

## Year 12 References

**A special note:** *It will only run from Microsoft Word versions, 2007, 2010 and above on a Windows computer that is attached to the Network (one you have to log into)*

You need an **O:** drive.

To get an **O:** drive for Windows, open up the **Shared drive**, then go to **AdminShared**, then **E4196S01-John Tonkin College**, then **All Staff** and double click on **MapO**

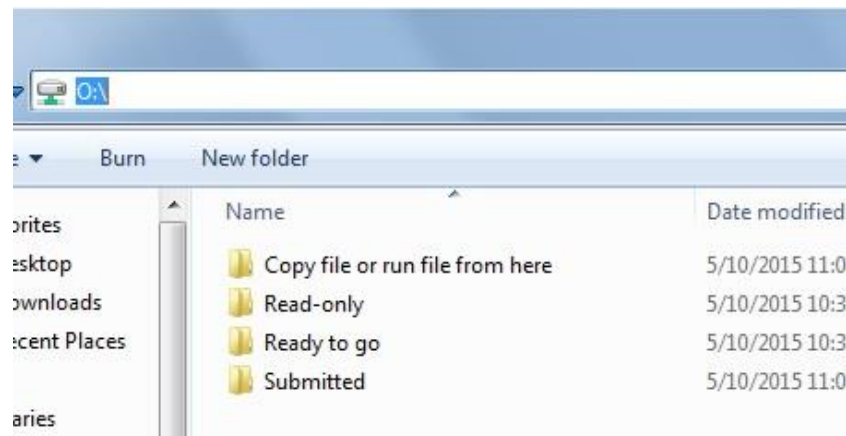
You will now have a **Student References O:** drive.

Inside the O: drive you will find 4 folders, there may be others there too, but the ones described below are important.

One is called *"Copy file or run file from here"*.

That means, you can open the folder up and copy the file inside the folder anywhere on your computer.

An example of what the O: drive will look like is below.



When you run the file, you may get prompted to **Enable Macros**. If you do, just click on **Enable**.

Yep, it will look just like your every average Blank Document, it will even say Document1 at the top.

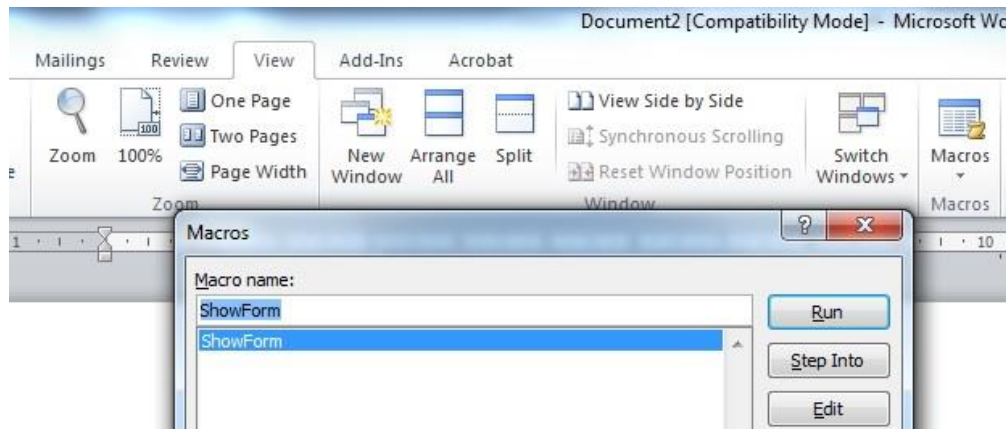
So, so far, nothing is different, we are all used to using Microsoft Word, so this is straight forward.

Now to do something most teachers would have never done in their time using Microsoft Word. You are going to run a Macro. How?

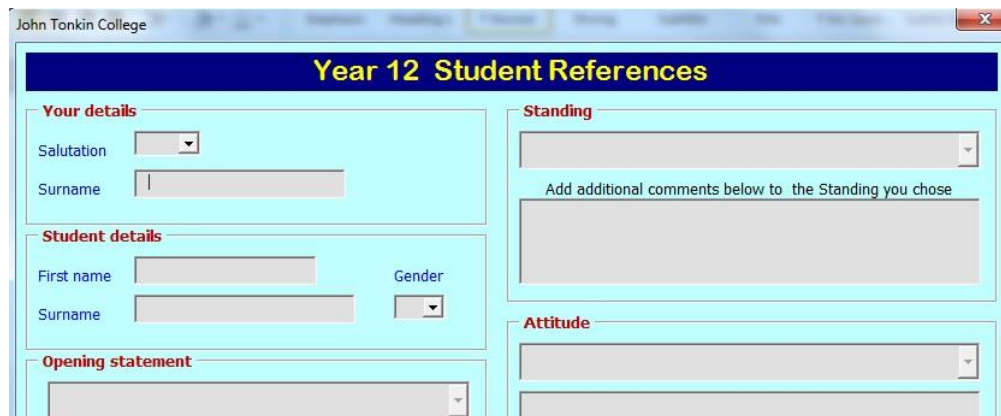
Read the next sentence, it's very easy.

To run my Macro, select **'View'**, then **'Macro'**, then click on the word named **'ShowForm'** and then click on **Run**. See sample diagram on the next page. Don't be afraid of your document disappearing, it's a magic trick (misdirection).

Running the Macro example.



When you have clicked on Run, you will be greeted with a new window like the one below.



Most of this is a prefilled program.

This means, at a minimum of typing and to be a fully functional Reference, all you will need to type is, your Surname, the student's First name and the student's Surname. Everything else is available by mouse clicks, even saving the name of the file.

If you have more than one Reference to create, the second time around, you need only to enter the student's First name and the student's Surname.

What happens when you save the file?

Inside the O: drive you may have noticed a 'Submitted' folder. Inside this folder is a year, this year. If it is not there yet, don't worry, the program will create it for you when you save your Reference.

Once you have saved your Reference, then please contact the person (someone from Admin) who will be adding the school's header and footer details.

When completed by the Admin staff member, they will either leave a copy for you in the 'ready to go' folder, or print your copy out, or both.