

## Using RBBP templates in Word 97

There are three Word97 templates available on the RBBP website:

- 1) Standard Form Template  
Opens to a single Standard Form
- 2) Standard Form Template(5)  
Opens to five Standard Forms
- 3) Less Scarce Species Form Template  
Opens to a single Less Scarce Species Form

Download and unzip the template files and then move/copy them to your templates folder(s) to make them available to Word.

All three forms were designed on a 17" monitor set at 1024x768 and I have saved them at around 75% scale. You may need to alter this to suit your own set-up.

All three forms are locked (and password protected!) so that you can only enter data in the various boxes. You can use either the Tab key or the Page Down key to move forwards from box to box, while the Page Up key will take you back again, or you can skip to a different box using your mouse to place the cursor.

Because the form is, in essence, a large table with some rows and columns missing from different parts of it, the cursor follows a strict route along each row from left to right. Thus, you will find that having entered the site name, the cursor then continues along the row for entry of breeding details before going to the grid reference boxes.

This is my first attempt at designing online-forms (as Word calls them) and I would be pleased to receive comments (favourable or unfavourable) as well as constructive criticism.

The forms may be printed out and posted, or e-mailed to me as an attachment. I'm happy to have them zipped to save space.

I regret that the templates are not available in earlier versions of Word. Formatting the tables proved much harder in, e.g., Word95 and I haven't pursued this further. I am told that the templates should work OK in Word2000 for those who have upgraded but I have no way of testing this.

Malcolm Ogilvie, 15th March 2000.