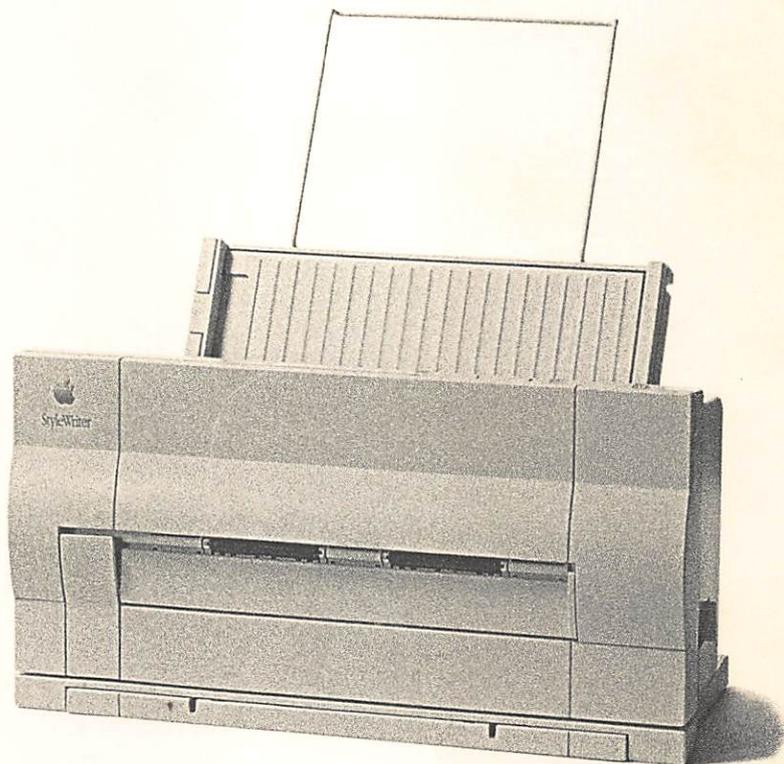




StyleWriter[®] Owner's Guide



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Important

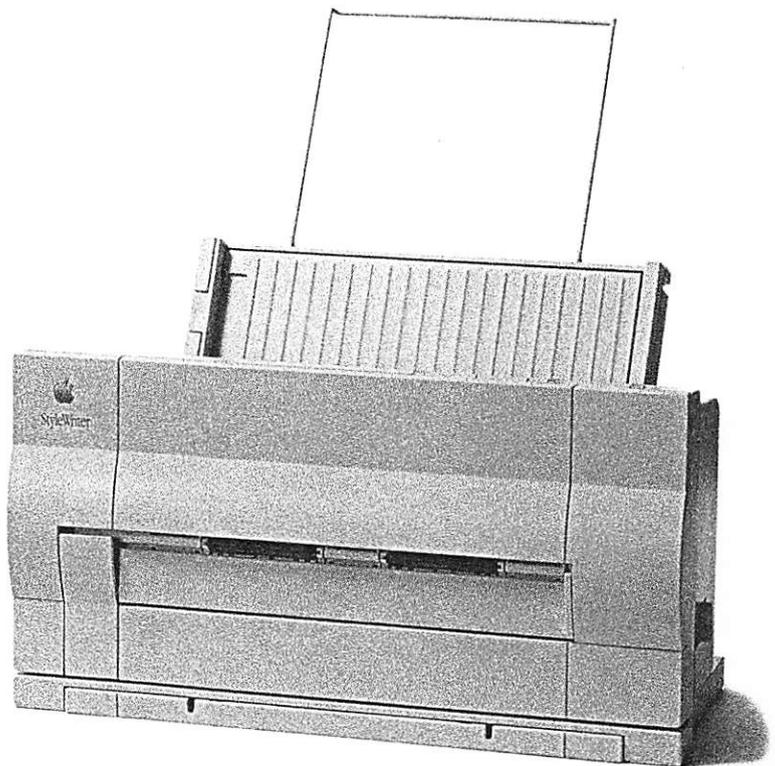
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DOC Class B Compliance This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the radio interference regulations of the Canadian Department of Communications.

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StyleWriter® Owner's Guide



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Chapter 1	Setting Up the StyleWriter	1
Chapter 2	Installing Printer Software	21
Chapter 3	Printing Documents	29
Chapter 4	Maintenance	61
Chapter 5	Troubleshooting	75

Radio and television interference x

Preface Welcome to the StyleWriter Printer xi

How to use this manual xii

About the StyleWriter xiii

Important safety instructions xiv

Watch for these situations and if one occurs pull the plug! xv

Chapter 1 Setting Up the StyleWriter 1

Choosing a location for the StyleWriter 2

Do you have what you need? 3

Connecting the sheet feeder 4

Connecting the StyleWriter to your Macintosh 6

Installing the ink cartridge 7

Plugging in the StyleWriter 13

Loading paper into the sheet feeder 14

Opening the output tray 16

Turning on the StyleWriter and printing the test page 18

Reading the test page 19

Chapter 2	Installing Printer Software	21
	What version is your system software?	22
	Do you need to upgrade your system software?	23
	TrueType fonts	23
	How TrueType and fixed-size fonts work together	23
	Determining which fonts are which	24
	Installing the printer files	26
	Custom installations	28
Chapter 3	Printing Documents	29
	Choosing a printer	30
	Defining page setup	31
	Loading paper into the sheet feeder	32
	Three-hole punched paper	34
	Letterhead paper	35
	Opening the output tray	36
	Printing from within a program	38
	Printing from the Finder	40
	Printing while using the computer for other work	41
	Preparing to use background printing	41
	Managing printing jobs	42
	Manual feed printing	43
	Envelopes, transparencies, labels, and heavy paper	44
	Standard paper	50
	Printing with the sheet feeder removed	56
	Scanned images and the Image Utility	57
	Installing Image Utility	57
	Converting scanned images for best print quality	58

Chapter 4 Maintenance 61

- Safety first 62
- Replacing the ink cartridge 63
- Clearing the ink cartridge 68
- Refilling the sheet feeder 70
- Cleaning the exterior 72
- Cleaning the interior 73

Chapter 5 Troubleshooting 75

- Safety first 76
- The Chooser doesn't show the StyleWriter printer icon 77
- The Macintosh doesn't recognize the StyleWriter printer 78
- Some text changes to the Geneva font 78
- Paper is jammed 79
- The sheet feeder won't feed paper 80
- Paper feeds improperly 81
- The StyleWriter won't print a particular document 82
- The status lights indicate a problem 83
- Image problems 83
 - Image is too light or too dark 84
 - Ink smears when rubbed 85
 - StyleWriter prints on only part of the paper 85
 - A page prints off center or images are out of place 85
 - Nothing prints on the paper 85
 - Unwanted lines or stripes appear 86
 - Stains appear on printed pages 86
 - Image prints wavy or distorted 86

Appendix A Ports, Status Lights, and Buttons 87

- Ports 87
- Status lights 88
- Buttons 89

Appendix B Specifications and Parts List 90

- Specifications 90
 - Marking engine 90
 - Resolution 90
 - Speed 90
 - Interfaces 90
 - Paper feed 90
 - Printing materials 91
 - Paper sizes 91
 - Imageable area 91
 - Dimensions 91
 - Weight 91
 - Operating environment 91
 - Input electrical requirements 92
 - Power consumption 92
- Parts list 92

Appendix C How the StyleWriter Works 93

Appendix D Working With Fonts 94

TrueType fonts 94

Serif fonts 94

Courier 95

Times 96

Sans serif fonts 96

Helvetica 97

Specialty fonts 97

Symbol 97

Sizes and styles 98

Using Key Caps to see screen fonts 99

Obtaining additional fonts 100

Adding/removing fonts 100

Appendix E Service and Support 101

Glossary 103

Index 107

Tell Apple card

Radio and television interference

The equipment described in this manual generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple's instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer system is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer system does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the computer to one side or the other of the television or radio.
- Move the computer farther away from the television or radio.
- Plug the computer into an outlet that is on a different circuit from the television or radio. (That is, make certain the computer and the television or radio are on circuits controlled by different circuit breakers or fuses.)

If necessary, consult your authorized Apple dealer or an experienced radio/television technician for additional suggestions. You may find helpful the following booklet, prepared by the Federal Communications Commission: *Interference Handbook* (stock number 004-000-00345-4). This booklet is available from the U.S. Government Printing Office, Washington, DC 20402.

- ⚠ **Important:** Changes or modifications to this product not authorized by Apple Computer, Inc., could void the FCC Certification and negate your authority to operate the product.

This product was tested for FCC compliance under conditions that included the use of shielded cables and connectors between system components. It is important that you use shielded cables and connectors to reduce the possibility of causing interference to radios, television sets, and other electronic devices. For Apple peripheral devices, you can obtain the proper shielded cables from your authorized Apple dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance. ⚠

Welcome to the StyleWriter Printer

This manual is your introduction to the Apple® StyleWriter® printer. Use it now to set up and begin working with the StyleWriter. Use it later as a reference for day-to-day routines and as a guide to maintenance and troubleshooting.

The StyleWriter works with Macintosh® computers that use system software version 6.0.7 or later. If you're new to the Macintosh, read the information that came with your computer. You'll need to know basic operations and vocabulary before you set up and print with the StyleWriter.

How to use this manual

If you have a StyleWriter printer that is not yet set up, you should read Chapters 1 and 2. To print documents, read Chapter 3. Read Chapters 4 and 5 to learn how to care for your printer.

- Use Chapter 1, “Setting Up the StyleWriter,” to set up the StyleWriter and connect it to your computer.
- Chapter 2, “Installing Printer Software,” tells you how to install the printer driver that controls the StyleWriter and the fonts you’ll use to print.
- Chapter 3, “Printing Documents” is a reference guide for day-to-day operation.
- Chapter 4, “Maintenance,” covers routine maintenance procedures such as replacing the ink cartridge.
- Chapter 5, “Troubleshooting,” covers solutions for minor problems that may occur.
- Appendix A, “Ports, Status Lights, and Buttons,” describes the printer’s input port, warning lights, and control panel.
- Appendix B, “Specifications and Parts List,” contains a physical description of the printer and a list of parts.
- Appendix C, “How the StyleWriter Works,” covers the basics of ink jet printing.
- Appendix D, “Working With Fonts,” covers the basics of Macintosh typography and the TrueType™ fonts.
- Appendix E, “Service and Support,” tells you what you have to do if you need repairs or assistance or want to extend your warranty coverage.

The glossary gives definitions of terms used in this manual. Some terms in the glossary are in **bold** the first time they appear in the text.

About the StyleWriter

The StyleWriter represents the first generation of Apple ink jet printers. Designed for personal use, it provides an economical way for you to produce high-quality printed text and graphics.

The StyleWriter is a powerful tool. With the StyleWriter you can print documents created with a wide variety of Macintosh applications, including many page layout and graphics programs. It is ideal for business and personal correspondence and general home and office use. You can produce masters for copying or instant printing, print your own transparencies for overhead projection, or prepare layouts and proofs of your work.

Several TrueType **font families** (typefaces) are supplied with the StyleWriter, including Times[®], Helvetica[®], Courier, and Symbol. You can also choose from a wide array of fonts available either commercially or as **shareware** or **freeware**. See Appendix D, “Working With Fonts,” for details.

If you want programming or additional technical information about Apple computers and printers, write to APDA[®]:

Apple Computer, Inc.
APDA, Mailstop 33-G
20525 Mariani Avenue
Cupertino, CA 95014-6299

(800) 282-2732
Fax: (408) 562-3971
Telex: 171576
AppleLink[®] address: APDA

Important safety instructions

Before you plug the StyleWriter into a wall socket, read carefully all the installation instructions in Chapter 1.

For your own safety and the safety of your equipment, always take the following precautions:

- Keep the StyleWriter away from sources of liquids, such as wash basins, bathtubs, shower stalls, and so on.
 - Protect the StyleWriter from dampness or wet weather, such as rain, snow, and so on.
 - Don't use devices that produce open flames, such as Bunsen burners or welding torches, near the StyleWriter.
 - Don't use ammonia-based or alcohol-based cleaners, which can react chemically with the plastic, on or around the StyleWriter.
 - Don't drink or swallow the ink. It's not toxic, but it's not for human consumption.
 - Avoid getting ink on your clothes. While the ink will eventually wash off your hands, stains on fabrics or clothing are permanent.
 - Keep these instructions handy for reference.
 - Follow all instructions and warnings dealing with your system.
- ▲ **Warning:** Electrical equipment may be hazardous if misused. Operation of the StyleWriter or of similar products must always be supervised by an adult. Do not allow children access to the interior of any electrical product, and do not permit them to handle any cables. ▲

Watch for these situations
and if one occurs
pull the plug!

If you encounter any of the following circumstances, be sure to disconnect the power plug immediately! (Disconnect by pulling the adapter plug, not the cord.)

- The power cord or plug is frayed or otherwise damaged.
- You spill anything into the case.
- The StyleWriter is exposed to rain or any other excess moisture.
- The StyleWriter has been dropped, or the case has been otherwise damaged.
- You suspect that the StyleWriter needs servicing or repair.
- You plan to clean the printer.

If you suspect your StyleWriter is damaged, contact your authorized Apple dealer.

Setting Up the StyleWriter

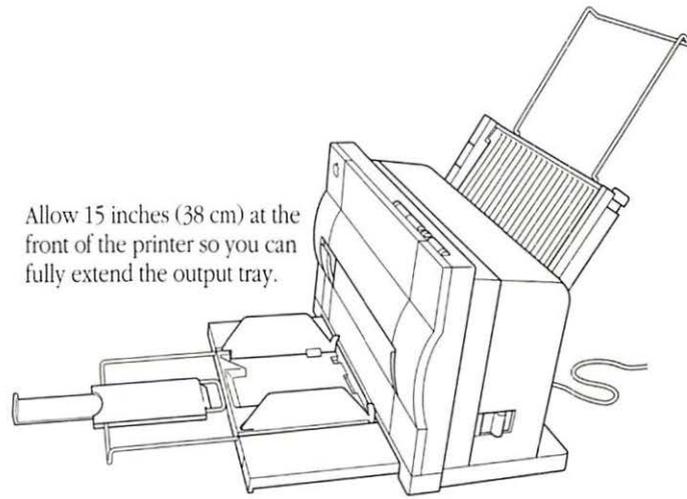
This chapter tells you how to put together your Apple® StyleWriter® printer. You'll find instructions for

- Choosing the best place to put the printer
- Preparing the printer for use
- Connecting the printer to a Macintosh® computer
- Plugging in and turning on the printer

Choosing a location for the StyleWriter

Before you begin setup, choose a work area that's convenient for you and that meets the physical requirements of the printer.

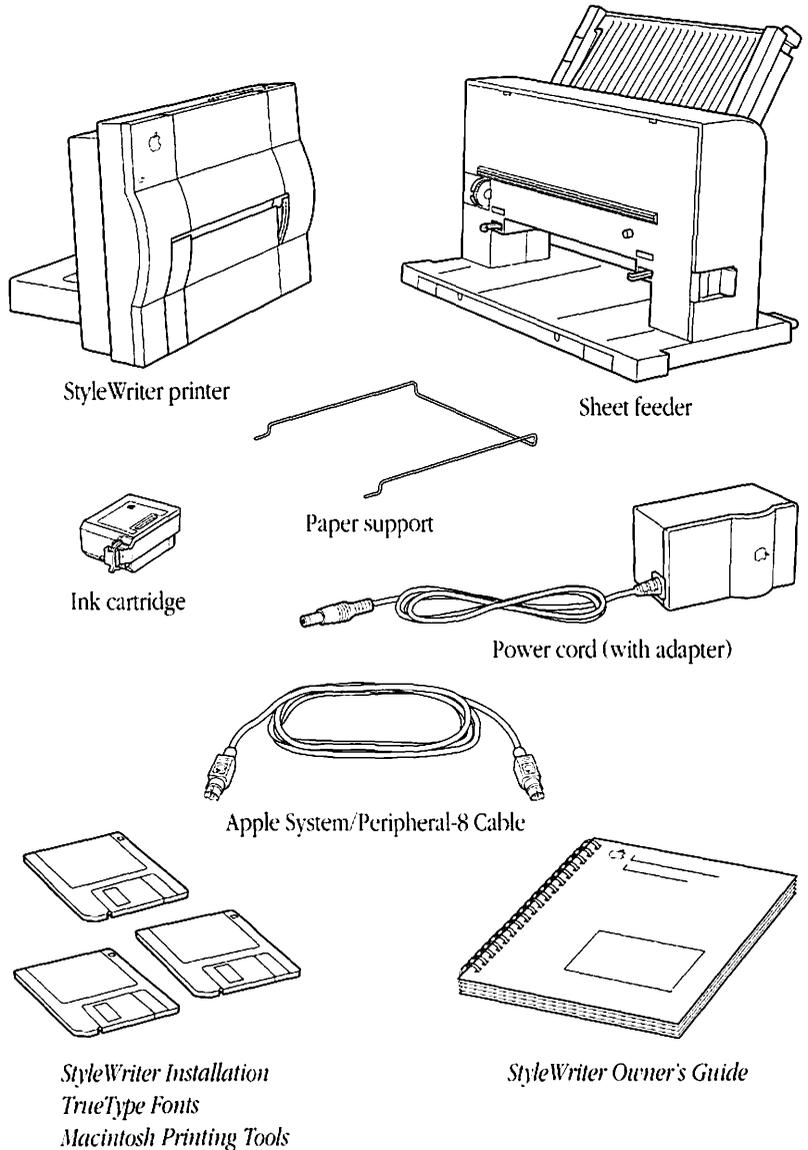
- Ordinary household current
- Away from direct sunlight
- Temperature between 59 and 86 degrees Fahrenheit (15 and 30 degrees Celsius)
- Humidity between 20 and 70 percent
- Space around the printer for easy access to various features



Choose a level, stable surface for the printer. Be sure to leave adequate room to load and unload the sheet feeder and to open the output tray.

Do you have
what you need?

If you haven't already done so, unpack your StyleWriter printer. Be sure you have these items:

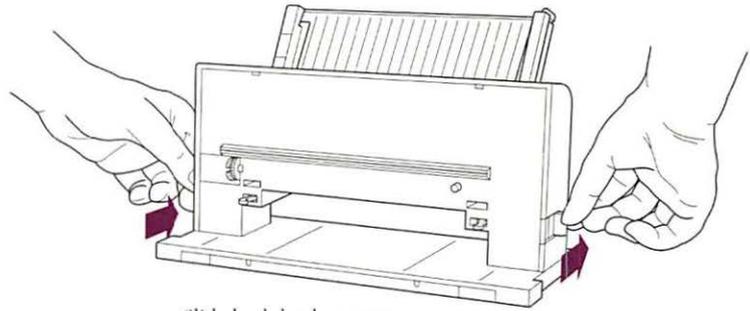


Save the cartons and packing material in case you need to ship the printer.

Connecting the sheet feeder

The sheet feeder and the printer fit together easily.

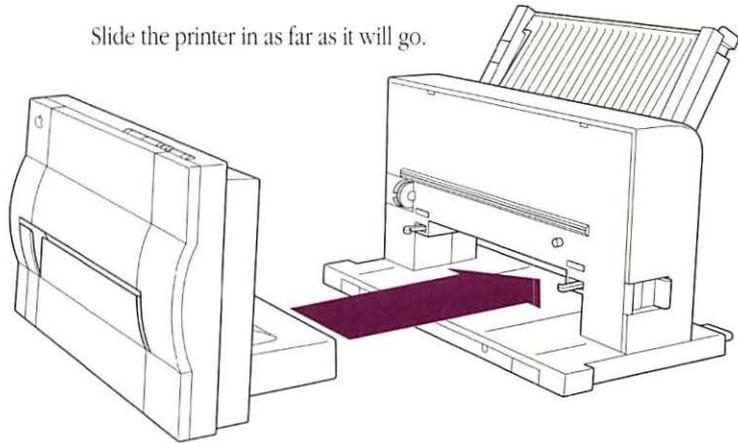
1. Make sure the latches are unlocked.



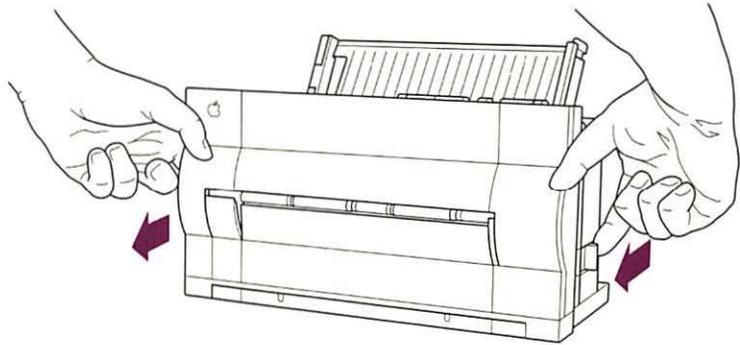
Slide both latches away from you to unlock them.

2. Fit the base of the printer into the opening on the sheet feeder.

Slide the printer in as far as it will go.

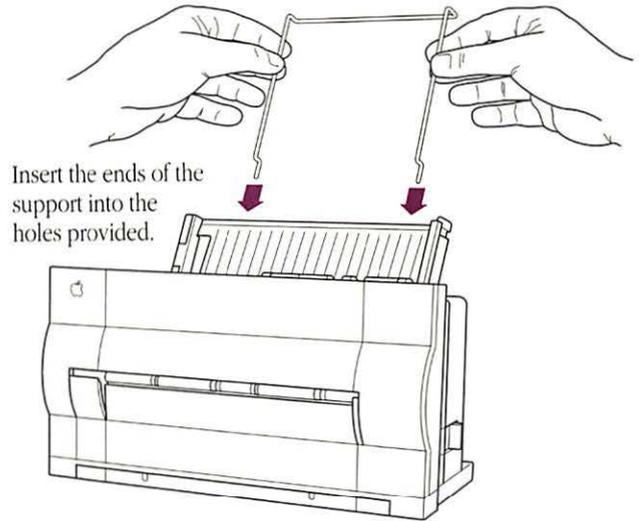


3. Lock the sheet feeder in place.



Slide both latches toward you until they snap shut.

4. Install the paper support.



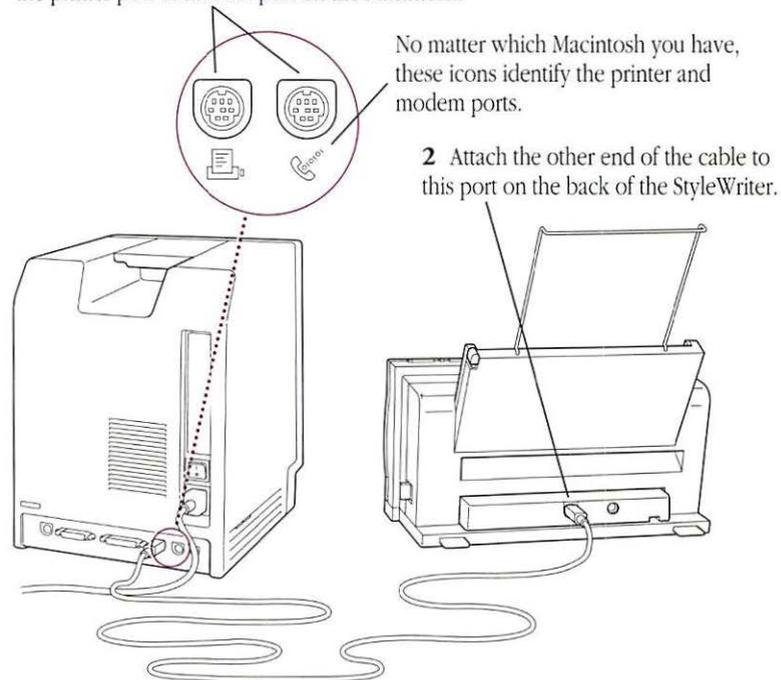
Insert the ends of the support into the holes provided.

Connecting the StyleWriter to your Macintosh

To complete this procedure you need the peripheral-8 cable that came with your StyleWriter. Both ends of the cable are identical, so you don't need to worry about which end plugs in where.

Before you begin connecting the StyleWriter to your Macintosh, make sure the computer is turned off.

- 1 Attach one end of the peripheral cable to the printer port or modem port on the Macintosh.

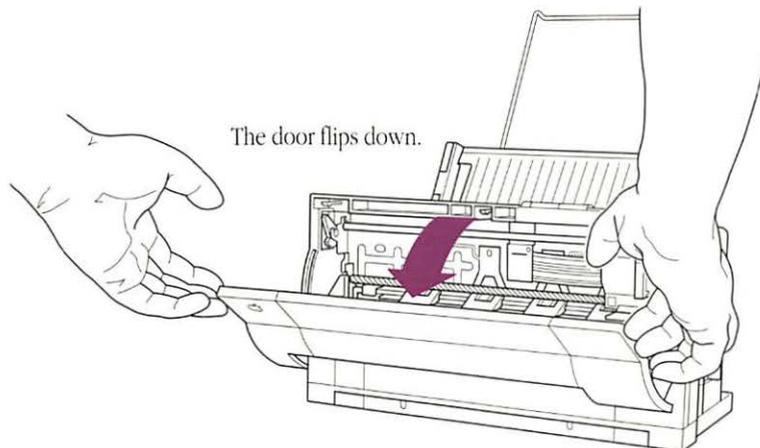
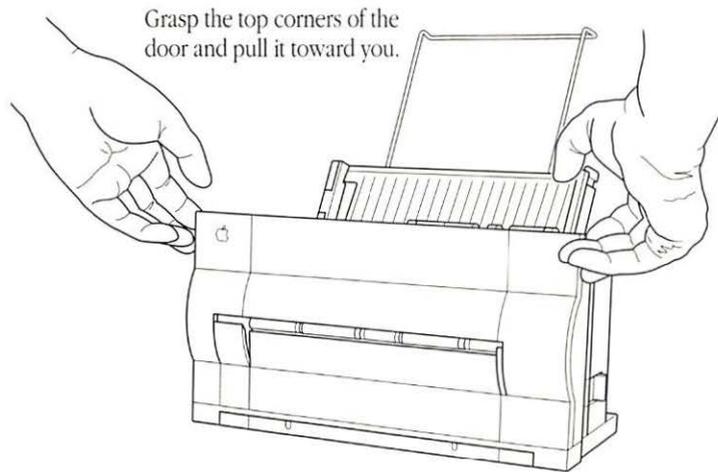


△ **Important:** It's OK to connect the StyleWriter to either the printer or the modem port. △

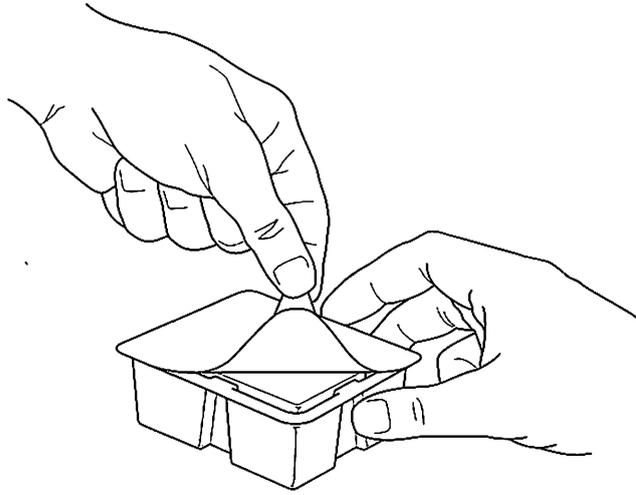
Installing the ink cartridge

The ink cartridge contains the ink the printer uses. Each cartridge lasts for about 500 pages, depending on the kind of printing you do. If you print a lot of graphic images, you may need to change cartridges more often.

1. Open the access door at the front of the printer.

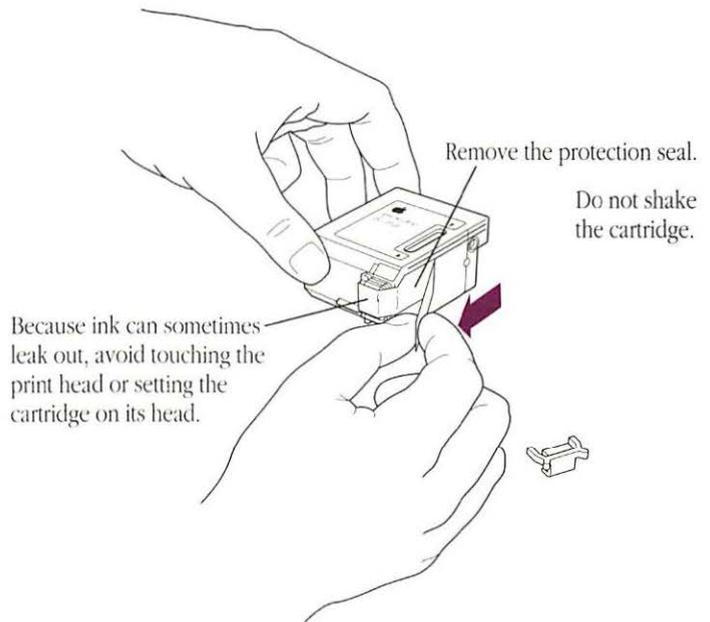
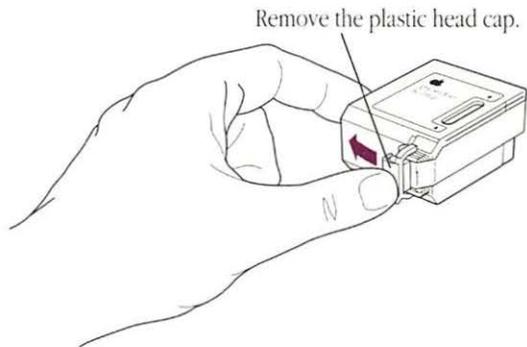


2. Take the ink cartridge out of its package.

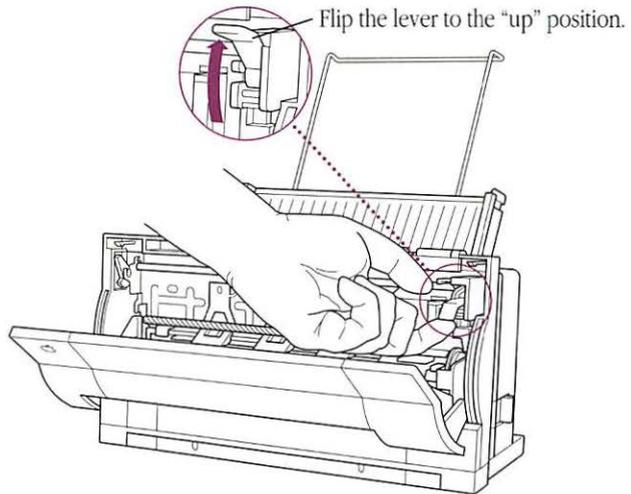


3. Remove the cap and protection seal.

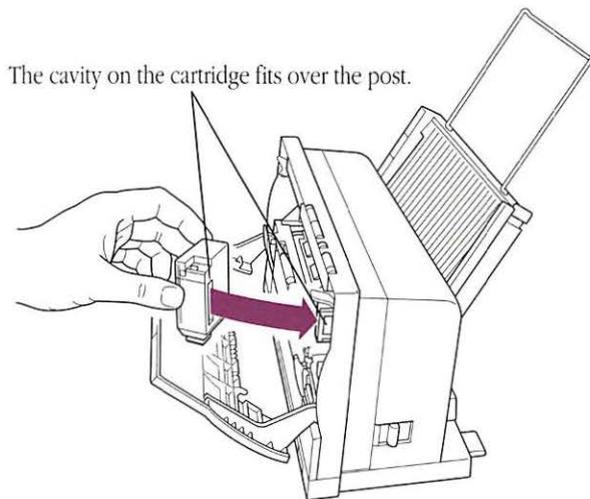
△ **Important:** Once the cap and protection seal are removed, avoid touching the print head or shaking the cartridge. If ink leaks out, it can cause permanent stains. △



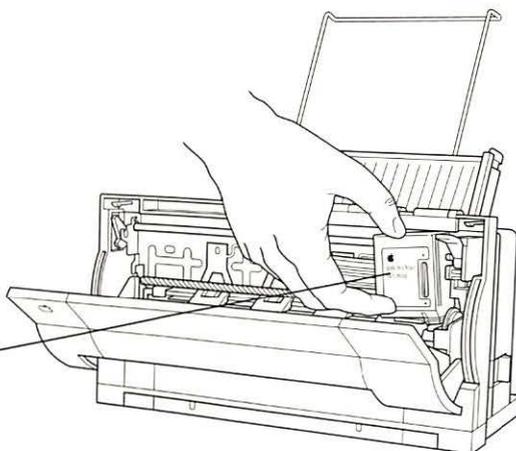
4. Lift the release lever inside the StyleWriter.



5. Insert the ink cartridge into the printer.

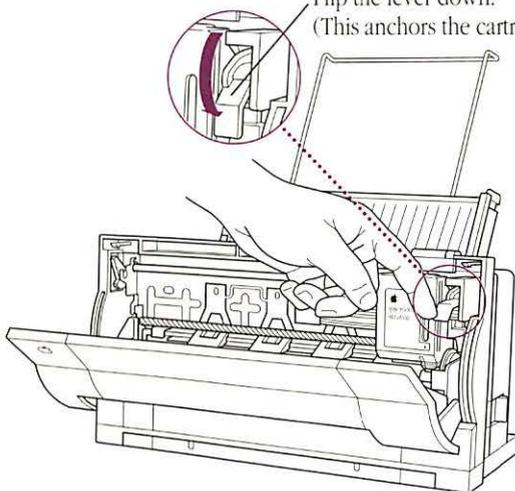


Gently press the cartridge into place.
It rests loosely, at a slight angle,
until you lock it in (next step).

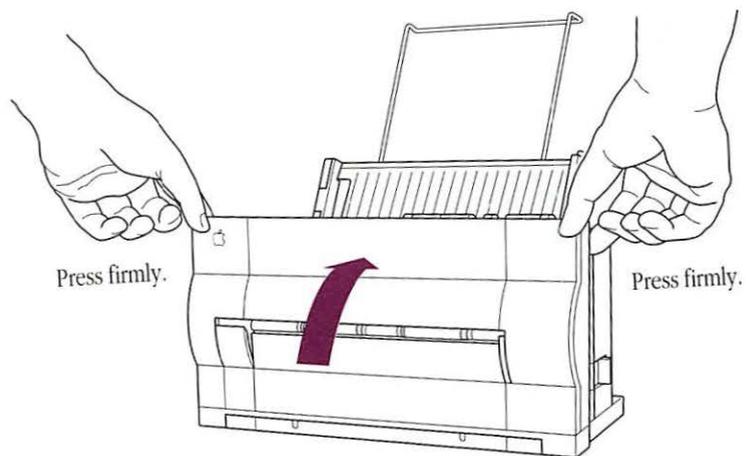


6. Lock the cartridge in place.

Flip the lever down.
(This anchors the cartridge in the correct position.)



7. Close the access door.

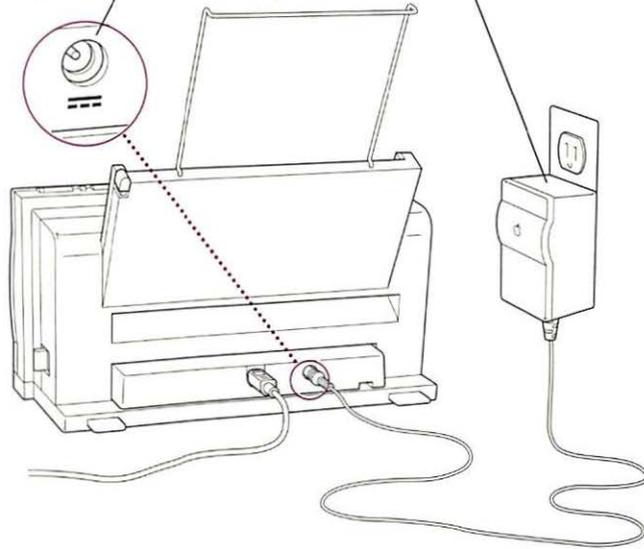


Plugging in the StyleWriter

As a general rule you should connect the power cord to the StyleWriter first, then plug in the power adapter.

1 Insert the power cord into the receptacle at the back of the StyleWriter.

2 Plug the power adapter into an outlet.

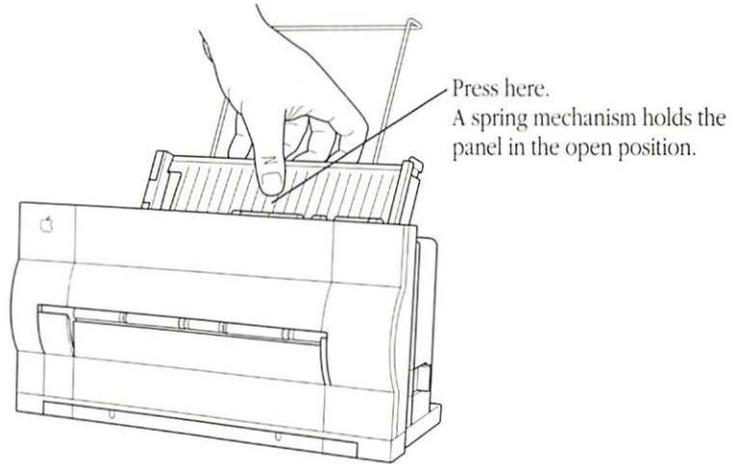


- ▲ **Warning:** Do not connect the power cord to anything other than the StyleWriter printer. Connecting the power cord to other equipment could cause damage to the power adapter. ▲

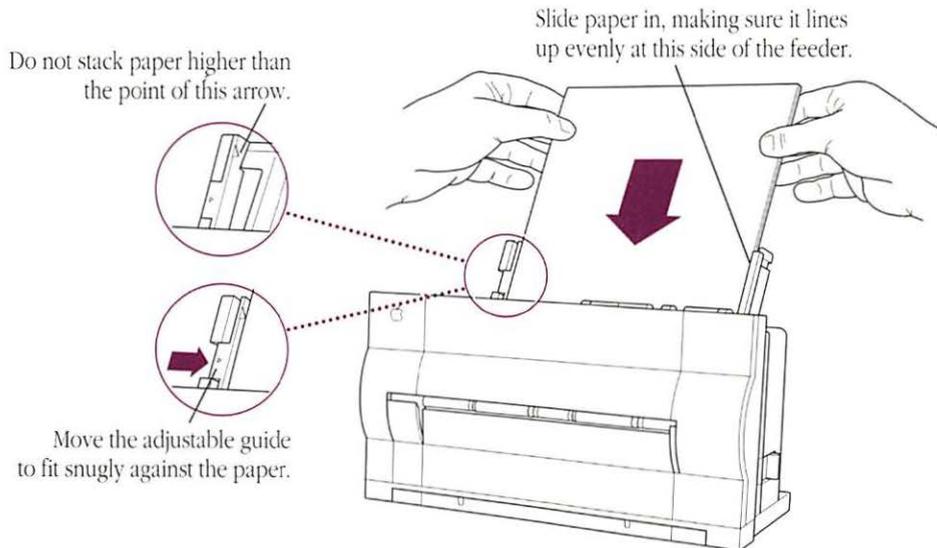
Loading paper into the sheet feeder

The sheet feeder holds up to 50 sheets of 20-lb. paper and feeds the paper automatically while printing is going on.

1. To open the feeder, press the center of the pressure panel.

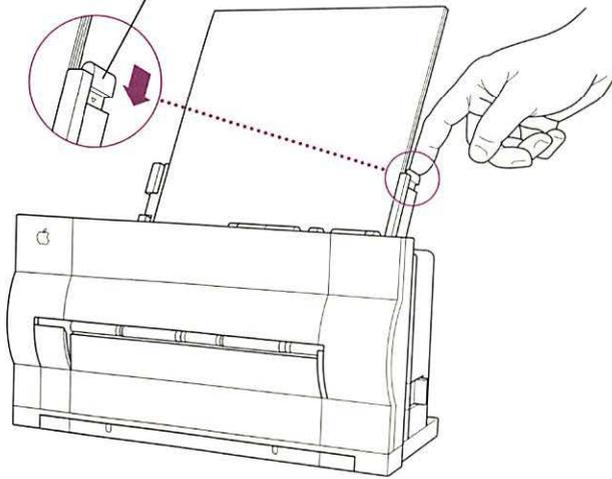


2. Load a stack of paper into the sheet feeder.



3. Release the pressure panel so that it holds the paper in the proper position for printing.

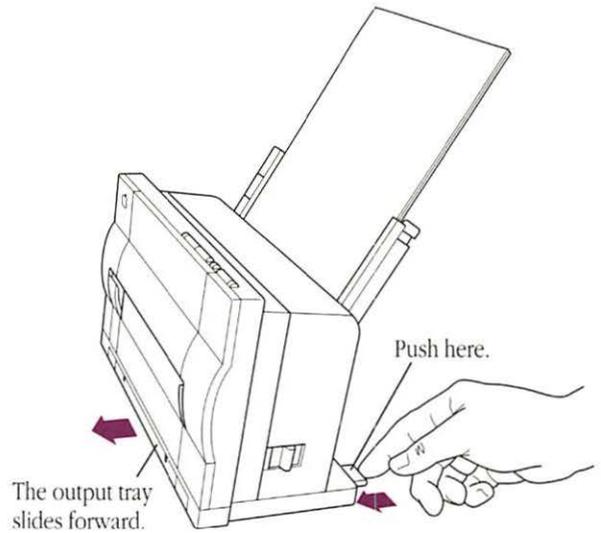
Press the release button here.
(The panel snaps forward.)



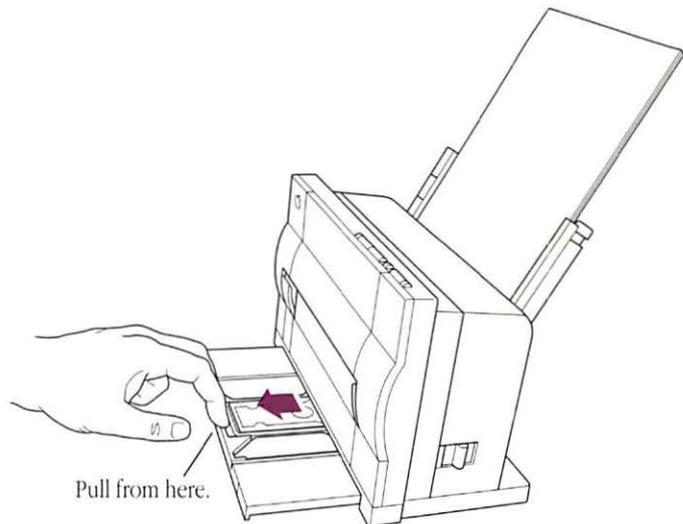
Opening the output tray

The output tray is designed to receive pages as they come out of the printer and keep them neatly stacked.

1. Push one or both of the tabs at the back of the printer.

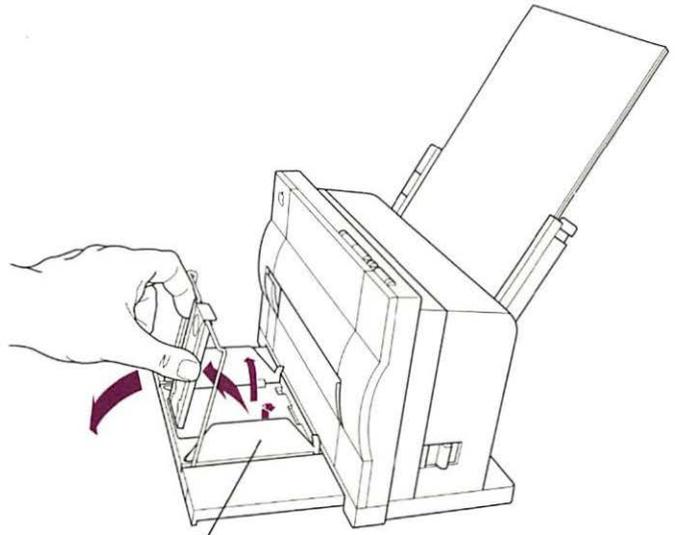


2. Pull the tray open as far as it will go.

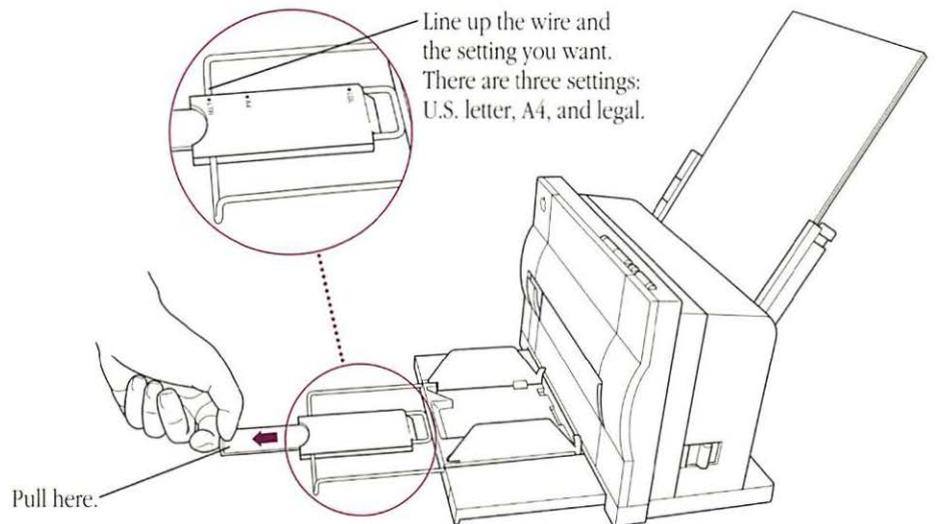


3. Open the output tray extension.

The extension supports printed pages in a neat stack.

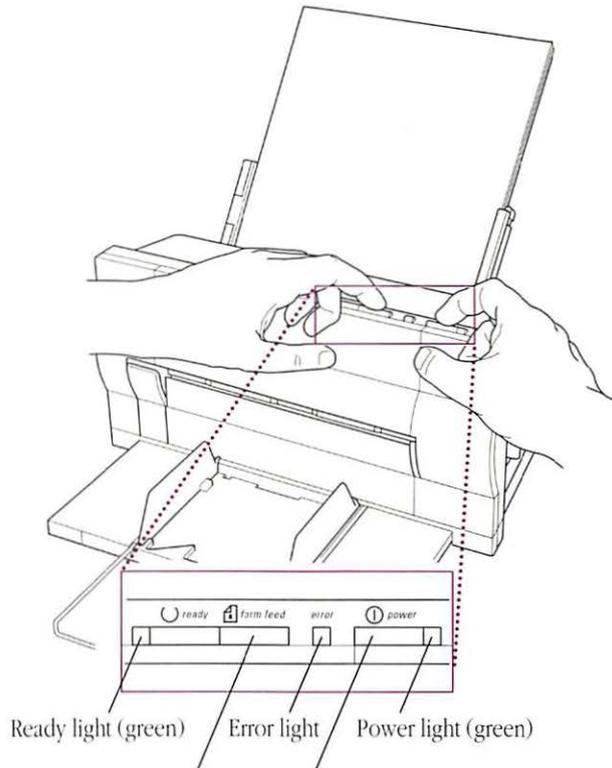


As you lift, the fins open.



Turning on the StyleWriter and printing the test page

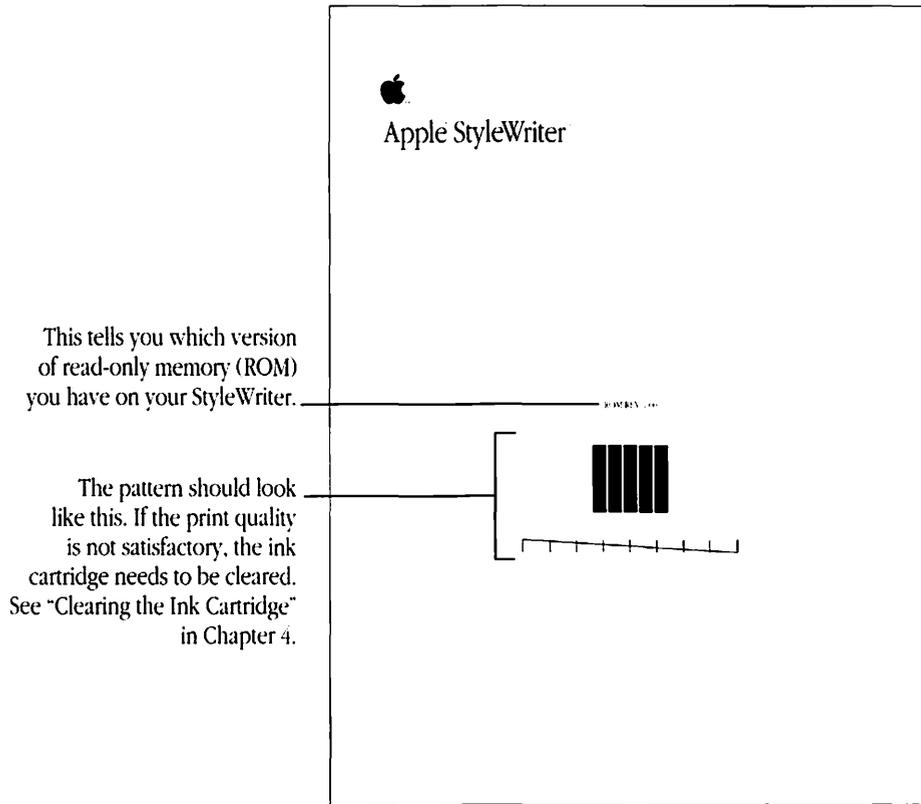
For normal use you turn the printer on by pressing the Power button. As part of the initial setup, however, it's a good idea to print the test page and make sure everything's working properly.



- 1** Press and hold down the Form Feed button.
- 2** Then press the Power button once and release both buttons.

As you turn on the StyleWriter, check the status lights. In a few seconds, the Power and Ready lights will glow steadily, and the Error light should be off. After that the test page prints.

Reading the test page The test page may help you diagnose minor print quality problems.



What next? Congratulations! You've set up your StyleWriter printer and connected it to your Macintosh. Next, you need to install the software that lets your printer communicate with a Macintosh. Follow the instructions in Chapter 2, "Installing Printer Software."

Installing Printer Software

To install printer software, you need to use the disks that came with your StyleWriter printer. They're in the accessory kit that came with your StyleWriter.

- △ **Important:** Be sure to make copies of the disks and use the copies in the installation process. Store the originals in a safe place. (The books that came with your Macintosh have instructions for copying disks.) △

What version is your system software?

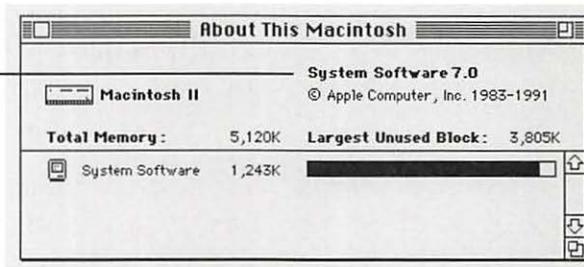
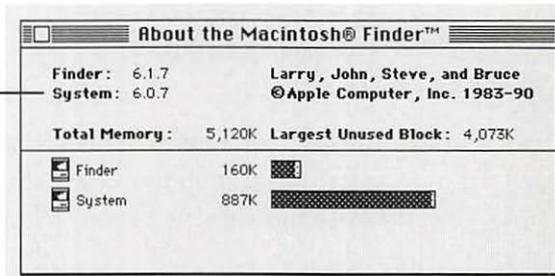
Before you install the printer driver and the fonts that came with your StyleWriter, you need to know which version of Macintosh system software you have in your System Folder.

- △ **Important:** You must have system software version 6.0.7 or later to use the StyleWriter with your Macintosh. △

To identify the version you have, choose the first command from the Apple menu. (Depending on your system software, this command is either “About the Finder” or “About This Macintosh.”)

The box that appears may look like one of those shown below, depending on the version of system software you have.

This number identifies the version of system software you're using.



If you have System 6.0.7 or later, you can skip the next section, “Do You Need to Upgrade Your System Software?”

Do you need to upgrade your system software?

If your system software is a version earlier than 6.0.7, you must install new system software before going on.

- You can purchase an upgrade kit from your authorized Apple dealer, including all the disks and manuals you need.
- You can bring blank disks to your local user group and get the software for a small fee. (Bring at least four 800K disks.) You can call Apple at 800-538-9696 to find a user group near you. If you don't have a hard disk, be sure to install minimal system software to leave room for the StyleWriter software you'll add later.

TrueType fonts

The StyleWriter printer comes with several TrueType™ fonts, including Times®, Helvetica®, Courier, and Symbol. TrueType fonts are also called *variable-size*, *outline*, or *scalable* fonts.

Each TrueType font contains a set of coordinates describing all the characteristics of that font. The Macintosh system software uses these coordinates to calculate and display or print characters in any size. You do not have to install different sizes of a font (9-point, 10-point, and so on). With a single TrueType font you can create any size you want, and the font will look clean and crisp, both on the screen and when you print it.

How TrueType and fixed-size fonts work together

Although TrueType fonts offer distinct advantages, your StyleWriter can also use fixed-size (bitmap) fonts. In fact, you will often have fixed-size and TrueType versions of the same font. You can use both TrueType and fixed-size fonts with the StyleWriter.

Keeping both versions of a font takes up more disk space, but it has two advantages. First, it allows the Macintosh to display and print the font correctly, even when memory is low. Second, it prevents old documents that use the fixed-size font from repaginating.

To install the TrueType fonts that came with your StyleWriter, go on to “Installing the Printer Files” later in this chapter. For examples of the fonts, see Appendix D, “Working With Fonts.”

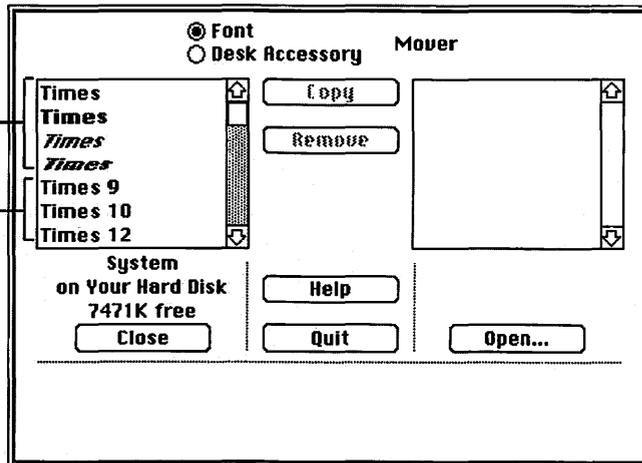
Determining which fonts are which

If you have System 6, you can use the Font/DA Mover to determine which fonts are TrueType and which are fixed-size. The following figure shows an example of TrueType fonts and fixed-size fonts listed in the Font/DA Mover.

△ **Important:** You must have version 4.1 or later of the Font/DA Mover to see TrueType fonts listed. To install the latest version of Font/DA Mover, follow the instructions in the next section, “Installing the Printer Files.” △

TrueType fonts don't have numbers after their names. (These fonts are TrueType Times in plain, bold, italic, and bold-italic.)

Fixed-size fonts have numbers after their names (indicating point size)



If you have System 7, you can distinguish TrueType and fixed-size fonts by their icons, as shown in the following figures.

TrueType font icon
(no size in name)



Courier

Fixed-size font icon
(name includes
point size)



Monaco 9

To copy or remove fonts, see the books that came with your Macintosh (or with your system software update kit).

To install the TrueType fonts that came with your StyleWriter, go to the next section, "Installing the Printer Files." For examples of the fonts, see Appendix D, "Working With Fonts."

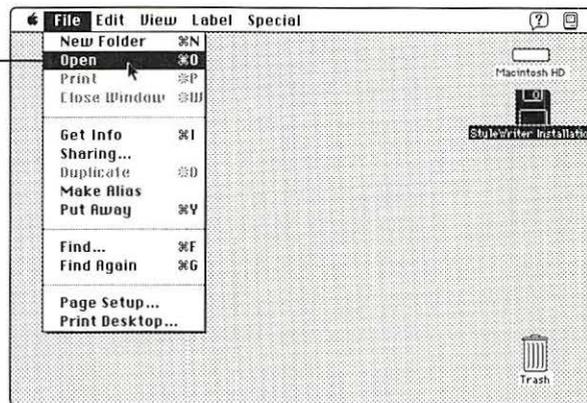
Installing the printer files

To install printer software and fonts for your StyleWriter, you'll use the disks that came with the printer. The Installer on the *StyleWriter Installation* disk makes it easy.

❖ *Is your startup disk a floppy disk?* The instructions in this chapter are correct whether your startup disk is a hard disk or a floppy disk. With a floppy disk, however, you may have problems fitting the printer software on the disk with the rest of your system software. For information on installing small system files and reclaiming space on a floppy disk, see the books that came with your Macintosh. ❖

1. Insert the *StyleWriter Installation* disk into a floppy disk drive.
2. If necessary, open the disk icon.

Click the floppy disk icon and choose Open from the File menu. (Or double-click the icon.)



A window appears, showing the contents of the disk.

3. Open the Installer icon.

The Installer icon is in the StyleWriter Installation window.

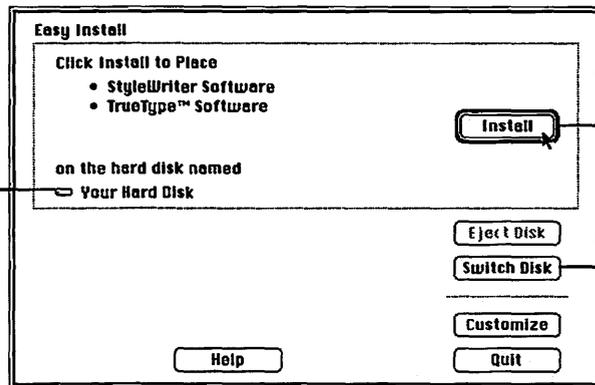
Click the Installer icon and choose Open from the File menu, or double-click the icon.



After you open the Installer, it displays some information. To continue, click OK.

4. In the Installer dialog box, click Install.

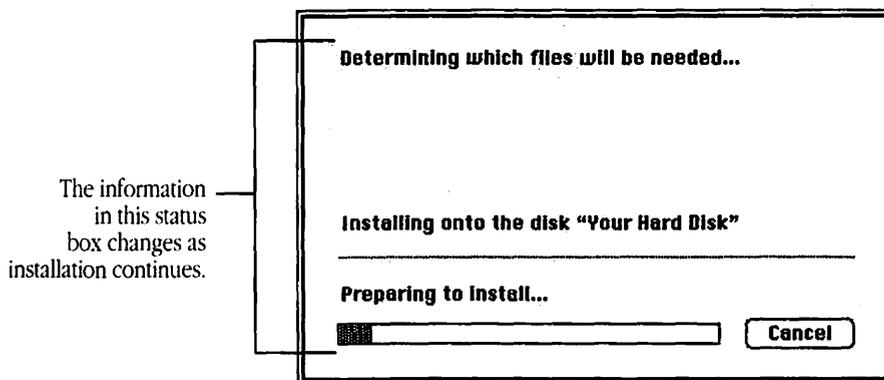
Make sure the disk named here is the one on which you want to install the StyleWriter software.



When you're ready to begin, click Install.

To switch to a different disk, click Switch Disk.

The Easy Install status box appears and keeps you informed of progress during installation.



5. When the *StyleWriter Installation* disk is ejected, follow the instructions you see on the screen.

You'll have to swap disks a few times. Each time, the Installer will eject one disk and ask you to insert another. Keep following the instructions on the screen.

6. When you see a message reporting that the installation was successful, follow the instructions on the screen.

Custom installations The Installer allows you to install software to support printers other than the StyleWriter. If you click the Customize button in the Installer dialog box, you'll see a list of specific items you can select for installation.

What next? Congratulations! You have successfully installed the StyleWriter printer software. Next, you need to identify your new printer in the Chooser. See "Choosing a Printer" at the beginning of Chapter 3.

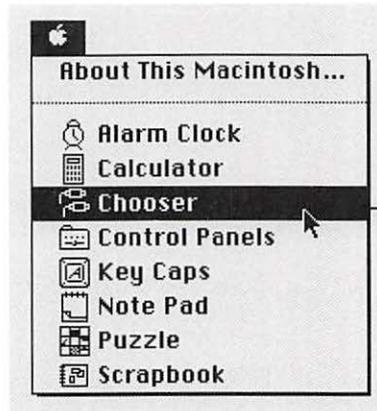
Printing Documents

Printing a document can be as simple as choosing the Print command, or you can take advantage of special options and features. This chapter tells you about

- Choosing a printer
- Defining your page setup
- Printing on different kinds of paper
- Printing from within a program or from the desktop
- Manual feed printing
- Converting scanned files for best printing quality

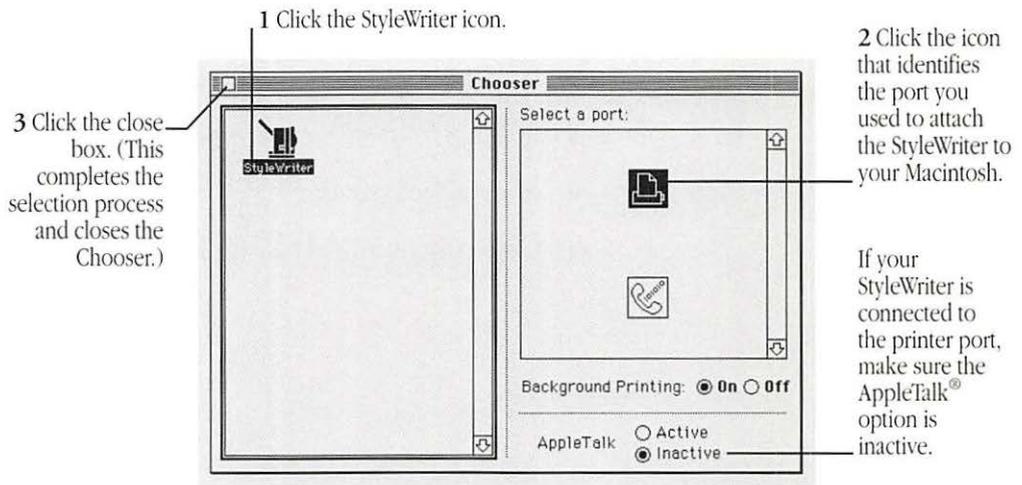
Choosing a printer

Before you use your StyleWriter for the first time, you must select a printer in the Chooser.



Choose the Chooser desk accessory from the Apple menu.

The Chooser window appears. (Your Chooser may not look exactly like this one, but it should contain these elements.)



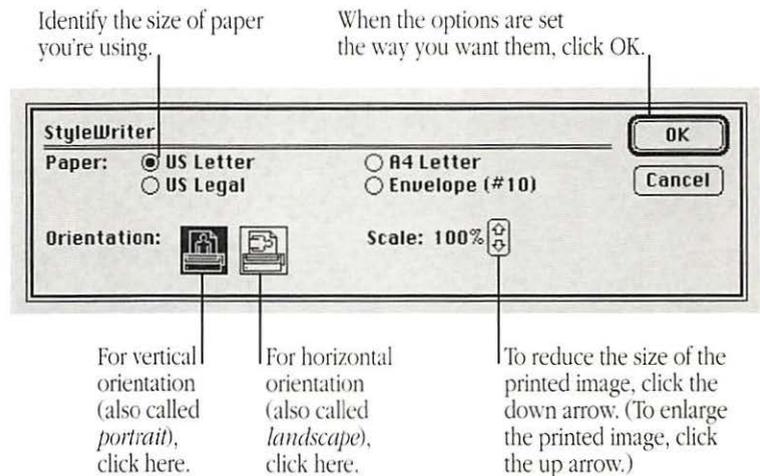
△ **Important:** You don't need to use the Chooser every time you print. If the StyleWriter is the only printer you're using, this should be the last time you need to use the Chooser to choose the printer. △

Defining page setup

Because the most frequently used options are preset, you do not have to use Page Setup every time you print. This command lets you change specific printing options, such as paper size.

If you are using an application program, the dialog box may not look exactly like the one shown here, but all Page Setup dialog boxes have many features in common. Some programs offer color options in the Page Setup dialog box, but these options do not work with the StyleWriter printer.

1. Choose Page Setup from the File menu.
2. In the dialog box that appears, make the selections you want.



Loading paper into the sheet feeder

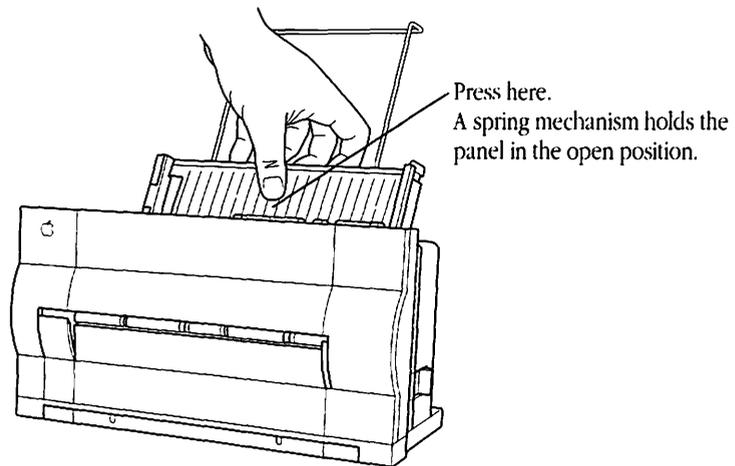
For most of your day-to-day printing you'll probably use the sheet feeder and let the StyleWriter printer feed the paper automatically. The sheet feeder holds up to 50 sheets of 20-lb. paper and feeds the paper automatically while printing is going on.

- △ **Important:** Paper weight should be between 16 and 24 lb., and 20-lb. cotton bond paper is recommended for the best print quality. △

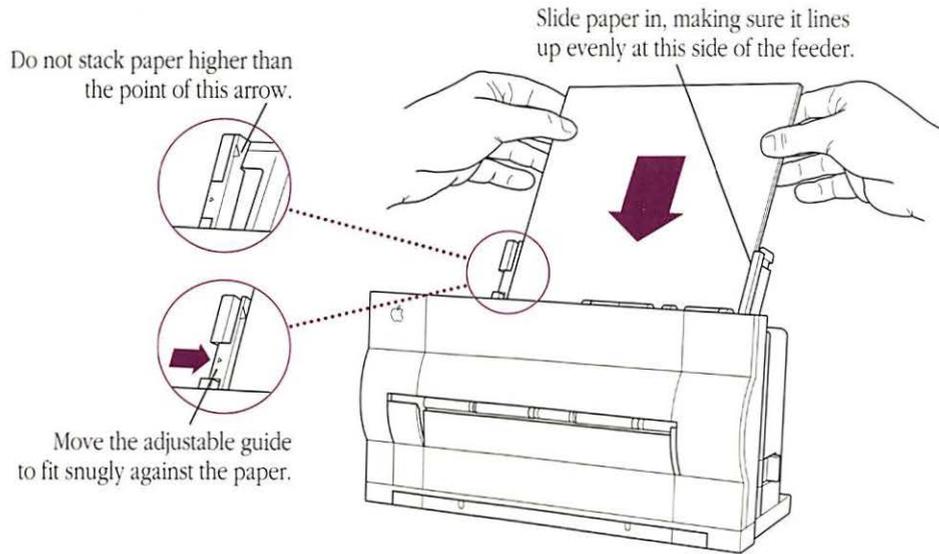
As long as the weight is acceptable, you can also use

- three-hole punched paper
- letterhead paper

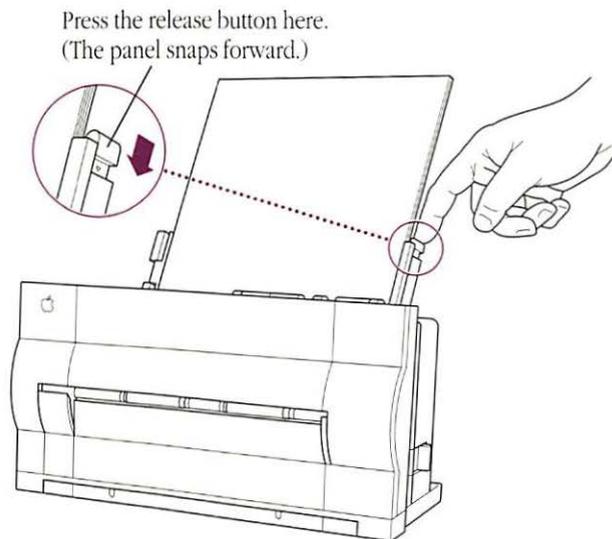
1. To open the feeder, press the center of the pressure panel.



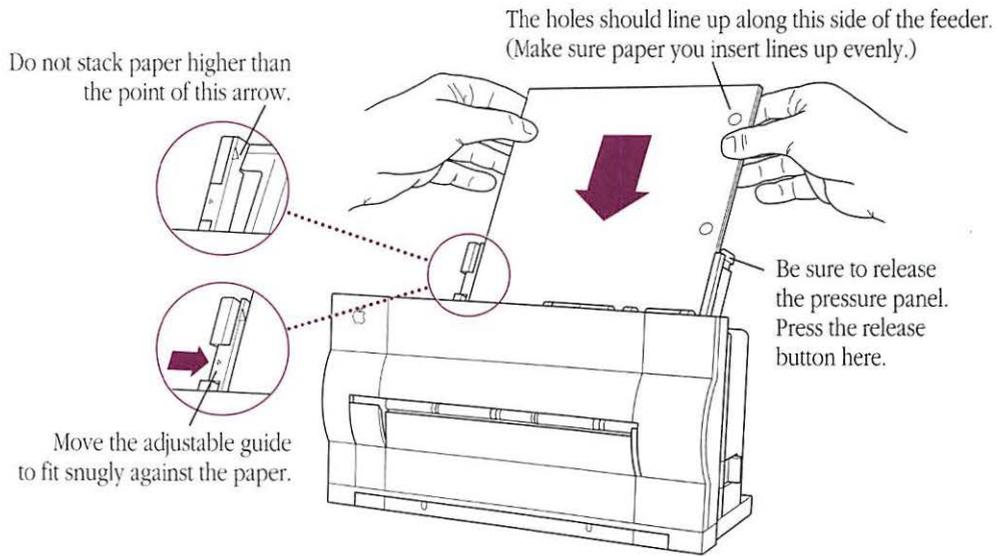
2. Load a stack of paper into the sheet feeder.



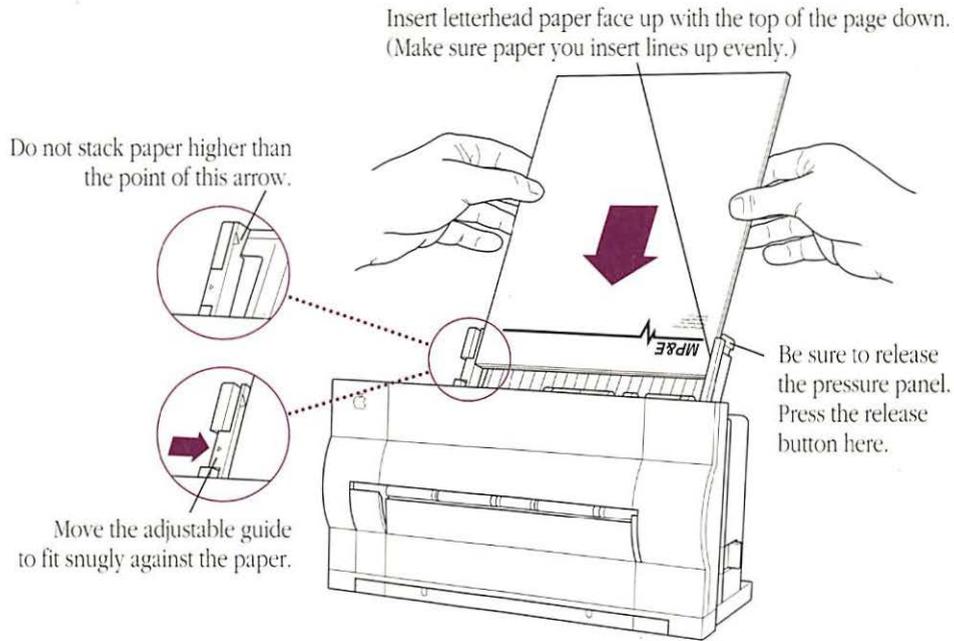
3. Release the pressure panel so that it holds the paper in the proper position for printing.



Three-hole punched paper You can print documents on paper that's three-hole punched (for use in a three-ring binder, for example).



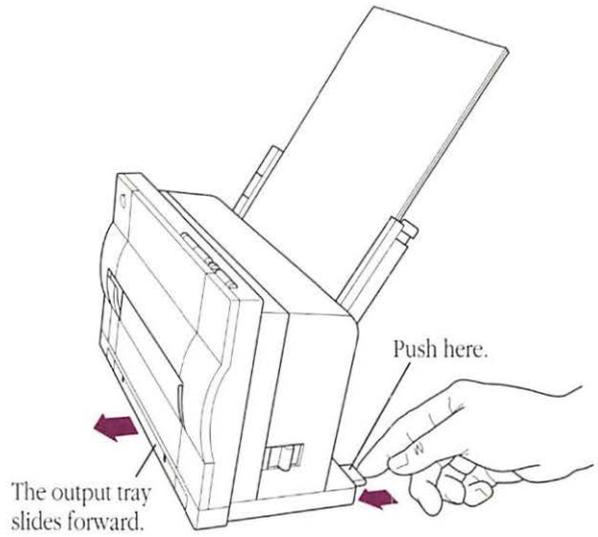
Letterhead paper To dress up reports and letters, you can print on letterhead paper. Just make sure the weight of the paper is between 16 and 24 lb.—with 20-lb. cotton bond paper being the best choice.



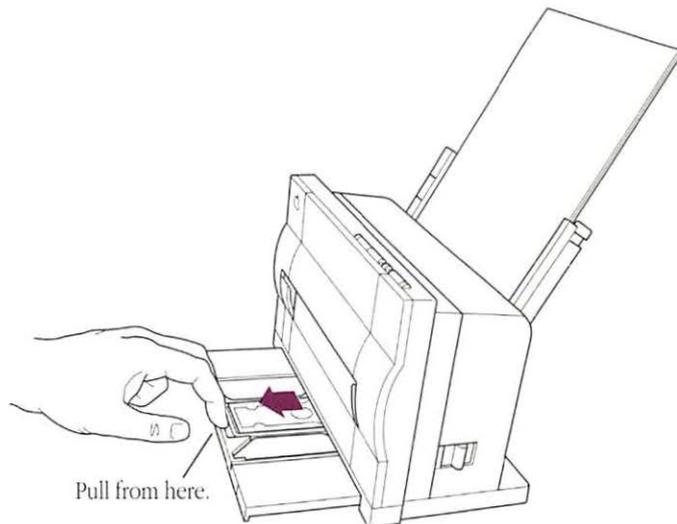
Opening the output tray

The output tray is designed to receive pages as they come out of the printer and keep them neatly stacked.

1. Push one or both of the tabs at the back of the printer.

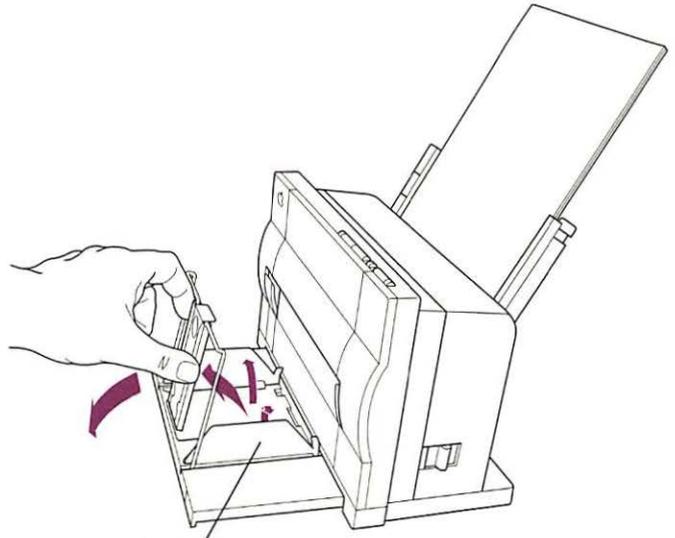


2. Pull the tray open as far as it will go.

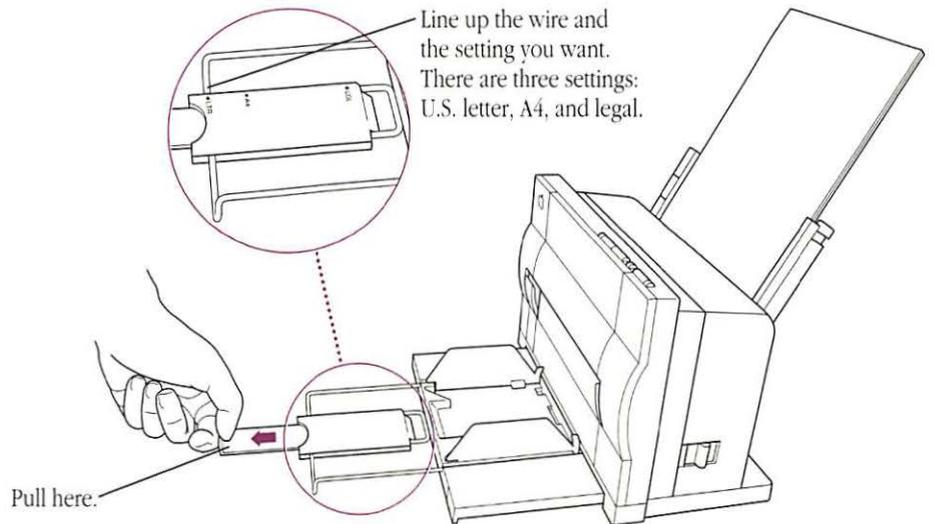


3. Open the output tray extension.

The extension supports printed pages in a neat stack.

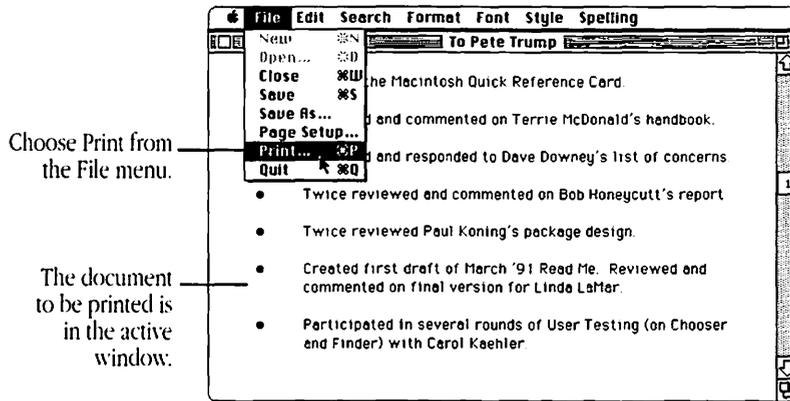


As you lift, the fins open.

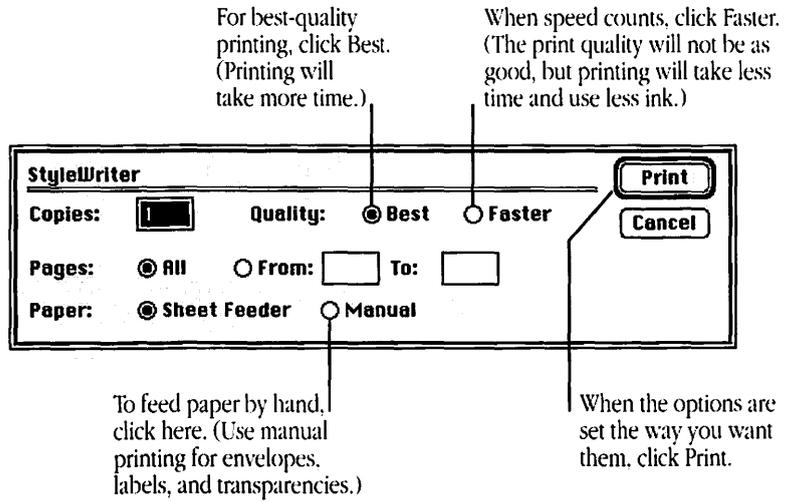


Printing from within a program

To print a document from within an application program, the program must be open and the document window must be active.



In most cases a Print dialog box appears, with options for printing your document. The dialog box may not look exactly like the one shown here, but it will have options in common with this one.



△ **Important:** Don't turn the StyleWriter off while you're in the middle of printing a document. If this happens accidentally, turn it on again; then cancel the current print job and reprint the document. △

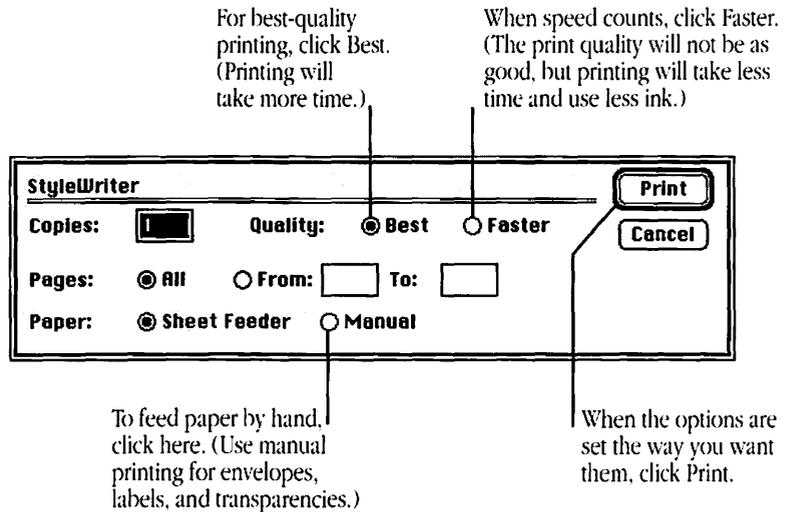
Printing from the Finder

Printing from the Finder program is ideal when you know which document you want to print—and you want to print it as is, with no changes. (If a message appears telling you that the application program used to create the document is already open, print from within the program.)

To print from the Finder:

1. Select the icon of the document you want to print.
2. Choose Print from the File menu.

The program you used to create the document opens temporarily. Then the Print dialog box appears, with options for printing your document.



- △ **Important:** Don't turn the StyleWriter off while you're in the middle of printing a document. If this happens accidentally, turn it on again; then cancel the current print job and reprint the document. △

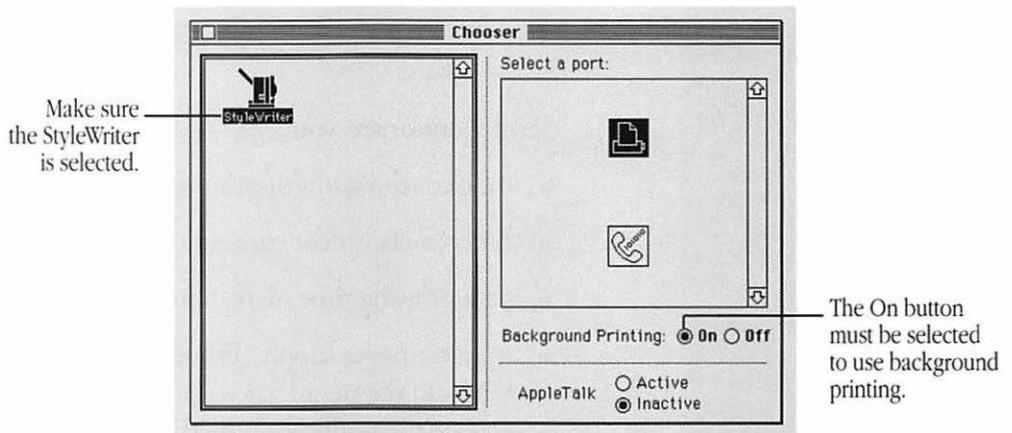
Printing while using the computer for other work

You can print with the StyleWriter while continuing to work with one or more programs. This feature is known as *background printing*.

- △ **Important:** If your Macintosh computer has only 1 megabyte (MB) of memory, you won't be able to use background printing. If your computer has 2 MB of memory and you have trouble using background printing, you can turn off the background printing option (as described in the next section), or quit one or more of the open programs. △

Preparing to use background printing

To use background printing, you must turn it on in the Chooser. Choose Chooser from the Apple menu.

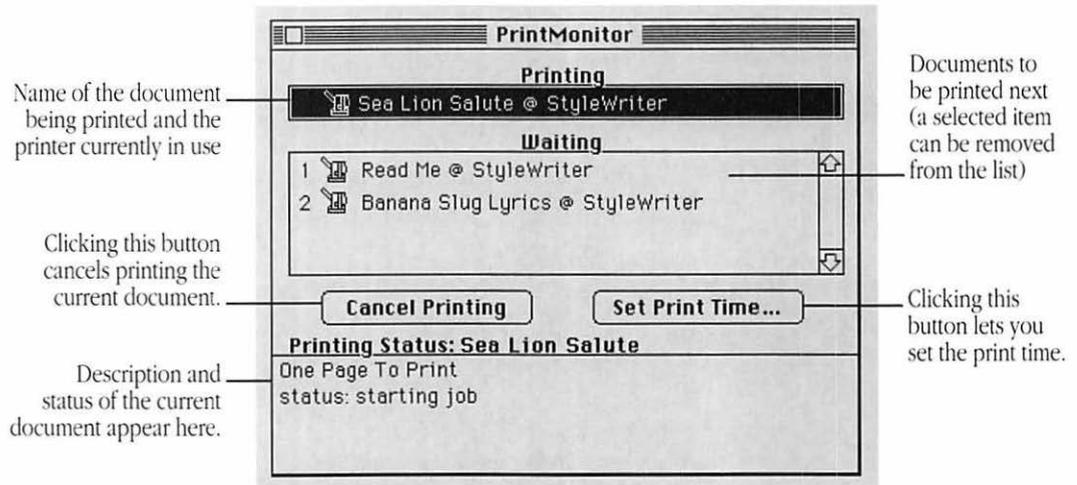


Once background printing is turned on, it is in effect whenever you print.

After you give the command to print and select options in the Print dialog box, a message appears on the screen for a few seconds, then disappears. You can then continue other work. You may notice an occasional pause while the Macintosh processes the document for printing.

Managing printing jobs

You can control background printing with PrintMonitor, a program that comes with the StyleWriter.



PrintMonitor lets you

- monitor the status of printing
- cancel a document currently printing or waiting to print
- set a printing time (date, hour) or postpone a job indefinitely
- monitor paper supply (PrintMonitor is preset so that its icon blinks in the menu bar when the printer is out of paper; you can change the notification method with the Preferences command in PrintMonitor's File menu.)
- signal when to feed paper manually (PrintMonitor is preset so that its icon blinks in the menu bar to signal that you must confirm the manual operation; you can change this notification with the program's Preferences command in the File menu.)

When background printing begins, PrintMonitor opens automatically and its name and icon appear either in the Application menu at the right end of the menu bar (if you're using System 7) or in the Apple menu (if you're using System 6).

You can select PrintMonitor from the Application menu (in System 7) or from the Apple menu (in System 6) if you want to cancel a printing job, check the status of printing (such as the number of pages still to print), or set a time for later printing.

Manual feed printing

The StyleWriter comes with two manual feed slots—one in the rear and one in the front of the printer.

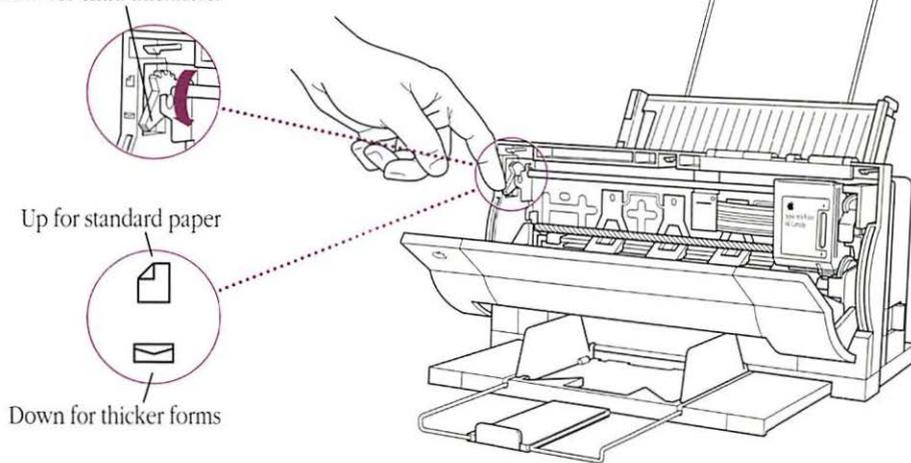
- To print on materials such as envelopes and labels, use the rear slot. Materials printed this way follow a relatively straight path through the printer, and you're more likely to be satisfied with manual feed reliability. (For recommended printing materials, see Appendix B, "Specifications and Parts List.")
- To print on standard paper, you can use the front slot for easy access. (You can also print on any standard sheet of paper using the rear slot.)

Envelopes, transparencies, labels, and heavy paper

Use the rear manual feed slot for #10 envelopes, transparencies, sheets of labels, and heavy paper (up to 28 lb.). Before you print, you need to make several adjustments.

1. Open the front access door.
2. Change the forms thickness setting.

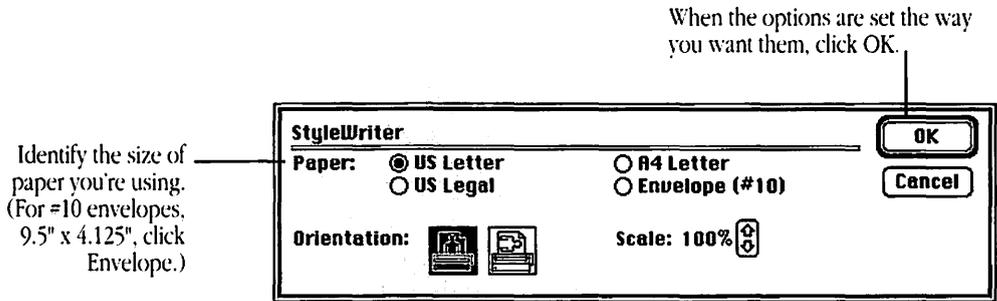
Flip the forms thickness lever down to allow for extra thickness.



3. Close the front access door.

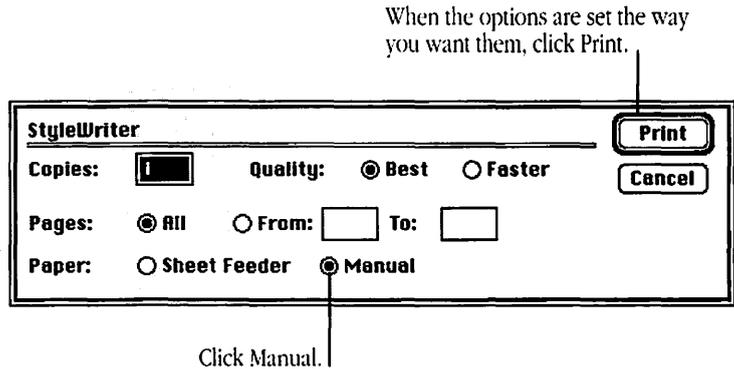
4. Choose Page Setup from the File menu.

The Page Setup dialog box appears.

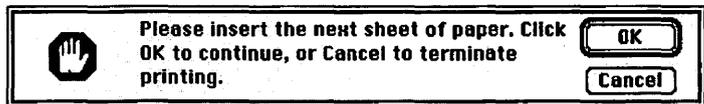


5. Choose Print from the File menu.

6. In the Print dialog box that appears, click Manual.



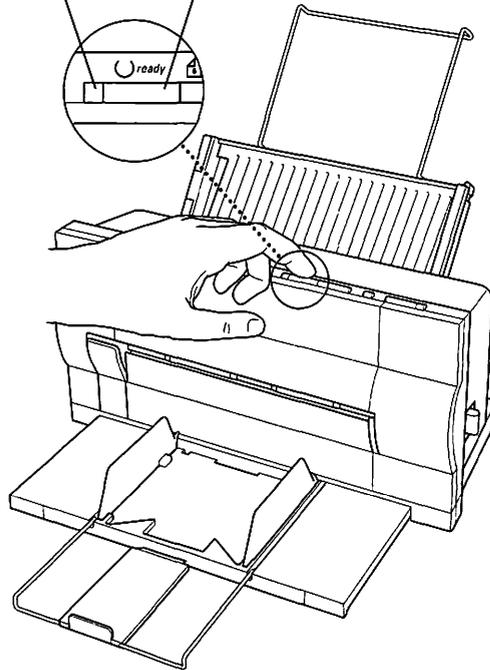
Because you selected Manual and haven't yet inserted the envelope or paper, a dialog box appears.



7. Press the Ready button to turn off the Ready light.

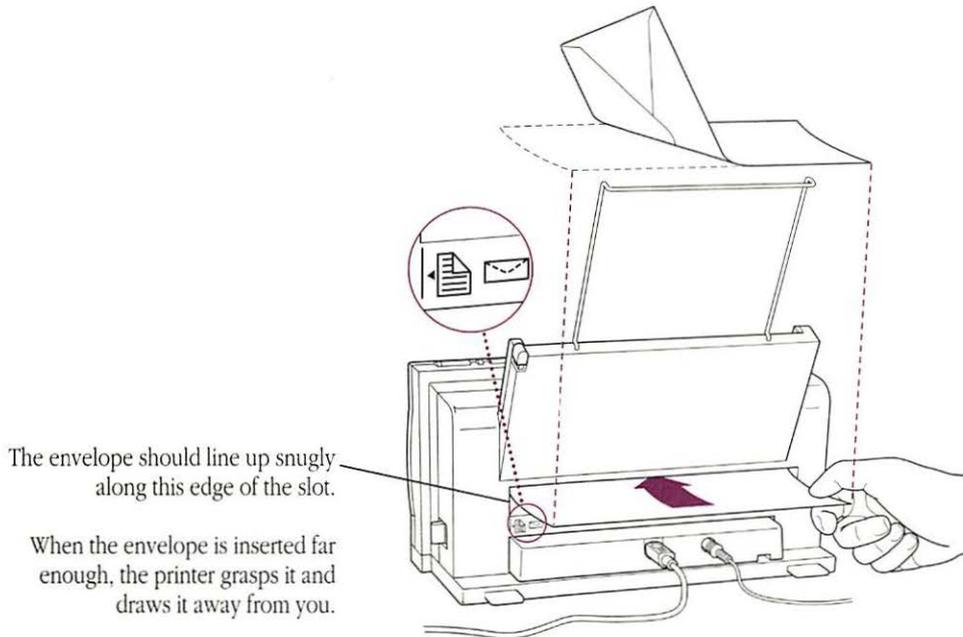
Until you have correctly inserted the envelope or paper into the manual feed slot, the printer is not ready to print.

Ready light To turn the Ready light off, press this button.

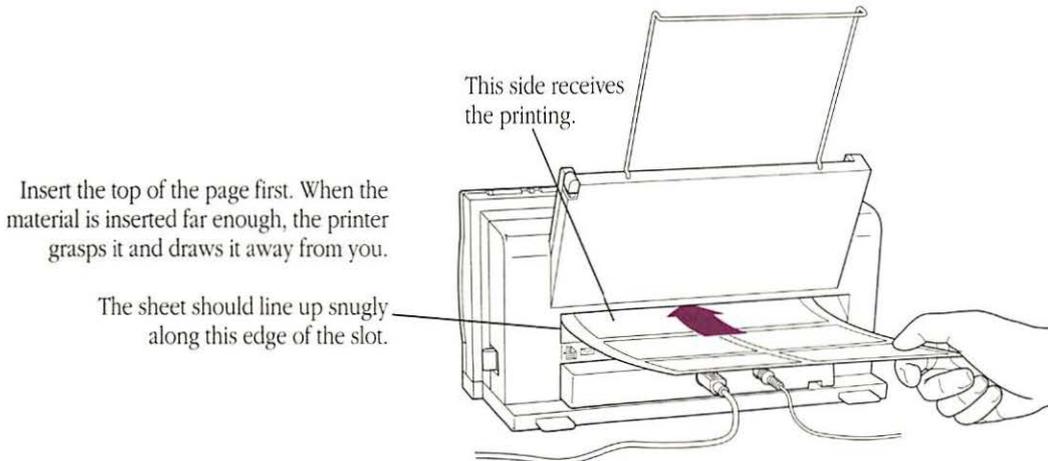


8. Insert the envelope or paper as far as it will go.

Insert envelopes top first, address side up.



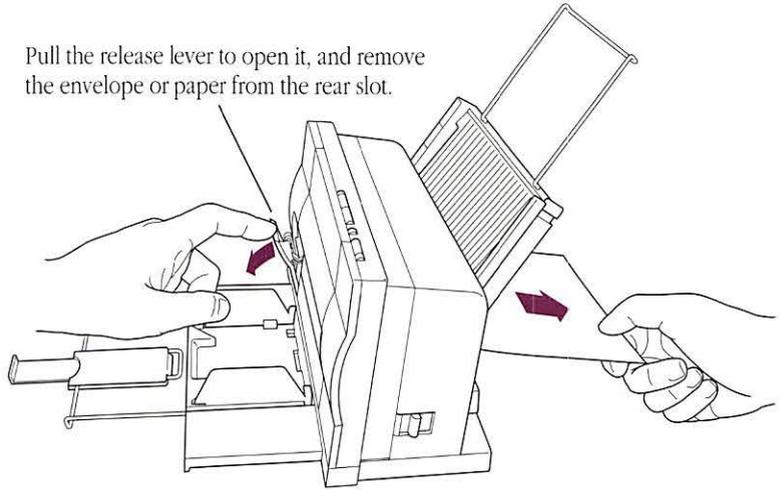
Insert sheets of labels, transparencies, or paper top first and face up. (For recommended printing materials, see Appendix B, "Specifications and Parts List.")



9. Make sure the envelope or paper is lined up correctly.

If the envelope or paper is crooked at all, release it and repeat step 8.

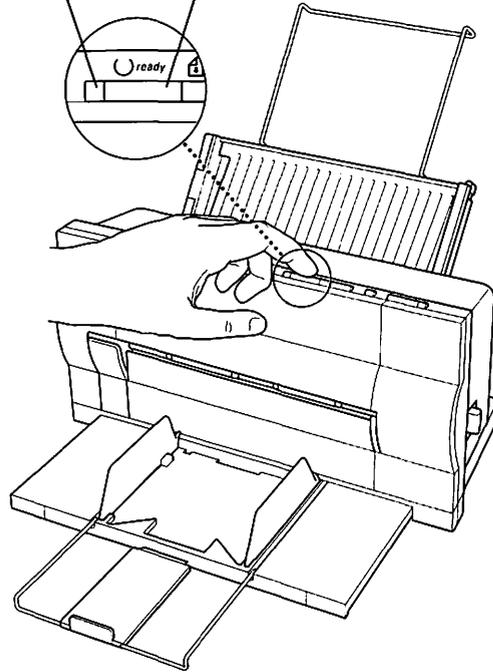
Pull the release lever to open it, and remove the envelope or paper from the rear slot.



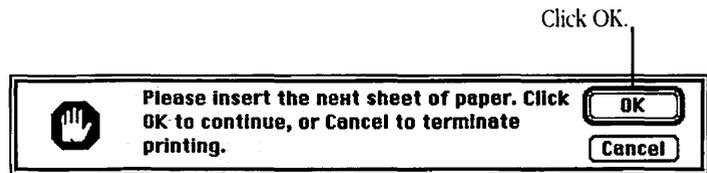
NOTE: When you have removed the envelope or paper, be sure to close the release lever securely.

10. With the material correctly loaded, press the Ready button to turn on the Ready light.

Ready light To turn the Ready light on, press this button.



11. Click OK in the dialog box on your screen.



Printing begins. In a few moments your printed item appears.

Standard paper

Although you can hand-feed standard paper through the rear slot, you may find the front slot more accessible (for paper up to 24 lb.). Do not use the front slot to print on envelopes, transparencies, or labels; use the rear slot instead.

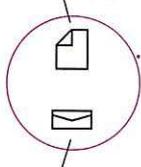
1. If necessary, change the forms thickness setting.

If you've been printing envelopes or other thick forms, you must change the setting to accommodate standard paper.

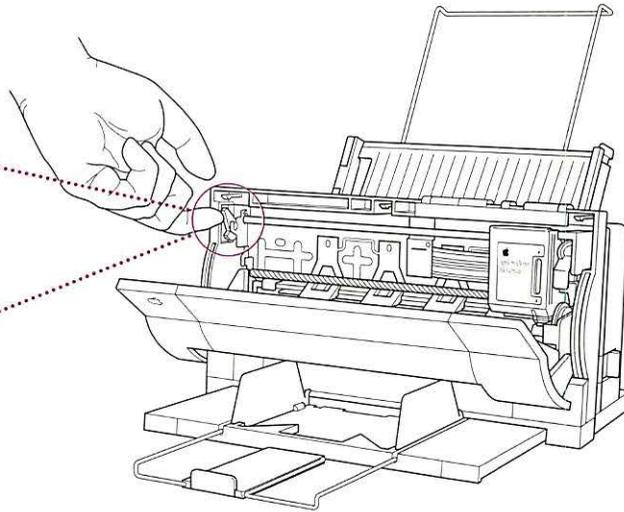
Flip the forms thickness lever up for standard paper.



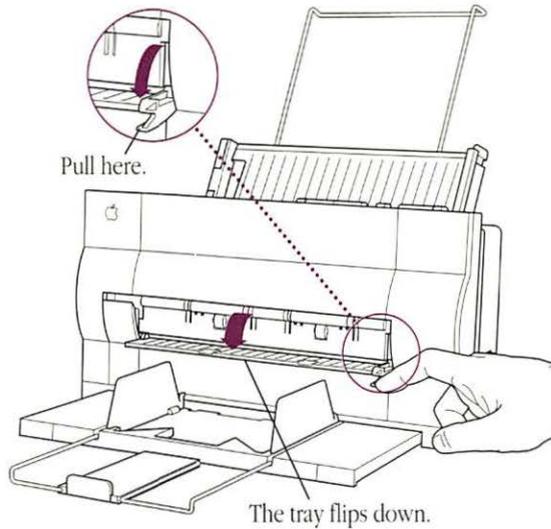
Up for standard paper



Down for thicker forms

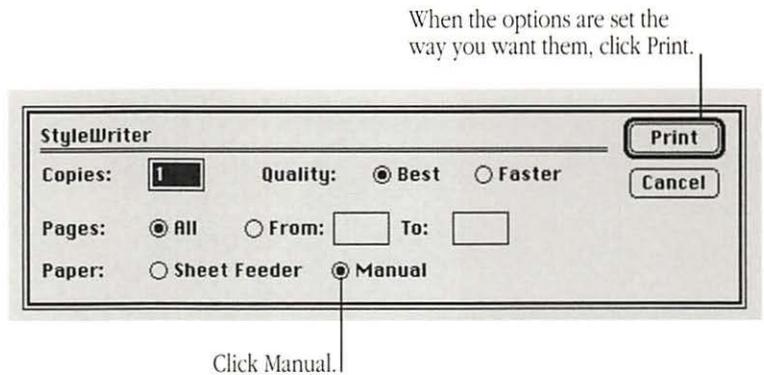


2. Open the manual feed guide.

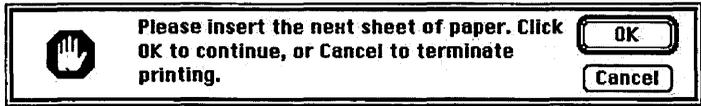


3. Choose Print from the File menu.

4. In the Print dialog box that appears, click Manual.



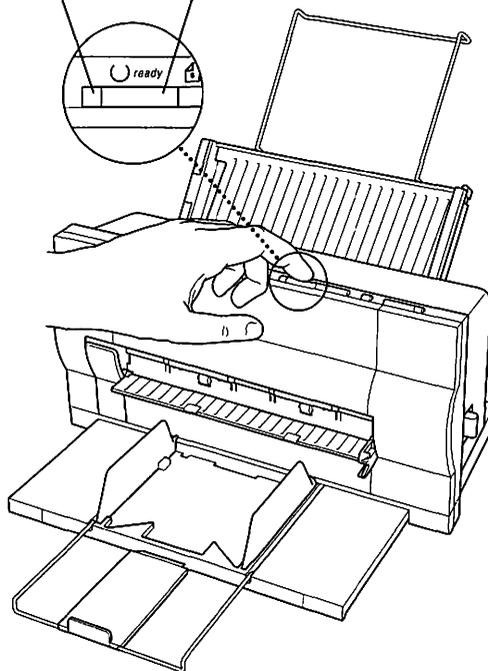
Because you selected Manual and haven't yet inserted the paper, a dialog box appears.



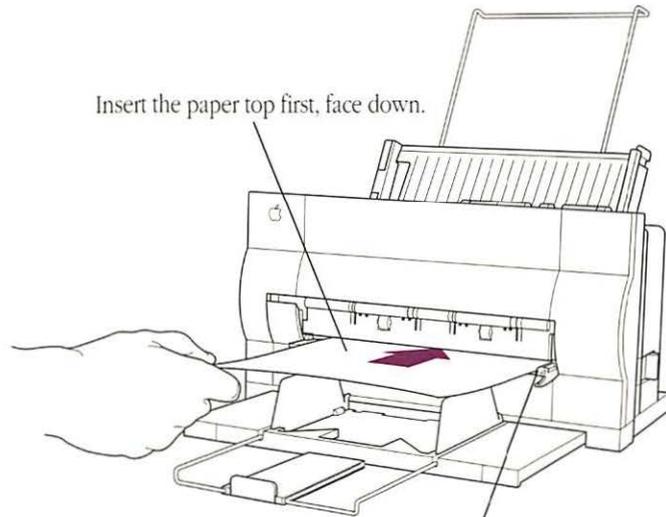
5. Press the Ready button to turn off the Ready light.

The printer is not ready to print until you have started the sheet of paper through the manual feed slot.

Ready light To turn the Ready light off, press this button.



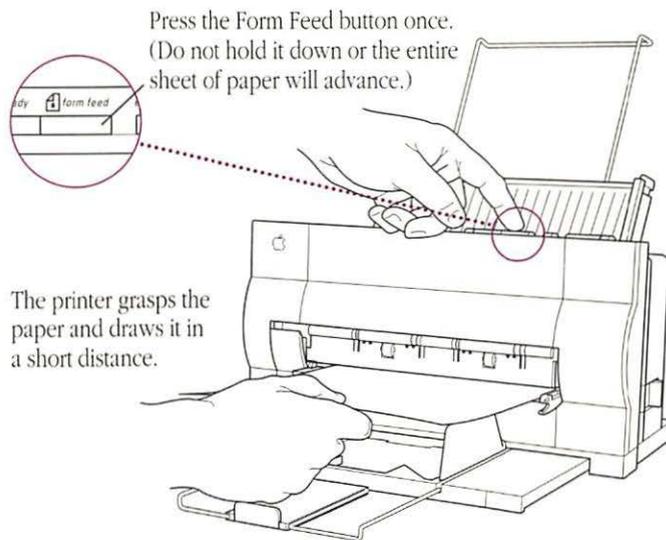
6. Insert the sheet of paper as far as it will go.



Insert the paper top first, face down.

The paper should line up snugly against this guide.

7. Holding the paper positioned in the slot, press and release the Form Feed button.

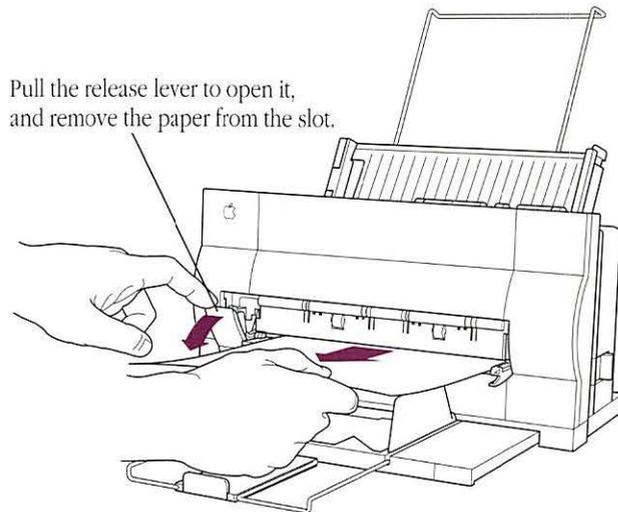


Press the Form Feed button once.
(Do not hold it down or the entire sheet of paper will advance.)

The printer grasps the paper and draws it in a short distance.

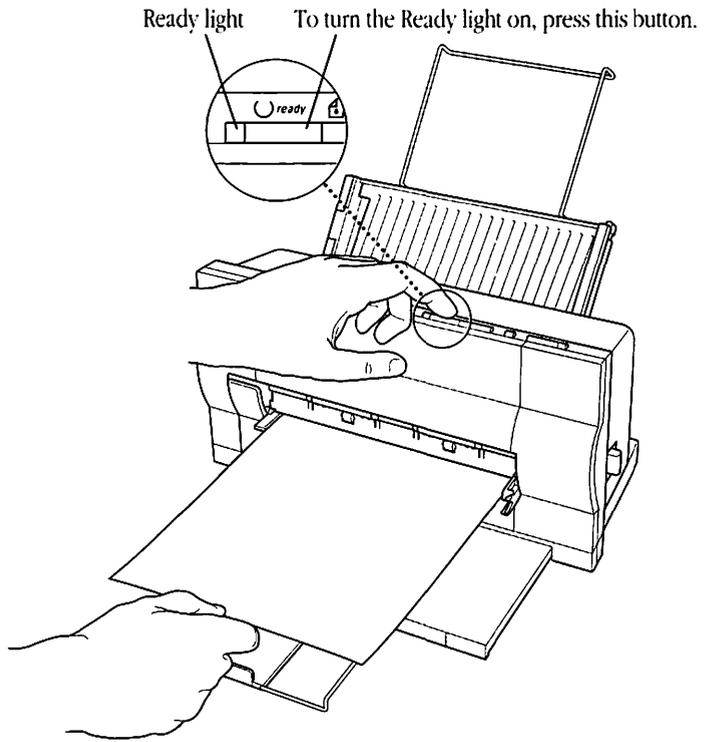
8. Make sure the paper is lined up correctly.

If the paper is crooked, release it. Then repeat steps 6 and 7.

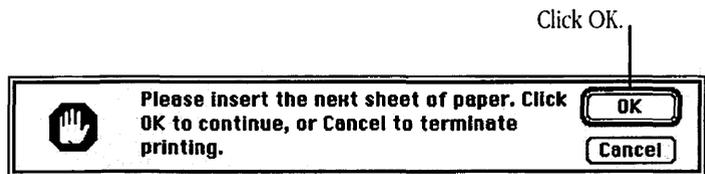


NOTE: When you have removed the paper, be sure to close the release lever securely.

9. Press the Ready button to turn on the Ready light.



10. Click OK in the dialog box on your screen.



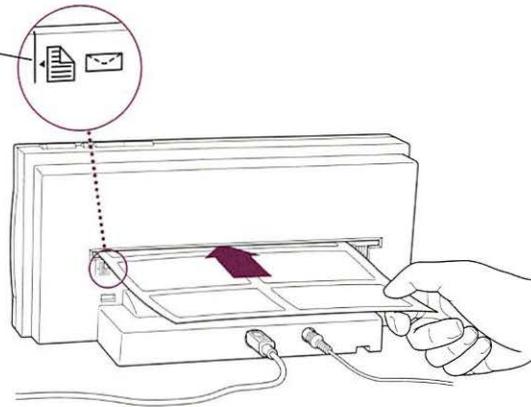
Printing begins. In a few moments your printed page appears.

Printing with the sheet feeder removed

If you have elected to remove the sheet feeder from the StyleWriter printer, you still have the option of inserting paper through the front or rear manual feed slots.

- To use the front slot (for standard paper only), follow the procedure described in the preceding section, “Standard Paper.”
- If you use the rear slot, the illustration below shows you how to align the material correctly. Otherwise, the procedure is the same as the one described in “Envelopes, Transparencies, Labels, and Heavy Paper,” earlier in this chapter.

The envelope or paper should line up here.



Scanned images and the Image Utility

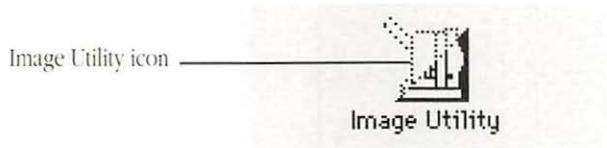
Documents you create on an Apple Scanner use the object-oriented PICT format and may be scanned at a resolution of 300 dots per inch (dpi). Because the StyleWriter prints 360 dpi, you should convert your 300-dpi scanned documents before you print them so you can take full advantage of the printer's capabilities. To do this you use a program called Image Utility, which you'll find on the *StyleWriter Installation* disk.

Installing Image Utility

To install Image Utility, copy it to your hard disk.

1. Insert *StyleWriter Installation* into a floppy disk drive.
2. If necessary, open the disk icon.
3. Open the StyleWriter Software folder.

Image Utility is inside this folder.



4. Drag the Image Utility icon to your hard disk.

Keep the utility any place that suits your needs. For example, you might put it in a folder with your scanned documents.

Converting scanned images for best print quality

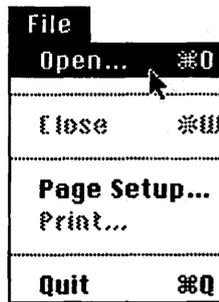
At its most basic, the conversion process involves opening a document containing a 300-dpi image and saving the document, with a new name, at 360 dpi.

1. Open Image Utility.

Click the Image Utility icon and choose Open from the File menu, or double-click the icon.

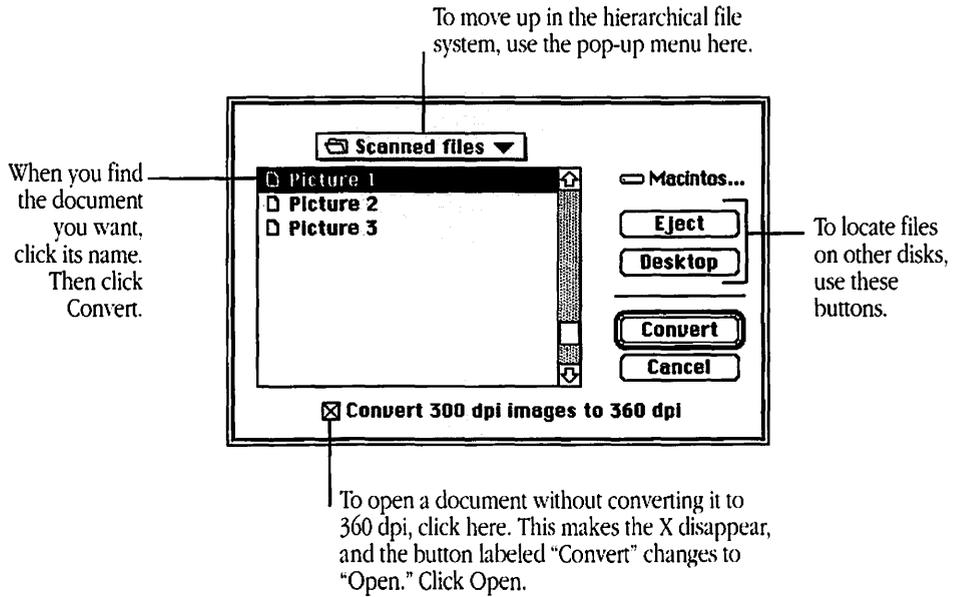


2. Open a scanned document.

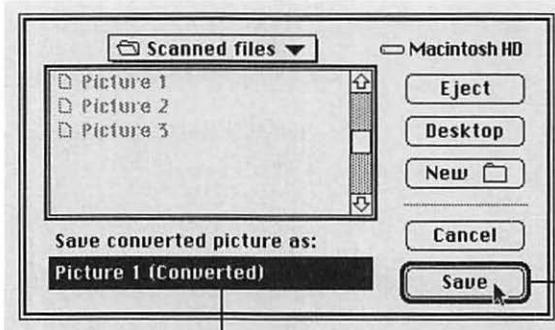


Choose Open from the Image Utility's File menu.

A directory dialog box appears. Use it to locate and select the document you want to open.

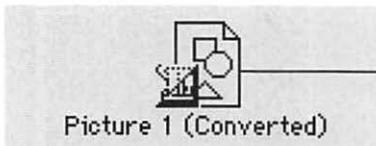


3. Save the document with a new name.



When you have the name you want, click Save.

You can use the name provided by Image Utility or type one of your own.



The icon for the converted document will look like this.

That's it! You've converted your original scanned document from 300 dpi to 360 dpi. Now when you print it on your StyleWriter, you'll get the best possible print quality.

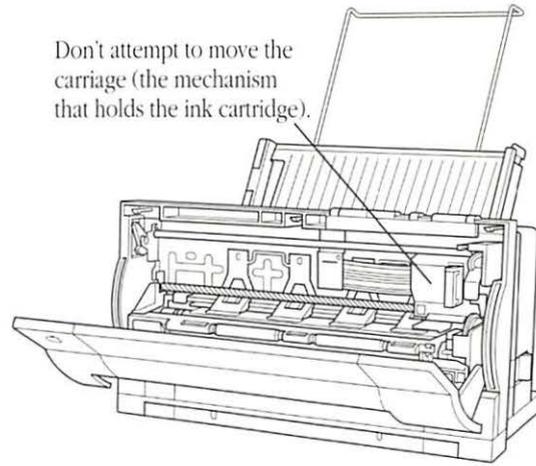
Image Utility comes with standard Macintosh menus that allow you to print, edit, and view the converted document.

Maintenance

The StyleWriter is designed for trouble-free operation. Maintenance involves replacing the ink cartridge when it runs out, refilling the sheet feeder, and occasional cleaning. For other service, see your authorized Apple dealer.

Safety first Follow these safety tips to avoid damage to the StyleWriter printer and harm to you and other users.

- Don't move the carriage that holds the ink cartridge. You can damage delicate mechanical parts.

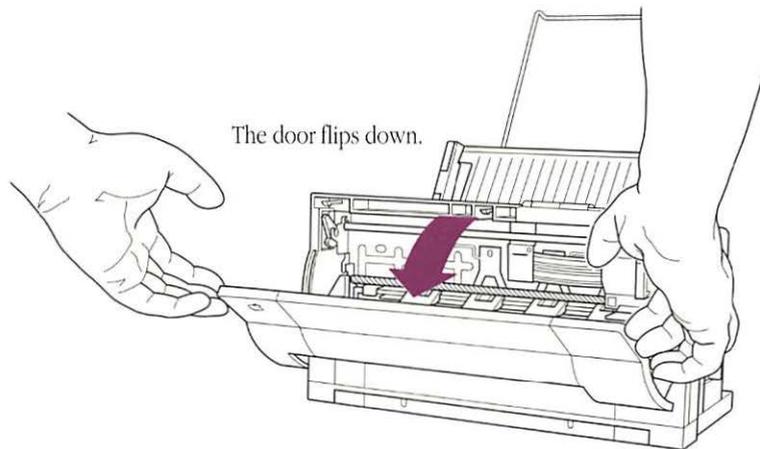
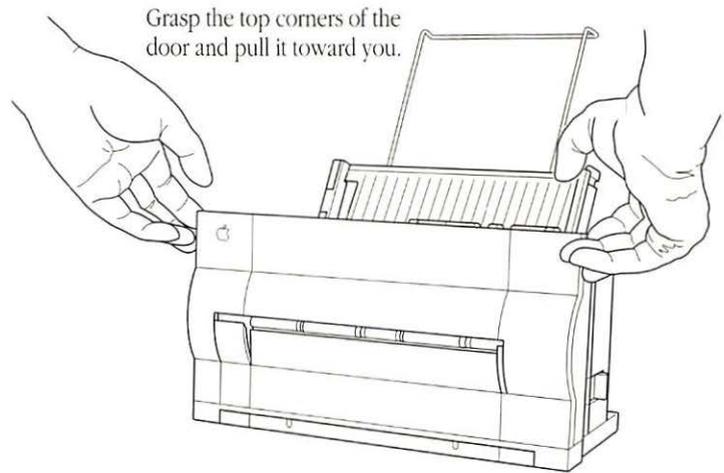


- Don't touch the print head on the ink cartridge. Ink can leak out and cause stains.
- Don't attempt to print anything when the access door is open. (This can cause paper to jam.) Any time the door is open, keep fingers away from moving parts.
- Don't oil the inside of the StyleWriter printer.
- Don't attempt to disassemble the printer.
- Don't use ammonia-based or alcohol-based cleaners on or around the printer (they may react with the plastic).
- Before you unplug the printer for any reason, make sure it is turned off. (If the green Power light is on, press the Power button.) Turning the power off ensures that the carriage has been returned securely to its home position.

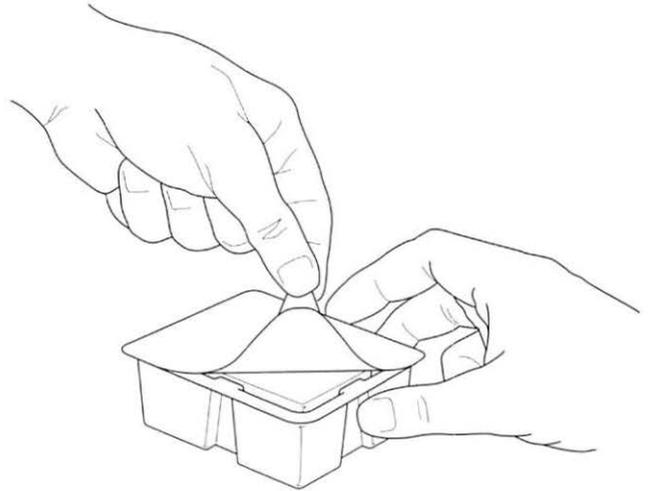
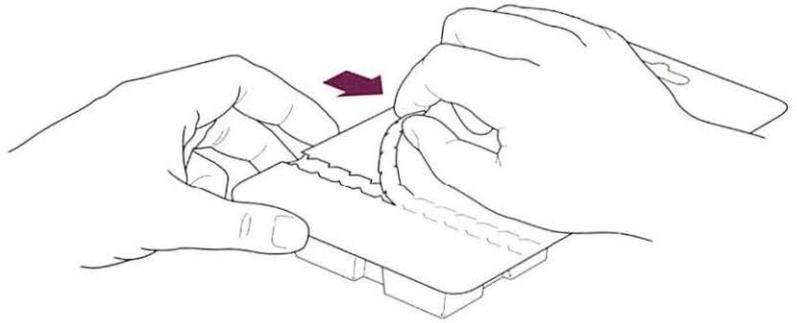
Replacing the ink cartridge

Each ink cartridge lasts for about 500 pages, depending on the kind of printing you do. If you print a lot of graphic images, you may need to change cartridges more often.

1. Open the access door at the front of the printer.

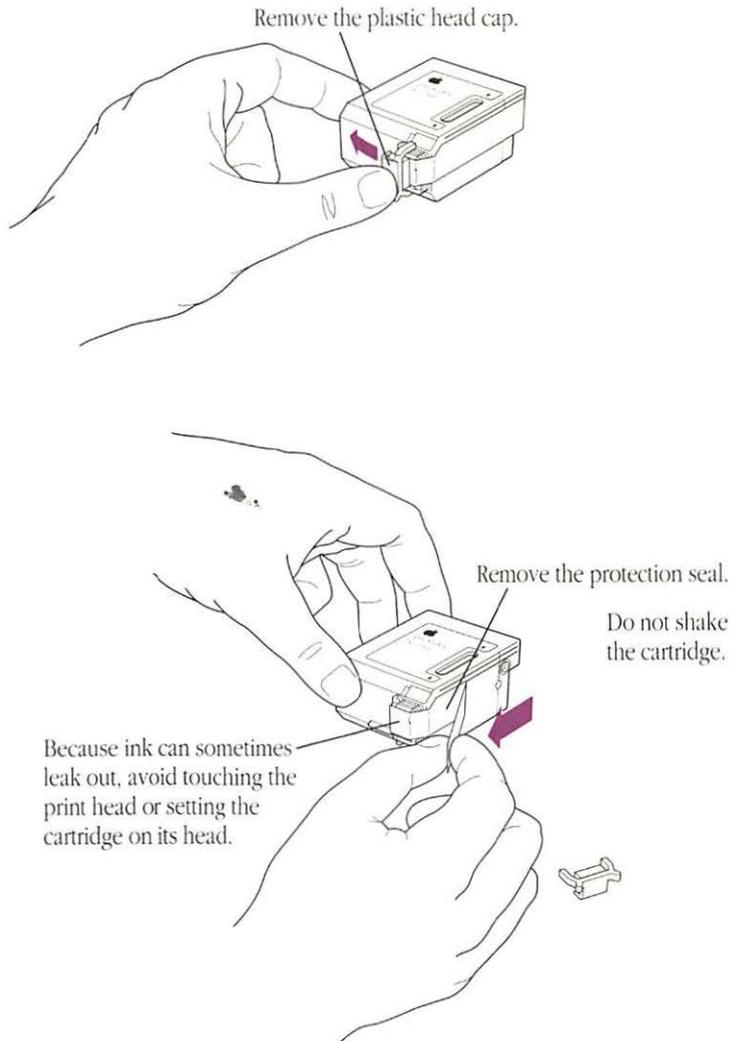


2. Take the ink cartridge out of its package.

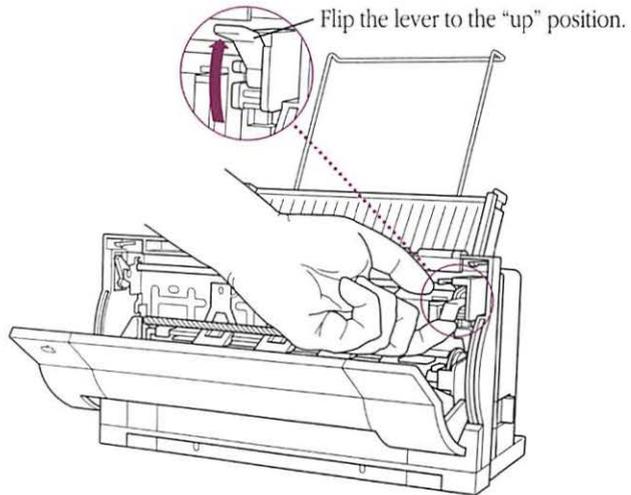


3. Remove the cap and protection seal.

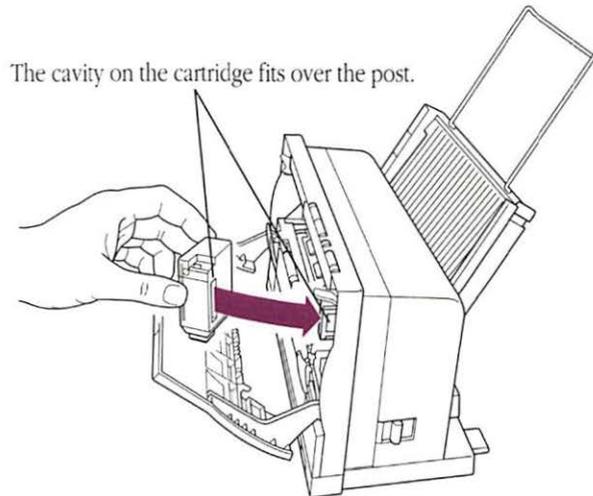
- △ **Important:** Once the cap and protection seal are removed, be careful not to touch the print head. Also avoid shaking the cartridge. If ink leaks out, it can cause permanent stains. △



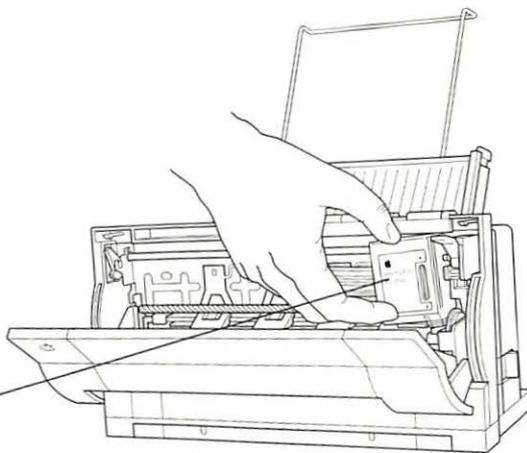
4. Lift the release lever inside the StyleWriter, and remove the used cartridge.



5. Insert the new ink cartridge into the printer.

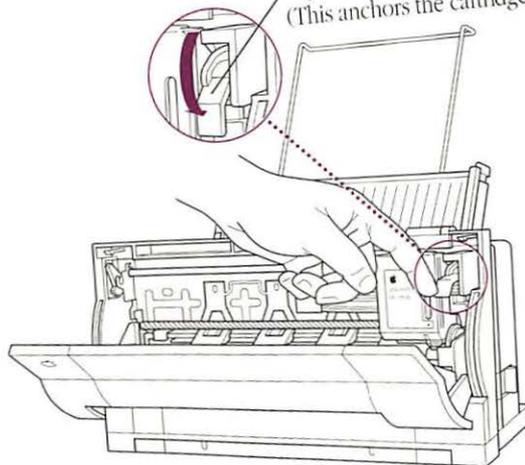


Gently press the cartridge into place.
It rests loosely, at a slight angle,
until you lock it in (next step).

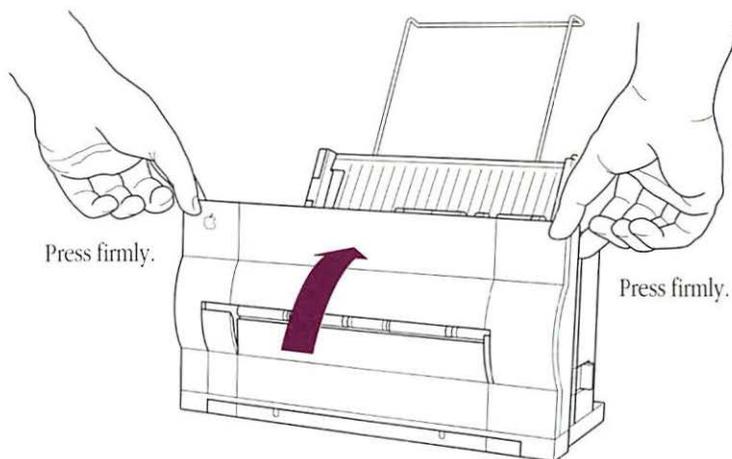


6. Lock the cartridge in place.

Flip the lever down.
(This anchors the cartridge in the correct position.)



7. Close the access door.



Clearing the ink cartridge

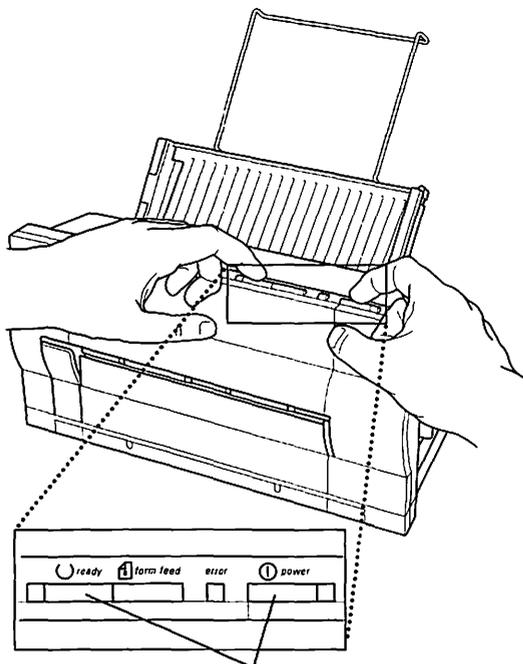
Any time you install a new ink cartridge or are experiencing problems with print quality, clear the ink cartridge. This simple procedure ensures that you get the best possible print quality.

1. Press the Power button to turn off the StyleWriter.

The printer must be off before you can clear the ink cartridge. When it's off, all the status lights are off.

2. Press and hold down the Ready button.

3. Press the Power button once and release both buttons.



Press and hold down the Ready button while you press once on the Power button. Then release both buttons.

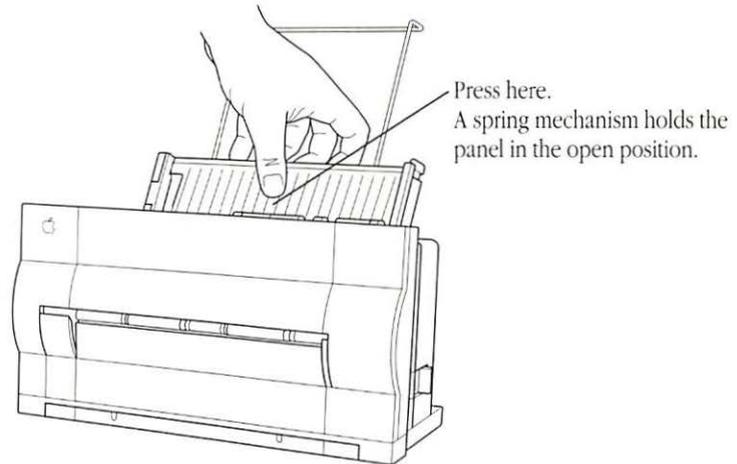
As the StyleWriter clears the ink cartridge, you may hear some whirring and clicking sounds. The process takes several seconds. (To check the performance of the ink cartridge, see “Turning on the StyleWriter and Printing the Test Page” in Chapter 1.)

△ **Important:** Clearing the ink cartridge consumes a small amount of ink. If you repeat the procedure unnecessarily, it reduces the life of the cartridge. △

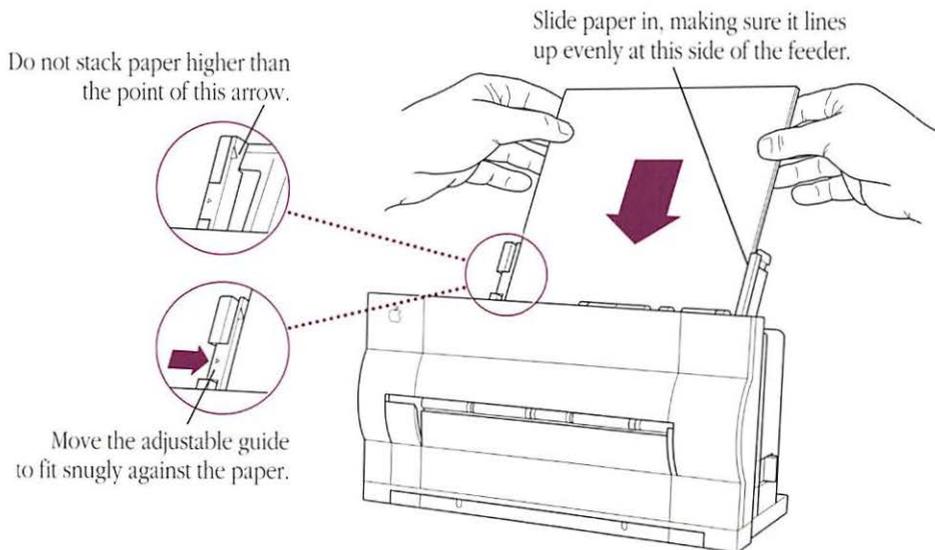
Refilling the sheet feeder

The sheet feeder holds up to 50 sheets of 20-lb. paper and feeds the paper automatically while printing is going on. (If you are using heavier paper, such as 24-lb., the feeder holds fewer than 50 sheets.)

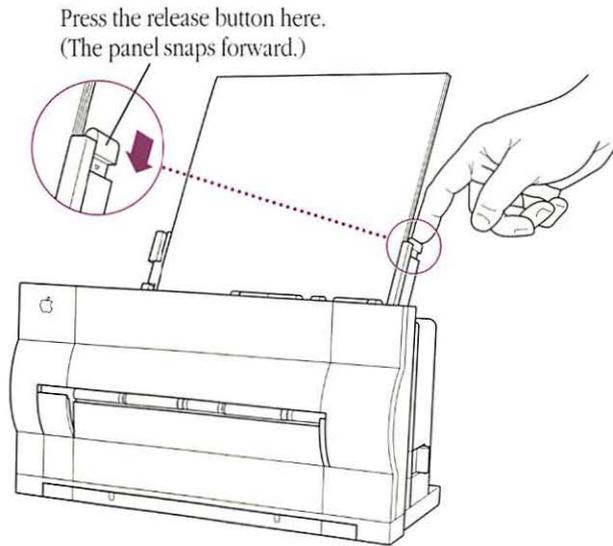
1. To open the feeder, press the center of the pressure panel.



2. Load a stack of paper into the sheet feeder.



3. Release the pressure panel that holds the paper in the proper position for printing.



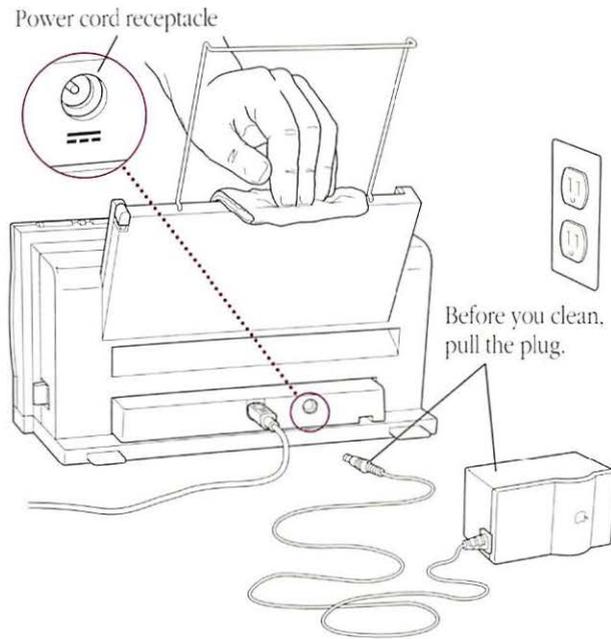
4. If you want to print a document, make sure the Ready light is on.

If the power is off, press the Power button. This turns on the Ready light.

If the power is on but the Ready light is off, press the Ready button to turn on the light.

Cleaning the exterior

Before you clean the StyleWriter printer, turn it off and unplug the power cord. Then wipe the exterior of the printer with a clean, soft, damp cloth. Use a mild soap or detergent if necessary, but *never* an ammonia-based or alcohol-based cleaner. Be careful not to get any liquid in the power cord receptacle.

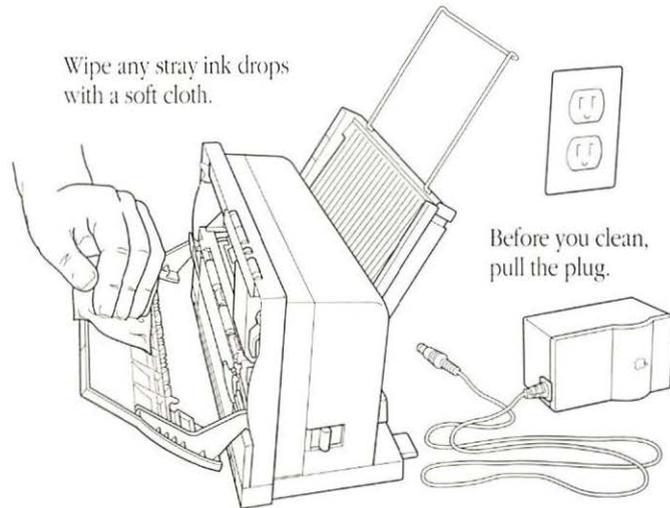


- ▲ **Warning:** Don't use ammonia-based or alcohol-based cleaners on or around the printer (they may react with the plastic). ▲

Cleaning the interior

Occasionally you may need to wipe off spilled drops of ink or paper dust that accumulate inside the StyleWriter. Before you clean the inside of the printer, turn it off and unplug the power cord.

▲ **Warning:** Don't use any liquid cleaners inside the printer. ▲



Troubleshooting

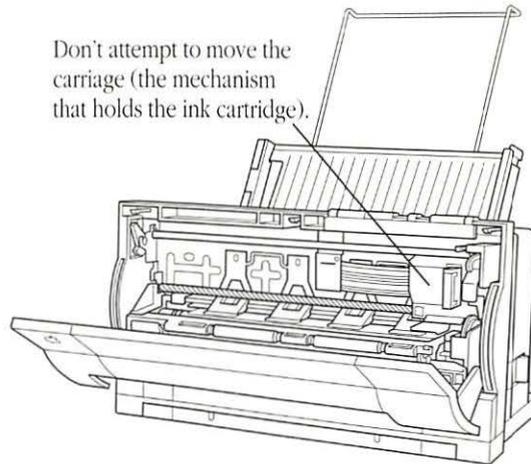
This chapter provides solutions to some common problems that you might encounter while using your StyleWriter printer.

In general, as long as you follow the maintenance instructions in Chapter 4, you're not likely to have any problems with your StyleWriter printer. The most common source of trouble is faulty software installation. To avoid these problems, follow the instructions in "Installing the Printer Files" in Chapter 2.

- ▲ **Warning:** If you have a problem with your StyleWriter printer and nothing presented in this chapter solves it, take the printer to your authorized Apple dealer. Attempting to repair the printer yourself may void the Limited Warranty. Contact your authorized Apple dealer for additional information about this or any other warranty question. ▲

Safety first Follow these safety tips to avoid damage to the StyleWriter printer and harm to you and other users.

- Don't move the carriage that holds the ink cartridge. You can damage delicate mechanical parts.

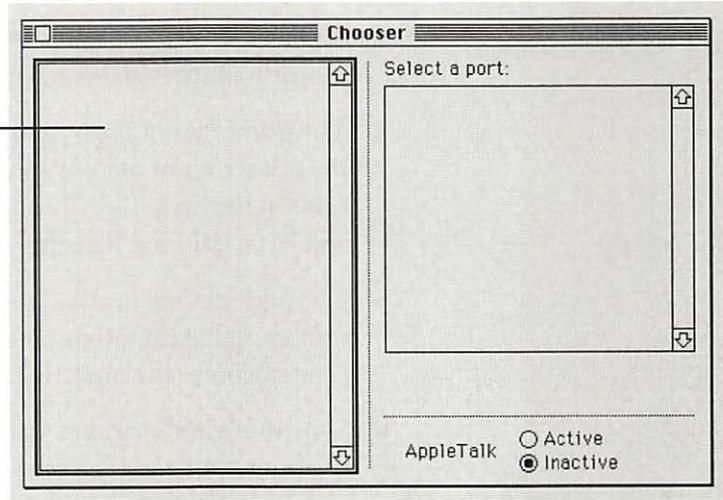


- Don't touch the print head on the ink cartridge. Ink can leak out and cause stains.
- Don't attempt to print anything when the access door is open. (This can cause paper to jam.) Any time the door is open, keep fingers away from moving parts.
- Don't oil the inside of the StyleWriter printer.
- Don't attempt to disassemble the printer.
- Before you unplug the printer for any reason, make sure it is turned off. (If the green Power light is on, press the Power button.) Turning the power off ensures that the carriage has been returned securely to its home position.

The Chooser doesn't show the StyleWriter printer icon

You use the Chooser desk accessory to identify the printer you intend to use. If the StyleWriter icon is missing from the box that identifies different printer types, you probably need to install the appropriate printer software.

If there's no StyleWriter icon here, you haven't installed the StyleWriter printer driver.



You'll find the StyleWriter printer software on the *StyleWriter Installation* disk. You need to install the software onto your startup disk. See "What Version Is Your System Software?" and "Installing the Printer Files" in Chapter 2 for details.

The Macintosh doesn't recognize the StyleWriter printer

If you have selected the StyleWriter icon in the Chooser, but nothing prints or you get a message that there is no StyleWriter, one of the following may be the cause:

- The printer has been turned off. Make sure it is plugged in and turned on.
- A plug is loose somewhere. Make sure that all the cables are properly connected. See Chapter 1, “Setting Up the StyleWriter.”
- The printer is not ready, and the Ready light is off. Make sure the printer is not out of paper. Then press the Ready button to turn on the light. (See “Loading Paper Into the Sheet Feeder” and “Manual Feed Printing” in Chapter 3 for more details.)
- The port selected in the Chooser isn't the same as the port the printer is plugged into on the Macintosh. Try switching from the printer icon to the modem icon (or vice versa) in the Chooser.
- Something in the printer software may be hung up. Try turning the printer off and then on again.

If you can't resolve the problem, the printer may not be functioning properly. Call your authorized Apple dealer.

Some text changes to the Geneva font

When your Macintosh is low on memory, TrueType turns itself off and some TrueType fonts may be displayed and printed in the Geneva font. See the books that came with your Macintosh computer for suggestions on how to free up memory, such as reducing the size of your RAM cache, quitting one or more open programs, and eliminating unnecessary startup files (system extensions). You can also see your Apple dealer about installing more memory in your Macintosh.

You can prevent the fonts from changing to Geneva by making sure you've installed fixed-size versions of your TrueType fonts.

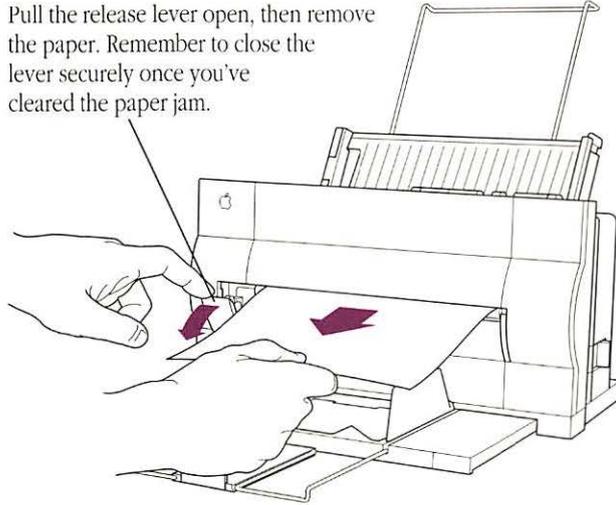
Paper is jammed

Occasionally paper may get stuck inside the printer during the printing process. Here's how to find and clear a paper jam.

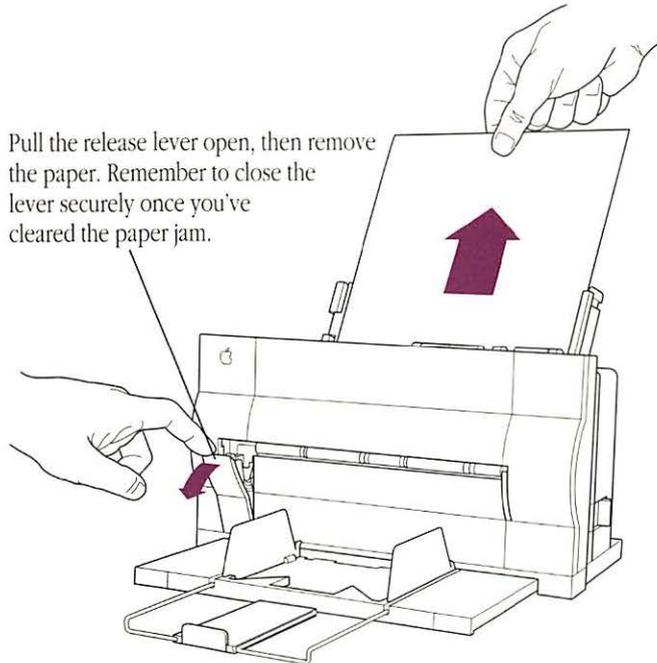
1. If necessary, open the printer to see where the jam is.
2. Clear the jam.

These illustrations will help you.

Pull the release lever open, then remove the paper. Remember to close the lever securely once you've cleared the paper jam.

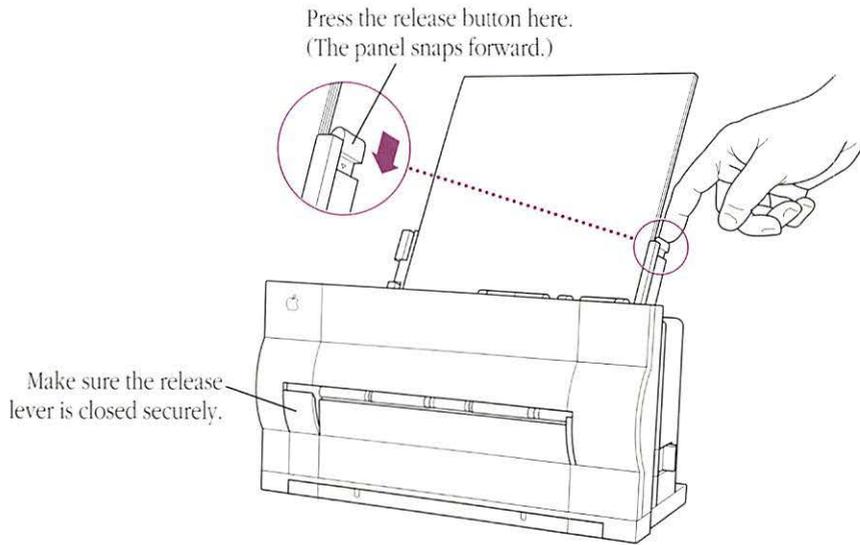


Pull the release lever open, then remove the paper. Remember to close the lever securely once you've cleared the paper jam.

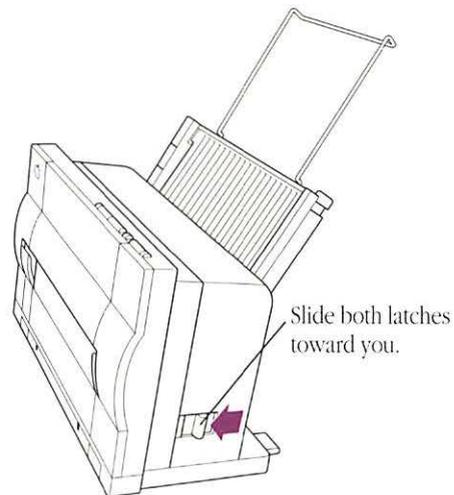


The sheet feeder won't feed paper

If the sheet feeder contains paper, but it's not feeding into the printer, make sure you've released the pressure panel.



Also make sure that the sheet feeder is properly connected to the StyleWriter.



Paper feeds improperly

If paper tears, gets skewed, or comes through the printer crumpled, it may not be entering the printer properly.

1. Take care not to overload the sheet feeder.

The feeder holds up to 50 sheets of 20-lb. paper. If you use heavier paper, the feeder holds fewer sheets. Don't insert too much paper in one stack.

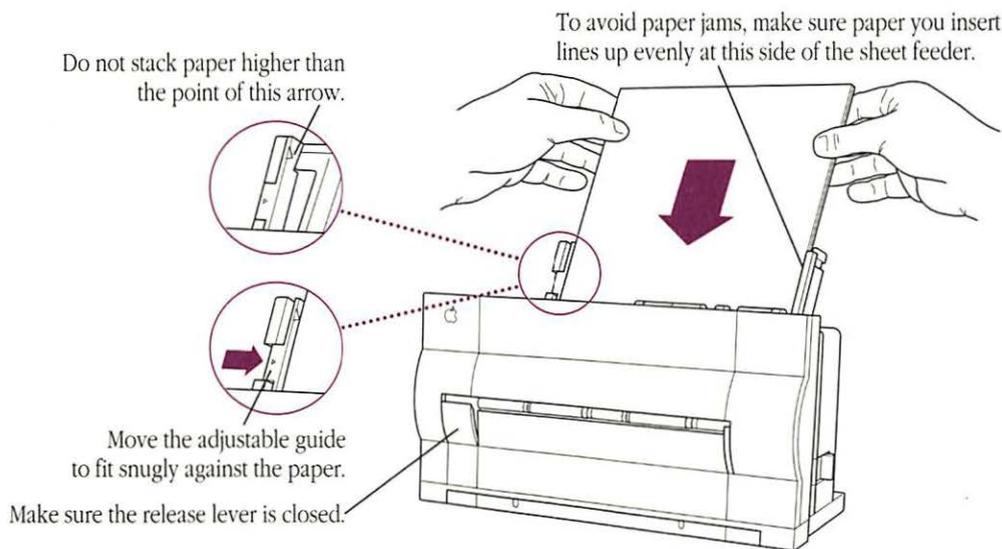
2. Try to recover any torn or otherwise damaged pieces of paper from inside the printer.

See "Paper Is Jammed," earlier in this chapter.

3. Open the sheet feeder, take out the paper, and flip the stack over.

Most paper has one side that prints better. Try flipping the paper to see whether that improves paper feeding. Also, make sure the pages aren't dog-eared or curled.

4. Make sure the stack of paper lines up evenly.



The StyleWriter won't print a particular document

If you attempt to print a document and no page appears, try the following steps:

1. **Check for messages on your Macintosh screen.**
2. **Repeat the printing process.**

Select the StyleWriter in the Chooser, and respond to any dialog boxes; choose Print from the File menu and confirm the settings in the Print dialog box.

3. **Check the sheet feeder.**

Make sure the feeder is attached securely. See “Connecting the Sheet Feeder” in Chapter 1.

If the printer is out of paper, see “Refilling the Sheet Feeder” in Chapter 4.

4. **Check the status lights.**

If the Error light is blinking, see “Paper Is Jammed,” earlier in this chapter.

If the Error light glows steadily, see the next section, “The Status Lights Indicate a Problem.”

See Appendix A for more information about status lights.

The status lights indicate a problem

Sometimes the status lights can signal a problem with the printer. The following list describes these indications and tells you what you should do about them:

- **All lights are off.** Check to make sure the AC adapter power cord is plugged in properly and the printer is turned on. Make sure there is power to the outlet in your home or office. If the lights stay off, the AC adapter may have failed. Contact your authorized Apple dealer and describe the situation.
- **The Power and Error lights blink while the Ready light is off.** The carriage (containing the ink cartridge) is jammed. Turn off the printer and remove any paper that obstructs the free movement of the carriage. When you turn the printer on again, only the Power and Ready lights should be on.
- **The Power light is on, and the Error and Ready lights blink.** Paper is jammed. Locate and remove the paper, then press the Ready button. If the Ready light and Power light begin to glow steadily (and the Error light is off), you've fixed the problem.
- **The Error light glows steadily.** Either the printer is out of paper or paper has been misfed. If the printer's out of paper, see "Loading Paper Into the Sheet Feeder" in Chapter 3. If paper has been misfed, see "Paper Is Jammed" and "Paper Feeds Improperly" earlier in this chapter.

Image problems

Most of these result from problems with the ink cartridge or with your choice of paper. Here is a list of papers to avoid:

- Coated, extremely slick, or shiny paper (because the ink may not absorb properly)
- Damaged or wrinkled paper
- Stapled paper
- Multipart forms

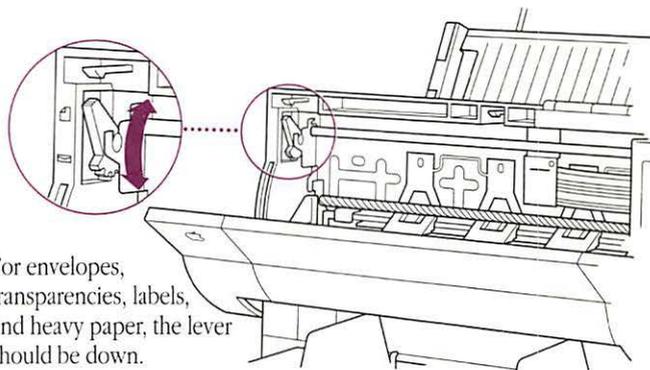
For best print quality, use 16-lb. to 24-lb. cotton bond paper.

Image is too light or too dark

If printing looks fuzzy because it's too light or too dark, try the following:

- Clear the ink cartridge to eliminate anything obstructing the free flow of ink. If this doesn't help, you may need to replace it. See "Replacing the Ink Cartridge" and "Clearing the Ink Cartridge" in Chapter 4 for instructions.
- If the problem occurs on nonstandard paper, try printing on the recommended 16-lb. to 24-lb. cotton bond paper.
- Try flipping the stack of paper in the sheet feeder. Most paper has one side that prints better.
- Open the access door and make sure that the forms thickness lever is set properly.

For standard paper, the lever should be up.



For envelopes,
transparencies, labels,
and heavy paper, the lever
should be down.

Ink smears when rubbed Do not handle pages before they are completely ejected from the printer and are delivered into the output tray. This allows all the time needed for the ink to dry.

StyleWriter prints on only part of the paper Make sure that you have selected the appropriate paper size in the Page Setup dialog box.

The ink cartridge may need to be cleared, or it may be empty. See “Replacing the Ink Cartridge” and “Clearing the Ink Cartridge” in Chapter 4 for instructions.

A page prints off center or images are out of place This problem may be a result of one of the following:

- You may have selected the wrong paper size in the Page Setup dialog box.
- The margins are set wrong in the document you are printing.
- The sheet feeder is too full.
- Paper is not arranged correctly in the sheet feeder. (See “Paper Feeds Improperly” earlier in this chapter.)
- You are not using the recommended paper (16-lb. to 24-lb. cotton bond).

Nothing prints on the paper If you get a blank page, make sure nothing is impeding the flow of ink. (For details, see “Clearing the Ink Cartridge” in Chapter 4.)

If the ink cartridge has been used for a long time, it may be nearly empty. Replace the cartridge. See “Replacing the Ink Cartridge” and “Clearing the Ink Cartridge” in Chapter 4 for instructions.

Unwanted lines
or stripes appear

If white lines appear on the page, try the following:

- Make sure nothing is impeding the flow of ink. (For details, see “Clearing the Ink Cartridge” in Chapter 4.)
- To make sure the ink cartridge is secured properly, take the cartridge out and reinstall it.
- Replace the ink cartridge. See “Replacing the Ink Cartridge” in Chapter 4 for instructions.

Stains appear on
printed pages

If stains appear on the backs or tops of printed pages, it may mean that there is ink on the platen. If so, the ink can transfer to the rollers and from there to the paper.

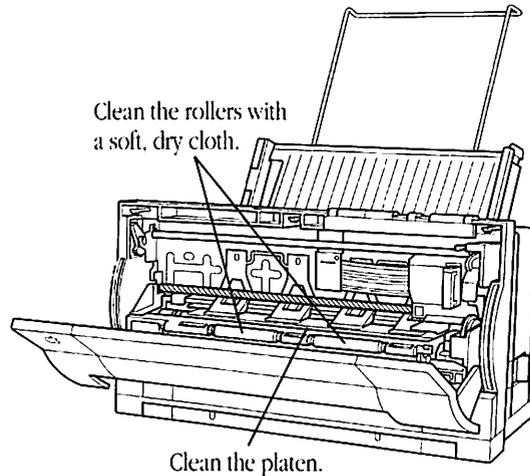
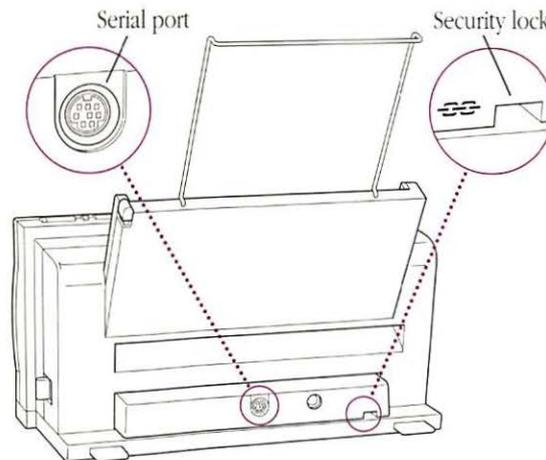


Image prints wavy
or distorted

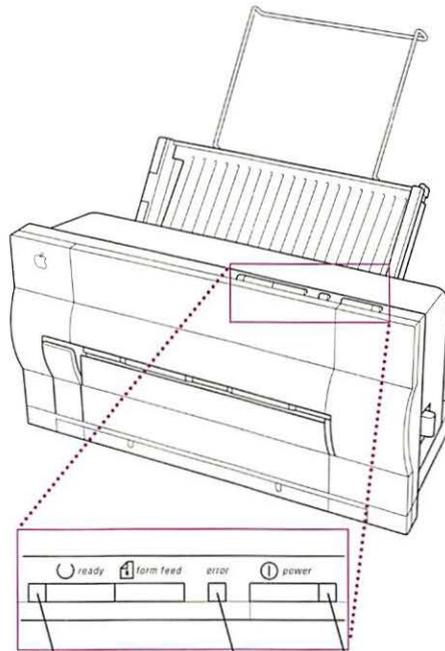
Wavy or distorted images usually mean your StyleWriter requires service. Try clearing the cartridge. (See “Clearing the Ink Cartridge” in Chapter 4.) Also, check the setting of the forms thickness lever (explained in “Manual Feed Printing” in Chapter 3). If the problem persists, call your authorized Apple dealer.

Ports, Status Lights, and Buttons

Ports The StyleWriter has one serial port (RS-422 and RS-423 compatible) for connecting to the Macintosh.



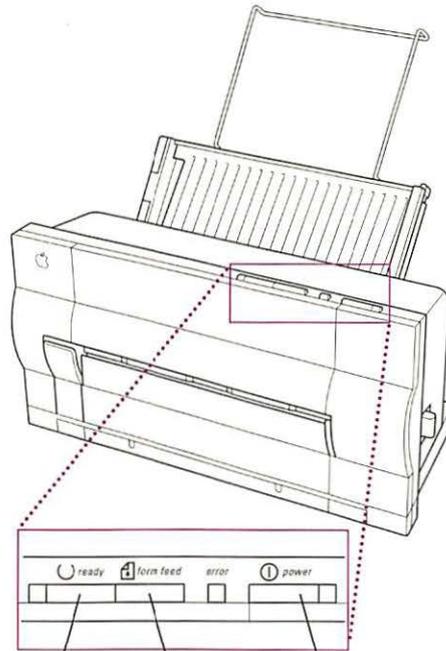
Status lights There are three status lights on the top of the StyleWriter.



Ready light (green) Error light Power light (green)

- The Ready light glows green steadily during startup and while printing. If the light is off, it means the printer is not ready to print (and there may be a problem).
- The Error light flashes when there is a paper jam or a carriage jam. When the printer is out of paper, the light glows steadily.
- The Power light glows steadily when the StyleWriter is turned on. If the Error light blinks at the same time, it means paper is jammed. When the carriage is jammed, the Power light flashes (along with the Error light).
- If all three status lights are blinking, that indicates a serious problem. See your authorized Apple dealer.
- ❖ *Correcting problems:* For specific information on how to deal with an error condition, see Chapter 5, “Troubleshooting.” ❖

Buttons There are three buttons on the top of the StyleWriter.



Ready button Form Feed button Power button

- You use the Ready button during manual feed printing.
- You use the Form Feed button during manual feed printing through the front slot. You may also turn off the Ready light and press Form Feed when you want to advance a sheet of paper through the printer without printing on it.
- You use the Power button to turn power on and off.

Specifications and Parts List

Specifications

Marking engine	Thermal ink jet.
Resolution	360 dots per inch for text and graphics (180 dpi in Faster mode).
Speed	Approximately one-half page per minute in normal mode and up to one page per minute in Faster mode. Actual speed depends on the images printed.
Interfaces	Apple style RS-422 asynchronous serial, 57.6K baud.
Paper feed	Automatic with sheet feeder; the feeder holds up to 50 sheets of 20-lb. (75 g/m ²) paper. Manual with front and rear manual feed slots; the rear slot accommodates single envelopes or sheets of paper up to 28 lb. (105 g/m ²).

Printing materials	<p>Apple recommends 20-lb. cotton bond (75 g/m²). You can use 16-lb. (60 g/m²) to 24-lb. (90 g/m²) paper in the sheet feeder and up to 28-lb. (105 g/m²) paper through the rear manual feed slot. Accepts most letterhead and colored stock. Accepts medium-weight photocopier transparencies and labels from the rear manual feed slot.</p> <p>Use #10 business envelopes (9.5" x 4.125"). Feed envelopes through the rear manual feed slot.</p> <p>Apple recommends 3M brand CG3480 transparency film.</p>	
Paper sizes	Supports U.S. letter, U.S. legal, A4, and #10 envelopes.	
Imageable area	<p>Maximum printable line: 203.2 mm (8.0 in.).</p> <p>Minimum top and bottom margins: 6.35 mm (0.25 in.).</p> <p>Minimum left and right margins: 6.35 mm (0.25 in.).</p> <p>Actual imageable area may vary depending on the application program.</p>	
Dimensions	Height with wire guide installed	32 cm (12.5 in.)
	Width	33.6 cm (13.25 in.)
	Depth with output tray closed	14.2 cm (5.6 in.)
Weight	3.4 kg (7.5 lb.) with sheet feeder attached	
Operating environment	Temperature	15° to 30° C (59° to 86° F)
	Humidity	20 to 70 percent, noncondensing
	Other	Keep the printer away from wind and fans.

Input electrical requirements	U.S.	120 V (+6.67%, -12.5%), 58–62 Hz
	Japan	100 V ($\pm 10\%$), 48–62 Hz
	Europe	220 V ($\pm 10\%$), 48–52 Hz
	UK/Australia	240 V ($\pm 10\%$), 48–52 Hz

Power consumption	Operating	23 W maximum at 120 V
		25 W maximum at 220 V

Parts list

- StyleWriter
- Sheet feeder (with paper support)
- StyleWriter ink cartridge
- Apple System/Peripheral-8 Cable
- Power cord (with adapter)

How the StyleWriter Works

The StyleWriter is an ink jet printer and uses a 64-nozzle replaceable ink cartridge.

When you give the Print command on your Macintosh, the computer sends a bitmap of each page through the serial connection to the printer. A bitmap is a dot-by-dot “guide” to each letter or image on the page. It is created in QuickDraw™, the computer’s internal language.

The StyleWriter reconstructs this bitmap. It then activates the ink cartridge nozzles to match the map dot for dot, producing page after page at a rate of about one-half page per minute.

The StyleWriter forms 360 dots per inch (130,000 dots per square inch), or about 10.7 million addressable dot positions per page. This fine dot pattern and the advantages of TrueType fonts make your finished copy look crisp and clear.

Working With Fonts

With your Macintosh and StyleWriter, you can produce finished, high-quality documents of many kinds—letters, memos, and charts, and even brochures or advertisements. This appendix provides examples of the fonts you received with your StyleWriter printer.

TrueType fonts The font families that come with your printer should satisfy most of your business and personal printing needs.

Serif fonts Although there are thousands of type designs, all Latin alphabet font families can be classified as either **serif** or **sans serif**.

Serifs, the strokes at the ends of letterforms, are not just for decoration. Serifs guide the eye along the printed line, increasing legibility.

Courier and Times are serif fonts that come with the StyleWriter.

Courier

Courier is a **monospaced** font. That is, each letter occupies the same amount of space on the line. When fonts are **proportionally spaced**, different letters are assigned different spacing according to their size and shape.

Compare the lengths of the two strings shown here.

Courier:	iiii	mmmm
Times:	iiii	mmmm

Here is the character set for 12-point Courier.

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
`1234567890-=[] ; ' , . / \
~ ! @ # \$ % ^ & * () _ + { } : " < > ? |
å | ç ð ´ f © ´ ^ Δ ´ ¬ μ ~ ø π ® ß † ´ √ Σ ≈ ¥ Ω
Å ı Ç Î Æ Ì Ï Ó È Ò Õ Æ Ñ Ò ~ ^ Ø Π Â Í Ê Ë Ì „ Ù Á Û
` ; ™ £ ¢ ∞ § ¶ • º ° − ≠ “ ’ … ≤ ≥ ÷ «
ÿ / ¨ < > † ° · , − ± “ ’ ´ ~ ˘ ˙ »

Courier is a good choice if you want your correspondence to look as if it were produced on a typewriter. It is also widely used for printing out computer code.

Times

The Times font family is a standard choice for newspapers and other periodicals. Attractive and easy to read, its compact design makes it ideal when space is at a premium. Here is the character set for 12-point Times.

abcdefghijklmnopqrstvwxyz

ABCDEFGHIJKLMNPOQRSTUVWXYZ

`1234567890-=[];',./\

~!@#%&*()_+{ }:"'<>?!

â|çð´f©´^Δ°-μ~øπœ@β†´√Σ≈¥Ω

ÅıÇî%oïïÓÉÊÔⓂÒ˜øΠœÁÍÊË◊,,ÙÁÛ

`ı™£¢∞§¶•ª–≠“”…æ∞÷÷«

ÿ/æ<flfl‡°·,—±””ÚÆ˜ı»

Sans serif fonts

Sans serif means “without serifs.” These fonts are characterized by simple, striking lines that make them particularly appropriate for titles and headings, or wherever large type is needed. They are also well adapted to spreadsheets and charts. Some designers like the clean, modern look they give to text, but the serif styles are probably more readable in large quantities.

Helvetica is a sans serif font that comes with your StyleWriter.

Sizes and styles The TrueType fonts you received with your StyleWriter can be scaled to give you any size you want.

With almost all applications, you can format any of these fonts into bold or italic. Some programs put additional styles at your disposal. As shown in the sample below, these may include

Helvetica bold italic

Helvetica shadow

Helvetica underline

Helvetica outline

Helvetica subscript and superscript

HELVETICA SMALL CAPS

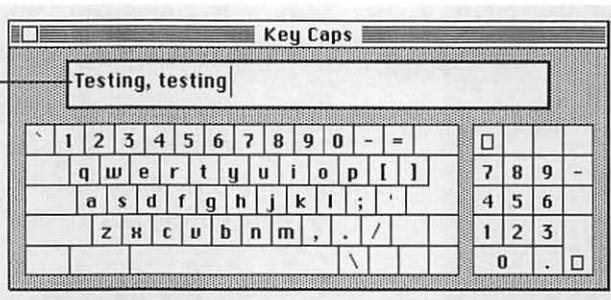
Using Key Caps to see screen fonts

The Key Caps desk accessory lets you look at the characters in each of the **screen fonts** installed in your System file. This section tells you how.

1. Choose Key Caps from the Apple menu.

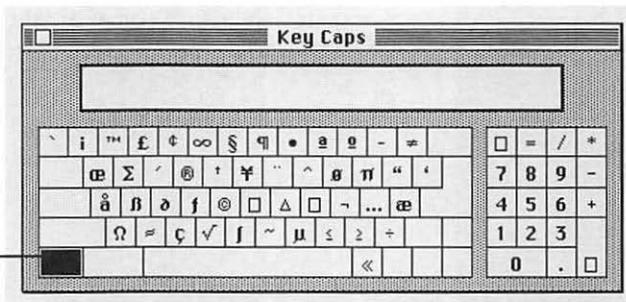
The keyboard template that appears matches the layout of your keyboard.

Text you type appears here and can be edited in the usual way. (The font displayed first is Chicago, used extensively by the Macintosh.)



2. To try out characters, type on your keyboard or click Key Caps keys on the screen.

To see special characters, hold down the Option key or the Option and Shift keys.



Obtaining additional fonts

In addition to the fonts available from Apple, you can obtain Macintosh fonts from numerous type vendors. You can choose from a wide variety of alphabet fonts, both Latin and non-Latin, symbol fonts for specialized purposes, and novelty fonts for display and decoration.

Adding/removing fonts

Some fonts you obtain come with special instructions for installing them. Be sure to read any accompanying manuals.

If you're using System 6, you can use Font/DA Mover to install or remove most fonts. If you don't know how to use Font/DA Mover, see the books that came with your Macintosh (or with your system software update kit) for instructions.

❖ *Use the correct version:* Be sure to use the version of Font/DA Mover that came with the StyleWriter. You have the correct version of Font/DA Mover if you followed the installation instructions in Chapter 2, "Installing Printer Software." ❖

If you're using System 7, you install and remove fonts by dragging them in and out of the System file. See the books that came with your Macintosh (or with your system software update kit) for more instructions.

Service and Support

To help you get the best performance from your system, Apple Computer has established authorized Apple dealers who offer full support. If you need answers to technical questions or information about product updates, your authorized Apple dealer can help you. Apple's technical support organization backs each dealer and international technical support group via an AppleLink® network, a state-of-the-art on-line electronic information service, to ensure prompt, reliable assistance.

Your dealer has the latest information on new hardware and software products as well as product updates. If you wish to upgrade your system, your dealer can help you select compatible components.

If your product requires service, your local authorized Apple dealer is trained and ready to support you. Apple provides factory-quality parts and the latest available diagnostic equipment to the more than three thousand authorized Apple service centers throughout the world. Apple guarantees parts and warranty labor. (Regulations in each country determine the length of warranty. Some restrictions may apply, depending on the country of original purchase.)

If for some reason you cannot return to the authorized dealer from whom you purchased your system, go to the nearest service location. For the location nearest you, in the United States or Canada, call or write to one of the following:

Apple Computer, Inc.	Apple Canada, Inc.
Customer Relations	7495 Birchmount Road
20525 Mariani Avenue	Markham, Ontario, L3R 5G2
Cupertino, CA 95014-6299	Canada
U.S.A.	(800) 268-7796 or
(800) 538-9696	(800) 268-7637

For locations in other countries, either call the Apple headquarters in your country or write to the United States address given above.

Apple also offers service plans designed to meet your needs. One of these is the AppleCare® Service Agreement (available in the United States, Canada, and Australia only), which extends full warranty coverage up to three years. Your AppleCare contract will be honored at any participating authorized Apple dealer within the country of purchase—an added benefit if you relocate. Local service means time saved in getting your Apple system back to work.

You can purchase AppleCare at any time, but it's a good idea to purchase it with your system, or at least before your warranty has expired, to avoid an inspection at your own expense.

background printing Printing while using the computer for other work.

bitmap A dot-by-dot representation of a text character or graphic image.

camera-ready Ready for offset reproduction with no modification.

Chooser A desk accessory that lets you print from any attached printer for which you have printer software on the startup disk. You also use the Chooser to designate the port to which a printer is attached.

connector panel The rear surface of a computer or peripheral device, which includes the connectors for peripheral devices or for the computer. Also called the *back panel*.

current startup disk The disk that contains the system files the computer is currently using. The startup disk icon always appears in the upper-right corner of the desktop.

default A preset response to a question or prompt. The default is automatically used by the computer if you don't supply a different response. Default values prevent a program from stalling or crashing if no value is supplied by the user.

desk accessories “Mini-applications” that are available from the Apple menu regardless of which program you're using—for example, the Scrapbook, Key Caps, and the Chooser.

desktop The Macintosh computer's working environment—the menu bar and the gray area on the screen. You can have a number of documents on the desktop at the same time.

device Frequently used as a short form of **peripheral device**.

- dialog box** A box that contains a message requesting more information from you. Sometimes the message warns you that you're asking your computer to do something it can't do or that you're about to destroy some of your information. In these cases the message is often accompanied by a beep.
- document** Whatever you create with application programs—a file you can open, modify, view, or save. Compare **file**.
- drag** To position the pointer on something, press and hold the mouse button, move the mouse, and release the mouse button. When you release the mouse button, you either confirm a selection or move an object to a new location.
- file** Any named, ordered collection of information stored on a disk. Application programs and operating systems are files. You also make a file when you create text or graphics, give the material a name, and save it on a disk; in this sense synonymous with **document**.
- Finder** The program that creates the desktop. You use it to manage documents and programs, and to get information to and from disks.
- font** A collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance, size, and style.
- Font/DA Mover** An application on the *StyleWriter Installation* disk and on one or more font disks that allows you to add fonts to or remove fonts from a disk's System file if you're using System 6.
- font family** A font in various sizes and styles.
- font file** A specific file specifying one size or style of a font. You copy fonts to and from this file to the System file of the startup disk.
- freeware** Software that is available for anyone to use at no charge.
- graphics** (1) Information presented in the form of pictures or images. (2) The display of pictures or images on a computer's display screen. Compare **text**.
- hard disk** A disk made of metal and sealed into a drive or cartridge. A hard disk can store very large amounts of information.
- icon** An image that graphically represents an object, a concept, or a message. For example, the icon for a MacWrite® document looks like a sheet of paper with lines like writing on it; the icon for a MacPaint® document looks like a sheet of paper with a paintbrush painting a line.
- install** To add information to the System file or to add new system files, such as the StyleWriter printer driver, to the System Folder of a startup disk.
- installed font** A font that you install with special installation software or with the Font/DA Mover, or by dragging it into the System file.
- monospaced font** Any font in which each character occupies the same amount of space on the line. (*Mono* means one.) In Courier, for example, the letter *M* occupies the same amount of space as the letter *I*. Thus, *MMMMM* is the same width as *IIIII*. Compare **proportionally spaced font**.

open To make available. You open files or documents to work with them. When you double-click an icon, or select it and choose the Open command, you cause a window with the contents of that icon to come into view. You can then perform further actions in the window, if it's an active window.

peripheral device Any device (such as a printer) that you attach to your computer.

point A unit of measurement for sizing type. 12 points equal 1 pica, and 6 picas equal approximately 1 inch; thus, 1 point equals about $\frac{1}{2}$ inch.

port A socket on the back of the computer or peripheral device where you can plug in a cable to connect to another computer or device, or to a network.

printer driver A program that translates the file you're printing into the language the printer understands. You cannot use a printer unless the correct driver is installed on the current startup disk.

printer software The software that controls the interaction of the computer and the printer. This includes the printer driver and the font software.

proportionally spaced font Any font in which different characters have different widths; thus, the space taken up by words having the same number of letters varies. For example, this letter *M* is wider than this letter *I*, so that *MMMMM* produces a wider string than *IIIII*. Compare **monospaced font**.

RAM See **random-access memory**.

random-access memory (RAM) Memory in which information can be referred to in an arbitrary or random order. As an analogy, a book is a random-access storage device in that it can be opened and read at any point. RAM usually means the part of memory available for programs from a disk; the programs and other data are lost when the computer is turned off. A computer with 512K of RAM has 512 kilobytes available for the user to run programs. Compare **read-only memory**.

read-only memory (ROM) Memory whose contents can be read but not changed. Information is placed into read-only memory once, during manufacture; it remains there permanently, even when the computer's power is turned off. Compare **random-access memory**.

resolution The degree of precision with which an object is represented. A printer's resolution is determined by the number of dots per inch.

ROM See **read-only memory**.

sans serif Without serifs. Helvetica is a sans serif font family. The Helvetica *M* looks like this: *M*. See also **serif**.

screen fonts The fonts you see on the Macintosh screen.

serif One of the lines that finish off the main strokes of a letter. The "feet" at the bottom of this letter *M* are serifs. See also **sans serif**.

shareware Software you can try out without purchasing, but which you are honor-bound to pay for if you continue to use it.

start up To get the system running. Starting up is the process of first reading the operating system program from the disk and then running an application program.

startup disk A disk with all the necessary program files—such as the Finder and the System file contained in the System Folder—to set the computer in operation.

status lights Lights on the front of the StyleWriter that indicate the status of the printer—on, paper jam, processing a job, and so on.

style A stylistic variation of a font, such as italic, bold, underline, shadow, or outline.

system A coordinated collection of interrelated and interacting parts organized to perform some function or achieve some purpose—for example, a computer system comprising a processor, a keyboard, a monitor, and a disk drive.

System file A file that Macintosh computers use to start up and to provide systemwide information.

text (1) Information presented in the form of readable characters. (2) The display of characters on a display screen. Compare **graphics**.

A

- About the Finder command (Apple menu) 22
- About This Macintosh command 22
- AC adapter 3, 13, 83
- access door
 - closing 68
 - do not print while open 76
 - opening 63
- adapter, power 3, 13, 83
- adding fonts 100
- adjusting
 - forms thickness lever 44
 - paper guide 70
- advancing paper with Form Feed button 53, 89
- A4 paper 17, 37
- aligning
 - envelopes 47–48, 56
 - paper for manual feed 54, 56
 - paper in sheet feeder 70
- AppleCare Service Agreement 102
- Apple menu
 - About the Finder command 22
 - About This Macintosh command 22
 - Chooser command 30, 41
 - PrintMonitor 43

- Apple Scanner, printing images scanned with 57
- Apple System/Peripheral-8 Cable
 - appearance of 3
 - connecting to printer or modem port 6
- AppleTalk, inactive 30
- Application menu, PrintMonitor 43
- applications, printing from within 38–39

B

- background printing 41–43
- Best print quality setting 39–40
- bitmap (fixed-size) fonts 23–25, 78
- blinking lights, meaning of 88
- bold text style 98
- bond, paper 32, 81, 91
- buttons, description of 89

C

- cable, peripheral-8 3, 6
- canceled print job
 - during manual feed printing 49
 - with Cancel button 39–40
 - with PrintMonitor 42–43

carriage. *See also* ink cartridge
 avoid moving 76
 jammed 83
 returning to home position 62
cartons, saving 3
cartridge. *See* ink cartridge
case, damage to xv
character sets, sample 95–97
characters, viewing with Key Caps 99
Chooser
 background printing and 41
 designating StyleWriter as printer of choice
 with 30
 trouble with 77–78
choosing
 print quality 39–40
 StyleWriter as printer of choice 30
cleaning
 exterior 72
 interior 73
 platen and rollers 86
 safety instructions for xiv–xv, 62
clearing
 ink cartridge 68–69
 memory 78
 paper jams 79
closing
 access door 68
 pressure panel on sheet feeder 71
 release lever, cartridge 67
 release lever, paper 48
connecting. *See also* installing; setting up StyleWriter
 paper support to sheet feeder 5
 peripheral-8 cable to printer or modem port 6
 power adapter 13
 power cord 13
 sheet feeder 4–5
 StyleWriter to Macintosh 6
converting scanned images 57–60
Courier font 23, 95
crooked paper or envelopes 48

D
damage. *See* safety; troubleshooting
dark images, correcting 84
desktop. *See* Finder
dimensions of StyleWriter 91
disks
 startup disks 26–28
 StyleWriter Installation 26–28, 57
documents, printing 29–60
 from Finder 40
 from within applications 38–39
 scanned documents 58–60
 trouble with. *See* troubleshooting
door. *See* access door
dots per inch 90

E
electrical requirements 92
engine specifications 90
enlarging printed images 31
envelopes. *See also* paper
 aligning 47–48, 56
 crooked 48
 forms thickness setting for 44, 84
 loading 47, 91
 printing 43–49, 56
 removing 48
Error light 18, 83, 88
errors. *See* troubleshooting
exterior, cleaning 72

F
Faster print setting 39–40
feeding paper. *See* loading
File menu
 Open command 26, 58
 Page Setup command 31, 45
 Print command 38, 40, 45

files

- converting scanned files 58–60
- locating 59
- opening 59
- printing 29–60
- saving 60

Finder

- identifying software version number with 22
- printing documents from 40

fixed-size (bitmap) fonts 23–25, 78

flashing lights, meaning of 88

floppy disks, installing printer files on 26–28

Font/DA Mover 24, 100. *See also* fonts

fonts 23–25, 94–100

- adding and removing 100

- additional fonts, obtaining xiii, 100

- character sets for 95–97

- Courier 23, 95

- fixed-size (bitmap) 23–25, 78

- Geneva, unexpected appearance of 78

- Helvetica 23, 97

- identifying types of 24–25

- monospaced 95

- proportionally spaced 95

- purpose of 23

- sans serif 96–97

- screen fonts, viewing with Key Caps 99

- serif 94–96

- sizes of 23, 98

- specialty 97

- styles of 98

- Symbol 23, 97

- Times 23, 95–96

- trouble with 78

- TrueType xiii, 23–25, 94–98

- working with 94–100

Form Feed button 53, 89

forms thickness lever, adjusting 44, 50, 84

front manual feed slot

- form feeds and 89

- loading standard paper into 50–55

- purpose of 43

G

Geneva font, unexpected appearance of 78

green lights. *See* Power light; Ready light

H

hand-feeding paper. *See* manual feed printing

hard disk, installing printer files on 26–28

heavy paper

- forms thickness setting for 44, 84

- manual feed printing on 44–49

- trouble with 84

Helvetica font 23, 97

horizontal orientation (Page Setup) 31

humidity 2, 91

I

icons, port 6

imageable area 91

images

- enlarging and reducing 31

- problems printing 83–86

- scanned 57–60

Image Utility 57–60

- converting scanned images with 58–60

- installing 57

- opening 58

ink

- drops, cleaning from interior 73

- leaks, avoiding 65

- quality of 19, 68–69

- smeared on page 85

- stains xiv, 62, 65, 86

- time needed to dry 85

ink cartridge 63–68

- carriage for 62, 76, 83

- clearing 68–69

- inserting into printer 66

- installing 7–12

- leaks from 65

- life span of 63, 69

ink cartridge (*continued*)
locking into place 67
removing cap and seal from 65
removing from package 64
removing from StyleWriter 66
replacing 63–68
safety instructions for 62
trouble with 83

input electrical requirements 92

inserting
ink cartridge into printer 66
letterhead paper into sheet feeder 35
paper, envelopes, etc., into rear manual feed slot
45–49, 91
paper into front manual feed slot 52–53
paper into sheet feeder 14–15, 32–35, 70–71

Installer 26–28

installing. *See also* connecting; setting up StyleWriter
Image Utility 57
ink cartridge 7–12
paper support 5
printer software 21–28, 77
sheet feeder 4–5

interface specifications 90

interference, radio and television x

interior, cleaning 73

international power specifications 92

italic text style 98

J

jammed carriage 83

jammed paper
avoiding 62
clearing 79
detecting 83

K

Key Caps desk accessory 99

L

labels. *See also* paper
forms thickness setting for 44, 84
loading 47, 91
printing 44–49

landscape (horizontal) page orientation 31

leaking ink, avoiding 65

legal paper 17, 37

letterhead paper, loading into sheet feeder 35

letter paper, U.S. 17, 37

light images, correcting 84

lights, meaning of 83, 88

loading
letterhead paper into sheet feeder 35
paper, envelopes, etc., into front manual feed slot
50–55
paper into rear manual feed slot 44–49, 91
paper into sheet feeder 32–35, 70–71
three-hole punched paper into sheet feeder 34

lock, security 87

M, N

Macintosh
connecting StyleWriter to 6
designating StyleWriter as printer of choice for 30
printer and modem ports on 6

maintenance 61–73
cleaning exterior 72
cleaning interior 73
cleaning platen and rollers 86
clearing ink cartridge 68–69
refilling sheet feeder 70–71
replacing ink cartridge 63–68
safety instructions for xiv–xv, 62

managing print jobs 42–43

manual feed guide, opening 51

manual feed printing 43–56
aligning paper for 48, 56
forms thickness settings for 44, 50
front slot and 43, 50–55, 89
inserting paper for 45–49

manual feed printing (*continued*)
on envelopes, transparencies, labels, heavy paper 44–49
on standard paper 43, 50–55
opening manual feed guide 51
PrintMonitor and 42
rear slot and 43–49, 56, 91
setting Manual option (Print dialog box) 51
manual feed slots
front 43, 50–55, 89
rear 43–49, 56, 91
marking engine specifications 90
memory
background printing and 41
clearing 78
modem port, connecting peripheral-8 cable to 6
monospaced fonts 95

O

Open command (File menu) 26, 58
opening
access door 63
files 59
Image Utility 58
Installer 27
manual feed guide 51
output tray 16–17, 36–37
output tray extension 17, 37
pressure panel 32–35, 71
release lever, cartridge 67
release lever, paper 48
scanned documents 58
sheet feeder 14, 32, 70
operating environment specifications 91
orientation, vertical or horizontal 31
outlined text style 98
outline fonts. *See* TrueType fonts
output tray 16–17, 36–37
adjusting for paper sizes 37
leaving room for extension of 2
opening 16–17, 36–37
opening extension on 17, 37

P, Q

packing material, saving 3
page orientation, vertical or horizontal 31
Page Setup command (File menu) 31, 45
paper. *See also* envelopes, labels, transparencies
advancing with Form Feed 53, 89
A4 17, 37
aligning
for manual feed 54, 56
in sheet feeder 70
crooked 48
forms thickness setting for 44, 84
heavy 44–49, 84
inserting into front manual feed slot 52–53
inserting into rear manual feed slot 46–49, 91
inserting into sheet feeder 14–15, 32–35, 70–71
jammed 62, 79, 83
kinds to avoid 83
kinds to use 32, 83, 91
legal 17, 37
letterhead 35
manual feed of 42–55
output tray and 36–37
removing from slot 54
sheet feeder and 32–35, 70–71
sizes of 91
designating with Page Setup 31
setting output tray for 17
stacking 35
standard 50–55
supply, monitoring 42
three-hole punched 34
trouble with. *See* troubleshooting
U.S. letter 17, 37
weight of 32, 81, 91
paper feed slots. *See* manual feed printing; manual feed slots
paper feed specifications 90
paper guide, adjusting 70
paper release lever, opening and closing 48
paper support
appearance of 3
installing 5

- paper tray. *See* output tray
- parts list 92
- peripheral-8 cable
 - appearance of 3
 - connecting to printer or modem port 6
- platen, cleaning 86
- plugging in power adapter and power cord 13
- portrait (vertical) page orientation 31
- ports
 - icons for 6
 - modem port on Macintosh 6
 - printer port on Macintosh 6, 30
 - serial port on StyleWriter 87
- power
 - specifications for 92
 - trouble with 83
 - turning off 62, 76
 - turning on 18, 71
 - when to disconnect xv
- power adapter
 - appearance of 3
 - connecting 13
 - damage to 13
 - trouble with 83
- Power button
 - clearing cartridge with 68–69
 - location of 18, 89
 - turning off 62, 76
 - turning on 18, 71
- power cord
 - appearance of 3
 - connecting 13
 - safety instructions for 13, 72
 - when to disconnect xv
- Power light (green)
 - blinking 83, 88
 - description of 88
 - glowing 88
 - location of 18, 88
 - turning off 62, 76
- power plug, frayed xv
- pressure panel on sheet feeder 32–35, 71
- Print command (File menu) 38, 40, 45
- Print dialog box 39, 51
- printer drivers 21
- printer icon, missing from Chooser 77
- printer port
 - connecting peripheral-8 cable to 6
 - selecting with Chooser 30
- printer software
 - customizing 28
 - installing 21–28, 77
 - trouble with 77–78
- printers, other 28
- print head, avoid touching 9
- printing 29–60. *See also* fonts; paper *or specific topic*
 - background printing 41–43
 - canceling print 39–40, 42–43, 49
 - choosing StyleWriter as printer of choice 30
 - from the Finder 40
 - from within a program 38–39
 - horizontal orientation 31
 - managing print jobs 42–43
 - manual feed printing 43–56
 - materials, recommended 91
 - monitoring status of 42
 - on A4 paper 37
 - on envelopes 44–49, 56
 - on heavy paper 44–49
 - on labels 44–49
 - on legal paper 17, 37
 - on letterhead paper 35
 - on standard paper 43, 50–55
 - on transparencies 44–49
 - on U.S. letter paper 37
 - output tray and 36–37
 - page setup for 31, 45
 - quality of. *See* print quality
 - reducing and enlarging printed images 31
 - scanned images 57–60
 - setting time for 42–43
 - size of text 23, 98
 - speed of 90
 - style of text 98

printing (*continued*)
trouble with. *See* troubleshooting
vertical orientation 31
while using computer 41–43
with feeder 32–35, 70–71
without sheet feeder 43–56
PrintMonitor program 42–43
print quality
best paper for 83
correcting 68–69
scanned images 57–60
selecting a setting for 39–40
testing 19
problems. *See* troubleshooting
proportionally spaced fonts 95

R

radio and television interference x
RAM (random-access memory)
background printing and 41
running low on 78
read-only memory. *See* ROM
Ready button
clearing cartridge with 68–69
description of 89
turning off 46
turning on 49, 71
Ready light (green)
description of 88
glowing 88
location of 18, 88
turning off 46
turning on 49, 71
rear manual feed slot
aligning paper or envelopes for use with 56
loading 44–49
purpose of 43
removing envelopes or paper from 48
reducing printed images 31
refilling sheet feeder 70–71
release button, pressure panel 33–35, 71

release lever
cartridge 66–67
paper 48
removing
crooked envelopes or paper from rear slot 48
fonts 100
ink cartridge 66
jammed paper from printer 79
paper from front slot 54
paper or envelopes from rear slot 48
replacing ink cartridge 63–68
resolution 90
rollers, cleaning 86
ROM, version of 19
RS-422 asynchronous serial interface 90
RS-422/RS-423 compatible port 87

S

safety instructions xiv–xv, 62, 76
sans serif fonts 96–97
saving converted scanned documents 60
scalable fonts. *See* TrueType fonts
scaling printed images with Page Setup 31
scanned images 57–60
converting 300 dpi images to 360 dpi 58–60
opening scanned documents 59
screen fonts, viewing 99. *See also* fonts
security lock 87
selecting
printer port with Chooser 30
print quality 39–40
StyleWriter as printer of choice 30
serial interface 90
serial port 87
serif fonts 94–96
service 101–102
setting print time 42–43
setting up StyleWriter 1–19
choosing location for 2
connecting to Macintosh 6
ink cartridge, installing 7–12

- setting up StyleWriter (*continued*)
 - output tray, opening 16–17
 - paper support, installing 5
 - plugging in printer 13
 - sheet feeder
 - connecting 4–5
 - loading paper into 14–15
 - test page, printing and reading 18–19
 - tools for 3
 - turning on printer 18
- shadowed text style 98
- sheet feeder 14–15, 32–35, 70–71
 - adjusting paper guide on 14
 - aligning paper in 70
 - appearance of 3
 - capacity of 70
 - closing 71
 - connecting 4–5
 - installing paper support on 5
 - letterhead paper and 35
 - loading paper into 14–15, 32–35, 70–71
 - locking in place 5
 - opening 70
 - pressure panel on 32–35, 71
 - printing with 32–35, 70–71
 - printing without 43–56
 - refilling 70–71
 - three-hole punched paper and 34
 - trouble with 80–81
 - unlocking latches on 4
- size of paper, designating with Page Setup 31, 45
- size of text 23, 98
- slots. *See* manual feed slots
- small caps text style 98
- smear ink 85
- software
 - printer software, installing 21–28, 77
 - printing from within software programs 38–39
 - system software xi, 22–25, 100
- spacing, fonts and 95
- special characters 99
- specialty fonts 97
- specifications 90–92
- speed 90
- spills, troubleshooting xv
- stacking paper
 - in output tray 36–37
 - in sheet feeder 14, 33–35
- stains, ink xiv, 9, 62, 65, 86
- startup disk, installing printer software and fonts on 26–28. *See also* system software
- status lights, descriptions of 18, 83, 88
- stopping print job 39–40, 42–43, 49
- styles, text 98
- StyleWriter. *See also specific topic*
 - description of xiii, 93
 - how it works 93
 - location for 2
 - maintenance of 61–73
 - ports, status lights, buttons on 87–89
 - selecting as printer of choice with Chooser 30
 - setting up 1–19
 - shipping 3
 - specifications for 90–92
 - trouble with. *See* troubleshooting
- StyleWriter Installation disk 26–28, 57
- StyleWriter printer icon, missing from Chooser 77
- subscript text style 98
- superscript text style 98
- support 101–102
- Symbol font 23, 97
- System/Peripheral-8 Cable
 - appearance of 3
 - connecting to printer or modem port 6
- System 6
 - fonts and 24, 100
 - PrintMonitor and 43
- System 7
 - fonts and 25, 100
 - PrintMonitor and 43
- system software. *See also* startup disk
 - screen fonts in 98
 - System 6 24, 43, 100
 - System 7 25, 43, 100
 - upgrading 23
 - version number of xi, 22–23

T

technical support 101
television and radio interference x
temperature requirements 2, 91
test page, printing and reading 18–19
three-hole punched paper 34
Times font 23, 95–96
transparencies. *See also* paper
 forms thickness setting for 44, 84
 loading 47, 91
 printing 44–49
tray. *See* output tray
troubleshooting 75–86
 carriage, jammed 83
 case, damaged xv
 Chooser problems 77–78
 Error light, meaning of 18, 83, 88
 image problems 83–86
 out of place 85
 too light or dark 84
 wavy or distorted 86
 ink quality 68–69
 ink smears 85
 lines or stripes 86
 Macintosh doesn't recognize StyleWriter 78
 memory too low 78
 nothing prints on paper 85
 paper feeds improperly 81
 paper jams 79
 plug, frayed xv
 power 83
 power cord xv, 13
 printing, failure of 82
 printing off center 85
 printing on only part of paper 85
 print quality, testing 19
 safety instructions 76
 sheet feeder won't feed paper 80
 spills xiv
 stains on printed page 86
 status lights indicate problem 83
 TrueType fonts appear as Geneva 78

TrueType fonts xiii, 23–25, 94–98. *See also* fonts
 appearing as Geneva 78
 Courier 23, 95
 descriptions of 94–98
 Helvetica 23, 97
 identifying 24–25
 introduction to 23–25
 sans serif 96–97
 serif 94–96
 sizes of 23, 98
 specialty fonts 97
 styles of 98
 Symbol 23, 97
 Times 23, 95–96
 trouble with 78
 working with 94–100
turning power on/off 18, 62, 71, 76
turning Ready light on/off 46, 49, 71
typefaces. *See* fonts

U

underlined text style 98
upgrading system software 23
U.S. letter paper 17, 37

V

variable-size fonts. *See* TrueType fonts
version numbers
 Font/DA Mover 24
 system software xi, 22–23
vertical orientation (Page Setup) 31

W, X, Y, Z

warranty, voiding 75
weight
 of paper 32, 81, 91
 of printer 91
work area, choosing 2



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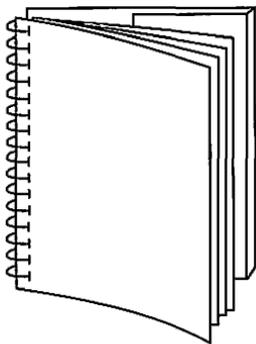
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