

HOW TO INSTALL & USE **WORD TEMPLATES**

NEW YORK WING ELECTRONIC FORMS are word templates. The wing communication forms (i.e. NYWF 100-1.dot, NYWF 100_2.dot, and NYWF 100-4.dot) **MUST** be used properly or the processing software will not be able to read the resulting documents. The security code field on these forms behaves erratically when the forms are improperly used.

HOW TO INSTALL NYWF 100-1 WORD TEMPLATE:

Word templates must be placed in the folder where word expects to find them. The template files (.dot files) may be copied to the appropriate folder using the self-extracting zip applications provided by New York Wing Communications.

Templates are installed in different locations depending on what version of word you are using. You can determine your version of word by looking at the Help Menu's "About Microsoft Word" selection.

The self-extracting file NYWF For Word 97.exe will automatically put the templates in the correct directory for Word 97. The self-extracting file NYWF For Word 2000.exe will automatically put the templates in the correct directory for Word 2000.

HOW TO USE NYWF 100-1 WORD TEMPLATE:

1. Click on Start > New Office Document. The New Office Document dialog box will appear.
2. Click on the General Tab on the New Office Document Dialog. You will see several template icons presented in the New Office Document dialog. Among these icons will be an icon labeled NYWF 100-1.
3. Highlight the template icon labeled NYWF 100-1 by clicking on it.
4. Click the Ok Button in the New Office Document dialog. The template will then load into word.
5. Edit the fields now presented as a word document.
6. When you've finished editing the document go to the File menu and select "Save As ...". The Save As dialog will appear.
7. Use the Save As dialog to navigate to the folder where you want your document saved.
8. Type the name of the file to be saved in the File Name field of the Save As dialog.
9. Click the Ok Button in the Save As dialog.

PROCESSING COMPLETED LICENSE APPLICATION:

1. You need to email the completed NYWF 100-1 to your Group Communications Officer.
2. Your Group Communication Officer will review the application for completeness and accuracy. He/She will add his/her security code to the application and email it to the Wing Licensing Officer, Lt. Col Robert Burns CAP.
3. The Wing Licensing Officer will process the application and email the license back to the Group Communications Officer. The Wing Licensing Officer WILL NOT send a license directly to the applicant!
4. The Group Communications Officer will print and file a hard copy of the license for group records. He/She will then forward the license to the applicant by whatever means is most expedient.