
Basic Procedures for Printing in 1-2-3

“Creating an Encoded File” is a platform-specific section added to the core 1-2-3 documentation. It also demonstrates the common approach used in a reference guide: conceptual information first with procedural text second; numbered lists, cross references, figures, notes, and tips included as needed. Team writer and peer editor.

This section explains how to create and print encoded and text files and to print ranges and graphs on a network printer. When a command includes the notation /Print [E,F,P], it means you can use the command to print to encoded and text files and to a print spooler.

Before you print, be sure to check the status of the printer and print queue that will print your data. Use the /System command to create a new UNIX shell and enter the UNIX command `lpstat`. If the default print spooler is unusually busy or not working, you can specify an alternative print spooler with the command /Print Printer Options Advanced Device Interface.

If you want the data to print on a printer or to an encoded file, be sure you have installed a printer for use with 1-2-3. If you are not sure if you installed a printer, select /Worksheet Global Default Status and see if 1-2-3 displays a printer name. If 1-2-3 does not display a printer name, check with your system administrator.

Creating an Encoded File

Encoded files contain both your data and the printer formatting codes appropriate for the type of printer selected with the /Worksheet Global Default Printer Name or /Print Printer Options Advanced Device Name commands. If your selected printer requires PostScript, 1-2-3 formats your data and graphs with PostScript codes. An encoded file formatted for a PostScript printer will print on any PostScript-compatible device.

Follow these steps to create an encoded file:

1. Make sure the printer on which you will print the file is current.

1-2-3 places the printer codes in the file to tell the printer about the print options you selected. The printer codes work only with the printer that is current when you create the file. To make a different printer current, use /Print [E,P] Options Advanced Device Name. After selecting the printer you want to use, Select Quit twice to return to the /Print [E,F,P] menu so you can continue with this procedure.

If you want to create an encoded file that contains PostScript formatting codes, make sure that your current printer supports PostScript.
 2. Select /Print Encoded.
 3. Specify a file name. In DOS-upper file mode, 1-2-3 automatically uses the extension `.ENC` for encoded files, unless you specify a different extension. In DOS-lower file mode, 1-2-3 automatically uses the extension `.enc`, unless you specify a different extension. In UNIX file mode, 1-2-3 does not automatically add an extension for encoded files.
 4. Select Align.

Selecting Align ensures that the headers, footers, and page breaks will be in the correct spot when you print the file.
 5. Specify the range or graph to print.

See /Print [E,F,P] Range or /Print [E,P] Image for information on specifying a range or graph to print.
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6. Select the print options.
See /Print [E,F,P] Options for a description of available print options.
7. Select Go to open the print job and begin formatting the data for the encoded file.
8. If you want to include more ranges or graphs in the file, repeat steps 5 and 7. 1-2-3 appends the new data to the same file.
9. If you specified a footer and you want it to appear on the last page of the print job, select Page.
10. Select Quit to finish creating the encoded file on disk and return 1-2-3 to READY mode.

NOTE

When you create an encoded file, 1-2-3 does not finish saving the file on disk until you leave the /Print [E,F,P] menu, either by selecting Quit or pressing **BREAK** or **ESC**.

TIPS

To print an encoded file on a printer, use a SunOS command like `lpr` or `lp`. For more details about UNIX print commands, consult your *SunOS Command Reference* or network administrator.
