Elixir

Elixir Forms Editor
Getting Started
Guide

June 1999
Version 4.00

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

Table of contents

1.   Introduction

This guide provides an overview and describes the basic skills and terminology required to operate the following Elixir applications:

- Elixir Desktop, a Windows-based user interface from which you can easily launch the Elixir Forms Editor. The Elixir Desktop also enables quick access to Elixir converters, which convert form, font, and graphics files between Elixir- and other formats. You can edit Eixir-format form files using the Elixir Forms Editor and convert the files back to the original or another format using the Elixir Desktop.

- ElixirForm is a Windows-based WYSIWYG forms creation package you can use to create or edit Elixir-format forms. You can then convert them to other format forms using the Elixir Desktop.

- You can operate the ElixirFont and ElixirGraphics applications if you have them installed.

Each Elixir application has a user guide that you can refer to for more detailed information.

Customer support

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

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

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

- **Europe**
  +420 2 2431 13877

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

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

- your name, organization, telephone number and address.

- the name and version number of the Elixir application.

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

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

Elixir Web site support

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

- Raise a question for Elixir Support.

- Find answers in the list of Frequently Asked Questions.

- Review the latest Tips and Techniques for increasing productivity using Elixir software.

- Download new releases and the latest patches.

- View Release Notes for the latest available features.

- Learn in the user newsgroup how others are using Elixir products.

- Sign up for an Elixir Learning Program.

Elixir training

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

Elixir Learning

(805) 641-5900 ext. 6

System requirements

This section lists the hardware and software require-
ments for running the Elixir Desktop and other Elixir
applications.

Hardware

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

Additional hardware requirements:

* any monitor with driver software supporting Win-
  dows in VGA, SVGA, or Sigma LaserView.

* any Windows compatible mouse.

* any PC-to-mainframe or communications board
  that supports binary file transfers (such as IBM
  PC3270, IRMA FT/3270, or AS/400 PC communi-
  cations packages).

* One or more of the following peripheral devices:

  * AFP compatible printers.

  * HP LaserJet II or compatible PCL 4 printer.

  * digital scanner and associated software with
    ability to create .PCX or .TIF images at 300
    or 300 dpi.

Software

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

While we make every effort to ensure the proper op-
eration of our software, some problems cannot be re-
solved due to differences in the operating systems.

Who should use this guide

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

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

Conventions

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

- display conventions

- typographical conventions

- mouse operations

Display conventions

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

Typographical conventions

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

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

  <Enter>

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

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

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

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

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

  Delete
  Deletes the selected files.

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

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

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

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

  CD \ELIXIR *<Enter>*

Mouse operations

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

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

The following mouse related terms are used in this guide:

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

Click on the right mouse button to finish entering text.

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

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

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

object
a selectable item on the screen.

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

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

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

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

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

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

On-line Help

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

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

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

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

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

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

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

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

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

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

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

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

Using Online documentation

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

Accessing online guides

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

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

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

- StartAFP.pdf - Getting Started User Guide

- DeskAFP.pdf - Elixir Desktop and Converters for AFP User Guide

- FormAFP.pdf - ElixirForm User Guide

- FontAFP.pdf - ElixirFont User Guide

- ImageAFP.pdf - ElixirImage User Guide

- PdAFP.pdf - Elixir PrintDriver for AFP User Guide

- PdNT.pdf - Elixir PrintDriver for NT User Guide

- AppAFP.pdf - Elixir AppBuilder for AFP User Guide

- Transfmr.pdf - Elixir Transformer Suite User Guide

- Viewer.pdf - ElixirViewer User Guide

- Elxscan.pdf - ElixiScan User Guide

Navigating in online guides

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

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

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

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

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

Word find

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

To use Word Find in a document:

1. Click on the [Find] icon in the Toolbar.

2. Enter the desired search text and click on [Find].

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

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

Page scrolling

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

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

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

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

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

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

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

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

4. Continue clicking to follow the flow of text.

Zoom in/out

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

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

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

Printing online guides

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

1. **Open the file.**

2. **Select File>Print.**

   The Print dialog box displays.

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

Organization of this guide

Chapter 1, "Introduction," is an overview of Elixir software and documentation; and the display, typographical, and mouse conventions used for Elixir software and documentation. This chapter also provides hardware, software, and memory requirements for installing Elixir software.

Chapter 2, "Installation," describes how to install Elixir software.

Chapter 3, "Desktop basics," provides an overview of the Elixir Desktop and instructions on how to perform basic Desktop operations.

Chapter 4, "ElixirForm basics," provides an overview of ElixirForm and instructions on how to perform basic ElixirForm operations.

Starting Elixir applications

This section assumes you have already installed the Elixir Desktop (see the "Installation" chapter for more information).

This section describes how to start the Elixir Desktop and the Elixir Forms Editor.

To start the Elixir Desktop, open the Elixir icon in the Program Manager Elixir Applications window.
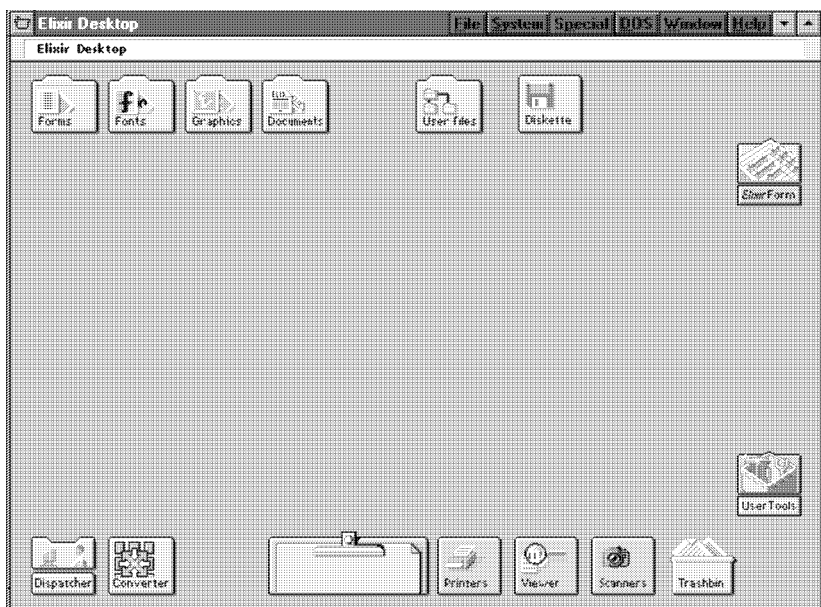
The Elixir Desktop displays.

Figure 1-1. Elixir Desktop window

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

To start ElixirForm, double-click on the ElixirForm icon on the Elixir Desktop.

Sub-window menus

All Elixir applications offer additional functionality to normal Windows operations by allowing functions such as pull-down menus in sub-windows (or "child" windows).

The following figure displays a sub-window menu selection from the Elixir Desktop.
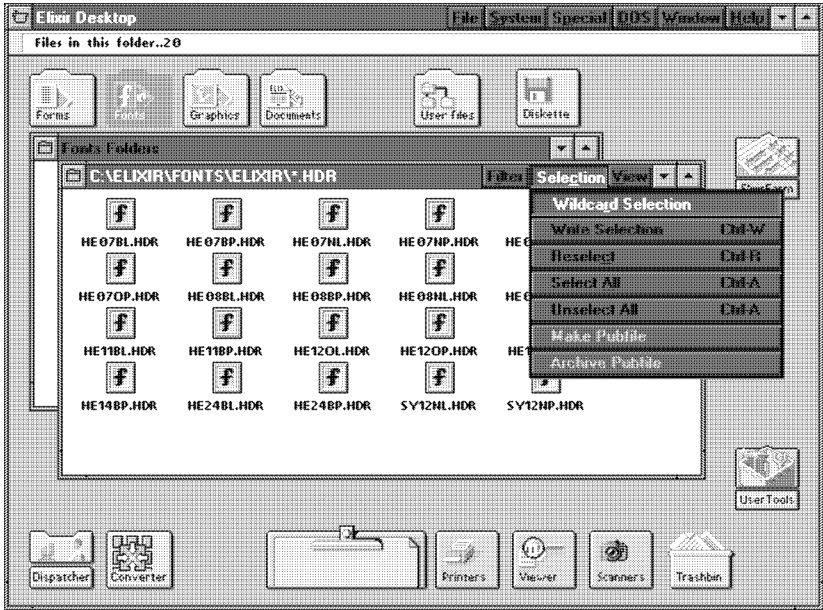

Figure 1-2. Sub-window menu

Exiting Elixir applications

This section describes how to exit the Elixir Desktop and the Elixir Forms Editor.

To exit the Elixir Desktop or Elixir Forms Editor:

• Double-click on the Close button at the top left of any Elixir application.

• Press <Alt> + <F4>.

• Press <Alt> + <X>.

• From the **File** menu, select [Exit].

Notes and cautions

Elixir user guides contain a "Notes and cautions" section. Before using an Elixir application, we recommend that you read the "Notes and cautions" section applicable to your application. You can also access this information by viewing the "What's new in this release" section of Elixir on-line help.

2.   Installation

This chapter describes procedures for installing the Elixir Desktop for the first time, and for installing the Elixir Desktop over a previous version.

Before installation

Read the notes supplied with the Elixir installation program before installing or reinstalling the Elixir software.

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

- All Elixir applications described in this guide are installed using the supplied CD-ROM.

- First time installation (of a Desktop application) requires at least 26 MB of free space on your hard disk drive. Selecting multiple applications will require additional disk space. Reinstallation requires less disk space as the installation procedure overwrites existing Elixir application files.

- Each time you reinstall Elixir software, you overwrite existing program files and utilities with new ones. You should select backup files when reinstalling.

- To avoid any possible conflicts, exit all other applications before installing Elixir software.

- If you want to abort installation at any time during the process, click on the [Cancel] button from the install screen or press the <Esc> key. You will be prompted to abort.

Release notes

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

Product Registration

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

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

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

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

This section describes the registration process for those customers who have purchased their Elixir products form Elixir Technologies.
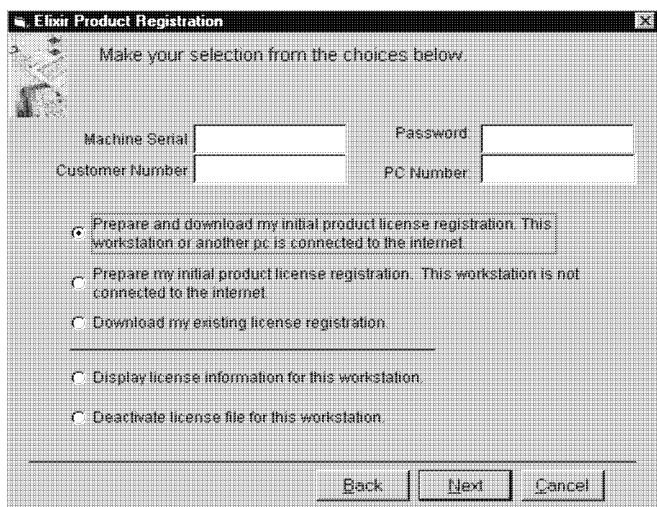
The following scenarios describe the registration process for Elixir customers. Xerox Corporation will provide a separate document that describes registering your products with Xerox.

- you are a new customer and will use Soft Key registration

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

Elixir Product Registration screen

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

Figure 2-1. Elixir Product Registration screen

Using the internet

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

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

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

Registering as a new customer via the internet

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

To install the registration program on your Elixir PC:

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

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

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

The password file will be installed and your system configured.

To complete registration:

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

Your machine serial number displays.

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

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

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

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

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

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

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

Downloading via the internet to a non-Elixir PC

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

To install the registration program on your Elixir PC:

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

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

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

   The password file will be installed and your system configured.

To complete registration:

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

   Your machine serial number displays.

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

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

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

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

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

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

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

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

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

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

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

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

Contacting Elixir (no internet connection)

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

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

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

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

Soft key customers running Windows for Workgroups 3.1 or 3.11

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

To complete registration:

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

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

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

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

Installation

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

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

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

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

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

Installing Elixir applications

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

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

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

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

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

Full installation

To begin installation:

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

1. **Close all active applications.**

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

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

    The Release Notes? screen displays.

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

    The Product Selection screen displays.

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

    The Selected Products screen displays.

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

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

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

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

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

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

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

Installation begins.

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

Custom installation

To begin installation:

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

1. Close all active applications.

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

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

The Release Notes? screen displays.

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

The Product Selection screen displays.

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

The Selected Products screen displays.

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

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

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

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

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

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

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

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

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

    Installation begins.

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

Adding applications

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

Adding newly licensed applications

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

3.   Desktop basics

This chapter describes the Elixir Desktop and basic Elixir Desktop operations.

For information on additional Elixir Desktop operations see the *Elixir Forms Editor Desktop User Guide*.

Overview

The Elixir Desktop is a Windows-based operating environment for the Elixir Forms Editor product. The Elixir Desktop enables you to invoke and use the Elixir Forms Editor application. You can also operate the ElixirFont and ElixirGraphics applications form the Elixir Desktop if you have them installed.

Though primarily designed for use with Elixir applications, the Elixir Desktop complements standard Windows operations by adding an additional environment for performing PC activities.

Many productivity-enhancing features are built into the Elixir Desktop that allow you to perform actions such as:

* viewing files in associated applications using the Desktop Viewer

* accessing your entire DOS directory structure using the User Files icon

* running batch files or executables from the Dispatcher

* defining icons for any DOS-based application such as word processors, desktop publishers, spreadsheets, and other applications that you can start directly from the Desktop

- linking files to applications, enabling you to start an application and load a file in one step

- running DOS commands

- converting files by copying files to the Converter icon.

Desktop layout

The Elixir Desktop shown in the following figure contains the following main features:

- the Elixir Desktop menu bar
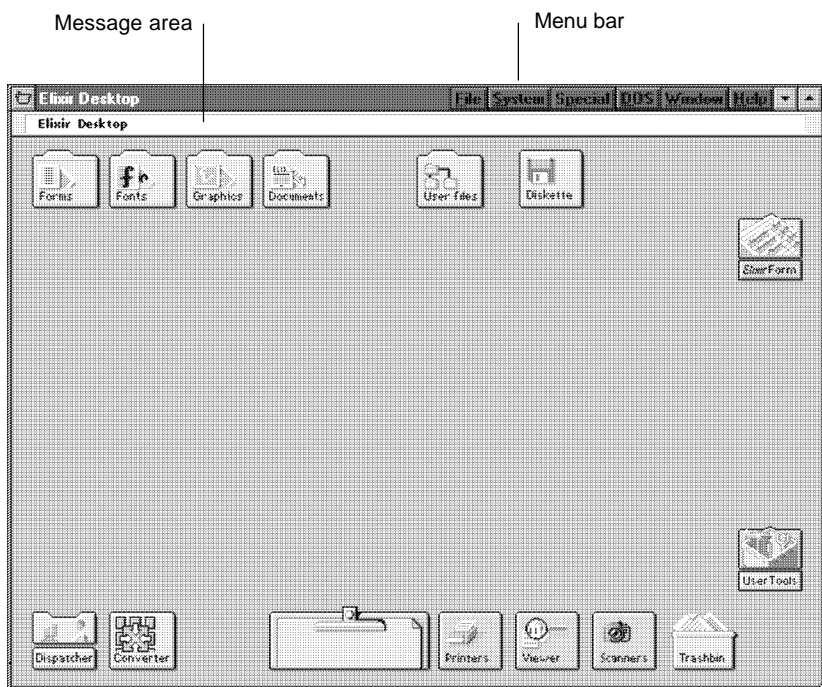
- the Message area

- a number of icons.

Figure 3-1. Desktop window

The Elixir Desktop menu bar allows you to access the following pull down menus:

- **File**
- **System**
- **Special**
- **DOS**
- **Window**
- **Help**

You can pull down a menu in one of the following ways:

- Click on the menu.

- Press the <Alt> key along with the underlined letter in the menu.

The Message area displays information about operations you perform. Error messages and warnings, if any, also display in this area.

Icons

The Elixir Desktop displays a number of icons below the menu bar and message area. Each Desktop icon represents either an application, a folder, a device connected to your PC, or a utility that allows you to perform certain tasks. The following sections briefly describe each icon.

Generally, the shape, name, and appearance of an icon indicates its type and the action it allows you to perform.

Note that you cannot move Desktop icons.

Elixir folder icons

The Elixir folder icons (or Elixir folders) represent specific DOS directories. You access files and copy files into and out of these icons when you convert files from one format to another format. See the "Elixir folder structure" section of this chapter for more information on Elixir folders.

Forms folder

The Forms folder represents the *drive*:\ELIXIR\FORMS directory, and contains form files.

Fonts folder

The Fonts folder represents the *drive*:\ELIXIR\FONTS directory, and contains font files.

Graphics folder

The Graphics folder represents the *drive*:\ELIXIR\PICS directory, and contains graphics files.

Documents folder

The Documents folder represents the *drive*:\ELIXIR\ DOCS directory, and contains document files.

A document contains one or more form files.

Jobs folder

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

Clipboard icon
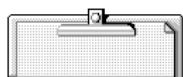
Use the Clipboard icon as a temporary storage place for forms while creating a document.

User Files icon

The User Files icon allows you to access all DOS directories and files. The icon also allows you to link applications to files.

Application icons

Application icons display at the right of the Desktop and represent Elixir applications. Depending on your product and installation setup, various icons display (such as ElixirFont, ElixirGraphics, ElixirDoc or Elixir-Scan).

ElixirForm icon

The ElixirForm icon represents Elixir Forms Editor (or Elixir Forms Editor for Highlight Color if you installed either the Highlight Option or Plus).

User Tools icon

The User Tools icon allows you to create and define icons for DOS and Windows applications and batch files.

Diskette icon

The Diskette icon allows you to access and format a diskette in your PC diskette drive.

Printers icon

The Printers icon allows you to access a local proof printer connected to your PC.

Scanners icon

The Scanners icon allows you to configure and start a scanner connected to your PC directly from the Desktop (Elixir does not provide scanner software).

Dispatcher icon

The Dispatcher icon allows you to invoke DOS commands or batch files in which you can embed replaceable parameters.

Converter icon

The Converter icon allows you to convert font, form, and graphics files to different formats by using simple "drag-and-drop" mouse operations.

Trashbin icon

The Trashbin icon allows you to delete files.

Viewer icon

The Viewer icon allows you to view files for which you have established an associated application.

Using the Desktop

The subsequent sections of this chapter describe the following basic Desktop operations:

* accessing DOS
* file management operations
* converting files.

Accessing DOS

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

Selecting the [DOS Command] option or pressing <Ctrl> + <D> displays a dialog box that allows you to enter any standard DOS command. Enter a DOS command and select [OK] to clear the Desktop and execute the command from the following directory:

* from the root (*drive*:\) directory, if there are no windows open on the Desktop

* from the directory corresponding to the window, if a window is open on the Desktop.

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

Basic file management activities

The following sections describe basic Desktop operations that are common to all Elixir products. These operations include the following basic file management activities:

- file selection
- dragging and dropping files
- deleting files and folders
- renaming files
- duplicating files
- overwriting existing files.

Selecting files in an Elixir window

Files display as icons in Elixir windows. To display files double-click on an Elixir folder and then double-click on the appropriate Elixir, Input, or Output folder. If you double-click on an Input or Output folder a window with more folders (representing different file formats) displays.

Double-click on the appropriate folder to display its files in a window. To select one file, click on it. Note that a selected file displays as highlighted.

To select more than one file (or multi-select files), click on a file, then <Shift>click on other files. The following figure shows several files selected.
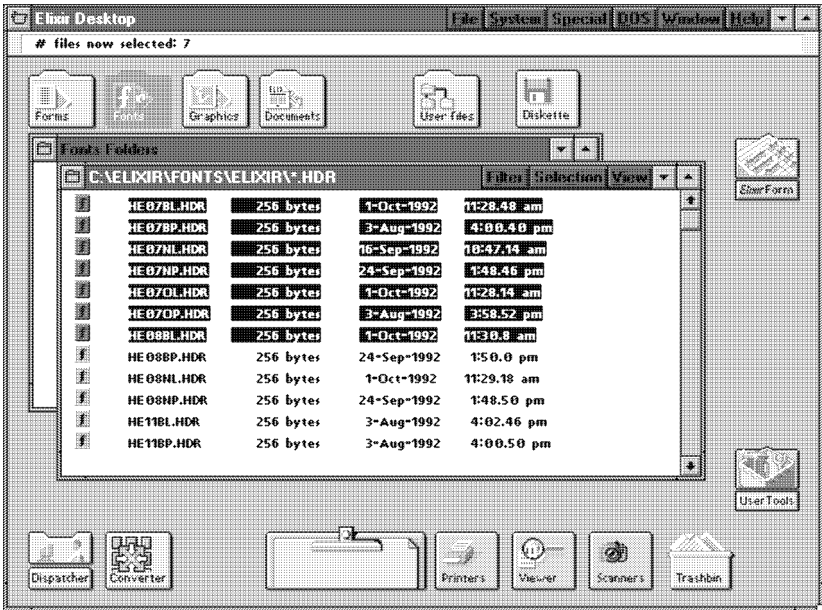
Figure 3-2. Selecting files

To deselect a selected file, <Shift>click on it.

To select a range of files, click on the first file in the range, then <Alt> click on the last file. The two files and all displayed files between them display as highlighted.

To select all files in a directory press <Ctrl> + <A>. Alternatively, from the **Selection** menu, click on [Select All].

To unselect all files, press <Ctrl> + <A>. Alternatively, from the **Selection** menu, click on [Unselect All]. Clicking anywhere in the window other than on a file also unselects files.

Press a character to select the first displayed file in the window starting with the character. Press the character again to select the next file, and so on.

File operations

With one or more files selected, you can perform file operations by dragging and dropping the files to an icon, by selecting an option from a pull-down menu, or by entering a keyboard command.

Dragging files

To drag a selected file, click on it, hold down the mouse button and move the mouse. A square-shaped dragging cursor displays in the window and moves as you move the mouse. The following figure shows a dragging cursor example.
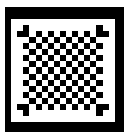
Figure 3-3. Dragging
cursor example

To drag more than one file, multi-select the files, then click on any of the selected files while holding down the left mouse button. If you select more than one file, a double cursor displays, representing multiple files.

Dropping files

To drop one or more files on a Desktop icon, select the files, drag them to a position on top of the target icon, then release the mouse button.

If dropping the files on an icon is not permitted, an X-cursor displays.

Figure 3-4. X-cursor

Deleting files and folders

To delete one or more files from a window, select the files, then perform any of the following actions:

• Drag and drop the files on the Trashbin icon.

  You cannot open the Trashbin to retrieve deleted files. Use the [Usage Switches] option in the **System** menu and select the [Confirm File Deletions] option to avoid inadvertently deleting files.

• From the **File** menu, select [Delete].

• Press <Del> at the keyboard.

The Confirmation for Command dialog box displays as shown in the following figure and shows the first file in the list of selected files.
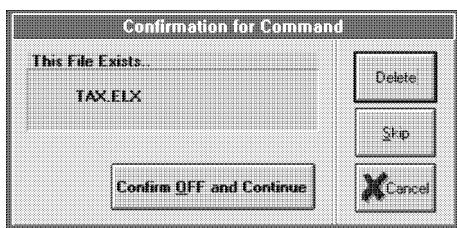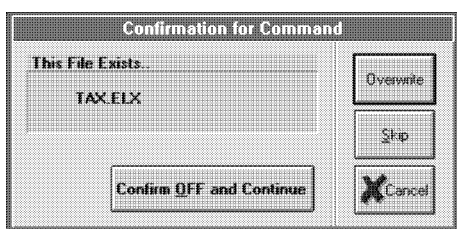

Figure 3-5. Confirmation for Command
dialog box

The Confirmation for Command dialog box contains the following options:

Delete
Deletes the first file then redisplays the Confirmation for Command dialog box for subsequent files.

Skip
Does not delete the first file, and redisplays the Confirmation for Command dialog box for the next file.

Confirm OFF and Continue
Deletes all the files without further prompting.

You can modify your Desktop setup so the Confirmation for Command dialog box never displays when deleting files, and files delete without prompting (see the *Elixir Forms Editor Desktop User Guide* for more information).

Deleting folders is similar to deleting files, except that you can only delete empty folders that you create.

Renaming files

To rename one or more files, select the files, then perform one of the following actions:

• Press <F2>.

• Click the right mouse button.

• From the **File** menu, select [Properties].

Then type a new filename and extension in the displayed dialog box.

This procedure changes the external (DOS) name of the file only.

The File Object Properties dialog box shown in the following figure displays the first file name in the selected list.

The only option you can change is the file name and extension.
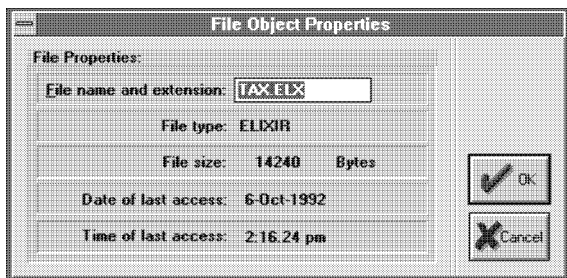
Figure 3-6. File Object Properties dialog box

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See the "Overwriting existing files" section in this chapter for more information.

Duplicating files

You duplicate a file by copying it to the same folder and renaming it. You can duplicate one or more files in a single operation as follows:

Select the file or files you want to duplicate, then, from the **File** menu, select [Duplicate].

The Object Duplication dialog box displays showing the name of the first file in the selected list, as shown in the following figure.
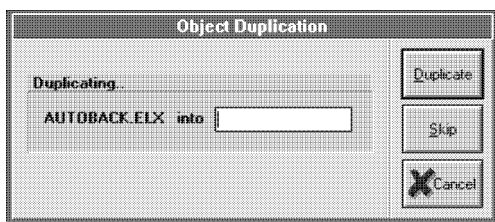
Figure 3-7. Object Duplication dialog box

In the [into] option, enter the new file name and extension for the first file you want to duplicate.

To keep from copying the first file, select [Skip].

Select [Duplicate] to duplicate the file with the displayed name to the new file name.

The dialog box redisplays showing the next file from the selected list.

If you duplicate a file in any of the Elixir folders and do not specify an extension for the [into] option, the program uses an extension appropriate for that folder.

See the "Overwriting existing files" section in this chapter for more information.

Overwriting existing files

When you copy or duplicate selected files, if files with the same names exist in the target directory, a Confirmation for Command dialog box displays as shown in the following figure. The dialog box shows the name of the existing file for the first duplicate file from the selected list.

When you rename a selected file, if a file with the same name exists in the target directory, a warning message displays to inform you that a file with the same name already exists.

Figure 3-8. Confirmation for Command
dialog box

The Confirmation for Command dialog box contains the following options:

Overwrite
Overwrites the file, then redisplays the Confirmation for Command dialog box with the next existing file in the list.

Skip
Does not overwrite the existing file, and redisplays the Confirmation for Command dialog box with the name of the next existing file in the list.

Confirm OFF and Continue
Overwrites any existing files in the target folder without further prompting.

You can modify your Desktop setup so the Confirmation for Command dialog box never displays and the program overwrites existing files without prompting (see the *Elixir Forms Editor Desktop User Guide* for more information).

Converting files

Using the Forms, Fonts, and Graphics folders and the Converter icon in the Elixir Desktop, you can convert form, font, and graphics files between Elixir-, and other formats. You can edit Elixir-format files in the installed Elixir applications (ElixirForm, ElixirGraphics, or ElixirFont) and reconvert them to the original or another format using the Converter icon.

Before you perform conversion operations, you should familiarize yourself with the Elixir folder structure.

Elixir folder structure

The structure of each of the four Elixir folder icons is similar and described in this section.

Each Elixir folder icon contains three subordinate folders labeled Elixir, Input, and Output.

For example, when you open the Forms Folder icon (by double-clicking on it), the window shown in the following figure displays showing the Elixir Forms, Input Forms, and Output Forms folders.
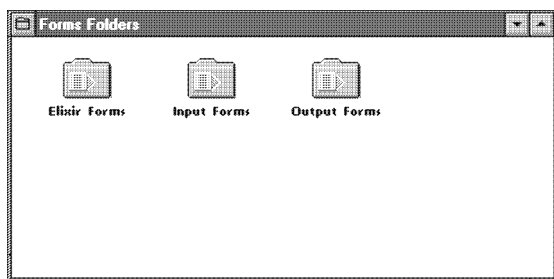
Figure 3-9. Forms Folders window

Similarly, opening each of the other Elixir folder icons on the Desktop displays a window showing subordinate folders called Elixir, Input, and Output.

This Elixir folder structure allows you to edit, file, or view form, font, graphics, and document files of different formats.
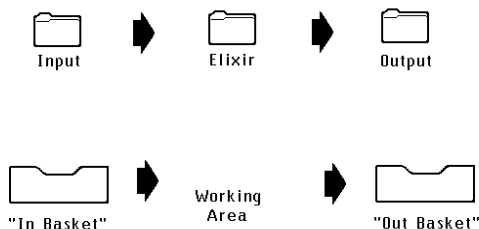
Figure 3-10. Input, Elixir, and Output folders

- Each Input folder is similar to an "in basket." It contains files you can convert to Elixir format for editing or viewing by selecting them, then copying them to the Converter icon. See the "File conversions" section of this chapter for more information.

- Each Elixir folder is similar to a "working area" where you edit and view Elixir-format files.

- Each Output folder is similar to an "out basket" to which edited Elixir-format files write to after you convert them back to the original, or another non-Elixir format by copying the files to the Converter icon. See the "File conversions" section of this chapter for more information.

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

1. **Copy the file you want to edit or view to the appropriate Elixir folder.**

    The Elixir Folder opens to display the Elixir, Input, and Output subfolders inside.

2. **Click on the Input folder.**

    The Input folder opens to display subfolders for different file formats.

3. **Click on the folder that corresponds to the format of the file you are copying for editing, or viewing.**

4. **Convert the file to Elixir format as described in the "File conversions" section of this chapter.**

5. **Double-click on the converted Elixir-format file to start the appropriate Elixir application (such as the Elixir Forms Editor) and to load the file.**

6. **Edit the file using the tools provided by the Elixir application.**

7. **Convert the edited Elixir-format file to the format you want.**

   The converted file writes to the appropriate Output folder.

8. **Open the Output folder and copy the converted file to the desired location.**

File conversions

The simplest way to convert files is to use the Desktop Converter icon.

The following example demonstrates how to convert an Elixir form file to another format, however procedures for converting font, and graphics files are basically the same.

1. **Double-click on the Elixir Forms folder to display the Forms Folders window.**

   To convert a font or graphics file, double-click on the corresponding Fonts or Graphics folder.

2. **Double-click on the Elixir Forms folder.**

   A window containing Elixir form files displays.

   To convert another type of form format file, click on the Input Forms folder to display a window with folders representing different form format files. Then double-click on the appropriate folder to display the file(s) you want to convert.

3. **Select the file(s) you want to convert.**

4. **Copy the file(s) by dragging and dropping them on the Converter icon.**

5. Specify the output format(s) to which you want the file(s) converted in one or more dialog boxes that display.

One or more output files with the correct file extensions generate and automatically write to the appropriate Output folders.

4.　　　ElixirForm basics

This chapter describes basic ElixirForm operations. For information on additional ElixirForm operations, see the *ElixirForm User Guide.*

For information on AppBuilder operations, see the "Elixir AppBuilder for AFP" or "Elixir AppBuilder for XGF" product documentation.

Overview

ElixirForm is an interactive forms design tool that allows you to create and edit forms in WYSIWYG (What You See Is What You Get) mode.

A form created with ElixirForm is the static (or boiler plate) component of a form, and contains elements like lines, boxes, text, and images. You can then merge the static form with variable data for printing.

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

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

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

Applicant Account	Account #	Account Balance
Savings ☒	123-456-789	$ 9876.23
Checking ☐		$
Money Market ☒	985-234-980	$11813.34
CD, IRA ☐		$
Visa ☐		$
MasterCard ☐		$

With ElixirForm, you can see each static form element as you add or revise the element. With a desktop proof printer, you can generate proofs at your desk, and using the Converter in the Elixir Desktop, you can compile your forms on your PC.

Also, you can use the Elixir Desktop to define a group of forms created in ElixirForm as a multi-page document (.DAT file). You can view this file in ASCII format by opening it to start the Windows Notepad application.

Product variations

Depending on the products you have installed, your screens and options may differ from the figures displayed in this chapter.

If you have an Elixir forms application installed for Xerox or AFP environments in addition to the Elixir Forms Editor software, you can access form creation features for that enviroment by switching to the appropriate toolset in the Desktop (selecting [Toolset] from the **System** menu). For example, after creating a form in Elixir Forms Editor, you can:

- switch to a Xerox toolset and load the form in ElixiForm to apply highlight color to the form

- switch to an AFP toolset and load the form into ElixirForm to add OGL patterns to the form.

After modifying the form using an AFP or Xerox toolset, if you reopen the form in Elixir Forms Editor (a Distributed toolset), form elements or features added using other toolsets may not be supported or may display differently than expected.

ElixirForm layout

The ElixirForm window contains the following features:

- a work area at the center of the screen

- a Work Area menu bar above the work area

- an ElixirForm menu bar at the top of the screen

- a Message area between the menu bars

- a Toolbox to the left of the screen, and a Toolbar above the work area.
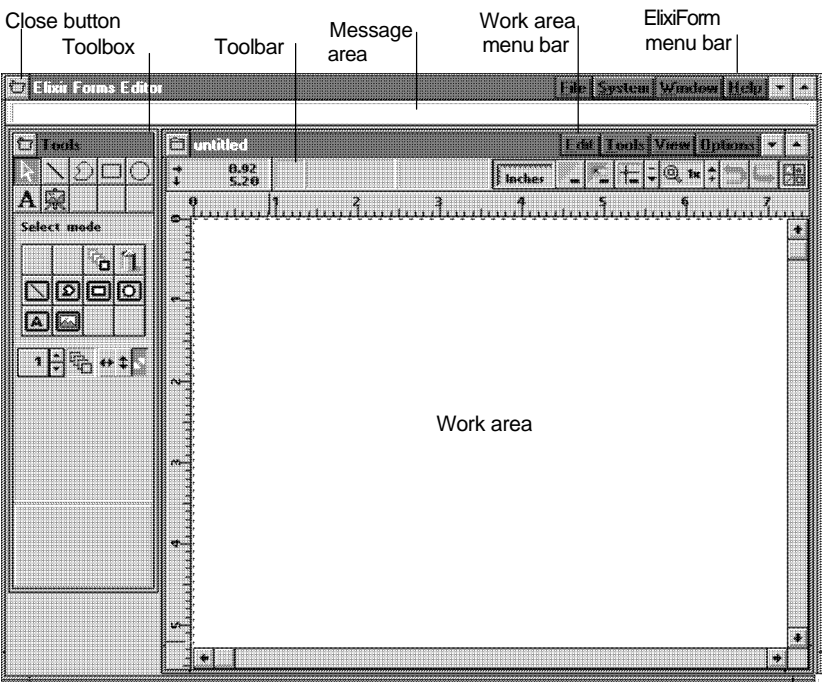
Figure 4-1. ElixirForm window

The ElixirForm menu bar allows you to access the following pull down menus:

- **<u>F</u>ile**
- **<u>S</u>ystem**
- **<u>W</u>indow**
- **<u>H</u>elp**

The Work Area menu bar allows you to access the following pull down menus:

- **<u>E</u>dit**
- **<u>T</u>ools**
- **<u>V</u>iew**
- **<u>O</u>ptions**

You can pull down a menu in one of the following ways:

- Click on the menu.

- Press the <Alt> key along with the underlined letter in the menu.

Toolbox

The Toolbox displays to the left of the work area, and provides tools for creating and editing the elements that make up a form. If you maximize the work area, the Toolbox displays on top of the work area.

Tools (from left to right)
Select, Line, Box, Text, and Image tools

Message panel

Tool options

Preview panel
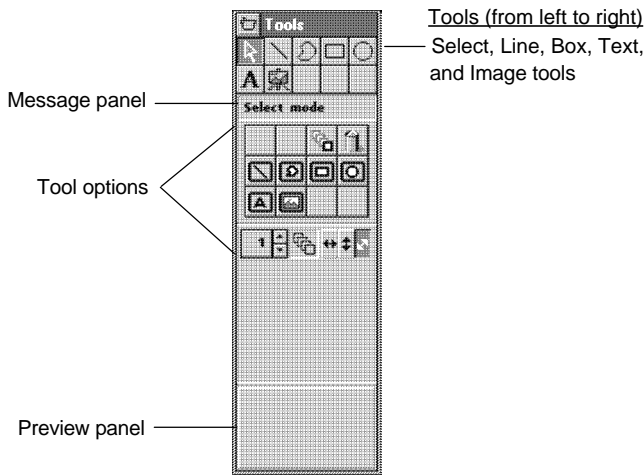
Figure 4-2. ElixirForm Toolbox

You can toggle between hiding and showing the Toolbox by selecting [Tools] from the **Window** menu (or pressing <F10>).

The following tools (from left to right) for creating and editing form elements display at the top of the Toolbox:

Select tool; Line tool; Box tool; Text tool; Image tool.

When you click on a tool a short description of the tool displays in the message panel and the options for that tool display in the Toolbox. You can select the options for that tool by clicking on the corresponding icons.

The preview panel displays your option selection. If you select a box with a fill, the preview panel also displays the name of the fill.

Toolbar

The Toolbar displays across the top of the work area and contains the digital ruler with blocks that show the selected element, and the selected element coordinates and size. The icons in the Toolbar allow you to show the graphic ruler, change the grid and view settings, undo and redo operations, and show or hide the Toolbox.
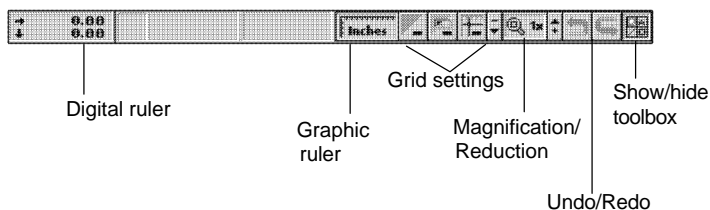
Figure 4-3. ElixirForm Toolbar

Message area

When you position the cursor over an icon in the Tool-box or Toolbar a description of the icon displays in the Message area. Operational messages also display in this area.

Using ElixirForm

The following sections describe how to create a form using ElixirForm. In the process you will learn the fol-lowing basic ElixirForm operations:

- using the grid and rulers
- creating form elements
- editing selected form elements
- using the undo/redo feature
- modifying form elements
- saving a form
- proof-printing a form
- loading an existing form.

Creating a form

This section guides you through the basics of creating a simple form. By following the procedures described in this section, you can develop a sample form such as the following credit application for a fictitious company called FedBank. This section assumes that you have installed Elixir demonstration files. If you have not already installed Elixir demonstration files, you can do so by performing a [Custom] installation (see the "Installation" chapter for more information).

Figure 4-4. Sample form
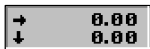
Using the grid and rulers

The grid and rulers allow you to be precise in your measurements.

To turn on the grid, click on the Grid icon in the Toolbar.

To display the measuring ruler, click on the measuring Ruler icon in the Toolbar to toggle it on.

To display the current coordinates of the screen pointer, the type of selected element, and the element coordinates and size, click on the Digital Ruler icon in the Toolbar.

You can also turn these options on and off by selecting an option in the **View** menu.

Creating form elements

The following section describes how to create some of the elements such as boxes, text, and images, that make up a form.

Drawing boxes

Start your form by drawing boxes.

Click on the Box icon in the Toolbox (or select [Box] from the **Tools** menu). The Box tool options display. You can select the box positioning, shape, corner style and radius, border width and style, number of box splits, diagonals, and border shading.

To draw the first box:

1. **Position the screen pointer in the upper left corner of the screen where you want the box to start. Use the rulers to judge the margins.**

2. **Drag the screen pointer down and toward the right of the screen.**

   As you move the screen pointer, the box increases in size. Continue moving the screen pointer and watching the rulers until you have "stretched" the box to the size you want.

3. Release the left mouse button to complete the box.

Your box outline becomes solid.

You can begin a box at any position on the screen and stretch in any direction.

Adding text

To add text to your form, click on the Text icon in the Toolbox (or select [Text] from the **Tools** menu). The Text tool options display. You can specify a font and select text attributes.

To enter text:

1. Select a font from the fonts list in the Toolbox preview panel.

The default font is the font at the top of the list.

2. Move the screen pointer in the work area to the position where you want to begin entering text and click the left mouse button.

3. Enter text from the keyboard.

4. Click the right mouse button to finish entering text.

You can change typefaces by choosing a new font from the font list.

Adding images

You can add an Elixir-format image to your form.

The screen version of an image has an .LW8 extension and is in the *drive*:\ELIXIR\PICS\SCREEN directory. The printer version of an image has an .LP3 extension and is in the *drive*:\ELIXIR\PICS\PRINTER directory.

To add images to your form, click on the Image icon in the Toolbox (or select [Image] from the **Tools** menu).

To add the FedBank image to your form:

1. **<Ctrl>click on the load Image icon.**

The Load Image dialog box contains images in the *drive*:\ELIXIR\PICS\PRINTER directory with .LP3 extensions.

Note: Users of pre-3.0 versions of Elixir software who only have screen versions of images (.LW8 files) can load their screen versions by clicking on the Load Image icon; this displays a Load Image dialog box with .LW8 files in *drive*:\ELIXIR\PICS\SCREEN. Note that to edit an image, tile an image into a font, or convert to a printer format of an image you must have the .LP3 version of the image.
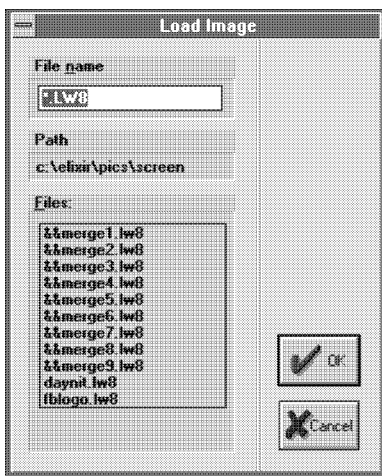

Figure 4-5. Load Image
dialog box

2. **Select FBLOGO.**

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

4. **Press and hold the left mouse button.**

The image attaches to the screen pointer.

5. **Position the image on the form.**

6. Release the left mouse button to lock the image into place.

If you change your mind and do not want to place the image, select [Undo] from the **Edit** menu or click on the Undo icon in the Toolbar. Use [Undo] immediately after placing the image. [Undo] works on the last form element placed.

Modifying form elements

You can modify all form elements as often as needed. This allows you to make similar forms by modifying an existing form and saving it under a different name. The procedures are similar for lines, boxes, images or text.

Selecting elements

You must select an element to edit it.

1. Click on the Select icon, or click the right mouse button in the work area.

2. Select the element you want to modify.

Handles display around or inside the selected element.

If you want to select all the elements, click on [Select All] in the **Edit** menu.

To deselect all, click on [Unselect All] in the **Edit** menu.

<Shift>click to select multiple elements.

Moving selected elements

To move a selected element:

1. Click on the Select icon.

2. Select the direction for moving: [Horizontal only], [Vertical only], or [Free].

3. Select the element you want to move.

Handles display on the selected element.

4. Click on the selected element; the screen pointer changes to a hand.

If the screen pointer does not change to a hand when you place the cursor on the element, it may be because the element is too small. If this happens, press and hold the <Ctrl> key as you move the cursor over the element. The screen pointer turns into a hand and you can now move the element.

5. Drag the element to a new position.

6. Release the mouse button.

The element locks in the new position.

Copying selected elements

To copy a selected element:

1. Click on the Select icon in the Toolbox.

2. Click on the Copy icon.

3. Select the direction for copying: [Horizontal only], [Vertical only], or [Free].

4. Select the element you want to copy.

Handles display on the selected element.

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

Hold down the <Ctrl> key while clicking on the arrows to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.
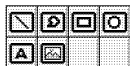
6. Click on the selected element and drag it in the direction you want to place the duplicate lines or boxes.

Deleting elements

To delete selected elements, click on the Delete icon, select [Delete All] from the **Edit** menu, or use the <Ctrl> + <Del> hot key. This command deletes all elements on the page even if they do not display as selected.

If you want to make an exception when deleting all the elements, you can click on one or more element exception icons in the Toolbox. This excludes the element(s) from the delete operation. For example, if you have a form with text, boxes and lines on it, and you want to delete the lines and boxes but not the text, click on the Text icon then select [Delete all] from the **Edit** menu. All lines and boxes delete, and only text remains.

Editing selected form elements

When you select an element, you can use the icons in the Toolbox to change the properties of the element.

To change the properties of a selected element:

1. Place the screen pointer on the selected element and click the right mouse button.

The tool options for that element display in the Toolbox.

2. Click on a tool option to change the properties of the selected element.

For example, click on the Box icon to change a selected square to a rectangle.

3. Click the right mouse button again to return to select mode.

To change the coordinates of a selected element:

1. Place the screen pointer on the selected element and click the right mouse button.

2. **Place the cursor in the coordinates box in the Toolbar and enter the new coordinates. ElixirForm will not accept coordinates that exceed the page limits.**

   • Use the <Del> key to delete the whole number.

   • Use the <Backspace> key to delete only the last number.

3. **Click the left mouse button to accept the new coordinates.**

Using the undo/redo feature

ElixirForm allows you to undo or redo an operation.

To cancel the most recent operation:

• Click on the Undo icon in the Toolbar (or select [Undo] from the **Edit** menu). If you want to cancel a group operation, ElixirForm undoes the operation one element at a time.

To cancel the most recent [Undo] operation:

• Click on the Redo icon in the Toolbar (or select [Redo] from the **Edit** menu).

Saving your form

When you complete your form, save it for future use.

To save your form:

1. **From the File menu, select [Save Form] or press <Ctrl> + <S>.**

   The Save Form dialog box displays showing the contents of the forms directory.
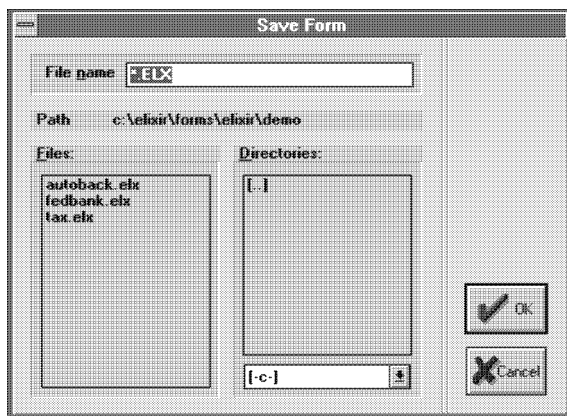
Figure 4-6. Save Form dialog box

**2. Type a filename in the File name option. You
do not need to type an extension.**

A .ELX extension automatically adds to your form
name and your form saves in the
drive:\ELIXIR\FORMS\ELIXIR directory.

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 truncate upon
conversion and could result in overwriting existing
files.

3. Click on [OK].

After you name the form, you can press <Ctrl>+ <S >
to perform a quick save.

If you want to save an existing form to a new file, se-
lect [Save Form As] from the **File** menu (or press
<F7>), and type a new filename in the Save Form as
dialog box and click on [OK]. A .ELX extension auto-
matically adds to your file and saves in the
drive:\ELIXIR\FORMS\ELIXIR directory.

Proof-printing your form

> To proof-print your form, select [Print] from the **File** menu.
>
> Select your proof printer and other print options from the Print dialog box and click on [OK]. Your form prints on the selected printer.

Loading an existing form

> To load the form you just created the next time you start ElixirForm:
>
> **1. From the File menu, select [Load Form].**
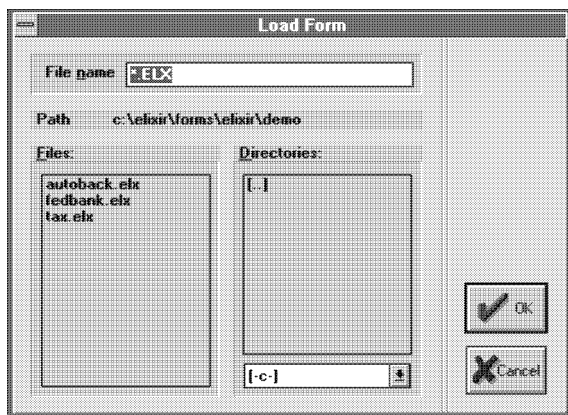>
>   The Load Form dialog box displays.

Figure 4-7. Load Form dialog box

> **2. Highlight the name of the form file you want to load and click on [OK]. You can also double-click on the form filename.**

Glossary

This glossary contains a basic list of the terminology used in this guide.

application
Any program you run on your PC. Icons represent Elixir applications on the Elixir Desktop. If you did not install an Elixir application on your PC, its icon does not display.

arrow
The screen pointer used for selecting objects.

button
An area on the screen that responds when you click on it. For example, each dialog box has an [OK] button that accepts your entries when you click on it.

click, on an item
To momentarily press and release the left mouse button with the screen pointer on an item.

close
To exit from a window, dialog box, or the Desktop.

close box
A small white box at the left of a window header and at the left of the menu bar. Clicking a close box on a window header closes the window. Clicking a close box on the menu bar exits the Desktop.

command button
A button in a dialog box that confirms or cancels an action when you click on it. The [Cancel] button cancels the command. The [OK] button confirms and executes the command and saves the information you specified in a dialog box.

Converter icon
The icon that converts font, form, graphics, and document files.

cursor
An I-shaped screen pointer used when entering text in a dialog box.

Desktop
The Elixir Desktop working environment, consisting of the menu bar, the screen area, and the icons on the screen.

dialog box
A rectangular box that displays and requests information. You enter information in fields in the dialog box, and normally confirm your entries by clicking on an [OK] button or by pressing <Enter>.

dimmed options
Dimmed options are menu options you cannot choose because they do not apply to your current selection. Also called grayed options.

directory
A list of hard disk or diskette contents. Folder icons represent Desktop directories. You can view folder contents pictorially, alphabetically, by icon, by size, or by date.

Dispatcher icon
The icon that stores and invokes a number of DOS commands.

DOS
Disk Operating System, the collection of programs that gives control of a PC's resources to the user.

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

drag
To click on an item and move the item with the mouse while holding down the left mouse button.

drag and drop
Used to copy an object as follows: click on an item on the screen, hold down the left mouse button, move the mouse to move the screen pointer to an icon, and release the mouse button.

drop
To release the mouse button after dragging an item to an icon.

Elixir folders
The folders represented by the four top left icons on the Desktop: the Forms, Fonts, Graphics, and Documents folders. Each of these folders contains an Elixir, Input, and Output folder. See the "Elixir folders structure," section for more information.

extension
The three characters following the period after a file name. In the Desktop, an extension identifies the type of information in a file. For example, .ELX indicates an Elixir format form file.

fast keys
See the "Keyboard shortcuts" appendix.

file name
The name of a file. The Elixir Desktop uses DOS file naming conventions. DOS file names consist of a base (stem) name containing up to eight characters and an extension of up to three characters.

folder icon
The Desktop icon representing a DOS directory. Folders allow you to quickly organize information on the Desktop.

format
To prepare a diskette so it can hold information. Formatting a diskette erases the information on the diskette. The Elixir Desktop allows you to format Xerox-format diskettes.

highlighted
A highlighted icon indicates a selected icon.

icon
A small symbol on the Desktop that represents an application, a file, a folder, or a peripheral device.

invoke
To start an application. Also referred to as *run*.

keyboard shortcut
Also called a Fast Key. A one- or two-key combination that allows you to execute an option without using the mouse. Keyboard shortcuts display on each menu beside the name of the option (see the "Keyboard shortcuts" appendix).

menu
A list of options from which you make a selection to perform an action. A menu displays when you select a menu title from the menu bar or from a window header.

menu bar
The horizontal bar displayed at the top of the Desktop from which you access pull-down menus.

menu titles
Text that identifies a menu, displayed in a window header or on the menu bar.

message area
A bar just below the menu bar that displays error messages or information about the activity you are performing.

mouse button
A button on top of the mouse. The Elixir Desktop supports most actions using the left mouse button. Use the right button to display icon properties and Help.

multi-select
Selecting more than one file or icon by shift-clicking on them.

open a folder, Elixir file, application, or peripheral device:
1.) Opening a folder icon displays a window showing the contents of the folder. **2.)** Opening an Elixir file icon starts the application that created the file and loads the file . **3.)** Opening an application icon starts the application. **4.)** Opening a peripheral device displays a properties dialog box allowing you to set the device parameters.

option
A word or phrase in a menu that you can select.

peripheral (device)
A printer, scanner, or diskette drive connected to your PC.

point
To move the mouse so the screen pointer (in most cases an arrow) rests on the desired item.

Printers icon
The icon representing a proof printer connected to your PC.

pull-down menu
See *menu*.

run
To execute or start an application. Also referred to as *invoke*.

Scanners icon
The icon representing a scanner connected to your PC.

screen pointer
A pointer shaped like an arrow that displays on the screen, and which you can move by rolling the mouse on a flat surface.

scroll
To move a directory list in a window so you can view different parts of the list.

scroll bar
A bar displayed on the right side of some windows used for scrolling. The scroll bar contains a scroll arrow, + and - buttons, and a slider bar that moves within the scroll box.

select
To click on an object or menu option. A selected item appears highlighted.

shift-click
To click on an object while holding down the <Shift> key. Usually used to select multiple items.

slider bar
A bar in the scroll box at the side of some windows that scrolls items in the window when you drag it up and down.

Trashbin icon
The Trashbin icon is in the lower right corner of the Desktop and represents a receptacle for items you want to delete. You delete a file by dragging it to the Trashbin icon.

unselect/deselect
To cause one or more selected (highlighted) icons to not be selected any more. The quickest way to do this is to click on another area of the Desktop.

User Files icon
The icon that links applications to files.

User Tools icon
The icon that allows you to create and define icons for DOS applications and batch files.

wildcard character
A character in a file name, usually an asterisk (*), that specifies a matching set. For example, *.FNT represents all files that end with the .FNT extension.

window
A rectangular area on your screen in which you view information, such the contents of a folder. All windows contain a window header. Some windows have scroll bars along the right side.

window header
The top of a window that displays the DOS directory corresponding to the window contents. Some window headers also show a close box and a number of menu titles with pull-down menus.

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