

Instructions for Electronic Forms

Revised July 2007

Start-up	<p>This file, LTG06.XLS, has electronic versions of the 2006 compliance forms for the lighting system, motors and transformers. Open a working copy of this file and be sure to use Save As to save it to a new file name. Alternatively, you can save the file as a template in the XLSTART subdirectory in the EXCEL directory, and open new copies with the "File New" menu command. Look for "LTG06".</p> <p>There are three companion templates to this file: ENV06-1.XLS (climate zone 1 envelope requirements); ENV06-2.XLS (climate zone 2 envelope requirements); MECH06.XLS (Chapter 14 mechanical systems requirements).</p>
Overview	<p>This workbook file contains multiple worksheets. Each worksheet is indicated by a tab at the bottom of the screen. (If you don't see the tabs, visit menu option "Tools-Options-View-Sheet Tabs".) You may visit each form by clicking on its tab.</p> <p>Most calculations are automated. The spaces which display the results of calculations are not editable. Some adjustments to formatting have been made to facilitate electronic filling and calculation of the forms.</p>
Save Files	<p>Each time you open this file and start filling forms, you must save it under a new filename of your choosing using File Save As. The original template file cannot be altered. You may also save your own versions of the forms this way.</p>
Getting Around	<p>Each form has two pages (front and back). Both pages are available on screen when you click the tab for a form. Use scroll bars to find the second page. It is either to the right, below, or sometimes to the right and below the first page.</p>
Filling Fields	<p>All project info and the date for all forms is entered once on "PRJ-SUM" and automatically reproduced on the other forms. Always fill in the heading of PRJ-SUM, even if you will not be using that form. The other forms have a reminder to do this.</p> <p>Only fillable fields are accessible. If you try to edit any other field, you'll get an error message. You may use the TAB key to move to the next fillable field. If the TAB doesn't take you where you want to go, use the mouse.</p> <p>Avoid excessively long text strings when entering information. In some cases, text that extends beyond the available space will simply not be seen. In most cases, the text will wrap within the cell. This may force part of the form onto a new page.</p> <p>To enter the date, use this format: mm/dd/yyyy. For example, you would enter 7/1/2006 or 12/15/2007.</p> <p>Check boxes can be either blank, or checked-off with an "x" shown in the box. To toggle between cases, click the box with your mouse. Radio buttons (circles) are either filled or unfilled. Only one in a set may be filled.</p> <p>Drop-down lists have an arrow at the right side of the space. Click the arrow with your mouse and select the appropriate option. One of the options is a blank.</p> <p>When a form has a space for notes or explanation, click anywhere in the space to edit. Your cursor will become a text editing insertion bar and you can edit as with a word processor.</p>
Personalizing	<p>You can personalize the forms with your company name, address, phone, or any other information. This is done by editing the footer using File Page Setup Header/Footer. You can then save the file under a new template name and repeat it again.</p>
Adding Lines and Removing	<p>Many tables, such as for listing equipment types, have a certain number of lines for entering data. There may not always be enough lines for all the entries you need to make. With this electronic version, you can add additional lines to the table.</p> <p>To add additional lines where this feature is available, click on the "+" button with your mouse. This button is located to the right of the sheet. If you can't see it, scroll right (or change the View Zoom setting to 83%).</p> <p>To remove lines that you have added, click on the "-" button with your mouse. You cannot remove lines that were not added; an error appears if you try.</p> <p>If you add additional lines with this method, the pagination will usually be affected. The forms will be forced to carry additional lines over to other pages. Be sure to submit all pages to the plans examiner.</p>
Printing	<p>The forms should print on any printer supported by Windows. You will need to have the following TrueType fonts installed under Windows: Arial, Times New Roman, Courier New and Wingdings. These are all standard Windows fonts.</p> <p>If you are losing form or flowchart details when printing, you may have a shortage of printer memory. Try printing problem pages individually.</p> <p>By default, only selected forms are printed. To select one or more forms, hold down the Ctrl key and click the tabs of the worksheets you need. Issue the File Print Selected Sheets command. To print the entire set, use File Print Entire Workbook.</p>
Clean Forms	<p>It is possible to print clean, blank versions of these forms for hand filling. To do so, delete all of the heading information at the beginning of PRJ-SUM, and make sure that all fillable cells in the forms are empty. Then print the clean forms.</p> <p>For each radio button group, there is a button labeled "Clear". Clicking this button will clear the other buttons so that they will print as empty circles. The "Clear" button will not print.</p>
Partial Form Sets	<p>Forms in a workbook may not be deleted, because the file is locked, but you need not print all the forms, as explained in "Printing" above.</p>

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Re-Calculat ion	As this is a large file, it may respond slowly to changes if it is set to automatically re-calculate after every action. To set calculation to manual, visit the "Tools-Options-Calculation" menu item. Then manually recalculate using the F9 key.
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