

FormPac Plus Instructions (8902D-02)



Please review the following information prior to submitting your order. Refer to the *FormPac Plus* Statement of Work (8902B-02) for additional terms and conditions. Questions should be directed to the IBM Application Solutions Group (IBM ASG) at (303) 924-6700.

Step 1 - Complete the bottom portion of the *FormPAC Plus* Statement of Work (SOW). Be sure to include all requested information.

Note: The *FormPAC Plus* SOW must be completed once per year for each customer with a unique customer number. For example, a company may have an enterprise number, and multiple, individual customer numbers. Each area having a unique customer number must have a separate, signed SOW.

Step 2 - Complete the *FormPAC Plus* Order Form. The Order Form must be completed each time a request for resources is submitted. Following is a more detailed explanation of some Order Form sections:

1. FormPAC converts preprinted forms to AFP electronic overlays. A standard form definition (formdef) will be provided for MVS, VM, and VSE forms. A form is defined as a single-sided image; a duplex form would consist of two single-sided overlays and would be invoiced as two forms. If a form has multiple copies, the copies would be usually be invoiced as form modifications (ModPAC).

AFP architecture provides for most elements found on preprinted forms (i.e. lines, boxes, fonts, shading and images). However, a form may have some features that require either additional resources (i.e. special fonts or images supplied by customer, or custom made), will require two (2) different approaches. For example, reverse image text requires a custom font unless a bold font is substituted. Some elements (i.e. shading) can affect printer performance. Note: Additional charges will be assessed and the customer notified.

Any special font considerations must be identified on the Order Form. The IBM AFPCore Interchange Fonts/Compatibility Fonts will be used to match the fonts on your preprinted form as closely as possible. If this standard set of AFP fonts is not available on your system, it may be purchased as the "AFP Font Collection", Program Number 5648-113. (Please note FAX/400 requires 240 PEL FONTS.)

In the case of AS/400 forms, instructions to modify the print file will be included with the resources.

2. ModPAC provides both simple modifications to an existing form or complex redesign. Simple modifications would consist of minor changes of text or fonts. A redesign would include changes in form size, form orientation, composition of incomplete forms, or major changes to existing forms. The IBM ASG will determine whether the changes requested are "modifications" or "redesign".
3. PagePAC provides page definitions (pagedefs) to merge pre-formatted application data on the composed page, or add options such as field processing, conditional processing, font selection and page formats to an existing pagedef.
4. Simple pagedefs merge pre-formatted application data on the composed page. These pagedefs **do not** require field level or conditional processing, multiple fonts, or multiple page formats. Pre-formatted pagedefs are typically conversions of impact applications to electronic forms. Modifications to customer-supplied pagedefs may also fall into this category.

Complex pagedefs add such options as field processing, conditional processing, font selection, and page formats to a new or existing pagedef. With complex pagedefs, one print line record is used per line printed on the page, with a maximum of ten page formats.

Any page definition that does not fit into the above categories is considered "custom" and will be defined and priced accordingly.

A print application with pagedefs requires the following materials prior to the project start:

- Preprinted forms, with and without application data.
- Test data, in specified tape format, that represents the complete production variability of the application.
- Any other required resources (i.e. record layouts, custom fonts, FCBs, overlays, documentation, etc.).

5. ScanPAC converts hard copy images to AFP page segments (psegs). The quality of the end product is highly dependent on the quality of the source material.

Signatures: Three (3) originals, of each signature to be scanned, should be submitted on white paper using a fine tip, black felt pen. The signature should normally be in the exact size desired in the application. Any special sizing requirements must be noted on the order. No touch up, other than for scanning defects, is included as part of this offering.

All other images should be submitted as "camera ready copy" or as a very high quality, high contrast original (black and white preferred). Any special sizing requirements must be noted on the order.

There are many image types. ScanPAC will deliver AFP basic, compressed, and TIFF image formats. Compressed (IOCA or 101) enhances performance, but the printer must support its decompression. Compressed image is supported on the 3812, 3816, 3912, 3916, 3930, 4028, and other IBM printers equipped with the Advanced Function Image and Graphics (AFIG) feature. TIFF is a non-AFP image format used widely on PC systems.

Note: Electronic formats (i.e. TIFF, BMP, etc.) may be acceptable as source input; however, high contrast originals are still required.

A number of ScanPAC variations are available. Watermarks are shaded images, normally used in the form background.

An image overlay is a ScanPAC image that is 'placed' on a blank overlay. For applications requiring certain performance or placement flexibility, an image can be placed or tiled into a custom font. All logo images receive full touchup in order to produce the highest quality electronic image. Larger images will be handled on a custom service basis.

6. Media Type - The customer must specify media and pel density for receipt of output. Choices include most standard tape and diskette formats.
7. System Type - The customer must specify the operating system on which the output will operate (e.g., MVS, AS/400, etc.).
8. Printer Type - The customer must specify all printers that will print the desired output. The IBM ASG uses this information to create output consistent with the capabilities of the printers.

Step 3 - Send the completed Order Form and all required resources to:

IBM Printing Systems Division
6300 Diagonal Highway, 003B
Boulder, Colorado 80301-9191
Attn: Application Solutions Group

Application Performance

Application performance is dependent on a number of factors such as: number of fonts, image area, total area of shading, and overall form density. FormPAC converts your preprinted form to an electronic form. No performance guarantees are made. If performance is critical, additional services can be provided to design and tune the application. For example, if you have an 'on-demand' job that prints one page, and print time is critical, design and implementation assistance is available.

Please refer to the *FormPAC Plus* Order Form for specific charges for each service. A \$50.00 shipping, handling and media charge is added to each order. Rush charge is \$75.00 minimum or 10% of the total order.

Before you send in your Order Form, have you:

1. Installed all the necessary AFP Fonts on your system?
2. Enclosed form originals; not fax or copy?
3. Enclosed printouts of forms with data?
4. Enclosed camera-ready artwork, or signatures, for ScanPAC images?
5. Sent any "electronic" artwork in Black & White only (No gray scale)?
6. Noted any special requirements or sizing for ScanPac images?
7. Specified special form considerations?
 - a. Do you want form shading taken off?
 - b. Noted if you require Reverse image fonts? (We will normally replace them with bold fonts and shading.)
 - c. Have you noted forms with multiple copies?
 - d. Did you provide materials for images within the form?
 - e. Did you check the form and printer for edge-to-edge print capability/restrictions?