

Technology Tips

August 10, 2004



Question:

I want to work on my Planning and Results reports at home and then enter the data at the web site later. Where do I find the Word templates for working on my reports offline?



Answer:

The CE Technology Services staff designed Word templates that look much like the web forms for the Planning and Results system. By using these templates, you can gather your data and edit your impact statements and success stories in Word before you enter them on the web. You can also save the Word documents to keep a copy of your reports on your computer. These templates are available from several sources:

- ① CE Technology Services sent every county department head a CD with digital copies of the Word templates. At the Milwaukee County office, the “team member” templates are already installed on the network. In Word, click on **File** and choose **New** from the drop-down list. When the template window opens, you will see a **tab labeled PlanningResults**. When you click on this tab, you will see icons for each of the Planning and Results team member templates. To use a template, double-click on it.
- ② At the Milwaukee County office, the remaining templates for “team administration” or “county plans of work” are on the network in: P:\UWEX\PlanningResults. If you need to use these templates and have Windows 95 or 98, copy them into the templates folder on your computer (C:\Program Files\Microsoft Office\Templates). In Windows 2000 or XP, you must copy the templates into a different folder (C:\Documents and Settings*your username*\Application Data\Microsoft\Templates).
- ③ You can also download the templates and instructions on how to install them from the Planning and Results web site:

<http://www.uwex.edu/ces/prs/>
- ④ If you have questions about the templates, call the CE Technology Services Help Desk at 800-760-7610 or send email to: helpdesk@ces.uwex.edu