

WORD TEMPLATE FOR CRUPRO & NATCRS OUT FILES

The “CP_out.dot” Microsoft Word template provides a quick way to create a word document from the plain-text “OUT” file produced by the new CruiseProcessing (CP) or the old NATCRS software. A Word document provides more control for printing. The template formats CP OUT files so the first line of each report page shows as a navigation header when MS Word’s “Document Map” feature is turned on. This provides fast on-screen navigation through lengthy output files.

Covered in detail in subsequent sections, the basic steps for using the template include:

- Store the template on your PC (only need to do this once, then it’s there waiting to be used again and again)
- Open a new MS Word document by selecting the cp_out.dot template.
- Insert an OUT file into the blank Word document.
- Click on a macro button that will format all the text and set other items so the OUT file fits as it should.
- Save the document to the filename of your choice, it’s the same as any other Word document.

This document provides instructions and graphics for people not familiar with the associated Word features. The initial setup process is really very simple. Once you’ve used this template once, it takes just a few clicks and a few seconds to repeat the process for subsequent OUT files.

Several alternatives are described for starting a new Word document with the template. You can start the new document from within an existing Word document or create a shortcut to the template file. You can also link a batch file (.bat) to a button on your NCS dashboard. A sample batch file is available; it just needs a simple edit to make it function with the correct path on your PC.

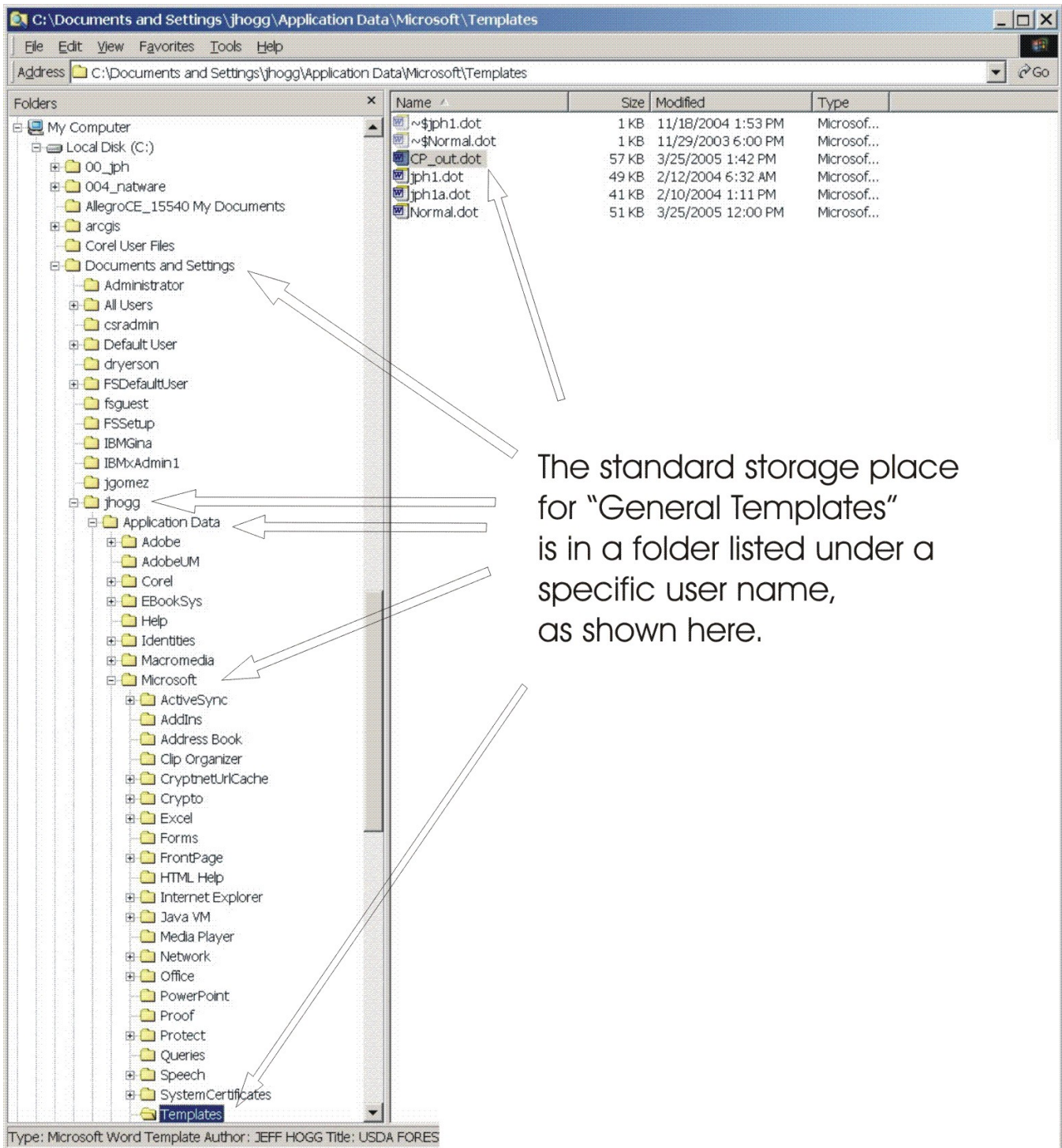
The paths shown for referencing file locations correspond to standard Microsoft Office setup on Forest Service computers. They may need to be customized to fit other situations.

The template was built using Microsoft Office/Word 2002. Early versions generated an error trying to perform the setup macro on computers running Office 2000. The error was resolved so the template should perform with both versions.

Questions regarding use of this template can be directed to Jeff Hogg, jphogg@fs.fed.us, 505-842-3420 (Region-3, Albuquerque, NM)

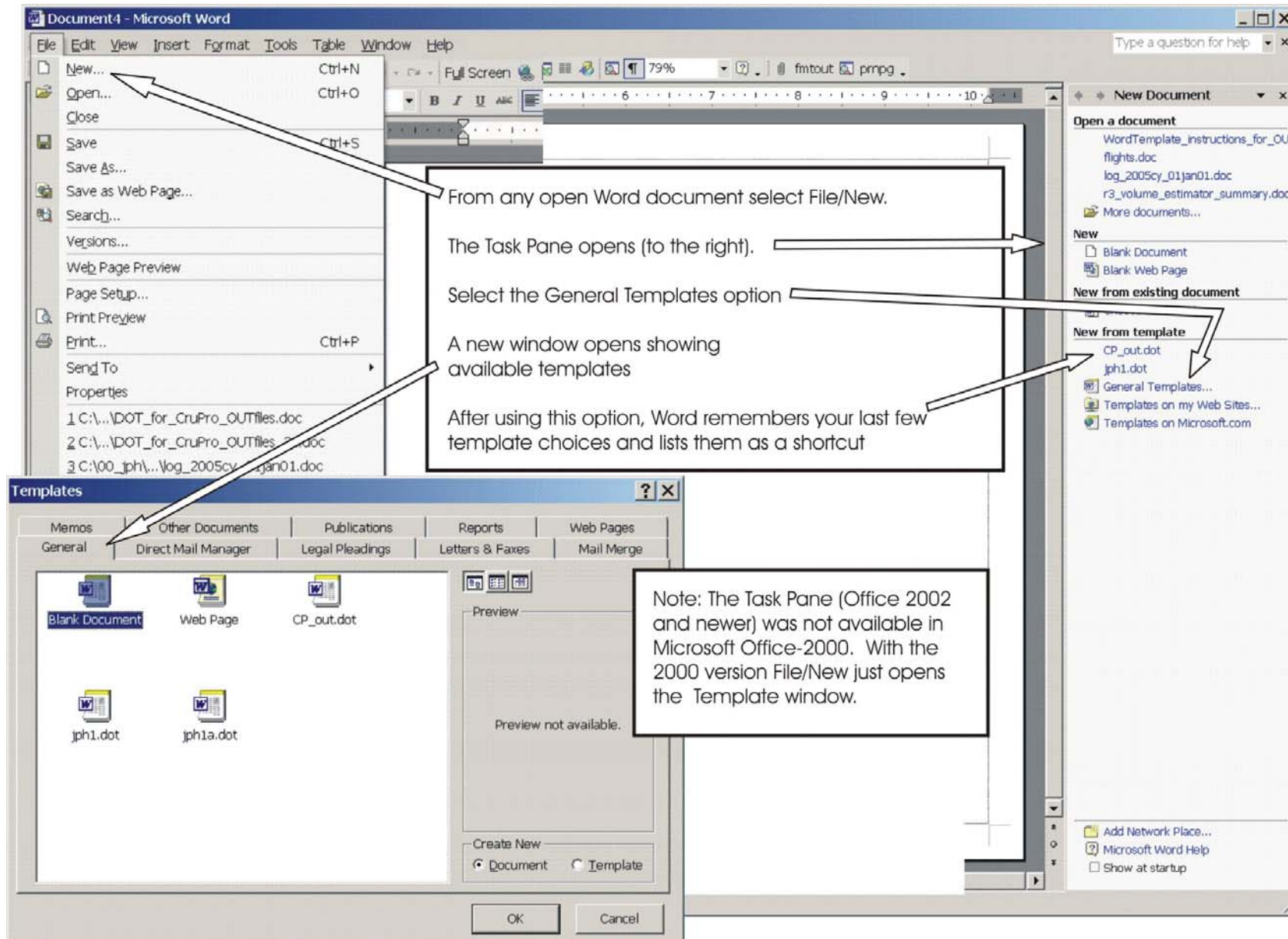
STORE THE TEMPLATE (DOT FILE) ON YOUR PC

The storage location is standard, but the path is dependent on the PC user. In this example it is C:\Documents and Settings\jhogg\Application Data\Microsoft\Templates. Just use your file manager to click the folder for your username, and store the template there.



OPEN A NEW FILE WITH THE TEMPLATE

There are slight differences in opening a new file with Microsoft Office 2000 and Office 2002 or later.



USE THE CP_OUT TOOL BAR TO COMPLETE THE PROCESS

Once opened from the template, your document should have a new Toolbar showing with four buttons on it. Some buttons may repeat those you have on other toolbars, they are included for convenience. Refer to the graphic on the next page.

- Use the Paper-Clip button to insert your OUT file, a standard browser window opens, just click your way to the file. Make sure the (Files of Type) option is set to “All Files (*.*)”, or the OUT files won’t show.
- Once the file is inserted, text will wrap since it’s too big to fit. Click the “fmtout” button to run a macro that sets everything to the right size and spacing. Formatting is the same for old NATCRS output or the new CP output. The only difference is that meaningful headings can’t be created for the old NATCRS output.
- Save the document in normal fashion.
- For CP generated files you can use the “Document Map” to navigate quickly through the pages on-screen. Just click on one of the links shown on the Document Map on the left side of your window. The first line of every page is set up as a Heading-1 Style so it will show in the Document Map. Reports with multiple pages show multiple times in the map, but navigating through these is still faster than going page to page. The Document Map button is included with the cp_out toolbar to make it easy to turn the map on or off.
- A “prnpg” button is included to facilitate printing single pages to your default printer. Make sure the cursor is positioned on the page you want. When scrolling with a slider bar you may see one page but your cursor may still be set on a previous page. Just click on the page to make sure.

DOCUMENT MADE FROM CP_OUT1.DOT TEMPLATE

Document2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

78%

fmtout prnpg

CRUISE REPORT HEADER & CERTIFICATION

CRUISE REPORT HEADER & CERTIFICATION
 CRUISE#: 05071 SALE#: 1
 SALENAME: Lake Mary Multi-Product
 RUN DATE & TIME: 03-18-2005 15:12:31
 Year: 2001 Region: 03 Forest: 04 District: 05
 FILENAME: C:\00_jph\004_cruzware\01 ncs work\ 01 ncs work 01\05071.crz
 REPORTS: A1,B1,CPI,DPI,DS1,R301,TC59,TC60,TC62,

 I
 ha
 FS
 at

RA

DI

Developed and Maintained By:
 USDA FOREST SERVICE
 WASHINGTON OFFICE TIMBER MANAGEMENT
 FORT COLLINS, COLORADO (970)295-57

Page 1 Sec 1 1/22 At 0.4" Ln 1 Col 1 REC TRK EXT OVR

The CP_out.dot template includes a toolbar with some useful buttons. If you don't see it on top of your window just Right-Click on the menu/toolbar area and pick "CP_out" from the pop-down list.

Use the paperclip button to insert the OUT file.

Hit the "fmtout" button to run a macro that formats the text and sets other attributes.

CP outputs are set up with headings that enable use of the "Document Map" feature to navigate through lengthy files, just click on the report you want from the list in the pane on the left.

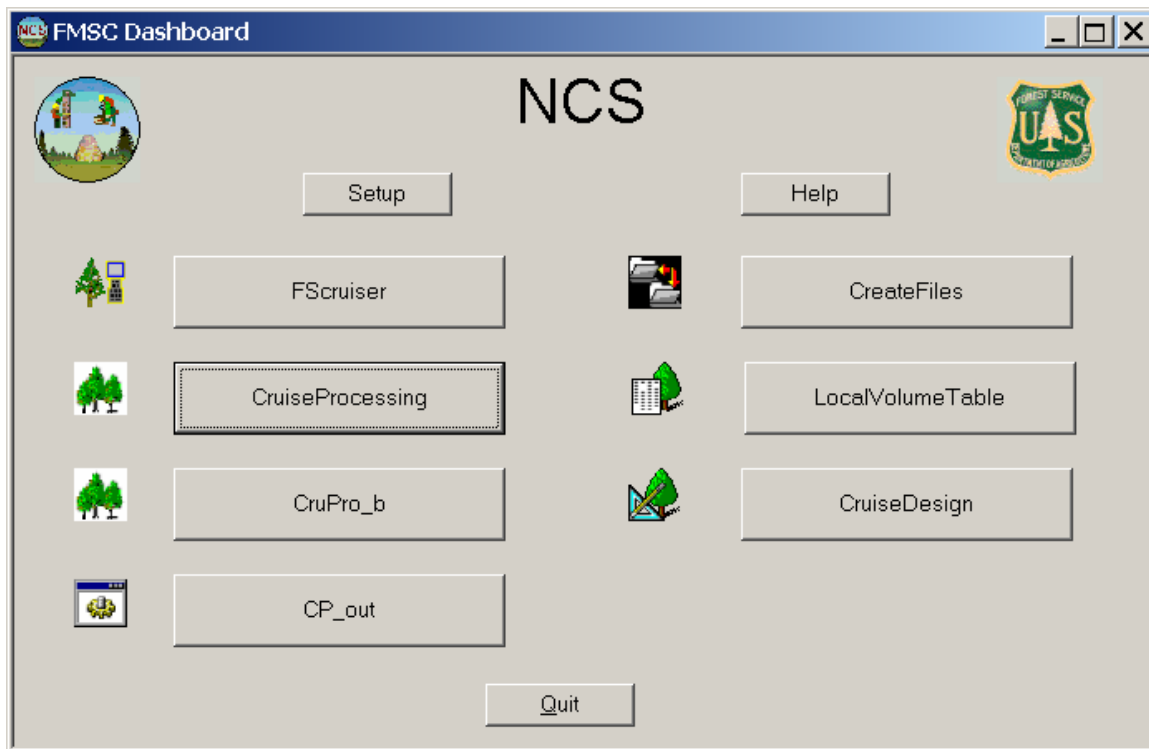
NATCRS output does not provide a useful Doc-Map, toggle it on/off with this button.

Use the "prnpg" button to print a single page to your default printer, just be sure your cursor is positioned on the page you want.

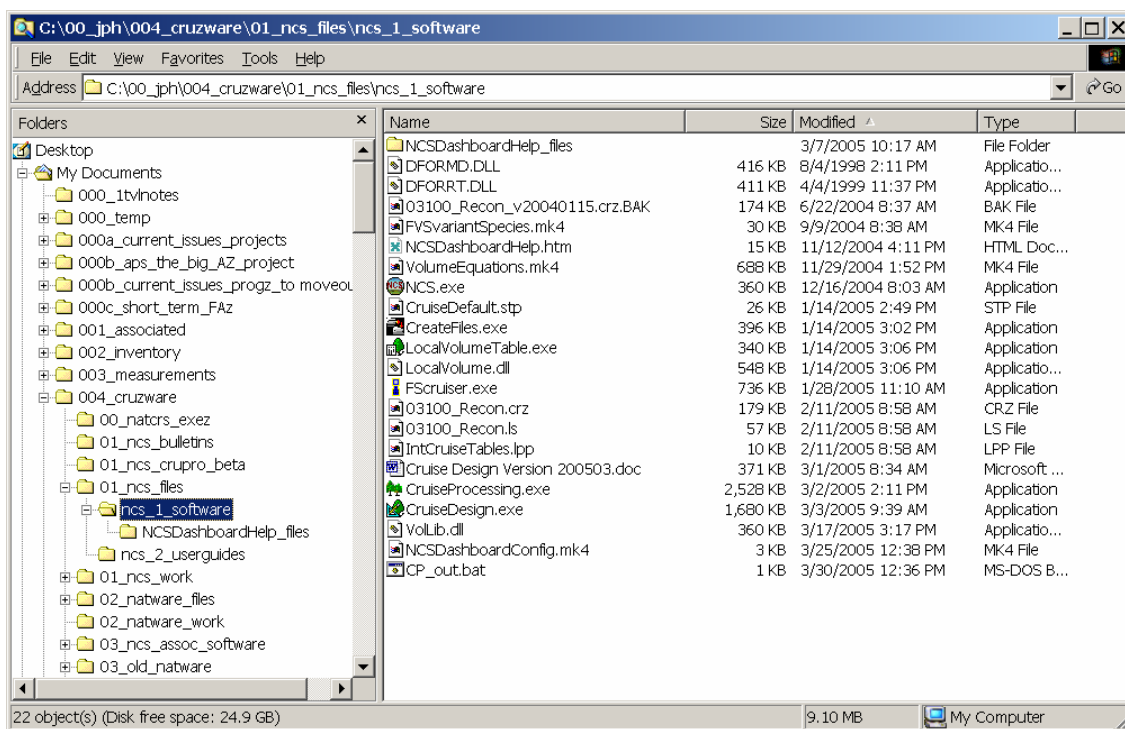
Don't forget to save your document as a ".doc" file

DASHBOARD BUTTON FOR STARTING WORD DOCUMENT

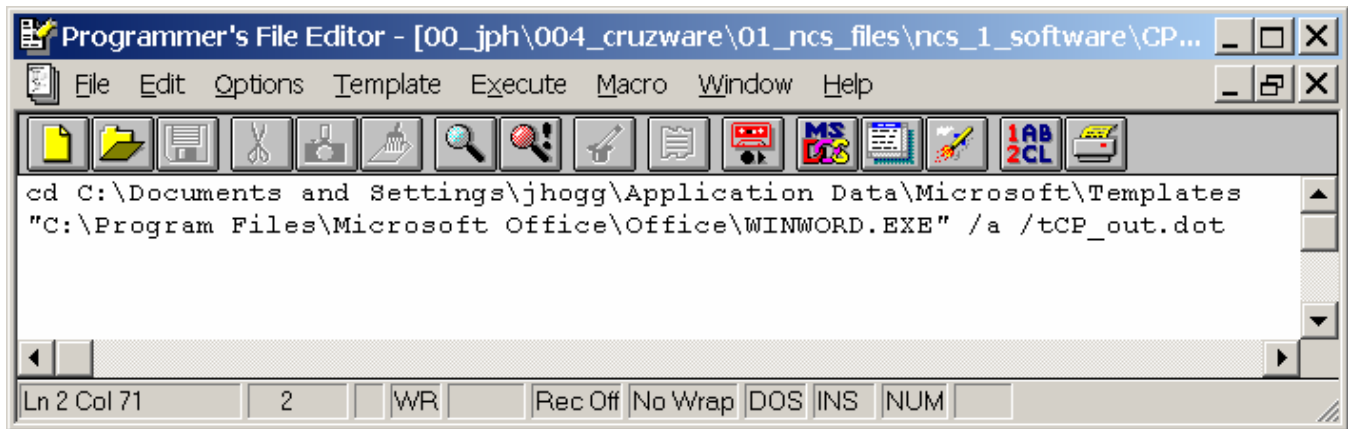
If you have room you can add a button to your NCS Dashboard, as shown below with the “CP_out” button. The button links to a batch file that starts Word using the cp_out.dot template. You’ll be returned to the dashboard once you close your newly created word document.



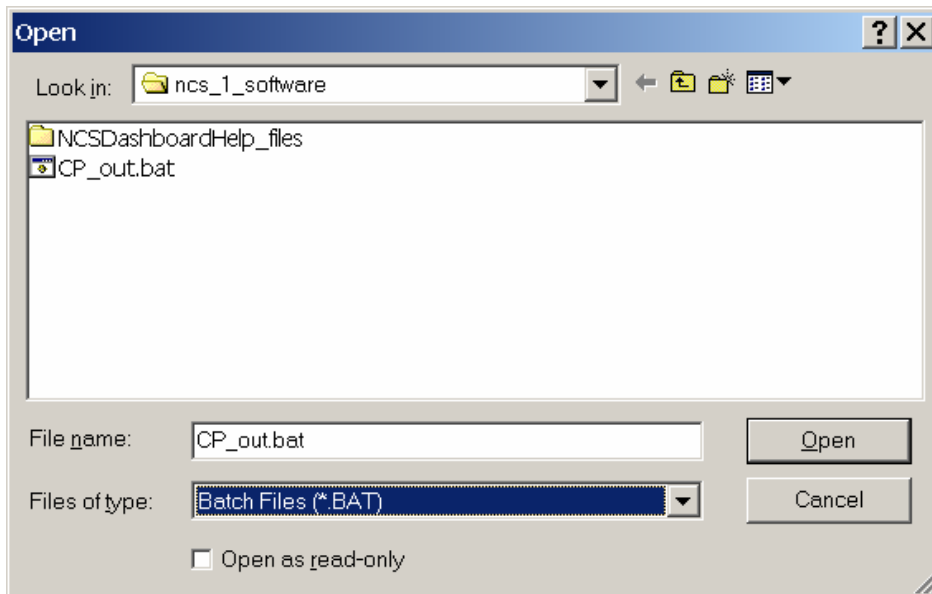
To do this store the template file as previously described. File the “CP_out.bat” file with your other NCS software executables, or a place of your choosing.



Use a text editor, such as the Pfditor, to edit the bat file so it shows the path to your general templates folder. Normally this just means changing the user name (in this case jhogg) to your user name.



Link the bat file to a dashboard button. Be sure to set the browser window so (Files of Type) is shown as "Batch Files (*.BAT)". Then select the file CP_out.bat.



OTHER STARTUP OPTIONS

Other Startup options include:

- Create a Desktop shortcut to the batch file shown above (in case your Dashboard is full).
- Create a Desktop shortcut directly to the cp_out.dot file, it will open creating a new document.