

DPS 8 Editor - Document Screen

Table of Contents

DPS 8 Editor - Document Screen

Introduction to DPS 8 Editor - Document Screen.....	2
Modify Text.....	5
Insert Points.....	7
Variables.....	12
Hard Return.....	14

Code Tabs

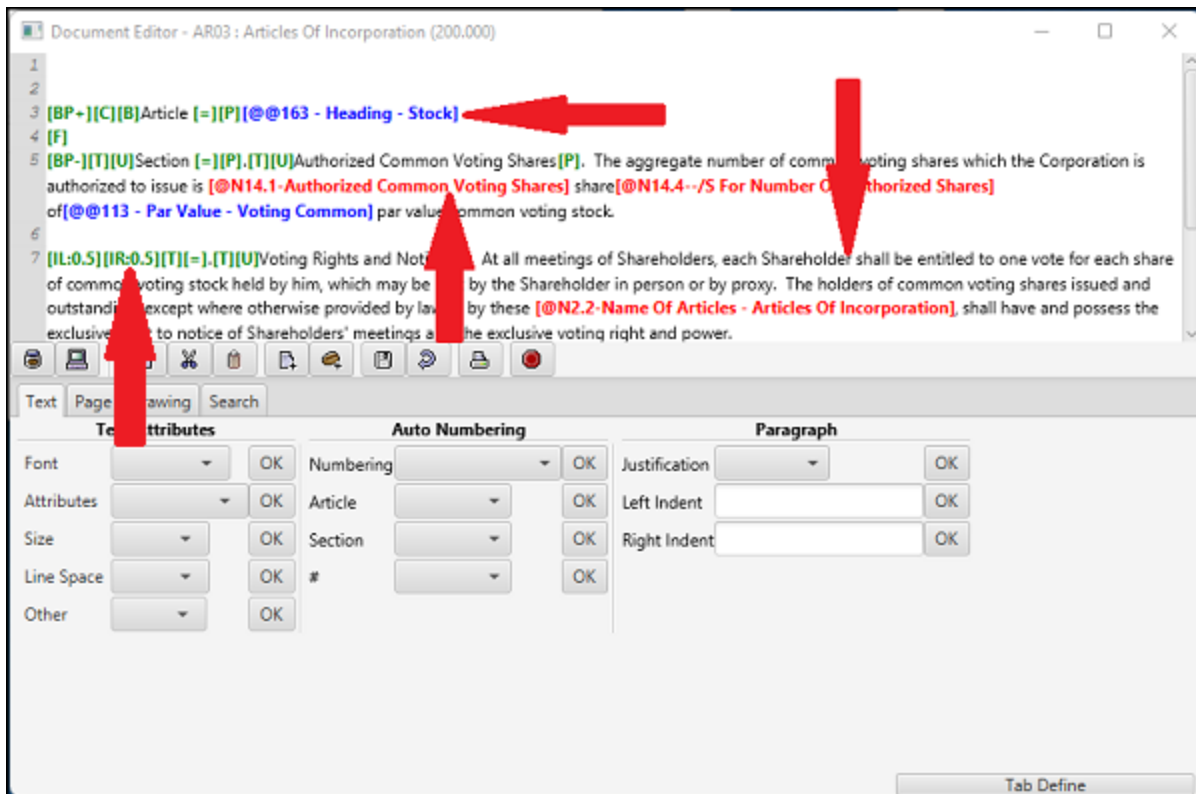
Text Tab.....	15
Text Attributes.....	16
Auto Numbering.....	20
Paragraph.....	23
Tab Define.....	25
Page Tab.....	27
Page Margins.....	28
Page Codes.....	29
Other Page Codes.....	32
Creating PDFs.....	36
Drawing Tab.....	37
Search Tab.....	38

Icons

Open Edit Processing.....	39
Open Edit Screens.....	40
Copy.....	41
Cut.....	42
Paste.....	43
Add Insert Point.....	44
Create Variable.....	47
Save Document.....	49
Undo.....	50
Print.....	51
Exit.....	53

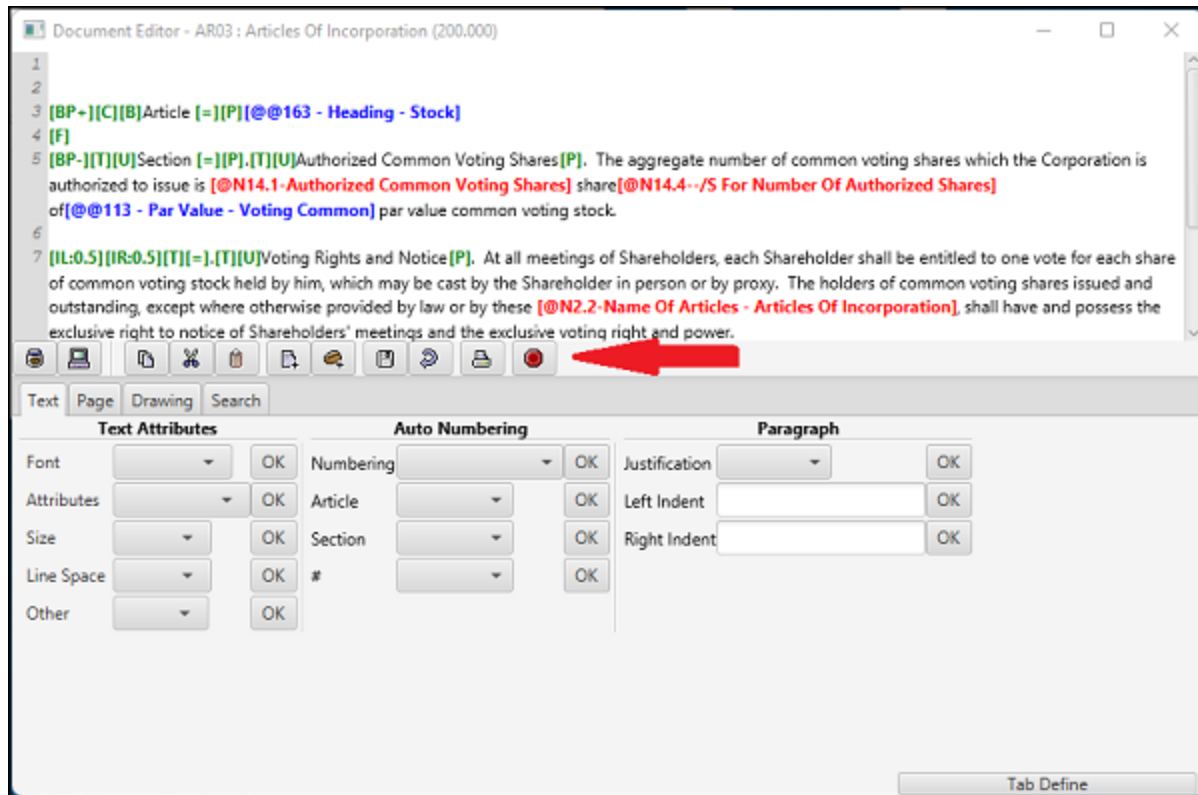
Introduction to DPS 8 Editor - Document Screen

- The top of the Document Window shows a document which may be inserted
 - Insert points are shown in blue
 - Variables are shown in red
 - Codes are shown in green
 - Text is shown in black

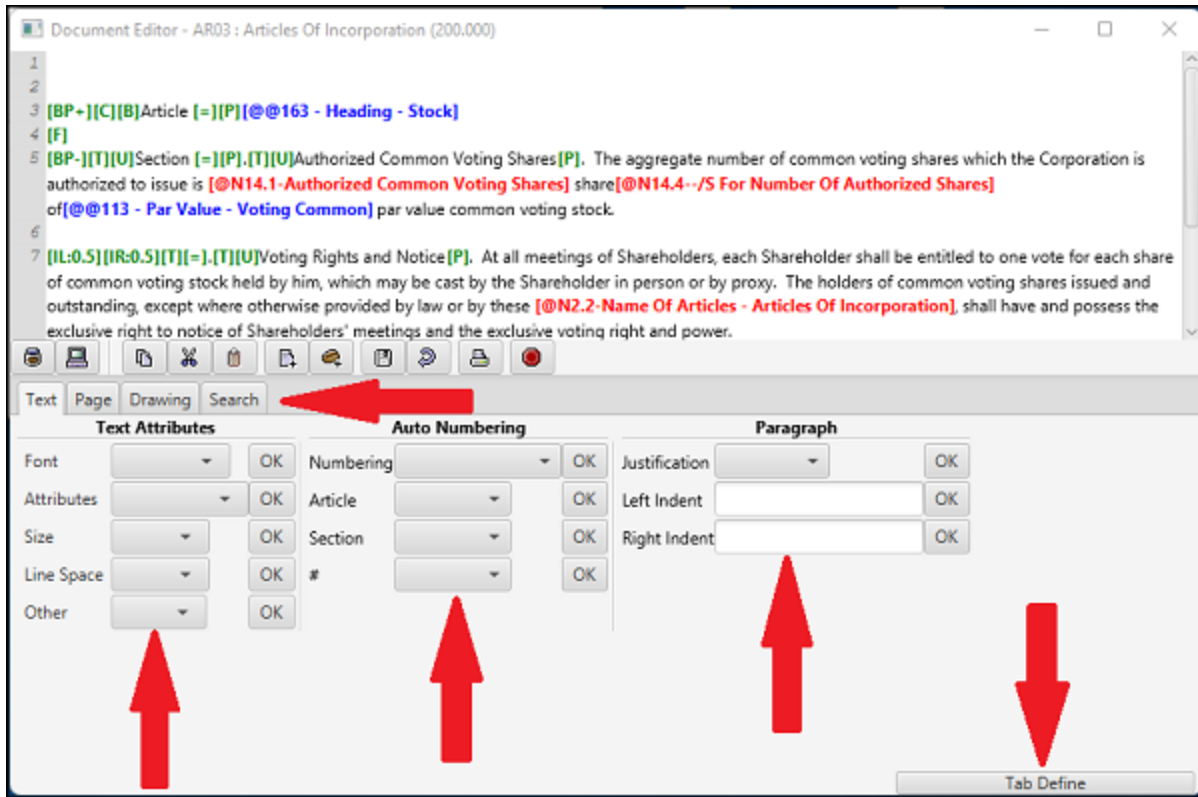


The middle of the Document Window contains various icons to

- Open the Processing and Screen Windows
- Copy, Cut and Paste text
- Add Insert Points and Variables
- Save or discard changes made to the document
- Print the document
- Exit DPS 8 Editor



- The bottom of the Document Window shows codes which can be inserted in the document

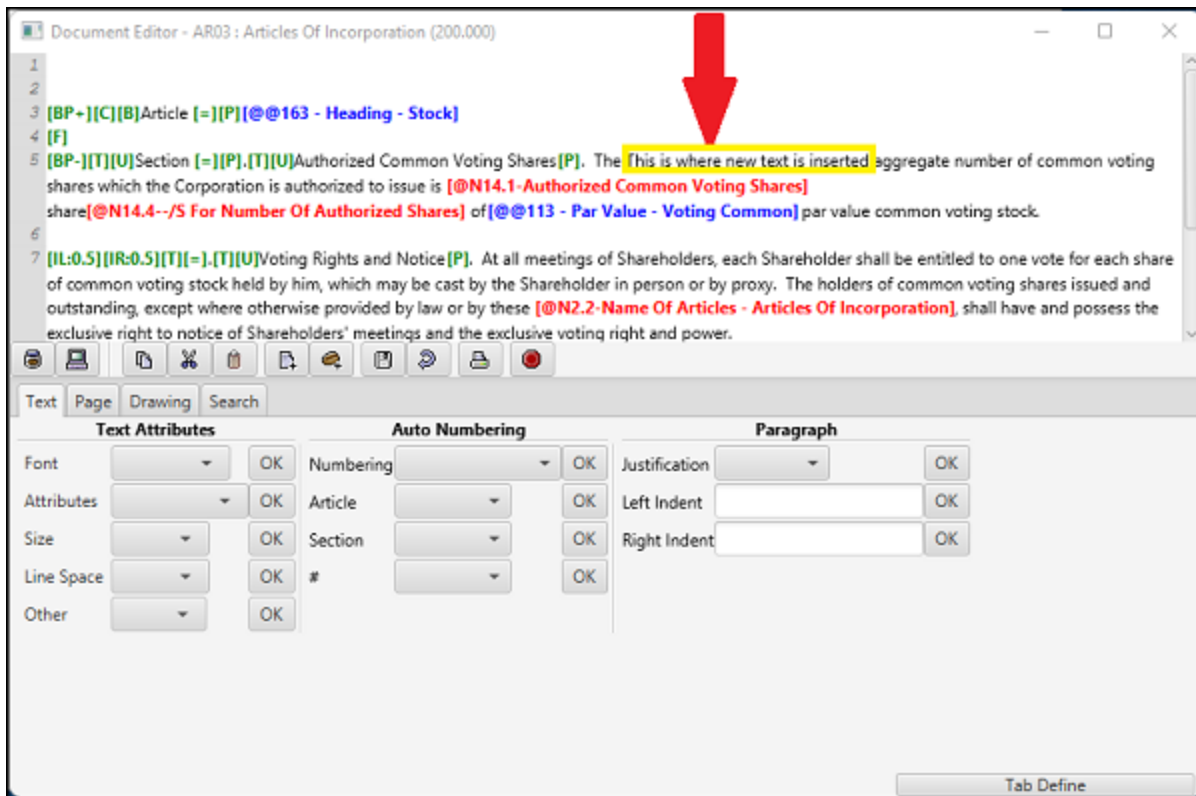


DPS 8 Editor - Document Screen >

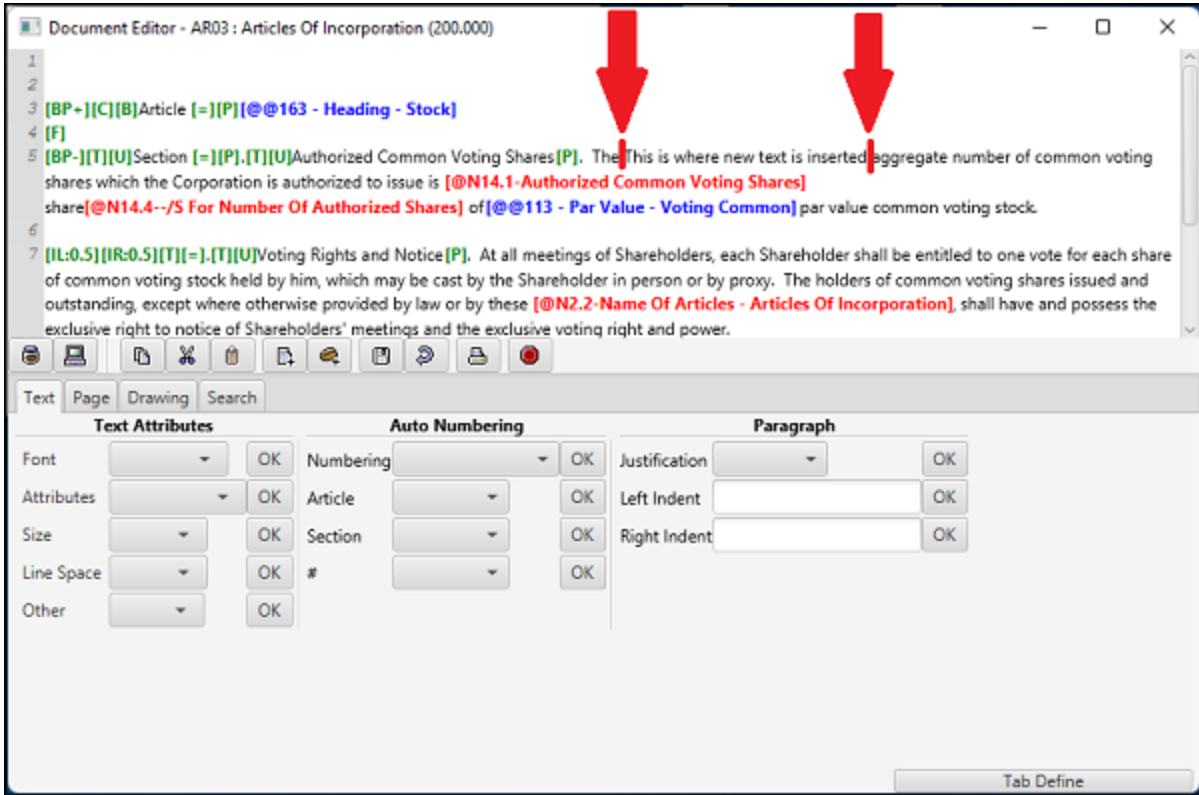
[Click here](#) to send comments on this topic.

Modify Text

- To modify text in a document put the cursor where the text is to be inserted or modified and type



- To delete text put the cursor where the text is to be deleted and use the Delete or Backspace keys

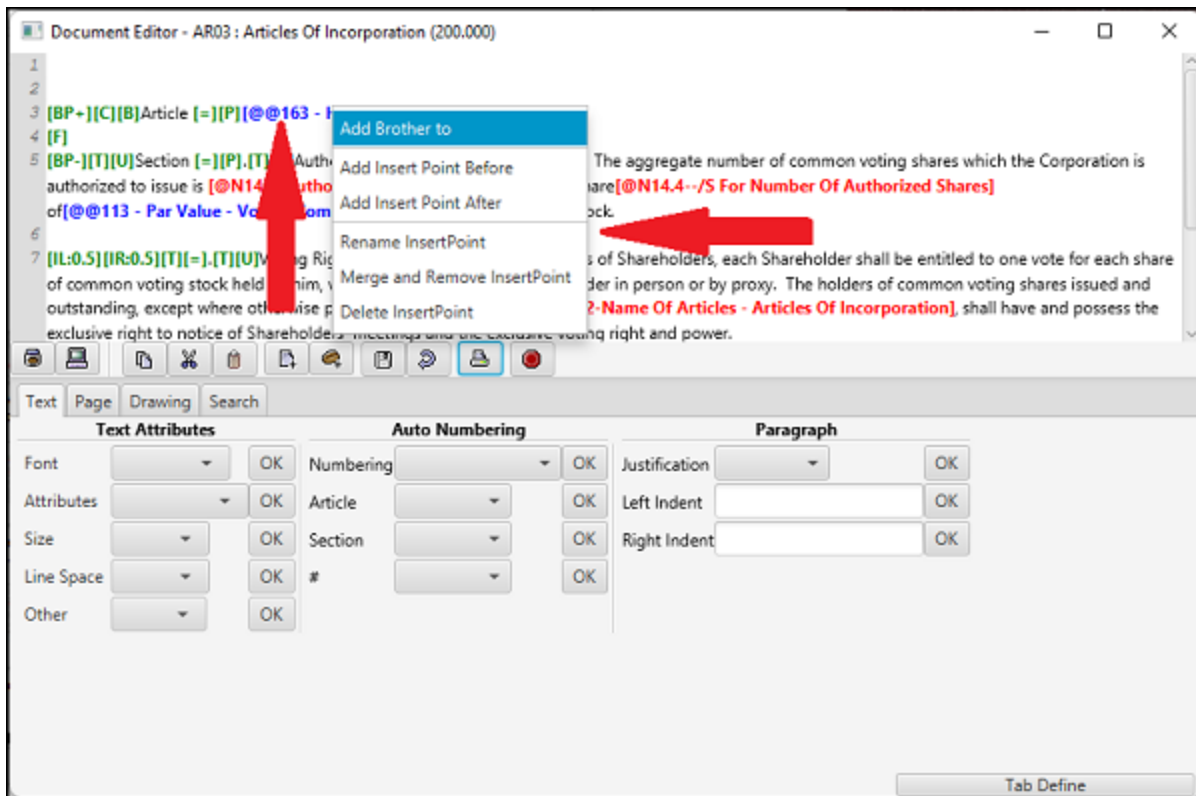


DPS 8 Editor - Document Screen >

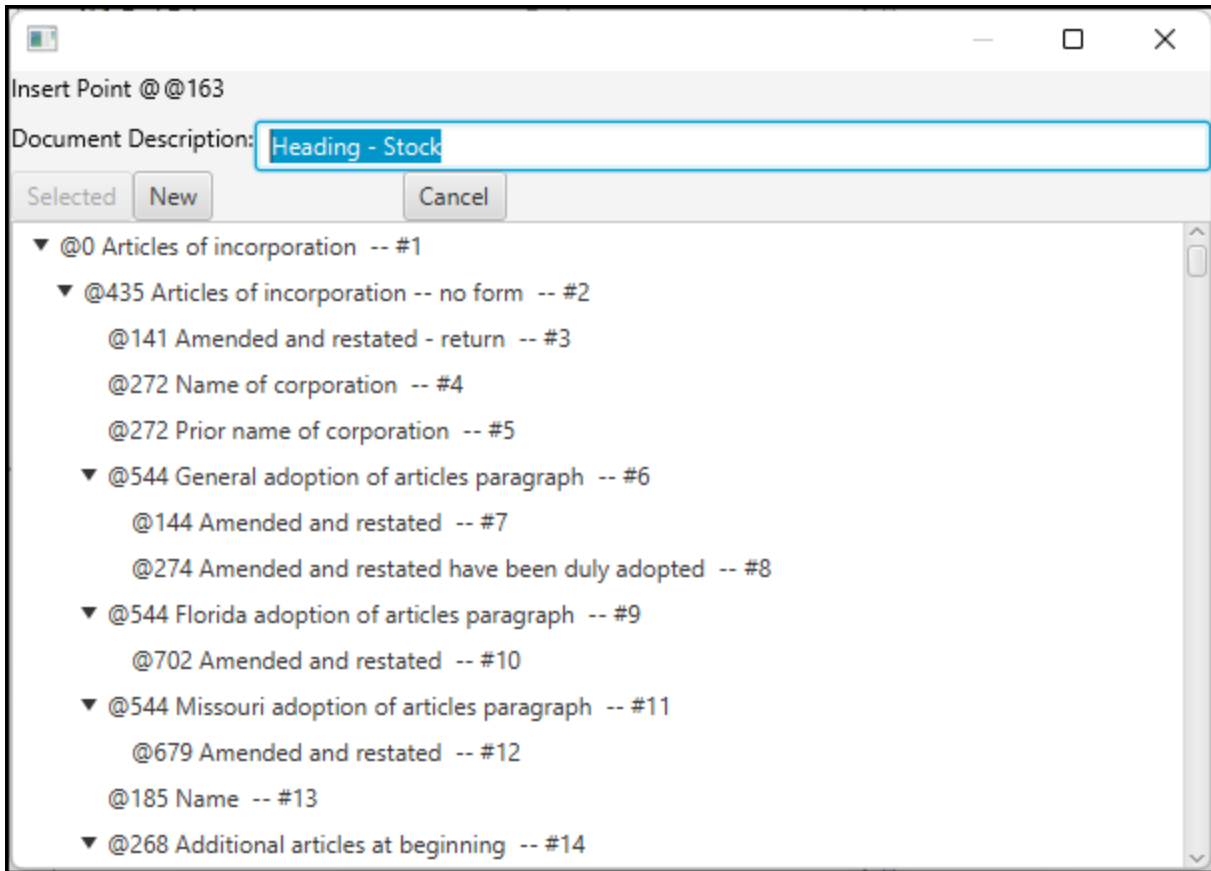
[Click here](#) to send comments on this topic.

Insert Points

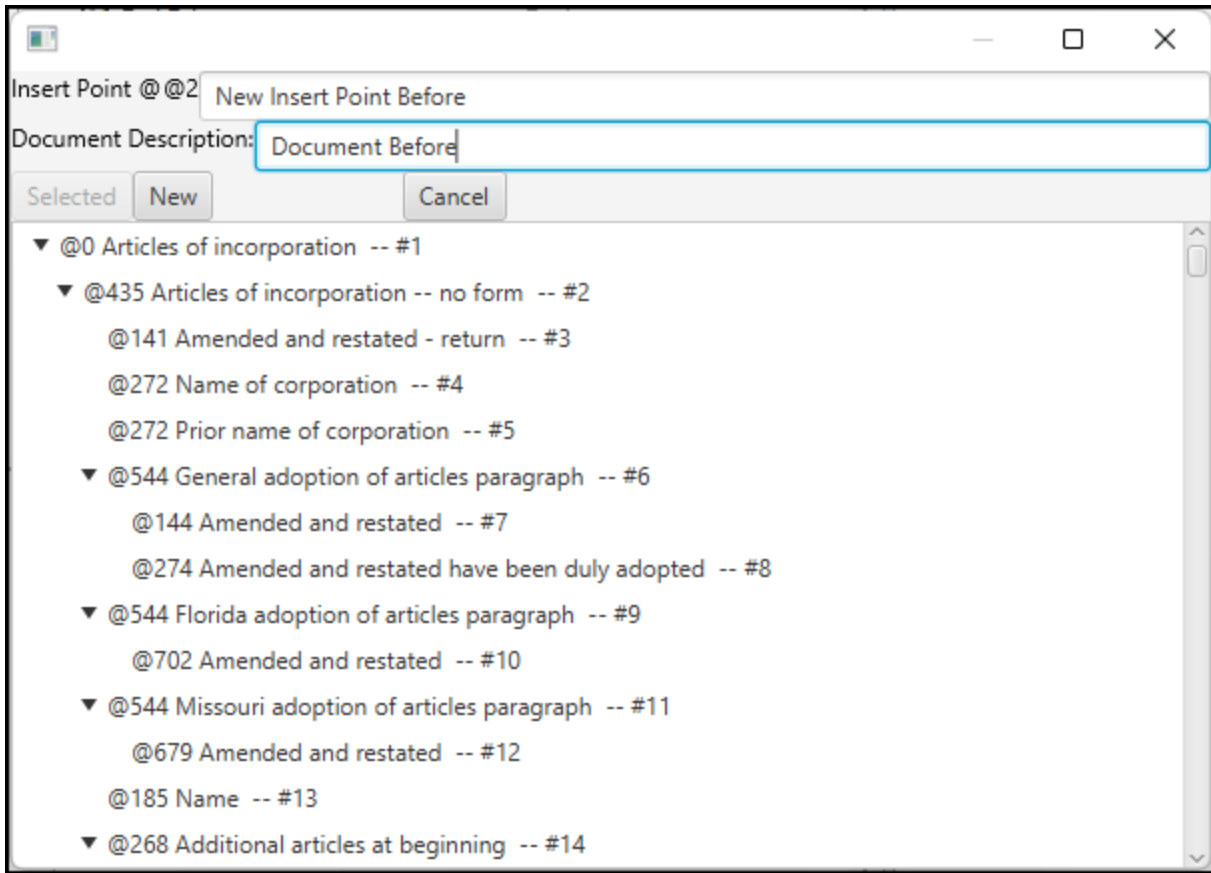
- Right mouse click on an Insert Point to make the modifications shown



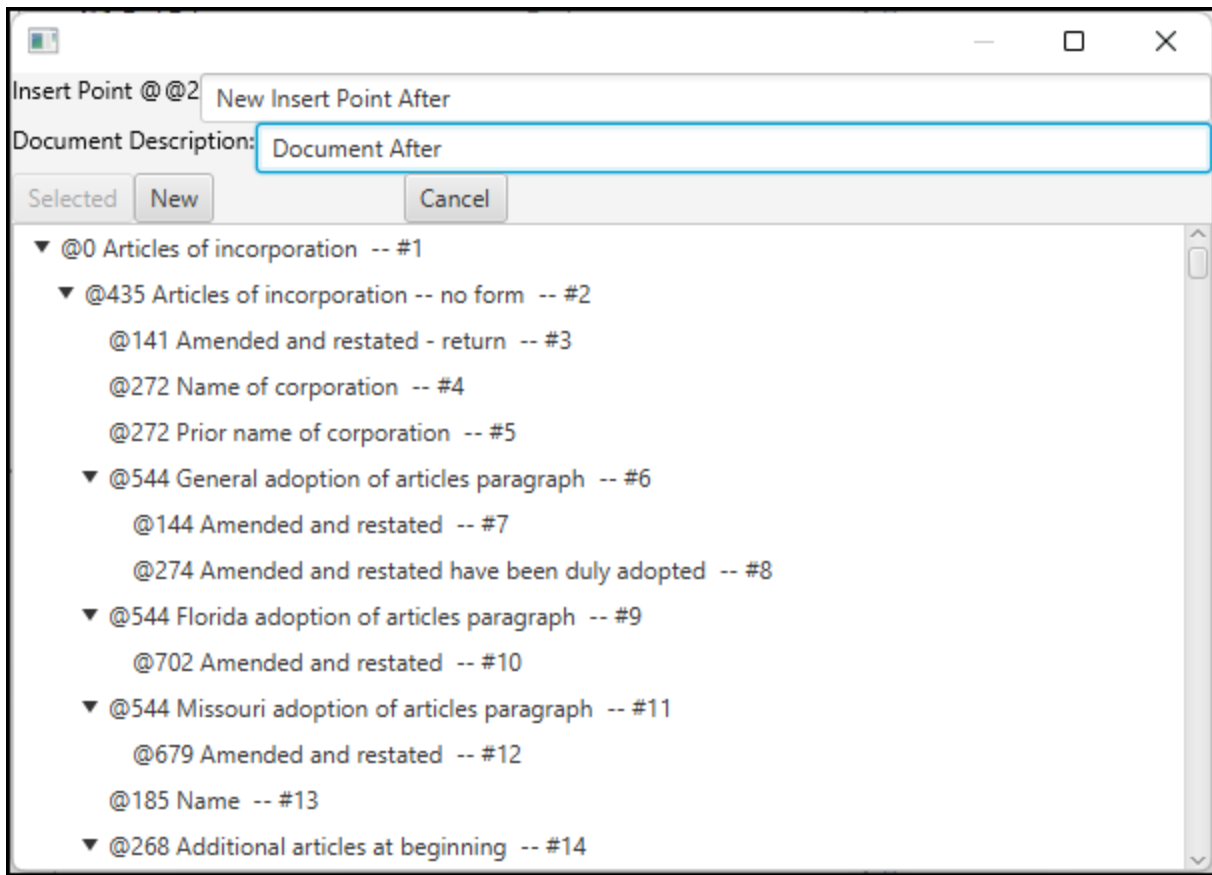
- To add a brother to the Insert Point for a New Document, enter the name of the Insert Point and the name of the document to be inserted. Click on New. Enter the appropriate text in the New Document.
- To add a brother to the Insert Point for an Existing Document, enter the name of the Insert Point and select an existing document to be inserted. Click on Selected.



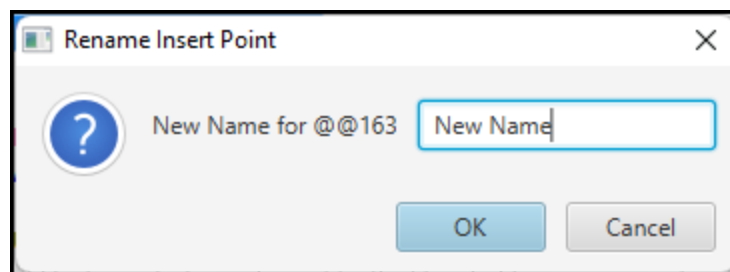
- To add an Insert Point before follow the above instructions to add a brother



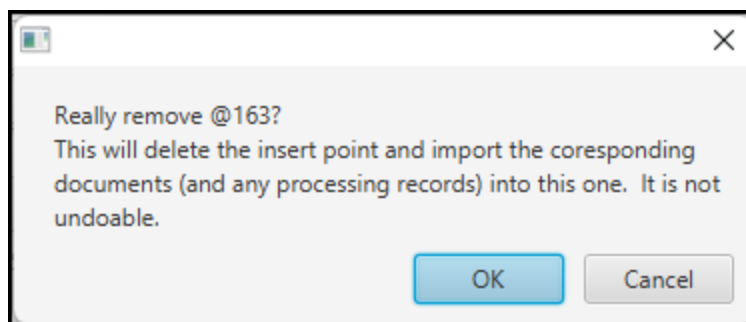
- To add an Insert Point after follow the above instructions to add a brother



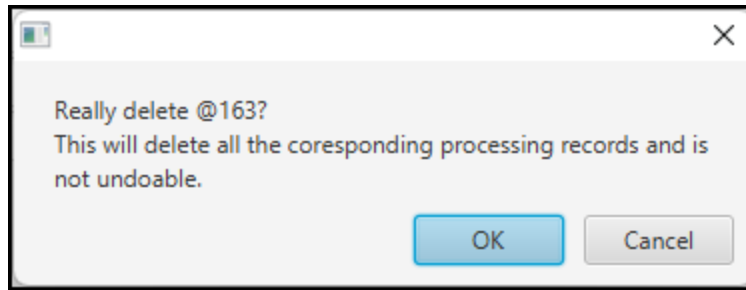
- To rename an Insert Point enter the new name



- To delete an Insert Point and replace it with the text in all of the child documents, Click OK



- To delete an Insert Point without inserting any text in replacement, Click OK

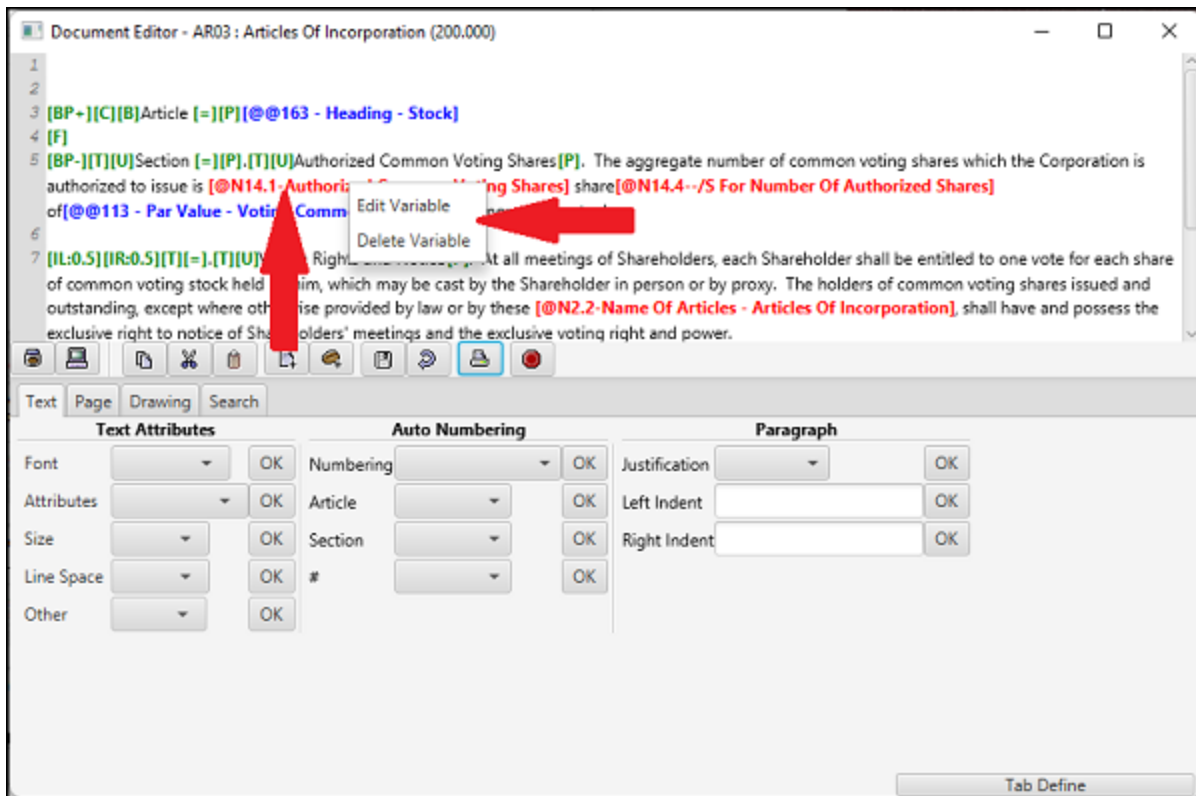


DPS 8 Editor - Document Screen > [Modify Text](#) >

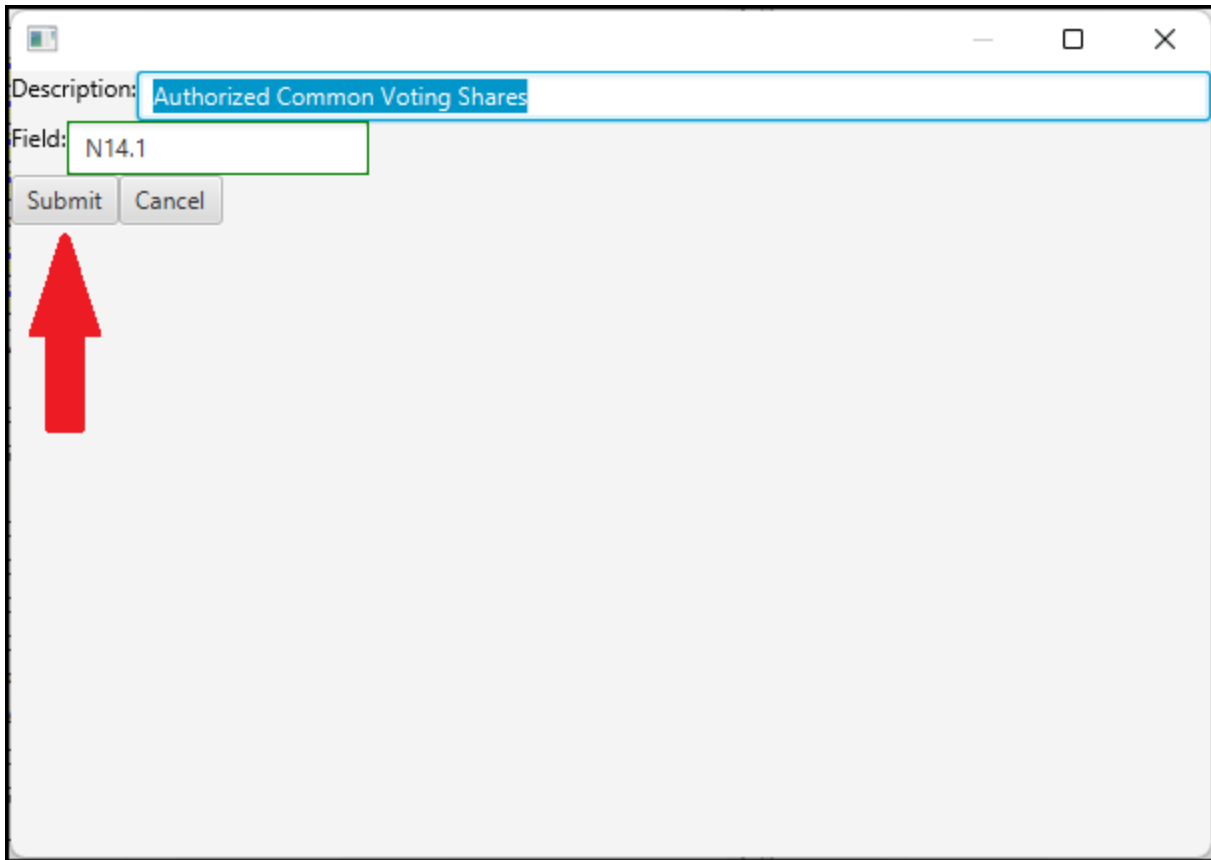
[Click here](#) to send comments on this topic.

Variables

- Right mouse click on a Variable to Edit or Delete the Variable



- When Editing a Variable correct the Description and Field reference. Click Submit when correct.



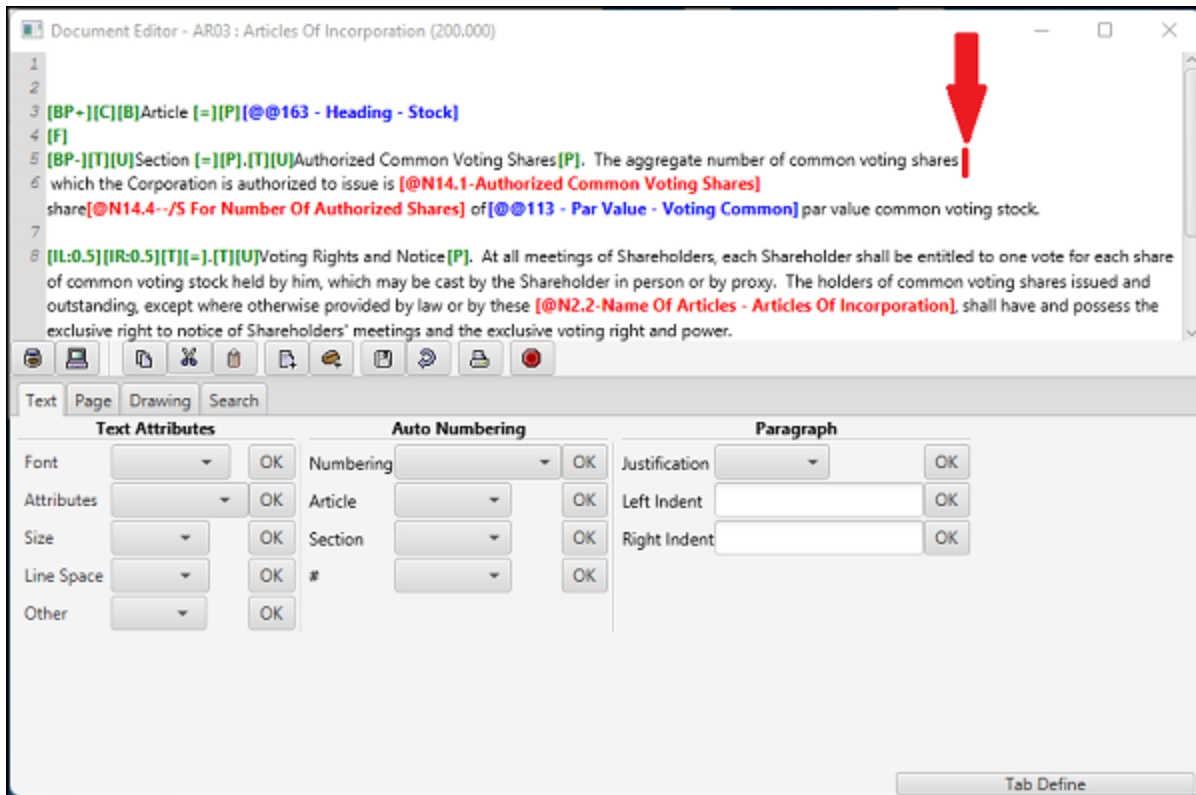
The image shows a software dialog box with a title bar containing a minimize, maximize, and close button. The dialog has two text input fields: 'Description:' with the text 'Authorized Common Voting Shares' and 'Field:' with the text 'N14.1'. Below the fields are two buttons: 'Submit' and 'Cancel'. A large red arrow points upwards towards the 'Submit' button.

DPS 8 Editor - Document Screen > [Modify Text](#) >

[Click here](#) to send comments on this topic.

Hard Return

- To enter a hard return put the cursor where the line is to end and use the Enter key

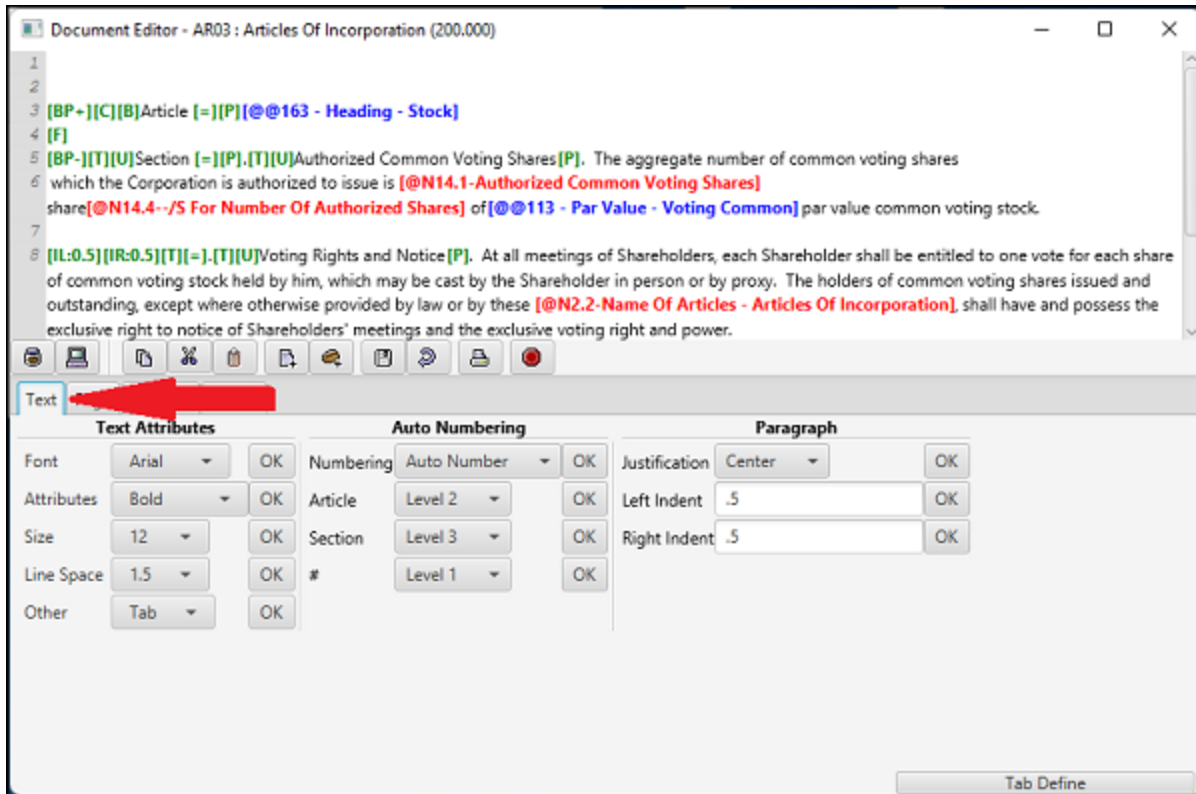


DPS 8 Editor - Document Screen > [Modify Text](#) >

[Click here](#) to send comments on this topic.

Text Tab

- Select the Text Tab to enter codes for
 - Text Attributes
 - Auto Numbering
 - Paragraph indents and justification

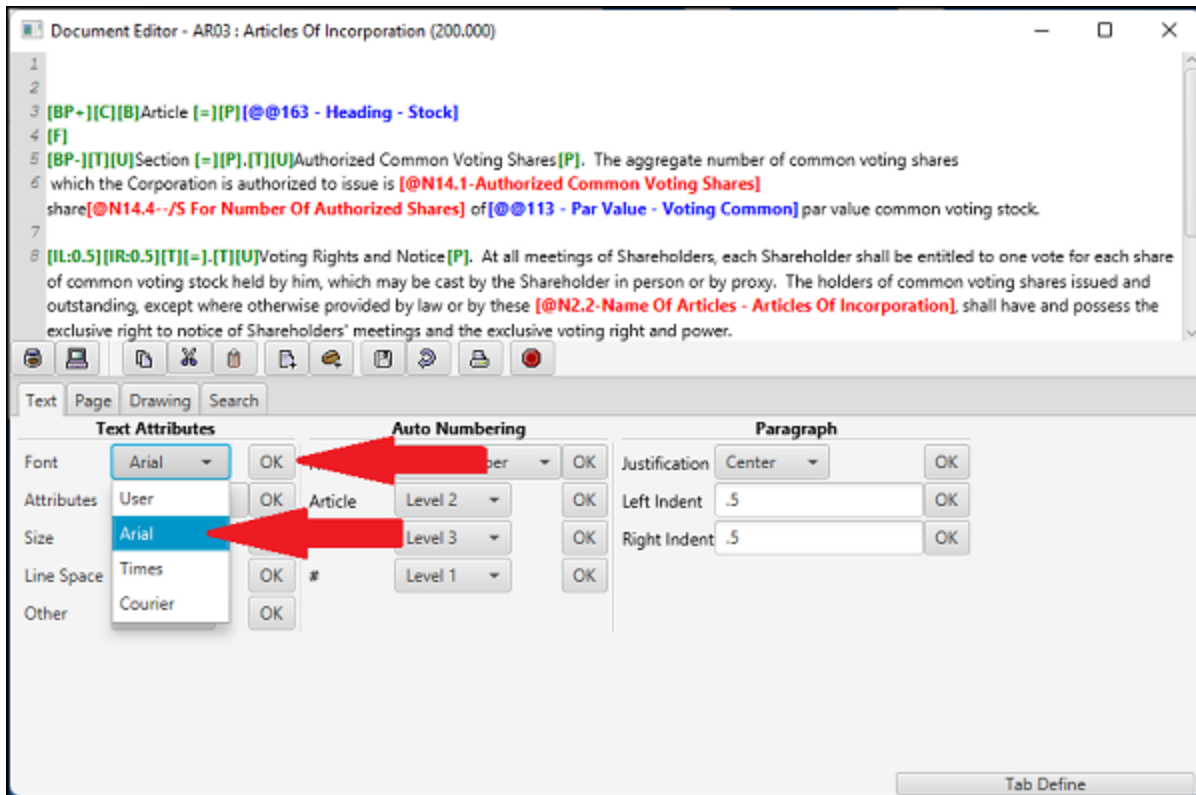


DPS 8 Editor - Document Screen > Code Tabs >

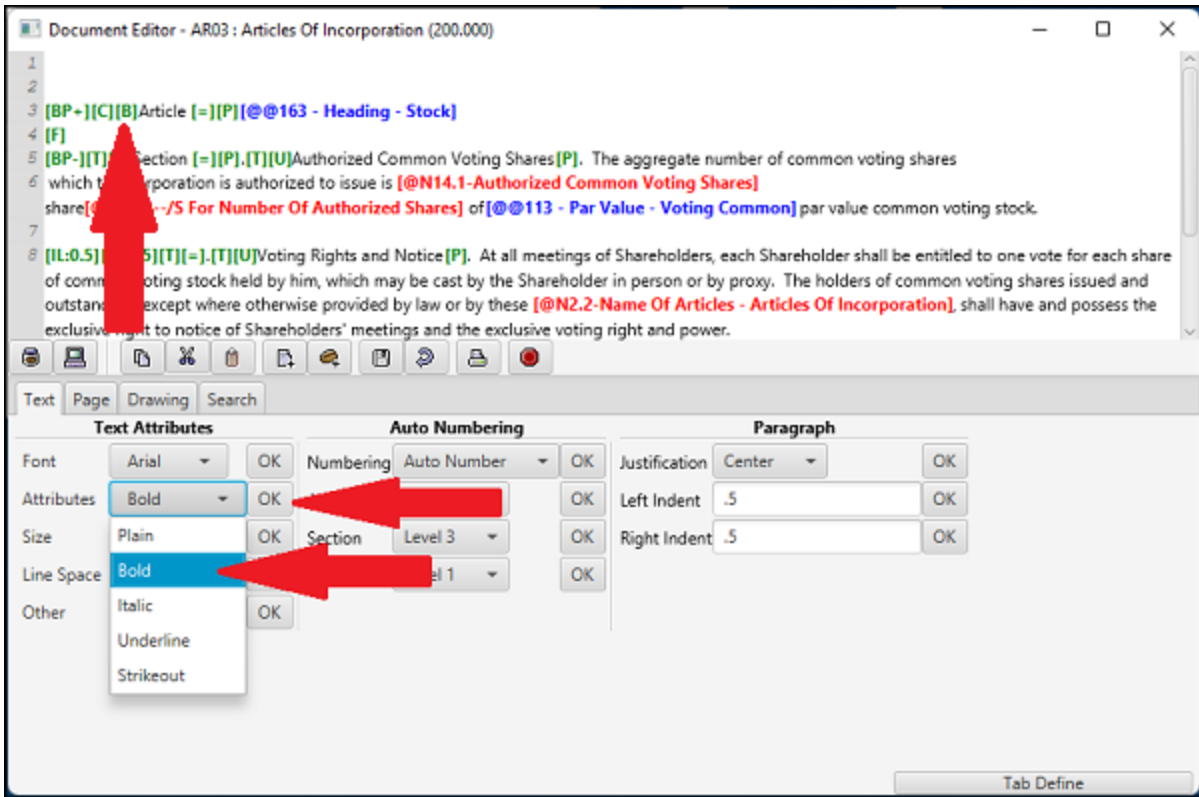
[Click here](#) to send comments on this topic.

Text Attributes

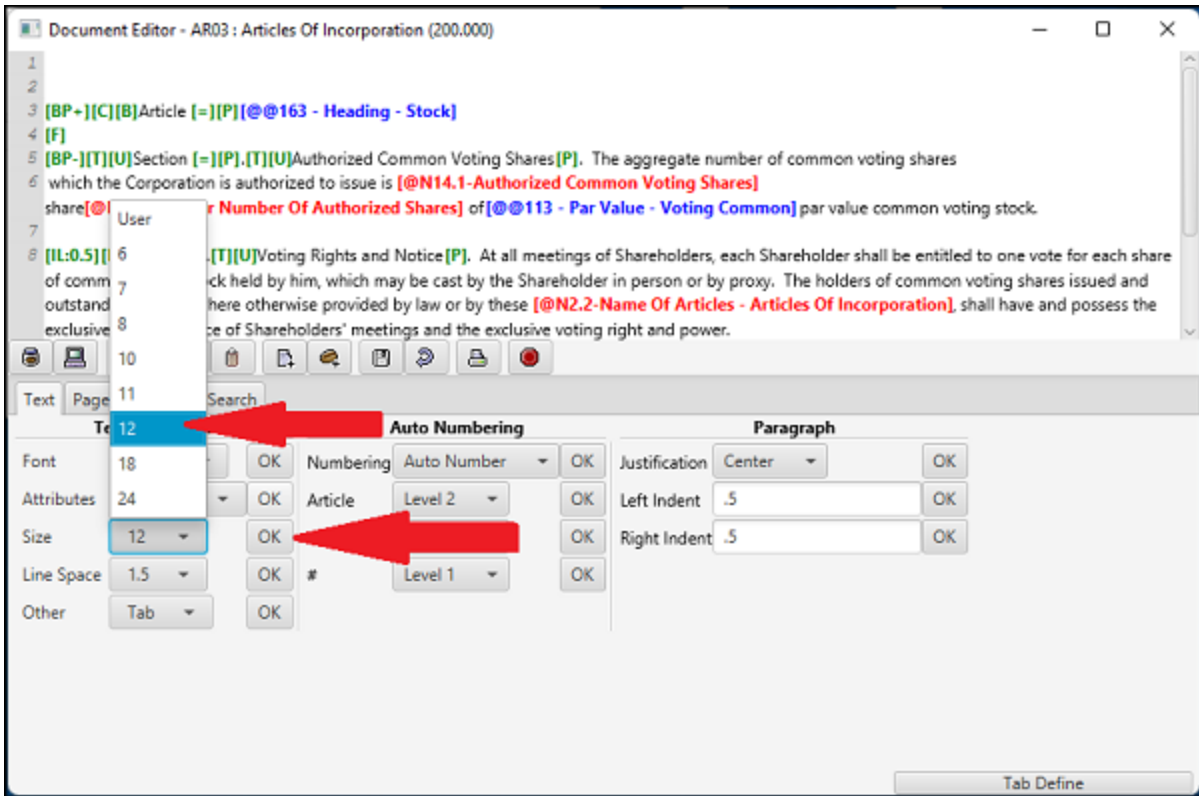
- To change the Font, select the appropriate Font from the drop down list then select OK. Clicking on User will set the Font to the default settings in DPS 8 Preferences



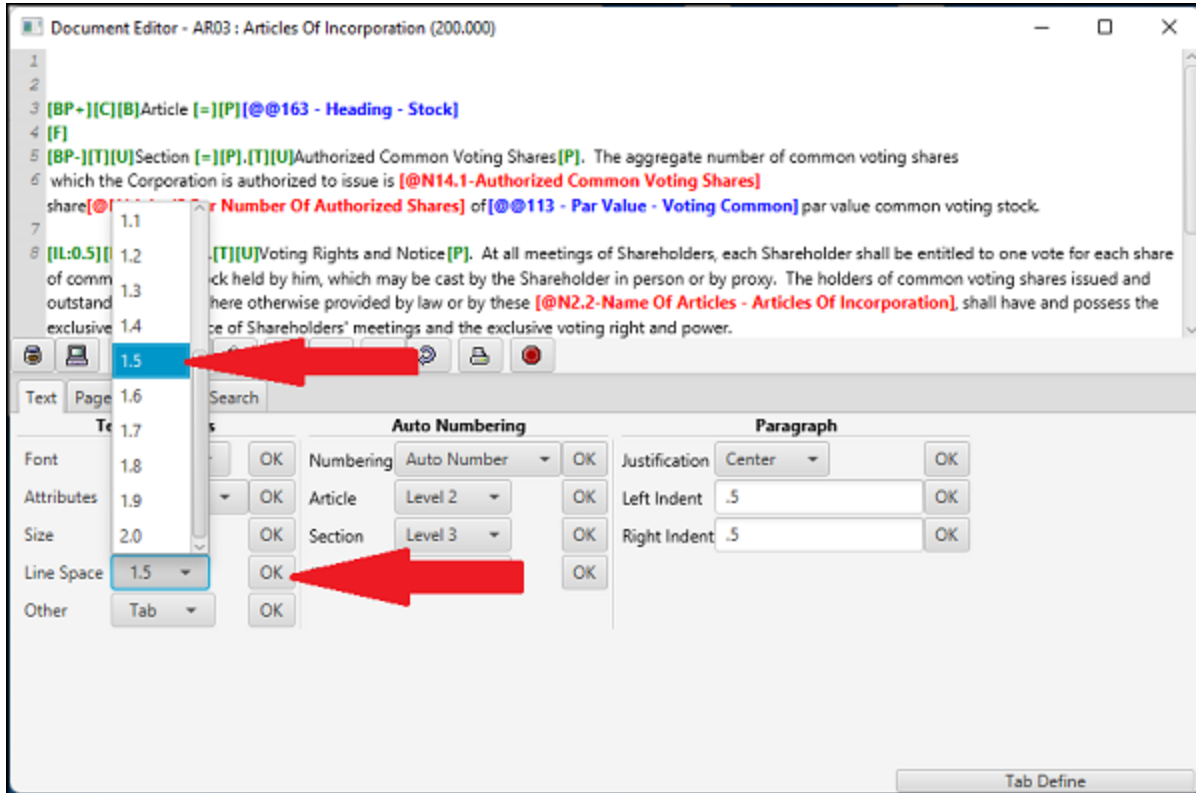
- To change the Font Attributes select the appropriate Attribute from the drop down list then select OK. Clicking on Plain will set the Attributes to the default settings in DPS 8 Preferences



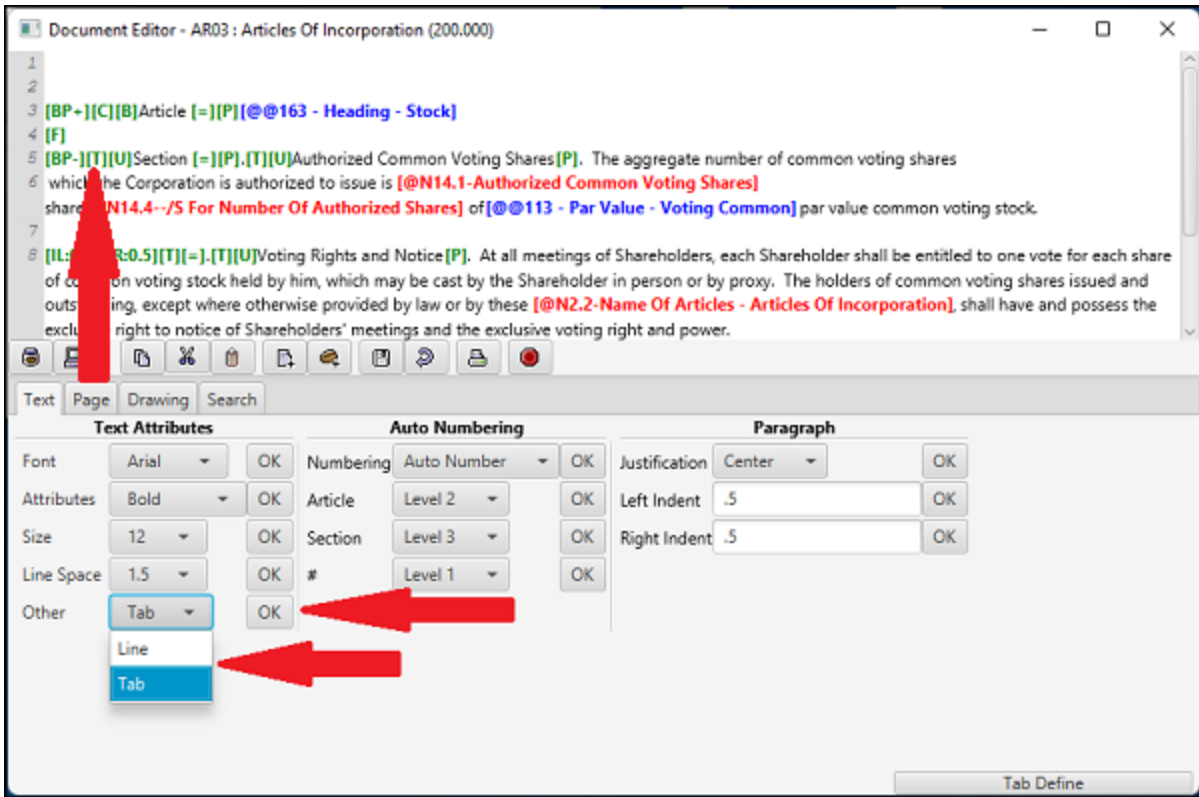
- To change the Font Size select the appropriate Size from the drop down list then select OK. Clicking on User will set the Size to the default settings in DPS 8 Preferences



- To change the Line Spacing select the appropriate Line Spacing from the drop down list then select OK. Clicking on User will set the Line Spacing to the default settings in DPS 8 Preferences



- To enter a Line from margin to margin or to enter a Tab select the appropriate Other from the drop down list then select OK

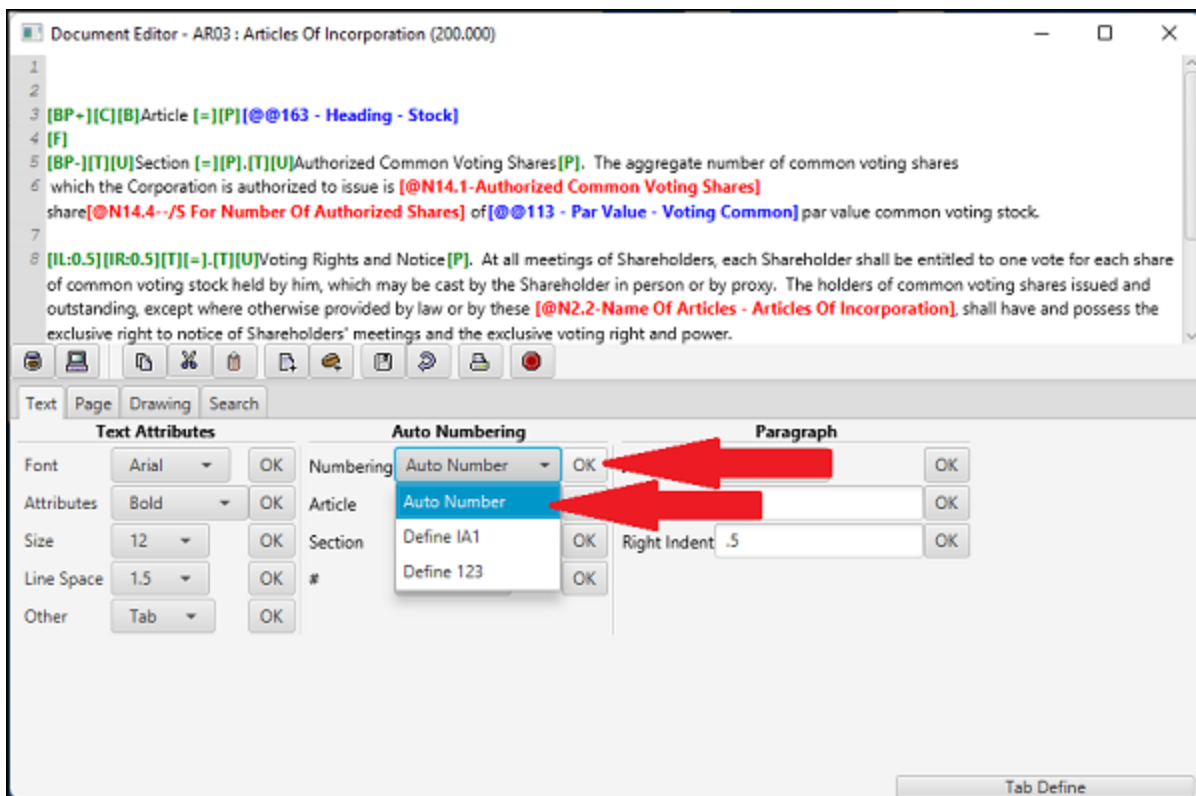


DPS 8 Editor - Document Screen > Code Tabs > [Text Tab](#) >

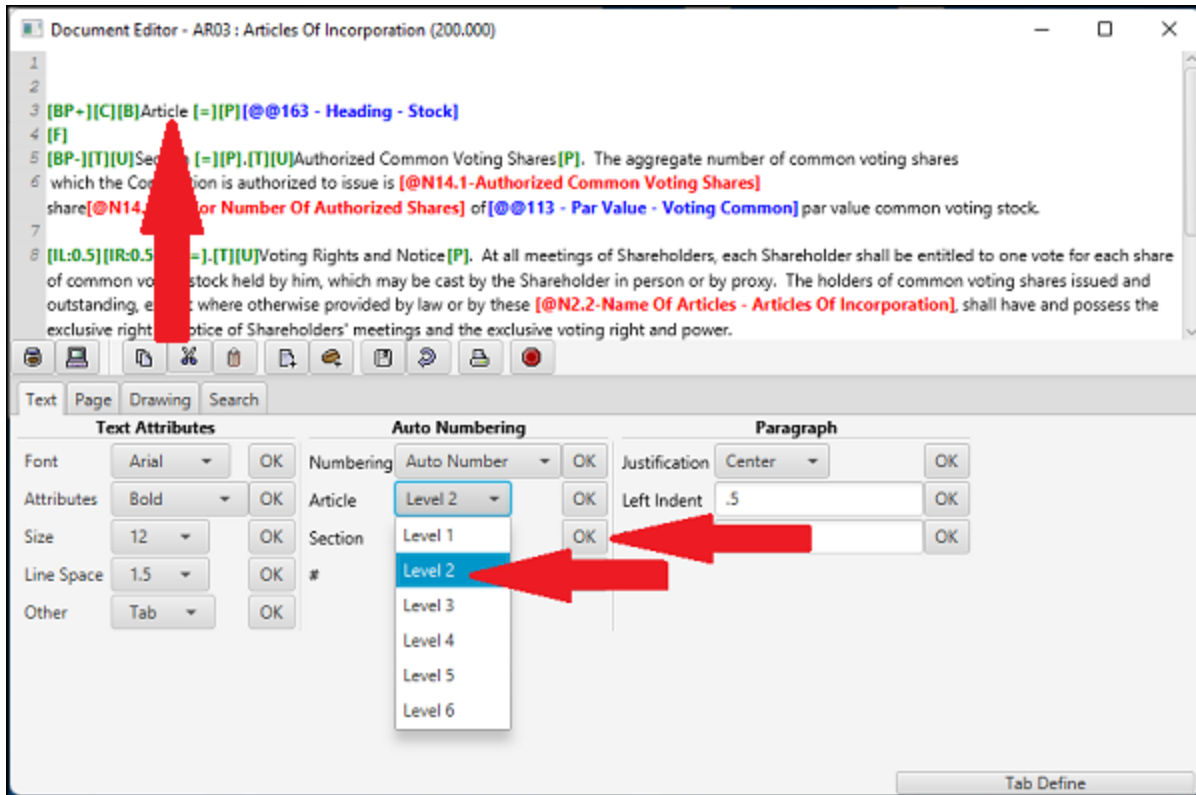
[Click here](#) to send comments on this topic.

Auto Numbering

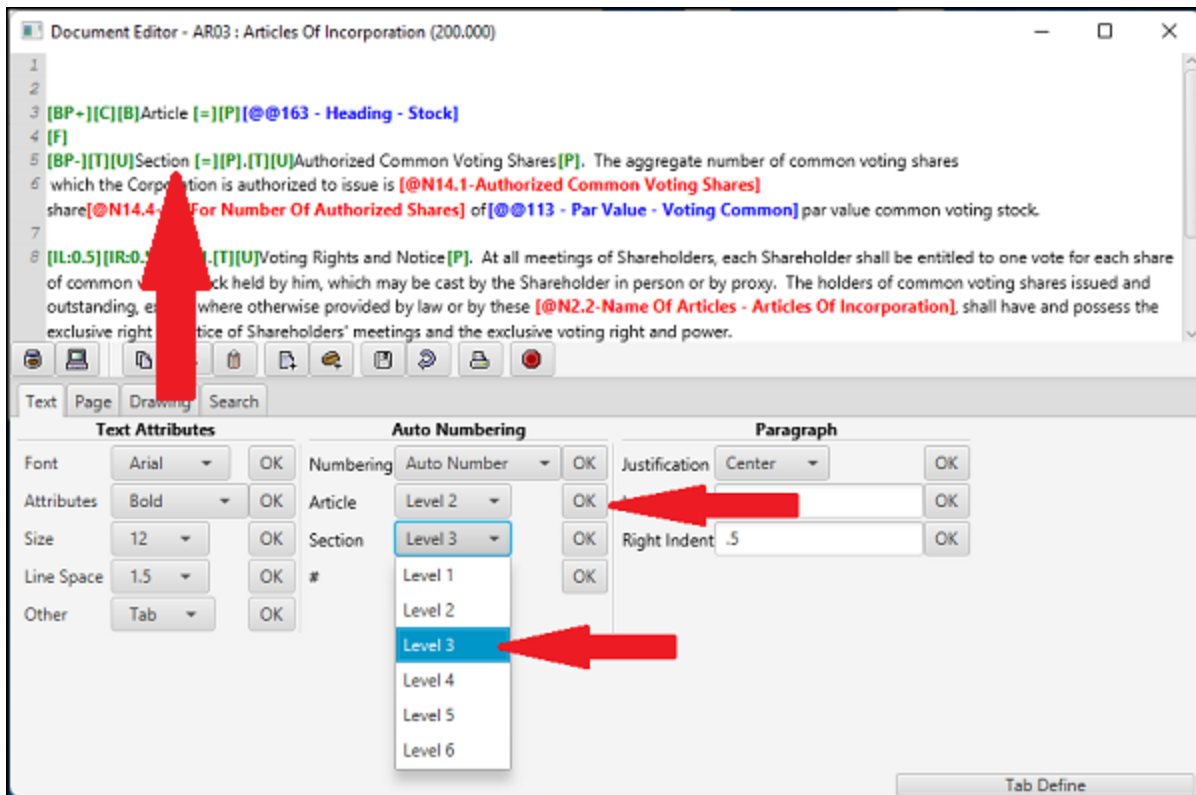
- To determine the Auto Numbering scheme or to enter an Auto Number select the appropriate item from the drop down list then select OK
- Define IA1 inserts with Article (with Section, Section is inserted instead) (with # no words are inserted)
 - Level 1 -- Article I[T]
 - Level 2 -- [T]Article A[T]
 - Level 3 -- [T] [T]Article 1[T]
 - Level 4 -- [T][T] [T]Article a[T]
 - Level 5 -- [T][T][T] [T]Article (1)[T]
 - Level 6 -- [T][T][T][T] [T]Article (i)[T]
- Define 123 inserts with Article (with Section, Section is inserted instead) (with # no words are inserted)
 - Level 1 -- Article 1[T]
 - Level 2 -- [T]Article a[T]
 - Level 3 -- [T] [T]Article i[T]
 - Level 4 -- [T][T] [T]Article (1)[T]
 - Level 5 -- [T][T][T] [T]Article (a)[T]
 - Level 6 -- [T][T][T][T] [T]Article (i)[T]



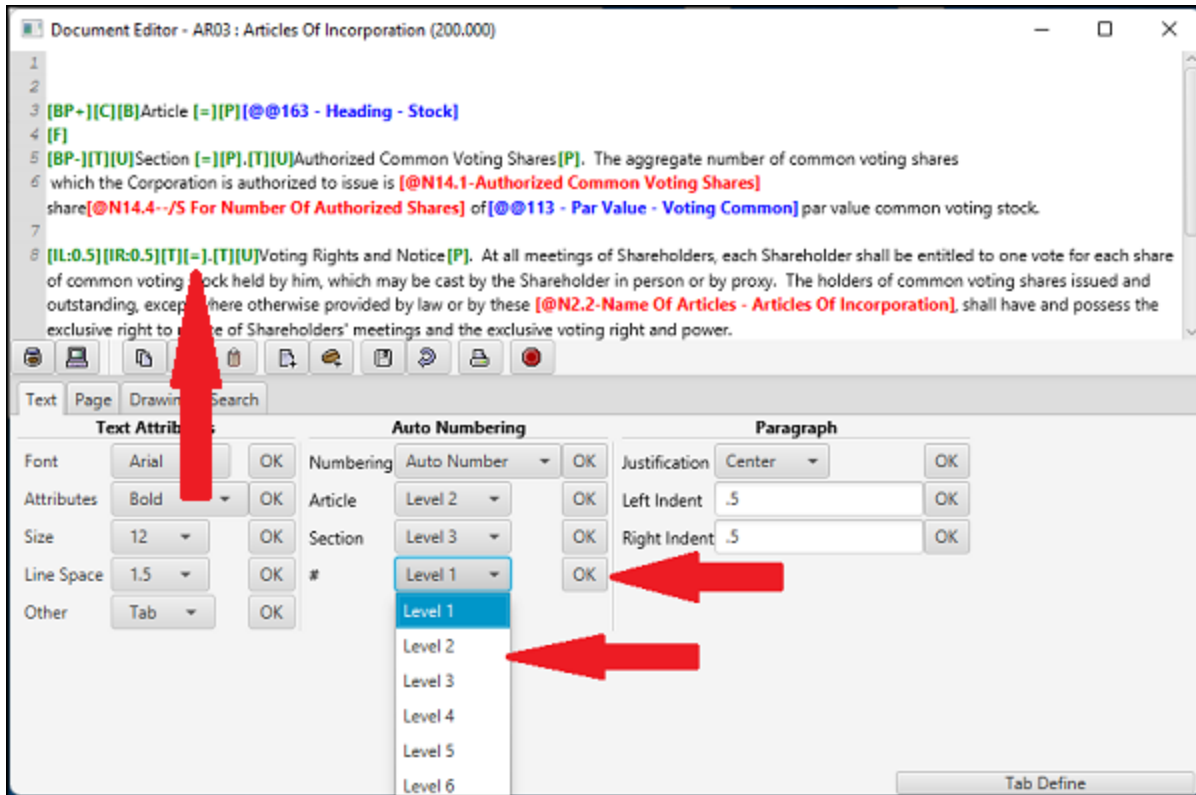
- To enter an Article Auto Numbering select the Level from the drop down list then select OK



- To enter an Section Auto Numbering select the Level from the drop down list then select OK



- To enter just an Auto Number select the Level from the drop down list then select OK

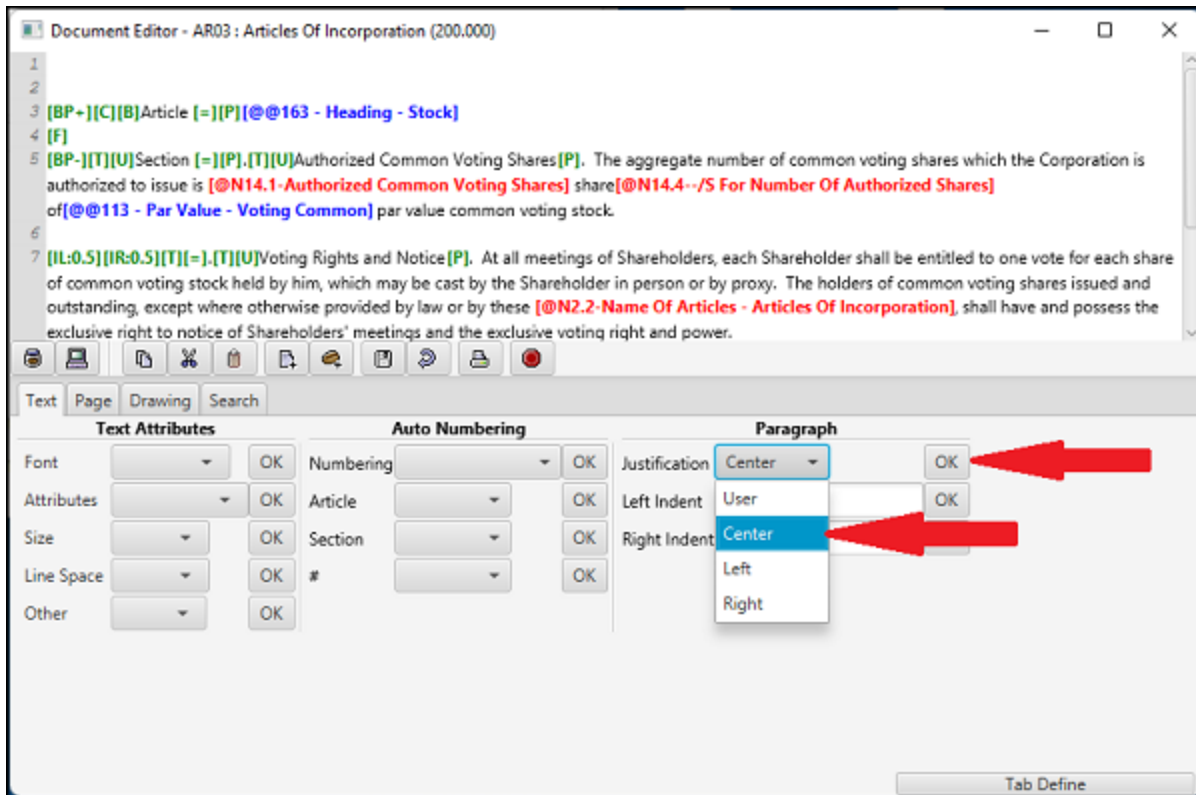


DPS 8 Editor - Document Screen > Code Tabs > [Text Tab](#) >

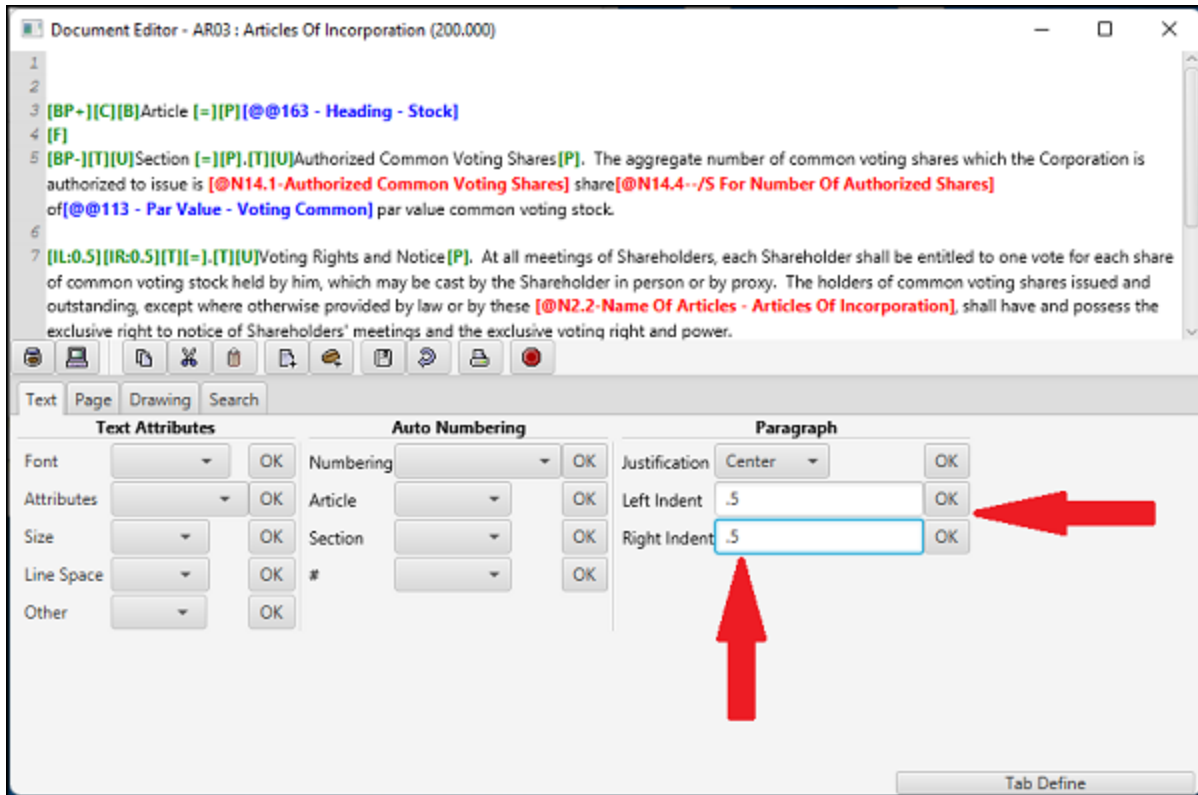
[Click here](#) to send comments on this topic.

Paragraph

- To change the Justification of a Paragraph select the appropriate Justification from the drop down list then select OK



- To change the Indentation of a Paragraph enter the Right and Left Indentation in inches then select OK

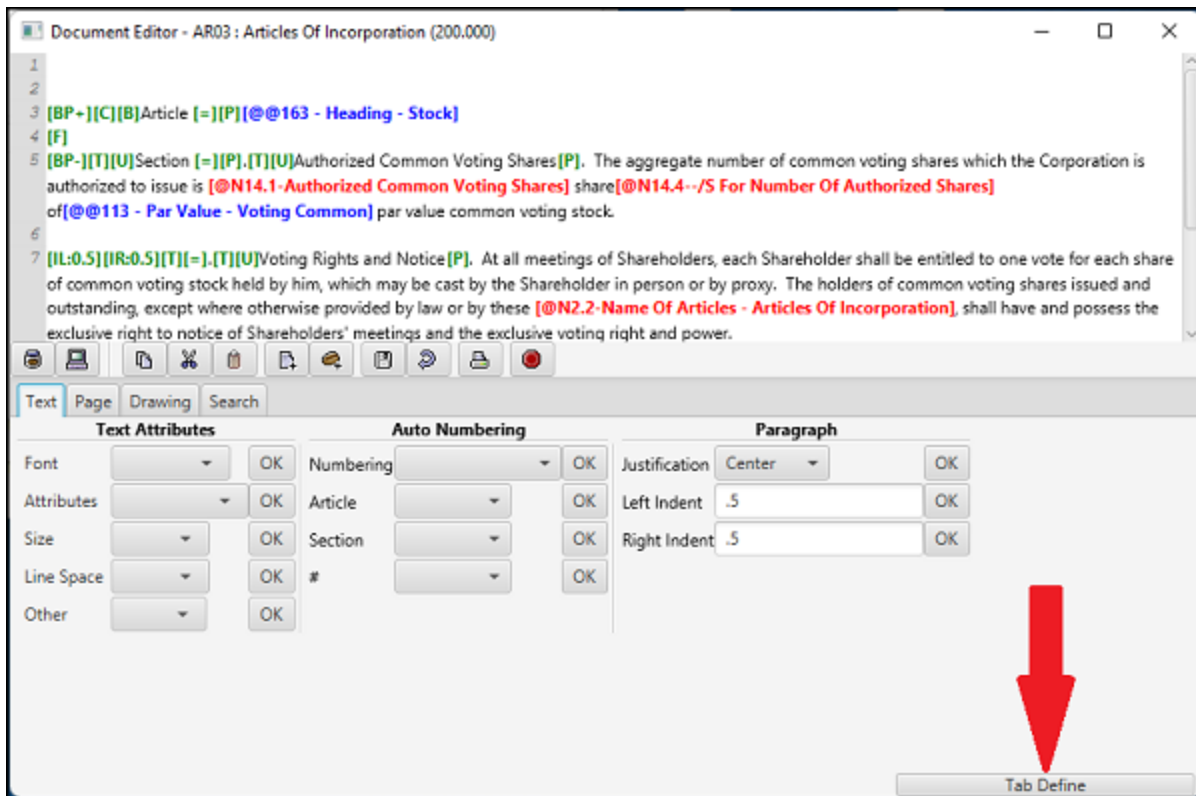


DPS 8 Editor - Document Screen > Code Tabs > [Text Tab](#) >

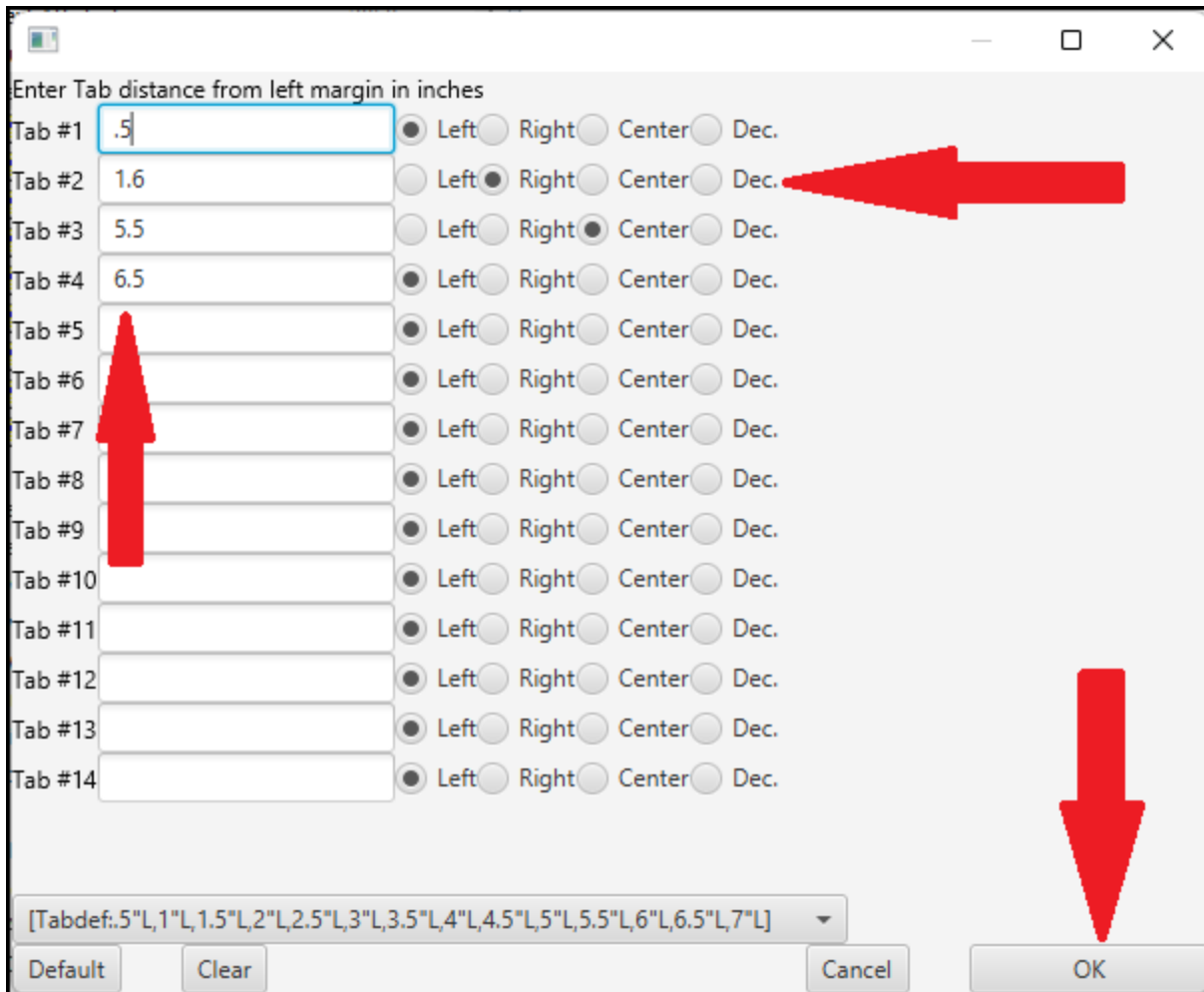
[Click here](#) to send comments on this topic.

Tab Define

- To set the tabs for a line and subsequent lines click on Tab Define



- This window will then open where the following is set. Click on OK to insert the tab definitions.
- Distance from left margin in inches
- Type of tab -- Left, Right, Center or Decimal

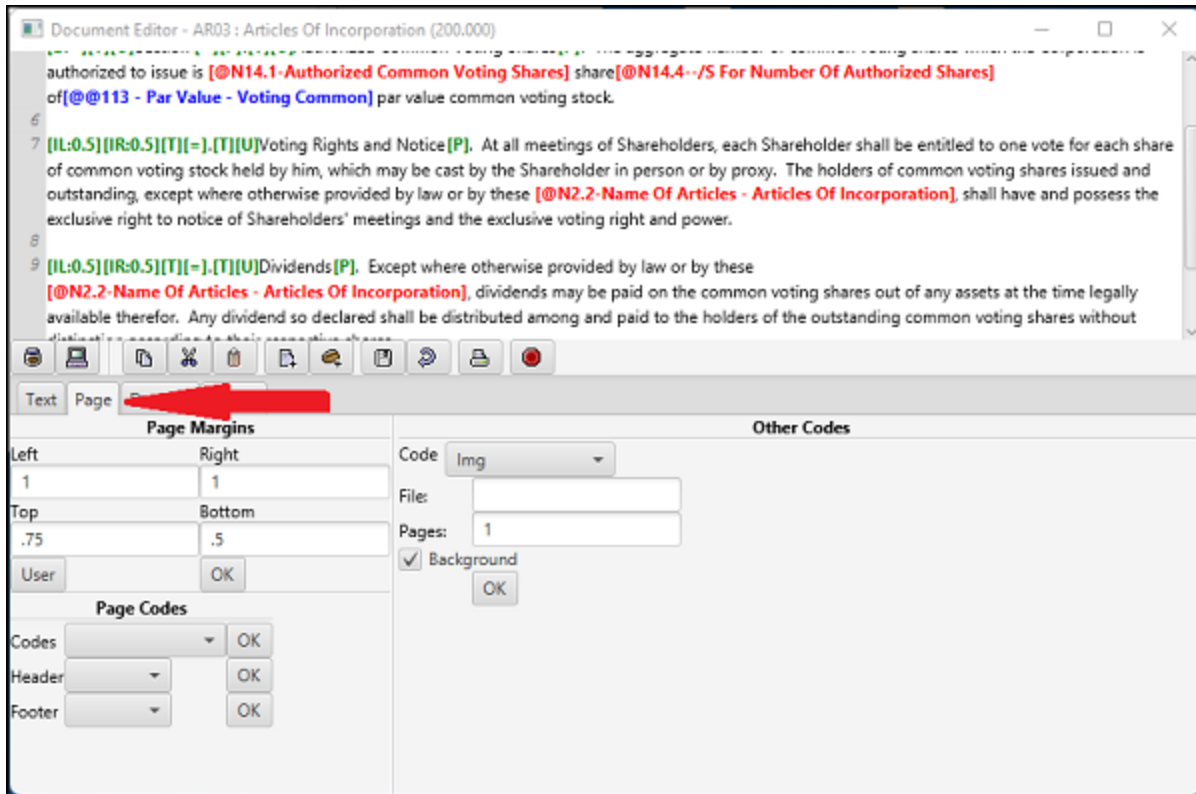


DPS 8 Editor - Document Screen > Code Tabs > [Text Tab](#) >

[Click here](#) to send comments on this topic.

Page Tab

- Select the Page Tab to enter codes for
 - Page Margins
 - Page Codes
 - Other Codes

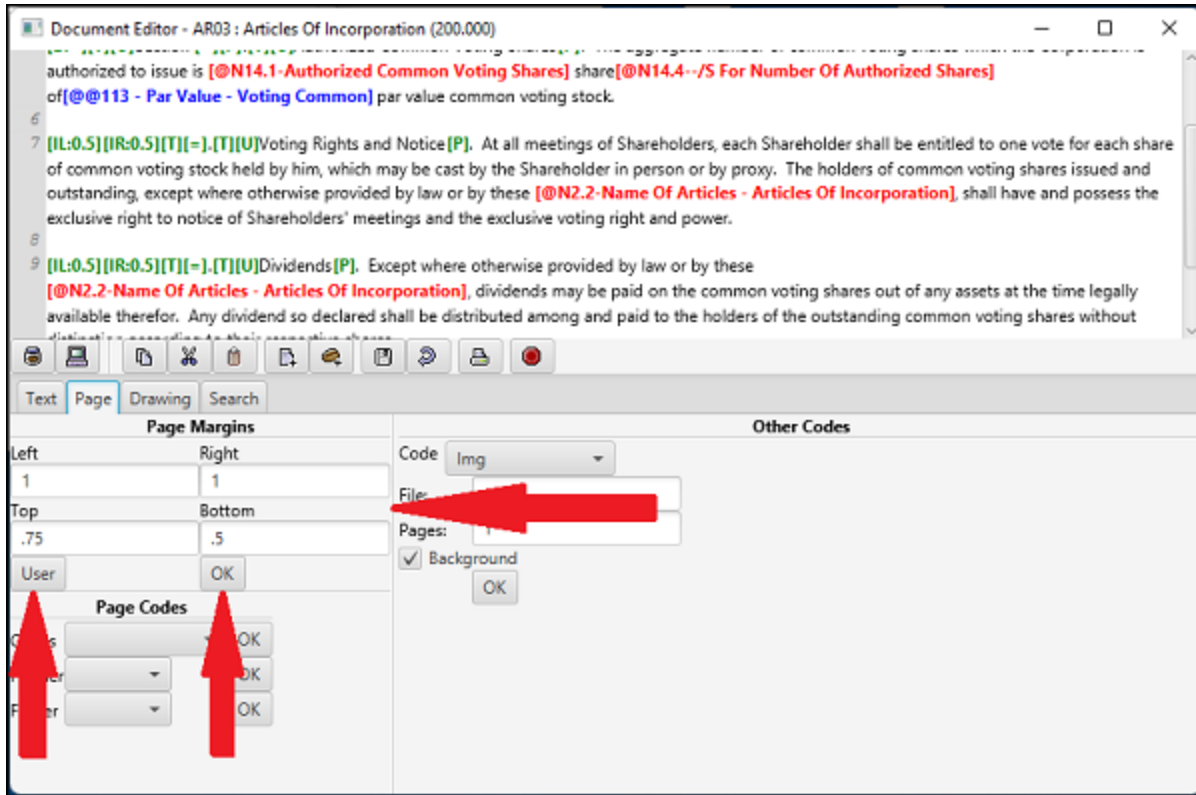


DPS 8 Editor - Document Screen > Code Tabs >

[Click here](#) to send comments on this topic.

Page Margins

- To change the Margins of a Page and subsequent pages, with the cursor at the beginning of a page, enter the Left, Right, Top and Bottom margins in inches then click on OK. Clicking on User will set the Page Margins to the default settings in DPS 8 Preferences.

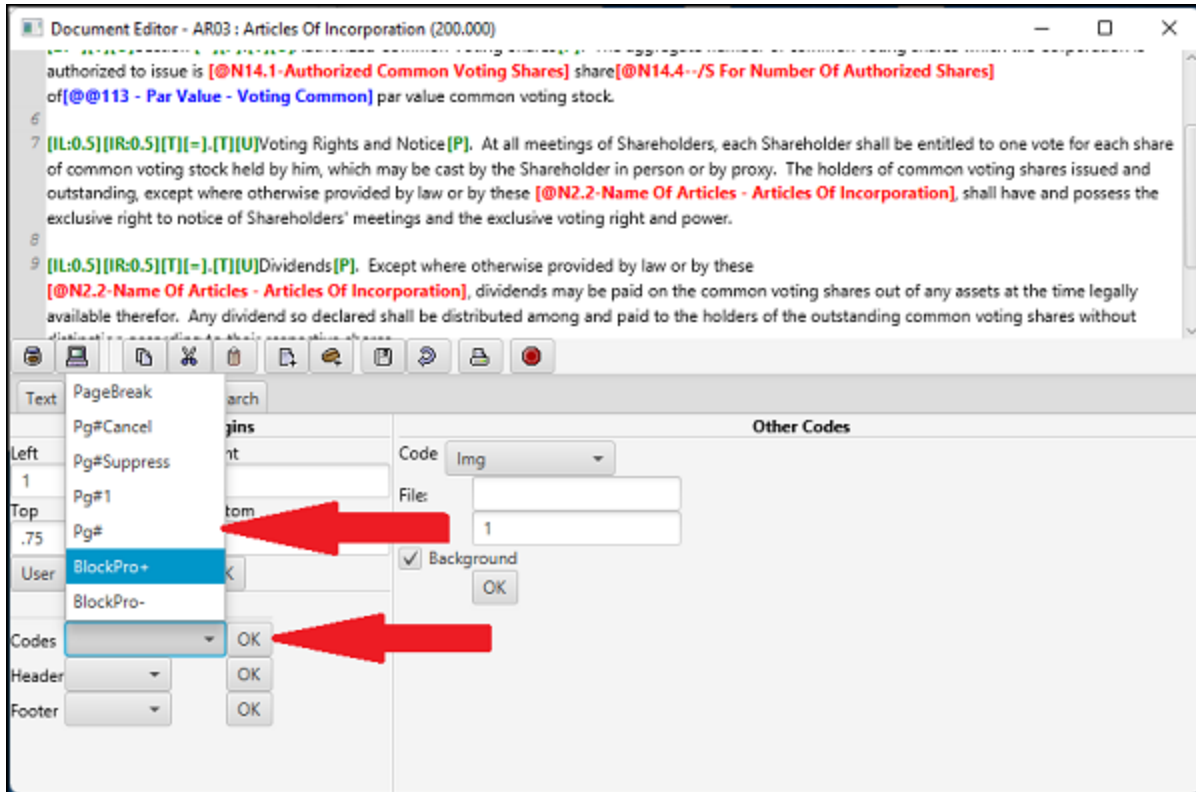


DPS 8 Editor - Document Screen > Code Tabs > [Page Tab](#) >

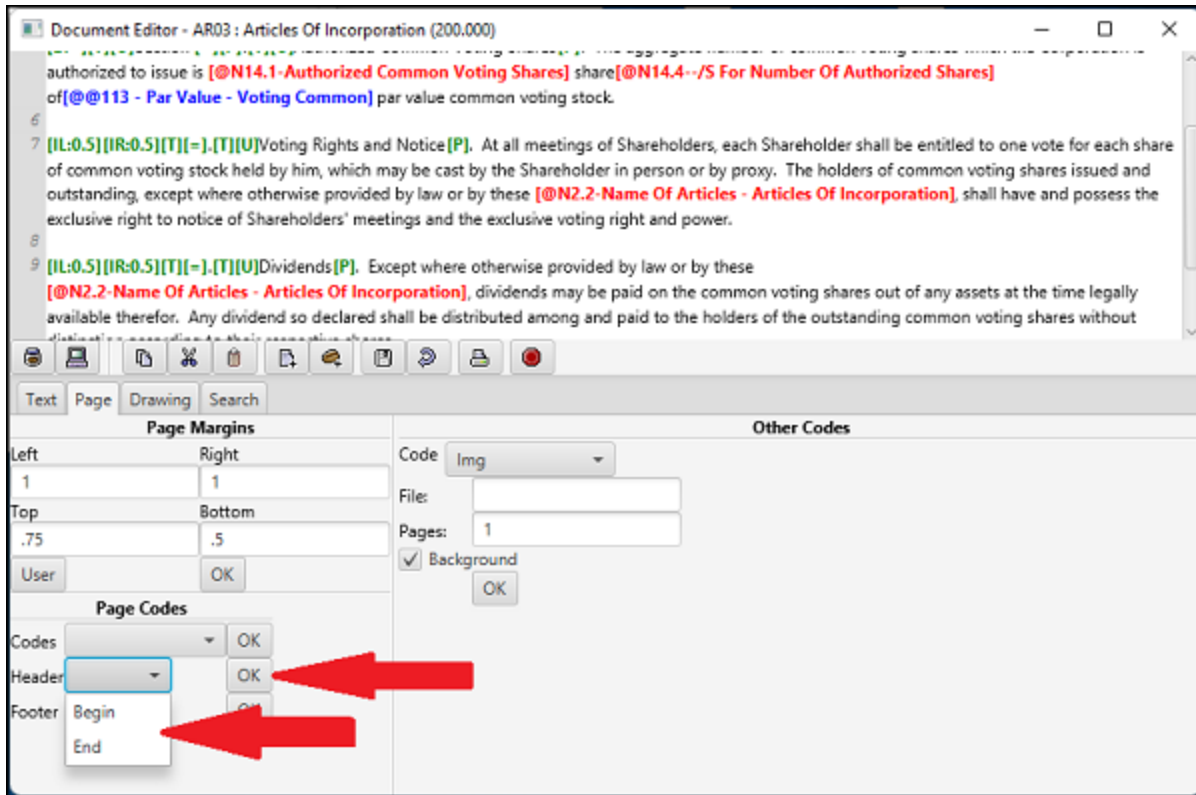
[Click here](#) to send comments on this topic.

Page Codes

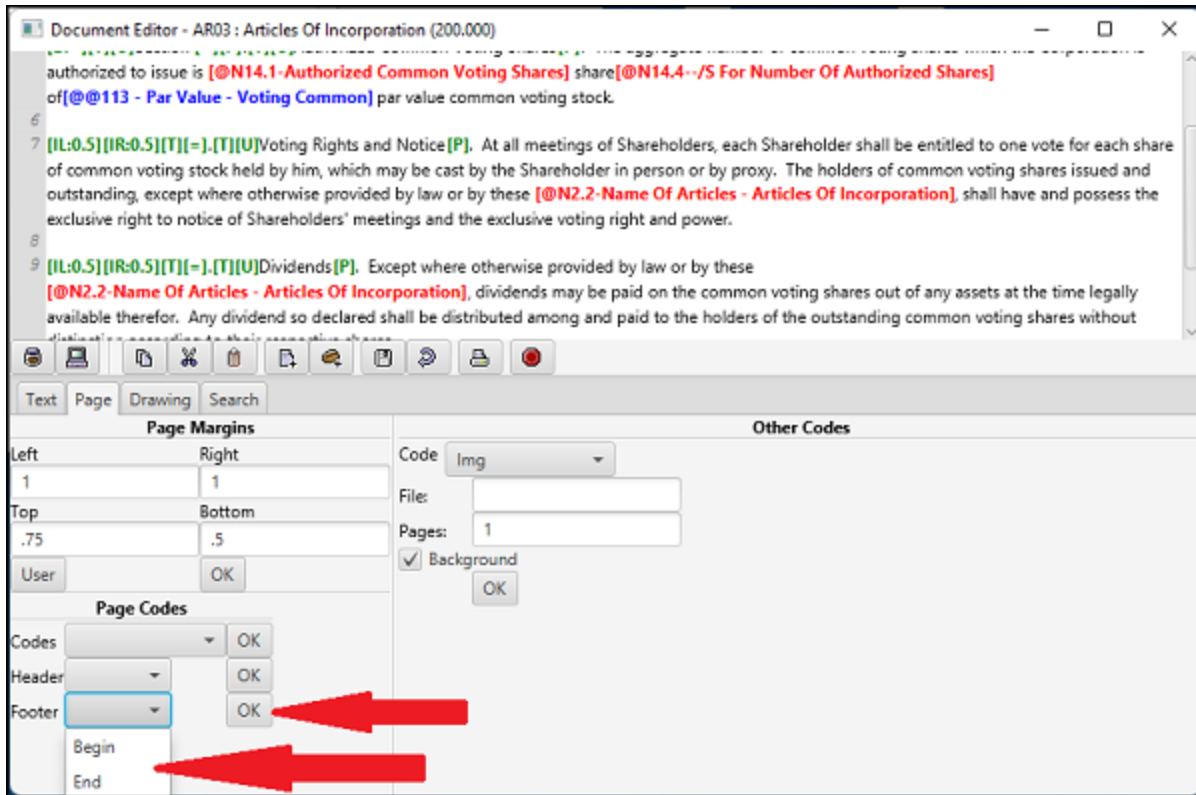
- To insert the following Page Codes, select the appropriate code then click OK
 - Page break
 - Cancel or suppress on this page the page numbering
 - Setting the page number to 1
 - Insert the page number
 - Start and end block protect to keep text on the same page



- Designate the Beginning or End of a Header then click OK



- Designate the Beginning or End of a Footer then click OK

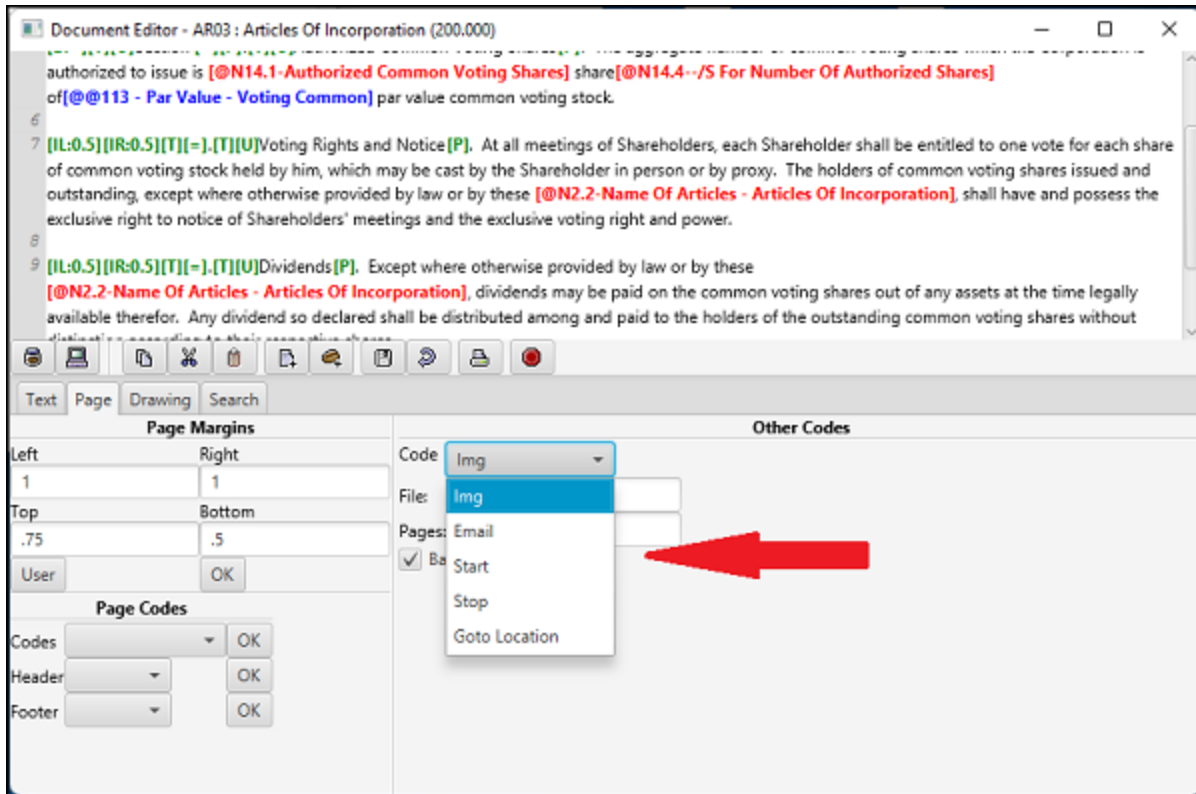


DPS 8 Editor - Document Screen > Code Tabs > [Page Tab](#) >

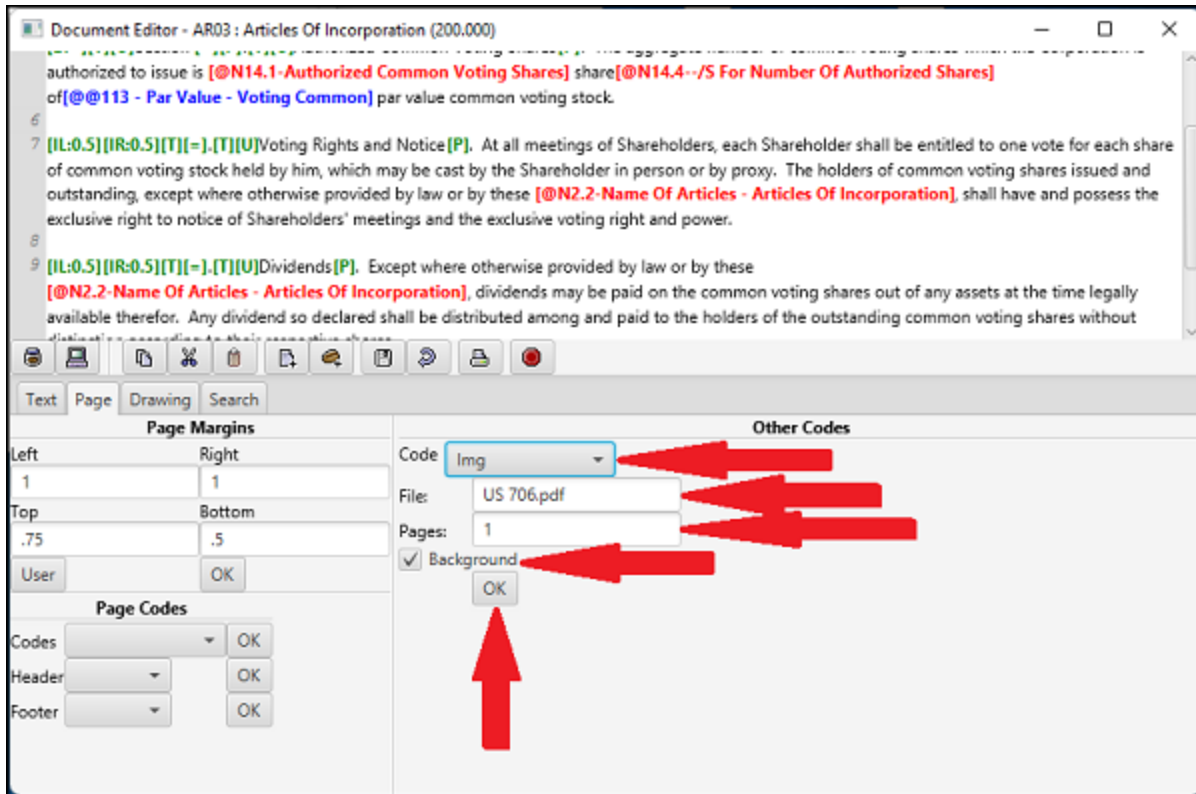
[Click here](#) to send comments on this topic.

Other Page Codes

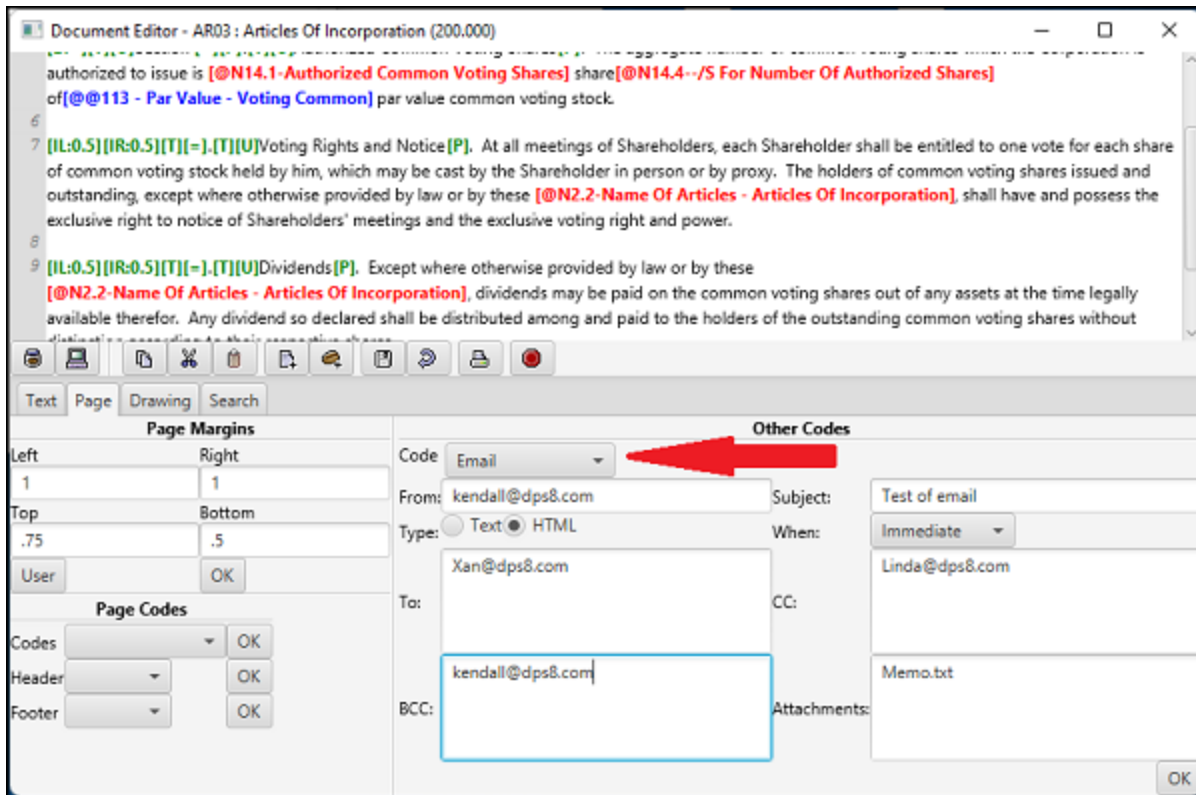
- To insert the following Other Page Codes, select the appropriate code then click OK
 - IMG - Images such as PDFs
 - Email - Including Start and Stop
 - Goto Location - Insert text at a designated location on a page



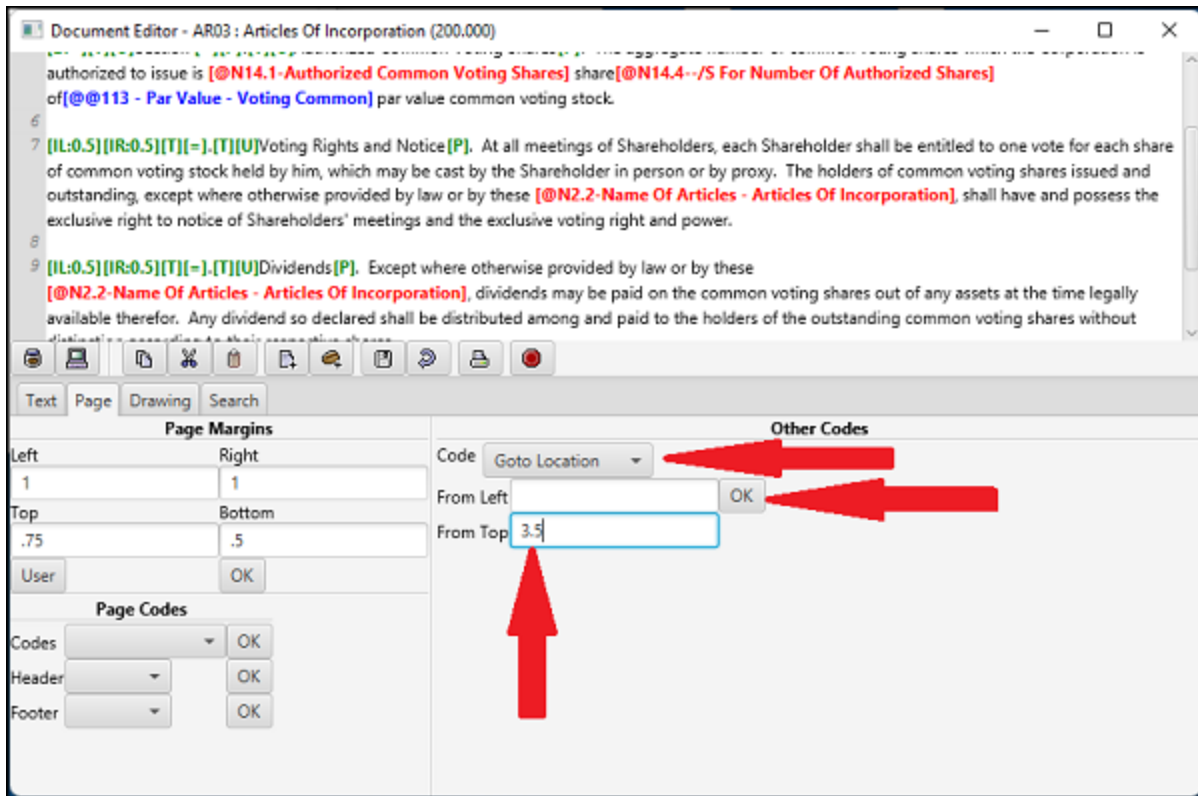
- When Img is selected, the bottom of the screen changes to allow designation of:
 - The name of the file. The file must have been included in the module using the Files section of Module Information in the Screen Window.
 - Which pages of the image are to be inserted, such as 1, 1-5 or ALL
 - Whether the image will be a background on which text can be inserted



- When Email is selected, the bottom of the screen changes to allow designation of:
 - Sender
 - Recipient(s)
 - Subject
 - HTML or Text
 - Attachment(s)
- Start and Stop are used to determine the text of the email



- When Goto Location is selected, the bottom of the screen changes to allow designation of:
 - The location of the following text from the left and top of the page
 - This is used to place text on an image background, such as US 706..pdf



DPS 8 Editor - Document Screen > Code Tabs > [Page Tab](#) >

[Click here](#) to send comments on this topic.

Creating PDFs

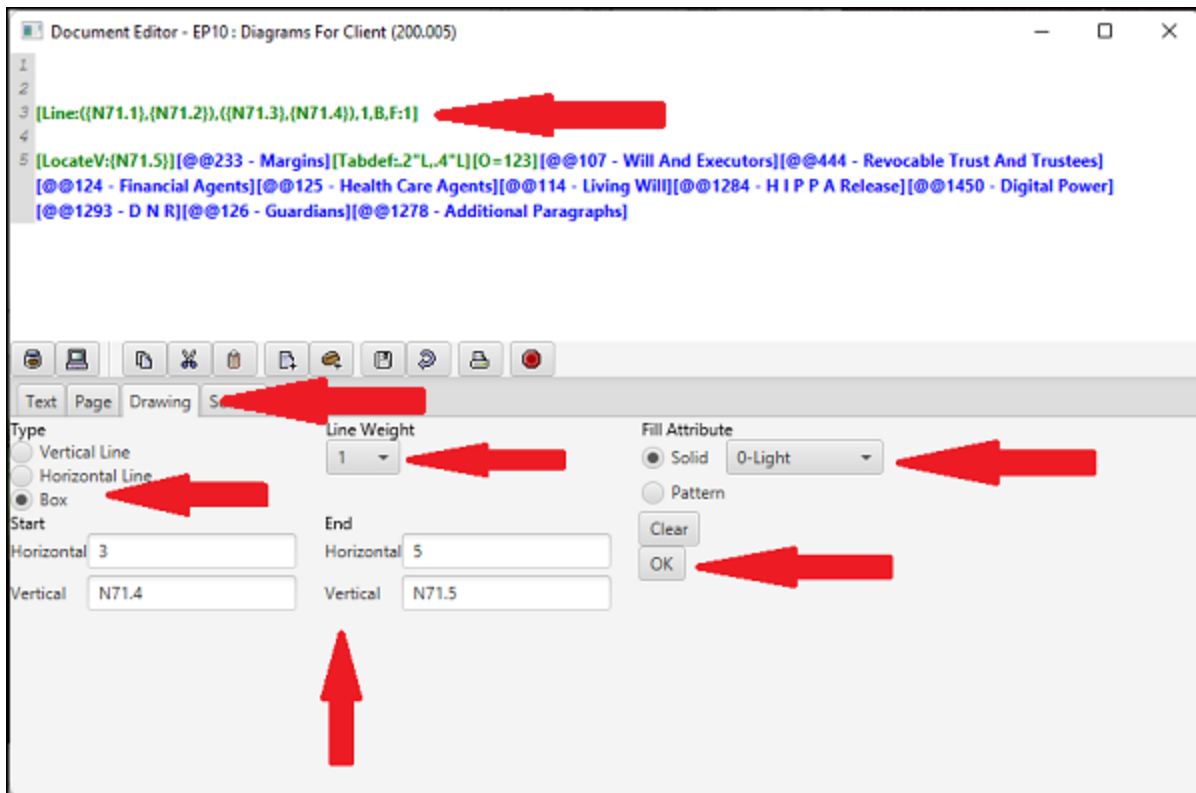
- To Create a PDF to be used by DPS 8, print it with the printer "Microsoft Print to PDF", naming it with the image name used in the Document Window
- If a PDF is the incorrect size so that text prints in the wrong location use PDF Editor as follows:
 - Open the PDF -- 709 Form 2020.pdf
 - Select Pages tab
 - Select Properties tab then Change Size
 - If portrait form must be moved down .35 inches and left .31 inches (8.13)
 - Set
 - Width = 215.90 mm (8.5 inches)
 - Height = 279.40 mm (11 inches)
 - From Left = 7.88 mm (.31 inches)
 - From Bottom = 8.89 mm (.35 inches)
 - If landscape form must be moved up 2.3 inches and right 1.5 inches
 - Set
 - Width = 11 inches
 - Height = 8.5 inches
 - From Left = -1.5 inches
 - From Bottom = -2.3 inches
 - Uncheck Use Bonding Box
- 1 inch = 25.4 mm and .1 inches = 2.54mm and .01 inches = .25mm
- Save PDF

DPS 8 Editor - Document Screen > Code Tabs > [Page Tab](#) > [Other Page Codes](#) >

[Click here](#) to send comments on this topic.

Drawing Tab

- Select the Drawing Tab to:
 - Draw a Vertical Line, a Horizontal Line or a Box
 - Determine the Weight of the line(s)
 - With a Box determine any Fill Attributes - Solid Color or type of Pattern
 - Determine the Horizontal and/or Vertical Start and End of the Line or Box in inches -- can be a number or reference to a line on a N screen
 - Click OK to insert the Line or Box on the page

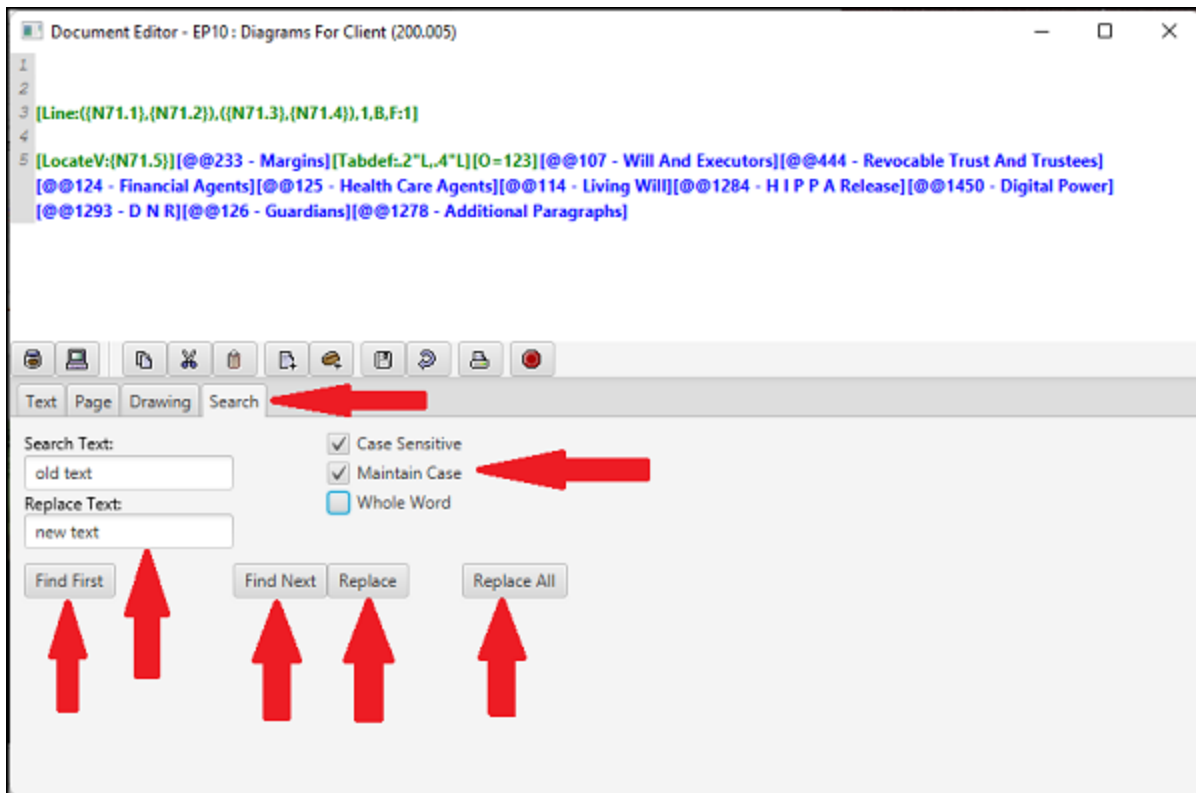


DPS 8 Editor - Document Screen > Code Tabs >

[Click here](#) to send comments on this topic.

Search Tab

- Select the Search Tab to:
 - Search for text in all documents beginning with this document or beginning with the first document
 - Search and Replace text either stopping at each Search match or replacing all Search matches
 - Limit Search to text of the same Case and/or Whole Word(s)
 - Replace text with the same Case as the Search text

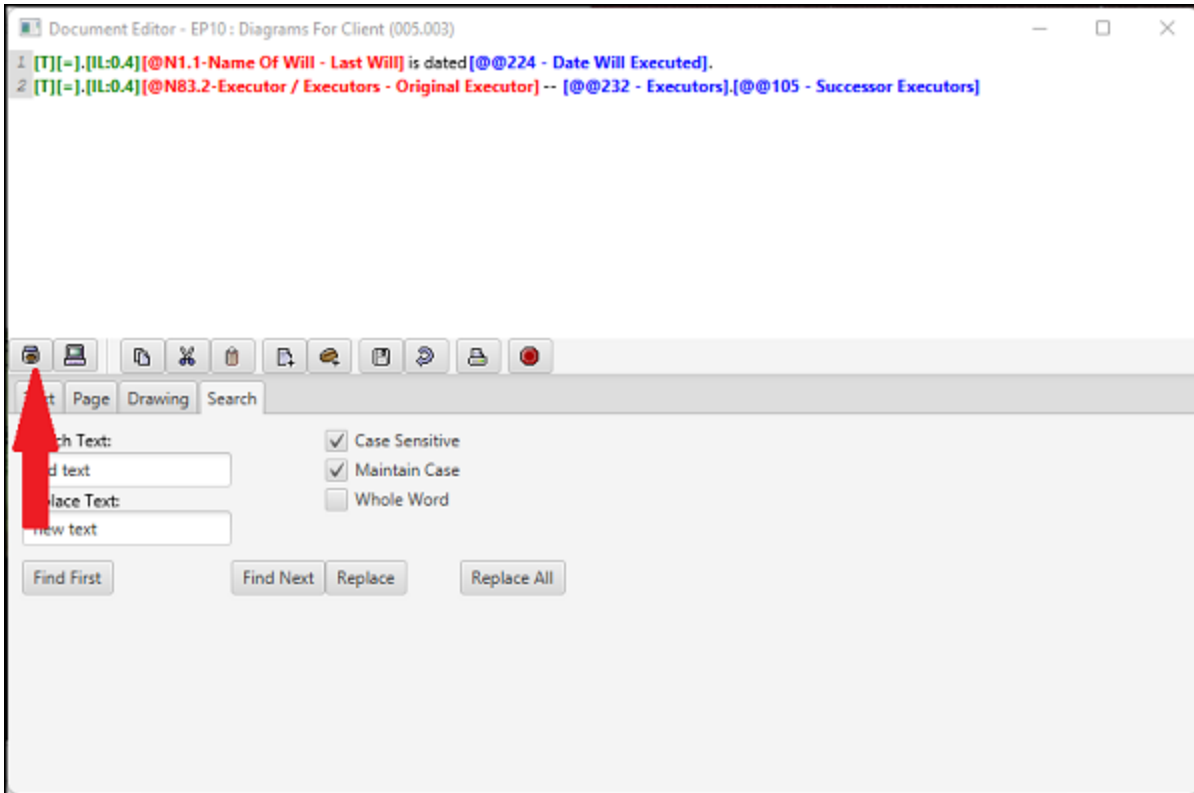


DPS 8 Editor - Document Screen > Code Tabs >

[Click here](#) to send comments on this topic.

Open Edit Processing

- Click on this Icon to open and goto the Processing Window

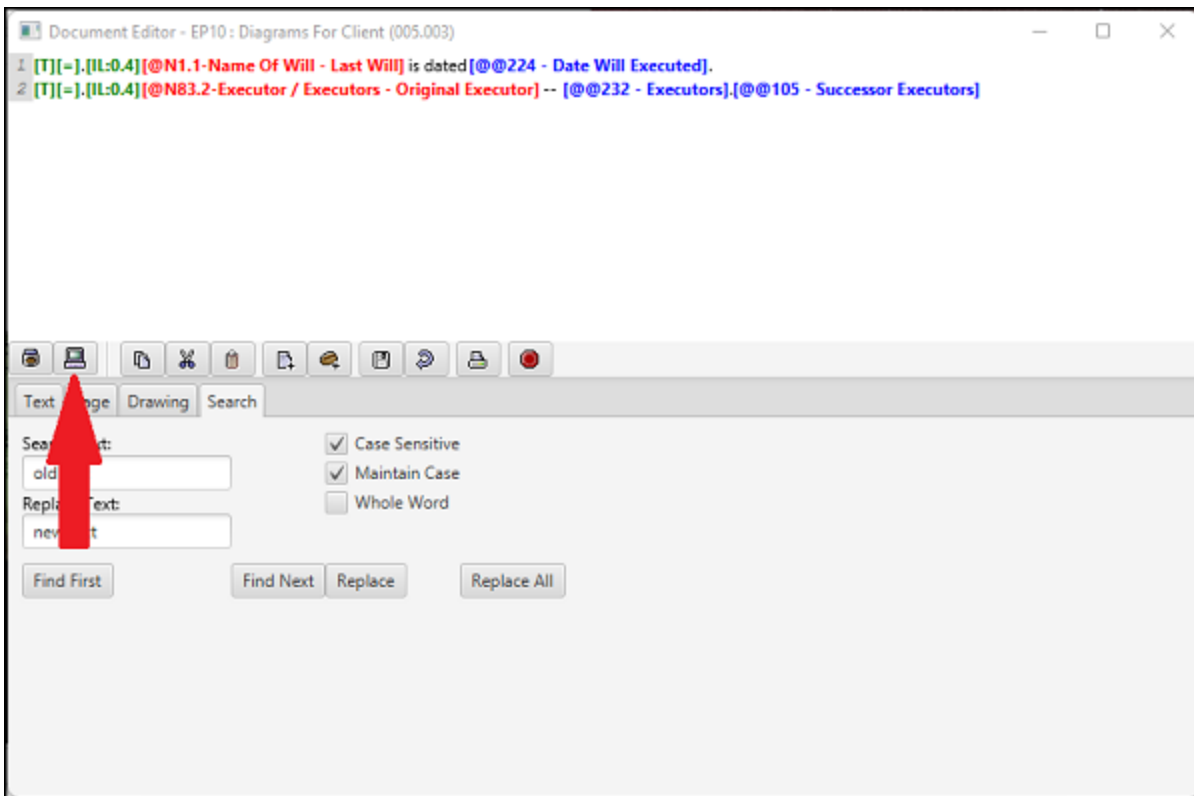


DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Open Edit Screens

- Click on this Icon to open and goto the Screen Window

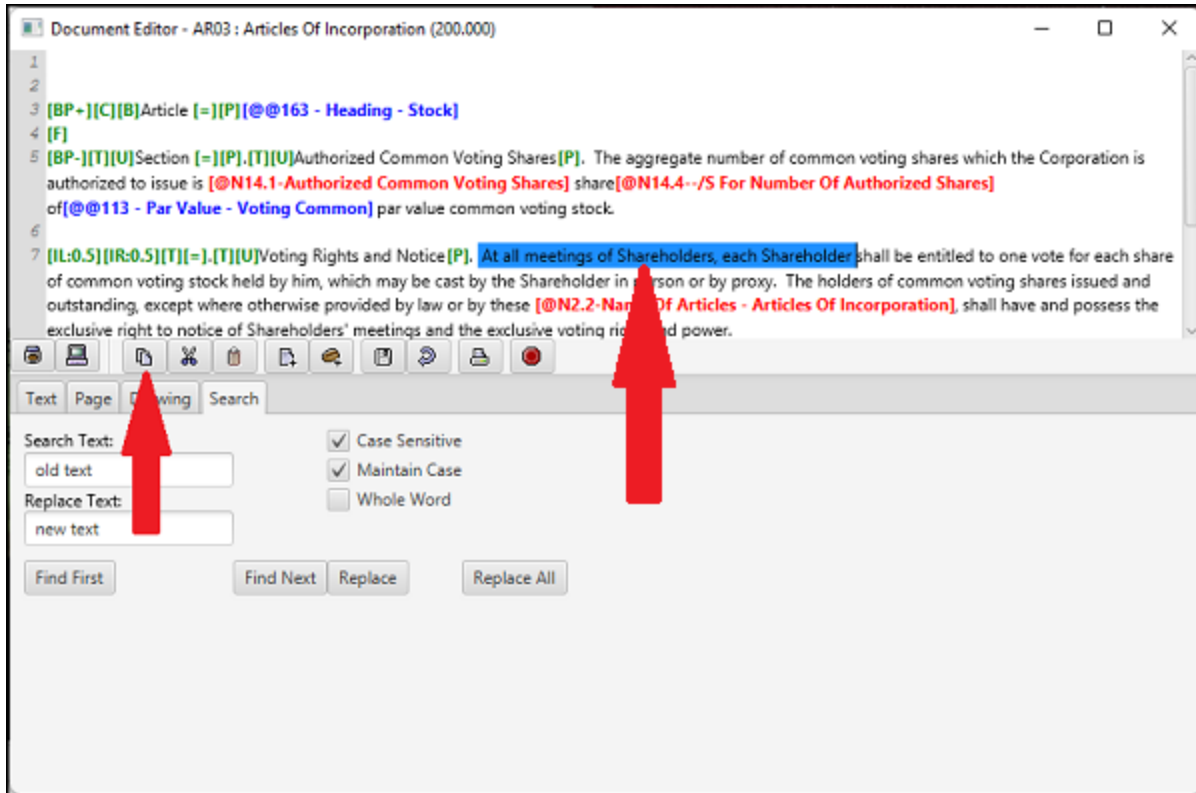


DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Copy

- Rather than Clicking on this Icon highlight the text to be copied and type <Ctrl>V to copy the text to the clipboard

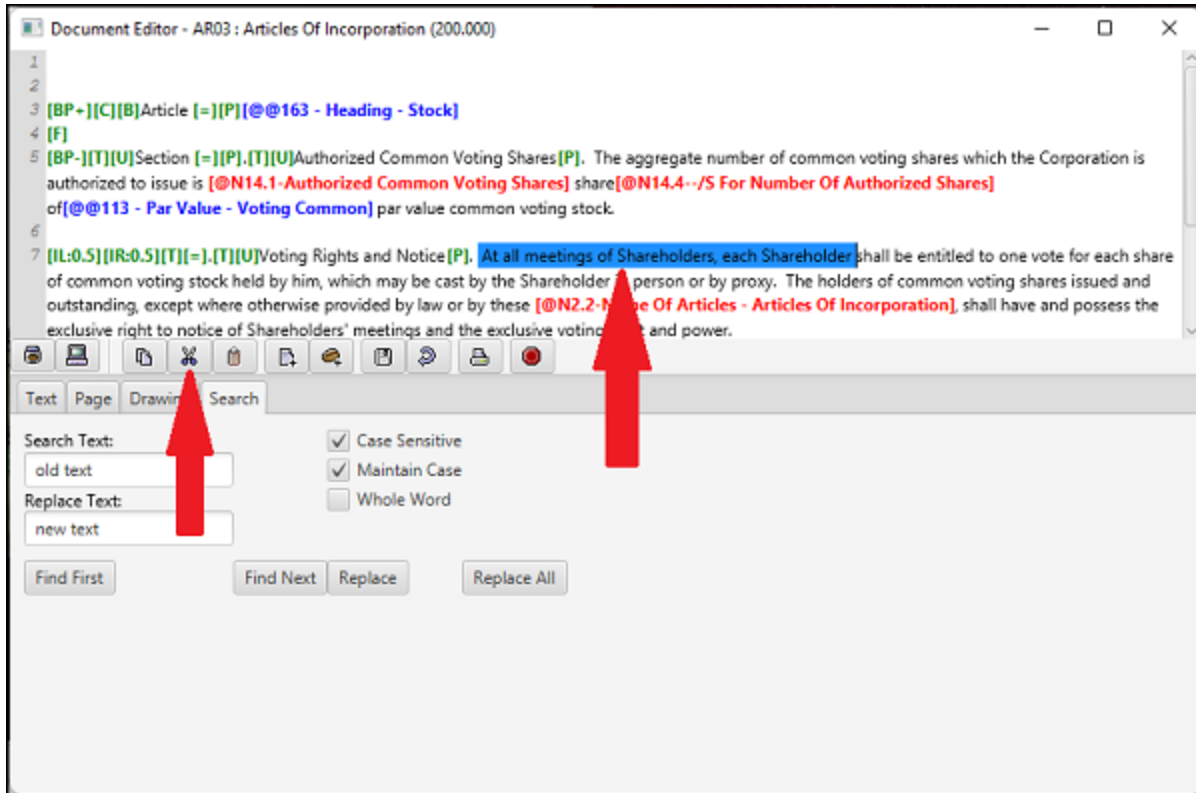


DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Cut

- Rather than Clicking on this Icon highlight the text to be Cut and type <Ctrl>X to copy the text to the clipboard and delete the highlighted text

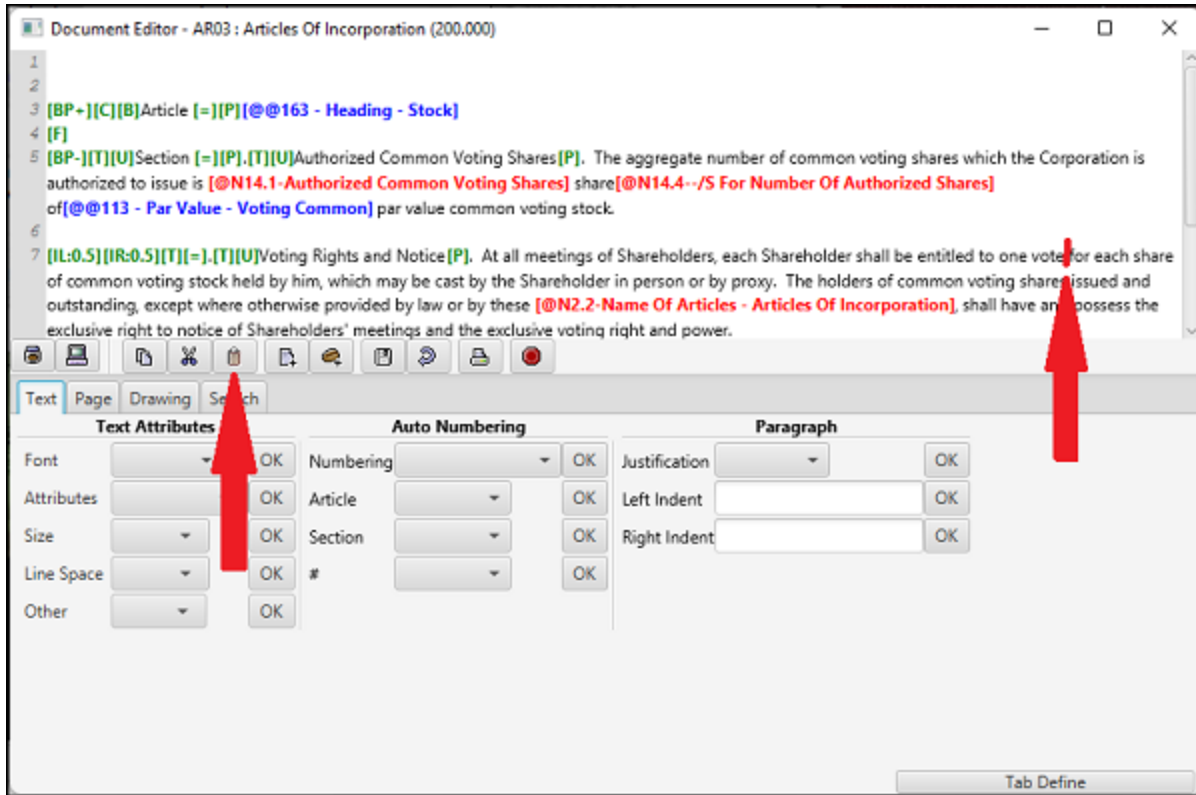


DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Paste

- Rather than Clicking on this Icon pur the cursor where the text is to be inserted and type <Ctrl>V to insert the clipboard text

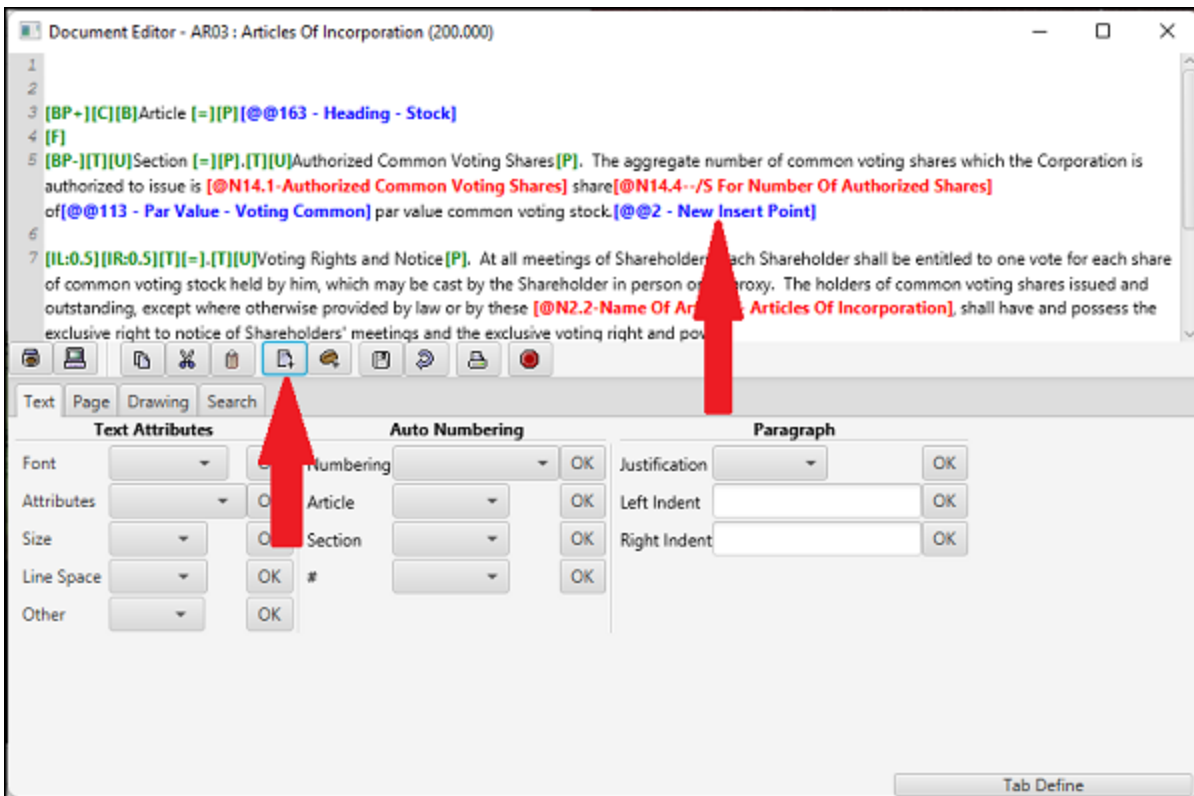


DPS 8 Editor - Document Screen > Icons >

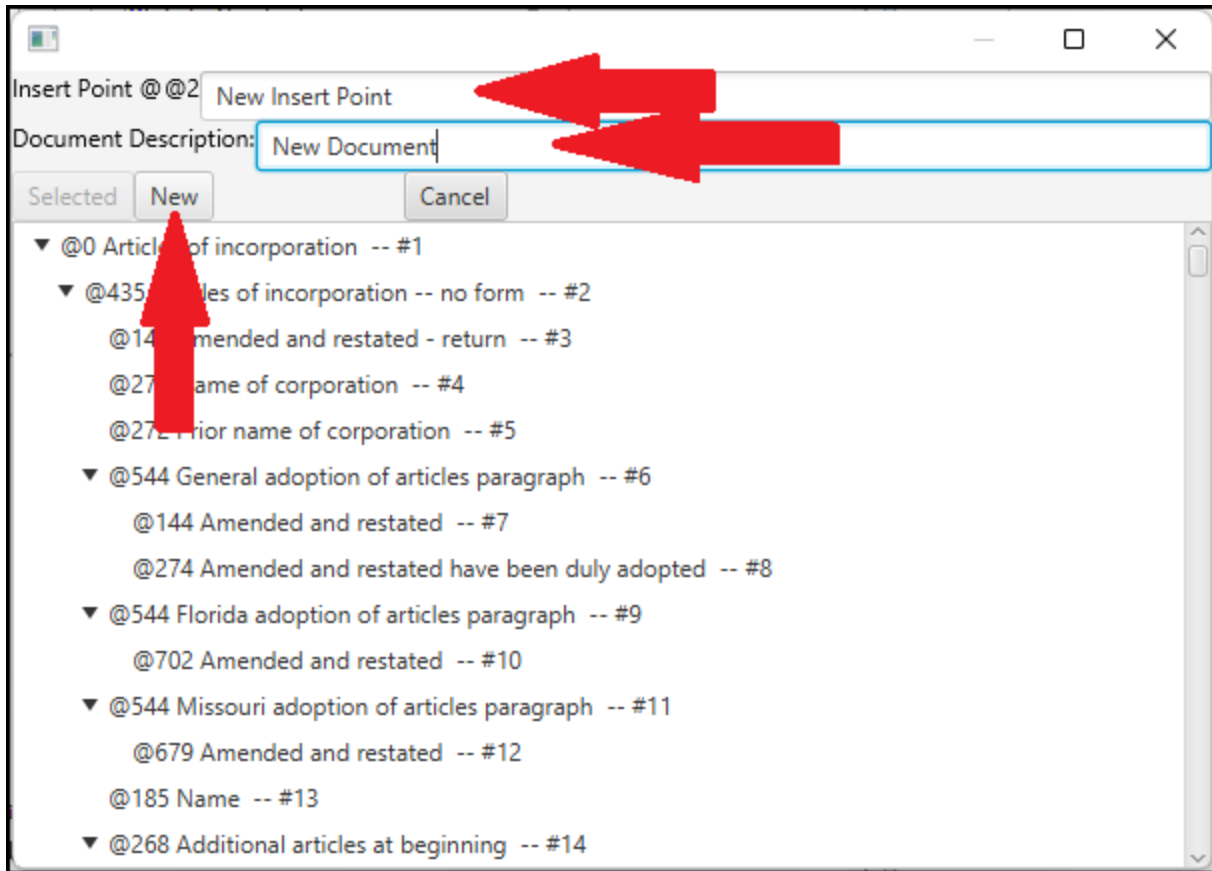
[Click here](#) to send comments on this topic.

Add Insert Point

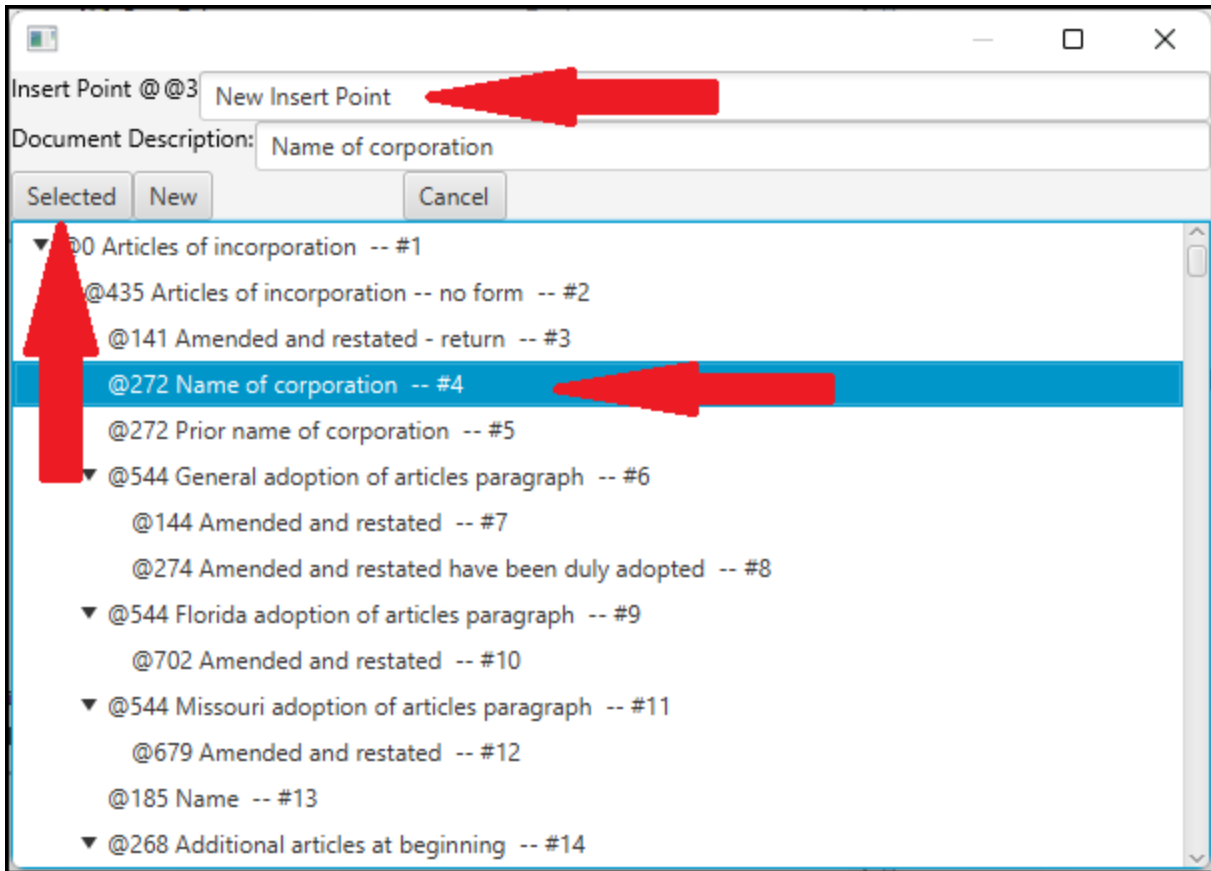
- Click on this Icon to Add an Insert Point



- For a New Document, enter the name of the Insert Point and the name of the document to be inserted. Click on New to Add the Insert point where the cursor is located with the New Document. Enter the appropriate text in the New Document.



- For an Existing Document, enter the name of the Insert Point and select an existing document to be inserted. Click on Selected to Add the Insert point where the cursor is located with the Existing Document.

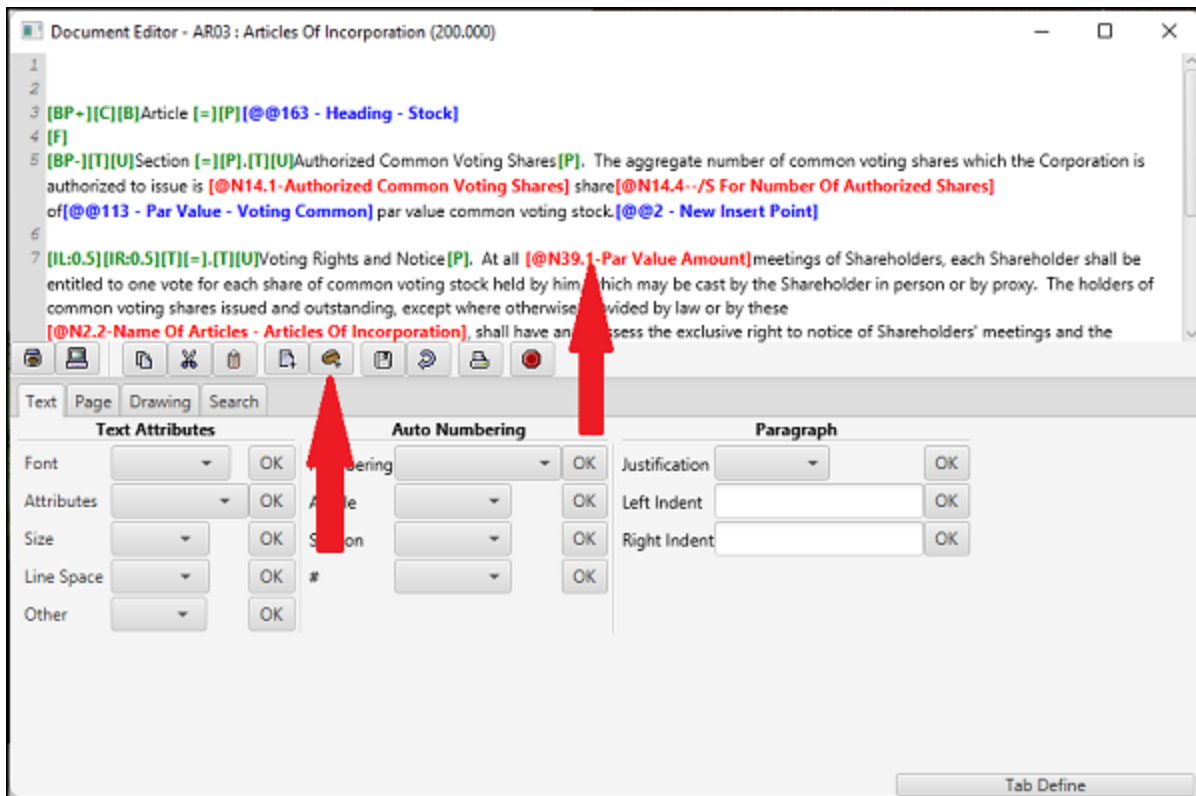


DPS 8 Editor - Document Screen > Icons >

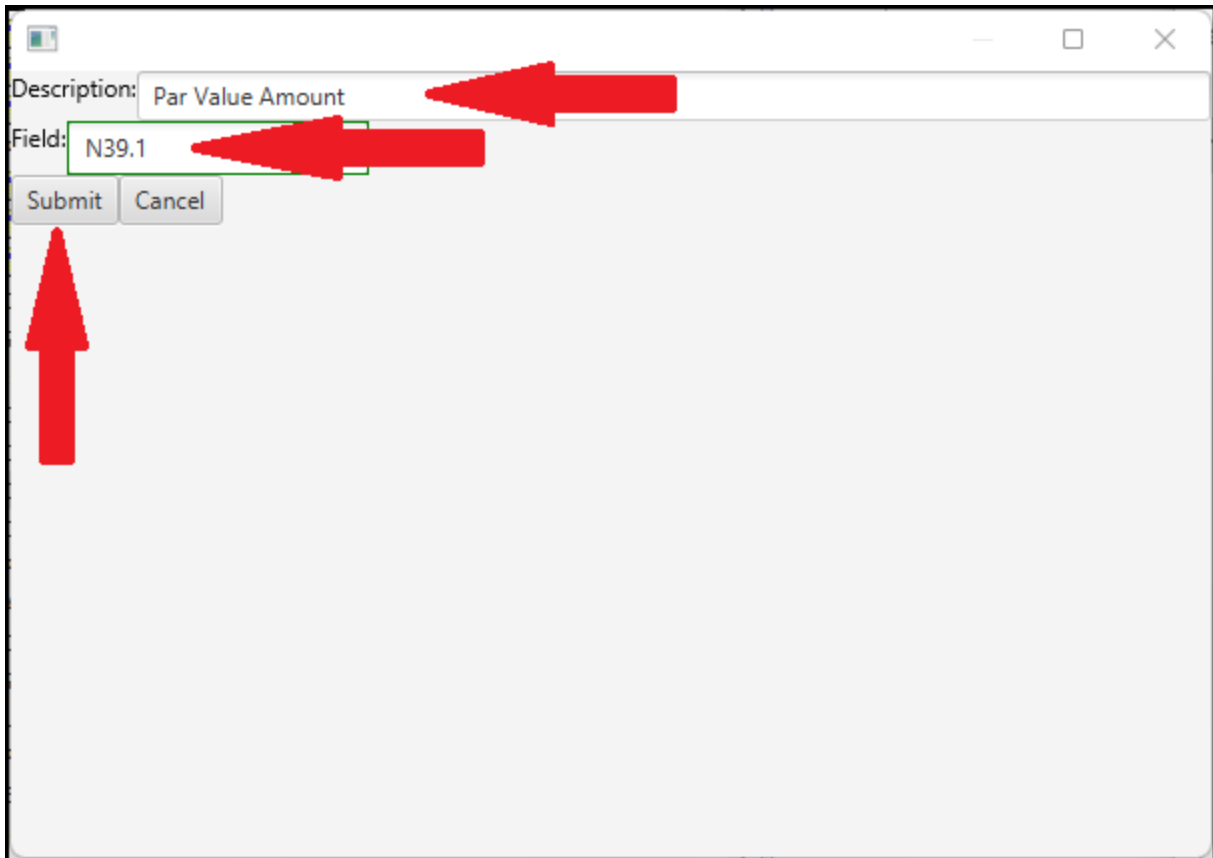
[Click here](#) to send comments on this topic.

Create Variable

- Click on this Icon to Create a new Variable where the cursor is located



- Enter the name of the new Variable and the appropriate line of the N Screen. Alternatively, drag the line of the appropriate N screen from the Screen Window to the Field box. Click on Submit to insert the Variable where the cursor is located.

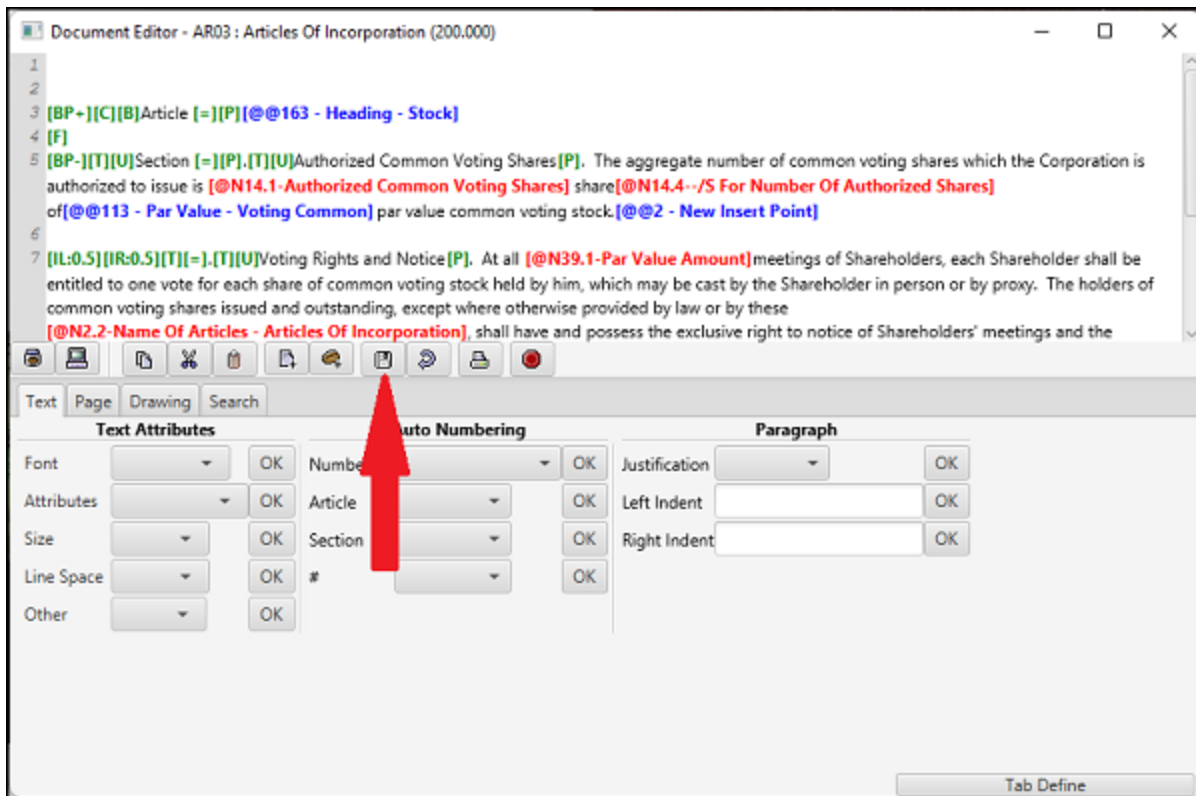


DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Save Document

- Click on this Icon to Save the document as changed

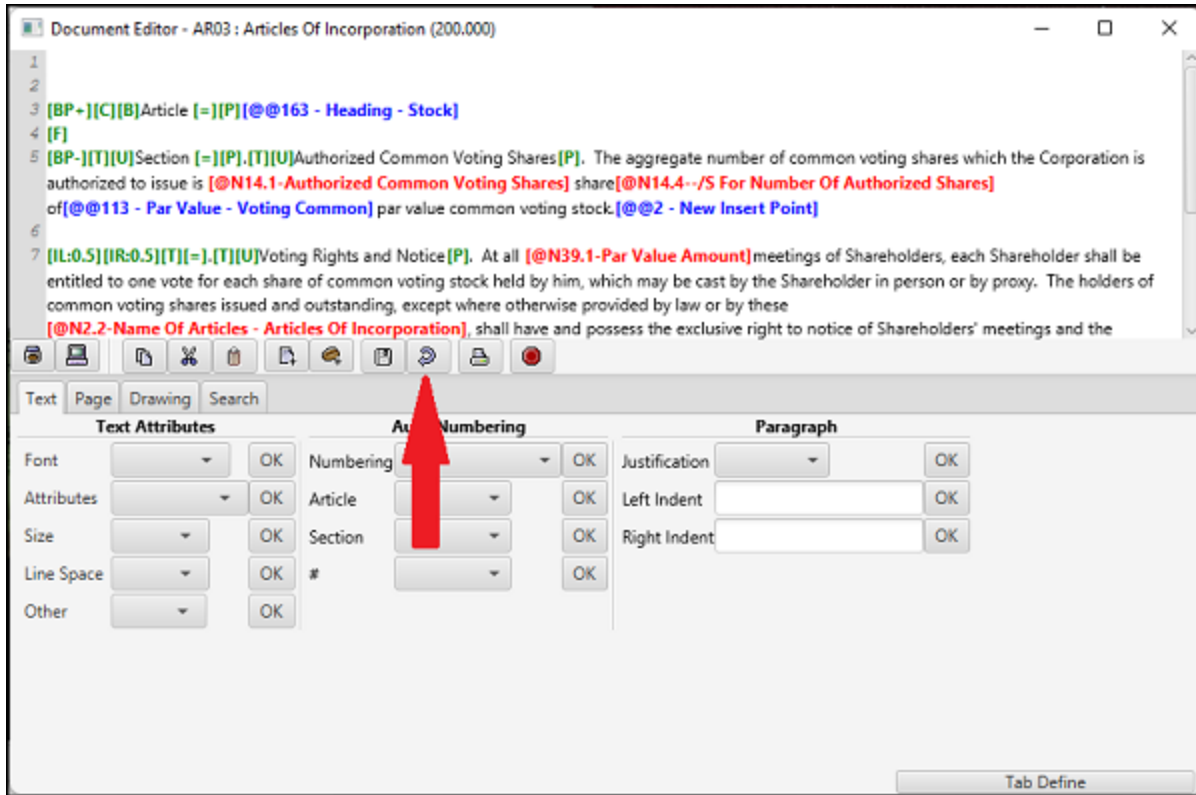


DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Undo

- Click on this Icon to undo any changes which have been made to the document with the exception of any Insert Points which have been added to the document. These must be deleted as described above.

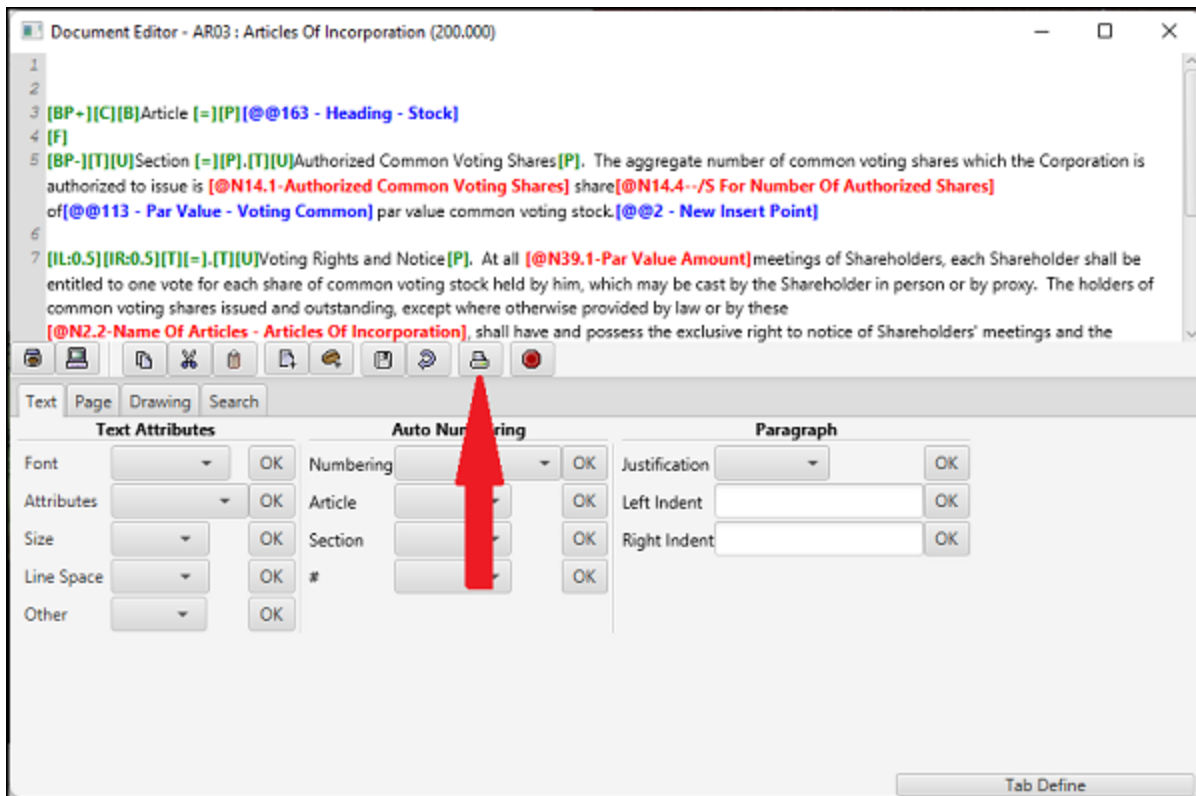


DPS 8 Editor - Document Screen > Icons >

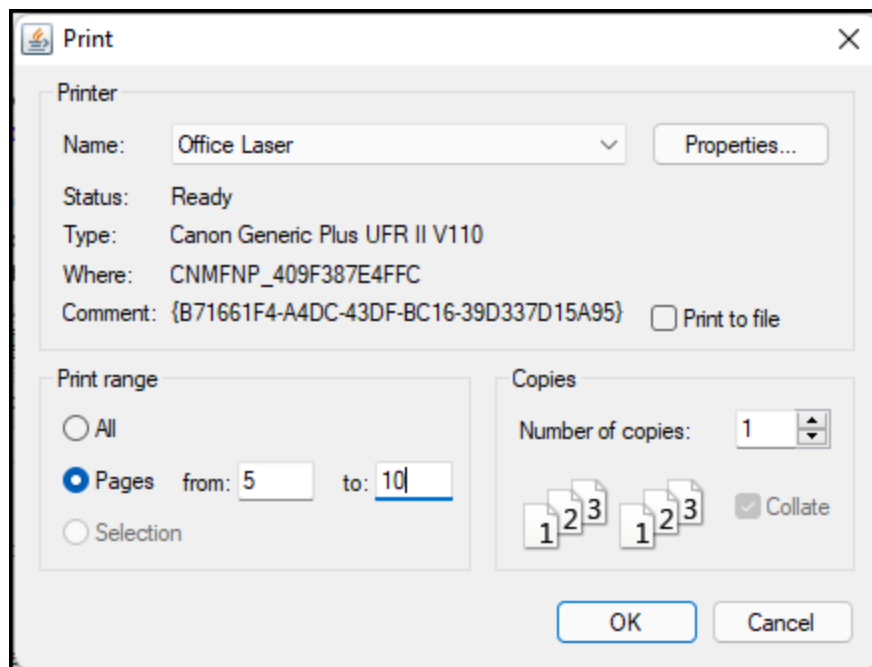
[Click here](#) to send comments on this topic.

Print

- Click on this Icon to Print one or more screens



- Enter the Name of the Printer and the pages to be printed



- The printed documents will look like this

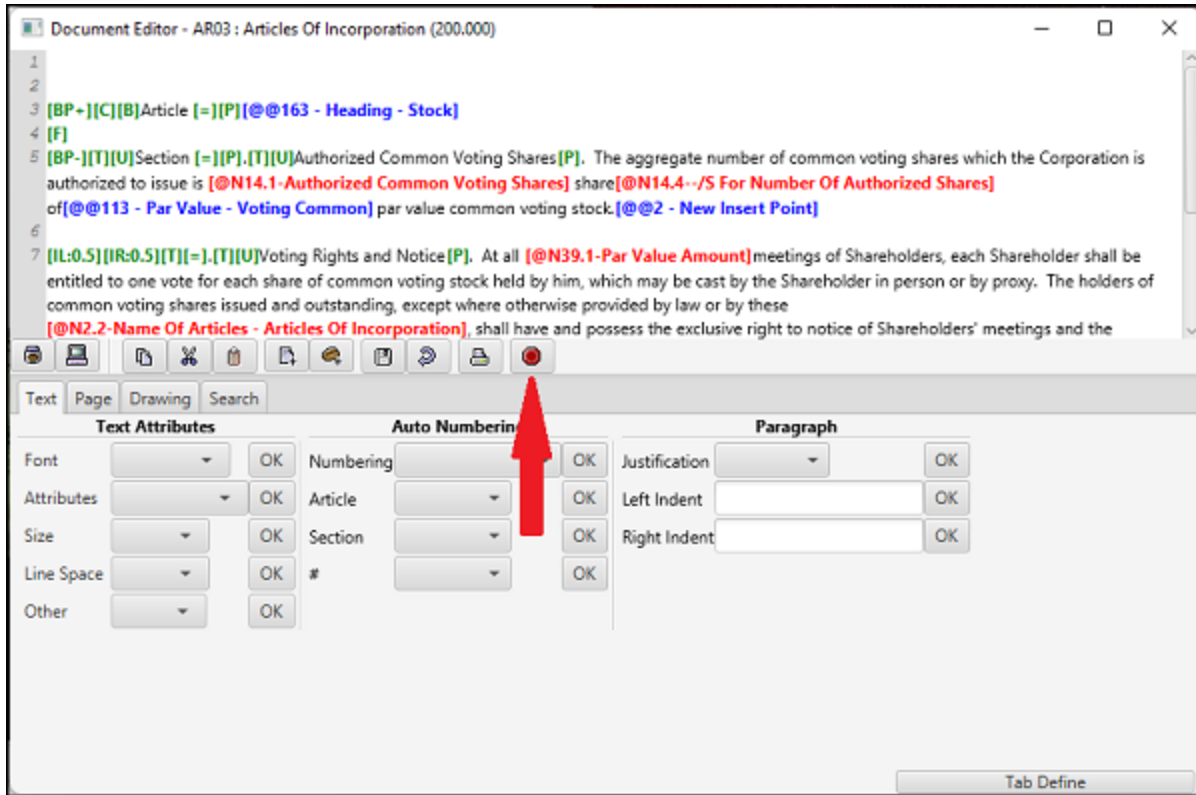
1
2
3 [BP+][C][B]Article [=][P][@@163 - Heading - Stock]
4 [F]
5 [BP-][T][U]Section [=][P].[T][U]Authorized Common Voting Shares[P]. The aggregate
number of common voting shares which the Corporation is authorized to issue is
[@N14.1-Authorized Common Voting Shares]
share[@N14.4--/S For Number Of Authorized Shares]
of[@@113 - Par Value - Voting Common] par value common voting stock.
6
7 [IL:0.5][IR:0.5][T][=].[T][U]Voting Rights and Notice[P]. At all meetings of
Shareholders, each Shareholder shall be entitled to one vote for each share of common
voting stock held by him, which may be cast by the Shareholder in person or by proxy.
The holders of common voting shares issued and outstanding, except where otherwise
provided by law or by these [@N2.2-Name Of Articles - Articles Of Incorporation],
shall have and possess the exclusive right to notice of Shareholders' meetings and the
exclusive voting right and power.
8
9 [IL:0.5][IR:0.5][T][=].[T][U]Dividends[P]. Except where otherwise provided by law or by
these [@N2.2-Name Of Articles - Articles Of Incorporation], dividends may be paid on
the common voting shares out of any assets at the time legally available therefor. Any
dividend so declared shall be distributed among and paid to the holders of the
outstanding common voting shares without distinction according to their respective
shares.
10

DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.

Exit

- Click on this Icon to Exit DPS 8 Editor. Before Exiting from the Document Screen Save the document.



DPS 8 Editor - Document Screen > Icons >

[Click here](#) to send comments on this topic.