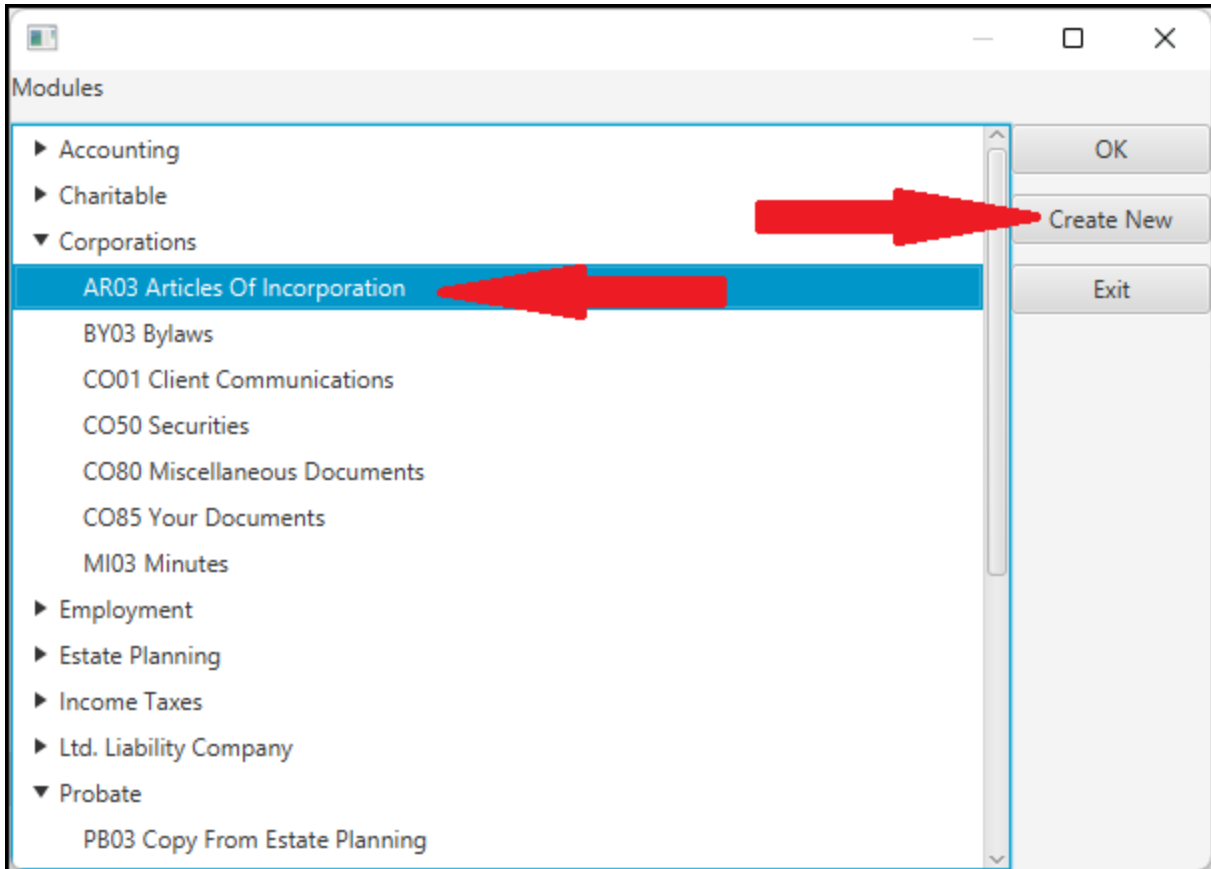


DPS Editor - Overview

Introduction to DPS 8 Editor

- DPS 8 Editor creates and modifies Modules (also called Documents) which are used by DPS 8.
- When you open DPS 8 Editor the first screen you see is this selection of Modules screen. Select the Module you want to work on and click on OK. If you want to start a new Module click on Create New.

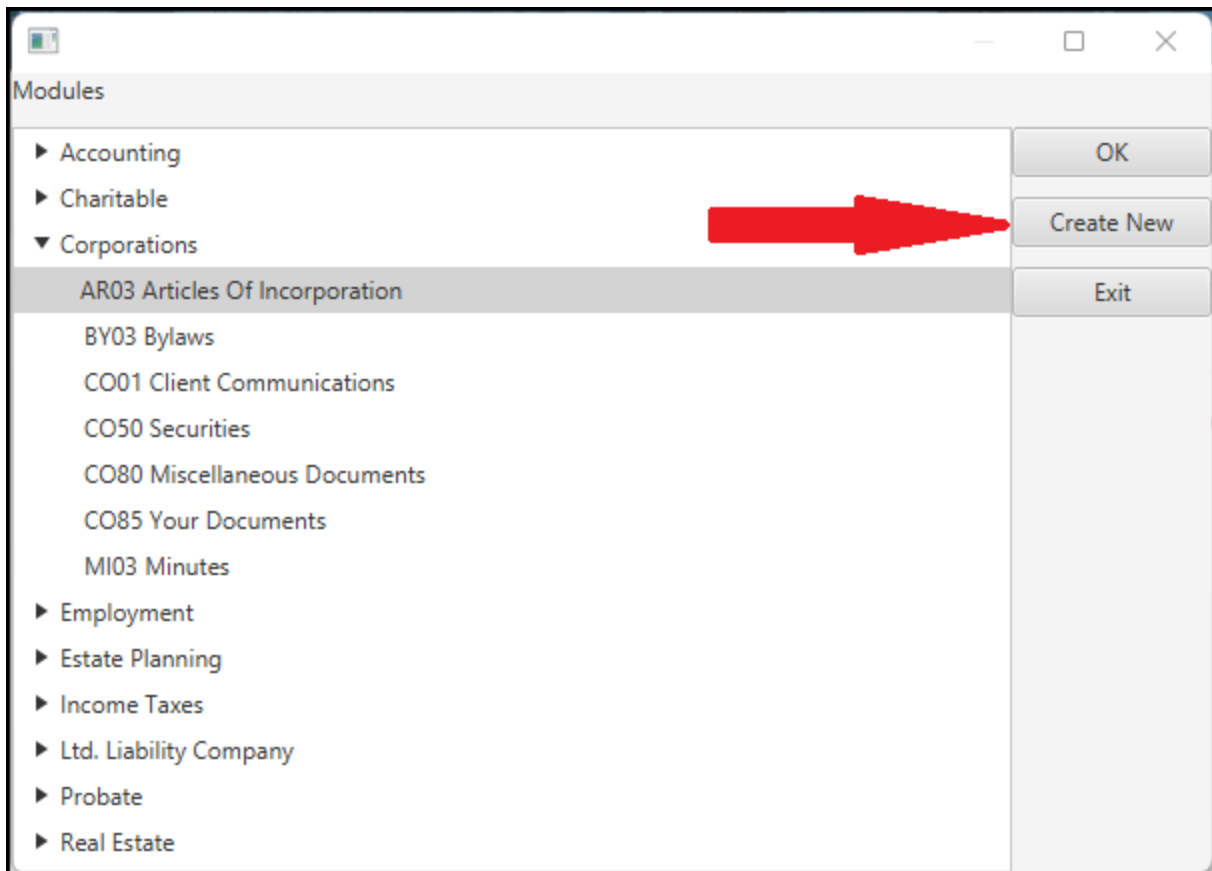


DPS Editor - Overview >

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Creating A New Module

- When you click on the Create New button, DPS 8 Editor automatically creates a blank document, a single processing record and a single screen.



- The Module Information screen will then appear and must be completed

Module Information:

Document Name: New Document Number: 1055 Area of Law: Corporations Type: Docs File Name: CO55

Comment:

This Document contains: New documents for a for-profit corporation.

This Document may have these provisions: (1) Period of corporate existence, including perpet

Files:

- AR03_IL.pdf

Add File

State:

- Alabama
- Alaska
- Arizona
- Arkansas
- California

Cancel OK

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Fill In Document Name And Number

- Fill in the Document Name and Number

Module Information:

Document Name	Number	Area of Law	Type	File Name
New Document	1055	Corporations	Docs	CO55

Comments:

This Document contains: 1 documents for a for-profit corporation.

This Document may have the provisions: (1) Period of corporate existence, including perpet

Files:

AR03_IL.pdf

Add File

State:

- Alabama
- Alaska
- Arizona
- Arkansas
- California

Cancel OK

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Select Area Of Law And Type

- Select the Area Of Law and Type from the drop downs

The screenshot shows a software window titled "Module Information" with the following fields and controls:

- Document Name:** Text box containing "New Document".
- Number:** Text box containing "1055".
- Area of Law:** Dropdown menu currently set to "Corporations". A red arrow points to this dropdown.
- Type:** Dropdown menu currently set to "Docs". A red arrow points to this dropdown.
- File Name:** Text box containing "CO55".
- Comment:** Text area containing the text: "This Document contains: New documents for for-profit corporation." followed by a separator line and "This Document may have these provisions: Period of corporate existence, including perpet".
- Files:** List box containing "AR03_IL.pdf" and an "Add File" button.
- State:** Dropdown menu with a scrollable list of states: Alabama, Alaska, Arizona, Arkansas, California.
- Buttons:** "Default", "Line", "Cancel", and "OK".

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Fill Out File Name And Comment

- Fill out the File Name and Comment

Module Information:

Document Name	Number	Area of Law	Type	File Name
New Document	1055	Corporations	Docs	CO55

Comment:

This Document contains: New documents for a for-profit corporation.

This Document may have these provisions: (1) Period of corporate existence, including perpet

Files:

AR03_IL.pdf

Add File

State:

- Alabama
- Alaska
- Arizona
- Arkansas
- California

Cancel OK

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Select State(s)

- Select all of the States in which the Document is available

The screenshot displays the 'Module Information' dialog box in the DPS Editor. The 'Number' field is set to '1055' and is highlighted with a red box. The 'Area of Law' is set to 'Corporations', 'Type' is 'Docs', and 'File Name' is 'CO55'. The 'Comment' field contains the text: 'This Document contains: New documents for a for-profit corporation. ***** This Document may have these provisions: (1) Period of corporate existence, including perpet'. Below the comment field, there are two sections: 'Files:' and 'State:'. The 'Files:' section shows a list with 'AR03_IL.pdf' and an 'Add File' button. The 'State:' section shows a list of states: Alabama, Alaska, Arizona, Arkansas, and California. A red arrow points from the 'Files:' section to the 'State:' section. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons.

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Add Files

- If needed add any files, such as PDFs, which will be included in the document

Module Information:

Document Name	Number	Area of Law	Type	File Name
New Document	1055	Corporations	Docs	CO55

Comment:

This Document contains: New documents for a for-profit corporation.

This Document may have these provisions: (1) Period of corporate existence, including perpet

Files:

- AR03_IL.pdf

State:

- Alabama
- Alaska
- Arizona
- Arkansas
- California

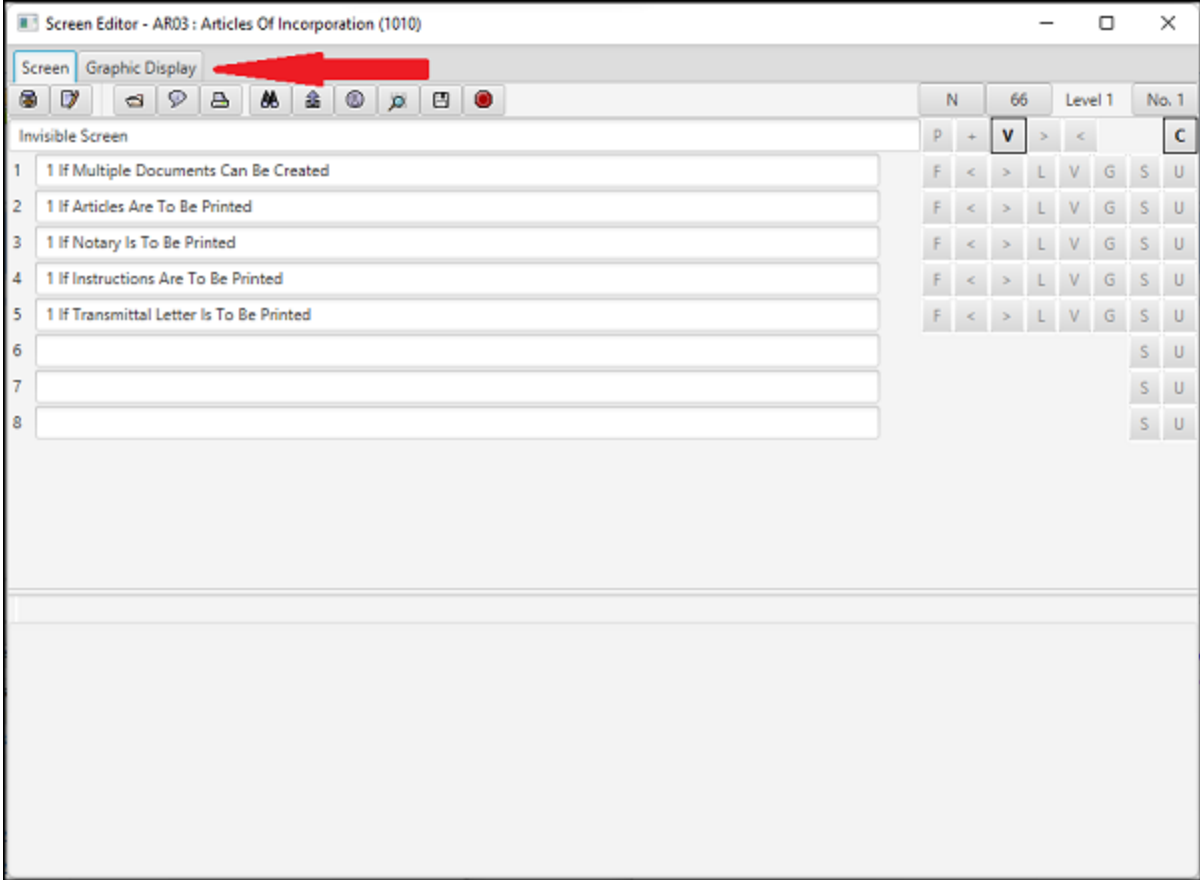
Buttons: Add File, Cancel, OK

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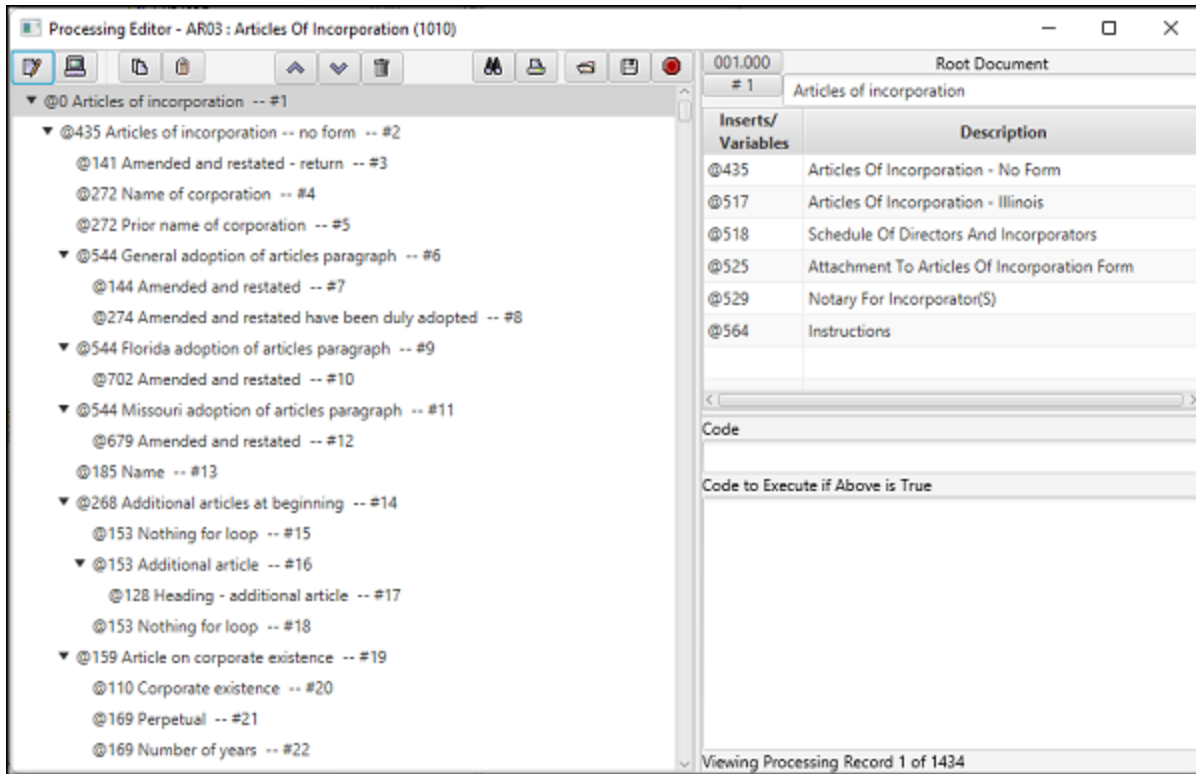
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3 Windows Open

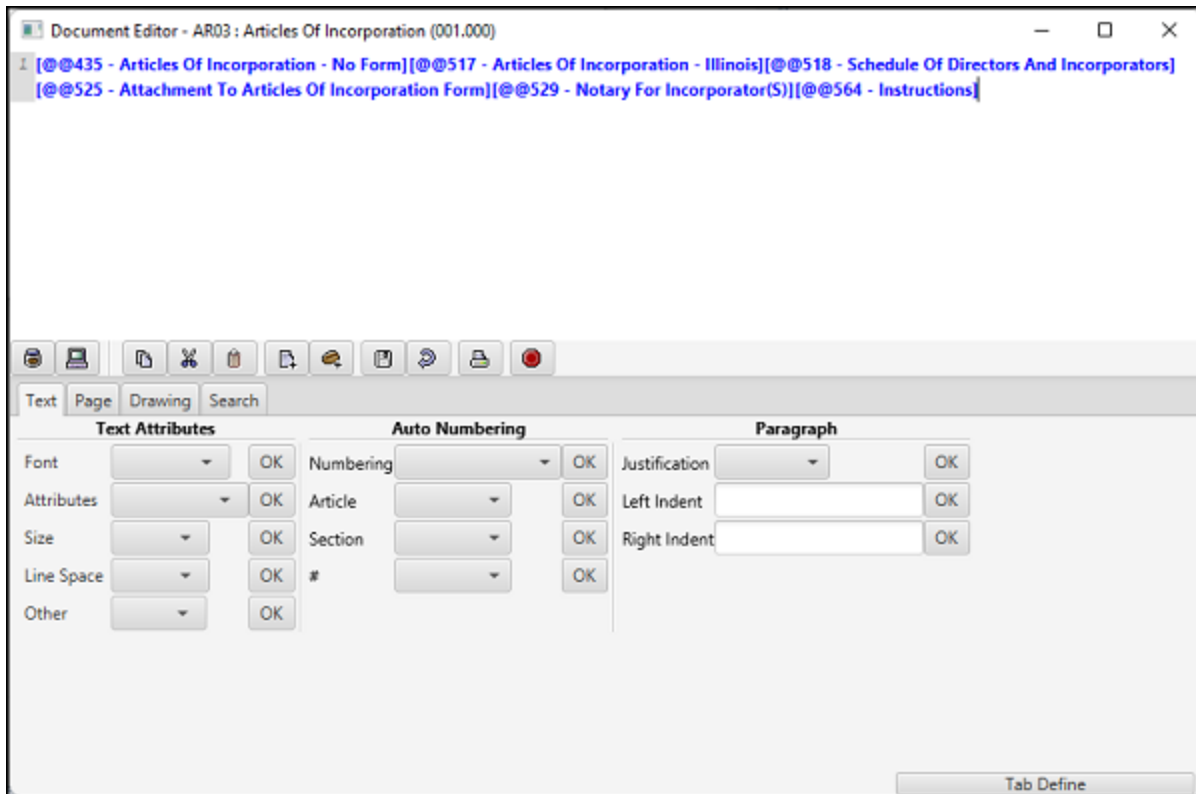
- When a Module is selected three windows open for that Module:
- One of the windows is the Screen Window:



- The second window is the Processing Window:



- The third window is the Document Window:



- These windows should be resized and positioned on your desktop so they are all visible. They are interconnected as described below.

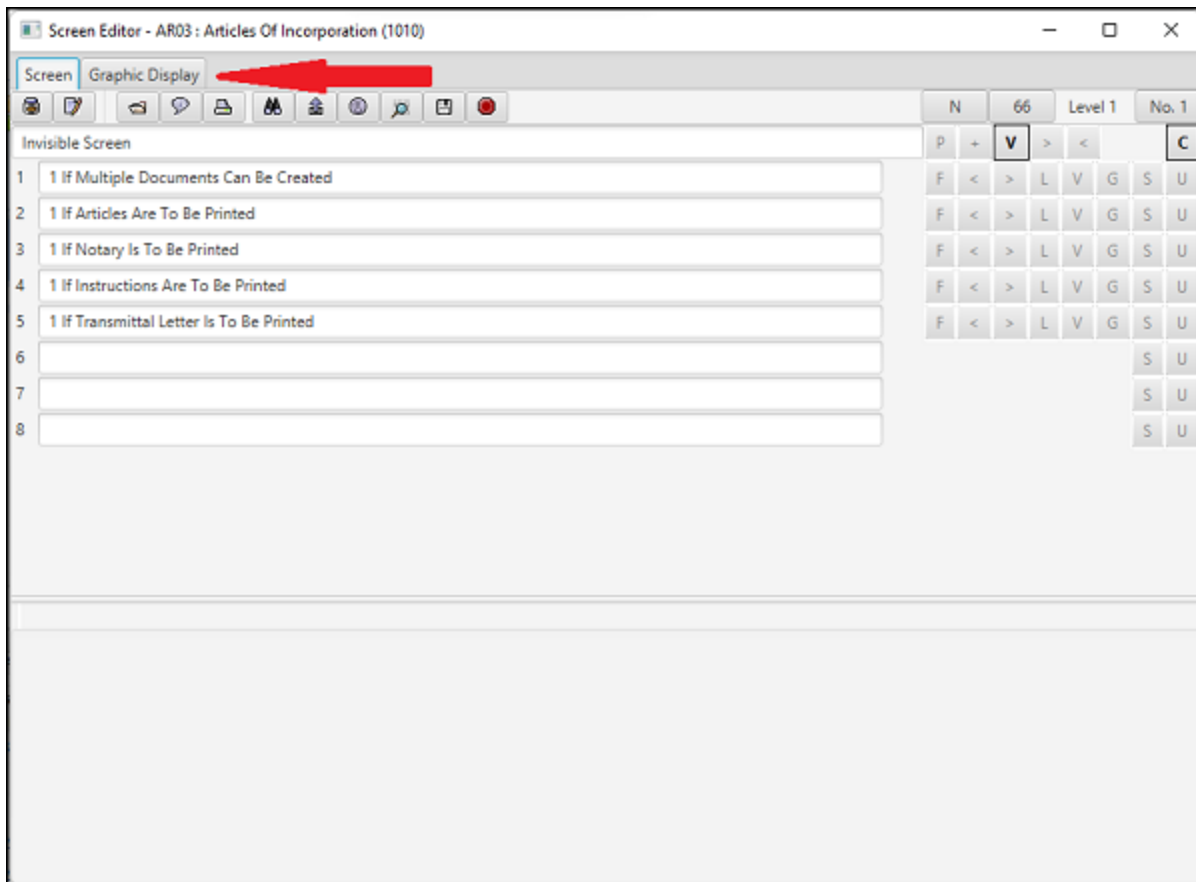
- More information for each of these window can be found below.

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Screen Window

- The screen window has two tabs. The screen tab shows the screen as it will appear in DPS 8.



- This screen is used for the following activities:
 - Enter captions which appear at the top of the screen and on each line
 - Designate whether the screen is a N, O, C or T screen and the number of that screen
 - Determine if a screen will be accessed based on parent code or parent + code
 - Establishing the minimum and maximum number of items which can be selected by the preparer
 - Determine whether the screen will be visible or not
 - Determine what code will be executed if the screen is accessed
 - On each of the lines:
 - Formatting the preparer's entry on each of the lines
 - Establishing the minimum and maximum value for a preparer's entry
 - Establishing the maximum length of the preparers entry
 - Determining whether a line will be visible
 - Determining whether a line will be grayed out
 - Establishing the screen reference for shared information
 - Designating the type of lookup information
- In addition various activities can be performed by selecting an icon near the top of the screen

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Hot Keys

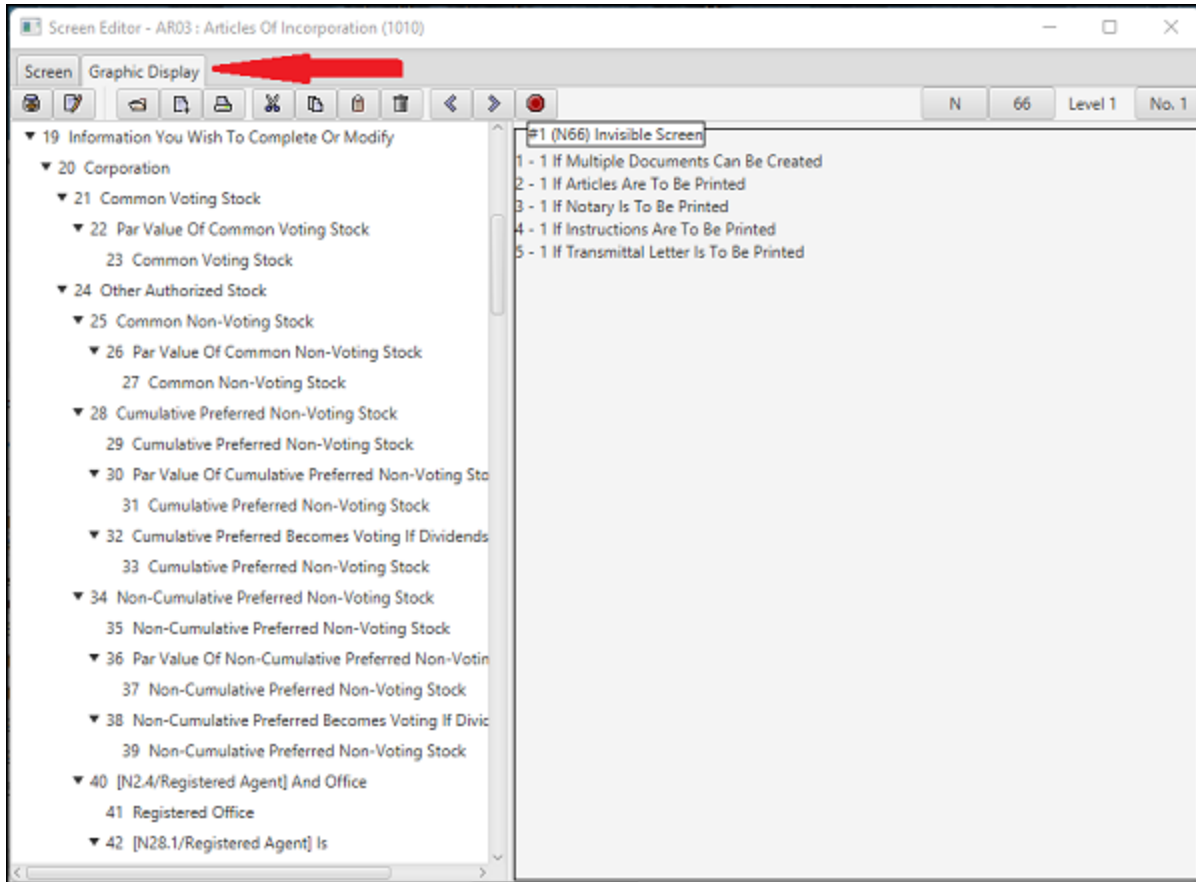
- The following are Hot Keys in the Screen Window:
 - F11 -- Go to previous screen
 - F12 -- Go to next screen

DPS Editor - Overview > [Screen Window](#) >

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Graphic View Window

- The screen window has two tabs. The graphics display tab shows all of the screens used in DPS 8.



- This screen is used for the following activities:
 - Designate whether the screen is a N, O, C or T screen and the number of that screen
 - Navigating to find a particular screen
 - Inserting and deleting screens
 - Printing screens
 - Cutting, copying and pasting screens
 - Changing the level of one or more screens
- In addition various activities can be performed by selecting an icon near the top of the screen
- A child screen is indented one level from its parent screen. To indent or un-indent one or more screens one level, highlight the proper screen(s) then select the > or < icon
- Clicking on a Parent Screen allows you to either expand to show all the children of that screen or to just see the Parent Screen
- When you highlight a screen the Captions and type and number of the screen appear in the box on the right of the screen.

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Hot Keys

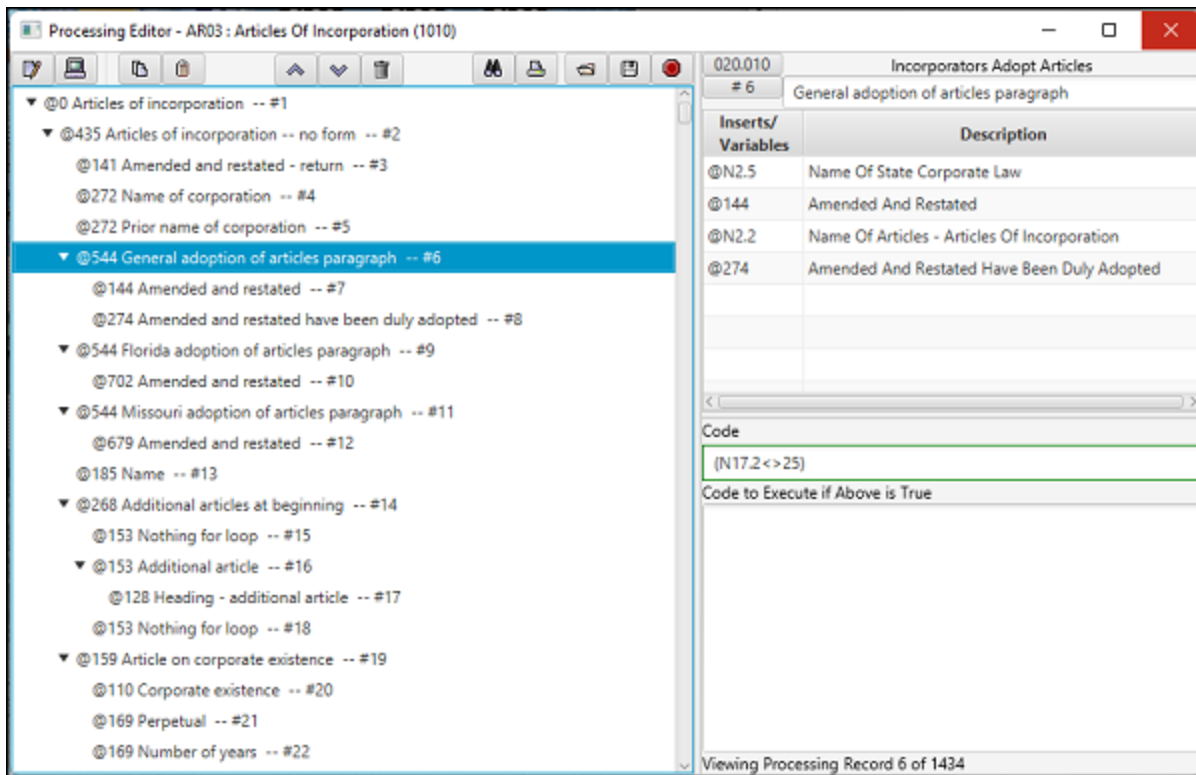
- The following are Hot Keys in the Graphics View:
 - Up arrow -- Go to previous screen
 - Down arrow -- Go to next screen
 - F11 -- Go to previous screen
 - F12 -- Go to next screen

DPS Editor - Overview > [Graphic View Window](#) >

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Processing Window

- The Processing Window shows all of the documents which may be inserted



- The processing window is divided into several sections
 - The left side of the Processing Window shows the documents which may be inserted and their level
 - The upper right hand side shows the insert points and variables contained in the highlighted document
 - The middle right hand side shows the code which must be evaluated as true for the document to be inserted
 - The bottom right-hand side shows any additional code which will be executed if the document is inserted
- This screen is used for the following activities:
 - Navigating to find a particular processing record/document
 - Inserting and deleting processing records/documents
 - Printing processing records/documents
 - Cutting, copying and pasting processing records/documents
 - Moving processing records/documents up or down
 - Changing the name of the document
 - Changing the name of an insert point or a variable
 - Changing the code which determines whether the document is to be inserted
 - Entering any additional code which is executed if the document is inserted
- In addition various activities can be performed by selecting an icon near the top of the screen

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Hot Keys

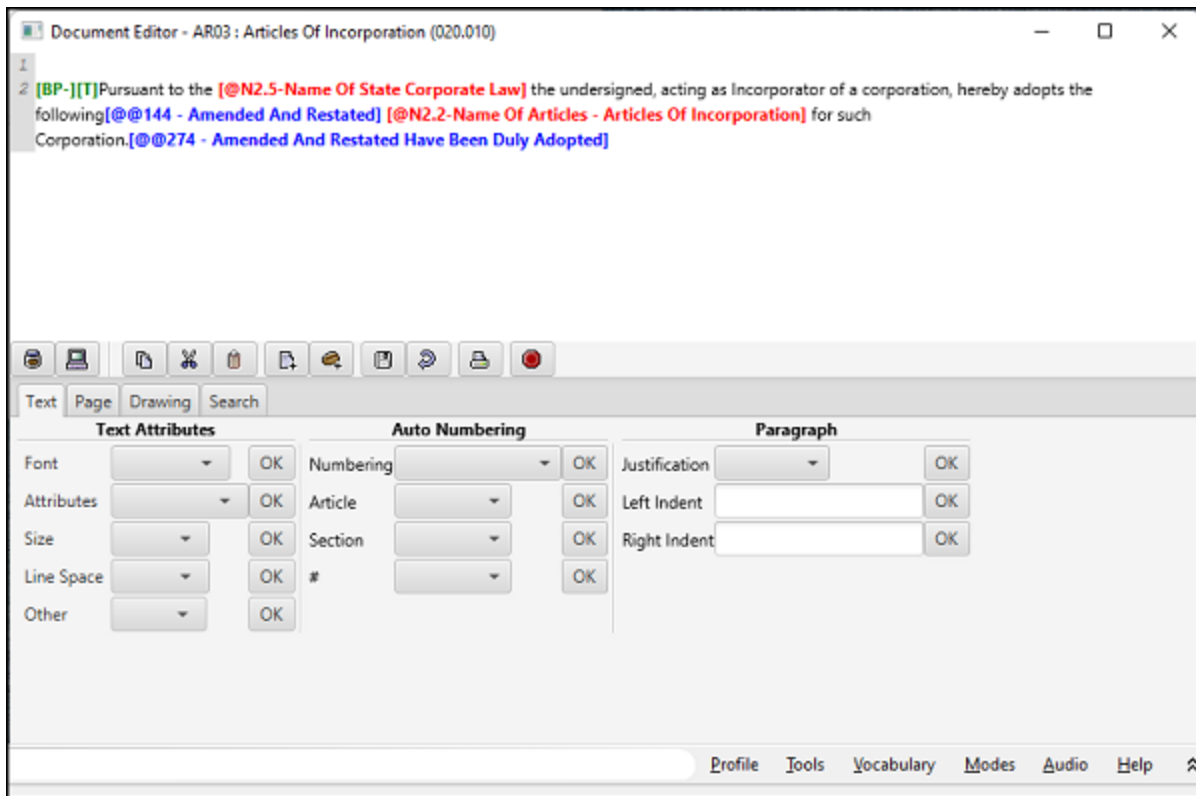
- The following are Hot Keys in the Processing Window:
 - Up arrow -- Go to previous screen
 - Down arrow -- Go to next screen
 - F11 -- Go to previous screen
 - F12 -- Go to next screen

DPS Editor - Overview > [Processing Window](#) >

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Document Window

- The Document Window shows a document which may be inserted



- The top of the Document Window shows the document.
 - Insert points are shown in blue
 - Variables are shown in red
 - Codes are shown in green
 - Text is shown in black
- The bottom of the Document Window shows codes which can be inserted in the document
- In addition various activities can be performed by selecting an icon in the middle of the screen

DPS Editor - Overview >

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