

# Savings Bond Toolkit

Software and User Manual (Version 2002.10)

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Brentmark® Software, Inc.

3505 Lake Lynda Drive, Suite 212

Orlando, FL 32817-8327

## **Sales**

1-800-879-6665

## **Technical Assistance**

407-306-6160

## **Fax**

407-306-6107

**[www.brentmark.com](http://www.brentmark.com)**

**[sales@brentmark.com](mailto:sales@brentmark.com)**

**[support@brentmark.com](mailto:support@brentmark.com)**

**[comments@brentmark.com](mailto:comments@brentmark.com)**



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# Chapter 1

## *Introducing the Savings Bond Toolkit*

Getting started with the Savings Bond Toolkit is easy. Before you install the program, be sure that you're running a Windows 95 or later operating system. The Savings Bond Toolkit does not run on Windows 3.1 or earlier operating systems.

### *Installing the Program*

1. Insert the disk into the disk drive.
2. On the Windows Taskbar, click the **Start** button.
3. On the **Start** menu, click **Run**. The Run dialog box appears. In the **Open** box, A:\SETUP.EXE should appear. If it doesn't, type A:\SETUP.EXE.
4. Click OK.
5. The setup program begins. Follow the instructions in the setup program.

### *Uninstalling the Program*

1. On the Windows Taskbar, click the **Start** button.
2. Point to **Settings** and click **Control Panel**. The Control Panel window appears.
3. Click **Add/Remove Programs**. The Add/Remove Program Properties dialog box appears.
4. Use the scrollbar to find the Savings Bond Toolkit. When you find it, click the program title. Notice that the **Add/Remove** button is now functional.
5. Click the **Add/Remove** button. The uninstall program begins. Follow the instruction in the uninstall program.

## **An Overview of the Savings Bond Toolkit**

The Savings Bond Toolkit allows you to quickly and easily manage a client's bond portfolio. The program allows you to value Series E, Series S, Series EE, Series I, Series H, and Series HH bonds, to print and format bond reports, and to prepare bond reissue forms.

### *Organizing a Portfolio*

When you open the program, the left side of the window displays the contents of the current file. The Help file and this manual, refer to this section as the **Portfolio List**. Use

the **Portfolio List** to group the file's contents and to select individual bonds. For more details, see *Chapter 3, Managing a Bond Portfolio*.

### *Entering Data into a Bond Portfolio*

When you open the program, the right side of the window displays details for the **Selected Bond**. Use this section to add, delete, update, or find bonds. Also, use this section to identify bonds as **Redeemed** or **Reissued**.

The program makes it easy to enter multiple bonds. For example, if you enter a valid **Serial Number**, the program automatically enters the **Series** and **Face Value**. Or if you're entering bonds that have the same **Owner**, the program automatically enters the **Social Security Number**. For more details, see *Chapter 3, Managing a Portfolio*.

### *Viewing Results*

When you open the program, the bottom portion of the window displays the results in two columns of results. The left column lists the results of the **Selected Bond**. The right column lists values for the **Entire Portfolio**.

To calculate the report values, the program uses the **Redemption Value Table**, published by the Bureau of Public Debt.

Following are descriptions of what the program calculates. To create reports, see *Chapter 4, Creating Reports*.

For each bond the program calculates the following results:

---

|                                |  |
|--------------------------------|--|
| Redemption Value               | The value of the bond as of the <b>Bond Portfolio Redemption Date</b> . For bonds with <b>Issue Dates</b> after May 1997 and within five years of the <b>Bond Portfolio Redemption Date</b> , this value always includes the 3-month interest penalty. |
| Total Interest Earned          | The total interest earned since the <b>Issue Date</b> (Series E, S, EE, I).  |
| Interest Earned (Year to Date) | The total interest earned as of the redemption year (Series E, S, EE, I).  |
| Yield to Date                  | The average interest rate since the <b>Issue Date</b> (Series E, S, EE, I).  |

|                     |   |
|---------------------|---|
| Interest Rate       | The current interest rate paid by the bond (Series H, HH).  |
| Next Accrual        | The next date at which the bond accrues interest (Series E, S, EE, I).                                    |
| Next Payment        | The next date at which the bond pays interest (Series H, HH).   |
| Final Maturity Date | The date at which the bond stops earning interest (Series E, S, EE, I) or paying interest (Series H, HH). |
| Annual Income       | The total income paid by the bond in the portfolio in the specified redemption year (Series H, HH).       |

---

For the entire portfolio, the program calculates the following results:

---

|                                |   |
|--------------------------------|---|
| Redemption Value               | <p>The value of the entire portfolio as of the Bond Portfolio Redemption date. Indicating bonds as <b>Reissued</b> or <b>Redeemed</b> lowers the <b>Redemption Value</b> for the entire portfolio. This value includes any 3-month interest penalties that may occur for bonds with <b>Issue Dates</b> after May 1997 and within five years of the <b>Bond Portfolio Redemption Date</b>.</p> <p>This value does not include bonds with <b>Issue Dates</b> after the <b>Bond Portfolio Redemption Date</b> (see the input descriptions in Chapter 3, <i>Managing a Bond Portfolio</i>).</p> |
| Total Interest Earned          | The total interest earned by all Series E, S, EE, and I bonds in the portfolio.   |
| Interest Earned (Year to Date) | The total interest earned by all Series E, S, EE, I bonds in the portfolio for the redemption year.   |
| Annual Income                  | The total income paid by all Series H and HH bonds in the portfolio for the specified redemption year.  |

### *Printing Reports*

The program gives you a variety of printing and report options. For example, print only bonds that are **Matured and Exchangeable** or print only bonds that are **Matured and Non-exchangeable**. For more details, see *Chapter 4, Creating Reports*.

### *Reissuing Bonds*

The program allows you to prepare bond reissue forms. You can enter your request directly into the program, and the program will automatically fill out the request form. Or you can print a form and complete it yourself. For more details, see *Chapter 5, Reissuing Bonds*.

### *Getting Help*

A **Hint Line** appears below the results. The **Hint Line** displays short hints to help you with data entry. As you move the pointer across buttons, boxes, and other areas of the window, the **Hint Line** displays information specific to each item.

The program also has an online Help system. Just click the question mark graphic and a Help topic for the section in which you're working appears. Or use the Help menu to view the **Help Contents** or to search the **Help Index**.

Brentmark also provides technical assistance.

- Assistance by telephone is available Monday through Friday between 9:00 AM and 6:00PM Eastern Standard Time at (407) 306-6160.
- For assistance by fax, send your fax to (407) 306-6107.
- For assistance via e-mail, send your questions and comments to support@brentmark.com.
- For assistance by postal mail, write to:

Brentmark Software, Inc.  
3505 Lake Lynda Drive, Suite 212  
Orlando, FL 32817-8327

Please include the following information in your correspondence:

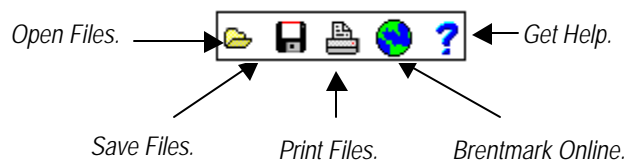
- The name to which the program is registered.
- A contact phone number.
- The program name and version number.
- Your system configuration.
- A sample printout or description of the problem.



- A list of any error messages that have appeared.

## Toolbar

Use the toolbar for commonly used commands.



The toolbar also contains four buttons that access each section of the program:

- Portfolio
- Reports
- Forms
- Redemption Value Table

## Shortcuts Keys

The program provides a number of Shortcut Keys.

| <b>Keys</b>     | <b>Description</b>  |
|-----------------|---|
| F1              | Opens a Help topic for the section in which you're working. |
| F2 or<br>Ctrl+S | Saves a file.   |
| F3 or<br>Ctrl+O | Opens a file.   |
| F6 or<br>Ctrl+P | Prints.   |
| F9              | Updates the <b>Selected Bond</b> .                          |
| Ctrl+F          | Finds a bond.   |
| Ctrl+N          | Creates a new bond.   |
| Alt-F4          | Exits the program.  |



# Chapter 2

## Working with Files

Refer to this chapter for procedures that you'll frequently use when working with files.

### *Creating a New File*

- On the **File** menu, click **New**. If you have not saved the open file, the program prompts you to save it before creating a new file.

### *Opening an Existing File*

1. On the **File** menu click **Open**. Or on the toolbar, click the **Open** graphic. The **Open** dialog appears.
2. In the **File name** box, enter the name of the file and proper extension. Be sure you have selected the proper drive and folder of your file.

### *Importing Data from an EZBond File*

1. On the **File** menu click **Import from EZBond**. The **Open** dialog appears.
2. In the **File name** box, enter the name of the file and proper extension (.db). Be sure you have selected the proper drive and folder of your file.

#### **Note**

*EZBond was a bond program that was distributed through Jane Schuck & Associates.*

### *Saving a File*

- On the **File** menu, click **Save**. Or on the toolbar, click the **Save** graphic. The program saves the file using the current file name.
1. If the file has not been saved before, the **Save As** dialog appears.
  2. Select the drive and folder in which to save the file.
  3. In the **File** name box, type a name for the file. The program automatically adds the proper extension (.svt) to the file name.

### *Saving an Existing File with a New Name or to a New Location*

1. Open an existing file.
2. On the **File** menu click **Save As**. The **Save As** dialog appears.
3. Select the drive and folder in which you want to save the file.
4. In the **File** name box, enter a name for the new file. The program automatically adds the proper extension (.svt) to the file name.

### *File Location*

On the **File** menu, click **File Location**. This option allows you to specify a default folder where data files will be stored to or opened from. When this option is selected, the program will use the specified default folder the next time you open or save a file. Note that when a file is opened or saved from some other folder, then that other folder becomes the default folder for subsequent open or save operations.

### *Reopen File*

On the **File** menu, click **Reopen File**. A list of recently used files appears. Select the file you wish to reopen.

### *Exiting the Program*

1. Save the file with which you are working.
2. On the **File** menu, click **Exit**. If you haven't saved your work, the program prompts you to save it.

# Chapter 3

## Managing a Bond Portfolio

### The Portfolio Section

When you run the program, the **Portfolio** section appears. On the left side of the window you'll see a **Portfolio List** that allows you to organize and select bonds. The right side of the window contains the **Selected Bond** details and contains buttons that allow you to add, delete, find and update bonds. The **Selected Bond** details also allow you to see if a bond has been **Reissued** or **Redeemed**.

### Selected Bond Details

The **Selected Bond** details appear in the part of the window pictured below. As you enter details, the report totals reflect your changes. Following is a table that provides descriptions of the **Selected Bond** details and suggestions for entering bond details.

|   |  |  |
|---|--|--|
| Bond Portfolio Redemption Date: 7/2000                  |  | <input checked="" type="checkbox"/> Use current date |
| <b>Selected Bond</b>                                    |  |  |
| Serial number:  | <input type="text" value="C684631256EE"/>              | <input type="button" value="+ New Bond"/>            |
| Bond series:  | <input type="text" value="Series EE"/>                 | <input type="button" value="X Delete Bond"/>         |
| Face value:   | <input type="text" value="\$100"/>                     | <input type="button" value="Find Bond"/>             |
| Issue date:   | <input type="text" value="12/1999"/> (1/1980 - 7/2000) | <input type="button" value="Update Bond"/>           |
| Owner:  | <input type="text" value="Bond Owner Name"/>           | <input type="checkbox"/> Reissued                    |
| Owner SSN:  | <input type="text" value="123-45-6789"/>               | <input type="checkbox"/> Redeemed                    |
| Ownership:  | <input type="text" value="with Co-owner"/>             |  |
| Co-owner:   | <input type="text" value="Co-Owner Name"/>             |  |
| <b>May be eligible for education tax-free exemption</b> |  |  |

| Input                          | Description   |
|--------------------------------|---|
| Bond Portfolio Redemption Date | This is the date for which the program values a bonds portfolio. The <b>Bond Portfolio Redemption Date</b> does not have to be the actual date of the bond's maturity. By default, the program uses the current date. To enter another date, clear the <b>Use Current Date</b> check box and enter a date in month/year format. |

|                    |  |
|--------------------|--|
| Serial Number      | Enter the bond's <b>Serial Number</b> as it appears on the bond. If you enter a valid <b>Serial Number</b> , the program automatically enters the <b>Bond Series</b> and the <b>Face Value</b> of the bond.  |
| Bond Series        | Select the <b>Bond Series</b> . The program handles Series E, Series S, Series EE, Series I, Series H, and Series HH bonds.  |
| Face Value         | Select the bond's <b>Face Value</b> as it appears in the top-right corner of the bond. The <b>Face Value</b> is <b>not</b> always the purchase price.  |
| Issue Date         | Enter the bond's <b>Issue Date</b> in month/year format. Or use the up/down arrows to select a date. The dates in parentheses indicate the range of valid issue dates for the current <b>Bond Series</b> and <b>Face Value</b> .   |
| Owner              | Enter the name of the bond <b>Owner</b> as it appears on the bond. Notice the down-arrow on the right side of Owner box. Click the arrow to view a list of the owners in the portfolio. When entering a new bond, you can select the Owner from the list. Selecting an owner from the list also enters that owner's Social Security Number.  |
| Owner SSN          | Enter the bond owner's social security number as it appears on the bond.   |
| Ownership          | Select the how the bond is registered <ul style="list-style-type: none"> <li>• Click <b>Single</b> if only the owner's name appears on the bond.</li> <li>• Click <b>with Co-Owner</b> if a co-owner's name appears on the bond. The co-owner has a current interest and future interest in the bond.</li> <li>• Click <b>with Beneficiary</b> if a beneficiary's name appears on the bond. The beneficiary has no current interest in the bond.</li> </ul> <p><i>Note</i><br/>The <i>Co-Owner</i> box or the <i>Beneficiary</i> box only appear if <i>Ownership</i> is not <i>Single</i>.</p> |
| Redeemed Check Box | If the <b>Selected Bond</b> has been redeemed, sold, or cashed in, you can select the <b>Redeemed</b> check box. When you select the <b>Redeemed</b> check box, the bond remains in the portfolio, but the program removes the bond's value from the report totals.  |

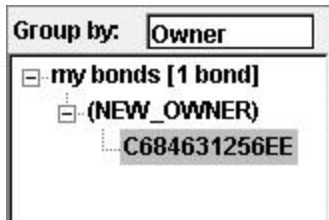
**Reissued Check Box** A check mark in this box indicates that a bond has been reissued. You can click the check box at any time to mark a bond as reissued. Or if you've used the forms section to reissue a bond, and you've indicated that the program should mark the bond as reissued, this check box is selected and a label appears bearing the form number and the date of re-issuance. Reissued bonds are not included in the report totals. For details about reissuing bonds, see *Chapter 5, Reissuing Bonds*.

**Status Line** For each bond, one of the following reminder statements may or may not appear at the bottom of the **Selected Bond** details.

- Matured and exchangeable for HH bonds.
- Matured but Not exchangeable for HH bonds.
- May be eligible for education tax-free exemption.
- Not redeemable until held at least 6 months.

## Portfolio List

The program displays the entire portfolio in a **Portfolio List**, located on the left side of the **Portfolio** section. Use the **Portfolio List** to organize and select bonds.



Each portfolio may contain many bond owners, and each bond owner may own bonds of different series. The file name always appears in the Portfolio List, and the Selected Bond always appears highlighted. In the image above, **my bonds** is the file name.

### *Displaying the Portfolio List*

Click the **Group by** box and select one of the following methods:

- **None** —Groups the bonds alpha numerically by serial number.
- **Owner** —Groups the bonds by Owner name.

- **Co-Owner**—Groups bonds by Co-Owner name. Bonds with no co-owner appear under the heading (**no-coowner**).
- **Beneficiary** —Groups the bonds by Beneficiary name. Bonds with no co-owner appear under the heading (**no beneficiary**).
- **Series** —Groups the bonds by series.

#### *Selecting a Bond from the Portfolio List*

- In the **Portfolio List**, click the bond for which you want to display details. The program highlights the bond in the **Portfolio List** and displays the bond's details in the right side of the window.

#### *Adding a New Bond to a Portfolio*

There are four ways to add a bond to a portfolio:

- On the **File** menu, click **New Bond**.
- In the Portfolio section, click the **New Bond** button.
- On the keyboard, press **Ctrl+N**.
- If the last click occurred in the **Portfolio List**, press the insert key on the keyboard.

When entering a new bond, the words (**New\_Bond**) appear in the **Serial Number** box and in the **Portfolio List**. As you enter the bond details, the program appropriately positions the bond in the **Portfolio List** and updates the report totals.

When adding new bonds, the program includes the following features to keep data entry minimal:

- If you enter a valid **Serial Number**, the program automatically enters the **Series** and **Face Value** of the bond.
- When adding new bonds, the program assumes the **Owner** and **Co-Owner/Beneficiary** of the last **Selected Bond** are the same as those of the new bond.
- If the new bond's **Owner** is already part of a portfolio, the program automatically enters that **Owner's SSN** (social security number).

#### *Deleting a Bond from a Portfolio*

1. In the **Portfolio List**, click the bond that you want to delete.
2. Delete the bond one of the following ways:
  - Click the **Delete Bond** button.



- Click **Delete Bond** on the **File** menu.
- Press the **Delete** key on your keyboard.

#### *Updating a Bond in a Portfolio*

In the **Portfolio List**, click the bond to update. The details of the **Selected Bond** appear in the right side of the window. As you edit the **Selected Bond**, the **Update Bond** button appears. The program updates the bond each time you:

- Press **Enter** or **Tab** on your keyboard.
- Press **F9** on your keyboard.
- Click the **Update Bond** button.
- Click another input box.
- Click the **Portfolio List**.

#### *Redeeming a Bond*

1. In the **Portfolio List**, click the bond to redeem. The details of the **Selected Bond** appear in the right side of the window.
2. Click the **Redeemed** check box. The program removes the value of the bond from the portfolio and the reports, but leaves the bond details in the portfolio.

#### *Finding a Bond in a Portfolio*

You can quickly search for a bond using its **Serial Number**. Begin your search one of the following ways:

- On the **File** menu, click **Find Bond**.
- In the Portfolio section, click the **Find Bond** button.
- On your keyboard, press **CTRL+F**.

Any of these methods causes the **Find** box to appear. In the **Find** box, enter the bond's **Serial Number** and click **OK** or press the **Enter** key. The program finds the bond, highlights it in the **Portfolio List**, and displays its details. If the program does not find the bond, the message **Not found** appears in the **Find** box.




# Chapter 4

## Creating Reports

### The Reports Section

Use the Reports section to prepare results for printing. To access the Reports section, click **Reports** on the toolbar. A portion of the Reports section appears below. Following is a table that provides descriptions of the Reports section and suggestions for preparing reports.

|   |   |
|---|---|
| <p><b>Select report to print:</b></p> <p><input checked="" type="radio"/> Summary of portfolio</p> <p><input type="radio"/> Entire portfolio</p> <p><input type="radio"/> Interest earning (not matured) bonds</p> <p style="margin-left: 20px;"><input type="checkbox"/> Redeemable or exchangeable</p> <p style="margin-left: 20px;"><input type="checkbox"/> Non-redeemable (held less than 6 months)</p> <p><input type="radio"/> Matured bonds</p> <p style="margin-left: 20px;"><input type="checkbox"/> Exchangeable</p> <p style="margin-left: 20px;"><input type="checkbox"/> Non-exchangeable</p> <p><input type="radio"/> Tax exempt for education bonds</p> <p><input type="radio"/> Reissued bonds</p> <p><input type="radio"/> Redeemed bonds</p> <p><b>Heading:</b></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> | <p><b>Include bonds belonging to:</b></p> <p><input checked="" type="radio"/> Owner <span style="border: 1px solid gray; padding: 2px;">(NEW_OWNER)</span></p> <p><input type="radio"/> Co-owner</p> <p><input type="radio"/> Beneficiary</p> <p><b>Include bond series:</b> <span style="border: 1px solid gray; padding: 2px;">Select All</span></p> <p><input checked="" type="checkbox"/> Series E      <input checked="" type="checkbox"/> Series H</p> <p><input checked="" type="checkbox"/> Series S      <input checked="" type="checkbox"/> Series HH</p> <p><input checked="" type="checkbox"/> Series EE</p> <p><input checked="" type="checkbox"/> Series I</p> <p><b>Include issue dates:</b></p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> Range <span style="border: 1px solid gray; padding: 2px;">4/2001</span> to <span style="border: 1px solid gray; padding: 2px;">4/2001</span></p> <p><b>Sort by:</b></p> <p><span style="border: 1px solid gray; padding: 2px;">Serial number</span> <input checked="" type="radio"/> Ascending</p> <p style="margin-left: 100px;"><input type="radio"/> Descending</p> |
| <p><b>Selected Printer:</b> HP 4050 PCL 6 on NPIF4D120</p> <p style="text-align: right;"> <b>Printer Setup</b></p>   |   |

For additional options, click the **Report Options** button at the bottom of the window.

| Input                                    | Description   |
|--|---|
| Summary of Portfolio                     | Click the radio button to select a report that is a summary of the portfolio. The summary is an inventory of the bond portfolio by Accrual bonds (Series E, S, EE, I) and Current Income bonds (Series H, HH) and shows the number of bonds, inventory value, redemption value and interest earned. Redemption value equals the value of all bonds in the portfolio if they were redeemed. This excludes non-redeemable bonds (held less than six months). Inventory value equals the redemption value of all bonds in the portfolio plus the purchase price of all non-redeemable bonds. * |
| Entire Portfolio                         | Click this radio button to print a report that includes all bonds in a portfolio.   |
| Interest Earning (not matured) bonds     | Click this radio button to print a report of interest earning bonds. Select the types of interest earning bonds to include: <b>Redeemable</b> or <b>Non-redeemable</b> .  |
| Redeemable or Exchangeable               | Click this check box to print a report that includes bonds that are eligible for redemption or exchange. Only Series E, EE, and S bonds can be exchanged for HH bonds. These bonds are eligible for redemption or exchange six months after their issue dates. They become non-exchangeable one year after the final maturity date.   |
| Non-Redeemable (held less than 6 months) | Click this check box to print a report that includes interest-earning bonds that are non-redeemable bonds. Bond owners cannot redeem bonds if they've held them for less than six months.   |
| Matured Bonds                            | Click this radio button to print a report of matured bonds.   |
| Exchangeable                             | Click this check box to print a report that includes matured bonds that are exchangeable. Only Series E, EE, and S bonds are exchangeable for Series HH bonds. These bonds are exchangeable six months after their issue dates and up to one year after their final maturity dates (the date at which a bond stops earning interest).   |
| Non-Exchangeable                         | Click this check box to print a report that includes matured bonds that are not exchangeable. Bonds are non-exchangeable within the first six months of their issue dates and one year after their final maturity dates (the date at which a bond stops earning interest).  |

|  |  |
|--|--|
| Education Tax Exempt Bonds                                   | If bond owners meet certain qualifications and they use their Series EE and I bonds for educational tuition, the Series EE and I bonds may qualify for tax exemption. Click this radio button to print a report of bonds that may be eligible for tax exemption.   |
| Reissued   | Click this radio button to print a report of reissued bonds.   |
| Redeemed   | Click this radio button to print a report of redeemed bonds. You have to mark bonds as redeemed by clicking the <b>Redeemed</b> check box in the Portfolio section.  |
| Series E, Series S, Series EE, Series I, Series H, Series HH | The program values bonds of these series. Click the bond series to include in the reports.   |
| Owner, Co-Owner, Beneficiary                                 | You can print reports according to <b>Ownership</b> . For example, if you want to print reports for all of the beneficiaries in a portfolio, click the <b>Beneficiary</b> radio button. Then from the <b>Beneficiary</b> list, click <b>All</b> . Or you may want to print reports for a single <b>Co-Owner</b> in a portfolio. In this case, click the <b>Co-Owner</b> radio button. Then from the <b>Co-Owner</b> list, click the name of the particular <b>Co-Owner</b> for whom you want to print reports. |
| All or Range   | You can print reports according to <b>Issue Dates</b> . Click <b>All</b> to print all bonds issued to selected <b>Owner(s)</b> , <b>Co-Owner(s)</b> or <b>Beneficiary(ies)</b> . To print reports for bonds issued within a range of dates, click the <b>Range</b> radio button and enter the range using month/year format.   |
| Heading  | Use the <b>Heading</b> box to include introductory text for your reports. On the printed reports, the text appears below the Report Title. To view your <b>Heading</b> , click the <b>Print Preview</b> button at the bottom of the Reports section.<br><br>*Note: Unlike the rest of the program, the summary report does not include non-redeemable bonds when reporting the redemption value. Instead, it illustrates the total value of the portfolio in the column titled "Inventory Value."              |

### *Previewing Reports*

To preview reports before printing, click the **Print Preview** button that appears in the lower portion of the Reports section. The Print Preview window appears. To magnify the

window's contents, click **Zoom**. To view more of the window's contents, use the scroll bar on the right side of the window.

### *Setting up a Printer*

1. On the **File** menu, click **Print Setup**. Or in the Reports section, click the **Printer Setup** button. The **Print Setup** dialog appears.
2. For help setting up a printer, click the **?** button that appears in the top-right corner of the dialog box. A question mark appears.
3. Move the cursor to the item with which you need help and click. A Help topic appears for that item.

### *Printing Reports*

1. In the Reports section, select the type of report to print.
2. Select the bonds to include on the report.
3. Select the issue dates to include on the report

#### **Note**

*For details, see the description of the inputs at the beginning of this chapter.*

### *Saving a Report as a Text or Spreadsheet File*

1. Click the **Reports** button on the toolbar. The Reports section appears.
2. Click the **Print to File** button, located near the bottom of the window. The Exporting Reports box appears.
3. Click **Text File** or **Spreadsheet File**.
4. Click **Create File**.

## The Report Options Window

Use the Report Options window to format your reports for printing. The Report Options window allows you to format text and layout and include other options for printing. All report options are automatically saved, so the next time you run the program, you don't have to reformat your reports. To access the Report Options window, click **Report Options** on the **File** menu.

### *Formatting the Text of a Report*

1. Under the **Fonts** heading in the Report Options window, click the text you want to format. The **Font** dialog box appears.
2. Select the **Font**, **Style**, and **Size** to apply to the text and click **OK**.
3. Notice the description of the text in the Report Options window has changed.

### *Formatting Page Margins*

- Under the **Page Margins** heading in the Report Options window, enter the **Top**, **Bottom**, **Left**, and **Right** page margins (in inches).

### *Printing the Date and Time*

- Under the **Printing Options** heading of the Report Options window, click the **Print Date** and **Print Time** check boxes. The date and time will appear in the report's title bar.

### *Printing Page Numbers*

There are two ways to include page numbers on printed reports:

- Under the **Printing Options** heading of the Report Options window, click the **Print Page Numbers** check box.

### *Selecting the Number of Copies to Print*

- Under the **Printing Options** heading of the Report Options window, enter a number in the **Number of Copies** box.

### *Printing for Windows NT*

- Under the **Printing Options** heading of the Report Options window, click **NT Printing**.





# Chapter 5

## *Working with Forms*

### The Forms Section

One of the most useful features of the Savings Bond Toolkit is its ability to automatically fill out and print bond reissue forms. How does this work? Using a step-by-step process, the Savings Bond Toolkit allows you to enter all of a form's information directly into the program. After you've entered the required information, the Savings Bond Toolkit works seamlessly with the **Adobe Acrobat Reader**, allowing you to view and print a completed form in **Portable Document Format**, or PDF.

Many late model computers already have the Adobe Acrobat Reader installed. If you don't have Adobe Acrobat Reader 4.0 or later, the program displays one of the following messages:

- A message indicating that Adobe Acrobat Reader is not installed.
- A message indicating the version installed on your system and that Version 4.0 is required.

If you need Adobe Acrobat Reader, you can download a free copy from the Adobe website. Just point your web browser to [www.adobe.com](http://www.adobe.com).

Use the Forms section to select forms, enter form data, select bonds to reissue, preview forms and print forms.

#### *Selecting Forms*

To select a form, use the **Step 1** tab in the Forms section. The program includes the following forms:

- |                  |  |
|------------------|--|
| <b>Form 1851</b> | Use this form to request a reissue of United States Savings Bonds to a personal trust.   |
| <b>Form 1938</b> | Use this form to request a reissue of United States Savings Bonds/Notes during the lives of both co-owners. For Series I, use Form 5387.   |
| <b>Form 4000</b> | Use this form to request a reissue of United States Savings Bonds (or to add beneficiary or co-owner, remove beneficiary or decedent, show change of name, and/or correct error in registration). For Series I, use Form 5387. |

**Form 5387** Use this form to request a reissue of Series I United States Savings Bonds.

You must prepare a separate reissue form for each **Owner** and **Co-Owner/Beneficiary** combination. The reason is that the forms only allow the signatures of two people. Also, if you think that you will have questions while entering data, print a blank form and view the detailed instructions that each form provides. To print a blank form, click the **Print Blank Form** button on the **Step 1** tab.

### *Entering Form Data*

Use the **Step 2** and **Step 3** tabs in the Forms section to enter the data that each form requires. If you have questions while entering data, print a blank form and view the detailed instructions that each form provides. To print a blank form, click the **Print Blank Form** button on the **Step 1** tab.

### *Selecting Bonds to Reissue*

Use the **Select Bonds** tab to select the bonds for which you are requesting reissues. You can select bonds using the top portion of the tab, pictured below, or you can select individual bonds by clicking each bond in the list that appears at the bottom of the tab.

| Serial No. | Series | Face Value | Issue Date | Owner       | Co-owner | Beneficiary |
|------------|--------|------------|------------|-------------|----------|-------------|
| (NEW_BO... | EE     | \$100      | 4/2001     | (NEW_OWNER) |          |             |

*Excluding Bonds from the Select Bond Tab*

By default, the program prints all bonds appearing in the list at the bottom of the **Select Bond** tab. However, you may want to exclude bonds from the list. To exclude bonds, hold down the **Ctrl** key and click the bonds that you want to exclude. If you accidentally exclude all bonds, simply reselect the **Owner** that you previously specified. The program then selects the entire list again.

| <b>Input</b>         | <b>Description</b>  |
|----------------------|---|
| Owner                | The <b>Owner</b> determines which bonds you can select. Click the <b>Owner</b> drop-down list and select an <b>Owner</b> .  |
| Co-Owner/Beneficiary | Click the <b>Co-Owner</b> check box or click the <b>Beneficiary</b> check box and select the appropriate name from their respective drop-down lists. You can also clear both check boxes. Notice the bottom portion of the <b>Select Bonds</b> tab displays bonds associated with the <b>Owner</b> and <b>Co-Owner/ Beneficiary</b> that you've selected. Also, remember you must complete a separate reissue form for each <b>Owner</b> and <b>Co-Owner/Beneficiary</b> combination. The reason is that the forms only allow the signatures of two people. |
| Series Types         | Click the <b>Series types</b> check boxes that identify the series of bonds for which you want to request reissues. Only bonds of these series appear in the Reissued Bond List.  |
| Issue Dates          | Click <b>All</b> to include all bonds of the specified <b>Series Types</b> that were issued in the names of the <b>Owner</b> and <b>Co-Owner/Beneficiary</b> that you've selected. Click <b>Range</b> and enter a range of dates to include bonds that were issued within a range of <b>Issue Dates</b> .   |
| Reissued Bond List   | The bottom portion of the <b>Select Bonds</b> tab displays all bonds associated with the <b>Owner</b> , <b>Co-Owner/Beneficiary</b> , <b>Series Types</b> , and <b>Issue Dates</b> that you've selected.  |

*Previewing Forms*

Clicking the **Preview Form** button that appears at the bottom of the **Select Bonds** tab opens the form into the **Adobe Acrobat Reader**. Each form contains a page that displays the bonds that should be reissued. However, this page may not display all of the bonds that you've selected. This does not mean that the bonds will not print. The form page

only has room for a certain number of bonds. The program will print any bonds that do not fit into this section on an additional page. Unfortunately, you cannot preview this additional page.

### *Printing Completed Forms*

**Note**

*When you Print from the Forms section and your selected printer is different than your default printer, the program overrides your selected printer and prints the forms to your default printer.*

### **To print a completed form**

1. Click the **Print Form** button located at the bottom of the **Select Bonds** tab. A confirmation prompt appears, indicating that the forms will print to the default printer.
2. Click **Yes** to print the forms. A second prompt appears. If you click **Yes** to indicate that the bonds are reissued, the program selects the **Reissued** check box in the Portfolio section and displays the date on which you print the form. Remember, the program leaves the **Reissued** bonds in the portfolio, but removes their values from the report totals. If you click **No**, the program prints the form, but does not indicate that the bonds are **Reissued** and does not remove their values from the report totals.

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