



Document Writer



AVIMARK®

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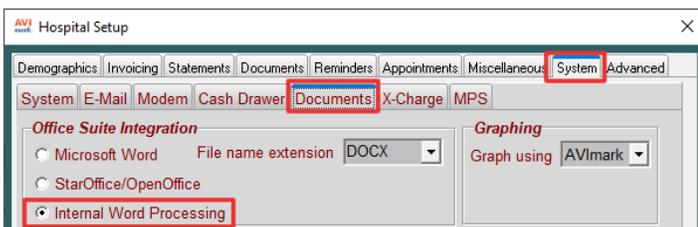
Overview

This word processing feature is included with AVImark to create, edit, and print documents and is free of charge. In addition, printing will be done through the Document Writer to alleviate any problems printing through a commercial word processing program.

Document Writer Default

To set the Document Writer as the default word processing program, go into Hospital Setup to enable the option.

1. From the menu bar, click on **Work with > Hospital Setup**.
2. Click **OK** on the alert.
3. In Hospital Setup, click on the **System** tab.
4. Click on the **Documents** sub-tab.
5. Select **Internal Word Processing**.
6. Click **Done**.

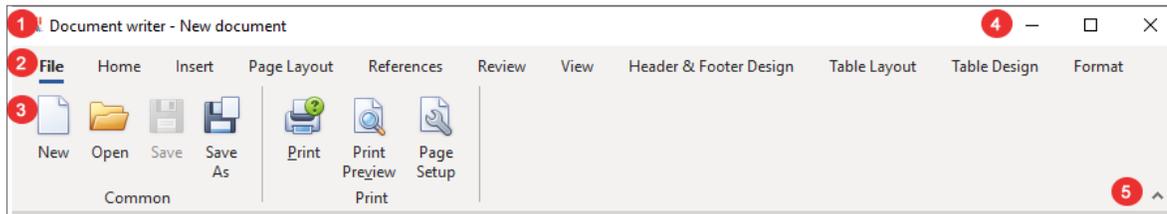


Open Document Writer

From the menu bar, click on **Work with > Internal Document Writer**. The program opens with a new blank document.

Ribbon

This guide will go through the tabs found on the Document Writer Ribbon.



1. **Title Bar** — Displays the name of the program and the name of the document.
2. **Tabs** — Click on each tab to access the options available.
3. **Options** — Each tab contains functions to perform on the document.
4. **Minimize, Maximize/Restore, Close** — Controls for the window.
5. **Pin** — Click to auto-hide the icons on the Ribbon.
 - ◇ Click on a tab to view the options of a tab on the Ribbon.
 - ◇ Double-click to display the graphic options and turn off auto-hide.

Tabs

Each tab on the Ribbon contains functions to add to a document.

File Tab



Click **New** to create a new, blank document.

Note: Only one document can be open in Document Writer. If a new document is created, any open document is closed.



Click **Open** to open an existing document. The Open dialog box opens to the user can navigate to the drive and folder where the document exists.

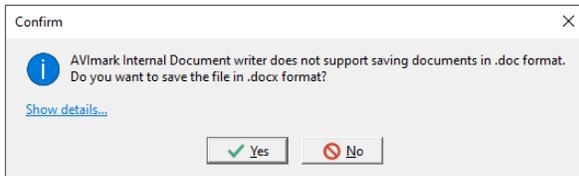
Note: Only one document can be open in Document Writer. If a document is already open in Document Writer and changes had been made without saving prior to clicking the Open button, a prompt will display so the user can save changes before opening a different document.

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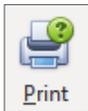
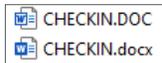
Click the **Save** button to save changes to the open document. If this is a new document, the user will be prompted with the Save As dialog box to save the document to a drive/folder with a file name. Once the document is named, click Save to save changes to the document.

Note: If the document has a current file name with the .doc file extension, the user will be presented with a message that the file will be saved with the .docx file extension. Click Yes to continue with saving the document.



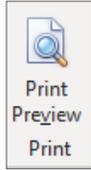
Click **Save As** to open the Save As dialog box. This allows the user to save the document in a different drive/folder and/or give the document a different name.

Note: All documents will be required to save with a .docx file extension. If the document currently has a .doc extension, the user will be required to save it as a .docx. Both files will exist in the folder.

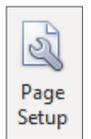
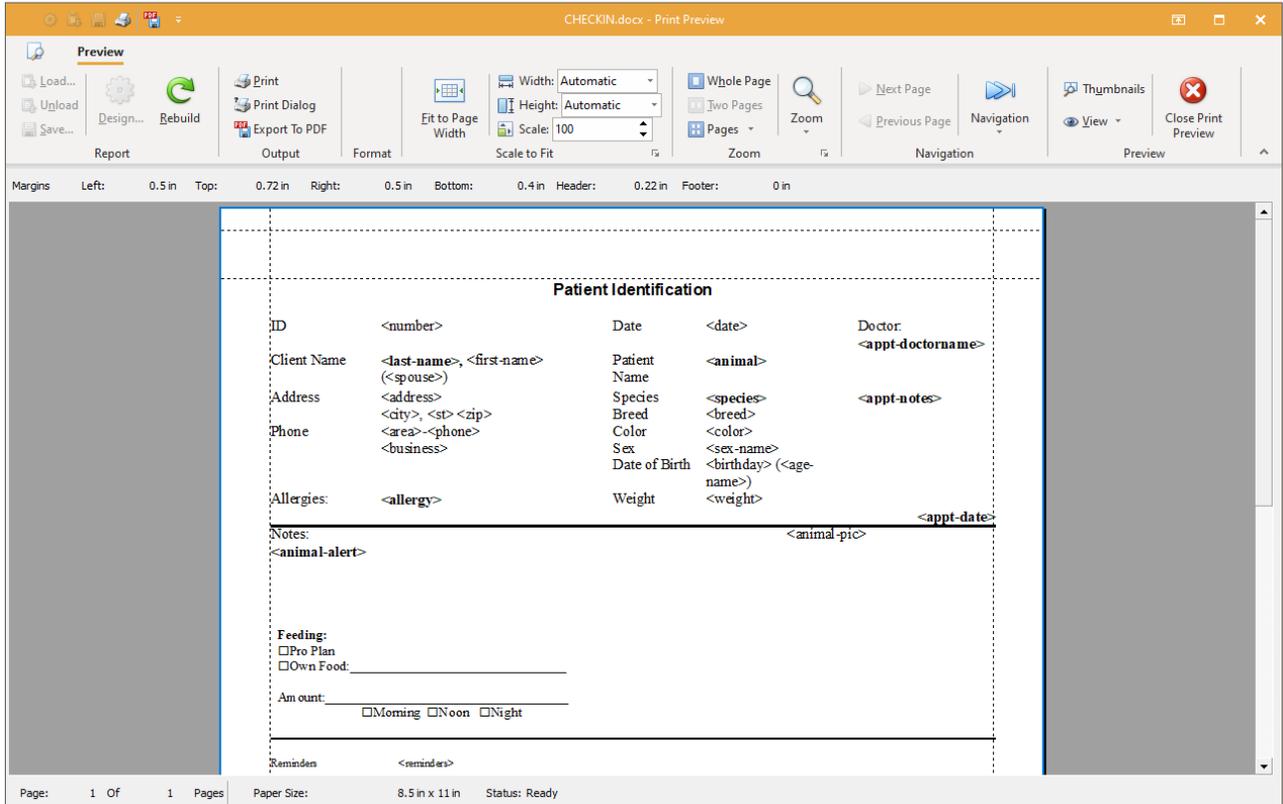


Clicking **Print** will open the Print dialog box. The user is able to select the printer, page range, number of copies, and even the Preview option.

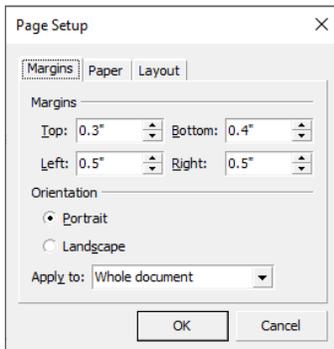
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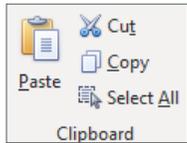
The **Print Preview** button will open a new window with several options for printing or exporting the document.



The **Page Setup** dialog box is where the margins can be defined for the document. It also includes the document orientation. Under the Paper tab, define the paper size and under the Layout tab, define document sections.



Home Tab



The **Clipboard** group contains the functions to cut, copy, then paste selected text or images.



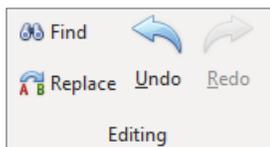
The **Font** group contains the functions needed to format selected text.



The **Paragraph** group provides the functions to align selected text, apply bullets or numbering, adjust line spacing, and apply borders around selected text.



The **Styles** group will display the styles from Microsoft Word®. Apply styles to selected text for quick and consistent formatting.

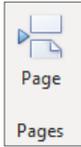


From the **Editing** group, search and replace text and undo or redo the last action.

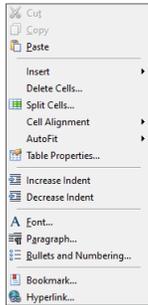


Click on the **Spelling** button to check the spelling of text in the document. Words that are misspelled will appear with a red underline.

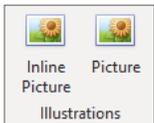
Insert Tab



Use the **Page** button to insert additional pages into the document. The pages are inserted where the cursor is located in the document. If the cursor is not in a position for a page to be added, the button will not be available.



Clicking on the **Table** button displays the Insert Table dialog box. Enter a value for the number of columns and rows needed for the table. As with tables in most commercial word processing programs, right-click in a table and use the many functions available to customize a table.



The **Illustrations** group contains two buttons for inserting images. Images are framed to make it easy to resize, move, and edit an image.

Inline Picture — Places an image where the cursor is located and locks it in that position.

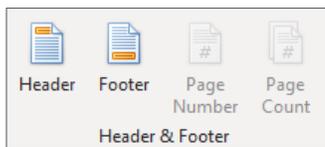
Picture — This button will place an image in the document but the user is able to click and drag the image where it should go.



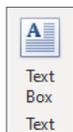
Use the buttons in the Links group to create links to areas within a document or to an external document/website.

Bookmark — Place the cursor on or near text you want to bookmark to use as a link. From the Bookmark dialog box, give the bookmark a name then click Add. From this dialog box you can also delete a bookmark or use the Go To button to navigate to that bookmark in the document.

Hyperlink — Select text to create a hyperlink. In the Insert Hyperlink dialog box, enter the text to display if the text selected isn't suitable. A **Screen Tip** is text that would display when a user moves the mouse over the hyperlink. **Use Target Frame** to define how the link should display the web page. **Link to Existing file or web page** requires the URL be entered in the Address. If **Place in this document** is selected, from Address, choose the bookmark location.



To add repeating text at the top of each page or at the bottom, use the **Header & Footer** group. The user is able to enter text, apply page numbering including the total page count (i.e. Page # of ##).

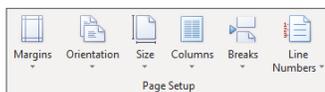


To enter text that doesn't fit inline, use the **Text Box** tool to draw a box, enter text, then click and drag the text box where it should appear in the document.

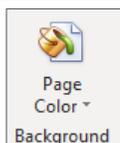


Click **Symbol** to display the Symbol dialog box. Select the font from the drop-down list then select the symbol to place in the document. The symbol will be inserted where the cursor is located.

Page Layout

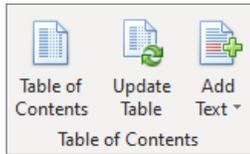


Each button in the **Page Setup** group has a drop-down triangle (▾) to access the options to quickly format the document.



Clicking on **Page Color** displays a palette of colors, and an option to create a custom color, which will change the color background of the whole page.

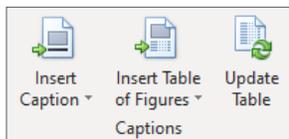
References Tab



To create a table of contents, highlight the text to use as the content heading. Click on **Add Text** and apply a level. Doing so will also change the format of the text selected.

On the page where the table of contents should go, click the **Table of Contents** button.

If any changes are made to the text used for the table of contents, click **Update Table** to update text changes and page numbers.

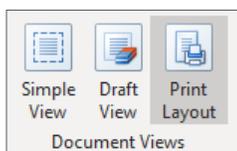


If the document has tables, images, equations, use the **Insert Caption** button to insert a caption for the item. The caption can be used to reference the item in the document.

If captions were used, click the **Insert Table of Figures** to insert those references. The Table of Figures will be similar to a Table of Contents with the item number followed by dot leaders to the page number the item is on.

If any changes were made to the text, captions, or images in the document, click the **Update Table** to display the updated text and/or page number.

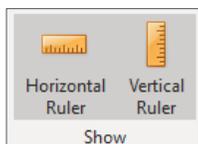
View Tab



Print Layout is the default view. It represents how the document will look when printed.

Simple View ignores the page layout so the user can focus on editing the text.

Draft View will hide some elements of the document such as the header and footer.

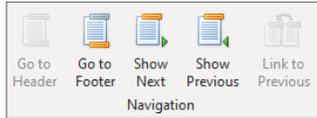


Click on either the **Horizontal Ruler** or **Vertical Ruler** to hide or display the rulers. The rulers can be used to adjust the margins and, on the horizontal ruler, set tabs.



To view more or less of the document on the screen, click on the **Zoom Out** and **Zoom In** buttons.

Header & Footer Design Tab

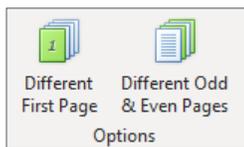


To add a header/footer, double-click in the top margin area of the document. This is the header. Double-click in the bottom area, below the margin, and it displays the footer.

Use the **Go to** buttons to switch between the header/footer.

If the document is split into sections, use the **Show Next/Previous** to move from one section to the next.

If the document has sections, use the **Link to Previous** button to have the same header/footer as the previous section or click to unlink the header/footer and enter different text for the current section.



The header/footer options are handy when there are multiple pages in a document and there should be repeating text at the top and/or bottom of every page.

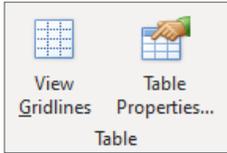
Clicking on **Different First Page** creates a header/footer labeled First Page Header / First Page Footer. The text entered in either area will appear on the first page only.

Different Odd & Even Pages comes in handy with multiple pages. For example, the page number is left aligned and document name is right aligned on odd pages while on even pages the document name is left aligned and the page number is right aligned.



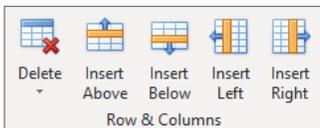
Click the **Close Header and Footer** button to hide the header/footer and return to editing the document.

Table Layout Tab



If the table does not have borders, click on **View Gridlines** to see the cells for easy editing.

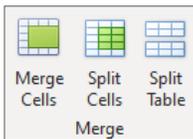
Click on **Table Properties** to open the dialog box to modify the properties of the table, row, column, and cells.



Delete provides options for deleting the table, selected cells, rows, and columns.

Insert Above/Below will insert a row above or below the selected row.

Insert Left/Right will insert columns to the left or right of the selected column.



Select more than one cell then click **Merge Cells** to create one larger cell.

Select a single cell then click **Split Cells** to create more than one cell.

Select a row then click **Split Table** to create a separate table at the selected row.



Three options are available for adjusting the cell size based on the text:

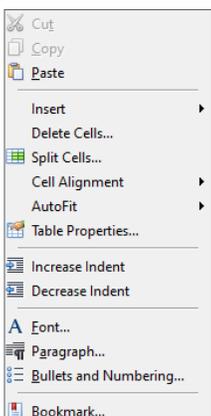
AutoFit Contents adjusts the cell size to fit the contents within the cell.

AutoFit to Window expands the cells to fit the size of the window.

Fixed column width maintains the width of the cell regardless of how wide the content is.



Use the **Alignment** buttons to align the text within cells. Options are: align top/left, center, right. Align center left, center, center right. Align bottom left, bottom center, bottom right.

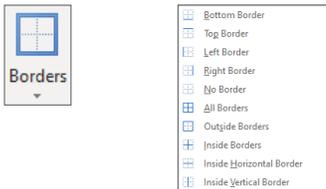


Right-click in the table for quick access to the options available from the shortcut menu to format the table.

Table Design Tab

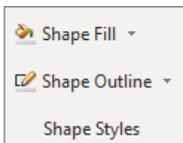


At this time, there are only two table styles available: borders or no borders around the selected cells.

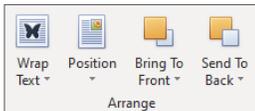


The **Borders** button provides several options from the sub-menu to customize borders around selected cells.

Format Tab



With a text box selected, change the fill color and border colors of the shape.



If a **text box** is placed within a paragraph, use the **Wrap Text** options to define how the text in a paragraph should wrap around the shape.

Use the options for **Position** to place the shape on the page.

If there are multiple shapes on a page, and they overlap each other, use the **Bring to Front/Back** options to reorder the shapes.