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Xerox GLOBALVIEW

VP Online Samples Guide

VP Series Applications

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VP Online Samples Guide

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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About VP online samples

This guide describes sample documents created using VP Series software. In addition to demonstrating the capabilities of VP Series software, these samples provide an idea source for your work. Samples of a wide variety of professional documents are included. For further details and procedures, consult the user guides and training tutorials in the VP Series library.

The training tutorials are especially helpful if you are new to VP Series software.

If you are experienced with VP Series software, refer to the Help document or the appropriate chapter in a user guide.

The online samples collection provides templates of all samples discussed in the guide, as well as several other helpful documents. You can modify these templates and documents to suit your personal style.

This guide was created using VP Series software on the Xerox 6500 series and 6085 workstations.
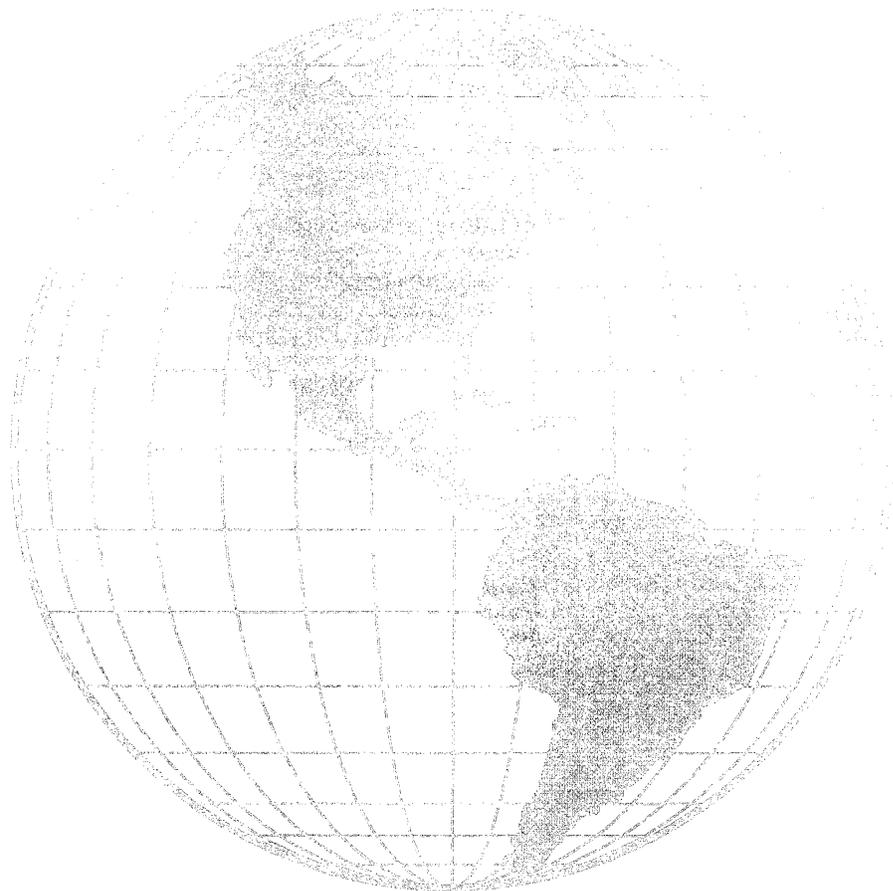
Online samples folders

The following pages list the online samples collection folders.

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- To do list

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- Equation numbering

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- Engineering worksheet
- Functional Specification
- Quick reference card
- Refresh rate calculation

Technical illustration
- Graphic tools
- Isometric/perspective drawing
- Electrical
- Flowcharts

Copying online samples from tape or a file drawer

Copy sample templates to your desktop:

from tape cartridge
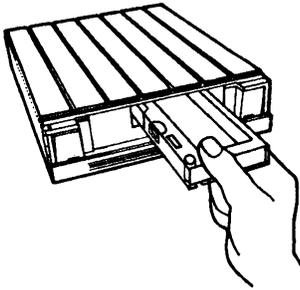
from the Samples file drawer
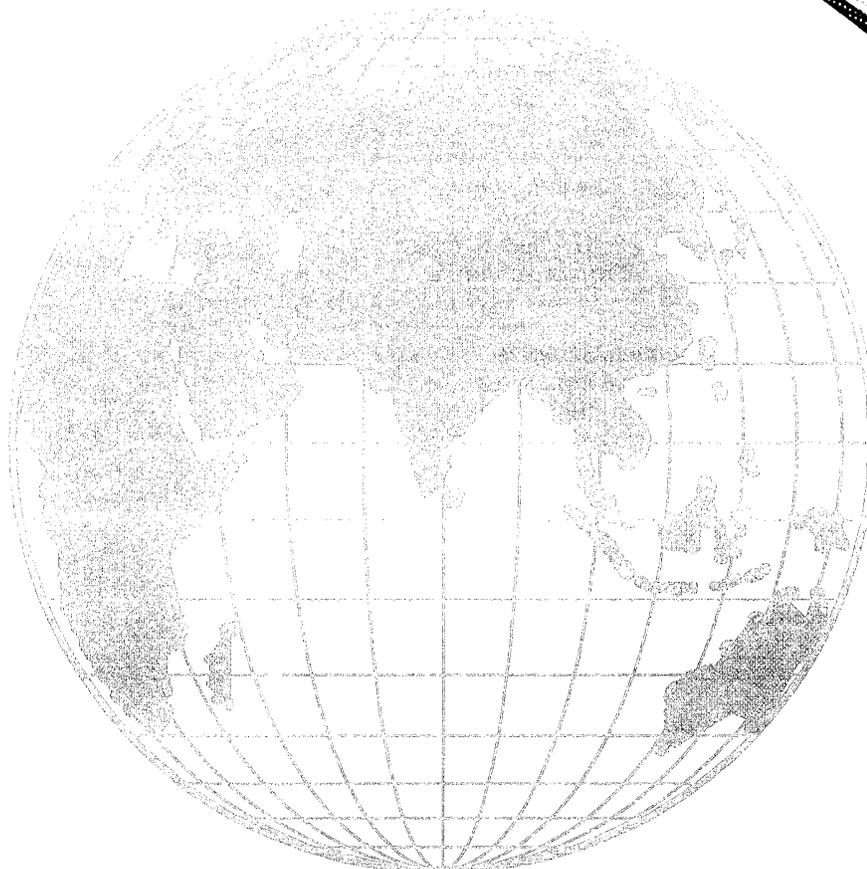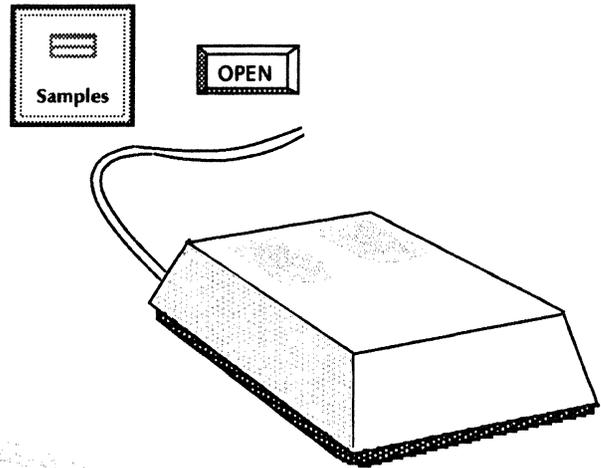
Activity planning

Meetings, deadlines, appointments: VP Series software provides a variety of applications and features for effective time management. This chapter describes the following:

- Updating the daily log
- Updating the action item list
- Planning a business trip.

The templates used in this chapter are in the Activity planning folder of the online samples collection.

Online Samples | OPEN | 🗀 *Activity planning*

Updating the daily log

You can keep an up-to-date log of daily activities using the online Daily Log template. You can copy this template from the Activity planning folder to your desktop, then add, delete, and change entries within the template.

| OPEN | 📄 | *Activity planning* |

| COPY | 📄 | *Daily log* |
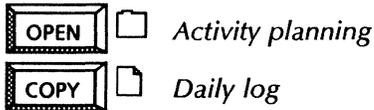
In addition, the desktop Personal Calendar and Clock are available as part of the Office Accessories application package to assist you in planning daily activities.

Use these applications
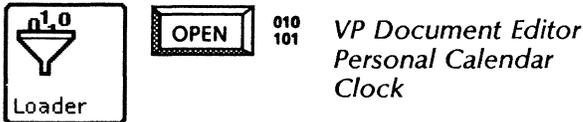
Loader

| OPEN | 010 101 | *VP Document Editor* *Personal Calendar* *Clock* |

Related documentation

Guides

<u>User Guides</u>
Document Editor: Basics User Guide
Document Editor: Tables, Fields, Mail
    Merge User Guide
    chapter 2
VP Office Accessories User Guide
    chapters 1, 3

<u>Training Tutorials</u>
VP Document Editor I Tutorials:
    Document Creation and Styles
VP Document Editor II Tutorials: Mail
    Merge and Tables

⌐JULY 1990 ⌐

July

```
 1  2  3  4  5  6  7
 8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
```

⌐TUESDAY   ⌐ 24 ⌐

With Fields, you can use Skip/Next to update the month, year, day, and date. Fields are an easy-to-use, flexible method of entering and organizing information.

AM			PM
8:00			1:00
8:15			1:15
8:30			1:30
8:45			1:45
9:00	Staff meeting	Ad agency meeting	2:00
9:15			2:15
9:30			2:30
9:45			2:45
10:00	Presen	*A table provides an easy-to-*	3:00
10:15		*read list of daily activities.*	3:15
10:30			3:30
10:45			3:45
11:00			4:00
11:15		*Change the time*	4:15
11:30		*entries as desired.*	4:30
11:45			4:45
12:00	Client lunch		5:00
12:15			5:15
12:30			5:30
12:45			5:45
Notes			6:00
			7:00
			8:00
			9:00
			10:00

You can include items from your Personal Calendar in your entries in the log.

Calendar

| Calendar | Close | Show Next | Show Previous | Show Day |

Repeat	(≡) None
Time	July 24, 1990 9:00 AM
Place	Conference room
Title	Staff meeting
Duration	1	Minutes	**Hours**	Days
Details	
Reminder By	Mail	Window	**Both**	None
Remind At	1	Minutes	Hours	**Days**
Recipients	Tom Magnus;OSBU South;xerox
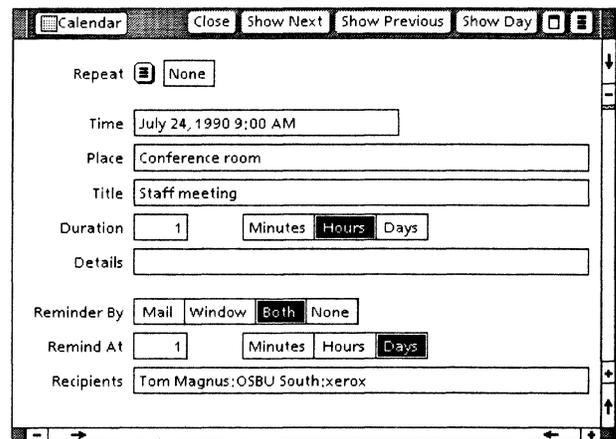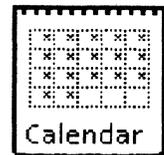
The desktop Clock includes an alarm feature you can set for time-sensitive events. You can also copy and set clocks to display different time zones.

New York

2:03:13
7-6-90
AM
London

Tokyo

6
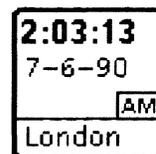
The online Action item list template is actually a *record file* created using the *VP List Manager* application. This template is one of many *tabular views* of this record file. You can also display the records within the file in other ways, such as in a document view.

With *VP List Manager*, you can easily add or change records in a file. First, you complete a *defining form* (a document containing fields or a table) to define all of the fields for a record file. You update each record by to adding, deleting, or modifying data within the fields. You then define whether the output form is a document view or a tabular view. If the output is a tabular view, you can sort or filter the data within the record file to create selective views. Then, use the < Skip/Next > key to modify entries in the table.

Below is a full view of the Action item record file. The next page contains other views, created by sorting the Action item file both for Closed items (by item number) and for Open items (by due date).

To begin, copy the existing Action item template from the Activity planning folder to your desktop.
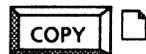
| OPEN | 🗋 | *Activity planning* |

| COPY | 🗋 | *Action items record file* |

Action items record file output - full view

Item	Title	Date	Status	Due	Assignee	Description	Priority
1	PC's at home	7/15/90	open	8/15/84	Allen	Bruce to write a policy re PC's at home.	medium
2	Advertising for new accessory	7/2/90	open	9/10/90	Pettit	Paul to evaluate and report on pricing and relative effectiveness of advertising our new product on radio or television.	h…
3	Printing source	7/10/90	closed	7/25/90	Arneson	Kathleen to determine source for best price/quantity on printing new product brochure	hi
4	Processor allocation	7/18/90	open	8/25/90			hi
5	Fan noise	7/11/90	closed	8/1/90			m
6	Newsletter distribution	7/22/90	open	9/1/90	Pettit	Paul to determine best channel for newsletter distribution.	hi
7	Picnic	7/25/90	open	9/12/90	Allen	Bruce to advise caterer of number of employees in this group who will attend annual picnic.	medium

You can use VP List Manager to create a tabular view of the Action item list. You can also use the online Action item template as a table, and modify the entries.
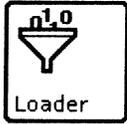
Defining form with fields

Item: [____] Date: [___]
Title: [____] Priority: [_]
Status: [_____]
Due: [_____]
Assignee: [_____]
Description: [ ]

Updating the action item list

With VP List Manager, you can sort and filter record file data to obtain selective views of the file.

Closed items - sorted by item number

Item	Title	Date	Status	Due	Assignee	Description	Priority
3	Printing source	7/10/90	closed	7/25/90	Arneson	Kathleen to determine source for best price/quantity on printing new product brochure.	high
5	Fan noise	7/11/90	closed	8/1/90	Simpson	Ryan will evaluate options for reducing fan noise and write a report.	medium

Open items - sorted by due date

Item	Title	Date	Status	Due	Assignee	Description	Priority
1	PC's at home	7/15/90	open	7/15/90	Allen	Bruce to write a policy re PC's at home.	medium
4	Processor allocation	7/18/90	open	8/25/90	Arneson	Kathleen to write a policy re allocation of 6500 systems.	high
6	Newsletter distribution	7/22/90	open	9/1/90	Pettit	Paul to determine best channel for newsletter distribution.	high
2	Advertising for new accessory	7/2/90	open	9/10/90	Pettit	Paul to evaluate and report on pricing and relative effectiveness of radio vs. television advertising for our new product.	high
7	Picnic	7/25/90	open	9/12/90	Allen	Bruce to call caterer with estimate of employees to attend the annual picnic.	medium

You can take advantage of versatile time management features the next time you arrange a business trip for yourself or an associate. From making the entry in the *Personal Calendar* and checking the air schedule, to planning activities in the form of an itinerary, to filling out an expense report after the trip's completion, the tools you need are on your desktop.

You can copy the following samples from the Activity planning folder to your desktop:

OPEN □ *Activity planning*
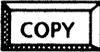
COPY □ *Itinerary*
Business meeting/customer entertainment report

To set a date in the *Personal Calendar*, select the year, month, date, and time periods in which you wish to enter information.

Use one of a the many communications software packages such as *VP Terminal Emulation of TTY* to check the air schedule. If your workstation or network is configured with a modem and a dial-up account with a public billboard which provides flight information, you can access this service using one of the terminal emulation features. These features include a variety of TTY emulators, which run with *Asynchronous Terminal Basic Software*, and the IBM 3270 emulator, which communicates to a host computer via an IBM network.

With VP Document Editor Tables and Fields features, you can create a trip itinerary and an expense report.

Trip itinerary

June 1 1991	Schedule
8:15	Depart LAX - Delta Airlines
9:45	Arrive Fresno
10:30	Check-in and reception - Hilton Hotel
11:00	Kick-off meeting - Large meeting
12:00	Lunche
1:30	Project
3:00	Guest speaker - Ray Smith, ACE Corp
4:00	Meet with Shirley Evans, Regional VP
6:00	Dinner with Bill Roberts, Market Consultant

Tables provide an easy-to-read format for information.

Business expense report

Business Meeting/Customer Entertainment Report

Employee Name ⌐⌐	Employee No. ⌐⌐	Location ⌐⌐	Ext ⌐⌐	Date ⌐⌐

This form and appropriate supporting documentation (e.g. invoice, receipt) must accompany all requests for payment. Example: Business Travel Expense Report, Check Authorization, Petty Cash Voucher, Temporary Business Advance and On-Site Company Catered Meeting.

Date of event ⌐⌐	Busine ⌐⌐

Please check:
☐ Business
☐ Entertain

With Fields, you can use <Skip/Next> to quickly enter information.

Name: ⌐⌐   Address: ⌐⌐
City: ⌐⌐   State: ⌐⌐   Zip: ⌐⌐

Participants

Name(s)	Business affiliation

Employee signature _____   Approval _____

Use these applications
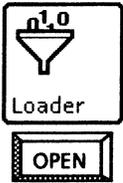
```
010  VP Document Editor
101  Personal Calendar
     Asynchronous Terminal Basic Software
     VP Terminal Emulation of TTY
     VP Terminal Emulation of IBM 3270
```

Loader

OPEN

Related documentation

Guides

Using Guides
Document Editor: Tables, Fields, Mail
    Merge User Guide
    chapter 2
VP Office Accessories User Guide
    chapter 3
Host Interfaces User Guide
    Part 1 Viewpoint Terminal Emulation
    chapters 3, 7

Training Tutorials
Document Editor II Tutorials: Mail Merge
    and Tables
VP Office Accessories Tutorial
VP Terminal Emulation of TTY Tutorial
VP Terminal Emulation of 3270 Tutorial
VP Terminal Emulation of 3270 File
    Transfer Tutorial

Use terminal emulation software to access travel information.

3270

3270

TTY

any TTY

01001...
10101...

Asynchro
nous

D	A	#	† ①②③④⑤⑥⑦	➡	⬅

Calgary/Banff (cont./suite)

Toronto		EDT/HAE	F $496	Y $310	
0.140	07.05	AC146	CONNAISSEUR _ _ _ _ _ _ _ ⑦	19.06.83	11.09.83
01.40	07.05	AC146	CONNAISSEUR - ①②③④⑤⑥ _		
08.00	13.28	AC110	CONNAISSEUR - ①②③④⑤⑥⑦		
12.40	18.08	AC120	CONNAISSEUR - ①②③④⑤⑥⑦		
17.45	23.10	AC140	CONNAISSEUR _ _ _ _ _ _ _ ⑦		12.06.83
17.45	23.10	AC140	CONNAISSEUR _ _ _ _ _ _ _ ⑦	18.09.83	
17.45	23.10	AC140	CONNAISSEUR - ①②③④⑤⑥ _	12.09.83	
17.45	23.10	AC140	CONNAISSEUR - ①②③④⑤⑥ _		17.06.83
17.45	23.13	AC140	CONNAISSEUR - ①②③④⑤⑥⑦	18.06.83	11.09.83

Vancouver		PDT/HAP	F $197	Y $123
07.30	07.49	AC201	- ①②③④⑤⑥ _
08.35	08.54	AC251	- ①②③④⑤⑥⑦
12.00	12.18	AC113	- ①②③④⑤⑥⑦
13.50	14.08	AC839	- ①②③④⑤⑥⑦
16.30	16.49	AC213	- ①②③④⑤ _ ⑦
18.00	18.19	AC215	- ①②③④⑤⑥⑦
19.00	19.19	AC217	- ①②③④⑤⑥⑦
21.30	21.48	AC823	- ①②③④⑤⑥⑦

Business correspondence

This chapter describes office administration and business communications tasks such as:

- Creating and distributing a memo
- Updating an organization chart
- Sending an announcement for a special occasion.

The templates in this chapter are included in the Business correspondence and Graphics art folders of the online samples collection.

Online Samples → OPEN →

☐ Business correspondence

☐ Graphics art

Creating and distributing a memo

In preparing a memo, you can use VP Series word processing, graphics, and networking capabilities to perform the following tasks:

- Create the memo.
- Mail the memo over a network.
- Print the memo for manual distribution.
- File the memo.

You can copy the memo template from the online samples collection and customize the format.
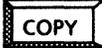
| OPEN | ☐ Business correspondence |
| COPY | ☐ Memo (with logo) |

Use these applications
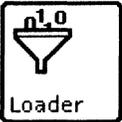
VP Document Editor
VP Basic Graphics
VP Freehand
Personal Calendar
Clock
VP Spelling Checker

Once you have entered the text, you can use *VP Spelling Checker* to proof your memo before sending.

Related documentation

User Guides
Document Editor: Basics User Guide
Graphics User Guide
    chapters 2, 4
VP Office Accessories User Guide
    chapters 1, 3
Document Editor Options User Guide
    chapter 5
*Workstation Administration and System
    Resources User Guide*
    chapters 2, 3, 4
Training Tutorials
*VP Document Editor I Tutorials:
    Document Creation and Styles*
VP Basic Graphics Tutorial
VP Freehand Tutorial
VP Office Accessories Tutorial
*VP Spelling Checker and VP Thesaurus
    Tutorials*

Draw your company's logo using VP Basic Graphics or scan your logo and copy into a bitmap frame using VP Freehand.

Print the memo for distribution.

File the memo in an appropriate folder.
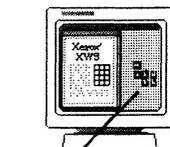
Company Name Here

FROM THE DESK OF YOUR NAME HERE

Subject:	⌈This memo form⌋
To:	⌈VP Series User⌋
From:	⌈Sample Author⌋
Copies:	⌈Interested Parties⌋
Date:	⌈September 22, 1990⌋ ⌈10:32 am⌋

⌈To modify this form for your own use:

Substitute your company name and your own place of *Company Name Here* and *Your Name Here* at the top of the page.

To create an individual memo:

Copy your modified form, select in the word *Subject* and press <NEXT>.

Prompts appear in the message area for filling in the fields. The *From, Date* and *Time* fields are filled in automatically.

If you prefer other fonts or paragraph properties, make the changes you desire in your modified form. If you want a different prompt for any field, change the entry in the *Description* area on its property sheet. (To display a field property sheet, activate [Show Structure], click twice on the left-field bounding character, and press <Props>.)⌋

Use the online memo template and type in your own information.

With Fields, you can use <Skip/Next> to rapidly enter names and addresses for each recipient.

The date and time fields are filled in automatically when you press <Skip/Next>. These fields each contain a fill-in rule.

Outbaske
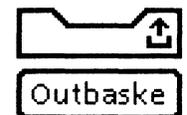
Use mail to send the memo electronically.

You can copy the Organization chart template from the Graphic art folder to your desktop. Then, using *VP Basic Graphics*, you can copy and move the boxes around to reflect your company's organization.

| OPEN | 🗁 | *Graphics art* |

| COPY | 🗋 | *Organization chart* |

Use these applications
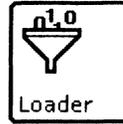
| Loader | | OPEN | 010 101 | *VP Document Editor* *VP Basic Graphics* |

Related documentation

Guides

<u>User Guides</u>
Document Editor: Basics User Guide
Graphics User Guide
    chapter 2
<u>Training Tutorials</u>
VP Document Editor I Tutorials:
Document Creation and Styles
VP Basic Graphics Tutorial

Customize one of the online templates to create your own organization chart.

Organizational chart (standard)

Dave Adams, Pres.

Organizational chart (shadowed)

Dave Adams, Pres.

Janice Miller, Admin.

Charlene Jones, VP Dev.

Charlene Jones, VP Dev.

John Smith, VP Marketing

Bill Danes, Mgr.

Tom Jon

Bill Danes, Mgr.

Tom Jones, Mgr.

Dan Smith, Mgr.

Fred Williams, Mgr.

Terri Carter

Jim Webb

Rob Swenson

Joyce Ro
Cynthia
Al Johns
Kim Hen

Terri Carter

Jim Webb

Rob Swenson

Joyce Roberts
Cynthia Brown
Al Johnson
Kim Henderson

Don Adams

Sam Long

Mike Cobb

Sandy Nash
Carl Sanford
* Open

Sending an announcement for a special occasion

The following graphics packages can assist you in creating special occasion announcements, invitations, and RSVP forms:

- *VP Basic Graphics*
- *VP Freehand*
- *Xerox Pro Illustrator.*

Xerox Pro Illustrator provides a Quick Art folder from which you can quickly copy borders, banners, and symbols.

Also, you can copy the following samples to your desktop:

Graphics art

Special occasion transfers

Use these applications
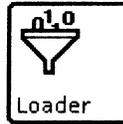
VP Document Editor
VP Basic Graphics
VP Freehand
Xerox Pro Illustrator

Related documentation

<u>User Guides</u>
Document Editor: Basics User Guide
Graphics User Guide
    chapters 2, 4
Xerox Pro Illustrator Reference

<u>Training Tutorials</u>
VP Document Editor I Tutorials:
    Document Creation and Styles
VP Basic Graphics Tutorial
VP Freehand Tutorial
Learning Xerox Pro Illustrator

You are invited to. . .

5th Annual Awards Banquet

Friday, January 12th

7:00 p.m.

(cocktails at 6:30)

Marina Hotel
600 Western Ave.

650-6679
Valet parking

This Awards banquet invitation was created using Pro Illustrator and Pro Illustrator Quick Art.

To create a custom invitation to your next event, you can copy borders, banners, and symbols from the Pro Illustrator Quick Art folder.
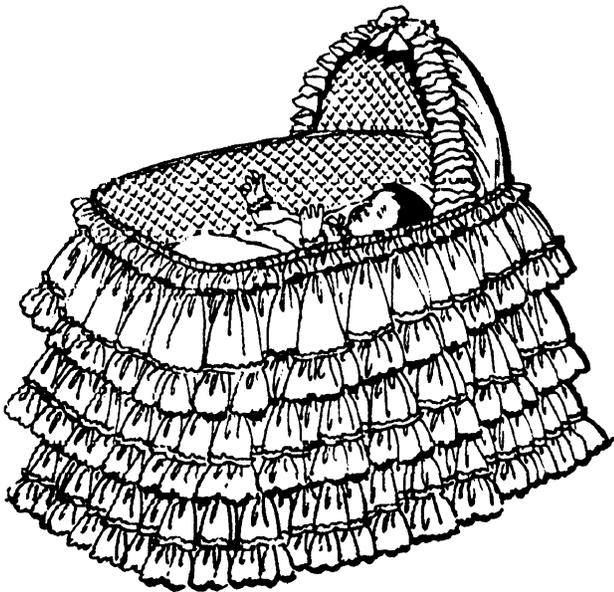
Baby shower announcement

Announcements for special occasions, available online in template form, are created using VP Basic Graphics and VP Freehand.

New Year's party invitation

4th of July celebration

Halloween party

Forms

You can use the powerful page layout and information processing capabilities of VP Series software to create forms for all your business needs. By using the Fields and Tables features of the *VP Document Editor*, in addition to *VP Basic Graphics*, you can quickly and easily:

- Fill out a purchase order.
- Complete an invoice.
- Update an inventory form.
- Maintain office forms.
- Update the vacation calendar.
- Complete a new hire or transfer questionnaire.

The templates for this chapter are in the Forms folder of the online samples collection.

Online Samples 　[OPEN]　☐ *Forms*

The Purchase order template contains a table for easy arrangement of data in rows and columns. You can add or delete columns and rows. Also, you can alter the appearance of the form by changing the table ruling line properties.

You can assign fill-in rules for a column to automatically perform calculations. With fill-in rules, each time you change data on the form, you can select [Update Fields] in the content auxiliary menu to recalculate the totals.

You can copy the template to your desktop and fill out the form online. You can also print and complete the form manually. The advantage to filling out the form online is that you can use <Skip/Next> to quickly enter information for each entry. The online samples collection includes this template in the Forms folder.

| OPEN | ☐ | *Forms* |
| COPY | ☐ | *Purchase order* |

Purchase Order

Order Date: ⌈08-06-90⌋

SOLD TO ⌈Ace Construction Co.⌋
⌈400 So. Highland St.
Peach Grove, NJ 30010⌋

Order Number: ⌈486790⌋

Quantity	Description	Price	Subtotal
50	Fir 2"×4"×8'	2.25	112.50
20	Boxes vinyl-coated sinkers 16d	4.50	90.00

TOTAL: ⌈202.50⌋

This template contains fields for the customer name, address, order date, and order number. Field bounding characters define each field. With fields, you can use the <Skip/Next> key to quickly fill out the form online.

The Subtotal column in this table contains the following fill-in rule to automatically multiply the entries in the Quantity column by the entries in the Price column:

*PurchaseOrder[THIS ROW].Quantity * PurchaseOrder[THIS ROW].Price*

This field contains the following fill-in rule to automatically add the entries in the Subtotal column:

SUM[PurchaseOrder.Subtotal]

where PurchaseOrder is the name of the table and Subtotal is the name of the column. By selecting the field bounding characters, you can display the Field property sheet.

The online samples collection also includes templates for an Invoice in the Forms folder. As with the Purchase order template, you can copy these templates to your desktop and enter information online, or print the forms and fill them out manually.

| OPEN | 🗀 | *Forms* |
| COPY | 🗀 | *Invoice* |

These templates contain fields, which you can combine with graphics and text. You can use < Skip/Next > to quickly enter data in each of the fields. You can change field properties and add fill-in rules on their property sheets.

Using *VP Basic Graphics,* you can alter the size and appearance of form ruling lines. You can also add or delete fields.

ABC
SUPPLIES

INVOICE

INVOICE NUMBER: ⌈486790⌋   INVOICE DATE: ⌈08-06-90⌋

3000 Hill Street
Orange, NJ 30000

| SOLD TO | ⌈Ace Construction Co.⌋ ⌈400 So. Highland St. Peach Grove, NJ 30010⌋ | SHIP TO | ⌈Ace Construction Co.⌋ ⌈400 So. Highland St. Peach Grove, NJ 30010⌋ |

| DATE SHIPPED ⌈03-13-90⌋ | SHIPPED VIA ⌈Will call⌋ | F.O.B. ⌈Fairview⌋ | TERMS ⌈C.O.D. Co. Check⌋ | SALES PERSON ⌈Jeff Johnson⌋ | DATE ORDERED ⌈03-08-90⌋ | CUSTOMER P.O. NUMBER ⌈⌋ |

ITEM	QTY. ORDERED	QTY. SHIPPED	DESCRIPTION	UNIT PRICE	EXTENSION
39	5	5	Pre-assembled sheds	255.00	1275.00
39-1	4	4	Oversized roofs	130.00	520.00
23	60	60	1/2" Re-bar 8ft length	7.50	450.00
12	40	40	4×8 sheets plywood	8.00	320.00

You can enter fill-in rules for table columns. The Extension column contains the following fill-in rule to multiply the values in the Qty. Shipped column by the amounts in the Unit price column:

Invoice[THIS ROW].Shipped *Invoice[THIS ROW].Price

The Subtotal field contains a fill-in rule to provide the sum of all entries in the Extension column.

| ORIGINAL ⌈Customer Copy⌋ | SUBTOTAL ⌈2565.00⌋ | SHIPPING CHARGES ⌈12.00⌋ |
| **THANK YOU** | SALES TAX (6%) ⌈153.90⌋ | PLEASE PAY THIS AMOUNT ⌈2730.90⌋ |

You can use fields to quickly input information in the templates. You can also use fields to create your own form.

Information in fields containing fill-in rules is automatically recalculated each time you select [Update Fields] in the document auxiliary menu. The Sales Tax field calculates a 6 percent tax for the subtotal. The total field contains a fill-in rule to add the Subtotal, Sales Tax, and Shipping Charges.

Updating an inventory form

To maintain an accurate inventory, you can copy the Inventory template. The Inventory template consists of a table into which you can quickly enter data using <Skip/Next>. Optionally, you can add rows or columns to the table and change the appearance of the ruling lines. You can add or delete columns or fields, and change their properties.

You can copy the Inventory template from the Forms folder of the online samples collection.

| OPEN | ☐ *Forms*

| COPY | ☐ *Inventory form*

Use this application

[Loader] | OPEN | 010 101 *VP Document Editor*

This inventory form uses a table.

Inventory					
Item no.	**Quantity**	**Model no.**	**Description**	**Back ordered**	**Amount**
00001	320	123A	Switch		1.53
00002	345	456B	Connector		1.65

This requisition contains fields which you can use to quickly enter information. To use fields, input data into the field, then press <Skip/Next> to move to the next field.

Since the form is actually a large graphics frame, use *VP Basic Graphics* to add or delete text frames, fields, and ruling lines. You can also change the size, positioning, and other properties of these items.

To get started, copy the Business card requisition template from the online samples collection.
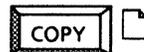
| OPEN | 🗀 | *Forms* |

| COPY | 🗋 | *Business card requisition* |

You can use the Business card requisition template as a model in creating other requisition form templates. Try using it for your other office form needs. You can use VP Basic Graphics and VP Document Editor to adjust and enhance the form.

ACE CORPORATION

BUSINESS CARD REQUISITION

No. of Cards	Budget Center No.	Organization	Location
⌈1000⌋	⌈48476⌋	⌈Marketing Group⌋	⌈Metro⌋

Instructions

① Select the first field, "No. of Cards".
Enter information as required, pressing < NEXT > to advance the caret to the next type-in point.

② It is advisable to keep the business cards as simple as possible, using only the minimum number of words.

③ Do not use abbreviations, nicknames or superfluous words such as "department", "area" or "section".

Name		Title			
⌈Mary Jones⌋		⌈Sales Representative, Metro Branch⌋			

Street Address		City	State	Zip	
⌈11 Hurst Street⌋		⌈St. Paul⌋	⌈MN⌋	⌈41214⌋	

Telephone		Originator	
⌈(302) 245-4787⌋		⌈Mary Jones⌋	

You can copy the Safe or cabinet security record and the Security log forms to your desktop, and then fill them out online. You can also print and complete them by hand.

To modify the Safe or cabinet security record, use *VP Basic Graphics* to add or delete text frames and ruling lines from the underlying graphics frame. You can change the properties of any frame or graphic directly on its property sheet.

Since the Security log contains tables, you can add rows and columns as necessary. To adjust a table, select the entire table or an individual row or column, and change the properties.

You can copy the Security record and log templates from the Forms folder of the online samples collection.

| OPEN | □ *Forms*

| COPY | □ *Safe or cabinet security record*
Security log

Use these applications

Loader | OPEN | 010 101 *VP Document Editor*
VP Basic Graphics

The Safe or cabinet security record contains text frames and graphic ruling lines. The Security log consists of two tables. You can maintain either of these forms online, or you can print and complete the form manually.

SECURITY LOG

Officer on Duty	Date	In	Out

VISITOR NAME	Company	Date	In	Out

SAFE OR CABINET SECURITY RECORD

| SAFE OR CABINET I.D.
12579 | MONTH AND YEAR
October 1990 |
|---|---|
| LOCATION
11-C (front door) | SECURITY AREA
545 |
| | DOUBLECHECK AREA NO.
11-D |

I have UNLOCKED, LOCKED, or CHECKED the above-identified container at the time noted, as indicated by my initials below.

DATE	UNLOCKED BY		LOCKED BY		ALARM SET	
	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS

To get started in planning your vacation schedule, you can copy the Vacation schedule template to your desktop. The template contains text frames for the headings, months, days, and fill pattern labels. You can change the text within these frames.

The template also includes a grid composed of graphic squares, one square for each day of the year. To change a square to the appropriate fill pattern for a vacation day, holiday, or weekend, select the square and change the shading and texture properties on the property sheet.

You can copy the Vacation schedule template from the Forms folder of the online samples collection.

OPEN ☐ *Forms*
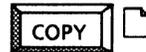
COPY ☐ *Vacation and special events calendar*

Use these applications

OPEN 010 101 *VP Document Editor*
VP Basic Graphics

Loader
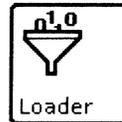
A Vacation schedule is shown with vacation days, holidays, and weekends denoted by various graphics fill patterns.

1990 VACATION SCHEDULE

Employee: Joe Smith   ■ Planned Vacation Days   ▨ Holidays   ▦ Weekends

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY																															
FEBRUARY																															
MARCH																															
APRIL																															
MAY																															
JUNE																															
JULY																															
AUGUST																															
SEPTEMBER																															
OCTOBER																															
NOVEMBER																															
DECEMBER																															

Completing an Experience record form

For new employees, standard forms are helpful. The Experience record template contains fields, for quickly entering information. You can use < Skip/Next > to quickly move from field to field as you input information. You can copy the template to your desktop from the online samples collection.

| OPEN | ▢ | Forms

| COPY | ▢ | Experience record

Use these applications
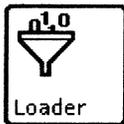
| Loader |

| OPEN | 010 101 | VP Document Editor
VP Basic Graphics

Modify the text of the form to suit your needs and use *VP Basic Graphics* to add, delete, or adjust form ruling lines.

Related documentation

| Guides |

<u>User Guides</u>
Document Editor: Basics User Guide
Document Editor: Tables, Fields, Mail Merge User Guide
    chapter 3
Graphics User Guide
    chapter 2
<u>Training Tutorials</u>
VP Document Editor I Tutorials: Document Creation and Styles
VP Document Editor III Tutorials: Forms and Fill-in Rules
VP Basic Graphics Tutorial

Your group name

Experience record

Name: ⌐⌐ _____   Employee number: ⌐⌐ _____

Current grade and title: ⌐⌐ ___   Last promotion date: ⌐⌐ _____

Short term goal: *(provide detailed description such as job title)* ⌐⌐

<u>Job Experience Requirements</u>

Task	Description	1st		2nd		Comments
		Date	Init	Date	Init	

You can use <Skip/Next> to quickly input information.

To customize the form, use the capabilities of both VP Document Editor and VP Basic Graphics.

A table provides easy organization of information on the form.

Presentations

Whether you are preparing overhead transparencies for a presentation or exhibits for a written proposal, VP Series software provides eye-catching visuals for effective communication, including:

- Developing marketing presentations
- Preparing written proposals
- Developing presentations for multinational release
- Listing sales prospects
- Developing brochures
- Retrieving information from a host computer.

The templates used in this chapter are in the following folders of the online samples collection.
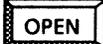
Graphics frames and borders

Presentations

Document designs

Data capture

Large lettering and symbols

Maps
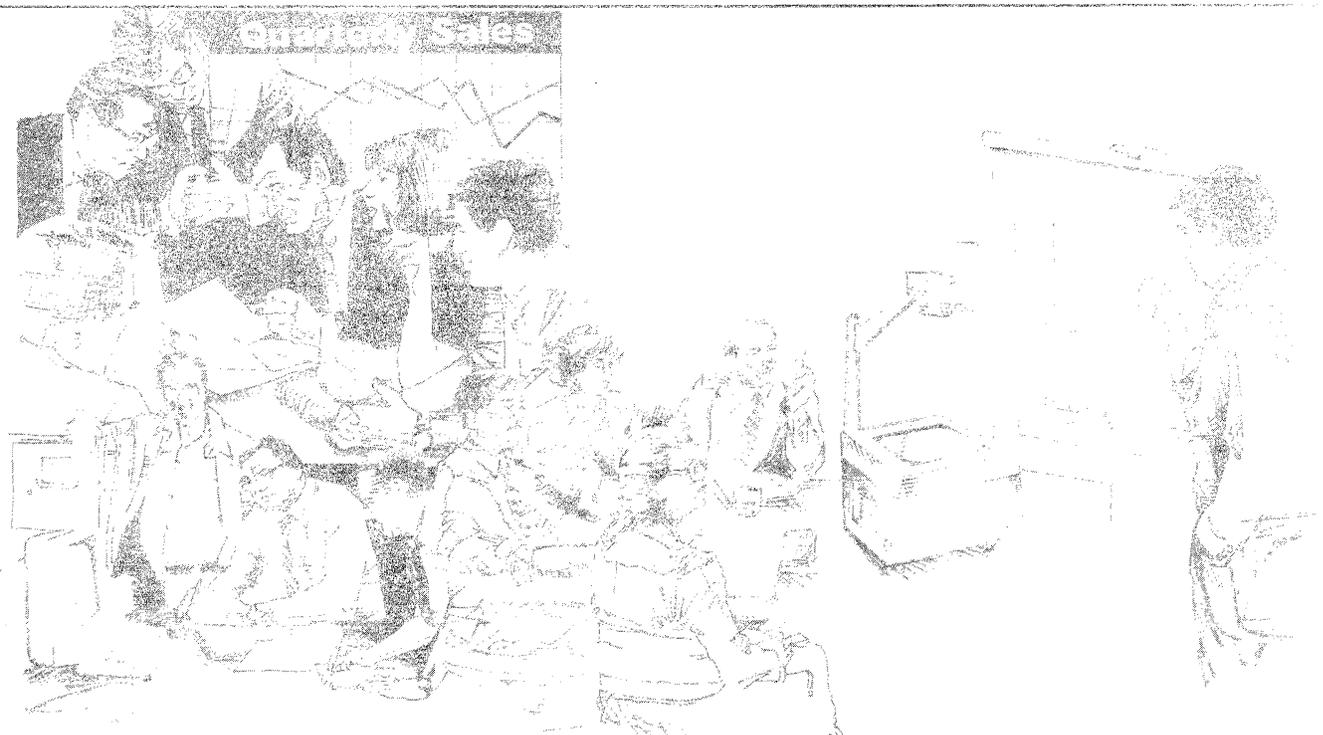
Developing a marketing presentation

VP Series software provides tools you can use in creating materials for your next marketing presentation. You can copy transparency templates from the Overhead transparencies folder.
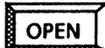
| OPEN | 🗀 Overhead transparencies
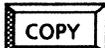
| COPY | 🗋 Transparency for text

🗋 Transparency example, text and graphics

For large graphic lettering, copy characters from a variety of fonts available in the following folder:

| OPEN | 🗀 Large lettering and symbols
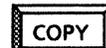
| COPY | 🗋 Art deco lettering

Use *VP Data-Driven Graphics* to create charts for your presentation.

Presentation transparencies

Transparencies with large lettering

edge

Presentation

You can copy a transparency template to your desktop and add your own text and graphics.

You can copy large graphic letters from a variety of fonts.

Transparencies with text and graphics

Terminal Emulation

3.76	01-11-82	3.00	ELBOW JOINTS
80.50	01-13-82	80.50	FAUCETS
2.24	01-22-82	2.00	PIPES
100.00	02-01-82	100.00	AM.STD.TANK
3.76	02-21-82	3.00	WASHERS
80.50	02-28-82	80.50	GASKETS
270.76		269.00	

Document

Text

Bar Chart

9 9 9

Record File

Table
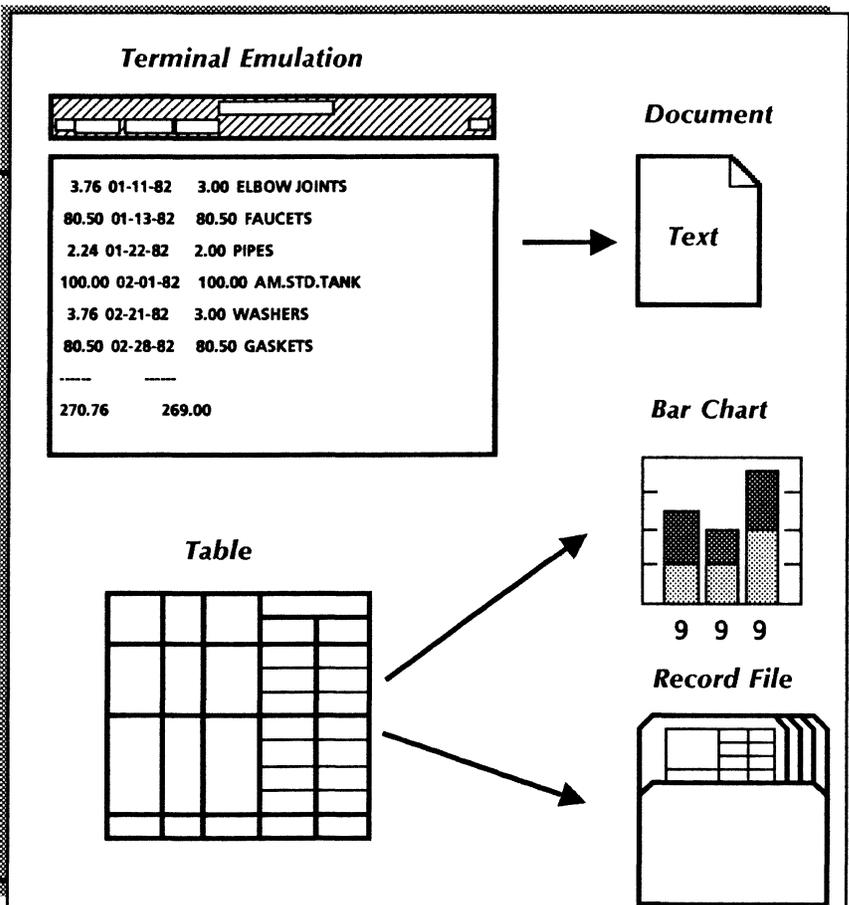
For effective visual communication, you can format data in chart form. With *VP Data-Driven Graphics*, you can create your own bar, pie, and line charts. You can also copy and customize samples from the Presentations folder:

| OPEN | 🗀 *Presentations*
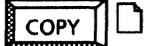
| COPY | 🗋 *Bar charts (Basic, Inter., Advanced)*

Use these applications

| Loader | | OPEN | 010 101
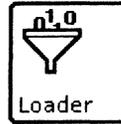
VP Document Editor
VP Basic Graphics
VP Data-Driven Graphics

You can easily create a pie chart like the one to the right, or bar charts like the ones below. First, enter the appropriate chart from the Graphics Special keyboard. You can then provide data in a table or on the chart property sheet. Finally, you can modify the style, size, and appearance of the chart as desired. When information in the chart is updated, the chart is automatically redrawn.

Pie chart

Shipping

Materials

Labor
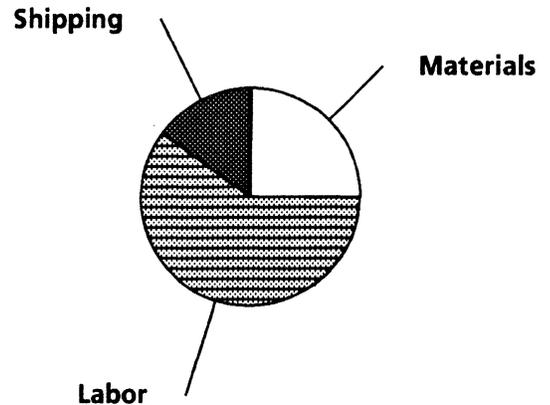
Bar chart (horizontal)

Projected sales (in thousands)
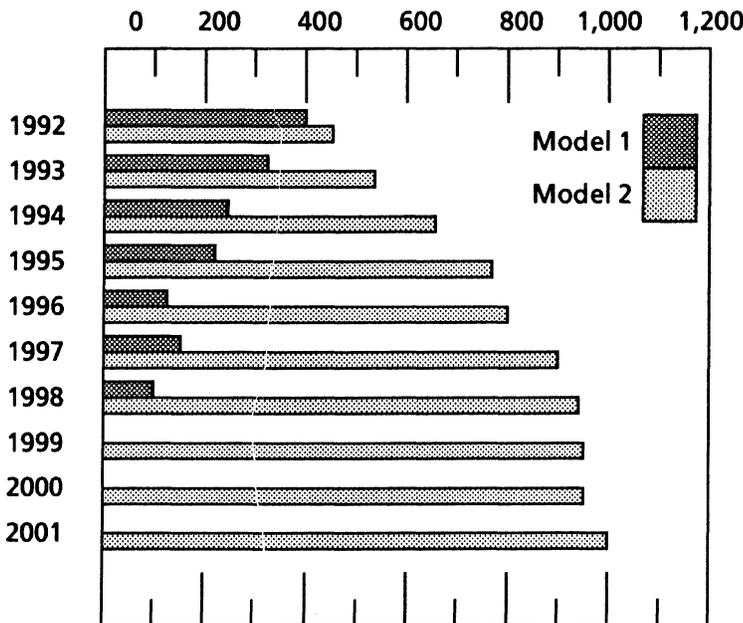
Bar chart (vertical)

Stock (Price per Share)

Index
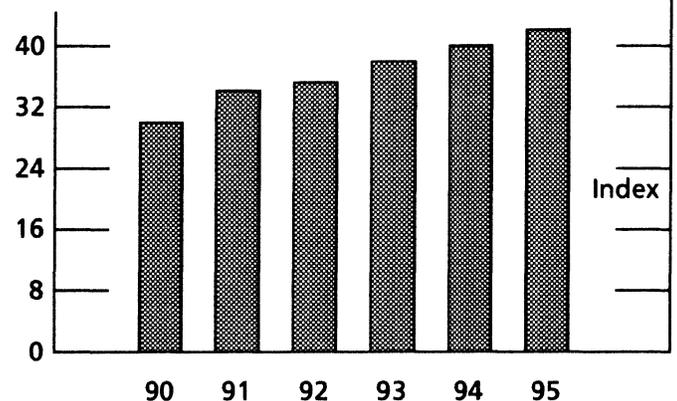
Designing data-driven charts

Related documentation

You can use VP Data-Driven Graphics to generate a straight-line pieced chart, a straight-line best-fit chart, or a data-point chart.

A straight-line pieced chart

95

92

90

85.5   38   0

A straight-line best-fit chart

10

8

6

4

2

0

Ja Fe Ma Ap Ma Ju
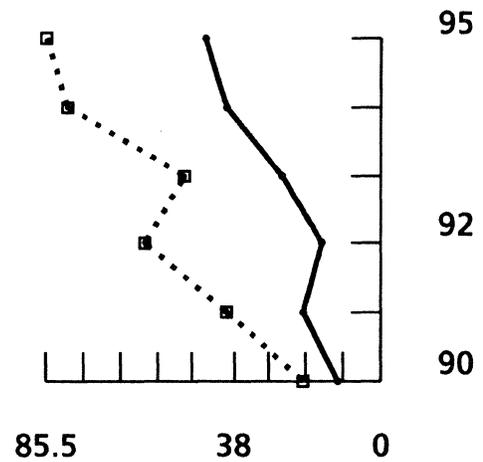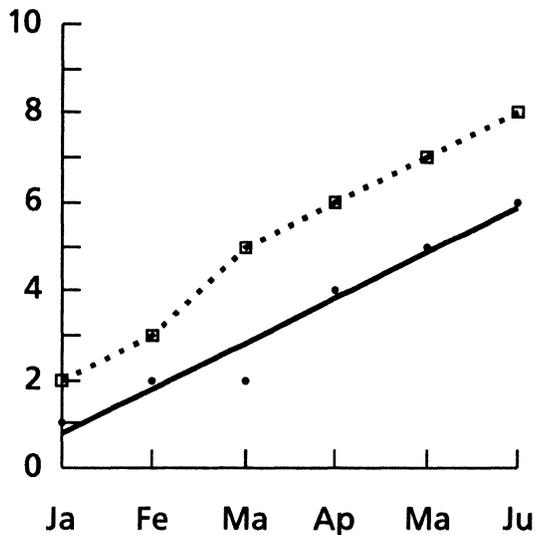
Like bar and pie charts, the data driving a line chart is contained in a table or within the chart property sheet.

The key ingredient to a successful written proposal is often the supporting material—the exhibits. With VP Series software, you can use the same bar, pie, and line charts you created for overhead transparencies, and include them as figures in your proposal.

You can use the Table of Contents Generator to automatically compile entries from section headings to create a table of contents with page numbers to your proposal.

You can copy the sample proposal from the Document designs folder:

| OPEN | ☐ | *Document designs* |

| COPY | ☐ | *Proposal* |
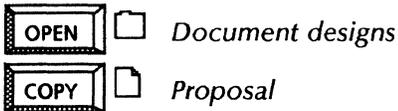
Use these applications
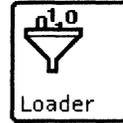
| Loader | OPEN | 010 101 | *VP Document Editor*
Table of Contents Generator
VP Data-Driven Graphics |

Related documentation

Guides

User Guides
Document Editor: Basics User Guide
Document Editor Options User Guide
  chapter 2

Training Tutorials
VP Document Editor I Tutorials:
  Document Creation and Styles
VP Long Document Options Tutorial
VP Data-Driven Tutorial

Preparing a table of contents for a proposal

Table of contents

Appendix A

Conclusion

Investment analysis

Introduction
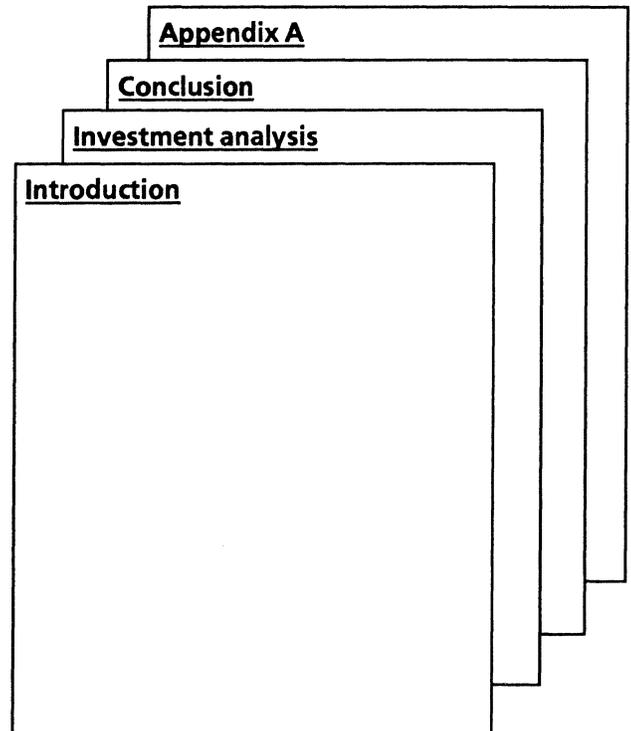
Stocks by State

(figures in millions)

	On	Off	Total	Year
CA	9.6	9.0	18.6	26.2
CO	39.7	2.6	72.3	67.0
ID	27.9	28.7	56.6	50.2
IL	3.9	16.7	20.6	60.8
IN	2.6	9.4	12.0	25.4
KS	89.6	317.4		
MI	2.6	15.1		

Totals   986.70   969.5

Use fields and fill-in rules to automatically total table columns.

impounding under-loan programs, when on
decrease of 5% from a year ago versus the o
19% from a year ago. In effect, nearly 33%
wheat states' stocks is under loan.

In the seven Central soft red winter wheat st
October 1 were down 48% from a year ago.
stocks, less than .3% is under any loan progr

Many of the wheat stocks tied up under loar
level. For the last three years, farmers have
loan programs for orderly marketing in the
states. Selling occurs in the scale-up prices a

The table and the bar chart illustrate the same information. The bar chart is driven by the table, and both are part of the same report.
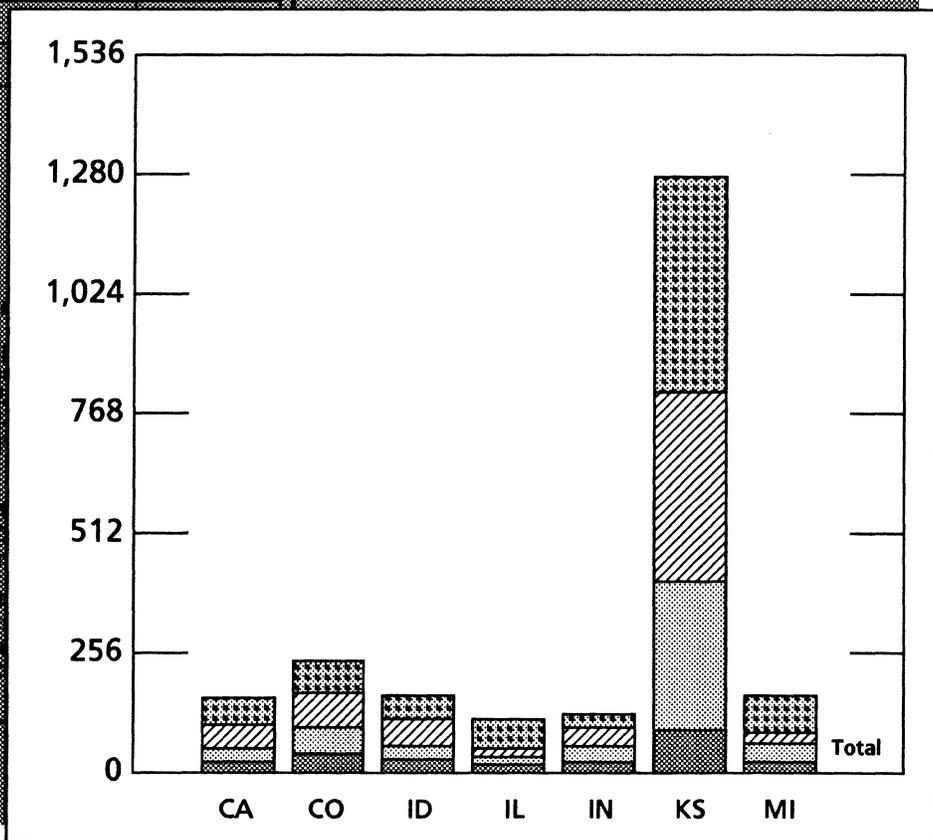
In developing materials for a multinational product release announcement, you will find the online map collection helpful. These maps depict major geographical areas of the world. You add your own labels to the maps and print them out as handouts or overhead transparencies.

In developing your presentation, use these maps along with line, bar, and pie charts to give your materials a polished, professional look. You can copy sample transparencies and maps from the folders listed below.

Using VP Series software's robust multilingual capabilities, you can prepare your product release exhibits in French, German, even Japanese or Chinese. With the International Keyboards folder, the Extended Language Option, and a variety of text packages and capabilities, you can generate text using the alphabets and symbols required by many different languages.

OPEN ☐ Overhead transparencies
Maps
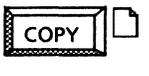
COPY ☐ Transparency for text
British Isles

Use these applications
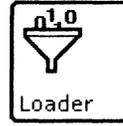
010
101 *VP Document Editor*
VP Basic Graphics
VP Data Driven Graphics
VP Freehand
International Keyboards folder
VP Extended Language Option
VP Chinese Text Capability
VP Japanese Text Capability
VP Arabic Text Package

Related documentation

Guides

User Guides
Document Editor: Basics User Guide
Graphics User Guide
    chapters 2, 3, 4
VP International Keyboards User Guide

Training Tutorials
VP Document Editor I Tutorials:
    Document Creation and Styles
VP Basic Graphics Tutorial
VP Data Driven Tutorial
VP Freehand Tutorial

Creating materials for an international product announcement

Distribution Share
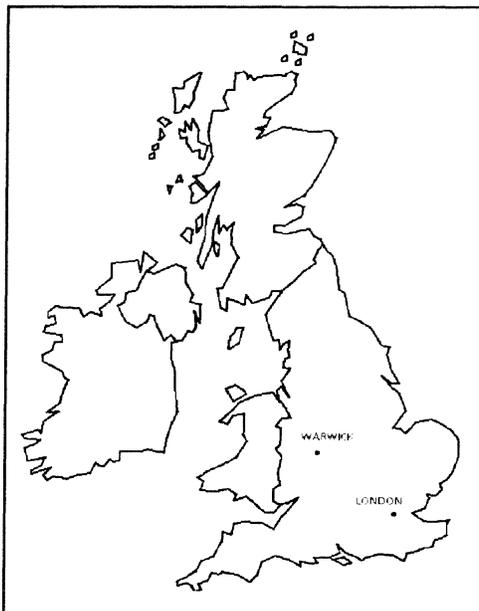
New Features

● *Audio attachment*
● *Lighter packaging*
● *Extended warranty*

WARWICK
•

LONDON
•

Australia

U.S.A.

United Kingdom
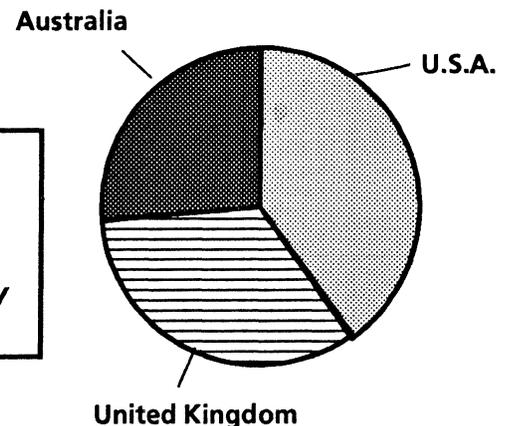
Use online maps, graphics, and multilingual keyboard applications for your presentation.

VP Series software provides all of the word and graphics processing tools you need to design a bulletin. With graphics, bitmap, and text frames, you can create almost any look. Use graphics frames for drawings you create using *VP Basic Graphics*. Use bitmap frames to capture canvases containing *VP Freehand* drawings and scanned pictures or photographs. Place text frames for callouts within any graphics frame. You can copy the sample Bulletin template from the Document designs folder to your desktop, and modify it to suit your personal style.
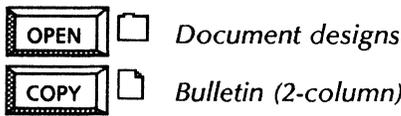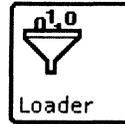
[OPEN] 🗋 *Document designs*

[COPY] 🗋 *Bulletin (2-column)*

Use these applications

[Loader] [OPEN] 010 101

VP Document Editor
VP Basic Graphics
VP Freehand
Xerox Pro Illustrator

Related documentation

[Guides]

User Guides
Document Editor: Basics User Guide
Graphics User Guide
    chapters 2, 4
Xerox Pro Illustrator Reference

Training Tutorials
VP Document Editor I Tutorials:
    Document Creation and Styles
VP Basic Graphics Tutorial
VP Freehand Tutorial
Learning Xerox Pro Illustrator

Designing a company logo

The New Image logo was created using a variety of VP Freehand drawing techniques. First, special letters (in this case, Art Deco letters) were copied from the Large lettering and symbols folder into a graphics frame. The lettering was then captured onto a Freehand canvas and brushed in a wave-like texture. Final effects were added using Freehand's curve-drawing feature.

"New Image" logo as it appears on a Freehand canvas.
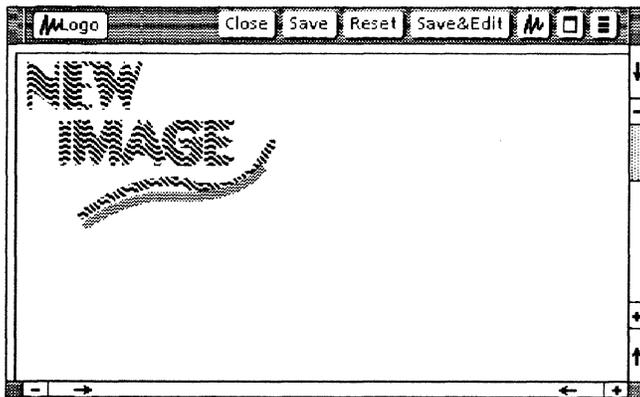
Logo canvas icon

Use VP Freehand to design a logo for your company's bulletin. When your canvas is complete, incorporate the logo into your document by copying the canvas icon into a carefully placed bitmap frame.

MARKER	STROKE	LINE	SHAPE		SHADE	TEXTURE	RULING	EFFECT		EDIT	SUPPORT
	Point							Opaque		Scale	Erase
	Paint							Clear		Stretch	Fill
	Draw							Reverse		Shear	Zoom
								Replace		Rotate	Mask
Brush										Invert	
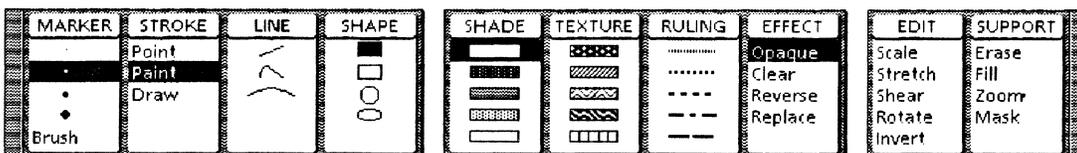
Use bitmap frames to capture the logo and other VP Freehand drawings, as well as scanned drawings and photographs.

Insert text frames where you want to place words, or simply start typing within a graphics frame. An automatic text "callout" appears.

NEW IMAGE

Desktop Publishing

With Xerox VP Series professional publishing software, we can take care of all your business advertising needs, right at our close, convenient location.
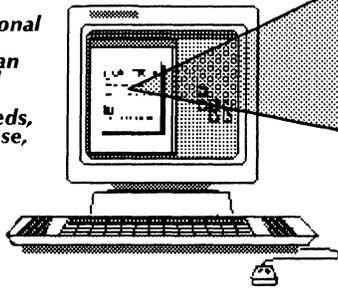
Full Graphics and Text Design

Automated typesetting

In-house artwork

4-color design

• **Brochures**

• **Promotions**

• **Reports**
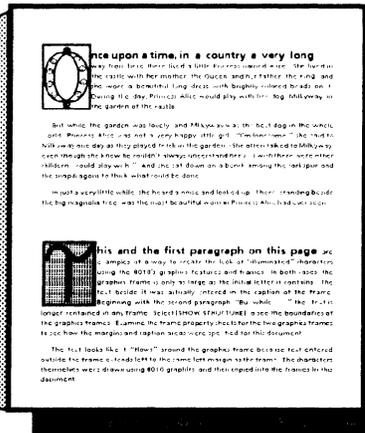
"Let us be your do-it-yourself ad agency."

Use a graphics frame for basic graphics, bitmaps, and text frames.

Enter basic graphics from the keyboard, or copy them from the Basic Graphics Transfer Sheet. You can then size, scale, shade, and modify properties for eye-catching effects.

Retrieving and presenting information from a host computer

Communicating with a host computer

Using *VP Data Capture* along with one of the terminal emulator features, you can take advantage of the system's abilities to both retrieve data from a remote host and to display and manipulate this data. *VP Data Capture* is particularly useful for converting textual data or terminal emulation data to table form.

The various terminal emulation applications enable you to communicate with a variety of host computers. These emulators include the following:

- DEC VT100
- KSR35 (TTY)
- Tektronix 4014
- VT 640
- IBM 3270.

All but the IBM 3270 feature are TTY-port oriented emulators and require you to run Asynchronous Terminal Basic Software.

Data Capture

In using *VP Data Capture*, you first identify the source data you wish to capture and manipulate on your workstation. The source data is often contained in a database on a host computer or from another type of workstation accessed through the network.

Once you have identified your source data, you write (or reuse an existing) preamble or description of the data you want captured. Your source document is the VP document containing the source data to be captured and, often, the preamble. Using desktop auxiliary commands, you enable or disable the preamble, or override one preamble with another.

You can copy one of the sample documents contained in the Data capture folder to use as a basis for your creation of a source document.

OPEN	☐	*Data capture*
	☐	*Data capture preambles*
COPY	☐	*Vertical data capture example*
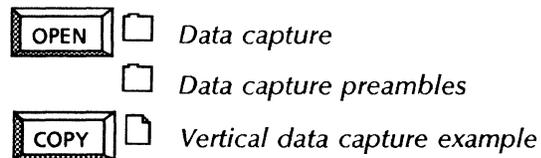
Host computer

Terminal emulator

TTY
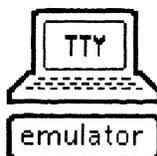
emulator

Use VP Data Capture to convert terminal emulation data to table form.

source document

preamble
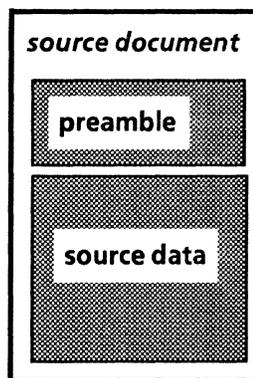
source data

Data in table form

You can write a preamble to precede your source data, or you can enable an existing preamble.

TTY emulation

The TTY-based emulators provide a window for exchanging data between your workstation and a host computer.

Standalone workstations communicate with the host through the workstation's local port using Local RS232C Communication Access software. A modem is necessary to translate digital data into analog data.

Network workstations communicate with the host computer through the network External Communication Service (ECS). The ECS provides the necessary asynchronous communication and enables you to send data to and receive data from the host computer.

3270 emulation

The 3270 emulation software provides the IBM 3278-series terminal display window on your workstation. With this emulator, you can send and receive data to and from the IBM host computer (just as you would with an actual 3278-series terminal). Using the 3270 emulation window, you communicate over the network to the ECS, which performs translation between the Xerox Network System (XNS) communication protocols and IBM's BSC or SNA communication protocols.

As with TTY-based emulation, a modem is necessary during 3270 emulation sessions for communication across telephone lines.

In TTY-based workstation emulation, you communicate with the host through your workstation's local RS232C port and emulation software.

In TTY-type and 3270-type networked emulation, you communicate with the host through the Ethernet using the ECS's RS232C port.
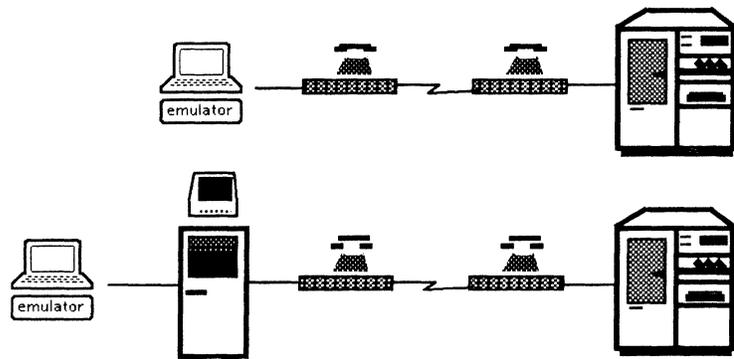
Using Data Capture

Use these applications
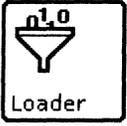
010
101

VP Data Capture
VP Terminal Emulation of DEC VT100
VP Terminal Emulation of IBM 3270
VP Terminal Emulation of Tektronix
   4014
VP Terminal Emulation of TTY
VP Terminal Emulation of VT640
Asynchronous Terminal Basic
   Software
Local RS232 Communication Access
   Software

Related documentation

User Guides
Information Management User Guide
   Part 1 Data Capture
Host Interfaces User Guide

Training Tutorials
VP Data Capture Tutorial
VP Terminal Emulation of TTY Tutorial
VP Terminal Emulation of 3270 Tutorial
VP Terminal Emulation of 3270 File Transfer
   Tutorial
VP Terminal Emulation of VT100 Tutorial
VP Terminal Emulation of VT640 Tutorial
VP Terminal Emulation of Tektronix 4014
   Tutorial
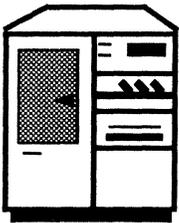
Using VP Terminal Emulation, retrieve data from a VAX host and save the data as a document.

VP document containing data from the host computer.

```
(character 2)(name EMPLOYEE NUMBER)(type text)(format XXXXX).
(character 11)(name EMPLOYEE NAME)(type text)(format
XXXXXXXXXXXXXXXXXXXXX).
(character 38)(name WO'S CLOSED THIS PERIOD)(type amount)(format bbbb).
(character 48)(name WO'S WITH ESTIMATES)(type amount)(format bbbbb).
(character 57)(name EST. TIME [HOURS])(type amount)(format bbbbb.9).
(character 68)(name ACT. TIME [HOURS])(type amount)(format bbbbb.9).
(character 81)(name EFFICIENCY PERCENTAGE)(type amount)(format bbb).
(character 90)(name NON-OT LOGGED)(type amount)(format bbbbb).
(character 101)(name HOURS AVAILABLE)(type amount)(format bbbbb).
(character 112)(name UTILIZATION PERCENTAGE)(type amount)(format bbbbb).
(character 126)(name PRODUCTIVITY PERCENTAGE)(type amount)(format bbbbb).
(end of preamble).
```

Use a data capture preamble to format the data as a table.

EMPLOYEE NUMBER	EMPLOYEE NAME	WO'S CLOSED THIS PERIOD	ACT. TIME [HOURS]	EFFICIENCY PERCENTAGE	NON-OT LOGGED	HOURS AVAILABLE	UTILIZATION PERCENTAGE	PRODUCTIVITY PERCENTAGE
00002	CHUCK	152	100.0	248	104	128	81	201
00003	DON	83	174.3	120	151	168	89	108
00007	DAN	51	125.5	123	88	160	55	67
00016	CHRIS	107	170.8	138	151	168	89	124
00017	ED	54	153.4	98	131	160	81	80
00018	RICH	34	71.8	160	69	168	41	65
00019	POULI	71	140.8	78	137	168	81	64
00021	ANGELO	13	42.8	126	27	48	56	71
00024	DOUG	44	140.9	121	147	168	87	106
00025	ALLY	37	165.0	106	143	168	85	90

Use VP List Manager to create a database of record file information from the table.

| Database |

You can make selective views of the database. You can then convert the selective view into a table and use the table to drive a bar chart.

Record Number	Efficiency Percentage	Utilization Percentage	Productivity Percentage
1	248	81	201
2	120	89	108
3	123	55	67
4	138	89	124
5	98	81	80
6	160	41	65
7	78	81	64
8	126	56	71
9	121	87	106
10	106	85	90

Productivity Percentage
Utilization Percentage
Efficiency Percentage
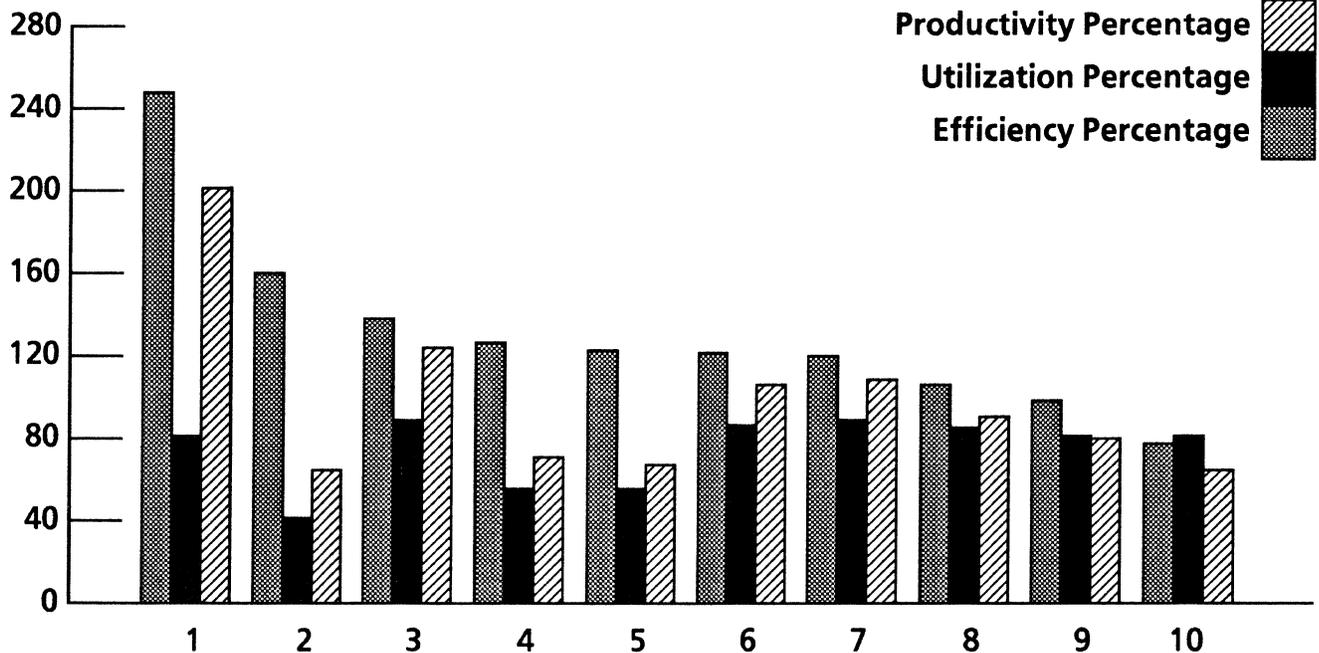
Sales and marketing

In your effort to successfully penetrate the marketplace, you need sales tools that are both effective and easy to use. VP Series software provides the tools you need to accomplish the following tasks:

- Communicating with customers
- Maintaining mailing and phone lists
- Preparing a large mailing.

The templates described in this chapter are in the Business correspondence and Labels folders of the online samples collection.

Business correspondence

Labels

Preparing customer letters

VP Series software can provide you with all the tools necessary for professional, written contact with potential and existing customers.

By copying the Customer letter template from the Document designs folder to your desktop, you can quickly generate an initial customer letter or a follow-up letter.

You can save the information from the letters you create in your own file for use with other customer mailings. For convenience in entering information specific to a customer, the template contains appropriately placed fields. You can enter this variable information from the keyboard or from a record file.

Optionally, you can store commonly used phrases in your letters in an expansion dictionary and bring these items into your letters at any time using the Define/Expand function key.

Once you have sent your letters, you can enter notes in the Personal Calender feature. The system automatically reminds you to call your customers at specified times.

For national and international communication, you can copy Clock icons to your desktop and set their property sheets to the time zones of your affiliates.

Customer letter

Insert your logo

August 1, 1990

⌈Mr. John Clark⌋

⌈Street address⌋
⌈City, State⌋
⌈Zip⌋

Dear ⌈Mr. Clark⌋,

For a limited time only we are making a very special offer available to our best customers ...

Please respond by ⌈month⌋, ⌈day⌋ to take advantage of this special offer.

Sincerely,

/ Thomas Magnus

Using fields, you can enter customer name, address, and salutation information from a list in the form of a table or record file.

Use bitmap frame to include a scanned signature.

Use the online letter template to create customer correspondence. Enter your text and adjust the layout as desired.

Follow-up letter

Insert your logo here

August 1, 1990

⌈Mr. John Clark⌋
⌈Street address⌋
⌈City, State⌋
⌈Zip⌋

Dear ⌈Mr. Clark⌋,

Congratulations! By accepting our offer, you have the opportunity to find out first hand just how much value is packed into our Xerox software. You will soon be experiencing its unique capabilities in your own office.

In order to schedule delivery of you software, we need written confirmation of your order...
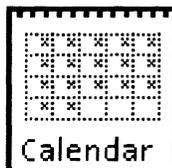
Calendar

The Personal Calendar can remind you when it is time to get in touch with a customer again.

You can keep track of your customers using the online Customer contact database. You can fill in this template with customer information. You can sort the record file in a variety of ways, add or update customer information, and print the list for use in the field. You can copy the Customer contacts management folder from the Business correspondence folder.

| OPEN | 🗀 *Business correspondence*

| COPY | 🗀 *Customer contacts management*

Use these applications
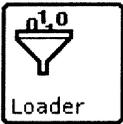
| Loader | | OPEN | 010 101 | *VP Document Editor*
VP List Manager
Personal Calendar
Clock

Related documentation

| Guides |

Underline: User Guides
Document Editor: Basics User Guide
*Document Editor: Tables, Fields, Mail
    Merge User Guide*
*Information Management User Guide
    Part 2 List Manager
    chapter 3*
*VP Office Accessories User Guide
    chapters 1, 3*

Underline: Training Tutorials
*Document Editor I Tutorials: Document
    Creation and Styles*
*Document Editor III Tutorials: Forms and
    Fill-in Rules*
VP List Manager Tutorial
VP Office Accessories Tutorial

Customer contact database

Name	Address	Phone	Territory	Company	Last Call	Next Call
Tom Bender	19000 Hamilton Ward Drive Hamilton, CA 90025	(213) 374-7777	4	Xerox Corporation	5/31/90	7/12/90
Sandra Taylor	1154 Fullerton Street Canoga Park, CA 91304	(213) 374-7777	3	Movie Illusions	6/15/90	
Russell Sabiers	1908 Edgewood Avenue North Hollywood, CA 91603	(213) 374-7777	3	Developmental Systems	6/15/90	
Susan Cranston	8202 Campbell Drive Inglewood, CA 90302	(213) 374-7777	1	Imperial Studies, Inc.	5/11/90	7/11/90
JoAnn Padgett	3235 Voorhees Avenue West Los Angeles, CA 90025	(213) 374-7777	5	Pennywise Consultants	5/2/90	7/2/90

Sort data by fields and suppress fields that are not of interest. Your tabular information can be printed and referred to when making customer calls.

Contacts sorted by territory

Name	Phone	Territory	Company
Susan Cranston	(213) 374-7777	1	Imperial Studies, Inc.
Sandra Taylor	(213) 374-7777	3	Movie Illusions
Russell Sabiers	(213) 374-7777	3	Developmental Systems
Tom Bender	(213) 374-7777	4	Xerox Corporation
JoAnn Padgett	(213) 374-7777	5	Pennywise Consultants

Filters can eliminate data entries not of interest. This example lists only customers not contacted in the last 30 days.

Contacts not called in the last 30 days

Name	Phone	Last Call	Next Call
Tom Bender	(213)-374-7777	5/31/90	7/12/90
Susan Cranston	(213)-374-7777	5/11/90	7/11/90
JoAnn Padgett	(213)-374-7777	5/2/90	7/2/90

Preparing a large mailing

Your sales campaign may include a large mailing of the customer letter. With basic knowledge of *VP Document Editor* Tables and Mail Merge features, you can coordinate large mailings more easily.

The Customer letter template includes fields for the name, address, and salutation. You can prepare an address table by using either a blank table or a tabular view of a *VP List Manager* record file (refer to the Customer account management sample).

Then you can use Mail Merge to insert customer name, address, and salutation information from the address table into the letter template. Mail Merge automatically creates one letter for each name and address.

For different types of letters and mailings, you can merge data from all table rows or specify that only certain rows are to be included.

To assist you in preparing letters for your mailing, you can copy the Customer letter template, the Address table template, and the Customer letter template from the Business correspondence folder.

```
┌─────────────────────────────────────┐
│ ⌐Date⌐                              │
│                                      │
│ ⌐Name⌐                              │
│ ⌐Street Address⌐                    │
│ ⌐City, State, Zip⌐                  │
│                                      │
│                                      │
│ Dear ⌐Salutation⌐,                  │
│                                      │
│ The Fourth Annual Communications     │
│ Seminar, set for October 22, will    │
│ take place at the Wilmington Hotel   │
│ on South Main Street. A              │
│ buffet lunch will be served.         │
│                                      │
│ You will receive an itinerary within │
│ two weeks. Please reserve your space │
│ at the seminar before October 17.    │
│                                      │
│ Thank you,                           │
│                                      │
│ Sample Author                        │
└─────────────────────────────────────┘
```

letter template → Mail Merge ← address table →

```
┌─────────────────────────────────────┐
│ September 28, 1990                   │
│                                      │
│ Charles Adams                        │
│ 134 Brooke Street                    │
│ Irvine, CA 90023                     │
│                                      │
│                                      │
│ Dear Charles;                        │
│                                      │
│ The Fourth Annual Communications     │
│ Seminar, set for October 22, will    │
│ take place at the Wilmington Hotel   │
│ on South Main Street. A              │
│ buffet lunch will be served.         │
│                                      │
│ You will receive an itinerary within │
│ two weeks. Please reserve your space │
│ at the seminar before October 17.    │
│                                      │
│ Thank you,                           │
│                                      │
│ Sample Author                        │
└─────────────────────────────────────┘
```
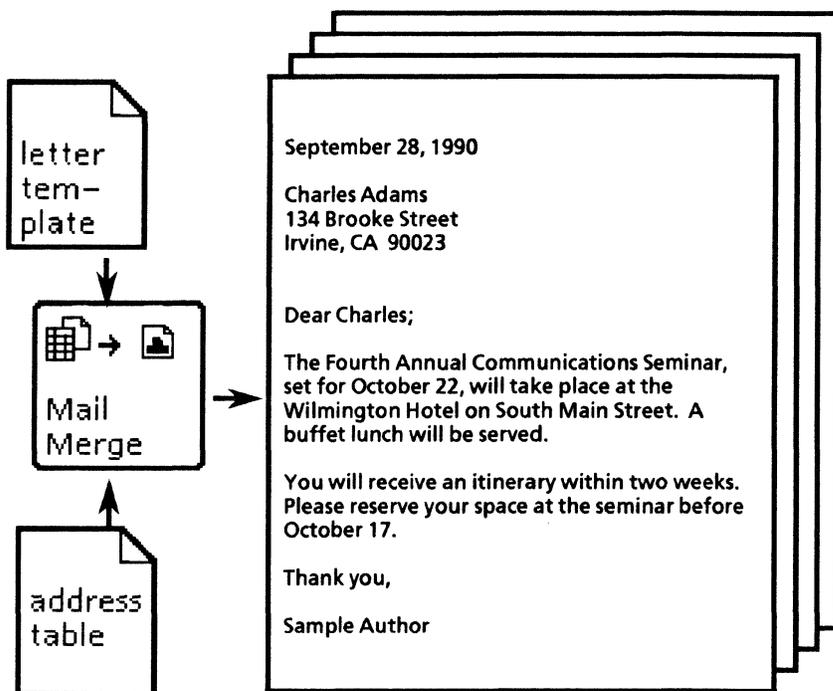
Adams	Charles	134 Brooke Street Irvine, CA 90023
Collins	Kathy	1616 1st Street Torrance, CA 90135
Gaines	Mark	2109 Highland Santa Ana, CA 91033

You can create a form letter using fields. Then, with an address table, print individualized letters.

To create Mailing labels for your large mailing, use the 33 labels template provided in the online samples collection. Using Mail Merge, merge data from the same address table along with this label template to create mailing labels for your form letter. Using this method will speed both the processing of your labels and contribute toward their accuracy.

You can copy the 33 labels template from the Labels folder, and the Address table template from the Document designs folder.

Use these applications
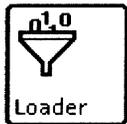
VP Document Editor
VP List Manager

Related documentation

User Guides
Document Editor: Basics User Guide
Document Editor: Tables, Fields, Mail
    Merge User Guide
    chapter 2
Information Management User Guide
    Part 2 List Manager

Training Tutorials
Document Editor I Tutorials: Document
    Creation and Styles
Document Editor II Tutorials: Mail Merge
    and Tables
VP List Manager Tutorial
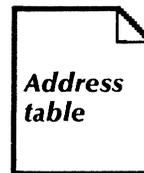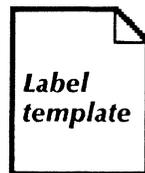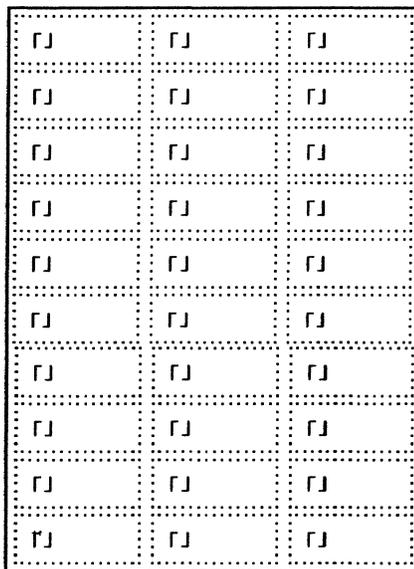
Adams	Charles	134 Brooke Irvine, CA 90023
Collins	Kathy	1616 1st Street Torrance, CA 90135
Gaines	Mark	2109 Highland Santa Ana, CA 91033

Label template

Address table

Mail Merge

Charles Adams
134 Brooke St.
Irvine, CA 90023

Kathy Collins
1616 1st Street.
Torrance, CA
90135

Mark Gaines
2109 Highland
Santa Ana, CA
91033
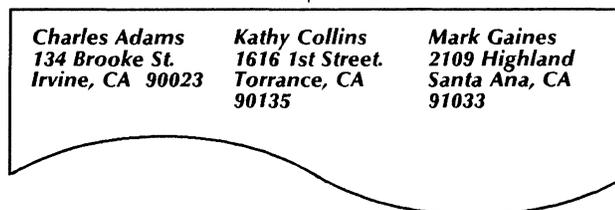
Project management

Whether you are a department manager in a financial corporation or a program manager in a development and manufacturing firm, you can use the integrated features of *VP Document Editor* and *VP Basic Graphics* to help you plan your strategy and your staffing needs. With these key VP Series software applications, you can quickly perform the following tasks:

- Planning a project
- Managing an engineering project
- Authorizing a change decision.

The templates used in this chapter are in the Project management folder of the online samples collection.

Online Samples | OPEN | ☐ *Project management*
☐ *Forms*
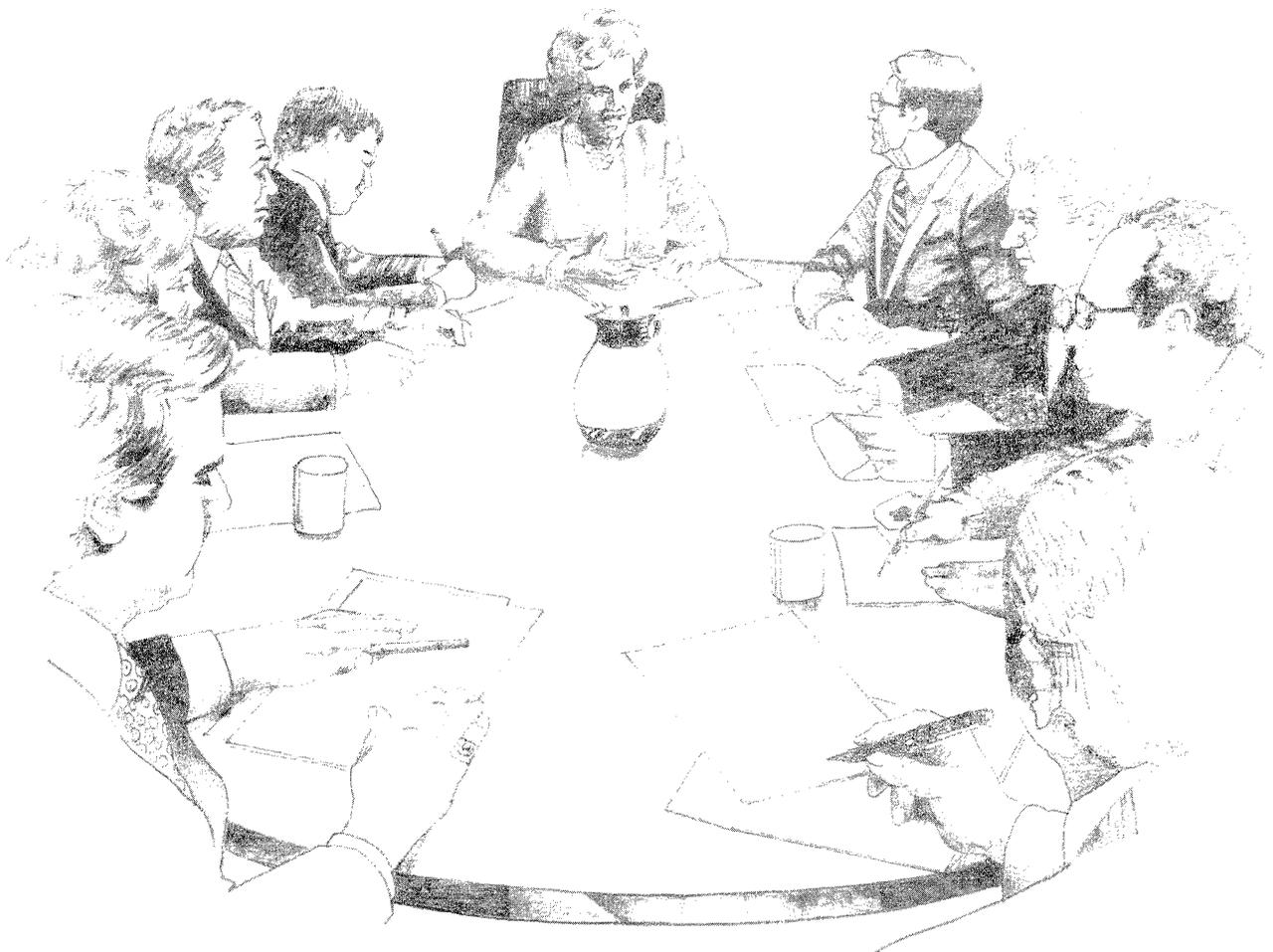
Planning a project

ViewPak software provides the graphics and word processing tools you need to map out any project. Using the Gantt chart template, you can schedule the milestones for a project where each succeeding step starts upon the completion of the prior step. You can also use a PERT chart to visually identify and analyze the dependent relationships between steps.
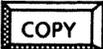
OPEN	🗀	Project management
COPY	🗋	PERT chart
		Gantt chart
		3-year milestone chart
		Development schedule

You can copy any of the planning chart templates in the Project management folder to your desktop.

To use the PERT chart template, open a large graphics frame in your document, and copy and arrange the symbols and arrows as you wish. The symbols already contain text frames, and you can add text frames anywhere in the graphics frame.

The 3-year milestone chart template contains three tables. You can easily change the dates and the appearance of the ruling lines. The entries over the columns consist of graphic shapes and text frames which you can copy or modify.

3-year milestone Gantt chart template

Use the Development schedule Gantt chart template as you would a table. You can add, delete, or modify rows, columns, and headings, and type text within the cells. You can also copy and arrange the Gantt chart symbols provided in the template.

The Development schedule template consists of two tables. You can enter your own text. You can also change the properties of the ruling lines, and modify the existing graphics symbols or add your own symbols.

Use these applications

VP Document Editor
VP Basic Graphics

Related documentation

User Guides
Document Editor Basics User Guide
Graphics User Guide

Training Tutorials
VP Document Editor I Tutorial
VP Basic Graphics Tutorial

Development schedule template

SCHEDULE											
Task	**Assigned To**	**Week Ending**									
Up arrow from math keyboard		↑									
Greek delta		Δ									
P and A		P	A								

Assumptions	Week Ending										

You can take advantage of the online templates to design program process, change, and instruction forms for authorizing changes during development.

To get started, you can copy the engineering and manufacturing project form templates from the Forms folder to your desktop.

| OPEN | 🗀 | *Forms* |

COPY	🗋	*Engineering instruction*
		Program process
		Program change decision
		Manufacturing change authorization

The Program process template provides graphic shapes you can use to illustrate the program inputs, processing, and outputs. You can enter your own text within the text frames. You can also add your own text frames and graphics.

The Engineering instruction template contains existing text frames that you can modify and fill out. Some areas of the template include fields. With fields in place, you can use < Skip/Next > to jump from field to field, entering information as you go.

Engineering instruction template

Program process template

A.N.Y. CO.	MANUFACTURING DIVISION	☐ TEMPORARY PEI
SYSTEMS GROUP		VOID
		☐ FINAL PEI

PROCESS ENGINEERING INSTRUCTION

| Subject | | | Distriction Code | PEI Number | Supplement |
| | | | | Revision | C/N | Page 1 of |

Prepared by:	Org Code	Date

Preliminary copy(s) for Immediate Implementation Given t
(Must be replaced with released copy(s)

Formal Process Verif.: ☐   Not Avail.: ☐   Not Reqd This Is

1.0 SCOPE:

MODULE No. ____

PROCESSING

PROGRAM INPUTS

List
Your
Program Inputs
in this
Field

List
Your
Processing Actions
in this
Field

OUTPUTS

List
Your
Program Outputs
in this
Field

Label
Here

Figure ____
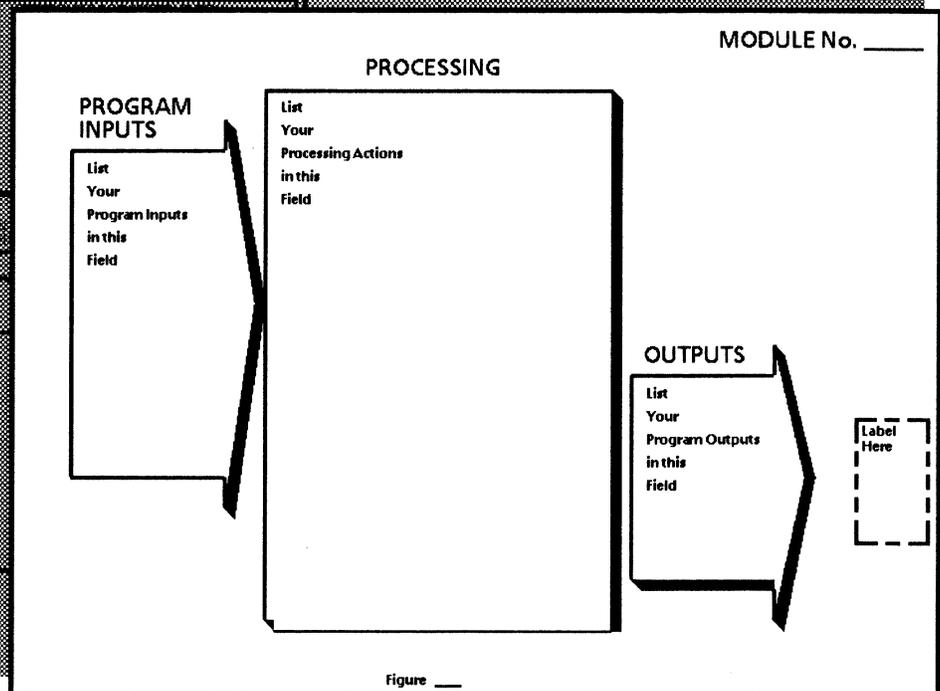
Both the Manufacturing change authorization template and the Program change decision template contain multiple text frames. You can modify the text frames and change any properties, such as the size of the font or the weight of the ruling lines.

Both change forms contain fields for you to easily skip to the areas of text you want to enter or change.

Use these applications
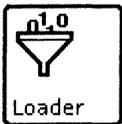
Loader

OPEN 010 101 *VP Document Editor*
VP Basic Graphics

Related documentation

Guides

User Guides
Document Editor Basics User Guide
Document Editor: Tables, Fields, Mail Merge User Guide
Graphics User Guide

Training Tutorials
VP Document Editor I Tutorial
VP Document Editor III Tutorial
VP Basic Graphics Tutorial

Program change decision template

PROGRAM CHANGE DECISION		PCR NUMBER
Implementing Dod Component ⌐⌐	Program Element Code ⌐⌐	Guidance ⌐⌐

ADJUSTMENT REQUESTED:
⌐⌐

SIGNATURE AND DATE

SD Form 428

Manufacturing change authorization template

MANUFACTURING CHANGE AUTHORIZATION

SHEET 1 OF

PROJECT:
ASSY NO./PART NO.

P.E.
OK TO CLOSE OUT THIS CHANGE. (SIGN ONLY AFTER ALL ACTION ACKNOWLEDGEMENTS HAVE BEEN RECEIVED, REVIEWED, AND RESOLVED.).

		MCA CHANGE	MCA APPROVAL SIG	DATE

PART NO/ASSYNO/REV	DESCRIPTON	PROC CODE WAS WAS	QTY/ASSY WAS WAS	NEXT ASSY (OR EFFECTIVITY)	MSN	LOCATION

ACTION DEPT.	INSTRUCTIONS	ACKNOWLEDGING SIGNATURE	DATE	DISTRIBUTION	TO
				FAB DEPT.	
				ETCH DEPT.	
				CARD ASSY DEPT.	
				WIRE ASSY DEPT.	
				MICROWAV DEPT.	
				TEST DEPT.	
				ORDER CONTROL	
				SCHEDULING	
				C.V.L.	

Publications

The publishing world has the greatest demand for layout and graphics capabilities. With VP Series integrated software, you can put *VP Document Editor*, along with a choice of graphics applications, to work for you in performing many creative tasks including:

- Updating a product catalog
- Developing a newsletter
- Revising information in a long document
- Updating the company phone list
- Designing a customer feedback form
- Designing a survey form.

The templates used in this chapter are in the Document designs and the Forms folders of the online samples collection.

Online Samples | OPEN | ☐ *Document designs*

☐ *Forms*

Updating a product catalog

For basic word processing tasks, *VP Document Editor* is both simple and powerful to use. In updating a product catalog, you can use Find to search for information you need to update and quickly add or modify text.

With a few quick keystrokes, you can adjust the point size, font, or style of paragraphs, headers, footers, and photo captions.

Using *VP Basic Graphics*, you can add diagrams in graphics frames and then label them using embedded text frames.

You can copy the sample product catalog template from the Document designs folder.

Use these applications

Loader

OPEN | 010 101
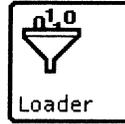
VP Document Editor
VP Basic Graphics
VP Freehand

Related documentation

Guides

User Guides
Document Editor User Guide
Basic Graphics User Guide
Freehand User Guide

Training Tutorials
Document Editor Training
Basic Graphics Training
Freehand Training

header | page #

product description. . .

product description. . .

product description. . .

. . . | photo

. . .
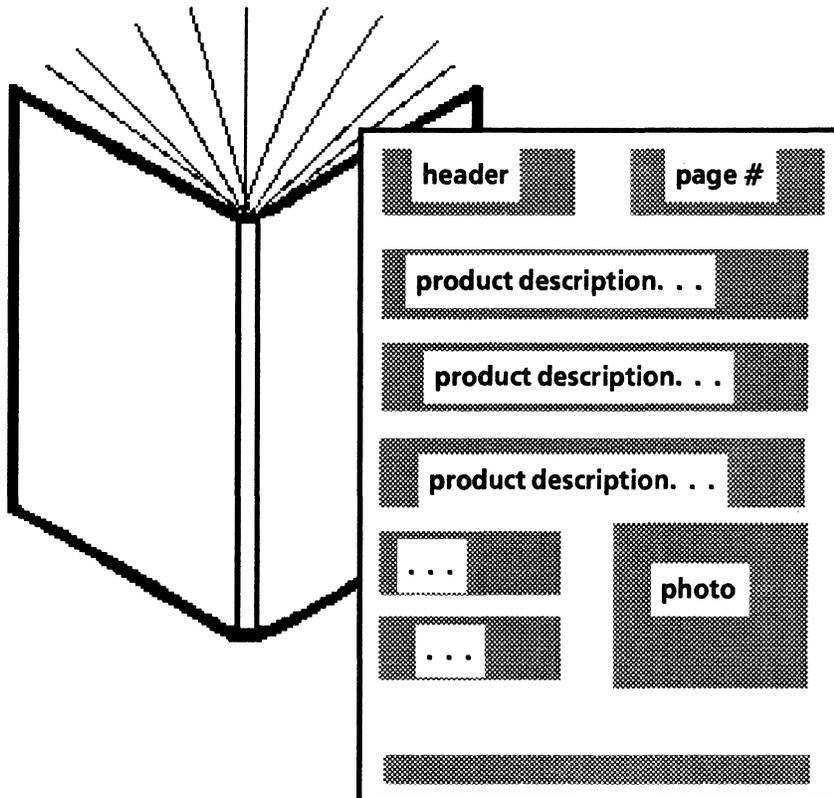
To speed the process of updating a catalog, use the Find, search and replace functions to quickly locate the information you need to change.

You can change the size and font of paragraphs, headers, and footers with minimal keystrokes.

Use VP Basic Graphics and VP Freehand to add diagrams and pictures.

In creating a newsletter, you can use the word processing and graphics features to quickly perform the following tasks:

* Planning the layout of the publication
* Organizing text and pictorials.

Use the *VP Document Editor* linked text frames feature to design a professional layout for your newsletter. With linked text frames, you can let the system arrange the text to flow around drawings and photographs. Simply set up the newsletter as the layout document, input plain text into a source document, and then "pour" this text into the layout document's linked frames. For added readability, you may wish to incorporate a columnar look in planning the layout of your newsletter.

You can place your newsletter's masthead and accompanying header and footer material in separate text frames.

If you do not want to use linked text frames, you can always set up columns for your newsletter using the Margins property sheet. (These columns can be equal or unequal in width.) If you plan the layout using this method, you set up your header and footer using the Page Layout properties sheet.

For all types of layouts, you can specify different fonts and point sizes for your text, as well as margins and tab stops for individual paragraphs by adjusting text property sheets.

You can use the Define/Expand feature to automatically recall stored text items that you use often, such as the volume number and subtitles.

The autohyphenation feature allows you to control when, and under what circumstances, *VP Document Editor* hyphenates a word at the end of a line.
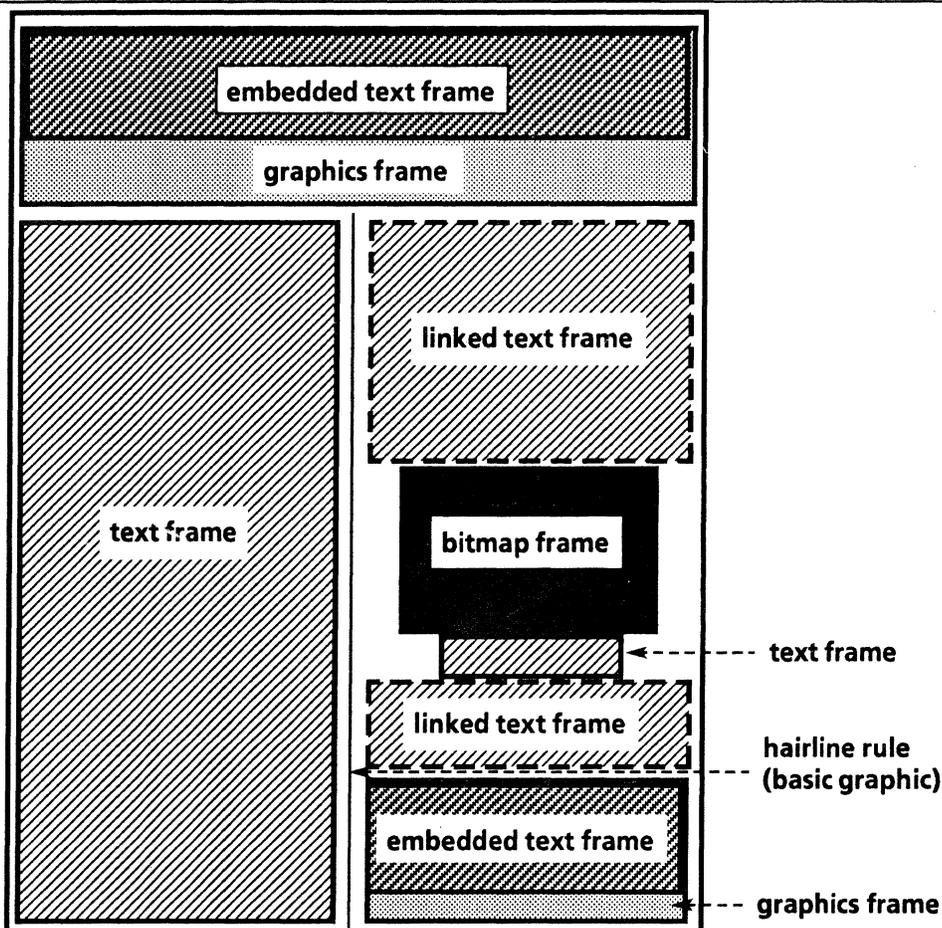
embedded text frame	*It is easy to lay out a newsletter and give it a custom touch using different text and graphics frames. Here, the front page of the* Sightings *publication is mapped out.*
graphics frame	
linked text frame	*Use a text frame embedded in a graphics frame to create an original look for a masthead.*
text frame	*Linked text frames allow your text to automatically "flow" around pictorials.*
bitmap frame	*Caption a bitmap frame containing a photo by placing a text frame beneath it.*
text frame	
linked text frame	
hairline rule (basic graphic)	
embedded text frame	
graphics frame	

With *VP Basic Graphics,* you can add hairline rules (lines separating columns and article blocks), background shading, and frames containing line drawings and pictorials. Use *Pro Illustrator,* a powerful graphics application, to generate these line drawings, and *VP Freehand* to customize existing drawings.

You will find the Pro Illustrator Quick Art collection a useful source of basic graphics from which you can copy. The Quick Art folders containing Banners, Borders, Flashes, and Dingbats can assist you in creating a masthead and customized touches for your newsletter.

If you have access to a Xerox 7650 Pro Imager scanner and a workstation running XPI Pro Imager software, you can scan in photographs and drawings that were not created using VP Series software. Using *VP Freehand,* you can then edit or crop these photographs and drawings.

Since you may invest a great deal of effort in setting up the layout specifications of your initial newsletter, you may want to design the look using Styles. You can apply style rules to future editions of your publication.

To begin creating your newsletter, you can copy the sample newsletter template from the Document designs folder to your desktop.

Sightings

A newsletter for whale watching enthusiasts

volume X, no. 6

February 5, 1990

Greys off of Santa Cruz

Within the past five days, there has been an increasing number of grey whales congregating near Santa Cruz Island. The whales, which constitute mostly young families, have been sighted approximately one mile east of Little Scorpio anchorage, the island's southern most outpost.

Island Tak, a charter vessel operating out of Channel Islands harbor, has rerouted its normal mid-season route through the channel to include a stopping-off point at this location, giving spectators a chance to enjoy this rare, scenic vantage point.

For more information on *Island Tak* whale watch cruises, contact Channel Bound Chartering Services at (805) 988-8346.

Cal Poly to Hold Lecture

"Flora, Fauna, and the Mammalian Biosphere" will be the subject of a lecture given by Klaus Clingersmith at California Polytechnic University, San Luis Obispo, on Friday, February 22 from 8:00

Klaus Clingersmith

P.M. until 10:00 P.M. The subject of the lecture will focus

(cont.)

Editor: John Case
Assoc. Editor: Barbara Childs
Production Coord: C.J. Harris

With thanks to:
Channel Islands Naturalists
Foundation

You can create a newsletter like this one, utilizing the word processing and graphics capabilities of different VP Series software applications and features.

You can plan the layout of your newsletter using linked text frames (depicted on the previous page) or by incorporating standard columns. With either method, you retain full control over font, point size, margins, and graphics properties.

Many of the elements that go into the creation of your newsletter can be stored for future use. These elements range from individual text items to the entire look, or "style," of the publication.

Use these applications
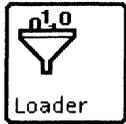
VP Document Editor
VP Basic Graphics
VP Freehand
VP U.S. English Hyphenation
Xerox Illustrator Basics
Xerox Pro Illustrator
XPI Common Software
XPI Local Scanning

Related documentation

User Guides
Document Editor User Guide
Basic Graphics User Guide
Freehand User Guide
Xerox Pro Illustrator User Guide
Xerox Pro Illustrator Quick Reference
Xerox 7650 Pro Imager Reference

Training Tutorials
Document Editor Training
Basic Graphics Training
Freehand Training
XPIW Working with Illustrations Self-Study Guide
Pro Illustrator Training
Xerox 7650 Pro Imager Start-up Training

With *VP Document Editor,* you have at your fingertips a range of step-saving features that help you revise a long document with minimal effort. These editing "shortcuts" are useful for documents that you customize or update over and over, such as user manuals, standard contracts, real estate forms, and insurance policies.

You can copy a block of text within your document instead of retyping it. You can also move text from one location to another within the same document or from document to document.

To search for and change a word or phrase (or any character string) throughout your document, use the Find feature. You can search for an exact character string, with or without its exact properties, or you can search for a character string similar to the one you want by including a wildcard character within the string. (A wildcard character signifies to the Find feature that any character is acceptable in its position within the string.)

For routine editing tasks, you can automatically repeat all of the keystrokes used to make a change simply by pressing <Again>.

To reformat your entire document, use the Styles feature to help automate the task. You can use an existing stylesheet to instantly change the look of your document. You can even create your own custom stylesheet by first setting the properties of each different type of paragraph within your document, then assigning a stylesheet tag to each of these paragraph types.

The Keyboard Accelerators application is another method you can use to increase your productivity. With Keyboard Accelerators, you can create your own customized keyboards for inputting text, and you can also specify the actual number, availability, and use of all of the alternate keyboards on your desktop.

Revising an insurance policy

Life insurance policy
for
John Smith

Xxxx xxxxxxx xx xxxxxx xx xxx xxxx. Xxx xx xxx. xxxx xxxxxx x xx xxxx xxxx xxxxxx xxxxxxxx. xx xxxxx xxxxx xxxx xxxxx xxxx xxxxxxx xxxxxxx xxxxxx xxxx xxx xxxx xx xxx.

Xxxx xx xxxxxxxx xxxxxxxx xxxxxxxxx x xxxx xxx xxxxxx xxx xxxx xxxxxxxxxx. Xxx xxxxxxx xx xxxxxx xx xxx xxxx. xxx xx xxx. Xxxx xxxxxx x xx xxxx xxxx xxxxxx xxxxxxxx.

Xxx xxxxx xxxxx xxxx xxxxx xxxxxxxxxxx xxxxxxx xxxxxx xxxx xxx xxxx xx xxx. Xxx xx xxxx xxxx xxxxxxxx xxxxxxxxx x xxxx xxx xxxxxx xxx xxxx xxxxxxxxxxx.

Xxxx xxxxxxx xx xxxxxx xx xxx xxxx. Xxx xx xxx. xxxx xxxxxx x xx xxxx xxxx xxxxxx xxxxxxxx. Xx xxxxx xxxxx xxxx xxxxx xxxxxxxxxxx xxxxxxx xxxxxx xxxx xxx xxxx xx xxx.

Xxxx xx xxxxxxxx xxxxxxxx xxxxxxxxx x xxxx xxx xxxxxx xxx xxxx xxxxxxxxxx.

in the event the original premium equals or exceeds that which is stated in Rider 228-C under section 5, the undersigned policyholder agrees to remit the amount of the remaining premium to

Use the <Copy> function to copy blocks of text.

In the event state regulation overrides **Rider 14-B** under any circumstances, then **Rider 14-B** shall be

Use the <Again> function to repeat an edit.

and the undersigned policyholder agrees to these provisions beginning **March 20, 1990** until the end

*Use the <Find> function to search for an item
and change it throughout the document.*

If your workstation is connected to a network and you have access rights to a file drawer on a file server, you can store a backup copy of your document in a separate location, or when you simply want to save space on your desktop by keeping longer documents out of your local memory. For easy retrieval of documents from a file drawer, create a reference icon for your document and keep this icon on your desktop.

To assist you in maintaining long documents, you can copy the Life insurance policy and the Document samples from the Document designs folder to your desktop.
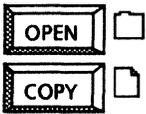
[OPEN] 🗔   *Document designs*

[COPY] 🗔   *Document (Small portrait)*
        Document (Large portrait)

Use these applications
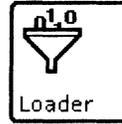
[Loader]   [OPEN] 010 101   *VP Document Editor*
                                    Keyboard Accelerators
                                    Reference Icons

Related documentation

[Guides]
     User Guides
     Document Editor User Guide
     Office Accessories User Guide
     Workstation Administration and System
           Resources User Guide

     Training Tutorials
     Document Editor: Tables Training
     Office Accessories Training
     Workstation Administration and System
           Resources Training

Revising the format of a manual using Styles

10-Key Pad Keyboard

When the 10-key pad keyboard window is open it is displayed beside the main keyboard. This keyboard contains keys that are on the VT100 numeric keypad. The keys on this keyboard are mapped to the real VT100 terminal keyboard and function the same as the keys on the VT100 alternate keyboard.

VP SERIES REFERENCE LIBRARY
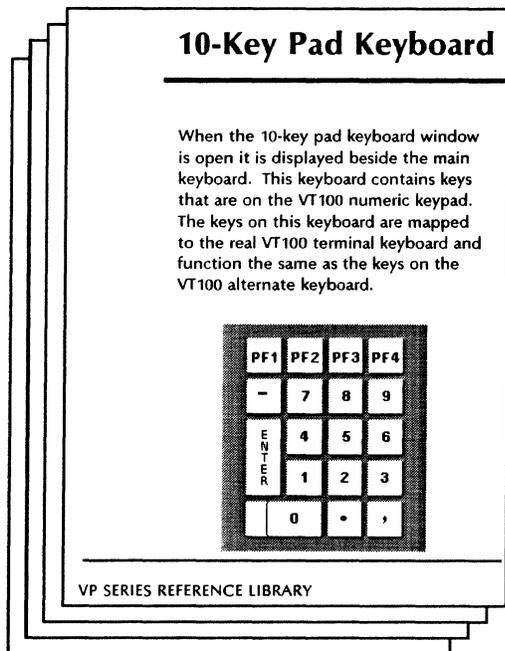
Use the Styles feature to change the format of your document. Below, the body text style has been changed to italics.

10-Key Pad Keyboard

When the 10-key pad keyboard window is open it is displayed beside the main keyboard. This keyboard contains keys that are on the VT100 numeric keypad. The keys on this keyboard are mapped to the real VT100 terminal keyboard and function the same as the keys on the VT100 alternate keyboard.

VP SERIES REFERENCE LIBRARY
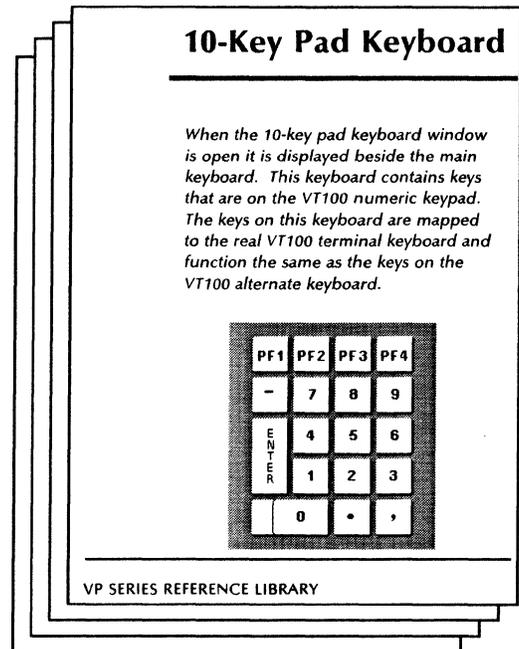
Updating the company phone list

Maintaining publications internal to your organization is an ongoing task. One such document is the company phone list, shown below in a three-column format.

To get started, you can copy the Phone list template from the Document designs folder to your desktop.

You can quickly and accurately add, delete, and modify information within the phone list. If you prefer a one- or two-column format for your list, you can change the number of column breaks and the column margins within the template.

| OPEN | ▢ | *Document designs* |
| COPY | ▢ | *Phone list* |

Use these applications

Loader
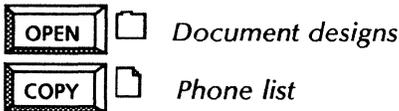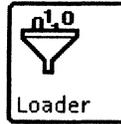
| OPEN | 010 101 | *VP Document Editor* |

Related documentation
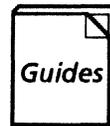
Guides

User Guides
Document Editor User Guide

Training Tutorials
Document Editor Training

Updating your phone list

Phonelist

A	D	Last name, First
Last name, First	Last name, First	(213) 123-4567
(213) 123-4567	(213) 123-4567	Street address
Street address	Street address	City, State, Zip
City, State, Zip	City, State, Zip	
		Last name, First
	Last name, First	(213) 123-4567
B	(213) 123-4567	Street address
Last name, First	Street address	City, State, Zip
(213) 123-4567	City, State, Zip	
Street address		G
City, State, Zip	E	Last name, First
	Last name, First	(213) 123-4567
Last name, First	(213) 123-4567	Street address
(213) 123-4567	Street address	City, State, Zip
Street address	City, State, Zip	
City, State, Zip		Last name, First
	Last name, First	(213) 123-4567
C	(213) 123-4567	Street address
	Street address	City, State, Zip
Last name, First	City, State, Zip	
(213) 123-4567		H
Street address	F	Last name, First
City, State, Zip		(213) 123-4567
	Last name, First	Street address
Last name, First	(213) 123-4567	City, State, Zip
(213) 123-4567	Street address	
Street address	City, State, Zip	I
City, State, Zip		Last name, First
	Last name, First	(213) 123-4567
	(213) 123-4567	Street address
	Street address	City, State, Zip
	City, State, Zip	

COMPANY PHONELIST 9/1/90   1

Add, delete, and change information on the company phone list. Enter the name of your company and the current date in the footer area of the Page Format property sheet. When you paginate the document, the footer appears on each page.

You can easily customize the phone list template by changing the font size and style, or by changing the number of columns (two or four, for example) on the Page Format property sheet.

If you supply a product or service, you may want to send customers a feedback form. The online samples collection includes a template for a customer feedback form. To get started, copy this form from the Document designs folder. You can then modify the text on the form as desired.
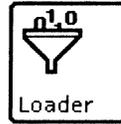
[OPEN] ▢ *Document designs*

[COPY] ▢ *Customer evaluation*

Use these applications

[Loader] **[OPEN]** `010`
`101`

VP Document Editor
VP Basic Graphics

Designing a customer feedback form

Your group name
Questionnaire

We would like to have your input as a valued c
interested in participating, please complete an

Name: _____
Address: _____
State: _____ Zip: _____

1. How would you describe your position?
   ▢ Secretarial/clerical
   ▢ Professional/managerial
   ▢ Other (explain)_____

2. Have you used any other word processing o
   ▢ Yes   ▢ No   If yes, please list typ

3. Which of the following best describes your s
   ▢ Beginner   ▢ Intermediate

4. What types of documents do you produce?
   ▢ Memos, letters, brief documents
   ▢ Reports
   ▢ Proposals
   ▢ Presentations (overhead transparencies, gr
   ▢ Technical reference and training manuals,
   ▢ Other (explain)_____

5. Which applications and features do you use
   ▢ Document editor   ▢ Record files
   ▢ Tables   ▢ Calendar
   ▢ Index generator   ▢ File conversio

   ▢ Other (explain)_____

Thank you for responding to this survey. We
a month of receiving your reply to describe ad
your participation.

Staple or tape

With VP Document Editor and VP Basic graphics, you can adjust the basic form to suit specific products or services.

Fold here

No Postage
Necessary
If Mailed
In the
United States

BUSINESS REPLY MAIL
First Class Permit   No. 123   El Segundo, California

Postage will be paid by Addressee

Your Corporation
Attn: Your department, mail stop
456 Aviation Boulevard
El Segundo, California 90789

Fold here

Staple or tape

Designing a customer survey

To assist you in tabulating the survey results, you can copy the Survey response form template from the Document designs folder in the online samples collection. The Survey response form includes fields so you can use <Skip/Next> to quickly enter response information. You can then copy the individual replies into a *VP List Manager* record file.

Use these applications

Loader

OPEN | 010 101
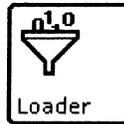
VP Document Editor
VP Basic Graphics
VP List Manager

Related documentation

Guides

User Guides
Document Editor User Guide
Basic Graphics

Training Tutorials
Document Editor Training: Fields
Basic Graphics Training
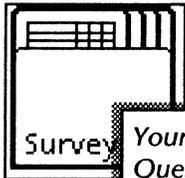
Use a VP List Manager record file to survey response.

Survey

Your department
Questionnaire Response form

Name: ⌐⌐   Company: ⌐⌐
Address: ⌐⌐   City: ⌐⌐
State: ⌐⌐   Zip:⌐⌐   Phone: ⌐⌐

---

1. How would you describe your position? ⌐Secretarial/clerical, Technical support, Professional/managerial, Document developer, Other (explain)⌐
2. Have you used any other word processing or document processing systems? ⌐Yes/No If yes, list types of systems and length of use.⌐
3. Whic
   Inter
4. What
   docu
   refere
5. Whic
   ⌐Doc
   Reco
   Othe

Create a customer survey response form to input the individual replies.

When you copy the Survey response forms into the record file, the information becomes part of a database for analysis.

Name	Company	City	State	Zip	1. Position?	2. Other systems?	3. VP skill level?
Mory Jones	Computer Systems	Issaquah	WA	998027	Technical support	No	Expert
Joy Ford	Energy Inc.	Dallas	TX	75240	Other (Trainer)	No	Advanced
Laura Lavich	Global	Irvine	CA	92715	Document developer	Yes, PC, 3 years	Intermediate
Gayle Ward	Bell	Fort Worth	TX	76101	Technical support, Office Systems Analyst	Yes	Expert
Michael Reed	Space Center	Houston	TX	77017	Systems Administrator	Yes, Xerox 850, 860 IPS, 800 ETS	Advanced
Wil Brown	California Institute of Technology	Pasadena	CA	91125	Administrative	No	Intermediate

Legal documentation

Legal firms with a growing list of clients can design online versions of commonly used forms to improve the processing time and reduce costs. The online templates, along with the *VP Document Editor* fields feature and *VP Basic Graphics*, will assist you in creating the following forms:

- Line-numbered legal correspondence
- Summons
- Answer to cross complaint.

The templates used in this chapter are in the Legal documentation folder of the Online Samples collection.

Online Samples | OPEN ☐ *Legal documentation*

Formatting legal documents

For most legal documents, you can use the Line-numbered template. This template contains a text frame you can copy to add pages as necessary. Then, link the frames so the text you enter flows from one frame to the next. Using <Find>, you can search for and change names and phrases. You can also use the expansion dictionary to assign abbreviations for commonly used words, phrases, and paragraphs. Then you can enter blocks of text with a couple of keystrokes and the <Define/Expand> key. Automatic hyphenation identifies recommended breaks within words when a line break is required. You can copy the following samples and customize the text for your firm. Enter the name of your firm and insert the correct information for your locality.
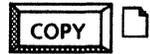
| OPEN | Legal documentation |

| COPY | Line numbered templates |
Answer to cross complaint
Summons

Use these applications
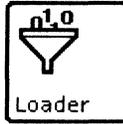
| Loader | 010 101 | VP Document Editor |
VP Basic Graphics
VP US English Hyphenation
Personal Calendar
VP Extended Language Keyboards

| OPEN |

Line-numbered legal template

Line-numbered legal template (with vertical ruling lines)

1 FOR A SECOND, SEPARATE AND AFFIRMATIVE DE
2 SAID CROSS-COMPLAINT, THIS ANSWERING CROS
3 DEFENDANT ALLEGES:
4   2. At the tim
5   and plain
6   negligent
7   activities
8   said negli
9   to the ha
10   complain
11   reducing
12   amount o
13 FOR A THIRD, SEPARATE A
14 CROSS-COMPLAINT, THI

The Line-numbered template eliminates the guesswork of aligning text for output on preprinted paper. You can see the line numbers on your display.

Use <Define/Expand> to enter standard paragraphs with a couple of keystrokes.

18   other per
19   care, and
20   proximate
21   allegedly
22   determine
23   degree th
24   incident a
25 //
26 //
27 //
28 //

1 FOR A SECOND, SEPARATE AND AFFIRMATIVE
2 DEFENSE TO SAID CROSS-COMPLAINT, THIS
3 ANSWERING CROSS-DEFENDANT ALLEGES:
4   2. At the time and place alleged in the cross-complaint
5   and plaintiff's complaint, cross-complainant was
6   negligent in the manner is which it performed those
7   activities i   ngaged and
8   said neglig   tributed to
9   the happe   ed in said
10   complaint   barring or
11   reducing any recovery in direct proportion to the
           amount of cross-complainant's negligence.

Vertical ruling lines are provided using VP Basic Graphics.

FOR A THIRD, SEPARATE AND AFFIRMATIVE
DEFENSE TO SAID CROSS-COMPLAINT, THIS
ANSWERING CROSS-DEFENDANT ALLEGES:

16   3. At or about the time date and place alleged in said
17   cross-complaint, plaintiff, cross-complainant and
18   other persons and parties failed to exercise ordinary
29   care, and such failure was a contributing and
20   proximate cause of the incident and/or damages
21   allegedly sustained; the trier of fact is requested to
22   determine the existence of such negligence and the
23   degree that such negligence contributed to the
24   incident and/or damages.
25 //
26 //
27
28   — 2 —

| Calendar |

You can enter reminders for important filing and court dates in the Personal Calendar.

With the robust *VP Document Editor* and *VP Basic Graphics* features, you can design most legal forms, such as a summons or answer to cross-complaint. In addition, by using multilingual capabilities, you can create bilingual forms in many languages, including Spanish, French, German, Russian, Arabic, Japanese, and Chinese, to name a few. After you input the information, you can print the form for signing and file the form for future reference.

SUMMONS
(CITACION JUDICIAL)

NOTICE TO DEFENDANT: *(Aviso a Acusado)* ⌐⌐

FOR COURT USE ONLY
(SOLO PARA USO DE LA CORTE)

YOU ARE BEING SUED BY PLAINTIFF
(A Ud. le está demandando)

Using text frames, you can mix column formats on a page.

You have *30 CALENDAR DAYS* after this summons is served on you to file a typewritten response at this court.

A letter or phone call will not protect you; your typewritten response must be in proper legal form if you want the court to hear your case.

If you do not file your res[p]... lose the case, and your wag... may be taken without fur... court.

There are other legal requir... to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

Después de que le entreguen esta citación judicial usted tiene un plazo de 30 DIAS CALENDARIOS para presentar una respuesta escrita a maquina en esta corte.

Una carta o una llamada telefónica no le ofrecera protección; su respuesta escrita a máquina tiene que cumplir con las formalidades legáles aprpiadas si usted ...uche su caso.

... su respuesta a tiempo, puede [p]eden quitar su salario. su dinero y [pro]iedad sin aviso adicional por parte

Existen otros requisitos legales. Puede que usted quiera llamar a un àbogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de referencia de abogados o a una oficina de ayuda legal (vea el directorio telefónico).

Using multilingual features, you can create bilingual forms in many languages.

The name and address of the court is: *(El nombre y dirección de la corte es)*

CASE NUMBER *(Número del Caso)*

The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is:
(El nombre, la dirección y el número de teléfono del abogado del demandante, o del demandante que no tiene abogado, es)

Horizontal ruling lines are drawn using VP Basic Graphics.

DATE: Frank S. Zolin,   Clerk by _____ ,Deputy
(Fecha)   *(Acturio)*

(SEAL)

NOTICE TO THE PERSON SERVED: You are served
1. ☒ as an individual defendant.
2. ☐ as the person sued under the ficticious name of *(specify)*:
3. ☐ on behalf of *(specify)*:
   under: ☐ CCP 416.10 (corporation)   ☐ CCP 416.60 (minor)
                ☐ CCP 416.20 (defunct corporation)   ☐ CCP 416.70 (conservatee)
                ☐ CCP 416.40 (association or partnership) ☐ CCP 416.90 (individual)
                ☐ other:
4. by personal delivery on *(date)*:

Designing legal forms

Related documentation

User Guides
Document Editor: Basics User Guide
Document Editor: Formatting Tools User
    Guide
    chapter 3
Graphics User Guide
    chapter 2

Related documentation (continued)

VP Office Accessories User Guide
    chapter 3
VP International Keyboards User Guide

Training Tutorials
VP Document Editor I Tutorials:
    Document Creation and Styles
VP Basic Graphics Tutorial
VP Office Accessories Tutorial

Answer to cross-complaint

Vertical ruling lines

Line-numbered template

Fields are included so you can to easily position the cursor to enter information using the < Skip/Next > key.

(SPACE BELOW FOR FILING STAMP ONLY)

BRADFORD & SMITH
ATTORNEYS AT LAW
1234 ROLLING DRIVE, SUITE 1
PALOS VERDES ESTATES, CALIFORNIA 90274
(213) 555-1212

Attorneys for Cross-Defendant, ⌈John Doe⌋

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF LOS ANGELES

⌈JOHN SMITH⌋,	)
	) Case No. SEC 12345
	)
Plaintiffs,	)
	) ANSWER OF ⌈INSERT NAME⌋,
vs.	) TO CROSS COMPLAINT
	) OF ⌈INSERT NAME⌋
⌈JOHN DOE⌋,	)
and DOES 1 through 50, inclusive,	)
	)
	Defendants.)
_____	)
	)
AND RELATED CROSS-ACTIONS	)
	)

⌈INSERT NAME⌋, and answering the cross-complaint of ⌈INSERT NAME⌋,
admits, denies and alleges as follows:
    1.   Pursuant to Section 123.45 (d) of the California Code of Civil Procedure, and answering all of the paragraphs in the said cross-complaint, this answering cross-defendant denies generally and specifically each and every allegation contained herein.
/ / /
/ / /
/ / /
/ / /

(Line numbers 1–28)

4045

Print the document, ready to sign, on your laser printer.

Forms

File the document in a network file drawer.

Technical documentation

With VP Series integrated software, you have all the power and flexibility you need to produce the finest technical documentation. Word processing, graphics, and converter applications work together to result in professional looking documents—documents that are often the concrete evidence of your success in the following areas:

- Developing a functional specification
- Collaborating on a large technical document
- Documenting a scientific or mathematical proof.

The templates used in this chapter are in the Technical documentation folder of the online samples collection.

Online Samples ▢ OPEN ▢ *Technical documentation*

You can copy the Functional specification template and enter your text, using the format for section and subsection headings. You can also try different point sizes and fonts for section headings until you achieve the desired look.

You can copy the Functional specification template from the Technical documentation folder to your desktop.

The template also includes page headings and footings. Simply select the Page Format Character and fill in the header and footer fields on the property sheet.

The text and paragraph properties of your functional specification are defined on a *stylesheet*. You can display and customize the stylesheet, which contains *style rules* for character and paragraph properties.

Copy the online sample functional specification template document to your desktop and enter your text.

System 3 Functional Specification

Revision B

1. Hardware Specifications

1.1 File Server
Part of the Ethernet; 60 gigabits of hard disk memory.

1.2 Printer Servers
Part of the Ethernet; serve 2090 laser printers; to 1200 dpi; all required fonts.

1.3 Workstations

1.3.1 With grey scale monitors
Configured with Sys.Run OS; 4 Mb RAM; 60 Mb disk; 370 graphics card.

1.3.2 With color monitors
Configured with Sys.Run OS; 8 Mb RAM; 60 Mb disk; 450 graphics card.

Sys 3 Spec   **Rev B**

You can capture the "look" of your document by using Styles.

You can add headers and footers using the Page Format property sheet.

You can also generate a table of contents for your functional specification by using the Table of Contents Generator. Once you have completed your functional specification, you can user the *VP Spelling Checker* to proof the document.

Use these applications
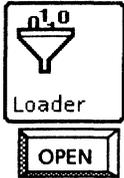
010
101 *VP Document Editor*
Table of Contents Generator
VP Spelling Checker

Loader

OPEN

Related documentation

User Guides
Document Editor User Guide
Document Editor Options User Guide

Training Tutorials
Document Editor Training
Document Editor Options Training

Guides

You can create a Table of contents for your functional specification using the Table of Contents Generator.

The Table of contents can also include headers and footers.

Collaborating on a large technical document

To assist you and your group in developing a large technical document, you can copy one of the sample Document templates from the Document designs folder to your desktop.

When you work with a group of individuals on a network to produce a document, powerful word and graphics processing features, as well as organizational tools, are important. VP Series software provides all of these necessary applications so that your group can develop the document in a timely and efficient way.

As you work with the group and create your own text for the chapter(s) you contribute, you can take advantage of the many powerful word processing tools *VP Document Editor* provides.

One helpful feature is Define/Expand, which allows you to input a frequently-used phrase or other character string throughout your chapters with a few simple keystrokes. Such keystrokes, called **abbreviations**, expand to recall the character string or expression as often as you need it.

Another tool is the Keyboard Accelerators application, which allows you to streamline your work by performing the following tasks:

- Create your own keyboards using characters from other alternate keyboards.
- Set a second language keyboard you can quickly access.
- Restrict the number of alternate keyboards that appear in the Alternate Keyboard Selection window.
- Specify the order in which the alternate keyboards are presented in the Alternate Keyboard Selection window.

Data Capture

Section 6   Emulation data

The Data Capture application is particularly useful when your database is maintained on a host computer, and you must make periodic snapshots of the data to manipulate at your workstation. In fact, once you have written a description of the data to be captured, you can keep reusing the same description, thereby reducing subsequent captures of the data to a few simple steps. Once the data has been captured, it is presentable in other forms.

Data Capture is the bridge between:

- The ability to retrieve data from a remote host, and
- The ability to display and manipulate data.

6-3   USER LIBRARY

ure 10-1 illustrates a possible flow of ta from terminal emulation to either a rt or record processing file.

igure 10-1 Emulation data flow
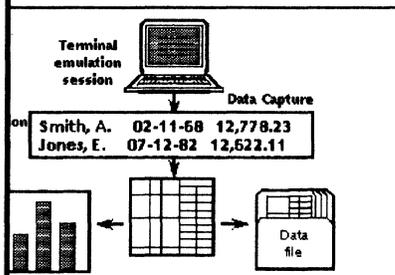
you are entering new data into a cument using the keyboard, and you nt the data in a table, it is easiest to ter it directly into the table yourself. If u have data you retrieved from another e of workstation.

6-6   USER LIBRARY

Use VP Document Editor's powerful text manipulators to help your group produce professional-looking documents.

Large document tools include Define/Expand, Keyboard Accelerators, Styles, the Container List Tool, and Reference Icons.

Other helpful tools include reference icons, which quickly point to and bring to your desktop the information you may need from any location on the network. The Container List Tool can quickly generate a list of the entries in any folder, book, or file drawer, along with their versions and/or sizes in disk pages.

Use your choice of *VP Basic Graphics, VP Freehand,* or *Xerox Pro Illustrator* to create illustrations and other graphics for your text.

As each individual contributes to the document, it may be helpful for your group to set up a ***Blank Book*** or a ***Shared Book*** for the document.

A Blank Book icon is a convenient container for all of the chapters that are part of your group's document. Your group can choose a name for the icon, such as the name of the document. Individuals can keep a version of this book on their desktops, and the group can maintain a version in a file drawer on a file server.

A Shared Book icon provides an efficient way of maintaining all versions (including the most recent version) of the document in a file drawer. Since only those individuals with access rights to both the file drawer and the Shared Book can copy, move, or edit the chapters, or ***entries***, in a Shared Book, your group's document is protected. All group members can keep a copy of the Shared Book on their desktop.

Use Blank Books or Shared Books as flexible containers for the chapters of your group's document.
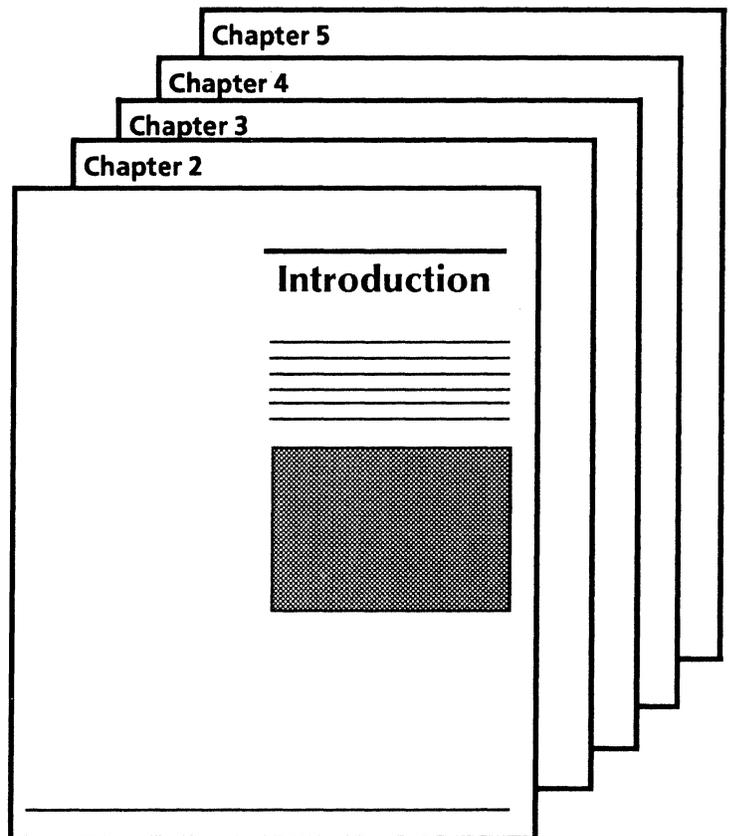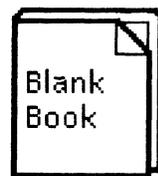
You can also use a Shared Book to prevent editing of one or more chapters by different members of your group at the same time. By *locking* the chapter in the Shared Book before you edit, you prevent others from editing the section until you unlock it.

Using a book or Shared Book, your group can set up continuous headings, footings, and page numbers for the entire document, as well as a comprehensive table of contents and index for all of the chapters.

Your group can also style the entire document by setting up a stylesheet with labels, or rules, for each character and paragraph style.

As your group gets together to review and edit each contribution, you can use the **Redlining** feature to suggest textual changes. With Redlining turned on, text intended for deletion is first displayed with an overstrike. This system only deletes the text when you enable the **Finalize Redlined Revisions** option on the document's content auxiliary menu. Also during redlining mode, text you want to add first appears with an underscore and becomes a final part of the document only when you select the Finalize Redlined Revisions option.

During the course of your group's effort, the Mail application can be an invaluable means of communication over the network. To mail material you have written to others in the group, select your document and copy it to your Outbasket icon. An accompanying mail note appears for you to fill out and send with your document.

Data Capture

Section 6   Emulation data

The Data Capture applicatio
particularly useful when y
data base is maintained on a
computer, and you must m
periodic snapshots of the dat
manipulate at your workstat
In fact, once you have writte
description of the data to
captured, you can keep reu
the same description, ther
reducing subsequent capture
the data to a few simple st
Once the data has been captu
it is presentable in other form

Data Capture ~~allows ac~~
~~between~~ is the bridge betwee

- The ability to retrieve d
  from a remote host, and
- The ability to display
  manipulate data.

6-3   USER LI

Data Capture

~~Figure 10-1~~Figure 6-1 illustrates a possible flow of data from terminal emulation to either a chart or record processing file.

Figure 6-1 Emulation data flow
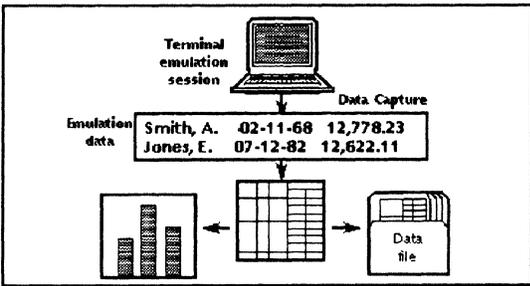
If you are entering new data into a document using the keyboard, and you want the data in a table, it is easiest to enter it directly into the table yourself. ~~If you have data you retrieved from another type of work~~

6-6   USER LIBRARY

Here, the document appears in its edited form, with Redlining turned on.

Only when Finalize Redlined Revisions is enabled will edited text actually go into effect.

Use these applications
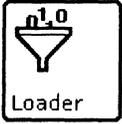
| 010 101 | VP Document Editor |

VP Document Editor
Table of Contents Generator
VP Index Generator
VP Shared Books
Keyboard Accelerators
VP Basic Graphics
VP Freehand
Xerox Pro Illustrator
Mail
Container List Tool

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Document Editor Options User Guide
Office Accessories User Guide
Workstation Administration and System
    Resources User Guide
Basic Graphics User Guide
Freehand User Guide
Pro Illustrator User Guide

Training Tutorials
Document Editor Training
Document Editor Options Training
Office Accessories Training
Workstation Administration and System
    Resources Training
Basic Graphics Training
Freehand Training
Pro Illustrator Training

Data Capture

Section 6   Emulation data

The Data Capture application is particularly useful when your data base is maintained on a host computer, and you must make periodic snapshots of the data to manipulate at your workstation. In fact, once you have written a description of the data to be captured, you can keep reusing the same description, thereby reducing subsequent captures of the data to a few simple steps. Once the data has been captured, it is presentable in other forms.

Data Capture ~~allows access between~~ is the bridge between:

● The ability to retrieve data from a remote host, and
● The ability to display and manipulate data.

6-3   USER LIBRARY

Use the Mail application to keep abreast of the activities of everyone in your group.

Network
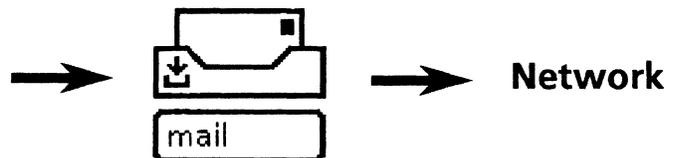
You can attach material from your chapters to your mailnotes for group review.

Documenting a scientific or mathematical proof

With *VP Document Editor* and *VP Equations*, you can turn out high-quality research papers to document your scientific or mathematical proofs. You can use the Equation numbering template or you can create your own document.

To create your own document, input the explanatory text. Then, using *VP Equations*, insert equation frames where appropriate in your text and enter your equations using characters from the following keyboards:

- English
- Greek
- Logic, Office, and Math
- Equation Special.

You can copy the Equation numbering template from the Scientific notation folder to your desktop.

Use these applications
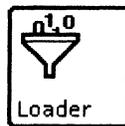
$$\begin{array}{c}\text{010}\\\text{101}\end{array}$$ *VP Document Editor*
Table of Contents Generator
VP Spelling Checker
VP Equations

Loader

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Document Editor Training
Document Editor Options Training

Equation Numbering

This document illustrates one way to include equation numbers on the right-hand side of your equations. The caption area of the equation frame is used to contain the equation number, as in the following example:

$$\alpha(x,t) = \sum_n M_n exp(-D\lambda_n^2 t) cos\lambda_n x \qquad (1)$$

Enter the first equation frame from the special keyboard, then type in the equation. Turn on [SHOW STRUCTURE] and shrink the frame until there is enough room for the caption area on the right. Specify the same size caption area for all frames, and the same character and paragraph properties for the contents of the caption. This will insure uniformity of looks and proper alignment of the captions. If Right Flush is chosen as the paragraph alignment in the caption, the equation numbers will be flush with the right margin of the text, as the ones in this document are. Use the top and bottom frame margins to separate the equation frame from preceding and following text.

$$C_{avg} = \frac{1}{L}\int_0^L \alpha(x,t)dx = \sum_{n=1}^{\infty} (L\lambda_n)^{-1}M_n exp(-D\lambda_n^2 t)sin\lambda_n L \qquad (2)$$

Once a frame of the desired width, caption properties and frame properties has been created, it can be copied elsewhere in the document, or to a new document. When the contents are deleted, the frame height will shrink to the size of a new frame. The height will expand automatically to accomodate the new contents as you type into it. If the frame's height increases beyond that of the copied frame, you will need to adjust the pre-paragraph leading on the caption to center it vertically beside the equation frame. This method of copying a frame will save you adjusting the width of each frame and caption area individually.

$$M_n = C_o\left(\frac{2sin\lambda_n L}{\lambda_n L + sin\lambda_n L cos\lambda_n L}\right) \qquad (3)$$

If there is more than one equation on the page, the alignment of equation elements within the frames (such as equals signs) can more easily be done if the equations are all typed before the page is paginated. This will allow you to see the equations all together, one after the other, as in the following example:

$$\int_a^b P(x)dx \equiv Prob\{X \in [x\,\text{to}\,x+dx]\} \qquad (4)$$

$$\Theta(x) \equiv \begin{cases} 1, if\,x>0, \\ 0, if\,x\leq0, \end{cases} \qquad (5)$$

$$F(x) \equiv Prob\,(X \leq x) \qquad (6)$$

To align the elements of different equations (for example, to align all equations on their equals signs), insert spaces before and after each equation as necessary. Once any desired alignment has been done, pagination will place the equation frames near their anchors.

This sample research paper, available in template form in the online samples collection, was created using Document Editor and Equations.

Several keyboards are available to assist you in entering accurate alphanumeric characters and symbols for your equations.

Technical illustration

VP Series software provides all of the graphics tools you need to create accurate technical illustrations. By taking advantage of sophisticated graphics and word processing applications, you can meet your high standards of accuracy while expertly performing the following tasks:

- Designing an office layout
- Designing circuitry
- Developing software
- Designing a structure or system.

Online Samples | OPEN | □ | *Graphics art*
Technical illustration

The templates for this chapter are in the Graphics art and Technical documentation folders of the online samples collection

Designing an office layout

You may need to create an office plan if you are moving employees to new offices or if you want to maintain a visual inventory of furniture and equipment.

You can copy the Office plan symbols template from the Graphics art folder to your desktop to begin your designing process.

To start your floor plan, stretch a large graphics frame within your document. Then copy the office symbols you need into the frame. Arrange the symbols until you are satisfied with your office layout.

| OPEN | □ | *Graphics art* |
| COPY | ▢ | *Office plan symbols* |
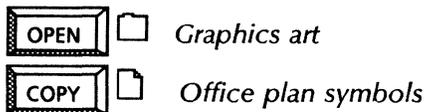
To add labels to the office plan symbols, simply type text within the graphics frame, near each symbol or element. Text frames automatically appear when you begin typing.

Use these applications
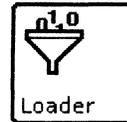
Loader | OPEN | 010 101   *VP Document Editor*
VP Basic Graphics

Related documentation

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User Guides
Document Editor Basics User Guide
Graphics User Guide

Training Tutorials
VP Document Editor I Tutorial
VP Basic Graphics Tutorial

Using the Office plan symbols template and VP Basic Graphics, you can design your own office plan and customize it by adding your own text.

Door swings

Storage cabinet
24" x 36"

Credenza
18" x 66"

Workstation display

Desk/table
30" x 60"

Processor cabinet

Office chair
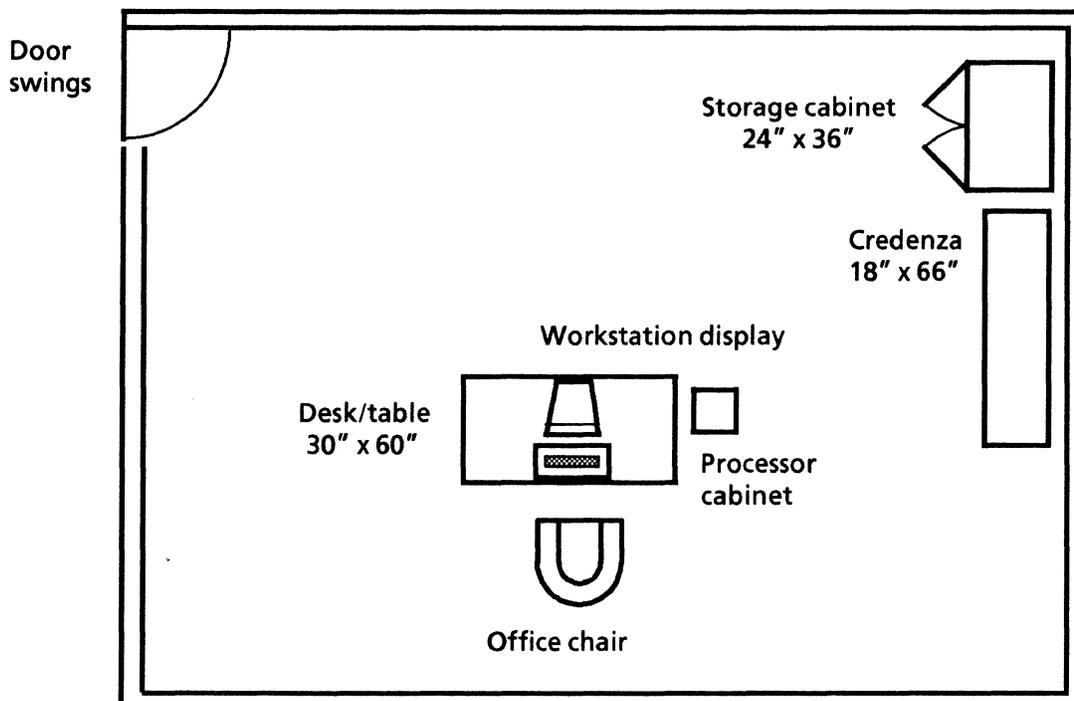
If you create engineering change requests, new product designs, or proposals, you know that drafting the standard electrical and electronic symbols can be very time-consuming.

To assist you in your design efforts, you can copy the Electrical and Electronic symbols templates from the Technical illustration folder to your desktop.

Copy the symbols to your documents and arrange them according to your design.

OPEN	☐	*Technical illustration*
	☐	*Electrical*
COPY	☐	*Electrical symbols*
		Electronic symbols
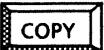
You can add labels and other text items to your circuitry elements by typing directly in the graphics frame. As you type, a text frame automatically appears around your words so you can later move and rearrange your labels.

Use these applications
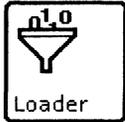
| OPEN | 010 101 | *VP Document Editor* |
| | | *VP Basic Graphics* |

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Graphics User Guide

Training Tutorials
VP Document Editor I Tutorial
VP Basic Graphics Tutorial
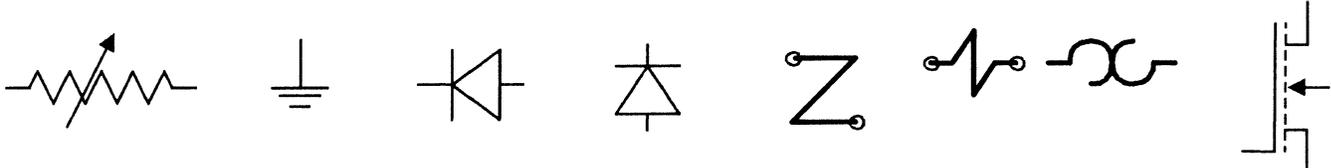
In designing circuitry, use the Engineering worksheet sample template, and copy electrical and electronic symbols from the online transfer sheets. Select inside the graphics frame and type to label the symbols.

R,J	F
C	
S,K	F
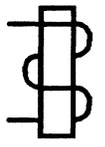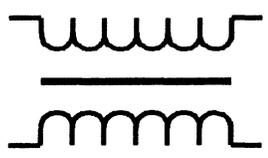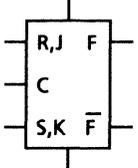
Developing flowcharts

An easy-to-read flowchart is key to the design of a software system. Using the flowchart and logic symbols in the online samples collection, you can create a graphic flowchart for use as a guide while developing the software. To begin, you can copy the Flowchart symbols template and Standard logic symbols template from the Technical illustration folder to your desktop.
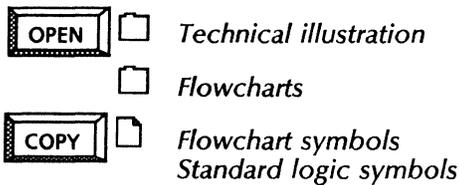
Then, stretch a large graphics frame within your document. Copy the symbols for your illustration into the frame and arrange them in their logical order. The symbols already include text frames for your entries and you can also add your own labels.

| OPEN | ☐ | *Technical illustration* |

☐ *Flowcharts*

| COPY | ☐ | *Flowchart symbols* |
| | | *Standard logic symbols* |

You can create a flowchart like this one, using VP Basic Graphics. Copy flowchart and logic symbols from the online sample transfer sheet templates into a large graphics frame.

To label a flowchart element, select a location and type within the graphics frame, either inside or outside of the element.
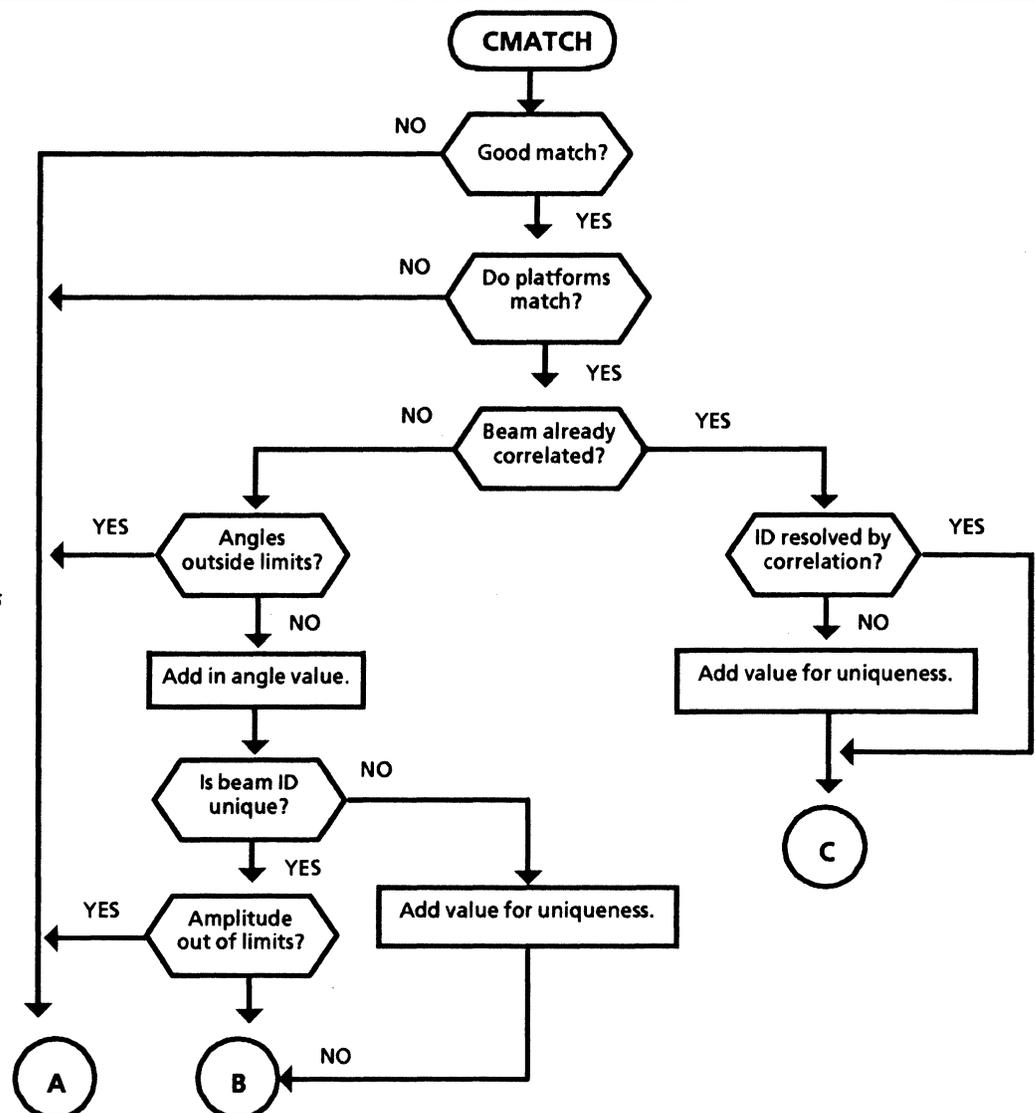
Use these applications
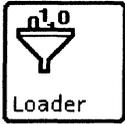
VP Document Editor
VP Basic Graphics

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VP Basic Graphics Tutorial

The Flowchart symbols template transfer sheet already includes text frames. You can change them or add your own labels to any of the shapes and symbols.

Terminal

Communication link

Decision

Online storage

Manual input

Document

Display
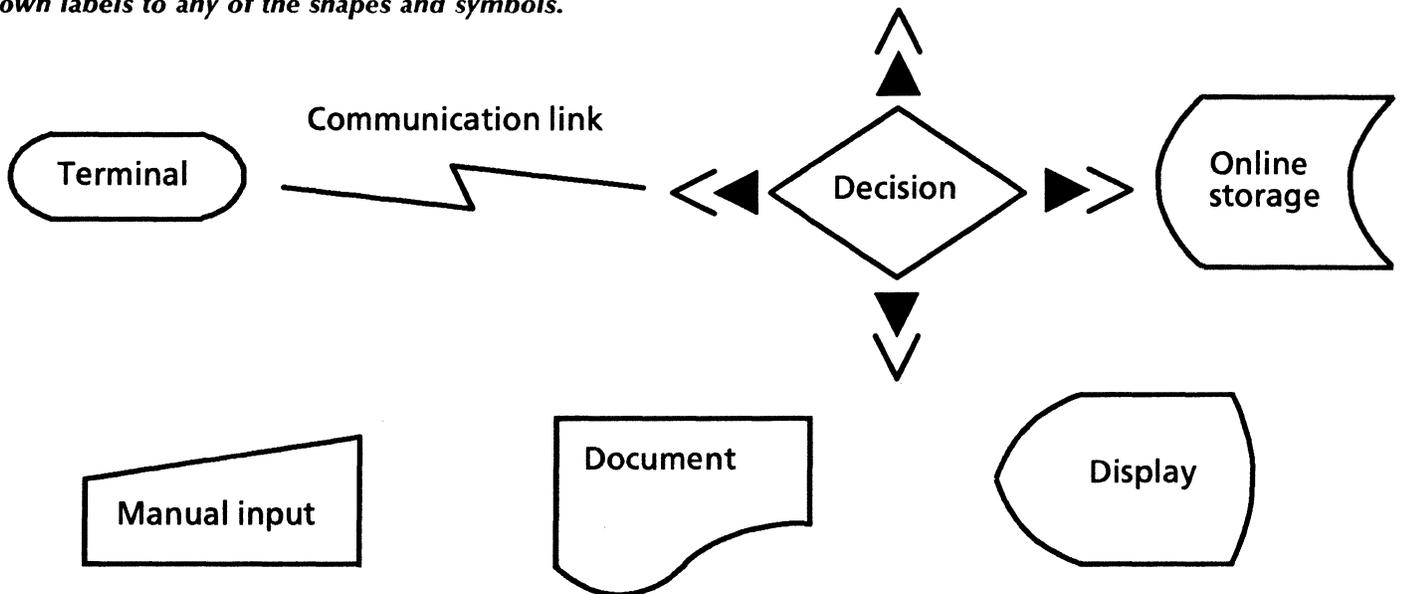
Standard logic symbols
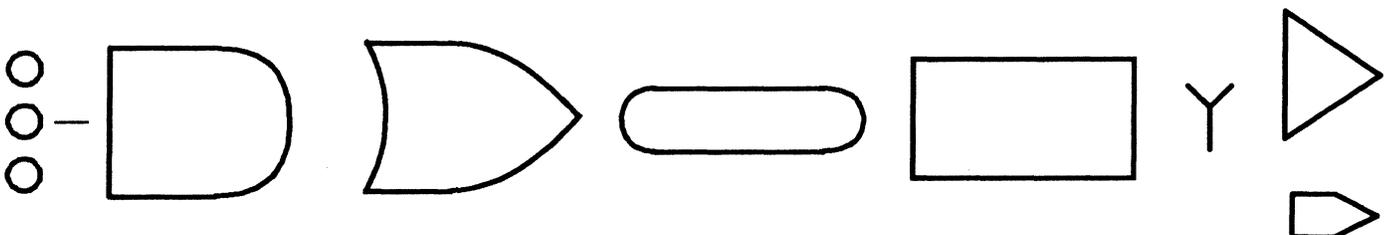
Designing a structure or system

Whether you are designing a small system component or a warehouse, *Xerox Pro Illustrator* software provides the drafting tools to assist you in producing accurate illustrations.
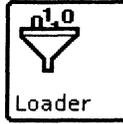
Xerox Pro Illustrator Quick Art

OPEN

COPY ▢ *Electronic: Quick Art*
Ellipses and Isometric Aids: Quick Art
Shapes, Stars and Dingbats: Quick Art

Use these applications

Loader

OPEN 010 101

VP Document Editor
Xerox Illustrator Basics
Xerox Pro Illustrator

The Xerox Pro Illustrator Quick Art folder contains transfers for isometric drawing.
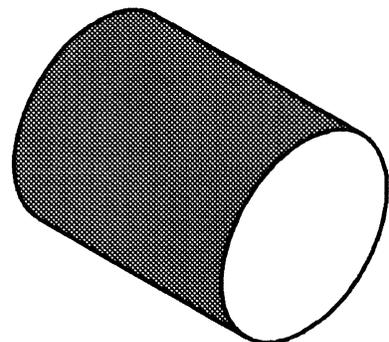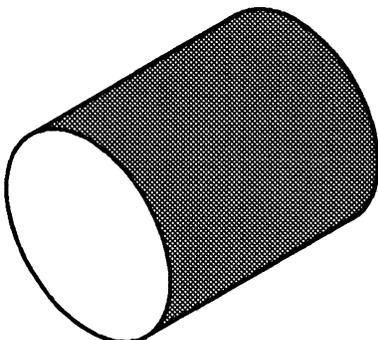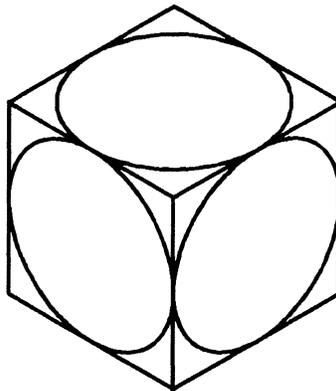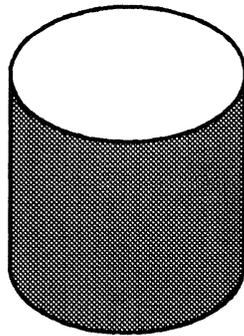
The Xerox Pro Illustrator Quick Art Folder contains the following ready-to-copy graphics:

- Electronic and Chemical transfers
- Ellipses and Isometric transfers
- Flowchart symbols
- Arrows, brackets, forms, and office templates
- Borders, boxes, and shapes.

You can copy illustrations from other computer systems and use the IGES Converter application to convert the drawing to *Xerox Pro Illustrator* format.

Use these applications
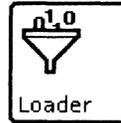
Xerox Illustrator Basics
Xerox Pro Illustrator
IGES Converter

Related documentation

Guides

User Guides
Xerox Pro Illustrator Reference
Pro Illustrator Quick Reference
File Conversions User Guide

Training Tutorials
Learning Xerox Pro Illustrator
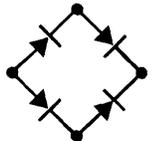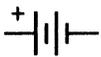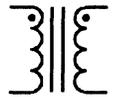
The Xerox Pro Illustrator Quick Art Electronic:Quick Art folder contains logic symbols, waveforms, and chips. Each symbol can be rotated, scaled to a different size, stretched wider or taller, flipped for a mirror image, or sheared (slanted).
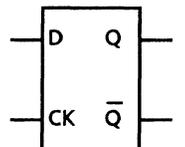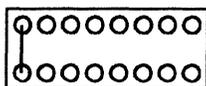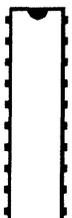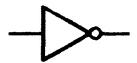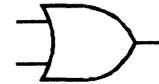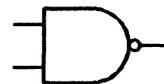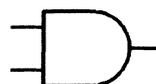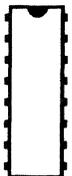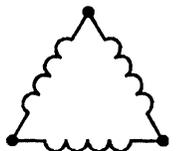
The online samples collection contains graphic transfers of Xerox network components in the Technical illustration folder.

OPEN □   *Technical illustration*

□   *Computers*

COPY □   *Xerox network components (Pro Illustrator)*
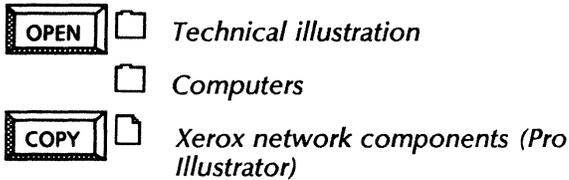
Illustrations can also be scanned using the Xerox 7650 Pro Imager scanner with the XPI Pro Imager software.

Use these applications

Loader   OPEN   010 101   *XPI Common Software*
XPI Local Scanning
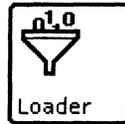
Related documentation

Guides

Underline: User Guides
XPIW User Guide
Pro Illustrator Quick Reference
Xerox 7650 Pro Imager Reference Manual

Underline: Training Tutorials
Xerox 7650 Pro Imager Start-up Training
XPIW Working with Illustrations Self-Study Guide

Host mainframe computer

DEC VAX

Xerox network components

Xerox personal computer w/local printer

IBM personal computer

6085 Workstation
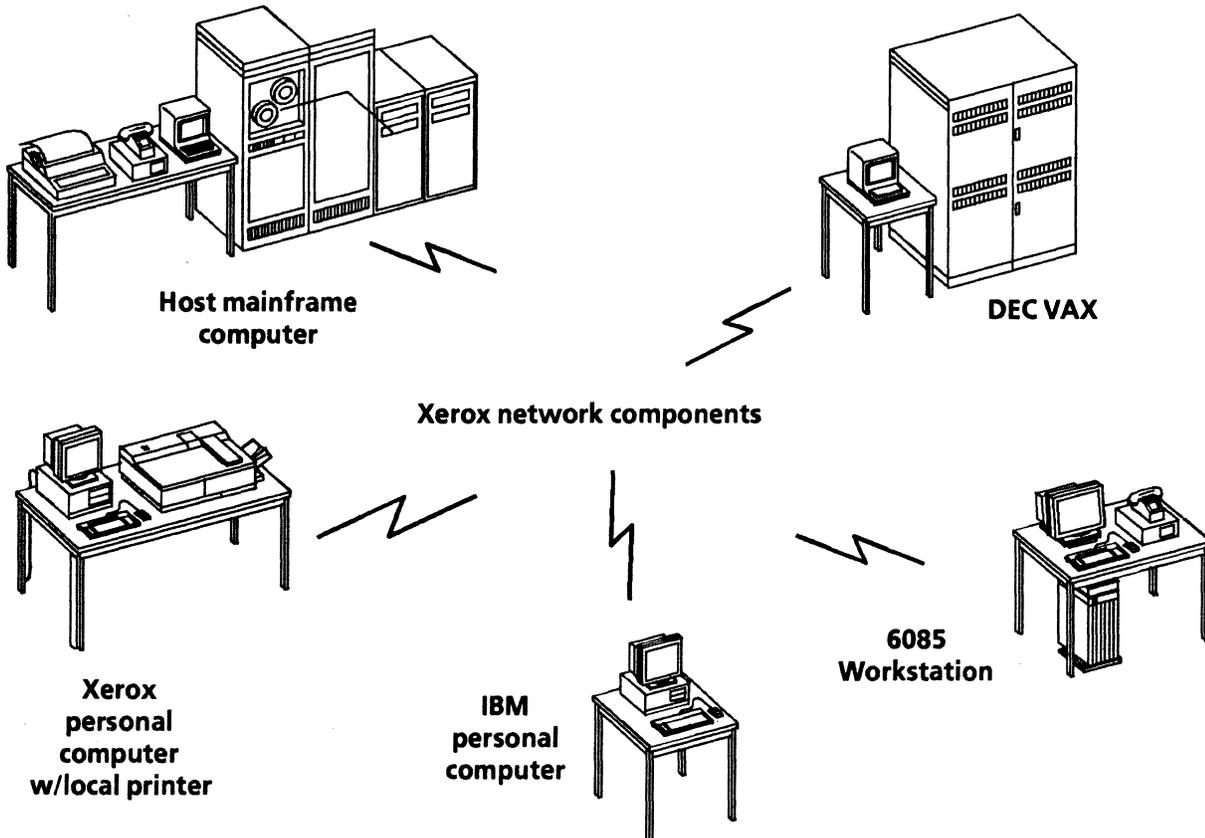
Chemical engineering

Your pharmaceutical research company can streamline the documentation process for newly developed products by using a comprehensive set of graphics application to illustrate:

- Ring structures and Acyclic chains
- Atoms and bonds with labels
- Chemical structures
- Chemical reaction sequences.

The templates used in this chapter are in the Scientific notation folder of the Online Samples collection.
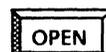
Online Samples   OPEN   □ *Scientific notation*

Choosing from a range of graphics packages

You can draw chemical structures for inclusion in memos, reports, presentations, and other scientific documents using the following applications:

- *VP Basic Graphics*
- *Xerox Pro Illustrator*
- *Xerox Chemical Illustrator*

Use these applications

Loader
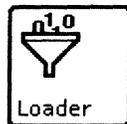
OPEN 010 101   *VP Document Editor*
VP Basic Graphics

Using VP Basic Graphics, you can draw chemical structures from lines and shapes.

82
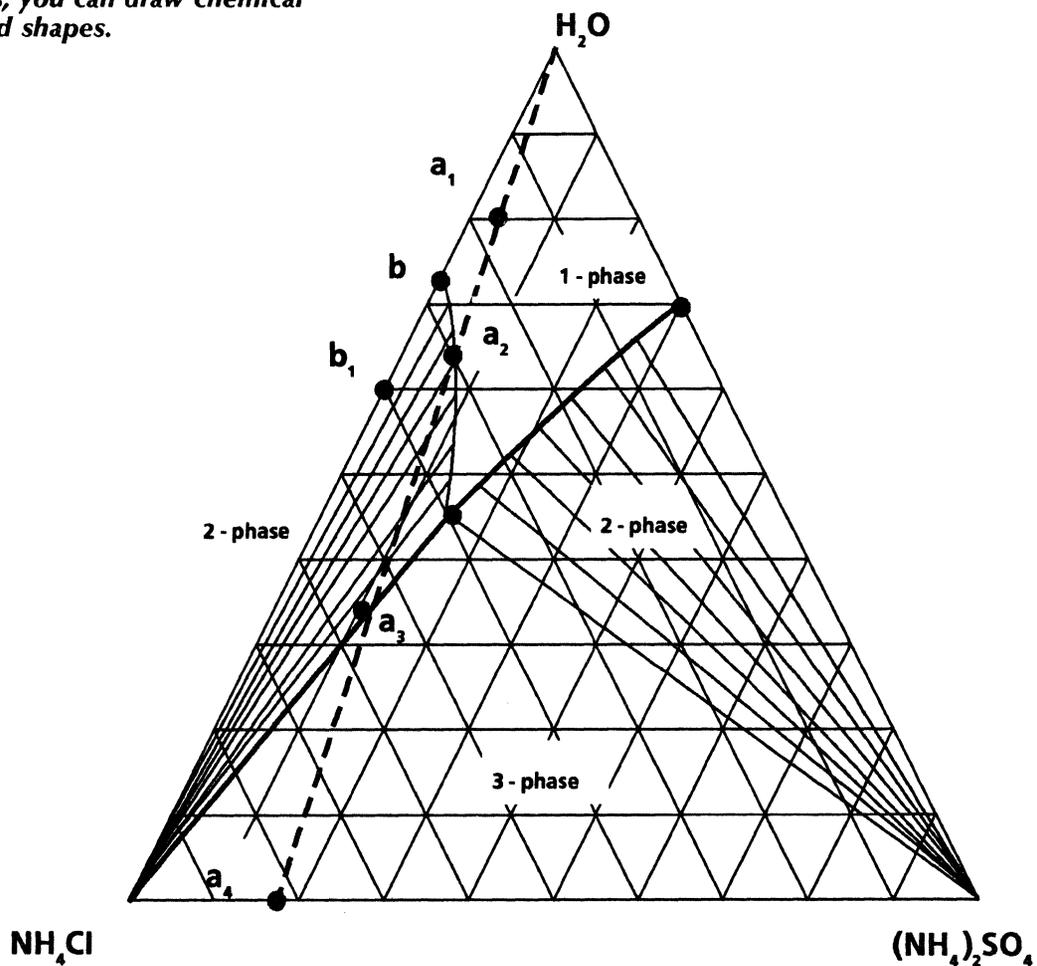
Xerox Pro Illustrator Quick Art contains transfers for:

- Six-membered rings
- Five-membered rings
- Five-membered rings (exact angle)
- Ring components
- Acyclic and special.

Xerox Pro Illustrator Quick Art
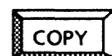
| OPEN |

| COPY | Chemicals: Quick Art

Use these applications
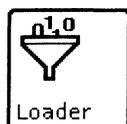
| Loader |

| OPEN | 010 101   *VP Document Editor*
Xerox Illustrator Basics
Xerox Pro Illustrator
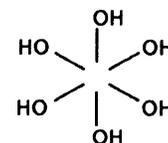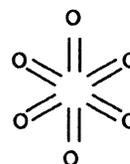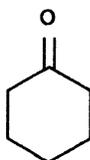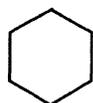
Six-membered rings
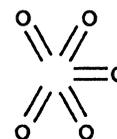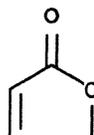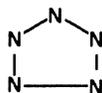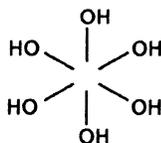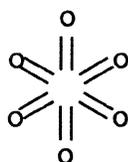
Five-membered rings
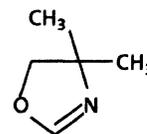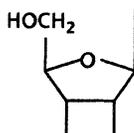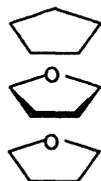
Five and six-membered ring components
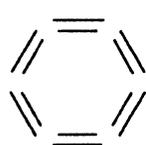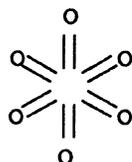
Acyclic components

Designing chemical structures

You can use *Xerox Chemical Illustrator* to produce chemical notation, including the rings, atoms, and bonds used in printed chemical structure design. Xerox Chemical Illustrator is a vector-based graphic editor which also includes symbol library documents of ready-to-use graphics.

Use these applications

Loader
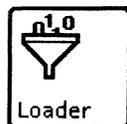
OPEN 010 101
VP Document Editor
Xerox Illustrator Basics
Xerox Chemical Illustrator

Related documentation

Guides

Underlined: User Guides
Xerox Chemical Illustrator Reference
Xerox Chemical Illustrator Quick Reference

Underlined: Training Tutorials
Learning Xerox Chemical Illustrator

(±)-anatoxin
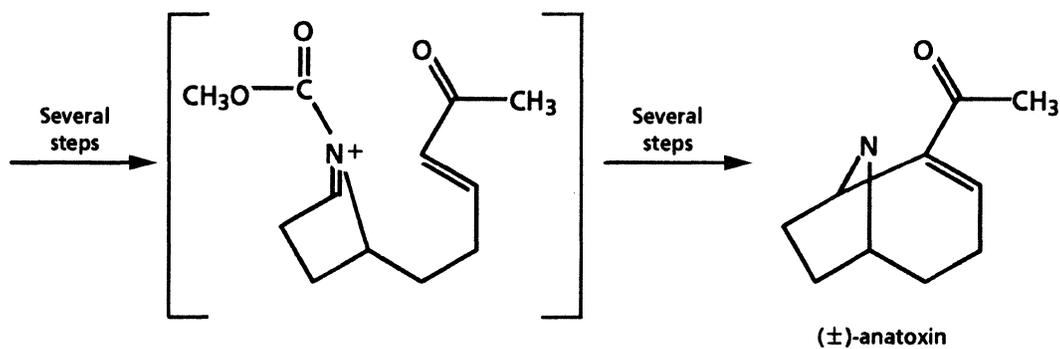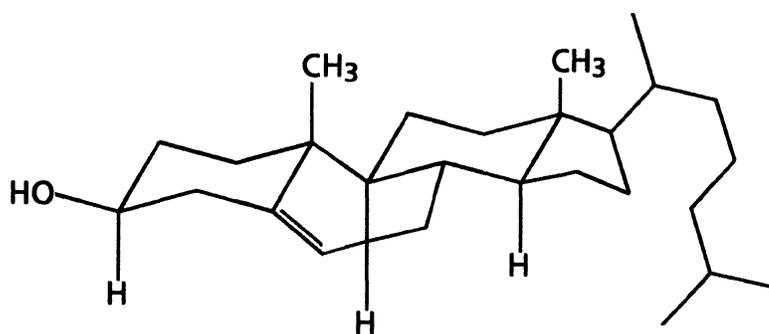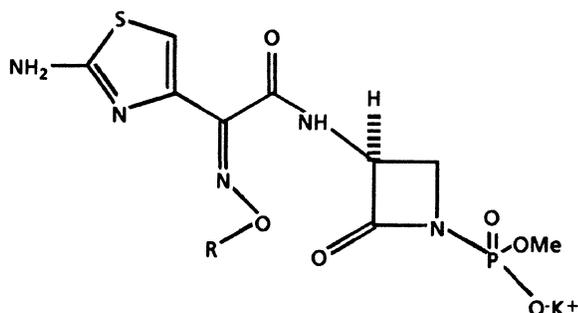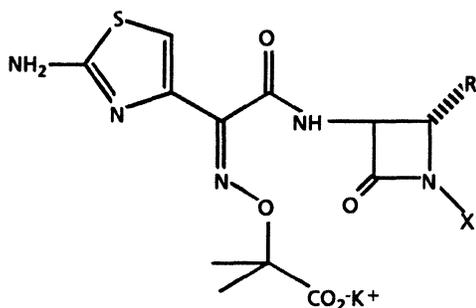
Finance

VP Series software provides powerful text formatting, informative graphics, and communication tools fully integrated in a networking environment for creating financial reports and presentation materials with a professional appearance. You can use VP Series applications to accomplish the following tasks:

- Preparing a regional forecast
- Preparing an annual report
- Creating a business plan
- Managing business expenses
- Planning next year's departmental budget.

Online Samples | OPEN | ☐ *Finance*

The templates for this chapter are in the Finance folder of the online samples collection.

For your financial report, you can use *VP Data-Driven Graphics* to create line, bar, and pie charts. You can use tables data to drive charts and produce concise, attractive documents.

To begin designing your data-driven charts, you can copy the Unit sales (table-driving bar chart) sample template from the Finance folder to your desktop.

[OPEN] ☐ *Finance*
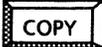
[COPY] ☐ *Unit sales (table driving bar chart)*

Using *VP Data-Driven Graphics*, you can select the charts in the sample templates and change the spatial, appearance, and data properties.

Once you have completed your report, you may want to perform routine tasks such as paginating, spell checking, mailing, printing, and filing the report. To streamline these routine tasks, you can program a CUSP button (or buttons). You can use CUSP buttons to automatically perform tedious routines for you. You can customize the way the buttons appear on your desktop and design a simple or complex program.

The data in this table drives the bar chart on the facing page.
To update the information, just enter new values in the table
then select Update Charts in the document auxiliary menu.
The bar chart is automatically redrawn.

Unit sales (in thousands)

	Brand A	Brand B	Brand C	Brand D	Brand E
Jun '91	15	6	9	5	10
Sep '91	20	6	3	8	9
Jan '92	9	3	4	11	3
Mar '92	10	14	6	6	15
Jun '92	13	12	10	2	15
Sep '92	15	3	13	10	14
Jan '93	8	2	11	7	17

Use these applications
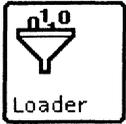
```
 n1.0
 ▽      [OPEN]  010   VP Document Editor
Loader          101   VP Data Driven Graphics
                      VP CUSP Buttons
```

Related documentation

Guides

<u>User Guides</u>
Document Editor Basics User Guide
Graphics User Guide
VP CUSP Buttons User Guide

<u>Training Tutorials</u>
VP Document Editor I Tutorial
VP Data Driven Tutorial

Unit sales (in thousands)

Legend: Brand E, Brand D, Brand C, Brand B, Brand A

X-axis: Jun '91, Sep '91, Jan '92, Mar '92, Jun '92, Sep '92, Jan '93
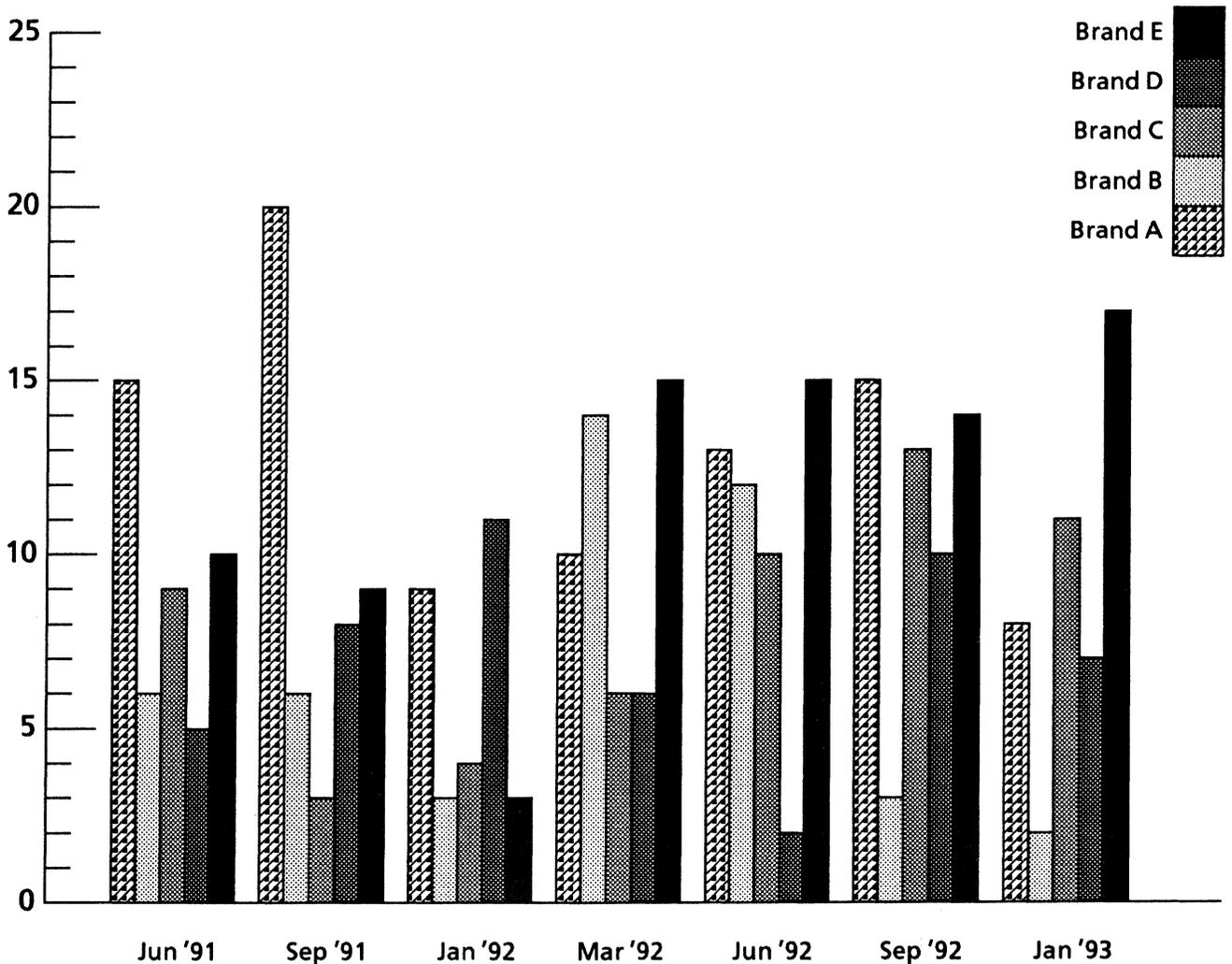
Preparing an annual report

In preparing your annual report, you can use *VP Document Editor* word processing capabilities along with the tables feature. With tables, you can enhance your report by presenting the information in an easy to read format.

To view an example of a financial table or to customize one for your report, copy your choice of the templates in the online samples collection labeled Annual totals and Quarterly totals.

[OPEN] □ *Finance*

[COPY] □ *Annual totals*
Quarterly Totals
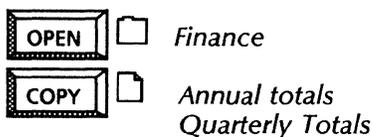
With a table, you can use < Skip/Next > to move quickly from column entry to column entry, inputting data as you go. You can add and delete rows and columns, in addition to specifying a variety of fill-in rules to automatically perform calculations. The right-hand column contains a fill-in rule to calculate a total for each row.

The templates contain fields, a valuable time-saving feature. The fields contain fill-in rules which automatically total all of the columns each time you select [Update Fields] in the document auxiliary menu. You can change the fill-in rules on the Fields property sheet.

Annual totals

Topics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Area 1	4,000	5,000	5,000	3,000	4,000	5,000	7,000	7,000	8,000	8,000	7,000	8,000	71,000
Area 2	3,000	3,000	4,000	3,000	3,000	3,000	6,000	7,000	8,000	8,000	8,000	8,000	66,000
Area 3	8,000	9,000	9,000	5,000	6,000								68,500
Area 4	2,000	4,000	5,000	4,000	4,000								72,000
Area 5	9,000	9,000	8,000	7,000	8,000	8,000	1,000	2,000	5,000	4,000	1,000	1,000	63,000
Area 6	1,000	2,000	3,000	8,000	7,000	9,000	3,000	1,000	2,500	2,000	1,250	2,000	41,750
Area 7	7,000	9,000	9,000	8,000	9,000	8,000	1,000	1,000	3,000	2,000	1,500	1,250	59,750
Area 8	4,000	5,000	5,000	3,000	4,000	4,000	6,000	6,000	7,000	7,000	7,000	7,000	65,000
Area 9	6,000	3,000	8,000	7,000	8,000	7,000	1,000	1,000	5,000	4,000	1,000	1,000	52,000
Area 10	1,000	2,000	3,000	8,000	7,000	3,000	3,000	1,500	2,000	1,000	1,000	1,500	34,000
Area 11	7,000	9,000	9,000	8,000	9,000	7,500	1,500	1,500	3,000	2,000	1,000	1,000	59,500
Area 12	4,000	5,000	5,000	3,000	4,000	4,500	6,000	4,000	7,000	5,000	6,000	2,000	55,500

The Total column in this table contains a fill-in rule to automatically add the entries in each row.

Monthly totals ⌈56000⌋ ⌈65000⌋ ⌈73000⌋ ⌈67000⌋ ⌈73000⌋ ⌈68000⌋ ⌈50500⌋ ⌈48000⌋ ⌈66500⌋ ⌈54250⌋ ⌈44000⌋ ⌈42750⌋

Grand total ⌈708000⌋

These fields contain a fill-in rule to automatically total each column in the table. For example, the field under the January column contains the following fill-in rule:

SUM[Annualtotals.Column2]

You can include financial information from spreadsheets in your report. Spreadsheets can be converted into tables to take advantage of the many formatting features.

Use these applications
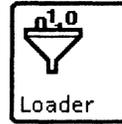
VP Document Editor
VP Spreadsheet

You can select Make Table in the Spreadsheet auxiliary menu to automatically convert spreadsheet data to a table. With some reformatting, the table can provide a more easily readable presentation of the financial information.

Sales percentages by region

	Northern region	Southern region	Eastern region	Western region	Total	% of total
Automobiles	500	—	—	100	600	17
Light trucks	150	—	115	200	465	13
Heavy trucks	300	100	345	—	745	21
Farm equipment	—	400	220	—	620	17
Motorcycles	—	—	95	550	645	18
Marine engines	—	200	40	230	470	13
TOTAL	950	700	815	1080	3545	100
% of total	13.4	9.9	11.5	15.2	50	100

Creating a business plan

Your business plan for a new program or product may include financial information from spreadsheets, including return on investment modeling, make vs. buy yield analysis, and cash flow analysis.

The online samples collection includes spreadsheets for each of these planning processes. You can copy them to your desktop from the Finance folder and enter your own information, or modify the formulas to perform other calculations.
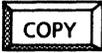
OPEN	☐	*Finance*
	☐	*Spreadsheet examples*
COPY	▣	*Return on investment model*
		Make vs. buy yield analysis

Return on investment model

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Savings & Revenue	3000	6000	6000	6000	6000	27000
Costs & Expenses	2000	4000	4000	4000	4000	18000
Net Income Before Tax	1000	2000	2000	2000	2000	9000
Inc Tax	520	1040	1040	1040	1040	4680
Net Tax Payment	520	1040	1040	1040	1040	4680
Net Income After Tax	480	960	960	960	960	4320
Depreciation	0	0	0	0	0	0
Net Cash Inflows	480	960	960	960	960	4320
Capital Investments Inv #1	3500					3500
Inv#2		3000				3000
Inv #3			1250			1250
Total	3500	3000	1250	0	0	7750
Net Cash Flows	-3020	-2040	-290	960	960	-3430
Net Present Value	-2626					-2626

You can enter your own data into the spreadsheet cells. This spreadsheet has been converted to a table.

Make vs. buy yield analysis

	1993	1994	1995	1996
Plant Wafer Volume (000)	100	125	150	150
Wafer Probe Yield %	20	40	60	80
Packaging Yield %	90	90	90	90
Test Yield %	60	65	70	75
Good Chips/Wafer	60	120	180	240
Cost/Good Chip ($)	1.67	0.83	0.56	0.42
Packaging Cost ($)	1.00	0.95	0.90	.85
Cost/Packaged Chip ($)	2.67	1.78	1.46	1.27
Cost/Good Packaged Chip ($)	2.96	1.98	1.62	1.41
Cost/Tested Chip ($)	3.71	2.73	2.32	2.06
Cost/Good Tested Chip ($)	6.19	4.20	3.31	2.74
Est. Purchase Price ($)	5.00	4.50	4.00	3.50
Savings per Device ($)	-1.19	0.30	0.69	0.76
Total Good Devices (000)	3240	8775	17010	24300
Total Savings ($000)	-3850	2613	11730	18390
NPV Total Savings ($000)	20033			

After you convert a spreadsheet to a table, you add or delete columns and rows, as well as change ruling line properties.

To help you manage your business expenses, the online samples collection provides a Cash flow analysis spreadsheet in the Finance folder. To enter your own information, you can use <Skip/Next> to move from cell to cell, inputting data as you go. The cells contain formulas to assist you in calculating amounts and balances.
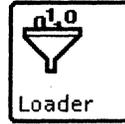
OPEN ☐ *Finance*

☐ *Spreadsheet examples*

COPY ☐ *Cash flow analysis*

Use these applications

Loader

OPEN 010 101 *VP Document Editor*
VP Spreadsheet
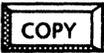
The Cash flow analysis spreadsheet has been converted to a table for a more attractive presentation by selecting Make table in the spreadsheet auxiliary menu.

CASH FLOW ANALYSIS

Investment amount: 40000
Discount rate: 12.75

Year	Projected cash flow
1990	7000
1991	9000
1992	14000
1993	19000
1994	19000
Net present value:	**5239**

To assist you in planning your department budget for the quarter or year, you can copy the following spreadsheet templates from the Finance folder of the online samples collection: Headcount budgets, Curve analysis forecast, and Overhead allocation.

OPEN ☐ *Finance*
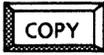
☐ *Spreadsheet examples*
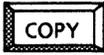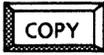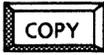
COPY ▣ *Headcount budgets*
Curve analysis forecast
Overhead allocation

Curve analysis forecast
Labor rate: 20.00

Part #	Hours to do 5 units	Intermediate results	Hours to do 20 units	Intermediate results	Hours to do 100 units
1	5	0.96	19	1.06	89.51
2	7	0.8ᶜ	24	1.67	100.34
3	6	0.94	22	1.33	99.43
4	2	1.50	16	0.18	178.89
5	11	0.88	37	2.69	151.29
6	8	0.76	23	2.35	78.38
Cost/unit	156.00		141.00		139.57

Planning a departmental budget

Use these applications
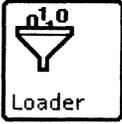
Loader	OPEN 010 101	VP Document Editor VP Spreadsheet

Related documentation

Guides

<u>User Guides</u>
Document Editor: Formatting Tools User
    Guide
Document Editor: Tables, Fields, Mail
    Merge User Guide

<u>Training Tutorials</u>
VP Document Editor II Tutorial
VP Document Editor III Tutorial

Overhead allocation

	Jan	Feb	Mar	Apr	May	Jun
Direct Labor	6000.00	7000.00	8000.00	9000.00	10000.00	10000.00
Direct Non-Labor						
Material	100.00	300.00	100.00	100.00	550.00	100.00
Data Processing	0.00	0.00	0.00	512.00	0.00	0.00
Other	0.00	10.00	0.00	0.00	0.00	10.00
Sub-Total Direct Non-Labor	100.00	310.00	100.00	612.00	550.00	110.00
Indirect						
Indirect Labor	5000.00	5000.00	5000.00	5000.00	5000.00	5000.00
Indirect Non-Labor			10000.00			10000.00
Sub-Total Indirect	5000.00	5000.00	15000.00	5000.00	5000.00	15000.00
Total Gross Spending	11100.00	12310.00	23100.00	14612.00	15550.00	25110.00

Online Samples Directory

This directory lists the contents of the Online Samples folders. The Online Samples collection consists of the following folders:

Activity planning

Samples	Description
Action items record file	*VP List Manager* Record file with fields for the item number, title, status, and due date.
Business meeting/customer entertainment report	Form containing a table and fields for business travel and entertainment for online or manual fill-in.
Daily log	Document with a table, fields, and basic graphics for entering daily activity information.
Itinerary	Formatted table for travel flight, lodging, meetings.
To do list	Formatted table for planning.

Business correspondence

Samples	Description
Customer contacts management	Folder containing the following: • Customer contacts record file • Customer contacts management document.
Customer form letter (with fields)	Document with fields for use with Mail Merge.
Envelope templates	Documents with fields and basic graphics formatted for 4045 Printer envelopes.
FAX cover sheet	Document with fields for telecopier communication.
Information index	Simple CUSP application for an online phone and address list.
Mailnote graphic symbols	Mailnote with graphic symbols.
Memo (with fields)	Document with fields.
Memo (with logo)	Document with fields and basic graphics.
Metric converter	Document with tables using fill-in rules.
Telephone-address finder	Document with tables.

Data Capture

Samples	Description
Data Capture presentation	Folder containing the following documents: • Data Capture preamble • Raw data From VAX • Data From VAX copied to table • Database with data added • Report (table, bar and line chart) • Summary of process.
Data Capture preambles	Folder containing the following preamble documents: • Combination of Subcolumns • Data "After" a Group (Data Capture) • Get Started (Data Capture) • Repeating Groups (Advanced) (Data Capture) • Vertical Data Capture example.

Document designs

Samples	Description
Bulletin (2-column)	Document with 2-column format.
Customer evaluation	Document containing text frames and basic graphics.
Document (large portrait)	Document containing templates for the following: title page, table of contents, chapter, glossary, and index.
Document (small landscape)	Document containing templates for the following: title page, table of contents, chapter, glossary, and index.
Document (small portrait)	Document containing templates for the following: title page, table of contents, chapter, glossary, and index.
Newsletter	Document with frames for headings and footings.
Phonelist	Document with three-column format and headings.
Proposal	One-page document with data-driven bar chart.
Questionnaire	Document foramatted with triple-fold mail reply.
Questionnaire blank response form	Document with fields for processing responses.
Stopwatch instruction sheet	Document containing a table and basic graphics.

Finance

Samples	Description
Actuals report	Document with a table, fields, and fill-in rules.
Annual totals	Document with a table, fields, and fill-in rules.
Expense record	Document with tables and fill-in rules.
Interest payment calculator	Document with fields and fill-in rules.
Percentage calculator	Document with fields, fill-in rules, and basic graphics.
Purchase order example	Folder containing an explanation, data table, and purchase order table.
Quarterly totals	Document containing a table, fields, and fill-in rules.
Row and column totals	Document with a table and fill-in rules.
Spreadsheet examples	Folder containing the following spreadsheets: • Spreadsheet techniques • Annual totals • Cash flow analysis • Curve analysis forecast • Departmental budgets (12 month) • Headcount budget • Increase/Decrease track sheet • Investment analysis • Linear regression forecast • Make vs. buy yield analysis • Overhead allocation • Quarterly rack and stack • Quarterly totals • Return on investment model • Sales percentage chart • Statistical Spreadsheet - (@AVERAGE, COUNT, SQRT) • Stock fund composite.
Tables (from spreadsheets)	Folder containing the following tables created from spreadsheets: • Cash flow analysis • Curve analysis forecast • Make vs. buy yield analysis • Return on investment model • Sales percentages by region.
Unit sales	Document with table driving a bar chart.
Video budget estimate	Document containing a table, fields, and basic graphics.

Forms

Samples	Description
Business card requisition	Document with fields and basic graphics.
Document receipt	Document with fields and basic graphics.
Engineering instruction	Document with fields and basic graphics.
Experience record	Document with a table, fields, fill-in rules,and basic graphics.
Form design techniques	Document with form design techniques such as x-in-the-box and underscores.
Inventory form	Document containing a table.
Invoice	Document with a table, fields, fill-in rules and basic graphics.
Manufacturing change authorization	Document containing two tables.
Program change decision	Document containing basic graphics.
Program process diagram	Document with fields and basic graphics.
Project estimate form	Document with basic graphics.
Purchase order	Document with basic graphics, table, fields, and fill-in rules.
Safe or cabinet security record	Document with fields and basic graphics.
Security log	Document containing two tables.
Shipping order	Document with basic graphics, a table, fields, and fill-in rules.
Vacation and special events calendar	Document containing basic graphics.
Vender invoice form	Document with basic graphics, a table, fields, and fill-in rules.
Video budget estimate	Document with basic graphics, a table, fields, and fill-in rules.

Graphic art

Samples	Description
Instructions for transfer objects	Document containing tips for using transfers.
Geometric transfers	Basic graphics transfers.
Graphic tool for < SAME >	Basic graphics objects with a variety of properties.
Mushroom and fish notepads	Basic graphics and freehand art for notes.
Music notation transfers	Basic graphics transfers.
Nature transfers	A selection of basic graphics transfers.
Office plan symbols	A selection of basic graphics transfers.
Office transfers	A selection of basic graphics transfers.
Organization chart (shadowed)	Basic graphics drawing.
Organization chart (standard)	Basic graphics drawing.
People & signs transfers	Basic graphics transfers.
R&R transfers	Basic graphics transfers.
Special occasion transfers	Basic graphics transfers.
Sports transfers	Freehand transfers.
Trees	Basic graphics transfers.
Workflow symbols	Basic graphics transfers.

Graphic frames and borders

Samples	Description
Framed quote	$8\frac{1}{2}$ by 11" document with full page graphics frame with border.
Framed quote (large)	$8\frac{1}{2}$ by 11" document with full page graphics frame with border.
Framed quote landscape	11 by $8\frac{1}{2}$" document with full page graphics frame for large lettering.
Full-page graphic border (portrait)	$8\frac{1}{2}$ by 11" document with full page graphics frame.
Full-page graphic frame (landscape)	11 by $8\frac{1}{2}$" document with full page graphics frame.
Full-page graphic frame (landscape)	14 by $8\frac{1}{2}$" document with full page graphics frame.
Full-page graphic frame (portrait)	$8\frac{1}{2}$ by 11" document with full page graphics frame.
Full-page graphic frame (portrait)	$8\frac{1}{2}$ by 14" document with full page graphics frame.
Large graphics template	Large document with graphics frame (22" by 25.5").
Multi-page frame template	Full-page graphics frame with border and heading.
Quadrant grid, landscape frame	Full-page graphics frame divided into quarters.
Quadrant grid, portrait frame	Full-page graphics frame divided into quarters.

Labels

Samples	Description
2-inch labels (graphics)	Document for printing adhesive mailing labels.
2-inch labels (text)	Document for printing adhesive mailing labels.
33 labels (five-line address)	Document for printing adhesive mailing labels.
33 labels (four-line address)	Document for printing adhesive mailing labels.
33 labels (four-line address, identical)	Document for printing identical adhesive mailing labels.
Binder divider labels	Document for printing divider labels.
Binder labels	Document for printing binder labels.
Hanging-folder labels	Document for printing hanging folder labels.

Large lettering and symbols

Samples	Description
Art deco lettering	Transfer sheet with 1 3/8″ basic graphics lettering.
Block outline lettering	Transfer sheet with 1.75″ basic graphics lettering.
Embarcadero lettering	Transfer sheet with .75″ basic graphics lettering.
Embarcadero rotated lettering	Transfer sheet with .75″ basic graphics lettering.
Lombard lettering	Transfer sheet with 1.25″ basic graphics lettering.
Lombard line serif lettering	Transfer sheet with 1.25″ basic graphics lettering.
Sausalito lettering	Transfer sheet with 1″ basic graphics lettering.
Solid block lettering	Transfer sheet with 1.25″ basic graphics lettering.
Solid block rounded lettering	Transfer sheet with 1.25″ basic graphics lettering.
Solid block flair lettering	Transfer sheet with 1 3/8″ basic graphics lettering.

Legal documentation

Samples	Description
Answer to cross-complaint	Document with fields and text frames.
Congressional data request	Document with fields and text frames.
Line-numbered template (28)	Document with 28 numbered lines using text frames and basic graphics for vertical ruling lines.
Line-numbered template (55)	Document with 55 numbered lines using text frames.
Paragraph-numbering application	Complex document containing certificate of incorporation for automatic fill-in and paragraph re-numbering.
Summons (bilingual)	Document with fields and text frames.

Maps

Samples	Description
Asia, outline	72-SPI canvas in bitmap.
British Isles	Basic graphics map of England, Scotland, and Ireland.
Europe, outline	72-SPI canvas in bitmap.
Globe, eastern hemisphere	Basic graphics map.
Globe, western hemisphere	Basic graphics map.
USA	Basic graphics map.
USA (Pro Illustrator)	Pro Illustrator map.
World Map	Pro Illustrator map.
World, outline	75-SPI Freehand canvas in bitmap.

Overhead transparencies

Samples	Description
Transparency for text or graphics	$8\frac{1}{2}$ by 11-inch document with large text and a graphics frame.
Transparency for text	$8\frac{1}{2}$ by 11-inch document with large text.
Transparency example, text and graphics	Document with large text and graphics.
Transparency with border	Document with large text and a border.

Presentations

Samples	Description
Bar charts	Document containing basic, intermediate, stacked, and advanced bar charts.
Beaker graphic overhead transparency	Graphic overhead example for presentation.
Commodity report	Two column document containing line charts with page-width heading.
Monthly totals report	Document containing table-driving line and bar charts.
Oil production graphic overhead transparency	Graphic overhead example for presentation.
Production outlook	Document containing table-driving line chart.
Sales report	Document containing graphics and line chart.
Staffing report	Graphic cube drawing for presentation.
Wheat stock report	Document with table-driving bar chart.

Project management

Samples	Description
52-Week plan	Document containing a table, fields, and basic graphics.
Development schedule	Document containing a table and fields.
Gantt chart (2 tables)	Document with two tables.
Gantt chart (basic graphics)	Document with two tables.
Gantt chart symbols	Document with basic graphic transfers.
PERT chart	Document with basic graphic transfers.
Project schedule	Document with table.
Project tracking record file	*VP List Manager* record file.
Three-year milestone chart	Document with tables.
Two-year project plan	Document with basic graphics.

Scientific notation

Samples	Description
Chemical reactions	Document with *Xerox Chemical Illustrator* drawings.
Chemical samples	Document with *Xerox Chemical Illustrator* drawings.
Chemical structure illustration	Document with basic graphics drawing.
Chemical structures	Document with *Xerox Chemical Illustrator* drawings.
Equation numbering	Document with *VP Equations* frames.
Generic cryptophane	Document with *Xerox Chemical Illustrator* drawings.
Lab experiment illustration	Document with basic graphics drawing.
Thermodynamics illustration	Document with basic graphics drawing.

Technical documentation

Samples	Description
Engineering worksheet	Engineering document with graphics frame.
Function specification	Book containing templates for the following: title page, table of contents, chapter, glossary, and index.
Quick-reference card	*VP Spreadsheet* Quick-reference card template.
Refresh-rate calculation	Document with table-driving a bar chart.

Technical illustration

Samples	Description
Graphic tools	Folder containing the following basic graphics tools: • Degree Protractor Tool • Inch/Pica Rulers • Metric Ruler.
Isometric/perspective drawing	Folder containing the following basic graphics tools: • Advanced two-point perspective layout • Advanced two-point sample • Isometric explanation • Isometric grid • Isometric tools • Perspective grid explanation • Two-point perspective grid • Two-point perspective sample.
Computers	Folder containing the following basic graphics and Pro Illustrator graphics: • 6085 Display/Companion 386 Console (Pro Illustrator) • 8040 Electronic printer (Pro Illustrator) • IBM display (Pro Illustrator) • Sun Workstation/Keyboard, Trimetric (Pro Illustrator) • Sun Workstation/Keyboard/Table (Pro Illustrator) • Xerox network components (basic graphics) • Xerox network components (Pro Illustrator).
Electrical	Folder containing basic graphics transfers including: • Electrical symbols • Electronic symbols.
Flowcharts	Folder containing the following basic graphics transfers: • Flowchart Sample • Flowchart Symbols • Standard Logic Symbols.
Miscellaneous	Folder containing the following basic graphics transfers: • Complex star line drawing • Special Keyboard Overlays.

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NOTES

NOTES

Customer Comments

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VP Online Samples Guide

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