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Getting Started

Thank you for buying ModelOffice software!

Every minute you spend wondering how to phrase that important message costs you money. So we've compiled hundreds of high-quality, professional documents from experts in business communications to help you get your point across. The ModelBrowser   our exclusive document retrieval software   puts these documents only a mouse-click away from your word processor, where you can customize them to fit your needs.

What ModelOffice Installs

If you have installed your ModelOffice software onto your hard drive, the following files have been installed in a directory on your hard drive (named "moffice" by default):

> ModelBrowser document retrieval software that opens and displays your database of model documents,

> a database or databases of model documents (like "sales.mbd" if you bought Model Sales Letters),

> this Help file,

> and a file called "Uninstall," which allows you to easily remove the ModelOffice you have installed.

Note: The ModelBrowser scans the directory for databases and opens then when you run it. You must leave your databases in the same directory as the ModelBrowser.

The ModelBrowser Window

The ModelBrowser consists of a single main window with two panes:

> The <u>outline</u> on the right presents a table of contents of each available database.

> The <u>document pane</u> on the left displays the text of a guideline or example document.

Toolbars

The main window has two toolbars:

> The <u>main toolbar</u> (below the menu bar) contains buttons for general tasks, like rearranging the window and searching databases.

> The <u>outline toolbar</u> (above the outline) contains buttons that control how contents are displayed in the outline.

Move the mouse pointer over a toolbar button and pause to find out what that button does.

Finding Documents

You can find guidelines and example documents in a ModelOffice database by using the contents outline or by using the Find command:

Use the outline. Click on the icons in the outline to view the contents of categories or to open documents and guidelines.

Use the Find command. Click the   button on the main toolbar or type Ctrl + F and enter the word or phrase you want to find. Categories and documents that contain the terms you are search for will be marked with an arrow in the outline pane. The terms will be highlighted in the document pane. See <u>Searching Databases Using the Find Command</u>.

Copying and Saving Documents

You can move a document to your word processor for editing in three different ways: copying a document to the clipboard, saving a document to disk, or directly loading the document into your word processor.

Copy a document. Click on the   button in the document toolbar to copy the currently opened document to the clipboard. You may then paste the copied text into your word processor for editing. See <u>Copying Text from a Document</u>.

Save a document. Click on the   button in the document toolbar to save the document to a disk as either plain text or <u>Rich Text Format (RTF)</u>. See <u>Saving a Document to Disk</u>.

Directly load a document into your word processor. Click on the   to load the current document into Microsoft Word, WordPerfect or other word processors. See <u>Loading Documents Directly into Your Word Processor</u>.

See Also:

<u>Contents</u>

Opening the ModelBrowser

When you start the ModelBrowser, it will open all the databases of ModelOffice documents that are in the same directory as the ModelBrowser.

TIP: If no database of documents appears in the outline after you have opened the ModelBrowser, check to be sure that your database is in the same directory as your copy of the ModelBrowser. (Unless you chose another directory during installation, the directory with your copy of the ModelBrowser will be called "moffice" on the root level of your hard drive.)

Opening the ModelBrowser from the Desktop

To open the ModelBrowser, follow these steps:

If you are using:	Do this:
Windows 95 or Windows NT 4.0	1. Choose the start button.
	2. Point to "Programs." Then point to "ModelOffice."
	3. Choose ModelBrowser.
Windows 3.1 or Windows NT 3.5	1. Double-click on the ModelOffice icon in the Program Manager.
	2. Double-click on the ModelBrowser icon.

Quitting the ModelBrowser

To end your session with the ModelBrowser:

From the File menu, choose Exit.

The ModelBrowser Window

The ModelBrowser window is split into two sections, or panes. The <u>outline</u> (which defaults to the right side of the window) shows all the open databases and their contents. <u>Documents</u> from the databases are viewed in the <u>Document Pane</u>, which is on the left side of the window.

You can change the arrangement of the panes in the window by clicking on the Window Arrangement buttons on the <u>main toolbar</u>. You can also resize the two panes by dragging the vertical line that splits them.

See Also:

<u>Guide to the Toolbars</u>

<u>The Main Window Toolbar</u>

<u>The Outline Toolbar</u>

<u>Getting Around in the Outline</u>

<u>Getting Around in the Document Pane</u>
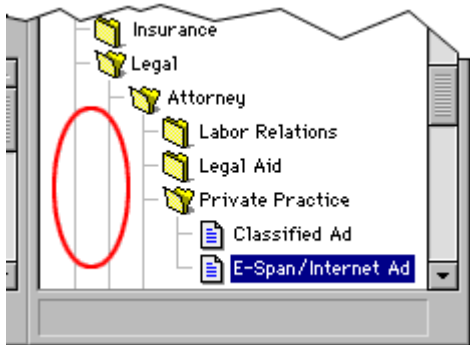
Getting Around in the Outline

The **outline** gives you a hierarchical breakdown of the documents in a ModelBrowser database. Databases appear as file cabinets, their categories appear as folders, and example documents and guidelines appear as dog-eared pages. To expand a category and view its contents, or to open a document, click on the item's icon or double-click on its name.

Outline Items

When you move the cursor over an outline item's icon, the cursor will change to 🖐. Click once to view a category's contents or to open a document in the document pane.

Outline Level Lines

When you move the cursor over an outline level line, the cursor will change to ᵗ. . To collapse the outline so that categories or individual documents are not displayed, click once on a level line next to any of the categories or documents.

The Outline Status Bar

The status bar under the outline shows you how many databases are currently open and how many documents they contain. After you have entered a search with the Find command, the status bar will show you how many categories and documents have hits. See Searching Databases Using the Find Command.

The Outline Toolbar

The Toolbar buttons above the outline give you one-click shortcuts to expanding or collapsing the entire outline. See The Outline Toolbar.

See Also:

The ModelBrowser Window

Guide to the Toolbar

Getting Around in the Document Pane

Getting Around in the Document Pane

Guidelines and model documents from the databases are viewed in the document pane. In this pane, you can read documents, copy selected text, save documents, or load documents directly to your word processor for editing.

Note: The document pane is intended for viewing reference documents, not editing them. You will not be able to add, change, or delete text in the document pane.

Selecting Text in the Document Pane

To select:	Do this:
Any item or amount of text	Drag the cursor over the text you want to select.
A word	Double-click the word.
A paragraph	Triple-click anywhere in the paragraph.
Multiple paragraphs	Triple-click anywhere in a paragraph, and then drag.
An entire document	Choose select all from the Edit menu.

The Document Status Bar

The status bar under the document shows you how many words are in the current document. After you have entered a search with the Find command, this status bar will show you how many hits are in the current document. See Searching Databases Using the Find Command..

See Also:

Getting Around in the Document Pane

The ModelBrowser Window

Guide to the Toolbar

Getting Around in the Outline

Guide to the Toolbars

The buttons on the Toolbars in the ModelBrowser are one-click shortcuts for common tasks, like searching and printing the database documents. For a quick explanation of a Toolbar buttons function while you are using the ModelBrowser, hold the cursor over the button without clicking.

See Also:

The Main Window Toolbar

The Outline Toolbar

The Main Toolbar

	Rearranges the ModelBrowser window so that the outline is on the left.	
	Hides the outline and expands the document pane to take up the entire window.	
	Rearranges the ModelBrowser window so that the outline is on the right.	
	Prints the document opened in the document pane.	Ctrl+P
	Copies the text in the document pane to the clipboard. See Copying Text from a Document.	Ctrl+C
	Saves the document opened in the document pane. See Saving a Document to Disk.	Ctrl+S
	Loads the document opened in the document pane directly into word processor. See Loading Documents Directly into Your Word Processor.	Ctrl+L
	Expands the outline and displays the title of the open document.	
	Opens the next document in the outline.	Ctrl+[
	Opens the previous document in the outline.	Ctrl+]
	Opens the Find dialog box. See Searching Databases Using the Find Command.	Ctrl+F
	Displays the next occurrence or hit of the word or phrase you are searching for. By pressing the Shift key (the button will change to) and clicking, you can skip any other hits in the current document and go to the first hit in a following document.	Ctrl+G
	Displays a previous hit. By pressing the Shift key (the button will change to) and clicking, you can skip any other hits in the current document and go to a hit in a previous document.	
	Highlights and de-highlights every hit in the opened	

document. See <u>Displaying the Results of a Find</u>.

Increases or decreases the size of the text in the document pane. (These buttons are in the lower left-hand corner of the document pane.)

See Also:

The Outline Toolbar

This button:	Does this:
	Shows all categories and documents. All the categories and documents that contain hits are marked with an arrow. See <u>Searching Databases Using the Find Command</u>.
	Shows the entire contents of all categories that have at least one document with a hit.
	Shows only the categories and documents that contain hits.
	Collapses the outline.
	Expands the outline to second level.
	Expands the outline to third level.
	Completely expands the outline.
	Collapse the outline automatically so only the category that contains the document you currently have open is expanded.

See Also:

<u>The ModelBrowser Window</u>

<u>Getting Around in the Outline</u>

<u>The Main Window Toolbar</u>

Searching Databases Using the Find Command

To search any available databases for a specific word or phrase using the Find command, follow these steps:

1. Click the button in the main toolbar.

    -OR-
    From the Find menu, choose Find.
    -OR-
    Type Ctrl+F.

2. Select the databases you want to search in the "Search In:" box. Click the All button to select all the available databases, or the None button to deselect all the databases before you narrow your search.

3. Select the text area you want to search. Choose either:
    "Category/Document Names" to search the titles that appear in the outline.
    "Documents" to search all the text that appears in the documents.

4. Type a word, phrase or search expression in the "Search For:" box. As you type, the list of available terms in the Choices box will scroll to match what you type. You may press the Space bar at any time to enter the word highlighted in the "Choices:" box into the "Search For:" box.

    Note: The "Choices:" box displays all the words that are available in the databases and text areas you have selected in the "Search In:" box. There is no need to search for a word that does not appear in that list.

5. Check the "Find Words Starting With" box if you want to find documents that contain any words that start with the text you typed in the "Search For:" box. If you leave the box unchecked, the ModelBrowser will find documents that contain only the full word you typed in the "Search For:" box.

6. Check the Collapse Outline box if you want the ModelBrowser to collapse the outline pane to the specific area of the document outline in which first hit is displayed.

7. Check the "Go to First Hit" box if you want the ModelBrowser to open the first document with a hit and display the first hit immediately.

    Note: If you leave the box unchecked, the outline will place an arrow next to documents and categories containing hits, but you will   stay at your current place in the document opened in the document pane.

8. Click the OK button or press ENTER.

Note that searches in the ModelBrowser are not case sensitive, so a search for *administration*, for example, would find documents that contain either *administration* or *Administration*.

See Also:

Creating More Precise Searches

The ModelBrowser will find only exact matches of terms entered in the "Search For:" box unless you check the "Word Starts With" box. For example:

If the "Word Starts With" box is:	And you enter:	You will find documents that contain:
Not Checked	person	only documents that contain the word "person"
Checked	person	documents that contain the word "person" or "persons" or "personality" and so forth

You can also use the wild card character (the asterisk) to make your search more inclusive.

To search for:	Type:
Documents that contain the word "person"	person
Documents that contain the words "assist" or "assists" or "assistant" and so on	assist*****
Documents that contain the word "person" or "repairperson" and so on	*****person

You can also use Boolean operators *and, or,* and *not* to create more precise searches.

To search for:	Type:
Documents that contain both the word "sales" and the word "marketing"	sales **and** marketing
Documents that contain either the phrase "administrative assistant" or the word "secretary"	administrative assistant **or** secretary
Documents that do not contain the word "engineering"	**not** engineering

By default, the **not** operator is evaluated first. The other operators, **and** and **or**, are then evaluated left to right. Expressions entered in the "Search For:" are evaluated from left to right. You can change that order by using parentheses. When you enclose an expression in parentheses,

it gets evaluated first.

To search for:	Type:
Documents that do not contain the word "sales" but do contain the word "marketing"	**not** sales **and** marketing
Documents that do not contain <u>both</u> the word "sales" and the word "marketing" (but which may contain either)	**not** (sales **and** marketing)

See Also:

<u>Searching Databases Using the Find Command</u>

<u>Displaying the Results of a Find</u>

Displaying the Results of a Find

After you have entered a search term or expression into the "Search For:" dialog box, you will jump immediately to the first occurrence of the term if you have checked "Go to First Hit" in the Find dialog box.

Finding the Next Hit

To go to the next hit (or to go to the first if you left "Go to First Hit" unchecked):

Click the ⬛ button in the main toolbar.

-OR-
Type Ctrl+G.
-OR-
Choose "Find Next" in the Find menu.

Skipping to the Next Document or Category with a Hit

To go to the next document with a hit, skipping any other hits in the present document:

Hold down the Shift key and click the ⬛ button in the main toolbar.

Highlighting Hits

To highlight every hit in the document text and in the text in the outline:

Click the ⬛ button on the main toolbar.

-OR-
Choose "Highlight Hits" from the Find menu.

Displaying Categories and Documents with Hits in the Outline

After you have entered a term or expression in the Find dialog box, you can choose to have the outline show all the contents of your databases and simply mark the categories and documents that contain hits with an arrow. You can also have the outline filter, or temporarily hide, those categories or documents that don't contain hits by using the Find Filter buttons over the outline.

This Button:	Does This:
⬛	Shows all the contents of any available database and marks items that contain hits with arrows. (Category titles and documents that contain hits are marked with ▸. Categories that do not contain a hit in their title, but do contain documents with hits, are marked with ▹.)
⬛	Shows the entire contents of all categories that have at least one document with a hit. This is helpful when you want to see documents

related to the document your search discovered.

Shows only those documents and categories that contain a hit.

See Also:

Searching Databases Using the Find Command

Using AND, OR, and NOT in a Find

Copying Text from a Document

Documents in ModelBrowser databases can be copied to the clipboard or saved to your hard disk so you can work with them in other applications. Since ModelBrowser documents are in <u>RTF</u>, they can be moved to most word processors with their formatting intact. If your word processor doesn't support RTF, ModelBrowser can also copy and save documents as plain text.

You can copy text from ModelBrowser documents as easily as you would from any word processor. To copy text to your clipboard

1. Select the text you want to copy from the document.

2. Choose "Copy" from the Edit menu.

   -OR-

   Type Ctrl+C.

You can also copy to entire document in one step:

   Click the button on the toolbar.
   -OR-
   Choose "Copy Document" from the Edit menu.

Note: Some word processors cannot read RTF from the clipboard. Text copied from the ModelBrowser and pasted into these applications will be unformatted. If this is the case with your word processor, try saving the ModelBrowser document to disk and open it from the application. (See <u>Saving a Document to Disk</u>.)

See Also:

<u>Loading Documents Directly into Your Word Processor</u>

Saving a Document to Disk

To save an open document as a text document or <u>RTF</u> document, follow these steps:

1. Click the ![floppy disk icon] button in the toolbar.

    -OR-
    Choose "Save Document As..." from the File menu.
    -OR-
    Type Ctrl+S.
2. Choose a location for the document you want to save.
3. Type a name for the document in the "File name:" box.
4. Select a format for the document in the "Save as type:" box.
    Select "Plain Text" to save a document as unformatted text only.
    Select "Rich Text Format" to save character and paragraph formatting along with the text.

5. Click OK.

See Also:

<u>Copying Text from a Document</u>

<u>Loading Documents Directly into Your Word Processor</u>

Loading Documents Directly into Your Word Processor

To load a document directly into your word processor, follow these steps:

1. Click the button in the toolbar.

   -OR-
   Choose "Load Word Processor" from the Edit menu.
   -OR-
   Type Ctrl+L.
2. Choose a word processor from the "Word Processor:" box. If your word processor doesnt appear in this box, click on the "Browse" button and find it on your computer.
   Note: you will only have to choose your word processor once. The ModelBrowser will remember your word processor from then on. You can then change your word processor at any time by selecting "Choose Word Processor..." from the File menu.

3. The ModelBrowser will launch your word processor or switch to it if it is already running. If it is possible, the ModelBrowser will automatically paste the document into your word processor. If your word processor doesn't support this kind of automation, it may be necessary for you to choose "Paste" from the Edit menu or type Ctrl+V after your word processor window appears.

   Note: for the document formatting to transfer when you automatically load your word processor, your word processor has to be able to accept RTF from the clipboard. See Copying Text from a Document.

See Also:

Saving a Document to Disk

Menu Commands

The File Menu

This item:	Does this:
Save Document As...	Saves the document open in the <u>document pane</u> to disk. See <u>Saving a Document to Disk</u>.
Page Setup...	Allows you to select print options which vary according to which printer you have.
Print...	Prints the document opened in the document pane.
Exit	Exits the ModelBrowser.

The Edit Menu

This item:	Does this:
Copy	Copies text selected in the document pane to the clipboard. See <u>Copying Text from a Document</u>.
Paste	Pastes text from the clipboard. You can paste text into the Find dialog box as criteria for searches. See <u>Searching Databases Using the Find Command</u>.
Select All	Selects all the text from the document in the document pane.
Copy Document	Copies all the text in the document pane to the clipboard. See <u>Copying Text from a Document</u>.
Choose Word Processor...	Allows you to choose which word processor the ModelBrowser will automatically launch and load when you select "Load Word Processor." See <u>Loading Documents Directly into Your Word Processor</u>.
Load Word Processor	Loads the document opened in the document pane directly into word processor. See <u>Loading Documents Directly into Your Word Processor</u>.

The Find Menu

This item:	Does this:

Find...	Opens the Find dialog box. See <u>Searching Databases Using the Find Command</u>.
Find Next	Displays the next occurrence of the word or phrase you are searching for.
Find Previous	Displays the previous occurrence of the word or phrase you are searching for.
Highlight Hits	Highlights and de-highlights every hit in opened documents. See <u>Displaying the Results of a Find</u>.
Locate Current Document	Selects the title of the open document and displays it in the outline.
Next Document	Opens the next document in the outline.
Previous Document	Opens the previous document in the outline.

See Also:

<u>Keyboard Commands</u>

Keyboard Commands

Command:	Keyboard:	Refer to:
Save Document As...	Ctrl+S	Saving a Document to Disk
Print...	Ctrl+P	
Copy	Ctrl+C	Copying Text from a Document
Select All	Ctrl+A	Getting Around in the Document Pane
Load Word Processor	Ctrl+L	Loading Documents Directly into Your Word Processor
Find...	Ctrl+F	Searching Databases Using the Find Command
Find Next	Ctrl+G	Searching Databases Using the Find Command
Highlight Hits	Ctrl+H	Displaying the Results of a Find
Next Document	Ctrl+]	
Previous Document	Ctrl+[	

See Also:

Menu Commands

Getting in Touch with ModelOffice

Technical Support

Technical support for the ModelBrowser software is available to registered users Monday through Friday from 8:00 AM to 5:00 PM Central. If your registration card has been lost or misplaced, please call us at (512) 457-1100.

Before calling for technical support, please check the manual or this on-line help for solutions. If you can't find the answer to your questions in these places, please be at your computer and have your ModelOffice software disk handy when you call us at (512) 457-1100.

Requesting Information

If you would like information on other ModelOffice products, please call us at (800) 801-3880 or fax us at (512) 457-1167.

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A **document** can be a letter, speech, employment ad, guidelines or other reference material. Each document in a database appears in the outline as a ▤ if it's currently open; otherwise it appears as a

▤.

Rich Text Format (RTF) is a file format created by Microsoft as a way of exchanging text between applications. A document in RTF includes its font and paragraph formatting information. Your word processor uses this information to convert the document and preserve its original appearance.

A **hit** is an occurrence of a term or expression for which you have searched using the Find command. Hits are highlighted in document text in the document pane and in category titles in the outline pane.