

Ariel's Guide to exporting MINCs as Word DOCs and emailing them out

1. In Eclipse enter the command MNO followed by the first four letters of a defendants name such as OWEN followed by the matching case number such as 06CR705 and either click Enter or hit the enter key on your keyboard.



2. On the minute order screen, type the number 6 in next to each minute order you'd like printed and either click the Enter button or hit the Enter key on your keyboard.

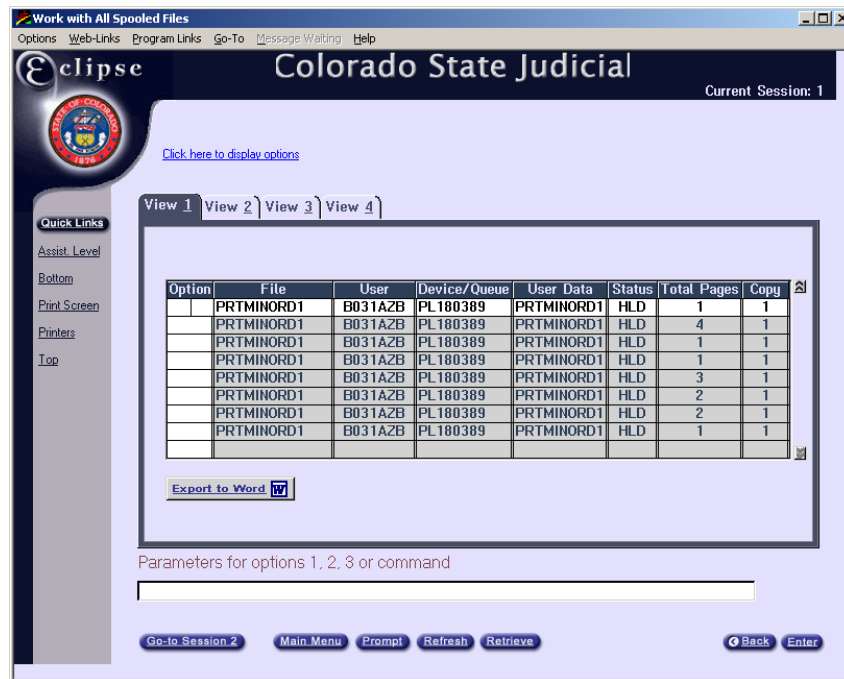


3. A confirmation box will appear. Click OK to continue.

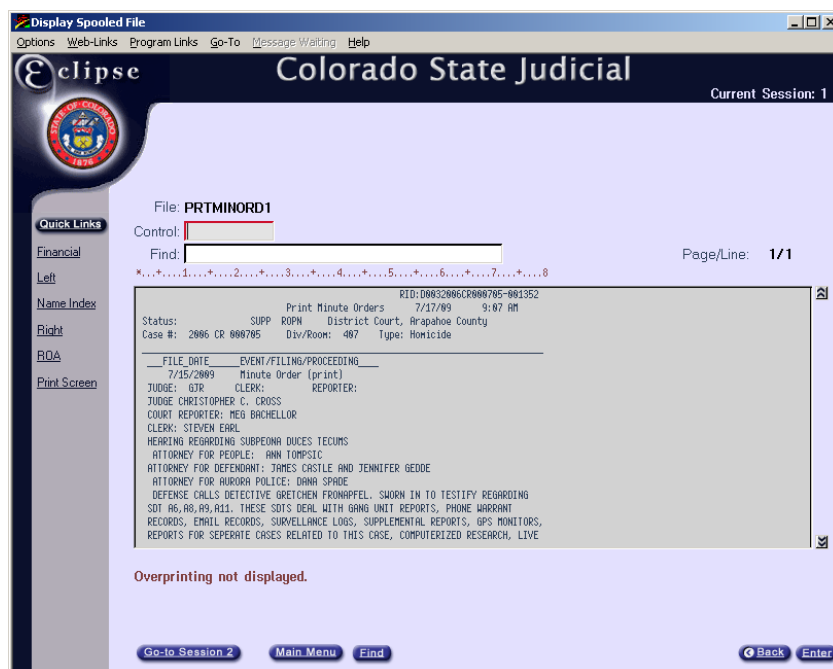


4. Move to the Spooled Files (which can be achieved quickly by clicking the Spooled Files link under the Quick Links section on the left side of your screen).

5. Left-Click once in the space next to the first minute order listed in your spooled files to select it if it isn't already selected. When it is selected the background behind that line will turn white.



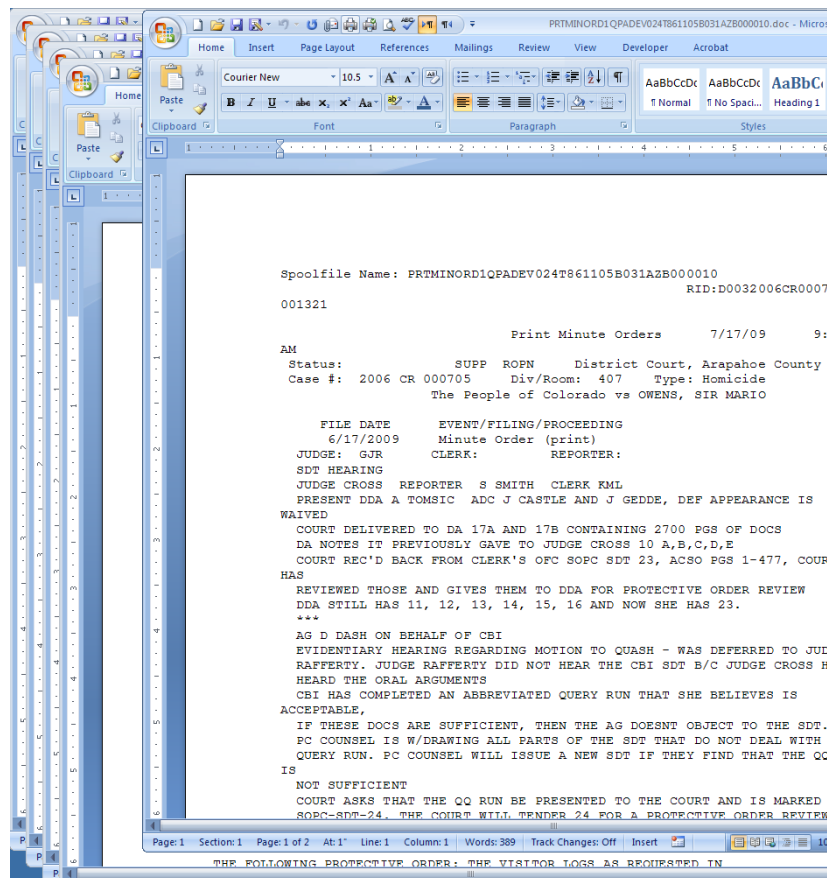
6. Click the Export to Word Button.



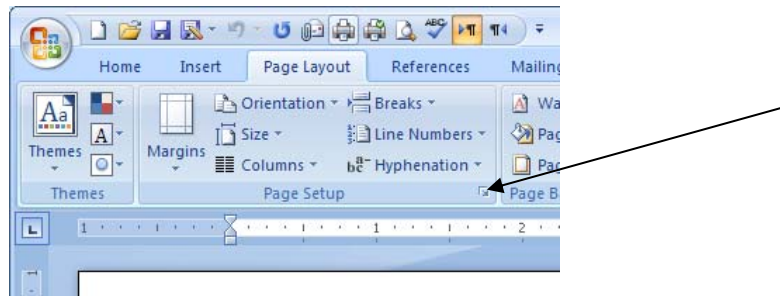
9. Repeat steps 5-8 until there are no more MINCs to export from your Spooled Files. When your screen shows No spooled output files, click the Enter button or hit Enter on your keyboard.



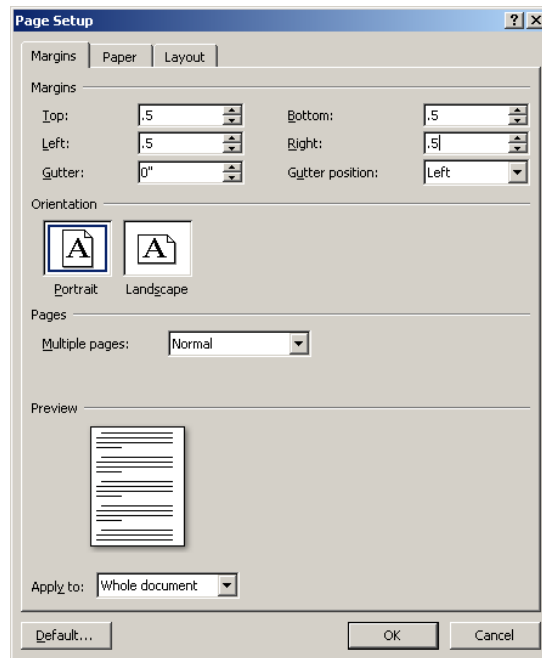
10. You can minimize Eclipse and you should see a number of Microsoft Word windows open with each of your exported MINCs.



11. On the topmost open Word document, move to the Page Layout tab and click the Page Setup button.



12. This will bring up the Page Setup window. Change the Top, Bottom, Left, and Right margins to .5 and click OK or hit the Enter key on your keyboard to accept the changes.



13. At the top of each MINC you should delete the added information about when you exported the MINC. It should look something like this:

Spoolfile Name: PRTMINORD1QPADEV024T861105B031AZB000010

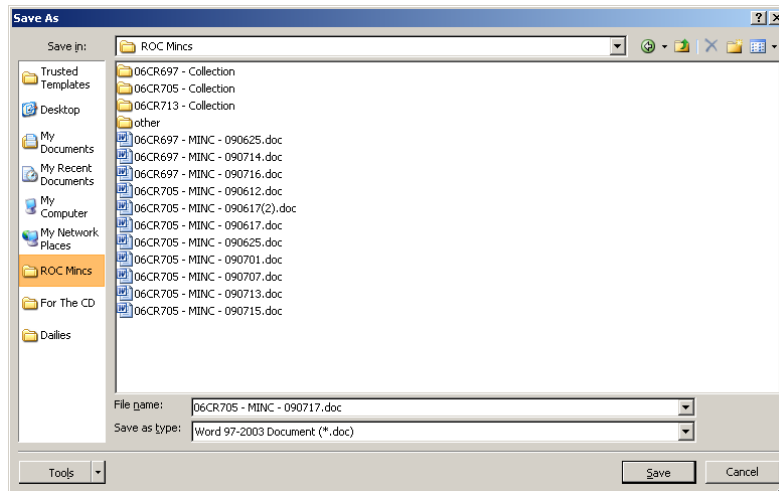
RID:D0032006CR000705-001321

Print Minute Orders

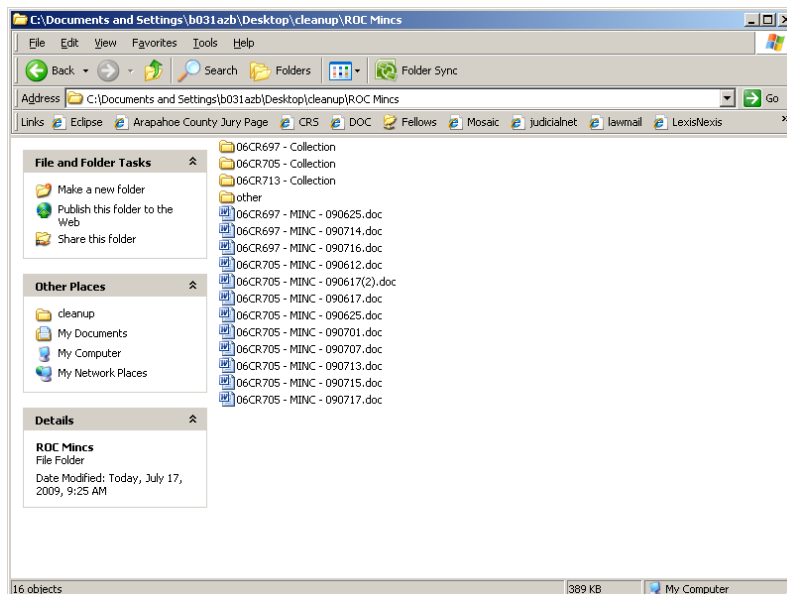
7/17/09

9:07 AM

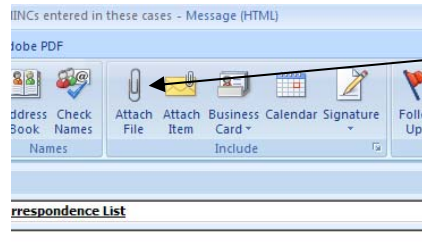
14. You should also move to the line just after the last line of text in the minc and hit the delete key on the keyboard so the page number at the bottom of the page is moved onto that page. Repeat this process for each page in the minc.
15. When finished, perform a Save As to bring up the Save As dialog box, browse to some location other than the default location (perhaps your desktop or some other designated folder), change the File name to *Case Num – MINC – Date* so something like *06CR705 – MINC – 090717*, Change the Save as type to Word 97-2003 Document (*.doc) and either click the Save button or hit the enter key on your keyboard.



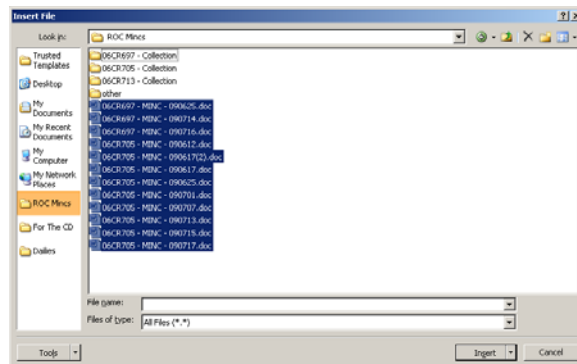
16. Close the just-saved document.
17. Repeat steps 11-16 until you've prepared all of your open exported MINCs. Your folder full of MINCs should look something like this.



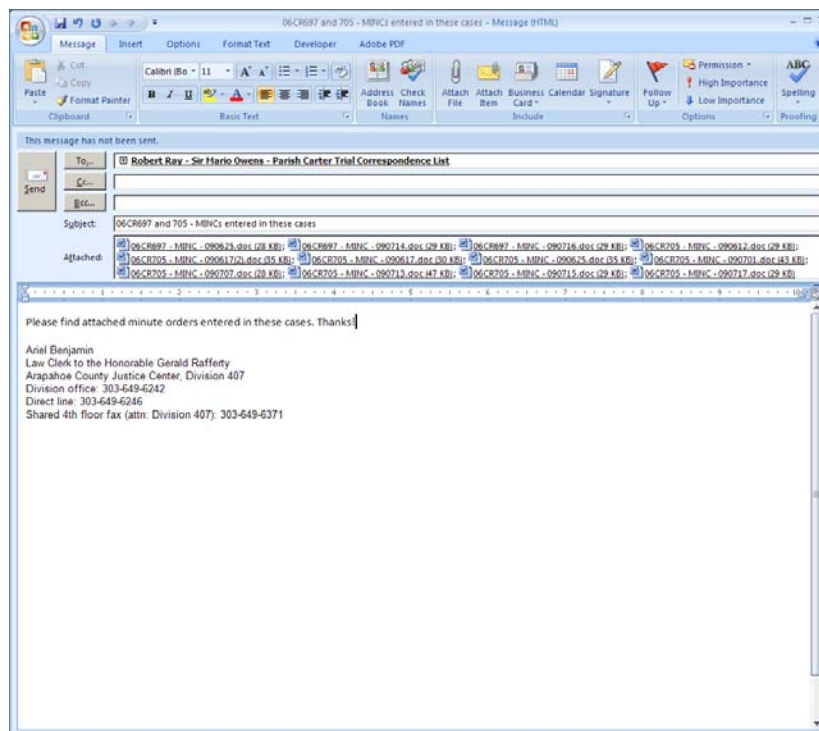
18. Open a new E-mail message and click the paperclip Attach File button on the Include subsection of the Message Ribbon Tab at the top of your message to bring up the Insert File dialog box.



19. Browse to the location of the recently-saved exported MINCs and highlight all the MINCs you'd like to attach to the email. When ready, either Click the Insert button or hit the enter key on your keyboard.



20. Before Sending the message, enter the addressed to which you'd like it sent in the To... field, give it a subject and enter a message in the body of your email.



And that's all there is to it. If you have any questions or need assistance feel free to contact me, even after I am no longer with Judicial, at ariel@arielbenjamin.com for further assistance. Thanks!