COWI

Instructions for opening the Technical Report under MS WORD

The Technical Report is a Master Document with each chapter as a Subdocument.

To open the whole report for printing, do the following:

- Copy all files from \lakeweb\reports\techrap\ to your hard drive

- Open the file "Final Report - Technical.DOC. This document is only a type of "frame" for all the chapters which are shown with their path and name.

- Under View, click Master Document. This brings up a new Toolbar.

- Click the ikon which shows a document and ↓ (Expand Subdocument). This opens all the chapters.

- Under View, click Page Layout

- It may be necessary to update the List of Contents.

Each chapter can also be opened individually