



BIG SPRING SCHOOL DISTRICT
Special Education
45 Mount Rock Road
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TO:

FROM: Bill Gillet

SUBJECT: Directions & Tips for using the Macro Free version of the IEP template.

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New this year I have added a “Macro Free” version of the secondary IEP template. The only difference between this template and the regular template is that the majority of the “automatic” features (such as snapshot, SDI list, etc.) are disabled. Some of the features can be accessed manually.

Here is an overview of those that can still be accessed.

Inserting items from the ESY, SDI, Transition, and PSSA list

- 1) On the “office Ribbon” at the top of the screen click on the “insert tab”
- 2) On the “insert ribbon” click “Quick Parts”
- 3) Choose “building block organizer”
- 4) In the “organizer” you will see a window with the following categories:
 - a. Name
 - b. Gallery
 - c. Category

The Text from the ESY, SDI, Transition and PSSA list are stored in the gallery called “autotext”. The Category should list what the item is (for example “IEP SDI Assignment” would list the “assignment SDI’s” Once you find the one you want click the insert button. **Make sure the cursor is located where you want the text to be inserted.**

Note: if you click the heading of the column in this window, it will alphabetize the entries by the column you chose.

To cut and paste an additional blank goal page.

Use the same process as for inserting SDI’s etc. The Category is “IEP goals.” The Name is “Annual Goals- single” or “Annual Goals-multiple”

Calculating the Program profile page.

- 1) Using your keyboard and mouse highlight the last 7 rows of the chart where the calculations are performed. If you are using a windows based computer click the “F9” key. If you are using a mac _____.

Calculating the LRE page

- 1) Highlight the row with the calculations in it and click “F9” on windows and _____ on Mac.

Keep in mind that very few of the automatic features work in this version of the template. Be sure to double check for blank fields.