# How to use these templates

Open the template you need.

Save it to your project repository, giving it the required filename and version number.

There are fields embedded in the template that are intended to facilitate rapid configuration of the template for use in a particular project, using MS Word. To use these fields:

* Select all text in the document by pressing the key sequence Alt H, SL, A
* Update all fields by pressing F9 and entering data when prompted

MS Word will update all instances of these fields, and the filename, in the body of the document.

Unfortunately, MS Word doesn’t update fields in headers and footers. To update fields in headers (project name, product name) and footers (filename), open the header or footer (by either double clicking or right clicking and selecting the Edit Header or Edit Footer prompt, depending on your version of MS Word), then for each field, right click in each field and select the Update option.

Use the associated Product Description for guidance on how to complete the document. Refer to the associated Example document for a worked example.

As you develop a particular document and adapt it to best fit with your environment, think about making changes or extensions to the template, Product Description and worked example to capture these learnings for reuse. And if you see the need for a new document, create a Product Description to let others know what constitutes a quality product, and later save your completed document as an Example.

If you believe that the changes you’ve made to an existing template, or the new template you created, would be very useful to other people, please share your work with us at [training@inspiringprojects.com.au](mailto:training@inspiringprojects.com.au) and, if we agree, we will offer you a discount voucher for you or a colleague to use on one of our courses.