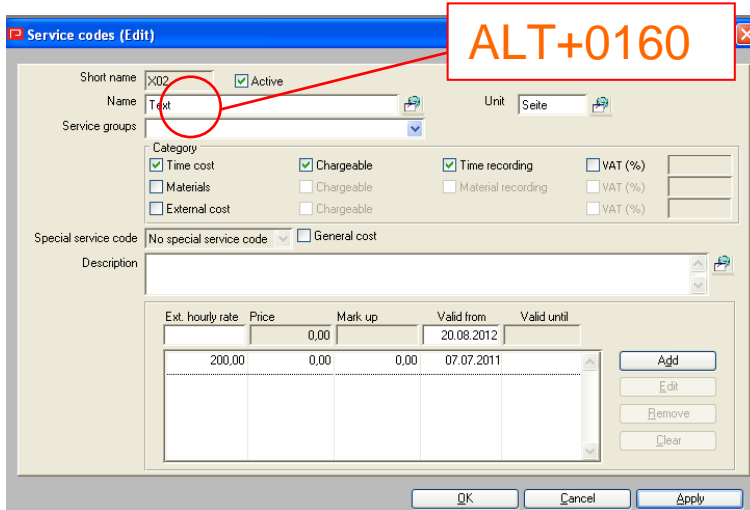


Setting up a macro for the table like display of the calculation items 'quantity' and 'unit' (Win and Mac)

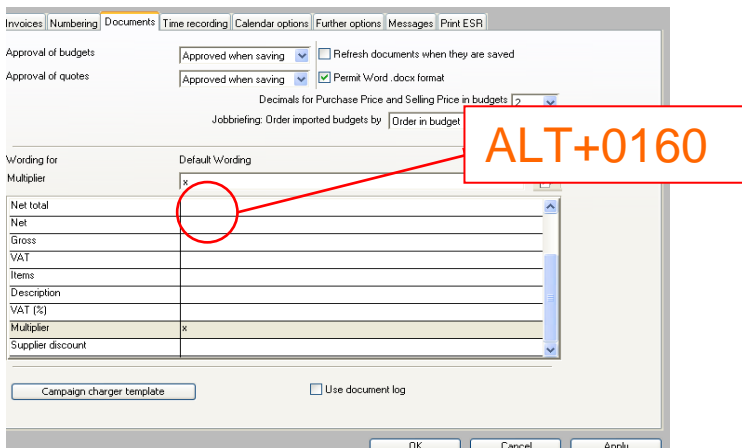
1. Setting up the service codes by using ALT+0160 (Win) / ALT + Blank (Mac)



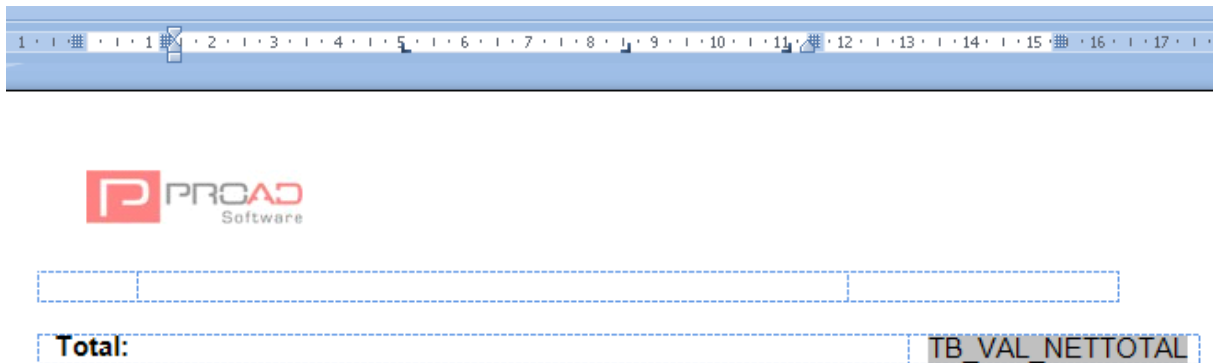
Please select each service code which will be used in a document. Put the cursor after the name of the service code. Now press the ALT key and type 0160 on your keyboard. A blank is created now.

2. Set up the multiplier by using ALT+0160 (Win) / ALT + Blank (Mac)

Select the multiplier under „Agency/Options/Documents in PROAD. Put the cursor after die standard character. Now keep the ALT-Taste pressed and type 0160. A blank has been created (Win).

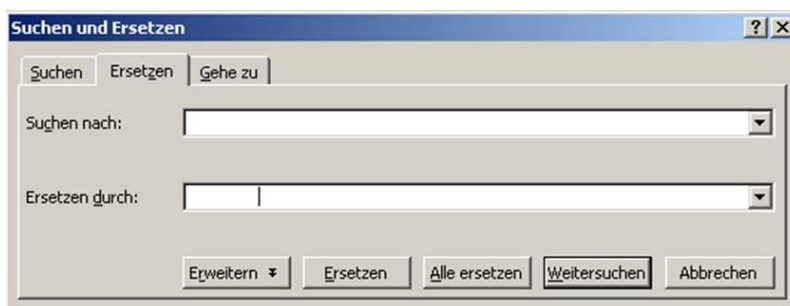


### 3. Set up the PROAD WORD template



You have to put a left-aligned tab into the description column of PROAD (in Word), like demonstrated here at 5 cm.

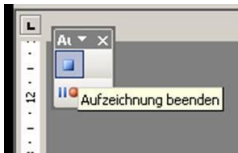
### 4. Set up of the Word macro by „replace“ F5 key



Go via Word to the macro recording function and type in a name for the new macro you will create (PROAD for example) and follow these steps:

- In Word: Press the F5 key.
- In the search field please type in: ALT+0160 (blank).
- In the replace field please type in: ALT+9 (Tab).

Stop the recording of the macro.



Now you can put the macro to your menu bar and allocate it to a new symbol.

