## Assistant Educational Officer

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Subject:        Electronic Year-End Report Forms - How To Use


Just a few notes to help:

- All files were created in Word 6.0 for Windows on a PC except for ED-50 which was done in Word 2000.
- These files allow you to enter your data without having to align with the preprinted forms. Unfortunately, there is no interface between the different forms. The ultimate solution is not here yet, but we haven't given up on getting it.
- The easiest way to work with the form is to use your mouse to position the cursor in the desired cell. If you want to move within the form without the mouse, don't use the ENTER key. ENTER is virtually guaranteed to introduce extra lines and change the format. Use the four arrow keys (up, down, left, right) or the tab key rather than the ENTER key. If you accidentally change the format, use the "Undo" key (ctrl-Z). Save often when you have good copy. In case of a major disaster, you can recall the saved version.

Good luck. Hopefully by next year we'll have these forms electronically integrated and set up for e-mail download. We'll try.


*Currie*