Elixir

DocuTag
User Guide

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Elixir Technologies Corporation
P.O. Box 1559
Ojai, CA 93024

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1. Introduction

DocuTag works with the Elixir PrintDriver, ElixiForm, HP2XRX, and VP297 programs to bring the power of WYSIWYG (What You See Is What You Get) form and document creation to users of Image Sciences' DocuMerge.

Overview

This section provides a brief overview of DocuTag, the products supported with DocuTag, and describes what you need to know to use DocuTag successfully.

Image Sciences' DocuMerge

You must understand DocuMerge before using DocuTag. DocuMerge is a product that provides sophisticated variable data merging and document assembly capabilities to mainframe/host environments.

DocuMerge identifies variable data areas within documents by using BoilerPlate Space Definition (BPSD) tags. DocuMerge uses BPSD tags to recognize variable data placement in a document. Single- or multipage forms are stored in composed format in a DocuMerge Electronic Document Library (EDL).

DocuTag overview

DocuTag converts Windows-based documents using ElixiForm or one of Elixir's datastream conversion packages (like the Elixir PrintDriver, HP2XRX, and VP297) into DocuMerge normalized metacode files, complete with BPSD tags.

These files are loaded into a DocuMerge EDL. Once stored in an EDL, they can be merged with variable data and sent to Xerox printing systems.

DocuTag also converts existing normalized metacode files created by IBM Document Conversion Facility/Plus (DCF+) to Elixir's internal .ELX format and then loads them into ElixiForm. In ElixiForm, single or multi-page documents (one page at a time) can be easily modified. Once a normalized metacode EDL member is imported into ElixiForm, the member is editable, including the attributes assigned to each BPSD tag.

Other features of DocuTag

DocuTag allows you to:

- IMPORT existing normalized metacode files into ElixiForm for WYSIWYG editing (when used with IBM 3270, IRMA FT/3270, or IRMA FT/SO file transfer packages)
- eliminate the need to buy expensive host computer-based composition systems like IBM's Document Composition Facility
- reduce training and maintenance costs by replacing non-interactive, code-intensive document development environments with WYSIWYG packages including ElixiForm and Windows-based applications. (see "Supported Windows applications")
- eliminate CPU charges and expensive maintenance incurred by host computer composition systems
- eliminate connect-time charges associated with 3270 terminal operation
- proof-print documents using inexpensive desktop printers attached to personal computers
- reduce document development time by taking advantage of the simplicity of WYSIWYG document creation and editing.

Supported Windows applications

DocuTag and the Elixir PrintDriver were tested with the following applications:

- Word for Windows 2.0
- Word for Windows 6.0
- WordPerfect for Windows 5.2
- WordPerfect for Windows 6.0
- Corel Ventura Publisher 4.2
- Ami Pro for Windows 3.0
- Aldus PageMaker 5.0

Using the Elixir PrintDriver and DocuTag

Using the Elixir PrintDriver and DocuTag, you can convert a Windows-based document into a normalized metacode file directly from a Windows application menu.

You install the PrintDriver as one of the standard Print Drivers in Windows, compose a document in a Windows-based documentation package, add BPSD tags using ElixiTag, and select the print option.

The Elixir PrintDriver generates the normalized metacode file and saves each resource in a separate directory providing easy access for editing and proofing.

Using DocuTag with ElixiForm

ElixiForm is a Windows-based, interactive WYSIWYG program that supports all Xerox printers. It is used for forms creation, maintenance, and conversion. ElixiForm allows you to create and edit forms with lines, boxes, text, and graphics, for use within DocuMerge.

In addition, you can fully define BPSD tags, add them to a form, and edit them within ElixiForm.

After a form is complete, DocuTag converts the Elixir form file into normalized metacode format. You then upload the file to the host computer, convert it to a VBM format file, and add it to the DocuMerge Electronic Document Library (EDL) using VLMUTIL or VLMMAINT LOAD utilities. For further details, see the "Transferring files to the host" chapter.

Note: DocuTag is intended for use in MVS host environments. If you are attempting to use DocuTag in a non-MVS environment, you must determine the procedures for uploading normalized metacode files from the PC to the host, converting them to VBM format, and storing them in an EDL.

Using DocuTag with VP297 or HP2XRX

You can also convert documents post-processed by VP297 or HP2XRX into normalized metacode format. VP297/HP2XRX automatically generates a form list that tells DocuTag the names of the Elixir form files corresponding to each page of the original Windows-based document. Form lists allow DocuTag to handle multi-page documents and permit you to define custom sequences of pages for conversion to a single normalized metacode file.

You can specify BPSD tag attributes in ElixiForm after the document has been processed by VP297/HP2XRX. You can also specify tag replacements used with an external tag file.

After VP297/HP2XRX converts a document to a series of Elixir form files, the form files can be converted into a normalized metacode EDL member. The normalized metacode file produced can then be uploaded to the host computer and added to the DocuMerge EDL using the VLMUTIL or VLMMAINT LOAD utilities. For further details, see the chapters in this guide related to using VP297 and HP2XRX with DocuTag.

Task planning

The following provides an example of task planning for using DocuTag to create and upload normalized AFPDS files to the host.

Task	Reference(s)
Decide what resources you need	Fonts, images, and forms
Download the resources	*Elixir Desktop User Guide*
Convert the resources to Elixir format	*Elixir Desktop User Guide*
Create fonts or images	*ElixiFont User Guide*, *ElixiGraphics User Guide*
Create forms	*ElixiForm User Guide*
Incorporate data tags in a form	The "Elixir PrintDriver and DocuTag" and "ElixiForm and DocuTag" chapters
Create a .DAT file	The "Converting files with the Desktop" section of the "ElixiForm and DocuTag" chapter
Convert .DAT to .NOR	The "Converting files with the Desktop" section of the "ElixiForm and DocuTag" chapter

Customer support

If you have purchased your Elixir product directly from Elixir Technologies then contact the support center for your region at the number listed below.

- **North and South America**:
  +1 805 641 5900 ext. 3

- **Asia Pacific**
  +92 (0) 51 206182

- **Europe**
  +420 2 2431 13877

The U.S.A. Elixir Customer Support Center provides telephone technical assistance for Elixir users Monday through Friday from 6:30 a.m. to 5:00 p.m. Pacific Standard Time.

If you have any problems running or using Elixir PrintDriver or associated Elixir applications, contact the support center in your region for help. An Elixir product specialist will answer your call and ask for the following information:

- your name, organization, telephone number and address.

- the name and version number of the Elixir application.

- a complete description of the problem, including any error messages displayed on your monitor or printed at your printer.

You can contact Elixir support by accessing the Elixir World Wide Web page (and selecting [Contact Support]) at http://www.elixir.com. Please complete the question form.

Elixir Web site support

The Elixir Web site at http://www.elixir.com offers the following resources:

- Raise a question for Elixir Support.
- Find answers in the list of Frequently Asked Questions.
- Review the latest Tips and Techniques for increasing productivity using Elixir software.
- Download new releases and the latest patches.
- View Release Notes for the latest available features.
- Learn in the user newsgroup how others are using Elixir products.
- Sign up for an Elixir Learning Program.

Elixir training

Elixir Technologies Corporation offers training for the full range of our Windows-based family of products. For more information, contact:

Elixir Learning
(805) 641-5900 ext. 6

Who should use this guide

To use DocuTag effectively, you should have the following background:

- familiarity with DocuMerge, DOS, and Windows
- an understanding of the products you will be using to create files for DocuTag, including ElixiForm, the Elixir PrintDriver, HP2XRX, VP297, and your Windows-based application
- experience with your PC-to-mainframe file transfer package and an understanding of how to transfer files in transparency or binary mode (without ASCII to EBCDIC translation)
- knowledge of DocuMerge utilities such as VLMUTIL and VLMAINT
- an understanding of the JSL, JDE, and DJDE prefix used on your printer to print DocuMerge documents
- knowledge of MVS JCL and familiarity with the IEBGENER and IEBCOPY utilities.

If you are lacking expertise in any of these areas, please secure assistance from experienced personnel within your organization. Having personnel on hand who have an understanding of each of these components will make it easier for you to use DocuTag effectively.

Conventions

Most of the following conventions are the same or similar to Windows conventions.

- display conventions
- typographical conventions
- mouse operations

Display conventions

The Elixir Desktop, ElixirForm, ElixirFont and ElixirImage all adhere to Microsoft Windows conventions for using menus, menu commands, dialog boxes, command buttons, icons and mouse. See your Windows manual for more information.

Typographical conventions

The following typographical conventions are used throughout this guide and other Elixir product guides.

- Keystrokes are shown enclosed in < > (angle brackets). For example:

  <Enter>

- Key combinations are denoted by a plus sign between keys. For example:

  <Shift> + <F1> indicates to simultaneously press the <Shift> and the <F1> keys.

- Menu titles are shown in **bold**. Menu options are enclosed in [ ] (square brackets). For example:

  Select [New] from the **File** menu.

- Commands, options, actions, and parameters that require description are shown in bold followed on the next line by the description. For example:

  Delete
  Deletes the selected files.

- Steps in a procedure are shown in numbered bold paragraphs. For example:

1. **At the prompt, enter the file name and extension.**

   Comments relating to a step (such as this paragraph) are shown in regular text following the bold paragraph.

- Commands you enter at the DOS prompt are shown in larger text. Within DOS commands, variable names and keys you press are shown in italics. For example:

  CD \ELIXIR <*Enter*>

Mouse operations

You can perform most operations in Elixir applications by using the mouse. The terminology is similar to other Windows based applications.

Mouse operations are performed using the left or right mouse buttons, depending on the specific task.

The following mouse related terms are used in this guide:

click
to momentarily press and release the left mouse button once. A right mouse button click is specified where necessary. For example,

Click on the right mouse button to finish entering text.

double-click
to click the left mouse button twice in rapid succession.

drag
to click and hold the mouse on an item and move the item with the mouse.

drag and drop
to drag an item as above, then release the mouse button, once the item is positioned over a the area. If the selected object is a file and the destination is a directory, the file copies to the directory.

object
a selectable item on the screen.

open
to point and double-click on an icon -- the effect of this operation depends on the icon.

point
to move the mouse to position the screen pointer on an area of the screen.

select
to point to an object and click the mouse -- this usually highlights the object.

<Alt>click
to hold down the <Alt> key while pressing the left mouse button -- this allows you to select a range of files in a window.

<Ctrl>click
to hold down the <Ctrl> key while pressing the left mouse button -- this allows you to select individual files from a group in a window.

<Shift>click
to hold down the <Shift> key while clicking the mouse -- this allows you to select more than one object at a time.

On-line Help

Elixir software uses the Microsoft Windows Help program to provide on-line Help for all functions.

For more information about Windows Help, select the [How to Use Help] option in the **Help** menu, or see your Microsoft Windows documentation.

The Help files included with your Elixir software include graphics created using screen drivers with large fonts. If you use a screen driver with small fonts, the Help file graphics may not display clearly. For optimum graphics display, use a screen driver with large fonts.

You can display on-line Help in the following ways:

Bubble Help
Click on an icon with the right mouse button to view its properties (if applicable) or to display "bubble help." Bubble help is a short description of the icon function that displays in a bubble extending from the icon.

Quick Help
Enable the quick function by selecting the quick help option in the Usage Switches (or Preferences -- for ElixirImage) dialog box. When you move the screen pointer over an icon on the screen, a short description of the icon function displays in the message area of the screen. During certain operations a message about the function you are performing also displays in the message area. To see these operational messages, disable quick help.

Context sensitive Help
To use this function, click on an icon and press <F1>. If available, the appropriate Help topic displays. If no specific topic is available, the Help table of contents displays.

Help menu
Select [Help] from the top pull-down menu and choose one of the displayed topics.

Dialog box Help
Click on the [Help] button in a dialog box to view an associated Help topic. Under Windows 95 and Windows NT, right-click on a dialog box option to display an associated Help topic.

Help pop-ups and jumps
Within Help topic text, words or phrases underlined in green are pop-ups or jumps. When you click on a pop-up topic, a box displays within the current Help topic with additional information. When you click on a jump, a different, associated Help topic displays.

Help hypergraphics

Hypergraphics are special graphics within Help files that contain "hot spots". Hot spots are either pop-up topics or jumps. Hypergraphics in Elixir Help are most commonly dialog boxes with option hot spots (pop-up definitions), toolboxes with tool hot spots (topic jumps), and menus with option hot spots (topic jumps or pop-up definitions).

Move the cursor over a hypergraphic until a hand displays, then click on this hot spot to display a pop-up topic, or a "jump". To close a pop-up topic, click the mouse button. To return to the original Help topic from a jump, click on <Back> in the Help file menu.

Using Online documentation

This section describes how to use PDF online documentation, including navigating through the online guides and printing the guides. Acrobat Reader is provided with the online documentation. Information about using the Acrobat Exchange program is included for users who have licenses for that program.

Accessing online guides

The PDF online documentation is copied to the drive:\Elixir\help\pdf directory during the installation. If you didn't choose to copy the PDF online documentation during the installation, you can view a complete list of the files by clicking on the Windows [Start] button and selecting Programs>Elixir Applications>Elixir PrintDriver for AFP. Once the application is launched, click on the Help menu and select Release Notes. Wordpad displays a current list of supporting documents and the directories where they can be found on CD-ROM.

When the appropriate PDF file is accessed the Acrobat Reader program is launched and the List of Online Guides is displayed. Click on a guide to view its table of contents and jump to individual chapters.

The following list of PDF files and associated document names are installed in the drive:\Elixir\help\pdf directory.

- StartAFP.pdf - AFP Getting Started Guide
- StartXRX.pdf - Getting Started User Guide
- DeskAFP.pdf - Elixir Desktop and Converters for AFP User Guide
- DeskXRX.pdf - ElixiSys Desktop User Guide
- FormAFP.pdf - ElixirForm User Guide
- FormXRX.pdf - ElixiForm User Guide
- FontAFP.pdf - ElixirFont User Guide
- FontXRX.pdf - ElixiFont User Guide
- ImageAFP.pdf - ElixirImage User Guide
- GraphXRX.pdf - ElixiGraphics User Guide
- PdAFP.pdf - Elixir PrintDriver for AFP User Guide
- PDXRX.pdf - Elixir PrintDriver User Guide
- PdNT.pdf - Elixir PrintDriver for NT User Guide
- PHXRX.pdf - PageHandler User Guide
- DTAG.pdf - DocuTag User Guide
- DMerge.pdf - DataMerge User Guide
- AppVIPP.pdf - Elixir AppBuilder for VIPP User Guide
- AppAFP.pdf - Elixir AppBuilder for AFP User Guide
- Transfmr.pdf - Elixir Transformer Suite User Guide

- Viewer.pdf - ElixirViewer User Guide
- Elxscan.pdf - ElixiScan User Guide

Navigating in online guides

After loading a PDF document in Acrobat Reader or Exchange program (as described above), you can navigate through the online guide by clicking on the following:

TOC chapter titles - jumps to the beginning of the chapter indicated.

[Next Page] or [Previous Page] in the Toolbar - jumps to the next or previous page of the online guide (alternatively, you can use the <Page Up> and <Page Down> keys).

[Go Back] in the Toolbar - returns to your previous location.

[First Page] in the Toolbar - returns to the opening screen of the online guide.

Word find

This option finds a key word or phrase in the current document.

To use Word Find in a document:

1. **Click on the [Find] icon in the Toolbar.**
2. **Enter the desired search text and click on [Find].**

   The Acrobat Find dialog box closes and the first occurrence of the text is highlighted.

3. **To find more occurrences of the same text, click on the [Find] icon in the Toolbar and then click on [Find Again] in the Find dialog box.**

Page scrolling

You can move a document on the screen to view portions of it not visible in the window, or read a document which contains article threads by clicking the mouse to scroll through the document without using the scroll bar.

To move a document on the screen for viewing (functional only when the document displays wider than the document window):

1. **Click on the [Hand] icon in the Toolbar.**

2. **Hold down the mouse button and drag the cursor in the desired direction.**

To follow the flow of text in a document that contains article threads (automatic text flows):

1. **Click on the [Hand] icon in the Toolbar.**

2. **If the document contains article threads, a down arrow displays on the Hand icon.**

3. **Position the hand-shaped cursor over a paragraph and click on the paragraph to begin reading.**

4. **Continue clicking to follow the flow of text.**

Zoom in/out

To magnify the size of the page display, click on the Zoom icon in the Toolbar, then click in the Work area. Each click resizes the view by a factor of two.

To reduce the size of the page display, click on the Zoom icon in the Toolbar, then hold down the <Ctrl> key and click in the Work area.

You can also click on the [%] button at the bottom of the screen and select a zoom percentage from the pop-up list.

Printing online guides

You can print individual chapters or an entire book to PostScript or HP printers:

1. **Open the file.**
2. **Select File>Print.**

   The Print dialog box displays.

3. **Select your printing options and click on [OK].**

Organization of this manual

This user guide contains the following chapters and appendices:

Chapter 1, "Introduction," provides an introduction to DocuTag and describes the contents of this user guide.

Chapter 2, "System requirements and installation," describes PC hardware and software requirements and how to install the DocuTag software.

Chapter 3, "The Elixir PrintDriver and DocuTag," describes how use ElixiTag and the Elixir PrintDriver to create BPSD tags and how to convert documents to normalized metacode files while in your Windows-based application.

Chapter 4, "ElixiForm and DocuTag," describes how to create a document in ElixiForm, add and edit BPSD tags, and convert the ElixiForm file into a normalized metacode file.

Chapter 5, "VP297 and DocuTag," describes how to use VP297 to add BPSD tags and post-process Ventura Publisher .C00 documents into Elixir form files.

Chapter 6, "HP2XRX and DocuTag," describes how to use HP2XRX to add BPSD tags and post-process .HP documents into Elixir form files.

Chapter 7, "Transferring files to the host," describes how to upload files from your PC to a host environment for processing and subsequent delivery to a DocuMerge EDL.

Chapter 8, "Extracting files from the host," describes how to download files from an EDL to the Desktop using the Desktop converter or the MET2ELX utility.

Appendix A, "Transferring font files between the host and PC," describes how to use the different transfer packages to convert fonts before converting files to the Elixir format.

Appendix B, "VP297 and HP2XRX compatibility," contains information about upgrading to the PrintDriver for VP297 and HP2XRX users.

Glossary.

Index.

Notes and cautions

This section describes limitations and considerations for DocuTag.

The BWCC.DLL file

The existence of a BWCC.DLL file in a directory other than \WINDOWS\SYSTEM may cause errors when performing operations such as copying files from the User files icon to Elixir folders. Elixir installs a BWCC.DLL file dated 1993 or later in your \WINDOWS\SYSTEM directory during installation. Other programs may also install BWCC.DLL files in different directories. Remove these other versions of the BWCC.DLL file from your system to prevent errors.

Forms created in previous ElixiForm versions

ElixiForm 3.0 allows you to use forms created in previous versions. However, forms created in ElixiForm 3.0 cannot be used in previous versions of ElixiForm.

If you are using forms in ElixiForm 3.0 that were created in a previous version of ElixiForm, screen fonts generated under the GEM environment may exhibit some quality loss in the Windows environment. To correct this, reconvert the screen fonts.

Elixir's TAP2DSK utility

Elixir's TAP2DSK utility does not support the importation of normalized metacode. If you want to import normalized metacode using a tape drive, you can do so using a program such as DEPOT (Data Exchange Program with Optional Translation) which is included in the Overland 2.3 software provided with the Overland TX-8 controller card. Please see your Overland manual for more details regarding this program.

Editability of existing normalized metacode files

After a document is composed into normalized metacode format for use within DocuMerge, some text block integrity may be lost. What displays on the page as a single line of text may actually consist of a series of individual text strings, making editing of the entire text line somewhat difficult.

For this reason, we strongly recommend that when creating normalized metacode documents with the Elixir family of products, you save a copy of the original Elixir form file that represents the source form of the document.

Note: The Join Text feature in ElixiForm allows you to rejoin individual text strings into a single paragraph (See the *ElixiForm User Guide*).

ElixiForm multi-page support

ElixiForm does not directly support multi-page documents. To edit multiple Elixir form files generated from a single multi-page document, each Elixir form file must be loaded separately into ElixiForm.

2. System requirements and installation

This chapter provides information on hardware and software requirements, tape drive considerations, and installation.

Hardware and software requirements

The following section describes hardware and software requirements for running DocuTag.

Hardware

Recommended PC configuration: Pentium (or 100% compatible), with at least 133 MHz processor (or the fastest commercially available processor); 32 MB RAM, 500+ MB hard drive, one CD-ROM drive.

Additional requirements:

- any monitor with driver software supporting Windows in VGA or SVGA
- any Windows-compatible mouse.

Optional requirements

- One of the following for communicating with Xerox printers:
    - any PC-to-mainframe or communications board that supports binary file transfers (such as IBM PC3270, IRMA FT/3270, or AS/400 PC communications packages)

  - any 9-track, 1600 or 6250 bpi tape drive (such as the Qualstar with the Overland TX-8 controller card).

- One or more of the following peripheral devices:

  - Xerox production printer

  - HP LaserJet IV or compatible PCL 4 printer (HP PCL 4 is the format supported), or PostScript compatible

- CD-ROM Player

Software

Software requirements: Microsoft Windows 95, Windows 98, or Windows NT 4.0 or later.

While we make every effort to ensure the proper operation of our software, some problems cannot be resolved due to differences in the operating systems.

Tape drive configuration

If you use a Qualstar tape unit, copy the TAPE_MT0.SYS file (and, if provided, the LDIMG.EXE file) from the driver diskette supplied by Qualstar to your root directory.

- add the following line to your CONFIG.SYS file:

  DEVICE= TAPE_MT0.SYS 8

- if LDIMG.EXE is included on the Qualstar driver diskette, add the following command to your AUTOEXEC.BAT file:

  LDIMG

- to access Elixir stand-alone utilities from any DOS subdirectory, add \ELIXIR or your ElixiSys custom directory selected at installation, to the PATH= statement in your AUTOEXEC.BAT file.

  For example, if your AUTOEXEC.BAT file contains the following line:

  PATH=C:\;C:\DOS;D:\UTILS

  Modify the PATH= statement as follows:

  PATH=C:\;C:\DOS;D:\UTILS;*drive*:\ELIXIR

  drive:
  is the hard disk drive on which you install Elixir DocuTag (see the "Installing DocuTag on your PC" section in this chapter)

Use any text editor in non-document mode (to generate ASCII text) to add text to the CONFIG.SYS and AUTOEXEC.BAT files. Note that you must reboot your PC for any changes in your CONFIG.SYS and AUTOEXEC.BAT files to take effect.

Before installation

- Complete the software licensing process (See the "Product Registration" section).

- If you plan to use DocuTag with any other Elixir products, make sure you know the drive on which they are installed. This is the drive where you must install the DocuTag program.

- To avoid any possible conflicts, exit all other applications before installation.

- You may want to make a backup copy of your diskettes prior to installation.

Release notes

Release notes appear at the beginning of the Elixir software install process, so that you can review each entry before performing the complete installation. Once the software is installed, release notes can be accessed from the Help menu of the application. Release notes are formatted for viewing in Notepad or Wordpad. They have a *txt* file extension and are found in the *drive*:\ELIXIR \RELNOTES directory.

Product Registration

Elixir products no longer require ElixiKey hardware devices attached to your parallel port. Elixir products now utilize soft key technology. This new licensing process validates your license agreement with Elixir and places a file (password.epw if an Elixir customer, or License.dat if a Xerox customer) on your workstation.

Version 4.00 implements Elixir's new licensing process and discontinues use of the current hard keys. All customers must register/re-register software license(s) by using the Elixir registration program provided with the software.

Each product installed is assigned to a specific pc. This pc number, your customer number, and password are required. This information is provided when you purchase Elixir software or when you upgrade to version 4.00 of Elixir products.

If you are an Elixir customer, registration can be completed automatically if you have an internet connection on your workstation. If you are a Xerox customer you must contact Xerox to register your products.

This section describes the registration process for those customers who have purchased their Elixir products form Elixir Technologies.

The following scenarios describe the registration process for Elixir customers. Xerox Corporation will provide a separate document that describes registering your products with Xerox.

- you are a new customer and will use Soft Key registration
- you are an existing customer and will change to Soft Key registration

Elixir Product Registration screen

Make your selections according to your needs and go to the appropriate section for further procedures.

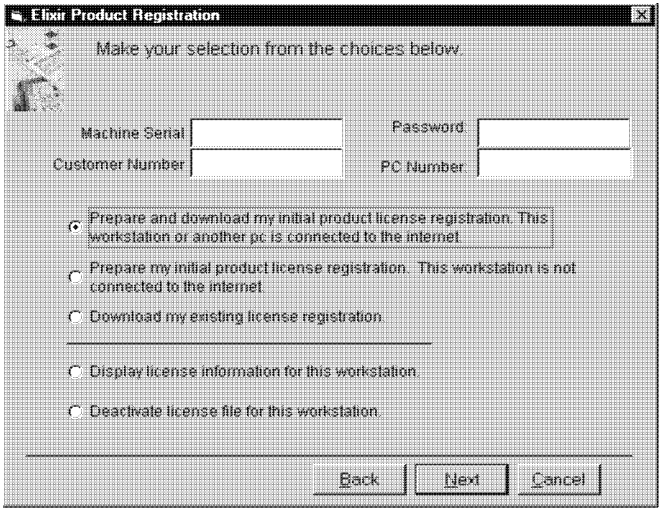

Figure 2-1. Elixir Product Registration screen

Using the internet

You can register and download all registration files via the Elixir Product Registration program. There are two ways to register your products using the Internet:

- down load the product registration file directly to the Elixir PC via the Internet (see "Registering as a new customer via the internet")

- download the product registration file to another machine and move it to the Elixir PC (see "Downloading via the internet to a non-Elixir PC")

Registering as a new customer via the internet

You will receive a "Customer Activation Letter" with your product(s) ordered. The registration process should be completed before installing your software. The installation CD will launch and install the Registration Program.

To install the registration program on your Elixir PC:

1. **In the Software Registration screen, click on [Next].**

2. **Select the drive and click on [Next].**

3. **In the Start Registration Process screen, click on [Install].**

   The password file will be installed and your system configured.

To complete registration:

1. **In the Elixir Product Registration "Welcome" screen, select [Next].**

   Your machine serial number displays.

2. **Enter your customer number (from Activation Letter), then click on [Next].**

3. **Enter your password and the PC number you want to register, then click on [Next].**

4. **Select [Prepare and download my initial product license registration. This workstation or another pc is connected to the internet] from the Registration Option menu, then click on [Next].**

5. **In the Download Password screen, click on [Yes].**

The system displays your customer information and you must verify that it is correct.

6. **When the screen displays the registration information, click on [Save]. You may also print this screen for reference or to send to Elixir.**

The application installation process will begin, see the "Installation" section.

Downloading via the internet to a non-Elixir PC

You will receive a "Customer Activation Letter" with your product(s) ordered. The registration process should be completed before installing your software. The installation CD will launch and install the Registration Program.

To install the registration program on your Elixir PC:

1. **In the Software Registration screen, click on [Next].**

2. **Select the drive and click on [Next].**

3. **In the Start Registration Process screen, click on [Install].**

   The password file will be installed and your system configured.

To complete registration:

1. **In the Elixir Product Registration "Welcome" screen, select [Next].**

   Your machine serial number displays.

2. **Enter your customer number (from Activation Letter), then click on [Next].**

3. **Enter your password and the PC number you want to register, then click on [Next].**

4. **Select [Prepare and download my initial product license registration. This workstation or another pc is connected to the internet] from the Registration Option menu, then click on [Next].**

5. **In the Download Password screen, click on [No].**

6. **In the How to Contact Elixir screen, click on [Print] and take the printout to the pc connected to the internet.**

7. **Access the Elixir Web site at http:\\www.elixir.com. and click on [Product Registration].**

8. **In the Customer Information screen, enter your Customer Number and Password, then click on [Submit Form].**

9. **In the Elixir Customer Menu, click on [Download a New License File].**

10. **In the Customer Information screen, enter your PC Number and Machine Serial Number, then click on [Submit Form].**

11. **In the Elixir Technologies screen, click on [Click here to download your password].**

12. **Save the *password.epw* file to diskette and copy it to your Elixir PC in the \ELIXIR directory.**

The application installation process will begin, see the "Installation" section.

Contacting Elixir (no internet connection)

If you have no internet access at your site you must contact Elixir and provide the serial number of the pc where you will install the Elixir software. Elixir will provide a registration file (password.epw) that you must copy to the Elixir pc.

Copy the *password.epw* file to \Elixir and start the installation.

Select [Prepare my initial product license registration. This workstation is not connected to the Internet] from the Registration Option menu, then click on [Next].

The application installation process will begin, see the "Installation" section.

Soft key customers running Windows for Workgroups 3.1 or 3.11

Since Windows 3.1/3.11 does not have internet capability, you must contact Elixir to obtain your password file. After installation of Elixir software, the installation program verifies that the operating system is 3.1 or 3.11, runs *passwd16.exe*, and provides your machine serial number.

To complete registration:

1. **Enter your customer number, password and PC number, then print out a copy of this screen.**

2. **Fax, email, or mail Elixir the display printout. Elixir will generate a password.epw file and send it to you on diskette.**

3. **Load the password.epw file in the \ELIXIR directory.**

The application installation process will begin, see the "Installation" section.

Installation

This section describes how to install Elixir software using the [Full] and [Custom] options. Installing additional Elixir applications to an existing version is also explained.

Note: The software registration process must be completed (See the "Product Registration" section).

For information about starting Elixir applications after installation, refer to the "Introduction" chapter.

During installation, the log file, XWIN.log, is created in the *drive:\Elixir* directory. XWIN.log contains a list of all directories and files copied or created, including information pertinent to the installation. It can be accessed, using Notepad or Wordpad.

If you have any problems running Elixir software after installation, refer to the "Troubleshooting" section of the *Elixir Getting Started Guide* for more information.

Installing Elixir applications

Elixir provides a simple, interactive procedure for installing Elixir applications.

During installation you can select [Full] or [Custom] installation.

- Selecting a [Full] installs all Elixir applications and demonstration files on the same drive. If you have a previous version of Elixir software, this option overwrites the existing version.

- Selecting a [Custom] installation allows you to choose the Elixir applications and options (such as Elixir demonstration files) you want installed, as well as where you want certain options installed. For example, You may want the PDF documentation in a different directory than the application.

  You can also install Elixir program files (required to run Elixir), and data files (files that you create or files such as the Elixir demonstration files), in separate drives and directories.

Full installation

To begin installation:

You can quit installation at any time, by pressing the <Esc> key.

1. **Close all active applications.**

2. **Insert the CD in your CD-ROM drive.**

3. **In the "Welcome" screen, click on [Next].**

   The Release Notes? screen displays.

4. **Select [Read Release Notes Now] to display them in Wordpad (or Notepad), or click on [Next] to proceed with the installation.**

   The Product Selection screen displays.

5. **Select the applications you want to install and click on [Next].**

   The Selected Products screen displays.

6. **Verify the listed applications and click on [Next]. If you need to delete or add to the list, click on [Back] and reselect.**

7. **Verify your user information and click on [Next].**

8. **In the Select Install Type screen, select [Full] and click on [Next].**

9. **Select the drive on which you want Elixir software installed, then click on [Next].**

10. **Select the Programs Folder in which you want Elixir software installed (Elixir Applications is the default), then click on [Next].**

11. **In the Backup Replaced Files screen, click on [Yes], if you want to make back-up copies of all files replaced during installation and select the directory where the back-up files will be placed. Then click on [Next].**

12. **In the Start Copying Files screen, click on [Install].**

    Installation begins.

13. **Once installation is complete, click on [Exit Installer].**

Custom installation

To begin installation:

You can quit installation at any time, by pressing the <Esc> key.

1. **Close all active applications.**

2. **Insert the CD in your CD-ROM drive.**

3. **In the "Welcome" screen, click on [Next].**

   The Release Notes? screen displays.

4. **Select [Read Release Notes Now] to display them in Wordpad (or Notepad), or click on [Next] to proceed with the installation.**

   The Product Selection screen displays.

5. **Select the applications you want to install and click on [Next].**

   The Selected Products screen displays.

6. **Verify the listed applications and click on [Next]. If you need to delete or add to the list, click on [Back] and reselect.**

7. **Verify your user information and click on [Next].**

8. **In the Select Install Type screen, select [Custom] and click on [Next].**

9. **In the Configuration Only? screen:**

   - Selecting [Yes] allows you to load Configuration, Program, and Data files into any resident directory.

   - Selecting [No] allows you to deselect options you do not wish installed.

10. **Select the Programs Folder in which you want Elixir software installed (Elixir Applications is the default), then click on [Next].**

11. **In the Backup Replaced Files screen, click on [Yes], if you want to make back-up copies of all files replaced during installation and select the directory where the back-up files will be placed. Then click on [Next].**

12. **In the Start Copying Files screen, click on [Install].**

    Installation begins.

13. **Once installation is complete, click on [Exit Installer].**

Adding applications

If you did not install all of the Elixir options while performing the Custom installation procedure, you can do so at any time by following the steps described in the "Custom installation" section of this chapter.

Adding newly licensed applications

If you purchase additional Elixir products, Elixir will update your password file. You can access the Product Registration program from your program group and re-download your initial product registration password file to activate your new products.

3. The Elixir PrintDriver and DocuTag

The easiest way to create normalized metacode EDL files for DocuMerge is to use the Elixir PrintDriver in conjunction with your Windows application.

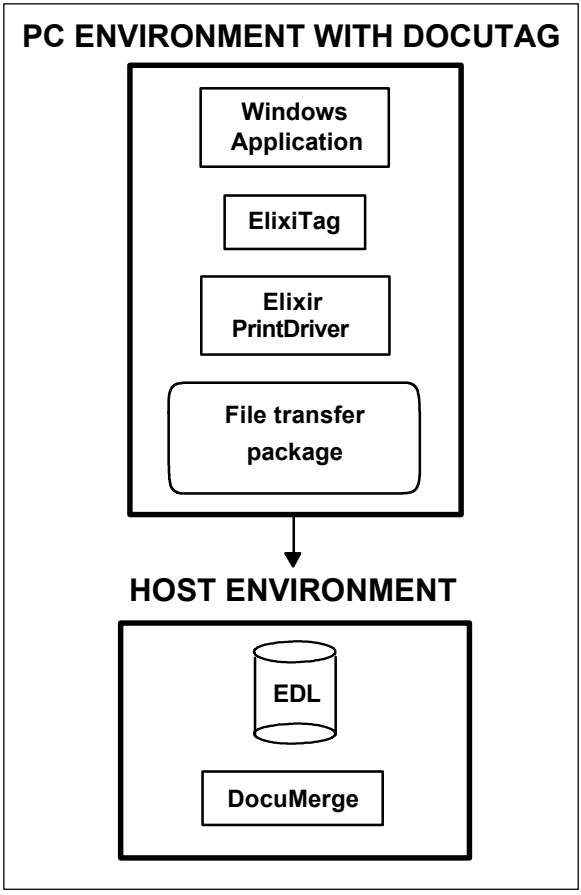

Figure 3-1. Work flow using the Elixir PrintDriver

Note: The 9700 family of Xerox printers supported by DocuTag includes: 97XX, 87XX, 4050, 4090, 4135, 4850, and 4890 printers.

With the Elixir Print Driver, ElixiTag, and DocuTag, you can convert a Windows-based document with fully defined DocuMerge BPSD tags into a normalized metacode EDL file, ready for uploading to DocuMerge on the host.

You install DocuTag and the PrintDriver (as one of the standard Print Drivers in Windows), compose a Windows-based document with data tags defined using ElixiTag, and select the printer option. See the *Elixir PrintDriver User Guide* for more detailed information on the PrintDriver.

The Elixir PrintDriver, along with DocuTag, generates normalized metacode and saves the resource in an Elixir directory.

Using ElixiTag to add data tags

When creating new documents, you can add and/or modify data tags within your Windows-based application using ElixiTag.

Note: In all Windows applications, data tags must be inserted on a separate line, not as part of a paragraph.

Also note that you can only specify left-justified text for data tags. You cannot use center, right, and full column justification, as the width of variable data characters may not correspond to the width of control characters.

To use ElixiTag to create data tags:

1. **Activate ElixiTag by double-clicking on the ElixiTag icon.**

The ElixiTag dialog box displays.

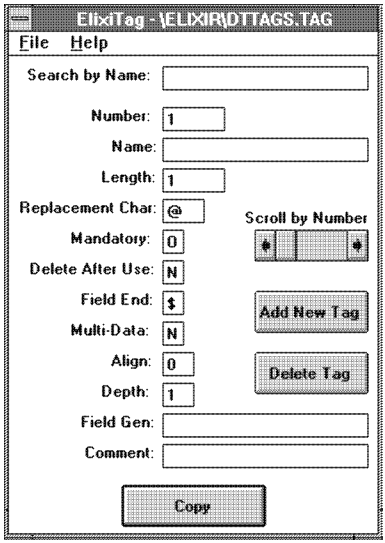

Figure 3-2. ElixiTag dialog box

ElixiTag data tag options

You can create, add, or change Individual data tag attributes within the ElixiTag dialog box. Select the desired field using the mouse or the arrow keys. Details on each of the options follow.

File

The **File** menu options include:

- [Open] - open a tag list file
- [Save] and [Save As] - save the file
- [Exit] - exit ElixiTag

Help

The **Help** menu options include:

- [Help on Current Field] - field where the cursor displays
- [Help on ElixiTag] - within the displayed dialog box, click on any option that changes the cursor to a hand for a description of that option

- [Customer Support] - provides phone numbers for problem resolution and training information

- [About] - how ElixiTag works with DocuTag

Search by Name
This field allows you to search by fieid name in your tag list file to display the associated tag attributes.

Number
Select or enter the number of the field. As you add tags, ElixiTag automatically increments default field numbers unless you enter a field number. The default numbers are sequential and start at 01. The largest field number permitted is 99.

Name
Enter the name of the variable data field. You cannot use spaces in this field. ElixiTag automatically inserts "_" when you press ths spacebar while in this field. If you want to separate words, use "." or "_" instead of spaces. The maximum allowable field name length is 30 characters.

Length
Enter the maximum number of characters allowable in the specified field.

Replacement Char(acter)
DocuMerge variable data fields display in the document as a string of replacement characters. The replacement character is usually a @, !, #, or " character. It is a good idea to rotate the replacement characters. When you click on [Add New Tag], ElixiTag automatically rotates the replacement character. Enter the characters you choose.

Note: You must enter replacement characters or DocuTag will flag the document with an error flag. Replacement characters should not be characters used in the text data.

Mandatory
This option allows you to tell DocuMerge if the specified variable data field is mandatory or optional when printing the document.

- If you select Mandatory by entering an M in this field, DocuMerge flags the document with an error flag if the variable data is missing.

- If you select Optional by entering an O in this field, the document prints with blank spaces in place of the replacement characters if the data is missing.

Delete After Use
In some cases, documents use the same field name more than once, but require different data values for each use. In these rare cases, delete the data tag after use.

- If you want to delete after use, enter a Y for this option.

- If you require the same replacement data in each field name reference, enter an N for this option (the default).

Field End
Enter the character that matches the field end character found in the DocuMerge variable data. The default is $. You should specify a Field End character not passed as variable data by DocuMerge.

Multi-Data
This option merges two different data fields when printing.

- N specifies there is only one variable data item associated with the tag name (the default).

- 0 through 9 indicates the number of line feeds you want generated between line breaks.

Note that the user should set [Delete After Use] to YES when specifying a value for this field and the [Length] should allow for the number of line feeds you generate.

Align
When you select Multi-Data, enter a digit code to link this Field Name with another for printing purposes.

Depth
Enter the number of lines in the specified variable data field. The default is 01.

Field Gen
This option allows you to include non-replacement characters in the middle of a string of replacement characters. This is useful when formatting date fields or telephone numbers. For example, to separate the month, day, and year in the date field with slashes, type **/**/** (where * is the replacement character you specified).

To print the telephone number, you can type (***)***-**** (where * is the replacement character you specified).

Enter the non-replacement characters as you want them to display in relation to the replacement characters. Maximum field length is 30 characters.

Comment
This option allows you to include a comment relating to the field (up to 31 characters). For example, you may want to enter a comment to distinguish the field from another field that is similar. (The comment does not pass through the conversion process.)

Scroll by Number
You can scroll through the pre-defined tag list one tag at a time or press and drag the scroll box to move forward or backward in the tag list.

Add New Tag
Once you define a tag other than one that is in the list, use this option to add it to the list for re-use. This saves the tag to your *drive*:\ELIXIR\DTTAGS.TAG file.

Delete Tag
This option deletes the selected tag from your *drive*:\ELIXIR\DTTAGS.TAG file.

Copy
This option copies the tag information to your Clipboard. Once you return to your Windows application, you can paste the tag from the Clipboard into your document.

2. **Click on [Copy] to copy the data tag information to the Clipboard.**

3. **Open your Windows application and place the cursor on the form where you want the data tag to print.**

4. **From the Edit menu, select [Paste]. The tag with replacement characters displays in the document.**

Note: Once you have pasted a data tag into your document, you cannot edit it. You must delete the tag and create a new tag.

Graphics and fonts in Windows-based documents

If your document contains graphics, convert and output them as fonts or in .IMG format.

Note: Metacode will not accept .LGO formats.

The Elixir PrintDriver allows you to create text in your Windows document using your choice of Xerox fonts, Elixir format fonts, TrueType fonts, and Adobe Type Manager (ATM) fonts.

If you want to use Xerox or Elixir format fonts, you must import the fonts into the PrintDriver, generate Windows and Elixir screen versions, and install the fonts into Windows.

For a full description of how to generate fonts for the PrintDriver and install them into Windows, see the *Elixir PrintDriver User Guide*.

Creating normalized metacode using the Elixir PrintDriver

The Elixir PrintDriver provides you with a series of easy-to-use dialog boxes to set up your print job options, select your output format, and specify the directories for your resources.

Note: You must have the DT.EXE file present in your *drive*:\ELIXIR directory to create a complete normalized metacode (.NOR) file using the Elixir PrintDriver. If the DT .EXE file is not present, an error message displays when the program attempts to create the .NOR file.

Setting up the PrintDriver

To set up the PrintDriver:

1. **Select [Printer Setup] from the File menu of your application.**

2. **Select the Elixir PrintDriver and the [Setup] option.**

   The Main Setup dialog box displays.

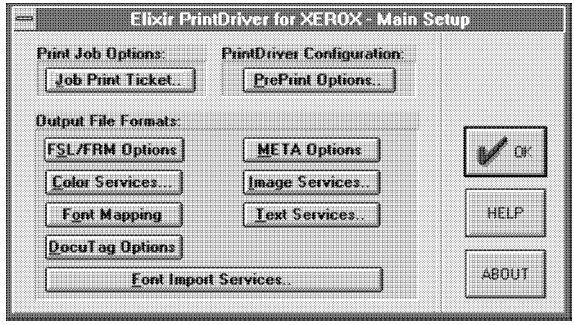

Figure 3-3. Main Setup dialog box

From the Main Setup dialog box, you can control the Print Job Options, PrintDriver Configuration, and Output File Formats.

3. **Select [Job Print Ticket].**

The Job Print Ticket dialog box displays.

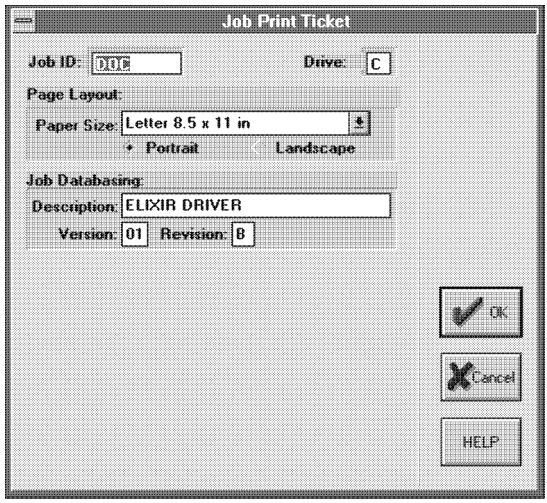

Figure 3-4. Job Print Ticket dialog box

4. Set the Job Print Ticket options and click on [OK].

You return to the Main Setup dialog box.

Job Print Ticket options

The options in the Job Print Ticket control the overall printing parameters for the print job.

Job ID
Specify a name for each file produced by the PrintDriver.

- In single page documents, you can enter up to six characters in the job ID field.
- In multiple page documents up to 9 pages, you can enter up to five characters. The PrintDriver adds a one digit number to the end of the Job ID name.
- In multiple page documents with 10-99 pages, you can enter up to four characters. The Print-Driver adds a two-digit number to the end of the Job ID name.

- In multiple page documents with 100-999 pages, you can enter up to three characters. The Print-Driver adds a three-digit number to the end of the Job ID name.

Drive
Specify the drive for all output files.

Paper size
Select the paper size and the orientation, [Portrait] or [Landscape]. Click on the scroll arrow to display the selections.

Description
Enter a short description of the print job to include with the form.

Version/Revision
This option allows you to keep track of revisions made to a document.

- Specify the primary version of the document in the version window (maximum two characters).

- Specify the revision or modification identifier in the revision window (maximum one character).

5. Select [Pre-Print Options].

The PrePrint dialog box displays.

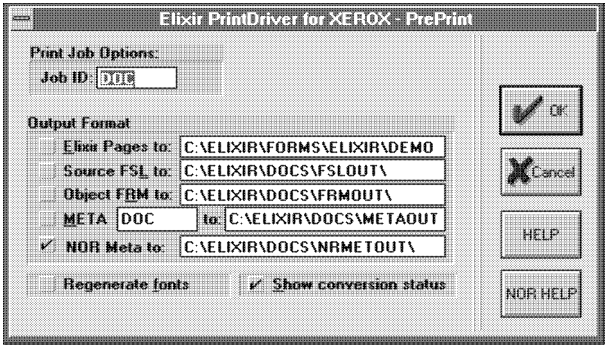

Figure 3-5. PrePrint dialog box

6. Set the options, select [NOR Meta] as the output format, and click on [OK].

You return to the Main Setup dialog box.

Pre-Print Options

The Pre-Print dialog box displays the selected name and output formats. You can select the options now or when you send your file to print. See the "Creating a print file" section for more information.

Job ID
Displays the Job ID name specified in the Job Print Ticket dialog box.

Output Format
Displays the output options and directories the files write to. Note that the NOR Meta option output format file directory is *drive*:\ELIXIR\DOCS\NRMETAOUT

Regenerate fonts
When you select the [Regenerate fonts] option, the Font Generation Prompt dialog box displays the settings for fonts already generated in your document. This allows you to change previously selected settings, for example, you may already have 9700 fonts and now want to make 2700 fonts also.

7. Select [DocuTag Options].

The DocuTag Converter Options dialog box displays.

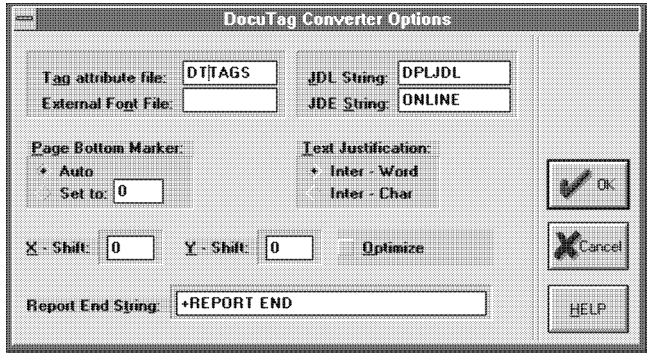

Figure 3-6. DocuTag Converter Options dialog box

8. Set the options and click on [OK].

You return to the Main Setup dialog box.

DocuTag Converter Options

These options control the overall data tag parameters.

Tag attribute file
This is the name of the external tag attribute file. The file (*drive*:\ELIXIR\DTTAGS.TAG) contains definitions of the data tags. Note that the maximum number of tags allowed in an external tag attribute file is 748.

```
%%1 ADDRESS    20 $ O N % 0 4 1
%%2 CITY     25%# M Y $ 1 2 3
%%3 NAME     30 @ M N $ N 0 1
%%4 STATE      2 # M Y & N 1 1
%%5 ZIP   5 # O N # 4 0 5
```

Figure 3-7. Example external tag attribute file

The example file above shows data tag field numbers and the attributes of each field number. You can create a new file or edit this file in any text editor.

In your Windows application, you may have marked the location of data tags by adding tag position marker (%%n). The external tag attribute file automatically specifies the attributes associated with each tag position marker.

If you do not save the field number and attributes of each data tag you defined while using ElixiTag ([Add New Tag]), tag attributes assigned to the field number overwrite using those found in the external tag attribute file.

When you convert your document to normalized metacode, the data tags you defined merge into your document.

External Font File
When separate EDL members link together within DocuMerge, the font list found in the first EDL member in the linked series overrides all subsequent EDL members in the series. For this reason, it is usually appropriate to include the same font list in all EDL members used in a particular DocuMerge application.

You may want to build your own external font list that references all fonts used in your DocuMerge documents. DocuTag adds those fonts to the common font list it creates during conversion. See the "Transferring font files between the host and PC" appendix for more details.

Note: Although DocuTag is capable of accepting up to 127 fonts in an external font file, we recommend that you not exceed 85 fonts in order to maximize printer throughput.

JDL String
This option displays the current JDL entry and allows you to enter a new JDL entry.

JDE String
This option displays the current JDE entry and allows you to enter a new JDE entry.

Page Bottom Marker
DocuMerge automatically assigns a page bottom marker value to every normalized metacode file that makes up a printed DocuMerge document. This numerical value indicates whether two normalized metacode EDL members can print on the same physical page, and tells DocuMerge where to begin merging the next normalized metacode EDL member in a document.

In some cases, you may want to assign a different last page bottom value to a particular file. This is useful when you wish to overlay consecutive pages in a DocuMerge run.

The default is [Auto]. If you wish to assign a different value, enter a number between 0 and 4200 in [Set to]. (This value represents the location of a dot on a page with 4200 dots.)

Text Justification
You can toggle between [Inter - Word] and [Inter - Char]. If you select [Inter - Word], spaces add between words on a line when you justify the text. If you select [Inter - Char], spaces add between individual characters.

Note: Although justification between characters may sometimes look more easily readable, it can create a very large file and add considerably to printing time.

X - Shift (horizontal shift)
Displays the current horizontal shift value and allows you to enter a new value. A positive value shifts print output to the right, and a negative value shifts print output to the left by the number of dots specified.

Y - Shift (vertical shift)
Displays the current Vertical Shift value and allows you to enter a new value. A positive shift value shifts print output downward, and a negative shift value shifts print output upward by the number of dots specified.

Optimize
Select to decrease the number of bytes per record in the .NOR file and increase the throughput from host to printer. Once the Elixir format file converts to a .NOR file, you cannot convert it back to Elixir format for editing.

Not selecting allows you to convert the .NOR file back to an editable Elixir format file (such as using the MET2ELX utility).

Report End String
Displays the current report end statement and allows you to enter a new report end statement. It specifies the statement that signals the end of a report. "REPORT END" is the default.

Once you complete the DocuTag Converter Options, click on [OK] or press <Enter>.

If any of the attribute options entered are incorrect or left blank, a "Bad field entry!" error message displays in the bottom left corner of your screen. Press <Enter> to return to the incorrect or missing entry.

Based on the type of file (determined by the location of the file and its file extension), one or more output files with the correct file extensions generate and write to the NorMeta Docs folder in the Documents Output folder.

You can now upload the .NOR file(s) to the host. See the "Transferring files to the host" chapter.

Other options

Check the following options to ensure they are correct for your print job:

- Color services
- Font mapping
- Image services
- Text services

Creating a print file

The Elixir PrintDriver, using DocuTag, converts your Windows-based document containing the fully defined data tags into a normalized metacode EDL file. The file prints to your \ELIXIR\DOCS\NRMETOUT directory.

With your file open, perform the following steps to create a .NOR file.

1. **Select [Print] from the File menu of your application, then [OK] in the Print dialog box.**

   The PrePrint dialog box displays.

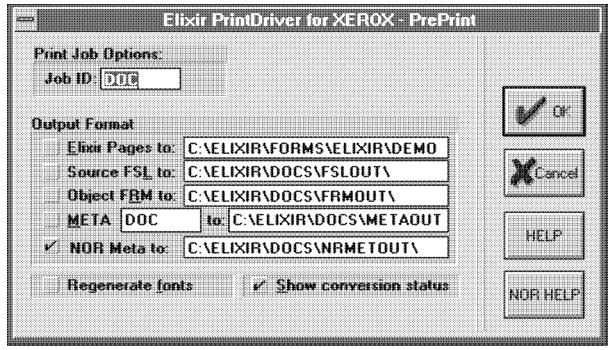

Figure 3-8. PrePrint dialog box

   The Pre-Print dialog box displays the selected name and output formats. See the "Setting up the PrintDriver" section for decriptions of the pre-print options.

2. **Set the options, select [NOR Meta] as the output format, and click on [OK].**

   If you selected [Regenerate fonts] in the PrePrint dialog box, the Font Generation Prompt dialog box displays.

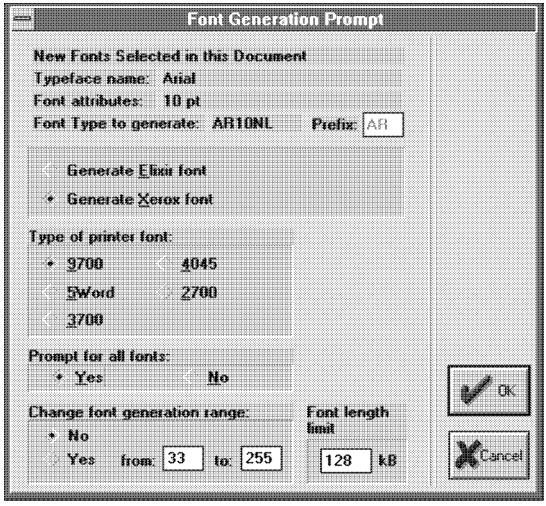

Figure 3-9. Font Generation Prompt dialog box

3. Click on [OK] to accept the configuration.

The Elixir PrintDriver generates the print files in the \ELIXIR\DOCS\DOCLIST (.DAT files in the Elixir Documents folder) and \ELIXIR\DOCS\NRMETOUT (.NOR files in the Output Documents folder) directories. See the *Elixir PrintDriver User Guide* for more detailed information.

You can now upload the .NOR files to the host as an DocuMerge EDL member. See the "Transferring files to the host" chapter for detailed information.

Limitations and considerations

This section describes considerations and limitations when using DocuTag with the Elixir PrintDriver.

Editing tags created with ElixiTag

You cannot edit data tags created with ElixiTag in a Windows application. You must delete and re-enter the tag information in the original Windows application file, then convert and overwrite the .NOR file.

Number of data tags listed with ElixiTag

The name of the external tag attribute file in which the attributes for the data tags in ElixiTag reside is *drive*:\ELIXIR\DTTAGS.TAG. Note that the maximum number of tags allowed in a Tag attribute file is 748.

4. ElixiForm and DocuTag

ElixiForm and the Desktop allow you to work with DocuMerge documents in a WYSIWYG environment and to fully define or alter data tags. You can also define the data tags while you create forms using ElixiForm. For procedures on how to create a form, see the *ElixiForm User Guide*.

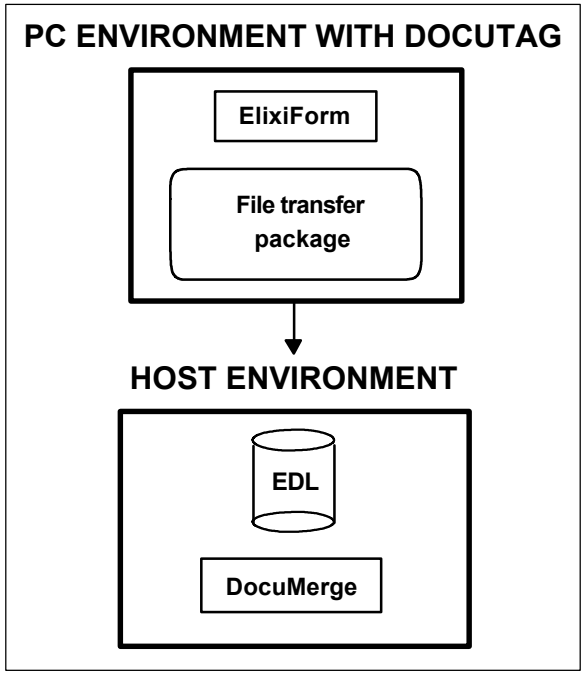

Figure 4-1. Work flow using ElixiForm

Note: The 9700 family of Xerox printers supported by DocuTag includes: 97XX, 87XX, 4050, 4090, 4135, 4850, and 4890 printers.

DocuTag also comes with a utility that converts existing normalized metacode files created by IBM's Document Composition Facility/Plus (DCF+) to Elixir's internal .ELX format and loads them into ElixiForm. In ElixiForm, single or multi-page documents (one page at a time) can be easily modified. Once a normalized metacode EDL member imports into ElixiForm, the member is editable, including the attributes assigned to each data tag. See the "Transferring files to the host" chapter for detailed information.

Note: The utility creates one Elixir form for each page of a DocuMerge EDL member imported into ElixiForm. If you modify a DocuMerge EDL member after importing it into the Elixir system, you must modify each of the individual forms that comprise the document. You can reassemble a series of forms into a single normalized metacode file by using DocuTag. See "Creating a .DAT file with .ELX forms" in this chapter for detailed information.

ElixiForm does not create or modify multi-page documents. If your document has multiple pages, you should use one of the supported Windows applications to create the document. If you add or delete text, Ventura automatically re-paginates the document for you.

Adding data tags in ElixiForm

Whether you're creating new forms or editing existing forms, you can add and/or modify data tags within ElixiForm.

Note: In all Windows applications, data tags must be inserted on a separate line, not as part of a paragraph.

Also note that you can only specify left-justified text for data tags. Do not use center, right, and full column justification, as the width of variable data characters may not correspond to the width of control characters.

Tag attributes and the external tag file

In your Windows application, you may have marked the location of data tags by adding tag position marker (%%*n*). The external tag attribute file automatically specifies the attributes associated with each tag position marker.

The external tag attribute file (*drive:*\ELIXIR\DTTAGS.TAG) contains definitions of the data tags.

```
%%1 ADDRESS     20 $ O N % 0 4 1
%%2 CITY     25%# M Y $ 1 2 3
%%3 NAME     30 @ M N $ N 0 1
%%4 STATE      2 # M Y & N 1 1
%%5 ZIP    5 # O N # 4 0 5
```

Figure 4-2. Example external tag attribute file

The example file above shows data tag field numbers and the attributes of each field number. You can create a new file or edit this file in any text editor.

When you convert your document to a normalized AFPDS file, the data tags you defined merge into your document.

Starting ElixiForm

To start ElixiForm, open the Elixir Desktop and double-click on the ElixiForm icon. The ElixiForm window displays.

The Toolbox provides tools for creating and editing the elements that make up a form. The Toolbox displays on the left of the main work area. If you cannot see the Toolbox, you can display it any one of three ways:

- Pull down the **Window** menu and select [Toolbox].
- Press <F10>.

- Select the [Toolbox Show/Hide] option in the Toolbar.

To display the Text toolbox, select the Text tool or pull down the **Tools** menu and select [Text]. The Text toolbox displays.

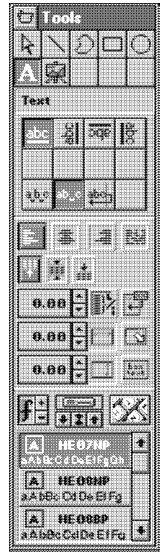

Figure 4-3. ElixiForm Text toolbox

To insert a tag:

1. **Select the Text tool to display the Text toolbox.**

2. **Select the Data Tags icon to activate data tagging.**
3. **Select the font and text properties from the Text toolbox.**
4. **Click in the form where you want to add a tag.**

The Data Tagging dialog box displays.

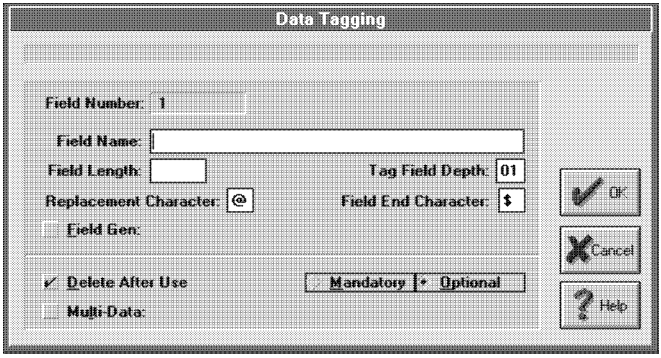

Figure 4-4. Data Tagging dialog box

5. **Enter the properties of the tag and click on [OK] or press <Enter>.**

   The tag displays at the selected position.

6. **After entering the tag attributes, deselect the Data Tags icon and save the form to disk.**

Data Tagging dialog box options

The following are data tag property options in the Data Tagging dialog box.

Field Number
Enter the number of the field. As you insert tags, ElixiForm automatically increments default field numbers unless you enter a field number. The default numbers are sequential and start at 01. The largest field number permitted is 99.

Field Name
Enter the name of the variable data field. You cannot use spaces in this field. DocuTag automatically inserts "_" when you press ths spacebar while in this field. If you want to separate words, use "." or "_" instead of spaces. The maximum allowable field name length is 30 characters.

Comment
When you select the [Comment] option, a window displays. This allows you to enter a comment relating to the field (up to 31 characters). For example, you may want to enter a comment to distinguish the field from another field that is similar. (The comment does not pass on to the Converter.)

Field Length
Enter the maximum number of characters allowable in the specified field.

Tag Field Depth
Enter the number of lines in the specified variable data field. The default is 01.

Replacement Character
DocuMerge variable data fields display in the document as a string of replacement characters. The replacement character is usually a @, !, #, or " character. It is a good idea to rotate the replacement characters. Enter the characters you choose.

Note: You must enter replacement characters or DocuTag will flag the document with an error flag. Replacement characters should not be characters used in the text data.

Field End Character
Enter the character that matches the field end character found in the DocuMerge variable data. The default is $. You should specify a field end character not passed as variable data by DocuMerge.

Field Gen
This option allows you to include non-replacement characters in the middle of a string of replacement characters. This is useful when formatting date fields or telephone numbers. For example, to separate the month, day, and year in the date field with slashes, type **/**/** (where * is the replacement character you specified).

To print the telephone number, you can type (***)***-**** (where * is the replacement character you specified).

Enter the non-replacement characters as you want them to display in relation to the replacement characters. Maximum field length is 30 characters.

Delete After Use
In some cases, documents use the same field name more than once, but require different data values for each use. In these rare cases, delete the data tag after use.

- If you want to delete after use, enter a Y for this option.

- If you require the same replacement data in each field name reference, enter an N for this option (the default).

Mandatory/Optional
This option allows you to tell DocuMerge if the specified variable data field is mandatory or optional when printing the document.

- If you select [Mandatory], DocuMerge flags the document with an error flag if the variable data is missing.

- If you select [Optional], the document prints with blank spaces in place of the replacement characters, if the data is missing.

Multi-Data
This option links two different data fields when printing.

- N specifies there is only one variable data item associated with the tag name (the default).

- 0 through 9 indicates the number of line feeds you want generated between line breaks.

Note that the user should set [Delete After Use] to YES when specifying a value for this field and the [Length] should allow for the number of line feeds you generate.

Tag Align
Enter a two-digit code to link this Field Name with another for printing purposes.

Saving a form

You should periodically save your work as you design a form, and again when you finish the form.

To save a form:

1. **From the File menu, select [Save Form As] or press <F7>.**

   The Save Form As dialog box displays.

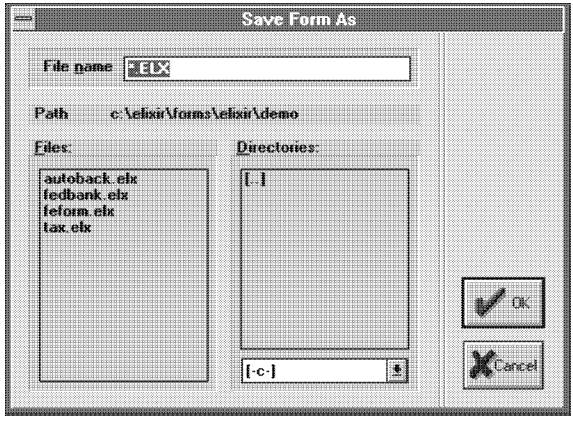

Figure 4-5. Save Form As dialog box

2. **Enter a name in the [File name] option. You do not need to type an extension.**

   If you are saving an existing form under a new name, enter the new name. The original file still exists with the original name.

If you plan to convert your form to other formats, save the form with a maximum six-letter file name. Longer file names truncate upon conversion and result in overwriting existing files.

Note: To display the version and revision characters of the .ELX file in ElixiForm, pull down the **Options** menu and select [Page Databasing].

3. Click on [OK] or press <Enter>.

Once you save a form, use <Ctrl> + <S> to quick-save your work.

When you return to the form, you will see a replacement character string that denotes the variable data field.

If you do not see the replacement character string, the font you are using may not contain the specified replacement character. You will need to specify another font.

When adding text, you can check the soft keyboard to see whether or not a particular font contains the replacement character you've specified.

Soft keyboard

The soft keyboard allows you to enter characters that are not available on a standard keyboard.

To type an extended character:

1. Place the cursor in the work area where you want the character to display.

2. Select the [Soft Keyboard] option.

The soft keyboard displays.

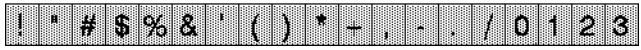

Figure 4-6. Soft Keyboard

3. **Select a character in the soft keyboard.**

   The character displays in the selected position.

4. **Deselect the [Soft Keyboard] option.**

You can also access the non-standard keyboard characters by typing the decimal value of the non-standard keyboard character.

The soft keyboard displays characters in the current font size and smaller fonts may be difficult to read. You can change the current font to a larger point size, edit using the soft keyboard, then change the text block back to the smaller font after completing the edit.

Note: The maximum size of a tag that displays on the screen is 2000 bytes. You can calculate by multiplying the tag length by the tag depth. A tag greater than 2000 bytes in size displays in ElixiForm as a line of text with the tag name and all of its attributes, not as a series of replacement characters. A tag displaying as a tag name still prints the all variable data.

Editing data tags

Once you have set the attributes for data tags in your form, it is simple to delete, change, move, or copy them.

Deleting data tags

To delete a tag within a text block:

1. **Select the Select/Edit tool.**

2. **Select the tag.**

3. **Select the [Delete] option or press <Del>.**

   You delete the tag and all of its attributes from the form.

To delete a text block:

1. **Select the text block.**
2. **Select the [Delete] option or press <Del>.**

   You delete the selected text block from the form.

3. **To undelete the tag or text block, pull down the Edit menu and select [Undo] or click on the [Undo] option in the Toolbar.**

Changing data tag attributes

You must select a tag before you can edit it. To select a tag :

1. **Select the Select/Edit tool in the Toolbox.**
2. **Place the cursor on the tag you want to edit.**
3. **Click the right mouse button.**

   The Data Tagging dialog box displays.

4. **Move the cursor to the appropriate field and make the changes. Click on [OK] or press <Enter> to save the changes to disk and return to your form.**
5. **Right-click the mouse to end the edit mode.**

Moving data tags

To move a tag :

1. **Select the Select/Edit tool in the Toolbox.**
2. **Choose the direction for moving the tag: [Horizontal], [Vertical], or [Free].**

   [Horizontal] allows you to move the tag only in a left-and-right direction.

   [Vertical] allows you to move the tag only in an up-and-down direction.

   [Free] allows you to move the selected tag to any location on the form.

3. **Select the tag you want to move.**

   The cursor changes to a hand.

4. **Place the cursor over the tag and click and hold the left mouse button.**

5. **Drag the tag to where you want it on the form.**

6. **Release the mouse button to accept the tag position.**

You can also move the tag by entering new coordinates:

1. **Select the [Screen Pointer Coordinates] option displayed in the Toolbar.**

2. **Overwrite the old values with the new coordinate values.**

The tag adjusts to the new coordinates when you click the left mouse button or press <Enter>.

Copying data tags

To make multiple copies of a text block:

1. **Select the Select/Edit tool in the Toolbox.**

2. **Select the [Copy] option.**

3. **Choose the direction for copying: [Horizontal], [Vertical], or [Free].**

   [Horizontal] allows you to copy the tag only in a left-and-right direction.

   [Vertical] allows you to copy the tag only in an up-and-down direction.

   [Free] allows you to move the selected tag to any location on the form.

4. **Select the text block you want to copy.**

Brackets display around the selected text.

5. **Click on the up or down arrows to select the number of copies between 1 and 99.**

   Hold down the <Ctrl> key while clicking on the arrows to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.

6. **Drag the block of text in the direction in which you want to make copies.**

Creating a .DAT file from .ELX forms

Before you can create a normalized metacode EDL file, you must add the .ELX form(s) into a .DAT file.

You can create a .DAT file in two ways:

- create and name a new file with the Elixir Documents folder open
- drag and drop the .ELX file(s) from the Elixir Forms folder onto an empty space in the Elixir Documents folder.

Creating a new .DAT file in the Elixir Documents folder

To create a .DAT file in the Elixir Documents folder:

1. **Open the Documents folder, and the Elixir Documents folder.**

2. **From the File menu, select [New].**

   The File Name Entry dialog box displays.

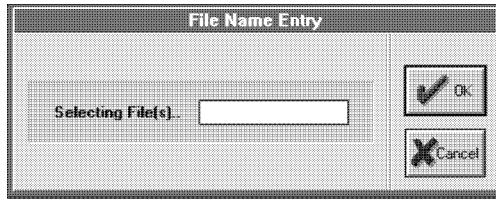

Figure 4-7. File Name Entry dialog box

3. **Enter a file name with the .DAT extension in the [Selecting File(s)] option and click on [OK].**

You can now copy the .ELX files into the .DAT file

Copying the .ELX files to the Elixr Documents folder

To create a .DAT file from the Elixir Forms folder:

1. **Open the Forms folder, and the Elixir Forms folder.**

2. **Select and drag the .ELX files to the Documents folder.**

Your cursor becomes a multi-page pointer.

3. **Click on the Elixir Documents folder then click on any empty space in the file folder.**

The File Name Entry dialog box displays.

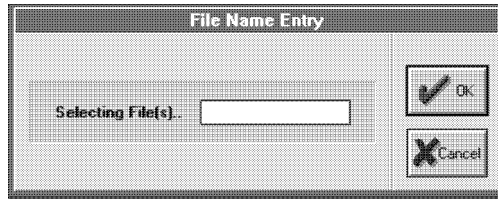

Figure D-1. File Name Entry dialog box

4. **Enter a file name in the [Selecting File(s)] option and click on [OK].**

Although the screen returns to the Elixir Forms folder, the new .DAT file now resides in the Elixir Documents folder.

Viewing and editing a .DAT file

You may want to view and edit a .DAT file to ensure all the .ELX files are present and sequenced according to the order you want them to print.

To view the .DAT file, double-click on the file or drag and drop it on the Viewer icon..

The ASCII-based Windows Notepad dialog box opens displaying the contents of the .DAT file. You can now edit the file.

- If you want to add .ELX files, repeat the steps provided in "Copying the .ELX files to the Elixr Documents folder", but instead of dropping the files onto an empty space, drop them onto the .DAT file.

- If you want to edit or sequence the .ELX files, use the editing (cut, copy, paste, etc.) options in the Notepad **Edit** menu.

Your .DAT file is now ready for conversion to a normalized metacode file.

Proof-printing a .DAT file

To proof-print a .DAT file, copy it to the Printers icon on the Desktop (or select [Print] from the **File** menu, or press <Ctrl> + <P>).

Generating normalized metacode

The simplest way to convert a file is to use the Desktop Converter. To convert a file or files, follow these steps:

1. **Select the file(s) you want to convert from the Elixir or Input folder of the Documents folder.**

2. **Copy (drag and drop) the file(s) to the Converter icon.**

The Document Converter Option dialog box displays.

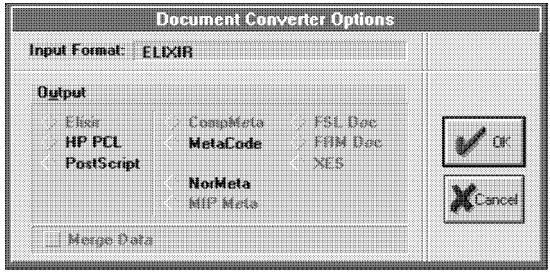

Figure 4-8. Document Converter Options dialog box

3. **Select the [NorMeta] output format and click on [OK] or press <Enter>.**

   The DocuTag Converter Options dialog box displays.

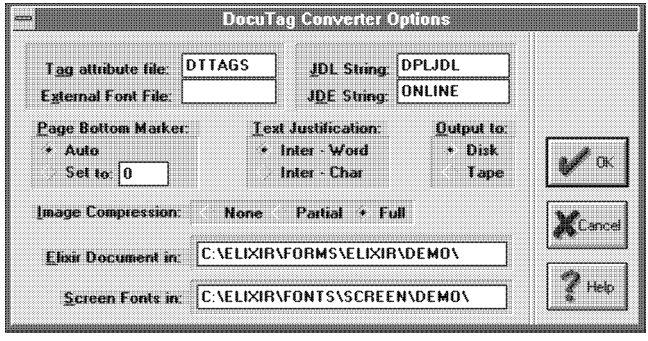

Figure 4-9. DocuTag Converter Options dialog box

DocuTag Converter Options

The following are data tag property options in the DocuTag Converter and Extended Converter Options dialog boxes.

Tag attribute file
This is the name of the external tag attribute file. The file (*drive*:\ELIXIR\DTTAGS.TAG) contains definitions of the data tags. Note that the maximum number of tags allowed in an External Tag Attribute File is 748.

```
%%1 ADDRESS    20 $ O N % 0 4 1
%%2 CITY    25%# M Y $ 1 2 3
%%3 NAME    30 @ M N $ N 0 1
%%4 STATE     2 # M Y & N 1 1
%%5 ZIP   5 # O N # 4 0 5
```

Figure 4-10. Example external tag attribute file

The example file above shows the *%%n* tag markers where *n* is the field number followed by a list of the attributes for each field number. You can create or edit this file in any text editor.

In your Windows application, you may have marked the location of data tags by adding tag position marker (%%n). The external tag attribute file automatically specifies the attributes associated with each tag position marker.

When you convert the .ELX document to normalized metacode, the tag position marker merges into your document and matches the attributes assigned to the field number listed in the external tag attribute file. If any of the data tags in the Elixir form files have unspecified attributes, tag attributes assigned to the field number overwrite using those found in the external tag attribute file.

External Font File
When separate EDL members link together within DocuMerge, the font list found in the first EDL member in the linked series applies to all subsequent EDL members in the series. For this reason, it is usually appropriate to include the same font list in all EDL members used in a particular DocuMerge application.

You may want to build your own external font list that references all fonts used in your DocuMerge documents. DocuTag adds those fonts to the common font list it creates during conversion. You create this file using any ASCII text editor to build a list of the names of each font with no filename extensions. Follow each name with <Enter>. (This inserts a carriage return/line feed after each font name.)

Note: Although DocuTag is capable of accepting up to 127 fonts in an external font file, we recommend that you not exceed 85 fonts in order to maximize printer throughput.

JDL String
This field shows the current JDL entry and allows you to enter a new JDL entry.

JDE String
This field shows the current JDE entry and allows you to enter a new JDE entry.

Page Bottom Marker
DocuMerge automatically assigns a page bottom marker value to every normalized metacode file that makes up a printed DocuMerge document. This numerical value indicates whether two normalized metacode EDL members can print on the same physical page, and tells DocuMerge where to begin merging the next normalized metacode EDL member in a document.

In some cases, you may want to assign a different last page bottom value to a particular file. This is useful when you wish to overlay consecutive pages in a DocuMerge run.

The default is [Auto]. If you wish to assign a different value, enter a number between 0 and 4200 in [Set to]. (This value represents the location of a dot on a page with 4200 dots.)

Text Justification
You can toggle between [Inter - Word] and [Inter - Char]. If you select [Inter - Word], spaces add between words on a line when you justify the text. If you select [Inter - Char], spaces add between individual characters.

Note: Although justification between characters may sometimes look more easily readable, it can make for a very large file and add considerably to printing time.

Output to
You can toggle between [Tape] and [Disk]. If [Tape] is selected and there is a tape unit connected, the normalized metacode file writes to tape.

If you select [Tape] and have no tape on the system, DocuTag automatically writes the normalized metacode file to disk.

Image Compression
You can toggle between [NONE], [PARTIAL], and [FULL].

[NONE] causes DocuTag not to compress .IMG files.

[PARTIAL] partially optimizes the .IMG files by compressing both duplicate lines and blank (null) lines within the .IMG file.

[FULL] also optimizes white space within lines in the .IMG file. [FULL] takes the longest time and produces the smallest .IMG files. If you are dealing with documents that have graphics of more than a half page and you are printing on a Xerox 8700 or 9700 series printer, you should select [FULL].

Optimize
Select to decrease the number of bytes per record in the .NOR file and increase the throughput from host to printer. Once the Elixir format file converts to a .NOR file, you cannot convert it back to Elixir format for editing.

Not selecting allows you to convert the .NOR file back to an editable Elixir format file (such as using the MET2ELX utility).

Elixir Document in
Displays the default Documents folder directory. You can type in a new directory name and, once you click on [OK] or press <Enter>, it saves as the current directory.

Screen Fonts in
Displays the default Fonts folder directory. You can type in a new directory name and, once you click on [OK] or press <Enter>, it saves as the current directory.

4. **Once you have set these converter options, click on [OK] or press <Enter>.**

   The DocuTag Extended Converter Options dialog box displays.

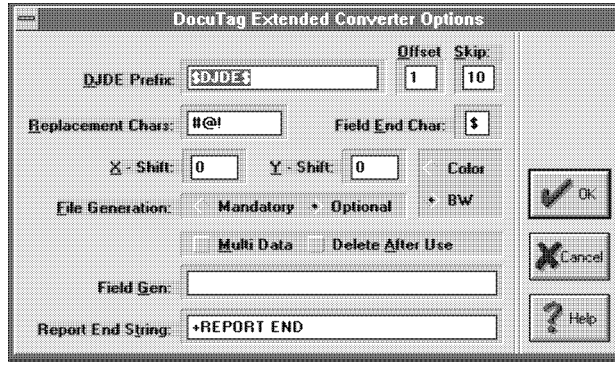

Figure 4-11. DocuTag Extended Converter Options dialog box

DJDE Prefix
This option displays the current $DJDE$ entry and allows you to enter a new $DJDE$ entry. It also allows you to specify the Dynamic Job Descriptor Entry string coded in the PREFIX statement of your printer's JSL. The PREFIX statement specifies the string that delimits the start of a DJDE record within the normalized metacode datastream.

The string can be up to 20 characters long. It is extremely important that the PREFIX statement delimiter specified in DocuTag is identical to the delimiter specified in the PREFIX parameter of the JSL used in your environment.

Offset
The number of characters or spaces present before the first string character of the $DJDE$ string. You can change this option by entering a new value.

Skip
The total number of characters or spaces to skip before reading a command. You can change this option by entering a new value.

Replacement Char(acter)s
DocuMerge variable data fields display in the document with a string of replacement characters. The replacement character is usually a @, !, #, or " character. It is a good idea to rotate the replacement characters. Enter the characters you choose.

Note: You must enter replacement characters or DocuTag will flag the document with an error flag. Replacement characters should not be characters used in the text data.

Field End Char
Enter the character that matches the field end character found in the DocuMerge variable data. The default is $. You should specify a Field End character not passed as variable data by DocuMerge.

X - Shift (horizontal shift)
Displays the current horizontal shift value and allows you to enter a new value. A positive value shifts print output to the right, and a negative value shifts print output to the left by the number of dots specified.

Y - Shift (vertical shift)
Displays the current vertical shift value and allows you to enter a new value. A positive shift value shifts print output downward, and a negative shift value shifts print output upward by the number of dots specified.

File Generation
This option allows you to tell DocuMerge if the specified variable data field is [Mandatory] or [Optional] when printing the document. With [Mandatory] selected, DocuMerge will flag the document with an error flag if the variable data is missing. If you select [Optional], the document prints with blank spaces in place of the replacement characters, if the data is missing. The default is 0.

Multi-Data
This toggle option links two different data fields when printing.

- N specifies there is only one variable data item associated with the tag name (the default).

- 0 through 9 indicates the number of line feeds you want generated between line breaks.

Note that the user should set [Delete After Use] to YES when specifying a value for this field and the [Length] should allow for the number of line feeds you generate.

Delete After Use
In some cases, documents use the same field name more than once, but require different data values for each use. In these rare cases, delete the data tag deleted after use.

- If you want to delete after use, enter a Y for this option.

- If you require the same replacement data in each field name reference, enter an N for this option (the default).

Field Gen
This option allows you to include non-replacement characters in the middle of a string of replacement characters. This is useful when formatting date fields or telephone numbers. For example, to separate the month, day, and year in the date field with slashes, type **/**/** (where * is the replacement character you specified).

To print the telephone number, you can type (***)***-**** (where * is the replacement character you specified).

Enter the non-replacement characters as you want them to display in relation to the replacement characters. Maximum field length is 30 characters.

Report End String
Displays the current report end statement and allows you to enter a new report end statement. It specifies the statement that signals the end of a report. "REPORT END" is the default.

5. **Once you complete the DocuTag Converter Options, click on [OK] or press <Enter>.**

If you enter any of the attribute options incorrectly or leave them blank, a "Bad field entry!" error message displays in the bottom left corner of your screen. Press <Enter> to return to the incorrect or missing entry.

The Elixir Exec dialog box

Once conversion begins, the Elixir Exec dialog box displays conversion progress and error or warning information.

Conversion progress

Conversion progress displays in the middle of the dialog box. When conversion is complete and free of errors, the Elixir Exec dialog box prompts you to "Press any key to continue...". Press a key.

You can now upload the .NOR files to the host. See the "Transferring files to the host" chapter.

Error and Warning messages

Once conversion is complete, if there are any error or warning messages, they display under the heading:

Desktop Reports ERROR or WARNING in DocuTag Converter.

Example message:

Could not open:
drive:\DIRECTORY\FILE
Press any key to continue...

Make corrections and re-convert until no errors or warnings display.

Based on the type of file (determined by the location of the file and its file extension), one or more output files with the correct file extensions generate and write to the NorMeta Docs folder in the Output folder.

Frequently used data tags

One of the helpful features of ElixiForm is its ability to store and reload frequently used data tags. You can store these tags with all of their DocuMerge data tag attributes as ElixiForm form fragments. When you need them, you can simply merge them into your form without having to re-specify all the tag attributes.

Creating frequently used data tags

To begin, load a new form, then perform the following steps:

1. **Select the Text tool in the Toolbox.**
2. **Select the Data Tags icon to activate data tagging.**
3. **Select the font and text properties from the Text toolbox.**
4. **Click on the form where you want to add a tag.**

The Data Tagging dialog box displays.

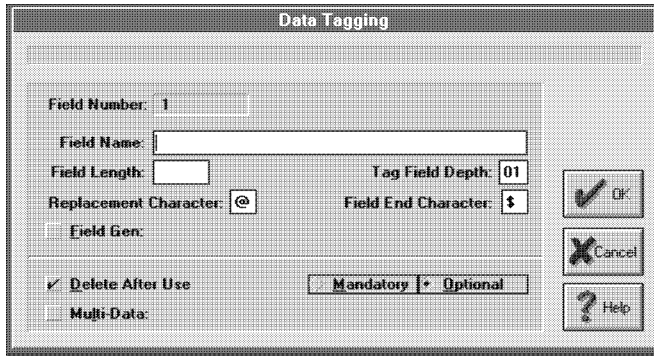

Figure 4-12. Data Tagging dialog box

5. **Enter the properties of the tag (see the "Data Tagging dialog box options section) and click on [OK] or press <Enter>.**

   The tag displays at the selected position.

Repeat these steps for each frequently used data tag you wish to store.

Creating a Form Group of frequently used data tags

After you've specified the data tag attributes for each tag, you can save frequently used tags as a form group with its own name by performing the following steps:

1. **Select the Select/Edit tool in the Toolbox.**

2. **Move the screen pointer near the elements you want to group.**

   Grouped text displays in brackets.

3. **Drag the dotted line so it encloses all the elements you want in the group.**

   Handles display around or inside each element in the group.

4. **Release the mouse button.**

5. **From the File menu, select [Save Form Group].**

6. **Enter a file name.**

   Give the file a name that refers to the name or number of the data tag. The directory used for storing form groups is either \ELIXIR\FORMS\ELIXIR\DEMO*.ELX or your previously established default directory.

7. **Click on [OK] or press <Enter>.**

   The form group saves in the specified forms directory.

8. **Repeat these steps for each frequently used data tag.**

These DocuMerge BPSD tags are now available for reuse as needed. When you are in a form file that requires one of these frequently used data tags, you may recall the appropriate form group by selecting [Merge Form Group] in the **File** menu.

After you select the data tag form fragment file you want and click on [OK] or press <Enter>, the replacement character string displays in the work area of the screen. You may then edit, modify, or move the data tag.

5. VP297 and DocuTag

If you do not have the Elixir PrintDriver, you may use Ventura Publisher with VP297 to create Elixir form files that DocuTag can process into normalized meta-code EDL members.

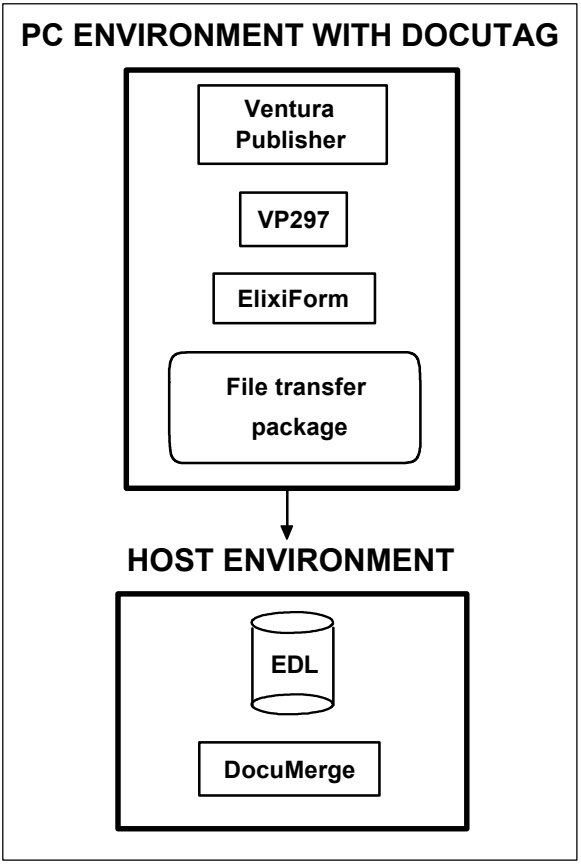

Figure 5-1. Work flow using VP297

Conversion of Ventura Publisher files is possible only if Elixir VP297 resides on your PC. For details on conversion and printer setup, see the *VP297 User Guide*.

You can convert Ventura Publisher files only if Elixir VP297 resides on your PC.

When you install Ventura Publisher and specify the Xerox 4045 as your printer, you can produce XES-format .C00 print files by printing VP documents to disk using the 4045 or 4850 print option. You can then convert the .C00 files to Elixir document, Xerox online and offline metacode, .FSL, and .FRM formats.

This chapter describes how to convert Ventura Publisher format (.C00) files into Elixir format using VP297.

Note: The 9700 family of Xerox printers supported by DocuTag includes: 97XX, 87XX, 4050, 4090, 4135, 4850, and 4890 printers.

How DocuTag works with Ventura Publisher

To convert a Ventura Publisher (.C00 file) document to a normalized metacode EDL member, you must first convert the document to Elixir form file format. Convert each page of the original Ventura document to an Elixir form file. Each file name uses the first three characters of the .C00 file name followed by a three-digit sequence number.

The names of all the Elixir form files that collectively comprise the original document reside in a form list created automatically by VP297. These files have an extension of .DAT, as shown in the following figure.

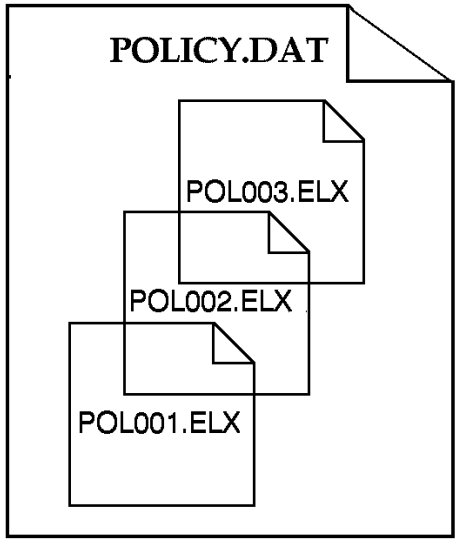

Figure 5-2. Form list file example

.C00 Ventura print file naming conventions

If you are using VP297 to convert multiple .C00 Ventura print files into Elixir form files, the Elixir form files created may overwrite older files during a subsequent conversion. You can avoid this by making certain that the names of the .C00 files you convert differ by the first three characters.

For example, if you convert two three-page .C00 files and the names of the two files were ANNDOC.C00 and ANNDOC2.C00, the Elixir form files created by VP297 become ANN001.ELX, and ANN002.ELX. If both .C00 files converted successively, the Elixir form files generated by the conversion of ANNDOC.C00 are overwritten by the Elixir form files created when ANNDOC2.C00 converted.

You can prevent overwriting files either by changing the first three characters of the .C00 print file names so that they are distinctive, or by renaming the Elixir form files in DOS so that you do not overwrite them during a later VP297 conversion.

The external tag attribute file

The external tag attribute file contains definitions of the BPSD tags (*drive*:\ELIXIR\DTTAGS.TAG). Note that the maximum number of tags allowed in an External Tag Attribute File is 748.

```
%%1 ADDRESS    20 $ O N % 0 4 1
%%2 CITY    25%# M Y $ 1 2 3
%%3 NAME    30 @ M N $ N 0 1
%%4 STATE     2 # M Y & N 1 1
%%5 ZIP   5 # O N # 4 0 5
```

Figure 5-3. Example external tag attribute file

The example file above shows the *%%n* tag markers where *n* is the field number followed by a list of the attributes for each field number. You can create or edit this file in any text editor.

In Ventura Publisher, you may have marked the location of BPSD tags by adding tag position markers (*%%n*). The external tag attribute file automatically specifies the attributes associated with each tag position marker.

When you convert the .ELX document to normalized metacode, the tag position marker merges into your document and matches the attributes assigned to the field number listed in the external tag attribute file. If any of the BPSD tags in the Elixir form files have unspecified attributes, tag attributes assigned to the field number overwrite those found in the external tag attribute file.

Graphics in Ventura documents

If you must place graphics on your Ventura documents, convert them to fonts or .IMG format.

Using new Ventura fonts with DocuTag

If you plan to use fonts other than the Swiss, Dutch, Courier, and Symbol fonts supplied with Ventura, you must create both Elixir screen and Xerox centralized printer versions of the fonts. You must also create a kerning table for the font that VP297 uses when your Ventura document converts.

To create these font formats, generate either Xerox 4045 or HP LaserJet proof printer versions of the fonts (usually by using Bitstream Fontware). Then use the converters in the Elixir Desktop to convert either of these proof printer formats to Xerox centralized printer font and Elixir screen font formats.

To create the kerning table VP297 needs, you must use the MAKEKRN utility supplied with VP297. For details on how to use the MAKEKRN utility, see the *VP297 User Guide*.

Adding BPSD tags to Ventura Documents

If you are using Ventura Publisher to create Elixir form files and form file lists, there are two ways to add BPSD tags to your document:

- add BPSD tag position markers in Ventura, then add the tags after conversion using ElixiForm
- add BPSD tags after conversion in ElixiForm

Adding BPSD tag position markers in Ventura

To denote where a BPSD tag begins in a Ventura source document, you must insert a tag position marker (*%%n*).

The BPSD tag field number following the percent signs, represented by *n*, may be any number from 1 to 748. The field number must directly follow the two percent signs.

BPSD tag position marker considerations

In order to detect BPSD tag position marker locations, VP297 expects the *%%n* tag position markers to be contiguous strings in the Ventura Publisher .C00 print file. To ensure VP297 identification of the tags, a tag position marker must be a left justified text item *or* a justified text item in a paragraph that has the **Letter Spacing** option set to [OFF].

Note: You may turn off [Letter Spacing] for a BPSD tag position marker by changing the setting found in the **Paragraph Typography** sub-menu of the **Paragraph** menu in Ventura.

Make an appropriate amount of space available in the source Ventura document to accommodate the variable data associated with a BPSD tag position marker.

You can ensure that the space is available by positioning tags on their own line, or by using spacing characters, tabs, or frames to occupy the desired amount of white space immediately following the tag. BPSD tag replacement characters will not wrap from one line to the next. Variable data position starting at the location of the first % sign of the *%%n* tag marker.

Adding BPSD tags in ElixiForm

You can post-process VP297-generated Elixir form files using ElixiForm. This method allows insertion of BPSD tags in WYSIWYG mode. You can also use ElixiForm to assign tag attributes to each tag position marker. See the "ElixiForm and DocuTag" chapter.

Creating Elixir form files from VP documents

After you create your Ventura document, print the document to disk with the printer output option set to Xerox 4045 or 4850 driver, highlight color, and 300 dpi. This produces a disk print file with a file extension of .C00.

You can then use VP297 and DocuTag in the Elixir/ElixiSys Desktop to convert the document to normalized metacode format.

To ensure that your tag position markers display as contiguous text strings in the Ventura print file, make sure that all the 4045 proof printer fonts used in your document exist in the \VENTURA directory on the drive on which Ventura installs. If Ventura does not find the fonts, the .C00 print files generated may not be in a format that allows VP297 to recognize the tag position markers.

To convert your Ventura document to an Elixir format file:

1. **Copy the .C00 file from the Ventura UDK folder in the Input Documents folder to the Converter icon.**

   The Document Converter Options dialog box displays.

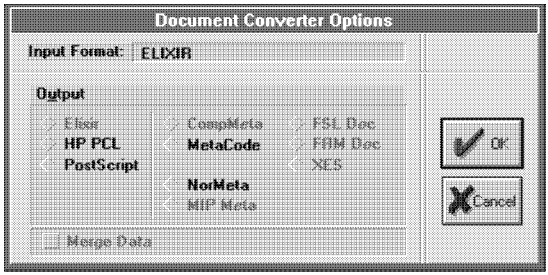

Figure 5-4. Document Converter Options dialog box

2. **Select [Elixir] as the output format and click on [OK].**

The VP297/HP2XRX Converter Options dialog box displays.

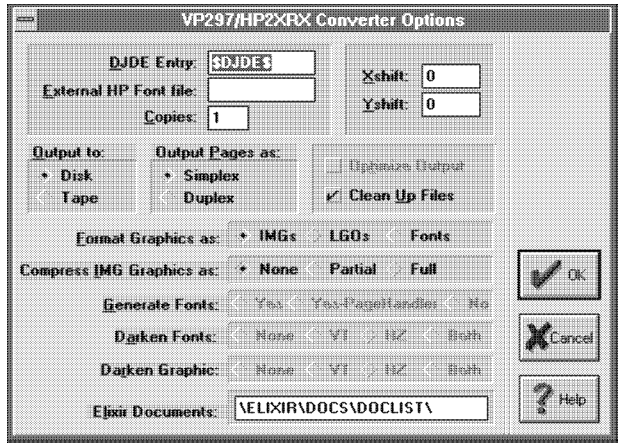

Figure 5-5. VP297/HP2XRX Converter Options dialog box

This dialog box allows you to specify parameters for running VP297 conversion program. For more information, see the *VP297 User Guide.*

Other options in this dialog box are grayed-out and/or do not apply to this conversion.

DJDE Entry
The Dynamic Job Descriptor Entry coded for the PREFIX statement in your printer ELIXIR.JSL file, or the default JSL if printing online files. See the *VP297 User Guide* for more information.

X and Y shift
The number of dots you want the pages of the output file shifted in the X and Y directions.

Copies
The number of copies to print.

Output to
Select [Disk] or [Tape] as your output medium.

Output Pages as
Applicable for Xerox production (9700) output only. Select [Simplex] (one-sided) or [Duplex] (two-sided).

Clean Up Files
Select this option to create a command file to delete the files used for the job.

Format Graphics as
Converts graphics to images [IMGs] or fonts [Fonts] format. See the *VP297 User Guide* for more information.

Compress IMG Graphics as
For .IMG image files, [Partial] compresses duplicate lines and blank (null) lines, [Full] compresses duplicate lines, blank lines, and optimizes for white space. [None] does not compress files.

Use [None] if you want to use PageHandler after conversion.

Elixir Documents
The default directory for Elixir Document Lists is *drive*:\ELIXIR\DOCS\DOCLIST.

3. Click on [OK].

The Extra Converter Options dialog box displays.

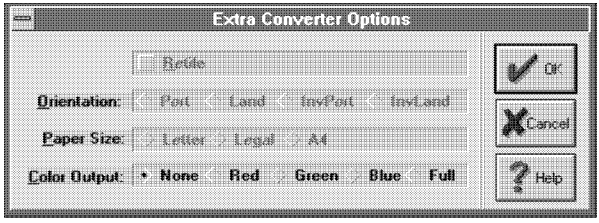

Figure 5-6. Extra Converter Options dialog box

Color Output
[None] is the default. Other options in this dialog box are grayed-out and do not apply to this conversion.

4. Click on [OK].

The Elixir Exec dialog box displays.

Once conversion begins, the Elixir Exec dialog box displays conversion progress and error or warning information.

Conversion progress

Conversion progress displays in the middle of the dialog box. When conversion is complete and free of errors, the Elixir Exec dialog box prompts you to "Press any key to continue...". Press a key.

Your file is now in Elixir format. See the "ElixiForm and DocuTag" chapter for details on adding or defining BPSD tags.

Error and Warning messages

Once conversion is complete, if there are any error or warning messages, they display under the heading:

Desktop Reports ERROR or WARNING in DocuTag Converter.

Make corrections and re-convert until no errors or warnings display.

Proof-printing your document

Using ElixiForm, you can proof print the series of forms created by VP297 on a PC-attached laser printer, such as the Xerox 4045 or HP LaserJet IID.

Converting form lists in DocuTag

Before converting Elixir form files that only contain tag position markers, you need to assign attributes to each tag position marker. For details on performing this operation and converting your files to normalized metacode format, see the "ElixiForm and DocuTag" chapter.

6. HP2XRX and DocuTag

If you do not have the Elixir PrintDriver, you may use HP2XRX with your supported document application to create Elixir form files that DocuTag can process into normalized metacode EDL members.

See the "Supported Windows applications" section for a list of supported products.

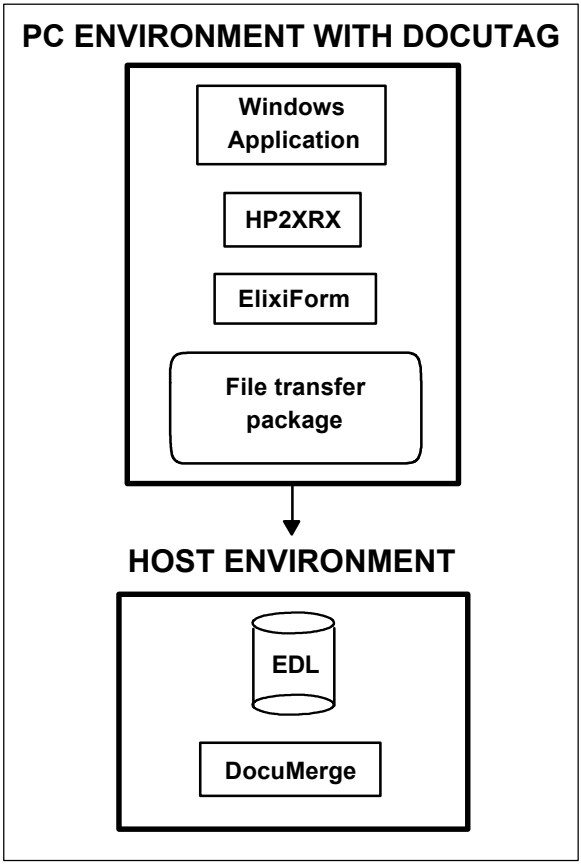

Figure 6-1. Workflow using HP2XRX

HP2XRX converts Hewlett Packard Printer Control Language (PCL level IV or below) format files.

Conversion of application files is possible only if Elixir HP2XRX resides on your PC. For details on conversion and printer setup, see the *HP2XRX User Guide*.

Example: When you install Ventura Publisher and specify an HP printer, you can produce .HP-format print files by printing VP documents to disk using the HP LJ Series II driver. You can then convert the .HP files to Elixir document, Xerox online and offline metacode, .FSL, and .FRM formats using HP2XRX.

This chapter describes how to convert .HP files into Elixir format using HP2XRX.

Note: The 9700 family of Xerox printers supported by DocuTag includes: 97XX, 87XX, 4050, 4090, 4135, 4850, and 4890 printers.

How DocuTag works with HP documents

To convert a (.HP file) document to a normalized metacode EDL member, you must first convert the document to Elixir form file format. Convert each page of the original document to an Elixir form file. Each file name uses the first three characters of the .HP file name followed by a three-digit sequence number.

The names of all the Elixir form files that collectively comprise the original document reside in a form list created automatically by HP2XRX. These files have an extension of .DAT, as shown in the following figure.

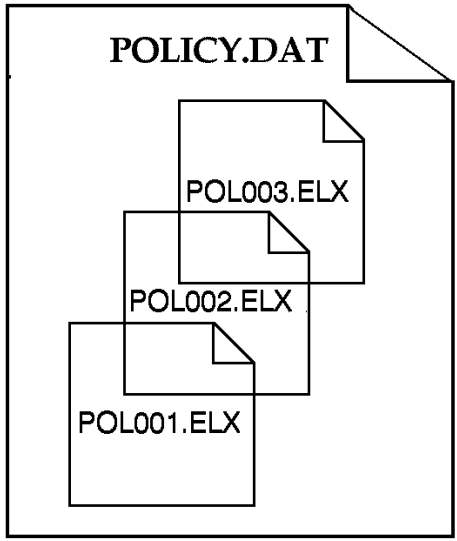

Figure 6-2. Form list file example

.HP print file naming conventions

If you are using HP2XRX to convert multiple .HP print files into Elixir form files, the Elixir form files created may overwrite older files during a subsequent conversion. You can avoid this by making certain that the names of the .HP files you convert differ by the first three characters.

For example, if you convert two three-page .HP files and the names of the two files were ANNDOC.HP and ANNDOC2.HP, the Elixir form files created by HP2XRX become ANN001.ELX, and ANN002.ELX. If both .HP files converted successively, the Elixir form files generated by the conversion of ANNDOC.HP are overwritten by the Elixir form files created when ANNDOC2.HP converted.

You can prevent overwriting files either by changing the first three characters of the .HP print file names so that they are distinctive, or by renaming the Elixir form files in DOS so that you do not overwrite them during a later HP2XRX conversion.

The external tag attribute file

The external tag attribute file contains definitions of the BPSD tags (*drive:*\ELIXIR\DTTAGS.TAG). Note that the maximum number of tags allowed in an External Tag Attribute File is 748.

```
%%1 ADDRESS    20 $ O N % 0 4 1
%%2 CITY    25%# M Y $ 1 2 3
%%3 NAME    30 @ M N $ N 0 1
%%4 STATE     2 # M Y & N 1 1
%%5 ZIP   5 # O N # 4 0 5
```

Figure 6-3. Example external tag attribute file

The example file above shows the *%%n* tag markers where *n* is the field number followed by a list of the attributes for each field number. You can create or edit this file in any text editor.

In your Windows application, you may have marked the location of BPSD tags by adding tag position markers (*%%n*). The external tag attribute file automatically specifies the attributes associated with each tag position marker.

When you convert the .ELX document to normalized metacode, the tag position marker merges into your document and matches the attributes assigned to the field number listed in the external tag attribute file. If any of the BPSD tags in the Elixir form files have unspecified attributes, tag attributes assigned to the field number overwrite those found in the external tag attribute file.

Graphics in .HP documents

If you must place graphics on your documents, convert them to fonts or .IMG format.

Using fonts with DocuTag

If you plan to use fonts other than those supported by HP2XRX, you must create both Elixir screen and Xerox centralized printer versions of the fonts. You must also create a kerning table for the font used by HP2XRX when your document converts.

For details on how to create the kerning table needed by HP2XRX, see the *HP2XRX User Guide*.

Adding BPSD tags to Documents

There are two ways to add BPSD tags to your document:

- add BPSD tag position markers in your application before conversion to ElixiForm
- add BPSD tags after conversion in ElixiForm

Adding BPSD tag position markers in your application

To denote where a BPSD tag begins in your source document, you must insert a tag position marker (*%%n*).

The BPSD tag field number following the percent signs, represented by *n*, may be any number from 1 to 748. The field number must directly follow the two percent signs.

BPSD tag position marker considerations

In order to detect BPSD tag position marker locations, HP2XRX expects the *%%n* tag position markers to be contiguous strings in the .HP print file. To ensure HP2XRX identification of the tags, a tag position marker must be a left justified text item a justified text item in a paragraph. Example: in Ventura Publisher, the **Letter Spacing** option set to [OFF].

Make an appropriate amount of space available in the source document to accommodate the variable data associated with a BPSD tag position marker.

You can ensure that the space is available by positioning tags on their own line, or by using spacing characters, tabs, or frames to occupy the desired amount of white space immediately following the tag. BPSD tag replacement characters will not wrap from one line to the next. Variable data position starting at the location of the first % sign of the *%%n* tag marker.

Adding BPSD tags in ElixiForm

You can post-process HP2XRX-generated Elixir form files using ElixiForm. This method allows insertion of BPSD tags in WYSIWYG mode. You can also use ElixiForm to assign tag attributes to each tag position marker. See the "ElixiForm and DocuTag" chapter.

Creating Elixir form files from HP documents

After you create your document, print the document to disk with the printer output option set to HP LJ II, 300 dpi. This produces a disk print file with a file extension of .HP. You can then use HP2XRX and DocuTag in the Elixir/ElixiSys Desktop to convert the document to normalized metacode format.

To convert your document to an Elixir format file:

1. **Copy the .HP file from the HP PCL folder in the Input Documents folder to the Converter icon.**

   The Document Converter Options dialog box displays.

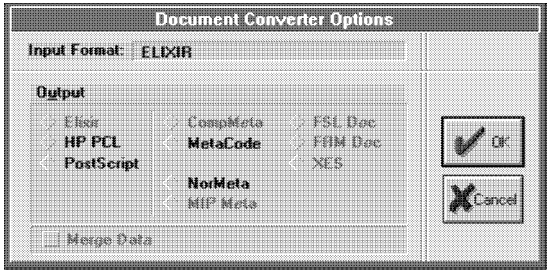

Figure 6-7. Document Converter Options dialog box

2. Select [Elixir] as the output format and click on [OK].

The VP297/HP2XRX Converter Options dialog box displays.

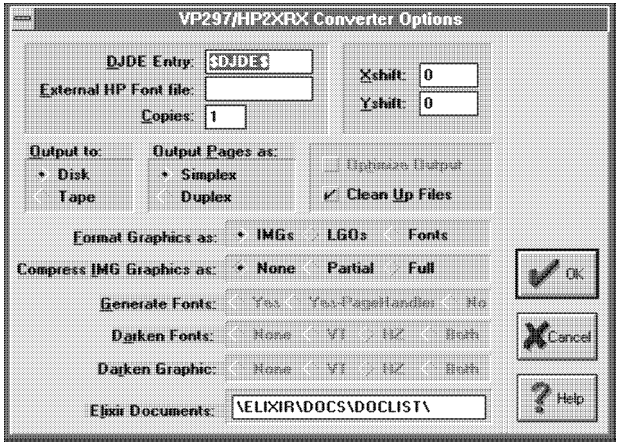

Figure 6-8. VP297/HP2XRX Converter Options dialog box

This dialog box allows you to specify parameters for running HP2XRX conversion program. For more information, see the *HP2XRX User Guide.*

Other options in this dialog box are grayed-out and/or do not apply to this conversion.

DJDE Entry
The Dynamic Job Descriptor Entry coded for the PREFIX statement in your printer ELIXIR.JSL file, or the default JSL if printing online files. See the *HP2XRX User Guide* for more information.

X and Y shift
The number of dots you want the pages of the output file shifted in the X and Y directions.

External HP Font file
This file must contain all of the fonts you need. If you use this option, set [Generate Fonts] to No.

Copies
The number of copies to print.

Output to
Select [Disk] or [Tape] as your output medium.

Output Pages as
Applicable for Xerox production (9700) output only. Select [Simplex] (one-sided) or [Duplex] (two-sided).

Clean Up Files
Select this option to create a command file to delete the files used for the job.

Format Graphics as
Converts graphics to images [IMGs] or fonts [Fonts] format. See the *HP2XRX User Guide* for more information.

Compress IMG Graphics as
For .IMG image files, [Partial] compresses duplicate lines and blank (null) lines, [Full] compresses duplicate lines, blank lines, and optimizes for white space. [None] does not compress files.

Use [None] if you want to use PageHandler after conversion.

Elixir Documents
The default directory for Elixir Document Lists is *drive*:\ELIXIR\DOCS\DOCLIST.

3. Click on [OK].

The Extra Converter Options dialog box displays.

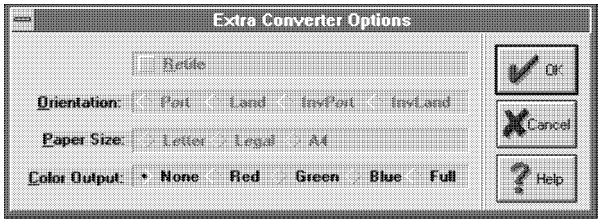

Figure 6-9. Extra Converter Options dialog box

Color Output
[None] is the default. Other options in this dialog box are grayed-out and do not apply to this conversion.

4. Click on [OK].

The Elixir Exec dialog box displays.

The Elixir Exec dialog box

Once conversion begins, the Elixir Exec dialog box displays conversion progress and error or warning information.

Conversion progress

Conversion progress displays in the middle of the dialog box. When conversion is complete and free of errors, the Elixir Exec dialog box prompts you to "Press any key to continue...". Press a key.

Your file is now in Elixir format. See the "ElixiForm and DocuTag" chapter for details on adding or defining BPSD tags.

Error and Warning messages

Once conversion is complete, if there are any error or warning messages, they display under the heading:

Desktop Reports ERROR or WARNING in DocuTag Converter.

Make corrections and re-convert until no errors or warnings display.

Proof-printing your document

Using ElixiForm, you can proof print the series of forms created by HP2XRX on a PC-attached laser printer.

Converting form lists in DocuTag

Before converting Elixir form files that only contain tag position markers, you need to assign attributes to each tag position marker. For details on performing this operation and converting your files to normalized metacode format, see the "ElixiForm and DocuTag" chapter.

7. Transferring files to the host

This chapter describes the procedures and the various conversion processes needed for transferring normalized metacode files from your PC to the host.

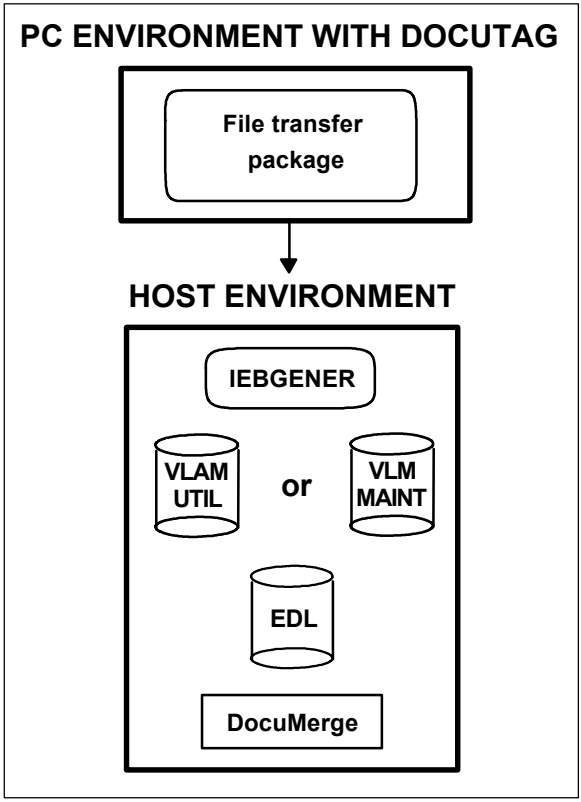

Figure 7-1. Work flow uploading to the host

Transferring normalized metacode files to the DocuMerge EDL

After DocuTag generates a normalized metacode file, there are two procedures you need to be perform before you can load the normalized metacode EDL member into an EDL:

1. **Transfer the DocuTag generated normalized metacode file to the host computer.**

2. **Convert the normalized metacode file to a VBM format file on the host.**

Transferring normalized metacode to the host

To successfully transfer normalized metacode files, you must have a file transfer package, such as DCA's IRMA card with FT/TSO, IRMA FT/3270, or IBM 3270.

Transferring files to the host using IRMA FT/3270 or IBM 3270

When uploading normalized metacode to the EDL using IRMA FT/3270 or IBM 3270, you must first pre-allocate (partition) two datasets as follows:

SYSUT1 DD dataset partitioning

Pre-allocate the SYSUT1 DD dataset input to the IEBGENER reformatting step as:

Specification	Parameter
Block size	540
Record length	540
Record format	FB

SYSUT2 DD dataset partitioning

Pre-allocate the SYSUT2 DD dataset output from the IEBGENER reformatting step as:

Specification	Parameter
Block size	540
Record length	536
Record format	VBM

Transferring files to the host using IRMA FT/TSO

When uploading normalized metacode to the EDL using IRMA FT/TSO, you must first pre-allocate (partition) two datasets as follows:

SYSUT1 DD dataset partitioning

Pre-allocate the SYSUT1 DD dataset input to the IEBGENER reformatting step as:

Specification	Parameter
Block size	540
Record length	540
Record format	FB

SYSUT2 DD dataset partitioning

Pre-allocate the SYSUT2 DD dataset output from the IEBGENER reformatting step as:

Specification	Parameter
Block size	540
Record length	536
Record format	FBM

The FT/TSO package permits the user to specify a BINARY transfer mode along with a record length of 540 bytes, a blocksize of 540 bytes, and a RECFM (record format) of FB (fixed-blocked). Specify each of these parameters to ensure no corruption in the file during the transfer process.

FT/TSO transfer specifications

The transfer parameters required for FT/TSO are as follows:

Block size:	540
Record size:	540
Record format:	Fixed Blocked
Line numbers:	Position: 0 Length: 0
Code table:	STD
Transfer mode:	BINARY
Expand tabs:	NO
Truncate spaces:	NO
U/L case:	ASIS
Space units:	TRKS
Primary QTY:	2
Secondary QTY:	2

IRMA FT/3270 and IBM 3270 transfer specifications

After pre-allocating the SYSUT1 and SYSUT2 datasets for the IEBGENER reformatting step, issue the following command from the DOS command line:

SEND pcfilename hostfilename

The normalized metacode file referenced by *pcfilename* uploads into the dataset specified by the *hostfilename*.

Configure your transfer package to disallow ASCII to EBCDIC translation. Do not perform carriage return/line feed (CRLF) record separation between records of the normalized metacode file. For further details on your file transfer package, see the documentation supplied with your file transfer software.

Converting normalized metacode to VBM format

After the normalized metacode file moves to the host environment, you must convert the file from FB (fixed-blocked) format to the VBM (variable blocked machine) format that the DocuMerge utility (VLMUTIL or VLMMAINT IEBGENER) needs.

Although the file uploads to the host as a fixed-blocked file, the IEBGENER JCL tells the system catalog to view the dataset as a VBM file by specifying a VBM record format on both the SYSUT1 and SYSUT2 steps of the IEBGENER reformatting step.

No individual metacode record in the normalized metacode file should exceed the 255 byte maximum record length allowed by DocuMerge.

A sample JCL for submitting metacode to the printer follows:

```
//O0D42DA JOB (8200,Z200-Z20001), 7-1994',CLASS=A,
//MSGCLASS=J,NOTIFY=00D42D,USER=00D42D,PRTY=4
/* JOBPARM L=9999
//*
//* JCL TO CONVERT NORM. META TO VBM FORMAT
//*
//XRX9700 OUTPUT DEST=R269
//STEP1 EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=*
//SYSUT1 DD UNIT=DISK,DISP=OLD,
//DSN=O0D42D.0Z200.NORM.MET.DATA,
//DCB=(LRECL=536,BLKSIZE=540,RECFM=VBM)
//SYSUT2 DD UNIT=DISK,DISP=NEW,
//DSN=O0D42D.OZ200.NORMOUT.MET.DATA,
//DCB=(LRECL=536,BLKSIZE=540,RECFM=VBM)
//*
```

Use the DCB parameters for *both* the input (SYSUT1) and output (SYSUT2) parameters in the IEBGENER JCL (even though you partitioned the SYSUT2 dataset differently).

Specifying the DCB parameters causes the MVS system catalog to view the online metacode dataset as a VBM file instead of as an FB file, which was the record format specified when the file uploaded.

The IEBGENER utility then treats the dataset as a VBM file and sends each variable length record within the file to the printer.

Note: You can convert DocuTag-produced normalized metacode to VBM format on host computers with operating environments other than MVS. You can determine the correct upload procedure for your environment, as well as a means of converting the file into a true VBM format file.

In VM and DOS environments, you must write your own EXEC or equivalent utility to extract each variable length metacode record from the 540 byte blocks of metacode records contained within the normalized metacode dataset.

Normalized metacode file format

The fixed-blocked normalized metacode file has the following format for each 540 byte block:

Bytes 0 to 3: Block length (hex).

Bytes 4 to 7: Length of first metacode record (hex).

Bytes 8 to n: First metacode record, where **n** equals 7 plus the length specified in bytes 4 to 7.

Bytes n + 1 to 540: The remainder of each 540 byte block consists of a series of four byte record descriptor words followed by a corresponding metacode record.

The record descriptor words specify the length of each metacode record. You can pad the end of each 540 byte block with hex zeroes.

Using VLMUTIL or VLMMAINT to load the EDL

Once you convert the normalized metacode file to VBM format, insert the file into the DocuMerge EDL using the VLMUTIL or VLMMAINT LOAD utility. See the *DocuMerge Reference Guide* for more information about the VLMUTIL and VLMMAINT LOAD utilities.

8. Extracting files from the host

This chapter describes the various processes for extracting and transferring normalized metacode files from the host to your PC.

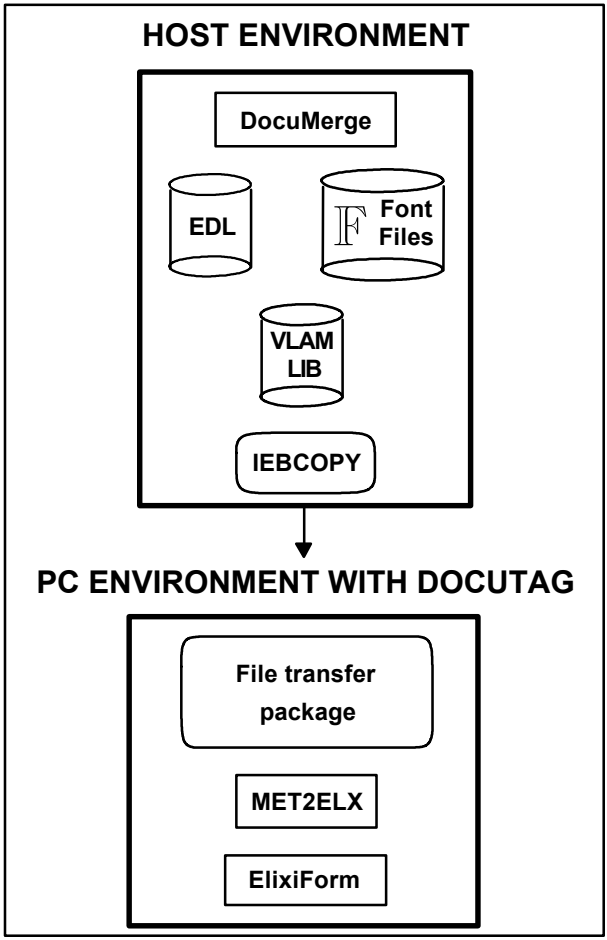

Figure 8-1. Work flow extracting from the host

File transfer packages and the Elixir utility, MET2ELX, work with ElixiForm and the Elixir Desktop to facilitate the downloading process.

Importing EDL members into ElixiForm

Before you can view or edit existing DocuMerge EDL members in ElixiForm, you must first convert them into Elixir form (.ELX) files.

To convert and download existing EDL members into ElixiForm:

1. **Locate all fonts used in the DocuMerge normalized metacode files and download them to your PC. Convert the fonts to Elixir screen format using ElixiSys.**

2. **Determine which variety of file transfer package you are using: IBM 3270, IRMA FT/3270, or IRMA FT/TSO.**

If you are using IBM 3270 or IRMA FT/3270, extract the normalized metacode file from your VLAM library and convert it to a U-format (unformatted) file on the host.

If you are using IRMA FT/TSO, extract the normalized metacode file from your VLAM library and specify that it be placed in FBM format (fixed-blocked machine) file on the host.

3. **If the file you downloaded is an unformatted file, convert the normalized metacode files into the Elixir format using the Elixir MET2ELX utility.**

Note: If the file is a fixed blocked machine file, specify the FIXED record format option when you convert the file into Elixir format using the MET2ELX utility.

or

Use the Elixir Desktop to convert normalized metacode files into Elixir format (see the *ElixiSys Desktop User Guide*).

Details on each of these steps follow.

Retrieving and converting fonts

You can move the fonts used in your normalized metacode documents to your PC in three ways:

- PC-to-mainframe link
- PC tape unit
- Xerox centralized printer floppy disk utility

PC-to-mainframe link

To transfer font files successfully using a PC-to-mainframe link, use a file transfer package such as the IBM 3270 package or the IRMA FT/3270. These packages allow you to transfer files in a binary mode to and from host datasets. Store Font, compiled form (FRM), and logo (LGO) files in host datasets with a record length and block size of 128 bytes and in fixed-blocked record format (FB).

You should move all Xerox centralized printer font files to the \ELIXIR\FONTS\X97IN directory once on the PC. This is the directory in which the Elixir Desktop looks for files to convert to Elixir screen format.

Note: If you are using the PC tape unit supported by the Elixir Desktop, follow the procedures described in the *ElixiSys Desktop User Guide*.

Converting font files to Elixir screen format

Use the Elixir Desktop to convert the Xerox centralized printer format font files to Elixir screen font format (see the *ElixiSys Desktop User Guide*).

Repeat the process until you convert all required files. Select [Cancel] on the **Item Selector** menu to end the font conversion process.

Note: You must convert the fonts referenced within the normalized metacode files to Elixir screen format before converting the normalized metacode files to the Elixir form format.

Extracting, converting, and downloading files from the EDL

The following sections describe file transfer procedures.

Note: VLAM1 is no longer supported by DocuMerge.

Extracting files using IRMA FT/3270 or IBM 3270

If you are using the IRMA FT/3270 or the IBM 3270 file transfer package, you can download your EDL members from the host as U-format files. These files are smaller and more efficient to transfer than the FB format files used with IRMA FT/TSO.

Dataset partitioning using IRMA FT/3270 or IBM 3270

When extracting normalized metacode from the EDL using IRMA FT/3270 or IBM 3270, you must first pre-allocate (partition) two datasets as follows:

OUTPUT DD dataset partitioning

Pre-allocate the OUTPUT DD dataset from the VLMMAINT DUMP step as:

Specification	Parameter
Block size	3000
Record length	155
Record format	VB

SYSUT2 DD dataset partitioning

Pre-allocate the SYSUT2 DD dataset from the IEBCOPY reformatting step as:

Specification	Parameter
Block size	3000
Record length	3000
Record format	U

To extract the normalized metacode file from the EDL, use Image Sciences' VLMMAINT DUMP utility to enable transfer with one of the packages mentioned above.

Extract JCL for VLAM2

```
//*************************************************************
//**THIS JCL DOWNLOADS FORMS ON A VLAM2 LIBRARY TO *
//**A SEQUENTIAL FILE                                *
//*************************************************************
//JOBNMEPM JOB (57000G,FSIC,FBC000,JD1550,43100),
//          'DOWNLOAD EDLTOELX'.
//MSGLEVEL=1,TIME=10,PRTY=14,MSGCLASS=A,
//          NOTIFY=EMPID
//*EXEC CNTR2
//*MAIN ORG=IS,USER=EMPID,CLASS=CICS29
//*FORMAT PR,DNAME=,DEST=OUTPUT1
//FREESPAC EXEC PGM=DUMMYJOB
//NORMOT DD DSN=B57.DL75717.NORMOT,
//          DISP=(OLD,DELETE,DELETE)
///*************************************************************

//**THIS STEP COPIES A FORM FROM THE EDL TO A    *
//**SEQUENTIAL DATASET                           *
//*************************************************************
//*
//VLAM2 EXEC PGM=VLMMAINT
//STEPLIB DD DSN=B57.DOCUMERG.JOBLIB,DISP=SHR
//*
```

```
//*      ******************************************************
//*      ** CHANGE FOLLOWING VLAMLIB TO THE
//*      ** CORRECT ONE NEEDED
//*      ******************************************************
//*
//VLM2LIB        DD
DSN=57V.INDX1.00CMG.EDLTYPE1,
//                DOCLIB.DISP=SHR
//*
//SYSUDUMP       DD      SYSOUT=*
//SYSPRINT       DD      SYSOUT=*
//OUTPUT         DD      DSN=B57.DL75717.NORMALOT,
//                DISP=SHR
//DCB=(RECFM=VB,LRECL=155,BLKSIZE=3000)
//MESSAGE        DD      SYSOUT=*,
DCB=(RECFM=FB,LRECL=133,BLKSIZE=23408)
//LISTING        DD      SYSOUT=*,
DCB=(RECFM=FB,LRECL=133,BLKSIZE=23408)
//REPORT         DD      SYSOUT=*,
DCB=(RECFM=FB,LRECL=133,BLKSIZE=23408)
//INPUT  DD      DUMMY
//SYSIN  DD      *
-
-      ************************************************
-      * KEY THE FORM NUMBER (OR NAME) BELOW *
-      ************************************************
DUMP   MEMBER='FORMS1' -
       OUTDD=OUTPUT -
       CHAIN=META -
       LIBDD=VLM2LIB
-
/*
//* ************************************************************
//* * THIS IEBCOPY STEP TAKES THE SEQUENTIAL FILE
THAT*
//* * WAS CREATED IN THE PREVIOUS STEP AND CHANGES *
//* * THE DCB SO THAT IT CAN BE DOWNLOADED TO THE PC
*
//* * AND USED WITH ELIXIR *
//* ************************************************************
//REFORMT                EXEC PGM=IEBCOPY
//SYSPRINT       DD      SYSOUT=*
//SYSUT1                 DD
DSN=B57.DL75717.NORMALOT,
//DISP=SHR,
//DCB=(RECFM=U,BLKSIZE=3000)
//SYSUT2                 DD
DSN=B57.DL75717.NORMOT,
//DCB=(RECFM=U,LRECL=3000,BLKSIZE=3000)
//                UNIT=DISK,VOL=SER=857JDI,
```

```
//              DISP=(.CATLG,DELETE),
//              SPACE=(CVL,(2,1),RLSE),
//
//*
```

IEBCOPY conversion to U-format

After you extract a file, convert it into an unformatted (U-format) file to facilitate downloading to the PC. In an MVS environment, convert using the IEBCOPY utility.

Converting your normalized metacode file to an unformatted file creates a small file for host transfer. Specify the same DSN (data set name) parameter for the IEBCOPY SYSUT1 (input) step as you specified in the OUTPUT DD for the VLMMAINT DUMP operation.

The DCB for the IEBCOPY SYSUT1 (input) step should specify a record format of U and a block size of 3000. Specify no record length in the SYSUT1 DCB. The DCB for the IEBCOPY SYSUT2 (output) step should be identical, but with the additional specification of a record length of 3000.

For example, code the SYSUT1 DCB of the IEBCOPY JCL as follows:

DCB=(BLKSIZE=3000,RECFM=U)

Code the SYSUT2 DCB of the IEBCOPY JCL as follows:

DCB=(LRECL=3000,BLKSIZE=3000,RECFM=U)

Downloading U-format metacode files to the PC

To download U-format files using either IBM 3270 or IRMA FT/3270 file transfer packages, you must configure your package to transfer files in a binary mode (so that no EBCDIC to ASCII translation takes place when the file transfers). You should also NOT specify that the records of the file are carriage return/line feed (CRLF) delimited. You may need to consult your PC support personnel to be certain that your transfer package configuration is correct.

To download your file, issue the following commands from the DOS command line:

RECEIVE pcfilename hostfilename

This downloads the normalized metacode file referenced by *hostfilename* into the dataset denoted by the *pcfilename*.

Naming normalized metacode files (3270)

Place the extracted normalized metacode files in the \ELIXIR\DOCS\NRMETIN directory.

File re-naming during conversion
As an example, a three-page normalized metacode file named POLICY.MET upon conversion becomes POLICY.ELX, POLIC2.ELX, and POLIC3.ELX.

Note: When naming files, be sure to avoid the three position names that are DOS reserved, such as CON (console) or PRN (printer). Also, when converting multiple page files, avoid file names ending with a numeric (such as A332, P273, etc.) File names ending in a numeric can overwrite page one with page two, page two with page three, etc.

Extracting files using IRMA FT/TSO

FT/TSO cannot transfer U-format files from the host to the PC. If you use FT/TSO to extract EDL members from the host and work with them in ElixiForm, you must use Image Sciences' VLMMAINT DUMP utility to extract members from the EDL.

Dataset partitioning using IRMA FT/TSO

When extracting normalized metacode from the EDL using IRMA FT/TSO, you must first pre-allocate (partition) two datasets as follows:

OUTPUT DD dataset partitioning

Pre-allocate the OUTPUT DD dataset from the VLMMAINT DUMP step as:

Specification	Parameter
Block size	1500
Record length	150
Record format	FBM

SYSUT2 DD dataset partitioning

Pre-allocate the SYSUT2 DD dataset from the IEBCOPY reformatting step as:

Specification	Parameter
Block size	1500
Record length	150
Record format	FB

The JCL for extracting EDL members downloaded with FT/TSO is the same as that of IRMA FT/3270 and IBM 3270 except for the following DCB parameter modifications.

The DCB parameters on the OUTPUT DD of the VLMMAINT DUMP step should read as follows:

(RECFM=FBM,LRECL=150,BLKSIZE=1500)

Converting to FB format using IEBCOPY

Once you extract a file, convert it into a fixed-blocked (FB) format file to facilitate downloading to the PC. In an MVS environment, convert the file using the IEBCOPY utility.

Converting your normalized metacode file to a fixed-blocked file facilitates transfer with FT/TSO. Specify the same DSN (data set name) parameter for the IEBCOPY SYSUT1 (input) step as you specified in the OUTPUT DD for the VLMMAINT DUMP operation.

The DCB for the IEBCOPY SYSUT1 (input) step should specify a record format of FB and a block size of 1500. Specify no record length in the SYSUT1 DCB. The DCB for the IEBCOPY SYSUT2 (output) step should be identical, but with the additional specification of a record length of 150.

For example, code the SYSUT1 DCB of the IEBCOPY JCL as follows:

DCB=(BLKSIZE=1500,RECFM=FB)

Code the SYSUT2 DCB of the IEBCOPY JCL as follows:

DCB=(LRECL=150,BLKSIZE=1500,RECFM=FB)

Naming normalized metacode files (FT/TSO)

Place the extracted normalized metacode files in the \ELIXIR\DOCS\NRMETIN directory.

File re-naming during conversion
As an example, a three-page normalized metacode file named POLICY.MET upon conversion becomes POLICY.ELX, POLIC2.ELX, and POLIC3.ELX.

Note: When naming files, be sure to avoid the three position names that are DOS reserved, such as CON (console) or PRN (printer). Also, when converting multiple page files, avoid file names ending with a numeric (such as A332, P273, etc.). File names ending in a numeric can overwrite page one with page two, page two with page three, etc.

Converting EDL members to Elixir ELX format

Use the MET2ELX utility or the Elixir Desktop to convert the EDL members you download from the host into Elixir format. When you type *MET2ELX <Enter>* from the DOS prompt while in the \ELIXIR directory, a screen message displays all the parameter options you can specify when you invoke MET2ELX.

```
C:\ELIXIR>MET2ELX
Usage:  MET2ELX FILENAME [AUTO | PORT | LAND] [LETTER | A4 | 14 | 17 | A3] [MONI
TOR] [V#### | F####] [NOEXT | EXT | FRM] [FONTLIST] [DJDELENGTH]

FILENAME=any DOS filename, including extensions.  Wildcards are allowed.
[AUTO | PORT | LAND]=Auto detect or portrait or landscape document.
[LETTER | A4 | 14 | 17 | A3]=page size.
[MONITOR]=NONE, VGA, SIGMA, WYSE, SUPERVGA (NONE=No Graphics).
[V#### | F####]=variable or fixed block format and optional blocklength.
[NOEXT | EXT | FRM]=Use/Don't use extention for naming files. FRM=FRM's only.
[FONTLIST]=external PDE font list (stem name only).
[DJDELENGTH]=Length of DJDE string (OFFSET).
```

Figure 8-2. MET2ELX parameter listing

The parameter options include file name, page orientation, page size, monitor type, and record format. If you downloaded U-format EDL members from the host using IBM 3270 file transfer or IRMA FT/3270, MET2ELX treats these files as VB (variable blocked) format files. That is because the U-format file contains the record and block descriptor words contained in a standard VB format file. VB is the default record format for MET2ELX.

A description of the MET2ELX utility follows.

Using MET2ELX

The MET2ELX utility converts a normalized metacode file to .ELX (Elixir) format. It creates one .ELX file for every page in the metacode file.

Usage

MET2ELX *filename* [AUTO | PORT | LAND] [LETTER | A4 | 14 | 17 | A3] [MONITOR] [V#### | F####] [NOEXT | EXT | FRM] [FONTLIST] [DJDELENGTH] *<Enter>*

filename
Use any DOS file name, including file extension (wildcards are acceptable).

AUTO | PORT | LAND
Specify a portrait or landscape metacode document, or specify AUTO for automatic orientation.

LETTER | A4 | 14 | 17 | A3
Specify the page size.

MONITOR
Options are NONE, VGA, SIGMA, WYSE and SUPERVGA. The monitor type you specify determines the resolution of the screen graphics built by MET2ELX if any graphics are in the metacode. NONE does not create a screen graphics.

V#### | F####
Specify a variable or fixed block format and optional blocklength.

V#### is not valid for PageHandler. If you have metacode files that need converting using V#####, see the *Elixir Desktop User Guide* or the *ElixiForm User Guide*.

MET2ELX also accepts files with fixed-length, 150-byte metacode records. If the metacode records are not all exactly 150 bytes long, pad these records with low values (hex 00) or spaces (hex 20).

MET2ELX creates a form list file for the converted document in the \ELIXIR\DOCS\DOCLIST directory.

NOEXT | EXT | FRM
Specifies what type of file you generate (.ELX or .FRM), as well as the associated page numbering convention. For .ELX files, you have the option of creating your own extension.

> **NOEXT**
> generates an .ELX file, with the page numbering embedded in the stem
>
> **EXT**
> generates an .ELX file, but you specify the extension used for numbering
>
> **FRM**
> specifies files converted to .FRM, with each printed page being a compiled Xerox .FRM file

FONTLIST
Specify an external PDE font list (stem name only).

DJDELENGTH
Specify the length of the offset DJDE prefix string.

Directory information

You must run MET2ELX from the directory in which input files reside. If you have not specified \ELIXIR in your DOS PATH= statement, precede the MET2ELX command with \ELIXIR.

.ELX files created by MET2ELX write to the default forms directory as specified in the ElixiForm [Filing Options] of the **System** menu.

MET2ELX uses the following naming conventions when converting multi-page documents:

- The name for the first page of a converted file retains the first eight characters of the source file name. If the source file name has less than eight characters, it retains all characters.

- For pages 2 through 9, digits 2 through 9 replace the right character of the output file name. For pages 10 through 99, digits 10 through 99 replace the two right characters of the output file name. A similar naming convention applies to pages 100 through 999. MET2ELX supports only documents up to 999 pages long.

If the metacode contains graphics, MET2ELX creates Elixir-format (.LP3) graphics files in the \ELIXIR\PICS\PRINTER directory. The stem names of the Elixir format files are the internal names stored in each graphics.

MET2ELX file conversion example

To convert a three-page normalized metacode file, MYFORM.MET in the \ELIXIR\DOCS\NRMETIN directory to Elixir-format (.ELX) files, type:

1. **CD \ELIXIR\DOCS\NRMETIN <Enter>. This changes the current directory to \ELIXIR\DOCS\NRMETIN (the normalized metacode file location).**

2. **\ELIXIR\MET2ELX MYFORM.MET PORT LETTER WYSE VB <Enter>**

   If the normalized metacode file included three .IMG format graphics, the resulting graphics files reflect the name stored in each .IMG graphics and write to the \ELIXIR\PICS\PRINTER directory.

The form list file produced by the conversion (MYFORM.DAT) writes to the \ELIXIR\DOCS\DO-CLIST directory.

Converting U-format EDL members

When converting U-format normalized metacode EDL members to Elixir files, you can omit the V parameter as it is the default. For example:

\ELIXIR\MET2ELX FILENAME PORT 14 WYSE NO-EXT FONTLIST DJDELENGTH <Enter>

where FILENAME is the name of a normalized meta-code file. The MET2ELX utility creates one Elixir file for each individual page in the normalized metacode file.

Converting FB format EDL members

When converting FB format normalized metacode EDL members to Elixir-format files, include the F parameter. For example,

\ELIXIR\MET2ELX FILENAME LAND A4 WYSE F NOEXT FONTLIST DJDELENGTH <Enter>

where FILENAME is the name of a normalized meta-code file. The MET2ELX utility creates one Elixir file for each individual page in the normalized metacode file.

Generating form lists with MET2ELX

The MET2ELX utility keeps track of the individual pages in your normalized metacode files by creating a form list file for each single or multi-page EDL member that processes. The form list files write to the \ELIXIR\DOCS\DOCLIST directory. DocuTag uses the form list file to re-assemble the multi-page document when you convert it back to normalized metacode format.

Viewing or editing EDL members

To view or edit EDL members after converting them to Elixir form format, start ElixiForm and load the form or sequence of forms that comprise the EDL member. (See the *ElixiForm User Guide* for complete instructions on using ElixiForm.)

A. Transferring font files between the host and PC

For the MET2ELX utility to convert your normalized metacode file correctly, convert all fonts to Elixir screen format prior to invoking MET2ELX conversion.

Transferring fonts with IBM 3270 or IRMA FT/3270

You may use the IBM 3270 or the IRMA FT/3270 file transfer package to upload or download font files, but configure them to transfer files in a binary mode (no EBCDIC to ASCII translation takes place when the file transfers). You should also NOT specify that the records of the file are carriage return/line feed delimited. You may need to consult your PC support personnel to be certain that your transfer package configuration is correct.

To download a font file, issue the following command from the DOS command line:

RECEIVE pcfilename hostfilename

This downloads the font file referenced by *hostfilename* into the dataset denoted by the *pcfilename*.

To send a font file to the host, issue the following command from the DOS command line:

SEND pcfilename hostfilename

This stores the font file referenced by the *pcfilename* in the host dataset denoted by the *hostfilename*.

Note: Before you send a font file back to the host by using one of the 3270 emulation packages, be certain that you have pre-allocated a dataset on the host with the following DCB specifications:

DCB=(LRECL=128,BLKSIZE=128,RECFM=FB)

Transferring font files with FT/TSO

Use the following file transfer specifications to upload and download font files in a host MVS computing environment. Use DCA's FT/TSO version 1.1 (both the host and PC portions of this package are version 1.1) and IRMA card to perform the file transfer.

The transfer parameters required are as follows:

Block size:	128
Record size:	128
Record format:	FB
Line numbers:	Position: 0 Length: 0
Code table:	STD
Transfer mode:	BINARY
Expand tabs:	NO
Truncate spaces:	NO
U/L case:	ASIS
Space units:	TRKS
Primary QTY:	2
Secondary QTY:	2

B. VP297 and HP2XRX compatibility

This appendix contains information about upgrading to the PrintDriver from VP297 or HP2XRX.

HP2XRX

The PrintDriver allows you to use TrueType, ATM, or Xerox fonts in documents you create.

At this time, the PrintDriver does not support Bitstream fonts. If you want to use the PrintDriver with existing documents containing Bitstream fonts, you must change all Bitstream fonts to TrueType, ATM, or Xerox fonts.

VP297

The PrintDriver allows you to create new documents using TrueType, ATM, or Xerox fonts. If you want to use the PrintDriver with existing documents that contain Swiss, Dutch, Courier or Symbol fonts, use the font mapping table described in the *Elixir PrintDriver User Guide* to map your existing fonts to Xerox fonts.

The following table shows the font mapping for VP297 fonts that installs during installation:

```
%%Elixir_Font-Services-Table: 1.0 September 1993

%keyidx,DOSFILE, Logical Internal name,External TypeFace name,
%LSize,PtSize,Bold,ItalObq,Weight, Width,Dir,Rot,FontName

%-----------------------------------------------------------------------------------

fmap=0,None,Swiss,None,None,8,None,None,Med,None,0,P,5PH08N;

fmap=1,None,Dutch,None,None,12,None,None,Bold,None,0,P,5PT12B;

fmap=2,None,Swiss,None,None,10,None,None,Bold,None,0,P,5PH10B;

fmap=3,None,Swiss,None,None,12,None,None,Bold,None,0,P,5PH12B;

fmap=4,None,Swiss,None,None,18,None,None,Bold,None,0,P,1PH18B;

fmap=5,None,Swiss,None,None,24,None,None,Bold,None,0,P,1PH24B;

fmap=6,None,Dutch,None,None,18,None,None,Bold,None,0,P,1PT18B;

fmap=7,None,Dutch,None,None,24,None,None,Bold,None,0,P,1PT24B;

fmap=8,None,Swiss,None,None,18,None,None,Bold,None,0,P,2PH18B;

fmap=9,None,Swiss,None,None,24,None,None,Bold,None,0,P,2PH24B;

fmap=10,None,Dutch,None,None,18,None,None,Bold,None,0,P,2PT18B;

fmap=11,None,Dutch,None,None,24,None,None,Bold,None,0,P,2PT24B;

fmap=12,None,Swiss,None,None,24,None,None,Bold,None,0,P,3PH24B;

fmap=13,None,Dutch,None,None,24,None,None,Bold,None,0,P,3PT24B;

fmap=14,None,Courier,None,None,10,None,None,Med,None,0,P,TAN10P;

fmap=15,None,Courier,None,None,12,None,None,Med,None,0,P,TAN12P;

fmap=16,None,Swiss,None,None,6,None,None,Med,None,0,P,5PH06N;

fmap=17,None,Swiss,None,None,12,None,None,Med,None,0,P,5PH12N;

fmap=18,None,Swiss,None,None,10,None,Ital,Med,None,0,P,5PH10I;

fmap=19,None,Swiss,None,None,10,None,None,Med,None,0,P,5PH10N;

 fmap=20,None,Swiss,None,None,12,None,Ital,Med,None,0,P,5PH12I;
```

fmap=21,None,Dutch,None,None,10,None,Ital,Med,None,0,P,5PH10I;

fmap=22,None,Swiss,None,None,14,None,None,Bold,None,0,P,5PH14B;

fmap=23,None,Symbol,None,None,10,None,None,Med,None,0,P,5PM10N;

fmap=24,None,Dutch,None,None,8,None,None,Med,None,0,P,5PT08N;

fmap=25,None,Dutch,None,None,10,None,None,Bold,None,0,P,5PT10B;

fmap=26,None,Dutch,None,None,10,None,None,Med,None,0,P,5PT10N;

fmap=27,None,Dutch,None,None,12,None,Ital,Bold,None,0,P,5PT12I;

fmap=28,None,Dutch,None,None,12,None,None,Med,None,0,P,5PT12N;

fmap=29,None,Dutch,None,None,14,None,None,Bold,None,0,P,5PT14B;

fmap=30,None,Swiss,None,None,8,None,None,Med,None,0,L,5LH08N;

fmap=31,None,Dutch,None,None,12,None,None,Bold,None,0,L,5LT12B;

fmap=32,None,Swiss,None,None,10,None,None,Bold,None,0,L,5LH10B;

fmap=33,None,Swiss,None,None,12,None,None,Bold,None,0,L,5LH12B;

fmap=34,None,Swiss,None,None,18,None,None,Bold,None,0,L,1LH18B;

fmap=35,None,Swiss,None,None,24,None,None,Bold,None,0,L,1LH24B;

fmap=36,None,Dutch,None,None,18,None,None,Bold,None,0,L,1LT18B;

fmap=37,None,Dutch,None,None,24,None,None,Bold,None,0,L,1LT24B;

fmap=38,None,Swiss,None,None,18,None,None,Bold,None,0,L,2LH18B;

fmap=39,None,Swiss,None,None,24,None,None,Bold,None,0,L,2LH24B;

fmap=40,None,Dutch,None,None,18,None,None,Bold,None,0,L,2LT18B;

fmap=41,None,Dutch,None,None,24,None,None,Bold,None,0,L,2LT24B;

fmap=42,None,Swiss,None,None,24,None,None,Bold,None,0,L,3LH24B;

fmap=43,None,Dutch,None,None,24,None,None,Bold,None,0,L,3LT24B;

fmap=44,None,Courier,None,None,10,None,None,Med,None,0,L,XCP10L;

fmap=45,None,Courier,None,None,12,None,None,Med,None,0,L,XCP12L;

fmap=46,None,Swiss,None,None,6,None,None,Med,None,0,L,5LH06N;

fmap=47,None,Swiss,None,None,12,None,None,Med,None,0,L,5LH12N;

fmap=48,None,Swiss,None,None,10,None,Ital,Med,None,0,L,5LH10I;

fmap=49,None,Swiss,None,None,10,None,None,Med,None,0,L,5LH10N;

fmap=50,None,Swiss,None,None,12,None,Ital,Med,None,0,L,5LH12I;

fmap=51,None,Dutch,None,None,10,None,Ital,Med,None,0,L,5LH10I;

fmap=52,None,Swiss,None,None,14,None,None,Bold,None,0,L,5LH14B;

fmap=53,None,Symbol,None,None,10,None,None,Med,None,0,L,5LM10N;

fmap=54,None,Dutch,None,None,8,None,None,Med,None,0,L,5LT08N;

fmap=55,None,Dutch,None,None,10,None,None,Bold,None,0,L,5LT10B;

fmap=56,None,Dutch,None,None,10,None,None,Med,None,0,L,5LT10N;

fmap=57,None,Dutch,None,None,12,None,Ital,Med,None,0,L,5LT12I;

fmap=58,None,Dutch,None,None,12,None,None,Med,None,0,L,5LT12N;

fmap=59,None,Dutch,None,None,14,None,None,Bold,None,0,L,5LT14B;

Glossary

This glossary contains a basic list of the terminology used in this guide.

application
Any program you run on your PC. Icons represent Elixir applications on the Elixir Desktop. If you did not install the Elixir application on your PC, its icon does not display.

arrow
The screen pointer used for selecting objects.

BoilerPlate Space Definition (BPSD) tags
DocuMerge uses BPSD tags to recognize variable data placement in a document.

button
An area on the screen that responds when you click on it. For example, each dialog box has an [OK] button that accepts your entries when you click on it.

centralized printer
Also called production printer. A classification of large, high speed Xerox printers. Examples of centralized printers are the 4050, 4650, 4090, 4850, 4890, 8700, 8790, 9700, and 9790. See also distributed printers.

click, on an item
To momentarily press and release the left mouse button with the screen pointer on an item.

close
To exit from a window, dialog box, or the Desktop.

close box
A small white box at the left of a window header and at the left of the menu bar. Clicking a close box on a window header closes the window. Clicking a close box on the menu bar exits the Desktop.

command button
A button in a dialog box that confirms or cancels an action when you click on it. The [Cancel] button cancels the command. The [OK] button confirms and executes the command and saves the information you specified in a dialog box.

Converter icon
The icon that converts font, form, graphics, and document files.

cursor
An I-shaped screen pointer used when entering text in a dialog box.

Desktop
The ElixiSys Desktop working environment, consisting of the menu bar, the screen area, and the icons on the screen.

dialog box
A rectangular box that displays and requests information. You enter information in fields in the dialog box, and normally confirm your entries by clicking on an [OK] button or by pressing <Enter>.

dimmed/grayed options
Dimmed options are menu options you cannot choose because they do not apply to your current selection. Also called grayed options.

directory
A list of hard disk or diskette contents. Folder icons represent Desktop directories. You can view folder contents pictorially, alphabetically, by icon, by size, or by date.

Dispatcher icon
The icon that stores and invokes a number of DOS commands.

distributed printers
A classification of Xerox printers that are smaller and slower than Xerox production (also known as centralized) printers. Examples of distributed printers are the 2700, 3700, 4045, and 4700.

DocuMerge
An Image Sciences product that provides sophisticated variable data merging and document assembly capabilities to mainframe/host environments.

DOS
Disk Operating System, the collection of programs that gives control of a PC's resources to the user.

double-click
To press the left mouse button twice in rapid succession, normally to open an icon.

drag
To click on an item and move the item with the mouse while holding down the left mouse button.

drag and drop
Used to copy an object as follows: click on an item on the screen, hold down the left mouse button, move the mouse to move the screen pointer to an icon, and release the mouse button.

drop
To release the mouse button after dragging an item to an icon.

EDL
See Electronic Document Library (EDL)

Electronic Document Library (EDL)
The DocuMerge utility that stores single- or multi-page forms in composed format.

Elixir folders
The folders represented by the four top left icons on the Desktop: the Forms, Fonts, Graphics, and Documents folders. Each of these folders contains an Elixir, Input, and Output folder.

extension
The three characters following the period after a file name. In the Desktop, an extension identifies the type of information in a file. For example, .ELX indicates an Elixir format form file.

fast keys
See Keyboard Shortcuts.

file name
The name of a file. The Elixir Desktop uses DOS file naming conventions. DOS file names consist of a base (stem) name containing up to eight characters and an extension of up to three characters. Xerox centralized printer file names consist of a stem name of up to six characters and an extension of up to three characters.

folder icon
The Desktop icon representing a DOS directory. Folders allow you to quickly organize information on the Desktop.

form list file
A form list (.DAT) is an ASCII file that contains a list of Elixir form file names (.ELX files) and commands that control how specific forms print.

format
To prepare a diskette so it can hold information. Formatting a diskette erases the information on the diskette.

generic Elixir format
The DOS file format an Elixir application uses (such as ElixiFont, ElixiGraphics, and ElixiForm).

grayed/dimmed options
Grayed options are menu options you cannot choose because they do not apply to your current selection. Also called grayed options.

highlighted
A highlighted icon indicates a selected icon.

icon
A small symbol that represents an application, a file, a folder, or a peripheral device.

importing files
The process of copying non-Elixir format files from different storage media (such as the hard disk, a diskette, or tape) to the appropriate Desktop input folder.

inverse landscape/portrait
The orientation of fonts, logos, or images on a page. See the definition for **portrait** for a figure describing the orientation of fonts on pages. See figure G-1.

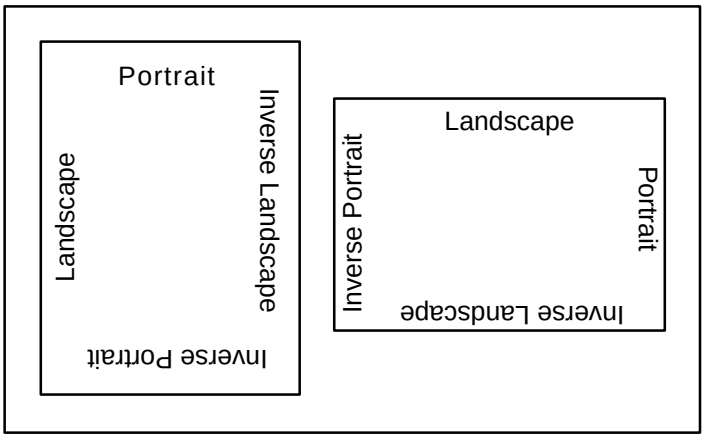

Figure G-1. Orientation of fonts on a Portrait (left) and a Landscape (right) page

invoke
To start an application. Also referred to as run .

kerning
The technique of changing the printed space between characters from the normal spacing. Overlapping characters create the effect.

keyboard shortcut
Also called a Fast Key. A one- or two-key combination that allows you to execute an option without using the mouse. Keyboard shortcuts display on each menu beside the name of the option.

landscape
The orientation of a page or the fonts, logos, or images on a page. A landscape page is narrower on the sides than on the top. See figure G-1.

menu
A list of options from which you make a selection to perform an action. A menu displays when you select a menu title from the menu bar or from a window header.

menu bar
The horizontal bar displayed at the top of the Desktop from which you access pull-down menus.

menu titles
Text that identifies a menu, displayed in a window header or on the menu bar.

message area
A bar just below the menu bar that displays error messages or information about the activity you are performing.

metacode
The 9700 printer series Xerox-format print stream.

mouse button
A button on top of the mouse. The Elixir Desktop supports most actions using the left mouse button. Use the right button to display icon properties or Help.

multi-select
Selecting more than one file or icon by shift-clicking on them.

open a folder, Elixir file, application, or peripheral device:
1.) Opening a folder icon displays a window showing the contents of the folder. **2.)** Opening an Elixir file icon starts the application that created the file and loads the file . **3.)** Opening an application icon starts the application. **4.)** Opening a peripheral device displays a properties dialog box allowing you to set the device parameters.

option
A word or phrase in a menu that you can select.

peripheral (device)
A printer, scanner, diskette drive or tape drive connected to your PC.

point
To move the mouse so the screen pointer (in most cases an arrow) rests on the desired item.

portrait
The orientation of a page or the fonts, logos, or images on a page. A portrait page is narrower on top than on the side (like pages in this book). See figure G-1.

Printers icon
The icon representing a proof printer connected to your PC.

production printer
Also called *c*entralized printer. A classification of large, high speed Xerox printers. Examples of centralized printers are the 4050, 4650, 4090, 4850, 4890, 8700, 8790, 9700, and 9790. See also distributed printers.

pull-down menu
See *menu*.

replaceable parameter
A parameter (usually %1) used in DOS commands to represent a selected file name. The selected file name replaces the parameter during certain operations.

run
To execute or start an application. Also referred to as *invoke*.

Scanners icon
The icon representing a scanner connected to your PC.

screen pointer
A pointer shaped like an arrow that displays on the screen, and which you can move by rolling the mouse on a flat surface.

scroll
To move a directory list in a window so you can view different parts of the list.

scroll bar
A bar displayed on the right side of some windows used for scrolling. The scroll bar contains a scroll arrow, + and - buttons, and a slider bar that moves within the scroll box.

select
To click on an object or menu option. A selected item appears highlighted.

shift-click
To click on an object while holding down the <Shift> key. Usually used to select multiple items.

slider bar
A bar in the scroll box at the side of some windows that scrolls items in the window when you drag it up and down.

Tape icon
The icon representing a tape drive connected to your PC.

Trashbin icon
The trashbin icon is in the lower right corner of the Desktop and represents a receptacle for items you want to delete. You delete a file by dragging it to the trashbin icon.

UDK
(User Defined Key) a substitute escape character defined by a user for specific print jobs. See also *XES*.

unselect/deselect
To cause one or more selected (highlighted) icons to not be selected any more. The quickest way to do this is to click on another area of the Desktop.

UserTools icon
The icon that links applications to files.

utilities
Special-purpose applications with which you can perform functions from the DOS prompt. For example, the ELIXIDISK utility allows you to read, write, and format Xerox printer format diskettes.

wildcard character
A character in a file name, usually an asterisk (*), that specifies a matching set. For example, *.FNT represents all files that end with the .FNT extension.

window
A rectangular area on your screen in which you view information, such the contents of a folder. All windows contain a window header. Some windows have scroll bars along the right side.

window header
The top of a window that displays the DOS directory corresponding to the window contents. Some window headers also show a close box and a number of menu titles with pull-down menus.

WYSIWYG
What you see is what you get

Xerox-labeled files
Files containing 128-byte or 512-byte Xerox headers, or labels.

XES
(Xerox Escape Sequence) a Xerox printer command language recognized by Xerox distributed printers (such as 2700, 3700, 4045, 4235, and 4700).

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