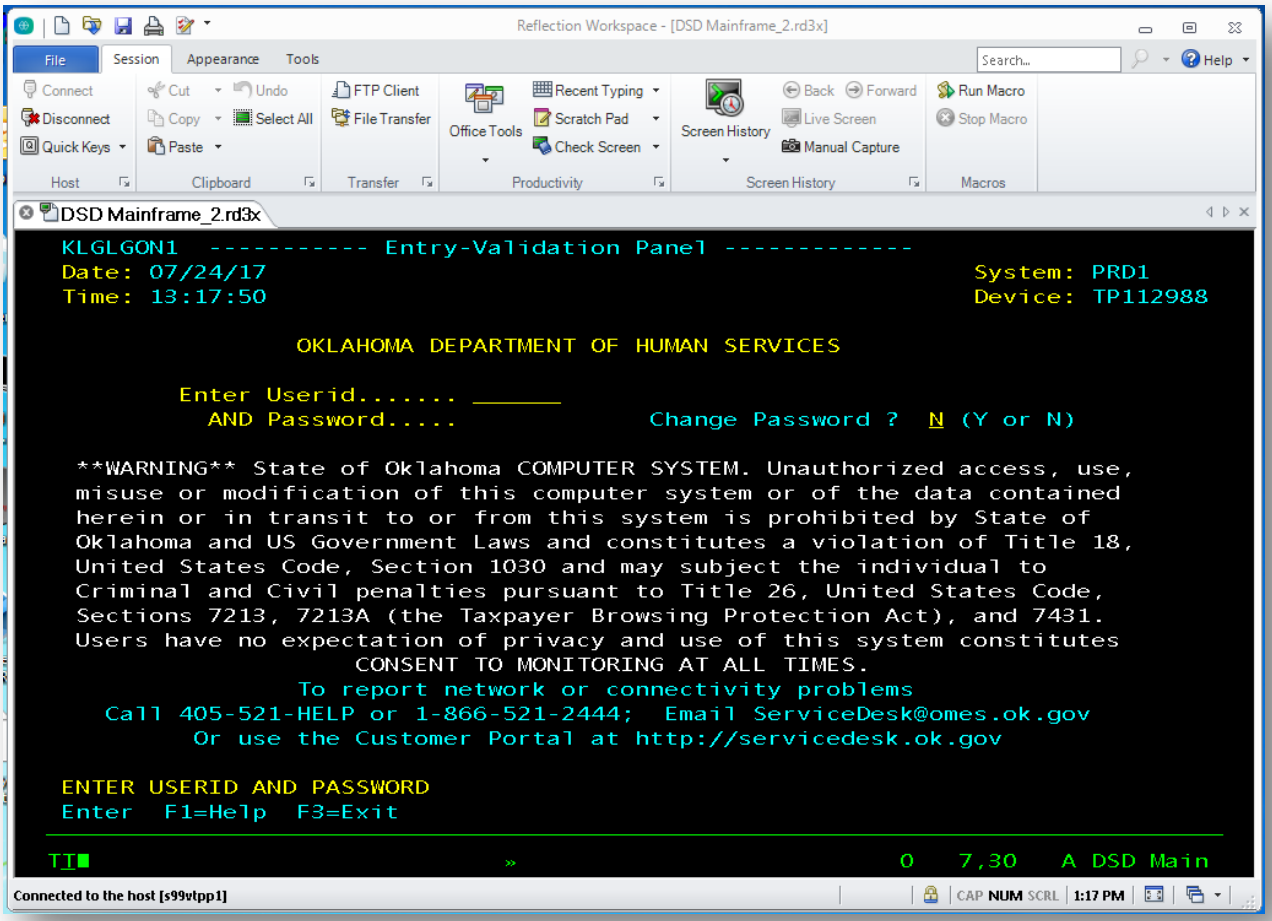


The At-A-Glance User Guide for Reflection

Note the **Quick Access Toolbar**, a **Ribbon**, **Tabs** to separate types of buttons, and **Groups** on each tab to sort the buttons by function.

All the buttons are labeled. T**ooltips** are also available to tell you what a button does (you see this information by hovering your mouse over the button for a few seconds).

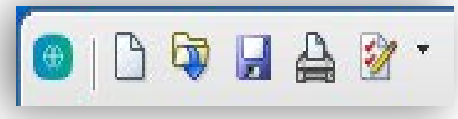
To hide or show the ribbon, double-click any of the tabs.

THE QUICK ACCESS TOOLBAR

The Quick Access Toolbar provides one-click access to common tasks, such as printing or saving. Look for it at the very top left part of the window when you open Reflections.

You can add commands to this toolbar to provide quick access to your most frequently performed tasks. Click the drop-down arrow at the end of the row of buttons.

Now select the action that you want to add to the toolbar.



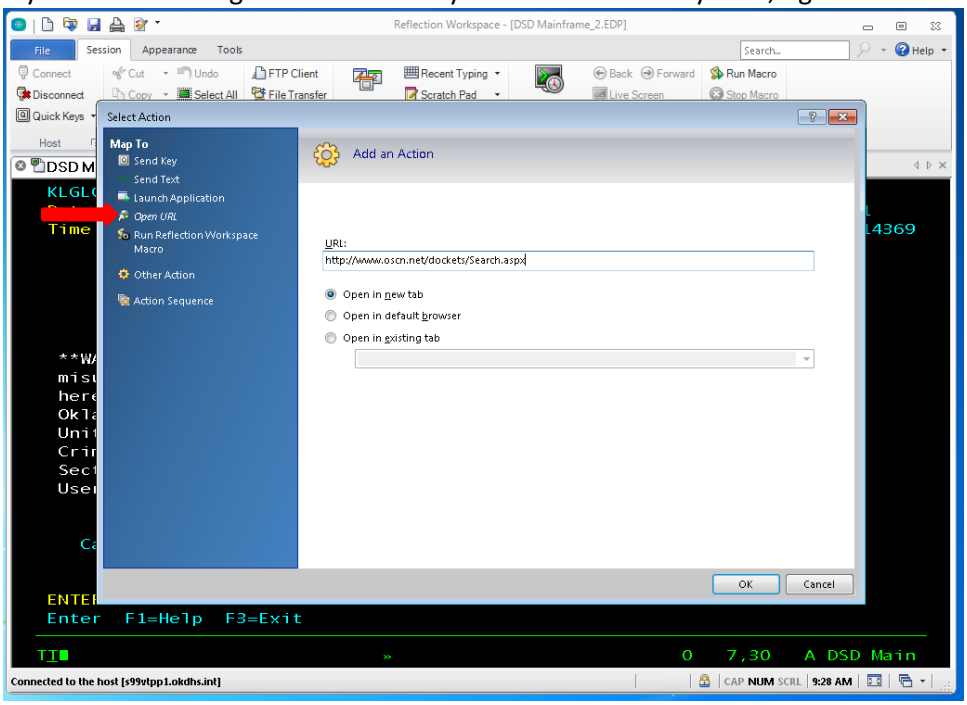
ADDING URLS TO THE QUICK ACCESS TOOLBAR FOR TAB VIEWING

One important function you should add to the Quick Access Toolbar is a quick URL button.

If you visit a site often, such as OSCN, you can make that URL into a button for one-click access. It will also make it available as a tab within the Reflection screen, so you will not have to switch back and forth between your internet browser and Reflection.

To add a Quick Access URL Button:

1. Click the black drop-down arrow from the Quick Access Toolbar.
2. Choose Add an Action.
3. Click Open URL. 
4. Enter the URL you want this button to access, such as OSCN or OCSE.
5. Leave Open in New Tab selected. This will let you switch between OSIS and this other screen within Reflection.
6. If you want to change the functionality of this button at any time, right click it in the toolbar, and click Modify.



ARRANGE WINDOWS

The Arrange Windows functionality in the lower right corner of the screen can be used to choose how to display these open windows, since you can now have Desktop Reflections and other screens, such as OSCN, open in separate windows within Reflections. Here are your options:

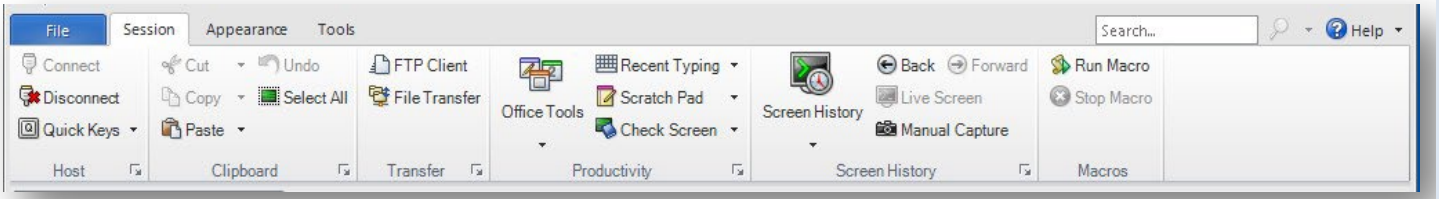
1. Windows—Default setting. They look like tabs on a browser screen.
2. Tile Vertical—Makes the open windows look like vertical boxes within Reflection, displaying side by side.
3. Tile Horizontal—Makes open windows look like horizontal boxes within Reflection, displaying one above the other.
4. Cascade—Makes all of the windows look like separate windows stacked on top of each other, showing just the edges of the windows behind the one in the front.

SEARCH

The search box in the upper right side of the screen will search within what is currently displayed on the screen by default, but it has a few unique capabilities.

1. Click the search box and begin to type what you are searching for. Note that the Magnifying glass icon with the black drop-down menu becomes available after you start typing.
2. Click the drop-down arrow and choose from several different types of searches.
    a. **Current document**—Searches the current Reflections screen for the term you entered and highlights it.
    b. **All documents**—Supposed to search all open tabs but seems to be deactivated.
    c. **Screen history**—Searches your screen history for the term you have entered.
    d. **Windows**—Searches your computer for the term you have entered and makes each occurrence available as a clickable link in a box that opens at the bottom of your screen. Appears to look at emails, appointments, PowerPoints, Word files, and Excel files.
    e. **Google or Bing**—Searches the internet for the terms entered. The results appear as a separate tab in Reflection.

THE RIBBON: THE SESSION TAB



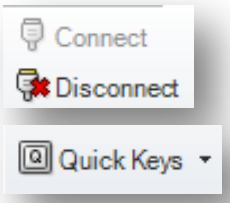
The Ribbon in Reflection looks very similar to Microsoft Windows Office software. The buttons are arranged into groups on tabs.

Tip: To hide or show the Ribbon, double click on any of the tabs, or click the drop-down arrow on the Quick Access Toolbar and select the setting you want.

The **Session** tab includes most of the functions that most caseworkers will be using on a regular basis. Let's take a closer look at the button groups you will be referencing most often:

HOST

The buttons to CONNECT to or DISCONNECT from the Mainframe are located in this group. This is easier than closing the window to disconnect.

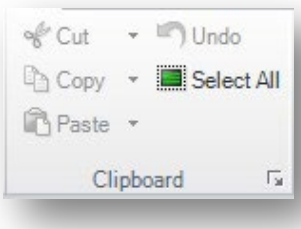


The **Quick Keys** function allows you to use the mouse to select and execute function keys that are already programmed.

Example: If you are on the OBLI screen, you could push the PF4 button on the keyboard to take you to the MEO List, or you could use the Quick Keys button and click on the PF4 and it would take you to the MEO List screen.

CLIPBOARD

The Clipboard group holds the buttons to cut, copy, paste, undo, and select all on a screen. You can copy and paste all or portions of a screen, print the data, paste it to other screens, or even insert it into other programs, such as Microsoft Word.



Tips for selecting and copying data:

- You can select a single word by double clicking on it, and you can select all the words in a field by triple clicking on it.
- Once the data you want to copy is selected, you can press CTRL+C on the keyboard to copy it. CTRL+V will paste it.

PRODUCTIVITY

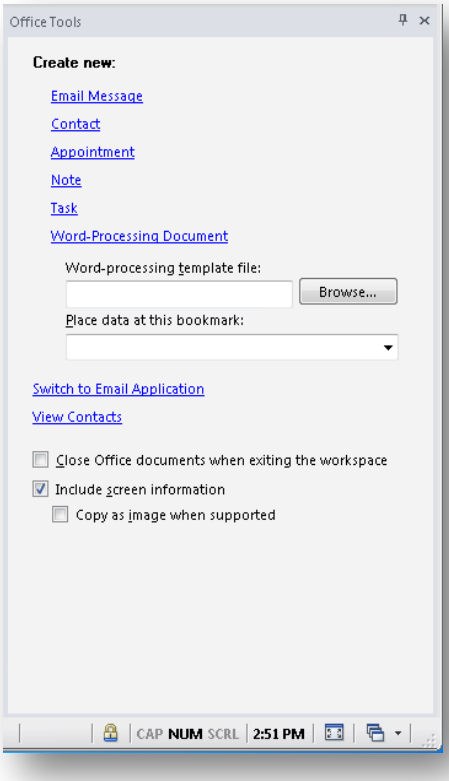
The Productivity group has features such as Office Tools, Recent Typing, and the Scratch Pad. You are probably familiar with these tools from the old Attachmate interface. They are now available as easy to identify buttons.

This button group allows workers to copy data from Reflections into a Word document or Outlook e-mail message, add notes and tasks, create appointments and new contacts, and run a quick spelling check on the screen they are currently viewing.

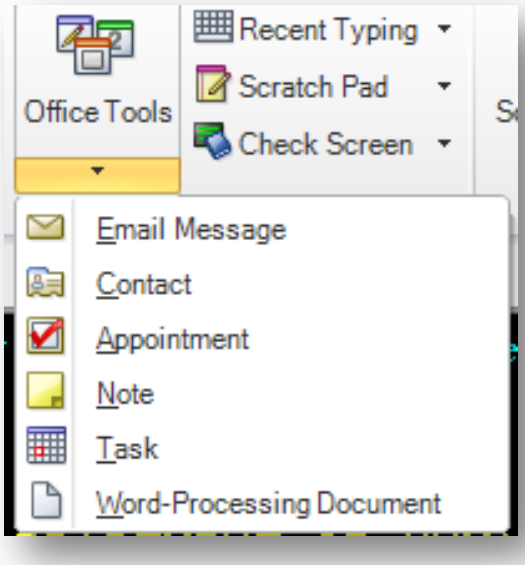
OFFICE TOOLS

The Office Tools area can be displayed as a task pane or in gallery format. To open the task pane view, click the top half of the button, and a small task pane window will open on the right side of the screen. To open the gallery view, click the black arrow on the lower half of the button and choose the Office program you want to use.

Task Pane View



Gallery View



To send data from Reflections to an Office program:

1. Go to the data that you want to send.
2. Select the specific data that you want to send, or to send the entire screen don't select anything.
3. Click on the Office Tools button and choose the Office program that you want to receive the data:
    a. **Email Message**—will create an Outlook e-mail message that includes the selected data, such as a screenshot.
    b. **Contact**—will create a new contact in Outlook that includes the data selected in the Notes field.
    c. **Appointment**—will create and Outlook appointment that includes the data in the Message field.
    d. **Note**—will create a new Outlook "sticky" note that includes the data.
    e. **Task**—will create an unscheduled Outlook task that includes the data in the task body field.
    f. **Word Processing Document**—will create a Word document that includes the selected data.

RECENT TYPING

Using the Recent Typing gallery or task pane, you can quickly view and select from a list of recently typed items and send the selected items to the active screen.

To enter data with Recent Typing:

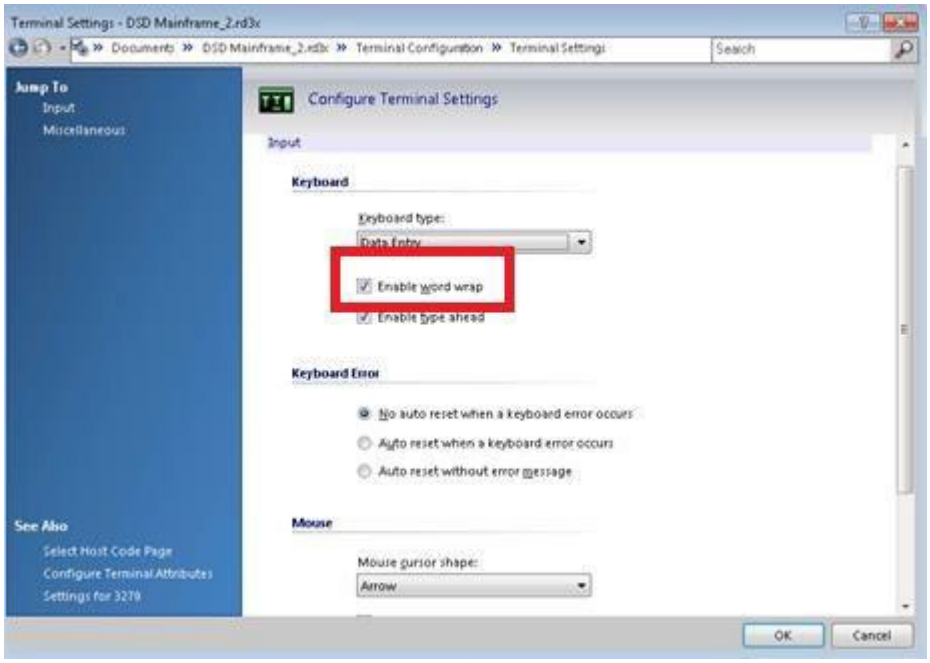
1. Make sure your cursor is in the field where you want the data to be inserted.
2. In the Recent Typing gallery or task pane, select the item that you want to input by double clicking it.
3. Reflection will input the text you clicked where your cursor was placed.

Recent Typing Toolbar/Task Pane Commands	
	Open a previously saved Recent Typing file.
	Save the contents of the Recent Typing task pane as a file. When you close your session, the recent typing items are not maintained unless you save them in a separate file.
	Delete the selected item.
	Clear all of the content at once.
	Put the task pane into auto-hide mode. This will collapse the task pane against the right side of the frame. To reopen the task pane, mouse over the side of the frame.

Tip: You can use the keyboard to locate recently typed items in the list. For example, press the A key to locate the most recently typed item beginning with the letter A.

WRAP TEXT

To set up wrap text, click the **Appearance** tab, then click the arrow button in the lower right corner of the Terminal Settings area  . On the dialog box that appears, click the check box next to **Enable word wrap** in the **Keyboard** section, and click OK.



SCRATCH PAD

Use the Scratch Pad to keeps notes. It can also be opened as either a task pane or a gallery view. The gallery view shows at the top of the screen, while the task pane appears on the right side of your screen. From the task pane you can print or save the Scratch Pad notes.

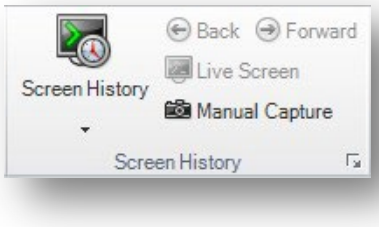
Scratch Pad Gallery View/Task Pane Commands	
	Open a previously saved Recent Typing file.
	Save the contents of the Scratch Pad task pane as a file. When you close your session the recent typing items are not maintained unless you save them in a separate file.
	Cut the selected item and copy it to the Clipboard.
	Copy the selected item to the Clipboard.
	Paste the contents of the Clipboard at the cursor location on the Scratch Pad.
	Clear all the content at once.
	Put the task pane into auto-hide mode. This will collapse the task pane against the right side of the frame. To reopen the task pane mouse over the side of the frame.

CHECK SCREEN

The check screen button in this group will spell check the screen you are currently viewing. This button is most useful if you have turned automatic spell checking off (this feature is discussed later).

SCREEN HISTORY

Screen History creates recordings of screens as you navigate to them. The old version of Attachmate could do this as well. Just as with Office Tools, the top half of this button opens a task pane on the right, and the bottom half shows you a list of all of the screens in your screen history for this session.



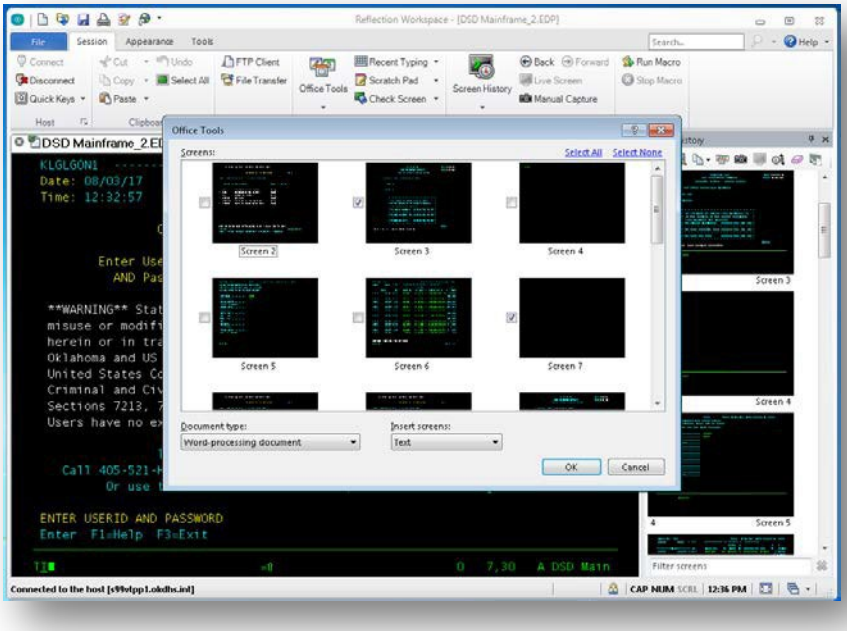
You can view and/or verify the information from those past screens, and send multiple screen images to Microsoft Word and Outlook.

To set the maximum number of screens in your screen history:

1. Click the arrow at the bottom right corner of the Screen History button group.
2. On the window that pops up, adjust the number of screens.

Press Live Screen to return to the most current screen in your session.

Tip: If you would like to import a select few screens from your Screen History into Word (as text or image) or Outlook (as email messages and notes), on the task pane for Screen History, find the Office Tools button. Choose which screens you want to be imported into the other application by clicking the check box beside them in the dialog box.



Screen History Task Pane Commands	
	Open. a recently saved Reflection Screen History file (.rshx).
	Saves screen history images as a Reflection Screen History file (.rshx).
	Copies screen history as text or bitmap images, which can be inserted into other programs.
	Office tools button, which allows you to export screen history as images or text for Word or Outlook email, or as slide images in a plain PowerPoint document.
	Manually captures a screenshot of a Reflections screen.
	The live screen button becomes available only if you click on one of the screens captures in your screen history: it will take you back to the current screen on Reflections.
	Sort screen captures in time/date ascending or descending order. This is a toggle button, so clicking it will change it to the opposite order than what is currently displayed.
	Clears all screen history screen captures.
	Makes a new “Plus Project” from screen history, which resembles a demo file with hotspots and animation. Most of this functionality is disabled.
	Put the task pane into auto-hide mode. This will collapse the task pane against the right side of the frame. To reopen the task pane, mouse over the side of the frame.

SPELL CHECK

By default, spell check works as you type, using wavy underlines to indicate possible errors. You can alter settings on this function by clicking it on the **Tools** tab. It is turned on and working by default.

To correct an error:

1. Right click a word with a wavy underline and then select the alternate spelling or correction you want.
2. If the spelling you want is not in the suggestion list, or if no suggestions appear, enter the correct spelling manually.

Tip: If you click the spell check button on the Tools tab, you will be able to enter a custom dictionary into the program. This might be useful if it is constantly marking spellings as incorrect when they are actually correct.

AUTO COMPLETE

The Auto Complete feature recalls what you type and automatically makes suggestions to help populate fields as it learns common repeated commands. The data is associated only with the field in which it was entered. You can alter settings on this function on the Tools tab, but it is turned on and working by default.

To enter data with Auto Complete:

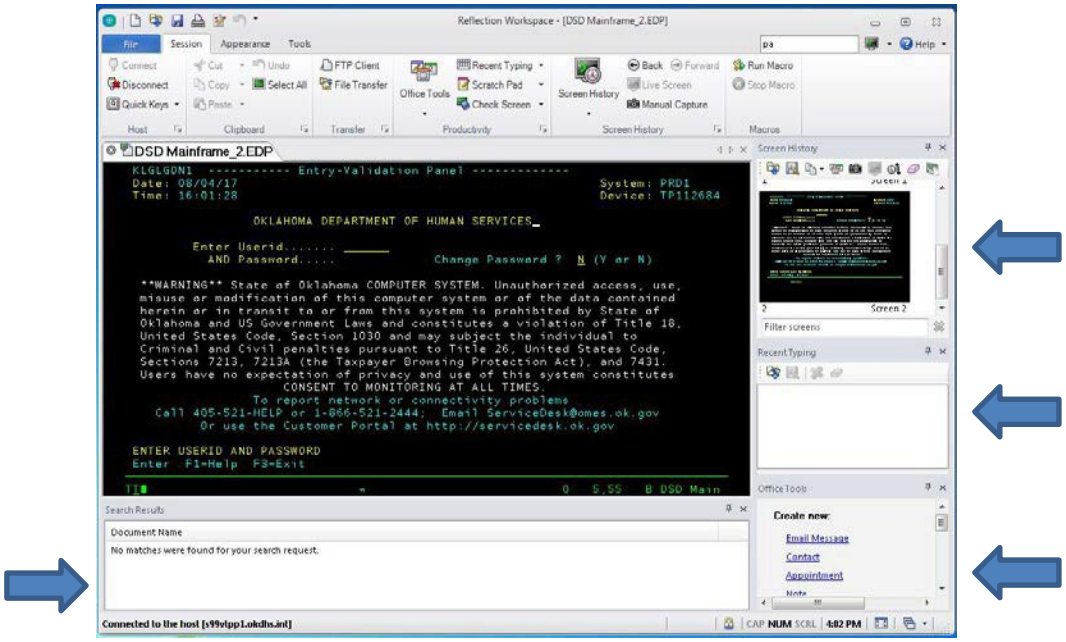
1. Begin typing in a field.
2. A pop-up window may appear with one or more suggestions. If the suggestion is correct, press the ENTER key, or if there is more than one suggestion, use the UP and DOWN arrow keys to scroll through the suggestion list and press ENTER when the appropriate data is highlighted.

HIDING OR SHOWING TASK PANES

Several features in Reflection, such as Screen History, Scratch Pad, and Search have task panes that open on the right or bottom of the screen. You can keep them all open during a session, and hide or show them when you need them.

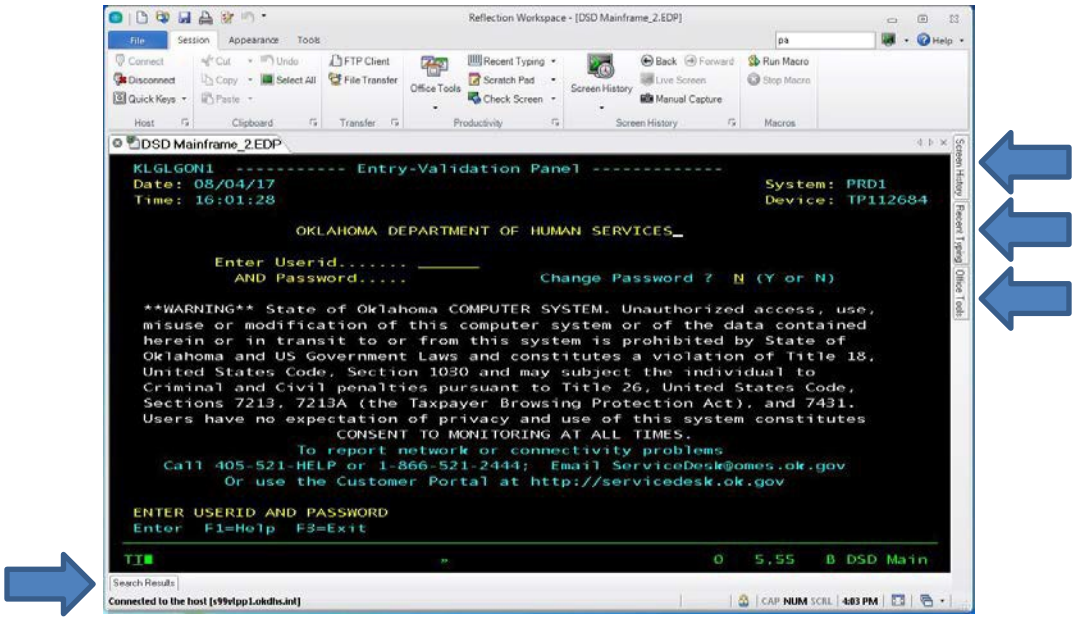
Open

Click the pushpin icon on the task pane you want to hide. This will retract the pane into a tab visible on the right side or bottom of your screen.



Closed

Click the retracted tabs to reopen and expand the task panes.



INTERNET VERSION OF REFLECTION

The internet version of Reflection may be accessed at: https://dhshost1.okdhs.org/rweb/LoginPage.do?logout=true
As you can see, many of the controls on this interface are grayed out/disabled. You cannot do many of the other functions we have described. This version will be accessed by a weblink. There is another guide for this interface. Your office management will tell you if you are getting the web version on any of the computers you access.