
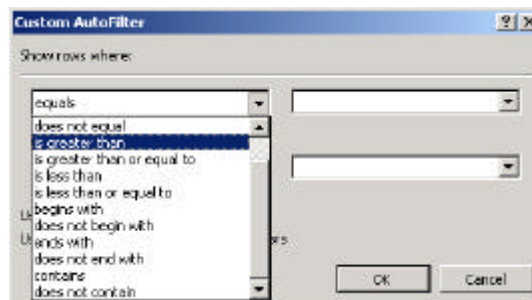


LEWMAR®

HATCH & PORTLIGHT SPARES – SEPT-03

- The spares information consists of 3 files
 - - These user notes
 - An spreadsheet
 - A PDF file of drawings
- How to process a spares enquiry using this information:-
 1. Open the spreadsheet. This opens on an identification guide which is similar to the one on the website but without the pictures. Identify the customers product.
 2. Move to page 2 of the spreadsheet. Use the ▼ buttons to filter the information until the required part has been found. Part numbers are presented for the standard grey/silver and the Bénéteau specifications. If a non-standard colour specification is required note the number with the letters “x”, “y” and/or “z” in it. Go to the third page of the spreadsheet to change the letters to numbers for the required specification.
 3. Also present on the second page of the spreadsheet is the drawing number. The drawings are in the PDF file and are indexed by drawing number using the “bookmark” function.
- The parts list page in the spreadsheet also has drawing numbers for PDF pages with general information for each range. This appears with “ Range” in the size and dimensions columns. The additional information is typically instructions and plan views. For the portlights there is a table of dimensions for appature, acrylic & flyscreen size etc .
- If you want to send all or part of one of the PDF pages use Ctrl and Print Screen to capture what in on your screen. This information goes to the clipboard so it can be pasted into other applications
- The spreadsheet  find function, found in the edit menu, can be used to look for all or part of a part number, description or drawing number.
- The spreadsheet ▼ filter buttons are very useful and can also be used to identify all occurrences of a description, part number or drawing. They also contain a “custom” option for more sophisticated filtering.



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