



A.B.A.T.E. OF PENNSYLVANIA

P.O. BOX 15226 • HARRISBURG, PA 17105-5226 • stateoffice@abatepa.org

Chapter Secretary Report Read Me File

This disk has 2 files on it besides this read me file:

Secretaries Write On Form.doc

Secretaries Type On Form.doc

These files can also be found on the website at:

<http://abatepa.org/abate/training/secretary.htm>

Secretaries Write On Form.doc

This form is merely for printing and taking a paper copy with you to your meeting so you can write your minutes on it.

Secretaries Type On Form.doc

This form is designed for typing your minutes up and sending in your report.

Basic Instructions:

1. Save a copy of this Type On form on your hard drive.
2. Each time you fill it out, resave it as a new file name. If you save it as, for example, "2004_02Minutes.doc" for the February minutes, your file names for the year will be sequential when displayed alphabetically.
3. This form has "hidden" tables to make it easy for you to type in your information. Using the left mouse button, click once inside a table cell to place the cursor there so you can begin typing. The table lines will not show up on a printed copy. You can see how your printed copy would look by clicking on the Print Preview icon on your toolbar or by clicking on the File button then Print Preview.
4. After you are finished filling out the form and saving it, hold down the ctrl key and press the letter A. Everything should be highlighted. Now hold down the ctrl key again and press the letter C. This copies the whole report to an invisible clipboard.
5. Next, click on the email link for bwr9901@yahoo.com to open an email to Denise. (Or open a "write email" box manually in your email program).
6. In the body of the email, click the left mouse button once to place the cursor there. Hold down the ctrl key again and press the letter V. Whalah! Your report should be pasted into the email.

7. Make sure it is addressed to bwr9901@yahoo.com, add a Subject and click the Send button.

Summary to copy and paste:

Ctrl A - Select All

Ctrl C - Copy

Ctrl V - Paste

Quick Tips:

Adding a row to a table

The Type On form has “hidden” tables to make it easier to type in your information. If you type in a table cell, it will automatically grow larger to accommodate extra lines as you type.

However, if you need to add a row (say you need space for 4 LC items instead of 3), just place your cursor in the last table cell and hit the Tab key. This will add an extra row at the bottom.

You can also quickly move from cell to cell using the Tab key. Try it! If you want to add an actual Tab space inside a cell, you have to hold down the Ctrl key and THEN hit the Tab key.

Saving the form as a template

You can save the Type On version of the secretary’s report as a template. This will make it easier to access and use each month!

Saving files as templates in MS Word varies slightly depending on what version you are using. In the more recent versions, it’s *pretty easy*.

1. Using MS Word, open the Secretaries Type On Form.doc file from your disk. Click on File then Save As. Look for “Save as Type:” and click on the down arrow to display file types. Choose “Document Template (*.dot)” and click on the Save button. This should save it in the proper directory automatically.
2. To test if it works, click on File then New. You should have Secretaries Report available as one of your General Templates.

If this does not work, feel free to email the webmaster@abatepa.org and I’ll try to help. Describe the problem you’re having and also what OS you are using if you know.