

Elixir

**Elixir Forms Editor
Desktop User Guide**

*June 1999
Version 4.00*

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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1.

Introduction

This guide describes the Elixir Forms Editor Desktop, the Windows-based operating environment for launching and using Elixir applications such as Elixir Forms Editor, Elixir AppBuilder for AFP and Elixir AppBuilder for XGF.

Additionally, the Desktop has numerous productivity-enhancing features, including those which enable you to:

- convert files to icons
- link files to applications, thereby allowing you to start an application and load a file in one step
- define icons for DOS or Windows-based applications you want to launch from the Desktop, such as word processors, desktop publishers and spreadsheets.

Because this guide describes all functions and features of the Desktop, certain options described herein may not apply to your specific configuration. In such cases, unavailable options display in gray (not black) on menus and dialog boxes, and some screens and icons may not display at all.

See the *Elixir Forms Editor Getting Started Guide* for detailed installation information.

Customer support

Elixir customer support centers provide telephone technical assistance for Elixir users during business hours.

If you have purchased your Elixir product directly from Elixir Technologies then contact one of the support center hotlines.

See the *Elixir Forms Editor Getting Started Guide* for information about contacting your support center.

Elixir training

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

Elixir Learning

(805) 641-5900 ext. 6

Who should use this guide

This guide serves users needing first-time or ongoing reference information about the Elixir Forms Editor Desktop.

Users should already be familiar with Microsoft Windows operations, printer and font management operations and PC peripherals, and have access to reference manuals for related PC software and hardware.

Conventions

This section describes the following:

- display conventions
- typographical conventions

Display conventions

ElixirForm adheres to Microsoft Windows conventions for using menus, menu commands, dialog boxes, command buttons, icons and the mouse. See your Windows manual for more information.

Many shortcut keys in the new Windows-based product are different from those in previous GEM versions. This is because the standard Windows operating environment predefines certain functions to keys (for example, <F1> is always used for Help). See the "Keyboard shortcuts" appendix for a list of keyboard shortcuts.

Typographical conventions

The following typographical conventions are used throughout this guide:

- 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 simultaneously pressing the <Shift> and <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 display in larger text. Within DOS commands, variable names and keys you press are shown in italics. For example:

CD \ELIXIR <Enter>

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.

Organization of this guide

This guide contains the following chapters and appendices:

Chapter 1, "Introduction," presents an overview of Desktop functions, features and documentation.

Chapter 2, "Desktop basics," describes the layout and basic operation of the Desktop.

Chapter 3, "Elixir folders," describes the Elixir directory structure and how to use the Desktop to organize and manage forms, fonts, images, documents and jobs.

Chapter 4, "Desktop configuration," describes how to customize the Desktop.

Chapter 5, "Additional Desktop features," describes further capabilities built into the Desktop.

Chapter 6, "Peripheral devices," describes how to configure and use PC diskette drives, scanners and printers.

Chapter 7, "File conversions," describes how to perform various file conversions.

Chapter 8, "Accessing DOS files and applications," describes tools that allow you to access DOS and link DOS files to applications.

Chapter 9, "Standalone utilities," explains the program utilities supplied with the Desktop software package.

"Glossary," provides an alphabetic listing of the terms and definitions used in this guide.

Appendix A, "Keyboard shortcuts," describes all Desktop keyboard shortcuts (fast keys).

Appendix B, "Additional files and directories," explains the functions and use of related files not described elsewhere in this guide.

Appendix C, "The Desktop menu bar," describes operations accessed from Desktop pull-down menus.

Appendix D, "Local Printers," describes Desktop operations related to proof-printing on HP and PostScript printers.

Starting the Elixir Forms Editor Desktop

To start the Desktop, double-click on the Elixir Forms Editor Desktop icon in the Program Manager Elixir Applications window.

The Elixir Forms Editor Desktop displays.

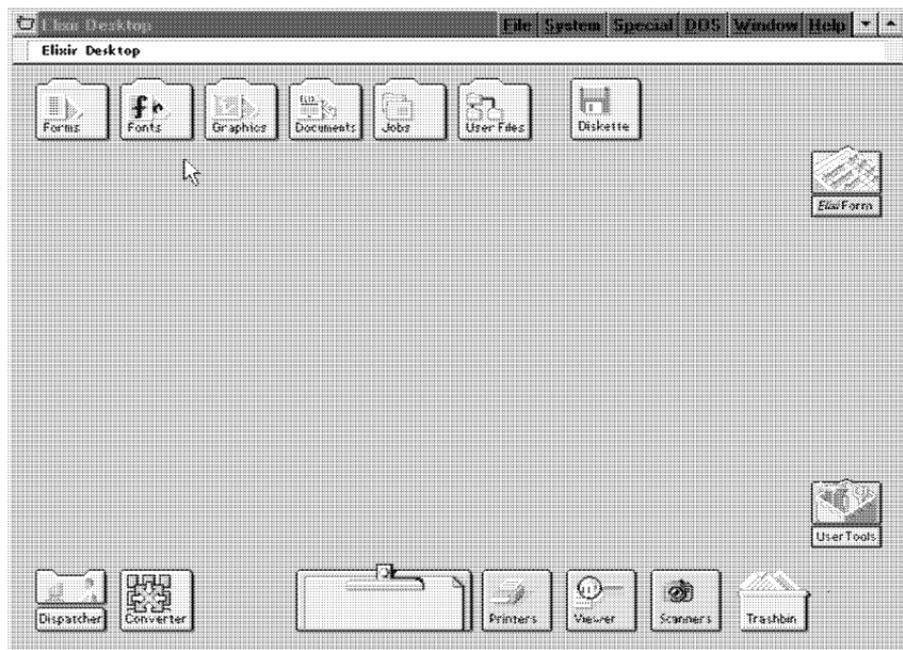


Figure 1-1. Elixir Forms Editor Desktop

An arrow shaped screen pointer also displays.

If you are using a monochrome monitor and have difficulty reading Title bar text, select [Usage Switches] from the **System** menu. Then, in the Usage Switches dialog box, select [Monochrome Monitor].

An Elixir logo may also display at the center of your screen. The logo disappears when you press a key on the keyboard or a mouse button.

Note that you cannot move icons on the Desktop.

Exiting the Elixir Forms Editor Desktop

To exit the Elixir Desktop or any of its associated applications, perform one of the following:

- Double-click on the Close button at the top left of any Elixir application.
- Press <Alt> + <F4>.
- Press <Alt> + <X>.
- Select [Exit] from the **File** menu.
- Click on the [X] at the top right corner of the application window.

Notes and cautions

The following notes and cautions apply to the *Elixir Forms Editor Desktop User Guide, version 3.11*.

- The ELXWDATA.BAT program expects that the Windows directory is located at C:\WINDOWS. If it is not, edit this .BAT file to point to your Windows directory.
- Help files include graphics created using screen drivers with large fonts. If you use a screen driver with small fonts, Help file graphics may not display clearly. For optimum graphics display, use a screen driver with large fonts.
- Installing a BWCC.DLL file in a directory other than *drive:\WINDOWS\SYSTEM* may cause errors when you perform 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 *drive:\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.

- Elixir tests its software using HP Windows printer drivers for proof printing. Other printer drivers are not supported and may produce unpredictable results when used with Elixir software.

2. Desktop basics

This chapter describes the Elixir Forms Editor Desktop layout and basic operation. Later chapters describe more advanced Desktop operations.

Common Windows operating system

The Elixir Forms Editor Desktop uses the standard Windows interface for display and use of operational elements such as icons, command buttons, tools, menus, dialog boxes and mouse.

See your Windows manual for complete information.

Desktop layout

The Elixir Forms Editor Desktop comprises two main display areas:

- The top of the Desktop displays the menu bar and message area.
- The remaining Desktop area displays icons.

Both menu bar and icons provide access to pull-down menus. See the "Sub-window menus" section in this chapter, and the "Desktop configuration" and "Additional Desktop features" chapters for more information.

The message area displays information about the operation in process, including relevant error messages.

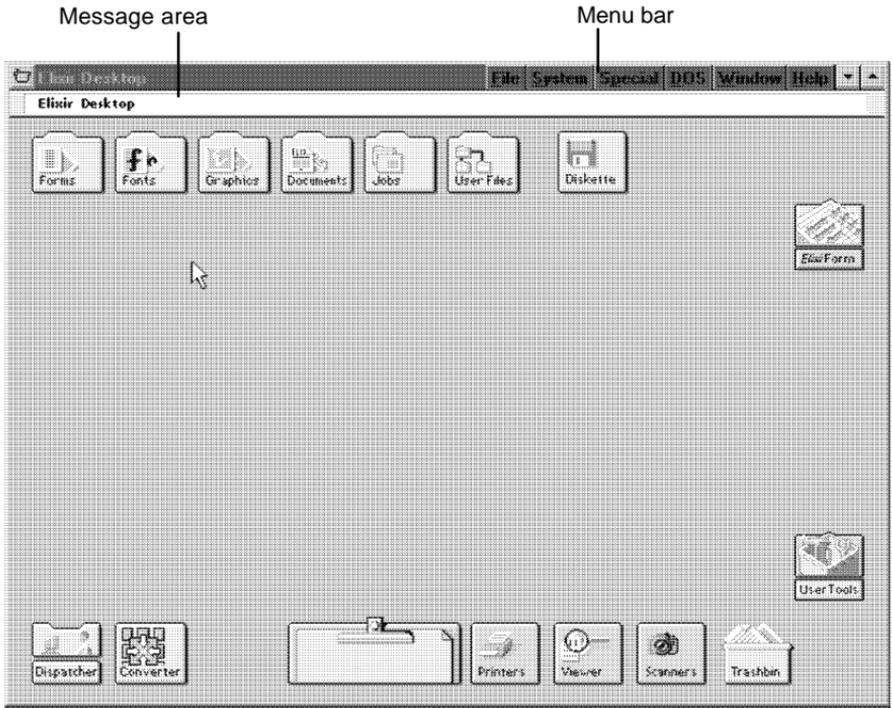


Figure 2-1. Desktop layout

Icons

Each Desktop icon represents an application, folder, utility or PC device configured for your system. Generally, the name, shape and appearance of an icon indicate its purpose or the type of action you can perform.

The following sections briefly describe each icon and, where applicable, refer you to chapters where you can find more information.

Elixir folder icons

The five icons displayed at the top left of the Desktop represent specific DOS directories. You can access directory files and convert them from one format to another using these icons.

See the "Additional Desktop features", "Elixir folders" and "File conversions" chapters for more information.

Forms folder

Represents the *drive*:\ELIXIR\FORMS directory containing Elixir, Input and Output form files.

Fonts folder

Represents the *drive*:\ELIXIR\FONTS directory containing Elixir, Input and Output font files.

Graphics folder

Represents the *drive*:\ELIXIR\PICS directory containing Elixir, Input and Output image files.

Documents folder

Represents the *drive*:\ELIXIR\DOCS directory containing form list files referencing the Elixir-format files for multi-page documents.

Note that Documents folder functionality for .XGF or .PDF files requires XGF/PDF option products.

Jobs folder

Represents the *drive*:\ELIXIR\JOBS\XGFOUT directory containing JDT (Job Descriptor Ticket) files for transfer to an output XGF printer.

Clipboard icon

Temporarily stores Elixir-format (.ELX) form files during job creation. You can copy an Elixir-format form to the Clipboard using standard copying procedures, then copy the form to a specific job when you need it.

User Files icon

Provides access to all DOS directories and files, and links applications to files. See the "Additional Desktop features" and "Accessing DOS files and applications" chapters for more information.

ElixirForm application icon

Represents the Elixir Forms Editor (or Elixir Forms Editor for Highlight Color if you installed either the Highlight Option or Plus).

Opening this icon clears the Desktop and starts the Elixir Forms Editor application. You can also press <CTRL> and click the right mouse button on this icon to display icons for launching other installed form building products.

Other Elixir application icons

If other Elixir applications such as ElixirFont or ElixirImage are installed, icons representing these applications also display at the right of the Desktop. Opening these icons starts the corresponding application.

User Tools icon

Allows you to create and define icons for DOS applications and batch files so that opening the icon starts the application.

See the "Additional Desktop features" and "Accessing DOS files and applications" chapters for more information.

Diskette icon

Allows you to access and format a diskette in your PC disk drive.

See the "Additional Desktop features" and "Peripheral devices" chapters for more information.

Printers icon

Allows you to access a local proof printer connected to your PC.

See the "Additional Desktop features" chapter and "Local Printers" appendix for more information.

Scanners icon

Allows you to start a scanner connected to your PC directly from the Desktop.

See the "Additional Desktop features" and "Peripheral devices" chapters for more information.

Dispatcher icon

Allows you to invoke DOS commands or batch files in which you can embed replaceable parameters.

See the "Additional Desktop features" and "Accessing DOS files and applications" chapters for more information.

Converter icon

Allows you to convert form, font and graphics files and multi-page documents to different formats by using simple "drag-and-drop" mouse operations.

See the "Additional Desktop features" and "File conversions" chapters for more information.

Trashbin icon

Allows you to delete folders and files associated with a specific directory or application.

See the "Deleting files and folders" section for more information.

Viewer icon

Allows you to view Elixir-format files associated with an application without having to first launch the application.

See the "Additional Desktop features" chapter for more information.

Sub-window menus

The Elixir Desktop offers additional functionality to normal Windows operations by providing pull-down menus in sub-windows (or "child" windows) that you can access from any Elixir folder icon. The following sections describe these functions.

Backup button

You can access the backup button by first opening any Elixir folder on the Desktop (Jobs, Forms, Fonts, Graphics or Documents), then opening any Elixir, Input or Output folder.

Each click on the backup button (or <Ctrl>+) displays the contents of a directory one level closer to the root.

You can also use the backup button to change the default directory of an Elixir, Input or Output folder in the SYSTEM.INI file, as follows:

- Select [Save Settings on Exit] in the Usage Switches dialog box (**System** menu).
- Use the backup button to change to the directory you want as the default.
- Exit/close the folder.



Figure 2-2. Backup button

Filter menu

The **Filter** menu allows you to display files you select using the * and ? DOS wildcard characters.

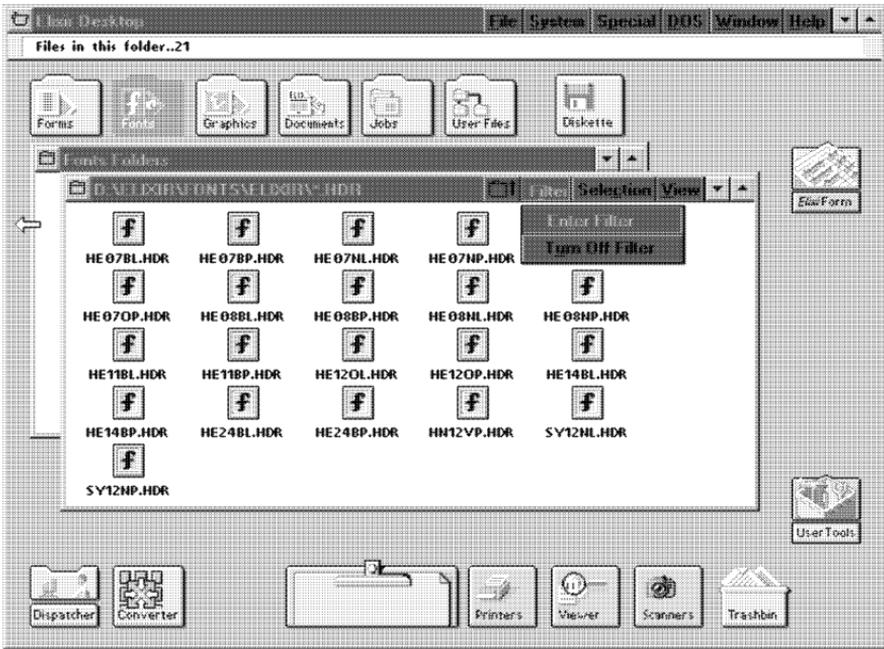


Figure 2-3. Filter menu

For example, in the previous window, you can enter a filter to display files that start with X as follows:

1. Select [Enter Filter] from the Filter menu.
2. In the File Name Entry dialog box (shown below), type X*.*
3. Click on [OK] or press <Enter>.

The window displays only those files beginning with the letter X.

- 4. To turn off the filter, select [Turn Off Filter] in the Filter menu.

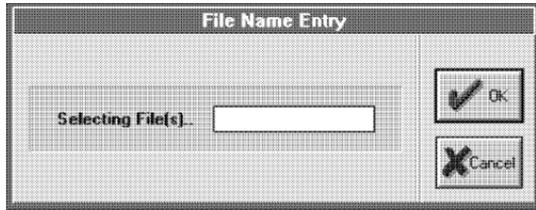


Figure 2-4. File Name Entry dialog box

Selection menu

The **Selection** menu allows you to select and deselect one or more specified files within a folder. The following figure shows a **Selection** menu example.

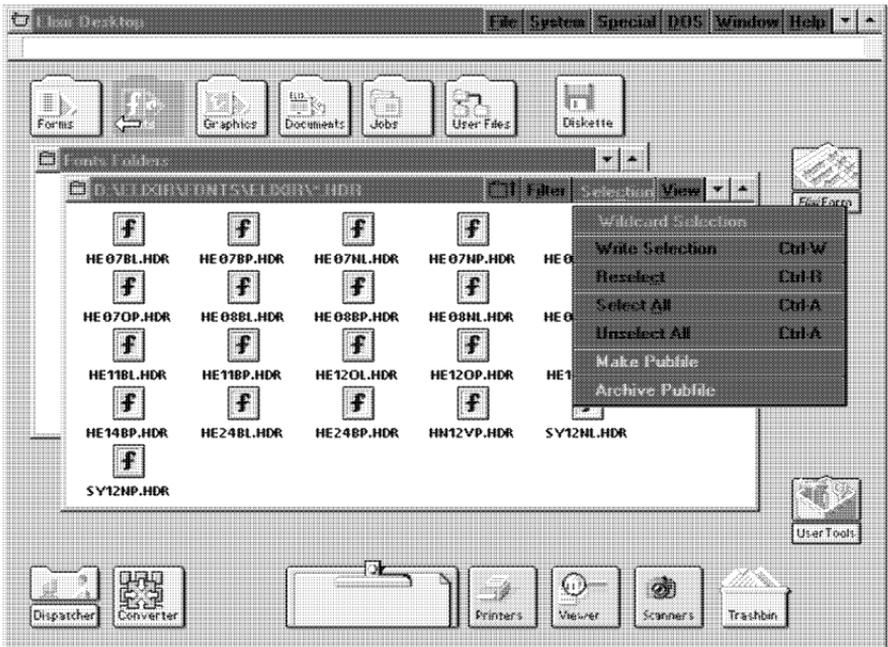


Figure 2-5. Selection menu

The **Selection** menu contains the following options:

Wildcard Selection

Highlight files specified with * and ? DOS wildcard characters.

Write Selection <Ctrl>+<W>

"Remember" a number of selected files (see the Re-select option, below).

Reselect <Ctrl>+<R>

Highlight files "remembered" using [Write Selection]. When you use [Write Selection] for files accessed from a Desktop folder (Jobs, Forms, Fonts, Graphics or Documents) icon, use [Reselect] to highlight files with the same stem name (and the same or different extensions) in another folder.

Select All <Ctrl>+<A>

Highlight all files in a window.

Unselect All <Ctrl>+<A>

Deselect all highlighted files in a window.

Make Pubfile

Copy highlighted *drive:\ELIXIR\FORMS\ELIXIR* and subordinate directory form files to a diskette. See the "Additional Desktop features" chapter for more information.

Archive Pubfile

See [Make Pubfile], above.

View menu

The following figure shows the **View** menu and an example of viewing files using the [Show Actual] option.

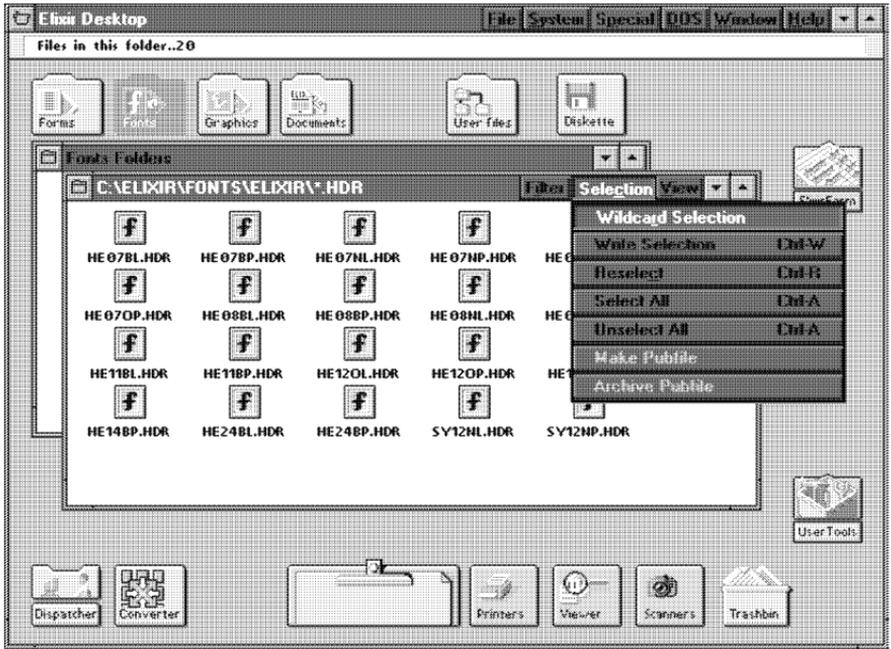


Figure 2-6. Show Actual example

The **View** menu allows you to display files in a window in different ways. The available options are:

Short Name

Display files by name only.

Long Name

Display files by name, creation/revision date and size (in bytes).

Icon

Display files as icons, with names underneath.

Show Actual

Display reduced, bit-mapped screen versions of Elixir form, font and image files. Allows you to preview files without invoking the application and loading the file.

Name

Display files alphabetically by file name.

Type

Display files alphabetically by file type (extension).

Date

Display files by creation/revision date.

Size

Display files by size (in bytes).

Ascending

Display files in ascending order, either by name or type (alphabetically, with "A" first), by date (chronologically, with oldest date first) or by size (smallest file first).

Descending

Display files in descending order, either by name or type (alphabetically, with "A" last), by date (chronologically, with latest date first) or by size (largest file first).

Accessing DOS

The **DOS** menu allows you to run DOS commands from the Desktop.

Selecting the [DOS Command] option or pressing <Ctrl>+<D> displays a dialog box to allow you to enter any standard DOS command.

Enter a DOS command and select [OK] to display the Elixir Exec window and execute the DOS command from either of the following directories:

- the \ELIXIR directory, if no windows are open on the Desktop
- the directory corresponding to the window, if a window is open on the Desktop.

After the DOS command executes, the system prompts you to enter any key to redisplay the Desktop.

See the "Accessing DOS files and applications" chapter for additional ways to access DOS.

Exiting the Desktop

You can exit the Desktop in any of the following ways:

- Click on the Exit Box at top left of Desktop
- Press <Alt>+<F4>
- Press <Alt>+<X>
- Use the **File** menu and select [Exit].

3.

Elixir folders

This chapter describes the Elixir Forms Editor Desktop folder organization. To better understand this chapter, you should already be familiar with DOS directory structures.

Folders and DOS directories

Directories and subdirectories are structures DOS uses to store and organize files. Folder icons on the Forms Editor Desktop represent DOS directories or subdirectories. Just as a DOS directory contains files and subdirectories, Desktop folders contain files and other folders.

Using folder icons is easier than using DOS directories because you can display folder contents as icons in a window, and copy files from one folder to another (see the "Desktop basics" chapter in this guide).

The Elixir folder icons shown in the following figure display at the top left of the Desktop.



Figure 3-1. Elixir folder icons

Elixir folder icons allow you to use simple mouse operations to:

- access and display Elixir-format files
- copy Elixir-format files into different folders
- convert form, font, image, document and job files to and from Elixir format.

To the right of the Elixir folder icons, the User Files icon shown in the following figure displays.



Figure 3-2. User Files icon

The User Files icon allows you to access any file or directory on your hard disk or diskette drive. See the “Accessing DOS files and applications” chapter in this guide for a description of the User Files icon.

Elixir folder structure

This section describes the structure and use of the five Elixir folder icons.

Most Elixir folder icons contain three subordinate folders labeled Elixir, Input and Output.

For example, when you open the Elixir Forms folder icon, the following window displays.

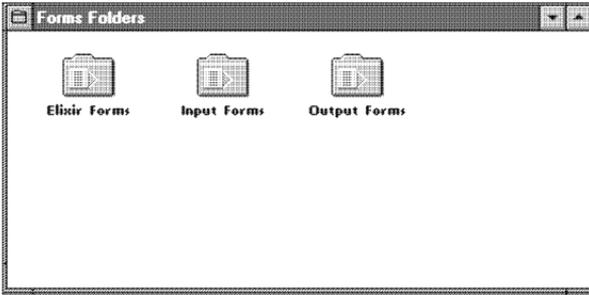


Figure 3-3. Forms Folders window

Similarly, opening the Elixir Fonts, Elixir Graphics and Elixir Documents folder icons display a window showing subordinate folders called Elixir, Input and Output.

This folder structure allows you to edit or view form, font, image, document and job files having different formats, as shown in the following figure.

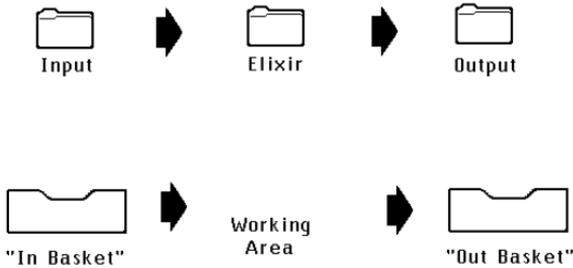


Figure 3-4. Input, Elixir and Output folders

- Each Input folder is similar to an “in basket” containing files you can convert to Elixir format by copying them to the Converter icon. See the “File conversions” chapter in this guide for more information.
- Each Elixir folder is similar to a “working area” where you can edit and view converted files.

- Each Output folder is similar to an “out basket”, to which edited Elixir-format files are written after you convert them to their original or other non-Elixir format by copying them to the Converter icon. See the “File conversions” chapter in this guide for more information.

To use Elixir folders for file editing, follow these steps:

- 1. Copy a file you want to edit or view to the appropriate Input folder.**
- 2. Convert the file to Elixir format as described in the File conversions chapter of this guide.**
- 3. Double-click on the converted Elixir-format file to start the appropriate Elixir application (such as Elixir Forms Editor) and load the file.**
- 4. Edit the file using the tools provided by the Elixir application. After editing, save the file.**
- 5. Convert the edited Elixir-format file to the format you want. The converted file writes to the appropriate Output folder.**
- 6. Open the Output folder and copy the converted file to the desired location.**

The “File conversions” chapter in this guide describes this procedure in more detail.

The following sections describe the different Elixir, Input and Output folders.

Forms folder

The Desktop Forms folder corresponds to the *drive:\ELIXIR\FORMS* directory and contains the Elixir Forms, Input Forms and Output Forms folders shown in the following figure.

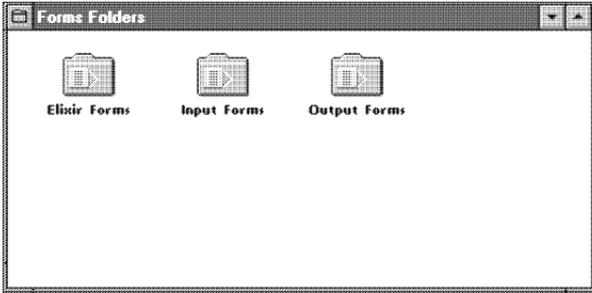


Figure 3-5. Forms Folders window

Elixir Forms folder

The Elixir Forms folder corresponds to the DOS *drive:\ELIXIR\FORMS\ELIXIR* directory and any user-defined subdirectories within the *drive:\ELIXIR\FORMS\ELIXIR* directory (such as *drive:\ELIXIR\FORMS\ELIXIR\DEMO*).

The Elixir Forms folder displays Elixir form files (files with .ELX name extensions). You can edit any file using ElixirForm by opening (double-clicking on) the file.

The Elixir Forms folder also displays files with .BAK, .PUB and .INV name extensions, as follows:

- .BAK extension files are backup form files that ElixirForm creates. You can edit .BAK files if you rename their extensions to .ELX.
- .PUB extension files are publication files used for archiving and copying Elixir form files and all related components (such as fonts and graphics used on the form) to a diskette. See the "Elixir Fonts folder" section in this chapter for more information.

- When you use the ELXINV utility to convert .ELX files to a different orientation (from portrait to inverse portrait, for example), you create .INV extension files. To edit these files using ElixirForm, rename the extensions to .ELX. See the “Stand-alone utilities” chapter for more information about the ELXINV utility.

Input Forms folder

The Input Forms folder is reserved for future use.

Output Forms folder

The Output Forms folder contains a number of subordinate folders, an example of which shows in the following figure.

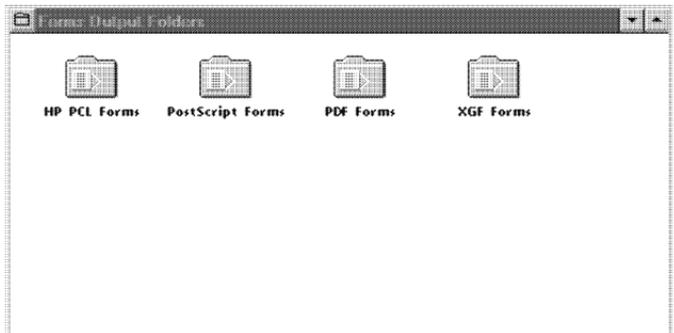


Figure 3-6. Forms Output Folders window

When you use the Converter icon to convert files (as described in the “File conversions” chapter of this guide), output files write to the Output folders with appropriate file extensions, as shown in the following table.

<i>Output Forms folder</i>	<i>DOS subdirectory and file extensions</i>
HP PCL Forms	\\ELIXIR\PRINTS\HPPRINT*.PRN
PostScript Forms	\\ELIXIR\FORMS\PSOUT*.PS
PDF Forms	\\ELIXIR\FORMS\PDFOUT*.*
XGF Forms	\\ELIXIR\PRINTS\XGFOUT*.*

The above Output Forms folders show all formats to which Elixir Desktop products can be converted.

Fonts folder

The Fonts folder corresponds to the *drive:\ELIXIR\FONTS* directory and contains the Elixir Fonts, Input Fonts and Output Fonts folders as shown in the following figure.

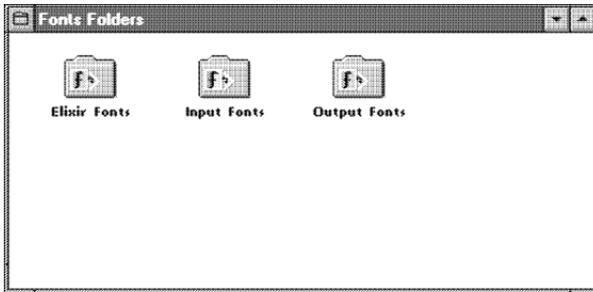


Figure 3-7. Fonts Folders window

Elixir Fonts folder

The Elixir Fonts folder corresponds to the DOS *drive*:\ELIXIR\FONTS\ELIXIR subdirectory and displays Elixir-format font file names with .HDR extensions. You can edit these files using ElixirFont by opening (double-clicking on) the files. See the *Elixir-Font User Guide* for more information.

Although only .HDR extension files display, each Elixir-format font consists of three files having the same stem name but different extension, as follows:

- .HDR - the font header file
- .GLH - the glyph (character) header file
- .GLY - the glyph (character) bitmap file

The .GLH and .GLY files are also in the *drive*: \ELIXIR\FONTS\ELIXIR subdirectory, but do not display in the window. You can display all three components if you open the subdirectory using the User Files icon described in the "Accessing DOS files and applications" chapter of this guide.

When you copy a font from the Elixir Fonts folder using the Desktop copy operation (copying to a diskette, for example), all three file components copy.

If you want to copy an Elixir font using either the User Files icon or DOS COPY command, remember to copy all three components for each file.

Input Fonts folder

The Input Fonts folder contains subordinate folders, as shown in the following figure.

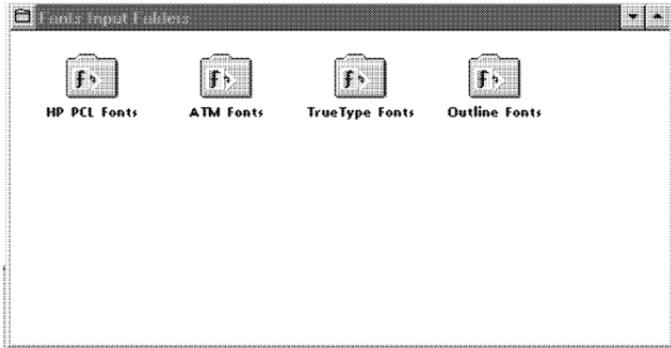


Figure 3-8. Fonts Input Folders window

To prepare a font file for conversion, first copy it to the appropriate Input Fonts folder. Make sure the file has the correct name extension for the folder, as shown in the following table.

<i>Input Fonts folder</i>	<i>DOS subdirectory and file extensions</i>
HP PCL Fonts	\\ELIXIR\FONTS\HPIN*.FNT
Outline Fonts	\\ELIXIR\FONTS\CONTOURS*.TDF (default - also user-definable)

The above Input Fonts folders show all formats from which Elixir Desktop products can be converted.

Output Fonts folder

The Output Fonts folder contains a number of subordinate folders, as illustrated below.

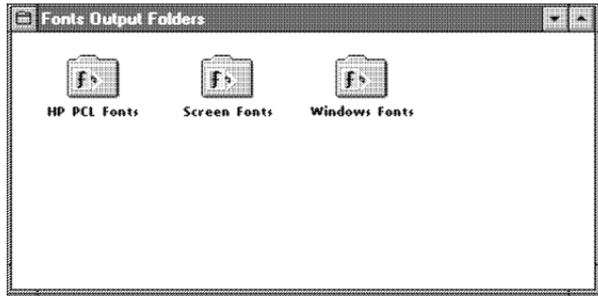


Figure 3-9. Fonts Output Folders window

When you use the Converter icon to convert files (described in the “File conversions” chapter of this guide), output files write to the Output folders with appropriate name extensions, as shown in the following table.

<i>Output Fonts folder</i>	<i>DOS subdirectory and file extensions</i>
HP PCL Fonts	\ELIXIR\FONTS\PRINTER*.FLJ (regular fonts) \ELIXIR\FONTS\PRINTER*.RLJ (rotated fonts)
Screen Fonts	\ELIXIR\FONTS\SCREEN\DEMO*.VGA (VGA monitors) \ELIXIR\FONTS\SCREEN\DEMO*.FNT (other monitors) \ELIXIR\FONTS\SCREEN\DEMO*.WDT (width tables)
Windows	\ELIXIR\FONTS\SCREEN\WINDOWS*.*

The above Output Fonts folders show all formats to which Elixir Desktop products can be converted.

Graphics folder

The Graphics folder corresponds to the *drive:\ELIXIR\PICS* directory and contains the Elixir Images, Input Images and Output Images folders shown in the following figure.

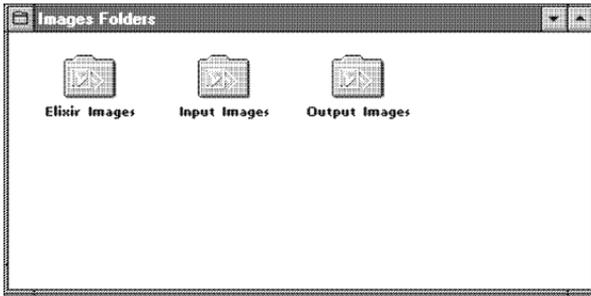


Figure 3-10. Images Folders window

Elixir Images folder

The Elixir Images folder corresponds to the *drive:\ELIXIR\PICS\PRINTER* directory and contains Elixir graphics-format files with .LP3 extensions. You can edit these files by opening (double-clicking on) the files. Opening a file starts ElixirGraphics and loads the file.

Input Images folder

The Input Images folder contains a number of subordinate folders, as shown in the following figure.

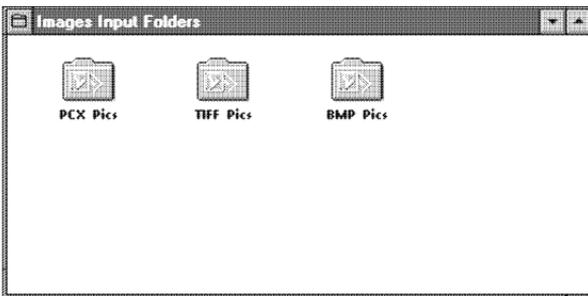


Figure 3-11. Images Input Folders window

To prepare a graphics file for conversion, first copy it to the appropriate Input Images folder. Make sure the file has the correct name extension for the folder, as shown in the following table.

<i>Input Images folder</i>	<i>DOS subdirectory and file extensions</i>
PCX Pics	\ELIXIR\PICS\PCXIN*.PCX
TIFF Pics	\ELIXIR\PICS\TIFFIN*.TIF
BMP Pics	\ELIXIR\PICS\BMPIN*.BMP

The above Input Images folders show all formats from which Elixir Desktop products can be converted.

Output Images folder

The Output Images folder contains a number of subordinate folders, as shown in the following figure.

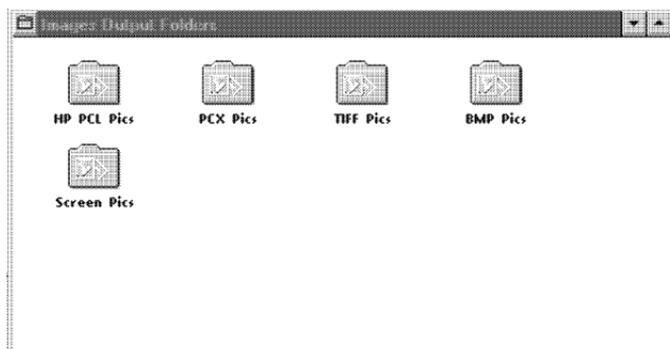


Figure 3-12. Images Output Folders window

When you use the Converter icon to convert files (described in the "File conversions" chapter of this guide), output files write to the appropriate Output folders with appropriate file extensions, as shown in the following table.

<i>Output Images folder</i>	<i>DOS subdirectory and file extensions</i>
PCX Pics	\ELIXIR\PICS\PCXOUT*.PCX
TIFF Pics	\ELIXIR\PICS\TIFFOUT*.TIF
BMP Pics	\ELIXIR\PICS\BMPOUT*.BMP
Screen Pics	\ELIXIR\PICS\SCREEN*.LW8

The above Output Images folders show all formats to which Elixir Desktop products can be converted.

Documents folder

The Documents folder corresponds to the DOS *drive*:\ELIXIR\DOCS directory and contains subordinate Elixir Document, Input Document and Output Document folders, as illustrated in the following figure.

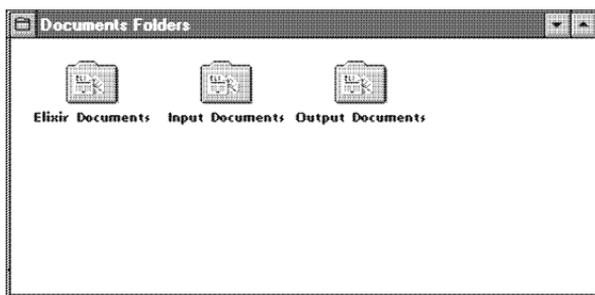


Figure 3-13. Documents Folders window

Elixir Documents folder

The Elixir Documents folder corresponds to the *drive*:\ELIXIR\DOCS\DOCLIST subdirectory and contains form list files.

A form list file is a .DAT file you create for proof printing using an ASCII editor, containing a list of Elixir (.ELX) form files for a multi-page document. See the "Local Printers" appendix of this guide for more information about creating, viewing and proof printing .DAT files.

Input Documents folder

The Input Documents folder is reserved for future use.

Output Documents folder

The Output Documents folder contains a number of subordinate folders, as illustrated in the following figure.

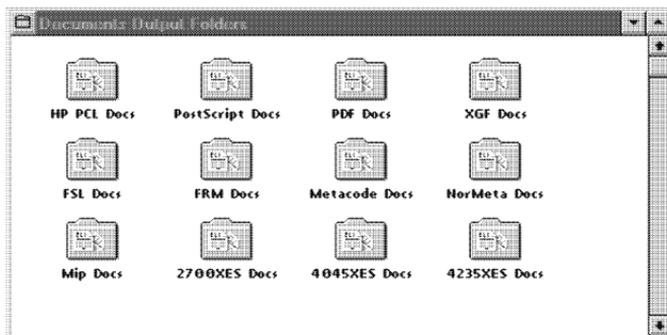


Figure 3-14. Documents Output Folders window

Note that the PDF and XGF Docs output folders display only if their respective extended converters have been installed.

When you use the Converter to convert files (as described in the "File conversions" chapter of this guide), output files write to an Output folder with the appropriate file extension, as shown in the following table.

<i>Output Documents folder</i>	<i>DOS subdirectory</i>
HP PCL Docs	\ELIXIR\DOCS\HPOUT*.*
PostScript Docs	\ELIXIR\DOCS\PDFOUT*.*
PDF Docs	\ELIXIR\DOCS\PDFOUT*.*
XGF Docs	\ELIXIR\DOCS\XGFOUT*.*

The above Output Documents folders show all formats to which Elixir Desktop products can be converted.

Jobs folder

The Jobs folder corresponds to the *drive:\ELIXIR\JOBS\XGFOUT* directory and contains Job Descriptor Ticket (JDT) files ready to be transferred to the XGF printer.

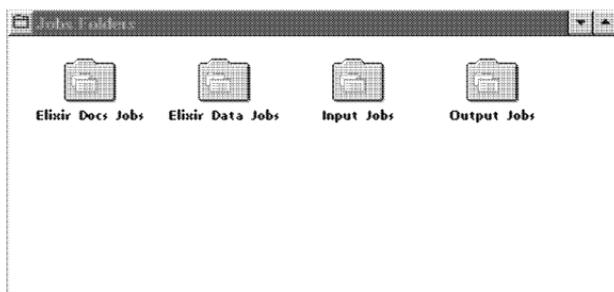


Figure 3-15. Jobs folder

Elixir Docs Jobs

The Elixir Docs Jobs folder corresponds to the *drive:\ELIXIR\DOCS\DOCLIST* directory and displays a list of Elixir jobs (.DAT files). Each Elixir job is an ASCII file that contains a list of Elixir form files and print ticket information for the individual form files.

Elixir Data Jobs

The Elixir Data Jobs folder displays files in the *drive*:\ELIXIR\JOBS\ELIXIR\SYSTEM directory.

These are job files created using Elixir AppBuilder. Note that the DOS file names in *drive*:\ELIXIR\JOBS\ELIXIR\SYSTEM are not the same as those in the Elixir Data Jobs folder; rather, the displayed names are extracted from the DOS files.

See the *Elixir AppBuilder for AFP User Guide* for more information.

4. Desktop configuration

To customize your Elixir Desktop, use the options in the **System** menu and some of the options in the **Special** menu (both of which you access from the menu bar, shown in the following figure). You can also access some options using the shortcut keys displayed to the right of menu options.



Figure 4-1. Desktop menu bar

The **System** menu contains the options shown in the following figure.

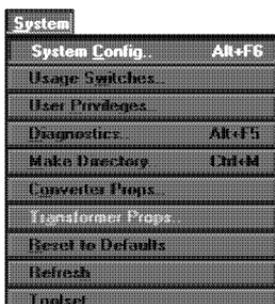


Figure 4-2. **System** menu

Each option in the **System** menu allows you to perform certain configuration actions as described below.

System Config <Alt> + <F6>

Configures basic system parameters.

Usage Switches

Enables and disables some Desktop functions.

User Privileges

Allows you to set up user access controls.

Diagnostics <Alt> + <F5>

Displays diagnostics information and allows you to access your diagnostic application.

Make Directory <Ctrl> + <M>

Allows you to create a DOS directory

Converter Props

Displays and lets you modify control parameters for the Converter icon.

Reset to Defaults

Resets all configuration parameters to the default values.

Refresh

Refreshes the screen display.

Toolset

Selects different Desktop toolsets.

System configuration

The [System Config] option in the **System** menu (and the <Alt> + <F6> fast keys) allows you to set system configuration parameters. The Desktop Basic Setup dialog box shown in the following figure displays.

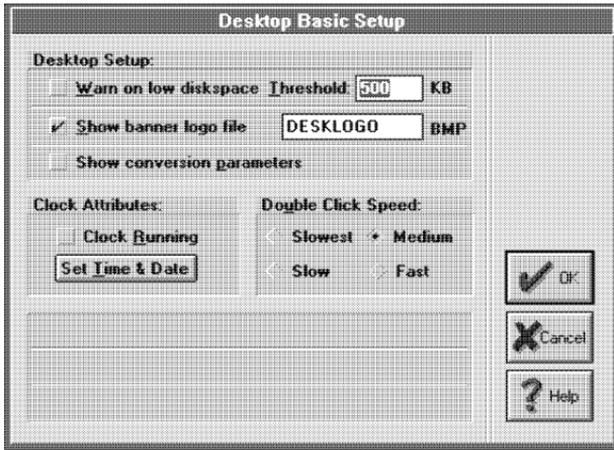


Figure 4-3. Desktop Basic Setup dialog box

The Desktop Basic Setup dialog box contains the following options:

Warn on low disk space

Displays a warning if disk space falls below the value specified in [Threshold]. The default is to not warn.

Threshold

The threshold disk space that triggers a warning to display — applicable only if you specify Yes for [Warn on low disk space]. The default is 500 KB, and the maximum is 25 MB.

Show banner logo file

The .BMP file that displays each time you start the Desktop, if there are no open windows. The banner logo may not display correctly if the image is very large. Initially, the default logo is DESKLOGO.BMP; you can specify any .BMP file located in *drive:\ELIXIR\PICS\BMPIN*.

Show conversion parameters

Displays conversion parameters when converting files.

Clock Running

Displays the date and time in the menu bar message area when selected. [Set Time and Date] displays a dialog box for setting the current date and time.

Double Click Speed

Sets the speed at which successive mouse clicks interpret as a double-click. The settings are:

- [Slowest] (the default)
- [Slow]
- [Medium] or
- [Fast]

Desktop usage switches

The [Usage Switches] option in the **System** menu allows you to customize the Elixir Desktop. Selecting this option displays the Usage Switches dialog box, as shown in the following figure.

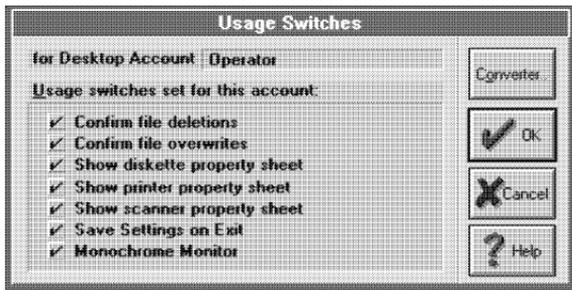


Figure 4-4. Usage Switches dialog box

The Usage Switches dialog box contains the following options:

Confirm file deletions

When deleting one or more files, select to display a Confirmation for Command dialog box. Otherwise, deletes the file(s) without requesting confirmation.

Confirm file overwrites

When copying one or more files, if a file with the same name exists in the target folder, select to display the Confirmation for Command dialog box. Otherwise overwrites existing file(s) without requesting confirmation. This option is only applicable when you copy files through the Desktop.

Show diskette property sheet

Select to display the Diskette Properties dialog box each time you copy a file to or open the Diskette icon. See the "Additional Desktop features" and "Peripheral devices" chapters for more information.

Show printer property sheet

Select to display the Printer Properties dialog box each time you print a file. See the "Peripheral devices" chapter for more information.

Show scanner property sheet

Select to display the Scanner Properties dialog box each time you use the Scanners icon. See the "Peripheral devices" chapter for more information.

Save Settings on Exit

Retains the Usage Switches changes you made in the current Desktop session and displays them in future sessions.

Monochrome Monitor

Select to execute the DOS MODE MONO command, required for SIGMA monitors on PS/2 systems, and for newer (after 1990) SIGMA monitors running in monochrome (not gray-scale) mode. If you have difficulty reading the title bar text on your monochrome display, select this option.

Converter

Click on [Converter] to display the Converter Properties Dialog dialog box shown below.

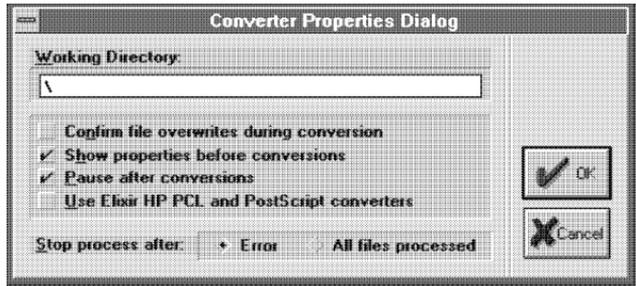


Figure 4-5. Converter Properties Dialog dialog box

See the "File conversions" chapter for more information about the above dialog box and the options described below.

Working Directory

The directory in which temporary read/writes take place during file conversions. The default is the root (\). We recommend specifying a RAM disk for faster conversions.

Confirm file overwrites during conversion

Allows you to specify whether files you create automatically overwrite existing output files with the same names. Select to display a dialog box requesting confirmation before overwriting an existing file. If you convert graphics files to .LGO format, the dialog box also prompts for the orientation. Not selecting this option automatically overwrites existing files. This is applicable only when converting form and .LGO files to Elixir format.

Show properties before conversions

Allows you to specify default setup options for dialog boxes for each file conversion type.

Pause after conversions

Select to pause after each conversion.

Use Elixir HP PCL and PostScript converters

Select to use Elixir's printer drivers when converting Elixir forms to HP PCL or PostScript formats. If not selected, you use Windows printer drivers. Elixir printer drivers produce optimized files that require substantially less disk space but create identical printer output as Windows printer drivers.

Stop process after - Error/All files processed.

Specify whether you want conversion to stop after an error occurs or after file processing.

User privileges

The [User Privileges] option in the **System** menu, shown in the following figure, allows you to set the level of control over certain Desktop operations for the Elixir Desktop user.

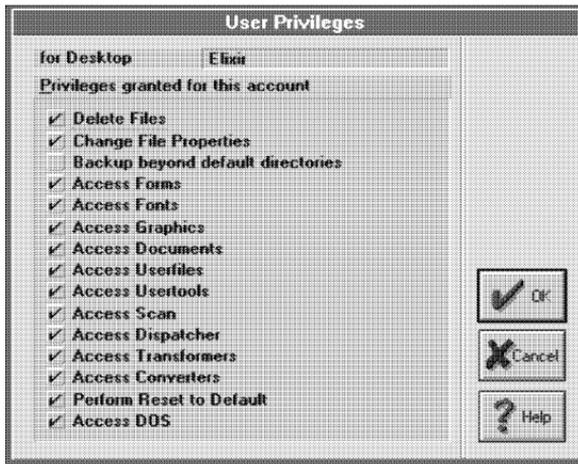


Figure 4-6. User Privileges dialog box

For example, you can choose whether or not to allow a user to access an Elixir application from the Desktop. If you choose not to allow access, the icons representing the Elixir application and its associated folder do not display.

Delete Files

Select to allow setting up the Desktop so users cannot delete files. Otherwise allows deletions.

Change File Properties

Allows users to change the file name in a Properties dialog box for a file.

Backup beyond default directories

In the Elixir file structure, select to allow you to back up directories to the specified drive. When not selected, allows you to back up to the default directory for the Elixir (Forms, Fonts, Graphics, and Documents) folders only. We recommend NOT selecting this option.

Access Forms

Allows access to ElixirForm or Elixir-format form files. The icons representing both do not display on the Desktop if you do not select this option.

Access Fonts

Allows access to ElixirFont or Elixir-format font files. The icons representing both do not display on the Desktop if you do not select this option.

Access Graphics

Allows access to ElixGraphics or Elixir-format graphics files. The icons representing both do not display on the Desktop if you do not select this option.

Access Documents

Allows access to non-Elixir files. The User Files icon does not display on the Desktop if you do not select this option.

Access Userfiles

Allows access to non-Elixir applications. The User Files icon does not display on the Desktop if you do not select this option.

Access UserTools

Allows access to the User Tools icon. The icon does not display if you do not select this option.

Access Dispatcher

Allows access to the Dispatcher icon. The Dispatcher icon does not display on the Desktop if you do not select this option.

Access Transformer

No access effect - the Transformer is not included in the Elixir Forms Editor product.

Access Converters

Allows access to the Converter icon. The icon does not display if you do not select this option.

Perform Reset to Default

Select to enable resetting system defaults from the **System** menu.

Access DOS

Allows accessing DOS from the Desktop.

Diagnostics

The [Diagnostics] option in the **System** menu (and the <Alt> + <F5> fast key) allows you to run a number of diagnostic utilities and to enter a command to run a diagnostic program of your choice. Selecting the option displays the Desktop Diagnostics dialog box, shown in the following figure.

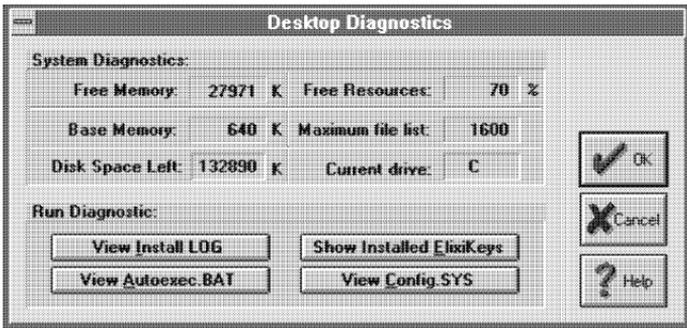


Figure 4-7. Desktop Diagnostics dialog box

Free Memory

Displays available memory in KB.

Free Resources

Displays available Windows resources as a percentage.

Base Memory

Displays total base RAM.

Maximum file list

Displays the maximum number of files according to the size of the window.

Disk Space Left

Shows the disk space left on the hard disk on which the Elixir Desktop displays.

Current drive

Displays the current drive.

View Install LOG

Click on to display the log file INSTALL.LOG created when installing Elixir software on your PC. When you report any problems to the Support Center, the center may ask for the contents of this log file to help determine the source of your problem.

View AUTOEXEC.BAT

Click on to display the contents of the AUTOEXEC.BAT file in a window.

Show Installed ElixiKeys

Click on to display installed ElixiKeys on your PC.

View CONFIG.SYS

Click on to display the contents of the CONFIG.SYS file in a window.

Creating a directory

The [Make Directory] option in the **System** menu allows you to create a directory in a path you enter. Selecting this option or pressing <Ctrl> + <M> displays the Enter Path of Directory to Create dialog box shown in the following figure.

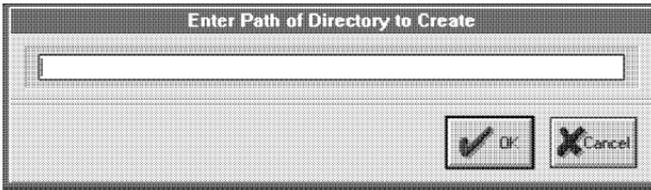


Figure 4-8. Enter Path of Directory to Create dialog box

Enter the name and path of any directory you want to create, then click on [OK] to create the directory.

If you do not enter a full path for a directory name:

- If a window is open, the directory you enter subordinates to the directory corresponding to the window.
- If the Desktop does not display any open windows, the directory subordinates to the root directory, on the drive where Elixir software loads.

Converter properties

The [Converter Props] option in the **System** menu opens the Converters Properties dialog box and allows you to specify certain initial setup options for converting files.

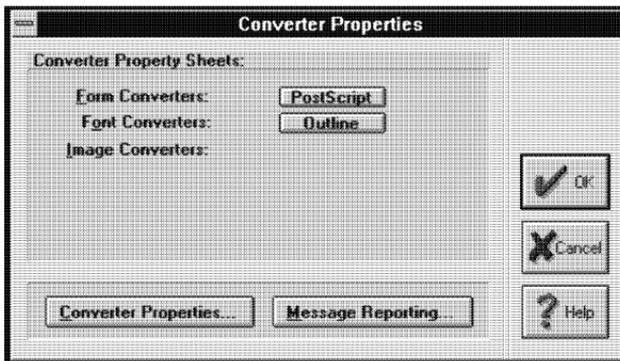


Figure 4-9. Converters Properties dialog box

Clicking on each option displays the appropriate dialog box for specifying setup parameters. The "File conversions" chapter describes these parameters.

Clicking on [Converter Properties] displays the Converter Properties Dialog dialog box described in the Usage Switches section earlier in this chapter.

Clicking on [Message Reporting] displays the Message Options Dialog dialog box.

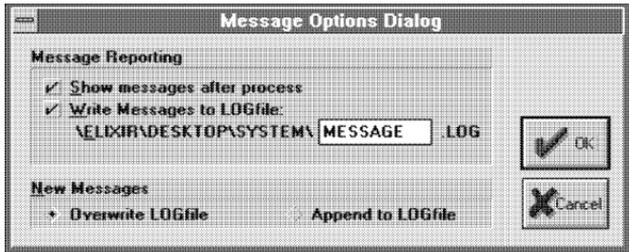


Figure 4-10. Message Options Dialog dialog box

Select options to [Show messages after process], or to write messages to a .LOG file, the stem name of which you can specify.

You can also specify to append new messages to an existing .LOG file or to overwrite an existing .LOG file.

Resetting System menu options

The [Reset to Defaults] option displays a dialog box that allows you to reset (to the initial default values) the specifications you set in the [System Config], [User Privileges], and [Diagnostics] options in the **System** menu.

Refreshing the screen

If closing a window does not completely remove it or leaves “snow” on the screen, use the [Refresh] option in the **System** menu to refresh the screen.

Selecting toolsets

When more than one Elixir Desktop installs on a PC drive, you can switch between Desktops using the [Toolset] option in the **System** menu.

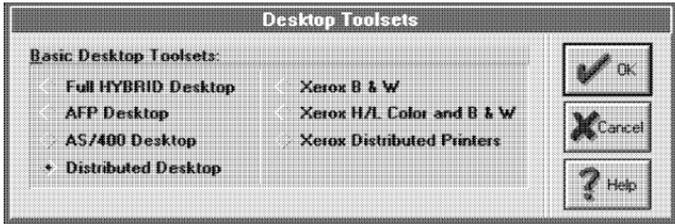


Figure 4-11. Desktop Toolsets dialog box

Desktops differ in icon appearances and allowed file conversions, which display in the Converter icon dialog boxes. See the “File conversions” chapter for more information about file conversions.

Selecting the [ToolSet] option displays the Desktop Toolsets dialog box shown in the previous figure.

Full HYBRID Desktop

Allows all conversions for all installed Desktop versions.

AFP Desktop

Displays the AFP Desktop.

AS/400 Desktop

Displays the AS/400 Desktop.

Distributed Desktop

Displays the Elixir Forms Editor Desktop.

Xerox B & W

Allows all black-and-white Xerox conversions. Primarily for ElixirForm/ElixSys and ElixSys for Xerox Distributed Printers users.

Xerox H/L Color and B & W

Displays the Desktop for the Elixir HighLight Option and Plus products. Allows color and black-and-white Xerox conversions, if you install both versions (for users running both B&W and color monitors and Xerox 4850 and other printers).

Xerox Distributed Printers

Displays the 4235 XES Desktop.

5. Additional Desktop features

This chapter describes additional operations you can perform using the Desktop icons and menu bar **File**, **System** and **Special** menus. You can perform most of these operations using keyboard shortcuts, as described in the "Keyboard shortcuts" appendix.

The following figure shows the Desktop menu bar.



Figure 5-1. Desktop menu bar

Operations described in this chapter include:

- opening icons
- setting icon properties
- displaying/deleting different formats of a file
- displaying a logo at start-up
- copying files
- using the Scheduler Desktop
- viewing files.

If you are just starting to use the Desktop, you may want to read the "Desktop basics" chapter first to become more familiar with general Desktop operations.

Opening icons

Opening an icon typically starts a corresponding application or causes a window or dialog box to display showing properties related to the icon. In most cases,

you can modify the properties displayed to affect the performance of the object represented by the icon.

You can open an icon in any of the following ways:

- Double-click on it
- Click on it and press <Enter>
- Click on it and select [Open] from the **File** menu.

The following sections describe the results of opening various icons.

Opening a folder icon

When you open a (Forms, Fonts, Graphics, Documents or Jobs) folder icon, a window showing the contents of the folder displays. Each folder typically comprises one or more sub-folders containing files. Note that each folder corresponds to a DOS directory.

Opening Elixir files

Elixir files are generic Elixir-format files that you access from the Desktop Elixir folders, and include:

- Elixir-format form files in the Elixir Forms folder (*drive:\ELIXIR\FORMS*)
- Elixir-format font files in the Elixir Fonts folder (*drive:\ELIXIR\FONTS*)
- Elixir-format graphics files in the Elixir Graphics folder (*drive:\ELIXIR\PICS*)
- Elixir-format document files in the Elixir Documents folder (*drive:\ELIXIR\DOCS*).

When you open an Elixir file, the corresponding Elixir application starts and the file loads in the application.

For example, when you open an Elixir form file, the Elixir Forms Editor application starts, and the form file loads (displays on the screen), ready for editing.

Note that your PC must have the corresponding application installed and enabled. Elixir applications can be enabled/disabled using the **System** menu, as described in the "Desktop configuration" chapter.

Note also that you cannot open an Elixir document icon in the Elixir Docs folder (*drive:\ELIXIR\DOCS*).

Opening the ElixirForm icon

Opening the ElixirForm icon at the right of the Desktop starts the ElixirForm application. When you exit the application, the Desktop redisplay.

Note that pressing <CTRL> and clicking the right mouse button on the icon instead displays icons representing other installed applications.

Opening device icons

Opening a device icon displays a dialog box for viewing or modifying the current properties of the device represented, as follows:

Diskette icon

Allows you to access or configure your PC's internal or external diskette drive. See the "Icon properties" section and "Peripheral devices" chapter for more information.

Printers icon

Allows you to access or configure a local proof printer connected to your PC. See the "Icon properties" section and "Local Printers" appendix for more information.

Scanners icon

Allows you to access or configure a scanner connected to your PC. See the "Icon properties" section and "Peripheral devices" chapter for more information.

Opening other icons

Opening the User Tools, User Files, Dispatcher, Converter and Viewer icons results in different displays, as follows:

User Tools icon

Displays the User Tools window which allows you to create an icon for any DOS application or batch file. See the "Accessing DOS files and applications" chapter for more information.

User Files icon

Displays the User Files: Directory Paths and Tool Links dialog box which allows you to link files in a window with DOS applications. See the "Accessing DOS files and applications" chapter for more information.

Dispatcher icon

Displays the Dispatcher Commands dialog box which allows you to enter DOS batch commands. See the "Icon properties" section and "Accessing DOS files and applications" chapter for more information.

Converter icon

Displays the Converter Properties dialog box which allows you to convert form, font and graphics files to and from different formats. See the "Icon properties" section and "Desktop configuration" and "File conversions" chapters for more information.

Viewer icon

Displays the ASCII-based Windows Notepad dialog box which allows you to view and edit the contents of an Elixir-format file without launching the associated application. See the "Viewing files" section for more information.

Displaying Icon properties

Using the Desktop, you can view and modify property specifications for the following:

- Converter icon
- Dispatcher icon
- Viewer icon
- device (Diskette, Scanners and Printers) icons
- file icons.

To display and modify properties for any of the above, select the appropriate icon, then perform one of the following:

- Press <F2>.
- Press the right mouse button.
- Select [Properties] from the **File** menu.

Files

Selecting [Properties] for a file icon displays the File Object Properties dialog box shown in the following figure.

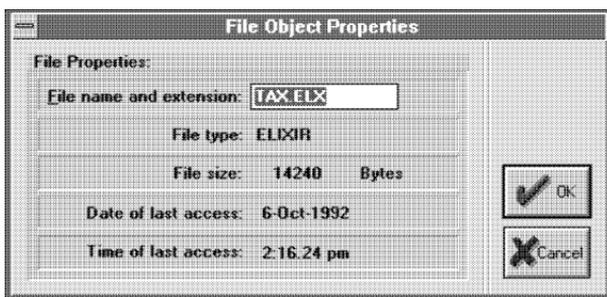


Figure 5-2. File Object Properties dialog box

The File Object Properties dialog box contains the following options:

File name and extension

The name, including any extension, of the selected file. This is the only option you can change. Enter a new file name and extension to rename the file.

File type

The type of file selected; for example, Elixir, HP PCL, or PostScript.

File size

The size of the selected file in bytes.

Date of last access

The date you created or last changed the file.

Time of last access

The time you last accessed the file.

If you select more than one file, a dialog box for each subsequent file displays when you click on [OK] or [Cancel].

Displaying Elixir file formats

When you convert Elixir and Input folders files, files with the same stem names but different extensions write to the appropriate Output folders (see the “Elixir folders’ and “File conversions” chapters for more information).

The Desktop file formats feature allows you to select a file in any Elixir folder, and to display all files with the same stem name but different extensions on the drive to which Elixir installs. This feature also allows you to delete either all or selected file formats from the directory.

To display different versions of a file, select the desired file from an Elixir folder, then select [Formats] from the **File** menu. The File Formats dialog box displays.

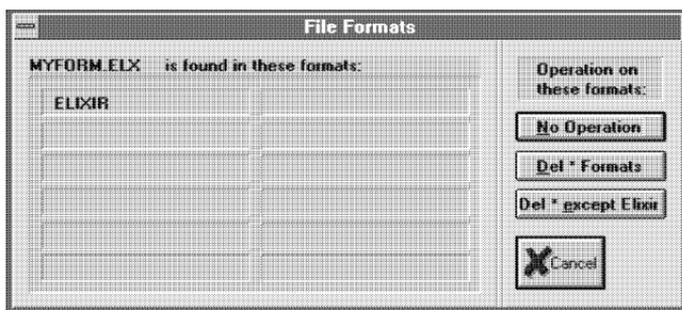


Figure 5-3. File Formats dialog box

The File Formats dialog box displays the different formats of the selected file, and contains the following options:

No Operation

Perform no operations on displayed files.

Delete * Formats

Delete all displayed formats of a selected file.

Delete * except Elixir

Delete all formats of a selected file, except the Elixir format.

Displaying a logo

You can configure the Desktop to display a logo upon start up. However, the logo displays only if you closed all windows when last exiting the Desktop.

The displayed logo may be any .BMP graphics file in *drive:\ELIXIR\PICS\BMPIN*. The default logo is *DESKLOGO.BMP*.

To specify the logo you want displayed, follow these steps:

1. Select **[System Config]** from the **System** menu.
2. In the **Desktop Basic Setup** dialog box, select **[Show banner logo file]**.
3. In the dialog box, specify the stem name of the **.BMP** file in the *drive:\ELIXIR\PICS\BMPIN* directory you want displayed.

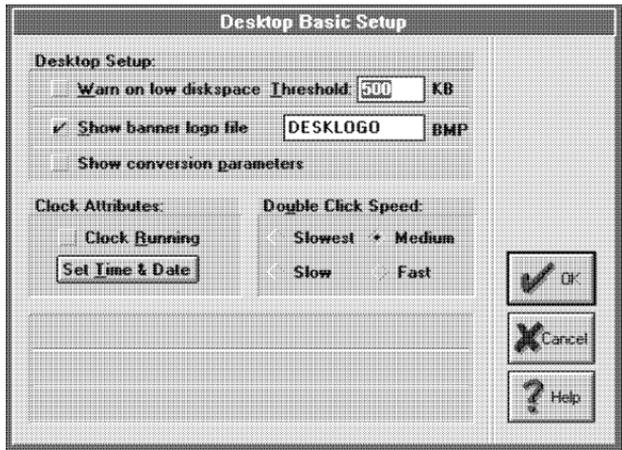


Figure 5-4. Desktop Basic Setup dialog box

Note that, depending on your monitor's screen resolution, the size of the displayed logo changes.

Copying files

Copying files involves different procedures, depending on whether you are copying files to or from:

- Elixir folders
- DOS directories on the hard disk
- DOS-format diskettes
- DOS Elixir-format diskettes
- Viewer icon.

In each case, you select files from a window and then copy them in one of the following ways:

- Drag and drop files on the destination icon.
- Press <Ctrl>+<C>, then click on destination icon.
- Select [Copy] from the **File** menu, then click on the destination icon.

Copying files to Elixir folders

You copy files to Elixir folders when you convert files to different formats. However, before conversion, make sure the files have the correct name extensions for the folders in which they reside. See the “Elixir folders” chapter for more information.

Copying files to a DOS directory

To copy one or more files in a window to another hard disk directory, select the files and drag and drop them on the User Files icon. A dialog box similar to the following displays.

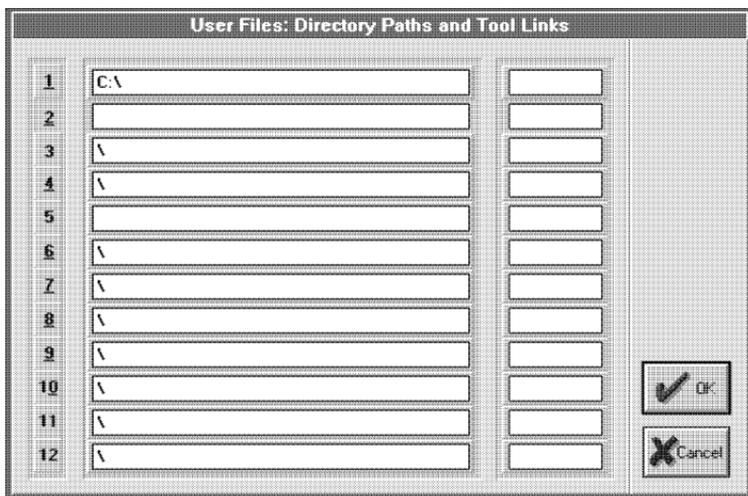


Figure 5-5. User Files: Directory Paths and Tool Links

The dialog box displays the (current) paths you last specified and allows you to specify up to twelve DOS directory paths.

To specify the target directory, perform one of the following:

- Select any line and type the directory into which you want to copy files.
- When the directory to which you want to copy files displays, select (highlight) it.
- Select any line that shows a path and edit it.

If the directory you enter does not exist, a dialog box displays requesting confirmation to create a new directory. Select [Yes] to create the new directory. An empty window for the new directory displays.

Click on [OK] to copy the files. See the “Accessing DOS files and applications” chapter for more information.

Copying files from a DOS directory

To copy one or more files from a DOS directory, open the User Files icon to display the User Files: Directory Paths and Tool Links dialog box.

Enter the name of the directory from which you want to copy files or, if the path to the directory displays, select it and click on [OK].

A window similar to the following figure displays, showing the contents of the directory. In the window, select the files you want to copy, then drag and drop the files on the Desktop target icon. The target icon can be any of the Elixir folders, the Diskette icon or the User Files icon.

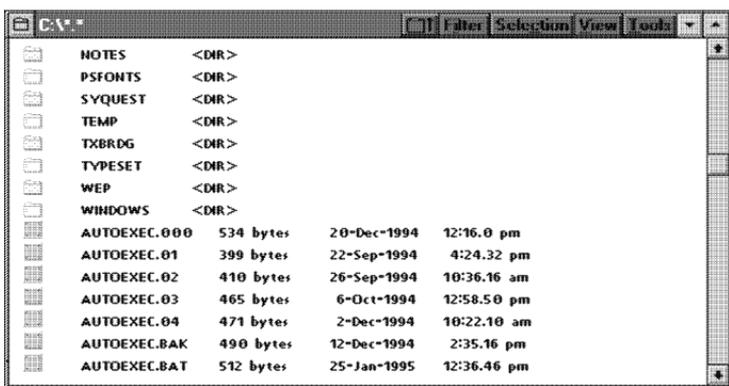


Figure 5-6. Directory window example

Copying files to a DOS-format diskette

To copy selected files from a displayed window to a DOS-format diskette, first insert a diskette into your PC disk drive.

Copy the selected files to the Diskette icon on the Desktop.

The System Diskette dialog box displays.

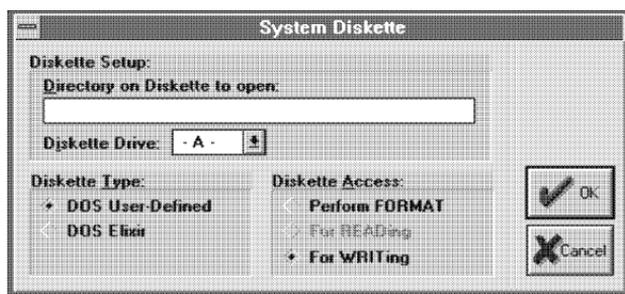


Figure 5-7. System Diskette dialog box

In the System Diskette dialog box, specify the following options to copy files to a DOS-format diskette:

Directory on Diskette to open

The diskette directory to which you want to write files.

Diskette Drive

The identifier for your disk drive (normally A or B).

Diskette Type

Select [DOS User-Defined] to copy files to a DOS directory.

Diskette Access

As appropriate, select either [For WRITing] for a formatted diskette or [Perform FORMAT] to create a DOS-formatted diskette.

Click on [OK] to copy files.

Copying files from a DOS-format diskette

To copy files from a DOS-format diskette, open the Diskette icon to display the Diskette Properties dialog box shown in the figure above.

In the System Diskette dialog box, specify the following options to copy files from a DOS-format diskette:

Directory on Diskette to open

The diskette directory from which you want to copy files.

Diskette Drive

The identifier for your disk drive (normally A or B).

Diskette Type

Select [DOS User-Defined] to copy files from a DOS directory.

A window displays showing the contents of the directory you specified. Select the files you want to copy, then copy the files to a target icon on the Desktop.

Copying files to a DOS-Elixir format diskette

A DOS Elixir-format diskette is a DOS-format diskette that contains the Elixir file directory structure. You can copy files such as .PUB files to a DOS Elixir-format diskette without first creating the destination Elixir directories on the diskette.

To copy selected files from a displayed window to a DOS Elixir-format diskette, insert a diskette into your PC disk drive. If the diskette is not already DOS Elixir formatted, select the [DOS Elixir] and [Perform FORMAT] options to format the diskette before copying files.

Copy the selected files to the Diskette icon on the Desktop.

The System Diskette dialog box displays.

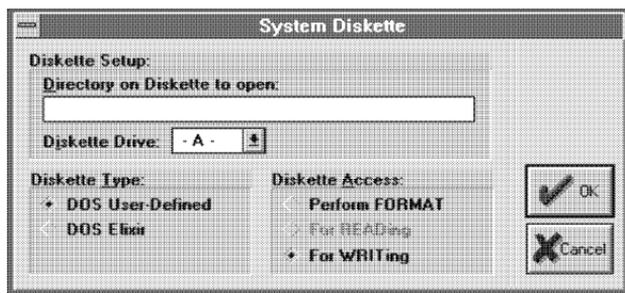


Figure 5-8. System Diskette dialog box

In the System Diskette dialog box, specify the following options to copy files to a DOS Elixir-format diskette:

Directory on Diskette to open

Select [DOS Elixir] to display the *drive:\ELIXIR* directory.

Diskette Drive

The identifier for your disk drive (normally A or B).

Diskette Type

Select [DOS Elixir] to copy files to a DOS Elixir-format diskette.

Diskette Access

As appropriate, select either [For WRITing] for a formatted diskette or [Perform FORMAT] to create a DOS-formatted diskette with an Elixir directory structure.

Click on [OK] to copy files.

Copying files from a DOS Elixir-format diskette

To copy files from a DOS Elixir-format diskette, open the Diskette icon on the Desktop to display a Diskette Properties dialog box shown in the figure above.

In the Diskette Properties dialog box, specify the following options to copy files from a DOS Elixir-format diskette:

Directory on Diskette to open

The drive from which you want to copy files.

Diskette Drive

The identifier for your disk drive (normally A or B).

Diskette Type

To copy files from an Elixir diskette, select [DOS Elixir].

Diskette Access

Select [for READING].

Click on [OK].

A window displays showing the contents of the directory you specified. Select the files you want to copy, then copy the files to a target icon on the Desktop.

Copying files from Output to Input folders

To copy one or more files from an Elixir Output folder to a corresponding Input folder, use the following procedure.

- 1. Open an Elixir folder, then open the Output folder in the displayed window.**
- 2. Select the output file(s) you want to copy from the Output folder.**
- 3. Copy the file(s) to the destination Elixir icon on the Desktop.**

The selected file(s) copy into the appropriate Input folder.

Note that you cannot copy files directly from the Output Documents folder to the Input Documents folder. Instead, you must copy them to the User Files icon and, in the displayed User Files: Directory Paths and Tool Links dialog box, specify the DOS path for the appropriate Document Input folder.

Note also that you cannot copy files from an Input folder to an Output folder.

Copying Elixir form files

To copy a form file and all associated elements, use the Desktop archival feature.

The archival feature allows you to create a publication (.PUB) file containing references to all font, graphics and form information for an Elixir-format (.ELX) form file in the Elixir Forms folder (*drive:\ELIXIR\FORMS\ELIXIR*).

You cannot use standard DOS or Elixir copy procedures to copy Elixir form files because these files contain elements such as text, fonts and graphics that reside in different Elixir directories.

Creating a .PUB file

To create a .PUB file for an Elixir form file, follow these steps:

- 1. Open the Elixir Forms folder and select the .ELX file you want to archive.**
- 2. From the Selection menu, either select [Make Pubfile] or press <Ctrl>+<U>. The dialog box shown in the following figure displays.**

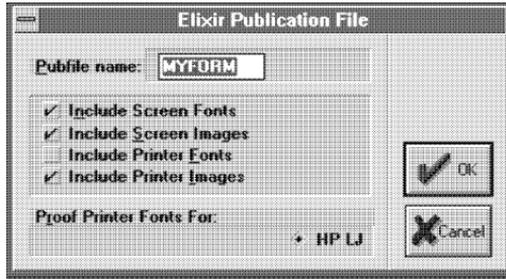


Figure 5-9. Elixir Publication File dialog box

This dialog box contains the following options:

PubFile name

The name of the .PUB file you want to create, based on the .ELX file stem name.

Include Screen Fonts

Either select to include, or leave unselected to omit, screen fonts in the .PUB file.

Include Screen Graphics

Either select to include, or leave unselected to omit, screen images in the .PUB file.

Include Printer Fonts

Either select to include, or leave unselected to omit, proof printer fonts (for the proof printer you specify in the [Proof Printer Fonts for] option) in the .PUB file. Also includes rotated fonts, if used.

Include Printer Graphics

Either select to include, or leave unselected to omit, printer images in the .PUB file.

Proof Printer Fonts For

Allows you to specify your proof printer as [HP LJ].

The Elixir Desktop creates a .PUB file in the Elixir Forms folder with the same stem name as the file you selected. If a .PUB file with the same name exists in the Elixir Forms folder, the program prompts you to confirm overwriting it.

You can view the contents of a .PUB file by double-clicking on its icon as shown in the following figure.

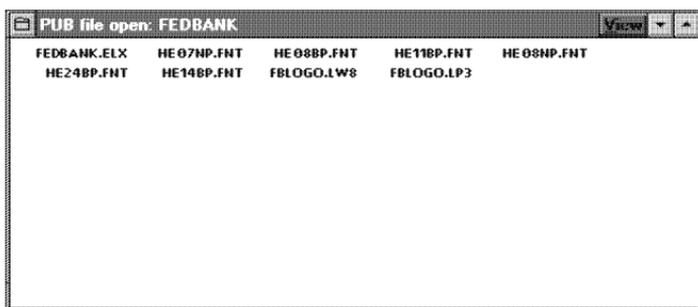


Figure 5-10. Publication file components example

Copying a .PUB file to a diskette

To copy a .PUB file to a diskette, follow these steps:

1. **Insert a formatted diskette into your diskette drive. Open the Diskette icon and make sure [Diskette Drive] indicates the correct drive.**
2. **Select the .PUB file from the Elixir Forms window.**
3. **From the Selection menu, select [Archive Pubfile].**

Alternatively, copy the .PUB file to the Diskette icon.

All directories and related files required for each element of the .PUB file copy to the diskette. If a .PUB file with the same name exists on the diskette, the program prompts you to confirm overwriting it. Your confirmation also overwrites any component files with the same stem name.

Restoring a .PUB file from a diskette

To copy a .PUB file and all associated graphics, font and form files from a diskette to your hard disk, follow these steps:

- 1. Insert the diskette into your diskette drive.**
- 2. Open the Diskette icon, and select [DOS-Elixir] to display a window with the diskette contents.**
- 3. Display the *drive:\ELIXIR\FORMS\ELIXIR* (or subordinate directory) window that contains the .PUB file.**
- 4. Copy the .PUB file icon to the Desktop Forms icon.**
- 5. Click on the Elixir Forms folder in the displayed window.**

The .PUB file and all associated files copy to the appropriate Elixir folders. If a .PUB file with the same name exists in the Elixir Forms folder, the program prompts you to confirm overwriting it. Your confirmation also overwrites any existing component files with the same stem name.

If you restore a .PUB file to a PC with a different monitor than the PC from which you copied the form file, your screen fonts and screen graphics may not display correctly. For correct font and graphics display, use the Converter icon (described in the "File conversions" chapter of this guide) to regenerate the screen fonts and graphics.

Using the Elixir Scheduler Desktop

The Elixir Scheduler Desktop allows you to specify automated file conversions, batch file execution and other actions, and to specify the conditions for their performance.

The actions you can specify are:

- file conversions
- running transcripts
- executing an application defined as a User Tool
- executing an application defined in the Dispatcher icon
- executing any .BAT, .EXE or .COM command.

The conditions for which you can specify the above actions are:

- the date and/or time for performing an action
- checking for the existence of a file before performing an action
- performing an action at specified intervals.

Examples of automated actions you can specify with the Scheduler Desktop are:

- If files in an Input Folder are present, convert them to one or more formats.
- At a certain time, perform a certain action (such as back up files).

(Later, this section provides detailed examples.)

In addition, if you install the Elixir Desktop on a dedicated PC attached to a network, the Scheduler enables uploading files to another destination, for example, to a high-speed printer.

As an example of a Scheduler setup:

- You can print an application document to a file on a Network Scheduler.
- The Scheduler Desktop detects the file and converts it from its native format to a high speed printer format.
- The Scheduler then automatically sends the file to the printer for processing.

Scheduler setup

To execute operations from the Scheduler Desktop, follow these steps:

First, install the Scheduler Desktop on a dedicated PC attached to the network.

If you want to specify automated file conversions, follow steps 1 through 4. If you want to specify actions other than file conversions (such as executing batch files), go to step 5.

- 1. Open the User Files icon and specify the Network Scheduler directory to which the files print to disk (see the "Accessing DOS files and applications" chapter for more information).**
- 2. Install the appropriate converter on the Network Scheduler drive or set its input and output paths to the Network Scheduler drive.**
- 3. Right-click on the Dispatcher icon and set up the Dispatcher to run the files for conversion through a DOS batch file (see the "Accessing DOS files and applications" chapter for more information).**
- 4. Click on [Setup] in the Dispatcher Commands dialog box and in the displayed User Application Setup box, click on [Send only Filename].**

Create the batch file to perform the following:

- convert input Dispatcher files to the output format you previously set up in the Desktop

- write an error log; you can set the Scheduler desktop to check for the existence of the log and to pause or to transmit an error message if it exists
- send files directly to the printer
- delete any unwanted files on the PC.

(Later, this chapter describes more details about these actions).

5. Set up the Scheduler Desktop by selecting [Scheduler Setup] from the Special menu, or by pressing <Alt> + <F2>

Make the appropriate selections in the Scheduler Setup dialog box shown in the following figure.

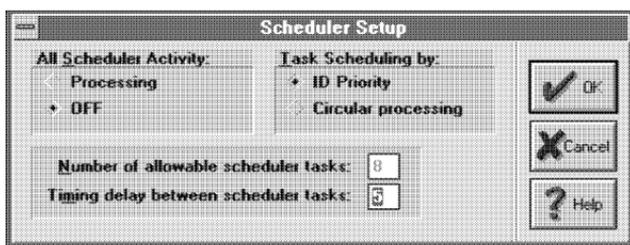


Figure 5-11. Scheduler Setup dialog box

All Scheduler Activity

Sets processing to [Processing] (on) or [OFF] for up to eight Scheduler actions. [Processing] polls each Scheduler action to test it for a TRUE, condition. If a Scheduler action tests TRUE a consequent action results.

Task Scheduling by

The processing mode. [ID Priority] processes Scheduler actions using number 1 as the highest priority, and number 8 as the lowest priority. [Circular processing] processes Scheduler actions sequentially without priority.

Number of allowable scheduler tasks

The number of Scheduler actions tested for when you select [Processing]. The maximum is eight actions.

Timing delay between scheduler tasks

The frequency at which the Scheduler tests for TRUE Scheduler actions, in seconds.

6. Set up the Scheduler action by selecting [Scheduler Actions] from the Special menu, or pressing <Alt> + <F3>.

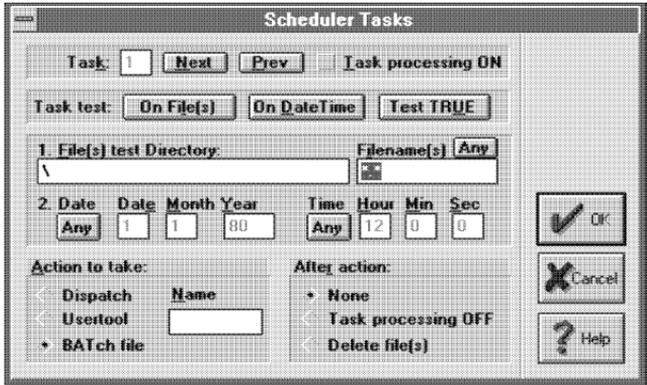


Figure 5-12. Scheduler Tasks dialog box

Task

Allows definition of up to eight Scheduler actions (tasks), and to set [Task processing ON] (select) or off (leave unselected). Click on [Next] or [Prev] to display and to modify tasks 1 through 8.

Task test

[On File(s)] tests for the existence of a file in a directory, both of which you specify (see next options), [On DateTime] tests for a specified PC date and time, [Test TRUE] continually executes the specified action at the timing interval specified in step 5.

File(s) test Directory

The directory in which the Scheduler checks for the existence of a file if you select [on File(s)] in **Task test**.

Filename(s)

The file for which the Scheduler checks if you selected [on File(s)] in **Task test**. DOS wildcards are permissible. [Any] searches for any files in the specified directory.

Date

When testing for passage of a specified date, enter the day, month, and year you want the Scheduler action processed. Select [Any] after the date to process the Scheduler action every day at the time specified by **Time**.

Time

When testing for passage of a specified time, enter the hours, minutes, and seconds you want the Scheduler action processed.

Action to take

Select [Dispatch] and enter the number of the Dispatcher command to process the Dispatcher command, [Ustertool] to process the user tool, or [BATch File] to process the batch file specified in [Name].

After action

[Delete Files] deletes files after the Scheduler action, [Task processing OFF] turns processing off after the action, and [None] specifies that the Scheduler continues processing for further actions.

Please note the following Scheduler operation conditions:

- The Scheduler Desktop pauses during keystrokes, mouse clicks or movements, menu pull down operations, and dialog displays, but resumes polling after an allotted time delay once these actions end.
- To operate the Scheduler with the [DateTime] option, select the [System Config] option in the **System** menu and set the system clock on ([Clock]:On) in the Desktop Configuration dialog box that displays.
- To reset the Scheduler functions to defaults, enter the following command at the DOS prompt:
-

```
DEL\ELIXIR\DESKTOP\SYSTEM\DISPATCH\*.SRV  
<Enter>
```

- The Scheduler Desktop is single tasking and you should operate it on a dedicated workstation. You can accomplish Full Scheduler operations without using network interrupts and you can perform this from a DOS-based system.
- The Scheduler Desktop is operational in non-network environments, and can process files sent over modems for printing to a remote printer.

Scheduler Desktop examples

This section describes examples of using the Scheduler Desktop.

Scheduler example 1

The following example describes setting up a Scheduler action to run a batch file at one minute past noon.

The example assumes that you set up the Scheduler Desktop on a dedicated PC, attached it to a network, and if applicable, defined the Network Scheduler directory to which files print to disk.

- 1. Select the [Scheduler Setup] option from the Special menu and select the options you want in the dialog box that displays (the options as described earlier in this section).**
- 2. Select the [Scheduler Actions] option from the Special menu and enter or select the following to set up a Scheduler action based on a DateTime test:**

[Task] 1
 [Task test] **On DateTime**
 [Filename(s)] ***.SYS**
 [Date] **02** [Month] **12** [Year] **92**
 [Hour] **12** [Min] **1** [Sec] **0**
 [Action to take] **BATchFile**
 [Name] **JOBXXX**
 [After action] **Task processing OFF**

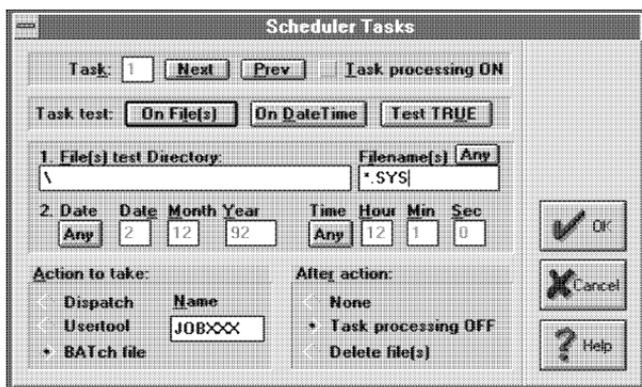


Figure 5-13. Testing for a passed date/time example

This example sets up Scheduler action number 2 to run the file JOBXXX on 12/02/92 at 12:01 PM.

If [Any] is selected for the Date, the Scheduler action would occur every day at 12:01 PM.

Scheduler example 2

The following example describes setting up a Scheduler action that continuously runs a utility at specified time intervals.

1. **Select the [Scheduler Setup] option from the Special menu and select the options you want in the dialog box that displays (the options as described earlier in this section).**
2. **Select the [Scheduler Actions] option from the Special menu and enter or select the following to set up a Scheduler action based on a Test TRUE test:**

Task] **2**
[Task test] **Test TRUE**
[Action to take] **Usertool**
[Name] **NETCOMX**
[After action] **None**

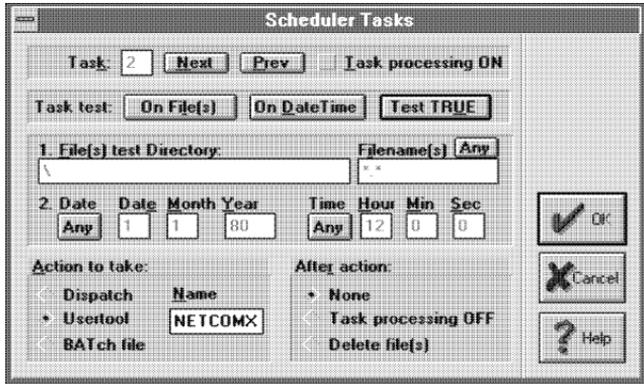


Figure 5-14. Testing for a TRUE condition example

This example sets up Scheduler task number 2 to run the usertool NETCOMX continuously at intervals specified in step 5 in the Scheduler setup section.

You can use this Scheduler action to periodically send messages over the network to inform nodes that the Scheduler is active and waiting.

Viewing files

The Viewer icon allows you to link applications to file extensions so that copying a file with a certain extension to the icon starts the application and loads the file.

For example, you can link all .PCX file to the Windows PaintBrush program so that copying a .PCX file to the Viewer icon starts PaintBrush and displays the .PCX file.

To link applications to file extensions, use any ASCII editor to edit the ELX.INI file in the *drive:\WINDOWS* directory.

You can also click the right mouse button on the Viewer icon to start Windows Notepad with ELX.INI loaded.

In the file, under the [Viewer_Filemap] section add lines in the following format:

extension=application

- *extension*
is the file extension
- *application*
is the executable linked to *extension*.

For example:

PCX=PBRUSH.EXE

This line links .PCX files to the PaintBrush application.

Viewing Elixir graphics files

The Viewer icon also allows you to display Elixir format graphics (.LP3) and screen graphics (.LW8) by copying the files to the icon. You can copy the above files from any folder to the Viewer icon.



Figure 5-15. Elixir graphics (.LP3) display example

The Elixir Image Viewer application displays Elixir graphics or the screen versions of Elixir graphics in an image window, as shown in the above example.

From the **File** menu select [Attributes] to display information about the graphics, [Print] to print the graphics, and [Exit] to exit the Viewer.

Clicking on the arrows in the image window header allows you to zoom in to 2X, 4X, 8X, 16X, and 32X magnifications and to zoom out to -2X, -4X, and -8X magnifications. The printed image size also displays (PRN displays in the window header).

When displaying magnifications greater than 1X, the left of the window displays the magnified view and the right of the window shown a portion of the image at 1X magnification.

Clicking on the button to the right of the arrow toggles a grid at magnifications of 8X or greater.

Moving the screen pointer in the window displays the coordinates of the pointer in dots with respect to the top left corner of the graphics.

6. Peripheral devices

This chapter describes how to access and use peripheral devices connected to your PC. Devices covered in this chapter include the diskette drives (internal or external) and scanners.

The "Local printers" appendix describes use of a supported local printer.

See the *Elixir ElixirScan User Guide* for detailed information if you plan to use the ElixirScan application with your scanner.

Diskette drive

You access diskette drives through the Desktop Diskette icon.

The Diskette icon allows you to:

- specify the drive letter of the diskette drive you want to access
- copy files from the hard disk to a diskette
- copy files from a diskette to the hard disk
- format a high or low density diskette in DOS or DOS-Elixir formats (DOS format with the standard Elixir directory structure on the diskette).

The "Additional Desktop features" chapter describes procedures for copying DOS files to and from diskettes.

To assign a drive letter or to format diskettes, open the Diskette icon to display the System Diskette dialog box shown in the following figure. This dialog box also displays when you copy one or more files to a diskette (by copying file icons to the Diskette icon).

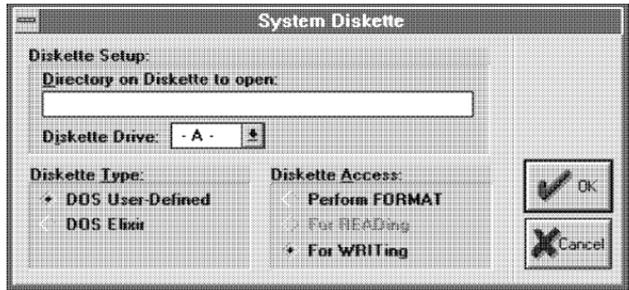


Figure 6-1. System Diskette dialog box

To specify a drive letter, enter the letter for the Diskette Drive option. Any actions you subsequently perform using the Diskette icon apply to the diskette drive you specify.

To format a diskette, select [Perform FORMAT] for the [Diskette Access] option, then select the format type for the [Diskette Type] option.

When you format a diskette the following options apply:

DOS User-Defined

Formats the diskette using the DOS FORMAT command.

DOS Elixir

Formats the diskette using the DOS FORMAT command and creates an \ELIXIR subdirectory on the diskette.

When you copy files to and from a diskette, the following options also apply:

Directory on Diskette to open

The diskette directory you want to access. The default is A:*.*

Diskette Access

[Perform FORMAT] - formats a diskette (see above);
[For READING] - displays a window showing a list of files and directories on the diskette. [For WRITing] - applicable only when you copy files from the hard disk; copies the hard disk files to the diskette.

Scanner device

You can access any scanning device connected to your PC through the Desktop Scanners icon when you have the appropriate scanner software installed that can create 300 dpi .TIF or .PCX files.

Before using your scanner, configure the Desktop as described in the following section.

You can run only one scanner from the Desktop.

Configuration

To use your scanner from the Desktop, first set the scanner specifications as follows:

Select the Scanners icon and press <F2> or select [Properties] from the **File** menu. The User Application Setup dialog box shown in the following figure displays:

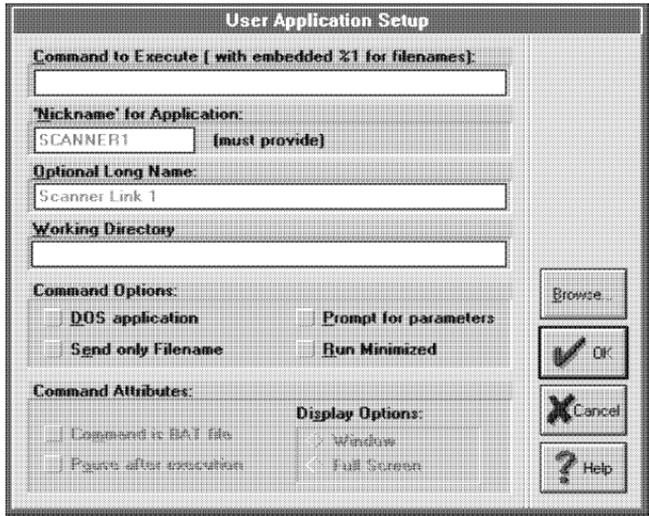


Figure 6-2. User Application Setup dialog box

The User Application Setup dialog box contains the following options:

Command to Execute

The command that executes the application you want associated with the icon. For example, to create a WordPerfect icon, you would specify WP.

If you want to link the application to files in the same directory as the application (see the “Linking files to an already-defined User Tool” section), you can also type in the DOS command with an embedded %1 parameter. The embedded %1 parameter specifies the location in the command at which you want the file name to appear. See also the [Prompt for parameters] option.

'Nickname' for application

A nickname (up to 8 characters) for the application you want to run. After creating an icon, the User Tools window displays the icon with the nickname under it.

Optional Long Name

A descriptive name for the application (up to 29 characters). The long name is informational only; it identifies the application in the dialog box.

Working Directory

The DOS path for the executable. Use this field if the application you are running is not present in the *drive:\ELIXIR* directory and if you have not specified a `DOS PATH=` statement for the directory in which the application executable resides.

Command Options

Select [DOS Application] if running a DOS application (enables the [Command Attributes] options).

[Send Only Filename] uses only the stem name of the file for command execution.

Select [Prompt for parameters] if you want the program to prompt you to enter an argument that appends to the command in [Command to execute]. This displays a dialog box allowing you to enter an argument when you run the application. Leave unselected (the default) to run the application without prompting for an argument.

[Run Minimized] executes the command in a minimized window.

Command Attributes

Select [Command is .BAT file] if the command you specify is a DOS batch file. This redisplay the Desktop when you exit the application. Leave unselected to return you to the directory specified in the batch file. If the application is a batch file that calls another batch file, the Desktop does not redisplay when you exit the application (see the "Starting batch files" section in this chapter for more information).

Select [Pause after execution] to pause after exiting the application and to request entering any key to continue before returning to the Desktop. Leave unselected to return to the Desktop after exiting the application.

Display Options

[Window] displays command execution in a window. [Full Screen] displays command execution in a full screen environment.

[Browse] button

Click on to display the contents of a DOS directory (which you can change) from which you can select a file.

Using scanners

To use your scanner, open the Scanners icon. After confirming that the information in the User Application Setup dialog box is correct, click on [OK] to start the scanner application.

See your scanner user manual for information on configuring your system for your scanner..

Using the Elixir HP print driver

The Elixir HP print driver produces files that require substantially less disk space and take less time to print.

To use the Elixir HP print driver, follow these steps:

- 1. Select and drag the files to the Printers icon.**
- 2. In the Print dialog box, select the [Elixir HP Driver] and click on [Setup].**

The Elixir HP Driver dialog box displays. Select from the following options:

Printer

The type of HP LaserJet printer (II, III or 4).

Printer Port

As Appropriate, either [LPT1], [LPT2] or [LPT3].

Output Mode

Either [Use PCL commands] or [Use rasterization]. The [Use rasterization] option allows you to print objects such as circles and paths that HP PCL may otherwise ignore or print as other objects.

Font Substitution Tables

Either [No] to use printer-resident fonts or [Selected] to use fonts from the table you enter in the [Selected Table] option. You can browse the font tables listed in the Select Font Table dialog box by clicking on the [Select Font Table] button.

Create As Macro

A number value in [Macro ID number] to store your form on the printer for future use.

- 3. After selecting your options, click on [OK].**
- 4. To print the file, click on [OK] in the Print dialog box.**

7. File conversions

The main function of the Elixir Forms Editor Desktop is to convert form, font, graphics, document and job files to and from different formats.

General procedures

Before copying or converting a file, you may want to first check the file's property specifications.

To display file properties:

1. **Select one or more files in any open window.**
2. **Either press <F2> or select [Properties] from the File menu.**

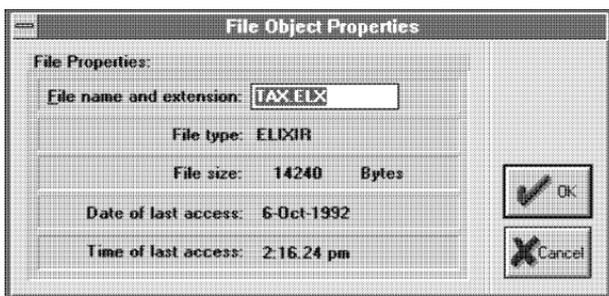


Figure 7-1. File Object Properties dialog box

3. **The File Object Properties dialog box displays with the following options:**

File name and extension

The name, including any extension, of the selected file. This is the only option you can change. To rename the file, enter a new file name and extension.

File type

The type of file selected (for example, Elixir, HP PCL or PostScript).

File size

The size of the selected file in bytes.

Date of last access

The date you created or last changed the file.

Time of last access

The time you last accessed the file.

Note that if you select more than one file, a dialog box for each subsequent file displays when you click on [OK] or [Cancel].

4. After you select your options, click on [OK].

The easiest way to convert files is to use the Forms Editor Desktop Converter icon. To convert files, simply follow these steps:

- 1. Select the file(s) you want to convert from the appropriate Elixir or Input folder.**
- 2. Copy the file(s) to the Converter icon.**
- 3. In the dialog boxes that subsequently display, specify the output format(s) to which you want the file(s) converted.**

Based on the file type (as determined by file location and extension), the Converter generates one or more output files with the correct file extensions, and writes them to the appropriate Output folders.

Elixir folders

This section explains how you convert files to different formats. You may want to first review the “Elixir folders” chapter before proceeding with this section.

The Forms, Fonts, Graphics, Documents and Jobs folders displayed on the Desktop each contain subordinate Input, Elixir and Output folders.

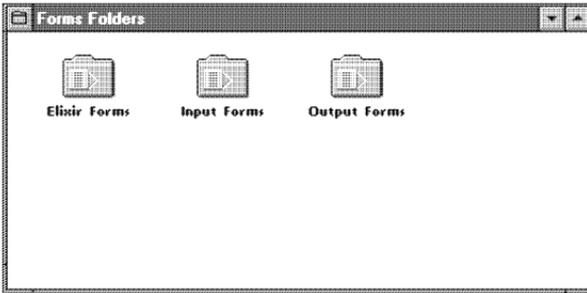


Figure 7-2. Subordinate folders example

Forms folder

The Input Forms folder comprises folders containing non-Elixir, single-page form files that you can convert to other formats. To convert a non-Elixir single-page file to another format, you must first copy it to the appropriate folder in the Input Forms folder.

The Elixir Forms folder contains Elixir-format form (.ELX) files and/or other subordinate folders containing Elixir forms. When you create Elixir forms or convert form files to Elixir-format, the files write to this folder.

When you convert form files from the Input Forms folder to any non-Elixir format, or when you convert Elixir forms from the Elixir Forms folder, the resulting output form files write to folders in the Output Forms folder.

Fonts folder

The Input Fonts folder comprises folders containing non-Elixir font files that you can convert to other formats. To convert a non-Elixir font, you must first copy it to the appropriate folder in the Input Fonts folder.

The Elixir Fonts folder contains Elixir-format font (.HDR) files. When you create Elixir fonts, or convert font files to Elixir format, the files write to this folder.

When you convert font files from the Input Fonts folder to any non-Elixir format, or when you convert Elixir fonts from the Elixir Fonts folder, the resulting output font files write to folders in the Output Fonts folder.

Graphics folder

The Input Graphics folder comprises folders containing non-Elixir graphics files that you can convert to other formats. To convert a non-Elixir graphics file, you must first copy it to the appropriate folder in the Input Graphics folder.

The Elixir Graphics folder contains Elixir-format graphics (.LP3) files. When you create Elixir Graphics or convert graphics files to Elixir-format, the files write to this folder.

When you convert graphics files from the Input Graphics folder to any non-Elixir format, or when you convert Elixir graphics from the Elixir Graphics folder, the resulting output files write to folders in the Output Graphics folder.

Documents folder

The Input Documents folder comprises folders containing non-Elixir multi-page documents.

The Elixir Documents folder contains .DAT files, which are ASCII files referencing the Elixir-format form (.ELX) files comprising a multi-page document.

The Elixir Forms folder contains the .ELX files that the .DAT files reference. See the "Local printers" appendix for procedures on how to create a .DAT file using .ELX files.

Jobs Folder

Together with the Elixir AppBuilder, the Jobs Folder supports creation of multiple Elixir form print files (jobs). A job comprises form files and a print ticket, and includes formatting information for individual pages and the print run. If installed, the Elixir AppBuilder starts when you open an associated file in the Jobs folder.

Initial converter setup

Before beginning file conversions, you may find it helpful to set up several parameters that are common to most conversions for display in dialog boxes when you convert files. You specify these options in the Converter Properties dialog box.

To display the Converter Properties dialog box, perform one of the following:

- Select the Converter icon, then select [Properties] from the **File** menu.
- Select the Converter icon and press <F2>.
- Select the Converter icon, then right-click on the icon.
- Select [Converter Props] from the **System** menu.

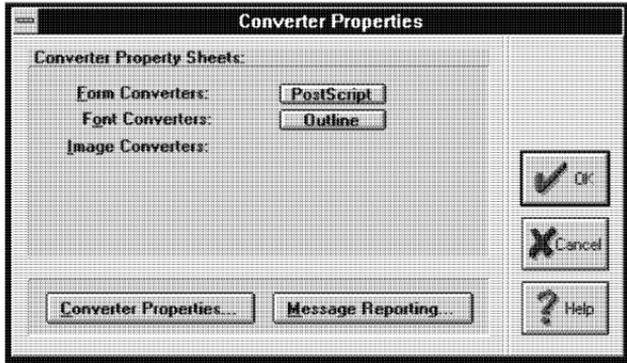


Figure 7-3. Converter Properties dialog box

The Converter Properties dialog box contains the Form and Font converter options described in the "Converting forms" and "Converting fonts" sections of this chapter.

After changing information in the above dialog boxes, click on [OK] to save your changes and return to the Converter Properties dialog box. Note that the changes you make in the Form and Font Converters dialog boxes save even if you click on [Cancel] in the Converter Properties dialog box.

Clicking on the [Converter Properties] button displays the Converter Properties Dialog dialog box.

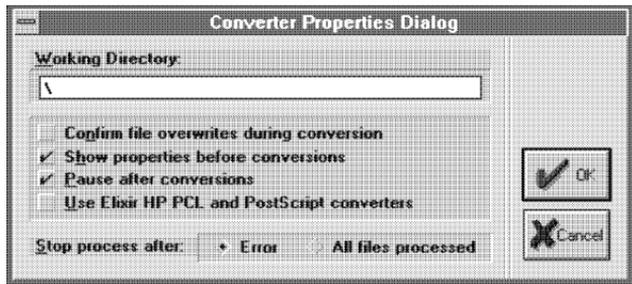


Figure 7-4. Converter Properties Dialog dialog box

Working Directory

Specifies the directory in which temporary reads and writes take place during file conversion. The default is the root (\) directory. Specifying a RAM disk for faster conversions is recommended.

Confirm file overwrites during conversion

Displays a dialog box requesting confirmation before overwriting an existing file. Not selecting this option automatically overwrites existing files.

Show properties before conversions

Displays the appropriate dialog box prior to file conversion. If not selected, the dialog box does not display and the conversion uses previously selected defaults.

Pause after conversions

Specifies a pause after each conversion.

Use Elixir HP PCL and PostScript converters

Specifies use of Elixir printer drivers when converting Elixir forms to HP PCL 4 and PostScript formats. Leave unselected to use Windows printer drivers. Note that Elixir printer drivers produce optimized files that require substantially less disk space, while creating printer output identical to Windows printer drivers.

Stop process after: Error/All files processed.

Specifies whether you want conversion to stop either after an error or after file processing.

Clicking on the [Message Reporting] button displays the Message Options Dialog dialog box.

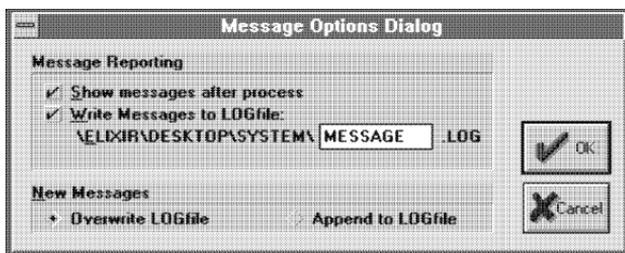


Figure 7-5. Message Options Dialog dialog box

Select options to either show messages after processing or write messages to a .LOG file with the specified stem name.

You can also select to append new messages to an existing .LOG file or overwrite an existing .LOG file.

File conversion procedures

This section briefly describes file conversion steps. Following sections provide more detailed descriptions.

To convert a form, font, graphics, document or job file to a different format, follow these steps:

- 1. To convert a non-Elixir file, copy the file to the appropriate Input folder.**

(If you want to convert an Elixir-format file, the file may already reside in an Elixir folder.)

- 2. Open the appropriate Input or Elixir folder and select the file(s) you want to convert.**
- 3. Copy the selected file(s) to the Converter icon using standard copy procedures.**
- 4. In the dialog box that displays, select the file format(s) to which you want to convert the selected file(s). You may be able to specify more than one output format. Formats to which you cannot convert display in gray.**
- 5. Press <Enter> or click on [OK] in the dialog box. A second dialog box may display, requesting more information. Press <Enter> or click on [OK] to start the conversion process.**

The selected file(s) convert and the generated output writes to the appropriate Output folder. If you specified more than one output format in step 4, each input file converts to the formats you selected and writes to the appropriate Output folders.

Specifying options in the dialog boxes assigns parameters to Elixir file conversion utilities, as described in the "Stand-alone utilities" chapter. Note that some dialog boxes may not include all available options.

A dialog box displays showing actual completion percentage (status) of the conversion. Following conversion, click on [OK] in the dialog box.

A message dialog box displays showing final disposition of the conversion, including any errors that may have occurred.

Converting forms

This section describes how to convert a single-page form.

The Elixir Forms Editor Desktop allows you to convert Elixir forms (.ELX files) to HP PCL, PostScript, PDF, XGF and XSOP formats. You can also rasterize and convert a form to an Elixir-format image (.LP3) file.

To convert one or more forms from the Elixir Forms folder (*drive:\ELIXIR\FORMS\ELIXIR* or a subordinate directory), select and copy the files to the Converter icon.

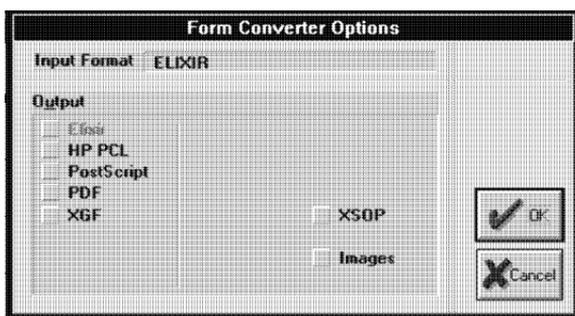


Figure 7-6. Form Converter Options dialog box

The Form Converter Options dialog box displays with the following options:

Input Format

The format of the form selected for conversion.

Output

The formats to which you can convert a form. Unavailable formats are grayed.

Converting Elixir forms to HP PCL format

You can convert forms to HP PCL using Windows printer drivers (supplied with Windows) or by using the Elixir HP PCL driver.

Using the Elixir HP PCL driver produces optimized output files that are identical to, but significantly smaller than, those produced by Windows drivers.

See the "Initial converter setup" section in this chapter for more information on Elixir drivers.

To convert Elixir form files to HP PCL format:

1. **Copy the Elixir form(s) to the Converter icon.**
The Form Converter Options dialog box displays.
2. **Select [HP PCL] and click on [OK].**



Figure 7-7. FORMPRN Properties dialog box

3. **The FORMPRN Properties dialog box displays with the following options:**

File Name

The name of the selected file.

Output

Select either [Printer] or [Disk].

Printer Port

Select either [LPT1], [LPT2] or [LPT3].

Printer

Select either [2700], [4045], [4235], [4700] or [HP] (unavailable options are grayed).

Tray Number

Enter the desired printer paper tray number.

Copies

Enter the number of copies desired.

Spacing

[InterWord] justifies text by adding or deleting spaces between words. [InterChar] justifies text by adding or deleting spaces between characters. Selecting [InterWord] reduces complexity so that forms print faster, while selecting [InterChar] may make the form more readable, but print slower.

Printer Options

Select one of the following (unavailable options are grayed):

[Print] to send your form to the printer

[Store] to store your form on the printer hard disk

[StorePrint] to both print your form and store it on the printer

[Constant] to store your form (one page only) in the printer's memory until the printer is either reset or turned off.

Macro Number

Enter the macro number assigned to your form. This stores your form in the printer's memory until the printer is either reset or turned off.

Format

Select one of the following (unavailable options are grayed):

[ASCII] to produce ASCII output for writing to a disk

[EBCDIC] to produce EBCDIC output for Xerox printers connected to your PC via coaxial cable and a protocol server

[SmartBox] if your PC is connected to the printer through a SmartBox or Agile protocol converter.

Printer Font Loading

Select one of the following (unavailable options are grayed):

[Always] to download fonts each time you print.

[Once] to download fonts to the printer only once, as they are encountered (fonts stay resident until the printer is reset).

[Never] to not download fonts to the printer (use only fonts that are resident).

Page Shift

Enter the number of dots you want the printed page shifted either right ([Xshift]) or down ([Yshift]). Negative values are permissible.

4. After you select your options, click on [OK].

Converting Elixir forms to PostScript

You can convert Elixir forms to PostScript using Windows printer drivers (supplied with Windows) or by using the Elixir PostScript driver.

Using the Elixir PostScript driver produces optimized output files that are identical to, but significantly smaller than, those produced by Windows drivers.

See the "Initial converter setup" section in this chapter for more information on Elixir drivers.

To convert Elixir form files to PostScript format:

1. Copy the Elixir form(s) to the Converter icon.

The Form Converter Options dialog box displays.

2. Select [PostScript] and click on [OK].

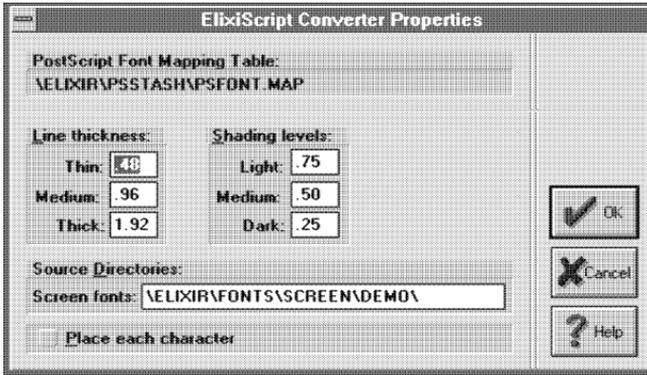


Figure 7-8. ElixScript Converter Properties dialog box

3. The ElixScript Converter Properties dialog box displays with the following options:

PostScript Font Mapping Table

Displays the full DOS path name of the font mapping table (PSFONT.MAP). This table corresponds PostScript fonts to DOS file names, required because DOS limits file names to 8 characters and PostScript font names can contain more. Note that you cannot change the full path name of the font mapping table (\ELIXIR\PSSTASH\PSFONT.MAP).

Line Thickness

The default values shown are fractional point sizes for standard PostScript thin, medium and thick lines. Select [Thin], [Medium] or [Thick] to change respective point size default values.

Shading Levels

The default values shown are standard "set gray" values for PostScript light, medium and dark shading.

Select [Light], [Medium] or [Dark] to change respective shade level default values.

Source Directories

The directory containing sample PostScript-compatible screen fonts (drive:\ELIXIR\FONTS\SCREEN\DEMO). For correct printing, the dimensions of the screen fonts used for a form must match the built-in fonts in your PostScript printer. You can generate PostScript screen fonts using the Efont Factory (see the "Converting fonts" section in this chapter).

Place Each Character

Select if the fonts in the form you are converting did not convert from standard Adobe Type 1 fonts. Selecting this option approximates correct font positioning in the PostScript file.

If you selected the Windows printer driver, the Print Driver Dialog dialog box displays, with the following options.

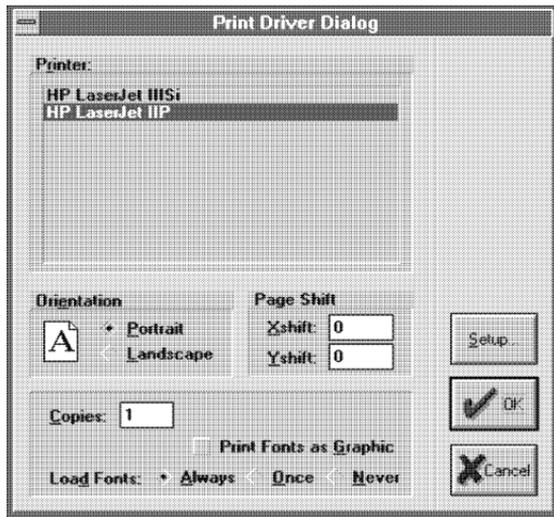


Figure 7-9. Print Driver Dialog dialog box

Orientation

Specify printed page orientation (either [Landscape] or [Portrait]).

Page Shift

Specify the number of dots you want the printed page shifted right (X-shift) or down (Y-shift). Negative values are permissible.

Copies

Specify the number of copies desired.

Load Fonts

[Always] includes (in the output data stream) every font used on every form you convert. [Once] includes every font the first time that the Desktop session encounters it. [Never] does not include fonts in the output data stream (this option assumes that all required PostScript fonts reside on the printer).

Setup

Specify Windows setup parameters for your printer.

You must use the Efont Factory to generate the screen fonts for the forms you want to convert. See the "Generating fonts from outlines" section in this chapter for more details.

After conversion, one-page PostScript-format files write to the Output PostScript Forms folder (*drive*:\ELIXIR\FORMS\PSOUT). Converted PostScript files have .PS extensions.

For information about printing PostScript files, see the "Local printers" appendix.

4. After you select your options, press [OK].

Converting forms to Elixir graphics files

To convert or rasterize a form to an Elixir graphic (.LP3 file in *drive*:\ELIXIR\PICS\PRINTER):

1. Copy the Elixir form(s) to the Converter icon.

The Form Converter Options dialog box displays.

2. Select [Images] and click on [OK].

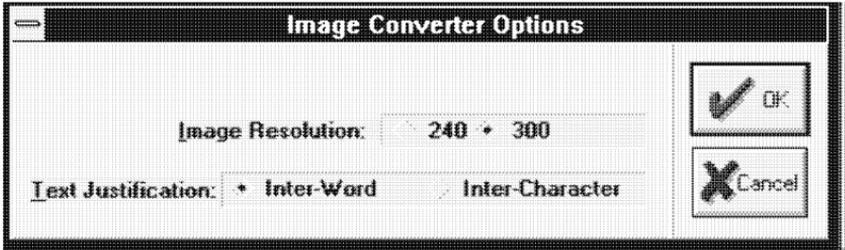


Figure 7-10. Image Converter Options dialog box

3. The Image Converter dialog box displays with the following options:

Image Resolution

Specify image resolution as either [240] or [300] dpi (the default).

Text Justification

[InterWord] justifies text by adding or deleting spaces between words while [InterChar] justifies text by adding or deleting spaces between characters. Selecting [InterWord] reduces complexity so that forms print faster, while selecting [InterChar] may make the form more readable but print slower.

Note that Elixir versions of all fonts in the form must exist.

4. After you select your options, press [OK].

Converting Elixir forms to PDF format

The Elixir Forms Editor Desktop allows you to convert a single-page Elixir form to Adobe's Portable Document Format (PDF) without first installing the Elixir extended PDF converter; however, converting multiple-page form and document files does require installation of the extended PDF converter.

To convert Elixir forms to PDF format:

1. Copy the Elixir form(s) to the Converter icon.

2. Select [PDF] and click on [OK].

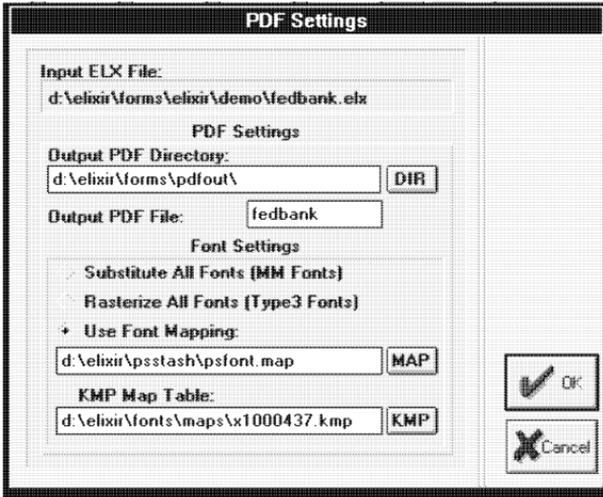


Figure 7-11. PDF Settings dialog box

3. The PDF Settings dialog box displays with the following options for creating .PDF output using Adobe Acrobat products:

Input ELX File

The name of the input file (form) to be converted.

Output PDF Directory

The output directory for the .PDF file. The default is *drive:\ELIXIR\DOCS\PDFOUT*.

DIR

Press this button to browse and select files residing on the Output PDF Directory.

Output File

The name of the output file. If you are processing multiple files, leave this option blank.

Substitute All Fonts (MM fonts)

Creates Multiple Master versions of all fonts in your job. This option requires that Elixir versions of the fonts are in *drive:\ELIXIR\FONTS\ELIXIR*.

Use this option when your document text consists mostly of alphanumeric information with common typefaces.

The Converter scans each Elixir font used in the form and embeds hints for generating Adobe Multiple Master instances into the .PDF file. As these are vector fonts, .PDF file size is minimized.

To view the file you must have Adobe Type Manager 3.0 or newer installed. Note that custom characters (such as logos, special symbols fonts or symbol fonts) display as regular alphanumeric characters. For documents containing fonts of this type, see the [Rasterize All Fonts] or [Use Font Mapping] options described below.

Rasterize All Fonts (Type 3 fonts)

Embeds all form fonts into the .PDF file as Adobe Type 3 raster fonts. This option requires that Elixir versions of the fonts are in drive:\ELIXIR\FONTS\ELIXIR.

Select this option when most fonts used in your form comprise special characters or images (such as a logo). This ensures that the special characters are viewable when the file is distributed. Because the actual raster graphics of the characters are embedded in the file, .PDF files are fairly large.

Use Font Mapping

Uses a mapping table to control, on a font-by-font basis, the .PDF file's font format. Allows the Converter to use a combination of Multiple Master, Adobe Type 3 raster fonts and Adobe Type 1 (PostScript) name mappings for the fonts. The name entry box allows you to specify the mapping file. The default file is *drive:\ELIXIR\PSSTASH\PSFONTS.MAP*.

Use this option when form character mappings do not match standard Windows character mappings.

When you select this option, the Converter scans the specified file and compares the Elixir font names used in the form with those names found in the file (see example below). If a match for a font is not found, a Multiple Master instance is generated. If a match is found, the Converter looks at the right half of the entry to determine whether to rasterize as a Type 3 font or call the font out by a Type 1 name.

The mapping file is an editable text file with a simple equivalence table. The syntax for entries is:

font name= [RASTERIZE] [TYPE1fontname-weight
point-size]

For Example:

TR11NP=Times-Roman 11

TR12NP=Times-Roman 12

HE07BP=Helvetica-Bold 7

CH14SP=ZapfChancery-MediumItalic 14

SIGFNT=RASTERIZE

If you specify a Type 1 font, you must enter it exactly as it appears in the Adobe Type Manager "Installed ATM Fonts" window. If you want to view the resulting .PDF file on another PC, the chosen font must also be available through ATM on the target machine.

MAP

Press this button to browse and select other files residing on the Font Mapping Table.

KMP MAP TABLE

Uses a customized mapping table to control translation of .PDF file keystrokes. The name entry box displays the specific mapping file to be used for the conversion. The default file is *drive:\ELIXIR\FONTS\MAPS\X1000437.KMP* (U.S.) See the *ElixirForm User for AFP Guide* and *ElixirFont for AFP User Guide* for more information.

KMP

Press this button to browse and select other files residing on the Keyboard Country Mapping Table. See the *ElixirForm User for AFP Guide* and *ElixirFont for AFP User Guide* for more information.

4. After you select your options, press [OK].

Converting Elixir forms to XGF format

The Elixir Forms Editor Desktop allows you to convert a single-page Elixir form to Xerox Generic Format (XGF) without first installing the Elixir extended XGFconverter; however, converting multiple-page form and document files does require installation of the extended XGF converter.

To convert Elixir forms to XGF format:

- 1. Copy the Elixir form(s) to the Converter icon.**

The Form Converter Options dialog box displays.

- 2. Select [XGF] and click on [OK].**

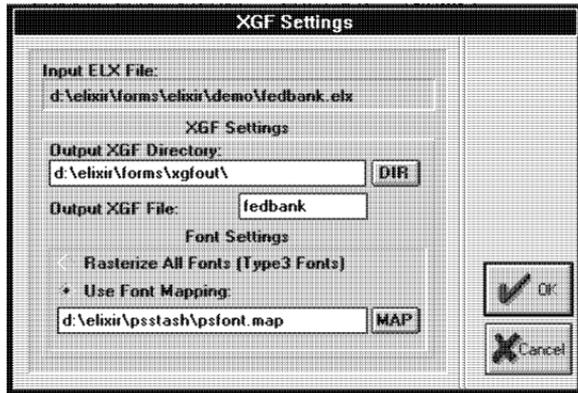


Figure 7-12. XGF Settings dialog box

- 3. The XGF Settings dialog box displays with the following options for creating .XGF output:**

Output Directory

The output directory for the .XGF file. The default is `drive:\ELIXIR\DOCS\XGFOUT`.

Output File

The name of the output file. If you are processing multiple files, leave this option blank.

Rasterize All Fonts (Type 3 fonts)

Embeds all form fonts into the .XGF file as Adobe Type 3 raster fonts. This option requires that Elixir versions of the fonts are in `drive:\ELIXIR\FONTS\ELIXIR`.

Select this option when most fonts used in your form comprise special characters or images (such as a logo). This ensures that the special characters are viewable when the file is distributed. Because the actual raster graphics of the characters are embedded in the file, the XGF files are fairly large.

Use Font Mapping

sis, the .XGF file's font format. Allows the Converter to use a combination ofmAdobe Type 3 raster fonts and Adobe Type 1 (PostScript) name mappings for the fonts. The name entry box below this option allows you to specify the mapping file. The default file is *drive:\ELIXIR\PSSTASH\PSFONTS.MAP*.

Use this option when form character mappings do not match standard Windows character mappings.

When you select this option, the Converter scans the specified file and compares the Elixir font names used in the form with those names found in the file (see example below). If a match for a font is not found, the following warning message is displayed:

"Font <fontname> maps to NO PostScript equivalent"

If a match is found, the converter looks at the right half of the entry to determine whether to rasterize as a Type 3 font or call the font out by a Type 1 name.

The mapping file is an editable text file with a simple equivalence table. The syntax for entries is:

```
font name= [RASTERIZE] [TYPE1fontname-weight
point-size]
```

For Example:

```
TR11NP=Times-Roman 11
```

```
TR12NP=Times-Roman 12
```

```
HE07BP=Helvetica-Bold 7
```

```
CH14SP=ZapfChancery-MediumItalic 14
```

```
SIGFNT=RASTERIZE
```

If you specify a Type 1 font, you must enter it exactly as it appears in the Adobe Type Manager "Installed ATM Fonts" window. If you want to view the resulting .XGF file on another PC, the chosen font must also be available through ATM on the target machine.

4. After you select your options, click on [OK].

Converting Elixir forms to XSOP format

The Elixir Forms Editor Desktop allows you to convert single-page Elixir forms to Xerox Services for Open VMS Printing (XSOP) format, in support of Xerox mid-range printers running off a DEC host computer. For XSOP conversions, choose only TrueType, ATM or Elixir Efont Factory fonts.

To convert Elixir form files to XSOP format:

1. Copy the Elixir forms to the Converter icon

The Form Converter Options dialog box displays.

2. Select [XSOP] and click on [OK].

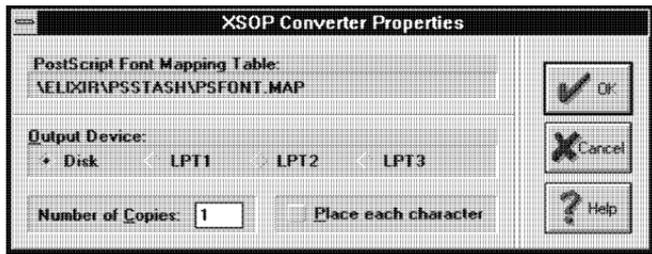


Figure 7-13. XSOP Converter Properties dialog box

3. The XSOP Converter Properties dialog box displays with the following options for creating XSOP output:

PostScript Font Mapping Table

Displays the full DOS path name of the font mapping table (PSFONT.MAP). This table corresponds PostScript fonts to DOS file names, required because DOS limits file names to 8 characters and PostScriptfont names can contain more.

Note that you cannot change the full path name of the font mapping table (\ELIXIR\PSSTASH\PSFONT.MAP).

Output Device

Select either [Disk] or the desired printer port ([LPT1], [LPT2], [LPT3]).

Note that if you select DISK as the output option, the file writes to *drive:\ELIXIR\FORMS\PSOUT*.

Number of Copies

Specify the number of copies desired.

Place each character

Select if the fonts in the form you are converting did not convert from standard Adobe Type 1 fonts. Selecting this option approximates correct font positioning in the PostScript file.

4. After you select your options, click on [OK].

Converting fonts

This section describes font conversion and generation procedures.

The Elixir Forms Editor Desktop allows you to perform the following font operations:

- convert Elixir fonts to HP PCL, Windows and Screen formats
- convert contour (outline) fonts to Elixir, HP PCL, Windows and Screen formats
- convert ATM and TrueType fonts to Elixir, HP PCL and Screen formats
- generate Elixir, non-Elixir and Screen fonts

To convert fonts, select and copy either .HDR font components from the Elixir Fonts folder or fonts from the Input Fonts folder to the Converter icon. The Font

Converter Options dialog box displays.

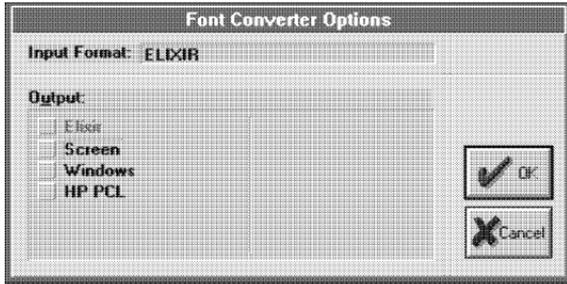


Figure 7-14. Font Converter Options dialog box

The Font Converter Options dialog box contains the following options:

Input Format

The format of the font selected for conversion.

Output

The formats to which you can convert the font. Unavailable formats are grayed.

Converting fonts to HP PCL format

To convert fonts to HP PCL format:

1. **Copy the font file(s) to the Converter icon.**

The Font Converter Options dialog box displays.

2. **Select [HP PCL] and click on [OK].**

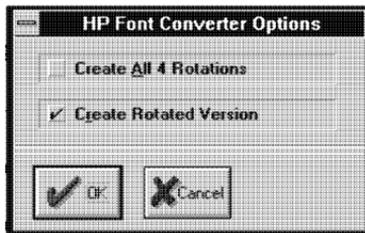


Figure 7-15. HP Font Converter Options dialog box

3. The HP Font Converter Options dialog box displays with the following options:

Create All 4 Rotations

Select to create font versions rotated in all four (0°, 90°, 180° and 270°) inline print directions.

Create Rotated Version

Select to create rotated font version for proof printing a form containing rotated fonts.

4. After you select your options, click on [OK].

Generating fonts from outlines

The Desktop includes the Elixir Font Factory (Efont Factory), a utility that uses contour fonts compatible with Bitstream Facelift to generate Elixir-format and printer-format fonts. The Efont Factory cannot generate fonts from Bitstream Fontware and Fontware-compatible fonts.

The Desktop installation procedure installs 35 contour fonts compatible with Bitstream Facelift in *drive:\ELIXIR\FONTS\CONTOURS* (Input Contour Fonts folder).

If not already installed, you can install Bitstream Facelift fonts on your PC as follows:

Select [Install Fonts] from the **Special** menu. The program prompts you to insert the first Bitstream Facelift diskette into your diskette drive and follow the instructions displayed on your screen.

The Efont Factory allows you to:

- generate up to six point sizes of a font in each conversion
- generate whole or partial character sets
- generate different font resolutions
- automatically generate font names

- perform additional transformations such as font orientation and darkening.

You can display the Contours fonts window by either opening the Outline Fonts icon, selecting [Efont Factory] from the **Special** menu or typing <Alt> + <E>.

The following figure shows the Input Contours folder window.

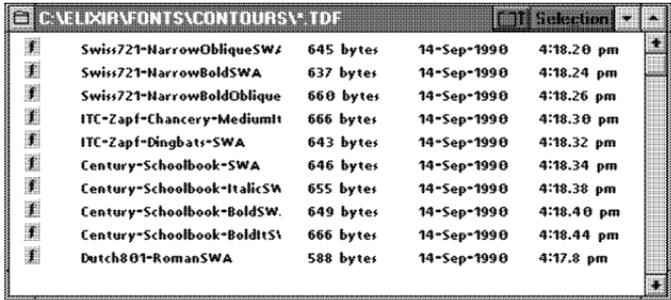


Figure 7-16. Input Contours folder window

To generate Elixir fonts from a contour font:

- Copy one or more contour fonts from the Input Contours folder to the Converter icon.

The Font Converter Options dialog box displays.

- Select an output format and click on [OK].

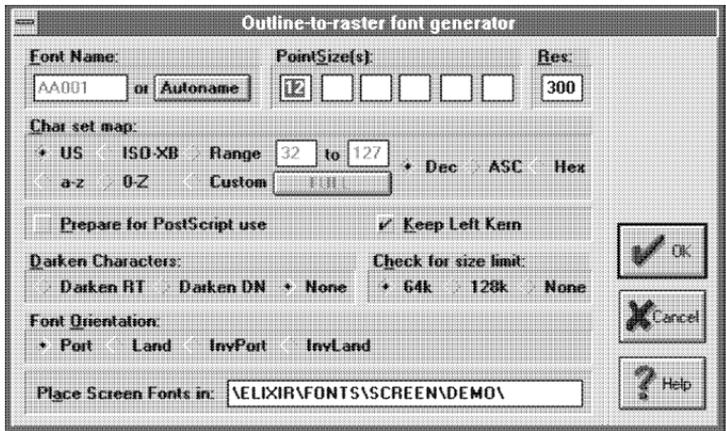


Figure 7-17. Outline-to-raster font generator dialog box

3. The Outline-to-raster font generator dialog box displays with the following options:

Font Name

The name of the converted raster font(s). If converting to more than one point size (see the description for the next option), enter a file name stem ending with 01. Names for converted files increment by 1 for each point size selected, in order of ascending point size. If you convert more than one contour font file to multiple point sizes, the converted files are similarly named. The maximum number of files you can create is 99.

Autoname

Names font files as described in the "Font naming conventions" section that follows. Using [Autoname] rather than [FontName] for naming fonts is recommended. To identify newly created fonts using this option, view the fonts using the [By Date] option in the Elixir Fonts folder **View** menu.

Point Size(s)

The point size(s) for the converted font file(s). Enter any size from 2 to 99. See the [Font Name] option description for information about converting to more than one point size.

Res(olution)

The resolution (in dots per inch, dpi) of the target printer. The default is 300 dpi.

Char(acter) set map

The character set of the raster font being generated: [US], [ISO-XB] (international ISO), [Custom] (creates full character sets), [0-Z] (upper case and numerals only), [a-z] (lowercase only). Each corresponds to a font generation mapping table. A mapping table is a .GMP ASCII file in *drive:\ELIXIR\FONTS\MAPS*. Each line in a .GMP file is of the form *mm=nn*, where *mm* is the hex position number of a character in the input font and *nn* is the hex position number of the corresponding character in the output font.

Range

The number for the first and last characters you want to convert, in [DEC] (decimal), [HEX] (hexadecimal) or [ASC] (ASCII) representation. The default range is 0-255 (decimal).

Prepare for PostScript use

Select this option when printing on a PostScript printer to place the screen font reference in the fonts mapping table, PSFONT.MAP, a file containing a mapping between the PostScript name and DOS file name for each font. When you do not select this option, the fonts mapping table does not include the PostScript font name.

Keep Left Kern

Keeps left kerning information for left-kerned characters. When you do not select this option, you delete

drive:\ELIXIR\FONTS\TABLES directory containing width, height, offset, left, and right kerning, and ASCII index values for each font character. The width table has the same name as the font file and has a .TFB file extension. Information in .TFB files allows you to build a left kerning table for using the font in non-Elixir environments.

Check for size limit

Ensures that the generated font size is within your printer's size limit. [64k] and [128k] truncate the font at the specified limit and issue an error message. [None] generates the font regardless of size.

Creating a screen font larger than 128 KB may result in errors. See your printer manual for printer font size limits.

Darken characters

Due to the limitation of some printers, small fonts may print lightly. To compensate for the problem, use [Darken RT] to darken horizontally when printing in portrait orientation and [Darken DN] to darken vertically when printing in landscape orientation. The default is [None].

Font Orientation

Specifies [Portrait], [Landscape], [Inverse Portrait] or [Inverse Landscape] orientation for output fonts (see the glossary for explanation of these terms).

Place Screen Fonts in

The directory where screen fonts write to (creates a new directory if one does not exist).

4. After you select your options, click on [OK].

Font naming conventions

When you select [Autoname] in the Outline-to-raster font generator dialog box, Efont Factory generates raster fonts and names them using the following conventions:

- A six-character stem name generates.
- The first two characters of the generated font name describe the font family from the following table:

<i>Font Family</i>	<i>First two file characters</i>
Courier	CO (Courier)
Dutch	TR (Times Roman)
Swiss	HE (Helvetica)
ITC-Avant-Garde	AG (Avant Garde)
ITC-Bookman	BM (Bookman)
Swiss Narrow	HN (Helvetica Narrow)
Symbol-Set	SY (Symbol)
Century-Schoolbook	CS (Century Schoolbook)
ITC-Zapf-Chancery	CH (Chancery)
ITC-Zapf-Dingbats	DB (Dingbats)
Zapf-Calligraphic	PA (Palatino)

- If you add a new font family without a descriptor to the Input Contour Fonts folder, the Efont Factory assigns XX as the first two characters.

- The third and fourth characters of the generated font name describe the point size you enter in the Outline-to-raster font generator dialog box.
- The fifth character of the generated font file name describes the type style from the following table:

<i>Type style</i>	<i>Character used</i>
Normal	N
Demi	D
Bold	B
Italic	I
Oblique	O
Light Italic	Q
Demi Italic	R
Medium Italic	S
Bold Italic	T
Demi Oblique	U
Bold Oblique	V

- The sixth character of the generated font name describes the orientation from the following table:

<i>Orientation</i>	<i>Character</i>
Portrait	P
Landscape	L
Inverse portrait	I
Inverse landscape	J

For example, a converted ITC-Zapf-Chancery, 12 point, bold, portrait font has a name of CH12BP.

You can assign two-character descriptors for additional fonts not included in the above tables as follows:

Use the DOS TYPE command to display the contents of the .TDF file for the font (the Input Contour Fonts folder contains .TDF font files). To determine the .TDF file name, select a font and drag it within the folder. The cursor changes and identifies the font name. Press <Esc> to return to a standard cursor. The .TDF file displays the HP code, a two-character font family identifier.

Using an ASCII editor, edit BTFONT.NAM in *drive:\ELIXIR\FONTS\MAPS* to add a line at the end of the file that includes the full DOS name of the .TDF file, a space, the two-character designator, a space, and the typestyle.

Generating Elixir fonts

When using Efont Factory to create fonts for use in Elixir Forms Editor, select the [Keep Left Kern] option in the Outline-to-raster font generator dialog box. Elixir Forms Editor supports left kerning, and selecting this option spaces and kerns all form characters correctly on both the screen and the printer output.

Generating non-Elixir fonts

If you want to use the Efont Factory to create fonts for non-Elixir applications, do not select the [Keep Left Kern] option. See the description for the [Keep Left Kern] option in the “Generating fonts from outlines” section in this chapter for more information.

Regenerating screen fonts

Screen version fonts differ for different monitors and resolutions, and therefore require regenerating each time you:

- copy Elixir fonts from a PC on which Elixir for another monitor or resolution is installed
- reinstall Elixir on your PC and specify a different monitor or resolution.

Elixir Forms Editor requires screen fonts when you create or edit forms. When creating screen versions of forms you can preview Elixir fonts in the Elixir Fonts folder.

Adding HP PCL fonts to Windows applications

The following procedure describes the steps necessary to add HP PCL fonts to your Windows application fonts list.

1. **Open the Windows Control Panel and select the Printers icon.**

The Printers dialog box displays.

2. **Select the desired printer in the Installed Printers box and click on [Setup].**
3. **Click on [Fonts], then in the Font Installer dialog box, click on [Add Fonts].**
4. **In the Add Fonts dialog box, set the directory path to *drive:\ELIXIR\FONTS\PRINTER* and click on [OK].**

The installer reads all soft font files in the directory and builds a list that displays a default font name and point size.

Note that you can simplify this process by converting one font at a time.

5. Select the desired font from the right list box.

The actual file name displays at the bottom of the dialog box. Check the file name to ensure you selected the correct file.

6. Click on [Add].

Unless otherwise necessary, accept the default directory (*drive:\PCLFONTS*) by clicking on [OK] in the Add fonts dialog box.

7. Select the font from the left list box and click on [Edit].

The Edit dialog box displays.

8. Modify the name to match the font file name and click on [OK].

9. Exit to the Program Manager.

The HP PCL fonts are now available in the fonts list of

Converting graphics

This section describes graphics file conversion procedures.

The Elixir Forms Editor Desktop allows you to convert Elixir, .LP3, .BMP, .PCX, and .TIF file formats to Elixir, .PCX, .BMP, screen and .TIF file formats. You can also convert Elixir graphics files to tiles in an Elixir-format font.

To convert one or more graphics files from the Elixir Graphics folder or sub-folder:

1. **Select and copy the files to the Converter icon.**

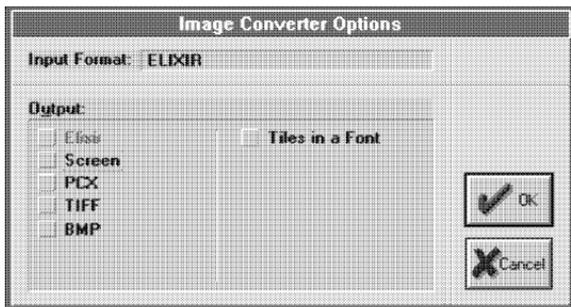


Figure 7-18. Image Converter Options dialog box

2. **The Image Converter Options dialog box displays with the following options:**

Input Format

The format of the graphic selected for conversion.

Output

The formats to which you can convert the graphic. Unavailable formats are grayed.

3. **After you select your options, click on [OK].**

Converting Elixir graphics to Tiles in a Font format

This option places a grid on an image and converts each cell of the grid to a character in an Elixir font. See the *ElixirImage User Guide* for more information.

To convert Elixir graphics to tiles in a font:

1. **Copy the Elixir graphic(s) to the Converter icon.**

The Image Converter Options dialog box displays.

2. **Select [Tiles in a Font] and click on [OK].**

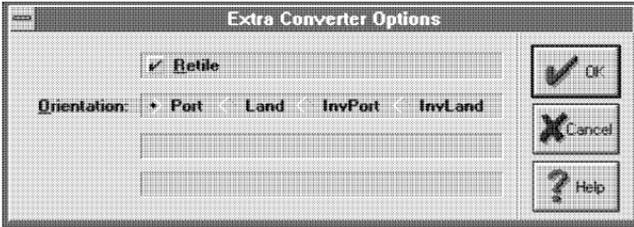


Figure 7-19. Extra Converter Options dialog box

3. **The Extra Converter Options dialog box displays with the following options:**

Retile

Retiles the .TXT file associated with the Elixir-format (.LP3) file.

Orientation

Select [Port] for portrait, [Land] for landscape, [InvPort] for inverse portrait or [InvLand] for inverse landscape format fonts.

4. **After you select your options, click on [OK].**

Converting Elixir graphics to PCX and TIFF formats

To convert Elixir graphics to or from .PCX or .TIFF formats:

1. **Copy the Elixir graphic(s) to the Converter Icon.**

The Graphic Converter Options dialog box displays with the following options:

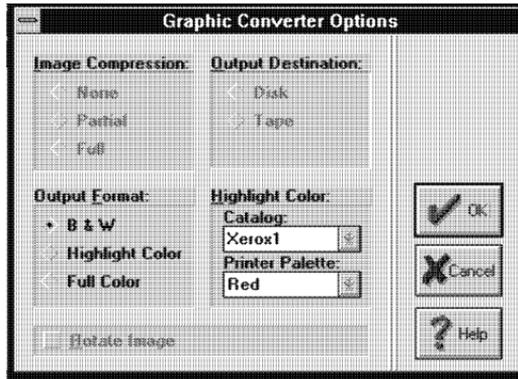


Figure 7-20. Graphic Converter Options dialog box

The Graphic Converter Options dialog box contains the following options:

Image Compression

For conversions to [Color IMG] format only. [None] does not compress files. [Partial] compresses duplicate and blank (null) lines, and [Full] compresses duplicate and blank lines and optimizes for white space.

Output Destination

Select [Disk] or [Tape] as your output medium. If you select [Tape] and your PC does not have an attached tape unit, the converted file writes to a hard disk without issuing an error message.

Output Format

Select either [B&W], [Highlight Color] or [Full Color] for image output format.

Highlight Color

(Applicable only when you select [Highlight Color] as the [Output format] option). Select [Red], [Green] or [Blue] for output highlight color.

Rotate Image

For conversions to IMG formats only. Selecting this option rotates graphics by 90 degrees to allow correct printing of a landscape graphic on a portrait form.

Unavailable options are grayed..

Note that this version of the Elixir Forms Editor Desktop does not support color. To convert color forms, you must switch to a Xerox Desktop and have the appropriate ElixKey installed.

2. After you select your options, click on [OK].

Restrictions and limitations

The program supports the following formats for converting .TIF files:

TIFF #	Import support	Export support	Comments
1	Yes	Yes	Uncompressed format. Also supports 256 level gray-scale graphics.
2	Yes	No	CCITT Group 3
4	Yes	Yes	CCITT Group 4 facsimile format. Best compression for scanned and line art.
5	Yes	No	LZW (black-and-white) compression
32,771	Yes	No	Similar to TIFF #1. Can also support 256 level gray-scale.
32,773	Yes	No	Pack bits compression; used on Macintosh computers.

Converting Elixir graphics to BMP format

To convert Elixir graphics to .BMP format:

1. Copy the Elixir graphic(s) to the Converter Icon.

The Graphic Converter Options dialog box displays.

2. Select [BMP] and click on [OK].

8. Accessing DOS files and applications

This chapter describes how Elixir Desktop allows access to DOS files and applications.

Desktop tools

The Elixir Desktop includes a number of tools that enable you to access DOS files and applications as follows:

User Tools icon

The User Tools icon allows you to establish an icon for any DOS application or batch file, so that double-clicking on the icon executes (or starts) the application.

User Files icon

The User Files icon allows you to access all DOS files and directories as icons.

The User Files icon also includes a Tool Link utility that allows you to link a file with an application. Once linked, double-clicking on the file starts the application and loads the file.

Dispatcher icon

The Dispatcher icon allows you to store up to 12 DOS commands with optional replaceable parameters. When you copy a file to the Dispatcher icon and select a command, the name of the file substitutes for the replaceable parameter.

Creating an application icon

The User Tools icon allows you create icons for applications and batch files on your PC.

During software installation, the ELXWDATA User Tools install.

The ELXWDATA User Tool starts a batch file that generates a text file called ELXWDATA.TXT on the A: drive diskette. The file contains the contents of your AUTOEXEC.BAT, CONFIG.SYS and INSTALL.LOG files and other information such as existing .APP and .EXE files and system memory.

Creating an icon

To create an application icon, open the User Tools icon to display the User Tools window.

The User Tools window is similar to other Elixir windows and includes an additional **Tools** menu title in the window header.

From the **Tools** menu, select the [New Tool] option to display the User Application Setup dialog box shown in the following figure.

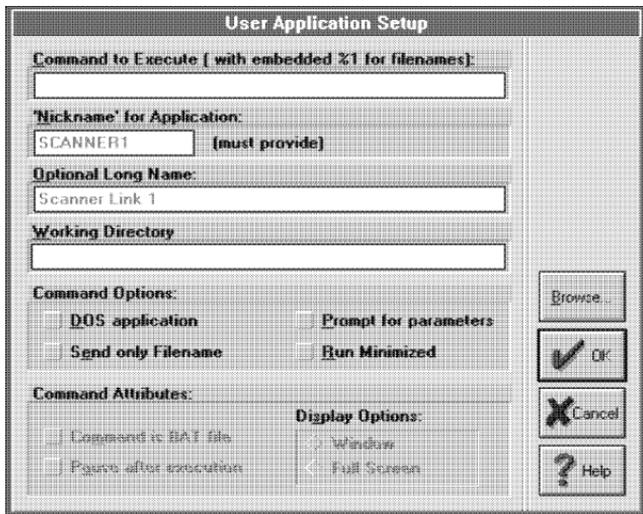


Figure 8-1. User Application Setup dialog box

The User Application Setup dialog box displays the following options:

Command to Execute

The command that executes the application you want associated with the icon. For example, to create a WordPerfect icon, you would specify WP.

If you want to link the application to files in the same directory as the application (see the "Linking files to an already-defined User Tool" section), you can also type in the DOS command with an embedded %1 parameter. The embedded %1 parameter specifies the location in the command at which you want the file name to appear. See also the [Prompt for parameters] option.

Nickname for application

A nickname (up to 8 characters) for the application you want to run. After creating an icon, the User Tools window displays the icon with the nickname under it.

Optional Long Name

A descriptive name for the application (up to 29 characters). The long name is informational only; it identifies the application in the dialog box.

Working Directory

The DOS path for the executable. Use this field if the application you are running does not reside in the \ELIXIR directory and if you did not specify a DOS PATH statement for the directory in which the application executable resides.

DOS Application

Select if running a DOS application (enables the [Command Attributes] options).

Send Only Filename

Uses only the stem name of the file for command execution.

Prompt for parameters

Select if you want the program to prompt you to enter an argument that appends to the command in [Command to execute].

Select to display a dialog box allowing you to enter an argument when you run the application.

Leave unselected (the default) to run the application without prompting for an argument.

Run Minimized

Executes the command in a minimized window.

Command is .BAT file

If the command you specify is a DOS batch file:

Select to redisplay the Desktop when you exit the application. Leave unselected to return you to the directory specified in the batch file. If the application is a batch file that calls another batch file, the Desktop does not redisplay when you exit the application (see the "Starting batch files" section in this chapter for more information).

Pause after execution

Select to pause after exiting the application and to request "press any key to continue" before returning to the Desktop.

Leave unselected to return to the Desktop after exiting the application.

Display Options

[Window] displays command execution in a window.
[Full Screen] displays command execution in a full screen environment.

[Browse] button

Click on to display the contents of a DOS directory (that you can change) from which you can select a file.

After you specify the required fields in the User Application Setup dialog box and click on [OK], the User Tools window displays an icon labeled with the nickname you specified in the dialog box and an .XAP extension to identify it as a User Tool icon. The .XAP file writes to *drive:\ELIXIR\DESKTOP\SYSTEM\USERTOOL*.

Double-clicking on the icon now runs the specified application described in the following section.

Starting the application

To start an application for which you have defined an icon, open the User Tools window and double-click on the icon.

If you did not select the [Prompt for parameters] option, the Desktop clears and the application starts. If you selected the above option, a dialog box displays requesting that you enter an argument. Enter the required argument and click on [OK] to run the application.

If you selected the [Pause after execution] option, the program prompts you to "press any key to continue" after exiting the application. Press any key to return to the Desktop.

Displaying icon properties

To check or edit the properties of a previously-specified application in the User Tools folder, select the application icon and do one of the following:

- Select [Properties] from the **File** menu.
- Select [Tool Props] from the **Tools** menu on the User Tools window header.
- Press <F2>.

The User Application Setup dialog box displays, showing the information previously specified for the application.

User Tools example

The following example illustrates how to specify and run Ventura Publisher from the Desktop, using the User Tools utility.

Creating an icon for Ventura Publisher

To create an icon for Ventura Publisher, follow these steps:

1. **Open the User Tools icon.**

The User Tools window displays.

2. **Select [New Tool] from the Tools menu.**

The User Application Setup dialog box displays.

3. **Type VP in the [Command to Execute] field.**
4. **Type VENT in the [Nickname for application:] field.**
5. **Type Ventura Publisher in the [Optional Long Name:] field.**
6. **Select the [Command is .BAT file] option (Ventura Publisher runs from VP.BAT, a batch file).**
7. **Do not select [Prompt for parameters].**

This starts Ventura Publisher without requiring you to enter a parameter.

8. **Do not select [Pause after execution].**
9. **Enter the directory path that specifies the location of your Ventura Publisher executable files.**

For example, if the Ventura Publisher batch (.BAT) file is on the C: (root) drive; enter C:\.

10. **Click on [OK].**

The User Tools window shows a User Tools icon with a VENT.XAP label.

Checking the properties of the Ventura Publisher icon

To check (or modify) Ventura Publisher icon specifications, follow these steps:

1. **Select the VP icon by clicking on it.**
2. **Select [Tool Props] from the Tools menu.**

The User Application dialog box for Ventura Publisher displays. Check the information you entered and make changes if necessary.

3. **Click on [OK].**

Starting and exiting Ventura Publisher

To start and exit Ventura Publisher, follow these steps:

1. **To start Ventura Publisher, open the VENT icon in the User Tools window.**

The Ventura Publisher main screen displays.

2. **Exit Ventura Publisher.**

The Desktop redisplay.

Accessing DOS directories

To access directories and files, open the User Files icon to display the User Files Directory Paths and Tool Links dialog box. An example shows in the following figure.

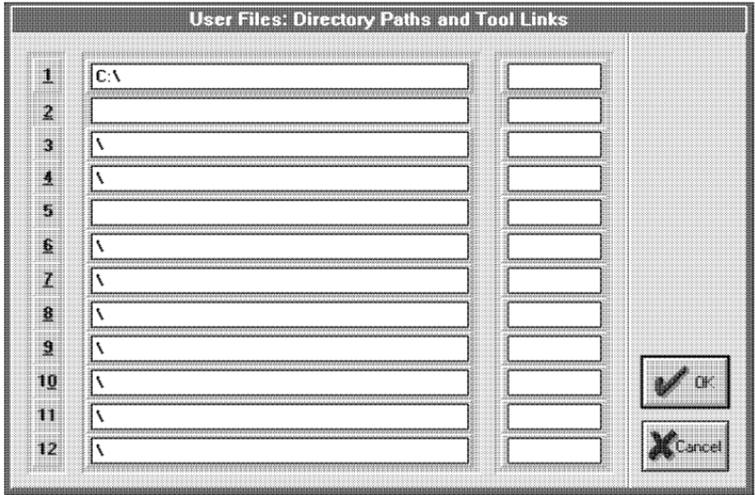


Figure 8-2. User Files Directory Paths and Tool Links

The User Files Directory Paths and Tool Links dialog box contains 12 lines on which you can specify up to 12 DOS directory paths. Select any line and click on [OK] to display a window showing the contents of the directory specified on the line. The following figure shows a window example. You can also use wildcard characters to display a filtered list of files in a directory.

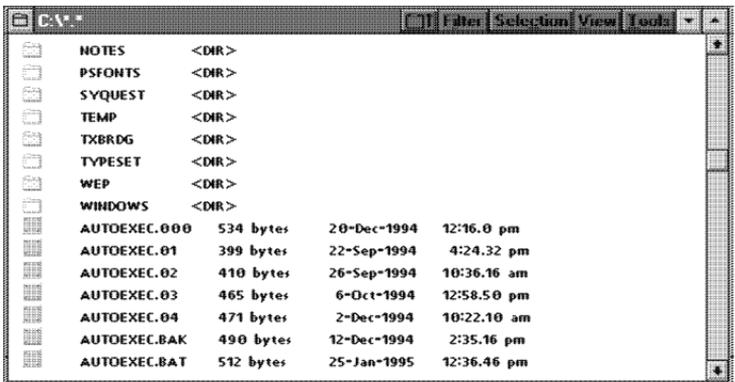


Figure 8-3. Window example

If you enter a directory that does not exist, a dialog box displays to confirm creating a new directory.

Changing directories

The window header contains a backup button similar to the button described in the “Elixir folders” chapter. Click on the backup button to display the contents of the directory one level closer to the root directory. Repeatedly clicking on the backup button eventually displays a window showing the active drives on your PC.

For example, if you have the C:\TYPESET\LETTERS window displayed and you repeatedly click on the backup button, the following windows display after each click:

C:\TYPESET

C:\ (the root directory)

Active drive letters (C:, A:, etc.)

To change directories further from the root, click on any folder icon (<Dir>) to display the contents of the folder (directory).

Copying files between subdirectories

To copy one or more files to another subdirectory, follow these steps:

- 1. Select and drag the file(s) to the User Files icon.**

The User Files Directory Paths and Tool Links dialog box displays with the path for your specified file(s) selected.

- 2. In the dialog box, enter the full path for the directory to which you want to copy the file(s), or select the path if it already displays.**
- 3. Click on [OK].**

The file(s) you selected copy to the directory you specified.

Linking files to applications

When you establish a link between an application and a file, double-clicking on the file icon starts the application and loads the file as a parameter to the application command (you can link only one application to one or more files in a directory).

The **Tools** menu (accessed from the header of any open window displayed through the User Files icon) allows you to establish links between files in a window and an application (executable or batch file).

For example, if you link files created by a word processing program to the word processing application, double-clicking on any of the file icons starts the word processing program and loads the selected file in the program.

You can link files to an application for which a User Tool is already defined, or create a User Tool for an application and link files to it.

Linking files to an already-defined User Tool

If you created a User Tool icon for an application, you link files in a directory to the application as follows:

Select [Tool Link] from the **Tools** menu to display the Tool Link Definition dialog box shown in the following figure.

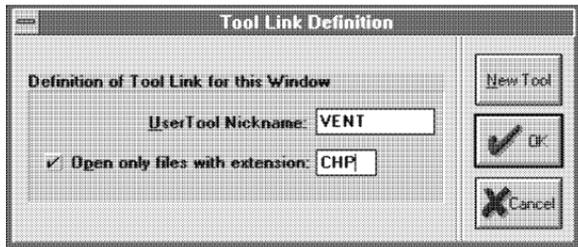


Figure 8-4. Tool Link Definition dialog box

The Tool Link Definition dialog box displays the following options:

UserTool Nickname

Enter the nickname you specified when creating the user tool. Using the User Tools example in the previous section, you would enter VENT for Ventura Publisher.

Open only files with extension

Select to only link files with the extension you specify. Leave unselected (the default) to not use an extension filter. Files with all extensions link to the application.

Linking files to a new application

If you have not established an application as a User Tool icon, you can do so by selecting [New Tool] in the Tool Link Definition dialog box header to display the User Application Setup dialog box.

See the “Creating an application icon” section in this chapter for more information about fields in this dialog box.

Checking tool properties

After you establish tool links, you can check or modify entries for the Tool Properties from the **Tools** menu. Selecting this option displays the User Application Setup dialog box for editing.

Opening linked files

When files in a directory link to an application, double-clicking on a linked file starts the application and loads the file in the application.

If you selected [Prompt for parameters] in the User Application Setup dialog box, the Arguments to this program dialog box shown in the following figure displays.

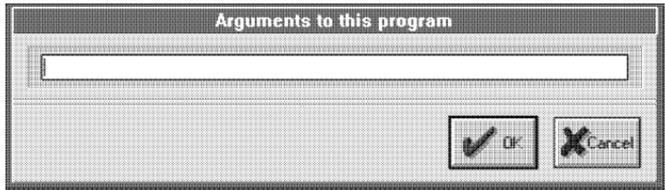


Figure 8-5. Arguments to this program dialog box

The parameter (file name) shown in the dialog box is the file name last entered. (The example has no previously entered file name.)

Starting DOS executables

Double-clicking on a .EXE, .COM, or .BAT file prompts you for an argument (file name) for the executable. If required, enter an argument, or just click on [OK] to start the executable.

Starting batch files

When you start a DOS batch file (.BAT) using the User Tools icon, the Elixir Desktop loads an additional COMMAND.COM program in system memory to enable returning to the Desktop. The size of the program file is about 11 KB.

If the batch file you want to start from the Desktop requires a major portion of available memory, the additional COMMAND.COM file may not leave enough memory to run your batch file (for example, a Ventura Publisher chapter that contains many fonts and paragraph tags consumes much memory).

To utilize the maximum amount of system memory, start batch files in one of the following ways:

- If possible, start the application directly without using a batch file.
- Do not select the [Command is .BAT File] option in the User Application Setup dialog box and use an ASCII editor to add the following lines to the end of the batch file:

drive:
CD \ELIXIR
ELIXIR

drive: is the drive on which the Desktop installs.

- Use a commercially-available memory management program to remove unwanted memory-resident programs from memory. Add the command(s) required to remove the additional COMMAND.COM program to the first line of your application batch file. Select the [Command is .BAT File] option in the User Application Setup dialog box.

Using the Dispatcher icon

The Dispatcher icon allows you to specify up to 12 DOS commands with optional embedded replaceable parameters. Copying a file to the Dispatcher icon substitutes the name of the file for the replaceable parameter and invokes the command.

The Dispatcher icon provides a convenient way to store commonly-used DOS commands, that you start using simple mouse operations.

Some examples of functions you can store and run using the Dispatcher icon are:

- DOS batch files
- Elixir utilities or batch files
- Quick DOS operations (such as the disk optimizer).

You can use the Dispatcher icon in the following ways:

- Copy one or more files to the Dispatcher icon and in the displayed dialog box select the batch command you want to run with the selected file(s) as replaceable parameter(s).

- Open the Dispatcher icon, enter a batch command, and enter the name of the file you want to run as a parameter to the batch command.

Setting up Dispatcher commands

To set up Dispatcher commands, open the Dispatcher icon to display the Dispatcher Commands dialog box shown in the following figure.

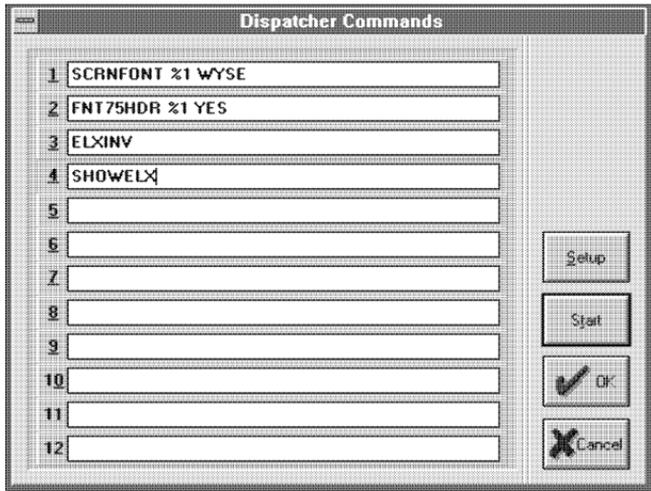


Figure 8-6. Dispatcher Commands dialog box example

The dialog box allows you to enter and display up to 12 DOS commands.

To enter a command, select a line and type the command.

You can use a %1 replaceable parameter in the command line. When you copy a file to the Dispatcher icon and select the command line, the file name substitutes for the replaceable parameter.

If you want a prompt to enter a parameter each time you run the Dispatcher command, select the [Prompt for parameters] option in the User Application Setup dialog box. The parameter you specify adds after the Dispatcher command.

Use the <Backspace>, , and horizontal arrow keys to edit a selected line.

If you frequently run more than 12 Dispatcher executables, you may want to store eleven of your most frequently-used commands and leave one line open to enter other commands as required.

After entering a command, select [Setup] in the dialog box header to display the User Application Setup dialog box shown in the following figure.

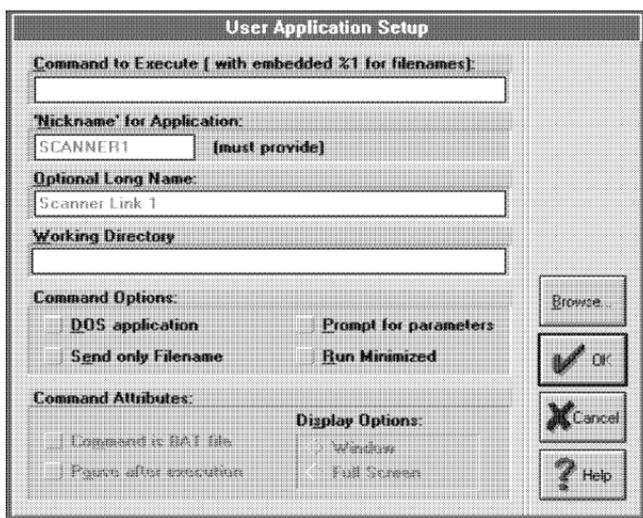


Figure 8-7. User Application Setup dialog box

The User Application Setup dialog box shows the command you entered in the [Command to Execute] option (you can edit the command, if required).

The User Application Setup dialog box displays the following options:

Command to Execute

The command you want to execute through the Dispatcher.

Nickname/Optional Long Name

Not applicable when setting up Dispatcher executables.

Working Directory

Optional - allows you to enter the path of the directory containing the executable (useful if the executable you are running is does not reside on *drive:\ELIXIR* and you did not specify a DOS PATH= statement).

DOS application

Select if you want to specify a DOS application (enables the [Command Attributes] options).

Send Only Filename

Execution of this command uses only the stem name of the file.

Prompt for parameters

Select to prompt for an argument when executing the command (see the description for the Dispatcher Commands dialog box). This allows you to run commands directly from the Dispatcher icon without requiring you to copy files to the Dispatcher icon.

Run Minimized

Executes the command in a minimized window.

Command is .BAT file

For a batch (.BAT) file, select to return you to the Desktop after executing the command. Leave unselected (the default) to return you to DOS after executing the command. If the executable is a batch file that calls another batch file, you return to the second batch file.

Pause after execution

Select to pause after command execution and to prompt for any keystroke to continue (redispays the Desktop). Otherwise redispays the Desktop immediately after command execution.

Display Options

[Window] displays command execution in a window.
[Full Screen] displays command execution in a full screen environment.

After specifying options, click on [OK] to redisplay the Dispatcher Commands dialog box. Click on:

- [Start] to execute the highlighted command

- [OK] to update information in the dialog box without executing any commands
- [Cancel] to cancel any changes to the Dispatcher Command dialog box.

Executing Dispatcher commands

You can run DOS command files using the Dispatcher in two ways:

- by copying selected files to the Dispatcher icon
- by opening the Dispatcher icon and executing commands.

Copying files to the Dispatcher

To execute Dispatcher commands by copying one or more files to the Dispatcher icon, follow these steps:

- 1. Select one or more files.**
- 2. Copy the selected files to the Dispatcher icon using any copy procedure, or press <Ctrl> + <I>, or select [Dispatch] from the File menu.**

The Dispatcher Commands dialog box displays.

- 3. Select the command line for the command you want to execute, or enter or modify a command on any line.**
- 4. Click on [Start].**

The Desktop clears, and the command executes multiple times, each time with one file as an argument to the command.

Executing commands from the Dispatcher icon

To execute a command and specify a parameter to the command directly from the Dispatcher icon, follow these steps:

1. **Open the Dispatcher icon (double-click on it, select it and press <Enter>, or just press <Ctrl> + <I>).**

The Dispatcher Commands dialog box displays.

2. **Select the command you want to execute.**
3. **Click on [Setup].**

The User Application Setup dialog box displays.

4. **Select [Prompt for parameters].**
5. **Click on [OK].**

The Dispatcher dialog box redisplay.

6. **Click on [Start].**

The Arguments to this program dialog box displays.

7. **Enter any parameter(s) required to execute the command.**
8. **Click on [OK].**

The command executes with the parameter you specified.

Dispatcher example

The following example shows how you can use the Dispatcher icon to issue a DOS TYPE command to view the contents of an ASCII file. This example assumes that your AUTOEXEC.BAT file is on your C: drive.

1. **Open the Dispatcher icon.**

The Dispatcher Commands dialog box displays.

2. **On a blank line, enter TYPE %1 | MORE and click on [Setup].**

This DOS command lists the contents of an ASCII file one screen at a time and then pauses and prompts you to enter any key to continue.

- 3. In the displayed User Application Setup dialog box select the following options:**

[DOS application]
[Pause after execution]
[Full Screen].

Click on [OK] twice to exit the Setup and Dispatcher Commands dialog boxes.

- 4. Open the User Files icon.**
- 5. On the displayed User Files Directory Paths and Tool Links dialog box, enter C:*. * on a blank line and click on [OK].**

A window displays the contents of the C: drive on your PC.

- 6. In the window header, select [By Name] from the View menu.**

The contents of your C: drive displays in alphabetical order.

- 7. Select the AUTOEXEC.BAT file and copy it to the Dispatcher icon.**

- 8. In the displayed Dispatcher Commands dialog box, select the TYPE %1 | MORE line and click on [START].**

The screen clears and the contents of your AUTOEXEC.BAT file displays followed by a "Press any key to continue" message. Press any key to redisplay the Desktop.

After specifying the DOS TYPE command in the Dispatcher Commands menu, you can use the procedure above to list the contents of any ASCII file from the Desktop.

Using the Dispatcher to run Elixir utilities

You can run DOS-based Elixir utilities from the Desktop in several ways (for example, by using the **DOS** menu). However, the Dispatcher allows you to conveniently run the utilities by copying files to the Dispatcher icon and specifying the commands required to run the utilities in the Dispatcher Commands dialog box. The following figure shows an example of a dialog box with commands for some Elixir utilities.

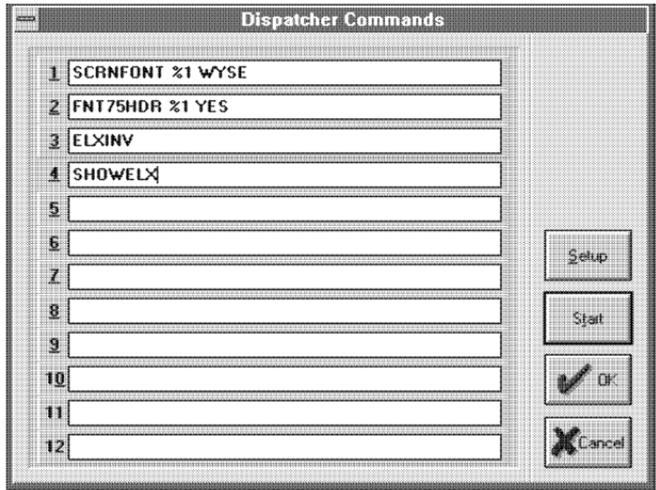


Figure 8-8. Dispatcher Commands dialog box example

You must install Elixir utilities in the *drive:\ELIXIR* directory. Unless you have included *drive:\ELIXIR* in a `DOS PATH=` statement, either precede each command shown in the example with *drive:\ELIXIR* or specify *drive:\ELIXIR* for [Full path to executable for optional lookup] in the User Application Setup dialog box.

Some Elixir utilities require that you specify the stem name (file name without the extension) of the file as a parameter. To use the Dispatcher for such utilities, select the [Usage Switches] option from the **System** menu and from the displayed dialog box and select the [Send Only Filename on Dispatches] option.

DOS menu

The **DOS** menu allows you to enter any DOS command from the Desktop.

Pull down the **DOS** menu and select [DOS Command], the only option.

Alternatively, enter <Ctrl> + <D> at the keyboard.

The DOS Commands dialog box shown in the following figure displays.

Enter any DOS command and click on [OK] to execute the command.

The DOS command you enter executes from the directory corresponding to the top window on the Desktop. If no windows are open, the command executes from the root directory (for example, C:\).

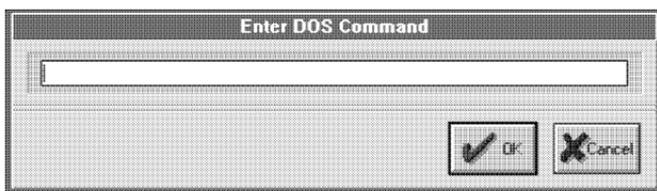


Figure 8-9. DOS Commands dialog box

9. Stand-alone utilities

This chapter describes the stand-alone batch utilities provided with your Desktop. These utilities copy to the *drive:\ELIXIR* directory during software installation.

Each time you install or reinstall the Desktop, you overwrite the existing utilities with new ones. If you want to keep older utility versions, you must back up the .EXE and .COM files in your *drive:\ELIXIR* directory before installation.

The examples used in this chapter assume that you have installed both the Elixir Desktop program and data files in the *drive:\ELIXIR* subdirectory. If you installed these files in a custom subdirectory, substitute the name of that directory for *drive:\ELIXIR* in all cases.

Using the utilities

The parameters required to run each utility display on your screen when you enter the utility name from the *drive:\ELIXIR* directory.

Most utilities accept DOS wildcard characters (see your DOS documentation for instructions). When using wildcards, specify only the desired file(s).

For optional utility parameters enclosed in brackets [], either enter the appropriate parameters for the option (as described in the Usage section of the utility) or leave blank to accept the default (the default is the first in the list following the parameter).

When specifying utilities, either do not specify parameters (to use the default for each parameter) or specify all the parameters. You cannot skip parameters.

All utilities tie into Desktop operations through dialog boxes (although not all utility options are available from the Desktop dialog boxes). You must run application-specific utilities from either the Dispatcher icon or the **DOS** menu command line. See the "Accessing DOS files and applications" chapter for more information.

Add *drive*:\ELIXIR to the DOS PATH= statement in your AUTOEXEC.BAT file to ensure that DOS searches the *drive*:\ELIXIR directory for the batch utility. See your DOS manual for more information.

DISP

The DISP utility displays the contents of a file on your screen in hexadecimal, ASCII, and screen character format. This information is helpful for debugging files.

Usage *DISP filename [count][pausing] <Enter>*

filename

is any file name, including path and extension.

count

is the number of characters displayed per line. The default is 15.

pausing

specify whether or not to pause after displaying a screen of data: PAUSE or NOPAUSE.

Directory information

Run DISP from the *drive*:\ELIXIR directory, if you have not specified *drive*:\ELIXIR in your DOS PATH= statement.

Example

To display the contents of the file NEW.FNT in the *drive*:\ELIXIR\FONTS\X97OUT directory, type:

CD \ELIXIR <Enter>

The current directory changes to \ELIXIR.

DISPdrive:\ELIXIR\FONTS\X97OUT\NEW.FNT
<Enter>

The contents of NEW.FNT displays.

ELXINV

The ELXINV utility converts portrait or landscape forms to inverse portrait or inverse landscape forms.

For correct form conversion, the ELXINV utility must have access to an ASCII file containing the following information:

- the names of the regular orientation (portrait or landscape) fonts and graphics the form uses.
- the names of the inverse (portrait or landscape) fonts and rotated graphics (in ElixGraphics) to be used when building the inverse version of the form.

You must rotate graphics 180-degrees (using ElixGraphics), and they cannot be inverse version graphics.

See the *ElixFont Edition User Guide* for information on rotating fonts and changing headers to create inverse fonts.

Use any text editor to create an ASCII file named INVFONTS.LST and specify the above information in the file as follows:

1. **On the first line, type the stem name of the regular orientation font or graphics file, a space, and the name of the inverse orientation version of the same font or graphic.**
2. **Press <Enter>.**

Repeat this process until you specify the regular and inverse orientation names for all fonts and graphics the form uses.

3. Save the file as an ASCII file named **INV FONTS.LST**.
4. Place the file in the **\ELIXIR** directory on the drive on which your Elixir software resides.

Usage `ELXINV filename1 [filename2] <Enter>`

filename1

is any DOS .ELX file name, including the extension. Wildcards are permissible, but ensure that the forms specified have the same orientation and page size.

filename2

is the output file name (optional).

If you did not specify an output file name, ELXINV creates a file named FILENAME1.INV. Note that to print or edit the output file, you must first rename it to a file with an .ELX extension.

If you run ELXINV and the fonts or graphics in the portrait or landscape form are not in the INV FONTS.LST file list, substitutions do not generate for fonts or graphics.

Directory information

Run ELXINV from the directory in which the files to be converted reside. If you have not specified *drive:\ELIXIR* in a DOS PATH= statement, precede the ELXINV command with *drive:\ELIXIR*.

Example To convert a form file, type:

`CD \ELIXIR\FORMS\ELIXIR <Enter>`

The current directory changes to *drive:\ELIXIR\FORMS\ELIXIR*, that contains output form files.

drive:\ELIXIR\ELXINV TEST.ELX OPFILE.ELX
<Enter>

ELXINV converts TEST.ELX in the *drive:\ELIXIR\FORMS\ELIXIR* directory to inverse orientation and writes it to the OPFILE.ELX file.

ELXWDATA

ELXWDATA generates a text file called ELXWDATA.TXT on the floppy diskette in the A: drive. The file contains configuration information about your PC and Elixir installation and is useful for debugging. If you have problems running Elixir, customer support staff may instruct you to run this utility and forward the diskette containing ELXWDATA.TXT to the customer support center.

Usage ELXWDATA <Enter>

Directory information Run ELXWDATA from the *drive:\ELIXIR* directory.

FONTCHG

The FONTCHG utility does the following:

- Strips the two left characters from Elixir-format form files names when you enter only a *filename*.
- Substitutes fonts in an Elixir form with fonts you specify in a font list when you enter a filename and use the fontlist parameter.
- Lists information about fonts in an Elixir-format form when you enter a filename and use the -LIST parameter.

Usage FONTCHG *filename* [*fontlist*][-LIST]<Enter>

filename

is the Elixir-format form file name, with or without the .ELX extension. Wildcards are permissible.

fontlist

is the full name and path of an ASCII font list file with a .LST extension. Wildcards are not permissible. Each line of the font list file contains a pair of Elixir fonts separated by a space. When running the utility, fonts in the first column become substituted with the corresponding font from the second column.

-LIST

just displays a list of .ELX files specified by *filename*, and for each .ELX file, lists the fonts used in the form. A list of all fonts used in multiple forms (when using wildcards for *filename*) also displays.

Directory information

Run FONTCHG from the directory in which the files to be converted reside. If you have not specified *drive:\ELIXIR* in your DOS PATH= statement, precede the FONTCHG command with *drive:\ELIXIR*.

Example

To substitute fonts in the Elixir form TEST.ELX with the fonts in the FIRST.LST ASCII font list file, type:

```
CD \ELIXIR\FORMS\ELIXIR <Enter>
```

The current directory (on the current drive) changes to \ELIXIR\FORMS\ELIXIR.

```
FONTCHG TEST.ELX FIRST.LST<Enter>
```

This command substitutes the fonts in the Elixir form TEST.ELX with the fonts specified in the ASCII font list file FIRST.LST in the \ELIXIR\FORMS\ELIXIR directory of the current drive.

The file FIRST.LST contains two columns of font names; the fonts used in the form TEST.ELX are in the first column, and each one becomes replaced by its corresponding font from the second column.

FONTMAP

The FONTMAP utility is a transformer that automatically remaps font characters based upon the hexadecimal position mapping specified in a .GMP file. The .GMP file has A1=ED type entries where A1 is the source font character position, and ED is the new character position in the target font.

The Efont Factory uses FONTMAP to remap the fonts for ISO XB and FULL mapping. You can edit existing ISO_XB.GMP or FULL.GMP files so they generate customized fonts with national characters in different positions.

You can also use FONTMAP to remap or prune fonts by omitting entries in the .GMP file so that no character maps in the new font. FONTMAP functions with Elixir-format fonts, so you can remap fonts for any printer format.

FONTMAP replaces the MAPPING.MAP facility, and is useful for automatically remapping characters in a large number of fonts, or for splitting fonts in two.

Usage *FONTMAP sourcefont file targetfont file fontmapfile*

sourcefontfile

is the name of the Elixir font file in the *drive:\ELIXIR\FONTS\ELIXIR* directory from which to extract the character bitmaps for remapping.

targetfontfile

is the name of the target Elixir font file in the *drive:\ELIXIR\FONTS\ELIXIR* directory to which the character bitmaps from the source font file are remapped.

fontmapfile

is the name of the .GMP font map file in the *drive:\ELIXIR\FONTS\MAPS* directory that contains a hexadecimal position remapping for the source and target font files.

Directory information

Run FONTMAP from the directory in which the files to be transformed reside. If you have not specified *drive:\ELIXIR* in a DOS PATH= statement, precede the FONTMAP command with *drive:\ELIXIR*.

Example

To remap the characters from the HE11BP.HDR font file in the *drive:\ELIXIR\FONTS\ELIXIR* directory to the PL11OE.HDR font file in the *drive:\ELIXIR\FONTS\ELIXIR* directory using the CP_852CD.GMP file (included with the software) in the *drive:\ELIXIR\FONTS\MAPS* directory, type:

```
CD \ELIXIR\FONTS\ELIXIR <Enter>
```

The current directory changes to the directory in where Elixir font files reside.

```
FONTMAP HE11BP.HDR PL11OE.HDR  
CP_852CD.GMP<Enter>
```

This command remaps the character bitmaps in the HE11BP.HDR file to the PL11OE.HDR file using the hexadecimal position remapping information found in the CP_852CD.GMP file.

FORMPRN

The FORMPRN utility prints Elixir format forms in batch mode using MS-DOS commands.

Usage

```
FORMPRN [path]filename [HP]  
[printer/disk] [copies] [ASCII] [macronumber]  
[traynumber] [LPT1/LPT2/LPT3]  
[interword/interchar] [once/never]  
[Xshift/Yshift] <Enter>
```

path

is the optional DOS pathname

filename

is any DOS file name, including the file extension. Wildcards are permissible.

HP

is the attached proof printer. The output files have .PRN extensions.

printer/disk

is the destination of the output file, to a printer (default) or to a hard disk or diskette: PRINTER or DISK.

copies

is the number of copies you want to print. The default is 1. Note that font files accompany every copy.

ASCII

for locally attached proof printers.

macro number

is the macro number used for HP printers. 0 = None.

tray number

is the output tray number for printers supporting this feature. The default tray is 0.

LPT1/LPT2/LPT3

is the printer number to use (default is LPT1).

interword/interchar

is interword (default) or intercharacter spacing.

once/never

for downloading fonts once (default) or never.

Xshift

is the horizontal amount to shift the page.

Yshift

is the vertical amount to shift the page.

**Directory
information**

Run FORMPRN from the *drive:\ELIXIR* directory. FORMPRN searches the default forms directory (usually *drive:\ELIXIR\FORMS\ELIXIR\DEMO*) as specified in the Elixiform configuration file.

FSIMG

The FSIMG utility converts .LP3, .PCX, and .TIF format graphics files to .LP3, .PCX, screen, or .TIF format files.

Usage FSIMG *stemname* [*infileformat*]
 [*outfileformat*] [*outputdevice*]
 [*monitor*] [*tempdir*] [*conversiontype*]
 [*color*] [*planes*] <Enter>

stemname

is any DOS stem name. No file extensions or wild-cards are permissible.

infileformat

Valid values for the input format parameter are L , P, and T as follows:

L	represents Elixir (.LP3) format graphics files. To convert an Elixir graphics file, it must be in the <i>drive:\ELIXIR\PICS\PRINTER</i> directory.
P	represents color or non-color .PCX format files. To convert a .PCX file, it must be in the <i>drive:\ELIXIR\PICS\PCXIN</i> directory.
T	represents color or non-color TIFF (.TIF) format files. To convert a TIFF format file, the file must be in the <i>drive:\ELIXIR\PICS\TIFFIN</i> directory.

outfileformat

Valid values for the output format parameter are L, P, 8, and T as follows:

L	creates an output graphics in Elixir (.LP3) graphics format. The output .LP3 file writes to the <i>drive:\ELIXIR\PICS\PRINTER</i> directory. A screen version (.LW8) of the file is also created in the <i>drive:\ELIXIR\PICS\SCREEN</i> directory.
P	creates a .PCX format graphics file in the <i>drive:\ELIXIR\PICS\PCXOUT</i> directory.

8	creates Elixir screen format (.LW8) versions of a graphics file that work with the graphics in ElixirForm. The output file generates in the <i>drive:\ELIXIR\PICS\SCREEN</i> directory.
T	creates TIFF (.TIF) format files in the <i>drive:\ELIXIR\PICS\TIFFOUT</i> directory.

outputdevice

applies only to DISK output format files.

monitor

allows you to specify your monitor as one of the following: VGA, SIGMA, WYSE, SUPERVGA, or NONE.

tempdir

is the directory in which temporary read/write operations take place. You may want to specify a RAM drive for faster file conversion.

conversiontype

is the conversion type, when converting .PCX or .TIF files. PR (the most frequently used) specifies Presentation conversion used for graphics, line art, and graphics without gray scales. PI signifies Pictorial conversion, used when converting high-grade graphics such as scanned photographs or graphics with gray scales.

color

is the output color: RED, GREEN, BLUE, or FULL.

planes

specify 1 for black-and-white graphics, 2 for two-plane highlight color graphics, or 3 for full color graphics (when converting to and from Elixir-format (.LP3) graphics).

Directory information

The current directory changes to *drive:\ELIXIR* to run FSIMG unless you have included *drive:\ELIXIR* in a DOS PATH= statement.

Example

To convert a color 300 dpi .TIF file named PIC1.TIF to a color .PCX (and to create a screen version for a VGA monitor), type:

C: <Enter>

CD \ELIXIR <Enter>

FSIMG PIC1 T P VGA PI<Enter>

The output color PIC1.PCX writes to the *drive:\ELIXIR\PICS\PCXOUT* directory.

HPEDIT

The HPEDIT utility allows editing of PCL font files.

Usage HPEDIT *filename* [SYMBOL=]
[POINT] [STYLE] [WEIGHT] [TYPEFACE]
<Enter>

filename

is the file name or filepath of the source font. Wild cards are allowed.

symbol=

where symbol set

1 = ROMAN-8, 2 = PC-8,

3 = PC-8 (D/N), 4 = ISO.

point=

is the point size in tenths.

style=

where style 1 = UPRIGHT, 2 = ITALIC

weight

is the strokeweight between -7 and 7.

typeface

where typeface is one of the following letters:

- A) Presentations
- B) Cooper Black
- C) Courier
- D) Palantino
- E) Elixir
- F) Black Bondini Condensed
- G) Letter Gothic
- H) Helvetica
- I) ITC Garamond

- J) Gothic
- K) Micrographics
- L) Line Printer
- M) Swiss Condensed
- N)Coronet Bold
- O) Optima
- P) Prestige
- Q) Zaph Dingbats
- R) Broadway
- S) Century Schoolbook
- T) Time Roman
- U) University Roman
- V) Avante Garde
- W) Futura
- Z) Zorich Roman

Directory information

Run HPEDIT from the *drive:/ELIXIR* directory using the desktop dispatcher or at the DOS prompt.

IC

The IC utility converts graphic formats.

Usage *IC sourcefile [in format]
[out format] [-options] <Enter>*

sourcefile

is the file name or filepath of the source image. Wild cards are allowed.

in format

is the name of the source image format (Elixir, Pseg, PCX, TIF).

out format

is the name of the target image format (Elixir, Pseg, GOCAPSEG, PCX, TIF, Screen).

-Caaa

is the name of color or color id.

1=Blue, 2=Red, 3=Pink, 4=Green, 5=Cyan, 6=Yellow

Default: 0=Presentation process default

-Dnnn

is the output resolution in dpi (240 or 300).

-Faaa

is the record format for output options(VBM, AS400, IRMA, OS2, MODCA)

-Wa

is the selection for removing white space.

N=white space not removed

Y=white space removed

-Rnnn

is the selection to rotate pages in degrees.

-Xnnn

is the horizontal offset in pels.

-Ynnn

is the vertical offset in pels.

-Saaa

is the selection for monitor type (VGA, SuperVGA, Sigma, WYSE).

Directory information

Run IC from the *drive:/ELIXIR* directory using the desktop dispatcher or at the DOS prompt.

LP32ELX

The LP32ELX utility converts Elixir-format graphics (.LP3) files to Elixir format font (.HDR) files.

Usage LP32ELX *filename.LP3* [*retile*] [*orientation*]
<Enter>

filename.LP3

is the Elixir-format graphics file for conversion, including the .LP3 extension. Wildcards are permissible.

retil

specify whether the .TXT file associated with the .LP3 file is to be retiled: YES (the default) or NO.

orientation

specify the orientation of the font creation as portrait, landscape, inverse portrait, or inverse landscape: PORT, LAND, INVPORTRAIT, or INVLANDSCAPE.

Directory information

Run LP32ELX from the *drive*:\ELIXIR\PICS\PRINTER directory. The output file writes to the *drive*:\ELIXIR\FONTS\ELIXIR directory.

Example

To convert PICT.LP3 in the *drive*:\ELIXIR\PICS\PRINTER directory to an Elixir font file in *drive*:\ELIXIR\FONTS\ELIXIR and to retil the .TXT file, type:

```
CD \ELIXIR\PICS\PRINTER <Enter>
```

```
LP32ELX PICT.LP3 YES <Enter>
```

SHOWBLOK

The SHOWBLOK utility displays information about any ElixixKeys attached to your PC and your authorization to run Elixir applications.

Usage SHOWBLOK <Enter>

Directory information

Run SHOWBLOK from the \ELIXIR directory. If you have not specified *drive*:\ELIXIR in your DOS PATH= statement, precede the SHOWBLOK command with *drive*:\ELIXIR.

Example

To use SHOWBLOK to determine the ElixixKeys present on your PC, change the current directory to *drive*: then type:

```
CD \ELIXIR <Enter>
```

The current directory changes to *drive*:\ELIXIR.

```
SHOWBLOK <Enter>
```

If you installed the ElixirFont and ElixirGraphics applications and keys on your PC, a message similar to the following displays on your screen:

ELIXIFONT BLOCK PRESENT
ELIXIGRAPHICS BLOCK PRESENT

SHOWELX

The SHOWELX utility displays the contents of an Elixir form file and the elements comprising the form: the font list, boxes, lines, graphics, and text strings. The contents display on the screen and you can redirect the output to a file for printing.

Usage `SHOWELX filename <Enter>`

filename

is the DOS form file name including the .ELX extension. Wildcards are permissible.

Directory information

Run SHOWELX from the directory in which the filename resides. If you have not specified *drive:\ELIXIR* in a DOS PATH= statement, precede the SHOWELX command with *drive:\ELIXIR*.

Example

To display the contents of a form named BBPLAY3.ELX in the *drive:\ELIXIR\FORMS\ELIXIR* directory, type:

```
CD \ELIXIR\FORMS\ELIXIR\ <Enter>
```

The current directory changes to *drive:\ELIXIR\FORMS\ELIXIR\DEMO*.

```
\ELIXIR\SHOWELX BBPLAY
```

```
ELX <Enter>
```

This displays the contents of and the elements comprising the BBPLAY3.ELX form. Press <Ctrl> + <S> to stop screen scrolling, or use the DOS MORE command to display one screen at a time as follows:

SHOWELX *filename* | MORE <Enter>

A. Keyboard shortcuts

This appendix lists all keyboard shortcuts for Desktop operations and for child window menus.

Desktop

Close dialog box/menu <Esc>

Organization of the following Desktop keyboard shortcuts is by pull-down menu.

File menu <Alt> + <F>

Close (top window) <F3>

Convert <Ctrl> + <V>

Copy to <Ctrl> + <C>

Copy quit <Esc>

Delete

Dispatch <Ctrl> + <I>

Exit <Alt> + <F4>

Help <F1>

Open <Enter>

Print <Ctrl> + <P>

Properties <F2>

System menu	<Alt> + <S>
System Configuration	<Alt> + <F6>
Diagnostics	<Alt> + <F5>
Make Directory	<Ctrl> + <M>

Special menu	<Alt> + <P>
Close All	<F4>
Efont Factory	<Alt> + <E>
Scheduler Action	<Alt> + <F3>
Scheduler Setup	<Alt> + <F2>

DOS menu	<Alt> + <D>
DOS command	<Ctrl> + <D>

Window menu	<Alt> + <W>
--------------------	--------------------------------

Help menu	<Alt> + <H>
Contents	<F1>

Windows

Back up one directory level	<Ctrl> +
Display start of file list	<Home>
Display end of file list	<End>

Display next page	<Page Down>
Display previous page	<Page Up>
Filter menu	<Alt> + <I>
Jump to files beginning with letter...	press <letter>
Reselect	<Ctrl> + <R>
Select adjacent file	Left/Right/Up/Down arrow keys
Select/Unselect All	<Ctrl> + <A>
Write Selections	<Ctrl> + <W>

By option name

Back up one directory level	<Ctrl> +
Close top window	<F3>
Close All	<F4>
Close dialog box/menu	<Esc>
Convert	<Ctrl> + <V>
Copy to	<Ctrl> + <C>
Delete	
Diagnostics	<Alt> + <F5>
Dispatch	<Ctrl> + <I>
Display start of file list	<Home>
Display end of file list	<End>
Display next page	<Page Down>

Display previous page	<Page Up>
DOS	<Ctrl> + <D>
Exit Elixir	<Alt> + <F4>
Filter menu	<Alt> + <I>
Help	<F1>
Jump to files beginning with letter...	press <letter>
Make PubFile	<Ctrl> + <U>
Open	<Enter>
Print	<Ctrl> + <P>
Properties	<F2>
Reselect	<Ctrl> + <R>
Select adjacent file	Left/Right/Up/Down arrow keys
Select All	<Alt> + <A>
Scheduler Action	<Alt> + <F3>
Scheduler Setup	<Alt> + <F2>
System Config	<Ctrl> + <F6>
Unselect All	<Ctrl> + <A>
Write Selections	<Ctrl> + <W>

B. Additional files and directories

This appendix describes additional files and directories the Elixir Desktop uses.

Elixir mapping table directories

This section describes directories that contain mapping or correspondence tables. You can access these directories using the User Files icon described in the "Accessing DOS files and applications" chapter.

PostScript mapping table directory

The PostScript mapping table directory (*drive:\ELIXIR\PSSTASH*) contains the following mapping tables:

PSFONT.MAP

An ASCII file in which each line consists of the six-character Xerox production printer font file name, an equal sign (=), and the PostScript equivalent Elixir uses.

PSTOP.PSC

This ASCII file contains macros and job setup commands and is added as a header to each PostScript job. This file also allows access to international characters.

PSEND.PSC

The PostScript page terminator code (such as footers, line draw, page markers, and page eject) in ASCII format.

PSTRAIL.PSC

This file is appended to the end of multi-page PostScript jobs (status sheet).

See the “File conversions” chapter for more information about PostScript processing.

Contour fonts mapping table directory

The contour fonts mapping table directory, *drive:\ELIXIR\FONTS\TABLES*, contains the .TFB file created when you do not select [Keep Left Kern] in the Outline-to-raster font generator dialog box (see the “Accessing DOS files and applications” chapter for more information).

Bitstream Facelift fonts mapping directory

The Bitstream Facelift fonts mapping directory, *drive:\ELIXIR\FONTS\MAPS*, contains the BTFONTS.NAM and BTFONTS.MAP files.

BTFONTS.NAM

Contains an ASCII list with the following information for each font: the .TDF font file name, the two-character font family designator, and the typestyle.

BTFONTS.MAP

Contains a table that maps the name of a new Bitstream Facelift font to the name of a PostScript font on a printer.

C. The Elixir Desktop menu bar

This appendix describes or refers you to the options and corresponding keyboard shortcuts (fast keys) available from the Desktop pull-down menus.



Figure C-1. Desktop menu bar

File menu

The **File** menu options perform operations on files, applications, or attached devices (printers, scanners, and diskette). The following figure shows the **File** menu.

File	
Open	Enter
Copy	Ctrl+C
New	
Duplicate...	
Delete	Del
Properties	F2
Print	Ctrl+P
View	
Formats	
Copycat	Ctrl+V
Transform	
Dispatch	Ctrl+I
Close	F3
Exit Elixir	Alt+F4

Figure C-2. **File** Menu

The **File** menu contains the following options:

Open (<F2>)

Opens a selected icon as does double-clicking on an icon. Opening an icon has different meanings, depending on whether the icon is a folder, Elixir file, Elixir application, User Tool, peripheral device, or icon, as follows:

When you open a folder, a window displays showing the contents of the folder. A folder may contain files and additional folders. Each folder corresponds to a DOS directory.

- When you open an Elixir-format file, the Elixir Desktop runs the Elixir application associated with the file. For example, if you open an Elixir form file, Elixir Forms Editor runs and loads the form file you selected.

When you exit the Elixir application, the Elixir Desktop redisplay.

- Opening an application icon clears the Desktop and runs the application. When you exit the application, the Elixir Desktop redisplay.
- When you open the Diskette, Dispatcher, or Scanners icon, a Properties dialog box displays, allowing you to set specifications and properties for these items.

Copy (<Ctrl> + <C>)

Copies a selected file or files to another folder or icon. When you select this option, the screen pointer changes to a small document icon attached to an up-arrow. To copy the file, click on the folder icon into which you want to copy the file, as follows:

- If copying to an Elixir folder (the Forms, Fonts, Graphics, or Documents folder icons on the top left of the Desktop), click on the appropriate Elixir folder, on an Input, Output, or Elixir folder, and finally on the destination folder.

- If copying to a non-Elixir folder, click on the User Files icon to display the User Files Directory Paths dialog box. In the dialog box, specify the directory into which you want to copy the file and click on [OK].

For information on copying files to and from diskettes and tapes, see the “Peripheral devices” and “Desktop basics” chapters.

New

Creates a new file in a window folder. A dialog box displays in which you enter the name and extension of the new file.

If you create an Elixir-format file in an Elixir folder, you do not need to specify an extension because the Elixir Desktop creates files with the appropriate extensions.

When you create a new Elixir font, you generate all three component files.

When you create a new file in the Elixir Documents folder, you generate a .DAT file with a sample (blank) form.

Duplicate

Creates a duplicate of a selected file in the same folder. A dialog box displays and prompts you to enter a name for the duplicate file.

If you duplicate a file in any of the Elixir folders and do not specify an extension for the [into] option, the extension appropriate for that folder generates.

Delete ()

Deletes selected files and empty folders (you cannot delete a folder that contains files or other folders).

If [Confirm File Deletions] is selected (in the Desktop Usage Switch Settings dialog box accessed from the **System** menu), a confirmation prompt displays, showing the name of the file.

Properties (<F2>)

Allows you to view or set specifications in dialog boxes for files, the System Diskette, the converter, dispatcher, and attached scanners and printers.

- Selecting properties for the Diskette icon displays the System Diskette dialog box described in the “Desktop basics,” and “Peripheral devices” chapters.
- Selecting properties for the Converter icon displays the Converter Properties dialog box described in the “File conversions” chapter.
- Selecting properties for the Dispatcher icon displays the Dispatch Commands dialog box described in the “Accessing DOS files and applications” chapter.
- Selecting properties for the Scanners icon displays the User Application Setup dialog box, described in the “Peripheral devices” chapter.
- Selecting properties for the Printers icon displays the Print dialog box described in the “Local printers” appendix.

Print (<Ctrl>+<P>)

Sends one or more selected files to the default Windows printer and port. See the “Local printers” appendix for more information.

View

This option is similar to copying a file to the Viewer icon and displays the selected file, if its extension links with a display application. For example, you can associate the .PCX extension with the PaintBrush application.

To make a file extension link to an application, use an ASCII editor to edit the *drive:\ELIXIR\ELX.INI* file and add the line *extension=application* to the file. For the above example, you would add *PCX= PBRUSH.EXE*.

Formats

Displays the File Formats dialog box that shows a list of folders that contain different formats of a selected file (files with the same stem name but different extensions). This feature is useful for checking or deleting different formats of a file that may exist on your hard disk.

Convert (<Ctrl> + <V>)

For one or more files selected in any Elixir folder (Jobs, Forms, Fonts or Graphics), choosing this option displays a Converter dialog box that allows you to specify the format to which you want to convert the selected file(s).

Alternatively, copy one or more selected files to the Converter icon (see the “File conversions” chapter for more information).

Transform

This option is not applicable to Elixir Forms Editor.

Dispatch (<Ctrl> + <I>)

With one or more files selected, opens the Dispatcher Commands dialog box. See the “Accessing DOS files and applications” chapter for more information.

Close (<F3>)

Closes an open window. Alternatively, click on the close box on the window header.

Exit Elixir (<Alt> + <F4>)

Closes the Elixir Desktop and returns to Windows.

System menu

The **System** menu allows you to configure the Elixir Desktop. The “Desktop configuration” chapter describes all options in the **System** menu.

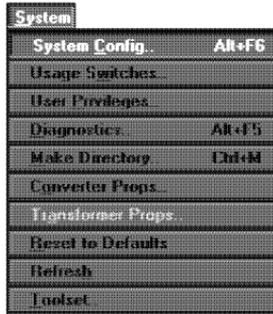


Figure C-3. **System** menu

System Config <Alt> + <F6>

Allows you to configure basic system parameters such as warnings, logo displays, conversion parameters, and double-click speed.

Usage Switches

Allows you to customize the Desktop by enabling and disabling some options. Options include confirmation dialog boxes, property sheets, saving settings on exit, converter selections, and when to stop processes.

User Privileges

Allows you to set the level of control over certain Desktop operations for the user.

For example, you can choose whether or not to allow a user to access an Elixir application from the Desktop. If you choose not to allow access, the icons representing the Elixir application and its associated folder do not display.

Diagnostics <Alt> + <F5>

Allows you to run a number of diagnostic utilities and to enter a command to run a diagnostic program of your choice.

Make Directory <Ctrl> + <M>

Allows you to create a DOS directory.

Converter Props

Allows you to specify certain initial setup options for converting files and lets you modify control parameters for the Converter icon.

Reset to Defaults

Resets all configuration parameters to the default values.

Refresh

Refreshes the screen display. You may want to use this option if closing a window does not completely remove it or leaves "snow" on the screen.

Toolset

Allows you to switch between Desktop toolsets.

Special menu

The **Special** menu contains the options shown in the following figure.

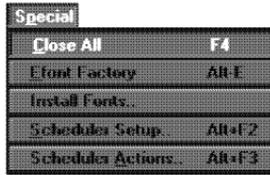


Figure C-4. **Special** Menu

Close All (<F4>)

Closes all open windows on the Desktop.

Efont Factory

Displays the Contour Fonts folder window (*drive:\ELIXIR\FONTS\CONTOURS* directory which, if installed, initially contains 35 Bitstream Facelift contour font files.

The Elixir Efont Factory utility makes high-quality screen and printer fonts for PostScript-compatible printers from these contour fonts, and any other Bitstream Facelift-compatible contour fonts you install in this directory. See the "File conversions" chapter for more information about contour-to-raster font conversion.

Install Fonts

Runs the Bitstream Loadtype program that installs Bitstream Facelift fonts on your PC. The program prompts you to insert diskette #1 of your Bitstream Facelift package into your diskette drive.

Scheduler Setup (<Alt> + <F2>)

The Scheduler Desktop is a network-independent enhancement to the Desktop that automates file conversion and enables stand-alone “hands off” operation of Elixir tools.

Scheduler Action (<Alt> + <F3>)

Allows you to define up to eight Scheduler actions such as testing for a file in a given directory, checking a date and time, or testing TRUE continuously for the action specified.

DOS menu

The **DOS** menu allows you run to DOS commands from the Desktop.

DOS Command (<Ctrl> + <D>)

Displays a dialog box allowing you to enter any standard DOS command.

Enter a DOS command and click on [OK] to clear the Desktop and execute the command from the following directories:

- from the *drive:\ELIXIR* directory, if there are no windows open on the Desktop
- from the directory corresponding to the window, if a window is open on the Desktop.

After execution, the program prompts you to press any key to redisplay the Desktop.

Help menu

The **Help** menu contains Windows on-line help for the Elixir Desktop. See the "Introduction" chapter for details.

D. Local printers

This section describes information required for printing form files on HP PCL or PostScript local proof printers attached to your PC.

The local printer option uses the installed Windows print drivers. To print a file, copy it to the Printers icon on the Desktop (or select [Print] from the **File** menu, or press <Ctrl> + <P>).

The Elixir Desktop supports local printing as follows:

- You can print individual Elixir forms or a forms file list (.DAT file) on any HP PCL printer connected to your PC and configured in Windows.
- When printing non-Elixir, non-ASCII forms you can either specify a binary copy operation to the printer port or specify a user-defined print driver.
- You can print ASCII text files or formatted data streams if the proof printer connected to your PC can correctly interpret the files or data streams.

Printing an Elixir form

You can add, change, or delete printer drivers (for printing Elixir forms) from the Print dialog box in Windows Control Panel. You can also access the Windows Print dialog box from the Desktop by right-clicking on the Printers icon.

You can also change the current printer's setup by displaying the Printers icon properties.

The following example shows the Print properties dialog box for Windows.

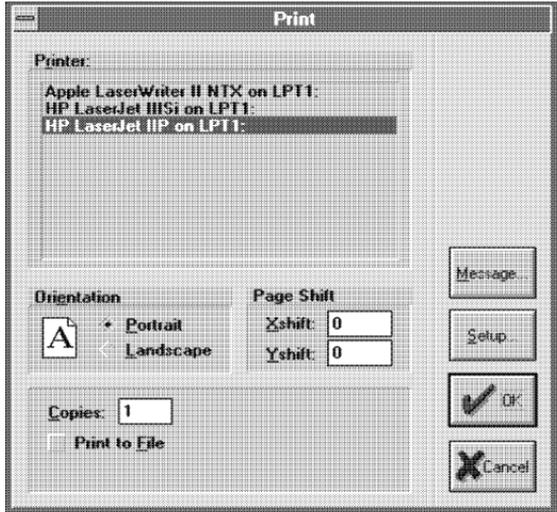


Figure D-1. Print dialog box

Printer

The default printer displays as a HP LaserJet IID connected to the LPT1: port.

Orientation

The orientation of the printed page: [Landscape] or [Portrait].

Page Shift

The number of dots you want the printed page shifted to the right (X-shift) or down (Y-shift). Negative values are permissible.

Copies

The number of copies of the printed page.

Print to File

Creates a HP PCL print file instead of printing.

Message

Displays the following dialog box:

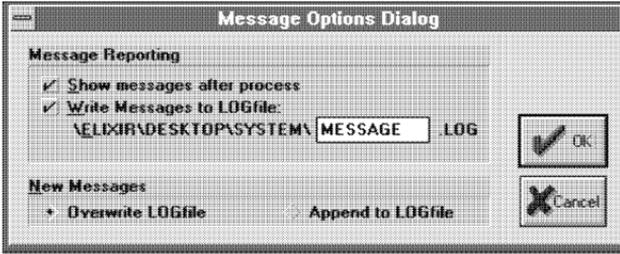


Figure D-2. Message Options dialog box

[Show messages after process]
Displays any error messages after printing.

[Write Messages to LOG file]
After printing, writes error messages to the LOG file you specify. If you select this option, you can also specify that messages [Appended to LOGfile] or [Overwrite LOGfile].

Setup

Allows you to specify (Windows) setup parameters for your printer.

Printing a non-Elixir form

When printing non-Elixir forms from the Output or Input Forms folders, the Printer Setup dialog box displays.

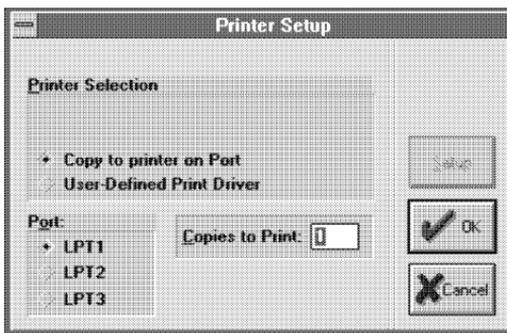


Figure D-3. Printer Setup dialog box

Printer Selection

[Copy to printer on Port] performs a binary copy operation to the selected port.

[User-Defined Print Driver] allows you to specify a user-defined print driver. Click on **Setup** for specifying the driver.

Port

Allows you to specify the port as [LPT1], [LPT2], or [LPT3].

Copies to Print

The number of copies you want printed.

Creating a .DAT file for proof-printing

A .DAT file can contain multiple .ELX files and allows you to categorize your Elixir-format forms into one file for a proof-print run, rather than printing each .ELX file separately.

You can also view and edit the .DAT file to ensure proper sequencing of the .ELX files for your print run.

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.

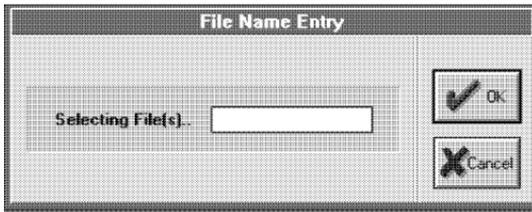


Figure D-4. File Name Entry dialog box

3. Enter a file name 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 Elixir 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.

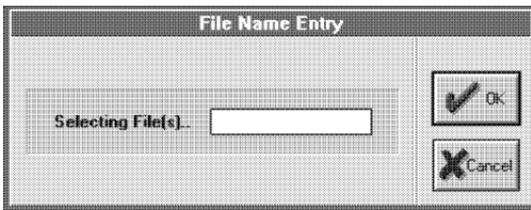


Figure D-5. File Name Entry dialog box

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.

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 Elixir 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.

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>).

Note: Depending on the products installed on your Desktop, DataMerge options may display. See your DataMerge manual for detailed information.

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 an Elixir application on your PC, its icon does not display.

arrow

The screen pointer used for selecting objects.

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.

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 Elixir 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 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.

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.

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.

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. See the "Folders and directories," chapter for information about DOS subdirectories that correspond to the above folders.

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 the "Keyboard shortcuts" appendix.

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.

folder icon

The Desktop icon representing a DOS directory. Folders allow you to quickly organize information on the Desktop.

form font list

An ASCII .LST file in the default Elixiform screen fonts directory. This file lists up to 24 screen font stem names which you can use to create an Elixir form.

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. The Elixir Desktop allows you to format Xerox-format diskettes.

generic Elixir format

The DOS file format an Elixir application uses (such as Elixifont, Elixigraphics, and Elixiform).

highlighted

A highlighted icon indicates a selected icon.

icon

A small symbol on the Desktop 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.

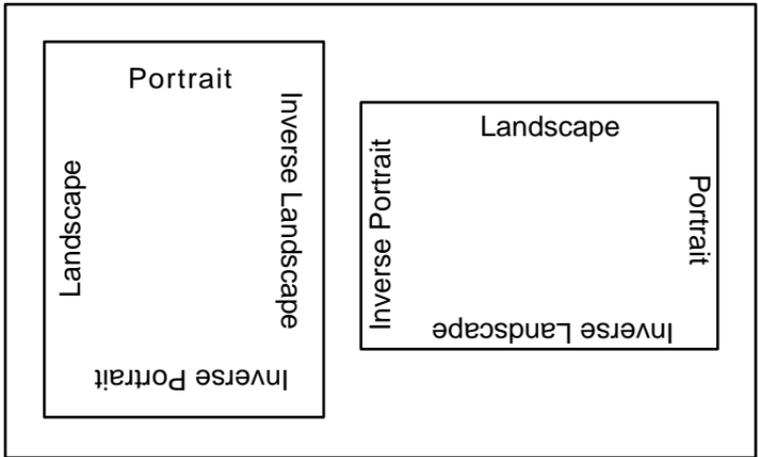


Figure G-1. Orientation of fonts on a Portrait (left) and a Landscape (right) page

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 (see the “Keyboard shortcuts” appendix).

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.

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 and 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, or diskette 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.

pull-down menu

See *menu*.

raster graphics

Pictures composed of bit maps, where each element of the picture is a dot defined as black or white.

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.

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.

unselect

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.

User Files icon

The icon that links applications to files.

User Tools icon

The icon that allows you to create and define icons for DOS applications and batch 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

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