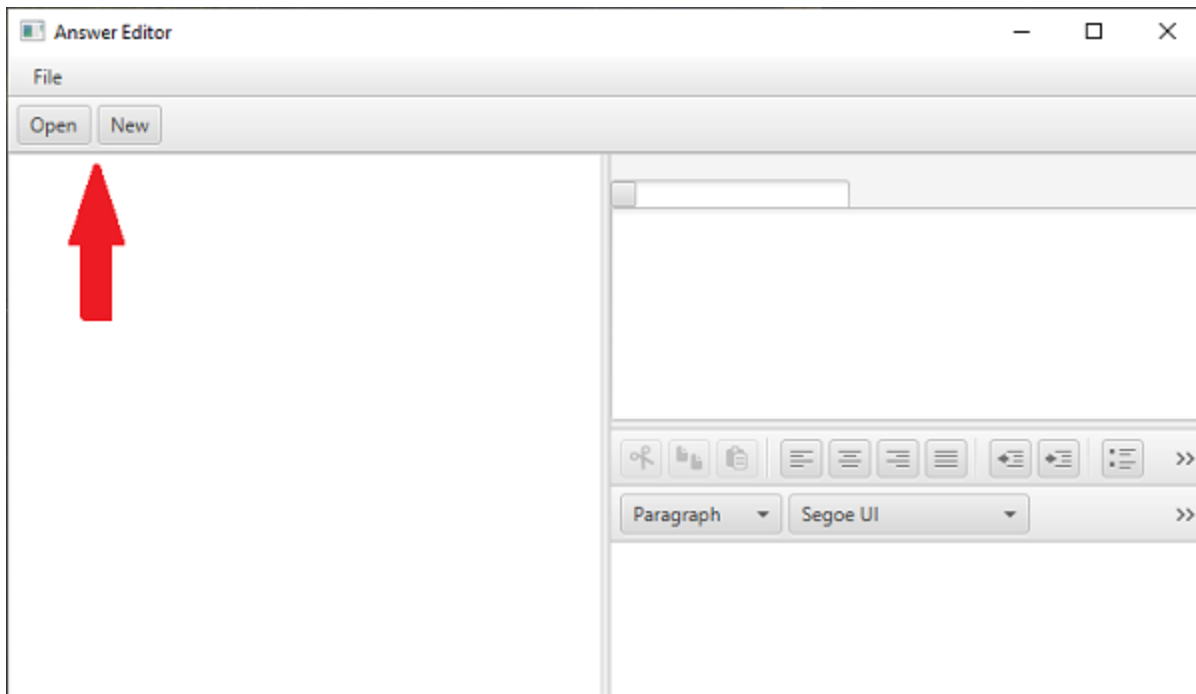


DPS 8 Answer Editor

Introduction to DPS 8 Answer Editor

- DPS Answer Editor creates the answers and tips in guides, which are provided with and can be used by DPS 8 with new Clients and Documents.
- The Initial Screen which appears is:



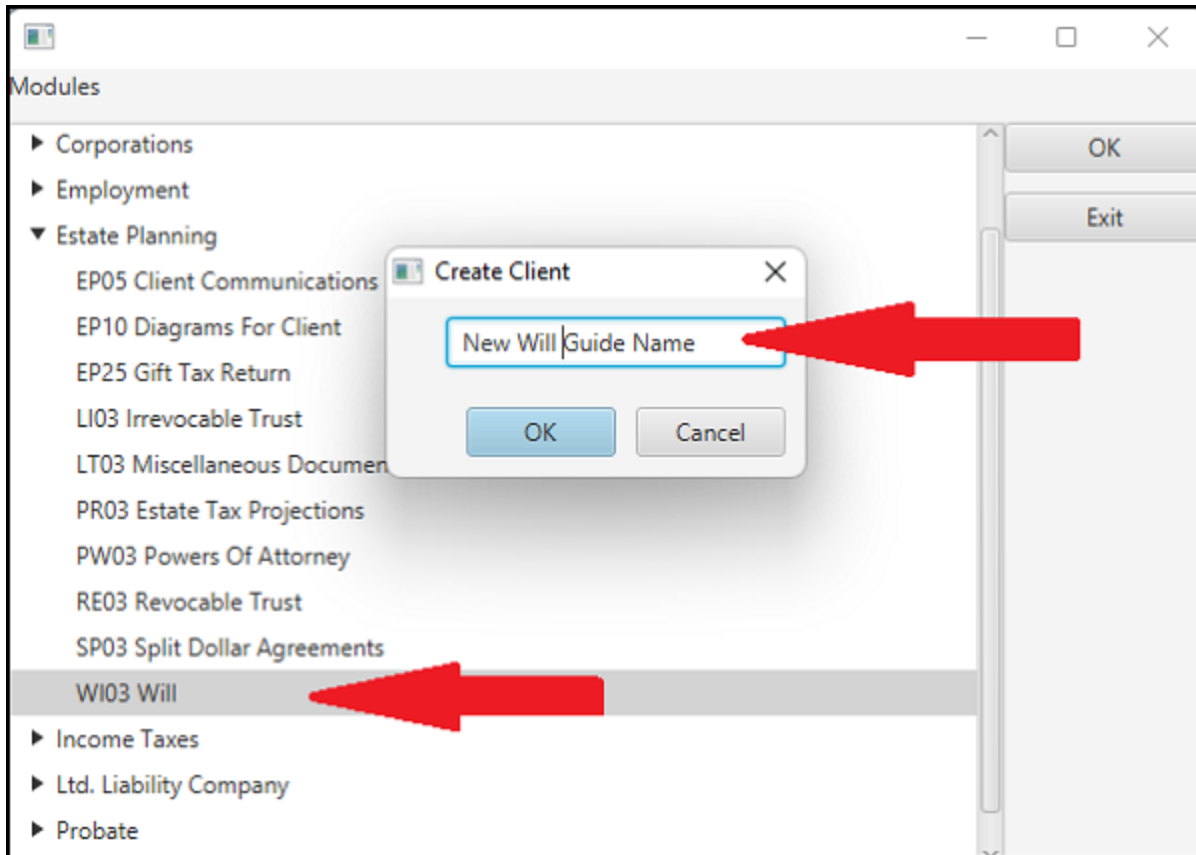
- You can create a New Guide or Open an Existing Guide

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Create New Guide

- To create a new guide for a module, the module must have been created
- Select New then select the document and name the new guide.



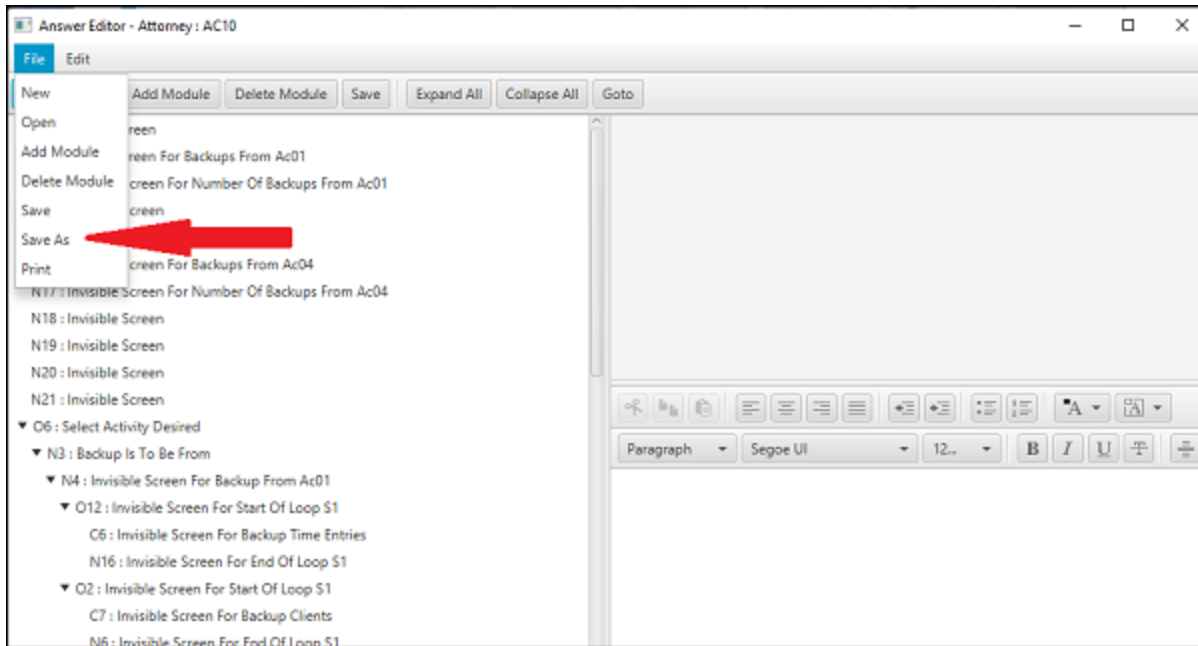
- Modify the answers and tips on the screens as described below
- If a Guide which has similar answers and Tips exists you can open that Guide and make the necessary changes and Save As as described below

DPS 8 Answer Editor >

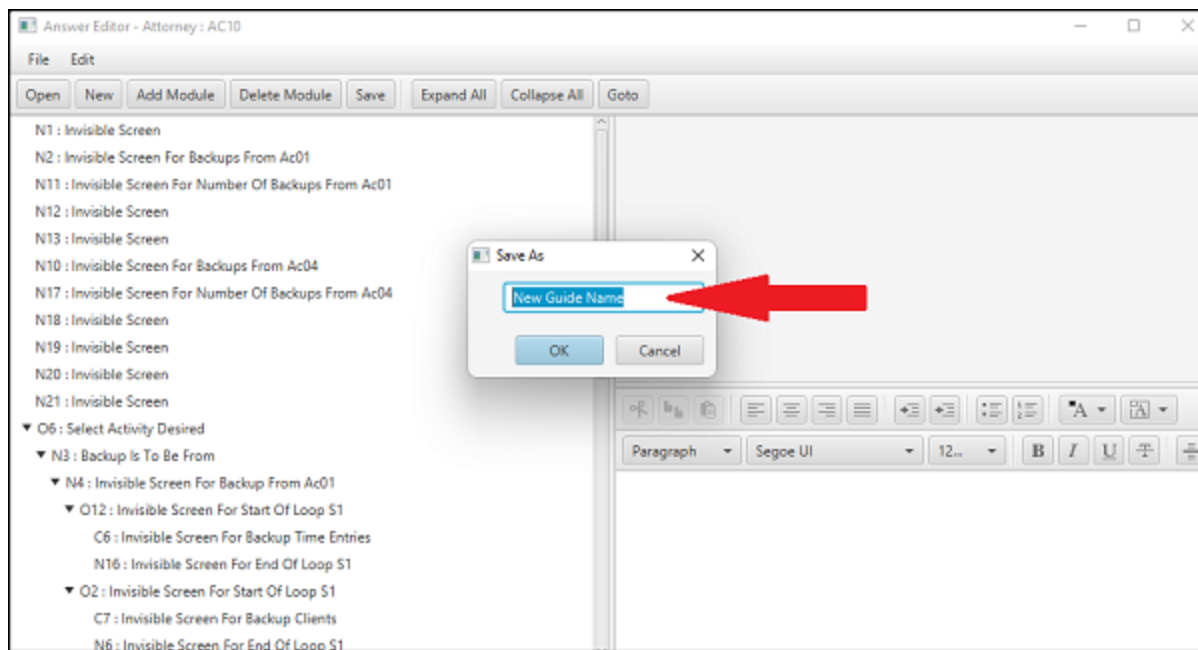
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Save As

- If you have modified an existing Guide and want to save it as a new Guide, Click on Edit then Save As after you have made all necessary changes



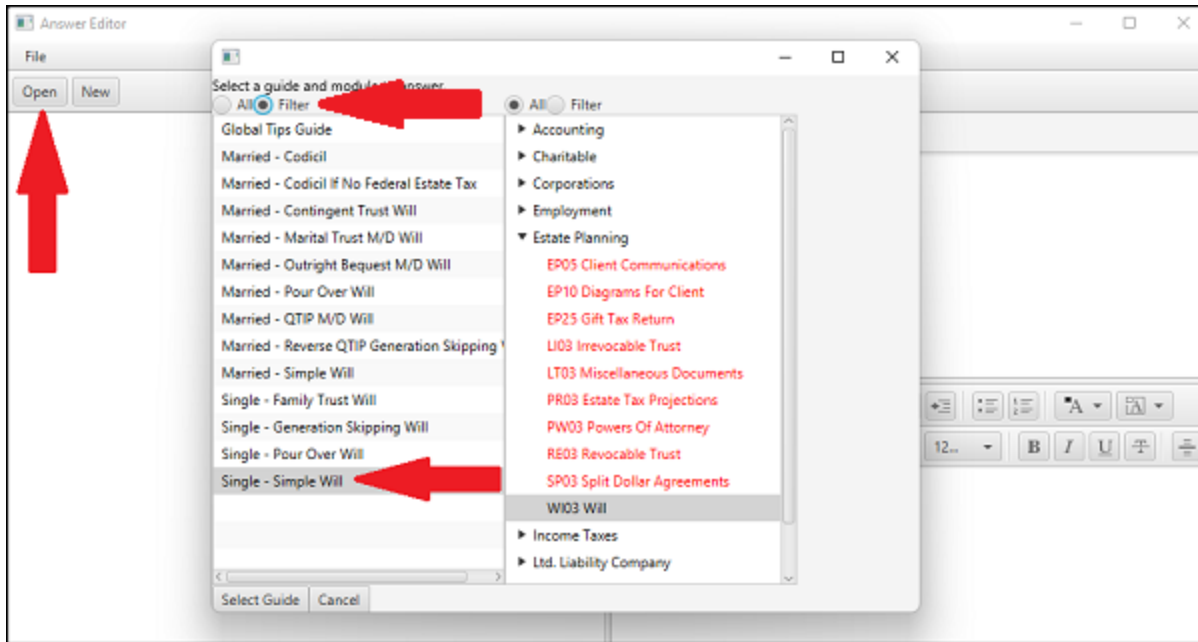
- You can then enter the name of the new Guide. The new Guide will remain open if you want to make additional changes.



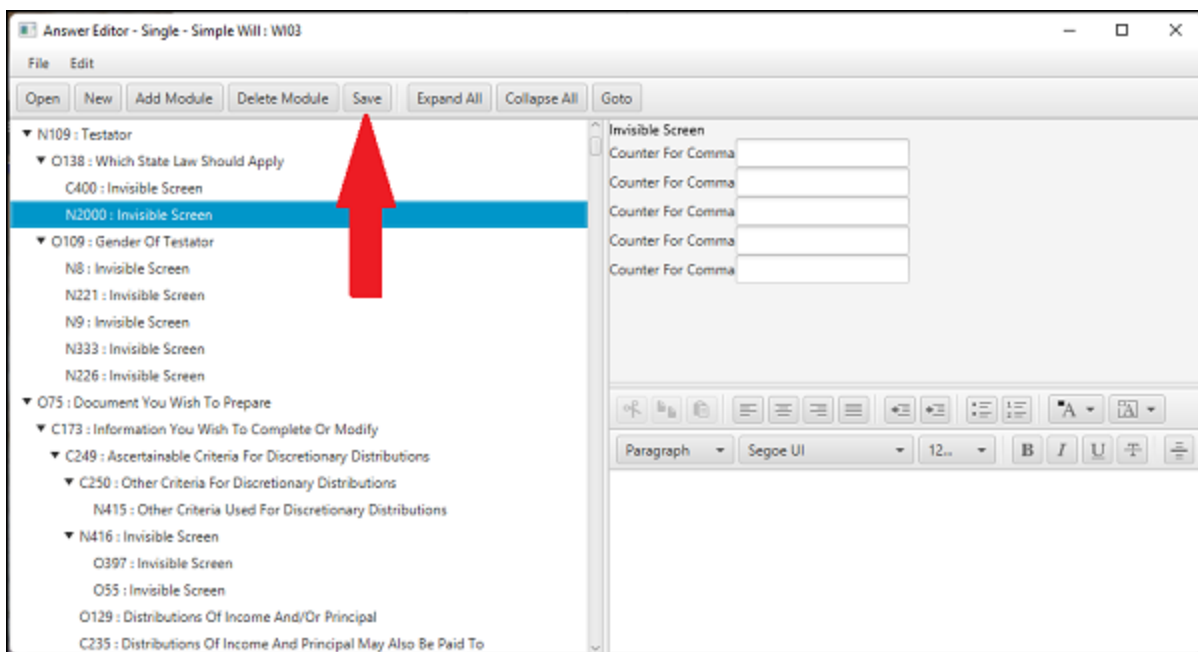
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Modify Existing Guide

- To modify an existing Guide, open that Guide. You can show only the Guides for that Document by selecting Filter.



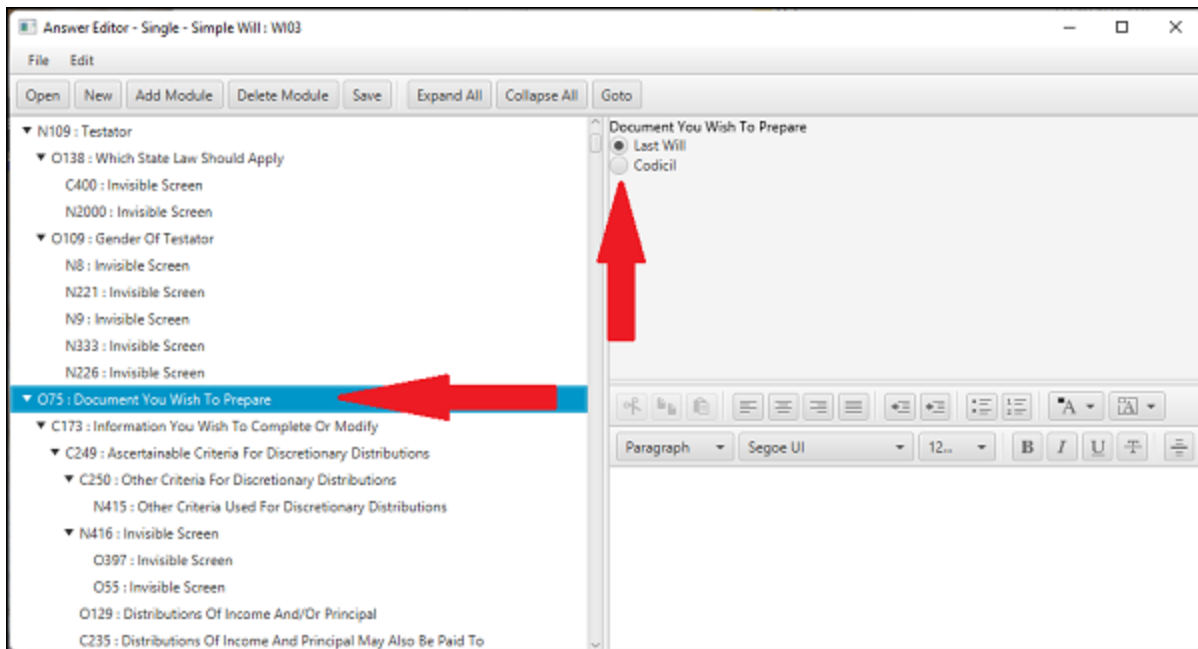
- Modify the answers and tips on the screens as described below and click on Save to save the change you made



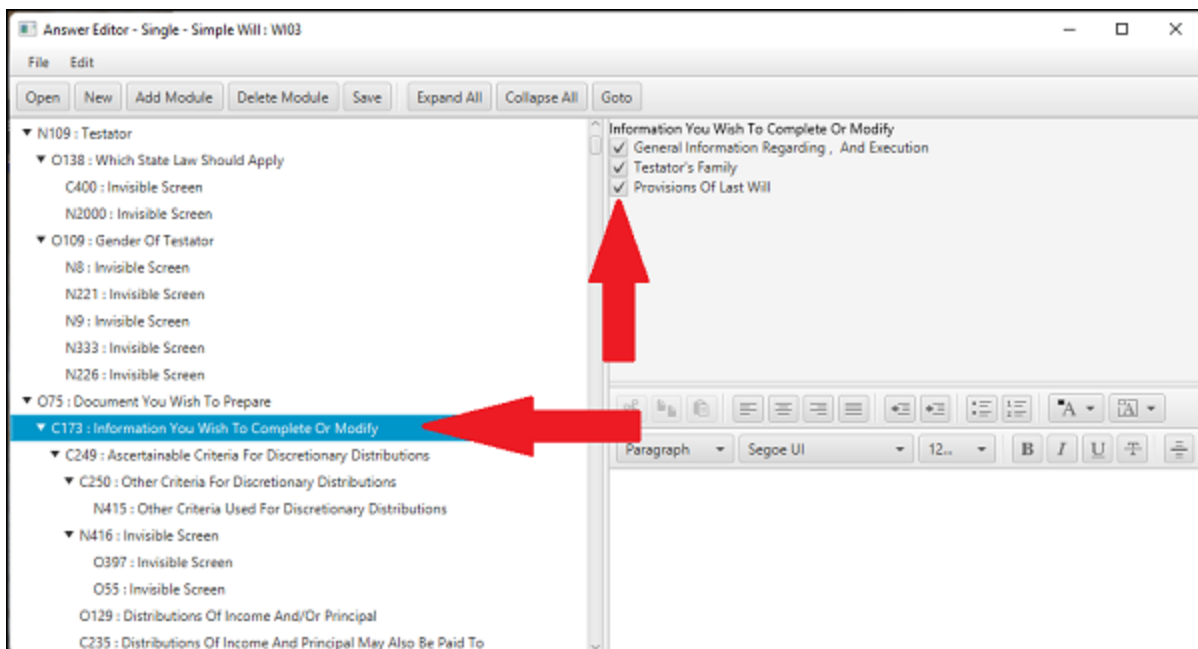
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Modify Answers on a Screen

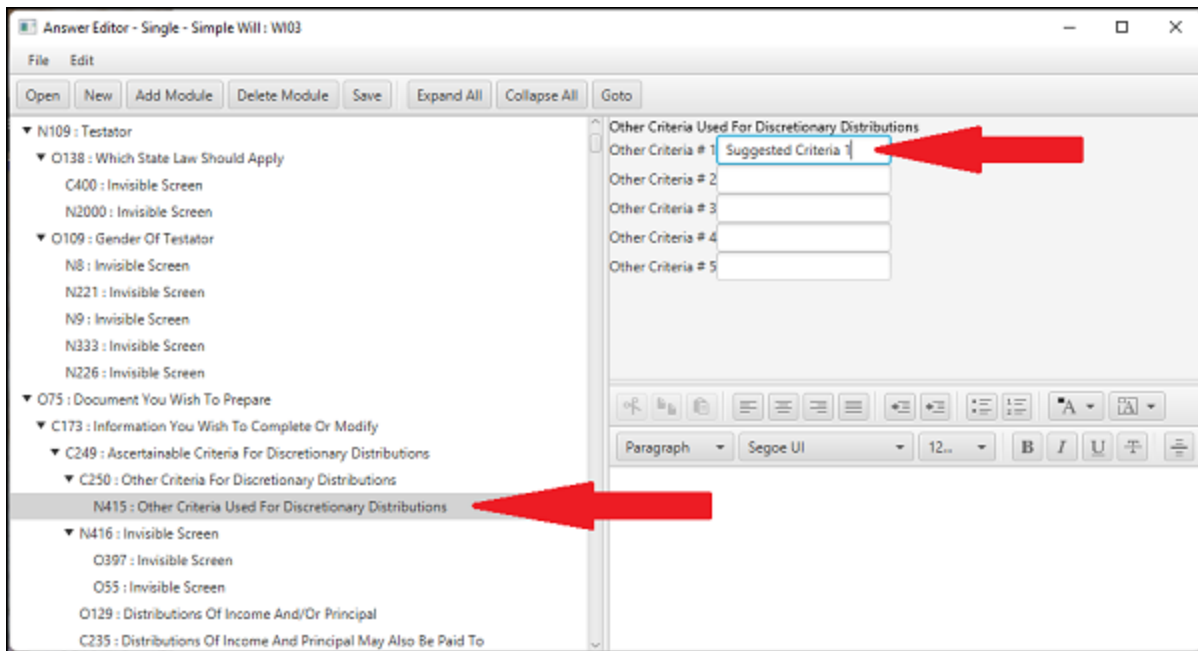
- Modify the default answers on a screen by selecting that screen then making the appropriate changes to the answers.
- Here is an Option Button screen:



- Here is a Check Box screen:



- Here is a Name Entry screen:

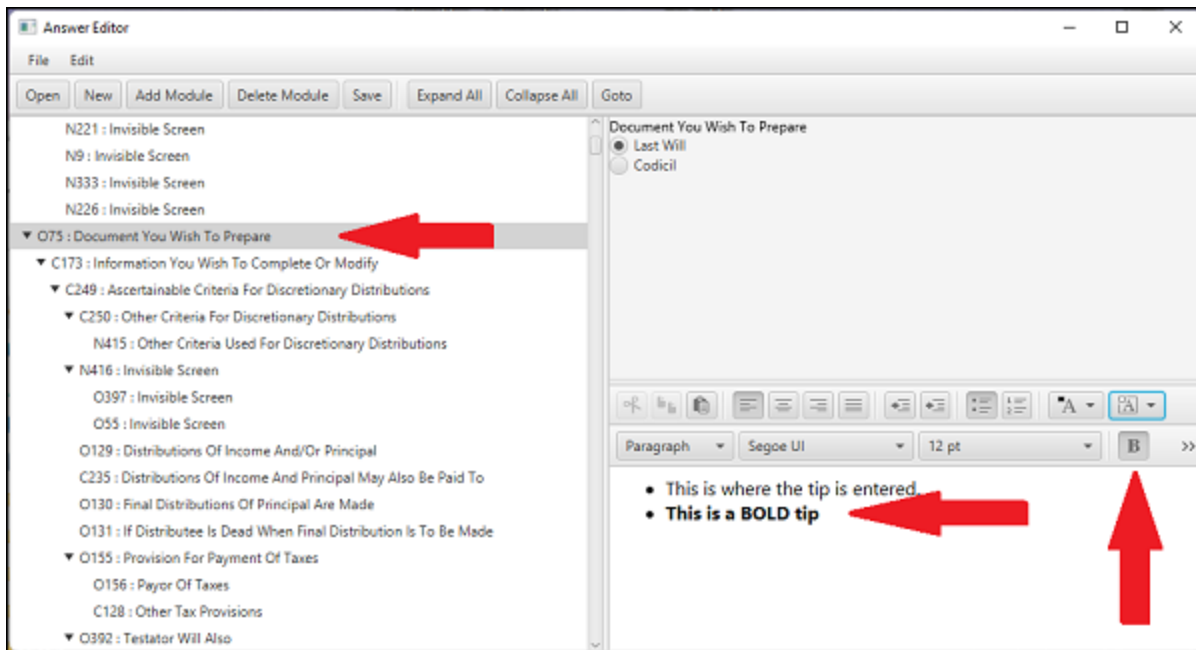


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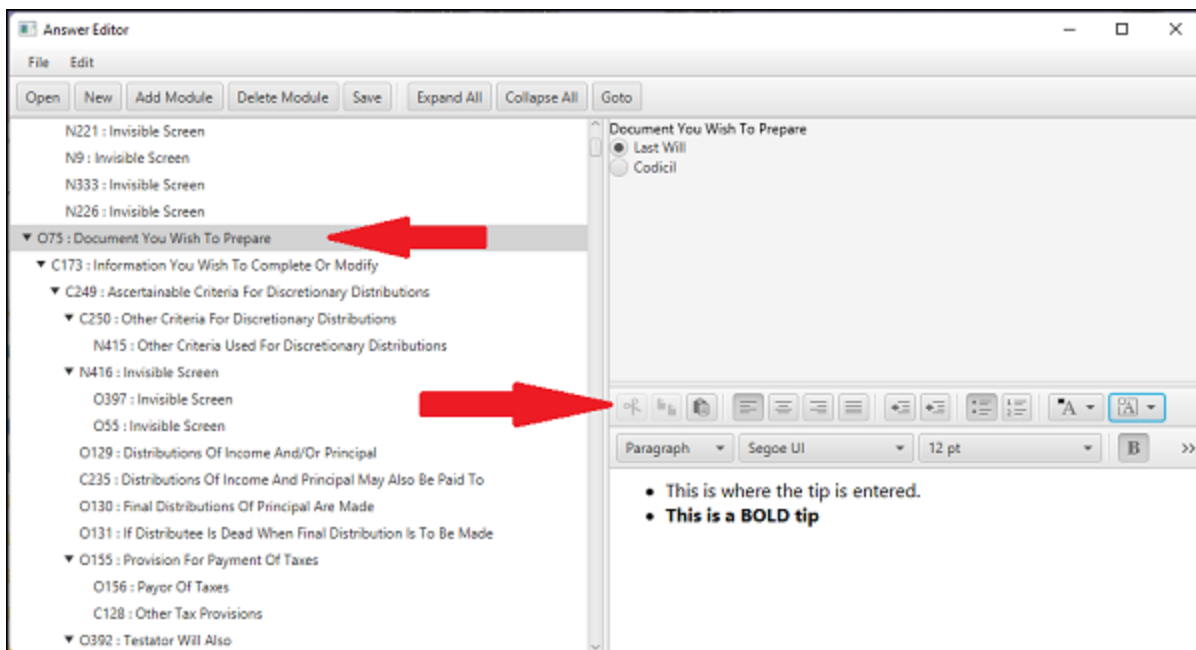
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Modify Tips on a Screen

- Modify the Tips on a screen by selecting the appropriate screen then making the changes to the Tips. Here is where the Tips are entered. They can be **BOLD** and the font can be changed.



- Tips can be formatted for justification, Indenting, including bullets or numbers, etc.

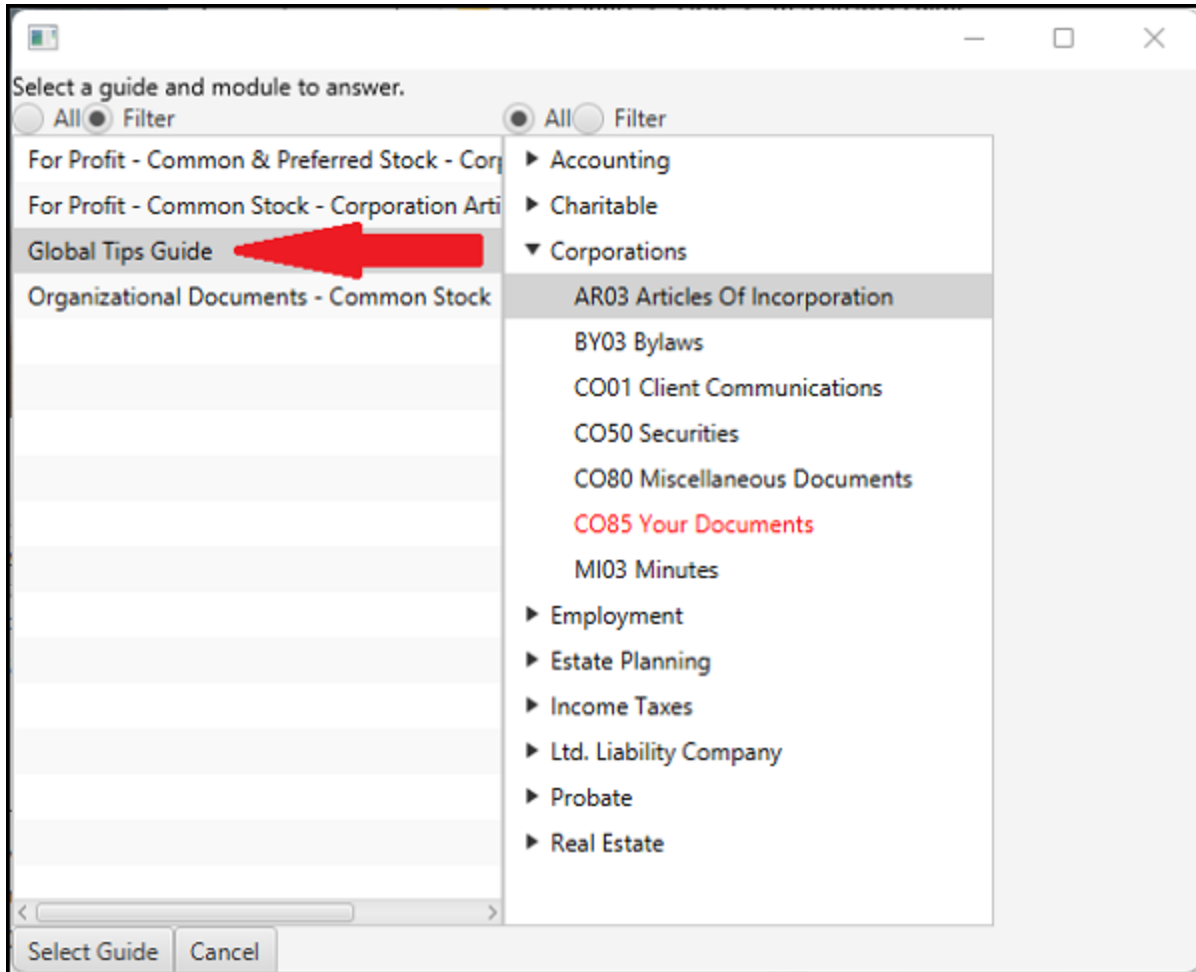


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Global Tips Guide

- A Tip that is contained in the Global Tips Guide will appear on the screen in all Clients regardless of the Guide used when the Client was created
- Documents which have Tips which come from the Global Tips Guide, such as Articles Of Incorporation in Corporations, will show as a Guide and can be modified as as described above

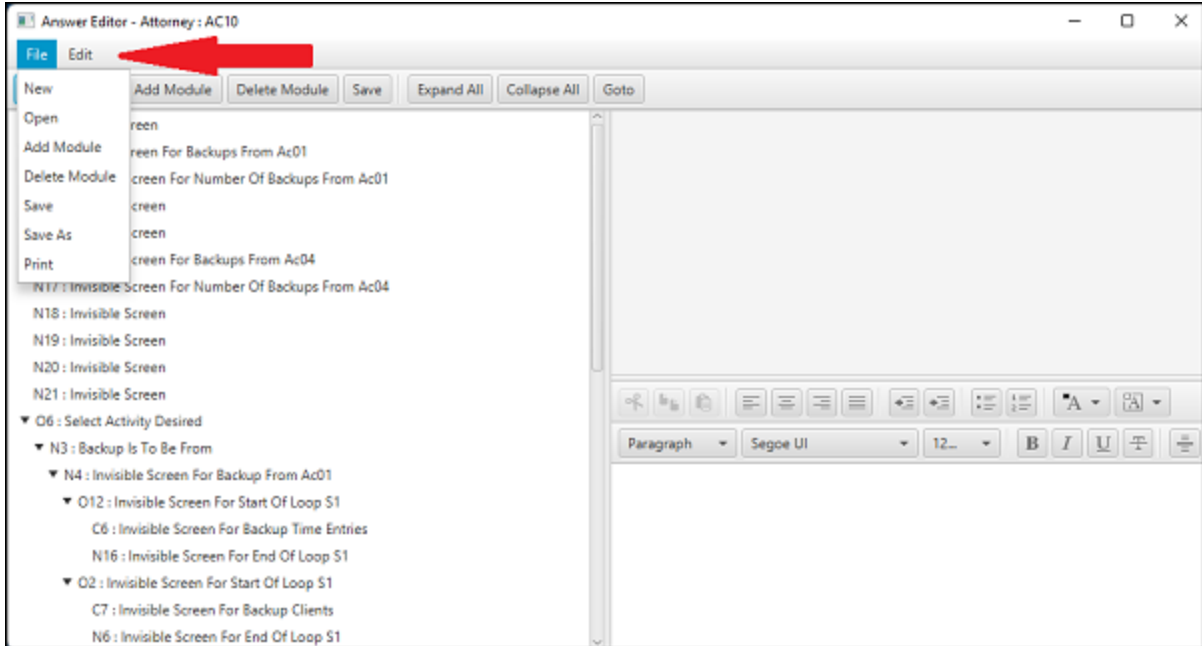


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File Dropdown

- Click File to access this drop down menu

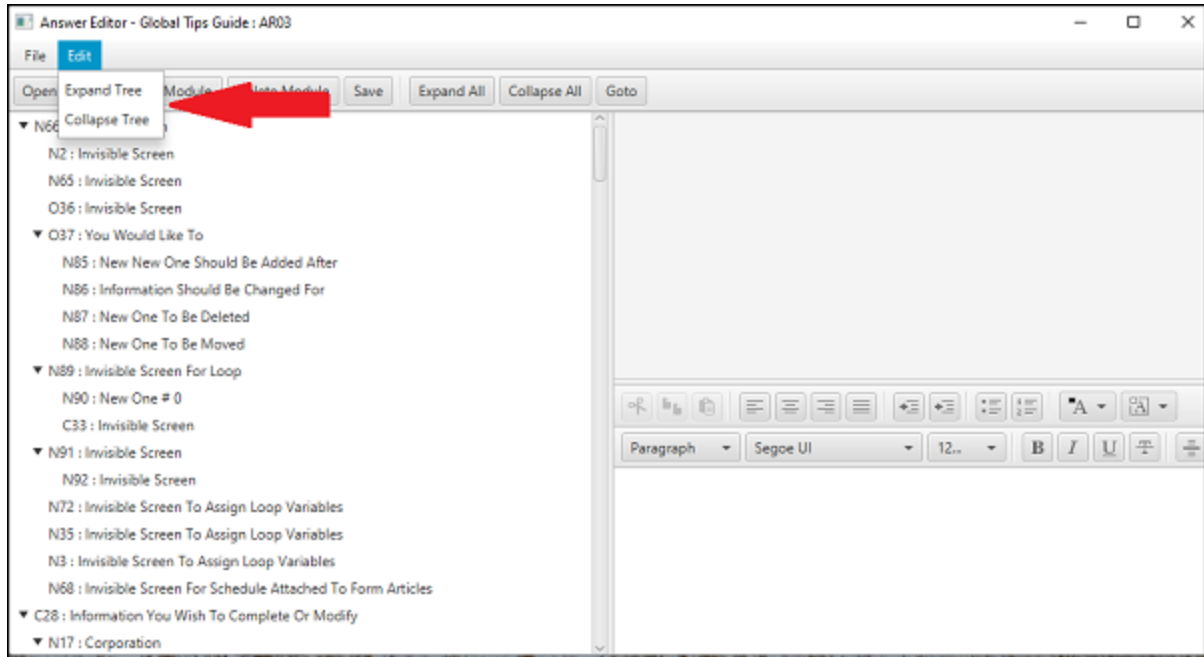


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Edit Dropdown

- Click Edit to access this drop down menu

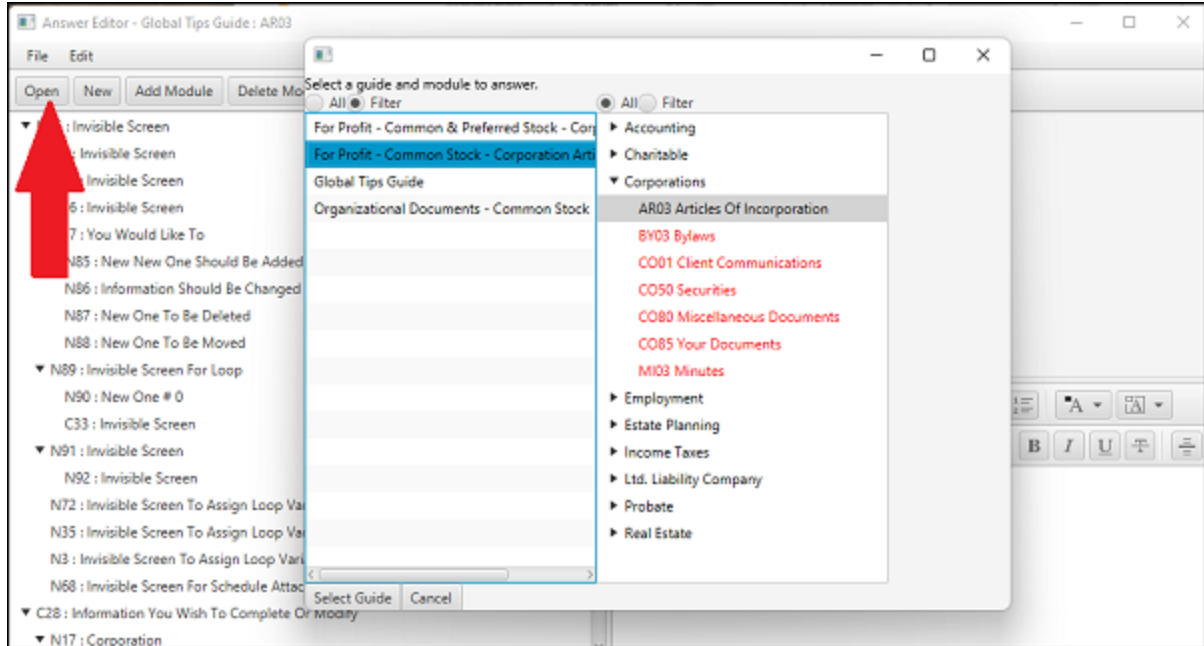


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Open

- Click here to Open and select a Document

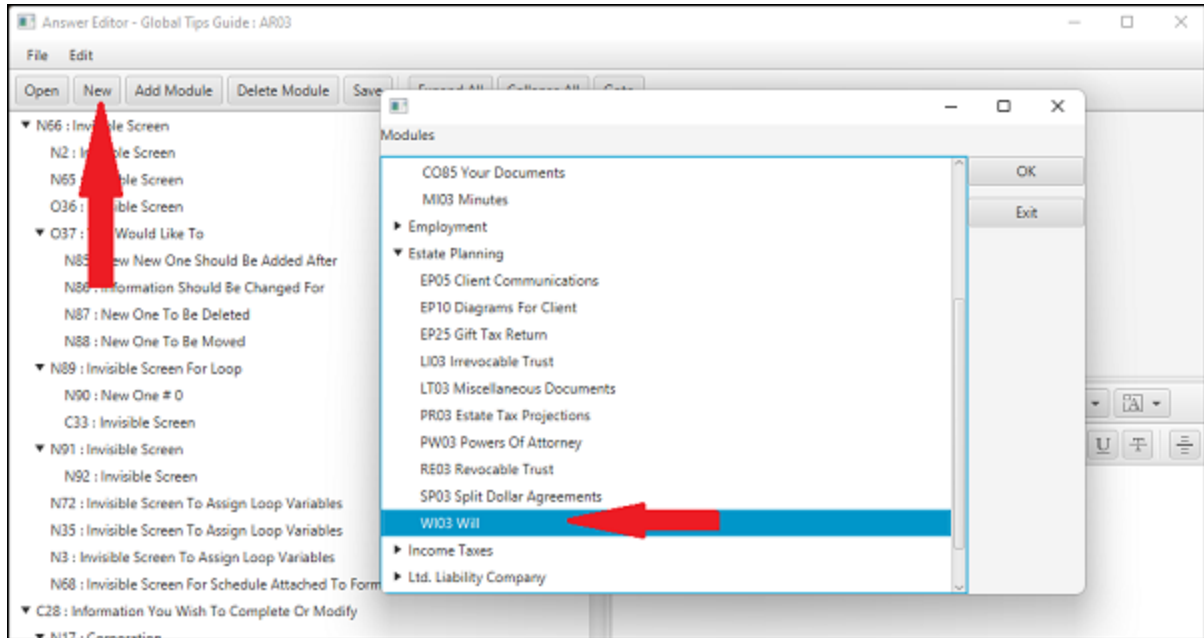


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New

- Click here to create a new Guide and select a Document

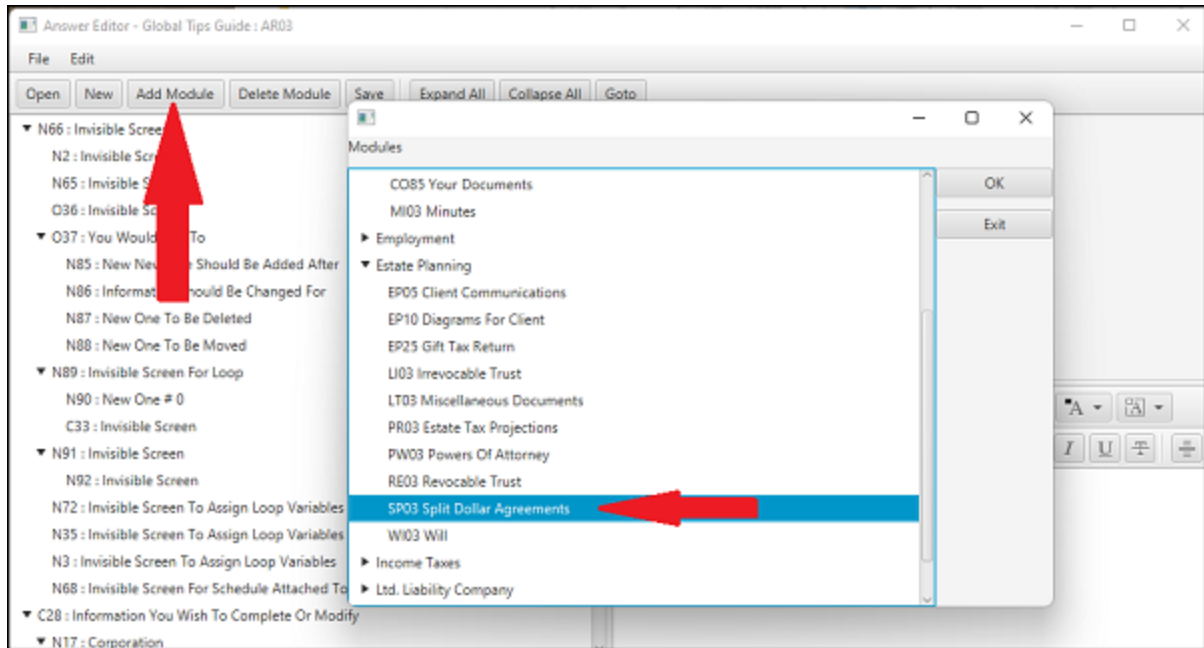


DPS 8 Answer Editor > Icons >

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Add Module

- Click here to Add a Document to the Guide. Thereafter, the Guide will be shown whenever a new Document is being created.

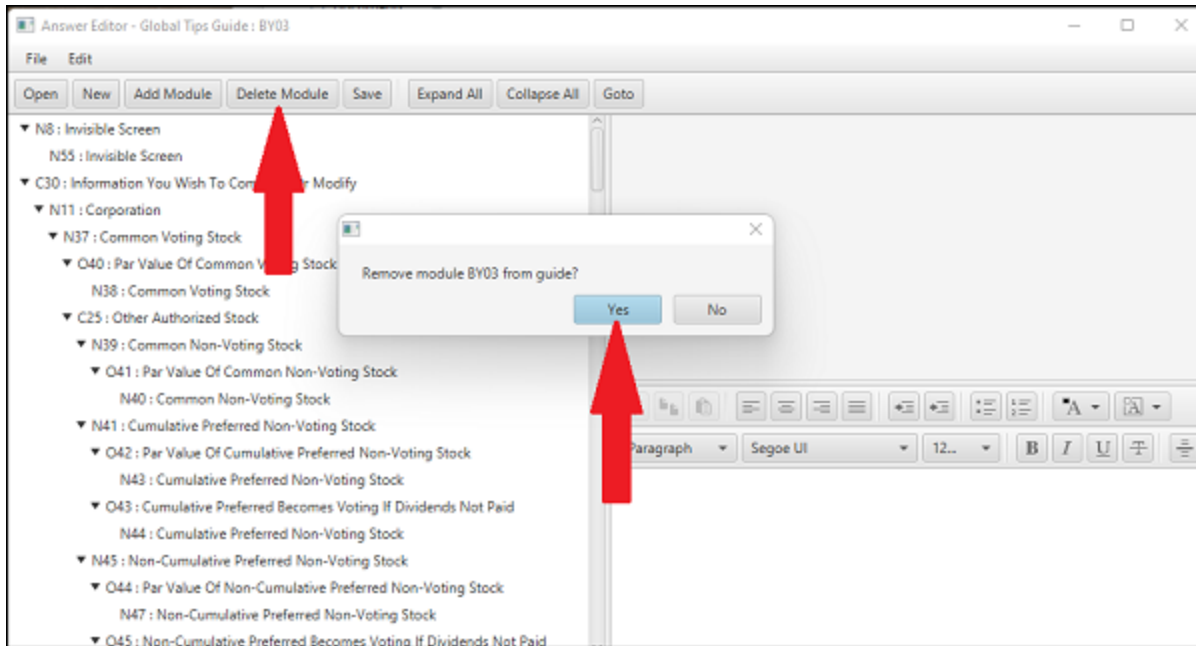


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Delete Module

- Click here to Delete the selected Document from the Guide. Thereafter, the Guide will not be shown whenever a new Document is being created.

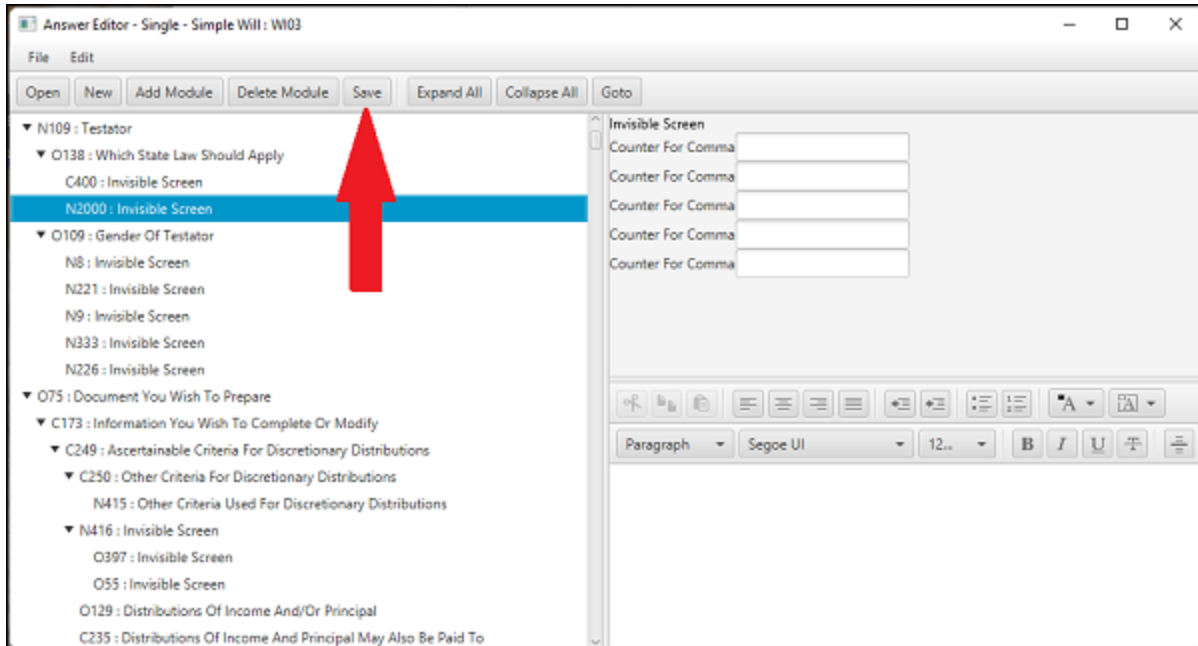


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Save

- Click here to Save a Guide after you have made all necessary changes

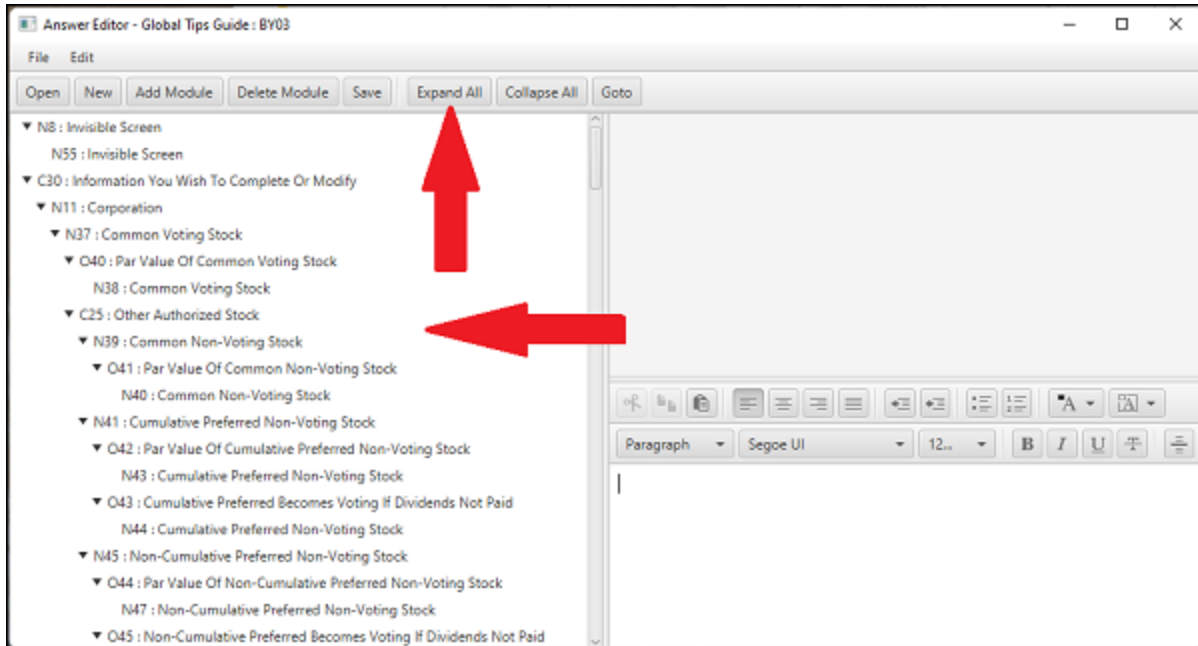


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Expand All

- Click here to Expand so all screens in the Guide are displayed



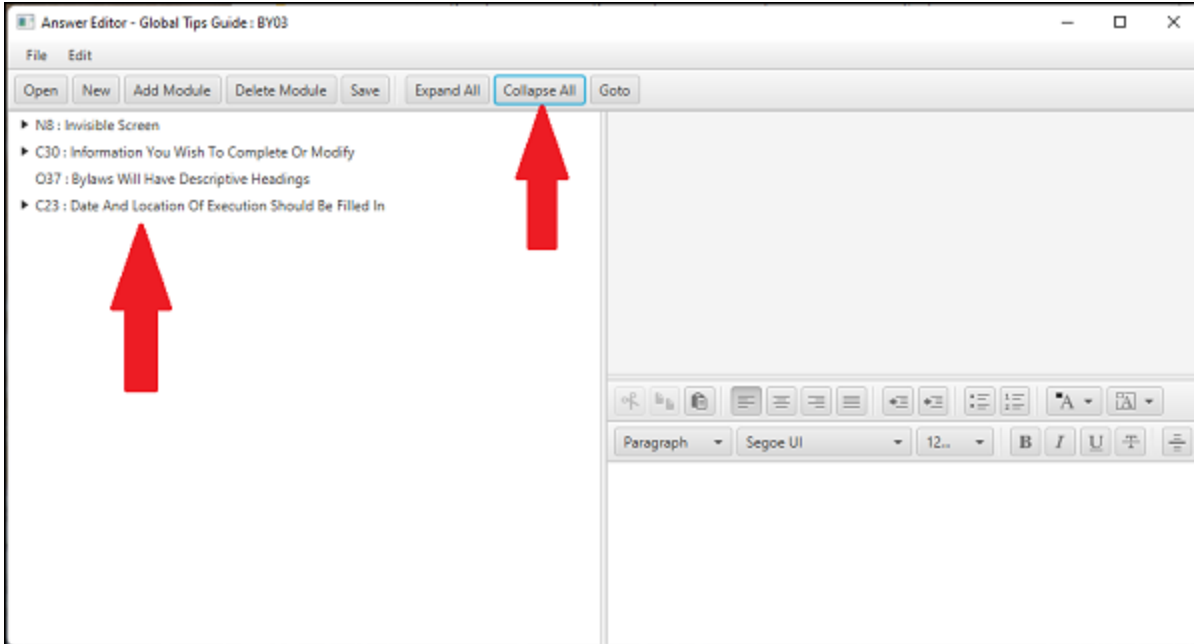
- You can also click on a Parent Screen to Expand or Collapse all of its child screens

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Collapse All

- Click here to Collapse so only Level 1 screens in the Guide are displayed:



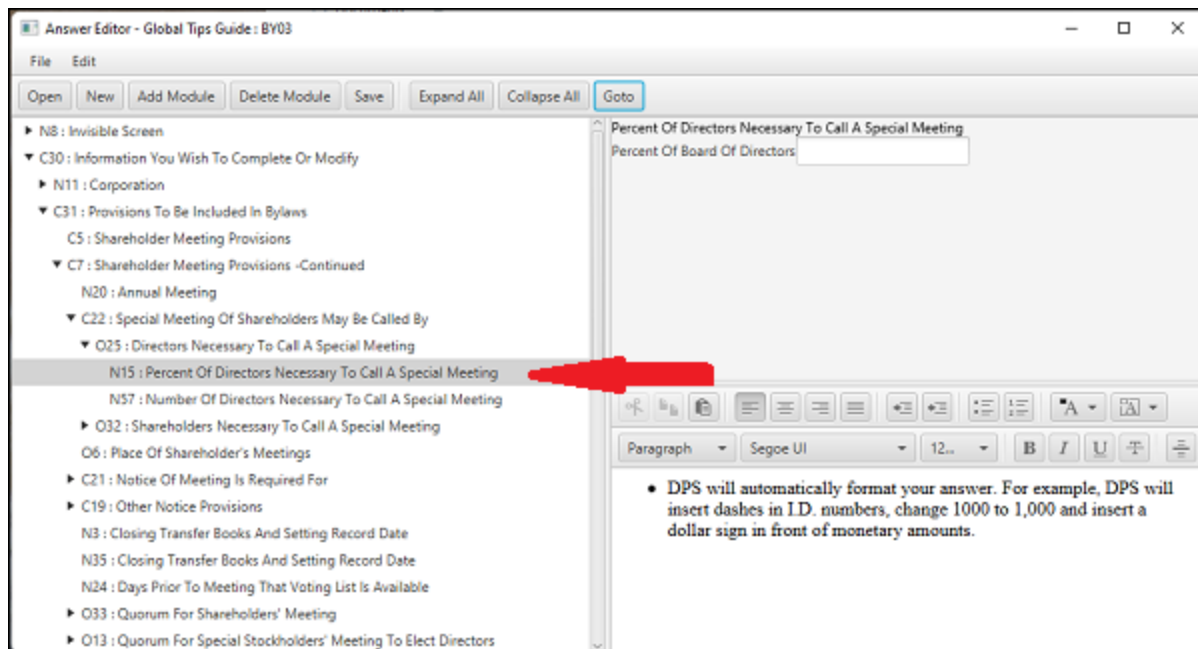
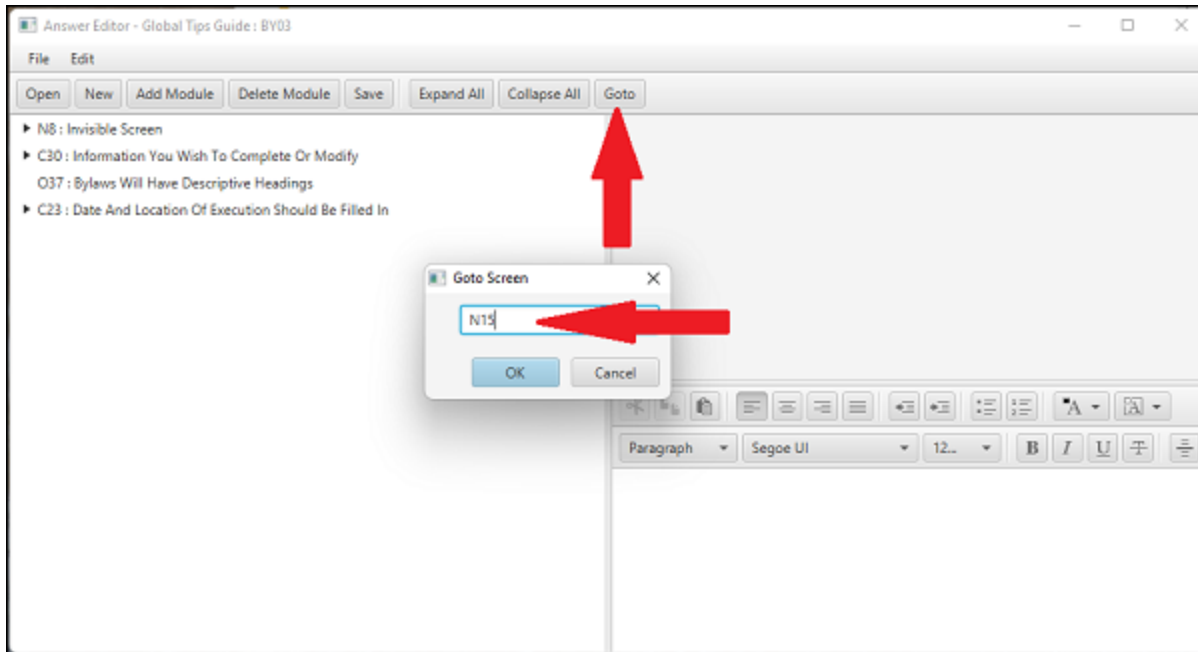
- You can also click on a Parent Screen to Collapse all of its child screens

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Goto

- Click here to Goto a specific screen in the Guide. This will also Expand so all screens in the Guide are displayed and the designated screen selected.



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