

Grazing Management Plan Templates Installation and Use

1. Self-Extracting File to install the template

GrazPlan_MD.exe contains the MD Grazing Template. It is a self-extracting file that will place the template in C:\Program Files\ESRI-USC\C-Graz\Templates. The file will be in a zipped folder so that it can be attached to an email. Unzip the file and then double-click on it. Follow the instructions.

2. Sending Benchmark Reports to the document

In C-Graz, after entering the benchmark data go to the reports page. On that page select, 'Grazing Management Template Benchmark'.



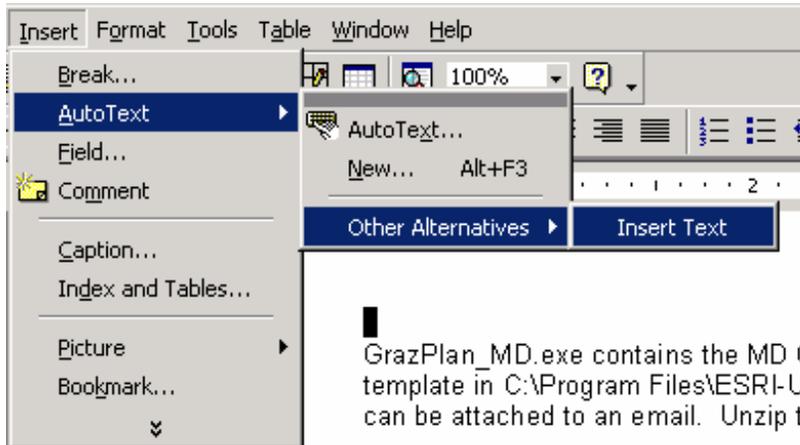
This will automatically call up the template that was previously unzipped/self-extracted. The button in C-Graz calls the template and instructs the template to run the code. The code will insert the specified reports into the document as well as some administrative info (owner name, add, etc....). The user can then save and close the document to any desired location. This action does not change the original template.

3. Sending Scenario Reports to the document

The user can then go back to C-Graz and create modified scenarios. The user will then choose the scenario on the operation page that they wish to write to the Grazing Plan. Once the scenario is chosen (assumes all data all ready entered), return to the 'Reports' page and choose 'Grazing Management Template Modified Scenarios'. This will open a browse window through which the user will identify the previously saved template. Once the document is located, the code will write the specified reports into the document at the bookmarked locations. The user can then make any modifications desired and save the document.

If additional scenarios are to be inserted into this plan, go to the location where the section will be inserted and place your cursor there. Then go to the 'Insert' menu in Word and select 'Autotext'.

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From the 'Autotext' menu, select 'Other Alternatives' and then 'Insert Text'. This process will insert the headings for the Table of Contents, the headings for the Table of Tables, and the bookmarks necessary for inserting the additional scenario into the document. Once the text (etc...) has been inserted, save and close the document. Then go back to C-Graz and on the 'Operation' page select the next scenario to export. Once the scenario is chosen (assumes all data all ready entered), return to the 'Reports' page and choose 'Grazing Management Template Modified Scenarios'. This will open a browse window through which the user will identify the previously saved template. Once the document is located, the code will write the specified reports into the document at the bookmarked locations. The user can then make any modifications desired and save the document.

This process can be repeated until the user has as many scenarios inserted into the document as required.

4. Updating the references in the document

The final step the user will have to complete before the document is printed/finished is to update the document, process whereby the TOC and Table of Tables as well as the table numbers all updated. To do this, use the keyboard shortcut 'Control + A'. This selects all of the contents in the entire document. Then select F9. The user will receive the following prompt for the Table of Contents and the Table of Tables.



Choose the radio button associated with 'Update entire table' and then select 'OK'. Word will give you the same prompt for the table of tables, make the same decisions. Save the document.