



HP Exstream

Version 6.1 - 7.0

Course 101: **Introduction to HP Exstream**

LAB GUIDE

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Module 2: Lab—Creating business correspondence documents

Vivanet must create and distribute Service Update and New Subscriber letters. Review the following document requirements and design specifications. Use Design Manager and Designer to complete the tasks.

Objectives

To complete this lab, you must do the following:

- ♦ Create pages and add text from external text files.
- ♦ Add variables to the customer address block.
- ♦ Add a signature image to the document.
- ♦ Verify data file information.
- ♦ Create and package an application.

When you complete this lab, your Vivanet letters will:

- ♦ Be customized with customer contact information from the **New Subscribers** data file.
- ♦ Include a barcode, and delete extra space if there is no second address line.
- ♦ Print on the Vivanet template.

Required files

Use the following files to complete this lab:

- ♦ **ServiceUpdate.rtf**
 - Location: **C:\101 Introduction to HP Exstream\Text Files**
 - Use to create the **Service Update** letter content.
 - Format the text using information in the *Design Example* table.
- ♦ **NewSubscriber.txt**
 - Location: **C:\101 Introduction to HP Exstream\Text Files**
 - Use to create the New Subscriber letter content.
 - Use the **Vivanet Letter** template.
 - Format the text using information in the *Design Example* table.
- ♦ **Thompson-Sig.jpg**
 - Use this to add the signature to the New Subscriber letter.
- ♦ **New Subscribers** data file

Design Example—Service Update Letter

Use the table to apply the correct formatting to the **Service Update Letter** in Designer.

LETTER BODY DESIGN SPECIFICATIONS

CUSTOMER ADDRESS BLOCK

Horizontal:	2.25in	Width:	5.75 in
Vertical:	1.25 in	Height:	Auto

Service Update Letter



Hillary Bush
1200 Main Street
Apt. 1728
Frankfort, KY, 12111-1234

Dear Hillary:

Flexibility, convenience and cost savings can all be yours with voice and integrated DSL bundles from Vivanet!

At Vivanet, we understand your need for new, innovative services while providing cost-effective solutions for your home office or small business. That's why we've designed Vivanet AllAccess to offer comprehensive, flexible packages that combine local, long distance, and data services. You can reduce costs, increase efficiency, and simplify your telecommunication needs with just one bill to pay and one company to contact.

With AllAccess bundles from Vivanet, the more you use, the more you can save. Get discounts when you purchase multiple services and save on long distance rates based on your overall telecommunications usage. By having Vivanet take care of your complete business needs, you can reduce your technical and administrative expenses.

Vivanet's AllAccess Voice and Integrated DSL bundles are designed to match how your business operates today and grows tomorrow. With the option to add voice mail and wireless services, you can create a personalized solution that can grow and evolve alongside your business needs.

Why Vivanet?

When you choose Vivanet, you're choosing a company that has won industry awards and customer accolades for service and reliability. We're committed to helping you develop solutions that can transform the way you work.

To order, please contact your Vivanet sales representative or authorized sales agent.

1-800-555-1234
www.vivanet.com

Letter body

Vivanet Communications
1313 Mockingbird Lane
P.O. Box 1762
Frankfort, KY 12111

Design Example—New Subscriber Letter

Use the table to apply the correct formatting to the **New Subscriber Letter** in Designer.

NEW SUBSCRIBER ADDRESS BLOCK

DESIGN SPECIFICATIONS			
Horizontal:	2.25in	Width:	4.500 in
Vertical:	0.625 in	Height:	1.125in
Barcode font:	16P USPS Bar Code		
Variable font:	12P Times New Roman		

NEW SUBSCRIBER ADDRESS AND BARCODE VARIABLES

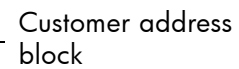
VARIABLE SPECIFICATIONS			
Barcode	CustomerBarcode		
Customer first name	CustomerFirstName	Customer last name	CustomerLastName
Address line 1	AddressLine1		
Address line 2	AddressLine2		
City	CustomerCity		
State	CustomerState		
ZIP code	CustomerZip		

NEW SUBSCRIBER LETTER BODY

DESIGN SPECIFICATIONS			
Horizontal:	2.25in	Width:	5.750 in
Vertical:	2.00 in	Height:	8.40 in
Variable font:	12P Times New Roman		

SIGNATURE SPECIFICATIONS

IMAGE NAME	LOCATION
Thompson-sig.jpg	C:\101 Introduction to HP Exstream\Image Files



Letter body

- Signature

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Module 3: Lab—Creating invoices and statements

Vivanet Communications is introducing a statement that includes the customer's account information, services, and monthly account activity information. You must create a document where the monthly account information appears in a file separate from the customer information. Use the customer account number to tie all the customer information together.

Objectives

To complete this lab, you must do the following:

- ♦ Create a table listing the current account summary.
- ♦ Create a table summarizing a customer's monthly services.
- ♦ Apply a cell phone service message when there is available white space.
- ♦ Create an itemized table of local calls, long distance calls, and cellular plans.
- ♦ Use a chart to display the current month's charges.
- ♦ Create a chart legend that displays a breakdown of the customer's total fees.
- ♦ Create a payment coupon for reuse in future billing statements.
- ♦ Create and package an application.

When you complete this lab, your Vivanet statements will:

- ♦ Include customized and itemized billing tables and display charts.
- ♦ Utilize white space for promotions.
- ♦ Target specific customers for new services.

Required files

Use the following files to complete this lab:

- ♦ **AccountActivity.dat**
 - Location: **C:\101 Introduction to HP Exstream\Text Files**
 - Use to display itemized call information.
 - Format the text using information in the *Design Example* table.
- ♦ **NewCellPhone.txt**
 - Location: **C:\101 Introduction to HP Exstream\Text Files**
 - Use to create the cell phone service marketing message.
 - Format the text using information in the *Design Example* table.
- ♦ **AllAccess.txt**
 - Location: **C:\101 Introduction to HP Exstream\Text Files**
 - Use to promote DSL services.
- ♦ **Statement Activity** template
- ♦ **Statement Summary** template

Design Example—Statement Summary

Use the table to apply the correct formatting to the **Statement Summary Page** in Designer.

STATEMENT SUMMARY ADDRESS BLOCK

DESIGN SPECIFICATIONS			
Horizontal:	2.25 in	Width:	4.500 in
Vertical:	0.750 in	Height:	1.000 in
Barcode font:	16P USPS Bar Code		
Variable font:	9P Arial		

CHART

DESIGN SPECIFICATIONS			
Horizontal:	0.250 in	Width:	3.00 in
Vertical:	1.875 in	Height:	1.25 in

ACCOUNT SUMMARY TABLE

DESIGN SPECIFICATIONS			
Horizontal:	5.500 in	Width:	2.75 in
Vertical:	0.625 in	Height:	
Title font:	10P Arial B		
Row font:	9P Arial		

SERVICE SUMMARY TABLE

DESIGN SPECIFICATIONS			
Horizontal:	0.50 in	Width:	2.50 in
Vertical:	3.75 in	Height:	
Row font:	9P Arial		

ADVERTISEMENT FRAME

DESIGN SPECIFICATIONS			
Horizontal:	4.25 in	Width:	3.875 in
Vertical:	3.75 in	Height:	3.250 in

ANNOUNCEMENT FRAME

DESIGN SPECIFICATIONS			
Horizontal:	0.50 in	Width:	3.50 in
Vertical:	4.50 in	Height:	1.50 in
Title font:	10P Arial Bold	Title color:	Vivanet blue
Body font:	8P TNR		

REMITTANCE COUPON FRAME

DESIGN SPECIFICATIONS			
Horizontal:	0.25 in		
Vertical:	7.500 in		
• See <i>Design Example—Remittance Coupon</i> for message formatting			


OneBill Statement Page

Statement summary address block

Chart

Maureen Dunbar
1019 North Upper Street
Apt 3
Lexington, KY 40507-3241

Monthly Services by Fee



Local Premium
Caller ID
Voicemail
MyMedia
VivaSpeed DSL

Previous Balance	\$232.12
Payments Received	\$232.12
Beginning Balance	\$0.00
Total Charges	\$112.95
Taxes and Surcharges	\$8.04
Total Amount Due	\$120.99
Due Date	May 30, 2005

SERVICE SUMMARY

Local Premium	\$39.99
Caller ID	\$4.99
Voicemail	\$2.99
MyMedia	\$14.99
VivaSpeed DSL	\$49.99
Total	\$112.95

Empower Your DSL With AllAccess Bundles!
Flexibility, convenience and cost savings can all be yours with voice and integrated DSL bundles from Vivanet!

At Vivanet, we understand your need for new, innovative services while providing cost-effective solutions for your home office or small business. That's why we've designed Vivanet AllAccess to offer comprehensive, flexible packages that combine local, long distance, and data services. You can reduce costs, increase efficiency, and simplify your telecommunication needs with just one bill to pay and one company to contact.

New Cell Phone
Jan 1, 2005 - www.vivanet.com - Vivanet Communications announced today that its new cell phone will revolutionize the industry. This phone offers full Internet service, including email and a full function browser. Never before have so many features been available in a handheld wireless device! You can check the weather, the status of your portfolio, and converse via email with your friends, all in a credit card sized device! For pricing and full details, call your Vivanet Communications office at 800-555-1234.

Account summary table

Service summary table

Advertisement frame

Announcement frame

Detach and return with payment.

Account Number 555123
Amount Due \$120.99
Due Date May 30, 2005
Amount Paid

Maureen Dunbar
1019 North Upper Street
Apt 3
Lexington, KY 40507-3241

Please return this portion with check
Payable to the address below

Vivanet Communications
PO Box 100
Lexington, KY 12345-6789

Remittance coupon frame

☐ Moving? Check here and print your new address on the back.



Design Example—Remittance Coupon

Use the table to apply the correct formatting to the **Remittance Coupon** on the **Statement Summary Page** in Designer.

REMITTANCE COUPON ADDRESS BLOCK

DESIGN SPECIFICATIONS

Horizontal:	0.250 in	Width:	3.000 in
Vertical:	0.750 in	Height:	1.000 in
Barcode font:	16P USPS Bar Code		
Variable font:	9P Arial		

REMITTANCE COUPON TABLE

DESIGN SPECIFICATIONS

Horizontal:	4.375 in	Width:	2.875 in
Vertical:	0.000 in	Height:	1.000 in
Barcode font:	9P USPS Bar Code		
Variable font:	9P Arial		

LAST ROW DESIGN SPECIFICATIONS

Height:	0.40in	Fill	Beveled Vivanet blue 20
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PROPERTIES SPECIFICATIONS

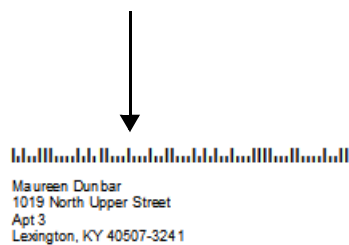
Use **Cell properties** to set the background.

Use **Table properties** to set the dimensions.

Use **Row properties** to set the last row height.

Remittance Coupon Message

Remittance coupon address block



Please return this portion with check payable to the address below.

Account Number	555123
Amount Due	\$120.99
Due Date	May 30, 2005
Amount Paid	

Please return this portion with check
Payable to the address below

Vivanet Communications
PO Box 100
Lexington, KY 12345-6789

← Remittance coupon table

Design Example—Account Activity Table

Use the table to apply the correct formatting to the **Account Activity Page** in Designer.

ACCOUNT ACTIVITY TABLE

DESIGN SPECIFICATIONS			
Horizontal:	0.375 in	Width:	7.750 in
Vertical:	0.750 in	Height:	

ACCOUNT ACTIVITY OVERFLOW FRAME

DESIGN SPECIFICATIONS			
Horizontal:	0.250 in	Width:	8.000 in
Vertical:	0.750 in	Height:	9.000 in

Account Activity Page and Account Activity Overflow Page

Account Activity			← Account activity table
Local Calls			
Location	Number	Length of Call	
Piper's Pit Barbeque	317-123-3397	05:12	
Goodwine's Bouquet	317-456-8644	11:32	
Rockwell's Closet Clothiers	317-789-7667	22:43	
The Market	317-223-4367	03:11	
Radio Hut	317-512-3252	12:23	
Finnagan's Tax Service	317-745-1324	04:23	
Ye Royal Bakery	317-592-8211	11:28	
Furry Friends Animal Clinic	317-207-4264	10:21	
The Crow's Nest	317-321-3712	02:25	← Account activity overflow frame
Fox trot Dance Studio	317-643-3342	12:22	
Achilles Tires and Brakes	317-355-8712	12:44	
Dr. Herbert West MD	317-131-4363	13:00	
Waller Shoes	317-233-2151	24:21	
End Local Calls			
Long Distance Calls			
Location	Number	Length of Call	
Mavis Agency	421-123-4321	13:32	
Junebug Campsite Office	222-896-3402	13:22	
Hanrohan Automotive	211-315-6421	12:33	
Jaekel Supplies	308-878-7004	13:33	
Roman Holiday Restaurant	713-325-1334	09:33	
End Long Distance Calls			
Cell Phone Calls			
Location	Number	Length of Call	
Cook's Garage	317-677-2312	03:30	
Hanrohan Automotive	317-315-6421	10:33	
Rollo's Market	317-243-5110	32:33	
End Cell Phone Calls			
End Account Activity			



Module 4: Lab—Creating policies

Vivanet Communications has a new wireless usage policy and wants to inform its existing customers. In Designer, you must create and properly format a document that includes the correct policy information. Use the customer account number to tie all the customer information together. Each document should automatically customize so that each customer's name appears in the sidebar.

Objectives

To complete this lab, you must do the following:

- ♦ Create pages that use a SYS_ variable to add page numbers.
- ♦ Create vertical text in the sidebar of the document.
- ♦ Automate the insertion of customer's name in the sidebar.

When you complete this lab, your Vivanet policy letters will:

- ♦ Automate customer content.
- ♦ Automate pagination.
- ♦ Target specific customers for new services.

Required files

Use the following files to complete this lab:

- ♦ Data file: Current Subscribers.dat

Format each file of the following files to match to the *Design Example*.

- ♦ Heading 1 content: **Consumer Code.txt**
- ♦ Heading 2 content:
 - **Rates&Terms.txt**
 - **ContractTerms.txt**
 - **CarrierCharges.txt**
 - **TerminateService.txt**
 - **ConsumerPrivacy.txt**
 - **ServiceAreas.txt**
 - **AdvertisingDisclosures.txt**
 - **TrialPeriod.txt**
 - **CustomerService.txt**

Design Example—Wireless Service Policy

Use the table to apply the correct formatting to the **Policy Page** in Designer.

SIDEBAR TEXT

DESIGN SPECIFICATIONS

Horizontal:	0.625 in	Width:	8.250 in
Vertical:	1.750 in	Height:	1.000 in
Text font	48P Times New Roman Bold Italic		

PARAGRAPH CONTENT

DESIGN SPECIFICATIONS

Horizontal:	2.250 in	Width:	5.750 in
Vertical:	0.750 in	Height:	9.375 in

CONSUMER CODE PARAGRAPH

DESIGN SPECIFICATIONS

H1 font:	14P Arial Bold	H1 Color:	Vivanet blue
Body font:	10P Times New Roman	Body Color	Black

RATES AND TERMS PARAGRAPH

DESIGN SPECIFICATIONS

H2 font	11P Arial Bold	H2 Color:	Vivanet green
Body font	10P Times New Roman	Body Color	Black

PAGE NUMBER TEXT BOX

DESIGN SPECIFICATIONS

Horizontal:	2.250 in	Width:	5.750 in
Vertical:	10.250 in	Height:	0.250 in
Font:	9P Times New Roman		

Wireless Service Policy Page (Page 1 of 2)

Sidebar text



For you, Maureen!

Paragraph content

Consumer Code for Wireless Service

Consumer code section

Vivanet wants its customers, and all wireless service users, to get the most out of their wireless service. Therefore, we've created the Vivanet Consumer Code for Wireless Service to lead the initiative to create a consumer code for the industry. The Vivanet Consumer Code for Wireless Service ensures that consumers will be provided with information to help them make the best choice when selecting their service, help them understand their wireless service and rate plans, and help them select wireless plans that meet their specific needs.

Vivanet is already an industry leader in many of the measures the Code calls for. As the company put consumers first by introducing value to our services, Vivanet strives to achieve the highest levels of customer satisfaction, and Vivanet's Code provides another way to deliver on our goal.

Consumer code paragraph

Vivanet believes all consumers should choose the wireless service that best suits their needs. The Code will ensure a degree of consistency among all participating Vivanet service offerings, which will enhance consumers' ability to compare rate plans and features, and help every consumer get more from our wireless service.

As your wireless carrier, Vivanet will always strive to:

Disclose rates and terms of service to consumers.

Rates and terms section

For each rate plan offered to new consumers, Vivanet will make available to consumers in collateral or other disclosures at point of sale and on their web sites, at least the following information, as applicable: (a) the calling area for the plan; (b) the monthly access fee or base charge; (c) the number of airtime minutes included in the plan; (d) any nights and weekend minutes included in the plan or other differing charges for different time periods and the time periods when nights and weekend minutes or other charges apply; (e) the charges for excess or additional minutes; (f) per-minute long distance charges or whether long distance is included in other rates; (g) per-minute roaming or off-network charges; (h) whether any additional taxes, fees or surcharges apply; (i) the amount or range of any such fees or surcharges that are collected and retained by the carrier; (j) whether a fixed-term contract is required and its duration; (k) any activation or initiation fee; and (l) any early termination fee that applies and the trial period during which no early termination fee will apply.

Rates and terms paragraph

Provide contract terms to customers and confirm changes in service.

Contract terms paragraph

When a customer initiates service with a Vivanet or agrees to a change in service whereby the customer is bound to a contract extension, Vivanet will provide or confirm the material terms and conditions of service with the subscriber.

Separately identify carrier charges from taxes on billing statements.

Carrier charges paragraph

On customers' bills, Vivanet will distinguish (a) monthly charges for service and features, and other charges collected and retained by Vivanet, from (b) taxes, fees and other charges collected by Vivanet and remitted to federal state or local governments. Vivanet will not label cost recovery fees or charges as taxes.

Provide customers the right to terminate service for changes to contract terms.

Termination of services paragraph

Vivanet will not modify the material terms of their subscribers' contracts in a manner that is materially adverse to subscribers without providing a reasonable advance notice of a proposed modification and allowing subscribers a time period of not less than 14 days to cancel their contracts with no early termination fee.

Abide by policies for protection of customer privacy.

Customer privacy paragraph

Vivanet will abide by a policy regarding the privacy of customer information in accordance with applicable federal and state laws, and will make available to the public its privacy policy concerning information collected online.

Page 1 of 2

Page number text box

Wireless Service Policy Page (Page 2 of 2)



Make available maps showing where service is generally available.

Vivanet will make available at point of sale and on their web sites maps depicting approximate voice service coverage applicable to each of their rate plans currently offered to consumers. To enable consumers to make comparisons among Vivanet, these maps will be generated using generally accepted methodologies and standards to depict the carrier's outdoor coverage. All such maps will contain an appropriate legend concerning limitations and/or variations in wireless coverage and map usage, including any geographic limitations on the availability of any services included in the rate plan. Vivanet will periodically update such maps as necessary to keep them reasonably current. If necessary to show the extent of service coverage available to customers from Vivanet's roaming partners, Vivanet will request and incorporate coverage maps from roaming partners that are generated using similar industry-accepted criteria, or if such information is not available, incorporate publicly available information regarding roaming partners' coverage areas.

Consumer services section

Service areas paragraph

Provide specific disclosures in advertising.

In advertising of prices for wireless service or devices, Vivanet will disclose material charges and conditions related to the advertised prices, including if applicable and to the extent the advertising medium reasonably allows: (a) activation or initiation fees; (b) monthly access fees or base charges; (c) any required contract term; (d) early termination fees; (e) the terms and conditions related to receiving a product or service for "free;" (f) the times of any peak and off-peak calling periods; (g) whether different or additional charges apply for calls outside of Vivanet's network or outside of designated calling areas; (h) for any rate plan advertised as "nationwide," (or using similar terms), Vivanet will have available substantiation for this claim; (i) whether prices or benefits apply only for a limited time or promotional period and, if so, any different fees or charges to be paid for the remainder of the contract term; (j) whether any additional taxes, fees or surcharges apply; and (k) the amount or range of any such fees or surcharges collected and retained by Vivanet.

Advertising disclosures paragraph

Allow a trial period for new service.

When a customer initiates service with Vivanet, the customer will be informed of and given a period of not less than 14 days to try out the service. Vivanet will not impose an early termination fee if the customer cancels service within this period, provided that the customer complies with applicable return and/or exchange policies. Other charges, including airtime usage, may still apply.

Trial period paragraph

Provide ready access to customer service.

Customers will be provided a toll-free telephone number to access Vivanet's customer service during normal business hours. Customer service contact information will be provided to customers online and on billing statements. Vivanet will provide information about how customers can contact Vivanet in writing, by toll-free telephone number, via the Internet or otherwise with any inquiries or complaints, and this information will be included, at a minimum, on all billing statements, in written responses to customer inquiries and on Vivanet's web sites. Each carrier will also make such contact information available, upon request, to any customer calling Vivanet's customer service departments.

Customer service paragraph

Module 5: Lab—Creating flyers and forms

Vivanet wants to promote its annual Run for the Roses Sweepstakes. To do so, they want to distribute English and Spanish versions of the entry form to their current subscribers. Ohio residents are prohibited from participating in sweepstakes, so you must create a document that will exclude Ohio residents during production. Vivanet would also like to add a blue line to the sidebar and display each customer's name in a star. This is a preliminary design, so Vivanet wants the word "DRAFT" to appear on any PDFs.

Objectives

To complete this lab, you must do the following:

- ♦ Create pages that use language layers.
- ♦ Create pages that use design layers.
- ♦ Automate the insertion of customer's name in a polylshape.
- ♦ Explore version control features.

When you complete this lab, your Vivanet sweepstakes entry form will:

- ♦ Automate customer content.
- ♦ Print in a customer's language.
- ♦ Apply a design layer in PDF output.
- ♦ Use version control features.

Required files

Use the following files to complete this lab:

Format each file of the following files to match to the *Design Example*.

- ♦ Data file: Current Subscribers.dat
- ♦ Text content:
 - **Entry Rules - English.txt**
 - **Entry Rules - Spanish.txt**
- ♦ Image content:
 - **jockey.jpg**
 - **Roses Title - English.jpg**
 - **Roses Title - Spanish.jpg**
 - **Entry Form - English.jpg**
 - **Entry Form - Spanish.jpg**
 - **Vivanet-Color.jpg**

Design Example—Sweepstakes Flyer Page—English

Use the table to apply the correct formatting to the **Sweepstakes Flyer Page** in Designer.

SIDEBAR

SIDEBAR DESIGN SPECIFICATIONS

Horizontal:	0.125 in	Width:	2.25 in
Vertical:	.250 in	Height:	10.5 in
SIDEBAR BLUE LINE DESIGN SPECIFICATIONS			
Horizontal:	2.375 in	Width:	0.001 in
Vertical:	0.250 in	Height:	10.500 in

JOCKEY IMAGE

DESIGN SPECIFICATIONS

Horizontal:	3.25 in	Width:	4.500 in
Vertical:	0.750 in	Height:	2.875 in

ROSES TITLE - ENGLISH

DESIGN SPECIFICATIONS

Horizontal:	2.75 in	Width:	5.500 in
Vertical:	3.750 in	Height:	1.75 in

ENTRY FORM - ENGLISH

DESIGN SPECIFICATIONS

Horizontal:	3.00 in	Width:	5.500 in
Vertical:	5.70 in	Height:	3.00 in

ENTRY RULES - ENGLISH

DESIGN SPECIFICATIONS

Horizontal:	2.275 in	Width:	5.50 in
Vertical:	8.875 in	Height:	1.00 in
Font:	12 Arial	Color:	Black

VIVANET LOGO

DESIGN SPECIFICATIONS

Horizontal:	7.00 in	Width:	1.125 in
Vertical:	10.375 in	Height:	0.375 in

STAR

DESIGN SPECIFICATIONS

Horizontal:	0.15 in	Width:	2.15 in
Vertical:	7.50 in	Height:	2.00 in
Font:	10P Arial	Color:	White
Message:	Maureen, Enter to win!		

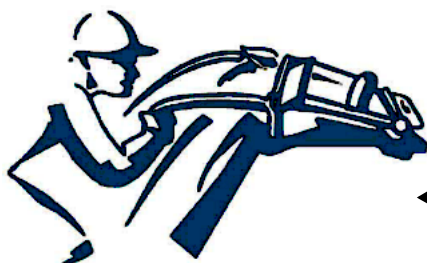
Sweepstakes Flyer Page—English

Sidebar

Sidebar blue line



Shape (5-point Star)



Jockey.jpg

Run For The Roses Sweepstakes

Roses Title - English.jpg

VIVANET WIRELESS

RUN FOR THE ROSES

SWEEPSTAKES

Grand Prize: \$100,000!

NAME	<input type="text"/>
ADDRESS	<input type="text"/>
PHONE	<input type="text"/>
E-MAIL	<input type="text"/>

Entry Form - English.jpg

No Purchase Necessary: If you wish to enter the sweepstakes without subscribing to a Vivanet local and/or long distance calling plan, hand print your complete name, street address, (no P.O. Boxes), city, state, zip code and (optional) daytime and evening telephone numbers on 3" x 5" paper and mail, in a hand-addressed, stamped #10 envelope, to: Vivanet's Run for the Roses Sweepstakes Entries, P.O. Box 1000, Lexington, KY, 40510-1000. Entries must be received by 3/31/05.

Entry Rules - English.txt



Vivanet-Color.jpg

Design Example—Sweepstakes Flyer Page—Spanish

Use the table to apply the correct formatting to the **Sweepstakes Flyer Page** in Designer.

SIDEBAR

SIDEBAR DESIGN SPECIFICATIONS

Horizontal:	0.125 in	Width:	2.25 in
Vertical:	.250 in	Height:	10.5 in
SIDEBAR BLUE LINE DESIGN SPECIFICATIONS			
Horizontal:	2.375 in	Width:	0.001 in
Vertical:	0.250 in	Height:	10.500 in

JOCKEY IMAGE

DESIGN SPECIFICATIONS

Horizontal:	3.25 in	Width:	4.500 in
Vertical:	0.750 in	Height:	2.875 in

ROSES TITLE - SPANISH

DESIGN SPECIFICATIONS

Horizontal:	2.75 in	Width:	5.500 in
Vertical:	3.750 in	Height:	1.75 in

ENTRY FORM - SPANISH

DESIGN SPECIFICATIONS

Horizontal:	3.00 in	Width:	5.500 in
Vertical:	5.70 in	Height:	3.00 in

ENTRY RULES - SPANISH

DESIGN SPECIFICATIONS

Horizontal:	2.275 in	Width:	5.50 in
Vertical:	8.875 in	Height:	1.00 in
Font:	12 Arial	Color:	Black

VIVANET LOGO

DESIGN SPECIFICATIONS

Horizontal:	7.00 in	Width:	1.125 in
Vertical:	10.375 in	Height:	0.375 in

STAR

DESIGN SPECIFICATIONS

Horizontal:	0.15 in	Width:	2.15 in
Vertical:	7.50 in	Height:	2.00 in
Font:	10P Arial	Color:	White
Message:	¡Manuel, Se registra para ganar!		

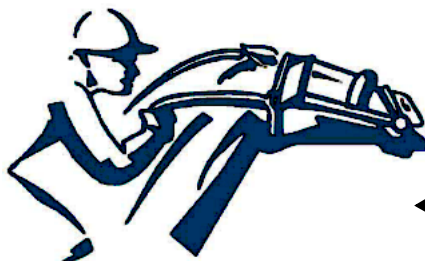
Sweepstakes Flyer Page—Spanish

Sidebar

Sidebar blue line



Shape (5-point Star)



Jockey.jpg

Corra Para Las Rosas Competencia

Roses Title - Spanish.jpg

VIVANET WIRELESS

Corra Para Las Rosas Competencia



Premio Magnifico \$100,000!

Entry Form - Spanish.jpg

Nombre	<input type="text"/>
Dirección	<input type="text"/>
Teléfono	<input type="text"/>
E-Mail	<input type="text"/>

Ninguna Compra Necesaria. Si usted desea incorporar los montos totales sin suscribir a un local de Vivanet y/o plan que llama interurbano, impresión de la mano su nombre completo, dirección de la calle, (ningún P.O. Boxes), la ciudad, el estado, el código postal y el día (opcional) e igualar números de teléfono en papel y el correo del 3"del x 5", en mano-haber tratado, estamparon el sobre #10.

Entry Rules - Spanish.txt



Vivanet-Color.jpg

Design Example—Draft Marker

Use the table to apply the correct formatting to the **Sweepstakes Flyer Page** in Designer.

DRAFT MARKER

DESIGN SPECIFICATIONS

Horizontal:	5.75 in	Width:	2.50 in
Vertical:	0.250 in	Height:	0.50 in
Font:	28P Arial Bold	Color:	Light red

Module 6: Lab—Addressing issues and finding solutions

Vivanet is encountering the following issues with its **Year-End Balance Application**:

- ◆ The second quarter balance does not appear.
- ◆ The fourth customer record does not return data.
- ◆ The Year's Service Balance does not compute correctly.
- ◆ The address block is in the wrong position.
- ◆ The voucher appears for all customers. It should only appear for customers who have a yearly balance over \$1,400.

Troubleshoot this application to find solutions and address these issues.

Objectives

To complete this lab, you must do the following:

- ◆ Troubleshoot a data map.
- ◆ Troubleshoot a design.
- ◆ Troubleshoot a formula.
- ◆ Troubleshoot a variable.

When you complete this lab, your Vivanet Year-End Balance Applications will:

- ◆ Display content correctly.

Required files

Use the following files to complete this lab:

- ◆ **Year-End Statement Application**

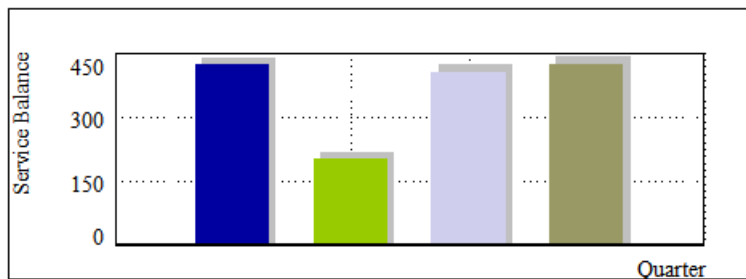
Design Example—Year-End Statement

Year-End Statement page

George Wilson
3120 Rose Street
Lexington, KY 40503-1274

Year's Service Balance: \$1,452.57


Quarter	Service Balance
Quarter 1: January - March	\$421.35
Quarter 2: April - June	\$202.50
Quarter 3: July - September	\$405.50
Quarter 4: October - December	\$423.22



We would like to thank you for your business this past year, George! We at Vivanet are committed to bring you the very best communication service you can receive anywhere.

As we look upon the coming year, we look forward to providing you with the very best of service!

In appreciation for your generous patronage this year, we would like to present you with this Free Service Voucher, which entitles you to one month of service, free!


FREE SERVICE VOUCHER

Call 1-800-VIVANET when you receive your next month's bill. Give the service agent the promotion code and the charges for that month will be free!

Promotion Code: 0023981234572821312

NOTE: This code will only work for qualified accounts, and must be used within 60 days. Eligibility is not transferable between accounts.

