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

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# 1 Introduction

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This chapter provides an introduction to Elixir's AppBuilder for VIPP (Variable Data Intelligent PrintWare), describes the contents of this user guide and the installation process, as well as how to start and exit AppBuilder for VIPP.

## **APPBUILDER FOR VIPP**

Elixir AppBuilder for VIPP is a WYSIWYG tool that gives Xerox VIPP users the ability to create single page documents and Job Descriptor Tickets (JDTs) using Xerox's VIPP format. JDTs are Xerox printer resources that allow you to place variable data in exact locations on a form, and to specify data attributes such as font size, field color and print direction.

JDTs work with a data file to produce a document on any PostScript device (printer, viewer or FAX) that has Xerox's VIPP software installed. The data stream can contain callouts to PostScript printer resources (forms, fonts, logos) and to Xerox resources (JDTs), or the resources can be embedded in the data stream. A VIPP interpreter processes the data stream to produce a document.

## **CUSTOMER SUPPORT**

Xerox Customer Support Centers provide technical assistance for Elixir users during normal business hours.

If you have any problems running or using AppBuilder for VIPP or associated Elixir applications, you can call the Xerox customer support center in your area. Before calling, please have the following information available:

- your name, organization, telephone number, and address
- the name and version number of the Elixir application

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- a complete description of the problem, including any error messages displayed on your monitor or printed on your printer  
A central administrator will answer your call, assign you a log number, and direct you to the appropriate product specialist.

## Elixir Web site support

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

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

## ELIXIR TRAINING

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

**Elixir Learning**  
(805) 641-5900 x 6

## WHO SHOULD USE THIS GUIDE

This guide is intended for users familiar with Microsoft Windows, Elixir Desktop and Elixir Forms Editor; and Xerox printing resources. Users should have access to Xerox's *Xerox Generic Format Reference Manual*. See the on-line documentation for more detailed information on the procedures described in this document.

## HARDWARE AND SOFTWARE REQUIREMENTS

The following section describes hardware and software requirements for running AppBuilder for VIPP.

## Hardware

**Minimum PC hardware:** 80486 (or 100% compatible) PC/AT or IBM PS/2; 16MB RAM; 200+ MB hard drive, 3.5 inch 1.44 MB internal diskette drive, LPT1 parallel port.

**Recommended PC hardware:** Pentium (or 100% compatible) with 90 Mhz processor; 32 MB RAM; 500+ MB hard drive, 3.5 inch 1.44 MB internal diskette drive, CD-ROM drive, LPT1 parallel port.

### Additional requirements:

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

### Optional requirements:

HP LaserJet II or compatible PCL printer(s)

## Software:

**Software requirements:** Microsoft Windows 95 or Windows NT version 4.0 or later.

## ElixKey

Your software comes with an ElixKey, a parallel port key connector. This is a hardware enabler which you connect to the LPT1 parallel port of your PC. It does not affect the performance of any devices connected to your PC\*. Your supplied ElixKey must be connected to enable installation and to save files.

If you have another device currently connected to the parallel port, unplug it, connect your ElixKey to the port, then connect the device to the ElixKey. ElixKey operates transparently with other devices connected to it.

If you are running other Elixir applications, connect all ElixKeys together and connect the assembly to the LPT1 port.

**\*CAUTION:** ElixKeys may not be completely transparent when using PC-to-PC file transfer utilities which use a parallel port interface (such as LapLink). If you are using a parallel port PC file transfer package, first disconnect any ElixKeys.

## CONVENTIONS

This section describes the following:

- display conventions
- typographical conventions

### Display conventions

AppBuilder for VIPP follows 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 typographic conventions are used throughout this guide:

- Keystrokes are enclosed in < > (angle brackets).  
For example, <Enter>.
- Key combinations are denoted by a plus sign between keys.  
For example, <Shift> + <F1> indicates to simultaneously press the <Shift> and the <F1> keys.
- Selecting a command series (a sequence of menus and options) is denoted by “>” (the greater than sign) between the actions.  
For example: **Select File>Form>Load Form** indicates to pull down the File menu, select the **Form** sub-menu and then select the [Load Form] option.
- Outside of a command series, menu and sub-menu titles are depicted in bold, and menu options are enclosed in [ ] (square brackets).  
For example: The **File** menu contains the [Save] and [Save as] options.
- Outside of a command series, dialog box fields are shown in italics, and dialog box options are enclosed in [ ] (square brackets).  
For example: The Grid Setting dialog box *Snap Mouse Speed* field contains [Slow], [Moderate] and [Fast] options.
- Command and option buttons that you press are also enclosed in [ ] (square brackets).  
For example: Click on [OK] or [Cancel]. Click on the [Browse] button.

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- Steps in a procedure are shown in numbered bold paragraphs.

For example:

#### 1. **Click on [OK] in the Main Setup dialog box.**

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

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

#### **Image Compression**

Compresses images in the output data stream.

- Commands you enter at the DOS prompt are shown in larger text. Within DOS commands, variable data is shown in italics.

For example: **COPY** *<filename>* *drive:\ELIXIR* <Enter>

## ON-LINE HELP

The **Help** menu, <F1> key and all [Help] buttons in dialog boxes are for future implementation.

## ORGANIZATION OF THIS GUIDE

This user guide contains the following chapters:

Chapter 1, "Introduction," provides an introduction to Elixir's AppBuilder for VIPP, describes the contents of this user guide and explains the installation process, as well as how to start and exit AppBuilder for VIPP.

Chapter 2, "[AppBuilder for VIPP tutorial](#)", walks you through the steps required to create a single VIPP Job Descriptor Ticket (JDT) file.

Chapter 3, "[AppBuilder for VIPP basics](#)", provides an overview of the features you can access from AppBuilder for VIPP's main screen, as well as the basic operations for creating a document.

Chapter 4, "[Toolbar](#)", gives detailed descriptions of the Toolbar and its options.

Chapter 5, "[Toolbox](#)", provides detailed descriptions of the Toolbox tools and options.

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Chapter 6, "[AppBuilder for VIPP menu bar](#)", provides information on AppBuilder for VIPP's main menus and sub-menus, and the options they contain. The Data File and ElixirViewer windows and their features are also documented.

Chapter 7, "[Work area menu bar](#)", cover the Work area menu bar's menus and sub-menus, and the options they contain.

Chapters 8 through 11, "[Lines](#)", "[Shapes](#)", "[Text operations](#)", and "[Images](#)", are reference sections that describe in detail how to create and edit form elements.

Chapter 12, "[Document window](#)", provides a detailed description of the Document window and its features.

Chapter 13, "[Media window](#)", gives a detailed description of the Media window and its features.

Chapter 14, "[Auxiliary dialog boxes](#)", furnishes detailed descriptions of all of AppBuilder for VIPP's sub-dialog boxes.

Chapter 15, "[How to...](#)", describes how to perform various operations in AppBuilder for VIPP.

## INSTALLING APPBUILDER FOR VIPP

Installation of AppBuilder is a simple, interactive procedure that should take approximately five minutes. To quit installation at any time, press <Esc>.

To install AppBuilder for VIPP:

**1. Insert the CD-ROM into your CD-ROM drive.**

The Elixir Installer - Welcome dialog box displays.

**2. Click on [Next].**

The Elixir Installer - Programs dialog box displays.

**3. Select [Elixir AppBuilder for AFP], then click on [Next] .**

The Elixir Installer dialog box displays to confirm your selection.

**4. Select [Install] to proceed with the installation, then click on [OK] to reconfirm.**

The Release Notes dialog box displays.

**5. Select [Yes] to read the Release Notes now or select [No] to read them at a later time, then click on [OK].**

The Release Notes are written to *drive*:\ELIXIR\RELNOTES. After installation you can open the Release Notes by selecting [Release Notes] from the Help menu.



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The Install Type dialog box displays.

6. **Select [Default] to install all files in default directories, [Custom] to install the program and data files in specified directories, or [Network] to select whether to install program, data, and/or configuration files.**

7. **Select a destination drive (C:\ is recommended), then click on [OK].**

The Make Backups dialog box displays.

8. **Select [Yes] to create backups of all files the installation replaces, or [No] to overwrite the existing files.**

The Program Selector dialog box displays.

9. **Select [AppBuilder for AFP] to install the main program, and [Elixir Desktop] to install an Elixir Desktop with basic conversion capability.**

The Monitor Setup dialog box displays with the resolution of your system detected during installation.

10. **Select the screen font resolution for your system, then click on [OK].**

A PDF Documentation dialog box displays asking if you want to install on-line documentation in PDF format.

11. **Select [Yes] to install PDF files in the *drive:\ELIXIR\HELP\PDF* directory, or [No] to not install the files.**

Installation begins.

Files are copied to your hard disk and the Registration Information dialog box displays.

12. **Enter your name and company name in the Registration Information dialog box, then click on [OK].**

The Finished Installation dialog box displays.

## CHECKING INSTALLATION

You can verify that AppBuilder is installed by clicking on the [Start] button in the Taskbar, selecting [Programs] and then [Elixir Applications] (or other name if you changed the default). An Elixir AppBuilder for VIPP shortcut should display in this folder.

The Elixir AppBuilder for VIPP icon also displays in the Elixir Desktop.

## STARTING APPBUILDER FOR VIPP

Depending on your operating system, you can start AppBuilder as follows:

- In Windows 3.11, in the Elixir Applications program group in Program Manager, double-click on the Elixir AppBuilder for VIPP icon.
- In Windows 95 or Windows NT, click on the [Start] button, then select Programs>Elixir Applications>Elixir AppBuilder for VIPP.
- In any operating system, from the Elixir Desktop (if installed), double-click on the Elixir AppBuilder for VIPP icon, or double-click on an Elixir PageDef or FormDef resource file in the Jobs folder, Elixir Data Jobs or Elixir Document Jobs folders.

The AppBuilder window displays.

## EXITING APPBUILDER FOR VIPP

To exit AppBuilder for VIPP:

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

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# 2 AppBuilder for VIPP tutorial

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This chapter walks you through the steps required to create a single VIPP Job Descriptor Ticket (JDT) file using Elixir's AppBuilder for VIPP. Using an Elixir-supplied form, you will learn to:

- Create the Document
- Define the physical sheet of paper
- Use a form as a data mapping template
- Define the JDT
- Define data
- Copy-and-paste existing definitions
- Map data to a form by:
  - Drag-and-drop positioning
  - Manual positioning - entering X and Y coordinates
- Define and modify data
- Define a Record Criteria Definition
- Convert the design to a JDT

The form used in this tutorial is provided and located in drive:  
\\ELIXIR\FORMS\ELIXIR\DEMO\EXAM3US.ELX.

## CREATING THE DOCUMENT

1. **Start AppBuilder for VIPP.**
2. **Select File>Document>New Document.**

The Document Properties dialog box displays.

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**3. Enter the following information, then click on [OK]:**

- *Document Name* - "Sample Applications"
- *Document Description* - "Elixir Getting Started Designs"

The Document and Media windows display at the bottom of the Work area.

## DEFINING THE PHYSICAL SHEET OF PAPER

**1. Right-click on the Ruler icon in the main Toolbar.**

The Ruler Options dialog box displays.

**2. Select [Dots] in the *Ruler measure* field, then click on [OK].**

**3. Right-click on NewMedia in the Media tree in the Media window.**

The Media Properties dialog box displays.

**4. Enter the following information, then click on [OK]:**

- *Media name* - "Sample Applications"
- *Media Description* - "Elixir Getting Started Designs"

The new Media displays in the Media tree.

**5. Right-click on NewPaper#1 in the Media tree.**

The Paper Properties dialog box displays.

**6. Select/enter the following options, then click on [OK]:**

- *Paper Name* - "US Letter"
- *Width* - "2550"
- *Height* - "3300"
- *Presentation* - [Landscape]
- *Duplex Printing* - [Long side]

US Letter displays under Sample Applications in the Media tree.

## USING THE FORM AS A DATA MAPPING TEMPLATE

- 1. Select NewSheet#1 in the Media tree.**
- 2. Click on [Add Form] (the icon to the right of [+S]) in the Media Toolbar.**  
The Add Form dialog box displays.
- 3. Click on the [Select] button.**  
The Select Form dialog box displays.
- 4. Select EXAM3US.ELX and click on [OK] until all dialog boxes close.**  
EXAM3US.ELX displays in the Media tree under NewSheet#1.
- 5. Select Options>AppBuilder Preferences in the Work area menu bar.**  
The Preferences dialog box displays.
- 6. Select the following options, then click on [OK]:**
  - *Active Form Color* - [Blue]
  - *Inactive Form Color* - [Gray]

The form displays in the Work area in the selected (display-only) colors.
- 7. Select Window>Tile.**  
The Media window redisplay.

## DEFINING THE JDT

- 1. Click on [+P] in the Document window Toolbar.**  
A new Page displays in the Document tree. This Page corresponds to a single JDT definition.  
You can add multiple Pages to a single AppBuilder for VIPP Document. When JDT conversion occurs, each Page becomes a separate JDT file.
- 2. Right-click on NewPage#1 in the Document tree in the Document window.**  
The Page Properties dialog box displays.
- 3. Enter the following information:**
  - *Page name* - "Example 3 JDT"
  - *Short name* - "EXAMPLE3"
  - *Description* - "Example 3: Sales report using RPE mode"

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**4. Select *Use paper dimension* and click on the [Select] button.**

The List of Papers dialog box displays.

**5. Select [US Letter] in the *Paper Names* field, then click on [OK] until all dialog boxes close.**

The Paper defined earlier is now linked to the current Page definition and the dimensions of the selected Paper display in the *Logical Page Dimension* field.

The *Logical Page Offset* and *Logical Page Dimension* fields correspond to the VIPP SETMARGIN command.

## DEFINING DATA

**1. Click on [+R] in the Document window Toolbar.**

A new Record displays in the Document tree.

**2. Right-click on NewRecord#1 in the Document tree.**

The Record Properties dialog box displays.

**3. Enter “Record1” in the *Record name* field.**

**4. Select [Line Printer] in the *Record Type* field, then click on [OK].**

Record1 displays in the Document tree.

**5. Click on [+F] in the Document window Toolbar.**

A new Field displays in the Document tree.

**6. Right-click on NewField#1.**

The Field Properties dialog box displays.

**7. Select/enter the following information, then click on the [Font] button:**

- *Field name* - “R1/Field1”
- *Offset* - “0”
- *Length* - “99”
- *Alignment/Align* - [Center]

The Font List dialog box displays.

**8. Click on the [ATM] button.**

The Select ATM Font dialog box displays.

**Note:** If ATM fonts are not installed on your machine, the *Face Name* field is empty. In this case, close the Select ATM Font dialog box and perform steps 8-9 by selecting [True Type].

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**9. Select the following options, then click on [OK]:**

- *Face Name* - [Helvetica], for TrueType [Arial]
- *Size* - [18]

The Font List dialog box redisplay.

**10. Select /enter the following information, then click on the [Add] button:**

- *Style* - [Bold]
- *User name* - "F4"

The defined font is added to the *List of used Fonts* field and is available for future use.

**11. Click on [OK] until all dialog boxes close.**

The Field definition is added to Record1.

## **COPYING-AND-PASTING EXISTING DEFINITIONS**

**1. Select Record1 in the Document tree.**

**2. Select Edit>Copy in the Document window menu bar.**

The Record and its associated Field definition copy to the Windows Clipboard.

**3. Select Edit>Paste Record in the Document window menu bar.**

**4. Repeat step #3 two more times.**

## **MAPPING DATA TO A FORM**

There are two ways to map data to a Form:

- Drag-and-drop positioning
- Manual positioning - entering X and Y coordinates

### **Drag-and-drop positioning**

**1. Select the first R1/Field1 and hold down the mouse button.**

**2. Drag the Field to the upper left corner of the Form (approximate coordinates are X=750, Y=280), center it in the empty box, and release the mouse button.**

The Field maps to the Form and displays in the Work area. The X, Y coordinates display in the [Digital Ruler] in the Work area Toolbar.

## Manual positioning - entering X and Y coordinates

**1. Select the second added Record and right-click.**

The Record Properties dialog box displays.

**2. Change the *Record name* to “Record2”, then click on [OK].**

**3. Double-click on Record2.**

The Record expands to show all related Fields.

**4. Select R1/Field1 in the Document tree, then right-click.**

The Field Properties dialog box displays.

**5. Change the *Field name* to “R2/Field1”, then click on the [Font] button.**

The Font List dialog box displays.

**6. Click on the [ATM] button (or the [TrueType] button if you have no ATM fonts).**

The Select ATM Font (or Select TrueType Font) dialog box displays.

**7. Select the following options, then click on [OK]:**

- *Style* - [Bold]
- *Face Name* - [Helvetica], for TrueType [Arial]
- *Size* - [13]

The Font List dialog box redisplay.

**8. Change the *User name* to “F1”, then click on the [Add] button.**

**9. Click on [OK].**

The Field Properties dialog box redisplay.

**10. Select/enter the following information:**

- *Color* - [White]
- *Position/Horizontal* - “550”
- *Position/Vertical* - “510”

**11. Select *Is Mapped* and click on [OK].**

The Field displays in the specified location on the Form.



## DEFINING AND MODIFYING DATA (CONTINUED)

**1. Select the third added Record and repeat steps 2-11(manual positioning) with the following changes:**

- *Record name* - "Record3-8"
- *Repeat* - "6" - specifies that the next six Records occurring in the data will use the same formatting.
- *Field name* - "R3-8/Field1"

Skip steps 6-8 since the referenced font was defined earlier.

- *List of used fonts* - "F1"
- *Displacement/Horizontal* - "318" - setting a horizontal displacement value offsets each successive Record by the amount specified in the previous Record.

**2. Select R3-8/Field1 in the Document tree and hold down the mouse button.**

**3. Drag the Field to the Form and drop it into the first solid box to the right of R2/Field1 (approximate coordinates are X=1125, Y=510).**

Fields for the repeated Records are positioned automatically at the specified displacement.

**4. Right-click on R3-8/Field1.**

The Field Properties dialog box displays.

**5. Select [White] in the *Color* field, then click on [OK].**

**6. Select the fourth added Record and make the following changes:**

- *Record name* - "Record9"
- *Repeat* - "1"

**7. Select the attached Field, change the *Field name* to "R9/Total" and add a new font with the following properties to the Font List:**

- *Style* - [Bold]
- *Face Name* - [Helvetica], for TrueType [Arial]
- *Size* - [14]
- *User name* - "F5"

**8. Drag the Field to the Form and drop it into the last solid box to the right of the previous Fields (approximate coordinates are X=3045, Y=510).**

**9. Right-click on R9/Total.**

The Field Properties dialog box displays.

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**10. Select [White] in the *Color* field, then click on [OK].**

**11. Select Record9 in the Document tree and click on [+R].**

A new Record displays in the Document tree.

**12. Select the new Record and make the following changes:**

- *Record name* - "Record10-35"
- *Repeat* - "25"

**13. Select Record10-35 and click on [+F].**

A new Field displays in the Document tree.

**14. Select the new Field and make the following changes:**

- *Field name* - "Product Division"
- *Offset* - "0"
- *Length* - "34"
- *Alignment/Align* - [Left]
- *Displacement/Vertical* - "75"

This value is the vertical offset for this Field in each new Record as the data is processed.

**15. Add a new font with the following properties to the Font List:**

- *Style* - [Bold]
- *Face Name* - [Helvetica], for TrueType [Arial]
- *Size* - [15], for TrueType [12]
- *User name* - "F2"

**16. Drag the Field to the Form and drop it into the upper left corner of the large solid box under the R2/Field1 column heading (approximate coordinates are X=150, Y=630).**

The repeated Fields display in the Work area under Product Division, with every two lines alternating shaded/unshaded.

## DEFINING A RECORD CRITERIA DEFINITION

1. **Select the Product Division Field and click on [Add new condition] in the Document window Toolbar (the icon to the right of [+F]).**

A new Condition displays in the Document tree.

2. **Right-click on the new Condition.**

The Field Condition dialog box displays.

3. **Select/enter the following information, then click on the [Font] button:**

- *Name* - "Total"
- *Short name* - "CND1" - this is the Record Criteria Definition identifier that will be placed in the SETRC D and FROMLINE statements in the JDT file.
- *Start* - "0"
- *Length* - "5"
- *Comparison test operators* - [==]
- *Comparison String* - "TOTAL"

The Condition - Font dialog box displays.

4. **Select the *Font* field, then click on the [ATM] button (or the [TrueType] button if you have no ATM fonts).**

The Select ATM Font (or Select TrueType Font) dialog box displays.

5. **Select the following options, then click on [OK]:**

- *Style* - [Bold]
- *Face Name* - [Helvetica], for TrueType [Arial]
- *Size* - [18]

The Condition-Font dialog box redisplay s.

6. **Enter "F2t" in the *User name* field, then click on the [Add] button.**

The Field prints in this font when the defined Condition is TRUE.

7. **Click on [OK] until all dialog boxes close.**

8. **Add seven new Fields under the Product Division Field.**

9. **Right-click on the first added Field.**

The Field Properties dialog box displays.

10. **Click on the [Sample Text] button.**

The Text dialog box displays.

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11. Enter "111111.111" in the *Text* field, then click on [OK].

12. Modify all seven Fields using the following settings:

Field #	Field name	Offset	Length	Align-ment	Disp. - V	Font	Sample Text
1	France	28	10	Right	75	F2	11111.111
2	UK	38	11	Right	75	F2	22222.222
3	Germany	49	11	Right	75	F2	33333.333
4	Spain	60	11	Right	75	F2	44444.444
5	Italy	71	11	Right	75	F2	55555.555
6	Belgium	82	10	Right	75	F2	66666.666
7	Total	92	11	Right	75	F3*	77777.777

\* For font "F3", use Helvetica 16 point bold or TrueType Arial 14 point bold.

13. Map each Field to the Work area, with one Field per column, starting in the column under R3-8/Field4.

The vertical position is the same as that specified for Product Division.

## CONVERTING THE DESIGN TO A JDT

1. Select **File>Document>Save Document** in the main menu bar.

The Document is saved under "Sample Applications".

2. Select **File>Convert>Export JDT**.

The Export JDT dialog box displays.

3. Enter the following information, then click on [OK]:

- *Output File name* - "Exam3"
- *Form Extension* - "FRM"

AppBuilder for VIPP converts your design to a JDT and writes the file to *drive:\ELIXIR\JOBS\VIPOUT\*.

4. Copy the JDT file to the *drive:\*directory that your printer uses.

5. Copy EXAM3US.FRM to the *drive:\*directory that your printer uses.

6. Print *drive:\ELIXIR\PRNSYS\DATA\EXAMPLE3.LM* to your VIPP printer.

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See your *Xerox Generic Format Reference Manual* for more information on steps 4-6.

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# 3 AppBuilder for VIPP basics

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This chapter provides an overview of the features you can access from AppBuilder for VIPP's main screen and describes the basic operations for creating a document.

## APPBUILDER FOR VIPP WINDOW

To view the AppBuilder for VIPP main screen, start the program as described in the “Introduction” chapter or double-click on the Elixir AppBuilder for VIPP icon on the Elixir Desktop (if installed).

The AppBuilder for VIPP window displays and contains, from right to left, top to bottom:

- [AppBuilder for VIPP menu bar](#)
- Message area
- [Toolbox](#)
- [Work area menu bar](#)
- [Toolbar](#)
- Work area
- [Document window\\*](#)
- [Media window\\*](#)

\* These windows may or may not display upon initial opening.

## CREATING FORMS

A form created with AppBuilder for VIPP is the static (or boiler plate) component of a print job and contains elements such as lines, boxes, text, and images. AppBuilder for VIPP allows you to see each static form element as you add or revise the element.

This section provides information which may be helpful when designing your form. See the "[Adding form elements](#)" section for information on form elements.

### Designing new forms

Sketching the form on paper before drawing it on the screen makes placing the elements easier.

### Reproducing an existing form

If you are reproducing an existing form, have the form in front of you as you are designing it on the screen. Use a ruler to measure the margins, lines and other elements of the form, then use the on-screen rulers to get an exact placement of each element.

Elixir's ElixirScan product can also be used to scan your existing form into an editable format that can be directly imported in to AppBuilder for VIPP. See the *Elixir-Scan User Guide* for more information.

## LOADING FORMS

You can only edit one form at a time. Loading a form closes any open Media window and all displaying overlays.

### Loading a new form <F9 >

To load a new form:

**1. Select File>Form>New form.**

The [Form Properties dialog box](#) displays.

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

The [Form Databasing dialog box](#) displays.

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

The new form is loaded in the Work area.

## Loading a saved form <F8 >

To load a previously saved form:

- 1. Select File>Form>Load form.**

The Load Form dialog box displays.

- 2. Select the form you want to load, then click on [OK].**

The form is loaded into the Work area.

If the image referenced in a form is missing, a replacement image displays. If you want to delete the image from the form, select the replacement image and press <Del>.

## Loading GEM forms

If you are using forms that were created in a version of ElixirForm prior to version 3.00, you can select to maintain the original boxed text formatting or use the new Windows method of box text formatting. You can also select to maintain the original color mode or select a new color mode.

Select the text formatting and color mode options for all subsequently loaded GEM forms using the *Text formatting Compatibility* and *Color Mode* fields in the [GEM Forms Load Defaults dialog box](#).

Select the text formatting and color mode options for the currently loaded GEM form only using the *Text formatting Compatibility* field in the [Text and Font Options dialog box](#) and the *Color Mode* field in the [Page Properties dialog box](#).

## Loading a form template

A form template is a form that is loaded as an overlay or visual guide only for the purpose of designing new form elements around it. A form template does not become a part of the form when the form is saved; only the new elements are saved with the form.

You can load more than one form file template into the Work area; however, retrieving multiple form templates uses more memory which may be significant if your templates contain large images.

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.



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To load a form template:

**1. Select File>Form Group>Load form Template.**

The Load Form Template dialog box displays.

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

You can also double-click on the template name.

**3. Design a new form using the template as a guide.**

### **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 an option to display its associated object in the template, or deselect the option to hide the associated object.

#### **Disable template object selection**

Prevents form template objects from being selected or modified.

#### **Lock template**

Keeps the current template loaded at all times.

## **USING COLOR**

Color can be applied to any part of a form. However, your printer must support color printing to print in color.

To select the color mode:

**1. Select Options>Form Properties.**

The [Form Properties dialog box](#) displays.

**2. Select [Full Color], then click on [OK].**

## ADDING FORM ELEMENTS

Forms are created using lines, paths, boxes, circles, text and images - collectively called form elements. You can easily apply different attributes and properties to any element by selecting Toolbox options. Elements can be placed anywhere on the form, creating a unique form to fit your needs.

To modify an existing element, right-click on the element and apply new properties by selecting Toolbox options. See the "[Toolbox](#)" chapter for more information on individual tools and their options.

See the "[Lines](#)", "[Shapes](#)", "[Text operations](#)" and "[Images](#)" chapters for detailed information on adding and modifying elements.

## SELECTING FORM ELEMENTS

To perform an action on a form element, you must first select it.

To select an element:

- 1. Select the Select tool in the Toolbox.**
- 2. Place the cursor on the element you want to edit and right-click.**

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

Boxes appear around the element to show it is selected.

To select multiple form elements:

- 1. Select the Select tool in the Toolbox.**
- 2. Hold down <Shift>, place the cursor on the elements you want to edit and click.**

Boxes appear around the elements to show they are selected.

## EDITING FORM ELEMENTS

You can edit individual elements as often as necessary. This includes moving, copying, and deleting elements, as well as changing element properties.

See the "[Lines](#)", "[Shapes](#)", "[Text operations](#)" and "[Images](#)" chapters for detailed information on editing elements.

## Shifting form elements

You can shift all or selected elements on a form. It is easier to see elements shift when the grid is displayed.

To shift form elements, hold down the <Ctrl> key and use the arrow keys to shift the elements up, down, left, or right. You can also use the direction keys (without the <Ctrl> key) on the numeric keypad if <Num Lock> is engaged.

Only selected elements shift.

## CREATING FORM GROUPS

You can group form elements together for editing. A group is two or more elements. Once a group is defined, you can edit it as if it were a single form element.

If you want to undo a group command, operations are undone one element at a time. For example, if you delete a form group and then select **Toolbar>Undo**, the elements in the group display again, one at a time.

### Defining form groups

To define a form group:

- 1. Select the Select tool in the Toolbox.**
- 2. Move the screen pointer to the elements to be grouped.**
- 3. Click and drag the dotted line that displays until it encloses all of the elements you want in the group.**

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

- 4. Release the mouse button.**

You can now move, copy or delete the group as if it were a single element.

### Excluding elements from a form group

To exclude all occurrences of an element or any one element from a form group, <Shift>-click on the element after grouping. To include the element again, <Shift>-click on the element again.

## EDITING FORM GROUPS

To change the properties of grouped elements, right-click on an element in the group. The Toolbox for the element type displays, and you can apply new properties to all like elements in the group.

See the "[Lines](#)", "[Shapes](#)", "[Text operations](#)" and "[Images](#)" chapters for detailed information on editing elements.

## MERGING FORM GROUPS

You can load a form into the Work area without replacing the contents of the Work area. This allows you to save portions of a form, such as standard form headers and footers, and use these form pieces as part of a new form. See the "[Saving form groups](#)" section in this chapter for information about saving a form group.

To merge a form group:

- 1. Select File>Form Group>Merge form Group.**

The Load form dialog box displays.

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

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

Objects that fit within the form boundaries are the only ones that can be merged. Since this operation can not be undone, make sure that enough space is available in the Work area so that form elements do not fall outside the form boundaries or overlap one another.

## SAVING FORM GROUPS

You can define a group in an existing form and save it as a form file. You can then retrieve the file for editing or use it as a form template.

This feature is useful when standard elements (for example, headers and footers) are used on several forms. You can also use it to merge parts of one form with parts of another form. See the "[Merging a form group](#)" section for more information.

To save a form group:

- 1. Define the group as described in the “Defining a form group” section.**

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**2. Select File>Form Group>Save Form Group.**

The Save Form Group dialog box displays.

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

The form group is saved in the specified forms directory.

## SAVING FORMS

To save your work automatically, select the *Autosave* field in the [Usage Switches dialog box](#).

To save a form:

**1. Select File>Form>Save Form As.**

The Save Form As dialog box displays.

**2. Enter a form name (no extension) and click on [OK].**

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

After you save a form, you can use <Ctrl> + <S> to quickly save your work.

## DELETING FORMS

To delete a form:

**1. Select File>Form>Delete Form.**

The Delete Form dialog box displays.

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

The form is deleted.

## RENAMING OR MOVING FORMS

To rename or move a form:

**1. Select File>Form>Rename/Move Form.**

The Rename/Move Form dialog box displays.

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

The Rename/Move Form dialog box displays the directory and name of the form.

3. **Enter a new directory to move the file or enter a new file name to rename the file, then click on [OK].**

The form must have an .ELX extension if you want to load it into Elixiform.

The file is moved or renamed as specified.

## PRINTING FORMS

To print a form:

1. **Select File>Print>Using Print Driver.**

The [Print dialog box](#) displays.

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

### Printing a disk print file

To print a form that has been written to disk:

1. **Exit AppBuilder for VIPP and go to the DOS prompt.**
2. **Enter the directory of the print file.**
3. **Use the DOS COPY command to copy the .PRN file to your active parallel port (for example, LPT1).**

For example:

```
COPY filename.PRN LPT1 <Enter>
```

where filename is the stem name of the disk file.

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

## USING THE ELIXIR HP PRINT DRIVER

You can use the Elixir HP Driver for optimal proof printing of Elixir forms. The benefits of using this driver are:

- increased proof-printing speed
- ability to print light, medium and dark shaded boxes using HP printer shading calls
- support of storing a form as a macro
- ability to call printer resident fonts
- produces files requiring substantially less disk space.

To use the Elixir HP print driver:

**1. Select and drag the file to the Printers icon.**

The Print dialog box displays.

**2. Select [Elixir HP Driver] and click on [Setup].**

The Elixir HP Driver dialog box displays.

The Elixir HP Driver dialog box contains the following options.

**Printer Type**

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

**Printer Port**

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

**Output Mode**

Select [Use PCL commands] or [Use rasterization]. The rasterization option allows you to print some embedded objects (such as circles and paths) that HP PCL may ignore, or print other objects in their place.

**Font Substitution Tables**

Select [No] to use printer-resident fonts, or [Selected] to enable the [Fonts] button and select a font table file from the Select Font Table dialog box. The font table name displays in the [Selected Table] option.

**User defined shading patterns**

Select [No] to use standard shading patterns, or [Selected] to enable the [Shading] button and select a pattern file from the Select Shading Table dialog box. The shading table name displays in the [Selected Table] option.

**Inverse Fonts**

Select [No] to use standard fonts, or [Selected] to enable the [Inverse] button and select an inverse font table file from the Select Inversion Table dialog box. The inverse font table name displays in the [Selected Table] option.

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**Create as Macro/Macro ID number**

Select, then enter a value in [Macro ID number] to store your form on the printer for future use.

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



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# 4 **Toolbar**

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This chapter provides a detailed description of the Toolbar and its options. The Toolbar displays across the top of the Work area and contains the following options:

## **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 the icon that represents the type of element 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>

To display the graphic ruler along the top and left edges of your Work area:

- select **Toolbar>Ruler**
- press <F3>
- select **View>Ruler**

A check mark appears next to the option in the menu when it is selected. 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:

### **Ruler measure**

Select the unit of measure for display: [Inches], [CM], [MM], [Dots], or [Points]. Your selection sets the global measurement units used for both form and Document (JDT) design.

### **Ruler color**

Select the color of the ruler: [Light Gray], [Dark Gray], or [Green].

### **Graphic ruler**

Displays the graphic ruler along the top and left-hand edge 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**

Select this field to have the corresponding ruler reflect the grid unit values specified in the Grid Setting dialog box.

## GRID DISPLAY <F4>

The Grid helps you place and align form and data elements accurately. It displays on the screen, but does not print.

To display the grid in your Work area:

- select **Toolbar>Grid Display**
- press <F4>
- select **View>Grid**

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

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Right-click on the [Grid Display] icon in the Toolbar to display the Grid Setting dialog box:

### **Grid units**

Enter the number of grid units displayed per unit of measure. The default setting 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* field. The size of the grid units or grid step dimensions you enter 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* fields, but not both.

### **Ruler measure**

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

### **Graphic Ruler in Grid Units**

Select this field to have the graphic ruler reflect the values specified in *Grid units*.

For example, if [Grid units] 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**

Select this field to have the digital ruler reflect the values specified in *Grid units*.

See the *Graphic Ruler in Grid Units* field 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 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 snap speed for the mouse: [Slow], [Moderate], or [Fast].

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### **Show Grid <F4>**

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

### **Snap to Grid**

Select this field to have form elements snap to full grid or half grid points.

## **SNAP TO GRID <F5>**

To place elements accurately on the grid:

- select **Toolbar>Snap to Grid**
- press <F5>
- select **Options>Snap to Grid**

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

## **LONG CROSSHAIR <F6>**

The long crosshair 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:

- select **Toolbar>Long Crosshair**
- press <F6>
- select **View>Long Crosshair**

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 form, 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) 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.

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## UNDO/REDO

To cancel your most recent operation:

- select **Toolbar>Undo**
- press <Ctrl> + <Z>
- select **Edit>Undo**

To cancel your most recent Undo operation:

- select **Toolbar>Redo**
- press <Shift> + <Ctrl> + <Z>
- select **Edit>Redo**

## SPELL CHECK

Select this option to check the spelling in the active form. Data elements are not spell checked. See the ["Text operations"](#) chapter for more information on spell checking.

## SHOW/HIDE TOOLBOX

Select this option to hide the Toolbox.

To redisplay the Toolbox:

- select this option a second time
- press <F10>
- select **Window>Toolbox**

## SHOW/HIDE DOCUMENT

Displays Document (data) information in the Work area. Select this option a second time to hide the data layer.

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## **SHOW/HIDE MEDIA**

Displays Media (form) information in the Work area. Select this option a second time to hide the form layer.

## **EDIT DOCUMENT**

Select this option to edit the Document (data) layer.

Select this option a second time or immediately select **Edit>Undo** to exclude the Document layer from editing. This locks the data in position and allows you to modify form elements without disturbing the data.

## **EDIT MEDIA**

Select this option to edit the Media (form) layer.

Select this option a second time to exclude the Media layer from editing. This locks the form objects in position and allows you to modify the data without disturbing the form objects.

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# 5. Toolbox

---

This chapter provides detailed descriptions of the Toolbox tools and options. The Toolbox displays to the left of the Work area and contains the following tools:

- Select tool
- Line tool
- Path tool
- Box tool
- Circle tool
- Text tool
- Image tool
- Page tool
- Record tool
- Field tool

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

## SELECT TOOL

The Select toolbox allows you to select form or data elements for editing.

## Copy

Copies form elements or data elements to the Windows Clipboard.

Select the option a second time to turn it off.

See the "[Lines](#)", "[Shapes](#)" and "[Text operations](#)" and "[Images](#)" chapters for more information on copying elements.

## Delete

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

If you inadvertently delete an element, immediately select Edit>Undo or click on Undo in the Toolbar to restore the deleted element.

## Group filter options

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

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 ["AppBuilder For VIPP basics"](#) chapter for information on grouping elements.

## Copy Count

Specify the number of copies you want to create by clicking on the up or down arrows, or click in the numeric display box and enter a number.

<Ctrl>-click 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 Distance

Specify the horizontal and vertical distance between copies of an element by clicking on the up or down arrows, or click in the numeric display box and enter a number.

<Ctrl>-click to increase/decrease the value by 10.

Select the option(s) a second time to turn it off.

## Sticky Lines

Enables lines that connect or lines that touch boxes to remain attached when you move the element the line is attached to.



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Select the option(s) a second time to turn it off.

See the "[Lines](#)" chapter for more information on sticky lines.

## LINE TOOL

The Line toolbox allows you to draw horizontal, vertical, and free lines; and specify line properties. See the "[Lines](#)" chapter for more information on the options described below.

### Line Direction

Select the direction of the line you want to draw: [Horizontal only], [Vertical only], [Horizontal and Vertical], or [Free].

### Line Width

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

(Highlight color) Select a box border color from the palette in the Color dialog box that displays and click on the [Close] button. The selected color displays in the bottom half of the icon.

## PATH TOOL

The Path toolbox allows you to draw paths and specify path properties. See the "[Shapes](#)" chapter for more information on the options described below.

## **Path Shape**

Select a path shape:

- [Open] - path remains open
- [Closed] - path automatically closes when you finish drawing the path

## **Path Direction**

Select a path direction:

- [Snapped] - lines drawn snap to horizontal and vertical lines
- [Free] - lines drawn run in any direction

## **Path Beginning and End Styles**

Select line beginning and end styles: [Square], [Round], or [Mitered].

## **Border Width**

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: [Thin], [Medium], or [Thick] border widths.

## **Border Style**

Select a border style: [Dotted], [Dashed], or [Solid].

## **Draw/Done Mode**

When you click in the Work area to add a path, you are in Draw mode. When you complete a path, select this option, double-click in the Work area or right-click in the Work area to toggle to Done mode. You can then draw another path or switch to another drawing tool.

## **Path Color**

(Highlight color/Full color) Select a path border color from the palette in the Color dialog box that displays and click on the [Close] button. The selected path color displays in the bottom half of the icon.

## Path Fill Color

(Full color) Right-click to select a path fill color from the palette in the Color dialog box that displays and click on the [Close] button. The selected path fill color displays in the bottom half of the icon.

## Path Pattern/Shading

(Black-and-white, Highlight color, Full color) Select a shade pattern from the Pattern dialog box that displays. This pattern applies each time you draw a new closed path, until you change it using the same procedure. Select the Hollow pattern for no shading.

## Path Connection Radius

Specify the value of the path connection radius (in pels) 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, [Square], [Radius Half], or [Radius Maximum].

## BOX TOOL

The Box toolbox allows you to draw boxes and specify box properties. See the ["Shapes"](#) chapter for more information on the options described below.

### Box Corner Style

Select the box corner style: [Square], [Rounded], [Rounded on the top], [Rounded on the bottom], [Rounded on the left], or [Rounded on the right ].

### Box Positioning

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

### Box Shape

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].

## Box Line Width

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

Select the style for the [Box Lines] type: [Solid], [Dashed], or [Dotted].

## Box Lines

Select a width and style option:

- [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

The [Horizontal Lines] and [Vertical Lines] options are used when you apply box splits using the [Box Splits] option.

## Box Splits - Horizontal/Vertical

Select the [Horizontal Splits] or [Vertical Splits] option to divide a box horizontally or vertically into equal portions. Specify the number of portions 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 Color

(Highlight color, Full color) Select a box border color from the palette in the Color dialog box that displays and click on the [Close] button. The selected box color displays in the bottom half of the icon.

## Box Fill Color

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

## Box Pattern/Shading

(Black-and-white, Highlight color, Full color) Select a shade pattern from the Pattern dialog box that displays. All boxes you draw contain this shading until you change it, using the same procedure. Select the Hollow pattern 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].

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

## CIRCLE TOOL

The Circle toolbox allows you to draw circles and specify circle properties. See the "[Shapes](#)" chapter for more information on the options described below.

### Circle Radius

Select one or more of the four circle quarters to compose a circle or partial circle. Select a quarter a second time to deselect it.

### Circle Drawing Method

Select the top half of this option to draw a circle from its center outward, where the anchor point is the circle center.

Select the bottom half of this option to draw a circle within an unseen box, where the anchor point is the box corner nearest the starting point. This method allows you to more precisely place the circle in relation to another element.

## **Circle Diagonals**

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

Only 360-degree circles display diagonals.

## **Circle Border Width**

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 circle. Unshaded circles must have a border width of [1] or higher.

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

## **Circle Border Style**

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

## **Circle Start and Finish Angle**

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a value (in degrees) for where you want your circle to begin and end.

You can also select: [0], [90], [180], or [270] degrees.

## **Circle Color**

(Highlight color, Full color) Select a circle border color from the palette in the Color dialog box that displays and click on the [Close] button. The selected circle color displays in the bottom half of the icon.

## **Circle Fill Color**

(Full color) Right-click to select a circle fill color from the palette in the Color dialog box that displays and click on the [Close] button. The selected circle fill color displays in the bottom half of the icon.

## **Circle Pattern/Shading**

(Black-and-white, Highlight color, Full color) Select a shade pattern from the Pattern dialog box that displays. All circles you draw contain this shading until you change it, using the same procedure. Select the Hollow pattern for no shading.

## Circle Printing

Specify the way that dotted or dashed circles print.

## TEXT TOOL

The Text toolbox allows you to specify text attributes for form elements. See the "[Text operations](#)" chapter for more information on the options described below.

### Text Direction

Select a text display direction:

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

### 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
- [Inter-word] - justifies all text blocks by increasing or decreasing the amount of space between words; reduces the complexity of your form - the form prints faster

The [Inter-character] and [Inter-word] options are global features. Once you select an option for one text block, it is applied to all text blocks throughout the form.

### Wrap Text

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

### Remove Redundant Spaces

Removes redundant spaces, relative shifts and carriage returns from wrapped text blocks.

## Split Text

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 [Boxed Text] or [Column Width] options must be selected for text justification.

## Text Positioning

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

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

## Vertical Text Spacing

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. <Ctrl>-click to increase/decrease the value by 1.0. This value 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 <Del>.

## Text Color

(Highlight color/Full color) Select a text color from the palette that displays in the Color dialog box and click on the [Close] button. The selected text displays in the bottom half of the icon.

## Data Tags

Displays the Data Tagging dialog box which allows you to add data tags to forms for use with Elixir's DocuTag or DataMerge products. 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. <Ctrl>-click 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.

## Draw Text Box

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.

## Box Text

Select this option when using the [Draw Text Box] or [Column Width] and [Column Height] options to enter text in predefined areas or "boxes." 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.

Deselect this option to enter free text which is bound only by the width and height of the form.

## Font Type

Click on this button until the desired font type displays:

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

## Add/Remove Font

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 it to the current Font List, then click on [OK] or the [ADD] button

You can select either Elixir-generic fonts (.HDR) or screen fonts (.FNT) when loading Elixir fonts by selecting .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 it from the current Font List, then click on the [DEL] button. If the font is in use on the form, you are prompted to select a replacement font from the Replace Font dialog box.

## 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

## Soft Keyboard

This option allows you to enter 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.

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## **IMAGE TOOL**

The Image toolbox allows you to add Elixir-format images (.LP3, .LW8) or bitmaps (.BMP) to a form. The screen version of an image has a .LW8 extension, while the printer version of an image has an .LP3 extension. 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 [Graphic Ruler](#) in the Toolbar.

### **Image Color**

(Highlight color/Full color) Select an image border color from the palette in the Color dialog box that displays and click on the [Close] button. The selected image color displays in the bottom half of the icon.

### **Image Fill Color**

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

### **Load Image**

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

## **PAGE TOOL**

The Page toolbox allows you to set Page defaults for individual Page (JDT) definitions. The Page tool can also be used to define the outline of a new Page by moving the cursor to the Work area and dragging the box to the desired size.

### **Page properties**

Select Page defaults in the [Page Properties dialog box](#) that display.

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## **RECORD TOOL**

The Record toolbox allows you to set Record properties.

### **Record Properties**

Select Record defaults in the [Record Properties dialog box](#) that displays. The Record name displays to the left of the Properties button in the Toolbox.

### **Repeat**

Enter the number of times to repeat the current Record (and its Fields) in the associated Page. Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number. The VIPP processor reads successive data Records (up to the number specified) and applies the same formatting to each one when Repeat is specified.

Record formatting defaults are set in the Record Properties dialog box.

### **Linespacing**

Displays the number of lines per inch for text placement. Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

### **Hide Record**

Hides the selected Record and its related Fields in the Work area. X's display in the Document window next to the hidden objects.

Select this option a second time to redisplay the Record and its related objects.

## **FIELD TOOL**

The Field tool allows you to set Field properties.

### **Field Properties**

Select Field defaults in the [Field Properties dialog box](#) that displays. The Field name displays to the left of the Properties button in the Toolbox.

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## Field Direction

Select the print direction for the Field, relative to the upper left hand corner of the Page:

- [Across] - Field rotates 0°; characters added from left to right; lines added from top to bottom
- [Down] - Field rotates 270° counter-clockwise; characters added from top to bottom; lines added from right to left
- [Back] - Field rotates 180° counter-clockwise; characters added from right to left; lines added from bottom to top
- [Up] - Field rotates 90° counter-clockwise; characters added from bottom to top; lines added from left to right

## Offset

Specify the offset (from the start of the Record) for the Field's starting byte by clicking on the up or down arrows or click in the numeric display box and enter a value.

## Length

Specify the number of bytes to process, beginning with the Field's starting byte, by clicking on the up or down arrows or click in the numeric display box and enter a value.

## Hide Field

Hides the selected Field in the Work area. X's display in the Document window next to hidden Fields. Fields must be mapped to a Sheet before they can be hidden.

Select this option a second time to redisplay the Field.

## Font

Select a font in the [Font List dialog box](#) that displays. A sample of the selected font displays in the adjacent message area.

## Color

Select a Field display color from the [Rotation, Color dialog box](#) that displays. The selected color displays in the Color icon.

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# 6 AppBuilder for VIPP menu bar

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This chapter provides information on the AppBuilder for VIPP menu bar and its sub-menus.

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

## FILE MENU

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

### Document

The **Document** sub-menu contains the following options:

#### NEW DOCUMENT

Select Document defaults in the [Document Properties dialog box](#) that displays.

#### LOAD DOCUMENT

Select an existing Document to open in the Load Document dialog box that displays.

File display options for the Load Document dialog box are set in the *Show Document with Status* field:

- [All] - displays all existing Documents, regardless of status
- [Test] - only displays Documents with TEST status
- [Production] - only displays Documents with PRODUCTION status

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#### **SAVE DOCUMENT**

Saves the current Document under its original name specified in the [Document Properties dialog box](#).

#### **SAVE DOCUMENT AS**

Enter a new name and Document ID number to save the open Document under in the Save Document dialog box that displays.

#### **SAVE NEW VERSION**

Saves the current Document under the next consecutive version number with a different Document ID number.

#### **RELEASE**

Set the date when the current Document changes to PRODUCTION status in the Release Document dialog box that displays. Once the date is set, the Document is saved to the database and that version of the Document cannot be edited.

#### **UNLOAD DOCUMENT**

Closes the current Document without saving any changes.

#### **DELETE DOCUMENT**

Deletes the Document selected in the Delete Document dialog box that displays from the AppBuilder for VIPP database.

## **Media**

The **Media** sub-menu contains the following options:

#### **NEW MEDIA**

Select Media defaults in the [Media Properties dialog box](#) that displays.

#### **LOAD MEDIA**

Select an existing Media to open in the Load Media dialog box that displays.

#### **SAVE MEDIA**

Saves the current Media under its original name specified in the [Media Properties dialog box](#) .

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#### **SAVE MEDIA AS**

Enter a new name and Media ID number to save the open Media under in the Media Properties dialog box that displays.

#### **DELETE MEDIA**

Deletes the Media selected in the Delete Media dialog box that displays from the AppBuilder for VIPP database.

### **Databasing**

This options in this sub-menu allow you to import or export a Document and/or Media as a backup or archived copy. Exporting creates a new set of database files under the selected subdirectory. Multiple Documents and Media can be exported to the backup/archived database.

The **Databasing** sub-menu contains the following options:

#### **IMPORT DOCUMENT**

Select the subdirectory containing the desired database files in the Select Database Path dialog box that displays.

#### **IMPORT MEDIA**

Select the subdirectory containing the desired database files in the Select Database Path dialog box that displays.

#### **EXPORT DOCUMENT**

Select the path for the Document to be exported to in the Select Database Path dialog box that displays.

If a set of database files does not exist in the target subdirectory, AppBuilder for VIPP creates them for you.

#### **EXPORT MEDIA**

Select the path for the Media to be exported to in the Select Database Path dialog box that displays.

If a set of database files does not exist in the target subdirectory, AppBuilder for VIPP creates them for you.



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## **PACK**

Select the database file to save with deleted Records removed in the Select Files to Pack dialog box that displays. This option reduces the selected database's size.

## **Convert**

The **Convert** sub-menu contains the following options:

### **EXPORT VIPP**

Select conversion defaults in the Export VIPP dialog box that displays. This option converts the currently loaded Document design to JDT format.

Options in this dialog may or may not display, depending on other selections.

#### **Job Descriptor Ticket**

Creates a JDT from the design.

#### **Use RPE Prefix**

Writes SETRPEPREFIX statements into the JDT. This field must be selected if [Prefixed] is selected for the *Record Info/Record Type* field in the [Record Properties dialog box](#).

#### **Prefix length**

Enter the length of the largest RPE prefix.

#### **Database Masters**

For future implementation.

#### **Support %%DocumentMedia**

Writes a %%DocumentMedia statement into the JDT.

#### **Use PCC**

Writes a SETPCC statement into the JDT.

#### **PCC**

Enter the name of the Printer Carriage Control (PCC) table to reference in the *Use PCC* field.

#### **Font Mapping File**

Enter the path for the font mapping table used for JDT conversion or select one from the Font Mapping File dialog box that displays from the [Select] button. The default table is \ELIXIR\PSSTASH\VIPFONT.MAP.

#### **Output File name**

Enter a name (6 characters maximum) for the JDT. If there are multiple Pages in the Document tree, each one converts to a single JDT file, with sequential numbers added to the file name.

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For example, if there are four Pages in the Document tree and “ELIXIR” is entered as the output file name for the first Page, it is renamed ELIXIR01. The next three Pages are then name ELIXIR02, ELIXIR03, and ELIXIR04 respectively.

#### **Form Extension**

Enter the file extension (3 characters maximum) for the SETFORM statements.

## **Form**

The **Form** sub-menu contains the following options:

#### **NEW FORM <F9>**

Select form defaults in the [Form Properties dialog box](#) that displays.

#### **LOAD FORM <F8>**

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

#### **SAVE FORM <CTRL> + <S>**

Saves your open form under its original file name specified in the [Form Properties dialog box](#).

For a form being saved for the first time, this option displays the Save Form dialog box.

#### **SAVE FORM AS <F7>**

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

#### **RENAME/MOVE FORM**

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

#### **DELETE FORM**

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

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## **Form Group**

The **Form Group** sub-menu contains the following options:

### **MERGE FORM GROUP**

Select a group to add into the current form in the Load Form Group dialog box that displays. See the "[AppBuilder for VIPP 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 that displays.

### **LOAD FORM TEMPLATE**

Select a form template to load onto the current form in the Load Form Template dialog box that display. 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.

### **REMOVE FORM TEMPLATE**

Removes all templates from the current form.

## **Import Text**

Select the file containing the text to be imported in the Import Text dialog box that displays. See the "[Text operations](#)" chapter for more information.

## Print

The **Print** sub-menu contains the following option. This option only prints forms. Fields do not print.

### USING PRINT DRIVER

Select form printing defaults in the Print dialog box that displays:

#### Printer

AppBuilder for VIPP supports the following printers and resolutions:

- HP LaserJet printers (or PCL 4 compatible)
- PostScript printers (or compatible) - all resolutions supported by the printer

AppBuilder for VIPP also supports Adobe's PDFWriter printer driver. If you have Adobe's PDFWriter printer driver installed on your PC, you can convert your form to PDF format by selecting [PDF ON FILE:] from this window. When you select this option, you are prompted for the directory and file name.

For accurate positioning, shift the print image on the page using the *Page Shift* field.

#### Set Elixir HP driver as default printer

Sets the Elixir HP printer driver as your default printer. See the "Using the Elixir HP print driver" section for more information.

#### Orientation

Select the orientation for your page: [Portrait] or [Landscape].

#### Page Shift

Shifts your printer output horizontally or vertically by the number of dots specified. [Xshift] moves your image horizontally and [Yshift] moves your image 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

Enter the number of copies you want to print.

#### Print to File

Prints your form to a disk file for proof printing. Specify the path and file name in the Print to File dialog box that displays once you click on [OK].

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#### **Autogen Output Name**

Displays when [Print to File] is selected. Outputs the print (.PRN) and font (.FON) files into the drive:\ELIXIR\PRINTS\ subdirectory with the same stem name as the Elixir file (.ELX).

#### **Print Fonts as Graphics**

Rasterizes fonts as graphics. Printing fonts as graphics requires less printer memory and can speed up printing time.

#### **Load Fonts**

Select the soft font disposition for Elixir-generic (raster) fonts in use on a form. This field may or may not display, depending on your selected print driver.

- [Always] - downloads fonts every time you print; downloaded fonts are cleared from the printer's memory when the printer is turned off or reset
- [Once] - downloads fonts as soft fonts on the printer; fonts are identified by an index number, and are managed and accessed through the Print Manager in Windows
- [Never] - uses the soft fonts previously downloaded to your printer; fonts are referenced by index numbers and no new fonts are downloaded

If you select [Once] or [Never], you should use the same font list. If you use a different font list, the index number may represent a different font.

#### **Setup**

Allows you to specify (Windows) setup parameters for your printer.

### **Exit**

Closes all AppBuilder for VIPP application.

## SYSTEM MENU

The System menu contains the following options:

### Usage Switches

Select display defaults in the Usage Switches dialog box that displays:

#### **Save State on Exit**

Saves the current menu and option settings when you exit AppBuilder for VIPP.

#### **Extend Lines by Halfwidth**

Displays horizontal and vertical lines with extensions equal to half the line thickness at each end. This field affects the screen display only; lines are printed as drawn.

#### **Show Quick Help**

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

#### **Show Form Dimensions**

Display the dimensions of the current paper in the upper right hand corner of the screen. If these dimensions are unknown, the physical sheet's dimensions display.

#### **Show Lines as WYSIWYG**

Select a display resolution:

- [240DPI] - lines and shape borders display as WYSIWYG on high-resolution monitors.
- [300DPI] - displays lines and shapes at 300 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

Select filing defaults in the Filing Options dialog box that displays:

#### **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 is saved as AUTOBACK.ELX in the default forms directory.

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#### **Make Backup File**

Creates a back-up copy of the form which is overwritten only when you select **File>Save**. The Autosave feature does not overwrite this file.

The back-up file is written to the default forms directory and has the same stem name as the original file with a .BAK extension. See the "[AppBuilder for VIPP basics](#)" chapter for information on retrieving a back-up file.

#### **Load Last Form**

Automatically loads the form you last worked on when you start a new AppBuilder for VIPP session.

#### **Write PostScript File on Form Save**

Creates a PostScript file in the directory specified in the *Doc. Directory* field when the Form is saved.

#### **Forms Directory**

Enter the directory for Elixir-format form files (.ELX). The default is drive:\ELIXIR\FORMS\ELIXIR\DEMO.

#### **Screen Fonts Directory**

Specify the directory for screen font files (.FNT) and width tables (.WDT). The default directory is drive:\ELIXIR\FONTS\SCREEN\DEMO.

See the "[Text operations](#)" chapter for more information on screen and other fonts.

#### **Elixir Images Directory**

Specify the directory for Elixir-format image files (.LP3). The default is drive:\ELIXIR\PICS\PRINTER.

#### **Screen Images Directory**

Specify the directory for screen image files (.LW8). The default is drive:\ELIXIR\PICS\SCREEN.

#### **Texts Directory**

Enter the directory for imported ASCII text files (.TXT). The default is drive:\ELIXIR\TEXTS.

#### **Tags Directory**

Enter the directory for tag files (.TAG). Tag files are used with DocuTag when external tag files are called within a form. The default is drive:\ELIXIR. See your *Elixir DocuTag for AFP* manual for more information.

#### **Doc. Directory**

Enter the directory for the AppBuilder for VIPP components database (.CDX and .DBF). You can copy or move all .CDX and .DBF files to any drive or directory. The default is drive:\ELIXIR\JOBS\VIP.

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## **RESET TO DEFAULTS**

Resets all Toolbox options to their default values.

## **SAVE CONFIGURATION**

Allows you to save the current configuration for your next AppBuilder for VIPP session.

The settings for the following options are saved:

- [\[Grid display\]](#)
- [\[Snap to Grid\]](#)
- [\[Graphic Ruler\]](#) and its options

## **WINDOW MENU**

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

### **Tile**

Tiles the open windows within AppBuilder for VIPP.

### **Form**

Displays the form Work area. Select this option a second time to hide the form Work area.

### **Document**

Displays the Document window. Select this option a second time to hide the Document window.

### **Media**

Displays the Media window. Select this option a second time to hide the Media window.

### **Toolbox <F10>**

Displays the Toolbox. Select this option a second time to hide the Toolbox.



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## **HELP MENU**

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For future implementation.

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# 7 Work area menu bar

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This chapter provides information on the Work area menu bar and its sub-menus.

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

## DOCUMENT MENU

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

### Page

The **Page** sub-menu contains the following options:

#### NEW PAGE

Add new Pages to the active Document tree in the Document window.

#### ADD FROM LIBRARY

Select a Page (from all of the Pages stored in the AppBuilder for VIPP database) to add to the active Document tree in the Document window from the Load Page dialog box that displays.

All of the objects associated with the selected Page (Records, Fields) are added to the active Document definition. Adding a Page from the library causes a unique copy of the Page definition to be created within the existing Document definition.

#### SET ACTIVE

Select a Page in the current Document definition to be the active Page in the Select Active Page dialog box that displays.

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### **SAVE TO LIBRARY**

Saves the current Page to the database.

## **Record**

The **Record** sub-menu contains the following options:

### **NEW RECORD**

Adds new Records to the active Document tree in the Document window.

### **ADD FROM LIBRARY**

Select a Record (from all of the Records stored in the AppBuilder for VIPP database) to add to the active Document tree in the Document window from the Load Record dialog box that displays.

All of the objects associated with the selected Records (Fields, conditions) are added to the active Document definition. Adding a Record from the library causes a unique copy of the Record definition to be created within the existing Document definition.

### **SAVE TO LIBRARY**

Saves the current Record to the database.

## **New Field**

Adds new Fields to the Document tree in the Document window.

## **Condition**

The **Condition** sub-menu contains the following options.

[Conditional logic](#) is available only at the Field level.

### **NEW CONDITION**

Adds a new condition to the currently active Field.

### **ADD FROM LIBRARY**

Select a condition to add to the to the currently active Field from the Load Condition dialog box that displays.

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### **SAVE TO LIBRARY**

Saves the current condition to the database.

## **PAPER**

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

### **Paper**

The **Paper** sub-menu contains the following options:

#### **NEW PAPER**

Adds a new Paper to the active Media tree in the Media window.

#### **ADD FROM LIBRARY**

Select a Paper to add to the active Media tree in the Media window from the Load Paper dialog box that displays.

All of the objects associated with the selected Paper (Sheets, forms) are added to the active Media definition. Adding a Paper from the library causes a unique copy of the Paper definition to be created within the existing Media definition.

#### **SET ACTIVE**

Select a Paper to be the active Paper in the Select Active Paper dialog box that displays.

#### **SAVE TO LIBRARY**

Saves the current Paper to the database.

## **Sheet**

The **Sheet** sub-menu contains the following options:

#### **NEW SHEET**

Adds a new Sheet to the active Media tree in the Media window.

#### **ADD FROM LIBRARY**

Select a Sheet add to the active Media tree in the Media window from the Load Sheet dialog box that displays.

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All of the objects associated with the selected Sheet (forms) are added to the active Media definition. Adding a Sheet from the library causes a unique copy of the Sheet definition to be created within the existing Media definition.

#### **SET ACTIVE**

Select a Sheet to be the active Sheet in the Select Active Sheet dialog box that displays.

#### **SAVE TO LIBRARY**

Saves the current Sheet to the database.

## **EDIT MENU**

The **Edit** menu contains the following options. Clipboard operations are available only for form text objects.

#### **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 element(s) to the Clipboard.

#### **Copy <Ctrl> + <C>**

Copies the selected element(s) to the Clipboard.

#### **Paste <Ctrl> + <V>**

Inserts cut or copied text from the Clipboard.

#### **Select All <Ctrl> + <A>**

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

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### **Unselect All <Ctrl> + <A>**

Deselects all previously-selected elements.

### **Delete <Del>**

Deletes the selected element(s) from a form and/or Document.

### **Delete All <Ctrl> + <Del>**

Deletes all selected elements from a form and/or Document.

### **Find <Alt> + <F3>**

Displays the Find text dialog box. Enter the text you want to find.

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**

Displays the Replace Text dialog box. Enter the text you want to find, and the text you want to replace it with.

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](#) for the tool selected: Select, Line, Path, Box, Circle, Text, Image, Frame, Record, and Field.

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## Spell Check

Checks the spelling in the active form. See the "[Text operations](#)" chapter for more information.

## VIEW MENU

The options in this menu provide an alternate way to activate the Toolbar options: [\[Graphic Ruler\]](#), [\[Grid Display\]](#), and [\[Long Crosshair\]](#).

The [Document] and [Media] options display Document and Media information in the Work area, respectively.

## OPTIONS MENU

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

### Snap to Grid <F5>

Allows you to place lines, paths and boxes accurately on the grid.

### Document Properties

Select Document settings in the Document Properties dialog box that displays.

Options in this dialog box may display only upon the initial opening of this dialog box.

#### **Document Name**

Enter a name for your Document. This is the long name (maximum 32 characters) used for identification in the database.

#### **Document Description**

Enter descriptive text for the Document.

#### **Document Info**

##### **Document ID**

Displays the Document's ID number, a value which is automatically assigned.

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#### **Status Info**

##### **Status**

Displays the Document's current status: TEST or PRODUCTION.

By default, every new document is created with TEST status. To change to PRODUCTION status, select **File>Document>Release** and enter the production date.

#### **Status Info**

##### **Version**

Displays the current version number for the Document which is set by selecting **Document>Save New Version**.

#### **Status Info**

##### **Begin Date**

Displays the production starting date set in the [Release Document dialog box](#). If the Document's status is set to [Test], the last-saved date displays.

#### **Status Info**

##### **End Date**

Displays 2299 (default) until a new version replaces the current one. At that point, the production ending date displays.

#### **Filing Info**

##### **Date/Time**

Displays the dates and times that the Document was originally created and last opened.

## **Media Properties**

Select Media defaults in the Media Properties dialog box that displays:

#### **Media Name**

Enter a name for your Media. This is the long name (maximum 32 characters) that is used to identify the Media in the database.

#### **Media Description**

Enter descriptive text for the Media.

#### **Media Info**

##### **Media ID**

Displays the Media ID number.

#### **Media Info**

##### **Status**

Displays the Document's current status: TEST or PRODUCTION. @Link to Design Preferences db



## Proofing Properties

Select default paper size dimensions in the Proofing Properties dialog box that displays:

### Physical Sheet dimension

Enter the page width and height. This value defines the boundaries in the Work area when no Paper is defined in the Media.

## AppBuilder Preferences

Select display defaults in the Preferences dialog box that displays:

### Fields

#### Display Fields as

- [Name] - Fields display by name in the Work area
- [Replacement characters] - Fields display using the character specified in the *Use character* text box. The length of the displayed string is equal to the Field length.

### Show Borders of

#### Pages

Displays all Page borders in the color selected in *Use color*.

### Forms

#### Display Forms

Displays active and inactive forms in the colors selected from the drop-down lists that display from the *Active Form color* and *Inactive Form color* fields.

### Always Reload Data Dictionary

Loads the data dictionary each time an AppBuilder for VIPP session begins. For future implementation.

## GEM Forms Load Defaults

Select GEM form display defaults in the GEM Forms Load Defaults dialog box that displays. Options in this dialog box may or may not display, depending on the *Color Mode* selected.

GEM forms are forms created in versions of ElixirForm prior to version 3.0.

### Extend Lines by Halfwidth

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

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### **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 Elixir-Form 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 form:

- [Black & White] - GEM form displays in black and white
- [Highlight Color] - GEM form displays with the options selected below:
  - [PAL palette] - select a PAL palette from the drop-down list that displays
  - [Catalog] - select your printer's catalog from the drop-down list that displays
  - [Printer Palette] - select your printer's color palette from the drop-down list that displays
- [Full Color] - GEM form displays with the full color palette selected below:
  - [PLF palette] - select a color palette from the drop-down list that displays
- [XDP Grays] - GEM form displays in black or gray shades

## **Form Properties**

Select form defaults in the Form Properties dialog box that displays:

### **Form size**

Select the size and the orientation of the form. The width and length of the form display in the unit 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

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- [A3] - 11.69 x 16.54 inches
- [Custom] - non-standard size; enter a width and height

If you change the size of an existing form, some form elements may extend beyond the form boundary. If this happens, the Objects Off Page dialog box displays when you click on [OK].

### **Form Orientation**

Select the form's orientation:

- [Portrait] - short edge dimension along the top of the form
- [Landscape] - long edge dimension along the top of the form

### **Units of measure**

Select the unit of measurement for the Toolbar's Graphic and Digital Rulers, and the selected page size: [Inches], [CM], [MM], [Dots], [Points], or [Pels].

Your selection also changes the *Ruler measure* options in the [Ruler Options](#) and [Grid Setting dialog boxes](#).

### **Color mode**

Select the color mode supported by your output printer: (for future implementation)

- [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 that displays
  - [Printer Palette] - select your printer's color palette from the drop-down list that displays
  - [Ink Dominance] - select the dominant color (if colors overlap):
    - [Default] - prints in black or color, depending on your printer's default
    - [Black] - prints in black
    - [Color] - prints in the currently selected color in the [Rot., Color dialog box](#)
- [Full color] - uses color for borders, interior fills, texts and logos, if supported by your printer; colors are defined by their RGB values in the [Rot., Color dialog box](#)

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- [XDP Grays] - uses black or gray shades

## **Form Databasing**

Select form databasing defaults in the Form Databasing dialog box that displays:

### **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 local identifier (maximum 8 characters).

### **Long Page Comments**

Enter comments for the form (maximum four lines with 60 characters per line). Use the mouse to move to another line or any place within the comments box. Comments are saved with each form until they are changed or deleted.

### **Store Date/Time Stamp**

Assigns a date or time stamp to the form when generated to a printer file format.

### **Date Format**

Select the month/day/year/ format for the date when the *Store Date/Time Stamp* field is selected.

#### **sc:**

The default separator character is /. To enter a new separator character, backspace over the old character and enter a new one.

### **Time Format**

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

#### **sc:**

The default separator character is : . To enter a new separator character, backspace over the old character and enter a new one.

Form databasing information is stored with the form until it is changed or deleted. It is not printed.

## **Text/Font Options**

Select text and font defaults in the Text and Font Options dialog box that displays:

### **Text Tab Length**

Enter the text tab length. Tab length is based on the width of the space character in the active font. The default setting is 5. The tab length setting applies to all tabs on the current form (including those previously

### **Text Formatting Compatibility and Grid Step Precision**

Allows you to select the boxed text formatting format when loading GEM forms.

- [GEM] - maintains the original boxed text formatting for forms created prior to version 3.0. Internal grid step precision is set to 0.1 dots
- [Windows] - uses Windows version of boxed text formatting. Internal grid step precision is set to 0.01 dots

This formatting affects only the currently loaded form.

### **Tag Display**

Prints the data tags included in Elixir forms.

- [None] - tags are hidden and do not print
- [Replace Chars] 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 DocuTag User Guide* for more information.

### **Font Preference**

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

### **Sort Font List**

Alphabetically sorts the font list.

### **Text Import Options**

- [Lock position] - When importing from an ASCII file, locks text in its initial position in the Work area. Subsequent text blocks are positioned directly beneath the first text block.

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- [Separate paragraphs] - Places imported text blocks at different locations on the form. Paragraphs separated by two carriage returns create separate blocks that you can place separately if the [Lock position] option is not selected.

See the "[Text operations](#)" chapter for more information on importing text.

#### **Join Text Using**

Select the format to group blocks of text into 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 width of the joined text is determined by the position of the left-most and right-most characters in the text blocks.
- [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 select the [Wrap Text] option in the [Text toolbox](#). See the "[Text operations](#)" chapter for information on how to join text.

#### **Filter control codes on input**

Prevents entry of control codes from the keyboard.

#### **RTF Paste Options**

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

## **Character Mapping**

Specify non-standard mapping in the Character Mapping Options dialog box that displays. Most TrueType or ATM font users should use the default [None] setting.

#### **Keyboard Mapping**

- Select [None] to use Windows ANSI mapping (you must have screen fonts mapped to Windows ANSI mappings.)
- Select [OEM] to remap ANSI keystrokes to DOS mappings.
- Select [OEM/ISO] to remap ANSI character strokes to DOS ISO mappings. (This option is the same as the [Map IBM to ISO fonts] option in previous software versions.
- Select [ISO] to remap ANSI keystrokes to DOS ISO mappings.

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- Select [KMP] (default) to translate keystrokes using customized tables. When you select [KMP], the *Windows* and *Elixir* fields display:

#### **Windows**

Select a map from the drop-down list. Most users should select T100ANSI. For Eastern European versions of Windows, select T10EEURO.

#### **Elixir**

Select the setting that matches your DOS code page from the drop-down list. To check your DOS code page, at the DOS prompt, type:

CHCP <Enter>

The active code page displays.

#### **Text Import Mapping/Text Paste Mapping**

Select an import text/pasted text mapping option:

- [NONE] - when importing or pasting a DOS text file.
- [OEM] - when importing or pasting a Windows text file into DOS mapped .ELX form
- [OEM/ISO] - when importing a Windows text file that has European characters mapped into DOS mapped .ELX form
- [ISO] - when importing or pasting a DOS text file that has European S mapped .ELX form
- [KMP] - when importing or pasting a Windows text file that has international characters mapped.

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

#### **Text File**

Select a text file from the drop-down list that displays. 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 that displays. To check your DOS code page, go to the DOS prompt and type

CHCP <Enter>

The active code page displays.

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### **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 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* fields display:

#### **Windows**

Select the setting from the drop-down list that displays. 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 that displays. To check your DOS code page, go to the DOS prompt and type

CHCP <Enter>

The active code page displays.

### **Spell Check Options**

Select spell checking defaults in the Spell Check Options dialog box that displays:

#### **Language**

Select the language you want to use from the drop-down list that displays.

#### **Dialect/mode**

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

#### **Ligature**

This field may or may not display, depending on the language selected.

- [Open] - two-letter character combinations print side-by-side
- [Closed] - two-letter character combinations print together



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#### **Lexicon Supplements**

This field is available only when [English standard] is selected in the *Language* field.

- [Business/Insurance/Finance] - dictionary contains business, insurance, or financial terminology
- [Medical] - dictionary contains medical terminology
- [Legal] - dictionary contains legal terminology
- [Science] - dictionary 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 Altern. 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) that are available for use.

- [New] - creates a personal dictionary; enter a name for the new dictionary in the Create Personal Dictionary dialog box that displays.
- [Add] - adds an existing personal dictionary (\*.?D) to the list; select the dictionary from the Add Personal Dictionary dialog box that displays.
- [Remove] - removes the selected dictionary
- [Edit] - edits entries in the selected dictionary. Select [Add], [Delete], or [Replace] to perform the appropriate action for the word displayed in the *Edit word* field in the Edit Personal Dictionary dialog box that displays.

#### **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.

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# 8 Lines

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This chapter describes how to draw and edit lines, and references options in the Line toolbox.

## LINE DISPLAY

The following section provides information on line display.

### Setting the screen display

For low resolution monitors such as VGA, select [OFF] in the *Show Lines as WYSIWYG* field in the [Usage Switches dialog box](#). This prevents thin lines and borders from displaying as the same thickness as medium lines and borders when in WYSIWYG mode.

### Screen refresh

After a screen refresh, lines and boxes that overlap 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. This is due to the method of resorting a page (from top left to bottom right) that is 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

If you want a line to start and end at grid points, select the [Grid] and [Snap to Grid] tools in the Toolbar.

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Lines attached to the outside of a box may not line up exactly with box splits. If you want attached lines to do so:

- move the box to line up with the attached line
- draw the box splits as lines extending outside the box

If you want the line to snap to grid mid-points as well as to grid points, select [Half Grid] in the *Grid Snap to* field of the [Grid Setting dialog box](#).

To draw a line:

1. **Select line attributes in the Line toolbox.**
2. **Position the screen pointer in the Work area where you want the line to begin and press and hold the left mouse button.**
3. **Drag the screen pointer across the Work area.**  
A line displays.
4. **Release the mouse button to end the line.**

### Applying color to a line

To apply color to a line:

1. **Select Options>Form Properties.**  
The Form Properties dialog box displays.
2. **Select [Full Color] in the *Color Mode* field.**
3. **In the Line toolbox, select [Color].**  
The color palette displays.
4. **Select a color.**
5. **Place the cursor in the Work area and draw a line.**  
The selected color is applied to the line.

## SELECTING LINES

To perform an action on a line, you must first select it.

To select a line:

1. **Select the Toolbox Select/Edit tool.**
2. **Place the cursor on the line you want to edit.**  
Arrows display around the line.

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### 3. Right-click on the line.

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

The Line toolbox displays. Boxes appear at each end of the line (in the Work area) to show it is selected.

You can now change the line length or the line attributes.

## EDITING LINES

To change the properties of a line, you must first select the line.

### Changing line length

You can change the length of a selected line by:

- typing in new dimension coordinates
- stretching the line on the form

### CHANGING DIMENSION COORDINATES

To change line dimension coordinates:

1. **Select the line you want to change the length of.**
2. **Click in the [Current object Dimensions] area of the Toolbar.**
3. **Backspace over the current value or press the <Del> key to delete the whole number.**
4. **Enter new coordinate values, then click or press <Enter>.**

Use the <-> key to enter a negative value, if allowed.

The line adjusts to the new coordinates.

### STRETCHING A LINE

To stretch a line manually:

1. **Select the line you want to change the length of.**
2. **Place the cursor at the end of the selected line.**  
The cursor changes to a four-way arrow.
3. **Drag the end of the line until the line reaches the new length.**
4. **Release the mouse button.**

## Changing line attributes

To change line attributes:

- 1. Select the line you want to change.**

To change the attributes of multiple lines, <Shift>-click on each line or use the group feature described in the "AppBuilder basics" chapter.

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

The properties apply to the line(s) you selected.

## COPYING LINES

To copy a line:

- 1. Select the line you want to copy.**

- 2. In the Select/Edit toolbox, select [Copy].**

- 3. Select a [Movement Selection] option.**

- 4. Select the number of copies (between 1 and 99) by clicking on the up or down arrows, or click in the numeric display box and enter a number.**

<Ctrl>-click to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.

- 5. Click on and drag the selected line in the direction you want to place the duplicate line(s).**

- 6. Release the mouse button.**

The line(s) displays in the new position.

## Specifying a fixed distance between multiple copies

To specify a fixed horizontal and/or vertical distance between multiple element copies:

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

- 2. Select a group of objects in the Work area.**

- 3. Select [Copy] and your copy options as above.**

- 4. Select [Horizontal Copy Distance] or [Vertical Copy Distance] and enter a value for the distance between copies.**

- 5. Click on the group of objects.**

- 6. The objects separate by the distance specified in the [Horizontal Copy Distance] or [Vertical Copy Distance] option.**

## DELETING LINES <DEL>

To delete a line:

1. **Select the line you want to delete.**
2. **Press <Del>.**

The line is deleted.

## UNDELETING LINES

To restore a deleted line:

- immediately select **Edit>Undo**
- press <Ctrl> + <Z>
- select [Undo] in the Toolbar

## MOVING LINES

You can move a line by:

- manually moving it
- entering new coordinates

### Manually

To move a line manually:

1. **Select the line you want to move.**
2. **Select a [Movement Selection] option.**
3. **Drag the line to a new position.**
4. **Release the mouse button.**

The line locks in the new position.

### Changing position coordinates

To move a line by changing its coordinates:

1. **Select the line you want to move.**
2. **Click in the [Current Object Start Coordinates] area of the Toolbar.**

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3. **Backspace over the current values or press the <Del> key to delete the whole number.**
4. **Enter new coordinate values, then click or press <Enter>.**

The line adjusts to the new coordinates.

## **STICKY LINES <CTRL> + <L>**

When you select the [Sticky Lines] option in the Select/Edit toolbox, lines that touch remained attached to one another when either line is moved. Lines attached to box sides also remain connected when you resize the box. When the [Sticky Lines] option is not active, moving a line or resizing a box may separate it from a previously connected line.

### **Moving sticky lines/resizing a box with sticky lines**

To move sticky lines connected to other lines, or resize a box with sticky lines:

1. **Select the line you want to move.**
2. **Select the [Sticky Lines] option.**
3. **Perform one of the following options:**
  - To move a vertical line horizontally: Select [Horizontal only] in the Select/Edit toolbox. When you move the line left or right, the horizontal lines which are connected to it remain connected while increasing or decreasing in length.
  - To move a horizontal line vertically: Select [Vertical only] in the Select/Edit toolbox. When you move the line up or down, the vertical lines which are connected to it remain connected while increasing or decreasing in length.
  - To resize a box horizontally: When you move its left or right side, the lines which are connected to it increase or decrease in length as the side moves.
  - To resize a box vertically: When you move its top or bottom side, the lines; which are connected to it increase or decrease in length as the top or bottom moves.

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# 9 Shapes

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This chapter describes how to draw and edit shapes, and references options in the Box, Circle, and Path toolboxes.

## DRAWING SHAPES

If you want a line to start and end at grid points, select the [Grid] and [Snap to Grid] tools in the Toolbar.

If you want a box or path to snap to grid mid-points as well as to grid points, select [Half Grid] in the *Grid Snap to* field of the [Grid Setting dialog box](#).

### Drawing paths

To draw a path:

1. **Select path attributes in the Path toolbox.**
2. **Move the screen pointer into the Work area.**
3. **Click and drag the screen pointer to draw one segment of the path.**
4. **Release the mouse button to finish the segment.**
5. **Repeat the above procedure to draw the next segment(s).**  
The next segment(s) begins where the last segment(s) ends.
6. **Double-click or right-click to end the path.**

### Drawing boxes

To draw a box:

1. **Select box attributes in the Box toolbox.**
2. **Position the screen pointer where you want a box corner in the Work area.**



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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.**

Use the arrow keys to pan around the screen when drawing a box that extends beyond the Work area.

## Drawing circles

To draw a circle:

1. **Select circle attributes in the Circle toolbox.**
2. **Move the screen pointer into the Work area.**
3. **Click and drag the screen pointer to form a circle.**
4. **Release the mouse button to finish the circle.**

## SELECTING SHAPES

To perform an action on a shape, you must first select it.

To select a shape:

1. **Select the Toolbox Select/Edit tool.**
2. **Place the cursor on the shape you want to edit.**

Arrows display around the shape.

3. **Right-click on the shape.**

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

The related Toolbox displays. Boxes appear around or inside the shape (in the Work area) to show it is selected.

You can now change the shape's attributes.

## EDITING SHAPES

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

## Changing shape size

You can change the size of a selected shape by:

- typing in new dimension coordinates
- stretching the shape on the form

### CHANGING DIMENSION COORDINATES

To change the shape dimension coordinates:

- 1. Select the shape you want to change the length of.**
- 2. Click in the [Current object Dimensions] area of the Toolbar.**
- 3. Backspace over the current value or press the <Del> key to delete the whole number.**
- 4. Enter new coordinate values, then click or press <Enter>.**

Use the <-> key to enter a negative value, if allowed.

The shape adjusts to the new coordinates.

### STRETCHING A SHAPE

To stretch a shape manually:

- 1. Select the shape you want to change the size of.**
- 2. Place the cursor on one of the boxes around the shape.**  
The cursor changes to a four-way arrow.
- 3. Drag the cursor until the shape reaches the new size.**
- 4. Release the mouse button.**

## Changing shape attributes

To change shape attributes:

- 1. Select the shape you want to change.**

To change the attributes of multiple shapes (of the same type), <Shift>-click on each shape or use the group feature described in the "AppBuilder basics" chapter.

- 2. Select the desired options from the shape's Toolbox.**

The properties you select apply to all selected shapes.

## COPYING SHAPES

To copy a shape:

1. **Select the shape you want to copy.**
2. **In the Select/Edit toolbox, select [Copy].**
3. **Select a [Movement Selection] option.**
4. **Select the number of copies (between 1 and 99) by clicking on the up or down arrows, or click in the numeric display box and enter a number.**  
  
<Ctrl>-click to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.
5. **Click on and drag the selected shape in the direction you want to place the duplicate shape(s).**
6. **Release the mouse button.**

The shape(s) displays in the new position.

### Specifying a fixed distance between multiple copies

To specify a fixed horizontal and/or vertical distance between multiple element copies:

1. **Select the Toolbox Select/Edit tool.**
2. **Select a group of objects in the Work area.**
3. **Select [Copy] and your copy options as above.**
4. **Select [Horizontal Copy Distance] or [Vertical Copy Distance] and enter a value for the distance between copies.**
5. **Click on the group of objects.**
6. **The objects separate by the distance specified in the [Horizontal Copy Distance] or [Vertical Copy Distance] option.**

## DELETING SHAPES <DEL>

To delete a shape:

1. **Select the shape you want to delete.**
2. **Press <Del>.**

The shape is deleted.

## UNDELETING SHAPES

To restore a deleted shape:

- immediately select **Edit>Undo**
- press <Ctrl> + <Z>
- select [Undo] in the Toolbar

## MOVING SHAPES

You can move a shape by:

- manually moving it
- entering new coordinates

### Manually

To move a shape manually:

1. **Select the shape you want to move.**
2. **Select a [Movement Selection] option.**
3. **Drag the shape to a new position.**
4. **Release the mouse button.**

The shape locks in the new position.

### Changing position coordinates

To move a shape by changing its coordinates:

1. **Select the shape you want to move.**
2. **Click in the [Current object Start Coordinates] area of the Toolbar.**
3. **Backspace over the current values or press the <Del> key to delete the whole number.**
4. **Enter new coordinate values, then click or press <Enter>.**

The shape adjusts to the new coordinates.

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# 10 Text operations

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This chapter describes the available text operations, and references options in the Text toolbox.

## ADDING TEXT

You can create text using either Elixir-generic or screen fonts, TrueType fonts, 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.

### Entering text from the keyboard

To enter text from the keyboard:

**1. Select the text attributes in the Text toolbox.**

**2. Select the [Load Font List] (down arrow) option.**

The Load Font List dialog box displays.

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

The selected font list displays in the Font Preview Panel.

**4. Select a font, then click in the Work area where you want the text to appear.**

You can change the font as you type, to apply the new font to subsequent text.

**5. Type your text, then right-click when done.**

Entered text displays in the Work area.

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## MOVING A BLOCK BEFORE FINISHED 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.

## Importing text

AppBuilder For VIPP allows you to import ASCII text, one block at a time, from the directory specified in the [Filing Options dialog box](#). The default directory 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 IMPORTING TEXT

Before importing text:

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

## IMPORTING TEXT BLOCKS

To import text blocks:

1. **Select the Text tool in the Toolbox.**  
The Text toolbox displays.
2. **Select text attributes in the Text toolbox.**
3. **Select [Text/Font Options] from the Options menu.**

The Text and Font Options dialog box displays.

**4. In the *Text Import Options* field:**

- Select [Locked text] to load each text block directly below the previous block, or
- Select [Separate paragraphs] to load subsequent text blocks wherever you click in the Work area.

You can also press <F11> to toggle between the two text placement modes. The Message area displays the current setting.

**5. Select File>Import Text.**

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

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

**7. 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>.

**8. Drag the text and release the mouse button to place the first text block on the form.**

**9. Click to display and place the next text block.**

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

When you import an ASCII file, the complete file attaches to the cursor for positioning unless you select the [Lock position] option in the Text and Font Options dialog box. When text is locked, 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 INTO A BOX**

When importing text into a text box, you must define the text box size first. See the "[Drawing a text box](#)" section in this chapter for information about boxed text.

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

## SPECIFYING COLUMN BOUNDARIES

You can specify column boundaries by:

- entering coordinates
- drawing a box manually
- entering free text

When you enter text with specified column boundaries:

1. **In the Text toolbox, select [Wrap Text].**
2. **Select a [Text Positioning] option.**
3. **Press <Enter> to insert carriage returns and begin new paragraphs.**
4. **Right-click to finish entering text in the text box.**

### Entering coordinates

To enter values for column boundaries:

1. **In the Text toolbox, select [Wrap Text].**
2. **Enter [Column Width] and [Column Height] values.**
3. **Click in the Work area.**

A temporary text box with the specified boundaries displays.

### Drawing a text box

To draw a text box manually:

1. **In the Text toolbox, select [Wrap Text].**
2. **Select [Draw Text Box].**
3. **Place the cursor in the Work area, then click and drag the box to the desired size.**

This box is not the same as a box you draw using the Box tool. It is used only as a visual aid for defining the column width and height for a text block.

You can now enter text in the box.



## RESIZING A TEXT BOX

To resize an existing text box:

1. **Select the existing text box.**
2. **Place the cursor on the right or bottom edge of the box, then click and drag the box to the desired size.**

The box resizes to the new dimensions.

## Entering free text

When the [Box Text] option is deselected, you can enter free text. Free text is bound by the width and height of the form or by the width and height specified in the [Column Width] and [Column Height] options. If you use the [Column Width] and [Column Height] options, make sure you select [Wrap Text]. When entering free text, press <Enter> to move to a new line.

## SELECTING A FONT

You can select a font from either the current Font List or a new font list you load. You can also merge, modify, and save font lists.

The current Font List displays in the Toolbox Preview panel with the font in use highlighted. You can normally recognize the font family and the size, style, and orientation of a font from the file name.

The Font List displays one or more of the following fonts:

- Elixir-generic format (.HDR) or screen font files (.FNT)
- ATM fonts
- TrueType fonts

You can use contour fonts to generate additional fonts for use in AppBuilder. See the *ElixirSys Desktop User Guide* for more information.

You can also create or edit fonts using the Elixifont application. See the *Elixifont User Guide* for more information.

## Selecting a font from the current Font List

To select a font from the current list, click on a font name in the Preview panel. Use the up or down arrows on the keyboard or the scroll bar on the right of the display window to scroll through the list.

## Loading a new font list

To load a different font list:

- 1. Click on the down arrow under the [Font List] option.**  
The Load Font List dialog box displays.
- 2. Select a Font List, then click on [OK].**  
The selected font list displays in the Toolbox preview panel.
- 3. Select a font.**

## Merging font lists

To merge a font list with the current Font List:

- 1. Click on the double arrows under the [Font List] option.**  
The Merge Font List dialog box displays.
- 2. Select the Font List you want to merge into the current Font List, then click on [OK].**  
The fonts in the file you merge are added to the current Font List.

## Adding fonts to the Font List

You can add Elixir, TrueType, or ATM fonts individually or in groups to the Font List.

To add fonts to a Font List:

- 1. Click on the [Font Type] option until the desired font type displays (a=ATM, f=Elixir, T=TrueType).**
- 2. Click on the [Add Font] option ([+]).**  
Depending on the [Font Type] selected, either the Select ATM Font, Select TrueType Fonts, or Add Fonts dialog box displays.
- 3. Select the font you want to add, (and font characteristics, if applicable) then click on [OK]. To multi-select fonts, <Ctrl>-click on subsequent fonts.**

The font(s) is added to the current Font List.

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

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## Removing fonts from the Font List

To remove a font from the current Font List:

1. **Select the font name in the Preview panel.**
2. **Click on the [Delete Fonts] button([-]).**

The font is removed from the Font 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 Font List.

## Saving custom font lists

You can change an existing Font List and save it with a new name, or overwrite the existing Font List.

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 file name to save a custom Font List with a unique name, or enter an existing file name to overwrite the existing Font List.**

The Font List saves with the new fonts.

## SELECTING TEXT

To perform an action on a text block, you must first select it.

### To select text:

1. **Select the Select/Edit tool in the Toolbox.**
2. **Place the cursor on the text block you want to edit and right-click.**

The Text toolbox displays. Boxes appear around the text (in the Work area) to show it is selected.

You can now change the text's attributes. See the "[Keyboard shortcuts](#)" section for more information.

## EDITING TEXT

To change the properties of a text block, you must first select it. When editing text, the name of the font used to create the text is highlighted in the Font List window.

### Changing text attributes

To change the attributes of a selected text block, select options in the Text toolbox. The new attribute(s) is applied to the selected text block.

### Applying color to text

You can apply color to new text you type, or to existing text.

#### NEW TEXT

**1. Select the Text tool.**

The Text toolbox displays.

**2. Select a font.**

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

The Color dialog box displays.

**4. Select a color.**

**5. Click in the Work area and begin to type.**

Text displays in the color you selected, and continues for all subsequent text blocks until you select another color.

**6. Right-click to end text entry.**

#### EXISTING TEXT

You can add color to existing text; partial blocks or full blocks.

**1. Select the text or text block and right-click.**

The Text toolbox displays.

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

The Color dialog box displays.

**3. Select a color.**

The color is applied to the selected text.

## Changing the font in an entire text block

To change the font throughout a text block:

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

The Text toolbox displays.

2. **Place the cursor at the beginning of the text block.**
3. **Select a font in the Font List.**

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

## Changing the font within a text block

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

1. **Select the text block and right-click.**
2. **Click in front of the word or phrase you want to change and drag the mouse to highlight the text.**
3. **Select a new font from the Font List.**

The selected text reflects the new font.

## MULTIPLE FONTS IN A TEXT BLOCK

If multiple fonts are used within a text block, the font highlighted in the Font List window changes as the cursor moves through the different fonts.

All fonts in the text block must have the same orientation. If you want 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 in the text block.

## CHANGING THE FONT FROM A SPECIFIC LOCATION FORWARD

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

1. **Select the text block and right-click.**
2. **Click in the location where you want the new font to start.**
3. **Select a font from the Font List.**

All text following the text cursor changes to the font you select.

When changing the font in this manner, AppBuilder adds a hidden control character just before the changed text. The character contains font information, and you can delete it by placing the cursor at the beginning of the changed text and pressing <Del>. Deleting the control character changes the text back to its original font.

## Replacing fonts in a text block

To replace every occurrence of a font with a new font:

1. **Select the font you want to replace in the Font List.**
2. **Click on the [Delete Fonts] button (-).**

If the font is in use in the document, the Replace Font dialog box displays.

3. **Select a replacement font.**

You cannot replace a font with a font that is already in use on the form. If the replacement font is not currently in use on the form, all occurrences of the font are replaced by the replacement font.

If the font you try to replace is not used on the form, it is removed from the Font List.

## Joining text

You can rejoin text that was broken up when converting a form to .ELX format.

To join text:

1. **Select Options>Text/Font Options.**

The [Text and Font Options dialog box](#) displays.

2. **Select an option in the *Join Text Using* field, then click on [OK].**
3. **Group the text you want to join.**

The [Join Text] option displays in the Select toolbox.

See the ["AppBuilder For VIPP basics"](#) chapter for information on 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 and right-click.**

The Text toolbox displays.

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

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

## Moving text

You can move a text block before or after you finish entering it by:

- manually moving it on the form
- entering new coordinates

### MOVING EXISTING TEXT MANUALLY

To move an existing text block manually:

1. **Select the Select/Edit tool in the Toolbox.**
2. **Select a [Movement Selection] option.**
3. **Select the text block you want 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.**

### MOVING TEXT BY CHANGING POSITION COORDINATES

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

1. **Click in the [Current object Start Coordinates] area of the Toolbar.**

If you cannot click on the current object coordinates, make sure the text block is selected, then right-click.

2. **Backspace over the current values or press <Del> to delete the whole number.**
3. **Enter new coordinate values, then click or press <Enter>.**

The text adjusts to the new coordinates.

## Copying text

You can copy a text block using the Toolbox [Copy] option or the **Edit** menu options.

To copy a text block using the Toolbox:

1. **Select the Toolbox Select/Edit tool.**
2. **Select the [Copy] option.**
3. **Select a [Movement Selection] option.**
4. **Select the text block you want to copy.**

Brackets appear around the text to show it is selected.

5. **Enter a value in the [Copies] option or click on the up or down arrows to select the number of copies (between 1 and 99).**

<Ctrl>-click on the up or down 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 text block in the direction you want to place the copies.**
7. **Release the mouse button at the desired location.**

The text displays in the new position.

To cut, copy, and paste text using the **Edit** menu:

1. **Select the Toolbox Select/Edit tool.**
2. **Right-click on the text block.**
3. **Select the text you want to cut or copy by clicking and then dragging the mouse over the text.**
4. **Select [Cut] or [Copy] from the Edit menu. Alternatively, press <Ctrl>+<X> or <Ctrl>+<C>.**
5. **Right-click to end text selection.**
6. **Select the Toolbox Text tool.**
7. **Click at the new location.**
8. **Select [Paste] from the Edit menu. Alternatively, press <Ctrl> + <V> to paste text.**

### **SPECIFYING A FIXED DISTANCE BETWEEN MULTIPLE COPIES**

To specify a fixed horizontal and/or vertical distance between multiple element copies:

1. **Select the Toolbox Select/Edit tool.**
2. **Select a group of objects in the Work area.**
3. **Select [Copy] and your copy options.**
4. **Select [Horizontal Copy Distance] or [Vertical Copy Distance] and enter a value for the distance between copies.**
5. **Click on the group of objects.**

The objects separate by the distance specified in the [Horizontal Copy Distance] or [Vertical Copy Distance] option.



## Deleting text <DEL>

To delete text:

1. **Select the text you want to delete.**
2. **Press <Del>.**

The text is deleted.

## Undeleting text

To restore deleted text:

- immediately select **Edit>Undo**
- press <Ctrl> + <Z>
- select [Undo] in the Toolbar

## Finding/replacing text

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

### FINDING TEXT

To find text:

1. **Select Edit>Find.**

The Find Text dialog box displays.

2. **In the *Find Text* field, enter the text you want to find, then click on the [Find] button.**

To find non-standard keyboard characters:

1. **Select Edit>Find.**

The Find Text dialog box displays.

2. **In the *Find Text* field, enter the character's decimal value (from the Windows character mapping table), then click on the [Find] button.**

The Find Text dialog box contains the following options:

#### **Find Text**

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

#### **Case Sensitive**

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

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### **Whole Words**

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

For example, searching for “the” returns only “the” and 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 you start a Find session, you can press <Ctrl> + <F3> to find the next occurrence of the target text; and <Ctrl> + <Shift> + <F3> to find the previous occurrence of the target text.

## **REPLACING TEXT**

To replace occurrences of a word:

### **1. Select Edit>Replace.**

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 one from the drop-down list.

#### **Replace by**

Enter a replacement text string or select 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” and not words containing “the”, such as “there”.

#### **Replace**

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

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**Replace All**

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

**Cancel**

Closes the Replace Text dialog box.

**Help**

For future implementation.

## INSERTING DATA TAGS

AppBuilder For VIPP allows you to add data tags for use with DocuTag or DataMerge, if installed. See your *DocuTag User Guide* or *DataMerge User Guide* for more information.

## SOFT KEYBOARD

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

### Typing extended characters

To type an extended character:

- 1. Place the cursor in the Work area where you want the character to display.**
- 2. Select [Soft Keyboard] in the Text toolbox.**  
The soft keyboard displays.
- 3. Select a character from the soft keyboard.**  
The character displays in the selected position.
- 4. Deselect the [Soft Keyboard] option when complete.**

The soft keyboard displays characters in the current font size, so small fonts may be difficult to read.

You can also access non-standard keyboard characters by typing the decimal value of the character. Press <Alt> and enter the decimal value using the numeric keypad.

## SPELL CHECKING

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

### Setting defaults

To set spell check defaults:

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

The Spell Check Options dialog box displays.

**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 Altern. 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

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### **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) 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 you type a word. Once you enter a word and press the space bar, the word is spell checked.

## **Using the Spell Checker**

To use the Spell Checker:

### **1. Click on the Toolbar Spell Check icon or select Tools>Spell Check.**

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

If Spell Checker does not recognize a word, the Spell Check dialog box displays. The unrecognized word displays in the *Edit* field, and if applicable, an alternate word displays in the *Guess* field.

### **2. If the word displayed in the *Guess* field is not correct, select an alternate word from the drop-down list.**

### **3. If the word is not found in the drop-down list, backspace over the misspelled word in the *Edit* field, then enter the correct spelling.**

Select one of the following options:

#### **Replace**

Replaces the misspelled word with the word in the *Edit* field.

#### **Replace All**

Replaces all instances of the misspelled word with the word in the *Edit* field.

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**Ignore**

Ignores the first occurrence of the word in the *Edit* field.

**Ignore All**

Ignores all occurrences of the word in the *Edit* field.

**Stop**

Stops spell checking and closes the Spell Check dialog box.

A 'beep' indicates the spell check operation is complete.

## KEYBOARD SHORTCUTS

The following fast keys are used for text operations:

- <Left arrow> - cursor moves left one character
- <Up arrow> - cursor moves up one line
- <Right arrow> - cursor moves right one character
- <Down arrow> - cursor moves down one line
- <Home> - cursor moves to start of line
- <End> - cursor moves to end of line
- <Ctrl> + <Left arrow> - cursor moves left one word
- <Ctrl> + <Right arrow> - cursor moves right one word
- <Ins> - insert/overwrite toggle
- <Del> - deletes right character
- <Backspace> - deletes left character
- <Ctrl> + <Del> - deletes next word
- <Ctrl> + <Bksp> - deletes previous word
- <Ctrl> + <K> - deletes to end of line
- <Ctrl> + <E> - deletes to end of text block
- <Ctrl> + <Home> - cursor moves to start of text block
- <Ctrl> + <End> - cursor moves to end of text block

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- <F11> - lock/free text toggle
- <Ctrl> + <T> - show/hide data tags
- <Ctrl> + <X> - cuts text
- <Ctrl> + <C> - copies text
- <Ctrl> + <V> - pastes text
- <Alt> + <F3> - Find
- <F3> - Find Next
- <Shift> + <F3> - Find Previous
- <Ctrl> + <F3> - Find Selected (forward)
- <Ctrl>+<Shift>+<F3> - Find Selected (reverse)

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# 11 Images

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This chapter describes how to load, edit, move, copy, and delete images, and references options in the Image toolbox.

## OVERVIEW

AppBuilder for VIPP allows you to add the following to your forms:

- Elixir-format black-and-white, highlight color, and full color images (.LP3, .LW8)
- bitmap images (.BMP)

Screen versions of images are stored in the *drive:\ELIXIR\PICS\SCREEN* directory with .LW8 extensions, and printer versions of images are stored in the *drive:\ELIXIR\PICS\PRINTER* directory with .LP3 extensions. You can only edit images using ElixGraphics software. See the *ElixGraphics User Guide* for more information.

You can use the ElixSys Desktop to convert .PCX and .TIF files to Elixir format.

## LOADING IMAGES

To add an image to your form:

**1. Select the Image tool in the Toolbox.**

The Image toolbox displays.

**2. Select [Load Image].**

The Load Image dialog box display.



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- 3. At the bottom of the dialog box, select the extension for the file type you want to load.**

Screen versions have .LW8 extensions; printer versions have .LP3 extensions.

- 4. Select an image, then click on [OK].**

- 5. Press and hold the left mouse button.**

The image attaches to the screen pointer.

- 6. Position the image on the form and release the left mouse button to fix it in place.**

## SELECTING IMAGES

To perform an action on an image, you must first select it.

To select an image:

- 1. Select the Select/Edit tool in the Toolbox.**
- 2. Place the cursor on the image you want to edit and right-click.**

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

The Image toolbox displays. Boxes appear around the image (in the Work area) to show it is selected.

## COPYING IMAGES

To copy an image:

- 1. Select the Select tool in the Toolbox.**
  - 2. Select the image you want to copy.**
- Boxes appear around the image to show it is selected.
- 3. Select the [Copy] option.**
  - 4. Select the number of copies (between 1 and 99) by clicking on the up or down arrows, or click in the numeric display box and enter a number.**

<Ctrl>-click to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.

- 5. Select a [Movement Selection] option.**

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6. **Select the image and drag it in the direction you want the duplicate images to display, then release the mouse button.**

The image displays in the new positions.

### **Specifying a fixed distance between multiple copies**

To specify a fixed horizontal and/or vertical distance between multiple element copies:

1. **Select the Select tool in the Toolbox or pull down the Tools menu and select [Select].**
2. **Select a group of objects in the Work area.**
3. **Select [Copy] and your copy options as above.**
4. **Select [Horizontal Copy Distance] or [Vertical Copy Distance] and enter a value for the distance between copies.**
5. **Click on the group of objects.**

The objects separate by the distance specified in the [Horizontal Copy Distance] or [Vertical Copy Distance] option.

### **DELETING IMAGES <DEL>**

To delete an image:

1. **Select the image you want to delete.**
2. **Press <Del>.**

The image is deleted.

### **UNDELETING IMAGES**

To restore a deleted image:

- immediately select **Edit>Undo**
- press <Ctrl> + <Z>
- select **Toolbar>Undo**

## MOVING IMAGES

You can move an image by:

- manually moving it on the form
- entering new coordinates

### Moving an image manually

To move an image manually:

1. **Select the Select tool in the Toolbox.**
2. **Select a [Movement Selection] option.**
3. **Click on the image you want to move.**

Boxes appear around the image to show it is selected.

4. **Drag the image to the new location.**
5. **Release the mouse button to lock the image on the form.**

### Moving an image by changing position coordinates

To move an image by changing its position coordinates:

1. **Click in the Toolbar [Current Object-Start Coordinates] area.**

If you cannot click on the current object coordinates, select the image again, then right-click.

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

The image adjusts to the new coordinates.

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# 12 Document window

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This chapter provides a detailed description of the Document window and its features.

## OPENING THE DOCUMENT WINDOW

To open the Document window, select File>Document>New Document or Load Document. You can also select Window>Document if a Document is already open.

When only a Document is loaded (the Media window is closed), Pages display with the 0,0 origin in the top left corner of the Work area. To set physical sheet dimensions, select Options>Proofing Properties. The Document window displays below the Work area and displays the Document tree. See the ["Adding objects to the Document tree"](#) section for more information.

## Overview of the features

The following is an overview of the Document window features. This section refers you to other sections in this chapter where the features are explained in detail.

### DOCUMENT MENU BAR

AppBuilder for VIPP provides menus and sub-menus to access Document options. Document menu bar options are described in the ["Document menu bar"](#) section and the ["Work area menu bar"](#) chapter.

### DOCUMENT TOOLBAR

The Document Toolbar displays across the top of the Document window and includes +P, +R, +F, Condition, Properties, and Delete options. Document Toolbar options are described in the ["Document Toolbar"](#) section.

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## **DOCUMENT TREE**

The Document tree displays below the Document Toolbar and provides a hierarchical breakdown of the elements in the current Document. See the ["Adding objects to the Document tree"](#) section for more information.

## **DOCUMENT MENU BAR**

The Document menu bar contains the **Document**, **Edit**, and **View** menus.

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

### **Document**

Options in this menu allow you to set the Document properties and options. See the ["AppBuilder for VIPP menu bar"](#) chapter for more information.

### **Edit**

Options in this menu allow you to cut, copy, paste, and delete Document window contents, as well as transfer objects between two Documents.

When you copy a Page, AppBuilder automatically changes the *Short name* of the copy to prevent two Pages from having the same name.

### **View**

The **View** menu controls the column headings in the Document window and contains the following options:

#### **PAGES**

Displays Page names as column headings.

#### **RECORDS**

Displays Record names as column headings.

#### **FIELDS**

Displays Field names as column headings.

#### **CONDITIONS**

Displays condition names as column headings.

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#### **NONE**

Displays no column headings.

#### **EXPAND ALL <SHIFT> + <\*>**

Expands the Document tree to all levels.

#### **COLLAPSE ALL <SHIFT> + </>**

Displays the Document tree with only the Page names visible.

#### **WINDOW ON TOP**

Always keeps the Document window on top in the display.

## **DOCUMENT TOOLBAR**

The Document Toolbar displays across the top of the Document window and contains the following options. See the "[Adding objects to the Document tree](#)" section for more information on adding objects to the Document tree.

### **+P**

Adds a Page to the Document tree. Each Page defined in an AppBuilder document corresponds to a single Job Descriptor Ticket (JDT) definition. Multiple Page descriptions can be defined in a single Document. Each Page becomes a single JDT file when converted to JDT format.

### **+R**

Adds a Record to the Document tree. Each added Record is written as either a FROMLINE or RPEKEY statement in the JDT.

### **+F**

Adds a Field to the Document tree.

## Condition

Adds a condition entry to the currently selected Field in the Document tree. Each condition is written as a Record Criteria Definition statement in the JDT.

To add a condition:

- 1. Select the Field in the Document tree to add the conditional test to.**
- 2. Select Document Toolbar>Add new Condition.**

The condition displays under the Field in the Document tree.

- 3. Right-click on the added condition.**

The Field Condition dialog box appears.

- 4. Select/enter the appropriate information in the dialog box, then click on [OK].**

To edit a condition:

- 1. Select the condition and right-click.**

The Field Condition dialog box appears.

- 2. Edit the appropriate information in the dialog box, then click on [OK].**

See the "[Conditional Logic](#)" section for more information.

## Properties

Displays the properties of a selected object in the Document window. You can also right-click on an object to display the related Properties dialog box.

The following objects/properties are available for viewing and are listed hierarchically:

- Document
- Page
- Frame
- Record
- Field
- Condition

See the "[Viewing element properties](#)" and "[Conditional Logic](#)" sections for more information.

## DOCUMENT

Select Document settings in the [Document Properties dialog box](#) that displays.

## PAGE

Select Page settings in the [Page Properties dialog box](#) that displays.

Options in this dialog box may or may not display, depending on your selection in the [Page Number - Position] option.

### Page Name

Enter a name for the Page (maximum 32 characters). This name displays in the Document tree.

### Short Name

Enter a name for the Page (maximum 8 characters) or use the system-supplied name that displays. Select the *Use Page Name* field in the [Export VIPP dialog box](#) at conversion time to use this name for the JDT file name.

When you copy a Page, AppBuilder automatically changes the [Short name] of the copy to prevent two Pages from having the same name.

### Description

Enter descriptive text for the Page.

### Logical Page Dimension

Enter the width and height values for the logical Page in the unit of measurement set in the [Form Properties dialog box](#).

This value can also be directly set from the physical paper dimensions by selecting the [Connected Paper - Use Paper Dimension] option in this dialog box.

### Logical Page Offset

Enter the horizontal and vertical offsets for the logical Page and its objects. Offset values are from the physical sheet's origin.

The [Logical Page Dimension] and the [Logical Page Offset] options combine to create the VIPP SETMARGIN statement when the Page is converted to a JDT.

### Page Number Position

Select a page number positioning option from the drop-down list that displays: [None], [Bottom Center], [Bottom Right], [Top Center], [Top Right], [Left], [Right], or [Center].

### Page Number Horizontal/Vertical

Enter the absolute horizontal and vertical coordinates for the page number. Set units of measurement in the [Form Properties dialog box](#).



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#### **Page Number**

##### **Start on**

Enter the starting page number.

##### **Page Number**

##### **Format**

Enter a format string, where “#” stands for the page number. For example, (Page #) prints as “Page 1”.

##### **Font**

Select the page number’s display font in the [Font List dialog box](#) that displays when you click on this button.

##### **Color**

Select the page number’s display color in the [Rotation, Color dialog box](#) that displays when you click on this button.

##### **Connected Paper**

##### **Name**

Select a Paper type in the List of Papers dialog box that displays from the [Select] button.

##### **Connected Paper**

##### **Use Paper Dimension**

Automatically posts the physical sheet dimensions from the [Connected Paper - Name] option into the [Logical Page Dimension] option entry boxes.

If the [Presentation] option in the [Paper Properties dialog box](#) is set to landscape, the width and height values in the [Logical Page Dimension] option reflect this.

##### **Date/Time**

Displays the dates and times that the Page was originally created and last opened.

### **FRAME**

Select Frame and zebra defaults in the Frame and Zebra Settings dialog box that displays:

##### **Page name**

Displays the name of the Page containing this Frame.

##### **Zebra**

##### **Lines With**

Enter the number of lines using the shading set in the [Color] option. No zebra is created if set to zero or [White] is selected in the [Color] option.

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#### **Zebra Lines Without**

Enter the number of lines with no shading.

#### **Zebra Linespacing**

Enter the value for calculating the height of the zebra boxes.

#### **Color**

Select a color for the Zebra frame from the drop down list that displays or create a custom color using the [Edit RGB] option. If [White] is selected, no zebra is created.

#### **Edit RGB**

Displays the Color RGB Editor dialog box. Move the slider next to the RGB values or click in the numeric display boxes and enter a value between 0 and 255 to alter the color. Click on [OK] once the desired color displays in the [Result] area. (for future implementation)

#### **Preview**

Displays the color used for zebra striping.

#### **Red**

Displays the Red value set in the Color RGB Editor dialog box. (for future implementation)

#### **Green**

Displays the Green value set in the Color RGB Editor dialog box. (for future implementation)

#### **Blue**

Displays the Blue value set in the Color RGB Editor dialog box. (for future implementation)

#### **Frame**

Draws an outline box around the page.

#### **Offset**

Enter the distance between the logical Page edge and the Frame. The same offset value applies to all four sides

#### **Corner Type**

Select the Frame's corner type from the drop-down list that display: [Square], [Small Radius], [Medium Radius], [Large Radius], [ Half Radius], or [Custom Radius].

#### **Border Width**

Enter a value (maximum 9999) for the thickness of the Frame border. A value of zero means that no Frame will be drawn.

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### **Radius**

Enter a value for the radius' corner. This value applies only when the [Custom Type] option is set to [Custom Radius].

## **RECORD**

Select Record settings in the Record Properties dialog box that displays:

### **Page name**

Displays the name of the Page that the Record is tied to.

### **Record name**

Enter a name for the current Record. This name displays to the left of the Properties button in the Toolbox.

### **Record Info**

#### **Record Type**

Select the type of Record to process:

- [Line Printer] - standard line printer Record; creates an VIPP FROM-LINE statement when the document is converted to a JDT
- [Prefixed] - data Record contains a unique identifying key; enter a character value (maximum 10 characters) for the key in the [Prefix] option that displays; creates an VIPP RPEKEY statement when the document is converted to a JDT

### **Repeat**

Enter the number of times to reuse the current Record definition in the associated Page. The VIPP processor reads successive data Records (up to the number specified) and applies the same formatting for each one.

Related Fields are incrementally positioned on the Page based on the displacement values entered in the [Field Properties dialog box](#).

### **Count**

Displays the current Record's sequence number. When the [Repeat] option is selected, this value increments to reflect the repeated Records.

For example, a value of 5 means that the current Record is the fifth record the VIPP processor will encounter when reading the data for the Page.

### **Hidden**

Hides the selected Record and its related Fields in the Work area. X's display in the Document window next to the hidden objects.

Select this option a second time to redisplay the Record and its related objects.

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### **Comment**

Enter any comments for the Record here. These comments are for documentation purposes only.

### **FIELD**

Select Field settings in the Field Properties dialog box that displays.

Options in this dialog box may or may not display, depending on your selection in the [Alignment - Align] option. Set units of measurement in the [Form Properties dialog box](#).

#### **Page name**

Displays the name of the Page this Field is tied to.

#### **Record name**

Displays the name of the Record which contains this Field.

#### **Field name**

Enter a name for the current Field. This name displays to the left of the Properties button in the Toolbox.

#### **Offset**

Enter an offset value for the starting point of a Field in the Record. This value is the number of bytes from the first data byte in the Record.

#### **Length**

Enter the number of bytes in the Field.

#### **Alignment**

##### **Align**

Select a Field alignment position from the drop-down list that displays: [Left], [Right], [Center], [Justify], [Left/Strip], [Right/Strip], [String], or [Show On].

##### **Alignment**

##### **Colwidth**

Enter the Field's column width.

##### **Alignment**

##### **String**

Enter the character(s) to align the string on when the Field is prints/displays.

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#### **Rotation**

Select a Field rotation direction:

- [Across (0°)] - no rotation
- [Back (180°)] - Field rotates 180° counter clockwise
- [Down (270°)] - Field rotates 270° counter clockwise
- [Up (90°)] - Field rotates 90° counter clockwise

#### **Position**

Enter the absolute horizontal and vertical positions. These values are automatically filled in if the Field dragged-and-dropped into the Work area.

#### **Displacement**

Enter the relative horizontal and/or vertical offsets value for Field placement when using repeating Records.

#### **Color**

Select a Field color from the drop down list that displays or create a custom color using the [Edit RGB] option.

#### **Edit RGB**

Displays the Color RGB Editor dialog box. Move the slider next to the RGB values or click in the numeric display boxes and enter a value between 0 and 255 to alter the color. Click on [OK] once the desired color displays in the [Result] area. (for future implementation)

#### **Preview**

Displays the color to be applied to the current Field. (for future implementation)

#### **Red**

Displays the Red value set in the Color RGB Editor dialog box. (for future implementation)

#### **Green**

Displays the Green value set in the Color RGB Editor dialog box. (for future implementation)

#### **Blue**

Displays the Blue value set in the Color RGB Editor dialog box. (for future implementation)

#### **Is Mapped**

Places the Field in the Work area at the coordinates defined in the [Position] option. Dragging-and-dropping the Field in the Work area automatically selects this option.

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Selecting this option a second time removes the mapped Field from the Work area but does not delete it from the Page in the Document window.

#### **Hidden**

Hides the selected Field in the Work area. X's display in the Document window next to hidden Fields. Fields must be mapped to a Sheet before they can be hidden.

Select this option a second time to redisplay the Field.

#### **Font**

Select a font in the [Font List dialog box](#) that displays. This font applies to the current Field.

#### **Sample Text**

Enter sample text in the [Text dialog box](#) that displays. Specified text displays only.

#### **Comment**

Enter any comments for the Field here.

#### **Sample Text**

Displays the text specified in the [Text dialog box](#).

## Delete

Deletes the currently selected object in the Document tree.

## CONDITIONAL LOGIC

Conditional logic is available only at the Field level. A condition must be added for each unique test performed on a Field. AppBuilder conditions correspond to VIPP Record Criteria Definition statements.

The Field Condition dialog box contains the following options. Set units of measurement in the [Form Properties dialog box](#).

#### **Name**

Enter a reference name for the condition (25 characters maximum). This name displays in the Document window.

#### **Short name**

Enter a name with 1-8 alphanumeric characters. This name is used as the RCDkey name for the SETRCD statement when the Document is converted to a JDT.

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### **IF/ELSE IF**

Select the initial test condition:

- [IF] - for each unique test to perform on a Field
- [ELSE] - default action taken when all previous IF tests fail

### **Field Name**

Displays the name of the Field that the test applies to.

### **Start**

Enter the position (in the data Record) of the starting character of the Field being tested. This value usually is the same as the offset value used in the Field that the Condition applies to.

### **Length**

Enter the length of the Field being tested.

### **Comparison operators**

Select an operator to use when comparing the data Field with the text string specified in the [Comparison String] option:

- [=] - Field and string are equal
- [!] - Field and string are not equal
- [>] - Field is greater than string
- [≥] - Field is greater than or equal to string
- [<] - Field is less than string
- [≤] - Field is less than or equal to string

### **Comparison String**

Enter the alphanumeric string to compare to the Field.

### **THEN**

Select the actions to be performed if the test is true. To activate the options in this section, click on the checkbox for the specific attribute to modify.

### **THEN**

#### **Start/Length**

Prints the specified section of the Record that is different from the original Field being tested.

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#### **THEN**

##### **Align**

##### **Align**

Select a Field alignment position from the drop-down list that displays: [Left], [Right], [Center], [Justify], [Left/Strip], [Right/Strip], [String], or [Show On].

#### **THEN**

##### **Align**

##### **Colwidth**

Enter the Field's column width.

#### **THEN**

##### **Rotation**

Select a Field rotation direction:

- [Across (0\*)] - no rotation
- [Back (180\*)] - Field rotates 180° counter clockwise
- [Down (270\*)] - Field rotates 270° counter clockwise
- [Up (90\*)] - Field rotates 90° counter clockwise

#### **THEN**

##### **Position**

Enter the absolute horizontal and vertical positions. These values are automatically filled in if the Field dragged-and-dropped into the Work area.

#### **THEN**

##### **Displacement**

Enter the relative horizontal and/or vertical offsets value for Field placement when using repeating Records.

#### **THEN**

##### **Color**

##### **Color**

Select a Field color from the drop down list that displays or create a custom color using the [THEN - Color - Edit RGB] option.

#### **THEN**

##### **Color**

##### **Edit RGB**

Displays the Color RGB Editor dialog box. Move the slider next to the RGB values or click in the numeric display boxes and enter a value between 0 and 255 to alter the color. Click on [OK] once the desired color displays in the [Result] area. (for future implementation)



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**THEN**

**Color**

**Preview**

Displays the color to be applied to the current Field. (for future implementation)

**THEN**

**Color**

**Red**

Displays the Red value set in the Color RGB Editor dialog box. (for future implementation)

**THEN**

**Color**

**Green**

Displays the Green value set in the Color RGB Editor dialog box. (for future implementation)

**THEN**

**Color**

**Blue**

Displays the Blue value set in the Color RGB Editor dialog box. (for future implementation)

## **ADDING OBJECTS TO THE DOCUMENT TREE**

The following is a hierarchical breakdown of a Document:

- Document
- Page
- Frame
- Record
- Field

Conditional logic is available only at the Field level.

Objects are added to the Document tree by:

- selecting the appropriate option in the Document Toolbar; for example, selecting [+P] adds a Page to the Document that contains the currently selected object
- using the **Document** menu
- adding the object manually

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Once added to the Document tree, objects display according to the following guidelines:

- If the selected object is of the same type or lower in hierarchy than the new object, the new object is added after the selected object.
- If the selected object is one level higher than the new object, the new object is added as a first to the list.
- If the selected object is two or more levels higher than the new object, adding is impossible.

### Using the Document Toolbar

To add an object using the Document Toolbar:

1. **Select the object in the Document tree to add an object to.**
2. **Select Document Toolbar>[+object you want to add].**

The added object displays in the Document tree.

### Using the Document menu

To add an object using the **Document** menu, select **Document**>one of the following options:

- **Page**>New Page
- **Record**>New Record
- New Field
- **Condition**>New Condition

The added object displays in the Document tree.

### Adding manually

Records and Fields can also be added manually.

#### PAGES

To add a Page manually:

1. **Select a Page in the Document tree.**
2. **Place the cursor in the Work area.**
3. **Press and hold <Ctrl>, and click.**
4. **Drag the box and release the mouse button when the desired Page outline displays.**

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The new Page displays in the Document tree. Any objects in the Work area prior to this addition are cleared from the screen, as they belong to the previously selected Page.

## RECORDS

To add a new Record manually:

- 1. Select a Record within an existing Page in the Document tree.**
- 2. Place the cursor in the Work area.**
- 3. Press and hold <Ctrl>, click and drag the cursor a short distance.**

A new Record displays at the cursor location in the Work area and in the Document tree.

## FIELDS

To add a new Field manually:

- 1. Select an existing Field within a Record in the Document tree.**
- 2. Place the cursor in the Work area.**
- 3. Perform one of the following actions:**
  - 1. Press and hold <Ctrl>, click and drag the cursor a short distance.**

The new Field displays at the cursor location in the Work area and in the Document tree. The width and height of the new Field are zero.

or

- 1. Press and hold the left mouse button.**
- 2. Drag the screen pointer to create a box.**
- 3. Release the mouse button to finish the box.**

## VIEWING ELEMENT PROPERTIES

To view the properties of an element in the Document tree, select the item you want and right-click or select [i] from the Document Toolbar. Elements available for viewing include Documents, Pages, Records, and Fields.

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## **LOCATING OBJECTS IN THE DOCUMENT TREE**

AppBuilder for VIPP allows you to visually locate a Document tree object in the main Work area.

To locate an object:

- 1. Place the cursor on the object in the Document tree you want to locate.**
- 2. <Shift>-click on the selected object.**

The selected object displays, highlighted with arrows:

- Pages and Records display as boxes
- Fields display as text

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# 13 Media window

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This chapter provides a detailed description of the Media window and its features.

## OPENING THE MEDIA WINDOW

To open the Media window, select **File>Media>New Media** or **Load Media**. You can also select **Window>Media** if a Media is already open.

When a Media is loaded, Media formatting applies to the Work area and displays the exact physical sheet layout. The Media window displays below the Work area and displays the Media tree. See the ["Adding objects to the Media tree"](#) section for more information.

## Overview of the features

The following is an overview of the Media window features. This section refers you to other sections in this chapter where the features are explained in detail.

### MEDIA MENU BAR

AppBuilder For VIPP provides menus and sub-menus to access Media options. Media menu bar options are described in the ["Media menu bar"](#) section and the ["Work area menu bar"](#) chapter.

### MEDIA TOOLBAR

The Media Toolbar displays across the top of the Media window and includes +P, +S, Forms, Properties, and Delete options. Media Toolbar options are described in the ["Media Toolbar"](#) section.

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## **MEDIA TREE**

The Media tree displays below the Media Toolbar and provides a hierarchical breakdown of the elements in the current Media. See the ["Adding objects to the Media tree"](#) section for more information.

## **MEDIA MENU BAR**

The Media menu bar contains the **Paper**, **Edit**, and **View** menus.

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

### **Paper**

Options in this menu allow you to set the Paper properties and options. See the ["Work area menu bar"](#) chapter for more information.

### **Edit**

Options in this menu allow you to cut, copy, paste, and delete Media window contents, as well as transfer objects between two Media.

When you copy a Paper, AppBuilder automatically changes the *Short name* of the copy to prevent two Papers from having the same name.

### **View**

The **View** menu controls the column headings in the Media window and contains the following options:

#### **PAPERS**

Displays Paper information as column headings.

#### **SHEETS**

Displays Sheet information as column headings.

#### **FORMS**

Displays form information as column headings.

#### **NONE**

Displays no column headings.

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#### **EXPAND ALL <SHIFT> + <\*>**

Expands the Media tree to all levels.

#### **COLLAPSE ALL <SHIFT> + </>**

Displays the Media tree with only the Media and Paper names visible.

#### **WINDOW ON TOP**

Always keeps the Media window on top in the display.

## **MEDIA TOOLBAR**

The Media Toolbar displays across the top of the Media window and contains the following options:

### **+P**

Adds a Paper to the Media tree. All of the formatting parameters specified in the Paper are applied to the Work area. Whenever you add a Paper, a Sheet is automatically placed below it.

### **+S**

Adds a Sheet to the selected Paper. The number of sheets that can be added to a Paper depend on the [Duplex printing] option selected in the [Paper Properties dialog box](#):

- [None] - only one Sheet can be added
- [Long side] or [Short side] - two Sheets can be added

### **Form**

Adds a form(s) (maximum 8 per Sheet) to the current Sheet from the Add Form dialog box that displays:

#### **Form name**

Enter a form name or select one from the Select Form dialog box that displays from the [Select] button.

#### **Offset**

##### **Horizontal/Vertical**

Enter the horizontal and vertical starting points for the form on the physical sheet.

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If the form already has an offset set in the [Form Properties dialog box](#), the value displays and is applied to the form displayed in the Work area.

Offset values specified in the [Sheet Properties dialog box](#) only affect the form display. Offset values for the actual form must be applied when you convert forms from Elixir format (.ELX) to VIPP format. See your *Elixir Forms Editor Desktop User Guide* for more information on converting forms.

## Properties

Displays the properties of a selected object in the Media tree. You can also right-click on an object to display the related Properties dialog box.

The following objects are available for viewing and are listed hierarchically:

- Media
- Paper
- Sheet
- Form

See the "[Viewing element properties](#)" section for more information.

## MEDIA

Select Media settings in the Media Properties dialog box that displays:

### Media Name

Enter a name for your Media. This is the long name (maximum 32 characters) that is used to identify the Media in the database.

### Media Description

Enter descriptive text for the Media.

### Media Info

Displays information on the Media.

### Filing Info

#### Date/Time

Displays the dates and times that the Media was originally created and last opened.

## PAPER

Select Paper settings in the Paper Properties dialog box that displays:

### Paper name

Enter a name for the Paper (maximum 32 characters). This name displays in the Media tree.



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#### **Short name**

Enter a name for the Paper (maximum 8 characters) or use the system-supplied one that displays.

When you copy a Paper, AppBuilder automatically changes the short name of the copy to prevent two Papers from having the same name.

#### **Description**

Enter descriptive text for the Paper.

#### **Presentation**

Select the print orientation:

- [Portrait] - pages print with the short edges at the top and bottom and the long edges along the sides
- [Landscape] - pages print with the long edges at the top and bottom and the short edges along the sides

#### **Presentation**

##### **Inverse**

Prints pages in inverse portrait or inverse landscape mode, depending on the orientation selected in the [Presentation] option.

#### **Paper**

##### **Number**

Displays the Paper number which is automatically set by AppBuilder for VIPP.

#### **Paper**

##### **Width/Height**

Enter the Paper's physical dimensions. Width refers to the short edge and height refers to the long edge of the Paper.

#### **Post Processing**

##### **Staple**

Enables switching of sets within a job.

#### **Post Processing**

##### **Offset**

Enables offsetting of sets within a job.

#### **Duplex Printing**

Select a duplex printing option:

- [None] - single-sided (simplex) printing
- [Long side] - head-to-head (portrait) or head-to-foot (landscape) printing

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- [Short side] - head-to-foot (portrait) or head-to-head (landscape) printing

#### **Tray**

Select your printer's paper tray from the drop-down list that displays or select one from the [Tray Names dialog box](#) that displays from the [Select] button.

#### **Page Shift**

##### **Front/Back**

Enter the horizontal and vertical (positive or negative) offsets for the front and back sides of the physical sheet of Paper. Set units of measurement in the [Form Properties dialog box](#).

#### **Filing Info**

##### **Date/Time**

Displays the dates and times that the file was originally created and last opened.

### [SHEET](#)

Select Sheet defaults in the Sheet Properties dialog box that displays.

Options in this dialog box may or may not display, depending on your selection in the [Sheet Side] option.

#### **Paper Name**

Displays the name of the associated Paper.

#### **Sheet Name**

Enter a name for the Sheet (32 characters maximum).

#### **Sheet Side**

Select which side(s) of the Paper the Sheet applies to:

- [Front] - front side of the sheet
- [Back] - back side of the sheet
- [Both] - both sides of the sheet

You must specify [Front] or [Back] if a form appears on one side, but not the other. [Front] and [Back] Sheets must occur in pairs.

#### **Constant Form**

Prints a form on the back side of the paper without variable data.

### [FORM](#)

Select form defaults in the [Form Properties dialog box](#) that displays.

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## **Delete**

Deletes the currently selected object in the Media tree.

## **ADDING OBJECTS TO THE MEDIA TREE**

The following is a hierarchical breakdown of Media:

- Media
- Paper
- Sheet
  - Forms

Objects are added to the Media tree by selecting the appropriate option in the Media Toolbar. For example, selecting [+S] adds a Sheet to the currently selected Paper.

To add an object to the Media tree:

- 1. Select the object in the Media tree to add an object to.**
- 2. Select Media Toolbar>[+object you want to add].**

The added object displays under its related object in the Media tree.

## **VIEWING ELEMENT PROPERTIES**

To view the properties of an element in the Media window, select the item you want and right-click or select [i] from the Media Toolbar. Elements available for viewing include Media, Papers, Sheets, and forms.

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# 14 Auxiliary dialog boxes

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This chapter provides detailed descriptions of all AppBuilder for VIPP sub-dialog boxes.

## FONT LIST

Options in this dialog box may or may not display, depending on the font selected in the *List of used Fonts* field.

See the [“How to...”](#) chapter for more information on adding fonts to the Font List.

### **Current Font**

#### **Type**

Displays the font selected in the *List of used Fonts* field.

### **Current Font**

#### **Select Font**

Select the font type to add to the *List of used Fonts* field:

- [True Type] - select a font from the [Select True Type Font dialog box](#) that displays
- [ATM] - select a font from the [Select ATM Font dialog box](#) that displays
- [Elixir] - select a font from the Select Font dialog box that displays

### **Current Font**

#### **Name**

Displays the name of the currently selected font.

### **Current Font**

#### **Style**

Displays the current font's style: [Bold], [Italic], [Underline], or [Overstrike].

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**Current Font**

**Pointsize**

Displays the current font's point size.

**User name**

Enter a reference name for the font.

**Add**

Adds the defined font to the currently selected object and the *List of used Fonts* field.

**Apply**

Applies the defined font to the currently selected font in the *List of used Fonts* field.

**Delete**

Deletes the font selected in the *List of used Fonts* field.

**List of used Fonts**

Displays all fonts used in the document and their characteristics.

## ROTATION, COLOR

**Color**

Select an object color from the drop down list that displays or create a custom color using the RGB Editor (available through the [Edit RGB] button).

**Red**

Displays the Red value set in the Color RGB Editor dialog box.

**Green**

Displays the Green value set in the Color RGB Editor dialog box.

**Blue**

Displays the Blue value set in the Color RGB Editor dialog box.

**Edit RGB**

Displays the Color RGB Editor dialog box. Move the slider next to the RGB values or click in the numeric display boxes and enter a value between 0 and 255 to alter the color. Click on [OK] once the desired color displays in the [Result] area.

**Preview**

Displays the color to be applied to the current object.

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### **Direction**

Select the print direction:

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

### **Rotation**

All rotations are with respect to the baseline. When rotating characters, the print direction remains the same.

- [0] (default) - characters rotate 0°
- [90] - characters rotate 90° clockwise
- [180] - characters rotate 180° clockwise
- [270] - characters rotate 270° clockwise

## **SELECT ATM FONT**

### **Message box**

Displays the number of available fonts.

### **Elixir Font Name**

#### **Name Prefix**

Displays the first two characters of the font selected in the *Face Name* field.

AppBuilder for VIPP stores font callouts internally as six-character names with unique two-character prefixes. Each font callout must have a unique prefix.

### **Elixir Font Name**

#### **Name**

Displays the six-character name of the font selected in the *Face Name* field.

### **Style**

Select a font style: [Bold], [Underline], [Italic], or [Overstrike].

### **Orientation**

Select a font orientation:

- [Portrait] - left-to-right
- [Landscape] - top-to-bottom
- [Inv Portrait] - right-to-left
- [Inv Landscape] - bottom-to-top

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**Face Name**

Select a font style from the list that displays.

**Size**

Select a font size from the list that displays.

**Sample Text**

Displays the font selected in the *Face Name* field.

## SELECT TRUE TYPE FONT

**Message box**

Displays the number of available fonts.

**Elixir Font Name**

**Name Prefix**

Displays the first two characters of the font selected in the *Face Name* field.

AppBuilder for VIPP stores font callouts internally as six-character names with unique two-character refixes. Each font callout must have a unique prefix.

**Elixir Font Name**

**Name**

Displays the six-character name of the font selected in the *Face Name* field.

**Style**

Select a font style: [Bold], [Underline], [Italic], or [Overstrike].

**Orientation**

Select a font orientation:

- [Portrait] - left-to-right
- [Landscape] - top-to-bottom
- [Inv Portrait] - right-to-left
- [Inv Landscape] - bottom-to-top

**Face Name**

Select a font style from the list that displays.

**Size**

Select a font size from the list that displays.

**Sample Text**

Displays the font selected in the *Face Name* field.

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## **TEXT**

### **Text**

Enter sample text for the current Field. Entered text is for display purposes only.

### **Length**

Enter the length of the text string.

## **TRAY NAMES**

### **Tray Name**

Enter a name for the tray (maximum 30 characters).

### **Add**

Adds the tray specified in the *Tray Name* field to the *List of Tray names* field.

### **Apply**

Applies the name entered in the *Tray Name* field to the tray selected in the *List of Tray names* field.

### **Delete**

Deletes the tray selected in the *List of Tray names* field.

### **List of Tray names**

Displays a list of all trays that are defined in the data dictionary.



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# 15 How to...

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This chapter provides instruction on how to perform various operations in App-Builder For VIPP.

## MAPPING FONTS TO VIPP FONTS

AppBuilder for VIPP uses any combination of ATM, TrueType, and Elixir-generic fonts. When you convert a design to a JDT, you can map fonts to a specific VIPP encoding name. When using Elixir fonts, you should add them to the VIP-FONT.MAP or user-defined mapping table. A modifiable font table is provided in *drive:\ELIXIR\PSSTASH\VIPFONT.MAP*.

To use this table during the conversion, select it in the *Font Mapping File* field in the Export JDT dialog box.

The basic format of the table is as follows:

### [ATM]

Helvetica=NHE

Helvetica-Bold=NHEB

Helvetica@Bold=NHEB

Helvetica-Oblique=NHEO

Helvetica@Italic=NHEO

Helvetica-BoldOblique=NHEBO

Helvetica@Bold@Italic=NHEBO

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### **[TrueType]**

Arial=NHE

Arial Bold=NHEB

Arial Italic=NHEO

Arial Bold Italic=NHEBO

### **[Elixir]**

HE11NP=NHE 11

HE11BP=NHEB 11

The VIPP converter looks in the mapping table and attempts to make an exact match with a font name in the AppBuilder font list. If it finds a match, it uses the name specified in the right half of the "equation".

If a font in the AppBuilder font list has special attributes set (BOLD or ITALIC) and no specific font name exists for it, you can set up the mapping table to recognize the attributes and map them to the correct VIPP key name.

For example, in the sample above, the entry Helvetica@Bold is used when the AppBuilder font list references the ATM Helvetica font with the bold attribute set.

## **POSITIONING FIELDS IN A DOCUMENT**

You can position a Field in a Document by:

- dragging and dropping the Field into the Work area
- manually positioning the Field

To manually position a Field in a Record:

### **1. Load an existing Document or create a new one.**

See the "[AppBuilder for VIPP basics](#)" chapter for more information.

### **2. Select a Field in the Document tree.**

### **3. Right-click on the Field.**

The [Field Properties dialog box](#) displays.

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**4. Select the following options:**

- [Position and Dimension-Horizontal/Absolute]: enter the Field's horizontal offset
- [Position and Dimension-Vertical/Absolute]: enter the Field's vertical offset
- [Is Mapped]: select this option to print the Field(s)

**5. Click on [OK].**