

Using MSWord to Create Reports from TOPS Pro

System Requirements

1. Installed license of Tops Pro
2. Microsoft Word 2000 or higher

Background

Templates

Files generated by Microsoft Word have a default extension of **.doc**. All doc files are based on a template. When we open a Word file, it is based on a **Normal.dot** file that's located in the Word installation directory.

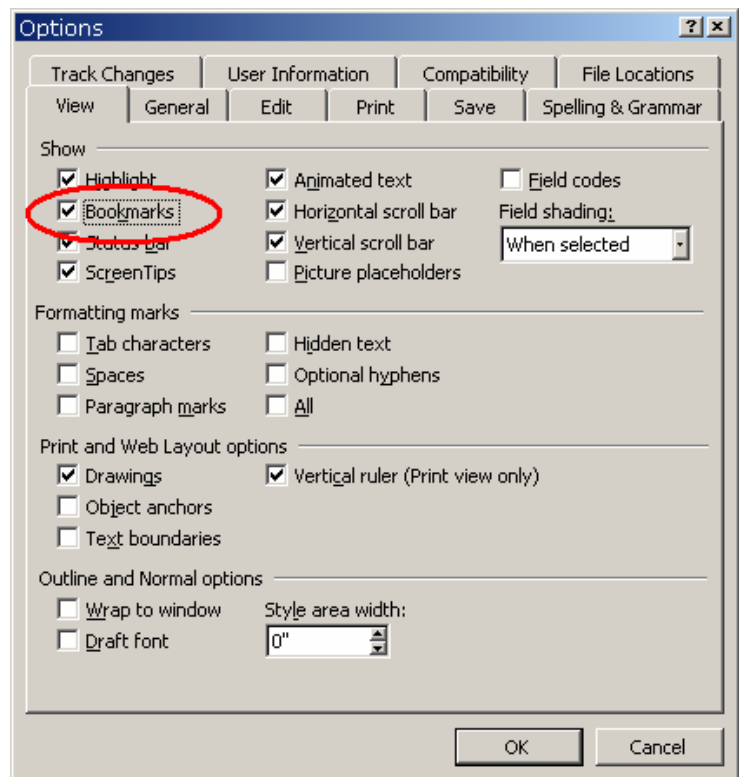
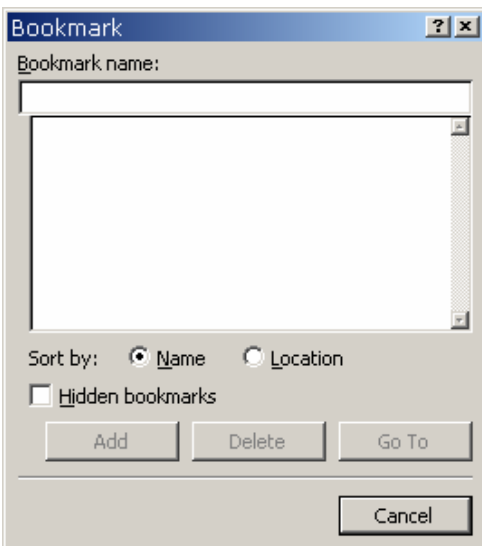
When we double click on a dot file we are actually opening a document file that is based on the dot file. To open a dot file, you either could drag the file into MS Word or open this file from Microsoft Word, using **File/Open** from the menu bar.

Bookmarks

This section talks about bookmarks in Microsoft Word and how TOPS Pro software uses these bookmarks.

To make sure your bookmarks are visible. From the main menu select **T**ools then click on **O**ptions... Make sure that you check the **Bookmarks** check box on the **V**iew tab.

Bookmarks are special locations in a Word document that can be accessed by custom names. To insert a bookmark, select the location in your document where you would like to place a bookmark. Then from the main menu select **I**nsert and click on **B**ookmark.



This would popup a dialog box, as seen on the left. To insert a bookmark, type in the name of the bookmark and click the **Add** button. You would notice the following icon would be placed in your document. **I**

Similarly to delete a bookmark, select the bookmark from the list and click **Delete**. To navigate to a specific bookmark, highlight the bookmark from the list and click **Go To**.

Creating a Document Template for TOPS Pro

To create a document template for TOPS Pro, you first need to create a blank document template. To do so, you could do either of the following:

1. From Windows explorer, navigate to the folder where document templates for TOPS Pro were installed (normally in \PROGRAM FILES\TOPSAPPS\TOPS\msword\ folder) and create a copy of one of these files. Start Microsoft Word from Start/Programs and open the new dot file that you just had copied.
2. From the Start/Programs, select Microsoft Word and open one of the templates installed by TOPS Pro. Once this file is opened, select **Files/Save As** from the main menu and save it using a different name. Make sure that you open the dot files from within Word. **Double clicking a dot file would only create a new document file based on the dot file but not opening the dot file.**

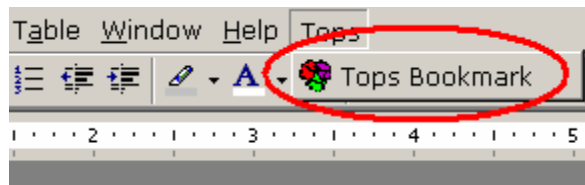
Start formatting your document template. Think about what images and statistics from TOPS Pro you'd like to be included in the template and what other notes or references are required. It is recommended that you make use of tables to display the images and data. Once you are done formatting the template, make sure you save it.

The images and data available from TOPS Pro are listed in the section [Tops bookmarks](#) at the end of this document. To insert any image or data from the list, navigate to the location in the document where you would like them to appear. Go to **Insert/Bookmark** and enter the name of the bookmark exactly as it appears on the list and click the **Add** button. Repeat the last step until all desired bookmarks are added.

Using Tops Wizard

Instead of typing in bookmarks in the insert bookmark dialog box, several Word template files now feature a Wizard that can be used to easily create bookmarks.

1. Sample.dot
2. SuperTOPS.dot
3. TopsExport.dot
4. TopsExport-All.dot
5. XMLWord.dot



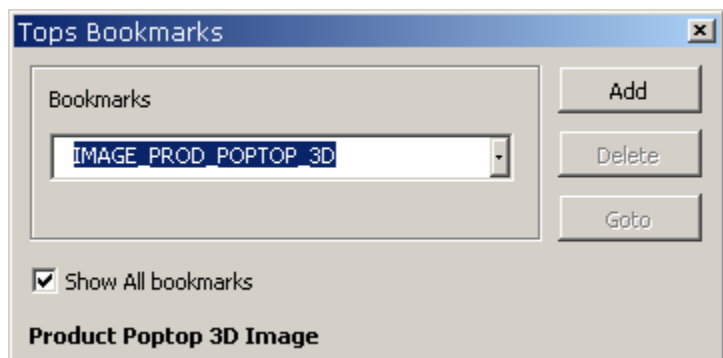
If you open these dot files you would see a new **Tops** Menu item in the main menu bar. To start the wizard, from the main menu click **Tops/Tops Bookmark**.

This would pop the following dialog box. To add a bookmark, select a location in the document where the bookmark is to be added, highlight the appropriate bookmark from the list box and click **Add**. Similarly, to delete a bookmark, select the bookmark from the list and click **Delete**.

A small descriptive text for the selected bookmark is shown at the bottom of the dialog box. Click **Show All bookmarks** to show or hide all the bookmarks in the document.

NOTE:

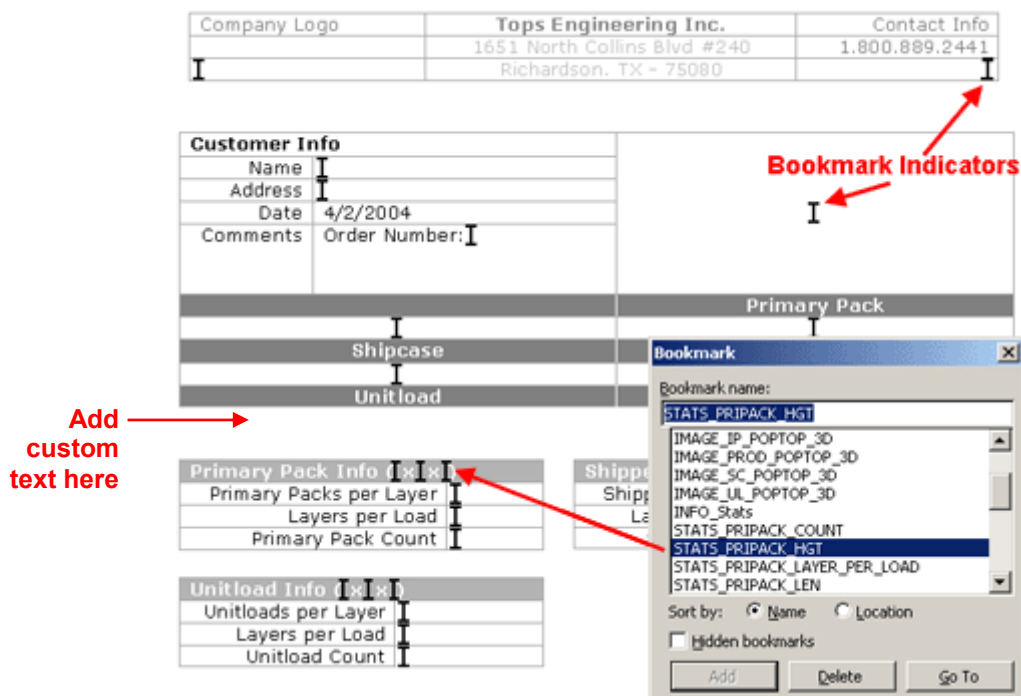
You cannot have two bookmarks with the same name. All bookmarks are unique and cannot be duplicated.



Understanding and Editing an Existing Template from TOPS Pro

1. Download template file Sample.dot from our web site using this link:
<http://www.topseng.com/download/Sample.dot>
Save the file to the folder ...\\TOPSAPPS\\TOPSPRO\\msword\\ or the corresponding folder where your license of TOPS Pro was installed.
2. Run MS Word. Go to **F**ile/**O**pen and set the file filter (**File of types**) field to “All Word documents”.
3. Navigate to the folder listed in step 1 and select Sample.dot. If the Security box warning appears, click **Enable Macros** button to load the template file. Word will open the template file as seen below.

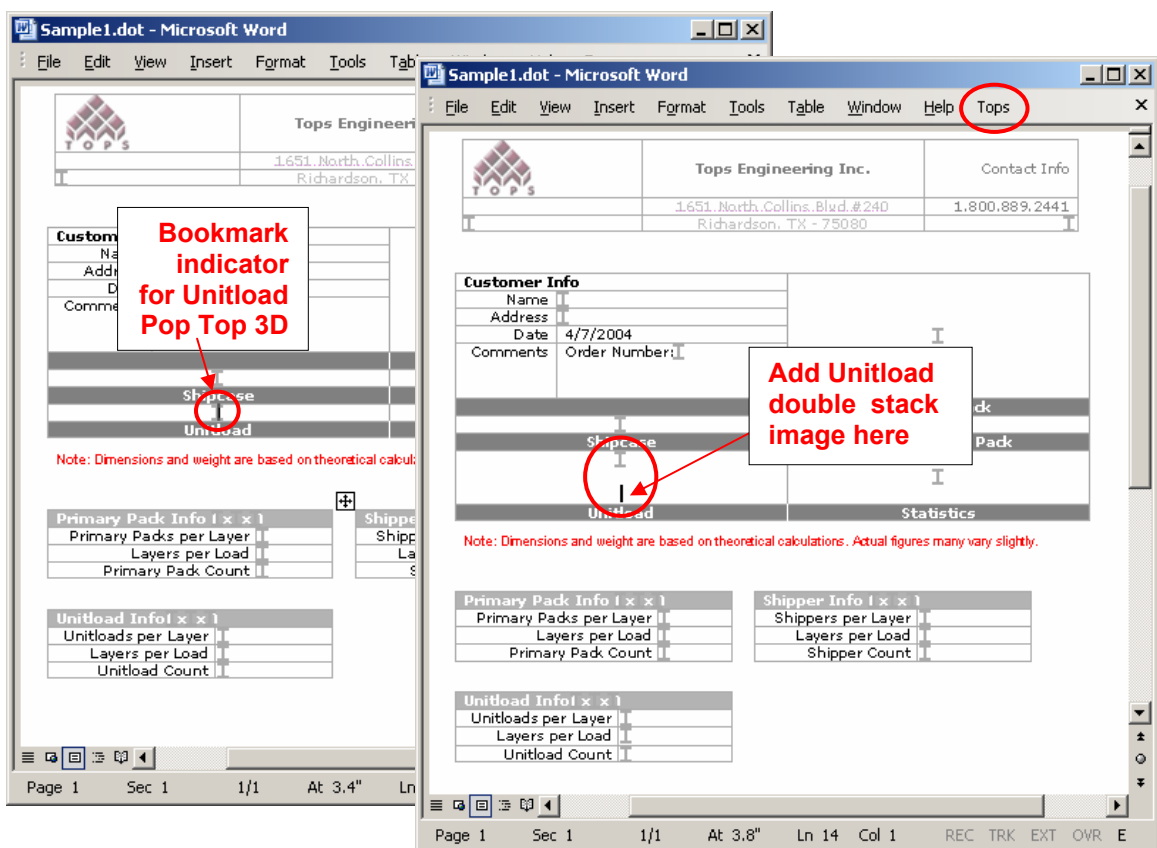
Note: If you do not see the bookmark indicators, please refer to page 1 of this document on how to set Word options to show bookmarks.



4. Save the template to a new file. Go to **F**ile/**S**ave **A**s menu. Make sure Save as Type is “**Document Template**” and enter “**Sample1**” in the File name field and click **S**ave button. The renamed template file will be saved as Sample1.dot in the current folder.
5. Go to **I**nsert/**B**ook**M**ark menu and you will see a list of bookmarks defined in the current documents.
6. To see where each defined bookmark is located, highlight the bookmark name in the dialog box and click the **G**o **T**o button. (Tips: To easily see the text cursor which indicates location of the bookmark, disable Bookmark view temporarily under the **T**ools/**O**ptions menu and uncheck **Bookmarks** under the **V**iew tab. Note that you have to close the Bookmark dialog box to access the menu function.)
7. To add a company logo, remove the text “Company Logo” in the top left hand corner. Since the logo is located in the page header section, go to **V**iew/**H**ead**e**r and **F**ooter to activate the section then remove the text.

8. To add the logo graphics at the same location, go to **Insert/Picture** and then select **From File**. Navigate to the folder where your corporate logo is located and click the **Insert** button. Click the **Close** button in the Header and Footer menu bar to return to the body of the document.
9. To add custom text in the document, just click the desired location and type in the text directly. We will add the following text after the Statistics, right before the Primary Pack Info.

Note: Dimensions and weight are based on theoretical calculations. Actual figures may vary slightly.
10. To add a new TOPS Pro image to the template, click at the location where the new image will be placed.
11. In this example, we will add a "Unitload double stack 3D" image beneath the existing "Unitload Pop Top 3D" image. To do so, place the text cursor at the circled bookmark as highlighted in the diagram (below left). Press Enter twice to add two carriage returns as illustrated in the diagram below (right).



12. Go to the **Tops** menu in MS Word's menu bar and click **Tops Bookmark** (see page 2 of this document). Click the down arrow in the **Bookmarks** field, highlight **IMAGE_UL_DOUBLE_STACK_3D** from the list and click the **Add** button and then close the dialog box.
13. Press **Ctrl+S** or go to **File/Save** menu or click the disk icon on the tool bar to save the new changes.

The new template file named Sample1.dot is now created based on the original Sample.dot file with some editing and a new bookmarked image. You can make as many editing as you wish or create a new template file completely from scratch.

Here are other MS Word template files you can use and download from our web site:

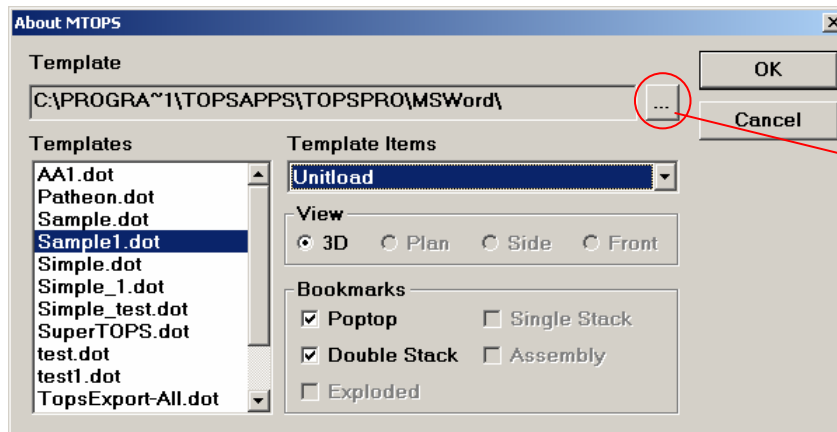
TopsExport.dot Blank template file with Tops wizard in menu bar for adding TOPS Pro bookmarks.
Download it at <http://www.topseng.com/download/TopsExport.dot>

TopsExport-All.dot Formatted template file with Tops wizard and majority of TOPS Pro bookmarks.
Download it at <http://www.topseng.com/download/TopsExport-All.dot>

Using Export to Word in TOPS Pro

We will now open an analysis in TOPS Pro and export it to Word using this new Sample1.dot template.

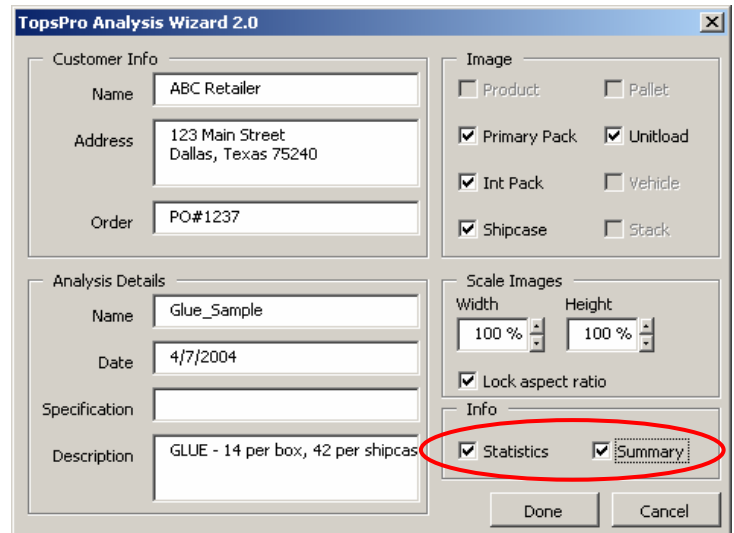
1. Run TOPS Pro and go to **File/Open**. Select GLUE_SAMPLE and click **OK**. TOPS Pro will open the analysis.
2. Go to **Export/Send to Word**. You will see the following dialog box with Sample1.dot under the Templates list. **Note:** If you do not see Sample1.dot, navigate to folder where the Sample1.dot was previously saved.



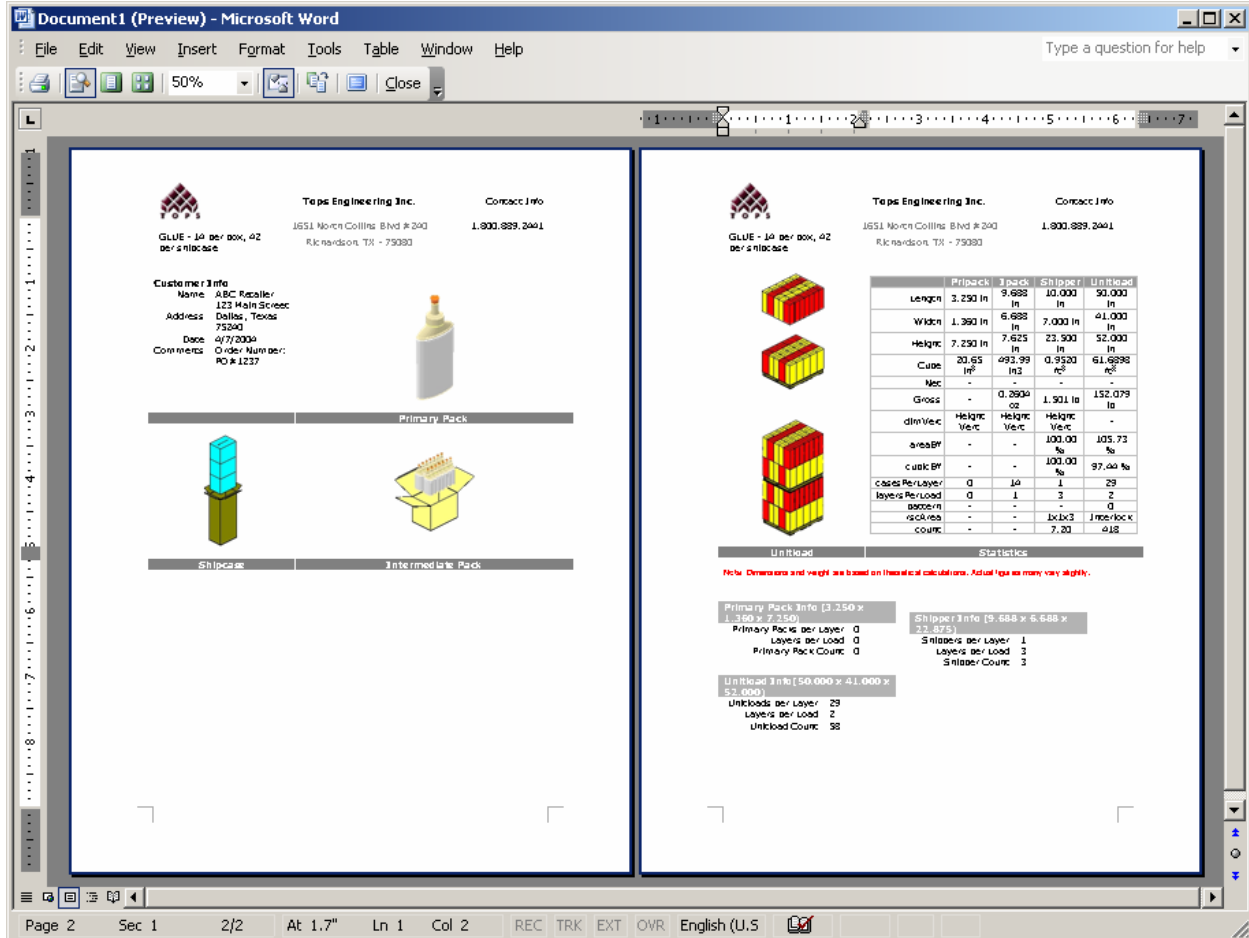
3. In the dialog box, you can see what images are bookmarked in the selected template. In Sample1.dot as illustrated above, images of unitload pop top 3D view and double stack 3D view are included.
4. Click **OK** to use Sample1.dot. TOPS Pro will run MS Word and create a new document based on Sample1.dot.

Note: If you get a message saying “The macros in this project are disabled...”, you will need to adjust the security setting in MS Word to enable macros. Please refer to page 7 for more details.

5. TOPS Pro will create a new document in MS Word based on Sample1.dot and pop a dialog box as shown on the right. Enter the information as desired and make sure to check the **Statistics** and **Summary** Info options to include data in the new document. Click the **Done** button to close the dialog.



- MS Word will populate the document with images and data from TOPS Pro based on the saved bookmarks in the Sample1.fot template file.
- Go to **File/Print Preview**, you will see the following document. To save the document as a Word document (.doc) file, go to **File/Save As** and enter a name as desired.



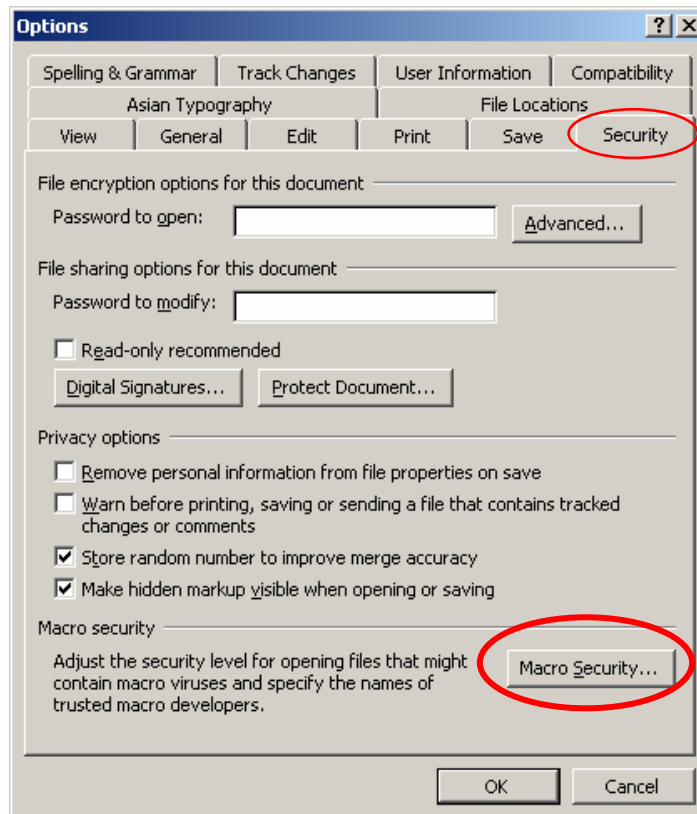
You can also learn how to export an analysis from TOPS Pro to MS Word with an animated tutorial at http://www.topseng.com/Tutorials/Export_to_Word_viewlet_swf.html

Setting the Security level in MS Word

In MS Word, users can setup security to disable macros. Since TOPS Pro uses the macros to create and generate custom templates, you will need to enable macros within Word in order for the “Export to Word” function to work properly.

If you get a message saying “The macros in this project are disabled...”, check the current security setting in Word. Go to **Tools/Options** menu. Click the Security tab and then the **Macro Security** button. Set security level to Medium and click OK to exit.

In other versions of Word, the macro security setting can be found under **Tools/Macro/Security** menu.



Tops Bookmarks

Product / Primary Pack	
Bookmark	Description
IMAGE_PROD_POPTOP_3D	Product Poptop 3D Image
IMAGE_PROD_SINGLE_STACK_3D	Product Single Stack 3D Image
IMAGE_PROD_DOUBLE_STACK_3D	Product Double Stack 3D Image
IMAGE_PROD_ASSEMBLY_3D	Product Assembly 3D Image
IMAGE_PROD_EXPLODED_3D	Product Exploded 3D Image
IMAGE_PROD_POPTOP_PLAN	Product Poptop Plan Image
IMAGE_PROD_SINGLE_STACK_PLAN	Product Single Stack Plan Image
IMAGE_PROD_DOUBLE_STACK_PLAN	Product Double Stack Plan Image
IMAGE_PROD_ASSEMBLY_PLAN	Product Assembly Plan Image
IMAGE_PROD_EXPLODED_PLAN	Product Exploded Plan Image
IMAGE_PROD_POPTOP_FRONT	Product Poptop Front Image
IMAGE_PROD_SINGLE_STACK_FRONT	Product Single Stack Front Image
IMAGE_PROD_DOUBLE_STACK_FRONT	Product Double Stack Front Image
IMAGE_PROD_ASSEMBLY_FRONT	Product Assembly Front Image
IMAGE_PROD_EXPLODED_FRONT	Product Exploded Front Image
IMAGE_PROD_POPTOP_SIDE	Product Poptop Front Image
IMAGE_PROD_SINGLE_STACK_SIDE	Product Single Front Image
IMAGE_PROD_DOUBLE_STACK_SIDE	Product Double Stack Front Image
IMAGE_PROD_ASSEMBLY_SIDE	Product Assembly Front Image
IMAGE_PROD_EXPLODED_SIDE	Product Exploded Front Image

Intermediate Pack	
Bookmark	Description
IMAGE_IP_POPTOP_3D	Intermediate Pack Poptop 3D Image
IMAGE_IP_SINGLE_STACK_3D	Intermediate Pack Single Stack 3D
IMAGE_IP_DOUBLE_STACK_3D	Intermediate Pack Double Stack 3D
IMAGE_IP_ASSEMBLY_3D	Intermediate Pack Assembly 3D
IMAGE_IP_EXPLODED_3D	Intermediate Pack Exploded 3D
IMAGE_IP_POPTOP_PLAN	Intermediate Pack Poptop Plan
IMAGE_IP_SINGLE_STACK_PLAN	Intermediate Pack Single Stack Plan
IMAGE_IP_DOUBLE_STACK_PLAN	Intermediate Pack Double Stack Plan
IMAGE_IP_ASSEMBLY_PLAN	Intermediate Pack Assembly Plan
IMAGE_IP_EXPLODED_PLAN	Intermediate Pack Exploded Plan
IMAGE_IP_POPTOP_FRONT	Intermediate Pack Poptop Front
IMAGE_IP_SINGLE_STACK_FRONT	Intermediate Pack Single Stack Front
IMAGE_IP_DOUBLE_STACK_FRONT	Intermediate Pack Double Stack Front
IMAGE_IP_ASSEMBLY_FRONT	Intermediate Pack Assembly Front
IMAGE_IP_EXPLODED_FRONT	Intermediate Pack Exploded Front
IMAGE_IP_POPTOP_SIDE	Intermediate Pack Poptop Side
IMAGE_IP_SINGLE_STACK_SIDE	Intermediate Pack Single Stack Side
IMAGE_IP_DOUBLE_STACK_SIDE	Intermediate Pack Double Stack Side
IMAGE_IP_ASSEMBLY_SIDE	Intermediate Pack Assembly Side
IMAGE_IP_EXPLODED_SIDE	Intermediate Pack Exploded Side

Shipcase	
Bookmark	Description
IMAGE_SC_POPTOP_3D	Shipcase Poptop 3D
IMAGE_SC_SINGLE_STACK_3D	Shipcase Single Stack 3D
IMAGE_SC_DOUBLE_STACK_3D	Shipcase Double Stack 3D
IMAGE_SC_ASSEMBLY_3D	Shipcase Assembly 3D
IMAGE_SC_EXPLODED_3D	Shipcase Exploded 3D
IMAGE_SC_POPTOP_PLAN	Shipcase Poptop Plan
IMAGE_SC_SINGLE_STACK_PLAN	Shipcase Single Stack Plan
IMAGE_SC_DOUBLE_STACK_PLAN	Shipcase Double Stack Plan
IMAGE_SC_ASSEMBLY_PLAN	Shipcase Assembly Plan
IMAGE_SC_EXPLODED_PLAN	Shipcase Exploded Plan
IMAGE_SC_POPTOP_FRONT	Shipcase Poptop Front
IMAGE_SC_SINGLE_STACK_FRONT	Shipcase Single Stack Front
IMAGE_SC_DOUBLE_STACK_FRONT	Shipcase Double Stack Front
IMAGE_SC_ASSEMBLY_FRONT	Shipcase Assembly Front
IMAGE_SC_EXPLODED_FRONT	Shipcase Exploded Front
IMAGE_SC_POPTOP_SIDE	Shipcase Poptop Plan
IMAGE_SC_SINGLE_STACK_SIDE	Shipcase Single Stack Plan
IMAGE_SC_DOUBLE_STACK_SIDE	Shipcase Double Stack Plan
IMAGE_SC_ASSEMBLY_SIDE	Shipcase Assembly Plan
IMAGE_SC_EXPLODED_SIDE	Shipcase Exploded Plan

Unitload	
Bookmark	Description
IMAGE_UL_POPTOP_3D	Unitload Poptop 3D
IMAGE_UL_SINGLE_STACK_3D	Unitload Single Stack 3D
IMAGE_UL_DOUBLE_STACK_3D	Unitload Double Stack 3D
IMAGE_UL_ASSEMBLY_3D	Unitload Assembly 3D
IMAGE_UL_EXPLODED_3D	Unitload Exploded 3D
IMAGE_UL_POPTOP_PLAN	Unitload Poptop Plan
IMAGE_UL_SINGLE_STACK_PLAN	Unitload Single Stack Plan
IMAGE_UL_DOUBLE_STACK_PLAN	Unitload Double Stack Plan
IMAGE_UL_ASSEMBLY_PLAN	Unitload Assembly Plan
IMAGE_UL_EXPLODED_PLAN	Unitload Exploded Plan
IMAGE_UL_POPTOP_FRONT	Unitload Poptop Front
IMAGE_UL_SINGLE_STACK_FRONT	Unitload Single Stack Front
IMAGE_UL_DOUBLE_STACK_FRONT	Unitload Double Stack Front
IMAGE_UL_ASSEMBLY_FRONT	Unitload Assembly Front
IMAGE_UL_EXPLODED_FRONT	Unitload Exploded Front
IMAGE_UL_POPTOP_SIDE	Unitload Poptop Side
IMAGE_UL_SINGLE_STACK_SIDE	Unitload Single Stack Side
IMAGE_UL_DOUBLE_STACK_SIDE	Unitload Double Stack Side
IMAGE_UL_ASSEMBLY_SIDE	Unitload Assembly Side
IMAGE_UL_EXPLODED_SIDE	Unitload Exploded Side

Stats	
Bookmark	Description
STATS_PRIPACK_LEN	Primary Pack Length
STATS_PRIPACK_LEN_METRIC	Primary Pack Length in metric format
STATS_PRIPACK_LEN_METRIC_CM	Primary Pack Length in centimeter format
STATS_PRIPACK_WID	Primary Pack Width
STATS_PRIPACK_WID_METRIC	Primary Pack in metric format
STATS_PRIPACK_WID_METRIC_CM	Primary Pack in centimeter format
STATS_PRIPACK_HGT	Primary Pack Height
STATS_PRIPACK_HGT_METRIC	Primary Pack Height in metric format
STATS_PRIPACK_HGT_METRIC_CM	Primary Pack Height in centimeter format
STATS_PRIPACK_CUBE	Primary Pack Cube
STATS_PRIPACK_CUBE_METRIC	Primary Pack Cube in metric format
STATS_PRIPACK_WGT	Primary Pack Weight
STATS_PRIPACK_WGT_METRIC	Primary Pack Weight in metric format
STATS_PRIPACK_PER_LAYER	Primary Pack per layer
STATS_PRIPACK_LAYER_PER_LOAD	Primary pack layers per load
STATS_PRIPACK_COUNT	Primary Pack Count
STATS_PRIPACK_PER_UNITLOAD	Primary Pack per Unitload
STATS_IPACK_LEN	Intermediate Pack Length
STATS_IPACK_LEN_METRIC	Intermediate Pack Length in metric format
STATS_IPACK_LEN_METRIC_CM	Intermediate Pack in centimeter format
STATS_IPACK_WID	Intermediate Pack Width
STATS_IPACK_WID_METRIC	Intermediate Pack Width in metric format
STATS_IPACK_WID_METRIC_CM	Intermediate Pack in centimeter format
STATS_IPACK_HGT	Intermediate Pack Height
STATS_IPACK_HGT_METRIC	Intermediate Pack Height in metric format
STATS_IPACK_HGT_METRIC_CM	Intermediate Pack in centimeter format
STATS_IPACK_CUBE	Intermediate Pack Cube
STATS_IPACK_CUBE_METRIC	Intermediate Pack Cube in metric format
STATS_IPACK_WGT	Intermediate Pack Weight
STATS_IPACK_WGT_METRIC	Intermediate Pack Weight in metric format
STATS_IPACK_PER_LAYER	Intermediate Pack per layer
STATS_IPACK_LAYER_PER_LOAD	Intermediate Pack layers per load
STATS_IPACK_COUNT	Intermediate Pack Count
STATS_SHIPPER_LEN	Shippers Length
STATS_SHIPPER_LEN_METRIC	Shippers Length in metric format
STATS_SHIPPER_LEN_METRIC_CM	Shippers Length in centimeter format
STATS_SHIPPER_WID	Shippers Width
STATS_SHIPPER_WID_METRIC	Shippers Width in metric format
STATS_SHIPPER_WID_METRIC_CM	Shippers Width in centimeter format
STATS_SHIPPER_HGT	Shippers Height
STATS_SHIPPER_HGT_METRIC	Shippers Height in metric format
STATS_SHIPPER_HGT_METRIC_CM	Shippers Height in centimeter format
STATS_SHIPPER_CUBE	Shippers Cube
STATS_SHIPPER_CUBE_METRIC	Shippers Cube in metric format
STATS_SHIPPER_WGT	Shippers Weight
STATS_SHIPPER_WGT_METRIC	Shippers Weight in metric format

STATS_SHIPPERS_PER_LAYER	Shippers per layer
STATS_SHIPPER_LAYER_PER_LOAD	Shipper layers per load
STATS_SHIPPER_COUNT	Shippers Count
STATS_UL_LEN	Unitload Length
STATS_UL_LEN_METRIC	Unitload in metric format
STATS_UL_LEN_METRIC_CM	Unitload in centimeter format
STATS_UL_WID	Unitload Width
STATS_UL_WID_METRIC	Unitload Width in metric format
STATS_UL_WID_METRIC_CM	Unitload Width in centimeter format
STATS_UL_HGT	Unitload Height
STATS_UL_HGT_METRIC	Unitload Height in metric format
STATS_UL_HGT_METRIC_CM	Unitload in centimeter format
STATS_UL_CUBE	Unitload Cube
STATS_UL_CUBE_METRIC	Unitload Cube in metric format
STATS_UL_WGT	Unitload Weight
STATS_UL_WGT_METRIC	Unitload Weight in metric format
STATS_UL_PER_LAYER	Unitload per layer
STATS_UL_LAYERS_PER_ULOAD	Unitload layers per load
STATS_UL_COUNT	Unitload Count
CUST_Address	Customer Address
CUST_Name	Customer Name
CUST_Order	Customer Order Number
HDR_Desc	Header Description
HDR_Spec	Header Specification
INFO_Stats	Show all statistics for the Analysis.