

Creating a diary insert.

Pick the one closest to the layout/time divisor/page layout you are looking for.

You will need both files. Save them in the same folder on your computer.

Only edit the one cell and all the others should recalculate correctly. Be sure to have your language set to English.

You must give Word permission to open the linked Excel file.

You can change fonts, headings etc or if you are feeling brave make some drastic changes!

This is so that the page formatting and page margins are correct in the finished file.

Only required for 'per view' inserts otherwise the pages will be out of sync when printed.

Go around the loop if it didn't work as you would have wished.

And you are done. It can sometimes take a few attempts to get the correct result.

