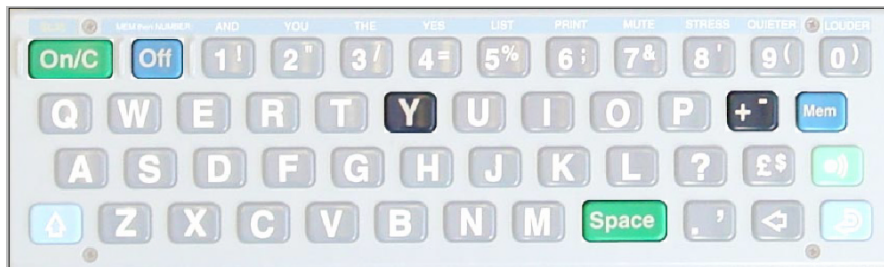


Abbreviations

Storing and replaying abbreviations

This exercise will teach you how to store frequently-used messages on the Lightwriter as abbreviations, and how to replay them

Keys used:



To save an abbreviation

- 1 Press **On/C** to clear the screen.
- 2 Type in the word or phrase you want to save.
e.g. **Speech and Language Therapist**
- 3 Select **=** (**↑** then **4=**)
- 4 Type in the abbreviation to save it as, eg: **SLT**
- 5 Press **Mem** then **Mem**
- 6 Screen says **Save? A to Z, or +** Press **+⁻** to save.
- 7 Screen says **Save? Y=OK** Press **Y** to confirm.

Abbreviations are stored in the format:

SUMMARY: full text = abbreviation **Mem Mem +**

To replay an abbreviation



1. Type in abbreviation e.g. **SLT** then **Space** and the full message will appear.




SUMMARY: abbreviation **Space**

Deleting a stored abbreviation











This exercise will teach you how to delete messages stored as abbreviations

First, preview the stored abbreviations

You can see all the stored memories and abbreviations by pressing  then 

- Scroll through by pressing 
 - Go back by pressing  (Backspace)
 - Use  (Fullstop) to show/hide the letter code under which the memory is stored.
(LW=Lightwriter is a factory-stored example)
-

To delete an abbreviation

- Use  to clear screen
 - Type in abbreviation followed by  ( then )
e.g. **SLT=**
 - Press  then  then 
 - Screen says **Save? Y=OK** Press 
 - Screen says **Delete Old? Y=OK** Press  to confirm
 - Press  to clear screen
 - This abbreviation is now deleted!
-