

# AVANTAGE FOR MULTI X

TM

**User's Guide**

Information in this document is subject to change without notice. Companies, names, and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of WordMill Inc.

© 2007 WordMill Inc. All rights reserved.

WordMill and the WordMill logo are trademarks of WordMill Inc.

Microsoft and Windows are registered trademarks of the Microsoft Corporation.

# Contents

<b>Installing WordMill</b>	<b>5</b>
Generally	5
Normal installation	5
Network installation	5
<b>Using WordMill</b>	<b>7</b>
Generally	7
WordMill On-Line Help	7
<b>How To...</b>	<b>9</b>
Open WordMill	9
Open a form related to a new case	9
Enter information in forms	9
Page View	9
Speed Form	10
Print a Completed Form	12
Print a Blank Form	13
Open a form related to an existing case	13
WordMill Toolbar	14
Show Fields	14
Highlight Blanks	14
Save Defaults	15
Forms	15
Text- & Text +	15
Close & Save	16
Undo	16
Delete a Case Record	16
Exit	16
Connections	17
<b>About WordMill</b>	<b>19</b>
Troubleshooting	19
Display errata	19
Printing errata	19
Technical Support	20
Acknowledgments	21
<b>License Agreement</b>	<b>22</b>
Terms	22
<b>Glossary of Terms</b>	<b>24</b>
<b>Index</b>	<b>25</b>

This page is intentionally left

# Installing WordMill

---

## Generally

WordMill may be installed in a stand-alone or networked configuration. The program is network-ready, and is able to keep track of multiple users at the same time. The WordMill Library and associated software can be installed from the internet, at <http://www.courtforms.com>, or from a WordMill CD-ROM or from installation diskettes.

WordMill ver. 2 requires a computer running Windows 3.1 or higher. WordMill ver. 3 requires a computer running Windows 95 or higher. In other words, any modern PC can run WordMill!

WordMill relies upon Windows to provide printer compatibility and selection.

WordMill has been designed with a reference code and matching key word procedure which will prevent unregistered users from printing official documents. The key word the user will receive is specific to the computer that generates the reference code. Registered users may obtain the key word by calling WordMill at 1-800-967-3645. Unregistered users who wish to purchase the software may call the same number to purchase the software.

To install the WordMill Library complete the following steps:

---

## Normal installation

1. While in Windows environment, insert WordMill CD-ROM into CD drive
  2. The installer should launch automatically. If it doesn't, open the drive containing the CD-ROM and start the 'install' application.
  3. Follow the setup instructions on the screen.
  4. Find and click on the appropriate WordMill icon to start WordMill.
  5. The WordMill program will provide the user with a reference number and will require the user to enter a key word for each installation. Obtain the key word by calling WordMill at 1-800-967-3645. Please have the reference number(s) when you call.
- 

## Network installation

WordMill may be installed on a network. WordMill must be installed and run from each client machine and the server should be the repository of the shared data. WordMill requires the following configuration of its files for network installation.

**WordMill.exe** and related files provide the programming mechanics required to run the system. These files must be located on each client hard disk. WordMill.exe is not required on the network server.

**Note: The user must allow the setup program to install the various WordMill files and create the program icon(s).**

**Form libraries are stored in the file named after the library and followed by the ".wml" suffix. Example: "USDC.wml."** These files provide the templates for the forms in the library and must also be located on each client hard disk. **The library files are not required on the network server.**

*Data applications (\*dat.wml) may be used as server data files.*

**WordMill data files are named after the library followed by "dat.wml". For example, the data file for the USDC library is *USDCdat.wml*** These files provide the structured storage file for the case data which is used to complete the forms. -----dat.wml files may be moved to any location required by the user. These files may also be shared by more than one client. **The -----dat.wml files are required on the network server.**

Perform the following to install WordMill on your network.

---

1. Install WordMill on all clients using the stand-alone installation steps described above.
2. Move a copy of the -----*dat.wml* file onto the server drive in any desired location, for instance *f:\data\wordmill\usdc.dat.wml*.
3. Find and click on the appropriate WordMill icon to start WordMill.
4. WordMill will detect that the connection between the program and -----*dat.wml* has been severed and will prompt the user to enter the correct path to *usdc.dat.wml*.
5. Browse to the path of the server, such as *f:\data\wordmill\usdc.dat.wml*.

The WordMill Client is now connected to the WordMill Server File.

# Using WordMill

---

## Generally

Wordmill is designed to provide many valuable tools to legal practitioners and their support staff. A brief explanation of the structure of the WordMill system will help the user take advantage of the capabilities built into WordMill.

*WordMill "thinks" in terms of collecting case information and using that information to produce forms.*

WordMill approaches form files in a manner quite different from that of a typewriter or even a word processor. It saves case data separately from the form layout data, and inserts that data into the forms when required by the user. As such it is important to think in terms of entering and saving case data when using WordMill, and not in terms of typing a cover sheet or saving a subpoena. Entering data into a cover sheet is essentially also entering that same case data into the summons and subpoenas or other documents which will be required during later stages of the proceeding.

This distinction requires the user to decide whether a form is related to a case with records already entered into WordMill or whether this is the first time the system is being used on a particular case.

WordMill uses the standard Windows conventions, and many of the Windows functions such as Cut (**ctrl-x**), Copy (**ctrl-c**) and Paste (**ctrl-v**) are available through the standard hot-keys. Many WordPerfect keystrokes are also duplicated in WordMill. The user should be able to use WordMill without formal training; however, a quick inspection of the following topics will be of value.

The following manual describes the WordMill functions in the order in which they will be used.

## WordMill On-Line Help

Help is provided for all libraries. Access Help by pressing the **F1** key at any time, or by selecting Help from the Help menu item.

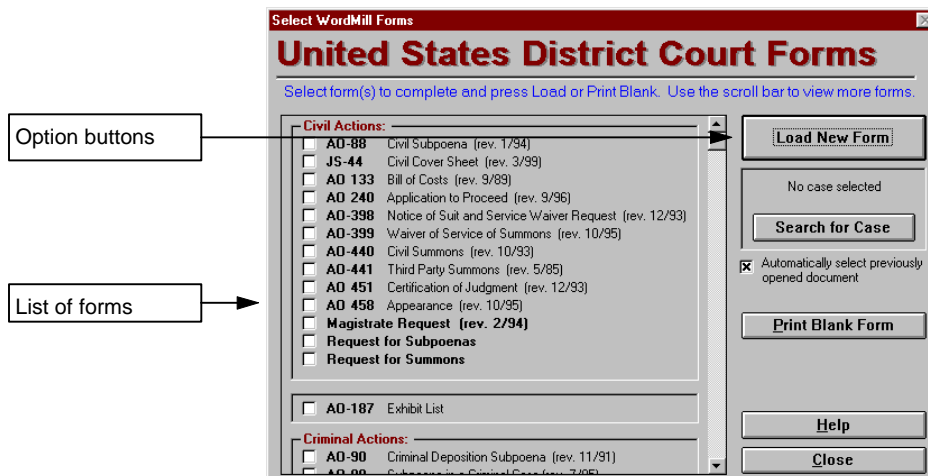
This page is intentionally left



# How To...

## Open WordMill

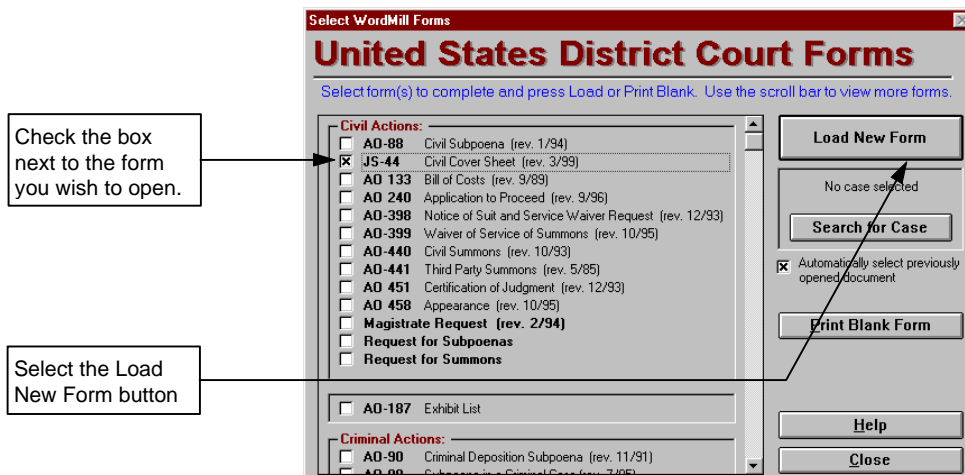
Click on the WordMill icon to begin a WordMill session. After the opening screen and the key commands, the following screen will appear:



Select WordMill Forms Screen

The screen presents the user with a list of all forms available in the library and function buttons which will be described below.

## Open a form related to a new case



To create a form related to a new case perform the following:

1. Open WordMill from Windows, or close all open WordMill forms (if any).
2. Check the box adjacent to the desired form in the Select WordMill Forms screen.
3. Select the Load New Form button on the screen.

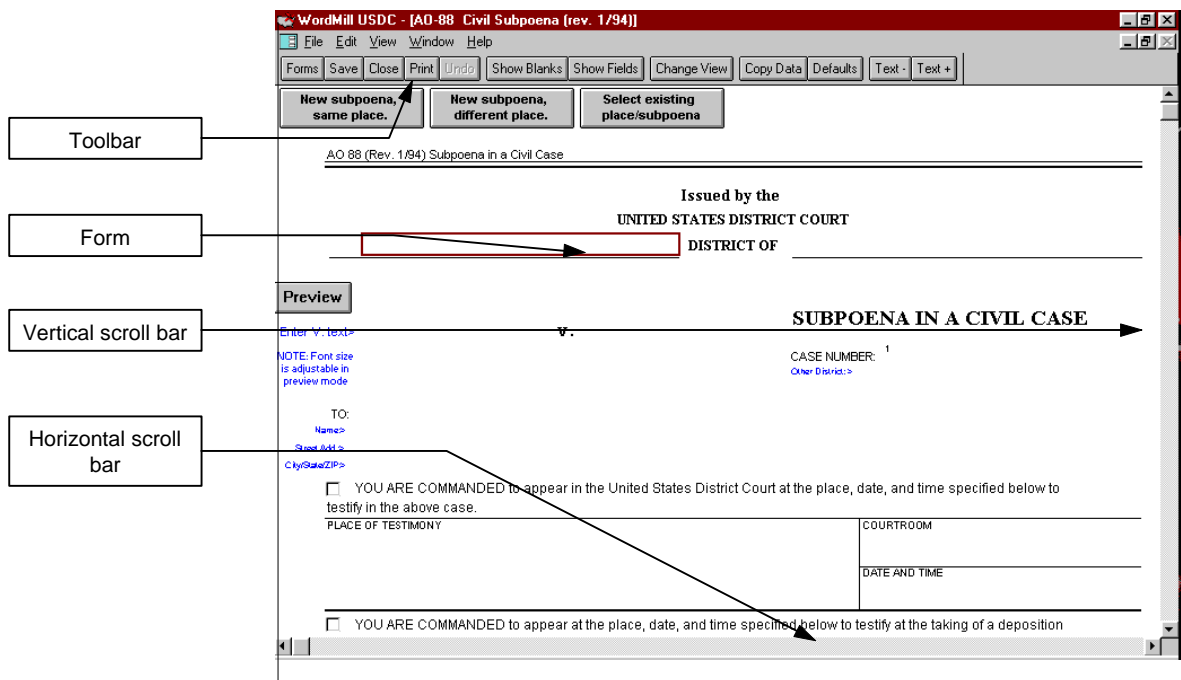
The selected form will open.

## Enter information in forms

After a form is opened, enter data using the following methods:

### Page View

Page View shows the form as it is printed. WordMill Page View presents the form on the screen as the government printed it.



*Screen image of form in Page View.*

1. Use the mouse or the **tab** key to move between the blanks. Use the scroll bars to move the page up and down, and left and right on the screen. The **tab** key moves to the next blank. The **Shift + TAB** combination moves to the previous blank.
2. Use the keyboard to enter the necessary data.
3. Use the **Highlight Fields** and **Check for Blanks** buttons on the toolbar to view the blank fields on the form.
4. Select functions on the toolbar or menu items as necessary.

## Speed Form

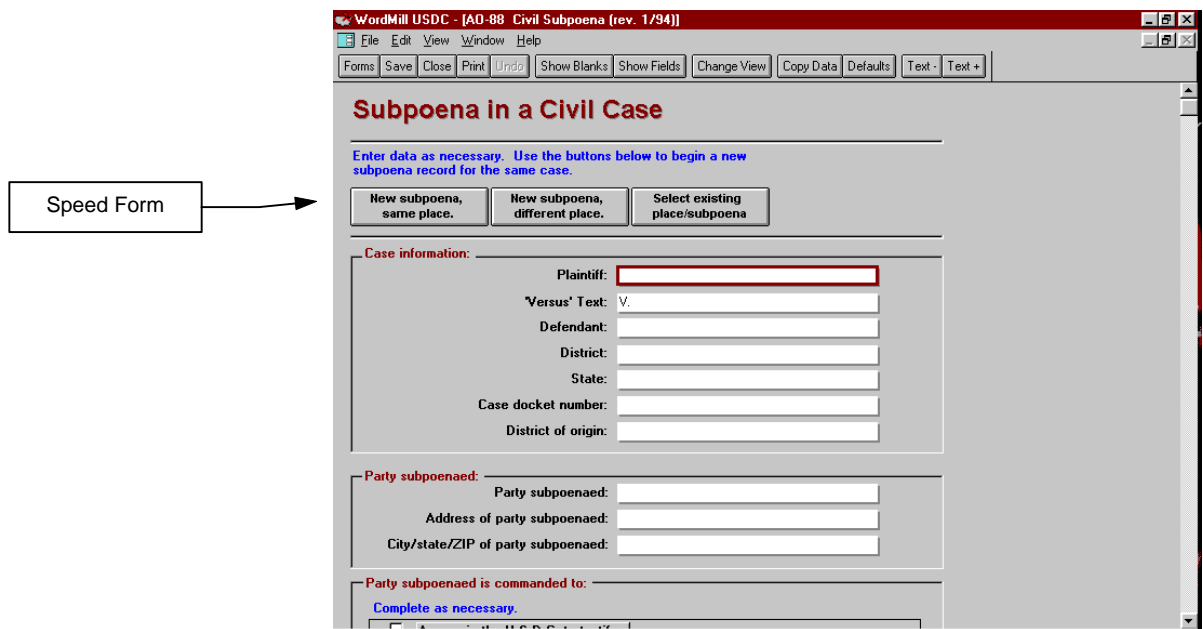
WordMill has created a series of computer screens called Speed Forms which allow the user to quickly enter all data required in a particular form. Speed Forms may only be opened from within a Page View.

Follow these steps to use a Speed Form:

1. Press the **Change View** toggle button on the toolbar, or **F3**.



The following screen will appear.



*Screen Image of a Speed Form*

1. Use the mouse or the tab key to move between the blanks. Use the scroll bars to move the page up and down, and left and right on the screen.
2. Use the keyboard to enter the necessary data.
3. Select functions on the toolbar or menu items as necessary.
4. Press the **Speed Form/Page View** button on the toolbar or **F3** to return to the Page View screen.

---

## Print a Completed Form

There are three methods which may be employed to print a completed form.

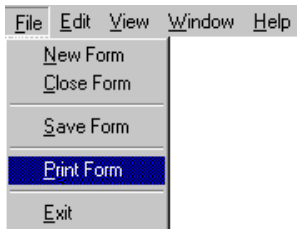
1. Select the Print button on the WordMill Toolbar while in the Page View.

or,

2. Press **Shift + F7** on the keyboard.

or,

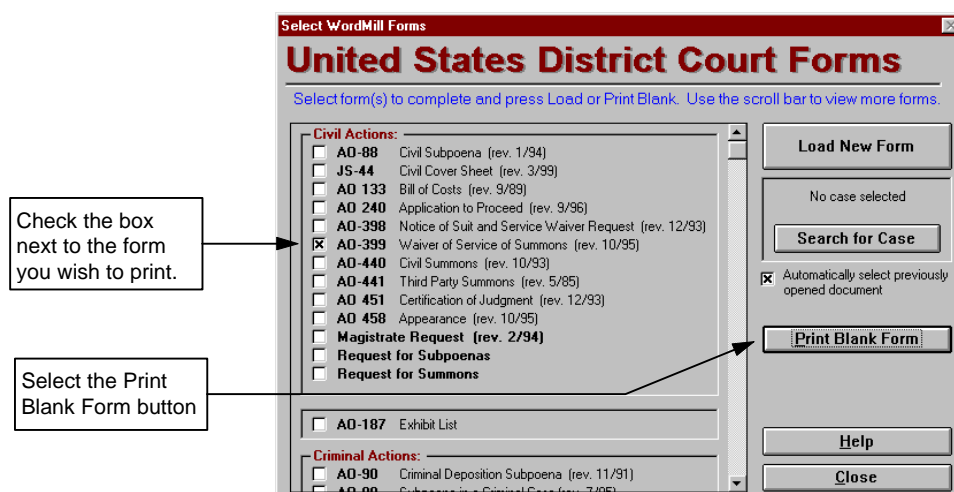
2. Select the Print Form option from the File category on the WordMill Menu while in the Page View as shown below.



1. Enter number of copies or page range to print.
2. Press **Print Setup** to modify printer options (*if necessary*).
3. Press **OK** to begin the print job.

## Print a Blank Form

WordMill will print blank forms for use as worksheets or for completion by hand. To print a blank form, follow these steps:



1. Open WordMill or return to the Select WordMill Forms screen shown above. (Use the **Forms** button on the toolbar.)
2. Check the box adjacent to the desired form from the Select WordMill Forms screen.
3. Press the **Print Blank Form** button.

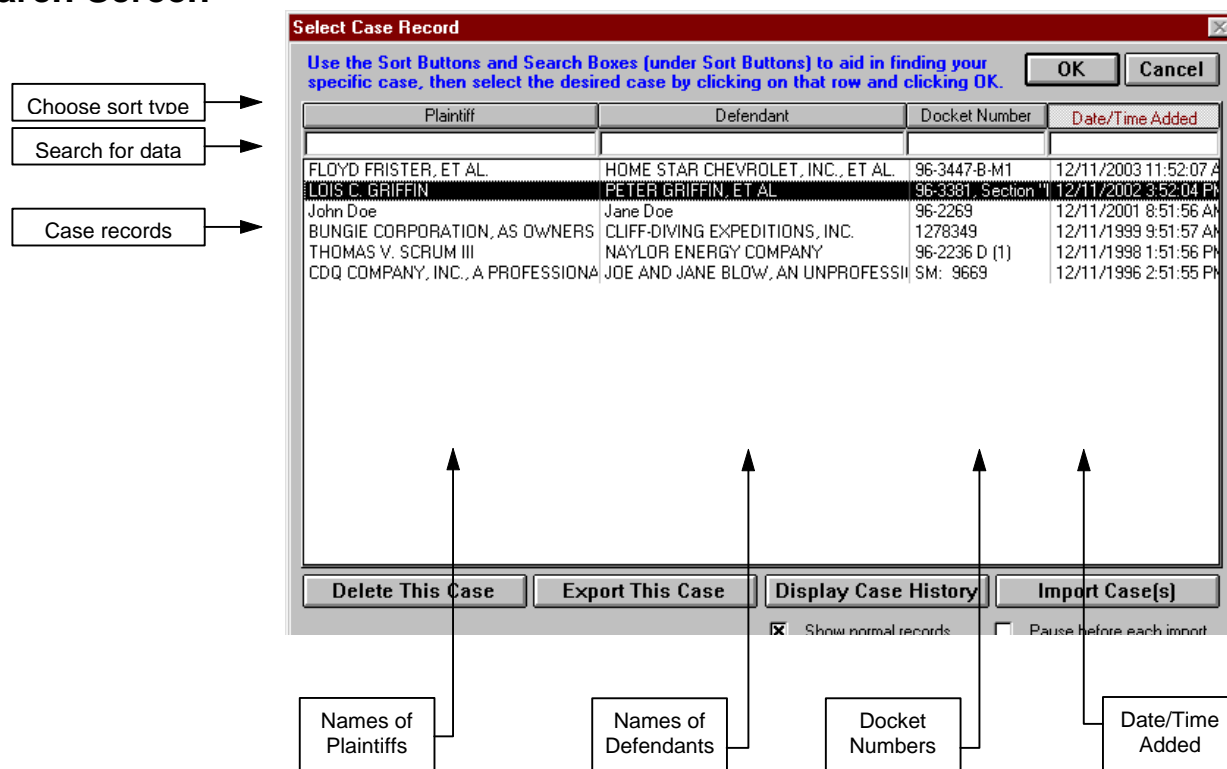
## Open a form related to an existing case

WordMill allows the user to access data already entered into the system. Existing data is recalled through the Search screen.

To view the Open Existing Record screen press the **Search for Case** button on the Select WordMill Forms screen. The Search screen is shown below.

*(Data shown is from the USDC form library. Other libraries will work with the same principles.)*

### Search Screen



To locate the desired case data and open a form with the desired data:

1. Select the method WordMill will sort the case records. Press one of the sort option buttons. The options (for this particular WordMill library) are as follows:
  1. **Date Added:** 1. reverse sorts records by the date information was added to the system.
  2. **Plaintiff:** 2. sorts records alphabetically by the name of the plaintiff.
  3. **Defendant:** 3. sorts records alphabetically by the name of the defendant.
  4. **Docket Number:** 4. sorts records by the docket number.

Records are arranged across the screen. Each row represents data from the same record.

2. Click on the row containing the desired case record. It will be highlighted by WordMill.

*It may be necessary to scroll through the Search Screen. Use the scroll bar to move the list up or down.*

3. Press **OK**. This will return the user to the Select Forms Screen. Any forms that were accessed before with this case should now be highlighted.
4. Check the box(es) adjacent to the form(s) desired.
5. Press **OK** to open the form(s) with the selected data.

Forms related to subpoenaed or summoned parties will require the further selection of data. Follow the prompts on the selection screens to select the existing data or add a new location or name to the record.

## WordMill Toolbar

Toolbars contain buttons that give you quick mouse access to many commands and features in WordMill. For example, you can print a form by clicking the **Print** button on the WordMill toolbar.



*WordMill Toolbar*

When you first start WordMill, the toolbar appears on the upper edge of the screen. You can detach or reattach the toolbar by double-clicking on it. Delete the toolbar by clicking the control box in the top left corner of the floating toolbar. Display the toolbar by choosing **Show Toolbar** from the View menu.

You can see a description of a toolbar button's function in a tool tip. When you point to a button with the mouse, the button's function will appear.

## Show Fields

Use the **Show Fields** button on the WordMill Toolbar to toggle the color of the data fields between gray and white.

## Highlight Blanks

**Highlight Blanks** helps check work for completion. Use the **Highlight Blanks** button on the WordMill toolbar to detect fields which do not have data entered. WordMill looks to see if any data has been placed in the field. WordMill then highlights the empty fields by shading the background a bright shade of yellow.

Note: WordMill only looks to see that a field has data of any sort in it. WordMill has no

ability to check to see that a field is completely or correctly filled in.

---

---

## Copy Data

**Copy Data** makes an exact duplicate of all data that has been entered on the form. This may be useful for making a new case with information based upon an existing one. When this button is pressed, the data is copied and the user is shown a confirmation box that reads "You are now editing a duplicate of this matter."

---

## Save Defaults

**Save Defaults** takes a "snapshot" of the open form and all data that has been entered on the form. Whenever that form is opened after the Save Defaults data has been pressed it will appear with the data saved as default data. This feature allows users to enter recurring data such as their address or phone numbers once and then have them appear every time a new form is opened. The feature will ask whether the user desires to use the default data each time a new form is opened.

To set defaults on any form, follow these steps:

1. Open the desired form.
2. Enter the data that is to be the default data.
3. Press the **Save Default** button or **Shift + F9** on the keyboard.

---

## Forms

The **Forms** button, or **F5** on your keyboard, calls the Select Forms screen and allows the user to open additional forms with the case data currently displayed in any open form(s).

Note: Pressing the Forms button opens additional forms with **the same data record**. As a result, any **changes made to the data will be permanent** for all forms using that record.

---

---

## Text- & Text +

Use the Text- and Text + buttons, or **F11** and **F12** on your keyboard, to reduce or enlarge the size of the font in the selected record. Press the buttons repeatedly to step the size up or down. The font values will be saved for the current form, but it will not affect the size of the same data in other forms.

Note: While WordMill provides the user with the ability to reduce or enlarge the font, such reductions may not be acceptable with the filing authority. It is best to use these features in moderation.

---

---

## Close & Save

The **Close** and **Save** buttons perform related functions.

The **Close** button, or **F7** on your keyboard, prompts the user to save the current record and then closes the active window.

The **Save** button, or **F10** on your keyboard, saves all the data contained in the current case record, but it does not close the window.

WordMill will prompt the user to save the data record when the close button is pressed. However, as WordMill can determine if the user has modified the form since it was last saved, it will not prompt the user to save the form's record when it has not been edited since the last save event.

---

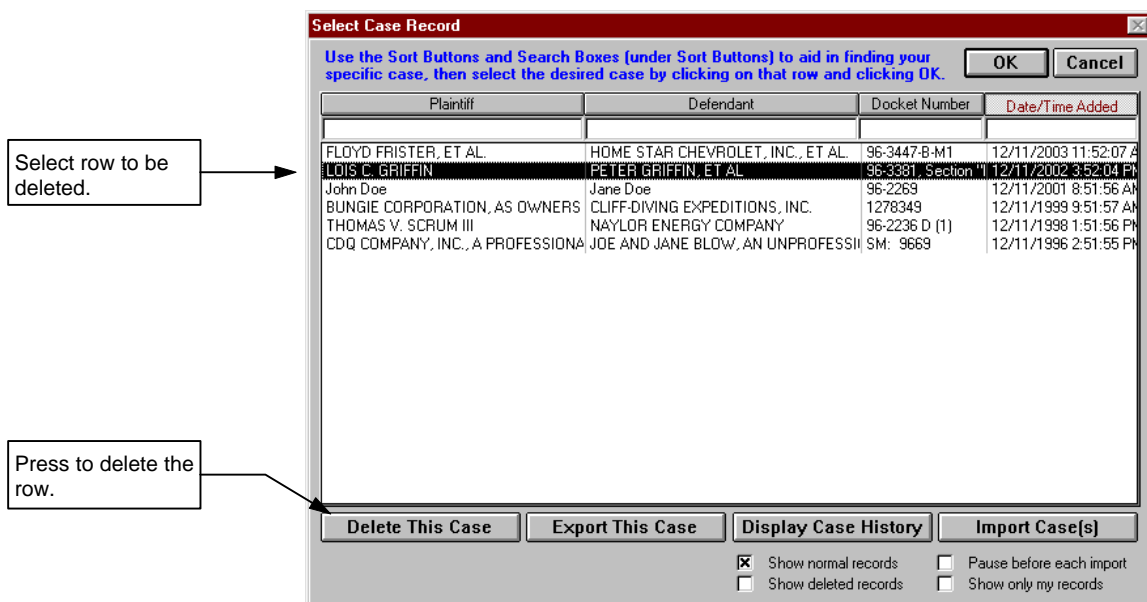
## Undo

The **Undo** button, or **Ctrl + Z**, undoes the last action taken in WordMill.

---

## Delete a Case Record

From time to time it may be necessary to delete records added inadvertently or records for cases which are closed. Select case records for deletion using the Open Existing Record screen described above. To delete a record, follow these steps:



1. Open the Open Existing Record screen from the Select Forms screen.
2. Select the record to delete. (See Create form with an existing case above.)
3. Press the button labeled **Delete This Case** or the **Delete** key on your keyboard.
4. Follow the safety prompts to actually delete the case record.

---

## Exit

Exit WordMill from the **File -> Exit** menu option.



---

## Connections

WordMill provides the user with the ability to access multiple data files. This feature allows a user to connect the forms in the program with any number of separate WordMill data applications.

### ***Moving data files and reconnecting***

WordMill data files may be moved to a user-defined directory that is separate from the WordMill program directory. Use this feature when installing WordMill on a network or when the user has established a directory system which requires isolation of data files.

As a safety precaution, WordMill does not provide the facility to disconnect and move the data file. Follow these steps to move and reconnect the data file.

1. Close all applications.
2. Use Windows to move the file named \*DAT.WML from the WordMill directory to the desired location.
3. Open WordMill.  
WordMill will detect that the file has been moved but does not have the ability to locate the file. It will prompt the user for the location of the file.
4. Browse to the file.
5. Press **OK**. WordMill will acknowledge the new connection.

### ***Connecting to existing data files.***

1. Close all WordMill windows.
2. Select **Set Preferences** from the File menu item.
3. Under 'Path of attached case data file', press the **Change Path** button
4. Press **OK**.
5. WordMill will indicate whether the connection was successfully completed or if there was an error. In the case of an error, determine the exact name and path of the desired file and repeat the above steps:

---

Note: WordMill data applications are specific to the form library and must be created by the WordMill Setup program.

---



# About WordMill

---

## Troubleshooting

### Display errata

WordMill may appear to leave lines or graphic images out of documents viewed in Page View. The cause may be one of the following.

#### ***Normal Video Dropout***

Video dropout may be a normal by-product of the interaction between WordMill and your video driver. If the form prints satisfactorily and the drop-outs are not interfering with use of WordMill, you may wish to ignore the drop-outs.

#### ***Memory***

Video dropout may be a result of a lack of free memory which occurs from a variety of causes unrelated to WordMill. Free memory in your computer by closing applications and eliminating background processes and restart Windows and WordMill. Memory related video dropout is usually accompanied by corresponding omissions on documents printed during the troubled session. (Please see the discussion on memory in #2 of Printing Errata).

#### ***Video resolution***

Video dropout may be a result of the video resolution you have chosen for your computer. Experiment with different resolution settings to improve the clarity of your screen image. Modify screen resolution settings with the Windows Setup applet found in the Main Program Group.

### Printing errata

#### ***Key Code***

WordMill incorporates a key code to prevent unregistered users from printing completed documents. WordMill will query all users who have not previously entered the correct code on every startup to enter the key code. To obtain this code, call 1-800-967-3645. Filled forms printed without registering the program will be embossed with the word 'DEMO.'

#### ***Memory related printing errata***

WordMill has worked well when installed on computers having 4 megabytes of RAM, however it is suggested that users have at least 8 megabytes of RAM on the machine running WordMill. However, having this amount (or more) will not ensure the user of having sufficient free memory to run WordMill. Other software packages which are being run at the same time as WordMill may consume significant portions of the available memory space thereby denying adequate memory to WordMill. Please close other applications if you are experiencing erratic behavior from WordMill.

A common problem with Windows memory allocation occurs when another program has "crashed" requiring use of the Ctrl-Alt-Del bail-out. While the offending program has been "removed" from view, it leaves a dead zone of memory corruption. Please exit Windows and restart whenever a program crashes or behaves erratically to ensure system and resource integrity,.

#### ***Drivers/Setup related printing errata***

If you experience bizarre printing problems such as odd lines on the final forms you may be experiencing driver problems.

**We do not recommend using an ink jet printer with WordMill.** While some users have had success in using these types of printers, they frequently do not support the margin areas required by government forms.

**If your printer is a laser printer made by vendors other than HP** and you experience printing difficulties, load a standard HP III or HP IV printer driver and assign it to the same port as your current printer. Most laser printers are compatible with the HP drivers. In case of difficulty, switch to the HP driver whenever you print from WordMill. To change printers, press the options button on the printers dialog box which appears whenever you press the WordMill Print button.

All Windows software relies upon drivers to provide the interface between the software program and the particular items of hardware which make up your "computer." It is our experience that the drivers used for printing or for video display may occasionally be incompatible with some functions of Windows software. Your video and printer driver and the screen resolution you are operating under have a direct connection to print functions, and any one or combination of these may be the culprit.

---

**If the latest drivers fail to solve the problem, switch to Windows default settings for printer and video.**

---

## **Technical Support**

If all else has failed, please call WordMill to speak with a programmer.

1-800-WordMill (1-800-967-3645) or (504) 734-0005.

---

## Acknowledgments



Dear Colleague,

Thank you for purchasing WordMill Software. I have taken great care to design all WordMill packages to help meet the needs of modern offices. I sincerely believe that the WordMill family of products will improve the quality of your work-product while increasing the efficiency and profitability of your business.

As a practicing attorney, I have had a great deal of experience with the various aspects of processing a document for filing with government agencies, and I have incorporated many features in the WordMill system that will be of use in that process. I welcome your suggestions for product development or improvement. Please do not hesitate to fax me a note with your comments.

In closing, I would like to thank Lewis D'Aubin for his talented programming efforts and considerable patience with my many requests.

I hope you enjoy using our product.

Sincerely,

L.E. Estingoy III, J.D.

*President,*  
WordMill Inc.

WORDMILL INC.  
TEL. (504) 734-0006 (800) WORDMILL  
FAX (504) 734-0050  
325 EDWARDS AVE., NEW ORLEANS, LA 70123

# License Agreement

---

## Terms

WordMill Inc., agrees to sell, and the Buyer agrees to buy, a license for use of this WordMill Form Library under the following terms and conditions:

### LICENSE

Title to the program, manuals, diskette(s), and documentation remains the property of WordMill Inc. WordMill hereby grants a perpetual license for the use of the previously described items revocable only if Buyer violates the terms of this agreement. However, should a court determine that this transaction was a sale of the program rather than a transfer of a license to use it, the parties hereby agree that the following terms and conditions shall be construed as conditions of the sale.

WordMill will endeavor to periodically update the library to keep it current with the needs of the practice and the requirements of the agency or courts issuing the forms and materials included in the WordMill form Library. WordMill reserves the right to require compensation for such updates or additions. The terms of this agreement shall extend to all future releases, updates or upgrades unless specifically changed by WordMill Inc.

For the purposes of this agreement the following definitions shall apply:

WordMill: Shall refer to WordMill Inc., a Louisiana Corporation, and shall include any and all acts by WordMill Inc.'s officers and employees.

Program shall refer to all files, whether executable or not, which make up the WordMill Form Library.

### TERMS

Buyer agrees not to do any of the following:

1. Copy the program for purposes other than backup or to run it from a computer's hard disk;
2. Run or install the program or component files on more than one machine at a time, nor install it in a system such as a network that makes it available for use by more than one user or on more than one machine at a time without specific agreement from WordMill Inc.
3. Rent the program to others.
4. Reverse engineer the program or its component files, which shall be considered trade secrets of WordMill Inc., and are proprietary information.
5. Sell or rent component files of the WordMill Form Library.
6. Create a competitive program with a substantially similar "look and feel";
7. Alter the program or its component files.

Buyer may transfer this license to another. However, Buyer must transfer all documentation and media to the purchaser and may not retain copies of any published or electronic media containing the WordMill Form Library originally purchased by Buyer.

Buyer hereby assumes liability for any breach of this agreement or of applicable public laws by the transferee, unless Buyer conveys a written document reproducing the terms of this agreement signed by the Purchaser and Buyer and including the terms of the sale to WordMill

WordMill has a copyright covering the programming and product produced by the WordMill Form Library to the extent allowed by law. WordMill hereby grants the Buyer the right to reproduce the product of the WordMill Forms Library for purposes related to the internal operations of the Buyer's office or professional practice.

### LIMITED WARRANTY AND INDEMNITY AGREEMENT

WordMill hereby warrants the magnetic or published media on which the WordMill Form Library and its accompanying documentation are published to be free from defect in material or workmanship for 90 days from the date of purchase. WordMill will replace the diskette(s) or documentation if notified within the warranty period. Buyer's remedy is strictly limited to the replacement of such media.

WordMill supplies the program as a tool or aid to be employed in the professional practice of law or in the course of dealing with government agencies or courts. It is specifically understood that the Buyer assumes all responsibility for the proper use, completion, and review of the program's output to ensure that the documents and documents' content meets the professional or legal standards required for the type of document(s) produced, including, but not limited to: ensuring forms and instructions are current, that all forms are properly completed, and that they are generally used in the proper manner. BUYER FURTHER ACCEPTS ALL RESPONSIBILITY FOR ALL DAMAGES (if any) OCCURRING DIRECTLY OR INDIRECTLY FROM THE USE OR MISUSE OF THIS PROGRAM AND/OR ITS ACCOMPANYING DOCUMENTATION.

Due to the current state of the art of computer programming and the potential for incompatibility of software and/or hardware combinations, WORDMILL DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OTHER THAN THOSE STATED IN THE PRECEDING PARAGRAPHS. BUYER'S

REMEDIES FOR BREACH OF THE LIMITED WARRANTY ARE LIMITED TO THOSE STATED IN THE PRECEDING PARAGRAPHS. THIS LIMITATION SPECIFICALLY EXCLUDES AND PRECLUDES RECOVERY OF DAMAGES OF ANY KIND. This document is the parties' entire agreement. No representative of WordMill other than a corporate officer is authorized to alter these terms, and an officer may only alter the terms of this agreement in writing.

**GOVERNING LAW**

In case of any dispute, this agreement will be governed by Louisiana law. Copyright and Trademark issues shall be governed by the applicable laws of the United States.

# Glossary of Terms

## **Case record**

WordMill stores case data as a case record. A case will have one record for each person subpoenaed or summoned.

## **Data fields**

Space on both Page View form and Speed Form where data may be entered. View data fields in Page View by pressing the Show Fields toggle on the WordMill Toolbar.

## **Key word**

Code word corresponding to the reference code generated by an installation. Entering the proper key word will fully enable the WordMill form library.

## **Open WordMill**

Run the WordMill software.

## **Page View**

Editable representation of printed page.

## **Reference code**

Code generated by WordMill software when WordMill is installed on a particular computer. This code is unique to each computer that WordMill is installed on. Registered users may present the code to WordMill at 1-800-967-3645 to receive the key word required to run a full installation of the form library.

## **Scroll bars**

Windows tools located at the right edge (vertical scroll bar) and bottom edge (horizontal scroll bar) of the screen which allow the user to roll the contents of the screen in any desired direction.

## **Search screen**

Screen from which the user selects a saved case record to use when opening forms.

## **Toolbar**

Collection of buttons which start the actions listed on their face when pressed. The WordMill Toolbar may be moved about the screen by clicking upon it and dragging it. Fix it to any edge of the screen by moving to the extreme edge of the screen. Remove it completely by clicking on the control box while it is in a floating mode. Replace it with the View Toolbar menu command.

## **WordMill form**

Refers to the electronically stored copy of the original government document. WordMill forms do not contain the data they display, rather the form and the data are combined at the time of viewing and printing.

## **WordMill session**

A session refers to the period when a user has a particular case record "opened."



# Index

## C

Case record 23  
Close 16  
Create a form related to a new case 9  
Create a form related to an existing case  
13

## D

Data fields 23  
Delete a Case Record 16

## E

Enter information in forms 9  
Exit WordMill 17

## F

Forms 15

## H

Highlight Blanks 15

## I

Installing WordMill 5  
network installation 5  
normal installation 5

## K

Key Code 19  
key word 5, 23

## L

License Agreement 22

## N

Network database 17

## O

Open WordMill 9

## P

Page View 9, 23  
**Preferences** 17  
Print a Blank Form 13  
Print a Completed Form 12

## R

reference code 5, 23

## S

Save 16  
Scroll bars 23

**Search Screen** 14, 23

*Select WordMill Forms Screen* 9

Show Fields 15

Speed Form 10

## T

Technical Support 20

Toolbar 23

ToolTip 15

Troubleshooting

Display errata 19

Troubleshooting 19

Printing errata 19

## U

Undo 16

## W

WordMill Toolbar 14