

# Report Form Menus and Controls



The information on this page only applies to version 6.1 of the Reporting Software Options and related documentation. See [this page](#) for other versions of the documentation. The version number of the PRL software you are using can be found on the Help menu under the About item.

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## County Code Selector

The County Code Popup can be opened by clicking the yellow button at the top of the data entry grid in Forms [26](#) and [27](#). See [County Code Popup](#) for more information.

## Save and Save As

Use these menu items to save the report file. See [File Saving](#) for more information.



As the workbook is being saved, the “**Macros Disabled**” warning will briefly appear. [This is normal and intended.](#)

- Menu Item: **File** -> **Save** (keystroke shortcut: Alt-F, S)
- Menu Item: **File** -> **Save As** (keystroke shortcut: Alt-F, A)

## Print and Print Selection

Prints the PRL data form or a selected region from the data entry grid.

1. Choose the **Print** or **Print Selection** menu item on the **File** menu (or use the keystroke shortcut).
2. A **Print Preview** window opens, showing you the expected printout. Click the **Print** button.
3. A standard Windows **Print** dialog lets you select a printer and change print properties as needed.
4. Click **OK** to print.



### Important

You will be reminded before printing that the printout is intended for your own records only. Please do not submit the printed copy as your [PRL](#) report.

- Menu Item: **File** -> **Print** (keystroke shortcut: Alt-F, P)
- Menu Item: **File** -> **Print Selection**

## Copy and Delete Rows

To use the **Copy Row** button, position the mouse on the row you wish to copy and click the **Copy Row** button. The row is copied to the first empty row in the spreadsheet. To use the **Delete Selected Row(s)** button, select any cells in the row or rows that you want to delete. Then click the button.

## Edit EPA List

This button opens a dialog box with which you can create or edit a list of pesticide products ([EPA Registration Numbers](#) and [Product Names](#)) that you use frequently. See [EPA Registration Number List](#) for more information.

## Documentation

Two buttons and one link on each Option B workbook provide access to documentation files:

- **User Guide** — button opens [this User Guide](#).
- **How to Submit Report** — button opens a set of [detailed instructions](#) on submitting your report to the DEC.
- **Enabling Macros** — instructions for [setting the macro security level in Excel and enabling macros](#) for the workbook.