

OPTIMIZING YOUR APS PC/LAPTOP

1.0 PURPOSE

There are several default settings on **Windows 7** and applications that should be modified by [REDACTED] employees before working with [REDACTED] Forms and Assembly/Test/Disassembly Procedure (AP/TP/DIP) documents.

This document presents procedures and recommended settings at both general operating system level and application level. Warning messages that may display are explained and solutions for resolution presented where appropriate.

IMPORTANT NOTES: This is a living document. As applications and operating systems change, content should be revised. If you have additional tips or settings to share or questions, contact anyone on the Document Management team: [REDACTED]

For "HOW TO" video instructions, see the **STYLE_GUIDE** folder on the [REDACTED] (**management > office > document templates > _Document_Management_Team_WORD_templates** folder) and the **DOC MGT** folder on the APS website, [REDACTED]). The latest template files are reside in those locations.

2.0 REFERENCES

- DOC-DES-10028 AP/TP/DIP Template Files
- DOC-DES-10029 [REDACTED] Style Guide for AP/TP/DIP Documents
- DOC-DES-10030 Creating and Updating AP/TP/DIP Procedures Using Quick Parts
- DOC-DES-10031 AP/TP/DIP Template Quick Reference
- DOC-DES-10021 Marked Up Engineering Documentation Procedure
- DOC-IT-10103 Save as PDF File (eDrawings; WORD 2007)
- DOC-IT-10104 FOXIT Shareware and Commenting PDFs

3.0 OPERATING SYSTEM (Windows 7)

Make the following changes to your laptop/PC and set up for PDFs and electronic markups (see Section 3.1).

• SHOW FILE EXTENSIONS

Because of legacy WORD files (.doc), you need to be aware of the file format for WORD 2007. Therefore, be sure that you can see file extensions (e.g., dotx, docx). Click **Start > Control Panel > Appearance and Personalization > Folder Options > Show Hidden Files and Folders** and uncheck the **Hide extensions for known file type's** box.

- **CREATE A SHORTCUT OR MAPPING TO THE [REDACTED] > office > document templates > _Document_Management_Team_WORD_templates folder**

To create a link (that is, map the drive), right-click on **Start or the Window button > Open Windows Explorer > Tools > Map Network Drive**. If you do not see the **Tools** option, click the **ALT** key. If you are having difficulty, contact IT or email [REDACTED].

The Document Management team occasionally saves files for other groups in their **docmgt_share** folder (on the [REDACTED] drive). For example, in the **DOCMGTCopyFiles** folder there is an indexed folder containing all released APS documents current as of a specified date (updated monthly) that allows you to:

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- Search for references to a product, for example, search for WPR to find all docs that reference it.
 - Because the Acrobat Advanced search function can read into the text of drawings, the master doc library can be used to see "where used" or related documents easily.
 - For preferred terminology - the number of occurrences of a word can be determined then added to a company glossary.
- Run the DOCMGTCopyFiles script (DOC-IT-10305) to extract copies of documents (PDFs, Doc, etc.) based on a list of document numbers or date. This allows you to gather and prepare a manual PDF portfolio set faster and more accurately. This script is used to create/maintain the master listing.
- View the content of newly released documents easily. ECO announcement emails give a brief description, but if you want the PDF you must retrieve it yourself. You can sort the PDF list in the portfolio to find new ones.
- Print and export to save multiple PDFs at once.

IMPORTANT NOTE: To search the folder of released PDFs, click the master index file (*MasterIndex_ReleasedDocs_**date**.pdx*). This opens Acrobat Reader's full search feature automatically.

3.1 PDFs and ELECTRONIC MARKUPS

The AdobePDF maker add-in

(<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=7>) must be installed in WORD so that hyperlinks in the automatic Table of Contents (TOC), List of Figure (LOF), List of Tables (LOT), and cross references will function in a generated PDF.

This add-in adds a PDF option to the **Microsoft Office button (MOB) > Save As > PDF or XPS**. If you have the full version of Adobe Acrobat, you will see an Acrobat tab in the ribbon, which contains the create PDF option.

NOTE: Do not use NitroPDF or other free PDF maker to make WORD PDFs or to view a Portfolio PDF.

For more information on PDFs, see the following documents:

- DOC-DES-10021 Marked Up Engineering Documentation Procedure
- DOC-IT-10103 Save as PDF File (eDrawings; WORD 2007)
- DOC-IT-10104 FOXIT Shareware and Commenting PDFs

3.2 TIP: Saving files to the C: Drive

If you experience difficulty with the DOCMGT COPYFILES script (DOC-IT-10302) not finding the text file or folder in your **My Documents** location, then setup the script to save the files to the root C: drive instead of the network.

In Windows 7, you cannot save a file to the root C: drive directly from within an application like WORD or Notepad. The following error message displays and you are forced to save the file to the My Documents location.

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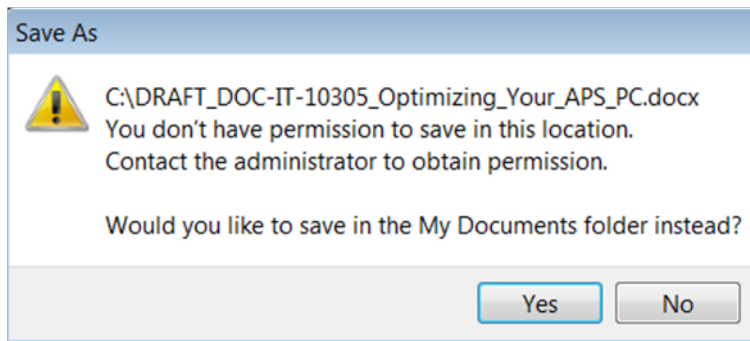


Figure 1: Error Message - Saving to C: Drive from an Application

You can, however, copy to the C: drive from within My Computer or the Windows Explorer files view, by clicking **Continue** to ignore the following message:

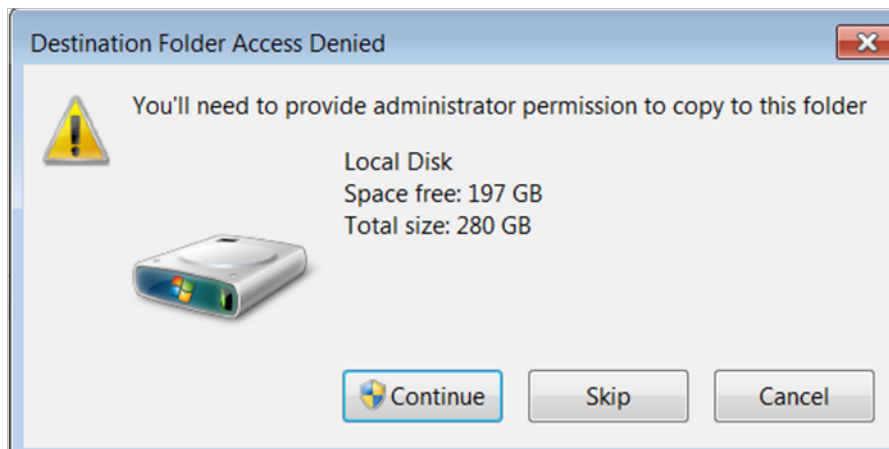


Figure 2: Copy to C: Drive Directly

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4.0 OPTIMIZING WORD 2007 - BEFORE USING APS TEMPLATES

When using WORD, it is best to always display the rulers and paragraph markings:



Figure 3: Select Rulers Icon at the Top of the Right Scroll Bar

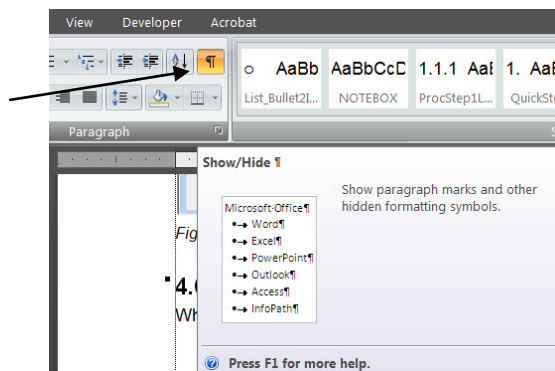


Figure 4: Show/Hide Paragraph Marker Icon in the Home tab (or set in **WORD Options > Display**)

If you suspect there are comments in the file, show the Reviewing Pane in the **Review > Tracking** group. **Hidden comments can be deleted along with the text they are anchored to.**

Other areas to customize include:


- Customize Settings of WORD OPTIONS
- Installing and Selecting a Template File
- Creating Your Own Shortcut Keys to Apply Styles
- Macros
- Setup and Test PDF Bookmarks

4.1 Customize Settings of WORD OPTIONS

Before using the template, the following WORD 2007 Microsoft Office Button (**MOB**) > **WORD Options** settings are recommended.

NOTE: You can also access the WORD Options area from the Quick Access Tool bar drop down (**More Commands > Advanced**).

For a description of how to use the template, see the following documents:

- DOC-DES-10029 -  Style Guide for AP/TP/DIP Documents
- DOC-DES-10030 - Creating and Updating AP/TP/DIP Procedures Using Quick Parts
- DOC-DES-10031 - AP/TP/DIP Template Quick Reference

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4.1.1 Popular

- In Top Options for WORD, select the **Show Developer Tab in the Ribbon** check box so that you can apply the APS template to an existing file.
- In Screen Tip Style, confirm that **Show Feature Description In Screen Tips** is selected.

4.1.2 Display

Select **Show all formatting marks** and **Update Fields before Printing** options so that automatic cross references like the Table of Contents, page numbers, Figure Numbers, etc. are current when you print to the copier. To update all references before distributing a document, select all the text and press **F9**. Use the **alt+u** macro to update references, including table of contents, and search for broken referenced.

IMPORTANT NOTE: The Update Fields before Printing setting also prompts you to enter form details when printing a WORD document that contains them. For example, when printing the ECO WORD doc (DOC-DES-10013), you are prompted for the first 3 cell entries.

4.1.3 Advanced

- In **Show Document Content**, select Show Text Boundaries.
- Set the following paste options:

Cut, copy, and paste

Pasting within the same document: Keep Source Formatting (Default)

Pasting between documents: Match Destination Formatting

Pasting between documents when style definitions conflict: Match Destination Formatting

Pasting from other programs: Keep Text Only

Insert/paste pictures as: In front of text

☒ Keep bullets and numbers when pasting text with Keep Text Only option

☐ Use the Insert key for paste

☒ Show Paste Options buttons

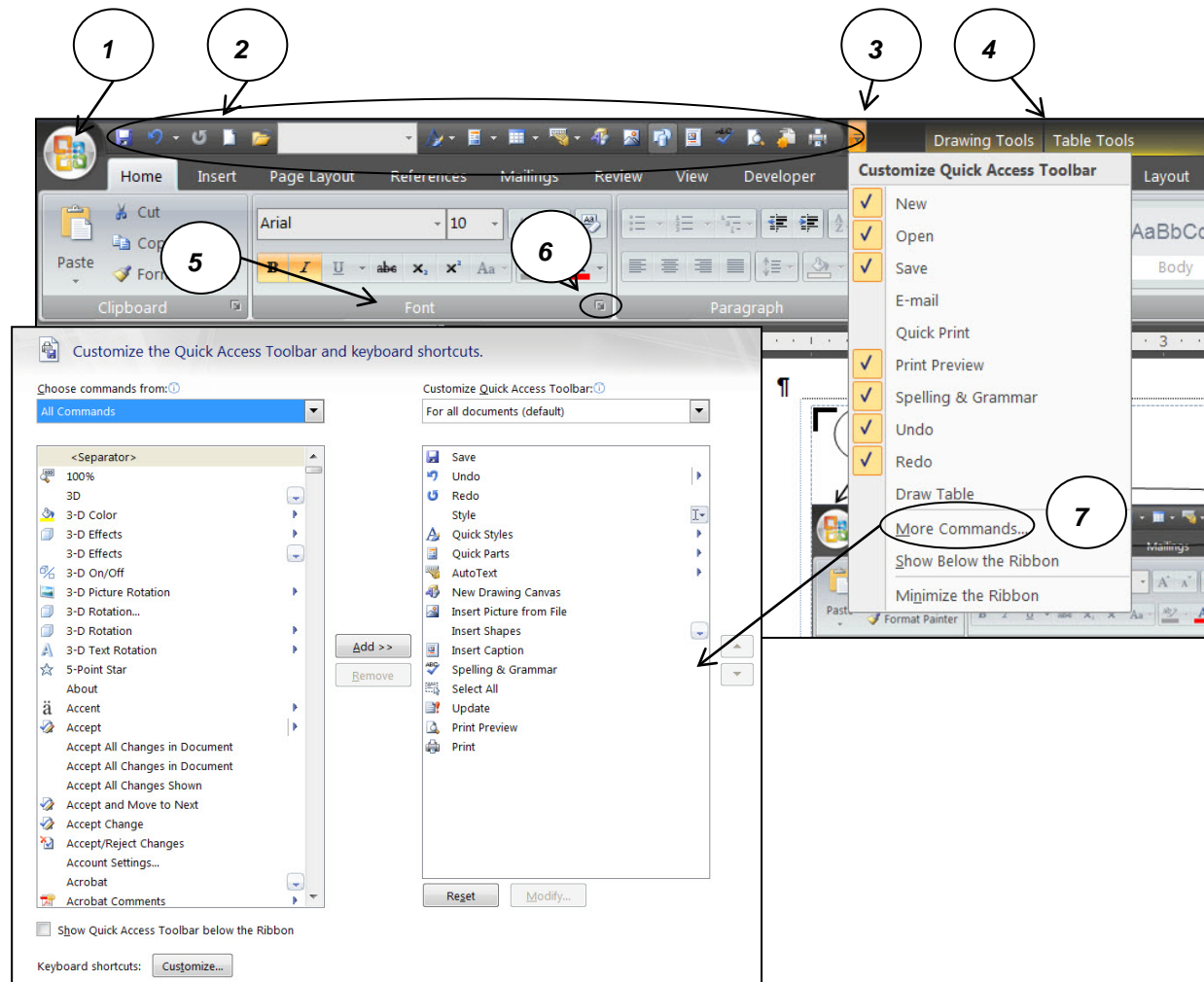
☒ Use smart cut and paste [Settings...](#)

Figure 5: Recommended Cut, Copy, Paste Settings

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4.1.4 Customize

Update the Quick Access Toolbar with the suggested template icons (**MOB > WORD Options > Customize > select All Commands from Choose Commands**), shown in Figure 6.



1. Microsoft Icon (access to WORD Options)
2. Customized toolbar
3. Select dropdown arrow to customize the toolbar
4. Additional tools display when you select a table or image
5. Ribbon > HOME tab, Font Area
6. Click the square icon to show more options
7. Select dropdown arrow > More Commands (or Microsoft Icon > WORD Options > Customize)

Figure 6: How to Customize the Toolbar with Recommended Tools - List of Recommended Icons

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Document Revision History

Table 1: Documentation Revision History

Rev	Date	Engineer or Author	Description	ECO #	Checked By
A	10/21/2011	J. Thomas	Initial Release	11-431	D. DiPiro
B	06/07/2012	J. Thomas	<p>Change template and video availability from [REDACTED] server [REDACTED]</p> <p>[REDACTED] Te am_WORD_templates folder) and the DOC MGT folder on [REDACTED] (log into the Customers area).</p> <p>Added a note to replace template and Normal files, cut and paste into the File > New > My Templates window in Section 4.2.1.</p> <p>Delete Show Hidden files procedure; added .bat install</p>	N/A	J. Thomas