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.



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



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



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

Trust Center	
Trusted Publishers	Macro Settings
Trusted Locations	For macros in documents not in a trusted location:
Add-ins	O Disable all macros without notification
ActiveX Settings 🖊	 Disable all macros with notification Disable all macros except digitally signed macros
Macro Settings	 Enable all macros (not recommended; potentially dangerous code can run)
Message Bar	Developer Macro Settings
Privacy Options	Trust access to the VBA project object model
S Word 2007 screen s	

4. 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.

Trust Center	
Trusted Publishers Trusted Locations Trusted Documents Add-ins ActiveX Settings	Protected View Protected View opens potentially dangerous files, without any security prompts, in a restricted mode to help minimize harm to your computer. By disabling Protected View you could be exposing your computer to possible security threats. Enable Protected View for files originating from the Internet Enable Protected View for files located in potentially unsafe locations ① Fractice Description
Macro Settings	Enable Protected View for Outlook attachments Data Execution Prevention
Protected View	✓ Enable Data Execution Prevention mode ³
File Block Settings Privacy Options	
	OK Cancel

MS Word 2007 screen shot

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

Download and Use the Division 01 Specifications

- 1. Download the latest version of the <u>Division 01 Specifications</u>. Extract the files and save them on your hard drive.
- 2. 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.)
- 3. After double-clicking to open the specification, a **Warning** message will appear. Read the **Warning** message and then click the **OK** button.
- 4. 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 at the bottom.
 - b. 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.)
- 5. 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.
- 6. Once the file is saved, you can now edit and save the specification continually until completed.