BASIC CONCEPT

Although the maximum size of a document is 60,000 characters (or 20 pages of typed text), it is possible to print several documents together as one long document using the Long Document Printing feature.

PROCEDURE

1. In the document window, create **one** paragraph with the names of all the documents to be printed as one. The documents should be in the order in which they should print. The first page of the second and subsequent documents will be positioned appropriately on the last page of the previous document. If you wish to override this feature and have one of the documents in the list print on a new page, then you must apply a page break **Before** or **After** (Paragraph menu). Pagination may also be controlled with the Document Profile (Chapter 16) or a Division Style (Chapter 27). The paragraph should look like this:

    File: FirstFile
    File: SecondFile
    File: ThirdFile
    File: FourthFile

    And so on. You may name up to 30 files. Note that this is **one** paragraph. Each line is ended by pressing SHIFT and RETURN.

3. Select the paragraph and PRESS the COM and LOOK keys to display the Paragraph menu.

4. MARK **Detail** to display all commands on the Paragraph menu.

5.   With the paragraph still selected, MARK **Profile** on the *Misc.* line of the Paragraph menu. A small grey square marker will appear at the left of the file names. This marker indicates that this paragraph has some particular property attached to it, such as **Profile** or *New page:* **Before After**.

6.   MARK **Apply**.

7.   Dismiss the Paragraph menu.

8.   Assign the group of files a title (in the Main menu title brackets) to indicate what they represent. For example, if the files were all budget memos, then something like *BudgetMemos.long* might be appropriate. MARK **Save all**.

9.   MARK **Print** in the Main menu to display the Print menu.

10.   Select the desired print commands and mark **Apply**.

EFFECT   The document is combined and transmitted to the xerographic for printing as one long document.

RELATED TOPICS   See the following components for further information on related topics:

INTRODUCTION TO THE DOCUMENT PROFILE
INTRODUCTION TO STYLE SHEETS
DIVISION STYLES

PREVIEW

BASIC CONCEPT

The ability to preview an entire document page-by-page as it will be printed is provided with the **Preview** command appearing on the Print menu. **Preview** differs from a Display Mode (Chapter 6) in that it will show vertical alignments, page boundaries and footnotes.

PROCEDURE

MARK **Preview** on the Print menu with the MIDDLE mouse button. PRESS the NEXT key to preview the next page, or CANCEL to end the preview.

EFFECT

The display will turn white and the status window at the bottom of the screen will read "Formatting page 1". The first page of the document will appear exactly as it will when printed.

MASTERY HINTS

Preview is least effective in displaying a document designed for Signature or Two-up printing since it will show only one page image at a time. For **Landscape**, it will not show the right 2 3" of the page.

RELATED TOPICS

See the following components for further information on related topics:

       LANDSCAPE
       SIGNATURE
       TWO-UP

TIME STAMP

BASIC CONCEPT

The ability to place a "time-stamp" at the bottom right-hand corner of each page is provided with the **Time stamp** command appearing on the Print menu.

PROCEDURE

MARK **Time stamp** on the Print menu with the LEFT mouse button. When all other options have been selected MARK **Apply**.

EFFECT

Each page of the printed document will include a "stamp" at the lower right corner of each page showing the name of the document and the time and date of printing. For example, the time stamp for this document would look like:

September 1, l980 3:21 PM
C21-IntermediatePrinting.ED

RELATED TOPICS

See the following components for further information on related topics:

BASIC PRINTING

LANDSCAPE PRINTING

BASIC CONCEPT

Landscape printing is the ability to control the layout of the document on paper so that the long dimension of the page is horizontal.

PROCEDURE

When creating a document to be printed Landscape, margins may be changed so that the text appears across the width of the page. Up to 10 3/4" of an 11" page may be used for text.

Horizontal Scrolling

You may scroll the margin bar *horizontally* to aid in setting the margins for a Landscape document.   To scroll the margin bar horizontally, position the cursor to the left of the margin bar so that it appears as a double arrow like this: ó.   PRESS and HOLD down the COM key. The arrow will change to a horizontal double arrow. By pressing the LEFT or RIGHT mouse buttons, you may scroll the margin bar left or right in 1/2" increments. Text in the display window may be scrolled in this same manner.

APPLICATION

Set the margins of your document. Example: To get margins that are equal on each side of the page, set the right margin at 612 points. The left margin is pre-set at 90 points (even though it indicates zero on the margin bar). When printed, your document will have a left and right edge of 90 points.

PRINTING A LANDSCAPE DOCUMENT

Open the Print Menu. MARK **Landscape**. Select other commands as appropriate. MARK **Apply**.

4

MASTERY HINTS   All positions given vertical tabs, page numbers,
                         margin headings, etc. are in reference to the
                         landscape page dimensions. See the chapter on
                         Division Styles for more information on page number
                         positioning.

RELATED TOPICS   See the following components for further
                         information on related topics:

                              BASIC PARAGRAPH FORMATTING
                              ADVANCED FORMATTING
                              DIVISON STYLE

SIGNATURE   TWO-UP PRINTING

BASIC CONCEPT

Signature and **Two-up** are special forms of landscape printing. Both assume that the page size is 5.5" by 8.5". To get an idea of how a document printed **Two-Up** would look, take two pieces of paper and hold them side-by-side. **Two-Up** will print the two pages *as one page* in landscape mode. One page will appear on the left side, and the other on the right. **Signature** assumes that there are four or a multiple of four two-up pages that, when folded in half horizontally, become a booklet having the proper page numbers attached to each folded side.

Two-up is used to print a proofreaders copy of a document that will eventually be printed in **Signature** form. Each right and left page will be numbered sequentially, as if the document *were not* to be folded in half horizontally.

PROCEDURE

Before a document can be created in **Signature** or **Two-up** mode, the margins of the document must be changed to reflect the landscape page boundaries. The maximum length of the text for each side of the landscaped page is 5-1/4".   Additionally, the Division Style must be changed so that page numbers are positioned correctly. See the chapter on Division Styles for more information.

To create a **Two-up** document:

1. Set the margins of the entire document. For this example, use the right margin of 216 points.

2.   Page number position is governed by the Division Style. Change the Division Style so that the page numbers will appear 1/2" from the top (*Page number:* position: horiz.: -36). A -36 will indicate that the page number will be positioned 1/2" from the right margin (middle) of the page whereas 36 (no minus indication) would indicate that the page number would appear 1/2" from the **left** edge of the page. If the page number position is not changed and an attempt is made to print the document, the message "Attempt to print off of the page; check page numbers, margins, etc. for bad positions. Press DO to continue, or else CANCEL" will appear in the bottom window.

3.   On the Print menu, mark **Two-up**. Mark **Apply**.

To create a **Signature** document:

1.   Set the margins of the entire document. For this example, use the right margin of 216 points.

2.   Page number position is governed by the Division Style. Change the Division Style so that the page numbers will appear 1/2" from the top (*Page number:* position: horiz.: -36). If the page number position is not changed and an attempt is made to print the document, the message "Attempt to print off of the page; check page numbers, margins, etc. for bad positions. Press DO to continue, or else CANCEL" will appear in the bottom window.

3.   On the Print menu, mark **Signature**. The number in the bracket following **Signature** size: indicates the number of pages printed in the *signature* group. For example, the number 16 in the **Signature** size: bracket equals 4 actual pieces of paper that will come out of the printer (two pages to a side). The smallest

CHAPTER 18: INTERMEDIATE PRINTING

number that may be entered is 4, since **Signature** may only be used with documents more than 4 actual pages.

4.   On the Print menu, mark **Signature** and **Duplex**. When all other options have been selected, mark **Apply**. A signature document is typically printed duplex, or two-sided. If the signature document is printed simplex, or one-sided, there will be a blank left or right side on each page of the signature document.

RELATED TOPICS   See the following components for further information on related topics:

> **LANDSCAPE**
> **INTRODUCTION TO STYLE SHEETS**
> **DIVISION STYLE**

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BASIC CONCEPT   The ability to transfer documents between local
                              workstations is provided. This feature might be
                              useful when several people are working on a
                              combination of files to be integrated into one large
                              document. Or, perhaps one workstation user begins
                              a document but is not able to complete it and can
                              then transfer it to another workstation for
                              completion. Document transfer between
                              workstations can only be accomplished with the
                              participation of both workstations.

TRANSMITTING A DOCUMENT TO A LOCAL WORKSTATION

    1.   In the System menu, MARK **Documents** to
         display the Document directory menu.

    2.   In the Document directory menu mark **Detail** to
         display all available commands on the menu.

    3.   **If you are at the receiving workstation:**
         MARK **Receive**. No further steps are necessary
         until the transfer is complete. After the
         transfer is complete, PRESS the CANCEL key.

    4.   **If you are at the transmitting workstation:**
         SELECT the document to be transferred in the
         document catalog. (It should be underlined.)

2

5. In the brackets following **Transmit to** enter the name of the workstation you are transmitting to. If the workstation has no name, then the *number* of the workstation must be entered *preceded* by the ETHERNET network number. Here is an example of **Transmit to** with a workstation that has a name:

Transmit to <Golden>

Here is an example of **Transmit to** with a workstation that has a number:

Transmit to <#00#157#>

Here, the ETHERNET network number is 00 and the the workstation number is 157. Note that the transmission using the workstation number must include a pound sign (#) following the ETHERNET network number and the the workstation number.

6. MARK **Transmit to**.

If the workstation you are transmitting to already has a document with the same title as the document are attempting to transfer, you must use the **Copy to** command on the Document directory menu. This command makes a copy of the received document to the new document name supplied in the brackets following **Copy to**. If **Copy to** is not used the document being transferred will *overwrite* the existing document of the same name. The procedure is the same as above, except that **Copy to** instead of **Transmit to** is marked. See Chapter 5 for information on renaming documents.

EFFECT   A **copy** of your document is now stored on the
                           receiving workstation. **If you are the receiving
                           workstation:** the name of the transmitted
                           document will appear in your Document catalog.

RELATED TOPICS   See the following components for further
                           information on related topics:

                                   MARKING MENU COMMANDS
                                   EDITING A MENU BRACKET
                                   DOCUMENT TRANSFER TO REMOTE
                                   WORKSTATION

4

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CHAPTER 20   DOCUMENT TRANSFER
TO A REMOTE WORKSTATION

BASIC CONCEPT   Files can be stored at a remote workstation much
                        like your own but equipped with more disk space for
                        mass storage. This remote workstation is called an
                        Integrated File Server. It can be thought of as a
                        large electronic filing cabinet.

                        Files may be transferred to a remote file server to
                        provide back-up versions of files created during the
                        day. The remote file server can also be used to
                        store infrequently used files or files to be archived
                        for historical purposes. Files that contain common
                        data (such as a letter form or proposal format) may
                        also be stored on the remote file server.

PREREQUISITES   1.   You must have a valid directory on the file
                             server. If you do not, see your local file server
                             administrator.

                        2.   You must know the password of your
                             directory.

                        3.   You must know the name or the number of
                             the server you wish to communicate with.

COMMUNICATION   In order that workstations may communicate with
                        one another they are connected by a length of
                        cable called an ETHERNET **network**.

TRANSFERRING A FILE TO THE REMOTE FILE SERVER

1. In the System menu, mark **Detail** to display all available commands on the menu.

2. In the brackets following **Login** name: enter your user name (if not already entered). This is usually your last name only.

3. In the brackets following password: enter your file server password. The password will show in the brackets.

4. MARK **Login**. The password will disappear from the brackets.

5. In the System menu, mark **Detail** to close the details of the menu.

If your disk is installed with a password and the password is the same as is used for the file server then steps 1   5 are not necessary.

6. MARK **Documents** in the System Menu.

7. MARK **Detail** in the Document directory menu to display all available commands on the menu.

8. In the Document Catalog, MARK the document to be transferred **to** the remote file server.

9. In the brackets following **Transmit to** enter the name of the file server. If the file server has no name, then the number of the file server must be entered preceded by the ETHERNET number. Here is an example of **Transmit** with a file server that has a name:

    Transmit to <NAME>

Here is an example of **Transmit** with a file server that has a number:

Transmit to <157#>

Here, the file server number is 157. Note that the transmission using the file server number must include a pound sign (#) following the the file server number.

10.   In the Document directory menu, MARK **Transmit to.**

11.   Documents may be separated into "subdirectories" by specifying the subdirectory in the **Transmit to** blank. For example, you may want to store all memos under the subdirectory "Memo". To store a file under the subdirectory "Memo" type "Memos" followed by a ">", in the **Transmit to** blank (there may not be any spaces in this blank). For example:

Transmit to <[Server]Memos>**>**

When a subdirectory is specified the server name must then be enclosed in square brackets.

EFFECT   A **copy** of your document is now stored on the remote file server. The process of inspecting file names stored on the remote file server will be covered in a later component. For now, you might want to jot down the names of files you store.

RETRIEVING A FILE FROM THE YOUR REMOTE FILE SERVER DIRECTORY

1.   See 1-4 of the previous section.

2.   In the brackets following **Get** title: on the Main menu, type in the name of the file server surrounded by square brackets and followed by the file name. Example:

Get title: <[NAME]DOCUMENT-NAME>

3. If the document is stored on a subdirectory, specify the subdirectory (i.e, <[NAME]Memos>Budget.memo>.

4. MARK **Get.**

EFFECT

A **copy** of your document is retrieved from your account on the remote file server and placed on your disk. The document title will now appear in your Document Catalog.

RETRIEVING A DOCUMENT FROM A FILE SERVER ACCOUNT OTHER THAN YOUR OWN

1. See 1-4 of the previous section.

2. In the brackets following **Get** title: on the Main menu, type in the name of the file server surrounded by square brackets, the account name the document is filed under enclosed in brackets, followed by the file name. Example:

   Get title:

   <[SERVER-NAME]<Smith>DOCUMENT-NAME.

3. MARK **Get**.

EFFECT

A **copy** of the document is retrieved from the directory <SMITH> and placed on your disk. The document title will now appear in your Document Catalog.

RELATED TOPICS

See the following components for further information on related topics:

MARKING MENU COMMANDS
EDITING A MENU BRACKET
DOCUMENT CATALOG MANAGEMENT

CHAPTER 21 INTRODUCTION TO QUICK COMMANDS

BASIC CONCEPT

The system allows you to bypass marking menu commands by using "Quick Commands". Thus, many settings that are changed with menus can be changed with a Quick Command. Quick Commands are used by pressing the COM key or the LOOK key in conjunction with a keyboard key.

QUICK COMMANDS TO OPEN MENUS

To open the Display mode menu:

PRESS and hold the COM key while typing: d

To open the Print menu:

PRESS and hold the COM key while typing: h

QUICK COMMANDS TO POSITION THE CARET

To position the caret to the right of a character, word, paragraph, or selection:

PRESS and hold the COM key while typing: a

To position the caret to the left of a character, word, paragraph, or selection:

PRESS and hold the COM key while typing: i

To position the caret at the top of the screen:

PRESS and hold the COM key while typing: l
(This is the letter, not the number 1.)

To position the caret in the **Find** bracket (when the Main menu is visible):

PRESS and hold the COM key while typing: f

To position the caret in the **Get** title bracket (when the Main menu is visible):

PRESS and hold the COM key while typing: g

To position the caret in the **Subst** bracket (when the Main menu is visible):

PRESS and hold the COM key while typing: s

QUICK COMMANDS WHEN INSERTING TEXT

During type-in, you may change the "looks" of characters and fonts with Quick Commands. This is done by pressing LOOK key while typing a letter on the keyboard. All text typed **following** this command will take on the "look" specified by the command.

To change character styles during type in:

PRESS	And Type	Effect
LOOK key	b	**bold**
LOOK key	i	*italic*
LOOK key	- (hyphen)	underline
LOOK key	= (equal)	~~strikethrough~~
LOOK key	u	superscript 4 pts
LOOK key	d	subscript 4 pts

To cancel "looks" and return type-in to "normal":

PRESS SIMULTANEOUSLY		And Type
LOOK key	SHIFT key	b
LOOK key	SHIFT key	i
LOOK key	SHIFT key	-
LOOK key	SHIFT key	=
LOOK key	SHIFT key	u
LOOK key	SHIFT key	d

To change fonts during type in:

PRESS	And Type	Effect
LOOK key	1	Times Roman 8 pts.
LOOK key	2	Times Roman 12 pts.
LOOK key	3	Times Roman 18 pts.
LOOK key	4	Helvetica 10 pts.
LOOK key	5	Helvetica 8 pts.
LOOK key	6	Helvetica 12 pts.
LOOK key	7	Helvetica 18 pts.
LOOK key	8	Elite 10 pts.
LOOK key	9	Symbols 10 pts.
LOOK key	0	Times Roman 10 pts.

To cancel any font and return type-in to "normal":

PRESS SIMULTANEOUSLY		And Type
LOOK key	SHIFT key	0

USING QUICK COMMANDS TO EDIT EXISTING TEXT

After type-in, you may change the "looks" of characters and fonts with Quick Commands. This is done by selecting the text to be changed and pressing the LOOK key while typing a letter on the keyboard *twice*.

4

To change character styles after type in:

SELECT the text to be edited and...

PRESS	And Type	Effect
LOOK key	bb	**bold**
LOOK key	ii	*italic*
LOOK key	- -(hyphen)	underline
LOOK key	== (equal)	~~strikethrough~~
LOOK key	uu	superscript 4 pts
LOOK key	dd	subscript 4 pts

To cancel "looks" SELECT the text and...

PRESS SIMULTANEOUSLY		And Type
LOOK key	SHIFT key	bb
LOOK key	SHIFT key	ii
LOOK key	SHIFT key	--
LOOK key	SHIFT key	==
LOOK key	SHIFT key	uu
LOOK key	SHIFT key	dd

To change fonts after type in:

PRESS	And Type	Effect
LOOK key	11	Times Roman 8 pts.
LOOK key	22	Times Roman 12 pts.
LOOK key	33	Times Roman 18 pts.
LOOK key	44	Helvetica 10 pts.
LOOK key	55	Helvetica 8 pts.
LOOK key	66	Helvetica 12 pts.
LOOK key	77	Helvetica 18 pts.
LOOK key	88	Elite 10 pts.
LOOK key	99	Symbols 10 pts.
LOOK key	00	Times Roman 10 pts.

To cancel any font and return type-in to "normal"
SELECT the text and...

PRESS SIMULTANEOUSLY   And Type

LOOK key   SHIFT key   00

USING QUICK COMMANDS TO FORMAT PARAGRAPHS DURING TYPE-IN

During type-in, you may change the format of
paragraphs with Quick Commands. This is done by
pressing the LOOK key while typing a letter on the
keyboard. All text typed following this command will
take on the "look" specified by the command.

To change paragraph format type in:

PRESS   And Type   Effect

LOOK key   l   flush left margin
LOOK key   r   flush right margin
LOOK key   c   centered paragraph
LOOK key   j   justified margin
LOOK key   n   nested paragraph

(Indents the left margin of the
paragraph one-half inch. May be
repeated as many times as you
wish, moving the left margin in by
half an inch each time.)

LOOK key   o   open paragraph

(Adds 1/6 of an inch of leading
above the paragraph.)

LOOK key   q   open paragraph

(Adds 1/12 of an inch of leading
above the paragraph.)

6

To cancel right, left, or centered "looks" you must select an alternative option (right, left, or centered) during type-in.

To cancel n, o and q "looks" and return type-in to "normal":

PRESS SIMULTANEOUSLY		And Type
LOOK key	SHIFT key	nn
LOOK key	SHIFT key	oo
LOOK key	SHIFT key	qq

USING QUICK COMMANDS TO FORMAT PARAGRAPHS AFTER TYPE-IN

After type-in, you may change the format of paragraphs with Quick Commands. This is done by selecting the text to be changed and pressing the LOOK key while typing a letter on the keyboard *twice*.

To change paragraph format after type in:

SELECT the text to be edited and...

PRESS	And Type	Effect
LOOK key	ll	flush left margin
LOOK key	rr	flush right margin
LOOK key	cc	centered paragraph
LOOK key	jj	justified margin
LOOK key	nn	nested paragraph
LOOK key	oo	open paragraph 1/6"
LOOK key	qq	open paragraph 1/12"
LOOK key	..(period)	uppercase (alpha only)
LOOK key	,,(comma)	lowercase (alpha only)

To cancel "looks" SELECT the text and...

PRESS SIMULTANEOUSLY   And Type

LOOK key	SHIFT key	ll
LOOK key	SHIFT key	rr
LOOK key	SHIFT key	cc
LOOK key	SHIFT key	jj
LOOK key	SHIFT key	nn
LOOK key	SHIFT key	oo
LOOK key	SHIFT key	qq
LOOK key	SHIFT key	..
LOOK key	SHIFT key	,,

OTHER QUICK COMMANDS

To select everything in the document:

PRESS   And Type

COM key   e

To locate where the next page of the document will begin:

PRESS   And Type

COM key   n

To automatically activiate the **Save all** command:

PRESS   And Type

COM key   p

8

To automatically acticviate the **Quit** command (used when the session is finished and the document has been filed with the **Save all** command):

PRESS   And Type

COM key   q

To automatically acticviate the **Exec** command (used when the session is finished and the document has been filed with the **Save all** command):

PRESS   And Type

COM key   u

MASTERY HINTS   When using Quick Commands, be careful to type the *letter* code (o or l, for example) and *not* a number (1 or 0). Numbers are only used when specifying different fonts with a Quick Command.

BASIC CONCEPT

In the event the system malfunctions, the screen will go black, then white, and a large black bar will appear in the middle with a message to you that a system malfunction has occurred. If the malfunction is considered serious, the message will instruct you to contact your on-site analyst. If the malfunction is not considered serious, you may usually recover by proceeding as follows:

PROCEDURE

1. PRESS the SPACE bar. This will begin the system replay. A *replay* of the entire session will begin automatically. (A session is considered to begin at the point of the last **Save all**.) The replay will run through the entire session, stop at the point just before the malfunction, and allow you to save your document**.**

2. To stop the replay: PRESS the SPACE bar.

3. To proceed with the replay at normal speed, after you have stopped it with the SPACE bar, PRESS the NEXT key.

4. To terminate the replay: PRESS the CANCEL key. Once the replay is terminated, save your document by marking **Save all** in the System menu, return to the EXECUTIVE and begin a new session.

SCAVENGER

If the system malfunction has been serious, it is advisable to run the SCAVENGER program from the EXECUTIVE. SCAVENGER will search the disk for errors and correct them.

S<small>CAVENGER</small> P<small>ROCEDURE</small>   At the E<small>XECUTIVE</small>

1.   TYPE: Scavenger.

2.   PRESS the R<small>ETURN</small> key.

S<small>CAVENGER</small> will now display the following messages
that require a yes or no response.

Do you want to change disks?

TYPE y for Yes or n for No. If you type "y" you
may unload the disk and re-load another disk to be
scavenged. Occasionally a disk may malfunction to
the point where you cannot reach the E<small>XECUTIVE</small> and
in this case you can begin the S<small>CAVENGER</small> program
with a healthy disk and then load the malfunctioning
disk to be scavenged. In this case the system will
prompt you with the question

Is the new disk ready?

If the R<small>EADY</small> light is on, type y for Yes.

Is this a two disk system?

This question is only displayed when the workstation
is equipped with two disks. Type y for Yes.

May I alter your disk to correct errors?

Type n for No *if hardware problems are suspected.*
Otherwise, type y for Yes. In most instances, Yes is
a proper response.

EFFECT   The message will now read:

                           Proceeding with Scavenge

                           and a small Scavenge cursor will track back on
                           forth on the screen. There will be noticeable disk
                           activity during this process while SCAVENGER
                           attempts to correct any errors on the disk.

                           When this process is complete, SCAVENGER will
                           return to the EXECUTIVE and display the message:

                                   You have a beautiful disk!

                           If any other message is displayed by SCAVENGER
                           (including messages that require a response),
                           contact your on-site administrator.

                           A script of this process will be automatically named
                           ScavengerLog and may be viewed at the EXECUTIVE
                           with the Type instruction. The ScavengerLog may
                           also be viewed in the EDITOR by filling in the Title
                           bracket in the Main menu with the name
                           ScavengerLog and marking **Get**. The ScavengerLog
                           may be printed from the EDITOR or from the
                           EXECUTIVE using the EMPRESS program.

RELATED TOPICS   See the following components for further
                           information on related topics:

                                   EXECUTIVE
                                   SAVING A DOCUMENT
                                   EMPRESS

4

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This chapter assumes you have working knowledge of the Xerox 850 communications or Teletype experience. If not, it is recommended you read the 850 Page Display Communications Manual or the 850 Display Typewriter Communications Manual.

The EDITOR provides communication facilities for two modes of operation: file communication and bidirectional interactive mode. The file communication permits the reception and transmission of text files in teletype format. The interactive mode permits communication with main-frame computers which support interactive telecommunications.

The file communication feature has an automatic format recovery option for file reception and file transmission. The files are received or transmitted as pure ACSII text in teletype format. The automatic format recovery option attempts to recover the original formatting properties of the received documents or maintain as much of the formatting information as possible in all transmitted documents.

In the interactive mode, the communication window can be used much like a teletype. The transcript of the received or transmitted text will be available for copying into other document windows; also, text selected from documents maybe sent out directly by copying it into the communication window.

THE COMMUNICATION WINDOW

BASIC CONCEPT

Communication options are listed as *commands* on the Communication menu.

TO GET WINDOW

MARK **Comm** in the System menu.

EFFECT

A communication window appears in the lower half of the screen headed by the Communication menu.

THE COMMUNICATION MENU

Communication menu **Login Logout Connect Disconnect Detail**
Host: **850 EIA Other** < > **Interactive**
File transfer: **Receive Transmit** *file*: < >
Format conversion: **Automatic Exact** *Pitch*: **10 12 PS**
Line options: **110 300 1200** *Baud* **Modem Direct**

Login COMMAND

Selecting **Login** while in the Interactive mode will insert the expansion of an abbreviation (The connected system name followed by Login) in the Communication window to prompt for the proper identification to communicate with that system.

Logout COMMAND

Selecting **Logout** while in the Interactive mode will perform the actions of a Quit command with the given system you are logged into.

Connect COMMAND

Selecting **Connect** while in the Interactive mode will set up the EIA hardware enabling the user to establish a phone link connection.

Disconnect COMMAND

Selecting **Disconnect** while in the Interactive mode will close connection.

Detail COMMAND

When the Communication menu first appears on the screen, only the most frequently used options are displayed. Marking **Detail** will bring the rest of the menu into view.

Host COMMAND

Selecting one of **Host** selections given or supplying an Ethernet host name or number in the **Other** blank will allow you to communicate with that host. The selections appearing on the host line can be modified for a particular site by an analyst.   Below are discussions pertaining to the **Host** selection line on the above menu.

850 - Selecting the **850** host option with the **Transmit** command and with automatic format recovery option selected will cause formatting characteristics, whenever possible, to be encoded as per the 850 Mode 4 communications specifications.

EIA - Selecting the **EIA** host option with the **Transmit** command and with automatic recovery option selected denotes the generic class of destination host over an EIA line. Since no formatting characteristics per se can be transmitted in standard ASCII, the system will attempt to insert spaces into the outgoing data in such a way as to mimic the horizontal spacing properties of each line of text. Each line of text will be terminated by a carriage return/line feed, an extra CRLF will be inserted at the end of each paragraph.

Other - Selecting **Other** after filling in the **Other** blank with an Ethernet host name or number allows you communicate with that Ethernet host.

4

Interactive COMMAND

Selecting **Interactive** causes Teletype-like interaction with a connected external computer.

Receive COMMAND

Marking the **Receive** command after filling in the Receive file blank with a file name starts the receiving process.

Transmit COMMAND

Marking the **Transmit** command after filling in the Transmit file blank with a file name starts the transmitting process to the currently selected host.

Automatic COMMAND

Selecting **Automatic** format conversion option before marking the **Transmit** or **Receive** command causes the system to try to maintain or recover some of the file's inherent formatting characteristics. **Automatic** is the system default.

Warning: Some formatting properties of a document may be altered by the transmission between devices making minor re-formatting of the document necessary. Careful examination of document formatting is necessary after the transfer has taken place.

Exact COMMAND

Selecting **Exact** format conversion before marking the **Receive** or **Transmit** command causes the printable characters to be directly accepted, while skipping the non-printing control characters.

Pitch COMMAND

Selecting one of the **Pitch** selections for transmission with the automatic option selected determines the assumed size of the typeface on the destination machine. **10** is the system default.

Baud COMMAND

Selecting one of the line rates determines the rate at which the characters are transmitted. See your Site Administrator for your Baud rate. **300** is the system default.

Modem COMMAND

Selecting **Modem** as an option means data communication equipment is used to communicate with the 850.

Direct COMMAND

Selecting **Direct** as an option means the 850 is hard-wired directly to the Document System Workstation.

TO CLOSE COMMUNICATION WINDOW

1. Move the cursor into the communication window bar until it looks like this: ÷.

2. PRESS and release the RIGHT mouse button. The cursor will briefly look like this: Õ. The connection is automatically terminated and the communication window is closed, and disappears from the screen.

RELATED TOPICS

See the following components for further information on related topics:

MARKING MENU COMMANDS
EDITING A MENU BRACKET
WINDOW MANIPULATION

RECEIVING FILES

PROCEDURE

To receive a file:

1. On the Communication menu fill in the **Receive** file blank with the name by which you want the file to be stored.

2. MARK the format conversion option. Default is **Automatic**.

3. MARK the Baud rate option. Default is **300**.

4. MARK the type of connection **Modem** or **Direct**.

5. MARK the **Receive** command on the Communication menu. Now establish the phone connection. A message in the System Status window will report periodically on the number of characters received.

6. Upon completion of receiving the file, PRESS the CANCEL key to terminate the **Receive** command.

EFFECT

The received file will be stored in the document catalog with the name given in the blank. If more than 50,000 characters are received, the data will be automatically divided into multiple files with less than 51,000 characters in each. The names for the files will be obtained by appending "-1", "-2", etc. to the name given in the blank.

RELATED TOPICS   See the following components for further
information on related topics:

SAVING A DOCUMENT
DOCUMENT CATALOG
THE COMMUNICATION MENU
WINDOW MANIPULATION

TRANSMITTING FILES

PROCEDURE

To Transmit a file:

1.   On the Communication menu fill in the **Transmit** file blank with the name of the file to be transmitted.

2.   MARK the format conversion option. Default is **Automatic**.

3.   If automatic recovery is selected, MARK the **Pitch** selection option. Default is **10**.

4.   MARK the **Baud** rate option. Default is **300**.

5.   MARK the type of connection **Modem** or **Direct**.

6.   MARK the **Transmit** command on the Communication menu. Now establish the phone connection. The System will start transmission as soon as the phone link is established.

EFFECT

A copy of the document is stored on the destination host.

RELATED TOPICS   See the following components for further
                                  information on related topics:

                                         DOCUMENT CATALOG
                                         THE COMMUNICATION MENU
                                         WINDOW MANIPULATION

INTERACTIVE MODE

BASIC CONCEPT

With the Interactive button marked the communication window performs teletype-like interactions with a connected external computer. The contents of this window represents a transcript of incoming and outgoing communications. The transcript may be scrolled and copied to other documents using the copy command. No editing of the transcript in the communication window is allowed. Text from other documents may be copied or moved to the end of the transcript causing the transmission of the designated characters.

PROCEDURE

To perform interactions with a connected external computer:

1.	On the Communication menu Mark the **Interactive** button.

2.	MARK the **Host** selection. If **Other** is selected, fill in the **Other** blank with the name or number of the Ethernet host.

3.	MARK **Connect**. The system opens a connection with the remote host. If you are using a Modem you can now establish a phone connection. Once the connection is established, characters typed on the keyboard while the caret is in the communication window will be transmitted to the remote host.

4.	MARK **Disconnect** when you are ready to terminate the conncetion.

RELATED TOPICS   See the following components for further
                               information on related topics:

                                    MARKING MENU COMMANDS
                                    THE COMMUNICATION MENU
                                    WINDOW MANIPULATION

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