

Setup Your WordPerfect Merge Document

Location of Files - Documents which merge with the HCSS program should be saved under the directory **C:\RMC85\WP-FILES** or **X:\RMC85\WP-FILES**. (X=Server/Network Drive) Also make sure the Merge Document file name is not longer than 8 characters.

Creating a New Merge Document :

A. Start the Wordperfect 12 Program from your Desktop.

B. To create a document that can be merged with the HCSS program you must be able to insert fields which will pull information from your database into your documents. To insert fields you need a special toolbar. To get this toolbar LMSC on ***Tools***, LMSC on ***Merge***, LMSC on ***Form document***, LMSC on ***Create Form Document***, LMSC on ***No Association***, LMSC on ***OK***. LMSC on ***Cancel*** (in Merge Window). You now have a blank page to create your new document.



C. If the “ Blank” Merge Document is present in the WP-FILES Folder, you can LMSC on the name “Blank” and the blank page will display.

Designing Documents - (OVERVIEW)

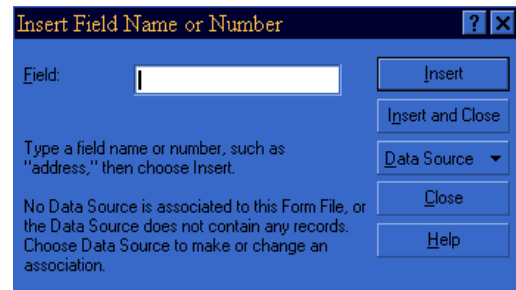
Designing documents is made easy with the bottom row of your toolbar. The *Insert Field* feature allows you to import information from your database into the document. When you come to a place in your document where you want to insert information about the defendant or cause you will click on *Insert Field*. A window will pop up asking for the field number you wish to use. Each item of information in a Cause Record has a field number. (For example, in citations the field number for the offense is **23**, so anywhere “**FIELD(023)**“ is entered , the offense will appear). Use the Data Field List in the Document and Imaging section of the software to find the field numbers you are looking for. Be sure you are in the section that corresponds to the cause type you are using because every cause type has a different set of field numbers.

LOCATING the FIELD NUMBER:

To find a number, use the list provided in the HCSS program. Locating the list, go to a cause screen of the corresponding cause type and select **F9**, then Select on the *WordPerfect Document Processing* option, the list of Available Merge Documents will be displayed. Select **F5** and you will see the *Data Field List*. This will show you the title of the field, what is actually in the field, the field number, and the field length. Once you have found the numbers of the fields, you can now enter them on the form.

PREPARING THE DOCUMENT:

- A. Prepare the document as needed with Text & Graphics Information.
(Copy & Paste option is allowed)
- B. To start Field Code entry, LMSC on the *Insert Field* button.
(Field Code entry Window will Display)
- C. Position the Cursor where the Merge Data is needed,
- D. Enter the desired Field Number into the Field Box than LMSC on *Insert*.
- E. Continue with entering the Field Codes for the remainder of the form.
- F. When all codes have been entered, LMSC on *Close*.



SAVE THE DOCUMENT:

- A. LMSC on *File*
- B. LMSC on *Save As*
- C. Enter Document name of eight or less characters in the File Name Box.
(Ex.. COMPLNT)
- D. LMSC on *Save*

You can now close Word Perfect, then go back into the HCSS program where you can Add the new document to the available Merge Documents List.

LMSC = Left Mouse Single Click.

HCSS Court System

Adding WordPerfect Merge Documents Into the Available Merge List

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Adding A Document To the Merge List :

Go to a cause screen of the corresponding cause type;

F9 to Enter the Wordperfect Process.

Depress **Enter** on the *WordPerfect Document Processing* option,
(the list of Available Merge Documents will be displayed.)

F3 on *Add Document*.

Interface Document Update Screen will Display.

F3 on *Select Document* option.

(List of Unselected Documents will be displayed)

Highlight Document to Process.

F2 to Select Document

Depress **Enter** on Data Save Window.

The Document Name will be entered on the Update Screen.

Type the *Document Title/Description* of the Document Selected.

Cause Selection Association Chart;

Select All Cause Types for this Document. (Use Space Bar)

F10 to *Save Changes*.

Depress **Enter** on Data Save Window

Depress **ESC** to *Exit Current Screen*

The Selected Document will Appear on the Document Index Screen.

Document is now ready for the Merge Process.

LMSC = Left Mouse Single Click.