

# Setting Up Executive MemoMaker



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# 1

## Setting Up Executive MemoMaker

### Contents of the Booklet

The first part of this booklet explains how to prepare your Executive MemoMaker software for use—how to set it up. You will need to set up Executive MemoMaker to use it.

The second part explains how to set up the DCA Converter utility that works with Executive MemoMaker. You may or may not need to use the DCA Converter, and you needn't set it up if you won't be using it. A section on the DCA Converter after the second Executive MemoMaker setup section gives you enough information about the Converter to decide whether to set it up.

### Executive MemoMaker Setup Overview

This part of the booklet explains how to set up Executive MemoMaker. It is divided into three sections.

1. "Preparations For Setup" tells you how to prepare for the setup.
2. "Setting Up Executive MemoMaker" describes the setup itself: first, making a work copy of the software; second, using the Identify Devices (DEVICEID) screen to make work copies of printer and video configuration files; finally, upgrading the system files and—if you have an HP Vectra PC—adding Executive MemoMaker to PAM. This final setup step is automatic.

Making a *work copy* of the Executive MemoMaker software is putting a copy of it on your own disc or discs. Doing this allows you to store your master discs in a safe place. We will be speaking of the process of making a work copy of the software as *installing* the software, and speaking of a disc containing the work copy as a *work disc*.

3. "Adjustments After Setup" tells you how to identify an additional printer after setup and how to modify printer configuration information.

### **HP Vectra or Compatibles**

The information in this booklet applies to the HP Vectra PC and to the following computers:

- IBM PC/XT/AT
- IBM PS/2, model 30, 50, or 60
- compatible computers listed in the "Executive MemoMaker Supported Configurations" pamphlet that comes with the Executive MemoMaker software

## One: Preparations For Setup

This section describes system requirements; tells you what you need to know about your video adapter, monitor, and printer; and explains how your keyboard works with Executive MemoMaker.

### System Requirements

Your system must meet the requirements listed below if it is to run Executive MemoMaker. Check the "Supported Configurations" pamphlet to verify that you have them:

- adequate RAM (random access memory)
- a supported version of DOS (MS-DOS)
- a supported disc-and-drive combination
- if you are using a printer or mouse: a supported one

### Device Identification

In the second part of the setup procedure, you need to identify the video adapter/monitor combination and the printer you will be using with Executive MemoMaker:

- The video adapter/monitor combination might be an HP Enhanced Graphics Adapter with an HP Enhanced Graphics Display, an HP Monochrome Plus Adapter with an HP Monochrome Plus Display, or any one of many supported or compatible combinations listed in the "Supported Configurations" pamphlet.
- The printer might be an HP LaserJet Plus, an HP ThinkJet, or some other supported or compatible printer listed in the "Supported Configurations" pamphlet.



With the printer, you need to identify:

- the interface—for example, Centronics (that is, parallel), serial, or HP-IB
- the port—that is, the COM or LPT device
- the character set—HP Roman8, IBM8, or modified IBM8

With an HP-IB printer, you also need to identify the interface card select code and HP-IB device address. With a serial printer, you also need to identify the baud rate, parity, number of data bits and stop bits, and handshake. You need eight data bits to print pictures as well as text.

Make sure now that you have the information to perform these identifications. Don't wait until you are in the middle of the setup procedure.

### **Mouse Usage**

You can use a mouse with Executive MemoMaker, but you don't need to connect it before setting up the Executive MemoMaker software.

### **Microsoft Windows Usage**

Executive MemoMaker comes with a Program Information File (PIF), EMM.PIF, that enables it to run under Windows. However, you don't need Windows for setting up the Executive MemoMaker software.

For more information about PIFs, refer to the *Microsoft Windows User's Guide*.

## **Master Discs Required**

Before you can start the setup procedure, you must have all the Executive MemoMaker master discs from the plastic envelope at the back of the manual. If there are four discs, they are labeled as follows:

- Application Master
- GOLD Master
- Utility Master
- Dictionary Master

If there are two discs, their labels show that they correspond to the four above. The two discs are labeled as follows:

- Application/GOLD Master
- Utility/Dictionary Master

Instructions in this booklet presuppose four separate master discs, but you can follow them easily if you have just two. For example, when you are instructed to "insert the Application Master disc," just insert the Application/GOLD Master disc.

Skip the next section, on blank discs, if you are installing Executive MemoMaker on a hard disc.

## **Blank Discs Required**

If you are installing Executive MemoMaker to a high-capacity drive designed for flexible discs with a capacity of 1.2 Mb or more, you must have:

- one blank formatted flexible disc with a capacity of 1.2 Mb or more.

If you are installing it to a high-capacity drive designed for flexible discs with a capacity in the 700-to-800 Kb range, you must have:

- two blank formatted flexible discs with capacities over 700 Kb.

If you are installing it to a drive designed for flexible discs with a 360 Kb capacity, you must have:

- three blank formatted flexible discs with capacities of 360 Kb or more

After you format a blank flexible disc, you may want to label it "Executive MemoMaker Work Disc." If you are installing Executive MemoMaker onto more than one flexible disc, after the installation consider labeling them according to the master discs they correspond to.

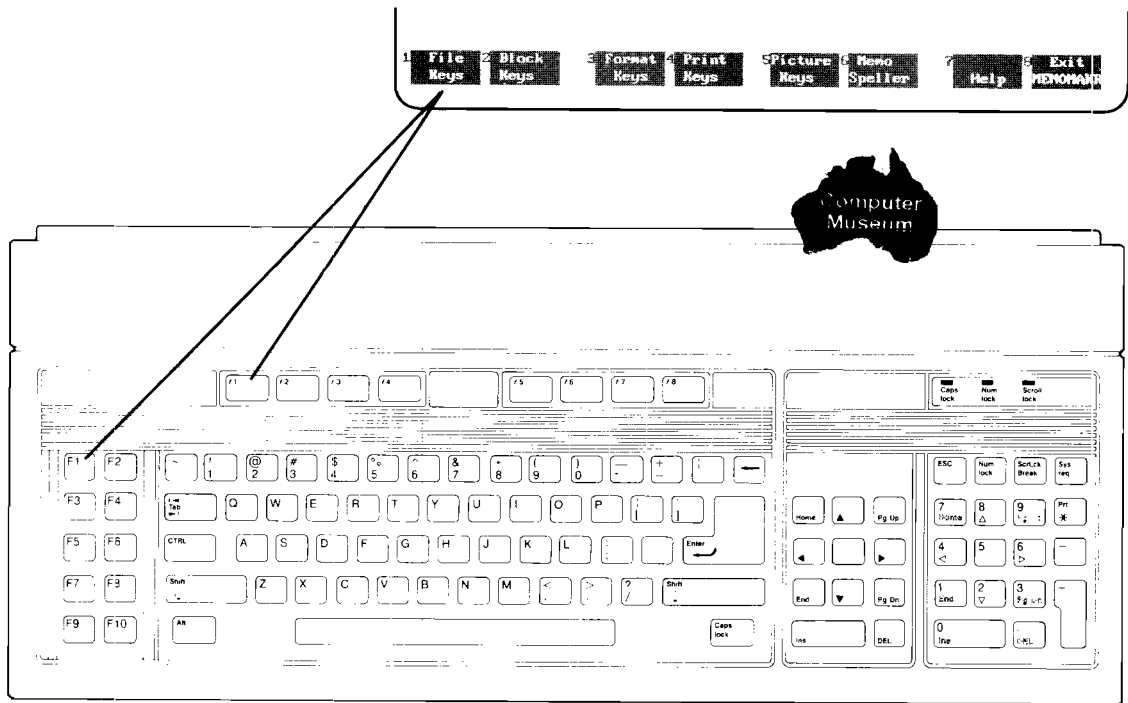
## Using a Keyboard with Your Software

If you are already familiar with the way HP function keys relate to their screen labels, skip this section and go directly to "Two: Setting Up Executive MemoMaker."

If you are not familiar with these keys and labels, here are the basics. On the HP Vectra keyboard you find ten function keys labeled **F1** through **F10** along the left side and eight function keys labeled **f1** through **f8** (small *f*s) along the top. If you have another kind of computer, the keyboard probably has only one set of function labels.

If you have two sets of function keys, use the one most comfortable for you. Function keys numbered 1 through 8 do the same job whether they are along the top or on the left side of the keyboard.

The function keys relate to the function labels shown in the eight boxes along the bottom of the screen. Notice that each box has a number beside it, identifying the number of the corresponding key. When you want the computer to perform a function, you simply press the corresponding function key.



## Two: Setting Up Executive MemoMaker

You will be installing Executive MemoMaker on either one, two, or three work discs:

- one work disc with a hard disc or with a high-capacity flexible disc that can hold 1.2 Mb or more
- two work discs with high-capacity flexible discs that hold 700 to 800 Kb each
- three work discs with flexible discs that hold less than 700 Kb each

### Creating a Work Copy

This is a once-only operation. After you create a work copy of Executive MemoMaker (that is, install it) on one or more of your own discs, you need to create another work copy only if the first one wears out.

If you are installing Executive MemoMaker onto a hard disc, use the instructions for installation onto a hard disc that follow.

If you are installing Executive MemoMaker onto one or more flexible discs, skip to the instructions for installation onto flexible discs.

### **Installation onto a Hard Disc**

This section provides instructions for installation onto a hard disc.



---

**For Drawing and Charting Gallery users only:** During the installation procedure described on the next page, several messages appear on your monitor. One of them tells you that Executive MemoMaker will be installed in a directory called GALLERY unless you provide an alternative. If you have Drawing Gallery or Charting Gallery or both in a directory already named GALLERY, you can provide an alternative to GALLERY. However, you will probably benefit from installing Executive MemoMaker in GALLERY—that is, from *not* providing an alternative. Putting Executive MemoMaker into a directory containing one of the Gallery products will save you over 400 Kb in disc space by doubling up on services, and may also make it easier to type the pathnames of pictures you add to Executive MemoMaker documents.

If you have one of the Gallery products in a directory with a name other than GALLERY, installing Executive MemoMaker in that directory—that is, providing its name as an alternative to GALLERY—will benefit you for the reasons given above.

---

With the DOS prompt displayed:

1. Insert the Application Master disc into a flexible disc drive.
2. The active drive ID on your monitor should be for the drive into which you inserted the Application Master disc in step 1.

**If it isn't:** at the DOS prompt, type the ID of the drive containing the Application Master disc, then press . For example, if the Application Master is in drive A, type `A:` and press .

3. At the DOS prompt, type

```
setup emm
```

You will be prompted during the installation procedure to indicate the work drive and directory. You don't need to do it now.

4. Press  to start installation.

In a moment, instructions appear on your monitor.

5. Follow the instructions.

At the bottom of the screen is a bar divided into sections representing the master discs. The bar shows the progress of the installation as it proceeds. The advancing solid fill indicates the number of files copied, *not* elapsed time.

**If problems occur as you create the work disc:** The monitor will display an error message and restore the DOS prompt. Use the information in the error message to identify and correct the problem, then begin again at step 3.

After installation is complete, the main Identify Devices screen will be displayed. Skip to "Identifying Devices" for instructions on using this screen.

## Installation onto One or More Flexible Discs

This section provides instructions for installation onto one or more flexible discs.

With the DOS prompt displayed:

1. Insert a blank formatted flexible disc into a drive it matches.

If the disc is a high-capacity one, be sure you have inserted it into a high-capacity drive. If the disc has a capacity of 360 Kb, be sure you have *not* inserted it in a high-capacity drive.

If you are installing Executive MemoMaker on more than one flexible disc, the monitor will tell you when to remove this disc and insert another one.


2. Insert the Application Master disc into another drive.
3. Make sure that the drive ID in the DOS prompt on your monitor is for the drive you used in step 2.

**If it isn't:** at the DOS prompt, type the ID of the drive containing the Application Master disc, then press . For example, if the Application Master is in drive A, type `A:` and press .

4. At the DOS prompt, type

```
setup emm
```

You will be prompted during the installation procedure to indicate the work drive. You don't need to do it now.

5. Press  to start installation.

In a moment, instructions appear on your monitor.

6. Follow the instructions.

At the bottom of the screen is a bar divided into sections representing the master discs. The bar shows the progress of the installation as it proceeds. The advancing solid fill indicates the number of files copied from each disc, *not* elapsed time.

**If problems occur as you create the work disc:** The monitor will display an error message and restore the DOS prompt. Use the information in the error message to identify and correct the problem. Then delete all the files on your Executive MemoMaker work discs and begin again at step 4.

---

Be sure that you are deleting files on your Executive MemoMaker work disc, not on some other disc.

---

After installation onto your work discs is complete, the main Identify Devices screen will be displayed. Go on to "Identifying Devices" for instructions on using this screen.

## Identifying Devices

The second phase of Executive MemoMaker setup starts when the system displays the main Identify Devices screen. You use this screen to put printer and video configuration files on your work copy of the GOLD Master disc. These files *identify* your printer and video equipment to the Executive MemoMaker software so that it will work properly with them.





---

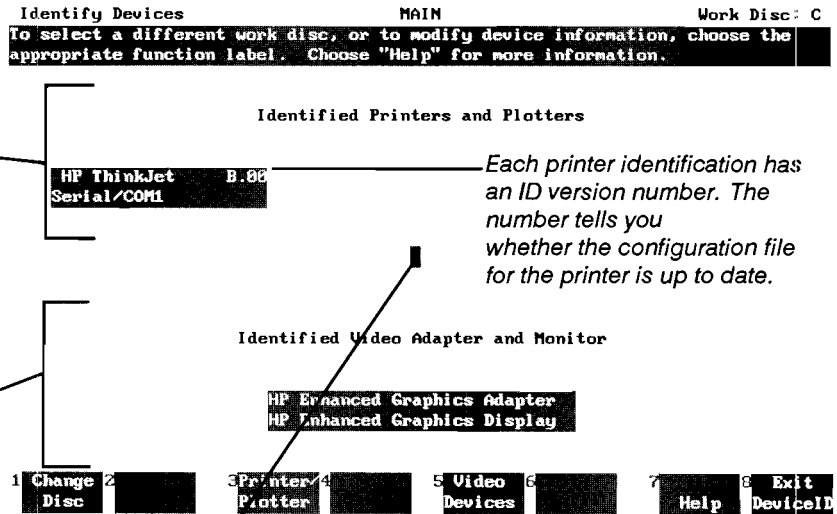
**Gallery users:** The Executive MemoMaker Identify Devices utility does not identify plotters. For this reason, Gallery software users with plotters should not use it with Gallery software to add or identify devices. Similarly, the Gallery Identify Devices utility does not identify alphanumeric printers—Executive MemoMaker users with alphanumeric printers should not use it with Executive MemoMaker software.

**Serial Device users:** This version of Identify Devices supports COM3 and COM4 ports, but older versions of Hewlett-Packard Gallery and Executive series software do not. If you have installed Executive MemoMaker onto a hard disc containing a work copy of one of these older applications, the older application will automatically adopt the device identification you provide for Executive MemoMaker. If this identification includes the COM3 or COM4 port, the device connected to the port will not work with the older application. To avoid this consequence, use COM1 or COM2.

---

If you need help in identifying your printer or adapter-monitor combination, refer to the manuals that come with your equipment or ask your system manager or dealer.

What you now see on your display is the Identify Devices Main screen:



If your computer has a mouse, the mouse pointer appears like this on the main screen. You can use your mouse to choose function labels and move the selection arrow.

## Identifying a Video Adapter and Monitor

If the correct video information for your computer appears on the Main screen, skip this procedure and go on to "Identifying Printers." If the correct video information does *not* appear, or if *no* video information appears, carry out the procedure below:

1. Choose **Video Devices**.

2. Choose **Identify Video**.

This displays the Video List screen. It shows a list of the adapter-monitor combinations you can choose from:

```
Identify Devices                VIDEO LIST                Work Disc: C
Select a video adapter and monitor and choose "Save Video."
Press PgUp or PgDn to see more devices.
```

Video Adapters and Monitors

Selection arrow

HP Multimode Adapter HP Monochrome Display	HP Multimode Adapter HP Color Display
HP Multimode Adapter IBM Color Display	HP Enhanced Graphics Adapter HP Enhanced Graphics Display
HP Enhanced Graphics Adapter IBM Monochrome Display	HP Enhanced Graphics Adapter IBM Color Display
HP Monochrome Plus Adapter HP Monochrome Plus Display	HP Monochrome Plus Adapter IBM Color Display

Press PgUp or PgDn to see more devices.

1 Save	2	3	4	5	6	7	8 Video
Video							Devices

3. Locate your adapter-monitor combination on the screen.

If you don't see your adapter-monitor combination, press **Pg Dn** to see the rest of the list. To go back to the beginning of the list, press **Home**.

4. Press **Tab** or use the direction keys (**←**, **→**, **↑**, and **↓**) to move the selection arrow to the adapter-monitor combination your computer has.

5. Choose **Save Video**.

This identifies the adapter and monitor.

6. Choose **Video Devices**.

This redisplay the Video Devices screen. It now shows the adapter-monitor combination that you identified in steps 4 and 5.

7. Choose **Main**.

This takes you back to the Identify Devices Main screen.

8. If your computer has a printer, go on to the next section.

If it doesn't have a printer, choose **Exit DeviceID**. Then go on to the "Caution" that precedes "Finishing the Setup."

### Printer Already Identified?

If a printer is *not* listed on the main Identify Devices screen, go on to the next section, "Identifying Printers."

If the printer you will be using with Executive MemoMaker is listed correctly and its listing has a version number other than A.00, choose **Exit DeviceID** and go on to the "Caution" that precedes "Finishing the Setup." Your printer is already identified.

**Removing the A.00 Version.** If the printer you will be using is listed correctly but its listing has the version number A.00, you may need to remove the listing, then reidentify the printer. You need to do this under two circumstances:

- You listed the printer with an A.00 version while setting up Hewlett-Packard Gallery software, and plan to add Gallery pictures to Executive MemoMaker documents.
- The printer is a serial device, the software you listed it for supports COM3 and COM4, and you wish to reconnect the printer to a COM3 or COM4 port.

To remove the A.00 listing, turn to the section on "Removing the Printer" and carry out the procedure there. To reidentify the printer—give it a new listing—carry out the procedure in the "Identifying Printers" section below.

## Identifying Printers

With the Identify Devices Main screen on display:

1. Choose **Printer/Plotter** from the Main screen.
2. Choose **Add Device**.

The Device List screen appears. It shows the names of the printers that you can identify:

```

Identify Devices                DEVICE LIST                Work Disc: C
Select a device and choose "Device Setup."
Press PgUp or PgDn to see more devices.

                                Printers and Plotters

Selection arrow →
HP 150 Thermal B.00    HP 2235 Epson B.00    HP 2235A B.00
HP 2276A B.00          HP 2601A B.00         HP 2603A B.00
HP 2932 DotMtx B.00   HP 2933 DotMtx B.00   HP 2934 DotMtx B.00
HP 82905B B.00         HP 82906A B.00        HP LaserJet II B.00
HP LaserJet+ B.00     HP LaserJet B.00      HP LJ 2000 B.00

                                Press PgUp or PgDn to see more devices.
1 Device Setup 2      3      4      5      6      7      8 Printer/Plotter
  
```

3. Locate the name of the printer that you want to identify.

If you don't see the name you want, press **Pg Dn** to see the next 15 names in the list. To go back to the beginning of the list, press **Home**.

4. Press **Tab** or use the direction keys (**◀**, **▶**, **▲**, and **▼**) to move the selection arrow to the printer that you want to identify.
5. If the printer you want is not on the list, do *one* of the following:
  - Move the selection arrow to **Other Printer** at the end of the list.
  - Move the selection arrow to the name of a printer that you know is similar to the one you have.

In either case you can make appropriate changes in the printer configuration when you get to the Device Setup screen.

6. Choose **Device Setup**.

This displays the Device Setup screen. It shows the *default* configuration settings for the printer you have selected.

7. Check the configuration values shown on the screen against the values in the checklist.
8. If the configuration values are correct, test the connection to your printer:
  - a. Choose **Test Device**.
  - b. *Printers only.* Choose **Yes** to test 7- and 8-bit characters. Choose **No** to test 7-bit characters only.
  - c. If your printer prints a test pattern, your configuration is OK. Choose **Save Setup** and go to step 11.

If nothing happens, you probably need to change the configuration in some way. Continue with step 9.

9. If you need to change the configuration, use the procedure below (**a** through **d**) to make the changes. The table on the following page will help you make them.
  - a. Press **Tab** to move the highlighting to the setting you want to change.
  - b. Choose **Next Choice** or **Previous Choice** until the value you want appears in the field you have selected.
  - c. Repeat steps **a** and **b** for any other settings you need to change.
  - d. When the configuration values are correct, choose **Save Setup**.

Interface Value	Description
<p><b>Centronics</b></p> <p><b>HP-IB</b> *</p> <p><b>Network</b> *</p> <p><b>Remote</b> *</p> <p><b>Serial</b></p>	<p>A common printer interface.</p> <p>HP's proprietary IEEE-4888 interface.</p> <p>Use if your computer is connected to a Local Area Network.</p> <p>Use to connect to HP Print Central.</p> <p>The standard RS-232C interface.</p>
Port Value	Description
<p><b>COM1, COM2,</b></p> <p><b>COM3, COM4</b></p>	<p>If you have a <i>serial interface</i>, you must choose one of these ports.</p>
<p><b>LPT1 LPT2</b></p> <p><b>LPT3</b></p>	<p>If your interface is not serial, you can use one of these ports.</p>

\* *Printers with these interfaces may require additional software device drivers.*





10. Choose **Device List**.

This displays the list of printers again.

11. If you have another printer to identify, repeat steps 3 through 9.

You can identify any combination of printers up to a total of six.

12. When you have identified all your printers, press the **[FB]** function key as many times as it takes to exit the Identify Devices program.

You may also need to press **[F1]** once, for **Yes**, to confirm that you want to exit.

---

**Never Delete Your Configuration Files.** The two files listed below hold all the configuration information about the devices you have identified. If you have only a single Executive MemoMaker work disc, you'll find these files in its root directory. If you have multiple work discs, you'll find the files on the work copy of the GOLD Master disc.

HPDEVDB.BIN  
HPVIDDB.BIN

Do not alter these files or remove them from your work disc under any circumstances. They hold the information that allows your video adapter, monitor, and printer to work properly with Executive MemoMaker.

---

## Finishing the Setup

This third phase of the setup program works automatically. It performs the following tasks:

- creates the DOS file CONFIG.SYS

This file is created only if CONFIG.SYS doesn't exist.

- increases the number of file handles Executive MemoMaker can open to 20.

This allows Executive MemoMaker to work with File Manager more effectively. If you have already set this option to a higher value, the setup program will not change it.

- increases the number of disc buffers to 16

If you have already set the `BUFFERS` option to a higher value, the setup program will not change it.

- adds Executive MemoMaker to PAM

This occurs only if PAM is installed in the *root directory* of your system disc. If PAM is installed in a subdirectory, the setup program will not add Executive MemoMaker to PAM.

## DCA Converter Setup?

Your Executive MemoMaker software is now ready. However, read this section before you start it.

You need to set up the DCA Converter utility if you need to convert your Executive MemoMaker document files to the DCA file format or convert DCA files to the Executive MemoMaker document file format. This section explains why you might need to make such conversions.

Executive MemoMaker produces plain ASCII files and also "document" files of the type used in WordStar. These document files are usable in a wide range of other applications; for example, in the PageMaker and Ventura Publisher desktop publishing applications.

Executive MemoMaker document files are *not* usable in HP AdvanceWrite and with the IBM Displaywrite word processor. However, both AdvanceWrite and Displaywrite can use files in the DCA Reversible-Form-Text format, and Executive MemoMaker document files can be converted into this format. Also, DCA files can be converted to Executive MemoMaker document format.

Executive MemoMaker's DCA Converter utility performs both these conversions. If you need to pass files between Executive MemoMaker and either AdvanceWrite, Displaywrite, or some other DCA-compatible word processor, you should set the converter up at this time. Turn to the section on the DCA Converter following the third section of Executive MemoMaker setup instructions. The Converter section begins with its own setup instructions.

### **Starting Executive MemoMaker**

Your Executive MemoMaker software is now ready. To start Executive MemoMaker, follow the instructions that appear on your monitor. *Be sure to reboot your system first.* You need to reboot so that the changes to CONFIG.SYS will be in effect.

## **Three: Adjustments After Setup**

This section describes five optional procedures that you can perform at any time after you have set up Executive MemoMaker:

- identify an additional printer
- modify printer configurations
- remove a printer
- change printer escape sequences
- change character sets for a printer

## Displaying the Identify Devices Main Screen

Each of the five procedures listed on the previous page begins with the Identify Devices Main screen displayed. You display the screen by following the steps below:

1. Insert the Utility Master disc into a disc drive. Unless you installed Executive MemoMaker onto a hard disc, insert your work copy of the Application Master disc into another drive.

If the work copy of the Application Master is on a high-capacity flexible disc, be sure that you inserted it in a matching drive.

2. The active drive ID on your monitor should be for the drive into which you inserted the Utility Master disc in step 1.

**If it isn't:** at the DOS prompt, type the ID of the drive containing the Utility Master disc, then press . For example, if the Utility Master is in drive A, type A: and press .

3. Type deviceid <drive>: and press .

Here, <drive> is the letter of the drive that contains your work copy of the Executive MemoMaker Application Master. If you installed Executive MemoMaker on a hard disc, this is the letter of the hard disc drive.

Carrying out this step displays the Identify Devices Main screen.

## Identifying an Additional Printer

With the Identify Devices Main screen displayed, turn back to the section on "Identifying Printers" and carry out steps 1 through 12.

## Modifying a Printer

Use this procedure if you need to modify some of the configuration values you selected when you identified a printer.

With the Identify Devices Main screen displayed:

1. Choose **Printer/Plotter**.
2. Move the selection arrow to the printer you want to modify.
3. Choose **Modify Device**.
4. Change the configuration settings, as needed.
5. When you are satisfied with the new configuration values, choose **Save Changes**.

## Removing a Printer

Use this procedure if you are no longer using a printer and want to remove its configuration information from your work copy of Executive MemoMaker.

With the Identify Devices Main screen displayed:

1. Choose **Printer/Plotter**.
2. Move the selection arrow to the name of the printer you want to remove.
3. Choose **Remove Device**.
4. Choose **Yes** to confirm the removal.

## Modifying Printer Escape Sequences

Use this procedure if you want to change the escape sequences normally sent to a printer for features such as bold, underline, or line spacing. You should be able to find these sequences in the documentation for your printer.

For example, if you have a color printer such as an HP PaintJet, you can change the escape sequences for bold and underline enhancements into the sequences for red and blue text.

Modifying your printer's escape sequences affects the operation of your printer with Executive MemoMaker, not the operation of Executive MemoMaker itself.

With the Identify Devices Main screen displayed:

1. Choose **Printer/Plotter**.
2. Move the selection arrow to the printer whose escape sequences you want to change.
3. Choose **Modify Device**.
4. Choose **Modify EscSeq**.

(A) Move the cursor to the escape sequence you want to modify and type in the changes.

This displays the Printer Escape Sequences screen:

Identify Devices	PRINTER ESCAPE SEQUENCES	Work Disc: C
Enter the correct information for your printer and choose "Save Changes."		
Turn Bold Print On	^N	
Turn Bold Print Off	^O	
Turn Underline On	^T&dD	
Turn Underline Off	^T&d@	
Select 6 lines per inch	^T&l6D	
Select 8 lines per inch	^T&l8D	
Turn Compressed Print On	^T&k2S	
Turn Compressed Print Off	^T&k@S	

(B) If you are satisfied with the changes, choose this.

1 Save Changes	2	3	4	5	6 Start Over	7	8 Device Setup
----------------	---	---	---	---	--------------	---	----------------

(C) If you make a typing mistake and need to start over, choose this.

## Modifying a Character Set

Use this procedure if you need to change the character set for a printer.

For example: Your printer may not be able to print the character "¢". But you can change another character (such as "~") to print "C-backspace-|".

Modifying your printer's character set affects the operation of your printer with Executive MemoMaker, not the operation of Executive MemoMaker itself.

With the Identify Devices Main screen displayed:

1. Choose **Printer/Plotter**.
2. Choose **Modify Device**.
3. On the Device Setup screen, use **Tab** or the direction keys to move the highlighting to the **Character Set** field.
4. Choose **Next Choice** until you see **Modified IBM-8** in the **Character Set** field.
5. Choose **Modify IBM-8**.
6. On the Character Set Table screen do ONE of the following:
  - Choose **7-bit values**. This enters ISO-7 replacement values beginning at character number 128.
  - Use **Tab** or the direction keys to move the highlighting to a character you want to change. Type in the decimal replacement value. Repeat for all other characters you need to change.
7. When you have entered all the necessary replacements, choose **Save Changes**.
8. Choose **Save Changes** again, this time from the Device Setup screen.



## 2

# Using the DCA Converter

You use Executive MemoMaker's DCA Converter to convert

- Executive MemoMaker (EMM) document files to Revisable-Form-Text DCA document files
- Revisable-Form-Text DCA document files to EMM document files

*DCA* stands for "document content architecture." The EMM *document* file format is the same file format used for WordStar document files.

## What This Section Contains

This section explains

- how to set up the DCA Converter
- when to use the DCA Converter
- how to use the DCA Converter
- what changes are caused by the conversion process
- what DCA Converter error messages mean



## Setting Up the DCA Converter

Executive MemoMaker's DCA Converter is delivered to you on the Executive MemoMaker Utility Master disc. You need both this disc and the Application Master disc to make a work copy of the Converter.

Your work copy of the DCA Converter will occupy about 45 Kb of disc space. If your work copy of Executive MemoMaker is on a hard disc, your work copy of the Converter will be in the Executive MemoMaker directory on the hard disc. If your work copy of Executive MemoMaker is on a high-capacity flexible disc with a capacity of 1.2 Mb or more, your work copy of the Converter will be on that same disc. If your work copy of Executive MemoMaker is on a flexible disc with a capacity of less than 1.2 Mb, your work copy of the Converter will be on the GOLD work disc.


With the DOS prompt displayed:

- 1. If you are placing the work copy of the DCA Converter on a flexible disc only:** Insert the flexible disc that will contain the work copy of the Converter into a drive it is matched to.
2. Insert the Executive MemoMaker Application Master disc into a flexible disc drive.

If you inserted a flexible disc in a drive in step 1, the Application Master disc will go in a different drive.

3. The active drive ID on your screen should be for the drive into which you inserted the Application Master disc in step 2.

**If it isn't:** at the DOS prompt, type the ID of the drive containing the Application Master disc, then press . For example, if the Application Master is in drive A, type A: and press .

4. At the DOS prompt, type `setup dca` and press .

In a moment, instructions will appear on your monitor.

5. Follow the instructions.

### Microsoft Windows Setup

The DCA Converter comes with a Program Information File (PIF), EMM DCA.PIF, that enables it to run under Windows. For more information about PIFs, refer to the *Microsoft Windows User's Guide*.

## When to Use the DCA Converter

DCA conversion lets you move documents between EMM and any application that uses the DCA document format; for example, the IBM Displaywrite word processor. It also lets you move documents between EMM and applications that cannot use EMM documents but have their own DCA converters: for example, HP AdvanceWrite. With AdvanceWrite, there is a two-step conversion process:



The procedure for converting DCA-format documents to and from the AdvanceWrite format is explained in the section on DCA conversion in *Using AdvanceWrite*.

If you need to move documents between EMM and an application that contains a WordStar document file converter, that converter will work on EMM documents as well. Microsoft Word contains such a converter, CONVWS, on the Word Utility disc. (CONVWS is explained in the "Preparing WordStar Files" section of Appendix C of the Word reference manual, "Preparing Documents for Exchange.") Microsoft Word also contains a DCA converter, but using it for moving documents between EMM and Word requires a two-step process, as with AdvanceWrite; using CONVWS requires only the one step.

## ASCII Files Instead?

ASCII files can contain only ASCII characters, not formatting information or enhancements such as boldface and italics. However, EMM can produce and use ASCII files as well as document files, and most other word processors can produce and use ASCII files or at least convert them to their own file formats. For this reason, moving ASCII files between EMM and another word processor may be easier than moving document files between them.

For information about moving ASCII files to and from EMM, see "Using ASCII Files" at the end of this booklet.

## How to Use the DCA Converter


The DCA Converter works in either direction, from EMM to DCA and from DCA to EMM. The following section explains the standard conversion procedure. The section after that explains a faster alternative procedure.

With both procedures, you start


- with the DOS prompt visible (that is, with EMM *not* running)
- with the directory containing the DCA Converter identified as the current directory and the disc containing it identified as the active drive
- with the file to be converted (the *source* file) in an accessible drive
- with the disc that will contain the converted file (the *destination* file) in an accessible drive

## File Conversion Procedure


With your system prepared for file conversion in the way outlined on the previous page, follow the steps below. The first step varies depending on the direction of conversion, DCA-to-EMM or EMM-to-DCA.


1. Type `DCATOEMM` (for DCA-to-EMM conversion) or `EMMTODCA` (for EMM-to-DCA conversion) and press .


This displays a message telling you to type the name of the source file. If you typed `DCATOEMM` in step 1, the message is `Type the name of the DCA file to be converted.` If you typed `EMMTODCA` in step 1, the message is `Type the name of the EMM file to be converted.`

2. Type the name of the source file—depending on the message either a DCA file or an EMM file—and press . (Unless the file is in the current directory on the disc in the active drive, type its pathname, not just its filename. If the name has an extension, include it.)

This displays a message telling you to `Type a name for the converted file.`

3. Type the name that the destination file will be given—a name for either an EMM file or a DCA file—and press . (Unless the file will be in the current directory on the disc in the active drive, type its pathname, not just its filename. Its filename can have an extension but needn't.)

Unless a file with the pathname you typed already exists, pressing  displays a `"Begin conversion . . ."` message. At the midpoint of the conversion process, the screen tells you that conversion is `"half finished."` At the end, when the DCA or EMM destination file has been created, there is an `"End conversion . . ."` message. The conversion process leaves the source file as is.

If a file with the pathname you typed already exists, pressing  displays instead a message saying `File with name you specified exists. Overwrite it (Y/N):` In that case, type *y* (for *yes*) to overwrite the existing file or *n* (for *no*) to get a chance to give the destination file another pathname—that is, to repeat step 3.

After the destination file is created, another message is displayed:

Do another conversion (Y/N)?

4. Type *y* (for *yes*) or *n* (for *no*).


If *yes*, the screen redisplay the message you displayed in step 1 and you return to step 2 to respond to it.

If *no*, the screen displays the message `Leaving Conversion Utility` and restores the DOS prompt.

## Fast File Conversion

In the fast file conversion alternative, you include all the information needed to convert a file in one command.

The syntax of the command is:

*command sourcefilename destinationfilename* 

The *command* is `EMMTODCA` for EMM-to-DCA conversion or `DCATOEMM` for DCA-to-EMM conversion.

The *sourcefile* is an EMM document in one direction, a DCA document in the other, and the same for the *destinationfile*. In either case, *filename* is a pathname unless the file is in the current directory on the disc in the active drive. The command works only if the destination file (that is, a file named *destinationfile*) does not exist. You cannot overwrite it as you can with the standard conversion procedure.

## Examples

```
EMMTODCA C:\EMMDOCS\CHAP1.DOC C:\DCADOCS\CHAP1.DCA
```

```
DCATOEMM C:\DCADOCS\CHAP1.DOC C:\EMMDOCS\CHAP1.EMM
```

Each of these commands creates a destination file and places it in a subdirectory on the disc in the C drive. The source of the destination file is a file in a subdirectory on the C drive. The source file is unaffected by the conversion process.

```
EMMTODCA EMMDOCS\CHAP1DOC CHAP1DCA
```

```
DCATOEMM DCADOCS\CHAP1DCA CHAP1EMM
```

Each of these commands creates a destination file and places it in the current directory on the disc in the active drive. The source of the destination file is a file in a subdirectory on the disc in the active drive.

## Changes Caused by File Conversion

DCA conversion is "perfect" only where the EMM and DCA formats form a perfect match. The match is perfect in reproducing actual text, but not in the treatment of pictures or in the way text is formatted, enhanced, and placed on the page. This section lists the areas where information may be lost or altered in the conversion process. If you can anticipate these losses or alterations, you can usually work around them.

## **EMM-to-DCA Changes**

The EMM-to-DCA conversion process can lose information about either pictures included in documents or justified text.

### **Pictures in Documents**

An EMM document containing a picture is a text file identifying the area occupied by the picture and specifying the name of another file containing the actual picture. When you display the document, a box defines the picture area. When you display the picture or print the document, the picture in the picture file goes in the area.

When this text file is converted to DCA format, the picture area is defined by a box, as in the EMM document, and the name of the picture file is placed in the box. However, you can't use this DCA file to display or print the picture.

### **Justified Text in Documents**

If a block of text is justified in the EMM document, it will ordinarily be justified in the DCA file. In three circumstances, however, it will not be justified:

- The block is less than three lines long.
- The block is not preceded and followed by a blank line.
- The block has been edited since it was justified, and as a result its left or right edge is jagged.

### **Note: Files Destined for AdvanceWrite**

If you convert an EMM document file to DCA format and then convert the DCA file to AdvanceWrite format, information may be lost or altered in the EMM-to-DCA conversion, but no more will be lost or altered in the DCA-to-AdvanceWrite conversion.

## DCA-to-EMM Changes

The DCA format is much more complex than the EMM format, so there is a good chance that information will be lost or altered in DCA-to-EMM conversion.

DCA-to-EMM conversion *retains* all normal text, and also the following DCA document elements:

- bold and underline character enhancements
- required line breaks
- text margins
- tabs
- tables
- headers and footers
- footnotes (only if the DCA document is paginated before conversion)

In addition, DCA-to-EMM conversion *translates* all DCA line-drawing characters into the ASCII characters + ("plus"), - ("minus"), and | ("vertical bar"). It translates all DCA required page breaks into the Executive MemoMaker page-break symbol .PA.

All other DCA document features are lost in conversion; for example, variables, include files, "skip to" line numbers, and page-control structures other than required page breaks.

### **Note: Files Originating in AdvanceWrite**

If you convert an AdvanceWrite document into DCA format and then convert the DCA file to EMM document format, most of the potential losses and alterations of information come at the second, DCA-to-EMM stage of the conversion. The few document elements that may be lost in AdvanceWrite-to-DCA conversion are listed in the section on DCA conversion in *Using AdvanceWrite*.



## Error Messages

This section lists messages that may appear on your screen when you are using the DCA Converter. The list is in alphabetical order. The messages are accompanied by explanations of the reasons they appear and suggestions for responding to them.

Some of the messages are followed by numbers when they appear on your monitor. If you need to contact an HP support person about a problem associated with one of the numbered messages, give the support person the number as well as the message itself.

### **Conversion failed. Check the DCA file.**

- *The file you specified for conversion is probably an invalid DCA document or not a DCA document: the Converter is unable to convert it.*

Check the file to see whether it is a Revisable-Form-Text DCA document. If it is, check it for unusual characters and remove them. If the same message then appears, save the file and contact your HP representative. HP may need to examine the file to determine the problem.

### **Conversion failed. Check the EMM file.**

- *The file you specified for conversion is probably an invalid EMM document or not an EMM document: the Converter is unable to convert it.*

Check the file to see whether it is an EMM document. If it is, check it for unusual characters and remove them. If the same message then appears, save the file and contact your HP representative. HP may need to examine the file to determine the problem.

**Destination file can't be created.**

- *You specified an inaccessible drive for the disc containing the destination file, typed an invalid filename or pathname for the destination file, or gave the destination file the name of a write-protected file.*  
Give the destination file a valid DOS pathname and filename, with the pathname designating an accessible drive. Be sure that the pathname doesn't correspond to that of an existing write-protected file.

**Destination file can't be written to disc you specified.**

- *There is a problem with the disc you have identified for the destination file: a write-protect tab, or something wrong with the disc itself.*  
Be sure there is no write-protect tab on the disc. Use another disc and try again.

**Direction must be 1 (EMM to DCA) or 2 (DCA to EMM):**

- *You executed the DCA CONV.EXE file directly rather than by means of a .BAT file, and you failed to type 1 or 2 after it.*  
If you choose to bypass the .BAT files, type `DCA CONV 1` to begin EMM-to-DCA conversion or `DCA CONV 2` to begin DCA-to-EMM conversion.

**File with name you specified exists. Overwrite it (Y/N):**

- *A file with the pathname of the destination file you specified already exists.*  
To overwrite the file, type `y`. To get a chance to rename the destination file, type `n`.

**File with name you specified for destination file already exists.**

- *You are using the fast file conversion method, which doesn't allow overwriting of the destination file. A file with the pathname of the destination file you specified already exists.*

Erase the existing file and then retype the same command line; or retype the command line with another destination file name.

**No more disc space for destination file.**

- *You filled the disc before creating the entire destination file on it.*

Make more space on the disc or use another disc. Then try again.

**Not enough memory: some text may not be justified.**

- *The justification information in your EMM document requires more RAM than you have available. Some of the text in the DCA document that would otherwise be justified will not be.*

Increase the available RAM, perhaps by removing RAM-resident programs from it during file conversion. If this is impossible, consider splitting the EMM document into two files and converting them separately.

**Source and destination file names can't be the same.**

- *This message appears along with the prompt Do another conversion? (Y/N). You gave the destination file the same name you gave the source file. This would cause the destination file to overwrite the source file.*

Type y, then repeat the conversion procedure, this time with another destination file name.

**Source file can't be read.**

- *The disc containing the source file may be damaged. If you are on a networking system, you may be locked out of the file.*

If your PC manual has a section on disc problems, it may help you rescue the file. If you are locked out of a file, see your network system manager about changing the file status.

**Source file does not contain a DCA document.**

- *Either the source file is not a DCA document; or the source file is an invalid DCA document; or the disc containing the source file is faulty.*

Be sure that the disc containing the source file is OK and that the file is in Revisable-Form-Text DCA format. If they are, check the file for unusual characters and remove them.

**Source file does not contain an EMM document.**

- *Either the source file is not an EMM or WordStar document; or the source file is an invalid EMM or WordStar document; or the disc containing the source file is faulty.*

Be sure that the disc containing the source file is OK and that the file is in EMM or WordStar document format. If they are, check the file for unusual characters and remove them.

**Source file specified does not exist.**

- *No file with the pathname of the source file you specified could be found to open.*

Since you are using the fast file conversion procedure, you need to retype the entire command, not just the source file name. Before you retype it, is the drive accessible? Is the file on the disc in the drive? Did you spell the filename correctly? Specify its path correctly? Provide its extension?

**Source file specified does not exist. Try again (or ESC to exit).**

- *No file with the pathname of the source file you specified exists.*

Is the drive accessible? Is the file on the disc in the drive? Did you spell the filename correctly? Specify its path correctly? Provide its extension? Retype the source file name, this time being sure to get all these details right.

**Unable to write DCA end unit.**

- *The Converter was unable to write the end unit of the DCA file to the disc you specified.*

The disc probably doesn't contain enough space for the entire DCA document. Make more space on it and try the conversion again.

**Unable to write DCA format units.**

- *The Converter was unable to write the format units of the DCA file to the disc you specified.*

The disc probably doesn't contain enough space for the entire DCA document. Make more space on it and try the conversion again.

## Using ASCII Files

Unlike an EMM document file, an ASCII file can't represent text enhancements, the soft carriage returns that permit block formatting, the soft spaces that permit justification of lines, or picture specifications. However, if you don't need these features or wish to avoid them, you may save your Executive MemoMaker memos as ASCII files rather than as document files.

Most word processors can produce ASCII files, use them as is, or convert them to their own file formats. With EMM, you can use ASCII files created elsewhere as is, save memos as ASCII files, or convert existing EMM or WordStar documents into ASCII files. For this reason, moving ASCII files between Executive MemoMaker and another word processor is likely to be easier than converting from or to Executive MemoMaker document files.

For example, moving an ASCII file between EMM and AdvanceWrite is a one-step process, where using the DCA Converter for the same purpose takes two steps: EMM to-or-from DCA and DCA to-or-from AdvanceWrite.

With Microsoft Word, you can convert Word documents to ASCII files and use ASCII files created elsewhere as is. With AdvanceWrite, you can convert AdvanceWrite files to ASCII files and ASCII files created elsewhere to AdvanceWrite files. For other sources of information about Word, AdvanceWrite, and EMM ASCII file conversion, see the section below.

### **Information About ASCII File Conversion**

You can read about changing an EMM document to ASCII file format in "Changing the File Type of an Existing Memo File" in Chapter 12 of *Using Executive MemoMaker*, "Naming and Saving the Document."

You can read about AdvanceWrite's ASCII file converter in the section on ASCII conversion in *Using AdvanceWrite*.

You can read about using ASCII files in Microsoft Word in "Preparing Documents from the Outside," a section in Appendix C of the Word reference manual, "Preparing Documents for Exchange." You can read about converting Microsoft Word documents to ASCII files in "Preparing Word Documents for the Outside" in the same appendix.



