

### **Preparation of a current trip list in a Word document.**

Trip lists that have been prepared in the password protected area of the web site as web documents can be transferred to Word documents using a process that can be started from either a **link** in the secure area or in a table accessible by clicking on the copyright message at the bottom of the web site home page. The latter option does not require a password.

The process requires that the web site is accessed using the **Google Chrome browser**. Other browsers do not enable the table frame to be copied to Word. The process has been evaluated using Word 2010 and is set up to use narrow margins so as to provide maximum data space.

### **The Transfer Process.**

- 1) Click on the **link** to prepare trip data for word. This produces an HTML trip list.
- 2) Hold the “CTRL” button and click the “A” key. This highlights all the data.
- 3) Hold the “CTRL” button and click the “C” key. This copies the data to the clipboard.
- 4) Open a new Word document.
- 5) Ensure that narrow margins have been set. If set, go to 7). If not, do the following.
- 6) Select the “Page Layout” menu then click on the “Margins” option. Select “**Narrow**” from the menu of options.
- 7) Place the mouse pointer just to the left of the vertical cursor on the new word document and **RIGHT** click. A menu appears. One of the menu items is called “Paste Options” and has three icons immediately below. Move the mouse over these icons and click on the one that shows “**Keep Source Formatting**” when the mouse is over it.
- 8) You now have a Word document of the trip data. Check the full document and edit as necessary to ensure that the page number is at the bottom of each page and that the header appears at the top of each page by adding or deleting blank lines as necessary.
- 9) Save the Word document.