



**JetTrac Letter[™]
Installation Guide
User Guide**

**Version 1.0
July 1, 2001**

Version History

Version History		
July 1, 2001	1.0	Initial release of JetTrac Letter provides inline text formatting and variable data insertion.

JetTrac Letter™ Installation Guide and User Guide July 1, 2001

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1.0 INTRODUCTION

1.1 Purpose

This document is a guide to installing, configuring and using the JetTrac Letter™ Custom Agent. This document includes detailed instructions for installation and configuration for JetTrac Letter.

1.2 Background

JetTrac Letter™ allows a user to create paragraphs and letters easily in a graphical interface. Any document that is able to be opened in a text editor can be opened in JetTrac Letter. Its graphical interface enables a user to format text in the Central formatting, without having prior knowledge of Central formatting.

JetTrac Letter™ is written in Java, but because it has a graphical interface it should be run only on Windows.

1.3 Organization of this Document

Section 1: Introduction

Section 2: Installation and Configuration Procedures for JetTrac Letter™

Section 3: Running JetTrac Letter™

1.4 Technical Support

If you need assistance in installing and configuring JetTrac Letter™, call Pro Technology Automation, Inc. at 805-527-1248 or e-mail us at support@protechinc.com. Please note that the JetTrac Letter™ license fee does not cover configuration services and technical support so there may be an additional charge. Please ensure you read these instructions carefully before calling for technical support.

2.0 INSTALLATION AND CONFIGURATION OF JETTRAC LETTER™

2.1 Installing Java

Refer to the document *What you need to know about Java and JetTrac Licensing* for installing the Java Runtime Environment (Java). It is available on the web at www.jettrac.net on the products page.

2.2 Installing JetTrac Letter

After the Java Runtime Environment is installed, you are ready to proceed to the JetTrac Letter files themselves. You will receive an installation ZIP file. Create a folder where you want to place the files, then unzip to that folder. The following files will be installed:

<u>Filename</u>	<u>Description</u>
RunJTLetter.bat	Batch file to run JetTrac Letter
JTLetter.jar	JetTrac Letter executable program file
Fields.db	List of fieldnames that you want to place on the form
Sample.fnf	Sample Field Nominated File with data
ClosedAccount.txt	Sample letter template file for a Closed Account letter
12345.bmp	Logo to print on sample document
Letter1.IFD	Generic form letter source file
Letter1.MDF	Generic form letter compiled form
Merge.bat	Batch file to run Print Agent

2.4 The JetTrac Letter Command Line

JetTrac Letter is a Java program and must be run from within the Java Runtime Environment. Assuming that you already have Java installed on your system, the format of the command line is:

```
java -jar [path and jar filename] Fields.db
```

A sample is:

```
java -jar c:\JetTrac\JTLetter\JTLetter.jar Fields.db
```

2.5 The Variable Fields File

This file contains the field names that you want to use in your letters. The format is very simple, one field name per every line with no spaces in each fieldname. A sample is:

```
Name  
Address1  
Address2  
City  
State  
Zip  
Country  
Spouse
```

This file will be used within the graphical interface to insert variable data field names into your document.

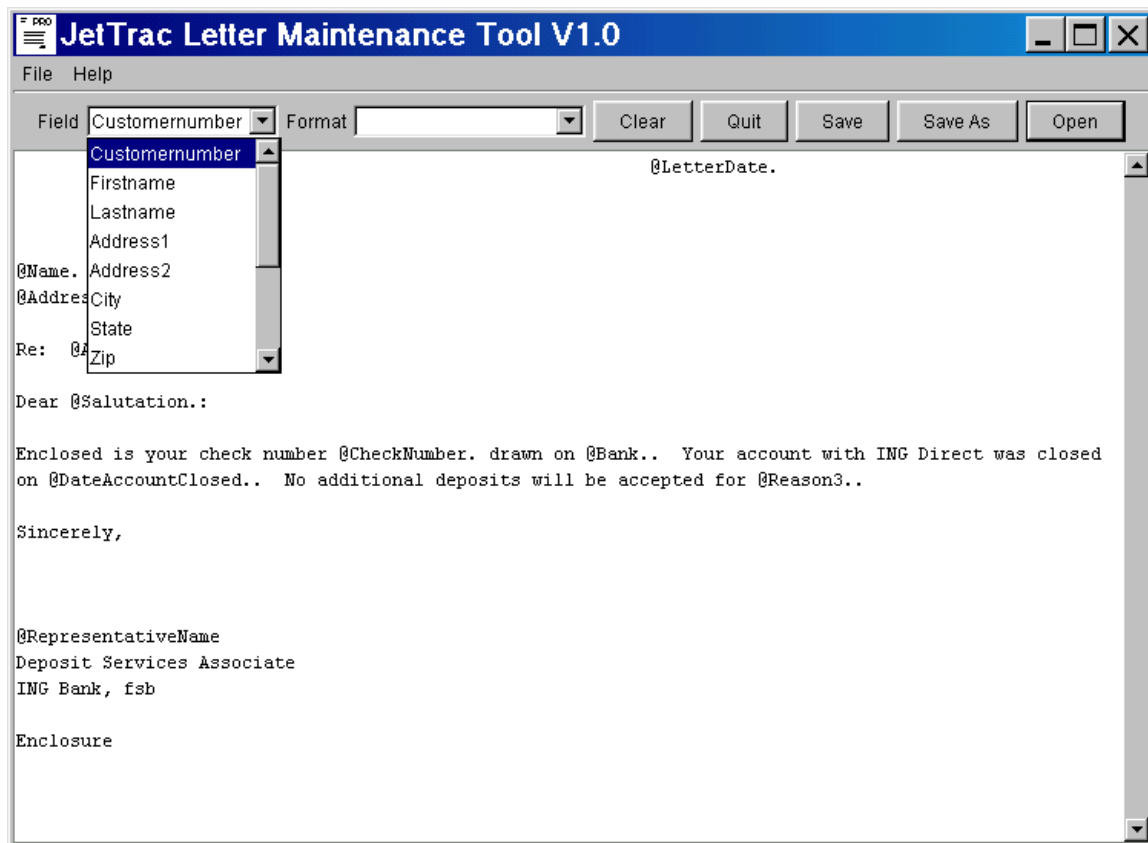
3.0 RUNNING JETTRAC LETTER™

3.1 Using JetTrac Letter as a Central Text Editor

Click open to open an existing document or just start typing to create a new document. Click on Save As if you are going to save it for the first time. If it has already been saved, then just click Save.

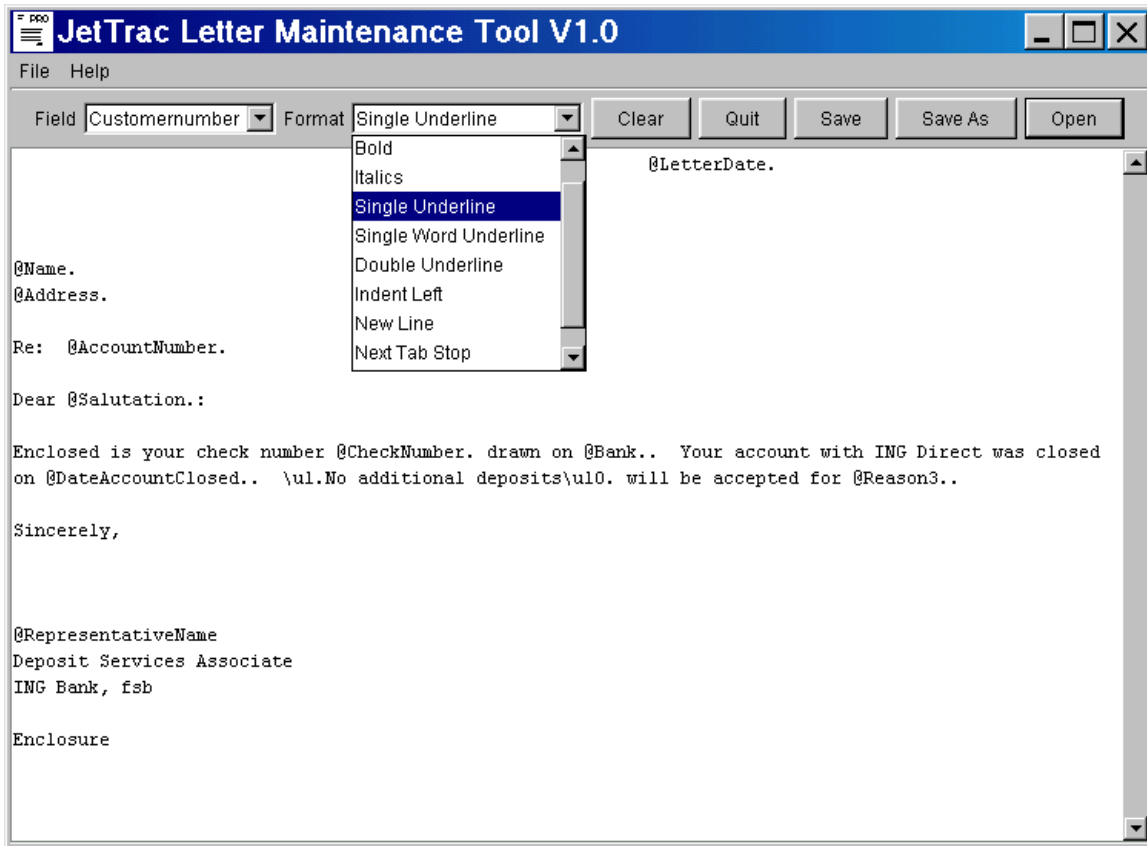
3.2 Inserting Fields

When you get to an area where you want a variable data field to be in the text, just click in the body of the letter where you want to set the field and select the field from the field list above. To confirm with the requirements of Adobe Central all fieldnames must start with “@” and end with a “.”. JetTrac Letter formats the field name correctly.



3.3 Formatting of Your Letter

JetTrac Letter easily allows you to format the text using formatting supported by Central. See below for an explanation of Inline Text Controls. Highlight what you want formatted, then click on the drop down menu in Format and scroll down till you get the text format you want.



Formatting that is currently supported in the graphical interface includes Bolding, Italics, Single Underline, Single Word Underline, Double Underline, Indent Left, New Line, Next Tab Stop and Unindent. For a complete list of supported commands see the Print Agent Reference Manual.

3.4 Inline Text Control Commands

Inline Text Control commands are a feature of the Central Print Agent that you can use when your data is in field-nominated mode. They enable you to control field formatting from within a data stream. Following are examples of the most commonly used commands:

\b (Set Bold Font)

FORMAT

\b[0]

To set bold on for the currently selected font, use the `\b` command. All text appears in bold until you issue the command “`\b0.`” To set bolding off.

`\c` (Select Color by Index Number)

FORMAT

`\cn`

To select a color by index number, use the `\c` command. *n* is the index number of a color in the Output Designer palette. Use the **Report with Fields** command in Output Designer for a list of the color index numbers for a form.

`\dn` (Lower Text from Baseline)

FORMAT

`\dn`

To lower or subscript text relative to the baseline, use the `\dn` command.

`\f` (Select Font by Index Number)

FORMAT

`\findex-number`

To select a font by index number from the internal font list contained within the form, use the `\f` command. Use the **Report with Fields** command in Output Designer for a list of the font index numbers for a form.

`\fn` (Select Font by Name)

FORMAT

`\fnfont-name`

To select a font by name from the internal font list contained within the form, use the `\fn` command. *font-name* must match, except for case, a font name compiled into the form. Enclose the font name in quotation marks in cases where the font name contains spaces or non-alphanumeric characters.

A sample is:

```
\fn"CG Times".This sentence is in the CG Times typeface.
```

results in:

This sentence is in the CG Times typeface .

\fs (Adjust Font Size)

FORMAT

`\fspoint-size`

To change the point size of the current typeface, use the `\fs` command. This command is valid only for scalable fonts. You express the font size in decipoints. The decipoints unit enables you to select a size in tenths of a point as a whole number. For example, 10.5 point becomes 105 decipoints.

\i (Set Italics Font)

FORMAT

`\i[0]`

To set italics for the currently selected font, use the `\i` command. All text appears in italics until you issue the command “`\i0.`” To set italics off.

\li (Indent Left Margin to Next Tab Stop)

FORMAT

`\li[0]`

To indent the left margin to the next tab stop, use the `\li` command. Repeat the command to indent multiple tab stops. All text appears left indented until you issue the command “`\li0.`” To set indenting off. When indenting is et off, succeeding text appears at the field’s left margin.

\t (Move to Next Tab Stop)

FORMAT

`\t`

To move to the next tab stop, use the `\t` command. Repeat the command to move multiple tab stops. This is an alternative to embedding an “ASCII decimal 9” (tab) in the data stream to signify a move to the next tab stop.

\ui (Unindent Left Margin to Previous Tab Stop)

FORMAT

`\ui`

To unindent the left margin to the previous tab stop, use the `\ui` command. Repeat the command to unindent multiple tab stops.

\ul (Set Underlining)

FORMAT

`\ul[w]|db|0]`

To set underlining on for the currently selected font, use the `\ul` command. To set underlining off, use the “`\ul0.`” command. The `w` option enables word underlining. The `db` option enables double underlining.

\up (Raise Text from Baseline)

FORMAT

`\up[points]`

To raise text relative to the baseline, use the `\up` command. The baseline is an imaginary horizontal line directly beneath the line of text. `points` is the number of points to raise the text, relative to the baseline. The default is 3 points. This command does not affect the size of the current font, only its position on the line. All text appears raised until you issue the “`\up0.`” command to return the text to the baseline.

3.5 Implementing your files in Adobe Central

The resulting files from using JetTrac Letter can be implemented in Adobe Central several ways, most commonly using the `^FILE` command within the Field Nominated File. In your form you can have a field defined that will accept the data contained in the files created by JetTrac Letter. These can be called with the `^FILE` command.

We will illustrate with a simple example. Let’s say that you have a Field Nominated File as follows (see `Sample.fnf` in the zip file):

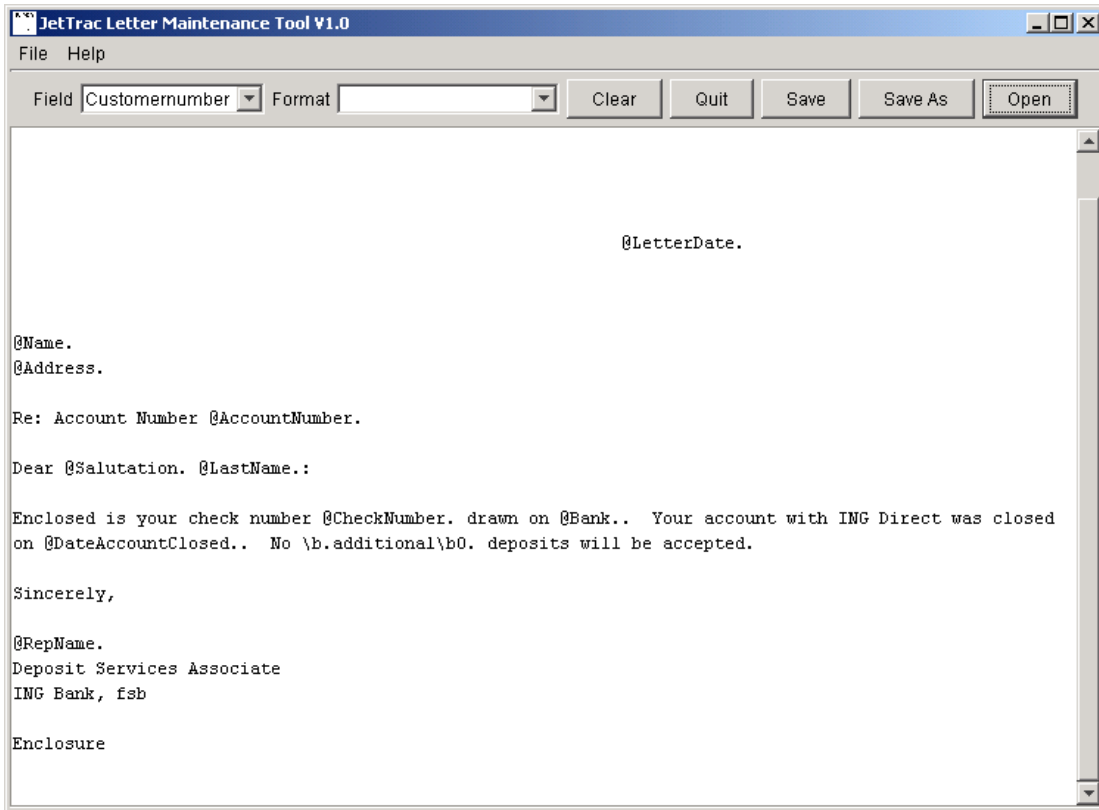
```
^form Letter1
^field StartDoc
```

```
^global TransactionCode
ClosedAccount
^global Customernumber
12345
^global LetterDate
```

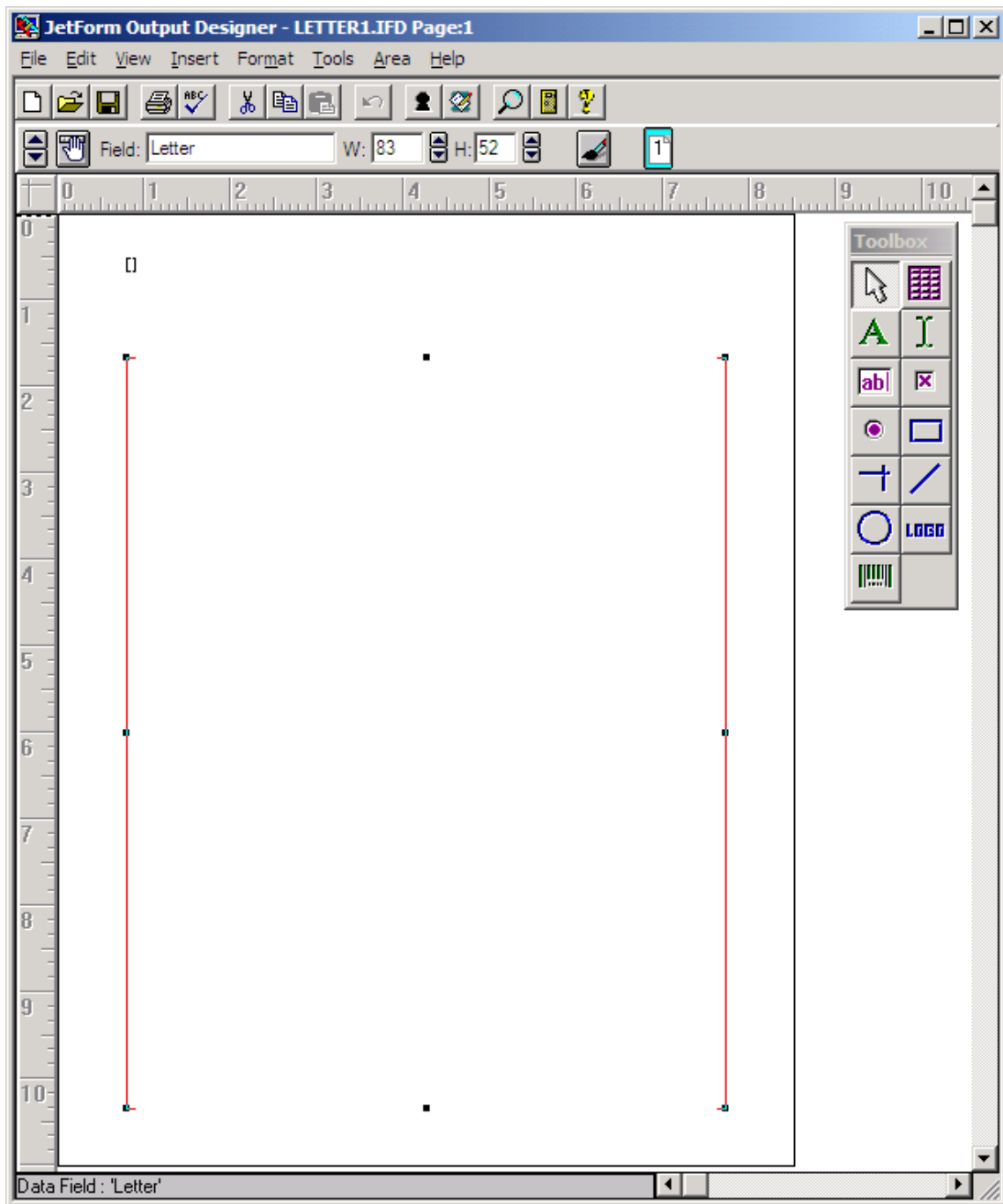
October 25, 2001
^global Salutation
Mr.
^global FirstName
Bill
^global LastName
Smith
^global Name
Bill Smith
^global Address
1234 Anywhere Street, Suite 987
Los Angeles, CA 91234
^global Accountnumber
24680
^global Accountbalance
\$9,753.12
^global CheckAmount
\$345.89
^global BTAmount
\$12,452.23
^global Bank
Bank of America
^global CheckNumber
13579
^global DateAccountClosed
12/18/2001
^global Reptime
Mary Jones
^field LogoPosition
^graph @CustomerNumber..bmp
^field Letter
^file @TransactionCode..txt

Notice that all the fields are defined as Globals. We are printing the logo based on the value of CustomerNumber and we are calling the correct Letter template based on the value of TransactionCode (ClosedAccount in this case).

Here is what the Closed Account Letter Template file looks like in JetTrac Letter:



Now we need a form. All that is in the form are two fields – a logo positioning field and a large field that is going to hold the contents of your letter. Here is a screen shot:

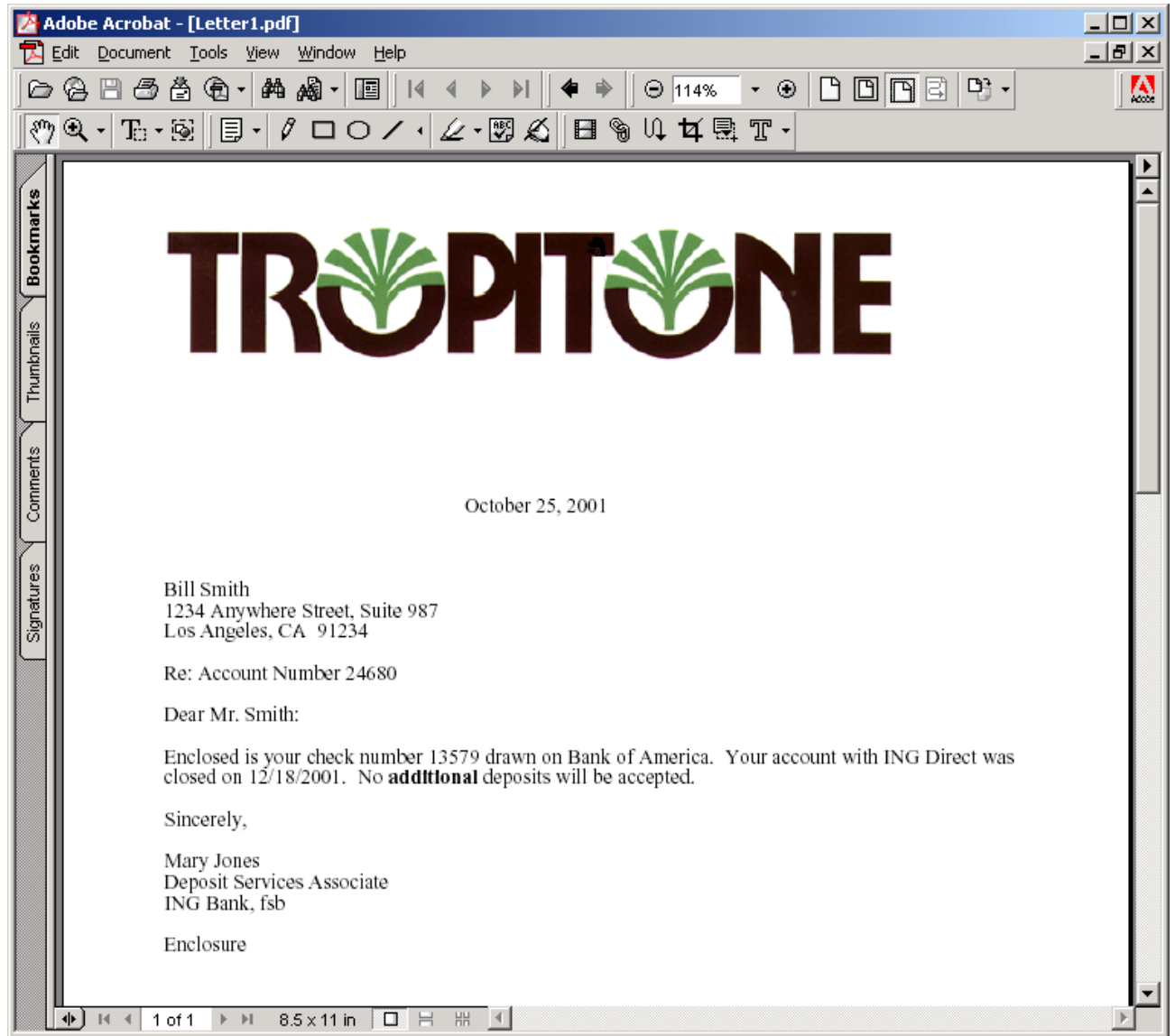


Print Agent command line. To keep things simple we have included a batch file (Merge.bat) that runs the Print Agent of Adobe Central (JFMERGE). Here is the command line

```
c:\adobe\transedit\jfmerge * Sample.fnf -afxon -rtrunc -zLetter1.pdf
```

Note: We are assuming that you have the Visual Transformation Editor installed in the above path.

If you double click on the Merge.bat file a PDF file will be created merging the data into the letter template file. Here is what the PDF file would look like in Acrobat:



You can customize this process many different ways. The **bottom line benefits** is a very easy to use interface to design your letter templates or paragraphs for a document such as a loan document or insurance policy. This works as long as you can design a form to fit the type of data you are merging in.

Also, the people that need to change the templates do not need to have a license of the forms design package on their desktop.