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SCREEN FONT SUBSTITUTION

One way to add spice to a document while still saving disk space!

With the introduction of new fonts in Viewpoint 2.0 an even richer environment for Document Processing has been created. We have added Optima, Times, Univers, and Xerox Quartz in point sizes 6, 7, 8, 9, 10, 11, 12, 14, 18 and 24. Faces for the new fonts are regular, bold, italic, and bold-italic. These will provide you with more variety in your document's appearance.

The workstation enhancement provided is the generic font substitution capability built into the Document Editor which includes:

- Substituting Modern or Classic for a specified font, instead of displaying black boxes
- Loading significantly smaller screen font files, containing only those character widths found at the printer. This saves disk space while still properly rendering line and page endings
- Retaining all character properties and the true font name in the Character property sheet
- Additional characters are available on virtual keyboards. For example, the micron (µ) and ohm (Ω) signs have been added to the Math keyboard.

These enhancements are outlined in the Viewpoint 2.0 Release Document.

Disk page space can be optimized by installing in your Application Loader only the font widths and not the actual screen font (a 'font width' is a description of the font's relative size and orientations, as opposed to what it 'looks' like). What happens if you choose to do this is that the Document Editor will substitute a 'default font' for the screen display but utilize the correct font widths, thus resulting in the line and page endings desired. Your document will be 'what you see is what you get', excepting the character face of course. Since you are not loading all the fonts you will have more disk space. You may also choose to only load those font sizes you regularly use and this will conserve disk page space also.

Assuming Small and Large Modern fonts and Classic fonts are loaded, the substitutions which will occur are as follows:

<u>Font</u>	<u>Substitute</u>
Helvetica, Univers, Optima	Modern
Quartz, Times	Classic

If neither Modern or Classic fonts are loaded then the font substituted will be Modern 12 point, which is always loaded in the system. If Modern is not loaded then Classic will be substituted and vice versa.

SIDE-BY-SIDE TABLES

Introduction

There are some applications that require two tables, side - by - side, on the same page. The key to this application is in the property sheets of both the Page Format character and the Page Break character. The following provides step - by - step details of how to set up the property sheets.

Procedure

After opening a blank document, perform the following steps:

1. Select the Page Format character and press <PROPS>. Specify 2 (or more) columns in the [Page Layout] properties. Select [DONE].
2. Insert the first table frame character by pressing <KEYBOARD> <SPECIAL> <D> or <F>.
3. Insert a Page Break character by pressing <KEYBOARD> <SPECIAL> <2>.
4. With the newly - entered Page Break character selected, press <PROPS> and highlight [NEW COLUMN]. Select [DONE].
5. Insert the second table frame character by pressing <KEYBOARD> <SPECIAL> <D> or <F>.
6. Select each table frame and press <PROPS>. Check the Vertical Alignment parameter and ensure that [FLOATING] is selected. (**Note:** If you select any other type of vertical alignment, the desired effect will not be achieved. The horizontal margins may be modified to adjust the position of each table within its column.)
7. [Pagate] the document.

VIEWPOINT PAGINATION INFORMATION AND HINTS/TIPS

Introduction

Pagination is the process that converts a document from a continuous scroll of text and/or graphics into formatted pages. Pages are formatted based on the options chosen in the document property sheets. The following describes when to paginate, the various types of pagination, and some hints/tips when paginating long documents or documents containing graphics or tables.

When to Paginate

Documents should be paginated:

- after inserting, moving, copying, or deleting large amounts of text.
- after setting or changing the properties in the [Page Layout] Properties Sheet (i.e. the page margins, headers, footers, or page numbering).
- after inserting or deleting graphic frames and/or tables.
- before printing.

How to Paginate

There are five different methods of paginating a document:

- Document [SIMPLE PAGINATE]
- Document [PAGINATE]
- Document [PAGINATE DISPLAYED PAGES] (VP 2.0 ONLY)
- Document [PAGINATE SPECIFIED PAGES] (VP 2.0 ONLY)
- Desktop [PAGINATE]

Simple pagination (invoked by selecting "Simple Paginate" in the document auxiliary menu) is often used to quickly determine where the page breaks will occur in a long document. Of the three methods of paginating a document, it is the fastest process.

Paginate Displayed Pages paginates only those that are displayed.

Paginate Specified Pages gives a menu allowing you to specify what pages are to be paginated. The default is current page to end of document.

Viewpoint Pagination Information and Hints/Tips (Cont'd)

Note: [SIMPLE PAGINATE] should be used as an intermediate measure. Once the document has been completed, however, it should be paginated using either Document [PAGINATE] or Desktop [PAGINATE].

Document pagination (invoked by selecting 'Paginate' in the window command area of the document) revises the document in the same manner as [SIMPLE PAGINATE]. In addition, it compresses the document, thereby reducing the total amount of disk pages needed for storage. This form of pagination takes longer to complete but should be performed prior to mailing, filing or printing a document.

Desktop pagination (invoked by highlighting the closed document icon and selecting [PAGINATE] in the desktop auxiliary menu) operates just like the Document [PAGINATE] facility, but takes places in background mode. This will allow you to perform other workstation tasks (i.e. edit another document) while paginating a document.

All paginations are done in the background with ViewPoint 2.0 .

Pagination Hints / Tips

If after paginating a document, the graphics frame will not stay on the same page as the anchor or if you are switching from portrait to landscape:

- Look at the right - hand edge of the graphics frame. If you can not see the dotted line for the frame, then the graphics frame is set wider than the space between the left and right page margins. This will prevent the graphic from printing on the same page and the format character. Solution: Either decrease the size of the graphic frame or decrease the page margins.
- Look at the bottom of the screen that indicates the page boundary. If you cannot see the dotted line, then the sum of all the vertical distances on the page exceeds the physical page length and the graphics frame will not fit on the same page. To determine the height of the page, add the following values:
 - the page top *and* bottom margin.
 - the amount of text lines before the anchor for the frame.

Note: Even if the anchor and the page format block are the only characters on the page, this is still one (1) line of text.

- the top **and** bottom margin of the frame, as shown inside the property sheet.
- the height of the anchored frame itself.

Viewpoint Pagination Information and Hints/Tips (Cont'd)

If text is typed following the anchor for a long table, and upon pagination, the table drops to the next page (as expected, but text following the anchor remains on the same page.

- Send the document to the printer with the [REPAGINATE] option turned on. Reopen the document; highlight the anchor and insert the following:
 - a page break character
 - a carriage return
 - a copy of the table's anchor
 - another carriage return
 - the text

Then delete from the first table those rows appearing on the second page of the printed table and delete from the second table those rows appearing on the first page of the printed table. [PAGINATE].

If a long table is printing off the page:

- Check to see that the [ALIGNMENT] value in the table property sheet is set to [FLOATING]. The table will not break properly if the value is set to [FLUSH TOP] or [FLUSH BOTTOM].

Installing Lotus 1-2-3 Release 2 on the Emulated Fixed Disk

Boot DOS from the Emulated Fixed Disk (EFD)

If DOS has not already been loaded on EFD, follow the instructions in *Installing MS-DOS on the Emulated Fixed Disk* in the *PC Emulation Reference Guide*.

Open PC Emulator [ASSUMPTION: The *Floppy Configuration* has been set for 01, which will make the EFD the "C" drive and the Physical floppy the "A" drive].

Create a Subdirectory

At the C> prompt, type MD\123 and press <return>. (**Note:** you can give your subdirectory any name; in this example 123 is used.)

Type CD\123 and press <return>.

Copying 1-2-3 to the Hard Disk

Place the Lotus 1-2-3 System Disk in drive A (the Physical floppy drive).

Type COPY A:*. * and press <return>.

Remove the Lotus 1-2-3 System Disk from drive A.

Repeat the above steps to copy the remaining Lotus disks.

Starting the Install Program

Read the Lotus 1-2-3 booklet entitled "Getting Started" Chapter 1 "Installing 1-2-3". Refer to "*Starting the Install Program: Hard - Disk System*".

Make sure the C> prompt is on your screen, and that you are in the subdirectory which contains all the 1-2-3 files; e.g., \123.

Type "Lotus" and press <return>.

Select Install by moving the cursor to the right, using the '6' key on the 6085 keypad.

Choosing Drivers

Refer to the section entitled "Using The Install Program".

Select First - Time Installation and answer the prompts. The following selections will allow you to use spreadsheet and graph functions for PC Emulation which is configured for 80 column color graphics display and network printing. If you do not plan to use graphics, and have your PC emulator configured for a monochrome display, then answer "no" to question #1 "Can your computer display graphs?".

1. Answer **Yes** to "Can your computer display graphics?" (**Note:** This is only if your emulator is configured for a color graphics display. Answer **No** and skip to step 4 if you plan to use the monochrome display.)
2. Choose One Monitor.
3. Select IBM color card single color monitor.
4. Answer **Yes** to "Do you have a text printer?"
5. Select IBM as brand of printer and Quietwriter or Graphics printer as model.
6. Choose **No** to "Do you have another text printer?"
7. Choose **Yes** to "Do you want to print graphics?"
8. Choose **IBM** as the brand of graphics printer and **Graphics printer** as the model.
9. Choose **No** to "Do you have another Graphics printer?"
10. Choose **No** to "Do you want to name your driver set?"
11. Return through the prompts to allow Lotus to write your selections to the 123.set file.
12. To check your selections against the ones given here press F10 to view the current settings. They should look like this:
Text Display IBM Color Card, B&W monitor
Graphic Display IBM OR COMPAQ Hi-Res
Keyboard IBM Keyboard
Printer Int. IBM Printer Interface
File Trans. IBM PC or compatible
Collating Numbers first
Math Unit Co-processor Floating Point Driver/Software Floating Point Driver
Text Printer IBM Quietwriter or Graphics Printer
Graphic Printer IBM Graphics Printer
- Note:** If you are using a monochrome configuration, your Text Display will be Universal Text Display and your Graph Display will be none.)
13. Press Return to leave the install program and return to Lotus Main Directory.

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Getting started

Once you have finished installing the appropriate drivers you are ready to begin using Lotus. The set of drivers given above are designed for PC Emulation on a 6085 configured for either a monochrome or an 80 column color graphics monitor and network laser printer. Check to see that your PC Emulator configuration matches this. Also, **make sure you have your Lotus Systems Disk in the "A" drive** (the 6085's floppy drive).

Note: Remember Lotus versions 2 / 2.0.1 will only convert to a ViewPoint spreadsheet when using VP File Conversion of Lotus 1-2-3 Spreadsheets version 1.1 or higher.

The fill-in rule for each of the optional fields in the form letter consist of a choice expression.

Fill-in Rules are as follows

The choice statements are as follows:

The OpSpace Field

The fill-in rule for the OpSpace field is:

CHOOSE

Initial = "" -> "";

OTHERWISE -> " "

In the fill-in rule, the quotation marks on the Initial line contain nothing, whereas those on the OTHERWISE line contain a space character. The OpSpace field will insert a space if you enter data in the Initial field; otherwise, it will not.

The OpNewLine field

The fill-in rule for the OpNewLine field is:

CHOOSE

Company = "" -> ;

OTHERWISE -> "

The quotation marks on the Company line of the fill-in rule contain nothing, whereas those on the OTHERWISE line contain a new-line character. The OpNewLine field will start a new line if the Company field contains data; otherwise, it will not.

The OpNoun Field

The fill-in rule for the OpNoun field is:

CHOOSE

Quantity = 1 -> "box";

OTHERWISE = -> "boxes"

If the value in the Quantity field is 1, then the singular form, "box," is entered in the OpNoun field. Otherwise, the plural form of the noun is entered.

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The OpParagraph field

The fill-in rule for the OpParagraph field is:

CHOOSE

Quantity >10 -> "You are entitled to a quantity discount of 10% on your order, and you will see an entry to that effect on the invoice when the equipment is delivered".

OTHERWISE -> ""

If the value in the Quantity field is greater than 10, the text that begins on the Quantity line of the fill-in rule is entered in the field, including the new-paragraph character that follows it (in other words, all the characters between the quotation marks).

If the value is 10 or less, the field remains empty and there is no unwanted extra space between paragraphs

FIELD CALCULATIONS AND NEGATIVE VALUE

How to ensure a product is displayed with the correct sign

The Field Properties sheet controls the contents and fill-in characteristics of a field. When you select a field by clicking twice on a field bounding character, pressing <PROP'S> displays the Field properties sheet. The **Display** setting enables you to select one of two associated property sheets: the Field Property sheet and the Summary Property sheet.

When doing numerical calculations, the important options are **Type**, **Format**, and **Fill-in rule**.

Field Properties Done Cancel Defaults

Display **FIELD** SUMMARY

Name

Description

Type ANY TEXT **AMOUNT** DATE REQUIRED

US ENGLISH

Format STOP ON SKIP

Range

Length characters or less

Skip if field is EMPTY NOT EMPTY **NEVER SKIP**

Fill-in rule

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If a user is doing calculations on fields, then the **Type** option should be set to [AMOUNT]. **Format** can be set as required for displaying the correct number of digits, decimal places and annotations. **Fill-in rule** will contain the actual formula. One item that is sometimes forgotten is the sign that the calculation's product will have; either positive (+) or negative (-). There are two Field Special keyboard characters which can be inserted into the **Format** text-entry box. These are the [+] and the [-] characters.

Type [Amount]
format character

Limits the entry to

[+]

a plus sign (+) or minus sign (-)

[-]

a minus sign (-) or no character

If a user leaves out format characters for signs, and a negative value is the resulting product of a calculation, then no sign will be displayed. This may result in misinterpreting the data as a positive value rather than its true negative value. Thus it is important to use the **Format** characters when ever possible to ensure the correct display of results.

For more information on **fields** - review Xerox Viewpoint - Document Editor Reference Volume 4 - Chapter 10 Fields

NETWORK AND LOCAL PRINTING FROM A REMOTE WORKSTATION

Printing on the 'Head Office' printers

Most 6085 Remote Workstations have their own local printer and seldom need to print to host network printers. Remote Workstations with their own printers use either 'VP Local Laser Printing', 'VP Local Character Printing', or 'VP CQI Local Draft Printing' software. In order to print to a network printer, they must have 'Remote Printing' software running in the Loader. If the Remote Workstation user needs to print to a network printer, they may encounter a problem accessing the networked printer.

The problem may occur if both the Local Printing application and the Remote Printing application are set to **Auto Run** upon reboot. The application for Local Printing will run first and lock out the application for Remote Printing, even though the Loader shows both applications to be **RUNNING**.

The solution is to keep the Local Printing application set to Auto Run = **[NO]** and the Remote Printing application set to Auto Run = **[YES]**.

When the workstation is rebooted the user will open the Loader and manually **[RUN]** the Local Printing application.

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SHARED BOOKS AND XPIW ILLUSTRATIONS

How to edit Illustrations which are part of a Shared Book

Currently, Illustrations which are created or edited on a Publishing Illustrators Workstation (XPIW) cannot be stored as an entry in a Shared Book. The illustration must be inserted into a document in order to be an entry in the Shared Book. This also applies to a Canvas created on other workstations, under Viewpoint Free-Hand Drawing, which are then opened on an XPI Workstation.

At this time a Publishing Illustrator Workstation Illustration is considered a container. Containers are not supported as an entry in a Shared Book. If a user attempts to insert containers into a Shared Book the following message is returned: "Containers (e.g., folders, book, etc.) are currently not supported by Shared Books"

The workaround to this current restriction is as follows:

Insert the illustration in a bitmap frame, in a graphic frame, within a document. Store the document as an entry in the shared book.

When you need to edit the illustration, lock the entry, open the document and copy the illustration to the desktop. The illustration will then be named '**Anonymous**'. Edit the illustration as required. Delete the illustration and bitmap frame in the current graphic frame within the Shared Book entry. Insert a new bitmap frame into the entry's graphic frame. Then, copy the updated illustration into the new bitmap frame. Close the document and select save revision in the shared book auxiliary menu.

Note: Canvas created under Free-Hand Drawing may be inserted as entries within a Shared Book and edited as normal entries on a workstation running Free-Hand Drawing. If a canvas entry (which will be represented by an illustration icon) is opened on an XPIW the following message will be displayed when the canvas is closed:
"Confirm to delete entry(s) from Shared Book [YES][NO]"
Always choose [NO]. The Canvas will then be left unchanged in the Shared Book. If you choose [YES], the Canvas will be **deleted** and the workstation may return maintenance codes to the user.

If a user locks a Canvas on an XPIW, do not use 'Save Minor/Major Revision' in order to remove the lock; instead use 'Show Details' and the 'Cancel Lock' buttons.

SCAVENGING 8090 TAPES

Use this checklist before tape scavenging

If you suspect a problem with a Cartridge or High Capacity Tape, run the following tests before scavenging the tape. These tests must be run with the Diagnostic Cartridge in the tape drive.

48 MB Cartridge Tape

Verify the Read Operation of the Cartridge Tape Drive using online Diagnostics:

- **Run a Verify Read Operation Test** - This procedure evaluates how well data can be read from the tape surface and determines the number of hard or soft errors. Run time for each pass is approximately 10 minutes.
 1. Insert the Diagnostic Cartridge Tape if you have not already done so.
 2. At the Server Executive prompt, type "Test"
 3. In the *Test* context type "Cartridge Tape".
 4. From the Cartridge Tape menu, choose the option "Verify Read Operation".

When you see the message "Successful Completion", you have completed the surface verification procedure and may scavenge the Cartridge Tape. If any other message is reported, record the information on the Problem Report Form located in the **Network Administration Library, Guide to System Administration Activities - Network Overview** section and call the National Product Support Centre for assistance.

High Capacity Tapes (Peripheral Expansion Cabinet -P.E.C.)

Verify the hardware of the High Capacity Tape Drive by using the Offline Diagnostics:

- **Run a Confidence Test** - This test records hard errors, hard read errors, and excessive soft errors. The test identifies problems by displaying one or more codes on the maintenance panel. Run time for each pass is approximately 25 minutes. To access this test you must:
 1. Alternate Boot the Diagnostic Cartridge tape from 0005
 2. From the Main Menu choose the option "High Capacity Diagnostics and Utility".
 3. Logon as with "Systems Administrator" using the password "STSNEP".

Scavenging 8090 Tapes (Cont'd)

4. Place the **High Capacity Diagnostic Tape*** into the High Capacity Drive.
***Reference section labeled "High Capacity Cartridge Tape procedures" in the Test and Diagnostic Tools manual for instructions to create this tape.**
5. From the High Capacity Utility and Diagnostics menu, choose the option "High Capacity Cartridge Tape Diagnostics".
6. From the High Capacity Cartridge Tape Diagnostics menu, choose the option "Confidence Test".
7. When asked for the number of passes to run, type 1. More passes can be run, but one pass is usually sufficient.

If any hardware errors are detected, record the MP code and other displayed information on the Problem Report Form located in the **Network Administration Library, Guide to System Administration Activities - Network Overview** section and call the National Product Support Centre for assistance. If no errors occur, then go ahead and scavenge the Cartridge Tape.

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TECHNICAL BULLETIN DISTRIBUTION CHANGE REQUEST
(Please PRINT All Entries On this Form)

Network Number: _____

Name: _____

Title: _____

Company: _____

Location Code: _____ Telephone: _____

Street Address: _____

City, Country: _____

COMMENTS ON PASSWORD

How relevant was the information?

Your comments on the overall content of the Bulletin would be appreciated.

Please send to:

**Manager, Support Services Operations
National Product Support Centre
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