

Word Processing

Word Processing with IMA

This discussion of word processing will focus primarily on word processing with the IMA Editors and not on any special add-on word processing program, such as WordPerfect. Your installation may or may not include an additional word processing program.

Word processing in IMA is done in many areas throughout the system. Free form word processing, control files and memo boxes all support free form text entry. In addition to the regular editing features, additional special editing functions are available through the IMA Word Processor. The use of these features is covered extensively in the Word Processing Chapter in the User's Guide. These include clipboard, expansion macros and private/public libraries and require set-up by the system administrator for agency wide and individual use. This is done primarily in the **H-12-MS**.

Clipboard Feature Set-up

The function of the clipboard editing feature is discussed in the Word Processing Chapter. During UNIX definition, each user must have a clipboard set-up and attached to the user profile. This can be done initially or added later. The clipboard feature permits the user to cut/copy and paste within and between documents or memo boxes from their private clipboard directory. Additionally, at the same time the UNIX profile is developed per operator, a public clipboard directory can be attached per user for access to a public clipboard of common files. These files are word processing files and the same editing rules and features apply.

Expansion Macros Feature Set-up

The function of the expansion macros feature is also discussed in the Word Processing Chapter. It too is a special editing feature that users can utilize to save time and be more efficient. The expansion macros allow the user to catalog a list of frequently used terms, phrases and names for use in combination with a single character code to auto fill while word processing. Set-up of this feature is accomplished by the system administrator in **H-12-MS** under **MACROS.<USERUNIXID>**, such as: **MACROS.MIKE**. The user can then populate this file with familiar and meaningful terms, phrases and names that would be used frequently by the user in the course of word processing.

In the MACROS file, enter the one character code and then the word or phrase that it will automatically fill directly afterward, such as: "iInformation Management Associates". The code and the first word should not have a space between them, but normal spacing is required thereafter.

Similarly, a public expansion library can be populated by the system administrator to reflect frequently used and common terms, phrases and names that can be accessed agency wide. This too is set up in **H-12-MS** in file **MACROS.PUBLIC**. This library could be used by all operators in combination with each operator's individual/private library. This too would include words, phrases and names that users agency wide would use in the course of a day.

These libraries can be maintained after initial population through **H-12-MS**. Individuals would have access to and be able to edit their own libraries, while the system administrator maintains the public library.

Generating Letters

Control File for Letters

File **GENLET.PRM** in **H-12-LT** controls the word processor functions within the system for creating a template letter for stock or form letters. This set up is required before a library of stock letters can be developed. This file tells the system how to interpret the format of the letter including margins, position and greeting and salutation.

- Line 1: Salutation.
- Line 2: Word Processor type.
- Line 3: Position of the margin length.
- Line 4: Horizontal position of date.
- Line 5: Top of the page.
- Line 6: Number of lines between the two previous items.
- Line 7: Allow printing.
- Line 8: Command of word processor.
- Line 9: Word processor to use in **H-12**.

```
IMA Mental Health - Development Area Option:H12-LT
Edit control files

File C:\mh dev\scd\template\GENLET.PRM
Very truly yours.

12
55
9
13
y

120 x 1000 men ext del
```

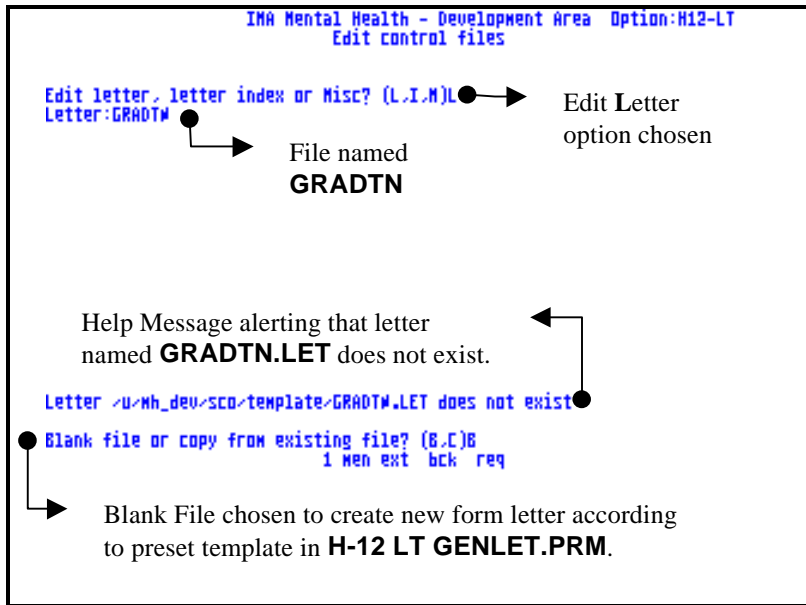
GENLET.PRM in H-12 LT

Creating and Editing Stock Letters

Once this file has been created, it is possible to develop a library of stock or form letters. This is done in **H-12 LT**.

1. At the '**Edit Letter, Letter Index or Miscellaneous?**' prompt, choose Edit Letter.
2. At the '**Letter:**' prompt, name the form letter to be created.
3. After naming the letter, the system will inform you through a Help Message that the letter does not exist or open the designated letter.
4. If the letter does not exist, the system will ask if a **Blank File** or a **Copy from Existing File** is desired.

Note: It is necessary to name the letter being created with six or less characters. Six is the maximum number of characters that the Letter Index can recognize in the library accessed through **D-12**. If more characters are used, the system will not be able to locate the letter even though it exists in the letter database and index.



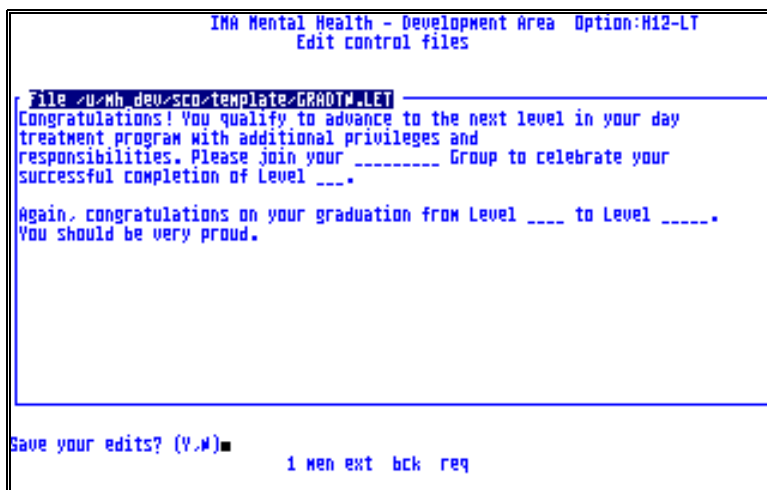
H-12 LT screen

Next, a letter document is opened in which to type or edit the body of the letter. The greeting, "re:" line and salutation were already formatted for every letter in the **GENLET.PRM** file and can be skipped in this file. When the text for the body is finished, press <Esc> to save and exit the memo box. Answer **Yes** to the **'Save your edits?'** prompt. Answer **Yes** or **No** to the **'Print this file?'** prompt.

As with any word processing area, all IMA editing features are enabled and available.

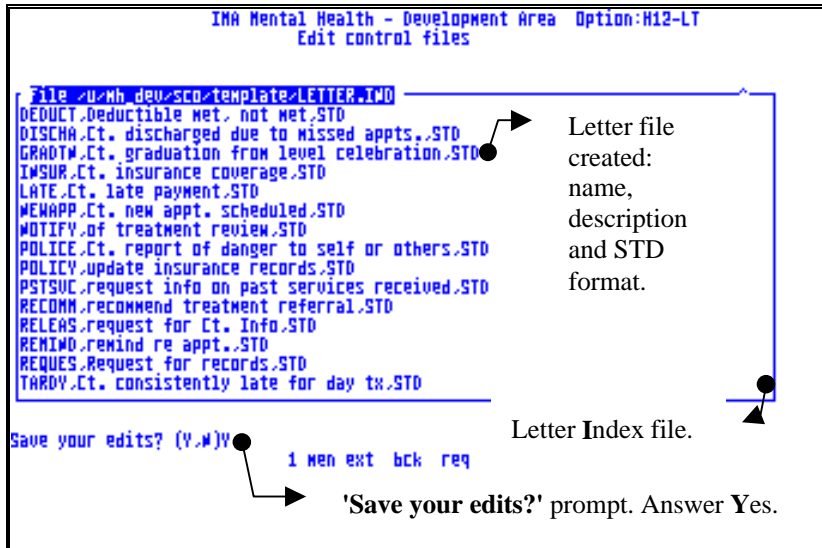
The body or text of the letter is combined with the general letter parameters from the GENLET.PRM file as it is generated in D-12.

The entire letter can be edited, however, before it is completed through the corresponding D-12 options.



A stockform letter created in H-12 LT

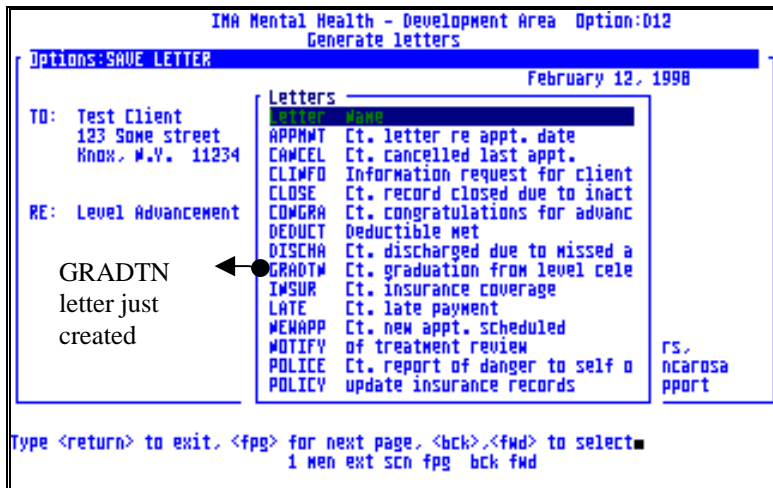
Next this letter will need to be listed in the Letter **I**ndex in order for the system to recognize it as a letter to be used in the library for **D-12**. Type in the letter name without .LET extension, followed by a brief description and **"STD"** to direct it to the standard template. Press <Esc> and answer **Yes** to the **'Save your edits?'** prompt. The Letter Index is the table accessed at <hlp> for the **D-12** Generate Letter **'Letter to Use:'** prompt.



Letter Index for H-12 LT in which letter created must be identified and described for letter <hlp> table

The letter can now be accessed for use and specific editing in **D-12** Generate letters.

The <hlp> screen for letter selection in D-12. Letter GRADTN is now available for selection after being created and listed in the index.



The <hlp> table at 'Letter to Use:' prompt in D-12.

Choosing that or any other letter will combine the information just provided with the text that was created in the stock letter database in the format prescribed by file **GENLET.PRM**.

Even though the general letter parameter template is defined in file GENLET.PRM and the body text is defined in <letter name>.LET, the letter can still be edited at creation in D-12 for all of those items as reflected in choices '(E)dit, (P)rint or (C)hange WP settings?'

Edit places the cursor in the body of the letter for edits, while Change presents a data screen in which the GENLET.PRM settings can be modified for this letter.

```
INA Mental Health - Development Area Option:D12
Generate letters
Options:SAVE LETTER                               September 8, 1998
TO: Test Client
    100 Manhattan Avenue
    Manhattan, NY
    New York City, New York 00000
RE: level graduation
Congratulations! You qualify to advance to the next level in your day
treatment program with additional privileges and
responsibilities. Please join your ----- Group to celebrate your
successful completion of Level ---.
                                           Regards,
                                           Georgeanne Biancarosa
                                           Customer support
(E)dit, (P)rint or (C)hange WP settings?
      1 Men ext bck req
```

Creating a letter in D-12 from the stock/form letter library