

## WORD PROCESSING TIPS

### Page Formatting

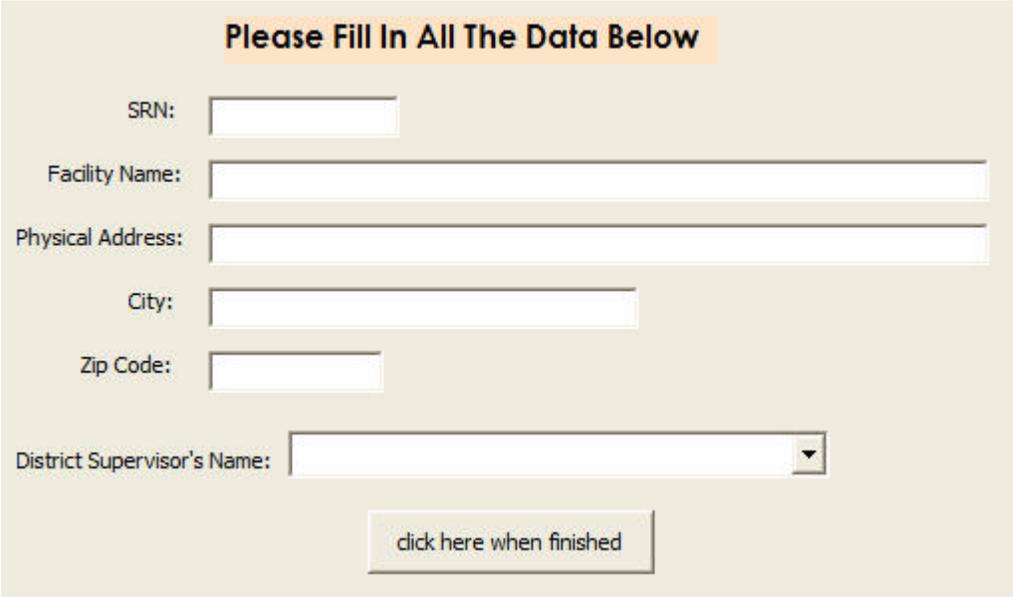
The general page setup of the ROP Shell contains margins of 0.7" for the top, bottom, left, and right margins. The header and footer margins are 0.5". All pages are 8.5" x 11" and portrait. The font is Arial and there is no footer on the first page. There is a header which contains only the date and the words "working draft", "draft" or "proposed".

### Using the Shell Document Electronic Features

To access the ROP shell template, click on File, New, My Templates, AQD, then double click on ROP Template Shell NEW.dot. This will open an unsaved document based on the ROP shell template.

Or, you can go to SharePoint at <https://stateofmichigan.sharepoint.com/teams/insidedeq/work/DEQ-Documents/Pages/default.aspx> and type in ROP Shell Template in the search box in the middle of the page (NOT the search inside box at the top of the page), the ROP Template Shell NEW.dot should be at the top of the list to the right. Click on the name and this will open up the template as a .dot file rather than a new document, so you will have to do a "save as" to save it as a document.

When the document actually opens up, the following message will be displayed:



The screenshot shows a form with a title bar that says "Please Fill In All The Data Below". Below the title bar are several input fields: "SRN:" with a small text box, "Facility Name:" with a long text box, "Physical Address:" with a long text box, "City:" with a medium text box, "Zip Code:" with a small text box, and "District Supervisor's Name:" with a dropdown menu. At the bottom of the form is a button that says "click here when finished".

Fill in the boxes and click the "click here when finished" button. This will fill in all areas in the ROP that the above information is required.

The ROP Shell Toolbar is found under the "Add-Ins" tab on the menu bar. Clicking on the "Add-Ins" tab will open the ROP Shell Toolbar.

### ROP Shell Toolbar

The ROP Shell Toolbar is under the "Add-Ins" Tab and contains the following macros:

- ROP Language Insert- brings up a selection window where you can choose to insert an emission unit group, source-wide group, Rule 287(c) flexible group, etc. The text will be inserted in the document where your cursor is located.
- Final ROP – clicking on this will bring up a box asking for the year issued, exact date issued, date of expiration, 18 months prior to expiration and one year from that date.

- MACTS- clicking on this will bring up a box with an explanation of how to use the MACT tables and give you a button to click on to open up the list of templates in “My Templates” including the MACT tables available for your use.
- Insert Rows Above - clicking on this will insert a new row in a table above your cursor location. The cursor must be inside a table for this feature to work.
- Insert Rows Below - clicking on this will insert a new row in a table below your cursor location. The cursor must be inside a table for this feature to work.
- Previous Location - clicking on this will move your cursor to the previous location. When you first open the ROP and click on this feature it will move your cursor to the location where you left off.
- Footnote 1 - inserts a superscript "1" where cursor is located.
- Footnote 2 - inserts a superscript "2" where cursor is located.
- ROP Help – Provides a quick summary of each of the macro functions as a Help Page

**NOTE:** If the “Add-ins” Tab is not on your main toolbar, you will need to first check under “File”, then “Options”, then “Customize Ribbon” to see if the Add-ins button is checked. If not, check it.

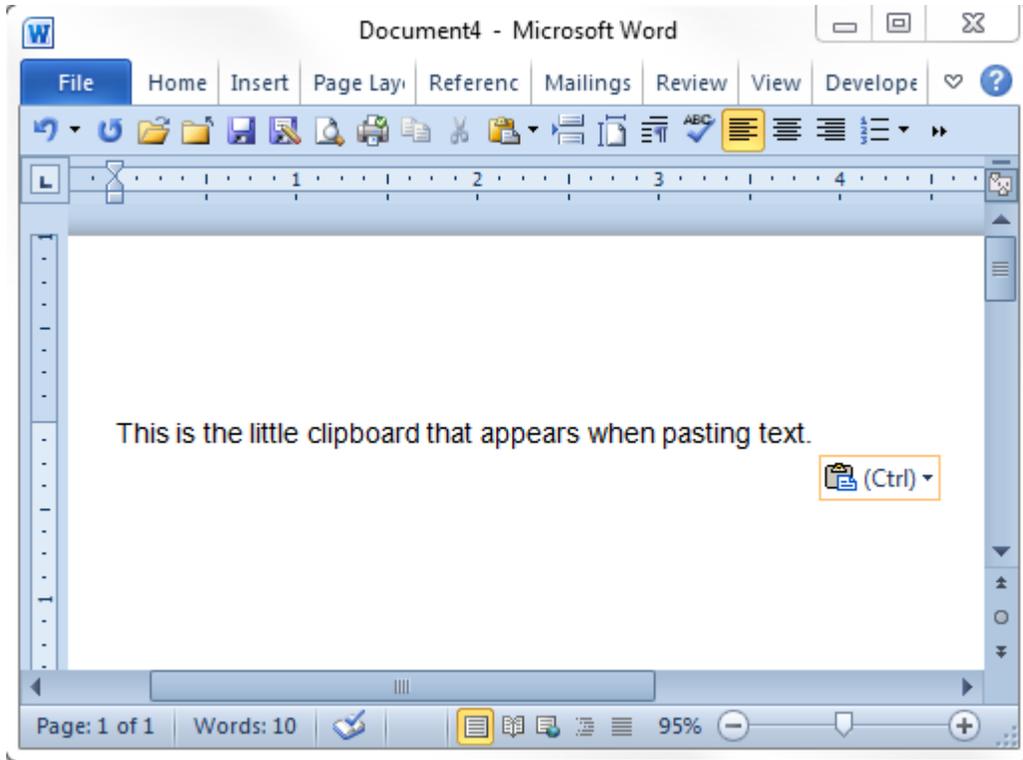
[Adding the Add-Ins tab back to your Ribbon](#)

### **Table of Contents and Text Style**

The ROP Shell uses Styles when formatting specific text. For example, the Table of Contents uses the style TOC and Hyperlink. There are different headings in the ROP shell that are linked to the Table of Contents. These headings use the Heading 1 and Heading 2 styles. You can access the styles by clicking on the “Home” tab on the main menu bar. The headings are listed toward the right on the toolbar with “styles” underneath them. Highlight the text you want to change and select the style through the drop-down arrow on the toolbar.

## Copy-Paste Helpful Hint

When copying and pasting information into a document, have you noticed that the font and formatting can sometimes get screwed up? In order to make sure the font and formatting take on the font and formatting of the document you're pasting into, you have to click on the little clipboard that appears at the end of the text you pasted and then click on "Match Destination Formatting". Below is a picture of the little clipboard that appears behind and slightly below the text after pasting.



## Filling in Form Fields

The document is initially protected. A document can be protected and unprotected very easily. While the document is protected, no text or formatting can be deleted from or added to the document outside of the text form fields and drop-down form fields. The text form fields, which appear as gray boxes, allow you to type in or select specific information regarding the facility. Clicking on the arrow on the right side of a drop-down box allows you to select the appropriate choice without having to enter that information manually. The Staff Report template also includes built-in macros that are used to add addendums and amendment/modification Staff Reports to the document.

**To Protect:** Click on the "Review" tab on the menu bar and then on Restrict editing icon on the far right of the toolbar. Under "2. Editing restrictions", click the box and choose "filling in forms" and then click on the "Yes, start enforcing protection" below that. When a password box opens, don't fill anything in, but click on "OK". While protected, only the form fields and drop-down form fields (gray boxes) can be navigated to add or change specific information regarding the facility.

**To Unprotect:** Click on the "Review" tab on the menu bar and then on Restrict editing icon on the far right of the toolbar. Click on the "stop protection" button at the bottom of the window. The document must be unprotected to delete or add text if necessary.

While a document is protected, text or formatting can only be added to or deleted from the document in the form fields that appear as gray boxes. Each form field has "help text" that will appear on the bottom status bar in Word. Tab through the form fields and drop-down form fields and fill in as appropriate. (If the Staff Report contains an error in a form field, the text will read "Error! Reference

source not found” because a macro embedded in the template cannot locate information that was expected to be entered elsewhere in the document. If this occurs, unprotect the document, delete “Error! Reference source not found,” and manually insert the correct information.)

After filling in all of the form fields, unprotect the document to delete optional paragraphs and/or otherwise edit the contents of the document.

### Updating Table of Contents and Form Fields

To update the Table of Contents and all form fields when the document is completed:

- Unprotect the document, click on the “Update Fields” button on the toolbar, or
- Right click on the Table of Contents, select “Update Field”, select “Update Entire Table”, and click on OK

### Format Painter

- Select the text or graphic that has the formatting that you want to copy.
- On the “Home” tab, click Format Painter  on the left hand side of the toolbar. The cursor changes to a paintbrush icon.
- To apply formatting to more than one block of text or graphic, double-click Format Painter .
- Click the text or graphic that you want to format.
- If you apply formatting to more than one block of text or graphic, select each of them, one at a time.

### Editing a Document

To repeat your last action, press the F4 key. For example, if you are deleting multiple items in different locations, delete the first item, highlight the next item to be deleted and press the F4 key.

### Non-Printing Characters (Paragraph Sign )

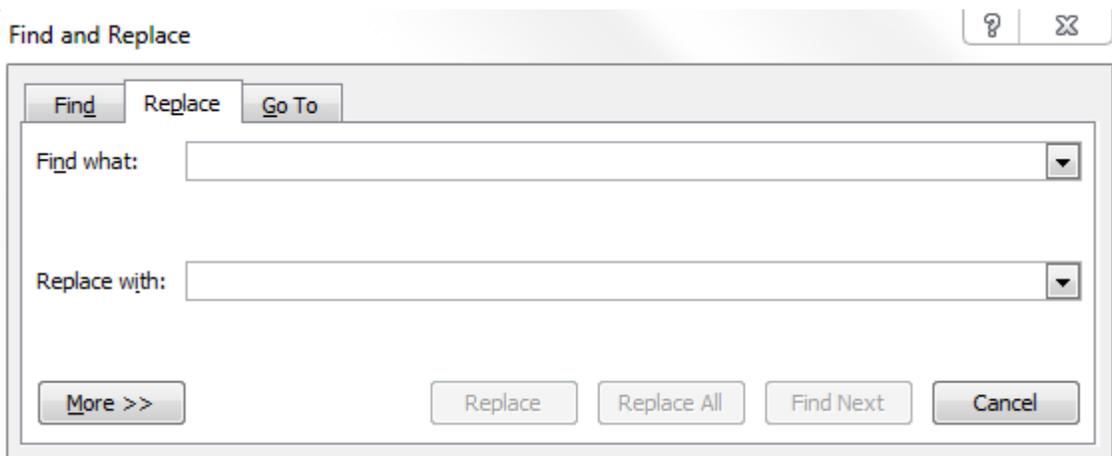
Click on the “Home” tab on the menu bar and then look in the middle of the toolbar. It is helpful for staff to have the paragraph sign open, this allows them to see page breaks, header symbols and other formatting that should not be deleted. If they do not have the paragraph symbol on they could accidently delete these causing issues with the template.

### Tables

When working with the tables in an ROP, you can utilize the Table Tool Bar, and Format the text to center it in the Cell so that the format looks cleaner and easier to read the Entire ROW in the table.

### Find and Replace

Click on the “Home” tab on the main menu, then click on the binoculars  at the far right of the toolbar. Below is the window that opens.



Choose the “Replace” tab and type the word(s) you want to find in the “find what” box. You can use an \* as a wild card. Once it finds the word, type what you want to replace it with in the “replace with” box.

### **Copy and paste multiple items by using the Office Clipboard**

The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents or other programs and then paste them into any Office document. For example, you can copy some text from a Microsoft Word document, some data from Microsoft Excel, a bulleted list from Microsoft PowerPoint, some text from Microsoft FrontPage or Microsoft Internet Explorer and a datasheet from Microsoft Access, then switch back to Word and arrange any or all of the collected items in your Word document.

Office Clipboard works with the standard Copy and Paste commands. Just copy an item to the Office Clipboard to add it to your collection, then paste it from the Office Clipboard into any Office document at any time. The collected items stay on the Office Clipboard until you exit Office.

For the complete instructions on using Office Clipboard click on the  at the far right side above the main menu and type in “Office Clipboard” in the search box.