PREREQUISITES

It is assumed that you have a basic knowlege of the
XEROX DOCUMENT SYSTEM EDITOR and DRAW. If you
do not, refer to the XEROX DOCUMENT SYSTEM
Reference Manual and the DRAW Reference Manual
before attempting to proceed.

DESCRIPTION

PRESSEDIT is a program that is used to merge two or
more press files to create a single file for printing.
For example, if you are writing a manual and you
have created each chapter as a separate document,
you may use PRESSEDIT to merge all the chapters to
be printed as one long document. The Document
Profile may be used to adjust the pagination of the
chapters.

PRESSEDIT may also be used to merge text files
created with the EDITOR and graphic files created
with DRAW.

PRESSEDIT can only manage press files. A press file
is a print-only file: It can be printed only, it cannot
be edited in any way, shape or form. Before you
can merge press files with PRESSEDIT you must
convert the file to a press file.

MAKING A PRESS FILE

In the EDITOR:

1.   Get the document.

2.   Mark Print in the System Menu.

3.   Expand the Print Menu by marking Detail.

4.   Between the brackets following Store: on file
     type the name of the file with the extension

.press. For example, if the document is
called Report, type Report.press in the
brackets. You must include the period
between the name of the file and the word
press. The extension ".press" will always
indicate that the file is a press file, and not a
working file.

5.   PRESS the DO key or MARK Apply. The
     screen will go black while the press file is
     being written. When the document reappears
     there will be a message in the status window
     that reads: Last page printed was... This does
     not mean that your printer has printed the
     document, it means that the document has
     been formatted in the system memory as a
     press file.

6.   Return to the EXECUTIVE.

In DRAW:

1.   Create or retrieve the DRAW file.

2.   PRESS the LOOK key while typing the letter p.

3.   Type the name of the file with the extension
     .press. For example, if the document is
     called Organization, type Organization.press in
     the brackets. You must include the period
     between the name of the file and the word
     press.

4.   Return to the EXECUTIVE.

MERGING TEXT FILES   At the EXECUTIVE:

1.   Choose a name for the final, merged
     document. It should have the suffix .press.

2.   TYPE: pressedit

3.   PRESS the SPACE bar.

4.   TYPE the new file name.

5.   PRESS the SPACE bar.

6.   TYPE a left arrow (_).

7.   PRESS the SPACE bar.

8.   TYPE the names of the press files to be
     merged. Each file will be separated by
     pressing the SPACE bar.

9.   PRESS the RETURN key.

A message will appear at the top of your screen
indicating that the files are being merged. A
message will appear giving you the number of pages
that are finally merged.

An example:

    >pressedit Manual.press _ Contents.press Chapter1.press

Here, the two files Contents.press and
Chapter1.press are being merged into the final
document Manual.press and will ultimately be
printed as one document called Manual.press.

Several files ending with the extension ".press" may
be merged at one time using an asterisk (*). For
example, if you have five chapter files ending with
".press" that are to be merged you may type:

            >pressedit Manual.press _ Chapter*.press

MERGING DRAW FILES   The steps to merge DRAW files are the same as
                        those above for merging text files.

PRINTING MERGED FILES   See the section on EMPRESS for instructions on
printing merged files.

MERGING EDITOR AND DRAW FILES

In DRAW:

1.   Create or retrieve the drawing that is to be
      inserted into the text file created previously
      with the EDITOR.

2.   In the caption area, TYPE: <==<<
      This is a code that instructs the printer where
      to merge the graphic in the text file. It will not
      appear in the final, printed copy. There may
      be no spaces between any of the code
      characters.

3.   Position the code at the upper left corner of
      the drawing.

4.   Create a print-only (press) file of the graphic
      (LOOK P).

5.   Make a note of the name you gave the file and
      quit from DRAW.

In the EDITOR:

1.   Create or get the text document.

2.   At the position the graphic is to appear, insert
      the following code as a separate paragraph:

            <==<Graphic-title.press<

Note that this code has included in it the name of
the graphic and that there are no spaces between
characters in the code.

Position this line exactly where you want the upper
left corner of the graphic to be placed. The code

characters in the DRAW document will overlay
exactly on top of the code characters in the text
document.

Be sure to leave sufficient white space in the text to
accommodate the drawing (using the vertical
position options available in the EDITOR). Otherwise,
the drawing will overprint onto the text.

3.   Display the Print Menu. Mark Detail to display
      all available commands. In the brackets
      following Store: on file: insert the name of
      the text file with .press appended to it:

            Store: on file: <PriceManual.press>

4.   Mark Apply, or press the DO key.

5.   Make a note of the name you gave the file.

6.   Return to the EXECUTIVE.

At the EXECUTIVE:

1.   Devise a new name for the soon-to-be merged
      document. From the examples above:

      Graphic press file title Graphic-title.press

      Text press file title PriceManual.press

      New title   PriceDocument.press

2.   Make a note of the new title.

3.   Merge the two files by typing:

pressedit/m PriceDocument.press _ PriceManual.press Graphic-title.press
           ^   ^ ^   ^

      The arrows denote a space between the file
      names and arrows. You may use the asterisk
      to specify a group of files (*.press).

4.   Press the RETURN key.

A message will appear at the top of your screen indicating that the files are being merged and giving you the number of pages that are finally merged.

PRINTING MERGED FILES   See the section on EMPRESS for instructions on printing merged files.

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EMPRESS

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                       before attempting to proceed.

DESCRIPTION   EMPRESS is the program used to print press files
                       (single or combined using PRESSEDIT).

PROCEDURE TO PRINT PRESS FILES

                       At the EXECUTIVE:

                       1.   TYPE: empress

                       2.   PRESS the SPACE bar.

                       3.   TYPE the file name with the extension .press.

                       4.   PRESS the RETURN key.

                       The above steps will produce a single copy of your
                       document. You may use the asterisk to specify
                       more than one file (*.press).

                       Example:

                       >empress document.press

                       To print multiple copies of a document:

                       Follow steps 1-3 above. After the file name is
                       typed...

                       4.   PRESS the SPACE bar.

5. TYPE the number of copies.

6. TYPE: /

7. TYPE: c

8. PRESS the RETURN key.

If you want 6 copies, your entry will look like this:

>empress Picture.press 6/c

To print on two sides of the paper:

At the EXECUTIVE:

1. TYPE: empress/2

2. Continue as above.

To print more than one press file:

At the EXECUTIVE:

1. TYPE: empress

2. TYPE the first file name with the extension
    .press.

3. PRESS the SPACE bar.

4. TYPE the second file name with the extension
    .press.

5. And so on. This feature is useful when you
    want to print press files, but do not wish to
    merge them using PRESSEDIT.

Example:

>empress document1.press document2.press