

Kurzweil 3000

Administration for

Teachers

Notes:

- This document is excerpted from the *Kurzweil 3000 for Windows User's Guide Version 10*, where it appears as Appendix H.
- Cross-references that appear in [blue](#) are active links. All other cross-references are inoperative, but refer to accurate locations in other chapters of the *Kurzweil 3000 for Windows User's Guide Version 10*.

User account administration topics.

- [About User Startup Options](#) on page 2.
- [Understanding User Accounts](#) on page 3.
- [Preference Files Locations](#) on page 4.
- [User Administration with Kurzweil 3000 Standalone](#) on page 6.
- [User Administration with Kurzweil 3000 Network](#) on page 8.

Student reporting topics.

- [Working with the Usage Log](#) on page 11.
- [The Usage Log Dialog Box](#) on page 12.

Reporting features available only with Kurzweil 3000 Network edition.

- [Administering the Activity Database](#) on page 15.
- [Creating Database Reports and Form Letters](#) on page 19.

About User Startup Options

How users log on to Kurzweil 3000 and the default location for storing users' working documents is controlled by the **Ask for User at Startup** option on Kurzweil 3000 Standalone, or the **Ask for Kurzweil 3000 User Name** option on Kurzweil 3000 Network.

For Kurzweil 3000 Standalone, you set the **Ask for User at Startup** option in the **General** pane of the **Kurzweil 3000 Options** dialog box.

For Kurzweil 3000 Network, you set the **Ask for Kurzweil 3000 User Name** option in the **Options** dialog box in the Kurzweil 3000 Administrator.

Important Note: Whichever way you decide to set the option, you should do it when you first install Kurzweil 3000, because changing it afterwards can cause confusion as to where user files are stored.

If the option is selected/enabled, Kurzweil 3000 displays the User Name box in the **Welcome** window at startup.

You can enter a new User Name, or select an existing User Name from the **User Name** box. When you enter a new name, Kurzweil 3000 creates an account using the name you type.

If the option is deselected/disabled, Kurzweil 3000 uses the current Windows user account information to create the Kurzweil 3000 user account.

Notes:

- Windows 2000 or Windows XP Restricted users cannot change the **Ask for Users on Startup** option.
- For more information about the **Ask for Users on Startup** option, refer to the *Kurzweil 3000 for Windows Standalone Installation and Administration Guide*.
- For more information about the **Ask for Kurzweil 3000 User Name** option, refer to the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

Understanding User Accounts

A Kurzweil 3000 user account consists of all the documents belonging to a user together with the user's personal Kurzweil 3000 preference files. When Kurzweil 3000 adds a new user, it creates two folders: one for the user's documents, and one for the user's preference files. Depending on the startup option setting, the documents and preference files are stored in different locations.

Default Save Locations for Users Documents

The following locations represent the default location that Kurzweil 3000 uses to store a user's documents. Users may, of course, store their documents anywhere on the local computer, or in another place on the network, if available.

Depending on the startup option setting, the folder locations are as follows:

When **Ask for User at Startup** is deselected on Kurzweil 3000 Standalone or **Ask for Kurzweil 3000 User Name** is deselected on Kurzweil 3000 Network, the default save location for a user's documents is:

**C:\Documents and Settings\Windows account name\My Documents
\KESI\Kurzweil 3000**

When **Ask for User at Startup** is selected on Kurzweil 3000 Standalone or **Ask for Kurzweil 3000 User Name** is selected on Kurzweil 3000 Network, the default save location for a user's documents is:

**C:\Documents and Settings\Windows account name\My Documents
\KESI\Kurzweil 3000\user_name1, user_name2, user_name3, etc.**

Where **user_name1**, **user_name2**, **user_name3** are folders with the names of individual users.

Note: User files for older versions of Kurzweil 3000 may be in:

**C:\My Documents\Kurzweil Educational Systems\Kurzweil
3000\username**

Preference Files Locations

User preference files include the Kurzweil 3000 settings file **K3000Settings.k3s** as well as files for Vocabulary Lists, the Word Prediction Dictionary, and the Personal Spelling Dictionary.

The **K3000Settings.k3s** file includes the settings for each of the options in the Kurzweil 3000 **Options** panes. When you make a change to any of these options—for example reading speed or reading highlight colors—Kurzweil 3000 updates the settings file to reflect your changes.

Kurzweil 3000 Standalone

All preference files are stored in:

On Windows 98 and 2000:

C:\Program Files\Kurzweil Educational Systems\Kurzweil 3000\Settings

On Windows XP:

The location of the files depends on whether the **Ask for User at Startup** option is selected.

When the option is deselected (the default), the files are in:

C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000

When the option selected, the files are in:

C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000\user_name1, user_name2, user_name3, etc.

Where **user_name1**, **user_name2**, **user_name3** are folders with the names of individual users.

Kurzweil 3000 Network

User preferences files are stored on the PC running the Kurzweil 3000 Network Engine.

The files reside in:

C:\Documents and Settings\All Users\Application Data\KESI\Kurzweil 3000 Server\Users\user_name1, user_name2, user_name3, etc.

Where **user_name1**, **user_name2**, **user_name3** are folders with the names of individual users.

Important Note: With Kurzweil 3000 Network, only the **K3000Settings.k3s** preference file is stored on the computer running the Kurzweil 3000 Network Engine. Other preference files, such as Vocabulary Lists and a user's personal spelling dictionary, are stored on the Client computer.

When the **Ask for Kurzweil 3000 User Name** option is not selected in the Kurzweil 3000 Administrator **Network Options** dialog box, the files reside in:

C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000

When the **Ask for Kurzweil 3000 User Name** option is selected in the Kurzweil 3000 Administrator **Network Options** dialog box, the files reside in:

C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000\user_name1, user_name2, user_name3, etc.

For more information about administering Kurzweil 3000 Networks, see the Online Help available from the Kurzweil Network Administrator application, or see the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

User Administration with Kurzweil 3000 Standalone

Use the following procedures to maintain Kurzweil 3000 user accounts.

Adding New Users

You can manually add new users at startup if the **Ask for Users at Startup** option is enabled. If this option is enabled, Kurzweil 3000 displays the **Welcome/Login** window. Otherwise, Kurzweil 3000 automatically creates new users based on their Windows user account.

To add a new user:

1. Double-click the **Kurzweil 3000** icon on the desktop to start Kurzweil 3000.
2. In the **Welcome** window, type the user's name in the **User Name** box, then click **Yes** to confirm.

Changing to a Different User

You can switch to another user without having to quit and restart Kurzweil 3000.

To switch to another user without restarting Kurzweil 3000:

1. On the **File** menu, click **Change User** to display the **Change User Name** dialog box.
2. Type the new user name in the **User Name** text box.
or
Click the **User Name** arrow and select a user name from the list.
3. Click **OK** to effect the change, or click **Cancel** to keep the original user.

Deleting User Files

To delete a user's files:

1. Navigate to the location where Kurzweil 3000 stores the user's files.
The location of the files depends on the user startup option setting. See [About User Startup Options](#) on page 2 of the *Kurzweil 3000 for Windows User's Guide*.
2. Click the first file you want to delete. Hold down the **CTRL** key, and then click any other files you want to delete.
A dialog box appears asking if you are sure you want to remove the items.
3. Click **Yes**.

Deleting User Accounts

To delete a user account and all the user's files:

1. Navigate to the location where Kurzweil 3000 stores the user's files.
The location of the files depends on the user startup option setting. See [About User Startup Options](#) on page 2 of the *Kurzweil 3000 for Windows User's Guide*.
2. Delete the folder with the name of the user you want to remove.
3. Navigate to the location where Kurzweil 3000 stores the user's files. See [Preference Files Locations](#) on page 4.
4. Delete the preference files for the user you are removing.

Notes:

- If you want to save some of the files from a user account you are deleting, first move the files to a different location.
- If you are on a Kurzweil 3000 Network, consult the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

User Administration with Kurzweil 3000 Network

Most administration tasks, such as adding and deleting users, are covered in detail in the *Kurzweil 3000 for Windows Network Installation and Administration Guide*. This section provides a brief overview of a Kurzweil 3000 Network and information on the Kurzweil 3000 License-to-Go™ feature, as well as information on how to return licenses to the Kurzweil 3000 Network Engine.

Kurzweil 3000 Network Overview

The Kurzweil 3000 Network consists of one or more (usually many more) computers running Kurzweil 3000 Client software and a smaller number of computers running the Kurzweil 3000 Network Engine software. The Client computers access the computer(s) running the Network Engine software over a TCP/IP network.

If you are on a Kurzweil 3000 Network, there will be no difference in the interface or functionality of Kurzweil 3000. The only difference is that your user preferences are stored on the Kurzweil 3000 Network Engine, and they are available to you regardless of which Kurzweil Network Client computer you are logged on to. See [Understanding User Accounts](#) on page 3.

About Kurzweil 3000 License-to-Go

The Kurzweil 3000 License-to-Go feature allows students to use Kurzweil 3000 Client software without having to be connected to the Network.

A License-to-Go may be issued using the following methods:

Granting a License-to-Go. Use this method to transfer a license from the Kurzweil 3000 Server to a Kurzweil 3000 Client computer that is connected to the Kurzweil 3000 Network. After you grant the license, the Client can then be disconnected from the Network and used outside of the Network.

This method is useful for students with laptops who need to use Kurzweil 3000 both in school and at home. It also allows students to use Kurzweil 3000 in areas of the school that do not have access to the Kurzweil 3000 Network.

Generating a Remote License-to-Go Code. Use this method to create a Remote License-to-Go Code which a student can use to activate Kurzweil 3000 Client software installed on a computer that is not connected to a Kurzweil 3000 Network.

This method is useful for students who need to use Kurzweil 3000 on a home computer that cannot be transported to school.

Both granted and generated licenses are valid for a specified period of time. When the time expires, the license automatically becomes available again on the Server and unavailable to the user to whom the license was transferred.

Returning Granted Licenses to the Network Engine

If you are using the Network version of Kurzweil 3000, you may have been issued a license using the License-to-Go license granting feature.

There might be a time when your System Administrator will ask you to return your License-to-Go before it is due to expire.

To return a granted license to the Network Engine:

1. Connect the computer on which the granted license resides back to your Network.
2. Launch Kurzweil 3000.
3. From the **File** menu, choose **Check In License-to-Go**.

Returning a Remote License-to-Go to the Network Engine

If you are using the Network version of Kurzweil 3000, you may have been issued a license using the **Remote License-to-Go** option.

There might be a time when your System Administrator will ask you to return your License-to-Go before it is due to expire.

To generate a Remote License-to-Go Return Code:

1. Start Kurzweil 3000.
2. From the **File** menu, choose **Check In License-to-Go**.
A dialog box appears, prompting you to confirm that you want to check in the license.
3. Click **Yes** to continue.
Another dialog box appears, informing you that there is no Kurzweil 3000 Network Engine available and asking if you want to generate a Return Code.
4. If you are sure you want to continue, click **Yes**. Once you click **Yes**, your copy of Kurzweil 3000 will be deactivated.
Kurzweil 3000 generates a return code and displays it to you.
5. Contact your System Administrator and supply him or her with the **Return Code**.

Working with the Usage Log

There may be times when it is important to track and monitor students' Kurzweil 3000 usage. You may want to ensure that a student is using the appropriate tool for a task. You may want to see how long it took a student to perform a task. Running a log periodically, say once at the start of a semester and again mid-term, enables you to note progress and spot problem areas.

The **Usage Log** feature provides data you can use to adjust your curriculum or learning plans for your students as their learning abilities evolve.

There are two different logs that you can view: **Word Help Log** and **Complete Log**.

The **Word Help Log** keeps track of the following events, along with the date that each event occurred:

- Read single word (double-click reading). See *Reading One Word at a Time (Double-Click Reading)* on page 53 of the *Kurzweil 3000 for Windows User's Guide*.
- Definition lookup.
- Spell word.
- Syllable usage.
- Picture dictionary lookup.

The **Complete Log** keeps track of the following events, along with the date and time that each event occurred:

- User login/logout.
- Usage Log enabled/disabled.
- File-related tasks such as open/close, creating new file, saving and saving as.
- Start/Stop Reading.
- Definition and Synonym usage.
- Spell Check and spelling error correction.
- Read single word (double-click reading).

- Highlighting on/off.
- Vocabulary word-related tasks such as highlighting, searching and replacing words.
- Word Prediction-related tasks such as turning Word Prediction on/off, inserting words from Word Prediction and/or Vocabulary Lists.
- Picture Dictionary lookup.

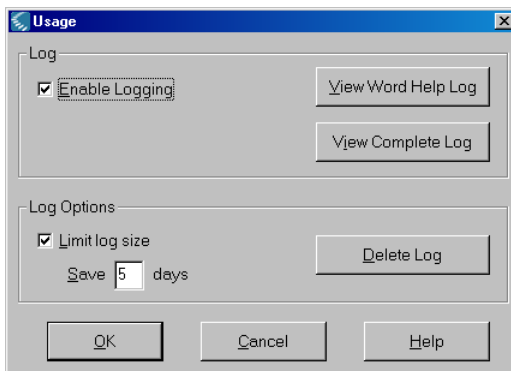
By default, the Usage Log is disabled. You must enable it for each user separately.

The resulting report is a viewable, read-only RTF document.

Note: The Kurzweil 3000 Network edition has additional, more advanced, logging features. See [Administering the Activity Database](#) on page 15 and [Creating Database Reports and Form Letters](#) on page 19.

The Usage Log Dialog Box

All commands and options for the Usage Log feature are in the **Usage** dialog box.



To enable the Usage Log for a user:

1. In the user's Kurzweil 3000 window, open the **Tools** menu, and choose **Usage**.
2. In the **Usage** dialog box, click the **Enable Logging** box.

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3. You can limit the number of days you want the log to track. Click in the **Save Days** box and type a number between 1 and 99 inclusive. The default is 5.

If you want a continuous log with no limit, click the **Limit log size** box to disable limiting.

4. Click **OK**.

To view a usage log:

In the **Usage** dialog box, click **View Word Help Log**. The following is a sample of a portion of a **Word Help** log page.

Word Help For TomV		
Friday, 1/14/2005	Definitions: 3	<i>condors</i> , condor, tactic
	Read word: 7	hazards, successfully, successfully, incubator, increase, increase, species
	Syllables: 1	Pesticide

Words in ***bold*** were not found in the Reference.

In the **Usage** dialog box, click **View Complete Log**. The following is a sample of a portion of a **Complete** log page.

Log for Lucinda	
Tuesday, 10/21/2003 3:55:08 PM	Logging turned on for Lucinda
3:56:06 PM	Open C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\Dictionary Work.kes
3:56:43 PM	Save as: Dictionary Work.kes -> C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\my Dictionary Work.kes
3:56:58 PM	Lookup definition: baking powder
3:57:08 PM	Close Definition of 'baking powder' from American Heritage Fourth Edition
3:57:18 PM	Lookup definition: baking powder
3:57:44 PM	Close Definition of 'baking powder' from American Heritage Fourth Edition
3:58:17 PM	Lookup definition: bandanna
3:58:33 PM	Lookup definition: bandanna
3:58:54 PM	Lookup definition: grackle
3:59:16 PM	Close Definition of 'grackle' from American Heritage Fourth Edition
3:59:35 PM	Lookup definition: sovereign
3:59:47 PM	Close Definition of 'sovereign' from American Heritage Fourth Edition
4:00:04 PM	Lookup definition: gecko
4:01:13 PM	Save: C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\Dictionary Work.kes
4:01:36 PM	Close C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\Dictionary Work.kes
4:01:36 PM	Close Definition of 'bandanna' from American Heritage Fourth Edition
4:01:36 PM	Close Definition of 'bandanna' from American Heritage Fourth Edition
4:01:36 PM	Close Definition of 'gecko' from American Heritage Fourth Edition

About the Following Sections

The information in the following sections details features and functions that are available only with the Kurzweil 3000 Network edition and can only be accomplished using the **Kurzweil 3000 Administrator** application, which is located on the Kurzweil 3000 Server computer.

This information is provided here for you, the teacher, so that you are aware of these important tools. If you do not have access to the Kurzweil 3000 Administrator, you will have to work with your Network or System Administrator in order to make use of these tools.

For complete details about the Kurzweil 3000 Administrator, refer to the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

Administering the Activity Database

You can configure the Kurzweil 3000 Server to keep a record of students' activities as they work. The Server can record such actions as looking up definitions, synonyms or syllables running a Spell Check or changing the reading speed.

Using the Server Administrator, you can perform the following database administration tasks:

- Update the database.
- Clean up the database.

After you have collected user activity data, you use it to generate reports and letters that incorporate selected data, similar to a mail merge. See [Creating Database Reports and Form Letters](#) on page 19.

Setting Up Activity Logging

By default, the Server *does not* log user activity; you must turn on this function. Be aware that activity logging can require large amounts of disk space since the activity of *all* users is recorded. Therefore, you need to ensure that there is adequate free disk space available on the Kurzweil 3000 Server machine. It is not possible to provide specific disk space requirements because of the variability of individual Kurzweil 3000 Network installations.

However, space on the order of tens of megabytes is certainly a suggested starting point. You will need to experiment.

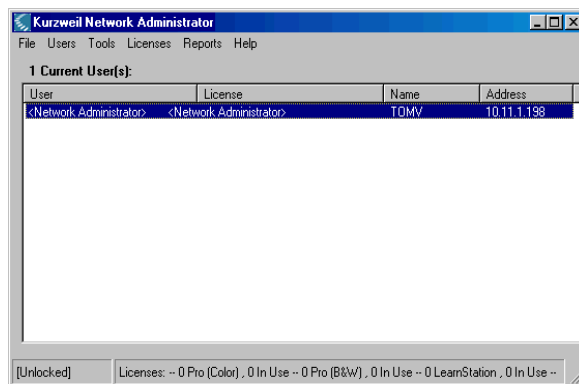
Note: Statistics are not logged for users who are using Kurzweil 3000 with the License-to-Go license granting feature.

To enable activity logging:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.

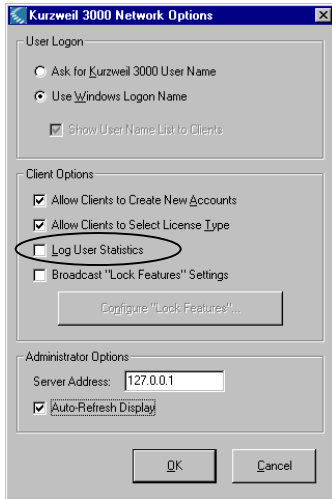


The **Kurzweil 3000 Network Administrator** window appears.



2. From the **Tools** menu, select **Options**.

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3. In the **Kurzweil 3000 Network Options** dialog box, select **Log User Statistics**.



4. Click **OK** to close the dialog box.

What Activities Get Logged?

The following is list of Kurzweil 3000 activities and/or events that are logged in the activity database:

File opened	Read Unit changed
File saved	User logged in
File closed	User logged out
Page scanned	New Text File created
Reading started	New Image File created
Reading stopped	File "Saved As"
Look up definition	Definition not found
Look up synonyms	Look Up in Encarta
Look up syllables	Synonym not found
Spell a word	Spell Check error replaced
Spell check a document	Spell Check error skipped
Word Prediction enabled	Spell Check no suggestions for word
Word Prediction disabled	Spell Check report
Word inserted from Word Prediction	Highlighter used on text
Reading Speed changed	Highlight words in Vocabulary List
Read Mode changed	Search for words in Vocabulary List
	Word inserted from Vocabulary List

Creating Database Reports and Form Letters

You can output the activity data you collect as either a report or as form letters. You generate form letters from a form letter template. Form letter templates consist of text that you type in manually and predefined database field tags that you embed inside the text. See [Creating and Generating Form Letters from the Database](#) on page 22.

Generating Reports

The Kurzweil 3000 Network Engine includes several predefined reports that you can use to chart student progress. You can generate reports for individual students or for all students in the database.

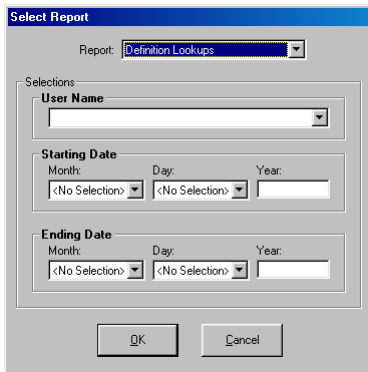
Report	Contents
Definition Lookups	Specific words looked up.
Synonym Lookups	Specific words for which synonyms were found.
Syllable Lookups	Specific words broken into syllables.
Spell Check Errors	Specific words misspelled.
Reading Speed by User	Changes to reading speed.
Student Summary	Average reading speed, number of words looked up.
Full Database	All activity.

Also, if your school has Microsoft Access 97 or another database management application that is compatible with the Microsoft Jet database format, you can create your own customized reports. Consult your database software documentation for instructions.

To generate a Kurzweil 3000 report:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. From the **Reports** menu, choose **Run Report**.

3. In the **Select Report** dialog box, choose the report you want from the **Report** menu.



The image shows a 'Select Report' dialog box. At the top, there is a 'Report:' dropdown menu currently showing 'Definition Lookups'. Below this is a section titled 'Selections' containing a 'User Name' dropdown menu. Underneath are two date selection sections: 'Starting Date' and 'Ending Date'. Each date section has three input fields: 'Month:' with a dropdown menu showing '<No Selection>', 'Day:' with a dropdown menu showing '<No Selection>', and 'Year:' with a text input box. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

4. For a report on a single student, type the name in the **User Name** box. For a report on all students, leave the **User Name** box blank.
5. For a report covering a specific time period, scroll to select month and day, then type in the year for both **Starting Date** and **Ending Date**. For a report covering the entire time span in the database, leave these boxes blank.
6. Click **OK**.
7. When the report appears, click **Print** to send it to your printer or **Exit Report** to return to the **Select Report** window.

By default, the data in a report is in ascending chronological order (earliest to latest). To reverse the order, click the **Date/Time** column head. To resize the columns, click and drag the dividers between column heads.

Below are examples of a **Definitions Lookup** report for one student and a **Spell Check** report for a group of students:

The screenshot shows a window titled "Kurzweil 3000 Server Report" with a table containing the following data:

Date/Time	User Name	Definition of
10/31/00 10:18:34 AM	Caroline	jests
10/31/00 10:18:45 AM	Caroline	wound
10/31/00 10:18:52 AM	Caroline	yonder
10/31/00 10:19:05 AM	Caroline	art
10/31/00 10:19:16 AM	Caroline	vestal
10/31/00 10:19:28 AM	Caroline	Chaste
10/31/00 10:19:41 AM	Caroline	Cast
10/31/00 10:19:54 AM	Caroline	hurl
10/31/00 10:20:55 AM	Caroline	embossed
10/31/00 10:23:05 AM	Caroline	landmark
10/31/00 10:23:20 AM	Caroline	ill-starred
10/31/00 10:23:31 AM	Caroline	doleful
10/31/00 10:24:01 AM	Caroline	lamentations
10/31/00 10:24:01 AM	Caroline	lamentations

At the bottom right of the window are two buttons: "Print..." and "Exit Report".

The screenshot shows a window titled "Kurzweil 3000 Server Report" with a table containing the following data:

Date/Time	User Name	Misspelled
10/31/00 10:27:12 AM	Caitlin	Florida
10/31/00 10:27:21 AM	Caitlin	frend
10/31/00 10:27:23 AM	Caitlin	Dizneland
10/31/00 10:27:28 AM	Caitlin	hurycane
10/31/00 10:54:04 AM	David	Haloween
10/31/00 10:54:09 AM	David	faverit
10/31/00 10:54:11 AM	David	holliday
10/31/00 10:54:13 AM	David	realy
10/31/00 10:54:23 AM	David	beleive
10/31/00 10:54:25 AM	David	gosts
10/31/00 10:54:52 AM	David	gosts
10/31/00 10:56:57 AM	Micah	writing
10/31/00 10:57:00 AM	Micah	gosts
10/31/00 10:57:05 AM	Micah	peple
10/31/00 10:57:07 AM	Micah	dont
10/31/00 10:57:12 AM	Micah	beleive
10/31/00 10:57:14 AM	Micah	gosts
10/31/00 10:57:16 AM	Micah	proibly
10/31/00 10:57:22 AM	Micah	gosts

At the bottom right of the window are two buttons: "Print..." and "Exit Report".

Creating and Generating Form Letters from the Database

The **Generate Form Letters** feature gives you the ability to produce form letters from a form letter template that you have previously created.

A form letter template consists of manually entered “boilerplate” text merged with numeric data from the activity database, viewed over a specified time period. The numeric data corresponds to the number of times students used Kurzweil 3000 features such as Definition lookup or Word Prediction, and in the case of Reading Speed, the average reading speed.

This feature, which is similar to a mail merge, allows you to create, for example, weekly parent letters that detail a student’s interactions with Kurzweil 3000.

To create a form letter template:

The general method for creating a letter is to type “boilerplate” text that is appropriate for everyone who will receive the letter, insert database field tags, type labels for the inserted fields and type any desired explanatory text.

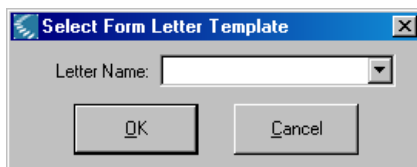
1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.



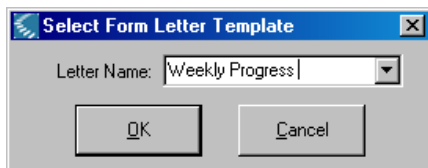
The **Network Administrator** appears.

2. From the **Reports** menu, choose **Create/Edit Form Letter Template**.

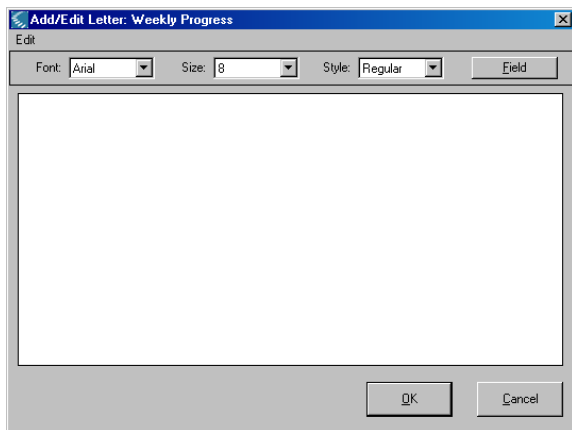
The **Select Form Letter Template** dialog box appears.



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3. Type a name for the template in the **Letter Name** box and click **OK**.



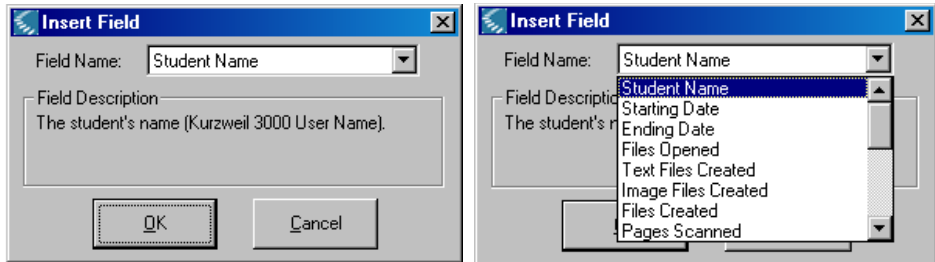
The Network Engine creates the new form letter template, and saves the template's name to the **Letter Name** list for future use, and the **Add/Edit Form Letter: *Template Name*** dialog box appears.



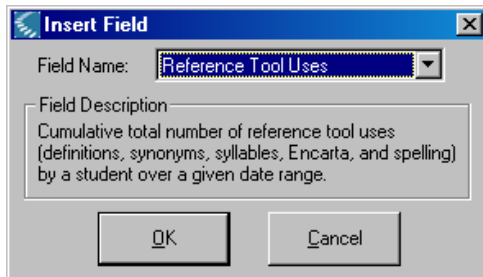
The **Add/Edit Form Letter: *Template Name*** dialog box provides simple **Font**, [Font] **Size** and [Font] **Style** formatting tools. The **Fields** button provides access to the **Insert Field** dialog box.

4. Click Fields.

The **Insert Field** dialog box appears. The **Field Name** list contains a list of all the interactions stored by the database.



When you choose a field name, a description of the information it contains appears in the **Field Description** area.

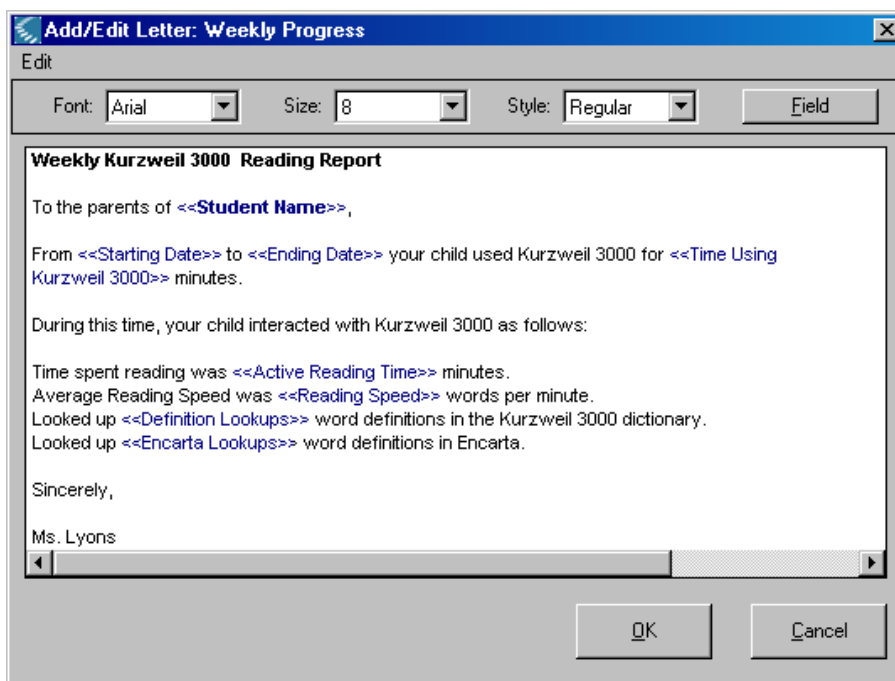


5. Add field labels and any other desired text.

6. Click Close.

For a sample form letter template, see the next page.

Form letter template sample. Inserted database fields are enclosed by double angle brackets (<< >>), all other text is typed in manually.



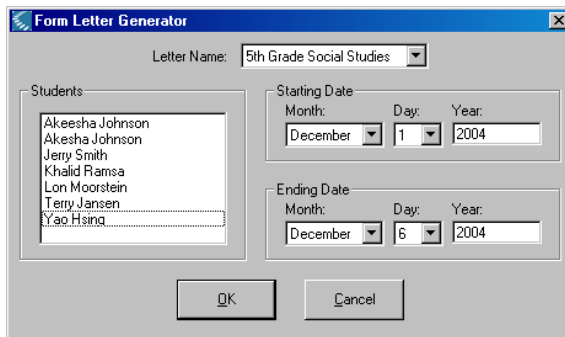
Generating a Form Letter

After you have created a form letter template, you can direct the Network Engine to generate one or more form letters, each of which will contain the selected user's individual usage information.

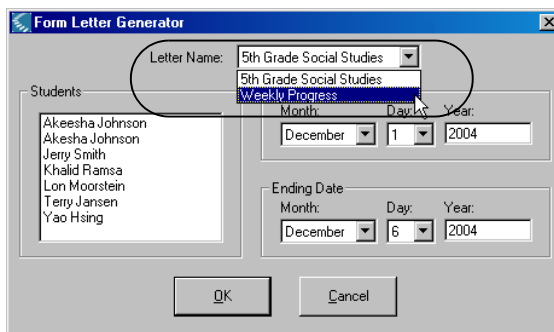
To generate a form letter:

1. From the **Reports** menu, choose **Generate Letters**.

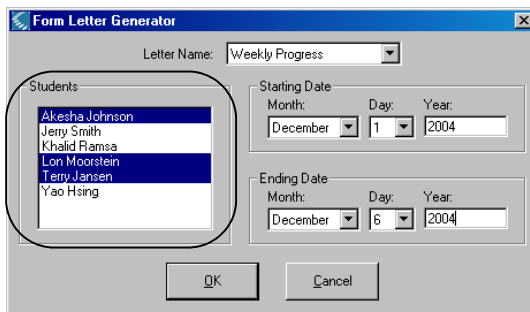
The **Form Letter Generator** dialog box appears.



2. Choose a letter from the **Letter Name** menu.



3. In the **Students** area, choose the name of each student for whom you want to generate a letter. To choose multiple names, hold down the **CTRL** key and click the desired names.



-
- Specify a **Starting Date** and an **Ending Date**. This range will appear on the cover sheet when you print the generated letters, and, within the letters themselves, if they contain the <<Starting Date>> and <<Ending Date>> database fields.

The screenshot shows the 'Form Letter Generator' dialog box. At the top, the 'Letter Name' is set to 'Weekly Progress'. Below this, there is a list of 'Students' with the following names: Akesha Johnson, Jerry Smith, Khalid Ramsa, Lon Moorstein, Terry Jansen, and Yao Hsing. To the right of the student list, there are two date selection sections. The 'Starting Date' section has 'Month' set to 'December', 'Day' set to '1', and 'Year' set to '2004'. The 'Ending Date' section has 'Month' set to 'December', 'Day' set to '6', and 'Year' set to '2004'. Both date sections are circled in the image. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

- Click **OK**.

The **Form Letter Display** dialog box appears. The dialog box contains a header, which displays the name of the form letter followed by the specified date range. Following the header, the form letter is reproduced, now with the specified data replacing the field tags, one letter for each student you selected. A red line indicates the end of one letter and the beginning of the next.

- Click **Print** to print all of the letters.

