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# MiniWord

Training Manual

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# BEFORE YOU BEGIN

The “functions” referred to in this training guide are only applicable when using a keyboard which provides function keys. On Hewlett Packard terminals and personal computers, function keys are labeled in the “boxes” at the bottom of the screen. These function keys, also referred to as SoftKeys, correspond to the F1 through F8 keys on the keyboard. To use the function keys press the F# key which corresponds to the desired function appearing in a box on the screen. In ascending order, the F# keys correspond to the boxes on the screen as you move from left to right. Thus, the F2 key, corresponds to the second box from the left. With all other terminal types, use the “ESC” key plus a numeric key to simulate an F# key.

Minisoft word processing also features a CTRL key approach for the quick execution of most word processing commands. Often the CTRL keys can be used to reduce the number of keystrokes required to execute a particular command. The CTRL key sequences are available on all machines and terminals. To access a CTRL key sequence, press the key labeled “CTRL”, then while the key is still depressed, press the appropriate alpha key. A CTRL key template is available to help identify the valid CTRL keys.

The following is a list of the valid CTRL keys:

CTRL + A = Advanced	CTRL + O = Overstrike
CTRL + B = Bold	CTRL + P = Page
CTRL + C = Center	CTRL + Q = Up arrow
CTRL + D = Delete	CTRL + S = Backup
CTRL + E = Right Arrow	CTRL + T = Doc/Text Insert
CTRL + F = Insert	CTRL + U = Screen
CTRL + G = Format	CTRL + V = Search and Replace
CTRL + H = Backspace	CTRL + W = Down arrow
CTRL + I = Tab	CTRL + X = Subscript
CTRL + J = Word or Variable	CTRL + Y = End
CTRL + K = Sentence	CTRL + Z = Superscript
CTRL + L = Line	CTRL + - = Shift then Underline
CTRL + M = Paragraph	CTRL + -> = End of Line (PC Only)
CTRL + N = Move/Copy	CTRL + <- = Beginning Line (PC Only)

MPE/iX users will use CTRL + R to enable the backup function. Using CTRL + S on MPE/iX systems causes the terminal to freeze. If this happens, press CTRL + Q to unfreeze the terminal. Whenever the “PARAGRAPH” function key is referenced you may also use the [RETURN] key on your keyboard. To access the “TAB” function use your [TAB] key or CTRL/I. To use the “BACKSPACE” function press your [BACKSPACE] key or CTRL/H.



# TRAINING LESSON 1

*Estimated Time - 15 to 30 minutes*

Training Lesson 1 will introduce you to the following MiniWord features:

- Use of Function and CTRL Keys
- How to Create a New Document
- How to Name a Document
- Cursor Movement Within Fields
- Format Ruler
- How to Type a Letter
- Word Wrap

## CREATING A DOCUMENT

Type MiniWord at the appropriate prompt for your computer system and press [RETURN]. (ie: either ( : ) on the HP3000, (CI>) on the HP1000, the ( > ) on the PC, or ( # ) on UNIX) The MiniWord “Task Selection Menu” should be displayed (**Figure 1**).

Select “1 – Create a Document” by typing in the number “1”.

```
Document name..[                               ]
Folder.....[ ]
```

Your document may have names up to 24 characters in length. Upper or lower case letters are allowed in this required field.

Type in your “firstname” in the document name field.

Press [TAB] or CTRL/I or the [RETURN] key.

MiniWord, Version 6.10.a  
(c) copyright, 1983, Minisoft, Inc.  
Licensed to: ABC Manufacturing  
Task Selection Menu  
1 - Create a Document  
2 - Edit a Document  
3 - Delete a Document  
4 - Print/Display Document List  
5 - Print a Document  
6 - List Processing  
7 - Utilities  
0 - Exit

*Figure 1*  
*Task Selection Menu*

The cursor, a flashing underline or block, indicates your position within a “field” (a field is an area of text within a menu). The following list describes the valid ways to move the cursor within a field.

1. The spacebar.
2. The backspace key (to move left).
3. CTRL/E (to move right).
4. Typing to the end of the field will automatically take you to the next field.
5. [RETURN], CTRL/M, CTRL/I or [TAB] to move from one field to the next.
6. Press [SHIFT], then while the key is still depressed, press [TAB] to move back one field.

The cursor should now be in the field labeled “FOLDER”. Leaving this field blank on the HP3000 implies that the logon group and account is to be used. To access documents outside of the logon group and account, just type in the correct GROUP.ACCOUNT using one of the previously stated methods to move the cursor. For personal computer users the folder field specifies which disk drive to access. For example, typing C: into the folder field would instruct MiniWord to access the C disk drive. Typing C:\Subdirectory Name would allow the user to access a specific subdirectory on the C disk drive.

When you are satisfied that all of fields are filled in correctly, press “ADVANCE” or CTRL/A to proceed.

Figure 2: Task Selection Menu



## TYPING A LETTER

Look at the edit area as it is displayed. The document name, page, line and column counters are in the upper left hand corner of the screen. These counters tell you the location of the cursor. The format ruler is the dotted line that appears across the top of the screen. It will contain an “L” to mark the left margin, a “T” to mark the default [TAB], and “R” to mark the right margin. At the bottom of the screen you will see the above eight Softkeys (**Figure 2**).

Note: An on-line HELP facility is available by pressing the HELP SoftKey which is located on every set of Softkeys. The help program brings up information that corresponds to your particular location in MiniWord and displays it on the screen.

Type in the document as shown on page 12. Only press the [RETURN] key where indicated. If your keyboard does not have a [RETURN] key, the “PARAGRAPH” function key or CTRL/M may be used instead. If your keyboard has a [TAB] key, this may be used in place of CTRL/I. If you make an error while typing, proceed without making any corrections. The more errors you have, the more material you will have for Lesson 2!

*July 9, 1990* [Press RETURN twice]

*Ms. Jane Doe* [Press RETURN]

*Purchasing Agent* [Press RETURN]

*ABC Company* [Press RETURN]

*123 ABC Street* [Press RETURN]

*Anytown, WA 98000* [ Press RETURN]

*Dear Ms. Doe:* [Press RETURN twice]

*Figure 3: Completed Letter*

FIRSTNAME  
PG 0001 LINE 33 COL 021  
L.....T.....R...  
#July 9, 1990  
>  
>Ms. Jane Doe  
>Purchasing Agent  
>ABC Company  
>123 ABC Street  
>Anytown, WA 98000  
>  
>Dear Ms. Doe:  
>  
> ^Thank you for your interest in XYZ Manufacturing. XYZ Manufacturing is an industry leader in the manufacturing of widgets, gidgets, and gadgets. Our products are unmatched in quality, performance, and value.  
>  
> ^You mentioned that your company was considering discontinuing its manufacturing of widgets, gidgets, and gadgets, and is looking for a company to supply large quantities of these items at very competitive prices. I have enclosed a price schedule that reflects a 15% discount off of our standard price. This pricing is good through this month, only if you will commit to the minimum annual quantities outlined in the price schedule.  
>  
> ^Our products are of the finest quality, and carry an unconditional guarantee.  
>  
> ^I look forward to hearing from you soon.  
>  
>Sincerely,  
>  
>  
>  
>Jim Slim  
>Sales Representative\_

[TAB] *Thank you for your interest in XYZ Manufacturing. XYZ Manufacturing is an industry leader in the manufacturing of widgets, gadgets, and gizmos. Our products are unmatched in quality, performance, and value.* [Press RETURN twice]

[TAB] *You mentioned that your company was considering discontinuing its manufacturing of widgets, gadgets, and gizmos, and is looking for a company to supply large quantities of these items at very competitive prices. I have enclosed a price schedule that reflects a 15% discount off of our standard prices. This pricing is good through this month, only if you will commit to the minimum annual quantities outlined in the price schedule.* [Press RETURN twice]

[TAB] *Our products are of the finest quality, and carry an unconditional guarantee.* [Press RETURN twice]

[TAB] *I look forward to hearing from you soon.* [Press RETURN twice]

*Sincerely,* [Press RETURN four times]

*Jim Slim* [Press RETURN]

*Sales Representatives* [Press RETURN]

If you have typed without error, your document should look like the following (**Figure 3**).

### **EXITING MINIWORD**

To save your document you must leave the edit area. Press the “END” SoftKey or CTRL/Y twice. MiniWord automatically saves the document and returns you to the “Task Selection Menu”

## **A SHORT REVIEW**

1. Create a new document using your first name and the number “1” (firstname1).
2. Type a short letter and exit MiniWord.

If you have successfully completed the above review you are ready to continue with Lesson 2. If you do not feel comfortable with Lesson 1, feel free to repeat the lesson.

Note: If the proceeding lesson is to be repeated, use a new name when creating the document. If the same name is used, an error message “Document Already Exists” will appear.

If you do not wish to continue with the next lesson at this time you must exit MiniWord by pressing the number zero, “0 – Exit”, at the “Task Selection Menu”.

# TRAINING LESSON 2

*Estimated Time – 15 to 30 minutes*

Training Lesson 2 will introduce you to the following MiniWord features:

- How to edit an existing document
- MiniWord indicators
- Cursor movement inside the document
- Typeovers
- How to insert text
- How to delete tabs
- How to delete paragraph or [RETURN] marks
- How to bold text
- Spell check

## **CALLING UP AND EXISTING DOCUMENT**

From the MiniWord “Task Selection Menu” type in the number two, to select option “2 – Edit a Document”.

In the document name field, type in your Firstname and press [RETURN]. The cursor should now be in the field labeled “FOLDER”. If the folder field is left blank then MiniWord defaults to the current logon. HP3000 users should type in the correct GROUP. ACCOUNT ie: PUB.MINISOFT. Personal computer users should type A:, B:, or C: in the folder field to indicate the correct disk drive. PC users can also type \subdirectory in the folder field.

Press “ADVANCED” or CTRL/A to proceed to the edit area.

## MINIWORD INDICATORS

In the edit area, column 1 is reserved for MiniWord indicators. These symbols will not be printed. If you look at the document “Firstname” on your screen you should see some of the following indicators at the far left of your screen.

# - marks a forced page with page parameters

\* - marks a forced page without page parameters

+ - marks an automatic page break

> - marks a [RETURN] or paragraph

\$ - marks a comment line

The [TAB] and [CENTER] indicators vary from the ones above. These indicators appear inside the body of the text. However, the [TAB] and [CENTER] marks are not printed along with the text.

^ - marks a [TAB]

< - marks a [CENTER]

## MOVEMENT INSIDE MINIWORD DOCUMENTS

The following examples will demonstrate the various ways to move inside a MiniWord document:

### 1. *Movement by Character*

To move to the “0” in “1990”:

Press the right arrow key eleven times.

To move to the “1” in “1990”:

Press the left arrow key or “Backspace” key three times.

### 2. *Movement by Line*

To move to the “n” in “Purchasing”:

Press the down arrow key three times.



### 3. *Movement by Screen*

To move to the bottom of the page:  
Press the “Page Down” or “Next” key once.

To move to the top of the page:  
Press the “Page UP” or “Previous” key once.

### 4. *Go to a Specific Page Number*

To move quickly through a document use the “GO TO PAGE#” function.

To get to the end of the document:  
Press “OTHER MOVEMENT”  
Press “Go To Page #”.  
Type the number 2 and press [RETURN].

## **MAKING CORRECTIONS**

### 1. *Typeover*

Alter “Purchasing Agent” to “Purchasing Manager”

Position the cursor at the “A” in “Agent” with the cursor arrow keys.

Type the word “Manager”

### 2. *Inserting Words*

To add the words “As you may know”, in front of the sentence that begins with “XYZ Manufacturing is an industry leader” place the cursor at the “X” in “XYZ Manufacturing is an industry leader”. If “INSERT” is not displayed in Function Key “F1” press “F8” “INITIAL KEYS” and then “MAIN FUNCT’NS”.

Press “INSERT” or CTRL/F. Notice that the text after “XYZ” drops away.

Type “As you may know” and press the spacebar once.

Press “INSERT” or CTRL/F again and the text will automatically reformat.

### 3. *Delete Tabs*

To delete a [TAB] mark, position the cursor one column to the right of the “^” mark, then delete it. Your cursor should be positioned at the “T” in “Thank you”.

Press “DELETE” or CTRL/D and then press [TAB].

You can use the tab key on your terminal keyboard or CTRL/I for [TAB].

Position the cursor at the “Y” in “You mentioned”.

Press “DELETE” or CTRL/D

Press [TAB] or CTRL/I.

Position the cursor at the “O” in “Our products are of the finest”.

Press “DELETE” or CTRL/D.

Press [TAB] or CTRL/I

Position the cursor at the “I” in “I look forward”.

Press “DELETE” or CTRL/D.

Press [TAB] or CTRL/I.

A more efficient method for deleting these four tab marks would be to delete the tab position from the format ruler. Move your cursor to the beginning of the document.

Press “FORMAT” or CTRL/G to get into the format ruler. Press the right arrow key four time or press the [TAB] key until your cursor is under the “T”.

Press the “SPACE BAR” once to eliminate the “T”.

Press “FORMAT” or CTRL/G to exit from the format ruler.

#### 4. *Delete a Word*

To delete the word “considering” in “was considering discontinuing”.

Position the cursor at the “c” in “considering”.

Press “DELETE” or CTRL/D.

Move the cursor to the end of “considering” by pressing the RIGHT ARROW key or CTRL/E.

Press “DELETE” or CTRL/D

#### 5. *Create a Paragraph*

To split the second paragraph into two paragraphs at “I have enclosed”.

Position the cursor at the “I”. Press [RETURN] twice.

#### 6. *Delete a Paragraph*

To merge the third and fourth paragraph into one, position the cursor at column 1 on the line beginning “Our products are”.

Press “DELETE” or CTRL/D.

Press [RETURN].

Press “DELETE” or CTRL/D.

Press [RETURN].

#### 7. *Delete a Character*

Position the cursor under the letter “d” in “products”. Press CTRL/D twice. By pressing any delete key twice you can eliminate one character quickly. Leave product misspelled, so that it can be used in the spell check exercise.

## ENHANCING TEXT

### 1. *Bolding Text*

To bold the words “quality”, “performance”, and “value” in the phrase “unmatched in quality, performance, and value” in the first paragraph, position the cursor at the “q” in “quality”.

Select “ENHANCE TEXT”.

Press “BOLD” or CTRL/B.

Press the “RIGHT ARROW” key seven times.

Press “BOLD” or CTRL/B.

Position the cursor at the “p” in “performance”.

Press “BOLD” or CTRL/B.

Press the “RIGHT ARROW” key eleven times.

Press “BOLD” or CTRL/B.

Position the cursor at the “v” in “value”.

Press “BOLD” or CTRL/B.

Press the “RIGHT ARROW” key five times.

Press “BOLD” or CTRL/B.

## SPELL CHECK

1. MiniWord has a 120,000 + word spelling dictionary available for your use.

Position your cursor under the “P” in the misspelled word “proucts”.

Press “MORE FUNCT’NS” and the “SPELL CHECK”.

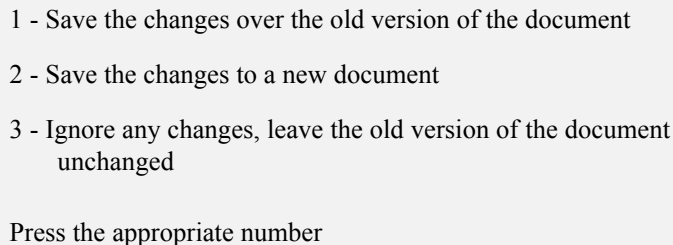
The MiniWord Spelling Dictionary will highlight the misspelled word and prompt you to key in the correct spelling.

Type the word “product” and hit the [RETURN] key. The speller will continue checking for misspelled words. Press “F8 – END”.

## SAVING YOUR CHANGES

Now that you have successfully edited your document you can save the changes and move on to Lesson 3. Press “END” or CTRL/Y twice. The following Menu displays, **Figure 4**, allowing you to save your changes (option 1), save your changes to a new document (option 2), or ignore any changes (option 3). Choose option 1, “Save the changes over the old version of the document”.

If you have made your corrections successfully, your document should look like the document shown in **Figure 5**.

- 
- 1 - Save the changes over the old version of the document
  - 2 - Save the changes to a new document
  - 3 - Ignore any changes, leave the old version of the document unchanged
- Press the appropriate number

*Figure 4*  
*Saving Options*

## **A SHORT REVIEW**

1. Edit the document called Firstname1
2. Practice cursor movement
3. Correct any errors, practicing insert and delete
4. Bold and underline some text
5. Run the Spelling Dictionary to check for any misspelled words

If you have successfully completed the above review, you are ready to continue with Lesson 3. If you do not feel comfortable with Lesson 2, feel free to repeat the lesson.

If you do not wish to continue with the next lesson at this time, you may exit MiniWord by pressing number zero, “0 – Exit”, at the “Task Selection Menu”.

Figure 5: Completed Form

FIRSTNAME  
PG 0001 LINE 33 COL 021  
L...T.....R...  
#July 9, 1990  
>  
>Ms. Jane Doe  
>Purchasing Agent  
>ABC Company  
>123 ABC Street  
>Anytown, WA 98000  
>  
>Dear Ms. Doe:  
>  
>Thank you for your interest in XYZ Manufacturing. As you may know XYZ Manufacturing is an industry leader in the manufacturing of widgets, gadgets, and gadgets. Our products are unmatched in quality, performance, and value.  
>  
>You mentioned that your company was discontinuing its manufacturing of widgets, gadgets, and gadgets, and is looking for a company to supply large quantities of these items at very competitive prices.  
>  
>I have enclosed a price schedule that reflects a 15% discount off of our standard prices. This pricing is good through this month, only if you will commit to the minimum annual quantities outlined in the price schedule. Our products are of the finest quality, and carry an unconditional guarantee.  
>  
>I look forward to hearing from you soon.  
>  
>Sincerely,  
>  
>  
>  
>Jim Slim  
>Sales Representative\_





# TRAINING LESSON 3

*Estimated Time – 15 to 30 minutes*

Training Lesson 3 will introduce you to the following MiniWord features:

- ♦ How to Reformat a Paragraph
- ♦ How to Right Justify
- ♦ How to Force a New Page
- ♦ How to Center Text
- ♦ How to Underline Text
- ♦ Tabs
- ♦ Decimal Tabs
- ♦ Wrap Tabs
- ♦ How to Double space Text
- ♦ How to Delete a Centered Line
- ♦ How to Delete an Underline
- ♦ How to Underline Text that has Already Been Typed
- ♦ How to Print a Document

## CALLING UP AN EXISTING DOCUMENT

- 1 Logon to the system and then go to the “Task Selection Menu”.
- 2 Edit the document Firstname (This is the name of the document you created earlier).

## FORMAT A DOCUMENT

- 1 *Change a Format Ruler*

Move the left margin to column “7”, the first TAB to column “12”, and right justify the document. Position the cursor at page 1, line 1, column 1 of the document and press “FORMAT” (found under “Main Functions”) or CTRL/G.

Next, move the cursor to column “7”, by using the RIGHT ARROW key or CTRL/E. Type the letter “L”. The old “L” will automatically be erased. To change the TAB, move the cursor to column “12” and type the letter “T”.

Press [TAB] or CTRL/I to move the cursor to where the “R” is displayed in the format ruler. Type the letter “J” over the letter “R” to right justify the text.

Press “FORMAT” or CTRL/G to exit the format ruler. Notice that the text automatically reformats based on the new format ruler.

- 2 *Force a Page Break (hard page break)*

Before you force a new page, position the cursor at the end of the document. Press “PAGE” or CTRL/P to force a new page. An “\*” (asterisk) should appear in the first column instead of the “>” (paragraph) if you have successfully forced a new page.

Enter the price schedule shown in **Table 1** on the new page.

Table 1

<b>PRICE SCHEDULE</b> <i>for ABC Company, effective until 3/31/91</i>		
<i>Product</i>	<i>Price Each</i> <i>5000-9999 units</i>	<i>Price Each</i> <i>10000 + units</i>
XZ-100 Widgets	102.39	75.11
XZ-200 Gidgets	25.21	15.75
XZ-300 Gadgets	32.36	24.81
Note: All prices are in US dollars. Delivery is within 2 weeks after receipt of order. Payment terms are NET 30. All inquiries regarding this price schedule should be referred to your sales representative.		

## CREATE THE PRICE LIST

To type in the text:

Press the appropriate "CAPS LOCK" key for your terminal.

Type *PRICE SCHEDULE*

Press "CENTER" or CTRL/C

Press the "CAPS LOCK" key.

Press [RETURN] twice.

Type *for ABC Company, effective until 3/31/91*

Press [RETURN] twice.

Press "FORMAT" or CTRL/G

Press the [TAB] key to position the cursor under the "T" at column 12.

Press the [SPACEBAR] to erase the "T".

Use the "RIGHT ARROW" key or CTRL/E to position the cursor at column 30.

Type the letter "T".

Use the "RIGHT ARROW" key or CTRL/E to position the cursor at column 50.

Type the letter “T”.

Press “FORMAT” or CTRL/G.

Type *Product*

Press [TAB].

Press “ENHANCE TEXT”. (You can find “Enhance Text” by pressing “Initial keys”.)

Press “UNDERLINE”.

Type *PRICE EACH*

Press [TAB].

Type *PRICE EACH*

Press “UNDERLINE”.

Press [RETURN].

Press [TAB].

Type *5000-9999 units*

Press [TAB].

Type *10000 + units*

Press [RETURN] twice.

Press “MAIN FUNCT’NS”.

Press “FORMAT” or CTRL/G.

Use the [TAB] key to position the cursor under the “T” at column 30.

Press the [SPACEBAR] to erase the “T”

Use the “RIGHT ARROW” key or CTRL/E to position the cursor at column 35.

Type the letter “D”.

Use the “RIGHT ARROW” key to position the cursor under the “T” at column 50.

Press the [SPACEBAR] to erase the “T”.

Use the “RIGHT ARROW” key to position the cursor at column 55.

Type the letter “D”.

Press “FORMAT”.

Type *XZ-100 Widgets*

Press [TAB].

Type *102.89*  
Press [TAB].  
Type *75.11*  
Press [RETURN] twice.  
Type *XZ-200 Gidgets*  
Press [TAB].  
Type *25.21*  
Press [TAB].  
Type *15.75*  
Press [RETURN] twice.  
Type *XZ-300 Gidgets*  
Press [TAB].  
Type *32.36*  
Press [TAB].  
Type *24.81*  
Press [RETURN] three times.  
Press "FORMAT".

Use the "RIGHT ARROW" key to position the cursor at column 14.

Type the letter "W".

Use the [TAB] key to position the cursor under the "D" at column 35.

Press the [SPACEBAR] to erase the "D".

Use the [TAB] key to position the cursor under the "D" at column 55.

Press the [SPACEBAR] to erase the "D".

Press "FORMAT".

Type *Note:*

Press [TAB].

*Type All prices are in US dollars. Delivery is within 2 weeks after receipt of order. Payment terms are NET 30. All inquiries regarding this price schedule should be referred to your sales representative.*

Figure 6: Completed Table

FIRSTNAME			
PG 0002 LINE 18 COL 042			
.....L.....W.....J.....			
* PRICE SCHEDULE<			
>			
>	for ABC Company, effective until 3/31/91		
>			
>	Product	^Price Each ^5000-9999 units	^Price Each ^10000 + units
>	XZ-100 Widgets	^102.89	^75.11
>	XZ-200 Gidgets	^25.21	^15.75
>	XZ-300 Gadgets	^32.36	^24.81
>	Note: ^All prices are in US dollars. Delivery is within 2 weeks after receipt of order. Payment terms are NET 30. All inquiries regarding this price schedule should be referred to your sales representative._		

If you have typed successfully, your document should look like **Figure 6**.

#### 4. Double Line Spacing

To change page 1 of your letter to double-line spacing, position the cursor at page 1, line 1, column 1.

Press “FORMAT” or CTRL/G.

Position your cursor over the letter “L” in the format ruler and press the number “2”.

Press “FORMAT” or CTRL/G to get back to the edit area.

## MORE ENHANCEMENTS TO TEXT

### 1. *Delete a Center Mark*

To uncenter a centered line, position the cursor at the title line “PRICE SCHEDULE”.

Press “DELETE”.

Press “MARK KEYS”.

Press “CENTER MARK”.

Or

Press CTRL/D.

Press CTRL/C.

### 2. *Delete an Underline*

To delete an underline, position the cursor at the “P” in the heading line “Price Each”.

Press “DELETE” or CTRL/D.

Press “ENHANCE KEYS”.

Press “UNDERLINE”.

### 3. *Underline Text*

To underline text that has already been typed, position the cursor at the start of the title “PRICE SCHEDULE”.

Press “ENHANCE TEXT”.

Press “UNDERLINE”.

With the “RIGHT ARROW” move the cursor under the text to be underlined.

Press “UNDERLINE”.

To end the edit and save the changes, press “END” or CTRL/Y twice. Press the number “1” to save the changes you have made. (By pressing the number “3” all of your changes will be ignored. Selecting “2” will allow you to save the changes to a new document name.)

## PRINTING A DOCUMENT

1. At the “Task Selection Menu” select “5-Print a Document”. **Figure 7** is then shown.
2. Verify that the name of the document you want to print is in the “Document Name” field. If you are unsure of the correct “Printer” name you may leave the field blank and your document will print to the screen. MiniWord also comes with a printer named “LP” already defined. You can also try printing to this printer name. If you are still unsure, you may want to consult with your system manager on the valid MiniWord printers for your computer.
3. Some of the fields on the Print Menu are already filled in with default values. If you wish to change any of these values, move through the menu using the [TAB] or [RETURN] keys. Type in the desired print parameters. If you hear a beep while typing information in a MiniWord field, press either the “UP ARROW” or DOWN ARROW” key to toggle the options available in the field. You may also use the “PREVIOUS CHOICE” or “NEXT CHOICE” function keys to toggle the choices in the Print Menu fields.
4. Press “ADVANCE” or CTRL/A to begin printing your document.

## A SHORT REVIEW

1. Call up the document called Firstname1.
2. Change the left margin to 10, double space, and right justify.
3. Add a title that is centered and underlined.
4. Print your document.

If you have successfully completed the above review you are ready to continue with Lesson 4. If you do not feel comfortable with Lesson 3 feel free to repeat the lesson.

If you do not wish to continue with the next lesson at this time you may exit MiniWord by pressing the number zero, “0-Exit”, at the “Task Selection Menu”.



Figure 7

Print Menu	
Document name..	LETTER
Folder....	PUB
Printer.....	LP
Print Mode.....	Pause 1st Page
Copies.....	1
Left Margin.....	12
Line spacing..	1
Font.....	Letter Quality
Init Sequence	1
Term Sequence	1
Start printing with page number.....	1
End printing after page number.....	0
Start page numbering with.....	1
Start headings on page number.....	1
Start footing on page number.....	1



# TRAINING LESSON 4

*Estimated Time – 15 to 30 minutes*

Training Lesson 4 will introduce you to the following MiniWord features:

- ♦ Heading and Footings
- ♦ Page Numbering
- ♦ Search and Replace
- ♦ The Date Variable
- ♦ MOVE/COPY
- ♦ Insert a Document
- ♦ How to Set up User Defaults
- ♦ The Document List Area
- ♦ How to Delete a Document

## CALLING UP AN EXISTING DOCUMENT

1. Logon to your computer system and execute MiniWord.
2. Edit the document “Firstname”.

## SETTING UP A HEADING OR FOOTING

To set up a centered heading, “XYZ Manufacturing Corporation”, and begin printing it after the first page of the document, do the following:

Position the cursor at page 1, column 1, and line 1 of the document “Firstname” (column one should contain the # indicator).

Press “MISC FUNCT’NS”.

Press “HEADING”.

Type “XYZ Manufacturing Corporation”.

Press “CENTER” or CTRL/C.

Press “END” or CTRL/Y.

Note: To get the heading we just created to print on page 2, be sure to specify page “0002” in the field called “Start heading on page number” in the print menu.

## **PAGE NUMBERING**

To set up centered page numbering starting on the bottom of the first page of the document follow these steps:

Position the cursor at the first line of the document next to the “#”.

Press “MISC FUNCT’NS”.

Press “FOOTING”, press “VARIABLE” or CTRL/J.

Type the word ”page”.

Press “VARIABLE” or CTRL/J.

Press “CENTER” or CTRL/C.

Press “END” or CTRL/Y.

When you print your document be sure to specify page “0001” in the field called “Start footings on page number” in the print menu. This will start numbering the pages beginning with page one.

## **SEARCH AND REPLACE**

To search the document and replace all occurrences of “gadgets” with “gizmos” perform the following steps:

Move the cursor to the beginning of the document.

Press “MORE” FUNCT’NS”.

Press “SEARCH & REPLACE”.

Enter the word gadgets in the “Search string” field.

Press “TAB”.

Enter the word gizmos in the “Replace string field”.

Leave all other fields as they are and press “ADVANCE”. The cursor will go to the first occurrence of “gadgets”.

Respond Y to the prompt “Replace (Y or N)?”.

Respond Y to the prompt “Continue (Y or N)?”.

MiniWord will proceed to the next occurrence of “gadgets”.

Respond Y to the prompt “Replace (Y or N)?”.

Respond N to the prompt “Continue (Y or N)?”.

### **THE DATE VARIABLE**

To change the date “July 9, 1990” to a variable which will always reflect the current system date do the following:

Position the cursor at the “J” in “July”.

Press “DELETE” or CTRL/D.

Move the cursor (right) to the end of the date.

Press “DELETE” or CTRL/D.

Press “ENHANCE TEXT”.

Press “VARIABLE” or CTRL/J.

Type the word date in either upper or lower case.

Press “VARIABLE” or CTRL/J.

## **MOVE TEXT**

To move the word “Note:” from the end of the second page to two lines below “for ABC Company” and two lines above “Product” do the following:

Position the cursor at the “N” in “Note:”.

Press “MAIN FUNCT’NS”.

Press “MOVE”.

Move the cursor (right) until the word “Note:” is completely highlighted.

Press “MOVE/COPY”.

Position the cursor at column 7 on the line below “for ABC Company” using any method shown in Lesson 2.

Press “MOVE” to place the text in the new position.

A copy is performed in the same manner as a move. Substitute “COPY” whenever “MOVE” is referenced above.

## **DOCUMENT INSERT**

Insert the entire contents of Firstname1 into the document you are currently editing (Firstname).

Position your cursor at the very end of the document.

Press “DOC/TEXT INSERT” or CTRL/T.

Select “Insert text from document”.

MiniWord will prompt you for the document name, folder and password of the document you want to insert.

Type in the document name “Firstname1” and press “ADVANCE” or CTRL/A.

The entire contents of the Firstname1 will be inserted into the document you are editing. The cursor will be positioned at the beginning of the insert text.

Press “END” or CTRL/Y twice to end this editing session. Choose option 3, “Ignore any changes, leave the old version of the document unchanged”.

## **OTHER OPTIONS ON THE TASK SELECTION MENU**

### ***Changing user defaults***

Change your individual document defaults so that any new document created will have new formatting and printing parameters.

Select “7 – Utilities” off of the “Task Selection Menu”.

Select “2 – Set up user’s defaults”. Any changes made in the two user default menus will appear as defaults for all new documents that are created. To change the left margin to ten perform the following steps:

Press [TAB] or [RETURN] to move to the field labeled “LEFT MARGIN”.  
Type in the number 10.

While you are in the menu, if you hear a beep, you are probably in a NEXT CHOICE/ PREVIOUS CHOICE field. Press the “UP ARROW” key or “DOWN ARROW” key to rotate through the available options. After all of the necessary changes are made, press “ADVANCE” or CTRL/A.

Press “0” to return to the Task Selection Menu.

### ***Displaying your Document List***

To look at the document list do the following:

Select “4 – Print/Display Document List”.

To print the document list to the screen leave the “Print on” field blank. If you want a hard copy, type in the name of your printer in the “Print on” field (ie: the name of the printer you used in the previous lessons).

[TAB] to the field “Print List”.

Press the “DOWN ARROW” or “NEXT CHOICE” to select the option “EXPANDED”.

An expanded list provides more information about individual documents.

Press “ADVANCE” or CTRL/A to display the expanded document list.

Respond to the prompt “Select Doc# or [RETURN] (continue) or END (stop):” by typing the number which corresponds to “Firstname”.

Press [RETURN].

### ***Delete a Document***

Delete the document “Firstname”.

Select #3 – “Delete a Document”.

Enter the correct document name. Notice that MiniWord has already filled in the correct document name from your selection off of the document list.

Enter the appropriate folder name and password if needed.

Press “ADVANCE” or CTRL/A.

You will be prompted to confirm the deletion.

Respond “Y” to confirm, “N” if you do not want to delete the document.

## **A SHORT REVIEW**

1. Call up the document called Firstname1.
2. Set up a centered header.
3. Replace every occurrence of the word “a” with “the” using Search and Replace.
4. Add the “DATE” variable to the start of the document.

If you have successfully completed the review you are ready to continue with Lesson 5.

If you do not feel comfortable with Lesson 4 feel free to repeat the lesson.

If you do not wish to continue with the next lesson at this time you may exit MiniWord by typing zero, “0 – Exit”, at the “Task Selection Menu”.



# TRAINING LESSON 5

*Estimated Time – 15 to 30 minutes*

Training Lesson 5 will introduce you to the following MiniWord features:

- List Processing – The Mass Mailing Function
- How to Create Mailing Labels
- Create and Print a Letter with an Envelope

## CREATING A FORM DOCUMENT

1. Create the new MiniWord document called “Lesson5” displayed in **Figure 6**.
2. To type in the preceding letter:

Press “VARIABLE”.

Type *FIRSTNAME*

Press the [SPACEBAR].

Type *LASTNAME*

Press [RETURN].

Type *&COMPANY* (The & is used to designate an optional variable).

Press [RETURN].

Type *STREET*

Press [RETURN]

Type *CITY*

Press “VARIABLE”.

*Figure 6*

FIRSTNAME LASTNAME  
&COMPANY  
STREET  
CITY, STATE ZIP

Dear FIRSTNAME,

I would like to be the first to congratulate you on your acceptance to ABC School. We welcome you and look forward to our associatio in the coming years. A packet of admissions papers will be arriving in the near future.

If I may be of assistance, please contact me.

Sincerely,

Jane Doe  
Admissions Officer

Type a comma “,” (Notice that variable was turned off prior to typing the comma. A comma or any other type of punctuation mark cannot be a variable.)

Press the [SPACEBAR].  
 Press “VARIABLE”.  
 Type *STATE*  
 Press the [SPACEBAR] two times.  
 Type *ZIP*  
 Press “VARIABLE”.  
 Press [RETURN] two times.  
 Type *Dear* (without variable on).  
 Press the [SPACEBAR].  
 Press “VARIABLE”.  
 Type *FIRSTNAME*  
 Press “VARIABLE”.  
 Type a comma “,”.  
 Press [RETURN] twice.

Type the rest of the letter in the usual manner and press END or CTRL/Y to exit back to the Task Selection Menu.

3. Jot down a list of the variables you used in the letter so you can remember the words you designated as the variables (firstname, lastname etc.).

## CREATING A LIST DOCUMENT

1. Create a new MiniWord document called “List”. This document will become your list document.
2. Type in the list of variables that you specified in your letter (refer to the list you jotted down earlier). Remember to type only one variable per line.

Type *FIRSTNAME*  
 Press [RETURN].  
 Type *LASTNAME*  
 Press [RETURN].  
 Type *COMPANY*  
 Press [RETURN].

Figure 7

```
LIST
PG 0001 LINE 01 COL 001
L...T.....R...
#FIRSTNAME
>LASTNAME
>COMPANY
>STREET
>CITY
>STATE
>ZIP
*Cindy
>Stull
>City of Pasadena
>100 North Garfield
```

Type *STREET*  
Press [RETURN].  
Type *CITY*  
Press [RETURN].  
Type *STATE*  
Press [RETURN].  
Type *ZIP*  
Press "PAGE" or CTRL/P

Continue typing your list of names and addresses.

*Cindy* Press [RETURN].  
*Stull* Press [RETURN].  
*City of Pasadena* Press [RETURN].  
*100 North Garfield* Press [RETURN]  
*Pasadena* Press [RETURN].  
*CA* Press [RETURN].  
*91106* Press [RETURN].

Press “PAGE” or CTRL/P.  
*Cathy* Press [RETURN].  
*Graham* Press [RETURN].

Press [RETURN]. (Note that Cathy does not have a company name, but MiniWord still expects a blank line where the company name would normally be).

*1482 67<sup>th</sup> Street* Press [RETURN].  
*Emeryville* Press [RETURN].  
*CA* Press [RETURN].  
*94662* Press [RETURN].

Your list document should look like **Figure 7**.

3. Exit the edit area and proceed to the “Task Selection Menu”.

## **M**ERGING THE LIST AND FORM DOCUMENTS

1. Select “6 – List Processing” from the “Task Selection Menu”.

Type in the list document name “List”.

Press “ADVANCE” or CTRL/A.

Type in the name of the letter with which you wish to merge your list: “Lesson5”.

Press “ADVANCE” or CTRL/A.

Make any formatting changes on the print menu and Press “ADVANCE” or CTRL/A to print the merged documents.

*Figure 8*

```
FORM LABEL
PG 0001 LINE 01 COL 001
L...T.....R.....
#GENDER FIRSTNAME LASTNAME
>&COMPANY
>STREET
>CITY, STATE ZIP
```

## HOW TO CREATE MAILING LABELS

The process for generating mailing labels is almost identical to the mail merge function discussed earlier in this lesson. However, there are two important differences. The total lines per page for the form document cannot exceed the number of lines on the mailing label. Also, at print time, the “No Form Feeds” option must be specified in the “Print Mode” field (in the Print Menu).

1. Create a new document called Form Label. (**Figure 8**)
2. To type in the document displayed in Figure 8:

Press “VARIABLE”.

Type *GENDER*

Press the [SPACEBAR].

Type *FIRSTNAME*

Press the [SPACEBAR].

Type *LASTNAME*

Press [RETURN].

Type *&COMPANY* (remember “&” indicates an optional variable).

Press [RETURN]

Type *STREET*

Press [RETURN].

Type *CITY*

Figure 9

Page Parameters			
Lines per page...	04		
Top margin.....	11	Bottom margin...	03
Init sequence....	1	Term sequence..	1

Press “VARIABLE” (remember punctuation marks may not be variable).

Type a comma “,”

Press “VARIABLE”.

Press the [SPACEBAR].

Type *STATE*

Press the [SPACEBAR] twice.

Type *ZIP*

Press “VARIABLE”.

Now move the cursor to column 1, line 1.

Press “Initial Keys”.

Press “Misc Funct’ns”.

Press “Page Parm’s”.

In the Page Parameter menu change “Lines per page” to four. Use your top and bottom margins to position the address on the label. If your label were 4”x3” you would have 18 lines per label, 3” time six lines per inch (6 lpi). Now if the labels had the return address on the top half you would want to print the addresses on the bottom half. To do this set your top margin to 11. Set your bottom margin the three to round out the total to 18. Top margin plus body plus bottom margin, 11+4+3, equals 18, the total lines per label.

**(Figure 9)**

3. Make a list of your variables as you will need them for the list document.
4. Since we want to generate labels for the mail merge we performed earlier in this lesson, we can use the same list document (“List”). However, we are going to need to add another variable field. Our mailing label calls for a gender field which will place Ms. or Mr. at the beginning of the address. To insert this field edit the document “List”. At the number sign, or pound sign (#) press the “INSERT” SoftKey or CTRL/F. Press “VARIABLE” and then type the word GENDER. Press “VARIABLE” again and press the [RETURN] key. Press the “INSERT” SoftKey again to exit insert mode. Repeat the steps above at each forced page mark (\*) in the document. Type in the gender, Ms. or Mr., for each addressee.

Your list document should now look like **Figure 10**.

5. To test the positioning of the addresses on the mailing labels print several copies of the form document, “Form Label”. Select “5 – Print a Document” and enter the document name “Form Label”. Press “ADVANCE” or CTRL/A to display the Print Menu. In the Print Menu remember to specify “No Form Feeds” for the print mode. Press “ADVANCE” or CTRL/A to begin printing.
6. You are now ready to merge the list and form documents. The procedure is the same as the mail merge we performed earlier. Select “6 – List Processing”. Type in the list document name “List”. Press “ADVANCE” or CTRL/A. Type “Form Label” in the next menu. This is your Form Document. “ADVANCE” to the Print Menu. Make any formatting selections you want. Be sure and choose “No Form Feeds” in the “Print mode” field. Press CTRL/A or “ADVANCE” to begin printing.

## **A SHORT REVIEW**

1. Create a letter defining the desired variables.
2. Create an address list using the defined variables.
3. Print out the letters, one letter for each person in the address file.
4. Create a mailing label form document.
5. Modify an existing list document.
6. Print the mailing labels.



*Figure 10*

```
LIST
PG 0001 LINE 01 COL 001
L...T.....R.....
#GENDER
>FIRSTNAME
>LASTNAME
>COMPANY
>STREET
>CITY
>STATE
>ZIP
*Ms.
>Cindy
>Stull
>City of Pasadena
>100 North Garfield
>Pasadena
>CA
>91106
*Ms.
>Cathy
>Graham
>
>1482 67th Street
>Emeryville
>CA
>94662
```



# TRAINING LESSON 6

## CREATE A DOCUMENT

1. Create the following document, as shown in **Figure 11**.
2. When you are done typing the document end your edit.

## CHANGING THE TEXT FORMAT

1. Select “4 – Print/Display Document List” from the MiniWord “Task Selection Menu”.
2. Enter the name of the FOLDER where the document you created is located and press “ADVANCE” or CTRL/A. (You can leave the folder field blank.)
3. Enter the number of the document you just created and press the [RETURN] key.
4. Select “2 – Edit a Document” from the MiniWord “Task Selection Menu”.
5. Once in the edit screen, your cursor will be at the “home” position. Look at the right margin of your document. The “R” represents a “ragged” right margin. Change the ragged right margin to a justified margin. With your cursor at the home position (column 1 and line 1), press CTRL/G or “FORMAT” to get into the Format Ruler.
6. When the cursor is in the Format Ruler, press the [TAB] key to move over to the right margin. When your cursor is placed exactly ON the “R”, replace the “R” with a “J”.
7. Now delete the tab mark at column 5 in the Format Ruler with the [SPACEBAR]. To move to the left quickly in the Format Ruler press [SHIFT] and [TAB].
8. After the changes to the Format Ruler have been made, press F8 – “FORMAT” to save them.

*Figure 11*

HEALTH CARE  
PG 0001 LINE 01 COL 001  
L.....T.....R...  
#DATE  
>  
>Mr. John Smith  
>15342 Main Street  
>Anytown, USA 11111  
>  
>Dear Mr. Smith:  
>  
>     ^We are pleased to announce that our Specialty Care Referral System  
will be available for your use beginning July 1, 1990.  
>  
>     ^With this system you can receive an advance review of your proposed  
specialty care or hospital tests by our Medical Directors. It is your “quality  
check” providing an extra measure of protection and helping ensure a higher  
quality of care. With the Specialty Care Referral System you will receive  
advance written guarantee from the Plan that the proposed care will be covered.  
>  
>     ^More information on how the system works is enclosed. Its prior  
approval feature is currently voluntary, however the system will be installed in  
your program during this year’s open enrollment period. We’ll provide new  
handbooks that explain more at that time.  
>  
>     ^For now, specialty care must be referred by your primary care physi-  
cian on the proper form.  
>  
>Sincerely,  
>  
>  
>Mary C. Fowler  
>Executive Director

## **INSERTING TEXT INTO EXISTING PARAGRAPHS**

1. Select a paragraph to insert a new sentence. Place the cursor at the exact point the new sentence is to begin.
2. Press CTRL/F or “INSERT”. The word “Insert” appears at the top of the screen to tell you you are in insert mode. Type in a one or two line sentence.
3. After you have finished typing in your new sentence, press the “INSERT” or CTRL/F function key to complete the insertion.

## **INSERTING A DOCUMENT INTO AN EXISTING DOCUMENT**

1. Create the following document. (**Figure 12**)
2. End your edit of the document above and get into the first document you created.
3. Position your cursor after the word “covered” in the second paragraph. Press CTRL/T or the DOC/TEXT INSERT SoftKey.
4. Select “2 – Insert text from document”. Type in the name of the document you just created above. “ADVANCE” to insert this into the document you are in.

## **DELETING BLOCKS OF TEXT**

1. Choose a paragraph or sentence you are going to delete and place the cursor under the first character of the sentence or paragraph.
2. Press “DELETE” or CTRL/D. This will place you in the delete mode. The word DELETE will appear at the top of your screen.
3. “Highlight” the sentence or paragraph you wish to delete by moving the cursor to the right and down. If you “highlight” too much text, use the left and up arrow keys to backspace until you have selected the exact amount of text you are going to delete.
4. After selecting the text for deletion, press the “DELETE” or CTRL/D function keys. The “highlighted” text will be removed and the text after the deleted block will be moved into its place.

*Figure 12*

CARE

PG 0001 LINE 01 COL 001

L...T...W.....R.....

#The Specialty Care Referral System:

>

> ^1. ^Gives members peace of mind by notifying them in advance and in writing that the Plan has authorized their specialty care because eligibility, coverage, medical necessity and panel participation of the specialist will be predetermined.

>

> ^2. ^Ensures health care of the highest quality by allowing one of our 12 Medical Directors to consult with the Primary Care Physician on difficult diagnoses, thus providing a quality assurance check.

>

> ^3. ^Helps control premium costs by eliminating duplicate and unnecessary tests and procedures. This helps assure long-term stability of your health plan.

## **BOLD TEXT**

1. Choose the text which you are going to “BOLD” and place the cursor under the first character of that text.
2. Press CTRL/B or “BOLD” to “turn on” the BOLD function. The word BOLD will appear at the top of your screen.
3. As you move your cursor to the right and down, the words and sentences you “pass over” will be enhanced with BOLD characters (on some terminals bold will show as an inverse highlight).
4. When you have finished “bolding” your words and sentences, turn the BOLD enhancement OFF by pressing CTRL/B or “BOLD” a second time.

## **CREATING A TEMPLATE DOCUMENT**

There may be times when you need to prepare several documents which are almost exactly the same except for a few words, sentences or paragraphs. In these cases, you should set up what we call a template document. This is a document which you “replicate” several times, adding or deleting only the items which are different between all the documents.

1. Create your first document which will function as the template document.
2. Each time you want to create a new document with different information, simply EDIT the document originally created.
3. Change the information specific for the new document.
4. “END” the edit session and select “2 – Save the changes to a new document”.
5. You will be given a screen at which you enter the name of the new document and the folder location (if different).
6. Press “ADVANCE” or CTRL/A. This will create a NEW document with the changes you made to the original document, leaving the original document unchanged.







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