
OverNet Computer Services

Mechanic helpdesk query

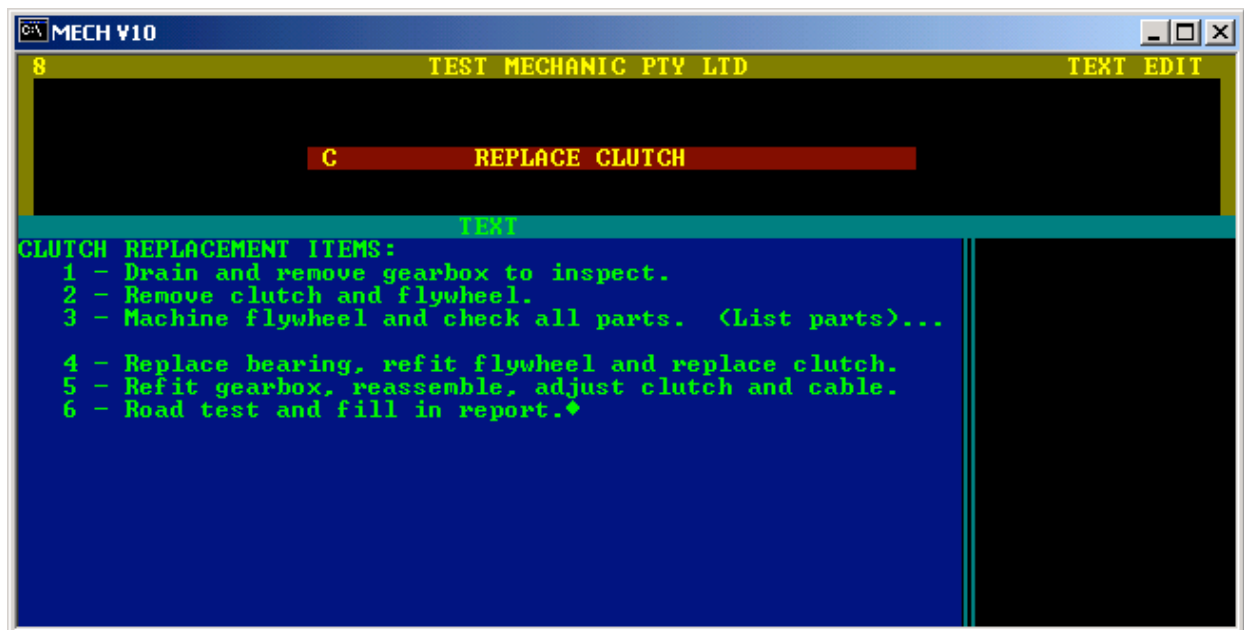
How to keep the formatting when using texts and stories.

This document describes how to put formatting characters into a text or story item and then keep the formatting when inserting the text / story onto an invoice.

Texts and stories work in the same way. This document will only work with texts so apply the same procedures to stories.

SUMMARY: Use spaces to format the text and press Ctrl-ENTER to insert the text instead of just ENTER.

From the text maintenance edit / add screen, (program 5,9,1), the required text is created. It is formatted by inserting enough spaces to continue on to the next line. Also, you can leave blank lines by inserting even more spaces.



Press F10 to save the text.

NOTE: If you go back into that same text, it will appear to have lost its formatting. But it has not, its just the way its displayed.

From within an invoice, press F3 to list the texts. Arrow down to the required text and press Ctrl-ENTER, (not just ENTER), to insert the text. Ctrl-ENTER is to disable the word-wrapping of the text.

The screenshot shows the MECH V10 software window. On the left, customer details for Chris Dempsey are listed. The main area displays a menu titled 'F3 - SELECT TEXT' with options: 'TEST TAG', 'bal wheel BALance', 'ETU Electronic Tune Up', 'etu Electronic Tune Up', 'R&R Remove And Refit', 'C REPLACE CLUTCH', and 'SA OVERHAUL ALTERNATOR'. On the right, invoice details for J-46120 are shown, including the date 02 Sep 2005 and customer name DEMPSEY C. A table with columns 'Price' and 'Mech' is partially visible.

The text will now appear – formatted as it was originally.

The screenshot shows the MECH V10 software window with the invoice completed. The left side shows customer details. The main area is titled 'Description of WORK DONE' and lists six items for 'CLUTCH REPLACEMENT ITEMS:'. The right side shows invoice details for J-46120, including the date 02 Sep 2005 and customer name DEMPSEY C. A table with columns 'Price' and 'Mech' is visible at the bottom.

NOTE: This method of formatting depends on the number of spaces inserted and therefore, the width of the screen. Because the labour section width is different to the work to be done and sublet and report sections, the text will need a different formatting for each section.