



# VP STANDALONE

**XEROX**

*VP Series Training Guide*  
*Version 1.0*

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*This publication was printed in September 1985 and is based on the VP Series 1.0 software.*

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*Printed in U.S.A. Publication number: 610E00470*

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# 1. Introduction

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VP StandAlone software allows you to access local printing. Local printing allows you to print documents, folders, spreadsheets, and other files on a local draft printer.

**NOTE:** Workstation Administrators need to know Workstation Administrator functions for creating and managing desktops on the workstation. Refer to the tab titled "VP StandAlone" in the VP Series reference library for details on how to establish yourself as the Workstation Administrator and create desktops for yourself and other workstation users.

This self study guide is designed to provide you with the general concepts and practice necessary to use VP StandAlone software.

Upon completion of this self study guide, you should be able to:

- Retrieve printer icons
- Print documents on a local draft printer
- Create express printer icons

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## Getting started

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Before you begin this self study guide, you should know how to operate your 6085 or 8010 workstation. Complete the following:

- "Training Introduction" tab
- "Xerox ViewPoint" self study guide
- "Document Editor" self study guide

To complete this self study guide, you need a 6085 Professional Computer System or 8010 Information System with VP Document Editor software installed and running. To verify that the software is installed and running, open the application loader, which is located in the workstation divider of the directory. If "Document Editor" is not displayed when you open the application loader, or if its status is set to Idle, refer to the "Application Loader" chapter of the "Xerox ViewPoint" self study guide.

Additionally, you need the training disk labeled VP Training Exercises.

Each chapter of this self study guide introduces a number of related concepts. When these concepts involve on-line practice, practice exercises are included.

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

To get started, you need the folder titled VP StandAlone on the VP Training Exercises floppy disk. Within the folder are all the documents necessary to complete this self study guide. This folder contains StandAlone practice documents, numbered by chapter: for example CO PR 2-1.

At this point, you are ready to load the VP Training Exercises floppy disk onto your desktop. To review the procedure for loading a floppy disk, refer to the chapter titled "Floppy Utility" in the "Xerox ViewPoint" self study guide. If your system does not have a floppy disk drive, see your System Administrator.

You can copy the VP StandAlone folder and rename it. This automatically allows you to work with a copy of the original documents and to store your completed practices.

Beginning with this introduction, continue through each chapter sequentially, at your own pace, until you have mastered the skills taught. Your training should take less than one hour.

While you are completing this self study guide, it is advisable that you have the tabs labeled "VP StandAlone" and "VP Document Editor" in the VP Series reference library available for easy referral.

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## Overview

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Your workstation can be connected to a local printer to print workstation documents, folders, and other files. In this chapter, you print workstation files on these printers.

The local draft printer is a low-speed local printer that can print graphics and text in different fonts. If you have a printer icon labeled Local Draft Printer and the printer is directly attached to your workstation, then you can access the local draft printer.

When you complete this chapter, you should be able to print files on a local draft printer.

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## Retrieving the local draft printer icon

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The icons for the local printers are found in the local devices divider in the directory.

In the following exercise, you copy the printer icon to your desktop.

1. **Open** the directory icon.
2. **Open** the workstation divider.
3. **Open** the local devices divider.
4. **Select** the local printer icon for the local draft printer.
5. **Copy** the printer icon to your desktop.
6. **Select** [CLOSE ALL] in the directory window.

**NOTE:** Like other icons, printer icons can also be copied, moved, and deleted.

## Printing a file

In the following exercise, you print a practice document.

1. Select practice document CO PR 2-1.
2. Copy the document to the printer.

The printing option sheet appears (Figure 2-1).

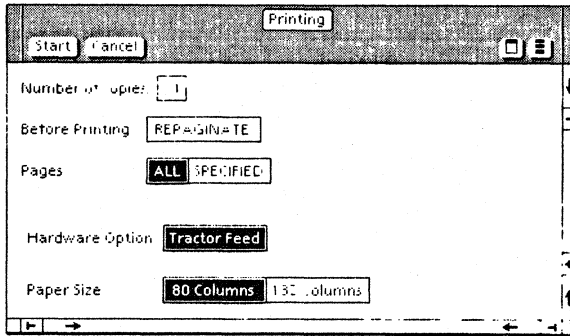


Figure 2-1 Local draft printer option sheet

3. Study the options in the printing option sheet.

The printing options are as follows:

### Number of copies

This option specifies the number of copies to be printed. If you want more than one copy, delete the 1, and replace it with the desired number of copies. For this exercise, use the default setting of 1.

### Before printing [REPAGEINATE]

If you are printing a document and this option is selected, then the document is automatically paginated before printing. Selecting this option ensures that page numbers and page lengths are correct. Pagination is covered in detail in the "Document Creation" chapter in the "VP Document Editor" self study guide. For this exercise, do not select [REPAGEINATE].

**Pages - [ALL]/[SPECIFIED]**

This option specifies the number of pages to be printed. If [ALL] is selected, then all the pages in the document are printed. If [SPECIFIED] is selected, then you specify the first and last pages of the document to be printed.

**4. Select [ALL].****Hardware Option [TRACTOR FEED]**

The local draft printer operates only with tractor feed paper. This option is always on.

**Paper Size**

This option allows for setting the size of the paper in the printer. The choices are:

- [80 COLUMNS] - Letter size (8.5 by 11 inches)
- [132 COLUMNS] - Legal size (11 by 14 inches)

**5. Select [START].**

The one-page practice document should be printed shortly.

After sending a file to a printer, you may decide that you do not want the file printed. If you press <STOP> while the file is still being paginated or formatted, then the file is not printed.

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## Printer property sheet

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Each printer icon has a property sheet. The printer property sheet contains the number of copies, hardware, and paper size options displayed on the printing option sheet, plus two extra options: [DISPLAY OPTIONS] and Icon Label (allows you to change the name of the printer icon).

You can create an express printer icon with preset print options. You can then print objects using this printer icon without displaying the printing option sheet.

In the following exercise, you create an express printer icon.

1. Select the printer icon.
2. Copy the icon to another position on your desktop.
3. Press <PROP'S>.

The printer property sheet appears (Figure 2-2).

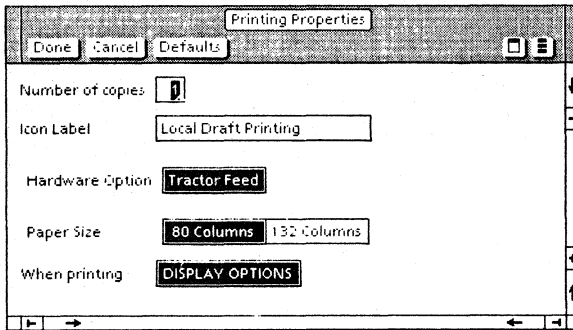


Figure 2-2 Local draft printer property sheet

4. Rename the printer icon.
  - a. Press <DELETE>.
  - b. Type a new name for this icon.

5. Choose the options you desire.
6. Deselect [DISPLAY OPTIONS].
7. Select [DONE].

You can now print objects by copying them to this printer icon. Since the printer option sheet does not appear, printing through this icon is faster. However, you must use the preset options.

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## Summary

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In this chapter, you studied how to:

- Retrieve a local draft printer icon
- Fill out the property sheet for a local draft printer
- Print documents on a local draft printer
- Create an express printer icon

If you need more practice, complete the exercises again. To do this, use a new copy of the practice document for this chapter.

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### **3. Progress check**

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In this self study guide, you used your workstation to print files. Now you are going to test your knowledge by completing the following task. Refer to the following page for detailed information on how to perform this exercise.

- Print a document or mail note on a local draft printer.

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## Answers to progress check

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The number in parentheses indicates the chapter in which you will find details on each procedure.

- **To print a document or mail note on a local printer: (2)**

Select a document or mail note.

Press <COPY>.

Select a local printer icon.

Set the desired printing options.

Select [START] in the printer option sheet.