you will proceed to transfer making any necessary additions and deletions. Refer to the Chapter on UPDATING THE CONTENTS OF A TAPE CASSETTE – *Transferring and Revising Documents,* for further instructions. If you have recorded your material in the NO ADJUST condition be sure to refer to the same Chapter under *Editing and Transferring No Adjust Sections.*

UNIT V - CHAPTER 9

PROGRAMMED ASSEMBLY

CREATING INDIVIDUAL LETTERS

With the System 1200's Programmed Assembly option, you can create individualized letters from a set of standard pre-recorded paragraphs.

Let us take the example of college admissions office. You must reply (personally, if possible) to applicants who write in requesting information on college board requirements, high school grade standards, medical forms, recommendations, date of opening, tuition fees, dormitory information, etc. Not all applicants ask the same questions, nor are the questions in any letter in a specific order. So you wish to be able to choose the answers you provide and the order in which you answer the questions.

Each answer can be written as a standard paragraph or two. Each answer can be preceded by a memo code and followed by a switch code, because Programmed Assembly depends on these two codes (see Instruction Manual, Volume 2, Chapter 9).

These standard answers are recorded on what will be called a File Tape as follows:

```
[CODE m 1] (Opening Paragraph)
Thank you for your interest in Alpha University.  I hope the following
information answers the questions you raised about admissions policies.
[RETURN]
[CODE 4]
[CODE m 2] (College Boards)
Alpha University requires that all applicants take the College Board
Aptitude Tests and at least two Achievement tests in English and math-
ematics.
[RETURN]
[CODE 4]
[CODE m 3] (High School Grade Standards)
High school grades can help your chances of admission, particularly if
you have a B average or higher.  However, no strict rule is adhered to
in this regard.
[RETURN]
[CODE 4]
[CODE m 4] (Medical Forms)
We are enclosing a medical examination form to be filled out by your
physician.  We also require a small pox vaccination within the last
five years.
[RETURN]
[CODE 4]
[CODE m 5] (Recommendations)
Alpha University requires at least two recommendations from non-rela-
tives, preferably teachers, clergymen or employers.
```

[RETURN]
[CODE 4]
[CODE m 6] (Opening Day)
The University begins classes on September 17, 1973. All paperwork should be completed prior to this date.
[RETURN]
[CODE 4]
[CODE m 7] (Tuition Fees)
Tuition at the university is $2,500 per year or $1,750 per semester. Tuition fees must be paid within a week of the opening day of classes. Refunds will not be made if the student withdraws from the university.
[RETURN]
[CODE 4]
[CODE m 8] (Dormitory Information)
Information about the dormitories and student apartments available on campus is enclosed in our publication "Living on Campus".
[RETURN]
[CODE 4]
[CODE m 9] (Closing Paragraph)
If you have any further questions regarding the above or other matters, please contact us again.
[RETURN]
Sincerely,
[RETURN]
[RETURN]
Ron Bellows
Dean of Admissions
[CODE 4]

When a student writes in asking how much the tuition is at Alpha University, if he should take college boards, and if the school has dormitories, the operator of the System 1200 can record on a Program Tape, the date, name and address of the student, salutation, and a series of memo codes denoting the desired paragraphs:

```
March 23, 1973


Mr. William Anderson
27 Park Lane
Brigham, Pennsylvania
[RETURN]
Dear Mr. Anderson:
[RETURN]
[CODE m 1]
[CODE m 7]
[CODE w]
(Because the next paragraph is located before the preceding paragraph
on the File Tape.  Code w directs the System 1200 to rewind the File
Tape).
[CODE m 2]
[CODE m 8]
[CODE m 9]
```

If the applicant asks a non-standard question, this can also be typed onto the Program Tape at any point. point.

If you wish, you can record a whole series of names, addresses and paragraphs, and separate each with a **[CODE w]** (to rewind the File Tape) and a **CODE] p.** Set the System 1200 to stop at the end of a page or to eject (with continuous paper). It will stop or eject when it reaches the **[CODE] p]**. The letter must be played back in the Programmed Assembly condition **[CODE 1 c]**.

Let us assume you have a list of 100 names and addresses to whom you send occasional form letters. However, there are also times when you wish to send mailing only to certain selected people on the list. Let us take an obvious and simple example. You want to send letters to doctors on the list at certain times, at other times you wish to send letters only to the lawyers.

To set up the mailing list, you record a memo code before each name and address, that identifies the addressee's occupation.

The letter tape should be recorded with the memo code of the desired occupation in the place where the name and address will fit.

Example:

ADDRESS TAPE

```
[CODE m]Lawyer
Mr. Harvey Jones, Esq.
1 State Street
Boston, Massachusetts

Dear Mr. Jones:

[CODE 4]
[CODE m]Doctor
Dr. Rudolph Longrin
250 Washington Street
Brighton, Pennsylvania

Dear Dr. Longrin:

[CODE 4]
etc.
```

LETTER TAPE

```
November 3, 1972

[CODE m]Lawyer

Body of Letter

[CODE ] p]
[CODE 9]
```

Before playback, you must initiate the Programmed Assembly Option **[CODE 1 c]**. Set the 1200 for the endpage=stop or the endpage=eject condition. Begin playback from the letter tape. Each time the letter rewinds and the **[CODE m]** Lawyer is encountered, it will switch to the other tape and search for the next lawyer on the list, ignoring the doctors and any other memo codes. When it finds a lawyer, it plays back the name and address and salutation, then encounters a switch code and returns control to the letter tape. It will continue in this manner until the **EOD** code on the address tape is reached.

A more sophisticated example of this same sort of application would be when you wish to create sub-lists that are small sections of mailing lists. Each sub-list is included in a larger list which again can be part of a larger list.

For example, your list is divided primarily among the various geographical areas in the country. You assign a digit to each area, so **[CODE m 1]** falls in the Northeast. You break it down a little further and assign a digit that means the size of the city the addressee lives in. So **[CODE m 1 2]** might mean the addressee lives in the Northeast in a city of 100,000 inhabitants. A further breakdown might be **[CODE m 1 2 5]** where the 5 means the addresses makes over $15,000 per year.

Now when you create your letter, you put the memo code that corresponds to the segment of the mailing list you wish to reach. If you wish to reach everyone in the Northeast you type:

```
November 3, 1972

[CODE m 1]

Body of the Letter

[CODE ] p]
[CODE 9]
```

Each time it reads **[CODE m 1]** in the letter, it switches to the other tape and searches for any address preceded by **[CODE m 1]**, or **[CODE m 1 5 7]** or any memo code that begins with **[CODE m 1]**.

If you wish to send the letter to the inhabitants of large cities in the Northeast you type **[CODE m 1 2]** in place of **[CODE m 1]**.

The best feature of this programmed search is, if you wish to send a letter only to those people who make over $15,000 a year, you type the following:

```
[CODE m]  [space] [space] 5
```

It will find all those people, regardless of where they are located, or what size city they live in.

This feature is called the "masked search" and means that whenever you search for a memo code, or use a memo.code in conjunction with programmed assembly, wherever you type a space, such as:

```
[CODE m] [space] 5
```

It will accept any character in place of that space, as long as the second character is 5.

The Weber Distribution House wishes to keep a select list of customers informed of its latest publications. These customers are not interested in all categories of books, but only those that are directly related to their business. Since the list of categories is quite extensive, "masked searching" would not be an appropriate application. So instead, we can set up the customer name and address list identifying each with only those publications related to that particular customer.

The first step in this application might involve setting up a code system for the various categories. For example:

Category	Code
Art	001
Biology	002
Cooking	003
Drafting	004
Engineering	005
Fiction	006
Geography	007
History	008
Juvenile	009
Math	010
etc.	

Now let's assume the Weber Distribution House received a new listing of engineering books. The program tape would be recorded as follows:

```
m005
mADDRESS

We are most pleased to inform you that we now have available the
following publications on engineering:

        1.  The Integrated Circuits Catalog for Design
            Engineers - by Texas Instruments Incorp. -
            First Edition @ $4.95

        2.  Nuclear News Buyers Guide 72 - by General
            Electric - @ $2.95

If you are interested simply fill in the appropriate information
on the enclosed card and mail today.

                                    Sincerely yours,


                                    Weber Distribution House

9
```

Be sure to instruct the System 1200 for programmed assembly **[CODE 1 c]** and **AUTO START**. The 1200 will search for m005 (engineering) switch back to the program tape where it will be instructed to look for mADDRESS, play out the appropriate address, switch back to the program tape, type out the body of the letter, rewind and proceed to locate the next m005 for engineering. This process will be repeated until all the m005's for engineering have been exhausted.

If new publications have arrived on cooking then the program tape would be set up as follows:

```
m003
mADDRESS

Body of letter with appropriate listing of cooking publications.
9
```

Again, the 1200 would proceed to search out all those customers interested in cook books and type out individual, personalized letters.

Be sure not to use **CODE** w at the end of the letter as this will cause the file tape (in the programmed assembly condition) to rewind. Instead, you could record a **CODE] p** before the **CODE 9** and put the 1200 in the endpage=stop condition.

The file tape would then be recorded with the various identifying codes, customer name and address, and of course, appropriate switch codes. For example:

```
m004
4
m005
4
m010
4
mADDRESS
Mr. Clarence Seymore
27 Lake Drive
Cincinnati, Ohio

Dear Mr. Seymore:
4
m001
4
m003
4
m009
4
mADDRESS
Mrs. Mary Clark
Honeydew Blvd.
Stowe, Vt.

Dear Mrs. Clark:
4
m002
4
m007
4
m008
4
mADDRESS
Mr. Paul Wheatcroft
Department Head
St. Joseph's Grammar School
Orlando, Florida

Dear Mr. Wheatcroft:
4
etc.
```

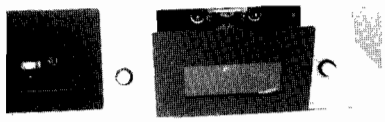
According to the file tape Mr. Clarence Seymore is only interested in receiving the latest list of publicati related to drafting, engineering and math. Mrs. Mary Clark would only be interested in art, cooking, juvenile books; and the entire mailing list would be recorded accordingly.

APPENDIX A
CLEANING PROCEDURE FOR TAPE HEADS

IMPORTANT: READ DIRECTIONS COMPLETELY BEFORE CLEANING TAPE HEADS

The magnetic tape cassette requires much the same care as required for cassettes used with home cassette recorders. The cassettes should be kept free from dust and dirt, by cleaning the tape head periodically.

FIGURE 1



The cleaning process is as follows:

The tape reading head is located in the top center of each tape cassette holder (Figure 1). The head can be lowered to cleaning position as follows:

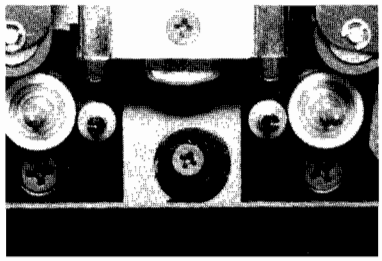
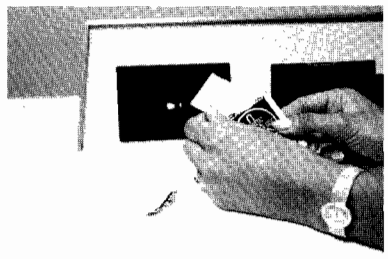


FIGURE 2

Select a tape cassette holder and Depress either **RIGHT** or **LEFT** then the **PLAY** key. Touch **AUTO/START** and almost immediately after touch the **RESET** key. The head will be lowered into the position shown in Figure 2. Follow this procedure for the other tape so that both are lowered.

FIGURE 3



Tear open the foil packet containing the cleaning pad (Figure 3) and rub each magnetic tape head gently for a few moments (Figure 4). After cleaning, dispose of the pad in the foil packet, exercising care that it does not touch any painted, shellacked, or plastic surface other than the 1200 because of possible damage to the finish. The pads are saturated with 91% Isopropyl alcohol. If you are known to be allergic to this type of alcohol, do not attempt to follow the above cleaning procedure.

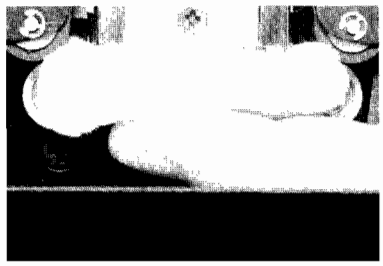
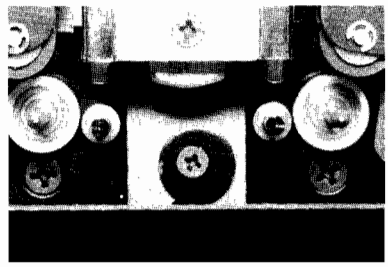


FIGURE 4

After cleaning, the tape heads are restored to their normal position, by depressing **RIGHT**, and **REWIND**, then **LEFT** and **REWIND**.

FIGURE 5



CLEANING THE TAPE HEAD

The cleaning operation should be performed every three weeks under normal conditions. In the event that your tapes have become heavily contaminated with dust or dirt, or if the 1200 is operating with the room humidity below 20%, more frequent cleaning is required because of possible eletrostatic attraction of dust and dirt to the tape mechanism. Contact your WANG serviceman if you note a build-up of dirt on operating parts of the tape mechanism.

Cleaning pads can be obtained from your Wang serviceman.

APPENDIX B

CODE	AS TYPED	USE
*CODE ℓ e e	learn(endpage=eject)	Directs the 1200 to eject at the bottom of a page during playback. Used with continuous form paper. This code is not recordable on tape.
*CODE ℓ e s	learn(endpage=stop)	Directs the 1200 to stop playback at the bottom of the page. This code is not recordable on tape.
*CODE ℓ e p	learn(endpage=play)	Directs the 1200 to play at the bottom of the page disregarding line count. Preset condition of the 1200. Used to turn off the endpage=eject and endpage=stop conditions, not recordable on tape.
CODE] = p	]=p	Special new page condition which is recordable on tape. Used at the end of a short page which directs the 1200 to disregard line count. Used in conjunction with the endpage=eject and endpage= stop conditions.
*CODE ℓℓ xx	learn(lines/page=xx)	xx represents a number 01 to 99. Used to direct the 1200 as to how many lines to type per page. Not recordable on tape. (Preset at 50)
*CODE ℓ # xx	learn(#/page=xx)	xx represents a number 01 to 99. Used to tell the 1200 how long in lines the page is that it is typing on. Not recordable on tape. (Preset at 66)
CODE BACKLINE		1. Used as a Block link to extend a line by 100 characters on tape each time used. 2. Used in **EDIT** to delete a line, but with caution.
CODE SPACE		Used to enforce a space. (Usage not recommended)

*Not recordable on tape

CODE	AS TYPED	USE
CODE x	x	Used to delete a character in Record.
CODE / (E.O.D.)	/	End of Document Code. Used to tell the 1200 where the end of the document is located.
CODE ℓ, f, set tabs,)	learn (format	Used to set a format in the typewriter. This format remains in the memory until changed or the 1200 is turned off. Not recordable on tape.
CODE b	b	Used to record a format on tape.
CODED RETURN		Enforces a **RETURN**. Used with short lines or addresses. Used to exit the 1200 from a coded tab, or **NO ADJUST** mode.
CODE o	o	Used to cause automatic centering of a line.
CODE HYPHEN	-	Enforces a hyphen. Used when a hyphen is part of the spelling of a word to prevent the 1200 from deleting the hyphen in playback.
CODE TAB		Enforced **TAB**. Used to cause automatic indenting of a subparagraph. A **CODED TAB** is exited by a **CODE RETURN**.
CODE] d	]=d	Used to direct the 1200 to double space each time the carriage returns. A [Code] s] turns this condition off.
CODE] s	]=s	Used to direct the 1200 to single space each time the carriage returns. (Preset condition of 1200) Used to turn off the **CODE]=d**

CODE	AS TYPED	USE
CODE BACKSPACE		Used to enforce a backspace. When typing a symbol like ≠. You type = [**CODE BACKSPACE**], strike /. If you just strike **BACKSPACE**, the = sign is replaced with the /.
*CODE ℓ / /	learn / /	In Record, to erase a tape. Takes 4 minutes to completely erase a tape.
*CODE MEMO/OUT		Directs the 1200 to read & set into the typewriter the format on the tape.
CODE ℓ n	learn (naj)	Used to record sections of a document in NO ADJUST, to prevent these sections from being adjusted or justified in playback. The NO ADJUST light comes on to indicate to you that the section is being recorded in NO ADJUST. Using this condition directs the 1200 to automatically enforce all the tabs and returns. Tables, charts and columns of figures are recorded in NO ADJUST. A CODE RETURN cancels the NO ADJUST condition as does turning the 1200 off or putting it in play.
CODE ℓ t	learn (t)	Used to direct the 1200 to automatically set into the typewriter the formats for a multi-formatted document. The (CODE ℓ t) is entered just before the document is played back.
CODE ℓ u	learn (u)	Preset condition of the 1200 where the 1200 ignores formats unless you CODE MEMO(OUT). Used also to turn off the learn (t) condition.
CODE w	w	Used at the end of a tape to direct the 1200 to REWIND the tape and STOP. Used when playback is on single sheets of paper. This code takes up one line on the tape. In the learn (c) condition directs the 1200 to rewind the other tape.

*NOT RECORDABLE ON TAPE

CODE	AS TYPED	USE
CODE 4	4	Used to direct the 1200 at the point it reads a [CODE 4] to switch to the other tape and read that tape. Used to merge information from two tapes. A [CODE 4] is recorded on the tape as a single character. Used with form letters with variable information when the variable information is on one tape and the form letter is on another tape.
CODE 9	9	A [CODE 9] is used at the end of a tape to direct the 1200 to REWIND the tape and REPLAY the tape. Used with continuous form paper. This code takes up a whole line on the tape.
CODE ℓ c	learn (c)	Initiates Programmed Document Assembly option. Before using Programmed assembly you must tell the 1200 by keying [CODE ℓ c].
CODE ℓ d	learn (d)	Ends Programmed Assembly option or turns off [learn (c)].
CODE g	g	A [CODE g] is used to stop the 1200 in playback. A [CODE g] is recorded on tape as a single character. Generally used in form letters and legal documents with variable information. When a document containing STOP codes is played back in JUSTIFY, the 1200 stops after the line with the STOP CODE in it.
CODE ℓ e * e	learn(endpage=*eject)	When used, directs the 1200 to eject the paper and to *switch* to reading the opposite tape. To be used with continuous form paper for automatic page numbering.
CODE ℓ e * s	learn(endpage=*stop)	When used, directs the 1200 to stop playback at the bottom of a page and switch to reading the opposite tape. Used with single sheets of paper for automatic page numbering.

CODE	AS TYPED	USE
CODE m	m	A memo code (code m) is an internal identification technique for you to conveniently search individual documents on a tape or individual paragraphs within a document. By tagging a phrase or a sentence with a memo code, you can quickly search the memo to find the desired material. Used in document assembly. Bypasses E.O.D. code when searched for.

APPENDIX C
PRESET CONDITIONS OF THE 1200

When the 1200 is turned on, the following conditions exist:

MARGIN:	1200 automatically sets a right margin 65 characters from where the left margin indicator is set.
SPACING:	Set to single space **[CODE] = s]**
ENDPAGE CONDITION:	Set to play **[CODE 1 e p]**
LINES/PAGE	Set to type 50 lines/page **[CODE 1 # 50]**
PAGE SIZE:	Set to type on page 66 lines long **[CODE 1 # 66]**
FORMAT:	Ignore format **[CODE 1 u]**
PROGRAMMED SEARCH: (Option)	Not in Programmed Search **[CODE 1 d]**

APPENDIX D – PAGE LISTING OF CODES

(R = Recordable)

GLOSSARY

ADJUST — Used to put the 1200 in the **ADJUST** playback condition. The 1200 plays back a recorded document putting as many words on each line without exceeding the right hand margin. The effect is to achieve a smoother right margin.

AUTO/START — Used in **PLAY, EDIT** and **TRANSFER** to play back or Transfer with playback, the entire document to the **E.O.D.** Code.

Automatic Insert Method — Form letters with variable information can be recorded where all the variable information is recorded on one tape and all the standard information is recorded on the other tape. By making use of Switch Read Codes at the appropriate place on each tape, the 1200 can be directed to switch back and forth between both tapes automatically merging the information from both tapes in playback to produce a customized letter for each situation.

BACKLINE — Backs up the tape one line in **RECORD, EDIT** and **TRANSFER,** when the carriage is at the left margin. Erases the beginning of a line from the memory in **RECORD, EDIT** and **TRANSFER,** when touched in the middle of a line. A **[CODE BACKLINE]** deletes a line in **EDIT.**

1200 CASSETTE LOG — A form used to note the contents of a tape, the locations of various documents on the tape and any special instructions about each document.

Character — A Character is defined by the 1200 as any letter, symbol or even a space: any key on the keyboard.

CODE — Used to enter a **CODE** into the 1200's memory.

CHAR/STOP — Used in **PLAY, EDIT** and **TRANSFER** to play back or Transfer a character, or to stop the playback or transfer of a character. When preceeded by a **SKIP**, in Play, Transfer or **EDIT**, causes the skipping or deletion of the character.

Decimal Alignment Condition — An application of the 1200 for statistical typing where the 1200 will automatically align decimal points in columns of numbers. When recording the columns of numbers at rough draft speed the 1200 must be in the **NO ADJUST** mode and **CODED TABS** must be used in order for the 1200 to align the decimals in playback.

Delete — A character is deleted in **RECORD** by **CODE x.**

Document Assembly	An application of the 1200 that enables you to identify major paragraphs of a document with Memo Codes, then assemble wanted paragraphs from the master document in order to tailor-make a document as in legal trusts and wills, contracts or engineering specifications.
EDIT	Used to put the 1200 in the **EDIT** condition where the original tape can be corrected. The **EDIT** condition is obtained by depressing both the **PLAY** and **RECORD** keys. In **EDIT** you can **PLAY** and **RECORD** at the same time on a single tape.
END OF DOCUMENT	A code is used on tape to signal to the 1200 that it has reached the end of a document. [Code /] equals **E.O.D.**
Endpage Conditions	The 1200 is preset to continue playing lines at the bottom of each page disregarding the line count. [Code ℓ e p]. There are two other conditions, endpage = eject [Code ℓ e e] and endpage = stop [Code ℓ e s]. These latter two conditions when used are turned off by the [Code ℓ e p] or by turning the 1200 off.
Errors	The 1200 is designed to warn you when an illegal operation is taking place. Bells ring and the console lights flash. **RESET** is used to turn off the error condition. See "The Why Booklet" for complete listing of errors
Format	The format of a document is the margins and tabs. A format is learned into the 1200 by [Code ℓ e Set Tabs.)]
FORWARD	Fast forwards the tape.
INDICATOR LIGHTS	There are several indicator lights on the console. When Recording the **RECORD** light is on. When a tape is moving the Right or Left **TAPE MOVING** light is on. **END OF DOCUMENT** light comes on to indicate the end of a document is reached. The **NO ADJUST** light comes on to indicate when the 1200 is in the **NO ADJUST** condition.
JUSTIFY	Used to put the 1200 in the **JUSTIFY** playback condition, where the 1200 plays back each line the same length producing a perfect right-hand margin. Extra spaces are added to each line to achieve this.
LEFT	Controls the use of the Left Tape Cassette Holder.

LINE	Used in **PLAY, EDIT** or **TRANSFER** to play back a line at a time, or to stop the playback at the end of a line. When preceded by a **SKIP** in **TRANSFER** or **PLAY** causes the skipping of a line.
Line	A line is defined by the 1200 as a group of characters ending with a **RETURN** or a **CODED RETURN.**
Line Extension	Extending a line beyond the 100 character limit when recording by [Code Backline]. Each time this key is used 100 characters can be added to a line on tape.
Manual Insert Method	Form letters with variable information recorded on a tape with **STOP CODES** in place of the variable information so that the operator can manually type in the variable information when playback stops according to the **STOP CODES.**
Memo Code	A Memo Code (Code M) is used to identify sections of a document or whole documents on a tape, so that they can be easily located.
MEMO (OUT)	The **MEMO (OUT)** key searches the tape for a Memo Code and causes the contents of the Memo Code to be played out. The **MEMO (OUT)** key advances the tape to the **E.O.D.** Code or **MEMO (CODE).**
Multi-Formatted Documents	Document which contains more than one recorded format. To automatically play these formats back, the 1200 must be in the learn (t) condition.
ON/OFF POWER SWITCH	The main power switch of the 1200 is located beneath the console.
PARA	Used in **PLAY, TRANSFER,** or **EDIT** to play out a paragraph at a time, or to stop the playback or Transfer at the end of a paragraph. When preceded by the **SKIP** key, causes the skipping out of a paragraph in **PLAY** or **TRANSFER.**
Paragraph	A paragraph is defined by the 1200 as ending with a double carriage return, a carriage return plus a **TAB** at the beginning of the next line, a carriage return and a space at the beginning of the next line, or a Coded carriage return. When a paragraph is **SKIPPED,** the spaces or tabs (where appropriate) at the beginning of the next line are also skipped.
Physical Page Size	The physical page size is the size of the page in lines. Each one inch of paper equals 6 lines of type. Any page length can be determined by multiplying the length in inches by 6. The 1200 is preset to type on paper 66 lines long (11"). [Code ℓ # xx] is used to change the physical page size where xx = 01 to 99.

PLAY — Used to put the 1200 in the **PLAY** condition, which is to play back a recorded tape.

Playback Page Size — The playback page size is the number of lines to be played back on each page. This can vary from 1 to 99. The 1200 is preset to playback 50 lines/page. This is changed by [Code ℓ ℓ xx] where xx equals 01 to 99.

Programmed Assembly (option) — A special option on the 1200 allows you to record standard paragraphs on a master tape with Memo Codes and later retrieve these paragraphs in any order for assembling an individual document, by recording only the desired Memo Code on a second tape. The 1200 must be in the learn (c) condition in order for this to occur.

PROTECTED TAPE CASSETTE — A protected tape is one on which the plastic leafs on the bottom of the cassette have been removed. This tape cannot be recorded upon. Error condition obtained if it is used to record.

RECORD — Used to put the 1200 in the **RECORD** condition.

RESET — Used to **RESET** the 1200 after any error condition. The **RESET** key clears the memory and sets the line counter back to zero. Can be used to stop any process taking place in the 1200. (Panic Button).

RETURN — The **RETURN** key on the typewriter is used to: 1. Cause a carriage return, 2. To cause a line to be recorded on tape. 3. To erase the memory after a line is recorded.

REWIND — Rewinds the tape to the beginning.

RIGHT — Controls the use of the Right Tape Cassette Holder.

SAME — Used to put the 1200 in the **SAME** playback condition where each line is played back line for line as typed.

SEARCH — Used to locate a specific line in **PLAY** or **EDIT**. In **TRANSFER** used to quickly transfer without playback all the lines preceding the one being searched. The **SEARCH** key is touched, the beginning of the line is typed, then the **SEARCH** key is touched again. In **TRANSFER, SEARCH, SEARCH** transfers the entire tape.

SKIP — In Play, **SKIP** followed by either **CHAR/STOP, WORD, LINE** or **PARA** prevents a character, word, line or paragraph from being played back. In **EDIT, SKIP** followed by **CHAR/STOP**, or **WORD** deletes from the tape a character or a word. In **TRANSFER, SKIP** followed by **CHAR/STOP, WORD LINE** or **PARA** prevents the transfer of a character, word, line or paragraph.

TRANSFER — Used to put the 1200 in the **TRANSFER** condition, which allows information to be transferred from the right tape to the left tape.

Transfer — To transfer in part or on the whole, material from the right tape to the left tape.

UNPROTECTED TAPE CASSETTE — **A** tape cassette that can be used to record. The plastic leafs on the bottom are intact.

VARIABLE ADJUST — Used in conjunction with the learn (format) condition, to produce a smoother margin than simple **ADJUST**. In Playback the 1200 stops when it begins a word before the adjust zone which if played out will exceed the zone. The operator then chooses what to do with this word. An Adjust zone can be 1 character wide or 99 characters wide. The smaller the adjust zone the tighter the margin.

WORD — Used in **PLAY, EDIT** or **TRANSFER** to play back a word, or to stop the playback in **TRANSFER, PLAY** or **EDIT** at a word. When preceded by a **SKIP**, in **PLAY, EDIT** or **TRANSFER** causes the word to be skipped or deleted.

Word — **A** word is defined by the 1200 as a group of characters followed by a space, a punctuation mark and a space, a carriage return or a **TAB.**

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