XEROX

Upgrade Planning Guide

XEROX

**For use in planning your upgrade to
Network Services 11.0
and Viewpoint 2.0**

October 1, 1988 XCI

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Introduction - Network Services 11.0 and ViewPoint 2.0 upgrades

Xerox Network Services 11.0 and ViewPoint 2.0 is now available to you for upgrade. These releases offer enhanced capabilities, significant new features, optional new software packages, and many "bug" fixes.

In response to your requests, you will also be able to order the desired amounts of ViewPoint media and documentation, rather than receiving an automatic shipment of one set per workstation.

Both releases support new hardware (options for scanning and backup and the 8090 server). This hardware will be referenced in the appropriate places in this document, but product descriptions, detailed configuration information, pricing, and availability will be provided by your Xerox representative.

Content and purpose of this *Upgrade Planning Kit*

The purpose of this kit, which consists of the *Upgrade Planning Guide* and an *Upgrade Configuration Tools and Forms* disk, is to aid you in planning and implementing a trouble-free upgrade to Network Services 11.0 and ViewPoint 2.0.

This *Upgrade Planning Guide* is divided into four major sections and three Appendices:

- **Preparation** - introduces the release, overviews the major steps, and describes the overall preparation required.

- **Analyzing Your Requirements** - details the activities and tools provided for determining your upgrade requirements and initiating the upgrade order.

- **Orientation and Training** - details the activities and support materials recommended for use in training implementors and orienting managers and end-users prior to the upgrade.

- **Upgrade Activity Plan** - identifies the events and contains an *Upgrade Activity Plan* table which you can fill in to develop your own plan.

Appendixes

I.   **Release Summary** - overview of the contents of ViewPoint 2.0.

II. Upgrade Planning Tools - forms and configuration tools used in your analysis and planning (electronic version on the accompanying disk).

III. Upgrading Instructions - the upgrade instructions for ViewPoint 2.0 (see note above).

Planning the upgrade - Why plan?

It is always a good idea to plan for the introduction of a new software release in order to ensure a smooth transition, free from disruption or productivity loss. With these releases, it is particularly important for the following reasons:

- Network Services 11.0 *is a mandatory release* and should be installed as soon as is practical. (Formatting Print Service, Facsimile Print Service, and SNA Mail Relay, however, will continue to run on Network Services 10.X.)

- Network Services 11.0 is required for some ViewPoint 2.0 features and options, such as Shared Books and VP Pro Illustrator's complex graphics.

- While ViewPoint 2.0 is *not* a mandatory release, media sets and documentation must be specifically ordered.

- Depending on your configurations, it may be necessary to upgrade memory or disk size of your hardware.

- Document conversion should be planned. In large installations where the upgrade will be phased, it is important to understand compatibility between versions.

- If you have custom software or hardware, it is advisable to confirm its continued compatibility or take appropriate actions to achieve this. (It is anticipated that most custom items will be compatible.)

- New software and hardware products will be available and you may wish to add or enhance your configurations concurrent with the upgrade. This requires lead time for order fulfillment.

Upgrade activities overview

Orient Planners and Implementors	Analyze Your Requirements	Train	Implement the Upgrade

- Brief Client Managers

- Review and/or Inventory current Equipment
- Compare to Release Requirements
- Identify actions required
- Initiate upgrade and new orders

- Orient end-users
- Train System Administrators
- Update internal training programs (if applicable)
- Train end- users

- Develop the upgrade schedule
- Implement the tasks in the upgrade plan

Organizing the upgrade

The upgrade may be organized in one of two ways:

- Plan and upgrade to Network Services 11.0 first, as it is a mandatory upgrade and there are dependencies for ViewPoint 2.0. Then plan and upgrade to ViewPoint 2.0. This is recommended if the upgrade to ViewPoint will require additional hardware to be ordered.

- Upgrade the network first and begin immediately to upgrade the workstations.

To simplify this document, Network Services and workstation upgrade analysis steps are described separately, but the rest of the document is integrated. You may adjust the *Upgrade Activities Plan* in Appendix II to meet your specific requirements.

Steps in general preparation

There are several activities that planners and implementors should accomplish to prepare for the specific upgrade planning activities described in the following sections.

Brief Client Managers
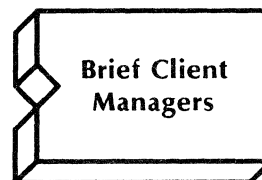
Orienting planners and implementors

The first step in preparing for the upgrade is to understand the *content* of the releases, the benefits to your applications and the implications to your system.

Briefing (client) managers

To generate interest and set the proper expectations regarding the upgrade, inform the appropriate (client) managers and department heads of the impending upgrade, its benefits, implementation activities, and proposed timetable. Secure their sign-off and support.

PRIOR TO THIS MEETING BE SURE TO READ THE RELEASE SUMMARY IN APPENDIX I, AND HAVE AN UPGRADE PLAN STRUCTURED.

This preview meeting should be followed with a scheduling meeting after your *Upgrade Activity Plan* has been completed.
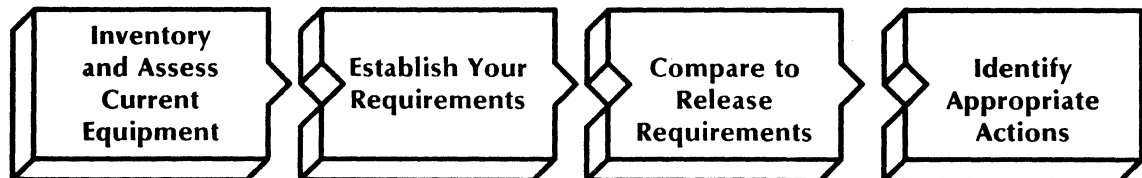
Steps in analyzing requirements

```
┌─────────────┐  ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
│ Inventory   │  │             │  │             │  │             │
│ and Assess  │  │ Establish Your│ │ Compare to  │  │ Identify    │
│ Current     │  │ Requirements │ │ Release     │  │ Appropriate │
│ Equipment   │  │             │  │ Requirements │ │ Actions     │
└─────────────┘  └─────────────┘  └─────────────┘  └─────────────┘
```

Network servers and services

Network Services 11.0 is a mandatory release. With the exception of servers running Facsimile Print Service, Formatting Print Service, and SNA Mail Relay, all servers should be upgraded.

Network Services 11.0 configuration requirements

You are now familiar with the content of this release, having read the *Network Services 11.0 Release Summary*. Software sizes have changed very little, so if you are simply upgrading the same software to Network Services 11.0, the process should be straightforward. If you are adding software or features, the following will affect your upgrade planning:

* Dual boot service for VP 1.1 and 2.0 (mixed networks)

* New Print Service features (Slow and Complex Printing)

* PC File Service

* Librarian Service

* Additional fonts

ALL SERVERS RUNNING NS 11.0 REQUIRE A MINIMUM OF 512 KB OF MAIN MEMORY. This was a requirement for NS 10.2, and most servers meet this requirement, but it should be confirmed. Print Servers that activate the new features require more memory. See Hardware Requirements Chart.

**Minimum Hardware Requirements
for Services 11.0 on Print Servers**

	Memory		Disk	
	Minimum	Recommended	Minimum	Recommended
Dedicated 8000 Print Server	512 KB	768 KB	29 MB	42 MB
Multifunction 8000 Print Server	768 KB	---	42 MB	---
Dedicated 8000 Print Server with Slow or Complex Page Printing	1.5 MB	---	42 MB	---

Check services supported by Network Services versions

The table on the next page depicts the Services supported on an NS 11.0 network after November 1, 1988. All servers except those running Formatting Print Service, Facsimile Print Service and SNA Mail Relay must be upgraded. (NS 9.0 is not shown as 10.0 was a mandatory release, and NS 9.0 is no longer supported.)

Inventory current server configurations

Begin your assessment with an inventory of your current network servers. A sample *Server Summary Worksheet* is provided in Appendix II. An electronic version is on the accompanying disk.

- List for each Server: server name, location, serial #, current main memory size, and rigid disk size.

- List software applications and features used at each. (A list of software may be printed using Remote System Administration.)

- Identify new software applications desired (covered in *Release Summary*)

(The right hand column of the table will be filled in *after* required actions are determined.)

Develop your new server configurations

If you are adding services, Print Service features or fonts, use the *Server Software Calculation Table* which is provided in Appendix II for your convenience. This worksheet provides all software sizes for NS 11.0 in an automated table, as well as boot service and VP Installation File drawer sizes. You can use it to determine the new storage size requirements and compare them to server disk size charts on the next page to determine if hardware upgrades are required.

Versions Supported on an 11.0 Network

Software	8090/8000 with Services 11.0	8000 with Services	
		10.0	10.3
Boot Service	Yes	No	No
Librarian Service	Yes	No	No
Communications Monitoring Service	Yes	No	Yes*
File	Yes	No	No
PC File Service	Yes	No	No
Mail	Yes	No	No
Electronic Printer Print Service/ 8000 Laser CP Print Service	Yes	No	No
Slow Page Printing (formerly Image Gap Printing)	Yes	No	No
Complex Printing	Yes	No	No
Facsimile Print Service	No	Yes	Yes
Formatting Print Service	No	Yes	Yes
SNA Mail Relay/SNA Access	No	No	Yes

*Only in conjunction with 10.3 SNA Mail Relay.

Disk Size Guidelines

If the Total Disk Pages Required is . . .	Recommend an 8000 NS Server disk size of . . .
less than 5,688	10 Mb*
less than 34,296	29 Mb*
less than 52,776	42 Mb
less than 106,446 per drive (maximum - 4 per server)	80 Mb*
less than 433,907 per drive (maximum - 4 per server)	300 Mb removable or 300 Mb rigid

*No longer available for new business orders.

Check custom items for upgradability

With any upgrade, it is important to identify any custom items which have been developed for you. The likelihood is that these items are compatible, but this should be tested as early as possible. (Example: Interface to other mail nets)

Your Xerox representative will work with you on confirming the compatibility or determining the appropriate course of action.

Network Citizen interoperability

The following table displays the versions of Network Citizen software required to run on a NS 11.0 network.

Product Interoperability with Network Services 11.0*

Client	Version No.	Client	Version No.
XNS 4.0 for the VMS Op Sys (DEC Vax)	4.0	Memwrtr 620/630CX	**
DEC Vax	3.1	Memwrtr 6020/6030C	**
XNS PC	1.1 and 1.2	Memwrtr 645/ITS	**
XNS PC Plus	1.0	Memwrtr 645E	4.0
XTerm	1.1	Memwrtr 620/630C	**
ViewPoint	2.0	Artificial Intelligence WS	Medley
ViewPoint	1.X	XPS 700	2.0
Star	3.4	Kurzweil 4000 OCR	**
XDE	4.0 and 5.0	16/8 SIU	10.00
820 SIU	10.00	6060 PC Family/ITS	**
860 E3270	10.00	150 Graphic Input Scanner	2.0
860 Enet	10.00	XC-20 Access to XC-80/ITS	1.01, 1.1, and 1.2
860 SIU	10.00	4050 LPS	1.9
860 ETTY	10.00	3700	2.3 and 4.0
860 TTY/ITS	H4.0	5700	6.0
860 XModem/ITS	5.0	9700/8700	10CR
860 2770/2780/PTP Comms.	NA	Expert	2.4 and 2.5

*Formatting Print Service and Facsimile Print Services are not supported by Services 11.0.
** No version number available.

Compare your new server requirements to NS 11.0 requirements

Using the information on your *Server Summary Sheet,* compare the current or new software configuration of the servers to be upgraded to the requirements shown on the Minimum Hardware Requirements for Services 11.0 on Print Servers and the Disk Size Guidelines charts.

Identify servers where the current server hardware will not support the upgrade. List incremental requirements for each such server in the "Required Actions" column of the *Server Summary Worksheet.*

Network Services 11.0 upgrade software

One set of Network Services 11.0 software and a new *Network Administration Library* will be shipped automatically for each network number.

Order incremental software and/or hardware, if required

To accommodate lead times and not jeopardize your upgrade timetable, incremental software and hardware, if required, should be ordered as soon as possible.

NS 8090 Servers

Network Services 11.0 also supports the new NS 8090 server. See your Xerox Marketing Representative for details.

Workstations and ViewPoint software

ViewPoint 2.0 is not a mandatory release at this time, but with its significant new functionality and bug fixes, it is highly recommended that you upgrade as soon as possible. ViewPoint 2.0 will continue to be enhanced over time while ViewPoint 1.x will not.

Your upgrade to ViewPoint 2.0 is available without extra charge until further notice.

ViewPoint 2.0 configuration requirements

Because of the enhancements and additional options, software sizes *have* changed and all workstation configurations should be checked to ensure that they meet the ViewPoint 2.0 requirements.

The next two charts depict the new requirements. Note particularly the memory size requirements for *Advanced Publishing Features*. These applications, which contain various graphics constructs, require additional storage for desktops as well. It is advisable to estimate requirements for normal workstation storage for graphics artists and other dedicated publishing personnel.

For additional detail on software sizes, Appendix II contains software tables.

Minimum Hardware Requirements for ViewPoint 2.0
on 6085's and 8010's

	Memory		Disk	
	Minimum	Recommended	Minimum	Recommended
6085 on Network	1.1 MB	1.6 MB	20 MB	40 MB
Documenter 6085 w/4045 Laser Printer	1.1 MB	1.6 MB	40 MB	80 MB
8010 on Network	1 MB	1.5 MB	29 MB	Upgrade to 6085
DashLink host*	2.6 MB	3.1 MB**	40 MB	40Mb

*Upgrade will be shipped at a later date.
**An extra 512 KB of memory is required with PC Emulation..

Minimum Hardware Requirements for Advanced Publishing Features

	Memory		Disk		Dedicated Print Server Minimum
	Minimum	Recommended	Minimum	Recommended	
Pro Illustrator SW Vector Graphics on 6085 or 8010	1 MB	1.6 or 2.6 MB +4k Control Store* + 3200 extra backing store	20 MB	40 MB or 80 MB	Services 11.0 w/Slow Page Printing 1.5 MB RAM
Publishing Illustrator SW Raster Graphics on 6085	2.6 MB +4k Control Store*	3.7 MB +4k Control Store*	80 MB	---	Services 11.0 w/Complex Page Printing 1.5 MB RAM
7650 Pro Imager Scanner Raster Graphics on 6085	2.6 MB +4k Control Store*	3.7 MB +4k Control Store*	80 MB	---	Services 11.0 w/Complex Page Printing 1.5 MB RAM

*Incremental to 4K control store standard in 6085 and Documenter (not available on 8010 hardware).

List current workstation configurations

To ensure that you have a complete working list of equipment to be upgraded, a *Workstation Summary Sheet* is provided in Appendix II. Use this to inventory your workstations.

For each workstation, list the location, name of user, number of users (if more than one), desktop size requirements, serial number, rigid disk size, memory size, and software enabled (product factored).

For a department where most workstations are the same configuration and the same software is enabled, the information from a couple of workstations could be used as a model.

Compare your new workstation requirements to ViewPoint 2.0 requirements

As you conduct your inventory, review each workstation for potential upgrade. This is done in two ways:

• Preliminary screening

• Detail review of current software configurations

Review future application requirements which may impact space requirements.

Preliminary screening

Using the **Upgrade Decision Table**, make a preliminary determination whether your workstations currently support the upgrade, or whether they will require incremental hardware for the upgrade.

Upgrade Decision Table

ViewPoint 1.1.2	ViewPoint 2.0
Check the boxes that describe your 6085(s):	**Check the boxes that describe your 6085 requirements:**
☐ 10 MB rigid disk configuration	☐ Require any of the new VP Documenter Editor 2.0 features
☐ Documenter -20 MB rigid disk configuration	☐ Require professional graphics illustration capabilities of new Xerox Pro Illustrator.
☐ User cannot afford the inconvenience of frequently running low on disk space on a 20 MB workstation, and cannot offload any more files from the desktop.	☐ Require improved productivity via more background operations, faster booting, etc.
☐ Require customized software or applications that are not available in VP 2.0.	☐ Require new Footnote capabilities in VP Long Document Options 2.0.
	☐ Require new Shared Book capabilities for collaborative authoring using VP Long Document Options 2.0.
☐ Extended Languages (Japanese, Chinese, Arabic) required. Upgrades to these will not be shipped until 1989.	☐ Require new VT640 terminal emulation capabilities.
	☐ Require new Wang file conversion capabilities.
Check the boxes that describe your 8010(s):	☐ Require new Hebrew Text capabilities. (available 1989)
☐ Have a 10 Mb rigid disk drive	☐ Require new IGES graphic file conversion capabilities.
☐ Memory of less than 1.5	
☐ User cannot afford the inconvenience of frequently running low on disk space on a 29 MB workstation, and cannot offload any more files from the desktop.	☐ Require spelling check of legal terminology.
	☐ Require one or more of the new fonts: Quartz, Univers, Optima, Times
☐ Require customized software or applications that are not available in VP 2.0.	☐ Require one of these new multilingual keyboards
	☐ Require support of Cartridge Tape peripheral.
☐ Extended Languages (Japanese, Chinese, Arabic) required. Upgrades to these will not be shipped until 1989.	☐ Require VP Local Character Printing 630.
If you have one or more ☒'s in this column, then do *not* upgrade to VP 2.0 until you have made the appropriate hardware upgrades.	If the # of ☒'s is greatest in this column vs. the left hand column **and** there are no ☒'s in the left hand column, you may upgrade immediately.

Survey tools for current software configurations

To help you determine the upgrade requirements for your VP 1.X workstations, *VP 2.0 Configuration Calculation Tools* are provided on the disk accompanying this package.

- **VP Software Calculation Tables** An automated table(s) is provided. It may be used to determine configuration requirements if you are on a workstation other then the one for which the configuration is

being calculated, or if you are on a VP 2.0 workstation. These *VP Software Calculation Tables* are provided in electronic form on the accompanying disk and the instructions and hardcopy are in Appendix II. The information, which is quite detailed, may also be found in the *Xerox Network Systems 1988 Configuration Guide* (or its update chapters).

Whichever tool(s) you use, be sure to account for all software currently configured, and all new software to be added.

Identify actions required to upgrade

If the disk space requirements for the upgrade are not met in your current workstation configuration, you have several options:

- **Reduce the desktop data** - archive infrequently used information. Your *Workstation Summary Worksheet* has a column for desktop requirements. These should take into consideration the type and size of normal document flow, including mail.

- **Delete seldom used applications or components of applications** from your loader and load and run them only when needed. (Specific information on the components of each VP Application may be found in the Software Tables in Appendix II) This requires that you can delete some software when less frequently used software is required.

- **Increase size of the disk drive**

In considering memory size requirements, take into consideration the complexity of documents, particularly those with graphics (see tables—Minimum Hardware Requirements for ViewPoint 2.0 on 6085s/8010s and Minimum Hardware Requirements for Advanced Publishing Features).

Confirm compatibility of custom items

With any upgrade, it is important to identify any custom items which have been developed for you. The likelihood is that these items are compatible, but this should be tested as early as possible.

Your Xerox representative should be contacted to work with you on confirming compatibility or in determining the appropriate course of action.

Workstation Examples: CUSP programs, logos, EDGEWARE, custom software, etc.

Decide on software installation method

It is important that you select the method to be used for the installation of your workstation software, as this will impact both your network and workstation software configurations and have possible hardware order requirements. There are three methods for installing workstation software:

- **Floppy disk** - this is the current method of installing software. It requires no configuration changes or incremental hardware.

- **Etherboot from the network** - also a current installation method requiring Boot Service at the server and sufficient space for the ViewPoint installation file drawer (for space requirements see software tables in Appendix II). With ViewPoint 2.0, Xerox introduces Dual Mode software downloading. It supports loading both 1.1.2 and 2.0 workstation and application software over the network. This is done to accommodate customers who will be required to have mixed version networks. Special software, Dual Mode 1.1.2/2.0 software is required. Boot service is required at the server and an additional 15,500 disk pages are required for the installation file drawer.

- **Cartridge tape** - with the introduction of VP Cartridge Tape as part of the ViewPoint 2.0 release, you can now install your software directly from tape which is significantly faster and easier than floppy disk. This requires the acquisition of hardware, the cartridge tape, and software, VP Cartridge Tape. You will then be able to select a software media library on tape for your upgrade.

Note: Your software may be installed by you or by the Xerox representative for a fee.

Product factoring

You do not need to re-product factor VP 2.0 applications which you have already licensed. (Passwords must be obtained for new applications not previously licensed.)

Document compatibility and conversion

Workstations using ViewPoint 1.X and ViewPoint 2.0 may reside on the same network and exchange documents. The table below shows the document compatibility and exchange methods for OS 5.0 through ViewPoint 2.0.

Xerox will provide upgrade and downgrade tools to assist you in converting your current documents to the ViewPoint 2.0 level. This is described in more detail the *ViewPoint 2.0 Release Document - Upgrade Instructions Section* in Appendix III.

Note:

‣ <u>DashLink nodes cannot be upgraded until the DashLink host is upgraded to 2.0 (this upgrade will be shipped at a later date).</u>

‣ Extended Language Options (Japanese, Chinese, Arabic) cannot be upgraded until 1989.

‣ 6085 workstations running Medley version of Artificial Intelligence software can co-reside with ViewPoint 2.0. 8010 workstations and other software versions cannot.

‣ EXPERT software cannot co-reside with ViewPoint 2.0 at this time.

‣ XDE customers cannot upgrade until XDE 6.0 is released.

Document Upgrade/downgrade Matrix

Action	OS 5.0	VP 1.x	VP 2.0
Forward Conversion	• Converts *to* VP 1.x • Converts *to* VP 2.0 (Via document "open" or "upgrade" in aux menu when running incrementally loadable software called Document Upgrader OS 5.0 to VP 2.0)	• Converts *to* VP2.0 (Via document "open" or "upgrade" in aux menu)	NA

Backward Conversion		• Downgrades *to* OS 5.0
		Delivered with VP 1.x, but loaded on an OS 5.2 workstation:
		(Via document "open" or "upgrade" in aux menu)
			• Downgrades *to* VP1.x
			Delivered with VP 2.0, but loaded on a VP 1.x workstation:
			Document Downgrader VP 2.0 to VP 1.1
			  – Document Downgrader VP 2.0 to VP 1.1.1 (ML)
			  – Document Downgrader VP 2.0 to VP 1.0

Object Conversion Utility		• File Drawer conversion via slave workstation	• File Drawer conversion via slave workstation
Floppy Disk	• Will not read 1.0 or 2.0 floppies	• VP 1.x reads a 2.0 floppy • VP 1.1.2 reads a 1.0 floppy • VP 1.1.2 on an 8010 reads 8" OS 5.2 floppies	• VP 2.0 reads a 1.1.x floppy

Order software and hardware

The next step is to initiate the upgrade and place orders for new hardware and software. These are handled separately.

Order incremental software and/or hardware, if required

To accommodate lead times and not jeopardize your upgrade timetable, incremental software and hardware for the upgrade should be ordered as soon as possible. Your Xerox representative will provide information on pricing and delivery schedules for new hardware and software applications.

ViewPoint 2.0 upgrade software

Based on the input from a series of customer surveys and focus groups, ViewPoint software licenses, media and documentation have been repackaged. ViewPoint 2.0 customers will *not* receive an automatic shipment of one set of media and documentation for each workstation. Instead you will license the software as you always have, but now you will be able to order combinations of media training and reference materials to suit your specific requirements.

ViewPoint media and documentation packaging

The ViewPoint 2.0 Packaging Diagram on the following page shows the new structure. Your Xerox Representative will supply additional details as you plan your upgrade.
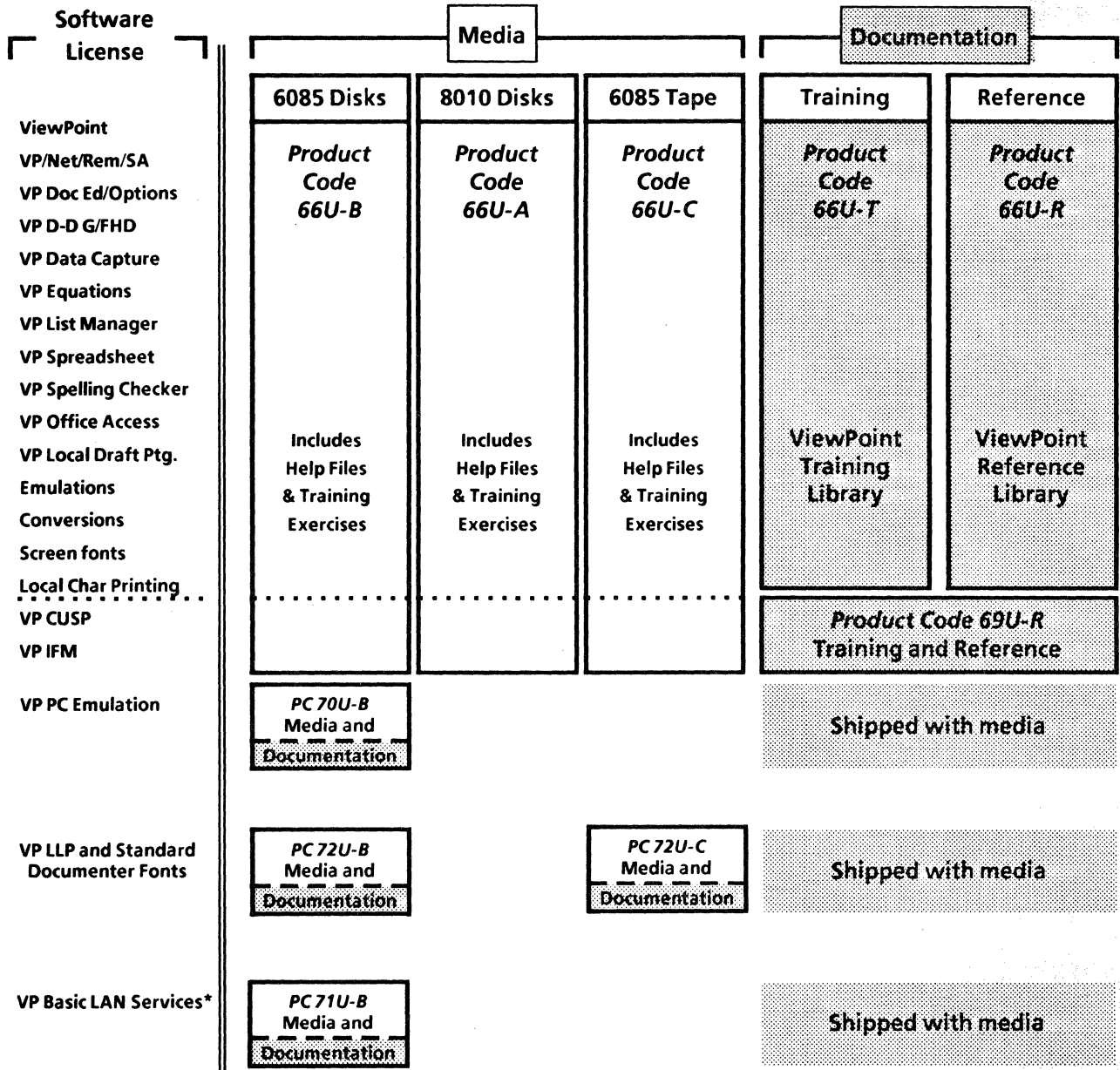
To determine what quantity of media, Training and Reference materials to order, consider the following:

Documentation

- **Purpose of the documentation** - Each training module is designed to cover about 50% of the content of the software application and train users to do basic applications quickly. The reference library is designed to be a comprehensive resource of the key concepts, property sheets and menus, etc., and to provide streamlined procedures. Most people use training (including the *ViewPoint QuickStart*) while learning, then refer to the reference thereafter. Each site should minimally have one set of Training and one set of Reference materials.

- **Training methods/location** - classroom or in their offices

- **Location of users** - Documentation (or media) may be shared if users are in proximity to one another. *Each user must have access to documentation.* The National Product Support Center provides telephone support on the assumption that users have reviewed the Training Library and have easy access to the Reference Library. They often refer the user to an answer in the documentation.

Media

- **Location of networks, Documenters, and remotes** - Each site should have one set, and possibly a backup.

- **Preferred installation method** - network or individual workstation - disk or tape (tape, which is faster and easier, requires the purchase of the required number of cartridge tape drives).

ViewPoint Packaging Diagram

Software License	Media			Documentation	
	6085 Disks	**8010 Disks**	**6085 Tape**	**Training**	**Reference**
ViewPoint VP/Net/Rem/SA VP Doc Ed/Options VP D-D G/FHD VP Data Capture VP Equations VP List Manager VP Spreadsheet VP Spelling Checker VP Office Access VP Local Draft Ptg. Emulations Conversions Screen fonts Local Char Printing VP CUSP VP IFM	*Product Code 66U-B* Includes Help Files & Training Exercises	*Product Code 66U-A* Includes Help Files & Training Exercises	*Product Code 66U-C* Includes Help Files & Training Exercises	*Product Code 66U-T* ViewPoint Training Library	*Product Code 66U-R* ViewPoint Reference Library
				Product Code 69U-R Training and Reference	
VP PC Emulation	*PC 70U-B* Media and Documentation			Shipped with media	
VP LLP and Standard Documenter Fonts	*PC 72U-B* Media and Documentation		*PC 72U-C* Media and Documentation	Shipped with media	
VP Basic LAN Services*	*PC 71U-B* Media and Documentation			Shipped with media	

ViewPoint Packaging Diagram

*Will be shipped at a later date.
Note: Japanese, Chinese, Arabic will be delivered in 1989.

ViewPoint Upgrade Checklist

The *Upgrade Order Checklist* below is provided as a final tool to completing your upgrade decision process.

ViewPoint 2.0 Upgrade Checklist

Action	Completed [X]
1. All servers have been surveyed and requirements for upgrade identified.	
2. All workstations have been surveyed and requirements for upgrade identified.	
3. Incremental hardware required for the upgrade has been ordered (if applicable).	
4. New software applications and hardware options have been ordered.	
5. Documentation type requirements have been identified and quantities determined.	
6. Media type has been selected and quantities determined.	
7. Availability of products has been discussed with Xerox representative and is understood.	

Orientation and training

Who should be trained?

A key success criteria for any change is generating excitement and setting expectations. In the case of the upgrade, this is done through a set of orientation and training activities. As mentioned in the *Preparation* section, Xerox provides materials to support this activity. The table below lists these for both releases and and indicates who should use each.

Orientation & Training Matrix

	ViewPoint 2.0
Planners/Implementors	• Read *ViewPoint 2.0 Release Summary/Upgrade instructions* • Develop *Upgrade Plan*
Systems Administrators and Internal Trainers	Same as above - OR: • View *A New ViewPoint* Video & read *Applications Idea Guide* • Read *ViewPoint 2.0 Release Summary/Upgrade instructions* • Read *Upgrade Planning Guide*

Steps in Orientation and training

| Orient End-users | > | Train SAs and Internal Trainers | > | Update Internal Training Programs | > | Train End-users |
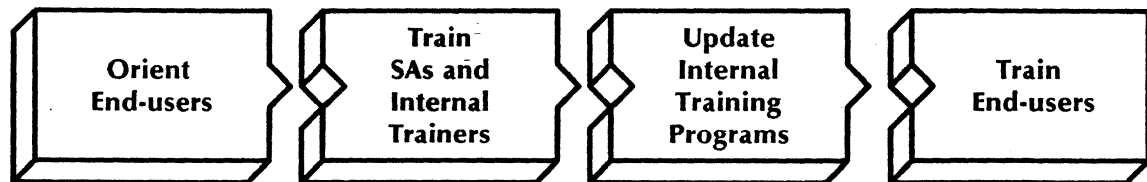
Orientating end-users

Orientation of your end-users is an important element in a successful upgrade. We recommend a one half to one hour orientation meeting early in the upgrade cycle. The objective of an early orientation is to generate interest and set expectations. It gives everyone an opportunity to think about the application of the new software to her/his own work and to plan for the training. Your Xerox representative can make the following orientation materials available to you for use in your orientation meetings:

- **Orientation Video** - this 15 minute film, A "New ViewPoint," covers highlights of the new release in various application contexts.

- **Applications Idea Guide** - this 50 page booklet describes the new features in an applications context, including those shown in the video, and provides pointers into the new documentation for additional information.

Orientation on Network Services is somewhat different than that of the workstation because the end-user sees only the interface to Network Services. However, it is important for him/her to understand the new capabilities that are available. This can be covered in a discussion of the new NS 11.0 features.

Training System Administrators and Internal Trainers

System Administrators and internal trainers, on the other hand, will want more detailed training on the operation of the new software and hardware. This could be accomplished through the following:

Network Services 11.0

- Read the *Network Services 11.0 Release Summary.*

- Read the Notes and Cautions Section in the *Release Document.*

ViewPoint 2.0

- Read the *ViewPoint 2.0 Release Summary* and *Upgrade Instructions* in Appendices I and III.

- Review the *Applications Idea Guide*

- For more details on the operation of new ViewPoint features, use the *ViewPoint 2.0 Release Summary* as a course-guide. Simply mark the sections in which you are interested and follow the pointers into the specific documentation section. The documentation has been redesigned and rewritten.

Update internal training programs

If you have your own customized training classes, these will need to be updated to include the new features. The *ViewPoint 2.0. Release Summary* should be used as a guide to the information required to do this.

Training end-users

End -users are normally trained in one of three ways:

- Formal classes at Xerox

- Formal classes conducted by our customers at their site

- Self-study

Formal Classes at Xerox

Xerox provides formal training classes for end-users

These will be updated for ViewPoint 2.0 and could provide a vehicle for these categories of users. Your Xerox representative can provide information on availability, location, pricing, and scheduling for these classes.

Formal Classes conducted by you

End - users can use the same approach described above to create their own self-study guide to the new documentation. It is important to ensure that new users have documentation available to them.

Training modules, which have been streamlined, should be used for complete new features such as Styles; the HELP or reference library may be adequate for experienced users to learn about enhancements.

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4. Upgrade Events and Activities

Developing the Upgrade Plan

Your Xerox representative will work with you to place orders, initiate your upgrade and to schedule deliveries and installations.

Events and Activities

Depending on the size of your installation and your current configuration, it may be a simple one phase upgrade that takes a few days, or a multi-phase, complex upgrade taking months. Whatever the size of your installation, the following key events and activities are required for implementation:

Preparation

- **Identify individual(s) responsible for the upgrade planning and implementation**
- **Orient planners and implementors**
- **Develop Upgrade Plan**
- **Brief Client Managers**

Analyze requirements

- **Inventory current equipment**
  - Inventory Servers
  - Inventory Workstations
  - Check release levels of Network Citizens
  - Check custom items

- **Compare current equipment to new requirements**

  - Servers

  - Workstations

  - Network Citizens

  - Contact Xerox support representative regarding custom items - confirm compatibility

- **Identify actions required for upgrade of equipment for each group/department/site**

  (Your Xerox Representative will assist you with any specific configuration questions.)

  - Order hardware (if required)

  - Order new software (if desired)

  - Order upgrade Software

Train

- **Train System Administrators and Internal Trainers**

- **Update internal training programs (if applicable)**

- **Orient End-users**

Install

- **Install new server hardware and upgrade servers**

- **Install workstation hardware and upgrade workstations by group**

An *Upgrade Activity Plan* table is provided for your convenience in Appendix II and in electronic form on the disk. It lists the activities shown above, identifies the supporting tools, forms or materials, and provides a columns to show the outputs, name of the person responsible for each activity, and the dates.

This table was not intended to be all inclusive for every installation, but it will provide a starting place for your planning.

• **ViewPoint 2.0**

VIEWPOINT 2.0 RELEASE SUMMARY

This document was created on a Xerox 6085 Professional
Computing System, and the original was produced on a
networked Xerox printer.

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ViewPoint 2.0 and VP Series 2.0 Release Summary

Overview

ViewPoint 2.0 is a major upgrade to ViewPoint. It focuses on group publishing and document processing, and provides you with advanced documentation creation tools for the 6085 and 8010 workstations. Software for the workstation has been strengthened and additional improvements have been made to existing applications. This release of ViewPoint contains new applications which further facilitate document processing. When combined, these improvements, enhancements, and additions expand ViewPoint's capabilities in the following areas:

- Word processing
- Office publishing
- Text creation and editing
- Graphic creation and editing
- Electronic document migration from other systems to Xerox

ViewPoint 2.0 and the VP Series 2.0 applications are sophisticated tools. They are designed to increase your productivity when creating documents, and deliver more professional-looking pages. Key-in time and sub-contract work, such as sending documents to typesetters, printers, and graphic artists, are dramatically reduced.

Among the new VP 2.0 features are:

- Case function
- Mail merge
- Phrase recall capabilities through the Define/Expand feature
- Linked text frames
- Background processing for paginating open documents and filing
- Stylesheets
- Shared books
- Redlining
- Autohyphenation
- Tables in graphics frames and sorting within tables
- List container
- Footnotes
- Cursor keys
- Cartridge tape backup

Unless otherwise noted, all features are available for both the 6085 and 8010 workstations.

Purpose and scope

This Release Summary describes the contents of ViewPoint and VP 2.0 by product software package. This document is not intended to be a training document, but to highlight the new or enhanced features and user benefits.

Learning to use ViewPoint 2.0

Based on customer input, the ViewPoint training and reference materials have been completely redesigned and rewritten providing the following:

▶ Roadmap - a 12-page booklet on the training and reference libraries with suggestions for their use.

▶ QuickStart - a training introduction for the new user, including basic functions such as document creation, printing, filing, and mailing.

▶ Training Library - a collection of tutorial materials to train the user on the fundamentals of VP Series 2.0 applications.

▶ Reference Library - a comprehensive resource on ViewPoint and the VP Series 2.0 applications.

You are encouraged to refer to the new training and reference materials to learn to use ViewPoint 2.0.

For your convenience, a pointer to procedural information on the products and features listed in this document is indicated by the book icon.

Training: *XXXXX*
Reference: Volume N: *XXXXXXX*, chapter Y

ViewPoint

Changes to ViewPoint 2.0 software affect the operating system software and the ViewPoint desktop itself. These are described in the following sections and a summary of changes can be found in Table 1.

Table 1. ViewPoint 2.0 changes

System software (operating system, applications loading, virtual keyboards)	ViewPoint desktop

▶ Booting
▶ Cover sheet sizing
▶ Quick restart
▶ Repeating keys
▶ User profile enhancements
  — Alternate default keyboard
  — Caret positioning
	▶ Background processes
	▶ Case function
	▶ Cursor keys
	▶ Auxiliary menu commands
	  — List container tool
	  — Show size of multiple objects
	  — Full screen window option
	▶ Loader enhancements
	▶ <PROP'S> key to toggle opening and closing of property sheets
	▶ <UNDO> key to restore deleted simple text

System software

Changes to the system software are described in this section.

Booting

The boot process for a workstation has been accelerated; it is twice as fast (approximately eight minutes) as it was in the previous ViewPoint version.

Cover Sheet sizing

ViewPoint 2.0 allows you to size the cover sheet or mail note section of an open document by making it shorter or longer. Sizing the mail note enables you to see more of the mail note's information or its attachment. (Refer to figure 1.)
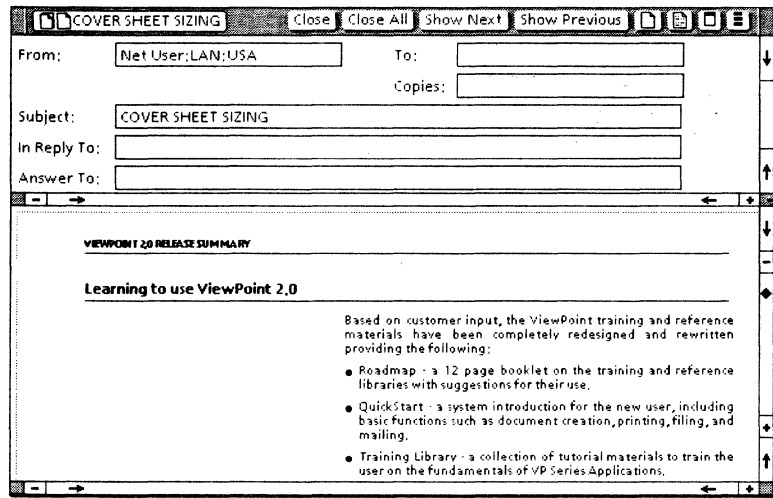
Figure 1 . **Cover sheet sizing**

Training: None
Reference: Volume 1: *General User Reference*, chapter 3, Windows

Quick restart

[Power Off Quick Restart] is a new option which allows you to restart the workstation quickly after powering it off. Depending on the size of a workstation's memory, restart time is 7 to 30 times faster than in ViewPoint 1.x. (Quick restart takes from 30 seconds to 2 minutes to power on a workstation instead of 15 minutes, as was previously the case.) The Power Off Quick Restart option is accessible through the Logoff option sheet. (Refer to figure 2.)

This option requires that your machine has enough free disk space to save the current memory state of the desktop. If there are insufficient disk pages to use this option, a warning message appears.
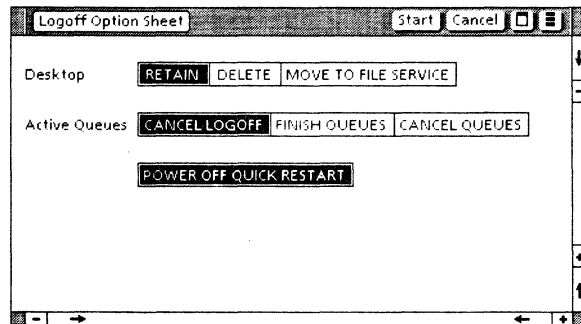
Figure 2 . **Power Off Quick Restart option**

When using the Quick Restart option, the process differs from the normal logoff, and the system provides important user instructions in the desktop message area.

Training: *VP QuickStart*
Reference: Volume 1: *General User Reference*, chapter 10, Conducting a ViewPoint session

Repeating keys

When you press a key for a short time (0.8 seconds), it repeats until you release the key or press another key. Repeating keys work for the alphanumeric keys (light gray keys on the 6085), but not for the function keys, such as backspace, paragraph, or tab.

Training: None
Reference: Volume 1: *General User Reference*, chapter 11, The keyboard and alternate keyboards

User Profile enhancements

Each desktop has a list of default User Profile settings. By altering these default settings, it is possible to customize your desktop. You can specify preferences, add more choices, and tailor your desktop to increase your productivity. A copy of the complete User Profile, with more than 200 entries and their formats, is included with the Help feature.

Training: None
Reference: Volume 1: *General User Reference*, chapter 8, The User Profile

Alternate default keyboard: A new feature, enabled via your User Profile, lets you specify a "first-choice" alternate keyboard. For instance, if you frequently enter format or other non-printing characters in your document, such as anchored frames or page breaks, you may want to set the Document Special keyboard as your first alternate keyboard. (It is automatically activated when you press <KEYBOARD>.)

Training: None
Reference: Volume 1: *General User Reference*, chapter 11, The keyboard and alternate keyboards

Caret positioning: The caret positioning feature, found in your User Profile, allows you to specify which side of a character or word the type-in caret will appear. The default is after, or to the right of a character or word.

This feature is especially useful if you use the *VP Arabic* or *VP Hebrew Text Package* applications in mixed directional typing.

Training: None
Reference: Volume 1: *General User Reference*, chapter 5, Simple text

ViewPoint desktop

Changes to the ViewPoint desktop are described in this section.

Background processes

With VP 2.0, some additional operations now take place in the background. This allows you to continue working on other applications on the desktop. Those that can take place in the background are:

▶ Move and copy of local or remote icons
▶ Purge of wastebasket

To move or copy an icon in the background, initiate the action, then indicate the destination with the *right* mouse button.

When you perform a background copy or move on an icon which is in a remote container (such as folder in a file drawer), its highlighting is gray. (Refer to figure 3.) When you perform a background operation on an icon on the desktop, the icon appears white.
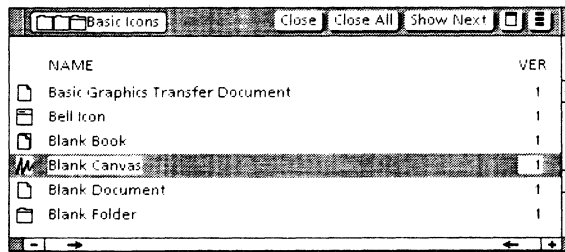
Figure 3. **Background copy or move**

Due to an increase in the number of background activities in VP 2.0, the system-wide background manager has been improved to control and monitor these activities. When you initiate an activity in the background, a small window appears in the rightmost corner of your desktop. (See the circled item in figure 4.)

In ViewPoint 1.x, messages related to filing and printing activities were displayed in the desktop message area. Now, when filing is done in the background, messages can be found in the Show Messages area of the Background Manager window. (Open the window by moving the cursor over it and pressing the left mouse button to view the messages.) You may use the Cancel Current Activities area of the Background Manager to cancel any background activity you have initiated by highlighting a cancellation message. Some cancellation requests require confirmation in the desktop message area.

Figure 4. **Background manager**

Training: None
Reference: Volume 1: *General User Reference*, chapter 9, Background processing

Case function

The Case function operates on alphabetic characters in documents, mailnotes, and all simple text. You may use it to convert uppercase characters to lowercase, and lowercase characters to uppercase with just a few keystrokes. It works in English and multilingual text.

This function is available on the 8010 Information System by using either the <DEFAULTS> key for lowercase, or the <SHIFT> and <DEFAULTS> keys for uppercase. It is available on the 6085 by using the <CASE> key for lowercase, and the <SHIFT> and <CASE> keys for uppercase.

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 5, Character properties

Cursor keys

Cursor keys provide you with an alternative to the mouse for moving within text. This feature provides a cursor control interface familiar to many PC users.

Two levels of movement are available:

▶   Character/line, and
▶   Document/page level

At the character level, cursor movement is one character or line at a time. Directions supported are: up, down, left, and right. Cursor keys are repeating keys. The cursor crosses page and column boundaries, but stops moving when it reaches the start or end of text.

At the document/page level, four options are available. Page-Start moves the cursor to the point before the first character on the current page, while Page-End places the cursor after the last character on the current page. You can also move to the top of the previous page or the next page.

Home and End keys move the cursor within the entire document by taking you to the beginning or end of the document respectively.

6085: To use the cursor keys on the 6085, press <SHIFT> <X> (the multiply/NumLock key) on the keypad. This changes the function of the keypad from number to cursor keys. (Refer to figure 5.)
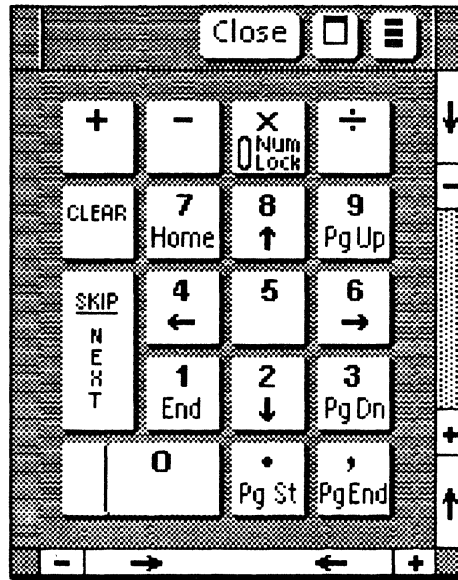
Figure 5. **6085 Cursor keys**

When using the keypad for cursor keys, a message displays and a symbol appears in the top right-hand corner of your desktop. (Refer to figure 6.)

Figure 6. **Cursor keys symbol**

8010: To use the cursor keys on the 8010, press the <SHIFT> <FONT> keys to set the keypad to the cursor mode. (See table 2.) Upon changing the keypad a message displays, and a symbol, shown above in figure 6, appears in the top right-hand corner of your desktop.
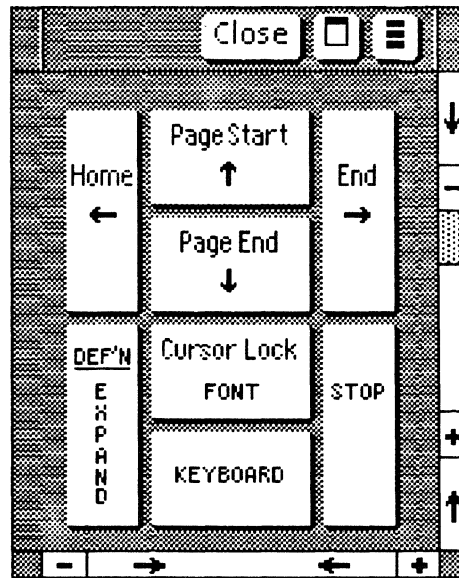
Figure 7. **8010 Cursor keys**

Training: None
Reference: Volume 1: *General User Reference*, chapter 5, Simple text

Auxiliary menu commands

New commands may appear in your desktop auxiliary menu depending upon which applications are loaded and running on your workstation. Figure 8 shows a typical desktop auxiliary menu with commands for a VP 2.0 workstation. (The bolded and italicized items are new in ViewPoint 2.0.)

Invert Screen
Date and time
Autohyphenation Checker
Test
Set Software Options
Load Expansion Dictionary
Store Expansion Dictionary
List Container
End Session
Spelling Checker
Turn Redlining On/Off
Paginate
Upgrade
Show User Profile
Folder/File drawer Display Options
Show Size
Purge wastebasket
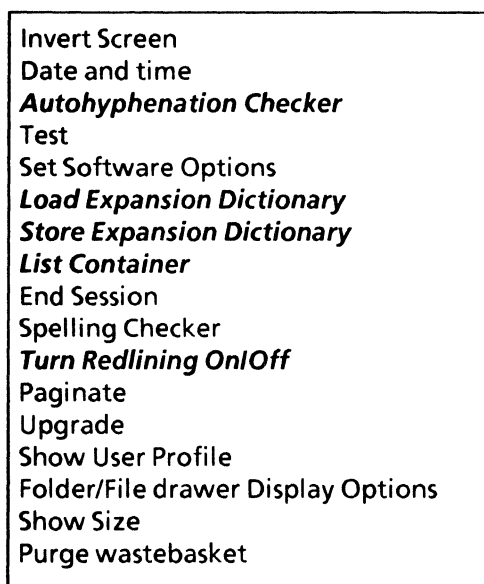
Figure 8. Desktop auxiliary menu for ViewPoint 2.0

Container List tool: This tool allows you to make a document that lists the contents of any icon which is a folder (real, reference, or mail), file drawer, floppy disk, or inbasket. Select one or more icons and highlight the [List Container] command in the desktop auxiliary menu. The List Container options sheet, shown in figure 9, appears.
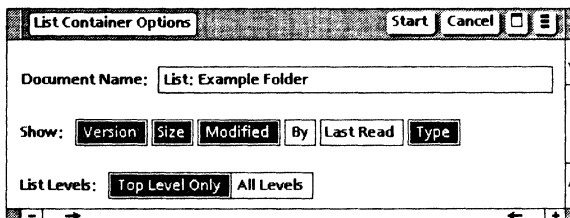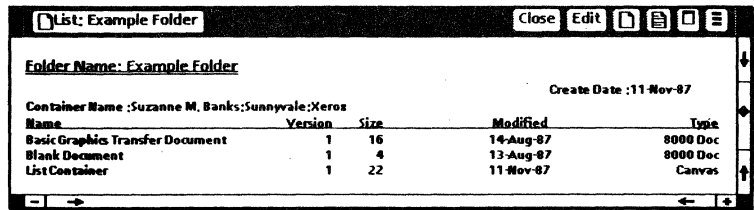
Figure 9. List Container options sheet

After choosing the options and initiating the process, a document is created, in the background, according to your specifications. An example of a List Container document is shown in figure 10.

Figure 10. **Listed contents of a folder**

Training: None
Reference: Volume 2: *Workstation Administration and System Resources Reference*, chapter 5, Filing

Show size for multiple objects: Enhancements to the [Show Size] command in ViewPoint 2.0 allow you to highlight multiple icons (folders and documents) and determine their total size in disk pages.

Training: None
Reference: Volume 1: *General User Reference*, chapter 2, The desktop

Full screen: A new feature called "Full Screen" is available in the window auxiliary menu of open icons (such as documents, folders, printers, and file drawers). Selecting this command expands the window to the full size of the screen. Selecting [Undo Full Screen] returns the window to its original size.

Training: None
Reference: Volume 1: *General User Reference*, chapter 3, Windows

Loader enhancements

ViewPoint 2.0 allows you to load and run fonts without rebooting your workstation.

Fonts and some document applications cannot be loaded when documents are open or background operations are executing. Refer to the *Xerox ViewPoint 2.0 Software Installation* manual for instructions on installing and running fonts, and any restrictions which may apply.

Training: None
Reference: *Xerox ViewPoint 2.0 Software Installation*

<PROP'S>

Property sheets work more efficiently in ViewPoint 2.0. The <PROP'S> key now works as a toggle switch. Simply press <PROP'S> to open the property sheet, then press <PROP'S> again to close it quickly. Any changes you made are applied.

Training: None
Reference: Volume 1: *General User Reference*, chapter 6, Property and option sheets

<UNDO> of deleted simple text

The <UNDO> key now restores text that was just deleted in simple text elements such as property sheets, mail notes, and the User Profile.

Training: None
Reference: Volume 1: *General User Reference*, chapter 11, The keyboard and alternate keyboards

VP NetCom, RemoteCom and Standalone

ViewPoint 2.0 contains no functional changes to *VP NetCom, VP RemoteCom* and *VP Standalone* software except for background copy and move filing operations.

File

Copy and move filing operations can now be done in the background by selecting the destination file drawer or desktop with the *right mouse button.* You can continue with other desktop activities while your copy or move filing operations take place in the background.

Training: None
Reference: Volume 2: *Workstation Administration and System Resources Reference*, chapter 5, Filing

Mail

No significant changes in functionality have been made to the Mail service. However, because it is a 'containerized' icon, the mail window stays in the same layered position on the screen after opening mail. If for example, your mail window is open beneath another open window, the mail window stays on the bottom instead of opening the item on the top-most layer. This time-saving feature prevents your screen from having to repaint an entire mail window.

Training: None
Reference: Volume 2: *Workstation Administration and System Resources Reference*, chapter 6, Mailing

Print

Due to the increase in the number of background activities in VP 2.0, the system-wide background manager has been improved to control and monitor these activities. This changes desktop printing functionality in two ways. Now you can use the

background manager to cancel the printing of a document (or a folder) from a desktop and view printing messages. (Those messages which were displayed in the desktop message area in ViewPoint 1.x are now displayed through the Background Manager Window.) Canceling the printing of a document or folder can be done *only* while it is being converted to an interpress format. Additionally, if the system is unable to print a document or a folder, the reasons are communicated to you via the Background Manager.

Training: None
Reference: Volume 2: *Workstation Administration and System Resources Reference*, chapter 4, Printing

General performance

When opening an item in a container that is already opened (such as a canvas in a folder, a document in a book, or a piece of mail in your inbasket), the container and the item maintain their positions within the stack; they do not move to the top. This feature allows you to open several items ahead of time then use them at your convenience.

VP Series 2.0 applications

The 2.0 release of ViewPoint expands the VP applications series. Several new products are being offered and existing ones have been enhanced.

The most commonly used VP Series 2.0 application, *VP Document Editor*, is discussed first. The remainder of the products are then documented. They are grouped by function (for example, languages or terminal emulations), and listed alphabetically.

VP Document Editor

Many improvements have been made to *VP Document Editor*. Table 2 contains a list of these changes in three categories:

▶ New features
▶ Enhancements
▶ Accelerators

Table 2. **VP Document Editor changes**

New Features	Enhancements	Accelerators
▶ Autohyphenation ▶ Case function ▶ Cursor keys ▶ <DEFINE/EXPAND> ▶ Document Upgrader/ Downgrader ▶ Mail Merge ▶ Redlining ▶ Styles	▶ Accented characters ▶ Auxiliary menus ▶ Find — Wildcard — [Search for] and [Change It] using <SKIP/NEXT> ▶ Frame changes — Bitmap frames — Linked text frames — Transparent text frames ▶ Page format property sheet changes — [Right to Left] columnar text — Unequal column widths — Heading and footing continuation ▶ Tables — Tables in graphics frames — Table row sorting with sort keys — Table ruling lines — Multi-page tables: Don't defer on paginate	▶ Show non-printing characters without spaces ▶ Background pagination — Open document — Specified pages — Displayed pages ▶ Performance enhancements

New features

New 2.0 Document Editor features are summarized below.

Autohyphenation

Autohyphenation is a feature that improves the appearance of documents. As you type, it automatically hyphenates words at the end of a line when necessary. It is especially useful if you want the neat appearance of right justified margins. Autohyphenation minimizes the white space between words to justify the right margin.

Property sheet: This option is set in the Paragraph property sheet (refer to figure 11). Autohyphenation can use either regular or discretionary hyphens. It can be overridden or disabled, and placement of an autohyphen can be changed within a word.
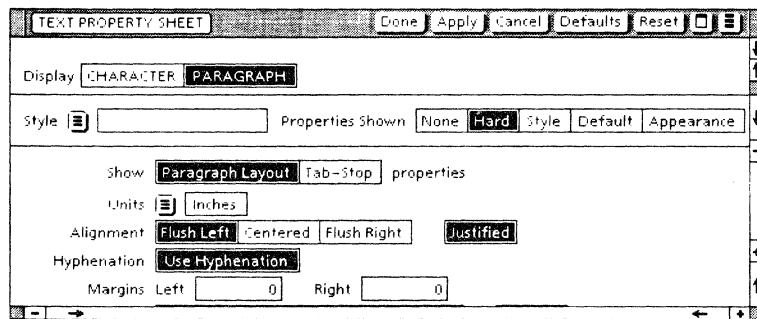
Figure 11.   Text property sheet with Hyphenation selected

Dictionaries: Autohyphenation uses two types of dictionaries: personal and system-supplied.

You and other users can create editable dictionaries that contain alternative hyphenation points for specific words. These dictionaries can be shared and used through the Workstation Autohyphenation Dictionaries folder. Hyphenation points that you specify in the editable dictionaries take precedence over those in the system-supplied dictionary when autohyphenation is in use. The non-editable system dictionary is automatically available when you load autohyphenation.

You may copy or type words into the Autohyphenation Checker option sheet to review the system's hyphenation points or use it to add your own hyphenation points (see figure 12). This tool is accessed via the desktop auxiliary menu by selecting [Autohyphenation Checker]. If the system's break is unacceptable, you only need to edit the word and add it to your user-defined dictionary. All documents must be closed in order for your hyphenation points to take effect.
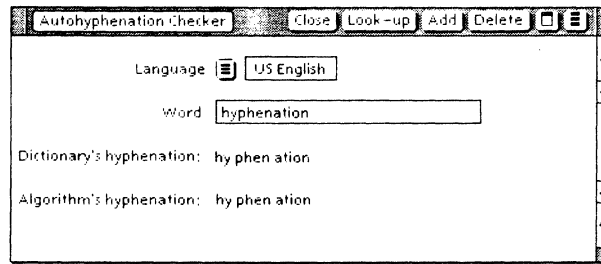
Figure 12. **Autohyphenation Checker**

Training: None
Reference: Volume 4: *Document Editor Reference*, chapter 3, Autohyphenation

Case function

The <CASE> key operates on alphabetic characters in documents, simple text such as property sheets, ASCII text, mail notes, and text frames on the 6085. It works in English and multilingual text. By pressing the <CASE> key, you can change uppercase characters to lowercase. By pressing the <SHIFT> <CASE> keys, you can change lowercase characters to uppercase. Using the case function does not affect numbers or symbols.

This function is also available on an 8010 Information System by using the <SHIFT> <DEFAULTS> keys in a toggle combination.

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 5, Character properties

Cursor keys

Cursor keys provide you with an alternative to the mouse for moving within text. This feature provides a cursor control interface familiar to many PC users. (See page 7 of this release summary for more information.)

Training: None
Reference: Volume1: *General User Reference*, chapter 5, Simple text

<DEFINE/EXPAND>

ViewPoint 2.0 provides the first implementation of the Define/Expand feature. (This is commonly known as "phrase recall" in other systems.) VP 2.0 expansion can "recall" more than text; it has the ability to fetch any VP document object from the expansion dictionary with the single exception of fields. This powerful feature saves you keystrokes when creating documents.

With it you can create a data file (an expansion dictionary) to recall:

▶ words, sentences, paragraphs, and "boilerplate"
▶ graphic frames, page format characters, footnotes
▶ signature blocks
▶ addresses
▶ tables
▶ other expressions which are used repeatedly in your documents

You may have any number of expansion dictionaries on your desktop; however, only one can be used at a time. Loading a dictionary is accomplished through commands in the desktop auxiliary menu.

The Define options sheet (shown in figure 13), is the interface for this new feature. It allows you to enter a short abbreviation (typically two or three letters in length) in the [Abbreviation] field and specify the substitution's characteristics, such as bolding and typeface, within the document.
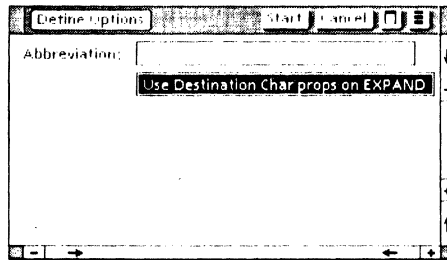
Figure 13. Define options sheet

Training: None
Reference: Volume 4: *Document Editor Reference*, chapter 5, Define/Expand

Document Upgrader/Downgrader feature

ViewPoint 2.0 contains software that automatically converts any VP 1.x document to the VP 2.0 format when opening, paginating, or printing it on a desktop. Alternatively, you can use the [Upgrade] command in the desktop auxiliary menu to bring documents to the VP 2.0 level.

A special upgrader tool can be installed and run on a ViewPoint 2.0 workstation to upgrade OS 5.0 documents to the VP 2.0 format.

ViewPoint 2.0 provides three software tools which allow you to downgrade VP 2.0 documents. After loading the appropriate downgrader on a VP 1.x workstation, you may downgrade:

▶ VP 2.0 to VP 1.1
▶ VP 2.0 to VP 1.1.1 (Multilingual)
▶ VP 2.0 to VP 1.0

This allows VP 1.x workstations to coexist on the same network or internetwork with the VP 2.0 workstations. Note, however, that ViewPoint 2.0 contains many new features, such as footnotes, text styles, and redlining, that VP 1.x does not support.

Mail Merge

Mail Merge allows you to create repetitive letters, mailing labels, and mailing lists by merging tabular data with a template (a boilerplate document). Both documents are user-created VP documents and are merged when printed to produce multiple documents.

The key elements of Mail Merge are:

▶ A ViewPoint table (source table) containing data to be merged

▶ Form (template) document containing fields specifying where merged data are to be placed

▶ The Mail Merge icon and options

A merge is initiated by copying the source and template documents to the Mail Merge icon, shown in figure 14.
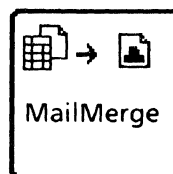
Figure14. **Mail Merge icon**

If the source document contains multiple tables, specify the appropriate table, as well as the type of merge and filters to be used, via the Mail Merge options sheet. (Refer to figure 15.) After you put the two documents on the Mail Merge icon, the system creates one icon (in an Interpress format), with the merged data, for printing.
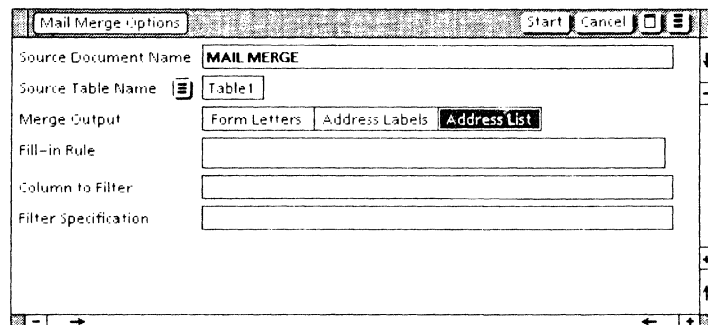
Figure 15. **Mail Merge options sheet**

Training: None
Reference: Volume 4: *Document Editor Reference*, chapter 14, Mail Merge

Redlining

Redlining is another advanced editing feature of the *VP Document Editor*. It allows you to keep a record of the changes made to a document. Redlining is particularly useful for legal documents where a record of changes is necessary. It is also useful when coordinating changes within a workgroup. Similar to editing a document with a red pencil, it readily distinguishes additions from the original text and strikes through deleted text. A redlined document may be printed.

Redlining works as a toggle switch in the desktop auxiliary menu. To mark new text, enable the feature, then edit the document. Information that you type, copy, or move takes on one of five properties specified in your User Profile:

▶ <u>Double Underline (default)</u>

▶ **<u>Bold Double Underline</u>**

▶ ***Bold Italic***

▶ ***<u>Bold Italic Underline</u>***

▶ ***<u>Bold Italic Double Underline</u>***

A document can be prepared for final copy through the [Finalize Redlined Revisions] command in the content auxiliary menu. ViewPoint clears all markings and deletes the struck-out text.

Training: *VP Document Editor: Document Creation*
Reference: Volume 4: *Document Editor Reference*, chapter 4, Redlining

Styles

The *VP Document Editor* has a new advanced editing feature called Styles. With it you can define combinations of text properties as a single unit. Styles can be applied to any text within a document and used to specify or revise its properties. These rules can be shared throughout an office to standardize and expedite the production of documents with even the most complex formats.

A style rule is a collection of properties which are set by using the Style Rule Definition sheet. (Refer to figure 16.) With style rules you can specify character and paragraph properties, including autohyphenation, language, and text direction.
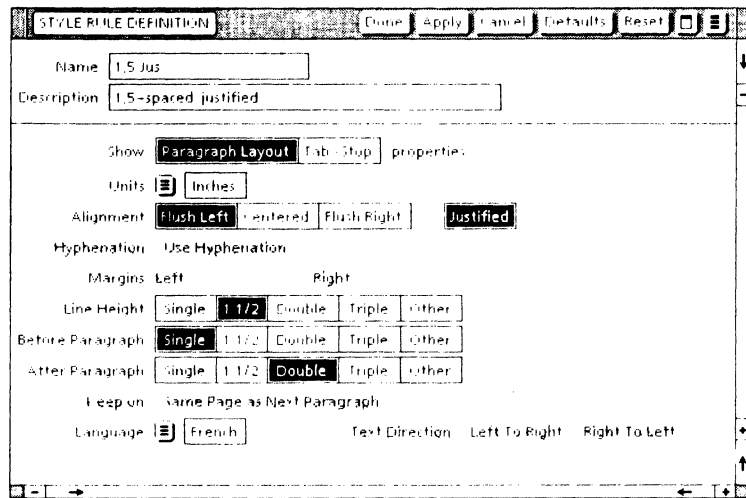
Figure 16. **Style Rule Definition sheet**

Once a style rule has been assigned to text in a document, you can easily change the appearance of the text simply by altering its properties. (The new properties affect all the text using that particular style by using the [Apply Style Changes] command in the Stylesheet window.) Applying style rules can be made quicker by assigning styles to the function keys at the top of the keyboard. Each document has a stylesheet that lists all the style rules for that document. (Refer to figure 17.)

Figure 17. **Stylesheet window**

Style rules can be overridden for paragraphs or characters by using one of the options within the Text property sheet. (Refer to figure 18.) The options are:

‣ Hard
‣ Style
‣ Default
‣ Appearance
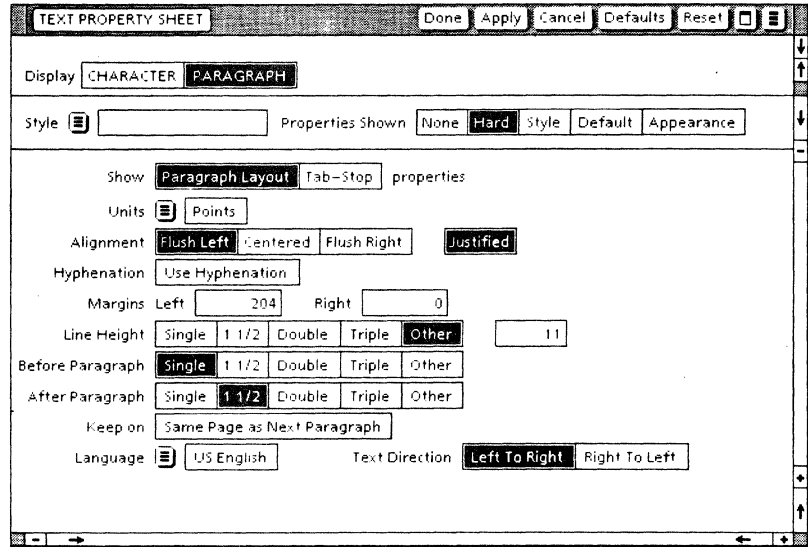
Figure 18. **Text property sheet for Paragraphs**

A fourth option, Appearance, allows you to display the results of using options in conjunction with style rules.

Hard: This option allows you to set additional properties or override those of the style rule for the selected text. When not specified, Hard properties are neutral and indicated by a gray, crosshatched appearance.

Style: If no style rule is assigned, this option shows all properties as neutral. The name of the style rule in effect displays next to the Style menu. A style rule affects the text's appearance *only* if the corresponding hard property is neutral.

Default: This option allows you to display the default settings for the current text selection.

Appearance: This option allows you to display the net result of the three sets of properties (Hard, Style, and Default), and their respective priorities. (Hard is the highest priority and Default is the lowest.) The selected text displays and prints with the properties shown when you select [Appearance].

Training: *VP Document Editor: Styles*
Reference: Volume 4: *Document Editor Reference*, chapter 7, Styles

Enhancements

Enhancements to the *VP Document Editor* are described below.

Accented characters

You can enter accented characters in a document either by creating your own, or choosing from among those which already exist. For example, those accented characters found on the European keyboard shown in figure 19.
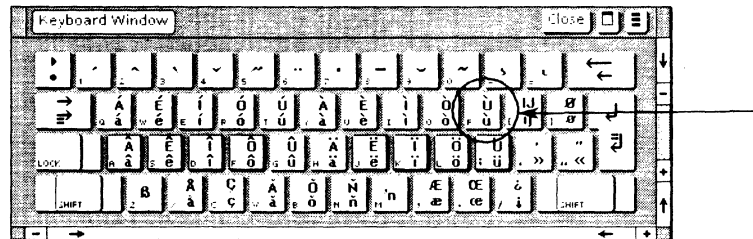
Figure 19. European keyboard with accent marks

Creating an accented character is a simple process. First you type the accent mark (from an alternate keyboard), and then type in the base character. The two appear as one character and the caret automatically moves into the next space.

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 3, Document creation

Auxiliary menus

In *VP Document Editor* 2.0, documents contain two auxiliary menu symbols instead of one: the document auxiliary menu and the content auxiliary menu. The document auxiliary menu is represented by the small blank document and contains commands for managing a document. (See figure 20a.) This menu may also include commands for working with other VP Series 2.0 applications. (The bolded and italicized items are new in ViewPoint 2.0.)

The content auxiliary menu, represented by the small, filled-in document (figure 20b), contains commands for working with the contents of a document. The content auxiliary menu may also include commands for working with other VP Series 2.0 applications. (The bolded and italicized items are new in ViewPoint 2.0.)

Enhancements allow you to locate the following special characters via the document content auxiliary menu:

▶ Go to Next Page Format Character
▶ Go to Next Break Character
▶ Go to Next Footnote Reference
▶ Go to Next Index Object
▶ Go to Next Field
▶ Go to First Fill-in

Close | Save | Reset | Save&Edit | [ ] [ ] [ ] [≡]

D

| Don't Show Structure |
| *Show Non-Printing with* |
| *Spaces* |
| *Show Non-Printing without* |
Spaces
Show Stylesheet
Show Footnote Options
Normalize Text
Paginate
Simple Paginate
Paginate Displayed Pages
Paginate Specified Pages
Prompt for Fields

a. **Document auxiliary menu**

▤

| Select Table Column |
| Select Table Row |
| Subdivide Table Column |
| |
| *Sort Table Selection* |
Refresh Table Lines
Finalize Redlined Revisions
Fill Text Frames
Update Fields
Update Charts
Set Field/Table Fill-in Order
Edit Field/Table Fill-in Order
Set Text Frame Fill-in Order
Edit Text Frame Fill-in Order
Go to Next Page Format Character
Go to Next Break Character
Go to Next Footnote Reference
Go to Next Index Object
Go to Next Field
Go to First Fill-in

b. **Content auxiliary menu**

Figure 20. Auxiliary menus for VP Document Editor 2.0

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 2, Basic concepts

Find

The Find feature is another productivity tool that can reduce document editing time. Use it to quickly search a document and locate an item for editing. In VP 2.0, Find has been enhanced to search in frames and tables. When you use the [Change It] option in the Find property sheet, the feature automatically changes items that appear several places in a document. (This is often referred to as "global replace.")

The [Search for] field has been modified in two ways. First, the number of characters entered in the [Search For] field can exceed 50 characters. Second, a wildcard character (obtained by pressing the <KEYBOARD> <Special> <X> keys), can help you locate words or phrases if you are uncertain of their exact spelling or form. (Refer to figure 21.)
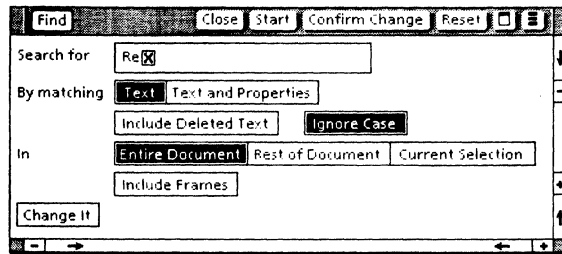
Figure 21. Find property sheet with wildcard character

In VP 2.0 you can initiate a search by pressing the <SKIP/NEXT> key instead of selecting [Start].

Training: None
Reference: Volume 4: *Document Editor Reference*, chapter 2, Find

Frame changes

Changes to frames within VP 2.0 are summarized below.

Bitmap frames: In VP 2.0, sizing a bitmap graphic has been simplified. Now a bitmap can be sized by using the Scaling option in the Bitmap Frame properties sheet. The scaling option has three modes: Automatic, Fixed, and Print Resolution.

Automatic: This mode automatically magnifies/shrinks an image to fit just inside the bitmap frame. You need not be concerned with a bitmap's resolution and its scaling factors when using it.

You can control the outcome of automatic scaling and determine whether an image keeps its proportions by using the Shape parameter. It has two options which control scaling: Keep Shape and Fill Up Frame. (See figure 22.) If you use Keep Shape, the bitmap magnifies/shrinks, maintaining its proportions, until the frame is filled in one direction (either horizontally or vertically). (The illustration is centered within the frame's boundaries in the other direction.) If you use Fill Up Frame, vertical and horizontal scaling factors are determined independently of one another, so the bitmap fills the frame completely. (This can distort an image.)
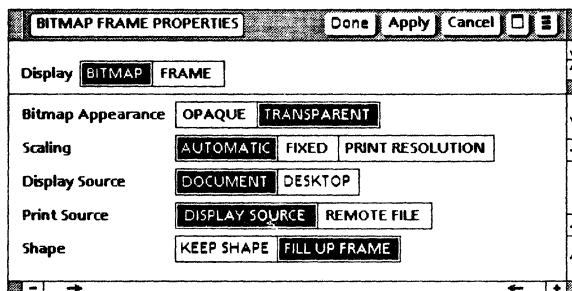
Figure 22. Bitmap property sheet with Automatic scaling

Fixed: This mode allows you to specify a bitmap's scale by entering a value (expressed as a percentage), in the Scale parameter. A bitmap may be magnified or reduced. A Scale value of 100 percent displays and prints the bitmap at full size. A Scale

value of 50 percent shrinks the bitmap to half its height and width for display and print. (Refer to figure 23.)
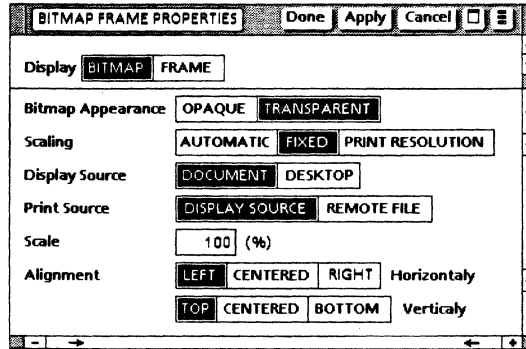
Figure 23. Bitmap property sheet with Fixed scaling

Print Resolution: Selecting a print resolution value now enables you to view the image in the bitmap frame as it appears after printing. (Refer to figure 24.)
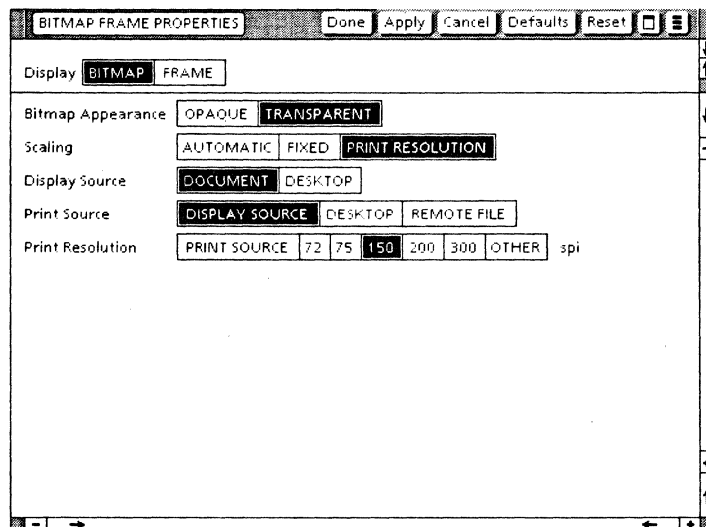
Figure 24. Bitmap property sheet with Print Resolution

Training: None
Reference: Volume 6: *Graphics Reference*, chapter 4, Free-Hand Drawing

Linked text frames: Text frames have been enhanced so that you may link them together logically. Using linked text frames enables you to create, design, and edit page layouts wherein text flows around illustrations and tables. Text in these frames can flow from page to page, either in graphics frames or text frames. With this feature, you can create attractive, professional-quality documents, reports, brochures, newsletters, and magazine-like layouts.

Linked text frames can be used in anchored or embedded frames. You can create a page layout by arranging the text and graphics

frames and naming the text frames through a new parameter, [Name attached], in their respective property sheets. Then you link the frames together.

By selecting the command [Set Text Frame Fill-in Order] from the content auxiliary menu, you specify the order in which the text flows into the frames. You can change the order of text frames by using the Text Frame Fill-in Order Editor option sheet (shown in figure 1-25). This option sheet appears when you select [Edit Text Frame Fill-in Order] in the content auxiliary menu. Copy information from a source document into your text frame. The finalized appearance takes effect when select [Fill Text Frames] or paginate the document.
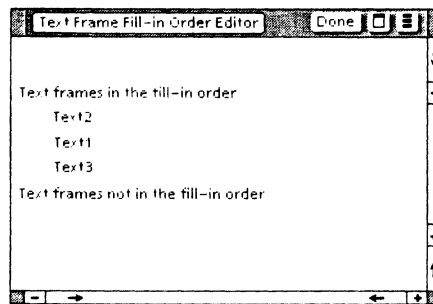
Figure 25. Text frame fill-in order editor

Training: None
Reference: Volume 4: *Document Editor Reference*, chapter 6, Linked text frames

Transparent text frames: A new option is available in the Text Frame property sheet which allows you to set the frame's appearance to transparent. (Refer to figure 26.) This feature is useful when you want to create graphics with words placed on top. The transparency of the text frame allows the words to be read, and does not obscure parts of the drawings underneath.
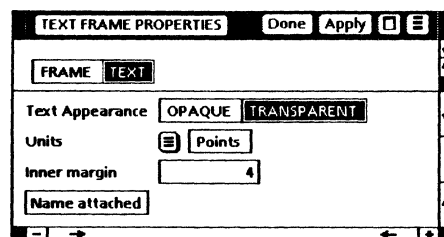
Figure 26. Text Frame properties sheet with Transparent selected

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 10, Frames

Page format property sheet changes

Changes to the page format property sheets and functions within VP 2.0 are summarized below.

Right to Left columnar text: When typing in Arabic or Hebrew text, you can set the text direction to Right to left via an option in the page format character. (Right to left text can also be set via a property in the paragraph property sheet or by using styles.) The property also applies to text entered in columns. The text begins in the right-hand column and flows to the left-hand columns.

Unequal column width: In previous versions of ViewPoint, when a document is in a multi-column layout, all resulting page columns are of equal width. In ViewPoint 2.0, a new option available in the page format property sheet lets you set the width of each column independently. Text still flows from column to column regardless of column size.

Documents with unequal column widths retain this property even when sent to printers or workstations that do not support this option. The document, however, must not be paginated on a VP 1.x workstation if it is to continue to retain its unequal columns.

Heading and footings continuation: ViewPoint 2.0 allows you to continue headings and footings across page format characters. Edit the first page format character in your document or book for page headings. Then select [Continue], as shown in figure 27, for [Page Headings] for subsequent page format characters added to your document. The same headings and footings are continued from the previous page format character. This time-saving feature makes it unnecessary to enter and edit headings and footings throughout the rest of the document or other documents in a book.
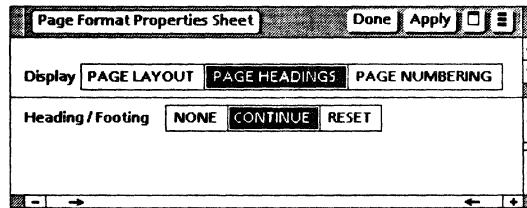
Figure 27. **Page Headings properties sheet**

Page numbering: ViewPoint 2.0 allows you to continue page numbering, using the same pattern, across page format characters. You may do so by selecting the [Continue] and [Number and Pattern] properties on the Page Numbering property sheet. (Refer to figure 28.)
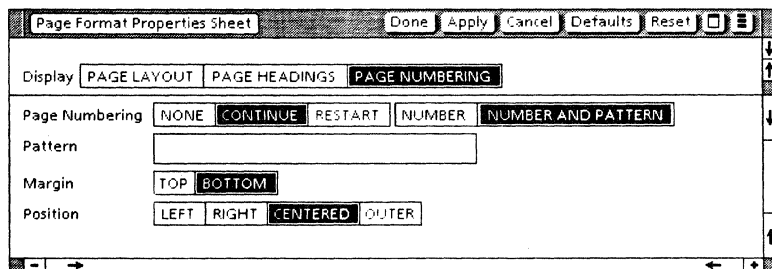
Figure 28. **Page Numbering properties sheet**

In ViewPoint 2.0 the system is sensitive to and observes the convention of right and left formats for even- and odd-numbered pages respectively. This is a time saving feature and allows you to paginate documents within a book feature without inserting extra blank pages or entering specific page start numbers.

Training: None
Reference: Volume 4: *Document Editor Reference*, chapter 8, Books

Tables

A number of changes have occurred to tables, giving you more flexibility in their use. For instance, the <CENTER> key is now supported in table columns. Major changes include:

▶ Tables in a graphics frame
▶ Table row sorting
▶ Table ruling lines
▶ Multi-page tables

Tables in graphics frames: This enhancement allows you to shade columns and rows manually, for emphasis, and use customized graphic frames to contain your table. (Refer to figure 29.)

You can copy a table into an anchored graphics frame, while keeping its contents, frame, and properties (with the exception of page placement). The table frame acts like a text frame, allowing you to edit the table, its captions, move it in the graphics frame, position it using the <Top/Bottom> key, and delete the table.

Year-to-Date Sales Summary

	Sales	Profit	ROI
Jan	15	6	9
Feb	20	6	2
Mar	9	3	2
Apr	10	4	6
May	13	2	10
June	17	3	13
July	8	2	11
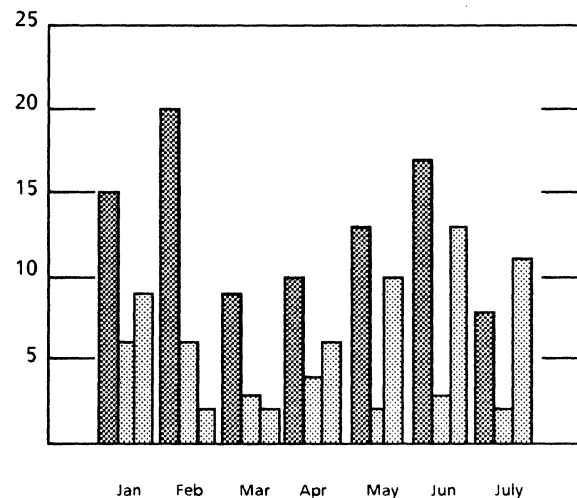
Table Driving Bar Chart Inside Graphics Frame

Figure 29. Table inside a graphics frame

Table row sorting: A method has been designed to meet the smaller requirements of sorting data in tables versus using record files in *VP List Manager*. This option allows you to sort rows in a table by columns and subcolumns. (Refer to figure 30.) You can instruct the system to reorder rows in a specific column. Hierarchical sorting can occur with 12 levels.
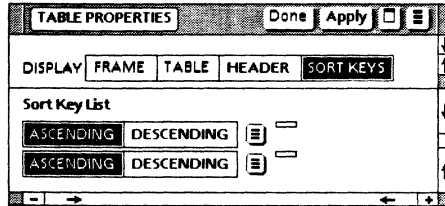
Figure 30. **Sort keys in the Table properties sheet**

To perform a Sort, choose the Column Name, then specify its basis (text, numbers, or dates), and order (either ascending or descending). Sorting is invoked by selecting [Apply] or [Done] in the Sort Keys properties sheet.

Table ruling lines: In previous versions of the Document Editor, the appearance of table ruling lines was limited to display on/off and line weight. With the 2.0 version, <u>every</u> table ruling line includes the full set of graphics line properties, such as dashed, broken, dotted, and double lines. The table ruling lines property sheet is shown in figure 31.
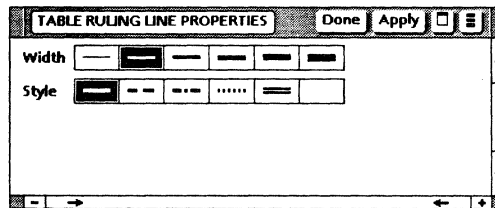
Figure 31. **Table Ruling Line properties sheet**

The screen now erases and repaints ruling lines in a timely and accurate manner when you invoke [Refresh Table Lines] from the content auxiliary menu.

Multi-page tables: In VP 2.0, multi-page tables can directly follow the text and/or graphics on the first page by deselecting the new option [Defer Table on Paginate]. Previously, in VP 1.x, multi-page tables left the first page blank when printed.

To have a multi-page table start on a separate page, use the default value for the new option [Defer Table on Paginate] in the Table property sheet (see figure 32). (VP 2.0 cannot break a long table within a graphics frame into multiple pages.)
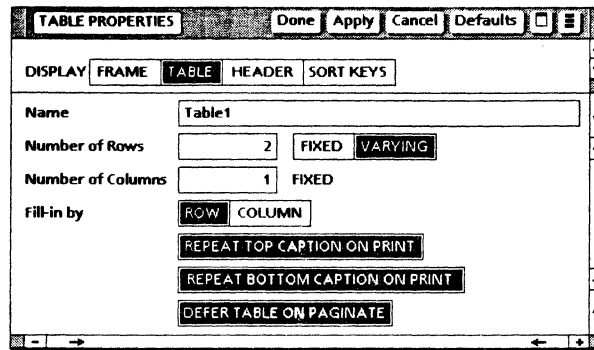
Figure 32. Table properties sheet

Training: *VP Document Editor: Tables*
Reference: Volume 4: *Document Editor Reference*, chapter 9, Tables

Accelerators

Several enhancements to the Document Editor increase the speed of your workstation activities, provide shortcuts for some operations, and generally increase overall productivity.

Non-printing characters change

This feature allows you to decide whether to display the dots representing spaces as non-printing characters. This speeds up the window repaint time if you select the new command [Show Non-Printing without Spaces].

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 4, Text editing

Pagination

Pagination has been improved in ViewPoint 2.0. Now you can perform other work on your electronic desktop while paginating an open document. It no longer takes place in the foreground but now occurs in the background. (When paginating an open document, the document turns white, but the cursor's appearance does not change into an hourglass nor does it display page numbers incrementally.)

Now when paginating one of several documents in a book, the system "remembers" the document's beginning page number. It no longer defaults to 1 and you need not enter a specific value for the beginning page number. During pagination, your document can retain its original page number if you select both [Continue] and [Number] for page numbering options in the Page Format properties sheet. This is useful when you do not need to paginate an entire book; it maintains page number continuity and saves time.

Table 3 summarizes which functions can be performed on a document during its pagination. All other desktop operations are

available for other icons, such as editing other documents, or reading mail.

Table 3. **Function availability on a paginating document**

Available	Unavailable

▶ Coversheet functions:
  – Show/Don't show Cover Sheet
  – Move
  – Resize
  – Top/Bottom
  – Just Below Top
  – Full Screen
▶ Editing of mailnote fields
	▶ Document and content auxiliary menu commands
	▶ Reset
	▶ Save/Save & Edit
	▶ Scrolling
	▶ Close

Two new pagination commands are available:

▶ Specified pages

▶ Currently displayed pages

Specified pages: Pagination of specified pages can be performed on open documents only. The system defaults are the currently displayed page number and 9999 for the ending number. You may change one or both values in the Paginate Options sheet. (Refer to figure 33.)
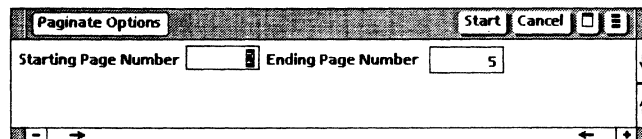
Figure 33. **Paginate Options sheet for specified pages**

Displayed pages: Pagination of displayed pages operates on open documents only. The system identifies the currently displayed page as the starting and ending point for pagination. If more than one page is displayed, the system uses the number of the first page as the starting point and the next page as the ending point.

Training: None
Reference: Volume 3: *Document Editor Reference*, chapter 9, Pagination

General performance

▶ Type-in speed with Show Structure/Non-Printing has improved.

VP Cartridge Tape

VP 2.0 introduces an optional Cartridge Tape backup device for the 6085. (It is not available for the 8010 Information System.) Useful for storing large amounts of data, this option allows you to back up and restore individual documents and folders, as well as entire desktops including icons, nested icons, and PC Option emulated fixed disks. *VP Cartridge Tape* software enables you to use the hardware device.

The cartridge tape icon represents this device (refer to figure 34), and shares the floppy disk electronics interface at the workstation's controller. Foreground and background operations, such as copy to tape, copy to desktop, and delete, can be executed via this icon.

Figure 34. Tape Drive icon

Options for these operations can be set by you through the property sheet. (Refer to figure 35.)
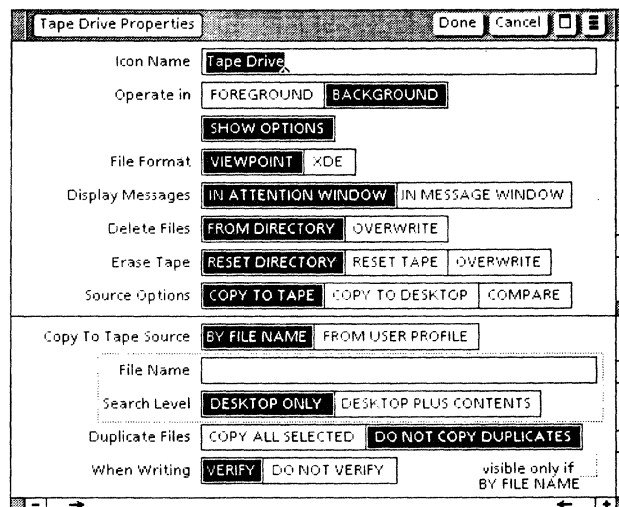
Figure 35. Tape Drive properties sheet

Each formatted cartridge tape can store up to 40 megabytes of data, or about 90,000 disk pages. You can view the contents of the tape but cannot open the objects stored on it.

Training: None
Reference: Volume: *VP Cartridge Tape Reference*

VP CUSP Buttons

Enhancements to *VP CUSP Buttons* are:

▶ Improved interaction with other ViewPoint applications to prevent problems due to interference from operations working in the background

▶ Additional applications have been registered with CUSP Buttons

▶ Full implementation of [Show Next] and [Show Previous] functions

▶ Clarification of error messages in the documentation

▶ Appearance of error messages when <DELETE> and <OPEN> keys fail to perform

▶ Implementation of the [Delete Row] function

▶ Addition of CurrentDay, CurrentMonth, and CurrentYear functions

▶ The ability to rename icons on the desktop

▶ Arithmetic operators:

— Trigonometric: SIN, COS, TAN, ARCSIN, ARCCOS, and ARCTAN

— Logarithm, natural logarithm

— Exponential, and

— Pi

Training: None
Reference: Volume: *VP CUSP Buttons Reference*

VP Data Capture

Enhancements to *VP Data Capture* include corrections to these reported problems:

▶ Out-of-Range situation when matching text

▶ Version display in Loader

▶ Upper and lower case designations

▶ Data Capture giving no warning for remote preamble

▶ Long file name written in Japanese causing a system failure

▶ Column headings not centering

▶ Blank row being inserted at the top of a table

▶ Ignoring text properties in the preamble when [Copy to Table] is selected

▶ Ignoring fonts and typeface if space precedes preamble

▶ Ignoring properties intermittently when creating a table

Training: *Host Interfaces, VP Data Capture*
Reference: Volume 9: *Host Interfaces Reference*, VP Data
              Capture

VP Data-Driven Graphics

For *VP Data-Driven Graphics,* an enhancement has been added to the line chart for curves that enables you to specify a least-squares best-fit curve to demonstrate a line passing as close as possible to all points.

Training: *VP Data-Driven Graphics*
Reference: Volume 6: *Graphics Reference,* chapter 3,
              VP Data-Driven Graphics

VP Equations

For *VP Equations,* the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: *VP Equations*
Reference: Volume 5: *Document Editor Options Reference,*
              chapter 6, VP Equations

VP File Conversions

Two new conversion products have been added:

▶   *VP File Conversion of Wang Documents*

▶   *VP File Conversion of IGES Files*

The converter icon's user interface has been redesigned to allow access to multiple converter applications from a single icon. You no longer need to define a separate converter icon for each application you load.

VP File Conversion of ASCII Documents has been enhanced.

Training: None
Reference: Volume 10: *File Conversions Reference*

VP File Conversion of 860 Documents

For *VP File Conversion of 860 Documents,* the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP File Conversion of 860 Record Files

For *VP File Conversion of 860 Files*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP File Conversion of ASCII Documents

Enhancements to ASCII document conversion are:

▶ User specified differentiation between line-ending and paragraph-ending character sequences

— when converting from ASCII to VP you can set paragraph breaks

— when converting from VP to ASCII you can set line ending and paragraph breaks

▶ Conversion of any non-recognizable Office keyboard character, such as a bullet, dagger, or section symbol, into a user-definable character(s)

▶ Choice of fixed or proportional spacing when converting to ViewPoint

▶ Corrected display of file conversion uppercase accent characters

▶ Deletion of trailing/padding spaces

▶ Full support for PC ASCII, and 7- and 8-bit ISO character encoding

VP File Conversion of Document Interchange Format

For *VP File Conversion of Document Interchange Format*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP File Conversion of IGES Files

This option allows you to convert Computer Aided Design and Computer Aided Manufacturing (CAD/CAM) graphics files, which are encoded in the IGES format (version 3.0). You may then use these converted files in a VP document containing a Xerox Pro Illustrator graphics frame. By using this application you can enhance your ViewPoint documents with graphics created on CAD/CAM systems such as AUTOCAD or CATTIA.

The *VP File Conversion of IGES Files* recognizes and interacts with IGES:

▶ File structure format

▶ Language format

▶ Representation of:

— Geometric,

— Topologic

— Non-geometric product definition data, such as annotations and dimensions

The *VP File Conversion of IGES Files*:

▶ Recognizes the fundamental unit of information in the IGES file: the entity.

▶ Converts three-dimensional data into two-dimensional data for use by *Xerox Pro Illustrator*.

▶ Allows a set of views to be identified and arranged for viewing. (The view and drawing entities contain the rules and parameters for extracting drawings from the geometric mode.)

Training: None
Reference: *Xerox Pro Illustrator Reference*, IGES Converter

VP File Conversion of IBM DCA Documents

For *VP File Conversion of IBM DCA Documents*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP File Conversion of Lotus 1-2-3 Spreadsheets

For *VP File Conversion of Lotus 1-2-3 Spreadsheets*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP File Conversion of VisiCalc Spreadsheets

For *VP File Conversion of VisiCalc Spreadsheets*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP File Conversion of Wang Documents

The new *VP File Conversion of Wang Documents* application allows you to convert Wang WP documents into the ViewPoint format and ViewPoint documents into the Wang WP format. This application converts both text and format features produced by the Wang Word Processing editor running on Wang OIS, WPS, and Alliance systems for the WP format. (This application does not support Wang WP + , WP PC, or WITA formats.)

Wang documents are transported into the ViewPoint environment via the Xerox Remote Batch Service (using the 2780/3780 mode). Wang WPS protocol must be used to maintain the internal structure of all Wang data.

VP File Conversion of WordStar Documents

For *VP File Conversion of WordStar Documents*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. It incorporates the redesigned converter icon user interface.

VP Free-Hand Drawing

For *VP Free-Hand Drawing*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users. A Make Brush command has been implemented for adding text.

Training: *VP Free-Hand Drawing*
Reference: Volume 6: *Graphics Reference*, chapter 4, VP Free-Hand Drawing

VP Integrated Financial Management

For *VP Integrated Financial Management*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: *VP Integrated Financial Management*
Reference: *VP Integrated Financial Management Reference*

VP Languages

Language application software, when run with other VP applications, such as *VP Document Editor* or *VP Spreadsheets*, provides you with the ability to type text of the target language into the ViewPoint application.

Changes to VP language products are:

▶ Enhanced Multilingual features for mixed directional text

▶ A new European virtual keyboard expanding the multilingual character set

▶ Extended Language Option packages, currently including Chinese and Japanese, may be combined with Arabic and Hebrew and all the characters from other VP languages to display and print multilingual text

▶ Improved rendering of unique scripts and accented characters

▶ Enhancements to the *VP Document Editor* for VP languages include:

— Addition of the Right to Left option in the Page Format property sheet, a requirement for right to left columnar text

— Text direction override character (zero-width non-joiner used in *VP Arabic* and *VP Hebrew Text Packages*) in Simple Text and VP Document Editor

VP Arabic Text Package

The enhancement made to this product is:

▶ Classic Arabic (Naskh) text entry capability.

Training: None
Reference: *Languages Reference*, Arabic

VP Extended Language Option

For *VP Extended Language Option*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: None
Reference: *Languages Reference*, International keyboards

VP Chinese Text Capability

Enhancements to *VP Chinese Text Capability* include:

▶ Expansion of the Chinese character set to 9,776 characters in both simplified and traditional styles

▶ Corresponding updates made to the Chinese dictionary and the Telegraph Code table to support the new characters

▶ Tone look-up for single characters enabled

▶ VP Chinese Simplified System Font application implemented, substituting Chinese Modern for Chinese Classic as the system font

Training: *VP Chinese Text Capability*
Reference: *Languages Reference*, Chinese

VP Japanese Text Capability

For *VP Japanese Text Capability*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: Volume: *VP Japanese Text Capability*
Reference: *Languages Reference*, Japanese

VP Hebrew Text Package

The *VP Hebrew Text Package* allows you to enter Hebrew characters into ViewPoint documents and applications. You can also combine Hebrew text with any of the existing VP languages. Mixed directional text is automatically supported by this package. Right-to-left text entry and editing are supported for Hebrew

characters, and left-to-right text entry and editing are supported for European and English characters.

Hebrew text can be entered anywhere text is used. This includes, but is not limited to:

▶ Text and graphics frames
▶ Tables
▶ Frame captions
▶ Page headings and footings
▶ Spreadsheets
▶ Labels in data driven graphics
▶ Mail notes
▶ Property sheets
▶ Text within free-hand drawing canvases

The *VP Hebrew Text Package* includes Hebrew Classic and Modern fonts.

Training: None
Reference: *VP Hebrew Reference*

VP International Keyboards

VP International Keyboards allows you to select from among 24 virtual keyboards and enter text for a variety of languages. The language keyboards are:

▶ Albanian

▶ Azerbaijani

▶ Brazilian

▶ Bulgarian

▶ Czech

▶ Estonian

▶ European II, an extension of the European keyboard providing accent keys and additional characters

▶ Hausa

▶ Hungarian

▶ Indonesian

▶ Latvian

▶ Lithuanian

▶ Polish

▶ Portuguese

▶ Romanian

▶ Russian

▶ Serbo-Croatian

▶ Slovak

▶ Slovene

▶ Turkish (The layout of this keyboard matches typewriter keyboards used in Turkey.)

▶ U.S. Turkish (The layout of this keyboard is as close as possible to the *QWERTY* keyboard.)

▶ Ukrainian

▶ Uzbek

▶ Vietnamese

Training: None
Reference: *Languages Reference*

A Keyboard Accelerator tool is available with the Office Accessories applications. (See *VP Office Accessories* for complete information on this product.)

Training: None
Reference: Volume 7: *VP Spreadsheet and VP Office Accessories Reference,* chapter 5, Keyboard Accelerators

VP List Manager

Enhancements to *VP List Manager* are:

▶ Record file version date is updated on changes

▶ [Make Document] is allowed on a closed view

▶ <STOP> key responds during [Make Document]

▶ Deleted views are automatically expunged from wastebasket

▶ Overflow documents are created when needed in processing tabular [Make Document] with more than 3,300 cells

▶ Record file field widths determination is improved:

    — if the defining form has fields, the default widths are used

    — if the defining form has a table, the actual widths of the defining table columns are used

Training: *VP List Manager*
Reference: Volume 8: *Information Management Reference,* chapter 1, Overview of VP List Manager

VP Local Character Printing 630

VP Local Character Printing 630 software enables the user to print documents on a local 630 or 635 character printer directly attached to a 6085 or 8010 workstation.

VP Local Character Printing 630 software supports:

▶ A variety of font styles and sizes
▶ Multiple languages
▶ Single sheet and automatic paper feeding
▶ Envelope printing

▶ Background printing
▶ Multiple-size document printing
▶ Multiple-copy document printing

Local character printing produces documents with letter-quality text (no graphics) using a variety of mounted printwheels. Documents may contain and use multiple fonts when printing.

The properties sheet for Local Character Printing is shown in figure 36.
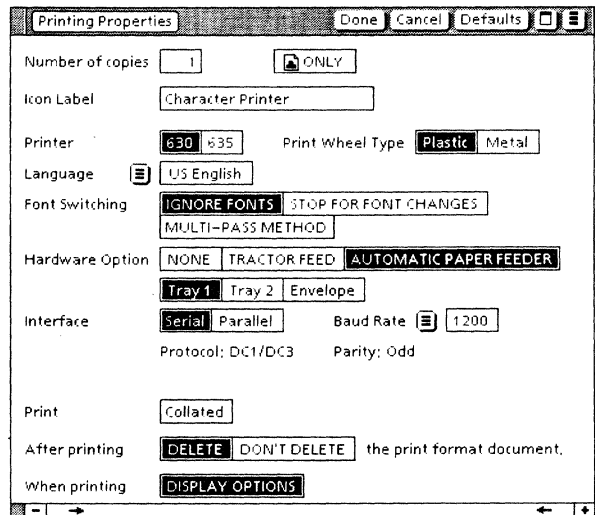
Figure 36. Local Character Printing properties sheet

Training: *VP Local Character Printing 630*
References: Volume 2: *Workstation Administration and System Resources*, chapter 4, Printing, and *Workstation Peripherals Volume*

VP Local Draft Printer

For *VP Local Draft Printer*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

VP Local Laser Printing

For *VP Local Laser Printing*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions. The VP 2.0 version enables Documenter System (a 6085 Professional Computer System with a local 4045 laser printer) users to upgrade to the latest software version.

Training: *Xerox VP Local Laser Printing Training*
Reference: *Xerox VP Local Laser Printing*

VP Long Document Options

The *VP Long Document Options* contains two new features:

▶ Footnotes
▶ Shared Books

Enhancements have been made to the Index Generator.

Training: *VP Long Document Options*
Reference: Volume 5: *Document Editor Options Reference*, chapter 1, VP Long Documents

Footnotes

Footnotes is a new feature added to *VP Long Documents Options* in ViewPoint 2.0. Footnotes can be inserted anywhere in the main body of text.

Upon entering a footnote, a footnote frame appears on the page. Inside it is a copy of the reference symbol and the cursor. (Refer to figure 37.) You enter a footnote by typing text inside the footnote frame. Upon completion of a footnote, using the <SKIP/NEXT>key automatically returns the caret to the position immediately after the footnote reference character in the body of the text. When the document is paginated, the reference symbols are automatically sequenced or numbered.

Not listed at this time.

Footnote reference character
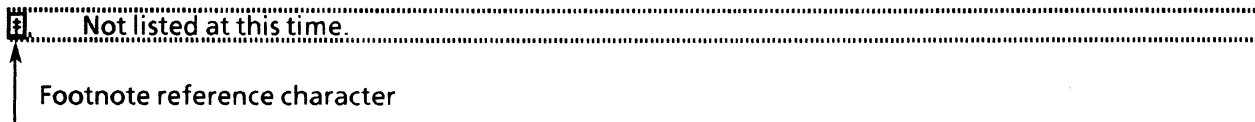
Figure 37. **Footnote character and frame**

Footnotes are positioned at pagination and the footnote reference characters are referenced as indicated by the Footnote Options property sheet. (Refer to figure 38.) Footnotes can be placed at the bottom of the page on which it was referenced or at the end of the document, and numbering can be reset on a page or document basis.
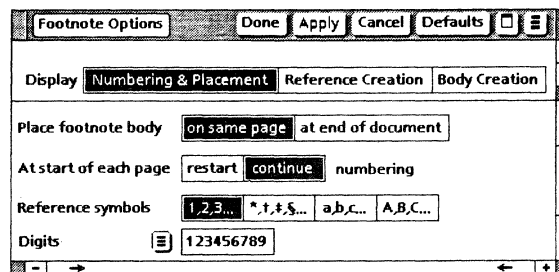
Figure 38. **Footnote options sheet**

Footnote frames perform identically to text frames; they support multilingual applications, as well as *VP Spelling Checker* and the Find feature.

Training: *VP Long Document Options*
Reference: Volume 5: *Document Editor Options Reference,* chapter 4, Footnotes

Index Generator

Significant enhancements were made to the Index Generator which allow you to:

▶ Format a document's index automatically

▶ Index phrases

▶ Index special characters, such as %

▶ Create subentries

▶ Create comments

▶ Specify terms for inclusion or exclusion in the index

▶ Specify synonyms, such as SA for System Administrator for inclusion in the index

▶ Mark special occurrences of terms for indexing

▶ Designate document sections for exclusion during indexing

▶ Designate document sections for indexing as if they were single terms

▶ Index with special capitalization features

▶ Index with special sorting features

Training: *VP Long Document Options*
Reference: Volume 5: *Document Editor Options Reference,* chapter 3, Index Generator

Shared Books

Workgroups that collaborate to produce documents or publications find Shared Books useful. Shared Books can help groups create multiple- or single-part publications and manage them throughout their life cycle. Shared Books supports collaboration by allowing different users to work on different parts of the publication at the same time and ensure that workers use the current revision for each part.

Shared Books is an extension of the Books feature. Some of the attributes and features of using a shared book are:

▶ A shared book is a container icon which resides upon workers' desktops. You manipulate a shared book icon and the items in it by using the familiar open, copy, move, and delete commands. You can copy ViewPoint objects into a shared book, open and edit them, and perform other common operations. However, once inside a shared book, the objects are actually shared by everyone who has a copy of that shared book icon. Each shared book copy displays the objects within

the shared book (the entries), who is working on each entry (if anyone), and other information. Shared books requires you to lock entries in order to be able to change them. Since only one worker at a time may lock a particular entry, this helps reduce the possibility of two people working on the same entry concurrently.

▶ Shared Books helps to ensure you are working with the most recent versions of entries. This is useful for revision control.

▶ You may perform operations such as pagination, printing, index and table-of-contents generation upon an entire shared book in the same way you do upon a book icon by selecting the icon and performing the operation.

▶ You may designate which entries in a shared book represent publication content and which represent auxiliary information. Only those entries representing publication content participate in operations performed upon the entire shared book. This allows you to keep supporting documentation and illustrations in the same container as the publication to which they refer.

▶ Shared Books helps workers manage their workstation's disk space efficiently since all of a shared book's entries and other information are kept on a file service. Shared Books automatically brings over to the workstation only what you wish to work on.

Training: *VP Long Document Options*
Reference: Volume 2: *Workstation Administration and System Resources Reference*, part 3, Shared Books

VP Office Accessories

Enhancements to *VP Office Accessories* are:

▶ User defined keyboard tool
▶ Reorder keyboards tool
▶ Second keyboard toggle

These enhancements affect individual desktop keyboards.

Training: *VP Office Accessories*
Reference: Volume 7: *VP Spreadsheet and Office Accessories*, chapter 5, Keyboard Accelerators

Keyboard Accelerators

▶ Keyboard Accelerators (refer to figure 39) increase document creation productivity and permit you to:

   — Define the location of individual characters on an alternate keyboard.

   — Design and enable customized alternate keyboards.

   — Designate the alternate keyboards presented for your selection.

— Remove unused characters from alternate keyboards at workstations when printer fonts are only partially loaded. (Incremental font loading is available with VP 2.0 Enhanced Modern and Classic fonts.)

— Set a second keyboard (such as German) and quickly toggle between the system keyboard and the second keyboard by pressing and releasing the <KEYBOARD> key.
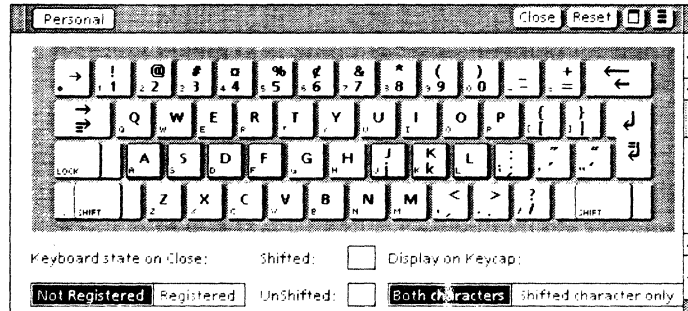
Figure 39. **Keyboard Accelerators option sheet**

The following tools allow you to customize alternate keyboard functionality:

▶ User Defined Keyboard Tool:

— Supports creation of a customized alternate keyboard containing characters from any other alternate keyboard except [Special]

— Supports rearranging/placing of characters on any existing alternate keyboard

— Does not affect function keys including tabs and carriage return

▶ Reorder Keyboards Tool:

— Allows definition of sequence for alternate keyboard selection in the Keyboard window

VP PC Emulation

For *VP PC Emulation*, the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: *VP PC Emulation*
Reference: *VP PC Emulation and MS-DOS User Guide*

VP Spelling Checker

Enhancements to *VP Spelling Checker* include:

▶ Increased speed when looking up words in the Correction field

▶ Expanded dictionary offering of 104,617 words

▶ Legal terms added from Black's Law Dictionary

Training: *VP Spelling Checker*
Reference: Volume 5: *Document Editor Options Reference*, chapter 5, VP Spelling Checker

VP Spreadsheet

For *VP Spreadsheet,* the VP 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: *VP Spreadsheet*
Reference: Volume 7: *VP Spreadsheet and VP Office Accessories Reference,* chapter 1, Spreadsheet

VP Terminal Emulations

In VP 2.0, the TTY icon has been replaced with two new icons: the Port icon and the Terminal icon. (See figure 40.) All emulation products use the new icons.

Port icon   Terminal icon
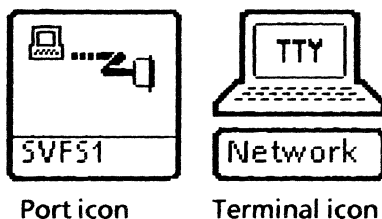
Figure 40. Port and Terminal icons

Port icon: This icon carries all properties associated with asynchronous communications, such as the host phone number, line speed, parity, character length, duplexity, and number of stop bits.

Terminal icon: This icon carries properties and menu options that vary from one terminal to another, such as local echo, line length, and line terminating sequence.

Terminal icons now contain port icons (port icons are copied into terminal icons). When a terminal icon is opened, each enabled port is tried, in order, allowing one user action to start multiple attempts at connection.

The new terminal types are more flexible and have a simpler interface to use. Also, they are no longer dependent on Remote System Administration software. Instead they are dependent on

the new Asynchronous Terminal Basic software. Old icons (1.x) are automatically upgraded to 2.0.

VP Terminal Emulation of DEC VT100

The enhancement to DEC VT100 emulation is the support of repeating arrow keys.

Training: *Host Interfaces Training, VP Terminal Emulation of DEC VT100*
Reference: Volume 9: *Host Interfaces Reference,* chapter 4, VP Terminal Emulation of DEC VT100

VP Terminal Emulation of IBM 3270

The enhancements in *VP Terminal Emulation of IBM 3270* include:

▶ The addition of two commands:

— Read Buffer
— Read Modified All

▶ Display performance has been expanded to include the "Not" character (¬).

▶ The 3270 Program Function keys are mapped to the numeric keypad. Three configurations are available and they can be set in your User Profile.

Training: *Host Interfaces Training, VP Terminal Emulation of IBM 3270*
Reference: Volume 9: *Host Interfaces Reference,* chapter 7, VP Terminal Emulation of IBM 3270

VP IBM 3270 File Transfer

The *VP IBM 3270 File Transfer* 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: *Host Interfaces Training, VP IBM 3270 File Transfer*
Reference: Volume 9: *Host Interfaces Reference,* chapter 8, VP IBM 3270 File Transfer

VP Terminal Emulation of Tektronix 4014

The *VP Terminal Emulation of Tektronix 4014* 2.0 release is a maintenance release which corrects some problems previously reported by users and contains no new functions.

Training: *Host Interfaces Training, VP Terminal Emulation of Tektronix 4014*
Reference: Volume 9: *Host Interfaces Reference,* chapter 5, VP Terminal Emulation of Tektronix 4014

VT640 graphics emulator

The *VT640 graphics emulator* is a new feature in VP 2.0. It allows you to emulate a VT640 terminal on your ViewPoint desktop. The

VT640 feature supports graphics, and its text mode parallels a DEC VT100 terminal.

Training: *Host Interfaces Training, VP Terminal Emulation of VT640*
Reference: Volume 9: *Host Interfaces Reference*, chapter 6, VP Terminal Emulation of VT640

VP Terminal Emulation of TTY

The *VP Terminal Emulation of TTY* 2.0 release enhancements include:

▶ Support of Fixed Pitch Terminal font in 8-point size
▶ The number of rows has increased from 40 to 100

Training: *Host Interfaces Training, VP Terminal Emulation of TTY*
Reference: Volume 9: *Host Interfaces Reference*, chapter 3, VP Terminal Emulation of TTY

Xerox Pro Illustrator

Xerox Pro Illustrator is a vector (structured) graphics application. It has a rich set of graphic objects and transformations, tools for measurement and alignment, and accelerators for layout and revision.

▶ Expert-oriented and easy-to-use

▶ Integrated frame in VP Document Editor

▶ High resolution printing

▶ More objects: point, line, rectangle, ellipse, circle, chain (including arc, curves, polygons), and nested clusters

▶ Wide range of textures, tints, and other object properties

▶ Geometric transformations - scale, stretch, rotate, shear, and flip

▶ View windows for specific editing

▶ Measurement aids - linear and angular grids, units of measure, and measure window

▶ Alignment aids - motion and drawing constraints, gravity, and crosshairs

▶ Quick Art folder of pre-made objects for copying and modifying

Training: *Xerox Pro Illustrator*
Reference: *Xerox Pro Illustrator Reference*

Fonts

The 2.0 release of VP includes several new font products and enhancements to current ones for the workstation, printer, and Documenter System.

‣ New screen fonts are:

— VP Optima 300
— VP Times 300
— VP Univers 300
— VP Xerox Quartz

Sizes for the new fonts are: 6, 7, 8, 9, 10, 11, 12, 14, 18, and 24 points. Faces for the new fonts are regular, bold, italic, and bold-italic.

The workstation enhancement is the generic font substitution capability built into the Document Editor which includes:

‣ Substituting Modern or Classic for a specified font (for example, Univers 300), instead of displaying black boxes

‣ Loading significantly smaller screen font files, containing only those character widths found at the printer. This saves disk space while still properly rendering line and page endings

‣ Retaining all character properties and the true font name in the Character Property Sheet

‣ Loading screen bitmaps by point size

‣ Additional characters are available on virtual keyboards. For example, the micron and ohm signs have been added to the Math keyboard, and the music note and fractions for 8ths have been added to the Office keyboard.

NS Print Service enhancements which support the VP 2.0 release are:

‣ Print quality improvements (Services 11.0) for:

— 8000 Electronic printer
— NS 8000 Laser CP printer

‣ New and expanded printer fonts (Print Services 11.3):

— Optima 300
— Times 300
— Univers 300
— Xerox Quartz
— Xerox Enhanced Modern Fonts (300 DPI)
— Xerox Enhanced Classic Fonts (300 DPI)

Prerequisites

The following are prerequisites for using ViewPoint and VP Series 2.0 applications.

Xerox workstation

‣ 6085 Professional Computer System or 8010 Information System

> ▶ 1.0 megabyte minimum main memory
>
> ▶ 20 megabyte minimum hard disk
>
> ▶ Documenter System (a 6085 configured with a local 4045 printer) requires a 40 megabyte minimum hard disk

Deliverables

The following are deliverables for ViewPoint and VP Series 2.0 applications.

Documentation

ViewPoint 2.0 introduces new training and reference materials which have been restructured for ease of use.

ViewPoint 2.0 and VP Series 2.0 documentation includes:

▶ *VP Series Training guides*
▶ *Roadmap to ViewPoint*
▶ *ViewPoint QuickStart Training*
▶ *ViewPoint 2.0 and VP Series 2.0 Reference Library* (complete with a *QuickFind Reference* that includes systems messages, glossary, and subject index)
▶ *ViewPoint Series Reference Library*
▶ *ViewPoint 2.0 Release Document*

Software

ViewPoint 2.0 software media are delivered to 6085 workstation customers on 5¼-inch floppy disks, and to 8010 workstation customers on 8-inch floppy disks.

APPENDIX II Upgrade planning tools

A. Server Summary Worksheet

B. Server Software Calculation Tables

C. Workstation Summary Worksheet

D. VP Software Calculation Tables

E. Upgrade Activity Plan

Server Summary Worksheet

Instructions for the use of this exhibit may be found in the *Upgrade Planning Guide* - Analyzing Your Requirements Section.

An electronic version may be found on the 6085 Disk that is included in this kit.

Server Summary Worksheet

SERVER NAME	SERVER LOCATION	SERIAL NUMBER	MEMORY SIZE	RIGID DISK SIZE	SOFTWARE LOADED	ADD SOFTWARE	ACTION REQUIRED TO UPGRADE
					1. 2. 3.	1. 2. 3.	

Server Software Calculation Tables

Instructions for the use if this exhibit may be found in the *Upgrade Planning Guide* - Analyzing Your Requirements Section.

An electronic version may be found on the 6085 Disk that is included in this kit.

Server Software Calculation Table

Product Code	⊠	Disk Pages	Server Software
			Make a copy of this work sheet for each server and follow the instructions below. 1. In the tables below, check the names of the software desired and any software that it is dependent upon. Then add up the number of disk pages required by the software. (Note: 512 bytes equals 1 disk page.)
n/a		50	Clearinghouse Service
n/a T35 T39 Y30		344	External Communications Services and/or Asynchronous Communications Protocol and/or 3270 BSC Communication Protocol and/or 3270 SDLC/SNA Communication Protocol
n/a		92	Server Monitor Service
n/a		122	Librarian Service
98H		156	Communications Monitoring Service
56E		50	8090 Boot Service (See step 6 of this work sheet.)
H75		97	File Service
		397	Backup/Restore
		182	PC File Service **Note:** PC File Service is packaged with File Service. If you are running both services then Backup/Restore is counted only once and total disk pages for File Service, PC File Service, and Backup/Restore are 676
T32 Y32		41	Mail Service and/or External Mail Gateway
n/a		36	Foreign Gateway Assistant
T33 Y24 Y29		206	Internetwork Routing Service and/or Clusternet Communication and/or X.25 Communications Protocol
F88		512	Interactive Terminal Service
T36		75	850/860 Gateway Service
Y33		252	Remote Batch Service
H73		1,368	Electronic Printer Print Service (includes 700 disk pages for software, 55 disk pages for message files, 100 for miscellaneous internal files, and 508 for Required Fonts and Test Patterns)
54		1,368	8000 Laser CP Print Service (same as Electronic Printer Print Service above)
			Printer Fonts

Server Software Calculation Table

Product Code	☒	Disk Pages	Server Software
F04		6,798	Xerox Modern Fonts (300 DPI)
F01		508	Xerox Classic Fonts (300 DPI)
F03		3,411	Xerox Math Classic Fonts (300 DPI)
F02		2,645	Printwheel Fonts (300 DPI)
93G		206	PC Emulation Fonts (300 DPI)
57E		4,060	Helvetica 300™ Fonts
M37		29,098	Japanese Classic Fonts (300 DPI) (includes Chinese fonts)
M55		29,836	Japanese Modern Fonts (300 DPI) (includes Chinese fonts)
92J		3,383	Arabic Modern Safiir Fonts (300 DPI) (shipped as upgrade to Xerox Modern Fonts--3,383 disk pages are consumed when Arabic Modern Fonts are loaded because Multilingual must be loaded as well as Arabic)
			Note: If you do not want to load all of the fonts from a font family, find the number of disk pages required by just the fonts you want in the Printer Font Families charts that appear after this work sheet
			The following fonts will be available in the future and are included here for planning purposes.
40V		4,570	Xerox Quartz Fonts (300 DPI)
34V		4,213	Optima 300™ Fonts (300 DPI)
38V		4,213	Univers 300™ Fonts (300 DPI)
36V		4,213	Times 300™ Fonts (300 DPI)
31V		23,285	Xerox Enhanced Modern Fonts (300 DPI)
30V		25,683	Xerox Enhanced Classic Fonts (300 DPI)
			A. Total number of disk pages required by services software
			2. If you have chosen the Clearinghouse Service in step 1, add the disk pages required by the database. ☐ Clearinghouse Service Database 2000 disk pages minimum per CHS, and, if the CHS has more than one domain, 300 additional disk pages per domain B. Total number of disk pages required by the Clearinghouse Service database

Server Software Calculation Table

Product Code	☒	Disk Pages	Server Software
			3. If you have chosen the Mail Service and Foreign Gateway Assistant in step 1, add the disk pages required by the database. ☐ Mail Service database and Foreign Gateway Assistant database 1750 disk pages minimum or 100 disk pages per user, whichever is greater. In addition, a Mail Service supporting a Foreign Gateway Assistant should have 50 to 100 disk pages per IBM or DEC user above that required to support Xerox Network Systems users. C. Total number of disk pages required by the Mail Service database
			4. If you have chosen the Librarian Service in step 1, add the disk pages required for each database. ☐ Librarian Service database 202 disk pages per database (this includes 120 pages of backing store when it is loaded) D. Total number of disk pages required by the Librarian Service databases
			5. If you have chosen File Service in step 1, add the number of disk pages required by the file drawers. Count the number of users on the network. Allocate one file drawer per user, and 10,000 pages (average) per file drawer. Note: This number is only a guideline. The number of disk pages per user varies widely depending upon the customer's application(s). Number of file drawers _____ x 10,000 = _____ E. Total number of disk pages required by file drawers
			6. If you have chosen the 8000 Boot Service in step 1, select the appropriate category (or categories) below and add the disk pages required by the Boot Service database. 1,600 ☐ 8010 Ethernet booting database files (installer) 1,000 ☐ 8010 Ethernet booting database files (diagnostics) 2,500 ☐ 6085 Ethernet booting database files (installer) 2,500 ☐ 6085 Ethernet booting database files (diagnostics) 1,700 ☐ 8000 Ethernet booting database files (installer and diagnostics) F. Total number of disk pages required for the Boot Service database
			7. If software for networked 8010 or 6085 workstations will be installed over the Ethernet, use the information from the "Installation File Drawer" tables to determine the number of disk pages required for the "installation" file drawer (either ViewPoint 1.1.2 or ViewPoint 2.0). G. Total number of disk pages required by the "installation" file drawer
			8. If VP Series applications will be loaded over the Ethernet, use the information from the "VP Applications File Drawer" tables to determine the number of disk pages required for the "VP Applications" file drawer. H. Total number of disk pages required by the "VP Applications" file drawer

Server Software Calculation Table

Product Code	⊠	Disk Pages	Server Software
			9. Add the number of the disk pages required by the work space for the Print Service you've chosen. Note that **only one box should be chosen**. 6,000 ☐ Work space for any Print Service on a 25 Mb, 85 Mb, or 310 Mb 8090 server (includes 6,000 pages for formatter). 8,700 ☐ Work space for any Print Service with Slow Page Printing feature enabled (includes 6,000 pages for formatter and 2,700 pages for page buffer) 14,700 ☐ Work space for any Print Service with Complex Printing feature enabled (includes 12,000 pages for formatter and 2,700 pages for page buffer). Note that Complex Printing includes Slow Page Printing. **I.** Total number of disk pages required by print service work space
			10. Add the number of disk pages required by the documents in the print queue if you have a Print Service on the server. The number of pages required for each document varies according to the document's length and complexity. Allocate a minimum of 3,000 disk pages, which should be enough space for approximately 300 pages of text. Documents with graphics as well as text usually require significantly more disk pages. For a 10 Mb processor, allocate a minimum of 2,000 disk pages, which should be enough space for approximately 200 pages of text. **J.** Total number of disk pages required by print queue
			11. If you've chosen the Interactive Terminal Service and/or the Remote Batch Service, add the disk pages required by the work space. 740 ☐ Maximum work space for the Interactive Terminal Service (for 8 connections) 500 ☐ Work space for the Remote Batch Service **K.** Total number of disk pages required by supporting software
			12. Add the number of disk pages required by software supporting the following services. ☐ If you are putting CMS, ECS, GWS, IRS, MS, or RBS, on the server, add 391 (single RS-232-C port) or 411 (Multiport Option Kit). ☐ If you are putting CHS, GWS, ITS, MS, or RBS on the server, add 34. ☐ If you are putting GWS, IRS, or RBS on the server, add 14. ☐ If you are putting IRS or MS on the server, add 43. ☐ If you are putting CHS or MS on the server, add 695. ☐ If you are putting IRS or SMS on the server, add 26. ☐ If you are putting LS on the server, add 50. **L.** Total number of disk pages required by supporting software
			13. Add up the disk page totals **A** through **L**.
			A. Services software
			B. Clearinghouse database
			C. Mail Service database and Foreign Gateway Assistant database
			D. Librarian Service database
			E. File drawers
			F. 8000 Boot Service
			G. "Installation" file drawer

Server Software Calculation Table

Product Code	⊠	Disk Pages	Server Software
			H. "VP Applications" file drawer
			I. Print service work space
			J. Print queue
			K. Interactive Terminal Service and/or Remote Batch Service work space(s)
			L. Supporting software

		151,470	**Total Disk Pages Required** 14. Compare the total above to the number in the first column in the Disk Size Choices table to determine the recommended disk size.
			15. _____**Mb disk drive**
		- 71,470	**Plus or minus disk pages available**

Server Disk Size Guidelines

If the Total Disk Pages Required is . . .	Recommend an 8000 NS Server disk size of . . .
less than 5,688	10 Mb*
less than 34,296	29 Mb*
less than 52,776	42 Mb
less than 106,446 ▸ The disk page limit is per drive. The server will support up to four drives per server.	80 Mb*
less than 433,907 ▸ The disk page limit is per drive. The server will support up to four drives per server.	300 Mb removable or 300 Mb rigid

*No longer available for new business orders.

Installation File Drawer (for VP 1.1.2 software)

Network Installation of Both 8010 and 6085	Network Installation of 6085	Network Installation of 8010
5,250 (software for 6085 only) 5,000 (software common to both 8010 and 6085) + 5,250 (software for 8010 only) 15,500	5,250 (software for 6085 only) + 5,000 (software common to both 8010 and 6085) 10,250	5,250 (software for 8010 only) + 5,000 (software common to 8010 and 6085) 10,250

VP Applications File Drawer (for VP 1.1.2 software)

VP Series Software	Loading Both 8010 and 6085 Applications via the Ethernet		Loading 6085 Applications via the Ethernet		Loading 8010 Applications via the Ethernet	
VP Series Applications* VP PC Emulation	13,000 + 460 13,460	13,460	13,000 + 460 13,460	13,460	13,000	13,000
VP Local Laser Printing VP 300 DPI Fonts for Documenter	350 + 17,900 18,250	31,710	350 + 17,900 18,250	31,710		
VP Extended Language Option VP Japanese Text Capability VP Chinese Text Capability	2,400 6,400 + 6,150 14,950	46,660	2,400 6,400 + 6,150 14,950	46,660	2,400 6,400 + 6,150 14,950	27,950

Multilingual Software
  VP Document Editor 1.1.1
  VP Long Document Option
  VP Spelling Checker
  VP Languages Option
  VP Arabic Text Capability
  VP Extended Cyrillic Text Package
  VP European Text Package
  VP Extended Latin Text Package
  VP Xerox Classic Fonts
  VP Arabic Modern Fonts
  VP Xerox Modern Fonts
	2,050
	250
	420
	600
	100
	120
	300
	300
	800
	100
	+ 1,300
	6,340
		53,000	2,050
			250
			420
			600
			100
			120
			300
			300
			800
			100
			+ 1,300
			6,340
				53,000		

Installation File Drawer (for VP 2.0 software)

Network Installation of Both 8010 and 6085	Network Installation of 6085	Network Installation of 8010
5,650 (software for 6085 only) 2,500 (software common to both 8010 and 6085) + 5,350 (software for 8010 only) 13,500	5,650 (software for 6085 only) + 2,500 (software common to both 8010 and 6085) 8,150	5,350 (software for 8010 only) + 2,500 (software common to 8010 and 6085) 7,850

VP Applications File Drawer (for VP 2.0 software)

VP Series Software	Loading Both 8010 and 6085 Applications via the Ethernet		Loading 6085 Applications via the Ethernet		Loading 8010 Applications via the Ethernet	
VP Series Applications* VP PC Emulation	13,000 + 460 13,460	13,460	13,000 + 460 13,460	13,460	13,000	13,000
VP Local Laser Printing VP 300 DPI Fonts for Documenter	350 + 17,900 18,250	31,710	350 + 17,900 18,250	31,710		
VP Extended Language Option VP Japanese Text Capability VP Chinese Text Capability	2,400 6,400 + 6,150 14,950	46,660	2,400 6,400 + 6,150 14,950	46,660	2,400 6,400 + 6,150 14,950	27,950

Multilingual Software
    VP Document Editor 1.1.1
    VP Long Document Option
    VP Spelling Checker
    VP Languages Option
    VP Arabic Text Capability
    VP Extended Cyrillic Text Package
    VP European Text Package
    VP Extended Latin Text Package
    VP Xerox Classic Fonts
    VP Arabic Modern Fonts
    VP Xerox Modern Fonts
	2,050
	250
	420
	600
	100
	120
	300
	300
	800
	100
	+ 1,300
	6,340
		53,000	2,050
			250
			420
			600
			100
			120
			300
			300
			800
			100
			+ 1,300
			6,340
				53,000		

752	☐	SNA Mail Relay includes SNA Access (can co-reside only with SNA Access and Communications Monitoring Service on a server) SNA Mail Relay has 548 disk pages, SNA Access has 204 disk pages
1,368	☐	Formatting Print Service (includes 700 disk pages for software, 55 disk pages for message files, 100 for miscellaneous internal files, and 508 for Required Fonts and Test Patterns)
1,370	☐	Facsimile Print Service (includes 867 disk pages for software, 62 disk pages for message files, and 344 disk pages for Required Fonts and Test Patterns)
3,946	☐	Xerox Modern Fonts (200 DPI)
344	☐	Xerox Classic Fonts (200 DPI)
2,127	☐	Xerox Math Classic Fonts (200 DPI)
1,841	☐	Printwheel Fonts (200 DPI)
118	☐	PC Emulation Fonts (200 DPI)

If you have chosen the SNA Mail Relay and SNA Access in, add the disk pages required by the SNA Mail Relay and SNA Access database.

Disk Pages

_____	☐	SNA Mail Relay database and SNA Access database 2040 disk pages minimum or 50 disk pages per user, whichever is greater
_____		Total number of disk pages required by the SNA Mail Relay database

Add the number of the disk pages required by the work space for the Print Service you've chosen.   Note that only one box should be chosen. Your choice of a 29 Mb or larger server below is based upon the fonts you have chosen. (For a 10 Mb processor, allocate 1,000 disk pages for work space and 2,000 disk pages for the print queue.)

6,000	☐	Work space for Formatting Print Service on a 29 Mb, 42 Mb, 80 Mb, or 300 Mb 8000 server (includes 6,000 pages for formatter).
6,000	☐	Work space for Facsimile Print Service. Must be run on a 29 Mb or 42 Mb 8000 server (includes 6,000 pages for formatter).
_____		Total number of disk pages required by print service work space

Add the number of disk pages required by the documents in the print queue if you have a Print Service on the server. The number of pages required for each document varies according to the document's length and complexity. Allocate a minimum of 3,000 disk pages, which should be enough space for approximately 300 pages of text. Documents with graphics as well as text usually require significantly more disk pages. For a 10 Mb processor, allocate a minimum of 2,000 disk pages, which should be enough space for approximately 200 pages of text.

Disk Pages

——————   Total number of disk pages required by print queue

Notes: Each of the above services require a dedicated server. Formatting Print Service and Facsimile Print Service require Services 10.x. Services 11.0 does not currently support these services. The server may be attached to the same network as a server running Services 11.0. SNA Mail Relay require Services 10.3 on the server. New orders for Facsimile Print Service are not supported on 80 Mb or 300 Mb servers.

Workstation Summary Worksheet

Instructions for use of this exhibit may be found in the *Upgrade Planning Guide* - Analyzing Your Requirements Section.

An electronic version may be found on the 6085 Disk that is included in this kit.

Postmark:

From: **To:**

Sender: **Copies:**

Subject: Appendix II - Exhibit C
                    Workstation Summary Worksheet

In Reply To:

Answer To:

Note: USE THIS WORKSTATION SUMMARY WORKSHEET TO "INVENTORY" YOUR WORKSTATIONS.

Attachment

Workstation Summary Worksheet

WORKSTATION LOCATION	USER NAME	# OF USERS	PER USER DESK-TOP REQ.	SERIAL NUMBER	MEMORY SIZE	RIGID DISK SIZE	SOFTWARE LOADED	ADD SOFTWARE	ACTION REQUIRED TO UPGRADE
							1. 2. 3.	1. 2. 3.	

VP Software Calculation Tables and Upgrade Space tool

Instructions for use of this exhibit may be found in the *Upgrade Planning Guide* - Analyzing Your Requirements Section.

An electronic version may be found on the 6085 Disk that is included in this kit.

This table is an alternative to the Upgrade Space tool. It is for use on VP 2.0 workstations and for developing configutation information in the future. It is also a source of DETAILED information on ViewPoint software.

Postmark:

From: **To:**

Sender: **Copies:**

Subject: Appendix II - Exhibit D
                    VP Software Calc Tables

In Reply To:

Answer To:

Note: THIS TABLE MAY BE USED TO CALCULATE TOTAL DISK PAGES FOR A CURRENT
                    OR PROPOSED WORKSTATION CONFIGURATION. This table is an alternative to
                    the Configuration Tool and may be used for (1) NEW workstations where it is
                    not yet possible to run the Configuration Tool, and (2) for configuring 2.0
                    workstations in the future.
                           Tables may be reused, but the total is for a single workstation.

                    COPY THIS DOCUMENT FIRST TO RETAIN A CLEAN WORKSTATION DISK PAGE
                    LISTING
                    1. In Column 3, indicate with an "X" the software items currently enabled
                           (product factored) on your 1.x workstation.
                    2. In Column 5, indicate with an "X" the software items currently enabled
                           plus any new software desired.
                    3. In Column 4, Delete the Disk Page NUMBER for any item NOT marked with
                    an "X" in column 5.
                    3. To (re)calculate the total disk page sizes required, go to the Document
                           Auxiliary Menu and select [UPDATE FIELDS].
                    4. Compare to the Disk Size Guidelines chart to determine hardware
                           requirements.

                    A HARDCOPY OF THIS TABLE MAY BE FOUND IN THE APPENDIX

Attachment

VP Software Calculating Tables

Product Code	Disk Pages 1.1.2	⊠	Disk Pages 2.0	⊠	ViewPoint Series Software
75E	5,687		9,212		6085 Xerox ViewPoint 2.0 includes 1,800 disk pages of backing space reserved on user volume. Includes these applications below which are visible in the loader icon and are for optional use.
	585 50				34 Software Options Tool 34 Container List Tool 35 Object Conversion Utility (for upgrading File Drawer contents to VP 2.0) 96 Document Upgrader (OS 5 to VP 2.0) 168 Mail (required for electronic mail or calendar reminders) 30 Remote Printing (required for printing via ethernet) 452 Asynchronous Terminal Basic Software (required for Terminal Emulations) 84 Remote System Administration (requires Asynchronous Terminal Basic Software) 49 Local RS232C Communication Access (requires Asynchronous Terminal Basic Software) 454 Quick Restart **Note:** Quick Restart requires additional disk pages on the workstation 1.1 Mb of memory requires 2,250 disk pages 1.6 Mb of memory requires 3,250 disk pages 2.1 Mb of memory requires 4,250 disk pages 2.6 Mb of memory requires 5,250 disk pages 3.2 Mb of memory requires 6,250 disk pages 3.7 Mb of memory requires 7,250 disk pages (the formula is number of bytes of main memory divided by 512 = disk pages required on desktop for Quick Restart)
	787		1,477		VP Help Documents (copy to desktop as needed)
			363		VP Training Exercises (copy to desktop as needed)
71E	70		74		6085 VP NetCom
73E	93		100		6085 VP RemoteCom
74E	23		26		6085 VP Standalone
72E	459		468		6085 VP PC Emulation
73T			270		VP Cartridge Tape
97E	1,944		2,556		VP Document Editor includes the following disk pages 2,376 VP Document Editor software 180 U.S. English Hyphenation Dictionary (visible in the loader icon)
78E	6		6		VP CUSP Buttons
79E	65		67		VP Data Capture
80E	6		7		VP Data-Driven Graphics (Bar, Pie, Line)

VP Software Calculating Tables

Product Code	Disk Pages 1.1.2	☒	Disk Pages 2.0	☒	ViewPoint Series Software
81E	6		6		VP Equations
76E	163		144		VP Free-Hand Drawing
70R			4,427		Xerox Pro Illustrator includes the following disk pages 748 Xerox Pro Illustrator software 167 Tints, Textures, Points and Lines 43 Xerox Pro Illustrator Conversion of VP Basic Graphics 307 Font Sausalito: Quick Art 0 Xerox Pro Illustrator Quick Art 727 Font Xerox Classic: Quick Art 137 Arrows and Compass points: Quick Art 481 Font Xerox Modern: Quick Art 194 Banners, Boxes & Flashes: Quick Art 61 Forms Elements: Quick Art 364 Borders: Quick Art 42 Office Layout: Quick Art 139 Brackets, Braces & Numbers: Quick Art 22 Print Level Test 281 Chemicals: Quick Art 107 Protractors: Quick Art 236 Electronic: Quick Art 12 Quick Art Contents and size 56 Ellipses and Isometric Aids: Quick Art 125 Rulers: Quick Art 58 Flow Chart: Quick Art 120 Shapes, Stars and Dingbats: Quick Art
			3,200		Xerox Pro Illustrator Performance Enhancement (required if your disk size is less than 40 Mb or you are working with very complex drawings--activated through installer scripts)
42L	253		543		VP Long Document Option includes the following disk pages 15 Table of Contents Generator 296 Index Generator 6 Footnotes 226 Shared Books
88K	1,298		1,240		VP Integrated Financial Management
93E	317		435		VP List Manager includes the following disk pages 319 VP List Manager software 116 VP List Manager Upgrade Tool (visible in loader icon)
81K	1,470		1,603		VP Office Accessories includes the following 135 Calculator 411 Templates 63 Clock 62 Tools 146 Keyboard Accelerators 110 Transfers: Letters and Symbols 149 Personal Calendar 527 Transfers: Objets d'Art
95E	424		355		VP Spelling Checker
96E	173		157		VP Spreadsheet
83E	50		51		VP File Conversion of 860 Documents

VP Software Calculating Tables

Product Code	Disk Pages 1.1.2	⊠	Disk Pages 2.0	⊠	ViewPoint Series Software
84E	21		20		VP File Conversion of 860 Record Files
85E	15		44		VP File Conversion of ASCII Documents
86E	32		35		VP File Conversion of Document Interchange Format
71R			75		VP File Conversion of IGES Files
87E	55		51		VP File Conversion of Lotus 1-2-3 Spreadsheets
88E	14		14		VP File Conversion of VisiCalc Spreadsheets
92N			36		VP File Conversion Wang Documents
89E	26		32		VP File Conversion of WordStar Documents
56N	85		70		VP File Conversion of IBM DCA Documents
02G	6		86		VP Terminal Emulation of TTY (requires Asynchronous Terminal Basic Software in Xerox ViewPoint)
03G	6		172		VP Terminal Emulation of DEC VT100 (requires Asynchronous Terminal Basic Software in Xerox ViewPoint)
01G	6		84		VP Terminal Emulation of Tektronix® 4014 (requires Asynchronous Terminal Basic Software)
			223		VP Terminal Emulation of VT640 (delivered with VP Terminal Emulation of Tektronix 4014 and requires Asynchronous Terminal Basic Software)
55N	90		84		VP IBM 3270 File Transfer
99E	530		583		VP Terminal Emulation of IBM 3270
82E	2,356		975		VP Extended Language Option
77E	6,126		9,700		VP Chinese Text Capability includes the following screen fonts 1,577 VP Chinese Classic Fonts (72 dpi) 1,577 VP Chinese Modern Fonts (72 dpi)
92E	6,367		7,052		VP Japanese Text Capability includes the following screen fonts 3,046 VP Japanese Classic Fonts (72 dpi)
02K	94		328		VP Arabic Text Package includes the following screen fonts 79 VP Arabic Classic Fonts (72 dpi) 72 VP Arabic Modern Fonts (72 dpi)
01K	120		0		VP Extended Cyrillic Text Package (superseded in 2.0 by VP International Keyboards)
99J	276		0		VP European Text Package (superseded in 2.0 by VP International Keyboards)
03K	276		0		VP Extended Latin Text Package (superseded in 2.0 by VP International Keyboards)

VP Software Calculating Tables

Product Code	Disk Pages 1.1.2	☒	Disk Pages 2.0	☒	ViewPoint Series Software
84T			1,778		VP International Keyboards Includes 24 keyboards optionally loadable @ 68 disk pages each, and Keyboard Accelerators @ 146 disk pages.
04K			353		VP Hebrew Text Package includes the following screen fonts 71 VP Hebrew Modern Fonts (72 dpi) 67 VP Hebrew Classic Fonts (72 dpi)
94E	21		24		VP Local Draft Printing
84K			234		VP Local Character Printing 630
95G	2,361		2,397		VP Local Laser Printing (includes 2,000 disk pages of workspace)

	32,812		51,237		**Total Disk Pages**

Product Code	Disk Pages 1.1.2	☒	Disk Pages 2.0	☒	ViewPoint Fonts
					Screen Fonts (72 dots per inch)
23H					VP Standard Fonts (artificial mainframe to facilitate order entry only)
88G	1,262		1,262		VP Xerox Modern Fonts 1.1 (small Modern fonts = 735 disk pages and/or large Modern fonts = 527 disk pages)
87G	767		767		VP Xerox Classic Fonts 1.1
89G	696		696		VP Printwheel Fonts
91G	68		68		VP PC Emulation Fonts
90G	149		149		VP Terminal Fonts
92G	947		427		VP Helvetica 300 Fonts (widths file only)
98P			1,516		VP Xerox Quartz Fonts (optionally loadable by point size): 6 pt = 118, 7 pt = 121, 8 pt = 126, 9 pt = 129, 10 pt = 136, 11 pt = 148, 12 pt = 145, 14 pt = 164, 18 pt = 191, 24 pt = 238) or 468 disk pages for widths file
96P			1,299		VP Optima 300 Fonts (optionally loadable by point size): 6 pt = 109, 7 pt = 110, 8 pt = 111, 9 pt = 114, 10 pt = 118, 11 pt = 121, 12 pt = 126, 14 pt = 134, 18 pt = 156, 24 pt = 200) or 427 for widths file
97P			427		VP Univers 300 Fonts (widths file only)
90P			427		VP Times 300 Fonts (widths file only)
					Note: If you do not want to load all of the fonts from a font family, find the number of disk pages required by just the fonts you want in the Printer Font Families charts that appear after this work sheet
					The following fonts will be available in the future and are included here for planning purposes.
34R			3,507		VP Xerox Enhanced Modern Fonts (optionally loadable by point size): 6 pt = 158, 7 pt = 161, 8 pt = 170, 9 pt = 173, 10 pt = 87, 11 pt = 192, 12 pt = 206, 14 pt = 231, 18 pt = 292, 24 pt = 414, 30 pt 552, 36 = 740, Fonts Metrics = 31)
35R			3,596		VP Xerox Enhanced Classic Fonts (optionally loadable by point size): 6 pt = 160, 7 pt = 163, 8 pt = 173, 9 pt = 175, 10 pt = 189, 11 pt = 194, 12 pt = 208, 14 pt = 233, 18 pt = 294, 24 pt = 416, 30 pt 554, 36 = 741, Classic Thin = 66, Fonts Metrics = 31)
	3,889		14,141		**Total Disk Pages**

Product Code	Disk Pages 1.1.2	☒	Disk Pages 2.0	☒	Documenter Fonts
					(300 dots per inch)
n/a	2,375		2,384		Xerox Modern Fonts/Required Fonts (300 DPI) (6 to 18 points -- this is included with VP Local Laser Printing)
84J	6,973		6,973		VP Xerox Modern Fonts 1.1 (300 DPI) (replaces Required Fonts when added)
85J	3,532		3,532		VP Xerox Classic Fonts 1.1 (300 DPI)
87J	2,617		2,859		VP Printwheel Fonts 2.0 (300 DPI)
91J	213		213		VP PC Emulation Fonts 2.0 (300 DPI)
n/a	349		349		VP Terminal Fonts (300 DPI) 2.0
88J	4,213		4,645		VP Helvetica 300 Fonts (300 DPI) 2.0
41V			7,005		VP Xerox Quartz Fonts (300 DPI) 2.0
35V			4,452		VP Optima 300 Fonts (300 DPI) 2.0
39V			4,645		VP Univers 300 Fonts (300 DPI) 2.0
37V			4,569		VP Times 300 Fonts (300 DPI) 2.0
94J	27,409				VP Xerox Japanese Classic Fonts (300 DPI)
93J	27,821				VP Xerox Japanese Chinese Modern Fonts (300 DPI)
43V			34,147		VP Xerox Chinese/Japanese Classic Fonts (300 DPI) (10,922 disk pages optionally loadable for Chinese only)
44V			33,829		VP Xerox Chinese/Japanese Modern Fonts (300 DPI) (10,495 disk pages optionally loadable for Chinese only)
06N	11,628		35,102		VP Xerox Multilingual Fonts (300 DPI)
					The following fonts will be available in the future and are included here for planning purposes.
84J			24,045		VP Xerox Enhanced Modern Fonts (300 DPI)
85J			26,018		VP Xerox Enhanced Classic Fonts (300 DPI)
	87,130		194,767		**Total Disk Pages**

	123,831		260,145		**Total Disk Pages for VP Series Software, Screen Fonts, and Documenter Fonts**
	106,000		106,000		**80 Mb Rigid Disk Pages**
	- 17,831		-154,145		**Plus or Minus Disk Pages for 80 Mb Rigid Disk**

6085 Rigid Disk Table

If the Total disk pages required is...	Recommend a 6085 Rigid Disk Size of...
less than **16,800** disk pages (19,000 user volume minus 2,200 scavenger volume)	10 Mb
less than **36,350** disk pages (39,350 user volume minus 3,000 scavenger volume)	20 Mb*
less than **73,720** disk pages (78,120 user volume minus 4,400 scavenger volume)	40 Mb*
less than **119,500** disk pages (125,600 user volume minus 6,100 scavenger volume)	80 Mb

*These rigid disks have extended capacity. The original 20 Mb rigid disk had a user volume of 30,400 disk pages minus 2,700 scavenger volume, and the original 40 Mb rigid disk had a user volume of 61,000 disk pages minus 3,800 scavenger volume.

8010 Rigid Disk Table

If the Total Disk Pages Required is...	Recommend an 8010 Rigid Disk Size
less than **13,900** disk pages (16,000 user volume minus 2,100 scavenger volume)	10 Mb **Note:** The 10 Mb Rigid Disk Drive is no longer available for new business orders; however, an existing installation of an 8010 with a 10 Mb rigid disk can use only ViewPoint and VP Series software 1.1.x.
less than **41,800** disk pages (45,000 user volume minus 3,200 scavenger volume)	29 Mb **Note:** The 29 Mb Rigid Disk Drive is no longer available for new business orders; however, an existing installation of an 8010 with a 29 Mb rigid disk can use ViewPoint and VP Series software.
less than **61,600** disk pages (65,500 user volume minus 3,900 scavenger volume)	42 Mb

*Note: Rigid Disk Drive Upgrade Kits are available from 10 to 42 Mb (order #W77) and 29 to 42 Mb (order #W78) if additional disk capacity is required.

Upgrade Space

Purpose
This tool was created to assist in determining the number of free disc pages available on a workstation after upgrading from VP 1.x to VP 2.0.

Instructions For Use
To install the Upgrade Space application copy the application to the loader.

To run the application select "Upgrade Space" from the attention menu. The attention menu is long narrow bar on the top of the screen where "End Session" is found.

When the application is run it will display a message indicating how many more disk pages will be used by the ViewPoint 2.0 software than are used by the current ViewPoint 1.1 software.
If the number posted is less than the current number of Free Disk Pages you will have to delete some files or applications from your desktop.

Please note that this tool is meant to be run on a VP 1.x workstation. Running it on a 2.0 workstation will result in invalid information.

Limitations of Upgrade Space
In typical cases Upgrade Space will provide results with adequate accuracy. However, due to the changes in enabling software between ViewPoint 1.1 and ViewPoint 2.0 there are rare instances when the results obtained by the Upgrade Space application may not be accurate. Please use the Software Calculation Tables in the Upgrade Planning Kit to provide more accurate results.

The Upgrade Space application calculates space requirements by looking at all the software options you have enabled and adding up the extra space required by the equivalent 2.0 applications. To see what options you have enabled select "Set Software Options" from the attention menu. The Upgrade Space works with the enabled application sizes even if these applications are not loaded. For example, if "Xerox Modern Fonts" are enabled , but not on the workstation, the Upgrade Space tool will still count 1262 disc pages used.

The Upgrade Space application does not take into account any software that is not enabled by the software options tool eg. Edgeware or custom applications. If you have any of this type of software it must be considered separately.

If you have any questions please consult your Xerox representative.

The following tables are used by Upgrade Space in doing its calculation:

VP Applications

Feature	VP 1.1 disk pages	VP2.0 disk pages
VP Document Editor	1944	2556
VP Equations	6	6
VP Free-Hand Drawing	163	144
VP Data Driven Graphics (Bar,Pie, Line)	6	7
VP CUSP Buttons	6	6
VP Data Capture	65	67
VP Spelling Checker	424	355
VP Local Draft Printing	21	24
VP Spreadsheet	173	157
VP DataBaseAccessWindow	0	0
VP Ethergraph	0	0
VP Office Accessories	1470	1603
VP Local Character Printing P1	0	213
VP Local Laser Printing	2361	2397
VP Long Document Options	253	543
VP Local Character Printing 630/635	0	234
VP Integrated Purchasing Management	0	0
VP Integrated Financial Management	1298	1240
Table Totals	8190	9552

VP Screen Fonts

Feature	VP 1.1	VP2.0
VP Xerox Classic Fonts	767	767
VP Xerox Modern Fonts	1262	1262
VP Printwheel Fonts	696	696
VP Terminal Fonts	149	149
VP PC Emulation Fonts	68	68
VP Helvetica Fonts	947	427
Table Totals	3889	3369

VP Printer Fonts

Feature	VP 1.1	VP2.0
VP Xerox Classic Fonts (300 DPI)	3532	3532
VP Xerox Japanese Classic Fonts (300 DPI)	27409	29723
VP Xerox Japanese Modern Fonts (300 DPI)	27821	29722
VP Xerox Math Classic Fonts (300 DPI)	0	0
VP Xerox Modern Fonts (300 DPI)	6973	6973
VP Printwheel Fonts (300 DPI)	2617	2900
VP PC Emulation Fonts (300 DPI)	213	213
VP Helvetica 300™ Fonts (300 DPI)	4213	4213
VP Terminal Fonts (300 DPI)	349	349
Table Totals	73127	77625

ViewPoint

Feature	VP 1.1	VP2.0
Xerox ViewPoint	5687	9212
VP Netcom	70	200
VP RemoteCom	93	200
VP Standalone	23	200
Table Totals	5873	9812

VP Emulations

Feature	VP 1.1	VP2.0
VP Terminal Emulation of TTY	6	86
VP Terminal Emulation of DEC VT100	6	172
VP Terminal Emulation of IBM 3270	530	583
VP Terminal Emulation of Tektronix 4014	6	84
VP Terminal Emulation of Siemens 9750	0	0
VP PC Emulation	459	468
VP Terminal Emulation of VT640	0	223
VP Local RS232C Communication Access	50	49
Table Totals	1057	1665

VP Converter

Feature	VP 1.1	VP2.0
VP File Conversion of ASCII Documents	15	44
VP File Conversion of Document Interchange Format	32	35
VP File Conversion of Lotus 1-2-3	55	51
VP File Conversion of Visicalc	14	14
VP File Conversion of WordStar	26	32
VP File Conversion of 860 Documents	50	51
VP File Conversion of 860 Record Files	21	20
Table Totals	213	247

Upgrade Activity Plan

Instructions for use of this exhibit may be found in the *Upgrade Planning Guide* - Analyzing Your Requirements Section.

An electronic version may be found on the 6085 Disk that is included in this kit.

Paginate before printing.

Upgrade Activity Plan

ACTIVITY	FORM/TOOL PROVIDED	OUTPUT	PERSON RESPONSIBLE	DATE
Identify individual(s) responsible for the Upgrade Planning and Implementation				
Orient Planners and Implementors				
~~Attend Preview Workshop~~	Workshop - Upgrade Orient. Kit			
~~Attend Planning Workshop~~	Workshop - Upgrade Planning Kit			
Develop Upgrade Plan	*Upgrade Activity Plan*	Upgrade Plan		
Brief Client Managers	Upgrade Orientation Kit			
Brief System Administrators	Same as Planners & Implementors			
Inventory Current Equipment				
Inventory Servers	*Server Summary Worksheet*			
Inventory Workstations	*Workstation Summary Worksheet*			

Upgrade Activity Plan

ACTIVITY	FORM/TOOL PROVIDED	OUTPUT	PERSON RESPONSIBLE	DATE
List release levels of Network Citizens	Use *Server Summary Worksheet*			
List custom Items				
Compare Current Equipment to new requirements	*Upgrade Planning Guide*			
Servers	*Server Software Calculation Table*			
Workstations	*VP 2.0 Config Calculation Tool & Workstation Software Calculation Table*			
Network Citizens	Table in Upgrade Planning Guide			
Contact Xerox support representative regarding custom items - confirm compatibility				

Upgrade Activity Plan

ACTIVITY	FORM/TOOL PROVIDED	OUTPUT	PERSON RESPONSIBLE	DATE
Identify Actions required for upgrade of equipment for each group/department/site	Fill in on Summary Worksheets - Summarize on: *Upgrade Order Worksheet*			
Order Hardware (if required)				
Order New Software (if desired)				
Order Upgrade Software	*Upgrade Order Worksheet*			
Orient Managers and Train End Users	Upgrade Orient. Kit *Release Summary* and New Documentation			
Install New Server Hardware and Upgrade Servers				
Install workstation Hardware and Upgrade workstations by group Schedule below:				

• **ViewPoint 2.0***

* Reprinted sections of the ViewPoint 2.0 Release Document.

2.   Software installation

Introduction

The procedures in this chapter tell you how to upgrade a ViewPoint workstation to ViewPoint 2.0. Since some workstations are using ViewPoint 1.0 and others are using ViewPoint 1.1, this chapter refers to earlier versions of ViewPoint as ViewPoint 1.X.

Depending on the equipment available in your organization, you may install ViewPoint software from the following media:

• Floppy disks
• Cartridge tape (6085 workstations only)
• Network

If you are using floppy disks or cartridge tape to install software on the 6085, your workstation processor must have the corresponding hardware for those options.

Consult your System Administrator to determine if network installation is available. Installing from a network requires that the network have:

• A Boot Service

• Version 2.0 compatible Etherboot files installed on the Boot Service, including a 2.0 version of the Installer

• ViewPoint 2.0 software available in an installation drawer

Installing ViewPoint software for the first time

If you are installing ViewPoint software for the first time (instead of upgrading your software from ViewPoint 1.X to ViewPoint 2.0), follow the installation instructions contained in the *ViewPoint 2.0 Software Installation Guide*.

Note: The optional applications software loaded on pre-stocked 6085 workstations or Documenter systems (6085 workstations with attached 4045 Laser CP printers) may not match the current version in your media library. If you have a pre-stocked system, first compare the version level of the installed software with the version level of the software in your media library (on floppy disks or tape). If the versions do not match, upgrade the VP Series applications installed on your workstation by following the instructions in this chapter.

> **A note to 8010 OS 5.X users:** Installing ViewPoint software for the first time requires you to partition your workstation's rigid disk. Partitioning a disk destroys all files on the disk. You should therefore store all needed files on floppy disks or a network File Service before partitioning your rigid disk. Detailed instructions on how to partition the workstation disk are included in the *ViewPoint 2.0 Software Installation Guide.*

Your workstation must have a minimum of 1.1 megabytes of memory for you to use ViewPoint 2.0. After the installer is booted, a display similar to the following one appears on the screen:

Installer Version 2.0 of 29-Feb-88 15:10:41
Copyright (C) Xerox Corporation 1984, 1985, 1986, 1987, 1988.
All rights reserved.
Processor = 0AA197BFH - 25220313677 = 2-856-425-407
Memory size = 1664 K bytes.

Note that the workstation's memory size is included in the display. Contact your Xerox technical representative if you want to install ViewPoint 2.0 on workstations that currently have less than 1.1 megabytes of memory.

Upgrading from ViewPoint 1.X to ViewPoint 2.0

Use one of the procedures in the following sections to upgrade a ViewPoint 1.X workstation to ViewPoint 2.0. Refer to the appropriate procedure for your type of workstation and the method you will use to install the software. The amount of disk space required for ViewPoint 2.0 depends upon which applications you load on your workstation. As a minimum, however, you should have at least 3,500 free disk pages on your workstation before you upgrade.

CAUTION: DO NOT REPARTITION. DESKTOPS RETAINED ON THE WORKSTATION SHOULD REMAIN INTACT PROVIDED THE WORKSTATION IS NOT PARTITIONED. HOWEVER, IT IS STRONGLY RECOMMENDED THAT YOU BACK UP FILES ON FLOPPY DISKS OR MOVE ALL DESKTOPS TO THE FILE SERVICE PRIOR TO UPGRADING.

You do not need to re-enable your software options after upgrading. However, if you load new software options, you will need to enable those options. See the chapter titled "Enabling software options" in the *ViewPoint 2.0 Software Installation Guide* if you need to enable new software options.

Upgrading from floppy disks

Before starting this procedure, you should have the floppy disks for ViewPoint 2.0, including the applications you want to install.

Upgrading a 6085 workstation using floppy disks

1. Turn on the power to your workstation, if it is not already powered.

2. Place the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 1** in the floppy disk drive.

3. Press the **B RESET button** on the processor's front panel if the boot soft keys (representing the top row function keys) are not already displayed on the screen.

4. Press the **F2 function key** within 30 seconds after the boot soft keys appear. This indicates to the processor that you want to install the software from floppy disks.

   After a few moments, a message requests that you insert the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 2** in the floppy disk drive.

   CAUTION: If you do not press the **F2 function key** within 30 seconds, the workstation continues to boot as it would if you had pressed the **F1 function key**. If that happens, you should wait until your workstation completes a normal boot. Then start again at step 3. If you interrupt the boot process, you could damage some of the files, making it necessary to scavenge the system to restore your files.

5. Insert the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 2** and press the return key to confirm the floppy disk is inserted. In a few minutes, a menu of options appears on the screen.

6. Type the number corresponding to **ViewPoint: 6085 Special Installation and Error Recovery Commands (from floppies)** and press the return key. After several moments, a new menu of options appears.

7. Type the number corresponding to **Delete All 6085 System Data Files Including ALL Applications** and press the return key.

8. Type **Y** and press the return key to confirm.

   The menu screen remains displayed during the initial part of the deletion process. Then, the boot soft keys appear, and the workstation reboots as it would if you had pressed the **F1 function key**. The cursor code cycles to 7600. After about five minutes, it cycles to 7604. DO NOT INTERRUPT THE PROCESS.

9. When the 7604 cursor code appears, place the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 1** in the floppy disk drive.

10. Repeat steps 3 through 5 to return to the main menu, which you will now use to install the new software.

At this point the workstation is ready to have ViewPoint software installed using the normal procedures in the *ViewPoint 2.0 Software Installation Guide*. Refer to the "Install the basic ViewPoint software" procedure in the chapter titled "Installing from floppy" in the *ViewPoint 2.0 Software Installation Guide*.

That procedure, and succeeding procedures in that chapter, will guide you through the installation of software for basic ViewPoint, applications, and fonts.

Note: When you install VP Series applications, be sure to use the ViewPoint 2.0 application floppy disks. However, some screen and VP Local Laser Printing fonts have not been changed in ViewPoint 2.0. In those cases, load the 1.X versions of those fonts.

Upgrading an 8010 workstation using floppy disks

Note: A workstation must have a minimum of 1.1 megabytes of memory to install ViewPoint 2.0. Information about the size of the workstation's memory is included in the first screen that appears after you boot the installer (see page 2-2). Contact your Xerox technical representative if you want to install ViewPoint 2.0 on a workstation that has less than 1.1 megabytes of memory.

1. Turn on the power to your workstation, if it is not already powered.

2. Place the floppy disk labeled **8010 Xerox ViewPoint 2.0 Installer** in the floppy disk drive.

3. Press both the **B RESET** and **ALT B** buttons on the workstation's front panel. Release the **B RESET button** immediately. Release the **ALT B button** when the processor panel displays 0002. This indicates to the processor that you want to install the software from floppy disks. A menu of options appears on the screen.

4. Type the number corresponding to **ViewPoint: 8010 Special Installation and Error Recovery Commands (from floppies)** and press the return key. After several moments, a new menu of options appears.

5. Type the number corresponding to **Delete All 8010 System Data Files Including ALL Applications** and press the return key.

6. Type **Y** and press the return key to confirm.

   The menu screen remains displayed during the initial part of the deletion process; then, the workstation reboots. The processor panel code cycles to 7600. After about five minutes, it cycles to 7604. DO NOT INTERRUPT THE PROCESS.

7. When the 7604 code appears on the processor panel, place the floppy disk labeled **8010 Xerox ViewPoint 2.0 Installer** in the floppy disk drive.

8. Repeat step 3 to return to the main menu, which you will now use to install the new software.

At this point, the workstation is ready to have ViewPoint software installed, using the normal procedures in the *ViewPoint 2.0 Software Installation Guide*. Refer to the "Install the basic ViewPoint software" procedure in the chapter titled "Installing from floppy" in the *ViewPoint 2.0 Software Installation Guide*. That procedure, and succeeding procedures in that chapter, will

guide you through the installation of software for basic ViewPoint, applications, and fonts.

Note: When installing VP Series applications, be sure to use the ViewPoint 2.0 application floppy disks. However, some screen fonts have not been changed in ViewPoint 2.0. In those cases, load the 1.X version of those fonts.

Installing Xerox ViewPoint Help documents from floppy disks

After you have installed the ViewPoint 2.0 software and you have logged onto your desktop, a Help folder icon appears in the upper right corner of the display. You can use this folder to store the Xerox ViewPoint Help documents.

The Help folder automatically includes a file named "--READ ME FIRST. How to Use Help." That file contains the information you will need to use the Help system. The Help folder also contains any Help documents that were loaded into the folder for earlier versions of ViewPoint.

1. Select the Help folder icon. One click of the left mouse button opens the folder.

2. Delete any help documents for previous versions of ViewPoint. You can leave the file "--READ ME FIRST. How to Use Help."

3. Place the floppy disk labeled **6085 Xerox ViewPoint 2.0 Help Documents** or **8010 Xerox ViewPoint 2.0 Help Documents** (as appropriate for your workstation) in the floppy disk drive.

    Note: The Help documents are on three floppy disks for the 6085 and on one floppy disk for the 8010.

4. Open the floppy disk window to display the contents of the floppy disk.

5. Select the files you wish to place in your Help folder.

6. Copy those files into the Help folder window you opened in step 1.

    Note: If you leave the file named "--READ ME FIRST. How to Use Help" in the folder and try to copy the file with the same name from the floppy disk, ViewPoint displays the following message: "File --READ ME FIRST. How to Use Help already exists in Help folder. Replace file with selected file? |YES|NO|." Select No.

7. Repeat steps 3 through 6 for the second and third disks if you are using a 6085.

Help documents

Help documents for ViewPoint 2.0 are supplied on floppy disks. You can select the documents that apply to your work and copy them to the Help folder icon at the top right of the desktop.

The Help folder icon is similar to other ViewPoint folders in that you can add or delete icons from it at any time. It is different

from other folders in that it can be accessed from any desktop on the workstation.

For networks, System Administrators can copy all the Help documents to a folder in a file drawer, so users can copy selected documents from the folder to the workstation Help icon.

For 8010 workstations, all the Help documents are supplied on one floppy disk. For 6085 workstations, the documents are on three floppy disks. The documents are listed below, showing the titles on each 6085 floppy disk:

6085 Xerox ViewPoint: Help Documents # 1

READ ME FIRST. How To Use Help
Basics (Log on/off, Icons, Menus, Windows)
Options (Floppy, Keyboards, Loader...Profile, Wastebasket)
CUSP Buttons
Data Capture
Data-Driven Graphics (Bar, Pie, Line Charts)
Document Editor: Basic Graphics
Document Editor: Creating a Document
Document Editor: Editing a Document
Document Editor: Equations
Document Editor: Fields
Document Editor: Fill-in Rules
Document Editor: Mail Merge
Document Editor: Paginating a Document
Document Editor: Setting Character Properties
Document Editor: Setting Page Format Properties
Document Editor: Setting Paragraph Properties
Document Editor: Setting Tabs
Document Editor: Tools
   (Find, Autohyphen, Redline, Define/Expand, Linked frames)
Document Editor: Using Styles
Document Editor: Working with Anchored Frames

6085 Xerox ViewPoint: Help Documents # 2

Document Editor: Working with Books
Document Editor: Working with Tables
Extended Language: Arabic
Extended Language: Chinese
Extended Language: Hebrew
Extended Language: Japanese
File Conversion
File Transfer
Filing
Free-Hand Drawing
List Manager
Long Document Options:
   Table of Contents Generator, Index Generator, Footnotes
Mailing
Office Accessories:
   Calculator, Clock, Personal Calendar;
   Templates, Tools, and Transfers
PC Emulation
Printing

Pro Illustrator
Remote Batch
Remote System Administration

6085 Xerox ViewPoint: Help Documents # 3

Shared Books
Spelling Checker
Spreadsheets
Terminal Emulation
User Profile Copy Source

Training exercises

Exercises are supplied on one 6085 and one 8010 floppy disk for the ViewPoint 2.0 Training Guides listed below.

VP Training Exercises

Training: Document Creation
Training: Fill-In Rules
Training: Forms
Training: Styles
Training: VP Data Capture
Training: VP Data-Driven Graphics
Training: VP IFM
Training: VP List Manager
Training: VP Long Document Options
Training: VP Spelling Checker
Training: VP Spreadsheet

Upgrading from a network

Some organizations will set up their networks for Dual Mode operations. Dual Mode operation allows the network to support workstations that use either ViewPoint 1.X or ViewPoint 2.0. If your System Administrator has installed Dual Mode on your network, the first menu, Dual Mode Installation Options, will automatically appear during your upgrade procedure. The menu will ask you to specify whether you want the network to load the workstation with ViewPoint 1.X or ViewPoint 2.0. Select the ViewPoint 2.0 option. In the second menu, select **Use 2.0 Installation Drawer** and continue the upgrade the same as for networks without Dual Mode operation.

Upgrading a 6085 workstation from a network

1. Turn on the power to your workstation, if it is not already powered.

2. Press the **B RESET button** on the processor's front panel if the boot soft keys (representing the top row function keys) are not already displayed on the screen.

3. Press the **F3 function key** when the boot soft keys appear on the screen. This indicates to the processor that you want

to install the software from the network. After a few moments, a menu of options appears.

CAUTION: If you do not press the **F3 function key** within 30 seconds, the workstation continues to boot as it would if you had pressed the **F1 function key.** If that happens, you should wait until your workstation completes a normal boot. Then start again at step 2. If you interrupt the boot process, you could damage some of the files, making it necessary to scavenge the system to restore your files.

4. Type the number corresponding to the **Installer option** and press the return key. After a few moments, the message "Logon please" appears. Check the Installer Copyright message to make sure your workstation is connected to version 2.0 of the installer. If it is not connected to version 2.0, do not continue. Either try again or contact your System Administrator.

   Note: When the installer is booted, a message giving the installer version is displayed. The message is similar to the following:

   Installer Version 2.0 of 29-Feb-88 15:10:41
   Copyright (C) Xerox Corporation 1984, 1985, 1986, 1987, 1988. All rights reserved.
   Processor = 0AA197BFH - 25220313677 = 2-856-425-407
   Memory size = 1664 K bytes.

5. Type your fully qualified name and press the return key. The message "Password" appears.

   Note: If your network supports more than one domain and you do not enter your fully qualified name, the message "Domain and organization required for logon" displays along with the domain and organization options that are available. Type the number corresponding to your domain:organization and press the return key. If you do not know your fully qualified name (name:domain:organization) or password, contact your System Administrator.

   Accented characters cannot be used to log on during initial installation. If your name or password contains accented characters, ask your System Administrator to create an alias name and/or password without accented characters for use during installation.

6. Type your password and press the return key. A menu of options appears on the screen.

7. Type the number corresponding to **ViewPoint: 6085 Special Installation and Error Recovery Commands (from net)** and press the return key. After a few moments, a new menu of options appears.

8. Type the number corresponding to **Delete All 6085 System Data Files Including ALL Applications** and press the return key.

9. Type **Y** and press the return key to confirm.

   The menu screen remains displayed during the initial part of the deletion process. Then, the boot soft keys appear, and the workstation reboots as it would if you had pressed the **F1**

function key. The cursor code cycles to 7600 and to 7604 in about five minutes. DO NOT INTERRUPT THE PROCESS.

10. When the 7604 cursor code appears, repeat steps 2 through 6 to return to the main menu, which you will now use to install the new software.

At this point the workstation is ready to have ViewPoint software installed using the normal procedures in the *ViewPoint 2.0 Software Installation Guide.* Refer to the "Install the basic ViewPoint software" procedure in the chapter titled "Installing from the network" in the *ViewPoint 2.0 Software Installation Guide.* That procedure, and succeeding procedures in that chapter, will guide you through the installation of software for basic ViewPoint, applications, and fonts.

Note: When you are installing VP Series applications, be sure to use the ViewPoint 2.0 application floppies or file drawer. However, some screen and VP Local Laser Printing fonts have not been changed in ViewPoint 2.0. In those cases, load the 1.X versions of those fonts.

Upgrading an 8010 workstation from a network

Note: A workstation must have a minimum of 1.1 megabytes of memory to install ViewPoint 2.0. To check the memory size of your workstation, look for the Installer Version and copyright display that appears on the screen when you boot the installer. This display also gives the memory size of your workstation. Contact your Xerox technical representative if you want to install ViewPoint 2.0 on workstations that have less than 1.1 megabytes of memory.

1. Turn on the power to your workstation, if it is not already powered.

2. Press both the **B RESET** and **ALT B** buttons on the front panel of the workstation's processor. Release the B RESET button immediately. Release the ALT B button when the processor panel displays 0003. This indicates to the processor that you want to install the software from the network. After a few moments, the message "Logon please" appears on the screen.

3. Type your fully qualified name and press the return key. The message "Password" appears.

   Note: If your network supports more than one domain and you do not enter your fully qualified name, the message "Domain and organization required for logon" displays along with the domain and organization options that are available. Type the number corresponding to your domain:organization and press the return key. If you do not know your fully qualified name (name:domain:organization) or password, contact your System Administrator.

   Accented characters cannot be used to log on during initial installation. If your name or password contains accented characters, ask your System Administrator to create an alias name and/or password without accented characters for use during installation.

4. Type your password and press the return key. A menu of options appears on screen.

5. Type the number corresponding to **ViewPoint: 8010 Special Installation and Error Recovery Commands (from net)** and press the return key. After a few moments, a new menu of options appears.

6. Type the number corresponding to **Delete All 8010 System Data Files Including ALL Applications** and press the return key.

7. Type **Y** and press the return key to confirm.

   The menu screen remains displayed during the initial part of the deletion process; then, the workstation reboots. The processor panel code cycles to 7600 and finally to 7604. DO NOT INTERRUPT THE PROCESS.

8. When the 7604 processor panel code appears, repeat steps 2 through 4 to return to the main menu, which you will now use to install the new software.

At this point the workstation is ready to have ViewPoint software installed using the procedures given in the *ViewPoint 2.0 Software Installation Guide*. Continue with the software installation procedure labeled "Install the basic ViewPoint software" in the chapter titled "Installing from the network" in the *ViewPoint 2.0 Software Installation Guide*. That procedure, and succeeding procedures in that chapter, will guide you through the installation of software for basic ViewPoint, applications, and fonts.

Note: When installing VP Series applications, be sure to use the ViewPoint 2.0 application floppies or file drawer. However, some screen fonts have not been changed in version 2.0. In those cases, use the 1.X versions of those fonts.

Installing Xerox ViewPoint Help documents from a network

After you have installed the ViewPoint 2.0 software and you have logged onto your desktop, a Help folder icon appears in the upper-right corner of the display. You can use this folder to store the Xerox ViewPoint Help documents.

The Help folder automatically includes a file named "--READ ME FIRST. How to Use Help." That file contains the information you will need to use the Help system. The Help folder also contains any Help documents that were loaded into the folder for earlier versions of ViewPoint.

1. Select the Help folder icon. One click of the left mouse button opens the folder.

2. Delete any help documents for previous versions of ViewPoint. You can leave the file "--READ ME FIRST.How to Use Help."

   Note: If you leave the file named "--READ ME FIRST. How to Use Help" in the folder and try to copy the file with the same name from the floppy disk, ViewPoint displays the following message: "File --READ ME FIRST. How to Use Help

already exists in Help folder. Replace file with selected file? |YES|NO|." Select No.

3. Open the file drawer. Then open the folder on your network that contains the Help documents.

4. Select the files you wish to place in your Help folder.

5. Copy those files into the Help folder window you opened in step 1.

   Note: For a list of available Help documents, refer to the procedure titled "Help documents" in this chapter.

Upgrading from cartridge tape

Before loading software from cartridge tape, you will need to use the installer floppy disks to delete the old files and to display the menu that allows you to install from the cartridge tape. Be sure that the following disks are available before starting this procedure:

- **6085 Xerox ViewPoint 2.0: Installer # 1**

- **6085 Xerox ViewPoint 2.0: Installer # 2
  For Cartridge Tape**

- **VP Cartridge Tape 2.0**

Note: Future versions of software on the cartridge tape may have the capability to automatically *replace* the old files with the corresponding newer files. In that case, follow the instructions that accompany the cartridge tape rather than the following procedure, which deletes the old files.

1. Turn on the power to your workstation, if it is not already powered on.

2. Place the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 1** in the floppy disk drive.

3. Press the **B RESET button** on the processor's front panel if the boot soft keys (representing the top row function keys) are not already displayed on the screen.

4. Press the **F2 function key** within 30 seconds after the boot soft keys appear. After a few moments, a message requests that you insert the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 2** in the floppy disk drive.

   CAUTION: If you do not press the **F2 function key** within 30 seconds, the workstation continues to boot as it would if you had pressed the **F1 function key**. If that happens, you should wait until your workstation completes a normal boot. Then start again at step 3. If you interrupt the boot process, you could damage some of the files, making it necessary to scavenge the system to restore your files.

5. Insert the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer # 2 For Cartridge Tape** and press the return key to confirm the floppy disk is inserted. In a few minutes, a menu of options appears on the screen.

6. Type the number corresponding to **ViewPoint: 6085 Special Installation and Error Recovery Commands (from tape)** and press the return key. In a few minutes, a new menu of options appears.

7. Type the number corresponding to **Delete All 6085 System Data Files Including ALL Applications** and press the return key.

8. Type **Y** and press the return key to confirm.

   The menu screen remains displayed during the initial part of the deletion process. Then, the boot soft keys appear, and the workstation reboots as it would if you had pressed the **F1 function key**. The cursor code will cycle to 7600 and finally to 7604. DO NOT INTERRUPT THE PROCESS.

9. When the 7604 cursor code appears, place the floppy disk labeled **6085 Xerox ViewPoint 2.0: Installer #1** in the floppy disk drive.

10. Repeat steps 3 through 5 to return to the main menu, which you will now use to install the new software.

At this point the workstation is ready to have ViewPoint software installed using the normal procedures in the *ViewPoint 2.0 Software Installation Guide*. Refer to the software installation procedure labeled "Install the basic ViewPoint software" in the chapter titled "Installing from cartridge tape" in the *ViewPoint 2.0 Software Installation Guide*. That procedure, and succeeding procedures in that chapter, will guide you through the installation of software for basic ViewPoint, applications, and fonts.

Installing Xerox ViewPoint Help documents from cartridge tape

After you have installed the ViewPoint 2.0 software and you have logged onto your desktop, a Help folder icon appears in the upper-right corner of the display. You can use this folder to store the Xerox ViewPoint Help documents.

The Help folder automatically includes a file named "--READ ME FIRST. How to Use Help." That file contains the information you will need to use the Help system. The Help folder also contains any Help documents that were loaded into the folder for earlier versions of ViewPoint.

1. Select the Help folder icon. One click of the left mouse button opens the folder.

2. Delete any help documents for previous versions of ViewPoint. You can leave the file "--READ ME FIRST. How to Use Help."

   Note: If you leave the file named "--READ ME FIRST. How to Use Help" in the folder and try to copy the file with the same name from the floppy disk, ViewPoint displays the following message: "File --READ ME FIRST. How to Use Help already exists in Help folder. Replace file with selected file? |YES|NO|." Select No.

3. Open the Tape Drive icon.

   Note: VP Cartridge Tape is a new application. It must be loaded and enabled before the Tape Drive icon can be opened.

4. Find the section of the cartridge tape that contains the Help documents. Select the files you wish to place in your Help folder.

5. Copy those files into the Help folder window you opened in step 1.

   Note: For a list of available Help documents, refer to the procedure titled "Help documents" in this chapter.

VP Languages installation instructions

Full compatibility and integration of all "VP Languages" applications in ViewPoint 2.0 is a major enhancement to multilingual applications. This eliminates incompatible versions of software, such as Extended Language Option Chinese/Japanese 1.1 vs. Arabic/ European/ Latin/ Cyrillic 1.1.1.

In addition to installing application software in ViewPoint, users of VP Chinese and VP Japanese Text Capability must also select an installation option appropriate for the workstation on which the software is loaded.

The **ViewPoint 6085/8010 Special Installation and Error Recovery Commands** menu provides the following three options. Select the one that best describes your workstation and physical keyboard.

• Install 6085 Extended Language Option Common Software

• Install 8010 Extended Language Option Common Software for Users with a U.S. Keyboard

• Install 8010 Extended Language Option Common Software for Users with a Japanese Keyboard

Note: VP Languages applications (available on three media: floppy disks, tape, and network) are all loaded as discrete and independent applications via the desktop application loader. Each medium requires a separate product code (68U-A, B, or C).

Fonts for the VP Language applications, which appear on your workstation's display, are available through the following sources:

• VP Xerox Modern or Classic fonts, which include characters contained in the VP International Keyboards package.

• Chinese classic and modern fonts are supplied with VP Chinese Text Capability software.

• Japanese classic fonts are provided with VP Japanese Text Capability software.

- Extended Language Required Fonts are supplied with the Extended Language Option package which supports VP Chinese and VP Japanese Text Capability software.

- Arabic and Hebrew classic and modern fonts are provided with the VP Arabic and VP Hebrew Text Packages.

Additionally, network printer fonts for characters included in the VP International Keyboards, the VP Arabic, and VP Hebrew Text Packages will be included with the 2.0 release of the incrementally loadable enhanced classic and modern fonts.

Incrementally loadable 2.0 fonts for users of VP Chinese and VP Japanese are scheduled for release at the same time as the enhanced classic and modern fonts.

VP Languages Documenter Fonts, designed to support VP 2.0 languages on Documenter, are scheduled for release at the same time as the 2.0 network printer fonts.

3.   Network preparation for software downloading

> The information contained in this chapter is for network System Administrators.

This chapter describes how to upgrade the Boot Service and to update the Installation and VP Applications file drawers with ViewPoint 2.0 files. Refer to the appropriate procedure in this chapter depending on the type(s) of workstations (6085, 8010, or both) that will download ViewPoint software. If you are installing a Boot Service for the first time, refer to the section entitled "Installing a Boot Service."

The following is a list of the upgrade and update choices described in this document:

- Upgrading the Boot Service for ViewPoint 2.0

- Installing the Boot Service data base

- Updating the Installation file drawer for 6085 ViewPoint 2.0

- Updating the Installation file drawer for 8010 ViewPoint 2.0

- Updating the Installation file drawer for both 6085 and 8010 ViewPoint

- Updating the VP Applications file drawer

If you are installing a Dual Mode Boot Service (1.1.2/2.0), you will need to follow the Boot Service instructions in this chapter. Then refer to the next chapter, "Network preparation for Dual Mode installation," to complete installation.

For upgrading the Boot Service, obtain the correct installation media: for an 8000 server, use floppy disks; for an 8090, use cartridge tape.

Obtain the following:

- Boot Service floppy or cartridge tape

- Standard Etherboot Files floppy disks or cartridge tape

- "Boot Service" chapter of the *Network Administration Library* (NAL) 10.0 or 11.0

Note: If you are supporting network downloading of ViewPoint software for the first time, refer to the document titled *ViewPoint 2.0 Software Installation Guide* in this library.

Upgrading the Boot Service for ViewPoint 2.0

If you have a Boot Service, you will need to expunge it to remove the Standard Etherboot Files before you start the upgrade procedures.

Expunging a Boot Service

It is important to perform the following procedure to ensure that you expunge the Boot Service at the third interrupt point.

1. Log on and enable.

2. Type **Stop Service** and press the return key.

3. Type the numbers for all services (for example, **1–3**) and press the return key.

4. Type **Y** and press the return key at each "Stop immediately" prompt.

5. Boot the server.

   a. Hold down the Boot Reset (B RESET) and the Alternate B (ALT B) buttons at the same time.

   b. Release the Boot Reset (B RESET) button.

   c. When the maintenance panel displays 0001, release the Alternate B (ALT B) button.

6. Type **N** at the "Normal startup" prompt and press the return key.

7. Type **3**, "Interrupt before running services" and press the return key.

   If you have a single Clearinghouse Service (CHS) internetwork and the Clearinghouse Service resides on this server, **skip to step 9**. The server is in Genesis Mode; the **Expunge Service** command is available to you even though you are not logged on.

8. Log on and enable.

9. Type **Expunge Service** and press the return key.

10. Type the number for the Boot Service and press the return key.

11. Type **Y** at the "Confirm" prompt and press the return key.

After you have expunged the Boot Service, use the **Delete File** command and specify the **BootService.profile** as the file to be deleted.

Continue to step 4 in the next section of this chapter, "Installing a Boot Service."

For more detailed information on expunging the Boot Service, see the "Expunging a service" procedure in the "Services System

Software" chapter of the *Services Maintenance Guide* in the NAL.

Installing a Boot Service

This procedure interrupts the server for 15 minutes to half an hour. You may want to perform these steps during off-peak hours or after work hours and warn users in advance about the interruption.

If you are installing for the first time, use the following procedure to install a Boot Service after you have called the Software Control Center to obtain passwords and set the software options:

1. Type **Stop Service** and press the return key.

2. Type the numbers for all services (for example, **1-2**) and press the return key.

3. Type **Y** and press the return key at each "Stop immediately" prompt.

   This stops the service immediately; all service functions are unavailable to the network.

4. Boot the server.

   a. Hold down the Boot Reset (B RESET) and the Alternate B (ALT B) buttons at the same time.

   b. Release the Boot Reset (B RESET) button.

   c. When the maintenance panel displays 0001, release the Alternate B (ALT B) button.

5. Type **N** and press the return key at the "Normal startup" prompt.

6. Type **3**, "Interrupt before running services," and press the return key at the "Enter one or more choices" prompt.

   If you have a single Clearinghouse Service internetwork, or if you use a remote CHS by means of an Internetwork Routing Service (IRS) on this server, the server enters the Genesis Mode. You will not be able to log on; **skip to step 8**.

7. Log on and enable.

8. Insert the installation medium:

   • For an 8000 server, insert the Boot Service floppy disk into the floppy disk drive.

   • For an 8090 server, insert the cartridge tape named **Xerox 8090 Series Network Services Software**.

9. Type **Install Service** and press the return key.

10. Type the number for the Boot Service and press the return key.

11. Type **Y** and press the return key to have the service run automatically each time the server completes initialization.

If your server is in the Genesis Mode, perform the following steps:

a. Type **Run Service** and press the return key.

b. If the only CHS on this network resides on this server, type the number for the CHS and press the return key at the "Enter one or more choices" prompt.

If the only CHS for this network resides remotely, type the number for the IRS and press the return key.

If the IRS is using a Communication Interface Unit (CIU) port, type the number for the External Communication Service (ECS) and press the return key.

c. Type **Y** and press the return key at the "Normal startup?" prompt.

If you are running the IRS, and it has completed running, type **Start Circuit** and press the return key. If the circuit is autodialed, then select the correct phone number.

Y Normally starts and runs each service loaded on the server.

d. Log on, enable, and **continue with step 12**.

12. Type **Proceed** and press the return key.

When you see the "!" prompt, you have successfully installed the Boot Service. Now you must initialize the service. See the "Boot Service" chapter in the *Services Installation and Setup Guide* for more information.

For more detailed information on installing a Boot Service, see the "Installing additional services" procedure in the "Services System Software" chapter of the *Services Maintenance Guide* in the NAL.

Installing the Boot Service data base

You use Boot Service commands to install the data base files.

Make sure the server has enough free disk pages before you install the Boot Service data base. You should have approximately 14,000 available pages. For more information on disk space requirements, see the "Boot Service" chapter in the *Guide to System Administration Activities* in the NAL.

Obtain one of the following sets of media:

• **Standard Etherboot Files 1.1.2/2.0 # 1 through # 11** floppy disks

• **Standard Etherboot Files 2.0 # 1 through # 11** floppy disks

• **Standard Etherboot Files 1.1.2/2.0** cartridge tape

• **Standard Etherboot Files 2.0** cartridge tape

Procedure for installing Etherboot Files for 1.1.2/2.0 or 2.0 only with Services 10.0

The following section describes the procedure used when installing a Boot Service data base with Services 10.0 installed.

1. Log on and enable in the Boot Service context.

2. Type **Stop Service** and press the return key.

3. Type the number for the Boot Service and press the return key.

4. Type **Y** and press the return key at the "Stop immediately" prompt.

   This stops the Boot Service user sessions abruptly.

5. Insert the installation floppy containing the Etherboot files into the disk drive.

6. Type **Retrieve Floppy Files**.

7. Press the return key to copy all of the data base files to the working directory. During this process, messages naming the files that have been copied to the working directory are posted on the screen. No action is necessary.

   Repeat steps 5 through 7 to copy the Etherboot files from each of the floppy disks.

   Note: In order for the Boot Service Profile to be registered correctly in the Server Profile, all services on the server must be stopped and the server must be booted.

8. Stop all services on the server.

9. Press both the B RESET and ALT B buttons, release B RESET, wait until 0001 appears in the maintenance code panel, then release ALT B.

   To have the Boot Service ready to respond to boot file requests from processors over the Ethernet network, the service must be started.

10. Type **Y** and press the return key at the "Normal Startup?" prompt.

You can test the Boot Service by performing an installation boot (#3 boot) at a workstation. If the Boot Service is properly installed, the installation menu appears.

Procedure for installing Etherboot Files for 1.1.2/2.0 or 2.0 only with Services 11.0

The following section describes the procedure used when installing a Boot Service data base with Services 11.0 installed.

1. Log on and enable in the Boot Service context.

2. Insert the installation media containing the Etherboot files into the disk or tape drive.

3. If you are using an 8000 server, type **Retrieve Floppy Files**. If you are using an 8090 server, type **Install Etherboot Files**.

4. Press the return key at the "File List: *" prompt to copy all of the data base files to the working directory. During this process, messages naming the files that have been copied to the working directory are posted on the screen. No action is necessary.

5. If you are using an 8000 server, repeat steps 2 through 4 to copy the Etherboot files from each of the floppy disks.

6. Type **Start Service** and press the return key.

7. Type the number for the Boot Service and press the return key.

When you see the message "Activating Files in Data base," you have installed the Etherboot files for your Boot Service. You can test the Boot Service by performing an installation boot (#3 boot) at a workstation. If the Boot Service is properly installed, the installation menu appears.

Updating the Installation file drawer for 6085 ViewPoint 2.0

Perform the following procedure to update the contents of the Installation file drawer to support downloading of ViewPoint 2.0 for 6085 workstations.

CAUTION: DO NOT COPY THE FILES FROM YOUR INSTALLER FLOPPY DISKS INTO THE INSTALLATION DRAWER.

1. Open the Installation file drawer on your desktop.

2. Delete all files in the Installation file drawer.

3. If you are loading from floppy disks, copy the contents of the following floppy disks to the Installation file drawer.

   • **6085 Xerox ViewPoint 2.0, Basic Workstation # 1 through # 8** (Basic Workstation floppies 2 through 6 contain a single file.)

   Note: After the contents of a floppy disk that is part of a multi-volume set have been copied to the Installation drawer, the following message appears: "Insert the next floppy of this multi-volume set. Floppies must be inserted in correct ascending order. Select Continue or Cancel."

   Select [Continue] after you have placed the next floppy disk of the set into the floppy disk drive.

   • **6085 Xerox ViewPoint 2.0, Common Software # 1 through # 4**

   • **6085 Xerox ViewPoint 2.0, Essential Applications**

   • **6085 Xerox ViewPoint 2.0, File Check # 1 and # 2** (The File Check floppies 1 and 2 contain a single file.)

   • **6085 VP NetCom 2.0, Common Software**

   • **6085 VP NetCom 2.0, Network Installation Scripts**

- **VP Document Editor 2.0 #1 through #4** (The Document Editor floppies 1 through 4 contain a single file.)

4. If you are loading from the **6085 Xerox ViewPoint and VP Applications 2.0** cartridge tape, copy all files between "Start of Installation Drawer Files" and "End of Installation Drawer Files" to the Installation file drawer.

The Installation file drawer is updated after all files from the above media have been copied to the file drawer.

Updating the Installation file drawer for 8010 ViewPoint 2.0

The Installation file drawer can be updated from floppy disks.

Perform the following procedure to update the contents of the Installation file drawer to support downloading of ViewPoint 2.0 for 8010 workstations.

CAUTION: DO NOT COPY THE FILES FROM YOUR INSTALLER FLOPPY DISKS INTO THE INSTALLATION DRAWER.

1. Open the Installation file drawer on your desktop.

2. Delete all files in the Installation file drawer.

3. Copy the files on the following 8010 floppy disks to the Installation file drawer.

   - **8010 Xerox ViewPoint 2.0, Basic Workstation #1 and #2**

     Note: The **8010 Xerox ViewPoint 2.0, Basic Workstation #1** and **#2** floppies are part of a multi-volume set and require special handling. After the contents of the **8010 Xerox ViewPoint 2.0, Basic Workstation #1** floppy disk has been copied to the Installation drawer, the following message appears: "Insert the next floppy of this multi-volume set. Floppies must be inserted in correct ascending order. Select Continue or Cancel."

     Select [Continue] <u>after</u> you have placed the next floppy disk of the set into the floppy disk drive.

     a. Place the **8010 Xerox ViewPoint Basic Workstation #2** floppy disk in the floppy disk drive.

     b. Select [Continue]. The BWSSlion.boot file is automatically copied to the Installation file drawer. Upon completion, the contents of the Xerox ViewPoint Basic Workstation #2 floppy disk is displayed in the floppy drive window. <u>Do not remove</u> the Xerox ViewPoint Basic Workstation #2 floppy disk from the disk drive.

     c. Adjust-select all files except the BWSDlion.boot file.

     d. Press <COPY> and then indicate the Installation file drawer icon (or the file drawer window) as your destination. When the file names in the Floppy Drive

window are no longer highlighted, the copy is completed.

- **8010 Xerox ViewPoint 2.0, Common Software # 1 and # 2**

- **8010 Xerox ViewPoint 2.0, Essential Applications**

- **8010 Xerox ViewPoint 2.0, File Check**

- **8010 VP NetCom 2.0, Common Software**

- **8010 VP NetCom 2.0, Network Installation Scripts**

- **VP Document Editor 2.0 # 1 and # 2**

The Installation file drawer is updated after all files from the above floppy disks have been copied to the file drawer.

Updating the Installation file drawer for both 6085 and 8010 ViewPoint 2.0

Perform the following procedure to update the contents of the Installation file drawer to support downloading of ViewPoint 2.0 for both 6085 and 8010 workstations.

CAUTION: DO NOT COPY THE FILES FROM YOUR INSTALLER FLOPPY DISKS INTO THE INSTALLATION DRAWER.

1. Open the Installation file drawer on your desktop.

2. Delete all files in the Installation file drawer.

3. Copy the contents of the following 6085 and 8010 floppy disks or **6085 Xerox ViewPoint and VP Applications 2.0 Installation Tape** cartridge tape (for 6085) to the Installation file drawer:

   Note: The 6085 files on the following floppies are included in the VP Application files that are on the cartridge tape.

   - **6085 Xerox ViewPoint 2.0, Basic Workstation # 1 through # 8**, as described above in the 6085 procedure

   - **8010 Xerox ViewPoint 2.0, Basic Workstation # 1 and # 2**, as described above in the 8010 procedure

   - **6085 Xerox ViewPoint 2.0, Common Software # 1 through # 4**, as described above in the 6085 procedure

   - **8010 Xerox ViewPoint 2.0, Common Software # 1**, as described above in the 8010 procedure

   - **6085 Xerox ViewPoint 2.0, File Check # 1 and # 2**, as described in the 6085 procedure

   - **8010 Xerox ViewPoint 2.0, File Check**

   - Either **6085 Xerox ViewPoint 2.0, Essential Applications** or **8010 Xerox ViewPoint 2.0, Essential Applications**

   - Either **6085 VP NetCom 2.0, Common Software** or **8010 VP NetCom 2.0, Common Software**

- **6085 VP NetCom 2.0, Network Installation Scripts**

- **8010 VP NetCom 2.0, Network Installation Scripts**

- Either **VP Document Editor 2.0 #1 through #4** (6085), as described above in the 6085 procedure or **VP Document Editor 2.0 #1 and #2** (8010), as described above in the 8010 procedure.

The Installation file drawer is updated after all files from the above media have been copied to the file drawer.

Note: The **6085 Xerox ViewPoint 2.0, Basic Workstation #7, and #8**, and the **8010 Xerox ViewPoint 2.0, Basic Workstation #2** floppy disks contain many files that are the same. You should therefore open the Installation file drawer and delete all duplicate files.

Updating the VP Applications file drawer

After updating the Installation file drawer, as previously described, follow this procedure to update the contents of the VP Applications file drawer to support downloading of VP Series applications.

1. Open the VP Applications file drawer on your desktop.

2. Delete all the VP applications, screen fonts, and training exercises.

3. Copy all the VP applications, screen fonts, and training exercises you received with ViewPoint 2.0 to the VP Applications file drawer. You may copy the files from floppy disks or from the **6085 Xerox ViewPoint and VP Applications 2.0** cartridge tape (for 6085).

   Note: You may also copy the Xerox ViewPoint Help documents to the VP Applications file drawer to make these documents available over the network. See the "Software Installation" chapter in this release document for more information and specific file names.

   If you are loading from cartridge tape, skip to step 5.

4. If you are loading from floppy disks, copy the contents of the following floppy disks to the VP Applications file drawer.

   Note: The 6085 files on the following floppies are included in the VP Applications files that are on the cartridge tape.

   - Either **6085 Xerox ViewPoint 2.0, Essential Applications** or **8010 Xerox ViewPoint 2.0, Essential Applications**

   - Either **VP Document Editor 2.0 #1 through #4** (6085) or **VP Document Editor 2.0 #1** (8010)

   - Either (6085 or 8010) **Remote System Administration, Async Terminal Basic Software 2.0**

   - **Local RS232C Communication Access 2.0**

- **6085 Xerox ViewPoint 2.0, Tools**

- **8010 Xerox ViewPoint 2.0, Tools**

5. If you are loading from cartridge tape and supporting the 8010, copy the contents of the following floppy disk to the VP Applications file drawer:

    • **8010 Xerox ViewPoint 2.0, Tools**

The VP Applications file drawer is updated after all files specified above have been copied to the file drawer.

4.   Network preparation for
                      Dual Mode installation

The information contained in this chapter is for network System Administrators.

This chapter describes how to update the Installation and VP Applications file drawers to support a Dual Mode network enabling a combination of 1.1.2 and 2.0 workstations to run on one network. It also describes how to download ViewPoint software from the network and run File Check and diagnostics on both the 1.1.2 and 2.0 workstations.

To use the Dual Mode capability, the following is required:

* The Dual Mode 1.1.2/2.0 etherboot files package must be installed on the Boot Service.

* Workstations must be running ViewPoint 1.1.2 or later. (The Dual Mode installer only installs ViewPoint 1.1.2 or later.)

* Both servers (one running the File Service and one running the Boot Service) must be running Services 10.0 or later.

Note: When a workstation with 1.1.2 software installed runs File Check from a network whose Boot Service has 2.0 or Dual Mode Etherboot files installed, File Check will terminate in an MP code of 0919. When 0919 appears, the user must boot the workstation. (See "Procedures for running File Check" in this chapter.)

Be sure to <u>alert</u> your users to this change. Since the termination behavior is different from previous releases, users will not be expecting the 0919 MP code.

Resource Requirements for Dual Mode network

Running a Dual Mode network versus a 1.1.2-only or a 2.0-only network requires double the total space for the Installation file drawer. However, no additional space is required on the Boot Service for dual mode support.

The following table outlines the resources required on the Installation file drawer. These figures include all installation files, Netcom files, and Document Editor files.

Table 4-1 Installation file drawer

Software	Pages required for 1.1.2	Pages required for 2.0	Pages required for both 1.1.2 and 2.0
6085 workstations only	13,550	14,738	28,288
8010 workstations only	13,849	13,812	27,661

Updating the Boot Service for Dual Mode ViewPoint software

Expunge the Boot Service to remove all Standard Etherboot Files before you start the upgrade procedures.

Refer to Chapter 3, "Network preparation for software downloading," in this release document for complete procedures on expunging and installing a Boot Service.

Updating the Installation file drawer for Dual Mode ViewPoint software

Perform the following procedure to update the contents of the Installation file drawer to support Dual Mode ViewPoint software installation.

1. Open the Installation file drawer on your desktop.

2. Insert the appropriate **VP Netcom Dual Mode Network Installation Script** floppy disk into the disk drive of your workstation.

3. Open the floppy disk icon or tape icon, and copy the **1.1.2 Installation Files** folder into the Installation file drawer.

4. Move all the 1.1.2 files in the Installation file drawer into the folder called **1.1.2 Installation Files.**

5. Copy the **Dual Mode Installation Options.script** into the Installation file drawer.

6. Copy the **2.0 Installation Files** folder into the Installation file drawer.

7. Copy the 2.0 Installation Files from the 2.0 floppy disk or tape into the folder called **2.0 Installation Files.**

8. Open the **1.1.2 Installation Files** folder and delete the following files:

    *   **BWSScavengerDove.boot** (for 6085)
    *   **BWSScavengerDlion.boot** (for 8010)

9. Copy the 2.0 versions of the following files from the 2.0 floppy disks or tape into the **1.1.2 Installation Files** folder:

- **BWSScavengerDove.boot** (for 6085)
- **BWSScavengerDlion.boot** (for 8010)

There are now three objects in the Installation file drawer:

- **1.1.2 Installation Files** folder containing 1.1.2 installation files (except the scavenger files which are 2.0)

- **2.0 Installation Files** folder containing 2.0 installation files

- **Dual Mode Installation Options.Script**

The network is now ready to support Dual Mode installation, diagnostics, and File Check, assuming that the Dual Mode etherboot files are installed on the Boot Service.

Users will see the prompt **"Dual Mode Installation Options"** when they boot the Installer.

Note: Be sure to <u>alert</u> your users to this change since this behavior is different from previous releases and may not be expected.

When the prompt is selected, two options appear:

- **Use 1.1.2 Installation Drawer** (for 1.1.2 workstations)
- **Use 2.0 Installation Drawer** (for 2.0 workstations)

To load software on a workstation, select the appropriate option and follow the instructions in Chapter 2, "Software Installation," in this release document or in the *ViewPoint 2.0 Software Installation Guide* in this library.

Procedure for setting up a Dual Mode Applications file drawer

Using normal network filing, a Dual Mode network can support downloading for both ViewPoint 1.1.2 and 2.0 application files.

A suggested procedure for setting up a Dual Mode Applications file drawer follows:

1. Create these two folders:

   - 1.1.2 Applications
   - 2.0 Applications

2. Move the empty 1.1.2 Applications folder to the Applications file drawer.

3. Move all applications in the Applications file drawer into the 1.1.2 Applications folder.

4. Move the empty 2.0 Applications folder to the Applications file drawer.

5. Copy the VP 2.0 applications from the 2.0 floppy disks or tape into the 2.0 Applications folder. (Refer to Chapter 3, "Upgrading the VP Applications drawer," in of this release document for detailed information.)

Note: Each site can define its own naming convention and filing structure for providing both 1.1.2 and 2.0 applications. For example, a System Administrator may choose to create a separate file drawer for each release in order to distribute the file space used for applications between two servers.

Changing a Dual Mode network to a ViewPoint 2.0-only network

After running a Dual Mode network, your site may decide to upgrade all workstations to 2.0. To convert a Dual Mode network to a 2.0-only network, follow these steps:

1. Obtain the 2.0 etherboot files package.

   Note: This is not absolutely necessary. The Dual Mode Installer will install 2.0 workstations. However, we recommend installing the 2.0 etherboot files because the 2.0 Installer creates less of a load on file servers.

2. Update the Boot Service data base following the instructions in Chapter 3, "Network preparation for software downloading," in this release document.

3. Choose one of the following options regarding the Installation file drawer:

   Option A: Remove Dual Mode capability

   This procedure saves space and results in the standard 2.0–only user interface:

   a. Delete the Dual Mode Installation Options script and the 1.1.2 Installation Files folder.

   b. Create a reference icon for the 2.0 Installation Files folder.

   c. Open the reference icon you just created.

   d. Move the entire contents of the reference folder to the Installation file drawer.

   e. Delete the 2.0 Installation Files folder in the Installation file drawer.

   f. Delete the reference to the 2.0 Installation Files folder.

   Option B: Delete the 1.1.2 Installation Files folder

   This will save space, but users will continue to see the two options whenever they boot the Installer. Also, choosing the 1.1.2 option will cause the Installer to display an error message.

Option C: Take no action

The space required for the 1.1.2 Installation Files folder will continue to be used, and the users will continue to see the two options whenever they boot the Installer.

Procedures for running File Check

The procedure for installing and running File Check is unchanged. However, depending on the combination of File Check software and workstation version, the File Check software terminates in different ways. The following table describes the behavior of the File Check software on different types of networks and different versions of workstation software.

Table 4-2   **Compatibility of Boot Service and Installation file drawer**

Workstation software version	1.1.2 Compatible Boot Service and Installation file drawer	2.0 Compatible Boot Service and Installation file drawer	Dual Mode Boot Service and Installation file drawer
1.1.2	Operates normally	File Check terminates in MP code 0919 (requires booting)	File Check terminates in MP code 0919 (requires booting)
2.0	File Check terminates in MP code 0919 (requires booting)	Operates normally	Operates normally

5. Downgrading VP 2.0 documents

The 6085 and 8010 Xerox ViewPoint Document Downgrader Tools enable you to downgrade documents created with VP 2.0 applications and use them on workstations loaded with VP 1.X applications. VP 1.X refers to workstations loaded with VP 1.1.1, VP 1.1, or VP 1.0 applications.

Specifically, with the document downgrader tools, you can:

• Open, edit, paginate, and print a VP 2.0 document, book, or folder on a VP 1.X workstation.

• Move or copy a VP 2.0 document, book, or folder stored on a floppy disk to a VP 1.X workstation.

• Retrieve a VP 2.0 document, book, or folder from a file drawer networked to a VP 1.X workstation.

This chapter provides information on downgrading VP 2.0 documents and describes the changes that can occur to VP 2.0 documents when they are downgraded to VP 1.X.

Determining the document downgrader tool to use

Before you can downgrade a VP 2.0 document, you must load and run the appropriate version of the document downgrader tool in the application loader of the VP 1.X workstation. The following tools are available:

• Document Downgrader (VP 2.0 to VP 1.1.1)
• Document Downgrader (VP 2.0 to VP 1.1)
• Document Downgrader (VP 2.0 to VP 1.0)

The document downgrader tools are available for the 6085 and 8010 workstations. The 6085 and 8010 Xerox ViewPoint Document Downgrader Tools are included with the *Xerox ViewPoint* and VP Applications Diskette or Cartridge Tape Library.

Note: The document downgrader tools are also available for purchase in the Xerox ViewPoint 1.1 Downgrader Kit.

To determine the document downgrader tool to use, follow this procedure:

1. Select the Application Loader icon on the VP 1.X workstation desktop and press <OPEN>.

   Note: The document downgrader tools can only be loaded on a VP 1.X workstation. The tools cannot be loaded on a VP 2.0 workstation.

2. Scroll the loader window until you find the *VP Document Editor* application.

3. Observe the version number for the *VP· Document Editor* application. The number will be 1.1.1, 1.1, or 1.0.

4. Close the loader window.

5. Based on the version number of the *VP Document Editor* application, load and run the following tool:

   - If your workstation is running *VP Document Editor 1.1.1*, load and run Document Downgrader (VP 2.0 to VP 1.1.1).

   - If your workstation is running *VP Document Editor 1.1*, load and run Document Downgrader (VP 2.0 to VP 1.1).

   - If your workstation is running *VP Document Editor 1.0*, load and run Document Downgrader (VP 2.0 to VP 1.0).

   Note: Refer to the appropriate release document or software installation guide for information on loading and running applications from the network or floppy disk.

Guidelines for working with the document downgrader tools

Keep the following guidelines in mind when you work with the document downgrader tools:

- You must downgrade a document the first time you open it on your desktop. Once you have downgraded the document, you do not need to downgrade it again.

- You do not need to downgrade mail notes to mail, open, or print them.

- You do not need to downgrade Interpress masters to mail or print them.

  Note: To print a VP 2.0 Interpress master, the print server must support a compatible version of the Print Service software and fonts.

- You cannot downgrade the VP 2.0 applications themselves; you can only downgrade documents created with VP 2.0 applications. For example, you cannot downgrade the *VP Document Editor* 2.0 application and use it on a VP 1.1 workstation.

Procedures for downgrading documents, books, and folders

Several procedures are available to downgrade documents to VP 1.X. To use these procedures, the document downgrader tool must be loaded and running in the application loader of the VP 1.X workstation.

Downgrading documents

The document downgrader tools automatically downgrade documents when you open, paginate, or print them. You can also downgrade the documents yourself with the [Upgrade] command.

If you want to downgrade one or more documents simultaneously, use the extended selection method to select the icons.

Downgrading documents with <OPEN>

1. Select one or more document icons.
2. Press <OPEN>.

Downgrading documents with the [Paginate] command

1. Select one or more document icons.
2. Select [Paginate] in the desktop auxiliary menu.

Downgrading documents before printing them

1. Select one or more document icons.
2. Press <MOVE> or <COPY>.
3. Move or copy the icon(s) to a printer icon.

Downgrading documents with the [Upgrade] command

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

Downgrading books and folders

The document downgrader tools automatically downgrade the contents of books and folders when you paginate or print them. The document downgrader tools do not automatically downgrade the contents of books and folders when you open the book or folder. Use the procedures described in this section if you want to downgrade the contents of books and folders.

Downgrading books and folders with <OPEN>

1. Select a book or folder icon.
2. Press <OPEN>.
3. Select a document in the book or folder.
4. Press <OPEN>.

Downgrading books and folders with the [Paginate] command

1. Select a book or folder icon.
2. Select [Paginate] in the desktop auxiliary menu.

Downgrading books and folders before printing them

1. Select a book or folder icon.
2. Press <MOVE> or <COPY>.
3. Move or copy the icon to a printer icon.

Downgrading books and folders with the [Upgrade] command

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

The effects of downgrading documents

This section describes the changes that can occur to VP 2.0 documents when they are downgraded to VP 1.X. The information is presented in alphabetical order by topic.

Fonts

- Documents created with VP 2.0 fonts may change in appearance when viewed or printed using VP 1.X fonts. Specifically, line breaks and inter-word spacing for justified text may display differently in documents that have been upgraded. Column and page breaks may also change after the document is paginated.

- Documents created with VP 2.0 fonts may display text characters as black boxes when viewed or printed using VP 1.X fonts.

  If you downgrade a VP 2.0 document and observe text characters displayed as black boxes on the screen, follow this procedure:

  1. Load and run the font application that is not loaded on your workstation, or redisplay the text in a font that is already loaded and running on your workstation.

  2. Paginate the document.

  3. Scroll through the document, page by page, and check the page breaks, column breaks, and placement of anchored frames. If the page breaks, column breaks, or anchored frames need to be adjusted, make the necessary changes. For example, you can insert a break character to change the break on a page or column.

  4. Repaginate the document if you make changes to it.

  Refer to the *Font Reference* volume in the *VP Series Reference Library* for more information on VP 1.X and VP 2.0 fonts.

VP Data-Driven Graphics

- A "straight-line best-fit" line chart is changed to a "connect-the-dots" line chart. The line chart appears as "straight-line best-fit" until it is recreated by selecting [Apply] on the property sheet, or using the [Update Charts] command. Paginating the downgraded document does not change the appearance of the line chart.

VP Document Editor

- In VP 2.0, a fix was made in the calculation used to determine the width of the right and left margins in a document. In VP 1.X, the Document Editor created a slightly wider page margin than the user specified on the Page Layout property sheet.

The page margins increased in size by an amount proportional to the column width and measured greater than the size actually specified on the property sheet. For example, if a user specified a 1-inch right page margin for an 8 by 11 page size, the *VP Document Editor* 1.X actually created a 1 inch right page margin.

In *VP Document Editor* 2.0, the value you enter in the **Page Margins** property on the Page Layout property sheet is the true numeric value for the right page margin. If you specify a 1-inch right page margin for an 8 by 11 page size, your document is formatted with a 1-inch right page margin.

The change to the margin calculation can affect the formatting of text in VP 2.0 documents when they are downgraded to VP 1.X. When you downgrade a document, the margins are readjusted to their correct size as specified on the property sheet. As a result, line breaks and inter-word spacing in justified text may change. When the document is paginated, the layout of text on a page may be different from that in the original document.

After you downgrade a document, follow this procedure:

1. Paginate the document.

2. Scroll through the document, page by page, and check the page breaks, column breaks, and placement of anchored frames. If the page breaks, column breaks, or anchored frames need to be adjusted, make the necessary changes. For example, you can insert a break character to change the break on a page or column.

3. Repaginate the document if you make changes to it.

- If text is missing after downgrading a document, select [Show Non-printing] from the document auxiliary menu. Delete any extra paragraph tabs you see after the visible text. The missing text reappears in the document.

Autohypenation

- The **Hyphenation** property is removed from the Paragraph property sheet. Information on autohyphenation is removed from text. Line breaks and inter-word spacing in justified text may change after the document is downgraded. Column and page breaks may also change after the document is paginated.

Frames

- The **Text Appearance** property is removed from the Text Frame properties sheet. Transparent text frames are made opaque. Text or graphics objects underlying the frame are hidden from view.

- The **Inner Margin** property is removed from the Text Frame properties sheet. The inner margin on a text frame is reset to 4 points. The size of the frame increases or decreases accordingly.

- The Text Frame Fill-In Order Editor option sheet is removed. Linked text frames are unlinked and removed from fill-in order.

- The **[Name Attached]** and **Name** properties are removed from the Text Frame properties sheet. The name is detached from the frame.

- The **Scaling** property is removed from the Bitmap Frame properties sheet. The scaling mode is reset to **[Print Resolution]**. The size of the bitmap changes after the document is downgraded, but the bitmap graphic is retained.

Page format

- Right and left page margins increase in size by an amount proportional to the column width. The margins are wider than the size actually specified on the Page Layout property sheet.

  As a result, the space between the left and right page margins becomes narrower. Line breaks and inter-word spacing in justified text may change when the document is downgraded. Column and page breaks may also change after the document is paginated.

- The **Equal Column Width** property is removed from the Page Layout property sheet. Information on variable-width columns is removed. The layout of text in the columns changes after the document is paginated.

Page headings and footings

- The **Heading/Footing Continuation** property is removed from the Page Headings property sheet. Information on heading/ footing continuation is removed from the document.

  The appearance of headings/footings changes after the document is paginated.

Paragraph layout

- The Paragraph Layout property sheet is replaced with the Paragraph property sheet.

- The **Text Direction** property is removed from the VP 1.1 and VP 1.0 Paragraph property sheet. Documents created with the *VP Arabic Text Package* or the *VP Hebrew Text Package* are not correctly rendered.

Redlining

- The **Redlining** property is removed from the Character property sheet. Information on redlining is removed from text. Text marked for deletion changes to strikeout. Text marked for revision changes to double underline.

Styles

- The Stylesheet is removed.

- The **Style** and **Property Shown** properties are removed from the Character property sheet and Paragraph Layout property sheet. Information on styles is removed from text. Text retains the properties it had before it was downgraded.

  Note: If you upgrade the document to VP 2.0, you must re-enter the style rule information.

Tables

- The Table Ruling Line properties sheet is removed. Broken ruling lines in tables are reset to solid lines.

- The Table Sort Keys property sheet is removed from the Table properties sheet. Information in cells is retained, but cannot be sorted.

- The [Defer Table on Paginate], [Repeat Top Caption on Print], and [Repeat Bottom Caption on Print] are removed from the Table property sheet.

  To obtain the correct appearance of the table on the printed page, paginate the document before you print it.

Tabs

- The Tab-Stop property sheet is replaced with the Tab Setting property sheet.

VP Long Document Options

Footnotes

- Footnote frames are replaced with text frames. The text within the footnote is retained. The inner margin on the frame is reset to 4 points. The size of the frame increases or decreases accordingly.

- The reference symbol (number, letter, or dagger sequence) and the cross-reference symbol in the footnote are retained, but they appear as ordinary text characters in the document.

Index Generator

- The index object markers are removed from text.

Xerox Pro Illustrator

- Any document containing a Pro Illustrator graphic cannot be downgraded.

  It is recommended that you delete the Pro Illustrator graphic(s) from a copy of the VP 2.0 document before downgrading the document. Retain the original VP 2.0 document with the Pro Illustrator graphic(s) for future reference.

6. Upgrading documents to VP 2.0

The 6085 and 8010 Xerox ViewPoint Document Upgrader Tools enable you to upgrade documents created with VP 1.X. or OS 5.0 applications and use them on workstations loaded with VP 2.0 applications. VP 1.X refers to workstations loaded with VP 1.1.1, VP 1.1, or VP 1.0 applications.

Specifically, with the document upgrader tools, you can:

• Open, edit, paginate, and print a VP 1.X or OS 5.0 document, book, or folder on a VP 2.0 workstation.

• Move or copy a VP 1.X or OS 5.0 document, book, or folder stored on a floppy disk to a VP 2.0 workstation.

• Retrieve a VP 1.X or OS 5.0 document, book, or folder from a file drawer networked to a VP 2.0 workstation.

This chapter provides information on upgrading VP 1.X and OS 5.0 documents to VP 2.0 and describes the changes that can occur to documents when they are upgraded to VP 2.0.

Determining the document upgrader tool to use

The Xerox 6085 and 8010 Document Upgrader Tools are included in the *VP Document Editor* 2.0 application. You do not need to load any additional applications in order to upgrade a VP 1.X document.

If you want to upgrade documents created on an OS 5.0 workstation, you must load and run the Document Upgrader Tool (OS 5.0 to VP 2.0) application in the loader of the VP 2.0 workstation. The 6085 and 8010 Document Upgrader Tool (OS 5.0 to VP 2.0) is included with the *Xerox ViewPoint* and VP Applications Diskette or Cartridge Tape Library.

Guidelines for working with the document upgrader tools

Keep the following guidelines in mind when you work with the document upgrader tools:

• You must upgrade a document the first time you open it on your desktop. Once you have upgraded the document, you do not need to upgrade it again.

• You do not need to upgrade mail notes to mail, open, or print them.

- You do not need to upgrade Interpress masters to mail or print them.

    Note: To print a VP 1.X Interpress master, the print server must support a compatible version of the Print Service software and fonts.

- You cannot upgrade the VP 1.X applications themselves, you can only upgrade documents created with VP 1.X applications. For example, you cannot upgrade the *VP Document Editor* 1.1 application and use it on a VP 2.0 workstation.

Procedures for upgrading documents, books, and folders

Several procedures are available to upgrade documents to VP 2.0. To use these procedures, the document upgrader tool must be loaded and running in the application loader of the VP 2.0 workstation.

Upgrading documents

The document upgrader tools automatically upgrade documents when you open, paginate, or print them. You can also upgrade the documents yourself with the [Upgrade] command.

If you want to upgrade one or more documents simultaneously, use the extended selection method to select the icons.

Upgrading documents with < OPEN >

1. Select one or more document icons.
2. Press < OPEN >.

Upgrading documents with the [Paginate] command

1. Select one or more document icons.
2. Select [Paginate] in the desktop auxiliary menu.

Upgrading documents before printing them

1. Select one or more document icons.
2. Press < MOVE > or < COPY >.
3. Move or copy the icon(s) to a printer icon.

Upgrading documents with the [Upgrade] command

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

Upgrading books and folders

The document upgrader tools automatically upgrade books and folders when you paginate or print them. The document upgrader tools do not automatically upgrade the contents of books and folders when you open the book or folder. Use the procedures described in this section if you want to upgrade the contents of books and folders.

Upgrading books and folders with <OPEN>

1. Select a book or folder icon.
2. Press <OPEN>.
3. Select a document in the book or folder.
4. Press <OPEN>.

Upgrading books and folders with the [Paginate] command

1. Select a book or folder icon.
2. Select [Paginate] in the desktop auxiliary menu.

Upgrading books and folders before printing them

1. Select a book or folder icon.
2. Press <MOVE> or <COPY>.
3. Move or copy the icon to a printer icon.

Upgrading books and folders with the [Upgrade] command

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

The effects of upgrading documents

This section describes the changes that can occur to to VP 1.X or OS 5.0 documents when they are upgraded to VP 2.0. The information is presented in alphabetical order by topic.

Fonts

- Documents created with VP 1.X or OS 5.0 fonts may change in appearance when viewed or printed using VP 2.0 fonts. Specifically, line breaks and inter-word spacing for justified text may display differently in documents that have been upgraded. Column and page breaks may also change after the document is paginated.

- Documents created with VP 1.X or OS 5.0 fonts may display text characters as black boxes when viewed or printed using VP 2.0 fonts.

If you upgrade VP 1.X or OS 5.0 documents and observe text characters displayed as black boxes on the screen, follow this procedure:

1. Load and run the font application that is not loaded on your workstation, or redisplay the text in a font that is already loaded and running on your workstation.

2. Select [Normalize Text] from the content auxiliary menu.

3. Paginate the document.

4. Scroll through the document, page by page, and check the page breaks, column breaks, and placement of anchored frames. If the page breaks, column breaks, or anchored frames need to be adjusted, make the necessary

changes. For example, you can insert a break character to change the break on a page or column.

5. Repaginate the document if you make changes to it.

Refer to Chapter 7, "Notes and cautions," in this volume for more information on normalizing text. Refer to the *Font Reference* volume in the *VP Series Reference Library* for more information on VP 1.X and VP 2.0 fonts.

Printing

- The inter-word spacing for justified text may change when a VP 1.X Interpress master is printed on a server supporting VP 2.0 fonts.

VP Document Editor

- In VP 2.0, a fix was made in the calculation used to determine the width of the right and left margins in a document. In VP 1.X, the Document Editor created a slightly wider page margin than the user specified on the Page Layout property sheet.

  The page margins increased in size by an amount proportional to the column width and measured greater than the size actually specified on the property sheet. For example, if a user specified a 1-inch right page margin for an 8 by 11 page size, the *VP Document Editor* 1.X actually created a 1 inch right page margin.

  In *VP Document Editor* 2.0, the value you enter in the **Page Margins** property on the Page Layout property sheet is the true numeric value for the right page margin. If you specify a 1-inch right page margin for an 8 by 11 page size, your document is formatted with a 1-inch right page margin.

  The change to the margin calculation can affect the formatting of text in VP 1.X and OS 5.0 documents when they are upgraded to VP 2.0. When you upgrade a document, the margins are readjusted to their correct size as specified on the property sheet. As a result, line breaks and inter-word spacing in justified text may change. When the document is paginated, the layout of text on a page may be different from that in the original document.

  After you upgrade a document, follow this procedure:

  1. Paginate the document.

  2. Scroll through the document, page by page, and check the page breaks, column breaks, and placement of anchored frames. If the page breaks, column breaks, or anchored frames need to be adjusted, make the necessary changes. For example, you can insert a break character to change the break on a page or column.

  3. Repaginate the document if you make changes to it.

- If text is missing after upgrading a document, select [Show Non-printing with Spaces] from the document auxiliary menu. Delete any extra paragraph tabs you see after the visible text. The missing text reappears in the document.