

## Course Profile

### Document Templates

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**Duration**

2 days

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**Prerequisites**

Delegates wishing to attend this course should have successfully completed the following training:

- UNI-*form* v7 System Supervisor course

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**Target Audience**

System Supervisors

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**Objectives**

By the end of this course you will be able to:

- Correctly create and manipulate documents from the UNI-*form* system.
- Show confidence in the effective production of routine documents.

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**Contents**

- What are Document Templates
  - Basics and INIT docs
  - Creating a document template
  - Formatting commands
  - Condition statements
  - Repeat statements
  - Merge File code paragraphs
  - Merging Notepad text and Ordinary files
  - Copying to Document log and Email command
  - Printing and saving maps as images
  - Merging data from User Defined screens
  - Linking logos
  - Troubleshooting
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