

CHAPTER
18

UTILITIES: PRINTER AND WORD PROCESSOR SELECTION

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.

2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

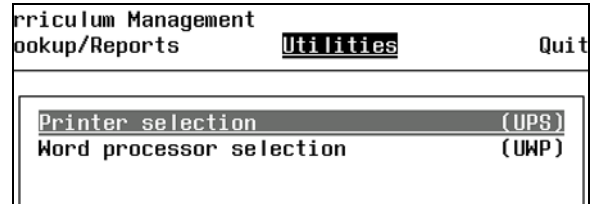
A. Printer Selection

Function and Use: To direct output for lookup reports.

Step

Illustration

1. Choose Utilities > Printer Selection. You can also type in 'UPS' and then press <ENTER> as a shortcut.

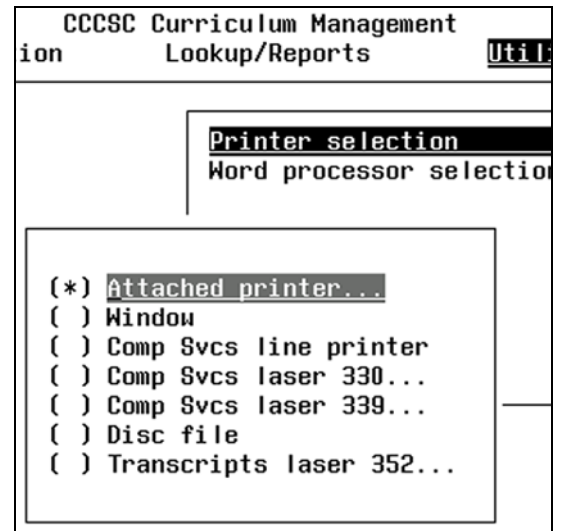


2. A submenu appears. <TAB> a printer selection.

We chose 'Attached Printer' and pressed <ENTER>.

Note: This radio button menu lets you select one option only. The option you select will have an asterisk (*) next to it.

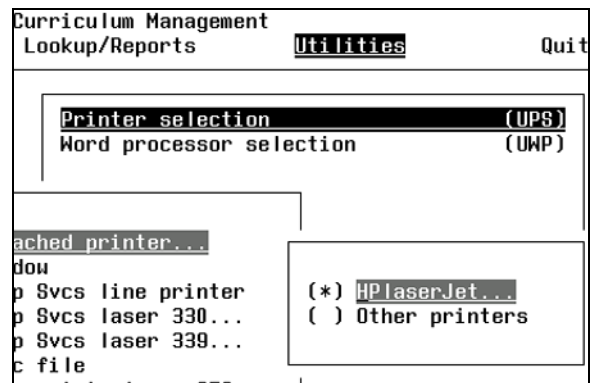
You can also key in the first few letters of a submenu item and press <ENTER>



3. Press the <ACCEPT> function key to process your selection.



4. A submenu appears. We chose 'HPlaserJet' and pressed <ENTER>.



Step

Illustration

5. Press the <ACCEPT> function key to process your selection.



Tip: Check a section either by tabbing to it, or by typing in the first few letters of the section name, then press <ENTER>. For example, by typing 'SC' and pressing <ENTER>, you will select the Schedule Description section. If you press <ENTER> again, you will uncheck the same section. Pressing the <ENTER> key repeatedly acts like a toggle to check/uncheck the highlighted outline section.

You can have multiple sections checked. When you press the <ACCEPT> function key, all checked sections will be processed before returning to the Outline Sections menu.

You may uncheck all sections by tabbing to 'Deselect All', or by typing 'D', and pressing <ENTER>. This is useful if you have finished working on several sections and now want to select a different one.

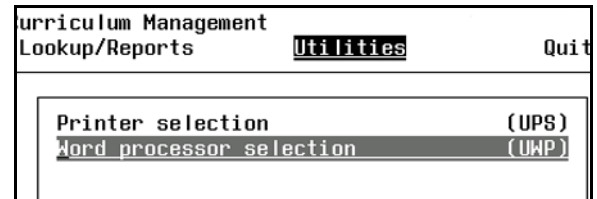
B. Wordprocessor Selection

Function and Use: To change the name/location of your wordprocessing program and text file.

Step

1. Choose Utilities > Word processor selection. You can also type in 'UWP' and then press <ENTER> as a shortcut.

Illustration



The screen below lets you change the parameters for using a wordprocessor with this program. Both lines are full path names of file locations on your PC or Mac. If using a Mac, enclose the complete name in braces; for example '{HD:WORD 6.0}'.

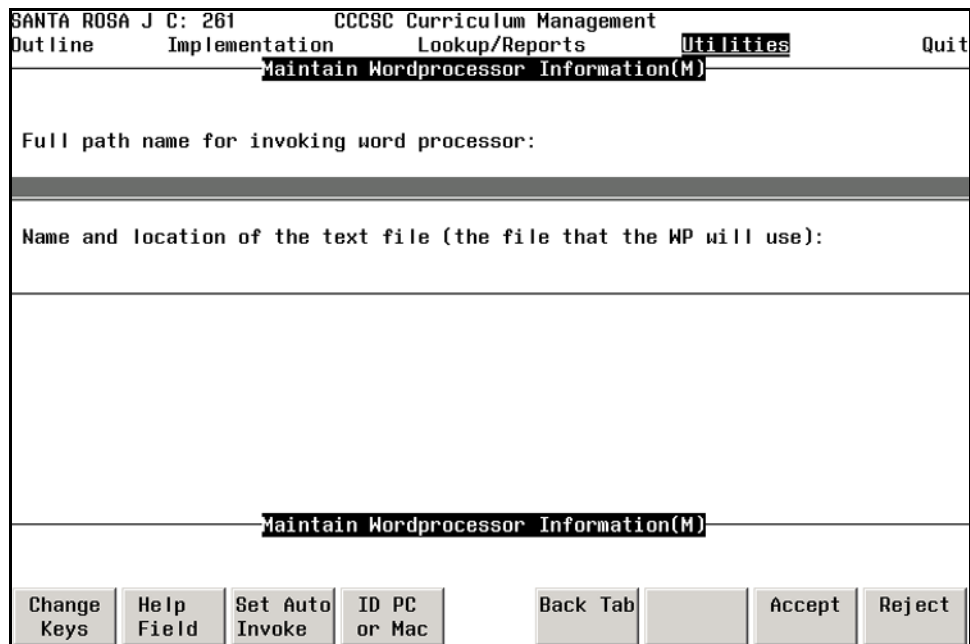


Figure 18.3 Maintain Wordprocessor Information

The first line is the full path name of your wordprocessor. The second line is the full path name of the text file you work on in the wordprocessor.

Notice that the function keys at the bottom of the screen:



Figure 18.4 Function Keys

- Press the <CHANGE KEYS> function key to switch to another set of function keys.
- Press the <HELP FIELD> function key to display help for particular field.
- Press the <SET AUTO INVOKE> function key to have the Curriculum Program invoke your wordprocessor for you.
- Press the <ID PC OR MAC> function key identify which type of system you are using.
- Press the <BACK TAB> function key to move backwards through the fields.
- Press the <ACCEPT> function key to update the database with the information entered.
- Press the <REJECT> function key to reject the changes on the current screen.

This is how the screen looks after data has been entered:

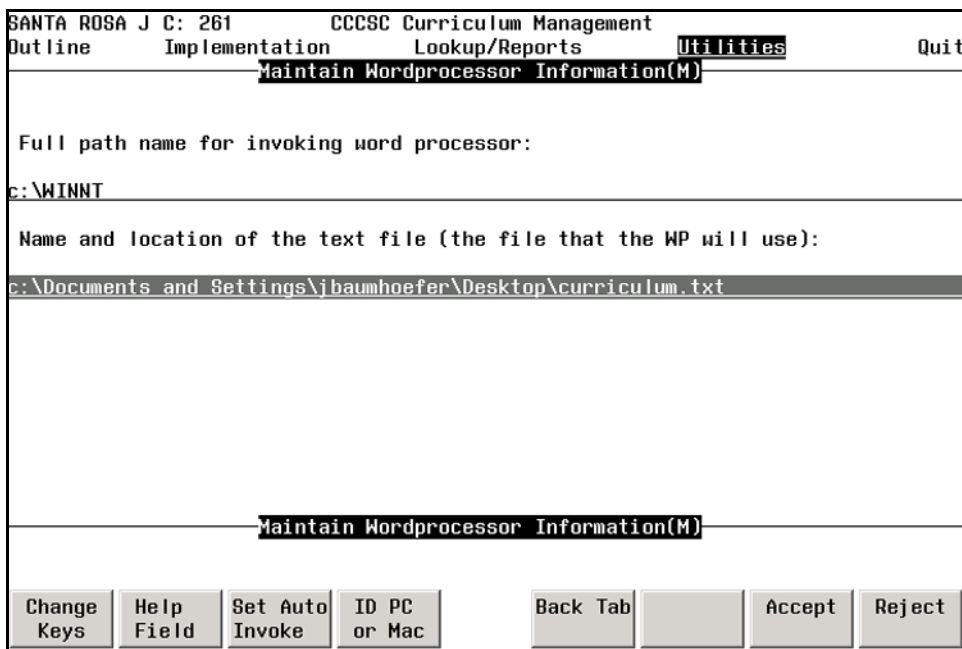


Figure 18.5 Maintain Wordprocessor Information

Open your word processor. At the top of your screen there should be some buttons that look like this:

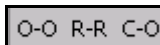


Figure 18.6 Curriculum Toolbar

If you do not see the buttons (macros) , go to the menu View > CURRIC Toolbar.

The buttons abbreviations are as follows:

- 1 O-O means 'Open Outline'.
(to begin)
This sets the formatting (Courier New: 10 point font) and opens the downloaded file
- 2 R-R means 'Remove Return'.
(removes a carriage return from any selected block of text)
Select the text. Run the R-R macro to remove paragraph markers from selected text.
- 3 C-O means close outline.
(to finish and save the outline)
- 4 Return to the Curriculum Program window.
- 5 Press <ENTER> on your keyboard to upload the data you just entered in your word processor

Note:

These steps will be repeated each time you wordprocess text in any one of the sections. The Curriculum Program will transfer the data from your harddrive to the HP3000.

The font must remain in Courier New 10 so that when your file goes back to the HP, it will look as it should.

Do not use tabs, bullets, italics, underlining, or any advanced formatting. These formatting instructions will not translate properly when uploaded to the HP3000.

You can check your work by doing a Lookup Report, which should display the text in the proper format.

For information on editing text on the HP3000, see *Chapter 2: Outline - Create New Course Part 2.*