

Using the IEP Template at home. What to do when the macros "disappear"

Many of you will recall the following "bug" from the past.

The user creates an IEP at his/her normal workstation. Saves the file onto a disk/flashdrive/e-mail, etc. and opens it on a different computer (at home, or school). In some cases the extra-features don't work. If you are interested in why this happens see below, if not simply follow this solution.

IEP Portable

To use the IEP at home or on a non-special ed computer you must first install the template & connect it to your documents. There are really only two steps and they sound more complicated in writing than they actually are.

- 1) Make a copy of the template on your workstation.
 - a. Close Microsoft word and locate the IEP template icon you normally use to start a new template. (for Big Springers this is located on the Special Ed document drive.) for everyone else you'll need to ask your supervisor.
 - b. Copy the file onto your flash drive, attach it as an e-mail or save it to a CD (I don't think it will fit on a floppy for anyone still using one-but you are welcome to try)
- 2) Install it on your new computer
 - a. Copy the file from your travel source (e-mail, flash drive, etc.) to someplace on your hard drive where you can find it again (I'd suggest you're my documents folder)
 - b. Double-click on the file to open it.
 - c. Click on the button "IEPPortable" You will see a message that repeats these steps. Click OK. - ALL DONE!!
- 3) You will need to close and re-open the IEP that was giving you trouble.

If this doesn't work feel free to contact me.

What to do if the IEP commands aren't available and you're at school.

This may happen if you log into a computer that has never been used for special ed before. To resolve the problem.

- 1) Locate the template (i.e. open it as if you were going to create a new IEP). Then click the IEPPortable buton and choose OK. Then close this file and re-open the IEP that was giving you trouble.

Reasons why the IEP doesn't "transport" easily.

In order to understand templates, let's use an analogy of coloring in a picture in a coloring book by using a transparency. The Coloring book page has several things on it that are unique to the page (i.e. the outline of the picture, directions, page number etc.). for our purposes the coloring book and the Template are the same thing. The transparency on the other hand is just a sheet of plastic with nothing on it. In our example your IEP file is similar to the transparency.

When you type into the template, think of laying down a transparency over the page and then finishing the picture by coloring on the transparency. If you were to separate the two you would have a transparency with a colored image, and a coloring book with the original lines unchanged.

When you save the file, you are actually only saving the transparency (not the coloring book page beneath it).

If you open the file from the computer you created it on and everything about the computer is the same, Word opens both the template and the file you created (or in terms of our example it opens the coloring book page, and lays your colored transparency on top.)

When you open the file on another computer the original template (or coloring book page) isn't there so what Word opens is just the coloring book transparency. The result is that what you see would be your image without the guiding lines beneath it. In our case you have everything you typed - all the information, drop down boxes etc, but you don't have the information that was on the original template page (specifically the IEP tool bar, the calculations on the last page, and the ability to insert a new annual goal, SDI's etc.)

So what we need to do is tell word where to find the template/coloring book. The new IEPPortable command is designed to do just that, but before we can tell Word where it is, we must first make sure that the template/coloring book is actually stored on the computer. Following the directions in the section above should resolve this problem.