CVB Submittal Version Template

MS Word-Mac 2011 Version

*Instructions: The overall objective is to copy and paste entire table to company letterhead. However, you will need to complete the form before you paste it onto letterhead so that the picklists work properly. Also, once completed, you will need to toggle off the “Protect Form” feature so that you can select the entire table for the Copy action. See stepwise instructions on following page.*

Top of Form

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| Submission-Specific Folder ID on submitted electronic media (if more than one submission on a single disk) |       |
| Related Prior Open Submissions (list only if current submission is a correction or addendum) |       |
|  |  |
| USDA Establishment Number |       |
| All Applicable Product Codes (if product not yet coded, enter UNASGN. If not product-related, etner NOTAPP.) |       |
| Special Outline Number |       |
| Date Submitted |       |
| Submission Type |  |
| Submission Subtype (multi-select if more than one applies)Word for Mac restricts picklists to 25 options, so be sure to check both picklist 1 and picklist 2 for possible applicable values. |  |
| Tags Enter only if applicable. Multi-select if more than one applies. Select Paperless for any non-2015 submission. | Paperless |
| Brief Description (include study numbers, but be succinct; max 200 characters, and most should not need that many. Do not repeat information found in other rows of this template. |       |
| Direct Submission To |       |
| Also notify (equivalent to a “cc” recipient) |       |
| Related Prior Completed (Reviewed) Submissions |       |
| Count of electronic files, by folder, for this submission | Core Documents      | Statistical Data      | Sequence Data      |

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Detailed instructions:

1. Complete the form *within this* template document.

2. The document is downloaded from the CVB website as a “protected” form. This allows you to select items from the picklists in certain rows. It must be “unprotected”, however, before you can copy and paste the table to your letterhead.

3. If you have never created forms, you may need to configure your Word for Mac application so that it displays the Developer tool. This is something that should need to be done only once, but the Developer tool does not display by default. The following instructions pertain to Word for Mac 2011:

a. From the Word menu, select Preferences….

b. Click on “Ribbon” under the “Personal Settings” section.

c. Under the “Customize” section of the Ribbon settings, there is a scrolling list. Scroll to “Developer” and click the checkbox next to it.

d. Click on OK to exit the settings. You should now see a Developer tab along the top of your ribbon.

e. Click on the Developer tab to view a button marked Protect Form.

4. The Protect Form feature must be toggled on to complete the form (so that you see finished picklists and not designer options to configure a picklist), but toggled off to select the completed form for copying.

Feel free to contact the CVB if you need additional guidance.