# How to use these templates

## Content of the Library

There are two files associated with each document in this library:

* The base template itself; and
* A Product Description, with the same file name as the template but with the extension PD.

## Using a Template

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), double click in the header or footer, 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.

## Extending the Library

When you’ve created a good example of a document using a template, save it back into this library with the same filename as the original template but with the extension EX, to signify that your document is an example of good practice in your organisation.

## Continual Improvement

As you develop a particular document and adapt it to best fit with your environment, think about making changes or extensions to the original template and its Product Description to capture these learnings for reuse.

If you believe that the changes you’ve made to an existing template, or a new template you’ve 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 we will offer you a discount voucher for you or a colleague to use on one of our courses.