VP FILE CONVERSION OF LOTUS 1-2-3 SPREADSHEETS

XEROX

VP Series Training Guide
Version 1.0

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Address comments to:

Xerox Corporation
Attn: OS Customer Education (C10-21)
101 Continental Blvd.
El Segundo, California 90245

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1. Introduction

File conversion is a tool offered on the Xerox 6085 and 8010 workstation. It is designed to convert files to a format usable by your workstations. It also allows spreadsheets created at your workstation to be converted to formats usable by other hardware with other software applications.

Software applications, such as spreadsheets and word processors, create their files using formats that are different from the 6085/8010 format. Being able to convert files from one spreadsheet format to another increases the workstation's multifaceted capabilities.

This self study guide is designed to provide you with the general concepts and practice necessary to convert spreadsheets to and from Lotus 1-2-3 format and 6085/8010 ViewPoint format.

Other software packages available from Xerox allow you to use file conversion for Xerox 860 record files; DIF, ASCII, WordStar and Xerox 860 documents; and VisiCalc spreadsheets.

After completing this self study guide, you should be able to:

- Retrieve the converter icon from the directory onto your desktop
- Load and activate the VP File Conversion of Lotus 1-2-3 Documents software from a floppy disk at either a networked or a remote workstation
- Convert Lotus 1-2-3 spreadsheets to and from ViewPoint format

Getting started

Before you begin this self study guide, you should know how to operate your workstation. Complete the following:

- "VP Training Introduction" tab
- "VP Spreadsheet Editor" self study guide
- "VP NetCom," "VP RemoteCom," or "VP StandAlone" self study guide, according to the configuration of your workstation

To complete this self study guide, you need a 6085 Professional Computer System or an 8010 Information System. In addition, the following software is required:

- VP File Conversion of Lotus 1-2-3 Spreadsheets software
- VP Spreadsheets software

To verify that the software packages are installed and running, open the application loader, which is located in the workstation divider in the directory. If either software package is not displayed when you open the application loader, or if its status is set to Idle, refer to the "Application Loader" chapter of the "Xerox ViewPoint" self study guide.

In addition to the conversion-related software, one or more of the communications software packages is required:

- VP NetCom software, if spreadsheet exchange is on a network
- VP RemoteCom software, if spreadsheet exchange is on a remote system
- VP StandAlone software, if converted spreadsheet exchange is done by means of floppy disks

Each chapter of this self study guide introduces a number of related concepts. When these concepts involve on-line practice, exercises are included. At the end of your training, you review all the skills taught with a final progress check

When a term that is new or unique is introduced, it is italicized and placed in boldface type. You can find a more detailed explanation of each term in the "Glossary" tab of the VP Series reference library.

You need examples of Lotus 1-2-3 spreadsheets to use as practice spreadsheets. Practice in converting spreadsheets is determined by the availability of Lotus 1-2-3 spreadsheets on your workstation.

Once the converter icon is configured on your desktop with Lotus 1-2-3 spreadsheet conversion software, you select the appropriate options from the option sheet to complete the conversion.

Beginning with this Introduction, continue through each chapter sequentially, at your own pace, until you have mastered the skills taught. Your training should take approximately an hour and a half.

While you are completing this self study guide, it is advisable that you have the tabs titled "VP Spreadsheets" and "VP File Conversion of Lotus 1-2-3 Spreadsheets" in the VP Series reference library available for easy referral.

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2. Converting Lotus 1-2-3 spreadsheets

Overview

Before VP File Conversion of Lotus 1-2-3 Spreadsheets software can be used, it must be loaded in the workstation. Once the software has been activated, it is ready to convert any Lotus 1-2-3 spreadsheets to 6085/8010 ViewPoint format. It is also capable of converting ViewPoint spreadsheets to Lotus 1-2-3 spreadsheet format.

After completing this chapter, you should be able to retrieve the converter icon, load conversion software, and convert Lotus 1-2-3 spreadsheets to ViewPoint spreadsheets for use at the workstation.

Retrieving the file converter icon

You can convert a Lotus 1-2-3 spreadsheet to Xerox 6085/8010 format to take advantage of the many printing and layout options that are available. By using the file conversion utility, you can do this without rekeying the entire spreadsheet.

Once the Lotus 1-2-3 spreadsheet conversion software has been loaded into the system using the application loader icon, you retrieve a new icon from the office aids divider of the directory. This icon is called the converter icon.

In this exercise, you retrieve the converter icon from the directory. This exercise is not necessary if a converter icon is already on your desktop.

1. **Open** the directory icon.
2. **Open** the workstation divider.
3. **Open the** office aids divider.
4. **Copy** the converter icon to your desktop (Figure 2-1).
5. **Select** [CLOSE ALL] in the directory window.

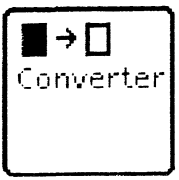

Figure 2-1 **Converter icon**

Like most of the other icons on the desktop, the converter icon has properties and can be opened. When the property sheet is displayed, the properties listed depend on which conversion software has been loaded into the system.

If no conversion application is loaded, or if it is loaded but not running, the message "The converter cannot be used until one or more conversions have been loaded" appears when the PROP'S key is pressed.

Once the options on the converter icon property sheet (Figure 2-3) are selected to convert incoming Lotus 1-2-3formatted spreadsheets to outgoing ViewPoint formatted spreadsheets, the conversion is done automatically by the software, and a new icon representing the converted spreadsheet appears on the desktop.

A foreign spreadsheet such as a Lotus 1-2-3 spreadsheet can be placed on the desktop either by retrieving it from a floppy disk or from the network. It appears on the desktop as a icon, but it cannot be opened without being converted.

Loading conversion software

Each conversion application must be retrieved from a floppy disk, through remote communication, or from the network. Check with your System Administrator to determine if VP File Conversion of Lotus 1-2-3 Spreadsheets software is available through RemoteCom or NetCom.

In the following exercise, you load the Lotus 1-2-3 conversion software from a floppy disk.

1. **Insert** the application conversion floppy disk into the disk drive and **close** the door.
2. **Select** the floppy disk icon.
3. **Press** <OPEN>.

From the listing of the contents of the floppy disk icon:

4. **Select** [VP FILE CONVERSION OF LOTUS 1-2-3 SPREADSHEETS].
5. **Copy** the conversion application icon to the application loader icon (Figure 2-2). The loading process begins. When the software is loaded, the DONE message is displayed.
6. **Close** the floppy disk window.
7. **Eject** the floppy disk by pressing the button on the floppy disk drive.

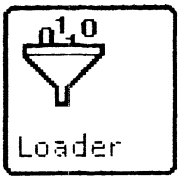

Figure 2-2 **Application loader icon**

NOTE: Conversion software retrieved from RemoteCom or NetCom is loaded in the same way. If the software is copied to the open application

loader icon, you must select [RUN] after the software is loaded.

By opening the property sheet of the conversion application icon, you can choose to have this software automatically running each time the system comes up, by selecting [YES] for the Auto Run At Startup option.

There is additional information on using the application loader icon in the "Application Loader" sub-tab of the VP Series reference library and the Xerox "ViewPoint"self study guide.

In the following exercise, you confirm that the conversion software is now active.

1. **Select** the converter icon.
2. **Press** <PROP'S>. The Lotus 1-2-3 spreadsheet conversion application is now listed as an option on the converter icon property sheet.

   Each additional conversion utility package added to the system is loaded in the same way. Be sure the conversion software you need is loaded before you attempt to convert to or from that spreadsheet format.

   If a conversion attempt is made without the necessary software loaded, the message "Software for converting icons of that type has not been loaded" is displayed.
3. **Select** [DONE].

Converting to ViewPoint spreadsheet format

The converter icon property sheet determines how conversion decisions are made. Take a close look at the choices available in each section of the property sheet, item by item.

In the following exercise, you open, rename, and select conversion properties to convert a Lotus 1-2-3 spreadsheet to a ViewPoint spreadsheet .

1. **Select** the converter icon.
2. **Press** <PROP'S>. The property sheet opens (Figure 2-3).

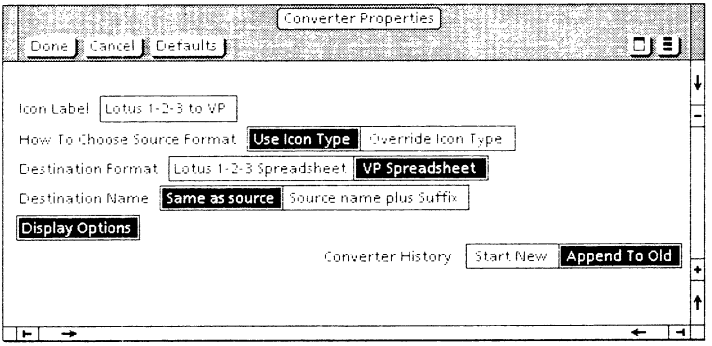

Figure 2-3 **Lotus 1-2-3 conversion property sheet**

At the top of the converter property sheet are the usual commands available on any workstation window. You can select [DONE] when you have made your option selections and are ready to begin the conversion; you can [CANCEL], which sets the properties back to those previously defined; or you can select [DEFAULTS], which resets the properties to system-defined settings.

Icon Label

The first option available is to change the label on the converter icon itself. You may want to change the name of a converter icon if you have several different file conversion software applications running at one time on your workstation. Currently the word "Converter" is highlighted.

3. **Delete** Converter.

4. **Type:** Lotus 1-2-3 to VP .

   You can have several converter icons on the desktop at one time, each having preset options selected for frequently converted formats. For example, you might have a converter labeled DIF with preselected properties to quickly convert a DIF document, have one to convert WordStar documents, and have still another to convert spreadsheets.

   ### How to Choose Source Format

   This option determines how the format for the source file (file to be converted) is to be determined. There are two options. You will practice selecting both.

   [USE ICON TYPE] - When you select this option, the system reads the spreadsheet icon and guesses the format of the file. For example, if the spreadsheet is in Lotus 1-2-3 format, the system sets the format to Lotus 1-2-3. This option is the current selection and the default.

5. **Select** [OVERRIDE ICON TYPE].

   [OVERRIDE ICON TYPE] - When you select this option, you are responsible for selecting the appropriate format setting on the property sheet. You should use this selection only if you are certain of the spreadsheet's format. With this option selected, the next line asks you to indicate the source spreadsheet.

6. **Reselect** [USE ICON TYPE].

   Source Format

   As already demonstrated, the Source Format label appears on the property sheet only when [OVERRIDE ICON TYPE] is selected. The highlighted option represents the format of the source spreadsheet.

   Additional options listed reflect all conversion software currently loaded and running on the workstation. Because of this, the number of options may be extensive, or it may be limited to the one file conversion application, if only one is loaded.

   Destination Format

   After a file has been copied to the converter icon, the only destination format options listed are those that are acceptable for that source spreadsheet to be converted to. For example, the system does not allow you to convert a spreadsheet file to a text file.

   NOTE: This line has been shortened in the self study guide and does not reflect the property sheet.

   The property sheet may reflect the options set the last time the converter was used. In this case, the destination format selection may be inaccurate. You must select the destination format option.

7. **Select** [VP SPREADSHEET].

   Destination Name

   This option allows you to name the converted spreadsheet.

   [SAME AS SOURCE] - names the converted icon the same as the source spreadsheet.

   [SOURCE NAME PLUS SUFFIX] - adds the word "converted" to the source spreadsheet name, as well as the time and date of the conversion.

8. **Select** [SAME AS SOURCE].

   [DISPLAY OPTIONS]

   When you select this option, the option sheet opens and displays the options when a file is copied to the converter icon. If it is not selected, the conversion process begins immediately after the source file is copied to the converter icon. This is a timesaver, and a reason for having a preset converter icon for each conversion requirement.

9. **Select** [DISPLAY OPTIONS].

   Converter History

   This option allows you to maintain a record of the conversions that have been done by this converter. The converter history file can be displayed by opening the converter icon.

   [START NEW] - erases any previous history of the converter and begins a new history file. If it is always selected, the only thing to appear in the file is the most recent conversion.

   [APPEND TO OLD] - continues to maintain a history of the converter.

10. **Select** [APPEND TO OLD].

    All the options for converting the Lotus 1-2-3 spreadsheet have been selected.

11. **Select** [CLOSE].

12. **Copy** the Lotus 1-2-3 spreadsheet to the converter icon. Because [DISPLAY OPTIONS] is selected on the property sheet, the options window is displayed.

    The converter option sheet (Figure 2-4) shows that Lotus 1-2-3 spreadsheet conversion software has been loaded. Spreadsheets can be converted from Lotus 1-2-3 format to ViewPoint format, or from ViewPoint to Lotus 1-2-3 format, by selecting different options.

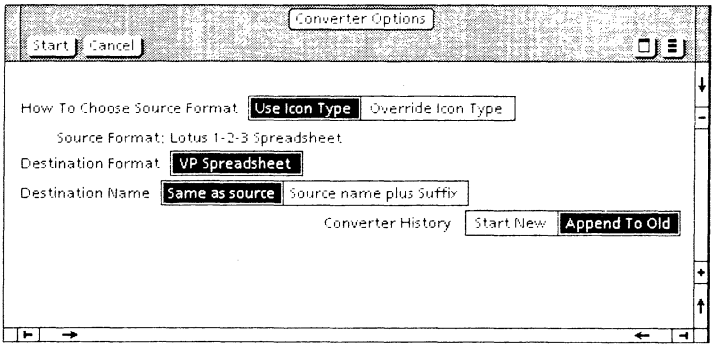

Figure 2-4 **Converter option sheet**

13. Select [START].

The conversion begins. Once it is completed, a new icon is placed on your desktop with the same name as the source spreadsheet.

This converted document can now be opened and used on the workstation.

Converting to Lotus 1-2-3 spreadsheet format

To convert a ViewPoint spreadsheet to Lotus 1-2-3 format, copy the workstation spreadsheet to the same converter icon you used earlier, and select those options that convert it to a Lotus 1-2-3 spreadsheet. This choice is made on the destination format line of the option sheet.

Once the optionis chosen, select [START]. The converted spreadsheet can now be copied to a floppy disk or sent by way of the network to other workstations or personal computers.

If you encounter any problems during the conversion process, refer to the tab titled "VP File Conversion of Lotus 1-2-3 Spreadsheets" in the VP Series reference library for information about text characters that have conversion limitations due to character, text, and/or formatting differences.

Summary

In this chapter, you have studied how to:

- Retrieve a converter icon from the directory onto your desktop
- Load and activate the Lotus 1-2-3 spreadsheet format converter application software from a floppy disk, using the application loader
- Select options from the converter icon property sheet to convert a Lotus 1-2-3 spreadsheet to a ViewPoint spreadsheet

If you need more practice, complete the exercises again.

3. Additional data

Overview

This chapter explains other aspects of the file conversion utility. In addition to this chapter, the tab titled "VP File Conversion of Lotus 1-2-3 Spreadsheets" in the VP Series reference library will assist in broadening your understanding of file conversion. It includes a table that lists conversion limitations in detail.

Converting folders and multiple icons

The entire contents of a folder can be converted at one time. It is not necessary to select individual spreadsheets and convert them singly. However, this can present a problem because a selected folder may have several different icon formats in it.

If there are different formats within the selected folder, there is no way for the system to determine which destination format may be legal, since all possible destination formats are included.

If a format that does not fit into the property limitations is included, the system ignores the spreadsheet and does not attempt to convert it. A message is displayed, but no converted file appears in the output folder.

In other respects, the converted folder is the same as the original folder.

More than one spreadsheet icon can be selected from the desktop for conversion at a time, but you encounter the same limitations that you do in converting a folder. The significant difference is that each of the original converted icons is placed on the desktop as a separate new icon.

Converter history

One choice on the property sheet is the status of the converter's history. By selecting [APPEND TO OLD], you can maintain an ongoing record of the conversions you performed using a particular converter icon. This file may be erased and started again at any time by selecting [START NEW] after loading a new file to be converted.

The converter history can be reviewed by opening the converter icon.

Summary

In this chapter, you studied how folders can be converted to different spreadsheet formats and how multiple icons can be converted at the same time. You also examined the converter history and how it is used.

After you finish the progress check in Chapter 4, you will have completed the training for VP File Conversion of Lotus 1-2-3 Spreadsheets. Refer to "VP File Conversion of Lotus 1-2-3 Spreadsheets" in the VP Series reference library for more information on this software package.

4. Final progress check

To check your understanding of the file conversion utility, select a Lotus 1-2-3 spreadsheet from your desktop, floppy disk, or network, and convert it to a ViewPoint spreadsheet, using the converter icon whose options you set in Chapter 2. The steps to complete this task are listed on the next page.

Answers to final progress check

The numbers in the parentheses indicate the chapters in which you will find details on each procedure.

1. **To convert a Lotus 1-2-3 format spreadsheet to a ViewPoint spreadsheet format: (2)**

   Select [LOTUS 1-2-3 SPREADSHEET].

   Copy the icon to the converter icon.

2. **To set options on the converter icon options sheet: (2)**

   Select [VP SPREADSHEET].

   Select [START].

The system places the converted icon on your desktop.