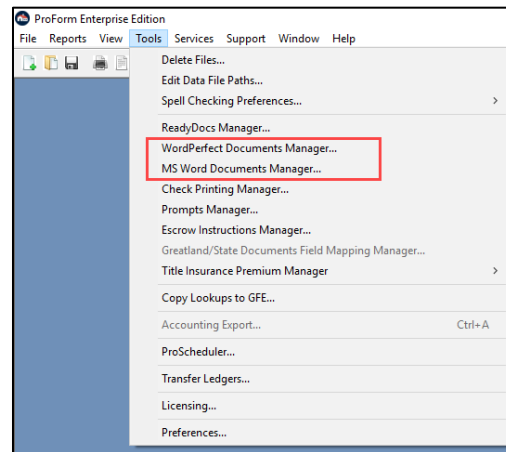


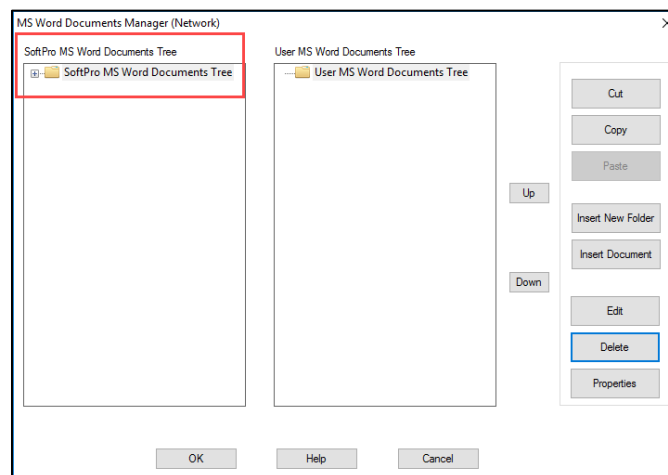
ADDING MERGE DOCUMENTS TO THE TREE

The **WordPerfect Merge** and **MS Word Merge** features of ProForm give you the power to merge data from ProForm files into documents created using WordPerfect and MS Word for Windows. ProForm comes with several WordPerfect and MS Word Merge documents for your use. Merge documents can also be created by the user, and may contain references to any data entry field in a ProForm file. Use the **WordPerfect Documents Manager** or the **MS Word Documents Manager** to add your custom-made documents to the tree.

Access the **WordPerfect Documents Manager** or the **MS Word Documents Manager** from the **Tools** menu in ProForm.

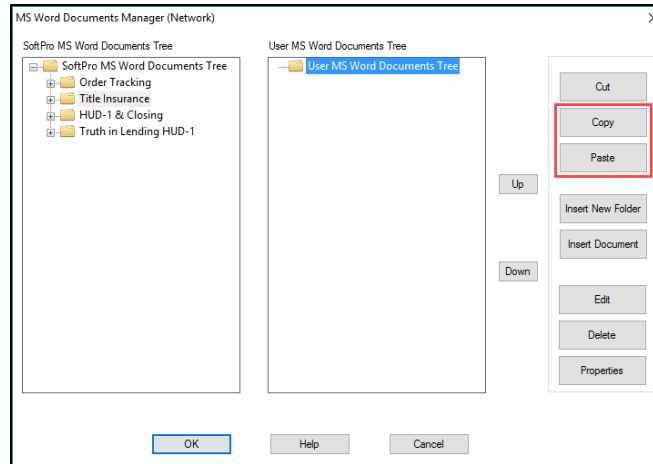


The left side of the **Documents Manager** contains the **SoftPro Documents Tree**. The **SoftPro Documents Tree** contains all of the Merge documents that come with ProForm. The documents in the tree are organized in folders. The structure of the tree - the names, contents, and location of folders - cannot be edited by the user.

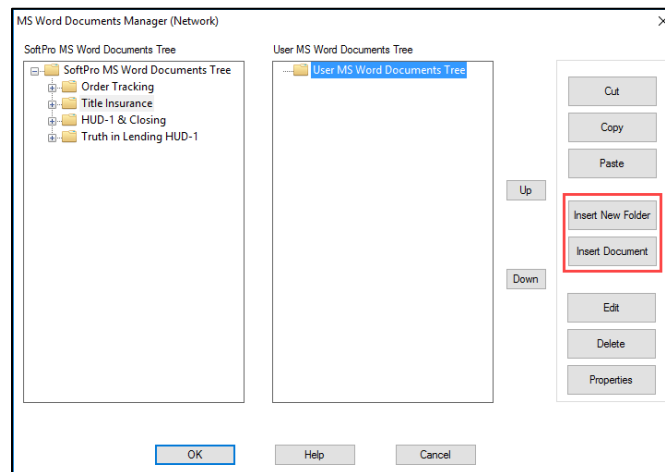


The right side of the **Documents Manager** contains the **User Documents Tree**. The User tree is completely customizable.

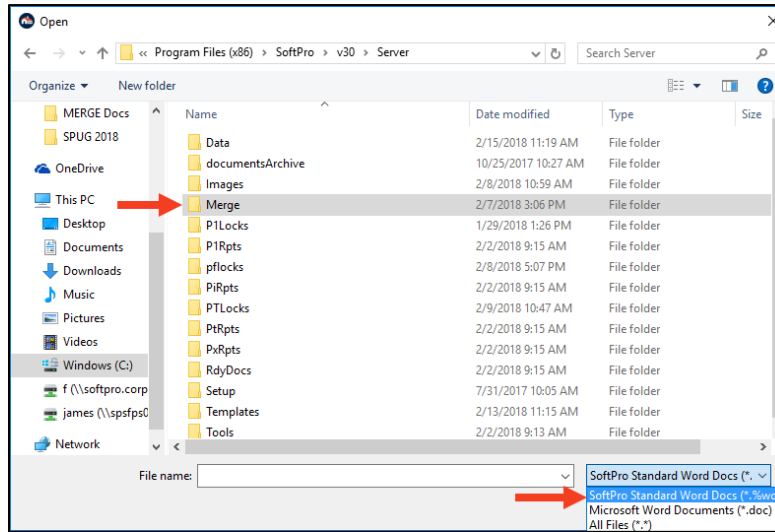
Add documents and folders to the **User Document Tree** by copying them from the SoftPro Tree (with the **Copy** and **Paste** buttons or by drag and drop).



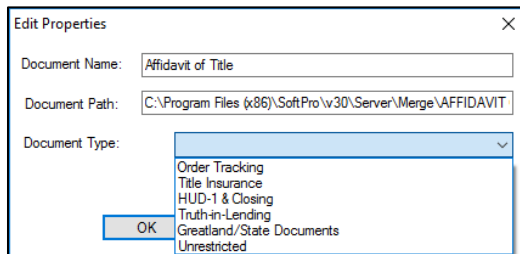
Add custom folders to the **User Documents Tree** using the **Insert New Folder** button. Add custom-made Merge documents to the User tree using the **Insert Document** button.



***** NOTE - Custom-made Merge documents should be saved in the Merge folder using the applicable file extension: Softpro Standard Word Docs (*.%wd) or Softpro Standard WordPerfect Docs (*.%wp). *****

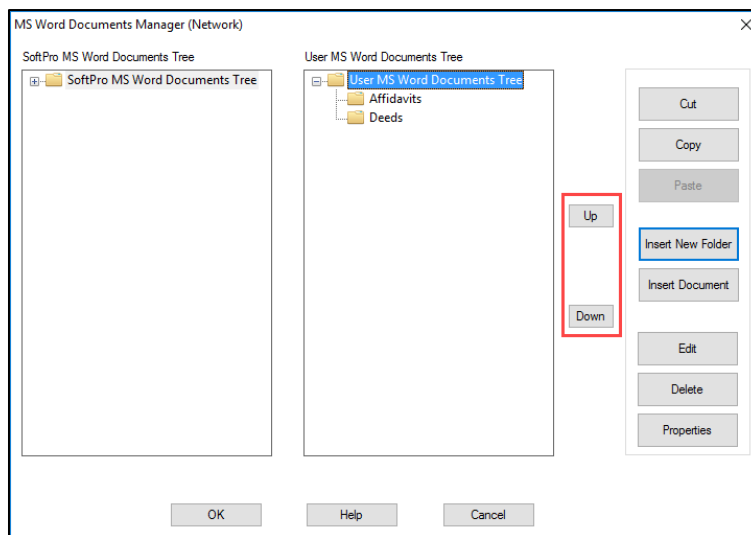


When adding custom-made Merge documents to the tree, the **Edit Properties** window will appear. Enter the name of the document in the **Document Name** field. Choose the **Document Type** from the drop-down menu.



Choose Unrestricted as the Document Type if all users need access to the document in the tree.

The structure of the **User Documents Tree** is entirely up to the user. The documents and folders you add to the **User Documents Tree** can be organized in any fashion using the **Up** and **Down** buttons.



Change names of documents or folders in the **User Documents Tree** using the **Edit** button. Delete unwanted documents or folders from the **User Documents Tree** using the **Delete** button.

