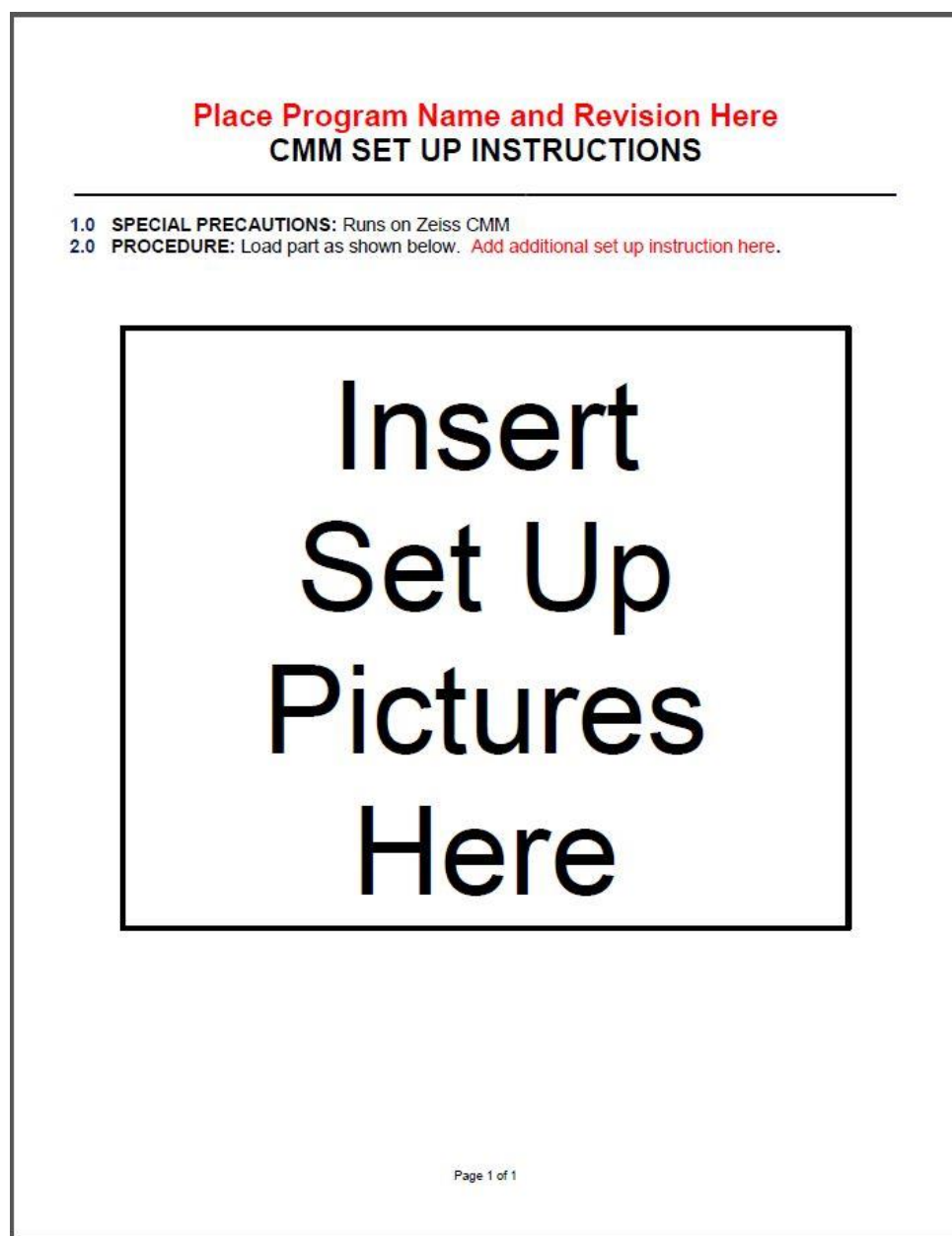# Creating User Information Guide

Calypso allows you to add additional audiovisual information to your program. It allows for the following formats: *.bmp, *.jpg, *.gif, *.wmf, *.pdf, *.txt, *.doc, *.rtf, *.avi, *.mpe, *.wav, *.mpg, and *.flc.

<mark>Remember for Calypso to use some of these formats the proper software has to be installed on your PC. For example to open a *.doc you need Microsoft Word</mark>.

For this document we are going to add set up instructions to a program in the *.pdf format. This is my format of choice because Adobe is free and Calypso already uses Adobe pdf's.

Creating a document:

Place Program Name and Revision Here
CMM SET UP INSTRUCTIONS

1.0 **SPECIAL PRECAUTIONS:** Runs on Zeiss CMM
2.0 **PROCEDURE:** Load part as shown below. Add additional set up instruction here.

Insert Set Up Pictures Here

Page 1 of 1

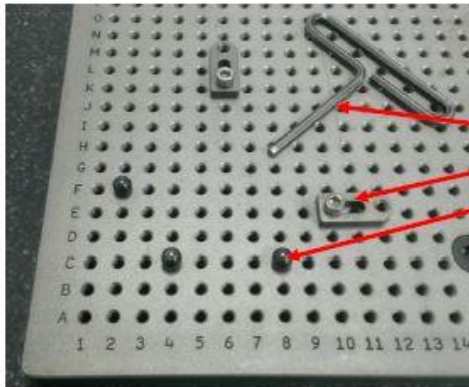**First thing I like to do is create a Template using word (*.doc). This is an example of my CMM Set Up Instruction Template.**

Here is an example of a completed CMM Set Up Instruction created from the Template.
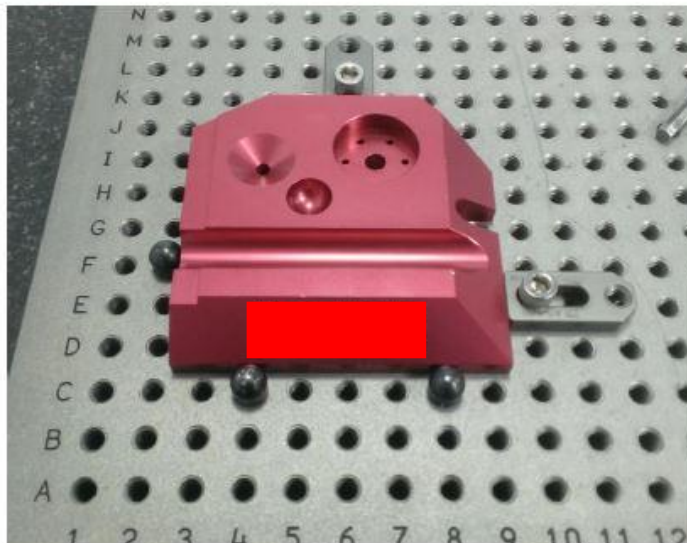

Please note this document is still in the Word format (*.doc) I save it this way so if there are any revisions or changes needed I can change the Word document and then save as in the *.pdf format after making the changes.

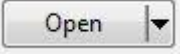To get the Instructions into the *.pdf format you just need to save as in Word and select PDF as the type.
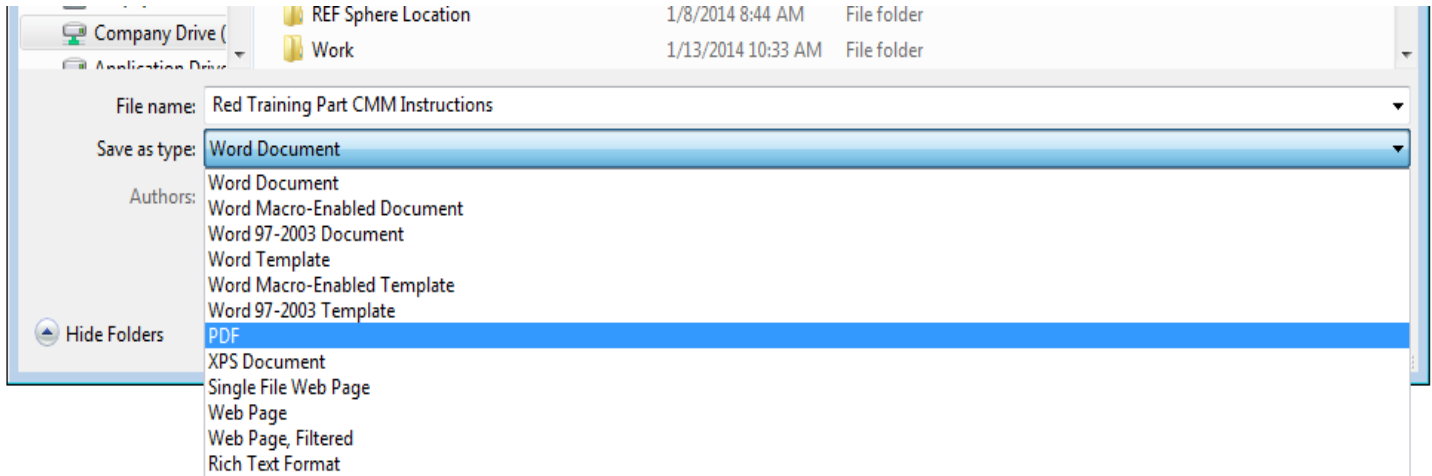
Now you have a *.pdf of your CMM Set Up Instructions now we can add it to the Calypso program.

Storing your File: You need to have your CMM Set Up Instructions stored in a known location so you can find them. I like to put them in the Calypso program that the instruction is for, that way it is easy to find. **Example:** This CMM Instruction is for Red Training Part Rev 1 so I am copying the Red Training Part CMM Instruction.pdf to the Red Training Part Rev 1 folder in **workarea/inspections**.
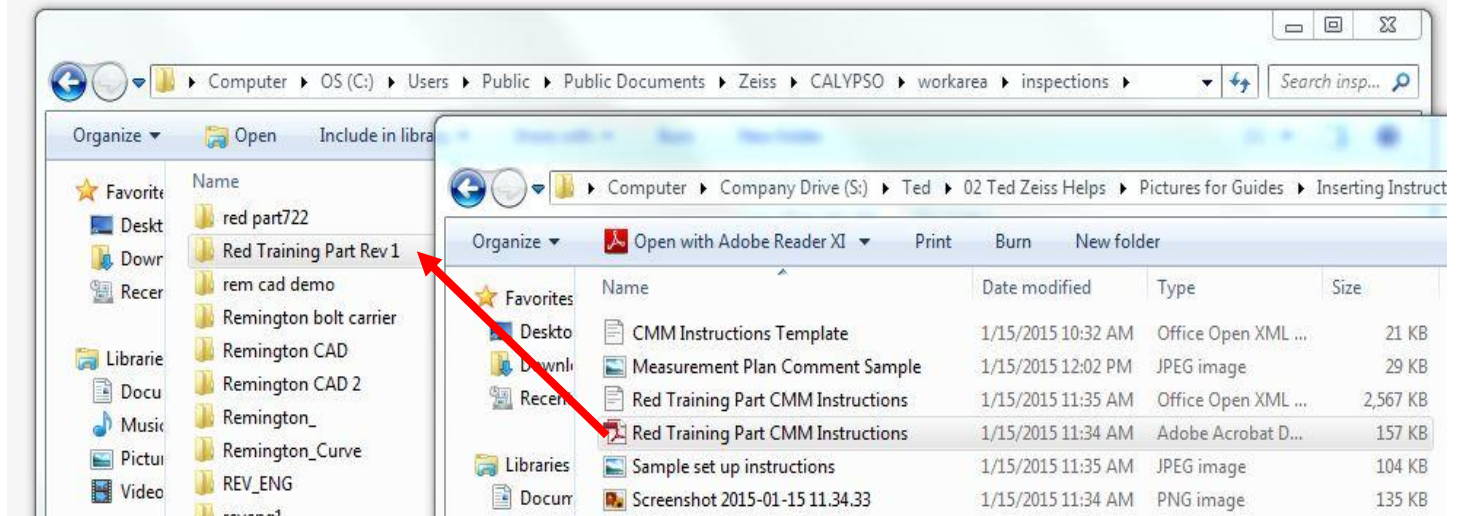

This is just an example you may wish to keep all of your Set Up Instruction in a common location.

Inserting in Calypso: Next open the program you wish to insert your instructions for. Then go to **Plan/User-definable measurement run info for CNC start/Select.** This opens up the file select screen. Go to where you have stored the CMM Set Up Instructions and select the correct instruction and press ⬛Open🔽.
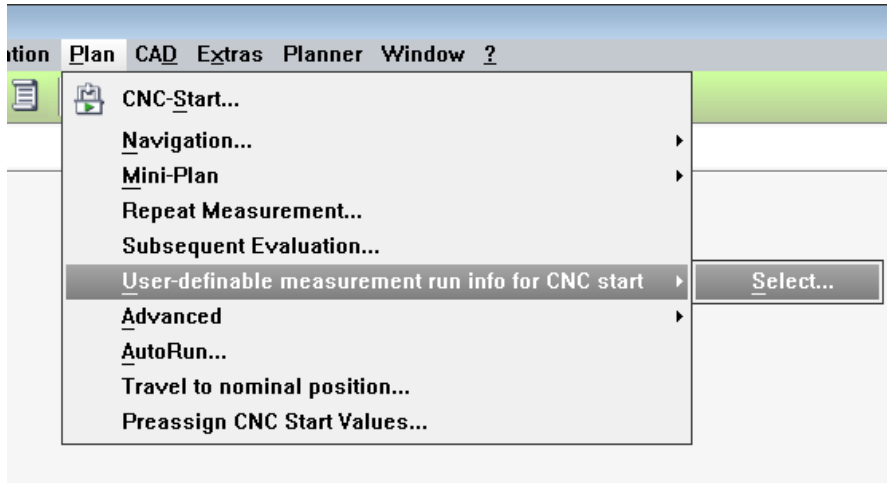
Now whenever the operator selects (*Calypso or Autorun*) the file you selected will open up or play if it is an audio or video file.

Measurement Plan Comment: You can also add addition information to your program using the Measurement Plan Comment. To add your comment go to **Resources/Measurement Plan Comment…** and add your comment, again it appears in both Calypso and Autorun.
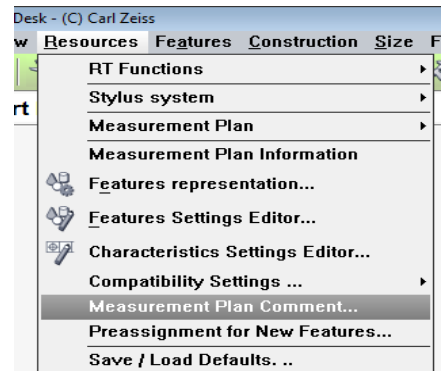
Here is an example reminding the operator to select User Information to view the Set Up Instructions (*Calypso run screen pictured*).