



**VP FILE CONVERSION OF
860 DOCUMENTS**

XEROX

VP Series Reference Library
Version 1.0

This publication could contain technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.

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1. VP File Conversion overview

The VP File Conversion application allows documents, spreadsheets, and record files to be converted into other formats. Thus, documents and spreadsheets can be interchanged among various types of devices, such as Wang, DEC, IBM, the 860 Information Processing System, the 6085 Professional Computer System, and the 8010 Information System. This allows the exchange of ideas between individuals who would otherwise be unable to integrate their efforts. The conversion feature minimizes rekeying of information.

Related information

The following materials provide information related to the VP File Conversion application.

VP Series reference library

- Xerox ViewPoint
- VP Document Editor
- VP NetCom
- VP RemoteCom
- VP StandAlone

VP Series training guides

- VP File Conversion of ASCII Documents
- VP File Conversion of WordStar Documents
- VP File Conversion of Document Interchange Format
- VP File Conversion of 860 Documents
- VP File Conversion of 860 Record Files
- VP File Conversion of Lotus 1-2-3 Spreadsheets
- VP File Conversion of VisiCalc Spreadsheets

Hardware/software requirements

The following are the hardware and software requirements for VP File Conversion:

- A 6085 Professional Computer System, or an 8010 Information System
- Xerox ViewPoint software
- Appropriate VP File Conversion software application

The following software is required when using a document conversion software application:

- VP Document Editor software

The following software is required to open a converted spreadsheet when using a spreadsheet conversion software application:

- VP Spreadsheet software

The following software is required if exchange of converted documents over the network is desired:

- VP NetCom software
- VP RemoteCom software

The following software is required if exchange of converted documents via floppy disk is desired:

- VP StandAlone software

Comment: All VP File Conversion applications are purchased and loaded separately.

VP File Conversion software and all prerequisite software must be installed, enabled, and running on the workstation. Before using the software, open the application loader icon and verify that the appropriate software is loaded and running.

The sub-tab titled "Application Loader" in the VP Series reference library contains additional information on the application loader.

Converter icon

The conversion of documents, spreadsheets, and record files is accomplished by means of the converter icon (Figure 1-1). The converter icon is a tool that accepts objects containing information in one format and converts them into objects in another format. The converter icon is copied to the desktop from the directory. It can be used with any conversion application.

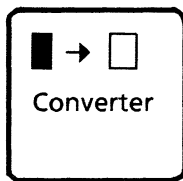


Figure 1-1 Converter icon

The converter icon consists of two parts: the **converter icon** and separately loadable software **conversion applications**. When the system is first started, only the converter icon exists, and no conversion applications are loaded; thus, any attempts to perform a conversion of data will not succeed. Each conversion application that is loaded is listed on the icon's property and option sheets.

Converter property sheet

The converter property sheet is used to name the icon, choose the format and naming convention for the converted object, and control the conversion history option. This property sheet appears when the converter icon is selected and <PROP'S> is pressed.

Converter option sheet

The converter option sheet is used to choose the format and naming conventions for the converted object and control the conversion history option. This option sheet appears when a data icon is copied to the converter icon.

When the conversion is complete, a history of the conversion is recorded, and a new icon appears on the desktop in the chosen format. The original document is retained in its original format.

Conversion history file

The conversion history file appears in a read-only window when the converter icon is selected and <OPEN> is pressed.

The conversion history file keeps a complete record of all conversions that have been done with each converter icon, as well as associated error/informational messages, when [APPEND TO OLD] is selected in the property or option sheet. If [START NEW] is selected, the history file is cleared and only the last conversion is listed.

Basic conversion process

A foreign data object appears on the desktop as an icon. This icon can be converted to the desired format by selecting and copying it to the converter icon and then selecting the appropriate options on the resulting option sheet. After conversion, a new icon appears on the desktop in the first possible space to the left of the original data icon. The source data icon remains in its original format, and a record of the conversion is filed in the conversion history file.

Figure 1-2 shows an example of a converted document and a foreign (860 type) document.

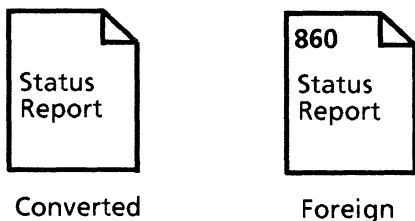


Figure 1-2 **Converted and foreign documents**

A data icon converted to VP format may be edited just the same as any other VP data icon. Full conversion capability between data icons is currently limited to text transfer. Therefore, in order to help identify and predict conversion results, a conversion guide is provided in Appendix A.

Folder processing

If a folder containing several data icons is converted, a new folder containing the converted data icons is created and placed on the desktop in the first possible space to the left of the source folder. The icons within this folder are nested in the same way as they were in the original folder.

A data icon copied from within a folder to the converter icon appears as close to the lower righthand corner of the screen as possible.

If an item in a folder is of an icon type with no legal source format that can be converted to the indicated destination format, the object is skipped, an appropriate message is posted, and no corresponding object appears in the output folder.

Extended selection processing

Extended selections (more than one icon on the desktop is selected) can be copied to a converter icon. The objects in the extended selection are handled as if they were all contained in a single folder, except each output object is placed as close as possible to the left of the original object on the desktop.

Document pagination

The converter icon consults the user profile at every logon to determine the pagination value. This value is used for conversions whose result is a VP document. The value affects how the resulting document is to be paginated after it is generated.

For additional information, refer to the sub-tab titled "User Profile" in the VP Series reference library.

Three values can be set. The following is a brief description of each.

- **Compress** - This provides all of the outwardly visible signs of pagination (headings, footings, page numbers, and other page format properties) and leaves the structure of the document in its optimized form. This makes any subsequent document accesses potentially faster, depending on the structure of the document. This pagination also takes the longest to execute.

- **Simple** - This provides all of the outwardly visible signs of pagination (headings, footings, page numbers, and other page format properties) but could possibly leave the document fragmented on the disk. This means that it could be larger than optimal, and it could be scattered, so that different pieces of it cannot be accessed as quickly. This pagination is faster than compress, but it could possibly lead to slower document accessing.
- **None** - This provides no pagination at all. This is by far the fastest method, but it does not show the output document in its completed form, and it could make subsequent document accessing very slow.

If no entry is made in the user profile, or if there is an error in the entry, compress is used for the default.

VP File Conversion applications

To convert data icons at the workstation, the appropriate file conversion software application must be loaded.

The following is a list of the VP File Conversion applications supported by the workstation. Each conversion application has been tailored to meet the specific needs of different users.

- VP File Conversion of 860 Record Files
- VP File Conversion of 860 Documents
- VP File Conversion of Document Interchange Format (DIF) Documents
- VP File Conversion of ASCII Documents (7-bit ASCII and 8-bit ASCII)

- VP File Conversion of WordStar® Documents (Versions 3.3 and 3.4)
- VP File Conversion of VisiCalc® Spreadsheets
- VP File Conversion of Lotus 1-2-3® Spreadsheets

An appendix is provided with each conversion application that contains a conversion guide to help identify and predict conversion results.

Record file conversion application

A record file conversion application is available that allows users of the 860 word processor to convert record files to 6085/8010 format.

The record file conversion application is described in the following paragraph.

File conversion of 860 record files

The VP File Conversion of 860 Record Files application allows users to convert 860 record files to 6085/8010 format. This application must be used in conjunction with VP NetCom, VP RemoteCom, or VP StandAlone software to allow this exchange.

Document file conversion applications

There are several document conversion applications that allow the exchange of information with users of popular devices, such as Wang, DEC, IBM, and others. Each conversion application is loaded separately and allows conversion to and from 6085/8010 format.

The document conversion applications are described in the following paragraphs.

File conversion of 860 documents

The VP File Conversion of 860 Documents application allows conversion of 860 documents to and from 6085/8010 format. This application must be used in conjunction with VP NetCom, VP RemoteCom, or VP StandAlone software to allow the exchange.

File conversion of Document Interchange Format documents

The VP File Conversion of Document Interchange Format (DIF) application allows conversion of DIF documents to and from 6085/8010 format.

Note: The DIF conversion package requires access to the network and uses the Remote Batch Service to transfer the documents between the workstation and the communicating device.

File conversion of ASCII documents

The VP File Conversion of ASCII Documents application allows the conversion of ASCII files to and from 6085/8010 format.

File conversion of WordStar documents

The VP File Conversion of WordStar Documents application supports versions 3.3 and 3.4 and allows the conversion of WordStar documents to and from 6085/8010 format. In addition to the standard 7-bit ASCII characters that are handled in WordStar 3.3 and 3.4 conversions, these conversions handle 8-bit ASCII characters as defined by the U.S. version of the IBM PC.

Spreadsheet file conversion applications

There are two spreadsheet conversion applications that allow the exchange of information with users of popular devices such as Wang, DEC, and IBM. Each conversion application is loaded separately and allows conversion to and from 6085/8010 format.

The spreadsheet conversion applications are described in the following paragraphs.

File conversion of VisiCalc spreadsheets

The VP File Conversion of VisiCalc Spreadsheets application allows the conversion of VisiCalc spreadsheets to and from 6085/8010 format.

File conversion of Lotus 1-2-3 spreadsheets

The VP File Conversion of Lotus 1-2-3 Spreadsheets application allows conversion of Lotus 1-2-3 spreadsheets to and from 6085/8010 format.

Statistics and facts

- Because some functions on various devices are implemented differently, objects converted from one format to another may vary slightly.
- The time required for a conversion is dependent upon the size and complexity of the object to be converted.
- The object to be converted is not modified during conversion, so it should never be damaged if problems occur.

- Conversion of an object can be aborted if necessary by pressing <STOP>. If a partially converted object is well-formed, the object is saved and placed on the desktop. If a partially converted object is not well-formed, it is deleted. In both cases, a system message appears in the message area.
- The maximum file name length assumed is 100 characters. If appending a suffix exceeds that, the name is truncated and ellipses (...) are inserted.
- Whenever an object is converted to 6085/8010 format, the resulting document is paginated according to the entry in the user profile. This entry is checked at every logon. If no entry has been made in the user profile, the compress value is used.

2. Actions and procedures

The actions and procedures contained in this chapter provide the information necessary to use VP File Conversion software.

The converter icon is the tool used to convert data icons to different formats. Once they are converted, these icons can be exchanged between the 6085/8010 workstation and non-Xerox devices such as Wang, DEC, and IBM.

The conversion facility enables the exchange of information without time-consuming rekeying. Once a conversion has been made, the files can be edited, enhanced, and printed.

Accessing the converter icon

To access the converter icon, open the directory icon, which is located in the workstation divider. Then open the office aids divider. Copy the converter icon to the desktop. Multiple converter icons may be maintained on the desktop, with property sheets designating the same or different conversion options.

Changing converter icon properties or options

To change the properties of the converter icon, select the converter icon and press <PROPS>. A property sheet appears. If you copy a data icon to the converter icon, an option sheet appears instead. Select the desired property or option to change its values. Changing values in the property sheet causes the values to remain changed when the icon is used subsequently. Changing values in the option sheet causes the values to change only for the current conversion. The name of the converter icon can only be changed in the property sheet.

Performing basic conversion

The basic conversion process allows the workstation to convert documents to and from 6085/8010 format.

To convert documents:

1. Select the document to be converted and copy it to the converter icon. An option sheet appears on the desktop.

Note: [DISPLAY OPTIONS] must be selected in the property sheet to display this option sheet.

2. Select the appropriate How to Choose Source Format option. If [USE ICON TYPE] is selected, the converter icon uses the icon type of the object to be converted to determine what format the object is. If [OVERRIDE ICON TYPE] is selected, the the converter icon uses the source format that you select, no matter what its icon type is.
3. If necessary, select the appropriate Source Format option. (This option appears if [OVERRIDE ICON TYPE] in the How to Choose Source Format option is selected.) All source formats for which conversions have been loaded are available.
4. Select the appropriate Destination Format option. This item is displayed in two ways, depending on the value of the How to Choose Source Format option. This is explained in greater detail in Chapter 3.
5. Select the appropriate Destination Name option. This option causes the name of the object produced by conversion to be the same as the name of the original, or to have a suffix appended to the original name. If the suffix option is selected, "Converted" is placed after the source name and the current date and time are added.
6. Select the appropriate Conversion History option. If [START NEW] is selected, the history file is cleared and restarted. If [APPEND TO OLD] is selected, any new messages are added to the end of the current history file.
7. Select [START] at the top of the converter icon option sheet. This starts the conversion process.

Note: In most cases, the conversion process can be terminated by pressing <STOP>. If possible, partial results are returned.

Folder processing

To select a folder with several icons in it, copy it to the converter icon. A new folder containing the converted icons is created. It is placed on the desktop in the first possible space to the left of the source folder. The objects within this folder are nested in the same way as the original.

If you select and copy an object from within a folder to the converter icon, the converted object appears as close to the lower righthand corner of the screen as possible.

Selecting a folder and copying it to the converter icon may cause some changes in the items on the option sheet. Since a folder can hold icons of different types, if the Source Format Determination option is set to [BY ICON TYPE], the Destination Format option must be handled differently. There is no way for the system to determine which destination formats are legal for the source format, because all of the source formats may be different, or all of the items in the folder may be of different types. Thus, possible destination formats are listed as choices. This could possibly cause a problem as each of the elements of the folder are converted, if one of them is of an icon type with no legal source format that can be converted to the indicated destination format. In this case, the object is skipped, a message is posted, and no corresponding object appears in the output folder.

Extended selection processing

If you select several documents and/or folders and copy them to the converter icon, the objects in the extended selection are handled as if they were all contained in a single folder, with the exception that each output object is placed as close as possible to the left of its source object on the desktop. The function of the option sheet for extended selections is the same as for folder processing.

Conversion history file

The Conversion History option determines the lifetime of the conversion history file. If [START NEW] is selected, the history file is cleared and restarted every time a conversion is performed. If [APPEND TO OLD] is selected, any new messages are added to the end of the current file. Between conversions, this file can be viewed by selecting the converter icon and pressing <OPEN>. Text from this file can be copied to workstation documents.

Work strategies

Any number of converter icons, with the same or different names and options, can be maintained on the desktop at any time. To expedite often-used conversion processes, set up separate converter icons with different properties, label them according to properties, and then deselect the display options.

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3. Property/option sheets and windows

This chapter describes the property sheets, option sheets, and windows related to VP File Conversion.

Property and option sheets are an integral part of the conversion process. They are used to control the functions of the converter icon. Like other property and option sheets associated with the workstation, these sheets can be adjusted and moved.

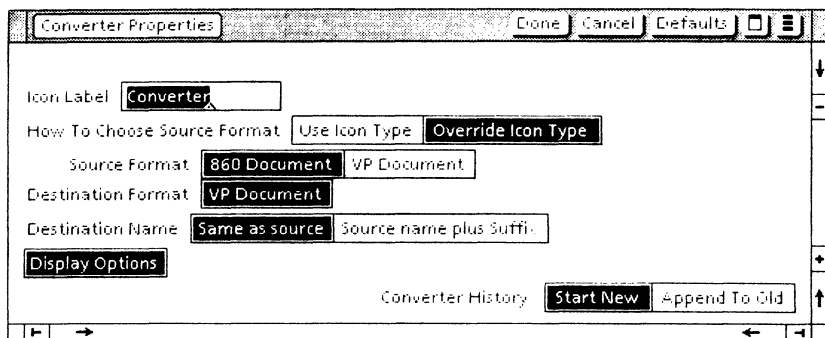


Figure 3-1 Converter property sheet

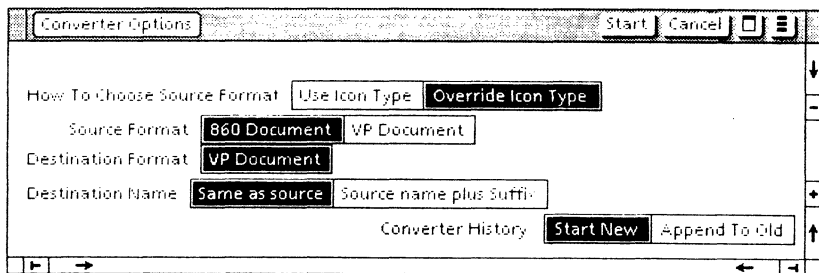


Figure 3-2 Converter option sheet

Converter property and option sheets

The converter property sheet (Figure 3-1) and option sheet (Figure 3-2) are very similar. The following is a description of both the property sheet and the option sheet for the converter icon.

The primary differences are as follows:

- The converter property sheet is used to name the converter icon and choose the format for each object copied to the converter.

The converter property sheet is displayed by selecting the converter icon and pressing <PROP'S>.

- The converter option sheet is used to choose the destination format for the current object to be converted.

The converter option sheet is displayed by copying a data icon to the converter icon.

Note: Conversion objects include documents (6085/8010 and 860 format), 860 record files, spreadsheets, and folders. Folders are not converted; only the objects contained in them are converted.

Window commands

The following is a description of the commands located at the top of the property and option sheets in the gray area. Differences are noted where applicable.

[START]

Closes the option sheet and begins the actual execution of a conversion.

Note: This command only appears on the option sheet.

[DONE]

Closes the property sheet and applies the properties currently set on it. If any information is incorrect, the property sheet remains open and displays an error message.

Note: This command only appears on the property sheet.

[CANCEL]

Closes the property or option sheet without applying any changes to the settings, and resets the properties or options to the settings defined the last time <PROP'S> was pressed.

[DEFAULTS]

Resets the properties to the preassigned settings.



Causes the window management commands to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. The sub-tab titled "Windows" in the VP Series reference library contains detailed information on the window management commands.



Causes the window commands that have been placed in the floating item auxiliary menu to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. Window commands are placed in the floating item auxiliary menu when the window is not wide enough to accommodate the commands.

Properties and options

The following is a list of the properties and options.

Icon Label

Used to name of the converter icon. The icon can be changed by selecting the name, deleting it, and then typing in the new text.

Note: This property only appears on the property sheet.

How to Choose Source Format:

These options indicate how the source format of the input object is determined.

[USE ICON TYPE] or [OVERRIDE ICON TYPE] must be selected:

[USE ICON TYPE]

When this option is selected, the converter uses the icon type of the object to be converted to determine what format the object is. For instance, if the icon shows the object to be a 6085/8010 format spreadsheet, the converter icon assumes it is a spreadsheet. This is true for all objects with specific icon types (for instance, documents, record files, and 860 documents). These objects can only be converted if a conversion package is available to handle an icon of its type.

If an icon of a particular type can support more than one file format (for instance both ASCII files and VisiCalc spreadsheets can be found in files of type 0), the user must specify which is desired. This is done in the multiples section. This section shows a small picture of the icon, the number representing its type, and all of the formats that exist in icons of this type. The format selected for a type is used when an icon of that type is copied to the converter icon.

[OVERRIDE ICON TYPE]

When this option is selected, it allows the user to specify the format. The converter icon treats the object as specified by the user, regardless of its icon type.

Note: This option should only be used if the format of the object is known. If the incorrect format is specified, the results are unpredictable.

Source Format

This option is only present on the property sheet if [OVERRIDE ICON TYPE] is selected in the How to Choose Source Format option. All possible source formats for which conversions have been loaded are available to choose from. The display of the Destination Format option is dependent on the current value of this item.

Destination Format

This option can be displayed in two different ways, depending on the value of the How to Choose Source Format option.

If [OVERRIDE ICON TYPE] is selected, the only destination formats given as choices are those for which a loaded conversion exists from the currently selected source format.

If [USE ICON TYPE] is selected, the Destination Format option shows all destination formats for currently loaded conversions. Because the source format is not determined until an object is copied to the converter icon, the destination format may not be available for the particular source format.

Once an object is copied to the converter icon, the only destination formats shown on the option sheet are those that are legal for the given source format. If the destination format chosen the last time properties were set is not a legal destination format for the current object, it needs to be overridden on the option sheet. [DISPLAY OPTIONS] should be selected on the property sheet, enabling the option sheet to appear. If [DISPLAY OPTIONS] is deselected, the option sheet appears anyway, and an appropriate error message is displayed.

The following is a list of the formats displayed in the converter icon property and option sheets.

Note: These format options appear only if the corresponding software package has been loaded on the workstation.

[VP DOCUMENT]

Converts the selected object into 6085/8010 document format. A single document or a folder containing documents can be converted.

[VP SPREADSHEET]

Converts the selected object (VisiCalc or Lotus 1-2-3 spreadsheets) into 6085/8010 format. A single spreadsheet or a folder containing spreadsheets can be converted.

[860 DOCUMENT]

Converts the selected workstation icon into 860 format. A single document or a folder containing documents can be converted.

[860 RECORD FILES]

Converts the selected workstation icon into 6085/8010 format. A single record file or a folder containing record files can be converted.

[VISICALC SPREADSHEET]

Converts the selected workstation icon object to VisiCalc spreadsheet format. A single spreadsheet or a folder containing spreadsheets can be converted.

[DOCUMENT INTERCHANGE FORMAT]

Converts the selected workstation icon into DIF document format. A single document or a folder containing documents can be converted.

[ASCII FILE] (source only)

Converts the selected ASCII file into workstation format. A single file or a folder containing files can be converted.

[7-BIT ASCII FILES] or [8-BIT ASCII FILES]

Converts the selected workstation icon into 7-bit or 8-bit ASCII file format. A single file or a folder containing files can be converted.

[WORDSTAR DOCUMENT] (source only)

Converts the selected WordStar document into workstation format. A single document or a folder containing documents can be converted.

[WORDSTAR 3.3 or 3.4 DOCUMENT]

Converts the selected workstation icon into WordStar 3.3 or 3.4 document format. A single document or a folder containing documents can be converted.

[LOTUS 1-2-3 SPREADSHEET]

Converts the selected workstation icon to Lotus 1-2-3 spreadsheet format. A single spreadsheet or a folder containing spreadsheets can be converted.

Destination Name

Allows the user to choose the format of the name for the converted icon. If [SAME AS SOURCE NAME] is selected, the name of the converted icon is identical to that of the original icon.

If [SOURCE NAME PLUS SUFFIX] is selected, the word "Converted," in addition to the time and date of conversion, appears with the original icon name.

[DISPLAY OPTIONS]

Allows the user to select whether or not the option sheet appears when an object is copied to the converter icon. If [DISPLAY OPTIONS] is selected, the converter icon option sheet appears when an object is copied to the converter icon. If it is not selected, the converter icon uses the current settings and does not display the option sheet unless the document does not match a possible source format for the current setup.

Note: [DISPLAY OPTIONS] only appears on the property sheet.

Converter History

This option determines the lifetime of the conversion history file. If [START NEW] is selected, the history file is cleared and restarted every time a conversion is performed. If [APPEND TO OLD] is selected, new messages are added to the end of the current file. Between conversions, the user can view this file by selecting the converter icon and pressing <OPEN>. Text from this file can be copied to workstation documents.

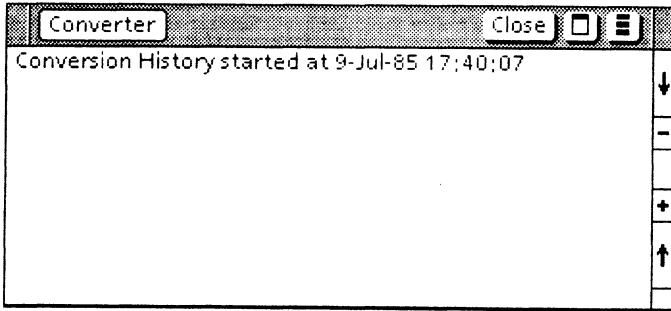


Figure 3-3 Converter window

Converter window

The converter window (Figure 3-3) is used to view the conversion history file between conversions.

The converter window is displayed by selecting the converter icon and pressing <OPEN>.

Window commands

The following is a description of the commands located at the top of the window in the gray area.

[CLOSE]

Closes the converter window.



Causes the window management commands to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. The sub-tab titled "Windows" in the VP Series reference library contains detailed information on the window management commands.



Causes the window commands that have been placed in the floating item auxiliary menu to appear when the pointer is placed over the auxiliary menu and the left mouse button is held down. Window commands are placed in the floating item auxiliary menu when the window is not wide enough to accommodate the commands.

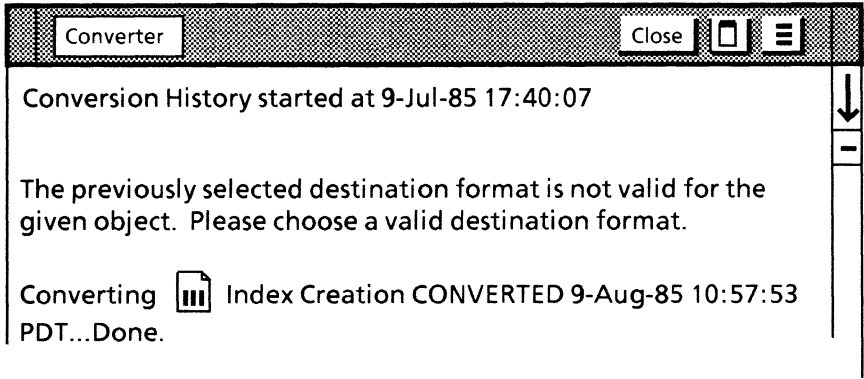
[SHOW COVER SHEET]

Causes the document's cover sheet to appear when the document is opened.

Window contents

The converter window contains all messages to the user generated by the conversion process, including a record of attempted conversions.

The format and type of information displayed in the converter window are as follows:



Appendix A: 860 document conversion guide

Once an 860 icon has been converted to 6085/8010 format, it can be edited the same as any other document. At present, conversion between the 860 and the 6085/8010 workstation is limited to text transfer. In order to help identify and predict conversion results, the following conversion guide has been created.

Table A-1 860 - 6085/8010 document conversion guide

Feature	After conversion to 860	After conversion to 6085/8010
Bold	● Converts precisely.	● Converts precisely.
Carrier Returns	● A single precededented (required) carrier return is used to define a paragraph.	● Non-required return converts to space. ● Required return converts to new paragraph character. ● Following a statistical format, non-required return converts to line return.
Center (between margins)	---	● Converts precisely to centered paragraph.
Center (over column-Code 5)	---	● Creates paragraph with centered tab in appropriate place. Line spacing may need correcting.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Center (between points-Code 4)	---	<ul style="list-style-type: none"> ● Creates paragraph with centered tab in appropriate place. Some tab settings may be lost. Line spacing may need correcting. ● Centering at left margin not supported. ● Centers heading/footing on page, regardless of column type specified.
Characters, Printing	<ul style="list-style-type: none"> ● Convert accurately, including accented characters needed for French, German, and Swedish. 	<ul style="list-style-type: none"> ● Standard scientific and legal keyboard characters are converted exactly. All characters display correctly, provided they are present in font. ● Accented characters needed for French, German, and Swedish convert correctly.
Character Properties	<ul style="list-style-type: none"> ● On conversion, pitch is PS, printwheel is not identified, and keyboard is standard. ● Bold, underscore, and strikeover convert precisely. Italics convert to underscore. 	---
Code Backspace and Code Half Backspace	---	<ul style="list-style-type: none"> ● Ignored at screen and when sent to printer.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Equation Frames	<ul style="list-style-type: none"> ● No conversion. 	---
Fields	<ul style="list-style-type: none"> ● Field contents are converted like ordinary text, unless the field occurs inside a text, graphic or equation frame. 	---
Graphics and Graphic Frames	<ul style="list-style-type: none"> ● No conversion. 	---
Headings/ Footings	<ul style="list-style-type: none"> ● After conversion, only left heading/footing is used. ● Page number symbol in heading/ footing is always translated to Code 2. ● Heading/footing always appears on first page, whether or not this was true for 6085/8010 document. ● Only first page format character is processed. ● Changes in font properties within heading/footing are converted properly. 	<ul style="list-style-type: none"> ● If 860 heading or footing contains a page number character, heading/ footing as well as page number symbol [#] will appear in page number property sheet after conversion. ● Heading/footing will be centered if 860 heading/footing was centered. Otherwise it will appear flush left on page. ● Entire heading/ footing will be bold, overstruck, and/or underscored, based on look characters set for 860 heading/ footing.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 608/8010
Headings/ Footings (Continued)	<ul style="list-style-type: none"> ● Only 189 characters (total number of characters from 6085/8010 page number pattern and headings/footings plus commands for center, bold, underscore, and overstrike) are converted to 860 headings/footings. ● Heading/footing will be centered if the 6085/8010 heading/footing was centered. Otherwise, it appears at left side of page. ● Tab settings in headings/footings are ignored. Tab settings of first paragraph in 6085/8010 document are used in 860 heading/footing instead. 	<ul style="list-style-type: none"> ● All tabs contained in headings/footings are ignored.
Hyphen and Discretionary Hyphen/Dash	<ul style="list-style-type: none"> ● Converts precisely. 	<ul style="list-style-type: none"> ● Required hyphen and dash convert to mandatory hyphen. ● Non-required hyphen converts to discretionary hyphen.
Index/Reverse Index	<ul style="list-style-type: none"> ● Subscript/superscript converts to index/reverse index. 	<ul style="list-style-type: none"> ● Reverse index and index convert to superscript and subscript, respectively.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Index/Reverse Index (Continued)		Combinations that would go beyond superscript or sub-subscript are ignored. Line spacing may need correction. <ul style="list-style-type: none"> ● Underlined text displaced downward displays, but does not print as overstruck.
Italics	● Converts to underline.	---
Justify	● Converts precisely.	● Converts precisely.
Keyboard ID	---	● See Characters, printing.
Line Spacing	● Line height converts to line spacing of single space, one-and-a-half space, double space, or triple space, whichever is closest approximation.	● Converts precisely.
Margins	● Page margins and paragraph margins are added together to produce equivalent 860 margins.	● Paragraph margins are set to preserve original line length of 860 document. ● Left paragraph margins are equivalent to corresponding 860 page margin.
Null Code (Code 6)	---	● No conversion.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Overstrike	● See Strikeout.	● Converts precisely.
Page Break	● Required page break converts to required page end code. Automatic page breaks do not convert.	---
Page End	---	● Non-required page end does not convert. ● Required page end converts to required page break character.
Page Numbers	● Converts precisely. See Heading/Footing.	● If the 860 heading contains page numbering, 6085/8010 also contains page numbers. ● Page numbers do not appear in page numbering property sheet. The same is true for footings.
Page Size and Page Format Properties	● Page size converts to equivalent 6085/8010 page length and width. ● Text is single column. ● Top and bottom margins are converted precisely.	● Page length is converted precisely. ● Page width is converted according to smallest listed page width in user profile into which 860 right margin will fit.
Page Labels	● See Headings/ Footings.	● See Headings/ Footings.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Page Layout	---	<ul style="list-style-type: none"> ● Top and bottom margins are equal to 860 margins. Margins containing page labels are increased 12 points for each line of text.
Paragraph Properties	<ul style="list-style-type: none"> ● Text justification is preserved; line spacing of single, space-and-half, double, or triple is chosen to most closely approximate format, and margins are converted as described in Margins. A single precededented (required) carriage return is used to define a paragraph. ● Centering converts accurately. 	<ul style="list-style-type: none"> ● Paragraph margins are set to preserve original line length of 860 document.
Pitch	<ul style="list-style-type: none"> ● Always PS. 	<ul style="list-style-type: none"> ● 10 pitch converts to Titan 12 point. 12 pitch converts to Titan 10 point. PS pitch converts to Bold PS. Scientific converts to Classic 10 point.
Reverse Index/Index	<ul style="list-style-type: none"> ● See Index/ Reverse Index. 	<ul style="list-style-type: none"> ● See Index/ Reverse Index
Right Flush (Code 1)	<ul style="list-style-type: none"> ● No conversion. 	<ul style="list-style-type: none"> ● Converted to line in its own paragraph with a right flush tab. Line spacing may need correction.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Right Flush (Code 1) (Continued)	---	● A right flush following a tab converts accurately. Additional right flushes do not convert.
Space, Required Space, and Non-Breaking Space	● Converts precisely.	● Converts to space, required space, and non-breaking space respectively.
Strikeout	● Converts precisely.	● See Overstrike.
Stop Code (Code 3)	---	● Converts to question mark.
Switch Code (Code 7)	---	● No conversion.
Tables	● No conversion.	---
Tab Motions	<ul style="list-style-type: none"> ● For non-statistical block: Para-tab converts to 860 lower tab motion. Upper tab converts to 860 upper tab motion. ● For statistical block: Para-tab and upper tab both convert to 860 lower tab. 	<ul style="list-style-type: none"> ● If it follows text format block, lower tab motion converts to paragraph tab on first line of a paragraph and is ignored on subsequent lines of paragraph. ● If it follows statistical format block, lower tab motion converts to one, two, or three upper tabs, depending on current position in the line and type of next tab setting.

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Tab Motions (Continued)	---	<ul style="list-style-type: none"> ● Upper tab motion converts to upper tab. ● When a tab motion goes beyond right margin, 6085/8010 treats each tab motion outside right margin as new page.
Tab Properties	<ul style="list-style-type: none"> ● Tab settings in 860 document are calculated, taking description in Margins into account. ● All explicit left flush tab settings convert to regular tab stops. ● Center tab settings convert to normal tab stop, followed by special tab stop. Each line in paragraph with center tab setting begins with center over column (Code 5). ● All right flush and decimal tab settings convert to regular tab stops, followed by one (for right flush column data) or two (for decimal alignment) special tab stops. ● Default tab settings convert to equivalent 860 explicit tab settings. 	---

Table A-1 860 - 6085/8010 document conversion guide (Continued)

Feature	After conversion to 860	After conversion to 6085/8010
Tab Properties (Continued)	<ul style="list-style-type: none"> ● Right flush text requires changing the resulting column from regular tab, followed by special tab, to regular tab at the position of the special tab, and Code 1. 	---
Tab Settings, Regular	---	<ul style="list-style-type: none"> ● Convert precisely to left tab stops.
Tab Setting, Special	---	<p>Special tab settings in 860 document convert as follows:</p> <ul style="list-style-type: none"> ● Decimal tabs - Regular tab and second special tab are eliminated. First special tab is converted to decimal tab. ● Centered tabs - Code 5 and regular tab are eliminated, and special tab is converted to centered tab. ● Right flush tabs - Regular tab is eliminated, and special tab is converted to right flush tab.
Text Frames	<ul style="list-style-type: none"> ● No conversion. 	---
Underscore	<ul style="list-style-type: none"> ● Converts precisely. 	<ul style="list-style-type: none"> ● Converts precisely.

Notes:**Converting 860 documents to 6085/8010 format**

- **Text conversion.** Conversion of text documents is quite complete, although some documents may require further editing. If the 860 document contains a format block in the middle of a paragraph and if the format block specifies changing margins, tabs, or line spacing, the 6085/8010 document begins a new paragraph at that point.
- **Statistical conversion.** Converted statistical documents require editing as follows:
 - Be sure to use the upper tab key when adding tab motions to statistical documents.
 - Manually retype any entries in which symbols (such as percent signs or right parentheses) should appear to the right flush tab.
- **Decimal tabs -** The regular tab and the second special tab are eliminated. The first special tab is converted to a decimal tab.
- **Right flush tabs -** The regular tab is eliminated, and the special tab is converted to a right flush tab.

Converting 6085/8010 documents to 860 format

- Reformatting a converted 6085/8010 document will produce a format and layout resembling the original 6085/8010 document, with the following exceptions:
 - Extra tabs are inserted in the 860 document. If the tabs are located too close together, the results are unpredictable.
 - The regular tab setting added for a right flush or decimal column may appear too far to the left. In those instances, the tab should be moved.