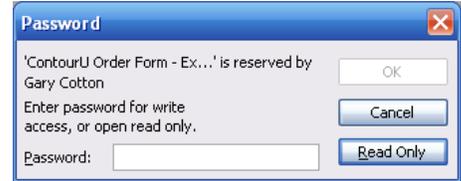**pin•dot** Custom Seating

Opening and Customizing the Form

The Microsoft Excel file *ContourU Order Form – Excel* is provided as a password protected template. When presented with the *Password* dialog box, click on *Read Only.* This opens a read-only copy of the file and protects the template from accidentally being over-written.
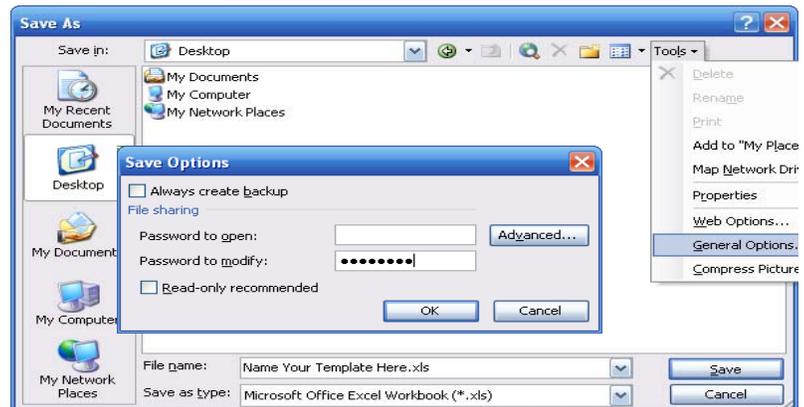
For the on-screen features of the form to work correctly, your Excel application must to set to allow Macros to run. To change your Macro Security setting, pull down the *Tools* menu, go to *Macro* and slide over to *Security….* Excel must be set to a macro security of *Medium* or *Low*.

You may want to fill in common information and save this file as a template for your own use. When you have your information entered, Choose *Save As...* from the *File* menu.

After you have chosen the location and named your template file, pull down the *Tools* menu and choose *General Options.* In the *Save Options* dialog box, enter a password into the *Password to modify:* fill-in box.

When you click *OK* you will be asked to enter the password a second time, for verification. Finish by clicking the *Save* button. You have now created a customized template, for your future orders.

Using the Template to Create ContourU Orders

When using a Skribbl'r digitized file: simply fill out your order form on the computer screen. You can use the *Enter* key or the *Tab* key to jump to each data field. The combination of *Shift + Enter* or *Shift + Tab* will move the selection cell backwards. Save the file with the same name used for the digitized image file. (Don't worry, the two files have different extensions so they won't conflict.) Email the digitized Skribbl'r file and the Excel Order Form to:

ElyriaCustomSeating@invacare.com

When using a cast: please send a printed version of the order with the cast to:
Pindot ContourU, 899 Cleveland St., Elyria, OH, 44036.
You can print the order template and fill it in by hand or fill in the form on screen, then print it. By filling in the information on the screen, you can save the completed order on your computer for easy reference in the future.

Please contact *Pindot Customer Service* with any questions or comments. 1-800-451-3553   Nov '08