EXAMPLE OF GENERATING A

TRAFFIC PROJECT DOCUMENTATION

Short description

Description how to insert data exported from Vissig as links into a Microsoft Word file.

Requirements

PTV Vissim Module: VISSIG

Objective

Employing this method, you can compile a traffic documentation which always displays up-to-date data.

i **Note:** For further information, please refer to the Microsoft Word Online Help or the Internet. Example:
➡ Copying Excel data to Word 2007:
www.office.microsoft.com/en-us/help/HP101988741033.aspx

i **Note:** If you work with an Office installation that is in a language other than English, you can only update the data in this document if you adjust the links to your language.

Inserting Linked Data

i **Note:** Before inserting linked data, you should store the files properly. Hint: It is best to save the data to be linked in the same directory as the Word file, or in subfolders. This way you can subsequently copy or shift the entire folder to a different location without breaking the links.

Inserting Linked Excel Tabels

Inserting Linked Excel Tables in Word

1. Open the Excel file.
2. In the Excel file, mark the desired range of cells.
3. Select (Excel 2003) the menu **Edit > Copy**.

i **Note:** Excel 2007: On the Home tab, in the Clipboard group, click Copy.

4. Open the Word file.
5. In the Word file, click the desired position.
6. Select (Word 2003) the menu **Edit > Paste Special**.

i **Note:** Word 2007: On the Home tab, in the Clipboard group, select the Paste > Paste Special entry.

7. Activate the **Paste link** option.
8. Select the desired format.
9. Confirm with **Ok**.

i **Note:** At this point, the formats HTML Format and Formatted Text additionally enable you to insert the table with or without formatting.

10. Click the so-called smarttag 📋 at the lower right corner of the inserted table.
11. Select the desired option:
   - ➡ Keep Source Formatting and Link to Excel: inserts the table with the Excel borders, shading, and formatting.
   - ➡ Match Destination Formatting and Link to Excel: inserts the table without any formatting.

Formats When Inserting Excel Tables

The formats mainly differ in whether and how the data can be formatted in Word.

1. Graphics, Bitmap, Microsoft Office Excel object

   Excel data are inserted as pictures. In Word, only the size can be edited. After an update, the contents and formats correspond to the ones in Excel.

   Fehler! Keine gültige Verknüpfung.

2. Word hyperlink

   Not suitable, as the data are not updated.

3. Formatted text

   Excel data are inserted as Word tables. Changes to the column widths, colours, and character formats are preserved during an update. Changes to the grid lines of individual cells are preserved during an update; if the grid lines of the entire table have been modified, this modification is discarded during an update.

i **Note:** If you use templates to format the table, during an update some manual formatting will be reset to the default settings of the template (e. g. the text alignment).

4. HTML format

   Excel data are inserted as Word tables. Changes to column widths, colours, and character formats are preserved during an update. Changes to the grid lines of individual cells are preserved during an update; if the grid lines of the entire table have been modified, this modification is discarded during an update.

5. Unformatted text

   Excel data are inserted as a tab-delimited list. They cannot be formatted as a table.

Inserting Linked Graphic Files

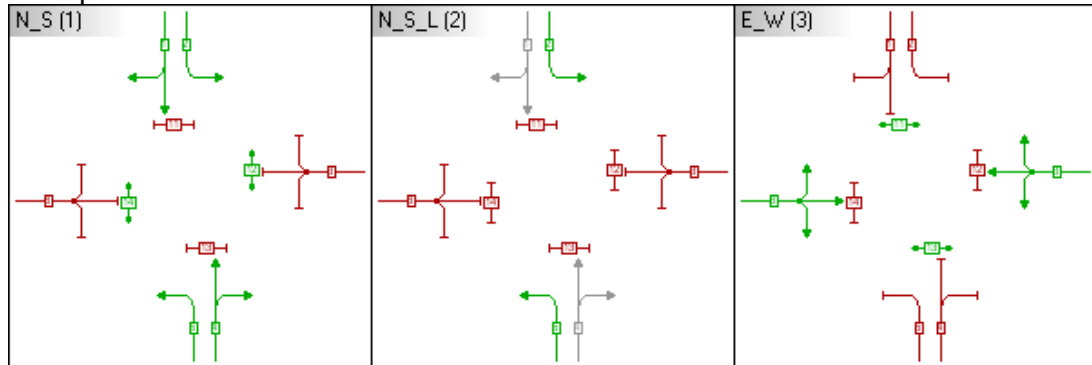1. Select (Word 2003) the menu **Insert > Picture > From File**.

i **Note:** Word 2007: On the Insert tab, in the Illustrations group, click Picture.

2. Select the desired file.

3. Click the small triangle next to the **Insert** button.
4. Select the **Insert and Link** entry.

Example

General Information on Linked Data in Word

Updating Data

- Data linked in Word are not automatically up-to-date. To ensure that the data are up-to-date, you need to update either specific data or the entire document:
    - Update parts: Mark the desired element or elements and press the F9 key.
    - Update all: Mark all contents of the document (e. g. using CTRL+A) and press the F9 key.

Subsequent Shifting of Files

Word memorizes the path to the linked files. The relative path between the Word file and the linked files must be preserved so that the link is not lost.

Note: It is best to save the data to be linked in the same directory as the Word file, or in subfolders. This way you can subsequently copy or shift the entire folder to a different location without losing the links.

Checking the Path to the Linked File

You can check where a link points, for example in order to find out why an error message has been issued.

- Click the desired linked element and press SHIFT+F9.

Instead of the linked element, a formula is displayed in curly brackets:

{ LINK Excel.Sheet.8 "C:\\Vissim_results\\visum_right.xlsx" "Stages!R1C1:R15C5" \a \f 4 \h }

The formula includes the path and the file name of the linked file. If the file is located in the same directory, only the file name will be displayed.

- Click the formula and press SHIFT+F9 to display the data again.

Adjusting Links to the Language of the Office Version

In the case of linked Excel data, the formula includes the row and the column numbers of the upper left and the lower right linked cell. This identifier depends on the language version of your Office installation. If you paste the data using a German Office application, for example, the left upper cell is coded as "Z1S1" (Z: Zeile, S: Spalte), while it is coded as "R1C1" (R: row, C: column) when using an English Office application.

In order to be able to update the linked data included in this document with your language version, you might have to adjust these identifiers to your language version.

1. Paste the Excel data into your document following the above instructions.
2. Check with letters are used for "row" and "column".
3. In the existing formulas, adjust the corresponding letters manually, if required.
4. Mark the linked element and press the F9 key in order to refresh it.

Breaking Links

If you want to save a certain stage of your traffic documentation, you can remove the links. A link to the original files will no longer exist and an update will no longer be possible.

1. Select (Word 2003) the menu **Edit > Links**.
2. Mark all links in the list.
3. Click the **Break link** button.
4. Confirm with **Ok**.