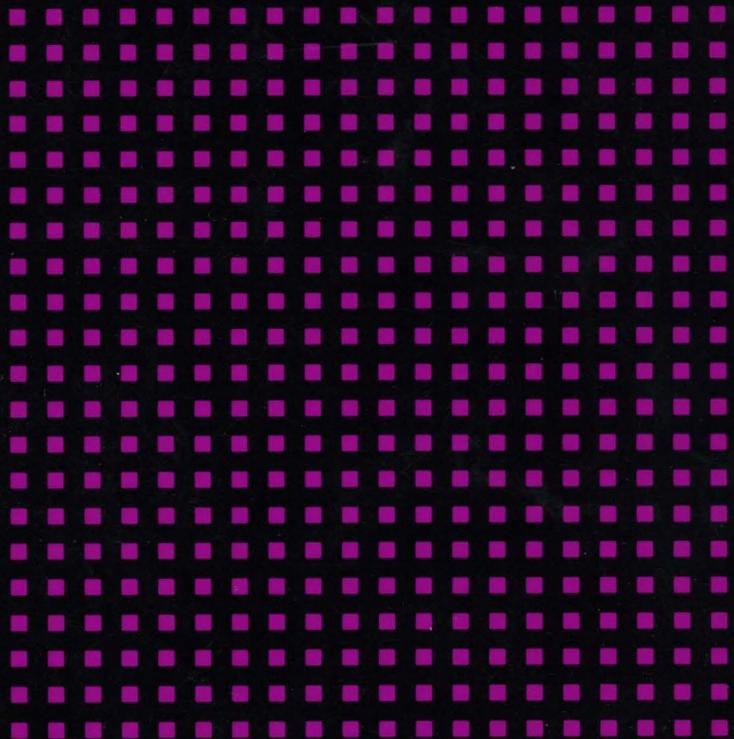


**Xerox GLOBALVIEW**

**VP 3.1 Upgrade Summary**



**Xerox GLOBALVIEW**

**VP 3.1 Upgrade Summary**

Xerox Corporation  
Product Education and Documentation (ESCN-215)  
701 South Aviation Boulevard  
El Segundo, California 90245

Rank Xerox Ltd.  
Multinational Customer & Service Education  
Welwyn Garden City  
Hertfordshire AL7 1HE  
England

©1986, 1988, 1990, 1991 by Xerox Corporation. All rights reserved.  
Published August, 1991.

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

Publication number: 610E22351

Printed in the United States of America

Xerox®, GLOBALVIEW®, VP®, and all Xerox product names mentioned in this publication are trademarks of Xerox Corporation.  
Rank Xerox® is a trademark of Rank Xerox Ltd..  
3M® is a trademark of 3M Company.  
AT&T® is a trademark of AT&T.  
Black's Law Dictionary® is a trademark of West Publishing Company.  
CROSSTALK® is a trademark of Microstuf, Inc.  
CS Times is licensed to Xerox Corporation by Agfa Corporation.  
CS Triumvirate™ is a trademark of Compugraphic Corporation.  
DataPoint® is a trademark of DataPoint Corporation.  
dBASE III® is a trademark of Ashton-Tate Corporation.  
DEC®, Digital®, VAX®, and VT100® are trademarks of Digital Equipment Corporation.  
DIF® is a trademark of Software Arts, Inc.  
Eclipse® is a trademark of Data General Corporation.  
Four Phase® is a trademark of Four Phase Systems, Inc.  
GW-BASIC®, Microsoft®, MS-DOS®, and Multiplan® are trademarks of Microsoft Corporation.  
Hayes® is a trademark of Hayes Microcomputer Products, Inc.  
Helvetica®, Helvetica 300™, Optima®, Optima 300™, Times®, and Times 300™ are trademarks of Linotype AG and/or its subsidiaries.  
HP® is a trademark of Hewlett Packard Company.  
IBM® and all IBM products mentioned in this publication are trademarks of International Business Machines Corporation.  
Intel® is a trademark of Intel Corporation.  
IRMA is a trademark of Digital Communications Associates, Inc.  
Lotus® 1-2-3® is a trademark of Lotus Development Corporation.  
Macintosh® is a trademark of Apple Computer, Inc.  
PostScript is a registered trademark of Adobe Systems, Inc.  
Relay Gold® is a trademark of VM Personal Computing, Inc.  
Retro-Graphics® and VT640 are trademarks of Digital Engineering, Inc.  
SideKick® is a trademark of Borland International, Inc.  
Siemens® is a trademark of Siemens AG.  
Smartcom® is a trademark of Hayes Microcomputer Products, Inc.  
Sperry Link® is a trademark of Unisys Corporation.  
Sun®, SunInstall®, SunOS®, SunView®, SunWindows®, and X11/NeWS® are trademarks of Sun Microsystems, Incorporated.  
Tektronix® is a trademark of Tektronix, Inc.  
Teletype® is a trademark of Teletype Corporation.  
The Source® is a trademark of Source Telecomputing Corporation, a subsidiary of Reader's Digest Assoc., Inc.  
UNIX® is a trademark of AT&T.  
VisiCalc® is a trademark of VisiCorp.  
Wang® is a trademark of Wang Laboratories, Inc.  
WordPerfect® is a trademark of WordPerfect Corporation.  
WordStar® is a trademark of MicroPro International Corporation.  
Zenith® is a trademark of Zenith Radio Corporation.

This document was printed on a Xerox DocuTech Publishing System.

Not all the products mentioned in this publication may be available in your country. Please contact your local representative for details.

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

---

# Table of contents

<b>Preface</b>	ix
<b>Introduction</b>	xi
New features	xi
Enhanced features	xi
Document organization	xii
Resources for learning to use Xerox GLOBALVIEW and VP 3.1 software	xii
<hr/>	
<b>Part I Xerox GLOBALVIEW and VP 3.1 software</b>	
<b>1. XWS Printing and Mailing</b>	1-3
Printing	1-3
Local Printing	1-3
Remote Printing	1-7
Printer Registration Tool (SA)	1-9
Mailing	1-11
Format for non-English mail notes	1-11
User Profile entry	1-12
Sending and retrieving files through X.400 mail	1-12
<b>2. Xerox Workstation Software</b>	2-1
Application loader	2-1
Logging on and logging off	2-2
Logon option sheet	2-2
Logoff option sheet	2-3
Standalone 6500 Series workstation	2-3
VP 3.1 performance enhancements for the 6085 workstation	2-4
<b>3. VP 3.1 software</b>	3-1
DOCUTEAM 3.1	3-1
DOCUTEAM compatibility with VP 3.1 enhancements	3-1
VP Cartridge Tape	3-2
6500 Remote Tape Drive icon	3-2
Back up and restore	3-2

6500 Remote Tape option sheet	3-3
VP Data-Driven Graphics	3-3
Font property sheet for bar charts	3-4
Font property sheet for pie charts	3-5
Font property sheet for line charts	3-6
VP Document Editor	3-7
Character properties	3-7
Document properties	3-8
Page format properties	3-9
Table properties	3-10
VP File Conversions	3-11
VP File Conversion of CGM documents	3-11
VP File Conversion of ODA documents	3-12
VP File Import of Rich Text Format documents	3-14
VP File Import of WordPerfect documents	3-15
VP fonts	3-15
VP CG-CS Courier Fonts	3-16
VP CG-CS Triumvirate Condensed Fonts	3-16
VP URW-ITC Souvenir Fonts	3-16
VP Languages	3-17
VP Arabic/Persian text package	3-17
VP Hebrew text package	3-17
VP Extended Language option	3-18
VP Chinese Text capability	3-18
VP Japanese Text capability	3-19
VP Spelling Checker	3-19
Property sheet	3-19
Option sheet	3-20
VP Spreadsheet	3-20
Spreadsheet window	3-21
Property sheets	3-21
Soft keys	3-22
VP Terminal Emulation of DEC VT220	3-22
Emulation icons	3-23
Property and option sheets	3-24
Emulation window	3-24
Emulation keyboards	3-25
Xerox Equations	3-25
Auxiliary menu	3-25
Baseline positioning	3-26

Xerox Illustrator products	3-27
XGV Rooms	3-27
Rooms icons	3-28
Suites	3-30
Rooms properties	3-31

---

## Part II      Upgrading, exchanging, and downgrading

---

<b>4. Upgrading to GLOBALVIEW XWS 3.1</b>	4-3
Who should read this chapter	4-3
Upgrading 6500 Series workstations	4-3
Upgrade prerequisites	4-3
Upgrading XWS software and replacing applications	4-3
Upgrading XGV-PC workstations	4-7
Idling current VP applications	4-7
Upgrading XWS software	4-7
Replacing VP applications	4-7
Upgrading 6085 workstations	4-8
<b>5. Upgrading objects to VP 3.1</b>	5-1
Who should read this chapter	5-1
Workstation terms	5-1
Upgrading documents containing text and text, table, and basic graphics frames	5-2
Software requirements	5-2
Procedures	5-2
Upgrading documents containing data-driven charts	5-3
Software requirements	5-3
Procedure	5-3
Upgrading documents containing equation frames	5-3
Software requirements	5-3
Procedure	5-4
Upgrading documents containing footnotes	5-4
Software requirements	5-4
Procedure	5-4
Upgrading documents containing Xerox Pro Illustrator frames or Xerox Chemical Illustrator frames	5-4
Software requirements	5-4
Upgrading record files	5-5
Upgrading 3.0 record files at 3.1 workstations	5-5

Upgrading 2.0 or 3.0 record files on 3.1 XGV-PC and 6085 workstations	5-6
Upgrading record files on a 6085 workstation running VP 2.0	5-6
Using the Object Conversion Utility	5-7
Upgrading shared books	5-7
Upgrading DOCUTEAM objects	5-7
Software requirements	5-8
Procedure	5-8
Upgrading books and folders	5-8
Software requirements	5-8
Procedure	5-8

**6. Exchanging color objects**

	6-1
Transferring monochrome objects to color workstations	6-1
Icon	6-1
Text, frames, and graphics objects	6-1
Transferring color objects to monochrome workstations	6-1
Icon	6-1
Text, frames, and graphics objects	6-2
Printing color documents	6-2

**7. Downgrading objects to VP 2.0 or 2.1**

	7-1
Who should read this chapter	7-1
Workstation terms	7-1
Downgrading documents containing text and text, table, and basic graphics frames	7-2
Software requirements	7-2
Procedures	7-2
Downgrading documents containing data-driven charts	7-3
Software requirements	7-3
Procedure	7-3
Downgrading documents containing equation frames	7-3
Software requirements	7-3
Procedure	7-4
Downgrading documents containing footnotes	7-4
Software requirements	7-4
Procedure	7-4
Downgrading documents containing Xerox Pro Illustrator frames or Xerox Chemical Illustrator frames	7-5
Software requirements	7-5
Procedure	7-5
Downgrading books	7-5

Software requirements	7-6
Procedure	7-6
Downgrading DOCUTEAM objects	7-6
Software requirements	7-7
Procedure	7-7
Downgrading folders	7-7
Software requirements	7-7
Procedure	7-7
List Manager record files	7-8
Hardware requirements	7-8
Software requirements	7-8
Procedure	7-8
Spreadsheets	7-9

## List of figures

1-1	Local Printer icon	1-3
1-2	Local Printing pop-up menu	1-4
1-3	Printing property sheet	1-5
1-4	Commands option sheet in display auxiliary menu	1-5
1-5	System Parameters option sheet	1-6
1-6	Document Printing property sheet	1-6
1-7	Printing property sheet	1-7
1-8	Printing option sheet	1-8
1-9	Other media	1-9
1-10	Printer Registration window	1-10
1-11	Sample mail note	1-11
1-12	User profile parameters and options	1-12
2-1	Application Loader property sheet for the 6500 Series workstation	2-1
2-2	Logon option sheet for the 6500 Series workstation	2-2
3-1	Remote Tape Drive icon	3-2
3-2	Remote Tape option sheet for the 6500 Series workstation	3-3
3-3	Font property sheet for bar charts	3-4
3-4	Font property sheet for pie charts	3-5
3-5	Font property sheet for line charts	3-6
3-6	Character property sheet	3-8
3-7	Page Numbering property sheet with [Restart] selected	3-9
3-8	Details sheet for CGM conversion	3-11
3-9	Details sheet for conversion from VP to ODA	3-13
3-10	Details sheet for conversion from ODA to VP	3-13

3-11	Details sheet for RTF conversion	3-14
3-12	Spelling Checker option sheet	3-20
3-13	Spreadsheet window	3-21
3-14	Cell property sheet	3-21
3-15	Cell soft keys	3-22
3-16	VT220 emulation icons	3-23
3-17	VT220 Emulator property sheet	3-24
3-18	VT220 Emulator window	3-24
3-19	Equation auxiliary menu	3-26
3-20	Blank Door icon	3-28
3-21	Previous Room door icon	3-28
3-22	Overview icon	3-29
3-23	Example of the Overview window	3-29
3-24	Suite icon	3-30
3-25	Make Suite option sheet	3-30
3-26	Room property sheet	3-31

**List of tables**

1-1	File types not recognized by FileTypesToSendAsBilaterallyDefinedType	1-13
-----	---	------

---

## Preface

People throughout the world use Xerox GLOBALVIEW software. Xerox, therefore, tailors its software to meet various national requirements. As a result, you may find the default settings and property sheets illustrated in this publication different from those on your workstation. For example, the Page Format property sheet may display international page size default settings or U. S. page size default settings, depending on your national requirements. The functionality of the software, however, remains the same.



---

# Introduction

VP 3.1 Series software provides a common base running on three platforms—Xerox 6500 Series, GLOBALVIEW for the PC (XGV-PC), and 6085 workstations. This allows document interchange across all platforms.

The VP Series software provides data file compatibility and approximate feature parity among all platforms. The VP 3.1 software contains new applications, as well as major enhancements to existing VP core software that facilitate document processing and expand capabilities on all platforms.

---

## New features

---

New VP 3.1 Series software features are as follows:

- File Import of Rich Text Format and WordPerfect
- Languages text packages—Arabic, Hebrew, Chinese, Japanese
- Remote printing with color support
- *VP Terminal Emulation of DEC VT220*
- *VP CG-CS Courier Fonts*
- *VP CG-CS Triumvirate Condensed Fonts*
- *VP URW-ITC Souvenir Fonts*
- *Xerox DOCUTEAM*
- *XGV Rooms (6500 only)*

---

## Enhanced features

---

The following VP applications have feature changes or enhancements in VP 3.1:

- *VP Cartridge Tape*
- *VP Data-Driven Graphics*—font property sheets
- *VP Document Editor*—many enhancements
- *Xerox Equations*—baseline positioning
- *Illustrator products*—color support
- *Mailing*—through X.400 to other mail systems
- *6500 Remote Tape Drive*—access to remote tape drives
- *VP Spelling Checker*—foreign language dictionaries
- *VP Spreadsheet*—new user interface
- *Standalone 6500 Series workstation*
- *XWS Printing and Mailing enhancements*

---

## Document organization

---

This upgrade summary describes VP 3.1 software, which can be used in the GLOBALVIEW environment, and the key software changes since VP 3.0. This document is not intended to be a training document, nor a complete product description of VP 3.1. The purpose of this summary is to highlight the new or enhanced features and user benefits since VP 3.0.

This document contains two parts:

- Part I, Xerox GLOBALVIEW and VP 3.1 software, describes the new features and enhancements.
  - Chapter 1, “XWS Printing, and Mailing,” contains information about the changes to local and remote printing, printer registration, formats for non-English mail notes, and the X.400 Mail Gateway.
  - Chapter 2, “Xerox Workstation Software” (XWS), contains information about changes to the application loader, the logon and logoff procedures, and the 6500 Series workstation.
  - Chapter 3, “VP 3.1 Software”, lists the changes to application software, by application name, since VP 3.0.
- Part II, Upgrading, exchanging, and downgrading, shows you how to work with other versions of VP software.
  - Chapter 4, “Upgrading to GLOBALVIEW XWS 3.1,” contains instructions for upgrading XWS software to version 3.1.
  - Chapter 5, “Upgrading objects to VP 3.1”, describes the tools that let you upgrade VP 2.0, 2.1, and 3.0 objects to VP 3.1.
  - Chapter 6, “Exchanging color objects,” describes the changes that occur to VP 3.1 objects when they are passed between monochrome and color workstations.
  - Chapter 7, “Downgrading objects to VP 2.0”, shows you how to downgrade VP 3.1 documents, books, folders, and other objects to VP 2.0.

Features and applications are listed alphabetically in each part.

---

## Resources for learning to use Xerox GLOBALVIEW and VP 3.1 software

---

The VP Series software tutorials and user guides have been updated to include their use on all hardware platforms. Refer to them for additional information.

- *Introducing GLOBALVIEW: A Software Product Atlas*—this booklet describes the software product offerings, highlights the main features, and suggests how to use them.
- *Basic Starter 3.1 Supplement* and *Team Pak 3.1 Supplement*—these manuals cover major changes since VP 3.0. They are for VP 3.0 users who prefer referring to a concise description of changes instead of ordering a new reference library.

- *VP QuickStart Tutorial*—this introduction for the new user includes training in basic functions such as document creation, printing, filing, and mailing.
- **Tutorials**—these training guides offer self-paced practice exercises for performing specific tasks, such as creating an index or sending a mail note.
- **User guides**—the user guides provide a conceptual overview of each software application, as well as step-by-step instructions for using the features.

The book icon appears throughout this document to direct you to the documents in the library that contain procedural information on specific products or features.



**Training:** <Name> *Tutorial*

**Reference:** <Name> *User Guide*, chapter X, name

The workstation icon indicates you can use the software on the 6500 Series, XGV-PC, or the 6085 workstation.



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations



**Part I**

**XEROX GLOBALVIEW and  
VP 3.1 software**



---

# 1. XWS Printing and Mailing

Changes have been made to XWS Printing and Mailing since the VP 3.0 release. XWS Filing remains unchanged in this release.

---

## Printing

---

This section describes changes that were made to local and remote printing.

---

### Local Printing

---

Local Printing allows you to print any VP data icon (such as document, record file, spreadsheet, canvas, and mail note icons) from a single networked or standalone workstation to a locally-attached printer.

---

#### Local Printer icon

---

The Local Printer icon (Figure 1-1) is your interface to the printing functions.

Figure 1-1. Local Printer icon



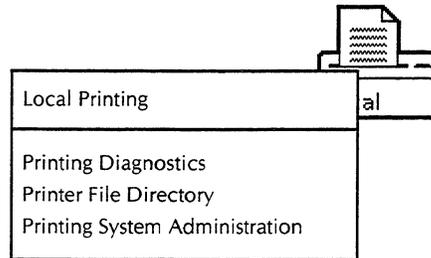
Besides the basic function of printing, you can also accomplish the following tasks using the Local Printer icon:

- Create a print format document (Interpress master)
- Display the job queue
- List, cancel or delete print jobs
- Access the Printer File Directory
- Access the Printing Diagnostics window
- Access the Printing System Administration window
- Display the Printing option sheet.

When you select the Local Printer icon and press the left and right mouse buttons at the same time, a pop-up menu appears so you can access several local printing system administration tools.

Figure 1-2 illustrates the Local Printing pop-up menu.

Figure 1-2. Local Printing pop-up menu



- Printing Diagnostics accesses the Printing Diagnostics window where you can select and print test patterns and examine and print statistics for your local printer.
- Printer File Directory provides access to ten file folders containing printer fonts, Break Page templates, logos, and other formatting features.
- Printing System Administration provides access to the Status window, Commands, System Parameters, and Printer Media property sheets.

### Printing process

---

All print jobs are processed in background mode, which allows you to pursue other tasks during the printing process.

In the default setting, the printer produces jobs in the order it receives them. However, you can set a job priority of High, Normal, or Low to give one print job precedence over another.

The system prints a Break Page (a descriptive separator page) between each job. If errors occur during the printing process, it generates an Error Page. Error Pages list each error and identify the page where it occurred.

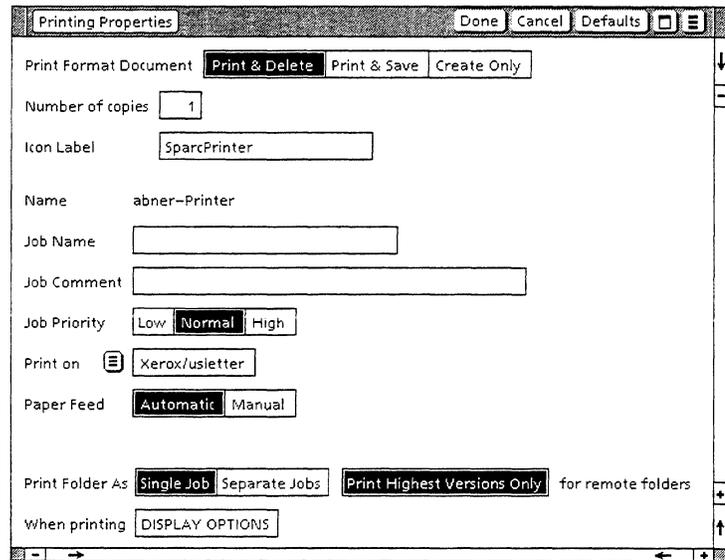
### Property sheets

---

The Printing property sheet controls individual print jobs. The Commands, System Parameters, and Printer Media property sheets control the printing system. Any changes made to these four property sheets affect the entire printing process and the printer. If you change a property value in the Commands, System Parameters, and Printer Media property sheets, the value remains in effect for all future print jobs until you change it again.

You display the Printing property sheet, illustrated in Figure 1-3, by selecting the Local Printer icon and pressing <Props>.

Figure 1-3. Printing property sheet



The display auxiliary menu (Figure 1-4) in the Printing System Administration window is your pathway to the Commands, System Parameters and Printer Media property sheets. The properties appearing beneath the display auxiliary menu belong to the property sheet currently selected in the **Display** field.

Figure 1-4. Commands option sheet in display auxiliary menu

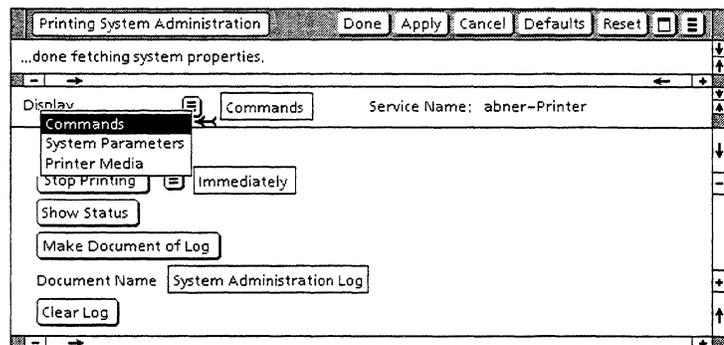
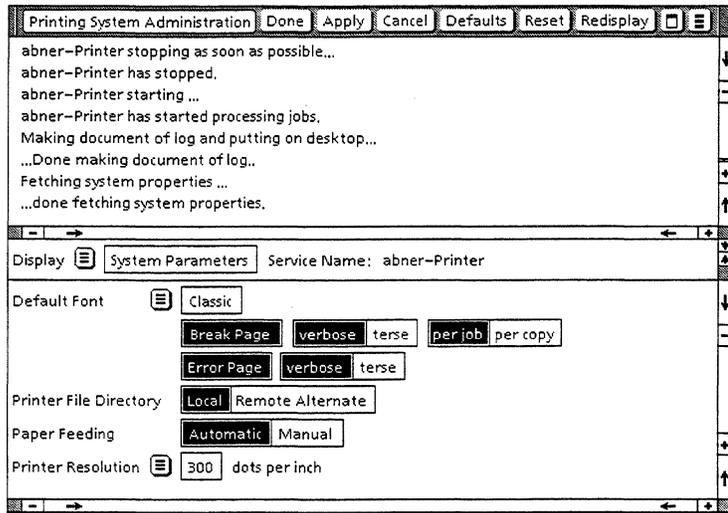


Figure 1-5 illustrates the System Parameters property sheet.

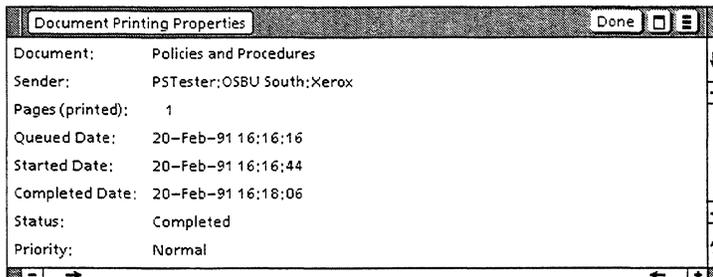
Figure 1-5. System Parameters option sheet



### Local printer icon window

When you open a Local Printer icon, a window displays a list of the documents in the print queue. You can cancel and delete print jobs from this window. You can also select a job in the window and press <Props> to display its Document Printing property sheet (Figure 1-6). This property sheet provides information on the status of the print job.

Figure 1-6. Document Printing property sheet



### Set to Neutral command

You can set a printing property or option to neutral, causing it to revert to the printer's default settings. To select the **Set To Neutral** option from a pop-up menu, simultaneously press your left and right mouse buttons on a Printing property or option sheet box. Reselecting the same box returns it to the status specified before it was set to neutral.



**Training:** None  
**Reference:** *Local Printing User Guide*, all chapters



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

## Remote printing

---

The VP 3.1 version of Remote Printing introduces support for color printing.

### Remote printer icons

---

The Remote Printer icon looks like any other printer icon, but provides additional properties and capabilities.

### Property sheets

---

The Printing property sheet for a printer with color capabilities is shown in Figure 1-7.

Figure 1-7. Printing property sheet

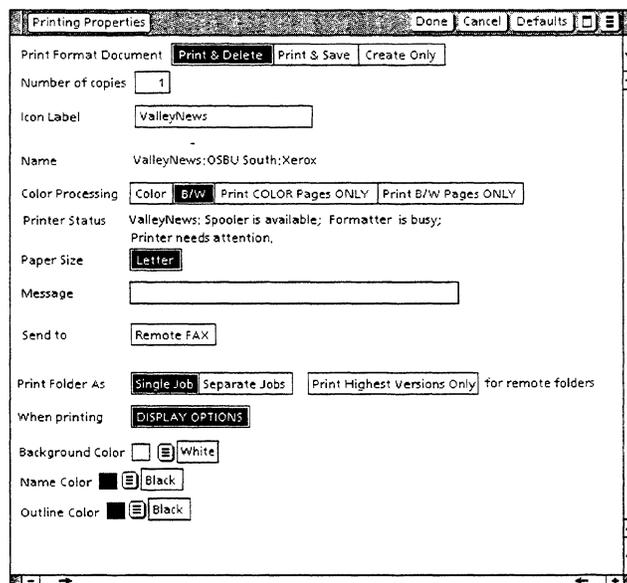
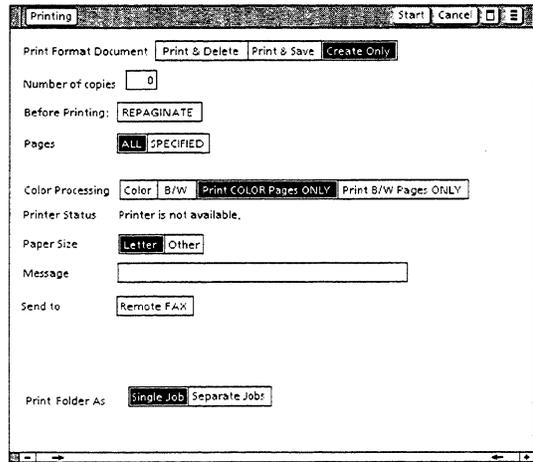


Figure 1-8 shows the items available when you copy a document icon to the printer icon. The system provides additional options, depending on the type of icon you send to the printer icon. Figure 1-8 shows the items added by the Document Editor, but does not display all the items other applications may add.

Figure 1-8. Printing option sheet



### Property and option sheet items

You can use the items in the property and option sheets to tailor your print job to your needs.

- The **Print Format Document** property specifies how you want to handle the Interpress master the system creates. It has three settings: Print & Delete (set in Figure 1-7), Print & Save, and Create Only (set in Figure 1-8).
- **Color Processing** is a new option available on both color and black and white workstations. It allows the user to control how a color document master is created so color pages can be sent to a color printer, and black and white pages can be sent to a non-color printer.
- **Printer Status** is a new item not available in Remote Printing 3.0. It displays information about the current status of each printer phase: spooler, formatter, and printer. This allows you to determine the current state of the printer prior to sending a document.
- **Paper Size** indicates the paper size choices available on the remote printer. You can select [other] to display other paper sizes available on the printer.

Figure 1-9 shows the **Paper Size** portion of the display when other sizes are available on the printer.

Figure 1-9. **Other media**

The screenshot shows a dialog box titled 'Paper Size'. It has three radio buttons: 'Letter', 'Legal', and 'Other'. The 'Other' radio button is selected. To the right of these buttons is a button labeled 'Display Next Size'. Below the radio buttons, there is a 'Units' section with a dropdown menu showing 'Inches'. To the right of the units, there are two input fields: 'width:' with the value '11' and 'length:' with the value '17'.

- The **Paper** property indicates whether the printer supports duplex printing and specifies whether to print the job on one or both sides of the paper.
- **Each copy** appears on the sheets of printers that support stapling.
- **Remote FAX**, if selected, indicates whether to send the document to a FAX machine. When you select [Remote FAX], you can provide the phone number for each FAX machine you want to receive a copy. On a printer with extended capabilities of any type, this option does not appear. Instead, [Extended Capabilities], [Extended Color Capabilities], or both, appear in the sheet.
- **Print Folder As** (in VP 2.0 called Print Collated) conforms to the VP definition of collation. It has two settings: [Single Job] and [Separate Jobs].
- **Background Color**, **Name Color** and **Outline Color** are new printer items that allow you to specify the look of the printer icon on a color workstation. The system automatically adds these items to each property sheet when the workstation has a color display.
- **Print Highest Versions Only** was not available in the previous version of the software. This item applies to remote folders only (it does not affect local folders on your desktop). If you turn this option off, the system prints all versions of files in the remote folder. If you turn this option on (the default), the system prints only the highest version of duplicated files in the remote folder.

## Printer Registration Tool (SA)

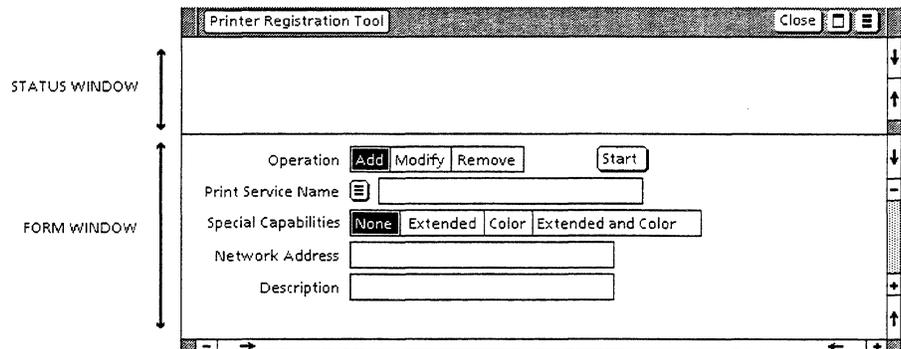
---

The Printer Registration Tool provides the System Administrator with the ability to register or remove a printer from a given domain. This tool can also modify the value of a printer's Clearinghouse Print Service Extended Support Property Identification (PS ES PID) property. The PS ES PID provides a uniquely defined Remote Printing Graphical User Interface (GUI) for each of the four printer types.

## Printer Registration window

Selecting the **Printer Registration Tool** from the desktop auxiliary menu opens the Printer Registration window (Figure 1-10). The top half of this window is the Status window. The bottom half is the Form window.

Figure 1-10. **Printer Registration window**



## Window header command

The Close command in the Printer Registration window closes the Printer Registration window.

## Status window

The system displays status and error messages in the Status window.

## Form window

The Form window allows you to set various options for registering or removing a remote printer on the network. You also use the Form window to modify an existing printer's capabilities within the Clearinghouse Service.

- **Operation** allows you to specify the action you want to take.
- **Print Service Name** displays the name of the Print Service.
- **Special Capabilities** distinguishes between printers that have extended capabilities, extended color capabilities, or both capabilities, as defined by their PS ES PID.
- **Network Address** defines the XNS octal address of the printer in the form xxx.yy-yy.zzz where xxx is the network id, yy-yy is the host id and zzz is the socket number (default socket is zero).
- **Description** provides a description of the printer as defined by Printing Protocol 3. The data in this field appears under the Description header of the Printer divider, which you can access through the Directory icon.



**Training:** *XWS Printing, Mailing, and Filing Tutorial*  
**Reference:** *Workstation Administration and System Resources User Guide, chapter 2, "Remote Printing"*



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

## Mailing

The following changes were made to the Mail application:

- The addition of a format for non-English mail notes, which accommodates labels that expand during translation.
- The ability to send a file as a bilaterally defined type using the X.400 Mail Gateway. This lets the recipient read your mail note, regardless of whether the recipient is using the same mail system you are using.
- The ability to send and receive ODA documents using the X.400 Mail Gateway.

## Format for non-English mail notes

Labels of non-English mail notes often expand when translated, which can result in unacceptable print formats. To avoid this, the format of printed mail notes no longer depends on the longest label of the various fields. Instead, *Mail* now creates a new line and tabs the text to the right after any label that is too long. This forces the text to align with the text preceding and following it. The printed mail note is slightly longer.

Figure 1-11 shows a sample of a printed mail note in which the English label "Note Format" is expanded and changed to "Format Commentaires" when translated to French. *Mail* has automatically created a new line and tabbed the appropriate data over to align the text.

Figure 1-11. Sample mail note

**Postmark:** 14-June-91 (Friday) 13:32:46 PDT - (Smith:abba:Xerox)  
**From:** Smith:abba:Xerox      **To:** Collins:beta:Xerox  
**Sender:** Smith:abba:Xerox      **Copies:** Jones, Black  
**Importance:** High  
**Subject:** Talisman project  
**Reply To:** Smith:abba:Xerox  
**In Reply To:** Your message of 10 June 91 (09:24:43) PST (Monday)  
**Please Answer:** Smith:abba:Xerox  
**Answer By:** 21-Jun-91 17:00:00      **Sensitivity:** Private  
**Expiration Date:** 27-Jun-91 21:00:00  
**Format Commentaires:**  
XEROX Format  
**Note:** Mail incorporated the use of a forced line-return and a tab to have the text of the value fields with long tags (for example, Format Commentaires) line up with the text for the other, shorter tags.

## User Profile entry

The User Profile mailing options now include options to register the file type of files you want to send to other mail systems. Figure 1-12 shows available mailing options, including the new options, which appear in the last two lines.

Figure 1-12. User profile parameters and options

[Mail]	
--Cover Sheet form items	
ShowFields: BASIC	--BASIC   ALL
SendRepliesToOption: DO NOT SEND	--SEND ANYWAY   ADD BEFORE SENDING   DO NOT SEND
Importance: NOT SPECIFIED	--NOT SPECIFIED   LOW   NORMAL   HIGH
Sensitivity: NOT SPECIFIED	--NOT SPECIFIED   PERSONAL   PRIVATE   COMPANY CONFIDENTIAL
Priority: NOT SPECIFIED	--NOT SPECIFIED   NON URGENT   NORMAL   URGENT
ConversionProhibited: TRUE	--TRUE   FALSE
AllowDLRecipients: TRUE	--TRUE   FALSE
ReturnOfContents: TRUE	--TRUE   FALSE
AlternateRecipientsAllowed: TRUE	--TRUE   FALSE
DefaultMailNoteEncodedInfoType: Xerox	--   AS   ISO6937   XEROX
--Name Fill-in items	
ShowALLParts: TRUE	--TRUE   FALSE
HintsCountryName:	
HintsADMDName:	
HintsPRMDName:	
--Report Selection items	
ReportRequest: NonDelivery ONLY	--NONE   NonDelivery ONLY   ALL
FileTypesToSendAsBilaterallyDefinedType: #, #, #, ...	-- # is a valid NSFile Type
BilaterallyDefinedTypeRetrieveAsFileType: #	-- # is a valid NSFile Type

## Sending and retrieving files through X.400 mail

You can send files through an X.400 Mail Gateway to other mail systems. This lets the recipient process your file (conversion may still be needed in order to read it), regardless of whether the recipient is using the same mail system you are using. To do this, you must register the file to be sent as a bilaterally defined type (except for a mail note, which you need not register). If you do not send a file as a bilaterally defined type, the file may not be readable by the mail system that receives it.

You can also retrieve files that come through an X.400 Mail Gateway from other mail systems. These files are received as file type 6266 unless you specify a different file type.

Register the file type in your User Profile in the following format:

**FileTypesToSendAsBilaterallyDefinedType: #, #, ...**

**BilaterallyDefinedTypeRetrieveAsFileType: #**

The **FileTypesToSendAsBilaterallyDefinedType** entry accepts an unlimited number of NSFile types.

Table 1-1 lists the types of files that are not recognized with **FileTypesToSendAsBilaterally DefinedType**.

Table 1-1. **File types not recognized by FileTypesToSendAsBilaterallyDefinedType**

Code	File Type
1	VP folder
2	Simple text file
4353	GV document
4	Mail note
5120	860 document

The **BilaterallyDefinedTypeRetrieveAsFileType** entry accepts only one NSFile type. You must be very careful when entering the type in your User Profile.



**Training:** *XWS Printing, Mailing, and Filing Tutorial*

**Reference:** *Workstation Administration and System Resources User Guide*, chapter 4, "Mailing"



**Hardware:** 6500 Series, XGV-PC, and 6085 Series workstations



## 2. Xerox Workstation Software

With the VP Series 3.1 software release, there are many application changes. This section describes the changes in the desktop environment portion of the software and the foundation for the Graphical User Interface.

The following features are changed since VP 3.0:

- Application Loader
- Logon/Logoff options
- Standalone 6500 Series workstation.
- Performance enhancements for the 6085 workstation.

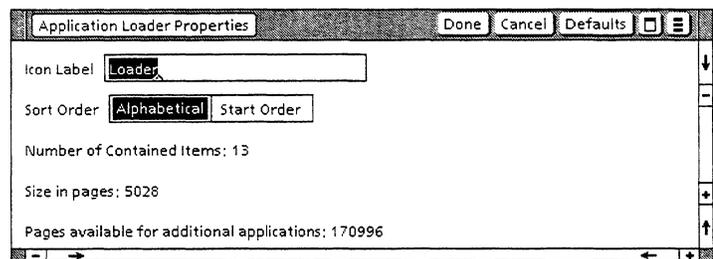
---

### Application loader

---

On the 6500 Series workstation, the system allows you to choose whether to list applications alphabetically or in the order in which they run. Figure 2-1 shows the revised Application Loader property sheet that allows you to select the sort order of the applications.

Figure 2-1. Application Loader property sheet for the 6500 Series workstation



The following properties are available in the Application Loader property sheet:

#### Icon Label

Displays the name of the loader icon.

#### Sort Order

Categorizes the contents of the loader.

##### [Alphabetical]

Lists the applications in ascending order. The list does not sort automatically when you add applications. Redisplay the contents to see the updated sort order.

##### [Start Order]

Lists the applications in the order they execute. Applications without a startup priority appear first, and applications with the same startup priority appear in alphabetical order. Applications copied to the loader

window automatically appear in their correct startup order.

The default is [Alphabetical].

**Number of Contained Items**

Displays the number of applications within the application loader.

**Size in Pages**

Specifies the total size, in disk pages, of the application loader's contents.

**Pages Available for Additional Applications**

Specifies the amount of disk pages available in the loader.



**Training:** *VP QuickStart Tutorial*

**Reference:** *General User Guide, chapter 8, Application loader*



**Hardware:** 6500 Series workstation

---

## Logging on and logging off

---

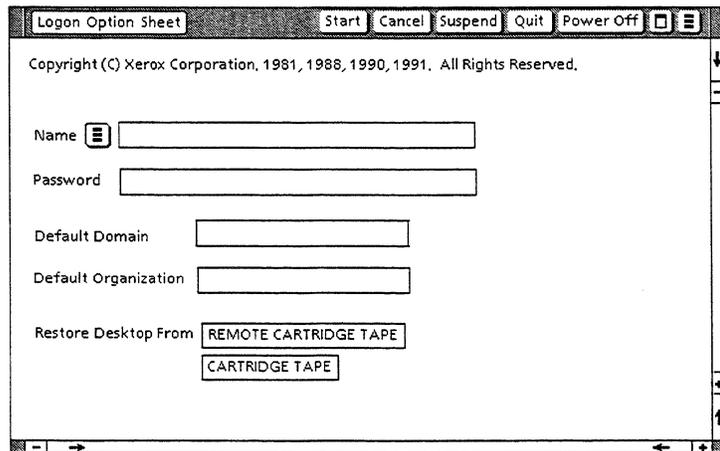
This section describes changes to the 6500 Series workstation logon and logoff option sheets.

### Logon option sheet

---

Figure 2-2 shows the Logon option sheet for 6500 Series workstations. The difference between the VP 3.0 and the VP 3.1 version is the **Restore Desktop From** option.

Figure 2-2. **Logon option sheet for the 6500 Series workstation**



**Restore Desktop From** allows you to restore a desktop that was stored on cartridge tape. To see this option, you must have the

VP Cartridge Tape software loaded and running on your workstation.

[Remote Cartridge Tape]

Accesses a tape drive on a directly accessible internet and restores a desktop and its contents from a tape cartridge.

[Cartridge Tape]

Accesses the workstation's tape drive and restores a backup copy of a desktop and its contents from a tape cartridge.

There is no default selection.

## Logoff option sheet

---

You have more logoff options with a 6500 Series workstation that is configured for Xerox GLOBALVIEW and UNIX than one configured for Xerox GLOBALVIEW only. You can choose to return the workstation to its idle state, which displays the bouncing GLOBALVIEW logo, or you can turn off power to the workstation. You can also choose to suspend the GLOBALVIEW environment, or stop all Xerox GLOBALVIEW activities and enter the UNIX environment.

If your 6500 series workstation is configured for Xerox GLOBALVIEW and UNIX, make sure you log out of your UNIX account after suspending the GLOBALVIEW environment whenever you leave your workstation unattended. By doing so, you protect the security of your UNIX account.



**Training:** VP QuickStart Tutorial  
**Reference:** *General User Guide*, chapter 11, "Conducting a GLOBALVIEW session"



**Hardware:** 6500 Series workstation

## Standalone 6500 Series workstation

---

You can configure the 6500 Series workstation as a standalone workstation. Information on standalone workstations that appears in the *Workstation Administration and System Resources User Guide*, chapters 1 and 6, now also applies to the 6500 Series workstation.



**Training:** None  
**Reference:** *Workstation Administration and System Resources User Guide*, chapter 1, "Overview," and chapter 6, "Workstation and remote system administration"



**Hardware:** 6500 Series, XGV PC, and 6085 workstations

---

## VP 3.1 performance enhancements for the 6085 workstation

---

This section describes areas within VP 3.1 where performance has been improved for the 6085 workstation.

- Paginating documents is 20-25% faster.
- In VP 2.0 only mail notes were sent in the background. In VP 3.1 all objects are sent in the background.
- Improved User Profile parameters allow users to select options that display document pages faster. The following User Profile parameters are new:
  - Initial Pages Formatting. The user selects the number of pages (n) to be formatted in the background. The default setting is 3.
  - Enable Fast Page Display. The user selects TRUE (T) to display the initial (n) pages faster. The default setting is FALSE.
  - Enable Fast Table Display. The user selects TRUE to format tables in the background when the document is opened. This reduces table display time between 25 and 40%. The default setting is FALSE.
  - Enable Fast Display Beyond Initial Pages. When the user selects TRUE, formatting occurs during the first display of a page so that subsequent display of the page will be faster. The default setting is FALSE.

**Note:** You cannot set both the [Enable Fast Display] and [Enable Fast Display Beyond Initial Pages] User Profile options to TRUE. Set one of these options to FALSE, or the text of documents opened with cover sheets visible may appear out of place.

---

## 3.

## VP 3.1 software

This section describes the changes in VP applications since VP 3.0. This chapter describes the enhanced applications in alphabetical order, as follows:

- *DOCUTEAM 3.1*
- *VP Cartridge Tape*
- *VP Data-Driven Graphics*
- *VP Document Editor*
- *VP File Conversions*
- *VP Fonts*
- *VP Languages*
- *VP Spelling Checker*
- *VP Spreadsheet*
- *VP Terminal Emulation of DEC VT220*
- *Xerox Equations*
- Xerox Illustrator products (*Pro Illustrator* and *Chemical Illustrator*)
- *XGV Rooms*

You can use many applications on the Xerox 6500 Series, XGV-PC, and 6085 workstations, but some applications are hardware specific. The workstation icon after each major feature description indicates which hardware platform applies.

---

### DOCUTEAM 3.1

---

*DOCUTEAM 3.1* introduces no new *DOCUTEAM* software capabilities, but it offers the existing capabilities on the 6500 Series workstations.

The purpose of *DOCUTEAM 3.1* is to provide data file compatibility and approximate feature parity between the 6500 Series, XGV-PC, and 6085 workstations.

---

### DOCUTEAM compatibility with VP 3.1 enhancements

---

*DOCUTEAM 3.1* is compatible with the enhancements to VP 3.1 described in this section.

---

#### All platforms

---

*DOCUTEAM* is now able to import tables from Microsoft Word 5.0 and WordPerfect 5.1 and send additional structured data to a data base.

### 6500 platform

---

DOCUTEAM works with XGV Rooms and with color on the 6500 platform, and is now compatible with version 3.1 of Xerox Pro Illustrator.



**Training:** *DOCUTEAM Tutorials*

**Reference:** *DOCUTEAM User Handbook, DOCUTEAM Administrator Guide User Guide*



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## VP Cartridge Tape

---

The section lists the changes to the *VP Cartridge Tape* application for the 6500 Series workstation.

### 6500 Remote Tape Drive icon

---

A Remote Tape Drive icon allows you to access other tape drives from a 6500 Series workstation. For example, you can read from or write to a tape cartridge in another location, provided you know the host name, number, and user information.

The Remote Tape Drive icon is in the Office Accessories divider in the Workstation divider of your Directory icon.

Figure 3-1. Remote Tape Drive icon



The Remote Tape Drive icon operates in the same way as the local Tape Drive icon. However, when you open a Remote Tape Drive icon, copy an object to a closed Remote Tape Drive icon, or back up or restore your desktop to a remote cartridge tape, a Remote Tape option sheet appears. The option sheet prompts you for information to open the remote device. After you fill in the option choices and select [Start], the Tape Drive window appears.

---

## Back up and restore

---

The 6500 Series workstation allows you to back up and restore your desktop from your Logon and Logoff option sheets.

### Desktop restore

The Logon option sheet contains the **Restore Desktop from** option. This option contains the [Cartridge Tape] and [Remote Cartridge Tape] choices. If you select [Remote Cartridge Tape], a Remote Tape option sheet appears. When you have filled in the option sheet, the system restores your desktop from the remote cartridge tape.

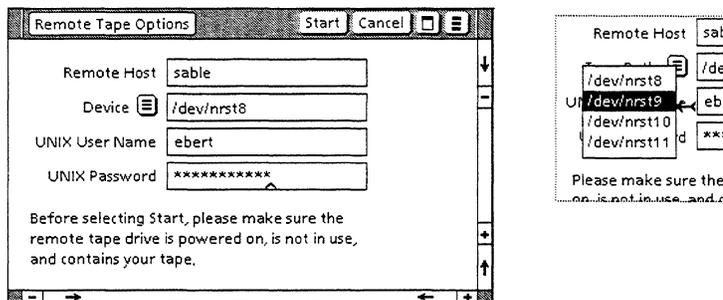
### Remote desktop back up

The Logoff option sheet contains the **Backup Desktop to** option. This option contains the [Cartridge Tape] and [Remote Cartridge Tape] choices. If you select the [Remote Cartridge Tape] choice, an option sheet appears. After filling in the option sheet, the system backs up your desktop to the remote tape cartridge, then performs the remaining logoff options.

## 6500 Remote Tape option sheet

There are two types of option sheets that appear during a tape drive session, a Remote Tape option sheet and a Source option sheet. The Remote Tape option sheet appears only when you use the Remote Tape Drive icon on the 6500 Series workstation.

Figure 3-2. Remote Tape option sheet for the 6500 Series workstation



**Training:** None  
**Reference:** *Workstation Peripherals User Guide*, chapter 3, "VP Cartridge Tape"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

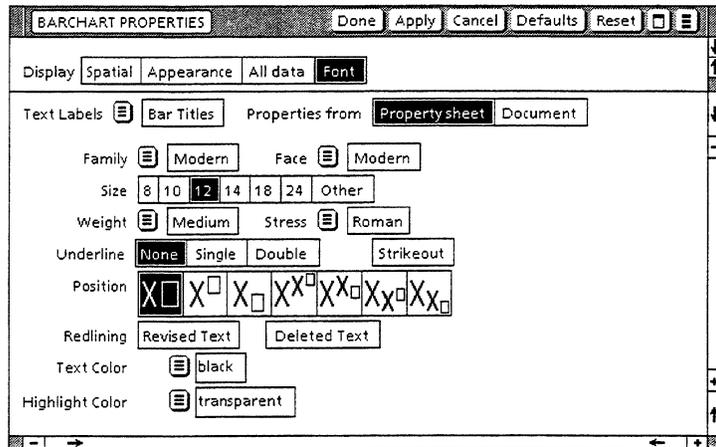
## VP Data-Driven Graphics

VP 3.1 software gives users of Data-Driven Graphics the ability to update labels automatically. Font property sheets have been added to bar charts, pie charts, and line charts.

## Font property sheet for bar charts

Use the Font property sheet (Figure 3-3) to customize the appearance of labels in a bar chart by specifying the properties to be applied to each group of labels.

Figure 3-3. Font property sheet for bar charts



### Text Labels

Specifies the group of labels you want to modify in the chart.

#### [Bar Titles]

Refers to the labels on the bottom axis when the chart is in the default position.

#### [Tick Labels]

Refers to the numerical labels that occur on the vertical axis when the chart is in the default position.

#### [Chart Title]

Refers to the string you can enter in the **Title** box when you select the All data property sheet.

#### [Key Labels]

Refers to the bar set names.

The default setting is [Bar Titles].

### Properties from

Displays the choices for the location of the data table that modifies groups of text labels: the All data property sheet or the document.

The **Properties from** property displays only when you select [Bar Titles] or [Key Labels] in the **Text Labels** property. The **Properties from** field does not display when [Tick Labels] or [Chart Title] is selected because these options are not driven from information in the data table. Their character properties must be set from the property sheet.

#### [Property sheet]

Overrides text in a data table that originates in the document, or allows you to keep the same character properties as those in the All data property sheet when [Bar Titles] or [Key Labels] is selected.

**[Document]**

Allows the labels created in the chart to keep the same character properties as those in the document data table when [Bar Titles] or [Key Labels] is selected.

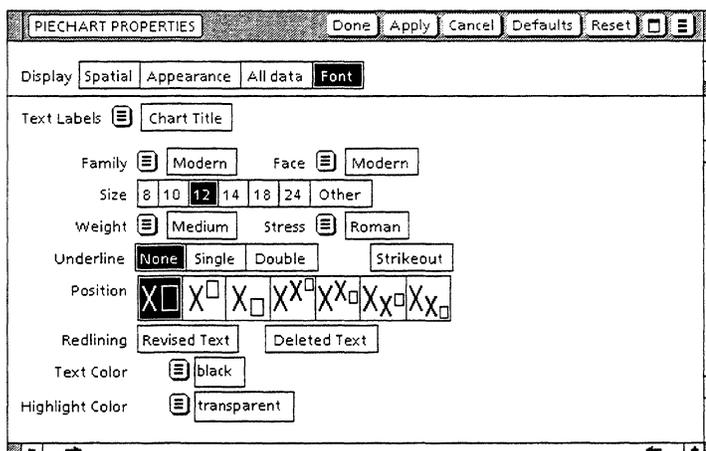
The default setting is [Property sheet] if the data table originates in the property sheet, or [Document] if the data table originates in the document.

The remaining property sheet selections are discussed in the *Document Editor: Basics User Guide* and the *Font User Guide* in this library.

## Font property sheet for pie charts

Use the Font property sheet (Figure 3-4) to customize the appearance of labels in a pie chart by specifying the properties to be applied to each group of labels.

Figure 3-4. Font property sheet for pie charts

**Text Labels**

Specifies the group of labels you want to modify in the chart.

**[Chart Title]**

Refers to the string you can enter in the **Title** box when the All data property sheet is selected.

**[Slice Labels]**

Refers to the pie section names.

The default setting is [Chart Title].

**Properties From**

Displays the choices for the location of the data table that modifies groups of text labels: the All data property sheet or the document.

**[Property Sheet]**

Overrides text in a data table that originates in the document, or allows you to keep the same character properties as those in the All data property sheet when [Slice Labels] is selected.

**[Document]**

Allows the labels created in the chart to keep the same character properties as those in the document data table when [Slice Labels] is selected.

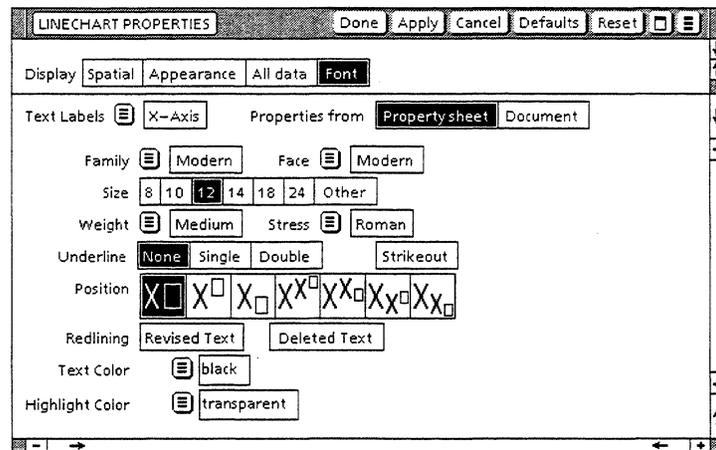
The default setting is [Property Sheet] if the data table originates in the property sheet, or [Document] if the data table originates in the document.

The remaining property sheet selections are discussed in the *Document Editor: Basics User Guide* and the *Font User Guide* in this library.

## Font property sheet for line charts

Use the Font property sheet (Figure 3-5) to customize the appearance of labels in a line chart by specifying the properties to be applied to each group of labels.

Figure 3-5. Font property sheet for line charts



### Text Labels

Specifies the group of labels you want to modify in the chart.

[X-Axis]

Allows you to rename the x-axis label.

[Y-Axis]

Allows you to rename the y-axis label.

[Chart Title]

Refers to the string you can enter in the **Title** box when the All data property sheet is selected.

[Key Labels]

Refers to the line set names.

The default setting is [X-Axis].

### Properties From

Displays only when [X-Axis] or [Key Labels] is selected in the **Text Labels** property. The **Properties from** property does not display when [Y-Axis] or [Chart Title] is selected because these options are not driven from information in the data table. Their character properties must be set from the property sheet.

[Property Sheet]

Overrides text in a data table that originates in the document, or allows you to keep the same character properties as those in the All data property sheet when [Slice Labels] is selected.

**[Document]**

Allows the labels created in the chart to keep the same character properties as those in the document data table when [Slice Labels] is selected.

The default setting is [Property Sheet] if the data table originates in the property sheet, or [Document] if the data table originates in the document.

The remaining property sheet selections are discussed in the *Document Editor: Basics User Guide* and the *Font User Guide* in this library.



**Training:** *VP Data-Driven Graphics Tutorial*  
**Reference:** *Graphics User Guide*, chapter 3,  
 "VP Data-Driven Graphics"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## VP Document Editor

---

VP Document Editor 3.1 includes changes in many areas that impact document-related VP applications. Changes to the following properties are described in this section.

- Character properties
- Document properties
- Page format properties
- Table properties.

---

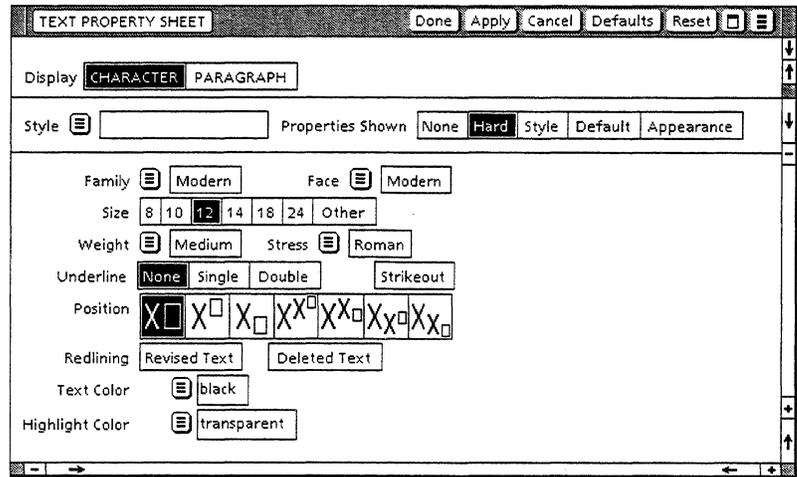
### Character properties

---

The Character property sheet has changed since VP 3.0. The change reflects the addition and repositioning of several new areas in the property sheet—Family, Face, Weight and Stress.

Figure 3-6 illustrates the Character property sheet.

Figure 3-6. Character property sheet



**Family**

This property replaces **Font** in VP 3.0. It displays the screen font family in effect for the selected text. An auxiliary menu lists the screen fonts that are loaded on your workstation.

**Face**

Displays the face of the selected text. An auxiliary menu lists the faces available for the font family.

**Weight**

Displays the heaviness of the selected text. An auxiliary menu lists the available weights for the displayed **Family**.

**Stress**

Displays the slant of the selected text. An auxiliary menu lists the stresses available for the displayed **Family**.



**Training:** *VP Document Editor I: Document Creation and Styles Tutorial*  
**Reference:** *Document Editor: Basics User Guide*, chapter 5, "Character properties"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

**Document properties**

---

You can modify the scrolling properties of your documents by adding the following User Profile entry:

[Documents]  
 ScrollAmount: 12

To increase the speed at which your document pages scroll up, increase the scroll amount (units are in points).



**Training:** None  
**Reference:** *Document Editor: Tables, Fields, Mail Merge User Guide*, chapter 2, "Tables"; *General User Guide*, chapter 9, "User Profile"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

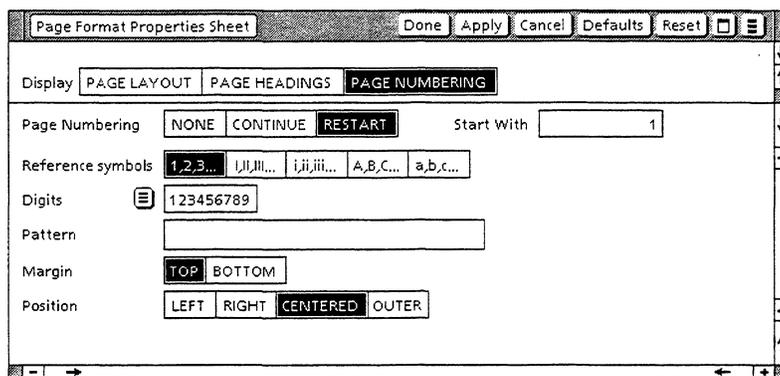
## Page format properties

The **Reference symbols** property appears in the Page Numbering property sheet when you select [Restart] or [Continue] for the **Page Numbering** property.

### Page numbering properties

Reference symbols have been added to the Page Numbering property sheet for VP 3.1.

Figure 3-7. **Page Numbering** property sheet with [Restart] selected



Use **Reference symbols** to select the type of numbering you want to use. The choices are as follows:

[1,2,3 ...]

Specifies Arabic numerals. When this is selected, the **Digits** option displays, and you can select multilingual numbering notations. The numbering notation choices include ASCII (digits 0 through 9) and any multilingual application notations available and running on the workstation. The default is ASCII.

[I,II,III ...]

Specifies uppercase Roman numerals.

[i,ii,iii ...]

Specifies lowercase Roman numerals.

[A,B,C ...]

Specifies uppercase letters. When you select this, the **Letters** property appears, and you can select multilingual alphabets. The standard set of VP language options is available, including U.S. English, U.K. English, French, German, Swedish, Italian, Dutch, Danish, Norwegian, Finnish,

Spanish, Portuguese, Japanese, French Canadian, and English Canadian.

[a,b,c ...]

Specifies lowercase letters. When you select this, the **Letters** property appears, and you can select multilingual alphabets. The standard set of VP language options is available, including U.S. English, U.K. English, French, German, Swedish, Italian, Dutch, Danish, Norwegian, Finnish, Spanish, Portuguese, Japanese, French Canadian, and English Canadian.

The default is [1,2,3 ...].



**Training:** None  
**Reference:** *Document Editor: Basics User Guide*, chapter 8, "Page Format"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

## Table properties

---

VP 3.1 software enables you to modify the scrolling properties of your tables by setting the following User Profile entry:

[Documents]

RepaintAtEveryScroll: True/False

Setting this option to False increases the speed when scrolling through tables. This setting allows the table frames to scroll completely onto the screen before the table entries fill in. Setting this option to True allows your tables to fill in with each scroll up.



**Training:** None  
**Reference:** *Document Editor: Tables, Fields, Mail Merge User Guide*, chapter 2, "Tables"; *General User Guide*, chapter 9, "User Profile"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

## VP File Conversions

This section lists the changes to VP File Conversions since VP 3.0.

### VP File Conversion of CGM documents

*VP File Conversion of CGM Documents* is a new application that lets you convert Computer Graphics Metafile (CGM) files to and from *VP Basic Graphics* and *Xerox Pro Illustrator* files.

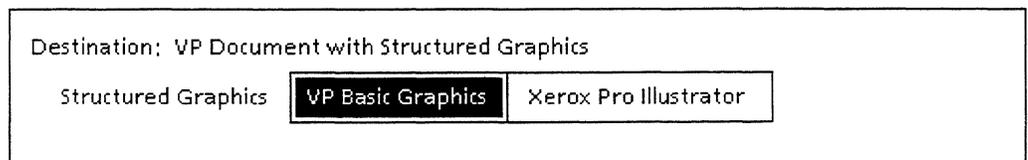
The Computer Graphics Metafile standard describes the American National Standards Institute (ANSI) and International Standards Organization (ISO) formal specifications for file format and for encodings used to represent two-dimensional picture data. A standard language, such as CGM, allows the interchange of graphic information between different computer installations, software systems, and devices.

*VP File Conversion of CGM Documents* can translate Pro Illustrator or Basic Graphics anchored frames within a VP document into the CGM standard representation. The conversion can also receive files from other systems and translate them into Pro Illustrator or Basic Graphics frames inside VP documents.

*VP File Conversion of CGM Documents* conforms to the Application Profile of MIL-D-28003.

Figure 3-8 shows the details sheet for CGM conversion.

Figure 3-8. Details sheet for CGM conversion



### CGM-to-VP conversion features

This section lists the changes to the way CGM files are converted to VP files.

- Binary encoded CGM files are converted to VP documents containing either Pro Illustrator or Basic Graphics frames (but not both).
- CGM text is converted to VP text frames.
- Xerox character set 0 is properly converted.
- Fonts are mapped according to the font family, if possible. Otherwise, a font is mapped to Terminal if it is fixed pitch, Modern if it is sans-serif, and Classic if it is serif.
- Character Orientation and Text Path are not converted. All converted text flows from left to right. Text requiring right to left orientation, such as Arabic and Hebrew, is not supported.

- Pattern Tables are ignored. Patterns map to one of the eight predefined and unalterable patterns provided.

#### **VP-to-CGM conversion features**

---

This section lists the changes to the way VP files are converted to CGM files.

- Pro Illustrator or Basic Graphics frames in a VP document are converted to a binary encoded CGM file.
- Pro Illustrator and Basic Graphics frames are converted to CGM pictures in a CGM file.
- VP text frames are converted to figures.
- Since CGM does not support bitmap frames, the converter discards such frames in Basic Graphics and Pro Illustrator and replaces them with a solid or dotted rectangle, depending on whether the bitmap had a visible or invisible edge.
- Pro Illustrator and Basic Graphics line endings are not converted, as CGM does not support them.

#### **Pro Illustrator-to-CGM conversion features**

---

This section lists the changes to the way Pro Illustrator files are converted to CGM files.

- When a trajectory is converted to a CGM polygon element, the vertices of the polygon are preserved. However, due to different fill area algorithms, the image may differ.
- CGM does not support trajectories with a mixture of curves and straight lines. In the case of an unfilled trajectory, the path are converted to one or more polylines and/or arcs (both circular and elliptical). In the case of a filled trajectory, the converter downshifts all curves and forms a single polygon. The appearance of the projectory is still be preserved.
- Pro Illustrator fill textures are converted to one of six CGM hatch styles. When there is no exact match, the default CGM hatch (horizontal) is used.

#### **Basic Graphics-to-CGM conversion features**

---

All Basic Graphics curves except circular and elliptical arcs are converted to CGM Polylines.

### **VP File Conversion of ODA documents**

---

VP File Conversion of Office Document Architecture (ODA) documents enables you to convert ODA documents to and from VP documents. Release 3.1 contains several enhancements to this application.

#### **VP-to-ODA conversion enhancements**

---

This section lists the changes to the way VP files are converted to ODA files.

Figure 3-9 shows the details sheet for conversion from VP to ODA.

Figure 3-9. Details sheet for conversion from VP to ODA

The screenshot shows a dialog box titled 'Details' with a tab labeled 'VP Document' and a right-pointing arrow next to 'ODA Document'. Inside the dialog, there is a section for 'Destination: ODA Document'. Below this, there is a 'Document Application Profile' section with two buttons: 'Q112' and 'Q113'. At the bottom, there is a 'Raster encoding' section with four buttons: 'Bitmap', 'CCITT T6', 'CCITT T4 One Dimensional', and 'CCITT T4 Two Dimensional'.

- The Document Application Profile sheet now allows you to select the document application profile (DAP) to which the resulting ODA document should conform. In addition to Q112, supported in the first release, you can now choose Q113. Q113 is equivalent to NIST DAP, and conforms to a higher level of functionality. The default is Q112.
- The Raster Encoding item allows you to select the encoding the converter uses for raster images (bitmap frames) within the resulting ODA document. You can choose Bitmap, the encoding supported in the first release; you can also choose CCITT T.6, CCITT T4 one dimensional, and CCITT T4 two dimensional, all of which provide compression of the image and result in a smaller ODA document. The default is Bitmap. CCITT T.6 is the most commonly accepted compressed raster encoding.

### ODA-to-VP conversion enhancements

This section lists the changes to the way ODA files are converted to VP files.

Figure 3-10 shows the details sheet for conversion from ODA to VP.

Figure 3-10. Details sheet for conversion from ODA to VP

The screenshot shows a dialog box titled 'Details' with a tab labeled 'ODA Document' and a right-pointing arrow next to 'VP Document'. Inside the dialog, there is a section for 'Destination: VP Document'. Below this, there is a 'Structured Graphics' section with two buttons: 'VP Basic Graphics' and 'Xerox Pro Illustrator'. At the bottom, there is a 'Replace Unknown Char. With' section with a text box containing a question mark.

- The Structured Graphics item lets you select whether the converter uses *VP Basic Graphics* or *Xerox Pro Illustrator* to represent structured graphics contained in the ODA document. The use of Pro Illustrator, new for this release, results in greater fidelity of conversion for many illustrations. The default is *VP Basic Graphics*.
- The **Replace Unknown Char. With** option allows you to specify a character or character sequence to be used in place of any characters in the ODA document the converter is

unable to convert to VP characters. The default is the question mark (?).

## VP File Import of Rich Text Format documents

*VP File Import of Rich Text Format (RTF) documents* is a new application that enables you to convert Rich Text Format documents (MS Word) to VP documents.

### Rich Text Format-to-VP conversion features

Figure 3-11 shows the details sheet for RTF conversion.

Figure 3-11. Details sheet for RTF conversion

Source	Destination
<input type="button" value="Details"/> Microsoft RTF Document	<input type="button" value="→"/> VP Document
<div style="border: 1px solid black; padding: 5px;"> <p>Source: Microsoft RTF Document</p> <p>Destination: VP Document</p> <p>Replace Unknown Char. With <input style="width: 100px;" type="text" value="?"/></p> </div>	
<input type="button" value="Details"/> VP Document	<input type="button" value="→"/> Microsoft RTF Document ( PS/2, Windows, DOS or Macintosh )

- RTF text is converted to VP text using direct translation of fonts where possible. When this is not possible, a best-case mapping of fonts on the basis of metrics, posture, weight, and so on, is used.
- Visible character attributes, such as size, bold, italics, underlining, strikeout, sub- and superscript, and redlining, are converted.
- Style sheets are converted with the highest possible correlation.
- RTF footnotes are converted. They are placed on the current page or at the end of the document.
- RTF headers and footers are converted.
- Revisions are converted to Redlining.
- Table of Contents markers are converted.
- Index markers are converted.
- Fields are converted. The field marker and the content of the field are converted, but any fill-in rules are lost.
- Square tables (same number of rows in each column, same number of columns in each row) are converted to VP tables. Non-square RTF tables convert either to VP tables with the column position distorted, or inserted in the destination document as simple text strings with no table structure.
- Graphics are not converted.

- Document Information Groups, Hidden Text, and Annotations do not convert, although they are noted in the Converter History.
- Paragraph Borders are not converted.
- Line numbering is not converted.

## VP File Import of WordPerfect documents

---

VP File Import of WordPerfect documents is a new application that enables you to convert WordPerfect 5.1 documents to VP documents.

### WordPerfect 5.1 to VP conversion features

---

- Helvetica fonts are converted to VP Helvetica, selected serif fonts to VP Classic, sans-serif and unrecognized fonts to VP Modern.
- Visible character attributes, such as font size, bold, italics, underlining, strikeout, sub- and superscript, and redlining, are converted.
- WordPerfect Styles are converted with the highest correlation possible to VP paragraph properties.
- Headers and footers are converted.
- Footnotes and endnotes are converted.
- Text from tables is converted without preserving fill-in rules.
- Shadow, Kerning, Word/Letter Spacing, and Outlining are not converted.
- Graphics and Equations are not converted.
- Document Summary and Document Comments are not converted.
- Line Numbering and Paragraph Numbering are not converted.
- Table of Contents markers and Index markers are not converted.



**Training:** None  
**Reference:** *File Conversion User Guide*, chapters 4, 8, 9, and 12



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## VP fonts

---

VP fonts include new font families that let you use *VP CG-CS Courier*, *VP CG-CS Triumvirate Condensed*, and *VP URW-ITC Souvenir* fonts.

---

### VP CG-CS Courier Fonts

---

The *VP CG-CS Courier™ Fonts* package provides PostScript-compatible fonts. The package contains over 300 characters.

*VP CG-CS Courier Fonts* are digitized representations of a typewriter typeface in 8-, 10-, and 12-point sizes. The fonts are available in medium, oblique, bold, and bold-oblique style variations in fixed pitch spacing.

The character set includes the alphabet and punctuation requirements of the Danish, Dutch, English, Faeroese, Finnish, French, German, Irish, Italian, Norwegian, Portuguese, Spanish, and Swedish languages.

The font package also includes an extended selection of logic and office symbols in all point sizes, weights, and stresses. In addition, a comprehensive mathematical character set is provided in all point sizes, weights, and stresses.

---

### VP CG-CS Triumvirate Condensed Fonts

---

The *VP CG-CS Triumvirate Condensed™ Fonts* package provides PostScript-compatible fonts. The package contains over 300 characters.

*VP CG-CS Triumvirate Condensed Fonts* are digitized representations of a sans serif typeface in 6-, 7-, 8-, 9-, 10-, 11-, 12-, 14-, 18-, 24-, 30-, and 36-point sizes. The fonts are available in regular, italic, bold, and bold italic style variations in proportional spacing.

The character set includes the alphabet and punctuation requirements of the Danish, Dutch, English, Faeroese, Finnish, French, German, Irish, Italian, Norwegian, Portuguese, Spanish, and Swedish languages.

The font package also includes an extended selection of logic and office symbols in all point sizes, weights, and stresses. In addition, a comprehensive mathematical character set is provided in all point sizes, weights, and stresses.

---

### VP URW-ITC Souvenir Fonts

---

The *VP URW-ITC Souvenir™ Fonts* package provides PostScript-compatible fonts. The package contains over 300 characters.

*VP URW-ITC Souvenir Fonts* are digitized representations of a serif typeface in 6-, 7-, 8-, 9-, 10-, 11-, 12-, 14-, 18-, 24-, 30-, and 36-point sizes. The fonts are available in light, demi, light-italic, and demi-italic style variations in proportional spacing.

The character set includes the alphabet and punctuation requirements of the Danish, Dutch, English, Faeroese, Finnish,

French, German, Irish, Italian, Norwegian, Portuguese, Spanish, and Swedish languages.

The font package also includes an extended selection of logic and office symbols in all point sizes, weights, and stresses. In addition, a comprehensive mathematical character set is provided in all point sizes, weights, and stresses.



**Training:** None

**Reference:** *Font User Guide*, all chapters



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## VP Languages

---

The 3.1 release of the VP Languages provides complete support for GLOBALVIEW document creation and printing with upgraded versions of products including text processing applications, keyboards, and screen and printer fonts.

---

### VP Arabic/Persian text package

---

The *VP Arabic Text Package* application enables you to enter text in documents and other applications using the Arabic script. The languages supported are Arabic and Persian (Dari and Farsi).

Included in the current release of the *VP Arabic Text Package* are 3.1 versions of the workstation applications listed below. Design modifications made to these applications enable improved text rendering for Arabic and Persian scripts in GLOBALVIEW documents:

- *VP Arabic Classic Fonts*
- *VP Arabic Modern Fonts*
- *VP Arabic Text Package*.

Corresponding modifications have been incorporated in the updated versions the following Arabic XNS printer fonts:

- *Xerox Arabic Classic Fonts (300 DPI)*
- *Xerox Arabic Modern Fonts (300 DPI)*.

---

### VP Hebrew text package

---

The *VP Hebrew Text Package* application enables you to enter text in documents and other applications using the Hebrew script.

The following applications are included with the 3.1 release of the *VP Hebrew Text Package* to enable Hebrew document creation in the GLOBALVIEW environment:

- *VP Hebrew Classic Fonts*
- *VP Hebrew Modern Fonts*.

## VP Extended Language option

---

The following applications are included with the 3.1 release of both *VP Chinese Text Capability* and *VP Japanese Text Capability*:

- *VP 6500/6085 Extended Language Keyboards*
- *VP Extended Language Required Fonts*
- *VP Extended Language Option.*

Together, these applications provide the user interface that enables Chinese and Japanese text processing. Features enhanced in the 3.1 release of the *VP Extended Language Option* include the following:

- **Mode display and menu selection.** Typing mode indicators and the Extended Language auxiliary menu now appear side by side, conveniently located in the upper left corner of the desktop. A pull-down menu available in the mode display area allows you to toggle between the selected keyboard and other keyboards associated with your active typing mode or typing method.
- **Typing display.** The Mode Display Area option now provides an alternative to the existing Typing Feedback Area (TFA) option. When Mode Display Area is selected, the TFA window does not appear on the desktop. Instead a triangle-shaped caret, called a start marker, appears in the text of your document to mark the beginning of a phonetic spelling and to define the insertion point for your selected homophone.
- **Homophone display.** The Pop-up option now displays a homophone choice keyboard only when more than two choices exist for your phonetic spelling.
- **Kana conversion.** In addition to converting kana to kanji, you can also convert hiragana text to katakana, or katakana to hiragana.
- **Compound word processing.** Enhancements to the Japanese dictionaries and grammar table allow conversion of compound words to kanji. The maximum number of characters accessible for dictionary lookup has also been increased from 24 to 50 to support this enhancement.

## VP Chinese Text capability

---

The following applications are included with the 3.1 release of the *VP Chinese Text Capability* to enable Chinese document creation in the GLOBALVIEW environment:

- *VP Chinese Classic Fonts*
- *VP Chinese Modern Fonts*
- *VP Chinese Text Capability.*

## VP Japanese Text capability

---

The following applications are included with 3.1 release of the VP *Japanese Text Capability* to enable Japanese document creation in the GLOBALVIEW environment:

- *VP Japanese Classic Fonts*
- *VP Japanese Text Capability*.



**Training:** None  
**Reference:** *Arabic, Hebrew, Chinese and Japanese User Guides*, all chapters



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## VP Spelling Checker

---

The VP 3.1 version of Spelling Checker has system dictionaries for UK English, French, German, Italian, and Spanish, in addition to the US English system diction and custom dictionaries you create. You must load and run the following applications if you want to use the respective system dictionaries:

- *US English Lexicon*, for the US English System Dictionary and Legal Terms. This dictionary contains over 280,000 words, including legal terms from Black's Law Dictionary and some proper names.
- *VP UK English Lexicon*, for the UK English System Dictionary
- *VP French Lexicon*, for the French System Dictionary
- *VP German Lexicon*, for the German System Dictionary
- *VP Italian Lexicon*, for the Italian System Dictionary
- *VP Spanish Lexicon*, for the Spanish System Dictionary.

---

## Property sheet

---

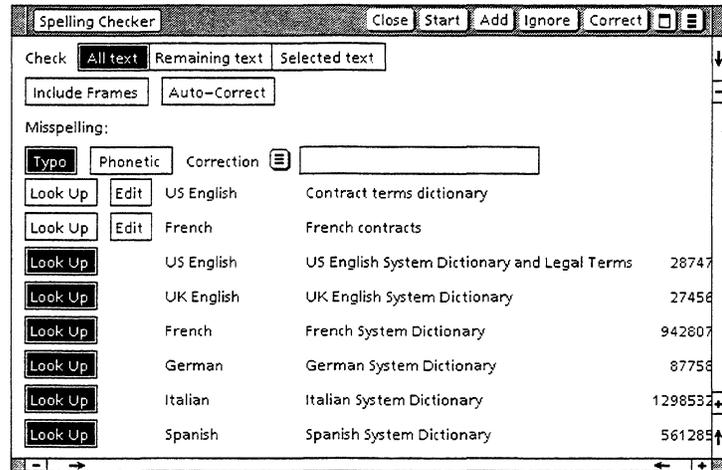
The following new language selections in the Dictionary property sheet:

- [UK English]
- [French]
- [German]
- [Italian]
- [Spanish].

## Option sheet

The option sheet example in Figure 3-12 shows two custom dictionaries and all the system dictionaries currently available. A system dictionary appears only if its lexicon application is running.

Figure 3-12. Spelling Checker option sheet



**Training:** *VP Spelling Checker and VP Thesaurus Tutorial*  
**Reference:** *Document Editor Options User Guide*, chapter 5, "VP Spelling Checker"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

## VP Spreadsheet

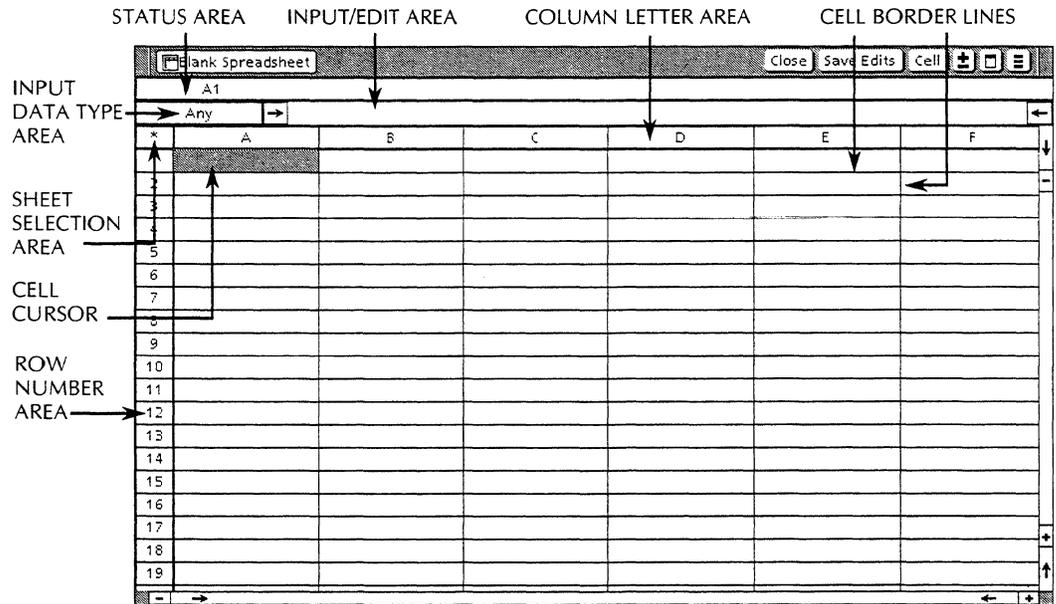
The VP Spreadsheet application has been changed since VP 3.0. Functionally, you can still accomplish the things you did before, but now you have choices of how to do them. Instead of typing commands with letters and symbols, commands are duplicated in soft keys, property sheets, auxiliary menus, the mouse, and the Ten-Key Pad. The user interface is more like other VP operations.

A few examples of the changes are found in the following subsections. Refer to the user documentation in the *VP Series Reference Library* for all the changes to this application.

## Spreadsheet window

The Spreadsheet window reflects the changes, such as the cell auxiliary menu in the window header.

Figure 3-13. Spreadsheet window



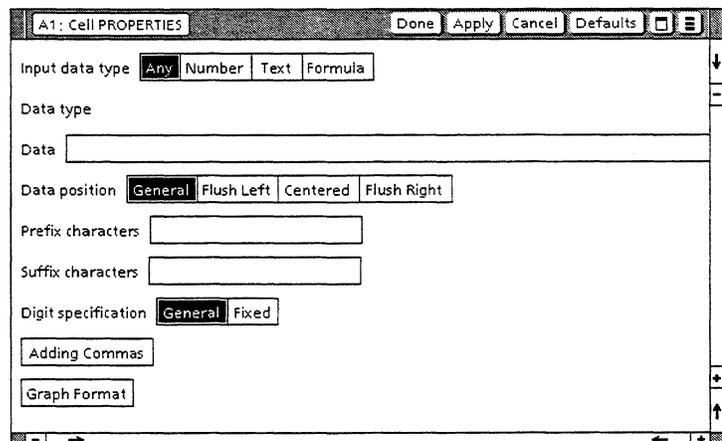
## Property sheets

The following property sheets have been added since VP 3.0:

- Cell property sheet
- Composite Cells property sheet
- Column property sheet
- Ruling line property sheet
- Sheet property sheet.

The Cell property sheet shown in Figure 3-14 is an example of one of the new property sheets.

Figure 3-14. Cell property sheet



## Soft keys

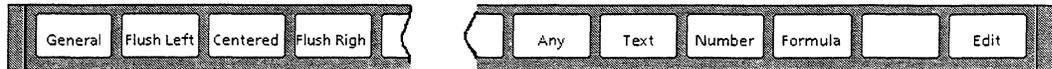
---

The following soft keys have been added since VP 3.0:

- Cell soft keys
- Composite Cells soft keys
- Column soft keys
- Ruling line soft keys
- Sheet soft keys.

The Cell soft key set (Figure 3-15) is one example of the new soft keys. Each soft key set corresponds to its property sheet counterparts.

Figure 3-15. Cell soft keys



**Training:** *VP Spreadsheet Tutorial*  
**Reference:** *Information Management User Guide*, chapters 16 through 20, VP Spreadsheets



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## VP Terminal Emulation of DEC VT220

---

The VP Terminal Emulation of DEC VT220 application can establish a connection with a host computer through asynchronous communication, to behave as if it were a VT220 terminal.

The DEC VT220 terminal has advantages over the DEC VT100 terminal. DEC VT220 has the use of national variants and multi-national character sets.

VT220 emulation provides many benefits for users who access data stored on host computers. Specifically, VT220 emulation lets you accomplish the following tasks:

- Communicate with multiple host computers from a single piece of equipment
- Establish a connection for multiple sessions with the same host computer, or establish connections for sessions on several hosts, using the VP interface, which allows multiple windows to be opened at the same time
- Capture the contents of entire sessions, or of single screens, during the emulation process
- Manipulate information captured through the emulation process, including printing, filing, formatting, editing, and mailing this information

- Complete other workstation functions, such as mailing or printing, while the host computer is busy processing user requests
- Transfer information created on the workstation into a VT220 Emulation window.

VP Terminal Emulation of VT220 converts information sent and received between the workstation and the host computer from Ethernet standard protocol and vice versa. Additionally, it enables information to be presented as it would appear on a DEC VT220 terminal, and it correspondingly enables you to handle this information as you would on a VT220 terminal.

The External Communication Service performs the conversion between Ethernet protocol and asynchronous protocol on the network level.

In addition, the VT220 emulator can use a networked port representing an EVMS controller to connect to a VAX host computer. In this case, a virtual "pipeline" connects the workstation running the emulator and the host computer, and the External Communication Service is not involved.

The RS232C port on the workstation processor running the emulator provides an alternative method of establishing a connection to the host computer. This port can be connected to the host computer using a modem and dial-up telephone line, in which case the Ethernet standard protocols are not used.

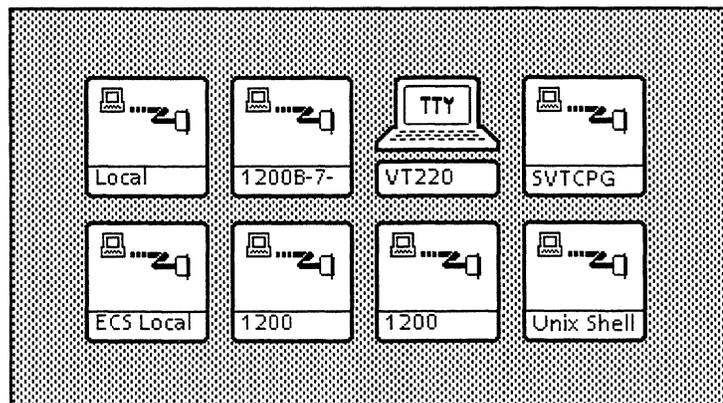
## Emulation icons

---

Access from the network to specific host computers is achieved by copying one or more RS232C ports to the VT220 Emulator icon. For VT220 emulation, you retrieve icons for both the TTY port and the emulator.

Figure 3-16 shows the VT220 Terminal Emulator and TTY-Port icons as they might appear on your desktop. All available RS232C ports are listed in the TTY Ports divider, which is located in the Domain divider in the Directory icon.

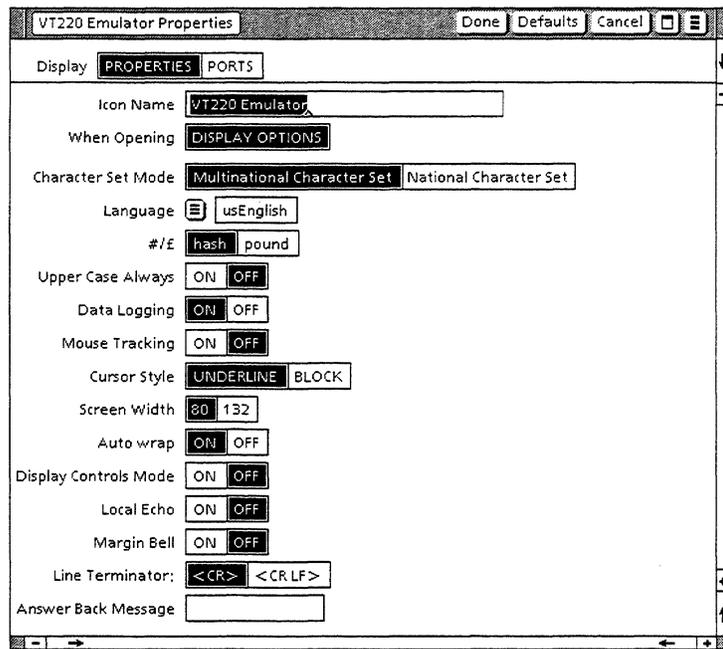
Figure 3-16. VT220 emulation icons



## Property and option sheets

The VT220 emulation icon has properties and options you can set and change to fit your needs. You set the properties while the icon is closed, and provide the default options for each session (see Figure 3-17). You can modify the options during the session, but all settings return to default values when you close the icon.

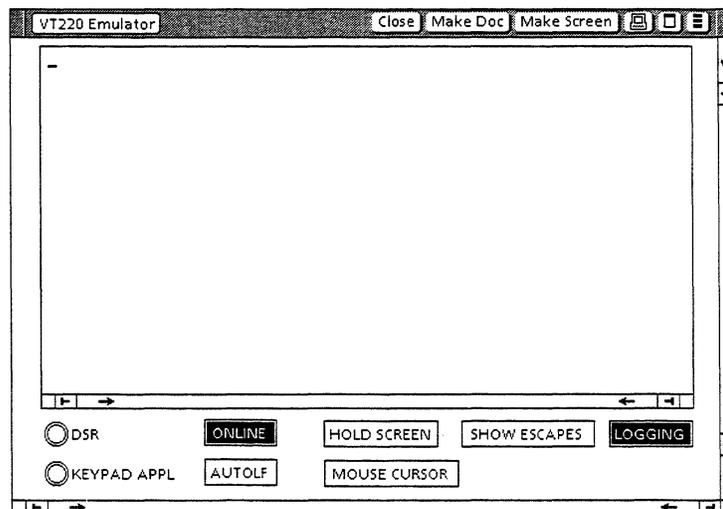
Figure 3-17. VT220 Emulator property sheet



## Emulation window

When you open the VT220 icon and select [Start], the VT220 Emulation window appears (Figure 3-18).

Figure 3-18. VT220 Emulator window



The VT220 Emulator window contains an inner window that corresponds to the screen of a VT220 terminal. The VT220 Emulation window is divided into a main text area and a status area.

## Emulation keyboards

---

Unlike most other VP emulations, the VT220 emulator does not remap the workstation keyboard when you make a selection in the VT220 Emulation window. To enter text into the VT220 emulator window, you can use the full set of virtual keyboards available when editing a document. The configuration of the emulator determines which characters can be entered into the window. All other characters are filtered out by the emulator.

### 6500 Series workstations

---

With VP Terminal Emulation of DEC VT220, you have access to all VP keyboards on your workstation as well as two emulation keyboards: the VT220 keyboard and the Side Keys. The VT220 keyboard contains graphics characters for line drawing. The Side Keys provide numeric characters and control functions.

### 6085 workstations

---

With VP Terminal Emulation of DEC VT220, you have access to all VP keyboards on your workstation as well as two emulation keyboards: the VT220 Special keyboard and the Ten-Key Pad. The VT220 Special keyboard contains graphics characters for line drawing. The Ten-key Pad provides numeric characters and control functions.



**Training:** *VP Terminal Emulation of VT220 Tutorial*  
**Reference:** *Host Interfaces User Guide*, chapter 5,  
 "VP Terminal Emulation of DEC VT220"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## Xerox Equations

---

This section lists changes to *Xerox Equations* since VP 3.0.

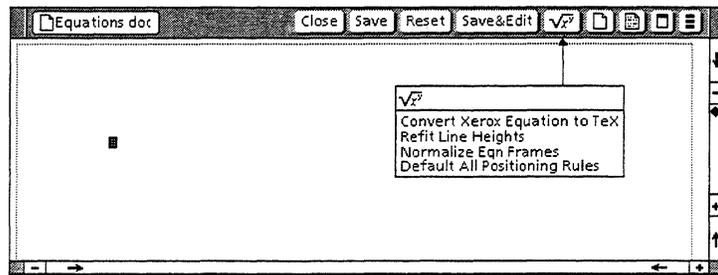
### Auxiliary menu

---

The Default All Positioning Rules command has been added to the equation auxiliary menu.

Figure 3-19 shows the equation auxiliary menu.

Figure 3-19. **Equation auxiliary menu**



[Default All Positioning Rules]

Changes the positioning rule for each structure to its default value. This command is useful for documents you convert from the previous release of Xerox Equations.

## Baseline positioning

**Position** and **Positioning Rule** properties have been added to the Block, Brace, Horizontal Fraction, Integral, Product, Root, Script, Summation, Text, Vertical Fraction, and List property sheets. Each property sheet has different menu selections for these properties.

- **Position** specifies the vertical position of the structure relative to the baseline of the parent list. (As the height and position of the top level structure in the list change, the baseline moves up or down.)

If the list contains no other structures, the **Position** property has effect only when its value is less than zero or greater than 100 percent. You can change the **Position** value to any number, including a negative number.

- **Positioning Rule** specifies different positions as the baseline for the structure. Each property sheet has different choices. For example the Block property sheet has [Middle of Block], [Middle Row], [Same As Row], and [Fixed] as choices; the Brace property sheet has [Middle of Brace], [Same as Child], and [Fixed].



**Training:** *Xerox Equations Tutorial*  
**Reference:** *Document Editor Options User Guide*, chapter 7, "Xerox Equations"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## Xerox Illustrator products

---

This release of Xerox Chemical and Pro Illustrator products enables you to run them on an industry standard SPARC-based UNIX platform. The Illustrator products now run on the 6500 Series, XGV-PC and 6085 workstations.

The 108 Xerox colors (including black and white) that were available in VP 3.0 applications are now available for the Illustrator products. You can color all graphics objects, including lines, curves, points, and fills, as well as text and bitmap frames.

You can use two methods for applying color in a Pro Illustrator frame. One method uses the property sheet, consistent with the rest of the VP applications. The other method uses Color Palettes. The Color Palettes are VP documents that work as color transfer documents and contain objects in every available color choice. Because Chemical Illustrator's streamlined user interface does not include property sheets, in Chemical Illustrator frames you use only the Color Palettes



**Training:** *Learning Xerox Pro Illustrator and Learning Xerox Chemical Illustrator*

**Reference:** *Xerox Pro Illustrator Reference and Xerox Chemical Illustrator Reference*  
*Quick Reference card for both Xerox Pro Illustrator and Xerox Chemical Illustrator*



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations

---

## XGV Rooms

---

*XGV Rooms* is a new application that runs on the 6500 Series workstation. The application helps you organize your desktop into manageable project areas, which allows you to divide your desktop into several workspaces or "rooms." You can organize each room with resources, such as documents, file drawers, mail notes, and so on, relevant to each project. A room can contain objects specific to one project, or can share objects common to several projects.

A room appears as a separate desktop on your workstation. By moving objects into and organizing them within a room, you can create a series of customized desktops, each one containing only those objects relevant to a particular requirement or task. A desktop object can reside in more than one room, and rooms can reside within other rooms.

*XGV Rooms* also allows you to move among the multiple workspace environment freely and easily. When you leave a room, *XGV Rooms* saves the placement of all desktop objects. For instance, if you are working in Room A, you can leave all windows open and go to another room. When you return to Room A, all objects are the same as they were when you left them.

The *XGV Rooms* application converts your desktop into a room named the Office Room. The Office Room contains all objects in the same locations as those which were on your desktop before you ran the *XGV Rooms* application. The only visual changes are the display of the rooms nameplate and the rooms auxiliary menu, located near the top right corner of the screen.

## Rooms icons

---

After Rooms is loaded, the following items are added to the Basic Icons folder in the Directory:

- A Blank Door icon
- A Previous Room door icon
- An Overview icon.

### Blank Door icon

---

The Blank Door icon lets you navigate from one room to the other and copy or move objects across rooms. You can have more than one door in any room. Before you can enter a room, you must label the Blank Door icon with the name of the room you want to enter.

You can give the Blank Door icon any room name, and more than one door can have the same name. Identically named doors can reside in the same room or in different rooms; however, all identically named doors lead to the same room.

The Blank Door icon (Figure 3-20) works the same as other objects on your desktop—you can delete the Blank Door icon, or you can copy or move a Blank Door icon in the same room or to other rooms.

Figure 3-20. **Blank Door icon**



### Previous Room door icon

---

The Previous Room door icon (Figure 3-21) lets you exit the current room and return to the room you last visited. You can copy or move objects using this icon in much the same way you do using the Blank Door icon.

Figure 3-21. **Previous Room door icon**



The Previous Room Door icon is automatically labeled with the name of the previous room. If you did not visit a room prior to entering the current room, the previous room door is invalid, and the Previous Room Door icon and is labeled "Previous Room."

The previous room door is also invalid if you delete the previous room.

Like the Blank Door icon, you can copy or move the Previous Room Door icon in the same room or to other rooms, and you can delete the icon.

**Overview icon**

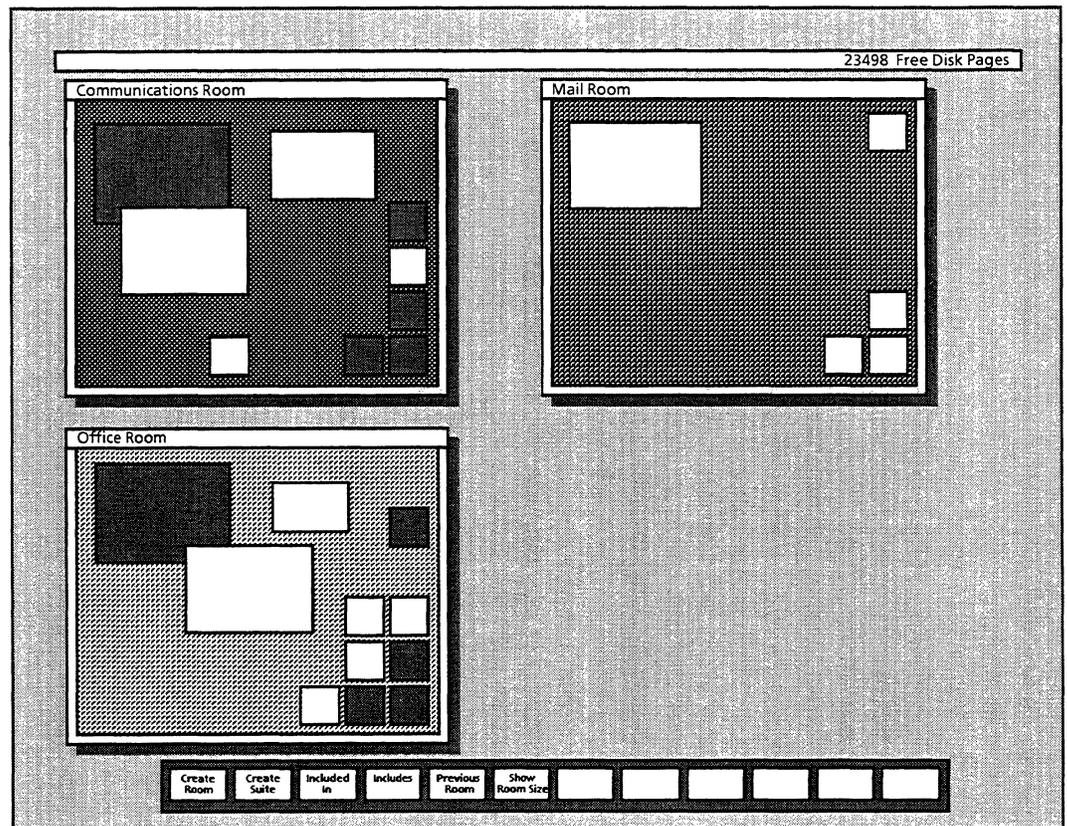
The Overview icon enables you to view all the rooms on your desktop at once. The size of each room is scaled to allow all rooms to fit in the desktop area. The more rooms you have on your desktop, the smaller each becomes in the Overview icon.

Figure 3-22. Overview icon



Using the Overview window (Figure 3-23), you can open or delete a displayed room.

Figure 3-23. Example of the Overview window



Overview also provides soft keys that let you perform the following actions:

- Create new rooms
- Show which rooms include or are included by the selected room
- Create suites of rooms (see next section)
- Return to the room from which you entered Overview
- Show the size in disk pages of a selected room (but not the objects included in it).

## Suites

---

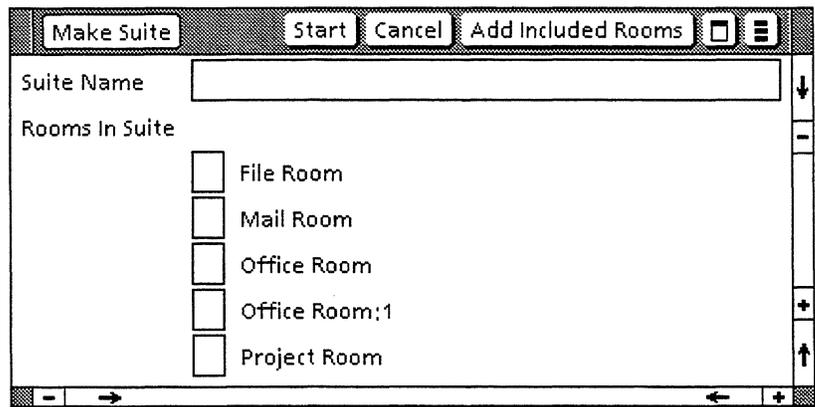
You can make a copy of one or more rooms in the multiple workspace environment by creating a Suite icon (Figure 3-24). You can then store the Suite icon in a file drawer, mail it, or reload it on your workstation or on another workstation. Suite icons exist in a room like any other object in a room. You can copy, move, or delete the Suite icon.

Figure 3-24. Suite icon



When creating a suite, you use an option sheet (Figure 3-25) to specify the rooms you want to include in the suite. The system then copies the selected rooms to the suite.

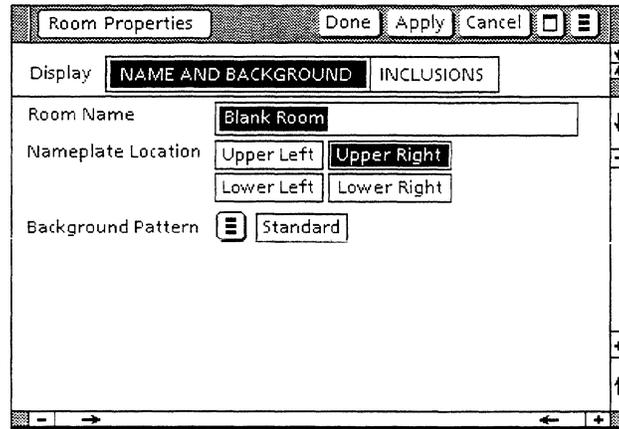
Figure 3-25. Make Suite option sheet



## Rooms properties

Each room has a property sheet (Figure 3-26) associated with it.

Figure 3-26. Room property sheet



You can use the Room property sheet to perform the following actions:

- Specify or change the name of the room.
- Decide where on the desktop you want the room's nameplate to appear. You can choose to have the nameplate appear in one or more corners of the desktop, and you can use it to open the room with which it is associated.
- Indicate a background pattern for the room from several supplied patterns. If your workstation supports color, you can also indicate a background color.
- Choose which currently existing rooms are to be included within the selected room.
- Choose which currently existing rooms will include the selected room.



**Training:** *Desktop Management Tutorials: Color, Rooms, Floppy Drive*

**Reference:** *General User Guide*, chapter 14, "Rooms"



**Hardware:** 6500 Series, XGV-PC, and 6085 workstations



## **Part II**

# **Upgrading, exchanging, and downgrading**



---

## 4.

# Upgrading to GLOBALVIEW XWS 3.1

This chapter contains the information you need to upgrade your Xerox 6500 Series, XGV-PC, or 6085 workstation to GLOBALVIEW XWS 3.1.

---

### Who should read this chapter

---

Read this chapter if you are running VP 2.0, 2.1, or 3.0 software and want to upgrade to GLOBALVIEW XWS 3.1.

---

### Upgrading 6500 Series workstations

---

To upgrade your 6500 Series workstation from XWS 3.0 or 3.01 to 3.1, follow the instructions described in this section.

---

### Upgrade prerequisites

---

Make sure you have met the following prerequisites before you upgrade to XWS 3.1:

- Have available the *VP 3.1 Software Installation Guide: 6500 Series* from the *VP Series Reference Library*.
- Install the scripts provided with the XWS 3.1 release.

You can retrieve the scripts from the cartridge tape labeled **6500 Family XWS, VP Applications and Screen Fonts 3.X**, or your system administrator can install them using the system administrator toolkit. The toolkit is described in the "UNIX information for system administrators" appendix in the *VP 3.1 Software Installation Guide: 6500 Series*.

---

### Upgrading XWS software and replacing applications

---

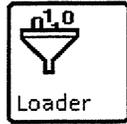
This section provides the following procedures for upgrading to GLOBALVIEW XWS 3.1:

- Idling your current VP applications
- Accessing the Xerox Installation and Customization Menu
- Upgrading XWS software
- Replacing VP applications.

**Note:** You need not upgrade fonts.

### Idling your current VP applications

---



Follow these steps to idle your VP 3.0 or 3.01 applications:

1. Log on to your GLOBALVIEW desktop.
2. Select the Application Loader icon and press <Open>.
3. Select a non-font application and press <Props>.
4. Select [No] for the **Auto Run at System Startup** property.
5. Select [Done].
6. Repeat steps 4 and 5 for each application, except fonts.
7. Select [Close] to close the Application Loader.
8. If your workstation is in the GLOBALVIEW-only mode, exit GLOBALVIEW by selecting [Power Off] in the Logoff Option Sheet. When your workstation halts, reboot (type **b** and press <Return>).

If your workstation is in the GLOBALVIEW-UNIX mode, exit GLOBALVIEW by selecting [Quit] in the Logoff Option Sheet, type **exit** at the UNIX prompt, and press <Return>.

### Accessing the Xerox Installation and Customization Menu

---

Follow this procedure to access the Xerox Installation and Customization Menu:

1. Start at the UNIX login prompt.

<Machine name> login:

2. Type **root** and press <Return>.

Password:

3. Type the root password and press <Return>.

<Machine name>#

4. Type **/usr/XeroxScripts/xgvininstall**, using the uppercase and lowercase characters, shown and press <Return>.

The Xerox Installation and Customization Menu appears.

#### Xerox Installation and Customization Menu

- 1) Xerox SunOS Customization (from tape)
- 2) Xerox SunOS Customization (from net)
- 3) Install and Run Xerox GLOBALVIEW Installer (from tape)
- 4) Install and Run Xerox GLOBALVIEW Installer (from net)
- 5) X Environment Window Installation (from tape)
- 6) X Environment Window Installation (from net)
- 7) Document Interfaces Toolkit Installation (from tape)
- 8) Document Interfaces Toolkit Installation (from net)
- 9) Add Additional Disk Drive
- 10) Delete optional UNIX software
- 11) Backup Product Factoring information
- 12) Add Additional Swap Space
- 13) Quit (return to UNIX)

Please select an option:

Continue with the next section to upgrade the XWS software.

#### Upgrading XWS software

---

Follow these steps to upgrade to GLOBALVIEW XWS 3.1:

1. Type **11** and press <Return> to select the **Backup Product Factoring information** option.
2. When prompted, select the location where you want the product factoring information stored. The choices are an XNS server, a Sun directory, a local tape drive, or a floppy disk.
3. Customize the SunOS by following the procedures described in the *VP 3.1 Software Installation Guide: Series 6500* in the *VP Series Reference Library*. Specifically, see the appropriate section in one of the following chapters:
  - Installing XWS from tape
  - Installing XWS from the XNS network
  - Installing XWS from the Sun network.
4. Install and run the Xerox GLOBALVIEW installer by following the procedures described in the *VP 3.1 Software Installation Guide: Series 6500* in the *VP Series Reference Library*. Specifically, see the appropriate section in one of the following chapters:
  - Installing XWS from tape
  - Installing XWS from the XNS network
  - Installing XWS from the Sun network.

The Xerox Installation and Customization Menu reappears.

#### Xerox Installation and Customization Menu

- 1) Xerox SunOS Customization (from tape)
- 2) Xerox SunOS Customization (from net)
- 3) Install and Run Xerox GLOBALVIEW Installer (from tape)
- 4) Install and Run Xerox GLOBALVIEW Installer (from net)
- 5) X Environment Window Installation (from tape)
- 6) X Environment Window Installation (from net)
- 7) Document Interfaces Toolkit Installation (from tape)
- 8) Document Interfaces Toolkit Installation (from net)
- 9) Add Additional Disk Drive
- 10) Delete optional UNIX software
- 11) Backup Product Factoring information
- 12) Add Additional Swap Space
- 13) Quit (return to UNIX)

Please select an option:

5. Type **13** and press <Return> to quit and return to UNIX.

<Machine name>#

6. Type **exit** and press <Return> to exit from root and return to the UNIX login prompt.

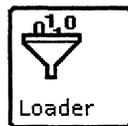
You have upgraded the XWS software and returned to the UNIX login prompt.

#### Replacing VP applications

Follow these steps to replace your VP applications:

1. Start the software and return to your GLOBALVIEW desktop by following the procedures in the "Starting the system" chapter in the *VP 3.1 Software Installation Guide: 6500 Series*.
2. Select the Application Loader icon and press <Open>.
3. Select the idle VP 3.0 and 3.01 applications and press <Del> to delete them.
4. Select [Close] to close the Application Loader.
5. Install the equivalent VP 3.1 applications. The "Installing VP applications and fonts" chapter in the *VP 3.1 Software Installation Guide: 6500 Series* describes the procedure.

You have completed the upgrade process at your 6500 Series workstation.



## Upgrading XGV-PC workstations

---

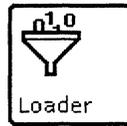
This section provides the following procedures for upgrading the XWS software on your XGV-PC workstation and replacing your current VP applications, except for fonts, with 3.1 applications:

- Idling current VP applications
- Upgrading XWS software
- Replacing VP applications.

**Note:** You need not upgrade fonts.

### Idling current VP applications

---



Follow these steps to idle your VP 2.0 applications:

1. Log on to your GLOBALVIEW desktop.
2. Select the Application Loader icon and press <Open>.
3. Select a non-font application and press <Props>.
4. Select [No] for the **Auto Run at System Startup** property.
5. Select [Done].
6. Repeat steps 3, 4, and 5 for each application, except fonts.
7. Select [Close] to close the Application Loader.

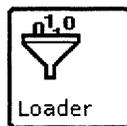
### Upgrading XWS software

---

Follow the procedures in the "Installing the basic workstation software" chapter in the *Xerox GLOBALVIEW for the PC, Supplement for VP 3.1 Users*, to upgrade your workstation software to XWS 3.1.

### Replacing VP applications

---



Follow these steps to replace your VP applications:

1. Log on to your GLOBALVIEW desktop.
2. Select the Application Loader icon and press <Open>.
3. Select the idle VP 2.0 applications and press <Del> to delete them.
4. Select [Close] to close the Application Loader.
5. Install the equivalent VP 3.1 applications. The procedure is described in the "Installing the basic workstation software" chapter in the *Xerox GLOBALVIEW for the PC, Supplement for VP 3.1 Users*.

You have completed the upgrade process at your XGV-PC workstation.

---

## Upgrading 6085 workstations

---

To upgrade your 6085 workstation from VP 2.0 to XWS 3.1, refer to the upgrade sections in the *VP 3.0 Software Installation Guide: Series 6085* in the *VP Series Reference Library*.

---

## 5. Upgrading objects to VP 3.1

You can easily upgrade documents, books, folders, and other objects created with VP 2.0, 2.1, or 3.0 software applications and use them on workstations running VP 3.1 applications.

The upgrader tools, provided with your XWS and VP software package and described in this chapter, let you upgrade the following objects:

- Documents containing text and text, table, and basic graphics frames
- Documents containing data-driven charts
- Documents containing equation frames
- Documents containing footnotes
- Documents containing Xerox Pro Illustrator frames or Xerox Chemical Illustrator frames
- Books
- Folders
- Record files
- Shared books.

---

### Who should read this chapter

---

Read this chapter if you are running VP 3.1 applications and plan to work with objects created in VP 2.0, 2.1, or 3.0.

---

### Workstation terms

---

The following terms are used in this chapter:

- VP 2.0 workstation—this is a 6085 or XGV-PC workstation running *VP Document Editor 2.0* software.
- VP 2.1 workstation—this is a 6085 workstation running *VP Document Editor 2.1* software.
- VP 3.0 workstation—this is a 6500 Series workstation running *VP Document Editor 3.0* software.
- VP 3.1 workstation—this is a 6500 Series, XGV-PC, or 6085 workstation running *VP Document Editor 3.0* software.

---

## Upgrading documents containing text and text, table, and basic graphics frames

---

Follow the procedures in this section to upgrade documents containing text and text, table, and basic graphics frames created with *VP Document Editor 2.0, 2.1, or 3.0*.

---

### Software requirements

---

The following software must be loaded and running on your 6500 Series, XGV-PC, or 6085 workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1

If you want to upgrade basic graphics and bitmap frames, you must also run *VP Basic Graphics 3.1*.

---

### Procedures

---

You can use any of the following procedures to upgrade documents that contain text and text, table, and basic graphics frames:

---

#### Upgrading documents with <Open>

---

1. Select the document icon or icons you want to upgrade.
2. Press <Open>.

---

#### Upgrading documents with the paginate commands

---

1. Select the document icon or icons you want to upgrade.
2. Select [Paginate] or [Compress & Paginate] in the desktop auxiliary menu.

---

#### Upgrading documents before printing them

---

1. Select the document icon or icons you want to upgrade.
2. Press <Copy>.
3. Select a printer icon.

---

#### Upgrading documents with the Upgrade command

---

1. Select one or more document icons or a folder or book of document icons.
2. Select [Upgrade] in the desktop auxiliary menu.

---

## Upgrading documents containing data-driven charts

---

This section describes how to upgrade documents containing data-driven charts created with *VP Data-Driven Graphics 2.0* or *3.0*.

---

### Software requirements

---

The following software must be loaded and running on your 6500 Series, XGV-PC, or 6085 workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1
- VP Basic Graphics 3.1
- VP Data-Driven Graphics 3.1.

---

### Procedure

---

Follow any one of the procedures described in the earlier section, "Upgrading documents containing text and text, table, and basic graphics frames."

---

## Upgrading documents containing equation frames

---

This section describes how to upgrade documents containing equation frames created with *VP Equations 2.0* or *Xerox Equations 2.1* or *3.0*.

The equation frames in the upgraded document have the following properties:

- White background in anchored equation frames
- White background in embedded equation frames that are opaque in the original document
- Transparent background in embedded equation frames that are transparent in the original document.

*Xerox Equations 3.1* adds a new-paragraph character after each equation frame anchor if the equations were created in *VP Equations*. *VP Equations* did not automatically insert a new-paragraph character when you entered an equation frame.

---

### Software requirements

---

The following software must be loaded and running on your 6500 Series, XGV-PC, or 6085 workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1
- Xerox Equations 3.1.

## Procedure

---

Follow any one of the procedures described in the earlier section, "Upgrading documents containing text and text, table, and basic graphics frames."

If necessary, select [Normalize] in the equation auxiliary menu, to recompute structure and frame sizes. The integral structure, in particular, may necessitate this since it expands in the 3.1 format. (You can reenter the structure instead to correct any size problems.)

---

## Upgrading documents containing footnotes

---

This section describes how to upgrade documents containing footnotes created with Footnotes 2.0.

## Software requirements

---

The following software must be loaded and running on your 6500 Series, XGV-PC, or 6085 workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1
- VP Long Document Options 3.1
- Footnotes 3.0.

## Procedure

---

Follow any one of the procedures described in the earlier section, "Upgrading documents containing text and text, table, and basic graphics frames."

Footnotes 2.0 does not support ruling lines and split footnotes. If the upgraded document contains long footnotes, you might need to paginate the document or edit the footnotes.

---

## Upgrading documents containing Xerox Pro Illustrator frames or Xerox Chemical Illustrator frames

---

This section describes how to upgrade documents containing illustrator frames created with *Xerox Pro Illustrator 2.0*, *2.0.15* or *2.0.32*, or *Xerox Chemical Illustrator 2.0.15*.

If you upgrade a document on a workstation running the appropriate illustrator software, you can view, edit, and print the illustrator frames.

## Software requirements

---

To upgrade documents containing illustrator frames, you must load and run the following applications on your workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1.
- Xerox Pro Illustrator Upgrader to VP 3.1.

To view, edit, or print the illustrator frames, you also need the following applications loaded and running on a 6085 workstation:

- Xerox Chemical Illustrator 3.1
- Xerox Pro Illustrator Basics 3.1
- Xerox Pro Illustrator 3.1.

---

## Upgrading record files

---

The procedures in this section upgrade record files created with earlier *VP List Manager* applications.

You cannot upgrade List Manager 2.0 record files at a 6500 Series workstation. However, you can upgrade the files at a 6085 workstation using the procedures in this section, move the files to a file drawer, and retrieve them at your 6500 Series workstation for later use.

If you have the *Object Conversion Utility* running on your network, you can use the utility to upgrade record files in a file drawer.

---

## Upgrading 3.0 record files at 3.1 workstations

---

Follow the procedure in this section to upgrade 3.0 record files.

### Software requirements

---

The following software must be loaded and running on your 6500 Series, XGV-PC, or 6085 workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1
- VP List Manager 3.1.

### Procedure

---

Make sure you use a copy of the record file. The procedure cannot be reversed if a problem occurs.

Follow these steps to upgrade record files from 3.0 to 3.1:

1. Select the copy of the record file icon or icons.
2. Press <Open>.

This procedure upgrades each record file and the documents in its Forms Folder at the same time.

## Upgrading 2.0 or 3.0 record files on 3.1 XGV-PC and 6085 workstations

Follow the procedure in this section to upgrade 2.0 or 3.0 record files on a 6085 or XGV-PC workstation running VP 3.1 software.

### Software requirements

The following software must be loaded and running on your 6085 or XGV-PC workstation:

- XWS
- XWS NetCom, RemoteCom, or Standalone
- VP Document Editor 3.1
- VP List Manager 3.1.

### Procedure

Make sure you use a copy of the record file. The procedure cannot be reversed if a problem occurs.

1. Select the copy of the record file icon or icons.
2. Press <Open>.

This procedure upgrades each record file and the documents in its Forms Folder at the same time.

## Upgrading record files on a 6085 workstation running VP 2.0

Follow the procedure in this section to upgrade record files to 3.1 on a 6085 workstation running VP 2.0 software.

### Software requirements

The following software must be loaded and running on your workstation:

- Xerox ViewPoint
- VP NetCom, RemoteCom, or Standalone
- VP Document Editor 2.0
- VP List Manager Forward Converter (VP 2.0 to VP 3.1).

### Procedure

1. Select a copy of the record file icon or icons.
2. Select [RecordFile Upgrade] in the desktop auxiliary menu.

The upgrader copies and upgrades each record file to *VP List Manager 3.1* format. The upgraded icons appear in the lowest, rightmost position available on the desktop. The icon name begins with the prefix "3.1-."

The upgrader does not upgrade documents in the Forms Folder.

3. When you transfer the record file to a VP 3.1 workstation, open the documents in the Forms Folder to upgrade them. You must do this to use the documents as display forms for views.

### Office Systems 5 record files

---

Follow these steps to upgrade record files from OS5 to 2.0 format:

1. Install, enable, and run the following applications at a 6085 workstation running VP 2.0:
  - *VP List Manager Upgrade Tool 2.0*
  - *Document Upgrader (OS5 to VP2.0)*
2. Open copies of the record files to automatically upgrade the record files and the documents in their Forms Folders to List Manager 2.0 format.
3. Open the 2.0 record files at a 6085 or XGV-PC workstation running VP 3.1 to upgrade the record files to 3.1 format.

### Using the Object Conversion Utility

---

The Object Conversion Utility can upgrade all the 2.0 record files in a file drawer to List Manager 3.1 format. The workstation that performs the upgrading must have the following applications installed, enabled, and running:

- *Object Conversion Utility 3.1*
- *VP Document Editor 3.1*
- *VP List Manager 3.1.*

The utility cannot use *VP List Manager Forward Converter (VP 2.0 to VP 3.0)*.

### Upgrading shared books

---

You can upgrade shared books created with the *Shared Books 2.0* application to VP 3.1 using the *VP Shared Books 3.0* and *VP Shared Books Upgrader (VP 2.0 to VP 3.0)* applications on your workstation.

Refer to the "Working with shared books" chapter in the *VP Shared Books User Guide* for complete information.

### Upgrading DOCUTEAM objects

---

Follow the procedures in this section to upgrade objects created with *VP DOCUTEAM 2.0.30* to *VP 3.1 DOCUTEAM*.

The procedures use the DOCUTEAM upgrader, *VP Document Editor*, and the Illustrator upgrader. The Document Editor automatically upgrades documents, the Illustrator upgrader upgrades Illustrator frames, and the DOCUTEAM upgrader upgrades DOCUTEAM-specific objects, such as data attachments and shared library books with data base.

## Software requirements

---

To upgrade DOCUTEAM objects, load and run the following applications on your workstation:

- *VP Document Editor 3.1*
- *Xerox Illustrator Basics 3.0*
- *Xerox Pro Illustrator 2.1*
- *Xerox Illustrator Upgrader to VP 3.1*
- *DOCUTEAM Modeling Basics 3.0*
- *DOCUTEAM Upgrader to VP 3.1.*

## Procedure

---

Follow these steps to upgrade DOCUTEAM objects:

1. Select the DOCUTEAM icon or icons you want to upgrade.
2. Press <Open>, or select [Upgrade] in the desktop auxiliary menu.

---

## Upgrading books and folders

---

You can use the procedure in this section to upgrade icons in books and folders.

## Software requirements

---

The following software must be loaded and running on your 6500 Series, XGV-PC, or 6085 workstation:

- *XWS*
- *XWS NetCom, RemoteCom, or Standalone*
- *VP Document Editor 3.1*

If there are frames in contained documents, you must also run their 3.1 software applications, such as *VP Basic Graphics*, *Xerox Equations*, or *VP Long Document Options* and Footnotes.

If the books and folders contain other icons, such as record files or DOCUTEAM icons, you must also run the applications specified for them in this chapter.

## Procedure

---

Follow these steps to upgrade books or folders:

1. Select the book or folder icon or icons.
2. Select [Upgrade] in the desktop auxiliary menu.

---

## 6. Exchanging color objects

You can exchange color VP 3.0 and 3.1 objects, such as documents, books, and folders with other users of VP 3.0 and 3.1 applications.

---

### Transferring monochrome objects to color workstations

---

When you transfer an icon created on a monochrome workstation to a color workstation, the appearance of the icon and its contents is the same as the appearance on the monochrome workstation: black on white background.

This section describes the changes you can make at the color workstation.

---

#### Icon

---

To change the color properties of the icon, use the icon property sheet. For more information about icons, refer to the *General User Guide* in this library.

---

#### Text, frames, and graphics objects

---

To apply color to text, frames, and graphics objects, use the text, frame, or object property sheet.

For more information about text, refer to the *Document Editor: Basics User Guide* in this library.

For more information about frames, refer to the following user guides in this library:

- *Document Editor: Basics User Guide*
- *Document Editor: Tables, Fields, Mail Merge User Guide*
- *Graphics User Guide*

For more information about basic graphics or data-driven graphics, refer to the *Graphics User Guide* in this library.

---

### Transferring color objects to monochrome workstations

---

This section describes transferring a color icon to a monochrome workstation.

ring a color icon to a

---

#### Icon

---

You cannot display color properties on a monochrome workstation.

color properties on a

3.1 Installation Disks

When you return the icon to a color workstation, the icon colors appear as originally selected.

### **Text, frames, and graphics objects**

---

The color properties of text, frames, and graphics objects are retained on a monochrome workstation, and you can modify the color properties in the text, frame, or object property sheets. (You can also create a document with color properties on a monochrome workstation.) Of course, you cannot see the colors until you print the document on a color printer or view it on a color monitor.

When you return the document to a color workstation, the colors appear as selected in the text, frame, or object property sheets.

### **Printing color documents**

---

You can print color documents from a monochrome workstation. For information about printing documents, refer to the *Workstation Administration and System Resources User Guide* in this library.

---

## 7. Downgrading objects to VP 2.0 or 2.1

You can easily downgrade VP 3.1 document and other icons and use them on an XGV-PC or 6085 workstation running VP 2.0 software applications.

This chapter describes the downgrader tools provided with your XWS and VP software package to let you downgrade the following objects:

- Documents containing text and text, table, and basic graphics frames
- Documents containing data-driven charts
- Documents containing equation frames
- Documents containing footnotes
- Documents containing Xerox Pro Illustrator frames or Xerox Chemical Illustrator frames
- DOCUTEAM icons
- Books
- Folders.

This chapter also provides information on spreadsheets and record files, which do not downgrade to 2.0 format.

---

### Who should read this chapter

---

Read this chapter if you are running VP 2.0 software and plan to work with objects created on a workstation running VP 3.0 or 3.1 applications.

Read this chapter if you are running VP 2.1 software and plan to work with objects created on a workstation running VP 3.0 or 3.1 applications.

---

### Workstation terms

---

The following terms are used in this chapter:

- VP 2.0 workstation—this is a 6085 workstation running *VP Document Editor 2.0* software.
- VP 2.1 workstation—this is a 6085 workstation running *VP Document Editor 2.1* software.
- VP 3.0 workstation—this is a 6500 Series workstation running *VP Document Editor 3.0* software.

- VP 3.1 workstation—this is a 6500 Series, XGV-PC, or 6085 workstation running *VP Document Editor 3.1* software.

---

## Downgrading documents containing text and text, table, and basic graphics frames

---

Follow the procedures in this section to downgrade documents containing text and text, table and basic graphics frames created with *VP Document Editor 3.1*.

The downgraders remove any color properties in the VP 3.1 document.

---

## Software requirements

---

You must load and run the following software on your XGV-PC or 6085 workstation:

- *VP NetCom, RemoteCom, or Standalone*
- *Document Downgrader (VP 3.0 to VP 2.0)* if *VP Document Editor 2.0* is running on your workstation.
- *Document Downgrader (VP 3.0 to VP 2.1)* if *VP Document Editor 2.1* is running on your workstation.

---

## Procedures

---

You can use any of the following procedures to downgrade documents:

---

### Downgrading documents with <Open>

---

1. Select the document icon or icons you want to downgrade.
2. Press <Open>.

---

### Downgrading documents with the paginate commands

---

1. Select the document icon or icons you want to downgrade.
2. Select [Simple Paginate] or [Paginate] in the desktop auxiliary menu.

---

### Downgrading documents before printing them

---

1. Select the document icon or icons you want to downgrade.
2. Press <Move> or <Copy>.
3. Select a printer icon.

---

### Downgrading documents with the Upgrade command

---

1. Select the document icon or icons you want to downgrade.
2. Select [Upgrade] in the desktop auxiliary menu.

---

## Downgrading documents containing data-driven charts

---

This section describes how to downgrade documents containing data-driven charts created with *VP Data-Driven Graphics 3.0* or *3.1*.

---

### Software requirements

---

You must load and run the following software on your 6085 or XGV-PC workstation:

- *VP NetCom, RemoteCom, or Standalone*
- One of these software combinations:
  - *VP Document Editor 2.0* and *Document Downgrader (VP 3.0 to VP 2.0)*
  - *VP Document Editor 2.1* and *Document Downgrader (VP 3.0 to VP 2.1)*
- *VP Data-Driven Graphics 2.0*.

---

### Procedure

---

Use any one of the procedures described in the earlier section, "Downgrading documents containing text and text, table and basic graphics frames."

---

## Downgrading documents containing equation frames

---

Follow the procedure in this section to downgrade documents containing equation frames created with *Xerox Equations 3.1* or *3.0* to *Xerox Equations 2.1*.

You cannot downgrade equation frames to *VP Equations 2.0* format. The *Document Downgrader (VP 3.0 to VP 2.0)* replaces each equation frame with a text frame. The text frame contains a message that it was formerly an equation frame.

You cannot restore the contents of an equation downgraded to *VP Equations 2.0*, even if you later upgrade the document at a workstation running *Xerox Equations*.

When you upgrade or downgrade documents in 2.1, 3.0, and 3.1 format, *Xerox Equations* converts equation positions to fixed percentages above parent baselines, so the equations look as much as possible as they did in the unconverted document.

---

### Software requirements

---

The following software must be loaded and running on your 6085 or XGV-PC workstation:

- *VP NetCom, RemoteCom, or Standalone*
- *VP Document Editor 2.1*
- *Document Downgrader (VP 3.0 to VP 2.1)*
- *Xerox Equations 2.1*.

## Procedure

---

Follow these steps to downgrade a document containing equation frames:

1. Select the document icon or icons you want to downgrade.
2. Press <Open>, or select [Upgrade] in the desktop auxiliary menu.

In the downgraded documents, embedded equation frames appear as follows:

- Opaque if the frame color is non-transparent in the original document
- Transparent if the frame color is transparent in the original document.

Vertical positions of structures convert to their percentage equivalents in documents you downgrade from *Xerox Equations 3.1* to *Xerox Equations 3.0* or *2.1*. Special 3.1 properties, such as the positioning rule, are retained but ignored in the downgraded document.

3. Select [Normalize] in the equation auxiliary menu if necessary to recompute structure and frame sizes. The integral structure, in particular, may necessitate this since it expands in the 3.1 version. (You can reenter the structure instead to correct any size problems.)

---

## Downgrading documents containing footnotes

---

Follow the procedure in this section to downgrade documents containing footnotes created with *Footnotes 3.0*.

## Software requirements

---

The following software must be loaded and running on your 6085 or XGV-PC workstation:

- *VP NetCom, RemoteCom, or Standalone*
- One of the following software combinations:
  - *VP Document Editor 2.0* and *Document Downgrader (VP 3.0 to VP 2.0)*
  - *VP Document Editor 2.1* and *Document Downgrader (VP 3.0 to VP 2.1)*
- *Footnotes 2.0*.

---

## Procedure

---

Follow these steps to downgrade a document containing footnotes:

1. Select a document icon.
2. Press <Open>, or select [Upgrade] in the desktop auxiliary menu.

The downgrader tools can downgrade footnotes created with Footnotes 3.0; however, the downgraded footnote may not resemble the original footnote. The split footnotes and ruling lines features are not available in Footnotes 2.0, so you might need to edit and paginate the downgraded document.

---

## Downgrading documents containing Xerox Pro Illustrator frames or Xerox Chemical Illustrator frames

---

Follow the procedure in this section to downgrade documents containing frames created with *Xerox Pro Illustrator 3.1* or *Xerox Chemical Illustrator 3.1*.

**Note:** You can open a VP 3.0 or 3.1 document containing Illustrator frames on a workstation that is running *VP Document Editor 2.0*.

You cannot downgrade documents containing illustrator frames created with *Xerox Pro Illustrator 3.1* or *Xerox Chemical Illustrator 3.1* on a workstation running *Xerox Pro Illustrator 2.0*.

However, you can downgrade documents containing Illustrator frames created with *Xerox Pro Illustrator 3.1* or *3.0* or *Xerox Chemical Illustrator 3.1* on a workstation running *Xerox Pro Illustrator 2.15*.

---

## Software requirements

---

To downgrade documents containing illustrator frames, you need the following applications loaded and running on your workstation:

- *VP NetCom, RemoteCom, or Standalone*
- *VP Document Editor 2.0 or 2.0.5*
- *Document Downgrader (VP 3.0 to VP 2.1)*
- *Xerox Illustrator Downgrader (VP 3.0 to VP 2.0.15)*.

To view, edit, or print the illustrator frames, you also need the following applications loaded and running on a 6085 workstation:

- *Xerox Chemical Illustrator 2.0.15*
- *Xerox Pro Illustrator 2.0.15*.

---

## Procedure

---

Follow these steps to downgrade a document containing Pro Illustrator or Chemical Illustrator frames:

1. Select a document icon.
2. Press <Open>, or select [Upgrade] in the desktop auxiliary menu.

---

## Downgrading books

---

Follow the procedure in this section to downgrade books created with *VP Document Editor 3.0* or *3.1*.

You cannot downgrade shared books created with *VP Shared Books 3.0* to *Shared Books 2.0* format.

## Software requirements

---

The following software must be loaded and running on your XGV-PC or 6085 workstation:

- *VP NetCom, RemoteCom, or Standalone*
- *VP Document Editor 2.0*
- *Document Downgrader (VP 3.0 to VP 2.0)*
- *Book Downgrader (VP 3.0 to VP 2.0).*

## Procedure

---

Follow these steps to downgrade a book icon and then downgrade the objects inside it:

1. Select the book icon you want to downgrade.
2. Select [Downgrade Book] in the desktop auxiliary menu.

If the VP 3.0 book icon contains folders that are organized in a hierarchical structure, the contents of the folders are moved to the top level of the book and the folders are deleted. VP 2.0 books cannot represent objects in a hierarchical structure.

If the VP 3.0 book icon contains objects, at different levels of the hierarchical structure but with the same name, the objects are moved to the top level of the book.

If the VP 3.0 book icon contains icons other than documents, such as folders, record files, file drawers, or other books, the book icon converts to a folder. The VP 2.0 software does not allow containers, such as folders, record files, file drawers, or books, inside a book.

This procedure downgrades the book icon. It does not downgrade the contents of the book.

3. To downgrade the icons inside the book, select the icons and press <Open> or select [Upgrade] in the desktop auxiliary menu.

---

## Downgrading DOCUTEAM objects

---

Follow the procedure in this section to downgrade VP 3.1 DOCUTEAM objects to VP 2.0.30 DOCUTEAM objects.

The procedure uses the DOCUTEAM, Document, and Illustrator downgraders. The Document Downgrader downgrades documents, the Illustrator Downgrader downgrades Illustrator frames, and the DOCUTEAM Downgrader downgrades DOCUTEAM-specific objects, such as data attachments and shared library books with data base.

## Software requirements

---

To downgrade DOCUTEAM objects, you must load and run the following applications on your XGV-PC or 6085 workstation:

- *VP Document Editor 3.1*
- *Document Downgrader (VP 3.0 to VP 2.1)*
- *Xerox Illustrator Basics 2.0.30*
- *Xerox Pro Illustrator 2.0.15*
- *Xerox Illustrator Downgrader (VP 3.0 to VP 2.0.15)*
- *DOCUTEAM Modeling Basics 2.0.30*
- *DOCUTEAM Downgrader to VP 2.0.30*

## Procedure

---

Perform the following steps to downgrade DOCUTEAM objects:

1. Select the DOCUTEAM icon or icons you want to downgrade.
2. Press <Open>, or select [Upgrade] in the desktop auxiliary menu.

## Downgrading folders

---

Follow the procedure in this section to downgrade folders created with *VP Document Editor 2.0* or *VP Document Editor 2.1*.

## Software requirements

---

The following software must be loaded and running on your 6085 or XGV-PC workstation:

- *VP NetCom, RemoteCom, or Standalone*
- If *VP Document Editor 2.0* is loaded and running in the Loader on your desktop, load and run *Document Downgrader (VP 3.1 to VP 2.0)*.
- If *VP Document Editor 2.1* is loaded and running in the Loader on your desktop, load and run *Document Downgrader (VP 3.1 to VP2.1)*.

## Procedure

---

Follow these steps to downgrade a folder:

1. Select a folder icon.
2. Press <Open>, or select [Upgrade] in the desktop auxiliary menu.

**Note:** This procedure downgrades the folder icon. It does not downgrade the contents of the folder.

---

## List Manager record files

---

Although you cannot downgrade a record file, you can, if necessary, reconstruct the file at a 2.0 workstation.

If you attempt to open List Manager 3.1 files on a 2.0 workstation that is running *VP List Manager Upgrader 1.1 to 2.0*, the system will crash.

---

## Hardware requirements

---

To perform the reconstruction, you need two 6085 workstations, one running *VP List Manager 2.0* and one running *VP List Manager 3.1*.

---

## Software requirements

---

The following software must be loaded and running on one 6085 workstation:

- *VP NetCom, RemoteCom, or Standalone*
- *VP Document Editor 2.0*
- *Document Downgrader (VP 3.0 to VP 2.0)*
- *VP List Manager 2.0*

The following software must be loaded and running on the other 6085 workstation:

- *VP NetCom, RemoteCom, or Standalone*
- *VP Document Editor 3.1*
- *VP List Manager 3.1*

---

## Procedure

---

Perform the following procedures, in the order shown.

---

### 2.0 workstation procedures

---

At the 2.0 workstation, perform the following steps:

1. Open a copy of the document that defined the 3.0 record file, to downgrade the document.
2. Use the downgraded document to define a new record file at the 2.0 workstation.

---

### 3.1 workstation procedures

---

At the 3.1 workstation, perform the following step:

Use [Make Document] to generate document(s) from a full tabular view that displays all records in the record file.

---

### 2.0 workstation procedures

---

Return to the 2.0 workstation, and perform the following steps:

1. Open the generated documents to downgrade them.

2. Copy the icons for the downgraded documents to the new record file icon.

List Manager adds a record for each table row in the downgraded documents.

---

## Spreadsheets

---

The *VP Spreadsheet 3.1* format is significantly enhanced and different from the *VP Spreadsheet 2.0* or *3.0* format. You cannot downgrade a spreadsheet created with *VP Spreadsheet 3.1* to the 2.0 or 3.0 format, nor can you convert a spreadsheet created with *VP Spreadsheet 3.1* into a Lotus 1-2-3 or VisiCalc spreadsheet or a DIF file.



# Customer Comments

XEROX®

*VP Series Reference Library  
VP 3.1 Upgrade Summary*

**Our goal is to improve the organization, ease of use, and accuracy of this library. Your comments and suggestions will help us tailor our manuals to better suit your needs.**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please rate the following:**

	Excellent	Good	Fair	Poor
1. Is the organization suitable for your needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you able to easily find the information you need?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the illustrations useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Overall, how would you rate the documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you find any errors?  
Page number / Error

\_\_\_\_\_

\_\_\_\_\_

How can we improve the documentation?

\_\_\_\_\_

\_\_\_\_\_

**We appreciate your comments regarding our documentation. Thank you for taking the time to reply.**

Staple or tape

..... Fold here .....

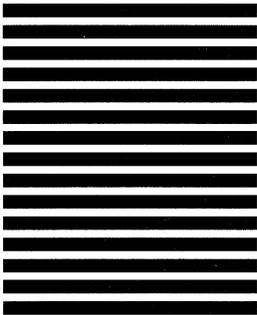


**BUSINESS REPLY MAIL**  
First Class Permit No. 229 El Segundo, California

Postage will be paid by Addressee

Xerox Corporation  
Attn: Product Education WS, (ESCN-215)  
701 South Aviation Boulevard  
El Segundo, California 90245

No Postage  
Necessary  
If Mailed  
In the  
United States



..... Fold here .....

Staple or tape

Xerox Corporation  
701 South Aviation Boulevard  
El Segundo, CA 90245

XEROX® and all XEROX products mentioned in this  
publication are trademarks of XEROX CORPORATION.  
Product appearance and/or specifications subject  
to change without notice.  
Printed in U.S.A.