
Elixiform User Guide

Publication # 720P22813
June 1999
Version 4.00

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

Copyright ©1999 by Elixir Technologies Corporation.
All rights reserved. Prepared by Elixir Technologies
Corporation for exclusive publication by Xerox
Corporation.

Publication #720P22813

June 1999
Version 4.00
Printed in the United States of America

Xerox ®, FRM, FSL, metacode, 2700, 3700, 4045,
4050, 4075, 4135, 4235, 4650, 4700, 4850, 4890,
8700, 8790, 9700, 9790, and all Xerox products men-
tioned in this publication are trademarks of Xerox
Corporation.

Trademarks and Service Marks/Company:
Elixir/Elixir Technologies Corporation
HP, LaserJet/Hewlett Packard Company
IBM, Personal Computer AT, PS/2, and all IBM prod-
ucts mentioned in this publication are trademarks of
International Business Machines.
MS-DOS, Microsoft Mouse, Windows/Microsoft Cor-
poration
Sigma L-View/Sigma Designs, Inc.
TX-8/Overland Data Inc.

All other product names and trade names used herein
are trademarks of their respective owners.

Copyright protection claimed includes all forms and
matters of copyrightable material and information now
allowed by statutory or judicial law or hereinafter
granted, including without limitation, material gener-
ated from the software programs which are displayed
on the screen such as icons, screen display looks,
etc.

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

About this manual

This user guide is supplied to users of all Xerox Elixir Suite Elixiform products.

Where to find the information you need

The following table shows the organization of this guide.

- The left column shows the Elixiform products this user guide supports. The tabbed section of this guide titled "Basics" contains material common to all products (collectively referred to as **Elixiform**).
- The middle column shows the printers supported by each Elixiform product.
- The right column shows sections in this guide which correspond to one or more printer types. Tabbed sections include information particular to the printer family.

Check the table below to determine the tabbed section(s) applicable to your Elixiform product.

Elixiform product	Supported printers	Section
Elixiform/ElixiformSys	2700, 3700**, 4045, 4050, 4090, 4135, 4235, 4650*, 4700, 4850***, 4890***, 9135, 87xx, 97xx, HP, PostScript	4135 4235 4700
Elixiform Editor For Xerox Distributed Printers	2700, 3700**, 4045, 4235, 4700, HP, PostScript	4235 4700
Elixiform for HighLight Color Option (requires ElixiformSys)	2700, 3700**, 40xx, 4135, 4235, 4650*, 4700, 4850, 4890, 87xx, 97xx, HP, PostScript	HLC 4135 4235 4700
Elixiform for HighLight Color Plus	2700, 3700**, 40xx, 4135, 4235, 4650*, 4700, 4850, 4890, 87xx, 97xx, HP, Postscript	HLC 4135 4235 4700

* the 4650 is supported only in 300 dpi mode

** the 3700 is supported only in 2700 mode

*** Black and white only

Table of contents

About this manual

1. Introduction	1-1
Elixiform overview	1-1
Customer support	1-3
Who should use this guide	1-3
Conventions	1-3
Display conventions	1-4
Typographical conventions	1-4
On-line help	1-5
Organization of this manual	1-6
Common Elixiform operations section	1-6
Printer-specific Elixiform operations section	1-7
Starting Elixiform	1-8
Exiting Elixiform	1-8
2. Elixiform basics	2-1
Starting Elixiform	2-1
Elixiform window	2-2
Toolbox <F10>	2-2
Select tool	2-3
Copy	2-3
Delete	2-3
Group filter options	2-3
Number of Copies	2-3

Movement Selection	2-4
Copy - Horizontal Distance	2-4
Copy - Horizontal Distance - On/Off	2-4
Sticky Lines - On/Off	2-4
Copy - Vertical Distance	2-4
Copy - Vertical Distance - On/Off	2-5
Line tool	2-5
Line - Direction	2-5
Custom Line/Border Thickness	2-5
Line - Style	2-5
Line - Color	2-5
Box tool	2-6
Box Predefined Shape	2-6
Box - Positioning - Center/Top Left	2-6
Box - Shape - Oblong/Square	2-6
Box - Diagonals	2-6
Custom Line/Border Thickness	2-6
Box - Line/Border Style	2-7
Box - Border/Split Thick- ness and Style	2-7
Box - Horizontal Split	2-7
Box - Vertical Split	2-7
Box - Color	2-7
Box - Fill Color	2-8
Object Fill Pattern/Shading	2-8
Box - Corner Radius	2-8
Text tool	2-8
Text - Direction	2-8
Text - Inter-character/Inter- word Spacing	2-9

Text - Word Wrapping	2-9
Text - Remove Redundant Spaces	2-9
Text - Split String	2-9
Text - Justification	2-10
Text - Positioning	2-10
Text - Lines per Inch	2-10
Text - Lines per Inch - ON/OFF	2-10
Text - Text Color	2-10
DocuTag/DataMerge - Data Tags - ON/OFF	2-11
Text - Column Width	2-11
Text - Draw Column Box Boundaries	2-11
Text - Column Height	2-12
Text - Set Column Width/Height to Define Box - ON/OFF	2-12
Font Type	2-12
Text - Add/Remove Font from List	2-12
Text - Load Font List/Merge Font List/Save Font List	2-13
Text - Soft Keyboard	2-13
Font Preview Panel	2-13
Image tool	2-14
Image - Name	2-14
Image - SizeHorizontal/Vertical	2-14
Image - Color	2-14
Image - Fill Color	2-14
Image - Load	2-14
Toolbar	2-15
Digital ruler	2-15

Current object - Shape	2-15
Current object - Start Coordinates	2-15
Current object - Dimensions	2-15
Graphic ruler <F3>	2-15
Grid Display <F4>	2-16
Snap to Grid <F5>	2-16
Long Crosshair <F6>	2-17
Zoom in/out	2-17
Undo/Redo	2-17
Spell Check	2-18
Show/hide Toolbox	2-18
Menu bars	2-18
Creating a form	2-18
Designing a new form	2-19
Reproducing an existing form	2-19
Designing a form to fit in a window envelope	2-19
Designing a form for merged data	2-19
Loading a form	2-19
Loading a new form <F9 >	2-20
Loading a saved form <F8 >	2-20
Loading GEM forms	2-21
Merging a form group	2-21
Loading a form template	2-22
Selecting template defaults	2-22
Adding form elements	2-23
Using color	2-23
Saving a form with a new name <F7 >	2-24
Saving a new form <Ctrl> + <S>	2-24
Modifying a form	2-24
Editing elements	2-25
Shifting elements	2-25
Grouping elements	2-25

Defining a group	2-26
Saving a form group	2-26
Undo/redo feature	2-27
Deleting a form	2-27
Renaming or moving a form	2-28
Proof printing a form	2-28
Using the Print dialog box	2-29
Elixir HP driver	2-31
Using the Print Special dialog box	2-35
Printing a disk print file	2-39
Editing multiple forms	2-39
Fast keys	2-40
Exiting Elixiform	2-40
3. Menu bars	3-1
Elixiform menu bar	3-1
File menu	3-1
New Form <F9>	3-1
Load Form <F8>	3-1
Save Form <Ctrl> + <S>	3-1
Save Form As <F7>	3-2
Rename/Move Form	3-2
Delete Form	3-2
Merge Form Group	3-2
Save Form Group	3-2
Load Form Template	3-2
Remove Form Template	3-2
Open Dat File	3-3
Close Dat File	3-3
Import Text	3-3
Print	3-3
Print Special	3-3
Exit	3-3
System menu	3-3

Usage Switches	3-3
Filing Options	3-4
Reset to Defaults	3-4
Save Configuration	3-4
Window menu	3-4
Tile	3-4
Form <Ctrl> + <F4>	3-4
Toolbox <F10>	3-4
Help menu	3-5
Work area menu bar	3-5
Edit menu	3-5
Undo <Ctrl> + <Z>	3-5
Redo <Shift> + <Ctrl> + <Z>	3-5
Cut <Ctrl> + <X>	3-5
Copy <Ctrl> + <C>	3-5
Paste <Ctrl> + <V>	3-5
Select All <Ctrl> + <A>	3-6
Deselect All <Ctrl> + <A>	3-6
Delete 	3-6
Delete All <Ctrl> + 	3-6
Find <Alt> + <F3>	3-6
Find Next <F3>	3-6
Find Previous <Shift> + <F3>	3-6
Replace	3-6
Tools menu	3-7
Spell Check	3-7
View menu	3-7
Options menu	3-7
Snap to Grid <F5>	3-7
GEM Forms Load Defaults	3-7
Page Properties	3-7
Page Databasing	3-8

Text/Font Options	3-8
Character Mapping	3-8
Spell Check Options	3-11
Template Options	3-11
4. Elixiform defaults	4-1
User preferences	4-1
Grid <F4 >	4-1
Displaying/hiding the grid	4-1
Selecting grid properties	4-2
Rulers <F3>	4-4
Graphic ruler	4-4
Digital ruler	4-4
Long crosshair <F6 >	4-6
Zoom in/out	4-6
Keyboard zoom in/out controls	4-7
Page settings	4-7
Selecting page properties	4-7
Exceeding form page size limits	4-10
Page databasing	4-11
Text and font options	4-13
GEM form defaults	4-16
Configuring the system	4-18
Setting usage defaults	4-18
Filing options	4-19
Resetting to defaults	4-22
Saving a configuration	4-22
5. Lines and boxes	5-1
Line display	5-1
Setting the screen display	5-1
Screen refresh	5-1
Drawing lines	5-2
Sticky Lines <Ctrl> + <L>	5-4

<u>Drawing boxes</u>	5-5
<u>Editing lines or boxes</u>	5-9
<u>Changing size</u>	5-10
<u>Changing dimension coordinates</u>	5-10
<u>Manually</u>	5-10
<u>Changing element attributes</u>	5-10
<u>Moving lines or boxes</u>	5-11
<u>Manually</u>	5-11
<u>Changing dimension coordinates</u>	5-12
<u>Copying lines or boxes</u>	5-12
<u>Deleting lines or boxes</u>	5-13
<u>6. Text operations</u>	6-1
<u>Creating text</u>	6-1
<u>Entering text from the keyboard</u>	6-2
<u>Moving a block before finish entering text</u>	6-2
<u>Specifying text attributes</u>	6-3
<u>Font list</u>	6-8
<u>Selecting</u>	6-9
<u>Loading</u>	6-9
<u>Merging</u>	6-9
<u>Customizing</u>	6-10
<u>Adding fonts</u>	6-10
<u>Removing fonts</u>	6-11
<u>Entering non-standard characters</u>	6-11
<u>Importing text</u>	6-12
<u>Importing complete text blocks</u>	6-12
<u>Importing text as separate blocks</u>	6-14
<u>Importing text into a box</u>	6-15
<u>Data tags</u>	6-15
<u>Editing text</u>	6-15
<u>Changing text attributes</u>	6-16
<u>Changing fonts</u>	6-16

Replacing fonts	6-17
Applying multiple fonts to a text block	6-17
Joining text	6-18
Splitting text	6-19
Moving text	6-19
Manually	6-19
Changing dimension coordinates	6-20
Copying text	6-20
Cutting, copying and pasting text	6-21
Deleting text	6-21
Finding/replacing text	6-22
Finding	6-22
Replace	6-23
Spell checking	6-24
Setting defaults	6-24
Using the Spell Checker	6-27
7. Images	7-1
Loading an image	7-1
Foreground and background colors	7-2
Editing images	7-3
Changing image colors	7-3
Moving an image	7-4
Manually	7-4
Changing dimension coordinate	7-4
Copying an image	7-5
Deleting an image	7-5
HighLight color printers	HLC-1
How colors print	HLC-1
Color palettes	HLC-2
Xerox catalog	HLC-2
Xerox printer palettes	HLC-2

PC palette	HLC-3
Applying highlight color to a form	HLC-4
Lines, box borders, text and images	HLC-4
Box fills	HLC-5
Replacing box fills	HLC-7
Saving a local palette	HLC-7
Loading a previously saved palette	HLC-8
Displaying color forms	HLC-8
Displaying selected elements only	HLC-8
Graphics	HLC-8
Adding color to black-and-white graphics	HLC-8
Converting color graphics to .LGO and .IMG	HLC-9
Paper sizes	HLC-10
Proof printing on full color printers	HLC-11
Printer/PC palette values tables	HLC-11
4135 printers	4135-1
Large paper sizes	4135-1
Creating a form	4135-1
Resource orientation	4135-2
Resources using the Xerox naming convention	4135-2
Resources using non-Xerox naming conventions	4135-2
Mapping files	4135-3
4235 printers	4235-1
Creating forms with gray	4235-1
PC palettes	4235-1
Black	4235-2
Gray patterns	4235-2
Gray shades	4235-2
Applying a PC palette to a form	4235-3
Applying gray to form elements	4235-4

<u>Lines, text and box borders</u>	<u>4235-5</u>
<u>Box fills</u>	<u>4235-5</u>
<u>Creating boxes with different fill and border colors</u>	<u>4235-7</u>
<u>Replacing gray shades</u>	<u>4235-7</u>
<u>Printer considerations</u>	<u>4235-8</u>
<u>Large paper sizes</u>	<u>4235-8</u>
<u>Creating forms for large paper sizes</u>	<u>4235-9</u>
<u>Portrait/landscape font mapping table</u>	<u>4235-9</u>
<u>Inverse font mapping table</u>	<u>4235-10</u>
<u>Graphics</u>	<u>4235-10</u>
<u>Font conversions</u>	<u>4235-10</u>
<u>Printer setup</u>	<u>4235-11</u>
<u>Printing from the ElixSys Desktop</u>	<u>4235-11</u>
<u>4700 printers</u>	<u>4700-1</u>
<u>Creating a full-color form</u>	<u>4700-1</u>
<u>PC palettes</u>	<u>4700-1</u>
<u>Color palettes</u>	<u>4700-1</u>
<u>Example: COLOR palette file</u>	<u>4700-2</u>
<u>Applying a PC palette to a form</u>	<u>4700-4</u>
<u>Saving a local palette</u>	<u>4700-5</u>
<u>Loading an existing palette</u>	<u>4700-5</u>
<u>Removing a color from a local palette</u>	<u>4700-5</u>
<u>Applying colors to form elements</u>	<u>4700-6</u>
<u>Lines, text, images and box borders</u>	<u>4700-6</u>
<u>Box fills</u>	<u>4700-7</u>
<u>Creating boxes with different fill and border colors</u>	<u>4700-8</u>
<u>Converting full-color graphics</u>	<u>4700-9</u>
<u>Replacing colors</u>	<u>4700-9</u>
<u>Printer considerations</u>	<u>4700-10</u>
<u>Paper sizes</u>	<u>4700-10</u>

TABLE OF CONTENTS

Portrait/landscape font mapping table	4700-11
Page shift	4700-12
Font conversions	4700-12
Input tray number remapping	4700-12
Printer setup	4700-13
Printing from the ElixSys Desktop	4700-13
Proof printing HighLight Color forms	4700-13
Displaying color forms	4700-14
Displaying selected elements only	4700-14
A.Keyboard shortcuts	A-1
B.Conversion chart	B-1
Glossary	GLOSSARY-1
Index	INDEX-1

1.

Introduction

ElixiForm is an interactive forms design tool that allows you to create and edit forms in WYSIWYG (What You See Is What You Get) mode using an IBM PC AT, PS/2, or compatible computer, a mouse, a supported monitor, and an optional proof printer.

If you have previously used GEM-based versions of ElixiForm, you will find the Windows-based version contains the functionality of the GEM versions plus additional features and a new interface. You can easily import forms created in previous versions of ElixiForm and edit them in this version.

If you have never used ElixiForm before, you will find ElixiForm highly intuitive and easy to use.

ElixiForm overview

A form created with ElixiForm is the static (or boiler plate) component of a form, and contains elements like lines, boxes, text, and images. The static form is then merged with variable data for printing on Xerox production or distributed printers.

The static data adds meaning to the variable data with which it is merged. For example, the following variable data from a credit application form:

X	123-456-789	9876.23
X	985-234-980	11813.34

is more meaningful when it is merged with static data and viewed together:

Applicant Account	Account #	Account Balance
Savings <input checked="" type="checkbox"/>	123-456-789	\$ 9876.23
Checking <input type="checkbox"/>		\$
Money Market <input checked="" type="checkbox"/>	985-234-980	\$11813.34
CD, IRA <input type="checkbox"/>		\$
Visa <input type="checkbox"/>		\$
MasterCard <input type="checkbox"/>		\$

Previously, creating and editing static forms for printing on Xerox production or distributed printers was the responsibility of applications personnel working on mainframe computers, who defined form elements using Forms Source Language (FSL), a language that describes the location of line, box, text, and image elements, as well as page size and layout.

Limitations to this approach are:

- Defining and revising an FSL form is complicated and time-consuming
- Changes to the form are not apparent when adding FSL statements
- The completed FSL file must be compiled on and proof printed on the high-speed printer.

With Elixiform, you can see each static form element as you add or revise the element. With an optional desktop proof printer, you can generate proofs at your desk, and using the Converter in the Elixir Desktop, you can compile your forms on your PC, thus freeing your Xerox printer from these tasks.

Depending upon the Elixiform product you have installed, your screens and options may differ from the figures displayed in this manual.

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 Xerox Corporation then you should contact the Xerox customer support center telephone number provided by Xerox.
- If you have purchased your Elixir product directly from Elixir Technologies then contact one of the support center hotlines.

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

Who should use this guide

This guide is intended for users familiar with Windows and with Xerox printer and font management operations.

Users should be familiar with PC peripherals and have access to reference manuals for PC software and hardware and for the Xerox printer(s) used.

Conventions

This section describes the following:

- display conventions
- typographical conventions

Display conventions

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

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

Elixiform uses the Microsoft Windows Help program to provide on-line Help functions.

For more information about Windows Help, either select the [How to Use Help] option on the Desktop **Help** menu or refer to your Microsoft Windows documentation.

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

Bubble Help

Click on an icon with the right mouse button to show 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.

Context sensitive Help

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 Elixiform menu bar and choose one of the displayed topics.

Dialog box HelpDialog 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 with additional information. When you click on a jump, a related Help topic displays.

Help hypergraphics

Hypergraphics are special graphics within Help files that contain "hot spot" pop-up topics or jumps. They most commonly appear either as dialog boxes with pop-up definitions, Toolboxes with topic jumps, or menus with topic jumps or pop-up definitions.

Move the cursor over a hypergraphic until a hand displays, then click on the hot spot to display a pop-up topic or 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 manual

This manual is organized into two main sections:

- Common Elixiform operations
- Printer-specific Elixiform operations.

Common Elixiform operations section

The front section describes operations common to all Elixiform variants and contains the following chapters:

Chapter 1, "Introduction," is an overview of Elixiform software and documentation.

Chapter 2, "Elixiform basics," provides an overview of Elixiform and describes the basic operations for creating a form.

Chapter 3, "Menu bars", provides information on the Elixiform and Work area menu bars.

Chapter 4, "ElixirForm defaults," describes how to set the defaults for your form.

Chapter 5 through 7, "Lines and boxes," "Text operations," and "Images," are reference sections that describe in detail how to create and edit elements using every icon in the Toolbox.

The following appendices and glossary appear at the back of the book:

Appendix A, "Keyboard shortcuts," lists all keyboard shortcuts.

Appendix B, "Conversion chart," shows the supported conversions for Elixir (.ELX) forms.

Glossary

Printer-specific ElixirForm operations section

Each tabbed section contains ElixirForm information applicable to the printer type specified by the tab name. At the time of publication, tabbed sections are available for the following printers:

4135 - describes ElixirForm functions particular to printing forms on Xerox 4135 printers, including large paper support.

4235 - describes ElixirForm for Xerox Distributed Printers functions and capabilities including large paper size support and gray shade capability which can be printed on Xerox 4235 distributed printers.

4700 - describes ElixirForm functions particular to printing forms on Xerox 4700 printers, including full-color form composition.

HLC - describes ElixirForm functions and capabilities that include highlight colors which can be printed on Xerox HighLight Color printers.

Starting Elixiform

To start Elixiform from the Elixir Desktop, double-click on the Elixiform icon. The Elixiform main screen displays.

Exiting Elixiform

To exit Elixiform and return to the Desktop either:

- press <Alt> + <F4>
- select [Exit] from the **File** menu
- double-click on the [Close] button (the top left corner of the screen)

2. Elixiform basics

This chapter describes the Elixiform Work area and basic operations.

Starting Elixiform

To view the Elixiform main screen, open the Elixir Desktop and double-click on the Elixiform icon.

The Elixiform window displays.

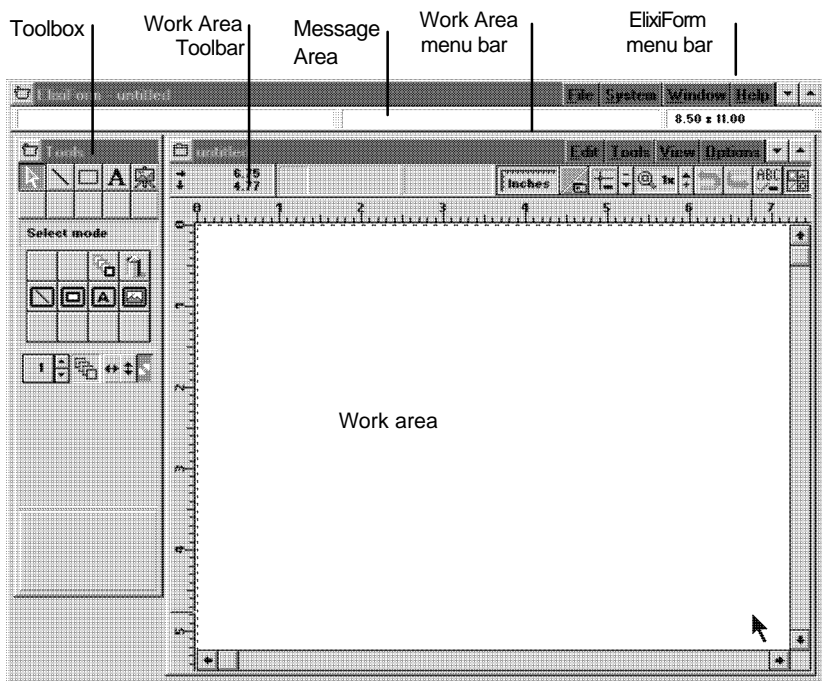


Figure 2-1. Elixiform window

ElixiForm window

The ElixiForm windows contains the following features:

- Toolbox
- Toolbar
- ElixiForm menu bar
- Work area menu bar
- Message area
- Work area

Toolbox <F10>

The Toolbox displays on the left of the main Work area and contains the Select/Edit, Line, Path, Box, Circle, Text and Image tools.

If you cannot see the Toolbox, pull down the **Window** menu and select [Toolbox] or press <F10>.

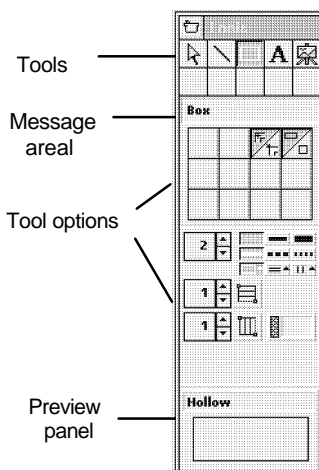


Figure 2-2. Toolbox

Select a tool to display its options in the Toolbox. A short description of the tool displays in the Message area, and the Preview panel displays your option selections.

Color options may or may not display, depending on the color selected in the Page Properties dialog box.

Select tool

Selects form or data elements for editing.

Copy

Copies any form element or design object.

Delete

Deletes the selected element(s). When a data element is deleted, it is only removed from the Work area. The entry in the Document window is preserved.

If you inadvertently delete an element, immediately select [Undo] from the **Edit** menu to restore the deleted element to your form.

Group filter options

The Group Filter options from left to right are: [Line], [Box], [Text], [Data Tag], and [Image].

Select one or more options to exclude the corresponding element from group options such as moving or deleting. Select the option(s) a second time to turn the filter off. See the "Grouping elements" section for information on grouping elements.

Number of Copies

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

Press and hold <Ctrl> while clicking to increase/decrease the value by 10.

Movement Selection

Select a movement direction for moving or copying elements:

- [Horizontal only] - cursor moves horizontally with element(s) attached
- [Vertical only] - cursor moves vertically with element(s) attached
- [Free] - cursor moves in any direction with element(s) attached

Copy - Horizontal Distance

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

Press and hold <Ctrl> while clicking to increase/decrease the value by 1.

Copy - Horizontal Distance - On/Off

Enables the [Copy - Horizontal Distance] option. Select this option a second time to disable this feature.

Sticky Lines - On/Off

Perpendicular lines with ends that connect remain stuck together when you move one of the lines. Lines attached to box sides remain connected when you resize the box.

Select this option a second time to disable this feature. See the “Lines and boxes” chapter for more information.

Copy - Vertical Distance

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

Press and hold <Ctrl> while clicking to increase/decrease the value by 1.

Copy - Vertical Distance - On/Off

Enables the [Copy - Vertical Distance] option. Select this option a second time to disable this feature.

Line tool

Draws horizontal, vertical, and free lines; and specifies line properties. See the "Lines and boxes" chapter for more information on the options described below.

Line - Direction

Select the drawing line's direction: [Horizontal only], [Vertical only], [Horizontal and Vertical], or [Free].

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots).

You can also select: standard [Thin] 2 dot, [Medium] 4 dot, or [Thick] 6 dot line widths.

Line - Style

Select the line style: [Solid], [Dashed], or [Dotted].

Line - Color

Select a box border color from the palette in the Color dialog box, then click on [Close]. The selected color displays in the bottom half of the icon.

Box tool

Draws boxes and specifies box properties. See the "Lines and boxes" chapter for more information on the following options.

Box Predefined Shape

Select the box corner style: [All corners square], [All corners rounded], [Top rounded/bottom square], [Top square/bottom rounded], [Left rounded/bottom square], or [Left square/right rounded].

Box - Positioning - Center/Top Left

Select the top half of this option to center the top left corner of the box on grid coordinates. Select the bottom half of the option to snap the top left corner of the box flush to grid coordinates.

Box - Shape - Oblong/Square

Select the top half of this option to draw boxes as rectangles. Select the bottom half of this option to draw boxes as squares.

Box - Diagonals

Select the diagonal line pattern for inside the box: [None], [Left], [Right], or [Both].

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots). Specify [0] to apply an invisible border to a shaded box. Unshaded boxes must have a border width of [1] or higher.

You can also select: [Thin], [Medium], or [Thick] box line widths.

Box - Line/Border Style

Select the line style: [Solid], [Dashed], or [Dotted].

Box - Border/Split Thickness and Style

Select width and style options:

- [Border] - sets the width and style of the box border
- [Horizontal Splits] - sets the width and style of the horizontal box splits
- [Vertical Splits] - sets the width and style of the vertical box splits

Box - Horizontal Split

Select this option, then click on the up or down arrows or enter a value in the numeric display box to specify the number of equal horizontal portions to divide the box into. The minimum value is 1 (hollow) and the maximum value is 40.

Select this option a second time to disable horizontal box splits.

Box - Vertical Split

Select this option, then click on the up or down arrows or enter a value in the numeric display box to specify the number of equal vertical portions to divide the box into. The minimum value is 1 (hollow) and the maximum value is 40.

Select this option a second time to disable vertical box splits.

Box - Color

Select a box border color from the palette in the Color dialog box, then click on the [Close] button. The selected box color displays in the bottom half of the icon.

Box - Fill Color

Right-click to select a box fill color from the palette in the Color dialog box, then click on the [Close] button. The selected box fill color displays in the bottom half of the icon.

Object Fill Pattern/Shading

Select a shade pattern from the Pattern dialog box. All boxes you draw contain this shading until you change it, using the same procedure. Select [Hollow] for no shading.

Box - Corner Radius

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 299 pels).

You can also select: [Small] 10 pels, [Medium] 20 pels, [Large] 30 pels, or [Maximum]. This option does not apply when all corner styles are 90 degrees.

Text tool

Select text attributes for form elements. See the "Text operations" chapter for more information on the following options.

Text - Direction

Select a text display direction:

- [Across] - left to right
- [Down] - top to bottom
- [Back] - right to left
- [Up] - bottom to top

Text - Inter-character/Inter-word Spacing

Select a display spacing option:

- [Inter-character] - justifies all text blocks by increasing or decreasing the amount of space between characters. This makes the form easier to read when converted to OGL, but takes longer for the form to print.
- [Inter-word] - justifies all text blocks by increasing or decreasing the amount of space between words.

These options are global features. Selected options apply to all text blocks on the form.

The [Inter-character] or [Inter-word] options apply to a form only when you convert the .ELX file, when this is a valid option for your conversion. See your *ElixiSys Desktop and Converters User Guide* for more information.

Text - Word Wrapping

Wraps text between the boundaries set in the [Column Width] option. You can also select the [Box Text] option and draw a visual box on your form to contain the text. Select this option when text is justified.

Text - Remove Redundant Spaces

Removes redundant spaces, relative shifts and carriage returns from text blocks that have the [Text - Word Wrapping] option selected.

Text - Split String

Splits a single block of text into two separate text blocks.

Text - Justification

Specify the justification for each text block: [Left Justification], [Center Justification], [Right Justification], or [Full Justification].

The [Wrap Text] and [Box Text] or [Column Width] options must be selected for text justification.

Text - Positioning

When the [Wrap Text] and [Box Text] options are selected, specify the vertical positioning of a text block as [Top], [Center], or [Bottom].

Use this option with the [Text Justification] and [Box Text] options to place text in nine positions within the box.

Text - Lines per Inch

Specify a vertical lines per inch (LPI) value by clicking on the up or down arrows or click in the numeric display box and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. This value you affects the current block of text and any subsequent blocks of text entered using the same font.

To return the lines per inch to the default for the current font, use the down arrow to decrease the LPI value to [0] or press .

Text - Lines per Inch - ON/OFF

Enables the [Text - Lines per Inch] option. Select this option a second time to disable this feature.

Text - Text Color

Select a text color from the palette in the Color dialog box, then click on the [Close] button. The selected color displays in the bottom half of the icon.

DocuTag/DataMerge - Data Tags - ON/OFF

Displays the Data Tagging dialog box which allows you to add data tags to forms for use with Elixir's DocuTag or DataMerge products. Select this option a second time to disable this feature.

See your *Elixir DocuTag User Guide* or *Elixir DataMerge User Guide* for more information on creating data tags and tag lists.

Text - Column Width

Specify the width for a text block by clicking on the up or down arrows or click in the numeric display boxes and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. Values that exceed the form limits are not accepted.

You must select the [Wrap] text option when using these options. When these options are set to [0.00], text entered is bound only by the width and height of the form.

Select the [Box Text] option along with these options to display a visual guide box with the width and height dimensions you specify.

Text - Draw Column Box Boundaries

Select this option after selecting the [Box Text] option to define column boundaries for text by drawing a visual box in the Work area. Place the cursor in the Work area and press and hold down the mouse button. Drag the box that displays and release the mouse button at the bottom right of the box. This box does not print.

Select the [Wrap Text] option to wrap text at the boundary of the text box defined by this option. Select the [Text Positioning] option to position text within the text box.

Text - Column Height

Specify the height for a text block by clicking on the up or down arrows or click in the numeric display boxes and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. Values that exceed the form limits are not accepted.

You must select the [Wrap Text] option when using these options. When these options are set to [0.00], text entered is bound only by the width and height of the form.

Text - Set Column Width/Height to Define Box - ON/OFF

Select this option when using the [Draw Text Box] or [Column Width] and [Column Height] options to enter text in predefined areas or "boxes." Select this option a second time to enter free text which is bound only by the width and height of the form.

Box boundaries are defined by entering values in the [Column Width] and [Column Height] options or by drawing a box manually using the [Draw Text Box] option.

Font Type

Click on this button until the desired font type displays:

- [f] - Elixir-version fonts
- [T] - True Type fonts
- [a] - ATM fonts

Text - Add/Remove Font from List

Select a font action. The dialog box that displays depends on your selection in the [Font Type] option.

- [+] - displays the Add Fonts, Select True Type fonts, or Select ATM fonts dialog box; select a font(s) to add to the current Font List, then click on the [ADD] button

- [-] - displays the Replace Font, Select True Type Fonts, or Select ATM Fonts dialog box; select a font(s) to remove from the current Font List, then click on the [DEL] button. If the font is in use on the form, select a replacement font from the Replace Font dialog box.

Text - Load Font List/Merge Font List/Save Font List

Select a Font List action:

- [down arrow] - displays the Load Font List dialog box
- [double arrows] - displays the Merge Font List dialog box; add fonts to the current Font List by loading another Font List
- [up arrow] - displays the Save Font List dialog box; enter a new file name for the current font list, or rename an existing font list

Text - Soft Keyboard

Enters characters that are not available on a standard keyboard. See the "Text operations" chapter for more information on using the soft keyboard.

Font Preview Panel

Displays the fonts available in the current Font List. Click on the up or down arrow or use the scroll bar to scroll through the list to change the current font.

Fonts in use on a form are denoted by a diamond character to the left of the font name.

Image tool

Adds Elixir-format screen (.LP3) or printer (.LW8) images, bitmaps (.BMP), or logos to a form. See the "Images" chapter for more information on the options described below.

Image - Name

Displays the name of the selected image.

Image - Size Horizontal/Vertical

Displays the horizontal and vertical sizes of the image in the units selected in the Ruler in the Toolbar. See the "Toolbar" section for more information.

Image - Color

Select an image border color from the palette in the Color dialog box, then click on the [Close] button. The selected image color displays in the bottom half of the icon.

Image - Fill Color

Right-click to select an image fill color from the palette in the Color dialog box, then click on the [Close] button. The selected image fill color displays in the bottom half of the icon.

Image - Load

Select an image to add to your form from the Load Image dialog box.

Toolbar

The Toolbar displays across the top of the Work area and contains the following options:



Figure 2-3. Toolbar

Digital ruler

Displays the horizontal and vertical position of the screen pointer relative to the top left corner of the screen (0,0).

Current object - Shape

Displays an icon representing the element type the cursor is currently closest to.

Current object - Start Coordinates

Displays the x,y coordinates of the currently selected element.

Current object - Dimensions

Displays the width and height of the currently selected element.

Graphic ruler <F3>

The graphic ruler displays along the top and left edges of the Work area in the units selected in the [Ruler measure] option.

To display the graphic ruler either:

- click on the Toolbar Graphic Ruler
- select [Ruler] from the View menu

A check mark appears in the menu next to the selected option.

Select this option a second time to remove the graphic ruler.

Right-click on the Ruler in the Toolbar to display the Ruler Options dialog box.

Grid Display <F4>

The grid helps you place and align form and data elements accurately. It overlays the Work area to allow exact placement of elements, but does not print.

To display the grid in your Work area either:

- click on the Toolbar Grid Display icon
- press <F4>
- select [Grid] from the **View** menu

A check mark appears in the **View** menu next to the selected option.

Select this option a second time to remove the grid.

Right-click on the Toolbar Grid Display icon to display the Grid Setting dialog box.

Snap to Grid <F5>

Places elements accurately on the grid.

To use the snap to grid option either:

- click on the Toolbar Snap to Grid icon
- press <F5>
- select [Snap to Grid] from the **Options** menu

Select this option a second time to disable this feature - elements become free floating and are moveable anywhere on the screen.

Right-click on the Toolbar Grid icon to display the Grid Setting dialog box.

Long Crosshair <F6>

Displays horizontally and vertically from the cursor on the form, and helps you place elements on the form more precisely.

To display the long crosshair:

- click on the Toolbar Long Crosshair icon
- press <F6>
- select [Long Crosshair] from the **View** menu

A check mark appears next to the option in the menu when it is selected. Select this option a second time to remove the long crosshair.

Zoom in/out

To zoom in on (magnify) an area of the Work area, click on the [+] button on the right side of the Zoom icon in the Toolbar. The highest magnification is [8x].

To zoom out on (reduce the magnification of) an area of the Work area, click on the [-] button on the left side of the Zoom icon in the Toolbar. The lowest reduction is [-8x].

You can also use the <+> and <-> keys on the numeric keyboard to zoom in and out.

Undo/Redo

To cancel your most recent operation:

- click on the Toolbar Undo icon
- press <Ctrl> + <Z>
- select [Undo] from the **Edit** menu

To cancel your most recent Undo operation:

- click on the Toolbar Redo icon
- press <Shift> + <Ctrl> + <Z>
- select [Redo] from the **Edit** menu

Spell Check

Checks the spelling of the active form. See the "Text operations" chapter for more information.

Show/hide Toolbox

Hides the Toolbox.

To redisplay the Toolbox:

- click on this icon a second time
- press <F10>
- select [Toolbox] from the **Window** menu

User preferences are described in the "Elixiform defaults" chapter.

Menu bars

Elixiform provides two menu bars for accessing options:

- Elixiform menu bar
- Work area menu bar

Select a menu to display its options, then select an option from the pull-down menu.

See the "Menu bars" chapter for more details and information.

Creating a form

Following are suggestions you should consider when creating a form.

Designing a new form

Sketching the form on paper before drawing it on the screen makes element sizing and placement easier.

Reproducing an existing form

If you are creating a form from an existing form, have the original form in front of you as you are recreating it on the screen. Use a ruler to measure the margins, lines and other form elements, then use the on-screen rulers for precise placement of each element.

You can also use Elixir's ElixirScan product to scan an existing form for conversion to Elixir format, then edit the form using Elixiform.

Designing a form to fit in a window envelope

If you are designing a form to fit a window envelope, first sketch it, fold it and measure it against the envelope window to ensure proper display.

Designing a form for merged data

If your form will subsequently be merged with variable data, print the formatted data to see how it prints on the page; it is easier to design a form around data than to redesign the form.

Loading a form

Elixiform allows you load a new or previously saved form, or to merge form groups to create a new form. Only one form at a time can be loaded into Elixiform.

Loading a new form <F9 >

To load a new form:

1. Select [New Form] from the File menu.

The Page Properties dialog box displays.

See the "Elixiform defaults" chapter for information on the Page Properties dialog box.

2. Select page defaults, then click on [OK].

The Page Databasing dialog box displays.

For information on the Page Databasing dialog box, see the "Elixiform defaults" chapter.

3. Enter optional information for the new form, then click on [OK].

A new, untitled form displays in the work area.

Loading a saved form <F8 >

If you are loading a form that was created in a GEM version of Elixiform, see "Loading GEM forms" in this section before loading the form.

To load a previously saved form:

1. Select [Load Form] from the File menu.

The Load Form dialog box displays.

2. Select the form to load, then click on [OK].

The form displays in the Work area.

If a referenced image is missing, a replacement image displays. To delete the image from the form, select the replacement image then press .

Loading GEM forms

For forms created with Elixiform prior to version 3.0, you can either maintain the original boxed text formatting or use the new Windows box text formatting. You can also either maintain the original color mode or select a new color mode.

- For the currently loaded GEM form only, select text formatting and color mode options using the Text and Fonts options dialog box and the Page Properties dialog box.
- For all subsequently loaded GEM forms, select text formatting and color mode options using the GEM Forms Load Defaults dialog box.

See the "Elixiform defaults" chapter for information about GEM Forms Load Defaults, Text and Font Options and Page Properties dialog boxes.

Merging a form group

Elixiform allows you to merge a form into the current work area without replacing work area contents. See the "Grouping elements" section in this chapter for more information about saving a form group.

Elixiform only merges objects that fit within form boundaries. Before using the [Merge Form Group] option, ensure that there is sufficient work area space available to prevent the elements from overlapping or falling outside form boundaries.

To merge a form group:

1. **Select [Merge Form Group] from the File menu.**

The Load Form Group dialog box displays.

2. **Select the form to merge, then click on [OK].**

Although Elixiform allows you to merge the currently loaded form with the same form, this is not recommended as form elements may overlap.

You cannot undo a [Merge Form Group] operation.

Loading a form template

A form template is an .ELX form file that is loaded as an overlay or visual guide for designing a new form. The template does not become a part of the new form; only the new form elements are saved.

You can load more than one form file template into the Work area, although retrieving multiple form templates requires appreciably more memory.

Proof-printing a form comprising one or more templates also prints the templates. To proof- print a form without the templates, save and reload the form without the templates, then proof-print the reloaded form.

To load a form template:

- 1. Select [Load Form Template] from the File menu.**

The Load Form Template dialog box displays.

- 2. Select the template to use, then click on [OK].**

Selecting template defaults

To select form template defaults:

- 1. Select [Template Options] from the Options menu.**

The Template Options dialog box displays.

- 2. Select display defaults, then click on [OK].**

The Template Options dialog box contains the following options:

Color

Select a display color for the template from the drop-down list.

Object Filters

Select the form object(s) to display: [Show Lines], [Show Boxes], [Show texts], [Show Images], [Show Circles], or [Show Paths].

Disable template object selection

Prevents form template objects from being selected or modified.

Lock template

Keeps the current template loaded at all times.

Adding form elements

You create forms in Elixiform by adding elements such as lines, paths, boxes, circles, text and images. You can apply different attributes to any form element by selecting options from the Toolbox. Elements can be placed anywhere on the form.

If you need to modify an element that is already on the form, right-click on the element and apply new properties using options in the Toolbox.

For detailed information about adding or modifying a form element, see the "Lines", "Shapes", "Text operations" or "Images" chapters.

Using color

Form color usage depends upon the color mode of the printer you use for final printing. You must select Elixiform's color mode before creating a form. This ensures that only the colors available on your printer are used.

To select form color mode:

1. **Select [Page Properties] from the Options menu.**

The Page Properties dialog box displays. See the "ElixiForm defaults" chapter for more information.

2. **Select the color mode, then click on [OK].**

Saving a form with a new name <F7 >

To save an existing form either with a different name or to another directory:

1. **Select [Save Form As] from the File menu.**

The Save Form As dialog box displays.

2. **Enter information, then click on [OK].**

Saving a new form <Ctrl> + <S>

To save a new form:

1. **Select [Save Form] from the File menu.**

The Save Form dialog box (similar to previous figure) displays.

2. **Enter a file name, then click on [OK].**

If you plan to convert the form to a different format, save the form with a maximum six-letter file name; longer file names truncate upon conversion and can overwrite existing files.

Modifying a form

You can update previously-created forms or make a new one by modifying the form and saving it with a new name.

Editing elements

ElixiForm allows you to edit individual elements by moving, copying or deleting form elements, and by changing element properties.

- To move, copy or delete an element, right-click on the element to select it, then perform the desired operation.
- To change the properties of an element, double right-click on the element and make the changes desired.

Editing procedures are similar for lines, paths, boxes, circles, images and text, as described in later chapters.

Shifting elements

You can shift all or selected elements on a form. It is easier to see the elements shifting if you first select the grid option.

To shift form elements, hold down the <Ctrl> key and use the arrow keys to shift elements up, down, left or right. You can also shift elements using the direction keys on the numeric keypad by first pressing <Num Lock>.

Grouping elements

ElixiForm groups form elements for editing purposes. Once a group is defined, you can edit it like a single form element.

ElixiForm undoes a group one element at a time. For example, if you delete a group and then click on the Undo icon, the elements comprising the group reappear one at a time.

Defining a group

To define a group:

1. **Select the Select/Edit tool in the Toolbox.**
2. **Move the screen pointer near the elements you want to group.**
3. **Click and drag the dotted line until it encloses the desired elements, then release the mouse button.**

Boxes appear around or inside each grouped element. Grouped text appears in square brackets.

Move, copy or delete the group as a single element.

To change the properties of one or more grouped elements, right-click on the element(s) and select desired properties from the Tool box.

You can also exclude any or all occurrences of a grouped element:

- To exclude all occurrences of an element, select a group filter option before grouping.
- To exclude any one element from the group, shift-click on the element after grouping.
- To include the element again, shift-click on the element a second time.

Saving a form group

Elixiform allows you to select a group in an existing form and save it as a separate form file. You can then edit the file, or use it as a template for other forms.

This feature is helpful for reusing standard elements such as headers and footers in other forms. You can also merge selected elements from different forms to create another form. See the "Merging a form group" section in this chapter.

To save a form group:

1. **Define the group as described in the above section.**
2. **Select [Save Form Group] from the File menu.**
3. **Enter a filename in the dialog box, then click on [OK].**

The form group saves to the forms directory specified.

Undo/redo feature

ElixiForm allows you to undo or redo an operation.

To cancel your most recent operation:



- click on the Toolbar Undo icon
- press <Ctrl> + <Z>
- select [Undo] from the **Edit** menu

To cancel your most recent Undo operation:



- click on the Toolbar Redo icon
- press <Shift> + <Ctrl> + <Z>
- select [Redo] from the **Edit** menu

When you cancel a group operation, ElixiForm undoes the operation one element at a time.

Deleting a form

To delete a form:

1. **Select [Delete Form] from the File menu.**

The Delete Form dialog box displays.

2. **Select the name of the form to delete, then click on [OK]**

The form deletes.

Renaming or moving a form

To rename or move a form:

1. **Select [Rename/Move form] from the File menu.**

The Rename/Move Form dialog box displays.

2. **Select the form you want to rename/move, then click on [OK]**

A supplemental dialog box displays the directory and name of the form.

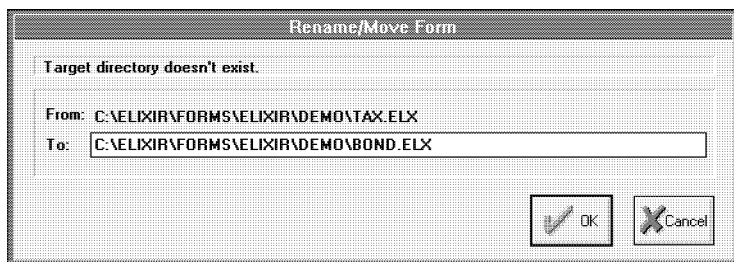


Figure 2-4. Rename/Move Form dialog box

3. **Enter a new directory name or a new file name, then click on [OK].**

The form must have an .ELX extension to load into Elixiform.

Proof printing a form

You can proof print your form on a PCL 4 or compatible printer from the Print dialog box, or on an XES printer using the Print Special dialog box.

Dotted and dashed lines printed on an HP or XES proof printer may appear different when printed on a Xerox production printer.

Using the Print dialog box

To proof print a form:

1. Pull down the File menu and select [Print].

The Print dialog box displays.

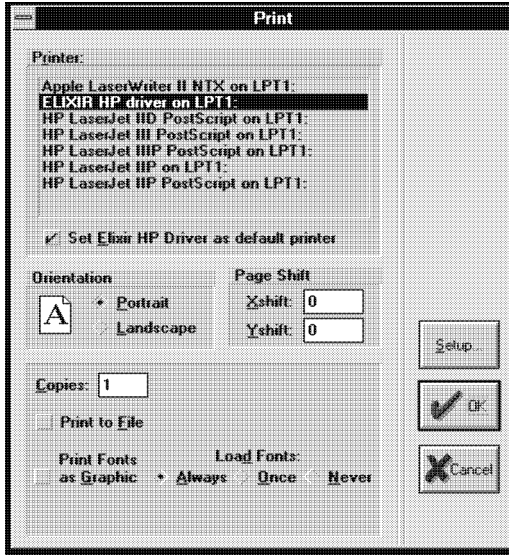


Figure 2-5. Print dialog box

2. Select/enter printer information, then click on [OK].

The Print dialog box contains the following options:

Printer

Select a PCL 4 or compatible printer based on the following considerations.

- **Elixir HP Driver**
Provides optimal Elixir form proof-printing, including increased printing speed and the ability to print shaded boxes using HP printer shading calls, store a form as a macro and call printer-resident fonts.

- **PCL 4**

PCL 4 printers print a maximum page size of 8 x 10.33 inches. If your form boundaries fill an 8.5 x 11 inches page, the outer margins of your form will not print on a PCL 4 printer.

For accurate positioning, shift the print image on the page using the [Page Shift] option.

- **PDF format**

If you installed Adobe's PDFWriter printer driver on your PC, you can convert your form to PDF format by selecting [PDF ON FILE:] from this window. You are then prompted for a directory and file name.

Set Elixir HP Driver as default printer

Sets the Elixir HP Driver as the default printer.

Orientation

Select form print orientation: [Landscape] or [Portrait].

Page shift

Enter the number of dots to shift your printer output horizontally or vertically:

- [Xshift] - image moves horizontally
- [Yshift] - image moves vertically

Use a negative shift value to shift the print output to the left, or up; and a positive value to shift your print output right, or down.

Copies

The number of print copies.

Print to file

Prints your file to disk for proof-printing. To print a form to a disk file for proof-printing, all proof printer versions of fonts used in the form must reside on the proof printer. Click on [OK], then enter the path and file name in the Print to File dialog box.

Autogen Output Name

ElixiForm automatically names your file.

Print Fonts as Graphic

Rasterizes fonts as graphics. Printing fonts as graphics requires less printer memory, speeding up printing time.

Load Fonts

Select one of the following font load options:

- [Always] - downloads fonts every time form printed
- [Once] - downloads fonts as soft fonts identified by index number; fonts then managed by and accessed through the Windows Control Panel
- [Never] - calls the index number of soft fonts residing on printer; no new font are downloaded

If you select [Once] or [Never], make sure to use the same font list in your form as on the printer; if not, the index number may represent a different font.

Elixir HP driver

The Elixir HP Driver can be used with Elixiform and Elixiform desktop products only for optimal proof printing of Elixir forms.

Using the Elixir HP Driver allows you to:

- increase proof-printing speed
- print light, medium and dark shaded boxes using HP printer shading calls
- support of storing a form as a macro
- call printer resident fonts

When you select this option, the [Load Fonts] option displays.

To use the Elixir HP driver:

1. Select **[Elixir HP Driver on LPT1]** as your printer in the Print dialog box, then click on the **[Setup]** button.

The Elixir HP Driver dialog box displays.

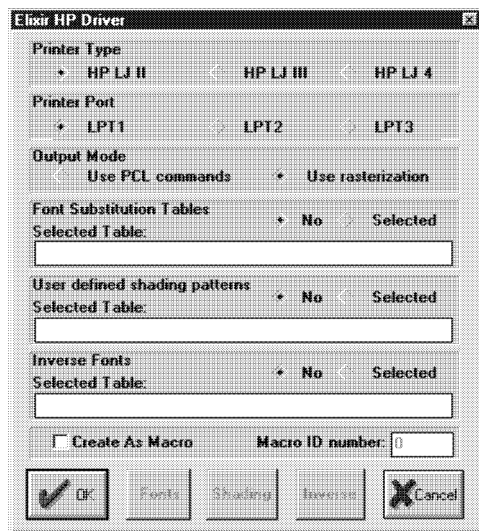


Figure 2-6. Elixir HP Driver dialog box

2. Select/enter information, then click on **[OK]**.

The Elixir HP Driver dialog box contains the following options:

Printer Type

Select your printer type:

- **[HP LJ II]** - for HP LaserJet II or compatible printers (default)
- **[HP LJ III]** - for HP LaserJet III or compatible printers
- **[HP LJ 4]** - for HP LaserJet 4 or compatible printers

Printer Port

Select the printer port: [LPT1] (default), [LPT2], or [LPT3].

Output Mode

Select the output mode:

- [Use PCL Commands] - uses standard PCL commands
- [Use Rasterization] - for forms that contain elements not supported by Xerox printers, such as circles and paths (default)

Font Substitution Tables

Uses printer resident fonts on your form. Enter the name of the font substitution table in the [Selected Table] option or click on the [Fonts] button and select one in the Select Font Table dialog box.

A font substitution table contains a list of font names and the corresponding escape sequences. If there is a match for a font in the selected font table when the Elixir HP driver prints your form, the escape sequence is sent the printer and the printer font is not downloaded.

The format for each entry is:

fontname *hp escape-sequence*

where *fontname* is the name of the font and *hp escape-sequence* is the escape sequence.

The following example shows a sample font substitution table. Records beginning with a semicolon are comments only. A backslash (\) can be used in place of the escape character.

```
; ELIXIR.DRV font table for HP III Si printer
; Bitstream fonts
;
;
; BX113006 HEXXBP Swiss721-BoldSWA
; Symbol Set:Roman-8 Fixed Pitch Scale (7.0) Upright Bold Uni-
vers
HE07BP      \(\8U\(\s1p7.0v0s3b4148T
;
;
;
; BX113006 HEXXBP Swiss721-BoldSWA
; Symbol Set:Roman-8 Fixed Pitch Scale (8.0) Upright Bold Uni-
vers
HE08BP      \(\8U\(\s1p8.0v0s3b4148T
;
;
;
; BX113006 HEXXBP Swiss721-BoldSWA
; Symbol Set:Roman-8 Fixed Pitch Scale (11.0) Upright Bold Uni-
vers
HE11BP      \(\8U\(\s1p11.0v0s3b4148T
;
```

User Defined Shading Patterns

Specify the exact shading used for Light, Medium and Dark shading patterns printed on your HP printer. Enter the shading pattern table to use in the [Selected Table] option or click on the [Shading] button and select one in the Select Shading Table dialog box.

The format for each entry is:

shade *shading call*

where *shade* is Light, Medium or Dark and *shading call* is the HP shading call for that shade.

The following example shows a sample user defined shading table. Records beginning with a semicolon are comments only.

```
; The following is a working example of user defined
; shading table
; The program does some syntax checking
;
LIGHT \*c.g12W000001000004000888002200
MEDIUM \*c.g12W000001000004000888aa2255
DARK \*c.g12W000001000004000855ddaadd
```

Inverse Fonts

Uses reversed fonts which are resident on the printer. Enter a font inversion table in the [Selected Table] option or click on the [Inverse] button and select one in the Select Inversion Table dialog box.

A font inversion table contains a list of font names. If there is a match for a font when the Elixir HP driver prints your form, the reverse font on the printer is used and the printer font is not downloaded.

The following example shows a sample font inversion table. Records beginning with a semicolon are comments only.

; This is an example of a Font Inversion Table
; All text printed with the fonts listed below will be printed
; in white on a black background
;
;
TR20BP
HE24BP
SY12NP

Create as Macro/Macro ID Number

Stores your form on the HP printer as a macro under the number entered in the [Macro ID number] option. You can then print the form by sending down the appropriate escape sequence to execute the macro.

Using the Print Special dialog box

The Print Special dialog box allows you to print to an XES proof printer without using a Windows driver.

XDP proof printing is only available if the following key(s) are attached: ElixiSys Desktop, ElixiSys Desktop for HighLight Color, ElixiSys Converter for XDP, Elixiform/ElixiSys and HighLight Color Plus.

To proof print a form on an XES proof printer:

- 1. Select [Print Special] from the File menu.**

The Print Special dialog box displays.

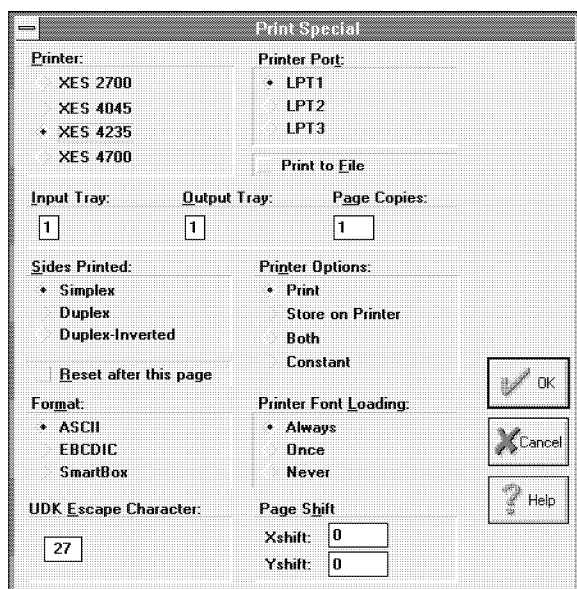


Figure 2-7. Print Special dialog box

2. Select/enter print options, then click on [OK].

The Print Special dialog box contains the following options. Options that do not apply to your printer are grayed out.

Printer

Select your output printer: [XES 2700], [XES 4045], [XES 4235], [XES 4700].

The 4045 printer does not print characters in cell positions below HEX 20.

Printer Port

Select the printer port: [LPT1], [LPT2], [LPT3].

Print to File

Elixiform creates a print file with a .PRN extension. The stem name of the file is *formname*.PRN where *formname* is the name of the currently loaded form.

The output .PRN files are written to the following directories:

<u>Printer</u>	<u>Output directory</u>
XES 2700	\\ELIXIR\\PRINTS\\X27PRINT
XES 4045	\\ELIXIR\\PRINTS\\X45PRINT
XES 4235	\\ELIXIR\\PRINTS\\X42PRINT
XES 4700	\\ELIXIR\\PRINTS\\X47PRINT

Input Tray

Enter the input tray number.

Output Tray

Enter the output tray number.

Page Copies

Enter the number of copies

Sides Printed

Select the sides for printing:

- [Simplex] - single-sided printing
- [Duplex] - two-sided printing with the second page turned over sideways
- [Duplex-Inverted] - two-sided printing with the page turned over top to bottom

Printer Options

Select the printer options:

- [Print] - sends your file to the printer
- [Store on printer] - stores your file on the printer hard disk for future use
- [Both] prints your form and then stores it on the printer.
- [Constant] - stores the form in the printer's memory until the printer is turned off. Only one page can be stored in this way.

Format

Select the output format:

- [ASCII] - produces ASCII output for writing to disk
- [EBCDIC] - produces EBCDIC output for Xerox printers connected to your PC via coaxial cable and a protocol converter
- [SmartBox] - for PCs connected to the printer through a SmartBox or Agile protocol converter

Printer Font Loading

When you proof print your file, all proof printer versions of the fonts used in the form must be resident on the proof printer.

Select one of the following font load options:

- [Always] - downloads fonts every time form printed
- [Once] - downloads fonts as soft fonts identified by index number; fonts then managed by and accessed through the Windows Control Panel
- [Never] - calls the index number of soft fonts residing on printer; no new font are downloaded

If you select [Once] or [Never], make sure to use the same font list in your form as on the printer; if not, the index number may represent a different font.

Font (.FNT) files are independent of print (.PRN) files and are written to the following directories:

<u>Printer</u>	<u>Output directory</u>
XES 2700	\\ELIXIR\\PRINTS\\X27PRINT
XES 4045	\\ELIXIR\\PRINTS\\X45PRINT
XES 4235	\\ELIXIR\\PRINTS\\X42PRINT
XES 4700	\\ELIXIR\\PRINTS\\X47PRINT

UDK Escape Character

Enter the ASCII representation of the UDK escape character used in your XES file for printing on a Xerox 4045 or 2700 printers (default is decimal 27).

Page shift

Enter the number of dots to shift your printer output horizontally or vertically:

- [Xshift] - image moves horizontally
- [Yshift] - image moves vertically

Use a negative shift value to shift the print output to the left, or up; and a positive value to shift your print output right, or down.

Printing a disk print file

To print a form that has been written to disk, exit Elixiform and display the DOS prompt. Specify the directory of the print file, and use the DOS COPY command to copy the .PRN file to your active parallel port (for example, LPT1).

COPY *filename*.PRN LPT1 <Enter>

where *filename* is the stem name of the disk file.

Use the COPY/B command when printing HP PCL files from disk.

Editing multiple forms

Elixiform allows you to group multiple form files together for editing with the document editing feature. An Elixir document is a group of Elixir forms (.ELX) referenced in a text file with a .DAT extension and resides in the Elixir Documents folder.

Elixir document files are created/edited with any standard text editor or with the Elixir Desktop. See your *Elixir Desktop for AFP User Guide* for more information.

To load a .DAT file:

- 1. Select [Open DAT File] from the File menu.**

The Open Dat File dialog box displays.

2. **Select the document to open, then click on [OK].**

To select .DAT file form(s) to edit:

1. **Select [Load Form] from the File menu.**

The Load Forms from Dat File dialog box displays.

2. **Select the form(s) to edit, then click on [OK].**

Select [Merge Form Group] from the File menu to merge pages/forms on top of the currently loaded form. Select the form(s) to merge, then click on [OK].

Select [Close DAT File] from the File menu to return to single page/form loading mode. Select [Filing Options] from the System menus to set the default directory for .DAT files.

Fast keys

Fast keys are available for many Elixiform operations. See the "Keyboard shortcuts" appendix for a complete listing.

Exiting Elixiform

To exit Elixiform and return to the Desktop either:

- press <Alt> + <F4>
- select [Exit] from the **File** menu
- double-click on the [Close] button (the top left corner of the screen).

3.

Menu bars

This chapter provides information on the ElixirForm and Work area menu bars.

ElixirForm menu bar

The ElixirForm menu bar contains the **File**, **System**, **Window**, and **Help** menus. Select a menu to display its options, then select an option from the pull-down menu.

File menu

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

New Form <F9>

Select form defaults in the Page Properties dialog box. See the "ElixirForm Defaults" chapter for more information on the Page Properties dialog box.

Load Form <F8>

Select an existing form to open in the Load Form dialog box.

Save Form <Ctrl> + <S>

Saves your open form under the original name specified in the Page Properties dialog box. See the "ElixirForm Defaults" chapter for more information on the Page Properties dialog box.

For a form being saved for the first time, enter a name in the Save Form As dialog box.

Save Form As <F7>

Enter a new file name to save the open form under in the Save Form As dialog box.

Rename/Move Form

Rename and/or change the path of an existing form in the Rename/Move Form dialog box.

Delete Form

Select a form to delete in the Delete Form dialog box.

Merge Form Group

Select a group to add to the current form in the Load Form Group dialog box. See the "ElixirForm basics" chapter for more information on form groups.

Save Form Group

Select a group on an existing form to save as a form file in the Save Form Group dialog box.

Load Form Template

Select a form template to load onto the current form in the Load Form Template dialog box. The template is only a visual guide for designing new form elements around. It does not become part of the form when the form is saved.

Proof printing a form that includes one or more templates also prints the templates. If you want to proof print a form without the templates, save and reload the form without the templates, then proof print the reloaded form. See the "ElixirForm basics" chapter for more information on loading form templates.

Remove Form Template

Removes all templates from the current form.

Open Dat File

Select the .DAT file to open in the Open Dat File dialog box. A .DAT file is a group of Elixir forms (.ELX) referenced in a text file with a .DAT extension.

See the "ElixirForm basics" chapter for more information on editing multiple forms.

Close Dat File

Closes the open .DAT file.

Import Text

Select text to import into the current form in the Import Text dialog box. See the "Text operations" chapter for more information on importing text.

Print

Select PCL 4 or compatible printer defaults in the Print dialog box. See the "ElixirForm basics" chapter for more information on printing.

Print Special

Select XES printer defaults in the Print Special dialog box. See the "ElixirForm basics" chapter for more information on printing.

Exit

Exits the current ElixirForm session.

System menu

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

Usage Switches

Select display defaults in the Usage Switches dialog box. See the "ElixirForm defaults" chapter for more information on the Usage Switches dialog box.

Filing Options

Select filing defaults in the Filing Options dialog box. See the "ElixirForm defaults" chapter for more information on the Usage Switches dialog box.

Reset to Defaults

Resets all Toolbox options to their default values.

Save Configuration

Saves the current ElixirForm session configuration in the drive:\ELIXIR\DESKTOP\SYSTEM\JOBDES.INI and drive:\ELIXIR\DESKTOP\SYSTEM\FBW.INI files.

Window menu

The **Window** menu contains the following options. A check mark appears in the menu next to the selected option.

Tile

Maximizes all open windows, with the Toolbox displaying to the left of the Work area.

Form <Ctrl> + <F4>

Displays the Toolbar, Work area, and Work area menu bar. Select this option a second time to hide these features.

Toolbox <F10>

Displays the Toolbox. Select this option a second time to hide the Toolbox. See the "ElixirForm basics" chapter for more information on the Toolbox.

Help menu

Displays on-line Help for Elixiform's windows, dialog boxes and operations. Help is also available by clicking on a dialog box's [Help] button. See the "Introduction" chapter for more information on on-line help.

Work area menu bar

The Work area menu bar contains the **Edit**, **Tools**, **View**, and **Options** menus. Select a menu to display its options, then select an option from the pull-down menu.

Edit menu

The **Edit** menu contains the following options.

Undo <Ctrl> + <Z>

Cancels the most recent action performed.

Redo <Shift> + <Ctrl> + <Z>

Cancels the most recent Undo operation.

Cut <Ctrl> + <X>

Moves the selected text to the Windows Clipboard.

Copy <Ctrl> + <C>

Copies the selected text to the Windows Clipboard.

Paste <Ctrl> + <V>

Inserts cut or copied text from the Windows Clipboard.

Select All <Ctrl> + <A>

Selects all elements on the current form. This allows you to delete, copy, or move the elements.

Deselect All <Ctrl> + <A>

Deselects all previously-selected elements.

**Delete **

Deletes the selected element(s) from a form.

**Delete All <Ctrl> + **

Deletes all selected elements from a form.

Find <Alt> + <F3>

Enter the text string to search the open form for in the Find text dialog box. See the "Text operations" chapter for more information on the Find text dialog box.

Find Next <F3>

Finds the next occurrence of the text string entered in the Find text dialog box. See the "Text operations" chapter for more information on the Find text dialog box.

Find Previous <Shift> + <F3>

Finds the previous occurrence of the text string entered in the Find text dialog box. See the "Text operations" chapter for more information on the Find text dialog box.

Replace

Enter the text to search for and the text which replaces it in the Replace Text dialog box. See the "Text operations" chapter for more information on the Replace text dialog box.

Tools menu

The options in this menu provide an alternate way to activate the Toolbox or Toolbar for the tool selected: Select, Line, Path, Box, Circle, Text, and Image. The currently selected Toolbox or Toolbar displays with a check.

Spell Check

Checks the spelling in the active form.

View menu

The options in this menu provide an alternate way to activate the Toolbar options: Ruler, Grid, and Long Crosshair.

Options menu

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

Snap to Grid <F5>

Forces placement of lines, paths and boxes to the grid.

GEM Forms Load Defaults

For forms created using Elixir's Elixiform product prior to version 3.0, select GEM form display defaults in the GEM Forms Load Defaults dialog box. See the "Elixiform defaults" chapter for more information on the GEM Forms Load Defaults dialog box.

Page Properties

Select page defaults in the Page Properties dialog box. See the "Elixiform defaults" chapter for information on the Page Properties dialog box.

Page Databasing

Select page databasing defaults in the Page Databasing dialog box.

Page databasing places form documentation information on a form and stores with the form until it is changed or deleted. It does not print.

See the "ElixirForm defaults" chapter for more information on the Page Databasing dialog box.

Text/Font Options

Select text and font defaults in the Text and Font Options dialog box. See the "ElixirForm defaults" chapter for more information on the Text and Font Options dialog box.

Character Mapping

Select keyboard-entered, imported text, or spell checker character mapping options in the Character Mapping Options dialog box.

The Character Mapping dialog box contains the following options:

Keyboard Mapping

Select an option for mapping characters entered via the keyboard:

- [None] - use Windows ANSI mapping; select this option if you work with ATM or True Type fonts
- [OEM] - remaps ANSI keystrokes to DOS mappings
- [OEM/ISO] - remaps ANSI character strokes to DOS ISO mappings
- [KMP] - translates keystrokes using customized tables

When you select [KMP], the [Windows] and [Elixir] options display:

Windows

Select the character map for the current keyboard layout from the drop-down list. Most users should select T100ANSI. If you are using an Eastern European version of Windows, you should select T10EEURO.

Elixir

Select the setting that matches your DOS code page from the drop-down list. This is the character map used by Elixir fonts. To check your DOS code page, go to the DOS prompt and type:

CHCP <Enter>

The active code page displays.

Text Import Mapping

Select a translation option for characters imported from an external text file. All mappings (except when [KMP] is selected) translate to the standard Windows character set.

- [NONE] - when importing or pasting a Windows text file
- [OEM] - when importing or pasting a DOS text file
- [OEM/ISO] - when importing a DOS text file from a non-US DOS environment
- [ISO] - when importing or pasting a DOS text file that has mapped European characters
- [KMP] - uses custom translation tables:

When you select [KMP], the [Text File] and [Elixir] options display:

Text File

Select the source text file's character map from the drop-down list.

Elixir

Select translation character map for the target text from the drop-down list. To check your DOS code page, go to the DOS prompt and type:

CHCP <Enter>

The active code page displays.

Text Paste Mapping

Select a translation option for characters imported from an external text file. All mappings (except when [KMP] is selected) translate to the standard Windows character set.

- [NONE] - when importing or pasting a Windows text file
- [OEM] - when importing or pasting a DOS text file
- [OEM/ISO] - when importing a DOS text file from a non-US DOS environment
- [ISO] - when importing or pasting a DOS text file that has mapped European characters
- [KMP] - uses custom translation tables:

When you select [KMP], the [Text] and [Elixir] options display:

Text

Select the source text file's character map from the drop-down list.

Elixir

Select translation character map for the target text from the drop-down list. To check your DOS code page, go to the DOS prompt and type:

CHCP <Enter>

The active code page displays.

Spell Checker Mapping

Select a spell checker character mapping option:

- [None] - use Windows ANSI mapping; select this option if you work with ATM or True Type fonts
- [OEM] - remaps ANSI characters to DOS mappings
- [OEM/ISO] - remaps ANSI characters to DOS ISO mappings
- [KMP] - translates keystrokes using customized tables

When you select [KMP], the [Windows] and [Elixir] options display:

Windows

Select the Windows character map from the drop-down list. Most users should select T100ANSI. If you are using an Eastern European version of Windows, you should select T10EEURO.

Elixir

Select the setting that matches the mapping of the Elixir fonts used in the form currently being spell checked.

Spell Check Options ---

Select spell checking defaults in the Spell Check Options dialog box. See the "Text operations" chapter for more information on the Spell Checker.

Template Options ---

Select form template defaults in the Template Options dialog box. See the "ElixirForm basics" chapter for more information on the Template Options dialog box.

4. Elixiform defaults

This chapter contains procedures for setting Elixiform defaults. Although you can change settings for each form, you will probably find that you can keep the same defaults for most of your forms.

User preferences

This section describes the Toolbar grid, rulers and long crosshair options. These options are used to obtain precise form element measurement and placement within the Work area.

Grid <F4 >

The grid helps you place and align form and data elements accurately. It overlays the Work area to allow exact placement of elements, but does not print.

Displaying/hiding the grid

To display the grid in your Work area either:



- click on the Toolbar Grid Display icon
- press <F4>
- select [Grid] from the **View** menu

A check mark appears in the **View** menu next to the selected option.

Select this option a second time to remove the grid.

Right-click on the Toolbar Grid Display icon to display the Grid Setting dialog box.

Selecting grid properties

To select grid properties:

1. Right-click on the Grid icon in the Toolbar.

The Grid Setting dialog box displays.

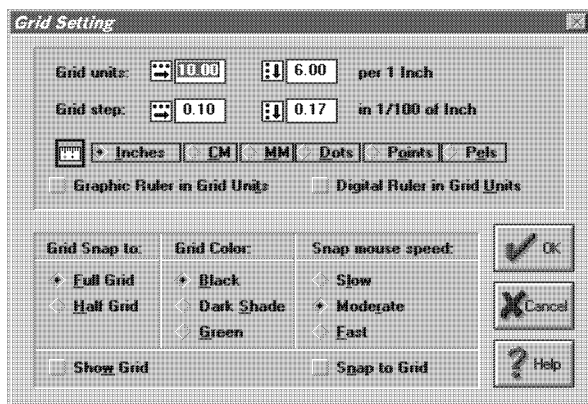


Figure 4-1. Grid Setting dialog box

2. Select/enter grid options, then click on [OK].

The Grid Setting dialog box contains the following options. Fields in this dialog box may or may not display, depending on the options selected.

Grid units

Enter the number of grid units displayed per unit of measure. Default is 10 x 6 grid units per inch.

Grid step

Enter a grid step value to define the distance between grid points.

Grid units and Grid step units of measure are defined by your selection in the [Ruler measure] option. The size of the grid units or grid step dimensions entered above are maintained, even though the value may change based upon the current unit of measure.

You can enter grid dimensions using either the [Grid units] or [Grid step] options, but not both.

Ruler measure

Select the unit of measure for display: [Inches], [CM], [MM], [Dots], [Points], or [Pels]. Your selection also changes the [Ruler measure] option in the Ruler Options and Page Properties dialog boxes.

Graphic Ruler in Grid Units

The graphic ruler reflects the values specified in the [Grid units] option.

For example, if the [Grid units] option is set to 8.00 per 1 inch for the horizontal setting and 6.00 per 1 inch for the vertical setting, the horizontal graphic ruler displays 8 divisions (grid units) per inch and the vertical graphic ruler displays 6 divisions (grid units) per inch.

Digital Ruler in Grid Units

The digital ruler reflects the values specified in the [Grid units] option.

See the [Graphic Ruler in Grid Units] option for an example.

Grid Snap to

Select a snap to option:

- [Full Grid] - form elements snap to grid points
- [Half Grid] - form elements snap to grid points and to points halfway between grid points

In both instances, all elements resize to fit the grid.

Grid Color

Select the grid color: [Black], [Dark Shade], or [Green].

Snap mouse speed

Select the mouse's snap speed: [Slow], [Moderate], or [Fast].

Show Grid

Displays the grid in the Work area. Select this option a second time to remove the grid.

Snap to Grid

Form elements snap to full grid or half grid points.

You can also select the [Snap to Grid] option by clicking on the Toolbar Snap to Grid icon or selecting [Snap to Grid] from the **Options** menu. See the "Snapping elements to the Grid" section in this chapter for more information.

Rulers <F3>

The Elixiform toolbar contains two rulers:

- Graphic ruler
- Digital ruler

Graphic ruler

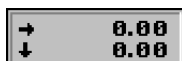


To display the graphic ruler either:

- click on the Ruler icon in the Toolbar
- select [Ruler] from the **View** menu

A check mark appears next to the option in the **View** menu when selected.

Digital ruler



The digital ruler displays the horizontal and vertical position of the screen pointer.

When [Snap to Grid] is selected, the digital ruler shows only the coordinates of the grid points nearest to the screen pointer.

To display the position of an element relative to the form, select the Select/Edit tool and move the cursor to any area on the element. A second digital ruler displays in the Toolbar, displaying the horizontal and vertical start coordinates of the element. A third digital ruler shows element width and depth.

Rulers not part of the saved or printed form.

To select graphic ruler options:

1. Right-click on the Ruler icon.

The Ruler Options dialog box displays.

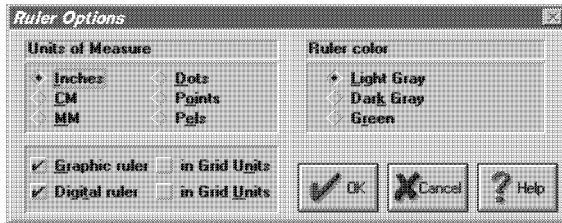


Figure 4-2. Ruler Options dialog box

2. Select display options, then click on [OK].

The Ruler Options dialog box contains the following options:

Ruler measure

Select the display unit of measure: [Inches], [CM], [MM], [Dots], [Points] or [Pels]. Your selection also changes the [Ruler measure] option in the Grid Setting and Page Properties dialog boxes.

Ruler color

Select the ruler color: [Light Gray] (may be [White] on some monitors), [Dark Gray] or [Green].

Graphic ruler <F3 >

Displays the graphic ruler along the top and left edges of the Work area.

Digital ruler

Displays the position of the screen pointer relative to the top left corner of the Work area (0,0).

in Grid Units

Displays the corresponding ruler in the units of measure entered in the [Grid Units] option in the Grid Setting dialog box.

Long crosshair <F6 >

The long crosshair helps you to more precisely place form elements about the work area.



To use the long crosshair:

1. **Click on the Long Crosshair icon in the Toolbar.**
2. **Place cursor onto the desired location in Work area.**

The long cross hair displays vertically and horizontally from the cursor.

Zoom in/out

The zoom in feature allows you to move about the form in magnified view:

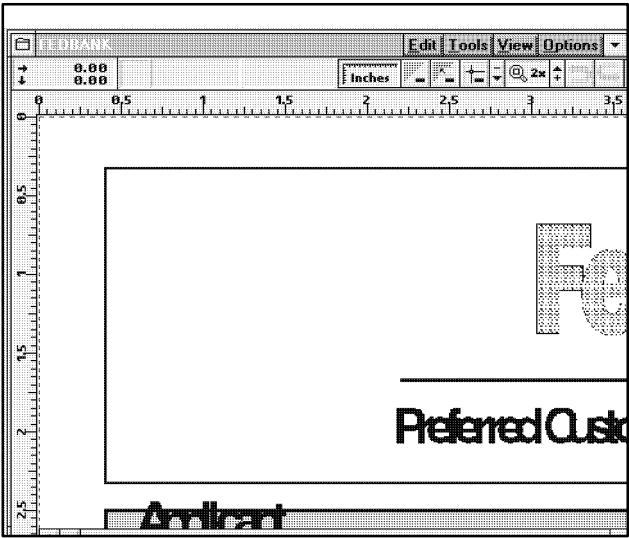


Figure 4-3. Magnified view

To zoom in on (magnify) an area of the Work area, click on the [+] button on the right side of the Zoom icon in the Toolbar. The highest magnification is [8x].

To zoom out on (reduce the magnification of) an area of the Work area, click on the [-] button on the left side of the Zoom icon in the Toolbar. The lowest reduction is [-8x].

You can also use the <+> and <-> keys on the numeric keyboard to zoom in and out.

Keyboard zoom in/out controls

Elixiform support the following keys strokes for zooming in/out:

- <+> (numeric keypad) to zoom in
- <-> (numeric keypad) to zoom out
- arrow keys to pan form about the screen
- <Home> to pan to the top left of the form
- <End> to pan to the bottom left of the form
- <Ctrl> + <PgDn> to pan to bottom right of form
- <Ctrl> + <PgUp> to pan to top right of form
- <PgUp> to scroll up
- <PgDn> to scroll down.

Page settings

This section describes procedures for setting form page default values.

Selecting page properties

The Page Properties dialog box displays when a new form loads.

To change displayed default values:

1. **Select [Page Properties] from the Options menu.**

The Page Properties dialog box displays.

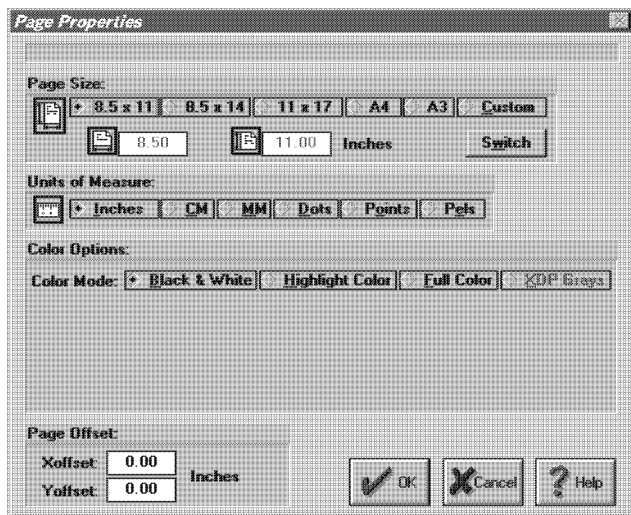


Figure 4-4. Page Properties dialog box

2. Select/enter default values, then click on [OK].

The Page Properties dialog box contains the following options:

Page size

Select the overlay's page size. The width and length of the page display below this field in the units of measurement specified in the Units of Measure field.

- [8.5 x 11] - U.S. letter size
- [8.5 x 14] - U.S. Legal size
- [11 x 17] - 11 x 17 inches
- [A4] - 8.27 x 11.69 inches
- [A3] - 11.69 x 16.54 inches
- [Custom] - nonstandard size; enter a width and height (maximum 17 inches x 17 inches)

If you change the page size of an existing form, some form elements may extend beyond the page boundary. If this happens, the Objects Off Page dialog box displays when you click on [OK]. See the "Exceeding form page size limits" section for more information on the Objects Off Page dialog box.

Switch

Changes the page orientation by reversing the width and height of the page.

Units of measure

Select the unit of measurement for the graphic and digital rulers and the selected page: [Inches], [CM], [MM], [Dots], [Points], or [Pels].

Your selection also changes the Ruler measure option in the Ruler Options and Grid Settings dialog boxes.

Color mode

Select the color mode supported by your output printer:

- [Black and White] - the Color options do not display in the Toolbox
- [Highlight Color] - uses the options selected below:
 - [Catalog] - select your printer's catalog from the drop-down list
 - [Printer Palette] - select your printer's color palette from the drop-down list
 - [Ink Dominance] - select the dominant color (if colors overlap):
 - [Default] - prints the dominant ink color, depending on your printer's default
 - [Black] - prints black on color
 - [Color] - prints in the currently selected color in the
- [Full color] - uses color for borders, interior fills, texts and graphics, if supported by your printer
- [XDP Grays] - uses black or gray shades

Page Offset

Enter offset values used when converting Elixir-format forms (.ELX) to AFP overlay format (.OVE). This shift does not display on screen.

- [Xoffset] - output shifts right by the units specified in the Units of measure field
- [Yoffset] - output shifts down by the units specified in the Units of measure field

Exceeding form page size limits

When you change the size or orientation of an existing form, some form elements may extend beyond the page boundary.

If this happens, the Objects Off Page dialog box displays.

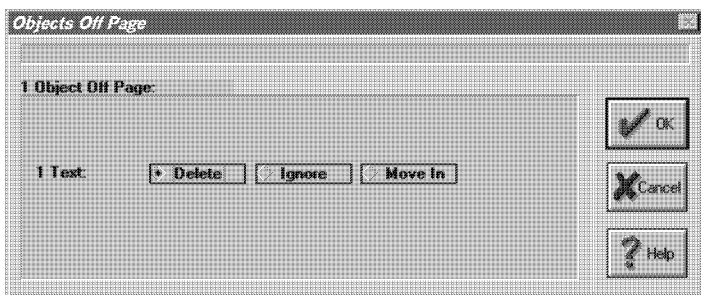


Figure 4-5. Objects Off Page dialog box

The Objects Off Page dialog box lists (by type) all form elements that extend beyond the page boundaries. For each object, select an action, then click on [OK]:

Delete

Deletes the object from the form.

Ignore

Increases the page size to accommodate the object.

Move in

Moves the object inside the page boundaries. Form objects may now overlap.

Clip

Eliminate only that portion of object that is off page.

Page databasing

The Page Databasing dialog box displays when select [New Form] from the **File** menu. The entered information stores with the form until it is changed or deleted, but does not print with the form.

To edit databasing information:

1. **Select [Page Databasing] from the Options menu.**

The Page Databasing dialog box displays.

Page Databasing

Short Page Description:

Page Author: Made for:

Page Version: Page Revision: Local ID:

Long Page Comments:

☐ Store Date/Time Stamp

Date Format: sc: ☐

Time Format: sc: ☐

Figure 4-6. Page Databasing dialog box

2. **Select/enter information, then click on [OK].**

The Page Databasing dialog box contains the following options:

Short Page Description

Enter a short description (maximum 60 characters) for the form.

Page Author

Enter the user ID (maximum 8 characters).

Made for

Enter the name of the customer (maximum 13 characters).

Page Version

Enter the version number (maximum two characters).

Page Revision

Enter the form revision or modification identifier (one character only).

Local ID

Enter a name for the form (maximum 8 characters). This name is used as a comment in the [Made for] option.

Long Page Comments

Enter comments for the form (maximum 240 characters). Use the mouse to move to another line or any place within the comments box. Comments save with each form until they are changed or deleted.

Store Date/Time Stamp

Assigns a date or time stamp to the form after output datastream generation.

Date Format

Select the month/day/year/ format for the date provided by the [Store Date/Time Stamp] option.

sc:

Enter a date separator character (default /).

Time Format

Select a time format: [12 Hour am/pm] or [24 Hour].

sc:

Enter a time separator character (default :).

Text and font options

To specify form text and font defaults:

1. **Select [Text/Fonts Options] from the Options menu.**

The Text and Font Options dialog box displays.

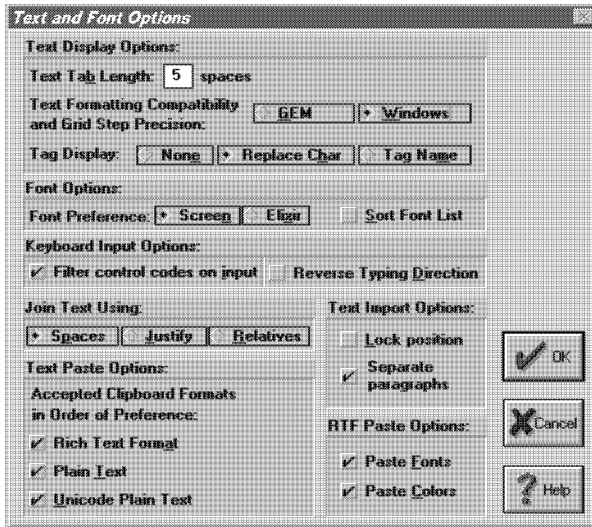


Figure 4-7. Text and Font Options dialog box

2. **Select/enter information, then click on [OK].**

The Text and Font Options dialog box contains the following options:

Text Display Options

Text Tab Length

Enter the text tab length. The initial default setting is 5. Tab length is based on the width of the space character in the active font.

The tab length setting applies to all tabs on the current form (including those previously entered).

Text Display Options**Text Formatting Compatibility and Grid Step Precision**

Select the text formatting and grid precision for the current form:

- [GEM] - uses original boxed text formatting of forms created in Elixiform prior to version 3.0; the internal grid step precision is set to 0.1 dots
- [Windows] - uses Windows boxed text formatting; the internal grid step precision is set to 0.01 dots

Text Display Options**Tag Display**

Prints the data tags included in Elixir forms.

- [None] - does not print the data tags
- [Replace Char] - prints the data tag field length and replacement characters
- [Tag Name] - prints the data tag's field name

See your *Elixir DataMerge User Guide* or *Elixir Docu-Tag User Guide* for more information.

Font Options**Font Preference**

Select a default font type: [Screen] or [Elixir].

Font Options**Sort Font List**

Alphabetically sorts the font list.

Text Import Options**Lock position**

Locks text imported from an ASCII file in its initial position in the Work area. Subsequent text blocks are positioned directly underneath the first text block.

Text Import Options

Separate paragraphs

Allows you to place imported text blocks at different locations on the form. Paragraphs separated by two carriage returns create separate blocks you can place separately. See the "Text operations" chapter for more information on importing text.

Join Text Using

Select the mode for grouping text blocks to create a single block:

- [Spaces] - each text block displays under the previous text block; original line beginnings and endings are maintained
- [Justify] - joined text displays as one continuous paragraph; the left- and right-most character positions determine the width of the text block
- [Relatives] - each text block retains its position relative to the previous text block

To take out unwanted spaces or perform paragraph formatting operations, deselect, then reselect the [Text - Word Wrapping] option in the Text toolbox. See the "Text operations" chapter for more information.

Keyboard Input Options

Filter control codes on input

Prevents inadvertent keyboard entry of control codes, such as characters below decimal 32 (a space).

RTF Paste Options

Select RTF import options:

- [Paste Fonts] - maintains font(s) specified in the imported text file
- [Paste Colors] - maintains color(s) specified in the imported text file

GEM form defaults

For forms created using Elixiform prior to version 3.0, use the GEM Forms Load Defaults dialog box to select text formatting, grid step precision and color mode settings. These settings then apply to all subsequently loaded GEM forms.

To change settings for the currently loaded GEM form only, see the "Selecting page properties" and "Text and font options" sections.

To select GEM form defaults:

1. **Select [GEM Forms Load Defaults] from the Options menu.**

The GEM Forms Load Defaults dialog box displays.

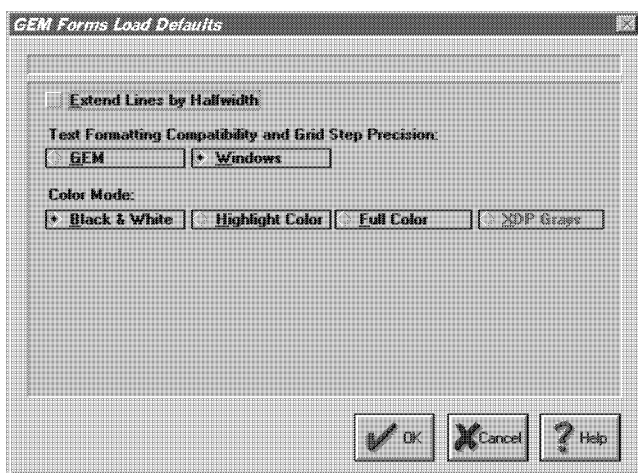


Figure 4-8. GEM Forms Load Defaults dialog box

2. **Select display options, then click on [OK].**

The GEM Forms Load Defaults dialog box contains the following options:

Options in this dialog box may or may not display, depending on the options selected.

Extend Lines by Halfwidth

Displays horizontal and vertical lines with extensions equal to half the line thickness at each end. Affects the printed output only.

Text Formatting Compatibility and Grid Step Precision

Select the text formatting and grid precision for loaded GEM forms:

- [GEM] - uses original boxed text formatting of a form created in Elixiform prior to version 3.0; internal grid step precision set to 0.1 dots
- [Windows] - (default) uses Windows boxed text formatting; internal grid step precision set to 0.01 dots

Your selection is written to the Elixir SYSTEM.INI file. This formatting affects all GEM forms loaded afterwards.

Color Mode

Select the display color for loaded GEM forms:

- [Black & White] - GEM form displays in black and white
- [Highlight Color] - GEM form displays with the options selected below:
 - [PAL palette] - select an internal PAL palette from the drop-down list
 - [Catalog] - select your printer's catalog from the drop-down list
 - [Printer Palette] - select your printer's color palette from the drop-down list
- [Full Color] - GEM form displays with the PLF palette selected from the drop-down list in the [PLF palette] option

- [XDP Grays] - uses black or gray shades

Configuring the system

ElixiForm allows you to configure your system and to save the configuration for subsequent work sessions.

Setting usage defaults

To select ElixiForm usage settings:

1. **Select [Usage Switches] from the System menu.**

The Usage Switches dialog box displays.

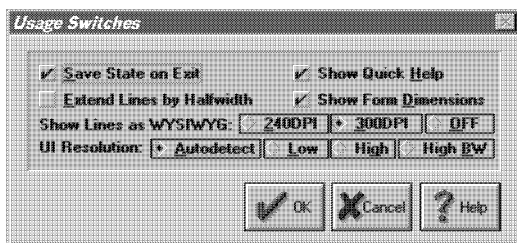


Figure 4-9. Usage Switches dialog box

2. **Select display options, then click on [OK].**

The Usage Switches dialog box contains the following options:

Save State on Exit

Saves the current menu and option settings when you exit ElixiForm.

Extend Lines by Halfwidth

Displays horizontal and vertical lines with extensions equal to half the line thickness at each end. Affects the screen display only - lines print as drawn.

Show Quick Help

Displays a short description of any icon that your cursor passes over in the Message area.

Show Form Dimensions

Display the dimensions of the current form in the upper right hand corner of the screen.

Show Lines as WYSIWYG

Select a display resolution:

- [240DPI] - lines and shape borders display as WYSIWYG on high-resolution monitors.
- [300DPI] - displays lines at 300 dpi and shape borders at 240 dpi
- [OFF] - for low resolution monitors such as VGA. Light and medium lines and borders may display as the same thickness on low resolution monitors if this option is not selected.

Filing options

Elixiform allows you to specify default directories for forms, screen fonts, Elixir images, screen images, texts, tags and Elixir-format documents. Entered information saves to your SYSTEM.INI file.

To specify default filing information:

1. Select [Filing Options] from the System menu.

The Filing Options dialog box displays.

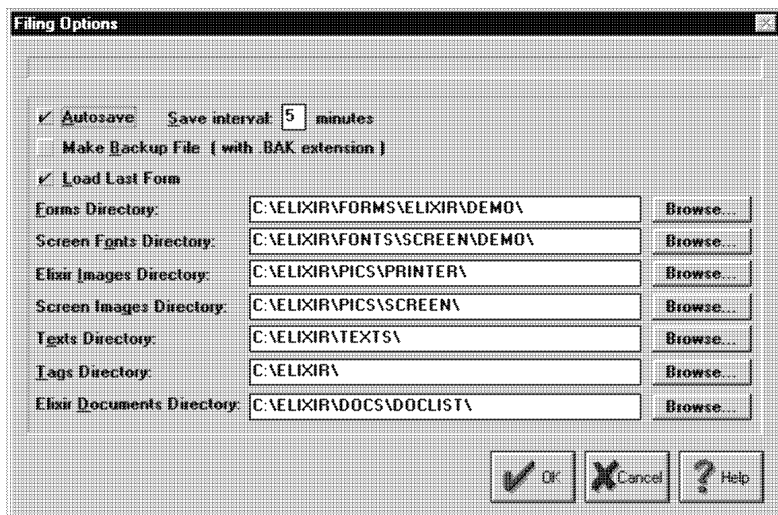


Figure 4-10. Filing Options dialog box

2. Select/enter filing information, then click on [OK].

The Filing Options dialog box contains the following options:

Autosave

Enter a time interval from 1 to 9 minutes in the Save interval field to automatically save your currently active form. The back-up form saves as AUTOBACK.ELX in the default forms directory.

Make Backup File (with .BAK extension)

Creates a back-up copy (.BAK) of the form which is overwritten only when you select [Save] from the File menu. The [Autosave] option does not overwrite this file.

The back-up file writes to the default forms directory and has the same stem name as the original file with a .BAK extension.

Load Last Form

Automatically loads the form you last worked on when you start a new Elixiform session.

Write PostScript File on Form Save

Creates a PostScript file in the directory specified in the [Doc. Directory] option when the Form saves.

Forms Directory

Enter the directory for Elixir-format form files (.ELX) or click on the [Browse] button and select one from the Select Forms directory dialog box. Default is drive:\ELIXIR\FORMS\ELIXIR\DEMO.

Screen Fonts Directory

Enter the directory for Elixir-format screen font files (.FNT) and width tables (.WDT) or click on the [Browse] button and select one from the Select Screen Fonts directory dialog box. Default is drive:\ELIXIR\FONTS\SCREEN\DEMO. See the "Text operations" chapter for more information on screen and other fonts.

Elixir Images Directory

Enter the directory for Elixir-format image files (.LP3) or click on the [Browse] button and select one from the Select Elixir Images directory dialog box. Default is drive:\ELIXIR\PICS\PRINTER. See the "Images" chapter for more information on images.

Screen Images Directory

Enter the directory for Elixir-format screen image files (.LW8) or click on the [Browse] button and select one from the Select Screen Images directory dialog box. Default is drive:\ELIXIR\PICS\SCREEN. See the "Images" chapter for more information on screen images.

Texts Directory

Enter the directory for imported ASCII text files (.TXT) or click on the [Browse] button and select one from the Select Texts directory dialog box. Default is drive:\ELIXIR\TEXTS.

Tags Directory

Enter the directory for tag files (.TAG) or click on the [Browse] button and select one from the Select Tags directory dialog box. Tag files are used with DocuTag for external tag files called for in a form. Default is drive:\ELIXIR. See your *Elixir DocuTag for AFP User Guide* for more information.

Elixir Documents Directory

Enter the directory for the Elixir-format documents (.DAT) or click on the [Browse] button and select one from the Select Elixir Documents directory dialog box. Default is drive:\ELIXIR\DOCS\DOCLIST.

Resetting to defaults

To reset Toolbox options to default values:

1. **Select [Reset to Defaults] from the System menu.**
2. **Click on [OK].**

Saving a configuration

To save the configuration settings specified above, select [Save Configuration] from the **System** menu.

The configuration saves for the next time you open Elixiform. If the font and screen directories change in the Elixir Desktop, these changes apply next time Elixiform loads.

5. Lines and boxes

This chapter describes how to draw and edit lines and boxes, with references made to options in the Line and Box tools in the Toolbox.

Line display

The following section provides information about line display.

Setting the screen display

If you are using a low resolution monitor such as VGA, you should set the [Show Lines as WYSIWYG] option in the Usage Switches dialog box to [Off]; if you do not, thin lines and borders may display the same thickness as medium lines and borders.

See the "ElixirForm defaults" chapter for more information.

Screen refresh

After a screen refresh, overlapping lines and boxes may not display or print in the "front to back" order in which they were drawn. For example, a shaded box drawn on top of an existing line may display with the line on top of the box after a screen refresh operation. This is due to the page resorting method (from top left to bottom right) required by certain printers.

To prevent elements refreshing to an incorrect "front to back" order, avoid drawing elements that overlap. For example, to draw a box with lines extending from its borders, connect individual lines to the border of the box instead of drawing the box on top of a line that extends beneath and beyond its borders.

Drawing lines

ElixiForm allows you to draw vertical, horizontal and free lines. You can also specify line thickness, style and color by selecting options from the Line Toolbox.



To display the Line Toolbox, select the Toolbox Line tool or select [Line] from the **Tools** menu.

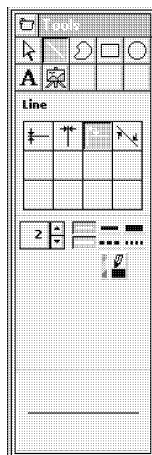


Figure 5-1. Line toolbox

To start and end a line at grid points, click on the Toolbar [Show Grid] and [Snap to Grid] options.

If you want the line to snap to grid mid-points as well as to grid points, set the [Grid Snap] option in the Grid Setting dialog box to [Half Grid]. See the "ElixiForm basics" chapter for more information.

To draw a line:

1. **Position the screen pointer in the Work area where you want the line to begin, then press and hold the mouse.**

2. **Drag the screen pointer across the Work area.**

A line displays.

3. **To end the line, release the mouse.**

The line locks into position.

4. **Select line properties from the Line toolbox.**

The Line toolbox contains the following options:

Line Direction



Select a direction for the line: [Horizontal only], [Vertical only], [Horizontal and Vertical] or [Free].



Line Width

Select a width for the line: [Thin] 2 dot, [Medium] 4 dot or [Thick] 6 dot line widths. You can also click on the up or down scroll arrow to increment line width by one dot, or click on the current width display and enter a new line width value up to 99 dots.



Line Style

Select a style for the line: [Solid], [Dashed] or [Dotted].

Line Color

If your printer supports color:



1. **Select the [Color] option.**

If you cannot see the color option, select the Page Properties dialog box [Full Color] option.

The Color dialog box displays.

- 2. Select a color, then click on the [Color] button.**

The selected color displays in the bottom half of the icon.

For information on copying colors or shades to the local palette, see the appropriate tabbed section for your printer.

- 3. Place the cursor in the Work area and draw a line.**

The line displays in the color you selected.

All subsequently drawn lines display the same color until you select another color. Click on the [Save] button to save line color selections with the form.

Sticky Lines <Ctrl> + <L>

When you select the [Sticky Lines] option in the Select/Edit toolbox, perpendicular connected lines stick together when you either move one of the lines or change line size. Lines connected to form the sides of boxes also remain attached when you either move or resize the box. If you deselect the [Sticky Lines] option, only the selected line is affected by subsequent line moves or size changes.

You must select either the [Horizontal only] or [Vertical only] option in the Toolbox when moving sticky lines. This requirement does not apply when moving or resizing boxes.

To create sticky lines:

- 1. Select the [Sticky Lines] option, then select a line and press <Ctrl>+<L>.**
- 2. Select a line movement restriction option: [Horizontal only] or [Vertical only].**
- 3. Resize a box either horizontally by moving its left or right side or vertically by moving its top or bottom side.**

4. Release the mouse button.

The sticky line or box locks into position.

Drawing boxes

ElixiForm allows you to create split boxes (for example, one box evenly divided or split into two or more boxes), shaded boxes and boxes with varying borders and styles.

To draw a box:

1. Select the Box tool in the Toolbox.

The Box toolbox displays.

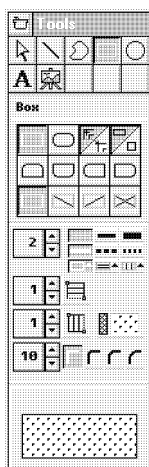


Figure 5-2 Box toolbox

- 2. Position the screen pointer in the work area where you want a box corner.**
- 3. Press and hold the mouse button.**
- 4. Drag the screen pointer to form the shape of a box.**

5. Release the mouse button to finish the box.

You can use the arrow keys to pan around the screen when drawing a box that exceeds work area boundaries.

6. Select box properties from the Box toolbox.**7. Select one of the following options to correspond to above width and style selections:****Border Lines**

Select to set the width and style of box borders (and diagonals, if selected).

Horizontal Lines

Select to set the width and style of horizontal splits in a box (see Box Splits, below).

Vertical Lines

Select to set the width and style of vertical splits in a box (see Box Splits, below).

8. When shape completed, toggle the Path - Finish Drawing option to [Done] or double-click in the Work area.

The Box toolbox contains the following options:

**Box - Predefined Shape**

Select the box corner style: [All corners square], [All corners rounded], [Top rounded/bottom square], [Top square/bottom rounded], [Left rounded/right square], or [Left square/right rounded].

**Box - Positioning Center/Top Left**

Select the top half of this option to center the top left corner of the box on grid coordinates. Select the bottom half of the option to snap the top left corner of the box flush to grid coordinates.

**Box - Shape Oblong/Square**

Select the top half of this icon to draw boxes as rectangles. Select the bottom half of this icon to draw boxes as squares.



Box - Diagonals

Select the diagonal line pattern for inside the box: [None], [Left], [Right], or [Both]. Each option displays a sample box.

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows, or click in the numeric display box and enter a value (maximum 99 dots). Specify [0] to apply an invisible border to a shaded box. Unshaded boxes must have a border width of [1] or higher.



You can also select: [Thin], [Medium], or [Thick] box line widths.



Box - Line Style

To set the box line style, select the [Solid], [Dashed] or [Dotted] option.

Box - Line Thickness and Style

Select width and style options:

- [Border Lines] - sets the width and style of the box border
- [Horizontal Lines] - sets the width and style of the horizontal box splits
- [Vertical Lines] - sets the width and style of the vertical box splits

Select the [Horizontal Lines] and [Vertical Lines] options to apply box splits using the [Box Splits - Horizontal/Vertical] option.

Box - Horizontal Split

Select the number of equal horizontal portions to divide the box into by clicking on the up or down arrows.

You can also select the [Box Splits] option and enter the number of portions in the numeric display box next to each option. The minimum value is 1 (hollow) and the maximum value is 40.

Box - Horizontal Split - ON/OFF

Enables the [Box - Horizontal Split] option. Select this option a second time to disable this feature.

Box - Vertical Split

Select the number of equal vertical portions to divide the box into by clicking on the up or down arrows.

You can also select the [Box Splits] option and enter the number of portions in the numeric display box next to each option. The minimum value is 1 (hollow) and the maximum value is 40.

Box - Vertical Split - ON/OFF

Enables the [Box - Vertical Split] option. Select this option a second time to disable this feature.

Box - Color

If your printer supports color:

1. Select the [Color] option.

If you cannot see the color option, select the Page Properties dialog box [Full Color] option.

The Color dialog box displays.

2. Select a color, then click on the [Color] button.

The selected color displays in the bottom half of the icon.

For information on copying colors or shades to the local palette, see the appropriate tabbed section for your printer.

3. Place the cursor in the Work area and draw box.

The box displays in the color you selected.

All subsequently drawn boxes display the same color until you select another color. Click on the [Save] button to save box color selections with the form.

Box - Fill Color

Right-click to select a box fill color from the palette in the Color dialog box, then click on the [Close] button. The selected box fill color displays in the bottom half of the icon.

**Object Fill Pattern/Shading**

Right-click to select a box shade pattern from the Pattern dialog box. To select a shade, click on a shade pattern. All the boxes you draw contain this shading until you change it using the same procedure. Select the white shade box for no shading.

**Box - Corner Radius**

Select an option for the radius of the corners. Customize the radius by clicking on the up or down arrow to increase or decrease the corner radius by one pel. The maximum value is 299 pels.

The [Corner Radius] option does not apply when all corner styles are 90 degrees.

Editing lines or boxes

To change the properties of a form element, you must first select it.

To select an element:



1. **Select the Select/Edit tool in the Toolbox.**
2. **Right-click on the element to edit.**

The element's Toolbox displays.

Boxes display around or inside the element to show it is selected.

Changing size

You can change the size of a selected form element by entering new dimension coordinates or manually modifying it directly on the form.

Changing dimension coordinates

To change dimension coordinates:

	1.20
	1.62

1. **Select the Toolbox Current Object - Start Coordinates area.**

If you cannot click on this area, select the element again, then right-click.

2. **Backspace over the current values or press the key to delete the current values, enter new coordinate values, then press <Enter>.**

The element adjusts to the new coordinates.

Manually

To change size manually:

1. **Place the cursor on one of the boxes around the element.**

The cursor changes to a double-ended arrow.

2. **Drag the cursor until the element reaches the new size, then release the mouse button.**

Changing element attributes

To change an element's attributes:

1. **Select an element.**

To change the attributes of multiple elements, shift-click on each element or use the group feature described in the "ElixirForm basics" chapter.

2. **Select the desired option(s) from the Line or Box toolbox.**

The properties apply to the selected element(s).

Moving lines or boxes

You can move a line or box about the Work area manually or by changing its dimension coordinates.

Manually



To move a line or box manually:

1. **Select the Toolbox Select/Edit tool.**
2. **Select the direction for moving: [Horizontal only], [Vertical only] or [Free].**
3. **Select the element to move.**

Boxes display around the element to show it is selected.

4. **Click and drag the selected element to a new position, then release the mouse button.**

The screen pointer changes to a hand when you select the element. If it does not, the element may be too small. If this happens, press and hold <Ctrl> you move the cursor over the element.

The line or box locks in the new position.

Changing dimension coordinates



To move form element using dimension coordinates:

1. **Select the Toolbar Current Object - Start Coordinates area.**

If you cannot click on this area, select the element again, then right-click.

2. **Backspace over the current values or press the key to delete the current values, enter new coordinate values, then press <Enter>.**

The line or box moves to the new coordinates.

If the sticky lines option is selected, connecting lines and lines attached to the sides of boxes remain attached when one of the lines or the box is moved. See the "Sticky Lines" section for more information.

Copying lines or boxes



To copy form element:

1. **Select the Toolbox Select/Edit tool.**
2. **Select the Toolbox [Copy] option.**
3. **Select the direction for copying: [Horizontal only], [Vertical only] or [Free].**
4. **Select the element to copy.**
5. **Select the desired number of copies (99 maximum) by clicking on the up or down arrows or entering a new number.**

Holding down the <Ctrl> key while clicking on the arrows increases or decreases the value displayed by 10.

Deleting lines or boxes



To delete a form element:

1. **Select the Toolbox Select/Edit tool.**
2. **Select the element to delete, then press .**

To restore an element, immediately after deletion either select the Toolbar Undo icon or select [Undo] from the **Edit** menu.

6. Text operations

This chapter describes Elixiform text operations.

Creating text

You can create form text using either Elixir screen, TrueType or ATM fonts. You can insert text either by entering text directly from the keyboard or by importing text from an ASCII file.

Apply text properties by selecting options from the Text toolbox.



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



Figure 6-1. Text toolbox

Entering text from the keyboard

To enter text directly from the keyboard:

1. **Select the text attributes from the Text toolbox.**
2. **Select the [Text - Load Font List] option.**

The Load Font List dialog box displays.

3. **Select a font list, then click on [OK].**

The selected font(s) list displays in the Font Preview Panel.

4. **Select a font list, then click in the Work area where you want the text to appear.**
5. **Enter characters from the keyboard, then right-click when done.**

Entered text displays in the Work area.

Moving a block before finish entering text

To move a text block before you finish entering text:

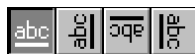
1. **Press and hold down the <Ctrl> key.**
2. **Place the cursor on the text block.**
3. **Click and drag the text block to a new location.**
4. **Release the mouse button to place the text.**

To move a text block after you finish entering text, see the "Moving text" section in this chapter.

Specifying text attributes

Select Text toolbox options to specify text attributes.

The Text toolbox contains the following options:



Text Direction

Select a text display direction:

- [Across] - left to right
- [Down] - top to bottom
- [Back] - right to left
- [Up] - bottom to top

Text - Inter-character/Inter-word Spacing

Select a display spacing option:



- [Inter-character] - justifies all text blocks by increasing or decreasing the amount of space between characters. This makes the form easier to read when converted to OGL, but takes longer for the form to print.



- [Inter-word] - justifies all text blocks by increasing or decreasing the amount of space between words.

These options are global features. Selected options apply to all text blocks on the form.



Text - Word Wrapping

Wraps text between the boundaries set in the [Column Width] option. You can also select the [Box Text] option and draw a visual box on your form to contain the text. Select this option when text is justified.

Text - Remove Redundant Spaces

Removes redundant spaces, relative shifts and carriage returns from text blocks that have the Text - Word Wrapping option selected.

Text - Split String

Splits a single block of text into two separate text blocks.

**Text - Justification**

Specify the justification for each text block: [Left Justification], [Center Justification], [Right Justification], or [Full Justification].

The [Wrap Text] and [Box Text] or [Column Width] options must be selected for text justification.

**Text - Positioning**

When the [Wrap text] option is selected, you can specify the vertical positioning of a text block: [Top], [Center] or [Bottom].

Use this option with [Text Justification] and [Box Text] to place text in nine positions within the box.

Text - Lines per Inch

Specify a vertical lines per inch (LPI) value by clicking on the up or down arrows or click in the numeric display box and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. This value you affects the current block of text and any subsequent blocks of text entered using the same font.

To return the lines per inch to the default for the current font, use the down arrow to decrease the LPI value to [0] or press .

**Text - Lines per Inch - ON/OFF**

Enables the Text - Lines per Inch option. Select this option a second time to disable this feature.

**Text - Color**

If supported by your printer, you can apply color to a text block. Color selection applies to the whole text block, rather than a single word.

Select a text color from the palette in the Color dialog box, then click on the [Close] button. The selected color displays in the bottom half of the icon.

To apply color to a text block:

1. **Select the [Color] option.**

The Color dialog box displays.

2. **Select a color, then click on [OK].**

3. **Position the cursor in the work area, then enter text.**

The selected color applies to entered text, and continues for all subsequent text blocks until you select another color.

To apply color to existing text blocks:

1. **Select the text to apply color to, then right-click.**

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

The Color dialog box displays.

3. **Select a color, then click on [OK].**

DocuTag/DataMerge - Data Tags - ON/OFF

Displays the Data Tagging dialog box which allows you to add data tags to forms for use with Elixir's DocuTag or DataMerge products. Select this option a second time to disable this feature.

See your *Elixir DocuTag User Guide* or *Elixir DataMerge User Guide* for more information on creating data tags and tag lists.



Column Width and Height

Specify the width and height for a text block by clicking on the up or down arrows or click in the numeric display boxes and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. Values that exceed the form limits are not accepted.

You must select the [Wrap] text option when using these options. When these options are set to [0.00], text entered is bound only by the width and height of the form.

Select the [Box Text] option along with these options to display a visual guide box with the width and height dimensions you specify.

Text - Draw Column Box Boundaries

Select this option after selecting the [Box Text] option to define column boundaries for text by drawing a visual box in the Work area. Place the cursor in the Work area and press and hold down the mouse button. Drag the box that displays and release the mouse button at the bottom right of the box. This box does not print.

Select the [Wrap Text] option to wrap text at the boundary of the text box defined by this option. Select the [Text Positioning] option to position text within the text box.

Text - Set Column Width/Height to Define Box - ON/OFF

Select this option when using the [Draw Text Box] or [Column Width] and [Column Height] options to enter text in predefined areas or "boxes." Select this option a second time to enter free text which is bound only by the width and height of the form.

Box boundaries are defined by entering values in the [Column Width] and [Column Height] options or by drawing a box manually using the [Draw Text Box] option.

Boxed Text/Free Text (toggle)

Elixiform allows you to enter text in predefined areas or "boxes." You can define the box boundaries by entering dimension values for the column height and width or by drawing a box manually.

To enter dimension values:



1. Select the [Box Text] option.

2. Enter values for the [Column Width] and [Column Height] options, then click in the work area.

A text box with the specified boundaries displays.

To draw a text box manually:



1. Select the [Box Text] option.
2. Select the [Draw Text Box] option.
3. Place the cursor in the Work area and hold down the mouse button.
4. Drag the box and release the button at the bottom right of the box.

This box is not the same as one you draw using the Box tool; rather, it is a visual aid for defining the column width and height for a text block only.

5. Select the [Wrap text] option, then select text positioning to [Top], [Center] or [Bottom].
6. Enter text in the box; press <Enter> to insert carriage returns and begin new paragraphs.
7. When finished entering text, right-click.

Font Type

Click on this button until the desired font type displays:

- [f] - Elixir-version fonts
- [T] - True Type fonts
- [a] - ATM fonts

Text - Add/Remove Font from List

Select a font action. The dialog box that displays depends on your selection in the [Font Type] option.

- [+] - displays the Add Fonts, Select True Type fonts, or Select ATM fonts dialog box; select a font(s) to add to the current Font List, then click on the [ADD] button

You can select the Elixir-version of the font to add (either .HDR or .FNT) from the drop-down list in the Add Fonts dialog box.

- [-] - displays the Replace Font, Select True Type Fonts, or Select ATM Fonts dialog box; select a font(s) to remove from the current Font List, then click on the [DEL] button. If the font is in use on the form, select a replacement font from the Replace Font dialog box.

Text - Load Font List/Merge Font List/Save Font List

Select a Font List action:



- [down arrow] - displays the Load Font List dialog box
- [double arrows] - displays the Merge Font List dialog box; add fonts to the current font list by loading another font list
- [up arrow] - displays the Save Font List dialog box; enter a new file name for the current font list, or rename an existing font list

Text - Soft Keyboard

Enters characters that are not available on a standard keyboard. See the "Text operations" chapter for more information on using the soft keyboard.



Font Preview Panel

Displays the fonts available in the current Font List. Click on the up or down arrow or use the scroll bar to scroll through the list to change the current font.

Fonts in use on a form are denoted by a diamond character to the left of the font name.

Font list

ElixiForm allows you to select a font from the current list or one loaded from a new list. You can also merge and save font lists.

ElixiForm has a limit of 16 fonts per form.

Selecting



When you open a new form, the current font list displays in the Font Preview Panel, with the current font selected.

A font list file (.LST) contains a listing of TrueType, ATM and Elixir-format screen font files, and is stored in the screen fonts directory defined in the Filing Options dialog box. During installation, the default screen fonts directory is `drive:\ELIXIR\FONTS\SCREEN\DEMO`.

When you open a new form, the default font list (DEFAULT.LST) displays in the Preview Panel of the Toolbox. This file is loaded into the Elixir screen fonts directory during installation.



The [Text - Load Font List/Merge Font List/Save Font List] option allows you to select a new font list or merge lists and save it with a new name.

Loading

To load a different font list:

1. **Select [down arrow] in the [Text - Load Font List/Merge Font List/Save Font List] option.**

The Load Font List dialog box displays.

2. **Select a font list file (.LST), then click on [OK].**

The font list displays in the Font Preview Panel.

3. **Select a font, then click on [OK].**

Merging

You can merge the current font list with other font lists, or add individual fonts from other lists.

To merge a font list with the current font list:

1. **Select [down arrow] in the [Text - Load Font List/Merge Font List/Save Font List] option.**

The Merge Font List dialog box displays.

2. **Select the font list to merge, then click on [OK].**

The fonts add to the current font list.

Customizing

You can create and save your own custom font lists for particular forms or groups of forms.

To save a custom font list:

1. **Click on the up arrow under the [Font List] option.**

The Save Font List dialog box displays.

2. **Enter a new or existing file name, then click on [OK].**

Adding fonts

To add fonts to the current font list:



1. **Click on the [Font Type] option until the desired font type (a=ATM, T=TrueType or f=Elixir) displays.**
2. **Select the [Add Font] ([+]) option.**

Depending on [Font Type] selected, either the Select ATM Fonts, Select TrueType Fonts or Add Fonts dialog box displays.

3. **Select the font to add, then click on [OK].**

Repeat these steps for each font type you want to add.

Removing fonts

To remove a font from the current list:

1. **Select the font name in the Font Preview Panel.**
2. **Click on [-].**

The font removes from the list. You cannot remove a font that is in use on your form.

You can also use <Ctrl> + <-> to delete all unused fonts from the list.

Entering non-standard characters

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

To type an extended character:

1. **Click in the Work area where you want the character to appear.**
2. **Select the [Soft Keyboard] option.**



The soft keyboard displays.

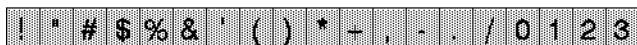


Figure 6-2. Soft Keyboard

3. **Select character(s) from the soft keyboard.**

The character(s) displays at the selected position.

4. **Select the [Soft Keyboard] option a second time, when finished.**

You can also access the non-standard keyboard characters by pressing <Alt> and entering the corresponding decimal value using the numeric keypad.

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

Importing text

ElixiForm allows you to import ASCII text as a complete file or as separate text blocks (separated by two carriage returns) from the directory specified in the Filing Options dialog box. Default is drive:\ELIXIR\TEXTS.

You can change the attributes of an imported text block by selecting the attributes from the Text tool before importing each block.

Before you import text, you must:

- Copy the ASCII file to the texts directory specified in the Filing Options dialog box
- Assign the ASCII file a .TXT extension
- Separate paragraphs (or text blocks) with two carriage returns

Importing complete text blocks

To import text as a complete block:

- 1. Select the Text tool in the Toolbox.**

The Text toolbox displays.

- 2. Select one of the following options:**

- [Locked text] - the text block loads directly below the previous block
- [Free text] - the text block loads wherever you click the screen pointer.

The Message area displays the current setting.

3. **Select text attributes option(s) in the Text toolbox.**
4. **Select [Text/Font Options] from the Options menu.**

The Text and Font Options dialog box displays.

5. **Deselect [Import Text Options - Separate paragraphs], then click on [OK].**
6. **Select [Import Text] from the File menu**

The Import Text dialog displays the files in the drive:\ELIXIR\TEXTS directory.

7. **Select the file you want to load, then click on [OK].**
8. **Press and hold the screen pointer to display the first text block.**
 - To scroll through the text blocks, continue holding down the mouse button.
 - To scroll to the previous text block, press <F3>.
 - To scroll to the next text block, press <F4>.
9. **Drag the text and release the left mouse button to place the first text block on the form.**
10. **Click to display and place the next text block.**
11. **Click on [OK] when done.**

When an ASCII file is imported, the complete file attaches to the cursor for positioning unless the [Import Text Options - Lock position] option is selected. In that case, the text file attaches to the previous cursor position in the Work area.

The selected font size and the amount of loaded text determines whether or not the whole ASCII file can fit on a form.

Importing text as separate blocks

To import text as separate blocks:

1. Select the Text tool in the Toolbox.

The Text toolbox displays.

2. Select one of the following options:

- [Locked text] - the text block loads directly below the previous block
- [Free text] - the text block loads wherever you click the screen pointer.

The Message area displays the current setting.

3. Select text attributes option(s) in the Text toolbox.

4. Select [Import Text] from the File menu

The Import Text dialog displays the files in the drive:\ELIXIR\TEXTS directory.

5. Select the file you want to load, then click on [OK].

6. Press and hold the screen pointer to display the first text block.

- To scroll through the text blocks, continue holding down the mouse button.
- To scroll to the previous text block, press <F3>.
- To scroll to the next text block, press <F4>.

7. **Drag the text and release the left mouse button to place the first text block on the form.**
8. **Click to display and place the next text block.**
9. **Click on [OK] when done.**

Importing text into a box

When importing text into a text box, you must define the text box size first. See the "Specifying text attributes" section for information about boxed text.

Text imported into a box does not retain original carriage returns. To maintain the original carriage returns, make sure the [Box Text] and [Wrap Text] options are deselected.

Data tags

Elixiform allows you to add, edit and view Data tags for use with DocuTag or DataMerge software.



See your *DocuTag User Guide* or *DataMerge User Guide* for detailed information.

Editing text

When editing text, the name of the font used to create the text highlights in the Font Preview Panel. You must select a text block before you can edit it.

To select a text block:



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

You can also change to select mode by right-clicking on the text. However, if you are still in add text mode, this right-click ends text entry; you must right-click again to change to select mode.

- 2. Place the cursor on the text block you want to edit, then right-click.**

The Text toolbox displays.

See the "Keyboard shortcuts" section for use when editing text.

Changing text attributes

To change the attributes of a selected text block, select Text toolbox icons. Each new attribute applies to the selected text block.

Changing fonts

To change the font in a text block:

- 1. Select the text block, then right-click.**

The Text toolbox displays.

- 2. Place the cursor at the beginning of the text block.**

- 3. Select a font from the Font Preview Panel.**

The new font applies to all text in the text block.

When you change the font as described above, a hidden control character adds before the changed text which contains font information. You can delete this character to change the text back to its original font.

Replacing fonts

To replace every occurrence of a font:

1. **Select the font to replace in the Font Preview Panel.**
2. **Select [-] in the [Text - Add/Remove Font from list] option.**

Depending on font type being replaced, the Select ATM font, Select TrueType font or Replace Font dialog box displays.

3. **Select a replacement font, then click on [OK].**

If the replacement font is not currently in use on the form, all occurrences of the font are replaced by the new font.

If you click on [-] and the font is not in use in the document, the font removes from the font list. See "Adding or removing a font" for more information on removing a font.

Applying multiple fonts to a text block

When editing text, the name of the font used to create the text highlights in the Font Preview Panel. If multiple fonts are used, the highlighted font changes as you place the cursor on different fonts.

All fonts in the text block must have the same orientation. To use a font with a different orientation, place the cursor at the beginning of the text block and apply the orientation to all fonts within the block.

To change a font location to the end of the text block:

1. **Select the text block, then right-click.**
2. **Place the cursor where you want the new font to start, then click.**

3. Select a font from the Font Preview Panel.

All text after the cursor changes to the selected font.

To change the font of a word or phrase in a text block:

- 1. Select the text block, then right-click.**
- 2. Select the word or phrase to change.**
- 3. Select a new font from the Font Preview Panel.**

The selected text displays in the new font.

Joining text

ElixirForm allows you to rejoin text separated during form conversion to .ELX format.

To join text:

- 1. Select [Text/Font Options] from the Options menu.**

The Text and Font Options dialog box displays.

- 2. Select a [Join Text Using] option: [Spaces], [Justify] or [Relative], then click on [OK].**

See the "ElixirForm defaults" chapter for information on the Text and Fonts Options dialog box.

- 3. Group the text you want to join.**

See the "ElixirForm basics" chapter for information about defining a group.

- 4. Select the [Join Text] option.**

The text in the group joins.

Splitting text

To split a text block into two separate blocks:

1. **Select the text block to split, then right-click.**

The Text toolbox displays.

2. **Place the cursor where you want to split the text.**
3. **Select the [Text - Split String] option in the Text toolbox.**

The text splits and the cursor displays in the upper left corner of the new text block.

See the "Moving text" section for information on repositioning the text block.

Moving text

You can move a text block either before or after entering text.

Manually

To manually move a text block:



1. **Select the Toolbox Select/Edit tool.**
2. **Select the direction for moving: [Horizontal only], [Vertical only] or [Free].**
3. **Select the text block to move.**

The cursor changes to a hand.
4. **Click and drag the text block to where you want it on the form.**
5. **Release the mouse button to accept the text position.**

Changing dimension coordinates

You can also move the text block by entering new dimension coordinates:



1. **Select the Toolbar Current Object - Start Coordinates area.**

If you cannot click on this area, select the line again, then right-click.

2. **Backspace over the current values or press the key to delete the current values, enter new coordinate values, then press <Enter>.**

The text adjusts to the new coordinates.

Copying text

To copy a text block:



1. **Select the Toolbox Select/Edit tool.**
2. **Select the Toolbox [Copy] option.**
3. **Select the direction for copying: [Horizontal only], [Vertical only] or [Free].**
4. **Select the text block to copy.**

Brackets appear around the text to show it is selected.



5. **Enter a value or click on the up or down arrows to select the number of copies between 1 and 99.**

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

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

7. **Release the mouse button at the desired location.**

The copies lock into position in the Work area.

Cutting, copying and pasting text

Elixiform uses hot-keys to cut and paste selected text.



To cut or copy and paste text:

1. **Select the Toolbox Select/Edit tool.**
2. **Right-click on the text block.**
3. **Select the text to be cut or copied.**
4. **Press <Ctrl> + <X> to cut text; press <Ctrl> + <C> to copy text.**
5. **Right-click to end text selection.**
6. **Select the Toolbox Text tool.**
7. **Click the cursor at the new location.**
8. **Press <Ctrl> + <V> to paste text.**

Deleting text

To delete text:

1. **Select the text block.**
2. **Press .**

The selected text block deletes.

To restore deleted text, immediately select [Undo] from the **Edit** menu, click on the Toolbar Undo icon or press <Ctrl> + <Z>.

Finding/replacing text

ElixirForm allows you to replace occurrences of word(s) on a form and to find text and non-standard keyboard characters.

Finding

To find text:

1. **Select [Find] from the Edit menu.**

The Find Text dialog box displays.

2. **Enter the text to find in the [Find Text] option, then click on the [Find] button.**

To find non-standard keyboard characters:

1. **Select [Find] from the Edit menu.**

The Find Text dialog box displays.

2. **Enter the decimal value (from the Windows character mapping table) of the character in the [Find Text] option, then click on the [Find] button.**

The Find Text dialog box contains the following options:

Find Text

Enter a search text string or select a previously-used one from the drop-down list.

Case Sensitive

Searches for text with the same capitalization as the text in the [Find Text] option.

Whole Words

Searches for complete words that match the text in the [Find Text] option.

For example, searching for “the” returns only “the” - not words containing “the”, such as “there”.

Find

Searches the open form for the text selected/entered in the [Find Text] option.

Cancel

Closes the Find Text dialog box.

Help

For future implementation.

Once a Find session has been performed, pressing <Ctrl> + <F3> finds the next occurrence of the searched for text; pressing <Ctrl> + <Shift> + <F3> finds the previous occurrence of the text.

Replace

To replace occurrences of a word:

1. Select [Replace] from the Edit menu.

The Replace Text dialog box displays.

2. Select/enter search and replace options, then click on the [Replace] or [Replace All] button.

The Replace Text dialog box contains the following options:

Find text

Enter a search text string or select a previously-used one from the drop-down list.

Replace by

Enter a replacement text string or select a previously-used one from the drop-down list.

Case Sensitive

Searches for text with the same capitalization as the text in the [Find text] option.

Whole Words

Searches for complete words that match the text in the [Find text] option.

For example, searching for “the” returns only “the” - not words containing “the”, such as “there”.

Replace

Replaces the current instance of the [Find text] option text with the [Replace by] option text.

Replace All

Replaces all instances of the [Find text] option text with the [Replace by] option text.

Cancel

Closes the Replace Text dialog box.

Help

For future implementation.

Spell checking

If installed, the Elixiform Spell Checker option allows you to identify misspelled words in your form.

Spell checking is not available for forms converted to Xerox format with [Optimize] selected on output, as optimization does not maintain the originally-entered text strings.

Setting defaults

To set spell check defaults:

1. **Select [Spell Check Options] from the Options menu.**

The Spell Check Options dialog box displays.

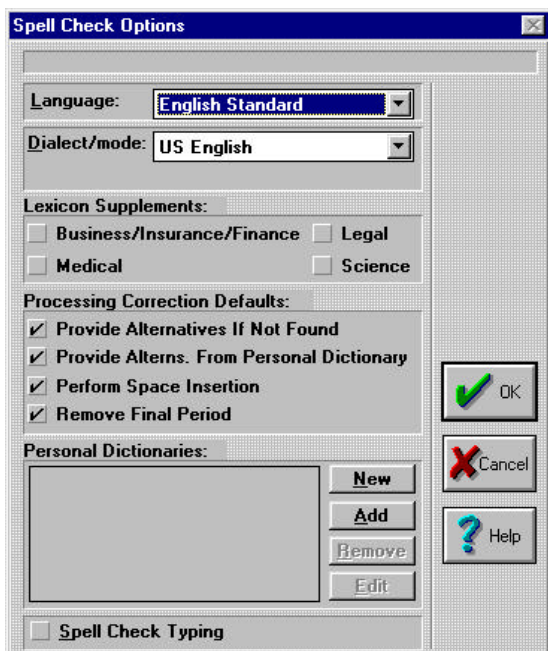


Figure 6-3. Spell Check Options dialog box

2. Select spell check options, then click on [OK].

The Spell Check Options dialog box contains the following options:

Language

Select the language to use from the drop-down list.

Dialect/mode

Select the dialect/mode for the selected language from the drop-down list.

Lexicon Supplements

Select a terminology dictionary:

- [Business/Insurance/Finance] - contains business, insurance, or financial terminology
- [Medical] - contains medical terminology

- [Legal] - contains legal terminology
- [Science] - contains scientific terminology

Processing Correction Defaults

These options are used only when errors are found:

- [Provide Alternatives If Not Found] - provides alternative words if a word is not found in the database
- [Provide Alterns. From Personal Dictionary] - provides alternative words from active personal dictionaries after alternatives from the active database are retrieved
- [Perform Space Insertion] - inserts spaces between incorrectly spaced words; For example, the string "andthe" is corrected to "and the".
- [Remove Final Period] - strips the final period from a word before it is submitted for correction

Personal Dictionaries

Displays the dictionary files (*.RD) available for use.

New

Enter a name for the new personal dictionary in the Create Personal Dictionary dialog box.

Add

Select an existing personal dictionary (*.?D) dictionary to add to the Personal Dictionaries field in the Add Personal Dictionary dialog box.

Remove

Removes the selected dictionary from the Personal Dictionaries field.

Edit

Edits entries in the dictionary selected in the Personal dictionaries field.

Click on the [Add], [Delete], or [Replace] button to perform the appropriate action for the word that displays in the Edit word field in the Edit Personal Dictionary dialog box.

Spell Check Typing

Activates the spell check option after a word is typed. Once a word is entered and the space bar is depressed, the word is spell checked.

Using the Spell Checker

The Spell Checker checks all text in the current form for misspelled words.

To use the Elixiform Spell Checker:

1. Click on the Toolbar Spell Check icon.

If Spell Checker does not recognize a word, the Spell Check dialog box displays. The unrecognized word displays in the [Edit] option; the possible correct word displays in the [Guess] option.

2. If the word displayed in the [Guess] option is not correct, select an alternative word from the drop-down list.**3. If the word is not found in the drop-down list, place cursor in the [Edit] option, backspace over the misspelled word, then enter the correct spelling.****4. Select one of the following options:****Replace**

Replaces the misspelled word with the [Edit] option text.

Replace All

Replaces all instances of the misspelled word with the [Edit] option text.

Ignore

Ignores the first occurrence of the text in the [Edit] option.

Ignore All

Ignores all occurrences of the text in the [Edit] option.

Stop

Stops spell checking and closes the Spell Check dialog box.

A 'beep' indicates when a spell check operation completes.

Depending on your version of Elixiform, you can place Elixir-format two-tone color, full-color, and black-and-white images into your form.

Screen versions of images have .LW8 extensions and reside in the *drive:\ELIXIR\PICS\SCREEN* directory. Printer versions of images have .LP3 extensions and reside in the *drive:\ELIXIR\PICS\PRINTER* directory.

See the *Elixiform Graphics User Guide* for more information about creating Elixir-format images.

Loading an image

You can load a maximum of 16 images or logos to a form. The size allowed for an image depends upon the amount of available Windows memory and the capability of your printer.



To add an image to your form:

- 1. Select the Image tool in the Toolbox.**

The Image toolbox displays.

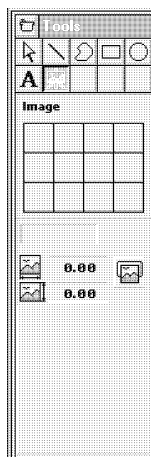


Figure 7-4. Image toolbox

If an image is already loaded, the image name, coordinates, and an image preview also display.



2. Select the Toolbox [Load Image] option.

The Load Image dialog box displays.

3. Select an image, then click on [OK]

4. Press and hold the mouse button.

The image attaches to the screen pointer.

5. Position the image on the form, then release the mouse button.

The image locks into place.

Foreground and background colors

Although colors may display on the screen, the foreground and background color options do not apply to all Elixiform products. For more information about color and your printer, see the appropriate appendix for your printer.

Editing images

Editing images in Elixiform is limited to changing the background and foreground color of the image for users with printers that support color printing.

Changes to the actual image must be done using Elixigraphics. See the *Elixigraphics User Guide* for more information about creating Elixir-format images.

Changing image colors

To change the background and foreground color of an image:



1. **Select the Select/Edit tool in the Toolbox.**
2. **Right-click on the image to edit.**

The Image toolbox displays.



3. **Select the [Color] option.**

The Color dialog box displays.

4. **Perform one of the following:**
 - Click on a color to change the foreground color.
 - Right-click on a color to change the background color.

Moving an image

You can move an image on your form either manually or by entering new position coordinates.

Manually

To move an image manually:



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

2. **Select the image to move.**



3. **Select the direction for moving: [Horizontal only], [Vertical only] or [Free].**

4. **Click and drag the image to the new location.**

5. **Release the mouse button**

The image locks into position.

Changing dimension coordinate

To move an image by entering new dimension coordinates:



1. **Select the Toolbar Current Object - Start Coordinates area.**

If you cannot click on this area, select the line again, then right-click.

2. **Backspace over the current values or press the key to delete the current values, enter new coordinate values, then press <Enter>.**

The image moves to the new coordinates.

Copying an image

To copy an image:



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

2. **Select the image to copy.**

Boxes appear around the image when selected.



3. **Select the Toolbox [Copy] option.**



4. **Click on the up and down arrow to specify number of copies.**



5. **Select the direction for copying: [Horizontal only], [Vertical only] or [Free].**

6. **Click and drag the image in the direction you want the duplicate images to display.**

7. **Release the mouse button to lock the images in place.**

Deleting an image

To delete an image:

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

2. **Select the image you want to delete, then press .**

To immediately undo the delete operation, either click on the Toolbar Undo icon or select [Undo] from the **Edit** menu

HighLight color printers

This chapter describes options that apply to Elixiform supplied with the HighLight Option and Plus products. These options affect the application of colors to form elements and printing forms on Xerox HighLight Color Laser Printing System printers (4850 and 4890).

How colors print

Xerox HighLight Color printers use proprietary technology to print with black plus one other color (red, green, or blue dry ink toners) and white (the paper color). These printers are also full black-and-white printers.

Highlight color printing is the process of printing dots of primary colors very close to each other. Only one primary color toner may be used in the printer at any time. The printer's highlight color capability allows it to produce the black and the second color in their pure form, and also to produce tints and shades of these primary colors.

The pure colors are called *hues* or *highlight colors*. To print different *shades* of a color, black dots are added during printing. The higher the density of black dots, the darker the shade. To print different *tints* of a color, less color pixels are applied to the paper, which increases the white component. The lower the density of the color pixels, the lighter the tint. The different combinations of color and black dots and white paper produce different shades and tints of a color. These shades and tints (including the pure highlight color) are specified in a printer palette.

Similarly, the different shades and tints of a color that can be used for creating and displaying form elements on a screen are described in a PC palette.

Color palettes

This section describes PC palettes, their relationship to Xerox HighLight Color printer palettes, and how to create and print color form elements.

Xerox catalog

Xerox HighLight Color printers use XEROX and XEROX1 catalogs. The XEROX catalog contains the RED, BLUE and GREEN palettes, and is used on the 4850 or the 4890 printer. The XEROX1 catalog contains the RED1, BLUE1 and GREEN1 palettes and is used on the 4890 printer.

See the following section for information about printer palettes.

Xerox printer palettes

The colors that can be used for printing on a Xerox HighLight Color printer are defined in a printer palette. The printer palette file name can contain up to 15 characters.

A printer palette contains more than 100 ink names (colors). Each color is described by a combination of a highlight color toner (pure red, blue, or green) with black ink and white (paper color) which defines the shade and tint of the color.

ElixiForm supports the following printer palettes on the 4850 and 4890 printers: RED, GREEN, and BLUE, and supports the following printer palettes on the 4890 printer: RED1, GREEN1 and BLUE1. See the "Printer/PC palette values tables" section in this chapter for more information.

The *tint* of a color is determined by the density of the highlight color toner dots (pixels) on paper. 100% density corresponds to the pure highlight color and 0% corresponds to white. Decreasing the density produces lighter tints of the highlight color.

The *shade* of a color is determined by the density of black ink dots mixed with the color.

For example, the color R17 in the RED printer palette is defined as follows: R17 =17 0.

The first number after the color name is the color density and shows 17% of full saturation. When printing, 17% of the area to be colored contains highlight color dots, which produces a lighter tint of the color.

The second number is the darkness or black component of the color. In the example, none of the area to be printed in color will contain black dots.

PC palette

To create an Elixir form that can be converted and printed on a HighLight Color printer, a pattern file corresponding to the printer palette, described in the "Xerox printer palettes" section, must exist on the PC as follows:

- The PC patterns are in *drive*:\ELIXIR\DESKTOP\SYSTEM\PATTERNS\, where *drive*: is the hard disk drive where ElixirForm is installed. The files that contain the way these patterns display in ElixirForm have .INK extensions.
- The PC patterns are ASCII files that contain a list of ink names.

Applying highlight color to a form

You can apply only black and the selected highlight color to lines, images and text. Patterns are used only to fill boxes.

The [Color] and [Fill] options in the Toolbox display the selected color.

Lines, box borders, text and images

To apply a highlight color to lines, box borders, text and images:

1. **Pull down the Options menu and select [Page Properties].**

The Page Properties dialog box displays.

2. **Make sure the [HighLight Color], [Catalog], [Printer palette] and [Ink dominance] options are selected.**

See the "Elixiform defaults" chapter for more information about the Page Properties dialog box and options.

3. **Click on [OK].**
4. **Select the Line, Box, Text or Image tool to display the Toolbox.**



5. **Select the [Color] option.**

The color palette displays black and the selected highlight color.

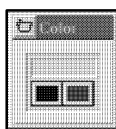


Figure HLC-1. Color palette.

6. **Select either black or the highlight color to apply to any lines, box borders or text you create on the form.**

See the "Graphics" section in this chapter for information about highlight color images.

You can replace all occurrences of the highlight color by selecting another highlight color in the Page Properties dialog box. However, only one highlight color can be used per form.

Box fills

ElixiForm allows you to fill a box with black, a highlight color or a pattern.

All highlight color patterns available on HighLight Color printers are supplied with ElixiForm and are installed in the *drive:\ELIXIR\DESKTOP\SYSTEM\PATTERNS* sub-directory.

To fill a box:



1. **Select the Box tool in the Toolbox.**

To change the fill pattern of an existing box, select the box then click on the selected box with the right mouse button.



2. **Select the [Pattern] option in the Toolbox.**

The local pattern palette displays.

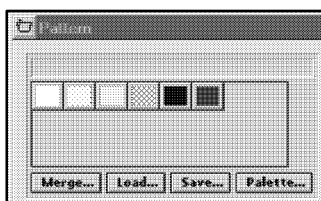


Figure HLC-2. Local pattern palette

3. **Click on [Palette].**

The remote pattern palette displays.

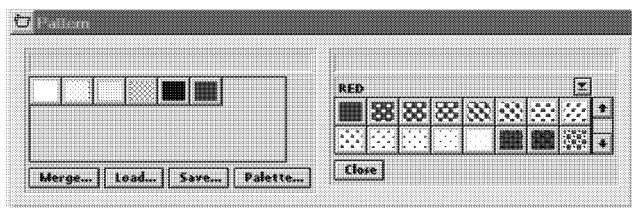


Figure HLC-3. Remote pattern palette

4. Click on the down arrow and select the highlight color palette.
5. Click on the patterns you want to use in your form. You can also drag and drop the patterns from the remote palette to the local palette.

The patterns are copied to the local palette.

6. If you want to use a previously saved palette, select [Load] to replace the current palette or [Merge] to merge with the current palette, and select a palette from the Load or Merge Pattern Palette dialog box.

The patterns display in the local palette.

7. Select a pattern for the box fill.
8. Place the cursor in the work area and draw a box.

If an existing box is selected, the fill pattern of that box changes when you select a new pattern.

If you want a pattern filled box without a border, set the [Border Width] option to [0].

If you want to draw a box without a fill, select the [Hollow] option in the local palette.

The palette is saved with your form when you select [Save].

To remove a pattern from the local pattern palette, click on a pattern and press .

Replacing box fills

Elixiform allows you to replace patterns in the local pattern palette by dragging and dropping patterns from the local or remote pattern palette windows. If the pattern is in use on the form, all elements using that pattern are replaced with the replacement pattern.

To replace a pattern in the local pattern palette:



1. Select the [Pattern] option.

The local pattern palette displays.

2. If you are replacing a pattern with a pattern from the remote palette, click on [Palette].

The remote pattern palette displays.

3. Select the pattern you want to use from the local or remote pattern palette, and drag and drop it on top of the pattern you want to replace.

Note that you cannot replace the predefined black or highlight color.

4. If the pattern is currently in use on your form, you are prompted to confirm that you want to replace all occurrences of that pattern with the new pattern.

Note that if you use a pattern in your local palette to replace another pattern in your local palette, the total number of patterns in the palette is reduced.

If you drag a pattern from the remote palette to the local palette and do not drop it on another pattern, the pattern from the remote palette is simply added to your local palette.

Saving a local palette

If you want to save the local palette for use in another form, click on [Save] in the local palette. The Save Pattern Palette dialog box displays. Enter a name for the palette and click on [OK].

Loading a previously saved palette

To use a previously saved palette, select [Load] to replace the current palette or select [Merge] to merge the previously saved palette with the current palette, and then select a palette from the Load or Merge Pattern Palette dialog box.

Displaying color forms

If you have a color VGA monitor, all color elements display the colors applied to them. If you have a monochrome monitor, color elements display in black (note that on a monochrome monitor, Elixiform displays the name of a loaded color form with an asterisk * next to the form name).

Displaying selected elements only

To alternately display all elements, only black elements, or only color elements, press <Alt> + <F9>. <Alt> + <F9> is a three-way toggle that allows you to display elements selectively.

Graphics

The following section provides information for using graphics in a highlight color form.

Adding color to black-and-white graphics

If the graphic on your form is black-and-white, you can set the foreground to a highlight color.

To add a highlight color to a black-and-white graphic:

1. **Click on the graphic with the right mouse button.**

The graphic is selected and the Image toolbox displays. (If the Image toolbox does not display, click on the image again with the right mouse button).



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

The color palette displays the pure highlight colors.

3. **Select a color.**

The foreground color changes to the selected color.

Converting color graphics to .LGO and .IMG

If your form contains graphics, you must convert each Elixir-format graphic to either a Xerox format logo (.LGO) or to a Xerox format image (.IMG) and include it with the converted form. You can convert the form to either .FSL or .FRM formats. Converting the form to .FRM format saves you having to compile the .FSL source file on the printer.

This section assumes you are familiar with using ElixGraphics with highlight color. See the *ElixGraphics User Guide* for more information.

The color (two-plane) Elixir graphic you import into a form contains graphic components in black and color planes.

The foreground color and background color options correspond to the black and color planes in the graphic (one of them is always black).

If the PC palettes used to create the graphic and the form are the same, the background and foreground colors correspond to the black and color planes used in creating the graphic. If the palettes are different, the color displayed is the color in the ElixForm palette that corresponds to the position of the highlight color in the ElixGraphics palette.

For example, assume that the highlight color used for the color plane in ElixGraphics is RED and is the 6th color in the ElixGraphics palette (R17). When you load the graphic in ElixForm, the color displayed in the submenu will be the 6th color in the ElixForm palette. Note that if there is no corresponding position in the ElixForm palette the color will print as black.

You can change the colors within the plane by clicking on the patterns as long as either the foreground or background color is set to black; the other can be any color in the PC palette. You can also switch the black plane to color as long as you also switch the color plane to black.

To change the color of the graphic color plane (for example from RED to BLUE), select a different palette.

You can also change the color to any of the colors listed in the current PC palette and display it on the screen (if you have a color VGA monitor), but the color portion of the graphic will print using only the pure highlight color toner.

If you change the color of a graphic on a form and convert the graphic to .LGO format, the form will not print correctly. When changing the color, always convert the graphic to .IMG format.

To add different shades and tints of color to the graphic, use ElixGraphics to add textures to the graphic by loading one of the highlight color patterns. Each pattern contains ink names (textures) which you can apply to the graphic. See the *ElixGraphics User Guide* for more information.

Paper sizes

Xerox Highlight Color printers support printing on 8.5 x 11 inches, 8.5 x 14 inches, and A4 (8.27 x 11.69 inches) paper.

Proof printing on full color printers

You can proof print highlight color forms on the 4700 full color printer using the HighLight Color Replicant Palettes for the 4700. However, the highlight color used in images may not look identical to the highlight color used in lines, boxes or text.

See the "4700 Printers" chapter for more information.

Printer/PC palette values tables

The following tables list the colors (inks) in the RED, GREEN, BLUE, RED1, GREEN1 and BLUE1 color palettes used on Xerox HighLight Color printers. Highlight color tint and shade values are listed for the colors in each printer palette, and RGB percentage values are listed for the corresponding RED, GREEN, BLUE, RED1, GREEN1 and BLUE1 PC color palettes. The RGB value information applies to PC palettes only, and is included as a guideline to help users calibrate their PC palette RGB values so screen colors emulate printed colors as closely as possible.

The PC palettes supplied with HighLight Option, and Plus products are written to:
`drive:\ELIXIR\DESKTOP\SYSTEM\PATTERNS`

- The first column is the color (or ink) name.
- The second column, *tint*, is the highlight color density percentage, and corresponds to the tint (lightness) of a highlight color. The number is the percentage of the color area covered with highlight color pixels.
- The third column, *shade*, is the percentage of the color area covered with black pixels, and corresponds to the shade (darkness) of a highlight color.

- The fourth, fifth, and sixth columns for PC palettes are the red (*R*), green (*G*), and blue (*B*) percentage values of the brightest screen colors (100%), which when combined produce screen versions of each palette color.

Inks for the XEROX (4850) catalog contain the color initial (R=Red, B=Blue, G=Green) reference with the percentage and the Black (K=Black) reference with the percentage i.e. R47K53, B22K33, G10K15. The full call out for the ink is written: XEROX.RED.R47K53.

Inks for the XEROX1 (4890) catalog contain the percentage of HLC (not specific to the color H=highlight color percentage) and the black reference. The only way you know what HLC is being called out is by the rest of the reference i.e. XEROX1.RED.H47K53, XEROX1.BLUE.H22K33, XEROX1.GREEN.H10K15.

XEROX RED Palette: printer/PC values					
Color Name	tint	shade	R	G	B
K0	0	0	100	100	100
K1	0	1	99	99	99
K3	0	3	97	97	97
K9	0	9	91	91	91
K15	0	15	85	85	85
K23	0	23	77	77	77
K34	0	34	66	66	66
K45	0	45	55	55	55
K55	0	55	45	45	45
K65	0	65	35	35	35
K74	0	74	26	26	26
K84	0	84	16	16	16
K90	0	90	10	10	10
K95	0	95	5	5	5
K100	0	100	0	0	0
R1K94	1	94	6	5	5
R1K92	2	92	8	6	6
R3K86	3	86	14	11	11
R4772	4	72	28	24	24
R4K80	4	80	20	16	16
R4K82	4	82	18	14	14
R6K51	6	51	49	43	43
R6K61	6	61	39	33	33
R6K89	6	89	11	5	5
R8K19	8	19	81	73	73
R8K31	8	31	69	61	61
R8K42	8	42	58	50	50
R9K62	9	62	38	29	29
R9K72	9	72	28	19	19
R10	10	0	100	90	90
R10K7	10	7	93	83	83
R10K22	10	22	78	68	68
R11K2	11	2	98	87	87
R11K48	11	48	52	41	41
R11K82	11	82	18	7	7
R12K4-0	12	40	60	48	48

XEROX RED Palette: printer/PC values					
Color Name	tint	shade	R	G	B
R12K77	12	77	23	11	11
R13K18	13	18	82	69	69
R14K28	14	28	72	58	58
R15K21	15	21	79	64	64
R15K67	15	67	33	18	18
R16K1	16	1	99	83	83
R17	17	0	100	83	83
R17K7	17	7	93	76	76
R17K73	17	73	27	10	10
R17K75	17	75	25	8	8
R18K57	18	57	43	25	25
R21K45	21	45	55	34	34
R22K1	22	1	99	77	77
R24K27	24	27	73	49	49
R25K5	25	5	95	70	70
R25K18	25	18	82	57	57
R25K63	25	62	38	13	13
R25K64	25	64	36	11	11
R27K56	27	56	44	17	17
R28K59	28	59	41	13	13
R29K57	29	57	43	14	14
R32K1	32	1	99	67	67
R32K46	32	46	54	22	22
R32K50	32	50	50	18	18
R33	33	0	100	67	67
R34K3	34	3	97	63	63
R34K37	34	37	63	29	29
R36K43	36	43	57	21	21
R37K27	37	27	73	36	36
R38K18	38	18	82	44	44
R40K1	40	1	99	59	59
R40K37	40	37	63	23	23
R41K4	41	4	96	55	55
R43	43	0	100	57	57
R43K33	43	33	67	24	24
R44K23	44	23	77	33	33

XEROX RED Palette: printer/PC values					
Color Name	tint	shade	R	G	B
R44K41	44	41	59	15	15
R48K3	48	3	97	49	49
R5-K14	50	14	86	36	36
R50K28	50	28	72	22	22
R52	52	0	100	48	48
R52K20	52	20	80	28	28
R52K33	52	33	67	15	15
R57K1	57	1	99	42	42
R59	59	0	100	41	41
R59K11	59	11	89	30	30
R60K23	60	23	77	17	17
R61K17	61	17	83	22	22
R66K11	66	11	89	23	23
R66K22	66	22	78	12	12
R69K2	69	2	98	29	29
R70	70	0	100	30	30
R72K13	72	13	87	15	15
R73K13	73	13	87	14	14
R75K2	75	2	98	23	23
R76	76	0	100	24	24
R76K13	76	13	87	11	11
R80	80	0	100	20	20
R85	85	0	100	15	15
R86K2	86	2	98	12	12
R91	91	0	100	9	9
R100	100	0	100	0	0

XEROX GREEN Palette: printer/PC values					
Color Name	tint	shade	R	G	B
K0	0	0	100	100	100
K1	0	1	99	99	99
K3	0	3	97	97	97
K9	0	9	91	91	91
K15	0	15	85	85	85
K23	0	23	77	77	77
K34	0	34	66	66	66
K45	0	45	55	55	55
K55	0	55	45	45	45
K65	0	65	35	35	35
K74	0	74	26	26	26
K84	0	84	16	16	16
K90	0	90	10	10	10
K95	0	95	5	5	5
K100	0	100	0	0	0
G1K94	1	94	5	6	5
G2K82	4	80	14	18	14
G2K85	4	82	14	18	14
G2K87	3	86	11	14	11
G2K92	2	92	6	8	6
G3K35	8	31	61	69	61
G3K45	8	42	50	58	50
G3K53	6	51	43	49	43
G3K66	6	61	33	39	33
G3K73	4	72	24	28	24
G4K19	8	19	73	81	73
G4K24	10	22	68	78	68
G4K89	6	89	5	11	5
G5	10	0	90	100	90
G5K5	11	2	87	98	87
G5K10	10	7	83	93	83
G5K66	9	62	29	38	29
G6K76	9	72	19	28	19
G7K24	15	21	64	79	64
G7K50	11	48	41	52	41
G8K17	13	18	69	82	69

XEROX GREEN Palette: printer/PC values					
Color Name	tint	shade	R	G	B
G8K29	14	28	58	72	58
G8K83	11	82	7	18	7
G9	17	0	83	100	83
G9K41	12	40	48	60	48
G9K77	12	77	11	23	11
G11K1	16	1	83	99	83
G11K7	17	7	76	93	76
G12K67	15	67	18	33	18
G13K60	18	57	25	43	25
G13K75	17	73	10	27	10
G13K777	17	75	8	25	8
G16K5	25	5	70	95	70
G16K28	24	27	49	73	49
G16K39	22	37	41	63	41
G16K44	21	45	34	55	34
G17K1	22	1	77	99	77
G17K19	25	18	57	82	57
G19	23	0	77	100	77
G20K60	27	56	17	44	17
G21K63	25	62	13	38	13
G22	33	0	67	100	67
G22K64	25	64	11	36	11
G24K58	29	57	14	43	14
G24K61	28	59	13	41	13
G25K1	32	1	67	99	67
G25K52	32	50	18	50	18
G26K3	34	3	63	97	63
G26K46	32	46	22	54	22
G27K20	38	18	44	82	44
G27K26	37	27	36	73	36
G28K37	34	37	29	63	29
G21K43	36	43	21	57	21
G33	43	0	57	100	57
G33K1	40	1	59	99	59
G33K2	41	4	55	96	55
G33K41	40	37	23	63	23

XEROX GREEN Palette: printer/PC values					
Color Name	tint	shade	R	G	B
G35K35	43	33	24	67	24
G36K23	44	23	33	77	33
G37K43	44	41	15	59	15
G41	52	0	48	100	48
G42K2	48	3	49	97	49
G42K14	50	14	36	86	36
G43K30	50	28	22	72	22
G45K20	52	20	28	80	28
G48	59	0	41	100	41
G48K2	57	1	42	99	42
G42K12	59	11	30	89	30
G49K33	52	33	15	67	15
G52K18	61	17	22	83	22
G56K22	60	23	17	77	17
G59K12	66	11	23	89	23
G62	70	0	30	100	30
G62K24	66	22	12	78	12
G63K1	69	2	29	98	29
G66K16	72	13	15	87	15
G67K2	75	2	23	98	23
G72	76	0	24	100	24
G73K16	76	13	11	87	11
G76K9	73	13	14	87	14
G80	80	0	20	100	20
G84K7	86	2	12	98	12
G86	85	0	15	100	15
G94	91	0	9	100	9
G100	100	0	0	100	0

XEROX BLUE Palette: printer/PC values					
Color Name	tint	shade	R	G	B
K0	0	0	100	100	100
K1	0	1	99	99	99
K3	0	3	97	97	97
K9	0	9	91	91	91
K15	0	15	85	85	85
K23	0	23	77	77	77
K34	0	34	66	66	66
K45	0	45	55	55	55
K55	0	55	45	45	45
K65	0	65	35	35	35
K74	0	74	26	26	26
K84	0	84	16	16	16
K90	0	90	10	10	10
K95	0	95	5	5	5
K100	0	100	0	0	0
B1K96	1	94	5	5	6
B2K20	8	19	73	73	81
B2K93	2	92	6	6	8
B3K75	4	72	24	24	28
B3K83	4	80	16	16	20
B3K85	4	82	14	14	18
B3K88	3	86	11	11	14
B4K65	6	61	33	33	39
B5K25	10	22	68	68	78
B5K42	8	42	50	50	58
B5K50	6	51	43	43	49
B5K90	6	89	5	5	11
B6	10	0	90	90	100
B6K32	8	31	61	61	69
B6K75	9	72	19	19	28
B8K3	11	2	87	87	98
B8K7	10	7	83	83	93
B9K17	13	18	69	69	82
B9K71	9	62	29	29	38
B11K38	12	40	48	48	60
B11K48	11	48	41	41	52

XEROX BLUE Palette: printer/PC values					
Color Name	tint	shade	R	G	B
B12	17	0	83	83	100
B12K21	15	21	64	64	79
B12K29	14	28	58	58	72
B12K83	11	82	7	7	18
B13K77	12	77	11	11	23
B15K68	15	67	18	18	33
B16K1	16	1	83	83	99
B16K4	17	7	76	76	93
B16K77	17	75	8	8	25
B18K59	18	57	25	25	43
B18K75	17	73	10	10	27
B19K51	24	27	49	49	73
B20K45	21	45	34	34	55
B22K36	22	37	41	41	63
B23	23	0	77	77	100
B23K3	25	5	70	70	95
B24K18	25	18	57	57	82
B25K1	22	1	77	77	99
B27K62	25	62	13	13	38
B27K64	25	64	11	11	36
B28K56	27	56	17	17	44
B29K60	29	57	14	14	43
B30	33	0	67	67	100
B31K61	28	59	13	13	41
B34K1	32	1	67	67	99
B34K2	34	3	63	63	97
B34K44	32	46	22	22	54
B34K51	32	50	18	18	50
B37K33	34	37	29	29	63
B38	43	0	57	57	100
B38K17	38	18	44	44	82
B38K23	37	27	36	36	73
B39K40	36	43	21	21	57
B42K40	40	37	23	23	63
B43K1	40	1	59	59	99
B45K1	41	4	55	55	96

XEROX BLUE Palette: printer/PC values					
Color Name	tint	shade	R	G	B
B45K31	43	33	24	24	67
B49K1	48	3	49	49	97
B49K19	44	23	33	33	77
B49K2	44	41	15	15	59
B51	52	0	48	48	100
B51K14	50	14	36	36	86
B54K27	50	28	22	22	72
B58K17	52	20	28	28	80
B59	59	0	41	41	100
B61K32	52	33	15	15	67
B63K1	57	1	42	42	99
B64K10	59	11	30	30	89
B67K22	60	23	17	17	77
B69K14	61	17	22	22	83
B74	70	0	30	30	100
B75K11	66	11	23	23	89
B76K2	69	2	29	29	98
B76K22	66	22	12	12	78
B82K14	72	13	15	15	87
B83	76	0	24	24	100
B83K17	76	13	11	11	87
B85K1	75	2	23	23	98
B87K8	73	13	14	14	87
B89	80	0	20	20	100
B91K9	86	2	12	12	98
B96	85	0	15	15	100
B98	91	0	9	9	100
B100	100	0	0	0	100

XEROX1 RED Palette: printer/PC values			
Color Name	R	G	B
H0K0	100	100	100
H100	91	0	1
H12	97	79	81
H12K1	98	75	77
H12K3	94	72	74
H12K61	19	11	12
H13K6	89	64	66
H13K73	11	5	6
H16	99	75	77
H16K1	98	69	71
H16K15	73	48	50
H16K24	59	36	38
H16K9	77	53	54
H17K19	65	42	44
H19K3	95	63	65
H19K30	51	30	32
H20K10	82	51	53
H20K39	40	22	23
H20K51	27	12	13
H20K6	90	57	59
H23	99	62	65
H23K1	98	60	63
H23K58	21	7	8
H24K15	72	39	41
H26K3	95	54	57
H27K6	89	48	51
H30K	100	54	57
H30	98	54	57

XEROX1 RED Palette: printer/PC values			
Color Name	R	G	B
H30K1	80	39	42
H30K10	59	25	27
H30K23	26	7	8
H32K19	65	29	31
H32K28	50	19	21
H32K3	96	47	50
H33K40	39	13	14
H35K15	73	30	33
H35K43	34	9	10
H38	100	45	48
H38K1	99	42	46
H38K30	46	14	16
H39K17	67	25	27
H39K21	61	21	23
H4	98	89	90
H40K5	91	37	40
H41K9	84	31	34
H43K3	96	37	40
H44K30	47	12	13
H45	100	36	40
H46K12	78	25	28
H46K22	58	15	16
H46K4	91	33	36
H48K15	71	20	22
H48K24	54	11	13
H48K8	84	26	28
H49K1	99	33	36
H4K1	96	87	88
H4K13	74	65	67
H4K18	65	58	59
H4K25	61	54	55
H4K3	93	83	84
H4K33	47	41	42
H4K42	37	32	33
H4K52	27	23	24
H4K6	88	79	80
H4K9	76	70	71
H52K12	75	19	21

XEROX1 RED Palette: printer/PC values			
Color Name	R	G	B
H52K3	96	27	30
H53K15	71	14	17
H54K1	98	28	31
H54K4	92	24	27
H56K19	62	11	13
H58	99	25	29
H59K2	96	22	25
H5K62	19	16	17
H62K7	86	16	18
H64K11	76	12	15
H68K4	91	15	17
H69	98	19	21
H69K1	97	16	19
H69K11	76	8	10
H69K2	94	15	17
H6K79	8	5	6
H70K6	83	10	12
H73	97	14	17
H76K3	91	9	11
H77K1	96	10	12
H77K5	85	7	9
H7K73	11	8	9
H8	99	81	83
H80K2	91	7	9
H82	95	10	12
H82K1	94	7	9
H82K3	90	6	8
H86K2	83	4	5
H89K1	93	4	5
H8K1	97	82	83
H8K13	74	60	62
H8K18	68	54	56
H8K3	93	77	79
H8K6	88	71	74
H8K9	77	65	66
H90	94	4	6
H9K25	56	45	46
H9K32	49	38	39

XEROX1 RED Palette: printer/PC values			
Color Name	R	G	B
H9K42	36	27	29
H9K51	28	21	22
K1	98	98	98
K100	0	0	0
K13	74	74	74
K18	64	64	64
K25	57	57	57
K3	93	93	93
K33	44	44	44
K42	35	35	35
K52	25	25	25
K6	88	88	88
K64	17	17	17
K73	10	10	10
K86	5	5	5
K9	82	82	82

XEROX1 GREEN Palette: printer/PC values			
Color Name	R	G	B
H0K0	100	100	100
H100	0	52	21
H12	78	94	86
H12K1	76	92	84
H12K3	71	88	79
H12K61	18	23	20
H13K6	68	83	75
H13K73	12	16	14
H16	73	92	82
H16K1	71	90	81
H16K15	51	67	59
H16K24	40	54	47
H16K9	60	78	69
H17K19	45	59	52
H19K3	63	86	74
H19K30	35	49	42
H20K30	51	72	61
H20K39	25	36	30
H20K51	18	27	22
H20K6	57	80	68
H23	64	88	76
H23K1	63	87	74
H23K58	13	21	16
H24K15	44	63	53
H26K3	53	81	66
H27K6	49	77	62
H30	55	84	69
H30K1	51	82	66
H30K10	41	68	53
H30K23	28	49	37
H30K52	13	24	18
H32K19	32	54	42
H32K28	22	42	31
H32K3	45	77	59
H33K40	18	33	25
H35K15	33	60	45
H35K43	14	29	21

XEROX1 GREEN Palette: printer/PC values			
Color Name	R	G	B
H38	46	81	62
H38K1	42	79	58
H38K30	19	38	28
H39K17	28	54	40
H39K21	23	47	33
H4	92	98	95
H40K5	38	72	53
H41K9	33	65	47
H43K3	32	73	50
H44K30	14	36	24
H45	39	78	56
H46K12	28	61	42
H46K22	17	44	28
H46K4	30	69	47
H48K15	23	54	36
H48K24	16	41	27
H48K8	25	63	42
H49K1	30	73	49
H4K1	89	96	93
H4K13	70	75	73
H4K18	61	65	63
H4K25	55	60	58
H4K3	86	92	89
H4K33	44	48	47
H4K42	34	37	36
H4K52	28	31	30
H4K6	81	87	84
H4K9	77	83	80
H52K12	21	56	36
H52K3	25	69	44
H53K15	16	49	31
H54K1	26	71	46
H54K4	23	66	42
H56K19	13	45	27
H58	26	71	46
H59K2	20	66	40

XEROX1 GREEN Palette: printer/PC values			
Color Name	R	G	B
H5K62	21	23	22
H62K7	16	58	34
H64K11	15	53	31
H68K4	15	61	35
H69	18	66	39
H69K1	15	64	36
H69K11	10	50	27
H69K2	14	62	35
H6K79	12	14	13
H70K6	12	56	31
H73	13	62	34
H76K3	9	57	29
H77K1	10	61	32
H77K5	9	54	28
H7K73	15	17	16
H8	86	96	92
H80K2	8	56	28
H82	9	60	30
H82K1	7	58	29
H82K3	6	55	26
H86K2	5	55	25
H89K1	4	55	25
H8K1	82	94	88
H8K13	64	72	69
H8K18	58	67	63
H8K3	78	91	84
H8K6	74	86	80
H8K9	71	81	76
H90	3	56	25
H9K25	47	56	52
H9K32	41	48	45
H9K42	31	36	33
H9K51	25	31	28
K1	98	98	98
K100	0	0	0
K13	74	74	74
K18	64	64	64

XEROX1 GREEN Palette: printer/PC values			
Color Name	R	G	B
K25	57	57	57
K3	93	93	93
K33	44	44	44
K42	35	35	35
K52	25	25	25
K6	88	88	88
K64	17	17	17
K73	10	10	10
K86	5	5	5
K9	82	82	82

XEROX1 BLUE Palette: printer/PC values			
Color Name	R	G	B
H0K0	100	100	100
H100	0	16	54
H12	77	86	96
H12K1	74	84	94
H12K3	67	77	90
H12K61	15	18	21
H13K6	64	74	85
H13K73	10	12	14
H16	71	82	95
H16K1	68	79	93
H16K15	48	56	67
H16K24	37	45	55
H16K9	57	67	80
H17K19	42	50	61
H19K3	57	70	87
H19K30	32	39	48
H20K10	47	59	74
H20K39	23	29	36
H20K51	15	20	26
H20K6	54	67	82
H23	63	76	92
H23K1	60	74	90
H23K58	10	14	20
H24K15	39	50	65
H26K3	49	64	84
H27K6	44	59	78
H30	55	70	89
H30K1	51	66	87
H30K10	37	51	70
H30K23	25	36	52
H30K52	10	15	23
H32K19	29	41	57
H32K28	20	30	44
H32K3	42	59	81
H33K40	14	23	33
H35K15	29	42	60
H35K43	11	18	28

XEROX1 BLUE Palette: printer/PC values			
Color Name	R	G	B
H38	43	61	85
H38K1	37	56	82
H38K30	15	24	38
H39K17	25	38	56
H39K21	20	33	50
H4	91	95	99
H40K5	32	49	74
H41K9	26	42	65
H43K3	27	46	74
H44K30	11	21	36
H45	36	56	83
H46K12	25	40	63
H46K22	14	27	46
H46K4	25	44	72
H48K15	18	33	56
H48K24	11	23	41
H48K8	19	37	64
H49K1	27	48	78
H4K1	89	93	98
H4K13	67	71	74
H4K18	60	64	67
H4K25	55	58	61
H4K3	83	88	93
H4K33	45	48	51
H4K42	33	35	38
H4K52	25	27	29
H4K6	79	84	89
H4K9	77	80	82
H52K12	17	33	58
H52K3	21	41	73
H53K15	13	29	53
H54K1	24	44	75
H54K4	20	39	68
H56K19	10	24	46
H58	23	44	76
H59K2	17	37	69

XEROX1 BLUE Palette: printer/PC values			
Color Name	R	G	B
H5K62	18	20	22
H62K7	12	30	60
H64K11	11	28	56
H68K4	12	31	63
H69	17	38	72
H69K1	12	33	68
H69K11	7	24	52
H69K2	10	29	63
H6K79	11	11	12
H70K6	9	26	57
H73	13	33	68
H76K3	6	24	58
H77K1	9	29	65
H77K5	6	23	55
H7K73	13	14	16
H8	84	91	98
H80K2	5	23	58
H82	8	28	65
H82K1	4	23	59
H82K3	4	21	56
H86K2	3	21	56
H89K1	3	21	57
H8K1	83	89	96
H8K13	62	67	74
H8K18	54	60	66
H8K3	75	83	91
H8K6	71	79	87
H8K9	68	75	83
H90	3	22	59
H9K25	48	53	59
H9K32	40	44	50
H9K42	31	34	39
H9K51	22	25	28
K1	98	98	98
K100	0	0	0
K13	74	74	74
K18	64	64	64
K25	57	57	57

XEROX1 BLUE Palette: printer/PC values			
Color Name	R	G	B
K3	93	93	93
K33	44	44	44
K42	35	35	35
K52	25	25	25
K6	88	88	88
K64	17	17	17
K73	10	10	10
K86	5	5	5
K9	82	82	82

4135 printers

This chapter describes the process for printing large paper sizes on Xerox 4135 Laser Printing System printers.

Xerox 4135 printers support printing on paper sizes 8 x 10 inches to 11 x 17 inches, including A4 (8.27 x 11.69 inches), and A3 (11.69 x 16.54 inches) paper. You can specify custom paper sizes in the Page Properties dialog box described in the "ElixiForm defaults" chapter.

If any of your form dimensions are over 14 inches, see the "Large paper sizes" section for more information.

Large paper sizes

The 4135 printer requires special handling of resources when printing a form on a page where either the height or width is over 14 inches, for example 11" x 17" or A3.

The following sections describe how to create and print a form using large paper sizes.

Creating a form

Create your form in ElixiForm exactly as you want it to be printed. For example, to create a landscape 11" x 17" form, select the [11 x 17] and [Landscape] options in the Page Properties dialog box and use landscape fonts and graphics on your form.

Resource orientation

When you print a large sized form on a 4135 printer, the printer requires portrait versions of your fonts and

graphics to print a landscape form, and landscape versions of your fonts and graphics to print a portrait form.

You can create these different versions in one of two ways, depending on the naming convention you use for your resources.

Resources using the Xerox naming convention

The Xerox naming convention is where the suffix indicates the orientation of the font or graphic: P represents portrait (for example HE12BP), L represents landscape (for example HE07NL), I represents inverse portrait (for example HE12NI) and J represents inverse landscape (for example HE12BJ).

If you are using the Xerox naming convention, you must make sure that all four orientations of each font and graphic used in your document exist on your Xerox printer. Use the ElixSys Desktop to create all orientations if they do not already exist. See your ElixSys Desktop User Guide for information about creating these versions of each font or graphic.

Note that you do not have to edit the P2LFONT.S.LST or the INVFONT.S.LST mapping file if your fonts and graphics conform to the Xerox naming convention.

Resources using non-Xerox naming conventions

If you are not using the Xerox naming convention (as described in the previous section), you must do the following:

- 1. Make sure that all fonts and graphics are converted to Xerox format before converting Elixir forms to Xerox output format.**

See your *ElixSys Desktop User Guide* for information about converting resources.

- 2. files written to the *drive:\ELIXIR* directory during installation.**

See the following "Mapping files" section for more information.

Mapping files

There are two mapping files written to the *drive:\ELIXIR* directory during installation: P2LFONT.S.LST for mapping portrait fonts and graphics to landscape fonts and graphics, and INVFONT.S.LST for mapping portrait or landscape fonts and graphics to inverse portrait or inverse landscape fonts and graphics.

Each line in the mapping file must contain the stem name of a font or graphic used in your form, followed by a space and the stem name of the font or graphic it is mapped to. All entries must be in upper-case letters.

- If you are printing a landscape or portrait form, edit the P2LFONT.S.LST file so that each portrait font or graphic is mapped to a landscape version of that font or graphic.

For example:

GRAPHX	GRAPHY
FONTA	FONTB

where GRAPHX is a portrait graphic and GRAPHY is a landscape version of that graphic, and FONTA is a portrait font and FONTB is a landscape version of that font.

Note that portrait fonts and graphics are always in the left column and landscape fonts and graphics are always in the right column.

- If you are printing an inverse form, edit the INVFONT.S.LST file so that each landscape font or graphic is mapped to an inverse landscape version of that font or graphic, and each portrait font or graphic is mapped to an inverse portrait version of that font or graphic.

For example:

GRAPHS	GRAPHU
FONTZZ	FONTDD

where GRAPHS is a portrait graphic and GRAPHU is an inverse portrait version of that graphic, and FONTZZ is a landscape font and FONTDD is an inverse landscape version of that font.

Note that the upright font or graphic is always in the left column and the inverse font or graphic is always in the right column.

Note that you only have to edit the P2LFONT.S.LST or the INVFONT.S.LST mapping file if your fonts and graphics do not conform to the Xerox naming convention.

4235 printers

This chapter describes the Elixiform options that apply to Elixiform for Xerox Distributed Printers and that affect printing forms on Xerox Distributed printers with gray-scale capability (such as the Xerox 4235 Laser Printing System printer).

Creating forms with gray

Elixiform allows you to use gray shades and gray patterns in your form. The difference between a gray pattern and a gray shade is that a gray pattern consists of an ordered set of black and white pixels which appear as gray when printed. A gray shade is a combination of RGB values that display as gray and print as one of the gray shades on a 4235 printer.

When designing forms for printing on a Xerox 4235 printer, set the [Color Mode] option in the Page Properties dialog box to [XDP Grays]. This allows you to select the shades and patterns from the PC palette that are capable of printing on an XDP printer. See the "Elixiform defaults" chapter for more information about the Page Properties dialog box.

PC palettes

A PC palette is an ASCII file stored in the *drive:\ELIXIR\DESKTOP\SYSTEM\PALETTES* directory that contains a list of color names. When you apply a palette to a form, you can use the colors in that palette for lines, text, box borders and box fills.

To print a form on a gray-scale printer, the palette file must contain black, gray patterns and gray shades.

Black

The first line of the PC palette is always BLACK. Black is used for lines, text, and box borders and fills.

Gray patterns

The gray pattern names are LIGHT_GRAY, MEDIUM_GRAY, and DARK_GRAY and always appear on the second, third and fourth line of a PC palette file. Gray patterns are used for box fills.

Gray shades

A PC palette contains additional gray shades (GRAY_1, GRAY_2 etc.) which can be used for lines, text, and box borders and fills. The numbers following the color names are RGB (Red, Green, and Blue) percentage values. The RGB values determine how the screen versions of the colors display, and are chosen to approximate the printed colors.

The following example shows the GRAY.PLF palette included with Elixiform.

```

BLACK 0 0 0 0 0
LIGHT_GRAY 0 0 0 0 0
MEDIUM_GRAY 0 0 0 0 0
DARK_GRAY 0 0 0 0 0
GRAY_1 93333 93333 93333 93333 93333 93333
GRAY_2 86666 86666 86666 86666 86666 86666
GRAY_3 80000 80000 80000 80000 80000 80000
GRAY_4 73333 73333 73333 73333 73333 73333
GRAY_5 66666 66666 66666 66666 66666 66666
GRAY_6 60000 60000 60000 60000 60000 60000
GRAY_7 53333 53333 53333 53333 53333 53333
GRAY_8 46666 46666 46666 46666 46666 46666
GRAY_9 40000 40000 40000 40000 40000 40000
GRAY_10 33333 33333 33333 33333 33333 33333
GRAY_11 26666 26666 26666 26666 26666 26666
GRAY_12 20000 20000 20000 20000 20000 20000
GRAY_13 13333 13333 13333 13333 13333 13333
GRAY_14 6666 6666 6666 6666 6666 6666
GRAY_15 0 0 0 0 0

```

Applying a PC palette to a form

To apply a PC palette to a form:

1. **Pull down the Options menu and select [Page Properties].**

The Page Properties dialog box displays.

2. **Select [XDP Grays] as the selected color mode.**

See the "Elixiform defaults" chapter for more information about the Page Properties dialog box.

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



4. **Select the Line, Box, Text or Image tool to display the Toolbox and select the [Color] option.**

The local (color) palette displays.

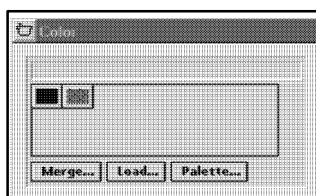


Figure 4235-1. Local palette

5. **Click on [Palette].**

The remote palette displays the shades in the gray palette.

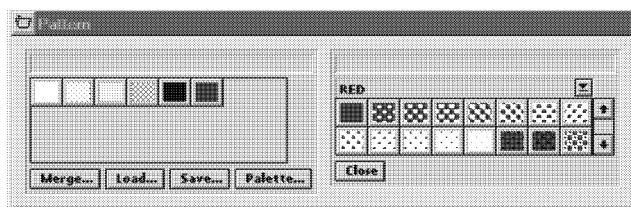


Figure 4235-2. Remote palette

- 6. Click on the gray shades you want to use in your form. You can also drag and drop the gray shades from the remote palette to the local palette.**

The gray shades are copied to the local palette for use in your form.

If you want to load the whole palette, click on [Load] or [Merge] in the local palette dialog box.

The local palette is saved with the form when you select [Save] to save the form.

To remove a shade from the local palette:

- 1. Place the cursor on the shade you want to remove.**

The name of the shade displays in the palette message area.

- 2. Press the key.**

Note that you cannot delete a shade that is in use in your form.

- 3. The shade is removed from the local palette.**

Use <Ctrl> + to delete all shades from the palette.

See the following section for information on applying gray-scales to form elements.

Applying gray to form elements



Elixiform allows you to use the left mouse button to apply gray shades to lines, text, box borders and use the right mouse button to fill boxes with gray shades or gray patterns. Note that when you apply color to text, the whole text block is colored.



The [Color] and [Fill] options in the Toolbox display the selected color.

Select the color for an element before drawing it on the form. If you want to apply a different color to the element at a later time, select the element before selecting a new color.

Lines, text and box borders

To apply a gray shade to a line, text or box border:

- 1. Select the Line, Text or Box tool in the Toolbox.**

If you want to change the color of an existing line, text block, or box border, click on the selected element with the right mouse button.



The Toolbox for that element displays.

- 2. Select the [Color] option.**

The local palette displays. If you want to add more colors from the remote palette, see the "Applying a PC palette" section in this chapter.

- 3. Select a gray shade for the element.**

- 4. Place the cursor in the work area and draw a line or box, or enter text.**

If you want to create a box without a fill, select the [Pattern] option and click on the [Hollow] pattern. See the following section if you want to create a box with a fill.

Box fills

You can fill a box using a gray shade or a gray pattern.

To fill a box with a gray shade:



- 1. Select the Box tool in the Toolbox.**

If you want to change the fill color of an existing box, click on the box with the right mouse button.

The Box toolbox displays.

2. Select the [Color] option.



The local palette displays. If you want to add more colors from the remote palette, see the "Applying a PC palette" section in this chapter.

3. Select a color for the box using the right mouse button.

4. Place the cursor in the work area and draw a box.

If an existing box is selected, the fill color of that box changes when you click on a new color with the right mouse button.

To fill a box with a pattern:



1. Select the Box option in the toolbox.

If you want to change the fill color of an existing box, select the box then click on the box with the right mouse button.



2. Select the [Pattern] option.

The pattern palette displays.

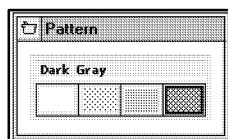


Figure 4235-3. Pattern palette

3. Select a pattern for the box using the left mouse button.

4. Place the cursor in the work area and draw box.

If an existing box is selected, the fill pattern of that box changes when you click on a new pattern.

If you want a pattern filled box without a border, set the border width to [0]

Creating boxes with different fill and border colors

You can create a box with a fill of one gray shade, and a border of another gray shade as follows:

1. **Create a filled box with a border of the same fill color.**
2. **With [Snap] deselected, create a slightly bigger unfilled box around the filled box.**
3. **Set the border color of the unfilled box to a color different from the first box.**

The two boxes display together as a box with a full-color fill (the first box) and a different full-color border color (the border of the second box).

Replacing gray shades

ElixiForm allows you to replace gray shades in the local palette by dragging and dropping gray shades from the local or remote palette windows. If the gray shade is in use on the form, all elements using that gray shade are replaced with the replacement gray shade.

To replace a gray shade in the local palette:



1. **Select the [Color] option.**

The local palette displays.

2. **If you are replacing a gray shade with a gray shade from the remote palette, click on [Palette].**

The remote palette displays.

3. **Select the gray shade you want to use from the local or remote palette, and drag and drop it on top of the gray shade you want to replace.**

Note that you cannot replace the predefined black color.

4. **If the gray shade is currently in use on your form, you are prompted to confirm that you want to replace all occurrences of that gray shade with the new gray shade.**

Note that if you use a gray shade in your local palette to replace another gray shade in your local palette, the total number of gray shades in the palette is reduced.

If you drag a gray shade from the remote palette to the local palette and do not drop it on another gray shade, the gray shade from the remote palette is simply added to your local palette.

Printer considerations

Note the following considerations for printing forms on a 4235 printer.

Large paper sizes

Xerox 4235 printers support printing on 8.5 x 11 inches, 8.5 x 14 inches, 11 x 17 inches, A4 (8.27 x 11.69 inches), and A3 (11.69 x 16.54 inches) paper.

You can specify custom paper sizes in the Page Properties dialog box described in the "Elixiform defaults" chapter.

If any of your form dimensions are over 14 inches, see the following sections before printing forms.

Creating forms for large paper sizes

Elixiform 11" x 17" and A3 paper size options automatically compensate for the printer rotation. Therefore, when creating a 11" x 17" or A3 form, select [Portrait] orientation when creating a portrait form and [Landscape] orientation when creating a landscape form.

Portrait/landscape font mapping table

To print large paper size forms requires that you re-map your landscape and portrait fonts using a font mapping table. This font mapping table is stored in *drive:\ELIXIR\P2LFFONTS.LST*.

The default P2LFFONTS.LST file is written to the *drive:\ELIXIR* directory during installation and contains a list of the fonts used on an Elixir-format form.

Each line contains the stem name of a portrait or inverse portrait font, followed by a space, and the stem name of the same font in landscape, or inverse landscape orientation, both in upper case characters.

For example:

HE07NP	HE07NL
HE08OP	HE08OL
HE12NI	HE12NJ
HE12BI	HE12BJ

The suffix indicates the orientation of the font:

- P represents portrait.
- L represents landscape.
- I represents inverse portrait.
- J represents inverse landscape.

Edit this file so that each portrait font on your form is mapped to a landscape version of that font, and each inverse portrait font is mapped to an inverse landscape version of this font.

Inverse font mapping table

If your print job includes printing in tumble mode, you must edit the INVFONT.S.LST file to include each font on your form.

The INVFONT.S.LST is an ASCII file that you create in the *drive:\ELIXIR* directory.

Each line consists of the stem name of the landscape or portrait font, a space, and the stem name of the same font in inverse landscape or inverse portrait orientation.

For example:

HE07NL	HE07NJ
HE08OL	HE08OJ
HE12NP	HE12NI
HE12BP	HE12BI

The suffix indicates the orientation of the font:

- P represents portrait.
- L represents landscape.
- I represents inverse portrait.
- J represents inverse landscape.

Graphics

Gray shades do not apply to graphics. Graphics print in black-and-white, regardless of the graphic foreground or background colors.

Font conversions

Before sending your print job to a Xerox printer, use the Desktop Converter described in the *ElixirSys Desktop User Guide* to convert the Elixir-format fonts used in your forms to Xerox 2700 or 3700 fonts (the Xerox 4235 uses both types). Using these fonts enables the use of demonstration and line draw fonts in your forms.

- Use 2700 fonts when downloading your form.

- Use 3700 fonts for direct load via the printer floppy drive.

Printer setup

Make sure the printer is set up for 8-bit ASCII and for CR/LF line endings. See the *Xerox 4235 Laser Printing System User Guide* for more information.

Printing from the ElixSys Desktop

You can use the Desktop Printers icon to print to the Xerox 4235 printer. You can also print a form as a job using page and job print tickets to specify printing information. See the *ElixSys Desktop User Guide* for more information.

4700 printers

This chapter describes features included with Elixiform to enable full-color form composition for printing on the Xerox 4700 Color Document Printer.

Creating a full-color form

Constructing a full-color form is the same as constructing any other form except that you can use a full-color palette to apply colors to form elements.

When designing color forms for printing on a 4700 printer, set the [Color Mode] option in the Page Properties dialog box to [Full Color]. This allows you to select the shades and patterns from a PC palette that are capable of printing on a Xerox 4700 Color Document printer. See the "Elixiform defaults" chapter for more information.

PC palettes

This section describes PC palettes and how to create and print color forms.

Color palettes

To create an Elixir form that you can convert and print on a 4700 printer, a PC palette file must be constructed according to the following rules:

- The PC palette file extension is .PLF for full-color palettes, or .PAL for highlight color palettes.

- The PC palette is in `drive:\ELIXIR\DESKTOP\SYSTEM\PALETTES\`, where *drive:* is the hard disk drive on which Elixiform is installed. The default palette for full-color users is `COLOR.PLF`. You can also use `GRAY.PLF` for printing grays.
- The PC palette is an ASCII file that on each line includes a color name, the corresponding screen RGB percentage values, followed by the corresponding printer RGB values. Lines in the file are separated by carriage return/line feeds.
- The PC palette starts with the lines `BLACK`, `LIGHT_GRAY`, `MEDIUM_GRAY`, `DARK_GRAY`, and can contain up to 27 additional colors (31 total). See the "Example: COLOR palette file" section in this chapter for more information.

The PC palette color has no corresponding COLOR printer palette.

You can construct a PC palette by using an ASCII editor and following the above rules.

Example: COLOR palette file

One of the PC palettes included with the full-color version of Elixiform is `COLOR.PLF` (the same as `SAMPLE.PLF`), an ASCII file containing the following lines:

BLACK	000000 000000 000000 000000 000000 000000
LIGHT_GRAY	075000 075000 075000 075000 075000 075000
MEDIUM_GRAY	050000 050000 050000 050000 050000 050000
DARK_GRAY	025000 025000 025000 025000 025000 025000
RED	090000 000000 000000 079820 -001900 000000
GREEN	000000 050000 015000 -007800 025210 004100
BLUE	020000 000000 045000 004026 -002700 033810
CYAN	000000 054000 070000 -014580 030900 079850
YELLOW	100000 090000 000000 105569 088650 -008300
MAGENTA	100000 000000 070000 083266 -003900 041420

The first three numbers following a color name are the screen RGB (Red Green, and Blue) percentage values for the color. These numbers determine how the color displays on a color VGA monitor.

The next three numbers are the printer RGB percentage values. These numbers determine how the color is printed on a 4700 printer. These numbers are chosen to approximate the screen colors.

For example, the color RED is followed by 090000 000000 000000 079820 -001900 000000. This means that the screen and printer version of RED contains the following RGB values:

- The screen red component is the 90% of the brightest possible red on the screen.
- The screen green component is 0% of the brightest possible green on the screen.
- The screen blue component is 0% of the brightest possible blue on the screen.
- The printed red component is 100% of the brightest possible red on the paper.
- The printed green component is 0% of the brightest possible green on the paper.
- The printed blue component is 0% of the brightest possible blue on the paper.

The printer RGB values in COLOR.PLF have been found to most closely match the corresponding screen RGB values.

If printer RGB values are not specified for a color, the screen RGB values are used for printing.

If neither screen nor printer RGB values are specified for a color, internal default values are applied. See your *ElixSys Desktop User Guide* for information about the Palette Editor and internal default values

You can assign any color in the current PC palette to text, lines, box borders, and box fills.

Applying a PC palette to a form

To apply a PC palette to a form:

1. **Pull down the Options menu and select [Page Properties].**

The Page Properties dialog box displays.



2. **Make sure [Full Color] is the selected color mode and click on [OK].**

3. **Select the Line, Box or Text tool in the Toolbox and select the [Color] option.**

The local palette displays.

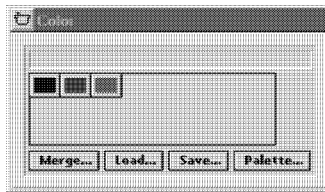


Figure 4700-1. Local palette

4. **Click on [Palette].**

The remote palette displays.

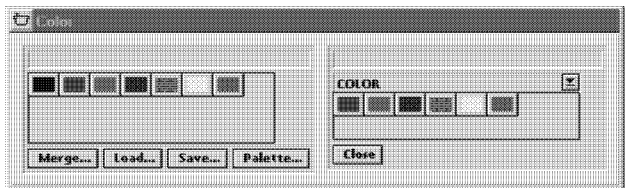


Figure 4700-2. Remote palette

5. **Click on the down arrow and select a palette.**

The colors for that palette display.

6. **Click on the colors you want to use in your form. You can also drag and drop the colors from the remote palette to the local palette.**

The colors are copied to the local palette for use in your form.

- 7. If you want to use an existing palette, select [Load] to replace the current palette or [Merge] to merge with the current palette, and select a palette from the Load or Merge Color Palette dialog box.**

The colors display in the local palette.

The local palette is saved with your form when you select [Save].

Saving a local palette

If you want to save the local palette for use in another form, click on [Save] in the local palette. The Save Color Palette dialog box displays. Enter a name for the palette and click on [OK].

Loading an existing palette

To use an existing palette, select [Load] to replace the current palette or select [Merge] to merge the previously saved palette with the current palette and then select a palette from the Load or Merge Color Palette dialog box.

Removing a color from a local palette

To remove a color from the local palette:

- 1. Place the cursor on the color you want to remove.**

The name of the shade displays in the palette message area.

- 2. Press the key.**

Note that you cannot delete a shade that is in use in your form.

- 3. The color is removed from the local palette.**

Use <Ctrl>+ to delete all colors from the palette.

Applying colors to form elements

Elixiform allows you to use the left mouse button to apply colors to lines, text blocks, images and box borders, and use the right mouse button to fill boxes with colors or gray patterns. Note that when applying color to text, the whole text block is colored.



The [Color] and [Fill] options display the selected color.

Select the color for an element before drawing it on the form. If you want to apply a different color to the element at a later time, select the element before selecting the new color.

Lines, text, images and box borders

To apply a color to a line, text or box border:

- 1. Select the Line, Text or Box tool in the Toolbox.**

If you want to change the color of an existing line, text block, or box border, select the element with the right mouse button.

The Toolbox for that element displays.

- 2. Select the [Color] option.**

The local (color) palette displays. If you want to add more colors from the remote palette, see the "Applying a PC palette" section in this chapter.

- 3. Select a color for the element.**

If an existing element is selected, the color applies to the selected element when you click on the new color with the right mouse button.

- 4. Place the cursor in the work area and draw a line or box, or enter text.**

If you want to create a box without a fill, select the [Pattern] option and select the [Hollow] pattern. See

the following section if you want to create a box with a fill.

Box fills

You can fill a box using a color or using a gray pattern.

To fill a box with a color:



1. Select the Box tool in the Toolbox.

If you want to change the fill color of an existing box, click on the box with the right mouse button.



2. Select the [Color] option.

The local (color) palette displays. If you want to add more colors from the remote palette, see the "Applying a PC palette" section in this chapter.

3. Select a color for the box using the right mouse button.

If an existing box is selected, the fill color of that box changes when you click on a new color with the right mouse button.

4. Place the cursor in the work area and draw a box.

To fill a box with a pattern:



1. Select the Box tool in the Toolbox.

If you want to change the fill color of an existing box, click on the box with the right mouse button.



2. Select the [Pattern] option.

The pattern palette displays.

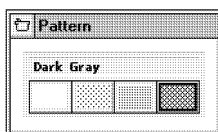


Figure 4700-3. Pattern palette

- 3. Select a pattern for the box using the left mouse button.**

If an existing box is selected, the fill pattern of that box changes when you click on a new pattern.

- 4. Place the cursor in the work area and draw box.**

If you want a pattern filled box without a border, set the border width to [0].

Creating boxes with different fill and border colors

You can create a box with a full-color fill of one color, and a full-color border of another color as follows:

- 1. Create a filled box with a border of the same fill color.**
- 2. With [Snap] deselected, create a slightly bigger, hollow box around the filled box.**
- 3. Set the border color of the unfilled box to a color different from the first box.**

The two boxes display together as a box with a full-color fill (the first box) and a different full-color border color (the border of the second box).

Converting full-color graphics

If the graphic on your form is full-color, you cannot change the foreground and background colors using Elixiform. Changing the color options to modify full-color graphics may produce unpredictable results.

The DAYNIT.LP3 graphics file is a full-color file included at installation as a sample file.

Replacing colors

Elixiform allows you to replace colors in the local palette by dragging and dropping colors from the local or remote color palette windows. If the color is in use on the form, all elements using that color are replaced with the replacement color.

To replace a color in the local palette:



1. Select the [Color] option.

The local palette displays.

2. If you are replacing a color with a color from the remote palette, click on [Palette].

The remote color palette displays.

3. Select the color you want to use from the local or remote palette, and drag and drop it on top of the color you want to replace.

Note that you cannot replace the predefined black color.

4. If the color is currently in use on your form, you are prompted to confirm that you want to replace all occurrences of that color with the new color.

Note that if you use a color in your local palette to replace another color in your local palette, the total number of colors in the palette is reduced.

If you drag a color from the remote palette to the local palette and do not drop it on another color, the color from the remote palette is simply added to your local palette.

Printer considerations

Note the following considerations for printing forms on a 4700 printer.

Paper sizes

The 4700 printer does not print to the edge of a physical page. The width of the non-printing area for the top, bottom and sides of a page depends upon the page size and orientation. The following table shows the sizes of the non-printing area for supported paper sizes in millimeters.

Paper Size	Orientation	Non-printing Bottom	Non-printing Top	Non-printing Right	Non-printing Left
A4	Portrait	2.0	2.0	6.5	10.0
A4	Land.	6.5	10.0	2.0	2.0
A3	Portrait	6.5	10.0	2.0	2.0
A3	Land.	2.0	2.0	6.5	10.0
8.5 x 11	Portrait	2.0	2.0	6.5	10.0
8.5 x 11	Land.	6.5	10.0	2.0	2.0
8.5 x 14	Portrait	6.5	10.0	2.0	2.0
8.4 x 14	Land.	2.0	2.0	6.5	10.0
11 x 17	Portrait	6.5	10.0	2.0	2.0
11 x 17	Land.	2.0	2.0	6.5	10.0

Xerox 4700 printers support printing on 8.5 x 11 inches, 8.5 x 14 inches, 11 x 17 inches, A4 (8.27 x 11.69 inches), and A3 (11.69 x 16.54 inches) paper.

You can specify paper sizes from the Page Properties dialog box described in the "ElixirForm defaults" chapter.

If any of your form dimensions are over 14 inches, you must edit the P2LFORMATS.LST file and set the page shift to avoid printing in unsupported margins. See the following two sections.

Portrait/landscape font mapping table

If your job includes oversize (over 14 inches in either direction) paper, use an ASCII editor to edit the P2LFORMATS.LST file in the *drive:\ELIXIR* directory.

The default P2LFORMATS.LST file is written to the *drive:\ELIXIR* directory during installation and contains a list of fonts used on an Elixir-format form.

Each line of the file starts with the portrait font stem name, followed by a space, and followed by the stem name of the same font in landscape orientation, both in upper case characters.

For example:

HE07NP	HE07NL
HE08OP	HE08OL
HE12NI	HE12NJ
HE12BI	HE12BJ

The suffix indicates the orientation of the font:

- P represents portrait.
- L represents landscape.
- I represents inverse portrait.
- J represents inverse landscape.

Edit this file so that each portrait font on your form is mapped to a landscape version of that font.

Page shift

You can avoid printing in unsupported margins by specifying -75 in the [Xshift] option in the Printer dialog box. See the "ElixirForm basics" chapter for more information.

Font conversions

Before sending your print job to a Xerox printer, use the Desktop Converter, described in the *ElixirSys Desktop User Guide*, to convert the Elixir-format fonts in your forms to Xerox 2700 or 3700 fonts. Using 2700 or 3700 fonts enables the use of demonstration and line-draw fonts in your forms.

- Use 2700 fonts for downloading your form
- Use 3700 fonts for direct load via the printer floppy drive.

Input tray number remapping

Note that the 4700 printer remaps input tray number information received from page print tickets, job print tickets, and the ELX2XES and FORMPRN stand-alone utilities as follows:

Input tray number	4700 printer tray
#1	High capacity feeder tray #3
#2	Internal tray #1
#3	Internal tray #2
#4	Internal tray #2

Printer setup

Make sure that the printer is set up for 8-bit ASCII and for CR/LF line endings. See the *Xerox 4700 Color Document Printer Operation Guide* for more information.

Printing from the ElixSys Desktop

To print to the Xerox 4700 full-color printer you can use the Desktop Printer icon. You can also print a form as a job using page and job print tickets to specify printing information. See the *ElixSys Desktop User Guide* for information.

Proof printing HighLight Color forms

You can print highlight color forms on the 4700 full-color printer using the 4850 HighLight Color replicant palettes for the 4700. The replicant palettes are RED.PLF, BLUE.PLF and GREEN.PLF and correspond to the RED.PAL GREEN.PAL and BLUE.PAL files for the 4850.

These palettes allow you to use the 4700 as a proof printer for the 4850. You may create or modify additional palettes using the Palette Editor described in the "Palette Editor" appendix.

Note that although the replicant palettes provide a close match on the 4700 printer to the actual 4850 inks, forms that are proof printed on the 4700 may not look identical to the forms printed on the 4850. Printing the color sample palettes will provide samples of how the 4850 inks print on the 4700. For more information on printing the 4700 color palettes, refer to the *Xerox 4700 color document printer operator guide*.

Displaying color forms

If you have a supported monochrome monitor, color elements display in black. A full-color form has an asterisk * next to the form name when loaded in Elixiform on a monochrome monitor.

Displaying selected elements only

To alternately display all elements, only black elements, or only color elements, press <Alt> + <F9>. This fast key is a three-way toggle that allows you to display elements selectively.

A. Keyboard shortcuts

This appendix lists keyboard shortcuts (fast keys) in Elixiform.

<u>Command</u>	<u>Action</u>
Copy	<Ctrl> + <C>
Crosshair on/off	<F6>
Cut	<Ctrl> + <X>
Delete	
Delete all	<Ctrl> +
Exit	<Alt> + <F4>
Grid on/off	<F4>
Help	<F1>
Hide work area	<Ctrl> + <F4>
Hide/show data tags	<Ctrl> + <T>
Load form	<F8>
Lock/free text	<F11>
New form	<F9>
Paste	<Ctrl> + <V>
Quick save	<Ctrl> + <S>
Redo	<Shift> + <Ctrl> + <Z>
Ruler on/off	<F3>

Save form	<Ctrl> + <S>
Save form as	<F7>
Screen refresh	<*> (on the numeric keypad)
Select/unselect all	<Ctl> + <A>
Shift element down	<Ctrl> + <down arrow>
Shift element left	<Ctrl> + <left arrow>
Shift element right	<Ctrl> + <right arrow>
Shift element up	<Ctrl> + <up arrow>
Snap to grid	<F5>
Sticky lines	<Ctrl> + <L>
Toolbox show/hide	<F10>
Undo	<Ctrl> + <Z>

Text editing keys:

Copy text	<Ctrl> + <C>
Cut text	<Ctrl> + <X>
Delete character left	<Backspace>
Delete character right	
Delete next word	<Ctrl> +
Delete previous word	<Ctrl> + <Bksp>
Delete to end of line	<Ctrl> + <K>
Delete to end of text block	<Ctrl> + <E>
Find	<Alt> + <F3>
Find Next	<F3>
Find Previous	<Shift> + <F3>

Find Selected (forward)	<Ctrl> + <F3>
Find Selected (reverse)	<Ctrl> + <Shift> + <F3>
Insert/Overwrite toggle	<Ins>
Lock/Free text	<F11>
Move cursor down one line	<Down arrow>
Move cursor left one character	<Left arrow>
Move cursor right one character	<Right arrow>
Move cursor up one line	<Up arrow>
Move cursor left one word	<Ctrl> + <Left arrow>
Move cursor right one word	<Ctrl> + <Right arrow>
Move cursor to end of line	<End>
Move cursor to start of line	<Home>
Move cursor to end of block	<Ctrl> + <End>
Move cursor to start of block	<Ctrl> + <Home>
Paste text	<Ctrl> + <V>
Show/hide data tags	<Ctrl> + <T>

Numeric display box keyboard shortcuts

The following fast keys are used for editing numbers in numeric display boxes (such as the tool width option). Numbers are entered from right to left, similar to a pocket calculator.

For all but the first two fast keys, you must first activate edit mode by clicking in the display box.

Change decimal value	Click on arrows (where provided)
Change integer value	<Ctrl> + click on arrows
Define value as negative	<->
Delete number (set to 0)	
Delete right digit	<Bksp>
Edit (toggle)	Left click
End integer and start decimal value	<.> (dot)
Finish editing	<Enter>
Reset	<Alt> + <Bksp>
Reset and finish editing	<Esc>

Zoom/Pan controls:

Pan left	<Left arrow>
Pan up	<Up arrow>
Pan right	<Right arrow>
Pan down	<Down arrow>
Zoom in	< + >

Zoom out < - >

Top left of form <Home>

Bottom left of form <End>

Top right of form <Ctl> + <PgUp>

Bottom right of form <Ctrl> + <PgDn>

Scroll up <PgUp>

Scroll down <PgDn>

Locate; redraw
with new center point <*>

The above fast keys use the keys on the numeric keypad with <Num Lock> off.

B. Conversion chart

You can convert forms created in Elixiform to different formats using the Elixiform Desktop. The following chart shows the supported conversions.

	ELIXIR to	HP PCL to	PS to	PDF to	XGF to	2700 to	404 5 to	4235 to	4700 to
ELIXIR	---					X	X	X	X
HP PCL	X	---				X	X	X	
PS	X		---			X	X	X	
PDF	X			---					
XGF	X				---				
2,700	X					---			
4,045	X						---		
4,235	X							---	
4,700	X								---
4075 FSL	X					X	X	X	
4075 FRM	X					X	X	X	X

CONVERSION CHART

MET	X					X	X	X	X
FSL	X					X	X	X	X
FRM	X					X	X	X	X
Color FSL	X						X	X	X
Color FRM	X					X	X	X	X
XSOP	X					X	X	X	X
Images	X					X	X	X	X

...Continued on next page

	4075 FSL TO	4075 FRM TO	MET TO	FSL TO	FRM TO	Color FSL TO	Color FRM TO	XSO P TO	Image TO
ELIXIR	X	X	X	X	X	X	X		
HP PCL				X	X	X	X		
PS				X	X	X	X		
PDF						X			
XGF									
2,700									
4,045									
4,235						X			
4,700									
4075 FSL	---			X	X		X		
4075 FRM		---		X	X		X		
MET			---						
FSL				---	X	X	X		
FRM				X	---		X		

CONVERSION CHART

Color FSL				X	X	---	X		
Color FRM				X	X	X	---		
XSOP				X	X	X	X	---	
Image				X	X		X		---

Glossary

This glossary contains a list of the basic terminology this manual uses.

Application: Any program you run on your PC. Elixir applications are represented by icons on the Elixiform/Elixisys Desktop. If an Elixir application is not installed on your PC, its icon does not display.

Arrow: An arrow-shaped screen pointer used for selecting objects.

Boxed text: Text on a form that is bound by a column with a set height and width.

Button (on the screen): An area on the screen that causes a response when you click on it. For example, an [OK] button that accepts your entries when you click on it in a dialog box.

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, application, 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.

Cursor: An "I"-shaped screen pointer used when entering text in the form work area or 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>.

Directory: A list of hard disk or diskette contents. Desktop directories are represented by folder icons. Folder contents can be viewed 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, normally to open an icon.

Drag: To click on an item and move the item with the mouse while holding down the left mouse button.

Drag and drop: Used to copy an object as follows: click on an item on the screen, hold down the left mouse button, move the mouse to move the screen pointer to an icon, and release the mouse button.

Drop: To release the mouse button after dragging an item to an icon.

Elixir folders: The folders represented by the four top left icons on the Desktop: the Forms, Fonts, Graphics, and Documents folders. Each of these folders contains an Elixir, Input, and Output folder.

Extension: The period and three characters following a file name. An extension identifies the type of information in a file. For example, .ELX indicates an Elixir format form file.

Fast Keys: See Keyboard shortcuts.

File filter: The use of DOS wildcard characters to display only those files with selected name characteristics in a window or dialog box. For example, to display only files that begin with ABC in a directory of many files you could enter ABC*.*. See also, *Wildcard character*.

File name: The name of a file. The Elixiform/Elixisys uses DOS file naming conventions. DOS file names consist of a base (stem) name containing up to eight characters and an extension of up to three characters. Xerox centralized printer file names consist of a stem name of up to six characters and an extension of up to three characters.

Folder icon: The Desktop icon representing a DOS directory. Folders allow you to quickly organize information on the Desktop.

Format: To prepare a diskette so it can hold information. Formatting a diskette erases the information on the diskette.

Form elements: The individual lines, boxes, and text that compose a form. You can create, change, move, copy, delete, import, or load a form element.

Form template: A form loaded as an overlay or visual guide only for the purpose of designing new form elements around it. A form template does not become part of the form when the form is saved, only the new elements added are saved with the form.

Free text: Text on a form that is not bound by a column with a set height and width. The width of the form is the only restriction.

Grayed options: Grayed options are menu options you cannot choose because they do not apply to your current selection. Also called dimmed options.

Gray pattern: A pattern used for fills consisting of an ordered set of black and white pixels which appears as gray when printed.

Gray scale color: A gray shade (color) used for box fills and borders, lines, and text, which is composed of a combination of RGB (Red, Green, and Blue) values that display as gray and print as a gray shade (for example GRAY_6) on a printer.

Gray shade: See *Gray scale color*.

Head to head: In duplex printing, when the page top is printed in the same position on both sides of the page.

Head to toe: In duplex printing, when the top of one side of the page is printed in the same position as the bottom of the other side of the page.

Highlight color: Pure red, green, or blue colors. Also called hues.

Highlighted: A highlighted option appears darkened on the screen, and indicates that it is selected.

Hue: Pure red, green, or blue colors. Also called high-light colors.

Icon: A small, roughly rectangular-shaped 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 a hard disk, a diskette, or tape) to the appropriate Desktop input folder or to the form work area.

Information box: A white square at the right of the menu bar identified with an "i". Clicking on the information box displays information about the open Elixir Desktop application.

Inverse Landscape: 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.

Inverse 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.

Kerning: The process of adjusting the spacing between certain character pairs to enhance readability

and to visually equalize the spacing among all characters within a line. The amount of space added or subtracted between certain character pairs is dependent upon the font and point size.

Keyboard shortcut: Also called Fast keys. A special one- or two-key combination that allows you to execute an option without using the mouse. Keyboard shortcuts are shown on each menu beside the name of the option and are listed in 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 the definition of *portrait* for a figure describing the orientation of fonts on pages.

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, or when you click on an option.

Menu bar: The horizontal bar displayed at the top of the Desktop from which you access pull-down menus.

Menu titles: Text that identifies a menu, displayed in a window header or on the menu bar.

Message area: A bar just below the menu bar that displays error messages or information about the activity you are performing.

Metacode: The 9700 printer series Xerox-format print stream.

Mouse button: A button on the top of the mouse. The Elixir Desktop supports a mouse with one button. If your mouse has more than one button, use only the left button.

Multi-select: Selecting more than one file or icon by shift-clicking on them.

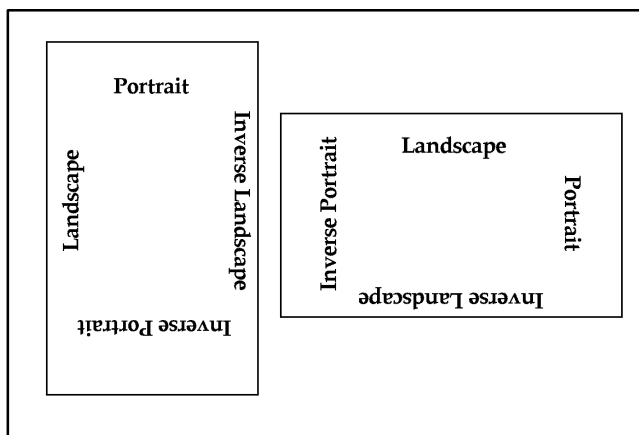
Open a folder, Elixir file, application, or peripheral device: 1.) Opening a folder icon displays a window showing the contents of the folder. 2.) Opening an Elixir file icon starts the application that created the file and loads the file. 3.) Opening an application icon starts the application. 4.) Opening a peripheral device displays a 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 tape drive connected to your PC.

Point: To move the mouse so the screen pointer (in most cases an arrow) rests on the desired item.

Portrait: The orientation of a page; or the fonts, logos, or images on a page. A portrait page is narrower on top than on the side (like pages in this book). See the following figure for the orientation of fonts on pages.



Orientation of fonts on Portrait (left) and Landscape pages

Printer icon: An icon representing a proof printer connected to your PC.

Printer palette: An ASCII text file resident on a printer that contains up to 99 ink names (colors). Each color is described by its combination of highlight color toners (pure red, blue, or green) and values for the density of black ink and white (paper color) which define the shade and tint of each color.

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 commands to represent a selected file name. The selected file name replaces the parameter during certain operations.

Run: To execute or start an application.

Scanner 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.

Screen version: The version of a color or font composed such that its appearance on a screen display is as close as possible to its appearance when printed. For example, gray scale colors have RGB values for screen versions of the color that best approximate the color when printed.

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, menu option, or form element. A selected item appears highlighted.

Shade: The property of a color based upon the density of black ink dots mixed with the pure color (red, blue, or green). The higher the density of black dots, the darker the color. Not related to "shades of gray" on decentralized printers.

Shift-click: To click on an object while holding down the <Shift> key. Usually used to select multiple elements.

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.

Snap to: A function that causes form elements to automatically align with the nearest grid point when a grid is displayed in the form work area.

Tape icon: The icon representing a tape drive connected to your PC.

Tint: The property of a color based upon the density of color toner dots (pixels) applied to the paper during printing. The lower the density of the color pixels, the lighter the intensity of the color. 100% density corresponds to a pure color, and 0% corresponds to white. For example, sparsely spaced red pixels would appear as the color pink on a page.

Trashbin icon: The Trashbin icon is in the lower right corner of the Desktop and represents a receptacle for items you want to delete. You delete a file by dragging it to the Trashbin icon.

UDK: (User Defined Key) a substitute escape character defined by a user for specific print jobs

Unselect: To cause one or more selected (highlighted) icons or elements to not be selected any more. The quickest way to do this is to click on another area of the Desktop or form work area.

UserTools icon: The icon that links applications to files.

Utilities: Special-purpose applications with which you can perform functions from the DOS prompt. For example, the ELIXIDISK utility allows you to read, write, and format Xerox printer format diskettes.

Wildcard character: A character in a file name, usually an asterisk (*), that specifies a matching set. For example, *.EXE represents all files that end with the .EXE 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.

Xerox-labeled files: Files containing 128-byte Xerox headers, or labels.

XES: (Xerox Escape Sequences) The data stream format recognized by Xerox decentralized printers (such as 2700, 3700, 4045, 4235, and 4700).

Index

A

adding multiple fonts,
6-17

B

boilerplate, 1-1

box borders

- applying color,
4700-6
- applying gray,
4235-5

box fills, HLC-5, 4235-5

Box toolbox, 5-6

- box -
border/horizontal/vertical line thickness
and style, 2-7
- box - color, 2-7
- box - corner radius,
2-8
- box - fill color, 2-8
- box - horizontal split,
2-7
- box - line style, 2-7
- box - positioning,
2-6
- box - shape, 2-6
- box - vertical split,
2-7

- box predefined
shape, 2-6
- color, 5-8
- corner radius, 5-9

- custom line/border
thickness, 2-6, 5-7
- diagonals, 2-6
- fill color, 5-9
- horizontal split, 5-7
- line style, 5-7
- line thickness and
style, 5-7
- object fill/pattern
shading, 5-9
- object fill
pattern/shading, 2-8
- positioning, 5-6
- predefined shape,
5-6
- shape
oblong/square, 5-6
- vertical split, 5-8
- with diagonal lines,
5-7

- boxes, 5-1
 - border, 4235-7,
4700-8
 - changing attributes,
5-10
 - changing size, 5-10
 - color, 4235-7,
4700-8
 - copying, 5-12
 - deleting, 5-13
 - drawing, 5-5
 - editing, 5-9
 - fill, 4235-5, 4235-7,
4700-7, 4700-8
 - moving, 5-11

C

Character Mapping Options dialog box, 3-8
color

- changing, 7-3
- palette, 4700-1, 4700-2
- printing, HLC-1

color mode, 4700-1
color palettes, 4700-1
column height, 6-5
column width, 6-5
constructing a color form, 4700-1
conventions, 1-4
copying

- boxes, 5-12
- images, 7-5
- lines, 5-12

crosshair, 4-6
Current object - Dimensions, 2-15
Current object - Shape, 2-15
Current object - Start Coordinates, 2-15

D

default
settings, 4-7
Delete Form dialog box, 3-2

deleting
boxes, 5-13
images, 7-5
lines, 5-13

deleting a form, 2-27
deleting elements, 6-21
Desktop

- Help, 1-6
- Help menu, 1-6

dialog box
Character Mapping Options, 3-8
Delete Form, 3-2

Filing Options, 3-4, 4-20
Find Text, 3-6, 6-22
GEM Forms Load Defaults, 3-7, 4-16
Grid Setting, 2-16,

Import Text, 3-3
Load Form, 3-1
Load Form Group, 3-2
Load Form Template, 3-2
Objects Off Page, 4-8, 4-10
Open Dat File, 3-3
Page Databasing, 3-8, 4-11
Page Properties, 3-1, 3-7, 4-7
Print, 3-3
Rename/Move Form, 3-2
Replace Text, 6-23
Replace text, 3-6
Ruler Options, 2-16, 4-5
Save Form As, 3-2
Save Form Group, 3-2
Spell Check Options, 3-11
Template Options, 2-22, 3-11
Text and Font Options, 3-8, 4-13
Usage Switches, 3-3, 4-18

Digital ruler, 2-15, 4-4
DocuMerge, 6-15
DocuTag, 6-15

E

Edit menu, 3-5
Copy, 3-5
Cut, 3-5

- Delete, 3-6
- Delete All, 3-6
- Deselect All, 3-6
- Find, 3-6
- Find Next, 3-6
- Find Previous, 3-6
- Paste, 3-5
- Redo, 3-5
- Replace, 3-6
- Select All, 3-6
- Undo, 3-5
- editing
 - boxes, 5-9
 - images, 7-3
 - lines, 5-9
- elements
 - adding, 2-23
 - applying color, 4700-6
 - displaying selected, HLC-8
 - editing, 2-25
 - excluding, 2-26
 - grouping, 2-25
 - shifting, 2-25
- Elixiform menu bar, 3-1
 - File menu, 3-1
 - Help menu, 3-5
 - System menu, 3-3
 - Window menu, 3-4
- exit, 1-9
- exiting, 2-40

F

- fast keys, 2-40
- File menu, 3-1
 - Close Dat File, 3-3
 - Delete Form, 3-2
 - Exit, 3-3
 - Import Text, 3-3
 - Load Form, 3-1
 - Load Form Template, 3-2
 - Merge Form Group, 3-2
 - New Form, 3-1

- Open Dat File, 3-3
- Print, 3-3
- Remove Form Template, 3-2
- Rename/Move Form, 3-2
- Save Form, 3-1
- Save Form As, 3-2
- Save Form Group, 3-2
- filing options, 4-19
- Filing Options dialog box, 3-4, 4-20
- Find Text dialog box, 3-6, 6-22
- font
 - adding multiple fonts, 6-17
 - changing, 6-16
 - conversion, 4700-12
 - load font list, 6-9
 - merging a font list, 6-9
 - replace, 6-17
- font conversions, 4235-10
- Font list, 6-8
 - adding fonts, 6-10
 - customizing, 6-10
 - loading, 6-9
 - merging, 6-9
 - removing fonts, 6-11
 - selecting, 6-9
- font mapping table, 4235-9, 4700-11
 - inverse, 4235-10
 - INV FONTS.LST, 4135-3
 - P2L FONTS.LST, 4135-3
- Font Preview Panel, 2-13, 6-8
- form
 - color, 4700-1, 4700-14
 - deleting, 2-27
 - designing for envelope, 2-19

- designing new, 2-19
- loading, 2-19
- merged data, 2-19
- modifying, 2-24
- moving, 2-28
- renaming, 2-28
- reproducing existing, 2-19
- saving, 2-24
- template defaults, 2-22
- template loading, 2-22
- using color, 2-23
- forms
 - grouping multiple, 2-39
- free text, 6-6
- FSL, 1-2

G

- GEM forms, 2-21, 4-16
- GEM Forms Load Defaults dialog box, 3-7, 4-16
- Graphic ruler, 2-15, 4-4
 - selecting options, 4-5
- graphics, 4235-10
 - black and white, HLC-8
 - color, HLC-9
 - converting, HLC-8, 4700-9
- gray patterns, 4235-2
- gray shades, 4235-2
 - applying to elements, 4235-4
 - removing, 4235-4
- grid, 4-1
 - displaying/hiding, 4-1
 - selecting properties, 4-2
 - use grid/inch, 4-6
- Grid display, 2-16

- Grid Setting dialog box, 2-16, 4-1, 4-2
- grouping form elements, 2-25
- groups
 - defining, 2-26
 - merging, 2-21
 - multiple forms, 2-39
 - saving, 2-26

H

- help, 1-3
- Help, on-line, 1-6
- Help menu, 1-6, 3-5
- HighLight color
 - forms, HLC-8
 - palettes, HLC-4
 - printing, HLC-1
 - replicant palettes, HLC-11

I

- Image toolbox, 7-2
 - image- name, 2-14
 - image - color, 2-14
 - image - fill color, 2-14
 - image - load, 2-14
 - image - size, 2-14
- images, 7-1
 - .LP3, 7-2
 - .LW8, 7-2
 - changing color, 7-3
 - copying, 7-5
 - deleting, 7-5
 - editing, 7-3
 - loading, 7-1
 - moving, 7-4
 - toolbox, 7-1
- Import Text dialog box, 3-3
- importing text
 - complete blocks, 6-12
 - into a box, 6-15

separate blocks,
 6-14
 input tray remapping,
 4700-12
 inserting data tags, 6-15
 installation, 1-9
 inter-character spacing,
 6-3
 inter-word spacing, 6-3
 INVFONTS.LST, 4135-4

J

joining text, 6-18

K

keyboard
 shortcuts, A-1

L

landscape, 2-30
 Line toolbox, 5-3
 custom line/border
 thickness, 2-5
 direction, 5-3
 line - color, 2-5
 line - direction, 2-5
 line - style, 2-5
 line color, 5-3
 line style, 5-3
 line width, 5-3
 lines, 5-1
 applying color,
 4700-6
 applying gray,
 4235-5
 changing attributes,
 5-10
 changing size, 5-10
 color, 5-3
 copying, 5-12
 deleting, 5-13
 direction, 5-3
 displaying, 5-1
 drawing, 5-2

editing, 5-9
 moving, 5-11
 style, 5-3
 toolbox, 5-2
 width, 5-3
 Load Form dialog box,
 3-1
 Load Form Group dialog
 box, 3-2
 Load Form Template
 dialog box, 3-2
 loading
 .DAT files, 2-39
 .LP3 images, 7-2
 .LW8 images, 7-2
 form template, 2-22
 GEM forms, 2-21
 images, 7-1
 new forms, 2-20
 saved forms, 2-20

local palette
 adding colors,
 4700-4
 adding shades,
 4235-3
 loading, HLC-8,
 4700-5
 removing colors,
 4700-5
 removing shades,
 4235-4
 saving, HLC-7,
 4700-5

Long Crosshair, 2-17
 Long crosshair, 4-6

M

mapping files, 4135-3
 menu bar
 Elixiform, 3-1
 Work area, 3-5
 menu bars, 2-18
 menus
 Help, 1-6
 merging groups, 2-21
 modifying a form, 2-24

- move form, 2-28
- moving
 - boxes, 5-11
 - images, 7-4
 - lines, 5-11
- multiple forms
 - editing, 2-39

N

- non-standard characters, 6-11

O

- Objects Off Page dialog box, 4-8, 4-10
- on-line Help, 1-6
- on-line help, 1-6
- Open Dat File dialog box, 3-3
- Options menu, 3-7
 - Character Mapping, 3-8
 - GEM Forms Load Defaults, 3-7
 - Page Databasing, 3-8
 - Page Properties, 3-7
 - Snap to Grid, 3-7
 - Spell Check Options, 3-11
 - Template Options, 3-11
 - Text/Font Options, 3-8

P

- P2LFORMATS.LST, 4135-3
- page databasing, 4-11
- Page Databasing dialog box, 3-8, 4-11
- page properties, 4-7
- Page Properties dialog box, 3-1, 3-7, 4-7
- page shift, 2-30, 2-39, 4700-12

- palette, HLC-2
 - applying, 4235-3
 - gray-scale, 4235-2
 - PC, 4235-1
- paper size, 2-40, HLC-10, 4700-1
 - large, 4135-1
- paper sizes, 4235-9, 4700-10
- pattern palette, HLC-5
- pattern palettes, 4700-8
- patterns, 4235-2, 4700-7
- PC palette, HLC-2, 4235-1, 4700-1
 - applying, HLC-4, 4235-2
 - applying a, 4700-4
- PC palette RGB values, HLC-11
- portrait, 2-30
- print
 - disk file, 2-30, 2-39
- Print dialog box, 3-3
- print special dialog box, 2-35
- printer, 2-29
 - palette, HLC-2
 - PCL 4, 2-29
 - Xerox 4700, 4700-13
- printer setup, 4235-11
- printing, 4700-10
- printing grays, 4235-1, 4235-8
- proof printing, 2-28
 - on full color printers, HLC-11, 4700-13
 - print special dialog box, 2-35

R

- Redo, 2-17
- Rename/Move Form dialog box, 3-2
- rename form, 2-28
- Replace Text dialog box, 3-6, 6-23

replicant palettes,
HLC-11
ruler, 4-4
 digital, 4-5
 display units, 4-5
 graphic, 4-5
Ruler Options dialog
box, 2-16, 4-5

S

Save Form As dialog
box, 3-2
save form group, 2-26
Save Form Group dialog
box, 3-2
saving a form, 2-24
saving a palette, 4700-5
Select toolbox
 copy, 2-3
 copy - horizontal distance, 2-4
 copy - vertical distance, 2-4
 delete, 2-3
 group filter options, 2-3
 movement selection, 2-4
 number of copies, 2-3
 sticky lines, 2-4
shades, HLC-1
shifting elements, 2-25
Show/hide Toolbox, 2-18
Snap to Grid, 2-16
soft keyboard, 6-11
Spell Check, 2-18, 3-7, 3-11
Spell Check Options dialog box, 3-11
Spell checking, 6-24
 setting defaults, 6-24
 using, 6-27
starting Elixiform, 1-9
static data, 1-1

sticky lines, 5-4, 5-12
System menu, 3-3
 Filing Options, 3-4
 Reset to Defaults, 3-4
 Save Configuration, 3-4
 Usage Switches, 3-3

T

template, 2-22
 defaults, 2-22
Template Options dialog
box, 2-22, 3-11
 Docutag/dataMerge - data tags, 2-11
text
 applying color, 6-5, 4700-6
 applying gray, 4235-5
 attributes, 6-3
 boxed, 6-6
 color, 6-4
 copying, 6-20
 creating, 6-1
 cut and paste, 6-21
 deleting, 6-21
 editing, 6-15
 finding/replacing, 6-22
 free, 6-6
 importing, 6-12
 joining, 6-18
 justification, 6-4
 moving, 6-19
 options, 4-13
 splitting, 6-19
Text and Font Options dialog box, 3-8, 4-13
Text toolbox, 6-3
 add/remove font from list, 2-12, 6-7
 boxed text/free text, 6-6
 color, 6-4

- column width and height, 6-5
- data tag - on/off, 6-5
- draw column box boundaries, 6-6
- f, 2-12, 6-7
- font preview panel, 2-13, 6-8
- intercharacter/interword spacing, 6-3
- justification, 6-4
- lines per inch, 6-4
- load font list, 6-8
- load font list/merge font list/save font list, 2-13
- merge font list, 6-8
- positioning, 6-4
- remove redundant spaces, 6-3
- save font list, 6-8
- soft keyboard, 6-8
- split string, 6-3
- text - column height, 2-12
- text - column width, 2-11
- text - direction, 2-8
- text - draw column box boundaries, 2-11
- text - inter-character/inter-word spacing, 2-9
- text - justification, 2-10
- text - lines per inch, 2-10
- text - positioning, 2-10
- text - remove redundant spaces, 2-9
- text - set column width/height to define box, 2-12
- text - soft keyboard, 2-13
- text - split string, 2-9
- text - text color, 2-10
- text - word wrapping, 2-9
- text direction, 6-3
- word wrapping, 6-3
- tints, HLC-1
- toolbar, 2-15
 - current object - dimensions, 2-15
 - current object - shape, 2-15
 - current object - start coordinates, 2-15
 - digital ruler, 2-15, 4-4
 - graphic ruler, 2-15, 4-4
 - grid display, 2-16
 - long crosshair, 2-17, 4-6
 - redo, 2-17
 - show/hide toolbox, 2-18
 - snap to grid, 2-16
 - spell check, 2-18
 - undo, 2-17
 - zoom in/out, 2-17, 4-6
- Toolbox
 - displaying, 3-4
- toolbox, 2-2
 - box tool, 2-6
 - image, 7-1
 - image tool, 2-14
 - line, 5-2
 - line tool, 2-5
 - select tool, 2-3
 - text, 6-1
 - text tool, 2-8
- Tools menu, 3-7
 - Box, 3-7
 - Circle, 3-7
 - Image, 3-7
 - Line, 3-7

Path, 3-7
Select, 3-7
Spell Check, 3-7
Text, 3-7

Xerox HighLight color
printers, HLC-1
Xerox naming conven-
tion, 4135-2

U

UDK escape character,
2-38
Undo, 2-17
undo/redo, 2-27
usage switches, 4-18
Usage Switches dialog
box, 3-3, 4-18
user preferences, 2-24,
4-1

V

variable/fixed data, 1-1
View menu, 3-7
 Grid, 3-7
 Long Crosshair, 3-7
 Ruler, 3-7

W

Window menu, 3-4
 Form, 3-4
 Tile, 3-4
 Toolbox, 3-4
Work area, 2-1
Work area menu bar,
3-5
 Edit menu, 3-5
 Options menu, 3-7
 Tools menu, 3-7
 View menu, 3-7

X

Xerox 4135 printer,
4135-1
Xerox 4235 printer,
4235-1
Xerox 4700 printer,
4700-1

Z

zoom, 2-40
Zoom in/out, 2-17, 4-6