DPS Editor - Screens Screen

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Table of Contents

DPS 8 Editor - Screens

Introduction to DPS Editor - Screens 3
There Are 2 Views 4
There Are 4 Screen Types 5

Screen View

Moving from Screen to Screen 7
Hot Keys 8
Entire Screen Icons 9
Open Edit Processing 10
Open Edit Document 11
Open New Module 12
Show Module Properties 13
Print 19
Search/Replace 21
Show and Print Counters 22
Show Shared 23
Show Highlighted Screen Information 24
Save 25
Exit Screen Editor 26
Changing Screen Type And Number 27
Level 29
Goto Another Screen 30
Other Codes 31
Parent Code 32
Parent Plus Code 33
Visible Code 34
Greater / Less Than Code 35
Calculate Code 36

Screen and Line Captions

Captions 37
Line Codes 39
Format Code 40
Min / Max Code 41
Visible Code 42
Grayout Code 43
Shared Code 44
Lookup Code 45

Graphic View

Introduction to Graphic View 46

Icons

Open Edit Processing 47
Open Edit Document 48
Open New Module 49

Insert New Screen 50
Print 51
Cut 53
Copy 54
Paste 55
Delete Screens 56
< Decrease Screen Level 57
> Increase Screen Level 58
Exit Screen Editor 59
Hot Keys 60

Introduction to DPS Editor - Screens

- DPS 8 Editor - Screens creates the screens that are run by DPS 8. DPS 8 Editor - Screens controls:
  - Which screens appear based on the design of the system and the prior answers of the Preparer
  - What shows up on the screens
  - Formatting of answers that are entered into the screen
  - Calculations which are done in the background when the screen is used and which the Preparer never sees
- There are 2 Views in DPS 8 Editor - Screens
- There are 4 Screen Types

DPS 8 Editor - Screens >

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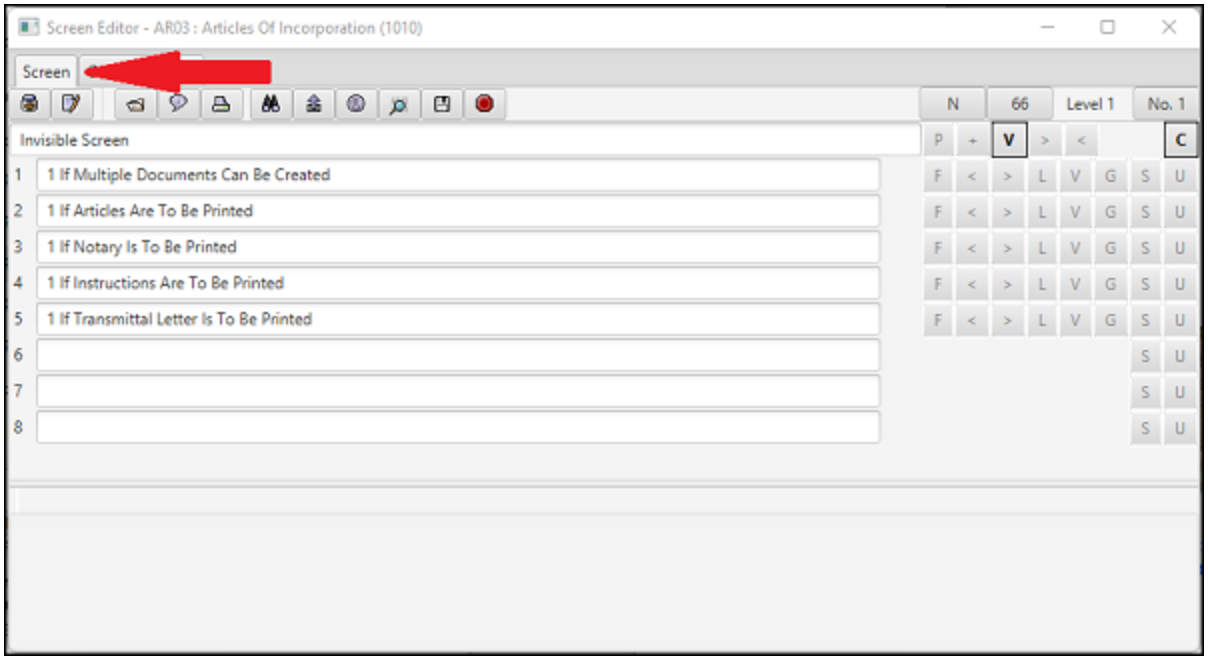
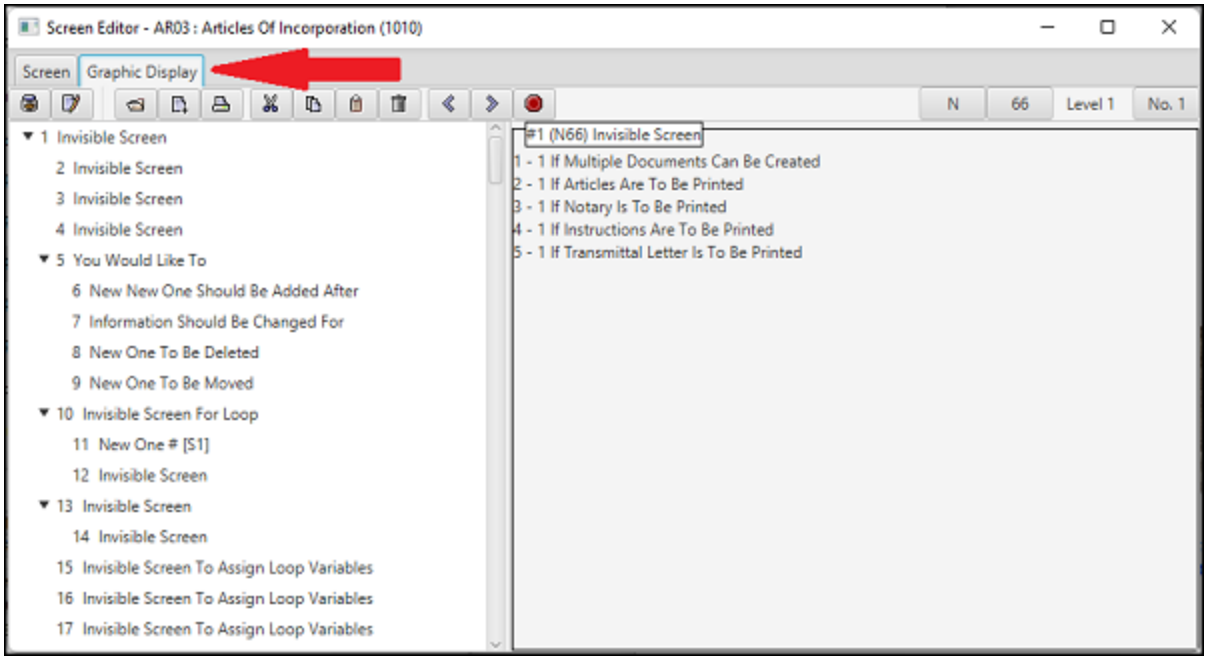
There Are 2 Views

- Click the Screen Tab for the screen view which shows how the screen will appear to the Preparer



- Click on the Graphic Display Tab for the graphics display view which shows the order of the screens and their level



DPS 8 Editor - Screens > Introduction to DPS Editor - Screens >

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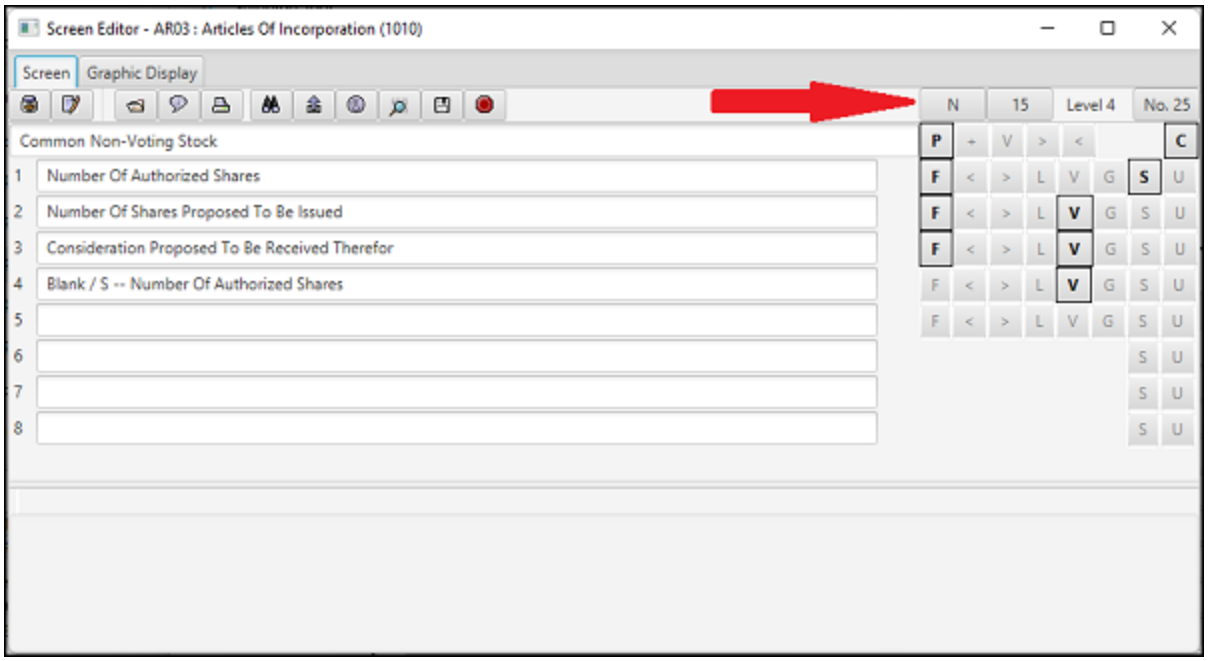
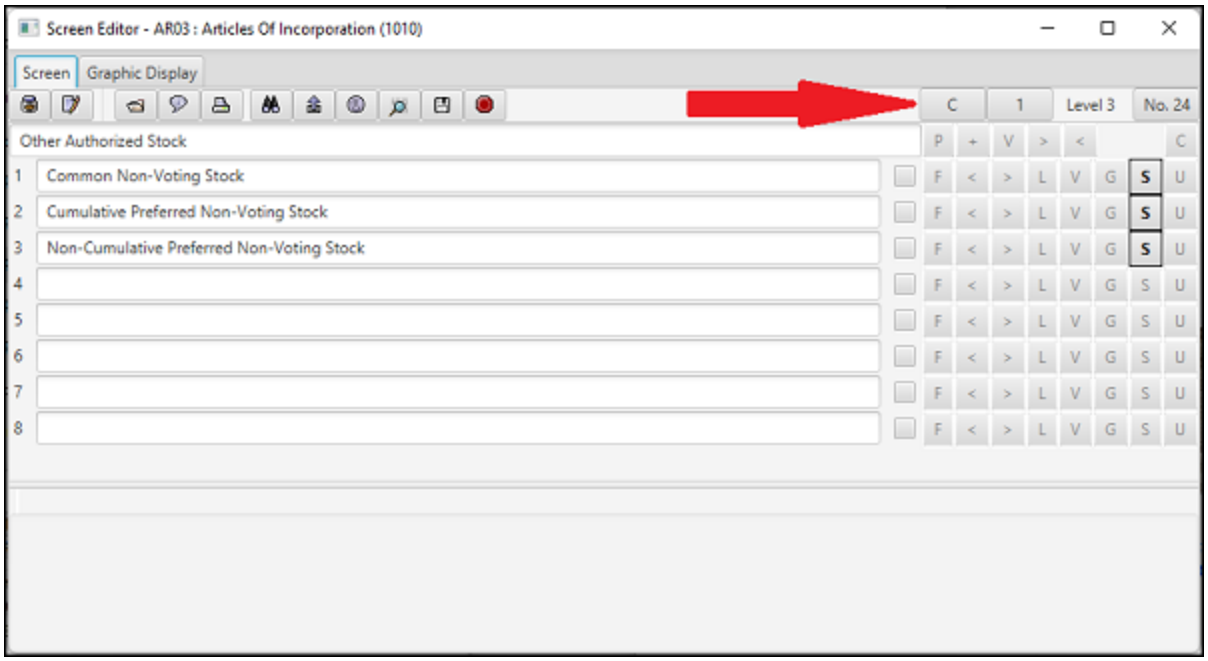
There Are 4 Screen Types

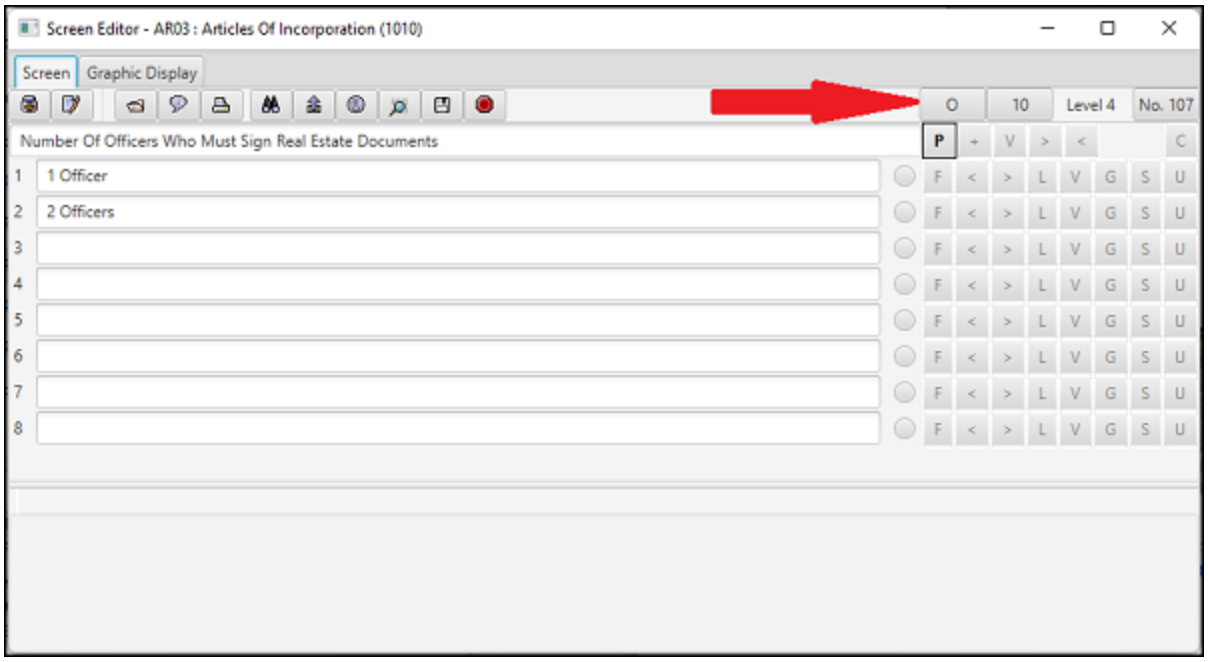
- **N = Name Entry Screen** -- enter up to 5 lines of numbers or alphabetic information



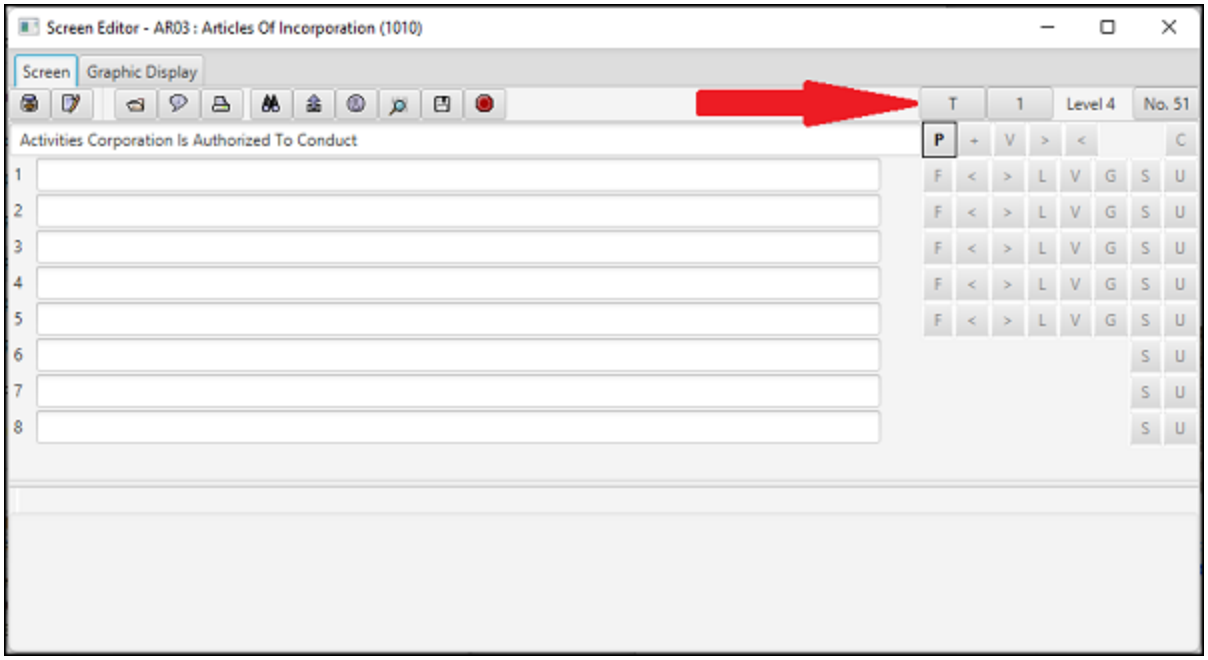
- **C = Check Box Screen** -- check up to 8 lines -- more than one can be selected



- **O = Option Button Screen** -- check up to 8 lines -- only one an be selected



- **T = Text Entry Screen** -- free flowing text entry -- only screen caption is used



DPS 8 Editor - Screens > Introduction to DPS Editor - Screens >

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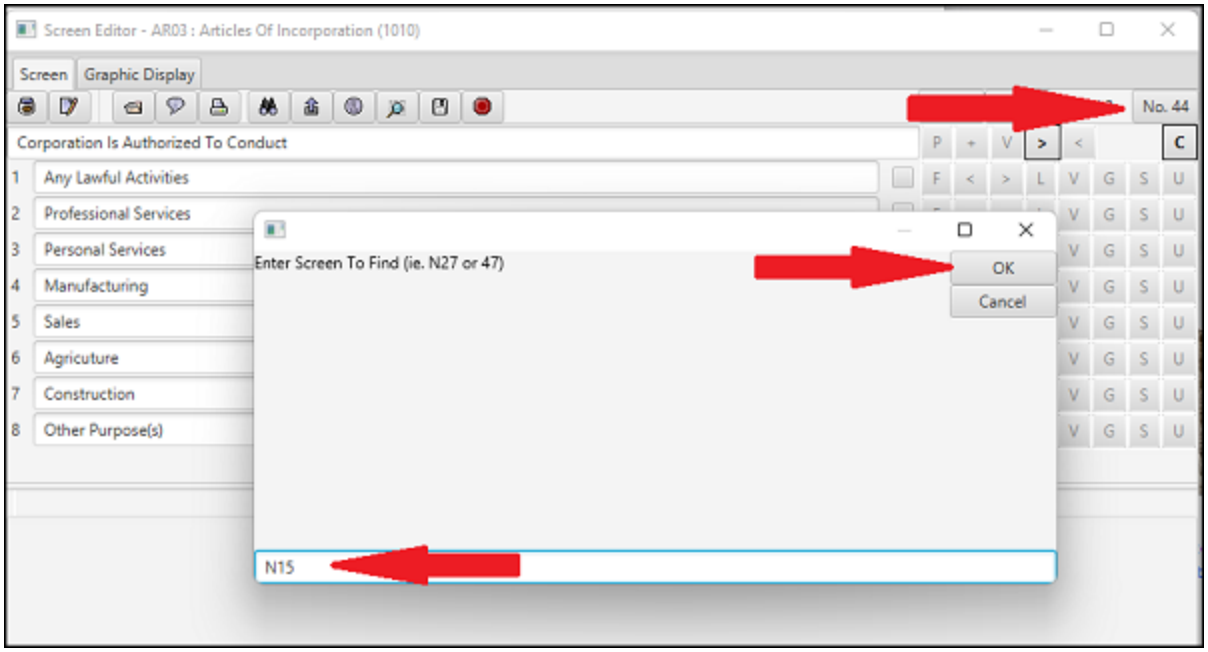
Moving from Screen to Screen

- Typing <F11> displays the previous Screen. Typing <F12> displays the next Screen.
- Clicking on the No. Button will show a screen which allows the Preparer to go to another Screen either by the screen order or by the screen name:



- Any information entered on the screen will be saved when the Screen is left.

DPS 8 Editor - Screens > Screen View >

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Hot Keys

The following are Hot Keys in the Screen View:

- F11 -- Go to previous screen
- F12 -- Go to next screen

DPS 8 Editor - Screens > Screen View > Moving from Screen to Screen >

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Entire Screen Icons

- These are icons which relate to the entire screen not just lines on the screen

DPS 8 Editor - Screens > Screen View >

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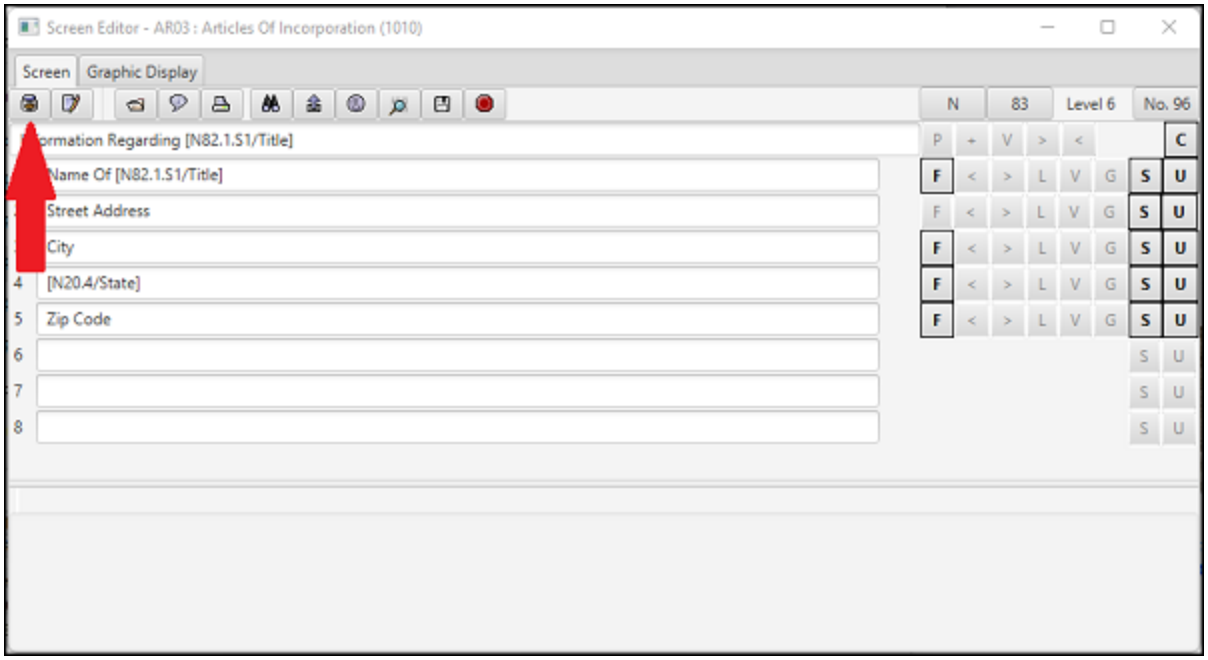
Open Edit Processing

- Click here to open and go to the Processing Screen



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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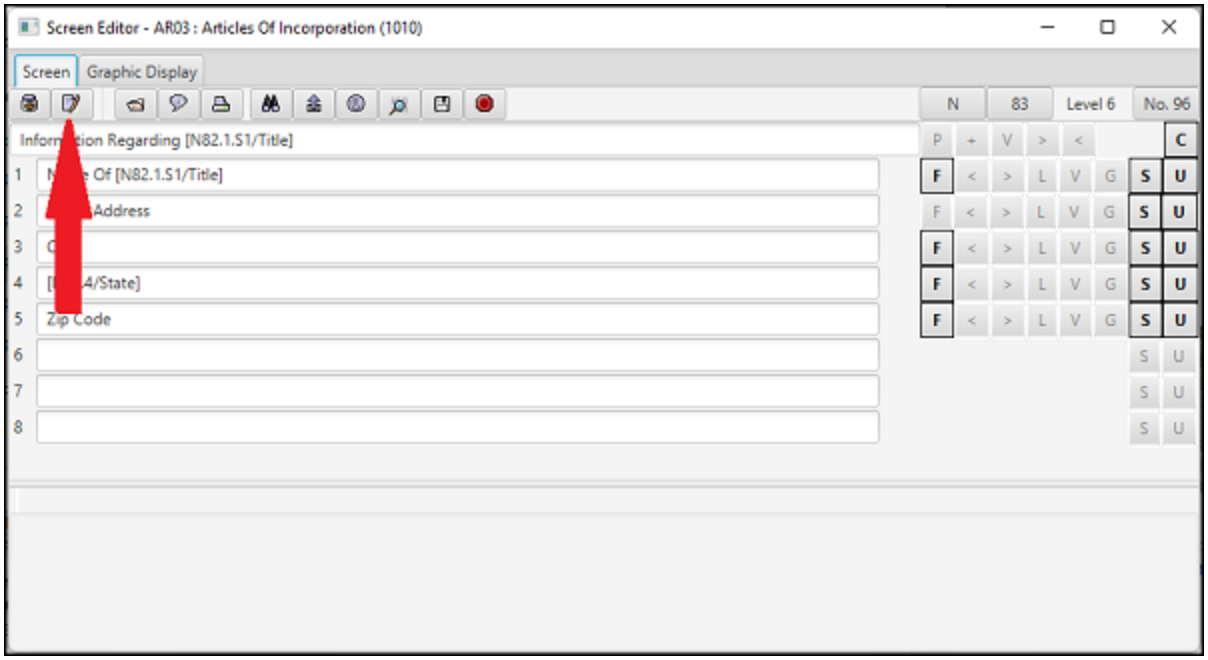
Open Edit Document

- Click here to open and go to the Document Screen



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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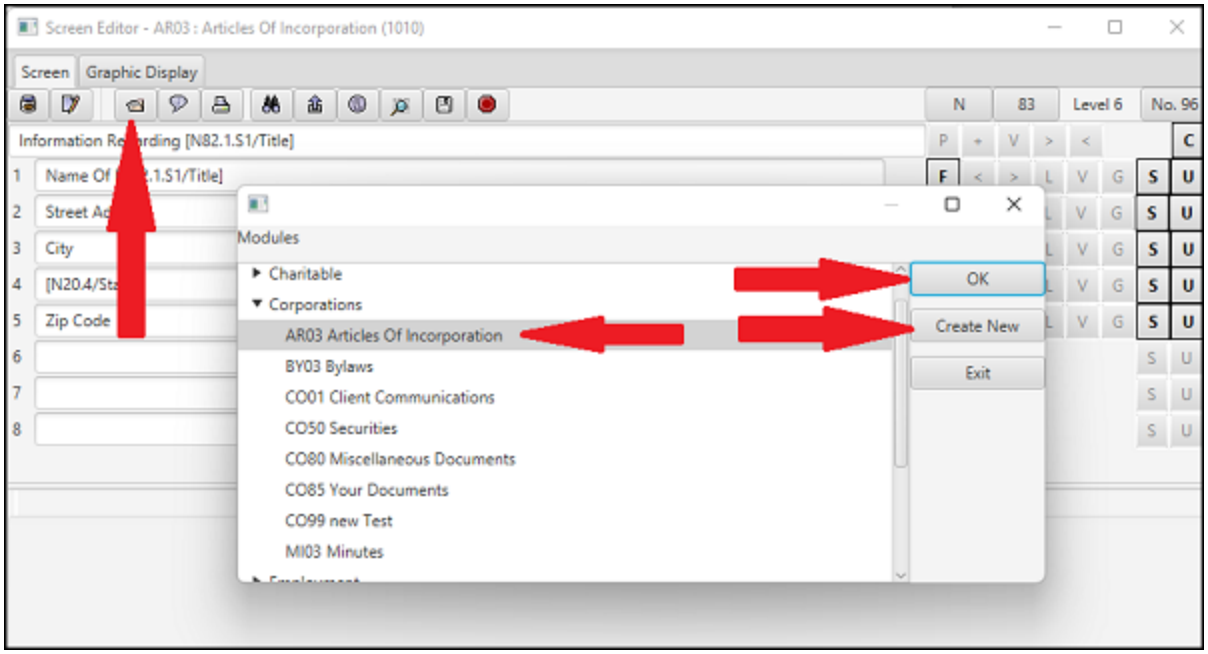
Open New Module

- Click here to open another Module or create a new Module and open that New Module



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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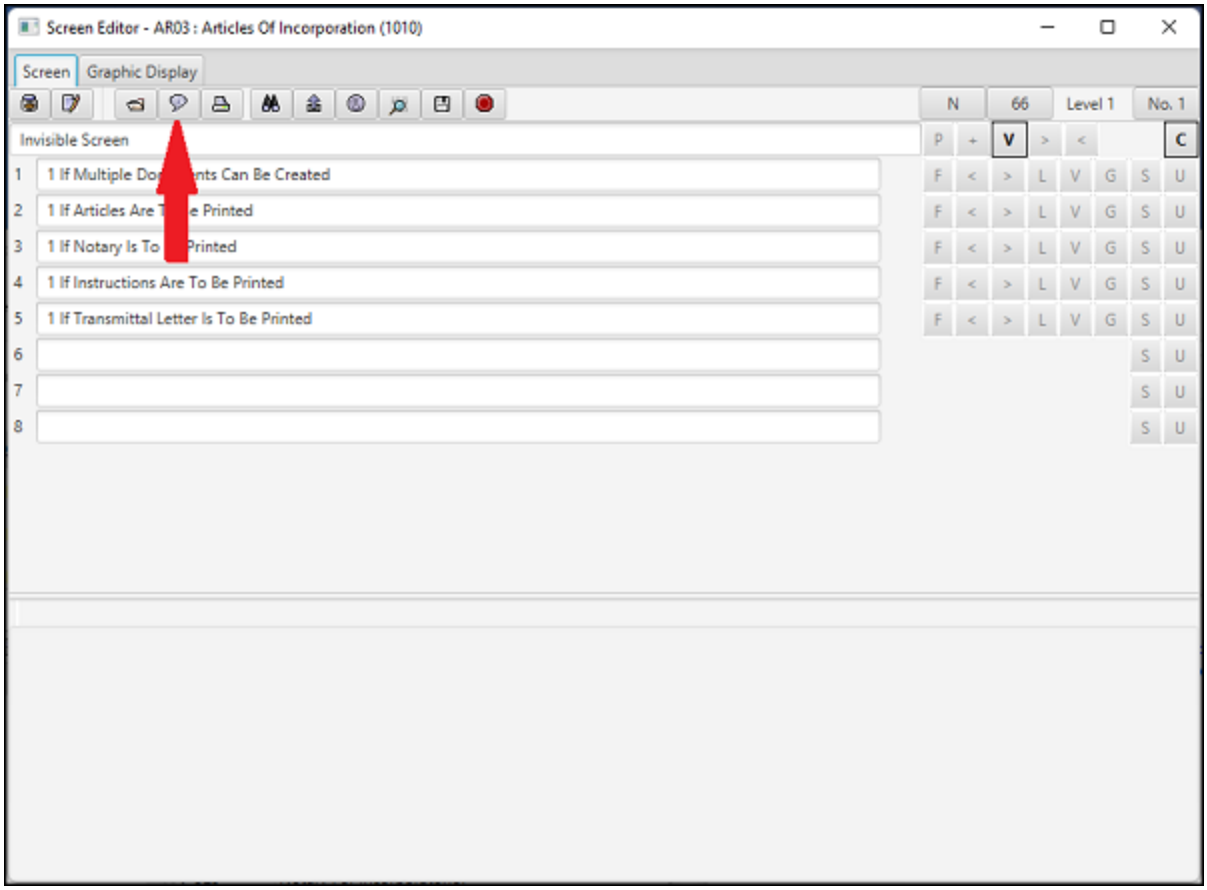
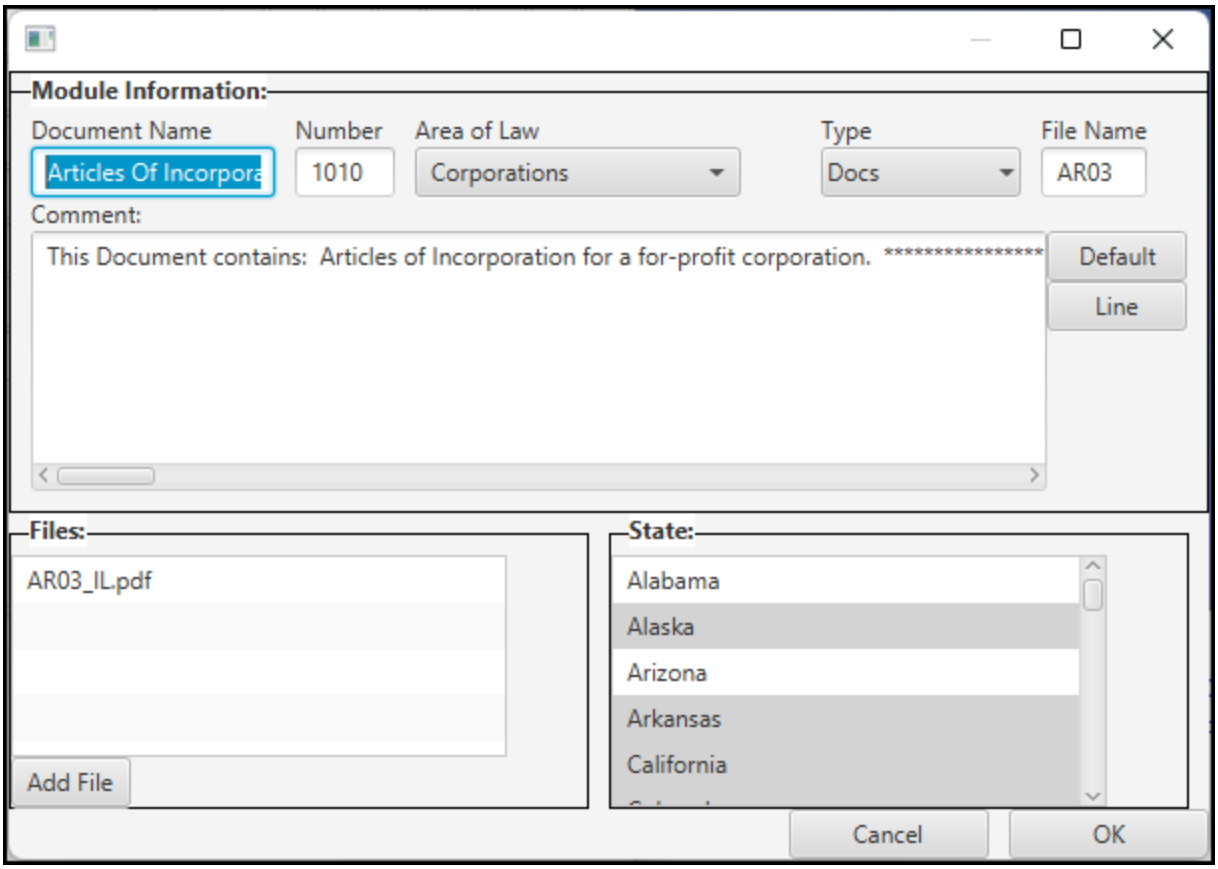
Show Module Properties

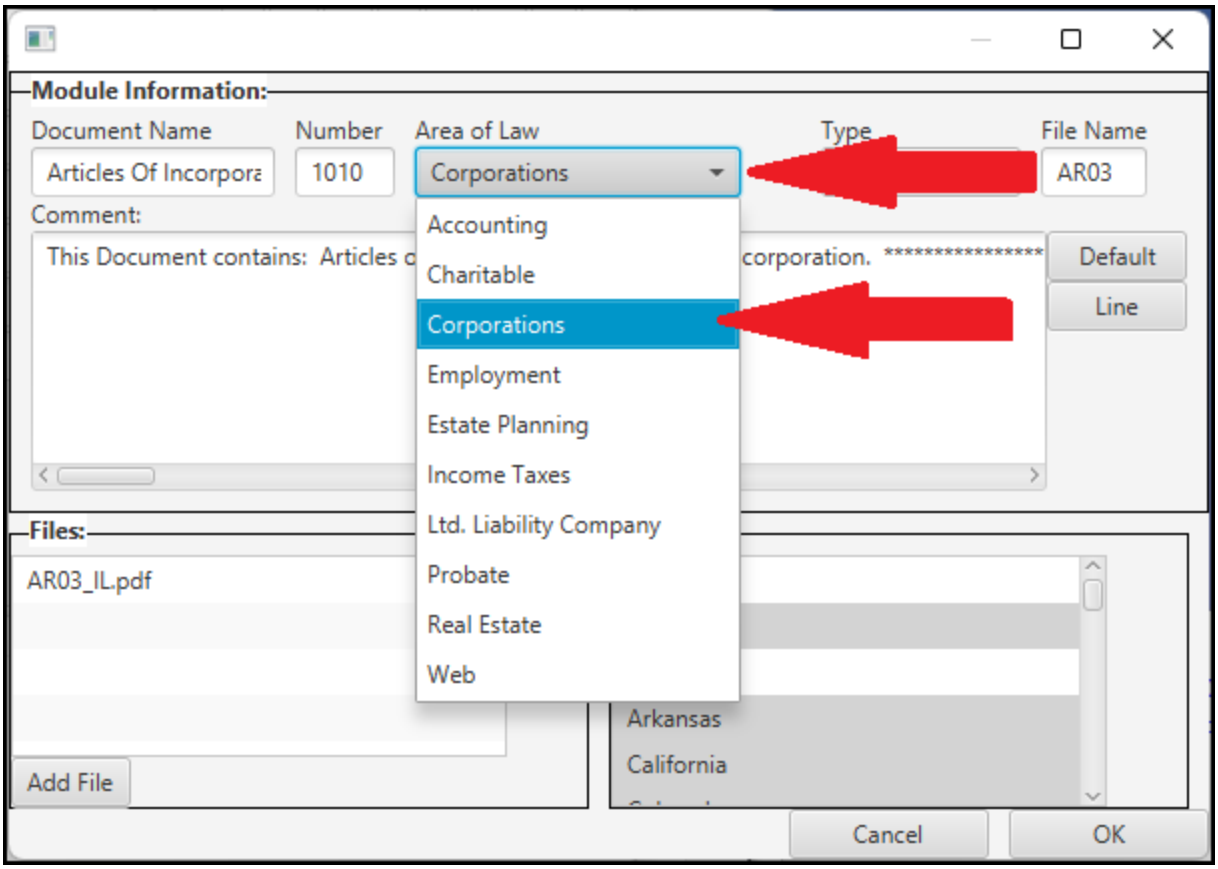
- Click here to show the Module properties



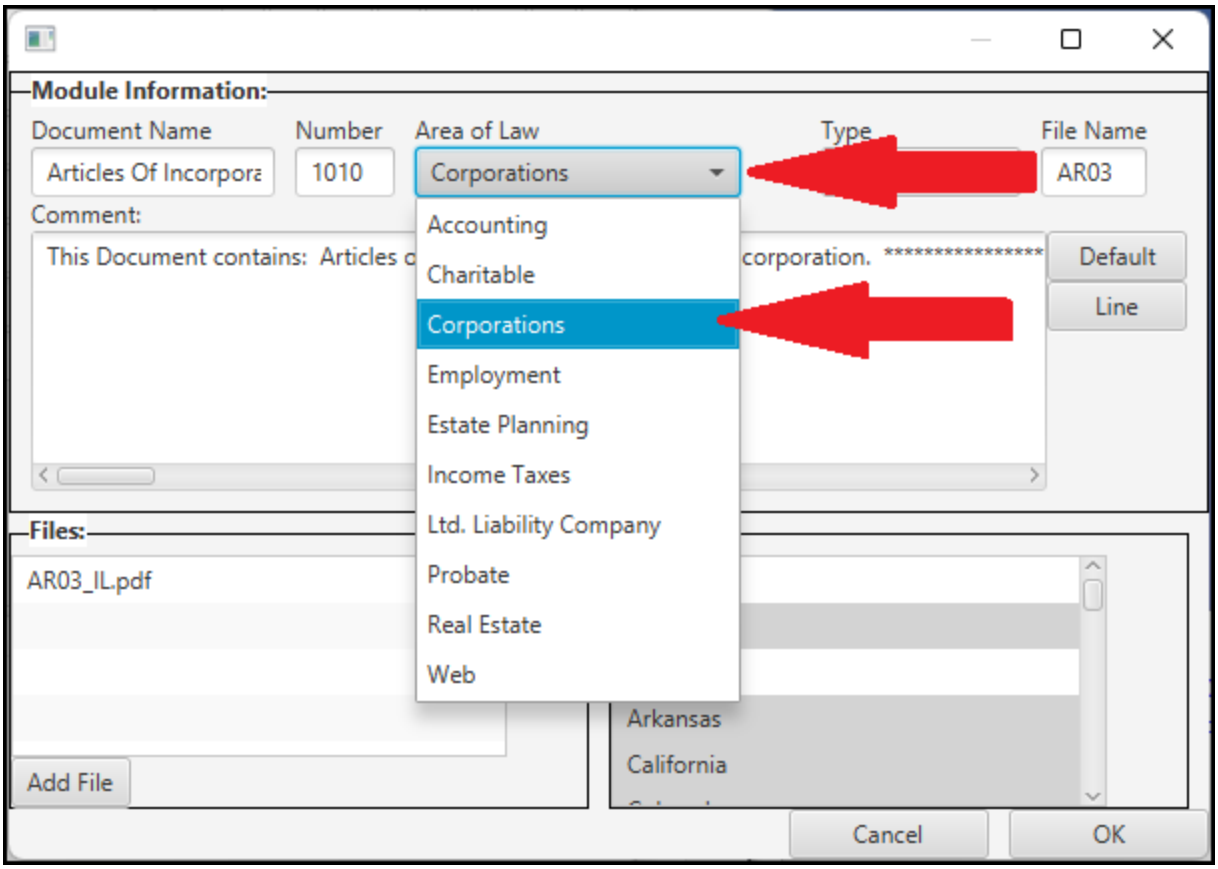
- You will go to this screen where you can make any necessary changes:



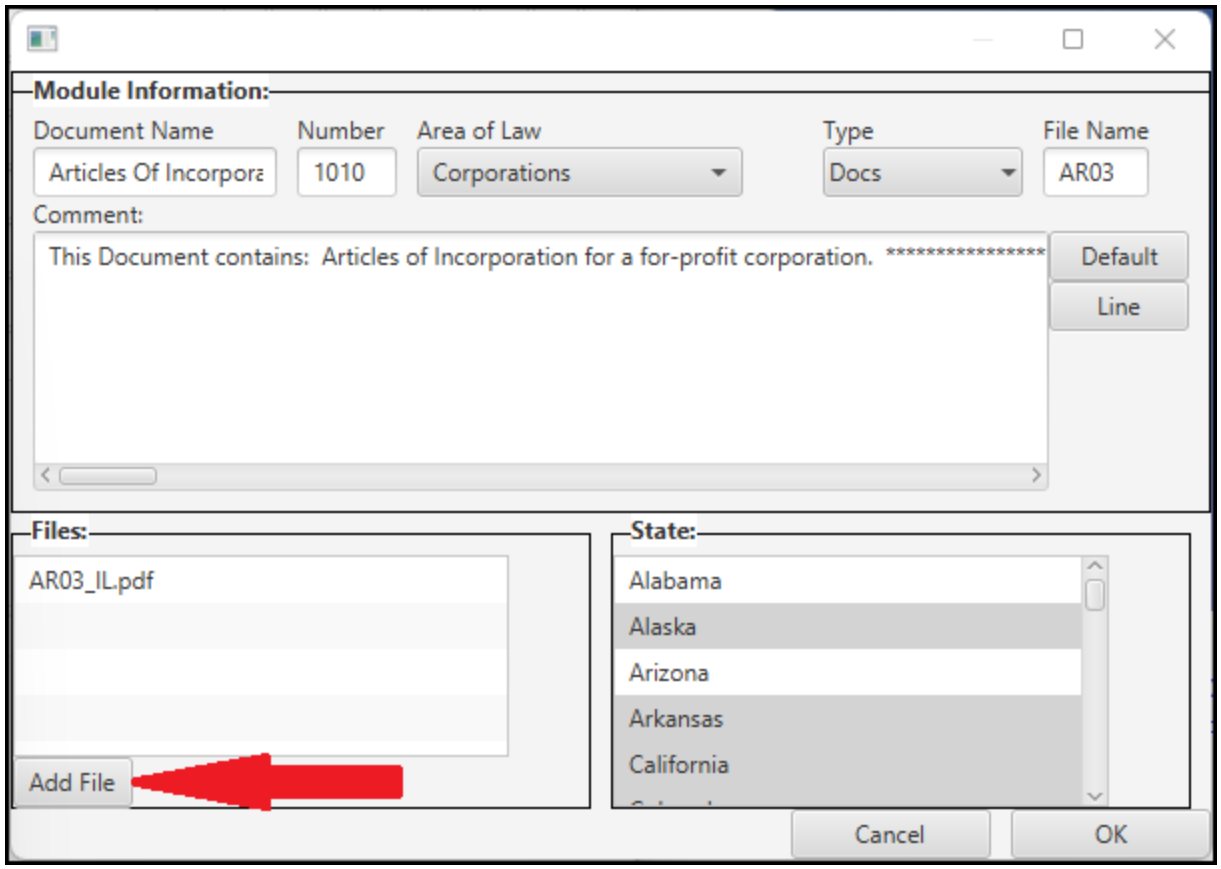
- Select the correct Area of Law from the dropdown list:

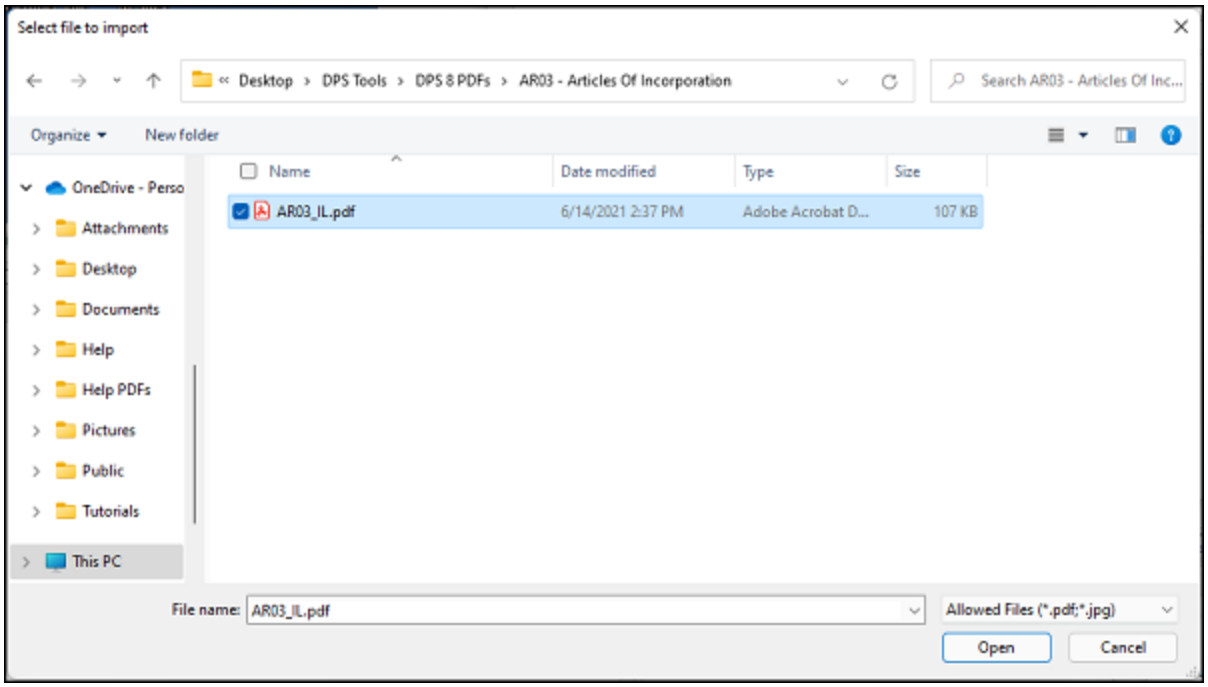


- Select the correct Type from the dropdown list:

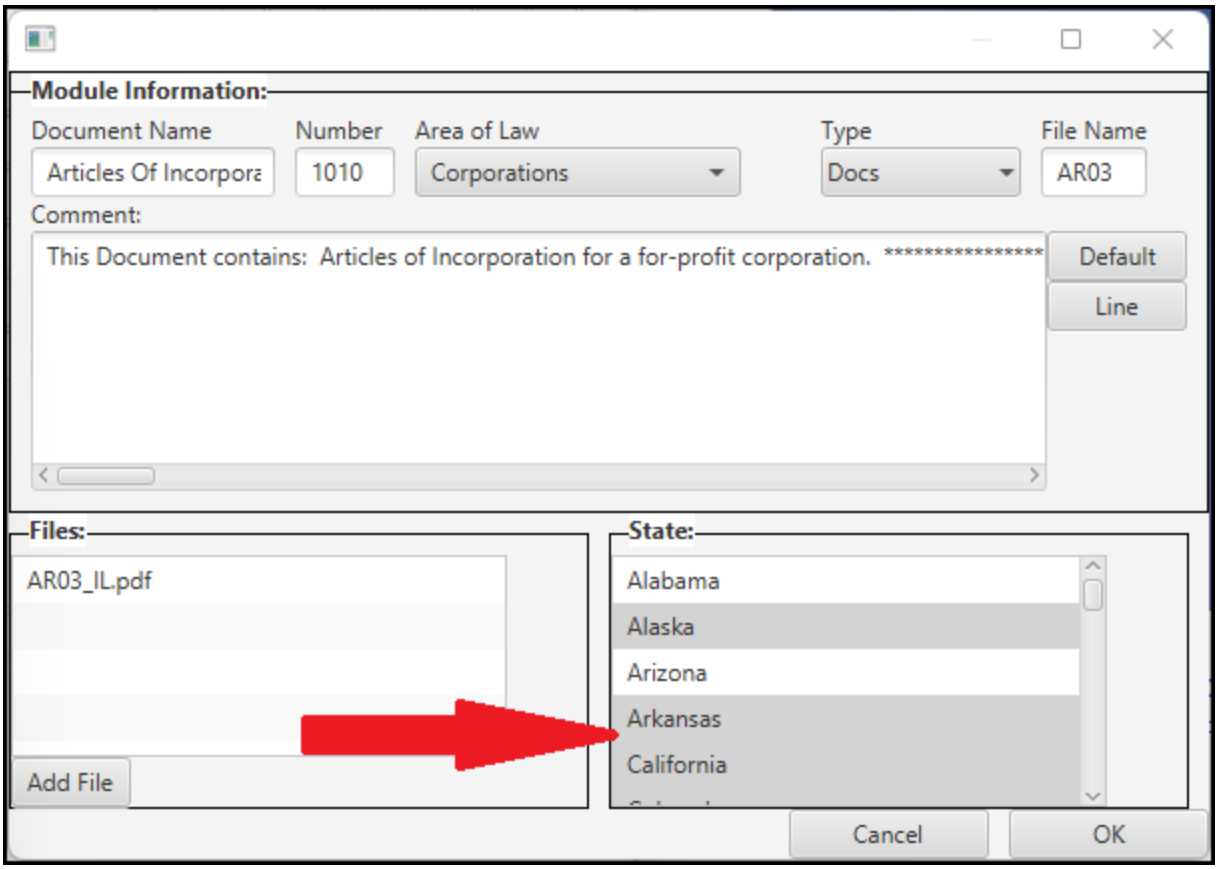


- Add Files, such as PDFs which have been saved by using the Printer - Microsoft Print to PDF, which are on your computer:





- Select the States in which the Document may be prepared:



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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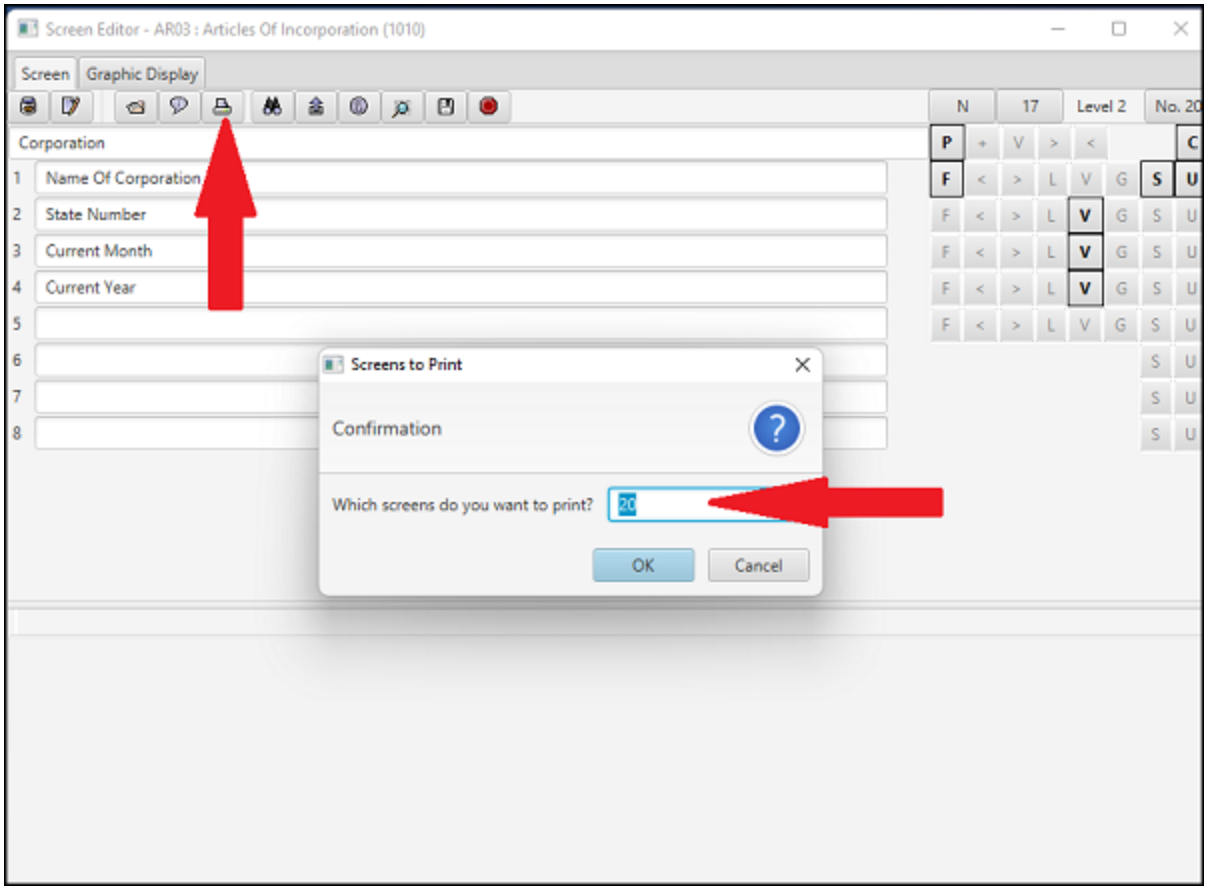
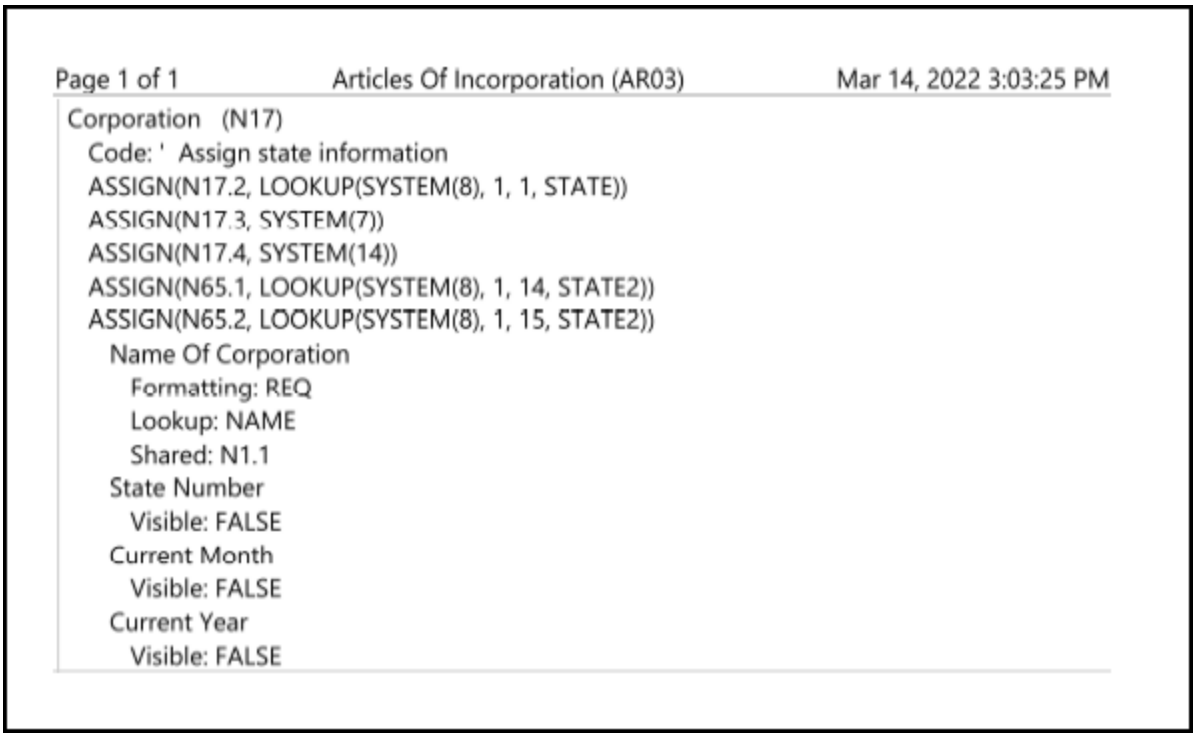
Print

- Click here to Print one or more screens:



- The Print output shows all Captions, Code, Formatting, Lookup, Shared and Visible:



Page 1 of 1 Articles Of Incorporation (AR03) Mar 14, 2022 3:03:25 PM

```
Corporation  (N17)
  Code: '  Assign state information
  ASSIGN(N17.2, LOOKUP(SYSTEM(8), 1, 1, STATE))
  ASSIGN(N17.3, SYSTEM(7))
  ASSIGN(N17.4, SYSTEM(14))
  ASSIGN(N65.1, LOOKUP(SYSTEM(8), 1, 14, STATE2))
  ASSIGN(N65.2, LOOKUP(SYSTEM(8), 1, 15, STATE2))
    Name Of Corporation
      Formatting: REQ
      Lookup: NAME
      Shared: N1.1
    State Number
      Visible: FALSE
    Current Month
      Visible: FALSE
    Current Year
      Visible: FALSE
```

DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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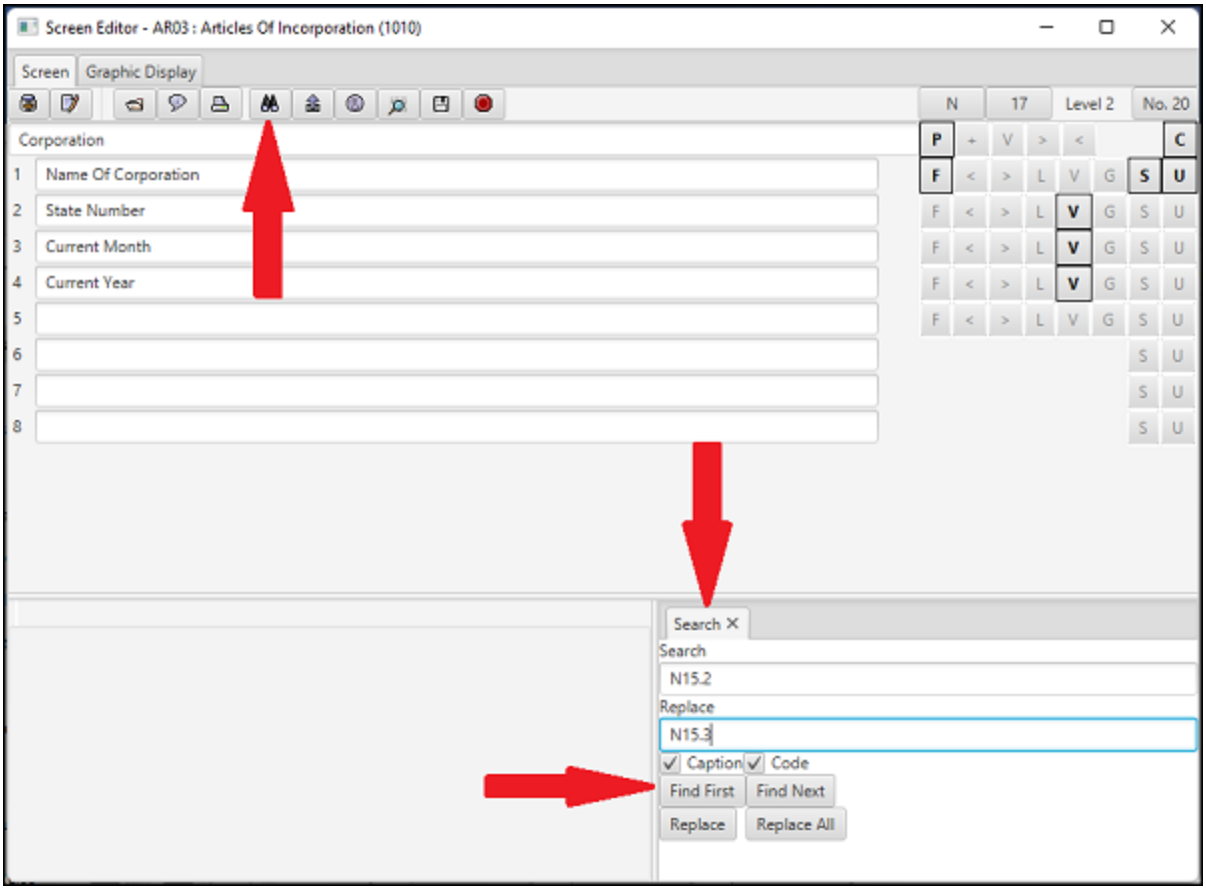
Search/Replace

- Click here to open the Search box in the lower right hand corner of the screen:



- In the Search box you can:
  - Search or Search and Replace
  - Search the Captions and/or the Code
  - Begin your Search at the first screen or the screen currently displayed
  - Enter what you are searching for, such as "N15.2"
  - Search goes through the screens and stops where your information is located
  - If you want to Replace, enter what you want to replace it with, such as "N15.3"
  - Select which matches to replace by choosing "Replace" or Find Next" or replace all matches without stopping by selecting "Replace All"

DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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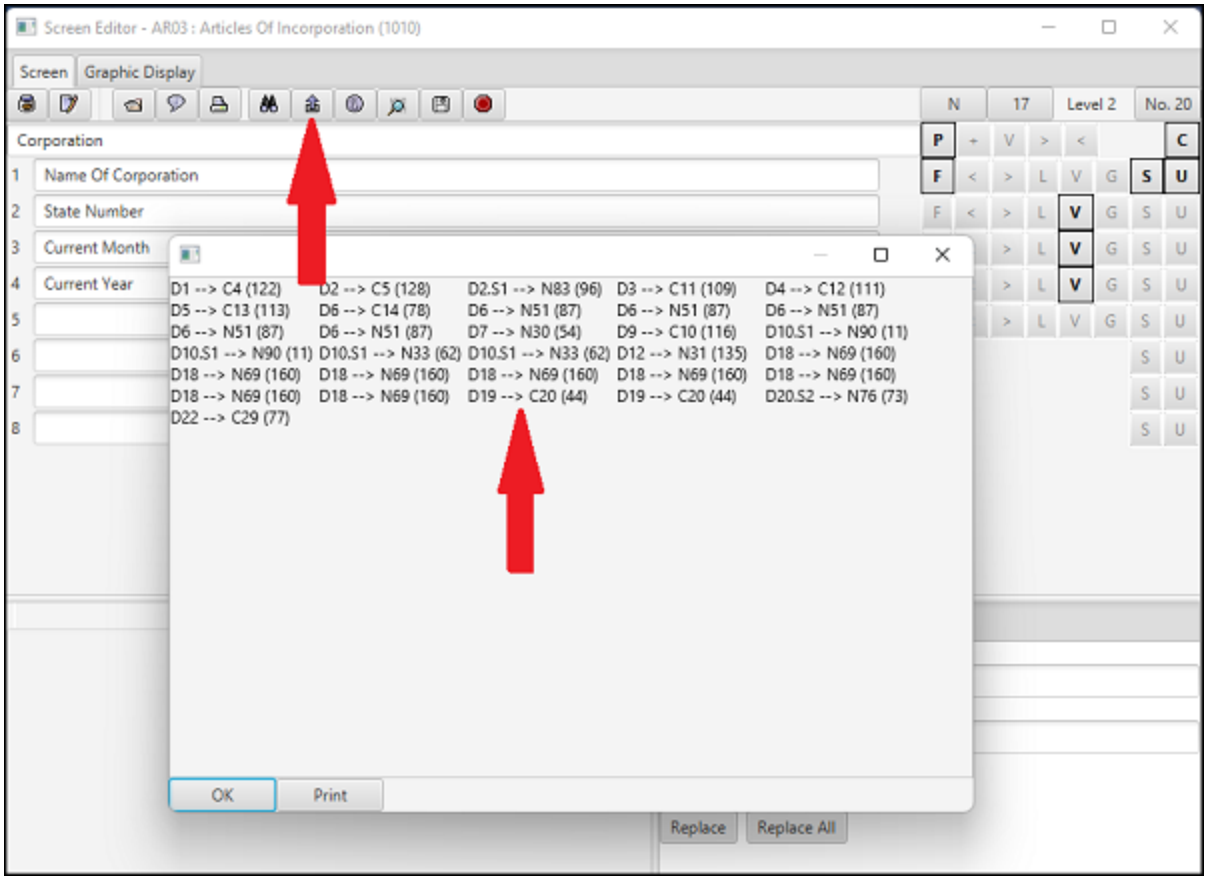
Show and Print Counters

- Click here to Show and Print Counters set in the Module, including Counter Number, Screen name and order number where Counter is set:



- Counters are set:
  - N screen - Number of lines which are not blank
  - C screen - Number of lines checked
  - O screen - Number of the line checked

- Counters are used to determine:
  - The correct punctuation (such as "," and "and")
  - The number of items (such as signature lines) to be inserted
  - If screens or lines are to appear

- It is very unusual for the same Counter to be used on more than 1 screen

DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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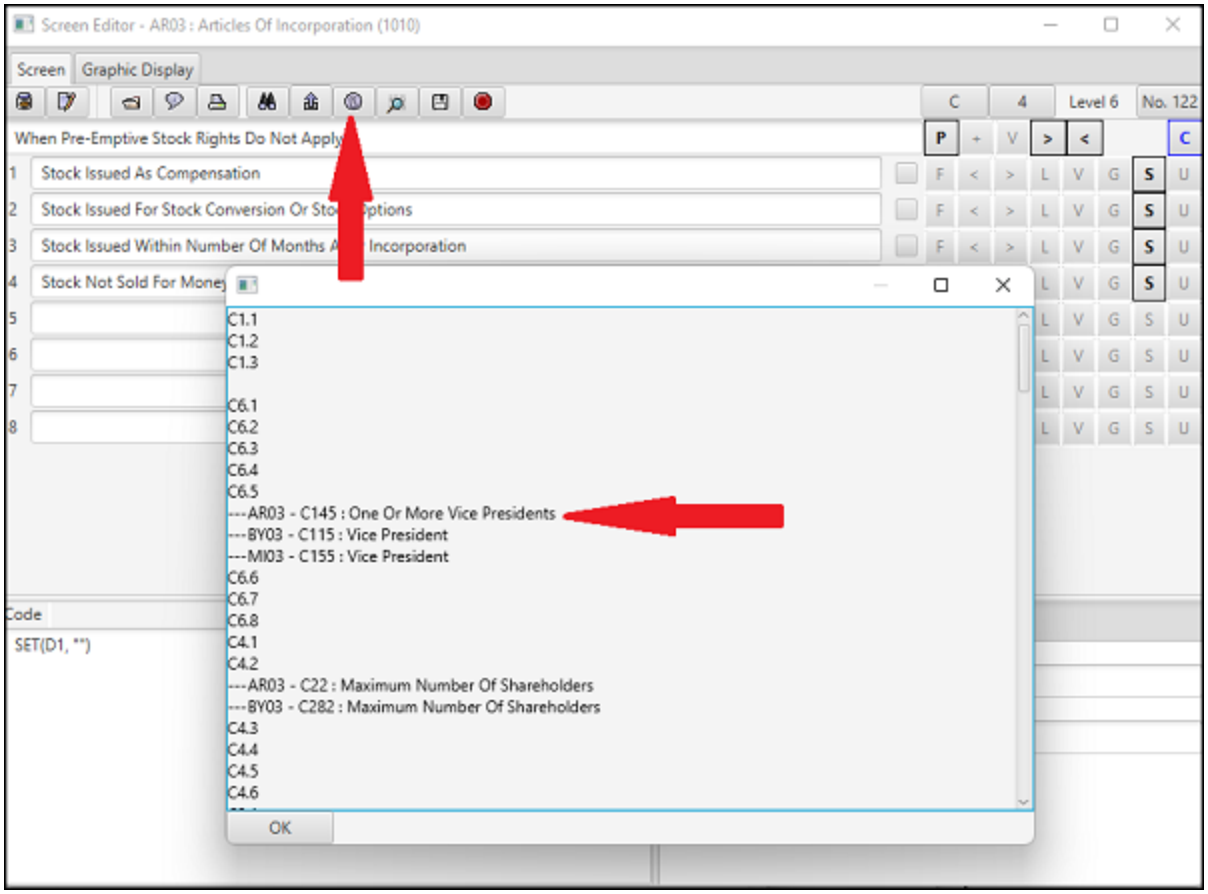
Show Shared

- Click here to show variables which are shared among Modules in this Area of Law:



- Clicking on a Shared variable (C6.5) shows the Module (BY03), Screen name and line number (C11.5) and line Caption (Vice President)

DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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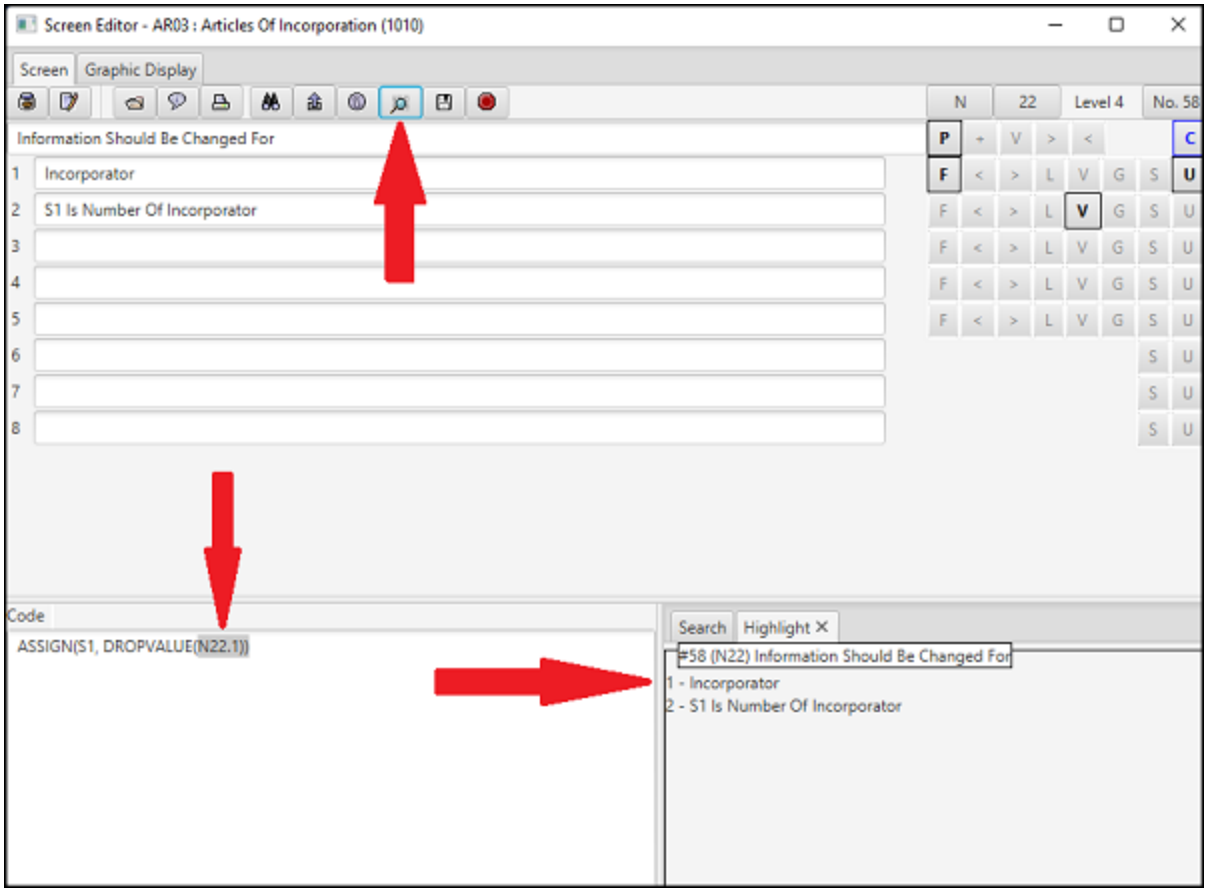
Show Highlighted Screen Information

- Click here to show the Screen highlighted in the Code Box (N22) in the Search Window:



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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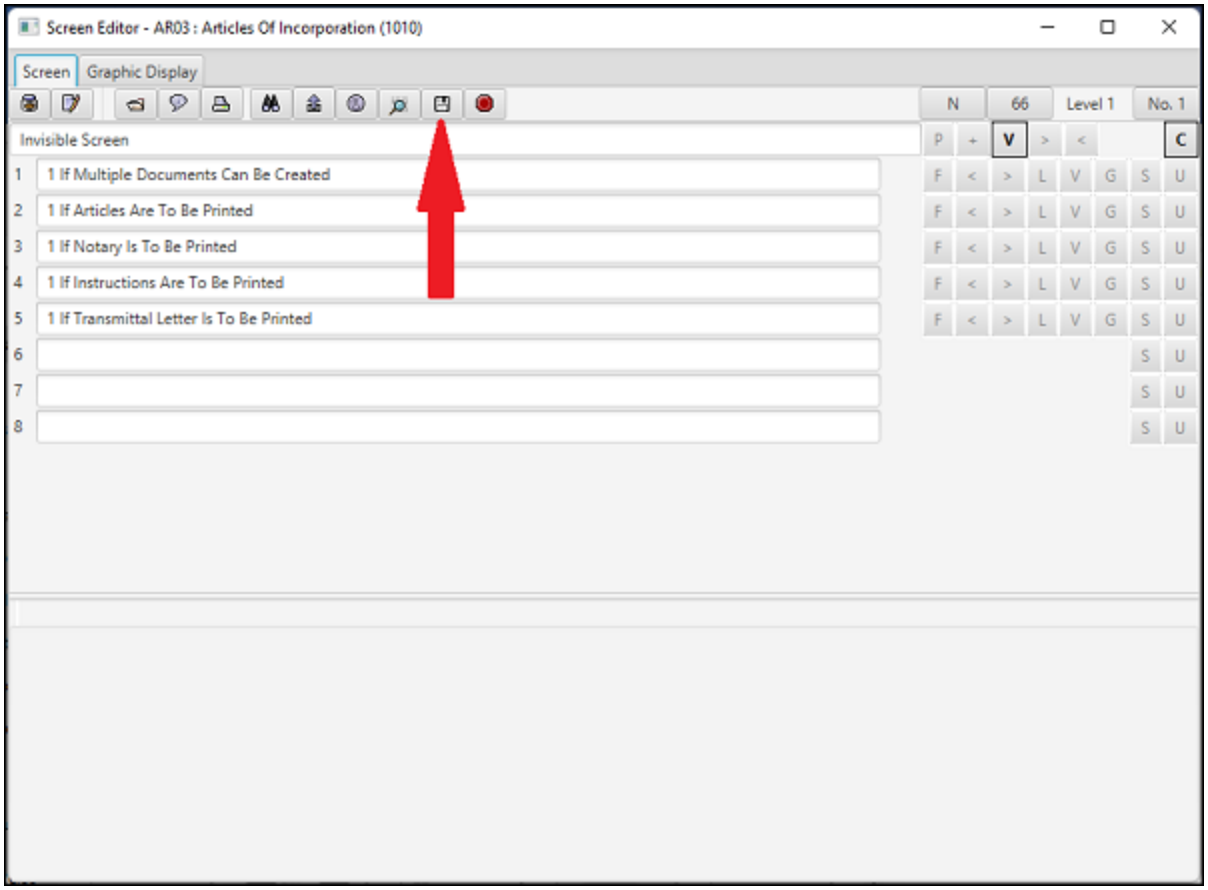
Save

- Click here to Save the Screens, Processing and Documents of this Module:



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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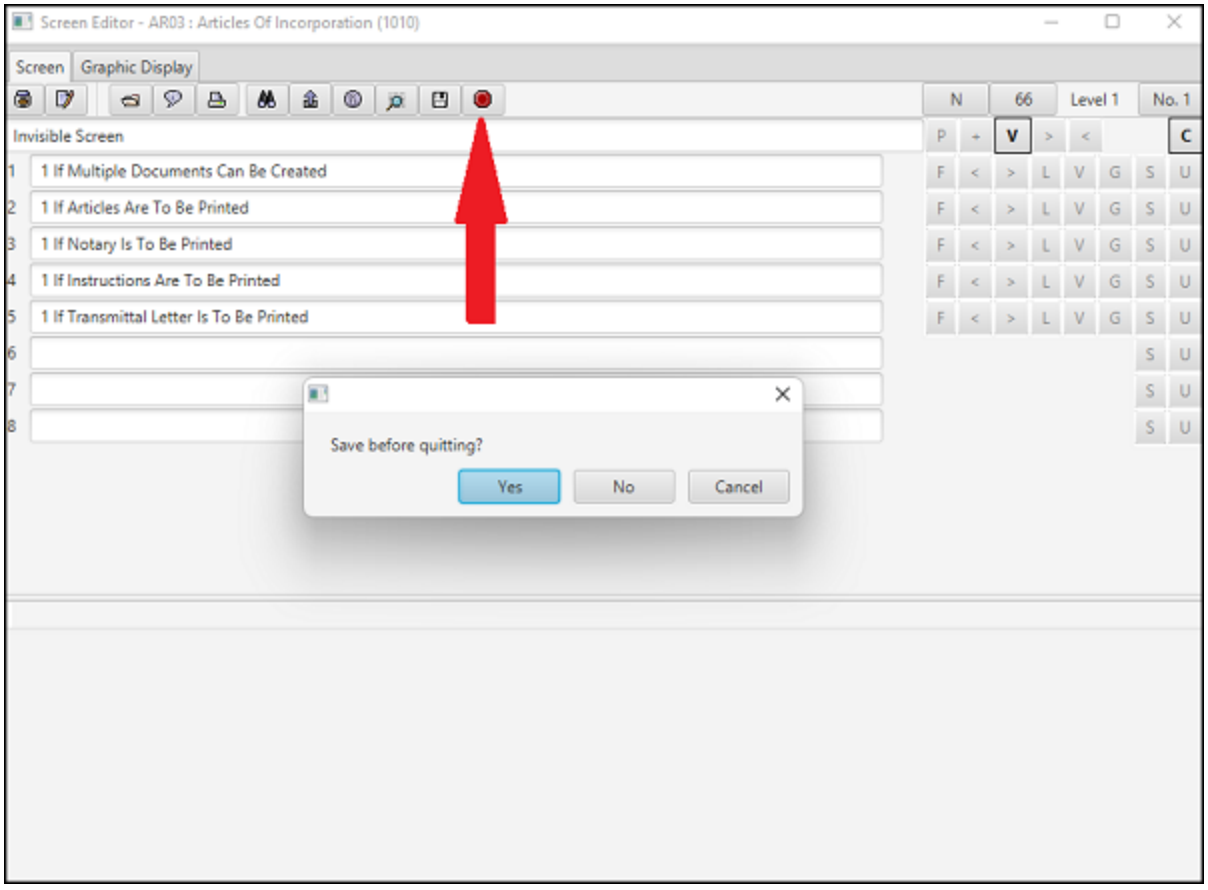
Exit Screen Editor

- Click here to Exit DPS 8 Editor, saving the Screens, Processing and Documents or disgarding any changes made in the Module:



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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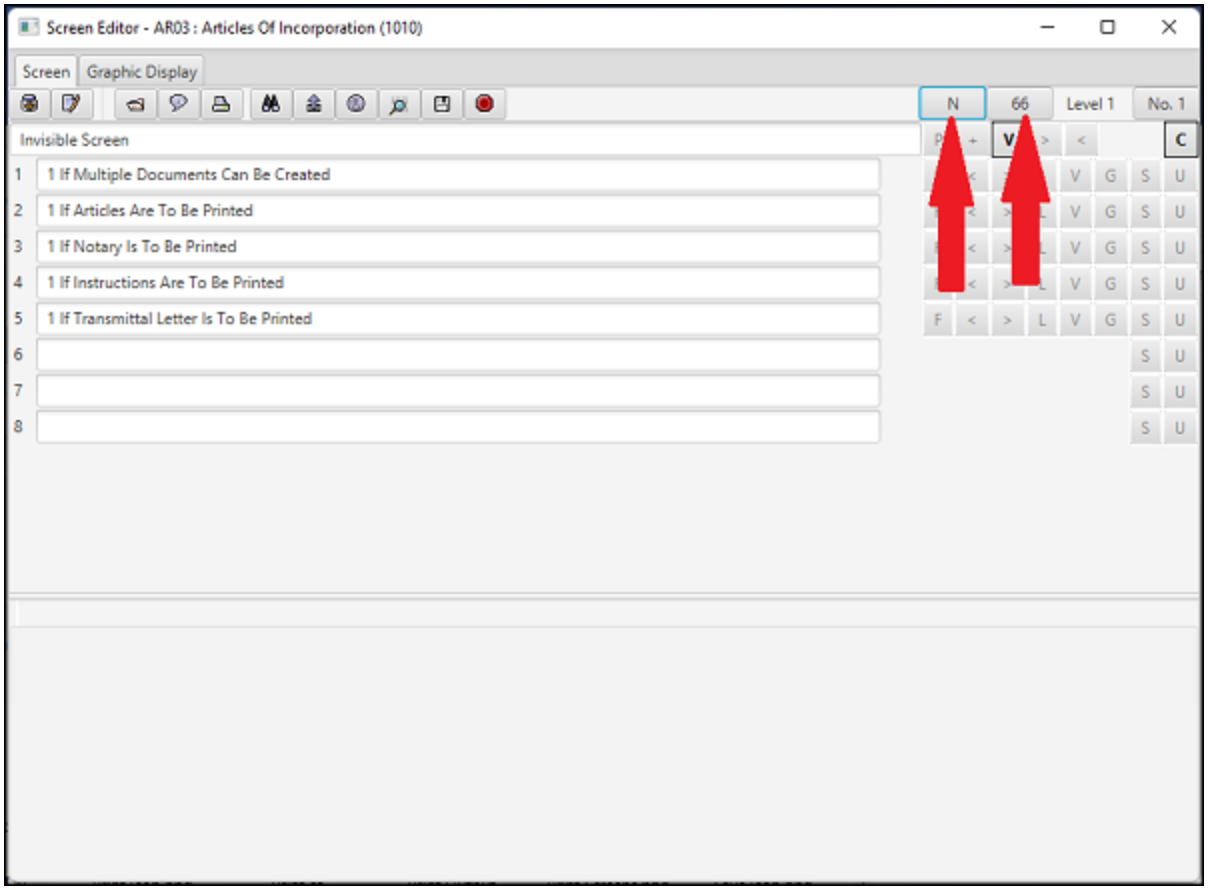
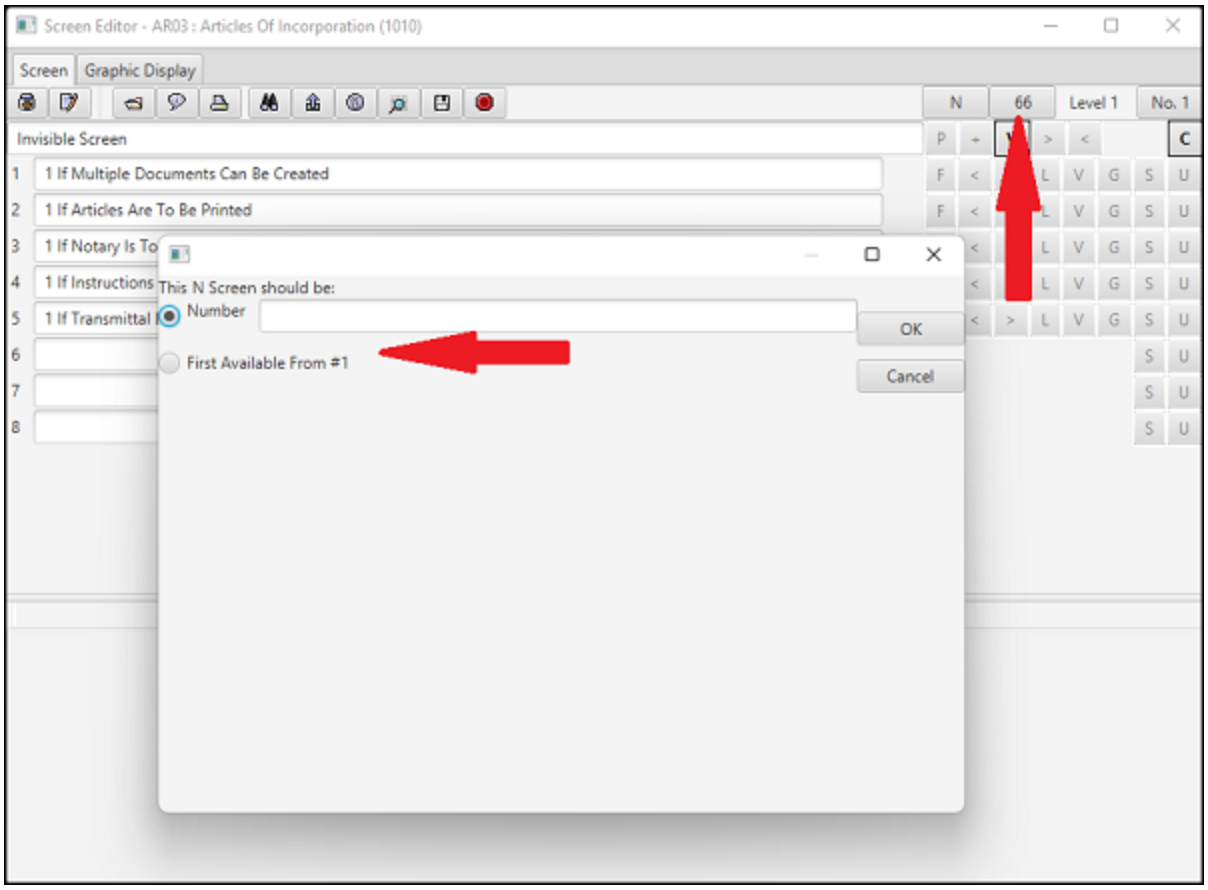
Changing Screen Type And Number

- Change the screen type by clicking the mouse on the screen type (N) in the upper right part of the screen. Clicking will scroll through the different types of screens - N, O, C, and T and automatically change the Screen Number to the next available number.



- To change the number of the screen, click on the number located next to the screen type. Enter the number desired or select the next available number. Changing the number should rarely be used. Generally, the screen number should be automatically assigned by DPS 8 Editor - Screens. This will assign the next available new screen number for that screen type.



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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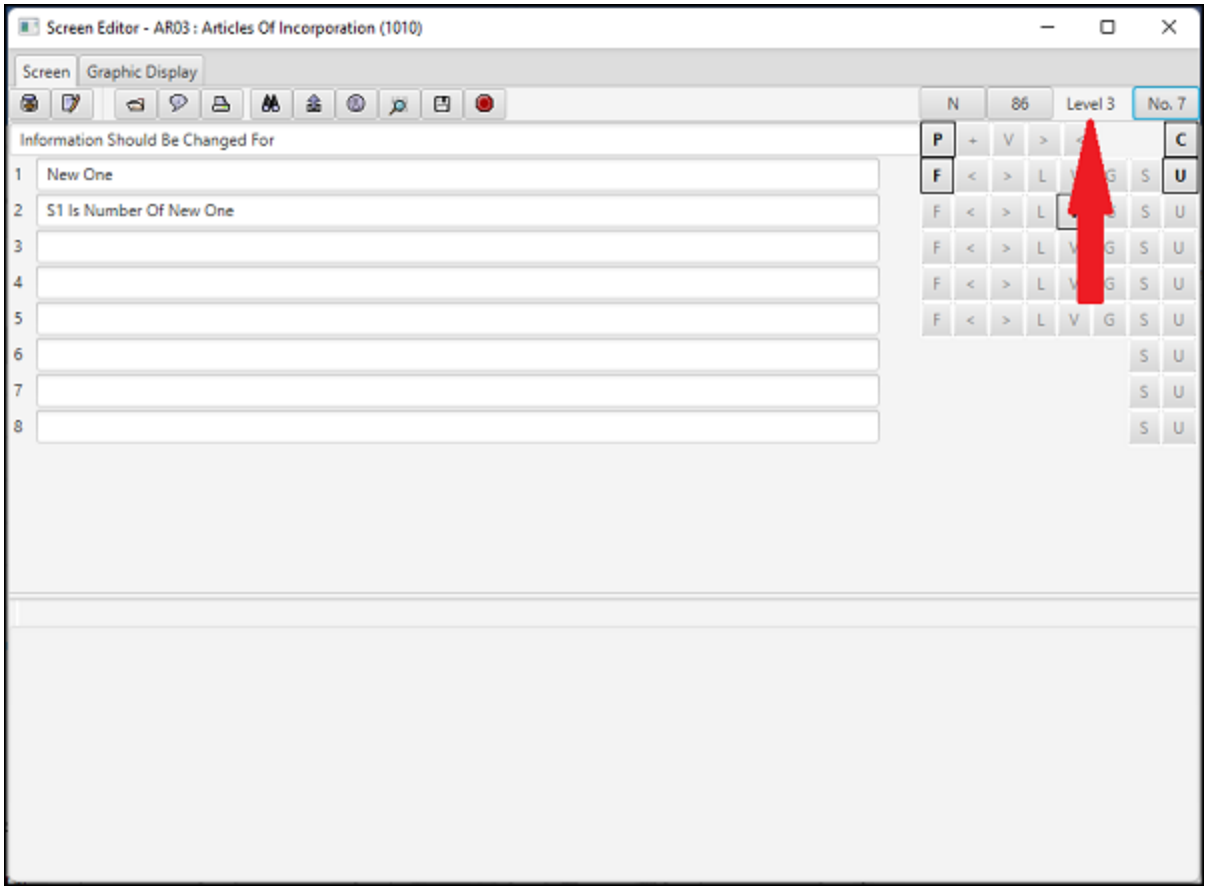
Level

- The Level of this Screen (3) is shown and can be changed on the Graphic Display Window:



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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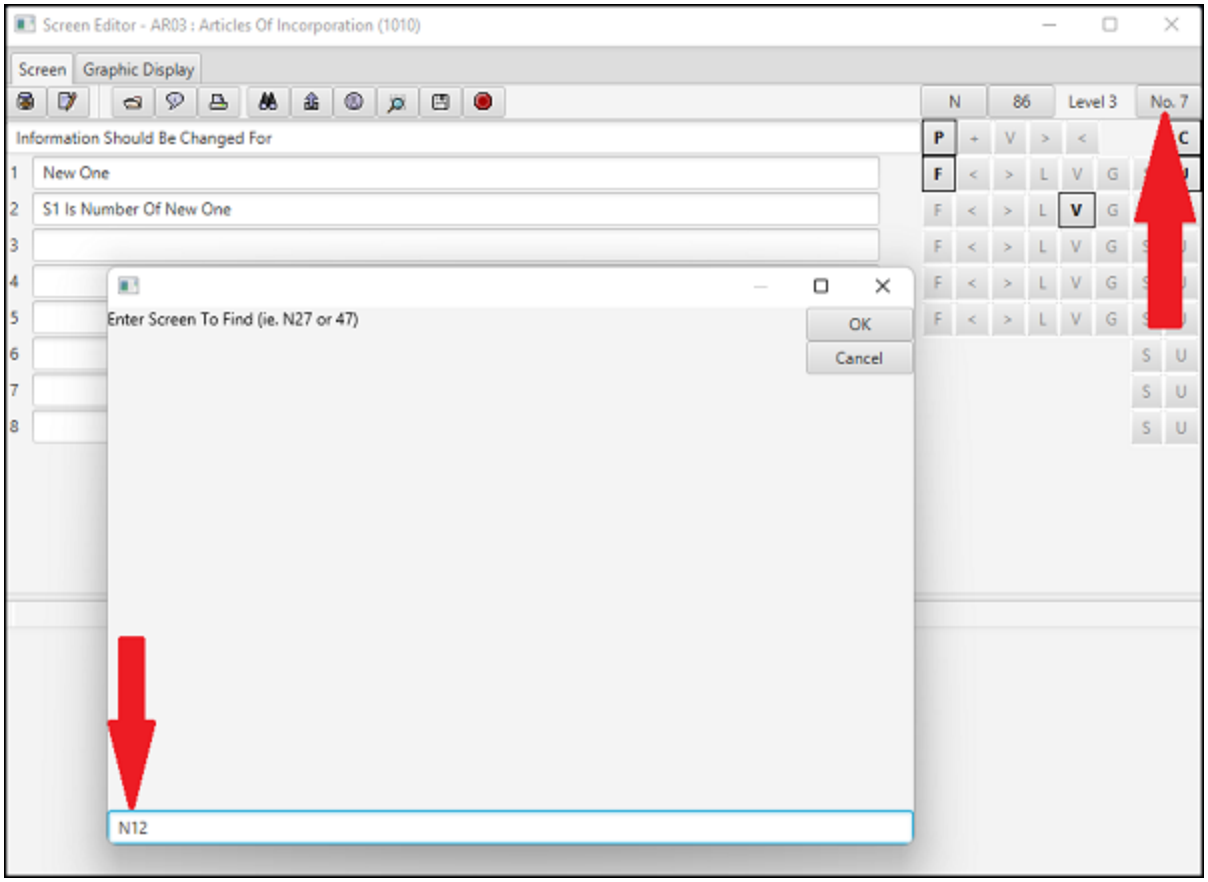
Goto Another Screen

- Click here to Goto another Screen using the Screen Name (N12) or the Screen Order Number:



DPS 8 Editor - Screens > Screen View > Entire Screen Icons >

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Other Codes

- These are Codes which determine:
  - Whether the Screen and its children appear based on the design of the Module and prior answers
  - Whether the Screen is Visible
  - Minimum and Maximum number of lines which can be selected on a C Screen
  - Code to be executed

DPS 8 Editor - Screens > Screen View >

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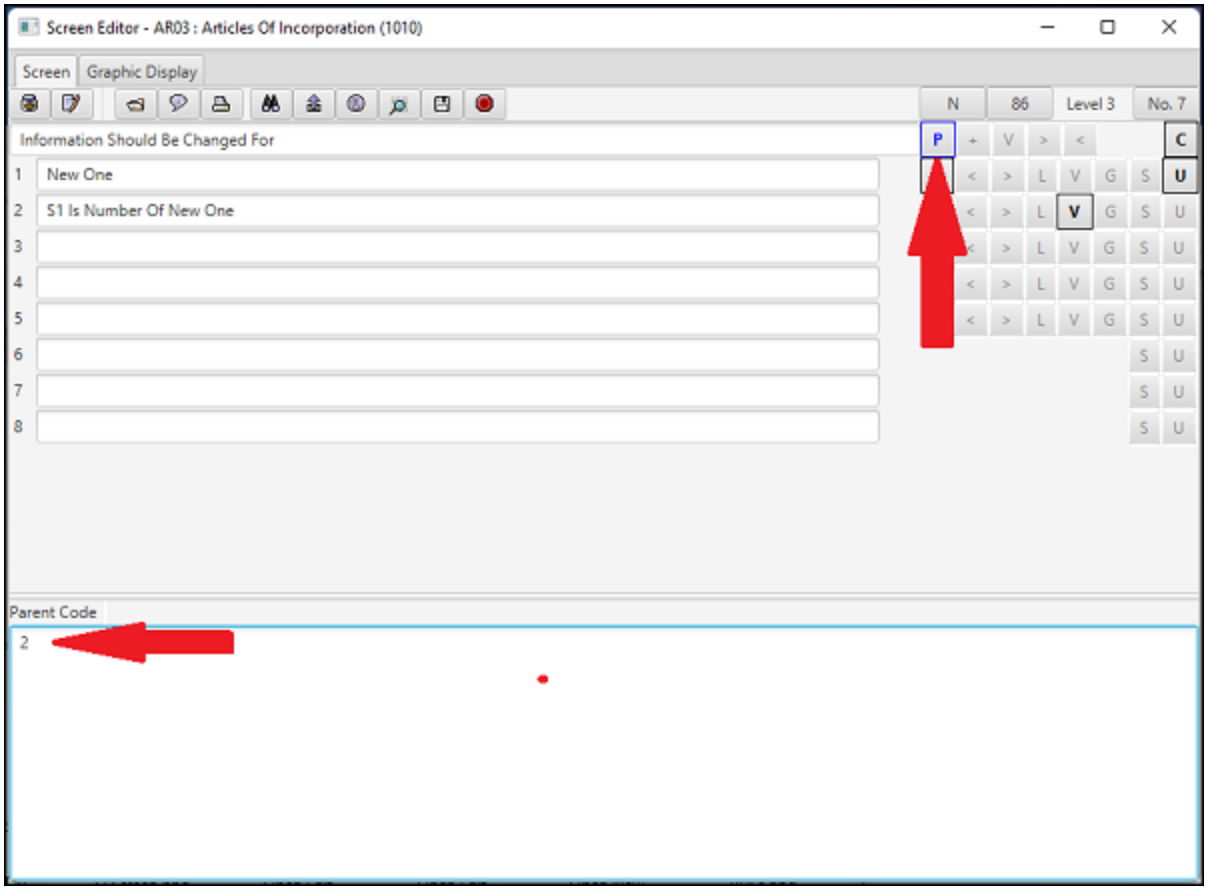
Parent Code

- Click on this Icon to enter Parent Code:



- If this Screen's parent (an O or C Screen) has Line 2 selected, this Screen and its children execute
- A Screen will only potentially appear if its parent appears

DPS 8 Editor - Screens > Screen View > Other Codes >

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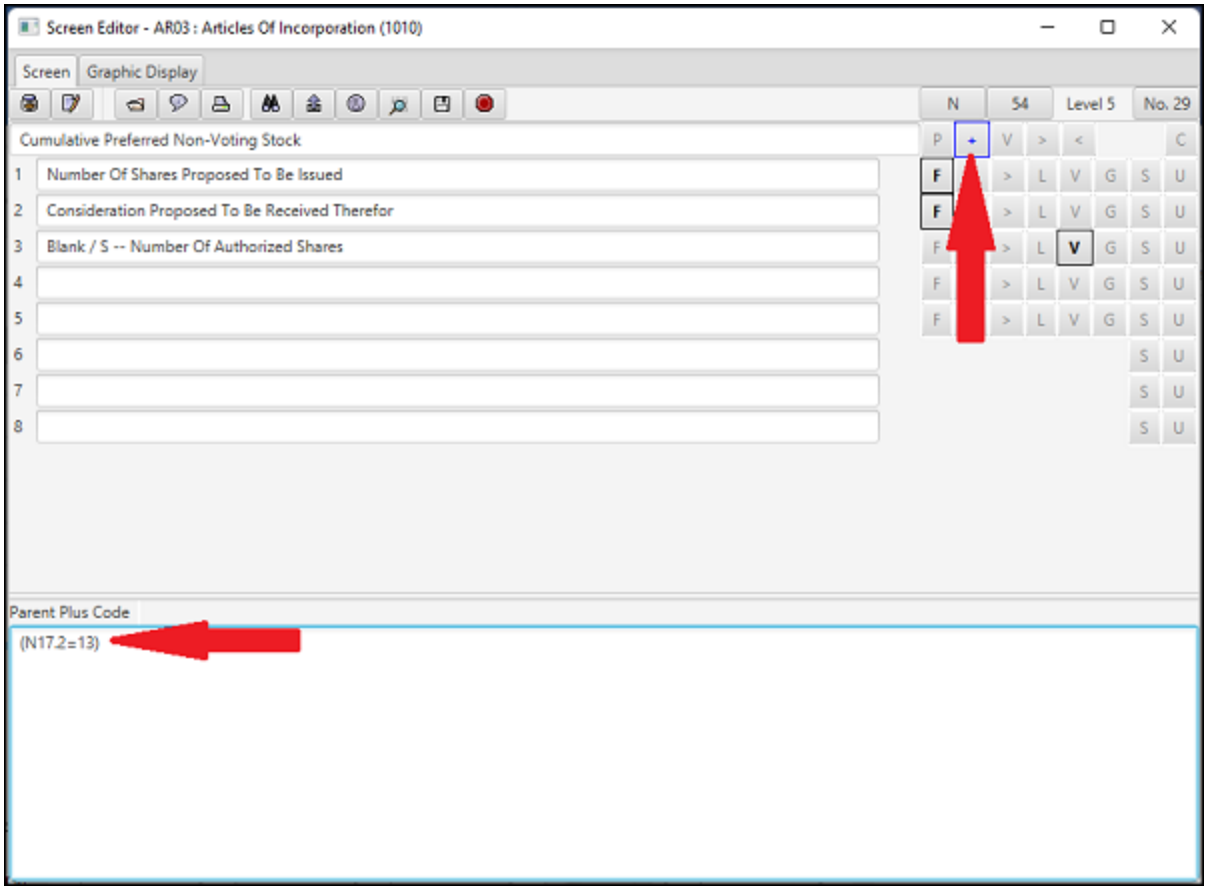
Parent Plus Code

- Click on this Icon to enter Parent Plus Code:



- If the formula evaluates as true (the value of N17.2 = 13) the Screen and its children execute
- Parent Plus code must refer to a screen which is later in the Screen order. Screen # 20 can refer to Screen # 10 but not visa-versa
- A Screen will only potentially appear if its parent appears

DPS 8 Editor - Screens > Screen View > Other Codes >

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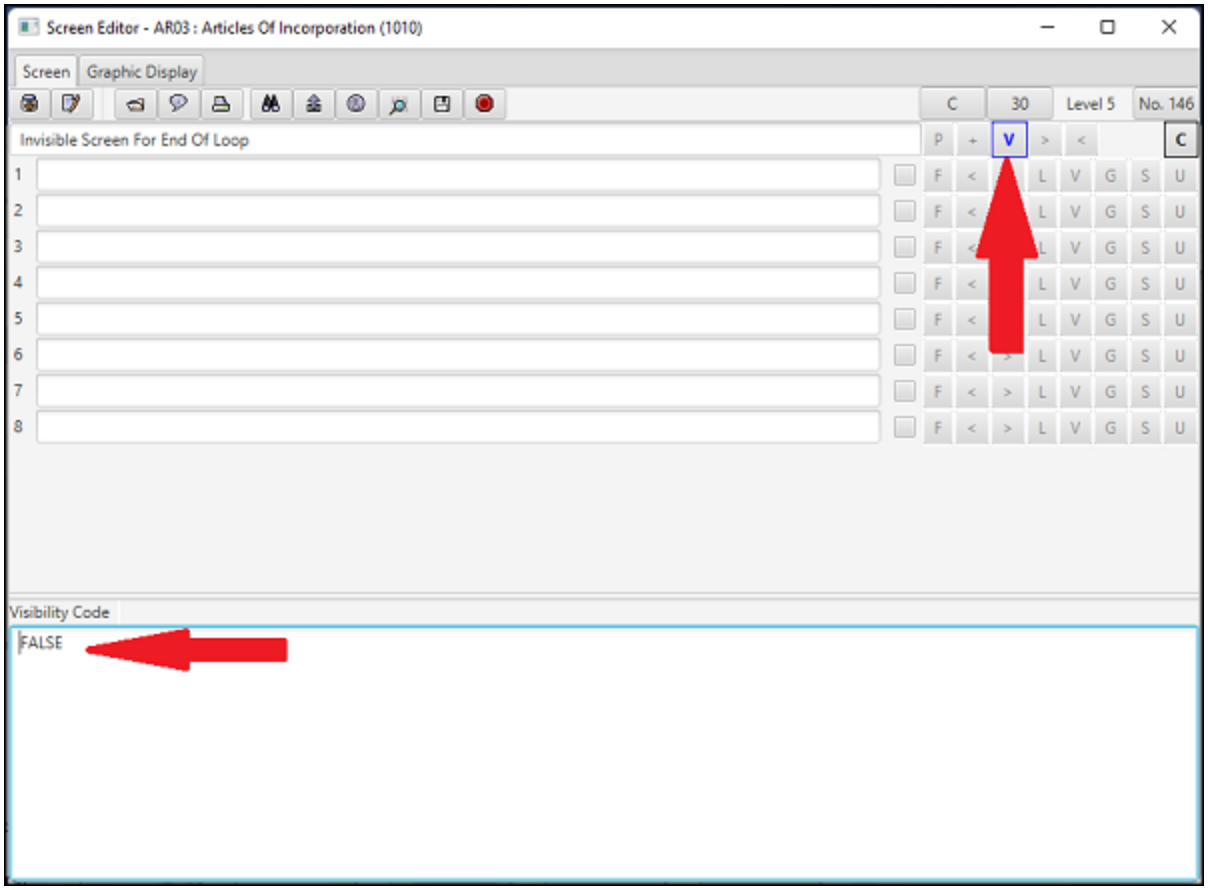
Visible Code

- Click on this Icon to enter Visibility Code:



- If the code is "FALSE" or if the formula evaluates as false (1=2), the Screen executes but is invisible

DPS 8 Editor - Screens > Screen View > Other Codes >

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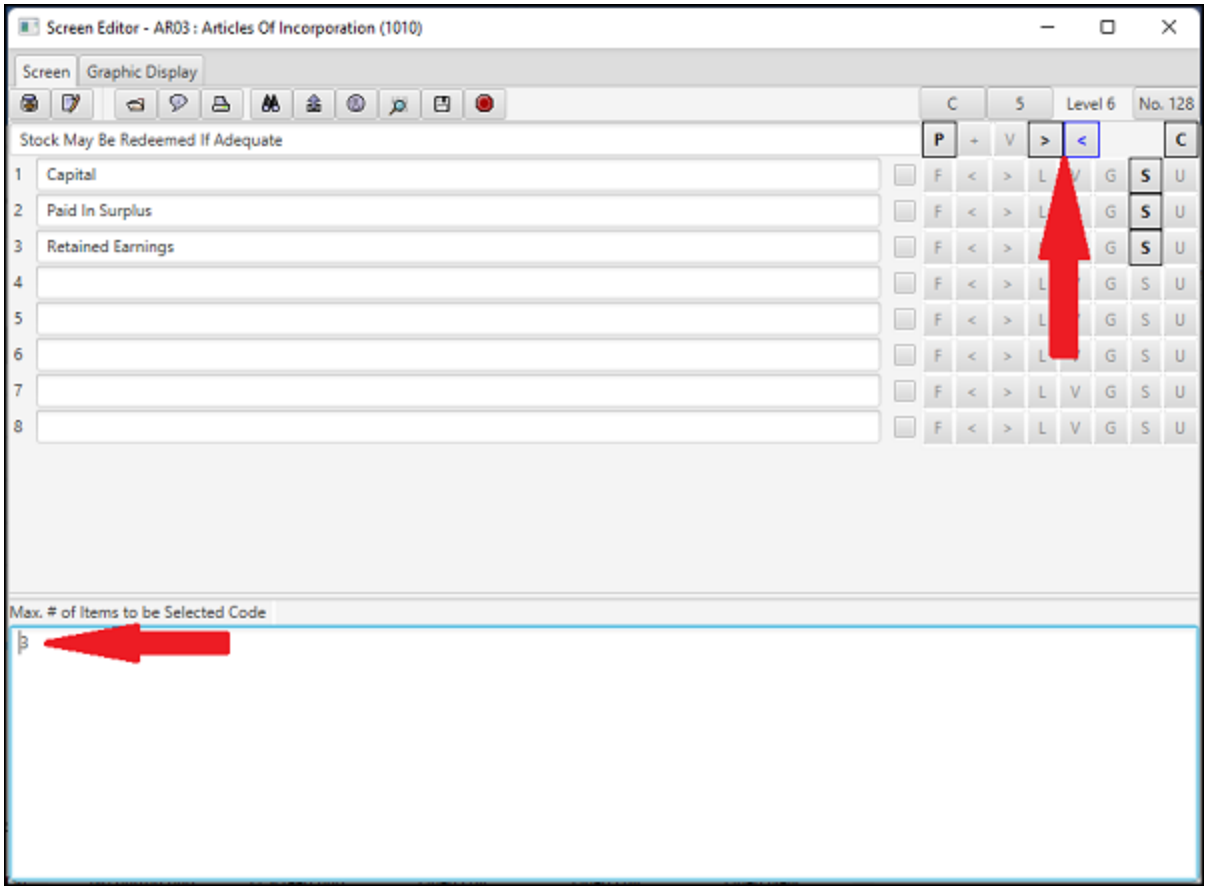
Greater / Less Than Code

- The Minimum and Maximum (3) number of lines which may be selected on a C screen is entered by clicking on these Icons:



DPS 8 Editor - Screens > Screen View > Other Codes >

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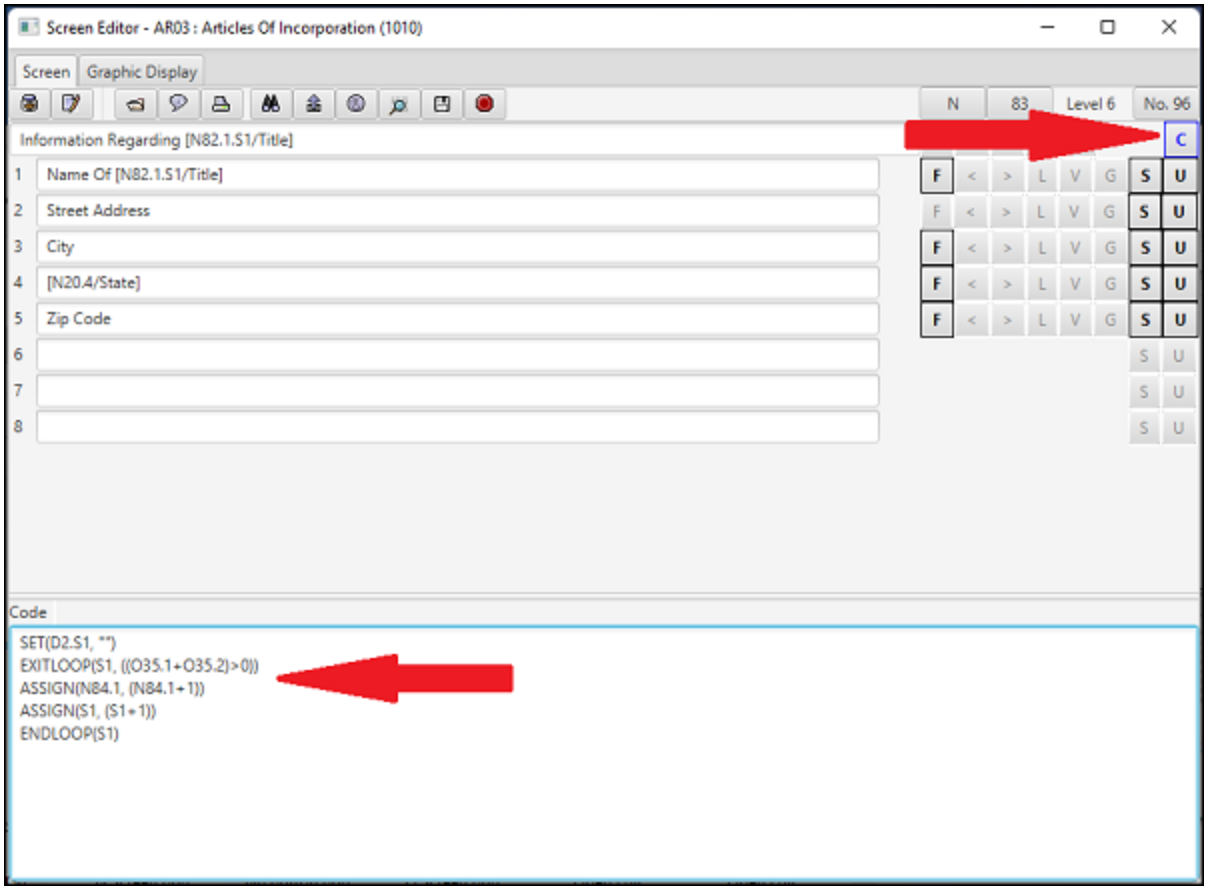
Calculate Code

- Click on this Icon to enter Calculate Code and Goto DPS 8 Editor - Codes to see a complete listing of the Codes which can be used:



- Calculate Code can make any type of assign or calculation
- Each Calculate Code is on a separate line
- A maximum of 4,000 letters of Calculate Code can be on a screen

DPS 8 Editor - Screens > Screen View > Other Codes >

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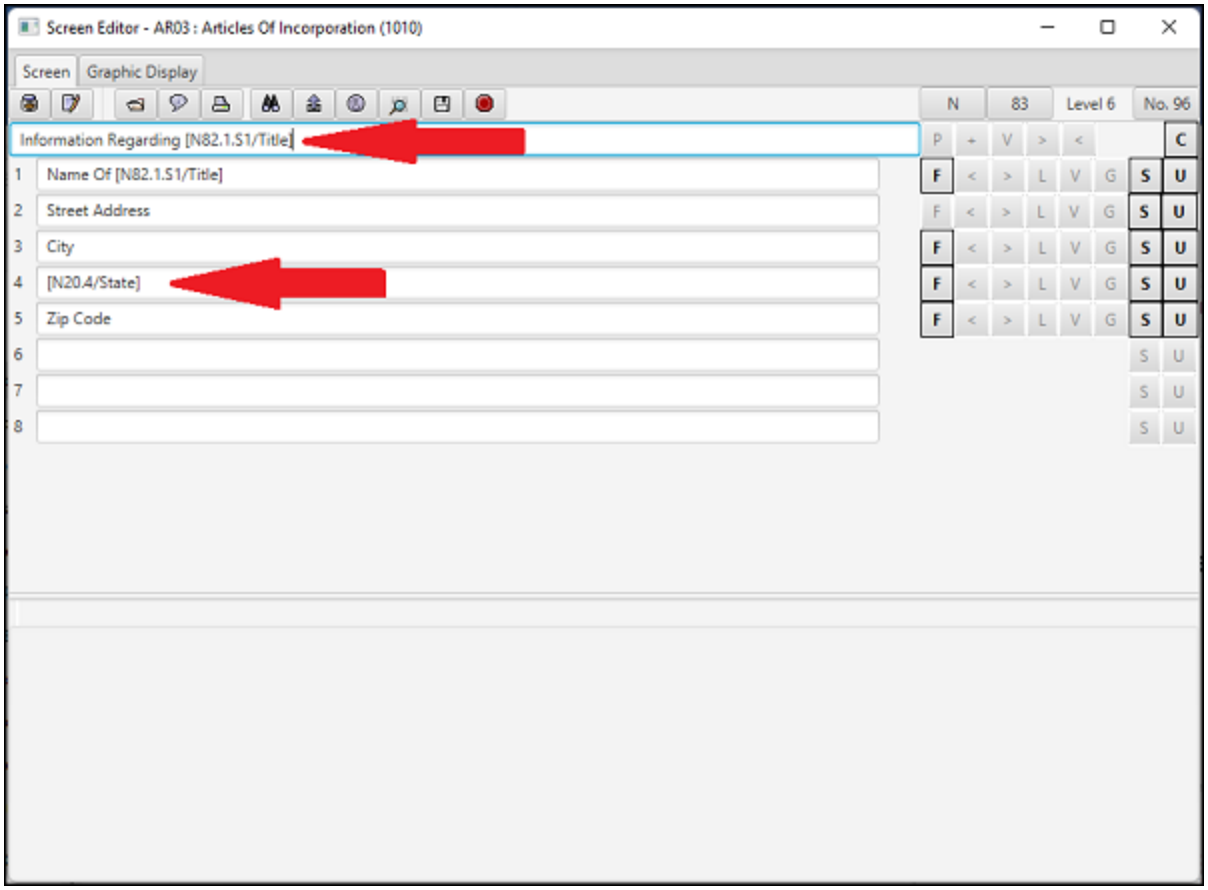
Captions

- The Screen Caption is at the top and Line Captions are below:



- Enter the Screen Caption and each Line Caption needed. DPS 8 Editor - Screens will automatically capitalize the first letter of each word. The first letter following an open parentheses will be capitalized or not depending on whether a space precedes the open parentheses. If a word contains other capital letters, DPS 8 Editor - Screens will not change them into lower case.

- The Frame Caption generally should not be a question

- To have a Caption read as the response to a prior name entry response, code as: "Name of [N82.1.S1/Title]". The Caption will read as: "Title" if there is no response on line 1.S1 of Screen N82. The Caption will read as: "Name of XYZ" if XYZ is the response on line 1.S1 of Screen N82.

- To have a Caption read as the Caption of the line chosen on a prior O Screen, code as: [O14/Trust]. The Caption will read the same as the Caption on the line selected on Screen O14.

- All Captions which are looked up must look to a screen which has a prior Screen order number. So screen #15 could look to screen #10 but not screen #20.

DPS 8 Editor - Screens > Screen View > Screen and Line Captions >

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Line Codes

- These are Codes which modify or verify the Preparer's entry on the line

DPS 8 Editor - Screens > Screen View > Screen and Line Captions >

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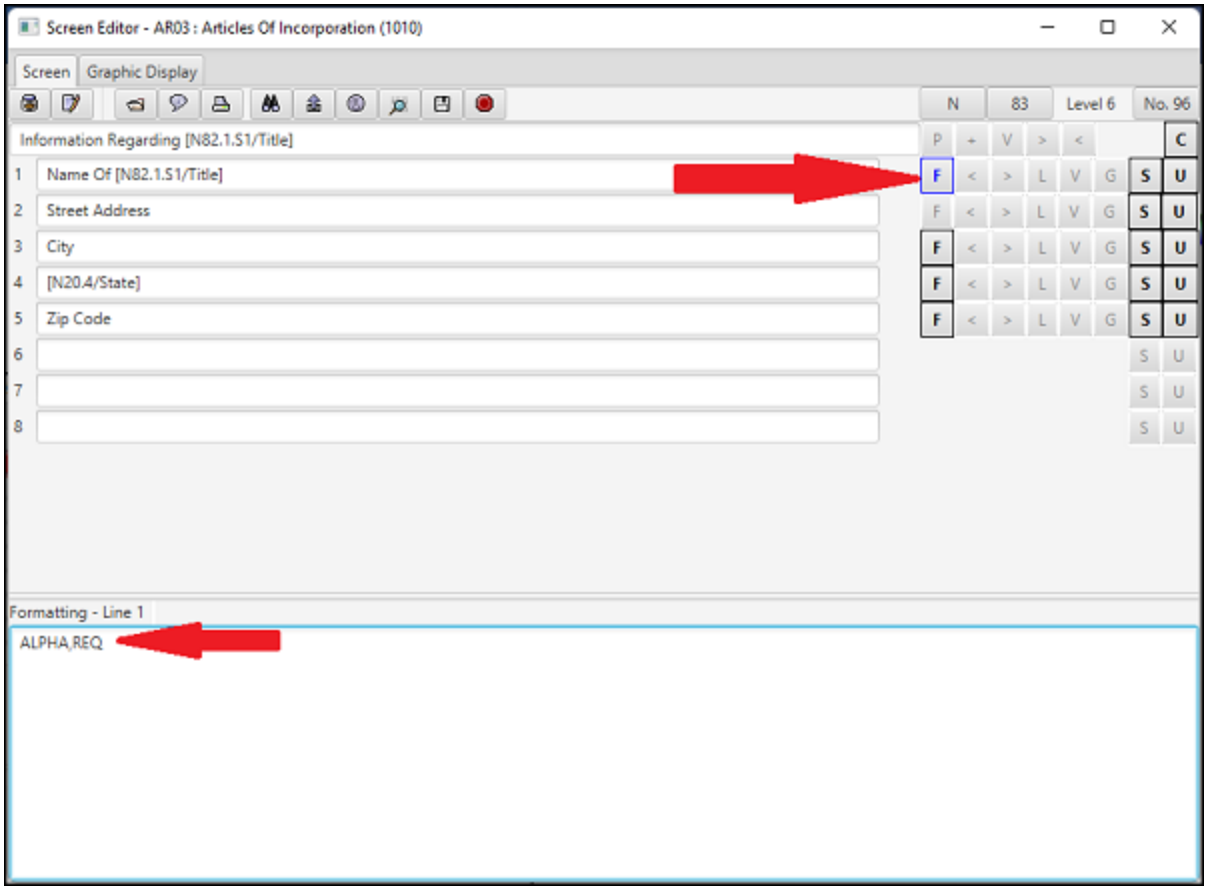
Format Code

- Click on this Icon to enter Format Code:



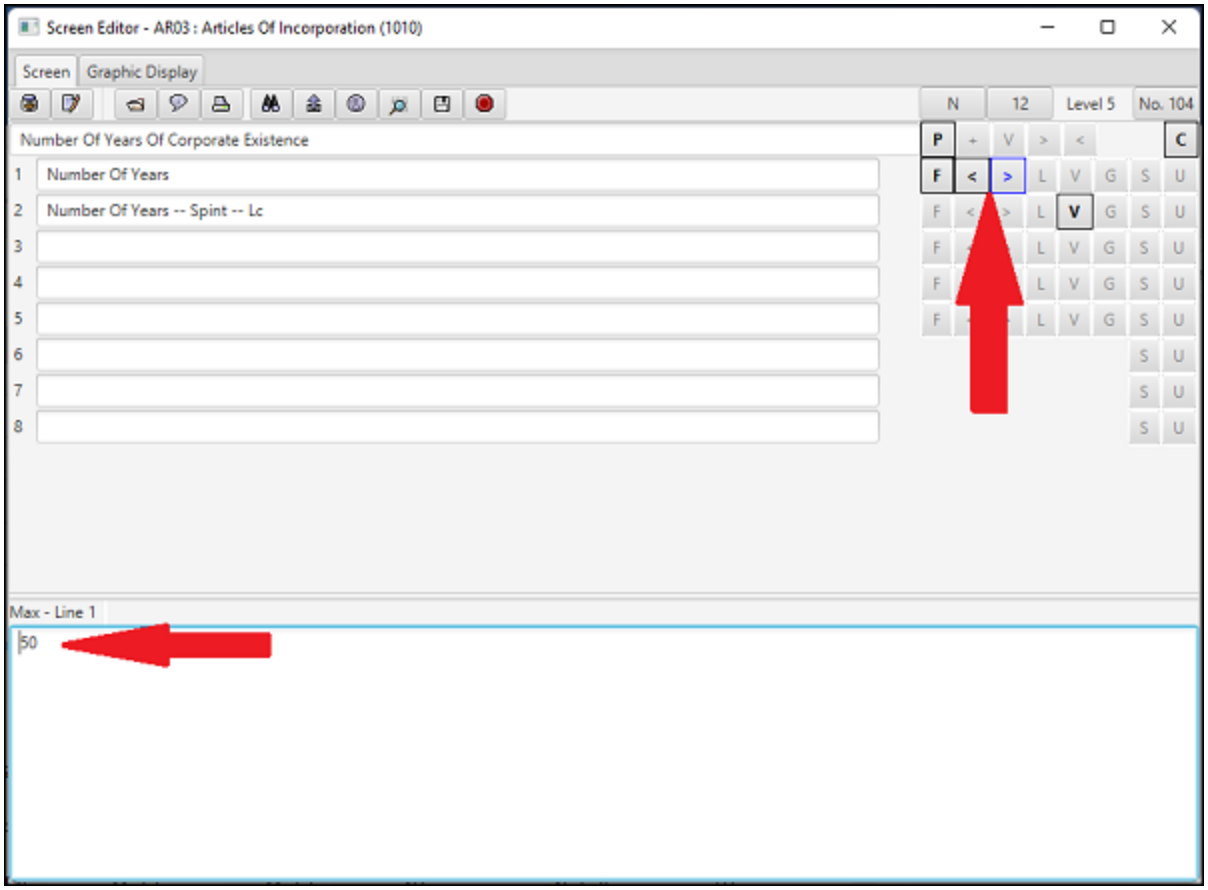
- Format Code is only entered on N Screens
- Answers entered by the Preparer will be formatted using the Format Code
- Goto FORMAT in DPS 8 Editor - Codes to see to see all format codes

DPS 8 Editor - Screens > Screen View > Screen and Line Captions > Line Codes >

Click here to send comments on this topic.

Min / Max Code

- Click on these Icons to enter MIN-MAX Code:



- MIN-MAX Code is used only on lines for N Screens where numbers will be entered
- MIN-MAX code may consist of other codes

DPS 8 Editor - Screens > Screen View > Screen and Line Captions > Line Codes >

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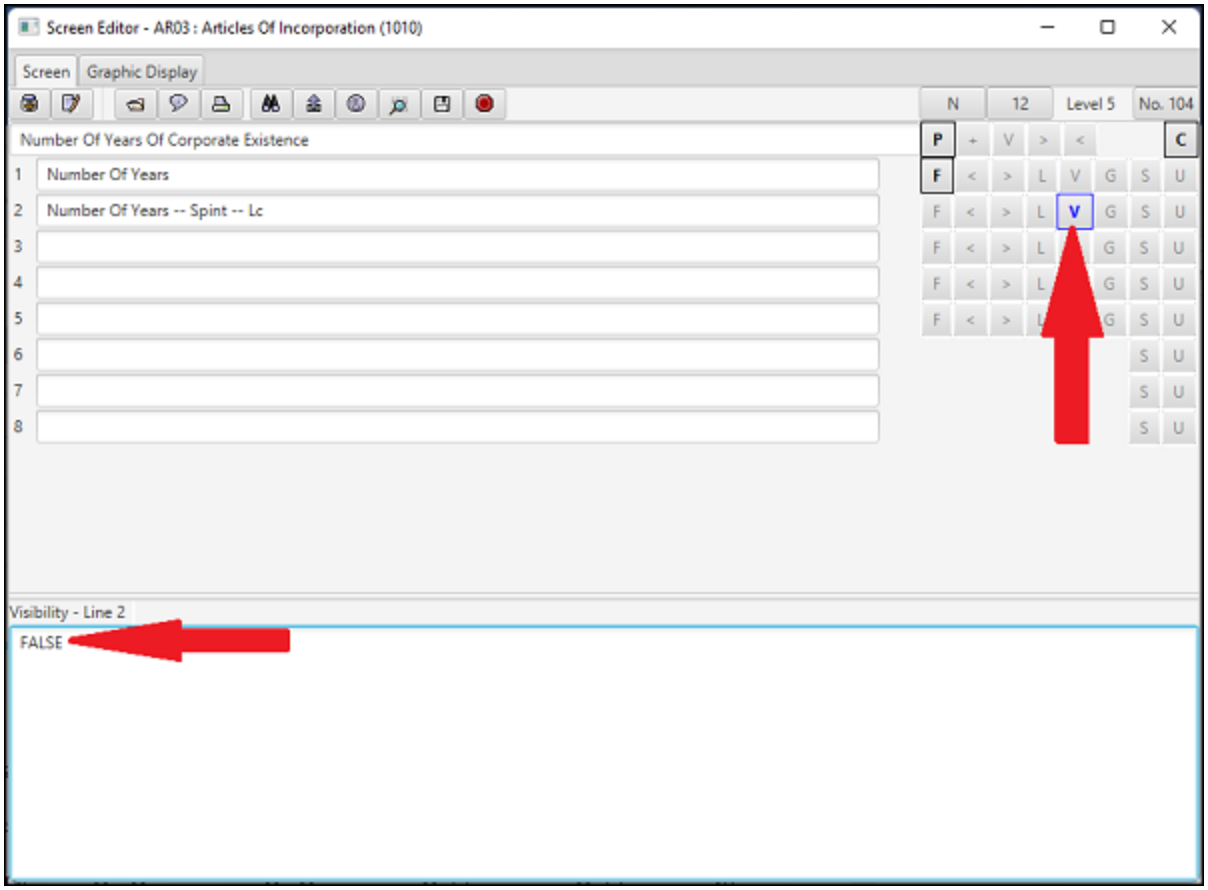
Visible Code

- Click on this Icon to enter Visibility Code for this line:



- If the code is "FALSE" or if the formula evaluates as false (1=2), the line is not visible
- VISIBLE code should not be used on a line if lower lines may appear -- use GRAY OUT code instead
- VISIBLE code may consist of other codes

DPS 8 Editor - Screens > Screen View > Screen and Line Captions > Line Codes >

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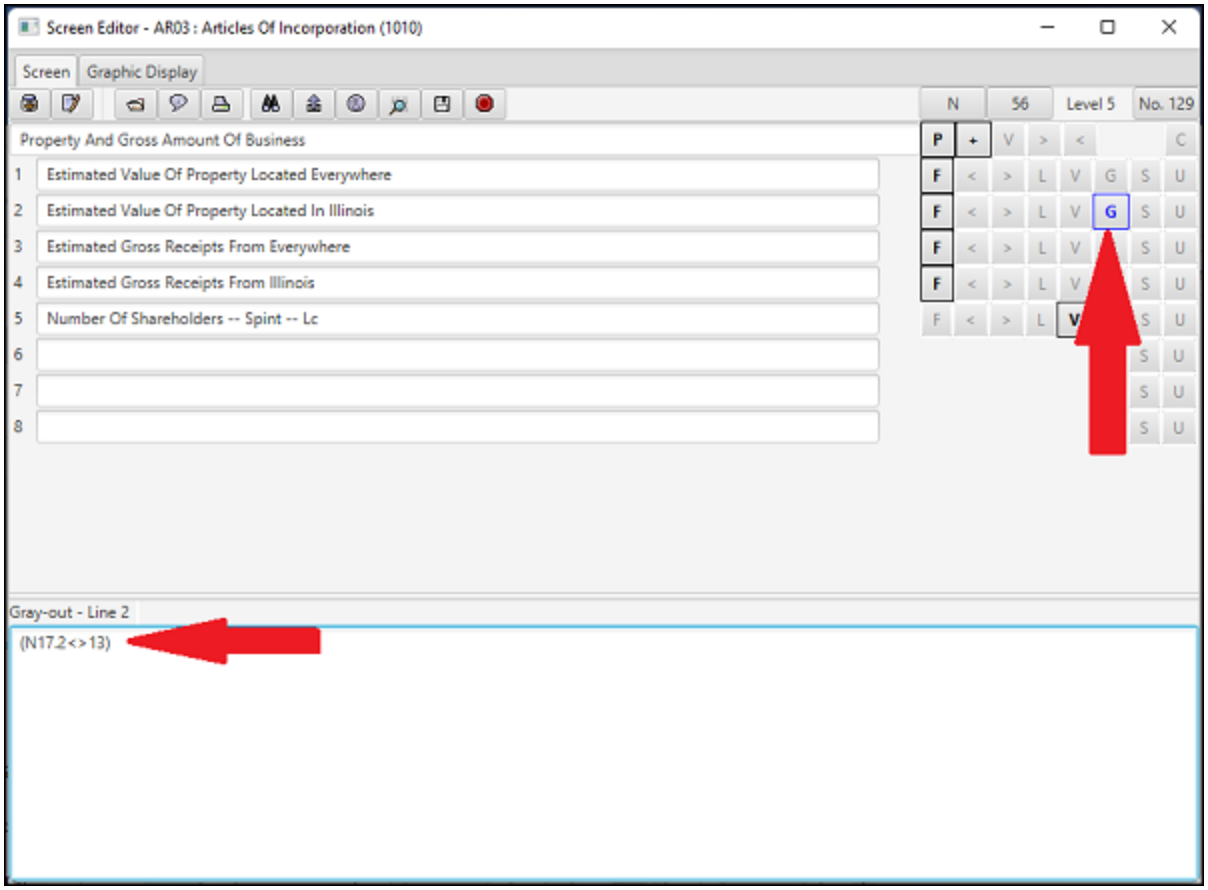
Grayout Code

- Click on this Icon to enter Gray Out Code for this line:



- If the code is "TRUE" or if the formula evaluates as true (N17.2 is not equal to 13), the line is Gray and the Preparer cannot enter an answer (N Screen) or cannot select the line (O or C Screen)

DPS 8 Editor - Screens > Screen View > Screen and Line Captions > Line Codes >

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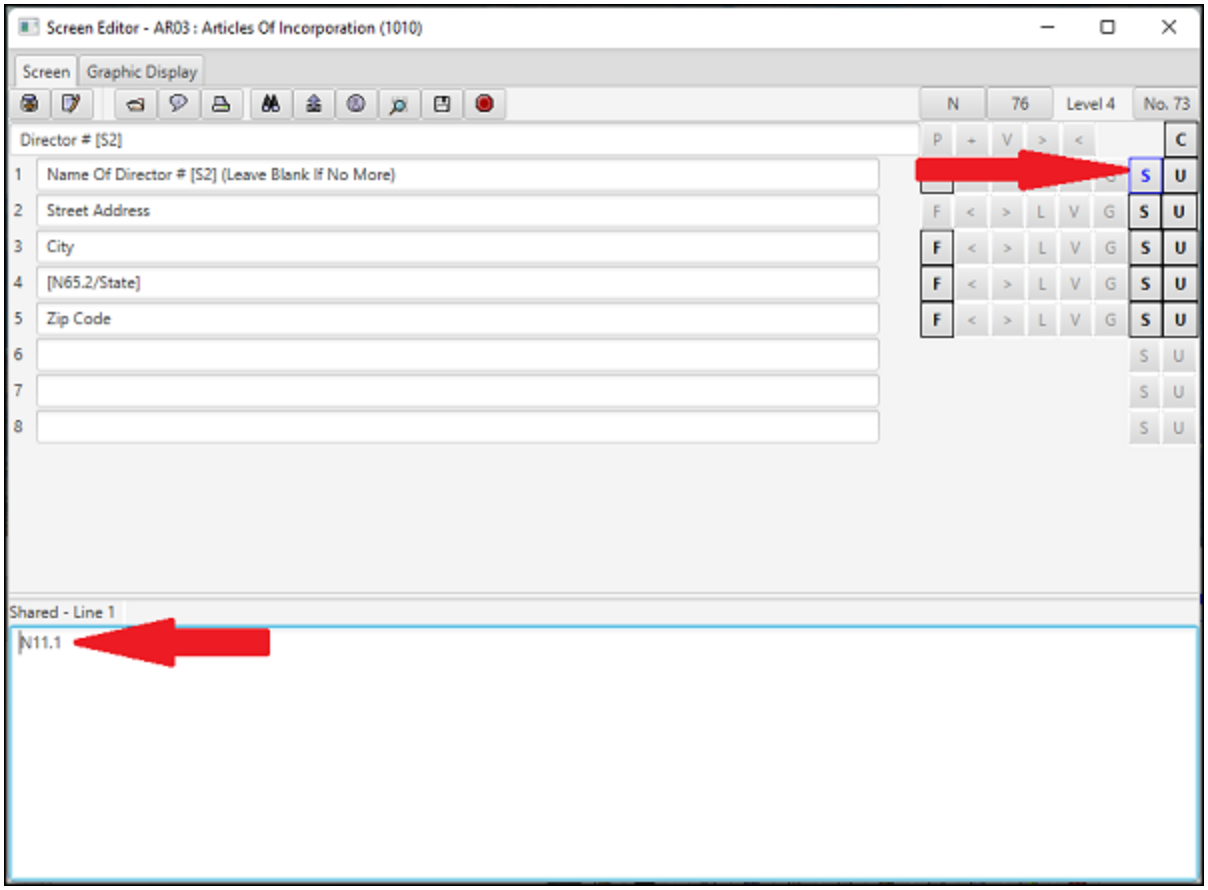
Shared Code

- Click on this Icon to enter Shared Code for this line so that information entered will also be on a screen line with the same Shred Code in another document in the same Area of Law :



- Data on screens may be shared only with other screens of the same type, such as N screens with N screens, C with C and O with O, T with T
- A change made in an answer which has Shared Code will make that same change in all other answers or other documents in that area of law having the same Shared Code

DPS 8 Editor - Screens > Screen View > Screen and Line Captions > Line Codes >

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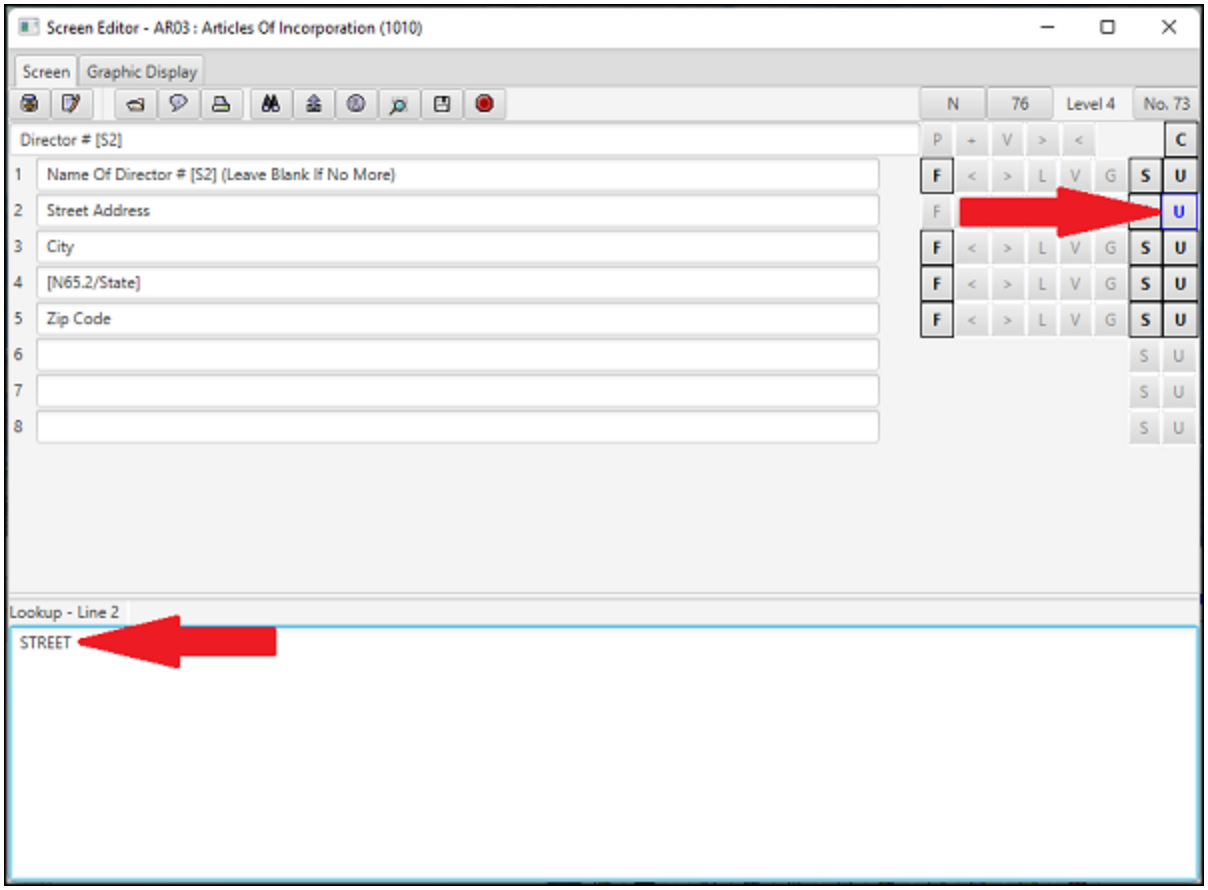
Lookup Code

- Click on this Icon to enter Lookup Code for this line which determine the type of information and allows information related to this person/entity to be automatically entered:



- Lookup Code is used only on N Screens
- All Screens asking for names on line 1 should have Lookup Code
- Other lines should have Lookup Code if the information is appropriate and relates to person/entity entered on line 1
- If name entered already exists, the related address fields on that screen for that name will automatically be filled in, unless they already have information in them
- If any line which has Lookup Code is changed, the new information will appear thereafter when that name is entered on a later screen
- Valid types of look-up code include: NAME, STREET, COUNTY, CITY, STATE, ZIP

DPS 8 Editor - Screens > Screen View > Screen and Line Captions > Line Codes >

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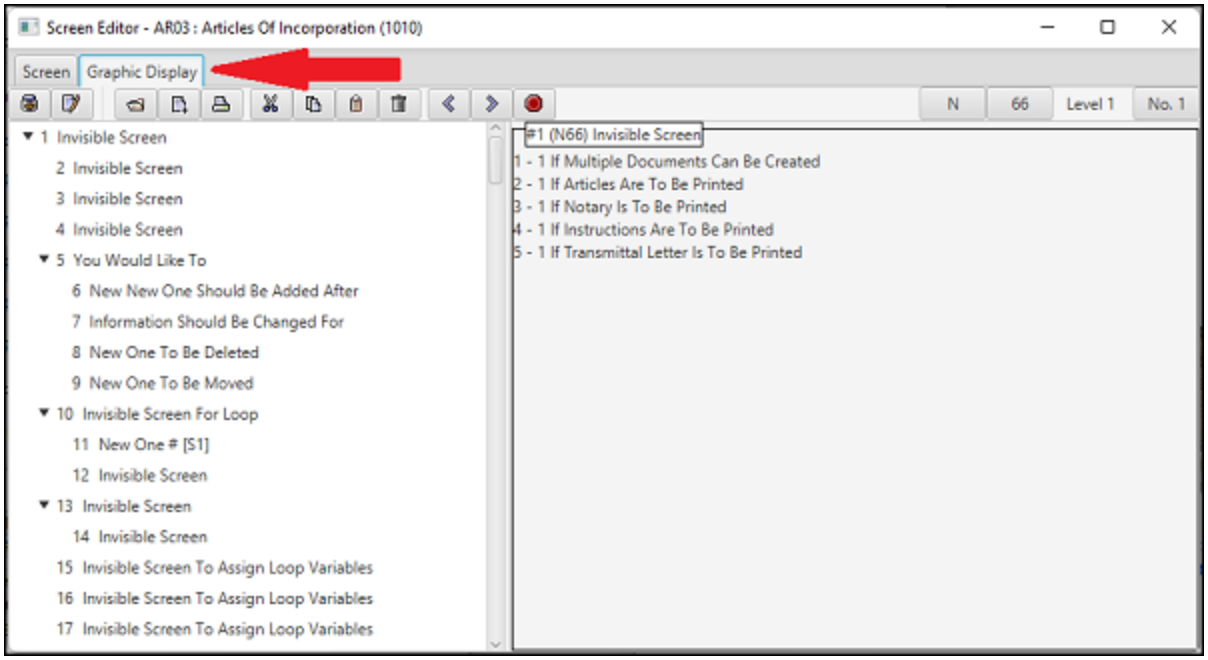
Introduction to Graphic View

- The Graphics View shows the order of the screens and their level on the left side and the Highlighted Screen on the right side:



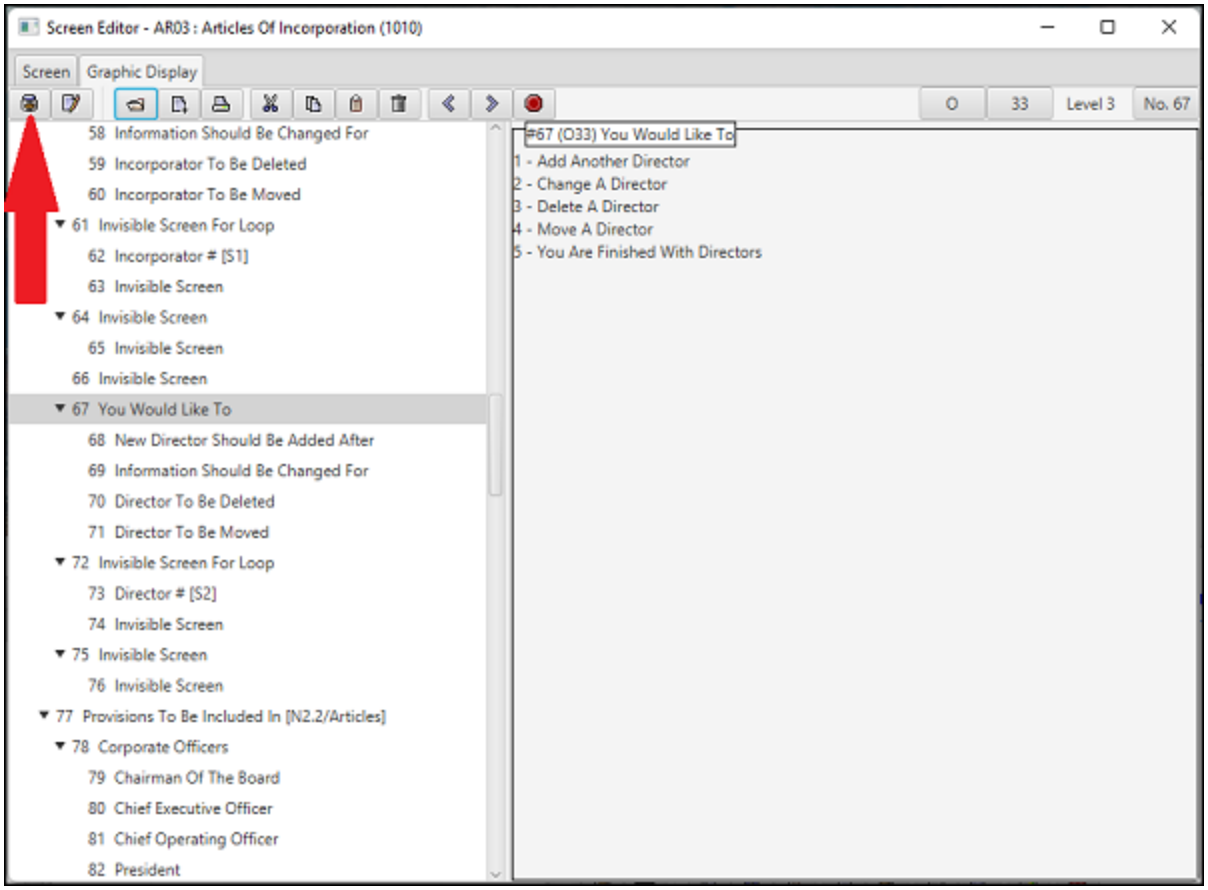
- A Child Screen is indented one level from its Parent Screen and double clicking on a Parent Screen allow you to either expand to show all the children of that screen or contract to just see the Parent Screen
- Screens are added, deleted, copied, pasted and moved on the Graphic View

DPS 8 Editor - Screens > Graphic View >

Click here to send comments on this topic.

Open Edit Processing

- Click here to open and go to the Processing Screen:

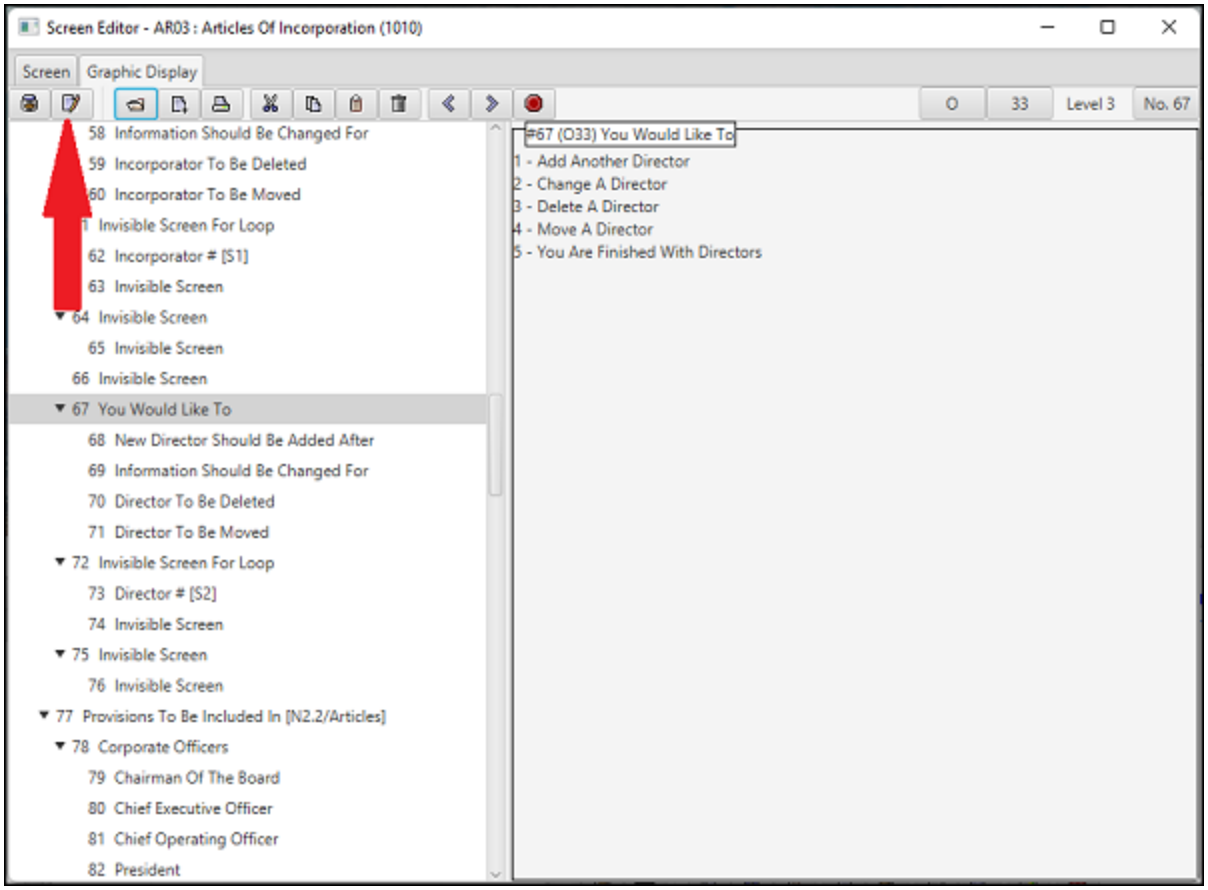


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Open Edit Document

- Click here to open and go to the Document Screen:

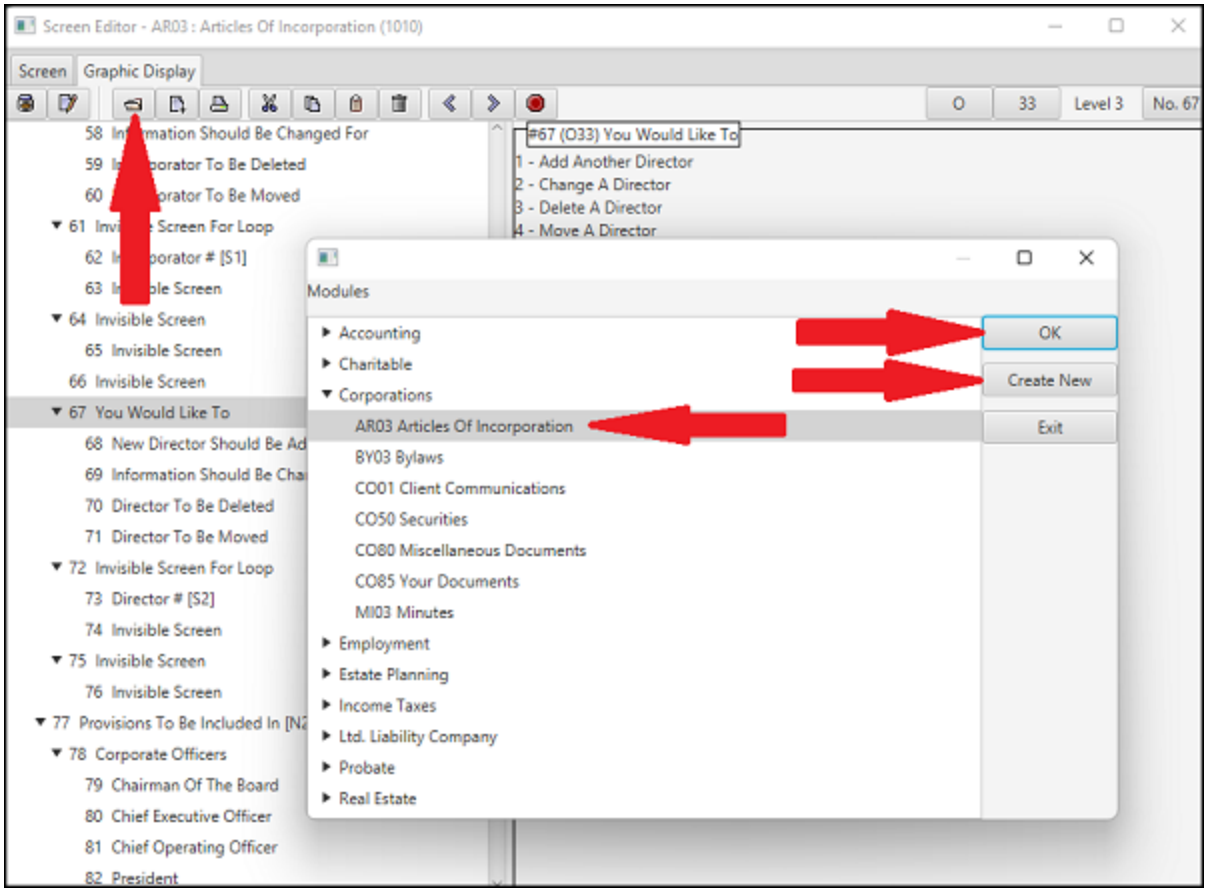


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Open New Module

- Click here to open another Module or create a new Module and open that New Module:

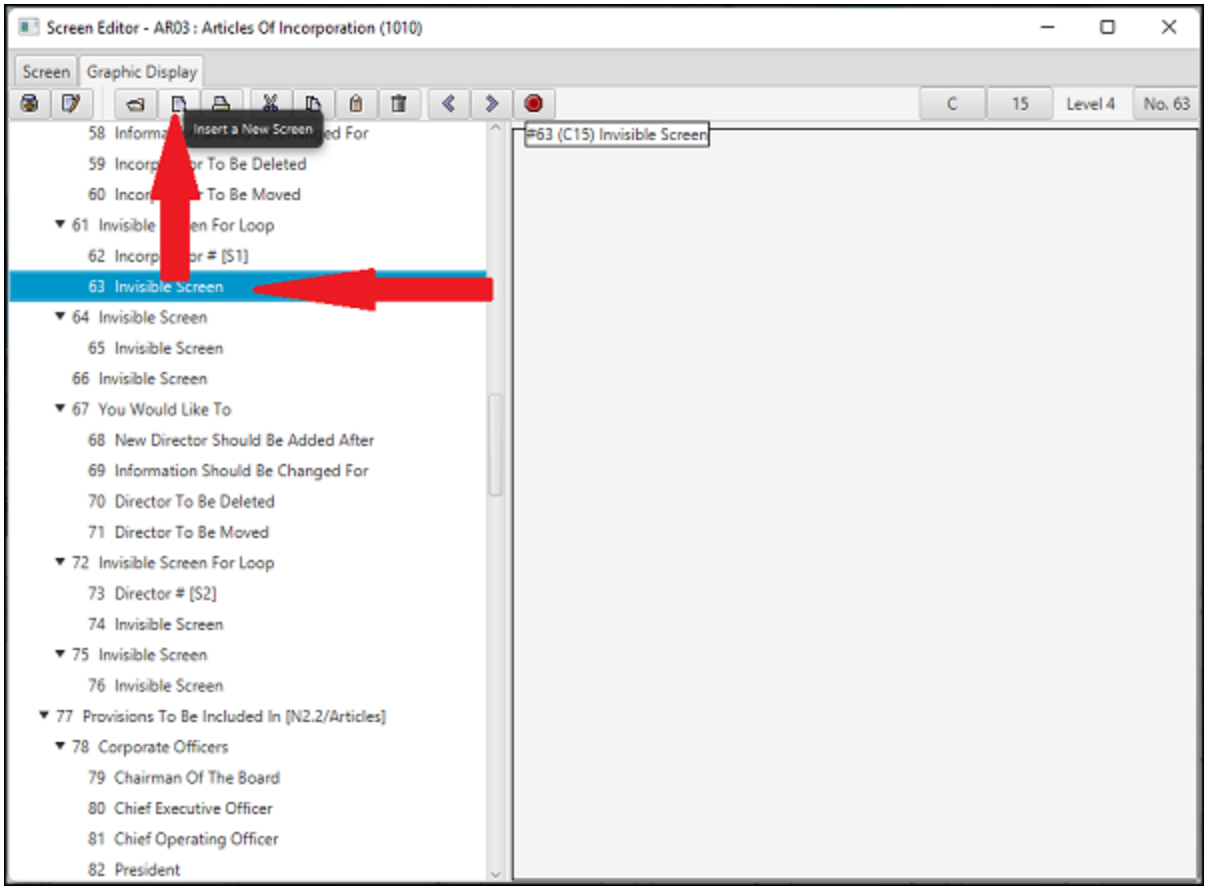


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Insert New Screen

- Click here to insert a new screen below the highlighted screen:

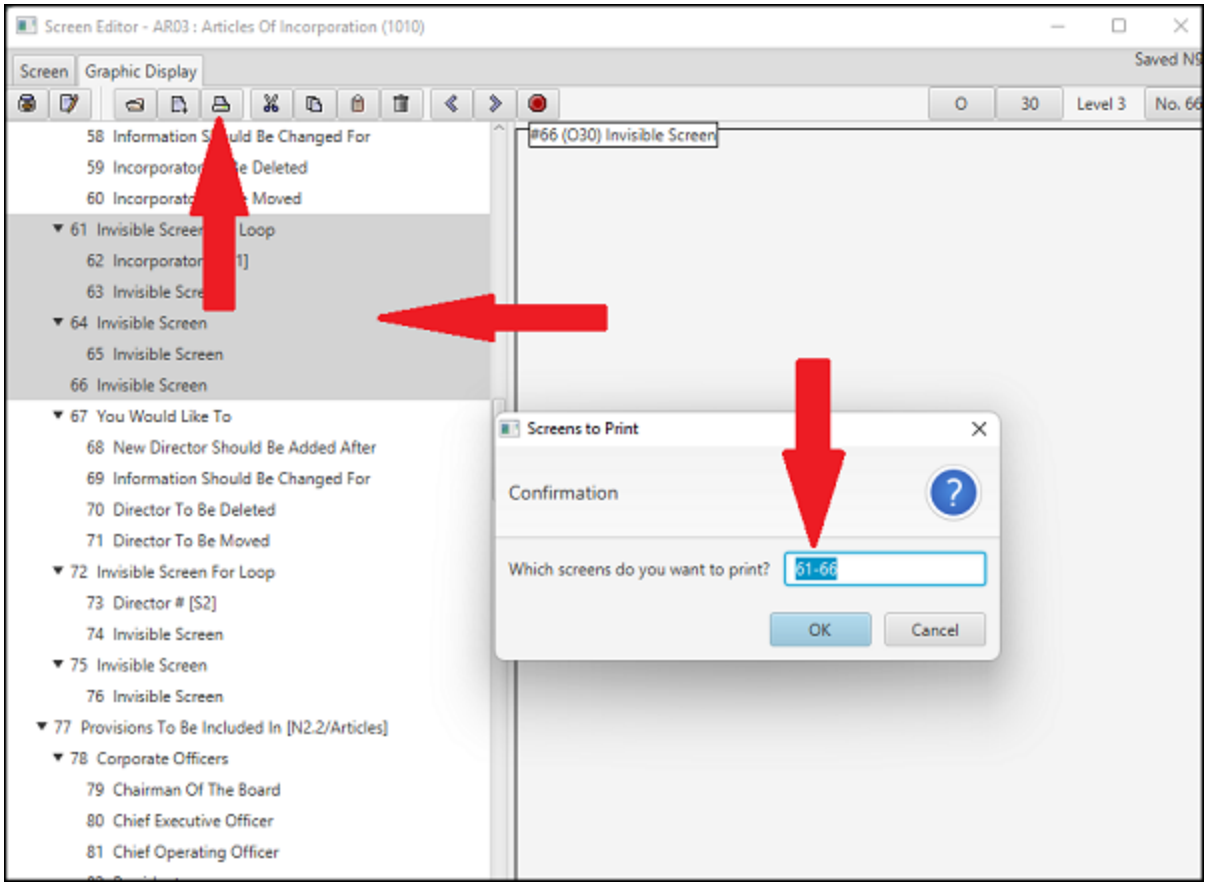


DPS 8 Editor - Screens > Graphic View > Icons >

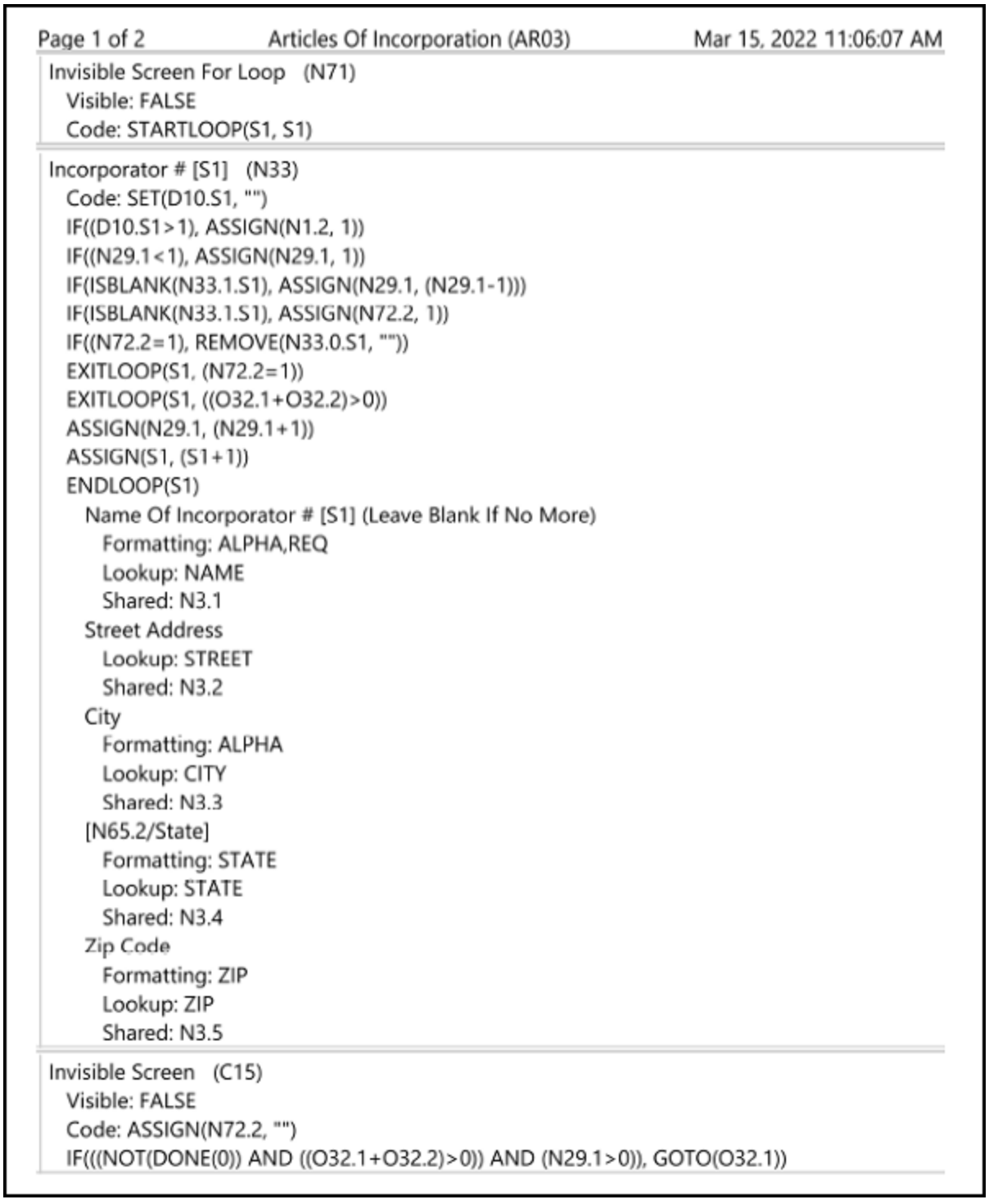
Click here to send comments on this topic.

Print

- Click here to Print the highlighted screens:



- The following shows an example of what is printed:



Page 1 of 2 Articles Of Incorporation (AR03) Mar 15, 2022 11:06:07 AM

Invisible Screen For Loop (N71)
Visible: FALSE
Code: STARTLOOP(S1, S1)

Incorporator # [S1] (N33)
Code: SET(D10.S1, "")
IF((D10.S1>1), ASSIGN(N1.2, 1))
IF((N29.1<1), ASSIGN(N29.1, 1))
IF(ISBLANK(N33.1.S1), ASSIGN(N29.1, (N29.1-1)))
IF(ISBLANK(N33.1.S1), ASSIGN(N72.2, 1))
IF((N72.2=1), REMOVE(N33.0.S1, ""))
EXITLOOP(S1, (N72.2=1))
EXITLOOP(S1, ((O32.1+O32.2)>0))
ASSIGN(N29.1, (N29.1+1))
ASSIGN(S1, (S1+1))
ENDLOOP(S1)
Name Of Incorporator # [S1] (Leave Blank If No More)
Formatting: ALPHA,REQ
Lookup: NAME
Shared: N3.1
Street Address
Lookup: STREET
Shared: N3.2
City
Formatting: ALPHA
Lookup: CITY
Shared: N3.3
[N65.2/State]
Formatting: STATE
Lookup: STATE
Shared: N3.4
Zip Code
Formatting: ZIP
Lookup: ZIP
Shared: N3.5

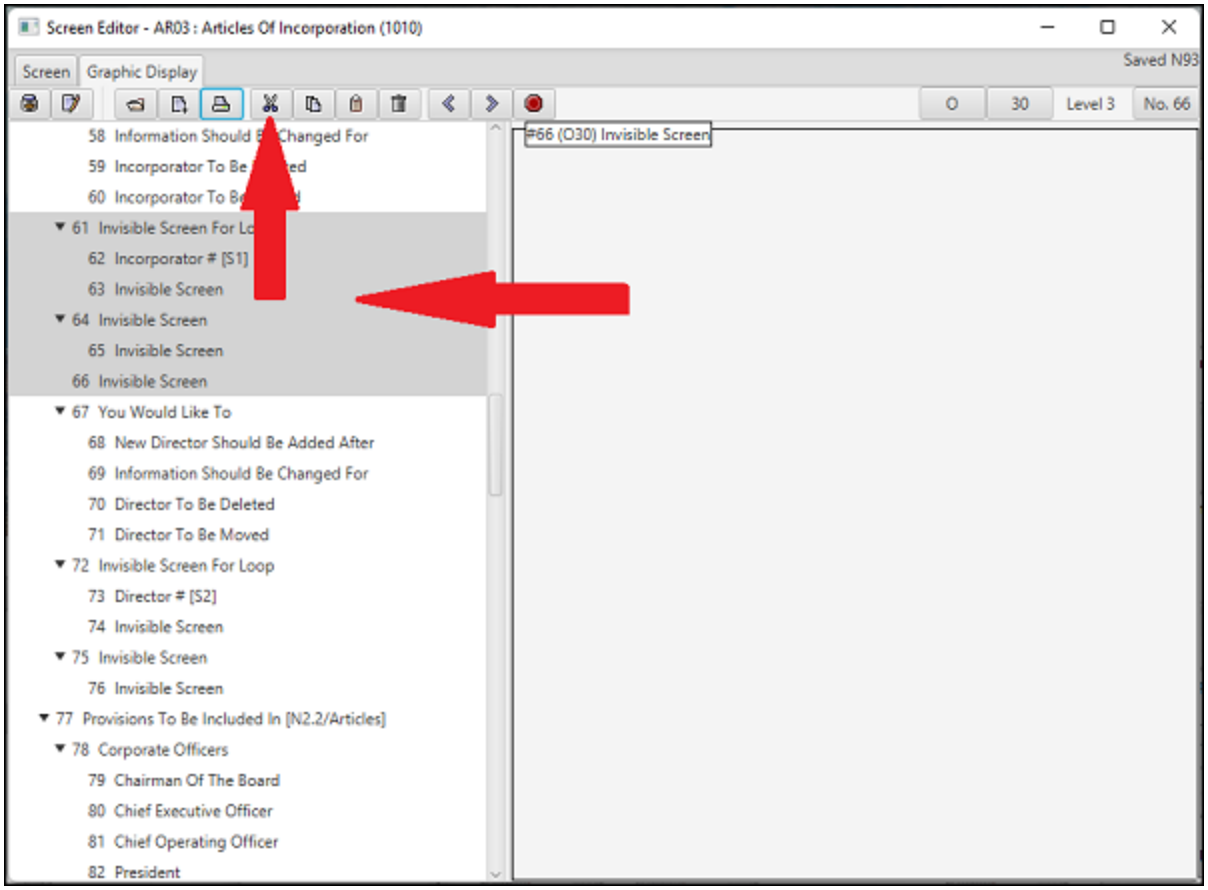
Invisible Screen (C15)
Visible: FALSE
Code: ASSIGN(N72.2, "")
IF(((NOT(DONE(0)) AND ((O32.1+O32.2)>0)) AND (N29.1>0)), GOTO(O32.1))

DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Cut

- Click here to Cut and Copy the highlighted screens to the clipboard to paste somewhere else:

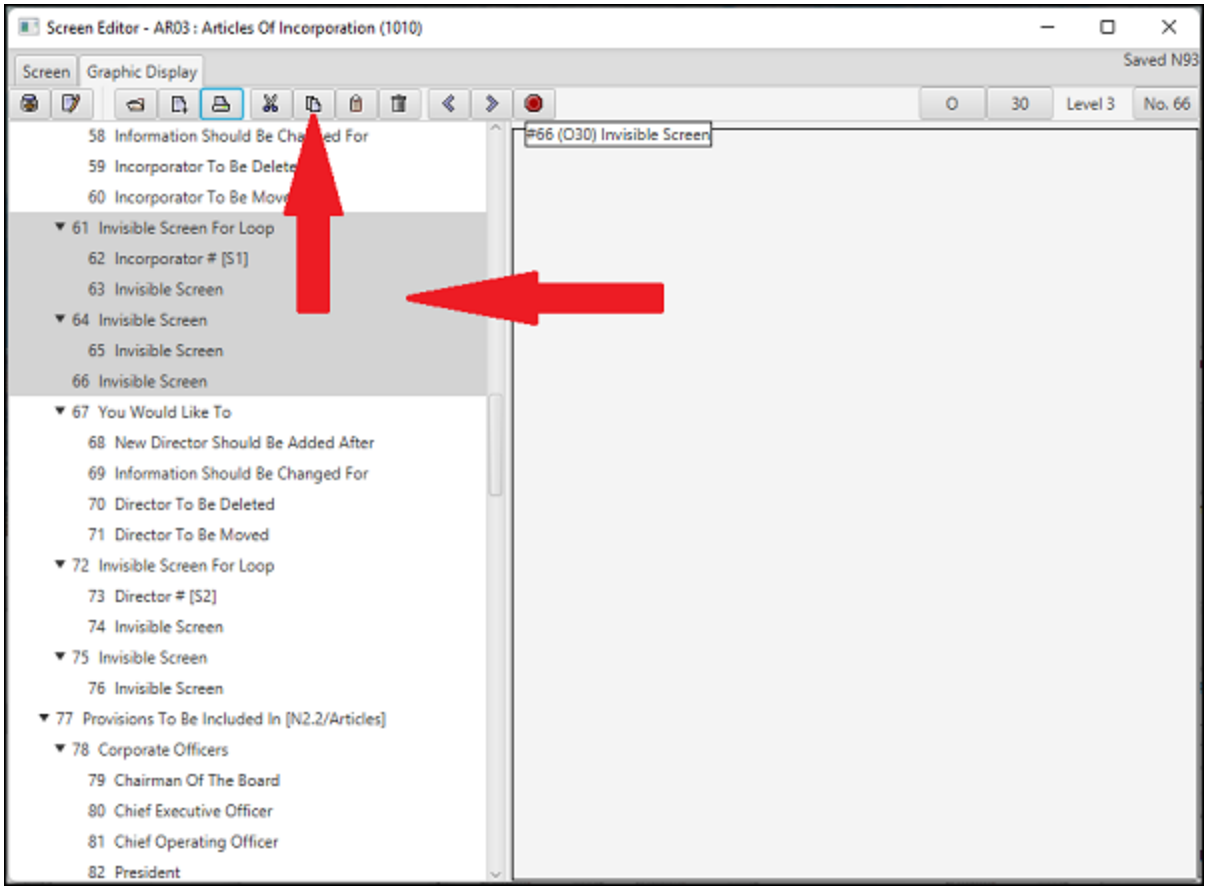


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Copy

- Click here to Copy the highlighted screens to the clipboard to paste somewhere else:

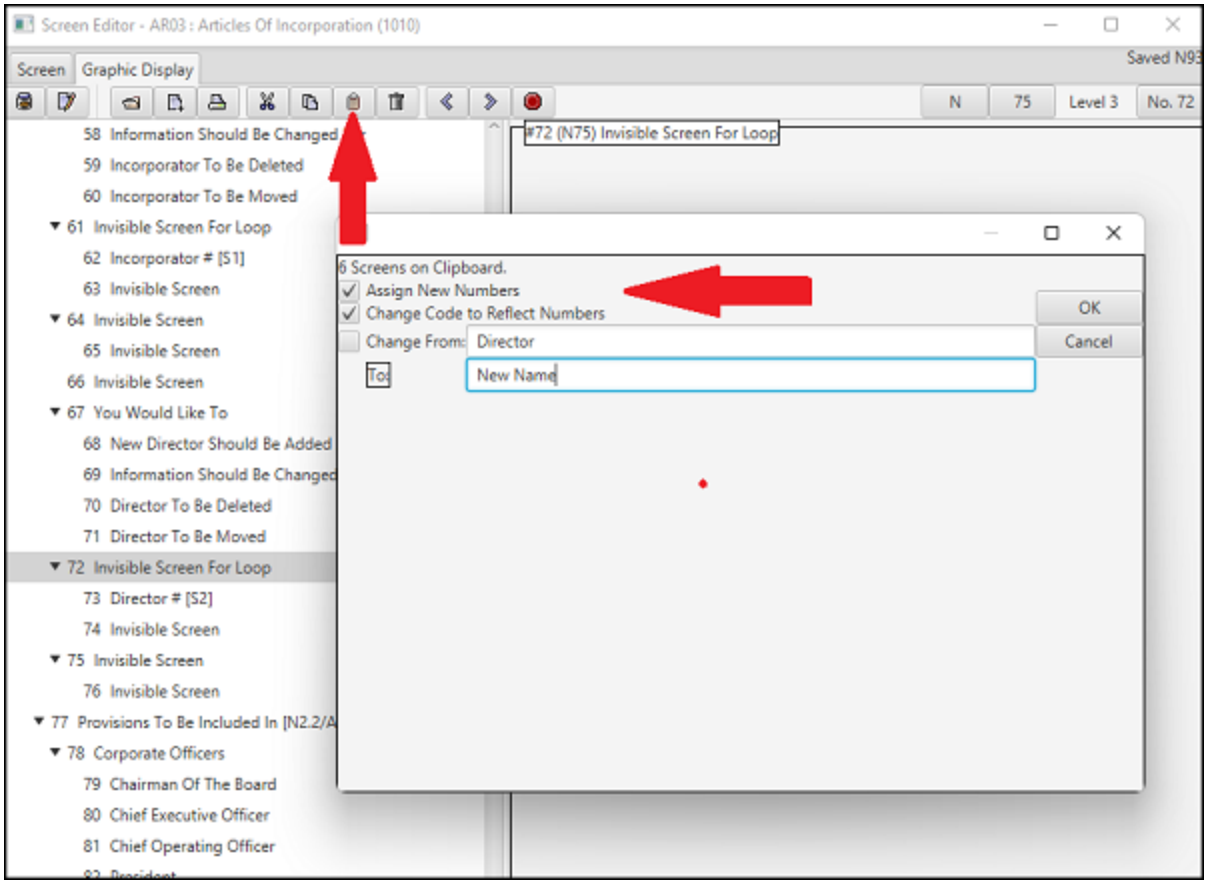


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Paste

- Click here to Paste the screens Cut or Copied to the clipboard below the highlighted screen::



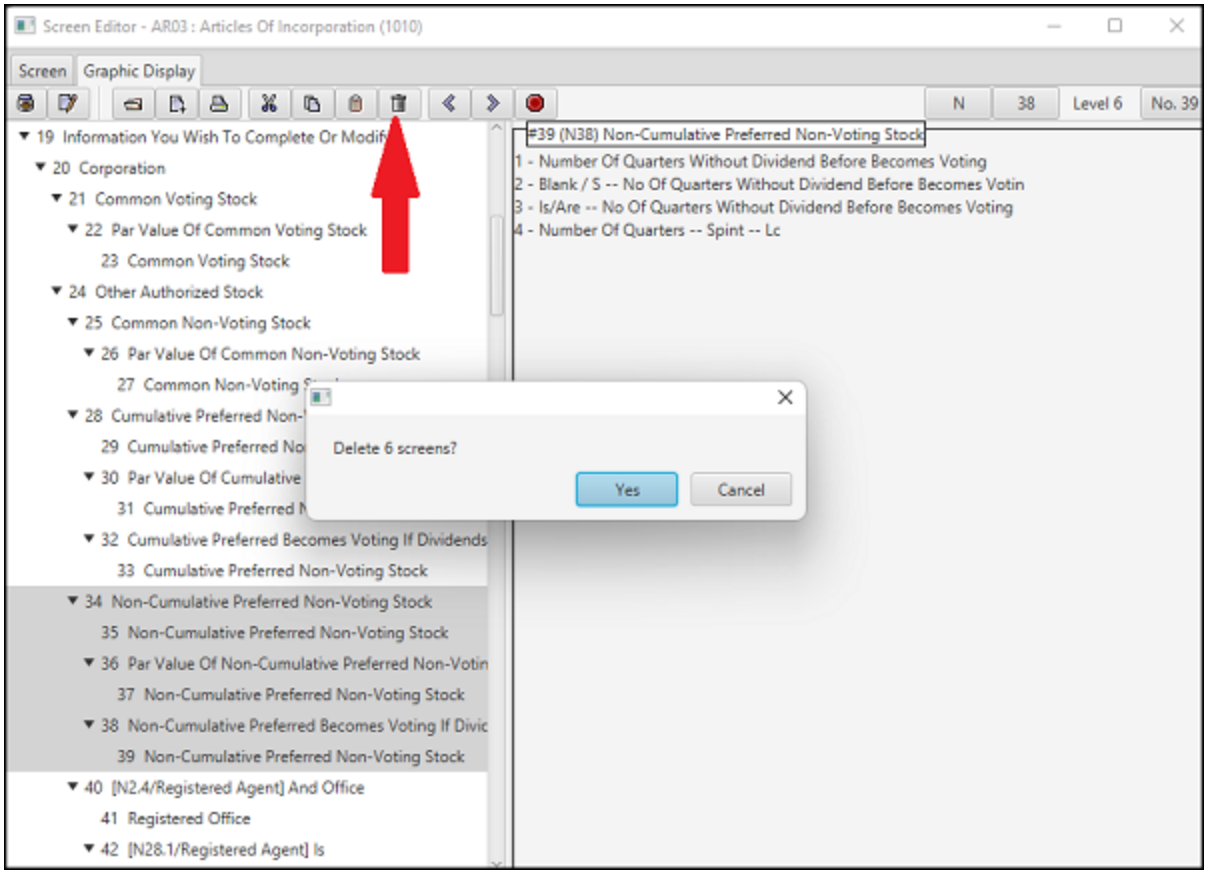
- New number(s) can be assigned to the Pasted scrreens, which is usual
- Words in the captions can be changed, such as from "Director" to "New Name"
- Codes which refer to screens being Pasted can be changed rom the old screen references to the new, which is usual

DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Delete Screens

- Click here to Delete the highlighted screens:



DPS 8 Editor - Screens > Graphic View > Icons >

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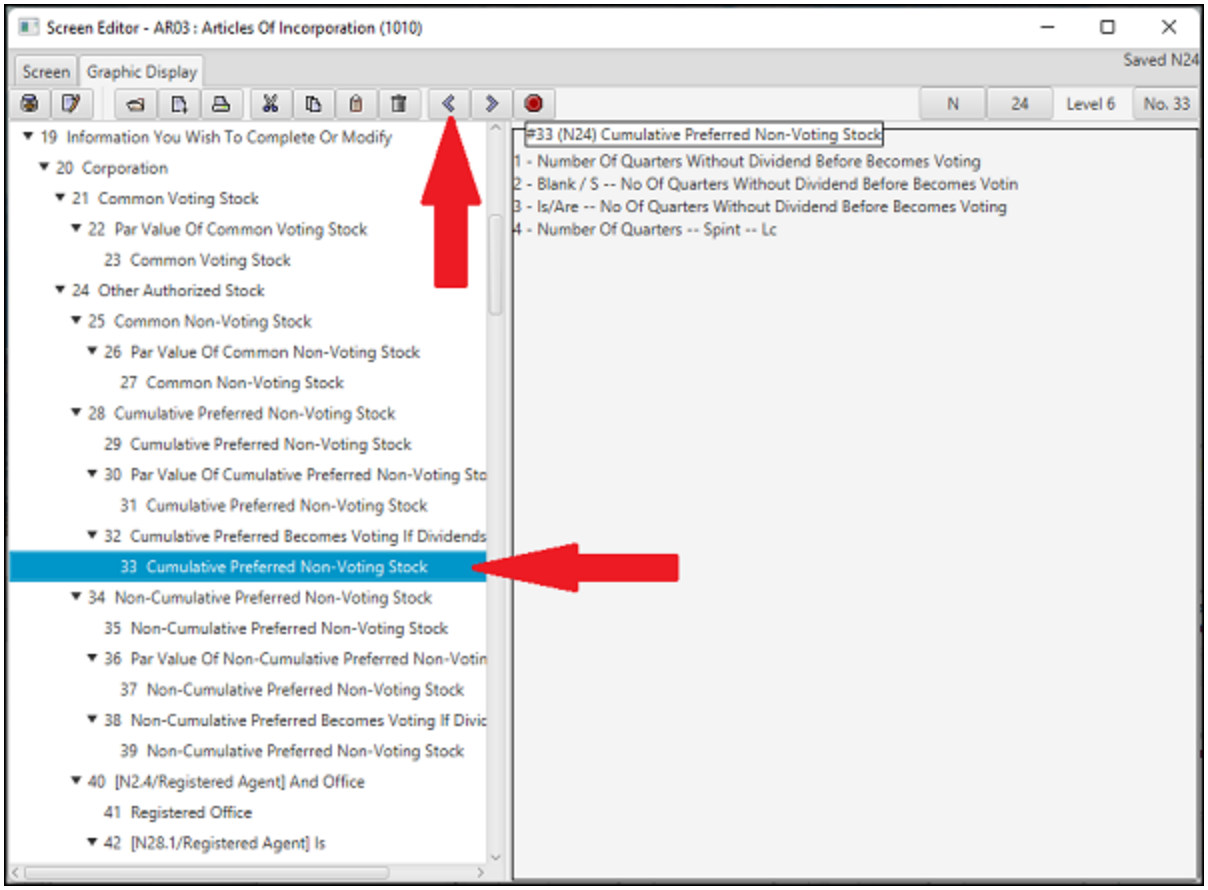
< Decrease Screen Level

- Click here to Decrease the level of the highlighted screen and all of its children to no less than the level of its Parent:

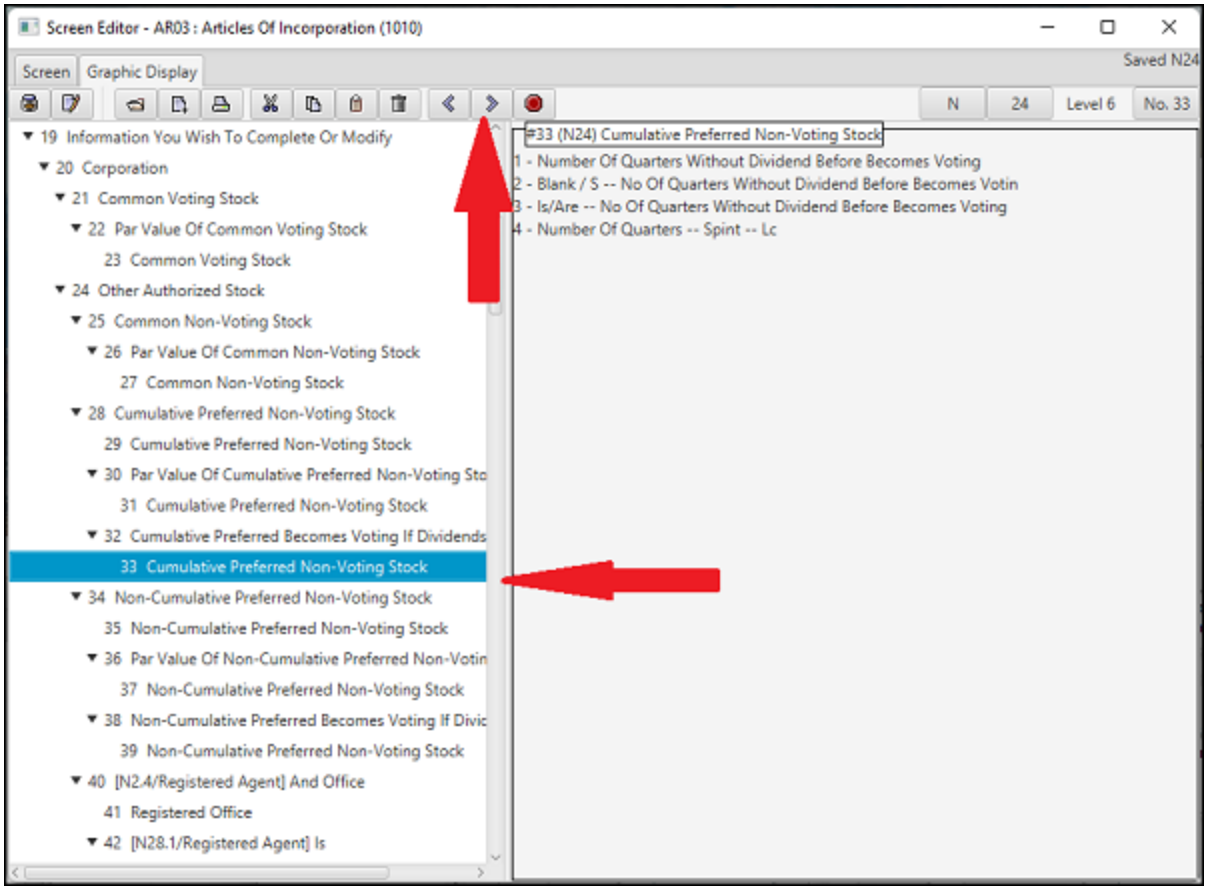


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

> Increase Screen Level

- Click here to Increase the level of the highlighted screen and all of its children to no more than one level greater than its Parent:

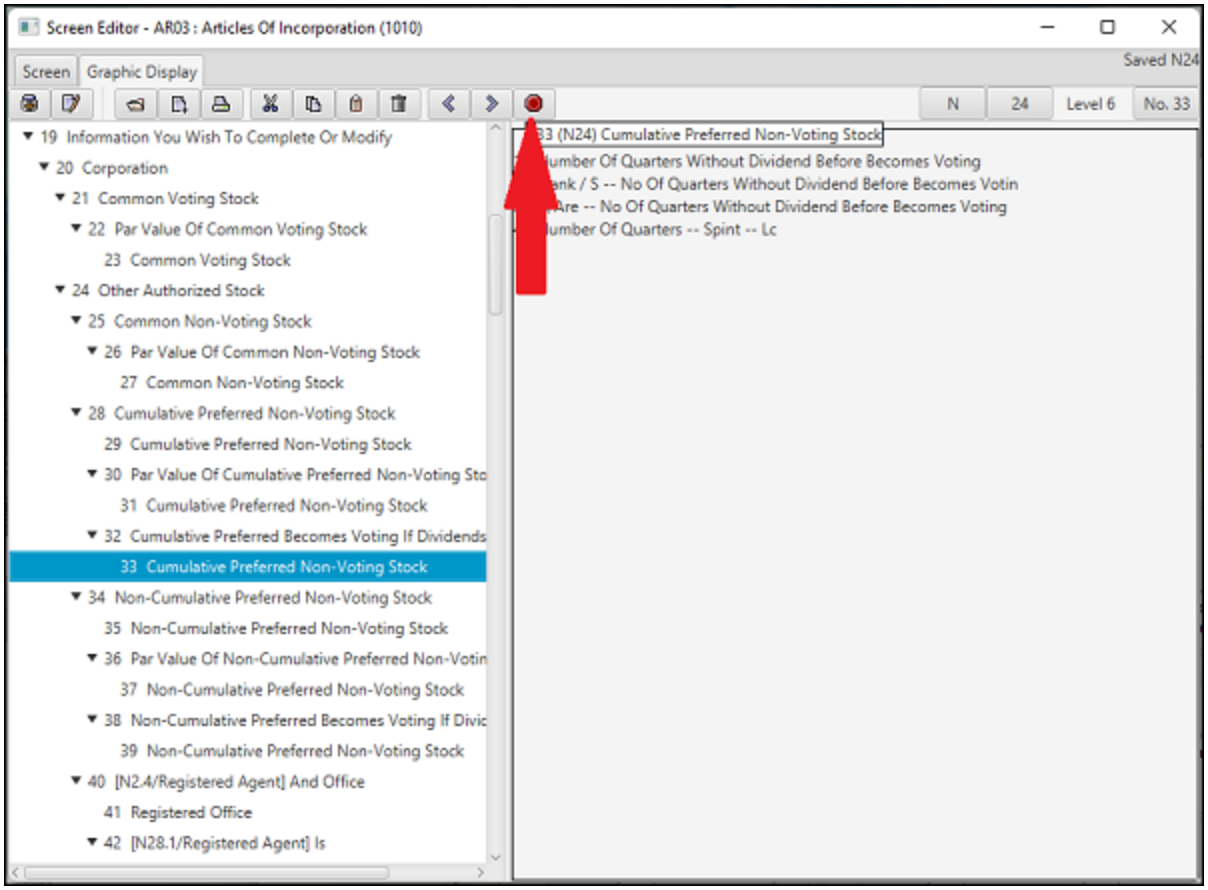


DPS 8 Editor - Screens > Graphic View > Icons >

Click here to send comments on this topic.

Exit Screen Editor

- Click here to Exit DPS 8 Editor, saving the Screens, Processing and Documents or disgarding any changes made in the Module:



DPS 8 Editor - Screens > Graphic View > Icons >

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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

Click here to send comments on this topic.