

### **Printing and scanning completed worksheet to include in permit application packets or emails**

We developed these prescriptive worksheets as PDFs for the 2018 WSEC-R because Mac users had trouble using the old forms that were in Excel. We have to password protect these PDFs so the programming related to credit combinations and values is not corrupted.

To print these forms, our staff recommends that you:

- Right click the worksheet link.
- Select **Save target as**.
- Right click the saved worksheet and open with Adobe Reader (or any pdf software).
  - \* If you just click the document and open it, it will open in Edge and may cause issues.
- Make your edits.
- When done, select **File, Save** or **Save As**, and save as pdf.
- Select **File, Print**, select a printer, select the “**Custom Print**” option, and enter pages **1-3**
- Manually sign the printed worksheet and scan it back to the computer. You can then combine it with other pages of your permit application.
- To email: Create the email, attach the scanned page(s), and send the email.

### **Use the Code Compliance Calculator instead of prescriptive worksheets**

If you are a volume builder preparing multiple application packets, consider using the new Code Compliance Calculator (C3) instead of the prescriptive worksheets.

C3 includes all of the functionality of the prescriptive worksheets as well as the glazing schedule and heating system sizing worksheet.

**C3 is designed to be used with Excel for Windows.**