



## MillionDoc User Manual



# MillionDoc

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## Introduction

MillionDoc is an application, running next to your Microsoft Word processor, that asks questions and automatically creates customized documents based on the answers given.

The creation of customized documents is very straightforward. You effortlessly get perfectly formatted documents with company logo, headers, footers, headings, paragraphs and other document components. With MillionDoc, you can substantially increase your productivity. MillionDoc saves you a lot of time and enhances the quality of your documents.

You can use MillionDoc as a text management tool as well as a expert system tool. Using MillionDoc as an expert system, the user will be guided through a business process that results in the creation of a document. Examples of such business processes are the completing of a business contract, a legal agreement, a commercial contract and other legal documents.

The advantages offered by MillionDoc are:

- Guides users through a series of questions. The questions allow users to add free text, predefined text, information located in files, dates and graphics to a document,
- Allows users to focus on the content.
- Remarkable saving of time in every day office work. Users do not have to spend time formulating sentences and formatting the document.
- Allows users to carry out complex document-based business processes.

MillionDoc includes two modules, namely

- **MillionDoc End-User** for working with Word documents
- **MillionDoc Designer** for designing Word templates containing the questions.

Both modules are discussed in detail in this User Manual. If you are not interested in designing Word documents, you can skip the part that describes MillionDoc Designer and start right away with the description of the MillionDoc End-User module.

## MillionDoc Designer

### INTRODUCTION

The MillionDoc Designer comes with a graphical interface in which you can design MillionDoc templates. You can easily add questions to a Word document. The tool displays all questions present in the active document. Selecting a question, you can modify it or delete it.

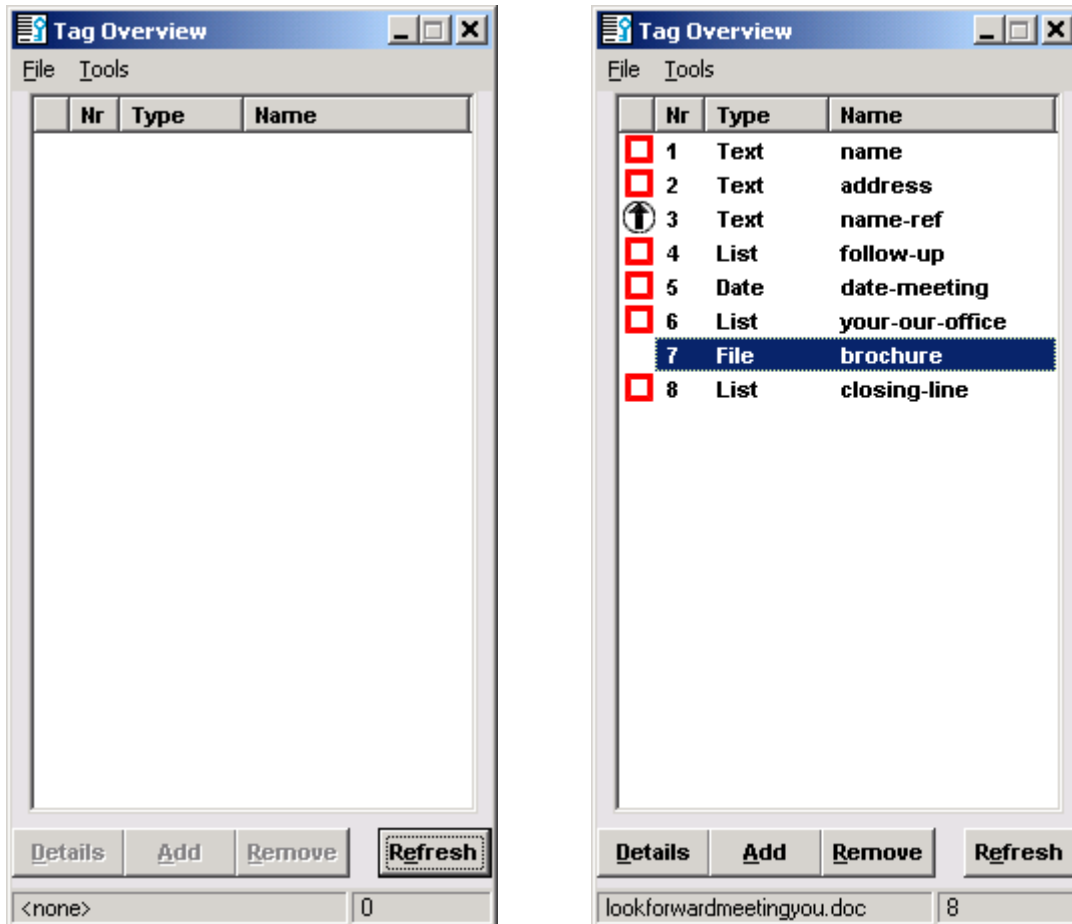
A question corresponds to a tag. Technically speaking, a tag is an instruction for the template processor MillionDoc End-User to perform some action and substitute the result into the document in place of the original tag. Tags include those to insert text, files or a selected option from a list.

What makes MillionDoc templates different from other Word templates? Word templates are generally used to create documents that have a common structure and appearance. MillionDoc templates go a step further: They also enable you to organize and structure the end-user data entry needed to finish the document. As a result, the documents done are unambiguous and clear.

## STARTING THE PROGRAM

MillionDoc Designer can be started from the Windows Start Menu. You can start the tool from command line as well by executing the application MD\_Designer.exe.

The *Tag Overview* window is the control centre of MillionDoc Designer. The window displays a list all tags present in the active Word document. The layout of the *Tag Overview* window is shown below. The first picture shows an empty *Tag Overview* window, because there is no active document. The second picture shows the *Tag Overview* window for a document named *lookforwardmeetingyou.doc*. This document contains 8 tags.



The *Tag Overview* window consists of a title bar, a menu bar, a overview panel, buttons and a status bar. The overview panel depicting the list of tags holds four columns:

Column name	Description
	Occurrence indicator: The red box <input type="checkbox"/> depicts an required tag and the arrow-up <input checked="" type="checkbox"/> depicts a reference to another tag. If the column is left blank, then the tag is optional.
Nr	Tag serial number.

Column name	Description
<b>Type</b>	Type of the tag. Each type represents a specific kind of end-user interaction.
<b>Name</b>	The name of the tag.

The Tag Overview menu bar has the following options:

Tag Overview menu option	Description
<b>File &gt; New Document</b>	Starts a new Word document.
<b>File &gt; Open Document</b>	This option brings up a dialog box for selecting an existing file from your file system. Only one document can be loaded at one time.
<b>File &gt; Exit</b>	This option ends the application.
<b>Tools &gt; Options</b>	This option brings up a dialog box for modifying the file location of files referred to by the different tag types. The <i>Option</i> window is described below.

The Tag Overview windows contains four buttons:

Tag Overview button	Description
<b>Details</b>	Launches the <i>Update tag</i> window for altering the tag that has been selected in the overview panel. You can also activate the function by double clicking on a tag in the <i>Tag Overview</i> window.
<b>Add</b>	Displays the <i>Insert tag</i> window for creating a new tag. The tag will be placed at the cursor's position in the current document.
<b>Remove</b>	Deletes the selected tag from both the <i>Tag Overview</i> window and the current document.
<b>Refresh</b>	This option re-reads the current document and searches for tags to show in the overview panel. If you are working on several Word document, you need this function to reset the focus of MillionDoc Designer.

The status bar is displayed at the bottom of the window. The status bar contains two fields. The first field shows the name of the active Word document and the second field shows the number of tags defined inside the document.

## TAG TYPES

The various tag types represent differs kind of end-user interaction. MillionDoc supports the following tag types.

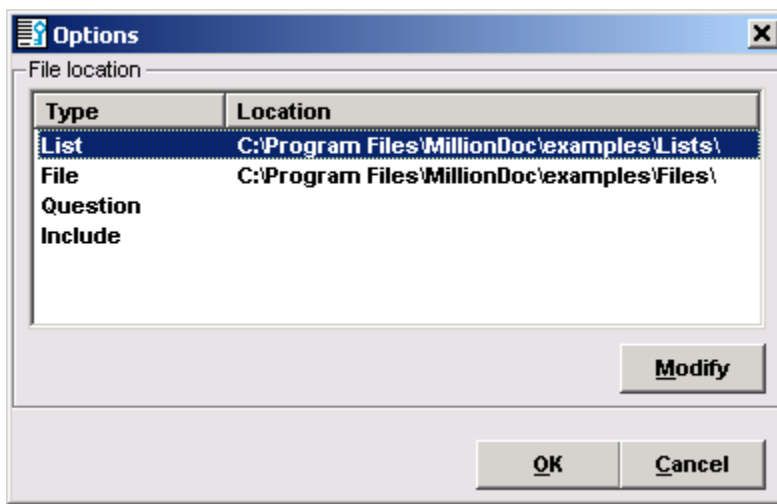
Tag type	Description
<b>Text</b>	The tag allows the end-user to type in text on a single line or on multiple lines.
<b>Date</b>	The tag allows the end-user to select a date. MillionDoc End-User will print the date in a particular format.
<b>File</b>	The tag allows the end-user to insert a single file or multiple files.
<b>List</b>	The tag allows the end-user to select an single option from a list or to select multiple options from a list.
<b>Question</b>	The tag presents a multiple choice question to the end-user. The end-user can give a single answer or several answers.
<b>Include</b>	When MillionDoc End-User encounters a <i>Include</i> tag, it automatically insert the file associated with the tag into the document. No end-user input is required.
<b>Execute</b>	The tag delays the interaction with the end-user and starts the execution of an external program.

## DESIGNING A MILLIONDOC TEMPLATE

Using the MillionDoc Designer you can add, modify and delete tags in a Word document. All tasks are accessible through the MillionDoc Designer Graphical Interface. MillionDoc supports various types of tags. The paragraphs below describe how you can design a MillionDoc template.

### Setting the file location using the *Option* window

Before you start adding tags to your document you better first set the file locations that MillionDoc End-User uses to retrieve the different files. You have to set the location by tag type. Four tag types involve files, namely *List*, *File*, *Question* and *Include*. The *Option* window can be accessed from the Option menu of the *Tag Overview* window. The window can look as follows:





We advice you to organise your files properly from the start. You can create as many sub-directories as you need to organise your files into logical groups.

### Tag Reference

Besides the ordinary tags, you can also specify a reference to another tag. If a document contains a reference, than the end-user will not be asked to input data. Instead Million Doc End-User will reuse the input already given by the end-user. It's not possible to create a reference to an *Include* tag or an *Execute* tag.

### Specifying a tag using the *Insert tag* window or the *Update tag* window

You can use the *Insert tag* window or the *Update tag* window to specify a tag. The example below shows the *Update tag* window. The *Insert tag* window looks similar.

The screenshot shows the 'Update tag' dialog box. It has a title bar with the text 'Update tag'. The dialog is divided into several sections. The first section has a 'Tag' dropdown menu set to 'Text' and a 'Required' checkbox that is checked. Below this is a 'Name' text field containing the text 'name'. The next section is labeled 'Reference' and contains a 'Tag' dropdown menu and two radio buttons labeled 'Index' and 'Content'. The 'Index' radio button is selected. Below this is a section labeled 'Description' which contains a text field with the text 'Type recipient's name', a 'Line type' dropdown menu set to 'Single', and a 'Style...' button. Below this is a section labeled 'Source' which contains three text fields: 'File name', 'Parameters', and 'Description'. Below these fields is a 'File type' dropdown menu set to 'Text' and a 'Selected' checkbox. At the bottom of the dialog are four buttons: 'Update', 'Add', 'Remove', and 'Cancel'.

The table below describes the fields and the buttons of the window. The type of the tag determines whether you can or cannot fill in a field in the window and furthermore whether a field needs to be filled in or is optional. See Appendix C for a specification of this. Details specific to a particular type of tag are discussed later on in this document.

Field / Button	Description
Tag	The type of the tag.
Required	Indication whether the end-user has to specify a value. Default the

Field / Button	Description
	value is set to false.
<b>Name</b>	The name of the tag. The name does not have to be unique.
<b>Reference, Tag</b>	If the tag is a reference, than the field shows the name of the tag to which the reference is made to.
<b>Reference, Type</b>	If the tag references to a <i>Question</i> tag, than the field specifies the reference type. You can either reuse the answer given by the end-user or reuse the file that was included. Details concerning this are described below.
<b>Description</b>	The description of the tag. Generally this description will be shown to the end-user in the graphical interface of MillionDoc End-User. Note, however, that the last part of long descriptions may not be visible at first glance. The end-user has to scroll to see the whole description.
<b>Line type / Type</b>	The type is used to further specify the <i>Text</i> tag, <i>File</i> tag, <i>List</i> tag and <i>Question</i> tag. The value of the field is either <Single> or <Multiple>. The default value is <Single>. A single tag allows end-users to type in text on a single line or select a single file, option or answer. A multiple tag allows end-users to type in text on multiple lines or select multiple files, options or answers.
<b>Format</b>	This field is only used in combination with the <i>Date</i> tag. It specifies the format of the date printed by MillionDoc End-User. If no format is specified, then the Windows format will be taken. Appendix B shows a list of all formats supported by MillionDoc.
<b>Style</b>	You can specify the list style property for a <i>List</i> tag with list type <Multiple> only. The list style property is shorthand for the separator property, the last separator property and the end char property. Details concerning this are described below. You only have to specify the list style if you want to vary from the default list style.
<b>Default</b>	The default value of the tag. If this field has a value, then end-users do not have to type in data. The most common choice made by end-users is usually put into this field.
<b>Source, File name</b>	<p>The source fields are only relevant for the <i>File</i> tag, <i>List</i> tag, <i>Question</i> tag, <i>Include</i> tag and <i>Execute</i> tag.</p> <p>For all but the <i>Execute</i> tag, the source filename contains the relative path to the file which contents MillionDoc End-User will insert into the document. The path is relative to the path specified in the <i>Option</i> window (Tools &gt; Options of the <i>Overview tag</i> window). For the <i>Execute</i> tag the source filename comprises an absolute path.</p>
<b>Source, Browse</b>	The button launches the Windows <i>Open</i> window in which you can select a file. The selected file will be entered into the field <i>Source, File name</i> .
<b>Source, Parameters</b>	The field is only used by the <i>Execute</i> tag. The field contains the parameters given to the executable specified in the field <i>Source, File name</i> .

Field / Button	Description
<b>Source, SQLPortal</b>	The button is only accessible specifying the <i>Execute</i> tag. If you want to call the executable SQLPortal, then you do not have to type in the parameters by hand into the field <i>Source, Parameters</i> . Instead you can use a special graphical user interface. The button launches the <i>SQLPortal parameter</i> window described further on in this document.
<b>Source, Description</b>	The description of the file that will be shown to the end-user in MillionDoc End-User.
<b>Source, File type</b>	You can include text files and pictures into the document. The default value of the field is <Text>. If the file you want to include contains an image, then you have to set the value of the field to <Picture>.
<b>Source, Selected</b>	If this field has been toggled, then the file will be selected by default in MillionDoc End-User. The end-user can deselect the file over there, if desired. Default the value of the field is set to false.
<b>Source, Update</b>	The button updates the selected row in the source overview panel with the Source fields' current values.
<b>Source, Add</b>	The button adds the source to the source overview.
<b>Source, Remove</b>	The button deletes the selected row in the source overview.
<b>Source, Source Overview</b>	The panel shows a list of sources that are associated with the tag. For each source the selected toggle, the filename, the description and the file type is shown. If you select a row in the panel, then the details of the source are presented in the source fields above the panel. If you want to update or remove a source, select the desired row in the panel and press the <i>Update</i> button or <i>Remove</i> button.
<b>Insert</b>	The button only appears in the <i>Insert tag</i> window. It adds the tag to the <i>Tag Overview</i> window and the Word document and it empties the <i>Insert tag</i> window for new inserts of tags.
<b>Update</b>	The button only appears in the <i>Update tag</i> window. It updates the tag in the <i>Tag Overview</i> window and the Word document and it closes the <i>Update tag</i> window.
<b>Cancel</b>	The button cancels the window.

### Specifying a *List* tag

MillionDoc supports two types of lists, namely a list which allows the end-user to select only one option and a list which allows the end-user to select multiple options. If you define a multiple list, then you have to specify the list style property or use the default. You can specify the list style property with the *Style* window described further on in this document. The *Update tag* window below specifies a single list.

**Update tag**

Tag: List Required: ☒

Name: Follow-up

Reference  
Tag: Type: ☐ Index ☐ Content

Description: Select a follow up  
Type: Single Style...  
Default:

Source  
File name: Browse  
Parameters: SQL Portal  
Description:  
File type: Text  
Selected: ☐ Update Add Remove

File	Description
FollowUp.txt	Follow up

Update Cancel

The options the end-user can choose between or among are listed in one or more ASCII files. In the example above the list options are specified in file *FollowUp.txt*. Each option inside the file should be on a separated line. The text box below depicts the contents of the sample text file.

```
phone conversation
e-mail
fax letter
```

If you create a multiple list, then it's good practice to add to the tag's description the message that the end-user can select multiple options.

### Using a bulleted or numbered list

MillionDoc supports the use of bulleted or numbered list. If you want the options chosen by the end-user displayed in a bulleted or numbered list, then you have to create a list tag with type `<Multiple>` and put a Word bullet or number in front of it. An example is shown in the text box below.

```
▪ List:MyList
```

### Specifying a *Question* tag

Using MillionDoc's *Question* tag it's possible to ask the end-user a question. Depending on the definition of the *Question* tag, the end-user is allowed to give a single answer or multiple answers.

When the end-user chooses an answer, the file that corresponds with this answer will be inserted into the Word document. The *Update tag* window below specifies a question that allows the end-user to give one answer at the most. The possible answers to the question "In which product are you most interested?" are "I'm most interested in MillionDoc" and "I'm most interested in SQLPortal"

### Specifying a reference to a *Question* tag

If you define a references to a *Question* tag, then you have to specify the reference type as well. The reference type is either *Index* or *Content*. Using the *Index* type MillionDoc End-User will reuse the answer given by the end-user. Using the *Content* type MillionDoc End-User will reuse the file that corresponds with the answer given by the end-user. An example to clarify.

Suppose, the document contains the *Question* tag which poses the question: "What age are you?". The schema below describes the possible answers and the file associated with each answer.

Answer	File
0 – 17 years	AgeGroup1.doc
18 – 64 years	AgeGroup2.doc
65 years and older	AgeGroup3.doc

Suppose, moreover, the document contains a *Index* reference and a *Content* reference to the question above. The definition of the *Index* reference contains the files mentioned in the schema below.

File
AgeGroup1b.doc
AgeGroup2b.doc
AgeGroup3b.doc

If the end-user chooses the second answer, then MillionDoc will insert file *AgeGroup2b.doc* in place of the *Index* reference tag and file *AgeGroup2.doc* in place of the *Content* reference tag.

### Specifying an *Include* tag

MillionDoc supports the use of building blocks. Building blocks allow you to define parts of letters, contracts, reports and mailings only once and use the parts in various Word documents. An example of a building block is the address on top of a letter. Other examples are the company logo and a particular clause in a contract of employment.

You can compose a document with building blocks by the use of the *Include* tag. The *Include* tag collects a building block and inserts them into your Word document. The *Update tag* window below shows an example of the specification of an *Include* tag. In the example, MillionDoc End-User automatically collects the file *OpeningHours2003.doc* from the file system and inserts the building block into the Word document. Structuring documents this way has the advantage that information can be maintained more easily. If the opening hours in the example above are changed, then only the file *OpeningHours2003.doc* has to be updated and all new documents based upon the MillionDoc template containing the *Include* tag will automatically be correct.

Building blocks are allowed to contain MillionDoc tags as well. When MillionDoc End-User comes across an *Include* tag, it will pick up the tags inside the accompanying included file and processes these as well.

MillionDoc End-User always processes the *Include* tags first. After all *Include* tags are processed that are located in the MillionDoc template and in the included files, MillionDoc End-User continues processing the other tags.

**Update tag**

Tag: Include Required: ☐

Name: shop opening hours

Reference

Tag:  Type: ☒ Index ☐ Content

Description

Type: Single Style...

Default:

Source

File name: OpeningHours2003.doc Browse

Parameters: SQLPortal

Description:

File type: Text

Selected: ☒ Update Add Remove

File	Type
OpeningHours2003.doc	Text

Update Cancel

### Specifying an *Execute* tag

MillionDoc can be used as a stand-alone tool or in combination with other tools. An example of such another tool is SQLPortal. SQLPortal is a reporting tool that allows you to incorporate all relevant information from Microsoft Access, Microsoft SQL Server or Oracle databases into your Microsoft Word document.

You can call an executable with the *Execute* tag. The *Insert tag* window below shows an example of the definition of an *Execute* tag. MillionDoc End-User will call the executable `C:\Program Files\SQLPortal\sqlportal.exe` with the parameter string specified.

**Insert tag**

Tag: **Execute** Required: ☐

Name: **sqlportal**

Reference

Tag:  Type:  ☒ Index ☐ Content

Description

Type: **Single** **Style...**

Default:

Source

File name: **C:\Program Files\SQLPortal\sqlportal.exe** **Browse**

Parameters: **dbtype=MSACCESS;parfile=;server=;use** **SQL Portal**

Description:

File type: **Text**

Selected: ☐ **Update** **Add** **Remove**

File	Parameters
C:\Program Files\SQL...	dbtype=MSACCESS;parfile=;server=u.

**Insert** **Cancel**

If a MillionDoc template contains different kind of tags besides the *Execute tag*, then MillionDoc End-User will firstly process all *Include tags*, then the *Execute tag* and finally all the other tags.

### What is the difference between the *File tag* and *Question tag*?

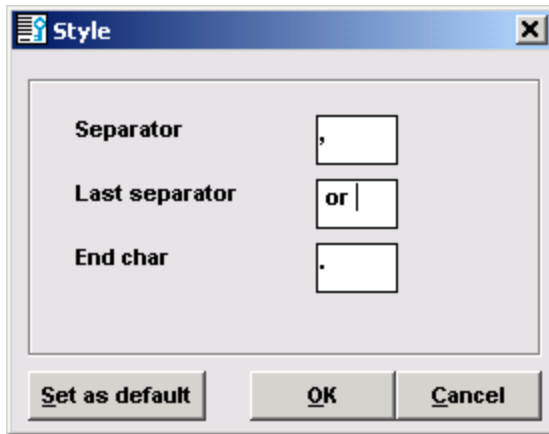
With both the *File tag* and the *Question tag* you can end-users let insert files into a Word document. The key difference is the way in which the two tags are presented in MillionDoc End-User. The former tag shows the files involved to the end-user (that is the filename and it's contents) and the latter tag only shows the question, all possible answer and no files at all. Therefore, the *File tag* is more suited for end-users with a technical background and the *Question tag* is more suited for non technical end-users.

Another difference are the *Question tag*'s more extensive reference possibilities. After all, you can either reuse the answer given by the end-user or reuse the file that was included. Details concerning this are described in another section of this document.

### Using the *Style window*

The *Style windows* can be activated from the *Insert tag* window or *Update tag* window while creating or modifying an *List tag* with list type <multiple>. The window has the following layout.





If you define a list of colors and you allow the end-user to choose several items, and if you use the list style as specified in the window above, then MillionDoc End-User could add the text specified in the text box to the document. Note that the *last separator* in the above window contains four characters, namely a space, the 'o' character, the 'r' character and a space.

red, green, yellow or blue.

An example of another list style is described in the table below.

<b>Separator</b>	<space>or<space>
<b>Last separator</b>	<space>or<space>
<b>End char</b>	

Using this list style, MillionDoc End-User will present the list as follows. Note that after the last item no characters are printed.

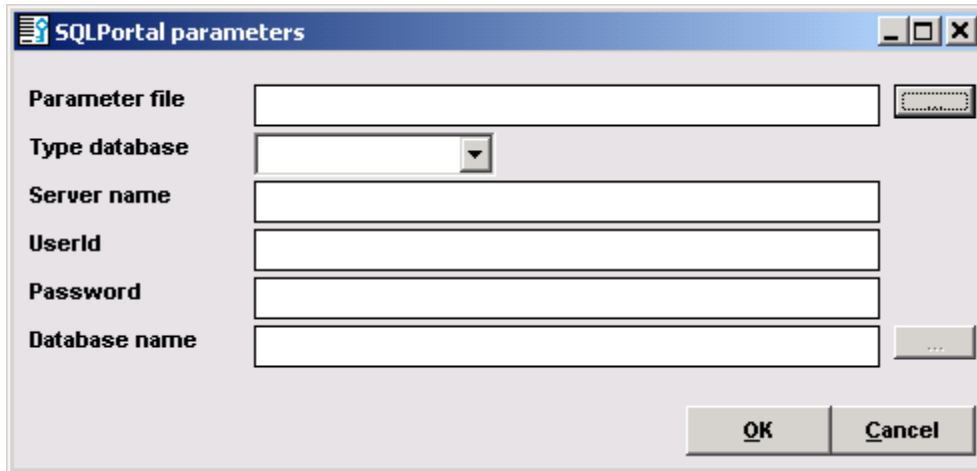
red or green or yellow or blue

The fields and buttons of the *Style* window are:

Field / Button	Description
<b>Separator</b>	The characters that will appear between all but the last items of the list.
<b>Last separator</b>	The characters that will appear between the last but one and the last item of the list.
<b>End char</b>	The characters that will appear at the end of the list.
<b>Set as default</b>	This button sets the list style as the default list style.
<b>OK</b>	This button assigns the list style to the <i>List</i> tag you are currently specifying and quits the window.
<b>Cancel</b>	The button quits the <i>Style</i> window without changing the list style property of the tag you are defining.

### Using the *SQLPortal parameters* window

The *SQLPortal parameters* windows can be activated from the *Insert tag* window or *Update tag* window while creating or modifying an *Execute* tag. An *Execute* tag starts the execution of a program. If this program equals SQLPortal, then you can use the *SQLPortal parameters* window to specify the program's parameters. The window is depicted below.



The fields and buttons of the window are described in the table below. You can find a more detailed description in the SQLPortal User Manual<sup>1</sup>.

Field / Button	Description
<b>Parameter file</b>	Optional parameter which passes the path and the filename to the parameter file.
<b>Type database</b>	Passes the database type to which SQLPortal will make the connection. The following values can be passed: ORACLE, MSSQL, MSACCESS. The values are not case sensitive.
<b>Server name</b>	Passes the computer name of where the database is located.
<b>Userid</b>	Passes the user name for logging on to the database.
<b>Password</b>	Passes the password for the login.
<b>Database name</b>	Passes the name of the database.

### Placement of tags

After a tag has been created with the *Insert tag* window, MillionDoc Designer inserts the tag in the Word document at the position of the cursor. However, MillionDoc does not support the use of tags inside headers, footers and text boxes. If you want to put data inside these special areas using MillionDoc, then you have to use the Word REF field. The corresponding SET field should be placed in the body of the document and a MillionDoc tag should be assigned to it.

<sup>1</sup> You can download the SQLPortal User Manual from the web site <http://www.sqlportal.nl>.

## BEHIND THE SCENES

When you add tags to a Word document using MillionDoc Designer, a comment is inserted into the document. The comment contains the specification of the tag in XML. The document body shows a yellow highlighted text with the following format: <tag type><colon><tag name>.<sup>2</sup> If you turn on Hidden Text (on the Tools>Option>View tab in Word), you'll also see your initials and a comment number.

To view the comment, move the mouse cursor over the yellow highlighting and Word displays the comment in a small pop-up window. You can also select *Comment* from the *View* menu. Word opens the Comments window and you can scroll down through the comments.

Although Consonant does not recommend it, you can add a tag directly in the body of a document without the use of MillionDoc Designer. To do so,

1. You place the cursor at the position where you want the tag to appear
2. Type in the tag type, a colon and the name of the tag
3. Select with the cursor the text you just typed in
4. In the insert menu, select Comment
5. The document window will split into two panes, with the cursor appearing in the lower pane. Note that each comment begins with your initials and a comment number in square brackets.
6. Type in the XML specification that corresponds with the tag type using the tag name you already specified.
7. When you are finished, either click on the Close button to hide the Comments pane, or click in the upper pane.

## XML TAGS

XML stands for **EX**tensible **M**arkup **L**anguage. XML was designed to describe data. It is called extensible because it is not a fixed format like HTML. XML allows the author to define his own XML tags and his own document structure. Consonant has done so to describe the various MillionDoc tags. Appendix D describes the XML tags defined by Consonant. Appendix E defines how the XML attributes relate to the fields on the *Insert tag* and *Update tag* window

## MillionDoc End-User

### INTRODUCTION

The MillionDoc End-User guides you through a series of questions and automatically creates a customized document based on the answers given. It allows you to easily complete a Word document in a standardized way.

MillionDoc supports different kind of questions. The file question allows you to select a file or a graphic; the list question allows you to select options from a list; the multiple choice question asks you to make a choice between or among predefined answers; the text question allows you to type in text; the date question allows you to select a date.

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<sup>2</sup> The yellow highlighting appears only if you have Screen Tips turned on (Tools>Options>View tab).

Through a user-friendly interface MillionDoc End-User processes a MillionDoc template that controls the end-user dialogue. A dialogue is a structured interaction by which MillionDoc solicits information from the end-user. After the dialogue has been completed, MillionDoc takes action by adding the end-user's information to the correct place in the Word document.

## STARTING THE PROGRAM

MillionDoc End-User can be started from the Windows Start menu or from the command line by executing the application MD\_EndUser.exe.

After starting MillionDoc End-User a window appears that allows you to open a document and browse through the different questions. The layout of the window is shown below. The first picture shows the MillionDoc End-User window in which the end-user has not provided any answers yet. The second picture shows the window in which the end-user has answered a few questions.

Type	Name
<input type="checkbox"/> Text	name
<input type="checkbox"/> Text	address
<input type="checkbox"/> List	follow-up
<input type="checkbox"/> Date	date-meeting
<input type="checkbox"/> List	your-our-office
File	brochure
<input type="checkbox"/> List	closing-line

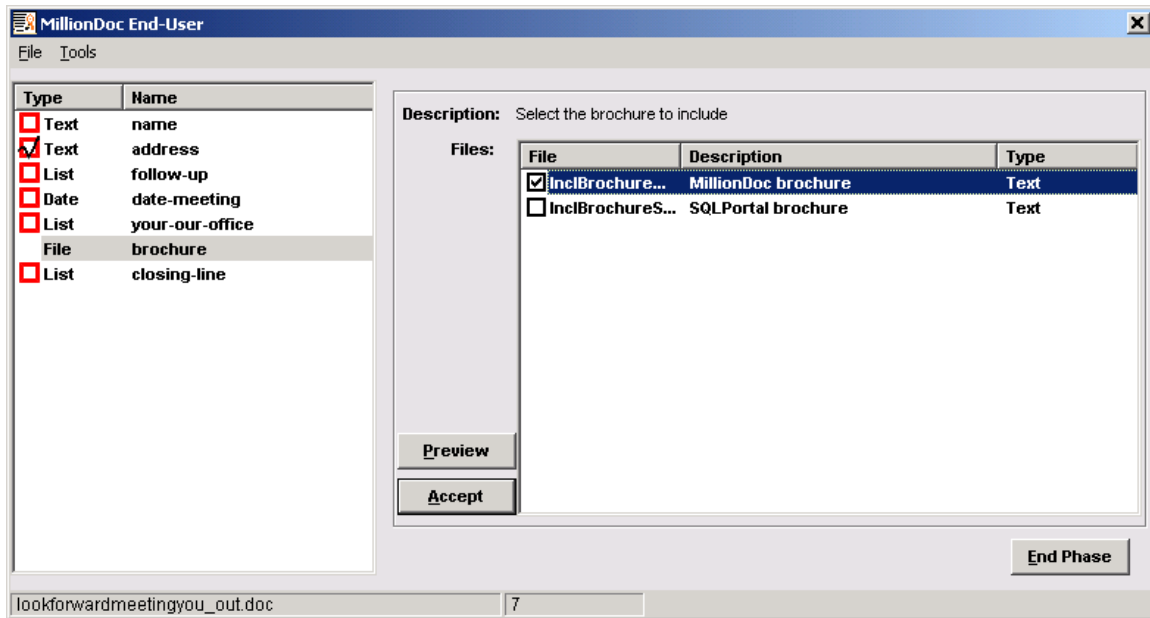
Description: Type recipient's name

Value:

Accept

End Phase

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Besides the list of questions, the window also consists of a title bar, a menu bar, a detail panel, buttons and a status bar. The menu bar has the following options:

Tag Overview menu option	Description
--------------------------	-------------

**File > Open Document**

This option brings up a dialog box for selecting an file from your file system. After opening, MillionDoc will create a new output file or overwrite an existing one. The name of the output file consists of the filename of the file opened and the postfix '\_out' appended before the file extension. For example, the output of document *lookforwardmeetingyou.doc* will be put into document *lookforwardmeetingyou\_out.doc*.

**File > Exit**

This option ends the application.

**Tools > Options**

This option brings up a dialog box for modifying the file location of files referred to by the different question types. The *Option* window is described below.

After opening a document, MillionDoc End-User shows a list of the questions you have to answer. The overview panel depicting the list of questions holds three columns:

Column name	Description
-------------	-------------

Optional / Required / Filled indicator:

The red box ☐ depicts a required question that has not been answered yet; the checked red box ☒ depicts a required question already answered; the ☒ depicts a optional question already answered and an empty column depicts an optional question that has not been answered yet.

**Type**

Question type. Each type represents a specific kind of end-user interaction. The following types are supported: Text, Date, List, File, (Multiple choice) Question.

Column name	Description
<b>Name</b>	The name of the question.

Each time you select a question in the overview panel, the whole question is displayed in the detail panel. At that place you can supply an answer. If the question text in the field *Description* is too long, then you have to scroll to see the whole question text.

The MillionDoc End-User windows contains two buttons to third buttons:

Tag Overview button	Description
<b>Accept</b>	MillionDoc processes the answer to the current question.
<b>Preview</b>	The button is displayed in the detail panel if you select a File question. It launches the <i>File Preview</i> window in which the contents of the files involved can be viewed.
<b>End Phase</b>	Closes the current dialogues phase and processes the answers given by you. Firstly, MillionDoc checks whether all required questions are answered; secondly, it adds information to the document based on the answers given; finally, it writes the result to the output file. If the dialogue appears to be divided into a number of phases, then MillionDoc will start the next phase and will show a new list of questions to be dealt with. More about dialogues phases is explained further on in this document.

The status bar is displayed at the bottom of the window. The status bar contains two fields. The first field shows the name of the Word document loaded into MillionDoc End-User and the second field shows the number of questions present in (the current phase of) the document.

### Command line parameters

MillionDoc End-User can be started in command line mode. The tool recognizes the following command line parameters.

Parameter	Description
infile = <path and file.ext>	<p>Passes the input filename. The input file is the document that contains the various questions.</p> <p>The &lt;path and file.ext&gt; can either be a fully qualified path or an UNC path. The format is respectively:</p> <p style="margin-left: 40px;">C:\mypath\myinfile.ext</p> <p>or</p> <p style="margin-left: 40px;">\\myserver\myshare\mypath\myinfile.ext</p> <p>If the parameter is omitted, then MillionDoc will ignore the outfile parameter.</p>
outfile = <path and file.ext>	<p>Passes the output filename. The output file is the document in which MillionDoc will store the result.</p> <p>The &lt;path and file.ext&gt; can either be a fully qualified path or an UNC path. The format is respectively:</p>

Parameter	Description
	<p>C:\mypath\myoutfile.ext</p> <p>or</p> <p>\\myserver\myshare\mypath\myoutfile.ext</p> <p>If the path is omitted, MillionDoc will use the output file location<sup>3</sup>. If the parameter is omitted, MillionDoc assumes the output filename to be the input filename appended with the postfix '_out' before the file extension.</p>
autoclosegui = Y / N	By default MillionDoc End-User will close the MillionDoc End-User window after all the questions have been processed and the output document has been completed. By explicitly setting autoclosegui=N the window stays open.
showeditor = Y / N	By default MillionDoc End-User will show the Microsoft Word window that displays the output document. By explicitly setting showeditor=N the Word window will not appear. (And MillionDoc will ignore the autocloseeditor parameter.)
autocloseeditor = Y / N	By default MillionDoc End-User will not close the Microsoft Word window that displays the output document. By explicitly setting autocloseeditor=N MillionDoc will close the Word window after the output document has been generated.

### Using command line parameters correctly

The first command line parameter is placed after the program name with a single space between the program name and the first parameter.

The command line parameters must be separated from each other with a ; (semicolon).

A closing semicolon at the end of the command line parameter list is optional.

Spaces are allowed between the command line parameter and its value.

For example, infile = C:\mypath\myinfile.ext is the same as  
infile=C:\mypath\myinfile.ext.

The sequence of the command line parameters is irrelevant to the working of MillionDoc.

The command line parameter names are not case sensitive.

The next example shows how you can startup MillionDoc End-User in command line mode.

```
"C:\Program Files\MillionDoc\EndUser\MD_EndUser.exe"
infile=c:\Program
Files\MillionDoc\examples\lookforwardmeetingyou.doc;outfile=C:\Millio
nDoc\out\example.doc;
```

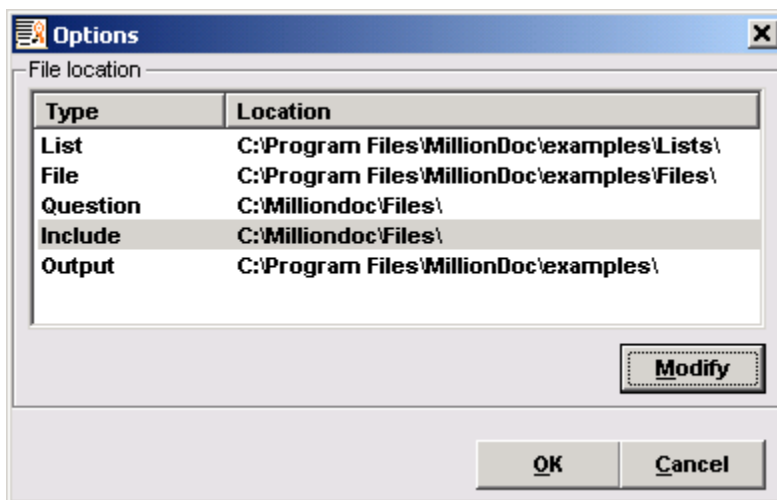
<sup>3</sup> The output file location can be set using the *Option* window.

## FILLING IN A MILLIONDOC TEMPLATE

Using the MillionDoc End-User you will be guided step-by-step through a series of questions. MillionDoc supports various types of questions and these are described in the paragraphs below.

### Setting the file location using the *Option* window

MillionDoc End-User presents questions to you and processes the answers given by you. As a result, it could retrieve data from files and add files to the Word document you are working on. The files are located in particular directories in the file system. To direct MillionDoc to these files, you have to set the file locations. Before you start answering the questions you better first make sure the file locations which MillionDoc End-User uses to retrieve the different files<sup>4</sup> are properly set. You can set the location of three question types, namely the List question, File question and Multiple choice question. Besides you have to set the file location of the included files as well<sup>5</sup>. Furthermore, you can specify the directory in which MillionDoc will put the output document. The *Options* window can have the following appearance.



### Dealing with a Text question

When dealing with a Text question, you are asked to type a text into the field *Value*. Depending on the amount of characters you have to type to answer this specific question, MillionDoc will present you either a single line field or a multiple line field. The picture bellows shows a multiple line field. By typing the Shift-Enter key combination, you can enter a new line in a multiple line field.

---

<sup>4</sup> If MillionDoc Designer and MillionDoc End-User are installed in the same directory, then the file locations are shared between the applications. If the applications are installed in different directories, then they have to be set separately.

<sup>5</sup> On opening a document in MillionDoc End-User, the tool could add others files to the document before it starts the dialogue.



The screenshot shows the 'MillionDoc End-User' window. On the left, there is a list of question types and names. The 'Value' field on the right contains the text 'Oxford Road Manchester M13 9PL'. The 'Accept' button is visible at the bottom of the input area.

Type	Name
<input type="checkbox"/> Text	name
<input type="checkbox"/> Text	address
<input type="checkbox"/> List	follow-up
<input type="checkbox"/> Date	date-meeting
<input type="checkbox"/> List	your-our-office
<input type="checkbox"/> File	brochure
<input type="checkbox"/> List	closing-line

Description: Type recipient's address

Value: Oxford Road  
Manchester M13 9PL

Accept

End Phase

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### Dealing with a Date question

The Date question asks you to select a date. Clicking on the date field launches a popup window that lets you pick a date which is then inserted into field *Value*. The field is automatically toggled on to reflect that the field was filled in. You can toggle the field off. If toggled off, MillionDoc will take no notice of the value in field.

The screenshot shows the 'MillionDoc End-User' window. The 'Value' field now displays a date '18/08/2003' with a calendar icon to its left. The 'Accept' button is visible at the bottom of the input area.

Type	Name
<input type="checkbox"/> Text	name
<input type="checkbox"/> Text	address
<input type="checkbox"/> List	follow-up
<input type="checkbox"/> Date	date-meeting
<input type="checkbox"/> List	your-our-office
<input type="checkbox"/> File	brochure
<input type="checkbox"/> List	closing-line

Description: Type in the date of the meeting

Value: 18/08/2003

Accept

End Phase

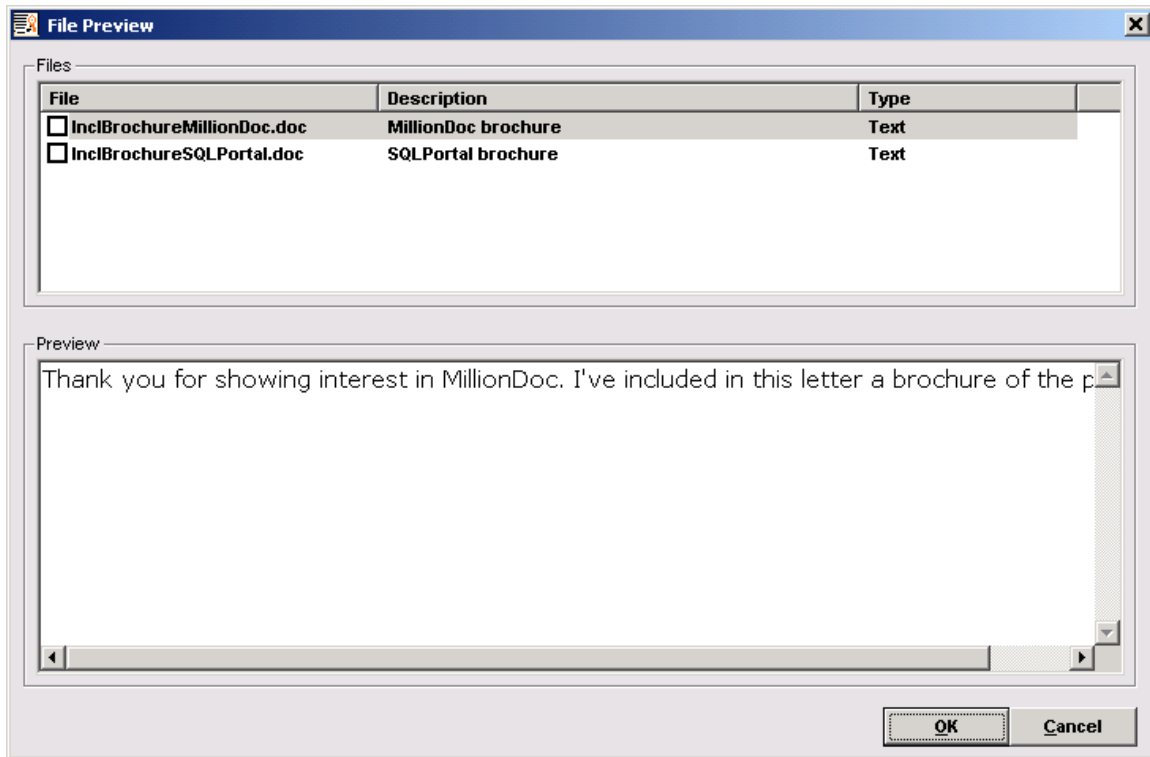
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### Dealing with a File question

The File question asks you to select a file or select a number of files from a list of files. After the dialogue phase has been completed, MillionDoc will add the contents of the selected file(s) into the document. Clicking the button Preview launches the *File Preview* window.

### Using the File Preview window

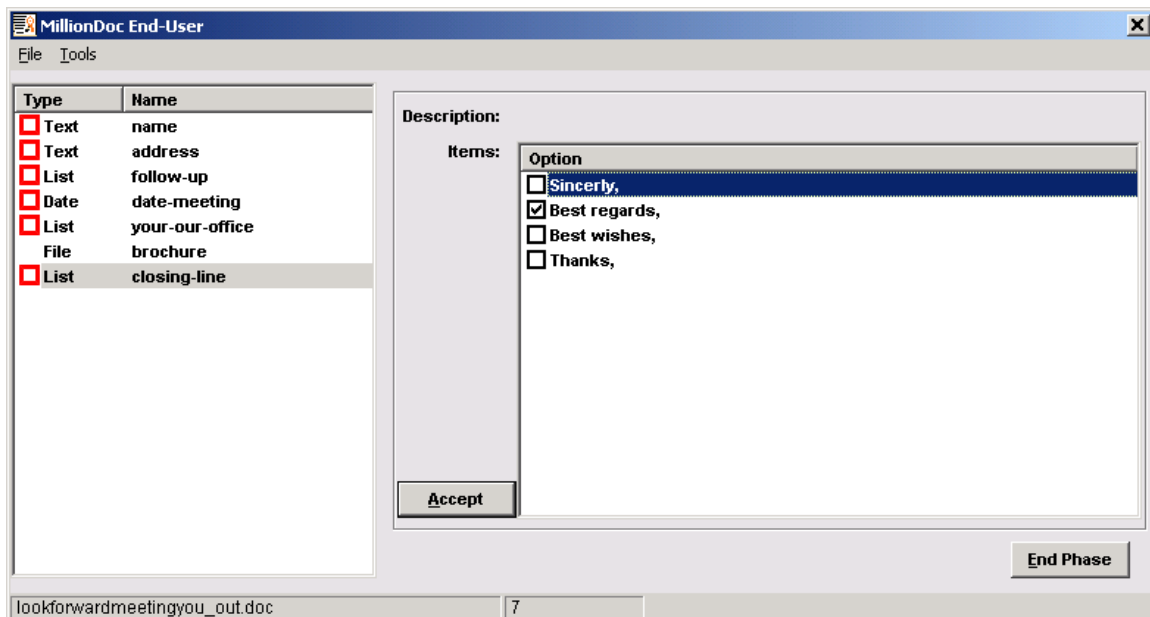
An example of the File Preview window is shown below.



The *File Preview* window is divided into two panels. The top panels shows the list of files involved in the question. The contents of the highlighted file are shown in the panel below. For convenience, you can select a file in the upper panel. On closing the window, the file selection will be passed on to the MillionDoc End-User detail panel.

### Dealing with a List question

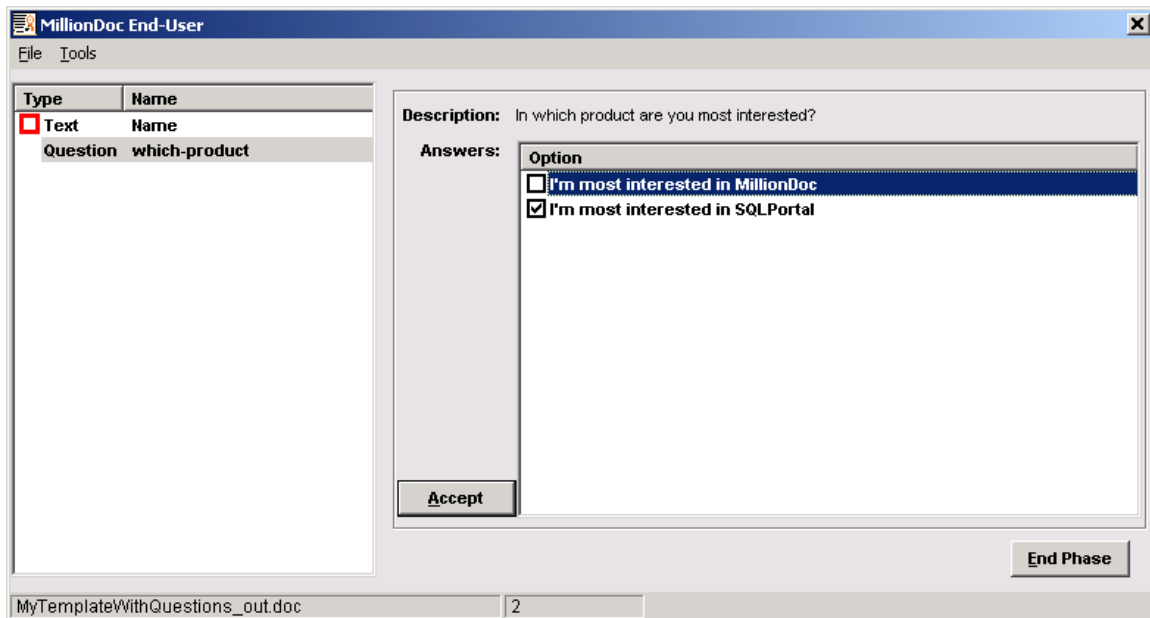
The picture below shows an example of a List question.



The List question asks you to select a option or several options from a list.

### Dealing with a Multiple choice question

The picture below shows an example of a Multiple choice question.



Depending on how the question was specified inside MillionDoc Designer, you can give a single answer of several answers.

## DIALOGUE PHASES

After answering the questions, you have to close the dialogue phase explicitly (by pressing the button *End Phase*). Then, MillionDoc will process the questions. One of the action MillionDoc could perform is the insertion of the contents of files into the document. MillionDoc allows those files to contain questions as well. If they do, MillionDoc starts a new dialogue phase in which the questions are shown present in the inserted files.

## BEHIND THE SCENES

When you open a document in MillionDoc End-User, the program will scan the file for special tags. Each tags represents a question. The questions found are presented in the overview panel. The include and execute tags are an exception to the rule. MillionDoc End-User will interpret these tags first. Because these tags require no end-user interaction, the tags are not displayed in the overview panel.

## Appendix A: Example document

Most examples in this document reference to the MillionDoc template named *lookforwardmeetingyou.doc*. This document and the accompanying documents are packaged with the product. The document is depicted below as well. Next the comments located in the document are given. The last picture shows the document after MillionDoc End-User processed the various dialogues and produced the entire document.

## THE CONTENTS OF LOOKFORWARDMEETINGYOU.DOC

John Williams  
21 Flower Gardens  
London  
W13 9PU  
England

{ CREATEDATE \@ "dd-MM-yyyy"\\* MERGEFORMAT }

Text:name

Text:address

Dear Text:name-ref

Following up on our List:follow-up, I look forward to meeting with you on Date:date-meeting at List:your-office.

File:brochure

I'll touch base with you a few days before the meeting to reconfirm.

List:closing-line

John Williams

## THE COMMENTS LOCATED IN LOOKFORWARDMEETINGYOU.DOC

Pagina: 28

[0]<Text name="name" description="Type recipient's name" required="True" default="" type="Single" reference="" sequence="2" value="" approved=""></Text>

Pagina: 28

[0]<Text name="address" description="Type recipient's address" required="True" default="" type="Multiple" reference="" sequence="2" value="" approved=""></Text>

Pagina: 28

[0]<Text name="name-ref" description="" required="False" default="" type="Single" reference="name" sequence="2" value="" approved=""></Text>

Pagina: 28

[0]<List name="follow-up" description="Select a follow up" required="True" type="Single" reference="" sequence="2" value="" approved=""><source filename="FollowUp.txt" filedescription="Follow up" selected="N"></source><ListStyle separator="," lastitem="of" endchar="."></ListStyle></List>

Pagina: 29

```
[0]<Date name="date-meeting" description="Type in the date of the meeting" required="True"
default="" format="dd-mm" reference="" sequence="2" value="" approved=""></Date>
```

Pagina: 29

```
[0]<List name="your-our-office" description="Select location of the meeting" required="True"
type="Single" reference="" sequence="2" value="" approved=""><source
filename="LocationMeeting.txt" filedescription="your-our-office"
selected="N"></source><ListStyle separator=", " lastitem="of" endchar="."></ListStyle></List>
```

Pagina: 29

```
[0]<File name="brochure" description="Select the brochure to include" required="False"
type="Single" reference="" sequence="2" value="" approved=""><source
filename="InclBrochureMillionDoc.doc" filedescription="MillionDoc brochure" selected="N"
filetype="Text"></source><source filename="InclBrochureSQLPortal.doc"
filedescription="SQLPortal brochure" selected="N" filetype="Text"></source></File>
```

Pagina: 29

```
[0]<List name="closing-line" description="Select a closing line" required="True" type="Single"
reference="" sequence="2" value="" approved=""><source filename="ClosingLine.txt"
filedescription="Closing line" selected="N"></source><ListStyle separator=", " lastitem="of"
endchar="."></ListStyle></List>
```

## THE DOCUMENT PRODUCED BY MILLIONDOC END-USER

John Williams  
21 Flower Gardens  
London  
W13 9PU  
England

```
{ CREATEDATE \@ "dd-MM-yyyy"\* MERGEFORMAT }
```

Dan Gratton  
Oxford Road  
Manchester M13 9PL

Dear Dan Gratton

Following up on our e-mail, I look forward to meeting with you on 18-08 at our office.

I've included in this letter a brochure of our product SQLPortal. You can find more information on our product at [www.sqlportal.nl](http://www.sqlportal.nl). I'll touch base with you a few days before the meeting to reconfirm.

Best regards,

## Appendix B: Date formats

Specifying a date tag with MillionDoc Designer, you can affect the format of the date MillionDoc End-User will print in the Word document. If no format was specified, then MillionDoc End-User will use the Windows format. The list below shows all the formats supported by MillionDoc.

Date Format	Example (Dutch language)
d/M/yyyy	21-5-2003
M/d/yyyy	5-21-2003
dddd, MMMM dd, yyyy	woensdag, mei 21, 2003
MMMM d, yyyy	mei 21, 2003
d/M/yy	21-5-03
M/d/yy	5-21-03
yyyy-MM-dd	2003-05-21
d-MMM-yy	21-mei-03
m.d.yyyy	5.21.2003
MMM.d.yy	mei.21,03
M/d/yy	5-21-03
d MMMM yyyy	21 mei 2003
MMMM yy	mei 03
MMM-yy	mei-03

## Appendix C: MillionDoc Designer required and optional fields table

Using the MillionDoc Designer you can insert and update tags through the *Insert tag* window and the *Update tag* window. The type of the tag determines whether you can access a field in the window and whether you have to fill in an accessible field. The tables below shows the required and optional fields per type with the distinction made between ordinary types and references to types.

Legend:        R        :        required field  
                 O        :        optional field

B : accessible button  
 - : the field or button cannot be accessed at all

Field / Button	Text	Date	File	List	Question	Include	Execute
Tag	R	R	R	R	R	R	R
Required	R	R	R	R	R	-	-
Name	R	R	R	R	R	R	R
Reference, Tag							
Reference, Type							
Description	R	R	R	R	R	O	O
Line type / Type	R	-	R	R	R	-	-
Format	-	O	-	-	-	-	-
Style	-	-	-	B *	-	-	-
Default	O	O	-	-	-	-	-
Source, File name	-	-	R	R	R	R	R
Source, Browse	-	-	B	B	B	B	B
Source, Parameters	-	-	-	-	-	-	O
Source, SQLPortal	-	-	-	-	-	-	B
Source, Description	-	-	O	O	R	-	-
Source, File type	-	-	R	-	R	-	-
Source, Selected	-	-	R	-	R	R	-
Source, Update	-	-	B	B	B	B	B **
Source, Add	-	-	B	B	B	B	B **
Source, Remove	-	-	B	B	B	B	B **
Source, Source Overview	-	-	B	B	B	B	B **
Insert	B	B	B	B	B	B	B
Update	B	B	B	B	B	B	B
Cancel	B	B	B	B	B	B	B

#### Notes

- (\*) The button is only accessible after you have set the value of field Type to <Multiple>.  
 (\*\*) Only one source is allowed for the *Execute* tag.

Field / Button	Text ref	Date ref	File ref	List ref	Question ref
Tag	R	R	R	R	R
Required	-	-	-	-	-
Name	R	R	R	R	R
Reference, Tag	R	R	R	R	R
Reference, Type	-	-	-	-	R
Description	O	O	O	O	
Line type / Type	-	-	-	-	
Format	-	-	-	-	
Style	-	-	-	-	
Default	-	-	-	-	
Source, File name	-	-	-	-	R ***
Source, Browse	-	-	-	-	B ***
Source, Parameters	-	-	-	-	-
Source, SQLPortal	-	-	-	-	-
Source, Description	-	-	-	-	R ***
Source, File type	-	-	-	-	R ***
Source, Selected	-	-	-	-	R ***
Source, Update	-	-	-	-	B ***

Field / Button	Text ref	Date ref	File ref	List ref	Question ref
Source, Add	-	-	-	-	B ***
Source, Remove	-	-	-	-	B ***
Source, Source Overview	-	-	-	-	B ***
Insert	B	B	B	B	B
Update	B	B	B	B	B
Cancel	B	B	B	B	B

#### Notes

(\*\*) The field or button is only accessible after you have set the value of field *Reference type* to <Index>.

## Appendix D: XML tags defined by Consonant

The table below describes the XML tags defined by Consonant. A XML tag can have one or more attributes. The attributes describe the XML tag.

Tag type	XML tag	XML attribute
Text	Text	name description required default type reference sequence value approved
Date	Date	name description required default format reference sequence value approved
File	File	name description required default type reference sequence value approved set of file source tags
List	List	name description required



Tag type	XML tag	XML attribute
		type reference sequence value approved set of list source tags separator lastitem endchar
Question	Question	name description required type reference reftype sequence value approved set of file source tags
Include	Include	sequence filename filetype
Execute	Execute	name sequence filename parameters
-	File source	filename filedescription selected filetype
-	List source	filename filedescription selected

The XML tag attribute carries a value. The values of some attributes are limited. These are described in the scheme below.

XML attribute	Values
required	False, True
type	Single, Multiple
reftype	Content, Index
filetype	Text, Picture
selected	Y, N

## EXAMPLES OF XML TAG SPECIFICATIONS

The next table shows some examples of XML tag specifications.

XML tag	Example
Text	<Text name="name" description="Type recipient's name" required="True" default="" type="Single" reference="" sequence="2" value="" approved=""></Text>
List	<List name="follow-up" description="Select a follow up" required="True" type="Single" reference="" sequence="2" value="" approved=""><source filename="FollowUp.txt" filedescription="Follow up" selected="N"></source><ListStyle separator="," lastitem="of" endchar="."></ListStyle></List>
Date	<Date name="date-meeting" description="Type in the date of the meeting" required="True" default="" format="MMMM d, yyyy" reference="" sequence="2" value="" approved=""></Date>
File	<File name="brochure" description="Select the brochure to include" required="False" type="Single" reference="" sequence="2" value="" approved=""><source filename="InclBrochureMillionDoc.doc" filedescription="MillionDoc brochure" selected="N" filetype="Text"></source><source filename="InclBrochureSQLPortal.doc" filedescription="SQLPortal brochure" selected="N" filetype="Text"></source></File>

## Appendix E: XML attributes related to the Insert tag / Update tag window

When you use the MillionDoc Designer to specify the tag, you fill in the *Insert tag* window or the *Update tag* window. MillionDoc Designer adds the tag to your document by inserting a comment into the document. The comment contains the specification of the tag in XML. A field in the the *Insert tag* window or the *Update tag* window corresponds generally with a XML attribute. The scheme below shows this correspondence.

Field	XML attribute
Tag	-
Required	required
Name	name
Reference, Tag	reference
Reference, Type	reftype
Description	description
Line type / Type	type
Style, Separator	separator
Style, Last separator	lastitem
Style, End char	endchar
Format	format
Default	default
Source, File name	filename of the source tag
Source, Parameters	parameters of the source tag
Source, Description	filedescription of the source tag
Source, File type	filetype of the source tag
Source, Selected	selected

