

XEROX

Xerox ViewPoint

VP Local Laser Printing Training

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1.

Getting started

Xerox ViewPoint Local Laser Printing is an optional software application for the 6085 Professional Computer System. Using VP Local Laser Printing, you can print documents on a local laser printer. The local laser 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 laser printer icon.
- Print a document on a local laser printer.
- Print a specified page range of a document.
- Cancel the printing of a document.
- 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.

Training guide exercises

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

To complete VP Local Laser Printing exercises, you need to supply a multi-page document to print. For complete information on VP Local Laser 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 workstation with a desktop, a fully qualified user name and password, a Local Printer Option (LPO) board installed, and a Xerox 4045 Laser Copier/Printer (CP) attached. If you have a 6085 workstation that is part of a network, you can get help from your system administrator. 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 of the reference library.

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
 - VP Local Laser Printing
 - Local laser printing fonts

Additional applications may be running.

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 the information 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.

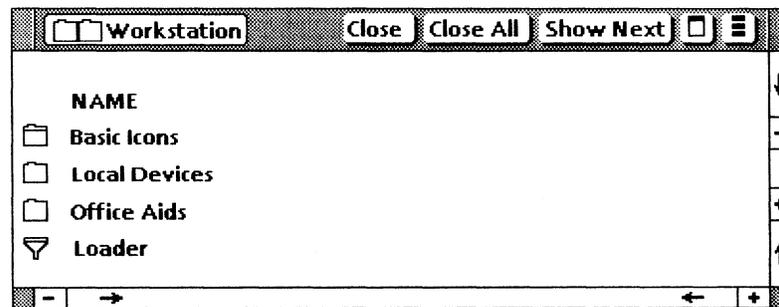
You are now ready to start training.

2. Retrieving a printer icon

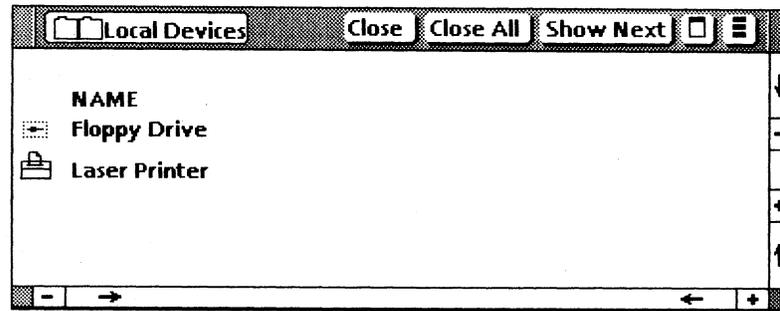
In order to print a document, you must first have a local laser printer icon on your desktop. This icon is found in the Local Devices divider, which is located in the Workstation divider of the Directory.

Retrieving a 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 in the *General User Reference* volume.

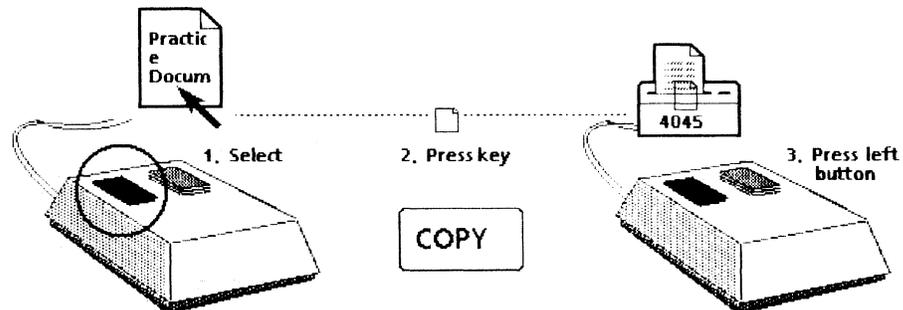
3.

Printing a document

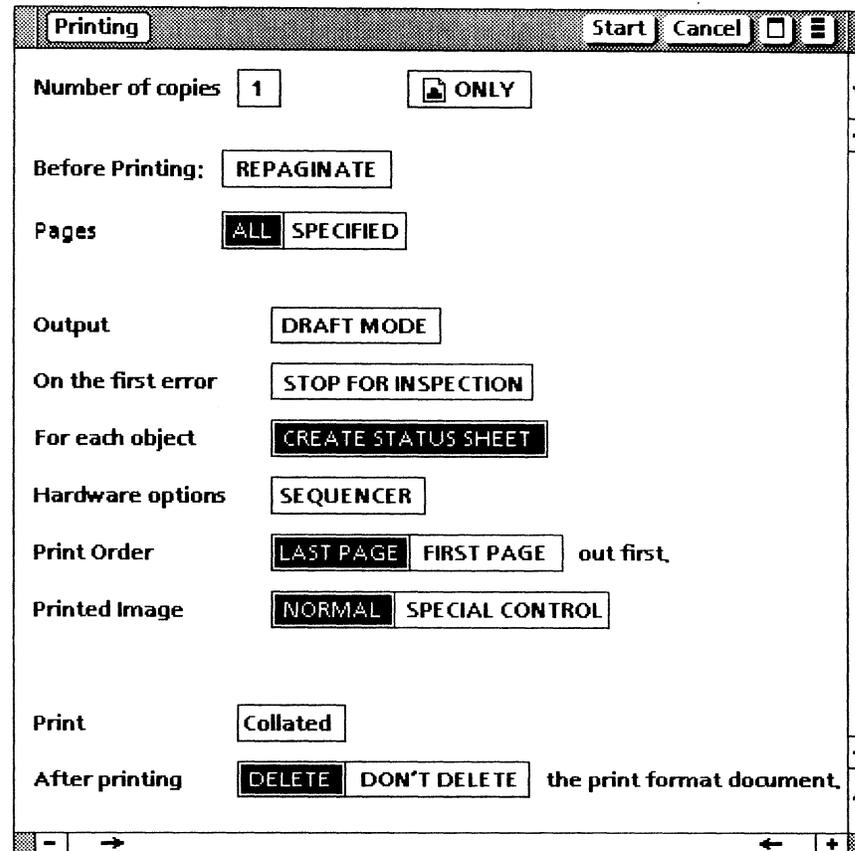
To print a document on a local laser printer, you select the icon you wish to print and copy it to the printer. Printing occurs as a background process, allowing you to continue with other desktop activities.

Printing a document on a local laser printer

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].

To ensure proper printout, verify that the required laser fonts are installed and enabled on your workstation.

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

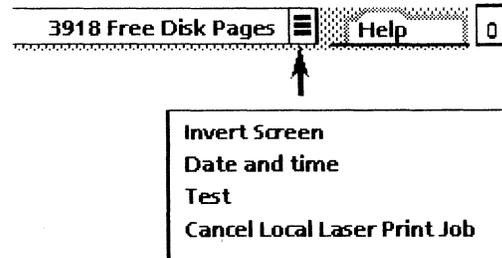
4.

Canceling printing

Once the printer has begun printing, you may wish to cancel the printing process. Stop the printer by selecting [Cancel Local Laser Print Job] from the desktop auxiliary menu.

Canceling the printing of a document

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

5. Printing a range of pages

You can 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** the specified document icon, 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, and **type:** 2
5. **Press** <SKIP/NEXT> to position the caret in the Last option box.
6. **Delete** the number 999999 from the box, and **type:** 3

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

- Number of copies:** 1
- ONLY:**
- Before Printing:** REPAGINATE
- Pages:** ALL SPECIFIED
- First:** 2
- Last:** 3

Buttons: Start, Cancel, and a help icon.

7. **Select** [Start].

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

6. Creating a print format document

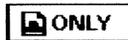
Print format document

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** the 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 make any changes to the original document, delete the old print 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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