

Act 38 Nutrient Management Plan Standard Format

Word Sections User Guide

Introduction

All Act 38 Nutrient Management Plans (NMP) must be prepared using the current version of the Nutrient Management Plan Standard Format provided by the Pennsylvania Nutrient Management Program. The current version of the NMP Standard Format can be downloaded from the Pennsylvania Nutrient Management Program website (<http://extension.psu.edu/plants/nutrient-management>). The NMP Standard Format utilizes two software formats: Microsoft Excel and Microsoft Word. This guide describes how the Microsoft Word planning tool has been formatted, how to use the format features, and how to protect the tool in order to enhance the data entry process.

Understanding the Formatting Features

The NMP Word Standard Format available on the program website uses tables to organize the required plan content. The planning tool has been formatted with data entry boxes that are located in every table cell where content may need to be entered.

The “Protection” feature has not been added to the official planning tool at the request of commercial specialists in order that company logos could be added to the cover page. Because the planning tool is not protected, the process of entering data can be frustrating and inefficient for two reasons:

- Finding the data entry boxes requires a guess as to which table cells contain data entry boxes and then clicking around in the cell until the shaded (light blue or gray) box appears.
- Using the “Tab” key does not take the user directly to the next data entry box but steps through all the text between the data entry boxes.

In order to make data entry more efficient, it is recommended that planners add the “Protection” feature to the planning tool before beginning to complete the Word portion of the NMP. When the document is protected the user must still click around to find the initial data entry box. However, once the initial data entry box is found the “Tab” key will take the user directly to the next data entry box.

Another significant benefit of protecting the document is that the “official” text content cannot be accidentally changed, moved or deleted. **It is important to remember that changing the outline text in the planning tool in any way is strictly prohibited.**

Follow the steps below to add the Developer Tab to the ribbon which is used to add the “Protection” feature.

How to Add the Developer Tab to the Ribbon

1. Open Microsoft Word application on your computer.

2. Click on the “File” tab and select “Options.” The Options dialog box will display on-screen.
3. Click on “Customize Ribbon.”
4. Select “Main Tabs” from the dropdown menu below “Customize the Ribbon.”
5. Place a checkmark next to “Developer.”
6. Click on “OK.”

How to Protect the Planning Tool

Follow these steps to lock the NMP Word Standard Format planning tool:

1. Open the planning tool in Microsoft Word and click on the “Developer” tab.
2. Click on the “Restrict Editing” icon on the ribbon. The “Restrict Formatting and Editing” dialog box will display on-screen.
3. Leave the box under “1. Formatting restrictions” unchecked.
4. Check the box under “2. Editing restrictions” and then select “Filling in forms” in the drop down box.
5. Click the “Yes, Start Enforcing Protection” tab. The “Start Enforcing Protection” dialog box will display on-screen.
6. Enter a password two times as directed and click “OK” or simply click “OK” to start protection. The password is a personal preference and not required to protect the document.

How to Unprotect the Planning Tool

1. Open the planning tool in Microsoft Word and click on the “Developer” tab.
2. Click on the “Restrict Editing” icon on the ribbon. The “Restrict Formatting and Editing” dialog box will display on-screen.
3. Click on the “Stop Protection” box at the bottom of the dialog box.

Supporting References & Resources

As stated in the Introduction, this guide is intended to describe how the Microsoft Word planning tool has been formatted, explain how to use the format features, and provide instructions on how to protect the tool in order to enhance the data entry process.

There are several important resources available that should be referenced to understand the regulations, policy and guidance not included in this guide. Following are the primary references related to Act 38 nutrient management plans:

- Act 38 Nutrient Management Regulations (<http://extension.psu.edu/plants/nutrient-management/act-38/act-38-nutrient-management-regulations>)
- Pennsylvania Act 38 Nutrient Management Program Technical Manual (<http://extension.psu.edu/plants/nutrient-management/planning-resources/alternative-tech-manual>)