

# 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:

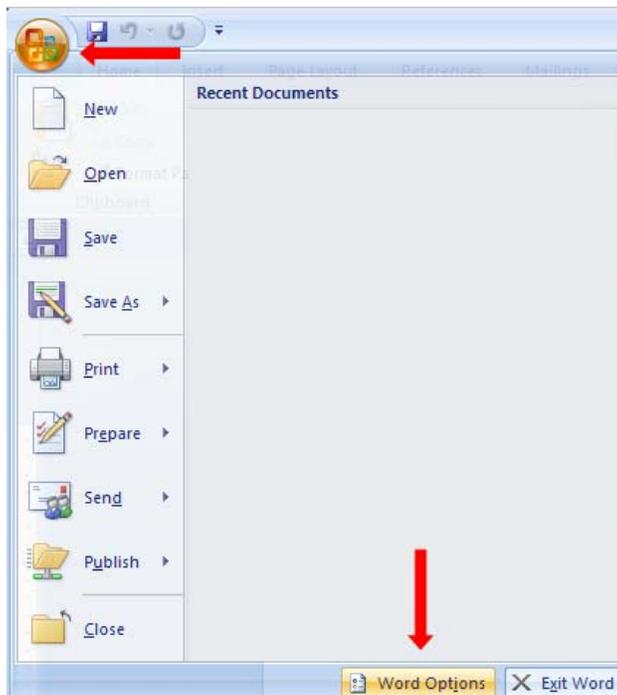
**macros must be enabled in Microsoft Word**

below to enable macros in Microsoft Word 2007.

## Enable Macros in MS Word 2007

Click the **Office**

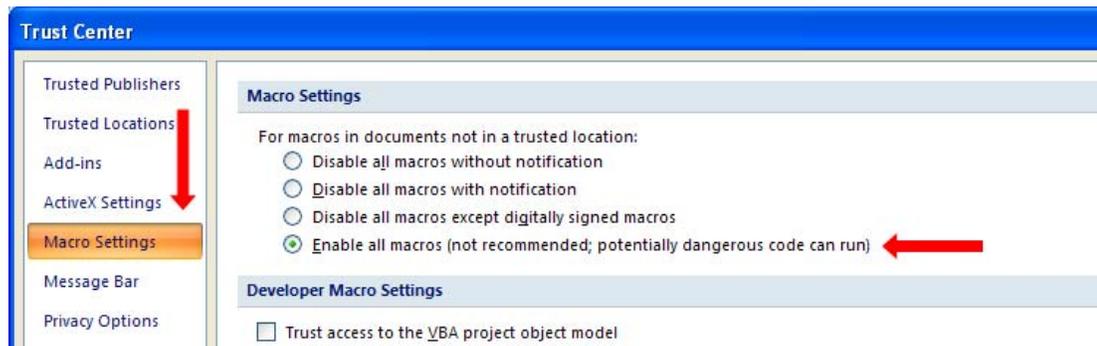
**Word Options**



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



- c. In the Trust Center window, make sure **Macros Settings Enable all macros...** **OK**



**OK**

2. Download the latest version of the [Division 1 Specifications](#). Extract the files and save them on your hard drive.
3. 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.)
4. After double-clicking to open the specification, a **Warning** message will appear. Read the message and then click the **OK** button.
5. Follow the instructions on the form. Complete the form by filling in all of the fields and answering all questions.
  - a. Some specifications have Yes/No questions that must be answered. If you selected Yes or No by mistake, click the **Clear the form** button.

**Print form**

6. After completing the form, select the **OK – Create Document**
7. Once the file is saved, you can now edit and save the specification continually until completed.