

Instructions for Appending & Formatting QAPP Files to a Master QAPP Document

1. Copy the template file named *CoverPage.dot* into the folder where all of your QAPP document files that are in rich text format reside (i.e., where 1-QAPP.rtf, 3-QAPP.rtf, etc. are).
2. *Right Click* on the file *CoverPage.dot* and select ‘*Open*’ on the context menu.
3. When the file is open Click *Alt+F11* to open a Microsoft Visual Basic Window with the Macro instructions in it.
 - A. In the Microsoft Visual Basic toolbar, select “*Reference*” from *Tools* menu.
 - B. Find “*Microsoft Scripting Runtime*” and check the check box (**if the check box is already checked you can ignore this instruction #3**).
 - C. Click “*OK*” and then close the Microsoft Visual Basic window.
4. Save the file to a **new Word file** with a new name; for example, save it to “MyQAPP.doc” or any other name you choose. Check the page margins to make sure that you have 1 inch margins at the top, bottom, left and right (go to File in the toolbar, select Page Setup, and change margins if necessary). After you have saved the file then exit it.

Do NOT save the file with the name “*CoverPage.dot*” - it is not a template file any more.

5. Your **new Word file** has a macro that will automatically append all of the 21 RTF files that you saved to your computer as you used the SWAMP Advisor. (Elements 1 and 2 are combined in the file 1-QAPP.rtf and Elements 15, 16, and 17 are combined in the file named 151617-QAPP.rtf).
6. All 21 Element QAPP files must be present in the same folder with your **new Word file**.
7. All 21 Element QAPP files must be correctly named or the Macro will not find them! The correct names are as follows:

1-QAPP.rtf	9-QAPP.rtf	18-QAPP.rtf
3-QAPP.rtf	10-QAPP.rtf	19-QAPP.rtf
4-QAPP.rtf	11-QAPP.rtf	20-QAPP.rtf
5-QAPP.rtf	12-QAPP.rtf	21-QAPP.rtf
6-QAPP.rtf	13-QAPP.rtf	22-QAPP.rtf
7-QAPP.rtf	14-QAPP.rtf	23-QAPP.rtf
8-QAPP.rtf	151617-QAPP.rtf	24-QAPP.rtf

Note that the extension “.rtf” must be in lower case for the Macro to find the files.

8. Open the file named “CoverPage.doc” in MS Word. This is a one page file. Place your cursor at the bottom of the page where the note in red type indicates.
9. Open the file that you just saved and closed (e.g., “MyQAPP.doc”). Follow the directions in the new file (place cursor at bottom and click on *Alt + A*) and it will append all of the rtf files in the template you are working on (*CoverPage.dot*) and make a Table of Contents and inserting page numbers. Delete the instruction in red type for appending files at the bottom of page 1 after this action is complete.

Note: If you see a message indicating that the macro is not enabled then try saving the file again and re-opening it with the macro enabled.

10. All of the automatically formatted tables were done in Element 7. You will need to move tables 12.1, 13.1, 13.2, 14.1, and 16.1 to their respective places under those elements (these places are noted in each of the elements). Cut and paste each of the tables to their correct spots.
11. Several tables are too wide for a “Portrait” format (8 ½ inches wide x 11 inches long) so you must change those pages to “Landscape” format (11 inches wide x 8 ½ inches long). This is done in a two step process by changing the pages from the first table (e.g., Table 7.1 forward to Landscape format and then changing all of the pages from the end of the wide tables (e.g., Table 7.2) forward back to Portrait format. Repeat this process following the directions below to change each of the pages with wide tables to a Landscape format and the text following them back to Portrait format.

A. Go to a wide table and place your cursor at the top of the page.

B. From the toolbar select “File” and then “Page Setup.”

C. In “Page Setup” change the Orientation from “Portrait” to “Landscape” by clicking on the “Landscape” icon. Next, in the “Preview” section at the bottom of “Page Setup” select “This Point Forward” in the “Apply to” box and then click the “OK” button.

D. Go to the end of the wide table(s) and place your cursor at the top of the next page.

E. From the toolbar select “File” and then “Page Setup.”

F. In the “Page Setup” change the Orientation from “Landscape” to “Portrait” by clicking on the “Portrait” icon. Next, in the “Preview” section at the bottom of “Page Setup” select “This Point Forward” in the “Apply to” box and then click the “OK” button.

G. Repeat this process with each of the pages that contain tables that are too wide for Portrait landscape viewing and printing.

12. After you have moved tables from Element 7 to their appropriate spots in other Elements (i.e., in Elements 13, 14, and 16) then the Table of Contents that was automatically generated will not be applicable any more. To reformat a new Table of Contents follow these easy steps:

1. Place your cursor on the Table of Contents section on Page 4 of your master QAPP file. Highlight the entire Table of Contents and then press the Delete key to delete the Table of Contents.

2. Next, with your cursor under “Section 2.0 Table of Contents” click on “Insert” in the Toolbar.
3. Select “Reference” and then select “Index and Tables.”
4. Select the “Table of Contents” tab and within it select the following formats:
 - Show page numbers
 - Right align page numbers
 - Tab leader (select “.....”)
 - Use hyperlinks
 - Show levels: 3
5. Click on Okay and the revised Table of Contents will immediately appear in the correct place in your document.