User Manual

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Chapter 1: About xPress^2

Introduction

xPress^2 is an innovative digital press software that enables production of diverse documents containing both constant and variable information from different sources. Using xPress^2 you can create documents with different page layouts and copies.

The software is designed for printing houses, photocopy offices and other businesses that print documents with variable data, such as tickets, coupons, stickers, letters, checks, etc. For example, create a coupon flyer with a permanent title and background and 20 different coupons in the body of the flyer.

System Capabilities

The xPress^2 software is flexible and powerful, yet it is easy to operate and allows the user to perform numerous actions, including the following:

- Printing documents with consecutive numbering according to counter definitions (e.g., ascending or descending, flat or deep).
- Inserting different types of objects in a document and determining its preferred order and structure.
- Formatting data using any font and size available in your system.
- Inserting information from other applications such as Excel data, pictures in various formats, ASCII files, etc.
- Printing an original and any number of copies.
- Printing different copies from a different printer tray, according to user defined options.

- Printing MICR CMC7 / E13B / OCR-A magnetic lines for checks (for printers supporting MICR toners).

System Requirements

- Operating system: Windows 2000/XP or higher.
- Hardware: Pentium 4 system with 512MB RAM or higher
- Printer: any printer supporting Windows applications.
  For Tray selections, a printer supporting PCL5 language is required.
  For additional information about printing on different printers, please check the printer manufacturer's User Guide.

How to Use this Manual

This User Manual has been designed to assist xPress^2 users. In addition to describing the system in general, it provides an in-depth explanation of the functions in the system. If you are looking for a tutorial that will walk you through the basic xPress^2 functions, please refer to the **Quick User Guide**, also supplied with the xPress^2 package.

This manual contains the following parts:

Chapter 1 Provides general information about the xPress^{2} software. It explains how to use this manual as well as system requirements.

Chapter 2 Describes the xPress^{2} software and explains the basic tools and concepts you will need in order to use it.

Chapter 3 Is the most important chapter. It teaches you the basic step-by-step processes that you will use in creating new documents, arranging various objects and printing. This chapter includes the following subjects:

1. Creating a new document.
2. Inserting input and output objects.
3. Defining the object's characteristics.
4. Arranging objects in the document.
5. Printing the document.

Chapter 4 Describes the different Input and Output objects.

Chapter 5 Frequently Asked Questions (FAQ).

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Chapter 2: Getting Started

Installing the System

These installation instructions refer to the *Windows 2000* operating system. In other versions, the screen displays and messages might be slightly different from those displayed below, but the principles remain the same.

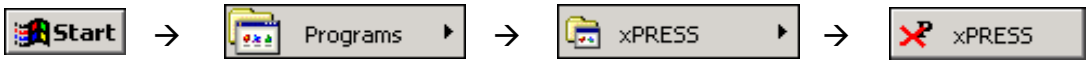
To install the software, close all active programs, insert the installation disk you have received and wait for a few seconds. The installation wizard will appear. If the installation program does not start automatically, double click the SETUP.EXE file from the installation disk.

- When the initial installation screen opens, click the **OK** button to start the installation process.
- The software license agreement will be displayed, please read this agreement carefully. To accept the agreement conditions, check the "**I accept all the terms of the preceding License Agreement**" checkbox, and click **Continue**. If you do not accept the conditions you will not be able to continue the installation or to use the software.
- Select the installation folder or confirm the default path. Click the Start Setup button to start the installation.

- The xPress^2 program will appear as a default program in the Program Group window, click **Continue** to proceed.
- Follow the wizard's instructions and messages, confirm the actions when required.
- When the installation is completed a message will appear. Click **OK** to confirm and finish the setup.

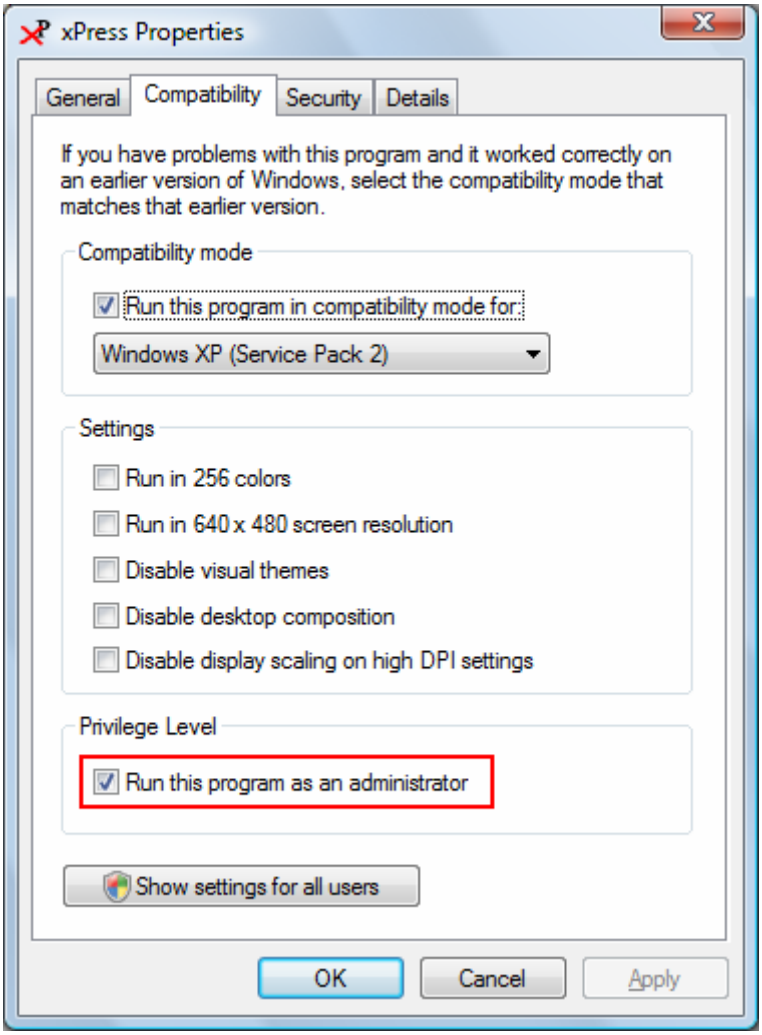
Launching xPress²

To launch xPress², simply click on the **Start** button and choose the **Programs** option**.** Locate the xPress² program in the Programs List and click on its name.



Running xPress² under Windows Vista / Windows 7

If you are using the Windows Vista / Windows 7 operating system, after the installation instructions above, you will need to run the application once as an Administrator. This will enable the software to define some initial printer related definitions and settings that are impossible to define if the application is running in standard user mode. In order to run the application under administrative privileges, you need to go to the folder in which xPress² was installed (usually under "C:\Program Files\xPress"), select the application icon, right click it and select "Properties".

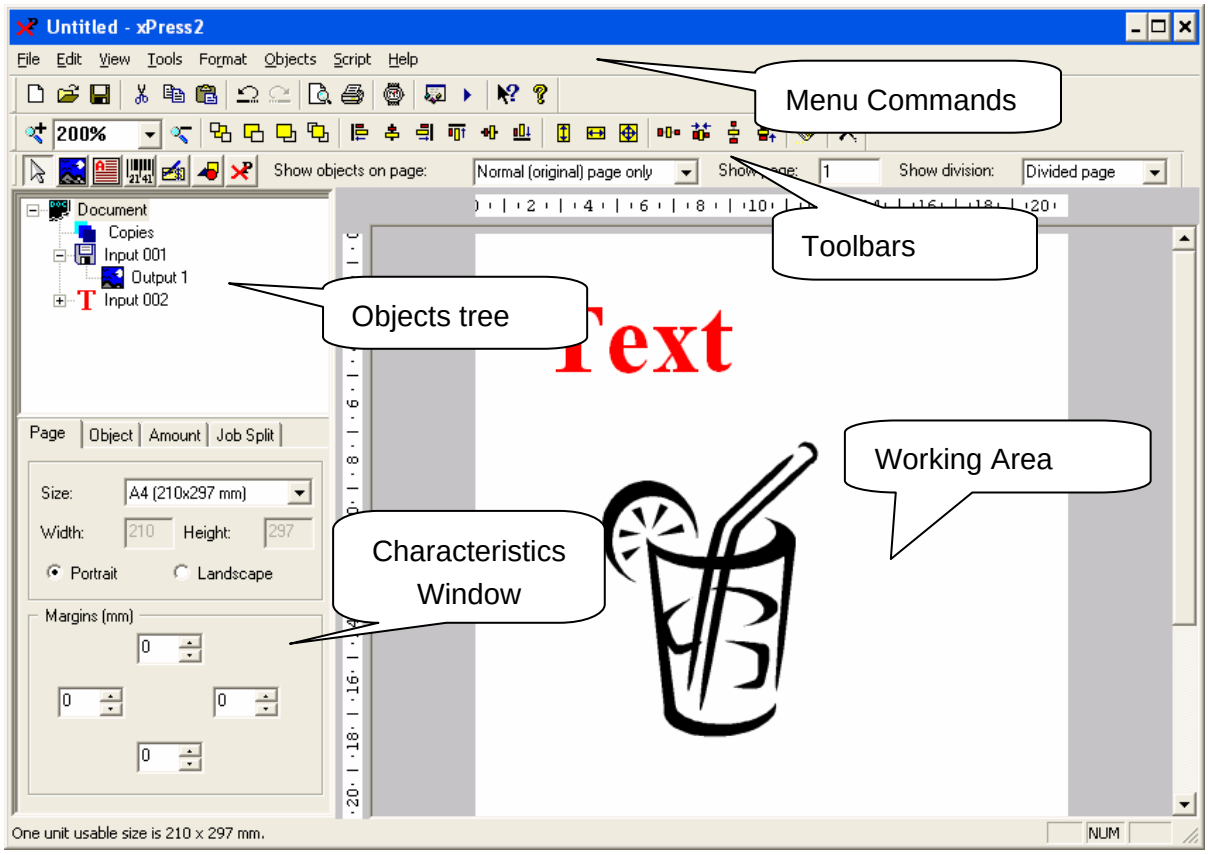


The properties dialog box will open, check the "Run this program as an administrator" checkbox, and confirm the dialog box. Run the application. You may be asked to provide the administrator password or to confirm the operating system to switch to administrator mode.

After the application has started in administrator mode, define the PCL and Postscript paper trays (for more information see paper tray definitions in page 20), and print once in Optimized PCL mode and once in Optimized Postscript mode. After you have printed once in each of the options, you can return to the properties dialog box, uncheck the "Run this program as an administrator" checkbox and use xPress^2 under standard user mode.

Application Window

When you start the system, the application window appears. This is the main working window in which you perform all your actions.



The application window includes 4 main parts:

- The working area.
- The toolbars and menu bar.
- The objects tree.
- The characteristics window.

Working Area (xPress² Desktop)

The Working Area (also know as the xPress² Desktop) is the main working space of the system. In this area you will place the objects composing the document.

During your work with the xPress² Desktop, the mouse cursor might change according to the activity you perform:

 Pointing arrow – for selecting objects.

 Cross shape – for selecting an area for creating a new object.

 Multi-directional arrow – for moving an existing object.

 Bi-directional arrow – for resizing an existing object

The Main Menu

xPress²'s Main Menu includes the following options

File	Includes options performed on the entire document, such as open, save, print, print preview, etc.
Edit	Includes general editing features.
View	To display or hide toolbars, toolboxes, status bars, etc.
Tools	Tools and options used to edit the document and operate the software.
Format	To format selected objects and arrange them in the document.
Objects	To add input and output objects in the document, duplicate or remove them.
Script	Lets you work with the Master Script of the document to achieve special and more powerful results using the xPress² software.
Help	This option lets you work with the Help file to assist you in operating the xPress² software.

xPress^2 Toolbars

The xPress^2 software includes 3 toolbars. Most of the actions operated using the toolbars can be also operated from the menu commands.

The Normal Toolbar

This toolbar includes buttons for the most often-used actions. You might be familiar with the buttons of this toolbar from other Windows applications.

1 - Create a new document.

2 - Open an existing document.

3 - Save the active document.

4 - Cut objects to clipboard.

5 - Copy objects to clipboard.

6 - Paste objects from clipboard.

7 - Undo last action.

8 - Redo previous action.

9 - Display the document in print preview mode.

10 - Print the document.

11 - Open the event log viewer dialog box.

12 - Open the master script of the document in the script editor.

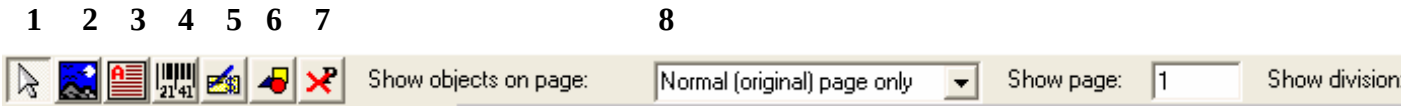
13 - Execute the master script of the document.

14 - Gives information about the object on which you place the cursor.

15 - Open the About dialog box.

The Objects Toolbar (Toolbox)

This toolbar, also known as the Toolbox, is designed for adding new objects into the document, and selecting which objects are displayed in the working area. It lets you choose between several output objects to be added to the document. For more information, see Inserting Objects on page 39. To view other page types such as the notebook cover or footer page, and other copy pages, choose the appropriate page type from the combo box. The working area will only display the output objects that are visible in the selected page type. For more information on objects visibility, see Set Visibility Dialog Box on page 49.



1 - Select objects.

2 - Insert output object as Picture.

3 - Insert output object as Text.

4 - Insert output object as Barcode.

5 - Insert output object as Check.

6 - Insert output object as Shape.

7 - Insert output object as xPress file (xpr).

8 - Display the relevant part of the unit (original, copy, cover, etc).

- Show which page to display in the work area.

- Display either the undivided page – the universal background or title – or the changing sections on the page, like coupons.

The Format Toolbar (Zoombar)

This toolbar, also known as the Zoombar, is designed for arranging and positioning the objects in the document.

1 - Zoom In.

2 - Distance from Display.

3 - Zoom Out.

4 - Send Backwards.

5 - Send to Back.

6 - Bring to Front.

7 - Bring Forward.

8 - Align Left.

9 - Align Middle.

10 - Align Right.

11 - Align to Top.

12 - Align to Center.

13 - Align to Bottom.

14 - Make same size – Height.

15 - Make same size – Width.

16 - Make same size – Width & Height.

17 - Horizontal Spacing – Equal.

18 - No Horizontal Spacing.

19 - Vertical Spacing – Equal.

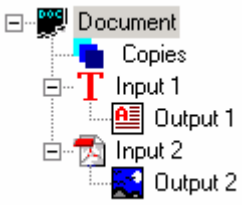
20 - No Vertical Spacing.

21 - Copy Format of Selected Object(s).

22 - Delete Selected Object(s).

The Objects Tree

The Objects Tree is like the map of the document. It includes all the objects arranged by levels. The upper level is the document. The level beneath is the input object (Copies, Input 1, Input 2, etc…) and the corresponding output object (Output 1, Output 2, etc…) lies beneath each input object.



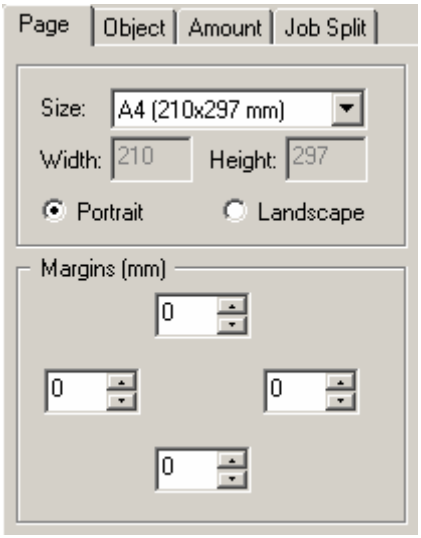
Output object - An object defining the type of display in the document. An output object may be Text, Picture, Barcode, etc.

Input object - An object defining the data type displayed by the Output Object. An input object may contain constant text, number sequences, Excel data, etc.

Each output object obtains its data from a single input object, but every input object may provide its data to more than one output object. The Objects Tree displays the input object above the output objects to which it provides its data.

In the above illustration, the output object **Output 2** obtains its data from the input object **Input 2**. This is understood by the location of **Output 2** underneath **Input 2** in the Objects Tree.

Characteristics Window



In this window, at the lower left corner of the xPress[2] window, you can define the characteristic of each input and output objects of the document, as well as the characteristics of the document itself.

The tabs and the content of this window change according to the selected object.

Setting up the system

Before you start working with xPress[2], it is recommended to define print settings. These settings define the trays from which the printer takes each copy of the printed document, the offset of each paper tray, the use of Macro of the fly option etc...

For example: if you print an invoice book in which you want the first copy to be white, the second to be blue and the third to be yellow - the paper source for each copy should be taken from a different paper tray in the printer.

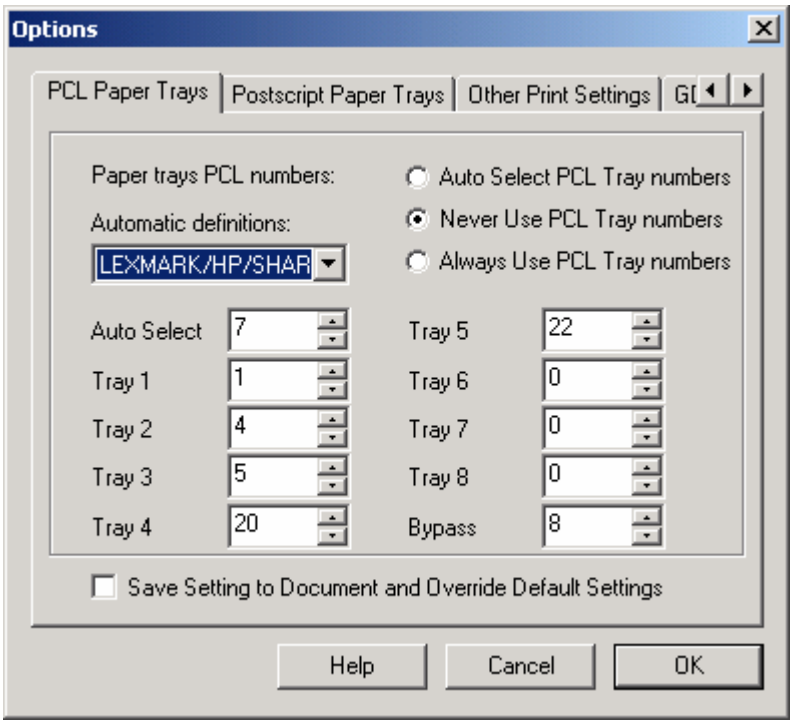
Paper Tray Definition

Before you print a document with different paper sources for different copies, you must define the printer tray code for each paper tray. The tray definition can be done in one of two ways: PCL or Postscript.

In order to print different copies from different paper trays using PCL or Postscript commands, your printer must support PCL5 or PostScript language accordingly. This requires a PCL5 or Postscript printer driver.

PCL Paper Trays

1. From the **Tools Menu** select **Options**. The Options dialog box will open, select the **PCL Paper Trays** tab.



2. From the **Automatic Definitions** combo box, select one of the existing definitions according to your printer type. If your printer type does not appear in the list box, you can define the tray numbers manually. In order to link the correct numbers to the corresponding trays, please refer to your printer's User Guide, or contact your printer's vendor.

3. If your printer does not support PCL5, you should select the **Never Use PCL Tray numbers** option. If your printer definitely supports PCL5, you should select the **Always Use PCL Tray numbers** option. If you are not sure, consult

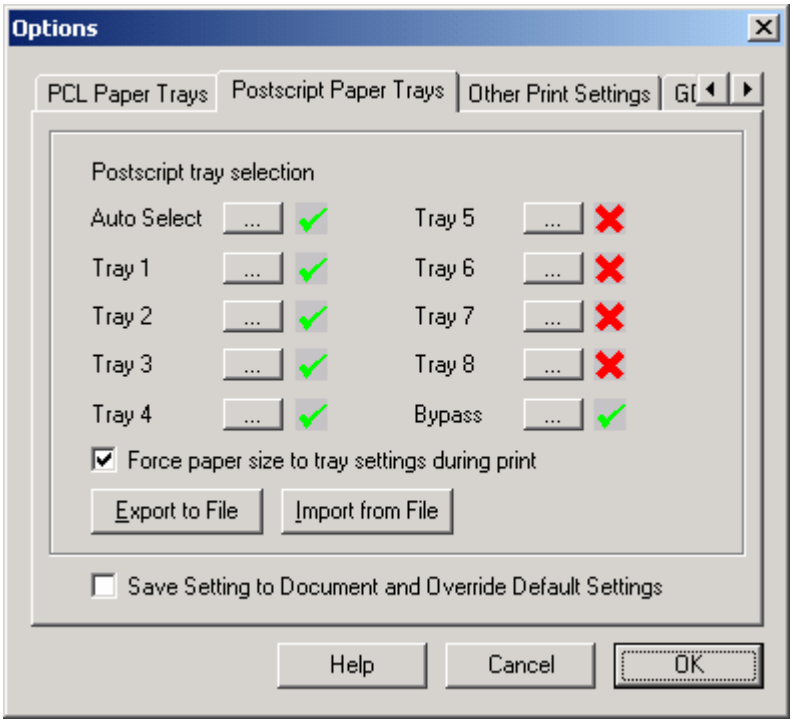
your printer's User Guide, or leave the **Auto Select PCL Tray numbers** so that xPress[2] will try to evaluate whether your printer supports PCL5 or not.

4. If you want the Tray codes to be saved as a part of the document and will override the default setting for this specific document, check the **Save Setting to Document and Override Default Settings** checkbox

5. Click **OK** to confirm the settings.

Postscript Paper Trays

1. From the **Tools Menu** select **Options**. The Options dialog box will open, select the **Postscript Paper Trays** tab.



2. Next you need to assign a paper tray definition to each paper tray you intend to use. Click the <…> button next to the paper tray you want to define. The printers dialog box will be opened.

3. Select the Postscript printer driver suitable for your printer, and click the **Properties** button. The appropriate printer driver properties window will be opened.

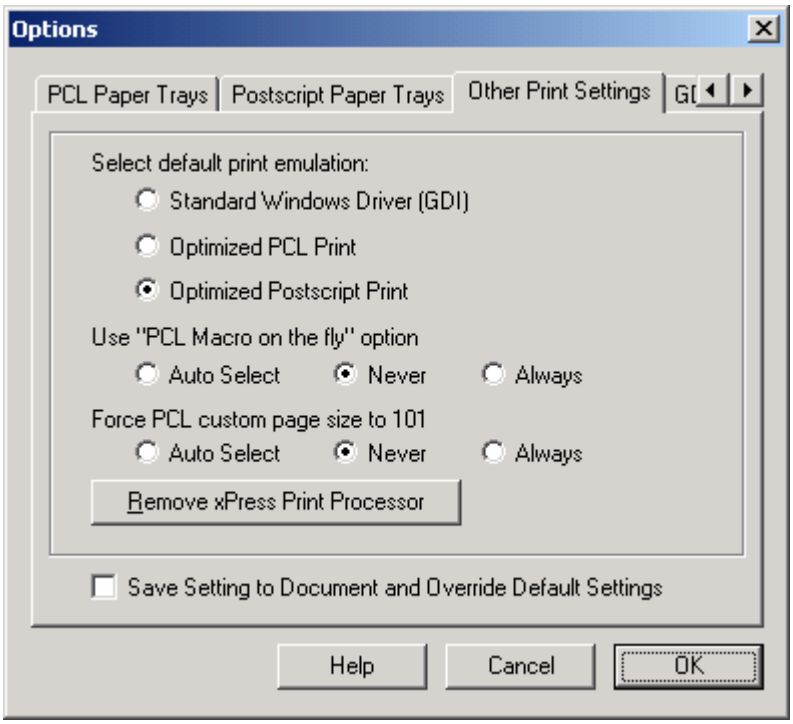
4. From the printer's properties dialog box, select the desired paper tray, and click the **OK** button to confirm the printer settings, and again the **OK** button to confirm the printer selection dialog box.
5. Once you defined a specific paper tray assignment, the ✖ sign next to it will be changed to a ✔ sign. Now you can repeat steps 2 to 4 and define all the paper trays.
6. In case some of the paper trays contain paper which is slightly different in size from the primary document paper size (such as Tab stock covers) uncheck the **Force paper size to tray settings during print** checkbox.
7. If you want the Tray definitions to be saved as a part of the document and will override the default setting for this specific document, check the **Save Setting to Document and Override Default Settings** checkbox
8. Click **OK** to confirm the settings.

If you are working with a custom paper size, you need to set the proper paper size for each tray in addition to selecting the paper tray as described in step 4 above.

With some Postscript printers, there is no definition for paper tray numbers. Instead, you can define a different media color for each tray, and make sure that this definition is consistent with the media color definition for each tray in the printer's panel or controller.

Other Print Settings

1. From the **Tools Menu** select **Options**, the Options dialog box will open. Select the **Other Print Settings** tab.

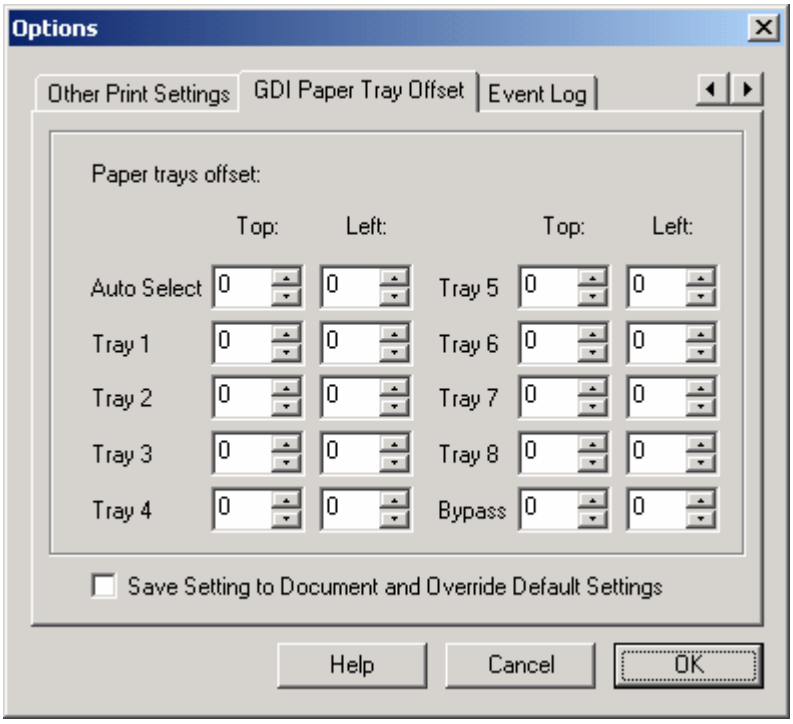


2. Select the print emulation you want to be the default print emulation whenever you print a job to the printer from the options.
3. Select whether you want xPress^2 to use a "PCL Macro on the fly" technique when printing the file or not. This reduces the size of the print file and can lead to a more efficient printer work. Although this technique requires the printer to support PCL5 language, not all PCL5-supported printers are suitable for use with this technique. If you want to use this feature, select the **Always** option under **Use PCL Macro of the fly** option.
4. Select the **Always** option under **Force PCL custom page size to 101** if you want to instruct xPress^2 to force the PCL printer driver to use code 101 when printing to custom paper size. Although this feature requires the printer to support PCL5 language, not all PCL5-supported printers are suitable for use with this feature.
5. Click the **Remove xPress^2 Print Processor** button if you want to uninstall the print processor used in the macro on the fly process. Click this button only if you want to uninstall xPress^2 or upgrade the print processor.

6. If you want the print method to be saved as a part of the document and will override the default setting for this specific document, check the **Save Setting to Document and Override Default Settings** checkbox
7. Click **OK** to confirm the settings.

GDI Paper Tray Offset

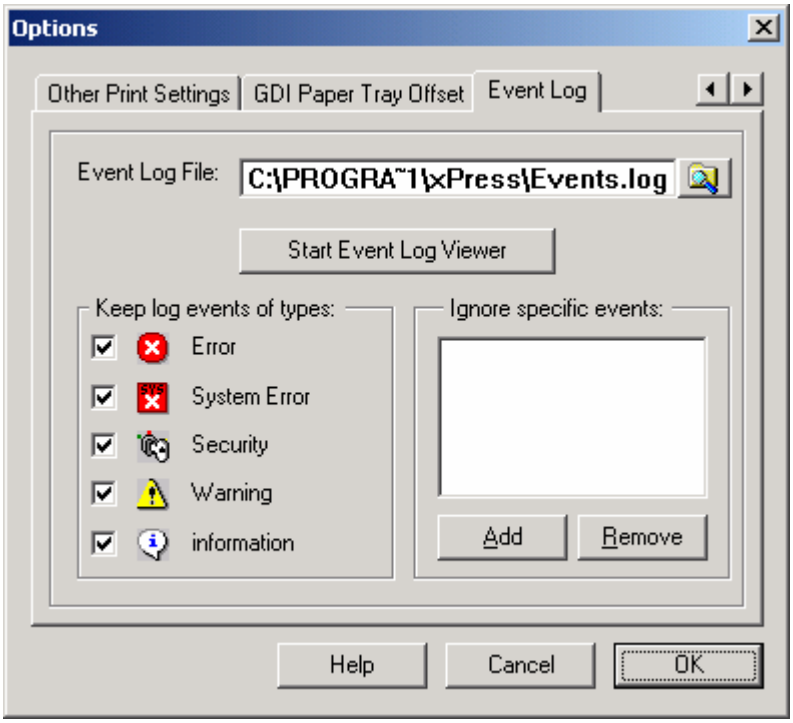
1. From the **Tools Menu** select **Options**, The Options dialog box will open, select the **GDI Paper Tray Offset** tab to define the paper offset for each tray.



2. The tray offset allows you to shift the entire print image in any direction so as to achieve maximum accuracy of the print image on the paper. In order to move the image up or left, **you may write negative values**.
3. Click **OK** to confirm the settings.

Event Log

1. From the **Tools Menu** select **Options**, the Options dialog box will open, Select the **Event Log** tab to define which events will be logged by xPress[2].



2. To select the desired log file, click the browse button and select the file.
3. To start the event log with the selected file, you can click the Start Event Log Viewer, which will be started with the selected event log file even if it's not the standard log file of your xPress[2] application.
4. You can choose to ignore certain event types by removing the check mark next to the appropriate event type, or ignore a specific event type by adding its code to the **Ignore specific events** list.

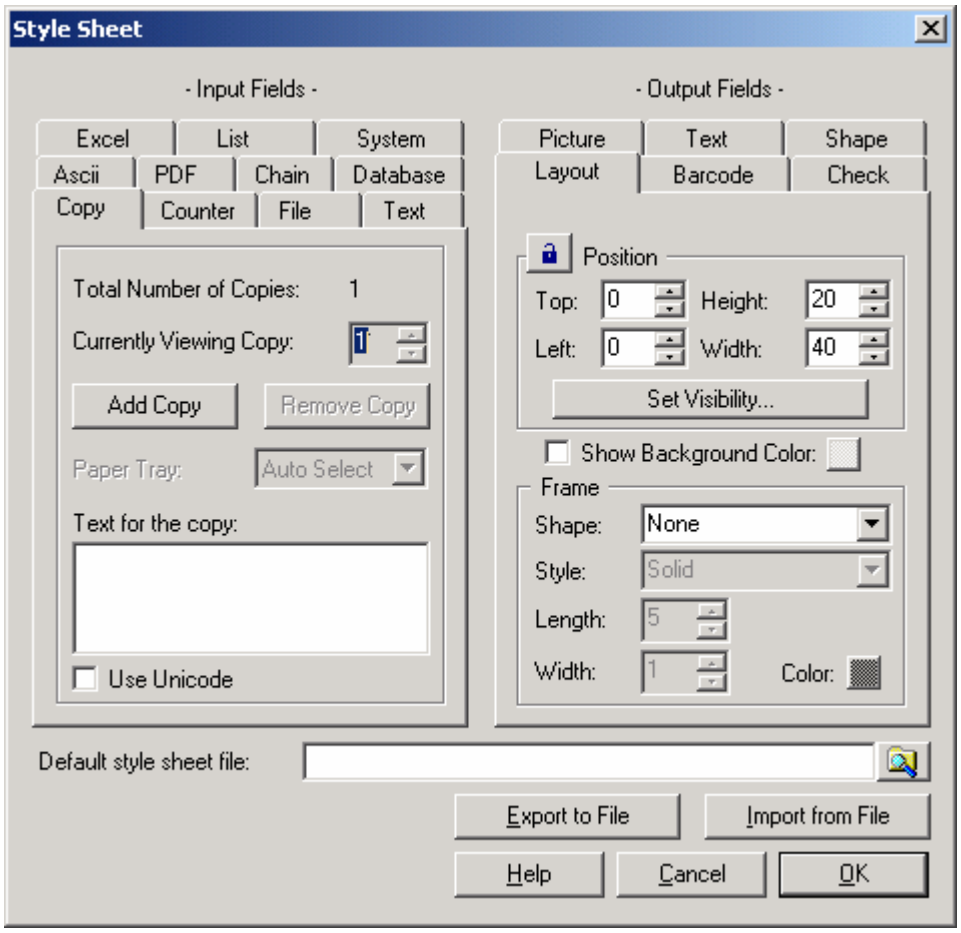
All changes you made to the **Options** dialog box will apply only for the current session of xPress[2]. To make these changes the default for future xPress[2] sessions, you must choose **Save Settings** from the **Tools** menu.

Defining the Style Sheet

The Style Sheet window includes the default settings for all types of input and output objects. When you create a new object it obtains its characteristics from the definitions in the Style Sheet. You can then change the specific object's characteristics in the Characteristics Window to achieve the desired result for that specific object.

The Style Sheet dialog box shows the data tabs of the characteristic windows of each Output and Input objects type.

1. From the **Objects Menu** select **Style Sheet**. The dialog box will open.



2. Select the desired output or input object type from the tabs at the top of the Style Sheet window.

3. Change the values of the different characteristics of the desired output or input object type to the desired values. A detailed explanation of the role of each characteristic of each output or input object type can be found in Chapter 4: Output and Input objects on page 67.
4. You can import and export the style sheet settings to an external file. You can also select which style sheet file will be used as the default for new documents
5. Click **OK** to confirm the settings and save them for the current document.

Other settings

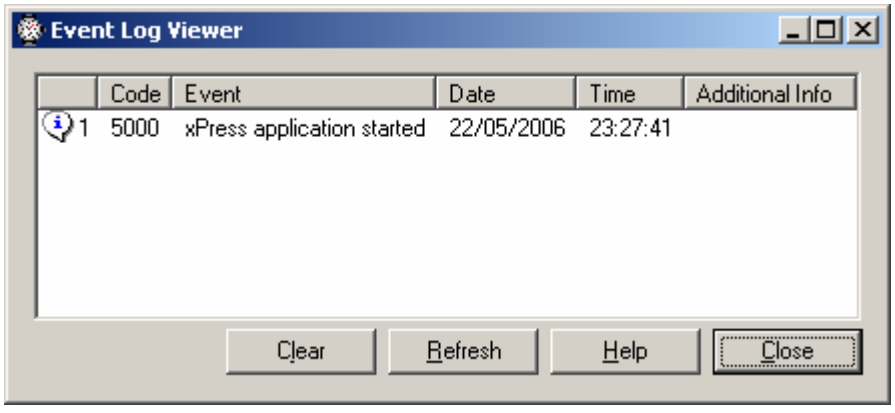
You can change the view options such as zoom, hide or show toolbars, and any other settings as well.

To save the current settings as the Default settings, from the **Tools Menu** select **Save Settings**.

The default settings will automatically apply whenever you open the xPress[2] software.

Event Log Viewer

The Event Log Viewer dialog box can be opened by selecting **Event Log Viewer** from the **Tools** Menu.



The Event Log Viewer is a tool in which you can view all events and statuses of the xPress^2 software. There are five types of events, which can be noticed by the unique icon of each event type:

	Error:	This event occurs when a general error occurs, usually as a result of incorrect user input.
	System Error:	This event occurs when a system related error happens.
	Security:	This event indicates some security or licensing problem.
	Warning:	This event occurs when a suspicious activity takes place.
	Information:	This event indicates that the system is operating normally, but some information is being logged for future reference.

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Chapter 3: Creating a Document

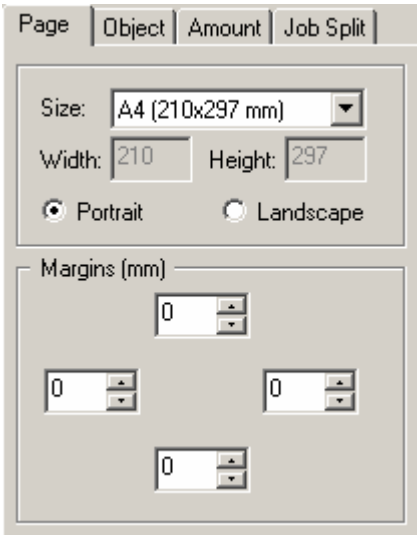
The process of creating a new document is quiet simple. It consists of 4 steps:

1. Define the characteristics of the new document (paper size, copies, etc).
2. Insert output objects and input objects, and define their characteristics.
3. Arrange the objects in the document.
4. Print and/or save your document.

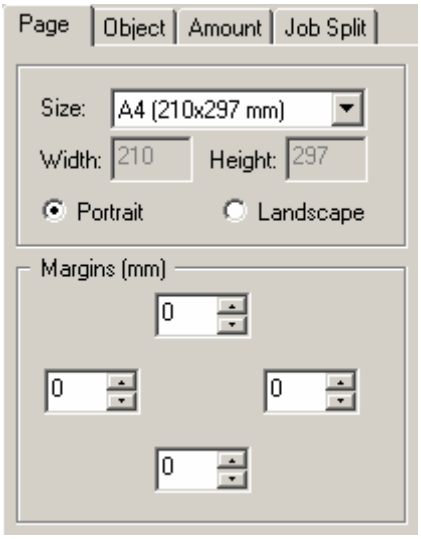
Defining Document Characteristics

To create a new document, select **New** from the **File Menu**, or click the **New** button in the **Normal** toolbar. A new blank document will be created, and a **Document** object will be displayed in the Objects Tree. Select the **Document** object to define its characteristics.

The Characteristics Window of the **Document** object at the bottom left corner of the window displays 4 tabs:



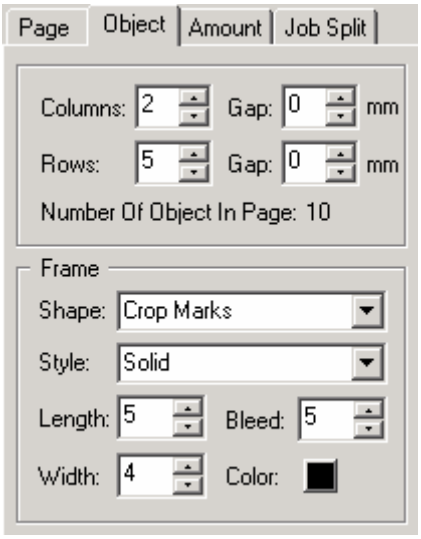
Page



- Click the Page Tab to define paper size and margins. From the **Size** combo box select the desired paper size. If you select a custom size, indicate in the corresponding boxes below the **Width** and **Height** (in millimeter units) of the paper.
- Select the document orientation by clicking one of the radio buttons **Portrait** or **Landscape**.
- In the Margins area indicate the document margin size. The measurements are indicated in millimeters.

Not all printers support printing on a custom paper size.

Object

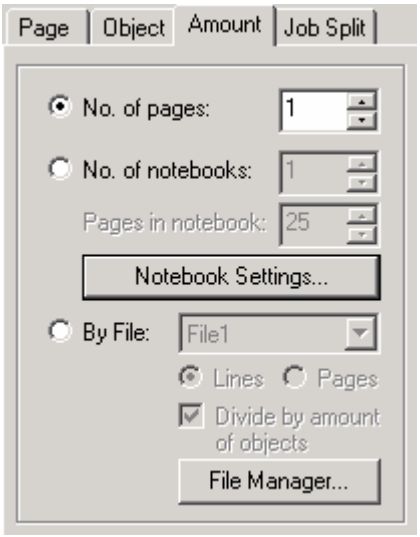


- Click the Object Tab to define the number of document-objects on each page. For example, to place 6 invoices on a page you can indicate 2 in **Columns** and 3 in **Rows** box.
- In the **Gap** boxes, indicate the gaps between document-objects in columns and rows.
- The total number of document-objects will be displayed underneath.

- In the Frame area you can choose whether the document objects will be framed with lines, crosses, dots, crop marks, etc… and select the properties of the frame, such as line length, color, width, bleed distance, etc…

After defining the number of document-objects, you will need to create only one event. This document-object will be multiplied in the printed document according to the number of objects you have just specified.

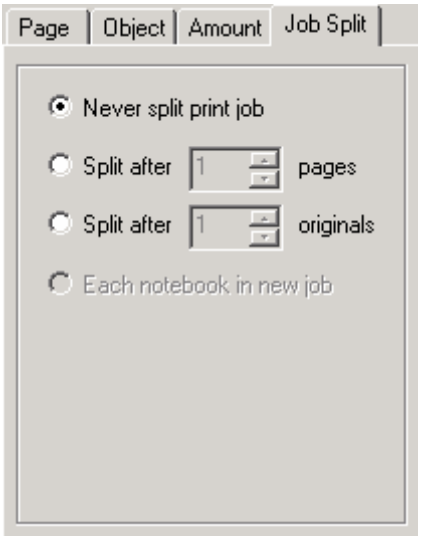
Amount



- Click the Amount Tab to indicate the number of pages the document will include. There are 3 options to choose from:
- Fixed amount of pages: Simply write the number of pages you want the document to have in the **No. of pages** box. This amount refers only to the original pages and does not include the copies.
- Fixed amount of notebooks: This option will be available only if there are notebook definitions. The total amount of pages in the document will be the number of notebooks you wrote multiplied by the number of pages defined to each notebook. For more information on this option, please refer to Notebook Settings on page 34.
- Variable amount of pages according to a file size: This option allows you to get the amount of pages automatically, according to the size of the ASCII or PDF file from which you receive your data. For more information on this option, please refer to ASCII as Input on page 89 or PDF as Input on page 92. The

Divide by amount of objects checkbox determines whether you want xPress² to divide the number of pages taken from the file by the amount of document-objects defined for that xPress² document or not.

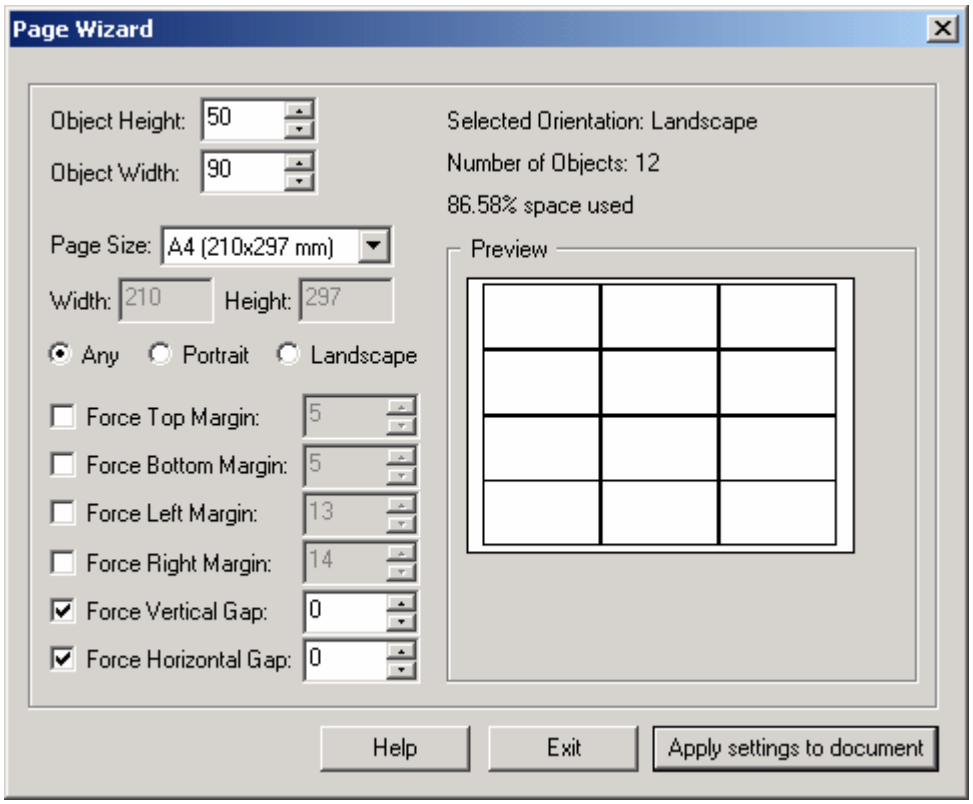
Job Split



- Click the Job Split Tab to split the print job into several small print jobs. This allows the printer to perform actions that are job-oriented to the printout, such as to staple each notebook separately. There are 4 options to choose from:
- Never split print job means that the entire document will be printed in one print job.
- **Split after # pages** means that after the indicated amount of pages from the document, a new print job will be opened.
- **Split after # originals** means that after the indicated amount of original pages from the document, a new print job will be opened.
- **Each notebook in a new job** means that each notebook will be printed as a separate job, according to the notebook settings.

Page Wizard

The Page Wizard is designed to ease up the process of defining the number of document-objects in a page and calculating the margins and gaps. Click on **Page Wizard** from the **File Menu** to start the wizard.



5. Define the desired object **Height** and **Width** in the appropriate boxes.
6. Select the desired page size from the combo box.
7. Select whether the wizard can set the page as **Portrait**, **Landscape** or **Any** of them according to the best covered area.
8. Check the box next to **Force Top / Bottom / Left / Right Margin** if you want the wizard to force any of the margins.
9. Check the box next to the **Force Vertical / Horizontal Gap** if you want to force a fixed gap between the objects.
10. A preview of the layout is displayed, as well as the number of objects on the page and the percent of usage of the objects out of the page area.
11. To apply the settings calculated by the wizard to the document, click the **Apply settings to document** button.
12. To cancel the wizard without making any changes to the document, click **Exit** button.

Page Object Visibility

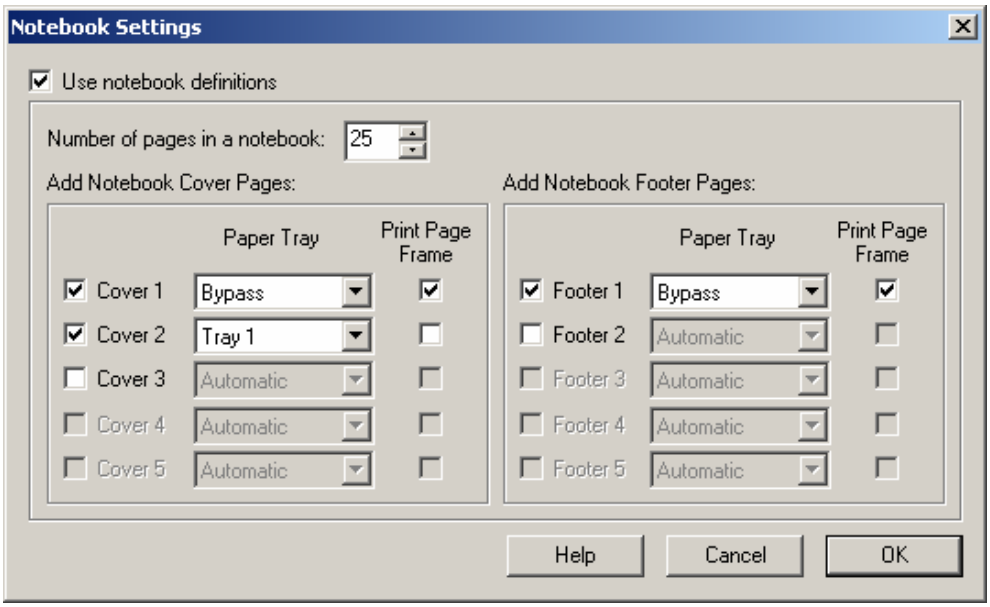
This window displays which objects to display – and hence to print – and which objects should be hidden.

1. Click on Display Document Objects located in the File Menu to open the display window.
2. Choose the objects you do not want to display by pressing on their number.
3. Objects that are unselected (not pressed into the screen) will not be printed.

Notebook settings

When creating a notebook, such as an invoice book, ticket book etc., there are some additional definitions:

1. From the **Tools Menu** choose **Notebook Settings**. The Notebook Settings dialog box will appear.



2. Select the **Use notebook definitions** box.
3. Indicate the **Number of pages in a notebook** using the up/down arrows.
4. To add a cover page to each notebook in the document, check the **Cover 1** checkbox. To add more cover pages (up to 5 cover pages), check the appropriate cover page checkboxes.
5. For each cover page, select from the **Paper Tray** combo box, where the cover page will be printed from.
6. Check the appropriate **Print Page Frame** checkbox to indicate whether the paper frame will be printed on the cover page.
7. To add a footer page to each notebook in the document, repeat step 4 above with footer instead of cover page.

Defining the Number of Copies

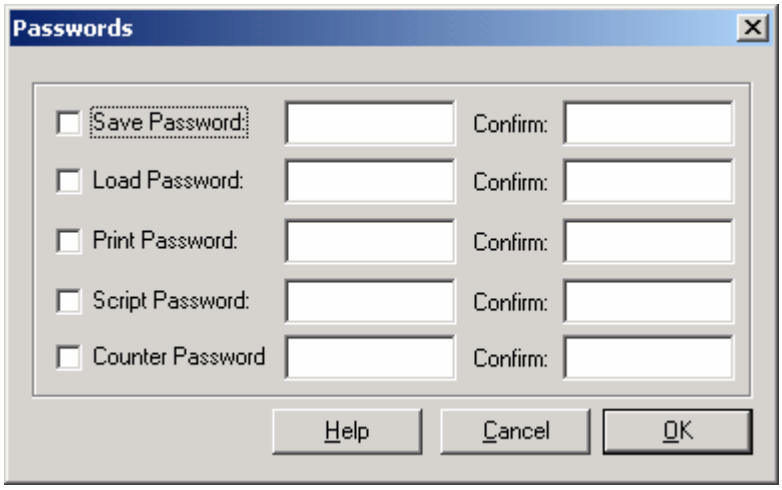
After creating a new document, you can indicate the number of copies in the document. Every document must have at least one input object of the type Copies. This object is always called **Copies** and cannot be deleted.

Click on the (+) sign next to the Document-object in the Objects Tree. The **Copies** branch will be displayed. Select the **Copies** branch and in the Characteristics Window define the number of copies of the document.

Although it is a unique object, the **Copies** input object is still an Input object. Please refer to  Copies as Input on page 75 for information regarding the different characteristics of a Copies input object.

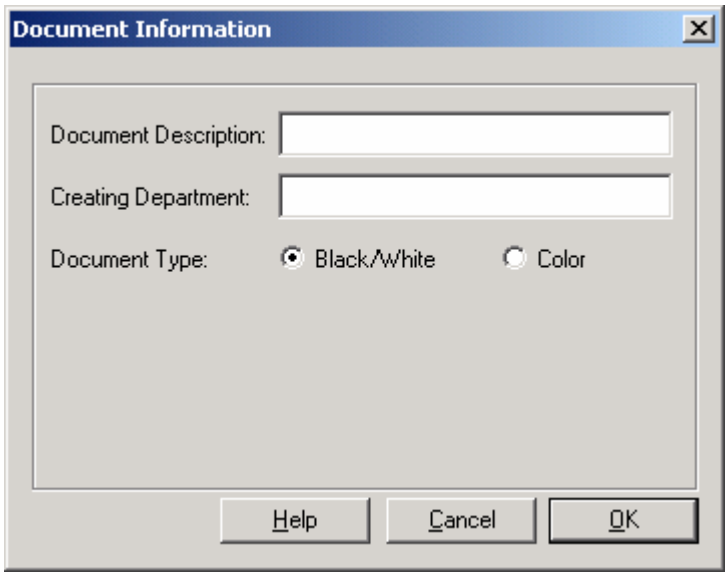
Protecting the Document

You can protect a document by assigning a password to protect some document actions such as Load, Save, Print, Run Script and change counter value. To set up these passwords, select the **Document password** from the **Tools** menu.



Add document information

You can add information that will describe the document and make it easier to be identified in the future. To add such information select the **Document Information** from the **File** menu.



Saving the Document

To save the document click the **Save** button in the **Normal toolbar**. In the **File Name** text box, type the name of the document and browse to the folder in which you want to save the document. Click the **Save** button.

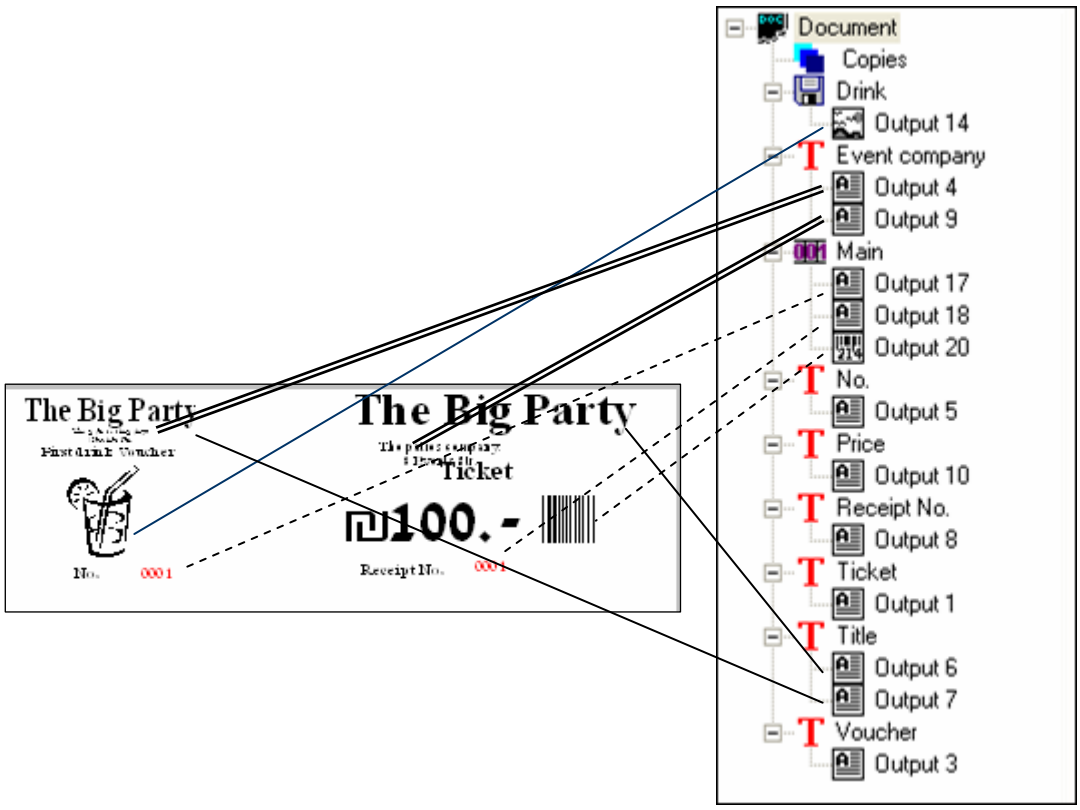
Inserting Objects

About Objects

Every document created using the xPress^2 software is constructed of objects: output objects and input objects. While creating a document you should place an output object on the xPress^2 desktop, define its characteristics and link it to an input object that defines the displayed data.

Sometimes a single input object can supply its data to more than one output object. For example, a ticket with 2 parts – one part containing the ticket number displayed as a barcode and the other part is a drinks voucher with the same number displayed as digits.

The following illustration shows the links between the document and its Object Tree. You can see that one input object (Main), such as the ticket number, can be displayed in 3 different output objects.



The output object and its linked input are displayed in the Objects Tree on the same "branch", but the input appears one level higher than the corresponding output.

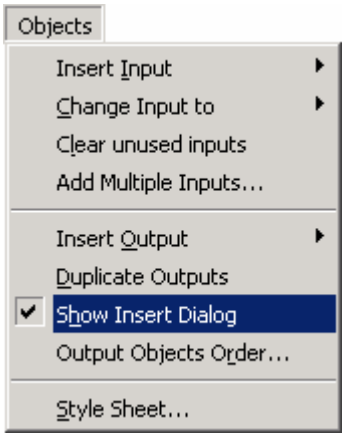
Adding new Objects

There are two methods of adding new output objects to the document. The first one is via a dialog box and the second one is to allow the xPress^2 to create the desired default object and then change it to suit your needs.

Selecting one of the two methods is done by checking or un-checking the ✓ sign next to the **Show Insert Dialog** option in the **Objects Menu**.

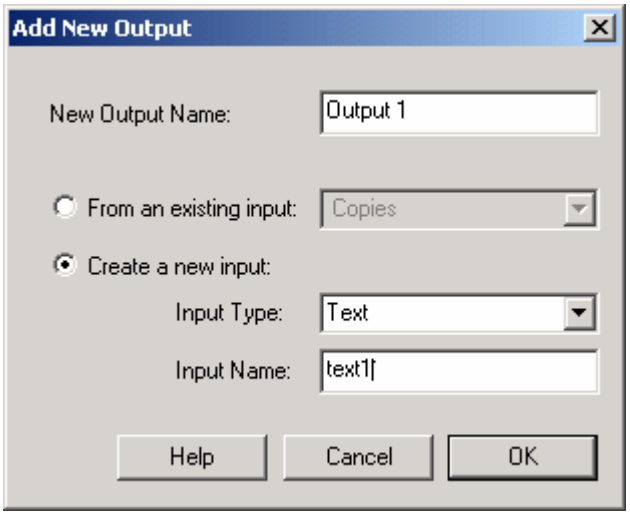
Method 1: via dialog box

1. From the Objects Menu select the **Show Insert Dialog** option. The ✓ sign will be added to the left of the sub-menu. This feature enables the display of a dialog box every time you create a new object



2. From the **Objects Menu** choose **Insert Output** and select the type of output object you wish to add (e.g. Text) from the sub-menu.

3. The **Add New Output** dialog box will appear:



4. In the **New Output Name** text box, write a name for the output (the name Output # is displayed by default).

5. If you want the new output object to receive its content from an **existing** input object, you can select it from the **From an existing input** combo box.

6. If you want the new output object to receive its content from a **new** input object, select the **Create a new input** radio button.
7. From the **Input Type** combo box select the desired type of input object (e.g. Text).
8. Write a name for the new input object in the **Input Name** text box (the name Input # is displayed by default).
9. Click **OK** to confirm. The new output object will be created on the xPress^2 desktop, and the new output and input objects will appear in the Objects Tree.
10. Now you can select the new output object, either from the xPress^2 desktop or from the Objects Tree, and change its characteristics. Each output object has two tabs in the Characteristics Window, the **Layout** tab (which will be explained on page 47) and the **Data** tab. The **Data** tab appearance differs according to the type of output, and its content is explained in details in Chapter 4: Output and Input objects on page 67.
11. You can also select the newly created Input object from the Objects Tree, and change its characteristics. All input objects have only one Tab in the Characteristics Window, the **Input** Tab, which is explained in detail in Chapter 4: Output and Input objects on page 75.

Method 2: default quick build

1. Make sure that the ✓ sign next to the **Show Insert Dialog** option in the **Objects Menu** is not checked.
2. Select the type of output object you want to add by clicking the desired output type on the **Objects toolbar**. When moved to the working area, the mouse cursor will change its shape to a cross.

3. On the working area, draw a square using the mouse. When you release the mouse button, an output object of the type you chose will be created in the location you marked, and a new input text object will be created as well.
4. In order to change the Input type to the desired input type, you can select it from the Objects Tree. From the **Objects** menu, select **Change Input to** and select the new desired input type from the sub-menu.
5. In order to change the characteristics of the new output and input objects, see steps 10 and 11 above.

When you create an Output type, **except for** picture outputs, the default input type that will be created is a Text Input. When you create a picture output, the default Input that will be created is a File Input.

Combination of the two methods

Methods 1 and 2 for adding new output objects can also be combined:

- You can select the ✓ sign next to the **Show Insert Dialog** option in the **Objects Menu**, and then use the mouse to select the desired output type, and to mark a place for it on the desktop. In this case, the output position will be set and the **Show Insert Dialog** option will be displayed when you release the mouse button.
- On the other hand, you can remove the ✓ sign next to the **Show Insert Dialog** option in the **Objects Menu**, and then select from the **Objects Menu** the **Insert Output** and select the desired type of output object you want to add from the sub-menu. In this case the desired output type will be added immediately to the upper left corner of the desktop with the default input

object type, and you can make all the adjustments and changes to both output and input objects later.

Copy-Paste of objects

You can copy output and input objects to the clipboard, and then paste it back to the same document or to another document.

When you copy input objects to the clipboard, all dependent inputs are copied as well, e.g. when you copy a chain input object, all input objects in the chain are copied as well.

When you copy output objects to the clipboard, all the inputs of these outputs are copied to the clipboard as well.

If you paste an object (input or output) to a document in which an object with that name already exists, xPress^{2} will automatically change the name of the pasted object to a new unique name.

Duplicating existing objects

It is sometimes easier to duplicate an existing output object than to create a new one. All you need to do in order to duplicate existing objects is:

1. Select the desired object or objects using the mouse, holding the shift key while clicking all desired objects.
2. Select **Duplicate Outputs** from the **Objects Menu**.

All the selected objects will be duplicated and placed near the position of the original outputs, but not in the exact place. The newly selected group contains only the new objects and not the original ones, which can now be moved to any other location and treated as any other output objects.

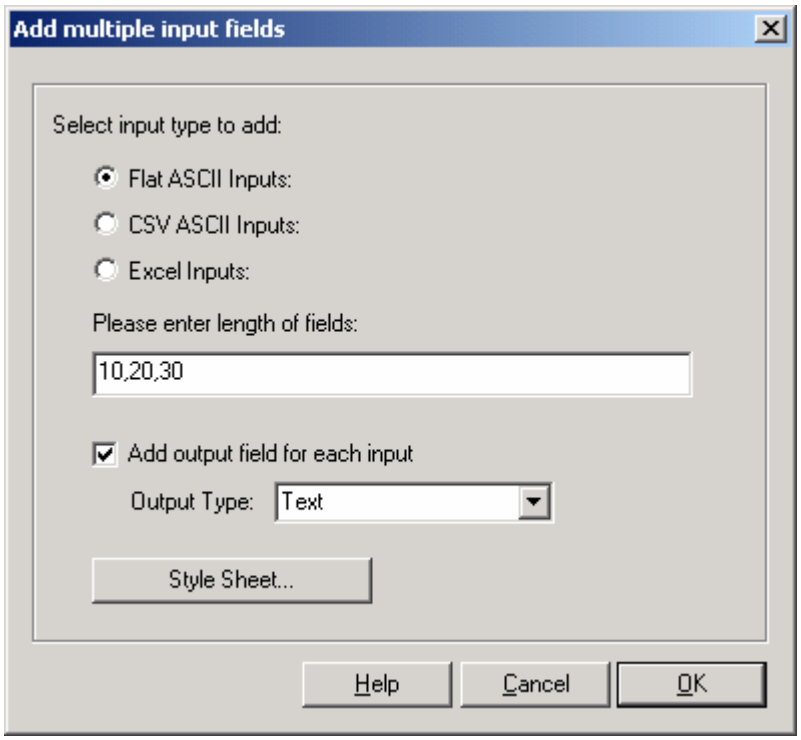
When you duplicate output objects, its input objects are **NOT** duplicated. However, the new output objects are linked to the same input objects to which the original output objects were linked.

There are two differences between copy-paste and duplicate of objects:

1. Copy-paste can be done on both input and output objects, and duplicate can be only done on output objects.
2. When copy-pasting an output object, its input object is also copy-pasted and new input and output objects are created. When duplicating an output object, it is duplicated and inserted under the original input of the duplicated object.

Insert multiple objects at once

You can create a large number of objects at once by using the "**Add multiple inputs**" dialog box from the "**Objects**" menu. This option is useful when you want to set a large number of input objects to one data file with identical characteristics besides the location of the fields from which you want the input objects to get the data.



Choose the type of the input objects you want to create, and then type the length of the fields, number of fields or column names for each input object (according to the type of input object you selected) and separate the data with a comma.

Choose whether you like an output object to be created under each input object as well, and choose the type of output object to be created.

Click the "**Style Sheet**" button and select from the style sheet dialog box all of the characteristics which will be the same for all objects created. It is very important to choose the file for the input objects to take the data from. It is very much recommended to select the file from the file manager, this way if in the future you will need to change the file for all input objects at once, it will be very easy to be done. For more information about the file manager, please see page 53. For more information about the style sheet, please see page 27.

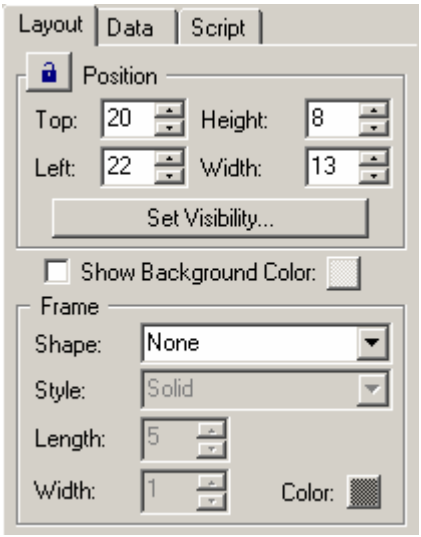
Static vs. Variable Data

The Output objects in xPress[2] are always linked to an Input object. The type of the Input object defines whether the output object will be static (will always contain the same data) or variable (where the data varies from one page to another).

- The static variable input object types are: Text, File.
- The variable input object types are: Copies, Counter, Excel, List, System, and ASCII.
- PDF Input can be either static or variable, depending on the characteristics of the specific PDF Input object.
- Chain Input can be either static or variable, depending on the inputs in the chain.

Layout

A Layout box is created automatically for each output object added to the document. The Layout box indicates the general characteristics of the output object.



- In the **Position** boxes, indicate (using the up/down arrows) the exact location of the object in the document:

  Top – the distance of the top of the object from the upper margin of the paper.

  Left - the distance of the left of the object from the left margin of the paper.

  Height – the height of the object.

  Width – the width of the object.

- Click the **Set Visibility** button to open a dialog box that will allow you to decide in which pages and copies of the document the object will be visible.
- Click the **Lock** button to lock the location of the object, to avoid moving it unintentionally with the mouse.
- Select **Show Background Color** to add a background color to the object.
- The **Frame** area is used for indicating the borders of the object.

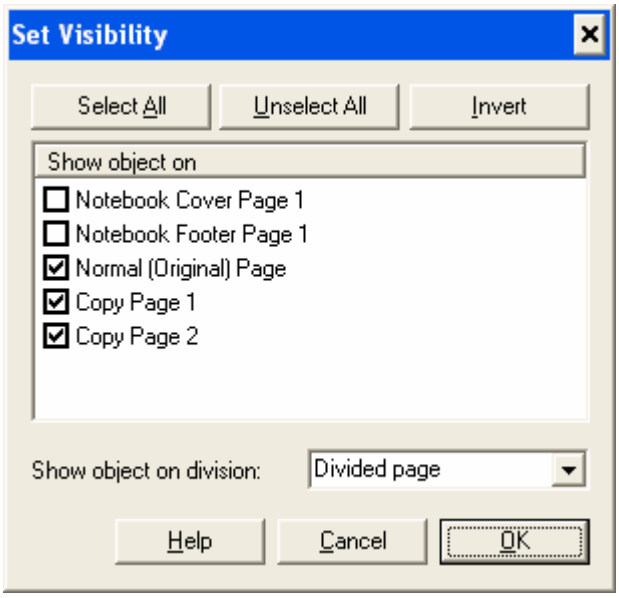
  Use the **Shape** combo box to choose the border shape.

  Use the **Style** combo box to choose the line style of the border.

  Use the **Length** box to change the length of the frame lines if the frame type is **Cross**.

  Use the **Width** box to choose the line width of the border.
- To change the size and location of an object using the mouse, drag the object to the new location and change its size. By default, xPress^{2} will allow you to move the objects only within the xPress^{2} Desktop. If, for any reason, you want to place an output object outside the xPress^{2} Desktop (in the gray area) you can remove the ✓ sign next to the **Limit outputs to page** option from the **View Menu**.
- To define the exact size or location of an object, select the output object in the Objects Tree and define its characteristics in the object's Characteristics Window.

Set Visibility Dialog Box



Here you can decide in which of the document's pages the output object will be visible or invisible.

The list will show all page types available in your document, check the box next to each page type to make the output object visible, or uncheck the box to make it invisible.

The Set Visibility also allows you to decide if the object should appear in the undivided section of the page or as part of the changing section, as explained in page 17.

- Click the **Select All** button to make an object visible in all pages.
- Click the **Unselect All** button to make an object invisible in all pages.
- Click the **Invert** button to invert the selection of visibility.

To make the working area show different page type, choose the desired page type from the **Show objects on** combo box in the Toolbox, for more information about viewing different page types, see The Objects Toolbar (Toolbox) on page 17.

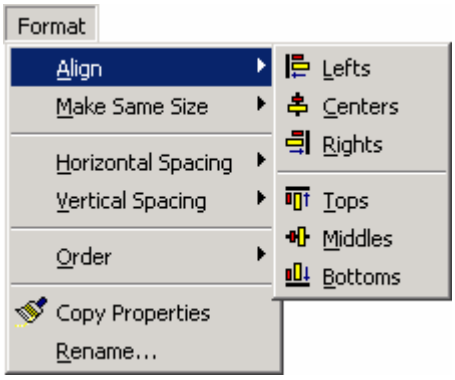
Changing output objects layout easily

After inserting an output object you can change its location relative to other output objects in the document. You can align output objects, set horizontal or vertical spacing and arrange their display order by levels.

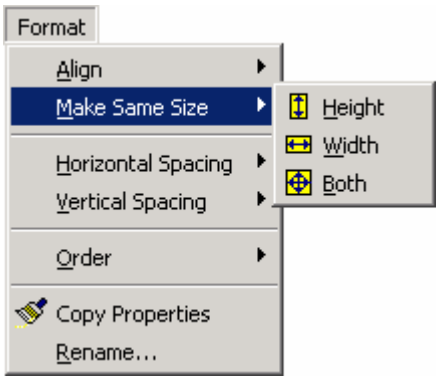
Select the output objects you want to arrange using the mouse and the Shift key. When you select objects, the last object you select is always the leader object of the group; you can distinguish this output object from the rest of the group since its dotted border is red, while the borders of all the other output objects are gray.

After you finish selecting the group of output objects, from the **Format Menu** select one of the positioning options:

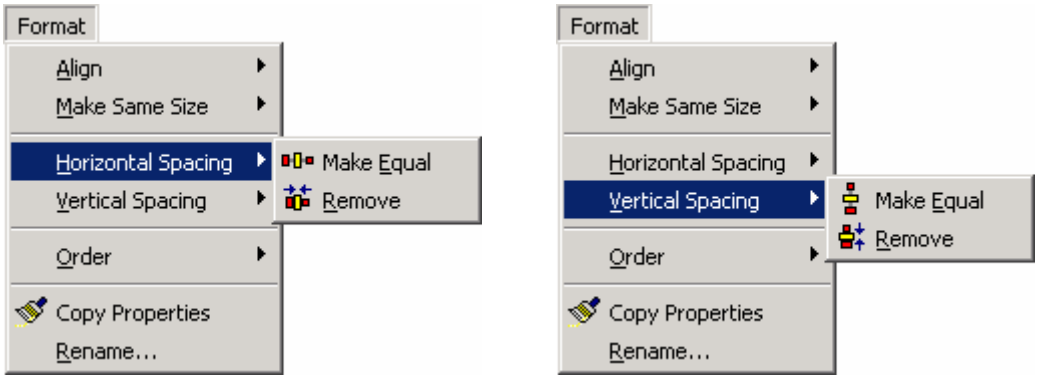
- Select the **Align Menu** and choose one of the direction options from the sub-menu (**Lefts**, **Centers**, **Rights**, **Tops**, **Middles**, **and Bottoms**) all of the selected output objects will be aligned according to the leader object.



- To equalize the size of the selected output objects, select **Make Same Size** from the **Format Menu** and choose one of the options displayed in the sub-menu. All of the selected output objects will be resized according to the leader object (Width, Height or Both).

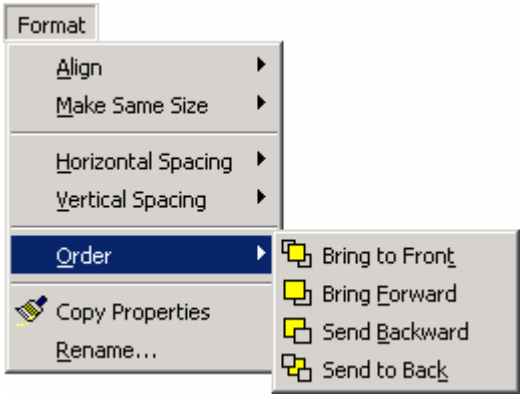


- To change the spacing between output objects: Select the output objects, and then from the **Format Menu** select either **Horizontal Spacing** or **Vertical Spacing**. To use this option, at least 3 output objects must be selected.



  - Select **Make Equal** to create equal spaces between the selected output objects.
  - Select **Remove** to remove the spaces between the output objects.

- To change the graphic layout order of the output objects: Select the output objects, and then from the **Format Menu** select the **Order** option and choose one of the options displayed in the sub-menu: bring to front (1st level), bring forward, send backward, send to back (last level).



All formatting actions can be performed easily and conveniently from the **Format toolbar**.

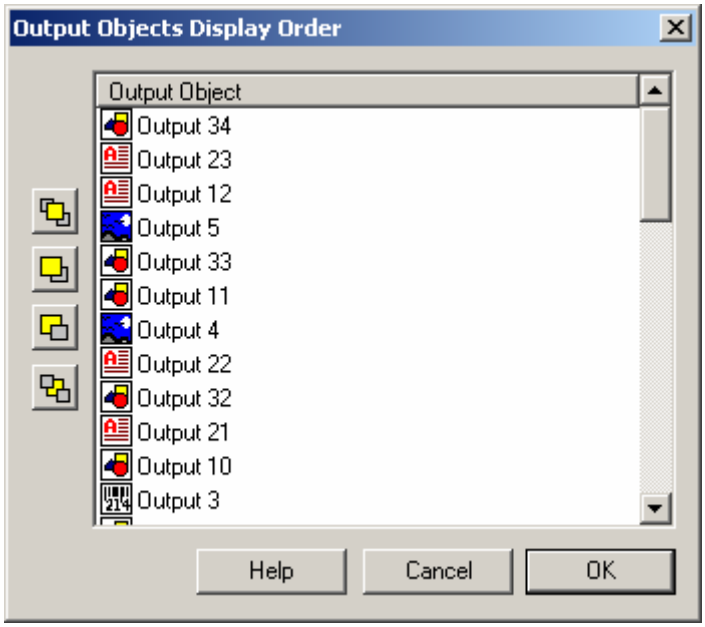
Copying output object characteristics

You can copy the characteristics of one output object to another output object. This is useful for quick characteristics editing and creating a uniform document.

1. Using the mouse and the Shift key, select the objects you wish to change. Make sure that the leader object (the object that is selected last in the group) is the object you want to use as the source characteristics object.
2. Click the Brush button from the Format toolbar.
3. The characteristics of the leader object will be copied to all objects in the selected group.

All output objects in the selected group must be of the same type in order to successfully copy the characteristics.

Output Objects Display Order Dialog Box



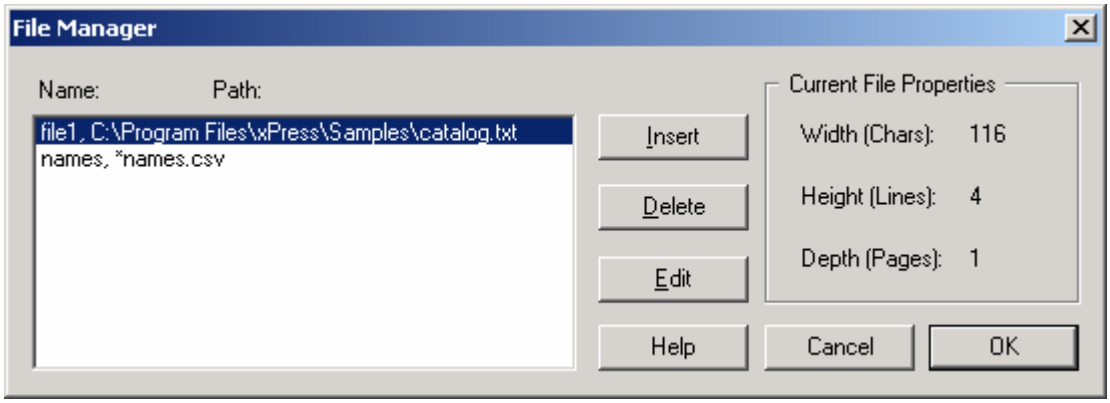
The Output Object Display Order is used to comfortably view and change the order in which the Output Objects are created, displayed and printed on the page.

File Manager

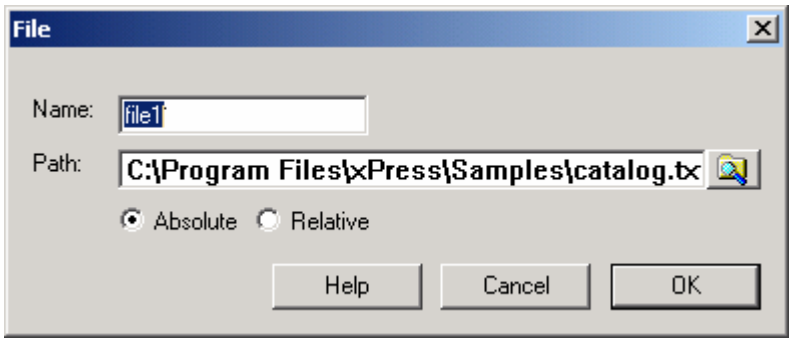
When you want to select a file as an input (picture, ASCII, PDF or Excel input objects), you may first insert the file into the File Manager, and then select the input file from the File Manager list of the input object. This will allow you, when you want to change the file in the future, to change it only once in the File Manager, instead of needing to change the file in each input object separately.

To insert a file into the File Manager:

- Select **File Manager** from the **Tools Menu**. The File Manager dialog box will appear.



- To insert a new file, click the **Insert** button, the File dialog box will appear.



  - Write a descriptive name for the file in the **Name** box.
  - Select the file path using the browse button.

  - Choose whether the file is in **Absolute** or **Relative** location to the xPress² document. If the document is a new document that was never saved, you must first save it using the **Absolute** option, since an unsaved document doesn't have a path on the drive.

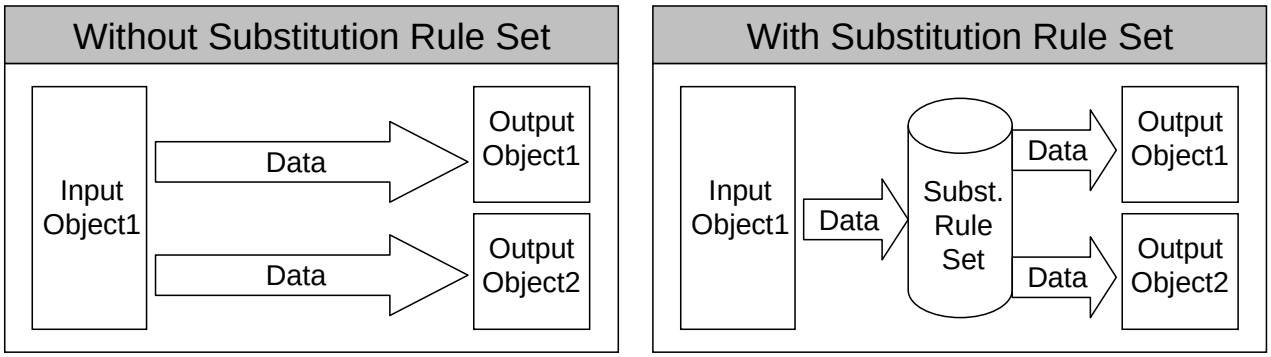
- To delete an input file from the File Manager, select the file and click the Delete button.
- When selecting a file from the File Manager, if this file is an ASCII file or a CSV file, the properties of the file can be seen on the right hand side.
- To change an input file linked to the File Manager
  - Open the **File Manager** window and select the file you want to change.
  - Click the **Edit** button, select a new file and confirm.
  - All Output Objects that receive their input from the selected file in the File Manager display the new input file.

To link an Input to a file from the File Manager:

- Select the desired input object from the Objects Tree.
- In the **Input** tab of the Characteristics Window, select the **File Manager** check box and select the file name from the list of File Manager files.

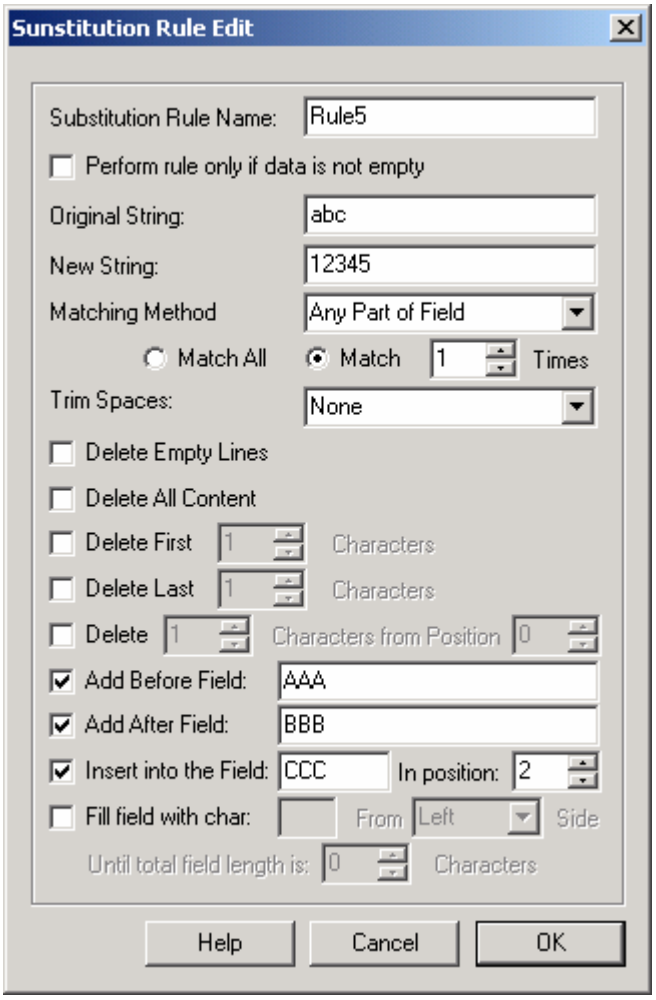
Substitution Rules

Substitution Rules are a set of rules you can use to change the text that an output object receives from an input object. It is like a filter which can change all or some of the text. Substitution Rules are organized in groups, called Substitution Rule Sets. Each Substitution Rule Set is composed of one or more Substitution Rules.



To define Substitution Rules and Substitution Rule Sets, Select **Substitution Rules Manager** from the **Tools** menu.

Define Substitution Rules



In the **Substitution Rules Manager** dialog box, click the **Insert Rule** button and the **Substitution Rule Edit** dialog box will open. Select the properties of the Substitution Rule.

- Select a name for the Rule, this name will be used to identify that Substitution Rule.
- If you want the rule to be used only if the data in the input field is not empty, check the **Perform rule only if data is not empty** checkbox.

- In the Original String box, write the text you want to replace with a different text.
- In the New String box, write the new text you want instead of the original text.

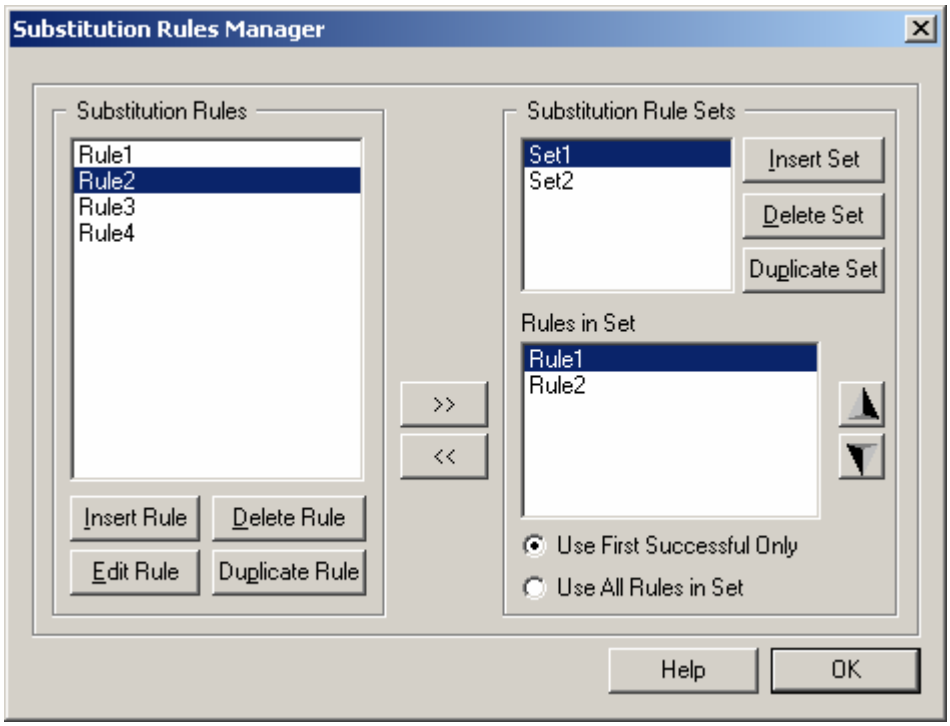
If you want to replace or insert a text which is composed of unprintable characters (for example a form feed or a line feed character) you can type the hexadecimal value of that character in the following format: <0x**>, where ** is the hexadecimal value of the unprintable characters. For example, <0x0C> will insert a form feed character. <0x0D0A> will insert the carriage return and line feed characters.

- In the Matching Method combo box, select one of the methods:
  - **Any Part of Field** – The original string will be searched and replaced with the new string anywhere in the text. If you select this option, select **Match All** to replace all appearances of the original string with the new string, or **Match # Times** to replace the original string only a specific number of times.
  - **Whole Field** – The original string will be replaced with the new string only if the data is exactly identical to the new string.
  - **Start of Field** – The original string will be replaced with the new string only if the data starts with to the new string.
  - **End of Field** – The original string will be replaced with the new string only if the data ends with the new string.
- Select whether you would like to trim spaces from either side of the data in the **Trim Spaces** combo box.
- Select **Delete Empty Lines** checkbox if you want to remove empty lines.
- Select **Delete All Content** checkbox if you want to clear the data.

- If you want to delete characters from the beginning (left side) of the data, select **Delete First** checkbox, and type in the number of characters you want to delete.
- If you want to delete characters from the end (right side) of the data, select **Delete Last** checkbox and type in the number of characters you want to delete.
- If you want to delete characters from the middle of the data, select **Delete** checkbox and type in the number of characters you want to delete and the position of the deletion.
- To add text before the data, select the **Add Before** checkbox and type in the text to add.
- To add text before the data, select the **Add After** checkbox and type in the text to add.
- To insert text within the data, select the **Insert into the Field** checkbox, type in the text to insert and select the position to add it in.
- To make the field a given fixed length, select the **Fill field with char** checkbox, select which character is the padding character, determine which side to add the padding and enter the desired final field length.
- Click **OK** and the new Substitution Rule will appear in the Substitution Rules list.

Define Substitution Rule Sets

Once you have finished defining the Substitution Rules, you must organize them in Sets in order to be able to use them:



1. Click **Insert Set** button, and type the name of the set.
2. The new set will appear in the Substitution Rule Sets list. Click on the set, the sets properties will be enabled.
3. Select a Substitution Rule from the list on the **Substitution Rules** list, and click the >> button. The selected rule will be added to the **Rules in Set** list. Repeat this step for each rule you want to add to the set.
4. If you want to remove a rule from the set, select it in the **Rules in Set** list and click the << button. The selected rule will be removed from the list.
5. You can change the order of the rules in the set using the up/down arrow buttons, the order of the rules is important since this is the order in which xPress^2 performs the rules when the set is in use.
6. Select **Use First Successful Only** option if you want xPress^2 to perform the rules in the set until a rule is performed successfully, and skip all remaining rules.

7. select Use All Rules in Set option if you want xPress^2 to perform all the rules in the set regardless if any rule was successful or not.

Use Substitution Rule Sets

Once you finished defining the Substitution Rule Sets, you need to select a set to be used with a specific input object. Select the desired input object from the Objects Tree, this input object may be of a type: ASCII, Excel, System, Counter or List, and in the characteristics window of that input, check the **Subst. Set** checkbox and select the desired Substitution Rule Set from the combo box.

Substitution Rule Sets Examples

Following are a few examples that may assist in understanding the Substitution Rules and Substitution Rule Sets. Assume the following condition:

Rule 1
Original String: "0" New String: "xx" Matching: Any Part of Field Match 2 times

Rule 2
Original String: "1" New String: "yy" Matching: Any Part of Field Match All

Set 1
Rules: Rule1 Use First Successful Only

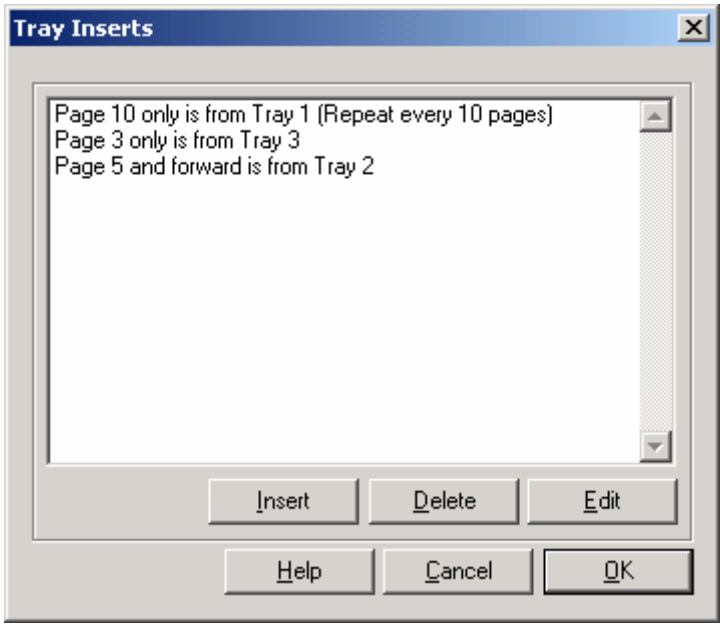
Set 2
Rules: Rule1 Rule2 Use First Successful Only

Set 3
Rules: Rule2 Rule1 Use First Successful Only

Set 4
Rules: Rule1 Rule2 Use All Rules in Set

Original Data	After Set 1	After Set 2	After Set 3	After Set 4
000111	xxxx0111	xxxx0111	000yyyyyy	xxxx0yyyyyy
123456	123456	yy23456	yy23456	yy23456
100000	1xxxx000	1xxxx000	yy00000	yyxxxx000
ABC01	ABCxx1	ABCxx1	ABC0yy	ABCxxyy

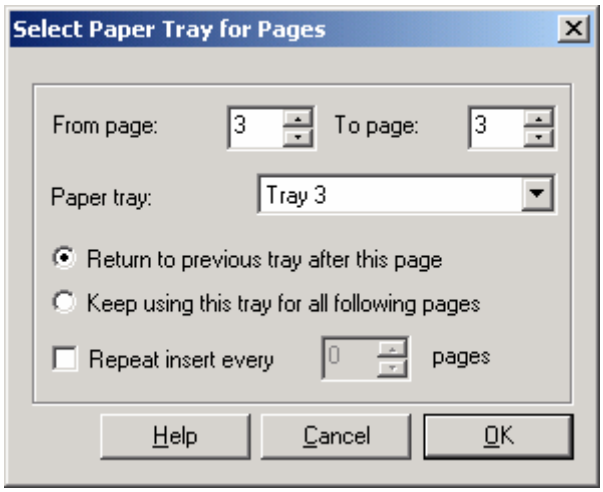
Tray Inserts



The tray inserts dialog box is used to assign a specific tray to a certain page or page group.

- To add an insert, click the **Insert** button and the **Select Paper Tray for Pages** dialog box will open.
- To edit an insert, select the desired insert from the list, and click the **Edit** button.
- To delete an insert from the list, select the desired insert, and click the Delete button.

Select Paper Tray for Pages



The **Select Paper Tray for Pages** dialog box is used to select the properties of the insert command.

- Select the **From** and **To** pages for the insert. The page numbers are the numbers including cover and footer pages of a notebook, and copy pages.
- Select the desired paper tray from the **Paper tray** list.

- Select the **Return to previous tray after this page** option if you want the insert to be for these pages only, or the **Keep using this tray for all following pages** if you want the following pages to be taken from the same paper tray until any other tray changes (whether by a different tray for a different copy or by a new insert) will occur.
- Check the **Repeat insert every x pages** checkbox, and select the number of pages if you want the insert to be repetitive and not one time only.
- Click the **OK** button.

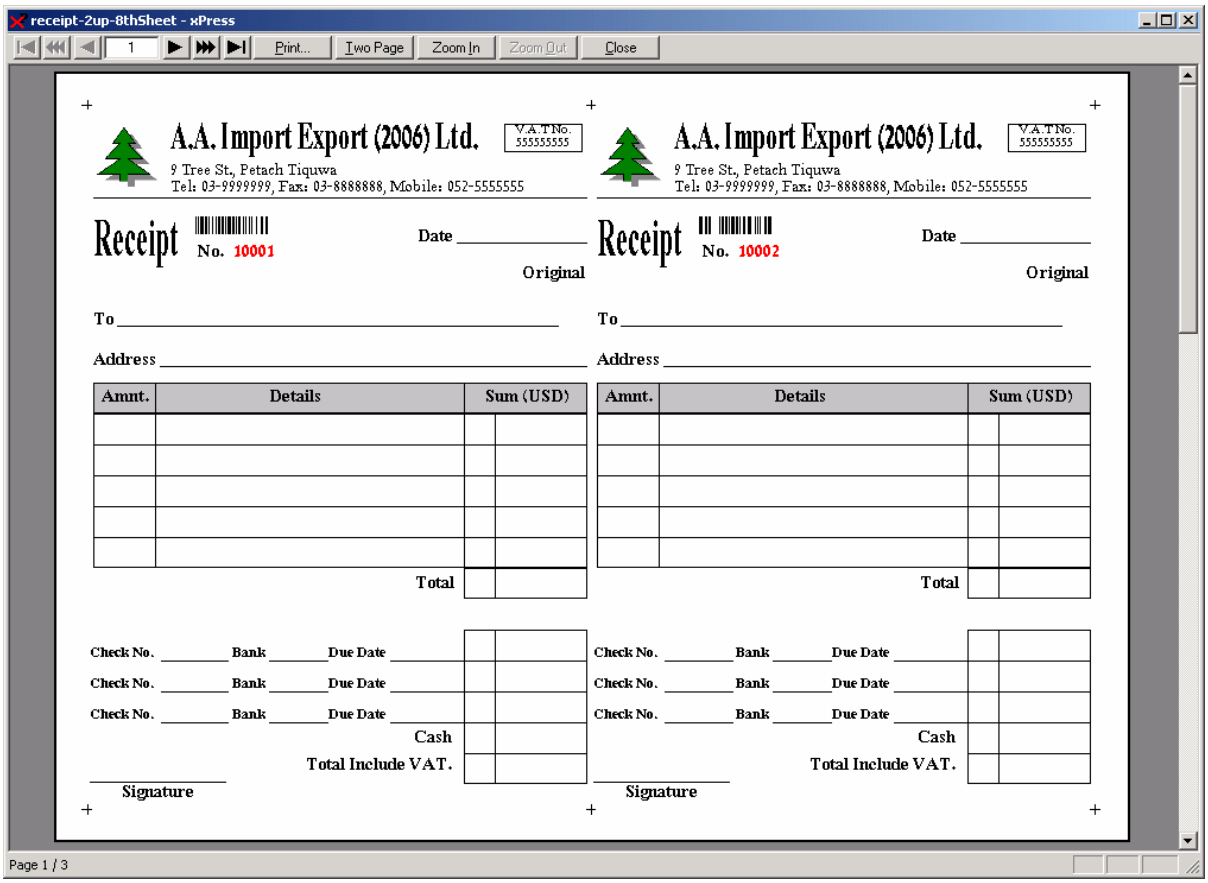
Before you print a document with different paper sources for different pages, you must define the printer tray code for each paper tray. The tray definition can be done in one of two ways: PCL or Postscript. For more information about setting the paper tray definition please refer to PCL Paper Trays on page 21 or Postscript Paper Trays on page 22.

In order to print different copies from different paper trays using PCL or Postscript commands, your printer must support PCL5 or Postscript language accordingly. This requires a PCL5 or Postscript printer driver.

Printing the Document

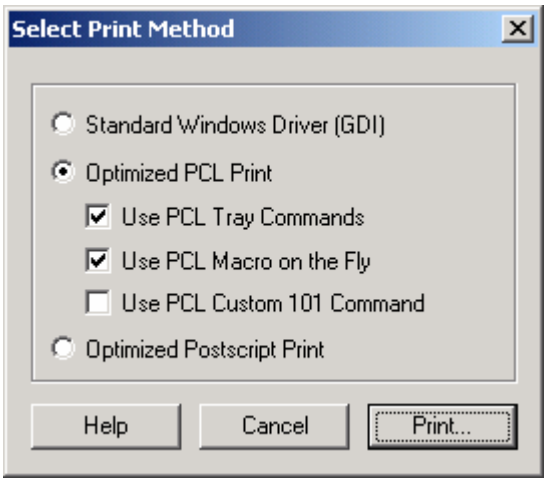
Before printing, it is recommended to display the document in the Print Preview display. This display shows the full page according to the number of columns and rows you have defined. For more information, please see Defining Document Characteristics on page 32.

1. To view the document in Print Preview mode select **File** from the **Main Menu** and choose **Print Preview**, or click Print Preview in the **Normal toolbar**.



2. Click the arrow buttons to see the copies of the document and the other pages of the document.
3. Click the **Zoom In** and **Zoom Out** buttons to see parts of the document in a more detailed manner.
4. Click **Close** to return to the document or click the **Print** button to print the document.
5. To print the document without displaying the Print Preview window, click the **Print** button in the **Normal toolbar**.

6. The **Select Print Method** dialog box will appear. Select the desired print emulation you want to use.



   Click **Print** to continue the print process.

7. In the Print dialog box select the page numbers for printing, and press the **OK** Button to confirm. The document will be printed according to the number of pages and the number of copies you have specified and according to the paper trays you have chosen for each copy.

Faxing the Document

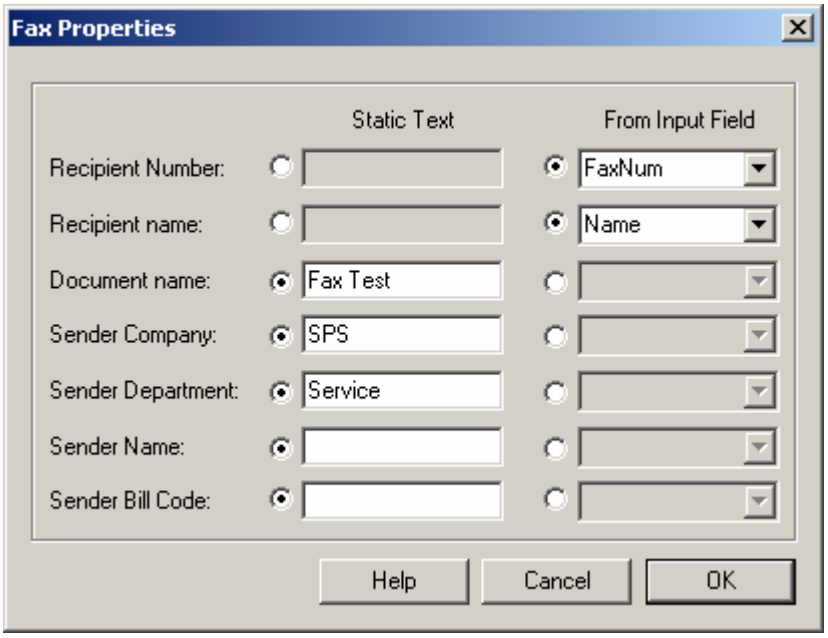
In order to send fax from the xPress^2 software, the fax module must be licensed. It is only possible to send fax from the xPress^2 software when it is installed on windows 2000/XP or higher operating system. Additionally, make sure that the Microsoft Fax software is installed on your computer and is working properly.

xPress^2 software is able to send a document automatically via fax. The sent is made using Microsoft Fax software. When sending a fax from xPress^2, the fax number field can be taken from any input field (including excel or ASCII), which enables you to

send each page or page group to a different fax number, without the need to send each fax manually.

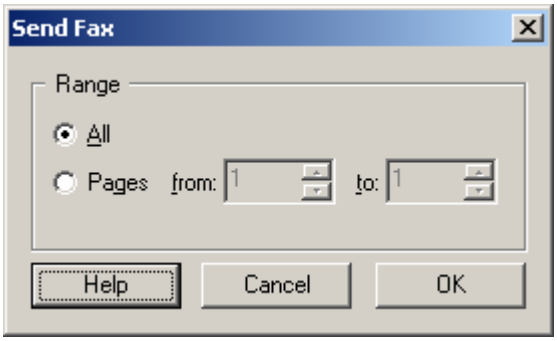
To fax a document automatically from the xPress[2] software, please follow these steps:

1. Click **Fax Properties** from the **Tools** menu, which will open the Fax Properties dialog box.



2. For each fax property, select its content. The content can be either a static text, or from an Input field. The only mandatory parameter is the Recipient Number (destination fax number), all other parameters are optional. After setting the fax parameters, click **OK**.

3. Click **Send Fax** from the **File** menu, this will present a Fax Send dialog box, where you may specify the range of pages to be faxed.



Click **OK** to send the document by Fax.

4. Each page of the document will be faxed to the appropriate fax number. If two consecutive pages have the same fax recipient number, they will be sent in the same fax call.

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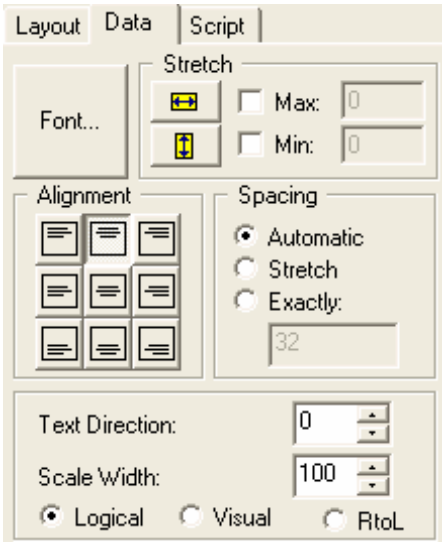
Chapter 4: Output and Input objects

Output Objects

Output as Text

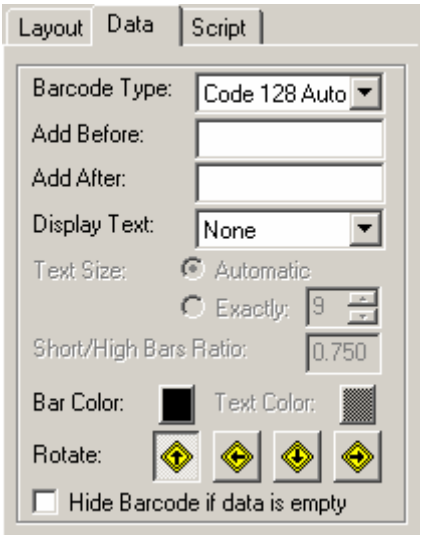


Use this output to display texts:

- To format the text font, click the **Font** button and from the displayed dialog box choose the font type, font style, size and color.
- The text can be stretched to fit into the object's borders by using the **stretch** options. Click the vertical arrows and/or the horizontal arrows button in order to stretch the text to the dotted outline. Min/Max gives the minimum and maximum font size values allowed to the text to the object.
- Click on one of the 9 **Alignment** options to choose the preferred combination of vertical (Top, Middle, Bottom) and horizontal (Right, Center, Left) alignments.
- To indicate the spacing between the text lines:
    - Select **Automatic** spacing if you want the system to automatically choose spacing according to font size.
    - Select **Stretch** if you want the system to stretch the text lines over the entire output area.
    - Select **Exactly** to indicate the distance between lines in points.

- Use the up/down arrows in the **Text Direction** box to indicate the direction of the text in the text box.
- Use the up/down arrows in **Scale Width** to stretch the fonts (starting at 100%).
- Select the **Visual** or **RtoL** radio button if the text in text box is in reversed display.
- In the Font dialog box, you can also decide how the text will act if it exceeds the limits of the area assigned to it by the output object, using the following options:
    - No Clipping – The area of the output object doesn't limit the text, so if the text exceeds the area of the output object, it will still be printed.
    - Clip Text – Those parts of the text that exceed the area of the output object will not be printed.
    - Wrap Text – Will cause the text to wrap automatically to the next line if it exceeds the limit of the output object.

Output as Barcode



Use this output for printing Barcodes.

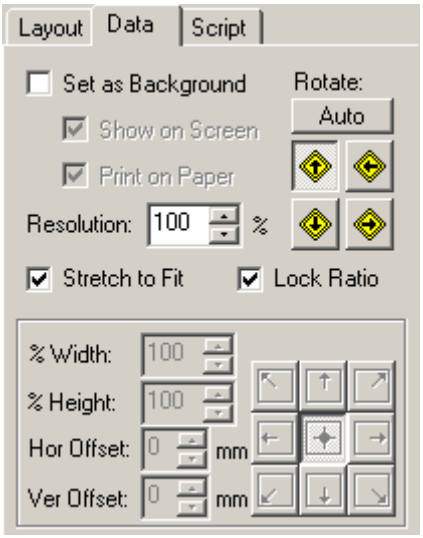
- From the **Barcode Type** combo box, choose the Barcode encoding standard.
- In the **Add Before** and **Add After** boxes, insert the text you want to add before or after the Barcode.
- To display text in addition to the Barcode code, click the arrow of the **Display Text** combo box and select location of the display.

- Select the **Text Size** to be Automatic or an exact size (if a human readable text is displayed in addition to the barcode).
- Select what will be the ratio between the tall and short lines in the barcode (only in barcodes that have both tall and short lines).
- Click the **Text Color** box to choose the text color (if a human readable text is displayed in addition to the barcode).
- Click the **Bar Color** box to choose the bar color.
- To rotate the Barcode display, click on one of the **Rotate** buttons, according to the preferred direction.
- If you want an empty barcode to be hidden when its data is empty, check the **Hide Barcode if data is empty** checkbox.

Not every barcode standard can encode any type of data. Some barcode types can only encode numbers, while other can encode both numbers and letters. Some barcode types can only encode a limited length of data, while others can encode variable data lengths. You must know the different standards before using the barcode output.

If the output area on the xPress^2 desktop appears as a gray rectangle instead of a barcode, it means that the selected barcode encoding type cannot encode the desired data.

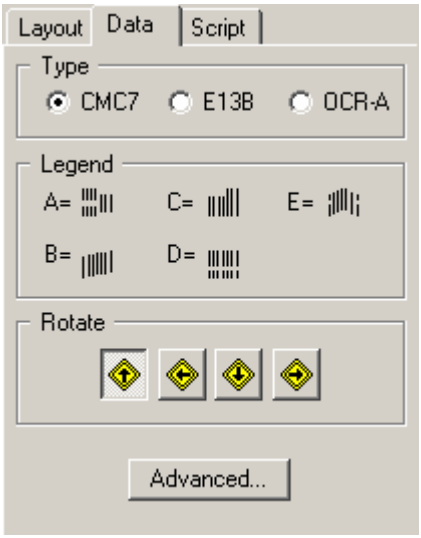
Output as Picture



Use this output for displaying a picture, such as a company logo.

- To set a picture as a document background, select the **Set as Background** box. The picture will be stretched across the entire working area.
- Check the **Show on Screen** box to show the background picture on the screen while designing the page. This option lets you place output fields easily on a preprinted document.
- Check the **Print on Paper** box show the background picture in the printed document only. This option lets you work on the document without displaying the background picture on the screen.
- You can rotate the picture by clicking the appropriate **Rotate** direction icon. Selecting the **Auto** rotate option will cause the picture to be displayed in the best direction according to the object dimensions.
- You can reduce the pictures resolution by changing the percent in the **Resolution** box (this will cause faster printing but lesser quality).
- Check the **Stretch to Fit** box to fit the Input picture to the size of the output object bounding box.
- Check the **Lock Ratio** box to instruct xPress^2 to keep the original height-width ratio of the picture to prevent distortions.
- Alternatively, you can indicate the picture size and offset in the output box by choosing the **Width** and **Height Percent**, **Horizontal** and **Vertical Offset** and the attach direction of the picture.

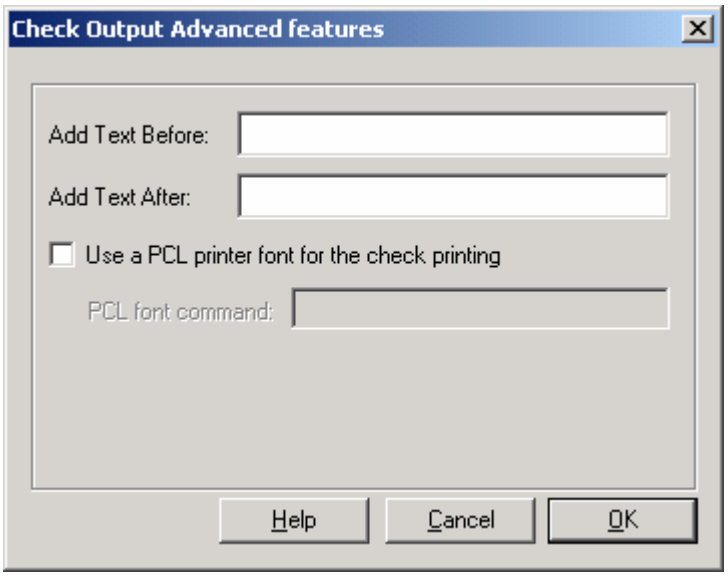
Output as Check



Use this output for displaying a Check Output in the MICR CMC7, E13B or OCR-A standards.

- Select the type of standard you want to use from the **Type** section.
- The letters in the Legend area represent the symbols separating the variable parts on the check. The symbols are different for each standard, and the legend will change according to the standard you selected.

- You can rotate the check output by clicking the appropriate icon.
- Click the **Advanced** button to open the Check Advanced features dialog box.



- If you want to add text before / after the data, insert the letters representing the requested symbol in the text boxes in the **Add Text** area.
- If you want to use a PCL printer font (a Flash / Dimm / Simm font) instead of the internal software font to print the MICR stripe, it can bee done by checking the **Use a PCL printer font for the check printing** checkbox and typing the

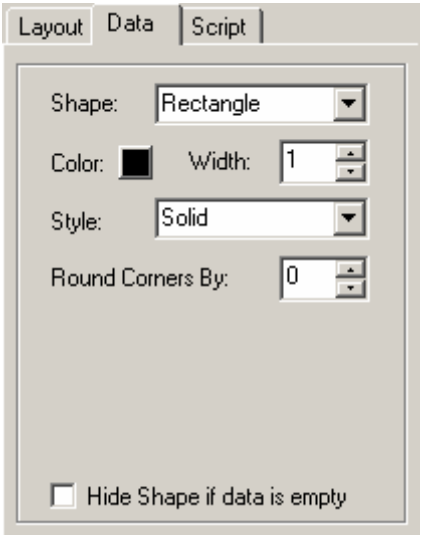
PCL font selection command in the **PCL font command** text box. Such a command can be something like that:

```
<ESC>(8M<ESC>(s1p12v0s4b4457T
```

The font selection command can be found in the printer PCL font list. When using a printer PCL font for the MICR stripe of the check it is recommended to ensure that in the driver's definitions under **Advanced**, the option **Print Optimizations** is **Disabled**.

The use of a PCL command to select a PCL printer font is an advanced feature which is not recommended for beginner users. You must be familiar with the usage of the PCL language and the commands to select the proper font, otherwise the printed results may be wrong.

Output as Shape



Use this Output for adding Shapes and lines to the document.

- Click the **Shape** list box to choose an object shape. You may choose one of four options, the content of the characteristics window will change according to the selected shape type:
- Line – indicate the line color, width and style and the combination of line and location around the object.
- Rectangle – indicate the line color, width and style and the degree of rounded corners of the rectangle.
- Ellipse – indicate the line color, width and style.

- Table - Indicate the line color, width and style and the degree of rounded corners of the table. For a Table also indicate the number of columns and rows, and the width ratio between columns.

  In the **Columns Ratio** text box, indicate the ratio between the columns. For example, for a 3-column Table if you write "1,1,1" - all the columns of the Table will have the same width. If you write "1,1,3" - the 3rd column will be 3 times wider than the 1st column. If you write "1,2" for a Table that have more than 2 columns, the width of the last columns will be set according to the last number written. For example, in a 4 columns Table, indicating "1,2" is identical to indicating "1,2,2,2". By that, it can be understood that writing "1" will generate a Table in which all the columns width are equal, regardless of the number of columns. In order to achieve maximum accuracy in complex Tables, you can treat the numbers in the box as the width of the Table in millimeters, and write for example "22,46,53".

- Triangle – indicate the line color, width and style, and the direction of the triangle.

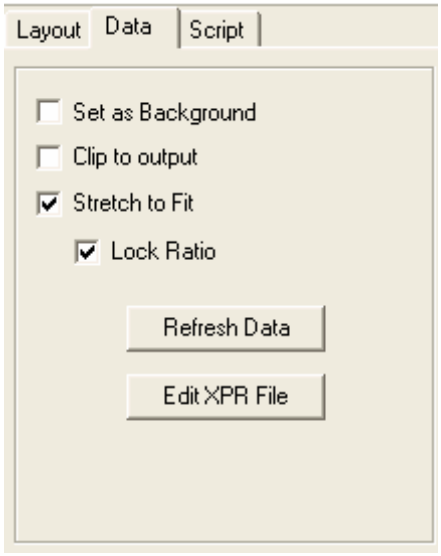
- Arrow – indicate the line color, width and style, and the direction of the arrow.

- Star – indicate the line color, width and style, and the direction of the star.

- If you want the shape to be hidden when its data is empty, check the **Hide Shape if data is empty** checkbox.

The fields in the shape output characteristics window change according to the selected shape type.

Output as xPress file



This option is used when you want to use one xPress[2] document as a variable element in a "parent" xPress[2] document. This is especially useful, for example, when making a "coupon flier" – each "coupon" can be a different type of xPress[2] output, while the entire flier is built of several "coupons".

To set as the background for the parent document, choose **Set As Background**. The background will cover the entire background.

Clip to Output limits the background xPress[2] document from exiting the borders of the work area and will delete anything that is outside the work area definitions.

Select **Stretch to Fit** in order for the background to stretch to its maximum size within the given borders.

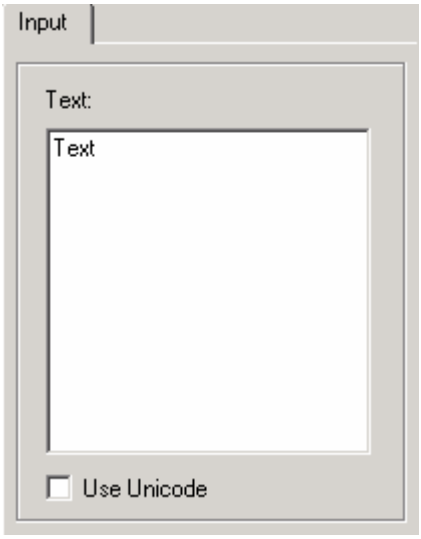
The **Lock Ratio** button will enable you to change the size of the image without distorting it.

The **Refresh** button will refresh the child xPress[2] document, if changes have been made, so that the current display will be the correct and updated one.

Use the **Edit XPR File** to change the child xPress[2] document.

Input Objects

Text as Input

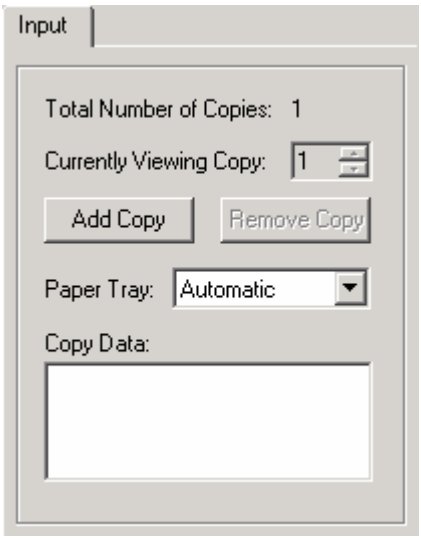


Use this input to connect the output object to a constant text, such as Company details or any other fixed text.

The text may be multi-line text.

If you want to use a language that is different from your default operating system language in your document, you may need to use the Unicode encoding. In this case, check the **Use Unicode** checkbox. Note that you can't use Unicode in every situation, for example: you can't link a barcode or check outputs to an input that was defined as Unicode.

Copies as Input



Use this input to connect the output object to a different text in each copy of the document, this is also used to select the paper source of each copy of the document.

- To add another copy to your document, click the **Add Copy** button.
- To switch between the data of the different copies, use the up/down arrows of the **Currently Viewing Copy** box.
- To define a paper tray from which this document will be printed, choose the tray number from the **Paper Tray** list.

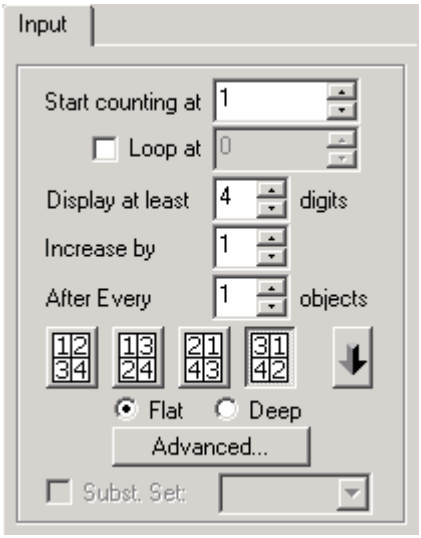
- In the **Copy Data** area, add the text that will be printed on this copy (for example Copy1, Original, etc.).
- Repeat the above steps for adding additional copies.
- To remove an existing copy, change the copy number in the **Currently Viewing Copy** box to the copy you want to delete, and click the **Remove Copy** button.

Each document must have at least one **Copies** input object - that is the object with the name **Copies**. The paper source is set in this input object and it cannot be deleted. Additional **Copies** input objects can be added to the document in order to create different texts on each copy of the document, but the paper trays in these objects can't be set and will be ignored.

Before you print a document with different paper sources for different copies, you must define the printer tray code for each paper tray. The tray definition can be done in one of two ways: PCL or Postscript. For more information about setting the paper tray definition please refer to PCL Paper Trays on page 21 or Postscript Paper Trays on page 22.

In order to print different copies from different paper trays using PCL or Postscript commands, your printer must support PCL5 or Postscript language accordingly. This requires a PCL5 or Postscript printer driver.

Counter as Input



Use this input to connect the output object to a counter.

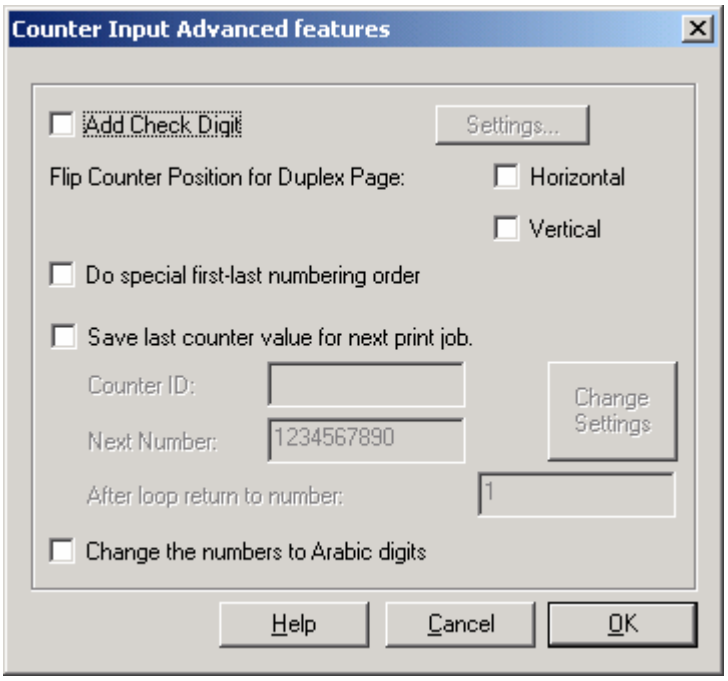
- In the **Start counting at** box indicate the start number of the counter.
- If you want the counter to count in loop, and that the counting will restart after reaching a certain number, select the **Loop at** checkbox and indicate the last number before the loop in the box.

- In the **Display at least** box indicate the number of digits to be displayed in the Output data.
- In the **Increase by** box indicate the difference between a counter value and the next value
- In the **After Every** box indicate if the values will increase after each object (1) or after more than one object.
- Select one of the objects at the bottom of this window to indicate the order of the printed numbers in the counter, according to the **Object** tab of the document. See page 32 for more details.
- Click the up/down arrow to change the order direction and receive more options for the order of the printed numbers.
- **Flat** and **Deep** radio buttons indicate the order of the numbers on the printed document.
    - **Flat** – distribution of numbers on the first page and then on the next pages.

- **Deep** – calculating the number of required papers in advance and ordering the numbers in a way that enables cutting the document and placing more that one set of documents in a pile, in the right order.

- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules page 54 for more details.

- Click the **Advanced** button to open the Counter Advanced features dialog box.



- Check the **Add Check Digit** checkbox to add a checksum digit to the counter number. Click the Settings button to define the method in which this digit will be calculated. The Settings options are explained on page 79.

- The **Flip Counter Position for Duplex Page** has two sub checkboxes: **Horizontal** and **Vertical**. These will allow you to flip horizontally or vertically the position of the counter on each even page. This is effective when using duplex printing to make sure that the correct object will be printed on the back of each object on the front page. Example for Horizontal flipping:

Front Page

1	3
2	4

Back Page (No Flip)

5	7
6	8

Back Page (Flipped)

7	5
8	6

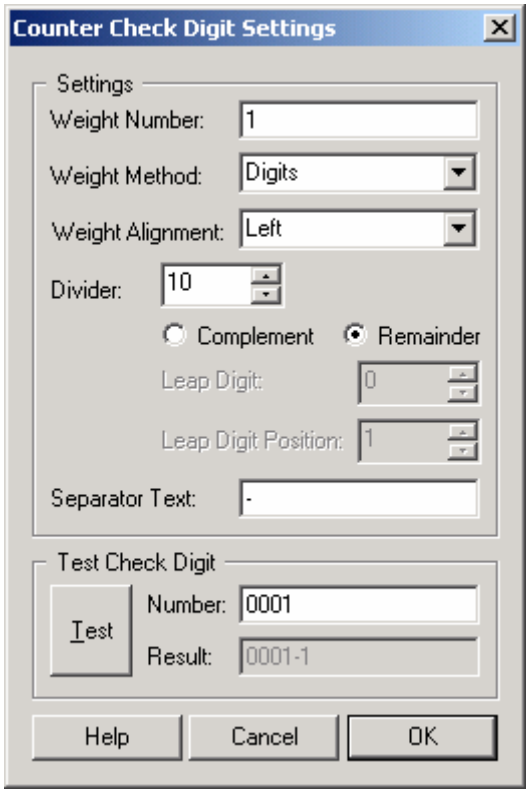
- Check the **Do special first-last numbering order** checkbox to change the counting order to the following order: assuming that there are 16 pages in the print job, the order will be: 1, 16, 2, 15, 3, 14, 4, 13, 5, 12, 6, 11, 7, 10, 8, 9.

- Check the **Save last counter value for next print job** checkbox if you want xPress^2 to keep the last counter value automatically between print jobs, and give a unique identification to the counter in the **Counter ID** box. If you choose this option, and you will print for example 10 pages in which the first page is number 1 and the last is number 10, then in the next print job the first page will automatically be number 11. It is possible to protect the ability to change the last counter value with a password. To do so, choose the **Document Password** option from the **Tools** menu, and assign a **Counter Password** to the document.

- In the **After loop return to number** textbox fill in the number you want xPress^2 to return to in case a loop is required and the counter is saved between print jobs.

- Check the **Change the numbers to Arabic digits** checkbox if you want the counter displayed in the Arabic language.

Checksum Digit



There are many methods to calculate a checksum digit. This dialog box enables you to choose the different properties for the calculation.

- In the **Weight Number** box write the number that will be used to calculate the weight of each digit in the number that was calculated by the Counter Input. This number must have the same number of digits in it as the original number, if the number of digits is different, it will be extended or trimmed.

- Choose which weight method will be used to calculate the weight of each digit in the **Weight Method** combo box:
    - **Digits** – If the calculated weight of a digit is greater the 10, then the result will be the sum of the digits of the weight.
    - **Numbers** – The weight of each digit will be untouched.
- Choose from the **Weight Alignment** box the alignment of the checksum weight, this will be important in case the weight doesn't have the same number of digits in it as the number itself.
- Choose from the **Divider** box the number in which the final weight of the number will be divided by.
- Choose whether the checksum digit will be the remainder of the weight to the divider or the complement thereto.

- If the divider is greater than 10, then there may be a possibility that the check digit itself will be greater or equal to 10, and therefore will have more than 1 digit in it. The **Leap Digit** and **Leap Digit Position** will cause the checksum to be recalculated in such cases with a slight difference so that the new check digit will be smaller than 10.
- **Separator Text** will allow you to add a fixed text between the original number and the checksum digit.
- **Test Check Digit** button is useful to test yourself with the settings you chose. Type a number that you already know what its checksum digit should be in the **Number** box, and make sure that the correct digit is added to the number shown in the **Result** box.

Checksum Digit Examples

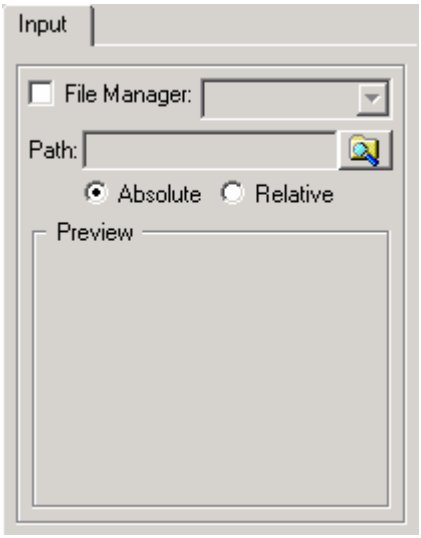
Data:	**Weight Calc:**	**Check Digit Calc:**
Original number: 0000501	2 x 1 = 2	12 / 10 = 1 (2)
Weight Number: 2121212	1 x 0 = 0	10 – 2 = 8
Weight Method: Number	2 x 5 = 10	
Divider: 10	1 x 0 = 0	**Check Digit = 8**
Method: Complement	2 x 0 = 0	
	1 x 0 = 0	
	2 x 0 = 0	
	Weight = 12	

Data:	**Weight Calc:**	**Check Digit Calc:**
Original number: 0000561	7 x 1 = 7	21 / 10 = 2 (1)
Weight Number: 7137137	3 x 6 = 18 → 9	
Weight Method: Digit	1 x 5 = 5	**Check Digit = 1**
Divider: 10	7 x 0 = 0	
Method: Remainder	3 x 0 = 0	
	1 x 0 = 0	
	7 x 0 = 0	
	Weight = 21	

Data:	**Weight Calc:**	**Check Digit Calc:**
Original Number: 1200667	2 x 7 = 14	78 / 11 = 7 (1)
Weight Number: 8765432	3 x 6 = 18	11 – 1 = 10
Weight Method: number	4 x 6 = 24	
Divider: 11	5 x 0 = 0	Check Digit = 10
Leap Digit: 5	6 x 0 = 0	
Leap Digit Pos: 4	7 x 2 = 14	
Method: Complement	8 x 1 = 8	Do Leap Process…
	Weight = 87	

	New Weight Calc:	**New Check Digit:**
New Number: 1205667	2 x 7 = 14	103 / 11 = 9 (4)
(put the digit 5 in the 4th position from the left)	3 x 6 = 18	11 – 4 = 7
	4 x 6 = 24	
	5 x 5 = 25	**Check Digit = 7**
	6 x 0 = 0	
	7 x 2 = 14	
	8 x 1 = 8	
	Weight = 103	

File as Input

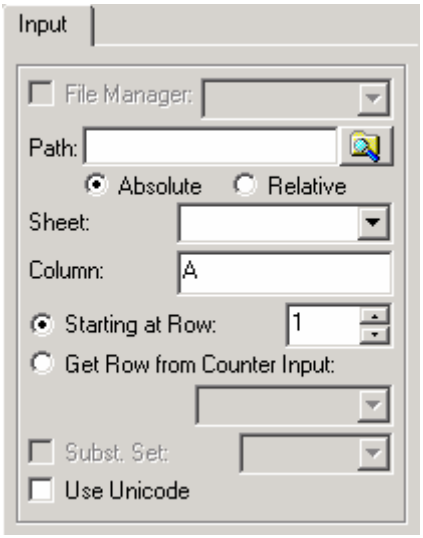


When the output object receives its content from a file, such as a graphic picture or xPress[2] file, it should be linked to the file input type.

- To choose the file click on the browse button and locate the picture file, select the file and click **Open** to link it to the object.

- Click the radio button that indicates the type of link the path to the file will have:
  - Choose **Absolute** to link a file to a specific location.
  - Choose **Relative** to indicate a location relative to the location of your document. It is recommended to choose the **Relative** option when you intend to open the document from another computer.
- Select the **File Manager** checkbox if you want to select a file via the File Manager. For more information regarding the File Manager see page 53.

Excel as Input



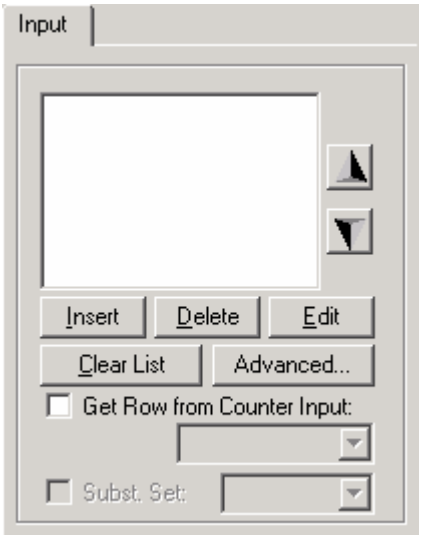
You can connect the output object to an input Excel file.

- To choose the file click on the browse button and locate the Excel file, or use the File manager. Please refer to File as Input on page 83 for more information.

- Indicate the data location from the Excel file:
  - From the **Sheet** combo box, choose sheet name .
  - In the **Column** box indicate the column from which to receive data.
  - In the **Starting at Row** box indicate the row number from which to receive data.
  - If the data acquired from Excel is not consecutive, select the radio button **Get Row from the Counter Input** and select the counter input object that indicates the linked row numbers.
- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules on page 54 for more details.
- If you want to use a language that is different from your default operating system language in your document, you may need to use the Unicode encoding. In this case, check the **Use Unicode** checkbox. Note that you can't use Unicode in every situation, for example: you can't link a barcode or check outputs to an input that was defined as Unicode.

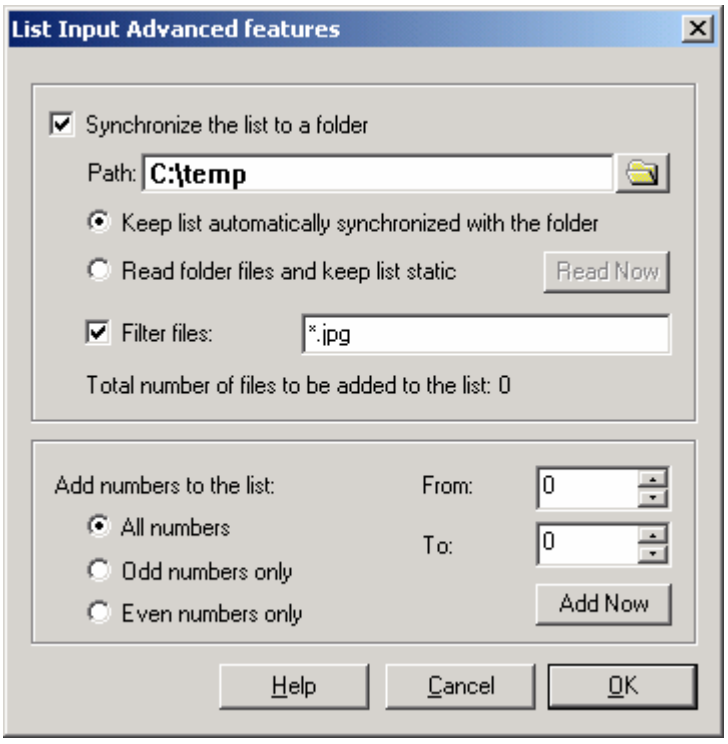
It is highly recommended **NOT** to change the content of the Excel file while the xPress[2] software is open and the Excel file is selected in an input object. Doing so may cause unexpected results.

List as Input



Use this input type to link an output object to a list of items.

- Items on the list can be a text, a number or a combination of the two.
- To insert a list entry, click the **Insert** button and type the entry in the displayed box.
- To edit an existing entry, select the desired entry, click the **Edit** button, and type the new entry in the displayed box.
- To delete an existing entry, select the desired entry, and click the **Delete** button.
- To delete all the entries in the list, click the **Clear List** button.
- Use the up/down arrows to change the order of the list items.
- Select the **Get Row from Counter Input** check box to link the list to an existing counter, and select the counter from the list box below.
- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules on page 54 for more details.
- Click the **Advanced** button to open the List Advanced features dialog box.

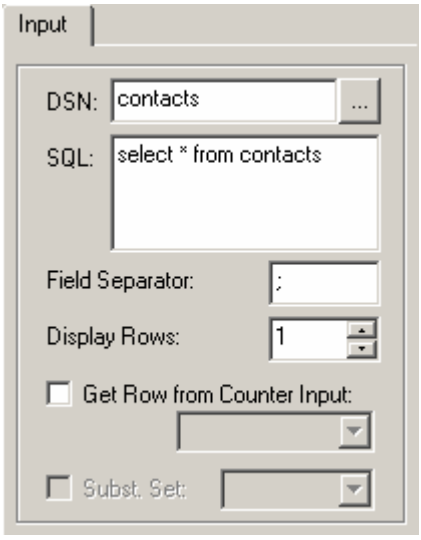


- Automatic folder synchronization:
  - Check the **Synchronize the list to a folder** checkbox and select the desired path to this folder if you want the list to automatically contain the names of the files in a specific folder.
  - If you want the list to automatically synchronize itself with the files in the selected folder, and whenever files will be added or removed from the folder they will automatically be added or removed from the list, select the **Keep list automatically synchronized with the folder** option.
  - If you want to add the files currently existing in the folder to the list, and keep them in the list without automatically synchronizing it with the folder in the future, select the **Read folder files and keep list static** option, and click the **Read Now** button.
  - If you want to add only some of the files in the folder into the list, e.g. only files with a specific extension, check the **Filter files** checkbox and type the filter in the text box.

- Automatic number filling: If you want to add a series of numbers to the list, you can do this automatically by selecting the range of numbers in the **To** and **From** boxes, and clicking the **Add Now** button.

This function is useful if you want to make a list with page numbers and connect the presentation of PDF pages to this list (by chaining the list after a text PDF input containing the path to the PDF file with a comma between the filename and the page number).

Database as Input



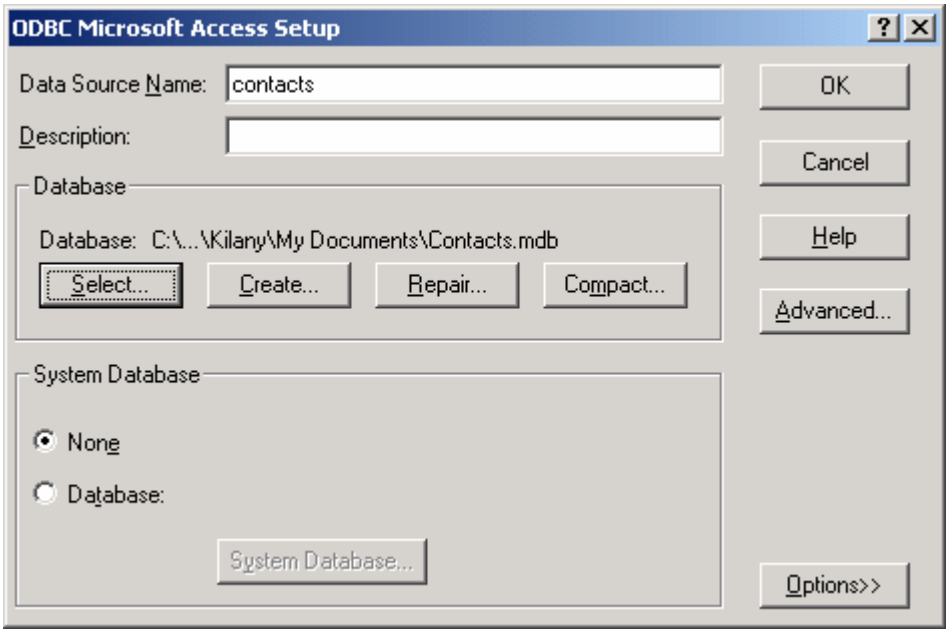
Use this input type to link an output object to a database via ODBC connection.

- Type the ODBC database connection name in the **DSN** text box. The data source must be a user data source.
- Type the SQL query you want to perform on the database you chose in the **SQL** text box.
- You may select a **Field Separator** that will be added between each two consecutive data fields.
- Select how many data lines will be returned each time in the **Display Rows** box.
- Select the **Get Row from Counter Input** check box to link the SQL query return order to an existing counter, and select the counter from the list box below.
- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules on page 54 for more details.

Adding a user data source (DSN)

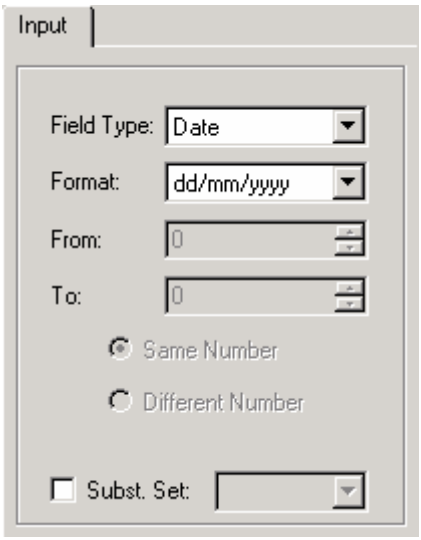
In order to create a new data source, follow these steps:

1. Go to the "Control Panel", and select the "Administrative tools", and then select the "Data Sources (ODBC)" icon.
2. From the "User DSN" tab, click the "Add…" button.
3. In the "Create New Data Source" dialog box, select the desired database driver you want to use (for example "Microsoft Access Driver (*.mdb)"), and click "Finish".
4. According to the selected driver, a setup dialog box will be issued. If you selected the "Microsoft Access Driver (*.mdb)" all you need to do is to type a "Data Source Name" and a use the "Select…" button to choose a database file. Click the "OK" button and close all dialog boxes.



5. From the DSN selection button in the database input property, select the newly added DSN, it should appear under the "Machine Data Source" as a type "User".

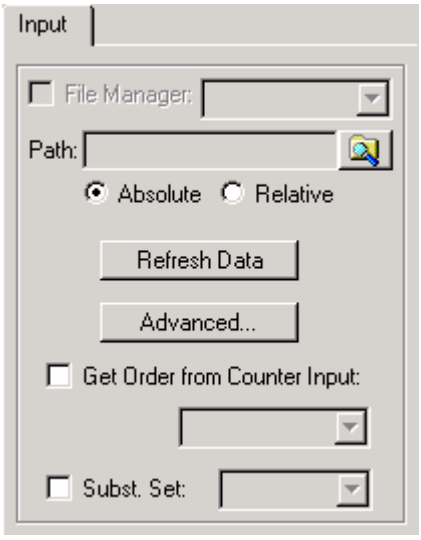
System Data as Input



Use this input type to connect the output object to information received from your computer system or the document itself, such as time and date format, or a random number. This field can also be used to print the number of pages or number of objects in the document or the path of the document.

- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules on page 54 for more details.

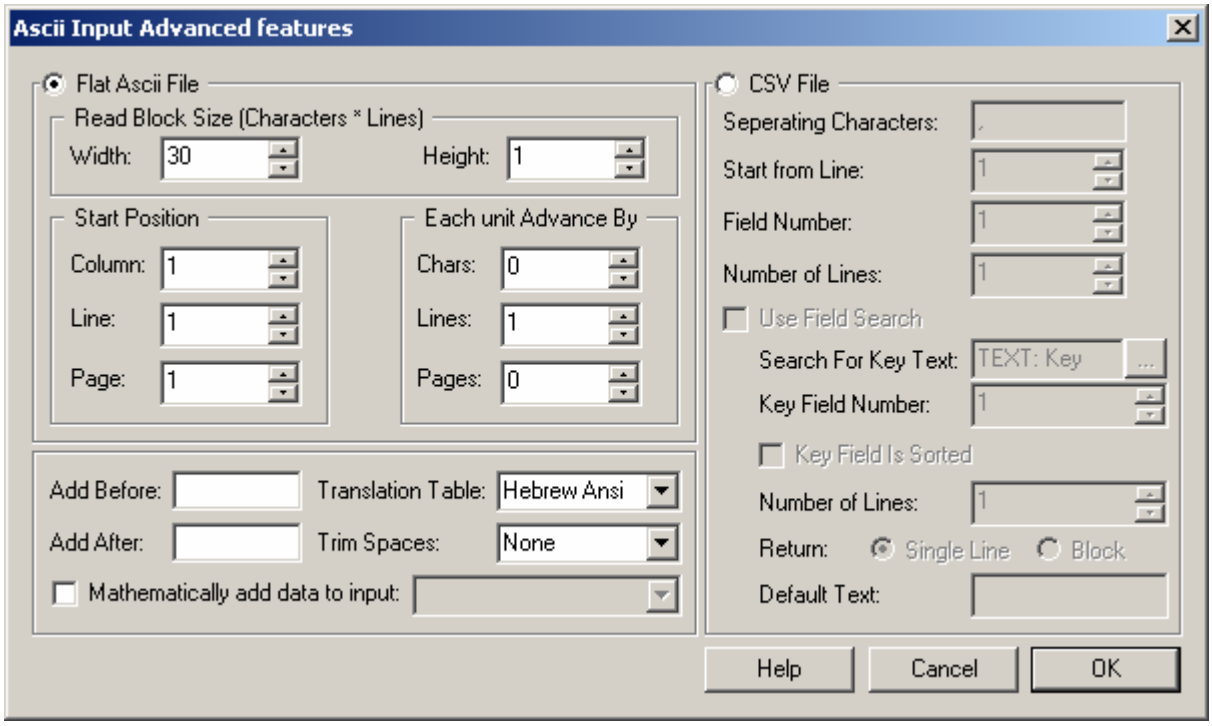
ASCII as Input



Use this input type to link an output object to an ASCII File.

- To choose the file click on the browse button and locate the ASCII file, or use the File Manager. Please refer to File as Input on page 83 for more information.
- Click the **Refresh Data** button if the data in the ASCII file was changed after you set the link.
- Select the **Get Row from Counter Input** check box to link the list to an existing counter, and select the counter from the list box below.

- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules on page 54 for more details.
- To set the details of the ASCII file, click the **Advanced** button and the ASCII Input Advanced features dialog box will be opened.



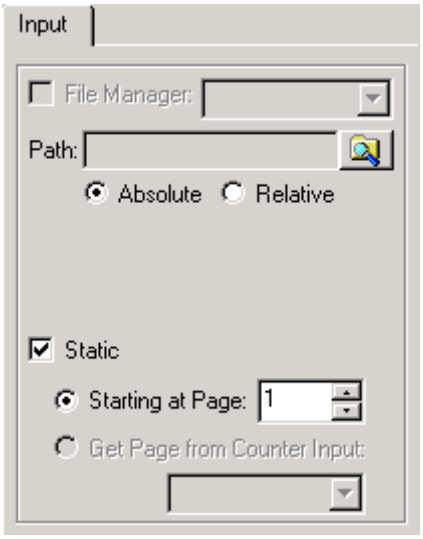
- First select the type of ASCII file you are using by clicking **Flat ASCII File** or **CSV File** at the top of the dialog box.
- If the file is a flat ASCII file:
  - Select the size of the read block (in characters and lines units) at the **Read Block Size**, **Width** and **Height** boxes.
  - Select the start position of the reading in the ASCII file in terms of **Columns**, **Lines** and **Pages** from the beginning of the file.
  - Select the amount to proceed in each reading step from the file in terms of **Columns**, **Lines** and **Pages**.
- If the file is a CSV file:

- Select the delimiting characters that will separate the fields of the file. This is usually the "**,**" (comma) character, but it may be any other character. If the file is separated by the "Tab" character, you must write its ASCII hexadecimal value, since this is an action character, so you must write "<0x09>" in case it is a Tab separated file.
- Select which field of the CSV file you want to read (counting from left to right, when the first field is number 1).
- Select what is the size of the block you want to read (how many lines).
- Select whether you want the field to be a search field, if so check the **Use Field Search** checkbox:
  - Select the key text to be searched by clicking the <…> button and selecting a fixed text, or an input field as the input to the search.
  - Select the field number to be used as a key field.
  - Check the **Key Field is Sorted** checkbox if the CSV file is sorted according to the key search, this will increase search speed, but may result in wrong results if the CSV file is not sorted.
  - In the **Number of Lines** box, select how many lines will be returned (if return type is a block) or which line to return (if the return type is a line).
  - Select whether the return type is a **Single Line** or a **Block** of all the lines found in the search.
  - Type in the **Default Text** to be returned if the key is not found at all, or not found enough times as the **Number of Lines** parameter indicates.

- Select a translation table for the file, if needed, in the **Translation Table** combo box.

- Select whether you would like xPress^2 to trim spaces from either side of the field in the **Trim Spaces** combo box.
- If you would like to add a fixed text before and/or after the field text, type it in the **Before** and/or **After** boxes.
- If you want xPress^2 to add the result of the ASCII input to a result of another input and use it as the final result of the ASCII input object, check the **Mathematically add data to input** checkbox, and select the desired input object from the combo box.
- Once finished, click the **OK** button to close the dialog box.

PDF as Input



You can connect the output object to an input PDF file.

- To choose the file click on the browse button and locate the PDF file, or use the File manager. Please refer to File as Input on page 83 for more information.

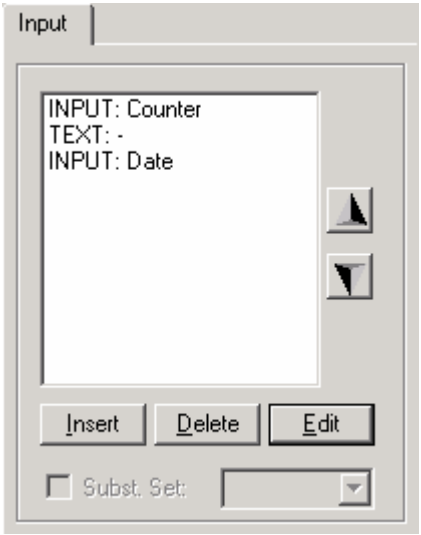
- Indicate the type of reading from the PDF file:
  - Check the **Static** box to read a specific page from the PDF, and then select the page number from the **Starting at Page** box.
  - Uncheck the Static box to read different pages of the PDF file, and then select the page number to start the reading from the **Starting at Page**

box. xPress[2] will advance by one page in the PDF document for each new document object.

- If the page number reading order from PDF is not consecutive, select the radio button **Get Page from the Counter Input** and select the counter input object that indicates the linked page numbers.

Another useful way to control the presentation order of the PDF pages is to connect the picture output into a chain input instead of to the PDF input. Then inside the chain you put the PDF input, followed by a comma (",") character (as a static text) and followed by another input that contains the page number in any order (e.g. a list input with numbers in it, or an Excel file with the page numbers in it). This will allow you to print the PDF in any page order you like.

Chain as Input

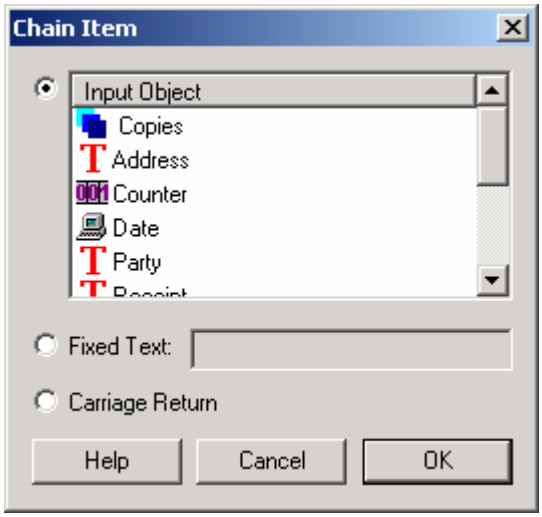


You can connect the output object to a chain of input objects. Items in the chain can be input objects, fixed text or a carriage return sign.

- To insert an item to the chain, click the **Insert** button and use the Chain Item dialog box to define the nature of the Chain Item.
- To edit an existing Chain Item, select the desired Item, and click the **Edit** button.
- To delete an existing Chain Item, select the desired Item, and click the **Delete** button.

- Use the up/down arrows to change the order of the Chain Item.
- **Subst. Set** checkbox and combo box are used to assign a Substitution Rule Set to the input object, see Substitution Rules on page 54 for more details.

Chain Items

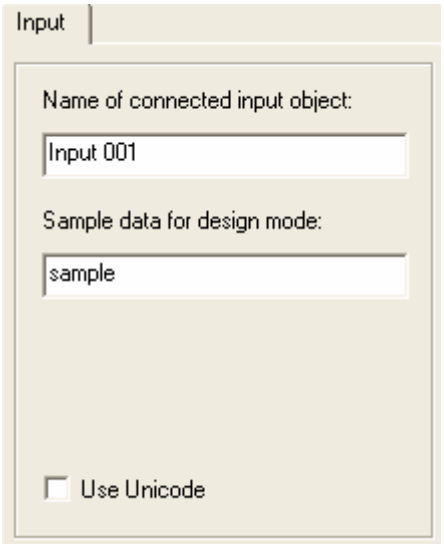


Each Item in the chain can be one of the following: an input object, a fixed text or a carriage return sign. Select the desired Item Type using the radio buttons on the left.

- **Input Object** – Select the desired Input Object from the list, Input objects that can be added to a Chain can be from any type but File, PDF or Chain.
- **Fixed Text** – Type the text you want to add to the chain.
- **Carriage Return** – This will add a carriage return character (New Line) to the chain.

You can't make a chain input object that will contain other chain input objects.

Connector as Input



This is used when you want to use one xpr file as an input for a "parent" xpr file. (See xPress² Document as an Output on page 74)

Name of Connected Input Object is the name of the object in the "father" xPress² document that is being imported.

Sample Data for Design Mode – Since the link between the father and son documents will be performed only at print time. This gives a sample value to view while designing and for previewing the page.

- If you want to use a language that is different from your default operating system language in your document, you may need to use the Unicode encoding. In this case, check the **Use Unicode** checkbox. Note that you can't use Unicode in every situation, for example: you can't link a barcode or check outputs to an input that was defined as Unicode.

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Chapter 5: Scripts

The Script is a tool which enables you to create very powerful xPress^2 applications. Using a Script, it is possible to embed a Basic like program in the document, this program will have functions and commands that their arguments are taken from the document and their results will influence the document.

Among the actions that can be performed in the script, you can find all of the standard basic commands and statements, such as:

- Variable definitions (Integer, Float, String).
- Loops (For-Next, Do-Loop, While-Wend).
- Logical conditions (If-Else-Endif).
- Mathematical actions.
- String manipulations
- Definition of new functions and subroutines.

The software allows two types of scripts: The master script and an internal script for each output object. A complete list of all the legal statements and functions possible in the xPress^2 script language is available in the on-line help of the software.

Using scripts is only possible if the script module is licensed.

The Master Script

The master script allows you to create programs that perform actions with influence on the entire document, such as:

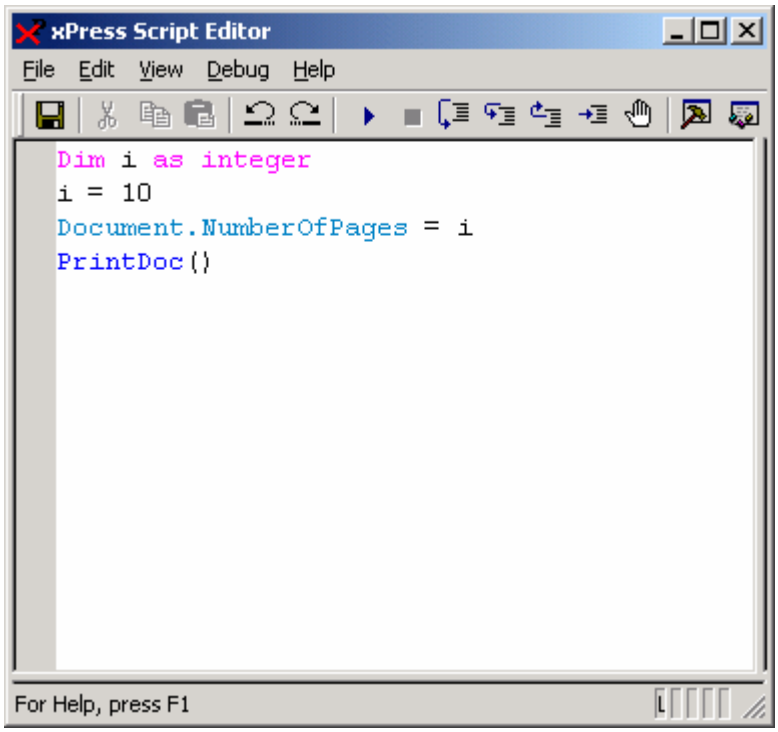
- Read / Change values of input object properties.
- Read / Change values of the document properties, including the number of pages in the document.
- Print the document to any printer.
- Reading data from external files and inserting it into input objects.

Running the Master Script

To run the Master Script of the document, choose the **Run Master Script** option from the **Script** menu. The script will run from start to end continuously.

Editing the master Script

To edit the Master Script of the document, choose the **Edit Master Script** option from the **Script** menu. The script editor dialog box will appear, and within it you can see the document's master Script.



In this dialog box you can edit the script's text, and make additional actions that will make it easier for you to work with scripts. Additionally, in this dialog box you can run the script line by line in debug mode to diagnose malfunctions and make sure the script you wrote is valid.

Commands and options in script editing

The menu of the script editor includes the following options:

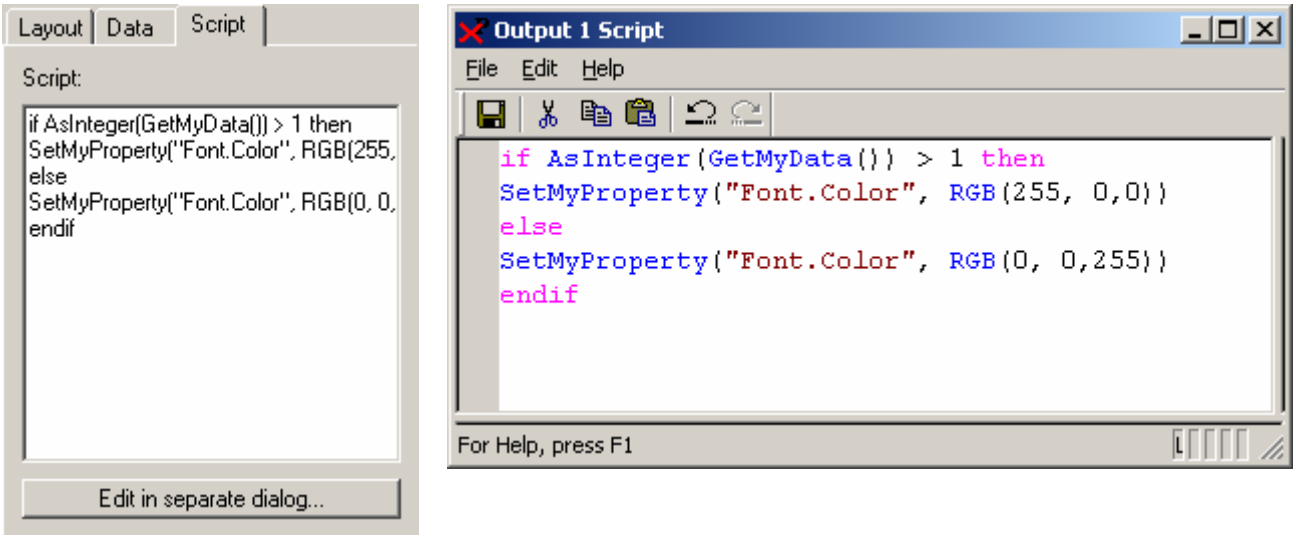
File	**Clear Contents**	Clear all the content of the script editor.
	Import Script	Import external text to the script editor.
	Export Script	Export the existing script to an external file.
	Save	Save and update the script to the xPress^2 document.
	Exit	Exit the script editor and return the xPress^2 software.
Edit	**Undo**	Undo last action.
	Redo	Redo last action.

	Cut	Cut the selected text to the Clipboard.
	Copy	Copy the selected text to the Clipboard.
	Paste	Paste the text from the Clipboard.
View	**Error Window**	Show / Hide the Error window.
	Variable Window	Show / Hide the Variable window.
Debug	**Run Script**	Run the script from start to end continuously.
	Stop Script	Stop the running of the script.
	Step Into	Run the script one line at a time, step inside
	Step Over	Run the script one line at a time, step over functions.
	Step Out	Run the script until exiting the current function.
	Run To Cursor	Run the script to the current cursor position.
	Toggle	Toggle a breakpoint for the script.
Help	**Help Topics**	Show the script help screen.

Output Object Script

You can assign a script to each output object. This script can perform actions that will affect this object. Usually the purpose is to change the way the object displays the data according to the value of the data itself. A simple and common example is to display text in a different color (for example red) when the data answers some criteria (for example a negative value).

In order to create a script to an output object, you need to choose the object from the objects tree, select the **Script** tab, and write the script directly in the textbox. However, it is usually more comfortable to edit the script in a separate window, which is also larger and you can see different colors according to the different parts of the script.



The most common commands in the output object script are the GetMyData command which returns the data of the object at print time, and the SetMyProperty command that changes the value of a specific property of an output object. In the above example, if we assume that the output object is a Text object, it receives its data from a Counter input object, and the numbering starts from 1 and increases in each page, then on the first page the text color will be blue and on the rest of the pages the text color will be red.

A complete list of all the existing functions and the properties for each output object type in the xPress^{2} script language is available in the on-line help of the software.

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Chapter 6: Running in command line

Command Line options

After you finished preparing your documents, there is sometimes a need to run xPress^2 with a specific document on a given data file in command line (usually as a part of an external script of another system). In order to do this, xPress^2 has the ability to run in command line mode with a variety of arguments to perform different actions. The syntax of these arguments is:

```
xPress <xPress file> [options]
```

where <xPress file> is the full path name to the document file you want to open with the software and [options] is one or more of the following options:

/p	Print the opened xPress^2 file to the default printer.
/pt <printer name>	Print the opened xPress^2 file to the specified printer.
/preview	Open the xPress^2 software directly to print preview mode.
/fm <file item> <file name>	Replace the file manager item specified with the new data file specified. For more information about the file manager see page 53.
/xps <file name>	Use the specified xPress^2 startup file (XPS file) to determine the initial values for the input objects and for the document object. More information about xPress^2 startup files is followed hereafter.
/runscript	Run the master script after opening the xPress^2 file.

If any of the arguments (such as a file name or a printer name) contains spaces in it, you will need to write it between two quotation marks ("…").

If you use the /p or /pt options (meaning automatic printing), then the xPress^2 software will be closed after the document was printed, otherwise the xPress^2 software will remain opened.

XPS Files (xPress^2 Startup Files)

XPS files are used to assign values to input objects and to the document object during the startup of the xPress software, these values are written in a textual file that is composed of consecutive lines, each of them has the following structure:

```
ObjectName.Property=Value
```

ObjectName	The string "Document" if this is the document object, or the name of the input object.
Property	The name of the property to be changed. You can find a list and a description of all the property names for each input object type in the online help under scripts.
Value	The value to be assigned to the selected property.

An example of an XPS file can look like that:

```
Document.NumberOfPages = 10
Document.Orientation = 1
Input 001.Text=NewText
```

Chapter 7: Frequently Asked Questions

Here are some of the most frequently asked questions received from xPress^2 users:

(1) Question:

How do I change the input of an existing output object to a different input object?

(1) Answer:

Link the objects using the Object Tree: Select the output object in the Objects Tree and drag it to the input object you want to link it to. Release the mouse button when the object is located on the correct Input. The output object will now appear under the new input object in the Objects Tree.

(2) Question:

I have linked a few output objects to an existing Input. Therefore the Objects Tree includes inputs without a linked output. Can I delete all of them at once?

(2) Answer:

You can delete all unused input objects by selecting the **Clear Unused Objects** option from the **Objects Menu**.

(3) Question:

I have created objects in my documents, using the automatic names (output1, output2 etc). How can I give meaningful names to these objects?

(3) Answer:

In order to change the name of an object, right click the object on the Objects Tree and select **Rename** from the **Context Menu**.

(4) Question:

I have created a counter input to a text output. How do I change this input to a list input?

(4) Answer:

To change the input type, right click the Input in the Objects Tree, select **Change Type To** from the **Context Menu** and select the required new input type.

(5) Question:

When I am printing in duplex, and have more than one object on the page, the even pages are supposed to be flipped left-right. That way the correct object will be printed on the back side of each object from the front of the paper. How can I do it?

(6) Answer:

Select the counter objects in your document, and in the input characteristics, click the **Advanced** button. In the dialog box, check the appropriate **Horizontal** or **Vertical** checkbox (according to the type of duplex you are using) under **Flip Counter Position for Duplex Page**.

(6) Question:

When I click on an object in the Working Area, the corresponding objects in the Objects Tree are highlighted. Is it possible to select an object in the Working Area by clicking on it from the Objects Tree?

(6) Answer:

Yes, it is possible. Double click the desired object on the Objects Tree and it will be selected on the Working Area.

(7) Question:

I added an output object under the Copies input object, but in the working area I see only the text of the first (original) page. Is it possible to see the other copies in the working area?

(7) Answer:

Yes, it is possible. Select the desired page type (e.g. copy 1) from the **Show objects on** combo box in the **Toolbox**, and then only the objects that are visible on that page type will be displayed on the working area.

(8) Question:

How can I make an object to appear only on the notebook cover page and not on normal document pages?

(8) Answer:

Select the desired object, and in the layout characteristics, click the **Set Visibility** button. In the dialog box, check only the notebook cover page and uncheck all other page types.

(9) Question:

How can I tell what was the xPress^2 version used to create a certain document?

(9) Answer:

From the **File Menu**, select **Show File Version.** The version of the document will be displayed in a dialog box.

(10) Question:

I want to make a document that is 5cm * 9cm in size. Is there a way I can instruct xPress² to make the calculations needed for the margins and amount of objects automatically?

(10) Answer:

Yes, it is possible. Select **Page Wizard** from the **File** menu. In the dialog box, type the appropriate object height and width, and select the page size. xPress² will calculate the best layout to place the selected document-object's size on the selected page size and will show you a preview. If the layout is acceptable, click the **Apply Settings to Document** button. The settings you chose will be implemented to your xPress² document.

(11) Question:

I am using a database input object to read data from an MDB file, but if I change the SQL query, the result is not updated. Only after I reselect the DSN the new SQL query is being used.

(11) Answer:

The DSN you are using is probably a File DSN and not a User DSN. You must redefine your DSN and select the new DSN in the database input object.