

INSTRUCTIONS to Download & Edit NPS DSC Division 01 Specifications

Why these updated Specifications?

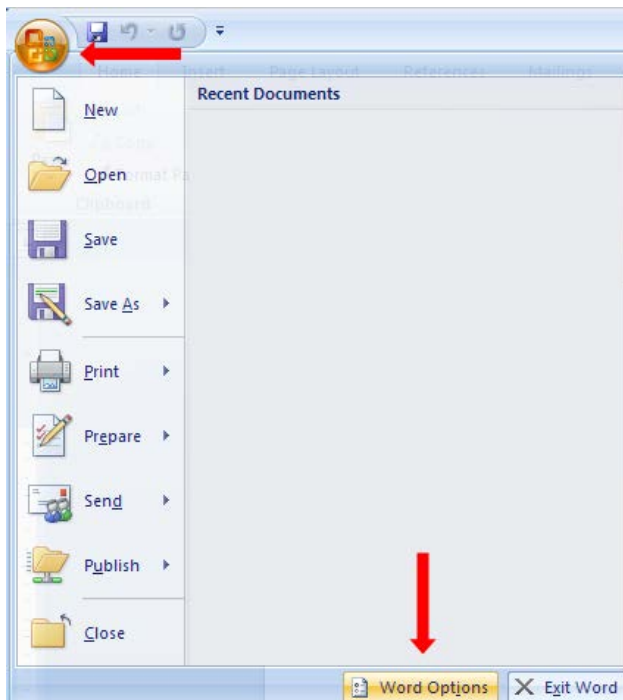
- These procedures were developed to ensure that the Division 01 Specifications may only be used for the project they were created for.
- For each project, you must create a UNIQUE set of Division 01 Specifications.
- Each Specification Section contains a form with questions that must be answered and/or fields that must be filled in before you can access and edit the document. You will not be able to save the specification document until you have completed the form. Based on the answers/selections made on the form, conflicting verbiage will be deleted from the specification. Only then will you be able to save and edit the document.

Follow these steps to use these Specifications:

To use these Specifications, **macros must be enabled** and **protected view must be disabled** (2010 only) in Microsoft (MS) Word. Follow the instructions below to enable macros in MS Word 2007 & 2010 and disable protected view in MS Word 2010.

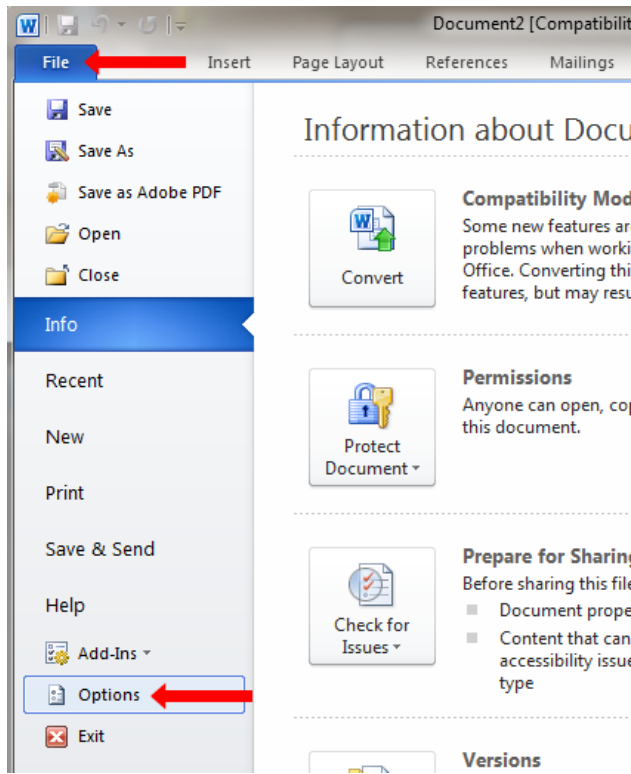
Enable Macros in MS Word 2007 & 2010

- 1a. In **MS Word 2007**, click the **Office** button at the upper left corner then click the **Word Options** button at the bottom.



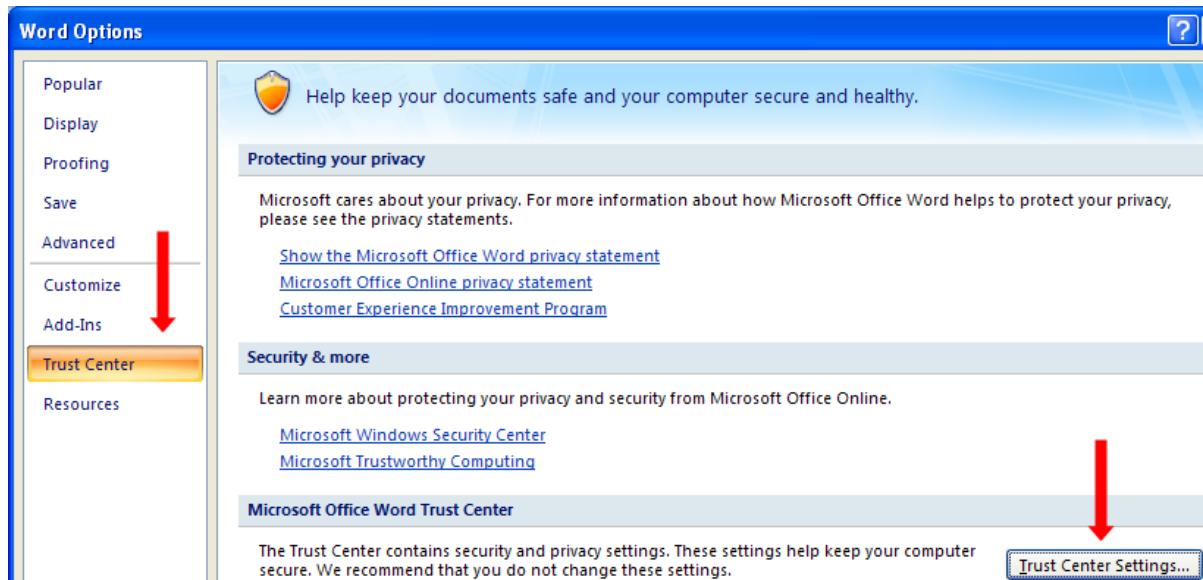
MS Word 2007 screen shot

1b. In **MS Word 2010**, click the **File tab** at the upper left corner then click **Options** towards the bottom.



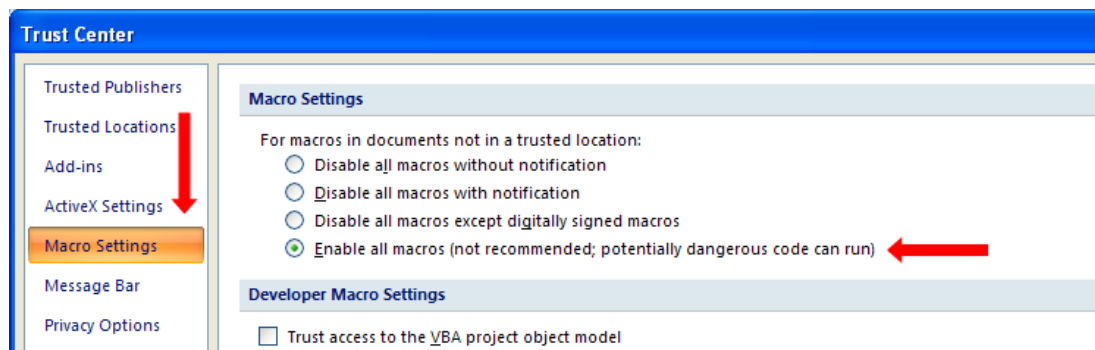
MS Word 2010 screen shot

2. In the Word Options window, select **Trust Center** on the left then click the **Trust Center Settings** button on the right.



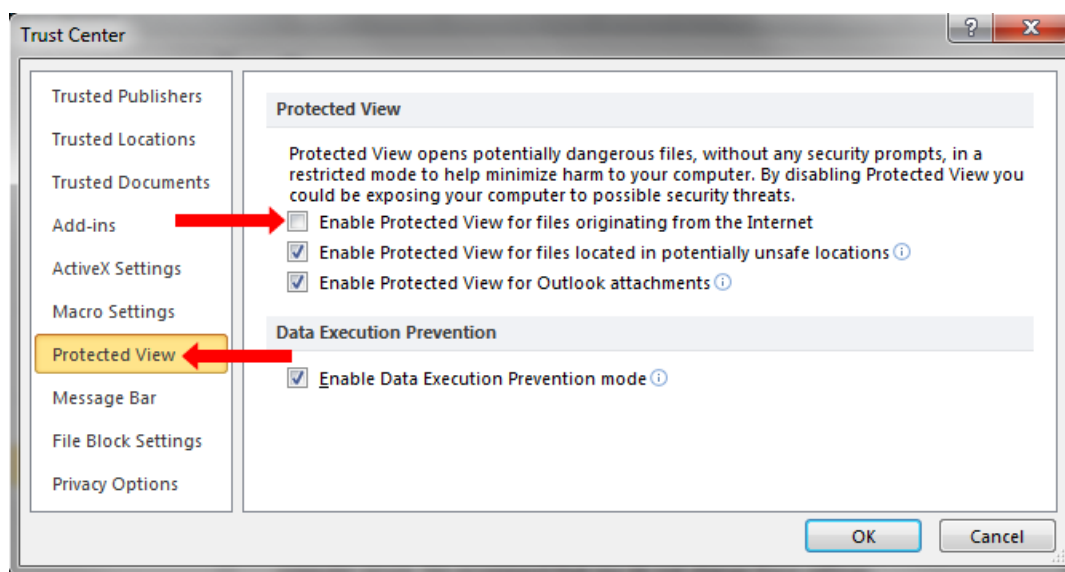
MS Word 2010 screen shot

- In the Trust Center window, select **Macro Settings** on the left then select the **Enable all macros...** radio button option. Click the **OK** button at the bottom.



MS Word 2007 screen shot

- In **MS Word 2010**, select **Protected View** on the left then *de-select* **Enable Protected View for files originating from the Internet**. Click the **OK** button at the bottom.



MS Word 2007 screen shot

- In the Word Options window, click the **OK** button at the bottom.

Download and Use the Division 01 Specifications

- Download the latest version of the [Division 01 Specifications](#). Extract the files and save them on your hard drive.
- Open the individual specification to be edited by **double-clicking** on the file itself. (Do not open the specification from Microsoft Word using File > Open.)
- After double-clicking to open the specification, a **Warning** message will appear. Read the **Warning** message and then click the **OK** button.
- Follow the instructions on the form. Complete the form by filling in all of the fields and answering all questions.
 - Some specifications have Yes/No questions that must be answered. If you selected Yes or No by mistake, click the **Clear the form** button at the bottom.
 - If you are unable to answer the questions, select the **Print form** button to document required information. The form will print to the default printer. (You cannot specify which printer to use.)
- After completing the form, select the **OK – Create Document** button. It will prompt you to save the file. Save the file to your hard drive.
- Once the file is saved, you can now edit and save the specification continually until completed.