

SECTION SIX: FILES AND PRINTING

6.1 RETRIEVING DRAW FILES:

a. To retrieve a file, type:

```
LOOK R (for read)
```

b. A message at the top of the screen will say:

```
Read picture from file:
```

c. Type in the name of the file and press RETURN, as shown below:

```
Read picture from file: CIRCLE.DRAW RETURN
```

The program will recognize any combination of upper and lower case letters, so you could type Pricechart.Draw, pricechart.draw, or PRICECHART.DRAW.

d. To eliminate the LOOK R command, press DELETE and RETURN. The message area will look like this:

```
Read picture from file: XXX Abort
```

6.2 NAMING DRAW FILES

As you create documents with the DRAW program, you'll need to give them names so that you can file and retrieve them easily. You'll be storing two different kinds of DRAW files:

documents which can be retrieved and edited.

documents which are in final form for printing and cannot be edited.

Documents which can be retrieved and edited are called working files; those which are in final form for printing, press files. To get them straight, add the suffix .draw to working files and .press to files which are ready to be printed. (See section "Creating Press Files" and "Printing Press Files: EMPRESS") For example:

PRICECHART.DRAW	A working file which can be retrieved, edited, and stored. Working (or DRAW) files cannot be printed.
PRICECHART.PRESS	A press file which can be retrieved, printed and stored. But it cannot be edited.

Often you will want to keep two versions of the same document; one as a working file on which you can make changes, and one as a press file that can be printed.

Note: Never, but never, allow any spaces in any file name! The computer is a very literal fellow. When it sees a space, it thinks reading job is over. Therefore it'll be looking for something entirely different from what you intended and will tell you there's no such file. Use dots or hyphens if you need to separate words.

6.3 STORING WORKING FILES

- a. When you wish to store a partially finished illustration, or one you may wish to change later, type:

LOOK W (for write)

- b. A message will appear in the message area:

Write picture on file:

- c. Type in the name of the file (to correct a typing error, see section 4.3, "Correcting Errors In The Message Area"):

Write picture on file: Pricechart.draw

- d. Press RETURN

When the drawing has been stored, the message

Done!

will appear in the message area. Working files can be deleted from your disk only from the EXECUTIVE or other file management program.

6.4 STORING EDITED VERSIONS OF A DRAW DOCUMENT

You may retrieve a document, edit it, and refile it. If you wish to the original version, you must rename the edited document.

- a. Type LOOK W, as above, then type in the name of the edited document.

One way of naming versions of the same document is to add a numeral to the name. For example:

Original Document Name: Pricechart.draw

Edited Document Name: Pricechart2.draw

- b. If you want to replace the original with the edited version, answer the Write picture on file: message with the name of the original document (Pricechart.draw). The following message will appear:

Overwrite ? [yes no]

- c. A y or RETURN will replace the original document with the edited version. An n will return the Write picture on file: message to the screen and allow you to rename the document and save the original.

6.5 CREATING PRESS FILES

- a. When you have completed a document and want to print it, it must be converted first into a Press File. To create a Press File, type:

LOOK P (for press)

The screen will go black except for the message area; this message will appear:

Write PRESS file:

- b. Type in the name of the document with the suffix .press:

Write PRESS file: Pricechart.press RETURN

At this point you could get one of two messages. The first:

```
Overwrite ? [ yes no ]
```

This indicates that there is already a Press File by this name which will be replaced by the new document. Typing a y will replace the document; typing an n will require you to give the new document a different name.

The second message you might get is:

```
Warning: line or curve (caption) #(xx) lies outside the printed
page, on the top (bottom, left, right). It should be deleted before
printing. Type any character to continue.
```

This means that you have positioned part of your document not only outside the picture area of the screen, but also outside the boundaries of the page it is to be printed on (see section "Creating Documents Larger Than The Picture Area"). When you type any character, you will get a message for each line or caption that is outside the boundaries.

To delete these outlying figures, first abort the (LOOK P) PRESS command with:

```
DELeTe    RETURN
```

The document will remain on the screen in an editable form and you can delete or reposition the outlying figures. If you ignore the warning, the offending figures may be omitted or partially printed on the paper copy, depending on how far out they lie.

6.6 PRINTING PRESS FILES (EMPRESS)

EMPRESS is the program that prints the Press Files you've made of your illustrations. To print, make sure your document is in press format, then:

- a. Quit from DRAW
- b. At the EXECUTIVE type:

```
empress pricechart.press x/c RETURN
      ^           ^
```

The arrows denote spaces; the x/c means type in the number of copies you want, such as 3/c or 25/c. If you omit the x/c code, just one copy will print. Either upper or lower case letters will be recognized.

If you have a number of files with similar names that you want print at the same time, such as:

```
Pricechart1.press
Pricechart2.press
PriceBarGraph.press
```

you can designate all of them at once with a *:

```
empress price*.press x/c RETURN
      ^           ^
```

To print Press Files that contain merged text from the EDITOR and illustrations created in DRAW, see the section, X.4 "Merging Graphics and Text (PRESSEEDIT)."