



# **Docucreate Supervisor Guide**

version 11.2

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## CHAPTER 1

# Getting Started

This manual serves as a reference tool for system supervisors. It contains information related to creating and maintaining form sets.

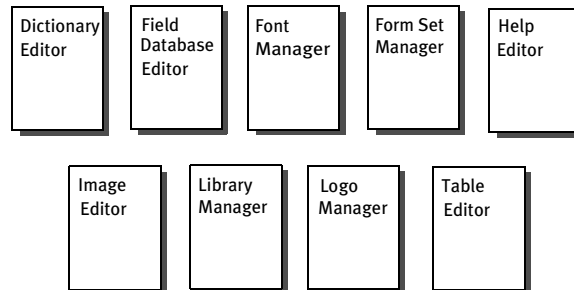
Docucreate lets you create intelligent forms which can be used by other Skywire Software applications to gather and process your company's vital information.

This chapter discusses...

- [Overview on page 2](#)
- [About Fonts on page 4](#)
- [Installing the System on page 6](#)
- [Directory Structure on page 9](#)
- [Re-installing the Software on page 11](#)

## OVERVIEW

Docucreate consists of several tools, as shown in the following illustration:



### Dictionary Editor

The Dictionary Editor provides you with an easy mechanism to create and maintain information about the extract file being used. The data in the file can be automatically merged into a form's variable fields by using the Dictionary Editor. The Dictionary Editor can import DDF, DFD, DBF, and COBOL Copy Book files and SAP RDI files. The tool defines customer data or transaction file data. This provides you with a greater ability to apply and modify data, and increase the ease of reusing resources.

### Field Database Editor

The Field Database Editor provides you with an easy mechanism to store common variable field information to make setting up and creating forms faster and more consistent. This file contains a record for each unique variable field name, and is indexed in ascending order. Use this tool to ensure consistency in form sets. For example, if you have a Name variable field on a form, you can pull the attributes for that field into the form from the Field Database Editor. The database contains such information as the name of the field, font, type of variable field, and so on.

### Font Manager

The Font Manager is used to organize fonts and font sets. A font is a collection of letters, symbols, and numbers that share a particular design. A font set is a collection of fonts you choose to group together for your image and printing needs. The font set information is stored in the *font cross-reference file* (FXR file) which is created by the Font Manager.

A well organized font set makes image creation quick and efficient. Forms composers need a variety of fonts for text and field creation. The Font Manager does not change the actual printer fonts. This tool is used for defining the appropriate characteristics (bold, size, and so on) about the font so the fonts used to create a particular form set are consistent and easily accessible to the forms composers.

### Form Set Manager

This tool helps you group the individual images and forms you create using the Image Editor into a set of related forms. This information is stored in the *form set definition table* file typically called the FORM.DAT file. Documaker uses the FORM.DAT file to control the data entry, print, work-in-process, and archive/retrieval functions for related forms and images.

The system stores the form set information in a semi-colon delimited file with a specific format. The file includes information about the company, lines of business, forms, each page (image) in the form, and the names of the person, organization, or entity that receives a copy of each page of the form.

**Help Editor** The Help Editor is a tool you can use to create user specific help records that are accessible from a variable field during form entry time. You can easily create a help file which contains records for the variable fields on a form. Each help record usually contains an explanation of a description for entering correct data into a variable field. Help files reside in the resource library.

**Image Editor** The Image Editor lets you create forms and images that become part of an electronic form or document. It is a WYSIWYG editor with an easy to use and easy to learn graphical user interface. With the Image Editor, you have complete control and flexibility in managing and creating your image. The image and objects that you create are stored in the Resource Library's Image Library.

Use the Image Editor to assign rules to your variable fields to determine a flow of data into your image. This procedure gives you an easy way to assign and modify rules for each field accepting external data. Rules perform a variety of functions during merge procedures. Transferring data between images and your files decreases the need for repeated manual data entry, thus decreasing errors, increasing speed, and maintaining the integrity of your documents.

**Library Manager** The Library Manager offers an effective way to manage your documents and logos while maintaining the versions, revisions, and integrity of the images you are developing. You may want to set up a library for a specific client or form set. The Library Manager optimizes forms development and security procedures by allowing developers to create and maintain forms and logos for processing and archiving electronically. You have the option to store all images (both documents and logos) in a resource library. The storage consists of a listing of the image or logo as well as a snap shot of the image.

When you set up a library, you must declare the locations of library and storage files. Entries made during library setup are automatically saved back to the FAPCOMP.INI file when you exit the module.

**Logo Manager** Logos are scanned objects that can be placed on an image. Logos are usually customized pictures that fit a particular company's needs. These objects cannot be displayed or printed on an image using any other method. Once an object has been electronically created, it can be edited using the Logo Manager. This tool lets you resize, reverse, rotate, crop, and otherwise manipulate an image to fit your needs.

**Table Editor** The Table Editor lets you create a table of data used to automatically fill a variable field during form data entry. Tables make the entry process quicker and more efficient for the end user. Users can choose from data options within a table format rather than keying information. Using tables reduces data entry errors and increases speed. Using the Table Editor, you can create and edit table files, tables, and table entries. Tables are stored in the resource library.

## ABOUT FONTS

The system lets you work with virtually any type of font. Skywire Software supplies a standard font set with the system. The fonts included in this font set are supported by Postscript printers, and can be converted for Metacode, AFP, or PCL printers. The following fonts are included in the standard font set:

- Courier
- Times(Roman)
- Univers(al)

---

**NOTE:** See Chapter 5 of the [Docucreate User Guide](#), Setting Up Fonts, for information about converting fonts. If you choose to use fonts other than those supplied with the system, you must purchase your font files and install them before you print the images you create. The fonts must reside on your hard disk, preferably in the \mstres\fmres\deflib directory. The Master Resource Library setup tells the system where your font files are stored. (See Chapter 2 of the Docucreate User Guide, for specific information about setting up a master resource library.)

---

The system also includes font cross reference files. These cross reference files contain information the system needs about each font. The font cross reference files distributed with the system are listed below:

This file...	Provides these fonts...	For these printers...
DESKJET.FXR	Internal HP fonts	HP Deskjets and compatibles
HPINTL.FXR *	Times(Roman), Courier, and Univers(al) fonts	PostScript and PCL printers
HPINTLSM.FXR *	Times(Roman), Courier, and Univers(al) fonts	PostScript and PCL printers
REL112.FXR *	Times(Roman), Courier, and Univers(al) fonts	PostScript and PCL printers
REL112SM.FXR *	Times(Roman), Courier, and Univers(al) fonts	PostScript and PCL printers

\* automatically installed when you install the system

---

The font cross reference file and your font files work together in the same way a telephone book and a telephone work together. The phone book contains precise and necessary information which lets you call any available phone. A font cross reference file contains the precise information necessary to use your available fonts. A phone is necessary to use the information in the phone book. Fonts are necessary to use the information in the font cross reference file. Neither is useful without the other.

See Chapter 5 of the [Docucreate User Guide](#), Setting Up Fonts, for more information about font cross reference files, and converting the standard system fonts for use with your printers.



Remember, you must install the fonts on your operating system before you can use these fonts to print the forms you create. See [Installing the System on page 6](#), for specific information about installing fonts.

## INSTALLING THE SYSTEM

Once you make sure your computer has the correct hardware and software, you can install Docucreate. Simply insert the CD-ROM into the appropriate drive and follow the instructions that appear on your screen.

For example, to install Docucreate you insert the CD into the CD-ROM drive. If your system is not set up to automatically read the CD, click the Start button, then click Run and enter *(drive letter):\setupex* in the Open field. Click Ok and follow the instructions that appear on your screen.

## MANUALLY INSTALLING THE WORD CONVERTER

You can use Microsoft Word, instead of the system's Text Editor, to add text areas, text, and logos into a FAP file. Usually the Word converter is installed by the Installation routine. The Installation routine makes sure the converter components are copied to an appropriate location and that the appropriate registry entries are made.

You can let Word install the converter and not use the Installation routine. Word automatically installs converters it finds in its directory, or in the shared converter directory, usually *c:\program files\common files\microsoft shared\textconv*, the first time it tries to convert a file in a given session. Word also sets up the registry entries.

To have Word install the converter, copy the *DCIWDW32.CNV* file into the text converter directory. Word will then create the appropriate registry entries for you.

---

**NOTE:** If you have problems with the converter, try opening a plain text file (\*.txt) and then closing that file to initialize the Word converter.

---

Instructions for using Word to create FAP files can be found in Chapter 7, Adding Text, of the [Docucreate User Guide](#).

## Understanding the System

The registry entries for the converter differ, depending on the version of Windows and Word. Information on converters accessible by any application (shared converters) is stored in subkeys of:

```
HKEY_LOCAL_MACHINE\Software\Microsoft\Shared Tools\Text Converters
```

This information was previously found in the WIN.INI file. For converters that only apply to a particular application, previously found in an application-specific INI file, such as WINWORD6.INI, it is stored in subkeys of:

```
HKEY_CURRENT_USER\Software\Microsoft\<appversion>\Text Converters
```

where *appversion* is application-specific. For instance, Word 95 uses *Word\7.0* and Word 97 uses *Office\8.0\Word*.

Under Text Converters, information for Foreign-to-RTF converters is found under the subkey *Import* and for RTF-to-Foreign converters is found under the *Export* subkey.

Under *Import* or *Export*, as appropriate, you will find a unique key for each conversion, called its *class name*. A single converter, such as *DCIWDW32.CNV*, can implement more than one conversion. For example, a converter may import and export, and it may import or export multiple subtly different file formats. So, you can have more than one class name associated with a particular converter.

Under each class name are registry values for that conversion. The following values (all are strings, or REG\_SZ values in registry terms) are required:

```
Value Name
```

Value

Name

The Description string appears in Word's Confirm Conversions window. Because this string is seen by users, localize it in foreign language versions of a converter.

**PATH.** This refers to the absolute path to converter DLL, including the name and extension of the DLL.

**EXTENSIONS.** Space separated list of file name extensions. These extensions specify files that are likely to be of the appropriate binary type for a conversion.

For export and import you have these values:

**FAP Converter:**

```
Name = DocuCorp FAP Converter
Path = C:\Program Files\Common Files\Microsoft
Shared\Textconv\dcidw32.cnv
Extensions = "fap"
```

**CFA Converter:**

```
Name = DocuCorp CFA Converter
Path = C:\Program Files\Common Files\Microsoft
Shared\Textconv\dcidw32.cnv
Extensions = "cfa"
```

## INSTALLING FONTS

Before you begin using the fonts in the system, you must install them. Installing the PostScript fonts identifies the fonts and their location, so your system knows where to look for the fonts when it prints and displays your images.

### Font Substitution

If the system cannot find a matching screen font using the information in the FXR, it will attempt to substitute a different Windows font. For Windows, the system will automatically try to substitute the following fonts for these missing fonts:

If this font is missing...	The system will substitute this font...
Univers	Arial
Helv	Arial
Letter Gothic	Courier New
Courier	Courier New
Tms Rms	Times New Roman
Times Roman	Times New Roman

If this font is missing...

The system will substitute this font...

Times	Times New Roman
-------	-----------------

The Windw32Subs control groups defines substitute font names. Here is an example of this control group which shows the defaults settings:

```
[ Window32Subs ]
  Univers          = Arial
  Helv             = Arial
  Letter Gothic    = Courier New
  Courier           = Courier New
  Tms Rms          = Times New Roman
  Times Roman      = Times New Roman
  Times            = Times New Roman
```

In this example, the system substitutes the native Windows font, Times New Roman, if the Times family font is not found. Likewise, it substitutes Courier New for Letter Gothic and Arial for Univers. If you do not have a font installed which matches the original or substituted fonts, a default font will be used instead (usually Courier).

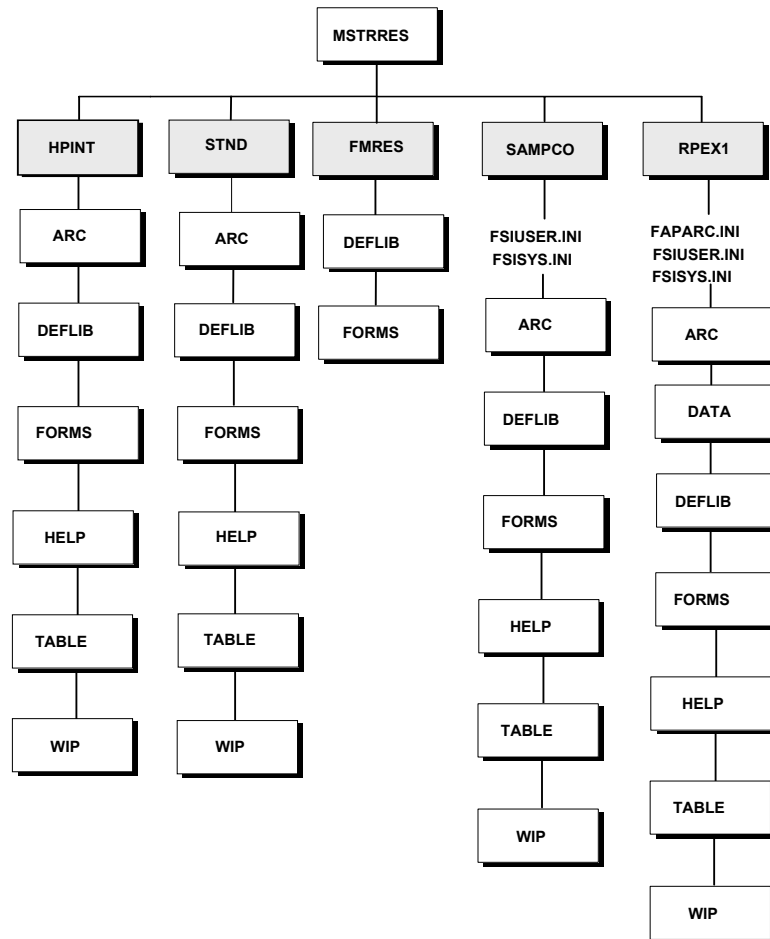
## Using Screen Fonts

To avoid these font substitutions, you can install fonts into Windows using the Fonts folder (usually located in the Control Panel). After opening the Fonts folder, select the File, Install New Font option. The Add Fonts window appears and asks for the drive and directory in which the new TrueType font files are located. When you finish selecting the fonts you want to install, click Ok to install them.

For the system to correctly match the fonts installed under Windows, the family and face name must be spelled exactly the same as they appear on the Names tab of the Properties window for the font. Use the FXR settings for FAP height, FAP width, and so on, to customize the display of a font.

## DIRECTORY STRUCTURE

When you install one or more components of Documaker or Docucreate, the system is automatically configured for a single user workstation. The illustration below shows the basic system directory structure upon installation. The directory and files shown are common to both Documaker and Docucreate.



The following table lists each Docucreate tool and its associated parameters. Icons for the various programs are embedded within the tool's *EXE* file.

	Program name	Working directory
Docucreate	\fap\dll\ddsw32.exe	\fap\dll
Dictionary Editor	\fap\dll\xdbedw32.exe	\fap\dll
Field Database Editor	\fap\dll\fdbedw32.exe	\fap\dll
Font Manager	\fap\dll\fxredw32.exe	\fap\dll
Form Set Manager	\fap\dll\fdtedw32.exe	\fap\dll
Help Editor	\fap\dll\hlpedw32.exe	\fap\dll
Image Editor	\fap\dll\imgedw32.exe	\fap\dll
Library Manager	\fap\dll\lbrymn32.exe	\fap\dll
Logo Manager	\fap\dll\lgoedw32.exe	\fap\dll
Open User (for user ID maintenance)	\fap\dll\openuw32.exe	\fap\dll
Table Editor	\fap\dll\tbledw32.exe	\fap\dll

## SYSTEM SETTING CHANGES

After you install the software, the following mapping should appear in the AUTOEXEC.BAT file in Windows 9x. The example assumes you installed the system on drive C:

```
path = C:\FAP\DLL
```

## RE-INSTALLING THE SOFTWARE

If at any time in the future you need to re-install the software, keep the following points in mind:

- If you re-install the software to the same drive and sub-directory, the PATH statements in your AUTOEXEC.BAT file will not be affected.
- If you re-install the software to a different drive or sub-directory, the new path statements will append to any previous settings in the autoexec.bat file. This will cause the system to use the path statements from the previous installation, and ignore the new path statements. If you want the system to use the new path statements, you must delete the old path statements in the AUTOEXEC.BAT file.
- System and user INI files (FAPCOMP.INI, FSISYS.INI, and FSIUSER.INI) are located in the \FAP\DLL directory. During a re-installation, the INI file settings will not be affected.





## CHAPTER 2

# Configuring the System

When you install the system, it is automatically configured for a single user. If your company plans to use batch processing for multiple users in a networked environment, there are several changes you must make.

Before performing the specific steps to implement a multi-user system, you should have an understanding of the concepts central to a multi-user system.

These concepts include user directories, initialization files, and user IDs. After a discussion of these concepts, this chapter details the specific tasks you must perform to implement and maintain a multi-user system. This includes...

- [User Directories on page 14](#)
- [Setting Up Multiple Users on page 16](#)
- [Creating User IDs on page 20](#)
- [Using SuperUser Features on page 24](#)
- [Spell Checking Options on page 28](#)
- [Using Printcommander to Produce FAP Files on page 32](#)
- [Customizing the Interface on page 34](#)

---

**NOTE:** For information on configuring printers, see [Setting Up Printers on page 33](#).

---

## USER DIRECTORIES

The main difference between a single user system and a multi-user system is the implementation of user directories. In a single user setting, you configure the entire system based on one user's needs. In a multiple user environment, however, each user can have his or her own special configuration.

Instead of installing a separate copy of the entire system on each user's workstation, you install the software to a central network drive. With a network installation, each user has their own user directory containing personalized settings. In this way, the system maintains its overall system functionality while allowing individual user customization.

### INI FILES

To meet the specific requirements of your company and employees, the system uses initialization, or *INI* files. These INI files contain settings which control items ranging from system functionality, such as program function calls, to individual user preferences, such as printer selection. When you install the system, the INI files are placed in the \FAP\DLL directory. For multiple users, copy the user INI files to each user directory. By modifying the INI files in each user directory, you can personalize each configuration.

This table lists each INI file, its scope (whether system or user) and a brief description.

INI File	Scope	Controls settings for the...
FSISYS.INI	System	Rules Processor and Documaker, such as system settings and program function calls
FSIUSER.INI	User	Rules Processor and Documaker
FAPCOMP.INI	User	Docucreate system

### USER IDS

In a multiple user environment, each user has a unique user ID. User IDs identify each user to the system. User IDs also track individual user transactions and allow different security level access rights. The system provides you with these default user IDs:

ID	Description
DOCUCORP	For system supervisors. Allows access to all system functions, including system maintenance, user ID setup, INI files, and so on.
USER1	For general use.

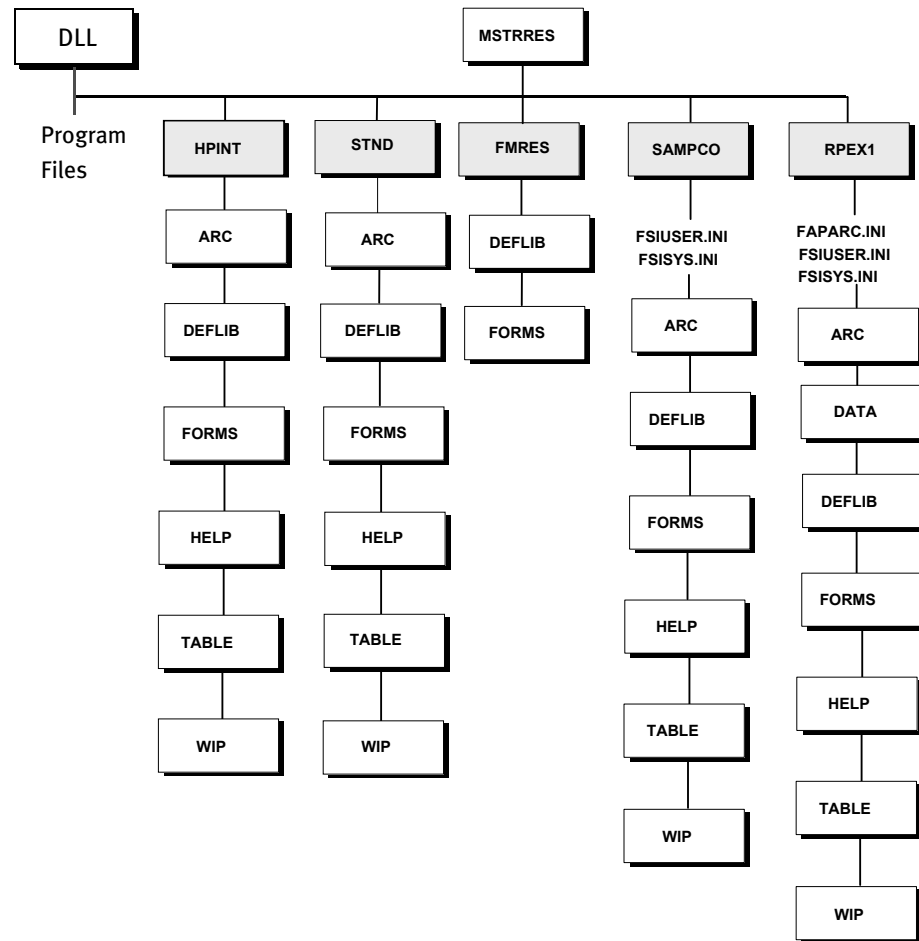
---

**NOTE:** Do not provide the *DOCUCORP* ID to those who are not authorized system supervisors or support technicians. Prior releases used *FORMAKER* as the default system supervisor ID.

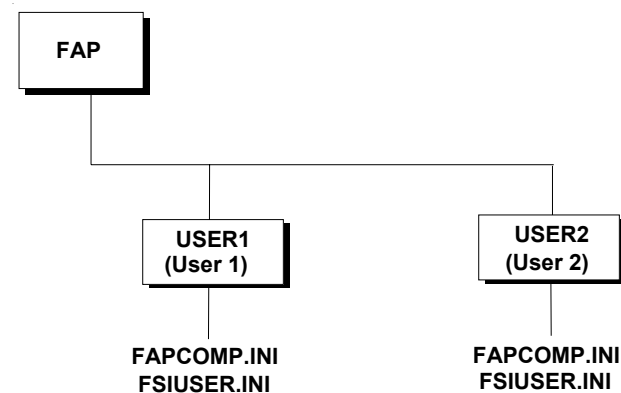
---

## Multi-User Directory Structure

After you complete the configuration tasks covered in this chapter, your system directory structure looks similar to the one below:



Additionally, you may have separate subdirectories for users. Each of these subdirectories, setup by the user, contains all INI files except the FSISYS.INI file



## SETTING UP MULTIPLE USERS

This section covers the specific activities and tasks you perform to configure your system for multiple users. You perform these activities after you install the system. Make sure you install the system to a common network drive. See [Installing the System on page 6](#), for more information about installation.

Setting up multiple users includes the following tasks:

- Creating user directories
- Creating user icons
- Creating user IDs and passwords
- Testing user IDs

This section also covers maintaining user IDs.

The system provides you with two default user IDs: *DOCUCORP* and *USER1*. *DOCUCORP* is the system supervisor's ID and password. It lets you access all system options, including system maintenance, user ID set up, INI files, and so on. Do not disclose the *DOCUCORP* ID to those who are not authorized system supervisors or support technicians. *USER1* is the generic user ID and password for data entry users.

---

**NOTE:** You can also customize the *FSIUSER.INI* file so logging on happens automatically. This may be more convenient in some situations, but keep in mind it also circumvents the security features.

---

### USER ID GUIDELINES

As the system supervisor, it is your responsibility to set up, modify, and delete user IDs and passwords. You can set up user IDs either before or after you install the Resource Library. Consider these guidelines when setting up user IDs:

- User IDs can have up to 64 alphanumeric characters. Each ID must be unique.
- The system reserves user access level 0 (access rights) for the system supervisor functions, and levels 1 through 9 for user functions (operator access). The system makes no distinction between access level 1 through 9. If you need information on customizing access level rights, contact Skywire Software's Professional Services ([www.skywiresoftware.com](http://www.skywiresoftware.com)).
- The system separates data by user ID, so users have access to only their own data. You can set up IDs so that supervisory users have access to subordinate user data. System supervisors (with the *DOCUCORP* ID) have access to all data.

---

**NOTE:** Older versions of the system used the *FORMAKER* ID as the supervisor ID. The *FORMAKER* ID now reports to the *DOCUCORP* ID.

---

## CREATING USER DIRECTORIES

Before you create user IDs, you should create separate user directories to store user specific INI files. Make sure the system is fully installed before performing the following tasks. If you do not know all current users, you can perform this task after you set up the system.

---

**NOTE:** When typing commands, be sure you type the command exactly as it appears in the instructions, including all spaces. The commands are not case sensitive; you can type in all caps, all lowercase, or mixed.

---

### From Windows Explorer

To create a user directory using Explorer, start Explorer and click on the \FAP folder (directory). Select File, New, Folder. The system adds a folder (or directory) under \FAP and lets you type in the name for this folder.

### From an Operating System Prompt

To create a user directory from an operating system prompt, window, type **cd \fap** and press ENTER to go to the system directory. From the system directory prompt, type **md** (make directory) and a user directory name, then press ENTER. The operating system creates a directory to store INI files. Here is an example:

```
md user1
```

---

**NOTE:** Although not required, we recommend that the user directory and user ID be the same for tracking purposes.

---

## COPYING THE SYSTEM INI FILES

After you create the user directories, copy the following system files into the new user directory. The files are normally located in the \FAP\DLL subdirectory:

- FSIUSER.INI
- FAPCOMP.INI

These files contain the control parameters for the system.

## CHANGING INI FILE SETTINGS

Once you have copied the INI files into the user's directory, open the FSIUSER.INI file in that user's directory using any standard text editor. Make the following changes.

- 1 Locate the SignOn control group and add the UserID option as shown here:

```
< SignOn >
  UserID = (enter the user ID here)
```

If your FAPCOMP.INI file does not contain a SignOn control group, you will need to add it.

---

**NOTE:** If you do not know the user ID, you may perform this task after you setup the ID. You can also do this using the Utilities, User ID Maintenance option.

---

- 2 Locate the Environment control group in the FAPCOMP.INI file. This control group defines the logon procedure. This control group references the SignOn control group to configure logon procedures. In this group, add the Do\_Logon option, as shown here:

```
< Environment >
  Do_Logon = Yes
```

You can also optionally set the MaxLogonAttempts option if you want to use a value other than the default of three (3).

Option	Description
Do_Logon	Controls the appearance of the Logon window. Used with the SignOn control group. The system does not function properly if the Do_Logon option is set to No.
MaxLogonAttempts	Controls the maximum number of user logon attempts before the system locks out the user. If the INI option is undefined, the system defaults to three (3) attempts. 0=1 attempt 1=1 attempt 2=2attempts (and so on) Maximum value is 4 billion. If the user ID is incorrectly defined in the INI file, the User Logon window appears.

- 3 Create a system icon at each user's workstation, or simply change the existing icon's working directory to the user directory. You can have the system on a network drive and have user information on a local drive, as shown here:

```
Path and File Name:F:\FAP\DLL\IMGEDW32
Working Directory: F:\FAP\USER1
```

- 4 Edit each users' AUTOEXEC.BAT file to point to the network. For example, set the path as shown here:

```
path=f:\fap\dll
```

Repeat these steps for each user you want to set up in the system.

## CREATING USER ICONS

After you create a user directory for each user, you can create icons for each user's desktop. The icons you create let each user access the system while maintaining the customized configuration specified within the INI files.

Follow these instructions to create a user icon:

- 1 Create an icon for each Docucreate tool on the user's desktop. Refer to your operating system documentation for specific information.
- 2 Open the properties window for each Docucreate icon you create. Use the information in the table below to complete the fields within the settings properties window.
- 3 Repeat the above steps for each user.

The following table lists each Docucreate tool and its associated parameters.

**NOTE:** Substitute *USER1* with the user directory name you created.

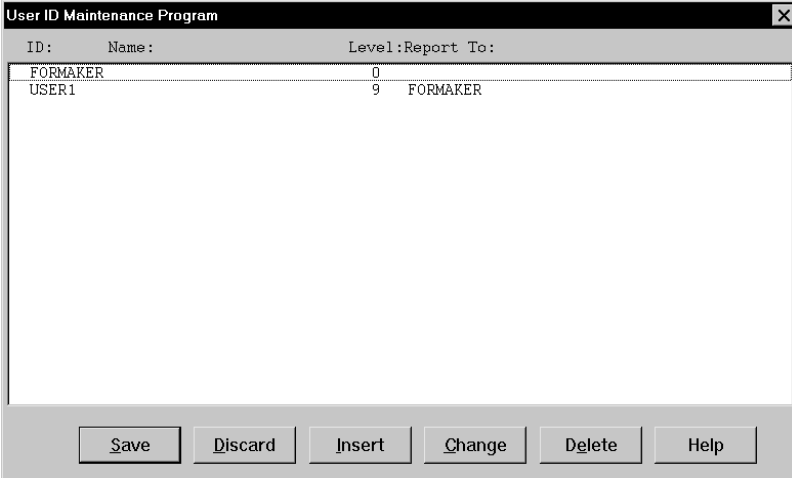
System Tool	Program name	Working directory
Docucreate	\FAP\DLL\DDSW32.exe	\FAP\USER1
Dictionary Editor	\FAP\DLL\xdbedw32.exe	\FAP\USER1
Field Database Editor	\FAP\DLL\fdbedw32.exe	\FAP\USER1
Font Manager	\FAP\DLL\fxredw32.exe	\FAP\USER1
Form Set Manager	\FAP\DLL\fdtedw32.exe	\FAP\USER1
Help Editor	\FAP\DLL\hlpedw32.exe	\FAP\USER1
Image Editor	\FAP\DLL\imgedw32.exe	\FAP\USER1
Library Manager	\FAP\DLL\lbrymn32.exe	\FAP\USER1
Logo Manager	\FAP\DLL\lgoedw32.exe	\FAP\USER1
Open user	\FAP\DLL\OPENUW32.exe	\FAP\USER1
Table Editor	\FAP\DLL\tbledw32.exe	\FAP\USER1

## CREATING USER IDs

With the User ID Maintenance utility you can create IDs for all system users and add new user IDs when necessary. Start the system using the FORMAKER ID when you create user IDs.

**NOTE:** With version 10.1, *DOCUCORP* is now the default supervisor ID. The *FORMAKER* ID used in earlier versions is still valid, but it now reports to the *DOCUCORP* ID. For information about an enhanced version of the User ID Maintenance utility, see [Using SuperUser Features on page 24](#).

- 1 To create a user ID, from Docucreate's main menu, choose Utilities, User ID Maintenance to display the User ID Maintenance window.



The 'User ID Maintenance Program' window displays a table with columns for ID, Name, Level, and Report To. The table contains two entries: FORMAKER (Level 0) and USER1 (Level 9, Report To: FORMAKER). At the bottom are buttons for Save, Discard, Insert, Change, Delete, and Help.

ID:	Name:	Level:	Report To:
FORMAKER		0	
USER1		9	FORMAKER

- 2 Click Insert to add a new user. The User Maintenance window appears.



The 'User Maintenance' window contains input fields for ID, Name, Password, Verify Password, Level (set to 9), Security, and Report To (set to FORMAKER). At the bottom are buttons for OK, Cancel, and Help.

- 3 Type the new user's ID, and press TAB. We recommend that the user ID match the individual user's directory you created earlier.



- 4 Type the new user's full name in the Name field, and press TAB.
- 5 Type the user's password in the Password field, and press TAB. The system displays asterisks (\*) when you type the password.
- 6 Type the user's password in the Verify Password field and press TAB. This makes sure you typed the correct password.
- 7 Type a number between 1 and 9 for the user access level in the Level field, and press TAB twice to bypass the Security field (future use). Level 0 is reserved for the system supervisor.
- 8 Click the arrow next to the Report To field to display a list of users. Select the user's supervisor from the list. Click Ok to add the new user. The system returns you to the User ID Maintenance Program window, and displays the new user.
- 9 Click Save to record the new user ID information. The system displays the Save Confirmation window. Click Yes to save the new user ID information.

---

**NOTE:** Click Discard in the User ID Maintenance window to revert your most recent unsaved settings to their prior status. Discard lets you make changes to a user ID, then revert to the prior settings if you change your mind.

---

## EDITING USER IDS

Editing user ID information lets you change a user's name, password, access level rights, security level, and the person to whom the user reports.

---

**NOTE:** For best results, create new user directories and IDs for each new user. When editing user ID information, do not change the ID itself. Changing an ID keeps you from accessing policies stored under the particular user ID. If you must change a user ID, delete the ID, then create a new one.

---

- 1 To edit user ID information, choose Utilities, User ID Maintenance. The User ID Maintenance window appears.
- 2 Select the user you want and click Change. The User Maintenance window appears.
- 3 Make your changes in the fields on this window.
- 4 Click Ok to update the user information. You return to the User ID Maintenance window.
- 5 Click Save to record the updated information. The Save Confirmation window displays. Click Yes to save the updated user information.

---

**NOTE:** Click Discard in the User ID Maintenance window to revert your most recent unsaved settings to their prior status. Discard lets you make changes to a user ID, then revert to the prior settings if you change your mind.

---

## DELETING A USER ID

You can delete a user ID from the system. When you delete a user ID, you should also delete the applicable user data directory. A user cannot access the system if you delete his or her ID.

- 1 To delete a user ID, choose Utilities, User ID Maintenance.
- 2 Highlight the user you want to delete, and click Delete. An asterisk (\*) appears next to the selected ID.

---

**NOTE:** The Delete button acts as a toggle. The system deselects the user ID you marked for deletion if you click Delete again.

---

- 3 Click Save to remove the user ID from the User ID Maintenance list, and to display the Save Confirmation window. Click Yes to save the updated user ID information.

---

**NOTE:** Click Discard in the User ID Maintenance window to revert your most recent unsaved settings to their prior status. Discard lets you make changes to a user ID, then revert to the prior settings if you change your mind.

---

## TESTING A USER ID

You should test new user IDs before releasing the IDs to the users.

- 1 To test a new user ID, click once on the program icon.
- 2 Click again with the right mouse button to display the popup menu. Choose Properties and click the Shortcut tab.
- 3 Change the icon's working directory in the Start in field to \FAP\User Directory) and click Ok.
- 4 Double click the user's program icon. The system displays the Logon window.
- 5 Type the user ID name in the User ID field, and press TAB.
- 6 Type the user password in the Password field. The field displays asterisk (\*) symbols when you type the password. Click Ok.

The system now allows access to the system. If you cannot access the system, repeat the steps for creating the user data directory and user ID to make sure you correctly performed the tasks.

## RESETTING A LOCKED USER ID

Resetting a locked user ID lets you access the system after a user ID locks. Locked user IDs occur if the system shuts down during a function or user action.

When the user attempts to log back onto the system, the system displays a message stating that the user ID is already in use. The system assumes the user is still logged on to the system.

- 1 To reset a locked user ID, from a DOS window, go to the user directory which contains the locked ID, and type **openuw32.exe**. You must type the command in the user's working directory. Here is an example:

```
\fap\user1\openuser.exe
```

- 2 The system displays the Reset User window.
- 3 Type the locked user ID in the User ID field.
- 4 Type the corresponding user password in the Password field, and click Ok. The system resets the user ID and displays a confirmation message. Click Ok. You can now access the system using the reset user ID and password.

## USING SUPERUSER FEATURES

### Setting up SuperUser access

The system includes additional user ID maintenance features which are available to users who have SuperUser access. With SuperUser access, the system displays an enhanced version of the User ID Maintenance window. This window reduces the time it takes to load the user information file, especially if you have a large number of users. These feature lets you...

- Search for a user by name or user ID by double-clicking on the appropriate column heading. You can enter a partial or an exact match.
- Import user information from a database or text file.
- Reset locked user IDs.

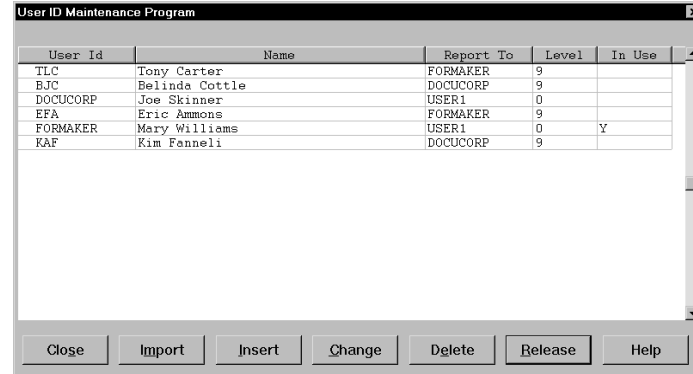
To have SuperUser access, you must have a security level of zero (o) and you must have the SupportSuperUser option set to Yes in your FAPCOMP.INI file, as shown here:

```
< UserInfo >
  SupportSuperUser = Yes
```

You should also have the Do\_Logon option set as shown here:

```
< Enviroment >
  Do_Logon = Yes
```

With these settings and the appropriate access level, the User ID Maintenance window provides access to the additional features. There is no longer a Save button in this window because the system saves information as you enter it. There are two additional options: Import and Release.



The Import button lets you import user information. The Release button lets you reset a user ID that has been locked.

**NOTE:** With version 10.1, *DOCUCORP* is now the default supervisor ID. The *FORMAKER* ID used in earlier versions is still valid, but it now reports to the *DOCUCORP* ID.

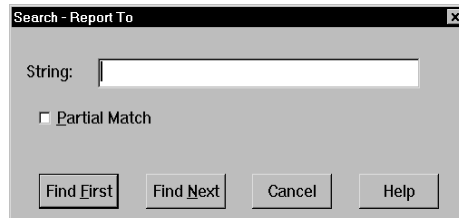
For Docucreate, change the following line in your DDS.MNU file as described below:

```
MENUITEM "&User ID Maintenance..." 4848 "USRMAINT->UMUserMaint"  
"User ID Maintenance Program" 0
```

Change the zero (o) at the end of the line to another level, such as 9. This turns on the User ID Maintenance option for users with that access level.

## Searching for a User

You can double click on any of the columns on the User ID Maintenance window to do a full or partial text search in that field.



Just enter the text you want to search for, indicate whether or not the system should look for partial matches, and click Find First.

## Changing User Information

Once you have selected the user you want to change...

- Highlight the user and click the Change button
- Double-click on the user you want to change

This brings up the User Maintenance window where you can change the user's data.

## Deleting users

When you delete a user, the system asks you to confirm the deletion. You can set the following option to suppress the confirmation window.

```
< UserInfo >
  SuppressDeleteDialog = Yes
```

The system warns you if you try to delete yourself.

When you delete a user, the system asks you who to reassign as the user's report to person and displays a list of all users. Select the appropriate report-to person to replace the one you just deleted. This will apply to all users who formerly reported to the user you just deleted.

For example, assume the user *DOCUCORP* has three users that report to it. If you delete *DOCUCORP* from the User ID Maintenance window, the system asks if you would like to continue. Choose Yes to continue. Since *DOCUCORP* is not the user currently logged in, another window appears with a list of user IDs. Choose a user ID from the list. The users that once reported to *DOCUCORP* now report to the new user.

If you want to suppress this window, add this INI option:

```
< UserInfo >
  SuppressReportToDlg = Yes
```

If you set the SuppressReportToDlg option to Yes, the system sets the current user as the new report to person for each person in the deleted user's report to list.

## Importing User Information

You can import user information into the system user database. You can import from a...

- Text file. The text file should have the following format. You can only have one user per line in the text file.

```
UserID, Name, Password, ReportTo, Level
```

- Database file. To do so, you must add the following options in your INI file:

```
< UserImportFunctions >
  01=;Text file;USRMAINT->USRImportText;
  02=;Another UserInfo database;USRMAINT->USRImportDBF;
```

The format of these lines is:

```
XX=;Description;DLLNAME->FunctionName;
```

where *XX* is the number, *Description* defines the type of file to import, *DLLNAME* is the name of the DLL that contains the function, which is named in *FunctionName*.

Follow these steps to import user information:

- 1 Select Utilities, User ID Maintenance. The User ID Maintenance window appears.
- 2 Click the Import button. A window appears which lists the import formats.
- 3 Select an import format and click Ok. The Select Import File window appears.
- 4 Choose the file to import and click Ok. If the system notes an existing user ID among those being imported, it asks you to choose one of the following options:

Choose	To
Skip	Skip the current record being imported.
Skip All	Skip all records that conflict with an existing user ID
Replace	Update the existing record with the record being imported.
Replace All	Update all existing records with new records which have the same ID.
Cancel	Stop the import process. Records imported before you clicked cancel remain in the database.

After you are finished importing new IDs, you return to the User ID Maintenance window.

---

**NOTE:** If you are importing a file which contains a record with a report to person who is not in the database, the system produces a warning and skips that record. You can use the following option to suppress this feature so the record is imported even if the report to person does not exist.

```
< UserInfo >  
  ImportBadReportTo = Yes
```

The default (No) is to show the warning and not import the record.

---

## Resetting Locked User IDs

From the User ID Maintenance window, you can now select a user and click the Release button to reset the user ID. For example, if the system is shut down inadvertently, such as when there is a loss of power, user IDs can become locked. Once locked, you cannot use the ID to start the system. Instead, when the user attempts to restart the system, it displays a message stating the user ID is already in use. This occurs because the system assumes the user is still logged on. Resetting a locked user ID lets you unlock the ID so it can be used again.

---

**NOTE:** You can still use the separate OpenUser program to reset locked IDs.

---

## SPELL CHECKING OPTIONS

You can use the SuggestDepth option in the Spell control group to control how the spell checker works. These options control how quickly and how completely the spell checker searches for errors.

```
< Spell >  
    SuggestDepth = 0
```

### To have the spell checker work

### Enter

more quickly, but find fewer items	0 (zero)
fairly quickly and fairly accurately	50
slowly, but very accurately	100

The default is zero (0). If your users notice the spell checker is not finding errors in commonly used words, try setting the spell checker at a different setting.

## Anchoring the Check Spelling Window

You can anchor the Check Spelling window and not have it float, depending on the location of the text it highlights. To anchor the window, add this option to your FAPCOMP.INI file:

```
< Spell >  
    FixedDialogPos = Yes
```

The default is No.

## Setting the Default Language

The base system uses US English as the default language for the spell checker. The spell checker supports these languages: Brazilian Portuguese, (European) Portuguese, Norwegian, Danish, US English, UK English, Swedish, Spanish, Italian, German, French, Finnish, and Dutch. It also supports hyphenation in these languages.

To have the spell checker default to a different language add the MainDicts option to your FSISYS.INI or FSIUSER.INI file, as shown here:

```
< Spell >  
    MainDicts = ssceXX.tlx, ssceXX2.clx
```

You can choose from these languages:

### For this language...

### Enter...

Danish	ssceda.tlx, ssceda2.clx
Dutch	sscedu.tlx, sscedu2.clx
Finnish	sscefi.tlx, sscefi2.clx
French	sscefr.tlx, sscefr2.clx
German	sscege.tlx, sscefe2.clx
Italian	ssceit.tlx, ssceitl.clx



For this language...	Enter...
Norwegian	sscenb.tlx, ssceb2.clx
Portuguese (Brazil)	sscepb.tlx, sscepb2.clx
Portuguese (European)	sscepo.tlx, sscepo2.clx
Spanish	sscesp.tlx, sscesp2.clx
Swedish	sscesw.tlx, sscesw2.clx
UK English	sscebr.tlx, sscebr2.clx
US English	ssceam.tlx, ssceam2.clx

## Setting a Default Locale

You can use the Locale option in the FSISYS.INI, FSIUSER.INI, or FAPCOMP.INI file to specify a default locale. The FSISYS.INI and FSIUSER.INI files are used by most all Documaker software. The FAPCOMP.INI file is only used by Docucreate.

In this INI file	The option...
FSISYS.INI FSIUSER.INI	Affects month naming in charts. For example if you set the locale to ARS (Argentina, Spanish) and you set your chart labels to month (short or long), the month name will be in Spanish.
	Lets you specify the default country for the Spelling Options window.
	Affects DAL date functions if the locality was not specified in the DAL script.
FAPCOMP.INI	Lets you specify the default country for the Spelling Options window.
	Lets you control the default date format based on the locale code you select.
	Affects month naming in charts. For example if you set the locale to ARS (Argentina, Spanish) and you set your chart labels to month (short or long), the month name will be in Spanish.
	Lets you control the paper size in the Image Editor and Form Set Manager. The system defaults to A4 or letter, depending on the locale code you select.
	Lets you control the default date format, based on the country code you select.

```
< Language >
    Locale = XXX
```

XXX represents the country code.

---

**NOTE:** If you set a default locale, and the paper size does not change appropriately, check the Type option. For example, suppose the default locale is set to BEF (Belgium). This indicates the system should use A4 paper. If, however, the paper size shows up as Letter, check the Type option in the Paper control group.

---

You can choose from these locale codes:

Country	Language	Code
Argentina	Spanish	ARS
Australia	English	AUD
Austria	German	ATS
Belgium	Dutch	BED
Belgium	French	BEF
Bolivia	Spanish	BOB
Brazil	Portuguese	BRC
Canada	English	CAN
Canada	French	CAD
Chile	Spanish	CLP
Columbia	Spanish	COP
Costa Rica	Spanish	CRC
Denmark	Danish	DKK
Ecuador	Spanish	ECS
France	French	FLX
Finland	Swedish	FMK
Germany	German	DEM
Guatemala	Spanish	GTQ
Iceland	Icelandic	ISK
Indonesia	Indonesian	IDR
Italy	Italian	TL
Ireland	English	IEP

Country	Language	Code
Liechtenstein	German	CHL
Luxembourg	German	LUX
Luxembourg	French	FRF
Mexico	Spanish	MXN
The Netherlands	Dutch	NLG
New Zealand	English	NZD
Norway	Norwegian	NOK
Panama	Spanish	PAB
Paraguay	Spanish	PYG
Peru	Spanish	PES
Portugal	Portuguese	PTE
South Africa	Afrikaans	ZAA
South Africa	English	ZAR
Spain	Basque	ESB
Spain	Catalan	ESC
Spain	Spanish	ESP
Sweden	Swedish	SEK
Switzerland	German	CHF
Switzerland	French	CHH
Switzerland	Italian	CHI
United Kingdom	English	GBP
United States	English	USD
Uruguay	Spanish	UYU
Venezuela	Spanish	VEB

## USING PRINTCOMMANDER TO PRODUCE FAP FILES

Configuring Printcommander NT version 5.0 (for Windows NT and Windows 2000) to produce FAP files involves setting up a user-specified action in Printcommander. For information on installing and configuring Printcommander, including setting up actions in Printcommander, refer to the Printcommander Installation and User Guide.

---

**NOTE:** Printcommander is designed to work with word processing systems such as Word, WordPad, WordPerfect, WordPro, and so on. You can also use Excel as long as you do not include BPSD tag references. Inserted objects cannot be viewed by Tagcommander.

---

### Installing the software

To install the software, make sure you have Administrator rights and then follow these steps:

- 1 Use the *32-Bit and 16-Bit* option to install the 32- and 16-bit versions of Common Objects.
- 2 Install the Control Panel.
- 3 Install Printcommander, following instructions in the Installation and User Guide.

---

**NOTE:** Be sure to also follow the steps in *Completing the Installation* to correctly configure Printcommander.

---

- 4 Install Documaker version 10.1 or higher.

To uninstall, reverse the order. Uninstall Printcommander, then Control Panel, then Common Objects.

### Configuring Printcommander

After you install Printcommander and restart your machine, the Docucreate Output Control icon appears in the system tray area of your Windows task bar.

---

**NOTE:** Windows NT uses the `\winnt\profiles\` directory as the default directory for storing user profiles. Windows 2000 uses the `\documents and settings\` directory as the default for storing user profiles. Printcommander looks for its action file (DFXOCTRL.ACT) in the `\winnt\profiles` directory.

If you are using Windows 2000, create a `\profiles` directory under the Windows directory. Then create a subdirectory which has the name of the logon ID of the Printcommander user, such as: `\winnt\profiles\sjackson`.

---

- 1 Left click on the green NetMove icon. The DocuCreate Output control window appears. Select DCD as the print definition. In the output settings section click on change and make sure the option to retain source document extensions in the output name is turned on.
- 2 Hold down the CTRL and SHIFT keys and click the Docucreate Output Control icon. The NetMove Status window appears. Double-click in the text box which displays a list of user specified actions. The Action Specification window appears.

- 3 On the Action Specification window, click the Create New Action button.
- 4 Next, remove the check mark from the Lock Action Specification option, then click the Executable button. An Open window appears. In the Files of Type field, select Dynamic-link Library (\*.dll).
- 5 Go to the directory where you installed Documaker, such as ...\\fap\\dll. Select the DCDW32.DLL file in that directory and click Ok.
- 6 Press the Entry Point button. The Select Exported Entry Point window appears and shows a list of functions visible from the DCDW32.DLL file. Select the function *DCDDCDToFAPNM*.
- 7 Go to the Run Order field and choose the Run Last option. Then click Ok on the Action Specification window and on the NetMove Status window.

---

**NOTE:** You must have a FAPCOMP.INI file in the fap\\dll directory and your selected library and paths must be valid for the system to create FAP files.

Also, make sure the option to retain source document extensions in the output name is turned on.

---

When printing, select *Docucreate Virtual Raster Printer 4* as your printer. The system creates a DCD and a FAP file in the spool file directory (\\Docucorp\\Docucreate\\DfxOut). For more on spool files, refer to the topic, *Installing Printcommander*, in the Installation and User Guide.

If you receive an error similar to...

```
PFMNAM . Error: Font Not Present for Orientation 0 in PFM: ...
```

Left click on the Netmove icon on the task bar and change the printer definition to DCD. See the topic, *Operating Docucreate Output Control*, in the Printcommander documentation for more information.

---

**NOTE:** For optimal fidelity when converting Printcommander DCD files to FAP files, the system uses static text labels for every word instead of for every line. This helps make sure justified paragraphs come out looking justified in the FAP files. This can also increase the size of the FAP files.

After you convert the file, you can use the Format, Convert to Text Label option in the Image Editor to combine the individual text labels into larger, more manageable labels.

---

## CUSTOMIZING THE INTERFACE

### DISPLAY ONLY FORM OPTIONS

You can use display-only forms to represent pre-printed forms for viewing purposes. To print ViewOnly objects use the PrintViewOnly option.

```
< PrtType:XXX >  
PrintViewOnly =
```

If you set this option to *Yes*, the view-only images will print. Default is *No*. This does not apply to entry-only images, which are never printed. Entry-only images usually are the worksheet type of forms. If the image is marked as hidden and view only, it will not print.

---

**NOTE:** The system loads DDT files for view-only images. If the DDT file does not exist, no error message appears.

---

### Pre-Printed Objects

The Pre-Printed option is available for all objects except variable fields. Variable fields have a Never Print option instead. This means that user entry is allowed but that the field never prints. This option is supported for all fields including barcode fields and multi-line text fields.

Marking an object as *pre-printed* tells the system not to print this object when you print the image. This can be useful during forms creation or when test printing your forms. For instance, you may be using letterhead or special paper that has the company name or logo already embossed on the paper. Inserting a text label or logo on your form in the same location as the company name or logo helps make sure that space isn't inadvertently written over by other objects.

The pre-printed objects reserve that space on the form. You may want to include pre-printed objects when test printing the form to test your special paper to make sure there is enough space on the special paper for the non pre-printed objects.

By default, the Print window will not display the Pre-printed option and any objects flagged as pre-printed will not print on the form.

To display the Pre-printed option on the Print window and control the printing of preprinted objects on the image, include the following option in the appropriate printer control group.

```
< PrtType:XXX >  
PrePrintedPaper = Yes,Enabled
```

---

**NOTE:** The PDF print driver does not support the PrePrintedPaper option. Any object marked as pre-printed will print if you use a PDF printer.

Leaving the Pre-printed paper option unchecked on the Print window tells the system to print objects flagged as pre-printed along with your other objects on that image.

---

## DISPLAYING THE FORM DESCRIPTION ON THE PRINT NOTIFICATION WINDOW

To have the Print Notification window show the form description instead of the form name, set this INI option:

```
< Control >
PrintNotifyText = Description/Name
```

The default is Name. If you set this option to Description, the system looks in the FORM.DAT file for the form description instead of the form name and displays the form description name when you are printing form sets.

## CENTERING FORM TITLES

The system lets you override center the titles on windows. To center titles for Docucreate tools, add the following option in the FAPCOMP.INI file:

```
< Control >
CenterFormTitles = Yes/No
```

The default is to left justify the form titles.

## HIGHLIGHTING THE ACTIVE FIELD ON A FORM TO BE DISABLED

Setting this option determines whether or not the system highlights the active field on a form.

```
< Control >
ActiveFieldHighlight = Yes or No
```

The default is Yes.

## CUSTOMIZING THE TEXT EDITOR MENUS AND TOOLBAR

To customize the Text Editor's menus and toolbar, you must add this INI option in the Menu control group in the FAPCOMP.INI file:

```
< Menu >
TxmMenu = TXM.RES
```

This option tells the system to find the definition of the Text Editor's menus and toolbar in the file named *TXM.RES*.

---

**NOTE:** Docucreate uses a resource file named MEN.RES to define its menus. The TxmMenu option lets you do a similar thing with the Text Editor. Keep in mind, however, that the MEN.RES file can call custom functions and DLLs while the file specified with the TxmMenu option cannot.

---

Here is a sample resource file for defining the Text Editor menus and toolbars. This file specifies the default Text Editor menus and toolbar.

Sample resource file for  
the Text Editor

```
MENU          "Edit"
BEGIN
  POPUP "&File" 5850 "System menu"
  BEGIN
    MENUITEM "&Save\tCtrl+S"          5851 "NULL" "Description"
    MENUITEM "&Properties..."        5852 "NULL" "Description"
    MENUITEM "E&xit\tF3"              5853 "NULL" "Description"
  END
  POPUP "&Edit" 5854
  BEGIN
    MENUITEM "&Undo\tCtrl+Z" 5856 "NULL" "Description"
    SEPARATOR
    MENUITEM "&Copy\tCtrl+C" 5857 "NULL" "Description"
    MENUITEM "Cu&t\tCtrl+X" 5858 "NULL" "Description"
    POPUP "&Paste"
    BEGIN
      MENUITEM "Formatted text\tCtrl+V" 5859 "NULL"
"Description"
      MENUITEM "Unformatted text\tCtrl+Alt+V" 5838 "NULL"
"Description"
    END
    MENUITEM "&Delete\tDel" 5844 "NULL" "Description"
    SEPARATOR
    POPUP "Se&lect"
    BEGIN
      MENUITEM "&Character" 5874 "NULL" "Description"
      MENUITEM "&Word\tCtrl+Sp" 5875 "NULL" "Description"
      MENUITEM "&Line" 5876 "NULL" "Description"
      MENUITEM "&Paragraph" 5877 "NULL" "Description"
      MENUITEM "C&olumn" 5846 "NULL" "Description"
      MENUITEM "&All\tCtrl+/" 5879 "NULL" "Description"
      MENUITEM "&Deselect\tCtrl+\" 5880 "NULL" "Description"
    END
    SEPARATOR
    MENUITEM "&Bold\tCtrl+B" 5860 "NULL" "Description"
    MENUITEM "&Italic\tCtrl+I" 5861 "NULL" "Description"
    MENUITEM "U&nderline\tCtrl+U" 5862 "NULL" "Description"
    MENUITEM "&Strike-out" 5863 "NULL" "Description"
    MENUITEM "Do not &hyphen" 5885 "NULL" "Description"
    MENUITEM "&Do not break" 5895 "NULL" "Description"
    MENUITEM "C&olor..." 5864 "NULL" "Description"
    POPUP "C&hange Case..."
    BEGIN
      MENUITEM "&Upper Case\tAlt+U" 5803 "NULL" "Description"
      MENUITEM "&Lower Case\tAlt+L" 5804 "NULL" "Description"
      MENUITEM "&Sentence Case\tAlt+S" 5805 "NULL"
"Description"
      MENUITEM "&Title Case\tAlt+T" 5806 "NULL" "Description"
    END
  END
  POPUP "&View" 5865
  BEGIN
    MENUITEM "&Zoom..." 5866 "NULL" "Description"
```



```

        SEPARATOR
        MENUITEM "&Status Line" 5869 "NULL" "Description"
        MENUITEM "&Nonprinting Tokens" 5870 "NULL" "Description"
        MENUITEM "R&ulers" 5830 "NULL" "Description"
        MENUITEM "&Title bar" 5831 "NULL" "Description"
        MENUITEM "Tool&bar" 5832 "NULL" "Description"
        SEPARATOR
        MENUITEM "&Refresh\tF5" 1009 "NULL" "Description"
        MENUITEM "Re&format\tF6" 5872 "NULL" "Description"
        MENUITEM "&Level Columns" 5898 "NULL" "Description"
    END
    POPUP "&Insert" 5881
    BEGIN
        MENUITEM "&Break..." 5882 "NULL" "Description"
        MENUITEM "&File..." 5883 "NULL" "Description"
        MENUITEM "&Logo..." 5884 "NULL" "Description"
        MENUITEM "Fiel&d..." 5878 "NULL" "Description"
        MENUITEM "B&ox..." 5847 "NULL" "Description"
    END
    POPUP "F&ormat" 5885
    BEGIN
        MENUITEM "&Font...\tCtrl+F" 5886 "NULL" "Description"
        MENUITEM "&Paragraph...\tCtrl+P" 5887 "NULL"
"Description"
        MENUITEM "&Tab Stops...\tCtrl+T" 5888 "NULL" "Description"
        MENUITEM "&Border..." 5889 "NULL" "Description"
        MENUITEM "&Shade..." 5890 "NULL" "Description"
        MENUITEM "&Columns..." 5891 "NULL" "Description"
    END
    POPUP "&Tools" 5892
    BEGIN
        MENUITEM "&Spell Check...\tF7" 5893 "NULL" "Description"
        MENUITEM "Spelling &Options..." 5816 "NULL" "Description"
        MENUITEM "&Find/Replace..." 5894 "NULL" "Description"
    END
    POPUP "&Help" 5895
    BEGIN
        MENUITEM "&Contents\tF11" 9904 "NULL" "Description"
        MENUITEM "&How to...\tCtrl+F2" 9902 "NULL" "Description"
        MENUITEM "&Shortcuts\tShift+F2" 9903 "NULL" "Description"
        MENUITEM "&Glossary...\tCtrl+F11" 9907 "NULL"
"Description"
        MENUITEM "&Using Help\tShift+F11" 9901 "NULL"
"Description"
        SEPARATOR
        MENUITEM "&Product Information..." 9906 "NULL"
"Description"
    END
END
END
TOOL 2 5851 ENABLED BUTTON
TOOL 0 0 NULL SEPARATOR
TOOL 21 5858 ENABLED BUTTON
TOOL 22 5857 ENABLED BUTTON
TOOL 23 5859 ENABLED BUTTON
TOOL 0 0 NULL SEPARATOR
TOOL 52 5860 ENABLED BUTTON

```

TOOL 53	5861	ENABLED	BUTTON
TOOL 54	5862	ENABLED	BUTTON
TOOL 68	5885	ENABLED	BUTTON
TOOL 0	0	NULL	SEPARATOR
TOOL 60	5870	ENABLED	BUTTON
TOOL 0	0	NULL	SEPARATOR
TOOL 29	5884	ENABLED	BUTTON
TOOL 34	5878	ENABLED	BUTTON
TOOL 30	5847	ENABLED	BUTTON
TOOL 0	0	NULL	SEPARATOR
TOOL 63	5891	ENABLED	BUTTON
TOOL 64	5889	ENABLED	BUTTON
TOOL 31	5890	ENABLED	BUTTON
TOOL 0	0	NULL	SEPARATOR
TOOL 41	5856	ENABLED	BUTTON
TOOL 62	5893	ENABLED	BUTTON
TOOL 55	5886	ENABLED	BUTTON
TOOL 8	5866	ENABLED	BUTTON
TOOL 0	0	NULL	SEPARATOR
TOOL 13	5899	ENABLED	BUTTON
TOOL 0	0	NULL	SEPARATOR

## Turning Off the Page Break Option

Use the LimitPageBreak option to turn off the option to insert a page break (Insert, Break, Page Break) when a fixed size text area does not have the Span Pages option set:

```
< Control >  
LimitPageBreak = Yes
```

Keep in mind that if the Can Grow option is set, meaning the text area does not have a fixed size, adding a page break simply starts a new page but does not push the remaining items onto that page.

This INI option also disables the CTRL+ENTER shortcut.

## CONVERTING COMPUSET SCRIPTS INTO FAP FILES

You have two ways to convert Document Sciences CompuSet scripts into Documaker FAP files. You can either use the CSET2FAP utility for batch conversions or you can configure your FAPCOMP.INI file to load CompuSet scripts directly into Image Editor. Either method lets you open CompuSet scripts in Image Editor or Documaker Studio Images.

---

**NOTE:** The converter does not support the full set of CompuSet logic but it should greatly reduce the work necessary in converting a Document Sciences resource base into a Documaker resource base. The converter does support (at least partially) these commands: BD, BL, BOX, CB, CC, COLOR, CP, CW, DL, EL, F, HR, JU, LT, NL, NP, NPR, PA, PD, PT, PW, QL, QR, SK, SP, T, TABC, TABJ, TABL, TABR, UL, and VR.

---

The Documaker system can use the same font files as the Document Sciences system. To enable this, first copy the font files into your Documaker Metacode resource directory. This is the same place the Metacode fonts licensed by Documaker are located. Then use Font Manager to import the fonts. Specify the name of the new font cross-reference (FXR) file in the XRFFile option of the MasterResource control group.

The CompuSet converter also uses these INI options:

```
< CompuSet >
    MasterStyles  =
    Config        =
    ExtremeLogging = F
< MasterResource >
    DefLib        =
< Config:XXX >
    XRFFile       =
< Loaders >
    Loader        =
< Loader:CompuSet >
    Desc          =
    Func          =
    Module        =
```

Option	Comments
--------	----------

#### CompuSet control group

MasterStyles	(Optional) Enter the global styles definition file name.
Config	Enter the name of the file that contains logical and machine font definitions and the font files in which they are located.
ExtremeLogging	Enter T or True to view all of the debug information when creating a FAP file from a Document Sciences file. The system defaults to F or False.

#### MasterResource control group

Deflib	Enter the path to your Documaker resources.
--------	---

#### Config:XXX control group where XXX is the name of the library or workspace

XRFFile	Enter the name of the font cross-reference file (FXR) you want the system to load.
LOGO.DAT	Enter the name of the file containing the fonts you want to use as logos. For more information see <a href="#">Using Fonts as Logos on page 40</a> .

#### Loaders control group

Loader	This entry is used by Image Editor to locate image loader INI groups. For instance, you could enter <i>CompuSet</i> .
--------	---

#### Loader:CompuSet control group

Option	Comments
Desc	Enter the description you want to appear in the file types list of the File Open window. For instance, you could enter <i>CompuSet files (*.TXT)</i> .
Func	Enter the name of the image loading function, such as <i>CompuSetImageLoader</i> .
Module	Enter the name of the image loader module, such as <i>CSLDRW32</i> .

Once your INI files are set up, you can open Image Editor, choose File, Open, and select *CompuSet files (\*.TXT)* in the Files of Type field. Image Editor filters the file list to show only files with the extension *TXT* (case insensitive). Highlight a CompuSet script file and click Open.

---

**NOTE:** Because the conversion support is not complete for all CompuSet commands, you may receive some error messages.

---

## Using Fonts as Logos

If you have fonts you use as logos, you must first convert them to LOG files. Then, enter the root file name for each logo in the LOGO.DAT file. The LOGO.DAT file should reside in the current working directory. The LOGO.DAT file is a semicolon-delimited text file that names the various rotations of logo fonts and it should look similar to this:

```
[file name for 0° rotation];[file name for 90° rotation];[file name for 180°rotation];[file name for 270° rotation];
```

Any of the rotations can be left out, but you must include the semicolon as a delimiter.

---

**NOTE:** The logo fonts should not be present in the FXR since the converter uses not finding a font as a trigger to look for a logo.

---

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