

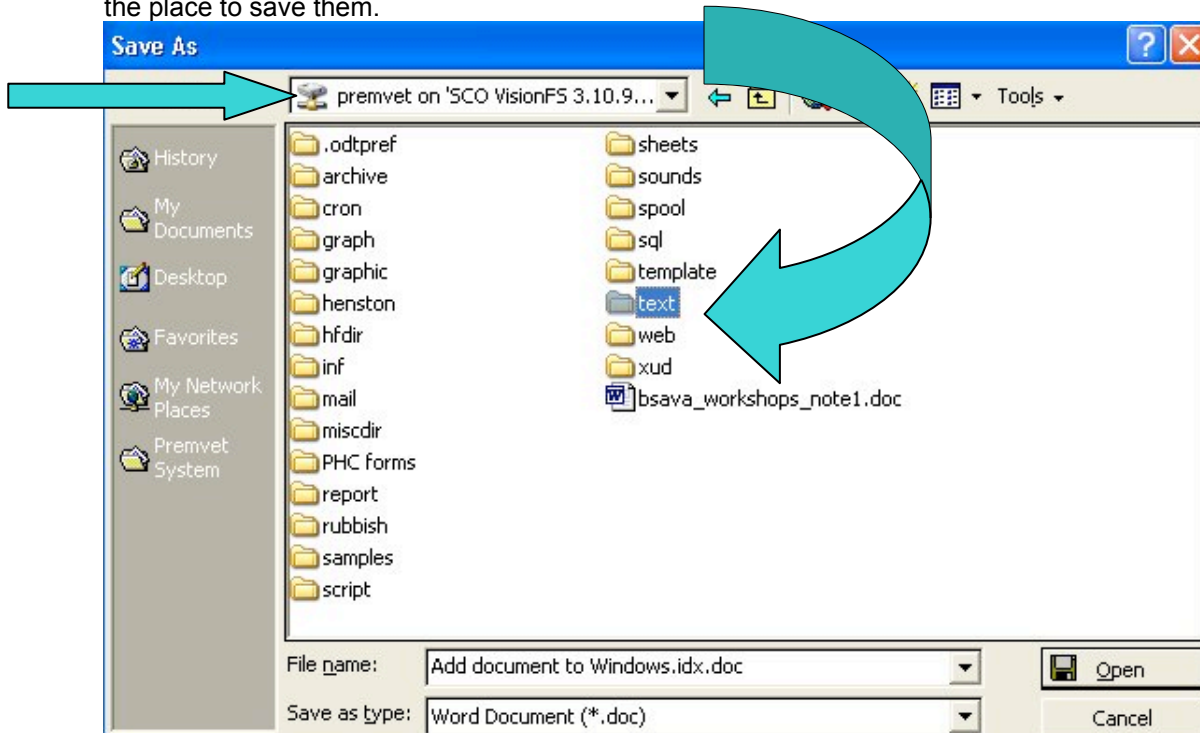


How do I...Create an index for Windows documents

In Word:

As you write your documents, you will probably save them in My Documents. It is necessary to make sure that the documents that you create in Word are **also saved on the Unix box in the correct directory**, this directory is / premvet/text.

Once you have written your Word document; use File > Save As > and select your PremVet machine, then Text as the place to save them.



❖ This step has put your Word documents in the correct place so that PremVet CAN find them from client's record cards etc.

TIP: See the FAQ Customising Places Bar to make this step much simpler

In the Vet system

- In the vet system, press F6 to create a shell and, at the Vet> prompt type `cd text` and press return.
- Then, again at the Vet> prompt, type `ste windows.idx`
- Edit the file to list your documents; you should have something like this

```
text/consent.doc   Normal Consent Form
text/euth.doc      Euthanasia Form
text/health.doc    Health Check Form
```

- When finished you press function key F2 to save and quit.
- At the Vet> prompt type in `exit` and press return to get back to the vet system.

❖ This step has told the Unix machine and PremVet **WHAT** your documents are called and where to find them

Test your index out by going to a client card in PremVet, press O (per) and then W (indows) – does your little menu appear?

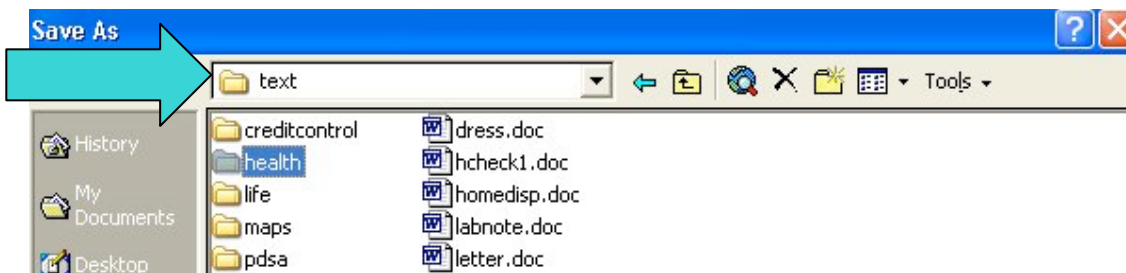
OK; the next step!

It is also possible to have extra directories set up in /text to let you have different types of forms bundled in different menus.

- Decide if you need new directory to keep document in e.g.: A directory called 'health' for Health Check Forms
- Shell out of the Vet system by pressing F6 as in Step 1 of "In the Vet system" and at Vet> prompt type `cd text`
- Type `mkdir xxxxx` where xxxxx is the new directory name; in this example you would type `mkdir health`

❖ This step creates your new directories for storing documents in

- Once the directory exists you can save the appropriate documents from Word into it. Use the File > Save As instructions from above but go from PremVet to Text to Health



- **Edit windows.idx** so the system knows where to find which documents

```
text/samples/      Sample Windows Documents
text/health        Health Check Forms
text/practice      Forms for practices
text/creditcontrol Credit Control Forms
```

Example of windows.idx showing extra directories

TIP: You can have a mix of individual forms and directories

Summary:

Save a Health Check Form in PremVet/text if you DON'T want a separate health forms directory

Save it in /premvvet/text/health if you DO want a separate directory!

As long as you save your document in the correct directory then it will appear on the screen when you select Health Check Forms from the drop down menu that appears when you press O(per) > W(indows) from a client record card.