



Module Word

Template Guide

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Introduction to Papirus

Papirus is a unique off-the-shelf software package providing comprehensive output management solutions for AS/400. Papirus offers on-line connectivity between AS/400 applications and MS-Office applications running under the Windows operating system on a personal computer. By integrating the organizational management and data processing capabilities of the AS/400 with the advanced graphic capabilities of the popular Microsoft Word processor, Papirus enables the organization to achieve a new level in documents quality.



In addition to the improvements in printing capabilities, Papirus enables the routing of the reshaped documents to any of the PC network printers, sends them out by a fax or e-mail, and enables connectivity to other PC applications such as a computerized archive or the Internet.

A single Papirus server provides print management and formatting services for the entire organization. Alternatively, several Papirus servers can be used in parallel to increase the print throughput.

After definition of the formatting parameters for company documents, Papirus works behind the scenes and is transparent to the user.

Figure 1. Papirus output management

The only variable elements are the company documents themselves, which are produced in a professional and attractive manner. This is done in the following way: an AS/400 application creates spool files, which are placed on the AS/400 output (print) queue. Papirus' AS/400 component captures these spools and attaches pre-defined formatting parameters (fonts, colors, tables, etc.) to create the final output documents. It then sends the spools with their formatting parameters from the AS/400 to Papirus' PC component. The PC component reformats the spool using MS-Word and sends the output document with its full graphic content to the desired output device.

Papirus can also convert spools into Excel spreadsheets. The Papirus Excel module is described in a separate user's manual.

Introduction to Template

Papyrus Template module converts AS/400 spool files into formatted MS-Word documents.

The creation of the Word documents is performed by integrating data from the spool into a Template document. The Template is a MS-Word document that includes settings such as page layout, fonts, AutoText entries, special formatting and styles. The Template determines the basic structure for the output document.

The conversion of spool files into Word documents is performed in eight steps:

- Step 1 : Displaying the spool file in order to plan the desired output document.
- Step 2 : Creating a Layout document that determines the spool's width and language code.
- Step 3 : Creating the Template document into which data from the spool is integrated.
- Step 4 : Assigning the layout and Template documents to the spool.
- Step 5 : Dividing the spool into logical areas and linking them to the Template.
- Step 6 : Replacing text from the spool with different text or objects.
- Step 7 : Assigning additional Template documents to the spool.
- Step 8 : Routing the spool to a desired output device.

Steps 6 is required only if the spool text needs to be replaced.

Step 7 is required only if the spool is very dynamic and has an undefined structure.

Each step is described in a separate chapter in this guide.

The work process is first described in a step-by-step summary at the beginning of each chapter, and then thoroughly explained throughout the chapter. The windows of the software are introduced in their order of appearance and illustrated by appropriate figures. The function keys and operation codes available in each window are described as well.

Step 1 – Displaying the spool file

The first step in turning an AS/400 spool into a MS-Word document is displaying the spool file. Being familiar with the structure of the spool file is required for the next steps.

Step-by-Step

1. [Type PPS in the AS/400 command line prompt, and press Enter. Papyrus' main menu appears.](#)
2. [Type 1 for Spool Process in the field 'Select' and press Enter.](#)
3. [Enter the name of an AS/400 user or output queue in which the spool file intended for formatting is stored.](#)
4. [Press F2 to confirm and open the list of spools, sorted by the selected user name or output queue.](#)
5. [Locate the desired spool in the list by pressing the Page Down and PageUp keys.](#)
6. [Type 5 next to the desired spool and press Enter.](#)

Entering Papyrus on the AS/400

Type **PPS** in the AS/400 command line prompt, and press **Enter**. The Papyrus main menu appears.

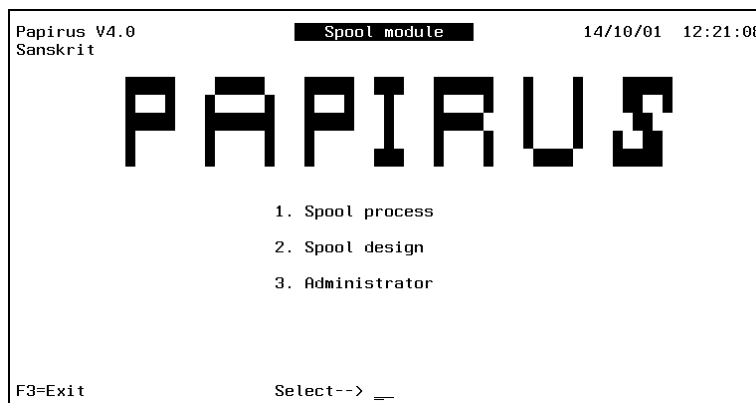


Figure 2. Papyrus Main Menu

Type **1** for Spool Process in the field 'Select' and press **Enter**. The Spool Process window appears described below:

Spool Process Window

Purpose of the window

The Spool Process window directs Papyrus to the AS/400 user or output queue in which the desired spool is stored.

Papyrus V4.0 14/10/2001 Spool process PAPI2 QPADEV0012

User.....: PAPI2

Output queue.....: (F4)

Library.....:

F2=Confirm F3=Exit F4=Outq list F7=Import from PC

Figure 3. *Spool Process Window*

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available:

- F2 - Open a list of spools according to the defined criteria.
- F3 - Exit window and return to Papyrus' main menu.
- F4 - Open a list of output queues. Active only when the cursor is located in the field 'Output queue'.
- F7 - Import spool and formatting parameters from the PC (refer to Step 4 for further details).

Using the window

Direct Papyrus to the AS/400 user or output queue in which the spool file intended for formatting is stored -

In order to enter a certain user, type the user name in the field 'User' (the default is the user's own name). Press **F2** to confirm and open the list of spools stored under this user, as described below.

In order to enter a certain output queue, type the output queue name in the field 'Output queue'. Press **F2** to confirm and open the list of spools stored under this output queue, as described below.

In order to select a desired output queue from a list, press **F4** in the field 'Output queue'. The output queue list appears. Locate the desired queue by using the **Page Up** and **Page Down** keys. Type **1** next to it and press **Enter** to select it. Press **F2** to confirm and open the list of spools stored under this output queue, as described below.

Note

The field 'Library' refers to the output queue listed above it. If this field remains blank, Papyrus searches the output queue in the available libraries list.

Spool List Window

Purpose of the window

This window displays a list of spool files, sorted by the user name or output queue selected in the previous window. Two types of spool files may appear in the list: regular spools and highlighted spools. The highlight indicates that formatting parameters for this spool have already been defined. The formatting parameters for regular spools are yet to be defined.

Spool list PAPI2 QPADEV0012						
1-Select 2-Edit 5-Display 6-Merge 7-Export to PC						
Opt	File	Job	Number	File Nbr	Spool Userdata	Pages
=	QSYSPPR	QPADEV0005	029409	1	MCT055P	2
-	QSYSPPR	QPADEV0005	029409	2	MCT055P	2
-	QSYSPPR	QPADEV0006	038383	1	hyeshuv	1
-	QSYSPRT	QPADEV0005	061317	1	LETTR4PRT	6
-	QPJOBLOG	QPADEV0010	066549	1	QPADEV0010	20
-	QPJOBLOG	QPADEV0004	066508	1	QPADEV0004	5
-	QPJOBLOG	QPADEV0004	066517	1	QPADEV0004	1
-	QPJOBLOG	QPADEV0009	066720	1	QPADEV0009	62
-	QSYSPPR	DSP16	002938	3	TURTLE1	1
-	QSYSPPR	DSP16	002938	4	moti	1
						More...
F3=Exit F12=Cancel F17=Top F18=Bottom						

Figure 4. Spool List Window

This window enables:

Displaying the spool for initial planning purposes.

Modifying spool attributes.

Selecting a spool to be converted into a MS-Word document

Sending the spool by fax or e-mail using the Papyrus built-in address book.

Sending a short text message to cellular phones (SMS).

Exporting spool and formatting parameters to the PC.

Function Keys

Function keys are located at the bottom of the window.

The following function keys are available from this window:

- F3 - Exit and return to previous window.
- F12 - Cancel and return to previous window.
- F17 - View top of spool list.
- F18 - View end of spool list.

Operation Codes

Several operation codes may be applied on each spool by typing their respective number in the field 'Opt' and pressing Enter:

- 1 - Send spool to MS-Word.
- 2 - Change attributes of a spool file in the AS/400 system (CHGSPLFA).
- 5 - Display spool on screen.
- 6 - Merge several spools into one spool (that can be sent to Word).
- 7 - Export spool and the formatting parameters to the PC (refer to Step 4).

Using the window

Locate the desired spool by scrolling through the list using the **Page Up** and **Page Down** keys. It is possible to jump to the top of the list by pressing **F17** or to the end by pressing **F18**.

Select the desired spool to display by typing **5** next to it, and press **Enter**.

The selected spool is displayed in the Display Spooled file window.

Display Spooled file Window

Purpose of the window

This window displays the spool file, allowing prior planning of the desired output document.

Display Spooled File						
File	QSYSPPR			Page/Line	1/17	
Control	_____			Columns	1 - 78	
Find	_____					
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...						
PURCHASE ORDER NO: 21672						
DATE: 20/01/98						

Further to your order your quotation dd 08.01.98 silicon moflet for cp.751 sn,including the following items:						

Catalog No.	Description	Model	Quantity	Unit Price	Total	
1-342-501	Sleeping-youth	nec2000	10	33	330.00	
1-502-101	Seeting-comfort	nec9995	15	40	600.00	
			Total Ex-Works	930.00		
More...						
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys						

Figure 5. Display Spooled file Window

This is a standard AS/400 Display Spooled file window activated by the **dspsp1f** command.

A ruler, indicating the column of each character in the spool, appears at the top of the window.

Function Keys

Function keys are located at the bottom of the window.

The following function keys are available from this window:

- F3 - Exit and return to previous window.
- F12 - Cancel and return to previous window.
- F19 - Move left.
- F20 - Move right.

Using the window

Use the ruler and the navigation keys to familiarize yourself with the spool file:

Determine what is the maximal width of the spool file.

Compare the structure of the different pages.

Decide which formatting to apply on each section of the spool.

Step 2 – Creating a layout document

The second step is creating a layout document (lydoc in short). The lydoc is a Word document serving as a baseline for the formatted output document. The lydoc is saved on the Papirus PC server, but provides two parameters regarding the spool file on the AS/400: its width and language code.

Once the layout document is complete, Papirus automatically reuses it to produce MS-Word documents.

Step-by-Step

1. [Activate Microsoft Word on the Papirus PC server.](#)
2. [Open a new document.](#)
3. [Write the word “~line~” in the first line of the document.](#)
4. [Save the document in the library C:\Program Files\Papirus\forms, in DOT format, under the name lydoc###.](#)
5. [Close the document.](#)

Creating the layout document

The layout document is created in MS-Word on the Papirus PC server.

Open a new document and write the word “~line~” in the first line of the document. This word will later be replaced by the spool text.

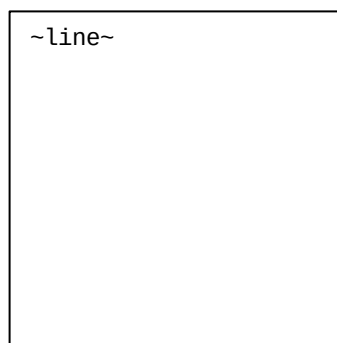


Figure 6. **Layout document**

Save the document in the forms directory on the Papirus PC server (default is: C:\Program Files\Papirus\Forms) in DOT format (document template).

The name of the document must consist of the word “Lydoc” followed by any three digits from 010 to 999. For example: Lydoc100.

Close the document and exit Microsoft Word.

Step 3 – Creating a Template document

The third step is creating a Template document. The Template is a Word document into which data from the spool file is integrated.

The Template determines the look of the output document: it includes document settings such as page layout, AutoText entries, fonts, special formatting and styles.

Each type of spool file intended to be printed by Papyrus (invoice, packing list etc.) requires a separate Template document.

Once the Template document is complete, Papyrus automatically reuses it to produce MS-Word documents.

Step by Step

1. [Activate MS-Word on the Papyrus PC server.](#)
2. [Open a new document.](#)
3. [Apply desired page layout and margins settings, according to the spool width.](#)
4. [Leave the first line of the document blank.](#)
5. [Enter the constant text, which does not change from one spool to another.](#)
6. [Enter variables with the sign '~' before and after, instead of actual spool data.](#)
7. [Add headers and footers, AutoText and other desired features supported by MS-Word \(optional\).](#)
8. [Save the document in DOT format in the library C:\Program Files\Papyrus forms.](#)
9. [Print the document and close it.](#)

Planning the Template document

The Template is a Word document into which data from the spool file is integrated.

In order to plan the Template document, you must first analyze the structure of the spool file.

Examine the following example of a spool file:

Attn: Alain Schmidt, Mead Packaging Europe Al.Du Bourb 5 Maurepas Cedex 78312 France ----- Tel: (331)305-7264 Fax: (331)306-7019					
PURCHASE ORDER NO: 21672 DATE: 20/01/98 -----					
Further to your order your quotation dd 08.01.98 silicon moflet for cp.751 sn, including the following items:					
Catalog No.	Description	Model	Quantity	Unit Price	Total
1-342-501	Sleeping-youth	nec2000	10	33	330.00
1-502-101	Seating-comfort	nec9995	15	40	600.00
Shipping					157.00
Grand Total					1087.00

Figure 7. Spool File

This spool includes constant text and variable data.

The words “Attn:”, “Purchase order no:” and “Date:” for example are constant, whereas the name “Alain Schmidt”, the number “21672” and date “20/01/98” are different in every spool.

The distinction between constants and variables in the spool is the key to creating Template documents. The constant text is written directly in the Template document in MS-Word, while the data is taken from the spool. Still, the Template determines the formatting of the data and its position on the page. This is achieved by placing variables in the Template document. The variables will later be replaced by the actual data from the spool, which inherits their formatting and their location on the page.

Creating the Template document

The Template document is created in MS-Word on the Papyrus PC server.

Open a new document and apply the desired page layout and margin settings. If the spool is wide, consider using a landscape page setup.

Leave the first line of the document blank, then enter all the constant text, which does not change from one spool to another. You can place the text anywhere on the page and format it in any font, size or color. This text will appear in all output documents created by Papyrus from this type of spool files.

Attn:
<u>PURCHASE ORDER NO:</u> <u>DATE:</u>

Figure 8. Constant Text in the Template document

Add variables in all the desired positions on the page, instead of actual spool data. Every section of the spool, on which you would like to apply a different formatting, must be represented by a separate variable. Variables are strings of text with the sign '~' before and after. For example: ~name~. Almost every combination of letters and digits can be used as a variable, as long as it is written between two ~ signs and does not include blanks. Only the word ~line~ cannot be used as a variable because it is reserved for the Layout document.

Attn: ~name~ ~address~
<u>PURCHASE ORDER NO:</u> ~orderno~ <u>DATE:</u> ~date~

Figure 9. Constant Text and variables in the Template document

It is highly recommended to write the variables in transparent tables, even for non-tabular data, because it keeps the resulting document in order.

If the spool data is suppose to be bold and underlined in the output document, for example, apply this desired formatting on the variable: **~name~**.

As you addg the variables into the Template document, make sure the entire variable (name and ~ signs) is written in the same font and size.

If a certain section of the spool is suppose to appear several times in the output document, place the corresponding variable in several locations in the Template.

Headers and footers, AutoText, WordArt, images and other features supported by MS-Word may also be added to the Template document (see examples in the following pages).

Creating a Template for tabular spool areas

Spool files often include tables, which have an unknown number of rows.

In order to create the Template for such a spool area, add a table with two rows: one with the headers and the other with variables for the data. If the spool table also includes a total, add a third row to your Template table.

Catalog No.	Description	Model	Quantity	Unit Price	Total
~catalno~	~desc~	~model~	~amnt~	~unitprice~	~total~
Shipping					~ship~
Grand Total					~gtotal~

Figure 10. *Template for a tabular spool area*

The one row of variables will be duplicated for each line of table data transferred from the spool.

Note

The entire row is duplicated, even if just one column contains data. Don't place two variables in the same row, if one represents a single spool line and the other several spool lines.

Saving the Template document

Save the Template document in the forms directory on the Papyrus PC server (default is: C:\Program Files\Papyrus\Forms), in DOT format (document template). Any name up to 20 characters may be chosen.

Printing the Template document

Print the document. Make sure you can print it without any dialog box appearing (for example: a dialog box saying the margins are out of range). The printout will be useful later on.

 Turtle Furniture Production, Buffalo, NY 14616  Tel: 718-6564444,  Fax: 718-6563333					
Attn: ~name~ ~address~					
PURCHASE ORDER NO: ~orderno~ DATE: ~date~					
~abovetable~					
Catalog No.	Description	Model	Quantity	Unit Price	Total
~catalno~	~desc~	~model~	~amnt~	~unitprice~	~total~
Shipping					~ship~
Grand Total					~gtotal~
~conditions~					
Please confirm and advise shipping details					
~signature~					

Figure 11. Typical Template document

 Turtle Furniture Production, Buffalo, NY 14616  Tel: 718-6564444,  Fax: 718-6563333					
Attn: Alain Schmidt Mead Packaging Europe Al.Du Bourb 5 Maurepas Cedex 78312 France					
PURCHASE ORDER NO: 21672 DATE: 20/01/98					
Further to your order your quotation dd 08.01.98 silicon moflet for cp.751 sn, including the following items:					
Catalog No.	Description	Model	Quantity	Unit Price	Total
	Sleeping-youth				330.00
1-502-101	Seating-comfort				600.00
Shipping					157.00
Grand Total					1087.00
1. Delivery: by airfreight with Fritz companies 2. Original invoice must be attached to the airwaybil 3. Terms of payment: cash against document 4. Through: City Bank, NY branch Please confirm and advise shipping details					
 sincerely, Dani Sharon Dani Sharon Purchasing Department Turtle Furniture Production					

Figure 12. Possible output document

Step 4 – Assigning Lydoc and Template to the spool

The fourth step is connecting the lydoc and Template document, created in the previous steps, to the spool file. This connection is called a design.

The design links every section of the spool to its corresponding variable in the Template. The design also routes the spool to a desired output device.

Once the design is complete, Papyrus automatically reuses it to produce MS-Word documents.

Step-by-Step

1. [Type **PPS** in the AS/400 command line prompt, and press **Enter**.](#)
2. [Type **2** for Spool Design in the field 'Select' and press **Enter**. The Design Table window appears.](#)
3. [Press **F6** to create a new design.](#)
4. [Fill in the name of the design in the field 'DesignID'. The design ID must be identical to the spool userdata.](#)
5. [Fill in a description for the design in the field 'Description'.](#)
6. [Press **F4** in the field 'Layout document' to display a list of layout documents.](#)
7. [Press **F8** to retrieve new lydocs from the Papyrus PC server and **F5** to refresh the list.](#)
8. [Type **1** next to the desired layout document and press **Enter**.](#)
9. [Fill in a description for the lydoc in the field 'Description'.](#)
10. [Fill in the language code of the spool in the field 'RTL Language'.](#)
11. [Fill in the width of the spool in the field 'Width'.](#)
12. [Press **F2** to confirm.](#)
13. [Type **1** next to the desired layout document and press **Enter**.](#)
14. [Fill in all the additional design parameters \(optional\).](#)
15. [Assign a test spool to the design by pressing **F9** \(optional\).](#)
16. [Press **F2** to update design definitions.](#)
17. [Locate the design in the Design table window.](#)
18. [Type **2** next to the design and press **Enter**.](#)

19. [Press F7 to assign a Template document to the design.](#)
20. [Delete the definition of the layout document by pressing 4 and Enter.](#)
21. [Press F6 to define a new Template document.](#)
22. [Fill in the desired sequence number for the Template in the field 'Template seq.'](#)
23. [Fill in a description for the Template in the field 'Description'.](#)
24. [Fill in the name of the Template document, without the DOT extension, in the field 'Word document'.](#)
25. [Enter 'Y' in the field 'Package'.](#)
26. [Select the desired option in the field 'Merge next page mode'.](#)
27. [Select the desired option in the field 'Template usage mode'.](#)
28. [Press F2 to save the definition.](#)
29. [Press F3 to return to the Design definition window.](#)
30. [Press F2 to confirm.](#)

Entering Papyrus on the AS/400

Type **PPS** in the AS/400 command line prompt, and press **Enter**. The Papyrus main menu appears.

Type **2** for Spool Design in the field 'Select' and press **Enter**. The Design Table window appears, as described below.

Design Table Window

Purpose of the window

This window enables management of all the designs that exist in the Papyrus system. The first time the design table is accessed, it contains only the default and sample designs supplied with the system.

Note

*The default designs are "empty" and do not contain any formatting attributes.
When they are selected, the Papyrus output is identical to that of the original spool file.*

The following operations may be performed from this window:

Create, update, copy and delete designs.

Load and save designs into/from AS/400 files.

Sanskrit,.....			Design table	14/10/01 12:38:28
			Sanskrit Systems	
2-Edit 3-Copy 4-Delete 5-Display 6-Test/Prod 8-Areas 9-Save to file				
Opt	Design ID	Description	Layout Document	Test/Prod Priority
B				
-	BP0013	BP Invoice	LYDOC015	
-	BP0013c	BP Invoice	LYDOC015	
-	BP0013org	BP Invoice	LYDOC015	
-	BP0014	BP Credit Note	LYDOC102	
-	BP0203	BP Combination sheet	LYDOC014	
-	BP0203c	BP Combination sheet	LYDOC014	
-	BP2104	Quotation	LYDOC012	
-	BP2104	BP Sample Order	LYDOC016	
-	BUMBLE	design for BumbleBee	LYDOC903	
-	BUMBLEBEE	design for Bumblebee	LYDOC903	
-	C/S	qsheet acum	PACKAGE	
-	C/Sold	qsheet acum	PACKAGE	
				More...
F3-Exit F5=Refresh F6=New F9=Load from file				

Figure 13. Design Table Window

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available:

- F3 - Exit window and return to previous window.
- F5 - Refresh list.
- F6 - Create a new design.
- F9 - Load design from AS/400 file.

Fields

The following fields appear in the window:

- Opt - Operation code to be applied on a design. This field is filled in by the user.
- Design ID - Name of the design, must be identical to the spool userdata.
- Description - Free text describing the design.
- Layout document - Name of the Layout document assigned to the design.
- Test/Prod - Status of the design: Test / Production.
- Priority - Processing priority for the design in the data queue.

Operation Codes

Several operation codes may be applied on each design by typing their respective number in the field 'Opt' and pressing Enter:

- 2 - Edit design definitions.
- 3 - Duplicate design.
- 4 - Delete design. Press F2 in the dialog box that opens to confirm deleting.
- 5 - Display design definitions.
- 8 - Enter the Areas table allocated to the design.
- 9 - Save the design into an AS/400 file.

Using the window

Press **F6** in order to create a new spool design. The Design Definition window appears, as described below.

Design Definition Window

The Design Definition window appears after pressing **F6** in the design table window. It is also accessed from the Design Table window by pressing **2** and **Enter** next to an existing design.

Purpose of the window

The following operations may be performed from this window:

Assigning a Layout document to the spool.

Assigning a Template document to the spool.

Routing the spool to a desired output device.

Assigning a test spool to the design.

Papyrus V4.0	Design definition	14/10/01 12:39:29
Sanskrit.....		Sanskrit Systems
		New
Design ID.....	_____	
Description.....	_____	
Layout document.....	LYDOC000 (F4)	
Data queue.....	_____	Priority..... (0-99)
Auto formatting.....	N (A-All, N-No, U-Underline, B-Bold)	Page break: _ Y/N (F4)
Printer.....	_____	
Save document.....	N (Y/N)	Print document..... Y (Y/N/A)
Save as image file.....	N (Y/N)	Image type..... (F4)
Default output dir.....	_____	
Test spool.....	not defined	

F2-Update F3-Exit F7-Package F8-Areas F9-Test define F10-Additional parameters

Figure 14. Design Definition Window

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available in the window:

- F2 - Save definitions and return to previous window.
- F3 - Return to previous window without saving definitions.
- F4 - Display a list of available Layout documents. Active only when the cursor is located in the field 'Layout document'.
- F7 - Enter the Template table window.
- F8 - Enter the Area Table window.
- F9 - Assign a test spool to the design.
- F10 - Display additional fields.

Fields

The following fields appear in the window and may be filled in:

- | | |
|-----------------|---|
| Design ID | Name of the design. This field is required. |
| Description | Free text describing the design. This field is required. |
| Layout document | Name of the Layout document assigned to the design. This field is required. |
| Data queue | Name of the queue, through which to transfer data from the AS/400 to the Papyrus PC server. |
| Priority | Spool priority in the data queue, which determines the order of processing by the PC |

	the PC.
Auto formatting	Whether to reproduce formatting attributes set on the AS/400.
Page break	Whether to preserve the current page breaks of the spool.
Printer	Name of the printer with which to print the output document.
Save document	Whether to automatically save the output document in DOC format.
Print document	Whether to automatically print the output document.
Save as image file	Whether to automatically save the output document in a graphic format.
Image type	Desired graphic format for the output document.
Default output dir	Desired path on the PC in which to save output documents.
Test spool	Spool sample used to test the design.

Additional Fields (appear after pressing F10)

Delete spool file	Whether to delete the spool file from the AS/400 out queue after printing.
Change spool file	Whether to change spool attributes in the AS/400 out queue after printing.
Document password	Desired password for email attachments sent by Papirus.
Translation table	Whether to replace a character from the spool file with a different character.

Using the window

Fill in the new design name in the field 'DesignID'. **The design ID must be identical to the spool userdata** (the spool userdata is one of the fields characterizing the spool on the AS/400 computer, usually the name of the program that the spool has created).

Fill in a description for the design in the field 'Description'. This description can help you identify the design in the design table.

Locate the cursor in the field 'Layout document' and press **F4** to open the Layout Document Table. The layout document defines the language code and the width of the spool.

The Layout Document Table window

Purpose of the window

This window is used to assign a layout document to the design.

Layout document table				14/10/01 12:51:15
Sanskrit				Sanskrit Systems
1-Select 2-Edit 5-Display				
Layout				
Document	Description	Rtl	Width	
- LYD0C001	80 CHAR English (Portrait)	N	81	
- LYD0C002	132 CHAR English (Landscape)	N	132	
- LYD0C003	198 CHAR English (Landscape)	N	198	
- LYD0C004	80 characters	Y	80	
- LYD0C005	132 CHAR (Landscape)	Y	132	
- LYD0C006	HEBREW 198	Y	198	
- LYD0C007	ENG 80	N	81	
- LYD0C008	A4 page	N	80	
- LYD0C009	198 CHAR LTR Heb/Eng (Landscape)	Y	198	
- LYD0C013	200 characters (landscape)	Y	200	
- LYD0C014	170 characters	Y	170	
				More...
F3=Exit F5=Refrsh F8=Retrieve from PC				

Figure 15. Layout Document Table Window

Each name appearing in this table represents a corresponding layout document by the same name. The real layout documents are saved in the folder C:\Program Files\Papirus\Forms on the Papirus PC server.

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available from the window:

- F3 – Exit window and return to previous window.
- F5 – Refresh list.
- F8 – Retrieve new layout documents from the Papirus PC server.

Operation Codes

Several operation codes may be applied on each layout document by typing their respective number in the field 'Opt' and pressing Enter:

- 1 – Select a layout document to be assigned to the design.
- 2 – Edit Layout Document Parameters.
- 5 – Display Layout Document Parameters.

Using the window

Press **F8** to retrieve the names of any new layout documents from the Papyrus PC server. Only documents with the name 'lydoc###' from the folder C:\Program Files\Papyrus\Forms, are retrieved.

Note

In order to perform this operation, the Papyrus PC server must be running.

Wait for the completion of the operation, then press **F5** to refresh the list.

Locate the layout document created in step 2, type **1** next to it and press **Enter** to select it.

You may also select a layout document from the default set (lydoc001- lydoc010). A default lydoc should be selected according to the spool width and language.

If it is a new layout document, the Layout document parameters window appears.

The Layout document window

The Layout document window appears after selecting a new layout document from the Layout document table window. It is also accessed from the Layout document table window by pressing **2** and **Enter** next to an existing layout document.

Purpose of the window

This window is used to define the spool width and language code.

Layout document

14/10/01 12:45:14
Sanskrit Systems

Sanskrit.....

Layout document..... LYDOC001 Edit

Description..... 80 CHAR English (Portrait)

Rtl language..... N (Y/N)

Width..... 81

Character width.....

F2=Update F3=Exit F12=Cancel

Figure 16. Layout Document Parameters Window

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available in the window:

- F2 – Update and exit window.
- F3/F12 – Exit and return to previous window without saving.

Fields

The following fields are available from the Layout Document window:

Layout document	Name of the layout document, automatically filled in by the system.
Description	Free text describing the layout document.
Rtl Language	Spool language code.
Width	Number of characters in one line of the spool file.
Character width	Estimated width in twips of one character in the output document.

Using the window

Fill in a description for the lydoc in the field 'Description'. This description can help you identify the lydoc in the lydoc table.

Fill in the language code of the spool in the field 'RTL Language'. Enter Y for a Right to left language, or N for a Left to right language.

Fill in the width of the spool in the field 'Width'. The width is represented by the maximal number of characters in one line of the spool, and can be determined in the Display spooled file window (refer to Step 1).

Leave the field 'Character width' blank. The character width is the estimated width in twips of one character in the output document. This field is meaningless to a Template based design and can remain blank.

Press **F2** to save the changes and return to the Layout document table.

Locate the layout document you have just defined, type **1** next to it, and press **Enter** to select it and return to the Design definition window.

Continue using the Design definition window

The rest of the fields in the window are optional. If they remain blank, the default settings are used.

Fill in the name of the desired data queue, through which to transfer spool data from the AS/400 to the PC, in the field 'Data queue'. This field should be used only when the Papyrus software is running on

several PC servers in parallel, each monitoring a different queue. Default option is to automatically send the spool data to a dataq called PAPI1.

Fill in the desired design priority in the field 'Priority'. Designs with the highest priority (priority 0) are processed first by the Papirus PC server. Designs of the same priority are processed according to their arrival order to the data queue.

Enter N in the field 'Auto Formatting' in order to ignore the formatting attributes set on the AS/400. Only when using ruler based designs, Papirus can re-produce Bold and Underline formatting, set on the AS/400 by repeated printing on the same line (also known as printing by ASA code). Default option is N.

Choose whether to preserve the current page breaks of the spool in the field 'Page Break'. Enter Y to preserve the current page breaks of the spool. Enter N to ignore page breaks in the spool file. Default option is Y.

Locate the cursor in the field 'Printer' in order to route the output document to one desired printer. Press **F4** to display a list of available printers. Only printers, which have been previously defined on the Papirus PC server, appear in the list (refer to Papirus Word User's Guide for further details). Locate the desired printer in the list, type **1** next to it and press **Enter**. If the output document is suppose to be printed by several different printers, leave this field blank and refer Step 8 for further details.

Choose whether to automatically save the output document in DOC format in the field 'Save document'. Enter Y to save the output document. The file name will be assigned automatically with a serial number. Enter N not to save the output document. Default option is N.

Choose whether to automatically print the output document in the field 'Print document'. Enter Y to automatically print the output document. Enter N not to print the output document. Default option is Y.

Choose whether to automatically save the output document in a graphic format in the field 'Save as image file'. Enter Y to automatically save the output document in a graphic format (the format is determined in the next field). Enter N not to save the output document in a graphic format. Default option is N.

Locate the cursor in the field 'Image type' and press **F4** to display a list of available graphic formats. Select the desired graphic format for the output document by typing **1** next to it and pressing **Enter**.

Note

It is possible to save output documents in graphic formats only if Papirus' Image module has been purchased.

Enter the full path of the desired PC folder, in which to save output documents, in the field 'Default output dir'. The desired path, whether local or network, must first be recognized by Windows on the Papirus PC server. Default path is C:\Program Files\Papirus\Output on the Papirus PC server.

Press **F10** to display additional fields.

Choose whether to delete the spool from the AS/400 output queue in the field 'Delete spool file'. Enter Y to delete the spool file from the output queue after printing. Enter N to keep the spool file in the output queue after printing. Enter S to keep the spool file in the output queue only if its status was set to *SAVE. Default option is N.

Choose whether to change spool attributes in the AS/400 output queue in the field 'Change spool file'. Enter H to hold the spool in the output queue after printing. Enter F to set the spool's Formtype to "*PAPIRUS" after printing. Enter N not to change spool attributes in the outq. Default option is N.

Fill in the desired password for email attachments in the field 'Password'. By default, all email attachments sent by Papirus are Read-Only documents. In order to modify the attachment, a password must be entered in MS-Word. Default password for all email attachments sent by Papirus is "777". Enter a * sign to send email attachments unprotected.

Note

It is possible to send spool files as email attachments only if Papirus' Email module has been purchased.

Choose whether to replace a character from the spool file with a different desired character in the field 'Translation Table'. Enter the original character in the field "From:" and the desired character below it in the field "To:".

Assign a test spool to the design, as described below:

Test spool

Each design can be assigned a test spool, on which formatting definitions are applied.

The test spool provides two advantages: 1) Immediate feedback on design results: When a test spool is defined, it is possible to automatically activate Microsoft Word Viewer on the Papirus PC server, displaying the output Word document. 2) Detection of wrong parameters entered during the process of linking Template variables to spool data (refer to step 5 for further details).

Assigning a test spool to the design

Press **F9** from the Design definition window to open the Select test Spool window.

Direct Papyrus to the AS/400 user or output queue in which the desired spool file is stored and press **F2** to confirm.

Locate the desired spool by scrolling through the list using the **Page Up** and **Page Down** keys. It is possible to jump to the top of the list by pressing **F17** and to the bottom by pressing **F18**.

Select the desired spool by typing **1** next to it, and press **Enter**.

Note that the status of the field 'Test spool' in the design definition window is now "defined".

Continue using the Design definition window

Press **F2** to save the new design definitions and return to the Design Table window.

Locate the design in the Design Table Window, type **2** next to it and press **Enter** to reopen the design definition window.

Press **F7** to assign the Template document, created in step 3, to the design. The Template table window appears, as described below.

The Template table window

Purpose of the window

This window is used to assign Template documents to the design.

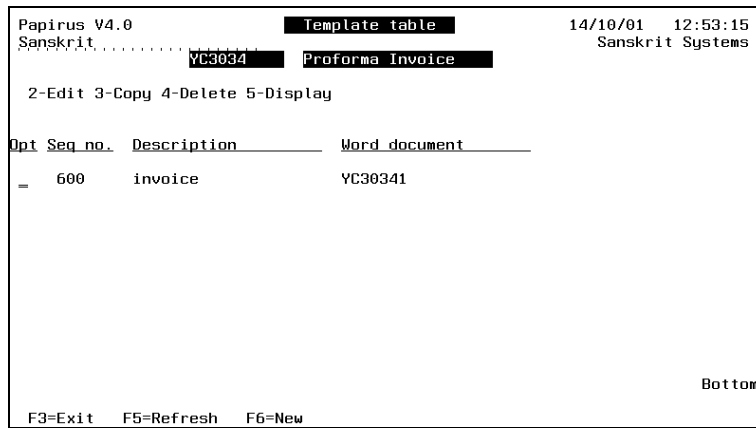


Figure 17. Template Table Window

Function Keys

Function keys appear in the bottom of the screen.

The following function keys are available from the window:

F3 - Return to previous window.

- F5 - Refresh list
- F6 - Assign a new Template document to the design.

Fields

The following fields appear in the window:

Opt.	Operation code to be applied on a Template document.
Template seq.	Number of the Template document in the package ranging from 001 to 999.
Description	Free text describing the Template document.
Word document	Name of the Template document.

Operation Codes

Several operation codes may be applied on each Template document by typing their respective number in the field 'Opt' and pressing Enter:

- 2 - Open the Template definitions for editing.
- 3 - Duplicate Template definitions.
- 4 - Delete Template definitions. Press F2 in the dialog box that opens to confirm deleting.
- 5 - Display Template definitions.

Using the window

When you first enter this window, only the layout document appears in the table. Delete it by typing **4** in the Opt. field and pressing **Enter**.

Press **F6** in order to assign a new Template document to the design. The Template definition window appears, as described below:

The Template definition window

Purpose of the window

This window is used to define the manner of applying the Template document on the spool file.

Template definition 14/10/01 12:53:55 Sanskrit Systems Edit

Sanskrit.....

Design ID..... YC3034

Template seq..... 600

Description..... invoice

Word document..... YC30341

Package..... Y (Y/N)

Merge next page mode.. (F4)

Template usage mode.. (F4)

Copies.....

F2=Update F3=Exit

Figure 18. Template Definition Window

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available in the window:

- F2 – Update and exit window.
- F3 – Exit and return to previous window without saving.

Fields

The following fields appear in the window:

Design ID	Name of the design, automatically filled in by the system.
Template seq.	Number of the template document in the package ranging from 001 to 999.
Description	Free text describing the Template document.
Word document	Name of the Template document.
Package	Whether to always use this Template in the creation of the output document.
Merge next page mode	Manner of merging the pages of the output document.
Template usage mode	Manner of applying the Template document on the spool pages.
Copies	Not in use.

Using the window

Fill in the Template sequence number in the field 'Template seq'. The sequence number determines the order in which the Templates are used during the creation of the output document. At this step the design is based only on one Template document, therefore simply enter any 3 digits number (refer to step 7 for further details).

Fill in a short description of the Template document in the field 'Description'. This description can help you identify the Template in the Template table.

Fill in the name of the Template, without the DOT extension, in the field 'Word document'.

Select whether to use the Template during the creation of the output document in the field 'Package'.

Enter 'Y' to use the Template. Enter 'N' to ignore the Template (refer to step 7 for further details).

Locate the cursor in the field 'Merge next page mode' in order to select the manner of merging the pages of the output document. Press **F4** to display a list of available merging modes.

Select option '00' to merge with a page break between. In this mode each page of the output document stands by itself.

Select option '01' to merge without any spacing. In this mode the pages of the output document are combined without any spaces.

Select option '02' to merge with one separating line. In this mode the page breaks of the output document are replaced with one separating line. Default option is 00.

The three merging modes are illustrated in the following figure:

With a page break between	With no spacing	With one spacing line																																																									
 Turtle Furniture Production Order no. 193776 <table border="1"> <thead> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> </thead> <tbody> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Sleeping-comfort</td><td>15</td><td>40</td></tr> </tbody> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Sleeping-comfort	15	40	 Turtle Furniture Production Order no. 193776 <table border="1"> <thead> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> </thead> <tbody> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Sleeping-comfort</td><td>15</td><td>40</td></tr> <tr> <td>Item</td><td>Qty</td><td>Unit Price</td></tr> <tr> <td>Sleeping-king</td><td>5</td><td>50</td></tr> <tr> <td>Sleeping-queen</td><td>5</td><td>45</td></tr> <tr> <td>Item</td><td>Qty</td><td>Unit Price</td></tr> <tr> <td>Sleeping-baby</td><td>5</td><td>30</td></tr> </tbody> </table> Please refer to our order number in all the shipping documents and invoice	Item	Qty	Unit Price	Sleeping-youth	10	33	Sleeping-comfort	15	40	Item	Qty	Unit Price	Sleeping-king	5	50	Sleeping-queen	5	45	Item	Qty	Unit Price	Sleeping-baby	5	30	 Turtle Furniture Production Order no. 193776 <table border="1"> <thead> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> </thead> <tbody> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Sleeping-comfort</td><td>15</td><td>40</td></tr> <tr> <td>Item</td><td>Qty</td><td>Unit Price</td></tr> <tr> <td>Sleeping-king</td><td>5</td><td>50</td></tr> <tr> <td>Sleeping-queen</td><td>5</td><td>45</td></tr> <tr> <td>Item</td><td>Qty</td><td>Unit Price</td></tr> <tr> <td>Sleeping-baby</td><td>5</td><td>30</td></tr> </tbody> </table> Please refer to our order number in all the shipping documents and invoice	Item	Qty	Unit Price	Sleeping-youth	10	33	Sleeping-comfort	15	40	Item	Qty	Unit Price	Sleeping-king	5	50	Sleeping-queen	5	45	Item	Qty	Unit Price	Sleeping-baby	5	30
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Sleeping-baby	5	30																																																									

Figure 19. Merge next page mode

Locate the cursor in the field 'Template usage mode' in order to select the manner of applying the Template document on the spool. Press **F4** to display a list of available usage modes.

Select option '0' to reuse the Template for each of the spool pages. In this mode Papirus integrates every spool page into a separate Template page. This mode was designed for spool files in which all pages have the same format.

This usage mode is illustrated in the following figure:

Spool file	Template document	Output document																																	
Invoice no. 575765 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Seating-comfort</td><td>15</td><td>40</td></tr> <tr> <td>Total</td><td colspan="2">930</td></tr> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	Total	930		 Turtle Furniture Production Invoice no. ~no~ <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>~item~</td><td>~qty~</td><td>~price~</td></tr> <tr> <td>Total</td><td colspan="2">~total~</td></tr> </table>	Item	Qty	Unit Price	~item~	~qty~	~price~	Total	~total~		 Turtle Furniture Production Invoice no. 575765 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Seating-comfort</td><td>15</td><td>40</td></tr> <tr> <td>Total</td><td colspan="2">930</td></tr> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	Total	930	
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Total	~total~																																		
Item	Qty	Unit Price																																	
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Seating-queen	10	45																																	
Total	950																																		
Invoice no. 575765 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-baby</td><td>10</td><td>50</td></tr> <tr> <td>Seating-deluxe</td><td>10</td><td>100</td></tr> <tr> <td>Total</td><td colspan="2">1500</td></tr> </table>	Item	Qty	Unit Price	Sleeping-baby	10	50	Seating-deluxe	10	100	Total	1500		 Turtle Furniture Production Invoice no. ~no~ <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>~item~</td><td>~qty~</td><td>~price~</td></tr> <tr> <td>Total</td><td colspan="2">~total~</td></tr> </table>	Item	Qty	Unit Price	~item~	~qty~	~price~	Total	~total~		 Turtle Furniture Production Invoice no. 575765 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-baby</td><td>10</td><td>50</td></tr> <tr> <td>Seating-deluxe</td><td>10</td><td>100</td></tr> <tr> <td>Total</td><td colspan="2">1500</td></tr> </table>	Item	Qty	Unit Price	Sleeping-baby	10	50	Seating-deluxe	10	100	Total	1500	
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Item	Qty	Unit Price																																	
Sleeping-baby	10	50																																	
Seating-deluxe	10	100																																	
Total	1500																																		

Figure 20. Reuse for each of spool pages

Select option '1' to use the Template once for the complete spool. In this mode Papirus integrates all the spool pages into one Template page. This mode was designed for spool files in which every page continues the previous page.

This usage mode is illustrated in the following figure:

Spool file	Template document	Output document																																																															
Attn: Alain Schmidt, Mead Packaging Europe Invoice no. 575765 ----- Further to your order - <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Seating-comfort</td><td>15</td><td>40</td></tr> </table> <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-king</td><td>10</td><td>50</td></tr> <tr> <td>Sleeping-queen</td><td>10</td><td>45</td></tr> <tr> <td>Sleeping-baby</td><td>10</td><td>50</td></tr> </table> <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Seating-deluxe</td><td>10</td><td>100</td></tr> <tr> <td>Total</td><td></td><td>3380</td></tr> </table> Please refer to our order number in all the shipping documents and invoice	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	Item	Qty	Unit Price	Sleeping-king	10	50	Sleeping-queen	10	45	Sleeping-baby	10	50	Item	Qty	Unit Price	Seating-deluxe	10	100	Total		3380	 Turtle Furniture Production Attn: ~name~ Invoice no. ~no~ Further to your order - <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>~item~</td><td>~qty~</td><td>~price~</td></tr> <tr> <td>Total</td><td>~total~</td><td></td></tr> </table> Please refer to our order number in all the shipping documents and invoice	Item	Qty	Unit Price	~item~	~qty~	~price~	Total	~total~		 Turtle Furniture Production Attn.: Alain Schmidt, Mead Packaging Europe Invoice no. 575765 Further to your order - <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Seating-comfort</td><td>15</td><td>40</td></tr> <tr> <td>Sleeping-king</td><td>10</td><td>50</td></tr> <tr> <td>Sleeping-queen</td><td>10</td><td>45</td></tr> <tr> <td>Sleeping-baby</td><td>10</td><td>50</td></tr> <tr> <td>Seating-deluxe</td><td>10</td><td>100</td></tr> <tr> <td>Total</td><td></td><td>3380</td></tr> </table> Please refer to our order number in all the shipping documents and invoice	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	Sleeping-king	10	50	Sleeping-queen	10	45	Sleeping-baby	10	50	Seating-deluxe	10	100	Total		3380
Item	Qty	Unit Price																																																															
Sleeping-youth	10	33																																																															
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Sleeping-baby	10	50																																																															
Seating-deluxe	10	100																																																															
Total		3380																																																															

Figure 21. *Once for the complete spool*

Select option '2' not to use the template at all. In this mode Papirus does not use the Template to create the output document until instructed otherwise. This usage mode was designed for dynamic spool files, which their format is different in every version of the spool (refer to step 7 for further details).

Select option '3' to use the Template as is. In this mode Papirus uses the Template to create the output document, but does not integrate spool data into it. This usage mode was designed for Templates containing only constant text, which suppose to be added to the output document in a fixed position. For example: a Template containing constant general terms, which should be added as a prefix at the end of the output document.

Default option is '0'.

Press **F2** to save the Template definitions and return to the Template table window.

Press **F3** to return to the Design Definition window.

Continue using the Design definition window

Press **F2** to update the design definitions.

Saving/Loading designs from PC file

This option enables to export Papirus designs to PC files for backup purposes or for transferring designs between AS/400 systems. The files are created on the Papirus PC server in the remote directory (default is C:\Program Files\Papirus\Remote) in PPW format. This file format includes a spool sample and its design definitions.

Exporting spool and design to a PPW file

Activate Papirus' PC component (refer to Papirus Word User's Guide for further details).

Enter the Spool List window (refer to Step 1) and locate the desired spool in the list.

Type **7** next to it and press **Enter** to save the design into a PPW file.

The 'Export to PC' window appears. Fill in the desired file name, without the ppw extension, in the field 'PC file name'.

Press **F2** to execute.

Note

The PPW file may be sent by email to be examined by Sanskrit's Technical Support Team.

It is recommended to compress the file in Winzip before sending, in order to protect it.

Loading spool and design from a PPW file

Activate Papirus' PC component (refer to Papirus Word User's Guide for further details).

Save the file in the remote directory on the Papirus PC server (default is C:\Program Files\Papirus\Remote).

Enter the Spool process window (refer Step 1) and press **F7** to load a design from a ppw file.

The 'Import from PC' window appears.

```

14/10/01 12:31:38  Import from PC

      Directory.....: C:\Papirus\Remote
      PC File name.....: _____

F2=Import   F3=Exit   F12=Cancel
  
```

Figure 22. Import from PC window

Fill in the file name, without the ppw extension, in the field 'PC file name'.

Press **F2** to execute.

Saving/Loading designs from AS/400 files

This option enables to export Papyrus designs to AS/400 files for backup purposes or for copying designs from one AS/400 computer to another.

Saving a design to an AS/400 file

Enter the Design table window and locate the desired design in the list.

Type **9** next to it and press **Enter** to save the design into a file.

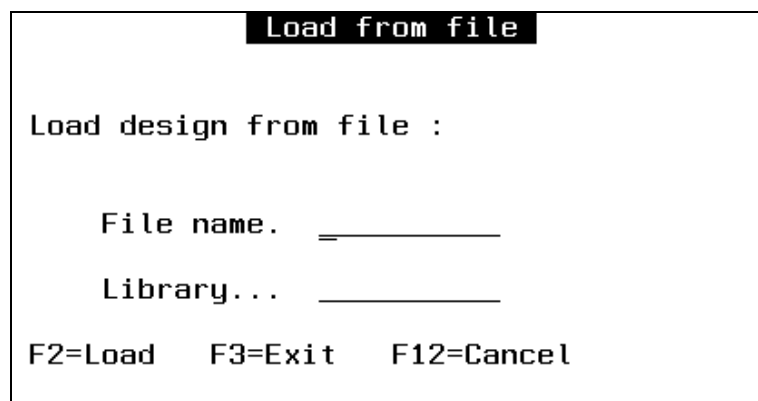
The 'Save to file' window appears. Fill in the desired file name in the field 'file name' and the desired library in the field 'library'.

Press **F2** to execute.

Loading a design from an AS/400 file

Enter the Design table window and press **F9** to load a design from a file.

The 'Load from file' window appears.



```
Load from file

Load design from file :

File name.  _____
Library...  _____

F2=Load    F3=Exit    F12=Cancel
```

Figure 23. Load from file window

Fill in the file name in the field 'file name' and the library name in the field 'library'.

Press **F2** to execute.

Protecting the design

All designs in the Design table are in either Test mode or Production mode. Designs in Test mode can be changed or deleted. Designs in Production mode are Read-Only designs that cannot be changed or deleted.

By default all designs are created in Test mode.

It is possible to protect a certain design by changing its mode to Production. While in Production mode, the design cannot be changed or deleted, even if the respective operation code is typed.

Changing Design status

Enter the Design table window and locate the desired design in the list.

If the field 'Test/Prod' is blank, the design is in Test mode and can be edited.

If the word "Production" appears in the field 'Test/Prod', the design is in Production mode and cannot be edited.

In order to change a design's mode, type **6** next to the desired design and press **Enter**.

Step 5 – linking variables to spool data

The fifth step is linking variables in the Template to data from the spool, so the data will replace the variables and appear in the output document. The linking of variables to data is part of the spool design. In order to link variables to data, the spool must be logically divided into separate areas. Then each area is linked to the corresponding variable in the Template document. Spool areas are linked to Template variables through a ruler.

Step-by-Step

1. [Type **PPS** in the AS/400 command line prompt, and press **Enter**.](#)
2. [Type **2** for Spool Design in the field 'Select' and press **Enter**.](#)
3. [Locate the relevant design in the list.](#)
4. [Type **8** next to it and press **Enter**. The Area Table window appears.](#)
5. [Press **F6** to define a new area.](#)
6. [Fill in a description for the area in the field 'Description' \(optional\).](#)
7. [Fill in a unique start indicator, whether text or wild-card signs, in the field 'Text'.](#)
8. [Fill in the position of the start indicator in the field 'Col'.](#)
9. [Locate the cursor in the field 'Length' and press **Enter**.](#)
10. [Fill in the offset downward from the start indicator to the data in the field 'Rows offset'.](#)
11. [Select the suitable search option for this start indicator in the field 'Search option'.](#)
12. [Fill in the number of data lines in the area in the field 'Lines'. Type 0 if the number is unknown.](#)
13. [Fill in the position of the data in the field 'Col'.](#)
14. [Fill in the maximal width of the data in the field 'Width'.](#)
15. [Fill in a unique end indicator, whether text or wild-card signs, in the field 'Text' *.](#)
16. [Fill in the position of the end indicator in the field 'Col' *.](#)
17. [Locate the cursor in the field 'Length' and press **Enter** *.](#)
18. [Fill in the offset downward from the end indicator to the data in the field 'Rows offset' *.](#)
19. [Press **F2** to save the area definition.](#)

* For dynamic areas only.

Dividing the spool into areas

The spool must be logically divided into separate areas.

The division of the spool into areas is performed on one spool sample, but should apply to all spool files of the same type.

Examine this example of a spool file:

*.....1.....2.....3.....4.....5.....6.....7..					
Attn: Alain Schmidt,					
Mead Packaging Europe					
Al.Du Bourb 5					
Maurepas Cedex					
78312 France					

Tel: (331)305-7264					
Fax: (331)306-7019					
PURCHASE ORDER NO: 21672					
DATE: 20/01/98					

Further to your order your quotation dd 08.01.98 silicon moflet					
for cp.751 sn, including the following items:					
Catalog No.	Description	Model	Quantity	Unit Price	Total
-----	-----	-----	-----	-----	-----
1-342-501	Sleeping-youth	nec2000	10	33	330.00
1-502-101	Seating-comfort	nec9995	15	40	600.00
Grand Total					930.00

Figure 24. Spool file

This spool can be logically divided into 14 separate areas, in the following way:

1. Name
2. Address
3. Telephone number
4. Fax number
5. Purchase order number
6. Date
7. Remarks above the table
8. Catalog no. (in the table)
9. Description (in the table)
10. Model (in the table)
11. Quantity (in the table)
12. Unit price (in the table)
13. Total (in the table)
14. Grand total

The following figure illustrates the separate areas of the spool file:

*.....1.....2.....3.....4.....5.....6.....7..

Attn: Alain Schmidt,

Mead Packaging Europe
Al.Du Bourb 5
Maurepas Cedex
78312 France

Tel: (331)305-7264

Fax: (331)306-7019

PURCHASE ORDER NO: 21672

DATE: 20/01/98

Further to your order your quotation dd 08.01.98 silicon moflet
for cp.751 sn, including the following items:

Catalog No.	Description	Model	Quantity	Unit Price	Total
1-342-501	Sleeping-youth	nec2000	10	33	330.00
1-502-101	Seating-comfort	nec9995	15	40	600.00
Grand Total					930.00

Figure 25. Areas of the spool file

Note

Each spool can be divided up to 150 different areas.

There are two types of areas in the spool:

1. Areas with a constant number of lines, for example: the purchase order number. The purchase order number is always composed of one line. These areas are called **Constant areas**.
2. Areas with a dynamic number of lines, for example: the catalog numbers in the table. The number of lines in this column changes according to the number of items ordered by the customer. These areas are called **Dynamic areas**.

Both types of areas can include constant text or variable data.

In the purchase order number area, for example, the words "Purchase order no:" are constant, whereas the number "21672" is variable.

In the catalog number area, for example, the header "Catalog No." is constant, whereas the numbers "1-342-501" and "1-502-101" are variable.

The constant text was already written directly in the Template document, so there is no need to transfer it from the spool. Only the data should be transferred from the spool. The constant text is merely used as a reference point to locate the data in the spool.

This constant text is called an **Indicator** because it indicates the location of the data in the spool.

Indicators must meet four requirements:

1. They must contain constant text.
2. They must appear in all versions of the spool
3. They must appear in the same position on the spool
4. They must be located in a fixed distance from the data.

There are two types of indicators: **Start indicator** that indicates the beginning of the data and **End indicator** that indicates the ending of the data.

When an indicator is found by Papyrus, its respective data is integrated into the Template document.

If an indicator is found several times, its respective data is integrated into the Template at the same number of times.

All areas (indicators and data) must be defined in the design.

Constant areas are defined by a start indicator and by their constant number of lines. The start indicator indicates the beginning of the area. The number of lines represents the length of the area.

The purchase order number, "21672", is part of a constant area. It is defined by the start indicator "PURCHASE ORDER NO" and by the fact it includes one line.

Dynamic areas are defined by a start indicator and by an end indicator. The start indicator indicates the beginning of the area, and the end indicator indicates the end of the area.

The catalog numbers, "1-342-501" and "1-502-101", are a dynamic area. They are defined by the start indicator "Catalog No." and by the end indicator "Grand Total".

In order to define the areas in the design, enter Papyrus on the AS/400.

Entering Papyrus on the AS/400

Type **PPS** in the AS/400 command line prompt, and press **Enter**. The Papyrus main menu appears.

Type **2** for Spool Design in the field 'Select' and press **Enter**. The Design Table window appears (refer to Step 4).

Locate the relevant design in the list, type **8** next to it and press **Enter** to open the Area Table window, as described below.

Area Table Window

The window is accessed by typing **8** next to a design in the Design Table and pressing **Enter**, or by pressing **F8** from the Design definition window.

Purpose of the window

This window is used to define new areas in the spool and to edit already existing areas. The window is also used to assign rulers to areas.

Papyrus V4.0

Area table

14/10/01 12:55:21

Sanskrit

VC3034

Proforma Invoice

Sanskrit Systems

2-Edit 3-Copy 4-Delete 5-Display 6-Delete ruler 8-Rulers 9-Enable/Disable

Area		Formatting ruler		
Opt	Description	Lines	Type	Description
=	account	1	Field	~ACCOUNT~
-	code	1	Field	~CODE~
-	country	1	Field	~COUNTRY~
-	date	1	Field	~DATE~
-	deliver	1	Field	~DELIVER~
-	invoice no	1	Field	~NO~
-	reference	1	Field	~REFERENCE~
-	terms	1	Field	~TERMS~
-	ADDRESS	1	Field	~ADDRESS~
-	ADDRESS1	1	Field	~ADDRESS~
-	COLOR	1	Field	~COLOR~
-	DESCRIPTION	1	Field	~DESCRIP~

More...

F3=Exit

F5=Refresh

F6=New

F11=Test

Figure 26. Area Table Window

The left side of the Area table describes an area of the spool. The right side describes the ruler linking the area to a Template variable. The window is empty the first time it is entered, because no areas or rulers have been defined.

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available:

- F3 - Exit and return to previous window.
- F5 - Refresh list.
- F6 - Define a new area.
- F11 - Activate Microsoft Word Viewer on the Papyrus PC server, displaying the output Word document.

Fields

The following fields appear in the window:

- Opt Operation code to be applied on an area. This field is filled in by the user.
- Area Description Free text describing the area.
- Area Lines Number of lines in the area.
- Ruler Type Type of the ruler assigned to the area.
- Ruler Description Free text describing the ruler.

Operation Codes

Several operation codes may be applied on each spool area by typing their respective number in the field 'Opt' and pressing Enter:

- 2 – Edit area definitions.
- 3 – Duplicate area to create a new area.
- 4 – Delete area. Press F2 in the dialog box that opens to confirm deleting.
- 5 – Display area definitions.
- 6 – Delete the ruler assigned to the area (does not delete the area itself).
- 8 – Create new ruler or edit an existing ruler.
- 9 – Enable / Disable ruler.

Using the Table Area window

Press **F6** in the Table Area window in order to define a new area. The Area definition window appears, as described below:

Area Definition Window

The window is accessed by pressing **F6** in the Area table window to define a new area, or by typing **2** next to an existing area in the Area Table and pressing **Enter**.

Purpose of the window

This window is used to define spool areas, which will later be linked to variables in the Template document.

Papirus V4.0 **Area definition** 14/10/01 12:56:20
 Sanskrit..... Sanskrit Systems
 Design ID..... YC3034
 Area ID..... 33 Description.:
Start indicator
 Text.....
 Position..... Col.. Length.. Rows offset..
 Search option.. (F4)
Area attributes
 Lines..... (0-For end indicator)
 Position..... Col.. Width... (for edit, substitute & cell ruler)
End indicator
 Text.....
 Position..... Col.. Length.. Rows offset.. 0
 F2=Update F3=Exit F8=Rulers

Figure 27. Area Definition window

This window is divided into 3 parts: 'Start Indicator', 'Area Attributes' and 'End Indicator'.

The 'Start Indicator' part refers to the constant text indicating the beginning of the data.

The 'Area Attributes' part refers to the data itself.

The 'End indicator' part refers to the constant text indicating the end of the data. This part is used only when defining dynamic areas.

Function Keys

Function keys are located in the bottom of the window.

The following function keys are available:

- F2 - Save definition and return to previous window.
- F3 - Return to previous window without saving.
- F8 - Assign a ruler to the area.

Fields

The following fields appear in the window and may be filled in:

Design ID	Name of the design, automatically filled in by the system.
Area ID	Serial number of the area, automatically assigned by the system.
Description	Free text describing the area.
Start indicator	Constant text indicating the beginning of the data.
Area attributes	Parameters describing the data to be integrated into the Template document.
End indicator	Constant text indicating the end of the data, for dynamic areas only.

Using the window

Defining constant areas

The process of defining constant areas is demonstrated on the Purchase order no. area, of the spool sample appearing in the beginning of this step. The process must be repeated for every constant area in the spool.

Fill in a short description of the area in the field 'Description'. This description can help you identify the area in the area table. If this field remains blank, Papyrus automatically enters the text of the start indicator as the description.

Start Indicator

Fill in the text of the start indicator in the field 'Text'. Make sure the text you enter is identical to text appearing on the spool, in both content and form. The indicator is automatically searched in the test spool (refer to Step 4). If it is not found, a warning is displayed

In the example the words "PURCHASE ORDER NO:" are entered.

Fill in the position of the start indicator in the spool file. The position is the column number of the first letter of the chosen text.

In the example the column number of the start indicator is the column of the letter 'P', which is 14.

Note

The column number can be read from the ruler at the top of the display spooled file window.

We recommend opening two AS/400 sessions in parallel:

The first session for viewing the spool file and determining the position of the areas.

The second session for defining the areas in the Area table window.

Locate the cursor in the field 'Length' and press **Enter**. Papirus automatically calculates the number of characters in the start indicator. In order to include blanks in the start indicator, manually increase its length.

In the example the calculated length is the number of letters in the words "PURCHASE ORDER NO:", which is 18.

Fill in the number of separating lines between the start indicator and data in the field 'Rows Offset'.

In the example the start indicator and the data are located in the same line, so the rows offset is 0.

Note

The rows offset is always calculated from the start indicator downward.

Ignore the field 'Search option' at this early stage (this option is describes later on in the chapter).

Area Attributes

Fill in the number of data lines in the field 'Lines'.

In the example the number "21672" includes only one line.

Fill in the position of the data in the field 'Col'. The position is the column number of the first character of the data.

In the example the column number of the data is the column of the digit '2', which is 34.

Fill in the maximal width of the data in the field 'Width'.

In the example the purchase order no. is five digits long. However, a purchase order number is an ascending serial number and might be longer someday.

This one area definition must apply to all future purchase orders, so the longest possible number ought to be entered. Assume the longest possible number is 10 digits long.

End Indicator

This part of the window is ignored when defining constant areas.

The following figure illustrates the Area definition window for the Purchase Order no. area:

Area definition				
Design ID.....:	<u>PURCHASE</u>			
Area ID.....:	<u>1</u>	Description.:	<u>Purchase Order no</u>	
<u>Start indicator</u>				
Text.....:	<u>PURCHASE ORDER NO:</u>			
Position.....:	Col <u>14</u>	Length <u>18</u>	Rows offset <u>0</u>	
Search option.:	<u>N</u>	(F4)		
<u>Area attributes</u>				
Lines.....:	<u>1</u>	(0-For end indicator)		
Position.....:	Col <u>34</u>	Width <u>10</u>		
<u>End indicator</u>				
Text.....:				
Position.....:	Col _____	Length _____	Rows offset _____	

Figure 28. *Purchase Order no. - Area Definition window*

Press **F2** to save the area definition.

Defining dynamic areas

The process of defining dynamic areas is demonstrated on the Catalog no. area, appearing in the spool sample in the beginning of the chapter. The process must be repeated for every dynamic area in the spool.

Fill in a short description of the area in the field 'Description'. This description can help you identify the area in the area table. If this field remains blank, Papirus automatically enters the text of the start indicator as the description.

Start Indicator

Fill in the text of the start indicator in the field 'Text'. Make sure the text you enter is identical to text appearing on the spool in both content and form. The indicator is automatically searched in the test spool (refer to Step 4). If it is not found, a warning is displayed

In the example the words "Catalog No." are entered.

Fill in the position of the start indicator in the spool file. The position is the column number of the first letter of the chosen text.

In the example the column number of the start indicator is the column of the letter ‘C’ which is 2.

Note

The column number can be read from the ruler at the top of the display spooled file window.

We recommend opening two AS/400 sessions in parallel:

The first session for viewing the spool file and determining the position of the areas.

The second session for defining the areas in the Area table window.

Locate the cursor in the field ‘Length’ and press **Enter**. Papirus automatically calculates the number of characters in the start indicator. In order to include blanks in the start indicator, manually increase its length.

In the example the calculated length is the number of letters in the words “Catalog No.” which is 11.

Fill in the number of separating lines between the start indicator and data in the field ‘Rows Offset’.

In the example the start indicator is located two lines above the data, so the rows offset is 2.

Note

The rows offset is always calculated from the start indicator downward.

Ignore the field ‘Search option’ at this early stage (this option is described later on in the chapter).

Area Attributes

Fill in 0 in the field ‘Lines’ to represent an unknown number of lines in the area.

In the example the number of lines is unknown, so 0 is entered.

Fill in the position of the data in the field ‘Col’. The position is the column number of the first character of the data.

In the example the column number of the data is the column of the digit ‘1’, which is 1.

Fill in the maximal width of the data in the field ‘Width’.

In the example the catalog numbers are 9 digits long, so their maximal width is 9.

End Indicator

Fill in the text of the end indicator in the field ‘Text’. Make sure the text you enter is identical to text appearing on the spool in both content and form. The indicator is automatically searched in the test spool (refer to Step 4). If it is not found, a warning is displayed

In the example the words “Grand Total” are entered.

Fill in the position of the end indicator in the spool file. The position is the column number of the first letter of the chosen text.

In the example the column number of the end indicator is the column of the letter 'G', which is 44.

Locate the cursor in the field 'Length' and press **Enter**. Papyrus automatically calculates the number of characters in the end indicator. In order to include blanks in the end indicator, manually increase its length.

In the example the calculated length is the number of letters in the words "Grand Total" which is 11.

Fill in the number of separating lines between the end indicator and data in the field 'Rows Offset'.

The offset calculated by Papyrus is always directed downward. In order to direct the offset upward, a negative offset must be entered.

In the example the end indicator is located one line below the data, so the rows offset is 1-.

Note

Only one negative offset is allowed. When entering the negative offset, type the number before the minus sign.

The following figure illustrates the Area definition window for the Catalog no area:

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	2	Description.:	Catalog no.	
<u>Start indicator</u>				
Text.....:	Catalog No.			
Position.....:	Col	2	Length	11
Search option.:	N	(F4)	Rows offset	2
<u>Area attributes</u>				
Lines.....:	0	(0-For end indicator)		
Position.....:	Col	2	Width	9
<u>End indicator</u>				
Text.....:	Grand Total			
Position.....:	Col	44	Length	11
			Rows offset	1-

Figure 29. Catalog numbers - Area Definition window

Press **F2** to save the area definition.

Note

Wild-cards indicators must meet the other requirements of regular indicators:

They must appear in all versions of the spool

They must appear in the same position on the spool

They must be located in a fixed distance from the data.

Defining areas with wild-card indicators

The process of defining areas based on wild-cards indicators is similar to the process of defining regular areas. The only difference is that wild-cards are written in the field 'Text' in the Area definition window, instead of actual letters and numbers.

The area of the purchase order number "21672", appearing in the spool sample in the beginning of the chapter, can be defined by the wild-card indicator #####. This indicator represents any five digits.

The following figure illustrates the Area definition window for this Purchase order number:

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	1	Description.:	Purchase Order no	
<u>Start indicator</u>				
Text.....:	#####			
Position.....:	Col	34	Length	5
Search option.:	N	(F4)	Rows offset	0
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	34	Width	10
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 30. Purchase Order no. - Area Definition window

Defining dynamic areas without end indicators**General explanation**

The main difference between text indicators and wild-cards indicators is their number of appearances in the spool. Text indicators are unique and usually appear only once in each page. Wild-card indicators are more common and can appear several times.

When an indicator is found by Papyrus, its respective data is integrated into the Template document. If an indicator is found several times, the data is integrated into the Template at the same number of times.

This fact becomes useful when having to define dynamic areas, without an end indicator available.

In these cases, define a constant area of one line, which is based on a wild-card indicator. The wild-card indicator will be found several times. As a result, the constant area will be duplicated and data from several lines will be integrated into the Template.

Defining dynamic areas without end indicators

The process of defining dynamic areas without end indicators is similar to the process of defining constant areas. The only difference is that a wild-cards indicator is used as a start indicator. Wild-cards are written in the field ‘Text’ in the Area definition window, instead of actual letters and numbers. The area of the catalog numbers “1-342-501” and “1-502-101”, appearing in the spool sample in the beginning of the chapter, can be defined by the wild-card indicator #-###-###. This indicator represents the structure of all catalog numbers.

The following figure illustrates the Area definition window for the Catalog numbers:

Area definition					
Design ID.....:	PURCHASE				
Area ID.....:	2	Description.:	Catalog no.		
<u>Start indicator</u>					
Text.....:	#-###-###				
Position.....:	Col	2	Length	9	Rows offset
Search option.:	N	(F4)			
<u>Area attributes</u>					
Lines.....:	1	(0-For end indicator)			
Position.....:	Col	2	Width	9	
<u>End indicator</u>					
Text.....:					
Position.....:	Col		Length		Rows offset

Figure 31. Catalog numbers - Area Definition window

Note

Wild-card indicators are designed to capture a wide range of areas. They might capture areas you didn't intend to include. Make sure your indicator is unique and captures the desired area only.

Select Search Option 'N' (default) in order to include all indicators, separated by page breaks.

The following figure illustrates the result of search option 'N' for the indicator ##, which represents the quantity:

Spool File Invoice no. 193776 <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>Sleeping-youth</td> <td>10</td> <td>33</td> </tr> <tr> <td>Seating-comfort</td> <td>15</td> <td>40</td> </tr> </tbody> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	Template document  Turtle Furniture Production Invoice no. ~invoiceno~ <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>~item~</td> <td>~qty~</td> <td>~price~</td> </tr> </tbody> </table>	Item	Qty	Unit Price	~item~	~qty~	~price~	Output document  Turtle Furniture Production Invoice no. 193776 <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>Sleeping-youth</td> <td>10</td> <td>33</td> </tr> <tr> <td>Sleeping-comfort</td> <td>15</td> <td>40</td> </tr> </tbody> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Sleeping-comfort	15	40																		
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Item	Qty	Unit Price																																										
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Shipping		150																																										
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Shipping		~shipping~																																										
Total		~total~																																										
Item	Qty	Unit Price																																										
Sleeping-king	10	30																																										
Seating-deluxe	15	20																																										
Shipping		150																																										
Total		1680																																										

Figure 33. Search option N

Select Search Option 'P' in order to include only the first indicator in each page of the spool.

The following figure illustrates the result of search option 'P' for the indicator ##, which represents the quantity:

Spool File	Template document	Output document																																							
Invoice no. 193776 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Seating-comfort</td><td>15</td><td>40</td></tr> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	 Turtle Furniture Production Invoice no. ~invoiceno~ <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>~item~</td><td>~qty~</td><td>~price~</td></tr> </table>	Item	Qty	Unit Price	~item~	~qty~	~price~	 Turtle Furniture Production Invoice no. 193776 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33																		
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Shipping		~shipping~																																							
Total		~total~																																							
Item	Qty	Unit Price																																							
Sleeping-king	10	30																																							
Shipping		150																																							
Total		1680																																							

Figure 34. Search option P

Select Search Option 'Y' in order to include only the first indicator in the entire spool.

The following figure illustrates the result of search option 'Y' for the indicator ##, which represents the quantity:

Spool File	Template document	Output document																																							
Invoice no. 193776 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> <tr> <td>Seating-comfort</td><td>15</td><td>40</td></tr> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	 Turtle Furniture Production Invoice no. ~invoiceno~ <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>~item~</td><td>~qty~</td><td>~price~</td></tr> </table>	Item	Qty	Unit Price	~item~	~qty~	~price~	 Turtle Furniture Production Invoice no. 193776 <table> <tr> <th>Item</th><th>Qty</th><th>Unit Price</th></tr> <tr> <td>Sleeping-youth</td><td>10</td><td>33</td></tr> </table>	Item	Qty	Unit Price	Sleeping-youth	10	33																		
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Item	Qty	Unit Price																																							
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Item	Qty	Unit Price																																							
~item~	~qty~	~price~																																							
Shipping		~shipping~																																							
Total		~total~																																							
Item	Qty	Unit Price																																							
Shipping		150																																							
Total		1680																																							

Figure 35. Search option Y

Linking areas to variables

Each defined area must be linked to the corresponding variable in the Template document, so spool data will appear in the output document, instead of variables.

Areas are linked to variables through **rulers**. The ruler determines the name of the Template variable into which the data from the area is integrated. Every area of the spool must be assigned to a separate ruler.

The following figure contains the header of a spool file:

```
*....+....1....+....2....+....3....+....4....+....5....+....6....+....7..
Attn: Alain Schmidt,
Mead Packaging Europe
Al.Du Bourb 5
Maurepas Cedex
78312 France
-----
Tel: (331)305-7264
Fax: (331)306-7019

PURCHASE ORDER NO: 21672
DATE: 20/01/98
-----
```

Figure 36. Spool File - Header

The Template document for this spool might look like this:

```
Attn: ~name~
      ~address~
Tel: ~tel~
Fax: ~fax~

PURCHASE ORDER NO: ~orderno~
DATE: ~date~
```

Figure 37. Template document - Header

The purchase order number, “21672”, is suppose to be integrated into the variable ~ordno~ in the Template document. In order to do so, a ruler must be assigned to the area.

Defining a new ruler – Step-by-Step

1. [Type PPS in the AS/400 command line prompt, and press Enter.](#)
2. [Type 2 for Spool Design in the field ‘Select’ and press Enter.](#)
3. [Locate the desired design in the list.](#)
4. [Type 8 next to it and press Enter. The Area Table window appears.](#)

5. [Locate the desired area in the list.](#)
6. [Type **8** next to it and press **Enter**. The Ruler type window appears.](#)
7. [Type **1** next to 'Field' and press **Enter**. The Field ruler window appears.](#)
8. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
9. [Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'.](#)
10. [Type the string {=} in the field 'Formatting string'.](#)
11. [Enter 'N' in the field 'Text is an object name'.](#)
12. [Enter 'N' in the field 'Clear spool area'.](#)
13. [Press **F2** to save the ruler definition.](#)

Defining rulers

Enter the Area Table window and locate the desired area.

Type **8** next to the area and press **Enter**.

Since a ruler was yet to be defined, the Ruler type window appears, allowing you to select the desired type for the ruler.

Select the **Field ruler** by typing **1** next to it and pressing **Enter**. When creating Template based designs, only Field rulers are being used. Other types of rulers are being used in ruler-based designs.

The Field ruler window appears as described below:

Field ruler window

The window is accessed by typing **8** next to an area in the Area table window and pressing **Enter**, or by pressing **F8** in the Area definition window.

Purpose of the window

This window links the spool area to the corresponding variable in the Template document.

Papyrus V4.0 **Field ruler** 14/10/01 17:28:12
Sanskrit, Sanskrit Systems
New

Design ID....: YC1604TEST Ruler no....: 3
Description...: _____
Field.....: _____ (F4)
Formatting string.....: (F4)

Text is an object name...: ☐ (Y/N)
Clear spool area.....: ☐ (Y/N)

F2=Update F3=Exit

Figure 38. Field ruler window

Function Keys

Function keys are located in the bottom of the window.

The following functions keys are available:

- F2 - Save definition and return to previous window.
- F3 - Return to previous window without saving.

Fields

The following fields appear in the window:

Design ID	Name of the design, automatically filled in by the system.
Ruler no.	Serial number of the ruler, automatically assigned by the system.
Field	Name of the variable in the Template.
Formatting string	Manner of integrating spool data into the Template document.

Using the window

Fill in a short description of the ruler in the field 'Description'. This description can help you identify the ruler in the Area table. If this field remains blank, Papyrus automatically enters the variable name as the description.

Fill in the name of the corresponding variable from the Template, without the ~ signs, in the field 'Field'. Upper or lower case letters are not important, but make you sure the name you enter is identical to name of the variable in the Template document.

In the example the variable name "ORDNO" is entered.

At this early stage, simply enter the string {=} in the field 'Formatting String'. This string instructs Papirus to integrate the data into the Template as it is, without conversions. (for further details refer to Step 6).

Enter 'N' in the field 'Text is an object name'.

Enter 'N' in the field 'Clear spool area'.

The following figure illustrates the Field ruler window for the purchase order number:

Field ruler	
Design ID....:	<u>PURCHASE</u> Ruler no....: <u>1</u>
Description...:	<u>~ORDNO~</u>
Field.....:	<u>ORDNO</u> (F4)
Formatting string.....:	(F4) {=}
Text is an object name....:	<u>N</u> (Y/N)
Clear spool area.....:	<u>N</u> (Y/N)

Figure 39. *~ordno~ – Field ruler window*

Press **F2** to save the ruler definition.

Summary: Linking variables to spool data

1. Type **PPS** in the AS/400 command line prompt, and press **Enter**.
2. Type **2** for Spool Design in the field 'Select' and press **Enter**.
3. Locate the relevant spool design in the list.
4. Type **8** next to it and press **Enter** to open the Area Table window.
5. Press **F6** to define a new area.
6. Fill in a description for the area in the field 'Description' (optional).
7. Fill in a unique start indicator, whether text or wild-card signs, in the field 'Text'.
8. Fill in the position of the start indicator in the field 'Col'.
9. Locate the cursor in the field 'Length' and press **Enter**.
10. Fill in the offset downward from the start indicator to the data in the field 'Rows offset'.
11. Select the suitable search option for this start indicator in the field 'Search option'.
12. Fill in the number of lines of the data in the field 'Lines'. Type 0 if the number is unknown.
13. Fill in the position of the data in the field 'Col'.
14. Fill in the maximal width of the data in the field 'Width'.
15. Fill in a unique end indicator, whether text or wild-card signs, in the field 'Text' *.
16. Fill in the position of the end indicator in the field 'Col' *.
17. Locate the cursor in the field 'Length' and press **Enter** *.
18. Fill in the offset downward from the end indicator to the data in the field 'Rows offset' *.
19. Press **F8** to assign a new ruler to the area. The Ruler type window appears.
20. Type **1** next to 'Field' and press **Enter**. The Field ruler window appears.
21. Fill in a description for the ruler in the field 'Description' (optional).
22. Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'.
23. Type in the string {=} in the field 'Formatting string'.
24. Enter 'N' in the field 'Text is an object name'.
25. Enter 'N' in the field 'Clear spool area'.

26. Press **F2** to save the ruler definition.

27. Press **F2** to save the area definition.

* For dynamic areas only.

Step 6 – Replacing spool text

The sixth step is replacing text from the spool with different text or objects. The new text and objects can be constant or change according to the spool text.

In order to replace spool text, the relevant area must be defined. Then a ruler is assigned to the area.

The ruler determines which text or object will replace the original spool text.

Replacing spool text with constant text

The original text of the spool can be replaced by other predetermined constant text.

The area containing the original text is defined. Then a field ruler, containing the new desired text, is assigned to the area.

Step by Step

1. [Type **PPS** in the AS/400 command line prompt and press **Enter**.](#)
2. [Type **2** for Spool Design in the field 'Select' and press **Enter**.](#)
3. [Locate the relevant spool design in the list.](#)
4. [Type **8** next to it and press **Enter**. The Area Table window appears.](#)
5. [Define the area to be replaced.](#)
6. [Assign a Field ruler to this area.](#)
7. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
8. [Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'.](#)
9. [Enter the desired text in the field 'Formatting string'.](#)
10. [Enter 'N' in the field 'Text is an object name'.](#)
11. [Enter 'N' in the field 'Clear spool area'.](#)
12. [Press **F2** to save the ruler definition.](#)

Examine the following spool and Template example:

```
*.....1.....2.....3.....4.....5.....6.....7..
```

Please confirm and advise shipping details

Dani Sharon
Purchasing Department
Turtle Furniture Production

Printing date: 31/12/01

Figure 40. Spool file – Signature

Please confirm and advise shipping details

~name~
~depname~ Department
Turtle Furniture Production

Printing date: ~date~

Figure 41. Template – Signature

The word “Purchasing” from the spool should be replaced by the word “Marketing” to create the string “Marketing Department”. This can be achieved by inserting the word “Marketing” into the variable ~depname~ in the Template document.

In order to do so, define the area containing the word “Purchasing”. The process of defining areas was described in the previous step.

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	2	Description.:	Purchase	
<u>Start indicator</u>				
Text.....:	Purchasing			
Position.....:	Col	48	Length	10
Search option.:	N	(F4)		
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	48	Width	10
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 42. Purchasing - Area Definition window

Then assign a field ruler to this area. The process of defining rulers was described in the previous step as well. Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field ‘Description’. This description can help you identify the ruler in the Area table. If this field remains blank, Papirus automatically enters the variable name as the description.

Fill in the name of the variable in the Template, without the ~ signs, in the field 'Field'. Upper or lower case letters are not important, but make you sure the name you enter is identical to the name of the variable in the Template document.

In this example the variable "DEPNAME" is entered.

Enter the desired text in the field 'Formatting String'. This text will appear in the output document, instead of the original spool text.

In this example the word "Marketing" is entered.

Type 'N' in the field 'Text is an object name'.

Type 'N' in the field 'Clear spool area'.

Field ruler	
Design ID....:	PURCHASE Ruler no....: 1
Description...:	~depname~
Field.....:	DEPNAME (F4)
Formatting string.....:	(F4)
Marketing	
Text is an object name....:	N (Y/N)
Clear spool area.....:	N (Y/N)

Figure 43. ~depname~ – Field ruler window

Press **F2** to save the ruler definition.

The signature part of the output document is illustrated in the following figure :

Please confirm and advise shipping details	
Printing date: 31/12/01	Dani Sharon Marketing Department Turtle Furniture Production

Figure 44. Output document – Marketing Department

Replacing spool text with filtered text

The original text of the spool can be replaced by a filtered version of this text.

The area containing the original text is defined. Then a field ruler, containing a **formatting string**, is assigned to the area.

Step by Step

1. [Type **PPS** in the AS/400 command line prompt and press **Enter**.](#)
2. [Type **2** for Spool Design in the field 'Select' and press **Enter**.](#)
3. [Locate the relevant spool design in the list.](#)
4. [Type **8** next to it and press **Enter** to open the Area Table window.](#)
5. [Define the area to be replaced.](#)
6. [Assign a Field ruler to this area.](#)
7. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
8. [Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'.](#)
9. [Enter the desired formatting string in the field 'Formatting string', or press **F4** to select the formatting string from a list.](#)
10. [Enter '**N**' in the field 'Text is an object name'.](#)
11. [Enter '**N**' in the field 'Clear spool area'.](#)
12. [Press **F2** to save the ruler definition.](#)

Formatting strings

The original text from the spool can be filtered to create new strings of text. Papyrus' filters are called Formatting Strings. Various formatting strings are available, each applying a different filter, for example: Rearranging the order of the characters, Mixing spool text with new constant characters, Encoding spool text into barcodes, Translating lower case letters into upper case letters and vice versa etc.

Formatting strings are constructed from characters appearing between brackets { }, for example: {abcde}. These characters are replaced by the spool text in the following manner - an "a" character within {} is replaced by the first character from the defined area. A "b" within {} is replaced by the second character from the defined area and so on up to "z" and subsequently from A to Z. Regular characters, not appearing between brackets, remain constant and are not replaced by spool text.

The following figure contains the signature of a spool file:

```
*.....1.....2.....3.....4.....5.....6.....7..
```

Please confirm and advise shipping details

Dani Sharon
Purchasing Department
Turtle Furniture Production

Printing date: 31/12/01

Figure 45. Spool file – Signature

The signature part of the Template document for the spool might look like this:

Please confirm and advise shipping details

~name~
~depname~ Department
Turtle Furniture Production

Printing date: ~date~

Figure 46. Template – Signature

Assume that the date “31/12/01” in format DD/MM/YY should be replaced by the date “12/31/01” in format MM/DD/YY.

3	1	/	1	2	/	0	1
a	b	c	d	e	f	g	h

Figure 47. Translation of the date into letters

This can be achieved by using the formatting string {de}/{ab}/{gh} and inserting the filtered date into the variable ~date~ in the Template document.

In order to do so, define the area containing the date. The process of defining areas was described in the previous step.

Area definition			
Design ID.....:	<u>PURCHASE</u>		
Area ID.....:	<u>2</u>	Description.:	<u>Printing date</u>
<u>Start indicator</u>			
Text.....:	<u>Printing date</u>		
Position.....:	Col <u>1</u>	Length <u>13</u>	Rows offset <u>0</u>
Search option.:	<u>N</u> (F4)		
<u>Area attributes</u>			
Lines.....:	<u>1</u>	(0-For end indicator)	
Position.....:	Col <u>15</u>	Width <u>8</u>	
<u>End indicator</u>			
Text.....:			
Position.....:	Col _____	Length _____	Rows offset _____

Figure 48. Printing date - Area Definition window

Then assign a field ruler to this area. The process of defining rulers was described in the previous step as well. Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field 'Description'. This description can help you identify the ruler in the Area table. If this field remains blank, Papyrus automatically enters the variable name as the description.

Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'. Upper or lower case letters are not important, but make you sure the name you enter is identical to name of the variable in the Template document.

In this example the name "date" is entered.

Enter the desired formatting string in the field 'Formatting String', or press **F4** to open a list of predefined formatting strings. Select the desired formatting string by typing **1** next to it and pressing **Enter**.

In this example the formatting string {de}/{ab}/{gh} is entered.

Type 'N' in the field 'Text is an object name'.

Type 'N' in the field 'Clear spool area'.

Field ruler	
Design ID....:	<u>PURCHASE</u> Ruler no....: <u>1</u>
Description...:	<u>~date~</u>
Field.....:	<u>DATE</u> (F4)
Formatting string.....:	(F4)
{de}/{ab}/{gh}	
Text is an object name....:	<u>N</u> (Y/N)
Clear spool area.....:	<u>N</u> (Y/N)

Figure 49. ~date~ – Field ruler window

Press **F2** to save the ruler definition.

The signature part of the output document is illustrated in the following figure:

Please confirm and advise shipping details	
Printing date: 12/31/01	Dani Sharon Marketing Department Turtle Furniture Production

Figure 50. Output document – Printing date

Replacing spool text with constant objects

The original text of the spool can be replaced by objects of various formats (BMP, JPG, GIF, DOC, XLS and many more).

First, the desired object is created in a suitable program on the PC and saved in the folder C:\Program Files\ Papirus\ Forms. Then the area containing the original text is defined. Finally, a field ruler, containing the name of the desired object, is assigned to the area.

Step by Step

1. [Type **PPS** in the AS/400 command line prompt, and press **Enter**.](#)
2. [Type **2** for Spool Design and press **Enter**.](#)
3. [Locate the relevant spool design in the list.](#)
4. [Type **8** next to it and press **Enter** to open the Area Table window.](#)
5. [Define the area to be replaced.](#)
6. [Assign a Field ruler to this area.](#)
7. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
8. [Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'.](#)
9. [Enter the name of the desired object, including the extension, in the field 'Formatting string'.](#)
10. [Enter 'Y' in the field 'Text is an object name'.](#)
11. [Enter 'N' in the field 'Clear spool area'.](#)
12. [Press **F2** to save the ruler definition.](#)

The following figure contains the signature of a spool file:

```
*....+....1....+....2....+....3....+....4....+....5....+....6....+....7..
Please confirm and advise shipping details
Dani Sharon
Purchasing Department
Turtle Furniture Production
Printing date: 31/12/01
```

Figure 51. Spool file – Signature

The signature part of the Template document for the spool might look like this:

Please confirm and advise shipping details ~signature~ Printing date: ~date~

Figure 52. Template – Signature

Assume that the signature should be replaced by an actual picture of this person. This can be achieved by inserting the object 'Danisharon.bmp' into the variable ~signature~ in the Template document.



Figure 53. Danisharon.bmp

In order to do so, define the area containing the name "Dani Sharon". The process of defining areas was described in the previous step.

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	2	Description.:	Signature	
<u>Start indicator</u>				
Text.....:	Dani Sharon			
Position.....:	Col	48	Length	11
Search option.:	N	(F4)	Rows offset	0
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	48	Width	11
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 54. Signature - Area Definition window

Then assign a field ruler to this area. The process of defining rulers was described in the previous step as well. Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field 'Description'. This description can help you identify the ruler in the Area table. If this field remains blank, Papyrus automatically enters the variable name as the description.

Enter the name of the variable from the Template, without the ~ signs, in the field 'Field'. Upper or lower case letters are not important, but make you sure the name you enter is identical to the name of the variable in the Template document.

In this example the name "signature" is entered.

Fill in the name of the desired object, including the extension, in the field 'Formatting String'.

In this example the name "danisharon.bmp" is entered.

Type 'Y' in the field 'Text is an object name' to indicate that the text represents an object.

If the value 'N' is entered into this field, Papyrus will simply enter the word "Danisharon.bmp" into the Template document.

Type 'N' in the field 'Clear spool area'.

Field ruler	
Design ID....:	<u>PURCHASE</u> Ruler no....: <u>1</u>
Description...:	<u>~signature~</u>
Field.....:	<u>SIGNATURE</u> (F4)
Formatting string.....:	(F4)
Danisharon.bmp	
Text is an object name....:	<u>Y</u> (Y/N)
Clear spool area.....:	<u>N</u> (Y/N)

Figure 55. ~signature~ – Field ruler window

Press **F2** to save the ruler and return to the Area table window.

The signature part of the output document is illustrated in following figure:

Please confirm and advise shipping details	
	
sincerely, <i>Dani Sharon</i> Dani Sharon Purchasing Department Turtle Furniture Production	
Printing date: 31/12/01	

Figure 56. Output document – Dani Sharon

Replacing spool text with various objects

The original text of the spool can be replaced by several PC objects of various formats (BMP, JPG, GIF, DOC, XLS and many more).

First, the desired objects are created in a suitable program on the PC and saved in the folder C:\Program Files\ Papyrus\ Forms. Then the area containing the original text is defined. Finally, a field ruler, containing the names of the desired objects, is assigned to the area.

Step by Step

1. [Type **PPS** in the AS/400 command line prompt, and press **Enter**.](#)
2. [Type **2** for Spool Design and press **Enter**.](#)
3. [Locate the relevant spool design in the list.](#)
4. [Type **8** next to it and press **Enter** to open the Area Table window.](#)
5. [Define the area to be replaced.](#)
6. [Assign a Field ruler to this area.](#)
7. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
8. [Fill in the name of the variable from the Template, without the ~ signs, in the field 'Field'.](#)
9. [Enter a formatting string, representing the names of all desired objects \(including the extension\), in the field 'Formatting string'.](#)
10. [Enter 'Y' in the field 'Text is an object name'.](#)
11. [Enter 'N' in the field 'Clear spool area'.](#)
12. [Press **F2** to save the ruler definition.](#)

The following figure contains the signatures of several spool files:

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7.. Please confirm and advise shipping details	
	Dani Sharon Purchasing Department Turtle Furniture Production

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7.. Please confirm and advise shipping details	
	Sarah Brightman Purchasing Department Turtle Furniture Production

*...+...1...+...2...+...3...+...4...+...5...+...6...+...7.. Please confirm and advise shipping details	
	Mark Smith Purchasing Department Turtle Furniture Production

Figure 57. Spool files – Signatures

The signature part of the Template document for these spools may look like this:

Please confirm and advise shipping details	
	~name~ Purchase Department Turtle Furniture Production

Figure 58. Template – Signature

Assume that a graphic signature should replace the name appearing on the spool. The signatures must be replaced dynamically to match the name appearing on the spool

This can be achieved by inserting different objects into the variable ~name~ in the Template document. Different objects can be inserted into one variable by using a formatting string, representing the names of all objects. Formatting strings include a constant number of characters, therefore the names of all objects must consist of a constant number of characters as well. In this example, the names consist of the first four letters in their respective holder's name. The suitable formatting string is {abcd}.gif



Figure 59. Signature files

In order to replace the names, define the area containing their first four characters. The area must be defined by a general indicator, which is valid for all names. The process of defining areas was described in the previous step.

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	2	Description.:	Signature	
<u>Start indicator</u>				
Text.....:	Please confirm			
Position.....:	Col	1	Length	14
Search option.:	N	(F4)	Rows offset	1
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	48	Width	4
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 60. Signatures - Area Definition window

Then assign a field ruler to this area. The process of defining rulers was described in the previous step as well. Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field 'Description'. This description can help you identify the ruler in the Area table. If this field remains blank, Papyrus automatically enters the variable name as the description.

Enter the name of the variable from the Template, without the ~ signs, in the field 'Field'. Upper or lower case letters are not important, but make you sure the name you enter is identical to name of the variable in the Template document.

In the example the variable "name" is entered.

Enter a formatting string, representing the names of all objects, in the field 'Formatting String'.

In the example the formatting string is {abcd}.gif is entered.

Type 'Y' in the field 'Text is an object name' to indicate that the text represents an object.

If the value 'N' is entered into this field, Papyrus will simply enter the word "{abcd}.gif" to the Template document.

Type 'N' in the field 'Clear spool area'.

Field ruler	
Design ID....:	<u>PURCHASE</u> Ruler no...: <u>1</u>
Description...:	<u>~name~</u>
Field.....:	<u>NAME</u> (F4)
Formatting string.....:	(F4)
{abcd}.gif	
Text is an object name...:	<u>Y</u> (Y/N)
Clear spool area.....:	<u>N</u> (Y/N)

Figure 61. ~name~ – Field ruler window

Press **F2** to save the ruler definition.

The signature part of the output documents is illustrated in the following figure:

Please confirm and advise shipping details  Purchase Department Turtle Furniture Production
Please confirm and advise shipping details  Purchase Department Turtle Furniture Production
Please confirm and advise shipping details  Purchase Department Turtle Furniture Production

Figure 62. Output documents – signatures

Step 7 – Using several Templates

The seventh step is assigning several Template documents to the same spool. Spool files can be very complex, which makes it impossible to create only one Template for them. Even simple spool files sometimes require several Templates because every page in the output document should to have a different appearance.

In these cases, several different Templates can be assigned to the same spool and produce one output document. The different Templates can all be included, or replaced dynamically to match the current version of the spool. All Template documents assigned to the same spool are called a Package.

Merging several Template documents

General Explanation

Several different Templates can be merged to produce one output document. This can be achieved in a two steps process -

- 1) Creating the Template documents in MS-Word.
- 2) Assigning the Templates to the spool.

The merger of the Templates is performed automatically.

The following figure illustrates the package for a complex spool, which always includes a cover page, an invoice and a packing list. Each page has a different format and requires a separate Template document.

Spool file	Template document	Output document																																										
Attn: Alain Schmidt, Mead Packaging Europe Al.Du Bourb 5 Maurepas Cedex 78312 France ----- Dear customer, Further to your order dated July 14th, we are proud to present the following invoice and packing list. Sincerely, Turtle Furniture Production	 Turtle Furniture Production Attn: ~name~ ~company~ ~street~ ~city~ ~country~ Dear customer, Further to your order dated ~date~, we are proud to present the following invoice and packing list. Sincerely, Turtle Furniture Production	 Turtle Furniture Production Attn: Alain Schmidt, Mead Packaging Europe Al.Du Bourb 5 Maurepas Cedex 78312 France Dear customer, Further to your order dated July 14th, we are proud to present the following invoice and packing list. Sincerely, Turtle Furniture Production																																										
Cover.dot																																												
Invoice no. 193776 ----- <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>Sleeping-youth</td> <td>10</td> <td>33</td> </tr> <tr> <td>Seating-comfort</td> <td>15</td> <td>40</td> </tr> <tr> <td>Shipping</td> <td></td> <td>157</td> </tr> <tr> <td>Total</td> <td></td> <td>1087</td> </tr> </tbody> </table> Order number: 656567 Payment Terms: 30 days Through: City Bank, NY branch	Item	Qty	Unit Price	Sleeping-youth	10	33	Seating-comfort	15	40	Shipping		157	Total		1087	 Turtle Furniture Production Invoice no. ~invoiceno~ <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>~item~</td> <td>~qty~</td> <td>~price~</td> </tr> <tr> <td>Shipping</td> <td></td> <td>~shipping~</td> </tr> <tr> <td>Total</td> <td></td> <td>~total~</td> </tr> </tbody> </table> Order number: ~orderno~ Payment Terms: ~terms~ Through: ~bank~	Item	Qty	Unit Price	~item~	~qty~	~price~	Shipping		~shipping~	Total		~total~	 Turtle Furniture Production Invoice no. 193776 <table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>Sleeping-youth</td> <td>10</td> <td>33</td> </tr> <tr> <td>Sleeping-comfort</td> <td>15</td> <td>40</td> </tr> <tr> <td>Shipping</td> <td></td> <td>157</td> </tr> <tr> <td>Total</td> <td></td> <td>1087</td> </tr> </tbody> </table> Order number: 656567 Payment Terms: 30 days Through: City Bank, NY branch	Item	Qty	Unit Price	Sleeping-youth	10	33	Sleeping-comfort	15	40	Shipping		157	Total		1087
Item	Qty	Unit Price																																										
Sleeping-youth	10	33																																										
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Shipping		157																																										
Total		1087																																										
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Shipping		157																																										
Total		1087																																										
Invoice.dot																																												
Packing list no. 193776 ----- <table border="1"> <thead> <tr> <th>Box</th> <th>Item Code</th> <th>Qty</th> <th>S/N</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nec2000</td> <td>10</td> <td>56577</td> </tr> <tr> <td>2</td> <td>Nec9995</td> <td>10</td> <td>56578</td> </tr> <tr> <td>3</td> <td>Nec9995</td> <td>5</td> <td>56579</td> </tr> </tbody> </table> Please refer to our S/N in all shipping documents	Box	Item Code	Qty	S/N	1	Nec2000	10	56577	2	Nec9995	10	56578	3	Nec9995	5	56579	 Turtle Furniture Production Packing list no. ~packingno~ <table border="1"> <thead> <tr> <th>Box</th> <th>Item Code</th> <th>Qty</th> <th>S/N</th> </tr> </thead> <tbody> <tr> <td>~b~</td> <td>~code~</td> <td>~qty1~</td> <td>~sn~</td> </tr> </tbody> </table> Please refer to our S/N in all shipping documents	Box	Item Code	Qty	S/N	~b~	~code~	~qty1~	~sn~	 Turtle Furniture Production Packing list no. 193776 <table border="1"> <thead> <tr> <th>Box</th> <th>Item Code</th> <th>Qty</th> <th>S/N</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nec2000</td> <td>10</td> <td>56577</td> </tr> <tr> <td>2</td> <td>Nec9995</td> <td>10</td> <td>56578</td> </tr> <tr> <td>3</td> <td>Nec9995</td> <td>5</td> <td>56579</td> </tr> </tbody> </table> Please refer to our S/N in all shipping documents	Box	Item Code	Qty	S/N	1	Nec2000	10	56577	2	Nec9995	10	56578	3	Nec9995	5	56579		
Box	Item Code	Qty	S/N																																									
1	Nec2000	10	56577																																									
2	Nec9995	10	56578																																									
3	Nec9995	5	56579																																									
Box	Item Code	Qty	S/N																																									
~b~	~code~	~qty1~	~sn~																																									
Box	Item Code	Qty	S/N																																									
1	Nec2000	10	56577																																									
2	Nec9995	10	56578																																									
3	Nec9995	5	56579																																									
Packing.dot																																												

Figure 63. Package

Merging several Template documents – Step by Step

1. [Type PPS in the AS/400 command line prompt, and press Enter.](#)
2. [Type 2 for Spool Design and press Enter. The Design Table window appears.](#)
3. [Locate the desired design in the design table.](#)
4. [Type 2 next to the design and press Enter.](#)
5. [Press F7 to assign the Template documents to the design.](#)
6. [Press F6 to define a new Template document.](#)
7. [For each Template, fill in the desired sequence number in the field 'Template seq.'.](#)
8. [For each Template, fill in a description in the field 'Description'.](#)

9. [For each Template, fill in the name of the document, without the DOT extension, in the field 'Word document'.](#)
10. [For each Template, enter 'Y' in the field 'Package'.](#)
11. [For each Template, select the desired option in the field 'Merge next page mode'.](#)
12. [For each Template, select the desired option in the field 'Template usage mode'.](#)
13. [For each Template, press F2 to save the definition.](#)
14. [Press F3 to return to the Design definition window.](#)
15. [Press F2 to confirm.](#)

First, create all desired Template documents in MS-Word. The process of creating Template documents was described in Step 3.

NOTE

Do not to place the same variable in two different Templates, unless you want the spool data to appear in both pages of the output document.

Assign the Templates to the spool. The process of assigning Templates to spools was described in Step 4. Further details are given here:

Using the Template table window

For each Template, fill in the Template sequence number in the field 'Template seq'. The sequence number determines the order, in which the Templates are used to produce the output document. The Template with the lowest sequence number is used to produce the first page of the output document. The Template with a higher sequence number is used to produce the second page of the output document and so on. It doesn't matter which sequence numbers are entered, as long as they consist of 3 digits and represent the correct order. It is recommended to assign the number 500 to the most frequently used Template and assign other sequence numbers in relation to it.

In the example the Template 'cover.dot' is assigned the sequence number 400, the Template 'invoice.dot' is assigned the sequence number 500 and the Template 'packing.dot' is assigned the sequence number 600.

For each Template, fill in a short description of the Template document in the field 'Description'. This description can help you identify the Template in the Template table.

For each Template, fill in the name of the document, without the DOT extension, in the field 'Word document'.

In the example, the names “cover”, “invoice” and “packing” are entered.

For each Template, enter ‘Y’ in the field ‘Package’ to always include it in the creation of the output document.

For each Template, locate the cursor in the field ‘Merge next page mode’ in order to select the manner of merging the pages of the output document. Press **F4** to display a list of available merging modes. Select option ‘00’ (default) to merge with a page break between. In this mode each page of the output document stands by itself.

Select option ‘01’ to merge without any spacing. In this mode the pages of the output document are combined without any spaces.

Select option ‘02’ to merge with one separating line. In this mode the page breaks of the output document are replaced with one separating line.

In the example, merge next page mode 00 (default) is selected for all Templates.

For each Template, locate the cursor in the field ‘Template usage mode’ in order to select the manner of applying the Template document on the spool. Press **F4** to display a list of available usage modes. Select option ‘0’ (default) to reuse the Template for each of the spool pages. In this mode Papyrus integrates every spool page into a separate Template page. This mode was designed for spool files in which all pages have the same format.

Select option ‘1’ to use the Template once for the complete spool. In this mode Papyrus integrates all the spool pages into one Template page. This mode was designed for spool files in which every page continues the previous page.

Don’t select option ‘2’ at this stage.

Select option ‘3’ to use the Template as is. In this mode Papyrus uses the Template to create the output document, but does not integrate spool data into it. This usage mode was designed for Templates containing only constant text, which suppose to be added to the output document in a fixed position.

In the example, usage mode 0 (default) is selected for all Templates.

The following figure represents the Template definition windows:

Template definition	
Design ID.....:	INV567X
Template seq.....:	400
Description.....:	Cover Page
Word document.....:	Cover
Package.....:	Y (Y/N)
Merge next page mode..:	(F4)
Template usage mode...:	(F4)
Copies.....:	

Cover.dot Template definition	
Design ID.....:	INV567X
Template seq.....:	500
Description.....:	Invoice
Word document.....:	Invoice
Package.....:	Y (Y/N)
Merge next page mode..:	(F4)
Template usage mode...:	(F4)
Copies.....:	

Invoice.dot Template definition	
Design ID.....:	INV567X
Template seq.....:	600
Description.....:	Packing list
Word document.....:	Packing
Package.....:	Y (Y/N)
Merge next page mode..:	(F4)
Template usage mode...:	(F4)
Copies.....:	

Packing.dot Template definition	
Design ID.....:	INV567X
Template seq.....:	600
Description.....:	Packing list
Word document.....:	Packing
Package.....:	Y (Y/N)
Merge next page mode..:	(F4)
Template usage mode...:	(F4)
Copies.....:	

Figure 64. Template definitions

For each Template, press **F2** to save the definition.

Press **F3** to return to the Design definition window.

Press **F2** to confirm.

Replacing Template documents

General Explanation

Several different Templates can be assigned to one spool and be replaced dynamically to match the current version of the spool. This can be achieved in a four steps process-

- 1) Creating the Template documents in MS-Word.
- 2) Assigning the Templates to the spool.
- 3) Defining an area that indicates the need to replace Templates.
- 4) Assigning a Field ruler, containing the name of the desired Template, to the area.

The replacement of the Templates is performed automatically.

Replacing Template documents – Step by Step

1. [Type **PPS** in the AS/400 command line prompt, and press **Enter**.](#)
2. [Type **2** for Spool Design and press **Enter**. The Design Table window appears.](#)
3. [Locate the desired design in the design table.](#)
4. [Type **2** next to it and press **Enter**.](#)
5. [Press **F7** to assign the Template document to the design.](#)
6. [Press **F6** to define a new Template document.](#)
7. [For each Template, fill in the desired sequence number in the field 'Template seq.'](#)
8. [For each Template, fill in a description in the field 'Description'.](#)
9. [For each Template, fill in the name of the document, without the DOT extension, in the field 'Word document'.](#)
10. [For the Template always included, enter 'Y' in the field 'Package'.](#)
11. [For the Template included only in certain cases, enter 'N' in the field 'Package'.](#)
12. [For each Template, select the desired option in the field 'Merge next page mode'.](#)
13. [For the Template always included, select the desired option in the field 'Template usage mode'.](#)
14. [For the Template included only in certain cases, select option '2' in the field 'Template usage mode'.](#)
15. [For each Template, press **F2** to save the definition.](#)
16. [Press **F3** to return to the Design definition window.](#)
17. [Press **F8** to open the Area table window.](#)
18. [Define a new area that indicates the need to replace Templates.](#)
19. [Assign a Field ruler to this area.](#)
20. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
21. [Enter Papirus' control variable '\\$TMPL DOCNAME' in the field 'Field'.](#)
22. [Enter the name of the desired Template \(including the DOT extension\) in the field 'Formatting string'.](#)
23. [Enter 'Y' in the field 'Text is an object name'.](#)

24. [Enter 'N' in the field 'Clear spool area'.](#)
25. [Press F2 to save the ruler definition.](#)
26. [Press F2 to save the area definition.](#)
27. [Press F3 to return to the Design definition window.](#)
28. [Press F2 to confirm.](#)

The following figure illustrates the package for a complex spool, which always includes an invoice, but sometimes includes a packing list as well. Each page has a different format and requires a separate Template document.

Spool file

Template document

Output document

Invoice no. 193776

Item	Qty	Unit Price
Sleeping-youth	10	33
Seating-comfort	15	40
Shipping		157
Total		1087

Order number: 656567
Payment Terms: 30 days
Through: City Bank, NY branch

 **Turtle Furniture Production**

Invoice no. ~invoiceno~

Item	Qty	Unit Price
~item~	~qty~	~price~
Shipping		~shipping~
Total		~total~

Order number: ~orderno~
Payment Terms: ~terms~
Through: ~bank~

 **Turtle Furniture Production**

Invoice no. 193776

Item	Qty	Unit Price
Sleeping-youth	10	33
Sleeping-comfort	15	40
Shipping		157
Total		1087

Order number: 656567
Payment Terms: 30 days
Through: City Bank, NY branch

Invoice.dot

Packing list no. 193776

Box	Item Code	Qty	S/N
1	Nec2000	10	56577
2	Nec9995	10	56578
3	Nec9995	5	56579

Please refer to our S/N in all shipping documents

 **Turtle Furniture Production**

Packing list no. ~packingno~

Box	Item Code	Qty	S/N
~b~	~code~	~qty1~	~sn~

Please refer to our S/N in all shipping documents

 **Turtle Furniture Production**

Packing list no. 193776

Box	Item Code	Qty	S/N
1	Nec2000	10	56577
2	Nec9995	10	56578
3	Nec9995	5	56579

Please refer to our S/N in all shipping documents

Packing.dot

Figure 65. Package

Replacing Template documents

First, create all desired Template documents in MS-Word. The process of creating Template documents was described in Step 3.

NOTE

Do not to place the same variable in two different Templates, unless you want the spool data to appear in both pages of the output document.

Assign the Templates to the spool. The process of assigning Templates to spools was described in Step 4. Further details are given here:

Using the Template table window

For each Template, fill in the Template sequence number in the field 'Template seq'. The sequence number determines the order, in which the Templates are used to produce the output document. The Template with the lowest sequence number is used to produce the first page of the output document. The Template with a higher sequence number is used to produce the second page of the output document and so on. It doesn't matter which sequence numbers are entered, as long as they consist of 3 digits and represent the correct order. It is recommended to assign the number 500 to the most frequently used Template and assign other sequence numbers in relation to it.

In the example the Template 'invoice.dot' is assigned the sequence number 500 and the Template 'packing.dot' is assigned the sequence number 600.

For each Template, fill in a short description of the Template document in the field 'Description'. This description can help you identify the Template in the Template table.

For each Template, fill in the name of the document, without the DOT extension, in the field 'Word document'.

In the example, the names "invoice" and "packing" are entered.

For each Template, enter 'Y' in the field 'Package' if it should always be included in the creation of the output document. Enter 'N' if it should be included only in certain cases.

In the example, 'Y' is entered for the invoice.dot Template and 'N' is entered for the packing.dot Template.

For each Template, locate the cursor in the field 'Merge next page mode' in order to select the manner of merging the pages of the output document. Press **F4** to display a list of available merging modes. Select option '00' (default) to merge with a page break between. In this mode each page of the output document stands by itself.

Select option '01' to merge without any spacing. In this mode the pages of the output document are combined without any spaces.

Select option '02' to merge with one separating line. In this mode the page breaks of the output document are replaced with one separating line.

In the example, merge next page mode 00 (default) is selected for both Templates.

For each Template, locate the cursor in the field 'Template usage mode' in order to select the manner of applying the Template document on the spool. Press **F4** to display a list of available usage modes.

For Templates that should always be included in the creation of the output document:

Select option '0' (default) to reuse the Template for each of the spool pages. In this mode Papirus integrates every spool page into a separate Template page. This mode was designed for spool files in which all pages have the same format.

Select option '1' to use the Template once for the complete spool. In this mode Papirus integrates all the spool pages into one Template page. This mode was designed for spool files in which every page continues the previous page.

Select option '3' to use the Template as is. In this mode Papirus uses the Template to create the output document, but does not integrate spool data into it. This usage mode was designed for Templates containing only constant text, which suppose to be added to the output document in a fixed position.

For Templates that should be included only in certain cases:

Select option '2' not to use the template at all. In this mode Papirus does not use the Template to create the output document until instructed otherwise.

In the example, usage mode 0 (default) is selected for the Templates invoice.dot and usage mode 2 is selected for the Template packing.dot.

The following figure represents the Template definition windows:

Template definition	
Design ID.....	INV567X
Template seq.....	500
Description.....	Invoice
Word document.....	Invoice
Package.....	Y (Y/N)
Merge next page mode..	(F4)
Template usage mode..	(F4)
Copies.....	

Invoice.dot	
Template definition	
Design ID.....	INV567X
Template seq.....	600
Description.....	Packing list
Word document.....	Packing
Package.....	N (Y/N)
Merge next page mode..	(F4)
Template usage mode..	2 (F4)
Copies.....	

Packing.dot	
-------------	--

Figure 66. Template definitions

For each Template, press **F2** to save the definition.

Press **F3** to return to the Design definition window.

Press **F8** to open the Area table window.

Define a new area that indicates the need to replace Templates.

In the example, every area from the packing list can be defined. In this case, the area of the title “Packing list no.” is the defined area. The process of defining areas was described in step 5.

Area definition				
Design ID.....:	INVOICE			
Area ID.....:	16	Description.:	Packing List	
<u>Start indicator</u>				
Text.....:	Packing list no.			
Position.....:	Col	35	Length	16
Search option.:	N	(F4)	Rows offset	0
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	35	Width	16
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 67. Packing list - Area Definition window

Assign a Field ruler to this area. The process of defining rulers was described in step 5. Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field ‘Description’. This description can help you identify the ruler in the Area table. If this field remains blank, Papirus automatically enters the variable name as the description.

Locate the cursor in the field ‘Field’ and press **F4** to open a list of Papirus’ control variables. Locate the control variable ‘\$TMPL_DOCNAME’ by pressing the **Page Down** key and select it by typing **1** next to it and pressing **Enter**. This control variable instructs Papirus to replace the Template document.

Fill in the name of the desired Template document, including the DOT extension, in the field ‘Formatting String’.

In the example the name “packing.dot” is entered.

Type ‘Y’ in the field ‘Text is an object name’ to indicate that the text represents an object.

Type ‘N’ in the field ‘Clear spool area’.

Field ruler	
Design ID....:	INVOICE Ruler no...: 16
Description..:	\$TMPL_DOCNAME
Field.....:	\$TMPL_DOCNAME (F4)
Formatting string.....:	(F4)
Packing.dot	
Text is an object name....:	Y (Y/N)
Clear spool area.....:	N (Y/N)

Figure 68. *Replace Template – Field ruler window*

Press **F2** to save the ruler definition.

Press **F2** to save the area definition.

Press **F3** to return to the Design definition window.

Press **F2** to confirm.

Step 8 – Routing spools to desired output devices

Unlike the first seven steps, which determine the appearance of the output document, the last step controls its distribution. The output document created by Papirus can be distributed through several output devices. The destinations can remain constant or change according to the text of the spool. The routing of the spool to the desired output devices is part of the design. It is performed with Papirus' control variables.

Papirus' control variables

There are two types of variables in the Papirus system:

- 1) Template variables, which are defined by the user. These variables contain spool data that will appear in the output document (Template variables were introduced in Step 3).
- 2) Control variables, which are part of the standard system. The control variables determine the destination for the output document (printer, email, fax, internet, cellular phones etc.).

Control variables are constructed of a '\$' sign followed by several characters, for example: \$EMAILTO. The data placed in the control variable is the name of the desired output device. The name may be constant or change according to the text of the spool. In both cases this data will not appear in the output document itself.

Once the control variables are added to the design, Papirus automatically routes the output document to the chosen destination.

Papirus' control variables are listed in the following table:

Control Variable	Description
\$AUTHOR	Name of the author in the document's properties in MS-Word
\$COLATE	Print copies in collection order
\$COPIES	Number of copies to print
\$DOCNAME	Name of the document in Windows printing queue
\$DONTPRINT	Cancel document printing
\$DONTSEND	Cancel document transmission by email or fax
\$EMAILCC	Email CC destination address, list with “;” separator is accepted
\$EMAILDOCN	Email attachment name
\$EMAILFORMAT	Email attachment format (D – doc, H – html, T – txt, G – gif, J – jpg, P – pdf)
\$EMAILFROM	Email sender address*
\$EMAILFROMNAME	Email sender name*
\$EMAILPROF	Email sender exchange profile

Control Variable	Description
\$EMAILTEXT	Email message text
\$EMAILTO	Email TO destination address, list with “;” separator is accepted
\$FAXNUMBER	Fax destination number, list with “;” separator is accepted
\$FILENAME	Name of the output document in DOC format
\$HTMLNAME	Name of the output document in HTML format
\$IGNORE	Omit current item from package
\$IMGCOLOR	Type of output document in graphic format, b/w or color**
\$IMGNAME	Name of the output document in graphic format**
\$IMGRES	Resolution of the output document in graphic format**
\$IMGSCALE	Scale factor of the output document in graphic format**
\$IMGTYPE	Format of the output document in graphic format**
\$MACRO	Run MS-Word macro
\$MACRO_DOTFILE	Location of MS-Word macro to run
\$MERGECHECK	Merge check
\$OUTPATH	Desired path on the PC to save the output document
\$PAGESKIP	Skip current page
\$PASSWORD	Email attachment protection password (by default the password is 777).
\$PATH	Search path for PC objects inserted to the output document
\$PDFNAME	Name of the output document in PDF format
\$PRINTAFTER	Print DOC after main print
\$PRINTBEFORE	Print DOC before main print
\$PRINTER	Name of desired printer to print the output document
\$REMARK	Remark appearing in Papyrus’ AS/400 events log
\$RUN	Activate AS/400 command
\$SMS_MSG	SMS message text
\$SMS_MSG1	Different SMS text to each number
\$SMS_NUMBER	SMS destination number
\$SUBJECT	Fax and email subject
\$TEXTNAME	Name of the output document in TXT format
\$TITLE	Title of the document in the document’s properties in MS-Word
\$TEST	Display the output document in MS Word Viewer on the Papyrus PC server
\$TMPL_DOCNAME	Name of the Template document to assign to the spool
\$TMPL_PAGEMODE	Merge next page mode for the Template document
\$TMPL_PAGESKIP	Omit spool page from the output document

Control Variable	Description
\$TMPL_PAGEUSE	Include current page in the output document, omit others

- * Papyrus can send emails through MS-Outlook or directly through SMTP protocol. Certain options are available only under SMTP configuration. Refer to Papyrus' Email module user's guide for further details.
- ** The output document can be saved in various formats. Certain options are available only when the output document is saved in a graphic format (JPG, TIFF, GIF, BMP etc.).

Note

Several control variables can be used in parallel in order to send one output document to various destinations.

Sending documents to constant destinations

Step by Step

1. [Type **PPS** in the AS/400 command line prompt and press **Enter**.](#)
2. [Type **2** for Spool Design in the field 'Select' and press **Enter**.](#)
3. [Locate the relevant spool design in the list.](#)
4. [Type **8** next to it and press **Enter**. The Area Table window appears.](#)
5. [Define the area indicating the need to send the spool to the desired destination.](#)
6. [Assign a Field ruler to this area.](#)
7. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
8. [Locate the cursor in the field 'Field' and press **F4** to open a list of Papyrus' control variables.](#)
9. [Select the desired control variable by typing **1** next to it and pressing **Enter**.](#)
10. [Enter the name of the output device in the field 'Formatting string'.](#)
11. [Enter 'N' in the field 'Text is an object name'.](#)
12. [Enter 'N' in the field 'Clear spool area'.](#)
13. [Press **F2** to save the ruler definition.](#)

Assume that a copy from all output documents ought to be sent to one constant destination.

In order to do this, define an area indicating the need to send the spool to the desired destination. Then assign field ruler, containing a control variable and the name of the output device.

The following figure contains the header of a spool file:

```
*.....1.....2.....3.....4.....5.....6.....7..
Attn: Sanskrit Software Systems Ltd.
2 Rachel St.
Haifa, Israel
-----

Dear customer,
Further to your order dated July 14th, we are proud to present the following
purchase order.

Sincerely,
Turtle Furniture Production
```

Figure 69. Spool file – Header

Assume that the output document from this spool should always be sent by email to the email address: service@papirus400.com. This can be achieved by inserting this email address into the control variable \$EMAILTO.

In order to do so, define a new area that indicates the need to send the spool by email.

In the example, every area from the spool can be defined. In this case, the area of the word “Attn:” is the defined area. The process of defining areas was described in step 5.

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	2	Description.:	Attn:	
<u>Start indicator</u>				
Text.....:	Attn:			
Position.....:	Col	1	Length	5
Search option.:	Y	(F4)	Rows offset	0
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	1	Width	30
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 70. Attn - Area Definition window

Then assign a field ruler to this area. The process of defining rulers was described in the Step 5 as well.

Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field 'Description'. This description can help you identify the ruler in the Area table. If this field remains blank, Papyrus automatically enters the control variable name as the description.

Locate the cursor in the field 'Field' and press **F4** to open a list of available control variables. Select the desired control variable by typing **1** next to it and pressing **Enter**.

In the example the control variable "\$EMAILTO" is selected.

Enter the name of the desired output device in the field 'Formatting String'.

In the example the email address "service@papyrus40.com" is entered.

Type 'N' in the field 'Text is an object name'.

Type 'N' in the field 'Clear spool area'.

Field ruler	
Design ID....:	PURCHASE Ruler no....: 1
Description...:	\$EMAILTO
Field.....:	\$EMAILTO (F4)
Formatting string.....:	(F4)
service@papyrus400.com	
Text is an object name...:	N (Y/N)
Clear spool area.....:	N (Y/N)

Figure 71. \$EMAILTO – Field ruler window

Press **F2** to save the ruler definition.

Sending documents to destinations from the spool

Step by Step

1. [Type PPS in the AS/400 command line prompt, and press Enter.](#)
2. [Type 2 for Spool Design and press Enter.](#)
3. [Locate the relevant spool design in the list.](#)
4. [Type 8 next to it and press Enter. The Area Table window appears.](#)

5. [Define the area containing the name of the destination.](#)
6. [Assign a Field ruler to this area.](#)
7. [Fill in a description for the ruler in the field 'Description' \(optional\).](#)
8. [Locate the cursor in the field 'Field' and press F4 to open a list of Papirus' control variables.](#)
9. [Select the desired control variable by typing 1 next to it and pressing Enter.](#)
10. [Enter a formatting string, representing the names of all output devices, in the field 'Formatting string'.](#)
11. [Enter 'N' in the field 'Text is an object name'.](#)
12. [Enter 'N' in the field 'Clear spool area'.](#)
13. [Press F2 to save the ruler definition.](#)

The name of the desired output device can be taken directly from the text of the current spool. In order to do this, the area containing the name of the output device must be defined. Then, a field ruler containing a control variable and a formatting string must be assigned to that area.

The following figure contains the header of a spool file:

```
*.....1.....2.....3.....4.....5.....6.....7..
Attn: Sanskrit Software Systems Ltd.
2 Rachel St.
Haifa, Israel
Email: service@papirus400.com
-----
Dear customer,
Further to your order dated July 14th, we are proud to present the following
purchase order.

Sincerely,
Turtle Furniture Production
```

Figure 72. Spool file – Header

Assume that the output document from this spool should be sent by email to the email address appearing on the spool. This can be achieved by inserting the email address into the control variable \$EMAILTO.

In order to do so, define the area of the email address. The process of defining areas was described in Step 5.

Area definition				
Design ID.....:	PURCHASE			
Area ID.....:	2	Description.:	Email address	
<u>Start indicator</u>				
Text.....:	Email:			
Position.....:	Col	1	Length	6
Search option.:	Y	(F4)	Rows offset	0
<u>Area attributes</u>				
Lines.....:	1	(0-For end indicator)		
Position.....:	Col	8	Width	30
<u>End indicator</u>				
Text.....:				
Position.....:	Col		Length	
			Rows offset	

Figure 73. *Email address - Area Definition window*

Then assign a field ruler to this area. The process of defining rulers was described in the Step 5 as well. Further details are given here:

Using the Field ruler window

Fill in a short description of the ruler in the field 'Description'. This description can help you identify the ruler in the Area table. If this field remains blank, Papirus automatically enters the control variable name as the description.

Locate the cursor in the field 'Field' and press **F4** to open a list of available control variables. Select the desired control variable by typing **1** next to it and pressing **Enter**.

In the example the control variable "\$EMAILTO" is selected.

Enter a formatting string, representing the names of all output devices, in the field 'Formatting String'.

In the example the formatting string "{abcde...}" for general translation is entered.

Type 'N' in the field 'Text is an object name'.

Type 'N' in the field 'Clear spool area'.

Field ruler	
Design ID....:	PURCHASE Ruler no...: 1
Description..:	\$EMAILTO
Field.....:	\$EMAILTO (F4)
Formatting string.....:	(F4) {abcde...}
Text is an object name....:	N (Y/N)
Clear spool area.....:	N (Y/N)

Figure 74. *\$EMAILTO – Field ruler window*

Press **F2** to save the ruler definition.

Glossary of terms

The following terms were introduced in the guide:

A	
Area	- Section of a spool, containing data and indicators.
C	
Constant area	- Area containing a constant number of lines.
Control variable	- String of text written after a “\$” sign. Control variables determine the destination for the output document.
D	
Data queue	- A queue through which data is transferred from the AS/400 to the PC.
Design	- Links the spool to the corresponding Template document and routes it to the desired output device.
DesignID	- Name of the design, must be identical to the spool userdata.
Dynamic area	- Area containing an unknown number of lines.
E	
End indicator	- Indicates the ending of an area.
F	
Formatting string	- String of text written between brackets {}. Formatting strings apply different filters on the spool text.
I	
Indicator	- Indicates the location of data in the spool.
L	
Layout document	- Word document defining the spool width and language code.
P	
Package	- All Template documents assigned to the same spool.
PC server	- Personal computer on which the Papyrus software is installed.
PPW file	- PC file format that includes a spool sample and its design definitions. Used to transfer spool files and designs between AS/400 systems.

R

- Ruler - Links areas from the spool to the corresponding variables in the Template document.

S

- Spool - Print output of the AS/400 computer.
- Start indicator - Indicates the beginning of an area.

T

- Template document - Word document into which data from the spool file is integrated.

U

- Output document - Formatted Word document created by Papyrus from the AS/400 spool file.
- Userdata - One of the fields characterizing the spool on the AS/400 computer (usually the name of the program that the spool has created).

V

- Variable - String of text written in the Template document with the sign “~” before and after. Variables are replaced by data from the spool.

W

- Wild card signs - Signs representing different characters that can be used to compose indicators:
- # - Represents any numeric character.
 - @ - Represents any alphabetic character.
 - ␣ - Represents any non-blank character.
 - ~ - Represents any characters, including blank.

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FIGURE	EMAILTO – FIELD RULER WINDOW
FIGURE	SPOOL FILE – HEADER.....
FIGURE	EMAIL ADDRESS - AREA DEFINITION WINDOW
FIGURE	EMAILTO – FIELD RULER WINDOW