EZ Designer/400

User Guide

ACOM SOLUTIONS

TABLE OF CONTENTS

CHAPTER 1
WORKING WITH THE EZDESIGNER/400 DOCUMENT EDITOR

CHAPTER 2
WORK WITH DOCUMENTS

CHAPTER 3
DESIGN DOCUMENTS

CHAPTER 4
MAP DATA

CHAPTER 5
CONDITIONING

CHAPTER 6
ELEMENT ATTRIBUTES

CHAPTER 7
FILE TRANSFER UTILITY

APPENDIX A
MANUAL UPLOADS AND DOWNLOADS

CHAPTER 1
WORKING WITH THE EZDESIGNER/400 DOCUMENT EDITOR

INTRODUCTION

The primary parts of the EZDesigner/400 document editor screen are the:

- Menu Bar
- Toolbars
- Design Area

Each part is described in detail in this chapter. The Element List is also discussed.
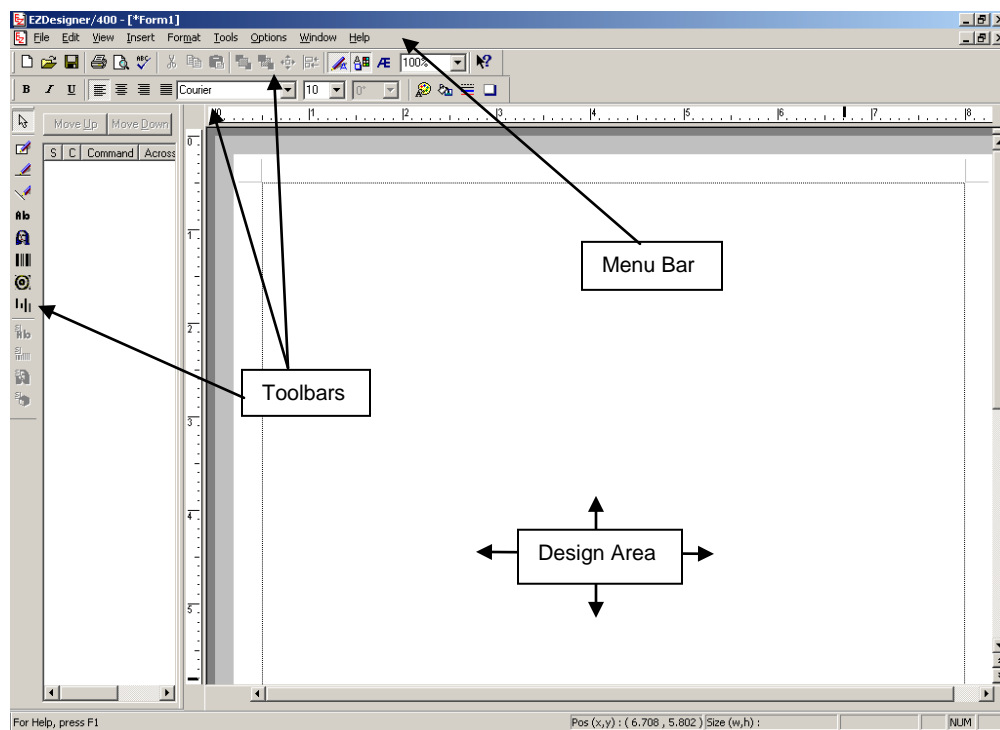
The **Menu Bar** lists options used to create, view, save and print documents.

Toolbars provide quick access to the tools used in document design. Toolbars are presented in this chapter in alphabetical order. The tools in each toolbar are explained in the order in which their icons appear on the toolbar.

Documents are created and displayed in the **Design Area**. The design area can be split into two windows when a document is linked to a spool or data file.

MENU BAR

File Edit View Insert Format Tools Options Window Help
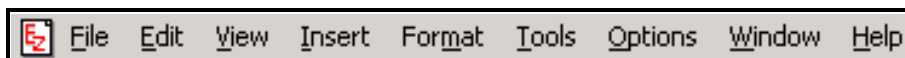
The **Menu Bar** displays at the top of the screen. Each of the options has an associated drop down menu. Click on an option to display its menu.

Selecting a menu option followed by **...** displays a dialog box requiring additional information.

Pointing to a menu option followed by ▶ displays additional menu selections.

Features that can be turned on and off are turned on when a ✔ is displayed and turned off when the ✔ is not displayed.

File

New	Create a new file.
Open…	Open a previously created file.
Close	Close the current file.
Save	Save the changes made to the current file.
Save As…	Assign a new name to the current file and save it. The **Save As** window displays requesting a file name and descriptive text.
File Transfer…	Transfer documents, images, spool files and data files between the PC and the System i.
Page Setup…	Change the paper size, page margins, units of measure or the way that text is displayed on the document editor screen.
Label Setup…	Change the number of labels per page, the first label offset, label size or select a new label layout from the label gallery.
Check Setup…	Change the check size, stub size, stub location, check type or spool file information.
Printer Setup…	Change the System i printer model or the PC printer.
Print Preview	View the page layout on screen.
Print…	Print the current file. The **Print** dialog box displays requesting the page range and the number of copies to print. See page 2-24 for additional information about printing.

Properties…	Enter information about the current document or contact information identifying the individual who designed the document. A document category must be entered here before an Archive element can be inserted in a document.
Recent File	Display a list of recently opened files.
Exit	Leave the current document and exit the software. A message window displays asking whether or not to save changes made to the document.

Edit

Undo Delete	Replace the last element deleted.
Cut	Remove the selected element(s) from the document and place it on the clipboard.
Copy	Copy the selected element(s) to the clipboard.
Paste	Paste the contents of the clipboard to the document.
Clear	Delete the selected element(s) from the document.
Spool Delete	Delete selected spool data from a spool page.
Name Region	Assign a name to unmapped spool data.
Select All	Select all of the elements on the document.
Bring to Front	Place the selected element in front of any elements that it overlaps.
Send to Back	Place the selected element behind any elements that it overlaps.
Position…	Change the units of measure, position or size of a selected element.
Properties…	Change the properties associated with a selected element.

View

Main Toolbar	Show (✔) or hide the main toolbar.
Format Toolbar	Show (✔) or hide the format toolbar.
Design Toolbar	Show (✔) or hide the design toolbar.
Status Bar	Show (✔) or hide the status bar below the design area.
Toolbars…►	Options to show (✔) or hide the toolbars on the screen.

Rulers	Show (✔) or hide the rulers in the design area.
Element List View	Show (✔) or hide the element list in the document editor.
Grid Lines	Show (✔) or hide the grid lines in the design area.
Guide Lines`	Show (✔) or hide the guide lines in the design area.
Cross Hair Cursor	Show (✔) or hide the cross hair cursor in the design area.
Show suspended items	Show (✔) or hide any elements that have been marked as Suspended in the element's Properties box.
Zoom ►	Select a display percentage to display a larger or smaller portion of the document in the design editor.

Insert

Date	Insert the system date.
Time	Insert the system time.
Page Number	Add a page number.
Database Text	Add a DTEXT command.
Form	Embed a form in a document.
Labels Only ►	Add a Serial Number to a label.
Checks Only ►	Add an Amount, Bank ID, Check Number, MICR Line, Payee, Signature or Void element to a check.
Header Condition	Add header conditions to a document.
EZeMail/400	Add an EZeMail/400 command to a document.
EZFax/400	Add an EZFax/400 command to a document.
ACOM/KM Email	Add an ACOM/KM Email command to a document.
ACOM/KF Fax	Add an ACOM/KF Fax command to a document.
PDF	Add an EZPDF/400 command to a document.
Archive	Add an Archive command to a document.
ECM	Add an EZContentManager/400 command to a document.

Format

Font…	Change the font type, size or attributes for a selected font.
Rotation ▶	Rotate a selected element up to 270 degrees.
Color ▶	Choose (✔) a color for a selected object.
Justification ▶	Select (✔) left, right or center justification for a selected element.

Tools
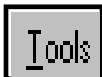
Spelling	Activate the spell checker or edit a custom dictionary.
Thesaurus…	Look up a word in the Thesaurus.
Align Objects…	Vertically or horizontally align selected elements relative to each other, user margins or a specified position.
Grid & Guideline Settings…	Set grid and guideline display parameters.
Guideline Positions…	Set guideline positions and units of measure.
Options…	Set document options for units of measure, margin display, auto save, database table update and font warning messages.

Options

Link to Spool File	Link to a spool file.
Unlink Spool File	Remove the link to the spool file.
Print Unmapped Data	Display unmapped spool file data in the document design window.
Link to Database Source	Link to a data file.
Unlink Database Source	Remove the link to the data file.
Change Library	Change the designated database library.
Snap to Grid	Select (✔) to force elements into alignment with the grid.
Snap to Guide Lines	Select (✔) to force elements into alignment with the guide lines.

Window

Cascade	Arrange document and spool or data file windows in a cascade.
Tile Horizontally	Arrange document and spool or data file windows horizontally.
Tile Vertically	Arrange document and spool or data file windows vertically.
1	Lists the file currently in window 1.
2	Lists the file currently in window 2.

Help

Index	Display the main Help window.
About EZDesigner/400	Displays version information about the software.

TOOLBARS
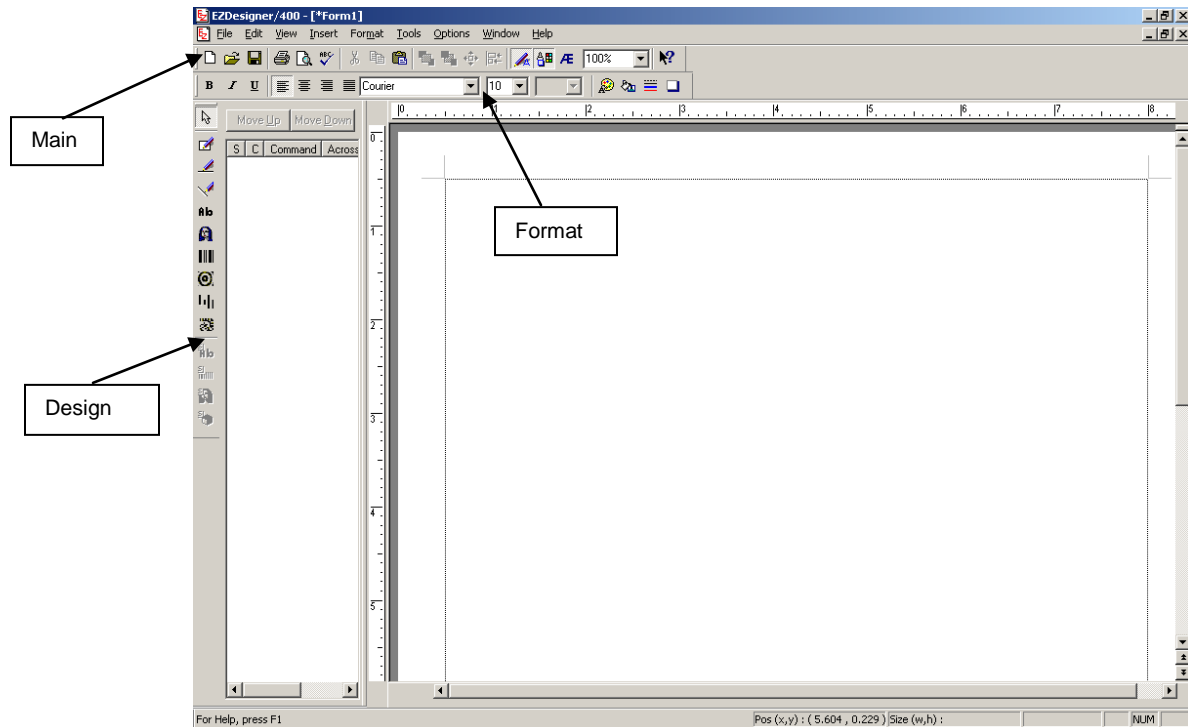
Toolbars provide quick access to the tools used in document design. Tools available for use at any given time are highlighted. Click on a highlighted tool to use it.

The handle on a toolbar can be used to drag it into the design area for easier access.

Toolbars are presented in this section in alphabetical order. The tools in each toolbar are explained in the order in which their icons appear on the toolbar.

Design Toolbar

The **Design Toolbar** is located on the far left side of the screen and Displays icons of design elements used to create documents and map spool data.
The upper tools are design tools (shown at left). The lower tools are spool data mapping tools (shown at left.

Each element has properties that determine the position and/or appearance of the element on the document. The properties associated with each element are explained in the chapter titled **Element Attributes**. See the chapter titled **Design Documents** for information about placing elements on documents and displaying element property dialog boxes.

Cursor

Use the cursor to select elements or groups of elements.

Box

Select Box to draw boxes, shaded or gridded areas on a document.

Horizontal Line
Vertical Line

Select Horizontal/Vertical Line to draw horizontal and vertical lines on a document.

Diagonal Line

Select Diagonal Line to draw diagonal lines on a document.

Text

Select Text to place constant text on a document.

Image

Select Image to place a constant image on a document.

Barcode

Select Barcode to generate a barcode based on constant data. Human readable text may be added to a barcode.

UPS MaxiCode Barcode

Select UPS MaxiCode Barcode (BARM) to generate a fixed size UPS (United Parcel Service) MaxiCode barcode.

USPS Intelligent Mail Barcode

Select USPS Intelligent Mail Barcode (IMBAR) to generate a USPS (US Postal Service) Intelligent Mail barcode.

DataMatrix Barcode

Select DataMatrix Barcode (DMBAR) to generate a DataMatrix barcode.

Quick Response Barcode

Select Quick Response Barcode (QRBAR) to generate a QR barcode.

PDF417 Barcode

Select PDF417 Barcode (PDBAR) to generate a PDF417 2D barcode.

Spool Text

Select Spool Text to map a selected piece or column of spool data to a document.

Spool Barcode
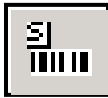
Select Spool Barcode to map spool data to a document as a barcode. Human readable text may be added to a spool barcode.

Spool Image

Use Spool Image to map variable images on documents. The program generating the spool data must output the name of the image to be printed.

Object

Select Spool Object to map a fax number, email address or form name to a form or a bank ID or check number to a check.image to be printed.

Format Toolbar

| B *I* U | ≣ ≣ ≣ | Courier ▼ | 10 ▼ | 0° ▼ | 🎨 🖋 ═ ☐ |

The **Format Toolbar** is located at the top of the screen directly below the Main Toolbar.

Font Attributes

Select the font attributes of the selected text.   **B *I* U**
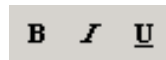
To change the font attributes click on any or all of the following:

B Turns the **Bold** feature on and off

I Turns the *Italic* feature on and off.

U Turns the Underline feature on and off.

Text Justification

Text can be justified at the left edge of the text box, the right edge of the text box or in the center of the text box.

Left Justify

Aligns selected text with the left edge of the text box.

Center Justify

Center selected text between the left and right edges of the text box.

Right Justify

Aligns selected text with the right edge of the text box.

Font Typeface and Point Size

Courier   0   Select the font typeface and point size.

Rotation
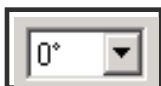
0°   Select the degree of rotation to apply to the selected element.

Color

Select to choose a default color from a drop down menu. Elements can only be printed in color on a supported color printer.

Shade

Select to choose a shade or grid pattern from the Shade Format window.

Line Style

Select to choose:

- line type (none, solid or dashed),
- line thickness and
- rounded corners (boxes only).

Shadow
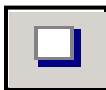
Select to choose a shadow location for boxes.

Main Toolbar

The **Main Toolbar** is located at the top of the screen directly below the Menu Bar.

New
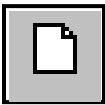
Click on the **New** icon to open a new document. The **Document Type** window will be opened to begin the new document set up process. See page 2-1 for more information about opening a new document.

Open

Click on the **Open** icon to open the Open window and browse for an existing document. See page 2-14 for more information about opening an existing document.

Save
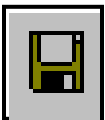
Click on the **Save** icon to save changes made to a document. The **Save As** window displays if a name has not been assigned to the document. Key a name and a description to save the document. The document can be uploaded to the System i when it is saved. See page 2-15 for more information about saving a document.

Print

Click on the **Print** icon to print the current document on the printer designated during the document set up. See page 2-24 for more information about printing.

Print Preview

Click on the **Print Preview** icon to display the document as it will look when printed. See page 2-23 for more information about print preview.

Spelling

Select Spelling to open the Spelling Check window and check text spelling. See page 3-14 for more information about using the spell checker.

Cut
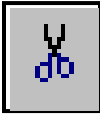
Click on the **Cut** icon to remove selected elements from the document and place them on the clipboard.

Copy

Click on the **Copy** icon to copy selected items on the document and place them on the clipboard.

Paste

Click on the **Paste** icon to paste the current clipboard contents onto the document.

Bring to Front
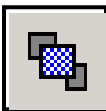
Select Bring to Front to bring a selected element in front of elements that it overlaps.
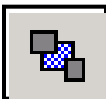
Send to Back

Select Send to Back to move a selected element behind elements that it overlaps.
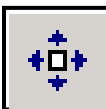
Position

Select Position Element to open the Position Object window and adjust position coordinates and size parameters.

Align
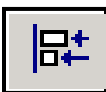
Select Align to align elements vertically and/or horizontally. Elements may be aligned relative to each other, margins or a position on the document.

Design Toolbar

Select Design Toolbar to show or hide the Design Toolbar.

Format Toolbar
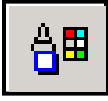
Select Format Toolbar to show or hide the Format Toolbar.

Special Characters

Select Special Characters to insert non-standard characters in text.

Zoom
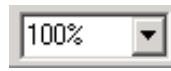
Select Zoom to display a drop down menu to choose a display percentage from 10% to 400%.

Help

Click on the **Help** icon to search for answers to questions about the EZDesigner/400 software.

DESIGN AREA

The design area of the screen is for document design and display. A document is displayed in portrait or landscape orientation depending on the page orientation selected during document set up. The design area can be customized to show or hide the rulers, grid lines, guide lines and a cross hair cursor. Margins are always displayed and are based on information entered in document set up.

The view of a document and/or linked data can be modified by using the **Zoom** feature.

Rulers

To show/hide rulers:

1. Click on **View** on the **Menu Bar.**
2. Click on **Rulers** to switch between show and hide.
   A ✔ to the left of Rulers indicates that the rulers are displayed in the design area.
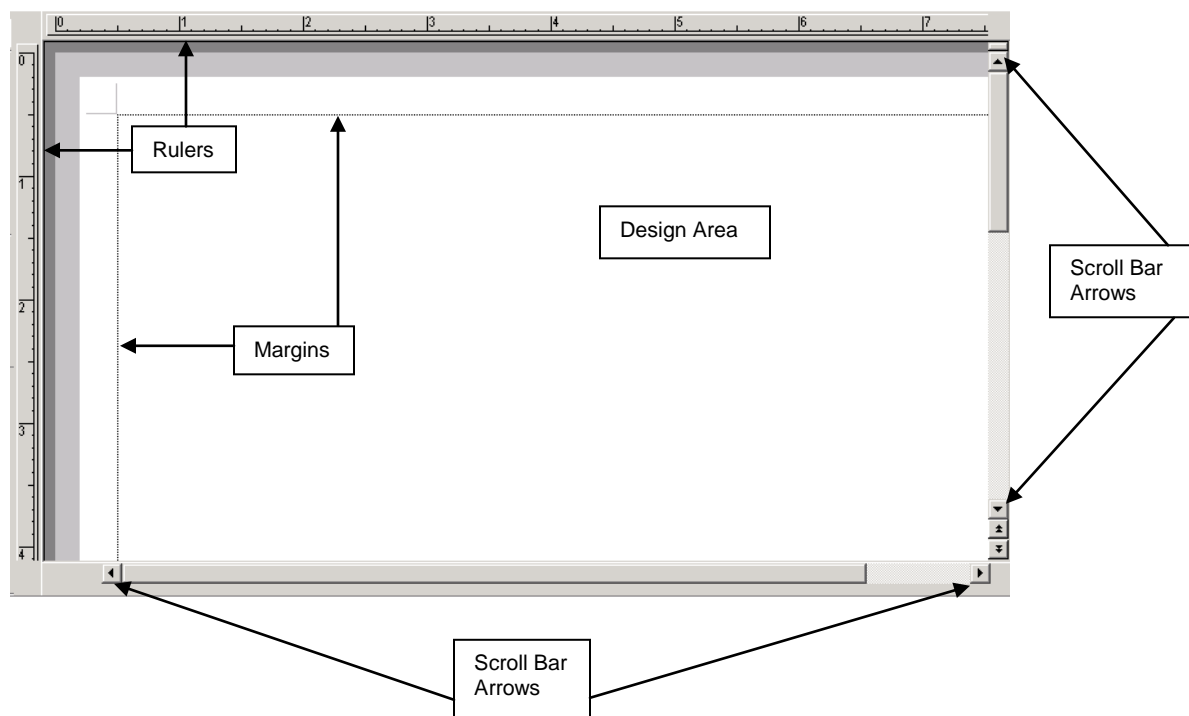
Scroll Bar Arrows

Click on the **Scroll Bar Arrows** to move side to side and up and down in a document.

Grid Lines

Grid lines are helpful when placing and aligning elements on a document. The grid line feature can be used alone or in conjunction with the snap to grid feature.

Show/Hide Grid Lines

To show/hide grid lines:

Click on **Grid Lines** on the **View** drop down menu to switch between show/hide grid lines. Grid lines are displayed when there is a ✔ displayed to the left of **Grid Lines**.
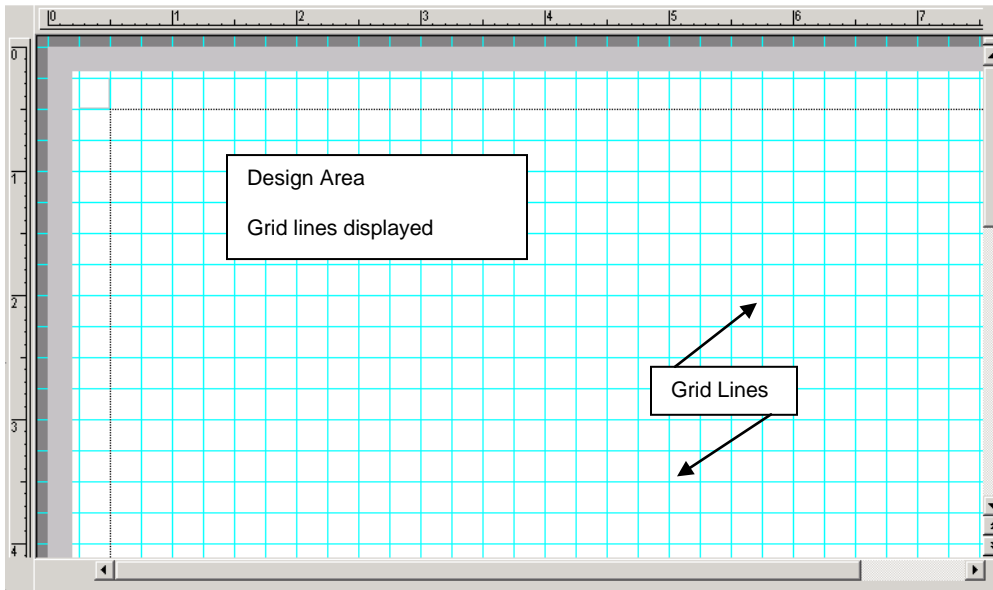
Snap to Grid

The **Snap to Grid** feature forces elements into alignment on the grid lines.

To turn the **Snap to Grid** feature on and off:

Click on **Snap to Grid** on the **Options** drop down menu. The snap to grid feature is on when there is a ✔ displayed to the left of **Snap to Grid**.

Adjust Grid

The grid appearance can be adjusted in the **Grid and Guideline Settings** dialog box if necessary.

To display the **Grid and Guideline Settings** dialog box:

1. Click on **Tools** on the **Menu Bar**.
2. Click on **Grid and Guideline Settings…** to display the **Grid and Guideline Settings** dialog box.
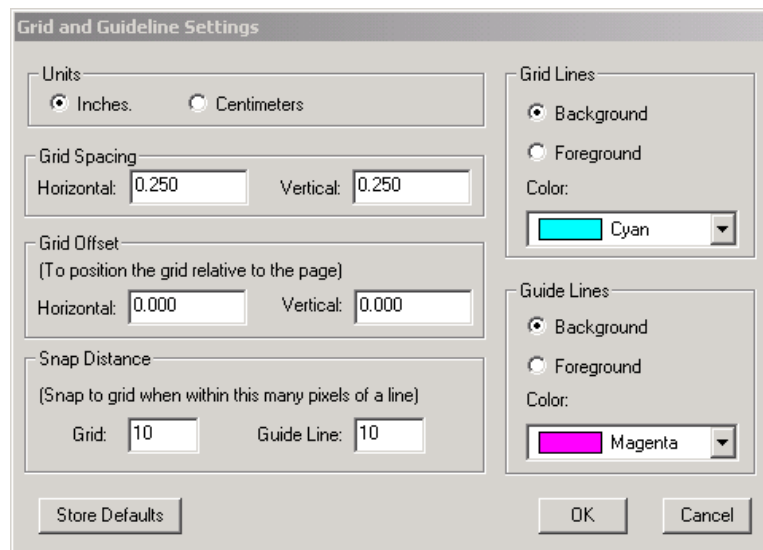
Grid Spacing		Adjusts the grid spacing.
	Horizontal	Key a value to change the horizontal spacing of the grid.
	Vertical	Key a value to change the vertical spacing of the grid.
Grid Offset		Positions the grid relative to the page.
	Horizontal	Key a value to change the horizontal position of the grid.
	Vertical	Key a value to change the vertical position of the grid.
Snap Distance		Indicates the number of pixels to use when calculating the snap to grid tolerance.
	Grid	Key a value to change the snap to grid tolerance.
Grid Lines		Values in these fields determine how the grid looks.
	Background	Select ⊙ to display the grid lines behind document elements.
	Foreground	Select ⊙ to display the grid lines on top of document elements.
	Color	▾ Select the grid line color.

3. Click on [OK] to return to the design area when grid adjustments are complete.

Guide Lines

Show/Hide Guide Lines

Click on **Guide Lines** on the **View** drop down menu to switch between show/hide guide lines. Guide lines are displayed when there is a ✔ displayed to the left of **Guide Lines**.

Guide lines can be placed at any position on a document to assist in element placement.
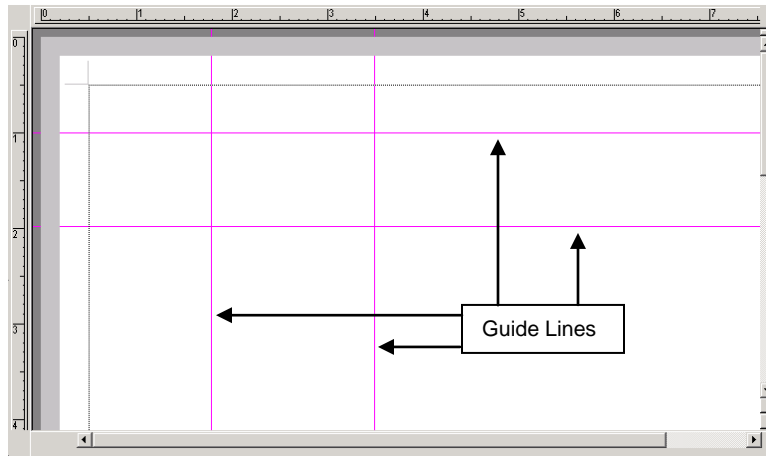
Place Guide Lines

Guide line placement is determined by the user. Place as many guidelines on a document as necessary.

To place a **horizontal** guide line, point the cursor at the top ruler and click and drag a guideline into position.

To place a **vertical** guide line, point the cursor at the left ruler and click and drag a guideline into position.

Snap to Guide Lines

The **Snap to Guide Lines** feature forces elements into alignment on the guide lines.

To turn the **Snap to Guide Lines** feature on and off:

Click on **Snap to Guide Lines** on the **Options** drop down menu. The snap to guide lines feature is on when there is a ✔ displayed to the left of **Snap to Guide Lines**.

Remove Guidelines

To remove a guideline, drag it back to the ruler or right click on it and select **Delete Guide Line** from the menu displayed.

Adjust Guide Lines

The guide line appearance can be adjusted in the **Grid and Guideline Settings** dialog box if necessary.

To display the **Grid and Guideline Settings** dialog box:

1. Click on **Tools** on the **Menu Bar**.
2. Click on **Grid and Guideline Settings…** to display the **Grid and Guideline Settings** dialog box.
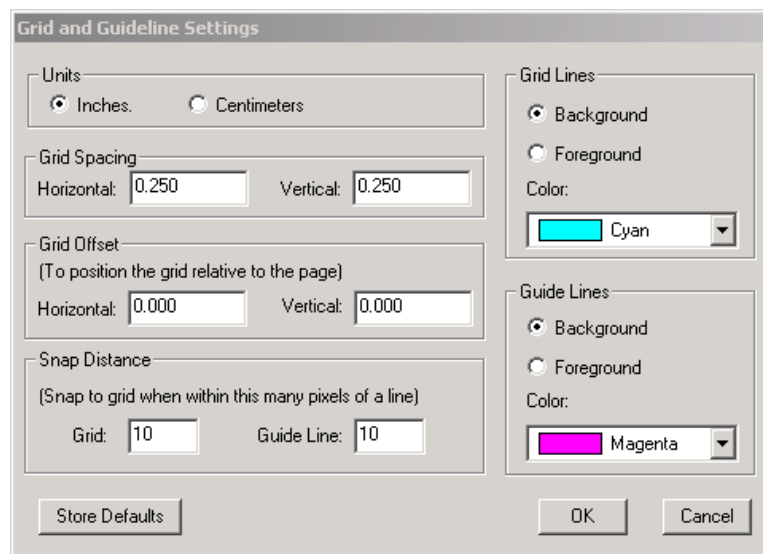
Snap Distance	Indicates the number of pixels to use when calculating the snap to guide line tolerance.	
Guide Lines	Key a value to change the snap to guide line tolerance.	
Guide Lines	Values in these fields determine how the guide lines look.	
Background	Select ⊙ to display the guide lines behind the document elements.	
Foreground	Select ⊙ to display the guide lines on top of the document elements.	
Color	▼ Select the guide line color.	

3. Click on **OK** to return to the design area when guide line adjustments are complete.

Cross Hair Cursor

Click on **Cross-hair Cursor** on the **View** drop down menu to switch between show/hide cross hair cursor. The cross hair cursor is displayed when there is a ✔ displayed to the left of **Cross-hair Cursor**.
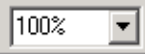
Zoom

The **Zoom** feature changes the amount of detail displayed for a document and/or a linked file.

To use **Zoom** from the **Menu Bar**:

1. Click on **View** on the **Menu Bar**.
2. Point to **Zoom** to display a list of view percentages.
3. Click on a percentage to change the view.

To use **Zoom** from the **Main Toolbar**:

1. Click on [100% ▼] to display a drop down list of view percentages.
2. Click on a percentage to change the view.

Select a smaller percentage to view a large portion of the document or linked file in less detail. Select a larger percentage to view less of a document or linked file but greater detail. The default view is 100%.

The **To Fit** option under **Zoom** adjusts the display to show the entire width of the page.
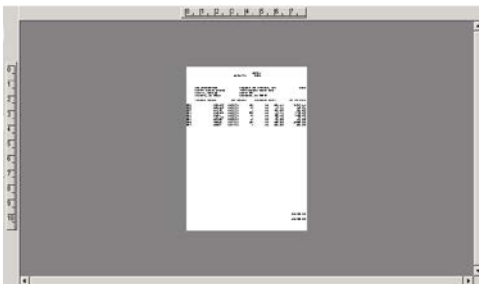
25% View   **50% View**
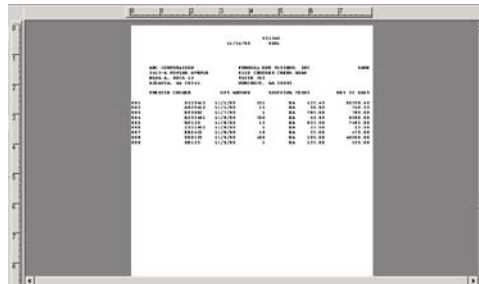
200% View
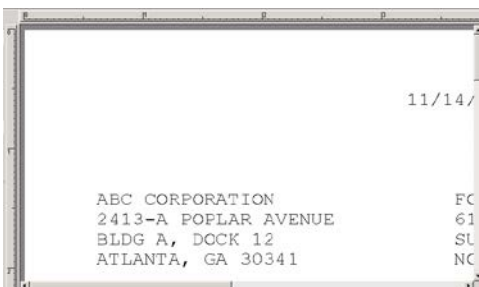
Window

When a document is linked to a spool file or a data file the document and the data are shown in a split window format. **Window** changes the way the windows are arranged. The windows can be displayed full screen or tiled vertically, horizontally or cascaded.

To change the display:

1. Click on **Window** on the **Menu Bar**.
2. Click on **Cascade** to display the windows overlapped and on top of each other.
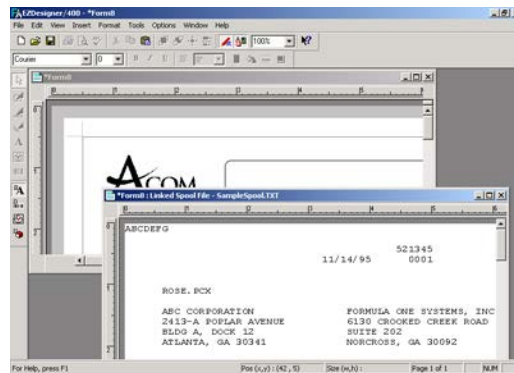
Click on **Tile Horizontally** to display the windows one over the other.
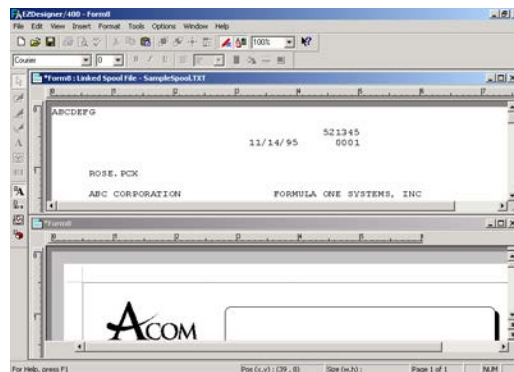
Click on **Tile Vertically** to display the windows next to each other.
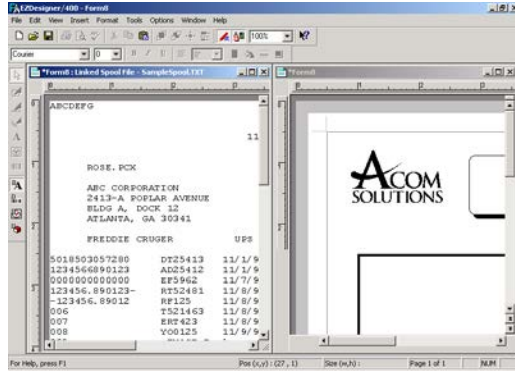
Click on [icon] in the upper right corner of a window to display the data or document window full screen.

Click on [icon] to reduce the full screen display to a window.

ELEMENT LIST

A list of all of the elements in the document can be displayed in EZDesigner/400. The System i command name, the element coordinates and the description (if any) are shown. An * displays in the **S** column to the left of suspended elements. A **c** displays in the **C** column to the left of elements with conditions.
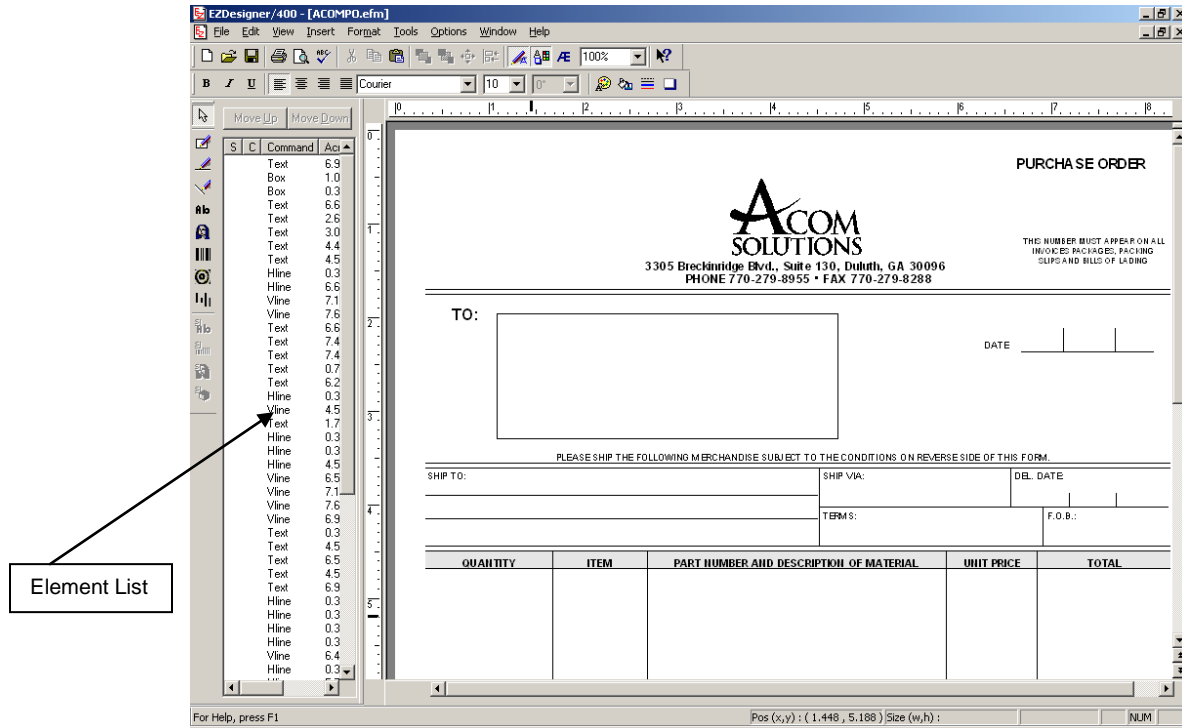
Element List

The element list can be displayed or hidden by clicking on **Element List View** in the **View** drop down window.

The elements displayed in the element list can be selected and:

- deleted
- moved up in the list
- moved down in the list
- have properties displayed

Click on an element to select it.

Delete an Element

To delete an element via the element list:

1. Click on an element in the list to select it.
2. Press the **Delete** key to remove the element from the document.
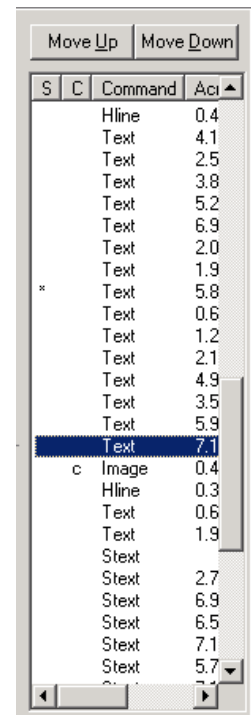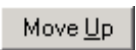
Move an Element Up or Down in the List

An element's position in the elements list determines when the command for the element is processed by the System i. Elements at the top of the list are processed before elements that are below them in the list.

As a rule, an element's position in the list is not important. An exception to this would be printing white text in a black box. The command to create the black box must be processed **before** the command to print the white text. This requires that the box command be positioned **before** the text command in the elements list.

To move an element up or down in the list:

1. Click on an element in the list to select it.

2. Click on ⬚ Move Up ⬚ to move the element up one line in the list.
   OR
   Click on ⬚ Move Down ⬚ to move the element down one line in the list.

Display Element Properties

The properties dialog box of any element on a document can be displayed through the element list. This is useful if elements are too close together to easily be selected on the document itself.

Double click on an element in the element list to open its **Properties** dialog box.

UPDATE DATABASE TABLES

Database tables provide edit codes, time and date format information, address book information, checkbook IDs, document categories, etc.. These tables can be updated periodically at the user's discretion.

To update database tables:

1. Select **Options** from the **Tools** drop down menu to display the **Options** dialog box.
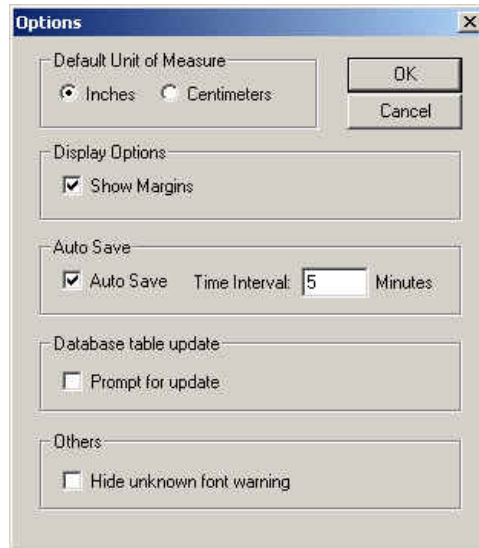
2. Select ✔**Prompt for Update** to decide whether or not to update the database tables each time a document is opened. Answer **Yes** at the prompt displayed when a document is opened to update tables. Answer **No** to continue without updating the tables.

   Click on **Prompt for Update** to remove the ✔ and turn the update prompt off. The database tables will not be updated again until the prompt is turned on and **Yes** is selected when the prompt displays.

3. Click on [OK] to exit the **Options** dialog box and accept any changes made.

   OR

   Click on [Cancel] to exit the **Options** dialog box without accepting changes made.

This page intentionally left blank.

CHAPTER 2
WORK WITH DOCUMENTS
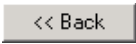
INTRODUCTION

This chapter explains procedures used to work with documents in EZDesigner/400. The topics covered include how to:

- Open a new document
- Open an existing document
- Import a document from the EZPrint/400 16-bit GUI
- Save and copy documents
- Modify document properties
- Preview and print documents

OPEN A NEW DOCUMENT

The design area of the EZDesigner/400 document editor is a blank, gray square and most toolbars are inactive if a document is not open. A series of informational dialog boxes must be completed to open a new document. The information required to set up a document depends on the document type.

Click on ⸢ << Back ⸥ at any time during document set up to go back to the previous screen.

Click on ⸢ Cancel ⸥ at any time during document set up to exit the set up process and return to the design area.

Open a New Form

To open a new form:

1. Click on the **New** icon ⬜ on the **Main Toolbar** to display the **Document Type** dialog box.

2. Click on to open a form.

FORM

3. Click on Next >> to display the **Page Setup** dialog box.

Page Setup

Enter information about page size, orientation and margins in the **Page Setup** dialog box.

1. Complete the fields:

Paper Size	The paper size. Click on to display a list of paper sizes to choose from.

	Inches
Letter	8.5 x 11.0
Legal	8.5 x 14
Executive	7.25 x 10.5
A4	21.0 x 29.7
Envelope	Several envelope sizes are available.
Custom	Key measurements in the **Width** and **Height** fields for a custom size page.

Width	The page measurement from side to side. This value is entered automatically when a paper size is chosen from the drop down list in the **Paper Size** field.
Height	The page measurement from top to bottom. This value is entered automatically when a paper size is chosen from the drop down list in the **Paper Size** field.
Units	The units of measure used for the document. Select ⊙ **Inches** or **Centimeters.**
	The default for this field can be changed. Click on **Tools** on the **Menu Bar**, select **Options** and select inches or centimeters as the default units.
Orientation	
Portrait	Select ⊙ if the document is taller than wide.
Reverse Portrait	Select ⊙ if the document is taller than wide and printed from the bottom up.
Landscape	Select ⊙ if the document is wider than tall.
Reverse Landscape	Select ⊙ if the document is wider than tall and printed from the bottom up.
Margins	
Left	Distance in from the left side of the page to the left margin.
Right	Distance in from the right side of the page to the right margin.
Top	Distance down from the top of the page to the top margin.
Bottom	Distance up from the bottom of the page to the bottom margin.

2. Click on Next >> to continue to the **Printer Setup** dialog box.

Printer Setup

Select a System i printer and a PC printer in the **Printer Setup** dialog box.

1. Complete the fields:

   AS/400 Printer   Click on ▼ to select the printer that will print the
   Model Name   document when it is printed from the System i.

   Printer Name   Click on ▼ to select the printer that will print the
                            document when it is printed from the GUI on the PC. Click
                            on Properties to change the selected printer's default
                            properties. Refer to your printer manual for information
                            about printer properties.

2. Click on Store Defaults to store the selected **AS/400 Printer Model** as a default. If
   it is not stored as a default it must be selected each time a new document is
   opened.

3. Click on Finish to open the new document.

Open a New Check

1. Click on the **New** icon [icon] on the **Main Toolbar** to display the **Document Type** dialog box.
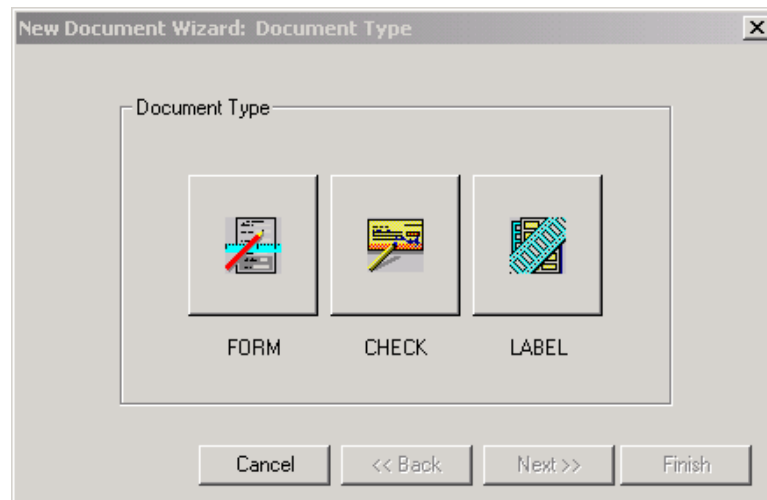
2. Click on [icon] to open a check.

   CHECK

3. Click on Next >> to display the **Page Setup** dialog.

Page Setup
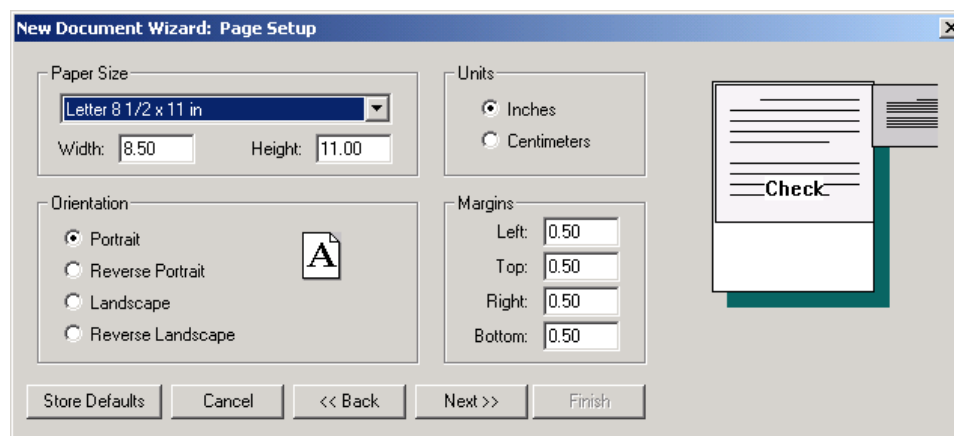
Enter information about page size, orientation and margins in the **Page Setup** dialog box.

1. Complete the fields:

Paper Size	The paper size. Click on to display a list of paper sizes to choose from.

	Inches
Letter	8.5 x 11.0
Legal	8.5 x 14
Executive	7.25 x 10.5
A4	8.27 x 11.69
Envelope	Several envelope sizes are available.
Custom	Key measurements in the **Width** and **Height** fields for a custom size page.

Width	The page measurement from side to side. This value is entered automatically when a paper size is chosen from the drop down list in the **Paper Size** field.
Height	The page measurement from top to bottom. This value is entered automatically when a paper size is chosen from the drop down list in the **Paper Size** field.
Units	The units of measure used for the document. Select **Inches** or **Centimeters.**
	The default for this field can be changed. Click on **Tools** on the **Menu Bar**, select **Options** and select inches or centimeters as the default units.

Orientation

Portrait	Select if the document is taller than wide.
Reverse Portrait	Select if the document is taller than wide and printed from the bottom up.
Landscape	Select if the document is wider than tall.
Reverse Landscape	Select if the document is wider than tall and printed from the bottom up.

Margins

Left	Distance in from the left side of the page to the left margin.
Right	Distance in from the right side of the page to the right margin.

Top	Distance down from the top of the page to the top margin.
Bottom	Distance up from the bottom of the page to the bottom margin.

2. Click on Next >> to continue to the **Check Settings** dialog box.

Check Settings
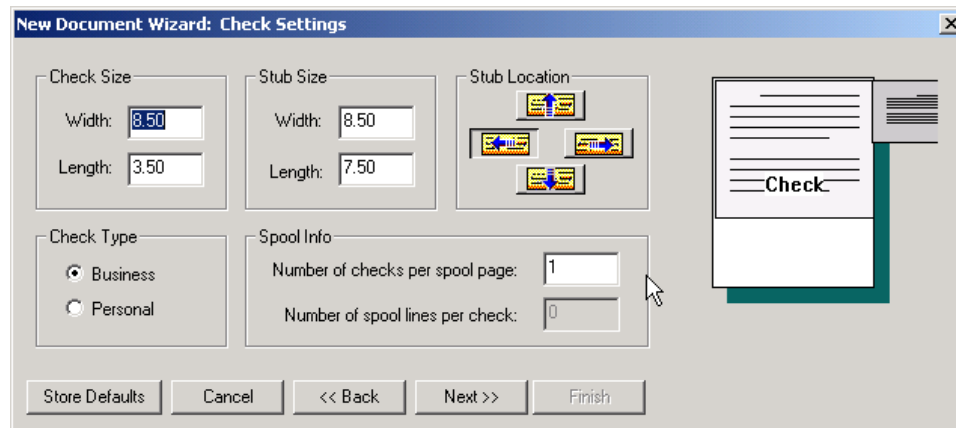
Enter information about the check and stub on the **Check Settings** dialog box.

1. Complete the fields:

   Check Size

Check Width	The check measurement from left to right.
Check Length	The check measurement from top to bottom.

   Stub Size

Stub Width	The stub measurement from left to right.
Stub Length	The stub measurement from top to bottom.

Stub Location	The location of the stub in relation to the check. Click on a location diagram to select it.

 The stub is above the check.

 The stub is below the check.

 The stub is to the right of the check.
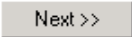
 The stub is to the left of the check.

Check Type

Business   Select ⦿ if the check will be a business check.

Personal   Select ⦿ if the check will be a personal check.

Spool Info

Number of checks   The number of checks generated by each spool file page
per spool page   when generating multiple checks per spool file page.

Number of spool   The number of print lines per check in the spool file. Use
lines per check   only when printing more than one check per spool file
                       page. Leave at 0 if printing one check per spool file page.

2. Click on   Next >>   to continue to the **Printer Setup** dialog box.

Printer Setup

Select a System i printer and a PC printer in the **Printer Setup** dialog box.

1. Complete the fields:

AS/400 Printer   Click on ▼ to select the printer that will print the
Model Name   document when it is printed from the System i.

Printer Name   Click on ▼ to select the printer that will print the
                      document when it is printed from the GUI on the PC. Click
                      on   Properties   to change the selected printer's default
                      properties. Refer to your printer manual for information
                      about printer properties.

2. Click on   Store Defaults   to store the selected **AS/400 Printer Model** as a default. If it
   is not stored as a default it must be selected each time a new document is opened.

3. Click on   Finish   to open the check.

Open a New Label

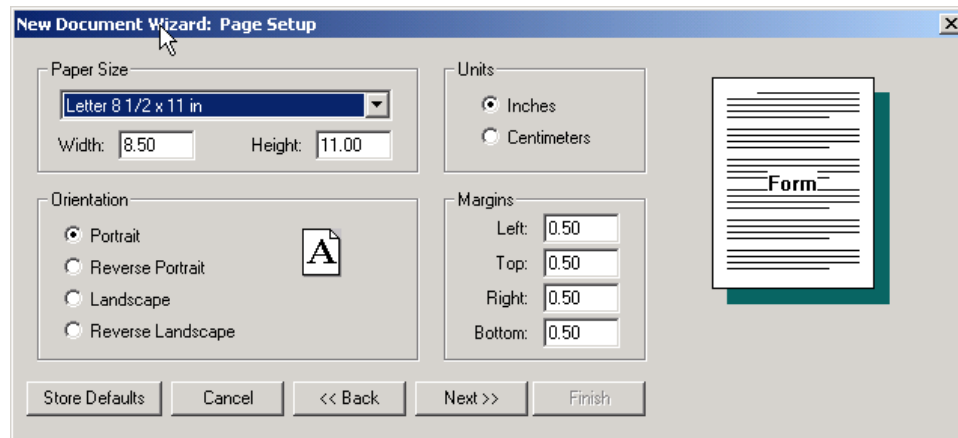1. Click on the **New** icon ⬜ on the **Main Toolbar** to display the **Document Type** dialog box.
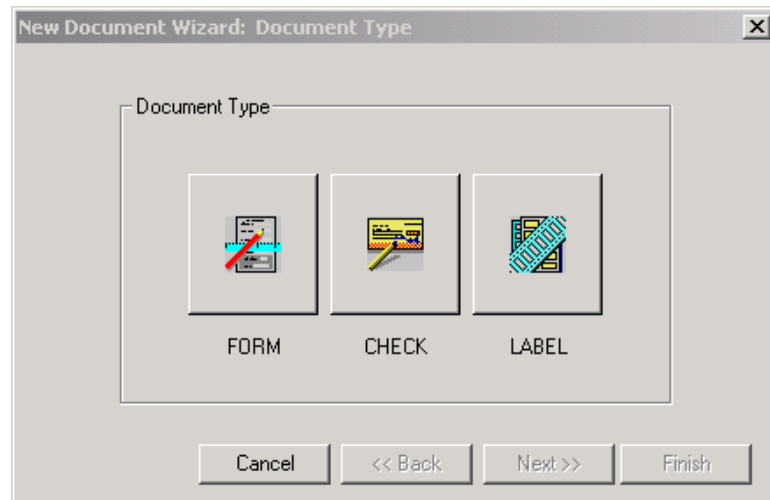
2. Click on 　　　　　　　 to open a label.
   LABEL

3. Click on 　Next >>　 to display the **Page Setup** dialog box.

Page Setup

Enter information about page size, orientation and margins in the **Page Setup** dialog box.

1. Complete the fields:

Paper Size	The paper size. Click on ▼ to display a list of paper sizes to choose from.

	Inches
Letter	8.5 x 11.0
Legal	8.5 x 14
Executive	7.25 x 10.5
A4	21.0 x 29.7
Envelope	Several envelope sizes are available.
Custom	Key measurements in the **Width** and **Height** fields for a custom size page.

Width	The page measurement from side to side. This value is entered automatically when a paper size is chosen from the drop down list in the **Paper Size** field.
Height	The page measurement from top to bottom. This value is entered automatically when a paper size is chosen from the drop down list in the **Paper Size** field.
Units	The units of measure used for the document. Select ⊙ **Inches** or **Centimeters.**
	The default for this field can be changed. Click on **Tools** on the **Menu Bar**, select **Options** and select inches or centimeters as the default units.
Orientation	
Portrait	Select ⊙ if the document is taller than wide.
Mirror Portrait	Select ⊙ if the document is taller than wide and printed from the bottom up. Valid for thermal printers only.
Landscape	Select ⊙ if the document is wider than tall.
Mirror Landscape	Select ⊙ if the document is wider than tall and printed from the bottom up. Valid for thermal printers only.
Margins	
Left	Distance in from the left side of the page to the left margin.
Right	Distance in from the right side of the page to the right margin.

Top	Distance down from the top of the page to the top margin.
Bottom	Distance up from the bottom of the page to the bottom margin.

2. Click on Next >> to continue to the **Label Settings** dialog box.

Label Settings
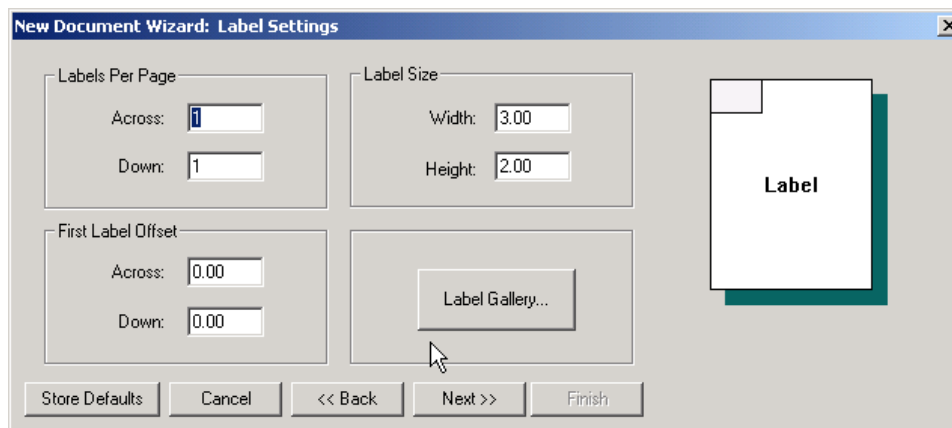
Enter information about the label page on the **Label Settings** dialog box.

1. Complete the fields or click on Label Gallery... to select a layout from the **Label Gallery**.

Labels Per Page

Across	The number of labels across the page.
Down	The number of labels down the page.

Label Size

Width	The measurement across the label from the left edge of the label to the left edge of the label in the next column.
Height	The measurement down the label from top of the label to the top of the next label down the page.

First Label Offset

Across	How far the labels are offset from the left of the page.
Down	How far the labels are offset from the top of the page.
Label Gallery	Click on Label Gallery... to display the **Label Gallery**. The **Label Gallery** offers sixteen commonly used label layouts to choose from (see next page). All of the fields described above are automatically updated when a label layout is selected from the Label Gallery.
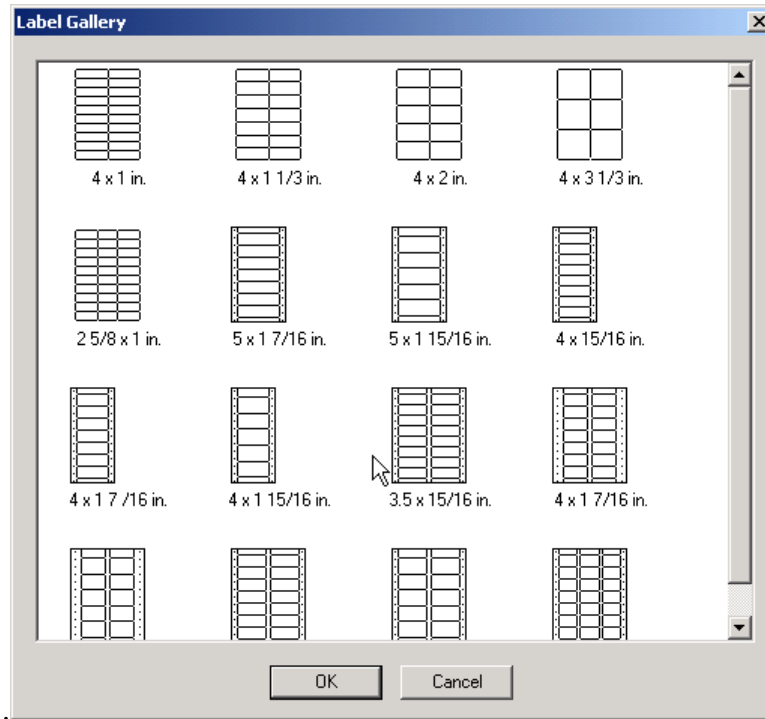
2. Click on ⬛ Next >> to continue to the **Printer Setup** dialog box.
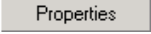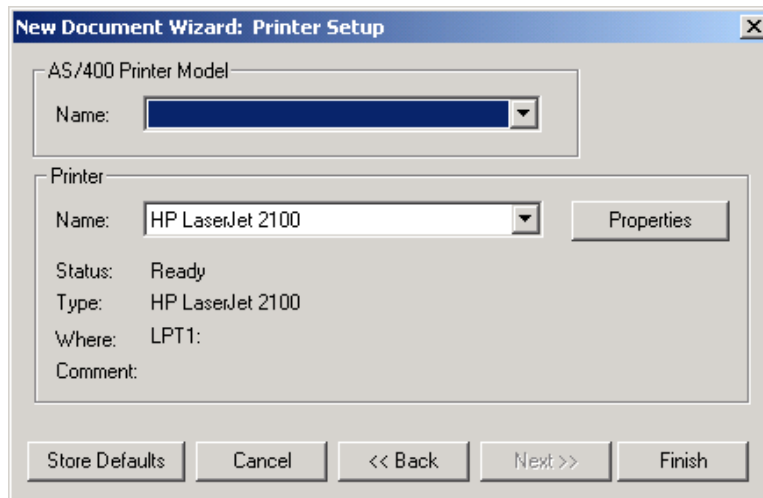
Printer Setup

Select a System i printer and a PC printer on the **Printer Setup** dialog box.

1. Complete the fields:

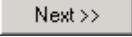|	
AS/400 Printer Model Name	Click on ⬛ to select the printer that will print the document when it is printed from the System i.

Printer Name   Click on [▼] to select the printer that will print the document when it is printed from the GUI on the PC. Click on [Properties] to change the selected printer's default properties. Refer to your printer manual for information about printer properties.

2. Click on [Store Defaults] to store the selected **AS/400 Printer Model** as a default. If it is not stored as a default it must be selected each time a new document is opened.

3. Click on [Finish] to open the new document.

OPEN AN EXISTING DOCUMENT

To open an existing document:

1. Click on the **Open** ![folder icon] on the **Main Toolbar** to display the **Open** dialog box.
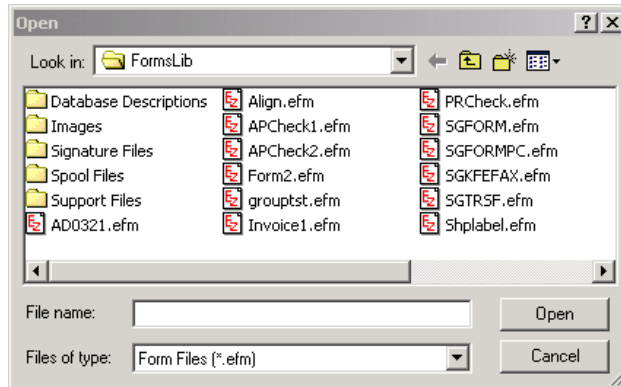
2. Click on a document name to select it and display its name in the **File Name** field.
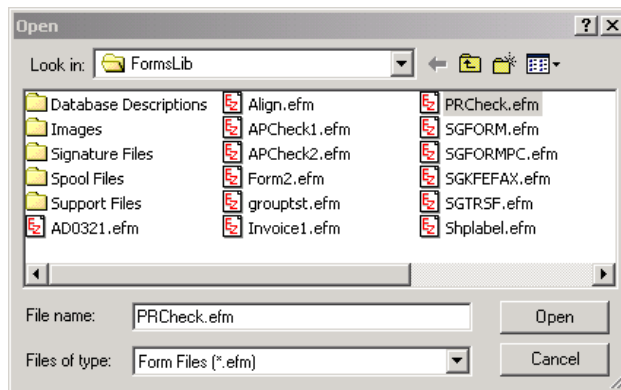
3. Click on ![Open button] to open the document in the design window.

Import a Document from the EZPrint/400 16-bit GUI

Documents created in the EZPrint/400 16-bit graphical user interface can be imported to EZDesigner/400.

1. Use the EZPrint/400 File Transfer Utility to upload the 16-bit documents from the PC to the System i.

2. Use the EZDesigner/400 File Transfer Utility to download the documents from the System i to the PC.

3. Open the downloaded documents in EZDesigner/400.

Note: Downloaded documents that were not created in EZDesigner/400 may require slight adjustments to TEXT and STEXT down coordinates the first time the documents are opened in EZDesigner/400.

SAVE AND COPY DOCUMENTS

A document must be saved in a file on the PC before it can be uploaded to the System i.

Save a New Document

A newly created document must be assigned a name when it is saved for the first time.

To save a new document:

1. Click on **File** in the **Menu Bar**.
2. Click on **Save as…** in the drop down menu to display the **Save As** dialog box.
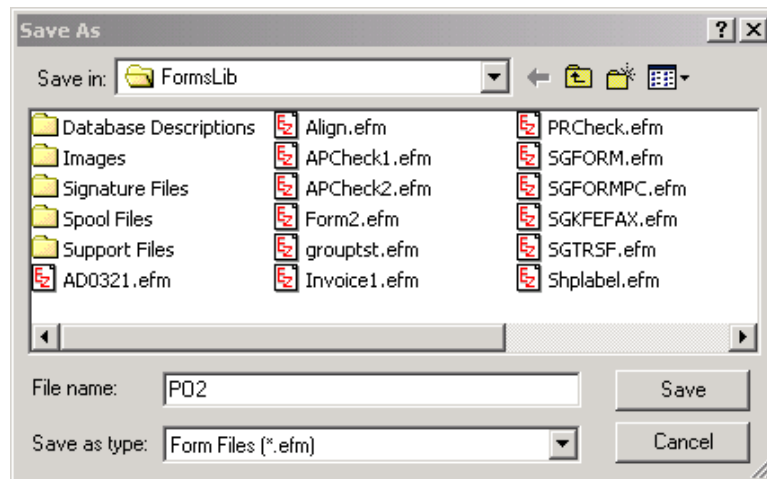
3. Key a document name in the **File Name** field.

   If a name is not keyed the default names of Form1, Check1 or Label1 will be used.

   Documents that will be uploaded to the System i should have names no longer than eight characters. Due to System i limitations, a name longer than eight characters will be truncated when the document is uploaded.

4. Click on ⬚ Save ⬚ to save the document.

Save Changes to a Document

To save changes made to a document that has already been named, click on the **Save**

🖫 icon on the **Main** toolbar or select **File** from the **Menu Bar** and click on **Save** in the drop down menu.

Auto Save

The Auto Save feature automatically saves an opened document at user specified intervals.

To turn auto save on or off and to set the time interval:

1. Click on **Tools** on the **Menu Bar**.
2. Click on **Options…** to display the **Options** dialog box.
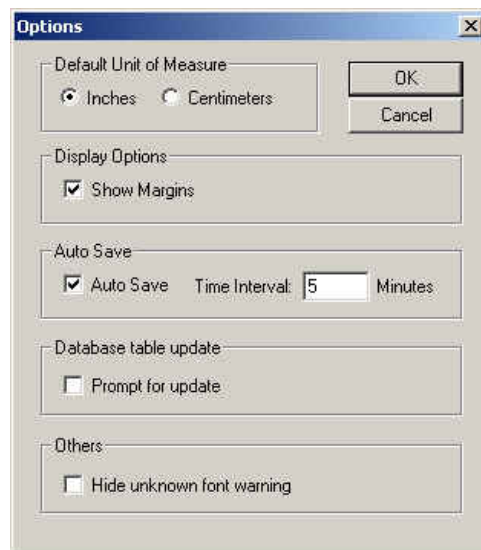
3. ☑ **Auto Save** to turn auto save on or click on the ✔ to turn it off.
4. Key a time interval from 1 to 60 minutes in the **Time Interval** field.
5. Click on OK to return to the design area.

Copy a Document

An existing document can be copied into a file with a new name.

To copy a document:

1. Open the document to be copied.
2. Click on **File** in the **Menu Bar**.
3. Click on **Save as…** in the drop down menu to display the **Save As** dialog box.
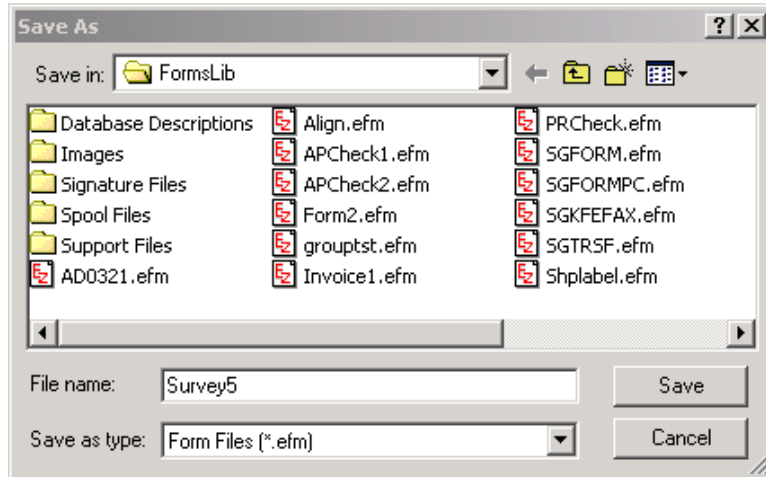
4. Key a new document name in the **File Name** field. .

   Documents that will be uploaded to the System i should have names no longer than eight characters. Due to System i limitations, a name longer than eight characters will be truncated when the document is uploaded.

5. Click on [OK] to save the document.

MODIFY DOCUMENT SETUP

Document properties and set up information can be modified at any time during the design process.

Document Properties

Document Properties are assigned in the **Document Properties** dialog box. A document must have an entry in the **Category** field of its Document Properties box before an Archive element can be inserted in the document.
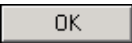
Note: Document categories are created on the System i (Utilities option 10) and are updated on the PC each time the Database Table Update option is run (see page 1-25).

To select a document category:

1. Select **File** from the Menu Bar.
2. Select **Properties** from the File drop down menu to open the **Document Properties** dialog box.

A document category is required before an Archive element can be inserted in a document.
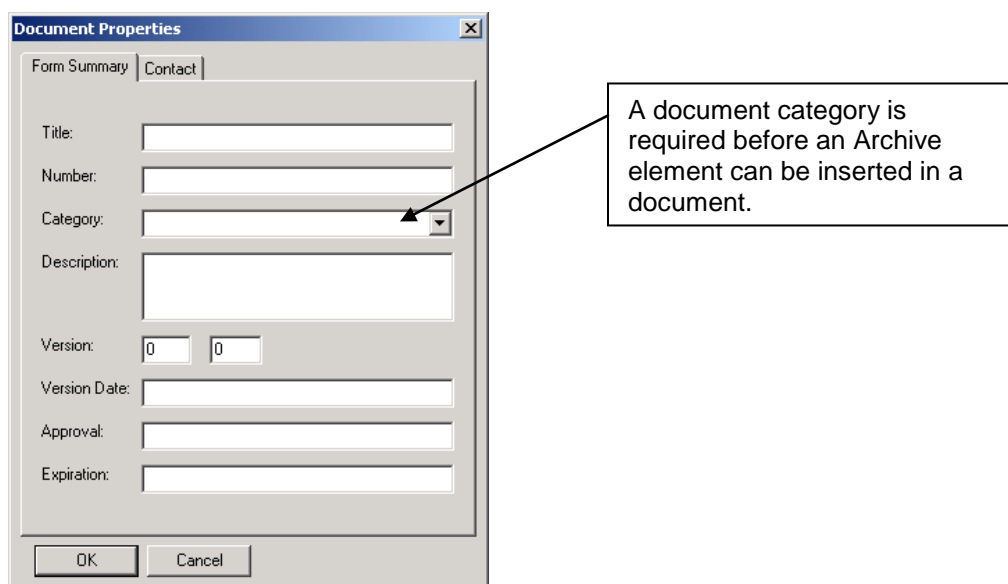
An entry in the **Category** field is **required** before an archive element can be inserted in a document. Otherwise, all fields are optional.
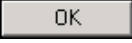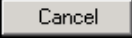
3. Click on [▼] to select a document category from a list of valid document categories. The document category list is updated each time the database tables are updated.

4. Click on [OK] when entries are complete.

Modify Page Setup

To modify the page setup for an open document:

1. Click on **File** on the **Menu Bar**.
2. Select **Page Setup** from the drop down menu to display the **Page Setup** dialog box.
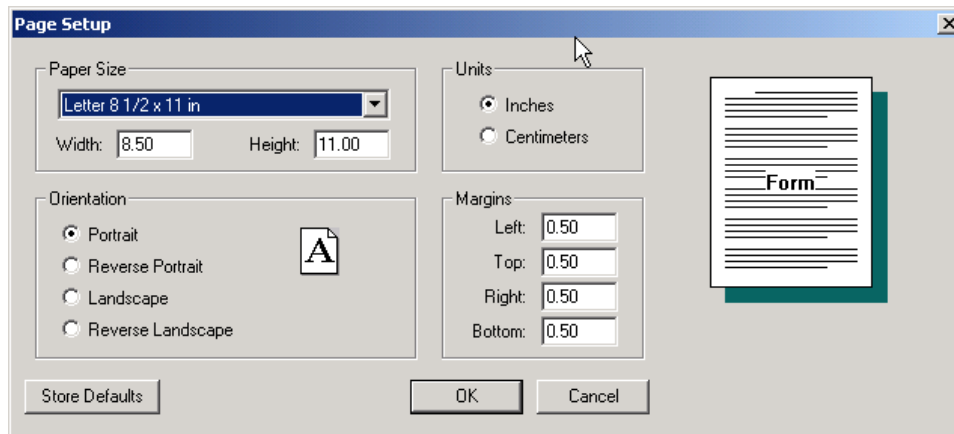
3. Change the values as necessary. See page 2-2 for field definitions.

4. Click on [OK] to save the changes and return to the document.
   OR
   Click on [Cancel] to return to the document without saving the changes.

Modify Printer Setup

To modify the printer setup for an open document:

1. Click on **File** on the **Menu Bar**.

2. Select **Printer Setup** from the drop down menu to display the **Printer Setup** dialog box.
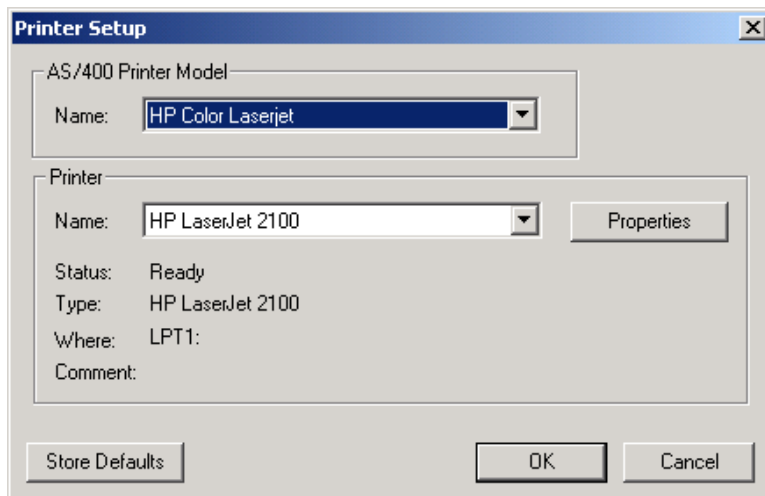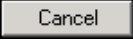
3. Change the values as necessary. See page 2-12 for field definitions.

4. Click on ⬚ Store Defaults to store the selected **AS/400 Printer Model** as a default. If it is not stored as a default it must be selected each time a new document is opened.

5. Click on ⬚ OK to save the changes and return to the document.
   OR
   Click on ⬚ Cancel to return to the document without saving the changes.

Modify Check Setup

To modify the check setup properties for an open check:

1. Click on **File** on the **Menu Bar**.
2. Select **Check Setup** from the drop down menu to display the **Check Settings** dialog box.
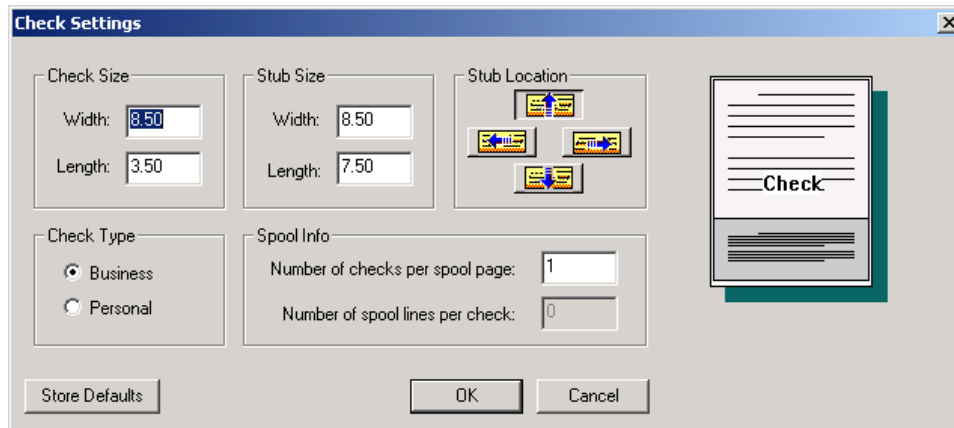
3. Change the values as necessary. See page 2-7 for field definitions.

4. Click on [OK] to save the changes and return to the check.
   OR
   Click on [Cancel] to return to the check without saving the changes.

Modify Label Setup

To modify the label setup properties for an open label:

1. Click on **File** on the **Menu Bar**.
2. Select **Label Setup** from the drop down menu to display the **Label Settings** dialog box.
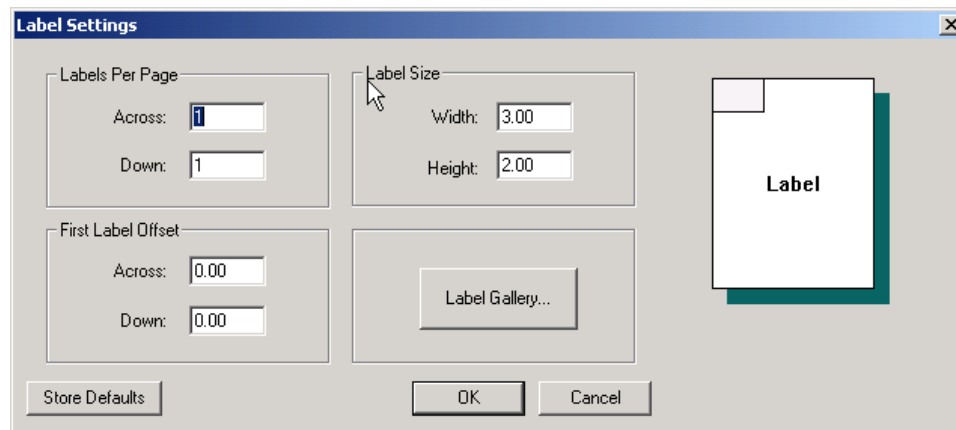
6. Change the values as necessary. See page 2-11 for field definitions.

7. Click on [OK] to save the changes and return to the label.
   OR
   Click on [Cancel] to return to the label without saving the changes.

PREVIEW AND PRINT DOCUMENTS

Preview

Print preview displays the document as it will appear when printed. To preview a document:

Click on the **Print Preview** [icon] icon on the **Main Toolbar** or select **Print Preview** from the **File** drop down menu to open the print preview window.
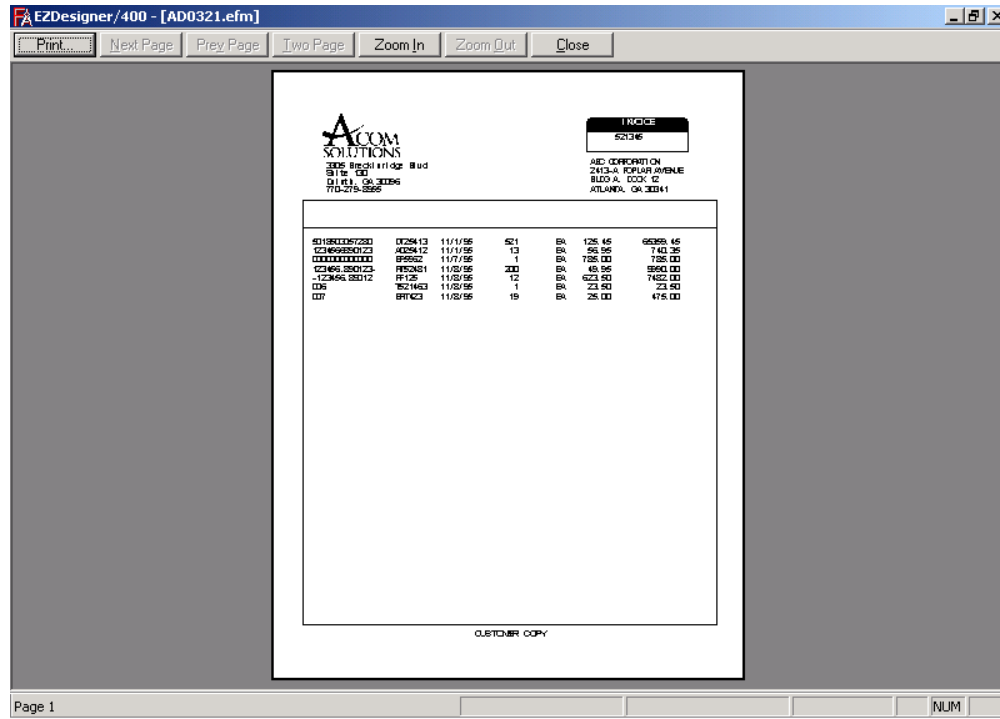
Click on:

[Print...]   to print the document.

[Zoom In]   to view a smaller portion of the page in greater detail.
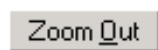
[Zoom Out]   to view a larger portion of the page in less detail.
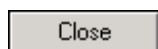
[Close]   to close the print preview window.

Print

To print a document:

Click on the **Print** 🖨 icon. The document will print on the printer specified in the **Printer Setup** dialog box when the document was created.

OR

1. Select **Print** from the **File** drop down menu to open the **Print** dialog box.
2. Change the number of copies to print.
3. Click on [OK] to print the document on the printer specified in the **Printer Setup** dialog box when the document was created.

```
┌─ Print ──────────────────────────────── [X] ─┐
│  ┌─ Print range ──────────┐                   │
│  │  (•) All                │    ┌─── OK ───┐   │
│  │                         │    └──────────┘   │
│  │  ( ) Pages  from: [1]   │    ┌── Cancel ─┐  │
│  │              to: [1]    │    └──────────┘   │
│  └─────────────────────────┘                   │
│  ┌─ Copies ───────────────┐                    │
│  │  Number of copies: [1] ⬍ │                  │
│  └─────────────────────────┘                   │
└────────────────────────────────────────────────┘
```
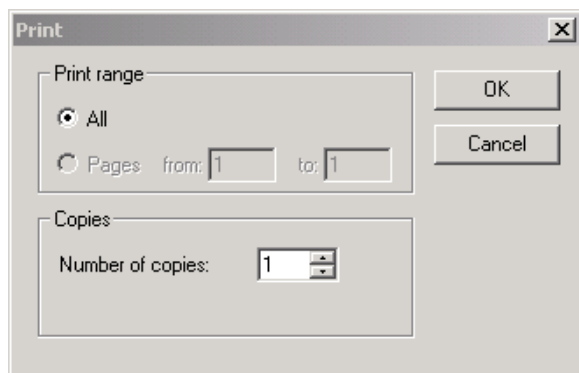
Note: When printing checks, VOID will print over signatures and NON-NEGOTIABLE will print over the MICR line.

Change the Default Printer

To change the printer selection:

1. Click on **File** on the **Menu Bar**.

2. Select **Printer Setup** from the drop down menu.

3. Key a new printer in the **Printer Name** field.

4. Click on [OK].

CHAPTER 3
DESIGN DOCUMENTS

INTRODUCTION

Documents created in the EZDesigner/400 document editor are made up of a combination of elements. Elements placed on a document can be moved and modified as often as necessary.

This chapter explains the options used to:

- Draw, insert and suspend elements on a document
- reposition and resize elements
- modify element attributes
- work with text
- work with element groups

Available Elements

All elements are not valid on all document types. Some elements can be included only on checks, only on forms or only on labels. The table on the following page shows the elements available in EZDesigner/400 for each document type.

For information about the elements used to map spool data to a document see the chapter titled **Map Data**.

Element Description	Form	Label	Check
Remittance Notification PDF (ACHCM)	✓		✓
Amount (AMT)			✓
Archive (ARCHIVE)	✓		
Bank (BANK)			✓
Barcode (BAR)	✓	✓	✓
Box (BOX)	✓	✓	✓
Check Number (CKNBR)			✓
DataMatrix Barcode (DMBAR)	✓		
Database Text (DTEXT)	✓		✓
Date (DATE)	✓	✓	✓
Diagonal Line (DLINE)	✓	✓	✓
EZContentManager (ECM)	✓		✓
Email (EMAIL)	✓		
eSignature (ESIG)	✓		
Fax (FAX)	✓		
Form (FORM)	✓	✓	✓
Horizontal Line (HLINE)	✓	✓	✓
Image (IMAGE)	✓	✓	✓
Intelligent Mail Barcode (IMBAR)	✓	✓	✓
MICR line (MICR)			✓
Page Number (PAGE)	✓	✓	✓
Payee (PAYEE)			✓
PDF (PDF)	✓		✓
PDF417 Barcode (PDBAR)	✓		
Quick Response Barcode (QRBAR)	✓	✓	
Serial Number (SERL)		✓	
Signature (SIG)			✓
Time (TIME)	✓	✓	✓
Text (TEXT)	✓	✓	✓
UPS MaxiCodeBarcode (BARM)	✓	✓	✓
Vertical Line (VLINE)	✓	✓	✓
Void (VOID)			✓

DRAW, INSERT AND SUSPEND ELEMENTS

Design elements are selected from the **Design** toolbar or from the **Insert** drop down menu. Elements on a document can be suspended. Suspended elements are not processed when a document is merged on the System i. See the chapter titled **Element Attributes** for detailed information about the attributes of each element.

Draw Elements

The elements on the Design Toolbar that are not used in mapping spool data are:

- Box

- Vertical/Horizontal Line

- Diagonal Line

- Text   (See page 3-10 for information about using text.)

- Image

- Barcode

- UPS MaxiCode Barcode

- USPS Intelligent Mail Barcode…

- DataMatrix Barcode

- Quick Response Barcode

- PDF417 Barcode

To draw the elements listed above (except text) on a document:

1. Click on an the element's icon on the **Design Toolbar**.

2. Position the cursor in the design area at the starting position for the element.

3. Click and drag to draw the element on the document.

   Note: An image place marker appears on the document when an image is first placed. It is replaced by the image when the image name is entered in the image properties dialog box. (See step 4, below.)

4. Double click on an element to open its **Properties** dialog box and enter attribute information if necessary.

   The attributes for images and barcodes must always be entered.

Insert Elements

Elements on the **Insert** drop down menu are:

- Date
- Time
- Page Number
- Database text
- Form
- Labels Only
  o Serial Number
- Checks Only
  o Amount
  o Bank
  o Check Number
  o MICR Line
  o Payee
  o Signature
  o Void
- Header Condition
- EZeMail/400
- EZFax/400
- ACOM/KM Email
- ACOM/KF Fax
- PDF
- Archive
- ECM
- ACHCM
- eSignature

To insert an element from the **Insert** drop down menu on a document:

1. Click on **Insert** on the **Menu Bar** to display the drop down menu.

2. Click on an element to open the **Properties** dialog box for the element.

   Note: Elements on the **Labels Only** and **Checks Only** sub menus are available only when that document type is open in the design area.

3. Enter the required information in the **Properties** dialog box. See the chapter titled **Element Attributes** for detailed information about the attributes of each element.

4. Click on ![OK] to place the element on the document.

> **Note:** **Archive**, **ECM**, **PDF, EZeMail/400**, **EZFax/400**, **ACOM/KM Email** and **ACOM/KF Fax** appear only in the Element List. They do not display on a document.

Suspend Elements

Elements on a document can be suspended. Suspended elements are not processed when a document is merged on the System i. Suspending an element has no effect when the document is printed from EZDesigner/400.

An * is displayed in the **S** column of the Element List next to any suspended element.

To suspend an element:

1. Double click on an element on the document or on its command in the element list to open the **Properties** dialog box for that element.
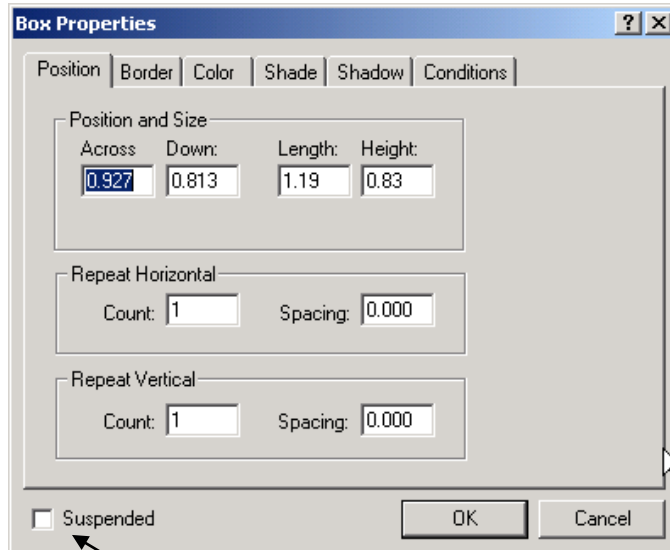
2. Click on **Suspended** at the bottom of the dialog box to ☑ suspend the command.

   Once suspended, a command remains suspended until the ☑ is cleared by clicking on **Suspended.**

REPOSITION AND RESIZE ELEMENTS

Elements can be repositioned and most can be resized at any time during the design process. Images cannot be resized.

Reposition Elements

To reposition an element on a document:

1. Click on the **Cursor** icon on the **Design Toolbar**.

2. Click on an element to select it and display square anchor points.

3. Position the cursor over the element until it appears as a four pointed arrow.

4. Click and drag the element to a new position on the document.

    Also see **Fine Tune** on page 3-7.

Resize Elements

To resize boxes and lines:

1. Click on the **Cursor** icon on the **Design Toolbar**.

2. Click on an element to select it and display square anchor points.

3. Position the cursor over an anchor point until it appears as a double pointed arrow. ⟷

4. Click on an anchor point and drag the object to shrink or enlarge it.

    When resizing a box:

    Drag a corner anchor point to proportionally change the height and width of the box.

    Drag an anchor point in the middle of any side to resize parallel sides.

    Text, Date, Time and Page Number objects are re-sized by changing the font and/or point size assigned to them in the **Properties** dialog box.

    Images cannot be re-sized.
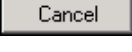
    Also see Fine Tune **on page 3-7.**

Fine Tune Size and Position

To fine tune the position and/or size of an element:

1. Click on the **Cursor** ![cursor icon] icon on the **Design Toolbar**.

2. Double click on an element to select it display square anchor points. ![anchor points] .

3. Click on the **Position** ![position icon] icon on the **Main Toolbar** or select **Position** from the **Edit** drop down menu to open the **Position Object** dialog box.
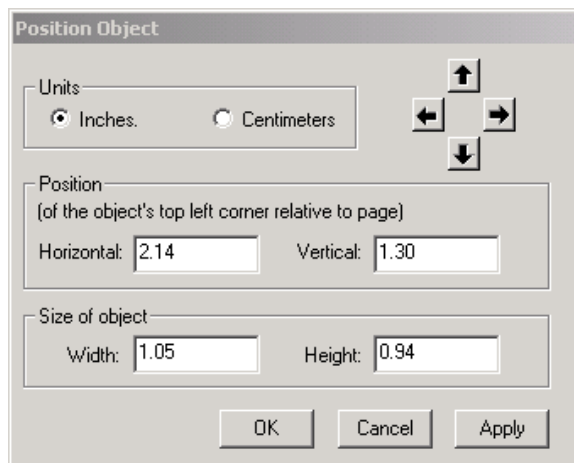
4. Click on the positioning arrows ![arrows] to adjust the position by 1/100th of an inch for each click.
    OR
    Key new values in the **Horizontal** and/or **Vertical** fields to fine tune the position of the element on the document.

5. Change the **Width** and **Height** values to fine tune the size of the element.

6. Click on ![Apply] to apply the new attributes to the element without closing the **Properties** dialog box.
    OR
    Click on ![OK] to apply the new attributes to the element and return to the design area.
    OR
    Click on ![Cancel] to return to the design area without changing the attributes.

CUT, COPY, PASTE, CLEAR AND DELETE

Elements can be cut, copied, pasted or cleared through the **Edit** drop down menu.

Elements can be deleted using the **Delete** key.

To cut, copy, paste, or clear:

1. Click on the **Cursor** [icon] icon on the **Design Toolbar**.

2. Single click on an element to select it and display square anchor points.

3. Click on **Edit** on the **Menu Bar**.

4. Click on **Cut**, **Copy**, **Paste** or **Clear** in the drop down menu to perform an action on the selected element.

   Cut   removes the element from the document and places it on the clipboard.

   Copy leaves the element on the document and copies it to the clipboard.

   Paste places the current contents of the clipboard on the document.

   Note: Unpredictable results may occur when text from another application is pasted in an EZDesigner/400 document. If pasted text does not upload to the System i correctly, open the document in the GUI, double click on the pasted text to position the cursor in the text, then save the document. Upload the document again and the problem should be corrected.

   Clear removes the element from the document but does not save it on the clipboard.

To **delete**:

Press the **Delete** key to remove selected elements from a document.

MODIFY ELEMENT ATTRIBUTES

The elements placed on a document have attributes that determine how the element appears on the document. An element's attributes can be modified at any time during the design process. Individual element attributes are described in the chapter titled **Element Attributes**. See page 3-13 for information about modifying text attributes.

To modify the attributes of a non-text element:

1. Click on the **Cursor** ⌖ icon on the **Design Toolbar**.

2. Double click on a non-text element to select it and display its **Properties** dialog box.

   Important: Barcodes and serial numbers may have a barcode and a human readable component. Double click on the barcode to modify the barcode format. Double click on the human readable text to modify the text format.

3. Modify the attribute values as necessary.

4. Click on **OK** to accept the modifications and return to the design area.

WORK WITH TEXT

Two types of text can be placed on a document.

- Text included in the design of a document prints on each page unless conditions are set up to prevent it from printing.

- Text mapped from a spool file or data file varies on every page.

This section discusses text included in the document design. See the chapter titled **Map Data** for information about mapping spool text.

Unknown Font Warning

Fonts in a document downloaded from the System i that are not available to EZDesigner/400 are considered "unknown" fonts. Unknown fonts are marked by a strikethrough in EZDesigner/400 as a warning that the font is not available. To turn off the unknown font warning go to **Tools>Options** and select ☑ **Hide unknown font warning**. The strikethrough will not appear when the warning is turned off.

Add Text

Text can be placed on a document as a single line or as multiple lines using the automatic word wrap feature.

To add text to a document:

1. Click on the [▼] to the right of the font name on the **Format Toolbar** to display a list of fonts for the destination printer. (Only HP/laser printer fonts are supported.)

2. Highlight and click on a font to select it.

3. Click on the [▼] to the right of the point size box on the **Format Toolbar** and select a new point size if necessary.

4. Click on the **Text** **Ab** icon on the **Design Toolbar**.

5. Click and drag to create a box for the text.

6. Key the text. Text wraps to the next line when it reaches the right side of the text box. The box expands to create additional text lines as necessary.

7. Click on an area outside the text box to exit the box when text entry is complete.

Special Characters

To add special characters and symbols to text:

1. Position the cursor in a text box where special characters or symbols are required.

2. Click on ![Æ] on the Main Toolbar to display the Special Characters Toolbar.
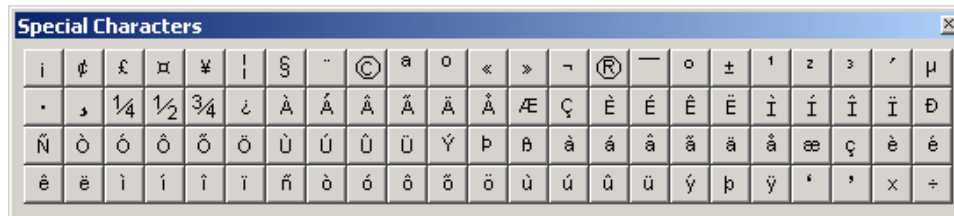
3. Click on a special character or symbol to include it in the text.
4. Click on the ![X] in the upper right corner of the special characters toolbar to close it.

Printing a Euro Symbol

The Euro symbol cannot be printed from EZDesigner/400 but it can be set up to print on a document uploaded to the System i. The AS/400 printer model selected for the document in EZDesigner/400 must already be set up on the System i for Euro symbol support.**

1. On the EZDesigner/400 **Printer Setup** screen, select an AS/400 printer model that is set up for Euro symbol support on the System i.

   Note: Printers are identified in the EZDesigner/400 **AS/400 Printer Model Name** selection list by the text description displayed on the System i Work with Printer Models screen.

2. Insert the special character ![¤] in the Text element where the Euro symbol should print. This character is the fourth character from the left on the top row of the Special Characters toolbar.

3. Upload the document to the System i using the File Transfer Utility. The special character inserted in step 2 will appear as ***E** in the TEXT command of the uploaded document.

**Euro symbol: The Euro symbol can only be printed on the System i by printers that
    support on   support HP code page **PC-858**.
    the iSeries

        The printer model associated with the document must have a **Y** in the **Euro Symbol Support** field on the **Work with Printer Models** screen. This must be set up **before** creating the document from EZDesigner/400.

On the System i FOSECURE screen, the **Code Page** field must be set to **T1V11140**, **T1V11141**, **T1V11145**, **T1V11146**, **T1V11147**, **T1V11148** or **T1V11149**. To use European editing when printing amounts, set the **Decimal Separator** field on the FOSECURE screen to comma.

*E must be present in a TEXT command on the System i to indicate the Euro symbol.

Change Font and Point Size

To change the font and/or point size of existing text:

1. Single click on the text to select it. The text box will be displayed surrounded by anchor points when selected.

   This is text in a text box. It automatically wraps to the next line when it reaches the right side of the box.
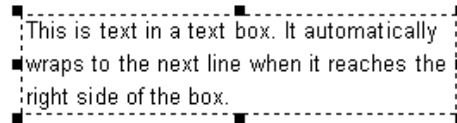
2. Click on the ▼ to the right of the font name `Courier` ▼ on the **Format Toolbar** to display a list of fonts for the destination printer. (Only HP/laser printer fonts are supported.)

3. Click on a font in the font list to select it.

4. Click on the ▼ to the right of the point size box `0` ▼ on the **Format Toolbar** and select a new point size if necessary.

5. Click on a point in the document outside the text border to exit the text.

Edit Text

To edit text content:
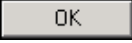
1. Double click on the text to display the text box border and a blinking cursor within the text.

2. Position the cursor in the text area to be edited.

3. Edit the text as necessary.

4. Click on a point in the document outside the text border when editing is complete to exit the text.

Text can also be edited using **Cut, Copy, Paste, Clear** and **Delete** as described on page 3-8.

Modify Text Attributes

Text has attributes that determine its appearance. Text attributes can be modified at any time during the design process. See page **6-90** for information about **Text** attributes.

To modify text attributes:

1. Click on the **Cursor** [icon] icon on the **Design Toolbar**.

2. Right click on a text element to select it and display a drop down menu.

3. Click on **Properties** on the drop down menu to display the **Text Properties** dialog box.

4. Modify the attributes as necessary.

5. Click on [OK] to accept the modifications and return to the design area.

Spell Check

The spell checker can check the spelling of all text on a document or only the text in a selected text box.

To use the spell check feature:

1. Click on **Tools** on the **Menu Bar**.

2. Click on **Spelling** on the drop down menu to display the spell check options.

3. Select **All Text…** to check the spelling of all of the text on the document.
    OR
    Select **Selected Text Objects** to check the spelling only in the selected text box.

4. The **Spelling Check** dialog box opens and displays the first misspelled word.
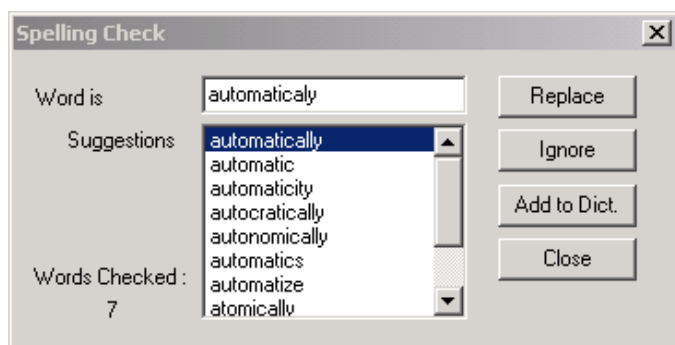
    Misspelled words display at the top of the dialog box in the **Word is** field.

    Suggested corrections display in the **Suggestions** field. Click on a word in this field to select it.

5. Select one of the options described below to replace the word or to ignore it and continue the spelling check.

Replace	Replace the word with the word selected in the **Suggestions** window.
Ignore	Leave the word as it appears.
Add to Dict	Add the word to the dictionary and do not display it as misspelled in the future.
Close	Exit the spell checker and return to the document.

    When the spell check is complete, a message displays indicating the number of words checked.

6. Click on ☐ OK ☐ to close the spell checker.

Thesaurus

A thesaurus is available to provide word substitutions. To use the thesaurus:

1. Double click on a text element to select it.

2. Double click on a word within the text to select it.

3. Click on **Tools** on the **Menu Bar**.

4. Click on **Thesaurus** in the drop down menu to open the **Thesaurus** dialog box. The selected word is displayed in the **Word** field.
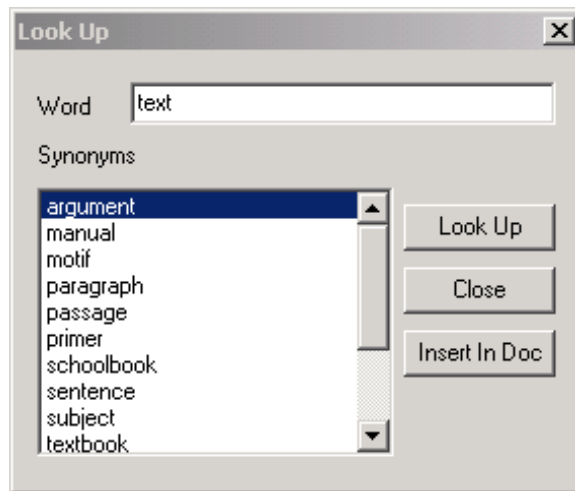
5. Highlight a word in the **Synonyms** field.

6. Click on Insert In Doc to replace the selected word with the new word.
   OR
   Click on Close to return to the document without replacing the word.

WORK WITH A GROUP OF ELEMENTS

Elements on a document can be aligned and positioned as a group using the **Align Objects** and **Position** functions.

Select a Group of Elements

Select Individually

To select elements **individually**:

1. Click on the **Cursor** [icon] icon on the **Design Toolbar** to activate the cursor.

2. Click on an element to select it.

3. Hold down the **Shift** key and click on another element to select it.

4. Continue to **Shift and Click** until all required elements are selected.

Select as a Group

To select **a group** of elements:

1. Click on the **Cursor** [icon] icon on the **Design Toolbar**.

2. Click and drag a box to surround a group of elements.

Select All

To select **all** elements on a document:

1. Click on **Edit** on the **Menu Bar**.

2. Click on **Select All**. All elements (including text) will be selected.

Remove an Element from a Group

To remove an element from a group:

1. Click on the **Cursor** [icon] icon on the **Design Toolbar**.

2. Hold down the **Shift** key and single click on a selected element to remove it from the group.

Align Grouped Elements

Elements in a group can be aligned horizontally and/or vertically relative to each other, user margins or a user specified position.

To align a group of elements:

1. Select the elements to be aligned (see page 3-16).

2. Click on the **Align** ![icon] icon on the **Main Toolbar** or select **Align Objects** from the **Tools** drop down menu to open the **Align** dialog box.
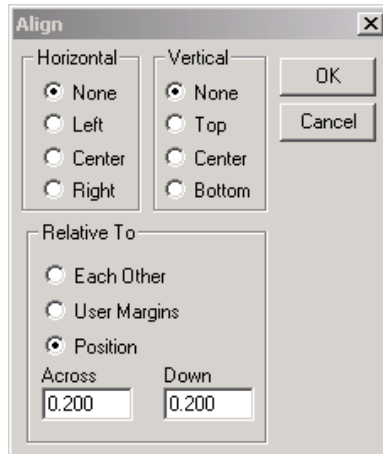
3. Select alignment options:

Horizontal	Select an alignment option to align elements across the page.
None	Horizontal alignment is not required.
Left	Align the elements to the left.
Center	Align the elements with the center.
Right	Align the elements to the right.
Vertical	Select an alignment option to align elements down the page.
None	Vertical alignment is not required.
Top	Align the elements with the top.
Center	Align the elements with the center.
Bottom	Align the elements with the bottom.
Relative To	Select an alignment reference point.
Each Other	Use the **uppermost** element in the group as the alignment reference point.
User Margin	Use the user defined margins as the alignment reference points.

Position	Use the position defined in the **Across** and **Down** fields (below) as the alignment reference point.
Across	The reference point's distance in from the left side of the page.
Down	The reference point's distance down from the top of the page.

Alignment Examples

The examples below list the alignment options selected and the resulting arrangement of elements on the page.

Original Positions
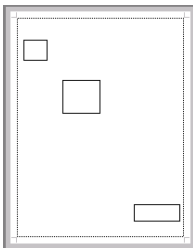
**Vertical Bottom
User Margins**
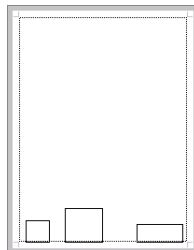
**Horizontal Center
User Margins**
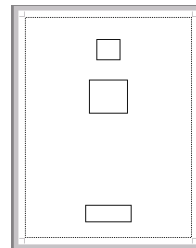
**Vertical Top
Each Other**
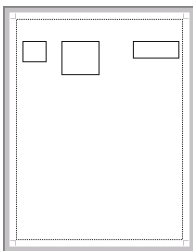
**Horizontal Left
Vertical Top
Each Other**
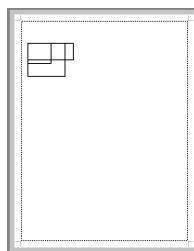
**Vertical Top
Position
Across 2.00 Down 5.00**
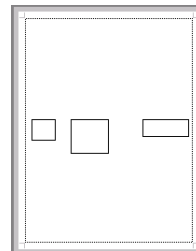
Reposition a Group of Elements

Elements can be repositioned as a group allowing them to maintain their relationship to one another.

Click and Drag

To reposition a group of elements:
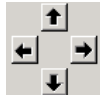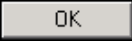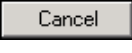
1. Group the elements to be repositioned (see page 3-16).

2. Position the cursor over the group until it appears as a four pointed arrow ⬦.

3. Click and drag the group to a new position on the document.

Fine Tune

To fine tune the position of a group of elements:

1. Select the elements to be repositioned (see page 3-16).

2. Click on the **Position** icon on the **Main Toolbar** or select **Position** from the **Edit** drop down menu to open the **Position Object** dialog box.
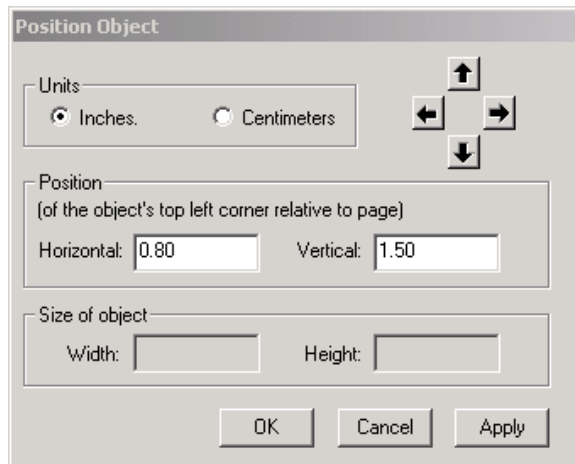
3. Click on the positioning arrows to adjust the group position by $1/100^{th}$ of an inch for each click.

4. Click on Apply to apply the position without closing the **Properties** dialog box.
   OR
   Click on OK to apply the position and return to the design area.
   OR
   Click on Cancel to return to the design area without changing the group's position.

Bring to Front / Send to Back

The **bring to front** and **send to back** feature changes the relationship of overlapping elements. Bringing an overlapping element to the front or sending it to the back changes its position in the element list. An element's position in the elements list determines when the element is processed by the System i. Elements higher on the list are processed before elements that are below them in the list.

As a rule, an element's position in the list is not important. An exception to this would be printing white text in a black box. The command to create the black box must be processed **before** the command to print the white text. This requires that the box command be positioned **before** the text command in the elements list.

See page 1-23 for more information about using the element list.

Bring to Front

Bring to front moves an element to the bottom of the element list. To use the bring to front feature:

1. Click on an element to select it.

2. Click on [icon] on the **Main Toolbar** or click on **Bring to Front** in the **Edit** drop down menu to move the selected element to the bottom of the element list.

Send to Back

Send to back moves an element to the top of the element list. To use the send to back feature:

1. Click on an element to select it.

2. Click on [icon] on the **Main Toolbar** or click on **Send to Back** in the **Edit** drop down menu to move the selected element to the top of the element list.

CHAPTER 4
MAP DATA

INTRODUCTION

A document can be linked to a spool file or a data file at any time during the design process. The spool file or data file must be downloaded from the System i to the PC before a document can be linked to it.

LINK AND UNLINK SPOOL FILES

Link to a Spool File
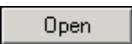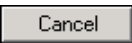
An open document can be linked to a spool file that has been previously downloaded from the System i.

When a document and a spool file are linked, each one has a window in the design area. The windows can be tiled vertically, horizontally or cascaded. See page 1-21 for information about changing the way the windows are displayed.

To link to a spool file:

1. Click on **Options** on the **Menu Bar**.

2. Click on **Link to Spool File** to display the **Open** dialog box.
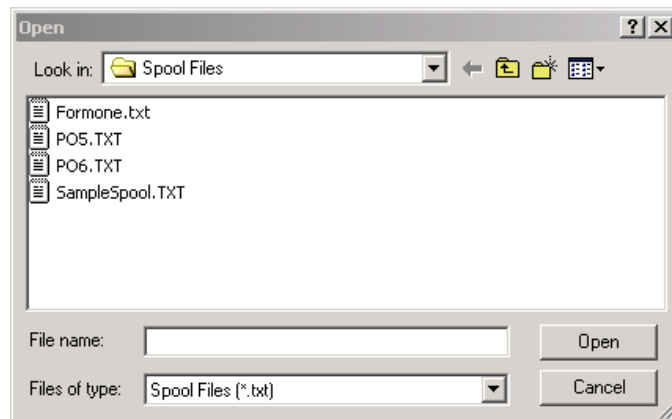
3. Click on a spool file to select it.

4. Click on [Open] to link the document and the spool file.
   OR
   Click on [Cancel] to return to the design area without linking the document to a spool file.

Unlink from a Spool File

An open document can be unlinked from a spool file at any time. To unlink from a spool file:

1. Click on **Options** on the **Menu Bar**.

2. Click on **Unlink Spool File.**

3. Click on [Yes] to unlink the document and delete any data mapped on the document.
   OR
   Click on [No] to unlink the document and save any data mapped on the document.

MAP SPOOL DATA

Spool data mapping is a technique used to manipulate spool data without modifying the application that generates the data. Spool data can be mapped to a check or a form as:

- Spool Text
- Spool Barcode
- Spool Image
- Spool Object

Spool Text

Spool file data mapped to a document as spool text takes on the attributes assigned to it in the **Stext Properties** dialog box. A document must be linked to a spool file before spool text can be mapped. (See page 4-1 for information about linking to a spool file.)

To map spool text:

1. Position the cursor in the spool file window.

2. Click on the **Spool Text** icon on the **Design Toolbar**.

3. Click and drag to highlight the spool data to be mapped.

4. Click and drag the selected data into position on the document window.

5. Release the mouse to display the **Stext Properties** dialog box for spool text.

6. Enter any required information in the properties dialog box. See page **6-87** for information about spool text attributes.

7. Click on to close the **Stext Properties** dialog box and return to the document window.

Spool Barcode

Spool file data mapped to a document as a spool barcode takes on the attributes assigned to it in the **Sbar Properties** dialog box. A document must be linked to a spool file before a spool barcode can be mapped. (See page 4-1 for information about linking to a spool file.)

To map a spool barcode:
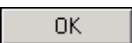
1. Position the cursor in the spool file window.

2. Click on the **Spool Barcode** icon, ⬚, on the **Design Toolbar**.

3. Click and drag to highlight the spool data to be barcoded.

4. Click and drag the selected data into position on the document window.

5. Release the mouse to display the **Sbar Properties** dialog box.

6. Enter any required information in the **Sbar Properties** dialog box. See page **6-81** for information about spool barcode attributes.

7. Click on ⬚ OK ⬚ to close the **Sbar Properties** dialog box and return to the document window.

Spool Image

Use spool image to print variable images on documents. The program generating the spool data must output the name of the image to be printed. A document must be linked to a spool file before spool images can be mapped. (See page 4-1 for information about linking to a spool file.)

An image place marker ⬚ appears on the document when a spool image is mapped.

To map a spool image:

1. Position the cursor in the spool file window.

2. Click on the **Spool Image** icon ⬚ on the **Design Toolbar**.

3. Click and drag to highlight the spool image name or name indicator.

4. Click and drag the selected data into position on the document window.

5. Release the mouse to display the **Simage Properties** dialog box.

6. Enter any required information in the **Simage Properties** dialog box. See page **6-84** for information about spool image attributes.

7. Click on ⬚ OK ⬚ to close the **Simage Properties** dialog box and return to the document window.

Spool Object

Use the **Spool Object** feature to map:

- A fax number on a form,
- An email address on a form,
- A form name on a form,
- A bank ID on a check or
- A check number on a check or
- A PDF IFS Path, QDLS Path or File name for a form or check.

A document must be linked to a spool file before spool objects can be mapped. (See page 4-1 for information about linking to a spool file.) To use the **Spool Object** feature:

1. Position the cursor in the spool file window.

2. Click on the **Spool Object** icon, 🔲 , on the **Design Toolbar**.

3. Click and drag to highlight the spool data to be mapped as a spool object.

4. Click and drag the selected data into position on the document window.

5. Release the mouse to display the **Choose Spool Object** selection box.

6. Select an element in the **Choose Spool Object** selection box.
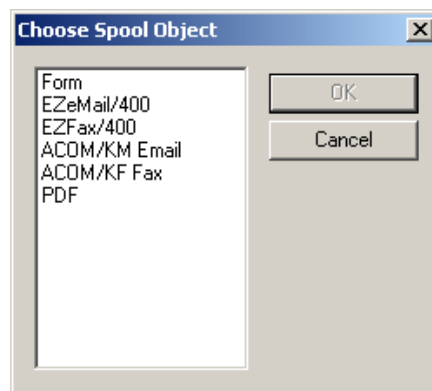
Choose Spool Object	Choose Spool Object
Form EZeMail/400 EZFax/400 ACOM/KM Email ACOM/KF Fax PDF OK Cancel	Bank Check Number PDF OK Cancel
Form	**Check**
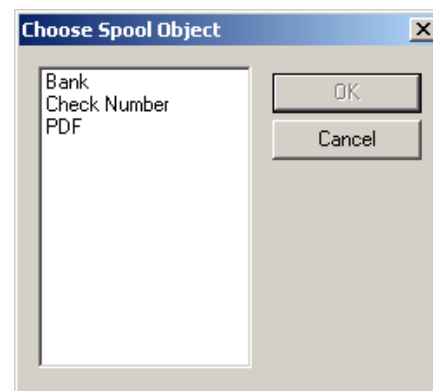
7. Click on ⬜ OK to display the **Properties** dialog box.

8. Enter any required information in the **Properties** dialog box. See the chapter titled **Element Attributes** for information about element attributes.

9. Click on ⬜ OK to close the **Properties** dialog box and return to the document window.

Note: When a **FAX**, **EMAIL** or **PDF** command is included on a document, there is no marker placed on the document. The only indication that a FAX or EMAIL element has been placed on the document is the inclusion of Fax or Email in the element list. See page 1-23 for more information about the element list.
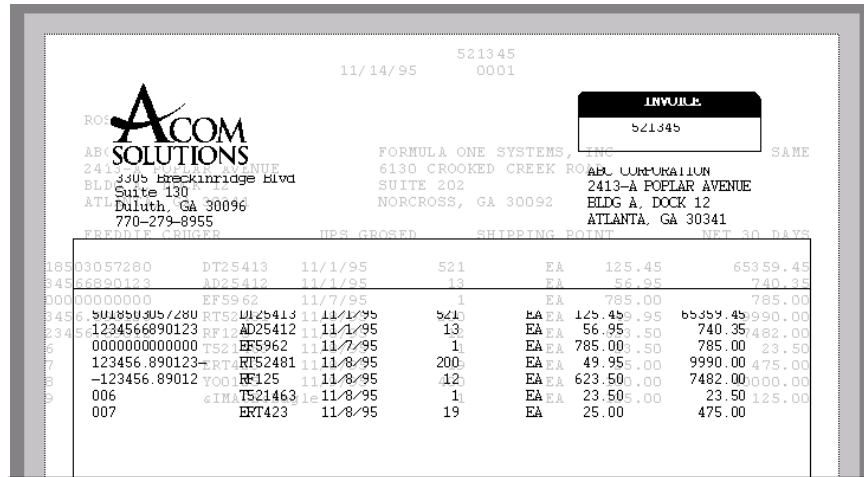
Print Unmapped Data

The **Print Unmapped Data** feature allows a spool page to be displayed in the document design area. The spool data displayed in the design area cannot be used for mapping but it can serve as a template if spool data must be mapped on the document in the same position it occupies on the spool page. A document must be linked to a spool file before the print unmapped data feature can be used. (See page 4-1 for information about linking to a spool file.)

When the Print Unmapped Data feature is turned on in a document, that document will have a value of ***YES** in the header record **Print Unmapped Data** field when it is uploaded to the System i.

To use the **Print Unmapped Data** feature:

1. Position the cursor in the design window.

2. Click on **Options** on the **Main Menu**.

3. Click on **Print Unmapped Data** to select ✔ it and display the spool page data in light gray in the design window.

To **remove** the spool page data from the design window:

1. Position the cursor in the design window.

2. Click on **Options** on the **Main Menu**.

3. Click on **Print Unmapped Data** to remove the ✔.

When the Print Unmapped Data feature is turned off in a document, that document will have a value of ***NO** in the header record **Print Unmapped Data** field when it is uploaded to the System i.

Name Region

It is possible to assign an identifying name or description to spool data without mapping the data on a document. This is useful when conditioning or when working with Fax, Email and other elements that use data links to identify data. It allows the spool data to be used by a data link to identify an address book name or document name without including the data on a document.

To name spool data:

1. Position the cursor in the spool data window.

2. Click and drag to highlight the spool data to be named.

3. Click on **Edit** on the **Menu Bar**.

4. Click on **Name Region** to display the **Create Spool Object** dialog box.
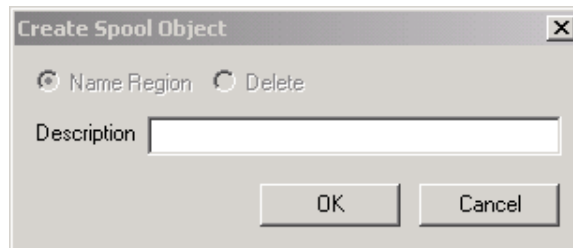
5. Key a descriptive name in the **Description** field.

6. Click on ⬛ OK ⬛ to apply the name to the spool data.
   OR
   Click on ⬛ Cancel ⬛ to close the dialog box without naming the spool data.

An STEXT entry with a description but no coordinates displays in the **element list** for spool data that has been named but not mapped.
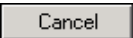
Spool Delete

The **spool delete** feature removes spool data from the spool page.

To use spool delete:

1. Position the cursor in the spool data window.

2. Click and drag to highlight the spool data to be removed.

3. Click on **Edit** on the **Menu Bar**.

4. Click on **Spool Delete** to display the **Create Spool Object** dialog box.
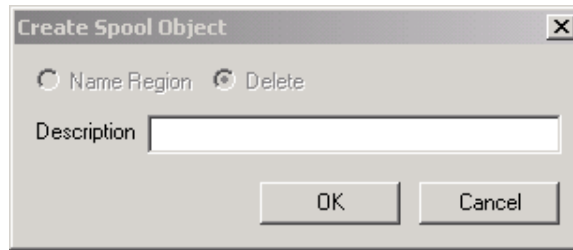
5. Key a descriptive name in the **Description** field.

6. Click on [OK] to delete the spool data from the spool page.
   OR
   Click on [Cancel] to close the dialog box without deleting the spool data.

An STEXT entry with a description but no coordinates displays in the **element list** for spool data that has been deleted.

Restore Deleted Data

Deleted data can be **restored** to the spool page.

1. Position the cursor in the **element list**.

2. Click on the STEXT entry for the deleted data.

3. Press the **Delete** key to return the data to the spool page.

LINK AND UNLINK DATA FILES

A document can be linked to a data file that has been previously downloaded from the System i.

When a document and a data file are linked, each one has a window in the design area. The windows can be tiled vertically, horizontally or cascaded. See page 1-21 for information about changing the way the windows are displayed.

Link to a Data File

To link an open document to a data file:

1. Click on **Options** on the **Menu Bar**.

2. Click on **Link to Database Source** to display the **Open** dialog box.
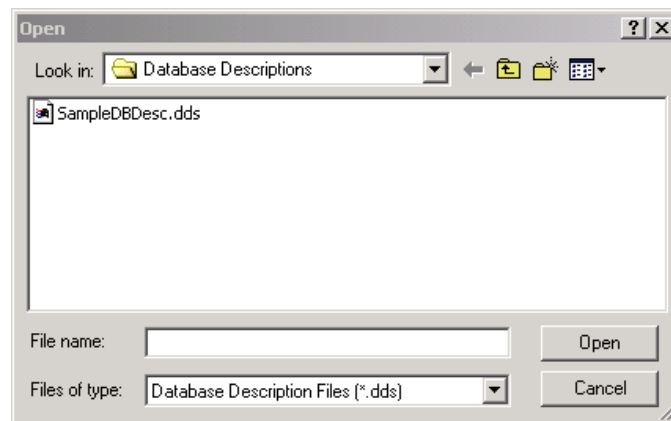
3. Click on a data file to select it.

4. Click on ⬚ Open ⬚ to link the document and the data file and display the **Database Link Options** dialog box.
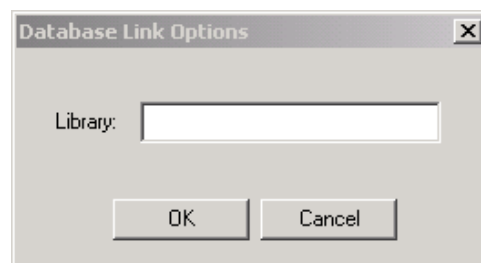
5. Key a library name in the **Library** field. This is required for the document header record and identifies the data file location on the System i. Use ***LIBL** if unsure of the library.

6. Click on ⬚ OK ⬚ to display the data fields in the database.

Database Link Options

The library named when a document is first linked with a data file can be changed at any time during document design. To change the library:

1. Click on **Options** on the **Menu Bar**.

2. Click on **Database Link Options** to open the **Database Link Options** dialog box.
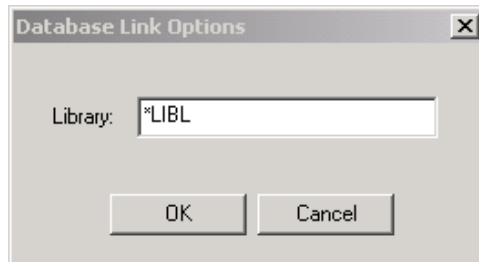
3. Key a new library name in the **Library** field.

4. Click on [OK] to change the library.
   OR
   Click on [Cancel] to return to the design area without changing the library.

Unlink from a Data File

A document can be unlinked from a data file at any time. To unlink an open document from a data file:

1. Click on **Options** on the **Menu Bar**.

2. Click on **Unlink Database Source** to break the link and remove any mapped data from the document.

MAP DATA FILE FIELDS

Fields from a data file can be mapped to forms and labels. The form or label must be linked to a data file before mapping can be done. (See page 4-9.)

To map data from a data file to a form or label:

1. Click on the data file window to make it the active window.

2. Click on a data file field to select it.

3. Click and drag the selected data into position on the document window.

4. Release the mouse to place the data on the document. The data field in the data field window displays in a different color after it has been mapped.

5. Double click on the data field name displayed on the document to display the **Properties** dialog box to enter attribute information if necessary. See page 6-90 for information about TEXT attributes.

This page intentionally left blank.

CHAPTER 5
CONDITIONING

INTRODUCTION

Most elements on a document can be conditioned to print or not print based on values from a data file or spool file and/or the copy being printed. For example, conditioning makes it possible to print copies of a form with different labels. One copy can be labeled "Shipping Copy" and the other "Mfg. Copy".

A header record can be conditioned to process only spool pages or data records meeting specified condition(s). If a spool page or data record meets the condition(s) set up in the header record, it will be processed. If a spool page or data record does not meet the conditions set up in the header record, it will not be processed.

Conditioning has no effect when printing a document from the PC. It is apparent only when printing/merging through the System i.

CONDITION AN ELEMENT

Most elements on a document can be conditioned to print based on values from a data file or spool file and/or the copy being printed. Conditioning has no effect when printing a document from the PC. It is apparent only when printing through the System i.

A **c** is displayed in the **C** column on the element list next to an element that has been conditioned.

Add a Condition

To add conditions to an element:

1. Double click on a document element to open the **Properties** dialog box for the element.

2. Click on the **Conditions** tab to display the **Conditions** field.

3. Click on ⬜ Add... to open the **Define Condition** dialog box.

```
Define Condition                                    [x]

 (•) And    Type:
 ( ) Or     [Reserved Word          ▼]

 Name:                      Test:   Value: ('Characters', Numbers)
 [                    ▼]   [*EQ ▼]  [                         ]

 Line        Position   Length
 [0    ]     [0   ]     [0   ]

                              [ OK ]    [ Cancel ]
```

4. Complete the fields:

And	Select ⦿ to group conditioning statements.
Or	Select ⦿ to separate conditioning statements.
Type	▼ Select the type of conditioning.

Reserved Word	Condition based on a reserved word (selected in the **Name** field below).
Spool Name	Condition based on spool data identified by an STEXT field name (selected in the **Name** field below). *****
Spool Position	Condition based on spool data identified by a spool data position (entered in the **Line**, **Position**, **Length** fields below). *****
Data Field Name	Condition based on data file data identified by a data field name (selected in the **Name** field below). ******

* Available only when the document has mapped spool data.

** Available only when the document is linked to a data file.

Name	▼ Select a reserved word, spool name or data field name.

When using spool name, the Name is taken from the Description field in the spool command Properties dialog box.

Available **reserved words** are:

Copy	Conditions on copy number.
Fax	Conditions based on the existence of a fax number.
Email	Conditions based on the existence of an email address.

Line   The spool file line number of the spool data used in the condition. Required if **Spool Position** was selected as the **Type** (above).

Position   The spool file beginning position (across coordinate) of the spool data used in the condition. Required if **Spool Position** was selected as the **Type** (above).

Length   The length of the spool data used in the condition. Required if **Spool Position** was selected as the **Type** (above).

Test   ▼ Select the qualifying test to be applied by the condition.

*EQ	Equal to
*NE	Not equal to
*LE	Less than or equal to
*GE	Greater than or equal to
*LT	Less than
*GT	Greater than

Value   The value to test for. When conditioning based on:

spool name, spool position or data field name:

Key a numeric or character value. Character values must be enclosed in single quotes.

OR

*BLANK	Use when testing for blank(s).
*ZERO	Use when testing for zero(s).

the reserved word:

Copy	Enter a value from 1-999 to condition based on the copy number.
Email	Enter ***BLANK** to condition based on the existence of an email address.
Fax	Enter ***BLANK** to condition based on the existence of a fax number.

5. Click on ⬚ OK ⬚ to add the condition statement to the **Conditions** field.
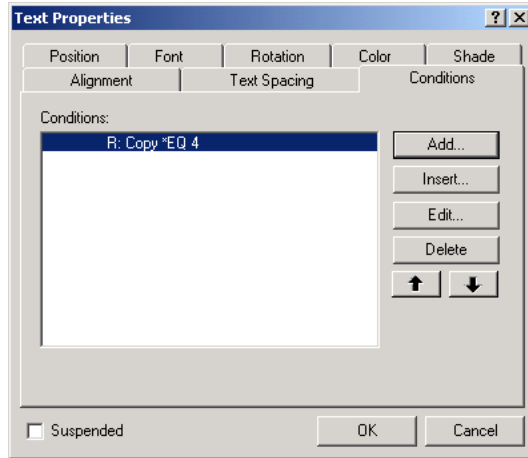
6. Continue to [Add...] or [Insert...] conditions as necessary.

Adding a condition places the new condition statement **Last** in the list of conditions.

Inserting a condition statement places it **Above** the currently selected (highlighted) statement in the **Conditions** field.

Move a Condition Statement

Moving condition statements up or down in the **Conditions** field can change the outcome of the condition.

To move a condition in the Conditions field:

1. Click on a condition statement in the **Conditions** field to select it.
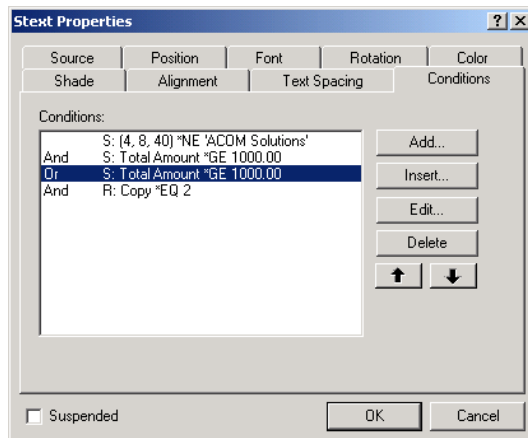
2. Click on [↑] to move the statement **Up** one line in the condition.
   OR
   Click on [↓] to move the statement **Down** one line in the condition.

3. Click on [OK] to accept the changes.
   OR
   Click on [Cancel] to exit the Conditions field without accepting the changes.

Edit a Condition Statement

A condition statement can be modified at any time. To edit a condition statement:

1. Click on a condition statement in the **Conditions** field to select it.

2. Click on `Edit...` to open the **Define Condition** dialog box.

3. Change the entries as necessary. See page 5-2 for specific information about each field.

4. Click on `OK` to update the condition statement and return to the **Conditions** field.
   OR
   Click on `Cancel` to return to the **Conditions** field without changing the condition statement.

Delete a Condition Statement

To remove a condition statement from a condition:

1. Click on a condition statement in the **Conditions** field to select it.

2. Click on `Delete` to remove the statement from the condition.

CONDITION A DOCUMENT HEADER RECORD

A document header record can be conditioned to process only spool pages or data records meeting specified condition(s). If a spool page or data record meets the condition(s) set up in the header record, it will be processed. If a spool page or data record does not meet the conditions set up in the header record, it will not be processed.

Conditioning has no effect when printing a document from the PC. It is apparent only when printing through the System i.

The notation **Frm Cond** displays in the **Command** column of the **element list** when header record conditioning has been added to a document.

To add conditioning to a header record:

1. Open a document in the GUI.
2. Click on **Insert** on the **Menu Bar**.
3. Click on **Header Condition** to open the **Frm Cond Properties** dialog box for the document.
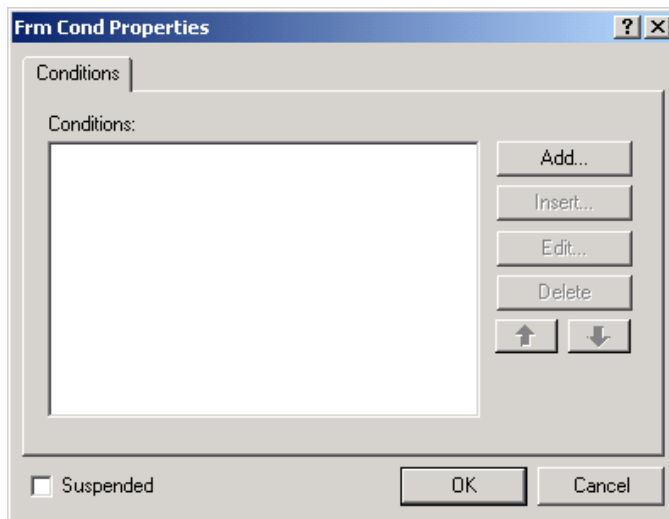
4. Click on **Add...** to open the **Define Condition** dialog box.

5. Complete the fields:

And	Select ⦿ to group conditioning statements.
Or	Select ⦿ to separate conditioning statements.
Type	▾ Select the type of conditioning.

Reserved Word	Condition based on a reserved word (selected in the **Name** field below).
Spool Name	Condition based on spool data identified by an STEXT field name (selected in the **Name** field below). *****
Spool Position	Condition based on spool data identified by a spool data position (entered in the **Line**, **Position**, **Length** fields below). *****
Data Field Name	Condition based on data file data identified by a data field name (selected in the **Name** field below). ******

* Available only when the document has mapped spool data.

** Available only when the document is linked to a data file.

Name	▾ Select a reserved word, spool name or data field name.

Available **reserved words** are:

Copy	Conditions on copy number.
Fax	Conditions on a fax number. A FAX command **must** be included in the document to use the reserved word **Fax**.
Email	Conditions on an email address. An EMAIL command **must** be included in the document to use the reserved word **Email**.

Line	The spool file line number of the spool data used in the condition. Required if **Spool Position** was selected as the **Type** (above).

Position	The spool file beginning position (across coordinate) of the spool data used in the condition. Required if **Spool Position** was selected as the **Type** (above).
Length	The length of the spool data used in the condition. Required if **Spool Position** was selected as the **Type** (above).
Test	▼ Select the qualifying test to be applied by the condition.

*EQ	Equal to
*NE	Not equal to
*LE	Less than or equal to
*GE	Greater than or equal to
*LT	Less than
*GT	Greater than

Value	The value to test for when conditioning based on:

spool name, spool position or data field name:
Key a numeric or character value. Character values must be enclosed in single quotes.

OR

*BLANK	Use when testing for blank(s).
*ZERO	Use when testing for zero(s).

the reserved word:

Copy	Enter a value from 1-999 to condition based on the copy number.
Email	Enter ***BLANK** to condition based on the existence of an email address.
Fax	Enter ***BLANK** to condition based on the existence of a fax number.

6. Click on ⬚ OK ⬚ to add the condition statement to the **Conditions** field.
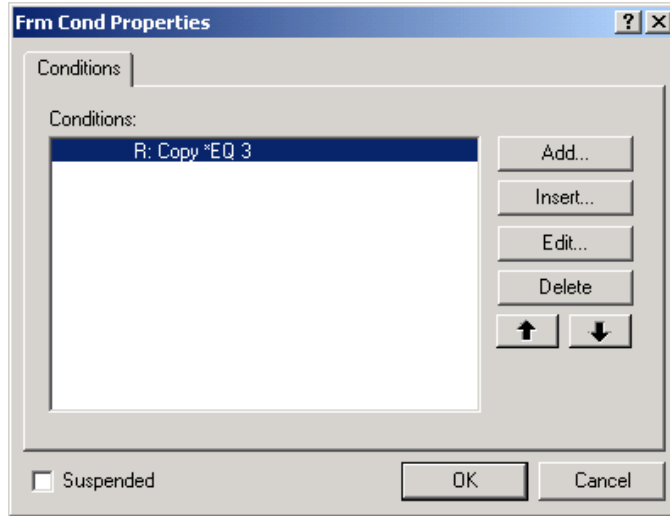
7. Continue to ⬚ Add... ⬚ or ⬚ Insert... ⬚ conditions as necessary.

   Adding a condition places the new condition statement **Last** in the list of conditions.

   Inserting a condition statement places it **Above** the currently selected (highlighted) statement in the **Conditions** field.

Refer to the following pages for information about:

- **Moving** condition statements, page 5-4
- **Editing** condition statements, page 5-5
- **Deleting** condition statements, page 5-5.

This page intentionally left blank.

CHAPTER 6
ELEMENT ATTRIBUTES

INTRODUCTION

This chapter explains the attributes associated with the elements placed on documents. See **Modify Element Attributes** on page 3-9 for information about changing attributes.

See the chapter titled **Conditioning** for information about conditioning. See page 3-5 for information about suspending commands.

ACH REMITTANCE NOTIFICATION PDF (ACHCM)

The ACHCM command creates text searchable PDF files of outbound ACH remittance notifications created from a form or check overlay. To generate PDF files of remittance notifications, include an **ACHCM** command in a check or form overlay used to create outbound ACH remittance notifications. The PDF files can be output with or without accompanying index (.ecm) files. The PDF documents and index files are placed on the IFS. ACH and EZContentManager or PDF must be licensed to use the ACHCM command.

General

IFS Path	ACHCM files will be output to the destination indicated in this field. Complete the spool data location fields to extract the path from a spool page or key a constant value in the blank field. The path may be up to 255 positions in length.
Line	The line number on the spool page where the path is located.
Pos	The first position occupied by the path on the spool page.
Len	The number of positions occupied by the path on the spool page.
Reps	The number of lines to search for the path.
Del	☑ to delete the path from the spool file after it is processed.
or:	Key a constant value to use the same path for all files.
File Name	The document name. If a document with the same name already exists in the IFS destination folder and the value in the **Overwrite** field is ***NO**, the new file will be assigned a name using the *DFT naming structure (see next page). Complete the spool data location fields to extract the name from a spool page. A new document will be created each time a new filename is encountered. Select a value in the **or:** fields to use a default or specific name.

Line	The line number on the spool page where the file name is located.
Pos	The first position occupied by the file name on the spool page.
Len	The number of positions occupied by the file name on the spool page.
Del	☑ to delete the file name from the spool file after it is processed.
or:	Use the **or:** field if the file name is not included in the spool file.

                                       *DFT
Leave the spool data location fields blank and select ▼ ***DFT** to automatically assign a default file name. Default names use the format:

ACOM+USERNAME+YYYYMMDDHHMMSSXXXXXX

        where Y=Year, M=Month, D=Day, H=Hour, M=Minute, S=Second, X=Millisecond.

Name
Leave the spool data location fields blank, select ▼ **Name** and enter a file name in the blank field to the right to use a specific file name. The file may be overwritten or a default file name may be used depending on the value in the **Overwrite** field.

Overwrite	Whether or not to overwrite (replace the contents) an existing file and its associated index file if a new file is created with the same name.

        *NO   Select ▼ if the file and its associated index file should not be overwritten. A default file name will be applied to new files that would otherwise have the same file name as an existing file.

        *YES   Select ▼ to overwrite a file and its associated index file if a new file is created with the same file name.

Password	A password may be applied to PDF files created by the ACHCM command. The password will be required to view the file contents. Complete the spool data location fields to extract the password from a spool page or enter a constant password.
Line	The line number on the spool page where the password is located.
Pos	The first position occupied by the password on the spool page.
Len	The number of positions occupied by the password on the spool page.
Del	☑ to delete the password from the spool file after it is processed.
or:	Key a constant password in the field to apply the same password to every PDF file created by the ACHCM command.

Indices

Indicies are optional. Entries in the Indices fields will be used to create a .ecm index file for each PDF document. The .ecm index file will be placed on the IFS along with the .PDF document file.

Output Index File	Whether or not to create a .ecm index file for each PDF file.
*NO	Select ▾ if index files should not be created. Only PDF files will be created.
*YES	Select ▾ to create index files. Index fields must be defined in the following fields (see below).
1 – 20	Index entries can come from a previously defined STEXT command or from the spool file attributes.
	Select ▾ an STEXT command to take an index entry from the selected command.
	Click on [...] to select a spool file attribute to use as an index entry.

AMOUNT (AMT)

To add an Amount element to a check, select **Checks Only** from the **Insert** drop down menu and then select **Amount** from the **Checks Only** menu.

Amount places the check amount in the audit log and is required if manual checks will be printed. It is also used by the Automated Clearing House (ACH) feature to determine the ACH payment amount. Amount does not place the amount on merged checks. There can be only one Amount element per check.

Source

Spool Source

Line	The line number on the spool page where data is located.
Start Pos	The first position occupied by the data on the spool page.
Length	The number of positions occupied by the data on the spool page.

Alphanumeric Text Formatting

Edit Code	An optional edit code to apply a format to the alpha amount. Click on ⋯ to display a list of edit codes.
Fill Length	The number of positions to fill when using asterisk fill (edit code WC or WD). It is recommended that a mono spaced font be used with this feature.

Position

Numeric Text	The information in the Numeric Text fields is used to print the **numeric** representation of the amount on manual checks. There are two sets of numeric text fields to allow the numeric amount to be placed in two locations on a manual check.
1 Across	Inches in from the left side of the page.
1 Down	Inches down from the top of the page.
1 Visible	☑ to print the amount on a manual check.
2 Across	Inches in from the left side of the page.
2 Down	Inches down from the top of the page.
2 Visible	☑ to print the amount on a manual check.

Alphanumeric Text	The information in these fields is used to print the **amount in words** on a manual check.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print the amount on a manual check.

Font

Font	▾ Select a font style.
Size	▾ Select a font size for scalable fonts.
Bold, Italic	Click on **B** to use a **bold** font.
	Click on *I* to use an *italic* font.

Alignment

Text Alignment	How to position the text in the text box.
Align Left	◉ select to align the text with the left margin of the text box.
Align Center	◉ select to align the text in the center of the text box.
Align Right	◉ select to align the text with the right margin of the text box.

```
LEFT                    CENTER                    RIGHT
```
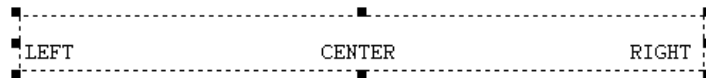
ARCHIVE (ARCHV)

Important: The Archive command has been replaced by the ECM command. If you already use Archive and have not migrated to EZContentManager you may still use the Archive command. New users please see the ECM command on page 6-28 of this manual.

Archive sets up merged PCL ASCII documents or groups of documents for storage on a System i or a PC after the document is merged on the System i.

Select Archive from the **Insert** drop down menu to insert an Archive element in a document. Archive appears only in the Element List. It does not display on a document. An Archive command cannot be inserted in a document that contains an ECM or PDF command.

Important: A document **must** be linked to a spool file **and** have an entry in the Document Properties Category field (see page 2-18) before an Archive element can be inserted.

General

Control Break	A user defined value that forces the creation of multiple documents for archiving when the merge is performed.
Primary	A new document is created when a new primary control break value is encountered in the spool file. This field is active only when there is no value in the Constant field.

⯆ Select a previously mapped spool element to take the primary control break value from the spool data associated with the element.

OR |
| **Constant** | ⯆ Select *DOCID or *NONE as the primary control break This field is not active if there is a value in the Primary field. |

	*DOCID	Use the spool file value specified in the **Document ID** field (next page) as the primary control break.
	*NONE	Do not use a control break. Put all merged pages in a single document. *NONE must be entered if ***SPLFILE** is entered in the Document ID field.

Retain Control Break	☑ to retain the most recently extracted primary control break value. If the control break value is retained and a control break value is not extracted from the next spool page, the retained value is applied to that page. This allows page(s) without a control break value to be included with the archived document(s).

If the control break value is not retained and a control break value is not extracted from a spool page, the |

	page without a control break value is not included with the archived document(s).
Secondary	An optional value that may be used in conjunction with the primary control break to create additional documents for archiving.
	▾ Select a previously mapped spool element to use as a secondary control break.
Retain Data	☑ to retain the data most recently extracted from non-break fields (Document ID, Document Date, Document Amount, Document Recipient) when a secondary break occurs. If the data is retained, it is applied when corresponding non-break fields are blank. If the data is not retained and a non-break field is blank, that field will be left blank.
	The retained data is deleted at the next primary break.

Document

Category	The document category is taken from the Category field in the Properties dialog box (see page 2-18). It is used to group or classify documents and is **required** for archiving.
ID	A document ID is **required** and is used as a file name for the archived document. ▾ Select a spool element mapped to some type of identifying data to serve as the file name. If *DOCID was specified in the Control Break **Constant** field (previous page), the spool element selected here will also be used as the primary control break.
	OR
	▾ Select ***SPLFILE** to take the document ID from the spool file attributes of the job that created the spool file. The document ID will be a concatenation of the job name, user, spool file number and file number. If *SPLFILE is entered here, the value in the Primary Control Break field must be *NONE.
Date	▾ Select a spool element mapped to a date to help identify archived documents. The date must be in the format MMDDYY, MMDDYYYY, YYMMDD or YYYMMDD with or without a valid separator.
	If a value is not selected, the system date when the merge takes place will be used.
Amount	▾ Select a spool element mapped to an amount field to help identify archived documents. **Optional**

Recipient   ▾ Select a spool element mapped to a field identifying the recipient company or individual to help identify archived documents. **Optional**

Archive Copies   ☑ to archive document copies. If Archive Copies is not selected, document copies will not be archived.

Hold Archive   ☑ to place documents to be archived on hold. Documents placed on hold will not be available for archiving until the hold is manually released on the Archive Transaction Inquiry screen (on the System i).

Headings

The optional information entered on this tab is used to create custom index entries for archived documents. A well thought out custom index structure will make it easier to retrieve archived documents.

Heading   The Heading should be a title or topic. Up to six index headings may be defined. Each Heading entry must have a corresponding Index entry.

Data Link   ▾ Select a previously mapped spool element to extract the index heading from the spool data.

OR

Constant   Key in a value to serve as a constant index heading.

Index   ▾ Select a spool element mapped to a data value specific to each archived document. Each Index entry must have a corresponding Heading entry.

BANK (BANK)

Bank provides the checkbook ID or the location of the checkbook ID in the spool file. It also provides print information for the routing number and bank name and address. Checkbooks must be defined via the Work with Checkbooks option in EZPayManager/400 on the System i. There **must** be one Bank element per check.

To provide the checkbook ID, select **Checks Only** from the **Insert** drop down menu and then select **Bank** from the drop down menu.

To take the checkbook ID from the spool file, use the **Spool Object** feature to map the checkbook ID from the spool page. See page 4-5 for more information about Spool Object.

Source

ID Location

Spool	⊙ Automatically selected when the Bank element is mapped from the spool page using the **Spool Object** feature.
Direct	⊙ Automatically selected when the Bank element is inserted from the **Insert** drop down menu.
Checkbook	▼ Select the Checkbook ID from the drop down list. Available only when the Bank element is inserted (**Direct** is selected (above)).
	If a checkbook ID is missing from the list, update the database tables as described on page 1-25.
Address Repetitions	The number of lines to use when printing the bank address. Up to five lines are available.
Description	Text to identify a mapped checkbook ID. Available only when the Bank element is mapped as a spool object (**Spool** is selected (above)).
Transit/BSB Number	The Transit/BSB Number and the Account Number **may** be taken from the spool file instead of from the checkbook if spool file coordinates are entered here. If a spool file location is entered for the Transit/BSB Number, a spool file location **must** be entered in the Account Number fields. (BSB stands for Banks State Branch and is used by banks in Australia.)
Line	The line number on the spool page where the transit/BSB number is located.
Start Pos	The first position occupied by the transit/BSB number on the spool page.
Length	The number of positions occupied by the transit/BSB number on the spool page.

Account Number	A spool file location must be entered for the Account Number if a spool file location is entered for the Transit/BSB Number. (above)
Line	The line number on the spool page where the account number is located.
Start Pos	The first position occupied by the account number on the spool page.
Length	The number of positions occupied by the account number on the spool page.
Spool Source	Automatically entered when the Bank element is mapped as a spool object (**Spool** is selected (above)).
Line	The line number on the spool page where the checkbook ID is located. A value is automatically placed in this field when the spool data is mapped to the document.
Start Pos	The first position occupied by the checkbook ID on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Length	The number of positions occupied by the checkbook ID on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.

Position

Routing Number	Print position for the fractional routing number.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print the routing number on the check.
Bank Name	Print position for the bank name.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print the bank name on the check.
Bank Address	Print position for the bank address.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print the bank address on the check.

Font

Font	▼ Select a font style.
Size	▼ Select a font size.
Bold, Italic	Click on **B** to use a bold font. Click on *I* to use an italic font.

Alignment

Text Alignment	How to position the text in the text box.
Align Left	◉ select to align the text with the left margin of the text box.
Align Center	◉ select to align the text in the center of the text box.
Align Right	◉ select to align the text with the right margin of the text box.

```
LEFT                    CENTER                    RIGHT
```
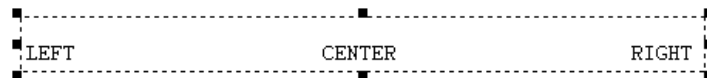
Text Spacing

Line Spacing	The amount of space between lines of text. Key a value here to use custom line spacing.
Presets	Accept 6 lines per inch (default) or click on 8 lines per inch to use a pre-defined value for line spacing.
Units	Select ◉ **Inches** or **Centimeters** as the unit of measure.

BARCODE (BAR)

Select Barcode ▯▯▯ on the **Design Toolbar** to generate a barcode based on constant data. Human readable text may be added to a barcode.

> ### Barcode Data

Value	The data to be translated into a barcode.
Select Data Field	Click on Select Data Field... to select a data field from a data file. The document must be linked to a data file to use this option.
Apply	Click on Apply to validate the barcode data. A warning message displays if there are errors in the data.

> ### Position

Barcode Image Position	The location of the point of origin for the barcode and the size of the barcode.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Width	Not applicable. The width is determined by the barcode type.
Height	Height of the barcode.
Barcode Text Position	The coordinates for optional human readable text associated with the barcode.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print human readable text with the barcode.
Apply	Click on Apply to validate the position data.

> ### Rotation

Select Rotation	▾ Select the degree of counter-clockwise rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.
	Optional human readable text included with the barcode will be rotated to match the barcode.

Format

Barcode Type	▾ Select the type of barcode.
Narrow Bar Width	The width of the narrow bar. Increasing or decreasing this amount increases or decreases the width of the barcode.
Wide/Narrow Ratio	▾ Select the ratio used in conjunction with the narrow bar width to calculate the width of the wide bars. Increasing or decreasing the ratio increases or decreases the width of the barcode.

Check Digit

Calculate	☑ to automatically calculate a check digit for the barcode.
	Note: When printing the UCC128 barcode to an HP printer through the System i, only the MOD103 check digit is calculated. The MOD10 check digit is not calculated and must be included in the data entered in the **Value** field for the barcode.
Print	☑ to print the check digit on the document.
Apply	Click on **Apply** to validate the format information for the barcode.

Font

Font	▾ Select a font style for human readable text.
Size	▾ Select a font size for scalable fonts.
Bold, Italic	Click on **B** to use a **bold** font. Click on **I** to use an *italic* font.

UPS MAXICODE BARCODE (BARM)

Select UPS MaxiCode Barcode ⊙ on the **Design Toolbar** to generate a fixed size UPS (United Parcel Service) MaxiCode barcode. The MaxiCode contains information about the shipper, the destination and the package. Package information includes, but is not limited to, the pickup date, the package weight in pounds and the UPS shipment ID number.
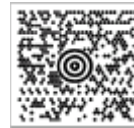
UPS MaxiCode

Note: The MaxiCode barcode created by the BARM command is valid only for shipments originating in the US.

For each field on the **Data 1**, **Data 2** and **Data 3** tabs enter the:

Line   Line number of the data on the spool page
Pos   Starting position of the data on the spool page
Len   Number of positions occupied by the data

or **Data Field**   Key a Return Field value from a DTEXT command already defined in the form to retrieve MaxiCode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data.

or **Value**   A value entered in this field will be used for every MaxiCode printed. Use this only for data that will not change from MaxiCode to MaxiCode.

Del   Select ☑ if the data should be deleted from the spool file after it is processed.

<div style="border:1px solid #000; display:inline-block; padding:4px 12px;">**Data 1**</div>

Ship to Country Code	The three digit destination country code as defined in the International Standards Organization (ISO) Country Codes (ISO3166) list. Required
Ship to Postal Code	For US destinations this is the five digit Zip Code. For international destinations this is a six position, alpha numeric code. Required
Zip Code +4	For US destinations only, the +4 Zip Code. Optional.
Class of Service	A 3 digit code identifying the kind of service. These codes are defined by UPS. Required
Identifier	Part of the 10 position UPS Tracking Number. This value is always 1Z. Required
Reference Number	Part of the 10 position UPS Tracking Number. If a check digit is included in this Reference Number the value will be eight positions long. If the check digit is not included, this will be a seven position value. Required

Check Digit Included	Select ☑ if the the check digit is included in the Reference Number and should not be calculated. Leave empty ☐ if the check digit is not included in the Reference Number and must be calculated during the merge.

Data 2

Std Carrier Alpha Code	This value will always be UPSN. Required.
Shipper Number	The six position shipper account number assigned to you by UPS. Required.
Date of Pickup Format	The date that the package will be picked up. Required The date will be converted to a Julian date during the merge. The date format must be indicated to correctly perform the conversion. Click on ☐ to select a format.
No. of Item	The number of the item within the shipment. For example: item 3 in a shipment of 7 or item 5 in a shipment of 7, etc. Required
Total No. of Items	The total number of packages in the shipment. Required

Data 3

Package Weight in Pounds	The weight of the package in pounds, from 1 to 999. Round up to the next whole pound if the weight is not an even amount. Required
Ship to City	The destination city, up to 20 positions. Not required if the value in the **Address Validation** field (below) is *YES.
Ship to State	The two character postal code of the destination state or province. Required
Ship to Street Address	The destination street address. Required
Shipment ID Number	Optional

Address   Whether or not to certify the address against a US
Validation   Postal Service database. Required. Select ▼ :

> ***YES** Certify the address.
>   **Note:** A Zip Code +4 value of 0000 in the Zip
>   Code +4 field is not valid.

> ***NO**   Do not certify the address.

Position

Across   The distance from the left edge of the page to the left edge of the
                 MaxiCode.

Down   The distance from the top edge of the page to the bottom
                 edge of the MaxiCode.

BOX (BOX)

Select Box on the **Design Toolbar** to draw boxes, shaded or gridded areas on a document.

Position

Position and Size	The location of the point of origin for the box and the size of the box.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Length	Number of inches wide.
Height	Number of inches high.
Repeat Horizontal	
Count	Number of times to print the box across the page
Spacing	Number of inches to leave between repeated boxes.
Repeat Vertical	
Count	Number of times to print the box down the page
Spacing	Number of inches to leave between repeated boxes

Border

Thickness	Line thickness, from **.**01 to **.**999 inches.
Rounded Corners	to select the corners to round. Any, all or none of the corners can be rounded.

If corners are rounded:

- Line Type must be solid,
- Thickness must be 0.010 and
- the box interior may not contain a pattern.

Line Type	Box border line type.

None	Do not print a border around the box. This option may be selected only for boxes with shaded or patterned interiors.
Solid	Print a solid line around the box. This option must be selected if the box has rounded corners.
Dashed	Print a dashed lines around the box. Not valid for boxes with rounded corners.

Color	

Color   ▼ Select a color to use when printing the box. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Box element (BOX) in the element list.

                                          Colors other than black and white will print only when the destination printer is a color printer.

Shade	The box interior can be shaded and/or patterned.

No Filling   Draw a border only. Do not fill in the box with shading or grid patterns. This is the default.

Patterns   Pattern to print in the box. Click on an option to select it.
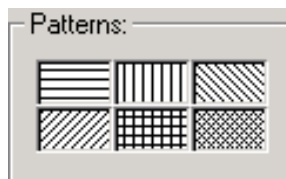
Shade   Amount of shading to print in the box.

                                          Click on ▼ to display the shade selector bar.

                                          Slide the △ up or down the bar to increase or decrease the shade percent.
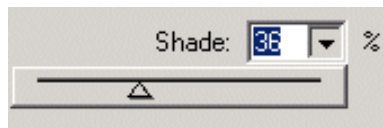
Shadow	

Shadow Corners   One corner of the box may have a shadow. Click on an option to select it.
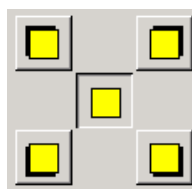
CHECK NUMBER (CKNBR)

Check Number specifies:

- where on the check to print the check number and
- whether to take the check number from the spool file or from information supplied when setting up the merge on the System i.

To provide the check number when the merge is set up on the System i, select **Checks Only** from the **Insert** drop down menu and then select **Check Number** from the drop down menu. There can be only one Check Number element per check.

To take the check number from the spool file, use the **Spool Object** feature to map the check number from the spool page. See page 4-5 for more information about spool object.

Source

Mapped to Spool File

Yes	⦿ Automatically selected when the check number is mapped from the spool page using the **Spool Object** feature.
No	⦿ Automatically selected when the check number element is inserted using the **Insert** option.
Calculate Check Digit	☑ to calculate and print a Modulos 9 check digit for the check number.
Spool Source	The spool source fields are available only if **Yes** is selected in the **Mapped to Spool File** field.
Line	The line number on the spool page where the check number is located. A value is automatically placed in this field when the spool data is mapped to the document.
Start Pos	The first position occupied by the check number on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Length	The number of positions occupied by the check number on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.

Position

Check Number 1	Whether or not and where to print a first check number on the document.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print check number 1 on the check.

Check Number 2	Whether or not and where to print a second check number on the document.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print check number 2 on the check.
Check Number 3	Whether or not and where to print a third check number on the document.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print check number 3 on the check.

Font

Font	▾ Select a font style.
Size	▾ Select a font point size.
Bold, Italic	Click on **B** to use a **bold** font.
	Click on *I* to use an *italic* font.

DATE (DATE)

Select Date from the **Insert** drop down menu to print the System i date on a document.

Date Settings

Format Code   Click on [...] to select an edit code designating the date format.

Separator   ▼ Select the character to print between date elements in formats allowing a user defined separator. The separator can be a:

    /   forward slash
    -   dash
    .   period
    ,   comma
        space

Position

Across   Inches in from the left side of the page.
Down   Inches down from the top of the page.

Font

Font   ▼ Select a font style.

Size   ▼ Select a font point size.

Bold, Italic   Click on **B** to use a **bold** font.
                         Click on *I* to use an *italic* font.

Rotation

Select Rotation   ▼ Select the degree of counter-clockwise rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Color

Select Color   ▼ Select a color to use when printing the date. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Date element (DATE) in the element list.

                         Colors other than black and white will print only when the destination printer is a color printer.

DIAGONAL LINE (DLINE)

Select Diagonal Line ![icon] on the **Design Toolbar** to draw a diagonal line on a document.

Position

Position and Size	The location of the point of origin for the line and the length of the line.
Across	The starting inches in from the left side of the page.
Down	The starting inches down from the top of the page.
Repeat Horizontal	
Count	Number of times to print the line across the page.
Spacing	Number of inches to leave between repeated lines.
Repeat Vertical	
Count	Number of times to print the line down the page.
Spacing	Number of inches to leave between repeated lines.

Border

Thickness	Line thickness, from **.**01 to **.**999 inches.
Line Type	Diagonal lines must be solid. This is a restriction imposed by the print engine on the System i.

Color

Color	▪ Select a color to use when printing the diagonal line. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this diagonal line element (DLINE) in the element list.
	Colors other than black and white will print only when the destination printer is a color printer.

DATAMATRIX BARCODE (DMBAR)

The **DMBAR** command creates a DataMatrix barcode. These barcodes are made up of black and white modules in a square or rectangular pattern. Data for the barcode cannot be greater than 550 positions in length.

Data

Encodation	Determines how the data is encoded based on the type of data. ▾ Select:

    ASCII   Data is primarily ASCII characters

    C40   Data is primarily numeric and upper case characters.

    Text   Data is primarily numeric and lower case characters.

    Base256   Data is primarily 8 bit values.

    Auto   Data varies. This option switches between encoding modes as dictated by the data to be encoded.

Format	The number of modules in each row including the finder pattern. The value in this field determines whether the barcode will be square (for example: 10x10) or rectangular (for example: 8x18). ▾ Select a value.
Module Size	The size of each module within the barcode. The default is 0.015.
Data **Spool Data Location**	The spool data location fields specify the spool file page location of data used to create the barcode. The following information must be provided in order to extract the data from the spool page:

    Line Line number of the data on the spool page
    Pos   Starting position of the data on the spool page
    Len   Number of positions occupied by the data
    Del   Select ☑ if the data should be deleted from the spool file after it is processed.

or **Data Field**	Enter a Return Field value from a DTEXT command already defined in the form to retrieve data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data.

or **Value**   A value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode. Data cannot be greater than 550 positions in length.

Position

Across   The distance from the left edge of the page to the left edge of the barcode.

Down   The distance from the top edge of the page to the bottom edge of the barcode.

DATABASE TEXT (DTEXT)

Select Database Text from the **Insert** drop down menu to retrieve data from a database file during a spool file merge.

Source

File Name	The name of the database file. The file named must be a physical or logical file that is keyed or indexed with three or less keys.
Library	The database file location.
Member	The name of the member within the database. Use ***FIRST** if the database has only one member.
Edit Code	Edit code to be applied to the retrieved data.
Return Field	The name of the database field to retrieve the data from. The data retrieved from this field prints on the document. Up to 140 characters can be retrieved.
Keys	From 1 to 3 keys may be used to locate data in a database. A key value can be taken from the spool file data or directly from the database text element.
Spool Link 1-3	⦿ Select to enter the spool data name that defines the spool data to be used for the key value. The spool data name can be up to 17 characters long and must already be defined in a spool text element in the document.
	OR
Value	⦿ Select to enter a database key value to retrieve database information using this value. ▾ Select a key value or key ***BLANKS*** if the key value is blank.

Position

Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.

Font

Font	▼ Select a font style.
Size	▼ Select a font size for scalable fonts.
Bold, Italic, Underline	Click on **B** to use a **bold** font.
	Click on *I* to use an *italic* font.
	Click on U to <u>underline</u> the text.

Rotation

Select Rotation ▼ Select the degree of counter-clockwise text rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Color

Select Color ▼ Select a color to use when printing the text. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this database text (DTEXT) element in the element list.

Colors other than black and white will print only when the destination printer is a color printer.

Shade

Shades Amount of shading to use when printing the text. Click on an option to select it.
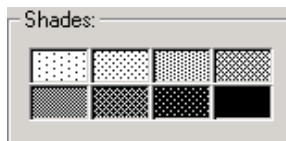
Alignment

Text Alignment How to position the text in the text box.

Align Left ⊙ select to align the text with the left margin of the text box.

Align Center ⊙ select to align the text in the center of the text box.

Align Right ⊙ select to align the text with the right margin of the text box.

Text Spacing
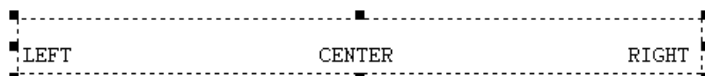
Line Spacing   The amount of space between lines of text. Key a value here to use custom line spacing.

Presets   Accept [6 lines per inch] (default) or click on [8 lines per inch] to use a pre-defined value for line spacing.

Units   Select ◉ **Inches** or **Centimeters** as the unit of measure.

EZCONTENTMANAGER (ECM)

The **ECM** command creates indexed, text searchable PDF documents and places them on the IFS for import into EZContentManager. Select ECM from the **Insert** drop down menu to include an ECM command in a document. An ECM command cannot be inserted in a document that contains an Archive or PDF command.

General 1

IFS Path	EZContentManager/400 files will be output to the destination indicated in this field. Complete the spool data location fields to extract the path from a spool page **or:** key a constant value in the blank field. The path may be up to 255 positions in length.
Line	The line number on the spool page where the path is located.
Pos	The first position occupied by the path on the spool page.
Len	The number of positions occupied by the path on the spool page.
Reps	The number of lines to search for the path.
Del	☑ to delete the path from the spool file after it is processed.
or:	Key a constant value to use the same path for all EZContentManager files.
File Name	The document name. If a document with the same name already exists in the IFS destination folder the new file will be assigned a name using the *DFT naming structure.
	Complete the spool data coordinate fields to extract the file name from the spool file or select a value in the **or:** or **or: Data Field:** fields.
Line	The line number on the spool page where the file name is located.
Pos	The first position occupied by the file name on the spool page.
Len	The number of positions occupied by the file name on the spool page.
Del	☑ to delete the file name from the spool file after it is processed.
or:	Use the **or:** field if the file name is not included in the spool file or a data file.
	*DFT

Leave the spool data location fields blank and select ▼ ***DFT** to automatically assign file. Default names use the format:

FORMNAME+USERNAME+YYYYMMDDHHMMSSXXXXX

where Y=Year, M=Month, D=Day, H=Hour, M=Minute, S=Second, X=Millisecond.

Name
Leave the spool data location fields blank, select ▼ **Name** and enter a file name in the blank field to the right.

or: Data Field:	To take the document name from a data file key a **Return Field** value from a **DTEXT** command. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the document name.
Overwrite	Whether or not to overwrite (replace the contents) an existing file and its associated index file if a new file is created with the same name.
	▼ Select ***NO** if the file and its associated index file should not be overwritten. A default file name will be applied to new files that would otherwise have the same file name as an existing file.
	▼ Select ***YES** to overwrite a file and its associated index file if a new file is created with the same file name.
Optional Break	A user defined value that may be used to force files to break on a value other than the filename. A new document is created when a new optional break value is encountered. For example, by defining department as the optional break a separate file will be created each time the department value in the spool file changes.
Line	The line number on the spool page where the optional break data is located.
Pos	The first position occupied by the optional break data on the spool page.
Len	The number of positions occupied by the optional break data on the spool page.
Del	☑ to delete the optional break data from the spool file after it is processed.

Use as File Pfx	The optional break value can be applied as a prefix to the document name. The prefix can be applied to a constant document name or to a document name taken from a spool data location. It cannot be used when *DFT is selected in the **File Name or:** field.
	☑ to use the optional break value as the file prefix.
Retain Destination	Whether or not to include a spool file page without a file name in the file associated with the last known file name.
	▼ Select ***YES** to include a spool page without a file name in the file created for the last known file name.
	▼ Select ***NO** to skip a spool page without a file name. Pages without a file name will not be included with the EZContentManager documents.

General 2

Include Copies	Whether or not to create documents from copies. If copies are converted they will be converted as separate documents and a value of **CXXXX** (where XXXX is the copy number) will be appended to the end of the PDF file name.
	▼ Select ***YES** to include copies. Each copy will be saved as a separate document.
	▼ Select ***NO** if copies should not be included. (Default)
Conversion Type	The type of document to create. ▼ Select ***PDF** is currently the only supported type.
Image Type	The type of PDF image to create. ***TEXT** is currently the only supported option.
Save PCL	Whether or not to save the PCL file used to create the PDF file. Used primarily for trouble shooting.
	▼ Select ***YES** to save the PCL file.
	▼ Select ***NO** if the PCL file should not be saved.
Compression	Whether or not to compress the file.
	▼ Select ***YES** to compress the file..
	▼ Select ***NO** if the file should not be compressed.

> **Indices**

Entries in the Indices fields will be used to create an .ecm index file for each PDF document. The .ecm index file will be imported into EZContentManager along with the .PDF document file.

1 – 20   Index entries can come from a previously defined STEXT command or from the spool file attributes.

▼ Select an STEXT command to take an index entry from the selected command.

Click on ⬚ to select a spool file attribute to use as an index entry.

EMAIL (EMAIL)

An EMAIL element in the document allows documents to be automatically emailed when a file is merged.

There are two email elements in EZDesigner/400: **EZeMail/400** and **ACOM/KM Email**. Select the one that corresponds to the ACOM email module on your System i.

To take email addresses from an address book, select **EZeMail/400** or **ACOM/KM Email** from the **Insert** drop down menu. Email addresses can then be selected from an address book in the Email Properties box.

To take email addresses from the spool file, use the **Spool Object** feature to map the email address from the spool page. See page 4-5 for more information about Spool Object.

EZeMail/400

General

Email Address	The destination email address. Available only if the email address was mapped from a spool file using Spool Object.
Line	The line number on the spool page where data is located. A value is automatically placed in this field when the spool data is mapped to the document.
Pos	The first position occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Len	The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Reps	The number of spool data lines to map to the document. A value is automatically placed in this field when the spool data is mapped to the document.
Del	☑ to delete the email address from the spool file after it is processed.
Data Field	To retrieve an email address from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address.

Carbon Copy	The carbon copy (cc) email address.
Line	The line number on the spool page where data is located. A value is automatically placed in this field when the spool data is mapped to the document.
Pos	The first position occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Len	The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Reps	The number of spool data lines to map to the document. A value is automatically placed in this field when the spool data is mapped to the document.
Del	☑ to delete the carbon copy address from the spool file after it is processed.
Data Field	To retrieve a carbon copy address from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address.
Blind Carbon Copy	The blind carbon copy (bcc) email address.
Line	The line number on the spool page where data is located. A value is automatically placed in this field when the spool data is mapped to the document.
Pos	The first position occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Len	The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Reps	The number of spool data lines to map to the document. A value is automatically placed in this field when the spool data is mapped to the document.
Del	☑ to delete the blind carbon copy address from the spool file after it is processed.
Data Field	To retrieve a blind carbon copy carbon copy address from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field

	value, the first matching value encountered during the merge will be used to retrieve the email address.
File Name	A file name for the attachment.
Password	A password for the attachment. Users will be required to enter the password before the attachment can be opened. The password can be up to 30 positions long and is case sensitive. Passwords can be retrieved from the spool file using spool data coordinates **or:** a constant password to be used for all attachments can be entered.
Line	The line number on the spool page where the password is located.
Pos	The first position occupied by the password on the spool page.
Len	The number of positions occupied by the password on the spool page.
Del	☑ to delete the password from the spool file after it is processed.
or	Key a password up to 30 positions in length to use the same password for all email attachments,.
Embed Email Signature	Whether or not to include the embedded signature set up in the user profile of the user who initiates the merge job that creates email.
	▾ Select ***NO** if a signature should not be included. ▾ Select ***YES** to include the signature
Translation	Currently, the attachment file may only be translated to PDF. Valid value = **P**.
Compression	Whether or not to compress the attachment file.
	▾ Select ***NO** if the attachment file should not be compressed. ▾ Select ***YES** to compress the attachment.
Retain Destination	Whether or not to use the last known destination to email a spool page without a specified destination. This applies to the email addresses and the carbon copy and blind carbon copy addresses.
	▾ Select ***YES** if pages without a specified destination should be sent to the last known destination. ▾ Select ***NO** to skip any page without a destination.

Subject

Location	⊙ Select to enter the spool data location of the subject in the **Location** fields.
Direct	⊙ Select to enter the subject in the **Email Subject** field.
Location	These fields are available only if **Location** was selected as the subject source.
Line	The line number on the spool page where the subject data is located.
Pos	The first position occupied by the subject data on the spool page.
Len	The number of positions occupied by the subject data on the spool page.
Del	☑ to delete the subject data from the spool file after it is processed.
Direct	
Email Subject	This field is available only if **Direct** was selected as the subject source. Up to fifteen substitution values may be entered on the subject line to extract the subject from the spool file based on locations supplied in the substitution fields on the **Substitutions** tab.

Example:
Purchase order ^1, from department ^10, issued on ^2.

The spool data location in the **Substitutions 1.** field should be the location of the purchase order number.

The spool data location in the **Substitutions 10.** field should be the location of the department name.

The spool data location in the **Substitutions 2.** field should be the location of the purchase order issue date.

Message

The email message may contain up to 14 lines with a maximum of 74 positions on each line.

Location	⊙ Select to enter the spool data location of the email message in the **Location** fields.
Direct	⊙ Select to enter the email message in the **Email Message Text** field.
Location	These fields are available only if **Location** was selected as the message source.

Line	The line number on the spool page where the message data is located.
Pos	The first position occupied by the message data on the spool page.
Len	The number of positions occupied by the message data on the spool page.
Del	☑ to delete the message data from the spool file after it is processed.
Direct	
Email Message Text	This field is available only if **Direct** was selected as the message source. Up to fifteen substitution values may be entered on the message line to extract the message from the spool file based on locations supplied in the substitution fields on the **Substitutions** tab. See the substitutions example in the **Email Subject** field (above).

Substitutions

Line 1 – 15	The spool page line number location of the substitution data to be used in the **Email Message Text** or **Email Subject** fields.
Pos 1 – 15	The first position occupied by the substitution data on the spool page.
Length 1 – 15	The number of positions occupied by the substitution data on the spool page.
Del 1- 15	☑ to delete the substitution data from the spool file after it is processed.

Address Book

Address Book	Address information for the email can be retrieved from an address book instead of the spool file. Address books are created and maintained on the System i. Address book entries are synchronized between the 400 and EZDesigner/400 whenever a database update is performed. (See page 1-25)
	To take email addresses from an address book, the email element must be inserted in the document from the Insert drop down menu. Address books cannot be used if the email element is mapped using Spool Object.
	The email will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below.

Data Link	▾ Select a data link from an STEXT command in the document to take the address book name from the spool.
	OR
Name	▾ Select the address book name.
Entry	Complete these fields to send the email to a specific entry in the address book. An entry can be identified using a combination of data links and names. The Entry fields cannot be used if a value is entered in a Group field.
Data Link	▾ Select a data link from an STEXT command in the document to take an address book entry from the spool file.
	OR
Name	▾ Select an address book entry.
Group	Complete this field to send the email to a group of entries that has been previously defined in an address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. The Group fields cannot be used if values are entered in the Entry fields.
Data Link	▾ Select a data link from an STEXT command in the document to take the group name from the spool file
	OR
Name	▾ Select a group name.
Type	The type assigned to the address book group.

ACOM/KM Email

General

Email Address   The destination email address. Available only if the email address was mapped from a spool file using Spool Object.

> **Line**   The line number on the spool page where data is located. A value is automatically placed in this field when the spool data is mapped to the document.

> **Pos**   The first position occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.

> **Len**   The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.

> **Reps**   The number of spool data lines to map to the document. A value is automatically placed in this field when the spool data is mapped to the document.

> **Del**   ☑ to delete the email address from the spool file after it is processed.

Optional Break   A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.

> **Line**   The line number on the spool page where break data is located.

> **Pos**   The first position occupied by the break data on the spool page.

> **Len**   The number of positions occupied by the break data on the spool page.

> **Del**   ☑ to delete the optional break data from the spool file after it is processed.

Description   Use the description to identify individual pages of a document.

> **Line**   The line number on the spool page where description data is located.

> **Pos**   The first position occupied by the description data on the spool page.

Len   The number of positions occupied by the description data on the spool page.

Del	☑ to delete the description data from the spool file after it is processed.
Compression	The amount of compression to apply to the email attachment. If a value other than **0** is selected, PKZIP software must be installed on the System i and available in the library list. Compressed attachments will have a file name extension of **.zip**. ▾ Select one of the following:

0-None	Do not compress (default)
1-Fast	Fastest compression, good compression amount.
2-Normal	Slightly slower compression speed with better compression.
3-Max	Maximum compression. This option will take the greatest amount of time to compress the file.

Encryption	The kind of encryption to apply to the email attachment. A password and a compression value other than 0 are also required to encrypt an email. ▾ Select one of the following:

0-None	Do not encrypt (default)
1-ZipStd	Standard encryption compatible with encryption products like GZIP or WinZip.
2-Advanced	Advanced Encryption Standard. Requires PKZIP.

Password	A password is required for encrypted email. Users must enter the correct password to open an encrypted email. Passwords are **case sensitive** and can be up to 64 positions in length.
Line	The line number on the spool page where the password is located.
Pos	The first position occupied by the password on the spool page.
Len	The number of positions occupied by the password on the spool page.
Del	☑ to delete the password from the spool file after it is processed.
or	To use the same password for all email attachments, key a password up to 64 positions in length.

Translation

PDF	⦿	Select to translate the merged page into a PDF attachment.
TIF	⦿	Select to translate the merged page into a TIF attachment.

Retain Destination   ☑ to use the last known destination to email a spool page without a specified destination.

Message

Location   ⦿ Select to enter the spool data location of the email message in the **Location** fields.

Direct   ⦿ Select to enter the email message in the **Email Message Text** field.

Location   These fields are available only if **Location** was selected as the message source.

    Line   The line number on the spool page where the message data is located.

    Pos   The first position occupied by the message data on the spool page.

    Len   The number of positions occupied by the message data on the spool page.

    Del   ☑ to delete the message data from the spool file after it is processed.

Direct

    Email Message Text   This field is available only if **Direct** was selected as the message source. Key a message up to 123 positions in length. Up to ten substitution values may be entered on the message line to extract the message from the spool file based on the location supplied by the substitution values on the **Substitutions** tab.

Example:

Purchase order ^1, from department ^10, issued on ^2.

The spool data location in the **Substitutions 1.** field should be the location of the purchase order number.

The spool data location in the **Substitutions 10.** field should be the location of the department name.

The spool data location in the **Substitutions 2.** field should be the location of the purchase order issue date.

Subject	
Location	⊙ Select to enter the spool data location of the subject in the **Location** fields.
Direct	⊙ Select to enter the subject in the **Email Subject** field.
Location	These fields are available only if **Location** was selected as the subject source.
Line	The line number on the spool page where the subject data is located.
Pos	The first position occupied by the subject data on the spool page.
Len	The number of positions occupied by the subject data on the spool page.
Del	☑ to delete the subject data from the spool file after it is processed.
Direct	
Email Subject	This field is available only if **Direct** was selected as the subject source. Up to ten substitution values may be entered on the subject line to extract the subject from the spool file based on the location supplied by the substitution values on the **Substitutions** tab. See the substitutions example in the **Email Message Text** field (above).

Substitutions	
Line 1 – 10	The spool page line number location of the substitution data to be used in the **Email Message Text** or **Email Subject** fields.
Pos 1 – 10	The first position occupied by the substitution data on the spool page.
Length 1 – 10	The number of positions occupied by the substitution data on the spool page.
Del 1- 10	☑ to delete the substitution data from the spool file after it is processed.

Address Book	

Address Book   Address information for the email can be retrieved from an address book instead of the spool file. Address books are created and maintained on the System i. Address book entries are synchronized between the 400 and EZDesigner/400 whenever a database update is performed. (See page 1-25)

To take email addresses from an address book, the email element must be inserted in the document from the Insert drop down menu. Address books cannot be used if the email element is mapped using Spool Object.

The email will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below.

Data Link   ▼ Select a data link to take the address book name from the spool file

OR

Name   ▼ Select the address book name.

Entry   Complete these fields to send the email to a specific entry in the address book. An entry can be identified using a combination of data links and names. The Entry fields cannot be used if a value is entered in a Group field.

Data Link   ▼ Select a data link to take an address book entry from the spool file.

OR

Name   ▼ Select an address book entry.

Group   Complete this field to send the email to a group of entries that has been previously defined in an address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. The Group fields cannot be used if values are entered in the Entry fields.

Data Link   ▼ Select a data link to take the group name from the spool file

OR

Name   ▼ Select a group name.

Type   The type assigned to the address book group.

ESIGNATURE (ESIG)

The **ESIG** command

- defines a location for a captured electronic signature on a form and
- creates metadata that is used to identify documents in WebView and in the Work with eSignature screens on the System i.

This is an optional, licensed feature that must be used in conjunction with a signature capture pad and the ACOM WebView module. It does not print a signature on a form during the System i merge.

When an ESIG command is added to a form overlay, a PCL file is created for each merged form and stored on the IFS along with the associated metadata for each form. An individual form can then be located from the WebView ESignature tab and viewed, signed with an electronic signature created on a signature pad and printed. Signed forms can be saved in PDF format.

The Work with eSignatures option (option 12) on the System i eForms menu allows users to manage the ESIG PCL files that are stored on the IFS.

The **Purge Signature Documents** Utility in the ACOM Utilities Module can be used to purge the PCL files that are created and stored on the IFS when documents are signed through WebView.

General

Optional Break	A user defined value that may be used to force files to break on a value other than the filename. A new document is created when a new optional break value is encountered. For example, by defining department as the optional break a separate file will be created each time the department value in the spool file changes.
	Note: The ESignature settings in WebView can be configured to place the captured signature on either the first or last page of a document.

	Line	The line number on the spool page where data is located.
	Pos	The first position occupied by the data on the spool page.
	Len	The number of positions occupied by the data on the spool page.
	Del	☑ to delete the optional break data from the spool file after it is processed.

Indicies	The ID, Description and Date fields are used to create the metadata that will identify the documents in WebView and in the Work with eSignatures option in eForms.
	To pull a metadata entry from an **STEXT** command, ▼ select an STEXT command in the **Data Link** field.
	To use a constant value, enter a value in the **Value** field.
ID	An ID to identify the document, for example a vendor ID, customer ID, etc. (Required)
Description	Any kind of description to further identify the document, for example a company name, vendor name, sales rep name, etc.
Date	A date that can help identify the document. This will usually be the date from the document being merged but ***SYSDATE** (system date of the merge) is available for selection ▼.

Position

Across	The distance from the left edge of the page to the left edge of the signature.
Down	The distance from the top edge of the page to the bottom edge of the signature.
Length	The length of the signature on the page.
Height	The height of the signature on the page.

FAX (FAX)

A Fax command allows documents to be automatically faxed when a file is merged.

There are two fax elements in EZDesigner/400: EZFax/400 and ACOM/KF Fax. Select the one that corresponds to the ACOM fax module on your System i.

To take the fax number from an address book, select **Fax** from the **Insert** drop down menu. Fax numbers can then be selected from an address book in the Fax Properties box.

To take the fax number from the spool file, use the **Spool Object** feature to map the fax number from the spool page. See page 4-5 for more information about Spool Object.

EZFax/400

| General 1 |

Fax Number	The destination fax number. Available only if the fax number was mapped from a spool file using Spool Object. Fax numbers can be in the format **(nnn)-nnn-nnnn** or **nnn-nnn-nnnn**. It is not necessary to include a 1 in front of long distance fax numbers.
Line	The line number on the spool page where the fax number is located. A value is automatically placed in this field when the spool data is mapped to the document.
Pos	The first position occupied by the fax number on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Len	The number of positions occupied by the fax number on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Del	☑ to delete the fax number from the spool file after it is processed.
Data Field	To retrieve a fax number from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address.
Distribution	Up to 10 fax numbers can be extracted from a spool file page and used as a distribution list. Use the **Reps** field to indicate the number of lines on the spool page to search for the fax

	numbers. (Multiple fax numbers may alternatively be taken from an address book named in the Address Book field.)
Line	The line number on the spool page where the distribution list data is located.
Pos	The first position occupied by the distribution list data on the spool page.
Len	The number of positions occupied by the distribution list data on the spool page.
Del	☑ to delete the distribution list data from the spool file after it is processed.
Address Book	Key the name of an address book that has already been set up in the ACOM software to retrieve multiple fax numbers from an address book instead of the spool file. Faxes will be sent to ALL primary fax numbers in the address book.
	Address books are created and maintained on the System i. Address book entries are synchronized between the 400 and EZDesigner/400 whenever a database update is performed.
Optional Break	An optional value can be extracted from the spool file to force the creation of multiple documents to be faxed. For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the optional break data from the spool file after it is processed.
From Name	The spool file location of the sender's name.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the from name data from the spool file after it is processed.

To Name	The spool file location of the recipient's name.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the to name data from the spool file after it is processed.
Description	Information describing the fax. This information is displayed on the **EZFax/400 Work with Fax Documents** detail screen on the System i. It is not required for fax processing.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the description data from the spool file after it is processed.
Fax Line	The fax line to use. Fax lines must be set up and configured on the **Work with Fax Line** screen on the System i.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the fax line data from the spool file after it is processed.
Priority	The transmission priority to assign to the fax, from 10 – 50. The lowest priority is 10, 50 is the highest. A value entered here will override the priority set up on the Work with Fax Line screen on the System i.
Retain Destination	☑ to use the last known destination to fax a spool page without a specified destination (fax number, distribution list or address book).

General 2

Cover Sheet	The name of the cover sheet to send with the fax. Currently **EZCOVER** is the only cover sheet available. Accept the default of *NONE if a cover sheet is not required.

To Company	The name of the recipient's company. This will print on the cover sheet.
Line	The line number on the spool page where the to company data is located.
Pos	The first position occupied by the to company data on the spool page.
Len	The number of positions occupied by the to company data on the spool page.
Del	☑ to delete the to company data from the spool file after it is processed.
From Company	The name of the sender's company. This will print on the cover sheet.
Line	The line number on the spool page where the from company data is located.
Pos	The first position occupied by the from company data on the spool page.
Len	The number of positions occupied by the from company data on the spool page.
Del	☑ to delete the from company data from the spool file after it is processed.
Image Name	The name of a PCX image to print on the cover sheet. The image must be no larger than 2 inches high by 5 inches wide. Click on Select... to browse for an image. Accept the default of *NONE if an image is not required.
Placement	Where to print the image on the cover sheet.
*LEFT	Places the image on the left side of the cover sheet.
*RIGHT	Places the image on the right side of the cover sheet.
Cover Sheet Notes	Notes to print on the cover sheet. Notes may be up to 1050 positions in length. If the spool location specified is greater than 1050 positions, data beyond the 1050th position will be lost.
	Enter spool data coordinates to take cover sheet notes from the spool file **or** key constant notes to use the same cover sheet notes on all faxes.

Line	The line number on the spool page where the cover sheet notes are located.
Pos	The first position occupied by the cover sheet notes on the spool page.
Len	The number of positions occupied by the cover sheet notes on the spool page.
Del	☑ to delete the cover sheet notes from the spool file after it is processed.
or:	Key constant cover sheet notes to print the same notes on all fax cover sheets. Cover sheet notes can be up to 600 positions long.

Substitutions

Substitutions can be used to include information from the spool file on the fax cover sheet.

Line 1 – 15	The spool page line number location of the substitution data to be used in the **cover sheet notes**.
Pos 1 – 15	The first position occupied by the substitution data on the spool page.
Length 1 – 15	The number of positions occupied by the substitution data on the spool page.
Del 1- 15	☑ to delete the substitution data from the spool file after it is processed.

ACOM/KF Fax

> **General 1**

Fax Number	The destination fax number. Available only if the fax number was mapped from a spool file using Spool Object. It should include any necessary area code but not the "1" preceding long distance area codes.
	Fax number data may contain the characters: ( ) , and **-**. ACOM/KM Email automatically removes these from the fax number before processing begins. A fax number with spaces is considered a different number than the same number without spaces.
Line	The line number on the spool page where the fax number is located. A value is automatically placed in this field when the spool data is mapped to the document.
Pos	The first position occupied by the fax number on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Len	The number of positions occupied by the fax number on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Del	☑ to delete the fax number from the spool file after it is processed.
Fax List	Used to fax the same pages to multiple recipients where the recipients are found in a distribution list containing a list of directory entries. Each directory entry should contain a fax phone number in the fax field.
Line	The line number on the spool page where the distribution list is located.
Pos	The first position occupied by the distribution list on the spool page.
Len	The number of positions occupied by the distribution list on the spool page.
Del	☑ to delete the distribution list from the spool file after it is processed.
Fax PBX	Used to fax the same pages to multiple recipients where the recipients' fax numbers are found in a PBXFILE member.

Line	The line number on the spool page where the PBX member name is located.
Pos	The first position occupied by the PBX member name on the spool page.
Len	The number of positions occupied by the PBX member name on the spool page.
Del	☑ to delete the PBX member name from the spool file after it is processed.
Optional Break	A user defined value used to force the creation of multiple documents to be faxed to a single address. For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the optional break data from the spool file after it is processed.
Retain Destination	☑ to use the last known destination to email a spool page without a specified destination.

General 2

Attention	Used in place of a cover sheet. The attention name prints at the top of the fax to identify the recipient. Attention data must be included on the first spool page.
Line	The line number on the spool page where the attention data is located.
Pos	The first position occupied by the attention data on the spool page.
Len	The number of positions occupied by the attention data on the spool page.
Del	☑ to delete the attention data from the spool file after it is processed.

Description	Used to identify individual pages of a document to be faxed. Every page that has been given a description has the description included with the completion message(s) when it is faxed. Description information such as customer, invoice or purchase order number may be included.
Line	The line number on the spool page where the description data is located.
Pos	The first position occupied by the description data on the spool page.
Len	The number of positions occupied by the description data on the spool page.
Del	☑ to delete the description data from the spool file after it is processed.
Send Date	The day that the document should be transmitted. Use a date format of **YYMMDD**. If not specified, the date defaults to the current date.
Line	The line number on the spool page where data is located.
Pos	The first position occupied by the data on the spool page.
Len	The number of positions occupied by the data on the spool page.
Del	☑ to delete the send data from the spool file after it is processed.
Send Time	The time of day to transmit the document. Use a time format of **HHMM** from 0000 to 2400 (military time).
Spool	◉ Select to enter the spool data location of the send time.
Direct	◉ Select to enter the send time.
Line	The line number on the spool page where the send time is located.
Pos	The first position occupied by the send time on the spool page.
Len	The number of positions occupied by the send time on the spool page.
Del	☑ to delete the send time from the spool file after it is processed.

Address Book

Address Book   Fax number information can be retrieved from an address book instead of the spool file. Address books are created and maintained on the System i. Address book entries are synchronized between the 400 and EZDesigner/400 whenever a database update is performed. (See page 1-25)

To take fax numbers from an address book, the fax element must be inserted in the document from the Insert drop down menu. Address books cannot be used if the fax element is mapped using Spool Object.

The fax will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below.

Leave the **Fax Number** fields on the **General 1** tab blank if address book information is entered here.

Data Link   ▼ Select a data link to take the fax number from the spool file
OR
Name   ▼ Select the address book name.

Entry   Complete these fields to send the fax to a specific entry in the address book. An entry can be identified using a combination of data links and names. The Entry fields cannot be used if a value is entered in a Group field.

Data Link   ▼ Select a data link to take an address book entry from the spool file.
OR
Name   ▼ Select an address book entry.

Group   Complete this field to send the fax to a group of entries that has been previously defined in an address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. The Group fields cannot be used if values are entered in the Entry fields.

Data Link   ▼ Select a data link to take the group name from the spool file.
OR
Name   ▼ Select a group name.

Type   The type assigned to the address book group.

FORM (FORM)

A previously defined form can be printed on documents. This is useful when placing frequently used data (your company address, for example) on multiple documents. To modify the data, only the form containing the data must be changed, not every document using the data.

A form placed within a document takes on the orientation of the document. For example, a landscape form placed on a portrait document will switch to portrait orientation.

Select **Form** from the **Insert** drop down menu to include the same previously defined form on each document.

Use the **Spool Object** feature to map the form name location from the spool file. See page 4-5 for more information about Spool Object.

Source	
Fixed Form	◉ Select to key a form name in the **Form Name** field. Use this option to print the same form on each document.
Spool Specific Location	◉ Automatically selected when **Form** is mapped as a spool object to take the form name from the spool file page. The form name must be in the same position on each spool file page to use this option.
Spool Range	◉ Select to use the **Spool Start Data Line #** field, the **Repetitions** field and **conditioning** to print a form on varying lines.
Form Name	Click on Select... to browse the PC and select a form to use with the Fixed Form or Spool Range options.
Spool Start Data Line #	This field is used in conjunction with **Repetitions** and conditioning to print the specified form on varying lines. (See **Using Spool Range** on the following page.)
Repetitions	This field is used in conjunction with **Spool Start Data Line #** and conditioning to print the specified form on varying lines. (See **Using Spool Range** on the following page.)
Spool Source	These fields are displayed only if Form is mapped as a spool object to take the form name from the spool file page.
Line	The spool page line number where the form name is located. A value is automatically placed in this field when the spool data is mapped to the document.

Col	Starting position of the form name on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Length	The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Remove Data	☑ to have the merge program remove the form name from the spool file when the merge takes place.
Description	A user defined text description identifying the form.

Position

Position and Size	The print position of the form on the document.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Set to Spool Position	☑ one or both boxes to use the same across and/or down position as the form name on the spool page. This field is available only if **Form** is mapped as a **spool object** to take the form name from the spool file page.
Repeat Vertical	Complete the fields below to print the form more than once on a document.
Count	The number of times to repeat **Fixed Forms** or **Spool Specific Location Forms**.
Spacing	The amount of space to leave between repeated forms.

Using Spool Range

To use **Spool Range** to print a form on varying lines:

Source Tab

1. Key a **Form Name**.
2. Key a **Spool Start Data Line #** indicating the starting line for the conditioning search.
3. Key a number in the **Repetitions** field indicating the number of lines to include in the conditioning search.

Position Tab

4. Key an **Across** and **Down** print position.
5. Key a spacing value in the **Spacing** field.

Conditions tab

6. Set up the conditions that must be met for the form to print.

HORIZONTAL LINE (HLINE)

Select Line ✎ on the **Design Toolbar** to draw horizontal lines on a document.

Position

Position and Size	The location of the point of origin for the line and the length of the line.

| **Across** | Inches in from the left side of the page. |
| **Down** | Inches down from the top of the page. |

Length	Length of the line.

Repeat Horizontal
Count	Number of times to print the line across the page.
Spacing	Number of inches to leave between repeated lines.

Repeat Vertical
Count	Number of times to print the line down the page.
Spacing	Number of inches to leave between repeated lines.

Border

Thickness	Line thickness, from **.**01 to **.**999 inches.

Line Type	Select solid (default) or dashed.

Color

Color	▼ Select a color to use when printing the line. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Horizontal Line element (HLINE) in the element list.
	Colors other than black and white will print only when the destination printer is a color printer.

Shade

Horizontal lines repeated vertically down a page can be shaded in every other space.
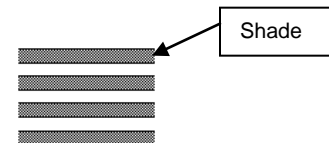
No Filling	Do not shade in the spaces between alternate repeated lines. This is the default.

Shades   Amount of shading to print between alternate repeated lines.

Click on ▾ to display the shade selector bar.

Slide the △ up or down the bar to increase or decrease the shade percent.

Shade: 36 ▾ %

IMAGE (IMAGE)

Select Image 🖼 on the **Design Toolbar** to place an image on a document.

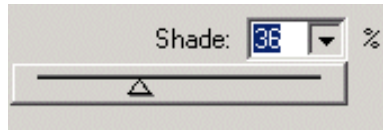Images may be printed in color if the destination printer supports PCL5 color printing. Multi-color images must be in **BMP** or **GIF** format. Be aware that BMP and GIF images do not display in documents in the Archive module or in PDF files created through the ACOM Solutions PDF utility.

Single color images and black and white images should be in **PCX** format. One color images process faster than GIF and BMP images and black and white PCX images will display correctly in PDF files created through the ACOM Solutions PDF utility.

Data

Data provides information about the image or font to print.

🔘 Select **Image** to select an image name in the **Image Name** field below.

🔘 Select **Font** to select a font name in the **Font** field below.

Image Source	The image name. Available only if **Image** was selected as the image type (above). To select an image click on:
	[Select Image File...] to select an image from the PC.
	[Select Data Field...] to select a data field image. The document must be linked to a data file to use this option.
	[Convert PC Image...] to convert a PC image to black and white .PCX format for use on the System i. Valid image types for conversion are .JPG, .BMP, .PCX, .TIF and .WMF.
Font	The font name for a signature stored on a font cartridge
	Font ▾ Select a font to print on a document.
	Data Key the data value to be used with the font name specified in the **Font** field.

Position

The location of the point of origin for the image.

Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.

Image

Download   Whether or not to download the image to the printer when the document is merged on the System i.

   Yes   ⊙ Select to download the image to the printer's RAM storage when the document is merged with data.

   No   ⊙ Select to send the image to the printer on each page of the print job.

   External   ⊙ Select if the image has been downloaded and stored on the printer.

Reverse   Whether or not to print the image in a reversed format. Valid only for **PCX** images.

   Yes   ⊙ Select to print a reverse white image on a black background.

   No   ⊙ Select to print a normal black image on a white background. (default).

Resolution   ⊙ Select **300 d.p.i.** if the destination printer has a resolution of 300 dots per inch.

   ⊙ Select **600 d.p.i.** if the destination printer has a resolution of 600 dots per inch.

Color

Select Color   ▾ Select a color to use when printing a **PCX** image. Colors other than black and white will not display in EZDesigner/400. The selected color will print from the System i on a supported PCL5 color printer.

   White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Image element (IMAGE) in the element list.

USPS INTELLIGENT MAIL BARCODE (IMBAR)

Select Intelligent Mail Barcode ᴵᵢᵢ on the **Design Toolbar** to generate a USPS (US Postal Service) Intelligent Mail barcode. HP printers only.

For each field on the **Data** tab enter the:

Line Line number of the data on the spool page
Pos Starting position of the data on the spool page
Len Number of positions occupied by the data

or **Data Field** Key a Return Field value from a DTEXT command already defined in the form to retrieve barcode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data.

or **Value** A value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode.

Del Select ☑ if the data should be deleted from the spool file after it is processed.

Data

Barcode Identifier A 2 digit presort identification code. Required. This code is assigned by the USPS.

Service Type Identifier A 3 digit value that identifies the combination of services requested on the piece of mail. Required. This value is assigned by the USPS.

Mailer Identifier A unique 6 or 9 digit value that identifies a business entity. Required. This value is assigned by the USPS.

Serial Number A number assigned by the mailer to identify and track pieces of mail. When used in conjunction with a 6 digit Mailer Identifier this value can be 000000000-999999999. When used in conjunction with a 9 digit Mailer Identifier this value can be 000000-999999. Required.

Routing Code A 0, 5, 9 or 11 digit delivery point ZIP Code assigned by the mailer to route the mail. Allowable ranges are 0, 00000-99999, 000000000-999999999 or 00000000000-99999999999. Required.

Position

IMBar Position	The location of the point of origin for the barcode.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Human Readable Position	The coordinates for optional human readable text associated with the barcode.
Across	Inches in from the left side of the page. The left edge of the leftmost human readable character must be aligned with the leftmost bar of the barcode.
Down	Inches down from the top of the page. The human readable data must be immediately above or below the barcode. When printed above the barcode, the bottom of the human readable data must be at least 0.028 inch but no more than 0.5 inch above the top of the barcode. When printed below the barcode, the top of the human readable data must be at least 0.028 inch but no more than 0.5 inch below the bottom of the barcode.
Visible	☑ to print human readable text with the barcode.

MICR LINE (MICR)

MICR Line places the MICR line on the check. To add a MICR Line command to a check, select **Checks Only** from the **Insert** drop down menu and then select **MICR Line**.

MICR Line

Font Name   ▾ Select a MICR font or use the default font displayed.

Check Amount

    Print in MICR Line ☑ to print the check amount in the MICR line.

    Suppress Zeros   ☑ to suppress leading zeros when printing the amount in the MICR line.

    Across   The distance from the left edge of the page to the left edge of the check amount in the MICR line. Do not enter a value in this field if a value is entered in the **Across** field on the **Position** tab.

    Length   The number of positions to use when printing the check amount in the MICR line.

Transit Number/BSB Number

    Across   The distance from the left edge of the page to the left edge of the transit number or BSB number in the MICR line. Do not enter a value in this field if a value is entered in the **Across** field on the **Position** tab.

    Print BSB Prefix   ☑ to print the BSB prefix (for Australian banks).

    BSB Prefix   Key the characters to print as the BSB prefix.

Check Number

    Suppress Zeros   ☑ to suppress leading zeros when printing the check number.

    Across   The distance from the left edge of the page to the left edge of the check number in the MICR line. Do not enter a value in this field if a value is entered in the **Across** field on the **Position** tab.

    Length   The number of positions to use when printing the check number in the MICR line.

Account Number

    Across   The distance from the left edge of the page to the left edge of the account number in the MICR line. Do not enter a value in this field if a value is entered in the **Across** field on the **Position** tab.

Acct Desc / Trans Cd

    Across   The distance from the left edge of the page to the left edge of the Account Descriptor or Transaction Code in the MICR line. Do not enter a value in this field if a value is entered in the **Across** field on the **Position** tab.

Position

    Across   The distance from the left edge of the page to the left edge of the MICR line. If a value is keyed here, individual Across positions may not be specified in the MICR Line window.

    Down #1   The distance from the top edge of the page to the base line of the first MICR line printed on the page. This is the only Down entry required when printing one check per page.

    Down #2 - #5   A MICR line down position must be specified for checks when printing multi-up checks. Use Down #2 for the second check, Down #3 for the third check, etc.

PAGE NUMBER (PAGE)

Select **Page** from the **Insert** drop down menu to print page numbers on a document.

Page Number

Prefix	Key a character string up to ten characters in length to print before the page number.
Suffix	Key a character string up to ten characters in length to print after the page number.

Position

Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.

Font

Font	▼ Select a font style.
Size	▼ Select a font point size.
Bold, Italic	Click on **B** to use a **bold** font.
	Click on *I* to use an *italic* font.

Rotation

Select Rotation	▼ Select the degree of counter-clockwise rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Color

Select Color	▼ Select a color to use when printing the page number. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Page element (PAGE) in the element list.
	Colors other than black and white will print only when the destination printer is a color printer.

PAYEE (PAYEE)

Payee places payee information in the audit log and is required if manual checks will be printed. Payee does not place payee information on merged checks. To add a Payee command to a check, select **Checks Only** from the **Insert** drop down menu and then select **Payee** from the **Checks Only** menu. There can be only one payee element per check.

Source

Payee ID	Information keyed in the following fields indicates the location of the payee ID on the spool file page. Information from Payee ID records is required to create ACH transactions and remittance notifications.
Line	The line number on the spool page where the payee ID is located.
Start Pos	Starting position of the payee ID on the spool page.
Length	The number of positions occupied by the payee ID on the spool page.
Payee Name/Address	Information keyed in the following fields indicates the location of payee data on the spool file page. This data is placed in the audit log.
Line	The line number on the spool page where the payee data is located.
Start Pos	Starting position of the payee data on the spool page.
Length	The number of positions occupied by the payee data on the spool page.
Reps	The number of spool lines containing payee address data.
Address Repetitions	The number of lines required for the payee address. Up to five lines are available.

<hr>

Position

Names	Complete these fields to place the payee's name in a first and second location on a manual check.
Across 1	Inches in from the left side of the page.
Down 1	Inches down from the top of the page.
Visible 1	☑ to print the name in a first location on a manual check.
Across 2	Inches in from the left side of the page.
Down 2	Inches down from the top of the page.
Visible 2	☑ to print the name in a second location on a manual check.
Address	Complete these fields to print the payee's address on a manual check.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print the address on a manual check.

Font

Font	▼ Select a font style.
Size	▼ Select a font point size.
Bold, Italic	Click on **B** to use a **bold** font.
	Click on *I* to use an *italic* font.

PDF CONVERSION (PDF)

The **PDF** element generates PDF documents during a System i merge. PDF documents can be output to the IFS, QDLS or a System i database file. This command requires the **EZPDF/400** module on the System i. A PDF element cannot be inserted in a document that contains an Archive or ECM element.

To manually enter a destination for PDF files, select **PDF** from the **Insert** drop down menu. An IFS Path, a QDLS Path or a Database File name *or* their spool file coordinates can be entered.

To map a PDF IFS destination use the **Spool Object** feature to map the IFS path from the spool page. Then select **PDF** from the **Choose Spool Object** menu displayed when the object is mapped.

The output destination for the PDF files is selected on the **Output Type** tab of the PDF Properties box. The fields on the **General 1** tab vary depending on the output type selected. Fields on the **General 2** tab define the output characteristics of the PDF file.

IMPORTANT: Files created with the PDF command can be viewed in Adobe Acrobat v6 or higher. Unexpected results may occur when files are opened in a lower version.

Fonts

All of the fonts in a document will be converted to their closest PDF equivalents when a PDF file is generated. Unpredictable results may occur if the fonts in your document are not equivalent to the fonts available to the PDF conversion process (listed below).

ARIAL	Arial	**LTRG**	Letter Gothic
ARIALB	Arial Bold	**LTRGB**	Letter Gothic Bold
ARIALI	Arial Italic	**LTRGI**	Letter Gothic Italic
ARIALBI	Arial Bold Italic	**LTRGBI**	Letter Gothic Bold Italic
ARIAL_EU	Arial w/Euro Symbol	**LTRG_EU**	Letter Gothic w/Euro Symbol
ARIALB_EU	Arial Bold w/Euro Symbol	**LTRGB_EU**	Letter Gothic Bold w/Euro Symbol
ARIALI_EU	Arial Italic w/Euro Symbol	**LTRGI_EU**	Letter Gothic Italic w/Euro Symbol
ARIALBI_EU	Arial Bold Italic w/Euro Symbol	**LTRGBI_EU**	Letter Gothic Bold Italic w/Euro Symbol
COUR	Courier	**TIMES**	Times Roman
COURB	Courier Bold	**TIMESB**	Times Roman Bold
COURI	Courier Italic	**TIMESI**	Times Roman Italic
COURBI	Courier Bold Italic	**TIMESBI**	Times Roman Bold Italic
COUR_EU	Courier w/Euro Symbol	**TIMES_EU**	Times Roman w/Euro Symbol
COURB_EU	Courier Bold w/Euro Symbol	**TIMESB_EU**	Times Roman Bold w/Euro Symbol
COURI_EU	Courier Italic w/Euro Symbol	**TIMESI_EU**	Times Roman Italic w/Euro Symbol
COURBI_EU	Courier Bold Italic w/Euro Symbol	**TIMESBI_EU**	Times Roman Bold Italic w/Euro Symbol

Output Type

The PDF command generates PDF documents from a merge that can be output to the IFS, QDLS or a System i database file. The fields displayed on the **General 1** tab vary depending on the output type selected here.

IFS ⊙ Select **IFS** to output converted files to the IFS.

QDLS ⊙ Select **QDLS** to output converted files to QDLS.

File ⊙ Select **File** to output converted files to a System i database file.

General 1 (IFS and QDLS)

The fields described below are displayed when **IFS** or **QDLS** is selected on the **Output Type** tab. See **General 1 (File)** for the fields displayed when **File** is selected as the output type.

IFS Path Converted IFS or QDLS files will be output to the destination indicated in this field. Complete the spool data location fields to extract the path from a spool page **or:** key a value in the IFS Path field. The path may be up to 255 positions in length for output type IFS or QDLS.

The file name may be included at the end of the path. Select ***PATH** in the **Filename** field if this is the case.

Line The line number on the spool page where the path is located.

Pos The first position occupied by the path on the spool page.

Len The number of positions occupied by the path on the spool page.

Reps The number of lines to search for the IFS or QDLS path.

Del ☑ to delete the path from the spool file after it is processed.

or: Key a constant value to use the same path for each PDF file.

File Name The entry in this field determines the name assigned to the converted file(s). IFS file names can be up to 50 positions long. QDLS file names can be up to 8 positions long.

Complete the spool data coordinate fields to extract the file name from the spool file or select a value in the **or:** field.

Line The line number on the spool page where the file name is located.

Pos	The first position occupied by the file name on the spool page.
Len	The number of positions occupied by the file name on the spool page.
Del	☑ to delete the file name from the spool file after it is processed.
or:	Use the **or:** field if the file name is not included in the spool file.

*DFT
Leave the spool data location fields blank and select ▼ ***DFT** to automatically assign file names based on the conversion date and time.

*PATH
Leave the spool data location fields blank and select ▼ ***PATH** to indicate that the file name is included at the end of the path.

Name
Leave the spool data location fields blank and select ▼ **Name** to use a constant file name entered in the **Name** field.

Name	Key a constant file name to use the same name for each PDF file. IFS file names can be up to 50 positions long. QDLS file names can be up to 8 positions long.

IMPORTANT: When using a constant file name, be aware that the **file contents will be replaced, not added to**, each time a PDF document is placed in the file.

Overwrite	Whether or not to overwrite (replace the contents) an existing file if a new file is created with the same name.

▼ Select ***NO** if the file should not be overwritten. A default file name will be applied to new files that would otherwise have the same file name as an existing file. Default for *IFS. *NO is not valid for QDLS files.

▼ Select ***YES** to overwrite a file if a new file is created with the same file name. *YES is the only option for QDLS files.

Optional Break	An optional user defined value used to create new documents. When a value is encountered in the spool data location specified here it will signal the conversion process to create a new PDF document.

Line	The line number on the spool page where he optional break data is located.
Pos	The first position occupied by the optional break data on the spool page.
Len	The number of positions occupied by the optional break data on the spool page.
Del	☑ to delete the optional break data from the spool file after it is processed.
Retain Destination	Whether or not to use the last known output destination for a spool page without a specified destination.
	▾ Select ***YES** to convert any spool page without a destination and place the converted file in the last known output destination.
	▾ Select ***NO** to skip any spool page without a destination. Pages without a destination will not be converted.
Use as File Pfx	The optional break value can be applied as a prefix to the file name to ensure a unique output destination. The prefix can be applied to a constant file name or to a file name taken from a spool data location. It cannot be used when *PATH or *DFT is selected in the **File Name or:** field.
	☑ to use the optional break value as the file prefix.

General 1 (File)

The fields described below are displayed when **File** is selected on the **Output Type** tab. See **General 1 (IFS and QDLS)** for the fields displayed when **IFS** or **QDLS** is selected as the output type.

Database File	Converted files will be output to the database file indicated in this field. Enter spool data coordinates or a database file name.
Line	The line number on the spool page where the database file data is located.
Pos	The first position occupied by the database file data on the spool page.
Len	The number of positions occupied by the database file data on the spool page.
Del	☑ to delete the database file data from the spool file after it is processed.

or Name:	Key a constant value to use the same database file for each PDF document.
Database Lib	Converted files will be output to the database file in the library indicated in this field. Enter the spool data coordinates or a library name.
Line	The line number on the spool page where the library data is located.
Pos	The first position occupied by the library data on the spool page.
Len	The number of positions occupied by the library data on the spool page.
Del	☑ to delete the library data from the spool file after it is processed.
or Name:	If the library name is not included in the spool file it can be taken from this field. Use ***LIBL** to search all libraries until the first match with the database file name is found **or** key a specific library name.
Database member	Converted files will be output to the database member indicated in this field. Enter the spool data coordinates or a name value.
Line	The line number on the spool page where the member data is located.
Pos	The first position occupied by the member data on the spool page.
Len	The number of positions occupied by the member data on the spool page.
Del	☑ to delete the member data from the spool file after it is processed.
or Name:	Select ▾ a value in this field if the member data is not included in the spool file.

	*FIRST	Output converted files to the first member.
	*OPTBRK	Use the value in the Optional Break field. The **Use as File Mbr** field must be selected ☑.
	Name	Key a specific member name in the **Name** field.

Name	A member name must be keyed here if **Name** was selected in the **or Name:** field.
Optional Break	A user defined value used to create new documents. When a

value is encountered in the spool data location specified here it will signal the conversion process to create a new PDF document.

Line	The line number on the spool page where the optional break data is located.
Pos	The first position occupied by the optional break data on the spool page.
Len	The number of positions occupied by the optional break data on the spool page.
Del	☑ to delete the optional break data from the spool file after it is processed.
Create File	☑ Select to create the database file if it does not already exist.
Retain Destination	Whether or not to use the last known output destination to convert a spool page without a specified destination.
	▾ Select ***YES** to convert any spool page without a destination and place the converted file in the last known output destination.
	▾ Select ***NO** to skip any spool page without a destination. Pages without a destination will not be converted.
Use as File Mbr	☑ Select to use the optional break value as the member name in the database file. ***OPTBRK** must be selected in the **Database Member or Name:** field.

General 2 All Output Types

The fields described below are displayed for all output file types: **IFS, QDLS** and **File**.

Password	If a password is set up here users must enter the password to open the PDF file. Passwords are **case sensitive** and can be up to 30 positions in length. The **Compression** field must be set to ***YES** to use a password.
Line	The line number on the spool page where the password data is located.
Pos	The first position occupied by the password data on the spool page.
Len	The number of positions occupied by the password data on the spool page.
Del	☑ to delete the password data from the spool file after it is

	processed.
or:	Key a constant value up to 30 positions long to use the same password for each PDF document.
Compression	Whether or not converted PDF files should be compressed. This field must be set to ***YES** to use the password feature.
	▼ Select ***YES** to compress the converted PDF files.
	▼ Select ***NO** if the converted PDF files should not be compressed.
Save PCL Output	Whether or not to save the PCL file used to create the PDF file. Used primarily for trouble shooting.
	▼ Select ***YES** to save the PCL output.
	▼ Select ***NO** if the PCL output should not be saved.
Image Type	The type of PDF image to create.
	▼ Select ***TEXT** to create a searchable text PDF file. Currently the only supported option..
	*IMAGE is not currently supported.
Include Copies	Whether or not to include copies created during the merge process in the converted files. If copies are converted they will be converted as separate documents and a value of **CXXXX** (where XXXX is the copy number) will be appended to the end of the PDF file name.
	▼ Select ***YES** to include copies in the converted output.
	▼ Select ***NO** if copies should not be converted.

PDF417 BARCODE (PDBAR)

The **PDBAR** command creates a PDF417 2D barcode that can be printed on a laser or thermal printer.

Data

Type	The barcode type. ▾ Select:
	S Standard
	T Truncated
	M Micro
Rotation	The degrees of rotation to apply to the barcode. ▾ Select:
	0 Do not rotate
	90 Rotate 90 degrees
	180 Rotate 180 degrees
	270 Rotate 270 degrees
Error Correction	The correction level to apply when restoring data for a damaged or dirty barcode. The higher the level of correction, the more data in the corrected barcode. Valid values are **0** through **8**. 0 detects errors but does not apply any correction. ▾ Select a value.
Narrow bar width	Width, in inches, of the narrow bar used for the barcode. The default is **.014** inches. Increasing or decreasing this amount increases or decreases the width of the printed barcode. If unsure of the narrow bar width, accept the default of **.014**.
Narrow bar height	Height, in inches, of the narrow bar used for the barcode. The default is **.014** inches. Increasing or decreasing this amount increases or decreases the height of the printed barcode. If unsure of the narrow bar width, accept the default of **.014**.
Data Spool Data Location	The spool data location fields specify the spool file page location of data used to create the barcode. The following information must be provided in order to extract the data from the spool page:
	Line Line number of the data on the spool page
	Pos Starting position of the data on the spool page
	Len Number of positions occupied by the data
	Del Select ☑ if the data should be deleted from the spool file after it is processed.

or **Data Field**	Enter a Return Field value from a DTEXT command already defined in the form to retrieve data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data.
or **Value**	A value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode. Data cannot be greater than 550 positions in length.

Position

Across	The distance from the left edge of the page to the left edge of the barcode.
Down	The distance from the top edge of the page to the bottom edge of the barcode.

QUICK RESPONSE BARCODE (QRBAR)

The **QRBAR** command creates a Quick Response barcode.
QR barcodes can be scanned by certain barcode scanners, smart
phones or tablets with cameras to provide information, instant
videos, access to Web sites, etc.

There is no standard size for these barcodes but the generally
recommended minimum size is 1.25 x 1.25 inches (32 x 32 mm). The barcode size
should be based on the amount of data in the code and the type of scanner that will
be used to read the code. Be sure to test your barcode for readability with the reader
for which it is intended to be used.

Data

Error Correction	The correction level to apply when restoring data for a damaged or dirty barcode. The higher the level of correction the more data in the barcode. Press **F4** to choose a correction level:
	L High density – 7% correction capability (default) **M** Standard - 15% correction capability **Q** High reliability – 25% correction capability **H** Ultra high – 30% correction capability
Format	The number of modules on each side of the barcode. The default is C21x21. ▾ Select a value.
Module Size	The size of each module within the barcode. The value allowed here will vary depending on the page size. The default is .018
Data **Spool Data Location**	The spool data location fields specify the spool file page location of data used to create the barcode. The following information must be provided in order to extract the data from the spool page:
	Line Line number of the data on the spool page **Pos** Starting position of the data on the spool page **Len** Number of positions occupied by the data **Del** Select ☑ if the data should be deleted from the spool file after it is processed.
or **Data Field**	Enter a Return Field value from a DTEXT command already defined in the form to retrieve data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data.

or **Value**   A value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode. Data cannot be greater than 550 positions in length.

Position

Across   The distance from the left edge of the page to the left edge of the barcode.

Down   The distance from the top edge of the page to the bottom edge of the barcode.

SERIAL NUMBER (SERL)

Sequential serial numbers can be printed on labels as numbers and in a barcode format. Select **Labels Only** from the **Insert** drop down menu and then select **Serial Number**.

If the serial number is combined with a barcode, select the serial number to display the **Font** tab for the serial number in the **Serl Properties** dialog box. Select the barcode to display the **Format** tab for the barcode in the **Serl Properties** dialog box.

If human readable text is included with the barcode, select the human readable text to display the **Font** tab for the human readable text in the **Serl Properties** dialog box.

Serial Number

Starting Number	Key the first number to use when printing serial numbers.
Increment on copies	☑ to increment the serial numbers when printing copies.
Reset at Start	☑ to restart numbering with each print run.
Suppress Leading Zeros	☑ to suppress leading zeros.
Prefix	Key a character string up to ten characters in length to print before the serial number.

Position

Text	The serial number print position.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Visible	☑ to print the serial number.
Barcode	
IMAGE	
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Width	Length of the barcode.
Height	Height of the barcode.
Visible	☑ to print a barcode. Leave this blank if a barcode is not required.
TEXT	The human readable text position.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.

Visible	☑ to print human readable text with the barcode.

Rotation

Select Rotation	▼ Select the degree of clockwise rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Font

Font	▼ Select a font style.
Size	▼ Select a font point size.
Bold, Italic	Click on **B** to use a **bold** font. Click on *I* to use an *italic* font.

Color

Select Color	▼ Select a color to use when printing the page number. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Serial Number element (SERL) in the element list.
	Colors other than black and white will print only when the destination printer is a color printer.

Format

Barcode Type	▼ Select the type of barcode to print with the serial number.
Narrow Bar Width	The width of the narrow bar. Increasing or decreasing this amount increases or decreases the width of the barcode.
Wide/Narrow Ratio	▼ Select the ratio used in conjunction with the narrow bar width to calculate the width of the wide bars. Increasing or decreasing the ratio increases or decreases the width of the barcode.
Check Digit	
Calculate	☑ to automatically calculate a check digit for the barcode.
Print	☑ to print the check digit on the document.
Apply	Click on Apply to validate the format information for the barcode.

SIGNATURE (SIG)

Signature requests a signature to be printed on checks. The signature requested must be digitized and stored on the System i or on a printer font cartridge. To add a Signature command to a check, select **Checks Only** from the **Insert** drop down menu and then select **Signature** from the **Checks Only** menu.

Signature

Image   ⊙ Select to use a signature stored on the System i.

   Signature   Key the name of the signature image or click on Browse... to display a list of available signature images.

Text   ⊙ Select to use a signature stored on a font cartridge (PCMCIA card).

   Font   ▾ Select the name of a signature font stored on a font cartridge.

   Data   Key the call data code associated with the signature font name.

Manual Check   ☑ Select to print the signature on manual checks.

Position

Position and Size

   Across   Inches in from the left side of the page.
   Down   Inches down from the top of the page.

SPOOL BARCODE (SBAR)

Select Spool Barcode ▥ on the **Design Toolbar** to convert spool data to a barcode on a document. Human readable text may be added to a spool barcode.

Source

Remove Data	Whether or not to remove the spool data used to create the barcode from the output of the merged job.
	No ⦿ Select to retain the data on the spool page. (Default)
	Yes ⦿ Select to remove the data from the spool page.
Prefix Data	Key up to ten extra characters to be automatically added to the front of the data when it is barcoded.
Suffix Data	Key up to ten extra characters to be automatically added to the end of the data when it is barcoded.
Spool Source	
Line	The line number on the spool page where the data is located. A value is automatically placed in this field when the spool data is mapped to the document.
Start Pos	Starting position of the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Length	The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document.
Repetitions	The number of lines of data to be barcoded. This produces one barcode for each line of data indicated. A value should be entered in the **Spacing** field on the **Position** tab if the value in this field is greater than 1.
Description	A user defined data name, up to 17 positions in length, for the spool barcode. The name assigned should be unique within the document and can be used later to refer to the data. Double quotes " cannot be entered in the description field. This field is required.
Include Trailing Spaces	☑ to include trailing spaces in the barcode. The number of trailing spaces added to the data is determined by the value entered in the Length field. Not valid for all barcode types.
Apply	Click on Apply to validate the data entered in the **Source** fields.

Position

Barcode Image Position The location of the point of origin for the barcode.

Across Inches in from the left side of the page.
Down Inches down from the top of the page.

Set to Spool Position ☑ one or both boxes to use the same across and/or down position as the barcode data on the spool page.

Width Width is determined by the barcode type.
Height Height of the barcode.

Barcode Text Position The coordinates for the optional human readable text associated with the barcode.

Across Inches in from the left side of the page.
Down Inches down from the top of the page.

Visible ☑ to print human readable text with the barcode.

Spacing
Vertical This field is available only if the value in the **Repetitions** field on the **Source** tab is greater than 1. The value entered here determines the spacing between multiple barcodes.

Apply Click on ⬚Apply⬚ to validate the data.

Rotation

Select Rotation ▾ Select the degree of clockwise rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Optional human readable text included with the barcode will be rotated to match the barcode.

Format

Barcode Type ▾ Select the type of barcode.

Narrow Bar Width The width of the narrow bar. Increasing or decreasing this amount increases or decreases the width of the barcode.

Wide/Narrow Ratio ▾ Select the ratio used in conjunction with the narrow bar width to calculate the width of the wide bars. Increasing or decreasing the ratio increases or decreases the width of the barcode.

Check Digit

    Calculate   ☑ to automatically calculate a check digit for the barcode.

                                Note: When printing the UCC128 barcode to an HP printer through the System i, only the MOD103 check digit is calculated. The MOD10 check digit is not calculated and must be included in the spool data retrieved for the barcode.

    Print   ☑ to print the check digit on the document.

Font

    Font   ▾ Select a font style for human readable text.

    Size   ▾ Select a font point size.

    Bold, Italic   Click on **B** to use a **bold** font.
                                 Click on *I* to use an *italic* font.

SPOOL IMAGE (SIMAG)

Select Spool Image on the **Design Toolbar** to print variable images on documents. The program generating the spool data must output the name of the image to be printed.

Images may be printed in color if the destination printer supports PCL5 color printing. Multi-color images must be in **BMP** or **GIF** format. Be aware that BMP and GIF images do not display in documents in the Archive module or in PDF files created through the ACOM Solutions PDF utility.

Single color images and black and white images should be in **PCX** format. One color images process faster than BMP and GIF images and black and white PCX images will display correctly in PDF files created through the ACOM Solutions PDF utility.

Source

Remove Data	Whether or not the merge program should remove the image name from the spool file.
No	Select if the data should be retained. Print the image name on the document. (Default)
Yes	Select if the data should be removed. Do not print the image name on the document.
Source Type	
Variable	Select if the image name appears in different locations on the spool file pages. The image name must appear on the page as **&Image&image_name** where **image_name** is the name of the image.
	When the document is merged and printed, the spool image will print on each page in the exact location where the &Image&image_name is found on the spool file page.
Fixed	Select if the image name is always in the same location on the spool file pages. The spool image will print in the same mapped location on each page of the merged document. (Default)
Spool Source	
Line	The line number on the spool page where the fixed image data is located. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited.
Start Pos	Starting position of the fixed image data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited.

Length	The number of positions occupied by the image name on the spool page. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited. Image names are limited to 8 positions.

General

Description	A user defined data name, up to 17 positions in length, for the spool image. The name assigned should be unique within the document and can be used later to refer to the data. Double quotes " cannot be entered in the description field. This field is required.

Position

Position and Size	The location of the point of origin for the image.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Set to Spool Position	☑ one or both boxes to map the image using the same across and/or down position that the image name occupies on the spool page.

Image

Download	Whether or not to download the image to the printer when the document is merged on the System i.
Yes	◉ Select to download the image to the printer's RAM storage when the document is merged with data.
No	◉ Select to send the image to the printer on each page of the print job.
External	◉ Select if the image has been downloaded and stored on the printer.
Reverse	Whether or not to print the image in a reversed format. Valid for **PCX** images only.
Yes	◉ Select to print a reverse white image on a black background.
No	◉ Select to print a normal black image on a white background. (default).
Resolution	
300 d.p.i.	◉ Select if the destination printer has a resolution of 300 dots per inch.

600 d.p.i.   ⊙ Select if the destination printer has a resolution of 600 dots per inch.

Color

Select Color   ▾ Select a color to use when printing a **PCX** image. Colors other than black and white will not display in EZDesigner/400. The selected color will print from the System i on a supported PCL5 color printer.

White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Spool Image element (SIMAG) in the element list.

SPOOL TEXT (STEXT)

Select Spool Text **Hb** on the **Design Toolbar** to map spool data to a document as text.

Source

Spool Source

Line	The line number on the spool page where data is located. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited.
Start Pos	The first position occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited.
Length	The number of positions occupied by the data on the spool page. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited.
Repetitions	The number of spool data lines to map to the document. A value is automatically placed in this field when the spool data is mapped to the document but it can be edited.

General

Edit	An optional edit code to apply to the spool data. Click on to select an edit code.
Fill Length	The number of positions to fill when using asterisk fill (edit code WC or WD).
Description	A user defined data name, up to 17 positions in length, for the spool text. The name assigned should be unique within the document and can be used later to refer to the data. Double quotes " cannot be entered in the description field. This field is required.
Manual Check	☑ to allow information from this field to be included on a manual check. (Valid on checks only.)

Type — The action to be performed on the spool data.

Copy	to copy data to the document and retain it on the spool page.
Move	to move data to the document and remove it from the spool page.
Delete	to delete data to from the spool page.
None	to assign a data name in the **Description** field without placing the data on the document.

Position

Position	The location of the point of origin for the text.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.
Set to Spool Position	☑ one or both boxes to map the data using the same across and/or down position that the data occupies on the spool page.

Font

Font	▼ Select a font style. Only HP/laser printer fonts are supported.
Size	▼ Select a font point size.
Bold, Italic, Underline	Click on **B** to use a **bold** font. Click on *I* to use an *italic* font. Click on <u>U</u> to <u>underline</u> the text.

Rotation

Select Rotation	▼ Select the degree of clockwise text rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Color

Select Color	▼ Select a color to use when printing the text. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Spool Text element (STEXT) in the element list.
	Colors other than black and white will print only when the destination printer is a color printer.

Shade

Shade	Amount of shading to use when printing the text.
	Click on ▼ to display the shade selector bar.
	Slide the △ up or down the bar to increase or decrease the shade percent.

Shade: 36 ▼ %

Alignment

Text Alignment How to position the text in the text box.

Align Left ⊙ select to align the text with the left margin of the text box.

Align Center ⊙ select to align the text in the center of the text box.

Align Right ⊙ select to align the text with the right margin of the text box.

```
LEFT                        CENTER                      RIGHT
```

Text Spacing

Line Spacing The amount of space between lines of text. Key a value here to use custom line spacing.

Presets Accept [6 lines per inch] (default) or click on [8 lines per inch] to use a pre-defined value for line spacing.

Units Select ⊙ **Inches** or **Centimeters** as the unit of measure.

TEXT (TEXT)

Select Text **Ab** on the **Design Toolbar** to add text to a document.

Position

Position and Size	The location of the point of origin for the text.
Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.

Font

Font	▾ Select a font style. Only HP/laser printer fonts are supported.
Size	▾ Select a font point size.
Bold, Italic, Underline	Click on **B** to use a **bold** font. Click on *I* to use an *italic* font. Click on <u>U</u> to <u>underline</u> the text.
Shadow	☑ to print the text with a shadow behind it. Valid for Helvetica and Times Roman fonts only.

Rotation

Select Rotation	▾ Select the degree of clockwise text rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

Color

Select Color	▾ Select a color to use when printing the text. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Text element (TEXT) in the element list. Colors other than black and white will print only when the destination printer is a color printer.

Shade

Shades	Amount of shading to use when printing the text.
	Click on ▼ to display the shade selector bar.
	Slide the △ up or down the bar to increase or decrease the shade percent.

Shade: 36 ▼ %
△

Alignment

Text Alignment	How to position the text in the text box.
Align Left	⊙ select to align the text with the left margin of the text box.
Align Center	⊙ select to align the text in the center of the text box.
Align Right	⊙ select to align the text with the right margin of the text box.

LEFT   CENTER   RIGHT

Text Spacing

Line Spacing	The amount of space between lines of text. Key a value here to use custom line spacing.
Presets	Accept 6 lines per inch (default) or click on 8 lines per inch to use a pre-defined value for line spacing.
Units	Select ⊙ **Inches** or **Centimeters** as the unit of measure.

General

Format Code   Available only when mapping data file text. Click on [...] to open the Select Edit Code dialog box and browse for an edit code.
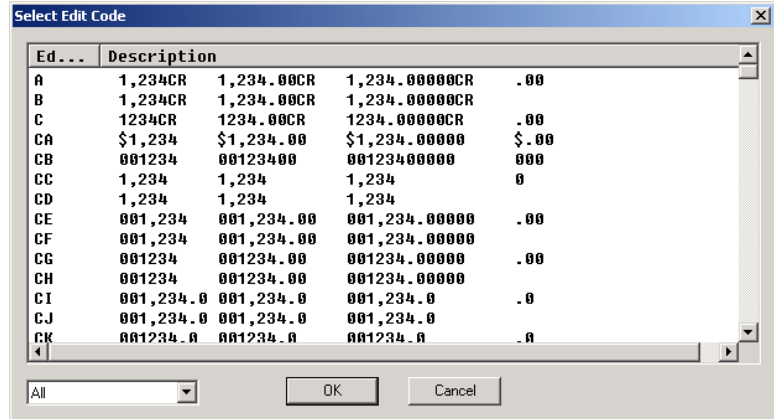
All edit codes are listed when the box opens. To limit the number of edit codes displayed in the list, click on [▼] in the lower left part of the box.
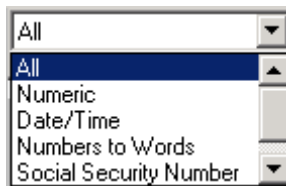
Select an edit code category from the drop down list. Only the edit codes for that category will be displayed.

TIME (TIME)

Select **Time** from the **Insert** drop down menu to print the System i time on a merged document.

| Time Settings |

    Format Code   The edit code designating the time format. Formats flagged with an * require a user defined separator. Click on ⬚⬚⬚ to select an edit code.

    Separator   The character to print between time elements in formats requiring a user defined separator. The separator can be a:

        /   forward slash
        -   dash
        .   period
        ,   comma
            space

| Position |

    Across   Inches in from the left side of the page.
    Down   Inches down from the top of the page.

| Font |

    Font   ▼ Select a font style.

    Size   ▼ Select a font point size.

    Bold, Italic   Click on **B** to use a **bold** font.
                             Click on *I* to use an *italic* font.

| Rotation |

    Select Rotation   ▼ Select the degree of clockwise rotation: 0, 90, 180 or 270 degrees. Valid only for printers that support rotated printing.

| Color |

    Select Color   ▼ Select a color to use when printing the date. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Time element (TIME) in the element list.

                           Colors other than black and white will print only when the destination printer is a color printer.

VERTICAL LINE (VLINE)

Select ✎ on the **Design Toolbar** to draw vertical lines on a document.

Position

| **Position and Size** | The location of the point of origin for the line and the length of the line. |

Across   Inches in from the left side of the page.
Down   Inches down from the top of the page.

Height   Length of a vertical line.

Repeat Horizontal
 Count   Number of times to print the line across the page.
 Spacing   Number of inches to leave between repeated lines.

Repeat Vertical
 Count   Number of times to print the line down the page.
 Spacing   Number of inches to leave between repeated lines.

Border

Thickness   Line thickness, from **.**01 to **.**999 inches.

Line Type   Select solid (default) or dashed.

Color

Color   ▾ Select a color to use when printing the line. White must have a darker area in another color behind it to appear on the page. The element creating the darker area must come before this Vertical Line element (VLINE) in the element list.

       Colors other than black and white will print only when the destination printer is a color printer.

Shade

Vertical lines repeated horizontally across a page can be shaded in every other space.
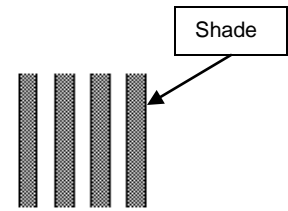
No Filling

Do not shade in the spaces between alternate repeated lines. This is the default.

Shades

Amount of shading to print between alternate repeated lines.

Click on ▾ to display the shade selector bar.

Slide the △ up or down the bar to increase or decrease the shade percent.

Shade: 36 ▾ %
△
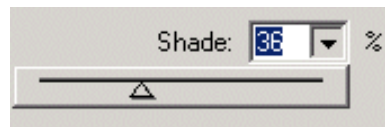
VOID (VOID)

VOID prints a user defined message in the signature area of any check(s) that should not be processed by the bank. A separate message may be defined for the check and the check copy. There can be only one **VOID** element per check.

The **VOID** command **must be conditioned**. If it is not conditioned, the VOID message will print on every merged document. The program generating the spool file data must output something on the spool data page indicating that the check should be voided: a check amount of 0.00, or ****, or the word void, for example. The command can then be conditioned to print when that value occurs on a spool page.

The **VOID** command also creates the void indicator in Positive Pay. It must be included in the check command and conditioned as explained above if you use Positive Pay and your financial institution requires a void indicator in the Positive Pay report.

To add a Void command to a check, select **Checks Only** from the **Insert** drop down menu and then select **Void** from the **Checks Only** menu.

Void Command

Data for Check	The message or data to print on the check. Up to 40 characters may be entered. The data will print from the System i as 2 lines of 20 characters each.
	Data on the second line prints directly below the first line. The value in the **Line Spacing** field (on the **Text Spacing** tab) determines the space between the message lines.
Data for Copy	The message or data to print on the copy. The data will print from the System i as 2 lines of 20 characters each.
	Data on the second line prints directly below the first line. The value in the **Line Spacing** field (on the **Text Spacing** tab) determines the space between the message lines.

Position

Position and Size

Across	Inches in from the left side of the page.
Down	Inches down from the top of the page.

> **Font**

Font	▾ Select a font style.
Size	▾ Select a font point size.
Bold, Italic, Underline	Click on **B** to use a **bold** font. Click on *I* to use an *italic* font.

> **Shade**

Shades   Amount of shading to use when printing the text.
Click on an option to select it.
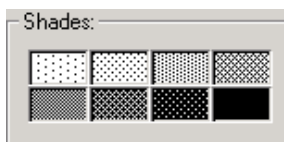
> **Text Spacing**

Line Spacing   The amount of space between lines of the message.
Key a value here to use custom line spacing.

Presets   Accept ⬚ 6 lines per inch (default) or click on
⬚ 8 lines per inch to use a pre-defined value for line
spacing.

Units   Select ⦿ **Inches** or **Centimeters** as the unit of
measure.

This page intentionally left blank.

CHAPTER 7
FILE TRANSFER UTILITY

INTRODUCTION

The ACOM Solutions File Transfer Utility (FTU) uploads and downloads files between the PC and the System i. It works with ACOM Solutions EZDesigner/400 Graphical User Interface software only. It cannot be used with any other product. The FTU is a stand alone application and does not require System i emulation software to function.

This chapter explains:

- Starting the File Transfer Utility
- Uploading documents to the System i (Put Documents)
- Uploading images to the System i (Put Images)
- Downloading documents from the System i (Get Documents)
- Downloading field definitions from the System i (Get Field Definitions)
- Downloading spool files from the System i (Get Spool Files)
- FTP save files
- Setting up the FTU

START THE FILE TRANSFER UTILITY

To start the file transfer utility from EZDesigner/400:

1. Click on **File** on the **Menu Bar**.

2. Click on **File Transfer** to open the FTU.

To start the file transfer utility from outside EZDesigner/400:

1. Click on .

2. Click on **Programs**.

3. Click on **ACOM Solutions**.

4. Click on **File Transfer Utility**.

UPLOAD DOCUMENTS TO THE SYSTEM i – PUT DOCUMENTS

Be sure that the document to be uploaded is not open in the GUI. To upload a form, check or label from the PC to the System i:

1. Start the File Transfer Utility software.

2. Select the **Put Documents** tab.
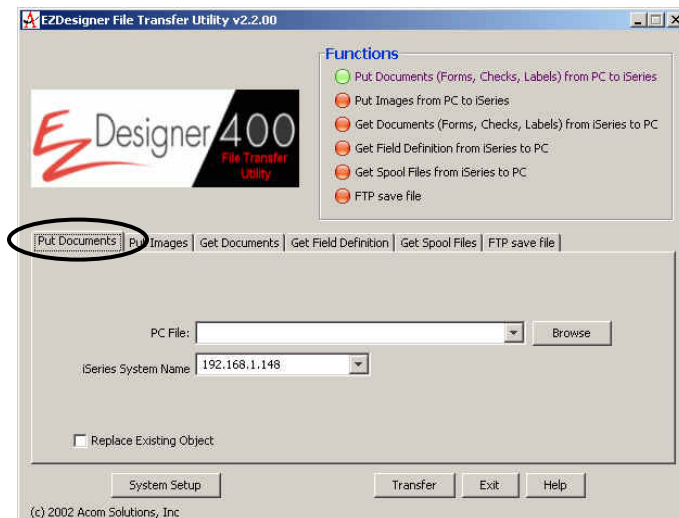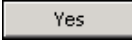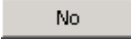
3. Key the path to the PC file including the file name in the **PC File** field or click on Browse to browse for a document.
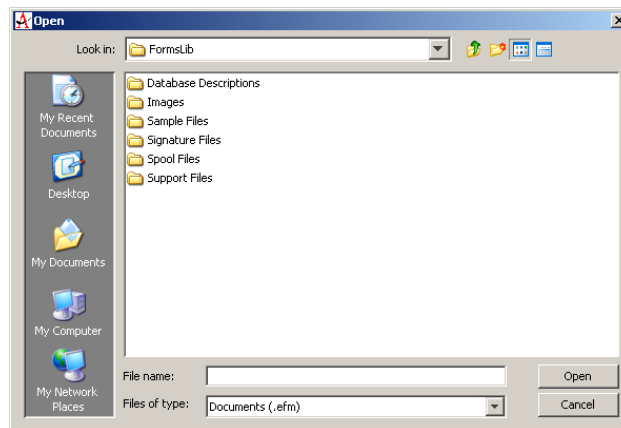
When browsing for a document be sure that the **Files of type** field is set to **Documents (.efm)**.

4. Highlight a document and click on Open to return to the main FTU window. The path to the selected file is displayed in the **PC File** field.

5. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on ▼ and select a different system.

6. Click on [Transfer] to begin the file transfer.

7. If a message displays stating that an object on the System i having the same name as the uploaded object will be replaced click on [Yes] to continue or [No] to end the transfer process.

   Select ☑ **Replace Existing Object** on the File Transfer Utility screen to automatically replace an object with the same name to prevent this message from appearing during file transfers.

8. Click on [OK] when the message "Transfer completed successfully" displays.

UPLOAD IMAGES TO THE SYSTEM i – PUT IMAGES

BMP, **GIF** and **PCX** images may be uploaded to the System i. When images are uploaded through the File Transfer Utility they are automatically converted to a format that is compatible with the ACOM Solutions software.

Important! If you use the **Selected Access** security feature in the ACOM Solutions System i software be aware that in order to upload images:

user **QUSER** must be present in the list of users defined in the Utilities **Define Users** function and

the **Selected Access** set up screen for the **Utilities** module must have a **Y** in the **W/W/IMAGE Add** field for user **QUSER**.

Refer to the **Utilities Manual** for detailed information about creating a user profile and working with Selected Access.

To upload an image to the System i:

1. Start the File Transfer Utility software.

2. Select the **Put Images** tab.
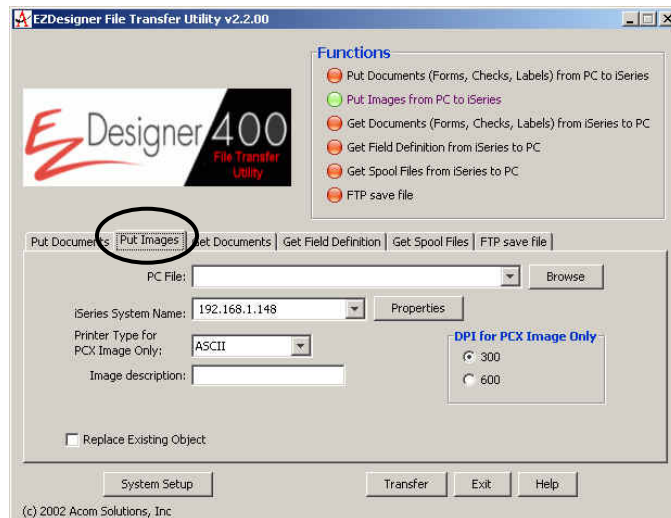
3. Key the path to the image including the image name in the **PC File** field or click on ⬚Browse⬚ to browse for an image.
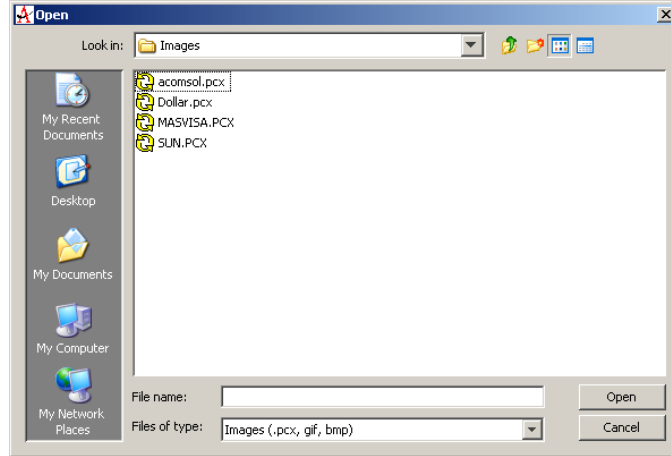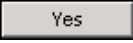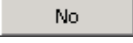
When browsing for an image be sure that the **Files of Type** field is set to **Images (.pcx, gif, bmp)**.

4. Highlight a file and click on [Open] to return to the main File Transfer Utility window. The path to the selected file is displayed in the **PC File** field.

   Note: An image with a name that contains an underscore (_) cannot be uploaded. Remove any underscores from the image name before executing an upload.

5. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on [▼] and select a different system.

6. Change the **Printer Type for PCX Image Only** field from the default of ASCII to Zebra or Datamax if the image will be printed on a Zebra or Datamax printer.

7. If necessary, change the **DPI** selection for a **PCX** image from the default of 300 to 600.

8. Key an **Image description** to identify the image on the System i.

9. Click on [Transfer] to begin the file transfer.

   If a message displays stating that an object on the System i having the same name as the uploaded object will be replaced click on [Yes] to continue or [No] to end the transfer process.

   Select ☑ **Replace Existing Object** on the File Transfer Utility screen to automatically replace an object with the same name to prevent this message from appearing during file transfers.

10. When uploading **BMP** and **GIF** images the following dialog box displays:

> **Output Queue for the BMP or GIF Image**
>
> Enter the name of the Output Queue and
> it's Library that you will be printing the image to.
> The Output Queue and Library must already be
> defined in the ACOM software on the AS/400 with
> a printer driver type of *HP-PCL.
>
> Output Queue   [ ]
>
> OQ Library   [*LIBL]
>
> [OK]   [Cancel]
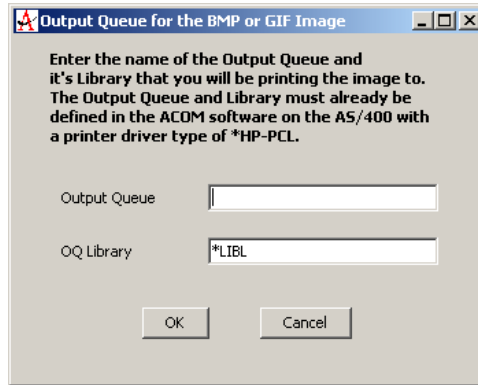
Enter the name of the output queue that the image will be printed to, for example HPCL4500, and the library where the output queue is located. The output queue and library must already be defined in the ACOM Solutions software on the System i.

Click on [OK] to continue or [Cancel] to end the transfer process.

11. Click on [OK] when the message "Transfer completed successfully" displays.

DOWNLOAD DOCUMENTS TO THE PC – GET DOCUMENTS

Be aware that a document is locked on the System i when it is downloaded to a PC. The lock is released when the document is uploaded back to the System i.

The lock can also be removed via the check in feature on the System i by the owner of the document or by a user with ACOM Solutions software *Master level security.

Fonts in a document downloaded from the System i that are not available to EZDesigner/400 are considered "unknown" fonts. Unknown fonts are marked by a strikethrough in EZDesigner/400 as a warning that the font is not available. To turn off the unknown font warning go to **Tools>Options** in EZDesigner/400 and select ✔ **Hide unknown font warning**. The strikethrough will not appear when the warning is turned off.

Note: Downloaded documents that were not created in EZDesigner/400 may require slight adjustments to TEXT and STEXT down coordinates the first time the documents are opened in EZDesigner/400.

To download documents from the System i to the PC:

1. Start the File Transfer Utility software.

2. Click on the **Get Documents** tab.
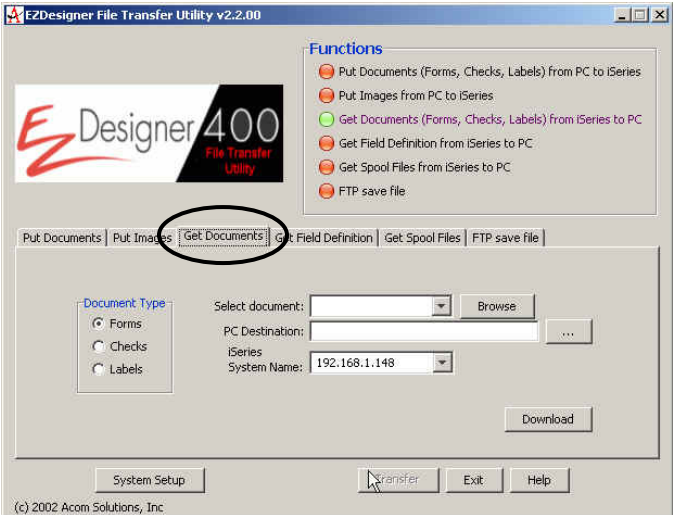
3. Select ⊙ a **Document Type**: Forms, Checks or Labels.

   Note: When downloading labels, only HP compatible labels will be available for selection. Thermal labels cannot be downloaded to the PC.

4. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on ▼ and select a different system.

5. A destination folder for the document must be displayed in the **PC Destination** field. Key a path in the field or click on [···] to browse for a folder.
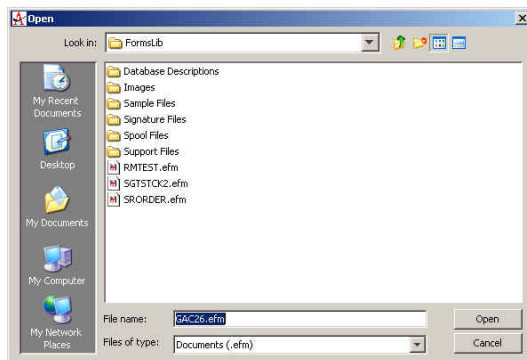
Highlight a destination folder 🗀 and click on [Open] to return to the main FTU window. The path to the selected folder is displayed in the **PC Destination** field.

IMPORTANT: When browsing for a destination be aware that selecting a document 🗎 instead of a folder 🗀 can result in overwriting that document on the PC (see step 7 below).

6. Key a document name in the **Select Document** field or click on [Browse] to browse for a document on the System i.
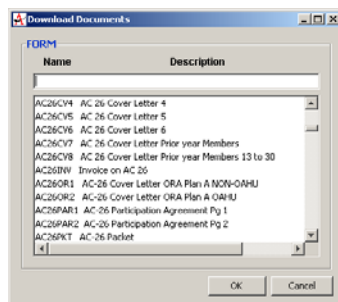
Locate a document by scrolling through the document list or key a document name in the **Name** field to display a specific document at the top of the list.

Click on a document in the list to highlight it and then click on [OK]. The document name will be displayed in the **Select Document** field.

7. Click on [Download] to download the selected document.

If a document with that name already exists on the PC, a message will display asking if the existing document should be overwritten. Click on [Yes] to continue and overwrite the document or click on [No] to cancel the download.

8. Click on [OK] when the "Download Successful" message displays.

DOWNLOAD FIELD DEFINITIONS TO THE PC – GET FIELD DEFINITIONS

To download field definitions from the System i to the PC:

1. Start the File Transfer Utility software.
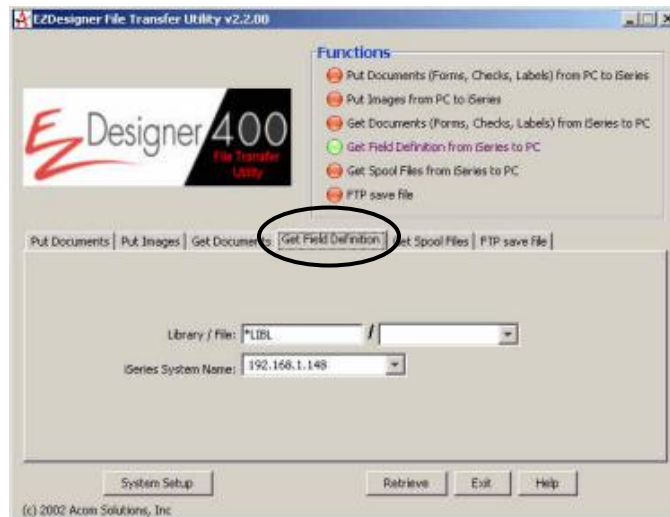
2. Select the **Get Field Definition** tab.

3. Key the System i library and the name of the file to retrieve in the **Library/File** field.

4. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on ▼ and select a different system.

5. Click on Retrieve to display the file preview screen.

    If the file has been previously downloaded the message "This file has been downloaded previously. Do you wish to continue?" displays. Click on Yes to continue and display the file preview window or No to end the transfer process.

6. When the preview window opens click on [Save] to save the file on the PC or on [Cancel] to exit without saving the file.
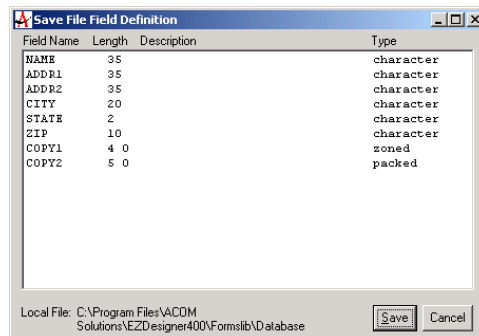
7. Click on [OK] when the **File Saved** message displays.

DOWNLOAD SPOOLED FILES TO THE PC – GET SPOOL FILES

A single page of a spool file can be downloaded from the System i.
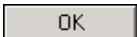
To download a spool file page:

1. Start the File Transfer Utility software.

2. Click on the **Get Spool Files** tab.
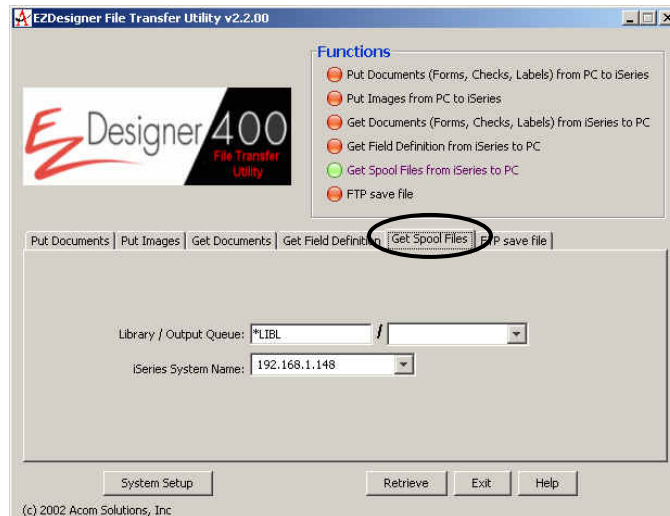
3. Key the name of the System i library and the output queue containing the spool file in the **Library/Output Queue** fields.

4. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on ▼ and select a different system.

5. Click on Retrieve to display a list of the *SCS spooled files in the output queue. *USERASCII spooled files do not appear in the list.
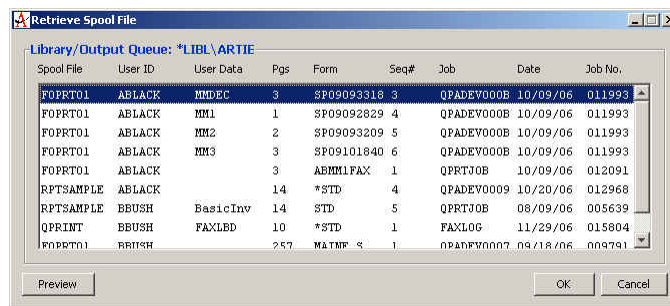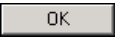
6. Click on a spool file to select it.

7. Click on Preview to view the spool file contents or on OK to go directly to the **Download Spooled File** dialog box. If you do not know which spool file page to download it might be helpful to preview the file to decide on a page.

8. Change the values in the **Download Spool File** dialog box if necessary.
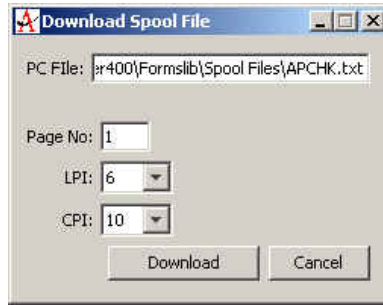
> **PC File**   The name to assign to the file on the PC.
>
> **Page No:**   The spool file page to transfer. Use the page number notations shown on the Preview window to select the page to be transferred.
>
> **LPI:**   Click on the ⏷ to select a different lines per inch value.
>
> **CPI:**   Click on the ⏷ to select a different characters per inch value.

9. Click on the **Download** to download the selected spool file page.

10. Click on **OK** when the "Download successful" message displays.

FTP SAVE FILES

This function is for the benefit of clients who utilize the services of ACOM Solutions' Professional Services department. Use this functionality to transfer save files to the System i when we email a save file containing a custom designed document and/or images.

Save files may also be transferred from a System i to a PC using this feature. **Only** save files may be transferred. It is not possible to successfully download physical files, spool files or any other type of file.

Note: When transferring a save file from a System i to a PC, if the file named in the **PC File** field is an existing file, its contents will be replaced. If the file does not exist it will be created. The destination PC file will always be assigned an extension of **.sav**.

PC to System i

To FTP a save file from the PC to the System i:

1. Start the File Transfer Utility software.

2. Select the **FTP save file** tab.
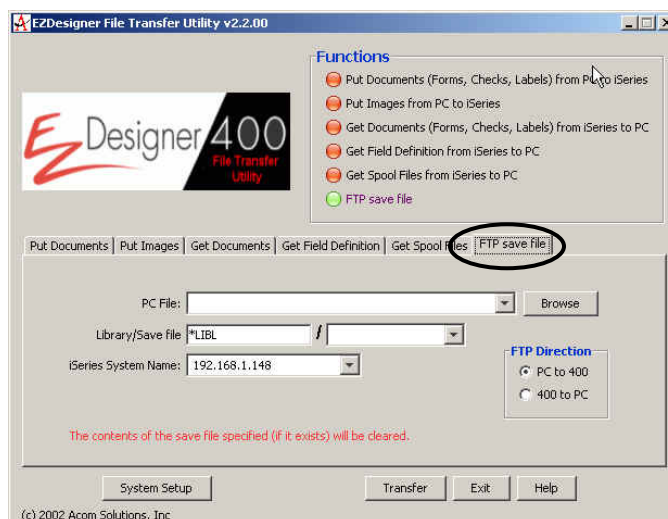
3. Select **PC to 400** in the **FTP Direction** field.

4. Key a file path including the save file name in the **PC File** field or click on **Browse** to browse for a save file.
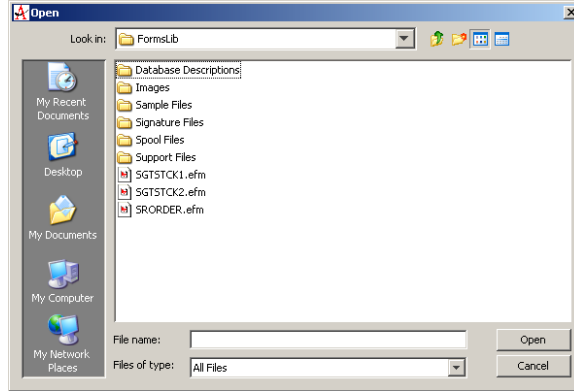
When browsing for a file be sure that the **Files of Type** field is set to **All Files**.

Highlight a file and click on [Open] to return to the main window. The path to the selected file is displayed in the **PC File** field.

5. Key a System i library and save file name in the **Library/Save File** fields.

6. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on [▼] and select a different system.

7. Click on [Transfer] to transfer the file to the System i.

System i to PC

To FTP a save file from the System i to the PC:

1. Start the File Transfer Utility software.

2. Select the **FTP save file** tab.
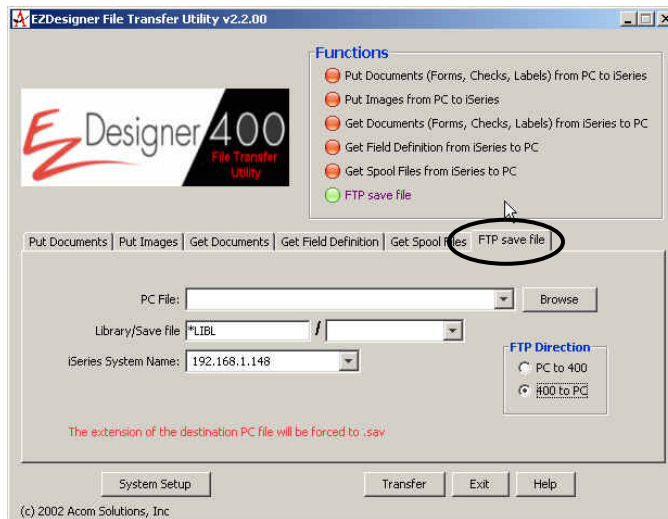
3. Select ⊙ **400 to PC** in the **FTP Direction** field.

4. Key a path for the save file in the **PC File** field or click on Browse to browse for a path.

5. Verify that the correct System i name (or IP address) is displayed in the **iSeries System Name** field. If it is not, click on ▼ and select a different system.

6. Key the name of the System i library containing the save file and the save file name in the **Library/Save file** fields.

7. Click on Transfer to begin the file transfer.

FTU SET UP

At least one System i must be configured in the File Transfer Utility in order to transfer files.
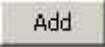
To enter System i information:

1. Start the File Transfer Utility.
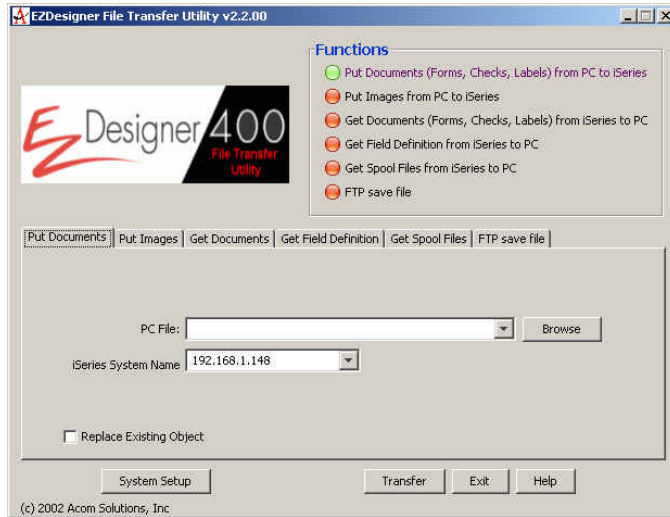
2. Click on **System Setup** to open the **System Info** dialog box.
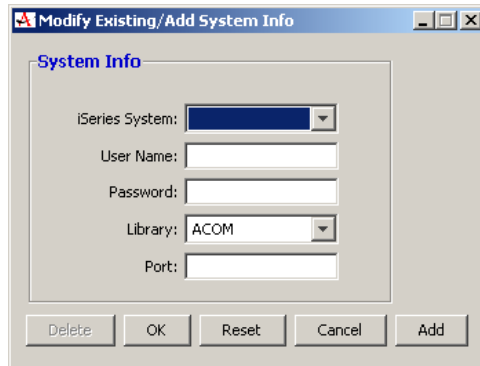
3. Click on Add to open the **Setup** dialog box.

iSeries System Setup

Enter your iSeries system name,
user name and password here.

System Name: [　　　　　]
User Name: [　　　　　]
Password: [　　　　　]
Library: [ACOM ▼]
Port: [21]

[OK] [Reset] [Cancel] [Help]
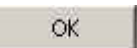
Complete the fields:
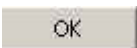
System Name The System i name or IP address.

User Name A System i user ID. Only one System i user may be set up for each System i configured in a File Transfer Utility installation.

Password The User's System i password.

Port This field defaults to 21. Do not change it unless instructed to do so by your IT Administrator.

4. Click on OK. The system will validate the information and the message "System information entered successfully" will display if the information is correct.

An error message displays if the information is not valid. Correct the information and click on OK.

Repeat the process if additional Systems i should be added to the configuration.

This page intentionally left blank.

APPENDIX A
MANUAL UPLOADS AND DOWNLOADS

INTRODUCTION

The file transfer utility included with EZDesigner/400 is an FTP based utility. Documents can be transferred manually if you are not able to FTP files to and from the System i.

These instructions explain how to manually:

- upload and convert a document created in EZDesigner/400
- convert and upload a PCX file containing an image or signature
- download a document
- download data file field definitions
- download a spool file

MANUALLY UPLOAD DOCUMENTS TO THE SYSTEM i

These instructions explain how to upload and convert a document created in EZDesigner/400 for use with the EZeDocs/400 or EZPayManager/400 software on the System i.

Transfer the file to the System i

Use any file transfer facility to transfer the document from the PC into the **FOCNVRT** file in the ACOM library on the System i. The file must be converted to **ASCII Text** format during the upload to the System i and copied to a new member that has the same name as the PC file without the file extension. See syntax example below:

put c:\progra~1\acomso~1\ezdesi~1\formslib\yourfile.efm acom/focnvrt.yourfile

Convert the document on the System i

After the document has been uploaded to the System i it must be converted for use by EZeDocs/400 or EZPayManager/400. To convert the document on the System i:

1. On a command line key **CALL FO600AC**

2. Press **F4** to display the **Call Program** screen.

```
                         Call Program (CALL)

 Type choices, press Enter.

 Program  . . . . . . . . . . . . > FO600AC        Name
   Library  . . . . . . . . . . .     *LIBL        Name, *LIBL, *CURLIB
 Parameters . . . . . . . . . . .     _____
_____                                _____
                  + for more values   _____

_____









                                                                 Bottom
 F3=Exit    F4=Prompt    F5=Refresh    F12=Cancel    F13=How to use this display
 F24=More keys
```

3. Key **+** in the **Parameters** field and **<ENTER>** to display the **More Values** parameter screen.

```
                  Specify More Values for Parameter PARM

Type choices, press Enter.

Parameters . . . . . . . . . . .    _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____
                                                               More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

4. Key the following parameters. Tab to a new line for each parameter.

      Document_Name   Key the name of the document.

      Document_Type   Key the document type. Use:

            OF   for forms.
            OC   for checks.
            OL   for labels.

      User_Name   Key your user name.

      '_'   Blank parameter. Key exactly as shown.

5. **<ENTER>** to display the **Call Program** screen showing all parameters.

```
                      Call Program (CALL)

Type choices, press Enter.

Program  . . . . . . . . . . . . > F0600AC____     Name
  Library  . . . . . . . . . . .     *LIBL_____     Name, *LIBL, *CURLIB
Parameters . . . . . . . . . . . > BMGUIDE
_____                            > OF
_____                            > SGREEN
_____        + for more values > '_'
_____



                                                              Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

6. **<ENTER>** to convert the document. The document can be edited and printed on the System i when the conversion is complete.

MANUALLY UPLOAD PCX IMAGES TO THE SYSTEM i

These instructions explain how to manually convert and upload a PCX file containing an image or signature into the EZeDocs/400 or EZPayManager/400 software on the System i.

When working with images for Datamax printers, be aware that the image must be rotated 180 degrees. This can be accomplished by using the **Flip Vertical** command in your scanner software. If your scanner software does not support the Flip Vertical command, scan the image upside down.

Note: The image conversion program requires that your original PCX file be a black and white format. Color and gray scale images are not supported.

Convert the PCS File

The PCX file must be converted to a System i ASCII file.

1. Click on ![Start].

2. Click on **Run** to open the **RUN** dialog box.

3. Key the following: (see syntax example on the next page)

   rpcx.exe Input_file Output_file Rec_Len Image_Type Quiet DPI

rpcx.exe	The path to **rpcx.exe**. This file is shipped with the EZDesigner/400 software. It is located in the File Transfer folder. The path can be up to 60 positions in length and should be enclosed in double quotes " ". Use DOS 8.3 naming conventions when keying it.
Input_File	The path to the PCX image file to convert. This path can be up to 60 positions in length. Use DOS 8.3 naming conventions when keying it.
Output_File	The name to assign to the converted image. If a path is not indicated, the file will be placed in the same folder as rpcx.exe. If a path is used, it can be up to 60 positions in length. Use DOS 8.3 naming conventions when keying it.

   Suggested file extensions are:

   .ASC   ASCII
   .ZEB   Zebra Thermal
   .DMX   Datamax.

Rec_Len	The record length of the output file. Use the following to indicate the record length:	

> **128** ASCII
> **64** ZEBRA
> **64** DATAMAX

Image_Type The type of image being converted. Use the following **UPPERCASE** parameters to identify the image type:

> **H** ASCII,
> **E** Zebra
> **E** Datamax.

Quiet This parameter allows you to see diagnostic messages on the screen while the conversion program runs. Specify **Y** to suppress the messages.

DPI Dots per inch. Specify:

> **3** 300 dpi
> **6** 600 dpi.
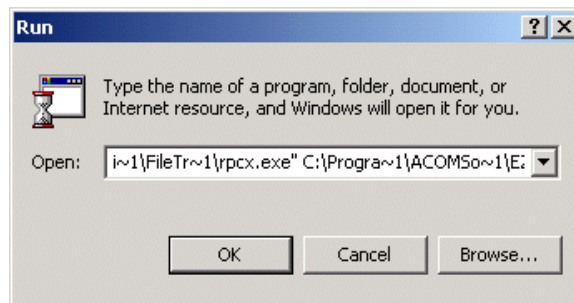
Example:

"C:\Progra~1\ACOMSo~1\EZDesi~1\FileTr~1\rpcx.exe"
C:\Progra~1\ACOMSo~1\EZDesi~1\FormsLib\Images\image.pcx image.asc 128 H Y 3

Transfer the Converted Image

Use any file transfer facility to transfer the converted image to the System i. Specify **NO CONVERSION** on the file format during the upload to the System i. The file is already in the System i file format.

Create a new member that has the same name as the PC file name without the file extension. The file names for the upload are:

FOIMAGEA	ASCII
FOIMAGEZ	ZEBRA
FOIMAGEZ	DATAMAX

See syntax example below:

put c:\progra~1\acomso~1\ezdesi~1\filetr~1\yourfile.asc acom/foimagea.yourfile

ADDIMG

Execute the ADDIMG command to make the PCX image accessible to the EZeDocs/400 and EZPayManager/400 software.

1. On a command line key **ADDIMG**

2. **<ENTER>** to display the **Add Image to Software** screen.

```
                    Add Image to Software (ADDIMG)

 Type choices, press Enter.

 Image name . . . . . . . . . .   _____        Character value
 Type . . . . . . . . . . . . .   _____        *ASCII, *EBCDIC, *ZEBRA...
 Text . . . . . . . . . . . . .   _____




                                                                    Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
 F24=More keys
```

3. Key the following parameters:

   Image Name   The name of the uploaded PCX image.

   Type   The image type:

                         *ASCII
                         *ZEBRA
                         *DATAMAX

   Text   A brief description of the image.

4. **<ENTER>** to add the PCX image. The image or signature can now be printed from the EZeDocs/400 or EZPayManager/400 software.

MANUALLY DOWNLOAD DOCUMENTS TO A PC

These instructions explain how to download a document created in EZeDocs/400 or EZPayManager/400 software on the System i to a PC for use in EZDesigner/400.

Convert the document on the SYSTEM i

The document must be converted to a format compatible with EZDesigner/400. To convert the document on the System i:

1. On a command line key **CALL FO601AC**

2. Press **F4** to display the **Call Program** screen.

```
                         Call Program (CALL)

 Type choices, press Enter.

 Program  . . . . . . . . . . . . > FO601AC      Name
   Library  . . . . . . . . . . .    *LIBL       Name, *LIBL, *CURLIB
 Parameters . . . . . . . . . . .   _____
_____
                + for more values    _____
_____




                                                                      Bottom
 F3=Exit    F4=Prompt    F5=Refresh    F12=Cancel   F13=How to use this display
 F24=More keys
```

3. Key **+** in the **Parameters** field.

4. **<ENTER>** to display the **More Values** parameter screen.

```
              Specify More Values for Parameter PARM

Type choices, press Enter.

Parameters . . . . . . . . . . .    _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____
_____                              _____



                                                                  More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

5. Key the following parameters. Tab to a new line for each parameter.

> **Document_Name**   Key the name of the document.
>
> **User_Name**   Key your user name.
>
> **'_'**   Blank parameter. Key exactly as shown.

6. **<ENTER>** to display the **Call Program** screen showing all parameters.

```
                         Call Program (CALL)

Type choices, press Enter.

Program  . . . . . . . . . . . . > F0601AC____    Name
  Library  . . . . . . . . . . .     *LIBL_____   Name, *LIBL, *CURLIB
Parameters . . . . . . . . . . . > MYDOC_____
_____
                               > SGREEN_____
_____
              + for more values > '_'_____
_____




                                                                  Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

7. **<ENTER>** to convert the document and place it in **FOCNVRT**. The
    converted document will have the same name as the original document.

Download the Document to the PC

Use any file transfer facility to convert the file to ASCII Text format and download it to the PC with a file name extension of **.efm**. See syntax example below:

get acom/focnvrt.yourfile c:\Progra~1\ACOMSo~1\EZDesi~1\FormsLib\yourfile.efm

MANUALLY DOWNLOAD FILE FIELD DEFINITIONS TO A PC

The following procedures explain how to manually download data file field definitions from the System i to the PC for use in EZDesigner/400.

Create a Member

To create a member containing a list of field names:

1. On a command line key **CALL FO870PC**
2. Press **F4** to display the **Call Program** screen.

```
                           Call Program (CALL)

 Type choices, press Enter.

 Program  . . . . . . . . . . . . >  FO870PC      Name
   Library  . . . . . . . . . . .      *LIBL        Name, *LIBL, *CURLIB
 Parameters . . . . . . . . . . .   _____
 _____
                    + for more values   _____
 _____




                                                                   Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
 F24=More keys
```

3. Key the following information:

   Library   The location of the program FO870PC, either
                        *LIBL or ACOM.

   Parameters   Two parameters are required: the library containing
                        the field definition file and the file containing the
                        field definitions.

4. **<ENTER>** to create a member in **FOFFDABV2**. The member will have the same name as the original file and will contain a list of field names.

Download the Member to the PC

Use any file transfer facility to transfer the member from the System i to the PC. The file must be converted to **ASCII Text** during the download and have a file name extension of **.dds**. See syntax example below:

get acom/foffdabv2.yourfile c:\Progra~1\ACOMSo~1\EZDesi~1\FormsLib\Databa~1\yourfile.dds

When the download is complete, select **Link to Database Source** from the **EZDesigner/400 Options** menu to link to the file.

MANUALLY DOWNLOAD A SPOOL FILE TO A PC

The following procedures explain how to manually download a spool file from the System i to the PC for use in EZDesigner/400.

Copy the Spool File

The spool file must be copied to the database file OUTPUT in library ACOM using the spool file attributes of the spool file to be downloaded. The spool file attributes can be viewed by selecting the Attributes option on the Work with Output Queue screen (WRKOUTQ xxxxxxx).

To copy the spool file:

1. On a command line within the EZeDocs/400 or EZPayManager/400 software key **FOCPYSPL**

2. Press **F4** to display the **Copy spool file to DB file** screen.

```
                    Copy spool file to DB file (FOCPYSPL)

 Type choices, press Enter.

 Spooled file . . . . . . . . .    _____      Name
 To data base file  . . . . . .                    Name
   Library  . . . . . . . . . .    *LIBL           Name, *LIBL, *CURLIB
 Job name . . . . . . . . . . .    *CURRENT        Name, *CURRENT
   User . . . . . . . . . . . .    _____      Name
   Number . . . . . . . . . . .    _____          000000-999999
 Spooled file number  . . . . .    *ONLY           1-999999, *ONLY, *LAST
 To member  . . . . . . . . . .    *FIRST          Name, *FIRST
 Page number  . . . . . . . . .    1               1-9999
 Lines per inch   . . . . . . .    ____            3, 4, 6, 7.5, 7,5, 8, 9, 12
 Characters per inch  . . . . .    ____            5, 10, 12, 13.3, 13,3, 15...




                                                                    Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
 F24=More keys
```

3. Complete the fields:

Spooled file	The name of the spool file to copy
To data base file	OUTPUT
Library	ACOM
Job Name	The name of the job that created the spool file.
User	The user name associated with the job that created the spool file.
Number	The job number assigned to the spool file.

Spooled file number The number assigned to the spool file.

To member *FIRST

Page number The spool file page number to copy.

Lines per inch The spool file lines per inch.

Characters per inch The spool file characters per inch.

4. **<ENTER>** to copy the spool file to the database file.

Download the Spool File

Use any file transfer facility to translate the file into **ASCII Text** and download it to the **\Program Files\ACOM Solutions\EZDesigner400\FormsLib\Spool Files** directory with a file name extension of **.txt**. See syntax example below:

get acom/output c:\progra~1\acomso~1\ezdesi~1\formslib\spoolf~1\yourfile.txt

When the download is complete, select **Link to Spool File** from the **EZDesigner/400 Options** menu to link to the file.

Index

Index