Apple Manuals   Apple][Pascal   Macintosh   SwyftCard   Canon Cat

Jef Raskin
Information

CAT FORM APPLICATION INFO

17 PAGES

Source: Bob Wing

DOCUMENT NO. 48

COMPILED BY
DAVID T. CRAIG
736 EDGEWATER, WICHITA, KS 67230 USA
E-MAIL: 71533.606@compuserve.com

Apple Manuals   Apple][Pascal   Macintosh   SwyftCard   Canon Cat

Canon Cat™

The Advanced WORK Processor

CATFORM

Application Software
Line/Line Typewriter Mode
Stop Position Formats

1

Getting Started

Catform is easy and can be learned quickly by anyone. However, some of the terms and procedures in this manual may not be familiar to everyone. If you have never used the Canon Cat, refer to the tutorial in the Canon Cat "How-to Guide".

What is the Catform Disk?

The Catform Disk contains software to manage the Form Operations, as well as, line-by-line typewriter mode. Just like a normal text disk, you can store your own text on the Catform Disk. However, since the software utilizes a portion of space on the disk, the text space available is somewhat less than a normal disk.

Keep the original Catform Disk

It is recommended to make a copy of the original Catform Disk and use the copy for your own daily use. Keep the original safely stored away to copy it again for additional Catform disks.

Backup of your own Catform Disk

Since your formats and texts will be saved on your Catform Disk, creating a backup disk is suggested for your insurance.

How to start the Catform operation

Insert the Catform Disk in your Canon Cat, then press and hold [USE FRONT] and press [DISK]. When you playback the Catform Disk for the "first" time, you will see that the screen contains the title page for "Stop Position Formats". The screen may look almost empty, but the Memory Gauge shows the amount used for the software. (See illustration on page 3)
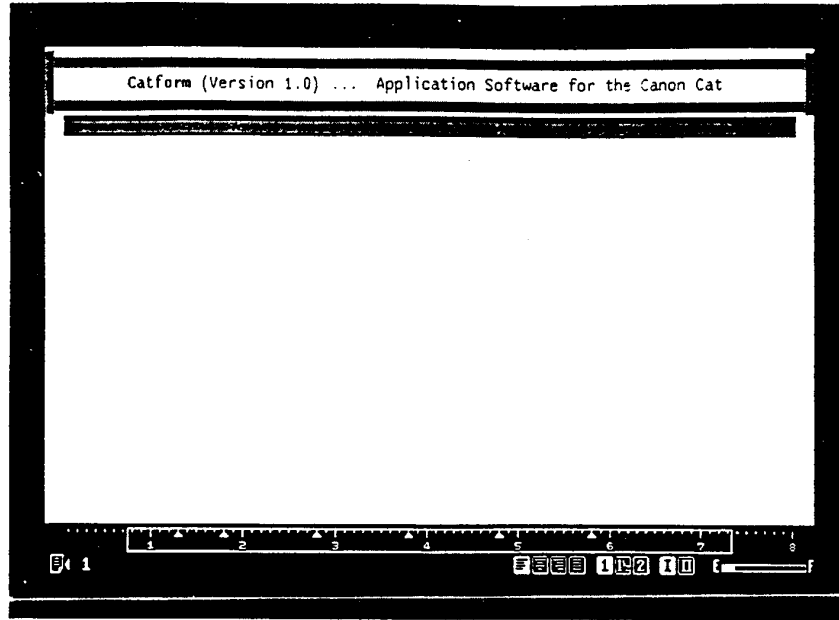
If the Catform disk has text stored, the screen could be different than the one above.

As long as you are using the Catform Disk in your Canon Cat, you can use the forms fill in, Line/Line Typewriter Mode, as well as, type normal text. If your Cat has a text disk other than the Catform Disk inserted, remember to save that text to its own disk, and then play back the Catform Disk with the [DISK] command.

How to distinguish the Catform Disk from the others

When you are working with the Catform Disk, the [USE FRONT]-[F] operation described on page 4 will show the "Format Selection" Screen. Press both [USE FRONT] keys together to return you to the Canon Cat editing screen. If the screen does not appear, it is not a Catform Disk. (See the illustration on page 4).

Printer Setups for the Cat180 Printer

1.   In the *Main Printer Setup* of your Canon Cat, Cat180 Printer needs to be assigned to the Parallel port connection as below.

        Main Printer Setup
            Connect to   Parallel port
            Printer type   Cat180

2.   To work with forms, it is suggested to detach the Cut Sheet Feeder from your Cat180, so that the form is free to move back and forth.

        (Cat180 Setup)
            Cut sheet feeder   No
            Pause between sheets   Yes

3.   You can select character pitch by [USE FRONT]-[Y]. Make sure that the daisy wheel you use in your Cat180 corresponds to the selection.

- 3 -

Creating a New Format

The Catform disk that you received from your Canon Cat dealer contains software to create a new format for each form you use over and over again. You may store up to 20 different formats per disk, and each format can contain up to 100 "stop positions." A "stop position" is a like a tab stop. It marks the position on the form at which you type information. Unlike tabs, however, you can automatically move the carrier to stop positions located on different lines. You can also store standard text at any location on the form.

Step-1   Selecting "Create a New Format" Operation

1   Press and continue to hold [USE FRONT], then press [F]. The "Format Selection" screen appears on the display.

           If the Format Selection Screen does not appear, load the Catform disk.


```
        Format Selection

The bolded format name shows the current selection.
Press either [LEAP] key to change the selection.

   Line/Line Typewriter Mode
   Create a New Format
```
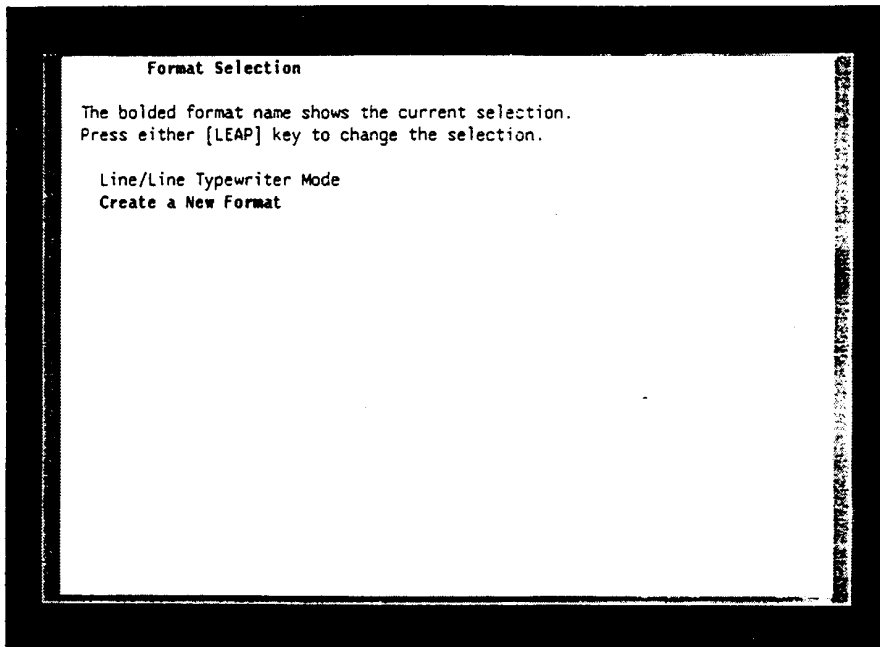
2   While holding [USE FRONT], tap on either [LEAP] key until 'Create a New Format' appears in **bold type**. Let go of [USE FRONT]. The following screen appears on the display to begin creating the format.

- 4 -
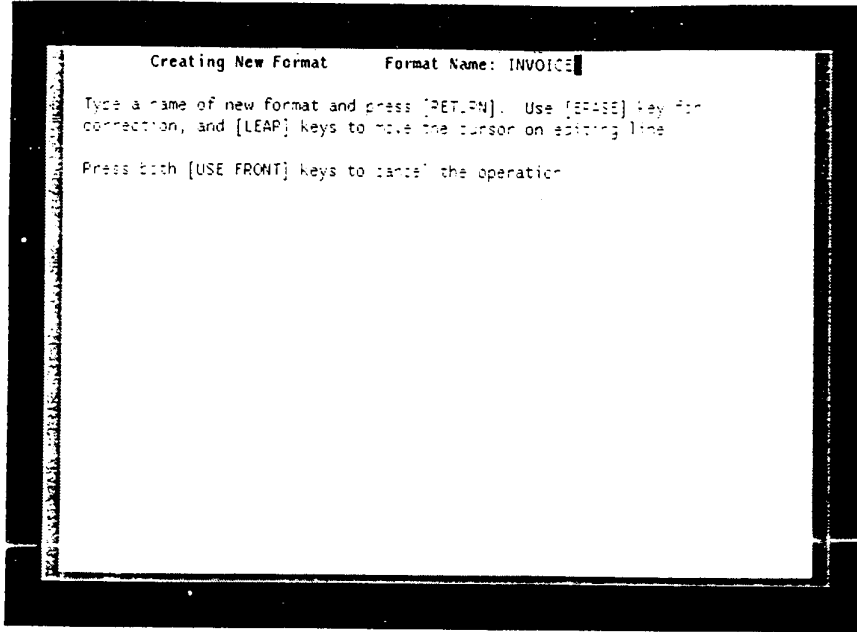
Step-2 **Assigning a Name to Your Format**

Type in a name for the format you want to create and press [RETURN].
Format names can contain up to 32 characters including spaces. You
can edit the name with [ERASE] for correction and move the cursor with
the [LEAP] keys.

*Catform can accept the same name for different formats. It is
suggested that you use an actual name that corresponds to the form you
will be filling in, such as "Purchase Order" or "Invoice". The names
can then be distinguished from each other.*

- 5 -
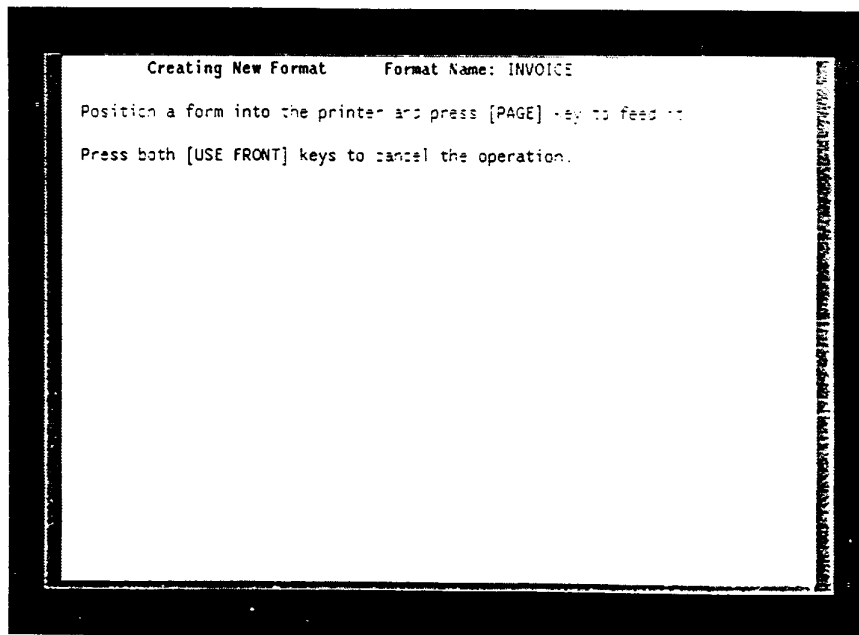
Step-3   Inserting The Form

Use a blank form as a guide for setting the stop positions in the
Cat180 Printer.

1   Lift the Paper Bail Release Lever and place a blank form against the
         paper support, just touching the platen. Choose one of the paper edge
         markers on the paper support, and use it every time you use that form
         so that it is aligned properly.

2   Press the [PAGE] key. The printer automatically feeds the form to the
         start position, one inch from the top. Return the paper bail lever
         back to its original position. The following screen appears on the
         display:
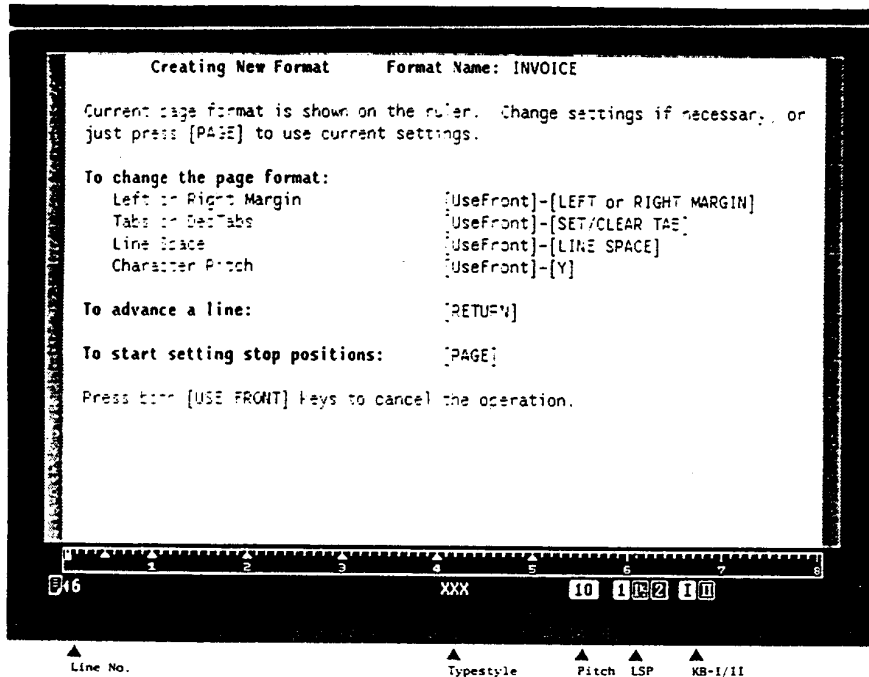
Step-4   Adjusting the Page Format

1   Using the illustration above, adjust the margins, tabs, line spacing
         and character pitch as needed. When adjusting margins and tabs, a
         cursor will appear on the ruler line. While holding the [USE FRONT]
         key move the cursor with the [LEAP] keys. The Cat180 carriage will
         move in conjunction with the cursor.

         *You will notice that a set line does not appear on the display when
         setting margins and tabs. Instead, the cursor on the ruler moves to
         show the position of these settings.*

2   After you finish adjusting the page format, press [PAGE]. The
         following screen appears on the display. You are now ready to begin
         setting stop positions.

```
        Creating New Format        Format Name: INVOICE

To move carrier position:
    Space or Backspace              [SPACE] or [UNDO]
    ½ Space or ½ Backspace          [<-LEAP] or [LEAP->]
    1/120" Space                    [USE FRONT]-[SPACE]
    Next Tab Position               [TAB]
    Return or Express Return        [RETURN] or [USE FRONT]-[RETURN]
    Index or Reverse Index (by 1/12")  [USE FRONT]-[LEAP-> or <-LEAP]
To set a stop position:
    Move the carrier to the desired position, and press [LEAP->]-[RETURN].
To insert text:
    Move the carrier to the desired position, and press [USE FRONT]-[V] to
    begin.  Type text, press [USE FRONT]-[V] again.  While typing, text
    appears on the editing line first.  Use [ERASE] key for corrections,
    and [LEAP] keys to move the cursor on editing line.
To end the operation:
    To complete and store new format, press [PAGE] key.
    To cancel the operation, press both [USE FRONT] keys
```

Step-5   Setting Stop Positions

1   Use the space bar to move the carrier to the first stop position, then
        hold the [LEAP] key and press [RETURN]. You will hear a confirm tone
        when the stop position has been set.   Continue setting additional
        stop positions in the same manner.

2   After you are done setting all the stop positions, press the [PAGE]
        Key, it ejects the form and returns you to the Canon Cat editing
        screen.

3   After you complete creating a format, use [USE FRONT] and [DISK] to
   save it to disk.

        *Until you use the DISK command, the format will not be saved on the
        disk.*

How to Store Text with a Format

If the same information needs to appear at the same location on the form each time you fill it in, you can store it with the Format. When filling in the form, the text that you stored is automatically printed out at the proper location.

1   Move the carrier to the position where the text should appear, then press and hold [USE FRONT] and press [V] instead of [LEAP] and [RETURN] as you normally do for setting stop positions. The word TEXT will appear below the ruler. (See illustration below.)

2   Type the text you want to store at that position. The text first appears on the bottom line of the display so that you can edit it. Use [ERASE] to erase characters and the [LEAP] keys to move the cursor.

3   Press and hold [USE FRONT], then press [V] again. The text you typed is printed on the form.

While typing text, if you reach the Right Margin, pressing [RETURN] will print the current line and allow you to continue typing. Using the [TAB] Key will also print the text and move the carrier to the next tab position.
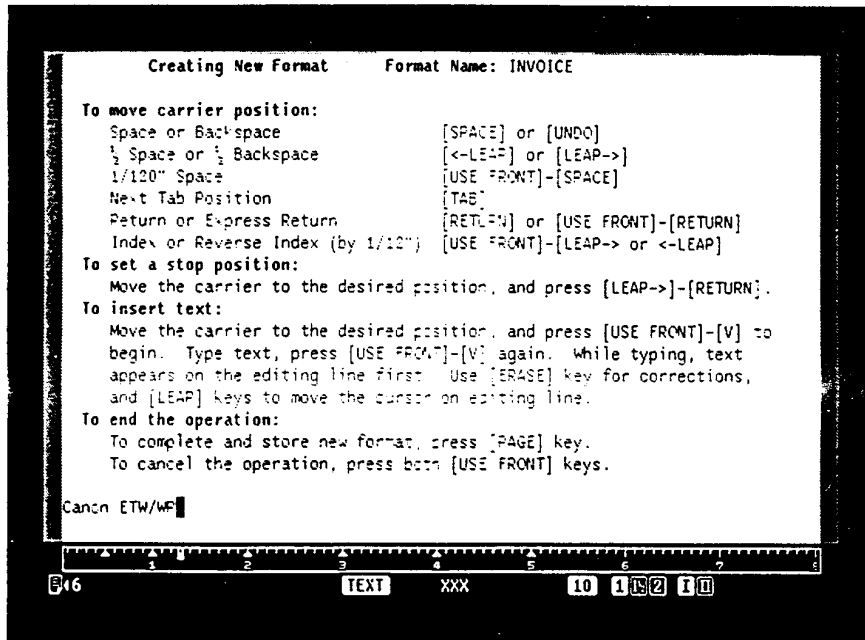
How to cancel Creating New Format Operation

If you make a mistake setting a stop position or storing text, just press both [USE FRONT] keys together to cancel the operation. It deletes the new name and format you assigned and returns you to the editing screen, so that you can begin again.

Once a stop position format has been created, it can not be edited.

- 8 -

Using User Format

Step-1   Selecting the Name of User Format

1   Press and continue to hold [USE FRONT], then press [F]. The "Format
          Selection" screen appears on the display.

          *If the Format Selection Screen does not appear, check to see if you
          are using a Catform Disk.*

2   While holding [USE FRONT], tap on either [LEAP] key until the name of
          format you want appears in **bold type**. Let go of [USE FRONT]. The
          following screen appears on the display with the selected name of the
          format.

```
        Format Name: INVOICE

Position a form into the printer and press [PAGE] key to feed it.

To go back to the editor, press both [USE FRONT] keys.
```

Step-2   **Inserting The Form**

1   Lift the Paper Bail Release Lever and insert a blank form into the
          Cat180 Printer. Place the form against the paper support, just
          touching the platen. Use the same paper edge marker on the paper
          support that you used when you created the format, so that it is
          aligned properly.

2   Press the [PAGE] Key. The printer automatically feeds the form to the
          start position, one inch from the top. Return the paper bail lever
          back to its original position. The following screen appears on the
          display:

"RaskinDoc048_1-09.PICT" 115 KB 2000-02-21 dpi: 300h x 300v pix: 2045h x 2842v

```
        Format Name: INVOICE

To get to a stop position:
    To the next or previous stop position [LEAP-> or <-LEAP]-[RETURN]
Typing and Printing:
    Typed characters go into the editing line first.  Use [ERASE] key for
    the correction, and [LEAP]keys to move the cursor in editing line.
    A text in the editing line is printed by [RETURN] or [TAB] key.
To move carrier position:
    Space or Backspace                   [SPACE] or [UNDO]
    ½ Space or ½ Backspace               [<-LEAP] or [LEAP->]
    1/120" Space                         [USE FRONT]-[SPACE]
    Next Tab Position                    [TAB]
    Return or Express Return             [RETURN] or [USE FRONT]-[RETURN]
    Return with Indent                   [SHIFT]-[RETURN]
    Index or Reverse Index (by 1/12")    [USE FRONT]-[LEAP-> or <-LEAP]
To end the operation:
    Eject a paper by [PAGE] key to repeat the operation with the same format.
    To go back to the editor, press both [USE FRONT] keys.
```

```
              1       2       3       4       5       6       7       8
346                              XXX        [10] [1:2] [10]
```

Step-3   Filling in The Form

1   Press and hold [LEAP->], then press [RETURN] to move the carrier to
        the first stop position.

2   Type in the text at the first stop position. The text first appears
        on the bottom line of the display, so that you can edit it before
        prints it on the form. Use [ERASE] to erase characters. Use either
        [LEAP] key to move the cursor.

3   If the text is OK, press and hold [LEAP->], then press [RETURN]. The
        text is printed and the carrier moves to the next stop position.

        If you are filling more than one line at the same stop position, press
        [SHIFT] and [RETURN] at the end of the first line. The text prints
        and the carrier moves to the next line and stops at the column of the
        stop position. Use [LEAP] and [RETURN] to advance to the next stop
        position when typing is complete.

        You can also use [TAB] or [RETURN] key to print the text.

4   Repeat steps 1-3 until you fill in the entire form.

        *To move the carrier to a previous stop position, press and hold
        [<-LEAP], then press [RETURN].*

5   When you complete filling in the form, press [PAGE] to eject the
        form. You can then continue to fill in another form using the same
        format.

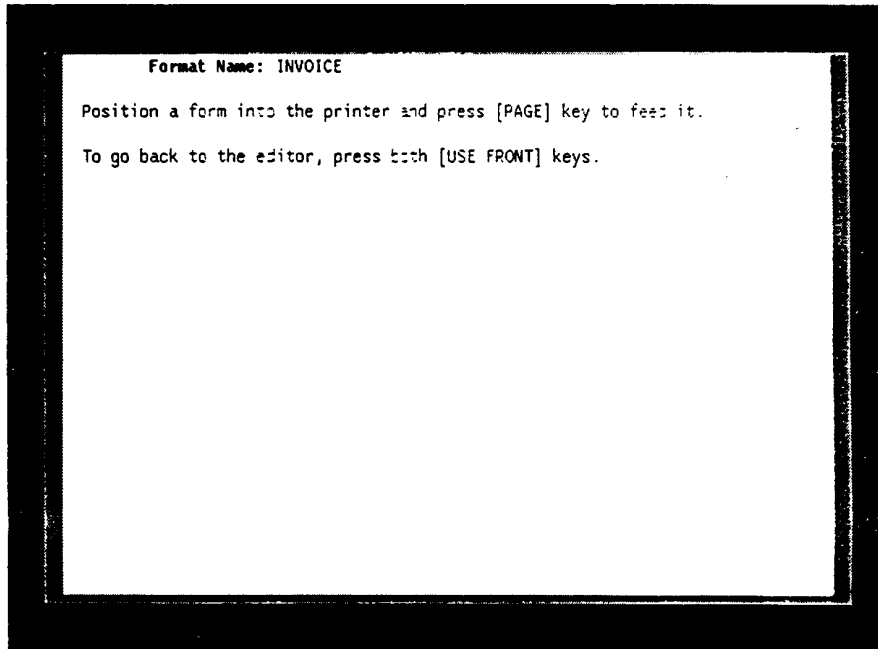   Or, you can press both [USE FRONT] keys to return to the Cat editing
        screen.

- 10 -

Deleting a Format

1   Press and continue to hold [USE FRONT], then press [F]. The "Format Selection" screen appears on the display.
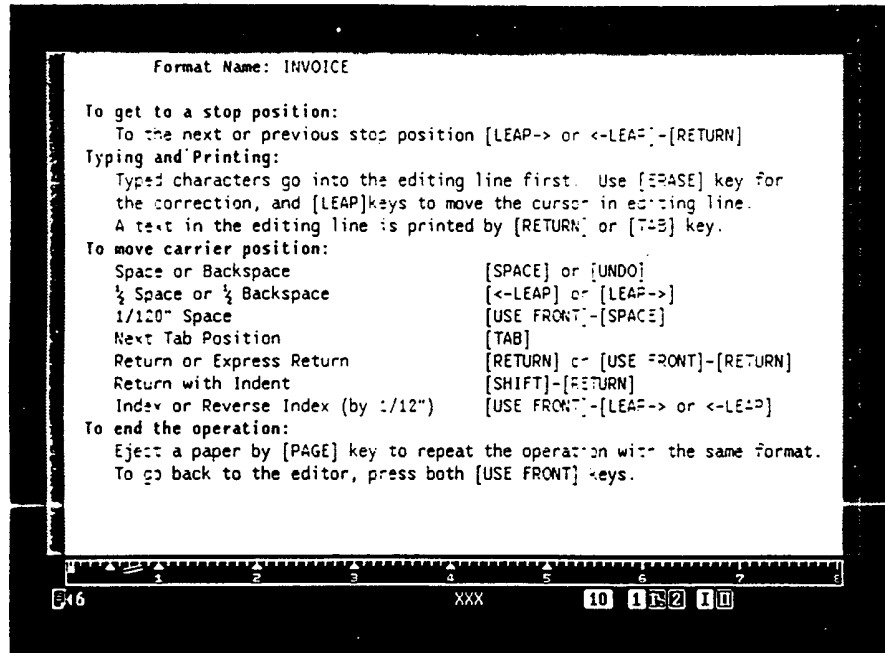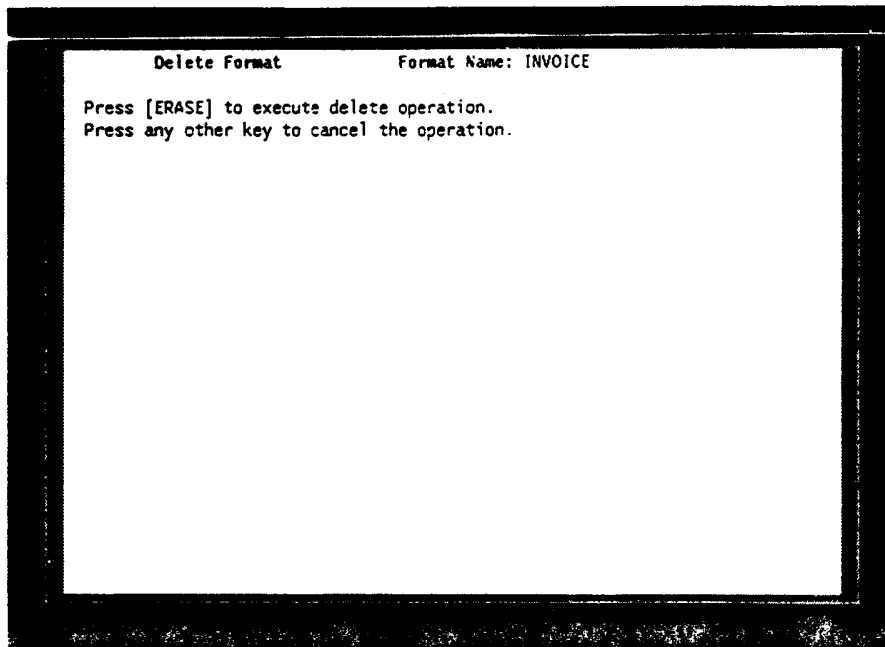
If the Format Selection Screen does not appear, check to see if you are using a Catform Disk.

2   While holding [USE FRONT], tap on either [LEAP] key until the name of format you want to delete appears in **bold type**. Continue to hold [USE FRONT] and press [ERASE]. The "Delete Format" screen appears on the display.

```
   Delete Format          Format Name: INVOICE

Press [ERASE] to execute delete operation.
Press any other key to cancel the operation.
```

3   Check the name of the format on the screen, and press [ERASE] again to delete the format. The format is deleted and return to the Canon Cat editing screen.

If you do not want to delete the format, press any key except [ERASE]. This cancels the delete operation and returns you to the Canon Cat editing screen.

4   Use [DISK] to save your changes on the Catform disk.

Renaming a Format
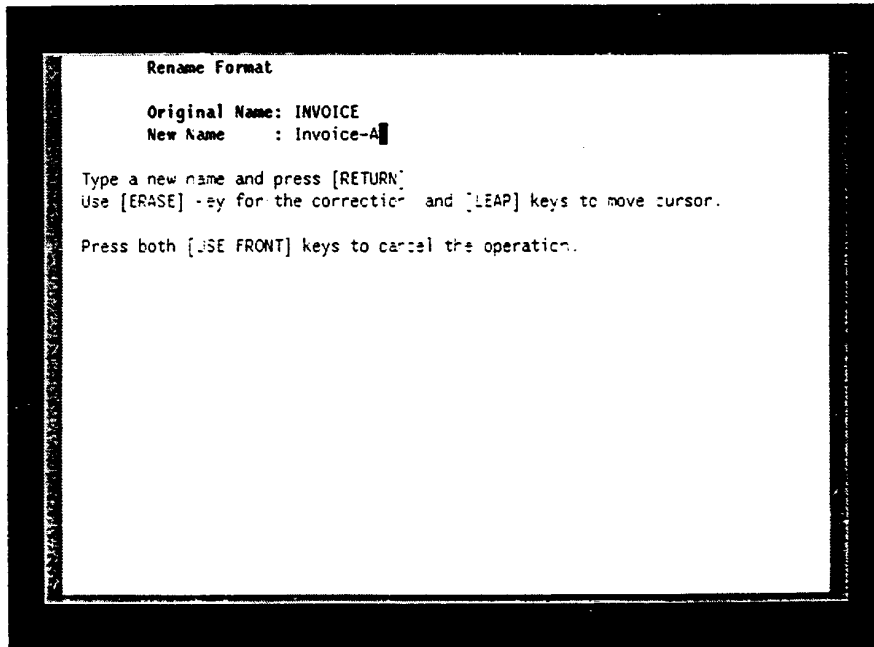
This feature allows you to rename a format without changing the format itself.

1   Press and continue to hold [USE FRONT], then press [F]. The "Format
         Selection" screen appears on the display.

         *If the Format Selection Screen does not appear, check to see if you
         are using a Catform Disk.*

2   While holding [USE FRONT], tap on either [LEAP] key until the name of
         format you want to rename appears in **bold type**. Continue to hold [USE
         FRONT] and press [UNDO]. The "Rename Format" screen appears on the
         display with the original name of the format.

```
        Rename Format

        Original Name: INVOICE
        New Name     : Invoice-A█

Type a new name and press [RETURN]
Use [ERASE] key for the correction and [LEAP] keys to move cursor.

Press both [USE FRONT] keys to cancel the operation.
```

3   Type a new name for the format, and press [RETURN]. The format is
         renamed and you are returned to the Canon Cat editing screen.

         *Format names can contain up to 32 characters including spaces. You
         can edit the name with [ERASE] for correction and move the cursor by
         [LEAP] keys.*

4   Use [DISK] to save your changes on the Catform disk.

Source: David T. Craig
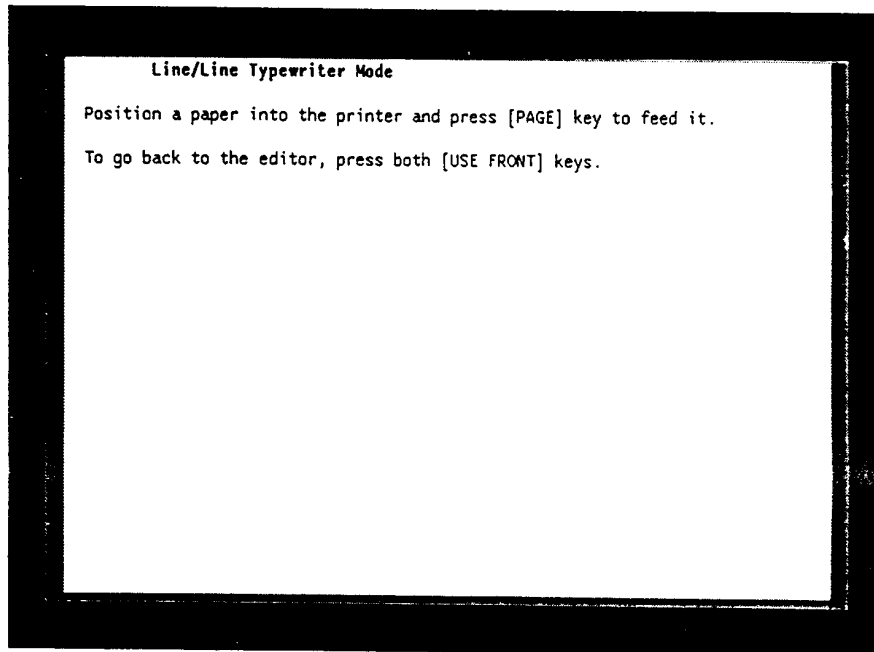

Using the Line-by-Line Typewriter Mode

This feature allows you to use your Canon Cat and Cat180 Printer as a typewriter with line-by-line operation for typing labels, notes, etc.

Step-1   Selecting the "Line/line Typewriter Mode"

1   Press and continue to hold [USE FRONT], then press [F]. The "Format Selection" screen appears on the display.
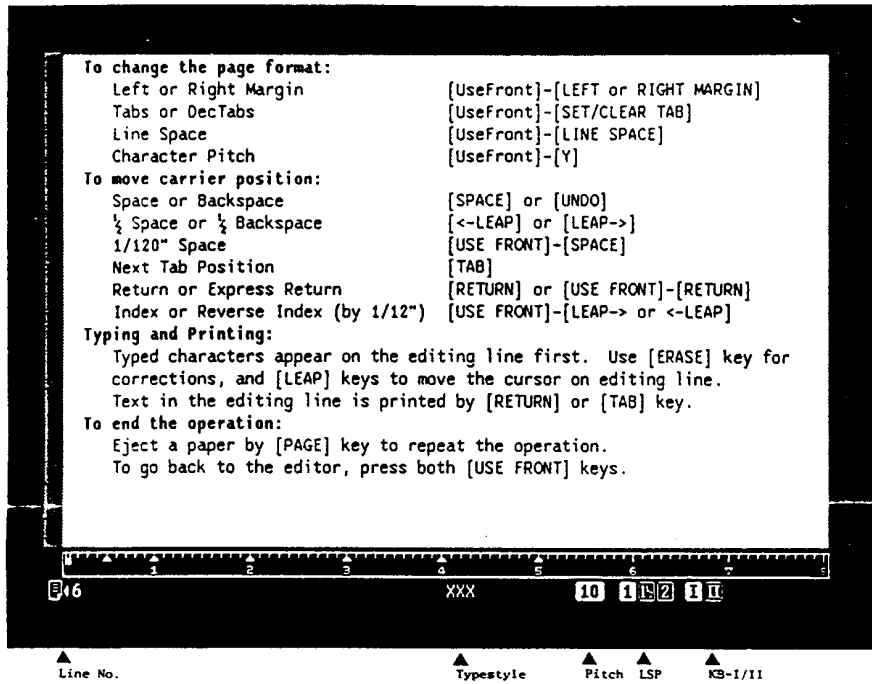
          If the Format Selection Screen does not appear, check to see if you are using a Catform Disk.

2   While holding [USE FRONT], tap on either [LEAP] key until "Line/line Typewriter Mode" appears in bold type. Let go of [USE FRONT]. The following screen appears on the display.

          Line/Line Typewriter Mode

          Position a paper into the printer and press [PAGE] key to feed it.

          To go back to the editor, press both [USE FRONT] keys.

Step-2   Inserting The Paper

1   Lift the Paper Bail Release Lever and insert a sheet of paper or form into the Cat180 Printer. Place the paper against the paper support, just touching the platen. Choose one of the paper edge markers on the paper support, and use it to align the paper position properly.

2   Press the [PAGE] Key. The printer automatically feeds the paper to the start position, one inch from the top. Return the paper bail lever back to its original position. The following screen appears on the display:

- 13 -

```
To change the page format:
    Left or Right Margin          [UseFront]-[LEFT or RIGHT MARGIN]
    Tabs or DecTabs               [UseFront]-[SET/CLEAR TAB]
    Line Space                    [UseFront]-[LINE SPACE]
    Character Pitch               [UseFront]-[Y]
To move carrier position:
    Space or Backspace            [SPACE] or [UNDO]
    ½ Space or ½ Backspace        [<-LEAP] or [LEAP->]
    1/120" Space                  [USE FRONT]-[SPACE]
    Next Tab Position             [TAB]
    Return or Express Return      [RETURN] or [USE FRONT]-[RETURN]
    Index or Reverse Index (by 1/12")  [USE FRONT]-[LEAP-> or <-LEAP]
Typing and Printing:
    Typed characters appear on the editing line first.  Use [ERASE] key for
    corrections, and [LEAP] keys to move the cursor on editing line.
    Text in the editing line is printed by [RETURN] or [TAB] key.
To end the operation:
    Eject a paper by [PAGE] key to repeat the operation.
    To go back to the editor, press both [USE FRONT] keys.
```

Line No.   Typestyle   Pitch LSP   KB-I/II

Step-3   Adjusting the Page Format

Using the illustration above, adjust the margins, tabs, line spacing
and character pitch as needed. When adjusting margins and tabs, a
cursor will appear on the ruler line. Move the cursor with the [LEAP]
Keys, while holing the [USE FRONT]. The Cat180 carriage will move in
conjunction with the cursor.

*You will notice that a set line does not appear on the display when
setting margins and tabs. Instead, the cursor on the ruler moves to
show the position of these settings.*

*If any text has been typed in the editing line of the screen, you can
not change the page format. Erase the text or print it by [RETURN]
key first, then change the page format.*

Step-4   Typing

1   Begin typing. The text first appears on the bottom line of the
        display so that you can edit it. Use [ERASE] to erase characters and
        the [LEAP] keys to move the cursor.

        *You cannot type beyond the right margin. When you reach the right
        margin, the Cat beeps and the cursor stops.*

2   To print your text, press [RETURN] or [TAB] key.

3   The [PAGE] key ejects the paper. You can then insert another sheet of
        paper with the [PAGE] key to continue Line by Line Typewriter mode.

- 14 -

Appendix A

Quick Reference for Forms and Line/Line Typewriter Mode

Every function for the form operation begins with selecting a name of a format or an operation. Press and hold [USE FRONT] and press [F]. The "Format Selection" Screen appears. While holding [USE FRONT], tap either [LEAP] key to make a selection. Then let go of [USE FRONT] and the Canon Cat begins the selected function. Further instructions appear on the screen at different stages of each operation.

Create a New Format:

> *[USE FRONT]-[F], Select "Create a New Format" by [LEAP] keys*

Select User Format:

> *[USE FRONT]-[F], Select a name by [LEAP] keys*

Rename Format:

> *[USE FRONT]-[F], Select a name by [LEAP] keys, [UNDO]*

Delete Format:

> *[USE FRONT]-[F], Select a name by [LEAP] keys, [ERASE]*

Select Line/Line Typewriter Mode:

> *[USE FRONT]-[F], Select "Line/line Typewriter Mode" by [LEAP] keys*

Return to the normal Cat editing screen from the Form Operation:

> *[USE FRONT]-[USE FRONT]*

|

Canon U.S.A., Inc.

National Headquarters/New York Office One Canon Plaza, Lake Success, New York 11042 516-488-6700 Cable: CANON U.S.A. LAKS Telex: 96-1333

Government Marketing Center 5701 General Washington Drive, Alexandria, Virginia 22312 703-642-8050 Extension 241 or 323

Atlanta Office 5625 Oakbrook Parkway, Norcross, Georgia 30093 404-448-1430

Chicago Office 100 Park Blvd., Itasca, Illinois 60143 312-250-6200

Dallas Office 3200 Regent Blvd., Irving, Texas 75063 214-830-9600

Los Angeles Office 123 Paularino Avenue East, Costa Mesa, California 92626 714-979-6000

Los Angeles Office (ETW Division) 2055 Main Street, Irvine, California 92715 714-979-6000   ETW/WP 001

16

FINIS