

**New York State Office of General Services  
Design and Construction Group  
Albany, New York**

**INSTRUCTION FOR SCHEDULE OF SUBMITTALS**

1. Open Schedule of Submittals.xls
2. Schedule should open to Project Tab with Cell A-5 with a box around it.
  - If it doesn't, click on Project Tab and then on Cell A-5.
3. Go to File, Page Setup, Click on Header/Footer Tab, Click on Custom Footer, Click in Right Section Box, Hit End Key and type in the 5 digit project number and suffix. Click OK Button, Click OK Button.
4. Click on appropriate Div Tab. Move Mouse Pointer to left edge to get a white cross over the numbers at the first line to be copied. Hold down left Mouse Button and drag white cross down page to highlight appropriate lines. At last line to be copied release mouse button.
5. Click on Copy Button.
6. Click on Project Tab.
  - Individual cell should be boxed (A-5 first time).
7. Click on Paste Button.
  - Information should be copied into place.
8. Click on second A column cell below information just pasted.
  - Leave one cell between each entry.

***REPEAT STEPS 4-8 AS REQUIRED***

9. When all required information has been copied/pasted to Project Tab, click on Div 01 Tab, hold shift key down and click each Div Tab through Div 48.
10. Go to Edit, Delete Sheet, Tabs Div 01 - 48.
  - Text Box will read:  

***Selected sheets will be permanently deleted. Continue?***
11. Click OK.
12. Only Project Tab remains.
13. Go to File, Save as, and save in proper Project Directory and Sub-Directory.