

Workstation Functions 17-4.01-P

PERFORM the following functions using a CG standard workstation, as presented in the E-PME Study Guide.

- Create, edit, and print a document using word processing software.
- Draft and send E-mail message, with attachments.

Workstation Functions

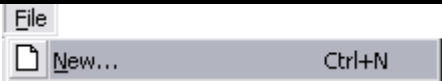
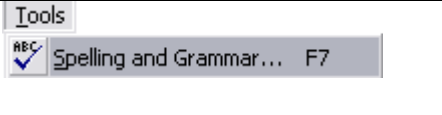



As part of your duties, you may be tasked with writing reports, letters, memorandums, or other types of written communications, such as E-mail messages. Normally, these communications are written on a standard Coast Guard workstation, using Microsoft Word®.

Two options for completing these documents are:

- Construct documents from “scratch.”
- Use USCG Templates.

Construct Documents from “Scratch”

Regardless of the type of document you’ll be creating, the general procedures for the document are the same:

Steps	Screen
1. Select the “New” icon (or “New” from the “File” menu).	
2. Type the body of the document.	
3. Spellcheck the document by selecting “Spelling and Grammar” from the Tools menu.	
4. Print the document by selecting the “Print” icon (or “Print” from the “File” menu).	
5. Save the document by selecting the “Save” icon (or “Save” from the “File” menu).	
6. Close the document by selecting “Close” from the “File” menu.	

Constructing Documents From "Scratch"
(continued)

Microsoft Word® has context-sensitive help that can provide specific instruction. Be sure to use it when learning the Word program.

Use USCG Templates

You may have the need to create official business correspondence for distribution within and outside the Coast Guard. Generally, you will use a set of templates imbedded in Microsoft Word called USCG Macros II. You can use this set of macros on any Coast Guard workstation.

These macros are designed to simplify the process for creating a document for official Coast Guard correspondence. These documents are created more quickly than creating them from scratch, plus all documents of a particular type will contain standard formatting.

USCG Macros II

To access USCG Macros II, complete the following steps on a Coast Guard standard workstation:

1. Select the Start menu.
2. Select Programs.
3. Select Microsoft Word.
4. Select the File menu.
5. Select New.
6. A new document panel will open on the right side of your screen under Templates - Select - On my computer.
7. Select the tab labeled USCG Macros II.
8. Choose document format (I.E memo standard).

USCG Macros II
(continued)

Once the USCG Macros II template is loaded, all of the forms used to complete the correspondence share a similar user interface. Depending on the form selected, some information is entered automatically into the correspondence.

Many of the cursor movements are the same from one correspondence type to another. These are:

- Use the TAB key to move to the next field.
- Use the SHIFT+TAB key combination to move to the prior field.
- Use the ENTER key to select a highlighted button (default is normally the OK button).

Be sure not to use the ENTER key if other fields must be completed.



Memorandums

The Standard Memorandum window provides you with preformatted fields for all standard entries. Once you complete these fields, you can then begin to write the text of your memo.

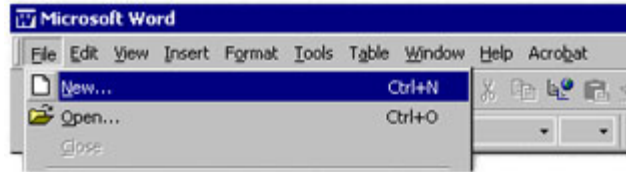
A screenshot of a software window titled "Standard Memorandum". The window contains several input fields: "SSIC" and "Date" (both with dropdown menus), "Reply to Attn. of" (with "Symbol" and "Phone" sub-fields), "Name", "From" (pre-filled with "USCG"), "To", and "Subject". At the bottom, there is a text instruction: "Press the Tab key to move from field to field." and four buttons: "Cancel", "Back", "Next", and "Finish".

Memorandums
(continued)

Field	Description
Standard Subject Identification Code (SSIC)	<p>The SSIC is known as the file number and should be on each page of all correspondence (memos and letters) that you create. The SSIC represents the common Coast Guard subjects.</p> <p>For the SSIC Manual, go to: http://www.uscg.mil/hq/g-s/g-si/g-sii/ssic/ssic.htm</p>
Date	<p>You should date all copies of a memo on the day that it is signed. The preferred way to date correspondence is 3 Sep 03.</p>
Routing Symbol	<p>The office of the person who originated the memo.</p>
Phone	<p>Use the phone number of the person who is writing the memo.</p>
Name	<p>Enter the name of the person who is writing the memo.</p>
From	<p>Enter the signer's name, commanding officer's abbreviated title, and staff symbol. This is the signature line and is either all caps or upper/lower case.</p>
To	<p>Address all memos to the office or commanding officer of a unit.</p>
Subject	<p>The Subject is a sentence fragment that tells a reader what the memo is about, usually in 10 words or less and in all caps.</p>

NOTE: You can find information on the fields in the Correspondence Manual, COMDTINST M5216.4C at the following website:
http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_5216_4C.pdf

*Memorandums
(continued)*



After completing the user information screen, there are 12 steps in USCG Macros II to help you create a memorandum.

- **Step 1:** Select File, then New.
- **Step 2:** Select Templates on My Computer.
- **Step 3:** Select the MACROS II tab.
- **Step 4:** Select Memo-Standard, then OK.
- **Step 5:** Enter the correct SSIC code. If you need help on selecting the SSIC code, use the Help function in Word.
- **Step 6:** Tab to Date field, and either manually type the date or use the calendar to make a date selection. If you need help on using the calendar, use the Help function in Word.
- **Step 7:** If the name that appears in the From field is correct and sufficient, tab to the To field. More From data can be entered or the existing data can be changed, if needed, prior to tabbing.
- **Step 8:** Supply the necessary names in the To field. This field is limited to six lines of text. After the names are entered, tab to the Thru field.
- **Step 9:** Enter the desired information in the Thru field. The first item entered in the Thru field is assigned the number 1. Each time the Enter key is pressed, a new number is assigned, but only numbers with text entered after it will print. When all Thru information is entered, tab to the Subject field.
- **Step 10:** Enter the Subject text. This field is limited to one line of text, which will automatically convert to uppercase when leaving the field. Tab to the Ref field when the Subject text is complete.
- **Step 11:** Supply the appropriate information in the Ref field. The first item entered will be automatically assigned letter a. Each time the Enter key is selected, a new letter is assigned, but only letters with text entered after it will print.
- **Step 12:** Tab into the Enclosures, Dist, and Copy fields and enter the appropriate data.

Once the memo is complete, save and/or print the memo using typical Word procedures.

Letters

The primary type of letter used in the Coast Guard is the business letter. Like the memo, the business letter has an associated macro that contains preformatted fields to guide you in formatting your letter. Use this macro just as you did when creating a memorandum.

Additional (untestable) information is found in Chapter 3 of the Correspondence Manual, COMDTINST M5216.4C at the following website:

http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_5216_4C.pdf

Business

There are two main reasons for writing a business letter in the Coast Guard. Write a business letter to:

1. Correspond with a non-federal agency or individual.
2. Offer a more personal approach to someone in the Coast Guard, Department of Homeland Security, or Department of Defense.

For additional (untestable) information, Refer to Chapter 3, Section A, in the Correspondence Manual, [COMDTINST M5216.4C](#), for detailed information to complete the sections of the business letters.

Create a Business Letter

You can also use USCG Macros II to create business letters. You'll use these letters to correspond with non-federal agencies or individuals. There are two business letter formats available in USCG Macros II:

- Standard business letter
- Business letter for window envelopes

Both letters are similar except that when the business letter for window envelopes is folded properly, it can be inserted into a window envelope with the address showing, saving the time needed to address the envelope.

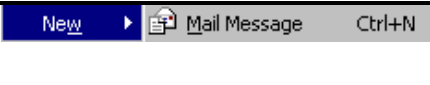




Here's how to use USCG Macros II to create a standard business letter once the User Information screen is completed and Microsoft Word has been opened.

- **Step 1:** Select File then New.
- **Step 2:** Select Templates on My Computer.
- **Step 3:** Select MACROS II tab.
- **Step 4:** Select letter-window envelope.dot.
- **Step 5:** Select Business Letter, then OK.
- **Step 6:** Enter the correct SSIC code. If you need help on selecting the SSIC code, use the Help function in Word.
- **Step 7:** Tab through the Serial No, Date, To, and Salutation/Subject fields, entering the necessary information in each.
- **Step 8:** Enter a name in the Signature block, then TAB to specify a Grade or Title. Note that the name in the Signature block will convert to upper case.
- **Step 9:** Turn on the check boxes by selecting the appropriate boxes to include the text "U.S. Coast Guard" or "By direction" at the end of the letter.
- **Step 10:** In the Enclosure field, enter the number of enclosures. If there are no enclosures, leave the field blank.
- **Step 11:** If a person other than the person the letter is addressed to is to receive an information copy, enter that addressee in the Copy block.

Once the letter is complete, spellcheck it, save and/or print the memo using typical Microsoft Word® procedures.

Writing E-mail

Much of the communications you'll be doing will be using Microsoft Outlook, the E-mail software on the Coast Guard standard workstation. One task that you'll perform regularly is drafting and sending E-mail messages, with attachments.

Steps	Screen
1. Select either "Create Mail" ("New" or "Mail Message") from the "File" menu.	
2. When the Create Mail window opens, enter the E-mail address(es) of the person (or people) to whom the message is to be sent in the "To" block. (You can also select the address book on the "To" button, then select the address from the address book.)	
3. Enter the E-mail address(es) of the person (or people) to whom a courtesy copy of the message is to be sent. (You can also select the address book on the "To" button, then select the address from the address book.)	
4. Enter the subject of the E-mail.	
5. Type the message.	
6. To add an attachment, click the "Attach" (paper clip) icon.	
7. Locate the file to be sent and select it; then select the Attach button.	
8. Select the Send button (or "Send" from the "File" menu).	