

Filling Out the Properties Summary Box

The screenshot shows a dialog box titled "properties_summary_060109.doc Properties" with a close button (X) in the top right corner. The dialog has five tabs: "General", "Summary", "Statistics", "Contents", and "Custom". The "Summary" tab is selected. The fields are as follows:

- Title: Filling Out the Properties Summary Box
- Subject: Filling Out the Properties Summary Box
- Author: schmina
- Manager: Mark Schmitt
- Company: DCF - State of Wisconsin
- Category: RDA #292, Training Materials
- Keywords: ARMS requirements, Properties Summary Box
- Comments: 062009 W-2 DFES, BWF Partner Training Section
- Hyperlink base: (empty)
- Template: TechTip.dot
- Save preview picture

At the bottom of the dialog are "OK" and "Cancel" buttons.

1. Access the Properties Summary Box by clicking "File" on the toolbar and select "Properties" from dropdown menu. The Properties Summary Box displays. (Example above)
2. Select the Summary tab.
3. **Title** - Enter the title of the document (not restricted here to the 25 characters or less file naming requirement).
4. **Subject** - Enter a brief statement of document topic.
5. **Author** - Leave blank; will be filled in with the Logon ID of training staff moving the document to the ARMS depository.
6. **Manager** - Enter the Project Lead's first and last name.
7. **Company** = Enter "DCF – State of Wisconsin."
8. **Category** = Enter "RDA #292, Training Materials."
9. **Keywords** = One or more are required to aid with document search. Examples: ECM, W-2 NWT, move placements, diversity, job development, job search, etc.
10. **Comments** = Mandatory: document date (MMCCYY), for example, "072006," and program, bureau, and section: "W-2 BWF Partner Training Section."
11. **Hyperlink base** = N/A
12. **Save preview picture** = Unchecked