

Creating a Plan Document

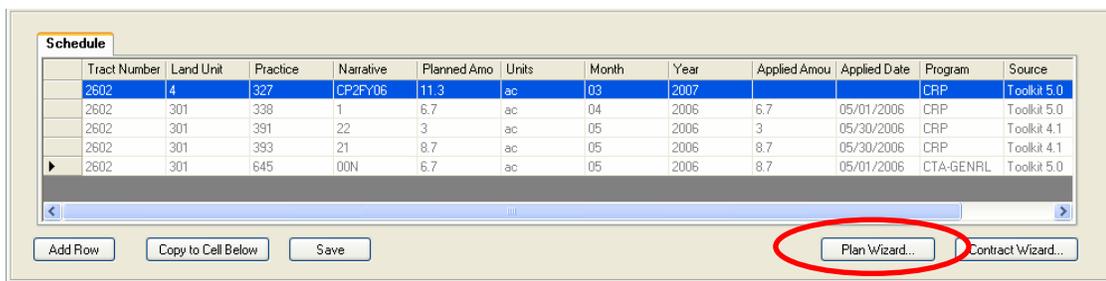
Abstract

In this guide you will learn how to create the Conservation Plan Document.

Steps: Start the Plan Wizard - Select Template and Land Use - Select Participants - Set Preferences - Save File As - Modify Document - Save and Print.

Details

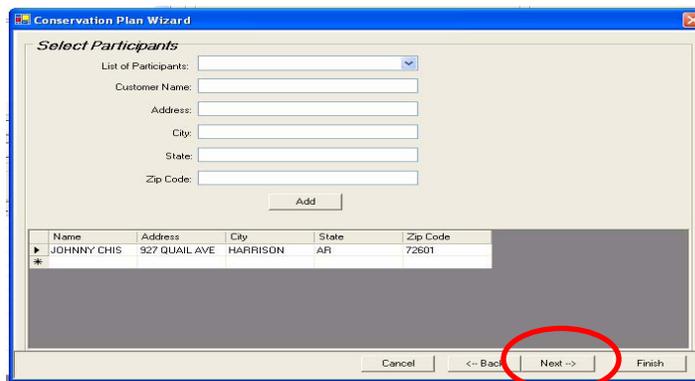
1. **Select** the planned practices needed for the conservation plan by clicking the grey box to the left of the tract number. **Click** the **Plan Wizard** button.



2. The **Select Template and Land Use** box opens. The default settings are: Planning Template for Folder and Use NRCS Land Use. Typically these are the settings used. **Click** the **Next** button.

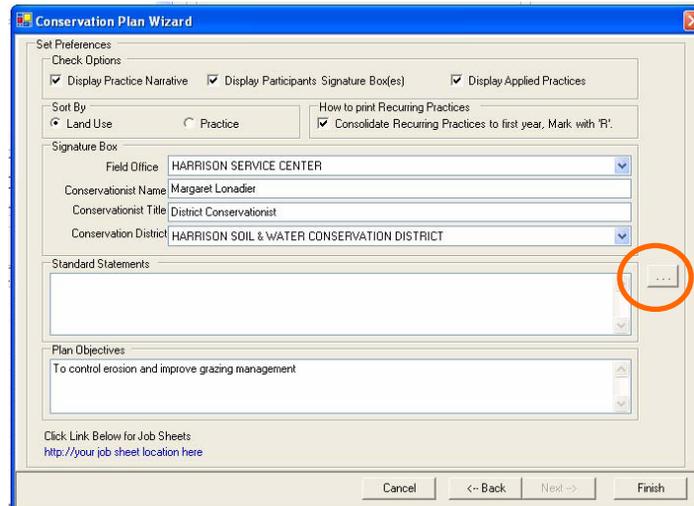


3. The decision maker defaults to the table below. **Select** associated participants if needed by clicking the drop-down arrow at the **List of Participants** box and **click Add**. To add other customers, fill in the **Customer Name** and address information, **click Add**. All names in the table will have a signature box in the conservation plan. To **remove** a customer, **click** the grey box on the left of the name and delete with the **delete** key on the keyboard. When complete, **click** the **Next** box.



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- The *Set Preference* box appears. The default *Check Options*, *Sort By*, and *How to print Recurring Practices* are typically used but may be changed. Verify for accuracy in the *Signature Box* information. Make changes using the drop-down selection menus.

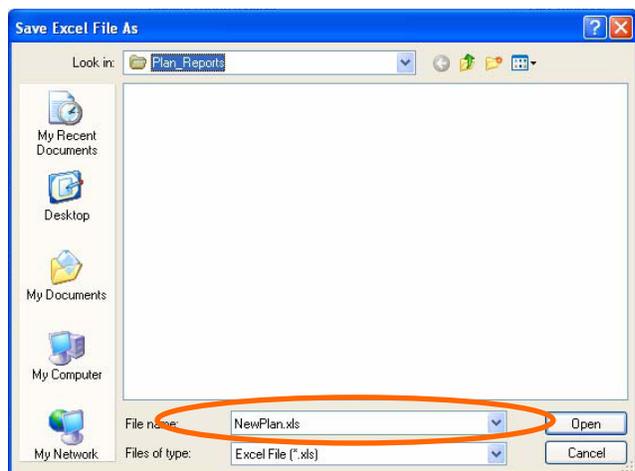


The *Standard Statements* area may be used to add a standard statement to the conservation plan. Copy it from a text file and paste it into this blank. Use the browse button to find the text file. (See  above).

The *Plan Objectives* may be used to type a statement that will appear on the conservation plan. By **clicking** in the box, text may be added.

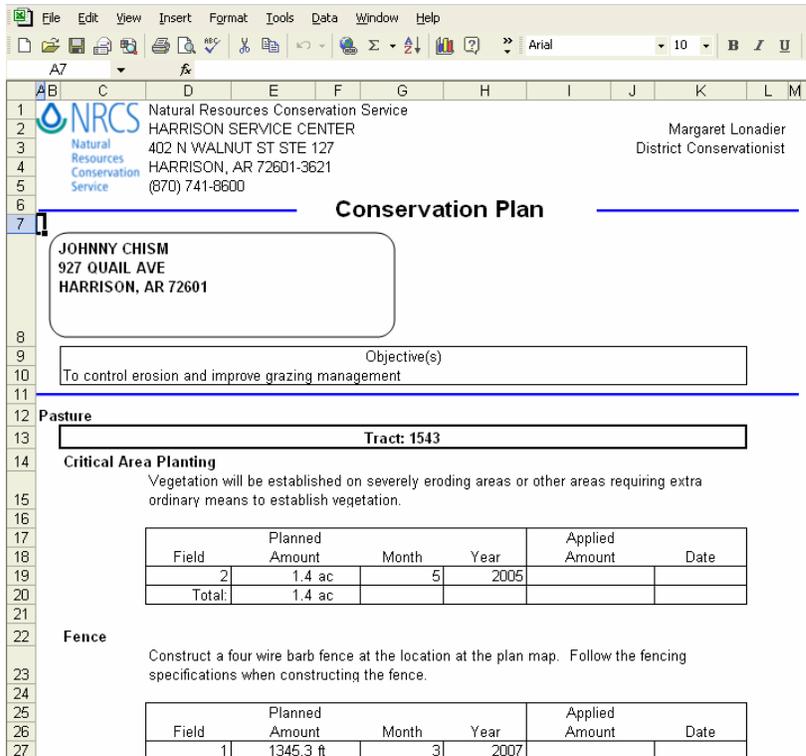
Click *Finish* when complete.

- The *Save File As* box appears. **Rename** *Newplan.xls* to a name using the Program and Fiscal Year (i.e. *EQIP_FY06.xls*). If there is not a program associated with the plan document, name the file *Consplan_FY06.xls*. **Click the *Open*** box to continue.



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- The plan document appears. To change the layout of the document, the page breaks may be moved. In the menu toolbar, **click View**, from there select **Page Break Preview**. Starting at the top of the document, scroll down and adjust the page breaks (blue, horizontal lines) so they are not splitting narratives or tables. Generally page breaks should get moved up above the feature you don't want split. To get back to the normal view, **click View/Normal**.



Conservation Plan

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 HARRISON, AR 72601

Objective(s)
 To control erosion and improve grazing management

Pasture
Tract: 1543

Critical Area Planting
 Vegetation will be established on severely eroding areas or other areas requiring extra ordinary means to establish vegetation.

Field	Planned Amount	Month	Year	Applied Amount	Date
2	1.4 ac	5	2005		
Total:	1.4 ac				

Fence
 Construct a four wire barb fence at the location at the plan map. Follow the fencing specifications when constructing the fence.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	1345.3 ft	3	2007		

If recurring practices are in the plan, they appear as 2006R. For clarity, change the cell to show the actual years, such as 2006-2009.

This is an Excel spreadsheet and may be modified just like any other Excel spreadsheet.

- When complete, **save** the final version and **print** the document.