



PRINTING

XEROX

VP Series Reference Library
Version 1.0

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Address comments to:

Xerox Corporation
Attn: Product Education (N2-15)
701 S. Aviation Blvd.
El Segundo, California 90245

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Table of contents

1. Printing overview	1
Related information	2
VP Series reference library	2
VP Series training guides	2
Hardware/software requirements	2
Hardware	3
Software	3
Network services	3
User access	3
Printers	4
Local printers	4
Network printers	4
Printable icons	6
Locating printer icons	6
Local printers	6
Network printers	7
Printer icons	7
Printer window	8
Printer option sheet	9
Printer property sheet	9
Facsimile printing	10

Statistics and facts	10
General guidelines for printing	10
Contents printed for each type of printable object	11
2. Actions and procedures	13
Network printing	14
Retrieving a network printer icon	14
Printing data icons	14
Facsimile (FAX) printing	15
Sending to a local FAX printer icon	15
Sending to a remote FAX printer	16
Local printing	17
Retrieving a local printer icon printer icon	17
Printing data icons	17
P-32 Local draft printing specifics	18
General printing procedures	19
Selecting options on the printing option sheet	19
Selecting properties on printing property sheet	20
Saving print format icons	21
Manipulating print requests in the printer window	21

3. Property/option sheets and windows	23
Print format property sheet	25
Printing option sheet	27
Printer property sheet	31
Printer window	35
Local graphics printer action request sheet	39

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List of figures

1-1	Printer icon	6
1-2	Opened printer with queued icons	7
3-1	Print format property sheet	24
3-2	Printing option sheet	26
3-3	Printer property sheet	30
3-4	Printer window	34
3-5	Local graphics printer action request sheet	38

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1.

User overview

Network and local printing functions allow users of networked, remote, and in some instances, standalone workstations to transfer data icons on the workstation into hardcopy form.

Related information

The following materials provide information related to printing.

VP Series reference library

- VP File Conversion of (specific name of package)
- VP Document Editor software
- VP NetCom, VP RemoteCom, or VP StandAlone software

VP Series training guides

- VP NetCom
- VP RemoteCom
- VP StandAlone

Hardware/software requirements

Network printing functions make use of communication hardware, the Ethernet network and the Print Service. In general they must be present in order to support printing as described in this section, although printing on a local printer attached to a standalone, remote, or networked workstation can be done in the absence of the Ethernet network.

The following are the hardware, software, and network services requirements for printing.

Hardware

- A 6085 Professional Computer System, or an 8010 Information System
- Ethernet communication hardware (if network printing is to be used)

Software

- Xerox ViewPoint software
- VP NetCom, RemoteCom, or StandAlone software
- VP Local draft printing software (if local printing is to be used)

All prerequisite software must be installed, enabled, and running on the workstation. Before using the software, open the application loader icon and verify that the appropriate software is loaded and running.

The sub-tab titled "Application Loader" in the VP Series reference library contains additional information on the application loader.

Network services

- Network Clearinghouse Service
- File Service (if network printing is to be used)

User access

Workstations with NetCom or RemoteCom software can print documents at network printers if they are attached to a network configured with the Print Service and have one or more remote printers

available. Workstations with StandAlone software cannot access network printers.

All users have access to a local printer when it is attached to the workstation.

Printers

There are two types of printers available via a workstation: local printers and network printers.

Local printers

Local printers are attached directly to the workstation via the Printer DTB port at the rear of the workstation's processor. They do not require an Ethernet connection.

In order to access a local printer attached to a workstation, VP local draft printing software must be installed on the workstation and a local draft printer icon must be retrieved from the directory.

P-32 CQI dot matrix local draft printer - A high speed (150 characters per second), dot matrix printer. It has a print resolution of 72 dots per inch in both the horizontal and vertical directions. This high quality printer, can intermix of numerous fonts and images in both orientations on the page.

The P-32 CQI Local draft printer tab in the VP Series reference library provides the software and hardware procedures for installing a P-32 CQI dot matrix local draft printer to a workstation.

Network printers

Workstations communicate with remote printers by means of the Ethernet network. Network printers such as the 8040 electronic printer, use laser technology to reproduce electronically whatever is seen on the screen. Such printers can be extremely

fast and, depending on the model, can handle graphics and multiple fonts.

Network printers are commonly used in a network setting, because they are not attached to a single workstation and can be used by several people at one time. The network printers currently available include:

8040 Series electronic printer - A laser-based, raster-scanned output printer. It has a print resolution of 300 dots per inch in both the horizontal and vertical directions. This high quality printer, can intermix numerous fonts and images in both orientations on the page.

5700 electronic printer - A laser-based, raster-scanned output printer. This high quality printer, can intermix numerous fonts and images in both orientations on the page.

8700 electronic printing systems - A medium speed (70 pages per minute) medium to high volume (1,000,000 impressions per month), laser-based, raster-scanned output printer. It has a print resolution of 300 dots per inch in both the horizontal and vertical directions. This high quality printer, can intermix numerous fonts and images in both orientations on the page.

9700 electronic printing systems - A high speed (120 pages per minute), high volume (greater than two million impressions per month), laser-based, raster-scanned output printer. It has a print resolution of 300 dots per inch in both the horizontal and vertical directions. This high quality printer, can intermix numerous fonts and images in both orientations on the page.

Laser CP - This desktop printer is a low speed (10 pages per minute) small to medium volume, laser-based, raster-scanned output printer. It has a print resolution of 300 dots per inch in both the horizontal and vertical directions. This printer, can intermix numerous fonts and images in both orientations on the page.

Telecopier 495-I - This printer, which is commonly referred to as a facsimile (FAX) printer, can be used to transmit documents via telephone wire, to other facsimile printers not connected to the network, or it can be used to print documents when other printers are not available.

Printable icons

All data icons on the desktop, can be printed. Commonly printed icons include; documents, folders, record files, spreadsheets, non-6085/8010 documents, print format documents, mail notes, reference icons, and non-6085/8010 record files. Data icons residing on the desktop are printed by moving or copying them to a printer icon.

In addition to printing icons residing on the desktop, print format icons residing in a file drawer can be printed by moving or copying them directly to the printer.

Note: Only print format icons or folders containing print format icons can currently be copied from a file drawer to a printer.

Locating printer icons

There are two types of printer icons, local and network.

Local printers

The local printer icon is located in the Local Devices divider icon in the Workstation divider of the directory. When the Local Devices divider icon is opened it displays the available printer icon. The name on the printer icon reflects the local printer available.

Network printers

Network printer icons are located in the Printing divider icon in the Network divider of the directory. When the printing divider icon is opened it displays a list of available printer icons. The names displayed on the printer icons are the name assigned by the System Administrator.

Printer icons

Printer icons (Figure 1-1) are used to perform all printing functions. Requests for printed icons are made by moving or copying data icon(s) to the printer icon. Printer icons are available for printing regardless of their location, thus allowing a printable icon to be moved or copied to a printer icon that resides directly in the network divider. For convenience, however, printer icons may be copied to the desktop.



Figure 1-1 Printer icon

When a printable icon is moved or copied to a printer icon, the Print Service creates and sends an electronic copy of this icon to the specified printer. The only difference between moving or copying icons to the printer is that icons moved to the printer temporarily disappear from the desktop and are then returned to their original locations after an electronic copy of the icon is sent. Icons that are copied to the printer remain on the desktop, and an electronic copy, is sent to the printer.

Chapter 3 contains a complete description of the printer icon property sheet.

Printer window

When a printer icon is opened, it displays the queue of print requests directed to the actual printer, along with the current status of each print request.

Each print request that is moved or copied to the printer icon is maintained in the printer queue and displayed in the printer window until printing of the specific icon has been completed. A maximum of six completed entries is displayed in the queue before the status of the first completed print request is removed.

Print requests within a printer window can be moved (to change the order of the print request), copied (to send additional copies to the printer), or deleted from the queue (to not print the request) before the request has been sent to the printer. Once a request has been sent to the printer however, this type of manipulation is not available.

The contents of the printer window are not automatically updated. To see status changes, [REDISPLAY] must be selected, or the printer icon closed and then reopened.

Print requests in the printer window are displayed in the following format:

	NAME	STATUS
	Calendar 1985	Completed
	Accounts Paid	In Progress
	Tax Records	Being Sent
	Phone Lists	Queued for Sending

Figure 1-2 Opened printer with queued icons

Note: Print requests displayed in the window that have not been sent to the printer at logoff time will not be printed unless otherwise indicated on the logoff option sheet.

Chapter 3 contains a complete description of the printer window.

Printer option sheet

The printer option sheet displays the available options for the selected printer, as well as printing-related options (for example, specifying pages to be printed or repaginating before printing). When a data icon or print request is moved or copied to the printer icon, the printer option sheet automatically appears unless otherwise indicated on the printer property sheet. Options selected on the printer option sheet are not retained and must be reselected each time the option sheet appears. Options selected on the property sheet are retained.

Chapter 3 contains a complete description of the printer option sheet.

Printer property sheet

The printer property sheet, unlike the option sheet, only reflects the available options for the selected printer. The printer property sheet is displayed by selecting the printer and pressing <PROP'S>. Options selected on the printer property sheet are retained and used each time a data icon or print request is moved or copied to the printer icon, unless otherwise indicated on the printer option sheet. Selecting [DISPLAY OPTIONS] allows the user to eliminate the appearance of the option sheet when an icon is moved or copied to the printer icon.

Chapter 3 contains a complete description of the printer property sheet.

Facsimile printing

A Xerox 495-1 facsimile printer, commonly referred to as a FAX printer, can be used to transmit data icons, via telephone, to other FAX printers not connected to the network. In addition, data icons can also be printed on local FAX printers.

Printing data icons on a local FAX printer is the same as printing data icons on a remote or local printer. Printing data icons on a remote FAX printer requires the entry of the remote FAX printer(s) telephone number on the property or option sheet.

All printer icon property and option sheets have a FAX printing option. The option, however, only works when the printer icon selected is a FAX printer icon. Visually, a FAX printer icon cannot be distinguished from a remote or local printer. Therefore, in order to determine if a FAX printer is available, the System Administrator must be contacted.

Chapter 2 contains procedures on printing at a FAX printer.

Statistics and facts

General guidelines for printing

- Moving or copying printable icons to the printer icon normally produces one paper copy of the entire document.
- Data icons can be copied to a printer icon regardless of the printer icon's location.
- If [COVER SHEET] is selected, it will be printed.
- If you have several documents you want to print at one time, simply select the first icon with the left mouse button, and then select each subsequent icon with the right mouse button.

Everything selected will be printed according to the same set of printing properties (for example, two copies).

- You can also print several selected items within a folder using the select-adjust method. All selected documents are printed. Each document cover sheet contains the folder name.

Contents printed for each type of printable object

The following is printed for each type of printable object:

- Data icon- All contents of the data icon or page range.
- Folder - All contents of the folder, according to the folder's sort order.
- Record file - All documents generated by the record file, according to its current view (filter, sort order, and formatting document).
- Print format document - All contents of the document.
- Reference icon - All contents of the reference icon.

Note: When a reference icon is moved to the printer, the contents of the icon are retrieved directly from the file drawer.

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2. Actions and procedures

The actions and procedures contained in this chapter provide the information necessary to print documents on a networked, remote, or standalone workstation.

Network printing

The following procedures pertain to network printing.

Retrieving a network printer icon

To retrieve the network printer icon:

1. Open the Directory icon.
2. Open the Network divider icon.
3. Copy the appropriate printer icon to the desktop, if desired. The printer is available for operation regardless of its' location on the workstation.

Note: Printer icons are available for printing regardless of their location. Thus a printable icon can be moved or copied to a printer icon that resides directly in the network divider. For convenience, however, printer icons may be copied to the desktop.

Printing data icons

To print data icons using a network printer:

1. Select the data icon you wish to print.
2. Press <COPY> or <MOVE>. Using either key in printing retains the original icon on your desktop.
3. Select the appropriate printer icon. The document will disappear into the printer, and the printing option sheet will automatically appear unless otherwise indicated on the printer property sheet.
4. Select the desired printing options.
5. Select [START]. A copy of the print request is sent to the appropriate printer.

Note: Before non-6085/8010 data icons (such as an ASCII data files) can be printed, they must be converted to the appropriate format using the converter icon. The cover sheets on non-6085/8010 data icons, however, need not be converted before they are printed.

For additional information on conversion, refer to the appropriate file conversion tab of the VP Series Reference Library.

Facsimile (FAX) printing

A Xerox 495-1 FAX printer can be used to transmit data icons, by means of a telephone line, to other FAX printers not connected to the network. In addition, data icons can also be printed on the local FAX printer.

All printer icon property and option sheets have a FAX Printing option. The option however, only works when the printer icon selected is a FAX printer icon. Visually, a FAX printer icon cannot be distinguished from any other printer. Therefore, in order to determine if a FAX printer is available, you must contact your System Administrator.

The following procedures pertain to FAX printing.

Sending to a local FAX printer

To send to a local FAX printer:

1. Select the data icon and move or copy it to the appropriate printer icon.
2. Select the desired options on the printing option sheet, and then select [START].

Sending to a remote FAX printer

The procedure for printing data icons on a FAX printer not connected to the network is similar to that for printing data icons on a local FAX printer. The only difference is that the telephone number of the remote FAX printer must be entered in the printing property or option sheet.

To send a data icon to a remote FAX printer:

1. Select the data icon and move or copy it to the appropriate printer icon.
2. Select [REMOTE FAX]. The options [LOCAL] and [PHONE] will appear.
3. Select [LOCAL] to send the data icon to the remote FAX printer(s).
5. Select [PHONE] and enter the remote FAX printers telephone number(s) in the space provided as if you were manually dialing the number and select [START].

Note: The FAX print service recognizes characters that correspond to a touchtone telephone (1,2,3,4,5,6,7,8,9,0, *,#, and P). The left parenthesis, right parenthesis, the hyphen, and the space can be entered, but they are ignored. You type P at the point you would expect to pause when dialing a number, such as when expecting a secondary dial tone.

Note: If a telephone number is entered, the print service automatically dials the number and prints the document at the remote site. If a telephone number is not entered or is invalid, the document does not print at the remote FAX printer; the document is printed at the local FAX printer only.

If multiple phone numbers (up to 10) are entered, the document is automatically printed at each FAX

printer. (Multiple phone numbers are separated by pressing <NEXT>.)

Local printing

Local printing allows you to print folders, documents, and single page tables containing text and graphics, using large format (LF) display software to generate the bit map images.

The following procedures pertain to local printing.

Retrieving a local printer icon

To retrieve the local printer icon:

1. Open the Directory icon.
2. Open the Local Workstation Devices divider icon.
3. Copy the local printer icon to the desktop, if desired. The printer is available for operation regardless of its location on the workstation.

Printing data icons

To print data icons using the local printer attached to the workstation:

1. Select the data icon you wish to print.
2. Press <COPY> or <MOVE>. Using either key in printing retains the original icon on your desktop.
3. Select the local printer icon. The document will disappear into the printer, and the printing option sheet will be displayed.
4. Select the desired printing on the option sheet.

Note: For P-32 local draft printing, the page size is

automatically set by the software, so this selection is not required.

5. Select [START]

P-32 Local draft printing specifics

The following information is specific to the P-32 local draft printer:

Background printing

All text and graphics are printed on the Local Draft Printer in the background process. This allows you to proceed with additional workstation operations during the actual printing.

Move/copy printing

Printing can started by moving or copying the desired icon to the printer icon. There is no perceived difference between the move or copy operation to the user.

Multi-sized document printing

The local draft printer supports the use of standard sprocket edge fanfold paper. It can print 8.5 by 11 inch and 11 by 8.5-inch images on 8.5 by 11-inch continuous fanfold paper. Additionally, the Local Draft Printer can print 11 by 14-inch images on 11 by 14-inch continuous sheet paper. To ensure that the contents of the documents are printed correctly, always use the appropriate paper size.

Multi-copy document printing

The local draft printer is capable of printing one original and up to four copies utilizing standard multi-carbon sprocketed fanfold paper.

Multi-paged tables printing

The local draft printer only supports the printing of multi-page tables if the document is in portrait (8 1/2 by 11-inch) format. If the document is in landscape, (11 by 8 1/2-inch) format, only the first page of multiple-page tables (more than one page in length) are printed.

Single cut sheet paper

The local draft printer only supports the printing of fanfold paper. If a single cut sheet of paper is used, the entire contents of the document may not appear.

Printing of mail notes

The local draft printer currently does not support the printing of mail notes.

General printing procedures

The following printing procedures can be used for network, FAX, and local printing.

Selecting options on the printing option sheet

To select options on the printing option sheet:

1. Select the data icon you wish to print.
2. Press <COPY> or <MOVE>.
3. Select the appropriate printer icon. The document will disappear into the printer, and the printing option sheet will automatically appear.

Note: If the printing option sheet does not automatically appear, [DISPLAY OPTIONS] on the printer property has been deselected. To cause

the option sheet to appear, select [DISPLAY OPTIONS] on the property sheet.

4. Select the desired printing options.

Note: The printing option sheet displays the available options for the selected printer, as well as printing related options. Printing-related options that can be selected on the option sheet include: printing multiple copies, printing specific pages, repaginating before printing, and retaining print format documents.

5. Select [START]. A copy of the print request is sent to the appropriate printer.

Note: Options selected on the printing option sheet are not retained and must be reselected each time the option sheet appears.

Selecting properties on printer property sheet

To select properties on the printing property sheet:

1. Select the appropriate printer icon.
2. Press <PROP'S>. The printer property sheet appears.
3. Select the desired printing properties. Properties selected on the printer property sheet are retained and used each time a data icon or print request is moved or copied to the printer icon, unless otherwise indicated on the printer option sheet.

Note: The printer property sheet only displays the available properties for the selected printer. Additional printing properties, such as specific pages and multiple copies, are not available on the printer property sheet.

4. If desired, deselect [DISPLAY OPTIONS] to eliminate the appearance of the option sheet

when a data icon is moved or copied to the printer icon.

5. Select [DONE] on the property sheet.

Saving print format icons

Saving print format icons for data icons that need to be reprinted, eliminates subsequent formatting time.

To save a print format icon for a specific data icon:

Select [DON'T DELETE] on the printer property sheet, or on the printing option sheet when the data icon is copied to the printer

Note: A copy of the print format will appear on the desktop with a small printer in the upper lefthand corner of the icon after the document has been sent to the remote printer. The new print format icon will have a small printer in the upper left-hand corner.

Print format documents are automatically deleted after printing unless [DON'T DELETE] is selected.

Print format icons can be copied, moved, or deleted like other data icons. However, they cannot be opened and edited.

In order to avoid confusion, print format icons should be deleted once changes have been made to the real data icon.

Manipulating print requests in the printer window

Each print request that is moved or copied to the printer icon is maintained in the printer queue and displayed in the printer window until printing of the specific icon has been completed.

Print requests within a printer window can be moved (to change the order of the print request), copied (to send additional copies to the printer), or deleted from the queue (to not print the request) before the

request has been sent to the printer. Once a request has been sent to the printer, however, this type of manipulation is not available.

- To move a print request, select the print request, press <MOVE>, and then select the new location in the printer window.
- To copy a print request, select the print request, press <COPY>, and then select the new location in the printer window.
- To delete a print request, select the print request and press <DELETE>.

The contents of the printer window are not automatically updated; therefore, in order to ensure that the selected print request can be manipulated, select [REDISPLAY] in the window header before attempting any type of manipulation.

Note: Print requests displayed in the window that have not been sent to the printer at logoff time are not be printed unless otherwise indicated on the logoff option sheet. Refer to the Xerox ViewPoint tab in the VP Series reference library for a complete description of the logoff option sheet.

3. Property/option sheets and windows

This chapter describes the property sheets, option sheets, and windows related to printing.

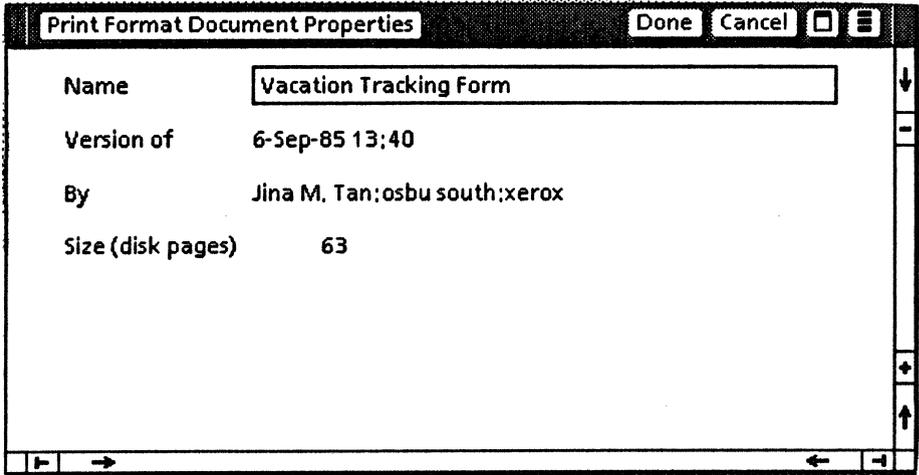


Figure 3-1 Print format property sheet

Print format property sheet

The print format property sheet is used to list information about the print format icon.

The print format property sheet is displayed by selecting the print format icon and pressing <PROP'S>.

Window commands

The following is a description of commands located at the top of the property sheet in the gray area.

[DONE]

Closes the property sheet and applies the properties currently set on it. If any information is incorrect, the property sheet remains open and displays an error message.

[CANCEL]

Closes the property sheet without applying any changes to the properties.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab "Windows" in the VP Series reference library contains information on the window management commands.



Causes the window commands that have floated into the floating items auxiliary menu to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. Window commands float into the auxiliary menu when the window is not wide enough to accommodate the commands.

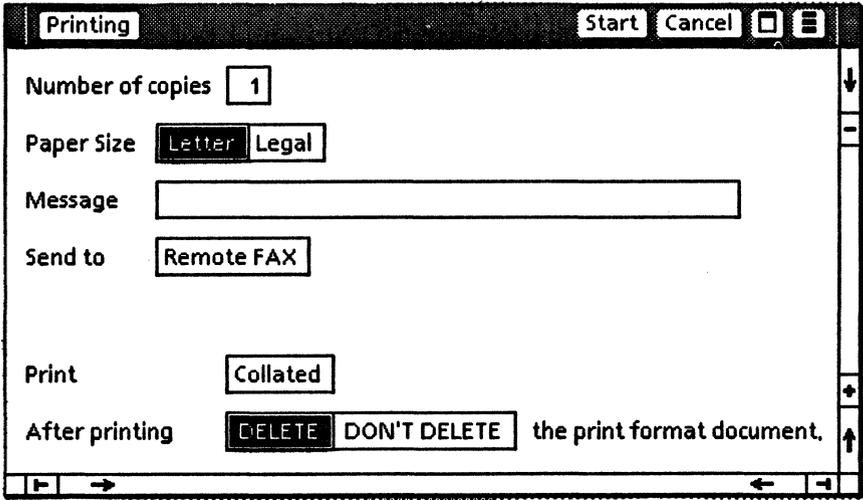


Figure 3-2 Printing option sheet

Printing option sheet

The printing option sheet is used to set the options that control the printing of documents, folders, and record files and other printable objects.

The printing option sheet is displayed by selecting an icon of a printable object (document, folder, record file, or print format document); pressing <MOVE> or <COPY>; and selecting the printer icon.

The printing operation is started by selecting [START], which is located at the top of the option sheet in the gray area. Selecting this command places the printable object in the system's print queue.

Window commands

The following is a description of the commands located at the top of the option sheet in the gray area.

[START]

Closes the option sheet and applies the properties currently set on it. The data icon is sent to the printer.

[CANCEL]

Cancels the printing of the data icon and closes the option sheet without applying any changes to the properties.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab "Windows" in the VP Series reference library contains information on the window management commands.



Causes the window commands that have floated into the floating items auxiliary menu to appear

when the pointer is placed over the auxiliary menu and the left mouse button is held down. Window commands float into the auxiliary menu when the window is not wide enough to accommodate the commands.

Options

The following is a list of the options.

Number Of Copies

Used to specify the number of printed copies by typing in the desired number. Unless otherwise indicated, one copy is printed.

Paper Size

Used to select any page size the printer is capable of printing.

Print Pages

Specifies if a document should be printed single-sided or double-sided. This option is only displayed when it is supported by the printer.

Each Copy

Specifies whether or not the printed document is to be stapled. This option is only displayed when it is supported by the printer.

Message

Used to enter a short message that will appear on the banner page of the document being printed.

Send To

Selecting [REMOTE FAX] displays two additional options, [LOCAL] and [PHONE].

[LOCAL]

Used to send the document to the local FAX printer, as well as the remote FAX printer.

[PHONE]

Used to type in the telephone numbers of up to 10 remote FAX printers.

Print**[COLLATED]**

Prints the contents of an entire folder of documents as if they were one document. For each copy requested, a complete set of documents (representing the entire contents of the folder) is printed.

Note: If [COLLATED] is not selected, each document within the folder is sent to the printer as a separate document.

After Printing**[DON'T DELETE]**

Causes a print format document to appear on the desktop after printing. If [DON'T DELETE] is not selected, the print format document is deleted after printing.

Additional options

The following options are application specific and will only appear on the option sheet if they are available.

Pages

Used to specify which pages are printed. If no pages are specified, the entire object is printed. One page can be printed by specifying the same number twice, (for example , First 13 Last 16; causes print pages 13 through 16 to be printed: First 12 Last 12; causes only page 12 to be printed.

Before Printing**[REPAGINATE]**

Paginates the printable object before printing it. Selecting this option ensures that page numbers and page lengths are printed correctly.

Printing Properties Done Cancel Defaults

Number of copies

Icon Label

Name LATimes

Paper Size

Message

Send to

After printing the print format document.

Print

When printing

Figure 3-3 Printer property sheet

Printer property sheet

The printer property sheet is used to set the options for the specific printer. These options control the printing of documents, folders, and record files and other printable objects.

The printer property sheet is displayed by selecting a printer icon and pressing <PROP'S>.

Window commands

The following is a description of the commands located at the top of the property sheet in the gray area.

[DONE]

Closes the property sheet and applies the properties currently set on it. If any information is incorrect, the property sheet remains open and displays an error message.

[CANCEL]

Closes the property sheet without applying any changes to the properties.

[DEFAULTS]

Resets the properties to the preassigned settings.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab "Windows" in the VP Series reference library contains information on the window management commands.



Causes the window commands that have floated into the floating items auxiliary menu to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down.

Window commands float into the auxiliary menu when the window is not wide enough to accommodate the commands.

Properties

The following is a list of the properties.

Number Of Copies

Used to specify the number of printed copies by typing in the desired number. Unless otherwise indicated, one copy is printed.

Icon Label

Used to change the name of the printer icon on the desktop. This is done by deleting the current name and typing in the new name.

Note: It may be useful to add the "FAX" to remote facsimile printer icons on the desktop in order to keep track of them.

Name

Contains the actual name of the remote printer as set by the System Administrator.

Note: This option is in read-only format and cannot be changed.

Paper Size

Used to select any page size the printer is capable of printing.

Print Pages

Specifies if a document should be printed single-sided or double-sided.

Each Copy

Specifies whether or not the printed document is to be stapled.

Messages

Used to enter a short message that will appear on

the banner page of any icon copied to this printer icon.

Send To

Selecting [REMOTE FAX] displays two additional options, [LOCAL] and [PHONE].

[LOCAL]

Used to send the document to the local FAX printer as well as the remote FAX printer.

[PHONE]

Used to type in the telephone number(s) of up to 10 remote FAX printers.

After Printing**[DELETE]**

Deletes the print format icon once it has been sent to the remote printer.

[DON'T DELETE]

Saves the print format icon. The icon appears on the desktop once it has been sent to the remote printer.

Print**[COLLATED]**

Prints the contents of an entire folder of documents as if they were one document. For each copy requested, a complete set of documents (representing the entire contents of the folder) is printed.

Note: If [COLLATED] is not selected, each document within the folder is sent to the printer as a separate document, complete with its own banner page.

When Printing**[DISPLAY OPTIONS]**

Selecting [DISPLAY OPTIONS] displays the option sheet each time an icon is moved or copied to the printer icon. If [DISPLAY OPTIONS] is not selected, the option sheet does not appear.

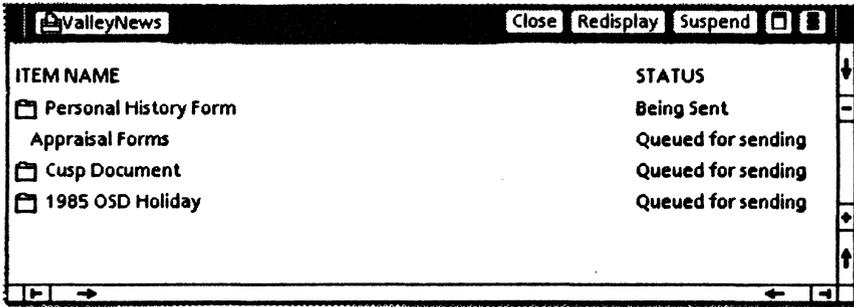


Figure 3-4 Printer window

Printer window

The printer window displays the queue of print requests and their current status for the specific printer.

The printer window is displayed by selecting a printer icon and pressing <OPEN>.

Window commands

The following is a description of the commands located at the top of the window in the gray area.

[CLOSE]

Closes the printer window.

[REDISPLAY]

Displays the most current status of print requests in the queue.

[SUSPEND]

Halts the sending of print requests to the printer until further notice.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab "Windows" in the VP Series reference library contains information on the window management commands.



Causes the window commands that have floated into the floating items auxiliary menu to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. Window commands float into the auxiliary menu when the window is not wide enough to accommodate the commands.

Window items

Print request in the printer window are displayed in the following format:

ITEM NAME	STATUS
 Calendar 1985	Completed
 Accounts Paid	In Progress
 Tax Records	Pending
 Phone Lists	Being Sent
 Gantt Charts	Queued for Sending

Note: Print requests displayed in the window that have not been sent to the printer at logoff time will not be printed unless otherwise indicated on the logoff option sheet.

Terms used in the status column have the following meanings:

Status	Description
Completed	Data icon is printed.
In Progress	Data icon is being printed.
Pending	Received by the printer, and awaiting printing.
Being Sent	Data icon being transmitted to the printer.
Queued for Sending	Data icon queued at the desktop, but not yet sent to the printer.
Unknown	Data icon deleted from printer queue or couldn't get through to the printer.

In the case of problem printing:**Completed with
Warnings**

Data icon printed, but warnings were generated.

Rejected

Data icon not printed due to errors in icon.

Aborted

Printing aborted because of problems discovered during formatting or marking process.

Canceled

Printing canceled by user at the desktop or at the printer.

Held

Data icon has been held for processing at a later time.

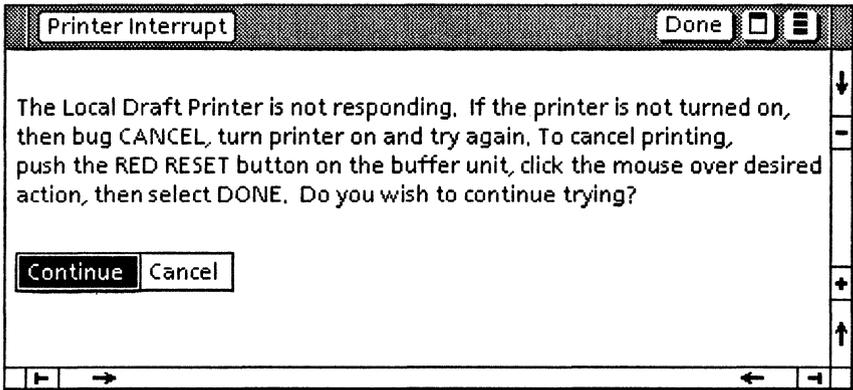


Figure 3-5 Local graphics printer action request sheet

Local graphics printer action request window

The local graphics printer action request window provides the user with additional interface options regarding the printing of a data icon by the local graphics printer.

The local graphics printer action request window is displayed when printer on a local graphics printer is interrupted.

Window commands

The following is a description of the commands located at the top of the window in the gray area.

[DONE]

Closes the window and applies the option selected.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab "Windows" in the VP Series reference library contains information on the window management commands.



Causes the window commands that have floated into the floating items auxiliary menu to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. Window commands float into the auxiliary menu when the window is not wide enough to accommodate the commands.

Options

The following is a list of the options that appear in the window.

[CONTINUE]

Continues the printing process at the point of interruption.

[CANCEL]

Cancels the printing process of the document currently being printed.

Note: The only one way to stop a data icon from being printed after it has been sent to a local graphics printer is to take the printer offline. A few seconds after offline has been pressed on the printer, the local graphics printer action request window will appear.