

Setup Your WordPerfect Merge Document

Location of Files - All documents which merge with the IADT program need to be saved under the directory **T:\CASI\WP-Files**. 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 IADT 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)

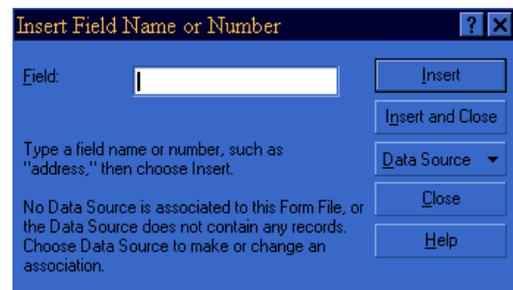
Designing documents is made easy with the bottom row of your toolbar. The *Insert Field* feature allows you to import information from your database into the document. When you come to a place in your document where you want to insert information about the defendant or cause you will click on *Insert 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 IADT program. Locating the list, go to a cause screen of the corresponding cause type and LMSC on the *Document and Imaging Processing* button, than LMSC on *Wordperfect Document Processing* option, the list of Available Merge Documents will be displayed. LMSC on the *Data Field List* button on the left. 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 IADT program and Perform the “ADD New Document” to your Merge List.

LMSC = Left Mouse Single Click.

IADT Court System

Adding WordPerfect Merge Documents Into the Available Merge List

Location of Files - All documents which merge with the IADT program should be located in the directory **T:\CASI\WP-Files**. Verify that the Merge Document file name is not longer than 8 characters.

Adding A Document To the Merge List :

Go to a cause screen of the corresponding cause type;
LMSC on the *Document and Imaging Processing* button,
LMSC on *Wordperfect Document Processing* option,
(list of Available Merge Documents will be displayed)
LMSC on *Add New Document* button on the left.
Interface Document Update Screen will Display.
LMSC on *Select Document* option.
(List of Documents to Add will be displayed)
LMSC on the *Select* Button next to the Selected Document.
The Document Name will be entered on the Update Screen.
Enter the *Document Title/Description* of the Document Selected.
Cause Selection Association Chart;
Select All Cause Types for this Document.
LMSC on the *Save Changes* button.
LMSC on *Exit Current Screen* button.
The Selected Document will Appear on the Document Index Screen.

Document is now ready for the Merge Process.

LMSC = Left Mouse Single Click.