SF 171 for Windows
Version 1.1
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Welcome to Standard Form 171 for Windows. This program was written specifically for use with Windows 3.1 and the runtime version 1.53 of Toolbook.

Required Hardware

COMPUTER
We recommend that users of this program utilize a 386 computer with 4 megabytes of memory and a VGA video card. The program will run on a 286 computer with 3 megabytes of extended memory, but a faster machine is highly recommended. If you don't have 4 megabytes of memory, please close all other Windows applications prior to running SF 171 for Windows.

If you have a video card capable of Super VGA resolution, we recommend running the program in the 16 color mode. The program will run in the 256 color mode providing you have enough memory and one of the more common video cards, but it will run notably slower.

EGA graphics systems have a screen aspect ratio that is not supported by this version of the program.

PRINTERS
This release of the SF 171 program has been tested for use on Hewlett Packard LaserJet Series II and III printers, and a few Postscript printers. The program has not been tested on any other printer. The forms are very complex and contain numerous fonts, lines, and other graphic objects. As such, it may take a while for the forms to print. Print times can range from 5 to 20 minutes depending upon the printer. Please note that some printers are not capable of printing the entire form, because they do not have enough printer memory to process all the fonts and a full page graphic image at 300 dots per inch. If your printer will not print the form and the data, you have the option of printing just the data on a preprinted form.   Some HP Laserjet Series II printers are not capable of printing white text on a black background. If you printer cannot print white text on a black background, select **Set Title Boxes to Gray** using the View menu. If you do not make this change, the white text in the title boxes (i.e. GENERAL INFORMATION or AVAILABILITY on page 1 of the form) will not print. The result will be black boxes with no text.

NOTE: There may problems printing the form and the data with Series II printers with only 512 k printer memory

Always check the form over carefully before submitting an application to be sure it is correct.

General Program Information

IMPORTANT NOTE: If you updating from a previous version or the shareware version of the program, be sure to export your data to a floppy disk before installing the new version of the program. If you copy the registered version over the shareware version, all the data you have entered in the Shareware version will be lost.

PROGRAM INSTALLATION
1. Create a directory called **SF171** on your hard disk. Copy the following files to this directory:

> TBOOK.EXE
> TBKWIN.DLL
> TBKUTIL.DLL
> TBKCOMP.DLL
> TBKBASE.DLL
> SF171.TBK
> SF171.ICO
> README.WRI
> INSTRUCT.WRI

2. Add SF 171 for Windows to your program manager:
>   a. Click on "File" in the menu bar
>   b. Click on "New" in the drop down menu under "File"
>   c. Select "Program Item" and click "Ok"
>   d. In the Description input box type **SF 171**
>   e. In the Command line box type the following: **C:\SF171\TBOOK.EXE SF171.TBK**
>   f. Type **C:\SF171** in the input box labeled "Working Directory"
>   g. Click the "Change Icon..." button
>   h. Again assuming you placed your files in a directory labeled SF171 on the C drive type "**C:\SF171\SF171.ICO**" in the "File Name" input box and click "Ok" twice.
>   i. Click "Ok" again and the icon will appear in your program manager.

3. Double click on the SF171 icon in your program manager to run the program. Be patient!! it may take a few seconds to load.

4. Note the Menu bar across the top of the program's window. This menu bar is important for everything from saving files to printing to changing pages. Take a few minutes to browse through the menu items to familiarize yourself with the system. Below is a description of each of the functions in the menu system:

> **FILE Menu**
> The file menu has four items in its list box: Save; Export Data; Import Data; and Exit.
> *Save* -- This menu item saves the work you have completed on the SF 171 during your session. If you do not save prior to quitting the program, the program will prompt you to save before quitting and losing your data.
> *Export Data* -- This menu item allows you to save your data to a file so that it may be imported into future revisions of the program. The data is written to a file on the a: drive. **HINT: This is also an excellant way to backup your data.**
> *Import Data* -- This menu item will import data from the a: drive. The data must have been exported by this program and must exist on the a: drive.
> *Exit* -- This menu item allows the user to exit the program.

> **PRINT Menu**
> The print menu has three item in its list box: Data for Form SF 171 Using Preprinted Form; Form SF171 and Data; and Printer Setup.

Data for Form SF 171 Using Preprinted Form -- This menu item allows the user to print the data only. To utilize this item, the user must place the preprinted forms in the printer prior to printing. Please note if you use double sided forms the pages should be printed one at a time to reduce errors.

Form SF 171 and Data -- This menu item allows the user to print the form and the data. Please note the items mentioned in the section entitled " Printers" above prior to attempting to print.

Printer Setup -- This menu item allows the user to change and setup printers.

EDIT Menu

The edit menu contains nine entries in its list box: Undo; Cut; Copy; Paste; Clear; Add New Continuation Sheet; Delete Continuation Sheet; Insert New Work Experience; and Delete Existing Work Experience.

Undo -- The undo selection is utilized for undoing the last action made by the user. For example if you accidently type over an entry in one of the fields on the form, utlizing undo will change the text back to what it was prior to making the entry.

Cut -- This menu selection is utilized to cut and move text. To use, highlight the text by dragging over the text you want to move with the mouse, and select cut from the edit menu. Use paste to insert the text elsewhere on the form.

Copy -- This menu selection is similar to the Cut selection except it copies the selected text. It is utilized similar to the Cut selection.

Paste -- The Paste selection works in conjunction with the cut and copy selections. After the text has been cut or copied, place the cursor in the position in which you wish to insert the text and select paste from the edit menu.

Clear -- Clear deletes the highlighted text from the form.

Add New Continuation Sheet -- This selection should be utilized if you need to list additional work experience. Each time this selection is utilized the program adds an additional SF 171-A to the form.

Delete Contiuation Sheet -- This selection will remove unwanted SF 171-A's from the form.

Insert New Work Experience -- Use this selection to insert a new job description in A on page 2 of the form. The program will shift the remainder of your work experience down. If an additional continuation sheet is necessary it will automatically be created.

Delete Existing Work Experience -- This selection will prompt you for the work experience section to remove on the current page. ***Warning this selection will remove all the data in the selected work experience section.***

TEXT Menu

The Text menu contains six items: Character...; Paragraph...; Bold; Italic; Underline; and Strikeout. These menu selections are utilized for field and character formatting. Basically they provide the user with the option of changing the alignment and font in each field.

Character... -- This selection allows the user to change the font of any highlighted text. To use, first highlight the text to be changed, select Character... from the text menu, and make the text changes you wish. ***HINT: Utilizing somewhat smaller text in any entry field allows more text to be fit into that particluar field.***

Paragraph... -- This selection allows the user to set tabs and change the alignment, spacing and indentation in any field. ***HINT: To use tabs in a field on the form simutaneously press the control and tab keys.***

Bold, Italic, Underline and Strikeout -- Each of these selections are virtually the same as are found under the Character... menu item. To utilize, highlight selected text and select Bold, Italic, Underline or Strikeout from the text menu.

VIEW Menu

The View menu is primarily utilized to navigate through the program. The view menu may contain up to eleven items depending on the number of continuation sheets you have (the maximum number of contiuation sheets allowed is five).

Show Highlights -- When the progam is initially run, this is the default mode for the higlights for the current field and check boxes. Clicking this selection will place a light yellow background on the current field and a dark yellow background behind all check-box fields.

Hide Highlights -- When this menu item is selected, the light yellow background in the current field and the dark yellow background in the check-box fields are changed to white.

View Page items -- Each of the View Page menu items, when selected cause the program to change to that page of the SF 171 or continuation sheet. The current page is indicated with a check mark. **HINT: You may also change pages with the page up and page down (or right mouse button) keys.**

INFO Menu

The Info menu contains three items: About, Quick Tips., and Readme

Form Instructions -- *Copy of the instructions found on the printed form.*

Quick Tips -- This menu selection provides addtional program navigation information.

The information contained is as follows:

Page Up Key -- Previous page

Page Down Key -- Next page

Right Mouse Button -- Next Page

Tab Key -- Next field

Shift + Tab Key -- Previous field

Program Help -- Selecting this menu item will display the file you are currently viewing.

About -- This menu selection provides information concerning the version of the program and its authors.

Finally, this program is not fool-proof so please **PROOF READ YOUR ENTIRE SF 171 PRIOR TO SUBMITTAL!!!!!!**

DISCLAIMER: In no event shall Finish Line Software, its owners or employees be liable for any damage whatsoever (including, without limitation, indirect, special, incidental, consequential, or similar damages) claimed by you or any other person or entity as a result of the use of this program. This includes rejection of a job application, loss of job opportunities, time, money, data or other resources.

We hope you find this program useful. If you are not a registered user, you may evaluate the program for 30 days before registering. If you do not register this program, you must erase all program files and data and discontinue its use.

Registered users support continued development of this program and are entitled to receive free of charge any bug fixes or updates to the program for a period of 180 days from registration.   If you continue to use the program but do not feel obligated to register it, we hope that your employer has the same attitude about compensating you for your efforts.

To register, send $20.00 US to:

Tom Murrell
17106 Laoana
Eagle River, Alaska 99577

Please include a return mail address, the version number of the program you are currently using

and the type of disk format desired. (5.25"-360k, 5.25"-1.2mb, 3.5"-1.44mb, or 3.5"-720k)

Best wishes on your search for federal employment.