

## APPENDIX “C” – LEAK/DAMAGE REPORT TIPS ON HOW TO USE THE FORM

### To Save File to Your System

- This is a **WORD** document. When you **first** open the file you will possibly get a **Warning box** regarding Macros, **click on “Enable Macros”**.
- It is suggested you save the form as a Template on your system. Once you open the document do a **“Save As”**. **Change the File Type to Document Templates** and the computer will automatically save the document to the correct template directory. The file will now be stored as a “dot” file. If you are loading the file from a disk and then doing the “save-as”, the original “doc” file will not be loaded on your hard drive.
- The procedure to use a Template is: **FILE - NEW**. The file you are looking for should be under the **General tab**. Click on the **“Appendix C-Leak-Damage Report”** file. Somewhere within that box an option to create a **“new document”** will be given, click on **OK**.
- By doing it this way, you will never overwrite the original file.
- Also suggest that you fill in the **“Report No.” box** with the **4 digit year code** – and **consecutive numbers**, i.e. 2008-01, 2008-02, etc.

### To Work with the Form:

- This form is protected; therefore, there is only access to the grey coloured fields. Fields are identified as **“00000”**.
- **Move from field to field** by using the **Tab key** or scroll through using the **mouse**.
- The fields have been formatted in “Title Case”; you don’t have to think about capitalizing.
- The dates are formatted to come up “Day-Month-Year” no matter how you type it.
- To **“X”** the appropriate boxes, **left click** with the mouse.
- The **phone number** should be entered to reflect the new 10-digit dialing **000-000-0000**.
- Again there’s a **drop down box** within the **Pipe Manufacturer** section: **2 choices** – “Solvay” or “Novacorp” **plus “...”** if it’s **another company** besides the choices given, **click on “...”** and go to the next field and type in the name of the company.
- Another **drop down box** for the **Operating Pressure** – **3 choices plus “...”**, select one or choose the dots and go to the next field and insert other values.
- In the section asking for “Time and Date of incident”, I have limited the month field to 4 digits.
- Comments section is wrap around. No formatting.
- When you print the document – a box will come up saying that margins are outside the printable area – ignore and click “yes”.
- Save the document in the normal manner and include the co-op name (i.e. ANK leak report 2008-01).

I hope this tip sheet is helpful to you. Any feedback would be appreciated.

Changes or modifications to the form, please call Bruce Partington @ 780-427-0111 or e-mail:

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