

XEROX

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**QuickFind**

# **Xerox ViewPoint**

## **QuickFind Reference**

**11**

**Volume 11**

**XEROX**

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# **Xerox ViewPoint**

## **QuickFind Reference**

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

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# Table of contents

Introduction	v
<b>System messages</b>	<b>MESSAGES-1</b>
<b>Glossary</b>	<b>GLOSSARY-1</b>
<b>Subject index</b>	<b>SUBJECT INDEX-1</b>



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# Introduction

The QuickFind Reference volume is a useful tool to help you master ViewPoint. This volume is organized in three sections:

- The System Messages section describes prompts, information, and error messages you may see while using VP Series software on your 6085 or 8010 workstation. Prompts serve to cue or suggest what action you should take next. Information messages state or report the result of an action you took. Error messages signal an action as inappropriate or unacceptable. Where applicable, a solution to each is suggested.
- The Glossary defines terms that are used in the VP Series training and reference libraries. These include new or unfamiliar acronyms, technical terms, and common words used in a unique way.
- The Subject index enables you to determine which volume of the *VP Series Reference Library* contains information on a particular topic. If necessary, you can then use the individual volume index to locate specific pages for the subject.



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# System messages

This section includes system messages you may see while using ViewPoint 2.0 on your 6085 Professional Computer System or 8010 Information System. The messages display at the top of your screen in the message area. They appear as prompts, information, and error messages. The explanations below will assist you in understanding the purpose of each message type.

- **Prompts**—Suggests what action you should take next (example: “Delete selected icon?”).
- **Information**—States or reports the result of an action (example: “Already running!”).
- **Error**—Signals that a command is inappropriate and you cannot perform the procedure (example: “Please load VP Workstation Keyboards and try again.”).

The category and message types are enclosed in brackets after each solution. The purpose of this information is to help you identify the area from which each message is generated. For instance, [ViewPoint:prompt] indicates that the message is from the ViewPoint category, and the message type is a prompt. Table 1 lists the names of the categories.

**Note:** The system messages are listed in alphabetical order on the following pages.

Table 1 Category chart

Container List Tool	VP CUSP Buttons
Diagnostics	VP Data Capture
Extended Language	VP Document Editor
File Conversions	VP IBM 3270 File Transfer
Long Documents Option	VP Integrated Financial Mgmt.
PC Emulation	VP List Manager
Remote Printing	VP NetCom
Terminal Emulations	VP Office Accessories
ViewPoint	VP Spreadsheet

There are approximately 4,500 messages, and all do not appear in this section. This section lists only those messages that appear often or require additional explanation.

If you find a message you believe should be listed in future editions of this manual, please send it to the address shown on the copyright page of this volume.

**Note:** Some messages may appear in more than one category.

**A desktop for <User Name> already exists on the File Service. Your desktop is temporary and cannot be stored.**

---

**Reason:** This message displays when a desktop already exists on the File Service.

**Solution:** Perform the following steps:

1. Store the icon(s) from the temporary desktop to a file drawer and delete the temporary desktop.
2. Select [Retain] on the Logoff option sheet if you want to keep the temporary desktop.
3. Store the icon(s) created on the temporary desktop to a floppy disk.

[ViewPoint:error]

**A document and/or folder is required in row #. Therefore, row # was not executed.**

---

**Reason:** The specified row of the Send routine has a blank cell in the Source Document and Source Folder columns.

**Solution:** Specify the name of the document and/or folder so the routine will know which document or folder to use.

[VP Integrated Financial Management:error]

**A document must be specified in row # . Therefore, row # was not executed.**

---

**Reason:** The specified row of the Financial Manager routine has a blank cell in the Document Containing Routine to be Executed column.

**Solution:** Specify the name of the document containing the routine to be executed.

[VP Integrated Financial Management:error]

**A record change has been made, and must be confirmed or canceled.**

---

**Reason:** This message displays while: (1) A record was being edited in formatted (document) view, or (2) A record was being edited in a tabular view.

If editing in formatted (document) view, you:

1. Attempt to add or delete a record.
2. Attempt to view the next or previous record.
3. Attempt to close the view.
4. Attempt to Do Make Document.

If editing in tabular view, you:

1. Attempt to change a second record before confirming a previous record change.
2. Try to remove the entry row.
3. Press <NEXT> to move out of a different row (while a row (record) is being edited).

**Solution:** Confirm the record change before attempting any of the above actions.

[VP List Manager:error]

**A record has been changed, and must be confirmed or cancelled before any view properties can be altered.**

---

**Reason:** This message displays when you try to change view properties before confirming the record change.

**Solution:** Either cancel or confirm the record change before applying new view properties.

[VP List Manager:error]

**A source document and destination document must be specified in row # . Therefore, row # was not executed.**

---

**Reason:** A row of the transfer table did not specify either a source document or a destination document. One or both of them is missing in the specified row.

**Solution:** Include the missing information in the table.

[VP Integrated Financial Management:error]

**A source document and/or source folder must be specified in row # . Therefore, row # was not executed.**

---

**Reason:** You did not include a source document or source folder on the Document Integration or Forms Retrieval routine's table.

**Solution:** Make sure the row has either a source document and/or a source folder specified.

[VP Integrated Financial Management:error]

**Aborting Transfer at user's request. Please wait!**

---

**Reason:** This message displays when you press the <STOP> key to abort a file transfer operation.

**Solution:** Wait for the abort operation to terminate before you enter data inside the 3270 emulation window. If the file transfer application does not fully abort at the host, issue an abort by pressing <PF2> followed by <ENTER>.

[VP IBM 3270 File Transfer:error]

**Access List name does not represent an individual or group.**

---

**Reason:** In Shared Books, you have attempted to alter the access list of the shared book or one of its entries by using incorrect or incomplete information.

**Solution:** Be sure to select at least one of the **Access Rights** boxes. Be certain the name in the **New Access Entry** box is spelled correctly. Make sure you use the correct domain and organization. If you do not type in the domain and organization names, the domain and organization of the logged on user will automatically be used. If you need assistance, contact your System Administrator.

[Long Document Options:information]

**Access rights insufficient.**

---

**Reason:** You tried to open a file drawer without authorized read rights access.

**Solution:** Contact the file drawer owner or your System Administrator and request that your name be added to the access list.

[ViewPoint:information]

**Alarm setting is in the wrong format. Please correct and try again.**

---

**Reason:** An incorrect format may have been entered into the alarm setting text item in the property sheet.

**Solution:** Check the format to make certain a mistake did not occur when entering the time. For example, you may have entered 2 AM instead of 2:00 A.M. If this is the case, correct the alarm setting and try again.

[VP Office Accessories:error]

**All objects on this Desktop will be deleted. If you have not copied them to a file service or floppy disk, they will be lost. Do you still want to delete this Desktop? |YES|NO|**

---

**Reason:** This message displays when you select [Delete] on the Logoff option sheet.

**Solution:** If necessary, select [No] and copy files that you wish to save on the file service or floppy disk. Otherwise, select [Yes] to delete the desktop.

[ViewPoint:prompt]

**An adjusted selection cannot cross Equation Frame boundaries.**

---

**Reason:** The adjust button displays within an equation frame but the current selection is not within that frame.

**Solution:** Check your selection to make certain it does not cross the boundaries of an equation frame.

[VP Document Editor:error]

**An Invalid response was received from the host. File Transfer Aborted.**

---

**Reason:** The workstation received a response for the host that was not a part of the file transfer operation.

**Solution:** Retry the file transfer operation. If the problem continues, contact your System Administrator for assistance.

[VP IBM 3270 File Transfer:error]

**Application cannot proceed because required Software Option not enabled.**

---

**Reason:** This message displays when you try to run *VP Data Capture* without enabling its software option.

**Solution:** Enable the required software option for *VP Data Capture* to proceed or contact your System Administrator for assistance.

[VP Data Capture:information]

---

**Are you sure you want to [CLEAR] that Mail Note? |YES|NO|**

---

**Reason:** This message displays when you select the [Clear] menu item in a Mail note.

**Solution:** Select [Yes] or [No] to answer the question. [Yes] clears the subject line in the mail note, and [No] cancels the command.

[ViewPoint:prompt]

---

**Are you sure you want to DELETE an anchored frame which is not visible on the screen? |YES|NO|**

---

**Reason:** This message displays when you press the <DELETE> key to delete an anchored frame that cannot be seen on the screen.

**Solution:** Select [Yes] or [No] to answer the question. You can check the frame by scrolling the document page to see it.

[VP Document Editor:prompt]

---

**Are you sure you want to DELETE the flashing object? |YES|NO|**

---

**Reason:** This message displays when you press the <DELETE> key to delete an anchored frame visible on the screen.

**Solution:** Select [Yes] or [No] to answer the question.

[VP Document Editor:prompt]

**Are you sure you want to DISCARD the current Preamble?  
[YES|NO]**

---

**Reason:** This message displays when you select [Discard Preamble] in the auxiliary menu while a global preamble is in effect.

**Solution:** Select [Yes] or [No] to answer the question. [Yes] causes the global preamble to be discarded, and [No] cancels the command.

[VP Data Capture:prompt]

**Are you sure you want to [RESET] that Mail Note? [YES|NO]**

---

**Reason:** This message displays when you select the [Reset] menu item in a mail note.

**Solution:** Select [Yes] or [No] to answer the question. [Yes] resets the mail note's subject line to its original state, and [No] cancels the command.

[ViewPoint:prompt]

**Booting will destroy the session in progress. Shall I proceed?**

---

**Reason:** This message displays when you select [Boot] in the PC Emulation window and the PC emulator has already been booted. Booting the PC option from the window will stop any work in progress. The message also gives you a chance to change your mind.

**Solution:** Select [Yes] or [No] to answer the question. If your confirmation is [Yes], make certain your PC application has finished its operation.

[PC Emulation:prompt]

**Cannot connect with host controller presently.**

---

**Reason:** The workstation cannot connect to the host computer via the External Communication Server for an Emulation session.

**Solution:** Try this procedure again. If the problem continues, contact your System Administrator for assistance.

[Terminal Emulations:information]

**Cannot find the destination field "<Field Name>." It must be named F1 - F50. Therefore, row # was not executed.**

---

**Reason:** The name of the field specified in the Destination Field column of the transfer table in the specified row is not a valid one. The routine can use a maximum of 50 fields from a single document, and they must be named F1, F2, F3, and so on through F50.

**Solution:** Check to see if you omitted the "F" or included a space between the "F" and the number.

[VP Integrated Financial Management:error]

**Cannot find the source field "<Field Name>." It must be named F1 - F50. Therefore, row # was not executed.**

---

**Reason:** The name of the field specified in the "Source Field" column of the transfer table in the specified row is not a valid one. The routine can use a maximum of 50 fields from a single document, and they must be named F1, F2, F3, and so on through F50.

**Solution:** Check to see if you omitted the "F" or included a space between the "F" and the number.

[VP Integrated Financial Management:error]

**Cannot find your Desktop on the File Service. Select START in the option sheet to create a new one.**

---

**Reason:** No desktop is found on the File Service or on the workstation with the given user name.

**Solution:** If you do not have a desktop, select [Start] in the option sheet to create a new one. If you have a desktop on the File Service or on the workstation, check the spelling of the user name and the password entered, and try again. If you still cannot log on, contact your System Administrator for assistance.

[ViewPoint:prompt]

**Cannot find your home File Service because the Clearinghouse is down. Please try again later or select START in the option sheet to create a temporary desktop.**

---

**Reason:** No desktop is found on the workstation with the given user name, or the workstation cannot access the network to locate a desktop with the given user name stored on the File Service. This message usually indicates that the workstation is not connected to the network or that one or more services on the network may be down.

**Solution:** If you do not have a desktop, select [Start] in the option sheet to create a temporary one. If you have a desktop on the File Service or on the workstation, check the spelling of the user name and the password entered, and try again. If you still cannot log on, contact your System Administrator for assistance.

[ViewPoint:prompt]

**Cannot open PC window; the PC option is either missing or improperly installed.**

---

**Reason:** This message displays when either the required hardware has not been installed or it has not been installed correctly.

**Solution:** Contact your System Administrator to verify the physical presence of the PC Option and to make certain that it has been properly set in the System Configuration Utility. After you verify that the installation and configuration are correct, arrange for a hardware technician to trouble shoot and repair the PCO board.

[PC Emulation:error]

**Cannot retrieve row # column # from <Document Name>. Therefore, row # was not executed.**

---

**Reason:** The cell specified by row # column # in the specified document could not be found.

**Solution:** Perform of the following steps:

1. Check the row that this message indicates was not executed.
2. Examine the appropriate table in the source document. Does a cell at row # column # exist in this table? If it exists, the column name may be incorrect.
3. Check the column name to make certain it is ColumnN, where "N" represents the column number reported in the error.

[VP Integrated Financial Management:error]

**Cannot retrieve the field named "< Field Name >" from the document named "< Document Name >." Therefore, row # was not executed.**

---

**Reason:** The specified field could not be found in the specified document.

**Solution:** Make sure the field name follows the required format (F1, F2, F3, and so on through F50). If the field name format is correct, check the document to make sure it has a field with exactly that name.

[VP Integrated Financial Management:error]

**Cannot run Extended Language Option: Depends on correct J/EL Star Keyboards not installed. Please contact your Xerox representative for assistance.**

---

**Reason:** *VP Extended Language Keyboards* have not been installed on your workstation.

**Solution:** Install and run *VP Extended Language U.S. Keyboards* or obtain assistance from your System Administrator.

[Extended Language:information]

**Cannot store row # column # into row # column # .  
Therefore, row # was not executed.**

---

**Reason:** The cell specified by the first row # and column # exists in the specified table in the source document, but the routine cannot store it into the specified cell in the destination document table.

**Solution:** Perform the following steps:

1. Make certain that the destination row and column numbers are specified correctly in the transfer table.
2. Make sure the specified cell in the destination document table exists.
3. Make certain that the table and the specified column are named correctly.

[VP Integrated Financial Management:error]

**Cannot store row # column # into the field named "<Field Name>." Therefore, row # was not executed.**

---

**Reason:** The cell specified by row # column # exists in the specified table in the source document, but the routine could not store it into the specified field in the destination document.

**Solution:** Make certain that the field name is specified correctly (F1, F2, F3, and so on through F50). If the field name is correct, check the destination document to make certain that it has a field with exactly that name.

[VP Integrated Financial Management:error]

---

**Cannot store the contents of the field named <Field Name> to <Table Name> row # column #. Therefore, row # was not executed.**

---

**Reason:** The specified field exists in the source document, but the routine could not store its value into the specified cell in the destination document table.

**Solution:** Perform the following steps:

1. Make certain that the row and column numbers are specified correctly in the transfer table.
2. Make sure the cell specified exists in the specified destination document table.
3. Make certain that the table and the specified column are named correctly.

[VP Integrated Financial Management:error]

---

**Can't change event because reminder is being mailed.**

---

**Reason:** This message displays when you attempt to change a personal calendar event while the reminder is being mailed.

**Solution:** Wait until the mailing process is complete, then make your change.

[VP Office Accessories:information]

**Can't set BOTH points AND lines to NONE!**

---

**Reason:** You cannot set both points and lines to none in the appearance page of the property sheet.

**Solution:** Set either points or lines to an option other than none.

[VP Document Editor:error]

**Check form of code. A statement was expected at this point, but this is not a legitimate beginning for a statement.**

---

**Reason:** This message displays when you have not started a statement correctly.

**Solution:** Check to see if a command is misspelled or if there are nonessential semicolons. Also confirm that correct descriptions are present in the necessary portions of the statement. Be certain that all RESERVE statements are at the beginning of a block.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find a field type (AMOUNT, DATE, TEXT, or ANY) at this point.**

---

**Reason:** The program did not find the expected field type.

**Solution:** Be sure to specify a field type in the highlighted location. Make certain that you check the field type used in the RESERVE <field type> FIELD statement.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find a value (field name, number, expression, etc.) at this point.**

---

**Reason:** The program cannot find a value at this point.

**Solution:** Describe a correct value at the indicated location. Check immediately after symbols such as #, &, \*, /, +, -, =, <, >.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find an expression at this point.**

---

**Reason:** This message displays if the program cannot find an expression at the highlighted point or if OTHERWISE is misspelled in a CHOOSE command.

**Solution:** Be sure there is an expression, spelled correctly, or that OTHERWISE is spelled correctly.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find DO at this point.**

---

**Reason:** This message displays:

1. When the program expects to find the keyword DO but does not. It is possible you did not place the required DO in a FOR EACH or WHILE statement.
2. When a field expression or table expression has a syntax error.

**Solution:** Check to be certain that you have used DO to introduce the block statement part of a FOR EACH, ON ERROR, or WHILE block statement.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find END at this point.**

---

**Reason:** This message displays when the number of DO and END delimiters are not equal or when a semicolon has been omitted at the end of a statement within a block.

**Solution:** Check the program to make certain the DO and END delimiters are equal and a semicolon has been included at the end of each statement within a block.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find ROW at this point.**

---

**Reason:** The word "ROW" is not where it should be in a table reference.

**Solution:** Make certain that an expression such as [ROW 1] includes a space between "ROW" and 1.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find the name of a type of icon (DOCUMENT, FOLDER, etc.) at this point.**

---

**Reason:** The name of the icon type cannot be found.

**Solution:** Be certain to specify the type of icon in the program.

[VP CUSP Buttons:error]

**Check form of code. Program expected to find the name of something (field, icon, etc.) at this point.**

---

**Reason:** This message displays when the program expects to find the name of an object (such as a field, button, or table reference) but encountered something else.

**Solution:** Check for quotes or numbers that should not be included in a name or identification clause. For example, in a FOR EACH <icon reference> CALL IT <ID> <block> statement, the ID name should not be embedded in quotes nor should it begin with a number.

[VP CUSP Buttons:error]

**Closing the window will destroy the boot session in progress. Shall I proceed?**

---

**Reason:** This message displays when [Close] is selected in the window header. Any operations currently in progress will be terminated if you confirm.

**Solution:** Make certain that all intended PC operations are complete before proceeding.

[PC Emulation:prompt]

---

**Closing the window will discard the PCE print file produced so far. Shall I proceed?**

---

**Reason:** The PC application has printed information that you have not copied to a printer or placed on your desktop in the form of a print format document.

**Solution:** If you wish to save the printed information, do so before proceeding.

[PC Emulation:prompt]

---

**Container List is already active.**

---

**Reason:** This message displays when you try to activate the tool and it is busy. It cannot be used until it is idle.

**Solution:** Try later.

[Container List Tool:information]

---

**Could not convert the folder in row # . You probably need to load the appropriate conversion.**

---

**Reason:** The conversion you specified cannot be done.

**Solution:** Check your Loader to see if the ViewPoint application that performs the desired conversion is loaded.

[VP Integrated Financial Management:error]

**Could not rename the resulting document. The problem is most likely that your New Document Name is too long.**

---

In the Data Capture routine, the name typed in the New Document Name column should be less than 100 characters long.

[VP Integrated Financial Management:error]

**Could not verify your identity at this time.**

---

**Reason:** Your identity cannot be confirmed.

**Solution:** Try again or check the status of the Clearinghouse and authentication services.

[Terminal Emulations:information]

**Data transfer to document may be incomplete.**

---

**Reason:** An unexpected error occurred while trying to create a VP document.

**Solution:** Try this procedure again. If the error continues, reboot the workstation.

[Terminal Emulations:information]

**Delete operation failed NSFile access problem: fileInUse.**

---

**Reason:** You tried to delete your local copy of the shared book while the folder of local files or the folder of remote files remained open.

**Solution:** Close the folder window(s) and try again. If you continue to receive the error message, log off, log on, and then try to delete your local copy of the shared book again.

[Long Document Options:error]

**Delete operation failed NSFile access problem: fileopen**

---

**Reason:** You tried to delete your local copy of the shared book while the folder of local files or the folder of remote files remained open.

**Solution:** Close the folder window(s) and try again. If you continue to receive the error message, log off, log on, and then try to delete your local copy of the shared book again.

[Long Document Options:error]

**Dialing attempted but dialing hardware does not exist or is not responding.**

---

**Reason:** This message displays when you attempt to dial, but dialing hardware is not present or is not working.

**Solution:** Check the dialing hardware to determine if the hardware is not responding or is not present.

[Terminal Emulations:information]

**Dictionary is full. Please remove unnecessary entries from your dictionaries.**

---

**Reason:** Your user dictionary is full.

**Solution:** Remove or delete unnecessary entries from your dictionary.

[Extended Language:error]

**Dictionary will not accept more than 15 characters per entry.**

---

**Reason:** You cannot enter more than 15 characters per entry in the dictionary.

**Solution:** Shorten the characters per entry to 15 characters or less.

[Extended Language:error]

**Discarding old Preamble |YES|NO|**

---

**Reason:** This message displays when you select [Set Preamble] in the auxiliary menu while a global preamble is already in effect.

**Solution:** Select [Yes] to discard the old preamble and reset it using the current selected document. Select [No] to cancel the command and leave the old global preamble intact.

[VP Data Capture:prompt]

**Display the address log?**

---

**Reason:** This message displays when a response is required to display the address log.

**Solution:** Select [Yes] or [No] to answer the question.

[ViewPoint:diagnostics/prompt]

**Document Interchange Format conversion cannot proceed because required software option not enabled.**

---

**Reason:** The required software is not enabled.

**Solution:** Enable the [VP File Conversion of Document Interchange Format] option and reboot to proceed, or contact your System Administrator for assistance.

[VP File Conversion of Document Interchange Format:information]

**Documents software not loaded -- Cannot run Data Capture**

---

**Reason:** *VP Document Editor* must be loaded before *VP Data Capture*.

**Solution:** Load *VP Document Editor* before loading *VP Data Capture*.

[VP Data Capture:error]

Either the document named "< Document Name >" was not found in the file drawer named "< File Drawer Name >," or you do not have sufficient access to the file drawer. Therefore, row # was not executed.

---

**Reason:** The document you specified cannot be found or accessed.

**Solution:** Perform the following steps:

1. Check that the document is in the specified file drawer and that the file drawer is on the desktop or inside the VP IFM - Financial Manager folder.
2. Verify that you can reach the file drawer and make sure the document is in it.
3. Check the spellings in the routine's table of the document and the file drawer names to see if they match the document and file drawer names exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**Either the document named "< Document Name >" was not found in the folder named "< Folder Name >" that is located in the file drawer named "< File Drawer Name >," or you do not have sufficient access to the file drawer. Therefore, row # was not executed.**

---

**Reason:** The document you specified cannot be found or accessed.

**Solution:** Perform the following steps:

1. Verify that you can reach the file drawer, and make sure the document is in the specified folder in the specified file drawer.
2. Check the spellings in the routine's table of the document, folder, and file drawer names to see if they match the document, folder, and file drawer names exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

Either the folder named "<Folder Name>" was not found in the file drawer named "<File Drawer Name>," or you do not have sufficient access to the file drawer. Therefore, row # was not executed.

---

**Reason:** The folder you specified cannot be found or accessed.

**Solution:** Perform the following steps:

1. Verify that you can reach the file drawer, that the folder is in it, and that the file drawer is on the desktop.
2. Check the spellings in the routine's table of the folder and the file drawer names to see if they match the folder and file drawer names exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

### Encountered problem accessing Clearinghouse.

---

**Reason:** The validity of the host information stored in the Clearinghouse cannot be verified.

**Solution:** Try the procedure again. If problem continues, delete the icon and retrieve a new one from the directory.

[Terminal Emulations:error]

**Equations cannot proceed because required Software Option is not enabled.**

---

**Reason:** The required software is not enabled.

**Solution:** Enable the software option to continue or contact your System Administrator for assistance.

[VP Document Editor:error]

**Error during conversion of <file name>. Printing aborted.**

---

**Reason:** While attempting to print the named file, the workstation encountered a problem, most likely with the file itself. The possible problems include the workstation not being able to access the file, or finding unexpected, illegal, data inside the file.

**Solution:** Perform the following steps:

1. Try the operation again.
2. Log off and log on.
3. Reboot.
4. Contact your System Administrator for assistance.

[Remote Printing:error]

**Error in floating point parameter format.**

---

**Reason:** While converting a floating point number from the source file, two problems can occur:

1. The format of the floating point number is incorrect.
2. The size of the floating point number is incorrect (greater than 2, 139, 095, 039, or less than -4, 286, 578, 688).

**Solution:** No recovery action.

[File Conversions:error]

**Error in integer parameter format.**

---

**Reason:** While converting an integer number from the source file, two problems can occur:

1. The format of the integer number is incorrect.
2. The size of the integer number is incorrect (greater than 32,767 or less than -32,768).

**Solution:** No recovery action.

[File Conversions:error]

**Fatal error while scanning IGES File.**

---

**Reason:** The source IGES file does not comply with the subset of the IGES standard used by this conversion. The Start, Global, or Parameter sections are not consistent.

**Solution:** No recovery action.

[File Conversions:error]

**File is not a Shared Book.**

---

**Reason:** The shared book is no longer in the remote location (file drawer) specified on its property sheet, but another object with the same name is there instead.

**Solution:** Remove the incorrect object from the file drawer, locate the authentic shared book, and relocate it to the proper file drawer. Refer to the *Workstation Administration and System Resources Reference* volume for additional information and procedures.

[Long Document Options:error]

**File is not in valid 860 record file format - no conversion performed.**

---

**Reason:** The file is in an invalid format.

**Solution:** First, make certain all conversion types are running. Either select [Use Icon Type] to let the converter try to determine the proper conversion to use, or find out the correct source of the file and select the matching **Converter Source Format** option.

[File Conversions:error]

**File problem <an action>: <explanation>**

---

In Shared Books, if you see a message in this format, look up the explanation (that is, the information following the colon) elsewhere in the System Messages listing.

[Long Document Options:error]

**Format error IGES File is in Binary or Compressed Format.**

---

**Reason:** This conversion supports only non-compressed ASCII format.

**Solution:** Check the format.

[File Conversions:error]

**Format error in Directory Section IGES File.**

---

**Reason:** The IGES file does not comply with the subset of the IGES standard used by this conversion.

**Solution:** No recovery action.

[File Conversions:error]

**Format error in Global Section IGES File.**

---

**Reason:** The IGES file does not comply with the subset of the IGES standard used by this conversion.

**Solution:** No recovery action.

[File Conversions:error]

**Format error in Parameter Section of IGES File.**

---

**Reason:** The IGES file does not comply with the subset of the IGES standard used by this conversion.

**Solution:** No recovery action.

[File Conversions:error]

**Found xxxx rows and yyyy fields**

---

**Reason:** This message tells you how many rows (not including subrows) and fields have been captured so far. The message is initially updated after every second row is captured, but as the number of rows captured increases, the frequency of the updates decreases to once every five rows, and eventually to once every ten rows. The letters "xxxx" are replaced by the number of rows, and the letters "yyyy" are replaced by the number of fields.

**Solution:** No action required.

[VP Data Capture:information]

**Hardware problem while accessing network.**

---

**Reason:** This message displays when a problem is encountered while trying to establish a connection to the External Communication Server.

**Solution:** Contact the System Administrator to check the communication hardware on the workstation and the External Communication Server.

[Terminal Emulations:error]

**Hardware requires manual intervention.**

---

**Reason:** This message displays when a problem is encountered while trying to establish a connection to the External Communication Service.

**Solution:** Contact your System Administrator for assistance.

[Terminal Emulations:error]

**Highlighted name must contain at least one character. Please change it or cancel changes.**

---

**Reason:** A character is not present in the highlighted name.

**Solution:** Make the correction to include at least one character in the highlighted name or cancel the changes.

[VP Document Editor:error]

**In order to execute the Data Capture routine, you must have at least one empty icon location on your desktop.**

---

**Reason:** The Data Capture routine tried to place a new icon on the desktop. However, your desktop display is full, so the icon was added to the desktop overflow list where the VP IFM routines cannot access it.

**Solution:** Make space on your desktop by deleting files or moving them to folders, file drawers, or floppy disks. Then move icons from the overflow list to the desktop by logging off and logging back on.

[VP Integrated Financial Management:error]

**In order to execute the File Conversion routine, you must have at least one empty icon location on your desktop.**

---

**Reason:** Your source folder is in the VP IFM - Financial Solution folder. The File Conversion routine tried to place a new icon on the desktop. However, your desktop display is full, so the icon was added to the desktop overflow list where the VP IFM routines cannot access it.

**Solution:** Make space on your desktop by deleting files or moving them to folders, file drawers, or floppy disks. Then move icons from the overflow list to the desktop by logging off and logging back on.

[VP Integrated Financial Management:error]

**Inconsistent Shared Book. At least one entry is locked by someone else.**

---

**Reason:** You attempted to perform an operation (such as table of contents generation or pagination) on a closed shared book while at least one entry was locked by another user.

**Solution:** Look at the Entry Details option sheet to determine who has the entry locked. Ask the other user to unlock the entry, or wait until the entry is unlocked. Then repeat the operation.

[Long Document Options:error]

**Insufficient access rights.**

---

**Reason:** In Shared Books, one of the following conditions may exist:

1. You tried to create a new shared book without "permission" (appropriate access rights) in the file drawer.
2. If you have appropriate access rights to the file drawer, then you may have typed the name of the file drawer incorrectly, and the Shared Books application is trying to create a new file drawer for you.
3. If you are trying to perform a shared book operation, this message means that you do not have appropriate access rights to the shared book or the entry.

**Solution:** Perform one of the following:

1. Correct the spelling and try again.
2. Ask another user to open the Shared Book property sheet and the Entry Details option sheets to check the access lists. This will determine if your access rights have been changed or removed. If so, consult your project leader to have your access rights restored.

[Long Document Options:error]

**Insufficient memory available. Requested amount has been reduced.**

---

**Reason:** The workstation may not be able to configure the requested amount of memory for PCO. You can request up to 640K of memory for use by PCO, depending on how much real memory is present and how much is needed by other currently running applications. In this case, the system reduced your request by 128K and tried again to configure.

**Solution:** If configuration reduces the memory, no action is required. However, if the memory space is not sufficient, you can make more real memory available by using the following steps:

1. Minimize workstation activity by closing all open icons on top of the desktop.
2. Run fewer applications simultaneously. Change the **Auto Run** parameter on the Application properties sheet to [No] in the loader.
3. Add more real memory to your workstation. Additional memory can be added to the Memory Expansion Board in your workstation.

[PC Emulation:error]

**Internal problem with Shared Book.**

---

**Reason:** A serious problem has occurred. Your local copy of the shared book is unusable and must be recovered.

**Solution:** Refer to the procedure titled "Recovering from a workstation failure" in *Workstation Administration and System Resources Reference* volume. Begin with step 6 to recover your local copy of the shared book.

[Long Document Options:error]

**Librarian property clash.**

---

**Reason:** In Shared Books, the libjects associated with the shared book are damaged. The shared book is unusable and must be recovered.

**Solution:** Follow the recovery procedures in *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

**Librarian Service could not be found in Clearinghouse.**

---

**Reason:** The Librarian data base name you supplied could not be used to find the librarian service which hosts that data base. It may be incorrect, or it may not be registered in the Clearinghouse yet.

**Solution:** Contact your System Administrator to check on the Librarian data base name.

[Long Document Options:error]

**Log table missing in Audit Trail / Error Log document.**

---

**Reason:** The VP IFM routine you executed found the Audit Trail / Error Log document but could not find the associated table in it. No message can be added to the table.

**Solution:** Check the Audit Trail / Error Log document. If the table has been deleted, get a new Audit Trail / Error Log document from your original VP IFM floppy disk. If the table is there, check its name. The name must be "Table1."

[VP Integrated Financial Management:error]

**Lotus 1-2-3 spreadsheet conversion has not been product factored on this workstation.**

---

**Reason:** The Lotus 1-2-3 spreadsheet conversion has not been enabled on your workstation.

**Solution:** Enable the software option and reboot, or contact your System Administrator for assistance.

[File Conversions:information]

**Mail is still being sent. Wait until Mail is finished sending before attempting to logoff.**

---

**Reason:** You attempted to log off your workstation before mail sending was complete.

**Solution:** Wait until mail is complete before logging off.

[ViewPoint:information]

**No data appears within the 860 record file, so no conversion was performed.**

---

**Reason:** The 860 record file is empty.

**Solution:** Check the 860 record file for data before you attempt to use the conversion feature.

[File Conversions:information]

**No more items in the container.**

---

**Reason:** This message displays when the last icon is displayed, and you select [Show Next] or [Show Previous], and there are no more items to read.

**Solution:** No action is required.

[ViewPoint:information]

**No token found. Either delete symbol(s) or enclose it (them) in quotes.**

---

**Reason:** This message displays when a fill-in rule or program contains only non-printing characters, such as space or tab characters.

**Solution:** Depending on your intention, correct the fill-in rule or program as follows:

1. If you want the fill-in rule or program to be blank, delete the extra space or other characters.
2. If the characters are in a fill-in rule for a field and you want them to appear as the field content when the fill-in rule is evaluated, enclose the characters in quotation marks.

[VP CUSP Buttons:error]

**Not enough memory on this workstation for specified configuration; using 256K instead.**

---

**Reason:** This message displays when you request more than 256 bytes (or 256,000 characters) of PC memory, and your workstation does not have enough to spare.

**Solution:** Change your configuration to 256K in the property sheet. If your application requires more memory, you must install additional RAM on your workstation.

[PC Emulation:error]

**Not enough virtual memory to load TTY data file(s).**

---

**Reason:** You have insufficient system resources to run the application.

**Solution:** Close any open windows or reboot to recover enough memory to run the application.

[Terminal Emulations:error]

**NSFile access problem: accessRightsInsufficient.**

---

**Reason:** You do not have access to the contents of the object you are trying to list.

**Solution:** Ask your System Administrator for assistance.

[Container List Tool:error]

**Physical floppy drive is currently unavailable.**

---

**Reason:** This message displays when you try to configure the physical floppy disk while it is in use.

**Solution:** Wait until the Physical Floppy icon has finished, then configure.

[PC Emulation:information]

**Please check the daylight savings time value on the clock. It may need to be changed.**

---

**Reason:** You may have changed the Time Zone choice item value but not the daylight savings time value.

**Solution:** Check the daylight savings time value on the clock.

[VP Office Accessories:information]

**Please eject the virtual floppy disks before closing the window.**

---

**Reason:** Virtual floppy disks are still loaded in emulated drives in the PC window.

**Solution:** Move the virtual floppy disks from the emulated drives before closing the window.

[PC Emulation:information]

**Please fill-in the TO and/or COPIES fields.**

---

**Reason:** This message displays when you select [Send] in a mail note without filling in the To and/or Copies fields.

**Solution:** Fill in the fields, then select [Send].

[ViewPoint:error]

**Please load VP Document Editor before attempting any document conversions.**

---

**Reason:** *VP Document Editor* is not loaded.

**Solution:** Make certain *VP Document Editor* is loaded and running before you convert any documents.

[Terminal Emulations:error]

**Please load VP Network Access and try again.**

---

**Reason:** The application software is not loaded.

**Solution:** Load the *VP Network Common Software* and try again.

[Terminal Emulations:error]

**Please wait until the document finishes its background operation before doing that.**

---

**Reason:** A background operation (such as a pagination) is currently being performed on a document. No other operation can be performed on the document until the current one is finished.

**Solution:** Wait until the background operation is complete, or cancel the current operation with the background manager's cancel menu.

[Document Editor:information]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* at least one column must be required at xxxx**

---

**Reason:** This message displays when all columns are designated (Required No).

**Solution:** At least one column must be designated as (Required Yes). (Required Yes) is the default.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Bad Choice at xxxx**

---

**Reason:** This message displays when a Data Capture keyword or property name, such as Length, is misspelled.

**Solution:** Check the spelling of the keyword or property name to make certain the spelling is correct.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Bad Group Property at xxxx**

---

**Reason:** This message displays when you enter a property not permitted for a group column.

**Solution:** Delete the clause containing the inapplicable property. The properties **Format**, **Character**, **Language**, **Length**, and **Case** have no meaning for group columns. Each subcolumn has its own values for these properties.

[VP Data Capture:error]

---

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Bad Preamble Format at xxxx**

---

**Reason:** This message displays when Data Capture has found a Format value error. (For example, if Type = Amount, a Format of "aaa" is illegal, since "a" can only be used for Type = Text.)

**Solution:** Check the Format clause to make sure the special format characters are allowed for the Type. Also check that the word "Format" is separated from the value by exactly one blank, and that the value is not trailed by blanks.

[VP Data Capture:error]

---

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Circularity in 'afters' at xxxx**

---

**Reason:** The preamble's After clauses attempt to specify an impossibility: that two fields follow each other. For example, if field A follows B, and B follows C, then field C cannot follow field A. The letters "xxxx" are replaced by the name, if any, of a field which exhibits circularity.

**Solution:** Check the sequence of the preamble's After clauses to make certain they agree with the correct field sequence.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Duplicate column ATTRIBUTE  
found at xxxx**

---

**Reason:** This message displays when a sentence contains more than one clause for the same property.

**Solution:** Delete the extra clause or clauses.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Format length Mismatch at xxxx**

---

**Reason:** A preamble sentence contains both a Length clause and a Format clause, and the length specified by the Length clause did not match the actual length of the Format value.

**Solution:** Perform the following steps:

1. If the field is a text or amount field, and the default format is acceptable, then remove the Format clause and make certain the length value is correct. There is never a need for a sentence to contain both a Length clause and a Format clause.
2. If the field is a date field, and the default format is acceptable, then omit both the Length clause and the Format clause. Otherwise, remove the Length clause and make certain the Format value is correct.

[VP Data Capture:error]

---

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Group column name expected at  
xxxx**

---

**Reason:** The value specified in an After clause was not the name of a group column.

**Solution:** Correct the value to reflect a group column name.

[VP Data Capture:error]

---

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Missing FORMAT at xxxx**

---

**Reason:** A preamble sentence contained neither a Length clause nor a Format clause, so Data Capture could not determine the length of the field.

**Solution:** Specify either a Length clause or a Format clause.

[VP Data Capture:error]

---

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Missing ( Character at xxxx**

---

**Reason:** This message displays when an opening parenthesis is missing from a clause.

**Solution:** Insert the missing parenthesis.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* No Termination Character at xxxx**

---

**Reason:** This message displays when a closing parenthesis is missing from a clause or when a clause value is so long that Data Capture stops trying to find the closing parenthesis. For example, the values of Format, Name, and Afters clauses cannot exceed 320 characters in length.

**Solution:** Insert the missing parenthesis or shorten the long clause value.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Number too large at xxxx**

---

**Reason:** The value specified in the Character, Line, or Length clause is greater than 60,009.

**Solution:** Correct the value to a number less than 60,009. Keep the number less than 100, especially for Line and Length clauses, since poor performance or failure to capture any data may result.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Overlapping format at xxxx**

---

**Reason:** Two fields are overlapping, which is illegal. The letters "xxxx" are of the form line/character, where line and character are replaced by the line and character positions where the overlap first occurs.

**Solution:** Adjust the Character and/or Length values of one or both overlapping fields so they no longer overlap.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Positive number expected at xxxx**

---

**Reason:** The value specified in a Character, Line, or Length clause is not greater than zero.

**Solution:** Change the value to a positive number.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Unexpected End Of File at xxxx**

---

**Reason:** This message displays when one of the following errors occurs:

1. The (End of Preamble) clause is missing from the preamble.
2. A preamble literal does not have an end quote, either because the quote is missing or because it is not a right single quote or apostrophe. Data Capture considers the rest of the document to be part of the literal.

**Solution:** Perform one of the following steps:

1. Insert the (End of Preamble) clause.
2. Use the right single quote to end all format literals. If you are not using the ASCII keyboard, use the right single quote, not the <SHIFT> left quote.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Unexpected End Of Group at xxxx**

---

**Reason:** Data Capture encountered an (End of Group) clause without a matching group. That is, there is an extra (End of Group) clause in the preamble.

**Solution:** Remove the extra (End of Group) clause.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Unknown SIBLING column at xxxx**

---

**Reason:** This message displays if an After clause contains a column name that is unknown or is misspelled.

**Solution:** Correct the After clause value.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Value expected at xxxx**

---

**Reason:** This message displays when the value part of a clause is missing, or when a clause is missing both a property and a value (that is, when the clause is empty).

**Solution:** Ensure that the clause contains a property and a value.

[VP Data Capture:error]

**\*\*\*\* PREAMBLE ERROR \*\*\*\* Wrong or incorrectly formed keyword at xxxx**

---

**Reason:** This message displays when a Data Capture keyword or property name such as Length is misspelled.

**Solution:** Check the spelling of the keyword or property name to make certain the spelling is correct.

[VP Data Capture:error]

## Preamble in document ignored...Using stored preamble

---

**Reason:** This information message displays when the preamble found in the current source document is ignored because the [Set Preamble] command is in effect.

**Solution:** If this is not your intent, press <STOP> to cancel Data Capture, select [Discard Preamble] in the desktop auxiliary menu, and restart Data Capture. You should also delete any partially completed output document which Data Capture may have placed on the desktop after you pressed <STOP>.

[VP Data Capture:error]

## Program check encountered. File Transfer Aborted.

---

**Reason:** An invalid 3270 data stream was received by the workstation. This caused the workstation file transfer application to abort.

**Solution:** Perform one of the following steps:

1. Clear the 3270 Emulation window by pressing the <CLEAR> key on the alternate keyboard.
2. When the keyboard is unlocked, press <PF2> followed by <ENTER>.
3. Once these steps are taken, retry the file transfer operation. If the problem continues, contact your System Administrator for assistance.

[VP IBM 3270 File Transfer:error]

**Reboot the PC when you are ready to proceed.**

---

**Reason:** This message displays when you have reconfigured the PC.

**Solution:** Reboot the PC to continue. If you wish, load a different floppy disk (real or virtual) before booting. Do not reboot the entire workstation.

[PC Emulation:prompt]

**Reconfiguring will destroy the boot session in progress. Shall I proceed?**

---

**Reason:** Reconfiguring will terminate any PC operation in progress.

**Solution:** Make sure all PC operations are finished before proceeding.

[PC Emulation:prompt]

**Scanning IGES file.**

---

This message displays while the IGES conversion checks whether the IGES file structure is consistent with the IGES standard.

[File Conversions:information]

**Selection problem <an action>: <explanation>**

---

In Shared Books, if you see a message in this format, look up the explanation (following the colon elsewhere in the system messages of this volume).

[Long Document Options:error]

**Server and workstation are incompatible (Courier).**

---

**Reason:** The terminal icon cannot connect to the External Communication Service because of incompatible software.

**Solution:** Make certain the ViewPoint Terminal Emulation software is compatible with the External Communication Services software.

[Terminal Emulations:error]

**Server and workstation are incompatible (GAP).**

---

**Reason:** The terminal icon cannot connect to the External Communication Service because of incompatible software.

**Solution:** Make certain the ViewPoint Terminal Emulation software is compatible with External Communication Services software.

[Terminal Emulations:error]

**Service problem (service Unavailable)**

---

**Reason:** In Shared Books, when you are trying to create a shared book, this message can mean either of the following:

1. The file server or File Service was off-line at the moment Shared Books attempted to create the new shared book.
2. You have used an incorrect pathname for the remote location or an incorrect name for the Librarian data base. The names may be misspelled, or the file drawer or Librarian data base may not exist.

**Solution:** Perform one of the following steps:

1. If the shared book was not created because the file server or the File Service was off-line, wait until the server/Service is back on-line, and create the shared book again.
2. Check the names for accuracy, verify the exact pathname of the file drawer and name of the Librarian data base, and try again.

If this message persists, contact your System Administrator for assistance.

[Long Document Options:error]

**Shading list size doesn't match data table size!**

---

**Reason:** A mismatch exists in the shading list and table size.

**Solution:** Compare the sizes of both the shading list and data table to ensure that they match.

[VP Document Editor:error]

**Shared Book cannot open due to problem.**

---

**Reason:** A serious problem has occurred. The shared book is unusable and must be recovered.

**Solution:** Follow the recovery procedures in *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

**Shared Book contains an illegitimate entry. Operation canceled.**

---

**Reason:** You tried to perform an operation on a closed shared book that contains an unofficial entry.

**Solution:** Remove the unofficial entry from your local copy of the shared book, and repeat the operation. Refer to *Workstation Administration and System Resources Reference* volume for information and procedures.

[Long Document Options:error]

**Shared Book externalization error.**

---

**Reason:** A serious error has occurred. The shared book may be unusable and may have to be recovered.

**Solution:** Follow the recovery procedures in *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

**Shared Book internalization error.**

---

**Reason:** A serious error has occurred. The shared book may be unusable and may have to be recovered.

**Solution:** Follow the recovery procedures in *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

<Shared Book name> in use by <user>, for the last < > days < > hours < > minutes < > seconds. Please try again. (database: < >, libject name: < >).

---

**Reason:** You attempted an operation on a Shared Book that is in use by someone else.

**Solution:** Perform the following steps:

1. If the time period is short (a few seconds or minutes), wait a little while and try the operation, again.
2. If the time period is longer, contact the individual named in the message and find out whether the Shared Book is locked for a reason (such as a long pagination operation).
3. If necessary, contact your System Administrator, provide the data base and libject names given in the message, and ask the administrator to check in (unlock) the libject. When this is complete, try the operation again.

[Long Document Options:error]

**Shared Book problem <an action>: <explanation>**

---

**Reason:** If you see a message in in this format, look up the explanation (following the colon elsewhere in the System Messages listing).

[Long Document Options:information]

**Software error RE-DO from start**

---

**Reason:** This message displays when an unexpected error in the Data Capture software forces Data Capture to abort its current activity.

**Solution:** Try the Data Capture action again. If the error message reappears, contact your System Administrator for assistance.

[VP Data Capture:error]

**Sorry, you don't have enough disk space for a backup copy of this record file to be created. It is very important that you immediately close the record file and make more space. Otherwise, your record file may become unusable if you crash while it's open.**

---

**Reason:** You do not have enough disk space to create a backup copy of this record file.

**Solution:** Close the record file immediately. Delete documents no longer needed, check items to remove in your wastebasket, or move them to your file drawer.

[VP List Manager:error]

**Switching to the Local Printer will discard the output produced so far. Shall I proceed?**

---

**Reason:** Information captured for emulated printing has not yet been copied to a printer or saved as a print format document and will be lost.

**Solution:** If the information is needed, select [No]. Then print the information before switching to the local printer.

[PC Emulation:prompt]

## Table has too many fields for Document...Aborting Copy of Text to Table

---

**Reason:** Data Capture has attempted to place in the output table more cells than the document editor can handle, so it had to abort [Copy Text to Table]. Data Capture will attempt to place on the desktop a document containing a table with as much captured data as possible.

**Solution:** If Data Capture placed a document on the desktop, perform the following:

1. Write down the data that is on the last completely captured row in the output document.
2. Move the output document from your desktop to another storage location.
3. Edit your source document (or a copy of it—do not forget to move the original from your desktop), so that the source data that has already been processed by Data Capture is deleted.

**Note:** Keep enough source data intact so the preamble can begin to capture from the correct location.

If further problems develop, contact your System Administrator for assistance.

[VP Data Capture:error]

**That document can't be opened because it is a remote file.**

---

**Reason:** This message displays when you:

1. Attempt to open a remote ViewPoint document within a File Drawer window.
2. Attempt to open a reference document.
3. Attempt to open a remote ViewPoint file in a mail folder within a File Drawer window.

**Solution:** Perform one of the following steps:

1. Copy the remote ViewPoint document to the desktop and open it.
2. Use [Make Local Copy] to copy the referenced file to the desktop.
3. Copy the remote ViewPoint file to the desktop, and open it if you wish to see the document rather than just the coversheet.

[ViewPoint:error]

**That document has incompatible format and cannot be opened with this version of Viewpoint.**

---

**Reason:** The document contains an earlier ViewPoint format.

**Solution:** Select [Upgrade] in the desktop auxiliary menu. If there is no resolution, contact your System Administrator or call the Information Systems Customer Support Center for assistance.

[VP Document Editor:error]

**That PC is an obsolete version or has unrecognizable settings.**

---

**Reason:** The installed PC application folder software cannot interpret the PC icon.

**Solution:** Copy a new icon from the directory and configure it as desired.

[PC Emulation:error]

**The authentication server is not responding.**

---

**Reason:** You cannot connect to the authentication server to verify the identity of the logon user.

**Solution:** Try again later or check to see if the authentication server is up and running.

[Terminal Emulations:information]

**The calculator log has exceeded its capacity. Please copy the log contents to a document and select the CLEAR LOG WINDOW command in the calculator auxiliary menu before continuing.**

---

**Reason:** The Calculator Log window is full.

**Solution:** If you wish to keep a copy of the current log, copy the log contents to a document, then select the [Clear Log Window] command in the auxiliary menu to continue.

[VP Office Accessories:error]

**The Clock application cannot be run on this version of Viewpoint.**

---

**Reason:** This message displays when you attempt to run the clock on a workstation with ViewPoint 1.0 software loaded.

**Solution:** Check with your System Administrator for a current ViewPoint version.

[VP Office Accessories:error]

**The Communication Server could not verify your identity.**

---

**Reason:** Your identity cannot be verified by the Communication Server.

**Solution:** Contact your System Administrator for assistance. You may not have access rights to the port, or you may not be registered in the Clearinghouse Service.

[Terminal Emulations:information]

**The converter named "< Converter Name >" was not found in the folder named "File Conversions Library." Therefore, row # was not executed.**

---

**Reason:** A converter was specified incorrectly or the specified converter icon is missing from the File Conversions Library folder.

**Solution:** Perform the following steps:

1. Make certain the specified converter is in the File Conversions Library folder.
2. Check the converter specified in the row that was not executed.
3. Compare spelling of the converter with that of the corresponding converter in the File Conversions Library. They must match exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The desktop is unable to open the 3270 icon selected. Please retrieve a new 3270 icon from the directory.**

---

**Reason:** The icon is in an older format that is no longer supported by the current software.

**Solution:** Delete the icon and get a new one from the directory.

[Terminal Emulations:information]

**The destination folder named "< Folder Name >" was not found. Therefore, row # was not executed.**

---

**Reason:** The destination folder you specified in the Document Integration or Forms Retrieval routine cannot be found at either the top level of the VP IFM - Financial Solution folder or directly on the desktop.

**Solution:** Check that the folder is in one of the locations. Check the spelling in the routine's table to see if it matches the folder name exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The document named "Audit Trail / Error Log" is missing in the folder named "System Folder." Clear Log aborted.**

---

**Reason:** You executed the Clear Log routine in the Audit Trail / Error Log document, but VP IFM cannot find a blank log table document.

**Solution:** Create a blank log table document (that is, an Audit Trail / Error Log document containing an empty table) in the System Folder in the VP IFM - Financial Solution folder in one of two ways:

1. Copy a new one from your original VP IFM floppy disk.
2. Manually delete the rows of the table in the Audit Trail / Error Log document in which you were trying to execute the Clear Log routine. Then copy the blank log table to the System Folder.

[VP Integrated Financial Management:error]

**The document named "Audit Trail / Error Log" is missing. Therefore, error messages will not be recorded.**

---

**Reason:** The Audit Trail / Error Log document cannot be found at the top level of the VP IFM - Financial Solution folder or directly on the desktop. (Each VP IFM routine adds error and final status messages to the end of the table in that document. If the document cannot be found, then execution continues, but those error and status messages can only be displayed, not recorded, in the document.)

**Solution:** Check to see if someone has renamed the document. If so, change its name back to "Audit Trail / Error Log" (note that spaces surround the "/"). If the document has been deleted, get a new one.

[VP Integrated Financial Management:error]

**The document named "<Document Name>" was not found in the folder named "<Folder name>." Therefore, row # was not executed.**

---

**Reason:** The document you specified was not found in the specified folder.

**Solution:** Perform the following steps:

1. Make certain the document is in the specified folder.
2. Make sure the folder is either at the top level of the VP IFM - Financial Solution folder or directly on the desktop.
3. Check the spellings in the routine's table of the document and the folder names to see if they match the document and folder name exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The document named "<Document Name>" was not found. Therefore, row # was not executed.**

---

**Reason:** The document you specified was not found at the top level of the VP IFM - Financial Solution folder or directly on the desktop.

**Solution:** Determine whether the document is in one of those two places. Check the spelling in the routine's table to see if it matches the document name exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The facsimile printer named "< Facsimile Printer Name >" was not found in row # .**

---

**Reason:** The facsimile server specified in the Send routine cannot be found on the desktop or in the VP IFM - Financial Solution folder.

**Solution:** Make certain it is on the desktop or in the VP IFM - Financial Solution folder. Check the spelling in the routine's table to see if it matches the facsimile server name exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The file drawer named "< File Drawer Name >" was not found. Therefore, row # was not executed.**

---

**Reason:** The file drawer you specified cannot be found.

**Solution:** Perform the following steps:

1. Make sure the file drawer is on the desktop or inside the VP IFM - Financial Manager folder.
2. Check the spelling in the routine's table to see if it matches the file drawer name exactly. You may have omitted spaces or have extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The Fill-in Rule option has not been entered correctly for field name. Please correct it before closing the property sheet.**

---

**Reason:** The property sheet detects an illegal string for the **Fill-in Rule** property.

**Solution:** Check the field name. Make the correction, then close the property sheet.

[VP Document Editor:error]

**The folder named "<Folder Name>" was not found in row #.**

---

**Reason:** In the Send Routine folder, the specified Source Folder cannot be found either at the top level of the VP IFM - Financial Solution folder, on the desktop, or the specified Target Folder cannot be found in the file drawer specified in the Target File Drawer column.

**Solution:** Make certain the folder is in the correct location and that its name is specified correctly without any extra or missing spaces.

[VP Integrated Financial Management:error]

**The folder named "<Folder Name>" was not found in the file drawer named "<File Drawer Name>." The file drawer may be unavailable, or you may not have sufficient access to it.**

---

**Reason:** In the Send routine, the specified folder cannot be found in the specified file drawer, which must be on the desktop or in the solution folder.

**Solution:** Make certain the folder is in the specified file drawer. Check the spelling in the routine's table of the folder and the file drawer to see if they match the folder and file drawer names exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The folder named "<Folder Name>" was not found. Therefore, row # was not executed.**

---

**Reason:** The folder you specified cannot be found.

**Solution:** Perform the following steps:

1. Check that the folder is either at the top level of the VP IFM - Financial Solution folder or directly on the desktop.
2. Check the spelling in the routine's table to see if it matches the folder name exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The folder named "VP IFM - Financial solution" is missing on the desktop. "<Routine Name>" aborted.**

---

**Reason:** The VP IFM - Financial Solution folder must be at the top level of the desktop, not inside any other folders. Perhaps the folder was renamed or is not on the desktop.

**Solution:** Either rename the folder correctly or get a new copy.

[VP Integrated Financial Management:error]

**The Format option has not been entered correctly for field name. Please correct it before closing the property sheet.**

---

**Reason:** The property sheet detects an illegal string for the **Format** property.

**Solution:** Check the field name. Make the correction, then close the property sheet.

[VP Document Editor:error]

**The Help document "< Document Name >" was not found.**

---

**Reason:** You selected a question mark button to display help information for a routine, but VP IFM cannot find the appropriate Help document.

**Solution:** Perform the following steps:

1. Make sure the Help Documents folder is in the VP IFM - Financial Solution folder or on the desktop, and that the name of the Help document has not been changed.
2. If the name has been changed, rename it to match the name specified in the error message.
3. If the Help Documents folder does not exist or is missing, get a new Help Documents folder.

[VP Integrated Financial Management:error]

**The highlighted margin may not exceed 256 points. Please correct it or cancel changes.**

---

**Reason:** The margin that is highlighted exceeds 256 points (3.56 inches).

**Solution:** Reduce the margin to 255 points or 3.54 inches.

[VP Document Editor:error]

**The highlighted string is too long. Please shorten it or cancel changes.**

---

**Reason:** The string is too long.

**Solution:** Shorten the size of the string or cancel the changes.

[VP Document Editor:error]

**The hour offset from GMT is invalid. Please edit and try again.**

---

**Reason:** An invalid number may have been typed in the **Hours** box of the **Time Zone** property.

**Solution:** Edit the number on the Clock properties sheet and try again.

[VP Office Accessories:error]

**The Icon Renamer icon was not found in the System Folder; therefore, renaming icons will not be possible.**

---

**Reason:** The System Folder does not contain a special icon named "Icon Renamer," and the Data Capture routine cannot rename the output document.

**Solution:** If you want the Data Capture and File Conversion routines to rename icons, retrieve a new System Folder from your original VP IFM floppy disk.

[VP Integrated Financial Management:error]

**The Length option has not been entered correctly for <field name>. Please correct it before closing the property sheet.**

---

**Reason:** The property sheet detects an illegal string for the [Length] option.

**Solution:** Check the field name. Make the correction, then close the property sheet.

[VP Document Editor:error]

**The Librarian Server has run out of room.**

---

**Reason:** There is no more free disk space on the server hosting the librarian service.

**Solution:** Contact your System Administrator for assistance.

[Long Document Options:information]

**The machine is not product factored for this application.**

---

**Reason:** This message displays when you attempt to use a workstation not enabled for the application.

**Solution:** Contact your System Administrator or Xerox representative for assistance.

[VP Office Accessories:information]

**The minute offset from GMT is invalid. Please edit and try again.**

---

**Reason:** An invalid number may have been typed in the **Minutes** box of the **Time Zone** property.

**Solution:** Change the number on the Clock properties sheet and try again.

[VP Office Accessories:error]

**The object in that window is readonly.**

---

**Reason:** You cannot change properties on an object within a document with a read-only status.

**Solution:** Make the document editable by selecting the [Edit] command in the document window.

[VP Document Editor:error]

**The page height must be less than 100 inches.**

---

**Reason:** The page height limit has been exceeded.

**Solution:** Reduce the page height to less than 100 inches.

[VP Document Editor:error]

**The printer named "< Printer Name >" was not found in row # .**

---

**Reason:** The printer specified in the Send routine cannot be found on the desktop or in the Financial Solution folder.

**Solution:** Make certain the printer name is in one of the two locations. Check the spelling in the routine's table to see if it matches the printer name exactly. You may have omitted spaces or included extra spaces in the table entry.

[VP Integrated Financial Management:error]

**The program tried to look up an icon but obtained something else.**

---

**Reason:** This message displays when the program incorrectly specifies something other than an icon.

**Solution:** Look for nonessential spaces and delete them.

[VP CUSP Buttons:error]

**The Range option has not been entered correctly for < field name >. Please correct it before closing the property sheet.**

---

**Reason:** The property sheet detects an illegal string for the **Range** property.

**Solution:** Check the field name. Make the correction, then close the property sheet.

[VP Document Editor:error]

**The record just confirmed was removed from this view since it does not conform to the constraints of the view's filter.**

---

**Reason:** This message displays when you confirm a record that does not conform to the constraints of the filter on the view in which you are working.

**Solution:** To see the new record, open a view that has no filter, or has a filter that would pass that record.

[VP List Manager:information]

**The selected form has both tables and document fields and thus cannot be used for Define Structure.**

---

**Reason:** This message displays when you attempt to define the structure of a record file with a document containing both tables and document fields.

**Solution:** Edit the document so it contains only document fields or only one table.

[VP List Manager:error]

**The selected record file has an old version. In order to open it, you must first load VP List Manager Upgrade Tool.**

---

**Reason:** This message displays when you attempt to open a record file that was created with an earlier software version.

**Solution:** Load *VP List Manager Upgrade Tool*. The record file is upgraded to the most current version when it is opened.

[VP List Manager:error]

**The Shared Book is empty.**

---

**Reason:** You attempted to perform a Shared Book operation on a shared book that has no entries.

**Solution:** Add entries to the shared book.

[Long Document Options:error]

**The Skip-If-Field option has not been entered correctly for <field name>. Please correct it before closing the property sheet.**

---

**Reason:** The property sheet detects an illegal string for the [Skip-if-Field] option. It probably contains text which does not match a field in the current document.

**Solution:** Check the field name. The Skip-if-Field property sheet, if not blank, must contain the name of a different field in the same document. Make the correction, then close the property sheet.

[VP Document Editor:error]

**The source object cannot be converted because it does not have a valid Lotus 1-2-3 spreadsheet format.**

---

**Reason:** The conversion software does not recognize the source file as a Lotus 1-2-3 spreadsheet.

**Solution:** Verify that the source file is a valid Lotus spreadsheet.

[VP File Conversion of Lotus 1-2-3 Spreadsheets:error]

**The source object cannot be converted because it is not a supported version of a Lotus 1-2-3 spreadsheet.**

---

**Reason:** It is possible that the source object is not a Lotus spreadsheet. However, it is more likely that the spreadsheet is a version that this conversion does not support.

**Solution:** Verify that the source object is a Lotus spreadsheet created with Release 2.01 or an earlier Lotus release.

[VP File Conversion of Lotus 1-2-3 Spreadsheets:error]

**The source object cannot be converted because it is not an 860 document.**

---

**Reason:** The source object is not an 860 document.

**Solution:** Verify that the source object is an 860 document, then try the conversion procedure again.

[VP File Conversion of 860 Documents:error]

**The source object cannot be converted due to an error while creating the output file.**

---

**Reason:** An error occurred while creating the output file.

**Solution:** Try the conversion again. If the error persists, contact your System Administrator for assistance.

[File Conversions:error]

**The source object was not converted due to an error while creating the output file.**

---

**Reason:** The workstation is running out of disk space, or problems exist with the *VP Document Editor*.

**Solution:** There is no recovery action.

[File Conversions:error]

**The sum of the left margin and the binding margin may not exceed 256 points. Please correct it or cancel changes.**

---

**Reason:** The sum both the left and binding margins exceeds 256 points.

**Solution:** Adjust the left and binding margins to bring them within the 256-point limit or cancel the changes.

[VP Document Editor:error]

**The sum of the right margin and the binding margin may not exceed 256 points. Please correct it or cancel changes.**

---

**Reason:** The sum both the right and binding margins exceeds 256 points.

**Solution:** Adjust the right and binding margins to bring them within the 256-point limit or cancel the changes.

[VP Document Editor:error]

**The 3270 character translation data file has an incompatible format and cannot be used.**

---

**Reason:** The EBCDIC to Xerox character code translation file is obsolete.

**Solution:** Replace the *VP Terminal Emulation of IBM 3270* application.

[Terminal Emulations:error]

**The User Dictionary Divider can only hold 15 user dictionaries.**

---

**Reason:** You have exceeded the subdictionary limit.

**Solution:** Reduce the number of dictionaries to 14 or less.

[Extended Language:error]

**The User Dictionary Divider cannot hold any more entries. Please delete some entries from the user dictionaries that it contains.**

---

**Reason:** The maximum number of entries has been exceeded.

**Solution:** Reduce the number of entries. The maximum number is approximately 800 entries for all active dictionaries combined.

[Extended Language:error]

**The workstation is interpreting the highlighted text as an Amount, but the last highlighted character is not permitted in this position.**

---

**Reason:** The highlighted text begins with a digit, so the workstation is trying to interpret the text as an Amount, but the last character is not a valid one for an Amount.

**Solution:** Correct the text to specify a valid Amount.

[VP CUSP Buttons:error]

**There are too many processes running. Cannot create another clock. Try again later.**

---

**Reason:** This message displays when too many activities or processes are occurring at the same time, so you cannot copy the Clock icon.

**Solution:** Try this procedure again later.

[VP Office Accessories:error]

**This file is too large for the floppy. Additional floppies required: < >. All floppies must be pre-formatted. Do you wish to create a multi-floppy file?**

---

**Reason:** The file you wish to store on the floppy disk is too large.

**Solution:** Preformat the number of additional floppy disks required as indicated, then create a multi-floppy disk file following the instructions as they appear in the message area on your workstation.

[ViewPoint:information/prompt]

**To delete an equation special structure, use SHIFT-BACKSPACE.**

---

**Reason:** The backspace key was pressed and the previous entry was an equation special structure.

**Solution:** Use <SHIFT> + <BACKSPACE> to delete the equation special structure.

[VP Document Editor:information]

**Unable to acquire entry file on File Server.**

---

**Reason:** In Shared Books, a filing problem is preventing the retrieval of the entry.

**Solution:** Refer to the message "Unable to update entry" for the solution.

[Long Document Options:error]

**Unable to acquire Shared Book on File Server.**

---

**Reason:** An error occurred when the Shared Books application tried to find the shared book in the file drawer.

**Solution:** Open the file drawer to see if the shared book exists.

[Long Document Options:error]

**Unable to build 3270 translation table.**

---

**Reason:** The EBCDIC to Xerox character code translation file has an incorrect format.

**Solution:** Replace the *VP Terminal Emulation of IBM 3270* application.

[Terminal Emulations:error]

**Unable to close Shared Book.**

---

**Reason:** This message displays when you encounter a problem while closing the shared book or its property sheet. The shared book may be damaged.

**Solution:** Follow the procedures for recovery and restart in the *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

**Unable to construct an icon based on the icon file data received.**

---

**Reason:** The workstation could not construct an icon from the file received. This message displays only for the [VP Icon] transfer mode when transferring a file to the workstation.

**Solution:** Retry the file transfer operation. If the operation continues to fail, the contents of the file were changed after the ViewPoint icon was initially transferred, or the host file does not have a record format of [Variable] or [Undefined]. In either case, the icon cannot be constructed.

[VP IBM 3270 File Transfer:error]

**Unable to copy <Icon Name> to <Printer Name>. Remote Printing may not be running.**

---

**Reason:** This message displays when you use the Send routine to print a source document or source folder.

**Solution:** Check your loader to see if Remote Printing is running.

[VP Integrated Financial Management:error]

**Unable to create document due to file problem.**

---

**Reason:** You cannot create a document due to a file problem.

**Solution:** Try the procedure again. If problem continues, reboot your workstation.

[File Conversions & Terminal Emulations:error]

**Unable to determine your access rights.**

---

**Reason:** In Shared Books, the operation failed because your access rights to the remote shared book or the remote file drawer could not be determined.

**Solution:** The authentication service may be down. If so, wait until it is up and then retry the operation.

[Long Document Options:error]

**Unable to find entry in Librarian.**

---

**Reason:** The libject for the entry or the shared book is not in the Librarian data base. If the libject of the shared book is missing, then the shared book is unusable and must be recovered.

**Solution:** Follow the recovery procedures in *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

**Unable to find specified Librarian database.**

---

**Reason:** The entry in the **Data base** field of the Blank Shared Book's property sheet specifies a data base that does not exist.

**Solution:** Check the name, retype it, making certain that all three parts of the name (data base:domain:organization) are valid. Try the operation again.

[Long Document Options:error]

**Unable to find 3270 character translation data file.**

---

**Reason:** The EBCDIC to Xerox character code translation is missing.

**Solution:** Replace the *VP Terminal Emulation of IBM 3270* application.

[Terminal Emulations:error]

**Unable to find TTY data file(s).**

---

**Reason:** The system file required to run TTY is missing.

**Solution:** Close any open windows or reboot the workstation. If this fails, reinstall the emulation software.

[Terminal Emulations:error]

**Unable to instantiate new Shared Book.**

---

**Reason:** This message displays when you have encountered a problem while trying to create a new shared book.

**Solution:** Check to see that the remote file service and Librarian Services are available.

[Long Document Options:error]

### Unable to parse the Access List.

---

**Reason:** In Shared Books, a serious problem has occurred. The shared book is unusable and must be recovered.

**Solution:** Follow the recovery procedures in the *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

### Unable to update entry.

---

**Reason:** An error occurred during the retrieval of an up-to-date copy on the entry.

**Solution:** Perform one of the following steps:

1. Open the folder of remote files and see whether the entry exists in the remote shared book.
2. If the entry does not exist, you must copy it from a user's folder of local files to the desktop, and then copy it into the Shared Book window.
3. Recreate it on your desktop and copy it into the Shared Book window.

If the entry does exist in the remote shared book, consult your System Administrator for assistance.

[Long Document Options:error]

**Unrecoverable file error in xxxx yyyy**

---

**Reason:** The document editor cannot open the source document for Data Capture, so the process has been aborted. The letters "xxxx" are the document tiny icon, and "yyyy" is its name.

**Solution:** The document may be torn. Contact your System Administrator for assistance.

[VP Data Capture:error]

**VisiCalc spreadsheet conversion cannot proceed because required software option not enabled.**

---

**Reason:** The required software option is not enabled.

**Solution:** Enable the *VP File Conversion of VisiCalc Spreadsheets* to convert the spreadsheet, or obtain assistance from your System Administrator.

[VP File Conversion of VisiCalc Spreadsheets:error]

## Volume Full

---

**Reason:** Your volume has run out of disk space, forcing Data Capture to abort its current activity.

**Solution:** Perform one of the following steps:

1. Delete or move from your desktop any unneeded files and icons, and try again.
2. Data Capture may have placed on your desktop an output document with a table containing all the data captured before the volume filled up. If you no longer need this document, delete it. However, if Data Capture has been running for a long period (before volume filled up), you may wish to avoid losing work by:
  - Writing down the data that is on the last completely captured row in the output document
  - Moving the output document from your desktop to another storage location
  - Editing your source document (or a copy of it—do not forget to move the original from your desktop) so that the source data which has already been processed by Data Capture is deleted

**Note:** Keep enough data intact so that the preamble can begin to capture from the correct location.

If further problems develop, contact your System Administrator for assistance.

[VP Data Capture:information]

**Warning: Check moved or copied column's fill-in rule. It may not be valid for the new destination.**

---

**Reason:** This message displays when you move or copy table column containing fill-in rules.

**Solution:** Use the Table Column property sheet to verify that fill-in rules for the moved or copied table columns are valid for their new location. Make changes as needed to the fill-in rules.

[VP Document Editor:information]

**Warning: Check moved or copied field's fill-in rule. It may not be valid for the new destination.**

---

**Reason:** This message displays when you move or copy a field(s) containing fill-in rule(s).

**Solution:** Use the Table Column property sheet to verify that the fill-in rules for the moved or copied table columns are valid for their new location. Make changes as needed to the fill-in rules.

[VP Document Editor:information]

**Warning! Clock timezones data file may have been changed. Time settings of a clock on your desktop may be inaccurate. Please check the time and property sheet settings on all of your clocks.**

---

**Reason:** The time zones on the property sheet differ after reboot or logoff.

**Solution:** Check the time and property sheet settings on all of your clocks.

[VP Office Accessories:information]

**Warning: highest remote version of <fileName> is newer than your copy. Confirm to store?**

---

**Reason:** You have attempted to save a local entry that has an older create date than the legitimate version in the remote shared book.

**Solution:** Perform one of the following steps:

1. Select [Yes] to save your local entry to the remote shared book. It will replace the current remote entry as the most recent revision of the entry.
2. Select [No] to stop the local entry from being saved to the remote shared book. This entry will be retained in your folder of local files until you retrieve its remote counterpart again, edit it, and save it to the remote shared book.

[Long Document Options:prompt]

**Warning: Moved or Copied column(s) has (have) non-unique name(s) in destination document. Default field name(s) assigned.**

---

**Reason:** This message displays when you move or copy table column(s) to a table which already has columns with the same name.

**Solution:** Use the Table Column(s) property sheet(s) to assign name(s) to the newly created column(s), if necessary.

[VP Document Editor:information]

**Warning: Moved or copied field has non-unique name in destination document. Default field name assigned.**

---

**Reason:** This message displays when you move or copy fields.

**Solution:** Use the Field property sheet to assign a new name to the moved or copied field, if necessary.

[VP Document Editor:information]

**Warning: the new file is older than the existing entry's file.  
Continue?**

---

**Reason:** You have copied a file into the shared book, but an entry with the same name and a newer date already exists in the shared book.

**Solution:** Perform the following steps:

1. Select [Yes] to replace remote entry with the one you just copied into the shared book.
2. Select [No] to retain the remote entry in the shared book and stop the copy operation.

[Long Document Options:prompt]

### **...with internalizing Shared Book**

---

**Reason:** A serious error has occurred. The shared book may be unusable and may have to be recovered.

**Solution:** Follow the recovery procedures in *Workstation Administration and System Resources Reference* volume.

[Long Document Options:error]

**WordStar conversion has not been product factored on this workstation.**

---

**Reason:** The WordStar conversion is not enabled on your workstation.

**Solution:** Enable your workstation or obtain assistance from your System Administrator.

[VP File Conversion of WordStar Documents:information]

**Workstation must be product factored for Office Accessories to run Personal Calendar.**

---

**Reason:** Office Accessories is not enabled on your workstation.

**Solution:** Contact your System Administrator or Xerox representative for assistance.

[VP Office Accessories:information]

**You cannot select within a graphics display.**

---

**Reason:** This message displays when you select inside a paused PC window, but the display at the time of the pause was in Graphics mode. (Graphics selection inside the PC window is not a supported feature.)

**Solution:** Rerun the application in Text mode, or capture the necessary data in an MS-DOS file for later transfer to ViewPoint and conversion.

[PC Emulation:information]

**You do not have sufficient access rights to the selected file drawer.**

---

**Reason:** This message displays when you attempt to open a file drawer without sufficient access rights.

**Solution:** Contact your System Administrator for assistance.

[File Conversions:information]

**You don't have enough disk space for the last change you made to be backed up. You should make more space before making more changes. If you don't, and you crash before closing the record file, after rebooting, the record file will not contain the most recent changes you've made, nor any subsequent changes.**

---

**Reason:** You do not have enough disk space to back up your most recent changes.

**Solution:** Delete documents no longer needed, check items to remove in your wastebasket, or move documents to your file drawer.

[VP List Manager:error]

**You must have the VP Document Editor application loaded to use the Make Table function.**

---

**Reason:** This message displays when you use the make table function without the appropriate application being loaded.

**Solution:** Load *VP Document Editor* application to use the Make Table function. If it will not run, reload Basic Workstation.

[VP Document Editor:error]

**You must select a valid configuration using the Options Sheet before you can boot the PC.**

---

**Reason:** The hardware configuration does not support the PC option. Probably, not enough memory is available to support the 256K RAM.

**Solution:** Install more memory to meet minimum PC requirements.

[PC Emulation:information]

**You must specify a converter in row # . Therefore, row # was not executed.**

---

**Reason:** The specified row in the File Conversion routine has a blank cell in the Converter column.

**Solution:** Specify the name of the converter to be used.

[VP Integrated Financial Management:error]

**You must specify a new folder name in row # . Therefore, row # was not executed.**

---

**Reason:** The specified row in the File Conversion routine has a blank cell in the New Folder Name column.

**Solution:** Specify the name to be given to the folder that is created as a result of the conversion.

[VP Integrated Financial Management:error]

**You must specify a source document and a source preamble in row # . Therefore, row # was not executed.**

---

**Reason:** You did not specify a source document and a source preamble with the Data Capture routine.

**Solution:** Make certain the specified row has both a source document and a source preamble specified.

[VP Integrated Financial Management:error]

**You must specify a source document. Therefore, row # was not executed.**

---

**Reason:** The cell in the Source Document column of the Graph Update routine in the specified row is blank.

**Solution:** Specify the name of a source document on which the operation will occur.

[VP Integrated Financial Management:error]

**Your access rights to the selected file drawer cannot be determined at this time. Please try again later.**

---

**Reason:** The Clearinghouse Service may be down.

**Solution:** Try again later or contact your System Administrator to see if you have access.

[VP NetCom:error]

**Your workstation is not properly product factored to run Extended Language. Please contact your Xerox representative for assistance.**

---

**Reason:** The *VP Extended Language Option* has not been enabled on your workstation.

**Solution:** Enable your workstation or contact your System Administrator for assistance.

[Extended Language:information]



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# Glossary

The glossary consists of standard definitions of terms that are commonly used in the Xerox workstation training and reference libraries.

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## A

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### **Access**

1. To find an area of memory or auxiliary storage for retrieving or storing information. For example, accessing a file drawer.
2. The ability to use a computer, application, or service to store or retrieve information. For example, having access (rights) to a file drawer.

### **Access list**

A list of users and/or groups of users who have been granted specific rights to a particular computer, application, or service.

### **Access privileges**

An optional security feature based on the rights of the individual user with respect to a given computer, application, or service (such as a file drawer or the Remote Batch Service). Also known as access rights. The specific rights are: read, write, add, remove, and change access (also known as owner access).

### **Access rights**

See *Access privileges*.

### **Access time**

Interval between initiating an access action and its completion.

**Acoustic coupler**

Data communications device used with conventional telephone handset to convert signals for transmission over telephone lines.

**Active dictionaries**

Dictionaries that are searched during a dictionary lookup.

**Active queues**

An option on the Logoff option sheet that governs the disposition of objects in active queues (such as the print queue) at logoff.

**Address**

A specific, unique location in memory or auxiliary storage.

**Adjust button**

The right button on the mouse. This button is used for multiple selection of objects and window manipulation, as well as other operations.

**Adjust-select**

See *Select-adjust method*.

**Alias**

A nickname for a user, service, or other registered entry in the Clearinghouse data base. In most situations, it can be used in place of the distinguished name.

**Alphanumeric**

A mixture of alphabetic and numeric characters in any combination.

**Alphanumeric sort**

An arrangement of data in a sequence wherein data that begin with the numerals 0 through 9 precede data beginning with the alpha characters A through Z.

**Alternate function keys**

An additional set of keys that displays on the screen and represents the function keys at the top of the keyboard. Alternate function key options are displayed by pressing <KEYBOARD>.

**Alternate keyboards**

Families of characters divided into groups that allow switching of

the meaning of one keyboard for another (for example, Greek or French). Alternate keyboard options are displayed by pressing <KEYBOARD>. See also *Virtual keyboards*.

**Alternative spellings generator**

An auxiliary menu on the Spelling Checker option sheet which generates a list of correct spellings for misspelled words.

**Ambiguous file type**

A file type that ViewPoint assigns to data files it cannot precisely categorize.

**Anchor**

A symbol, similar to a boat anchor, that designates the insertion point of a frame, such as a graphics or table frame. If the anchor is deleted, the frame is deleted and vice versa.

**Anchored frame**

A frame that is associated with an anchor, a special structure character. When the anchor is inserted in the text, the associated frame appears also. The following frames can be anchored: CUSP button, equation, footnote, graphics, Pro Illustrator, table, and text.

**Application**

A software package that is loaded individually onto the workstation from floppy disks or downloaded from a file server.

**Application Loader**

A facility used to load and run independently loadable applications.

**Arc**

A symmetrical curve that is part of a circle. Every point on an arc is an equal distance from an invisible center.

**Archive**

1. The act of sending documents and folders to mainframe computers for long-term storage using the Remote Batch Service.
2. The act of copying data to a file drawer or a floppy disk for storage.

**Argument field**

An area within an equation in which text or numbers can be inserted, such as the limits of a summation.

**Argument separator**

The character used to separate the arguments when a function requires more than one argument. The argument separator normally is a comma. The Calculator application can also use a semicolon.

**Arrangement**

The display of ViewPoint windows in a tiled or overlapping format.

**Arrow keys**

Keys on the spreadsheet window or spreadsheet special keyboard that are used to move the caret to different cells in the spreadsheet.

**ASCII**

(American Standard Code for Information Interchange) A digital code set that represents each character of the standard typewriter keyboard as a 7-bit digital code. It is used for information interchange among data processing systems, data communication systems, and associated equipment.

**Asynchronous Communication Protocol**

Optional software running with the External Communication Service (ECS) that supports compatible information exchange between a workstation and a TTY-oriented host. Local RS232C Communication Access also provides asynchronous communication between a non-networked workstation and a TTY-oriented host.

**Asynchronous transmission**

Transmission of data in which time intervals between transmission can be unequal. Transmission is character-by-character and is controlled by start and stop elements at the beginning and end of each character.

**Audit Trail / Error Log**

In Integrated Financial Management, a log that records the status of each routine executed.

**Authentication**

Verification of the user's access rights.

**Auto correct**

An option provided in the spelling checker window that indicates, when selected, that corrections made to the word displayed in the Correction field should be made automatically throughout the entire Spelling Checker session.

**Auto repeat**

In PC emulation, a configuration parameter used to control initial repeat duration (the amount of time a key must be held down before automatic repetition begins) and ensuing repeat duration (the amount of time between repeating characters).

**Autodialing**

Typing modem dialing commands, in a terminal emulator window, which instruct an attached modem to dial a host computer. See also *Xerox-approved autodialing*.

**Autohyphenation**

Automatic hyphenation of a word at the end of a line when necessary. Can be set on the Paragraph property sheet.

**Automated Data Collection document**

In Integrated Financial Management, a document containing routines which collect, convert, and structure data on a desktop.

**Automated Distribution document**

In Integrated Financial Management, a document containing a routine which distributes documents and folders to printers, facsimile printers, mail outbaskets, and file drawers.

**Automated Document Integration document**

In Integrated Financial Management, a document containing routines which organize and collate documents and folders for distribution.

**Automated Exhibit Generation document**

In Integrated Financial Management, a document containing routines which transfer data from one document to another and update data-driven graphs and fields containing fill-in rules.

**Automatic edit mode**

A user-settable mode in which text can be entered, changed, or

deleted in a document when the document is first opened. The Edit/Save parameter in the [Documents] section of the User Profile must be set to FALSE to enable the automatic edit mode.

**Automatic fill-in**

The process in which the Document Editor evaluates a fill-in rule and automatically places the result in the field or table column that contains the rule.

**Automatic upgrade**

The ability of the object conversion utility to periodically poll the source file drawer and upgrade its objects.

**Auxiliary entry**

In Shared Books, a classification for entries within a shared book. An auxiliary entry is a supporting document that is not to be included in the final publication. See also *Body entry*.

**Auxiliary menu**

A set of commands that appear on the display when the auxiliary menu is selected. Auxiliary menus are located on the desktop and in every window. Auxiliary menus without commands display a black mark at the upper left-hand corner of the menu when they are selected.

**Auxiliary storage**

Any peripheral device, such as a floppy disk or tape drive, as opposed to the computer's internal storage capacity.

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**B**

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**Background activities menu**

Window that shows background operations in progress and allows user to cancel a currently running background activity. This menu is displayed when the background activities indicator (upper-right corner of the screen) is selected.

**Background processing**

The automatic execution of a print job or other task that allows other operations to be performed simultaneously.

**Backup**

The procedure by which a copy of important information is

saved on a floppy disk or file server in case of loss or damage to the original copy.

**Banner page**

The cover sheet of a printed object. It contains the name of the person who initiated the print request, the name of the document, the date, the number of pages in the document, and the name of the printer.

**Bar chart**

In Data-Driven Graphics, a series of bars of various heights, shadings, and textures used to represent data. The heights of the bars correspond to the data specified for the chart.

**Base View**

In List Manager, a permanent view that is automatically structured when a record file is first defined and thereafter displays all fields of all records in a table format.

**Baseline**

An imaginary line on which regular text is placed. Subscripted and superscripted characters are offset from the baseline.

**Basic Graphics Transfer Document**

A document in the Basic Icons folder of the directory that contains graphics objects that can be copied into graphics frames in other documents.

**Batch check and add**

A global process performed by the Spelling Checker in which all unknown and misspelled words in a document are assembled in a custom dictionary for editing.

**Batch processing**

A type of computer processing where similar tasks are grouped and handled sequentially to simplify operations.

**Baud rate**

The measurement of data transmission speed, expressed in bits per second.

**Binary code**

A code that makes use of only two distinct characters, 1 and 0 (or on and off).

**Binding margin**

The side of the page on which the document binding is attached. Extra space is required on the binding margin side.

**Bisynchronous**

A form of synchronous transmission in which bytes are transmitted in a continuous stream. It is also called binary synchronous and is used by the IBM BSC protocol.

**Bit**

An abbreviation for the smallest unit of data stored in a computer; in the binary numbering system, it has a value of 0 or 1.

**Bit rate**

The speed at which bits are transmitted, usually expressed in bits per second.

**Bit synchronous**

A form of synchronous transmission in which bits are transmitted in a continuous stream. Communication Interface Units and the External Communication Service can perform this type of transmission, which is used by the Synchronous Data Link Control (SDLC) protocol.

**Bitmap**

An image composed of dots, or pixels. Each dot is assigned one of two values: black or white. In contrast to bitmap graphics software, which allows you to manipulate individual pixels, Basic Graphics software allows you to manipulate objects, such as rectangles.

**Bitmap display**

A display screen image generated by a pixel for each point, or dot, on the screen. Resolution is very high because any point on the screen can be addressed.

**Bitmap frame**

An embedded frame that is used to place a Free-Hand Drawing canvas in a document. The canvas is either copied into the bitmap frame or is left on the desktop and referenced from the bitmap frame.

**Block**

1. A user-settable, rectangular array of arguments used in

equations. Once a block is entered into an equation frame, the arguments within the block can be defined.

2. In CUSP programs, a series of statements that are executed as a unit.

**Body**

The main area of a document window in which the contents of a document are displayed.

**Body entry**

In Shared Books, a classification for entries within a shared book. A body entry is usually text and illustrations that are to be included in the final publication. See also *Auxiliary entry*.

**Boot**

1. The act of restarting the system software by pressing the B RESET button on the front of the 6085/8010 processor.
2. In PC emulation, selecting [Boot] causes the PC emulator to be booted. If a floppy disk is in drive 0, it is used as the boot device; otherwise, the PC is booted from the partition specified for the emulated fixed disk, if any.

**Boot Service**

A service that provides the facility for booting software over the ethernet.

**Bootstrap**

A program that causes the system program to be read into memory for operation. Once the system program is operative, the bootstrap gives control of the computer to that program.

**Bopomofo**

Typing method for entering Chinese text phonetically using the National Phonetic Alphabet.

**Bouncing keyboard**

The miniature keyboard representation that moves randomly on the screen when the workstation is in an idle state.

**Bounding characters**

Pairs of structure characters (hollow brackets) inserted into a ViewPoint document to mark text sequences that are to be

interpreted as titles by the Table of Contents generator. For bounding characters in fields, see *Field bounding characters*.

**Brace**

An equation structure. Braces assume a discrete size, depending on where in an equation they appear. Braces are centered vertically on the surrounding line.

**Bracket**

An equation structure. Brackets assume a discrete size, depending on where in an equation they appears. Brackets are centered on the surrounding line.

**Bracketing characters**

Paired enclosure characters such as parentheses and quotation marks.

**Break character**

A structure character that generates a new page or column break in a document.

**Brush**

In Free-Hand Drawing, a rectangular area of the canvas captured and used as a marker, or brush, on the canvas. The brush is moved over the canvas with the mouse to produce a line, shape, or other image.

**Brush frame**

In Free-Hand Drawing, a rectangular area that outlines the shape of the brush.

**BSC**

(Binary Synchronous Communication) A data link control procedure developed by IBM. This variation of synchronous data communication protocol includes specific control characters and procedures for controlling the establishment of a valid connection and the transfer of data. It is also called bisync and bisynchronous protocol.

**Buffer**

An intermediate storage area or device that temporarily holds data that is being transferred between elements of a computer system. It usually is an area of memory, but it may be a disk or tape.

**Bug**

An error that occurs in a computer program or in the computer's electrical system.

**Built-in value**

A value that is included in the Document Editor software, such as the value for the current date or time, for use in fill-in rules or CUSP programs.

**Busy icon**

An icon involved in a background activity.

**Byte**

A generic term that indicates an 8-bit sequence of binary digits. It is used to measure computer and disk storage capacity.

**Byte synchronous**

A form of synchronous transmission in which a sequence of successive bits (characters), most often a group of eight, are handled as a unit and transmitted. Communication interface units cannot perform this type of transmission which is used by the binary synchronous protocol.

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**C**

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**Canvas**

A ViewPoint object used for Free-Hand Drawing illustrations. The canvas window provides an area for drawing. The Blank Canvas icon can be copied from the directory to the desktop.

**Caret**

The flashing inverted v that indicates where text will be entered. Each character that is typed appears at the point of the caret.

**Case**

In Data Capture, the property used in preambles to specify either uppercase or lowercase letters.

**Cell**

The intersection of a row and a column in a table or spreadsheet. A cell is the storage area that holds the information.

**Character**

A single letter, digit, punctuation mark, or symbol entered from the standard keyboard or an alternate keyboard.

**Character bitmaps**

Contain the image of a character that is displayed on the screen or on the printed page. Character bitmaps are part of screen and printer fonts.

**Character directionality**

The inherent direction of a letter; for example, letters of the Hebrew alphabet flow from right to left.

**Character function keys**

The top-row function keys, such as <BOLD> or <UNDERLINE>, used to set character properties.

**Character printer**

An impact (Hytype) printer that does not require an Ethernet connection. It is directly attached to a workstation and has multiple font choices.

**Character properties**

Properties, such as font, face, and size, which determine the overall appearance of the text. See also *Property*.

**Character string**

A sequence of characters that is treated as a group (for example, the group of characters specified in the **Search For** option of the Find option sheet).

**Character widths**

Part of a font file that is used to compute the width of a character. Printer fonts contain the width files for characters on the screen and on the printed page. Generic screen fonts contain the width of characters on the printed page.

**Chart control points**

Chart points are displayed when a chart is selected. Eight control points are displayed in a rectangle around the chart, with the guiding point somewhat larger. The control points are used to stretch or move the chart.

**Chip**

The integrated circuit and its package of coded signals.

**Choice parameter**

An option with a number of possible values. Each value is mutually exclusive; only one value can be in effect at any one time.

**Chording**

To press and hold down both mouse buttons simultaneously.

**Choose expression**

In fill-in rules, a list of several criterion/fill-in rule pairs. The fill-in rule for the first criterion that evaluates to "yes" is executed.

**CIU**

(Communication Interface Unit) An RS232C port extender device for connecting various communication services to the internet. It contains up to eight ports, which can be used for asynchronous, bit synchronous, or byte synchronous communication (TTY, 3270 SNA, 3270 BSC, IRS-to-IRS phone communications or electronic mail). It is also called a Xerox 873.

**Clause**

In Data Capture, a preamble sentence is made up of clauses enclosed in parentheses. Each clause contains a property keyword, indicating clause type, and a value. Each clause describes a property of a source data column that is to be captured.

**Clearinghouse Service**

(CHS) Within a network, the Clearinghouse Service provides the naming facility for the other services and workstations on the internet. It also provides a directory function, allowing all other system components to locate requested resources and other registered objects.

**Clicking**

Pressing and releasing one of the mouse buttons.

**Cluster**

In Basic Graphics, a number of graphics objects that have been combined into a unit and can be manipulated as a unit.

**Clusternet router**

Provides routing information to the clusternet, and routes packets between clusternet circuits and the rest of the internetwork.

**Clusternetwork**

A collection of one or more communication circuits that is assigned a network number which allows remote workstations access to the rest of the internetwork.

**Collation**

In printing, the option that allows you to print an entire folder of documents as one document.

**Color/graphics display**

One of the display options made available to the IBM personal computer emulator. Medium- and high-resolution graphics modes and 40 and 80 columns of text are available. Colors are emulated with varying shades of gray.

**Column**

In Data Capture, a vertical grouping of the source data.

**Command**

A method of communication with the software. Commands are displayed across the top of windows or in auxiliary menus.

**Comment**

1. In Data Capture, an explanatory message intended for users who may read preambles. Statements preceded by a comment are ignored by Data Capture software.
2. In CUSP, text that is ignored during program execution.

**Comparison operators**

Fill-in rule operators that state a condition which is either true or false and results in "yes" or "no" when the comparison is evaluated. The Greater Than and Less Than symbols are examples of comparison operators.

**Compatibility**

The ability of a computer system to accept and process data prepared by another system.

**Compiler**

Software that translates instructions written in a high-level language into machine-level language for execution by the system.

**Complex numbering pattern**

A page numbering pattern which includes text and/or other symbols, in addition to the basic page number.

**Components**

The hardware that comprises the workstation: display, keyboard, mouse, processor, and disk drive.

**Compress a document**

A function performed automatically during full pagination. It eliminates wasted disk space that results from editing the document.

**Computed field**

A field whose fill-in rule evaluation requires calculation, as opposed to a fill-in rule that is a text constant.

**Computer graphics**

Diagrams, drawings, and other pictorial representations that are computer generated.

**Concatenate**

To connect or link in a series or chain.

**Concatenation operator**

The operator (represented by the symbol &) used in fill-in rules to combine two pieces of data.

**Conditional formula**

In spreadsheets, a formula expressed by the @IF function. It defines alternative values for a cell based on meeting specified conditions.

**Configuration**

In emulation, the assignment of physical and emulated devices to the PC emulation window. This information must exist before the emulated PC can be booted; changes to the configuration take effect only upon re-boot. Configuration information is set on the emulator icon's property and option sheets.

**Configuration data**

Options on the PC Emulator Icon property sheet which allow users to assign physical and emulated devices such as fixed devices, floppy disk drives, and printers to the PC emulator.

**Constant**

A value that always represents the same thing and remains unchanged throughout repeated executions of a program or fill-in rule. For example, the numeric constant 23.8 always represents the number 23 and 8 tenths.

**Container**

Any icon that can be used to store other icons. File drawers and folders are examples of containers. File drawers can contain folders, documents, and record files. Folders can contain documents, record files, and other folders.

**Contextual processing**

Automatic system generation of the correct form of each Arabic letter based on the context in which it is typed.

**Contrast**

The ratio of the brightness of an image to its background.

**Control character**

Any character that results in white space, including tab, paragraph tab, new paragraph, space, carriage return, linefeed, and formfeed.

**Control points**

Points on a graphics object that are used to select and manipulate the object. Also, all ViewPoint windows have control points that are used to resize and move the windows on the desktop.

**Conversion**

A software application that runs with the Converter icon and allows the exchange of data files (such as documents and spreadsheets) between 6085/8010 workstations and other systems such as DEC, IBM, Wang, and others.

**Converter History**

A file within the converter icon that contains messages generated by conversions.

**Copy**

The process of making a duplicate of text, graphics objects, or icons on the screen using the <COPY> key.

**Correction field**

A field on the Spelling Checker option sheet that displays misspelled words and allows users to type the corrected spelling. If a word is selected from the Alternative Spellings Generator, the Spelling Checker places the word in the correction field.

**Cover sheet**

The first page of an object that specifies the originator, the object's title, and number of pages.

**CPU**

(Central Processing Unit) The main section of a computer, which handles arithmetic and logic operations.

**Create date**

The date and time that a ViewPoint object was created or last modified on a user's desktop.

**CRT**

(Cathode Ray Tube) A vacuum tube in which a stream of electrons can be focused on a fluorescent screen, producing lighted traces. The most popular form of display screen.

**Cursor keys**

Predefined keys that can be used to move the caret in a body of text. The numeric key pad on the 6085 workstation and the right function key group on the 8010 workstation function as cursor keys.

**Curve**

A curve is a line with a smooth bend. It is not necessarily symmetrical.

**CUSP**

The special language (CUSomer Programming Language) used for writing field and table column fill-in rules and CUSP Button programs.

**CUSP button**

A graphics object that resembles a button. CUSP programs are

written on the Button property sheet, and the programs are executed by enabling and selecting the button.

### **Cycling keys**

In Free-Hand Drawing, the top-row function keys correspond to the Free-Hand Drawing menu. The first eight keys act as cycling keys for the first eight columns of the menu. You can cycle through a column of menu selections by repeatedly pressing the function key corresponding to the column.

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## **D**

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### **Dagger sequence symbols**

A sequence of symbols (asterisk, dagger, and double dagger) used as footnote references. Dagger sequence symbols are generally used when footnote numbering is restarted at the beginning of each page.

### **Daisywheel**

A letter-quality printing mechanism whose printing element consists of a flat metal or plastic wheel with letters molded at the ends of the spokes.

### **Dari**

Persian language.

### **Data**

The basic elements of information that can be processed or produced by a computer.

### **Data base**

A medium for storing large amounts of data in a well-organized system of files, and arranged for access by many subsystems. A data base management system allows access to this information.

### **Data communications**

Transmission and reception of encoded information over telecommunication lines.

### **Data file**

A computer file (such as a document or spreadsheet) containing user-accessible information.

**Data icon**

Icons that contain information that can be printed, such as documents, folders, free-hand drawings, mail notes, print format documents, record files, reference icons, and spreadsheets.

**Data set**

In Data-Driven Graphics, a column or row of data in the table driving a chart that produces either a pie chart or one style of bar, point, or line in a chart. The data set is called a pie set, bar set, point set, or line set.

**Data structure**

A file organization designed to preserve relationships between data elements.

**Data transmission**

Sending coded data over telephone or other communication links.

**Data-driven chart**

See *Table-driven chart*.

**Data-point chart**

In Data-Driven Graphics, a special kind of line chart that displays data as points. The points are not connected by lines.

**Dedicated line**

A type of communication circuit, such as a leased line, that remains connected and does not have to be dialed. Often used for internetwork links and mainframe connections for 3270 emulation.

**Default**

Preset values used by a system, unless an operator specifies otherwise; may be document formats, menu selections, filled-in fields, fonts, and so forth.

**Default domain**

A user-editable text field within the logon option sheet. A successful logon sets the default.

**Default homophone**

The most frequently used Kansi/Hanzi character, which is automatically inserted when a dictionary lookup is invoked.

**Default keyboard interpretation**

The keyboard set that is in effect when the workstation is powered up.

**Default organization**

A user-editable text parameter within the logon option sheet. A successful logon sets the default.

**Default settings**

The settings to which various properties are automatically set when the workstation is powered up.

**Default User Profile**

A system-generated User Profile that contains default settings at initial logon. The settings within this profile can be edited to reflect the user's specific needs.

**Define/Expand**

A Document Editor feature that allows items to be stored in an expansion dictionary for easy recall into documents.

**Defining form**

In List Manager, a document that contains a table or fields. The properties of the table columns or fields define the record fields and the structure of the Base View.

**Delete**

Removing text, graphics objects, or icons by selecting the objects and pressing <DELETE>. When an object is deleted, it is permanently removed from the memory of the 6085/8010 system.

**Delimiter**

1. A character that limits a string of characters and, therefore, cannot be a member of the string.
2. A special character used to separate items in a list.

**Density**

The amount of information that can be stored on one sector of one track of a floppy disk.

**Dependent Variable**

A variable whose value depends on, or is determined by, the value of one or more other variables.

**Deselect**

The cancellation of text selection. Returns the document to a condition where no text is highlighted.

**Desktop**

The workstation display screen. It represents an electronic version of the office desk.

**Desktop divider**

A divider containing the mail outbasket and inbasket, the wastebasket, and the User Profile. See also *Divider*.

**Destination file drawer**

The name of the file drawer where objects upgraded with the Object Conversion Utility are stored.

**Destination File Service**

The name of the File Service that contains the destination file drawer where objects upgraded with the Object Conversion Utility are stored.

**Destination format**

In Remote Batch, it is the part of an instruction statement that designates the format of the file being sent.

**Device subwindow**

Part of the PC emulation window that provides access to the physical floppy disk drive, the virtual floppy disk drive, the emulated fixed disk drive, and the local or Interpress printer.

**Diagnostics**

A way to identify or isolate workstation problems by reading the screen numbers (6085) or maintenance code panel numbers (8010), or selecting [Test] in the desktop auxiliary menu.

**Dictionary**

See *Index Generator dictionary*; *Spelling Checker Dictionaries*.

**Dictionary lookup**

The process used to convert phonetic bopomofo and hiragana text into Chinese characters. This is achieved by scanning the

vocabulary dictionaries to match the phonetic entry with all possible character interpretations. If more than one choice is available, the choices are displayed in the keyboard interpretation window.

**DIF**

(Document Interchange Format) A group of encoding conventions that allow simple documents to be interchanged between data processing systems, word processing devices, and other communicating peripherals, such as DataPoint, DEC, Four Phase, IBM, Sperry Link, Wang, Xerox, and Zenith.

**Digraph**

Two letters that combine to make a single sound.

**Direct Kana typing method**

Typing kana directly from the keyboard, one key stroke for one kana character.

**Directory**

An icon that serves as an electronic supply cabinet. It is the source from which desktop resources, such as printers, file drawers, communication devices, and other system objects, may be obtained. These resources are copied from the directory to the desktop, as needed. The available resources depend on the VP Series applications loaded on the system.

**Disabling buttons**

Selecting the document auxiliary menu command [Disable Buttons], which prevents execution of any CUSP programs in the document and allows editing of CUSP buttons.

**Disk**

A medium on which information and software programs are stored. The 6085/8010 uses two types of disks: a rigid disk that is housed in the processor cabinet and used as the main storage device for software and data, and floppy disks which are flexible removable disks and are used for removable storage and loading of software.

**Disk drive**

A peripheral device that allows you to store information on floppy disks.

**Disk page**

A contiguous region of disk storage that holds 512 characters.

**Display**

See *CRT*.

**Display form**

In List Manager, a user-created document with fields that match record fields. Record field data can be displayed or printed in the matching fields of the display form. A table display form can be used to make a ViewPoint table with rows of record data.

**Display highlighting**

See *Select*.

**Display setting**

A parameter at the top of a property sheet that is used to display other property sheets.

**Distinguished name**

See *Fully qualified name*.

**Distributed processing**

A term referring to the use of programmable terminals at sites remote from the main computer facility, all of which can communicate with each other via a network.

**Distribution list**

A list of recipients for electronic mail represented by a user group registered in the Clearinghouse Service.

**Divider**

A folder-like object, found in the directory, that contains desktop icons. Each divider can be selected and opened to display their contained objects. See also *Desktop divider*; *Network divider*; *Workstation divider*.

**Document field**

See *Field*.

**Document Special keyboard**

An alternate keyboard that contains structure and non-printing characters used in creating and editing a document.

**Document stylesheet**

A window associated with a document, containing one default character style rule and one default paragraph style rule. These style rules can be copied and customized to assign the set of character and paragraph properties that are desired.

**Document view**

In List Manager, a view that displays records through the fields of a user-created document (display form).

**Domain name**

Part of the fully qualified name of any workstation user. The domain name distinguishes one Ethernet group from another. Typically, domain names are geographic divisions, such as Los Angeles or New York, or different working groups within the same location, such as Marketing and Development. See *Fully qualified name*.

**Dot leaders**

A property on the Tab-Stop property sheet used to specify a row of alternating dots (periods) and spaces. Dot leaders fill the space between text and a tab stop.

**Dot matrix**

A printing method utilizing a matrix pattern of ink dots as opposed to fully formed characters.

**Double-density**

An attribute of some floppy disks that allows data to be stored more compactly, thereby increasing the storage capacity of the disk.

**Double-sided disk**

An attribute of some floppy disks that allows data to be stored on both sides of the disk, thereby increasing the storage capacity of the disk.

**Draft-quality**

Type from a dot matrix printer with clearly discernible individual dots.

**Draw-through method**

In graphics, a method of selecting several objects at one time. One of the objects is selected with the left mouse button. Then the cursor is positioned at the corner of an imaginary rectangle

that will include all the objects, and the right mouse button is held down while the pointer is moved to the diagonally opposite corner. See also *Select-adjust method*.

**Drop cable**

The cable that connects a single workstation with the Ethernet cable.

**Duplex**

In data communication, the ability to send and receive information simultaneously. In electrostatic printing and copying, duplex pertains to using both sides of the paper.

**Dvorak**

A keyboard arrangement based on frequency of letter occurrence in common English usage.

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**E**

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**8010**

A term that refers to the Xerox 8010 Information System.

**850/860 Gateway Service**

Using TTY communications, allows 850 and 860 Information Processing Systems to exchange information (using the Mail Service) with other workstation users on the internetwork.

**EBCDIC**

(Extended Binary Coded Decimal Interchange Code) An 8-bit code that can accommodate 256 characters.

**Edit mode**

A system mode in which data can be entered, changed, or deleted in a document. The [Edit] command must be selected in the window header to place the document in edit mode.

**Editable dictionary**

A dictionary that allows edits to be made to its contents.

**Eject**

The process of releasing a medium, such as a floppy disk, from a floppy disk drive.

**Electronic desktop**

See *Desktop*.

**Electronic filing**

Process of storing objects in electronic folders and file drawers from the workstation.

**Electronic mail**

The generation, transfer, and display of correspondence in a network system.

**Electronic mailing**

Process of sending and receiving objects electronically from the workstation.

**Electronic printer**

Transfers a digital image to paper by producing pulses of light, which are cast onto an electrically charged photoreceptor.

**Electronic printing**

Process of transferring data icons to hard copy form from the workstation.

**Electronic spreadsheets**

A computer application that allows users to enter labels and values on a worksheet comprised of rows and columns. Spreadsheets are typically used to compile numerical data, such as budgets and financial reports.

**Elite**

A type of character spacing; 12 characters per inch.

**Ellipsis**

A "wild card" symbol (found on the Special keyboard for fields and filters), representing any character(s) or no character.

**Embedded frame**

A frame that is placed inside an anchored graphics frame. Frames that may be embedded are: bitmap, CUSP button, graphics, graphics field, image, table, and text frames.

**Empty symbol**

Special keyboard symbol used in record file or Mail Merge filters to require that a record field or table column be blank.

**Emulated fixed disk**

Space on the 6085's physical rigid disk made available to the PC emulator through the software.

**Emulated floppy disk drive**

A black symbol that appears in the PC Emulation window when the PC emulator is configured with two or more floppy disk drives. Allows the user to load PC software from virtual floppy disks.

**Emulation**

The process by which workstations behave like personal computer terminals. Emulation provides access to other host systems in a way familiar to users of that system.

**Enable**

To enter a password signifying that you have the license to use a software package.

**Enabled software**

Software options that are permanently enabled by accessing the software options tool and a password obtained from the Software Business Center or enabler disk.

**Enabling buttons**

Selecting the document auxiliary menu command [Enable Buttons], which causes any CUSP button in the document to be executed when the button is selected.

**Endnotes**

In Footnotes, notes printed at the end of a document or chapter, instead of at the bottom of a page.

**Entering text**

Typing text from the keyboard.

**Entry**

In Shared Books, an individual item, usually a ViewPoint object, within a shared book.

**Entry line**

The line at which commands or data are entered on a spreadsheet.

**Entry row**

In List Manager, the blank top row of a tabular view or filter, used for adding records or filter specifications. When the row is confirmed it is copied to the appropriate position in the view or filter, and the entry row is cleared.

**Equation frame**

An anchored frame in which the user types equation characters and structures.

**Equation keyboard**

A special keyboard available when the user selects inside an equation frame. It is used for typing equation symbols and structures.

**Equation structure**

Mathematical symbols, together with argument fields (that is, symbols and predefined spaces for characters such as the upper and lower limits of a summation sign). The equation structure is the 6085/8010 mechanism to ensure correct formatting for writing equations.

**Ergonomics**

The study of equipment design intended to improve convenience, ease of use, and operator comfort.

**Error checking**

A process in which the Document Editor compares your field or table column entry with any field or column restrictions set by the form creator and lets you know if there is an error.

**Error Folder**

1. In List Manager, a permanent folder within a record file. It contains copies of objects that cannot be copied to the record file as records when a copy operation is attempted. The contents of the folder can be examined, moved, corrected, re-used, and/or deleted.
2. In Remote Batch Service, if errors occur during the submission of a task, the respective task folder is automatically copied to an error folder contained in the input file drawer. When errors occur, the user is notified via a 6085/8010 mail note. Successfully submitted tasks are deleted from the input file drawer.

**Error message**

See *System message*.

**Etherbooting**

The process of booting software over the ethernet.

**Ethernet**

The high-speed local area network that provides the main communication vehicle of the Xerox Network System. Four Ethernet cabling alternatives are offered: standard or thin coaxial cable, and Astunet which uses fiber optic cable or twisted pair.

**European paper sizes**

Common paper sizes employed in Europe and Japan. They are designated as sizes A3 (11.7 by 16.5 inches); A4 (8.3 by 11.7 inches); A5 (5.8 by 8.3 inches); B4 (10.1 by 14.3 inches); B5 (7.2 by 10.1 inches); and B6 (5.1 by 7.2 inches).

**Exclusion dictionary**

For the Index Generator, a dictionary of words to be excluded from the index. The dictionary is placed in the generator's exclusion folder.

**Executive**

The software entity which supports interactive, text-based access to server functions.

**Expanded syntax**

In fill-in rules, document object identification that starts with the object name and adds each successive container type and container name (preceded by "whose name is").

**Expansion dictionary**

Document that contains a user's abbreviations and respective expansions of text and/or graphics.

**Expression**

A phrase (like a fill-in rule) that produces a single value or result when it is evaluated (computed). An expression consists of operands (such as 5 and 3.12) and operators (such as + or -, or functions such as MAX or MIN). For example, evaluation of the expression  $5 + 3.12$  yields 8.12.

**Extended language option**

Provides the ability to type text in Japanese and/or Chinese.

**Extended selection**

1. The process of selecting multiple icons or files for group processing.
2. For text extend selection, see *Select-adjust method*.

**External Communication Service**

(ECS) This service provides data communication protocol translation and controls RS232C ports on the server or on an attached Communication Interface Unit (CIU).

**External Mail Gateway**

Option of the Mail Service that allows separate XNS internets to exchange mail.

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**F**

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**Farsi**

Arabic language.

**FAX**

(Facsimile printing) A system of communications in which a document, photograph, map, or other fixed graphics material is scanned. The information is converted into signal waves for transmission by wire or radio to a facsimile receiver at a remote point. The image is then scanned at the transmitter, reconstructed at the receiving station, and duplicated onto some form of paper.

**Field**

1. An object that reserves a position in a document for later manual or automatic entry of data. There are two kinds of fields: document fields, which can be entered into any text area, and graphics fields (form fields), which can be entered only into an anchored graphics frame.

The properties of the two kinds of fields are the same, except that a document field can contain text characters and anchors, but a graphics field can contain only text, and the

graphics field constitutes the entire content of an embedded frame.

2. In Data Capture, a single unit of data in a column of source data.
3. In List Manager record files, a position reserved for entry of a particular kind of data related to a record. The field appears as a column in tabular views and as a document or graphics field in document views.

**Field bounding characters**

A pair of structure characters that enclose (mark the bounds of) a field.

**Field fill-in rule**

See *Fill-in rule*.

**Field name**

1. The name given to a document field or record field so it can be identified in fill-in rules or used in record file views and forms. Each field in a document must be uniquely named on its property sheet.
2. Also, the name of a reserved field in a CUSP program.

**Field type**

See *Type*.

**File**

A collection of related information that is given a specific name and considered a single unit by the workstation. It can contain either data or programs.

**File conversion**

The process of changing the internal structure of a data file from one type to another. File conversion is performed on data files that originated on one system and are to be used on a dissimilar system.

**File Conversions Library folder**

In Integrated Financial Management, a folder that contains converters that are preset to perform specific file conversions.

**File drawer**

A container icon used to store documents, folders, and record files. When information is moved to a file drawer, it is no longer stored on the workstation; it is stored on a file server, which enables other designated users to access the information.

**File server**

Network device that allows shared storage of files.

**File Service (FS)**

Software on the Ethernet network that provides storage services to users. Users with workstations connected to the Ethernet have a number of electronic file cabinets available in a server running File Services. After electronic file drawers are created for users, they can store documents in drawers on the File Services disk.

**File transfer**

An optional software package that allows uploading and downloading of files to and from a host computer. Works in conjunction with the Terminal Emulation of IBM 3270 application.

**File type**

A ViewPoint-assigned classification for a data file, which is identified by icon shape or file type number. The file type identifies, when possible, the type of internal structure of a data file.

**File type conflict**

File type conflict occurs when the file type does not accurately indicate the actual internal structure of a data file.

**Filing**

The process of moving or copying an object, such as a document, record file, or folder, into a folder or file drawer.

**Fill-in order**

The sequence in which fields and tables in a document are automatically updated, or in which the caret moves from field to field when <NEXT> is pressed. The sequence is set by the user.

**Fill-in rule**

A phrase (expression) written in the CUSP programming language, which produces a text, amount, or date value when

evaluated by the Document Editor. The result is entered in the field or table column whose property sheet contains the rule, or it is acted upon by the CUSP program statement that contains the rule.

**Fill-in rule syntax**

The combination of text, spaces, and symbols that must be used to write a fill-in rule and produce a value.

**Filter**

The electronic equivalent of a sieve or sifter. Used in List Manager to sift records so that only those with certain entries are displayed or printed. Used in Mail Merge to filter table rows so that only those with certain entries are merged into the template.

**Financial Manager**

In Integrated Financial Management, a document containing a routine which automates a complete financial process by linking a series of routines that automatically execute one after the other.

**Find**

A facility of Document Editor to search for repeated occurrences of an information unit and replace or modify each of them with only a few initial keystrokes.

**Firmware**

Software in a hardware form, such as a chip on a memory board.

**Fixed disk**

See *Rigid disk*.

**Floppy disk**

A flexible removable disk medium used for storage of data and loading of software onto the workstation and server. See also *Removable storage media*.

**Floppy disk drive**

1. The floppy disk drive for the 6085 is an optional feature except when the PC option is installed. It is a 500-kilobyte, IBM-compatible, half-height drive that can support one 5¼-inch, double-sided, double-density floppy disk at a time. It is housed in a separate cabinet.

2. The floppy disk drive for the 8010 is contained in the processor and supports one 8½-inch, double-sided, double-density floppy disk at a time.

### **Floppy disk drive cable**

An optional 10-foot cable set that allows the user to place the 6085 workstation floppy disk drive on a desk or table.

### **Floppy utility**

A tool that allows files to be stored on and retrieved from floppy disks.

### **Folder**

A container icon that can be used to group documents, record files, and other folders.

### **Folder processing**

The process of handling a folder containing many objects. With file conversions, a new folder is created and placed on the desktop in the first possible space left of the source folder. The objects are nested within this folder in the same way as the original.

### **Font**

A collection of letters and graphics symbols that share certain characteristics, such as style, weight, and stress, and contains all the characters needed for ordinary composition.

### **Footer**

See *Footing*.

### **Footing**

Information that appears in the bottom margin of a page. Properties for footings are found on the Page Headings property sheet. Footings are also called footers.

### **Footnote Cross Reference Character**

A special character inside the Initial Text field of a footnote frame that allows users to easily number footnote references in the body text.

### **Footnote Reference Character**

A special character that anchors a footnote frame.

**Footnotes**

In the Long Document Options software, an application that allows users to insert a footnote frame in a document and type a footnote in the frame. When the document is paginated, all footnote frames are numbered sequentially and placed in the proper location.

**Foreground processing**

Dedication of the workstation to a single task, so that it is unavailable for any other operation (as contrasted with background processing, which allows simultaneous operations).

**Foreign**

A term used to refer to the objects created or used on non-Xerox systems. When used in the instructions document, this term instructs the Remote Batch Service to transmit the document to a non-Xerox operating system.

**Form field**

See *Field*.

**Format**

1. The overall appearance of a page. It includes the page size, margins, headings, footings, and numbering.
2. In fields or table columns, the kind of text characters that can be entered, or the way in which amounts or dates are displayed.

**Formatting**

The process by which the user determines exactly how text in a document, including page layout, will appear.

**Forms feed**

A printer component or attachment to handle continuous paper for automatic printout.

**Forms Folder**

In List Manager, a permanent folder within a record file, for the user's display forms.

**Formula**

A mathematical equation.

**Forward references**

In spreadsheet formulas, cell references which refer to cells calculated later in the cycle.

**Fraction**

In equations, a horizontal line of variable width, together with mutually centered numerator and denominator arguments in the normal typeface.

**Frame**

An area in a document reserved for text, graphics, tables, and equations. There are two types of frames: anchored and embedded.

**Full accented characters**

Characters that include both the accent mark and the base character.

**Full tabular view**

In List Manager, a view, such as the Base View, that displays all fields of the record file in columns similar to table columns.

**Full-duplex**

A circuit or a protocol that permits transmission of a signal in two directions simultaneously.

**Fully qualified name**

A registered user's name and address that allow workstation and network access to filing, mailing, and other services. Created by the System Administrator, the fully qualified name consists of the following: the user name, the domain name, and the organization name (for example, Joanne R. Smith:Training:Xerox). Also known as the distinguished name.

**Function**

1. Mathematical constructs that allow calculations to be performed on numerical values.
2. The purpose of a CUSP keyword.
3. In fill-in rules or CUSP statements, an operator (such as SUM, MAX, or COUNT) whose operands are enclosed in brackets ([ and ]). A function performs the specified oper-

ation on the operands and returns a text, amount, or date value.

### **Function keys**

The function keys are located to the left, right, and top of the main typing array. The top-row function keys are used to change the appearance of text. The left key group is used to perform such functions as copying, deleting, or moving icons and text. The right key group is used to perform such functions as displaying the alternate keyboard window and obtaining help.

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## **G**

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### **Gateways**

Services that provide compatibility between systems of differing architectures. They transform communication protocols and information formats so that incompatible systems can communicate with each other.

### **Generic screen font**

A screen font that contains only the width of characters on the printer. Generic screen fonts are used by the Document Editor to ensure correct line breaks and tab positions for characters. The Document Editor uses character bitmaps from different screen fonts to display characters from a generic screen font file.

### **Global search and replace**

See *Find*.

### **Grammatical processing**

When using extended language, the parsing feature used by the system to scan the Chinese and/or Japanese dictionaries for "word units" or patterns of phonetic text that can be recognized. They are then converted to the Chinese and/or Japanese characters in a lookup.

### **Graphical order of text**

The order in which text is displayed.

### **Graphics**

Illustrations or pictures that can be created on a workstation.

**Graphics alternate function keys**

The graphics alternate function keys are displayed at the bottom of the screen whenever a graphics frame or point inside it is selected. The row of function keys along the top edge of the keyboard corresponds to the graphics function keys.

**Graphics field**

An area reserved for information to be entered later, similar to a document field, but which is contained within its own text frame and which cannot contain an anchored frame. See also *Field*.

**Graphics frame**

A frame used to place graphics objects and other frames into a document. A graphics frame can be anchored or embedded.

**Grid**

In a graphics frame or canvas, a background of evenly spaced horizontal and vertical points used to assist in the placement of objects. The grid is visible in a graphics frame and is invisible in a canvas. When the grid is turned on in a graphics frame, the guiding point of the object being manipulated aligns with the nearest grid point. When the grid is on in a canvas, strokes begin and end on grid points.

**Group**

A collection of users who can be granted access rights to file drawers or added to distribution lists. A group can contain individual users and/or entire groups.

**Group column**

In Data Capture, a divided column of source data. It is a column of subcolumns that contains one or more subrows.

**Grouped conversion**

The conversion of multiple data files as if they were a single item.

**Guiding point**

When an object within a graphics frame is selected, the control points are displayed. The control point closest to the pointer becomes the guiding point. The guiding point is displayed as a box slightly larger than the other control points. It follows the movement of the pointer and becomes the "handle" for manipulating the object.

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## H

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**Half-duplex**

A circuit or a protocol that permits transmission of a signal in two directions, but not both directions at the same time.

**Hanzi**

Chinese characters that represent words, ideas, and concepts in the Mandarin Chinese language.

**Hard copy**

A printed version of the workstation's output.

**Hard disk**

A rigid disk of magnetically coated material that rotates in a sealed housing. The hard disk is used as a recording and playback system for data and computer programs.

**Hard property**

A property applied to text using the Character property sheet, the Paragraph Layout property sheet, or the top row function keys.

**Hardware**

The physical apparatus that makes up a computer, including silicon chips, transformers, boards, and wires. The term is also used to describe pieces of equipment such as, the printer, modem, and CRT.

**Header**

See *Heading*.

**Header row**

In tables, the top row used for titles of columns.

**Heading**

1. The gray area at the top of every window. The heading contains the name of the window and the commands pertaining to that window.

- Information that appears in the top margin of a page. Properties for headings are found on the Page Headings property sheet. Headings are also called headers.

**Highlighting**

See *Select*.

**Hiragana**

The most frequently used, more cursive style of the two Japanese phonetic alphabets. Hiragana is used to denote pronunciation and to write many Japanese words.

**Homophone choice**

Chinese or Japanese character interpretations available for any phonetic text that is displayed when a dictionary lookup is invoked.

**Horizontal scrolling**

The process of moving the contents of a document, folder or other icon window left or right. The horizontal scroll bar is located at the bottom of each window.

**Host computer**

A computer that is accessed by workstations with less computing power, that serves as a source of high-speed data processing and provides services. Commonly called a mainframe, as opposed to a workstation or service.

**Host environment**

A 3270 host computer system such as MVS/TSO, VM/CMS, and VS/CICS. Each system has unique options. Used by the IBM 3270 File Transfer application to store, exchange, or archive data and binary files to a host computer.

**Host interface**

The hardware and software at the common boundary between a central computer and the units with which it communicates.

**Hyphen**

A punctuation mark used to divide words or create compound words. Four types of hyphens are available: the autohyphen, the discretionary hyphen, the non-breaking hyphen, and the standard hyphen.

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**I**

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**IBM 3270 emulation**

The 6085 and 8010 workstations' ability to emulate IBM terminals and communicate with IBM 3270 host data processing systems.

**IBM 3270 host**

In general, this refers to an IBM (or plug-compatible equivalent) mainframe computer to which 3270-class terminals are attached.

**IBM Binary Synchronous**

(BSC) See *BSC (Binary Synchronous Communication)*.

**Icon**

A pictorial representation of a familiar office object (document, folder, file drawer, printer, and so forth) displayed on the workstation screen.

**Icon reference**

In fill-in rules or CUSP programs, the identification of an icon, which must include its type, name, and location.

**Icon type**

In fill-in rules and CUSP programs, the kind of icon as it is known internally. Document, Folder, and RecordFile are examples of icon types.

**Icon variable**

In CUSP programs, an invisible icon (pointer) named in a RESERVE ICON statement, for association with a real icon during program execution.

**Idle application**

An application that is stored on the desktop that is not in active memory and not loaded.

**Idle workstation**

A workstation that is powered up and running 6085/8010 system software, and is in the proper state for a user to initiate a session.

**Ignore**

A spelling checker window option that indicates to the Spelling Checker that the word listed in the Correction field should be ignored throughout the entire checking session.

**IMG**

(Image frame) A frame that contains descriptions of remote 9700 Electronic Printer image files.

**Impact printer**

A printer that produces characters by the impact of a striker through a ribbon. This category includes fully formed character printers, as well as many dot matrix printers.

**Inactive dictionaries**

Dictionaries that are not searched during a dictionary lookup.

**Inclusion dictionary**

For the Index Generator, a dictionary of words to be included in the index. The dictionary is placed in the generator's inclusion folder.

**IND\$FILE**

An IBM host file transfer program used in conjunction with the IBM 3270 File Transfer application.

**Independent Variable**

A variable whose value you can set independently of other variables.

**Index**

In List Manager, an internal cross-reference for a view, which can be saved or not saved; subsequent record access is faster when the Index is saved.

**Index Generator dictionary**

The Index Generator provides three dictionaries of the 10,000 most common American English words. The Index Generator can create and use other dictionaries as well. See also *Exclusion dictionary*; *Inclusion dictionary*.

**Index object**

For the Index Generator, a specially marked text sequence. The index object's properties determine if the object is to be

ignored during indexing or indexed, perhaps with special considerations.

**Index table**

For the Index Generator, a special type of table created by the generator and used to indicate phrases, variations on terms, sub-entries, comments, and special-case sorting for the index.

**Information processing**

A generic term that encompasses both word processing and data processing, and is used to describe the entire scope of operations performed by a computer.

**Information system**

A group of computer-based systems and data required to support businesses and other organizations.

**Initial Text Field**

A field in the Footnote option sheet containing a footnote cross-reference character.

**Initialize**

A procedure that causes an operating system to begin operation. Also refers to the preparation of a disk for use by naming and formatting it.

**Ink jet printer**

A non-impact printer which utilizes droplets of ink. As the print head moves across the surface of the paper, it shoots a stream of tiny, electrostatically charged ink drops at the page, placing them to form characters.

**Input**

Information being transferred from an external source into the internal memory of the computer.

**Input devices**

Keyboards, magnetic media, or any device used to give a computer alphanumeric or graphical information.

**Input file drawer**

In remote batch, a System Administrator-defined file drawer that is used to submit task folders for file conversion. Placing a task folder in the input file drawer initiates a transmission to a non-

Xerox operating system. Each non-Xerox operating system has its own input file drawer.

**Install**

Application software that is placed on a workstation's rigid disk.

**Instance**

In Shared Books, a local copy (on the user's workstation) of the remote shared book.

**Instantiate**

In Shared Books, to retrieve a shared book using the blank Shared Book property sheet.

**Instruction document**

In remote batch, a set of statements that specifies the order of transmission of each file in the task folder, plus any special conversions that may be necessary for that file.

**Instruction statement**

In remote batch, a statement written in the instructions document that contains a destination format and the name of the file.

**Integral**

In an equation, the large integral sign, together with upper and lower arguments in a smaller typeface.

**Integrated software**

One program that contains other programs and permits their simultaneous use or the transfer of data between them.

**Integration**

The combination of different computer-based functions such as word processing, data processing, and telecommunications to operate as a single system, allowing cooperation among users and sharing of resources.

**Interactive**

Reactions and responses between systems and users affecting the progress of operations.

**Interactive Terminal Service**

(ITS) A service that allows users of remote terminals and per-

sonal computers to perform Mailing, Printing, and Filing functions.

**Interface**

The hardware or software needed to connect one system to another. It is a common boundary between systems or parts of systems.

**Internetwork**

A compound, multi-site, store-and-forward communication network that consists of Ethernets, point-to-point links, and Internetwork Routing Services. The internetwork (or internet) provides the underlying foundation for the entire Xerox NS product line.

**Internetwork Routing Service**

(IRS) A service that connects its local network to other networks over telephone lines, thereby linking geographically separated Ethernet networks into a single internetwork.

**Interpress**

Xerox standard which defines the digital representation of files which the Print Service prints. An Interpress document can be printed on any sufficiently powerful printer equipped with Interpress print software.

**Interpress master**

A file written according to the Interpress standard. It describes precisely the desired appearance of a page that has been completely composed by some other process. It is the Interpress master which, when executed by an Interpress printer, produces a printed image.

**Interpret**

In CUSP, the actual execution of a program after it has been parsed.

**Intersection**

In an equation, the large intersection sign, together with upper and lower centered arguments in a smaller typeface.

**Item**

For the Index Generator, a word or phrase listed in the index

document. The item is followed by a separator, such as a comma, and normally a page number list.

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## J

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### JCL

(Job Control Language document) A JCL document is an 860 format document, used in remote batch, that provides additional instructions to the data processing host. JCL statements are only required for interchanges with a data processing (DP) host computer.

### JIS

Japanese Industrial Standard. Code numbers, found in a standard JIS code book, used for entering Kanji characters when the phonetic Kana is not known.

### Job

A single operation, program, or programs performed by a computer.

### Jumping area

The middle portion of the vertical scrolling area, used to select pages for display within the document.

### Justified

An alignment option for paragraphs, in which text is evenly aligned at the right margin.

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## K

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### Kana

The two Japanese phonetic alphabets: Hiragana and Katakana.

### Kanji

Chinese characters (ideographs) that represent words, ideas, and concepts in the Japanese language.

**Katakana**

One of two Japanese phonetic alphabets, Katakana is used to depict foreign words, italics, and sounds.

**Key**

A list of definitions for the elements of a bar, pie, or line chart.

**Keyboard interpretation**

The current status of the keyboard. Determines what each key represents.

**Keyboard set**

A group of characters that can be assigned to the keyboard (for example, English, Greek, and PC emulation).

**Keyboard window**

A window that displays the keyboard in effect or available alternate (soft) keyboards when the <KEYBOARD> key is pressed.

**Keyword**

In CUSP programs, words that denote the action to be taken. See also *Reserved word*.

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**L**

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**LAN**

(Local Area Network) A communications network that interconnects a variety of office equipment and computers within a fairly small area, such as an office building or campus. Ethernet is an example of a LAN.

**Landscape page sizes**

A document page, wider than it is long, used to print horizontal documents. For example, 11 by 8½ inches is a standard landscape option.

**Language**

1. A set of characters used to form related commands or instructions that combine into meaningful communications acceptable to a computer.

2. A property of fields and table columns that causes amount and date entries to conform to the custom of the specified language.

**Laser**

(Light amplification by simulated emission of radiation) A device which transmits an extremely narrow and coherent beam of light. Used in communications, facsimile, storage, and electronic printing.

**Laser printing**

A technology which uses a laser to transfer character forms to a page by direct or indirect means.

**Layout**

The arrangement of text, graphics, tables, and other objects on individual pages of a document.

**Leading**

In typography, spacing between lines and paragraphs, expressed in point and half-point values.

**Legal page size**

The standard page size for legal documents: 8½ by 14 inches.

**Legal workstation date**

In fill-in rules, any date that falls between the years 1900 and 2050.

**Libject**

Librarian object. A list of properties associated with some entity. Libjects are stored in Librarian data bases.

**Librarian data base**

A collection of libjects.

**Librarian Service (LS)**

A network service that is a record-keeping system which can be used to prevent simultaneous reading and writing of files. Each Librarian Service has one or more Librarian data bases. In Shared Books, the Librarian Service is used to lock and unlock shared books and their entries.

**Ligatures**

Graphically combined character forms in Arabic.

**Limit structure**

In an equation, the word "lim," together with lower centered argument in a smaller typeface.

**Line**

A character, a word, or a group of words separated from other text by the new-line character. Lines retain the properties of the paragraph to which they belong.

**Line chart**

In Data-Driven Graphics, a graphics construction that shows numerical data in the form of dots or lines. The three types of line charts are: straight-line pieced, data-point, and straight-line best-fit.

**Line height**

The space specified for lines of text. (For example, single (1/6 inch), space and a half, double, and triple space are standard heights.)

**Line integral**

In an equation, the large line integral sign, together with upper and lower arguments in a smaller typeface.

**Line printer**

A computer or word processing output peripheral which operates at high speed by printing a complete line at one time.

**Line wrap**

A feature of the Document Editor in which a new line is automatically created whenever text reaches the right margin of a document.

**Line-break characters**

In Terminal Emulation, lines are broken on line-break characters, which include a space, paragraph tab, normal tab, hyphen, or discretionary hyphen.

**Linked text frames**

A Document Editor tool used to create newspaper-like page layouts in which columns of text wrap around other frames on a

page without interrupting the flow of words in a sentence or paragraph.

**Literal**

In Data Capture, specified by enclosing text in single quotes. This indicates that the text must appear in the source data exactly as specified.

**Load**

1. The process of putting data into the computer or its memory.
2. The process of copying application software from the system disk into active memory, so it is available and functioning.
3. The process of inserting a floppy disk into the floppy disk drive or, in PC emulation, placing a virtual floppy disk on an emulated floppy disk drive.

**Loaded**

An application that is in active memory and available for use.

**Local**

Indicates software stored on your workstation or hardware directly connected to your workstation. See also *Remote*.

**Local copy**

In Shared Books, the copy of a shared book or a shared book entry that is on the user's workstation. The same as an instance.

**Local devices divider**

In the directory, a sub-divider within the workstation divider, contains objects that exist on the desktop.

**Local printer**

A printer attached directly to the workstation and available only to users of that workstation.

**Local RS232C Communication Access**

Optional workstation software that supports asynchronous communication between workstation terminal emulation software and a TTY-oriented host.

**Lock**

In Shared Books, to give a particular user of a shared book

exclusive use of an entry or the entire shared book. See also *Librarian Service*; *Unlock*.

**Log document**

A document generated each time the conversion utility is used. It contains a list of all documents and their status after the conversion.

**Logical operators**

In fill-in rules, the And, Or, and Not operators, which are used to join, enumerate, or reverse comparison operations.

**Logical order of text**

The order in which text is spoken or typed.

**Logoff**

The process of disconnecting from a computer system.

**Logon**

The process of beginning a session with a computer system.

**Logotype**

A trademark or signature of a company. In printing, two or more characters set as a single unit.

**Long page**

A continuous scroll of text in a document before the document is paginated.

**Long table**

A table that cannot fit on a single printed page. A long table exceeds the length of the bottom margin set on the Page Layout property sheet. To retain the bottom margin, the document containing the table must be paginated. When the document is paginated, the table still appears as a long table on the screen, but it displays the correct page breaks on the printed page.

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**M**

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**Mail Service**

(MS) A service that provides an electronic post office which allows communication between network users.

**Mailbox**

Collection area on the Mail Service where mail resides until a request for delivery is issued by the user.

**Main memory**

Usually the fastest storage device of a computer and the one from which instructions are executed.

**Main typing array**

Part of the keyboard. The main typing array consists of alphabetic and numeric keys, punctuation keys, keyboard control keys (such as <LOCK> and <SHIFT>, the space bar, and special symbol keys for performing basic editing and formatting functions.

**Mainframe**

Central processing unit (CPU) of a computer, generally called large-scale computers.

**Maintenance code panel**

The window on the front of the 8010 workstation processor. The numbers indicate system status; numbers other than 8000 generally indicate workstation problems.

**Note:** The 6085 workstation does not have a maintenance code panel. The code numbers appear on the screen.

**Margin**

White space to the left, right, top, and bottom of text or a frame on a page.

**Margin control points**

Appear in the Carriage window when the <MARGINS> key is pressed. The margin control points are represented by squares and indicate the left and right margins of the selected paragraph. If more than one paragraph is selected, the control points indicate the margins of the first paragraph in the selection. The margins of the selected paragraph(s) can be changed by selecting and moving the control points.

**Marker**

In Free-Hand Drawing, a pen point or brush selected from the Marker column of the Free-Hand Drawing menu. The marker is

moved over the canvas with the mouse to produce marks on the canvas.

**Mask**

In Free-Hand Drawing, when the brush is masked, the areas of the brush that are enclosed by a solid black line will completely overlay (replace) marks on the canvas.

**Matrix**

The tabular (columns and rows) layout of the spreadsheet.

**Matrix printer**

Produces images formed from dots which conform to a matrix unit.

**MEB**

(Memory Expansion Board) An optional memory expansion circuit board available with the 6085 Professional Computer System.

**Megabytes**

A term denoting 1,000,000 bytes, commonly used to describe computer memory or storage sizes.

**Memory**

The internal storage of information.

**Menu**

Commands that are displayed on the screen and can be selected with the mouse. There are two kinds of menus: those which are at the top of documents, property sheets, and option sheets; and those that appear only after an auxiliary menu is selected with the mouse.

**Menu driven**

A program that allows the user to direct operations by a series of hierarchical choices.

**Merge**

In Mail Merge, the operation that copies table row data into a user-created form, label, or list template.

**Message area**

The strip of white at the top of the display screen, in which all system messages are posted.

**Microcomputer**

A small computer system that consists of both hardware and software. Most personal computers are microcomputers.

**Microprocessor**

A single chip or integrated circuit containing the entire central processing unit (CPU) for a personal computer or computer-based device.

**Minicomputer**

An intermediate computer system; in size, between a microcomputer and a mainframe computer.

**Misspelling field**

A field on the Spelling Checker option sheet that displays misspelled words, or words that do not match terms in the Spelling Checker Dictionaries (for example, slang and technical terms).

**Mixed directional text**

Text that contains Hebrew or Arabic characters which are written from right to left, and text in English or any other language which is written from left to right.

**Modem**

A modulator-demodulator unit that converts digital information into an analog signal suitable for sending over analog phone lines. It can be used either with a telephone or on a direct-line to transmit data between computers.

**Modem Emulator**

A device which enables local communications between devices without converting digital signals to analog signals.

**Monitor**

See *Desktop*.

**Mouse**

A small box with two buttons that is connected to the keyboard.

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The buttons are used for positioning the pointer or caret and selecting text, graphics objects, icons, and menu items.

**Mouse pad**

A special plastic or paper pad for the mouse.

**Move**

The process of relocating text, graphics objects, or icons on the desktop with the <MOVE> key.

**MS-DOS**

An operating system that acts as a translator between the applications that are running and the computer.

**Multinationality keyboards**

Soft-coded keyboards that provide foreign language characters.

**Multiple clicking**

A method of selecting. When used in text, each added click of the mouse button expands a character selection to a word, sentence, and paragraph, and then returns to character. When used in selection of icons on the desktop, a double click opens the icon.

**Multiplex**

To interleave or simultaneously perform more than one operation.

**MVS/TSO**

Multiple Virtual Storage/Time Sharing Option. IBM host environment.

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**N**

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**Naming**

The process of giving a document, folder, record file, field, or column a unique name. This is done by editing the icon's property sheet.

**Narkiss Tam**

Hebrew script using the modern style.

**Narkissim**

Hebrew script using the classic style.

**Nested**

1. Contained within other object(s), such as a document inside a folder that is inside another folder.
2. In CUSP programs, contained within other statement(s), such as statements in a DO...END block that is itself contained within another DO...END block.

**NetCom**

The software application used on networked workstations that authenticates the user access rights. See also *Networked workstation*.

**Network**

Physical and logical connection of system elements. A network allows information to flow between workstations and servers.

**Network architecture**

The philosophy and organizational concept for enabling devices at multiple locations to communicate over common carrier transmission facilities. The network architecture specifies the processors, workstations, and terminals; and it defines the protocols and software that must be used to accomplish accurate data communications.

**Network divider**

A divider containing organization dividers, which represent all the organizations in a wide-area communication network. See also *Divider*.

**Network number**

The unique numeric code that identifies a given Ethernet in the internetwork. It is used in conjunction with the processor number to route data among the machines in the internet.

**Network printer**

A printer attached to the network and available to all users with network access.

**Networked workstation**

A workstation that is connected to the network.

**Neutral characters**

A class of characters which include most symbols and punctuation. They adapt their directionality from the letters that surround them.

**New-line character**

A non-printing, formatting character that forces a new line to begin within a paragraph. A new-line character is entered by holding down <SHIFT> and pressing the return key.

**New-paragraph character**

A non-printing, formatting character that stores paragraph properties. The new-paragraph character is entered by pressing the return key.

**Non-breaking hyphen**

A character that not only places a hyphen between the two words but also ensures that those two words will remain on the same line when printed.

**Non-impact printer**

A class of printer that forms images without striking the page, such as thermal, ink jet, or electrostatic.

**Non-loaded font**

A font that is not loaded on the workstation. Characters in a non-loaded font appear as black boxes on the screen. If the font for the selected text is not loaded, the Non-loaded Font property appears on the Character property sheet and displays the name of the non-loaded font.

**Non-loaded size**

A point size in a font that is not loaded on the workstation. Characters in a non-loaded point size appear as black boxes on the screen. If the font for the selected text is not loaded, the Non-loaded Size property appears on the Character property sheet and displays the size of the non-loaded font.

**Non-printing character**

A special character that is placed in a document to facilitate text editing. Non-printing characters include spaces, new-line characters, new-paragraph characters, and tabs.

**Not symbol**

Special keyboard symbol used to exclude a value or range of

values from field or table column entries. Can also be used to exclude values in record file or Mail Merge filters.

**Numeric constant**

A number that remains unchanged during execution of a fill-in rule or CUSP program.

**Numeric pad**

A group of ten numeric keys on the right side of the 6085 keyboard.

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**O**

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**Object-specific printing related options**

Options that appear on the Printing option sheet that are specific to the object being printed, such as a calendar which provides view and date options.

**Objects**

Everything in ViewPoint that can be selected with the mouse, such as graphic shapes, icons, spreadsheets, tables, and text frames.

**Off-line**

Equipment that is not in direct communication as opposed to on-line.

**On-line**

Equipment that is in direct communication or available for immediate use.

**One-to-one conversion**

Conversion of single or multiple data files with the files being handled as separate items throughout the conversion process.

**Open**

The process of selecting an icon by double clicking the left mouse button or pressing <OPEN> to view the icon's contents.

**Operand**

The data upon which an operation is performed. For example,

in the fill-in rule "Field1 + Field2," Field1 and Field2 are operands.

**Operating system**

Master programs which keep all of the computer components working together, including application programs.

**Operation**

A process or action such as addition, subtraction, or substitution, performed in a specified sequence and in accordance with rules of procedure.

**Operator**

A word or symbol that represents the operation to be performed. For example, in the fill-in rule "Field1 + Field2," the plus sign is the operator, and it represents the addition operation.

**Operator order**

The sequence, based on operator priority, in which operations are performed in fill-in rules.

**Optical mouse pad**

A paper pad for the optical mouse. See also *Mouse pad*.

**Optical pointer**

See *Mouse*.

**Option**

A parameter on an option sheet. Options are chosen and applied to a selected object.

**Option sheet**

A window that is used to specify the parameters for an action. For example, the Printing option sheet allows the user to specify how many copies to print and whether to print specified pages or all pages.

**Organization name**

Part of a network user's fully qualified name—generally a company name. See also *Fully qualified name*.

**Out-of-date**

In Shared Books, a local copy of a shared book entry is out-of-date when its create date is older than the create date of the

entry in the remote shared book. This also applies to the shared book as a whole. See also *Up-to-date*.

**Output**

Information that is transferred from a computer's internal storage to a peripheral device (the result of completed operations).

**Output file drawer**

A system administrator-defined file drawer that contains files received from a non-Xerox operating system. Each non-Xerox operating system has its own designated output file drawer.

**Output forms**

In List Manager, user-created forms with fields or a table, used to generate or print documents with record file data, such as repetitive letters.

**Overbar**

In equations, a bar of variable length with an argument field below it. The length of the overbar increases to accommodate the number and length of the characters typed in the argument field.

**Overlapping windows**

Windows which partially overlap existing windows on the desktop (an option set in the User Profile).

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**P**

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**Packets**

A collection of data to be transmitted. Packets typically contain routing and error-correction information. Large amounts of data are often broken into smaller packets to be transmitted.

**Page break**

The dotted line at the bottom of a document window that indicates where one page ends and another begins.

**Page break character**

A structure character entered from the keyboard. The page break character forces a new page or new column to be generated.

**Page format character**

A structure character used to set the formatting properties of a document. The page format character controls the appearance of page layout, page headings, page footings, and page numbering. Every Blank document icon contains a default page format character.

**Page margin**

The white space at the left, right, top, and bottom of a page. Default page margins are 1 inch on all sides. Variable margin widths may be specified for different pages.

**Page numbering character**

A structure character used to set the page numbering pattern for pages in a document.

**Page size**

A property that specifies the size of the paper to be used when printing a document. Default page size is 8½ by 11 inches.

**Pagination**

The process in which the Document Editor turns a long scroll of text into individual pages. Pagination also determines the placement of text, frames, and other objects on pages of a document.

**Para-tab**

Places a predefined amount of space on the current line of text and all subsequent lines in the paragraph. A para-tab is inserted in a document with the para-tab key.

**Para-tab key**

A key that appears on the left side of the keyboard. When pressed, the para-tab key places a predetermined amount of space on the current line and all subsequent lines of a paragraph. The para-tab key is typically used to indent whole paragraphs and produce "hanging" indents.

**Paragraph**

A block of text separated from other paragraphs by the new-paragraph character.

**Paragraph alignment**

The treatment of the edges of the text lines as flush left, centered, flush right, or justified.

**Paragraph function keys**

A function key used to set paragraph properties. <CENTER> and <MARGINS> are paragraph function keys.

**Paragraph text direction**

The direction of the overall predominant script of the paragraph. It can be left to right or right to left.

**Parallel port**

The Centronics port at the rear of the workstation for attaching a local printer.

**Parameter**

In CUSP program statements, phrases that specify the objects to be acted upon or that otherwise modify the action indicated by the statement's keywords.

**Parentheses structure**

In equations, an argument field surrounded by two parentheses.

**Parse**

The checking of fill-in rules or CUSP programs before execution, to determine whether they are written in the required syntax. A fill-in rule or CUSP program is parsed each time it is executed and each time [Done] or [Apply] is selected on its property sheet.

**Partner**

A device that is linked to the 6085/8010 workstation by the Remote Batch Service. Potential partners include data processing systems, word processing devices, and personal computers.

**Password**

1. Each user name has a password associated with it which must be keyed in when the user logs on to the workstation. They are used as a means of security.
2. A word used to lock a CUSP Button so the program on its property sheet cannot be displayed until the button is unlocked with the same word.

**Pathnames**

1. Names that specify the route to objects nested within other objects.
2. In fill-in rules, names that specify the route to a table or portions of a table.

**PC command line**

A field on the PC Emulator Icon's property sheet that associates a series of MS-DOS commands with the PC Emulator icon and executes these commands when the PC Emulator is started.

**PC Emulation divider**

An object inside the ViewPoint directory that contains the PC Emulator icon.

**PC virtual function keys**

PC function keys (F1, F2, and so forth) available to the user when the PC emulator is booted and running and a selection is made in the PC window.

**PC virtual keyboard**

A special keyboard with keys that correspond to the IBM PC keyboard. The PC keyboard is available when the PC emulator is booted and running and a selection is made in the PC window.

**Peripheral equipment**

The input/output units and secondary storage units of a computer or computer-based system.

**Pica**

A type of character spacing; 10 characters per inch.

**Pie chart**

In Data-Driven Graphics, a graphics construction that shows numerical data in the form of pie slices.

**Pie slice**

In Data-Driven Graphics, represents a percentage of the whole pie chart.

**Pinned point**

In Basic Graphics, the control point on a graphic object that remains fixed when the object is stretched or magnified. The point farthest from the guiding point is the pinned point and is

indicated by an X. Some graphics objects, such as a triangle, have more than one pinned point.

**Pinyin**

Chinese represented by romanized letters using pinyin phonetic spellings. When this layout is selected, the keyboard layout for entering Chinese text is mapped to the pinyin keyboard layout, rather than the bopomofo keyboard layout. This layout enables the user to spell out Chinese words, using pinyin spellings in the English alphabet, and have them appear in bopomofo letters in the document.

**Pinyin-plus**

Typing method for entering Chinese text phonetically using the Romanized spelling system.

**Pitch**

The horizontal character spacing; 10-pitch (10 characters per inch) spacing is called pica, and 12-pitch (12 characters per inch) is called elite.

**Pixel**

Picture element. In Free-Hand Drawing, pixel refers to a single spot in the image. A pixel is the smallest addressable point of a bitmap that can be independently assigned color or intensity.

**Placement**

One of three ways to overlap windows, which is specified in the User Profile.

**Point**

A unit of type measurement equal to .0138 inch or approximately 1/72 of an inch. There are 12 points to a pica.

**Point size**

The design constraint on the height of the characters. (One point equals approximately 1/72 of an inch.)

**Point-to-point**

A limited network configuration with communication between only two terminal points.

**Pointer**

An arrow-like figure that moves as the mouse is moved. The

pointer is used to indicate what would be selected if a mouse button were pressed.

**Polling**

A feature that allows one or more stations of a communicating system to check with other systems to see if a message is ready to be sent.

**Pop-up menu**

A set of commands that appear when an icon is selected and both mouse buttons are pressed simultaneously. The Shared Book icon is the first icon to have a pop-up menu.

**Port**

The connecting point between a piece of equipment and a cable used for data transmission.

**Portrait page sizes**

A document page, longer than it is wide, used to print vertical documents. For example, 8½ by 11 inches is a standard portrait option.

**Preamble**

In Data Capture, the user-created description of the data to be captured.

**Print device**

The actual device that executes the Interpress master and transfers the image to the medium.

**Print format document**

A permanently formatted icon that facilitates the printing of large documents. Print format documents can be distinguished from other documents by a small printer in the upper left-hand corner. Once an object becomes a print format document, it cannot be opened or edited.

**Print Service**

(PS) A service that provides the resource for obtaining printed output of documents to clients accessing the network.

**Printer**

A computer attachment that produces printed copy, such as

numbers and words, on paper. A printer can be directly connected to a workstation, or it can be remotely located.

**Printer font**

A file containing information that controls the appearance of text on the printed page. Printer fonts are loaded on a printer and consist of printer character bitmaps and printer widths.

**Printer ports**

Connections at the rear of the workstation for attaching a local printer.

**Printer width file**

See *Generic screen font*.

**Printing**

The process of making a paper copy of a document, folder, or record file by moving or copying an icon to a printer icon.

**Printing divider**

A divider in the desktop directory that contains the printer icons.

**Printout**

A hard copy record of a computer's computations and processing.

**Processor**

The computer in an 8000 NS server or 6085/8010 workstation.

**Product factored**

See *Enabled software*.

**Professional workstation**

A personal computer designed and programmed to meet the needs of professionals who deal with information rather than tangible materials. A 6085/8010 workstation is an example.

**Program**

A set of coded or written instructions that tells a computer how to perform a particular function.

**Prompt**

A message that is displayed in the message area when a choice is to be made or information entered.

**Prompt line**

The line in the upper left-hand corner of the spreadsheet that displays available commands and tells users what can be typed.

**Property**

1. An option on a property sheet. There are two types of properties: information-only and modifiable.
2. In Data Capture, the first of the two parts of a preamble clause. The property is one of Data Capture's property keywords and is followed by a value.

**Property sheet**

A window that is used to set the descriptors or attributes of an object such as an icon, a string of text, or a graphics object. The property sheet controls the appearance of an object.

**Proportional spacing**

In text, each alphanumeric character is given a weighted amount of space. Such output has a print-like appearance.

**Protocol**

Formal set of rules governing the format of data and control information exchange between two communicating devices.

**Pseudo port**

Software that appears as an RS232C physical port, allowing data exchange through the network between devices that "expect" a physical connection.

**Purge**

Permanent deletion of an object. When the wastebasket is purged, all objects in it are irrevocably deleted.

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**Q**

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**Queue**

A waiting line, such as a sequence of documents to be printed in turn.

**QWERTY keyboard**

The standard typewriter keyboard, named for the first six keys on the third row of the 8010 or 6085 keyboard.

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**R**

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**Ramaji Kana typing method**

Typing the romanized spelling of Kana that is converted to Kana.

**Range arrow**

Special keyboard symbol used to restrict field or table column entries to a particular range of values. Can also be used in record file or Mail Merge filters.

**Read-only format**

See *Read-only information*.

**Read-only information**

Information displayed on a property or option sheet that is used for information purposes only and cannot be changed.

**Read-only mode**

A document that can only be read. [Edit] must be selected in order to enter data into or change a document.

**Read/write head**

The mechanism which writes data to or reads data from a magnetic recording medium.

**Real time**

Performance of an operation that gives the impression of instantaneous response.

**Real Time Clock**

A feature of the PC emulator that automatically sets the system's date and time and displays the Xerox copyright and date and time messages when MS-DOS is booted.

**Reboot**

The process of restarting the software loaded on the workstation by pressing B RESET.

**Record**

1. A component of a record file with field content pertinent to one entity.
2. In List Manager, all the data pertinent to one item.

**Record file**

A collection of information consisting of uniformly structured data (records) to be saved, referred to, updated, and used in various ways for various purposes.

**Records processing**

Operations that process and organize data stored in record files, such as the operations performed by List Manager.

**Redlining**

Automatic marking of revisions to text.

**Reference icon**

An icon that provides direct access to a container icon or data icon residing on another part of the network.

**Register**

A place in the Calculator window where the calculator holds a value.

**Regular text**

Text that appears in documents and text frames created with the Document Editor application.

**Remote**

Indicates software (such as a file drawer) or hardware (such as a printer) that you access by communicating through the network. See also *Local*.

**Remote access**

Communication with a data processing facility through a data link.

**Remote Batch Service**

(RBS) A service that enables the exchange of documents and transfer of files with devices that implement the IBM 2770, 2780, and 3780 Binary Synchronous data transmission protocols. This service is used by IBM Remote Batch Terminals, as well as by

word processing and data processing terminals that emulate them.

**Remote printer**

A printer attached to the network and available to all users with network access.

**Remote system administration**

The process of performing system administration duties from the workstation, through emulation, rather than at a server terminal.

**Remote terminal**

Computer terminal which communicates with a larger computer; it may or may not have local processing capability.

**Remote workstation**

A workstation that is connected to the network by means of a modem.

**RemoteCom**

The software application used on remote workstations. See also *Remote workstation*.

**Removable storage media**

Floppy disks that can be used to transfer information to and from 6085/8010 desktops. See also *Floppy disk*.

**Repeater**

A device used to extend the network service area beyond one segment (1640 feet) of cable length. It regenerates the signal between two segments of cable.

**Repeating label**

The spreadsheet command that allows users to enter a series of characters across a cell.

**Replicate**

The command that allows spreadsheet users to copy a value or label from a single cell or cells to another cell or range of cells.

**Reserved field**

In CUSP programs, an invisible temporary field reserved for storing intermediate values during execution of a program.

**Reserved icon**

In CUSP programs, an invisible temporary icon variable (pointer) reserved for association with a particular real icon during execution of a CUSP program.

**Reserved word**

A word reserved for special use in CUSP programs and fill-in rules. Such words should not be used as names of objects such as fields, tables, table columns, or CUSP buttons. Also, a word that cannot appear in a Calculator function.

**Resolution**

Fidelity of reproduction.

**Response time**

The time a system requires to respond to a command for transferring stored data or completing a processing cycle.

**Restore**

The procedure by which a backup copy of a program or data is brought back into service to recover from loss or damage to the original copy.

**Retrieval Filter**

In List Manager, a filter included with the Transient properties. The Retrieval Filter applies a layer of filtering in addition to that applied by the View Filter. Settings in the Retrieval Filter are cleared whenever a different view is accessed.

**Reverse video**

A mode of displaying characters on a Cathode Ray Tube screen opposite to that screen's normal display. For example, on a screen with light characters against a dark background, reverse video would show dark characters against a light background. This mode is activated on the 6085/8010 workstation by selecting the [INVERT SCREEN] command in the desktop auxiliary menu.

**Rigid disk**

A hard disk medium used as the main storage device for software and data on workstations and servers.

**Romaji Kana typing method**

The romanized spelling of typed and then converted to kana.

**Romanized letters**

Used to spell out words phonetically using Latin letters. The Japanese and Chinese text capability options allow the user to enter romanized text using Japanese romaji or Chinese pinyin.

**Row identification**

In fill-in rules, a syntax element that states the criterion for selecting a particular row and assigns a name to the row selected.

**RS232C**

Industry standard design for hardware connections that support data communications.

**RS232C port**

The physical connector between the server or workstation and the data communication equipment (usually a modem).

**Ruling lines**

The straight lines that separate the rows and columns of a table.

**Run**

To use the [Run] command in the Application Loader window header. The [Run] command activates, or makes available for use, software that is installed but idle. See also *Load*.

**Running variable**

1. In a CUSP program, an arbitrary name used to represent each object in a loop statement.
2. In fill-in rules, an arbitrary name used in the ROW CALL IT construct to identify a particular table row or subrow.

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**S**

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**6085**

A term that refers to the Xerox 6085 Professional Computer System.

**SA**

See *System Administrator*.

**Samples folder**

In Integrated Financial Management, a folder containing a sample preamble and other documents that can be used with the routines.

**Sans serif**

A class of typefaces without upper or lower strokes.

**Screen data area**

The portion of the IBM 3270 terminal emulation window that contains the status indicators and messages. The screen data area is used to exchange data with the host.

**Screen font**

A file containing information that controls the appearance of text on the screen. Screen fonts are loaded on the workstation and consist of printer widths, screen character bitmaps, and screen character widths.

**Scripts**

In an equation, the base, lower right-hand corner, and upper right-hand corner arguments.

**Scroll bars**

The rectangular areas containing arrows at the sides and bottom of a window.

**Scrolling**

The process of moving the contents of a document, folder, or other icon window, left, right, up, or down, in order to see portions currently not shown in the window.

**Scripts**

In equations, a structure containing three argument fields: one for a subscript notation, one for a superscript character, and one for a subscript character.

**SDLC**

(Synchronous Data Link Control) An IBM communication line discipline or protocol associated with System Network Architecture.

**Select**

The process of placing the pointer and pressing the mouse but-

ton to highlight text, icons, graphics objects, menu items, and properties. If an item is not highlighted, it is not selected.

**Select-adjust method**

For graphic objects, icons, or text, a method of selecting several objects at one time. The first object is selected with the left mouse button, and successive objects are each selected with the right mouse button. See also *Draw-through method*.

**Sentence**

In Data Capture, a preamble is made up of sentences. A sentence contains one or more clauses and ends with a period. Each sentence describes a specific column of source data that is to be copied into the table Data Capture creates.

**Sequencer**

An optional device on the 4045 printer that flips the paper on output so that the document is stacked in the proper order.

**Serial port**

The RS232C port at the rear of the workstation for attaching a local printer.

**Serial printer**

A peripheral which prints out successive characters one at a time, either from left to right, or bidirectionally for increased speed, as opposed to a line or page printer.

**Serif**

A class of typefaces in which short, light lines or stokes project horizontally from the ends of the main vertical stroke of a Roman letter.

**Server**

1. Shared device on the network that any user can access.
2. Xerox 8000 processor with software and hardware peripherals that provide a variety of network services, including electronic filing, mailing, printing, and communications. Service type is determined by loading different software.

**Service**

A software package running on a server and providing, via the network, one or more facilities to enhance the productivity of users at their workstations. Types of services include Mail Ser-

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vice, Print Service, File Service, Librarian Service, Clearing-house Service, Internetwork Routing Service, and Remote Batch Service.

**Services System Software**

Provides an environment in which one or more of the Xerox Network System Services can operate.

**SID**

(Secure Information Device) A portable, fixed-disk drive that ensures data cannot be intercepted without a physical connection to the network.

**Simple text**

Text that appears in mail notes, the User Profile, and the text-entry boxes in property and option sheets.

**Single-density**

A measurement of storage capacity for a floppy disk. Other measurements include double-density, size, and number of sides.

**Single-sided**

Floppy disks that store information only on one side.

**SIU**

(Shared Interface Unit) An SIU allows remote workstations to access the Ethernet and services by passing packets between the Ethernet and a phone line connected to the workstation.

**SNA**

(System Network Architecture) The description of the logical structure, formats, and protocols of operation sequences for transmitting information units through the communication system. SNA was developed by IBM for distributed processing networks.

**Soft keyboard**

A representation of the keyboard that appears on the display screen. When a soft keyboard is displayed, the standard keyboard is redefined.

**Soft keys**

A representation of the keys on the top of the keyboard. Soft keys are displayed at the bottom of the screen. When they

appear, the keys on the standard keyboard take on new meanings, as displayed by the soft keys.

**Software**

A term to contrast computer programs with the hardware of a computer system. Software is a stored set of instructions which govern the operation of a computer system.

**Software options tool**

A tool used to enable software after installation.

**Sort order**

The sequence in which data is arranged. The sequence can be in ascending or descending alphanumeric, numeric, or chronological order, based on the Type property of the data (Amount, Date, or Text).

**Source data**

The data that will be used in a Data Capture or Remote Batch operation.

**Source document**

The document which contains the source data that will be used in the Data Capture, Remote Batch, or file conversion operation.

**Source file drawer**

The file drawer to be upgraded.

**Source File Service**

The File Service that contains the source file drawer.

**Source language**

The computer instructions used by a programmer to write a program. Converted by the computer into object or machine language for interpretation within the computer.

**Source range**

In spreadsheets, the range of cells that is copied in the [Replicate] command.

**Special format characters**

Characters used in Data Capture to help define the data that should be copied into a table.

**Special keyboard**

A keyboard with characters or symbols unique to the caret position, such as the Document Special keyboard for a caret in document text, the Graphics Special keyboard for a caret in a graphics frame, or the Field Special keyboard for a caret in the Format property of a field or column property sheet.

**Spelling Checker Dictionaries**

Either a system dictionary or a user-created customer dictionary used by the Spelling Checker software during the spell check process.

**Spelling Checker folder**

A folder named "Spelling Checker Dictionaries" containing user-created custom dictionaries for use during the spell check process.

**Split caret**

A feature in Hebrew and Arabic that displays two carets shaped like "V's" on their sides and shows where the next letter you type is placed in the text.

**Spreadsheet**

An icon that is used to access the spreadsheet program. Spreadsheet icons are copied from the basic icons divider in the directory.

**Stable properties**

In List Manager, properties that remain set for a view unless and until they are changed by the user.

**Standalone**

The software application used for standalone workstations. See also *Standalone workstation*.

**Standalone workstation**

A workstation that is not connected to a network.

**Standard dictionary**

A comprehensive American English dictionary used by the Spelling Checker to identify misspelled words during the spell check process.

**Standard size**

Page sizes normally used. The standard size for business and

industry is  $8\frac{1}{2}$  by 11 inches, while  $8\frac{1}{2}$  by 14 inches is the standard for legal documents.

**Standard telegraph code**

Typing method for entering Chinese characters using the standard telegraph code books of the People's Republic of China and Taiwan.

**Status area**

An area located in the upper left-hand corner of a spreadsheet. The status area displays the status line, prompt line, and entry line.

**Status line**

The top line in the upper left-hand corner of the spreadsheet. The status line displays the location or address of the active cell (cell in which the cursor resides).

**Storage**

A medium, such as a hard disk, on which data and computer programs can be recorded and kept for later retrieval.

**Straight-line best-fit chart**

In Data-Driven Graphics, a special type of line chart that shows a single straight line drawn as closely as possible to all the data points.

**Straight-line pieced chart**

In Data-Driven Graphics, the standard type of line chart, showing lines connecting the data points.

**Stress**

The design constraint on the slant of the characters. (An upright typeface is called "Roman"; a typeface that slants to the right is called "italic.") Also called posture.

**Structure characters**

Specify document format, page breaks, and reserve areas of the document for fields, graphics, tables, and text. Structure characters are inserted into a document from the Document Special keyboard. They are made visible on the screen by selecting [Show Structure] from the document auxiliary menu. Structure characters are never displayed on the printed page.

**Style properties**

The character or paragraph properties assigned to a style rule.

**Style rule**

A combination of character or paragraph properties that are defined and assigned as a single unit to document text.

**Style Rule Definition Sheet**

The property sheet containing the name and properties of a style rule.

**Style soft keys**

A set of alternate function keys that are pressed or selected to assign style rules to text.

**Styles**

A method of globally assigning character and paragraph properties to a document using style rules, style soft keys, and style-sheets.

**Subcolumn**

In a table, one column in a divided column.

**Subrow**

In a table, a row in a divided column. There can be several subrows for each main row of the table. Subrows are also called repeating rows.

**Subwindow**

A window that is part of a larger window but can be scrolled, opened, and closed separately from the main window.

**Summation**

In an equation, the large Greek sigma, together with upper and lower centered arguments in smaller typeface.

**Switched line**

Phone line connection where points of termination can be changed through dialing. It allows sharing of resources and switching from one resource to another.

**Switched network**

A multipoint network with circuit switching capabilities. The telephone network is a switched network, as are telex and TWX.

### **Symbol structure**

A selectable part of an equation that contains a special symbol (for example, summation symbol) and some argument fields.

### **Symmetry**

In Free-Hand Drawing, symmetry allows drawing with multiple markers to create a symmetrical picture. The components of the picture may be mirrored images of each other, or they may be symmetrical about a central point.

### **Synchronous transmission**

An efficient encoding of data suitable for high-speed, block-oriented data transmission by using equal time elements. The transmitter and receiver are synchronized. Used by Synchronous Data Link Control.

### **Syntax**

The combination of text, spaces, and symbols that must be used to write a valid fill-in rule and produce a value. In CUSP, the combination of keywords and parameters that must be used to write a CUSP statement.

### **System Administrator**

A user, with specific network privileges, who is responsible for setting up and maintaining the services and the organization of network services.

### **System element**

Any computer on a network, regardless of role. It includes workstations and servers.

### **System message**

A message displayed in the white area across the top of the screen when commands are entered that are inappropriate or cannot be processed successfully.

### **System-created dictionary**

The default dictionary provided by an application such as Index Generator or Spelling Checker.

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**T**

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**2770, 2780, 3780**

The family of IBM Remote Batch Terminals with which the Remote Batch Service communicates.

**3270 Communication Protocol**

Optional software that runs with the External Communication Service. 3270 Communication Protocol supports compatible information exchange between workstations running 3270 terminal emulation software and an IBM host.

**3270 terminal emulation**

The workstation's ability to emulate an IBM 3278-2, -3, -4, and -5 terminal and communicate with a remote host computer.

**Tab**

Defines a specific horizontal position at which text or data can appear on a line. A tab is inserted in a document with the tab key.

**Tab stop**

Defines a position at which text or data appear on a line. Tab stops can be set for flush left, flush right, centered, and decimal aligned positions. Tab stops are set on the Tab-Stop property sheet of the Carriage window.

**Table**

A Document Editor feature that organizes information into rows and columns. A table structures information into an easy-to-read format; it also allows the transfer of data between some VP Series applications. Tables are contained within table frames in documents.

**Table of contents generator**

A comprehensive American English dictionary used by the Spelling Checker to identify misspelled words during the spell check process.

**Table pathname**

Route to a table or table element, such as a column or row, used in fill-in rules or CUSP programs.

**Table-driven chart**

In Data-Driven Graphics, a bar, line, or pie chart that is automatically generated, based on tabular data located in the same document.

**Tabular view**

In List Manager, a view that displays record fields as columns and individual records as rows in a table layout.

**Target Range**

In a spreadsheet, the range of cells into which the source range is copied when the [Replicate] command is invoked.

**Task**

A unit of work to be performed by the Remote Batch Service.

**Task folder**

A folder to be processed by the Remote Batch Service that contains one or more of the following: an instructions document, a Job Control Language (JCL) statement, and files (documents, folders, and record files).

**Teletype**

Trademark of Teletype Corporation, usually referring to a series of different types of teleprinter equipment.

**Teletype emulation**

An optional software feature of the External Communication Service that allows workstations to access host computers that connect to "teletype-compatible" terminals.

**Template**

In Mail Merge, a user-created document that contains fields (for forms and labels) or a new-paragraph character (for a list document).

**Terminal**

A workstation designed to send or receive data to or from a main computer.

**Terminal emulation**

The capability of a workstation to act like a DEC VT100, an IBM 3270, a TTY, or other terminal.

**Terse syntax**

In fill-in rules, the abbreviated way to identify a document object, using colons to separate container names (outermost to innermost container) and the object name.

**Test pattern**

1. A pattern displayed on the screen when the workstation is in the idle state.
2. Patterns displayed on the screen while running a diagnostics test.

**Text constant**

A string of text characters that remain unchanged during execution of a fill-in rule or CUSP program. The string must be enclosed in quotation marks, and it can include numerals, symbols, alphabetic characters, and format characters such as spaces and tabs.

**Text direction property**

Used with Hebrew and Arabic text packages to set the direction that text will be entered (left to right or right to left).

**Text frame**

An embedded or anchored frame that can be copied into a document or an anchored graphics frame and that can contain text.

**Text string**

Any sequence of text characters.

**Thermal printer**

A non-impact printer that uses special heat-sensitive paper. The paper passes over a matrix of heating elements, to change the color of the paper at that point to produce characters.

**Thumb**

To hold down the right mouse button in the window scroll bar to move to a percentage position of the page or table contents, such as 50 percent for the midpoint of the contents.

**Thumbscrew**

A screw that can be turned by hand.

**Tiled windows**

Windows that appear side by side rather than overlapping on the desktop.

**Time stamp**

The date and time notation associated with a file when it appears in a container window. A time stamp also appears on the property sheet of some ViewPoint objects.

**Timesharing**

The sharing of a main computer facility by many users, each of whom has a remote terminal. Processing time is "shared" so that users are unaware of each other.

**Title**

The area in a window that contains the name associated with an icon, along with a mini icon.

**Toggle**

1. A pair of commands or properties that are selected alternately, such as [Turn Redlining On] and [Turn Redlining Off], [Enable Buttons] and [Disable Buttons], and [Fixed] and [Varying].
2. To switch between the system default keyboard and a second language keyboard by quickly tapping the <KEYBOARD> key. This feature is only available with the Office Accessories application.

**Tone marks**

Marks entered after a single Chinese character to distinguish it from other homophones.

**Toner**

In the typical electrostatic process, minute, dry particles of resin and carbon black that are used to create images. Toner is capable of accepting an electrical charge.

**Top level**

In Integrated Financial Management, an object that is visible (not nested inside other folders) when the financial solution folder is open.

**Transceiver**

A single device which can function as both a transmitter and receiver.

**Transceiver tap**

The device that connects directly to the Ethernet cable and provides both the electronics to send and receive the encoded signals on the cable and the required electrical isolation.

**Transfer figure**

A predefined shape that can be copied and used in creating graphics. The Basic Graphics Transfer Document contains these figures.

**Transient character**

In extended languages, characters that briefly appear in the text line before they appear in the document.

**Transient properties**

In List Manager, view properties grouped with the Retrieval filter. The Retrieval filter is "transient" in that it is cleared when a different view is accessed.

**Transmission**

The sending of data to one or more locations or recipients.

**TTY emulation**

The workstation's ability to emulate teletypewriter terminals and communicate with host data processing systems running TTY protocols.

**Type**

In fields, tables, CUSP Buttons, Data Capture, and List Manager, the property that specifies the kind of data a field will accept. The choices are Any, Text, Amount, or Date (except that Any cannot be specified in Data Capture). Type also determines whether a sort order is alphanumeric, numeric, or chronological.

**Typeface**

The typographic design of a font (for example, Modern).

**Typing feedback area**

In extended languages, the area located across the top of the screen under the message area. It consists of three parts:

1. Text line—Located on the left-hand side of the typing feedback area and displays text as it is entered.
2. Typing mode area—Located in the upper-middle area of the typing feedback area and displays the typing method or alternate keyboard being used.
3. Typing mode auxiliary menu—Located in the upper right-hand corner and contains Extended Language Options.

**Typing mode**

The current script or alphabet that you are typing, for example Katakana, Hiragana, or English.

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**U**

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**Unbundled**

Programs, training, and other services, when sold independently of the system hardware by the manufacturer.

**Undo**

Reversal of a delete action on simple text, provided no other action was taken after the deletion.

**Union**

In an equation, the large union sign, together with upper and lower centered arguments in a smaller typeface.

**Universal sign set**

The total set of characters and symbols that can be produced by the workstation.

**Unload**

The process of removing an application from active memory.

**Unlock**

In Shared Books, to release a shared book or an entry in a

shared book from the exclusive use of a particular user. See also *Librarian Service*; *Lock*.

**Upgrading**

The process by which earlier version documents and objects are converted to ViewPoint format.

**Uppercase**

Capital or "large" size letters.

**Up-to-date**

In Shared Books, a local copy of a shared book entry is up-to-date when its create date matches the create date of the entry in the remote shared book. This also applies to the shared book as a whole. See also *Out-of-date*.

**U.S. English dictionary**

The standard 90,000+ word English dictionary provided with Spelling Checker. It can be used to look up misspelled or unknown words.

**USASI**

United States of America Standards Institute.

**User dictionary**

An editable, specialized dictionary created by the user.

**User group**

Any organization made up of system users that gives the users an opportunity to share knowledge of a particular system, to exchange programs, and to jointly influence vendor policy.

**User name**

See *Fully qualified name*.

**User password**

See *Password*.

**User-created dictionary**

A customized dictionary created by a user of an application such as Index Generator.

**User-friendly**

Hardware or software with simple instructions that help the user become familiar with the computer.

**Utilities**

A set of routines for service or housekeeping tasks that supports application usage indirectly (for example, disk copying, disk initializing, file maintenance, information recovery from damaged disks, system usage, and so forth).

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**V**

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**Value**

In a Data Capture preamble, the value portion of the clause follows the property keyword. The value must be an acceptable value for the particular type of property.

**Variable**

1. A word or character that represents a value.
2. In fill-in rules and CUSP programs, a symbol that may represent different objects or values during execution of the fill-in rule or CUSP program.

**Variable text**

Text of a changing nature which may be combined with standard recorded text to form a complete document.

**Vertical bar**

In an equation, a vertical bar of fixed height, together with upper and lower arguments in a smaller typeface.

**Vertical scrolling**

The process of moving the contents of a document, folder, or other icon window up or down. The vertical scroll bars are located on the right side of each window.

**View**

In List Manager, an icon that displays certain records in a certain way, based on properties set on the icon's property sheet. There is always just one set of records in the record file, but

through views the data can be displayed, printed, and used in various ways.

**View Filter**

In List Manager, a filter included with the Stable properties. Any settings made in the View Filter remain set unless and until changed by the user.

**ViewPoint**

The foundation software that makes it possible to load and use all workstation VP application software packages.

**Virtual floppy disk**

A ViewPoint desktop icon that retains all the attributes of a floppy disk while providing improved access time because it resides on the workstation's fixed disk.

**Virtual floppy disk drive**

A symbol that exists only within the PC emulator device sub-window. It is used to load virtual floppy disks.

**Virtual function keys**

See *Alternate function keys*.

**Virtual keyboards**

The additional keyboards that the QWERTY keyboard can be remapped to represent. For example, when the Japanese Hiragana virtual keyboard is selected, the physical keys represent a character set of Japanese symbols and permit a document to be produced in Japanese.

**Virtual memory**

A mechanism (hardware and software) that provides the illusion of a large memory by combining a small memory with a large disk. This technique permits the user to treat secondary storage as an extension of main memory, thus giving the virtual appearance of a larger main memory.

**Virtual terminal circuits**

Allow interactions to occur between various network citizens for many applications that require asynchronous ASCII communication.

### **Visible command**

A command that is located in the window header area of an opened object.

### **VM/CMS**

Virtual Machine/Conversational Monitor System. IBM host environment.

### **VP IFM - Financial Solution folder**

The name of the folder containing all the routines needed to run the Integrated Financial Management software.

### **VP Series applications**

A generic name for all software packages that can be installed on 6085/8010 workstations. A complete list of these applications is contained in the "Overview" tab in the *VP Series Reference Library*.

### **VS/CICS**

Virtual Storage/Customer Information Control System. IBM host environment.

### **VT100 emulation**

The ability of the 6085 or 8010 workstation to emulate a VT100 terminal and communicate with a DEC host data processing system.

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## **W**

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### **WA**

See *Workstation Administrator*.

### **Weight**

The design constraint on the thickness of the characters (for example, medium and bold).

### **Wildcard character**

A non-printing character used in a search-and-replace operation to find unique occurrences of text and/or properties.

**Window**

The area on the display screen in which the contents of an opened object are displayed.

**Window heading**

See *Heading*.

**Word separators**

Word separators include spaces, tabs, new lines, new paragraphs, periods, commas, double quotes, all symbols, field characters, breaking and non-breaking hyphens, and left single quotes. The right single quote and an ordinary hyphen are considered to be word separators only when they are surrounded by non-separators. The discretionary hyphen is ignored.

**Workstation**

A hardware unit devoted to the exclusive use of a single user at any one time and capable of local processing and/or access to the various network services available in the internetwork. Examples range from the 6085 Professional Computer System and the Xerox 8010 Information System to a simple interactive terminal.

**Workstation Administrator**

A user with special privileges responsible for creating desktops for users and maintaining the user's access right at a standalone workstation.

**Workstation divider**

A divider containing icons related to the operation of your workstation, such as blank icons and icons representing attached hardware. See also *Divider*.

**Wraparound**

Occurs when text flows from one line to the next without being separated by new-line or new-paragraph characters. When using applications such as Data Capture, it is sometimes important to know which lines are actually terminated by new-line or new-paragraph characters.

**WYSIWYG**

An acronym used in the computer and publishing industry: "What you see is what you get."

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## X

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### **X.25 circuits**

An international standard protocol for accessing packet switching networks. The networks support virtual circuits between network access points.

### **Xerox-approved autodialing**

Using the **Phone Number** option on a TTY-Port option sheet to cause a terminal emulator to dial a host computer. See also *Autodialing*.

### **XModem**

An asynchronous communication protocol used to transmit files between devices such as personal computers and mainframes, and as well as between personal computers and the Interactive Terminal Service.

### **XNS**

(Xerox Network System) A combination of hardware and software that unites specialized devices into a network in which the capabilities of a variety of workstations are enhanced by distributed services.

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## Z

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### **Zero-width non-joiner**

Special characters (left to right and right to left) used with Arabic, Hebrew, and Persian to control the placement of directionally neutral characters such as the space character.

### **Zero-width-joiner**

Special character used with Arabic or Persian to cause the automatic contextual processing feature to give you precise control over the Arabic letter forms.

### **Zoom**

In Free-Hand Drawing, magnifies an image four times for fine-tuned edits.

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# Subject index

The subject index enables you to determine which volume of the *VP Series Reference Library* contains information on a particular topic. If necessary, you can then use the individual volume index to locate specific pages for the subject.

**Key** The subject index uses the following conventions:

- Subjects in the core volumes (1 through 12) are referenced in one of the following ways:
  - Volume number
  - Volume number : chapter number
  - Volume number : appendix letter
- Subjects in volumes outside the core are referenced by an abbreviated volume name.
- *Italicized words* refer you to other entries in the subject index.

The library volumes are listed on the following pages, showing the major chapters of the core volumes and the abbreviated names for volumes outside the core.

- | No. | Volume name and content  |
|-----|--|
| 1   | <b>General User Reference</b><br>Desktop basics, 2–10<br>Keyboards, 11; Mouse, 12; Floppy drive, 13  |
| 2   | <b>Workstation Administration and System Resources Reference</b><br>Administration, 2<br>Access to resources, 3<br>Printing, Filing, Mailing, 4–6<br>Shared Books, 7–9<br>Object Conversion Utility, 10                        |
| 3   | <b>Document Editor Reference</b><br>Creating and editing text documents, 2–9<br>Frames, 10   |
| 4   | <b>Document Editor Reference</b><br>Tools, 2–8<br>(Find, 2; Autohyphenation, 3; Redlining, 4;<br>Define/Expand, 5; Linking frames, 6;<br>Styles, 7; Books 8)<br>Tables, 9<br>Fields and Fill-in rules, 10–13<br>Mail Merge, 14 |
| 5   | <b>Document Editor Options Reference</b><br>Table of Contents Generator, 2<br>Index Generator, 3<br>Footnotes, 4<br>Spelling Checker, 5<br>Equations, 6  |
| 6   | <b>Graphics Reference</b><br>Basic, 2; Data-Driven, 3; Free-Hand, 4  |
| 7   | <b>VP Spreadsheet and VP Office Accessories Reference</b><br>Spreadsheet, 1<br>Clock, 2<br>Calculator, 3<br>Personal Calendar, 4<br>Keyboard Accelerators, 5   |

No.	Volume name and content
8	<b>Information Management Reference</b> List Manager (record files), 1-10
9	<b>Host Interfaces Reference</b> TTY, 2-3; DEC VT100, 4; Tektronix 4014, 5; VT640, 6; IBM 3270, 7-8 Remote Batch Service, 9-10 Data Capture, 11-14
10	<b>File Conversions Reference</b> ASCII, 3; DIF, 4; IBM DCA, 5; Lotus 1-2-3, 6; VisiCalc, 7; Wang, 8; WordStar, 9; Xerox 860, 10-11
11	<b>QuickFind Reference</b> System messages, Glossary, Subject index
12	<b>Fonts Reference</b>
PC Emulation	<b>VP PC Emulation and MS-DOS User Guide</b>
MS-DOS	<b>MS-DOS Reference</b>
GW-BASIC	<b>GW-BASIC Reference</b>
Languages	<b>Languages Reference</b> Japanese, Chinese, Arabic International keyboards
Hebrew	<b>VP Hebrew Reference</b>
CUSP	<b>VP CUSP Buttons Reference</b>
Pro Illustrator	<b>Xerox Pro Illustrator Reference</b> Pro Illustrator, IGES Converter
IFM	<b>VP Integrated Financial Management Reference</b>

3270 emulation, 9:7  
 6085 keyboard, 1:11  
 8010 keyboard, 1:11  
 860 documents file conversion,  
 10:10  
 860 records file conversion,  
 10:11

**A**

abandon changes, see [Cancel]  
 in 3:4; <UNDO> key  
 abbreviation dictionary, see  
 expansion dictionary in 4:5  
 abort changes, see [Cancel] in  
 3:4; <UNDO> key  
 accent marks, 3:3  
 accented characters, 3:3  
 access control, 2:9  
 access rights  
 for file drawers, 2:5  
 for shared books, 2:7—9  
 activities menu, 1:9  
 Activity Problem window, 1:9  
 address labels  
 from table, 4:14  
 template, 7:Intro  
 address list from table, 4:14  
 <AGAIN> key, 3:4  
 alarm (clock setting), 7:2  
 Albanian keyboard, 7:A;  
 Languages vol.  
 algebraic equations, 5:6  
 algebraic functions, see  
*mathematical functions*  
 alias  
 fully qualified name 2:2; 2:6  
 in indexing, 5:3  
 aligning  
 frames, 3:10  
 page headings and  
 footings, 3:8  
 paragraphs, 3:6  
 tabs, 3:7  
 text in table columns, 4:9  
 alphabetizing, see *sorting*

alternate keyboards, 1:11; 1:C;  
 7:5; 7:A; Hebrew vol.;  
 Languages vol.; PC Emulation  
 vol.  
 see also *Special keyboard*  
 anchor, see *frames*  
 application loader, 1:7  
 Arabic, see Languages vol.  
 archiving files, see filing in 2:5;  
 floppy drive in 1:13  
 arcs, drawing, 6:4, Pro  
 Illustrator vol.  
 argument fields, 5:6  
 arithmetic functions, see  
*mathematical functions*  
 arrows and arrowheads, 6:2  
 ASCII file conversion, 10:3  
 ASCII keyboard, 1:C  
 attention window, see message  
 area in 1:2  
 attributes, see *properties*  
 authentication, 2:3  
 autohyphenation, 4:3  
 automatic charts, 6:3  
 automatic edit mode, 3:2  
 automatic letters, see *forms*  
 autonumbering, see page  
 numbering in 3:8  
 autoreferencing, see footnotes  
 in 5:4  
 auxiliary menus, see *menus*,  
*auxiliary*  
 Azerbaijani keyboard, 7:A;  
 Languages vol.

**B**

back matter  
 endnotes, see footnotes in  
 5:4  
 index, 5:3  
 background copy, 1:9; 2:5  
 background processing, 1:9;  
 2:5; 3:9  
 see also CUSP vol.

- backspace/backward key, 1:11;  
3:4
- bar charts, 6:3
- bar graphs, 6:3
- Basic Graphics, 6:2
- BASIC programming, see GW-BASIC vol.
- batch  
    dictionary updating, 5:5  
    processing, see remote batch, 9:9—10  
    spell checking, 5:5
- batching files, 9:9—10
- beginning a ViewPoint session, 1:10
- bibliography indent, see tabs in 3:7
- bitmap frame, 6:2
- black boxes, 3:5
- Blank Document icon, 3:2—3
- block move or copy, see <MOVE> or <COPY> in 1:11; 3:4
- boilerplate, see *forms*
- <BOLD> key, 1:11; 3:5
- book production, 5:1
- books, 4:8
- books, shared, 2:7—9
- booting, 1:10
- Bopomofo keyboard, 7:A;  
    Languages vol.
- borders  
    fancy, see Pro Illustrator Quick Art  
    frame, 3:10  
    table, 4:9
- bouncing keyboard, 2:3
- bounding box, see *frames*
- bounding characters  
    for fields, 4:10  
    for index entries, 5:3  
    for table of contents entries, 5:2
- Brazilian keyboard, 7:A;  
    Languages vol.
- breaks (column and page), 3:8
- brush (graphics), 6:4; Pro Illustrator vol.
- built-in values, 4:11; 4:A
- Bulgarian keyboard, 7:A,  
    Languages vol.
- bullets, see Office keyboard in 1:11; 1:C
- buttons, see CUSP vol.
- C**
- CAD/CAM conversion, see IGES Converter in Pro Illustrator vol.
- calculator, 7:3
- calendar, 7:4
- canceling a background process, 1:9
- canvas (bitmap), 6:4
- capitalization  
    in indexing, 5:3  
    in spell checking, 5:5  
    using <CASE> key, 1:11; 3:5
- captions  
    frame, 3:10; 6:2  
    table, 4:9
- caret, 3:5
- Carriage window  
    setting paragraph margins, 3:6  
    setting tabs, 3:7
- carrier return, see return key in 1:11
- <CASE> key, 1:11; 3:5
- <CENTER> key, 1:11; 3:5
- character properties, 3:5
- Character property sheet, 3:5
- character sets, 9:A—I; 10  
    see also *keyboards*
- characters, non-printing  
    discretionary hyphen, 3:3; 3:C  
    new-line, 3:3; 3:C  
    new-paragraph, 3:3; 3:C

- non-breaking space, 3:C
  - tabs, 3:7; 3:C
  - wildcard, 3:C; 4:2
  - see also *characters, structure*
- characters, special, see *characters, non-printing; characters, structure; keyboards; Pro Illustrator Quick Art; transfers, 7:Intro*
- characters, structure
  - break (column or page), 3:8; 3:C
  - field bounding, 3:C; 4:10
  - frame anchor, 3:10; 3:C; 6:2
  - index object marker, 5:3
  - page format, 3:8; 3:C
  - page numbering, 3:8; 3:C; 5:H
  - table of contents marker; 5:2
  - see also *characters, non-printing*
- charts, 6:3
- charts function keys, see *graphics alternate function keys in 6:2*
- checking spelling, 5:5
- Chinese, see *Languages vol.*
- Choose
  - expression, 4:11
  - statement, see *CUSP vol.*
- <CLEAR> key, 1:11
- click art, see *templates, tools, and transfers in 7:Intro; Pro Illustrator Quick Art*
- clicking, see *mouse in 1:12*
- clip art, see *templates, tools, and transfers in 7:Intro; Pro Illustrator Quick Art*
- clock, 7:2
- column breaks, 3:8
- column snaking, see *setting columns in 3:8*
- columns
  - table, 4:9
  - text, 3:8
- command file, see *CUSP vol.*
- commands, window, 1:A
  - see also *menus, auxiliary; specific application*
- communication, 2:3; 9
- compatible field types, 4:11; 8:A
- compose sequence, see *keyboards*
- conducting a ViewPoint session, 1:10
- console, see *workstation in 1:1—2; 1:10*
- constants, see *mathematical functions*
- containers
  - books, 4:8
  - calendars, 7:4
  - directories, 1:4
  - file drawers, 2:5
  - folders, 2:5
  - listing contents of, 2:5
  - record files; 8:1
  - reference icons, 2:5
  - shared books, 2:7—9
- contents, table of, (creating), 5:2
- control panel, see *User Profile in 1:8*
- control points (graphics), 6:2—3
- conversion utility, 2:10
- conversions, see *file conversion*
- Converter icon, 10:1
- Converter properties and options sheets, 10:1—2
- converting
  - table to text format, see *address list in 4:14*
  - tables to charts, 6:3
  - text to table format, 9:11—14

see also *file conversion*  
 copy and paste, see <COPY>  
   in 1:11; 3:4  
 copy fitting, see linked text  
   frames in 4:6  
 <COPY> key, 1:11; 3:4  
 Copy Source (User Profile  
   options), 1:8  
 copying  
   clip art, 6:2; 6:4; Pro  
     Illustrator vol.  
   graphics, 6:2; Pro Illustrator  
     vol.  
   icons, 1:2  
   in the background, 1:9  
   records, 8:7  
   table rows and columns,  
     4:9  
   tables to record files, 8:7  
   text, 3:4  
   to floppy, 1:13  
 correcting text, 3:4  
 cover sheet, 2:3; 2:6; 2:8  
 cross-references  
   in footnotes, 5:4  
   in indexes, 5:3  
 CRT, see workstation in 1:1–2;  
   1:10  
 cursor, see caret in 3:5  
 cursor keys, 1:11; 3:4  
 cursor movement keys, see  
   cursor keys in 1:11  
 <Curve> key, 6:2  
 customer programming, see  
   CUSP vol.  
 customizing dictionaries, see  
   *dictionaries*  
 cut, see <DELETE> in 1:11;  
   3:4  
 cut and paste, see <MOVE>  
   in 1:11; 3:4  
 Cyrillic keyboard, see  
   Languages vol.  
 Czech keyboard, 7:A;  
   Languages vol.

**D**  
 dagger, see Office keyboard,  
   1:11; 1:C  
 daisywheel printers, 2:4  
 dash, 1:11; 1:C  
   see also hyphens in 3:3;  
     3:C  
 data base  
   data capture, 9:11  
   record file, 8:1  
 data capture, 9:11–14  
 Data Interchange Format (DIF),  
   7:1; 10:4  
 data set, 6:3  
 data tables, 6:3; 9:11; 9:13  
 data-driven charts, 6:3  
 Data-Driven Graphics, 6:3  
 DCA file conversion, 10:5  
 DEC VT100 emulation, 9:4  
 decimal tab, see tabs in 3:7  
 <DEFAULTS> key, 1:11; 3:4  
 <DEFINE/EXPAND> key, 4:5  
 degree symbol, see Office  
   keyboard, 1:11; 1:C  
 <DELETE> key or <DEL>  
   key, 1:11; 3:4  
 deleting  
   applications, 1:7  
   desktop, 2:2  
   file drawers, 2:5  
   frames, 3:10  
   graphics, 6:2; Pro Illustrator  
     vol.  
   icons, 1:2  
   mail, 2:6  
   objects from file drawer,  
     2:5  
   records, 8:7  
   reference icon, 2:5  
   shared book or entry, 2:8  
   table rows and columns,  
     4:9  
   text, 3:4  
 desk accessories, see *office  
   accessories*

- desktop, 1:2; 2:2
  - desktop operations, see key operations in 1:1
  - destination file drawer, 2:10
  - destination File Service, 2:10
  - diacritical marks, see accented characters in 3:3
  - diagnostic routines, 1:2
  - diagraming, see graphics in 6; Pro Illustrator vol.
  - dialog boxes, see property and option sheets, 1:6
  - dictionaries
    - autohyphenation, 4:3
    - expansion, 4:5
    - index, 5:3
    - spelling, 5:5
    - see also Languages vol.
  - DIF file conversion, 10:4
  - dingbats, see Pro Illustrator Quick Art
  - directory, 1:4
  - directory listing, see list container in 2:5
  - discretionary hyphen, 3:3; 3:C
  - displaying certain records or table rows, see *filtering*
  - distribution lists, 2:6
  - document conversion, 2:10; 10
  - Document Editor, 3 and 4
  - Document Editor operations, summary of, 1:F
  - document fields, 4:10
  - Document Interchange Format (DIF) file conversion, 10:4
  - Document Special keyboard, 3:1
  - document transfer, see file transfer in 9:8
  - documents
    - applying properties, 3:5—8
    - creating, 3:3
    - editing, 3:4
    - fill-in rules in, 4:11—13
    - finding text and properties in, 4:2
    - form letters, 4:14
    - formatting, 3:8
    - inserting fields, 4:10
    - inserting frames, 3:10; 6:2
    - inserting tables, 4:9
    - inserting text, 3:3
    - mailing, 2:6
    - paginating, 3:9
    - printing, 2:4
    - redlining, 4:4
    - saving, 3:3
    - styling, 4:7
    - up/downgrading, 2:10; Release Document
    - see also *multiple document processing*
  - domain name, 2:6
  - dot leaders, 3:7; 5:2
  - double underlining, 3:5
  - downgrading documents, 2:10; Release Document
  - downloading (from file drawer), see retrieving files in 2:5
  - drawing, 6:4; Pro Illustrator vol.
  - dual columns, see setting columns in 3:8
  - Dvorak keyboard, 1:C; 7:5
- E**
- EBCDIC Character Set, 10:5
  - edit mode, 3:2
  - editing
    - documents, 3 and 4
    - graphics, 6:2—4; Pro Illustrator vol.
    - records, 8:7
    - redlining, 4:4
    - simple text, 1:5
    - tables, 4:9
      - in graphics frames, 4:9; 6:2; 6:B
    - text, 3:4

- eject, page, see page break in 3:8  
 electronic mail, 2:3; 2:6  
 elevator box, see vertical scroll bar in 1:3  
 em dash, see Office keyboard in 1:11; 1:C  
 embedded frames, 3:10; 6:2  
 emulated fixed disk, see PC Emulation vol.  
 emulating  
   DEC VT100, 9:4  
   IBM 3270, 9:7  
   IBM PC, see PC Emulation vol.  
   Tektronix 4014, 9:5  
   TTY, 9:3  
 emulation  
   icon, see TTY ports, 9:2  
   ports, 9:2  
   terminals, 9:1  
 en dash, see Office keyboard in 1:11; 1:C  
 end, page, see page break in 3:8  
 ending a ViewPoint session, 1:10  
 endnotes, see footnotes in 5:4  
 English keyboard, 1:C  
 equations, 5:6  
 error messages, see *messages*  
 Estonian keyboard, 7:A;  
   Languages vol.  
 European keyboards, 1:C; 7:A;  
   Languages vol.  
 event reminders, 7:4  
 expand  
   abbreviation, see  
     define/expand in 4:5  
   icon, see <OPEN> in 1:11  
 expanded syntax, 4:13; CUSP vol.  
 expansion dictionary, 4:5  
 expressions, see fill-in rules in 4:11; CUSP vol.
- extend a selection, see select-adjust in 3:4—5
- F**  
 facsimile transmission (FAX), 2:4  
 Farsi, see Arabic (Persian) keyboard in 7:A; Languages vol.  
 fast boot, see [Power Off Quick Restart] in 1:10  
 FAX (facsimile), 2:4  
 feathering  
   line height, 3:7  
   paragraph spacing, 3:8  
 field, reserved, see CUSP vol.  
 Field Special keyboard, 4:10  
 fields  
   in document text or graphics, 4:11  
   in records, 8:1  
 figures (illustrations), 6; Pro Illustrator vol.  
 file, see specific ViewPoint object  
 file containers, 2:5  
 file conversion  
   ASCII, 10:3  
   Document Interchange Format (DIF), 10:4  
   IBM DCA, 10:5  
   Lotus 1-2-3, 10:6  
   Object Conversion Utility, 2:10  
   VisiCalc, 10:7  
   Wang, 10:8  
   WordStar, 10:9  
   Xerox 860 documents, 10:10  
   Xerox 860 records, 10:11  
   see also PC Emulation vol.; spreadsheets, 7:1  
 file drawers, 2:5; 2:7-8  
   for up/downgrading, 2:10;  
   Release Document File Service, 2:3; 2:5; 2:8—9

file transfer, 9:8  
 filing, electronic, 2:5  
 fill-in order for fields and tables,  
 4:10  
 fill-in rules  
     for fields, 4:10  
     for Mail Merge, 4:14  
     for record output, 8:10  
     for table columns, 4:12  
 filtering  
     records, 8:5  
     tables for Mail Merge, 4:14  
 find and change, see find in 4:2  
 <FIND> key, 4:2  
 fixed disk, see rigid disk in  
 1:10; PC Emulation vol.  
 floppy disks, 1:13; PC  
 Emulation vol.  
 floppy drive, 1:13; PC  
 Emulation vol.  
 folders, 2:5—6  
 <FONT> key, 1:11; 3:5  
 Font Key window, 3:5  
 fonts, 2:4; 3:5; 12  
 footings  
     in books, 4:8; 2:9  
     in documents, 3:8  
 footline, see *footings*  
 footnotes, 5:4  
 foreground processing, 2:5  
 form letters, see *forms*  
 format block, see page format  
 character in 3:8  
 formatting documents, 3:8  
 formatting floppies  
     MS-DOS, 1:13; PC  
     Emulation vol.  
     Xerox, 1:13  
 forms  
     templates, 7:Intro  
     using fields in a template,  
     4:11  
     using tables, 4:9

using text and graphics  
     frames, 6; Pro Illustrator  
     vol.  
     see also *horizontal lines*  
 formulas, arithmetic, 5:6; 7:3  
 fractions, see equations, 5:6  
 frame anchor character, 3:10,  
 3:C  
 frames  
     anchored, 3:10; 6:2; 6:B  
     bitmap, 6:2  
     button, see CUSP vol.  
     editing, 3:10  
     embedded, 3:10; 6:2; 6:B  
     equation, 5:6  
     footnote, 5:4  
     graphics, 6:2; Pro Illustrator  
     vol.  
     linked text, 4:6  
     paginating with, 3:10  
     table, 4:9  
     text, 3:10; 4:6  
     types of, 3:10  
 Free-Hand Drawing, 6:4  
 French Canadian keyboard, 1:C;  
 Languages vol.  
 French keyboard, 1:C;  
 Languages vol.  
 front matter, see table of  
 contents in 5:2  
 fully qualified name, 2:2; 2:6  
 function keys, see specific key;  
 specific application

## G

generic font substitution, see  
 screen font substitution in 12  
 German keyboard, 1:C;  
 Languages vol.  
 global search and replace, see  
 find in 4:2  
 glossary, 11  
 GOTO (spreadsheet), 7:1

- graphics, 6; Pro Illustrator vol.  
 conversion, see IGES  
 Converter in Pro  
 Illustrator vol.  
 emulator, see VT640 in 9:6  
 transfers, 7:Intro; Pro  
 Illustrator Quick Art
- gravity points, see Pro  
 Illustrator vol.
- Greek keyboard, 1:C;  
 Languages vol.
- <Grid> key, 6:2
- H**
- handle (graphics), see control  
 points in 6:2—3
- hanging indent, 3:7
- hard disk, see rigid disk in 1:10;  
 PC Emulation vol.
- hardware requirements  
 basic, 1:1  
 see also specific  
 applications
- Hausa keyboard, 7:A;  
 Languages vol.
- headings  
 in books, 4:8; 2:9  
 in documents, 3:8  
 marking for tables of  
 contents, 5:2
- Hebrew, see Hebrew vol.
- Help documents, 1:2  
 <HELP> key, 1:11
- Hiragana, see Languages vol.
- horizontal lines  
 in graphics, 6:2; 6:4; Pro  
 Illustrator vol.  
 in tables, 4:9  
 in text, see underlined tabs  
 in 3:7
- host file transfer, 9:8
- Hungarian keyboard, 7:A;  
 Languages vol.
- hyphen(ation), auto, 3:C; 4:3
- hyphens, 3:3; 3:C  
 see also dash in 1:11; 1:C
- I**
- IBM 3270 emulation, 9:7
- IBM DCA file conversion, 10:5
- IBM EBCDIC Character Set,  
 10:5
- IBM PC, see PC Emulation vol.
- icon, reserved, see CUSP vol.
- icons, 1:2; 1:B
- idle state, 2:3
- idling an application, 1:7
- IGES Converter, see Pro  
 Illustrator vol.
- image  
 capturing, see [Copy  
 Screen] command in 6:4  
 frame, see graphics frame  
 in 6:2  
 IMG file, 6:2
- inbasket, 2:6
- indents, hanging, 3:7
- index generation, 5:3  
 using books, 4:8  
 using shared books, 2:9
- Indonesian keyboard, 7:A;  
 Languages vol.
- inferior type, see subscripts in  
 1:11; 3:5
- information management, 8
- initializing floppies, see  
*formatting floppies*
- installation disk, 2:2
- installer, 2:2
- installing software, 1:7
- inter-line spacing, see line  
 height in 3:7
- inter-paragraph spacing, see  
 paragraph spacing in 3:8
- international keyboards, 1:C;  
 7:A; Languages vol.
- Interpress master, 2:4
- inverter (page sequencer), 2:4

invisible characters, see  
*characters, non-printing;*  
*characters, structure*  
 ISO/ASCII conversion, 10:3  
 ISO keyboard, 1:11; 1:C  
 Italian keyboard, 1:11; 1:C  
 <ITALIC> key or  
 <ITALICS> key, 1:11; 3:5

**J**  
 Japanese, see Languages vol.  
 <Join> key, 6:2  
 justified text, 3:6

**K**  
 Katakana keyboard, 7:A;  
 Languages vol.  
 key  
     field, see sort key in 4:9  
     operations, 1:1  
     words, marking, 5:2—3  
 keyboard accelerators, 7:5  
 <KEYBOARD> key, 1:11  
 keyboard order, changing, 7:5  
 keyboards  
     alternate (listing of), 7:A  
     Arabic, see Languages vol.  
     Chinese, see Languages  
         vol.  
     creating and editing, 7:5  
     Hebrew, see Hebrew vol.  
     Hiragana, see Languages  
         vol.  
     international, 1:C; 7:A;  
         Languages vol.  
     Japanese, see Languages  
         vol.  
     Katakana, see Languages  
         vol.  
     Special, see *Special  
         keyboard*  
 keypad, 7:3  
 keys, see specific key  
 keys in charts, 6:3  
 keywords, see CUSP vol.

KSR35 emulation, 9:3

**L**  
 label template, 7:Intro  
 labeling, see renaming icons in  
     1:2  
 labels, creating, 4:14  
 landscape (page layout), 3:8  
 <LARGER/SMALLER> key,  
     1:11; 3:5  
 Latvian keyboard, 7:A;  
     Languages vol.  
 leading, see line height in 3:7  
 Legal keyboard, 1:11; 1:C  
 Librarian Service, 2:7—9  
 line  
     charts, 6:3  
     height, 3:7  
     return, see return key in  
         1:11  
     spacing, see line height in  
         3:7  
     wrapping, automatic, 3:3  
 <Line> key, 6:2  
 lines  
     drawing, 6:2; 6:4; Pro  
         Illustrator vol.  
     inserting text, 3:3  
 linking frames, 4:6  
 list, from table data, 4:14  
 List Manager, 8  
 List Manager Special keyboard,  
     8:5  
 listing contents of container,  
     2:5  
 Lithuanian keyboard, 7:A;  
     Languages vol.  
 loader, 1:7  
 loading software, 1:7  
 local devices, 2:3—4  
 locking documents (in a shared  
     book), 2:7—9  
 logging on and off, 1:10  
 Logic keyboard, 1:11; 1:C

- logical functions, see *mathematical functions*  
 Logon option sheet, 2:3  
 Long Document Options, 2:7—9; 5  
 loop statements, see CUSP vol.  
 Lotus 1-2-3  
   file conversion, 10:6  
   running, see PC Emulation vol.
- M**
- macros, see CUSP vol.  
 <Magnify> key, 3:10; 6:2  
 mail  
   electronic, 2:3; 2:6  
   folder, 2:6  
   note, 2:6  
 Mail Merge, 4:14  
 Mail Service, 2:6  
 mainframe interfaces, 9  
 making documents  
   from dictionaries, 5:3; 5:5  
   from records, 8:9  
   from spreadsheets, 7:1  
 manuscript, estimating length of, 5:5  
 margins  
   frame, 3:10; 6:2  
   page, 3:8  
   paragraph, 3:6  
   table, 4:9  
 <MARGINS> key, 1:11; 3:6—7  
 mark revisions, see redlining in 4:4  
 markers  
   field, 4:10  
   graphic, 6:4  
   index object, 5:3  
   table of contents, 5:2  
 Math keyboard, 1:11; 1:C  
 mathematical functions  
   calculator, 7:3  
   CUSP, see CUSP vol.  
   equations, 5:6  
   fill-in rules, 4:11  
   spreadsheets, 7:1  
 mathematical symbols, 5:6;  
   Math keyboard, 1:C  
 memory, 1:10  
 memos  
   documents, 3 and 4  
   mail notes, 2:6  
 menu bar, see window header in 1:3  
 menus, auxiliary, 1:3; 1:9  
   content, 3:2  
   document, 3:2  
   see also specific application  
 merging information  
   <COPY>, 1:11; 3:4  
   <MOVE>, 1:11; 3:4  
   record data into display form, 8:4  
   table data into template, 4:14  
   text into table, 9:11—14  
   using List Manager, 8:4  
 message area (desktop), 1:2  
 messages  
   CUSP, see CUSP vol.  
   displaying, 1:2; 1:9  
   for fields, 4:10  
   for fill-in rules, 4:11  
   for shared books, 2:8—9  
   system, 11  
 modems, 2:3; PC Emulation vol.  
 mouse, 1:12  
   <MOVE> key, 1:11; 3:4  
 moving (in the background), 1:9  
 MS-DOS, see MS-DOS vol.; PC Emulation vol.  
 multiple document processing  
   books, 4:8  
   headers and footers, continuing, 3:8; 4:8  
   index, 5:3

page numbering,  
     • continuing, 3:8; 4:8  
 shared books, generating,  
     2:7—9  
 table of contents,  
     generating, 5:2

**N**

name, fully qualified, 2:2; 2:6  
 NetCom, 2:3  
 Network divider, 2:3; 2:5  
 network services, 2:3  
 <NEXT> key, 1:11  
     for fields, 4:10  
 non-breaking hyphen, 3:3; 3:C  
 [Normalize Text], see Release  
     Document  
 notes (at back of book), see  
     footnotes in 5:4  
 numbering  
     footnotes, 5:4  
     pages, see *page numbering*  
 numeric keys, see keypad in 7:3

**O**

object conversion, 2:10  
 office accessories  
     calculator, 7:3  
     calendar, 7:4  
     clock, 7:2  
     keyboard accelerator, 7:5  
     templates, tools, and  
     transfers, 7:Intro  
 office aids, see *office  
     accessories*  
 Office keyboard, 1:11; 1:C  
 <OPEN> key, 1:11  
 operands, see *mathematical  
     functions*  
 operations, keyboard, 1:1  
 operations summary  
     Document Editor, 1:F  
     ViewPoint, 1:E  
 operator order, see  
     *mathematical functions*

operators, see *mathematical  
     functions*  
 option sheets, 1:6  
     see also specific  
     application; specific  
     option sheet  
 order forms, see *forms*  
 organization name, 2:2; 2:5—6  
 organizational charts, creating,  
     6:2; 7:Intro  
 outbasket, 2:6  
 outdents, see tabs in 3:7  
 output forms for records, 8:10

**P**

page  
     layout, 3:8  
     size, 3:8  
     up/down, see scrolling in  
         3:4  
 Page Format properties sheet,  
     3:8  
 Page Headings property sheet,  
     3:8  
 Page Layout property sheet, 3:8  
 page makeup, see *page  
     numbering*  
 page numbering  
     in books, 4:8  
     in documents, 3:8; 5:H  
     in footnotes, 5:4  
     in headings and footings,  
         3:8  
     in indexes, 5:H  
     in shared books, 2:9  
     in tables of contents, 5:2  
 Page Numbering property  
     sheet, 3:8  
 pagination  
     automatic, 10:2  
     in books, 4:8  
     in documents, 3:9  
     in shared books, 2:9  
 paragraph  
     creation, 3:3  
     spacing, 3:8

- style rules, 4:7
  - tab (para-tab), 3:7; 3:B
  - Paragraph Layout property sheet, 3:6
  - paragraph symbol, see Office keyboard, 1:11; 1:C
  - parameters, see *properties*
  - parentheses, see *mathematical functions*
  - password, 2:2—3
  - pathnames, 4:12
  - PC applications, see PC Emulation vol.
  - Persian, see Arabic (Persian) keyboard in 7:A; Languages vol.
  - phantom characters, see *characters, non-printing; characters, structure*
  - phrase recall, see *define/expand* in 4:5
  - pie charts, 6:3
  - Pinyin-Plus, 7:A; Languages vol.
  - pixels, 6:4
  - point size, 3:5
  - pointer
    - mouse, 1:12
    - reference icon, 2:5
  - points, drawing, 6:4
  - Polish keyboard, 7:A; Languages vol.
  - pop-up menu (shared book), 2:9
    - see also *menus, auxiliary*
  - portrait (page layout), 3:8
  - ports, 9:2
  - Portuguese keyboard, 7:A; Languages vol.
  - [Power Off Quick Restart], 1:10
  - preambles (data capture), 9:12; 9:14
  - preliminaries (front matter), see table of contents in 5:2
  - print format document, 2:4
  - print resolution, see *scaling* in 6:2
  - Print Service, 2:4
  - printers, 1:1; 2:4
  - printing, electronic, 2:4, 2:9
  - procedures, see *specific application*
  - programming
    - using <AGAIN>, 3:4
    - using calculator, 7:3
    - using <DEFINE/EXPAND>, 4:5
    - using fill-in rules, 4:11
    - using <FIND>, 4:2
    - see also CUSP vol.; GW-BASIC vol.; MS-DOS vol.; PC Emulation vol.
  - prompts, see *messages*
  - properties
    - character, 3:5
    - frame, 3:10; 6:2
    - hard, 3:5-6; 4:7
    - neutral, 3:5-6; 4:7
    - page, 3:8
    - paragraph, 3:6
    - styled, 4:7
    - table, 4:9
  - property and option sheets, 1:6
    - see also *specific application; specific property or option sheet*
  - <PROP'S> key, 1:11
  - publications
    - books, 4:8
    - shared books, 2:7—9
    - see also *linked text frames* in 4:6
- Q**
- quadding, see *Page Layout property sheet* in 3:8
  - quick art, 7:Intro; Pro Illustrator vol.
  - quit
    - [Cancel], 1:6

[Close], 1:3  
log off, 1:10  
QWERTY keyboard, 1:11

**R**

range  
in fields, 4:10  
in Mail Merge filters, 4:14  
in record file filters, 8:5; 8:B  
in spreadsheets, 7:1  
in table columns, 4:10

raster graphics, see free-hand drawing, 6:4

read-only mode, 3:2

rebooting, 1:10

receiving files from a host, 9:8

records processing, 8

redlining, 4:4

reference icon, 2:5

reference marks, see footnotes in 5:4

references, see footnotes in 5:4

registered user, 2:2

remote  
batch, 9:9–10  
job entry, see remote batch in 9:9–10  
system administration, 2:2  
workstation, 2:3

RemoteCom, 2:3

removing files from floppy disks, 1:13

repeating keys, see keys in 1:11

repetitive letters, see *forms*

replace, see find in 4:2

reports, creating, see *documents*

reserved words, see *mathematical functions*

resetting the workstation, see booting in 1:10

resolution (image), changing, see bitmap frame in 6:2

retrieving files, 2:5

retrieving files from floppy disks, 1:13

retrieving files, 2:5

retrieving mail, 2:6

return key, 1:11

revision marks, see redlining in 4:4

revision tracking, see shared books in 2:7–9

right flush  
paragraphs, 3:6  
table columns, 4:9  
tabs, 3:7  
text columns, see tabs, 3:7

rows  
record files, 8:1  
table, 4:9

rubber banding, see Pro Illustrator vol.

ruling lines, see *horizontal lines*

Rumanian keyboard, 7:A;  
Languages vol.

running an application, 1:7

running head, see *headings*

Russian keyboard, 7:A;  
Languages vol.

**S**

<SAME> key, 1:11; 3:5–6, 3:8

screen  
capture, see [Copy Screen] command, 6:4  
display, see desktop in 1:2  
editor, see text editing in 3:4  
font substitution, 12

scrolling, 3:4

search, see find in 4:2

search and replace, see find in 4:2

secondary keyboards, see second language keyboards in 7:5  
see also *keyboards; Special keyboard*

- section symbol, see Office keyboard 1:11; 1:C  
 security, see *access rights*  
 select-adjust, 3:4—5  
 sending files to host, 9:8  
 Serbo-Croatian keyboard, 7:A; Languages vol.  
 Shared Books, 2:7—9  
 sharing documents, 2:5; 2:7—9  
 shrink icon, see [Close] in 1:3  
 simple (ASCII) text, 1:5  
 size box, see control points in 1:3  
 <SKIP/NEXT> key, 1:11  
 Slovak keyboard, 7:A; Languages vol.  
 Slovene keyboard, 7:A; Languages vol.  
 soft keys, see *function keys; keyboards; Special keyboard*  
 soft return, see line wrapping in, 3:3  
 software requirements  
   basic, 1:1  
   see also specific application  
 sorting  
   record data, 8:4  
   table columns, 4:9  
 source notes, see footnotes in 5:4  
 source table  
   data table, 6:3  
   Mail Merge, 4:14  
 spacing (lines and paragraphs), 3:7  
 Spanish keyboard, 1:11; 1:C  
 special characters, see *keyboards*  
 Special keyboard  
   for documents, 3:4  
   for equations, 5:6  
   for fields, 4:10  
   for graphics, 6:2; Pro Illustrator vol.  
   for List Manager, 8:5  
   see also *alternate keyboards*  
 spelling checker, 5:5  
 spreadsheet, 7:1  
 Spreadsheet alternate keyboard, 7:1  
 Standalone workstation, 2:3  
 standard hyphen, 3:3; 3:C  
 standard letters, see *forms*  
 starting an application, 1:7  
 statistical columns  
   in spreadsheets, 7:1  
   in tables, 4:9  
   using decimal tabs, 3:7  
 <STOP> key, 1:11  
 [Store], 7:3  
 storing files, see filing in 2:5; floppy drive in 1:13  
 straddle (columns), see span in 6:2  
 straight-line best-fit chart, 6:3  
 <Stretch> key, 3:10; 6:2  
 <STRIKEOUT> key, 1:11; 3:5  
 style sheet, see styles in 4:7  
 style soft keys, 4:7  
 styles, 4:7  
 sub-menu, see *menus, auxiliary subheadings*  
   in indexes, 5:3  
   in tables of contents, 5:2  
 <SUBSCRIPT> key, 1:11; 3:5  
 substitute, see find in 4:2  
 superior type, see superscripts in 1:11; 3:5  
 <SUPERSCRIPT> key, 1:11; 3:5  
 <SUPER/SUB> key, 1:11; 3:5  
 symbols  
   for field range, 4:10  
   for footnote references, 5:4  
   mathematical, see equations in 5:6; Math keyboard in, 1:C  
   office, see Office keyboard, 1:C

see also *keyboards*;  
 Languages vol.; *Special keyboard*  
 syntax, see *mathematical functions*  
 System Administrator, 2:3, 2:A  
 System messages, 11  
 see also *messages*

**T**

Tab-Stop property sheet, 3:7  
 tab/para-tab key, 1:11; 3:7  
 Table of Contents Generator, 5:2  
 table pathnames, 4:12  
 tables, data capture, 9:11; 9:13–14  
 tabs, 3:7  
 tags, see *styles* in 4:7  
 technical terms, checking for, 5:5  
 Tektronix 4014 emulation, 9:5  
 telecopying, 2:4  
 templates, see *forms*  
 ten-key pad, see *keypad* in 7:3  
 terminal emulation, 9:1  
 terminal icon, see *emulation terminals* in 9:1  
 terse syntax, 4:13; CUSP vol.  
 testing (diagnostics), 1:2  
 text  
     ASCII, see *simple text*, 1:5  
     editing, 3:4  
     in illustrations, 6:2, 6:4  
     selecting, 3:4  
     ViewPoint, 3:4  
 text-only document, see *simple text* in 1:5  
 Text property sheet, 3:5–7  
 text wrap  
     line wrap, 3:3  
     linked text frames, 4:6  
 three-dimensional drawing  
     conversion, see *IGES*

Converter in Pro Illustrator vol.  
 title bar, see *window header* in 1:3  
 tokens, see *markers*  
 <Top> key, 6:2  
 trailer, see *footings*  
 transferring files, 9:8  
 trash can, see *wastebasket* in 1:2  
 trigonometric functions, see *mathematical functions*  
 TTY emulation, 2:2; 9:3  
 TTY ports, 9:2  
 Turkish keyboard, 7:A;  
     Languages vol.  
 tutorials, see *specific training guide*  
 type styles, see *fonts* in 2:4; 3:5; 12  
 typefaces, see *fonts* in 2:4; 3:5; 12  
 typing aids, 4:2-7  
     first alternate keyboard, 1:11  
     keyboard accelerator, 7:5

**U**

U.S. Russian keyboard, 1:11; 1:C  
 U.S. Turkish keyboard, 7:A;  
     Languages vol.  
 Ukrainian keyboard, 7:A;  
     Languages vol.  
 undeleting a file, see *wastebasket* in 1:2  
 <UNDERLINE> key, 1:11; 3:5  
 underscore, see  
     <UNDERLINE> key  
 <UNDO> key  
     for records, 8:7  
     for simple text documents, 1:11  
 unequal text columns, 3:8

upgrading documents, 2:10;  
 Release Document  
 uploading (to file drawers), see  
 filing in 2:5  
 user  
   messages, see *messages*  
   name, 2:2  
   password, 2:2–3  
   user-created dictionaries,  
     4:5; 5:3; 5:5  
   user-created keyboards, 7:5  
 User Profile, 1:8; 3:1  
 User Profile Copy Source, 1:8  
 Uzbek keyboard, 7:A;  
 Languages vol.

**V**

variables, see *mathematical functions*  
 VAX, see DEC VT100 in 9:4;9:C  
 vector graphics, see Pro  
 Illustrator vol.  
 video monitor, see workstation  
 in 1:1–2; 1:10  
 Vietnamese keyboard, 7:A;  
 Languages vol.  
 ViewPoint, introduction to, 1:1  
 ViewPoint file conversions,  
 10:1–11  
 ViewPoint operations, summary  
 of, 1:E  
 views of records, 8:4  
 virtual floppy, see PC Emulation  
 vol.  
 virtual keyboards, see  
 keyboards  
 VisiCalc file conversion, 10:7  
 VMS, see IBM 3270 in 9:7  
 VP Chinese Text Capability, see  
 Languages vol.  
 VP CUSP buttons, see CUSP  
 vol.  
 VP Data Capture, 9:11–14  
 VP Data-Driven Graphics, 6:3  
 VP Document Editor, 3 and 4

VP Document Editor Basic  
 Graphics, 6:2  
 VP Equations, 5:6  
 VP Extended Languages  
   Option, see Languages vol.  
 VP Footnotes, 5:4  
 VP Free-Hand Drawing, 6:4  
 VP Hebrew Language  
   Capability, see Hebrew vol.  
 VP IBM 3270 File Transfer, 9:8  
 VP Integrated Financial  
   Management, see IFM vol.  
 VP International Keyboards, see  
 Languages vol.  
 VP Japanese Text Capability,  
 see Languages vol.  
 VP List Manager, 8  
 VP Long Document Options,  
 2:7–9; 5  
 VP NetCom, 2:3  
 VP Office Accessories, 7:2–5  
 VP PC Emulation, see PC  
 Emulation vol.  
 VP RemoteCom, 2:3  
 VP Spelling Checker, 5:5  
 VP Spreadsheet, 7:1  
 VP Standalone, 2:3  
 VT100 emulation, 9:4  
 VT640 emulation, 9:6

**W**

Wang file conversion, 10:8  
 warnings, see *messages*  
 wastebasket, 1:2  
 wildcard  
   in fields, see ellipsis, 4:10  
   in find, 4:2  
   in Mail Merge filters, see  
   ellipsis, 4:14  
   in record file filters, see  
   ellipsis, 8:5; 8B  
   see also MS-DOS vol.; PC  
   Emulation vol.  
 window commands, 1:A  
 windows, 1:1; 1:3

**SUBJECT INDEX**

---

word count, see spelling  
  checker, 5:5  
word processing, see text  
  editing, 3:4  
WordStar file conversion, 10:9  
workstation, 1:1—2; 1:10  
Workstation Administration, 2:2  
Workstation Administrator, 2:2

**X**

Xerox 860 documents file  
  conversion, 10:10  
Xerox 860 records file  
  conversion, 10:11

**Z**

[Zoom], 6:4  
zoom box, see window  
  management auxiliary menu  
  in 1:3



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