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Date: August 9, 2011
To: Applicant
From: OC Planning/NPDES Implementation Program
Subject: Instructions for Using the Electronic Version of the South Orange County
Water Quality Management Plan (WQMP)

The WQMP template was developed in accordance with January 2003 computer standards, using PC computers and Microsoft® Word 2000. Microsoft® Word contains special protection against macro viruses. In order for the template to work properly, enable the <u>medium</u> macro security option by under the TOOLS, MACRO, SECURITY screen. Users of Microsoft Office 2000 and XP must also make sure that they have installed the latest Service Release package from Microsoft (Service Release 3), which can de downloaded free of charge from http://office.microsoft.com/officeupdate/default.aspx

The objectives of the WQMP template are to:

(1) Provide easy data entry for users to prepare WQMPs (instructions and examples can be viewed in the template while the WQMP is being prepared).

(2) Provide consistency in content and format of all WQMPs prepared and submitted.

The template has its own macros that were developed to include a small tool bar with five buttons:
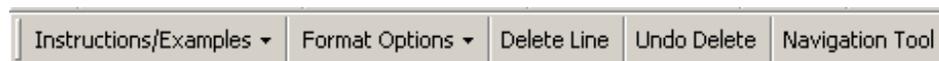
When opening the file from Microsoft® Word, the user may get the following screen:
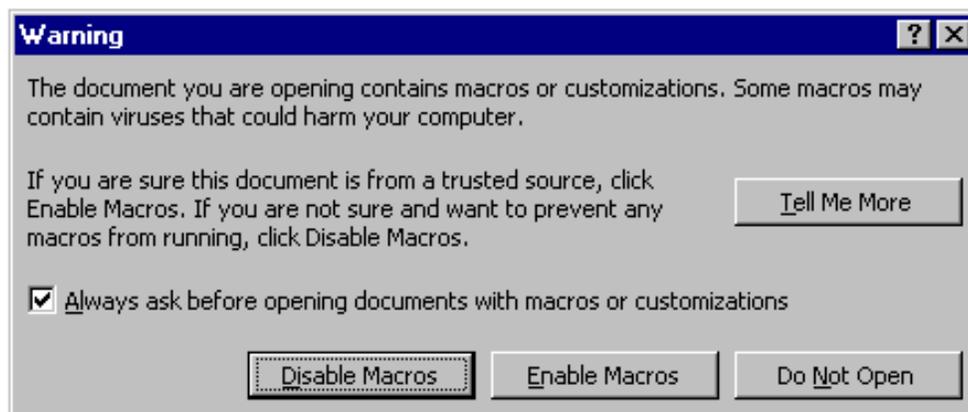
In order for the macros to work properly, click on the ENABLE MACROS button.

The template document is protected, so if you have problems with entering data, please try this: click "U" while holding down the "CTRL" key. Do not make any changes to the template itself.

The template has been automated in such a way that when the user types some of the Title Page fields (the project name, contract number, owner/developer company and date of the WQMP preparation) the data will automatically flow to the headers and footers of all sections of the document. The process of creating a Table of Contents has also been automated so that the correct titles and page numbers will show in the table of contents when printing the document.

The various sections of the WQMP template contain color-coded headers for instructions (blue), and required text (red). These color coded headers indicate that the text following the header provides instructions for preparing the section, or text that is required for developing a WQMP that complies with DAMP and local requirements. User(s) developing a WQMP will enter additional text only after and under the "Required Text" headers.

Once a user has developed the text for the various sections of the WQMP, a draft WQMP, including instructions and the completed text for each section, can be printed. The instructions include "check box" items that the preparer may use to visually review the printed version of his/her own work and check each of the instructions' items (and check boxes) as they are completed.

The final WQMP can then be viewed to check format and perform final edits as necessary. The final document can be printed without instructions and examples by clicking on the INSTRUCTIONS/EXAMPLES button and choosing the HIDE option, or by going to the menu bar in MS Word, selecting the "TOOLS" menu, selecting "OPTIONS" and making sure that the HIDDEN TEXT checkboxes under both the VIEW and PRINT tabs are cleared.

The FORMAT OPTIONS button will allow the users to insert titles, paragraphs, bullets, bold text, underline text, and insert page breaks. DELETE LINE will allow the user to delete any lines that may be blank in the required text sections. If one too many lines are deleted, use the UNDELETE button.

The NAVIGATION TOOL button provides the user with an easy way to navigate through the various sections and subsections of the document.

After editing the file, use the SAVE AS option of the menu to give the edited file a new name. Don't overwrite the master file.

If you are running Vista Pro and Office 2007 and have problems with headers within the WQMP Template:

1. Open the file in Office, go to "Office Button" in upper left corner
2. Open menu and click "Word Options" in button bar, lower right
3. Go to "Display" left column of open window
4. Find "Update Fields Before Printing" and make sure it is checked
5. Save
6. Go to "Office Button" and scroll to the "Print" button
7. Click "Print Preview" and review the document for header population
8. Click "Close Print View" and the populated header will remain in the document