

## Appendix: Using the MS Word™ Template



To obtain the MS Word™ template for importing comments into DrChecks<sup>SM</sup>, please contact the ProjNet<sup>SM</sup> Call Center. Please see Section 1.1 of this manual for more information about how to reach the Call Center.

**Before you can use the ProjNet<sup>SM</sup> MS Word Template, you must first enable Macros in your copy of MS Word. To do this, click on “Tools” at the top of the MS Word window, then “Macro”, then Security. Choose “Medium” as your security level.**

### *Preparing Comments Using the ProjNet<sup>SM</sup> MS Word™ Template*

Once you have obtained the MS Word™ template from the ProjNet<sup>SM</sup> Call Center, perform the following steps to enter comments into the template:

1. Open the template with MS Word™ by double-clicking on the file you have saved to your computer.
2. You will see the following dialog box appear which will ask you to choose whether to Enable or Disable Macros (Figure A-22). Click the “Enable Macros” button.

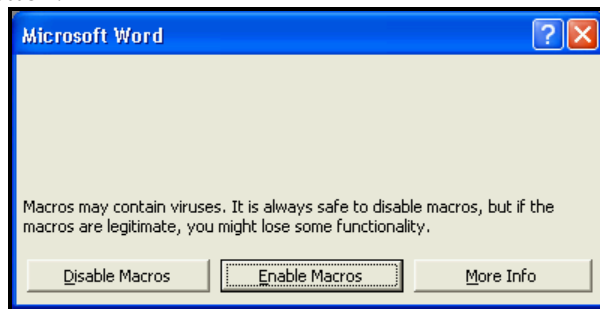


Figure A-22

3. The Comment template will appear on your screen within MS Word (Figure A-23):

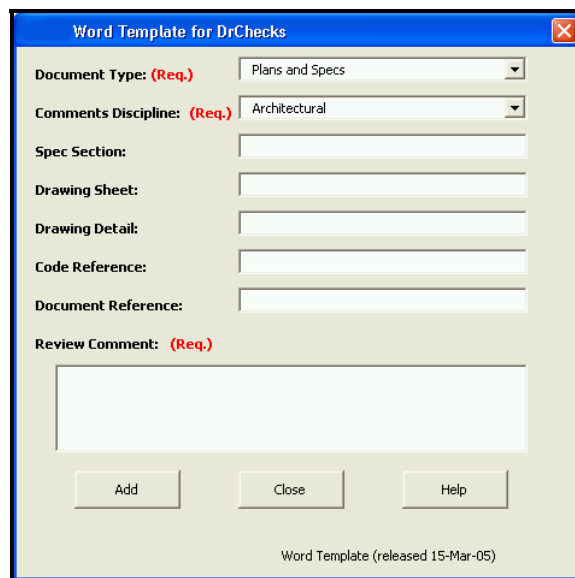


Figure A-23

4. Choose the “Document Type” and “Comments Discipline” from the drop-down boxes.
5. Optionally, you may choose to fill in a Spec Section, Drawing Sheet, Drawing Detail, Code Reference or Document Reference.
6. Enter your Comment into the “Review Comment” field.
7. Click the “Add” button.
8. You will see that your comment has been added to the document behind the template. To enter more comments, fill in the fields again and click “Add”. Continue this procedure until all comments that will be imported have been entered.
9. When you are finished entering Comments, click the “Close” button on the template.
10. The ‘Save As’ dialog box will appear (Figure A-24):

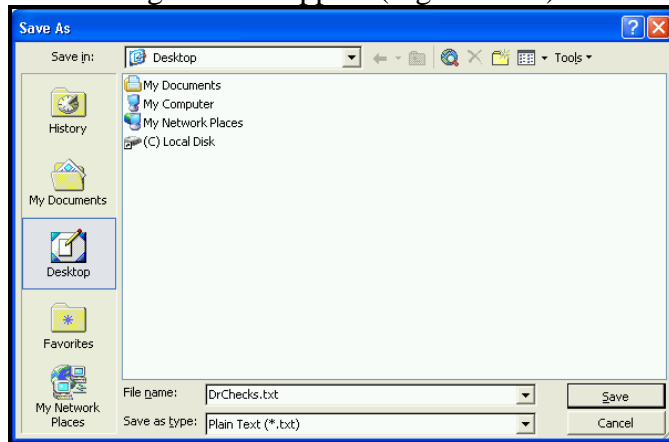


Figure A-24

11. Choose “Desktop” from the buttons on the left-hand side of the window and then click the “Save” button.
12. Close MS Word and return to the ProjNet<sup>SM</sup> system.



**Do not change the file type for the .txt file that is generated by using the MS Word template. The file needs to remain plain text (.txt) and should not be changed to .doc or any other format before uploading. DO NOT EDIT THIS FILE.**