

XEROX

Xerox ViewPoint

VP StandAlone Training

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**VP StandAlone
Training**

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1.

Getting started

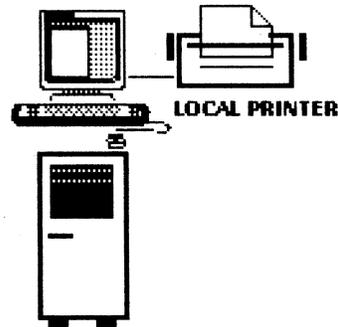
Xerox ViewPoint StandAlone is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP StandAlone, you can print documents on a local printer. The local printer attaches directly to your workstation in a Documenter or network configuration.

When you finish this training guide, you will be able to do the following:

- Retrieve a local printer icon.
- Print a document on a local printer.
- Cancel printing.
- Print a range of pages on a local printer.
- Create a print format document.

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide.

Local printers attach directly to your workstation.



There are three types of local printers available, as follows:

- Local character printers
- Local draft printers
- Local laser printers

Training guide exercises

This training guide provides exercises that illustrate typical ways of printing documents. In these exercises, you learn various printing features of the software.

To complete VP StandAlone exercises, you need to supply a multi-page document to print. This document should not contain graphics, charts, or any other illustrations. For complete information on VP StandAlone printing, refer to the *General User Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name and password, and a Xerox Character Printer 630/635, Xerox P-32 CQI Draft Printer, or a Xerox 4045 Copier/Laser Printer (CP) attached. If your workstation is a StandAlone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - Local printing software
 - Printing fonts, if applicable

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline information that you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

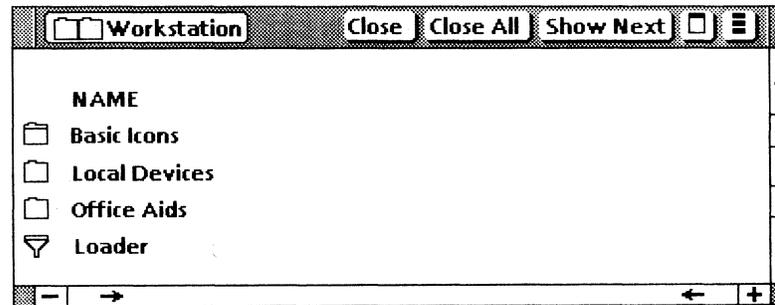
You are now ready to start training.

2. Retrieving a printer icon

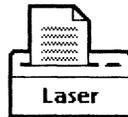
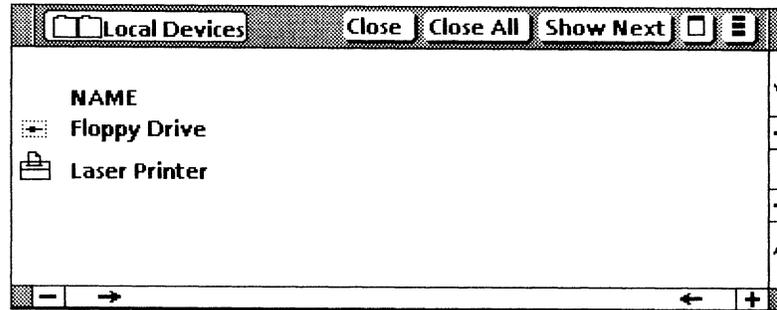
In order to print a document, you must first have a local printer icon on your desktop. This icon is found in the Local Devices divider, which is located in the Workstation divider of the Directory.

Retrieving a local printer icon

1. Select the Directory icon, and press <OPEN>.
2. Select the Workstation divider, and press <OPEN>.



3. **Select** the Local Devices divider, and **press** <OPEN>.



4. **Select** the Laser Printer icon, and **copy** it to the desktop.

5. **Select** [Close All].

For additional information on printer icons, refer to the *General User Reference* volume.

3. Printing on a local printer

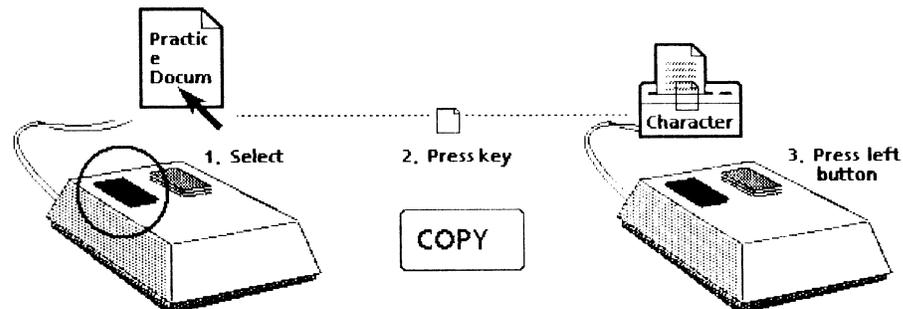
To print a document on a local printer, you select the icon you wish to print and copy it to the printer. Printing occurs as a background process, allowing you to continue with other desktop activities.

Printing options and procedures vary for local character, local draft, and local laser printing. Refer to the section that applies to the printer you are using.

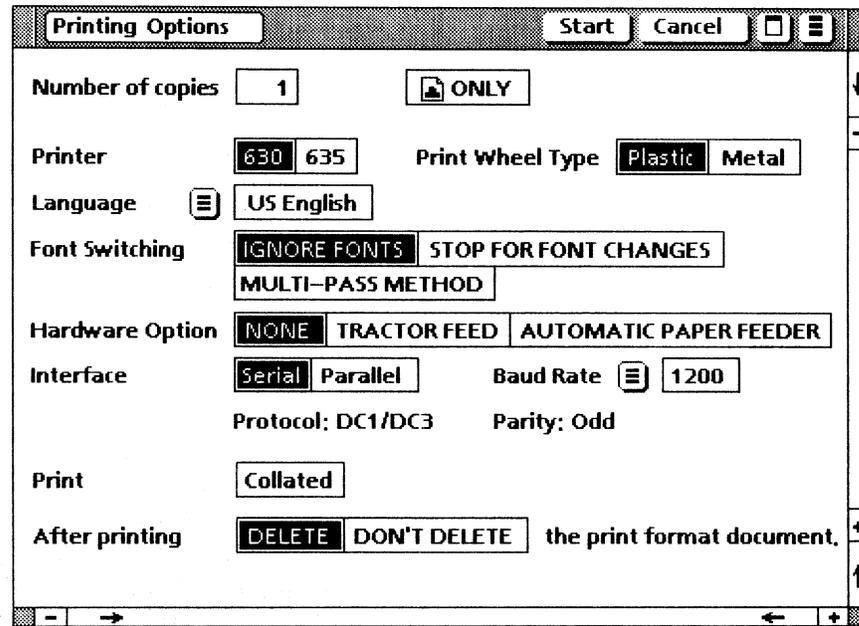
Printing a document on a 630/635 local character printer

The 630/635 local character printers are letter-quality printers.

1. **Select** your practice document, and **press** <COPY>.
2. **Move** the caret to the printer icon, and **press** the left mouse button.



The Printing Options sheet on the following page automatically appears if you selected [Display Options] on the Printing property sheet.



3. Select [630/635] for the Printer option, and select [plastic/metal] for the Print Wheel Type option.

Make sure that the baud rate, protocol, and parity switches are correctly set on your printer. Consult your printer's *Operation's Guide* or system administrator for this information.

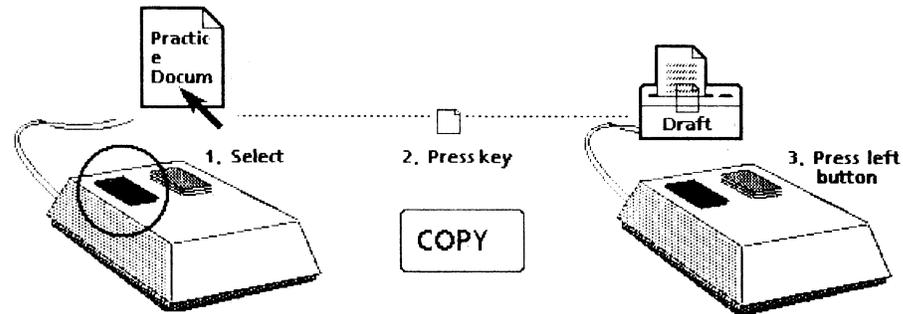
4. Select [Start].

For more information on 630/635 printing property and option sheet items, refer to the *General User Reference* volume.

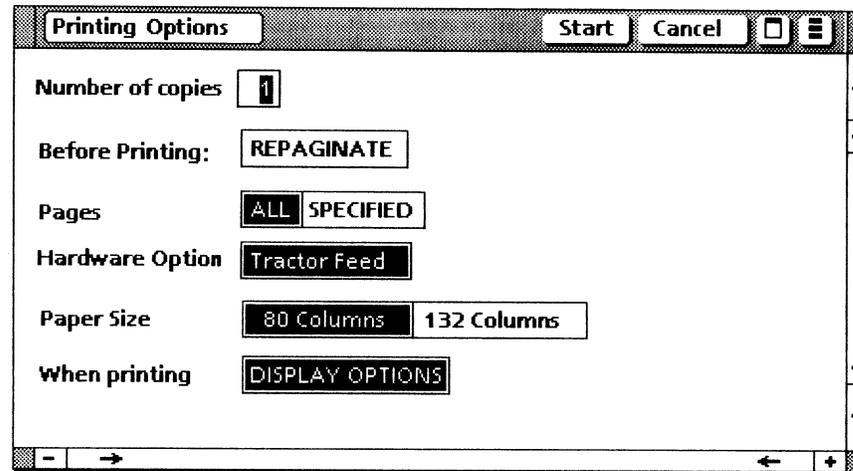
Printing a document on a P-32 CQI local draft printer

The P-32 CQI local draft printer is a high speed printer that prints both text and graphics.

1. **Select** your practice document, and **press** <COPY>.
2. **Move** the caret to the printer icon, and **press** the left mouse button.



The Printing Options sheet on the following page automatically appears if you selected [Display Options] on the Printing property sheet.



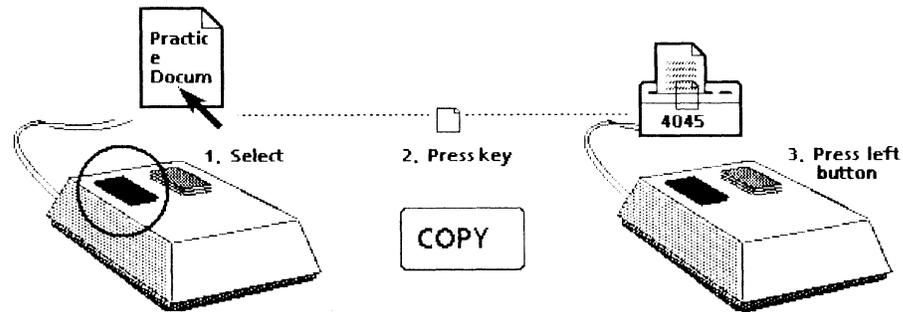
3. Select [Start].

For more information on P-32 local draft printing, refer to the *General User Reference* volume.

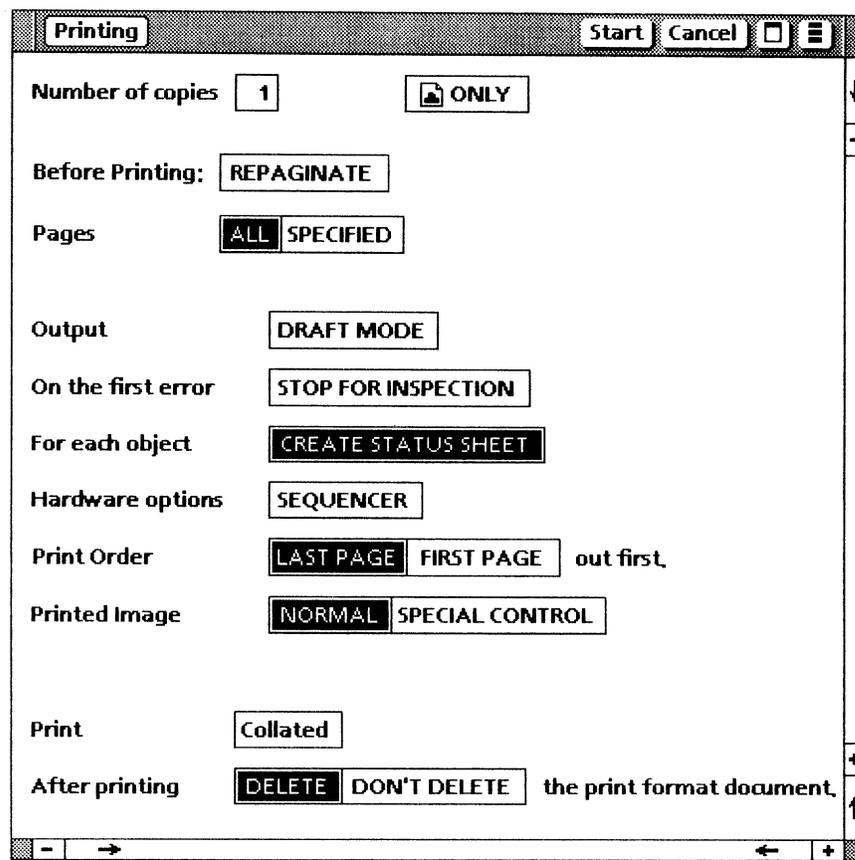
Printing a document on a 4045 local laser printer

The 4045 local laser printer (CP) is a versatile, high quality printer that prints both text and graphics.

1. **Select** your practice document, and **press** < COPY >.
2. **Move** the caret to the printer icon, and **press** the left mouse button.



The Printing option sheet on the following page automatically appears if you selected [Display Options] on the Printing property sheet.



3. Select [Start].

For more information on 4045 local laser printing, refer to the *General User Reference* volume.

4.

Canceling printing

Once the printer has begun printing, you may wish to cancel the printing process. The procedures to cancel printing vary for local character, local draft, and local laser printers. Refer to the section that applies to the printer you are using.

Canceling printing on a local character printer

The procedures to cancel the printing of a document vary for the 630 and 635 local character printers.

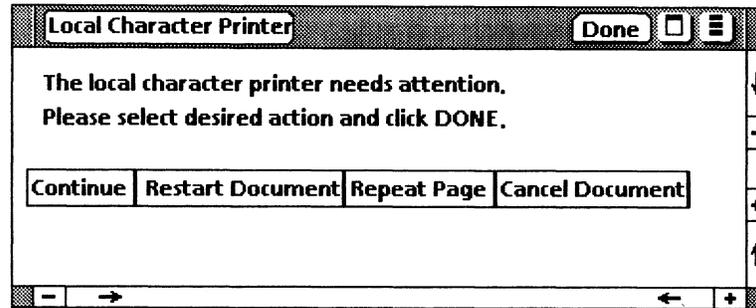
Canceling printing on a 630 local character printer

1. Press the PAUSE button on the printer.
2. Lift the front cover of the 630 printer.

Canceling printing on a 635 local character printer

1. Press the STOP button on the printer.

When printing is interrupted on the 630/635 character printer, the Local Character Printer window on the following page automatically appears.



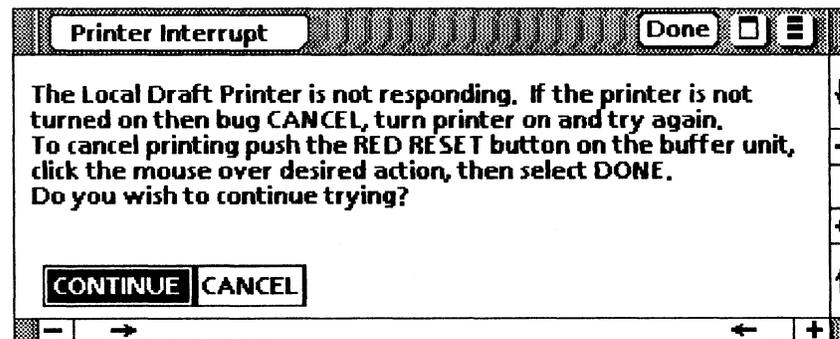
2. Select [Cancel Document].
3. Select [Done].

For more information on 630/635 local character printing, refer to the *General User Reference* volume.

Canceling printing on a P-32 CQI local draft printer

1. Press the START/STOP switch on the printer.

When printing is interrupted on the P-32 CQI printer, the Printer Interrupt window automatically appears.

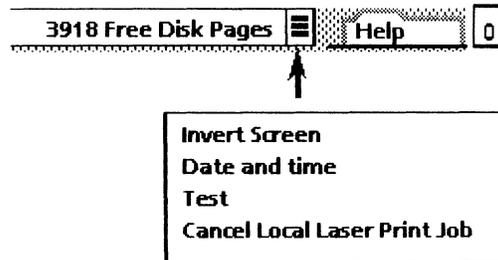


2. Select [CANCEL].
3. Select [Done].

For more information on P-32 CQI printing, refer to the *Workstation Administration and System Resources* volume.

Canceling printing on a 4045 local laser printer

1. **Position** the caret on the desktop auxiliary menu.
2. **Press and hold down** the left mouse button.
3. **Move** the caret down the options list until [Cancel Local Laser Print Job] is highlighted.



4. **Release** the left mouse button.

The message "Are you sure you wish to cancel 4045 printing?" is automatically displayed in the desktop message area.

5. **Select** [YES] to the confirmation message.

Only the document currently being printed is canceled.

For more information on 4045 local laser printing, refer to the *General User Reference* volume.

5. Printing a range of pages

It is possible to print a specified page or range of pages of a document. To do this, you enter the desired page or range of pages on the Printing option sheet.

Printing a range of pages

1. **Select** your practice document, and **press** <COPY>.
2. **Move** the caret to the printer icon, and **press** the left mouse button.
3. **Select** [SPECIFIED] for the Pages option.
4. **Delete** the number 0 from the First option box.
5. **Type:** 2
6. **Press** <SKIP/NEXT> to move the caret to the Last option box.
7. **Delete** the number 999999 from the box.
8. **Type:** 3

The screenshot shows a 'Printing' dialog box with the following fields and options:

- Number of copies:** 1
- Printer icon:** ONLY
- Before Printing:** REPAGINATE
- Pages:** ALL, **SPECIFIED** (selected), First: 2, Last: 3

Buttons for 'Start', 'Cancel', and window controls are visible at the top right.

9. **Select** [Start].

For additional information on printing a range of pages, refer to the *General User Reference* volume.

6. Creating a print format document

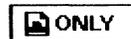
Print format document

If you have a lengthy document which needs to be reprinted frequently, you can save time by creating a **print format document**. A print format document is a formatted copy of a document. It eliminates the time the printer spends in formatting a document each time it is printed.

Interpress master

You use the **Interpress master** option on the Printing property and option sheets to create a print format document.

Creating a print format document



1. **Select** your practice document, and **copy** it to the printer icon.

2. **Select** the Interpress icon.

3. **Select** [Start].



A print format document appears on your desktop. If you made any changes to the original document, delete the old printer format document and create a new one.

For additional information on print format documents, refer to the *General User Reference* volume.

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