

PREREQUISITES It is assumed that you have a basic knowlege of the XEROX DOCUMENT SYSTEM EDITOR and DRAW. If you do not, refer to the XEROX DOCUMENT SYSTEM Reference Manual and the DRAW Reference Manual before attempting to proceed.

DESCRIPTION PRESSEEDIT is a program that is used to merge two or more press files to create a single file for printing. For example, if you are writing a manual and you have created each chapter as a separate document, you may use PRESSEEDIT to merge all the chapters to be printed as one long document. The Document Profile may be used to adjust the pagination of the chapters.

PRESSEEDIT may also be used to merge text files created with the EDITOR and graphic files created with DRAW.

PRESSEEDIT can only manage press files. A press file is a print-only file: It can be printed only, it cannot be edited in any way, shape or form. Before you can merge press files with PRESSEEDIT you must convert the file to a press file.

MAKING A PRESS FILE In the EDITOR:

1. Get the document.
2. Mark Print in the System Menu.
3. Expand the Print Menu by marking Detail.
4. Between the brackets following Store: on file type the name of the file with the extension

.press. For example, if the document is called Report, type Report.press in the brackets. You must include the period between the name of the file and the word press. The extension ".press" will always indicate that the file is a press file, and not a working file.

5. PRESS the DO key or MARK Apply. The screen will go black while the press file is being written. When the document reappears there will be a message in the status window that reads: Last page printed was... This does not mean that your printer has printed the document, it means that the document has been formatted in the system memory as a press file.
6. Return to the EXECUTIVE.

In DRAW:

1. Create or retrieve the DRAW file.
2. PRESS the LOOK key while typing the letter p.
3. Type the name of the file with the extension .press. For example, if the document is called Organization, type Organization.press in the brackets. You must include the period between the name of the file and the word press.
4. Return to the EXECUTIVE.

MERGING TEXT FILES

At the EXECUTIVE:

1. Choose a name for the final, merged document. It should have the suffix .press.
2. TYPE: pressedit

3. PRESS the SPACE bar.
4. TYPE the new file name.
5. PRESS the SPACE bar.
6. TYPE a left arrow (_).
7. PRESS the SPACE bar.
8. TYPE the names of the press files to be merged. Each file will be separated by pressing the SPACE bar.
9. PRESS the RETURN key.

A message will appear at the top of your screen indicating that the files are being merged. A message will appear giving you the number of pages that are finally merged.

An example:

```
>pressedit Manual.press _ Contents.press Chapter1.press
```

Here, the two files Contents.press and Chapter1.press are being merged into the final document Manual.press and will ultimately be printed as one document called Manual.press.

Several files ending with the extension ".press" may be merged at one time using an asterisk (*). For example, if you have five chapter files ending with ".press" that are to be merged you may type:

```
>pressedit Manual.press _ Chapter*.press
```

MERGING DRAW FILES

The steps to merge DRAW files are the same as those above for merging text files.

PRINTING MERGED FILES See the section on EMPRESS for instructions on printing merged files.

MERGING EDITOR AND DRAW FILES

In DRAW:

1. Create or retrieve the drawing that is to be inserted into the text file created previously with the EDITOR.
2. In the caption area, TYPE: <==<<
This is a code that instructs the printer where to merge the graphic in the text file. It will not appear in the final, printed copy. There may be no spaces between any of the code characters.
3. Position the code at the upper left corner of the drawing.
4. Create a print-only (press) file of the graphic (LOOK P).
5. Make a note of the name you gave the file and quit from DRAW.

In the EDITOR:

1. Create or get the text document.
2. At the position the graphic is to appear, insert the following code as a separate paragraph:

```
<==<Graphic-title.press<
```

Note that this code has included in it the name of the graphic and that there are no spaces between characters in the code.

Position this line exactly where you want the upper left corner of the graphic to be placed. The code

characters in the DRAW document will overlay exactly on top of the code characters in the text document.

Be sure to leave sufficient white space in the text to accommodate the drawing (using the vertical position options available in the EDITOR). Otherwise, the drawing will overprint onto the text.

3. Display the Print Menu. Mark Detail to display all available commands. In the brackets following Store: on file: insert the name of the text file with .press appended to it:

Store: on file: <PriceManual.press>

4. Mark Apply, or press the DO key.
5. Make a note of the name you gave the file.
6. Return to the EXECUTIVE.

At the EXECUTIVE:

1. Devise a new name for the soon-to-be merged document. From the examples above:

Graphic press file title Graphic-title.press

Text press file title PriceManual.press

New title PriceDocument.press

2. Make a note of the new title.
3. Merge the two files by typing:

```
pressedit/m PriceDocument.press _ PriceManual.press Graphic-title.press
      ^           ^           ^           ^
```

The arrows denote a space between the file names and arrows. You may use the asterisk to specify a group of files (*.press).

4. Press the RETURN key.

A message will appear at the top of your screen indicating that the files are being merged and giving you the number of pages that are finally merged.

PRINTING MERGED FILES

See the section on EMPRESS for instructions on printing merged files.

EMPRESS

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DESCRIPTION EMPRESS is the program used to print press files (single or combined using PRESSEEDIT).

PROCEDURE TO PRINT PRESS FILES

At the EXECUTIVE:

1. TYPE: empres
2. PRESS the SPACE bar.
3. TYPE the file name with the extension .press.
4. PRESS the RETURN key.

The above steps will produce a single copy of your document. You may use the asterisk to specify more than one file (*.press).

Example:

```
>empres document.press
```

To print multiple copies of a document:

Follow steps 1-3 above. After the file name is typed...

4. PRESS the SPACE bar.

5. TYPE the number of copies.

6. TYPE: /

7. TYPE: c

8. PRESS the RETURN key.

If you want 6 copies, your entry will look like this:

```
>empress Picture.press 6/c
```

To print on two sides of the paper:

At the EXECUTIVE:

1. TYPE: empress/2

2. Continue as above.

To print more than one press file:

At the EXECUTIVE:

1. TYPE: empress

2. TYPE the first file name with the extension .press.

3. PRESS the SPACE bar.

4. TYPE the second file name with the extension .press.

5. And so on. This feature is useful when you want to print press files, but do not wish to merge them using PRESSEEDIT.

Example:

```
>empress document1.press document2.press
```