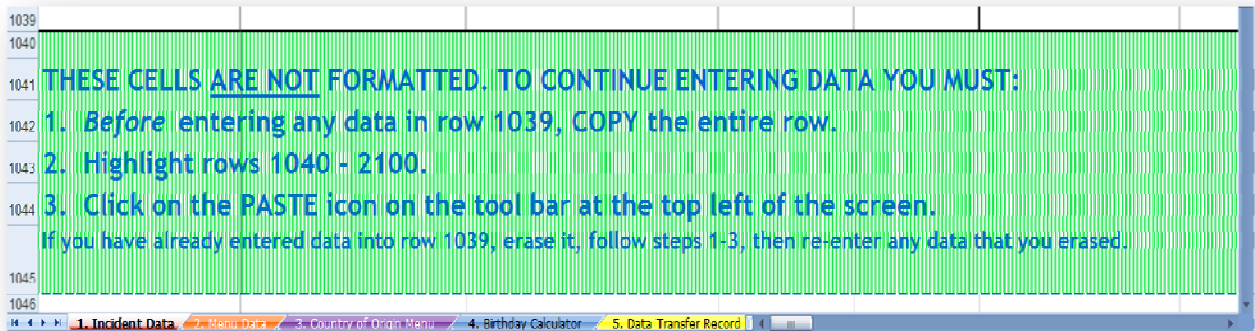


## I need to add new formatted lines to the Incident Recorder because we have already reached row 1000. How can I do this?

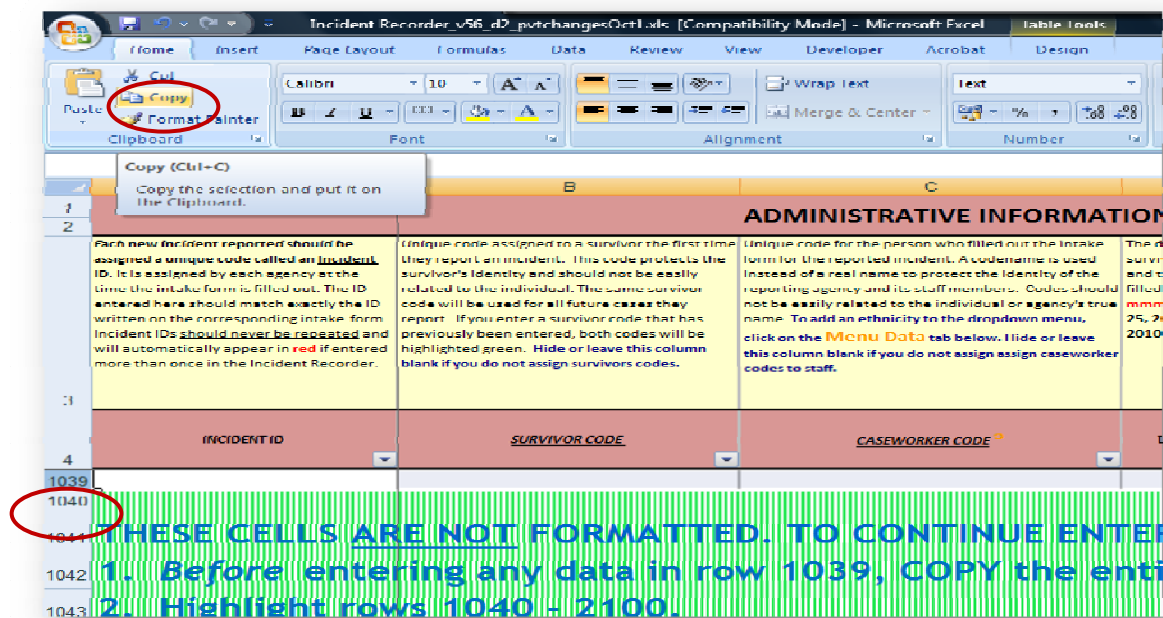
In order to make the IR file size as small as possible, the Incident Data worksheet has *only been formatted until row #1039*. Before you reach row #1039 in your IR, you will need to follow the instructions provided in rows 1040—1045.



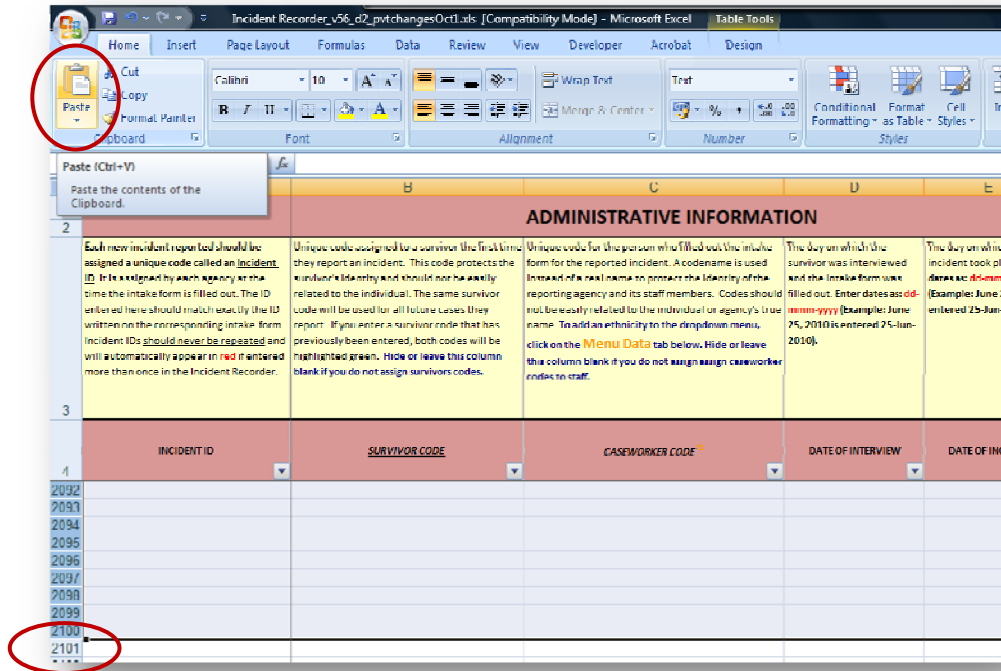
In order to continue entering more data after row 1039, you will need to format rows 1040-2100.

To do this, simply:

1. Copy row 1039 *before* entering data into it (if you have already entered data, erase it and then copy the entire row). You can do this by clicking on the number '1039' on the left of the worksheet to highlight it and then by clicking 'Copy' from the Home tab on Excel or by pressing Ctrl + C.



- Highlight rows 1040-2100. You can do this by clicking on the number '1040' on the left of the worksheet and dragging your mouse to highlight all rows from 1040-2100.
- Once all rows that you want to format are highlighted, click 'Paste' from the Home tab or press Ctrl + V. This will paste the same formatting that existed in row 1039 into rows 1040-2100 and make it possible for you to continue entering data.



Note: If possible you should only do this when you only have 10 or fewer empty rows left before row 1039 and only format a maximum of 1,000 new rows at a time to prevent the file from becoming too large to easily be transferred or emailed. (Each 1000 rows of formatting adds approximately 1.5 MB to the file size!)