PAR3 FOR WINDOWS

PROPOSAL AND RENEWAL SYSTEM
User's Guide

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Par3 for Windows
(32-bit Version)

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This Guide may include technical inaccuracies or typographical errors. Changes are periodically made to the information herein. These changes may be incorporated in new additions of the Guide.

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TECHNICAL INFORMATION

System Requirements

- Microsoft Word for Windows, version '95 or later, installed
- Pentium 400 MHz processor (Pentium 500 or faster recommended)
- Windows 98, 2000, NT or XP (ME not recommended)
- 64 MB RAM
- 50 MB free hard disk space
- Microsoft-compatible mouse

By default, Par3 for Windows is installed in a directory/folder named Par32, on the computer's root drive. You can change the name of the directory/folder during installation, but not after the program has been installed.

Technical Support

Technical Support Hotline: 800-342-7327 ext. 30

For technical support, please have the following items at hand:

- This user's manual
- Your Par3 for Windows version number

Note: Although the Agency Software, Inc. Tech Support department will attempt to aid in printer problems and setup, some printing conditions may be beyond our control and may require local technical help, improved system capabilities, and/or upgrades to your particular system or printer. Additionally, specific questions about Microsoft Word should be directed to Microsoft technical support.

INTRODUCTION

Welcome to Par3 for Windows!

Using Par3 for Windows will save you and your company a great deal of time and frustration, present your client with the highest quality professional presentation, and MAKE YOU MONEY!

At this point you're ready to take full advantage of the many powerful features of Par3 for Windows. Most features are automated to reduce repetition of common tasks, duplication of effort and redundant data. Clients and proposals can be added, edited, saved, and duplicated. In a proposal, sections can be added, edited, deleted, and re-ordered. In short, Par3 for Windows gives you total command of your final proposal output with very little effort.

Par3 for Windows also includes over 200 survey questionnaires resulting from our extensive research and interviews with over 200 types of businesses.

Familiarity with the features of Microsoft Word will allow you to enhance and customize the final product further, but even without expertise in Microsoft Word you'll produce excellent, professional proposals.

Features of Par3 for Windows

Par3 for Windows features a tabbed interface that allows you to easily page between the **Clients Module**, the **Proposals Module**, and the **Surveys Module**.

The "Par" in Par3 for Windows is an abbreviation for "Proposal and Renewal." Naturally, the name also connotes imagery of golf, and in that context it also implies easy success.

Similarly, Par3 for Windows makes proposal writing quick and easy, and integrates completely with the EasyApps and AgencyPro programs. If you currently use EasyApps or AgencyPro, Par3 for Windows will automatically find and use your EasyApps client list. Better yet, the single client list will be updated each time you use either Par3 for Windows or EasyApps — which means you enter client information only once.

In the Par3 for Windows, you can:

- Add a new client
- Update an existing client's record
- Search for existing clients or client information
- Delete existing clients and their records

- Create a new proposal for an existing client
- Create or edit a Survey Questionnaire
- Exit Par3 for Windows

After a client has been selected, you can click the Proposal button to:

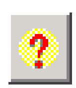
- Create a new proposal
- Edit an existing proposal
- Duplicate an existing proposal
- Restructure an existing proposal
- Enter data
- Delete a client's proposal
- Customize the Par3 Library to
    - Edit an item in the Library
    - Add a new section to the Library
    - Add a new form to the Library
    - Add new coverage to a section
    - Delete an item from the Library
- Cancel proposal options

Client records and proposals can be saved, printed, updated, edited, and modified at any time, whether complete or not.

Each of the features listed above will be covered in detail in later chapters in this manual.

Need Help?

If you need more help than is available in this manual, or if you would like to work with an **animated tutorial**, click the **Help button** (indicated with a red question mark) that is found in each module of Par3 for Windows. The animated tutorial allows you to see how each module works in a step-by-step fashion. Where the tutorial isn't available, you will still find a full-featured **Help application** in which you can find your answers via the search feature or through a hyperlinked index.



Click the **Help button** found within any of the modules within Par3 for Windows if you are stumped or would just like more clarity about how something works!

CHAPTER 1: INSTALLING PAR3

Important! Microsoft Word for Windows must be correctly installed before installing Par3 for Windows.

Par3 for Windows will run on any PC-based computer system that uses Windows 95 or later, and has Microsoft Word for Windows (Word '95 or higher) installed. Installation of Par3 for Windows will add two new buttons (**P3** and **Data Entry**) to the Standard toolbar and a new menu (Par3) to the menu bar in Microsoft Word.

Pre-Installation Steps

If a Par3 for Windows Demo is installed on any computer (standalone, on a network server or workstation), the Demo should be uninstalled and the Par32 directory (usually "C:\Par32") should be entirely deleted prior to installing the actual Par3 for Windows product.

Standalone Installation

The most common and preferred way to install Par3 is to install the program locally to an individual computer that already has Microsoft Word installed on it.

1. Place the Par3 for Windows CD in the CD-ROM drive of your computer. After a few seconds, the following splash screen will appear.

Par3 for Windows Splash Screen

2. With your mouse or other pointing device, click the text on the splash screen that says "Par3 Proposals for Word."

3. At the "Welcome" screen, click **Next**. Par3 for Windows will search your hard drive to see if it can find a previously installed version.

4. At the "Choose a Destination Location" screen, note where the program will be installed (by default this should be "C:\Par32").

5. If the destination folder is incorrect or unsuitable for your system, click on the **Browse** button. In the text box on the following screen, type in the correct path.

6. Click **OK**. This will return you to the "Choose a Destination Location" screen. Click **Next**.

7. The "Select Program Manager Group" screen will appear. It is best to go with the default group name, "Par3 Proposals." Click **Next**.

8. At the "Start Installation" screen, click **Next** again.

9. The installation program will then query to see if you already have agency information (agency name and contact information like address and phone number) stored on your computer from a previous installation of another ASI application (such as EasyApps or AgencyPro). If you do not have any agency information stored, you will be prompted to authenticate by providing two passwords. If your ASI representative hasn't already provided you with passwords, call 1-800-342-7327 and finish the authentication process with ASI assistance.

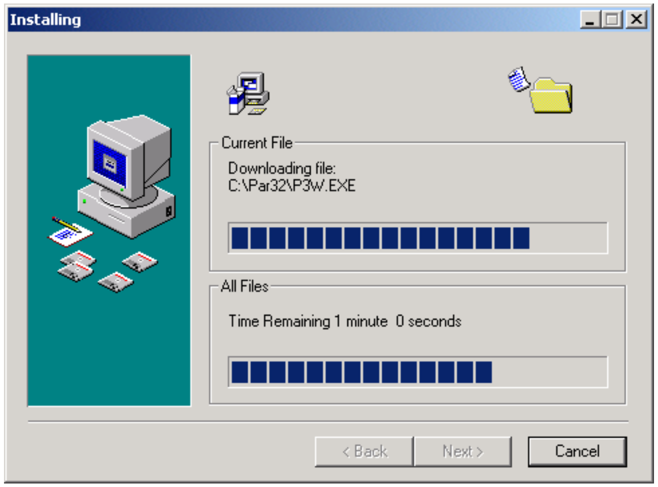
10. After providing a valid **entry password**, you will be presented with the following "Agency Information Setup" form. Fill out the form carefully and click **OK.** You will be prompted to carefully review your agency information on the form. Review the form and make any corrections that are necessary, and then click **OK** again.

11. You will see a dialog that asks you to "read back" a particular number. You will need to provide that number to the ASI representative in order for the representative to provide a valid **exit password**. Once you are given the exit password, type it into the "Enter Password to Finish" dialog and click **OK**. You should see an "Information Successfully Changed" dialog. Click **OK** again.

12. The installation program will then ask to search your computer for copies of Microsoft Word. Click **OK**. If there is more than one installation of Microsoft Word on your computer, you will be asked to select which one you would like to have Par3 attached to. If you are presented with this choice, select the appropriate Word installation, and then click **OK**.

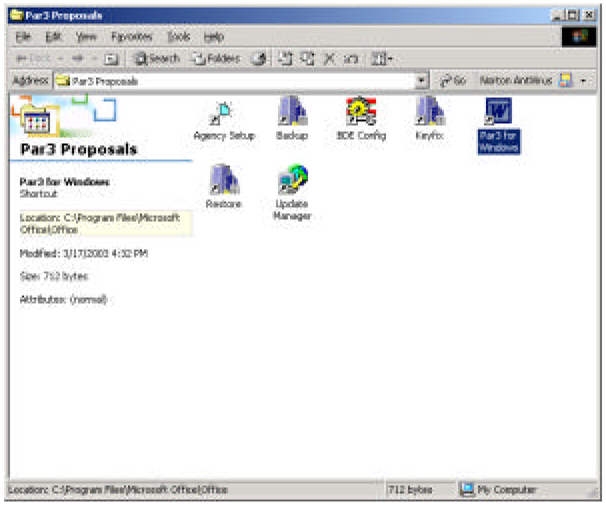
13. After finding Microsoft Word, the installation program will ask to allow it to search for valid ASI products (such as EasyApps or AgencyPro). Click **OK**. If other ASI programs are found, you will be asked to select which one is to be the "host" program. If you are in doubt, you can right-click on the icon of the host program (or what you believe should bet the host program) on your desktop or program group and select **Properties** in order to see the path of the program. Then select the path in the dialog that matches the path that you just saw by viewing the icon properties. Click **OK** again after selecting the host program.

14. The installation will begin. You will see a screen similar to the one below. Please wait while the program installs the files needed.



Installation Screen

15. After the installation has completed, a box of Par3 Proposals icons will open. This box can be closed at any time. A Par3 for Windows icon will also be installed on the desktop.



Par3 for Windows Program Icons

Network Installation

(Windows XP/2000/NT/98, Peer-to-Peer or Novell)

Dedicated Server

This is the preferred server condition. The other network installation type is *Non-Dedicated* on a peer-to-peer network where someone sits and works at the server. Just like the standalone installation, ***Microsoft Word should be installed on every machine using Par3 for Windows***!

1. Place the Par3 for Windows CD in the CD-ROM drive of the server.

2. After a few seconds, a screen will appear presenting options to install Par3 for Windows. At this time, click the text that says "Par3 Proposals for Word."

3. At the "Welcome" screen, click the **Next** button.

4. At the "Destination Folder" screen, make sure that the destination folder is pointing to the network drive, e.g., "F:\Par32" (assuming that "F" is the network drive). If the destination folder is not pointing to the network drive click on the **Browse . . .** button. This takes you to a screen with three boxes. Click on the **down arrow** button to the right of the bottom box, scroll down this list until your network drive letter appears, then click on your network drive letter. This should change the path in the top box to your network drive path, e.g., "F:\Par32" (assuming that "F" is the network drive). Click the **OK** button. If the Par32 folder already exists

(perhaps from a demo installation), you may be warned that the directory already exists. Click **Yes** to install to that directory anyway; this will take you back to the "Destination Folder" screen. Click **OK**.

5. Click **Next** again. The program will begin installing.

6. If this is the first time you have installed Par3 for Windows, you will need to call your sales representative at (800) 342-7327 to obtain a password to set up your agency information.

7. You must now setup all of your workstations using the **Setting Up the Workstations** section later in this chapter.

8. Also see the **BDE Settings** section in this chapter to ensure that the database engine is working properly at each workstation.

Non-Dedicated Server

A non-dedicated server is one in which a server also serves as a workstation (i.e., a person sits at the server and works on it directly while it also performs server functions for other workstations). This is not the recommended setup for Par3 for Windows and should only be configured with the help of technical support. A non-dedicated server must be configured before you install Par3 for Windows.

Note: Windows 95, 98 and ME can be set up as servers using the **Dedicated Server** instructions described in the previous section.

Non-Dedicated Server Windows NT/2000/XP:

NOTE: This configuration should only be needed if Par3 is NOT being installed to the default directory, but is instead being installed to a sub directory e.g., "C:\apps\Par32" and the "C:\apps" folder has been mapped as a drive letter. If Par3 for Windows is going to be used at the default directory, refer to the directions for setting up a dedicated server.

1. On your computer desktop, click with the **right mouse button** on NETWORK NEIGHBORHOOD or MY NETWORK PLACES (it will be one or the other depending on which version of Windows you are running). A menu will appear.

2. Select **"Map Network Drive . . ."** from the menu.

3. Scroll down the list in the DRIVE box until you come to the network drive letter. (F: assuming the network drive letter being used is F:\).

4. In the SHARED DIRECTORIES box, select the server. Click on the drive of the server on which the Par32 folder resides, or will reside after it is installed.

5. Place a check mark in the box labeled RECONNECT AT LOGON, and click the **OK** button.

6. Check MY COMPUTER to see if a drive letter matching the letter you just added appears in the list.

7. Follow the installation steps provided under the **Dedicated Server** section using the newly mapped drive letter as the destination folder.

Setting up the Workstations

First, the server PATH must be the same at EVERY computer from which you intend to run Par3 for Windows. This means that the PATH must point to the same logical directory on the network even if the drive mappings are different at the various workstations. To check this, you must go around to each workstation (not the server) and perform the following procedure:

1. Close all open programs at the workstation.

2. Double click on the "My Computer" Icon on the desktop.

3. Double click on the logical drive letter that you assume is the server drive (e.g., "F"). It should point to the root (not a directory/folder) of a physical drive on the server (e.g., "C:\"). Look in the lower left hand corner of the window. The number of objects should be the same at each computer you check (i.e., if it says "112 objects" at the first station, it should say "112 objects" at all of the workstations). If the numbers of objects are not the same between workstations, they are probably pointing to the wrong computer as the server.

4. Close the two open windows by clicking the **Close** button (the one with an "X") in the upper-right corner of the screen.

5. If the drive letter of the intended server is different at some workstations, or if a drive letter is not mapped to the server at all, click **Start > Help**, click the **Index** tab, and type, "MAP." A help index for "Mapping Drive Letters" (or something similar) will appear. Click the **Display** button. Then review each of the three items listed about mapping network drives and review the directions.

6. Repeat this process until each workstation points to the Server's physical drive with the SAME drive letter.

Workstation Install

1. Click **Start > Run**. In the **Run** dialog, type "F:\Par32\Setupws.exe" (assuming "F" is the network drive letter).

2. Click on the **OK** button. When complete, you will have a Par3 for Proposals program group created on your **Start > Programs** menu.

3. Close the icon group with the **close** button (the one in the upper-right-hand corner with an "X") then close "My Computer" to return to the desktop. A shortcut icon for Par3 has been placed on your desktop.

4. If you are prompted to restart your computer, do so.

5. You are now ready to run the program from the workstation by clicking on the Par3 for Windows icon.

BDE Settings:

As outlined in the installation instructions, the Par3 for Windows must be installed at each workstation with the destination folder pointing to your network drive. After installation at each workstation, the Borland Database Engine (BDE) must be configured as follows at each workstation:

1. Click **Start > Programs > Par3 Proposals > BDE Config.**

2. Click on the **Databases** tab, click on the plus sign to the left of Databases (in the expandable tree below the tabs) to see the aliases listed below Databases.

3. One at a time, highlight the aliases that start "Par3" (e.g., Par3Client or Par3Forms) and on the right of each make sure the value of the PATH field matches the appropriate network mapping. Example: "F:\Par32\DATA" with "F" being the network drive.

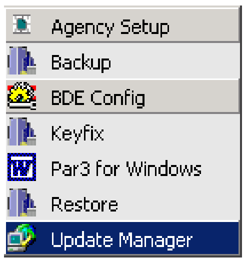
4. Click on the **Configuration** tab, click the plus sign to the left of Configuration, click the plus sign to the left of **Drivers**, click the plus sign to the left of **Native** and highlight PARADOX. On the right, the NET DIR line should read "F:\PAR32\DATA" (all caps) with "F" being the network drive. Don't change the NET DIR line if it has been assigned and is being used by another ASI program like EasyApps or AgencyPro. What is vital is that every computer accessing the BDE needs to point to the same logical path on the network.

Note: After making any changes, leave the field you were making the change in before closing the window or going to another tab. As you close the BDE window you may see a dialog that asks if you want to save your changes. Click **Yes**.

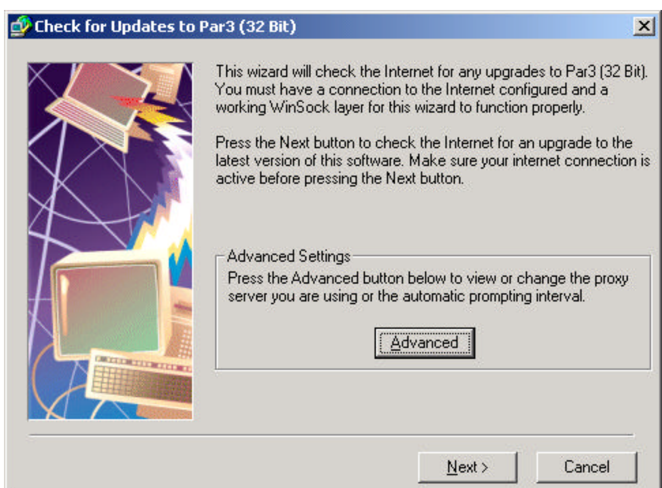
These settings must be made at each workstation on the network where Par3 for Windows will be used.

Updating Par3 for Windows from the Internet

1. Get all users out of Par3 for Windows including any network workstations.
2. Connect to your Internet provider (providing you don't have an "always on" Internet connection).
3. Click on **Start** > **Programs** > **Par3 Proposals**, and then select **Update Manager** from the Par3 Program menu.

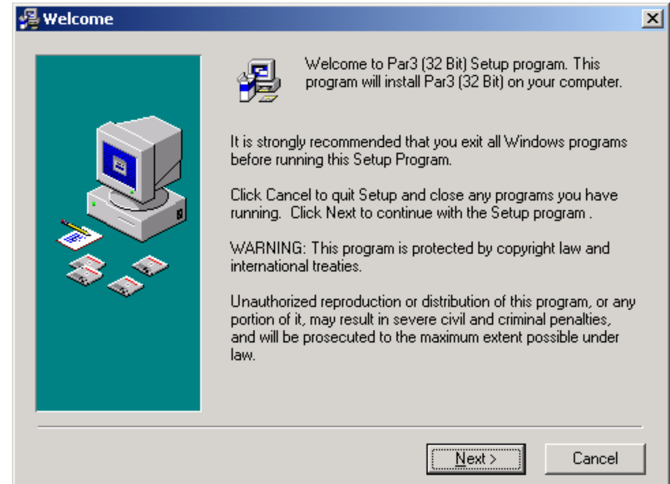


4. On the "Check for Updates to Par3" screen, clic k **Next**.



5. At the "Start Update" screen, click **Next**.

6. At the "Download Complete" screen, click **Finish**.
7. At the "Welcome" screen, click **Next**.



8. At the "Destination Folder" screen, make sure that the Destination Folder is pointing to the correct drive, e.g., "C:\Par32" or "F:\Par32" (the first case assuming a standalone installation and the latter assuming a network installation). If the destination folder is not pointing to the correct drive click on the **Browse** button. This takes you to a screen with three boxes. Click on the **down arrow** to the right of the bottom box, scroll down this list until your drive letter appears then click on your network drive letter. This should change the path in the top box to your network drive path, e.g., "F:\Par32" (assuming that "F" is the network drive). Click the **OK** button. You may be warned that the directory already exists if the Par32 folder is already there. Click **Yes** to install to that directory anyway; this will take you back to the "Destination Folder" screen. Click **Next**.
9. On the following screen click **Next** again. The program will prompt you for a password. Enter the password you received by calling our automated password system (800-342-7327, selection #2) or that you received from the staff at Agency Software, then click OK.
10. If your password is correct, Par3 for Windows will begin downloading into the folder you specified in Step 8.

CHAPTER 2: STARTING AND EXITING PAR3

Par3 for Windows is an "add-on" program for Microsoft Word, which means it runs within Word and simply adds features to Word that allow you to write custom proposals easily.

To Start Par3 for Windows:

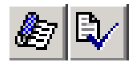
1. Start Microsoft Word.

    Word opens with two new buttons (**P3** and **Data Entry**) on the Standard toolbar, and a new menu (**Par3**) on the menu bar.

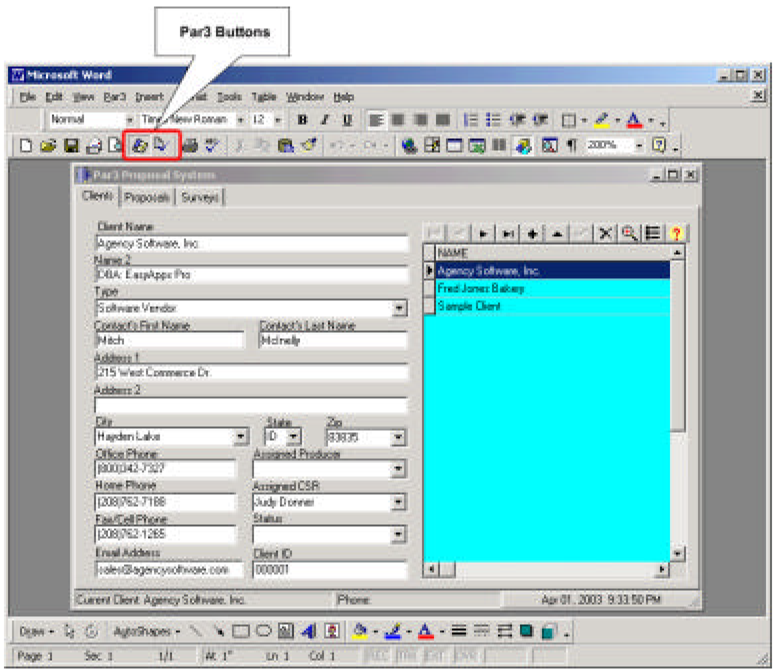
2. On the toolbar, click the **P3** button.

    Or, on the menu bar, you can select **Par3 > Start Par3.**

    The Par3 for Windows dialog box opens (shown below), and any open Word documents are saved and closed.



Par3 for Windows adds two buttons to your Microsoft Word toolbar (**Par3** on the left, **Data Entry** on the right)



Par3 for Windows running within Microsoft Word

To Exit Par3 for Windows:

On the Par3 for Windows dialog box, click the **Close Window button** (the button with an "X" on the upper-right corner). The Par3 for Windows dialog box closes, and Word remains open.

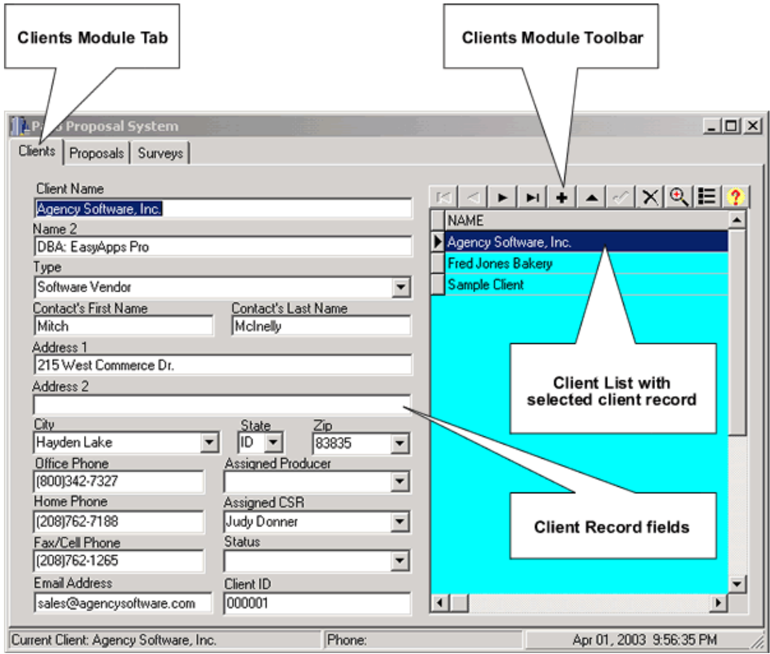
If you are reviewing a proposal draft, the Par3 for Windows dialog box will be closed and you'll be working in Word. To exit the proposal, save and close the document. You'll need to start Par3 again to work on another proposal.

Note: In later versions of Microsoft Word for Windows (Word 2000 and greater) you will be asked "Do you want to save the changes to P3W.DOT?" upon exit. Click **Yes** and then choose to **Overwrite** the file when prompted.

CHAPTER 3: CLIENT INFORMATION

This chapter shows you how to work with the Clients Module (also referred to as the client database). If you have EasyApps software installed, Par3 for Windows works with your existing EasyApps client database. If you don't already use EasyApps, Par3 for Windows will create its own client database.

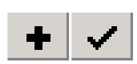
To access the Clients Module, click the **Clients** tab. By default, the Clients Module is the first screen to appear when you first launch Par3 for Windows.



The Client Module Screen

Adding New Clients

A client may be added at any time by clicking on the + **button** on the client module toolbar. This will cause the client module to go into *add mode*. The client information fields (the client record fields for entering client data like "Client Name", "Home Phone", etc.) to the left of the screen will become blank in order that a new client's information can be typed into the appropriate fields. You must either use the [**Tab]** key to move between fields or move your mouse cursor and click in the desired field. After all of the client's information has been entered, click on the Ö **button** once to save the information.

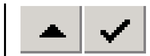


The **+button** on the client module toolbar places Par3 for Windows in *add mode* for entering new client information. The Ö **button** saves the new client information.

Note: Clicking the + **button** or clicking the **Post Edit** button (the Ö **button)** twice to save information could result in undesirable effects like losing client information or multiple entry of a single client!

Editing Client Information

Client information may be edited at any time by clicking on a client's name in the Client List on the right, and then clicking on the **Edit Record** button (the ? button). This causes the client module to go into *edit mode*. The selected client's information appears on the left with the **Client Name** field highlighted, with the cursor in place. Begin editing the data, using the [**TAB]** key to move between fields. Save the changes by clicking on the **Post Edit** button (indicated with a Ö) once.



The **? button**, also known as the **Edit Record** button, on the client module toolbar places Par3 for Windows in *edit mode* after a client is selected from the client list. Just as it does when adding a new client, the **Post Edit** button (indicated with a √) saves the changes.

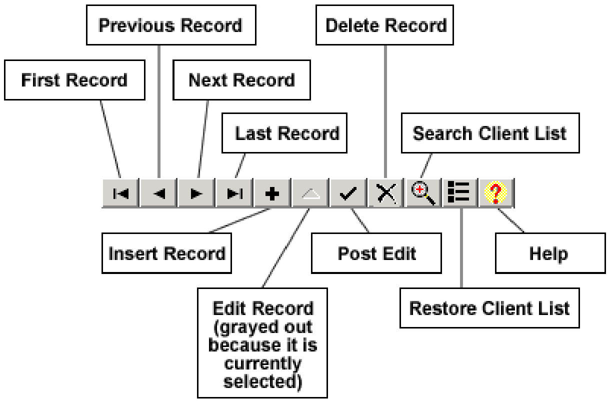
Deleting a Client

You can delete a client by clicking on the client you wish to delete in the blue **Client List** box on the right and then click on the **Delete Client** button (The selected client's information will appear in the client record fields on the left). The client will be removed from the list after the **Delete Client** button is clicked. A dialog will appear asking you to confirm the deletion.

The **Delete Client button** on the client module toolbar deletes the current record.

The Clients Module Toolbar

In addition to the functions of adding clients, editing clients and deleting clients, the Clients Module provides tools for navigating and searching the Client List. These tools can all be found in the **Clients Module Toolbar** (see the following picture):



The Client Module Tool Bar

The Client Module Toolbar (from left to right):

1. **First Record** – Click to go to the top of the Client List.
2. **Previous Record** – Click to go back one record.
3. **Next Record** – Click to move forward one record.
4. **Last Record** – Click to go to the bottom of the Client List.
5. **Insert Record** – Click to clear all fields on the left and add a new client. Fill out all of the fields that you can, and then click the **Post Edit** (Check Mark button) to save the record. The client name will then appear on the client list.
6. **Delete Record** – Select the client you want to delete from the list on the right, and then click this button to delete the client. All entries in all modules for that client will be deleted from your system. A confirmation box will appear before the client can actually be deleted.

Deleted clients and their documents cannot be recovered. Be sure you won't need a particular client record before deleting it, or else copy their proposals onto a floppy disk for archival storage before you delete. Procedures for copying a proposal to a floppy disk are in the section relating to Floppy Disk Storage. EasyApps also shares the Client List with Par3, so *deleting a client from either program deletes the client from both. Make sure that this is what you want to do before proceeding!*

7. **Restore Client List** – Returns every client in your client database (Client List).
8. **Edit Record** – Select the client that you want to edit from the list on the right, and then click this button to edit the fields on the left. When done, click the Post Edit button to save the changes.
9. **Search Database** – Click the magnifying glass to search and filter the client list. All fields on the left will be cleared and the cursor will default to the Client Name field. At this time, you may enter search criteria in any or all fields. Type in your search criteria (search phrase), and then click the **Search Client List button** again. The Client List will be filtered to show only those clients who match your search criteria. Any customer reports run with the client list filtered would only show the information for the filter list. The top bar of the window shows the client list is filtered. Click the bulleted list icon to restore the client list.

Note: Keep in mind that you can also do a "**simple search**" by clicking within the Client List and then typing the name that you are searching for. For example, if you are searching for "Fred Jones Bakery" and you have hundreds of clients before the "F" clients, you can click within the top of the Client List and then type "Fre" and that should take you there. Of course, if you have more than one "Fred" in the list, you will have to type more characters for your search string (e.g., "Fred Jo," which will differentiate Fred Jones Bakery from the hypothetical "Fred James Construction").

10. **Sorting Client List** – Clicking on the title bar of any column on the client list will sort the client list by that column. Using the scroll bar beneath the blue client list and scrolling right can access other columns.
11. **Restore Client List** – Restore to full client list after search.
12. **Start Tutorial** - This button will start the Tutorial or it will bring up the Help Module if the Tutorial is unavailable.

Data Entry Hints

When inserting (adding clients) or editing existing records, click in the appropriate field (except in **drop-down menus**, see first bullet below) to place the blinking insertion point there, then type the appropriate information. Alternatively, you may also use the **[Tab]** key to successively move from field to field. The following tips will also prove beneficial for data entry:

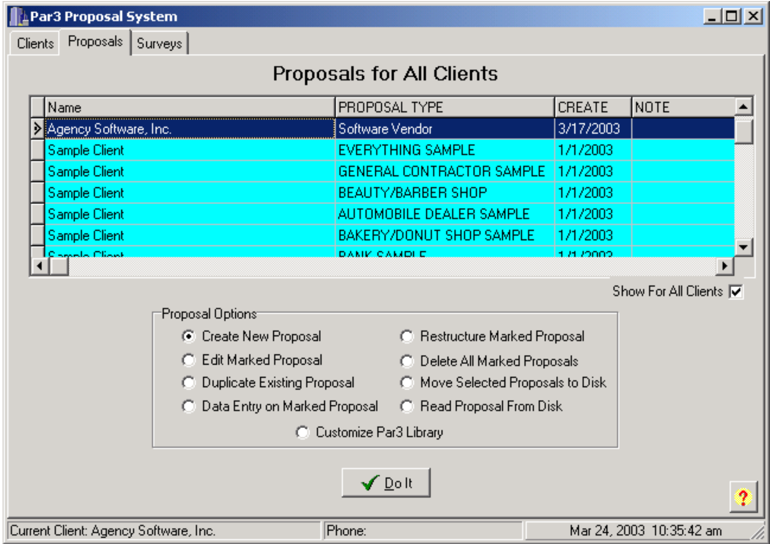
- Use the **drop-down menus** where they are available. Note that there are drop-down menus in the **Type**, **City**, **State**, and **Zip** fields, as well as under the **Assigned Producer**, **Assigned CSR** and **Status** fields. This will prevent unnecessary data entry (you can select from the drop-down menu rather than type), prevents typing errors, and keeps your data consistent (you won't have a mixed-case entry for a particular city name and then another entry with all uppercase letters for the same city). Keep in mind, however, that *the menu selections for a drop-down will only be available after they have been entered once*. So although you will have to type in the city name for "Minneapolis" once, for example, you will be able to select it from the **City** drop-down menu for successive clients from Minneapolis.
- The **[Backspace]** and **[Delete]** keys erase characters.
- To replace an entire word, double click the word to select it, then type the new word.
- The **[Left]** and **[Right] arrow** keys move the insertion point without erasing characters.
- You can press the **[Tab]** key to move to the next field.
- You can press **[Shift]+[Tab]** (press the [Shift] and [Tab] keys simultaneously) to return to a previous field.
- You can enter data in any field, in any order, by clicking in a field to place the insertion point there.
- You can skip any fields for which you don't have information except the **Name** field.
- Again, use the Ö **button** (**Post Edit** button) to save the client information when you are finished inserting or editing.

Note: The Name field is case-sensitive. If you enter a client's name in lower case (fred jones) and again in proper case (Fred Jones), Par3 treats the names as two separate clients.

Also Note: Remember to use the **drop-down menus** where they are available. In addition to providing the conveniences provided above (see the first bullet), the lack of multiple entries for one value (such as a City name) will keep your drop-down menu serviceable and uncluttered. Imagine a menu with multiple values for one entry: Minneapolis, MINNEAPOLIS, MiNNeapolis, etc.

CHAPTER 4: PROPOSALS MODULE

The Proposals Module—the heart and soul of Par3 for Windows—is the module that truly integrates the Client Module with the word processing and output capability of Microsoft Word. Automation occurs through the Proposals Module—client and agency information is automatically merged into the Par3 proposals with minimal effort on your part. New proposals can be created within the Proposals Module, or you can modify the 22 sample proposals and the 330+ coverage definitions and forms included with Par3 for Windows.



The Proposals Module Screen

Creating a New Proposal

Before we proceed, **it is important to note that the particular client you are creating a proposal for should be selected in the Client Module** (see previous chapter). This is the only way to inform Par3 for Windows that you want to provide a proposal *for that particular client*.

Note that the current client can be found in the left-hand bottom corner of every Par3 for Windows screen. If the client you wish to create a proposal for doesn't appear there, you will need to return to the Client Module and select the appropriate client.

I. Enter the Proposal Wizard

1. **Click the Proposals Tab:** After you have your client selected, click the Proposals Tab to move to the Proposals Module.

2. In the Proposal Options section of the Proposals Module Screen, **click the radio button next to "Create New Proposal."** A black dot will appear in the radio button circle indicating that it is selected. Click the **vDo It** button at the bottom of the screen to commit the action.

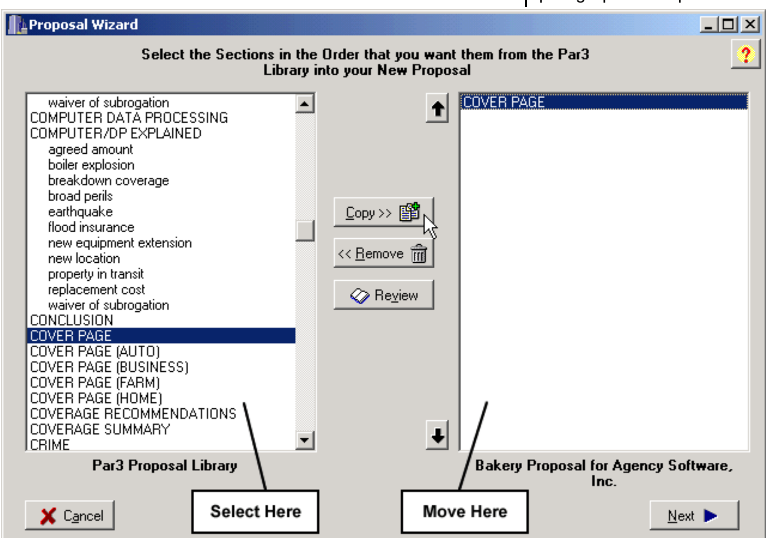
3. A dialog will appear requesting that you "Enter a description for this proposal." Write a name in the text field that describes your proposal and click **Next. The Proposal Wizard Screen** will appear.

II. Select Sections and Coverages

The **Proposal Wizard** screen is where you can review and select pre-made sections and coverages to include in your proposal. In general, sections that have coverages under them are listed with the word "Explained" in the section title. *The procedure is to move sections you want from the Par3 Proposal Library (on the left) to the new proposal (on the right) and to order them the way you want them to appear in the proposal.*

Sections and Coverages Defined

The Par3 Proposal Library lists countrywide ISO *sections*. Sections can be thought of as lines of business (e.g., Business Auto, General Liability, et c.) and may contain *coverages*. A coverage (e.g., Collision, Comprehensive, etc.) is a component of a *section*, and is typically a one-paragraph description.

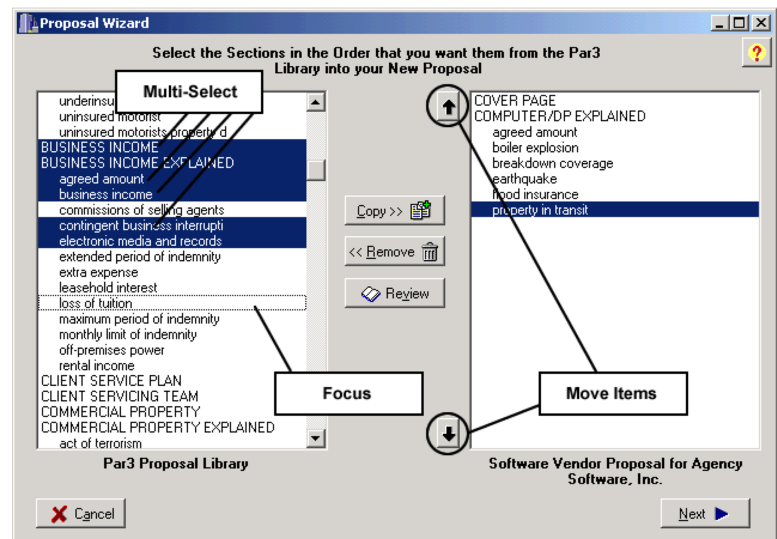


The Proposal Wizard: Select sections from the **Par3 Proposal Library** and use the **Copy** button to bring it into your proposal window (on the right). You can use the **Remove** button to take out sections that you later decide are inappropriate. The **Review** button opens the selected section in a new Microsoft Word window, allowing you to review the content.

1. Move the desired sections and coverages to the new proposal window by first selecting the sections/coverages and then doing one of the following: Clicking the **Copy** button, pressing the **[Enter]** key, or double clicking the item in the **Proposal Library**. If you are unsure about a section, highlight the section in question and click the **Review** button to open the section in a new Microsoft Word window. After reviewing, close the Microsoft Word window that contains the reviewed section or coverage and return to the Proposal Wizard.

   Alternatively, you can also drag-and-drop the coverages and sections into the new proposal window.

Caution: When reviewing Proposal Library items, don't modify items in curly brackets, like {.Clnt_Name}. These items, called *tags*, are fields that will be filled in and replaced automatically when you perform the Data Entry procedures later. If you alter them in any way, Par3 will not recognize them and Data Entry won't work properly.



Selecting and Reordering Library Items: You can select multiple sections and coverages from the Par3 Proposal Library for inclusion in the new proposal. Holding down the **[Ctrl]** key while clicking on multiple section/coverages allows you to perform a multiple selection. The sections/coverages can also be reordered using the **up-arrow** button (to promote an item) and the **down-arrow** button (to demote an item)

2. Order the sections appropriately using the **up-arrow button** to promote a section and the **down-arrow button** to demote a section.

3. To delete a section or coverage from the new proposal, click to highlight that item in the new proposal list, and then click the **Remove** button. You can also drag the items to the **Remove** button.

4. When you're satisfied with your new proposal list, click **Next**.

> **Note: You may be asked "Import Integrated Data from EasyApps?"** If you have EasyApps installed, Par3 will check it for client-specific data (like Name and Address) to include in this proposal — click **Yes** in the message box to include EasyApps data in the rough draft.

5. The compilation of the proposal will now take place. Don't be alarmed if you see strange things happening on your screen — blinking screen, disappearing text — because Par3 is simply building your proposal in Word. Do not touch the keyboard during the compiling process, as you may interrupt the proposal creation of the proposal. When Par3 is finished, the rough draft of your new proposal will be displayed in Word and the Par3 for Windows dialog box will be gone. You will now need to review the rough draft and edit the draft for any necessary changes.

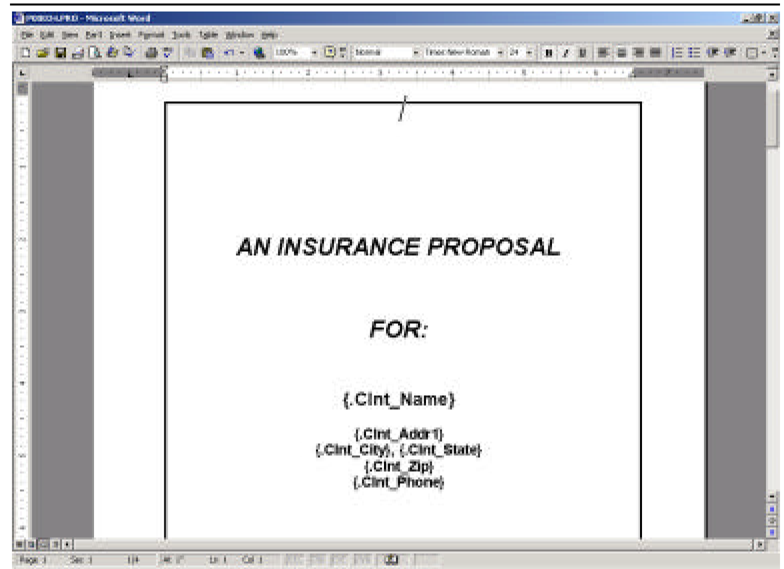
Proposal Building Tips

- The **Par3 Proposal Library** is letter sensitive, which means if you click in the list, then type a letter, your selection will jump to that alphabetical point in the list. For example, if you want to select a Section that begins with "L," click in the Library List, and then type **L** — the first Section that begins with "L" is selected. If there is no entry beginning with the letter you type, your selection will not move.
- You can move up and down the Library List with the **[Page Up]** and **[Page Down]** keys, with the **[Up Arrow]** and **[Down Arrow]** keys, or with the scrollbar on the right side of the list.
- To deselect an item in the list, click it again.
- You can select and move multiple sections and coverages at one time by holding down the **[Shift]** key and clicking several contiguous sections/coverages or by holding down the **[Ctrl]** key and selecting contiguous or non-contiguous sections/coverages individually.

- You can also select sections and coverages by moving the **focus** (the dotted-line border around an item) up and down the list with the **[Up]** and **[Down]** arrow keys, and pressing the **[Spacebar]** to select items you want.
- **You can print out a reference proposal that contains every Section and Coverage in the Par3 Library.** Click Sample Client in the client list, then click the Proposal button; click Edit Existing Proposal, then look for the Everything Sample in the proposal list and open it. The Everything Sample proposal is about 100 pages long, but a printed copy makes a good desktop reference when you are figuring out what to include in a new proposal.

III. Review and Edit the Rough Draft

In the rough draft you can edit the wording to suit a particular client or company, or to shorten or expand specific schedules. At this point the proposal draft is a Word document (as shown below), and you can edit it as you would any other Word document. Again, don't mess with items in curly brackets, like {.Clnt_Name}, while you are editing the rough draft.



Now is a good time to delete extra rows in coverage tables. You can also delete extra rows and edit text after Data Entry, during the final review.

Tip: To delete a row, click in the row, then click Table > Delete Row.

When you are finished tweaking the draft wording, you can proceed with data entry.

IV. Enter Data and Review the Final Draft

This is where Par3 uses its *tags*, the items in the curly brackets, to fill in client-specific information in the proposal.

There are two kinds of curly-bracket items: Par3 *tags*, which look like {.XXX}, and table of contents field markers, which look like { TC }. The braces within the tags act as delimiters that tell Par3 for Windows to fill in data with the appropriate information—in the case of { TC } it fills in table of contents information.

If you accidentally delete a table of contents field marker, you can recreate it this way:

1. Click at the left end of the table of contents entry, then press **[Ctrl]+[F9]**. A gray field with a pair of curly brackets and the insertion point in between is inserted in your document.
2. Type **TC**, and the table of contents field marker is complete.

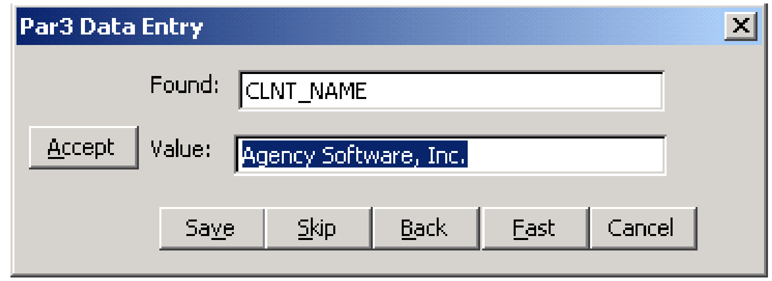
If you want to create a Par3 tag of your own, follow these steps:

1. Click where you want to place the tag, then press **[Ctrl]+[F9]**. A gray field with a pair of curly brackets and the insertion point in between is inserted in your document.
2. Press [Backspace], then press [Delete] (to erase the two spaces between the curly brackets). Then type a period (**.**) followed by your field name.

An example of a tag for an Address field is **{**.Address**}**. Data Entry will stop at this field and wait for input from you.

Data Entry

To start data entry, click the Data Entry button on the toolbar (or click **Par3 > Data Entry**).



At the Data Entry stage, Par3 goes through your proposal looking for tags and replaces them with the appropriate content. You are given the opportunity to **Accept** the changes, **Save** the document, **Skip** to the next tag, go **Back** to the previous tag, or simply choose **Fast** to have Par3 make the default value replacements automatically.

Par3 scans your proposal, looking for tags. When it finds a tag, it looks in the Data Dictionary to see if the tag has a *default value* (see the following "Default Value" section). If Par3 finds a default value for a tag, the value is displayed for your approval in the "Value" box on the Par3 Data Entry dialog box (shown in the figure below). If there's no default value in the Data Dictionary, the Value box is blank. If you've imported EasyApps data, more default values will be available.

The buttons on the Par3 Data Entry dialog box help you enter data as follows:

Accept	Accepts the displayed value, and moves ahead to the next tag. (Doesn't change entries in the Data Dictionary).
Save	Accepts the displayed value, and saves it in the Data Dictionary. (Use this if you change a tag's value and want the change made to the default value in the Data Dictionary).
Skip	Skips the current tag without entering a value (leaves the tag in place so you can supply a value later).
Back	Returns to the previous tag if you want to change the value.
Fast	Automatically enters default values in all tags for which default values exist. A second data entry session will be needed to fill in tags with no default values.
Cancel	Cancels data entry.

If the Value box is blank, or if the data displayed is incorrect, you can add or edit the entry in the Value box before you click **Accept** or **Save** . (You can also edit the information later, in the final draft, as you would any other Word document).

Note: Changing the entry in the Value box doesn't change the data in the Client List. Items in your Client List, such as address and phone number, must be changed in a separate operation (see Chapter 3, Updating Client Information).

Default Value

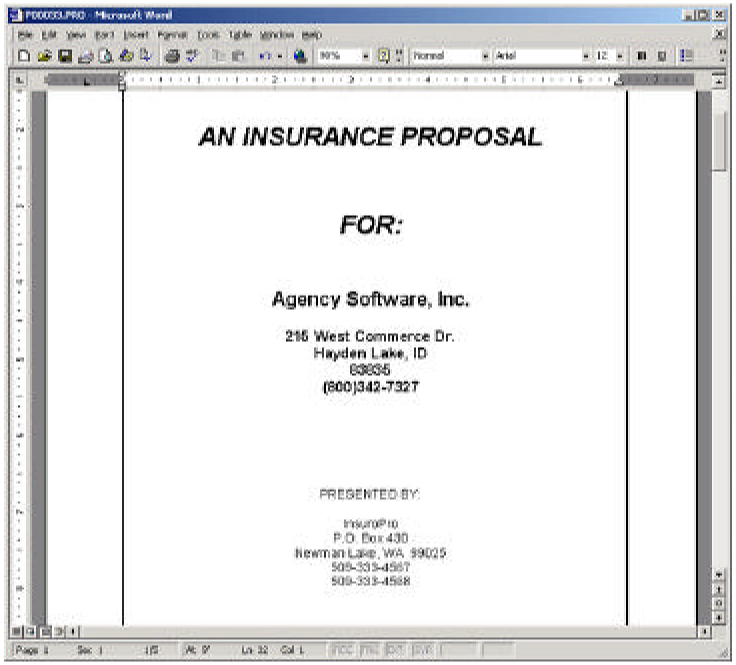
A default value is any tag value that's been saved in the Data Dictionary; when these tags are encountered during data entry, the default value found in the Data Dictionary is filled in.

If you edit a tag entry, or type an entry for a tag that has no default value, you can permanently save the new tag value in the Data Dictionary by clicking the Save button instead of the Accept button. For example, you might want to save a General Liability limit of $1,000,000 as a default value. All proposals from this point forward will use this default General Liability limit, until you change it again. Keep in mind that another value could be imported if you have another ASI product like EasyApps. If so, you will need to correct the differences.

Review the Final Draft

When data entry is complete, it's a good idea to look over the finished proposal before you print it.

At this point the proposal is a Word document, as shown below, and you can make any changes you want using Word's editing and formatting tools.



The Finished Proposal in Microsoft Word

Saving the Proposal

Par3 documents are automatically saved when you close them, but you can save the documents manually at any time by clicking the **Save** button on the toolbar or clicking **File > Save**.

Note: Par3 assigns a document name automatically. If you rename a proposal, you can later open it in Word (using **File > Open**) to continue with data entry or editing, but Par3 won't be able to find the renamed proposal.

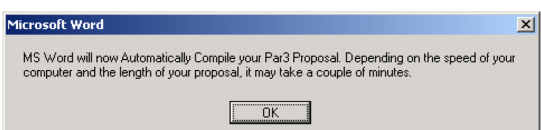
CHAPTER 5: DUPLICATING AN EXISTING PROPOSAL

If you've already done the work of creating a specific type of proposal, and you want to create a similar proposal for a different client, there's no need to rebuild the proposal from scratch. You can create a duplicate of an existing proposal, or one of Par3's sample proposals, and then make any adjustments you want for the second client (which is considerably less work than re-creating the entire proposal). To duplicate an existing proposal for a different client:

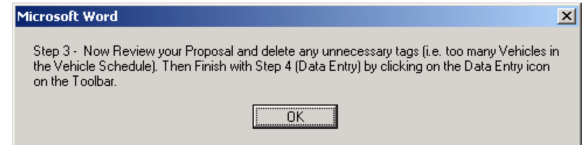
1. Select the client (or add the new client) you want to create a new proposal for.
2. Click the **Proposal Tab**. The Proposals Module Screen appears.
3. Under Proposal Options, select the **"Duplicate Existing Proposal"** radio button. Click the **vDo It** button.
4. The **Duplicate Proposal** dialog box appears, listing all existing proposals (including the Par3 sample proposals). Decide if you wish to duplicate the raw structure of the proposal (no data entry), or have the data entry take place by checking or un-checking the "Duplicate Structure Only" checkbox. Then click the **Next** button.

Tip: Samples are grouped together. There are a large number of complete sample proposals that you might find useful to duplicate, instead of building a new proposal from scratch. The sample proposals are each named "*whatever* Sample," and are grouped together near the beginning of the proposal list. They can be found under the "*** SAMPLE CLIENT ***" in the Client List. The Sample Client is added automatically and cannot be deleted.

5. A dialog box asks you to provide a description for the new proposal — you can accept the default name, or type a different name, then click **Next**.
6. A dialog will appear informing you that Microsoft Word is going to automatically compile your proposal. Click **OK**.



7. Compilation occurs and then you should see a message that begins, "Now review your proposal and delete any unnecessary tags . . ." Click **OK** and then delete the unnecessary tags.



8. Click the **Data Entry** button that Par3 installed on the Microsoft Word toolbar and commence the data entry process (just as in steps III and IV in Chapter 4).

CHAPTER 6: RESTRUCTURING AN EXISTING PROPOSAL

You can open an existing proposal and restructure it so that the sections and coverages appear in a different order, or add and delete sections and coverages. Restructuring a proposal in Par3 is much simpler than using Word's Cut, Copy, and Paste commands to change the document.

To restructure a proposal:

1. Start Par3 and select the client in the Client List.
2. Click the **Proposal Tab**.
3. Click the "Restructure an Existing Proposal" radio button, select the proposal you want to restructure from the list above, and click the **vDo It** button.
4. The Proposal Wizard appears, showing the current structure of selected proposal. Using the methods learned in Chapter 4, rebuild the proposal.

   - Move sections or coverages you've selected from the Library List to the existing proposal list by clicking the Copy button, by pressing the **[Enter]** key, or by double-clicking the selection with your mouse.
   - To rearrange the order of the sections and coverages in your existing proposal, click an item you want to reposition, then click the **up-arrow** or **down-arrow** buttons (on the left of the existing proposal list) to move that item up or down in the list.
   - To delete a section or coverage from the existing proposal, click to highlight that item in the new proposal list, and then click the **Remove** button.
   - When you finish restructuring, click the **Next** button to open the proposal in Word and continue with data entry and/or editing.

Note: The restructured proposal will erase any existing data that has been entered.

CHAPTER 7: PRINTING

When you've looked over the proposal thoroughly (remember to check it in Print Preview, too), you're ready to print. Use Word's normal printing procedures to print your proposal:

To print:	Do this:
One complete copy, quickly	Click the **Print** button on the Standard toolbar.
More than one copy	Click **File > Print**, then type or select the number of copies you want in the Print dialog box, in the Number of Copies box.
Specific pages, or a selection	Click **File > Print**, then set what you want in the Print dialog box, under Page Range.

The speed and quality of printing will depend on various factors, including the type of operating system, computer speed, available memory, available cache, type of printer, printer driver capabilities, and your printer setup within Windows. Occasionally the amount of printer memory is another factor.

Printer Setup

If you already have a default printer setup in Windows 95 or greater, or you normally print to a network printer, no additional setup is necessary. You'll be printing from Microsoft Word, and the default Windows or network printer is used.

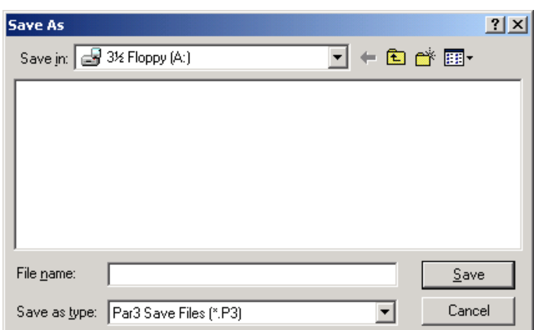
CHAPTER 8: REMOVABLE MEDIA STORAGE

You will want to store your proposals on floppy disks or some other removable media (Zip disks, USB storage cards, etc.) for safekeeping and for archiving.

Copying a Proposal to Removable Media

To copy a proposal to a floppy disk or other removable media, follow these steps:

1. Put a floppy disk in your computer's floppy disk drive. (If you are using some other form of removable media, that is fine, just follow along).
2. Click the Clients Tab and select the client whose proposal you want to store.
3. Click the Proposal Tab.
4. Select each proposal that you would like to store from the proposal list.
5. In the Proposal Options area, select the "Move Selected Proposals to Disk" radio button and then click the **vDo It** button. Par3 will try to save to your floppy drive first, but if you don't have one, or would rather save to some other media, you can select another drive using the Windows "Save As" dialog.
6. The "Save As" dialog box appears (shown below), and you need to rename the proposal file. Here you can select the drive you would like to save to and name the file with a name that you will recognize later.



   The Save As dialog box assumes that your **A** drive is your floppy drive; if your floppy drive is **B**, then replace the **A** with **B**.

   The default name ***.p3** is a wildcard placeholder — replace the ***** with a name of your choice, but limit the length of the name to eight characters. For example, if the proposal is for Mom's Bakery, you might name the proposal file "momsbkry." In this example, the entry in the Save As dialog box would be "A**:\momsbkry.p3**."

   *Do not delete or change the **.p3** part of the name.*

7. Click **OK** to save the proposal to the removable media. When it is finished saving, a message box appears that informs you that your proposal was successfully saved.

Copying a Proposal from Removable Media Back to Your Hard Drive

Follow these steps to retrieve a proposal you previously stored on a floppy disk or some other form of removable media:

1. Put the removable media (such as a floppy disk) on which you stored the proposal file into the appropriate disk drive.
2. Click the **Proposal Tab**.
3. In the Proposal Options area at the bottom of the Proposals Module screen, select the **"Read Proposal from Disk"** radio button.
4. The **Open dialog** box appears. In the Drives box, select your removable media drive. When the path to your disk drive is correct, the filenames on the disk are listed on the left.
5. Select the proposal you want to retrieve, and then click **Open**.
6. The proposal file is copied back to your hard drive, and a message box tells you when the proposal was successfully imported from the disk.

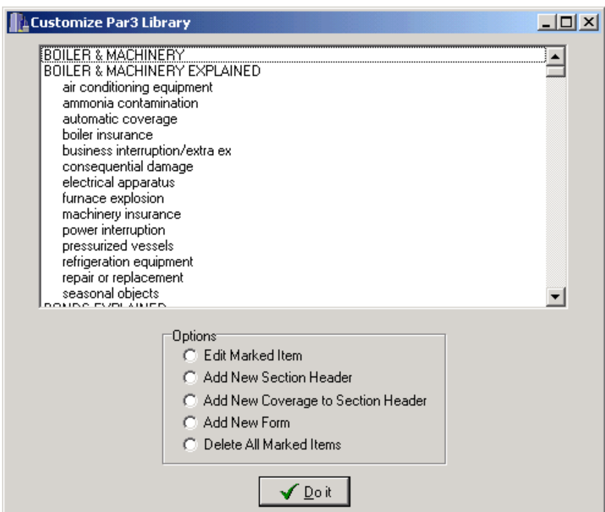
If the original proposal file exists on your hard drive, the imported stored file will copy over the file on your hard drive. If the original proposal file and/or client don't exist on your hard drive, the proposal file will be imported and the client information will be added to your client list.

CHAPTER 9: CUSTOMIZING THE PAR3 PROPOSAL LIBRARY

Par3 for Windows comes with a full library of typical insurance proposal sections and coverages, which can save you quite a bit of composing and writing. Most, if not all, of the sections and coverages in the library will be useful to you as written, but if you find yourself making the same editing change again and again, or if you need to add a section or coverage that isn't in the library, it's easy to do. You can also add new forms to the library, and you can delete items you never use.

To make changes in the Par3 Library, follow these steps to open the Library:

1. Click the **Proposal Tab**.
2. In the Proposal Options area at the bottom of the Proposals Module screen, select the Customize P3 Library radio button and then click the **vDo It** button.
3. In the Customize Par3 Library dialog box, shown below, select the appropriate radio button for what you want to do in the Library and then click the **vDo It** button again.



Edit Marked Item

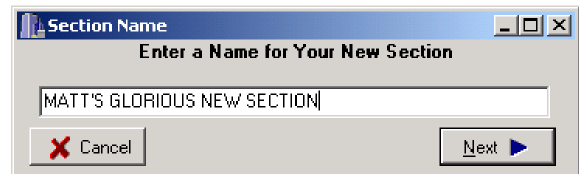
1. Select the section or coverage you would like to edit from the list.

2. Select the "Edit Marked Item" radio button and then click **vDo It.**
3. The template for the item you selected opens in Word.
4. Make your changes as you would in any Word document, then save and close the template.

Add New Section Header

Sections, remember, can be thought of as lines of business (e.g., Business Auto, General Liability, etc.) and may contain coverages. Use the following procedure to add sections as needed:

1. Select the radio button for "Add New Section Header" and then click the **vDo It** button.
2. In the **Section Name** dialog box, type a name for the new section, then click **Next**.



3. A new section template is created. The name will appear in the Par3 Proposal Library list next time you create a proposal.
4. Type and format your new section as you would any Word document, then save and close it.

Add New Coverage to Section Header

A coverage (e.g., Collision, Comprehensive, etc.) is a component of a *section*, and is typically a one-paragraph description. Just as you can add sections, you can also add new coverages as needed:

1. Select the radio button for "Add New Coverage to Section Header." Click the **vDo It** button.
2. In the Par3 Library dialog box, click the Section you want to add the Coverage to, then click Done.
3. Type a new Coverage name, then click Done.
4. A new coverage template is created. The new coverage name will appear, below the section you selected, in the Par3 Proposal Library list next time you create a proposal.
5. Type and format your new coverage as you would any Word document, then save and close it.

Add a New Form to the Library

A form in Par3 for Windows can be thought of as a document template. In other words, a form contains the formatting and boilerplate text that provide the structure for a given section or coverage. You can add your own forms to Par3 by doing the following:

1. Select the "Add New Form" radio button, and then click the **vDo It** button.
2. In the "Section Name" dialog box, enter a name for the new form and then click **Next**.
3. A new form template is created. The name will appear in the Par3 Proposal Library list next time you create a proposal.
4. Type and format your new form by altering and editing the tables as you would in any Word document, then save and close it.

Delete an Item from the Library

1. Select the sections, coverages and forms that you wish to delete from the library list. If you wish to delete multiple items, you can select multiple sections and coverages by pressing the **[Shift]** key while clicking the items to select contiguous (next to one another) items, or by using the **[Ctrl]** key while clicking the items to select individual, non-contiguous items.
2. Select the "Delete All Marked Items" radio button. Click the **vDo It** button.
3. When the "Delete Items?" dialog appears, verify that you want to delete the items by clicking **Yes**. If you believe you have selected a section, coverage or form in error, click **No**.

Note: If you select a section, all the coverages attached to that section will also be deleted. Make sure that you truly want to delete everything within the section!

4. Provided that you clicked **Yes** in the previous step, the selected items should be deleted. These items will no longer be available in your Par3 Proposal Library.

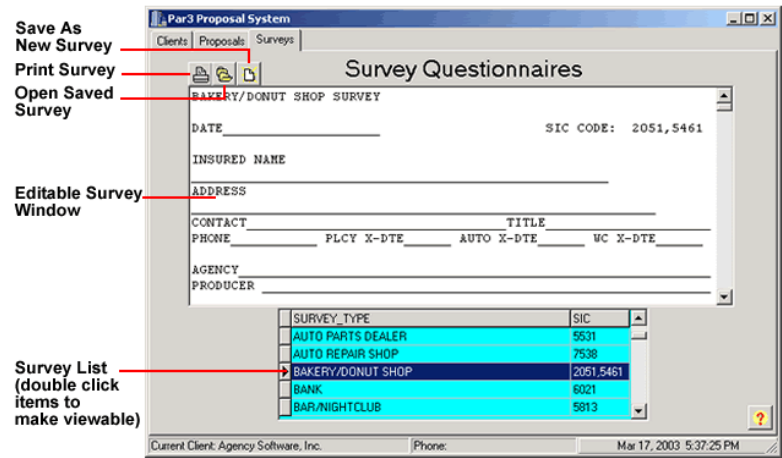
CHAPTER 10: SURVEYS MODULE

The **Surveys Module** is the result of a lot of homework—our homework: Agency Software, Inc. surveyed over 200 types of businesses and uncovered the major exposures that ACORD forms are not likely to find.

As a result of doing our homework, we have produced and included over 200 survey questionnaires. Most of the surveys are 7-10 pages long and contain a checklist of items that will certainly reduce your errors and omissions (E & O).

To make things even better, we placed our survey database into an easy-to-use interface (see below) that allows you to save modified versions of our surveys as needed. You can also print the surveys directly from the application.

Surveys Module



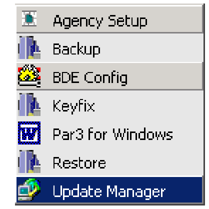
The user interface to the Surveys Module is extremely intuitive, but keep the following points in mind:

- To view a particular survey so that you can review, print or modify the survey, double click the survey you want in the Survey List at the bottom of the screen.
- You can modify a survey by clicking and typing directly into the main window after opening a survey by double clicking it in the Survey List.
- You can **save** a modified survey by clicking the **Save As New Survey** button. You can later open saved surveys by clicking the **Open Saved Survey** button.

- You can print an open survey (one that is viewable in the main window) by clicking the **Print** button.
- To create a new survey, select and delete the entire contents of the current main window, type or paste your survey in the main window (from a text editor), and then save the file with the Save button. Although you will not see the survey you created in the Survey List, you can always open it at any time as long as you note where you saved it.
- You can click on the Survey List's table headers (the areas marked "Survey Type" and "SIC" above the list itself to sort the surveys by survey type or SIC code, respectively.
- Make sure you hit the **[Insert] key** prior to typing in the main window and make sure that it is in **overwrite mode**. If the [Insert] key is in **insertion mode**, you will end up moving the form contents around as you type.

CHAPTER 11: CONFIGURATION AND MAINTENANCE UTILITIES

When you installed Par3 for Windows, six other programs were also installed on your computer: Agency Setup, Backup, BDE Config, Keyfix, Restore, and **Update Manager**. The Update Manager was covered in the first chapter, but information regarding the other utilities follows:



Agency Setup

When you create a new proposal, Par3 inserts your agency information (agency name, address, telephone, etc.) into the proposal. You entered the default information when you installed Par3 for Windows.

If the Agency information you entered at installation is incorrect or has changed, you can change your default Agency information by contacting Agency Software at 1-800-342-7327 and a representative will help you with the change in Agency information. The call is necessary to protect your investment and keep your software license safe from piracy.

Backup

The **Backup Utility** does what the name implies—it backs up your Par3 data. It is wise to back up your Par3 data frequently and on a consistent daily basis. Please note that by default the Backup Utility saves the backup files to the Backup folder in the Par32 folder. It is a good idea to periodically back up your data to some form of removable media as well.

To back up your data, do the following:

1. Click **Start > Programs > Par3 Proposals > Backup**. A dialog will appear asking you to "Click OK to Begin." Click **OK**.
2. A "Save As" dialog will appear. By default, it will open the Backup directory within the Par32 folder. Par3 uses the current date to provide a default name for the file. Click the **Save** button.
3. Par3 will notify you when the file has been successfully saved.

If you need to restore your backed up data, you can use the **Restore Utility**, described on the next page.

BDE Config

It is generally a good idea to leave the BDE Config alone unless you need to use it to set up workstations on a network (see Chapter 1). If your database configuration becomes corrupted, an Agency Software, Inc. representative can help you use this tool to re-establish a database connection.

Keyfix

The **Keyfix Utility** re-*indexes* your database — it rebuilds the indexes that your Par3 database uses to sort and search for information, and generally cleans up and organizes the program.

Important: Run the Keyfix utility at least once a month. The Par3 Maintenance file will keep your Par3 program running smoothly and quickly.

To run the Keyfix utility:

1. Make sure no one on your network is using Par3 — **all instances of Par3 should be closed**.
2. Click **Start > Programs > Par3 Proposals > Keyfix**. A progress bar will appear as the database indexes are rebuilt. You should get a message stating that it is finished. Click **OK**.

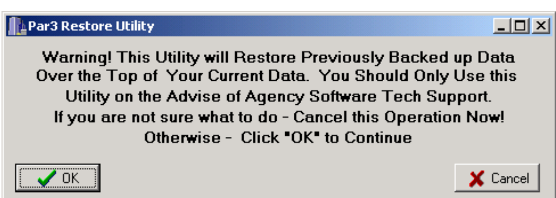
That's it! Note: The Keyfix program takes longer to run when your database gets large and you've done a lot of work in Par3.

Restore

The **Restore Utility** restores a database using a backup file (usually with a ".BAK" extension on the end of the filename). A restore is generally a "last ditch effort" that should only be used if your current database is corrupted. Furthermore, a restore will only be effective if you have a recent backup file (see the section above regarding the **Backup Utility**).

To restore a backup file, follow these steps:

1. Click **Start > Programs > Par3 Proposals > Restore**. The following dialog will appear:



2. Click **OK**. Another notification will appear asking "Overwrite Current Data. Are You Sure?" If you are sure, click **Yes**.
3. An "Open" dialog will appear so that you can select the backup file you wish to restore. Select the file, and then click **Open.**
4. If all went well, a "Databases Restored" dialog will appear and you will be asked to run Keyfix. Follow the directions presented earlier in this chapter for running Keyfix.

PAR3 TROUBLESHOOTING

1. I installed the Par3 disk but there are no new icons or Par3 menu items in Word, or the icons and menu don't match the manual.

   Solution: Try clicking on **Tools** - then **Macro** on the Word toolbar. Select the **P3Setup** macro and Run it. If you have no P3Setup macro, you might have multiple copies of MS Word installed on your computer. See if Par3 installed to the other copy. You also might try reinstalling from the CD or updating your program via the Internet.

2. My client list or proposal list is out of order, has strange characters, or has completely disappeared.

   Solution: Make sure that all users get out of Par3 for Windows (and EasyApps if it is installed). Run the "Par3 Maintenance" icon in the Agency Software group. Then run the "Keyfix" program.

3. Microsoft Word appears to be "locked up" **OR** I have a Microsoft Word icon that is "Flashing" blue and white after I am done in Par3 for Windows.

   Solution: Click on the Microsoft Word icon or the body of the text with your mouse. Another open program captured control of your computer after Par3 completed its operation.

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