Creating IGrds Reports

There is a new macro that will re-format your Igrds reports so they will look better when printed. To use the macro you must copy the file Normal .dot from <u>\\0501cocadd\proj\ld_sup\macros</u> to C:\Documents and Settings\username\Application Data\Microsoft\Templates directory. You cannot use the Design Data Report or the Summary Report. Use <u>tmp</u> or <u>lis</u> files only. The report <u>cannot</u> be edited in any way before you run the macro or it will not work. (Note: Use "lis" file only for Design Xsection, Earthwork, Slope Stake, Staking Detail, and Toe Slope.)

Create your report in IG and then open the report (tmp or lis) in Microsoft Word. You will get a File Conversion box.

File Conversion - d12799.tmp	? ×
Choose the encoding to use for loading this file	
C Plain text Other encoding: Thai (Windows) Turkish (Windows) Unicode Unicode (Big-Endian) Unicode (UTF-7) Unicode (UTF-8)	
Pre <u>vi</u> ew:	
Page BreakPage Break	AASHTO, INC
PAGE 1	
DESIGN DATA *** HORIZONTAL ALIGNMENT PROCESS IDENTIFICATION	ROADWAY 1
	<u>}</u>
Hide Preview 🔹	OK Cancel

Click OK.

The first page maybe blank so if you scroll down you will see your report. On the menu bar go to **Tools** \rightarrow **Macro** and then click on Macros.

View Insert Format Tools Table Window Help	
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■ 2000 1 1 · · · · 1 · · · · · <u>M</u> acro	Macros Alt+F8 Press Press 6 Press 2 Press 1
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PAGE 1	
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Page 1 Sec 1 1/69 At Ln Col 1	REC TRK EXT OVR

You will get a box with macro names. Pick the one for the type of report you have open.

Macros	? ×
Macro name:	
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Macros in: All active templates and documents	Organizer
Description: Macro created 09/21/2000 by flemmons_ta	

You will get a box to key in your project number. Key in the project number you want to show on the cover sheet.

Enter Data			×
Project Number	0123-123-F12	2,C501	
Run Macro		Cancel	

Click Run Macro.

You should get your report with a cover sheet



Then go to **file** \rightarrow **save as** and name the file in accords with IIM 118.2(Creating IG Reports). Click save. Make sure you save the file in the C:\Documents\cfms_local\PPMS#\dPPMS# so you can add the file to Falcon

Save As								? ×
Save in:	📄 d12799		<u>-</u>	- + 🗈	$ $ \otimes \times	👛 🎫 •	Tools 🗸	
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If you wish to create all your reports and rename them in text pad or explorer you can. Then open them in word and run the Macro, but when you go to save them you will get this box. **Always click no** and then click save.

Microsoft Word
Styles, pictures and other formatting cannot be saved in an Encoded Text file. Do you want to save d12799.tmp in this format?
 To save, click Yes. To preserve formatting, click No. Then save a copy in the latest Word format.